

FEMA Mitigation eGrants *Internal System* *Quick Reference Guide*



Pre-Disaster Mitigation Competitive (PDMC) and Flood (FMA/RFC/SRL/LPDM) Programs

March 2012

Table of Contents

Part I. Overview	1
Introduction	1
The Mitigation eGrants System	2
What the eGrants Internal System Can Do	6
What If I Need Help Using the System?	6
Figure 1: eGrants Workflow Diagram (PDMC).....	9
Figure 2: eGrants Workflow Diagram (FMA/SRL/RFC/LPDM).....	10
Figure 3: eGrants Awards Workflow Diagram.....	11
Figure 4: eGrants Quarterly Reports Workflow Diagram	12
Table 1: NACS Positions and Roles on ROM Team.....	15
Table 2: NACS Positions and Roles on PDMC Team.....	21
Table 3: NACS Positions and Roles on HQMT Team.....	25
Login for the eGrants Internal System.....	28
Figure 5: Login Screen for the eGrants Internal System	28
DHS Integrated Security and Access Control Page.....	30
Figure 6: DHS ISAACS Page.....	30
eGrants Internal System Home Page	31
Figure 7: eGrants Internal System Home Page	31
myRoles.....	34
Figure 8: myRoles Screen	34
Pending User Registrations	36
Figure 9: Pending User Registrations Screen.....	36
View Registration.....	39
Figure 10: User Registration Screen.....	39
View/Process Privileges.....	41
Figure 11: View/Process Privileges Screen	41
Search User Registrations	44
Figure 12: Search User Registrations Screen.....	44
Search User Results	46
Figure 13: Search User Results Screen	46
Reassign Application(s).....	49
Figure 14: Search Users: Reassign Application(s) Screen	49
Search User Results: Reassign Applications	52
Figure 15: Search Users: Reassign Application(s) Screen	52
Program Administration.....	55
Figure 16: Program Administration Screen with Drop-Down Menu.....	55
Figure 17: PDMC Program Administration Screen	55
Figure 18: ACCS Codes – Annual	56

Figure 19: ACCS Codes Carryover.....	56
Figure 20: ACCS Codes Annual and Carryover Added	57
Figure 21: PDMC Total Funding	57
Inbox (myGrants)	60
Figure 22: Inbox (myGrants) Screen.....	60
Figure 23: Printable View of a Grant.....	62
Figure 24: Printable View of a Subgrant	63
Check Out/In Applications	66
Figure 25: Inbox Screen	66
Check In Tool	69
Figure 26: Check In Tool Screen	69
Part II. Pre-Award Eligibility Workflow Queues	71
Receipt and Delegate.....	71
Figure 27: Receipt and Delegate Screen (FMA)	71
Figure 28: Receipt and Delegate Screen (SRL).....	71
Initial Review	75
Figure 29: Initial Review Screen	75
Cost Review	77
Figure 30: PDMC Cost Review Screen.....	77
Figure 31: FMA Cost Review Screen.....	77
Cost-Effectiveness and Cost-Effectiveness/Engineering Review	80
Figure 32: PDMC Cost-Effectiveness Review Screen	80
Figure 33: RFC Cost-Effectiveness Review Screen	81
Figure 34: LPDM Cost-Effectiveness Review Screen.....	81
Planning Review	84
Figure 35: Planning Review Screen—Project Subgrant Applications	84
Figure 36: Planning Review Screen—Planning Subgrant Applications	85
Environmental and Historic Preservation (EHP) Queues	88
Figure 37: EHP Queues Screen	88
Figure 38: EHP Queues Screen with No Rework	88
Pre-Award Review.....	91
Figure 39: PDMC Pre-Award Review Screen	91
Figure 40: SRL Pre-Award Review Screen.....	92
Part III. Awards Workflow Queues.....	95
Notification Coordination	95
Figure 41: Notification Coordination Screen	95
Part IV. Quarterly Reports Workflow Queue.....	99
Quarterly Report Program Review	99
Figure 42: Quarterly Report Program Review Screen	99
Quarterly Report Revision Requests	100

Figure 43: Quarterly Report Revision Request Screen	100
Part V. Queue Functionalities	101
Attachments	101
Figure 44: Attachments Screen	101
New Attachments.....	103
Figure 45: New Attachments Screen	103
Comments	105
Figure 46: Comments Screen	105
New Comments.....	107
Figure 47: New Comments Screen.....	107
Revision Request: Receipt and Delegate Queue	109
Figure 48: Revision Request Screen from Receipt and Delegate Queue .	109
Revision History: Receipt and Delegate Queue	111
Figure 49: Revision History Screen from Receipt and Delegate Queue ...	111
Revision Request: Subgrant Review Queues.....	113
Figure 50: Revision Request Screen from Subgrant Review Queues	113
Revision History: Subgrant Review Queues.....	116
Figure 51: Revision History Screen from a Subgrant Review Queue	116
Rework Request.....	118
Figure 52: Rework Request for Project Applications (Project)	118
Figure 53: Rework Request for Project Applications (Planning)	118
Rework History.....	120
Figure 54: Rework History Screen	120
Part VI. Tabs and Links	121
All Grants	121
Figure 55: All Grants Screen.....	121
Out-of-Queue Grant Revision	124
Figure 56: Out-of-Queue Grant Revision Screen.....	124
Out-of-Queue Subgrant Revision	128
Figure 57: Out-of-Queue Subgrant Revision Screen	128
Pre-Award Eligibility Screen	131
Figure 58: Pre-Award Eligibility Screen	131
Figure 59: Pre-Award Eligibility Screen for PDMC.....	131
Reset.....	134
Figure 60: Pre-Award Eligibility Screen Showing Reset Button	134
Figure 61: Confirm Subgrant Reset Screen	134
Remove.....	137
Figure 62: Pre-Award Eligibility Screen Showing Remove Button	137
Figure 63: Confirm Subgrant Removal Screen	137

Restore	140
Figure 64: Pre-Award Eligibility Screen Showing Restore Button	140
Awards Screen	142
Figure 65: Awards Screen	142
Quarterly Reports	145
Figure 66: Quarterly Reports Screen	145
Reports Screen	147
Figure 67: Reports Screen.....	147
Search.....	149
Figure 68: Search: Grants Screen	149
Figure 69: Search: Subgrants Screen.....	149
Figure 70: Search: Award Packages Screen	150
Figure 71: Search: Quarterly Reports Screen.....	150
Search Results	153
Figure 72: Search Results: Grants Screen	153
Figure 73: Search Results: Subgrants Screen.....	153
Figure 74: Search Results: Award Packages Screen	154
Figure 75: Search Results: Quarterly Reports Screen.....	154
Appendix A: Queues from which a Subgrant can be Removed.....	157
Appendix B: Reports for FMA/SRL/RFC/LPDM and PDMC Applications ...	159
Appendix C: Report Screenshots.....	163
Figure 76: Gen-01—Grant Summary Report	163
Figure 77: Gen-02—Subgrant Summary Report.....	164
Figure 78: Gen-03—Subgrant Summary by Status Report.....	165
Figure 79: Gen-04—Subgrants Not Approved Report	166
Figure 80: Gen-05—Summary of Subgrant Comments Report	167
Figure 81: ELIG-01—Subgrant Workflow Summary Report.....	168
Figure 82: ELIG-02—Pre-Award Eligibility Queue Comments Report	169
Figure 83: ELIG-04— Subgrant Comments	170
Figure 84: ELIG-05 --Benefit-Cost Report	171
Figure 85: AWD-01—Award Package Summary Report	172
Figure 86: AWD-02—Award Package Workflow Summary Report.....	173
Figure 87: AWD-03—Approved Subgrants Pending Award Report	174
Figure 88: AWD-04— GFS Submissions for Preceding Week	175
Figure 89: AWD-05— Awarded Subgrants (Accepted by IFMIS).....	176
Figure 90: AWD-06— Awarded Subgrants by ACCS Code.....	177

Part I. Overview

Introduction

This Guide has been developed by the Mitigation Division to introduce you to the mitigation electronic grants (eGrants) internal management system. The Guide will assist you in processing Pre-Disaster Mitigation Competitive (PDMC), Legislative Pre-Disaster Mitigation (LPDM), and Flood Programs—Flood Mitigation Assistance (FMA), Severe Repetitive Loss (SRL), and Repetitive Flood Claims (RFC)—grant applications through eGrants. Please note that not all of the screens in the system appear in this Guide. The Environmental Management Workflow and Awards Workflow are contained in separate Quick Reference Guides (QRGs).

The first few pages of this Guide provide a brief introduction to the system. Also included is an outline of the National Emergency Management Information System (NEMIS) Access Control System (NACS) roles needed to perform the various functions throughout the system.

After describing roles in the first few pages, the Guide follows the eGrants workflow process. You can use the workflow diagram as a quick reference to determine how PDMC, FMA, SRL, RFC, and LPDM subgrant applications, awards, and Quarterly Reports will move through the eGrants system. It starts with the Login Screen, the first screen that you will see, and walks you through each screen in the order of the workflow thereafter. Screenshots are provided, along with detailed descriptions for each screen, to familiarize you with eGrants' design and logic.

Each page will have the following format:

- A screenshot
- A description of the screen
- The roles that can edit the screen
- Any preconditions, or how you get to a particular screen

- Directions to edit the screen
- A description of what each button and/or icon does
- A brief description of additional links and tabs
- Any notes or tips for using the screen

This Guide contains the workflow processes for both the PDM Program and the Flood Programs. There are certain steps in which one of the programs differs from the others. You will be alerted to this difference by this icon:



In addition, this guide offers tips to help you use the Mitigation eGrants System effectively.



Look for this symbol for tips on how to use eGrants effectively.

This Guide is an evolving resource. FEMA is currently in the process of redesigning the workflows in the various programs so that they are more alike. As the new and updated processes are released, this Quick Reference Guide will also be updated. If you have any suggestions or additions, please contact Jennifer East of FEMA at Jennifer.East@dhs.gov.

Thank you, and welcome to eGrants!

The Mitigation eGrants System

The Federal Emergency Management Agency's eGrants system was developed as a part of the eGovernment initiative to reduce the time and paperwork involved in managing the entire grant lifecycle.

The eGrants system consists of two parts: an External System for Grant and Subgrant Applicants, available on the Internet, and an Internal System for FEMA users, available inside the firewall on the FEMA intranet. Grant Applicants are State and federally recognized Indian Tribal and Territorial government officials. Subgrant Applicants are Local and Tribal officials.

The eGrants External System provides Grant Applicants and Subgrant Applicants with the ability to manage their grant application processes electronically for these FEMA Hazard Mitigation Assistance grant programs: [Flood Mitigation Assistance](#) (FMA),* [Repetitive Flood Claims](#) (RFC),* [Pre-Disaster Mitigation-Competitive](#) (PDMC), [Severe Repetitive Loss](#) (SRL),* and [Legislative Pre-Disaster Mitigation](#) (LPDM).* These programs are currently available on the Mitigation eGrants System on the web: <https://portal.fema.gov>.

The eGrants Internal System allows FEMA Mitigation Program Managers and staff, and Assistance Officers, to manage the review and processing of those pre-disaster Hazard Mitigation Assistance grants via the FEMA intranet. This course focuses on the Internal System. There are FEMA Independent Study Courses available on the Emergency Management Institute website that cover the eGrants External System for Subgrant Applicant users and Grant Applicant users: Courses IS-30—Mitigation eGrants for the Subgrant Applicant (<http://training.fema.gov/EMIWeb/IS/is30.asp>) and IS-31—Mitigation eGrants for the Grant Applicant (<http://training.fema.gov/EMIWeb/IS/is31.asp>), respectively. FEMA is also in the process of developing a WBT course for FEMA Internal System users, entitled IS-32 Mitigation eGrants Internal System.

However, in order to provide a full picture of the overall system and to show how the External and Internal Systems interrelate, we will review the External System functionality.

eGrants External System

You can access the External System on the Internet at:
<https://portal.fema.gov>

* FMA, RFC, SRL, and LPDM are collectively called the Flood programs in eGrants.

eGrants External System functions include:

- The ability for Subgrant Applicants to create project pre-applications for submission to Grant Applicants
- The creation of subgrant applications for mitigation planning and projects (both Grant and Subgrant Applicants) and management costs (Grant Applicants only)
- The submission of planning and project subgrant applications from Subgrant Applicants to Grant Applicants
- The review and processing of subgrant applications by Grant Applicants
- The creation of grant applications and their submission to FEMA by Grant Applicants
- The review and processing of grant and subgrant application revision requests
- The review and processing of award packages by Grant Applicants
- The creation of Quarterly Reports and their submission to FEMA by Grant Applicants

The people who use the eGrants External System are approved users from:

- State and U.S. Territory agencies with emergency management responsibility
- Federally recognized Indian Tribal governments
- Local communities
- Tribal governments and organizations

Grant Applicant users must be approved by FEMA before they can access the External System. Subgrant Applicant users must be approved by their respective Grant Applicant State/Tribe/Territory in order to access the eGrants system.

eGrants External System Processes

The application process in eGrants follows a specific workflow. Initially, a Subgrant Applicant creates a subgrant application and submits it to the appropriate Grant Applicant for review. Next, a

Grant Applicant official reviews the subgrant application. If revisions are requested by the Grant Applicant, then the Subgrant Applicant may revise the subgrant application and resubmit it. Once the subgrant application is reviewed and approved, the Grant Applicant may include it in a larger grant application that is submitted to FEMA. Grant Applicants may also create their own subgrant applications and include them in their grant application to FEMA. If FEMA requests revisions, then the Grant Applicant may revise the application and resubmit it. Once applications are reviewed and approved by FEMA, the Grant Applicant—now the Grantee—receives a grant to include the approved applications. The Grantee then reports to FEMA on the progress of the grant in Quarterly Reports.

eGrants Internal System

You can access the Internal System from the FEMA intranet at:

<https://portal.fema.net>

eGrants Internal System functions include:

- The review and approval of Grant Applicant registrations
- The review of applications for eligibility to include:
 - Documenting the status of mitigation plan
 - Reviewing costs
 - Ensuring cost-effectiveness of mitigation projects
- The creation of grant award packages and amendments
- The review of Quarterly Reports

The people who use the eGrants Internal System include:

- FEMA HQ and Regional staff with Hazard Mitigation Assistance grant program responsibility
- Regional Assistance Officers

eGrants Internal System Process

The application review process follows a specific workflow in the eGrants Internal System. Initially, a Grant Applicant submits a grant application to FEMA. Next, FEMA reviews the application. If revisions are requested by FEMA, then the Grant Applicant may

revise the application and resubmit it. Once the subgrant applications are reviewed by FEMA, FEMA awards a grant to the Grant Applicant—now the Grantee—to include the approved subgrant applications. The Grantee then submits Quarterly Reports to FEMA on the progress of the grant. If FEMA requests revisions, then the Grantee may revise the report and resubmit it.

The eGrants Internal System consists of three separate Workflow processes: (1) Pre-Award Eligibility Workflow for managing the review of submitted applications, (2) Awards Workflow for selecting applications to include in grant award packages and amendments, and (3) Quarterly Reports Workflow for monitoring grant implementation through review of Quarterly Reports.

The Pre-Award Eligibility Workflow for PDMC grants differs from the LPDM, FMA, SRL, and RFC Pre-Award Eligibility Workflow because of the National Review Process required for PDMC.

What the eGrants Internal System Can Do

The eGrants Internal System allows FEMA Mitigation Program Managers and Assistance Officers to:

- Review and approve Grant Applicant registrations
- Perform eligibility and pre-award reviews
- Document plan, cost, and cost-effectiveness reviews
- Create grant award packages and amendments
- Obligate and de-obligate funds in the Integrated Financial Management Information System (IFMIS)
- Perform Quarterly Report reviews

What If I Need Help Using the System?

FEMA has a Mitigation eGrants Help Desk available to provide customer service for both the eGrants Internal and eGrants External Systems. You can access the Help Desk via phone or e-mail:

1-866-476-0544 or MTeGrants@dhs.gov

Hours of Operations: Mon – Fri, 8AM – 7PM

eGrants Workflow

The eGrants Workflow Diagram shows the steps in the process of managing the review of applications submitted to FEMA, preparing grant awards and amendments, and monitoring grant implementation through review of Quarterly Reports. The Pre-Award Eligibility, Awards, Environmental Management, and Quarterly Reports Workflows are part of the overall eGrants workflow. The eGrants Workflow for PDMC is shown below in Figure 1 (see p. 8). The eGrants Workflows for FMA, SRL, RFC, and LPDM are shown in Figure 2 (see p. 9). The Awards Workflow and the Quarterly Reports Workflow are shown in Figures 3 and 4, respectively (see pp. 10 and 11).

Note that the Pre-Award Eligibility Workflow for PDMC differs from the Flood Programs (FMA/SRL/RFC) and the LPDM. These differences include:

- Addition of a National Review Process for PDMC applications
- Timing of the Environmental and Historic Preservation Review later in the process to follow selection for projects

The National Review Process for the PDMC Program, the Environmental Management Workflow, the Awards Workflow, and the Quarterly Reports Workflow are detailed in separate QRGs prepared by FEMA.

[This page intentionally left blank.]

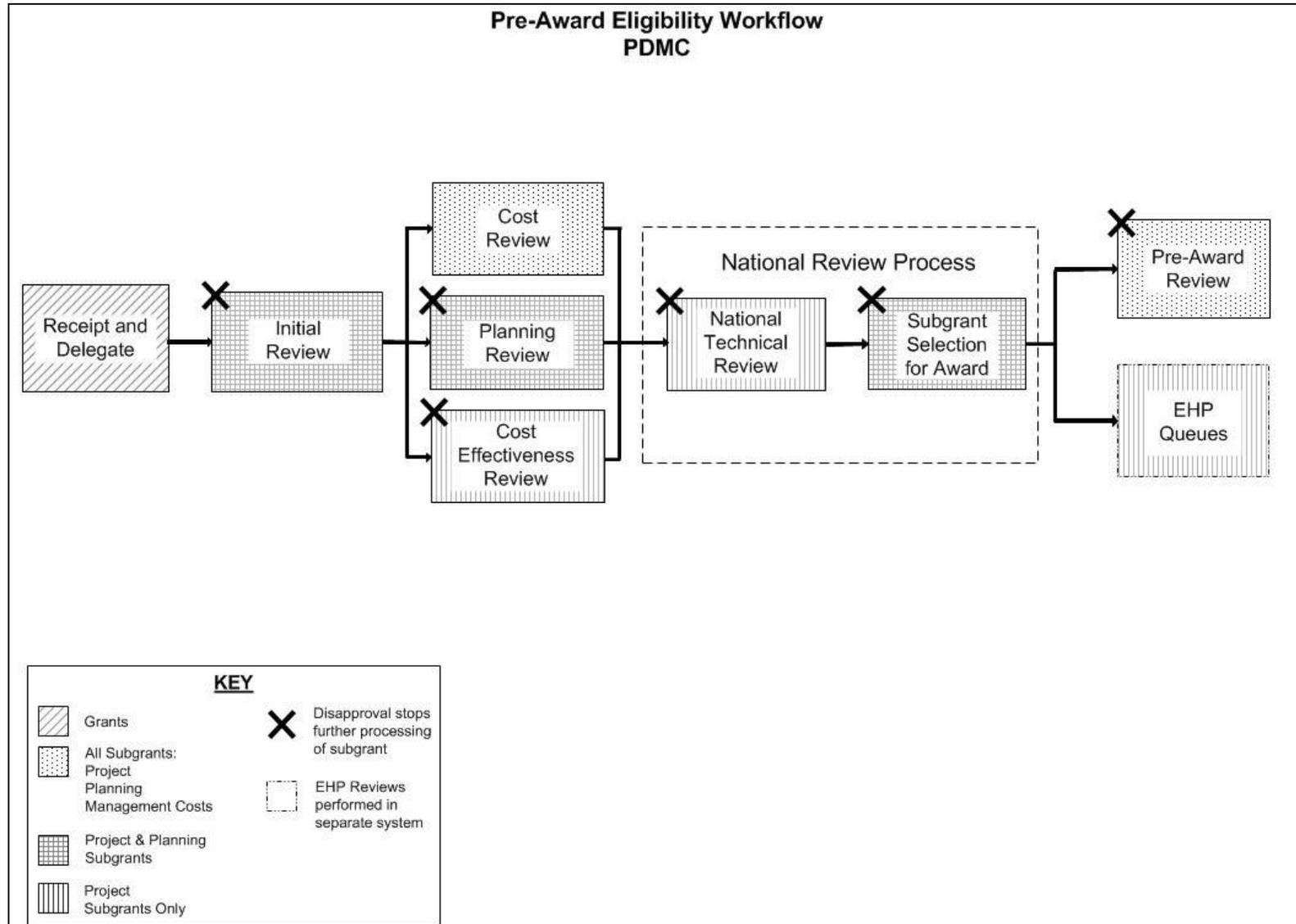


Figure 1: eGrants Workflow Diagram (PDMC)

