

## **MT eGrants External System: Frequently Asked Questions for Grant Applicant Users**

### **General**

#### **Q: What is the FEMA Mitigation eGrants system?**

**A:** An electronic system developed in response to Public Law 106-107, passed on November 20, 1999, which required that all government agencies both streamline grant application processes and provide for the means to electronically create, review, and submit a grant application via the Internet.

The system allows applicants to apply for funding for several FEMA mitigation grant programs using the Internet. At this time, applications are being accepted into the eGrants system for the non-disaster Hazard Mitigation Assistance (HMA) grant programs.

#### **Q: What Hazard Mitigation Assistance (HMA) grant programs can I apply for using eGrants?**

**A:** The following HMA program applications are processed in the eGrants system:

**The Pre-Disaster Mitigation (PDM) program** provides funds to states, territories, Indian tribal governments, communities, and universities for hazard mitigation planning and the implementation of mitigation projects prior to a disaster event. Funding these plans and projects reduces overall risks to the population and structures, while also reducing reliance on funding from actual disaster declarations.

**The Flood Mitigation Assistance (FMA) program** was created as part of the National Flood Insurance Reform Act (NFIRA) of 1994 (42 U.S.C. 4101) with the goal of reducing or eliminating claims under the National Flood Insurance Program (NFIP). FEMA provides FMA funds to assist States and communities implement measures that reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other structures insurable under the NFIP.

**The Severe Repetitive Loss (SRL) grant program** was authorized by the Bunning-Bereuter-Blumenauer Flood Insurance Reform Act of 2004, which amended the National Flood Insurance Act of 1968 to provide funding to reduce or eliminate the long-term risk of flood damage to SRL structures insured under the NFIP.

**The Repetitive Flood Claims (RFC) grant program** was authorized by the Bunning-Bereuter-Blumenauer Flood Insurance Reform Act of 2004 (P.L. 108-264), which amended the National Flood Insurance Act (NFIA) of 1968 (42 U.S.C. 4001, et al). Up to

\$10 million is available annually for FEMA to provide RFC funds to assist States and communities reduce flood damages to insured properties that have had one or more claims to the NFIP.

**Q: What is the submission and review process for applications in eGrants?**

**A:** The eGrants application process works the same as the paper application process: local applicants apply to their State/Tribe/territory, which reviews applications and includes them in a grant application to submit to FEMA. FEMA reviews the applications for compliance with various statutes, such as Environmental/Historic Preservation, Cost Effectiveness, Planning, etc. Application revision requests are handled electronically and may be generated by FEMA or the applicants for revision by applicants or subapplicants. FEMA electronically awards grants to States/Tribes/territories for approved applications, who in turn, award to the subapplicants.

**Q: Who does one contact for help with the eGrants System?**

Please contact the MT eGrants customer service desk at 1-866-476-0544 or email: MTeGrants@associates.dhs.gov.

**System Access**

**Q: What are the systems requirements necessary to support access to eGrants?**

**A:** eGrants is accessed via computer with either Microsoft Internet Explorer, Version 5.0 or later with a 128 –bit encryption or Netscape, Version 4.7 or later with a 128-bit encryption.

**Q: How does one gain access to the eGrants system?**

**A:** From your internet browser, enter the URL: <https://portal.fema.gov>. This will open the DHS ISSACS login page. Select the **New User?** button. Enter the registration information, create a username and password, and select the Submit button.

Once you have registered, you will need to request access to the Mitigation eGrants system. To request access, you will need an Access ID.

**Q: How does one obtain an Access ID for the Mitigation eGrants system?**

**A:** Access IDs are provided by the FEMA Regional Office. The Grant Applicant organization will be provided the access ID for their organization to use to request access to eGrants as well as the access ID that they may provide to their subgrant applicants to request access. Grant applicants will manage their subapplicants' registrations in eGrants.

