



Copying a Subgrant Application—Subgrant Applicants

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

1. The Grant Applicant has advised you that the subgrant is eligible for funding under more than one grant program and requests a second copy to submit to FEMA.
2. You need to copy a subgrant 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.

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 application type. You can also choose to copy specific sections of the 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 Subgrant Applicant Home Page.
2. Select the **Create New Application** link.

Subgrant Applicant Homepage

Welcome to the Subgrant Applicant section of eGrants. As a subgrant applicant, you can start the process of creating a new subgrant application by clicking the *Create New Application* link; work on un-submitted applications by clicking the *Update/Complete Un-submitted Application(s)* link; or work on submitted applications by clicking the *Revise/Amend Submitted Application(s)* link. Please select an activity from the list below.

Print Blank Applications	allows you to print blank applications.
Create New Application	allows you to create a new subgrant application for your community.
Update/Complete Un-submitted Application(s)	allows you to work on existing subgrant application(s) that you have not yet submitted.
Revise/Amend Submitted Application(s)	allows you to manage subgrant application(s) you have submitted.

3. Enter the title of the new subgrant you wish to create.
4. Choose the type of application you are creating—Project or Planning.



- Select the entity to which you will be submitting the application—designated state agency or federally recognized Indian Tribe acting as a grantor, for which you will also have to select the tribal organization.

Create New Application

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. If you have any questions please contact your application point of contact.

* Application title (please include the location and type of activity):	City of Prosperity Multi-Hazard Mitigation Pro (e.g. City of Fairfax Multihazard Mitigation Project)
* Application Type	Project Application
* I am submitting this application to a:	<input checked="" type="radio"/> Designated state agency <input type="radio"/> Federally recognized Indian tribe acting as grantor
If submitting to an Indian Tribe , select tribal organization	<input type="button" value="Select Tribe"/>

- Click the **Save and Continue** button.
- You will see a list of the applications that you have access to listed. Select the radio button corresponding to the application you want to copy.
- 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.

Displaying 1-5 of 27

Show 5

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	View Application
<input type="radio"/>	2006	FL-2006-091	pj	Project Application	Approved By Grantee	View Application
<input type="radio"/>	2007	RFC-MC-04-FL-2008-001	SMC	Management Cost Application	Disapproved By FEMA	View Application
<input checked="" type="radio"/>	2007		2005 Tampa Management Costs Application	Project Application	Not Submitted	View Application
<input type="radio"/>	2007		2006 Florida EMA Management Cost	Management Cost Application	Not Submitted	View Application





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.

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

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.