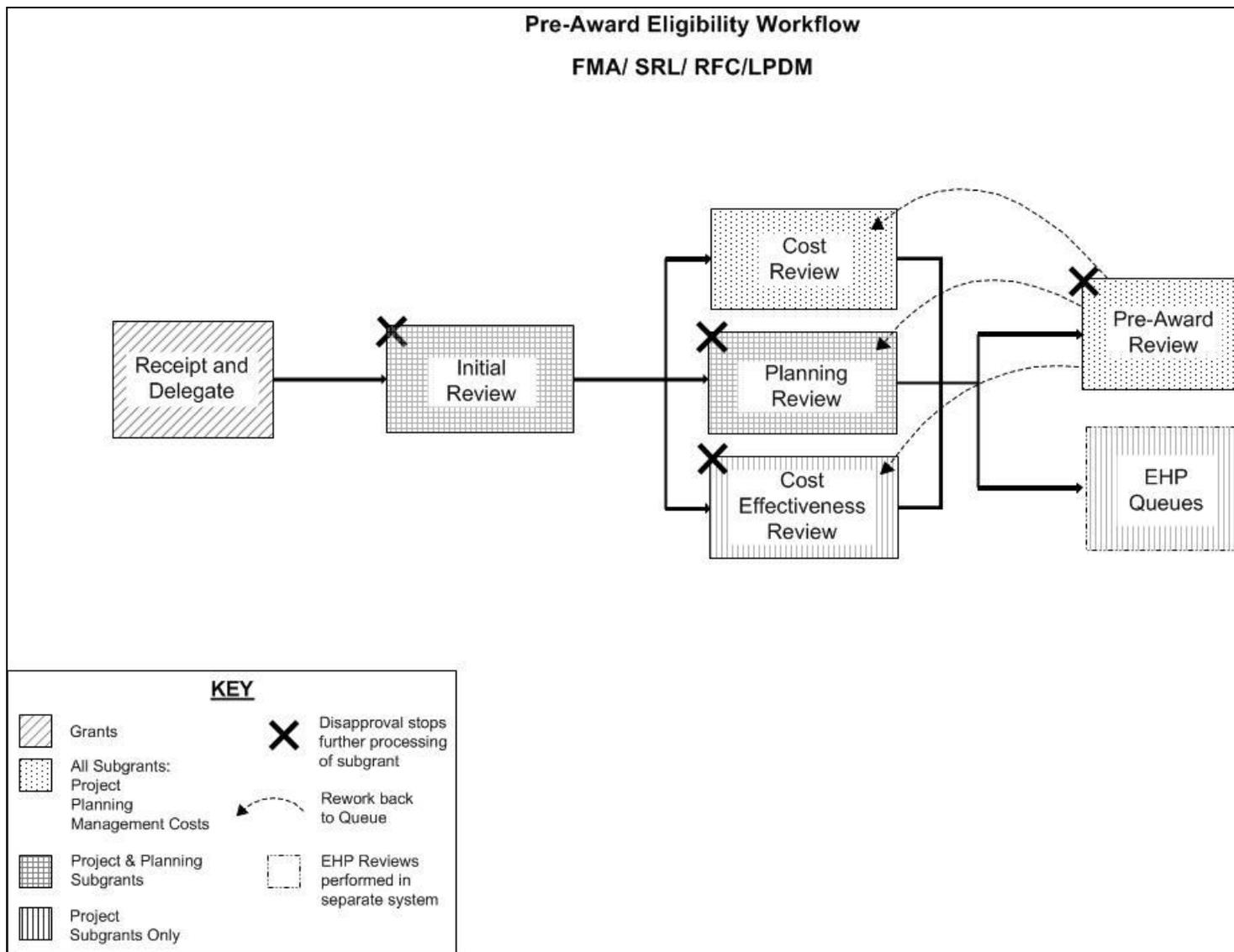


Figure 2: eGrants Workflow Diagram (FMA/SRL/RFC/LPDM)

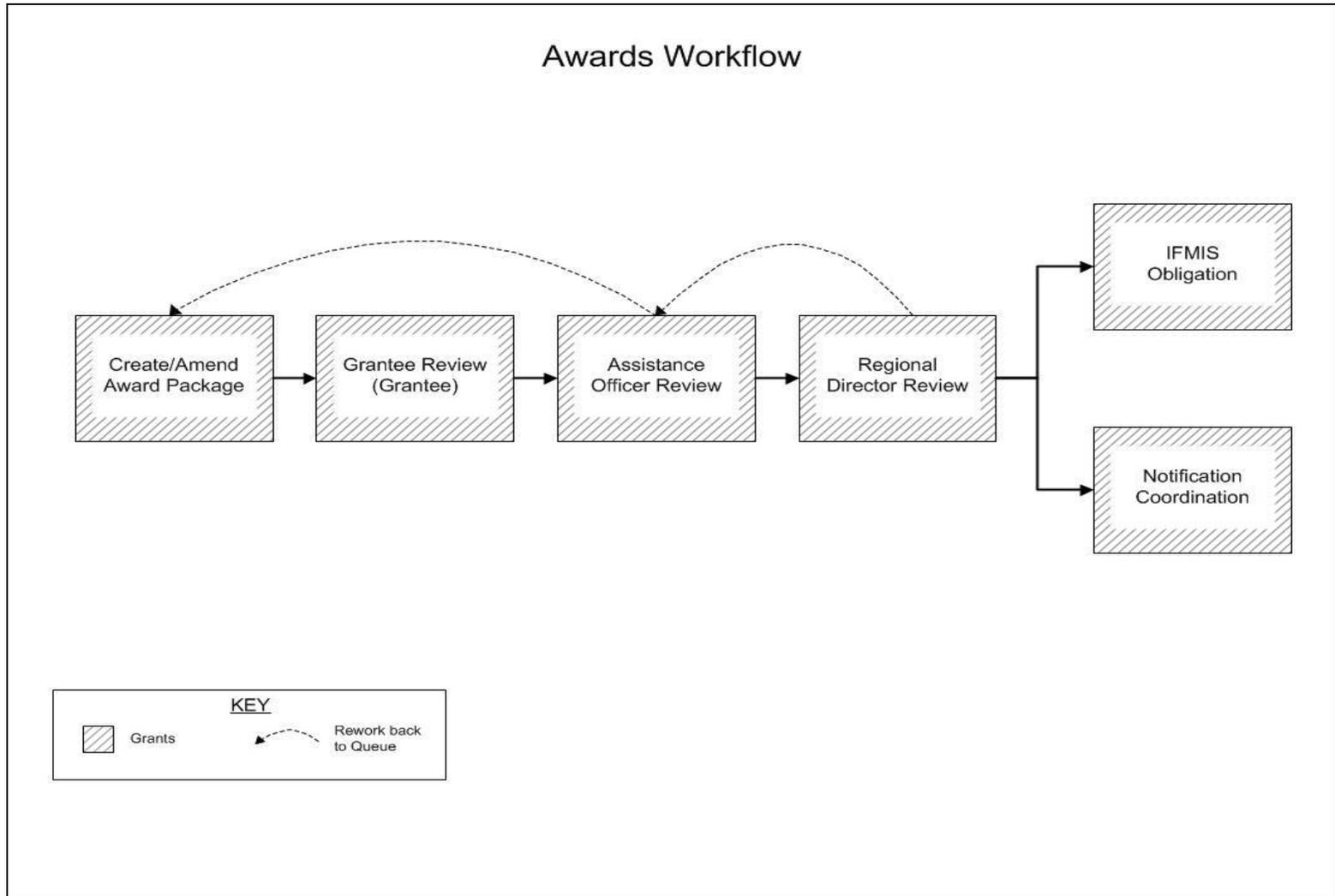


Figure 3: eGrants Awards Workflow Diagram

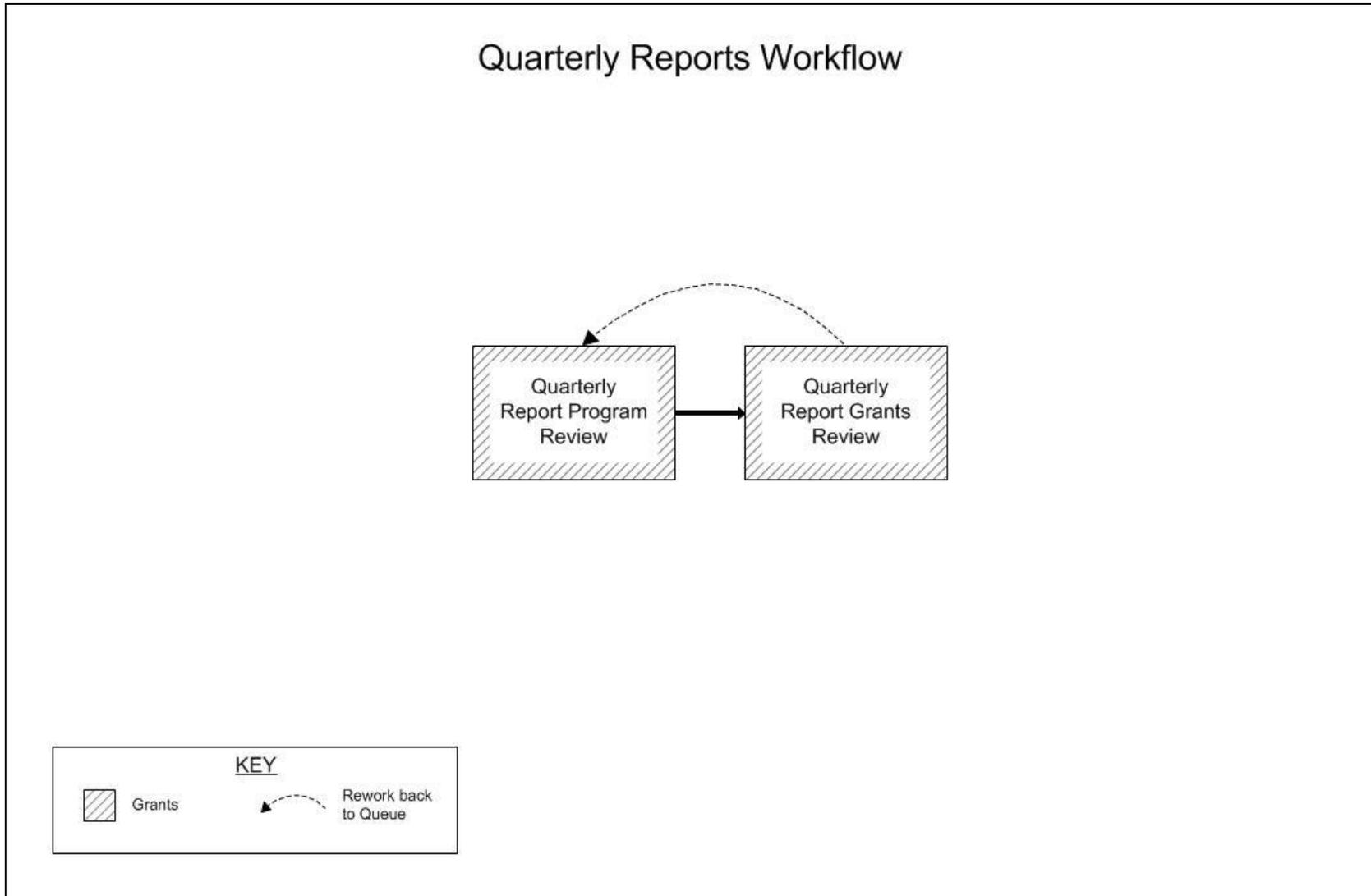


Figure 4: eGrants Quarterly Reports Workflow Diagram

eGrants Access

As part of the overall security for an Internet application, eGrants was developed on a role-based security scheme that protects the system and the viewing and editing of information. This scheme is based on users, positions and roles, as defined below:

- **Users:** A user can be defined as any person that possesses the credentials to log on to the database. A user can be assigned multiple positions in turn, granting that person multiple roles.
- **Positions:** A position can be defined as the job description of a certain function within an application. A position consists of multiple roles granting the ability to carry out certain functions of the application. A position can be assigned multiple users or multiple positions.
- **Roles:** A role can be defined as the lowest level for application security. A role grants the user the ability to carry out one specific function within an application. Roles can be associated either directly with a user or with a position.

Each queue in the eGrants Internal system workflow may be performed only by users with the appropriate eGrants roles. These roles are driven by the National Emergency Management Information System (NEMIS) Access Control System (NACS). Each program/grant type (e.g., PDM) will have a role for each user that can perform each step in the workflow. The NACS tables below map the NACS positions and roles to the eGrants roles and illustrate the relationship between eGrants roles and the eGrants workflow queues. Table 1 (pp. 15 – 18) refers to the Regional Operations and Management (ROM) Team roles and positions for regional users; Table 2 (pp. 21 – 22) refers to the Pre-Disaster Mitigation Competitive (PDMC) Team roles and positions for headquarters (HQ) staff; and Table 3 (p. 25) refers to the Headquarters Mitigation (HQMT) Team roles and positions for HQ staff.

NOTE: A list of all acronyms listed in the tables below can be found on p. 27.

[This page intentionally left blank.]

Table 1: NACS Positions and Roles on ROM Team
For Regional Users

NACS ROM POSITION	NACS ROM ROLE RELATED TO MT EGRANTS ¹	NACS ROM DESCRIPTION	EGRANTS ROLE	EGRANTS WORKFLOW QUEUE(S) THAT CAN BE PROCESSED
MT: Assistance Officer	EG_ASSISTANCE_OFFICER	Allows user to process Receipt & Delegate, Pre-Award Review (Grants), Create/Amend Award and Assistance Officer Review queues	Assistance Officer	Receipt and Delegate Pre-Award Review (Grants) Create/Amend Award Package Assistance Officer Review
	EG_FMA_READ_ONLY	Allows view access to subgrants, queues, and reports.	FMA Read Only	--
	EG_PDM_READ_ONLY	Only allows view access to all MT LPDM eGrants queues.	PDM Read Only	--
	FAMS_GROUP_EGRANTS_GATEKEEPER	Acts as the gatekeeper for the FEMA user to approve/reject Grantee registrations.	--	--
MT eGrants: HMA Coordinator	EG_COST_REVIEWER	This role grants access to the Cost Reviewer queue within both the PDM and FMA program.	Cost Reviewer	Cost Review

¹ Some positions also contain roles related to NEMIS, which are not included in this list.

NACS ROM POSITION	NACS ROM ROLE RELATED TO MT EGRANTS ¹	NACS ROM DESCRIPTION	EGRANTS ROLE	EGRANTS WORKFLOW QUEUE(S) THAT CAN BE PROCESSED
	EG_FMA_COORDINATOR	Allows user to process Receipt & Delegate, Initial Review, Cost Effectiveness, Pre-Award Review (Program), Congressional Notification queues within the FMA eGrants program	FMA Coordinator ²	Receipt and Delegate Cost-Effectiveness Review Pre-Award Review (Program) Notification Coordination
	EG_PDM_COORDINATOR	Allows user to process Receipt & Delegate, Initial Review, Cost Effectiveness, Pre-Award Review (Program), Congressional Notification queues within the PDM eGrants program	PDM Coordinator	Receipt and Delegate Cost-Effectiveness Review Pre-Award Review (Program) Notification Coordination
	EG_PLAN_REVIEWER	This role grants access to the Plan Reviewer queue within both the PDM and FMA program	Plan Reviewer	Planning Review

² The FMA Coordinator is responsible for all of the HMA Flood Programs—to include FMA, SRL, and RFC.

NACS ROM POSITION	NACS ROM ROLE RELATED TO MT EGRANTS ¹	NACS ROM DESCRIPTION	EGRANTS ROLE	EGRANTS WORKFLOW QUEUE(S) THAT CAN BE PROCESSED
	FAMS_GROUP_EGRANTS_GATEKEEPER	Acts as the gatekeeper for the FEMA user to approve/reject Grantee registrations.		
MT: eGrants HMA Read Only	EG_FMA_READ_ONLY	Allows view access to subgrants, queues, and reports.	FMA Read Only	--
	EG_PDM_READ_ONLY	Only allows view access to all MT LPDM eGrants queues.	PDM Read Only	--
	EG_PDMC_READ_ONLY	Allows view access to subgrants, queues, and reports.	PDMC Read Only	
MT: FMA Electronic Grants View Access	EG_FMA_READ_ONLY	Provides View access to all MT FMA eGrants queues	FMA Read Only	--
MT: Grants Administrator	EG_GRANTS_ADMINISTRATOR	Allows user to check-in queues that are checked out by other users in eGrants	Grants Administrator	
	EG_FMA_READ_ONLY	Provides View access to all MT FMA eGrants queues	FMA Read Only	--
	EG_PDM_READ_ONLY	Only allows view access to all MT LPDM eGrants queues.	PDM Read Only	--

NACS ROM POSITION	NACS ROM ROLE RELATED TO MT EGRANTS ¹	NACS ROM DESCRIPTION	EGRANTS ROLE	EGRANTS WORKFLOW QUEUE(S) THAT CAN BE PROCESSED
MT: Grants Management Specialist	EG_GRANTS_MGMT_SPECIALIST	Allows user to process Create/Amend Award queue to submit award package to grantee	Grants Management Specialist	Receipt and Delegate Pre-Award Review (Grants) Create/Amend Award Package
	EG_FMA_READ_ONLY	Provides View access to all MT FMA eGrants queues	FMA Read Only	--
	EG_PDM_READ_ONLY	Only allows view access to all MT LPDM eGrants queues.	PDM Read Only	--
MT: Mitigation eGrants Cost Reviewer	EG_COST_REVIEWER	This role grants access to the Cost Reviewer queue within both the PDM and FMA program	Cost Reviewer	Cost Review
	EG_FMA_READ_ONLY	Provides View access to all MT FMA eGrants queues	FMA Read Only	--
	EG_PDM_READ_ONLY	Only allows view access to all MT LPDM eGrants queues.	PDM Read Only	--
MT: MT eGrants Plan Reviewer	EG_PLAN_REVIEWER	This role grants access to the Plan Reviewer queue within both the PDM and FMA program	Plan Reviewer	Planning Review
	EG_FMA_READ_ONLY	Provides View access to all MT FMA eGrants queues	FMA Read Only	--

NACS ROM POSITION	NACS ROM ROLE RELATED TO MT EGRANTS ¹	NACS ROM DESCRIPTION	EGRANTS ROLE	EGRANTS WORKFLOW QUEUE(S) THAT CAN BE PROCESSED
	EG_PDM_READ_ONLY	Only allows view access to all the MT LPDM eGrants queues.	PDM Read Only	--
MT: PDM Coordinator	EG_PDM_COORDINATOR	Allows user to process Receipt & Delegate, Initial Review, Cost Effectiveness, Pre-Award Review (Program), Congressional Notification queues within the PDM eGrants program	PDM Coordinator	Receipt and Delegate Cost-Effectiveness Review Pre-Award Review (Program) Notification Coordination
	EG_PDM_READ_ONLY	Only allows view access to all MT LPDM eGrants queues.	PDM Read Only	--
	FAMS_GROUP_EGRANTS_GATEKEEPER	Acts as the gatekeeper for the FEMA user to approve/reject Grantee registrations for PDM.		
MT: PDM Electronic Grants View Access	EG_PDM_READ_ONLY	Only allows view access to all MT LPDM eGrants queues.	PDM Read Only	--
MT: Regional Director	EG_REGIONAL_DIRECTOR	This role provides access to the Regional Director Review queue within both the PDM and FMA eGrants program	Regional Director	Regional Director Review

NACS ROM POSITION	NACS ROM ROLE RELATED TO MT EGRANTS ¹	NACS ROM DESCRIPTION	EGRANTS ROLE	EGRANTS WORKFLOW QUEUE(S) THAT CAN BE PROCESSED
	EG_FMA_READ_ONLY	Allows view access to subgrants, queues, and reports.	FMA Read Only	--
	EG_PDM_READ_ONLY	Only allows view access to all MT LPDM eGrants queues.	PDM Read Only	--

Table 2: NACS Positions and Roles on PDMC Team
For HQ Staff

PDMC Team				
NACS PDMC POSITION	NACS PDMC ROLE	NACS PDMC ROLE DESCRIPTION	EGRANTS ROLE	EGRANTS WORKFLOW QUEUE(S) THAT CAN BE PROCESSED
HQ Contractor PDM Coordinator	EG_CONTRACTOR_PDM_COORDINATOR	This role allows the contractor to 1) Create, Read, Update and Delete (CRUD); 2) Enter comments; and 3) Attach documents for the Subgrant Selection (for Award) queue.	HQ Contractor PDM Coordinator	Subgrant Selection (for Award)
HQ Contractor Technical Reviewer	EG_CONTRACTOR_TECH_REVIEWER	This role allows the contractor to 1) Create, Read, Update and Delete (CRUD); 2) Enter comments; and 3) Attach documents for the National Technical Review queue for PDMC.	HQ Contractor Technical Reviewer	National Technical Review
HQ Contractor Technical Assistant	EG_CONTRACTOR_TECH_ASSISTANT	This role only allows the contractor to 1) Read; 2) Enter comments; and 3) Attach documents for the National Technical Review queue for PDMC.	HQ Contractor Technical Assistant	National Technical Review

NACS PDMC POSITION	NACS PDMC ROLE	NACS PDMC ROLE DESCRIPTION	EGRANTS ROLE	EGRANTS WORKFLOW QUEUE(S) THAT CAN BE PROCESSED
HQ Technical Reviewer	EG_HQ_BC_REVIEWER	Allows user to complete National Technical Review queue for PDMC	HQ Technical Reviewer	National Technical Review
MT eGrants Approving Federal Official	EG_APPROVING_FEDERAL_OFFICIAL	Allows user to complete Selection (for Award) queue for PDMC	Approving Federal Official	Subgrant Selection for Award
MT eGrants HQ PDM Coordinator	EG_HQ_PDM_COORDINATOR	Allows user to complete Selection (for Award) queue for PDMC and administer PDM program in eGrants	HQ PDM Coordinator	Subgrant Selection for Award
	FAMS_GROUP_EGRANTS_GATEKEEPER	Acts as the gatekeeper for the FEMA user to approve/reject Grantee registrations for PDM.		
MT eGrants R# PDMC Read Only	EG_PDMC_READ_ONLY	This role only allows the user to view PDMC information.	PDM Read Only	--
Region # EG: Grants Administrator	EG_GRANTS_ADMINISTRATOR	Allows user to check-in queues that are checked out by other users in eGrants	Grants Administrator	
Region # MT eGrants Cost Reviewer	EG_COST_REVIEWER	This role grants access to the Cost Reviewer queue within both the PDM and FMA program	Cost Reviewer	Cost Review

NACS PDMC POSITION	NACS PDMC ROLE	NACS PDMC ROLE DESCRIPTION	EGRANTS ROLE	EGRANTS WORKFLOW QUEUE(S) THAT CAN BE PROCESSED
Region # ³ MT eGrants: HMA Coordinator	EG_COST_REVIEWER	This role grants access to the Cost Reviewer queue within both the PDM and FMA program	Cost Reviewer	Cost Review
	EG_FMA_COORDINATOR	Allows user to process Receipt & Delegate, Initial Review, Cost Effectiveness, Pre-Award Review (Program), Congressional Notification queues within the FMA eGrants program	FMA Coordinator	Receipt and Delegate Cost-Effectiveness Review Pre-Award Review (Program) Notification Coordination
	EG_PDM_COORDINATOR	Allows user to process Receipt & Delegate, Initial Review, Cost Effectiveness, Pre-Award Review (Program), Congressional Notification queues within the PDM eGrants program	PDM Coordinator	Receipt and Delegate Cost-Effectiveness Review Pre-Award Review (Program) Notification Coordination

³ There are 10 separate positions for each Region.