**Q: How does one retrieve one's password if it is forgotten?**

**A:** From the DHS ISSACS login page, select the **Forgot Psswd/PIN?** button. Enter your date of birth and your email, select the **Submit** button. Your password will be re-set to a temporary password that is effective for 24 hours. You will need to log into the system with the temporary password and change it to a new password.

**Q: How does one change their password?**

**A:** From the eGrants Homepage, in the upper right hand corner, click on **Change Password** link.

**Q: How does one change the e-mail address, point of contact information, or organization address?**

**A:** From the eGrants Homepage, in the upper right hand corner, click on **Edit Profile** link.

**Q: How does one know when their access to eGrants has been approved?**

**A:** Once FEMA has reviewed and approved your registration, you will receive an e-mail message that indicates your privileges in the eGrants system. You may be given View/Print, Creat/eEdit, and/or Sign/Submit privileges for applications, award packages, and quarterly reports for the Pre-Disaster Mitigation program and/or the flood programs: Flood Mitigation Assistance, Repetitive Flood Claims, and Severe Repetitive Loss.

**Subgrant Applications**

**Q: How does one change the Fiscal Year of a subgrant application?**

**A:** The Fiscal Year defaults to the current year that a user creates a new subgrant application and cannot be changed.

To be certain that the most current version of the subgrant application format is used, applicants may want to create a new subgrant application vs. updating an out-of date un-submitted subgrant. The existing subgrant application information can then be copied into the new application, and the original subgrant application can be deleted.

**Q: How does one change the title of a subgrant application?**

**A:** The subgrant application title can be changed for un-submitted applications by changing the title of your proposed activity in the Mitigation Activity Section of the subgrant application. For submitted subgrant applications, the title may be changed through a revision.

**Q: How does one copy a grant as subgrant application?**

A: To copy an existing grant as subgrant application:

1. From the Grant Applicant Home Page, click the **Create New Subgrant Application** link in the Grant Applicant Acting As Subgrant Applicant section.
2. Enter an application title and select the application type. Click on the **Save and Continue** button. The Start New Subgrant Application screen is displayed, showing the list of subgrant applications already created that you have access to.
3. Select the radio button for the subgrant application you want to copy and click on the **Copy Existing Application** button. The Copy Subgrant Application Sections screen is displayed.
4. Select the checkbox(es) associated with the section(s) you wish to copy into the new subgrant application. To copy the whole application, select the **Entire Application** checkbox. Then click on the **Save and Continue** button. The Application Status screen is displayed.
5. Select the **Complete/Incomplete** links in the **Status** column for each copied section of the application to review and update it as necessary.

**Q: How does one delete a subgrant application from the eGrants system?**

A: Submitted subgrant applications cannot be deleted from the eGrants system.

Unsubmitted subgrant applications may be deleted by the user who created it. Navigate to the list of unsubmitted subgrant applications by clicking on the **Work on Un-Submitted Subgrants** link from the eGrants Homepage. Then, select the checkbox next to the subgrant application and click the **Delete Application** button. You will be asked to confirm the deletion. Select the **Yes** button.

**Q: How does one share access to a grant as subgrant application with others?**

A: First, locate the subgrant application to which you wish to provide access by clicking the appropriate link on the eGrants Homepage: **Work on Un-Submitted Subgrant Applications** or **Work on Submitted Subgrant Applications**. Select the **View Details** link from the Authorize/Revoke Access column. Then, search for the person whom you wish to provide access and determine the level of access and the length of the access.

**NOTE:** A user's level of access may not be changed for the shared application. For example, if a user with Create/Edit privileges to applications gives access to an application to a co-worker with View/Print privileges, then only View/Print access may be assigned.

**Q: How does one provide access to a subgrant application when the user that created the application is unavailable to share their applications (i.e., a user has retired or is on extended leave)?**

**A:** Grant applicants may reassign all of one subgrant applicant user's applications to another user in the same organization. Click on the **Administration** link on the eGrants Homepage. Then click the **Approved User Registrations** link on the sidebar. Select the **Reassign Permissions** link in the Action column. You will then be able to search for the subgrant applicant user to whom you wish to reassign the applications.

