

Frequently Asked Questions - EMMIE to Grants Manager/Grants Portal Transition

FEMA is simplifying Public Assistance (PA) program delivery to provide modern, transparent, accessible, and streamlined environments for applicants and recipients. As part of this effort, FEMA is retiring its Emergency Management Mission Integrated Environment (EMMIE) so PA applicants and recipients may access their project information on a single platform: Grants Manager/Grants Portal (GM/GP).

Don't we already use GM/GP to manage PA events?

Yes. However, FEMA has been processing obligations and conducting closeout actions with applicants and recipients in EMMIE.

GM and GP have been used to conduct pre-award activities since 2016, including all PA project formulation functions up to the point of obligating funds. Applicants and recipients have been using GP to submit and monitor their projects through obligation. Such actions include submission of Requests for Public Assistance (RPAs); identifying and reporting incident impacts; submitting project applications and supporting documentation; responding to requests for information; and conducting project reviews.

What exactly is changing?

FEMA will process obligations and closeout actions in GM. Applicants and Recipients will continue submitting amendments in GP and may also submit closeout requests in GP, which includes entering the completion date of the project, the final actual costs and certifying to applicable EHP and insurance requirements. Applicants, recipients, and FEMA will also be able to track the status of closeout requests and actions in GM/GP.

This transition does not change any PA policies or overarching procedures. Additionally, the roles and responsibilities of each FEMA office and staff are not changing.

Who can submit closeout requests?

Both recipients and applicants may submit closeout requests. FEMA staff may initiate closeout on behalf of recipients and applicants when necessary. Applicants should follow current recipient-defined processes for notifying the recipient that a project is ready for closure. Dependent upon the recipient's processes, either the applicant or recipient may request closure of a project in GP.



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Will EMMIE decommissioning change small project closeout processes?

No, the transition from EMMIE will not change the small project closeout process. Recipients and applicants will continue to follow current processes prior to submission in GP. Recipients may continue to request bulk small project closeout. FEMA will continue to review applicant documentation that substantiates final actual insurance proceeds and other sources of funding, as well as documentation showing that applicants have obtained insurance and complied with all EHP conditions.

How will Quarterly Progress Reports be affected?

Recipients will follow existing processes and continue to submit quarterly progress reports for large projects. Applicants should follow current recipient-defined processes.

Will the recipient's drawdown process change?

The process for drawdowns and functions related to the Integrated Financial Management Information System (IFMIS) are not changing.

What training will I receive and when will it be available?

FEMA will conduct webinars and provide training for recipients, applicants, and FEMA staff.

When will the transition from EMMIE to GM/GP occur?

Event data (including event, recipient, applicant, project, and damage information) will be migrated from EMMIE to GM/GP in phases. In January 2022, PA completed the migration of over 1,000 closed events to GM/GP that were managed in EMMIE. All incidents declared for PA since January 15, 2024, will only use GM/GP. These actions were completed in the first phase of the EMMIE transition.

The remaining active and closed event data in EMMIE is **targeted** to be migrated between February and September 2024 as follows:

- March 22, 2024: Migrate all active COVID events.
- Not later than May 1: Migrate all non-COVID active events that exist in both EMMIE and GM/GP.
- Not later than June 1: Migrate all non-COVID events active in EMMIE that do not exist in GM/GP (excluding events that use bundled obligations).
- September 1: Migrate all events declared prior to March 1, 2015, including those with bundled obligations.
- September 30: Migrate any remaining event data in EMMIE. PA event data in EMMIE becomes read-only.

How will I know when my events will be transitioned from EMMIE to GM/GP?

FEMA will issue continual updates throughout the year as new information is available and final dates of migration are confirmed. FEMA Headquarters will coordinate closely with regional PA staff as events are

being transitioned throughout each phase. FEMA regional staff will notify each state, tribal, or territory prior to the transition of their events. It is the responsibility of Recipients to notify their applicants/subrecipients.

How do I access GM/GP?

For applicants and recipients, the GP Organization Admin typically manages personnel changes in the GP system. If the applicant's organization does not have an account, applicants should contact their recipient.

FEMA employees requiring access must watch a 33-minute video at: [Grants Manager Access \(sharepoint.com\)](#); fully complete the certification form with digital signature; and submit the completed form to FEMA-Recovery-PA-Grants@fema.dhs.gov.

Will I still be able to access information in EMMIE after my event is transitioned?

After events are transitioned, information will be available and updated in GM/GP. Read-only information from EMMIE will continue to be available to recipients, applicants, and FEMA staff for one year after EMMIE is retired. However, EMMIE data/reports will not be updated for events that have transitioned to GP/GM.

How will I access the information that I previously obtained from EMMIE?

Information previously available via EMMIE may now be viewed, filtered, and exported more easily through GM/GP. Reports are customizable by each individual user based on preference.

Can I connect my system directly to GM/GP?

No. Due to security, FEMA does not allow non-FEMA-systems to directly connect to FEMA systems, including EMMIE and GM/GP.

Will recipients that use external grant management software still receive datasets?

Recipients that currently receive data or reports to support use of external grant management software, such as EM Grants, will continue receiving updated datasets using the same delivery method currently used. FEMA is actively working on combining EMMIE and GM/GP data for report purposes. By the end of March 2024, reports will include both EMMIE and GM/GP data. FEMA is prioritizing these reports for recipients with active GM/GP-managed declarations. These updated versions of the reports will include all projects and obligations, and field/column names matching those in existing reports, unless otherwise requested. A few fields that are no longer used may show as null in GM/GP declarations, and some fields that include status or types may include different values between EMMIE and GM/GP declarations.

What about the transition of Fire Management Assistance Grants that are in EMMIE?

FEMA is finalizing Fire Management Assistance Grant (FMAG) functionality in FEMA GO. FMAG declarations will transition directly from EMMIE to FEMA GO. FEMA is not transitioning FMAG events into GM/GP. FEMA will begin onboarding FMAG declarations in March 2024. By May 2024, FEMA will process all new FMAG declarations in FEMA GO. All previously declared FMAG declarations will be migrated from EMMIE to FEMA GO by the end of September 2025. For additional questions on FMAG, please reach out to your recipient or

regional FMAG point of contact. Additional information about FEMA GO is available at: [FEMA Grants Outcomes \(FEMA GO\) | FEMA.gov](#).

Will PA transition to FEMA GO?

FEMA's current focus is merging all PA data into GM/GP and retiring EMMIE. The date that PA will transition from GM/GP to FEMA GO has not yet been determined.

Who do I call if I have questions or feedback for FEMA?

If you have questions, system issues, or change recommendations:

- Applicants and recipients may either send an email to the PA Support Hotline at: FEMA-Recovery-PA-Grants@fema.dhs.gov or call the hotline at: (866) 337-8448 (M-F 8:00 AM -to 6:00 PM ET).
- FEMA staff may submit a ticket at: [PA Customer Support and Continuous Improvement Service Now portal](#) or email or call the PA Support hotline.