NACS PDMC POSITION	NACS PDMC ROLE	NACS PDMC ROLE DESCRIPTION	EGRANTS ROLE	EGRANTS WORKFLOW QUEUE(S) THAT CAN BE PROCESSED
	EG_PLAN_REVIEWER	This role grants access to the Plan Reviewer queue within both the PDM and FMA program	Plan Reviewer	
	FAMS_GROUP_EGRANTS_GATEKEEPER	Acts as the gatekeeper for the FEMA user to approve/reject Grantee registrations for all programs.		
Region # MT eGrants: eGrants HMA Read Only	EG_PDM_READ_ONLY	Only allows view access to all MT LPDM eGrants queues.	PDM Read Only	--
	EG_FMA_READ_ONLY	Allows view access to subgrants, queues, and reports.	FMA Read Only	--
Region # MT eGrants PDM Coordinator	EG_PDM_COORDINATOR	Allows user to process Receipt & Delegate, Initial Review, Cost Effectiveness, Pre-Award Review (Program), Congressional Notification queues within the PDM eGrants program	PDM Coordinator	Receipt and Delegate Cost-Effectiveness Review Pre-Award Review (Program) Notification Coordination
Region # MT eGrants Plan Reviewer	EG_PLAN_REVIEWER	This role grants access to the Plan Reviewer queue within both the PDM and FMA program	Plan Reviewer	Planning Review

Table 3: NACS Positions and Roles on HQMT Team
For HQ Staff

HQMT Team				
NACS PDMC POSITION	NACS PDMC ROLE	NACS PDMC ROLE DESCRIPTION	EGRANTS ROLE	EGRANTS WORKFLOW QUEUE(S) THAT CAN BE PROCESSED
MT: FMA Project Officer	EG_FMA_COORDINATOR	Allows user to administer FMA program in eGrants	HQ FMA Coordinator	

[This page intentionally left blank.]

Acronyms List

CRUD	Create, Read, Update and Delete
EG	Electronic Grants
FMA	Flood Mitigation Assistance
HMA	Hazard Mitigation Assistance
HQ	Headquarters
HQMT	HQ Mitigation
LPDM	Legislative Pre-Disaster Mitigation
MT	Mitigation
NACS	NEMIS Access Control System
NEMIS	National Emergency Management Information System
PDM	Pre-Disaster Mitigation
PDMC	Pre-Disaster Mitigation Competitive
RFC	Repetitive Flood Claims
ROC	Regional Operations Center
ROM	Regional Operations and Management
SRL	Severe Repetitive Loss

Login for the eGrants Internal System

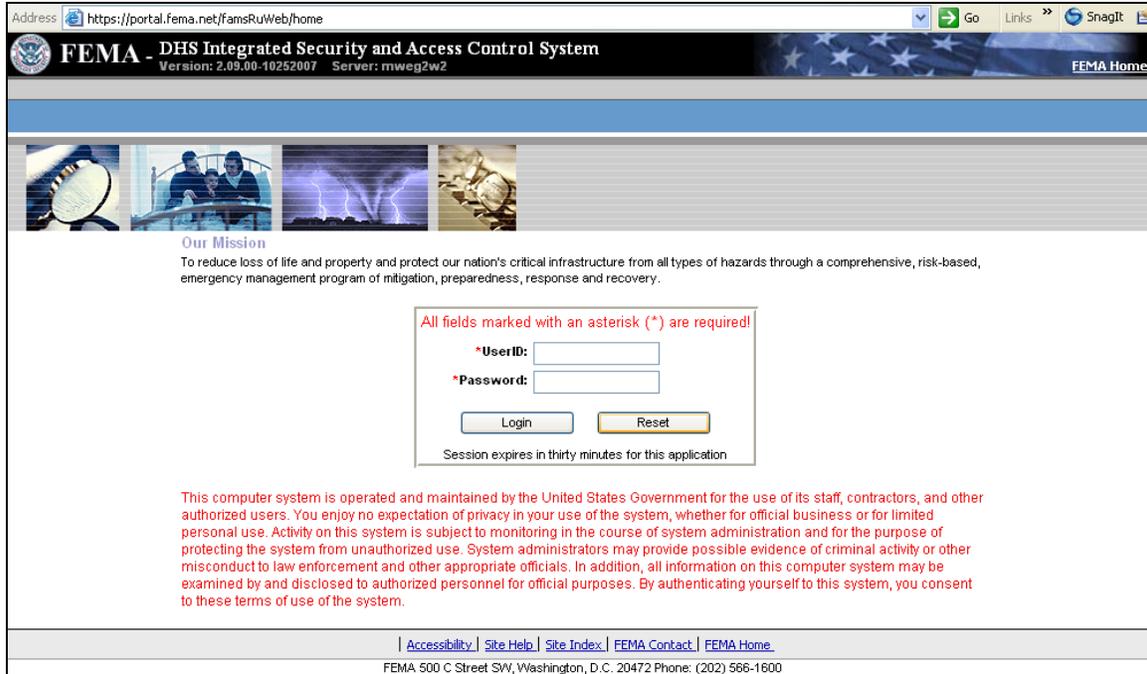


Figure 5: Login Screen for the eGrants Internal System

Description:

This is the eGrants Internal System Login Screen.

Roles:

Anyone with access to the FEMA intranet can access this page.

Preconditions:

You will access this screen by using this link:

<https://portal.fema.net>

Directions:

Enter your NEMIS user name and password.

Additional Links and Tabs:

None.

Buttons and Icons:

- Click the Login Button once you have entered your information to log in to the system.
- Click the Reset Button to clear or reset the information you have entered.

Note: If you already have access rights to NEMIS, your user name and password will be the same as your NEMIS user name and password. If you need to request a user name and password, please notify your Branch Chief. The process to request access to eGrants is the same as that to request access to NEMIS.

DHS Integrated Security and Access Control Page

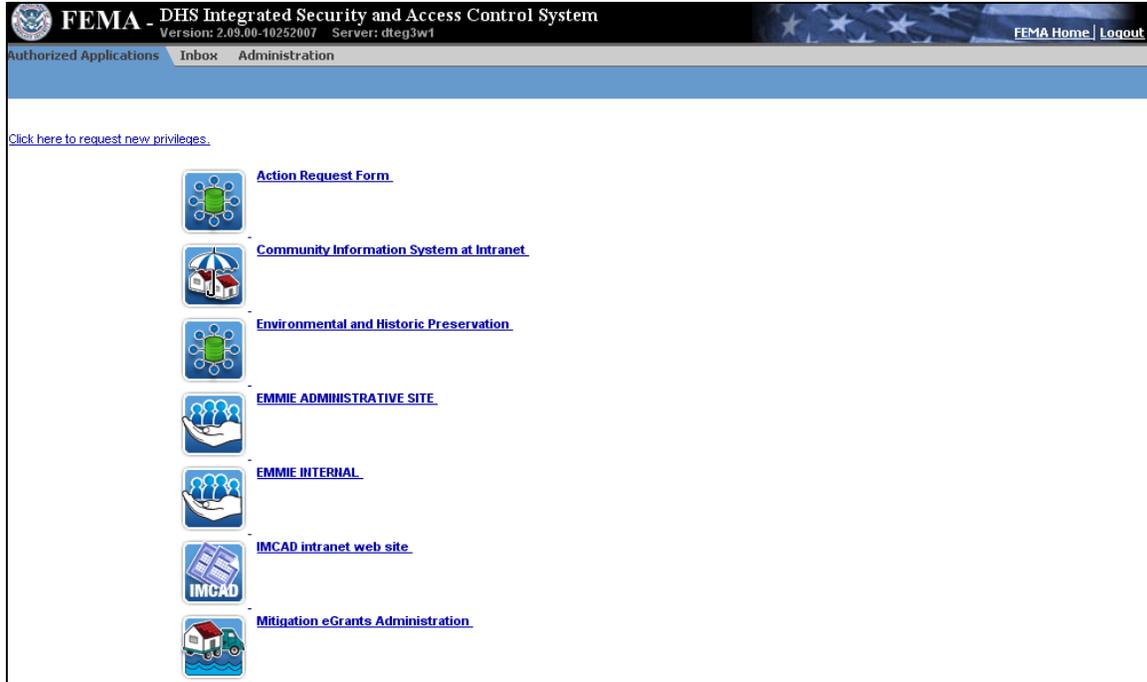


Figure 6: DHS ISAACS Page

Description:

This is the DHS Integrated Security and Access Control System (ISAACS) Page that lists all of the systems available to you.

Roles:

Anyone with access to the FEMA intranet can access this page.

Preconditions:

You have successfully logged in to the eGrants system.

Directions:

Select the Mitigation eGrants Administration link or icon.

Additional Links and Tabs:

None.

Buttons and Icons:

None.

eGrants Internal System Home Page

FMA
FLOOD MITIGATION ASSISTANCE
[Quick Reference Guide](#)

Flood Mitigation Assistance (FMA)
 You have 1135 Inbox entries.

Flood Mitigation Assistance (FMA) provides funding to assist States and communities in implementing measures to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other structures insurable under the National Flood Insurance Program (NFIP). FMA was created as part of the National Flood Insurance Reform Act of 1994 (42 U.S.C. 4101) with the goal of reducing or eliminating claims under the NFIP. FMA is a pre-disaster grant program. [More information...](#)

NOTE: All FMA Grants beginning with FY 2004 are processed in eGrants. (All FMA Grants prior to FY 2004 are processed in NEMIS.)

RFC
REPETITIVE FLOOD CLAIMS
[Quick Reference Guide](#)

Repetitive Flood Claims (RFC)
 You have 359 Inbox entries.

Repetitive Flood Claims (RFC) provides funding to assist States and communities in implementing measures to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other structures insurable under the National Flood Insurance Program (NFIP). RFC was created as part of the National Flood Insurance Reform Act of 1994 (42 U.S.C. 4101) with the goal of reducing or eliminating claims under the NFIP. RFC is a pre-disaster grant program. [More information...](#)

NOTE: All RFC Grants beginning with FY 2008 are processed in eGrants.

PDMC
PRE-DISASTER MITIGATION COMPETITIVE
[Quick Reference Guide](#)

Pre-Disaster Mitigation - Competitive (PDM-C)
 You have 86 Inbox entries.

The Pre-Disaster Mitigation competitive (PDM-C) grant program provides grants to States/Tribes that, in turn, provide Subgrants to local governments for cost-effective mitigation activities that are selected via a National Ranking and Evaluation process. Funds will be used to implement a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures, while also reducing reliance on funding from actual disaster declarations. [More information...](#)

NOTE: All PDM-C Grants beginning with FY 2003 are processed in eGrants. (All other PDM Grants prior to FY 2003 are processed in NEMIS.)

SRL
SEVERE REPETITIVE LOSS
[Quick Reference Guide](#)

Severe Repetitive Loss (SRL)
 You have 269 Inbox entries.

The Severe Repetitive Loss (SRL) program ... provides financial assistance to States and communities to mitigate flood damage to severe repetitive loss properties and reduce losses to the National Flood Insurance Fund from such properties. [More information...](#)

PDM
PRE-DISASTER MITIGATION
[Quick Reference Guide](#)

Pre-Disaster Mitigation (LPDM)
 You have 376 Inbox entries.

Pre-Disaster Mitigation (LPDM) provides funding for cost-effective hazard mitigation activities that complement comprehensive mitigation programs, reduce injuries, loss of life, and damage and destruction of property. Projects funded through LPDM must be located physically in a participating NFIP community that is not on probation or suspended (if the community has been mapped through the NFIP). [More information...](#)

Figure 7: eGrants Internal System Home Page

Description:

This is the home page for the Mitigation eGrants Internal System. The program icons/links take you to the Inbox for the selected program area. Under each program icon is a link to access the Internal QRG.

The links in the left column are for viewing your specific eGrants roles in the Internal System and for managing Grant Applicant registrations for access to the eGrants External System.

The links at the top left of the screen are available on every eGrants screen. The Home link will take you back to the FEMA-DHS ISAACS page; the eGrants Home link will take you to the Mitigation eGrants Internal System home page; the Logout link will log you out of the eGrants Internal System; and the FAQ link will open a PDF document of Frequently Asked Questions and answers about the Mitigation eGrants Internal System.

Roles:

All eGrants Internal System users can access this page.

Preconditions:

You have logged in to the system.

Directions:

You have several options on this page. You can:

- Click either the program icon or the underlined program name link to access the program area in which you would like to work
- Select one of the options in the sidebar menu on the left

Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- Click the Pending User Registrations link to display the list of Grant Applicant registrations that need to be reviewed and approved/rejected.

- Click the Approved User Registration link to display the list of Grant Applicant registrations that have been approved for eGrants privileges.
- Click the Rejected User Registration link to display the list of Grant Applicant registrations that have been rejected.
- Click the All User Registrations link to display a list of all of the registrations from Grant Applicants.
- Click the Search User Registration link to search all of the user registrations.
- Click the Program Administration link to edit Account Classification Coding System (ACCS) codes.
- Click any of the links on the menu to navigate elsewhere.

More information on these links will be provided in the Pending User Registrations, Search User Registrations, and Program Administration sections of this Guide.

Click the links at the top left of the screen to navigate back to the FEMA-DHS ISAACS page; to open the eGrants Home page; to log out of the eGrants Internal System; or to open the Frequently Asked Questions.

Buttons and Icons:

None.

Note: Only the link(s) for the program(s) to which you have access will be active. The Hazard Mitigation Grant Program (HMGP) link is currently inactive for all users. If you need access to another program, please contact your Branch Chief to update your roles in NACS.

myRoles

myRoles	
User Information	
User Name:	pbowman
Name:	BOWMAN, PATRICIA
Region	Role
1	Cost Reviewer
1	FMA Coordinator
1	FMA Read Only
1	PDM Read Only
1	PDMC Panel Member
1	PDMC Read Only
2	Assistance Officer

Figure 8: myRoles Screen

Description:

This screen shows the roles you have in the eGrants Internal System.

Roles:

Everyone who can log in to the eGrants Internal System can see this page.

Preconditions:

This involves clicking the myRoles link on the eGrants Home page.

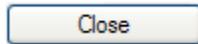
Directions:

When you have reviewed your roles, click the Close Button to close the window.

Additional Links and Tabs:

None.

Buttons and Icons:



This will close the window.

***Note:** If you have any problems or questions with your eGrants roles, please contact your Branch Chief. Verify your roles in NACS. You may need to request additional access for approval by your approving official.*

Pending User Registrations

Pending User Registrations

The following pending user registrations were retrieved from the FEMA Access Management System (FAMS). Click on the User Name to view more information about a specific user.

Show [Show All](#) showing 1 - 10 of 149 [Next](#) | [Last](#)

Region	Grantee	Name	User Name	Date Submitted	E-mail	View/Process Privileges
1	ME	Maine, REI	rei_q_me	11/16/2007 03:47 PM	icanlas@reisys.com	
1	NH	New Hampshire, REI	rei_q_nh	11/16/2007 03:51 PM	icanlas@reisys.com	
1	NH	Test, Stress	stress_nh1_pa	01/19/2006 05:57 PM	jsantos@reisys.com	
1	NH	Test, Stress	stress_nh2_pa	01/19/2006 06:45 PM	jsantos@reisys.com	
1	VT IT	Nwugwo, Boniface	boni_vt_qit_pa	12/21/2005 07:01 PM	bnwugwo@reisys.com	
1	VT	Fisher, Jeremy	jfisher400	01/18/2006 02:44 PM	jeremy.fisher@associates.dhs.gov	
1	VT	Santos, Joffri	jof_vt_q_pa	12/14/2005 10:02 PM	jsantos@reisys.com	
1	VT	Santos, Joffri	jof_vt_qit_pa	12/15/2005 02:36 PM	jsantos@reisys.com	
2	NY	Santos, Joffri	jof_ny_q_pa	12/14/2005 10:01 PM	jsantos@reisys.com	
3	DC	isaac_12152005, isaac_12152005	isaac_12152005	12/15/2005 06:20 PM	ilee@anteon.com	

[Privacy Policy](#) | [Accessibility](#) | [Contact Us](#) | [Home](#) | [eGrants Home](#) | [Logout](#) | [FAQ](#)

Figure 9: Pending User Registrations Screen

Description:

This screen allows users to manage the registrations received from Grant Applicants who have registered to use the eGrants External System. The screen displays the Region, Grant Applicant State abbreviation, name, and user name of each registrant, as well as the date the registration was submitted and the registrant’s e-mail address.

Roles:

Assistance Officers, PDM Coordinators, and FMA Coordinators can view and process the registrations for the Region(s) for which they have eGrants roles.

Note: Users with read-only access cannot view the registration screens.

Preconditions:

You can access this page by clicking the Pending User Registration link on the eGrants Home page. In order to view this screen, you must have the appropriate role, and Grant Applicants must have submitted a registration to use eGrants.

Directions:

You have several options for displaying the pending registrations. You can choose to:

- Display the first set of 10 registrations and move to the next set of 10 registrations by using the drop-down menu
- Display the first set of 10 registrations and navigate between the sets of 10 registrations by using the Next and Last links
- Display all of the pending registrations by selecting the Show All link
- Sort by columns by selecting the column header

Click the link under User Name to view the user registration information for a registrant (see Figure 9 above). Once you have completed your review, click the View/Process Privileges icon next to the registrant to open the View/Process Privileges Screen (see Figure 9).

Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- Click any of the links on the sidebar menu to navigate elsewhere.

Buttons and Icons:

 This icon will allow you to view and/or process privileges for pending user registrations.

Note: *Pending registrations are defined as registrations that have never been processed for any Grant program. In addition to the pending user registrations, you also have access to the approved user registrations (list of users that have been given eGrants access), rejected user registrations (list of users that have not been granted eGrants access), and all user registrations (which includes pending, approved, and rejected user registrations).*

Please log in to the eGrants Internal System regularly to check your pending registrations.

View Registration

User Registration: stress_nh1_pa

Personal Information		Contact Information	
Title:	Ms.	Contact/Business Phone:	1234567890
First Name:	Stress	Home Phone:	
Last Name:	Test	Mobile Phone/Pager:	1234567890
Organization:	FEMA	E-mail:	jsantos@reisis.com
Address		Shipping Address	
Street:	Stress	Street:	
City:	Stress	City:	
State:	NH	State:	
ZIP:	09876	ZIP:	

Figure 10: User Registration Screen

Description:

This is the registration information that a Grant Applicant submits to register for the eGrants External System.