**NOTE:** This process is irreversible. In addition, a user level of access will not be changed by the reassignment. For example, if a user with Sign/Submit privileges retires, and their applications are reassigned to another user with Create/Edit privileges, then the only Create/Edit privileges will be available for those reassigned applications.

**Q: How does one revise a submitted grant as subgrant application that has not been attached to a grant application?**

**A:** Submitted grant as subgrant applications are automatically given a status of 'Approved by Grantee.' Click on the **Review Submitted Subgrant Applications** link on the eGrants Homepage and check out the subgrant application to make revisions to it by clicking the **Check Out Subgrant Applications** link on the sidebar menu. You may select the status Approved by Grantee in the Status drop down list and click the Go button to narrow down your search or click the **Search** button to locate the grant a subgrant application. Grant as subgrant applications are indicated by a red 'G' to the left of the Application Number. Once checked out, you may update the grant as subgrant application by clicking the **Review** link in the Action column.

**Q: How does one request a revision to a subgrant application that has been submitted to FEMA in a grant application?**

**A:** For subgrants that have been submitted to FEMA, the grant applicant may ask FEMA to request a revision to the subgrant application. Specific subgrant application section(s) must be selected for revision. The subgrant section(s) would then be available to the grant applicant who could update the section(s) or release the section(s) to the subgrant applicant for revision.

**Q: How does a Grant Applicant indicate that a subgrant application is to be considered for more than one HMA Grant Program?**

**A:** In order to have a subgrant application considered for a different HMA grant program, the Grant Applicant must indicate this in the **Comments to FEMA** section, as specified in the Hazard Mitigation Assistance Program Guidance.

For subgrant applications submitted by subgrant applicants, this is done while reviewing the subgrant application.

For grant as subgrant applications, the Comments for FEMA section is completed as part of the application.

**NOTE:** If FEMA determines that the subgrant application will be funded under a different program, then a user with access to the original subgrant application must copy and submit it so that the copy will be available for the grant applicant to attach to another grant application.

**Q: When BCA is uploaded in eGrants, is it possible to view the file?**

A: No. Once the BCA file is uploaded into eGrants, it is encrypted and cannot be viewed in the Egrants system. BCA files can only be viewed in the BCA software.

### **Grant Applications**

**Q: How does one change the Fiscal Year of a grant application?**

A: The Fiscal Year defaults to the current year that a user creates a new grant application. However, if more than one application year cycle is open, the choice is presented when creating the new grant application. In addition, the grant applicant user can change it on the Review and Submit screen by selecting from the **Fiscal Year** drop down list. Note that grant applicants can only submit one grant application per Fiscal Year to FEMA for each HMA grant program.

**Q: How does one change the title of a grant application?**

A: The grant application title can be changed for un-submitted applications from the Schedule section of the grant application.

**Q: How does one delete a grant application from the eGrants system?**

A: Submitted grant applications cannot be deleted from the eGrants system.

An unsubmitted grant applications may be deleted by the user who created it. Navigate to the list of unsubmitted grant applications by clicking on the **Work on Un-Submitted Grants** link from the eGrants Homepage. Then, select the checkbox next to the grant application and click the **Delete Application** button. You will be asked to confirm the deletion. Select the **Yes** button.

Any subgrants attached to the deleted grant application will become available to attach to another grant application.

**Q: How does one attach a subgrant application to a grant application?**

**A:** To attach an approved subgrant application to a grant application:

1. From the Grant Application Status screen, select the **Incomplete/Complete** link in the **Status** column for the Subgrant Applications section.
2. Click the **Add Subgrant Applications** button. The Select Subgrant Applications screen is displayed, listing all of the Subgrant applications you have reviewed and approved. (Note: A subgrant application must be 'Checked In' to be available to add to grant applications.)
3. Click on the checkbox next to the subgrant application(s) you want to attach to the Grant application and then click on the **Add Subgrant Applications** button. A confirmation screen is displayed.
4. Click on the **Yes** button to confirm. The Edit Subgrant Ranks screen is displayed.
5. Enter a rank for each Subgrant in the **Rank** column.
6. Click on the **Save and Continue** button. The Subgrant Applications screen is displayed, showing the Subgrant application(s) you attached to your Grant application and the rank you assigned to each.
7. Click on the **Save and Continue** button save the changes to the section.

