



**FEMA**

## **Copying an Application—Grant Applicants**

**There are several reasons for which you may decide that you need to copy an application. These reasons include the following:**

- 1. A subgrant is eligible for funding under more than one grant program or year and you need a second copy to submit to FEMA.**
- 2. You need to copy an application from a previous year to ensure that you are using the most current version of the application.**
- 3. You need to create an application very similar to one already created and can save time by copying that application.**

**As a grant applicant, you have the ability to copy both subgrant applications and grant applications. Subgrant applications may be copied from one application type to another (i.e., from project applications to planning applications), but only the relevant sections will be available for copying.**

**The Copy Entire Application function is available only if you are copying the same subgrant application type. You can also choose to copy specific sections of the subgrant application.**

**You may only copy the Applicant Information and Contact Information sections of grant applications as the remainder of the sections are dependent on the subgrant applications attached to the grant application.**

**You must have access to an application in order to copy it. (See the Authorizing Access to Others job aid for information on how to share applications.)**





The following steps will walk you through the process of copying an application.

1. Start from the Grant Applicant Home Page.
2. From the Grant Applicant Acting As a Subgrant Applicant Section, select the **Create New Subgrant Application** link.
  - a. To copy a paper subgrant application, from the Subgrant Applications Section, select the **Enter Paper Subgrant Application** (Application Intake) link.
  - b. To copy a Grant Application, From the Grant Applications Section, select the **Create New Grant Application** link.

<i>Grant Applicant Home Page</i>	
Welcome to the Grant Applicant section of eGrants. Please select the activity you want to perform by clicking on the appropriate link below.	
Application Activities	
<a href="#">Administration</a>	allows you to activate administrative preferences and approve subgrant registrations.
<a href="#">Print Blank Applications</a>	allows you to print blank applications.
Subgrant Applications	
<a href="#">Enter Paper Subgrant Application (Application Intake)</a>	allows you to enter new subgrant application(s) submitted in paper format.
<a href="#">Work on Un-submitted Paper Subgrant Application(s)</a>	allows you to work on existing subgrant applications, submitted in paper format, that you have not fully entered into the system.
<a href="#">Work on Submitted Paper Subgrant Application(s)</a>	allows you to manage subgrant applications, submitted in paper format, that you have fully entered into the system.
<a href="#">Review Submitted Subgrant Application(s)</a>	allows you to review and approve submitted subgrant application(s).
<a href="#">Review Un-submitted Subgrant Application(s)</a>	allows you to review un-submitted subgrant applications for which access has been granted.
Grant Applicant Acting As Subgrant Applicant	
<a href="#">Create New Subgrant Application</a>	allows you to create new subgrant application(s) for your agency.
<a href="#">Work on Un-submitted Subgrant Application(s)</a>	allows you to work on existing grant as subgrant application(s) that you have not fully entered into the system.
<a href="#">Work on Submitted Subgrant Application(s)</a>	allows you to manage grant as subgrant application(s) that you have fully entered into the system.
Grant Applications	
<a href="#">Create New Grant Application</a>	allows you to create new grant application(s).
<a href="#">Enter New Paper Grant Application(Application Intake)</a>	allows you to enter new grant application(s) submitted in paper format.
<a href="#">Work on Un-submitted Grant Application(s)</a>	allows you to work on existing grant application(s) that you have not yet submitted to FEMA.
<a href="#">Work on Submitted Grant Application(s)</a>	allows you to manage grant application(s) that you have submitted to FEMA.

3. Enter the title of the new application you wish to create.





4. Choose the type of application you are creating—Project, Planning, or Management Cost.

**Create New Grant As Subgrant Application**

This section allows you to create a subgrant application for your agency. To start a new subgrant application, please enter the following information and click the *Save and Continue* button to proceed to the next step.

**Note:** Fields marked with an \* are required. You cannot proceed to the next step unless the required fields have been completed.

* Application title (please include the location and type of activity):	<input type="text" value="Prosperity Acquisition Project"/> (e.g. City of Fairfax Multihazard Mitigation Project)
* Application Type	<input type="text" value="Project Application"/>

5. For copying a Grant Application, you will need to select the grant program to which you will be submitting the application—FMA, RFC, PDM-C, SRL, or L-PDM.

**Create New Grant Application**

To start a new grant application, please enter the following information and click the *Save and Continue* button to proceed to the next step.

**Note:** Fields marked with an \* are required. You cannot proceed to the next step unless the required fields have been completed.

* Application title	<input type="text" value="Testing For IS30"/>
* Application Type	<input type="text" value="Select Application"/>

- Select Application
- FMA Grant Application
- RFC Application
- PDM Competitive Grant Application
- SRL Application
- L-PDM Application

6. Click the **Save and Continue** button.
7. You will see a list of the applications that you have access to. From this list, select the radio button corresponding to the application you want to copy.





## 8. Select the **Copy Existing Application** button.

**Start New Subgrant Application**

You have two options to continue with the Application creation process. You can start with a blank application or you can copy an existing application. To start with a blank application, click the *Start New Application* button. To copy an existing application, select an application below and click the *Copy Existing Application* button.

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Select	Application Year	Application Number	Application Title	Grant Type	Status	View
<input type="radio"/>	2006	FL-2006-088	test SRL	Project Application	Attached To Grantee	<a href="#">View Application</a>
<input type="radio"/>	2006	FL-2006-091	oj	Project Application	Approved By Grantee	<a href="#">View Application</a>
<input type="radio"/>	2007	RFC-MC-04-FL-2008-001	SMC	Management Cost Application	Disapproved By FEMA	<a href="#">View Application</a>
<input checked="" type="radio"/>	2007		2005 Tampa Management Costs Application	Project Application	Not Submitted	<a href="#">View Application</a>
<input type="radio"/>	2007		2006 Florida EMA Management Cost	Management Cost Application	Not Submitted	<a href="#">View Application</a>

## 9. Select the check boxes for the sections you wish to copy.

- a. If you want to copy the entire application, select the **Entire Application** check box. Note: The **Copy Entire Application** function is available only if you are copying the same subgrant application type.

## 10. Select the **Save and Continue** button.

**Copy Subgrant Application Sections**

Please select the sections you want to copy into the *TestTestTest* application . When you are finished, click the *Save and Continue* button below.

Select	Application Section
<input type="checkbox"/>	<a href="#">Entire Application</a>
<input type="checkbox"/>	<a href="#">Applicant Information</a>
<input type="checkbox"/>	<a href="#">Contact Information</a>
<input type="checkbox"/>	<a href="#">Community Information</a>
<input type="checkbox"/>	<a href="#">Mitigation Plan Information</a>
<input type="checkbox"/>	<a href="#">Mitigation Activity Information</a>
<input type="checkbox"/>	<a href="#">Hazard Information</a>
<input type="checkbox"/>	<a href="#">Scope of Work</a>
<input type="checkbox"/>	<a href="#">Properties</a>
<input type="checkbox"/>	<a href="#">Decision Making Process</a>
<input type="checkbox"/>	<a href="#">Cost Estimate</a>
<input type="checkbox"/>	<a href="#">Match Sources</a>
<input type="checkbox"/>	<a href="#">Cost Effectiveness Information</a>
<input type="checkbox"/>	<a href="#">Environmental/Historic Preservation Information</a>
<input type="checkbox"/>	<a href="#">Maintenance Schedule and Costs</a>
<input type="checkbox"/>	<a href="#">Evaluation Information</a>

## 11. Your new application will be created with the sections you selected to copy. It is good practice to review those sections to ensure the information is accurate and up-to-date before submitting the application.