Roles:

Assistance Officers, PDM Coordinators, and FMA Coordinators can view this screen.

Preconditions:

In order to view this screen, Grant Applicants must have submitted a registration to use eGrants and have the appropriate role. Choose the User Name link found in the UserName column from the Pending User Registrations Screen to access this page (see Figure 9).

Directions:

Review this information prior to approving registrations. Click the Print Button to print the registration information. When you have finished, click the Close Button to close the window.

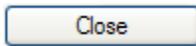
Additional Links and Tabs:

Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:



This will print the registration information.



This will close the window.

Note: The screenshot in Figure 10 above shows a registration that has not been processed. Once a registration has been processed, the name of the FEMA user who approved the registration and the date on which it was approved will appear at the bottom of the page.

View/Process Privileges

View/Process Privileges: Dee, Emm (egrant_g_md)

All User Access	Program	Application	Award Package	Quarterly Report Package	Financial Status Report	Performance Report
<input type="checkbox"/> Reject	FMA/SRL/RFC	<input type="checkbox"/> View <input type="checkbox"/> Create/Edit <input type="checkbox"/> Sign/Submit				
	PDM-C	<input type="checkbox"/> View <input type="checkbox"/> Create/Edit <input type="checkbox"/> Sign/Submit				

Figure 11: View/Process Privileges Screen

Description:

This screen allows the user to select the privileges for Grant Applicants who have registered to use the eGrants External System. The user will be able to approve/reject registrations for the Flood Programs (FMA/SRL/RFC or PDMC) depending on his/her eGrants roles. Registrants may be given view, create/edit, and/or sign/submit rights to the system for applications, award packages, and Quarterly Reports, or they may be rejected for access to the system.

Roles:

Assistance Officers, PDM Coordinators, and FMA Coordinators may approve/reject Grant Applicant registrations.

Preconditions:

You can access this page by clicking the Process Button on the Registrations Screen. In order to view this screen, Grant Applicants must have submitted a registration to use eGrants and have the appropriate role.

Directions:

Select the access privileges you would like to give the registrant for the program(s) or, to reject access, click in the Reject box in the All User Access column. Once you have made your selections, click the Process Button to submit those selections. You will get a

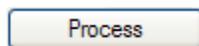
Confirmation Screen once you have successfully processed user registrations. The screen is automatically generated by eGrants.

Approved registrants will receive an e-mail message regarding their registration status. To cancel the action, click the Cancel Button.

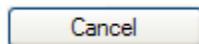
Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- Click the Pending User Registrations link to display the list of Grant Applicant registrations that need to be reviewed and approved/rejected
- Click the Approved User Registration link to display the list of Grant Applicant registrations that have been approved for eGrants privileges
- Click the Rejected User Registration link to display the list of Grant Applicant registrations that have been rejected.
- Click the All User Registrations link to display a list of all of the registrations from Grant Applicants.
- Click the Search User Registration link to search all of the user registrations.
- Click the Program Administration link to edit Account Classification Coding System (ACCS) codes.
- Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:



This will process the selected privileges.



This will cancel the action and return to the previous screen.

Note: *Users can process the registrations only for the program(s) for which they have eGrants roles. For example, if a user has only the PDM Coordinator role, the FMA/SRL/RFC checkboxes will be grayed out, because the PDM Coordinator cannot approve registrations for FMA/SRL/RFC. It is suggested that Regions request that Grant Applicants provide a written request/authorization regarding who should have sign/submit permission for grant applications before assigning those privileges to registrants.*

Search User Registrations

Figure 12: Search User Registrations Screen

Description:

This screen allows the user to search for a particular registrant among all of the registrations, whether pending, approved, or rejected. General search criteria include Region; State, including Indian Tribes; User Name; First Name; Last Name; E-mail; Organization; and Status of registration. The user may select “=,” “Begins with,” “Contains,” or “Ends with” for each criterion.

Roles:

Assistance Officers, PDM Coordinators, and FMA Coordinators can view this screen.

Preconditions:

You can access this page by clicking the Search User Registrations link on the eGrants Home page. In order to view this screen, you must have the appropriate role, and Grant Applicants must have submitted a registration to use eGrants.

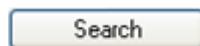
Directions:

You may use this screen to search all of the registrations that have come in from Grant Applicants in the Region(s) for which you have eGrants roles. Select/enter the search criteria that you wish eGrants to use and click the Search Button. Not all of the search criteria fields are required; you may enter as few or as many criteria as you wish to search for results.

Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- Click the Pending User Registrations link to display the list of Grant Applicant registrations that need to be reviewed and approved/rejected.
- Click the Approved User Registration link to display the list of Grant Applicant registrations that have been approved for eGrants privileges.
- Click the Rejected User Registration link to display the list of Grant Applicant registrations that have been rejected.
- Click the All User Registrations link to display a list of all of the registrations from Grant Applicants.
- Click the Search User Registration link to search all of the user registrations.
- Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:



This will process the search that you have specified.



This will clear or reset the information you have entered.

Search User Results

FEMA - eGrants
Version: 5.01.00 11/27/2007 12:00 PM Server: dtegr3w1
Home eGrants Home Logout FAQ

Search User Results

The following user registrations were retrieved from the FEMA Access Management System (FAMS). Click on the User Name to view more information about a specific user.

Show [Show All](#) showing 1 - 10 of 366 [Next](#) | [Last](#)

Region	Grantee	Name	User Name	Date Submitted	E-mail	Status	View/Process Privileges	Reassign Applications
4	AL IT	App, Grant	algrant	01/28/2004 07:16 PM	jennifer.burmester@dhs.gov	Approved		
4	AL IT	Bell, Jacqueline	altribe01	08/11/2003 01:09 PM	gabriela.vigo@fema.gov	Approved		
4	AL IT	Bell, Jacqueline	altribe05	08/12/2003 08:51 PM	gabriela.vigo@fema.gov	Rejected		
4	AL IT	Bell, Jacqueline	altribe08	08/12/2003 09:22 PM	gabriela.vigo@fema.gov	Approved		
4	AL IT	Cordelli, Greg	alabamait	04/22/2003 02:35 PM	greg.cordelli@fema.gov	Rejected		
4	AL IT	Denham, Steven	altribe06	08/12/2003 08:56 PM	gabriela.vigo@fema.gov	Approved		
4	AL IT	Denham, Steven	altribe03	08/11/2003 01:40 PM	gabriela.vigo@fema.gov	Rejected		
4	AL IT	Denham, Steven	altribe10	08/12/2003 09:25 PM	gabriela.vigo@fema.gov	Approved		
4	AL IT	Grant, Alberta	algranttribe	01/28/2004 07:29 PM	jennifer.burmester@dhs.gov	Approved		
4	AL IT	Rabbit, Peter	altribe09	08/12/2003 09:24 PM	gabriela.vigo@fema.gov	Approved		

Figure 13: Search User Results Screen

Description:

This screen shows the results of the user registration search and allows the user to view registration information, View/Process Privileges, and reassign applications. It displays the Region, Grantee abbreviation, Name, and User Name of each registrant, the Date on which the registration was submitted, the registrant's E-Mail Address, and the Status of the registration.

Roles:

Assistance Officers, PDM Coordinators, and FMA Coordinators can view this screen.

Preconditions:

You access this page by clicking the Search Button on the Search User Registrations page. In order to view this screen, you must have the appropriate role, and Grant Applicants must have submitted a registration to use eGrants.

Directions:

Click the link under User Name to view the user registration information for a registrant (see Figure 13). Once you have completed your review, click the View/Process Privileges icon next to the registrant to open the View/Process Privileges Screen (see Figure 13).

Click the Reassign Applications icon to search for a user to whom to reassign applications [see the Reassign Application(s) section of this Guide for more information].

Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- Click the Pending User Registrations link to display the list of Grant Applicant registrations that need to be reviewed and approved/rejected.
- Click the Approved User Registration link to display the list of Grant Applicant registrations that have been approved for eGrants privileges.
- Click the Rejected User Registration link to display the list of Grant Applicant registrations that have been rejected.
- Click the All User Registrations link to display a list of all of the registrations from Grant Applicants.
- Click the Search User Registration link to search all of the user registrations.
- Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:



This will allow you to search for a user to whom to reassign applications. [See the Reassign Application(s) section of this Guide for more information.]



This will allow you to view the Quarterly Report(s) submitted by a Grantee for a grant application. (See the Quarterly Reports Screen section of this Guide for more information.)

Note: *You may update previous decisions on registrations. For example, FEMA may add access, remove access, and/or approve a previously rejected registration. Click the View/Process Privileges icon to update privileges.*

Reassign Application(s)

Figure 14: Search Users: Reassign Application(s) Screen

Description:

This screen allows FEMA to reassign applications owned by the Grant Applicant to another. For example, FEMA may use this function if a Grant Applicant retires and has not provided access to the applications he has created. However, the reassigned applications will still be accessible to the original user unless his or her registration is rejected. FEMA can search for all processed Grant Applicants in the same State/Tribe to reassign these applications to. General search criteria include User Name; First Name; Last Name; E-mail; and Organization. The user may select “=,” “Begins with,” “Contains,” or “Ends with” for each criterion.

Roles:

Assistance Officers, PDM Coordinators, and FMA Coordinators can view this screen.

Preconditions:

You can access this page by clicking the Reassign Applications icon on the Registrations Screen. Registrations must be processed and not pending in order for you to reassign applications. In order to view this screen, you must have the appropriate role, and Grant Applicants must have submitted a registration to use eGrants.

Directions:

Select/enter the search criteria that you wish eGrants to use for the search and then click the Search Button. Click the Reset Button to reset the search criteria. To cancel the action, click the Cancel Button.

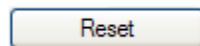
Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- Click the Pending User Registrations link to display the list of Grant Applicant registrations that need to be reviewed and approved/rejected.
- Click the Approved User Registration link to display the list of Grant Applicant registrations that have been approved for eGrants privileges.
- Click the Rejected User Registration link to display the list of Grant Applicant registrations that have been rejected.
- Click the All User Registrations link to display a list of all of the registrations from Grant Applicants.
- Click the Search User Registration link to search all of the user registrations.
- Click any of the links on the menu to navigate elsewhere.

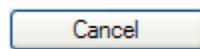
Buttons and Icons:



This will process the search you have specified.



This will clear or reset the information you have entered.



This will cancel the action and return to the previous screen.

Note: *The Reassign Applications function will give access to all of a user's applications and cannot be undone. Users with only a PDM or FMA Coordinator role cannot reassign applications to a Grant Applicant who has privileges that would be modified by reassigning. For example, a Grant Applicant assigned FMA/SRL/RFC privileges cannot be reassigned applications from a Grant Applicant assigned both PDM and FMA/SRL/RFC privileges by an FMA Coordinator.*

Search User Results: Reassign Applications

- [myRoles](#)
- [Pending User Registrations \(160\)](#)
- [Approved User Registrations \(437\)](#)
- [Rejected User Registrations \(207\)](#)
- [All User Registrations \(804\)](#)
- [Search User Registrations](#)
- [Program Administration](#)

Search User Results: Reassign Applications

Select user(s) from the table below by checking the box under the Select column heading. Click the Reassign button to reassign all of the applications that can be accessed by Connecticut, REI (rei_g_ct) to the selected user(s). Please note that reassigning applications will still allow Connecticut, REI (rei_g_ct) access to those applications; this procedure simply allows other users to access those applications.

Show 1 - 10 [Show All](#) showing 1 - 10 of 24 [Next](#) | [Last](#)

Select	Region	Grantee	Name	User Name	Date Submitted	E-mail	Status
<input type="checkbox"/>	1	CT	F, J	ifisher301	12/20/2007 02:51 PM	jeremy.fisher@associates.dhs.gov	Approved
<input type="checkbox"/>	1	CT	Fisher, Jeremy	ifisher701	12/20/2007 03:54 PM	jeremy.fisher@associates.dhs.gov	Approved
<input type="checkbox"/>	1	CT	Fisher, Jeremy	ifisher909	12/09/2005 05:34 PM	jeremy.fisher@associates.dhs.gov	Approved
<input type="checkbox"/>	1	CT	Michigangr1jb2, Bill	Michigangr1jb2	02/20/2004 07:29 PM	@	Approved
<input type="checkbox"/>	1	CT	Michigangr2jb2, Bill	Michigangr2jb2	02/20/2004 07:33 PM	@	Approved
<input type="checkbox"/>	1	CT	Nwugwo, Boniface	boni_nv_g_pa	12/14/2005 09:35 PM	bnwugwo@reisis.com	Approved
<input type="checkbox"/>	1	CT	Paper, Peggy	ppaper	12/15/2004 08:15 PM	peggy.paper@associates.dhs.gov	Approved
<input type="checkbox"/>	1	CT	Smith, John	connstategrant01	07/22/2003 04:16 PM	todd.knode@fema.gov	Approved
<input type="checkbox"/>	1	CT	State Grantee, Connecticut	connstategrantee	08/27/2003 06:27 PM	mitigation@reisis.com	Approved
<input type="checkbox"/>	1	CT	Tanner, Candice	ctanner	07/17/2003 12:09 PM	George.vanderschmidt@DHS.gov	Approved

Figure 15: Search Users: Reassign Application(s) Screen

Description:

This screen shows the results of your search for approved Grant Applicants in the same State/Tribe as the selected Grant Applicant user, and allows the user to view registration information and select a user or users to whom applications will be reassigned. Reassigning applications to another user does not mean that the original owner cannot access them; it simply allows another user or users to access them as well. The screen displays the Region, Grantee abbreviation, Name, and User Name of each registrant, the Date on which the registration was submitted, the registrant’s E-Mail Address, and the Status of the registration.

Roles:

Assistance Officers, PDM Coordinators, and FMA Coordinators can view this screen.

Preconditions:

You can access this page by clicking the Search Button on the Search Users-Reassign Application(s) Screen.

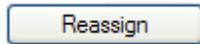
Directions:

You may use this screen to reassign applications to another registrant from the same Grant Applicant. Click the underlined links in the User Name column to view the registration information for that particular Grant Applicant. Click in the checkbox in the Select column next to the user(s) to whom you would like to reassign applications. Then, click the Reassign Button to reassign applications to the selected user(s). You will then receive a confirmation e-mail once you have successfully reassigned applications to the user. The e-mail is automatically generated by eGrants. To cancel the action, click the Cancel Button.

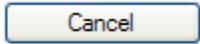
Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- Click the Pending User Registrations link to display the list of Grant Applicant registrations that need to be reviewed and approved/rejected.
- Click the Approved User Registration link to display the list of Grant Applicant registrations that have been approved for eGrants privileges.
- Click the Rejected User Registration link to display the list of Grant Applicant registrations that have been rejected.
- Click the All User Registrations link to display a list of all of the registrations from Grant Applicants.
- Click the Search User Registration link to search all of the user registrations.
- Click the Program Administration link to add and/or edit Account Classification Coding System (ACCS) codes.
- Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:



This will process the request to reassign applications to the selected user(s).



This will cancel the action and return to the previous screen.

Program Administration

Program Administration

Please select the Fiscal Year (FY), Program, and Data Type in order to administer the program's FY requirements. Please note that only the current FY ACCS Codes may be modified.

Administration Criteria

FY: 2012

Program: LPDM

Data Type: ACCS Codes - Annual

Submit Cancel

Figure 16: Program Administration Screen with Drop-Down Menu

Program Administration

Please select the Fiscal Year (FY), Program, and Data Type in order to administer the program's FY requirements. Please note that only the current FY ACCS Codes may be modified.

Administration Criteria

FY: 2011

Program: PDMC

Data Type: Total Funding

Submit Cancel

Figure 17: PDMC Program Administration Screen

- [myRoles](#)
- [Pending User Registrations \(162\)](#)
- [Approved User Registrations \(454\)](#)
- [Rejected User Registrations \(209\)](#)
- [All User Registrations \(825\)](#)
- [Search User Registrations](#)
- ✓ [Program Administration](#)

Program Administration - ACCS Codes - Annual

Please click the Add button to enter the Fund Code and Program Code from the ACCS code for SRL. Only one annual ACCS code may be entered. Click the edit icon to edit the code as necessary.

ACCS Codes - Annual for SRL						
FY	Fund Code	Program Code	Organization Code	Object Class	Fund Type	Edit
No Record, Please click the Add button to enter the Fund Code and Program Code.						

Figure 18: ACCS Codes – Annual

- [myRoles](#)
- [Pending User Registrations \(162\)](#)
- [Approved User Registrations \(454\)](#)
- [Rejected User Registrations \(209\)](#)
- [All User Registrations \(825\)](#)
- [Search User Registrations](#)
- ✓ [Program Administration](#)

Program Administration - ACCS Codes - Carryover

Please click the Add button to enter the Fund Code and Program Code from the ACCS code for SRL. More than one carryover ACCS code may be entered. Click the edit icon next to an ACCS code to edit the code as necessary.

ACCS Codes - Carryover for SRL						
FY	Fund Code	Program Code	Organization Code	Object Class	Fund Type	Edit
No Record, Please click the Add button to enter the Fund Code and Program Code.						

Figure 19: ACCS Codes Carryover

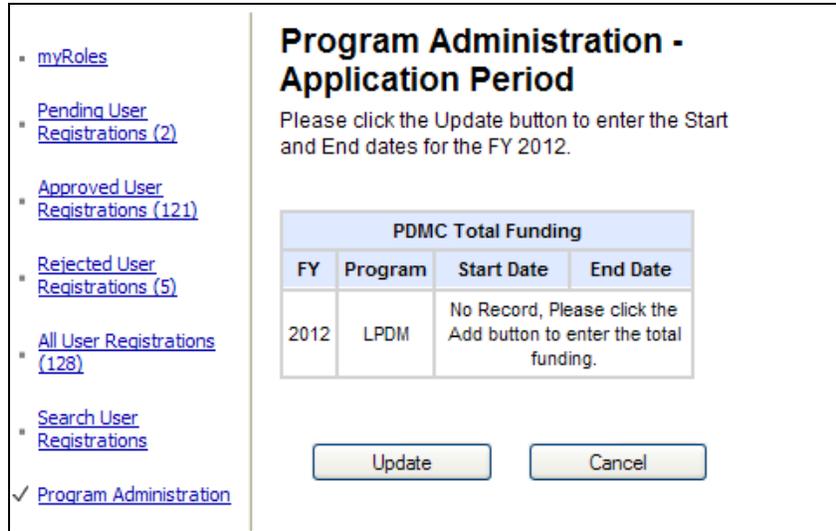


Figure 20: ACCS Codes Annual and Carryover Added

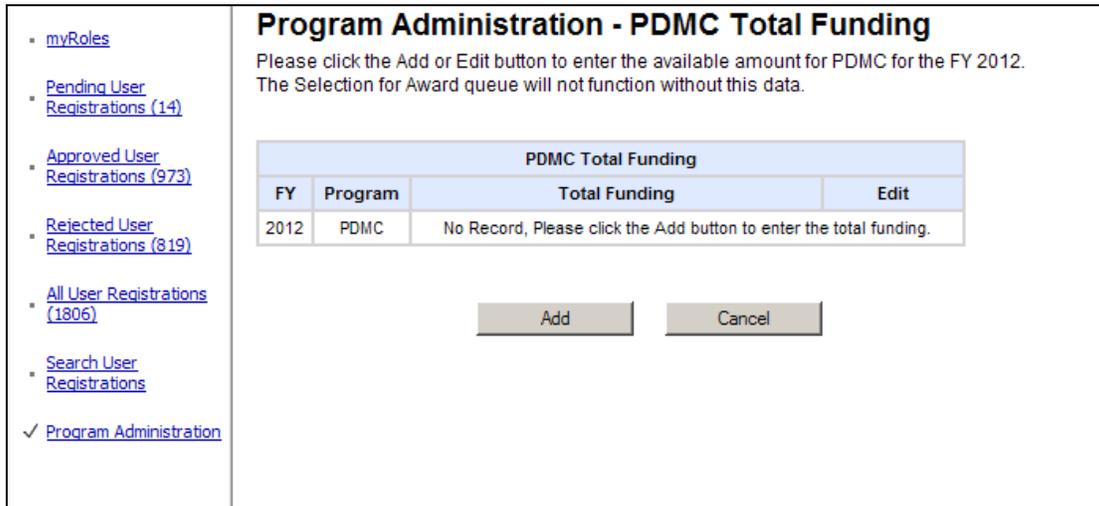


Figure 21: PDMC Total Funding

Description:

This screen allows users to add and/or edit ACCS Codes for the grant programs each Fiscal Year as well as enter or modify the Application Period Start and End dates for the grant program as needed. Users can also enter the application period close time based on Eastern Standard Time.



In addition, for the PDMC Program, the Total Funding limit available for the selection of competitive applications must be entered each Fiscal Year in order to complete the Selection (for Award) queue (See Figure 21).