**Q: How does one delete a subgrant application from a grant application?**

**A:** Grant applicants may delete subgrants from un-submitted grant applications by clicking the **Delete** link in the Action column next to the subgrant application in the Subgrant Applications section of the grant application. This will only remove the subgrant from the grant application, so it will be available to attach to another grant application.

**Q: How does one share access to a grant application with other users?**

**A:** First, locate the application to which you wish to provide access by clicking the appropriate link on the eGrants Homepage: **Work on Un-Submitted Grant Applications** or **Work on Submitted Grant Applications**. Select the **View Details** link from the Authorize/Revoke Access column. Then, search for the person whom you wish to provide access and determine the level of access and the length of the access.

**NOTE:** A user's level of access may not be changed for the shared application. For example, if a user with Create/Edit privileges to applications gives access to an application to a co-worker with View/Print privileges, then only View/Print access may be assigned.

**Q: How does one obtain access to a grant application when the user who created the application is unavailable to share their applications (i.e., a user has retired or is on extended leave)?**

**A:** Grant applicants may contact the FEMA Regional Office to request that they reassign all of the user's applications to another user in the same organization.

**NOTE:** This process is irreversible. In addition, a user level of access will not be changed by the reassignment. For example, if a user with Sign/Submit privileges retires, and their applications are reassigned to another user with Create/Edit privileges, then the only Create/Edit privileges will be available for those applications. Also, the program privileges must be compatible for the users. For example, a user with only Pre-Disaster Mitigation program privileges cannot be reassigned the applications of a user with privileges for the only the flood programs: Flood Mitigation Assistance, Repetitive Flood Claims, and Severe Repetitive Loss.

**Q: How does one obtain a submitted grant application to make a revision?**

**A:** For submitted grant applications, grant applicants may contact the FEMA regional office to ask them to request a revision to the grant application. This will release the grant application to the grant applicant to revise by clicking the **Work on Submitted Grant Applications** link on the eGrants Homepage.

The point(s) of contact indicated in the grant application will receive an e-mail message notifying them of the revision request from FEMA.

**Q: How does one make a revision to a grant application?**

**A:** Click the **Work on Submitted Grant Applications** link on the eGrants Homepage. The Grant Status: Submitted Grant Application screen displays the pending task at the top of the screen. Click on the **Review Revision Requests** link in the Action column next to the grant application. Then select **Review Revision Requests** from the drop down menu in the Action column next to the award package, and click the **Go** button. Click the Update link in the Action column on the Overview screen to open the grant application in a new window for revision. When complete, click the **Review and Submit Application** link from the sidebar menu.

## Awards

**Q: How does one know if grant has been awarded?**

**A:** eGrants automatically sends an e-mail message to the Points of Contacts indicated in the grant application when a grant award package is sent to the Grant Applicant for review in eGrants.

**Q: How does one accept a grant award package?**

**A:** From the Grant Applicant Home Page, click on the **Work on Submitted Grant Applications** link. The Grant Status: Submitted Grant Application screen displays the pending task at the top of the screen. Click on the **Review Award Packages** link in the Action column next to the pending award package. Then select **Review Award Package** from the drop down menu in the Action column next to the award package,

and click the **Go** button. You will be able to navigate to the three award package documents to review them. When complete, click the **Accept** radio button and then submit the award package to FEMA.

Once the grant applicant has accepted the award, the Review Status changes to 'Accepted/Not Accepted.' When FEMA submits the award to the Integrated Financial Management Information System (IFMIS), the Review Status changes to 'Awarded;' when the award is accepted by IFMIS, the Review Status becomes 'Obligated.'