Roles:

HQ PDM Coordinators and HQ FMA Coordinators can edit this screen.

Preconditions:

You can access this screen by clicking the Program Administration link on the Home page.

Directions:

Select the FY, Program, and Data Type from the Program Administration menu screen:

- ACCS Codes-Annual
- ACCS Codes-Carryover
- Funding Limit (PDMC only)
- Application Period

Click the Submit Button.

Then, on the Program Administration screen for the data type selected, click the Add Button to open the appropriate data entry screen or click the Cancel Button to return to the Program Administration menu screen.

Click Save Button after entering data or the Cancel Button to cancel.

If the data already exists, you may edit it by clicking the  icon.



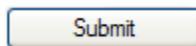
For ACCS Codes and Total Funding, only the current FY can be entered. Once an ACCS code has been used in an award, it cannot be edited. More than one ACCS Carryover can be added. The Application period for both the current and future FY can be added/edited.

Additional Links and Tabs:

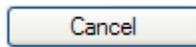
- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.

- Click the Pending User Registrations link to display the list of Grant Applicant registrations that need to be reviewed and approved/rejected.
- Click the Approved User Registration link to display the list of Grant Applicant registrations that have been approved for eGrants privileges.
- Click the Rejected User Registration link to display the list of Grant Applicant registrations that have been rejected.
- Click the All User Registrations link to display a list of all of the registrations from Grant Applicants.
- Click the Search User Registration link to search all of the user registrations.
- Click the Program Administration link to add and/or edit Account Classification Coding System (ACCS) codes.
- Click any of the links on the menu to navigate elsewhere.

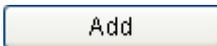
Buttons and Icons:



This will process the request.



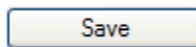
This will cancel the action and return to the previous screen.



This will add the available amount for funding.



This will allow you to enter the Start and End Dates.



This will save the information you entered.



This will allow you to edit the data that already exists.

Inbox (myGrants)

Inbox

The Inbox displays Flood Mitigation Assistance Grants, Subgrants, Awards, and Quarterly Reports that are ready for you to process. You may check out queues by selecting the appropriate check boxes and clicking the Check Out/In button. After checking out a queue, click the corresponding link in the Queue column to continue processing.

FY: 2008 Module: All Filter

Show 1 - 10 [Show All](#) showing 1 - 10 of 18 [Next](#) | [Last](#)

Select	Checked Out By	FY	Grant #	Subgrant / Quarterly Report #	Agreement #	Queue
<input type="checkbox"/> Check In	BOWMAN, PATRICIA	2008	FMA-02-VI-2008 (0)	FMA-PJ-02-VI-2008-001 (0)	EMN-2008-FM-E001	Pre-Award Review (Grants)
<input type="checkbox"/> Check In	BOWMAN, PATRICIA	2008	FMA-04-KY-2008 (0)		EMA-2008-FM-E002 (2)	Create/Amend Award Package
<input type="checkbox"/> Check Out		2008	FMA-04-MS-2008 (0)	FMA-MC-04-MS-2008-002 (0)	EMA-2008-FM-E003	Cost Review
<input type="checkbox"/> Check In	BOWMAN, PATRICIA	2008	FMA-04-MS-2008 (0)	FMA-MC-04-MS-2008-003 (0)	EMA-2008-FM-E003	Pre-Award Review (Grants)
<input type="checkbox"/> Check In	BOWMAN, PATRICIA	2008	FMA-04-MS-2008 (0)	FMA-MC-04-MS-2008-003 (0)	EMA-2008-FM-E003	Pre-Award Review (Program)
<input type="checkbox"/> Check Out		2008	FMA-04-MS-2008 (0)	FMA-MC-04-MS-2008-004 (0)	EMA-2008-FM-E003	Cost Review
<input type="checkbox"/> Check Out		2008	FMA-04-MS-2008 (0)	FMA-MC-04-MS-2008-005 (0)	EMA-2008-FM-E003	Cost Review
<input type="checkbox"/> Check Out		2008	FMA-04-MS-2008 (0)	FMA-PJ-04-MS-2008-008 (0)	EMA-2008-FM-E003	Planning Review

[Check Out/In](#)

Figure 22: Inbox (myGrants) Screen

Description:

This screen shows all of the applications available to the user to work on, based on his/her eGrants roles. The Check Out/In function in the Inbox allows the FEMA user to work on an application and restricts others from completing the same review steps. This screen shows you whether you can select a queue for an application to check out/in, the name of the user who has checked out applications, the grant and subgrant numbers that eGrants has assigned to applications, and the queue to be performed for each application in the eGrants workflow. Note that indicates an application submitted on paper and then entered into eGrants. Grant and Subgrant numbers use the following numbering format:

The program prefix (PDMC, FMA, SRL, or RFC); the subgrant application type: Project (PJ), Planning (PL), and Management Costs (MC); the FEMA Region; the State or Tribal code; the Fiscal Year; and the subgrant application number.

For example, a PDMC project -will appear as “PDMC-01-NH-2006”; a PDMC planning subgrant -will appear as “PDMC-PL-01-NH-2006-001.” An SRL grant will appear as “SRL-01-NH-2006”; an SRL project subgrant will appear as “SRL-PJ-01-NH-2006-001.”

Quarterly Reports are numbered as follows:

The program prefix (PDMC, FMA, SRL, or RFC); the FEMA Region; the State or Tribal code; the Fiscal Year; “QR”; and the Quarterly Report number. The Quarterly Report number represents the number of the Quarterly Report (usually 01-12 for a three-year performance period), not the FY quarter for which the report was submitted. For example, a PDMC Quarterly Report will appear as “PDMC-01-NH-2006-QR-05.”

To view or print a grant, subgrant application, or Quarterly Report, click the Grant # or Subgrant # or Quarterly Report link. Samples of a printable grant and subgrant are shown below (see Figures 23 and 24). Note the Revision History link, at the top of both figures, which shows a record of revision requests that have affected a particular grant or subgrant application. (See the Revision History section of this Guide for more information.)

Click [here](#) to view the actual Grant application submitted by the Grantee.

[Revision History](#)

Grant Information	
Grant Number:	FMA-04-AL-2012 (0)
Grant Title:	2012 AL FMA Grant
Submitted By:	tdl_al_g (on 09/30/2011 09:06 PM)
Federal Share:	\$67,800.00 (Proposed = \$70,200.00)
Non-Federal Share:	\$22,600.00 (Proposed = \$23,400.00)
Total Estimated Cost:	\$90,400.00 (Proposed = \$93,600.00)
Duration:	20 DAYS
Congressional District:	22
Status:	Approved (as of 11/04/2011 02:49 PM)
Number of Subgrants:	9
Grantee Information	
Grantee Name:	AL Applicant
Grantee Type:	State Government
Grantee EIN:	35-3859723
Grantee DUNS Number:	3895723582839
SmartLink Grantee:	Yes
Point of Contact Information	
Name:	Mr. First M Last
Title:	Title
Agency:	AL Agency
Address:	Address 1 Address 2 City, AL 23895 - 3985
Phone Number:	888-888-8888
Fax Number:	
E-mail:	fematesting@reisis.com
Subgrant(s)	
FMA-MC-04-AL-2012-009 (0)	Approved (as of 10/13/2011 07:19 PM)
FMA-PJ-04-AL-2012-001 (0)	Revision Requested (as of 11/04/2011 02:14 PM)
FMA-PJ-04-AL-2012-002 (0)	Pending (as of 09/30/2011 09:06 PM)
FMA-PJ-04-AL-2012-003 (0)	Approved (as of 11/03/2011 05:08 PM)
FMA-PJ-04-AL-2012-004 (0)	Pending (as of 02/27/2012 04:13 PM)
FMA-PJ-04-AL-2012-005 (0)	Pending (as of 09/30/2011 09:06 PM)
FMA-PL-04-AL-2012-006 (0)	Approved (as of 11/04/2011 02:49 PM)
FMA-PL-04-AL-2012-007 (0)	Revision Requested (as of 10/20/2011 05:45 PM)
FMA-PL-04-AL-2012-008 (0)	Approved (as of 10/20/2011 05:54 PM)

Figure 23: Printable View of a Grant

Click [here](#) to view the actual **Subgrant** application submitted by the Grantee.

[Revision History](#)

Subgrant Information	
Subgrant Number:	FMA-PJ-04-AL-2012-004 (0)
Subgrant Title:	AL FMA Project 4
Submitted By:	tdl_al_g (on 09/30/2011 09:06 PM)
Federal Share:	\$2,400.00 (Proposed = \$2,400.00)
Non-Federal Share:	\$800.00 (Proposed = \$800.00)
Total Estimated Cost:	\$3,200.00 (Proposed = \$3,200.00)
Duration:	15 DAYS
Congressional District:	
Management Costs:	No
Status:	Pending (as of 02/27/2012 04:13 PM)
Subgrantee Information	
Subgrantee Name:	AL Subapplicant
Subgrantee Type:	State Government
Point of Contact Information	
Name:	Mr. Frist M Last
Title:	Title
Agency:	AL Applicant
Address:	Address 1 Address 2 City, AL 28395 2839
Phone Number:	777-777-7777 2839
Fax Number:	
E-mail:	fematesting@reisis.com

Figure 24: Printable View of a Subgrant

Roles:

All users will see this screen upon choosing a mitigation program.

Preconditions:

Registered users must select a program name link or icon on the eGrants Home Screen.

Directions:

To customize the view of your Inbox, you may select a Fiscal Year (FY) from the FY drop-down menu and/or select a workflow type from the Module drop-down list: All, Awards, Pre-Award Eligibility, or Quarterly Reports. You can also manage the applications displayed on this screen by selecting the set of 10 applications to display in the Show drop-down menu and/or by clicking the Next, Last, First, and Previous links, or you can view all applications by clicking the Show All link. In addition, you can sort the applications displayed by clicking one of the column header links.

You can select queue(s) to check out/in for an application by clicking the checkbox on the Select column. (See the Checking Out/In Applications section of this Guide for more information.)

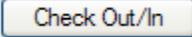
Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- Click the Inbox link on the sidebar menu to return you to the Inbox.
- Click the All Grants link on the sidebar menu to display all of the applications available to the user based on his/her eGrants roles, whether or not the user can process them. (See the All Grants Screen section of this Guide for more information.)
- Clicking the Check In Tool link on the sidebar menu allows users with the Grants Administrator role to check in queues for grants, subgrants, Quarterly Reports, and award packages that another user has checked out. If the user does not have the Grants Administrator role, the Check In Tool link will not appear. (See the Check In Tool section of this Guide for more information.)

- Click the Reports tab on the menu bar at the top of the screen to display a list of available reports. (See the Reports Screen section of this Guide for more information.)
- Click the Search tab on the menu bar at the top of the screen to perform a search of all grants, subgrants, award packages, and Quarterly Reports available based on your eGrants roles. (See the Search Screen section of this Guide for more information.)
- Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:

 This allows you to filter the applications you can view in your Inbox.

 This allows you to check out/in the selected queues for applications.

 This will open the Pre-Award Eligibility Screen for the subgrant application. This will show the status of the subgrant for each step in the Pre-Award Eligibility Workflow. (See the Pre-Award Eligibility Screen section of this Guide for more information.)

 This will allow you to view the Awards Package(s) for the grant application. (See the Awards Package Screen section of this Guide for more information.)

 This will allow you to view the Quarterly Report(s) submitted by a Grantee for a grant application. (See the Quarterly Reports Screen section of this Guide for more information.)

Note: Applications appear in your Inbox according to your assigned roles (e.g., Cost Reviewer, PDM Coordinator, Plan Reviewer, etc.).

When a queue is completed for an application, the queue for that application is automatically checked in and no longer appears in the Inbox. However, if a queue is not completed and the FEMA user logs out, applications remain checked out by that user.

Check Out/In Applications

- [myRoles](#)
- ✓ [Inbox](#)
- [All Grants](#)
- [Check In Tool](#)

Inbox

The Inbox displays Flood Mitigation Assistance Grants, Subgrants, Awards, and Quarterly Reports that are ready for you to process. You may check out queues by selecting the appropriate check boxes and clicking the Check Out/In button. After checking out a queue, click the corresponding link in the Queue column to continue processing.

FY: Module:

Show showing 1 - 10 of 14 [Next](#) | [Last](#)

Select	Checked Out By	FY	Grant #	Subgrant / Quarterly Report #	Agreement #	Queue
<input type="checkbox"/> Check Out		2005	FMA-PJ-01-RI-2005 (0)	FMA-PJ-01-RI-2005-001 (0)		Cost Review
<input type="checkbox"/> Check Out		2005	FMA-PJ-01-RI-2005 (0)	FMA-PJ-01-RI-2005-001 (0)		Planning Review
	RANDOLPH, STEVEN	2005	FMA-PJ-04-GA-2005 (0)	FMA-PJ-04-GA-2005-002 (0)	EMA-2005-FM-E012	Planning Review
<input type="checkbox"/> Check Out		2005	FMA-PJ-04-FL-2005 (0)	FMA-PJ-04-FL-2005-003 (0)	EMA-2006-FM-E002	Planning Review
<input type="checkbox"/> Check Out		2005	FMA-PJ-04-FL-2005 (0)	FMA-PJ-04-FL-2005-002 (0)	EMA-2006-FM-E002	Cost Review
<input type="checkbox"/> Check Out		2005	FMA-PJ-04-FL-2005 (0)	FMA-PJ-04-FL-2005-015 (0)	EMA-2006-FM-E002	Planning Review
<input type="checkbox"/> Check Out		2005	FMA-PJ-04-FL-2005 (0)	FMA-PJ-04-FL-2005-015 (0)	EMA-2006-FM-E002	Cost Review
<input type="checkbox"/> Check Out		2005	FMA-PJ-04-FL-2005 (0)	FMA-PJ-04-FL-2005-008 (0)	EMA-2006-FM-E002	Planning Review
<input type="checkbox"/> Check Out		2005	FMA-PJ-04-FL-2005 (0)	FMA-PJ-04-FL-2005-005 (0)	EMA-2006-FM-E002	Planning Review
<input type="checkbox"/> Check Out		2005	FMA-PJ-04-FL-2005 (0)	FMA-PJ-04-FL-2005-005 (0)	EMA-2006-FM-E002	Cost Review

Figure 25: Inbox Screen

Description:

From the Inbox, users can check out or check in a queue for an application or Quarterly Report. Any applications that are available for checking out will have a Check Out box in the Select column. Any applications that you have checked out will have a Check In box in the Select column. Applications that are currently checked out to another user will not have the Check Out box, but will display the name of the user who currently has the application(s) checked out.

Roles:

The Check Out/Check In function is available to users depending on their eGrants roles.

Preconditions:

Applications cannot be checked out by another user.

Directions:

Click the Check Out box in the Select column next to the Grant/Subgrant that you want to work on and then click the Check In/Out Button. When you have checked out an application, you may click the appropriate link in the Queue column to work on it. If you do not check out an application before you click the link in the Queue column, you will be able to view the queue in read-only.

Inbox
 The Inbox displays Flood Mitigation Assistance Grants, Subgrants, Awards, and Quarterly Reports that are ready for you to process. You may check out queues by selecting the appropriate check boxes and clicking the Check Out/In button. After checking out a queue, click the corresponding link in the Queue column to continue processing.

FY: 2012 Module: All Filter

Show 11 - 20 Show All showing 11 - 20 of 50 First Previous Next Last

Select	Checked Out By	FY	Grant #	Subgrant / Quarterly Report #	Agreement #	Queue
<input type="checkbox"/> Check Out		2012	FMA-04-KY-2012 (0)	FMA-PJ-04-KY-2012-002 (0)	EMA-2012-FM-E004	Initial Review
<input type="checkbox"/> Check Out		2012	FMA-04-KY-2012 (0)	FMA-PJ-04-KY-2012-003 (0)	EMA-2012-FM-E004	Initial Review
<input type="checkbox"/> Check Out		2012	FMA-04-KY-2012 (0)	FMA-PJ-04-KY-2012-004 (0)	EMA-2012-FM-E004	Initial Review
<input type="checkbox"/> Check Out		2012	FMA-04-KY-2012 (0)	FMA-PJ-04-KY-2012-005 (0)	EMA-2012-FM-E004	Initial Review
<input type="checkbox"/> Check Out		2012	FMA-04-KY-2012 (0)	FMA-PL-04-KY-2012-006 (0)	EMA-2012-FM-E004	Initial Review
<input type="checkbox"/> Check Out		2012	FMA-04-KY-2012 (0)	FMA-PL-04-KY-2012-007 (0)	EMA-2012-FM-E004	Initial Review
<input type="checkbox"/> Check Out		2012	FMA-04-KY-2012 (0)	FMA-PL-04-KY-2012-008 (0)	EMA-2012-FM-E004	Initial Review
<input type="checkbox"/> Check Out		2012	FMA-04-GA-2012 (0)	FMA-PJ-04-GA-2012-005 (0)	EMA-2012-FM-E003	Initial Review
<input type="checkbox"/> Check Out		2012	FMA-04-MS-2012 (0)	FMA-PJ-04-MS-2012-001 (0)	EMA-2012-FM-E006	Initial Review
<input type="checkbox"/> Check Out		2012	FMA-04-MS-2012 (0)	FMA-PJ-04-MS-2012-002 (0)	EMA-2012-FM-E006	Initial Review

Check Out/In

You can also manage the applications displayed on this screen by selecting the set of 10 applications to display in the Show drop-down menu and/or by clicking the Next, Last, First, and Previous links, or you can view all applications by clicking the Show All link. In addition, you can sort the applications displayed by clicking the column header links. To check in an application to allow another user to work on it, click the Check In box in the Select column and then click the Check In/Out Button.

Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.

- Click the Inbox link on the sidebar menu to return you to the Inbox.
- Click the All Grants link on the sidebar menu to display all of the applications available to the user based on his/her eGrants roles, whether or not the user can process them. (See the All Grants Screen section of this Guide for more information.)
- Clicking the Check In Tool link on the sidebar menu allows users with the Grants Administrator role to check in queues for grants, subgrants, Quarterly Reports, and award packages that another user has checked out. If the user does not have the Grants Administrator role, the Check In Tool link will not appear. (See the Check In Tool section of this Guide for more information.)
- Click any of the links on the menu to navigate elsewhere.

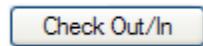
Buttons and Icons:



Select the Check Out checkbox for the queue you wish to check out.



Select the Check In checkbox for the queue you wish to check in.



This allows you to check out/in queues for applications that you have selected.



This is the pre-award eligibility icon.

Check In Tool

Check In Tool

The table below lists all of the Flood Mitigation Assistance Grant, Subgrant, Award, and Quarterly Report queues that are currently checked out. As a Grants Administrator, you may check in queues by selecting the appropriate check boxes and clicking the Check In button.

Show [Show All](#) showing 1 - 10 of 16 [Next](#) | [Last](#)

Select	Checked Out By	FY	Grant #	Subgrant / Quarterly Report #	Agreement #	Queue
<input type="checkbox"/> Check In	BOWMAN, PATRICIA	2005	FMA-PJ-09-CA-2005 (0)	FMA-PJ-09-CA-2005-002 (0)	EMF-2007-FM-E001	EHP Queues
<input type="checkbox"/> Check In	BOWMAN, PATRICIA	2005	FMA-PJ-09-CA-2005 (0)		EMF-2007-FM-E001 (0)	Assistance Officer Review
<input type="checkbox"/> Check In	BOWMAN, PATRICIA	2005	FMA-PJ-09-NV-2005 (0)	FMA-PJ-09-NV-2005-001 (0)		EHP Queues
<input type="checkbox"/> Check In	BOWMAN, PATRICIA	2005	FMA-PL-09-CA-2005 (0)	FMA-PL-09-CA-2005-003 (0)	EMF-2006-FM-E001	Pre-Award Review
<input type="checkbox"/> Check In	BOWMAN, PATRICIA	2006	FMA-PJ-04-FL-2006 (0)	FMA-PJ-04-FL-2006-002 (0)		EHP Queues
<input type="checkbox"/> Check In	BOWMAN, PATRICIA	2007	FMA-PL-04-FL-2007 (0)	FMA-PL-04-FL-2007-001 (0)		Planning Review

Figure 26: Check In Tool Screen

Description:

This screen shows all of the queues for grants, subgrants, awards, and Quarterly Reports that are currently checked out, including those that the Grants Administrator has checked out, which he/she may check in to make available to another user to work on. This may be used if a user is on vacation or has retired.

Roles:

This tool is available only to users with the Grants Administrator role in eGrants.

Preconditions:

Queues are checked out by other users. The Check In Tool link was selected from the left menu bar on the Inbox Screen.

Directions:

Select the Check In box for the application(s) you want to check in and click the Check In Button. You can manage applications displayed from the Inbox. Click any of the links on the menu to navigate elsewhere.

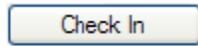
Additional Links and Tabs:

None.

Buttons and Icons:



Select the Check In box for the queue you wish to check in.



This allows you to check in queues for applications that you have selected.

Part II. Pre-Award Eligibility Workflow Queues

Receipt and Delegate

Receipt and Delegate
FMA-PJ-04-SC-2007 (0): FMA PJ SC 2007 (R4)

By forwarding the above referenced grant application, FEMA acknowledges receipt of the application and delegates program administration to the person listed below.

* Please select an FMA Coordinator: [Revision History](#)

User: BOWMAN, PATRICIA Status: Pending Date: 12/27/2006 09:09 PM

Figure 27: Receipt and Delegate Screen (FMA)

FEMA - eGrants: Severe Repetitive Loss
Version: 5.01.00 11/27/2007 12:00 PM Server: dteg3w1

myGrants Pre-Award Eligibility Awards Quarterly Reports Reports Search

Receipt and Delegate
SRL-04-KY-2008 (0): FY08 SRL

By forwarding the above referenced grant application, FEMA acknowledges receipt of the application and delegates program administration to the person listed below.

* Is this state receiving an SRL allocation this fiscal year?

* Please select a Coordinator: [Revision History](#)

User: BOWMAN, PATRICIA Status: Pending Date: 12/27/2007 08:34 PM

Figure 28: Receipt and Delegate Screen (SRL)

Description:

Receipt and Delegate is the first step in the eGrants Internal System Workflow process. This step is done at the grant application level and

applies to all subgrant applications within the grant application submitted.



The Receipt and Delegate Screen for SRL has an additional required question about whether the State is receiving an SRL allocation for the Fiscal Year.

The drop-down list on the page will display a list of users to whom the application may be assigned for processing the next queue in the workflow. The red asterisk indicates a required field.

Roles:

The Assistance Officer, PDM Coordinator, and FMA Coordinators can perform this step.

Preconditions:

Checking out the Receipt and Delegate Queue for the selected grant in your Inbox.

Directions:



Select Yes or No regarding state allocation for SRL only.

Select the appropriate Coordinator, using the drop-down list, and click the Forward Button. The application will then move on to the user you selected for the next step in the review process. You will then be directed to a Confirmation Screen.

An e-mail will be automatically generated to the POC(s) identified in the grant application to inform them that FEMA received their application(s).

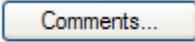
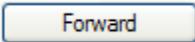
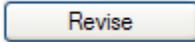
Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- For grant applications, if the grant has not yet been through Receipt and Delegate, check the box in the Select column for the subgrant number or numbers that require revision and enter your reason for the Revision request. If the grant has been forwarded from the Receipt and Delegate Queue, the subgrant applications

will require individual revision requests, either through the Revision Request icon on the All Grants Screen or through the Revise Button in a workflow queue with Revision functionality. Revision requests should be coordinated closely with the Grants Office.

- Click the Grant Checklist link on the sidebar menu to view the Grant checklist that has been prepared by the Grants Management Division Assistance Officers.
- Click the Single Audit Database link on the sidebar menu to go to the Single Audit Database website, where you can search for single audit data.
- Click the Suspension and Debarment website link on the sidebar menu to go to that website so that you can determine whether a contractor or other party mentioned in the application is suspended or debarred. Note that suspended and debarred parties cannot participate in Federal Government projects.
- Click the Workflow Diagram link on the sidebar menu to view a PDF version of the eGrants Internal System Workflow Diagram for the selected grant program.
- Click the Revision History link within each queue to view the revisions requested for this application within the specific queue.
- Click the myGrants tab on the menu bar at the top of the screen to go back to your Inbox.
- Click the Pre-Award Eligibility link on the menu bar at the top of the screen to review the results of previous queues.
- Click the Awards tab on the menu bar at the top of the screen to view the Awards Package(s) for the grant application.
- Click the Quarterly Reports tab on the menu bar at the top of the screen to view the Quarterly Reports for the grant application.
- Click the Reports tab on the menu bar at the top of the screen to display a list of available reports.
- Click the Search tab on the menu bar at the top of the screen to perform a search of all applications.
- Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:

-  This allows you to attach documents to this queue.
-  This allows you to make comments regarding your review of this queue.
-  This processes the current queue and moves the application to the next queue in the workflow process. You will receive a Confirmation Screen confirming that the subgrant applications included in the grant application were forwarded to the next queue in the workflow process and that the Grant Applicant was notified via e-mail.
-  This allows you to request a revision from the Grant Applicant. Revision requests should be coordinated closely with the Grants Office.

Initial Review

Initial Review
PDMC-PL-04-FL-2006-002 (0): Test-PL-Aug092005

[Revision History](#)

Question	Answer
Have you completed the Initial Review Checklist for this sub-application? Please attach completed checklist and enter comments regarding issues addressed in the checklist.	* Yes
Are both the Applicant and Sub-applicant eligible for the program? If no, please disapprove this queue and enter comments.	* Yes
Does the Scope of Work section reflect the activity(s) selected in the Mitigation Activity section? If no, please enter comments.	* Yes
Is the proposed mitigation activity, as described in the Scope of Work section of the sub-application, eligible for the program? If no, please disapprove this queue and enter comments.	* Yes
Does the sub-application include all of the information required by the program guidance? If no, please enter comments.	* Yes
Is all of the supporting documentation required by the program guidance provided for the sub-application? If no, please enter comments.	* Yes

Fields marked with a red asterisk (*) are required.

Approved: Select... User: BOWMAN, PATRICIA Status: Pending Date: 12/22/2005 03:37 PM

Attachments... Comments... Save Forward

Figure 29: Initial Review Screen

Description:

This step follows Receipt and Delegate for PDMC, FMA, SRL, RFC planning and project subgrant applications.

Roles:

PDM Coordinators and FMA Coordinators can perform this review.

Preconditions:

The Receipt and Delegate step must be completed.

Directions:

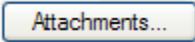
All of the review questions must be completed in order for this queue to be forwarded. Certain questions require a positive response in order to approve the queue. When all of the questions have been completed, select Yes or No in the Approved drop-down box and click the Forward Button.

If this queue is disapproved, comments are required, and the application is removed from subsequent queues in the workflow.

Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- Click the Grant Application link on the sidebar menu to go to the View Grant Application Sections Screen, where you can view or print the grant application.
- Click the Subgrant Application link on the sidebar menu to go to the View Subgrant Application Sections Screen, where you can view or print the subgrant application.
- Click the Initial Review Checklist link on the sidebar menu to open the Initial Review Checklist to be used for your review of the application and then attached to the queue.
- Click the Workflow Diagram link on the sidebar menu to view a PDF version of the eGrants Internal System Workflow Diagram.
- Click the Revision History link to view the revisions requested for this application.
- Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:

 This allows you to attach documents to this queue. It is recommended that you attach the completed Initial Review Checklist.

 This allows you to make comments regarding your review of this queue.

 This will save the information entered in this queue and update any information auto-filled by the system.

 This processes the current queue. You will then receive a Confirmation Screen.

Cost Review

Cost Review
 PDMC-MC-04-GA-2007-041 (0): test revision request after deadline

[Revision History](#)

Subgrant Budget Class	Item Name	Office	Eligible	Unit Quantity	Unit of Measure	Unit Cost	Total Cost
Personnel	Item 1	Applicant	NA	1111	CF	\$222.00	\$246,642.00
		Program	<input checked="" type="checkbox"/>	1111	CF	\$222	\$246642
Proposed Total Cost (A):			\$246,642.00	Total Eligible Cost (D):			\$0.00
Proposed Federal Share % (B):			75.00000000%	Total Ineligible Cost (E = A - D):			\$246,642.00
Proposed Federal Share (C = A * B):			\$184,981.50	Eligible Federal Share (F = D * B):			\$0.00
Proposed Non Federal Share (A - C):			\$61,660.50	Eligible Non-Federal Share (G = D - F):			\$0.00

Approved: User: BOWMAN, PATRICIA Status: Pending Date: 08/22/2007 12:24 PM

Attachments... Comments... Save Forward Revise

Figure 30: PDMC Cost Review Screen

Cost Review
 FMA-PL-09-NV-2006-002 (0): FM A Planning 08-09

[Revision History](#)

Subgrant Budget Class	Item Name	Office	Eligible	Unit Quantity	Unit of Measure	Unit Cost	Total Cost
Contractual	Plan Approval and Execution	Applicant	NA	1	LS	\$65,000.00	\$65,000.00
		Program	<input checked="" type="checkbox"/>	1	LS	\$65000	\$65000
Personnel	Consult	Applicant	NA	4	DAY	\$1,600.00	\$6,400.00
		Program	<input type="checkbox"/>	0	DAY	\$0	\$0.00
Proposed Total Cost (A):			\$71,400.00	Total Eligible Cost (D):			\$0.00
Proposed Federal Share % (B):			50.00000000%	Total Ineligible Cost (E = A - D):			\$71,400.00
Proposed Federal Share (C = A * B):			\$35,700.00	Eligible Federal Share (F = D * B):			\$0.00
Proposed Non Federal Share (A - C):			\$35,700.00	Eligible Non-Federal Share (G = D - F):			\$0.00

Approved: User: BOWMAN, PATRICIA Status: Pending Date: 06/15/2007 12:25 AM

Attachments... Comments... Save Forward Revise

Figure 31: FMA Cost Review Screen

Description:

This screen shows you a breakdown of the proposed cost from the application. It allows you to select eligible cost line items.



For PDMC, the Unit Quantity and Unit Cost cannot be edited and are grayed out. For FMA, SRL, RFC, and LPDM, the Unit Quantity and Unit Cost can be edited.

After saving, the proposed costs are displayed on the lower left-hand side, and the eligible costs are determined and displayed on the lower right-hand side.

The Revision History link takes you to a screen that shows the revisions requested for this application.

Roles:

The Cost Reviewer performs this step.

Preconditions:

Having the Initial Review Queue completed.

Directions:

After reviewing the application, select the cost line items that you believe represent eligible costs for this activity by clicking in the box in the Eligible column.

When you are finished selecting eligible line items, click the Save Button to save your selections and update the Total Eligible Costs.

Where possible, you may edit the units. You may also request a revision to the application and wait to complete the Cost Review after revisions are received.



For PDMC, a revision may not be requested after the application deadline.

If you determine that a cost line item is ineligible, you should document that by entering a comment using the Comments Button.

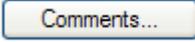
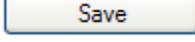
When you have completed the Cost Review, select Yes or No in the Approved drop-down box and then click the Forward Button. You cannot approve this queue with \$0 selected as eligible.

Click any of the links on the menu to navigate elsewhere.

Additional Links and Tabs:

None.

Buttons and Icons:

-  This allows you to attach documents to this queue.
-  This allows you to make comments regarding your review of this queue.
-  This processes the current queue. You will then receive a Confirmation Screen.
-  This allows you to request a revision from the Grant Applicant. Revision requests should be coordinated closely with the Grants Office.
-  This will save the information entered in this queue and update any information auto-filled by the system.

Note: *All applications will require a cost review: planning, project, and management cost applications.*

Disapproving this queue will not remove an application from further consideration.

Cost-Effectiveness and Cost-Effectiveness/Engineering Review

Cost-Effectiveness/Engineering Review	
SRL-PJ-04-NC-2012-005 (0): NC SRL Project 5	
Revision History	
Question	Answer
Is an electronic copy of the benefit-cost analysis (BCA) for this project attached to the application?	* <input type="text" value="Select..."/>
Is the benefit-cost ratio (BCR) greater than or equal to 1.0? If no, please disapprove this queue and enter comments.	* <input type="text" value="Select..."/>
Was the attached BCA performed using a FEMA-approved methodology? (If alternative non-FEMA BCA software was used, did the appropriate FEMA Regional Office and FEMA Headquarters approve the methodology prior to the applicant's submission of the project application to FEMA?) If no, please disapprove this queue and enter comments.	* <input type="text" value="Select..."/>
Does the attached BCA reflect the total net present value of benefits and total project cost provided in the project application? If no, please enter comments.	* <input type="text" value="Select..."/>
BCR (Applicant)	<input type="text" value="1.0"/>
BCR (FEMA)	<input type="text" value="0.0"/>
Was Greatest Savings to the Fund (GSTF) used?	* <input type="text" value="Select..."/>
Engineering Feasibility	* <input type="text" value="Select..."/>
Click here to view FEMA's <i>Benefit-Cost Analysis of Hazard Mitigation Projects</i> web page.	
Approved: <input type="text" value="Select..."/>	User: <input type="text" value=""/>
Status: Pending	Date: 11/04/2011 07:29 PM
<input type="button" value="Attachments..."/> <input type="button" value="Comments..."/>	

Figure 32: PDMC Cost-Effectiveness Review Screen

- [myRoles](#)
- [All Grants](#)
- [Grant Application](#)
- [Subgrant Application](#)
- [Workflow Diagram](#)

Cost-Effectiveness/Engineering Review

RFC-PJ-04-FL-2010-002 (0): 2010 test

[Revision History](#)

Question	Answer
Is an electronic copy of the benefit-cost analysis (BCA) for this project attached to the application?	* Select... <input type="button" value="v"/>
Is the benefit-cost ratio (BCR) greater than or equal to 1.0? If no, please disapprove this queue and enter comments.	* Select... <input type="button" value="v"/>
Was the attached BCA performed using a FEMA-approved methodology? (If alternative non-FEMA BCA software was used, did the appropriate FEMA Regional Office and FEMA Headquarters approve the methodology prior to the applicant's submission of the project application to FEMA?) If no, please disapprove this queue and enter comments.	* Select... <input type="button" value="v"/>
Does the attached BCA reflect the total net present value of benefits and total project cost provided in the project application? If no, please enter comments.	* Select... <input type="button" value="v"/>
BCR (Applicant)	2.0
BCR (FEMA)	0.0
Engineering Feasibility	* Select... <input type="button" value="v"/>

Click [here](#) to view FEMA's *Benefit-Cost Analysis of Hazard Mitigation Projects* web page.

Approved: User: BOWMAN, PATRICIA Status: Pending Date: 12/08/2009 3:45 PM

Figure 33: RFC Cost-Effectiveness Review Screen

Cost-Effectiveness Review

LPDM-PJ-04-FL-2011-002 (0): Mayhaw Bayou Project Application

[Revision History](#)

Question	Answer
Is an electronic copy of the benefit-cost analysis (BCA) for this project attached to the application? If no, please disapprove this queue and enter comments.	* Select... <input type="button" value="v"/>
Is the benefit-cost ratio (BCR) greater than or equal to 1.0? If no, please disapprove this queue and enter comments.	* Select... <input type="button" value="v"/>
Was the attached BCA performed using a FEMA-approved methodology? (If alternative non-FEMA BCA software was used, did the appropriate FEMA Regional Office and FEMA Headquarters approve the methodology prior to the applicant's submission of the project application to FEMA?) If no, please disapprove this queue and enter comments.	* Select... <input type="button" value="v"/>
Does the attached BCA reflect the total net present value of benefits and total project cost provided in the project application? If no, please enter comments.	* Select... <input type="button" value="v"/>
BCR (Applicant)	10.0
BCR (FEMA)	0.0

Click [here](#) to view FEMA's *Benefit-Cost Analysis of Hazard Mitigation Projects* web page.

Approved: User: BOWMAN, PATRICIA Status: Pending Date: 02/08/2011 08:13 PM

Figure 34: LPDM Cost-Effectiveness Review Screen

Description:

This screen documents your review of the Benefit-Cost Analysis and its supporting documentation for project applications. Click the link to view FEMA's Benefit-Cost Analysis webpage if you need assistance during your review.



For the Flood Programs (FMA, SRL, and RFC), the title of this step has been changed to Cost-Effectiveness/Engineering Review and is an extra field for the Engineering Feasibility.



For FMA, SRL, RFC, and LPDM, there are fields for the Applicant BCR and FEMA BCR.

Roles:

PDM Coordinators and FMA Coordinators perform this step.

Preconditions:

Having the Initial Review Queue completed for the applications.

Directions:

Based on your review of the Benefit-Cost Analysis for the application, indicate your response to the questions.

All of the review questions must be completed in order for this queue to be forwarded. Certain queues require a positive response in order to approve the queue. When all of the questions have been completed, select Yes or No in the Approved drop-down box and click the Forward Button.

If this queue is disapproved, a comment is required. The application will be removed from subsequent queues. However, concurrent queues must still be completed.

You may also request a revision to the application. Revision requests should be coordinated closely with the Grants Office.

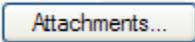
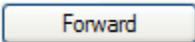
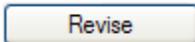
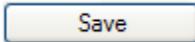


For PDMC, a revision may not be requested after the application deadline.

Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- Click the All Grants link on the sidebar menu to display all of the applications available to the user based on his/her eGrants roles, whether or not the user can process them. (See the All Grants Screen section of this Guide for more information.)
- Click the Grant Application link on the sidebar menu to go to the View Grant Application Sections Screen, where you can view or print the grant application.
- Click the Subgrant Application link on the sidebar menu to go to the View Subgrant Application Sections Screen, where you can view or print the subgrant application.
- Click the Workflow Diagram link on the sidebar menu to view a PDF version of the eGrants Internal System Workflow Diagram.
- Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:

-  This allows you to attach documents to this queue.
-  This allows you to make comments regarding your review of this queue.
-  This processes the current queue. You will then receive a Confirmation Screen.
-  This allows you to request a revision from the Grant Applicant. Revision requests should be coordinated closely with the Grants Office.
-  This will save the information entered in this queue and update any information auto-filled by the system.

Note: *Only project applications will include a cost-effectiveness review. If this queue is disapproved, the application is removed from subsequent queues in the workflow.*

Planning Review

Local Plan	
* 1. Does the Subgrant applicant have a current FEMA-approved local mitigation plan? If no, please enter comments.	No <input type="button" value="v"/>
* If Yes, the following must be entered/answered before forwarding the queue:	Search Plans Repository
Name of local plan:	<input type="text"/>
Type of local plan:	Select... <input type="button" value="v"/>
Date local plan was approved by FEMA:	<input type="text"/> <input type="button" value="i"/>
Is the project described in this application consistent with the goals and objectives of the local plan? If no, please disapprove this queue and enter comments.	Select... <input type="button" value="v"/>
State/Tribal Plan	
* 2. Does the State/Tribe in which the Subgrant applicant is located have a current FEMA-approved plan?	No <input type="button" value="v"/>
* If Yes, the following must be entered/answered before forwarding the queue:	Search Plans Repository
Name of State/Tribal plan:	<input type="text"/>
Type of State/Tribal plan:	Select... <input type="button" value="v"/>
Date State/Tribal plan was approved by FEMA:	<input type="text"/> <input type="button" value="i"/>
Is the project described in this application consistent with the goals and objectives of the State/Tribal plan? If no, please disapprove this queue and enter comments.	Select... <input type="button" value="v"/>

Fields marked with a red asterisk (*) are required.

Figure 35: Planning Review Screen—Project Subgrant Applications

<ul style="list-style-type: none"> • myRoles • All Grants • Grant Application • Subgrant Application • Workflow Diagram 	Planning Review		Revision History	
	FMA-PL-01-CT-2010-016 (0): Load Test 1/21/10			
	Local Plan			
	* 1. Does the Subgrant applicant have a current FEMA-approved local mitigation plan? If no, please enter comments.		Select... ▼	
	* If Yes, the following must be entered/answered before forwarding the queue:		Search Plans Repository	
	Name of local plan:		<input type="text"/>	
	Type of local plan:		Select... ▼	
	Date local plan was approved by FEMA:		<input type="text"/> ⓘ	
	Is the planning activity described in this application consistent with the goals and objectives of the local plan? If no, please disapprove this queue and enter comments.		Select... ▼	
	State/Tribal Plan			
	* 2. Does the State/Tribe in which the Subgrant applicant is located have a current FEMA-approved plan?		Select... ▼	
	* If Yes, the following must be entered/answered before forwarding the queue:		Search Plans Repository	
	Name of State/Tribal plan:		<input type="text"/>	
	Type of State/Tribal plan:		Select... ▼	
	Date State/Tribal plan was approved by FEMA:		<input type="text"/> ⓘ	
Is the planning activity described in this application consistent with the goals and objectives of the State/Tribal plan? If no, please disapprove this queue and enter comments.		Select... ▼		
Fields marked with a red asterisk (*) are required.				
Approved:	Select... ▼	User: EAST, JENNIFER	Status: Pending Date: 12/22/2010 08:17 PM	
<input type="button" value="Attachments..."/> <input type="button" value="Comments..."/> <input type="button" value="Save"/> <input type="button" value="Forward"/> <input type="button" value="Revise"/>				

Figure 36: Planning Review Screen—Planning Subgrant Applications

Description:

This screen documents the review of the Subgrant and Grant Applicants' mitigation plan status. It also documents the review of the activity's consistency with the FEMA-approved plan.

The Revision History link takes you to a screen that shows the revisions requested for this application.

Roles:

The Plan Reviewer performs this step.

Preconditions:

Having the Initial Review Queue completed for PDM applications.

Directions:

All of the review questions must be completed in order for this queue to be forwarded. If you indicate that there is a FEMA-approved plan, either provide the plan information or click the Search Plans

Repository link to search for the plan information, which will auto-fill the plan information fields.

Once you have answered all of the questions, select Yes or No in the Approved drop-down box and click the Forward Button. For project subgrants, if you respond either that the Subgrant or Grant Applicant does not have a FEMA-approved plan, or that the project is not consistent with the plan, then you must disapprove this queue.



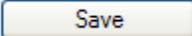
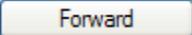
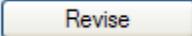
For RFC projects, a local plan is not required. However, if there is a local plan, then the project must be consistent with it for this queue to be approved. For planning subgrants, neither a local nor a state plan is required. However, if there is a plan, then the activity must be consistent with it.

If you disapprove this queue, you are required to provide comments—click the Comments Button to insert your comments.

Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- Click the All Grants link on the sidebar menu to display all of the applications available to the user based on his/her eGrants roles, whether or not the user can process them. (See the All Grants Screen section of this Guide for more information.)
- Click the Grant Application link on the sidebar menu to go to the View Grant Application Sections Screen, where you can view or print the grant application.
- Click the Subgrant Application link on the sidebar menu to go to the View Subgrant Application Sections Screen, where you can view or print the subgrant application.
- Click the Workflow Diagram link on the sidebar menu to view a PDF version of the eGrants Internal System Workflow Diagram.
- Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:

-  This allows you to attach documents to this queue.
-  This allows you to make comments regarding your review of this queue.
-  This will save the information entered in this queue and update any information auto-filled by the system.
-  This processes the current queue. You will then receive a Confirmation Screen.
-  This allows you to request a revision from the Grant Applicant. Revision requests should be coordinated closely with the Grants Office.

***Note:** Only planning and project applications will include a planning review. If this queue is disapproved, the subgrant is removed from subsequent queues in the workflow. However, concurrent queues must be completed.*

Environmental and Historic Preservation (EHP) Queues

EHP Rework
LPDM-PJ-04-FL-2009-004 (0): 1226

Note: The EHP reviews must be completed in the EHP application. If you have the appropriate roles, you may link to the EHP application by clicking [here](#).

[Revision History](#)

Reason for Rework	Resubmission Comment
	<input type="text"/>

Figure 37: EHP Queues Screen

EHP Rework [Read-Only]
SRL-PJ-01-CT-2008-002 (0): Load Test SG PJ #002

Note: The EHP reviews must be completed in the EHP application. If you have the appropriate roles, you may link to the EHP application by clicking [here](#).

[Revision History](#)

No rework requests exist.

Figure 38: EHP Queues Screen with No Rework

Description:

The Environmental and Historic Preservation (EHP) review of project subgrant applications is completed in a separate system. The EHP Rework Screen indicates whether or not a user in EMIS has requested a rework of a project subgrant back to the eGrants system to request additional information. A Revision request is needed to obtain the information from the Grant Applicant before the project can be

resubmitted to EMIS. If the eGrants user has EHP roles giving him/her access to the EHP system, he/she may link to that system from this screen to check the status of the EHP Review of the project. Revision requests should be coordinated closely with the Grants Office.

Roles:

The PDM Coordinator and FMA Coordinator can view this screen and resubmit a project subgrant to EMIS.

Preconditions:

The user must have selected the EHP Queues from the Inbox for project subgrants with EHP Rework requests, or selected the EHP Queues link from the Pre-Award Eligibility Screen.

Directions:

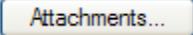
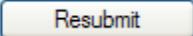
Request a revision from the Grant Applicant by clicking the Revise Button. Review the reason for Rework. Enter resubmission comments and click the Resubmit Button.

Once the revised subgrant is received, you may select the link from the eGrants EHP Review Screen to access EMIS. Refer to the EHP Users Guide for instructions on completing the EHP review.

Additional Links and Tabs:

- The Revision History link takes you to a screen that shows the revisions requested for this application.
- Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:

-  This allows you to attach documents to this queue.
-  This allows you to make comments regarding your review of this queue.
-  This allows you to resubmit a project subgrant to EMIS.
-  This allows you to request a revision from the Grant Applicant. Revision requests should be coordinated closely with the Grants Office.

Pre-Award Review

Pre-Award Review
 PDMC-PL-04-GA-2009-008 (0): GA PL UAT data #3

[Revision History](#)

Office	Question	Answer
Program	Have you requested the Applicant's response/revision to all of the pre-award issues identified in the previous review queues for this Subgrant as well as the requirements outlined in the program guidance (e.g., NFIP requirements; DUNS number; acquisition and relocation project requirements; special flood hazard area project requirements; project geo-coding requirements; project maintenance plan; cost estimate line items; small, impoverished community documentation; non-Federal cost share documentation)? If not, please use the Revise button below to request the Applicant to provide updated or corrected information to the Subgrant application.	Select... ▾
Program	Did you receive a response/revision from the Applicant that adequately addresses all of the pre-award issues within the required timeframe, as identified in the pre-award notification?	Select... ▾
Program	Are the reviews complete?	Select... ▾
Program	Are the reviews satisfactory?	Select... ▾
Program	Conditional Award?	Select... ▾
Grants	Did an authorized official electronically sign all of the Grant forms?	Select... ▾
Grants	Did you review the single audit database?	Select... ▾
Grants	Were there any audit findings that should be addressed? If so, please enter comments to this effect in the system.	Select... ▾
Grants	Is this applicant suspended or debarred? If so, this Grant must be rejected.	Select... ▾
Grants	Did you complete the Grant Checklist? If so, please enter your comments about the following: a) Were all costs adequately described in the narrative? b) Was the source and amount of the match verified? c) Were there any other issues addressed when completing the checklist?	Select... ▾
Grants	Did you need to contact either the Program office or the applicant about this application? If so, please describe the issues that were discussed and resolved.	Select... ▾

Office: Program	Approved: Select... ▾	User: BOWMAN, PATRICIA	Status: Pending	Date: 03/25/2010 11:39 AM
Office: Grants	Approved: Select... ▾	User: BOWMAN, PATRICIA	Status: Pending	Date: 03/25/2010 11:39 AM

Attachments...

Comments...

Save

Forward

Revise

Figure 39: PDMC Pre-Award Review Screen

Pre-Award Review
 SRL-PJ-04-AL-2012-005 (0): AL SRL Project 5

[Rework History](#) [Revision History](#)

Office	Question	Answer
Program	Have you reviewed the Grant and Subgrant applications?	Yes
Program	Have you reviewed the previous queues for this Subgrant?	Yes
Program	Are the reviews complete?	Yes
Program	Are the reviews satisfactory?	Yes
Program	Conditional Award?	No
Grants	Did an authorized official electronically sign all of the Grant forms?	Select...
Grants	Did you review the single audit database?	Select...
Grants	Were there any audit findings that should be addressed? If so, please enter comments to this effect in the system.	Select...
Grants	Is this applicant suspended or debarred? If so, this Grant must be rejected.	Select...
Grants	Did you complete the Grant Checklist? If so, please enter your comments about the following: a) Were all costs adequately described in the narrative? b) Was the source and amount of the match verified? c) Were there any other issues addressed when completing the checklist?	Select...
Grants	Did you need to contact either the Program office or the applicant about this application? If so, please describe the issues that were discussed and resolved.	Select...

Office: Program Approved: Yes User: WINNINGHAM, R Status: Completed Date: 10/14/2011 01:22 PM

Office: Grants Approved: Select... User: BOWMAN, PATRICIA Status: Pending Date: 10/14/2011 01:22 PM

Figure 40: SRL Pre-Award Review Screen

Description:

This is a joint queue used by both the Program and Grants Offices to document the pre-award requirements for applications. The Conditional Award checkbox is intended to indicate subgrants that will be awarded on the condition that requirements are met prior to drawdown of funds.



The questions for the FMA, SRL, RFC, and LPDM Programs Pre-Award Review Screen are different than for PDMC. Also, the user can rework applications to previous queues, as needed.



For PDMC, this is the last queue of the Pre-Award Workflow prior to the Awards Workflow and must be approved by both Program and Grants Officers.

The Revision History link takes you to a screen that shows the revisions requested for this application.

Roles:

The PDM Coordinator or FMA Coordinator can answer the program eligibility review questions. The Assistance Officer can answer the grants eligibility questions.

Preconditions:

The application must have completed all of the prior queues in the workflow.

Planning and project subgrant applications must have been approved in the Cost Effectiveness and Planning Queues.

Directions:

Select the response to each question based on your review of the application and the review documented in eGrants.

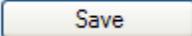
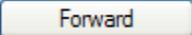
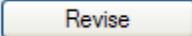
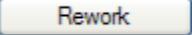
A revision may be requested from the Grant Applicant by clicking the Revise Button if it is determined that additional or corrected information is required to continue to process the application. Revision requests should be coordinated closely with the Grants Office.

Once you have answered the eligibility questions, select Yes or No in the Approved drop-down box for your office and click the Forward Button. This processes the current queue. You will then receive a Confirmation Screen.

Additional Links and Tabs:

- Click the Pre-Award Eligibility link on the menu bar at the top of the screen to review the results of previous queues.

Buttons and Icons:

-  This allows you to attach documents to this queue.
-  This allows you to make comments regarding your review of this queue.
-  This will save the information entered in this queue and update any information auto-filled by the system.
-  This processes the current queue. You will then receive a Confirmation Screen.
-  This allows you to request a revision from the Grant Applicant. Revision requests should be coordinated closely with the Grants Office.
-  This allows you to rework the application to a previous queue or queues.

Note: *For PDMC, subgrant applications are forwarded to the Awards Workflow only if both the Program Office and the Grants Office select Yes in the Approval line.*

Part III. Awards Workflow Queues

Notification Coordination

Figure 41: Notification Coordination Screen

Description:

This step is completed in the Awards Workflow (see Figure 3 for additional information) after the award is made. This screen provides a record of the Congressional notification process for all award packages that include planning or project subgrant applications with a Federal share of \$1 million or greater. The coordination of these awards with the Office of Congressional/Legislative Affairs through FEMA Headquarters must follow the Large Project Notification process.

Roles:

The PDM Coordinator or FMA Coordinator is responsible for completing notification coordination.

Preconditions:

Notification Coordination can take place only after the Regional Director Review Queue is completed for initial grant awards or after

the Assistance Officer Review Queue is completed for grant amendments.

Directions:

Select Yes or No regarding Congressional notification and Regional External Affairs Officer notification and enter dates for each, as appropriate. The actual written notice is created offline in a separate document and should be attached by clicking the Attachments Button. When you have completed the information, click the Forward Button.

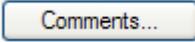
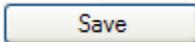
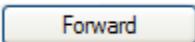
Click any of the links on the menu to navigate elsewhere.

Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- Click the All Grants link on the sidebar menu to display all of the applications available to the user based on his/her eGrants roles, whether or not the user can process them. (See the All Grants Screen section of this Guide for more information.)
- Click the Grant Application link on the sidebar menu to go to the View Grant Application Sections Screen, where you can view or print the grant application.
- Click the Subgrant Application link on the sidebar menu to go to the View Subgrant Application Sections Screen, where you can view or print the subgrant application.
- Click the Workflow Diagram link on the sidebar menu to view a PDF version of the eGrants Internal System Workflow Diagram.
- Click the myGrants tab on the menu bar at the top of the screen to go back to your Inbox.
- Click the Pre-Award Eligibility link on the menu bar at the top of the screen to review the results of previous queues.
- Click the Awards tab on the menu bar at the top of the screen to view the Awards Package(s) for the grant application.
- Click the Quarterly Reports tab on the menu bar at the top of the screen to view the Quarterly Reports for the grant application.

- Click the Reports tab on the menu bar at the top of the screen to display a list of available reports.
- Click the Search tab on the menu bar at the top of the screen to perform a search of all applications.
- Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:

-  This allows you to attach documents to this queue.
-  This allows you to make comments regarding your review of this queue.
-  This will save the information entered in this queue and update any information auto-filled by the system.
-  This processes the current queue. You will then receive a Confirmation Screen.

***Note:** Although the Large Project Notification process is required to be completed prior to award, this step is completed after award to document the Notification Coordination process. It is independent of the obligation of the award in GFS/IFMIS and therefore can be completed any time after award. All other subgrant applications should follow the established notification process for their respective Regions, following coordination between the Region and Headquarters.*

[This page intentionally left blank.]

Part IV. Quarterly Reports Workflow Queue

Quarterly Report Program Review

Quarterly Report Program Review
PDMC-01-CT-2011 (0): 2011 State of Connecticut HMA (PDM/FMA/RFC)

Report #: PDMC-01-CT-2011-QR-02 Period Covered: 09/19/2011 - 12/31/2011 (FY 2012/Q1)

[Revision History](#)

Question	Answer
Do the accomplishments described in the Performance Report corroborate the outlays in the Financial Report?	Select... ▼
Are the program requirements (e.g., environmental/historic conditions, draft plan submittal for review and contracts in place within required timeframes, etc.) being met?	Select... ▼
Are the activities identified in the Subgrant Scopes of Work being achieved in the timeframes established in the Work Schedules?	Select... ▼

Approved: Select... ▼ User: EAST, JENNIFER Status: Pending Date: 02/17/2012 07:12 PM

Figure 42: Quarterly Report Program Review Screen

Quarterly Report Revision Requests

Revision Request
PDMC-01-CT-2011 (0): 2011 State of Connecticut HMA (PDM/FMA/RFC)

Report #: PDMC-01-CT-2011-QR-02 **Period Covered:** 09/19/2011 - 12/31/2011 (FY 2012/Q1)

Please enter general comments, select the Subgrant sections that need to be revised and enter comments describing the reason(s) for requesting revision.

* **General Comments:**

Please select the report(s) that need to be revised and enter comments describing the reason(s) for requesting revision.

Select	Report	Reason(s) for Revision Request
<input type="checkbox"/>	Financial Status Report (FF 20-10)	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
<input type="checkbox"/>	Performance Report	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>

Figure 43: Quarterly Report Revision Request Screen

Part V. Queue Functionalities

Attachments

Attachments: Receipt and Delegate									
FMA-PJ-04-AL-2007 (0): FMA PJ AL 2007 (R4)									
<u>Delete</u>	<u>User</u>	<u>Date</u>	<u>Document Type</u>	<u>Description</u>	<u>Hard Copy File Reference</u>	<u>File Size</u>	<u>View</u>	<u>Edit</u>	
	BOWMAN, PATRICIA	02/09/2011 04:28 PM	Checklist			10 KB			

Figure 44: Attachments Screen

Description:

This screen allows the user either to view files attached to a queue for an application, if any, or to add an attachment to a queue for an application. You can also edit or delete files that you previously added.

Roles:

All users are able to review and attach documents to any queue for an application to which they have access.

Preconditions:

This feature is available in every queue for the grant/subgrant application and Quarterly Reports. To access it, click the Attachments Button at the bottom of the queue screen. The queue does not need to be checked out and can be pending or complete.

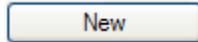
Directions:

To view an existing attachment, click  in the View column. To add a new attachment, click the New Button. You can edit or delete your own attached files. To edit an attachment, click  in the Edit column.

To delete a file, click  in the Delete column. To close the window, click the Close Button.

Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:



This allows a user to open the New Attachments Screen to add an attachment to the queue.



This closes the Attachments Window.

New Attachments

New Attachment: Initial Review
PDMC-PL-04-FL-2006-002 (0): Test-PL-Aug092005

User: BOWMAN, PATRICIA
Date: 12/18/2007 03:31 PM
Document Type: Select...
Description:
File:
Hard Copy File Reference:

Figure 45: New Attachments Screen

Description:

This is an example of the screen that allows the user to attach a file to a queue for an application. Files that may be attached are not limited to specific formats or sizes.

Roles:

All users are able to attach documents to any queue for an application to which they have access.

Preconditions:

The user must select a queue within an application and click the New Button in the Add Attachments Screen in order to access this feature. This feature is available at every review/approval step for the grant application and the subgrant application: To access it, click the New Button on the Attachments Screen. The file does not need to be checked out in order to attach files.

Directions:

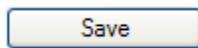
Enter information about the document you will attach and then click the Browse Button to locate and open the file. Click the Save Button to add the attachment. Click the Cancel Button to cancel the action.

Click any of the links on the menu to navigate elsewhere.

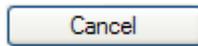
Additional Links and Tabs:

None.

Buttons and Icons:



This will save the attachment.



This will cancel the action and return to the previous screen.

Comments

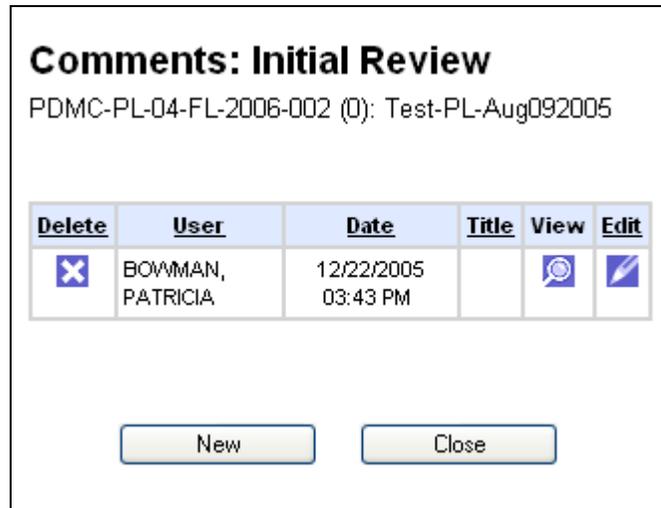


Figure 46: Comments Screen

Description:

This screen allows the user either to view comments added to a queue for an application, if any, or to add comments to a queue for an application. You can also edit or delete comments you previously entered.

Roles:

All users are able to add comments to any queue for an application to which they have access.

Preconditions:

The user must select a queue within an application in order to access this feature. This feature is available at every review/approval step for the grant application and the subgrant application: To access it, click the Comments Button at the bottom of the screen. The queue does not need to be checked out in order to view or add comments.

Directions:

To add a new comment, click the New Button. To view a comment, click in the View column. You can edit your own comments by clicking in the Edit column. You can delete your own comments

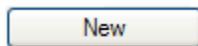
by clicking  in the Delete column. To close the window, click the Close Button.

Click any of the links on the menu to navigate elsewhere.

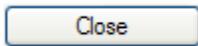
Additional Links and Tabs:

None.

Buttons and Icons:



This allows a user to open the New Comments Screen to add comments to the queue.



This closes the window.

 This will allow you to view a comment.

 This will allow you to edit your own comments.

 This will allow you to delete your own comments.

New Comments



New Comments: Initial Review
PDMC-PL-04-FL-2006-002 (0): Test-PL-Aug092005

User: BOWMAN, PATRICIA
Date: 12/18/2007 03:35 PM

Title:

Comments:

Figure 47: New Comments Screen

Description:

This screen allows the user to add comments to a queue for an application. Comment length is restricted to a maximum of 4,000 characters.

Roles:

All users are able to add comments to any queue for an application to which they have access.

Preconditions:

The user must select a queue within an application and click the New Button on the Comments Screen in order to access this feature. This feature is available at every review/approval step for the grant application and the subgrant application: To access it, click the New

Button on the Comments Screen. The file does not need to be checked out in order to add comments.

Directions:

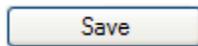
Enter the title of your comment and the comment itself, and then click the Save Button. Click the Cancel Button to cancel the action.

Click any of the links on the menu to navigate elsewhere.

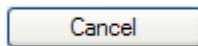
Additional Links and Tabs:

None.

Buttons and Icons:



This will save the comment.



This will cancel the action and return to the previous screen.

Revision Request: Receipt and Delegate Queue

Revision Request
 RFC-10-AK-2011 (0): RFC Test -2011
 Please enter general comments describing the reason(s) for requesting revision and indicate whether or not Subgrants may be added to this Grant.

* General Comments:

* Revision Deadline Date: ⓘ

Select	Subgrant #	Reason(s) for Revision Request
<input type="checkbox"/>	RFC-PJ-10-AK-2011-001 (0)	<div style="border: 1px solid gray; height: 20px;"></div>

Fields marked with a red asterisk (*) are required.

Figure 48: Revision Request Screen from Receipt and Delegate Queue

Description:

This screen allows users to request a revision from the Grant Applicant when it is determined that additional or corrected information is required before the grant application can be processed further. Once a revision has been requested, the Receipt and Delegate queue will not be able to be forwarded until the grant applicant resubmits the application to FEMA, and, therefore, the attached subgrants will not be able to be processed further. Revision requests should be coordinated closely with the Grants Office.

Role:

All users are able to request a revision for an application to which they have access.

Preconditions:

This screen may be accessed by clicking the Revise Button from the Receipt and Delegate queue.

Directions:

Provide any comments that you wish the applicant to see in the General Comments textbox. Enter a date in the Revision Deadline Date textbox with format MM/DD/YYYY.

Select Yes or No from the drop-down list regarding whether additional subgrant applications may be added.

Check the box in the Select column for any of the subgrant applications attached to the grant that you would also like to return to the grant applicant for revision and enter the reason(s) for the revision request for each.

Click the Continue Button to process the revision. Click the Cancel Button to cancel the action.

Click any of the links on the menu to navigate elsewhere.

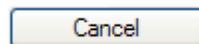
Additional Links and Tabs:

None.

Buttons and Icons:



This will process the Revision request and produce a Confirmation Screen confirming that the Grant Applicant was notified of the Revision request via e-mail.



This will cancel the action and return to the previous screen.

Note: The Grant Applicant will automatically be notified of the Revision request via e-mail sent to the authorized representative and the point of contact specified in the Contact Information section of the grant application.

Revision History: Receipt and Delegate Queue

Revision History: Receipt and Delegate						
RFC-04-TN-2012 (0): 2012 RFC TN Grant						
Revision Request #	Queue	Subgrant #	Requested By	Date Requested	Resubmitted By	Date Resubmitted
1	Receipt and Delegate		BOWMAN, PATRICIA	03/08/2012 07:42 PM		
		General Comments	test			
		Subgrants may be added?	Yes			
		RFC-MC-04-TN-2012-006 (0)				
		RFC-PJ-04-TN-2012-001 (0)				
		RFC-PJ-04-TN-2012-002 (0)				
		RFC-PJ-04-TN-2012-003 (0)				
		RFC-PJ-04-TN-2012-004 (0)				
		RFC-PJ-04-TN-2012-005 (0)				

Figure 49: Revision History Screen from Receipt and Delegate Queue

Description:

This screen shows a record of revision requests that have affected a particular grant application. The record includes the Revision request number, the queue for which the revision was requested, the general comments provided by the requestor, whether or not additional subgrants were allowed, the subgrant number that required revision and reason(s) for revision request (if applicable), the name of the individual who requested the revision, the date requested, the user name of the Grant Applicant user who resubmitted the application (if complete), and the date the application was resubmitted (if complete).

Roles:

Any user can view the Revision History for any application. The application does not have to be checked out to view the Revision History Screen.

Preconditions:

The Revision History can be accessed by clicking the Revision History link on the Receipt and Delegate queue screen.

Directions:

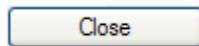
When you have finished reviewing the revision history, click the Close Button.

Click any of the links on the menu to navigate elsewhere.

Additional Links and Tabs:

None.

Buttons and Icons:



This closes the window.

Note: The Revision History: Grant Screen, accessed by clicking the Revision History link on the Receipt and Delegate queue screen, displays only revision requests made from this queue and not any out-of-queue grant or subgrant revision requests initiated from the All Grants screen (see All Grants under Part 6: Tabs and Links for more information).

Revision Request: Subgrant Review Queues

Revision Request
 RFC-PJ-04-AL-2010-002 (0): test 510
 Please enter general comments, select the Subgrant sections that need to be revised and enter comments describing the reason(s) for requesting revision.

* General Comments:

* Revision Deadline Date: ⓘ

Select	Subgrant Section	Reason(s) for Revision Request
<input type="checkbox"/>	Applicant Information	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Contact Information	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Mitigation Plan Information	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Mitigation Activity Information	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Hazard Information	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Community Information	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Scope of Work	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Properties	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Decision Making Process	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Cost Estimate	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Match Sources	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Cost Effectiveness Information	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Environmental Information	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Maintenance Schedule and Costs	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Evaluation Information	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Comments and Attachments	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Assurance and Certifications	<input style="width: 95%; height: 20px;" type="text"/>

Fields marked with a red asterisk (*) are required.

Figure 50: Revision Request Screen from Subgrant Review Queues

Description:

This screen allows users to request a revision for subgrant applications when it is determined that additional or corrected information is required to continue to process the application. Once a revision has been requested from a review queue, the queue will not be able to be forwarded until the grant applicant resubmits the application to FEMA. Revision requests should be coordinated closely with the Grants Office.



To allow subgrant revisions without delaying the processing of the subgrant, you may wish to request a subgrant revision out-of-queue (see the Out-of-Queue Subgrant Revisions section for more information.)

Role:

All users are able to request a revision for an application to which they have access.

Preconditions:

This screen may be accessed by clicking the Revise Button from an application queue screen with Revision functionality.



For PDMC, revisions cannot be requested after the application deadline until after the National Review process, so there will not be a Revise Button in the review queue screens.

Directions:

Provide any comments that you wish the applicant to see in the General Comments textbox. Enter a date in the Revision Deadline Date textbox with format MM/DD/YYYY.

Check the box in the Select column for the section(s) of the application that require revision and enter your reason(s) for the Revision request.



For subgrants submitted in the new format, not all of the old subgrant sections will apply. Click the Continue Button to process the revision. Click the Cancel Button to cancel the action.

Click any of the links on the menu to navigate elsewhere.

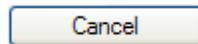
Additional Links and Tabs:

None.

Buttons and Icons:



This will process the Revision request and produce a Confirmation Screen confirming that the Grant Applicant was notified of the Revision request via e-mail.



This will cancel the action and return to the previous screen.

***Note:** The Grant Applicant will automatically be notified of the Revision request via e-mail sent to the authorized representative and point of contact specified in the Contact Information section of the grant application.*

Revision History: Subgrant Review Queues

Revision History: Pre-Award Review						
FMA-PL-01-CT-2010-006 (0): Load Test 1/21/10						
Revision Request #	Queue	Subgrant Section	Requested By	Date Requested	Resubmitted By	Date Resubmitted
1	Pre-Award Review		BOWMAN, PATRICIA	10/15/2010 05:43 PM		
		General Comments	Please revise Cost Estimate and update Match Sources section to reflect current Fed/non-Fed shares.			
		Cost Estimate	Sample comments from FEMA.			
		Match Sources	Sample comments from FEMA.			

Close

Figure 51: Revision History Screen from a Subgrant Review Queue

Description:

This screen shows a record of Revision requests that have affected a particular subgrant application. The record includes the Revision request number, the queue for which the revision was requested, general comments provided by the requestor, the subgrant section that required revision and the reason(s) for the request, the name of the individual who requested the revision, the date requested, the user name of the Grant Applicant user who resubmitted the application (if complete), and the date the application was resubmitted (if complete).

Roles:

Any user can view the Revision History for any application. The application does not have to be checked out to view the Revision History Screen.

Preconditions:

The Revision History Screen for a subgrant application can be accessed as follows:

- Clicking a subgrant number link in the Inbox or All Grants Screen and then clicking the Revision History link located in the upper right-hand corner of the screen
- Selecting the  icon next to the subgrant application on the All Grants Screen

The Revision History Screen for a subgrant application queue can be accessed by clicking the Revision History link located in the upper right-hand corner of the queue screen.

Directions:

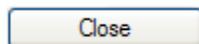
When you have finished reviewing the Revision History, click the Close Button.

Click any of the links on the menu to navigate elsewhere.

Additional Links and Tabs:

None.

Buttons and Icons:



This closes the window.

***Note:** The Revision History: Subgrant Screen, accessed by clicking the Revision History link from a subgrant review queue screen, displays only revision requests made from this queue and not any requested from any other subgrant review queue or from any out-of-queue revisions initiated through the All Grants screen (see All Grants under Part 6: Tabs and Links for more information).*

Rework Request

Rework Request
 FMA-PJ-04-FL-2006-001 (0): Testing1
 Please select the queue(s) to be reworked and enter comments describing the reason(s) for requesting rework.

Select	Queue	Reason(s) for Rework Request
<input type="checkbox"/>	Cost Review	
<input type="checkbox"/>	Cost-Effectiveness Review	
<input type="checkbox"/>	Planning Review	

Figure 52: Rework Request for Project Applications (Project)

Rework Request
 FMA-PL-01-ME-2010-003 (0): Load Test 1/21/10
 Please select the queue(s) to be reworked and enter comments describing the reason(s) for requesting rework.

Select	Queue	Reason(s) for Rework Request
<input type="checkbox"/>	Cost Review	
<input type="checkbox"/>	Planning Review	

Figure 53: Rework Request for Project Applications (Planning)

Description:

This screen allows users to request rework of an application to a previous queue or queues if they are not satisfied with the results. The application will be returned to the Inbox, and users with the roles to complete the reworked queue may check it out, review the Rework History, and rework the queue.



This screen is not available for PDMC applications due to the National Evaluation process.

Role:

All users are able to request a rework for an application from a queue to which they have access.

Preconditions:

The user must select the Rework Button from the Pre-Award Review queue to request a rework of the previous queue(s) for the application.

Directions:

Check the box in the Select column for the queue that requires rework. Enter your reason for the Rework request and click the Continue Button.

Click any of the links on the menu to navigate elsewhere.

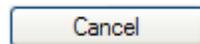
Additional Links and Tabs:

None.

Buttons and Icons:



This will process your Rework request and produce a Confirmation Screen confirming that the application was reworked to a previous queue or queues.



This will cancel the action and take you back to the Queue Screen.

Rework History

Rework History: Pre-Award Review					
FMA-PJ-04-FL-2007-001 (0): FY2007 FL FMA-PJ 1					
Rework Request #	Rework Queue	Requested By	Date Requested	Reworked By	Date Reworked
1	Planning Review	BOWMAN, PATRICIA	01/25/2007 04:40 PM		
test planning rework					

Figure 54: Rework History Screen

Description:

This screen shows a record of Rework requests for an application. You can view the Rework request number, the Rework Queue, the name of the user who requested the rework, the date requested, the name of the user who reworked the queue (if complete), and the date reworked (if complete).



This screen is not available for PDMC applications.

Roles:

Any user can view the Rework History for any application. The application does not have to be checked out to view the Rework History Screen.

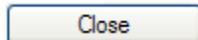
Preconditions:

The user must access the Pre-Award Review queue for an application and click the Rework History link in the upper right-hand corner.

Additional Links and Tabs:

None.

Buttons and Icons:



This closes the window.

Part VI. Tabs and Links

All Grants

All Grants

The table below lists all of the Pre-Disaster Mitigation - Competitive Grants, Subgrants, Awards, and Quarterly Reports that you can access.

FY: 2008

FY	Grant #	Subgrant #	Agreement #
2008	PDMC-04-FL-2008 (0)	PDMC-MC-04-FL-2008-002 (0)	EMA-2008-PC-0001
2008	PDMC-04-FL-2008 (0)	PDMC-PJ-04-FL-2008-001 (0)	EMA-2008-PC-0001
2008	PDMC-04-FL-2008 (0)	PDMC-PJ-04-FL-2008-003 (0)	EMA-2008-PC-0001
2008	PDMC-04-FL-2008 (0)	PDMC-PJ-04-FL-2008-004 (0)	EMA-2008-PC-0001
2008	PDMC-04-FL-2008 (0)	PDMC-PJ-04-FL-2008-005 (0)	EMA-2008-PC-0001
2008	PDMC-10-AK-2008 (0)	PDMC-PL-10-AK-2008-001 (0)	
2008	PDMC-10-AK-2008 (0)	PDMC-PL-10-AK-2008-002 (0)	
2008	PDMC-10-AK-2008 (0)	PDMC-PL-10-AK-2008-003 (0)	

Figure 55: All Grants Screen

Description:

This screen shows all of the applications available to you based on your eGrants roles, regardless of where they are in the workflow or whether you can work on them. This screen shows the Fiscal Year, Grant #, Subgrant #, and Agreement #. Note that indicates an application submitted on paper and then entered into eGrants.

To view or print a grant, subgrant application, or Quarterly Report, click the Grant # or Subgrant # or Quarterly Report link. (See Figures 23 and 24).

Roles:

All users will see this screen after clicking the All Grants link on the Inbox Screen.

Preconditions:

Registered users must have clicked on the All Grants link from the Inbox.

Directions:

To customize the view of the All Grants Screen, you may select a specific Fiscal Year or “All” from the drop-down menu and then click the Filter Button. You can also manage the applications displayed on this screen by selecting the set of 10 applications to display in the Show drop-down menu and then clicking the Next, Last, First, and Previous links, or you can view all applications by clicking the Show All link. In addition, you can sort the applications displayed by clicking a column header link.

Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- Click the Inbox link on the sidebar menu to return you to the Inbox.
- Click the All Grants link on the sidebar menu to display all of the applications available to the user based on his/her eGrants roles, whether or not the user can process them.
- Clicking the Check In Tool link on the sidebar menu allows users with the Grants Administrator role to check in queues for grants, subgrants, Quarterly Reports, and award packages that another user has checked out. If the user does not have the Grants Administrator role, the Check In Tool link will not appear. (See the Check In Tool section of this Guide for more information.)
- Click the Reports tab on the menu bar at the top of the screen to display a list of available reports. (See the Reports Screen section of this Guide for more information.)
- Click the Search tab on the menu bar at the top of the screen to perform a search of all grants, subgrants, award packages, and Quarterly Reports available based on your eGrants roles. (See the Search Screen section of this Guide for more information.)
- Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:



This allows you to filter the applications you can view in your Inbox.



This will allow you to make Revision requests to the Grant Applicant for grants and/or subgrants under the Grant # or Subgrant # column (see the Revision Request section of this Guide for more information). Revision requests should be coordinated closely with the Grants Office.



This will display the Revision History Screen (see the Revision History section of this Guide for more information).



This will open the Pre-Award Eligibility Screen for the subgrant application. This will show the status of the subgrant for each step in the Pre-Award Eligibility Workflow. (See the Pre-Award Eligibility Screen section of this Guide for more information.)



This will allow you to view the Awards Package(s) for the grant application. (See the Awards Package Screen section of this Guide for more information.)



This will allow you to view the Quarterly Report(s) submitted by a Grantee for a grant application. (See the Quarterly Reports Screen section of this Guide for more information.)

Out-of-Queue Grant Revision

myGrants Pre-Award Eligibility Awards Quarterly Reports Reports Search

- [myRoles](#)
- [Grant Application](#)
- [Grant Checklist](#)
- [Single Audit Database](#)
- [Suspension and Debarment Website](#)
- [Workflow Diagram](#)

Revision Request

FMA-01-CT-2010 (0): Load Testing CT

Please enter general comments describing the reason(s) for requesting revision and indicate whether or not Subgrants may be added to this Grant.

* General Comments:

* Revision Deadline Date: ⓘ

* Subgrants may be added:

Fields marked with a red asterisk (*) are required.

Figure 56: Out-of-Queue Grant Revision Screen

Description:

This screen allows users to request a revision from the Grant Applicant when it is determined that additional or corrected information is required to continue to process the grant application after the Receipt and Delegate queue has already been completed. Revision requests should be coordinated closely with the Grants Office.

Note that out-of-queue Grant Revision requests do not impact the processing of the grant application or attached subgrant applications in the Pre-Award Eligibility Workflow.

Roles:

All users are able to request a revision for an application to which they have access.

Preconditions:

Registered users must have clicked on the Revision icon  (refer to Figure 55 for more information) to the left of the Grant # column in the All Grants Screen.

Directions:

As with Grant Application Revision requests from the Receipt and Delegate queue (see the Revision Request: Receipt and Delegate Queue section of this Guide for more information), you must provide comments to the applicant by entering them in the General Comments textbox and set the revision deadline by entering a date in the Revision Deadline Date textbox with format MM/DD/YYYY.

Note that this is a requested date that will not prevent the Grant Applicant from resubmitting the application after the deadline.

Once the Receipt and Delegate queue has been completed, you may also allow the Grant Applicant to submit additional subgrant applications by selecting “Yes” from the Subgrants May Be Added drop-down menu.

Note that if the Receipt and Delegate queue is pending, then this screen will function exactly like the Revision Request from the Receipt and Delegate Queue (see Figure 48-Revision Request Screen from the Receipt and Delegate Queue).



After the PDMC application deadline, you may not allow the Grant Applicant to attach additional subgrant applications to his/her grant application since this is a competitive program.

Select the Continue Button to send the revision request or the Cancel Button to return to the All Grants Screen.

After you select the Continue Button, you will receive a confirmation screen that the Grant Applicant was notified of the Revision request.

Additional Links and Tabs:

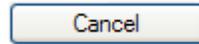
- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- Click the Grant Application link on the sidebar menu to go to the View Grant Application Sections Screen, where you can view or print the grant application.
- Click the Grant Checklist link on the sidebar menu to view the Grant checklist that has been prepared by the Grants Management Division for Assistance Officers.

- Click the Single Audit Database link on the sidebar menu to go to the Single Audit Database website, where you can search for single audit data.
- Click the Suspension and Debarment website link on the sidebar menu to go to that website so that you can determine whether a contractor or other party mentioned in the application is suspended or debarred. Note that suspended and debarred parties cannot participate in Federal Government projects.
- Click the Workflow Diagram link on the sidebar menu to view a PDF version of the eGrants Internal System Workflow Diagram for the selected grant program.
- Click the myGrants tab on the menu bar at the top of the screen to go back to your Inbox.
- Click the Pre-Award Eligibility link on the menu bar at the top of the screen to review the results of previous queues.
- Click the Awards tab on the menu bar at the top of the screen to view the Awards Package(s) for the grant application.
- Click the Quarterly Reports tab on the menu bar at the top of the screen to view the Quarterly Reports for the grant application.
- Click the Reports tab on the menu bar at the top of the screen to display a list of available reports. (See the Reports Screen section of this Guide for more information.)
- Click the Search tab on the menu bar at the top of the screen to perform a search of all grants, subgrants, award packages, and Quarterly Reports available based on your eGrants roles. (See the Search Screen section of this Guide for more information.)
- Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:



This will process the Revision request and produce a Confirmation Screen confirming that the Grant Applicant was notified of the Revision request via e-mail.



This will cancel the action and return to the previous screen.

***Note:** The Grant Applicant will automatically be notified of the Revision request via e-mail sent to the authorized agent and the point of contact specified in the Contact Information section of the grant application.*

Out-of-Queue Subgrant Revision

Revision Request
FMA-PL-01-CT-2010-001 (0): Load Test 1/21/10

Please enter general comments, select the Subgrant sections that need to be revised and enter comments describing the reason(s) for requesting revision.

* General Comments:

* Revision Deadline Date:

Select	Subgrant Section	Reason(s) for Revision Request
<input type="checkbox"/>	Applicant Information	
<input type="checkbox"/>	Contact Information	
<input type="checkbox"/>	Mitigation Plan Information	
<input type="checkbox"/>	Mitigation Activity Information	
<input type="checkbox"/>	Hazard Information	
<input type="checkbox"/>	Community Information	

Figure 57: Out-of-Queue Subgrant Revision Screen

Description:

This screen allows users to request a revision for subgrant applications when it is determined that additional or corrected information is required to continue to process the application. Subgrant revision requests must be made from a workflow queue that allows revisions (see the Revision Request: Subgrant Review Queues section of this Guide for more information) or from the All Grants Screen as an out-of-queue Revisions Request. Revision requests should be coordinated closely with the Grants Office.

Role:

All users are able to request a revision for an application to which they have access.

Preconditions:

Registered users must have clicked on the Revision icon  (refer to Figure 55 for more information) to the left of the Subgrant # column in the All Grants Screen.

Directions:

Provide any comments that you wish the applicant to see in the General Comments textbox. Enter a date in the Revision Deadline Date textbox with format MM/DD/YYYY.

Check the box in the Select column for the section(s) of the application that require revision and enter your reason(s) for the Revision request.

Click the Continue Button to process the revision or click the Cancel Button to cancel the action.

Click any of the links on the menu to navigate elsewhere.

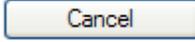
Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- Click the All Grants link on the sidebar menu to display all of the applications available to the user based on his/her eGrants roles, whether or not the user can process them. (See the All Grants Screen section of this Guide for more information.)
- Click the Grant Application link on the sidebar menu to go to the View Grant Application Sections Screen, where you can view or print the grant application.
- Click the Subgrant Application link on the sidebar menu to go to the View Subgrant Application Sections Screen, where you can view or print the subgrant application.
- Click the Workflow Diagram link on the sidebar menu to view a PDF version of the eGrants Internal System Workflow Diagram for the selected grant program.
- Click the myGrants tab on the menu bar at the top of the screen to go back to your Inbox.
- Click the Pre-Award Eligibility link on the menu bar at the top of the screen to review the results of previous queues.
- Click the Awards tab on the menu bar at the top of the screen to view the Awards Package(s) for the grant application.

- Click the Quarterly Reports tab on the menu bar at the top of the screen to view the Quarterly Reports for the grant application.
- Click the Reports tab on the menu bar at the top of the screen to display a list of available reports. (See the Reports Screen section of this Guide for more information.)
- Click the Search tab on the menu bar at the top of the screen to perform a search of all grants, subgrants, award packages, and Quarterly Reports available based on your eGrants roles. (See the Search Screen section of this Guide for more information.)
- Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:

 This will process the Revision request and produce a Confirmation Screen confirming that the Grant Applicant was notified of the Revision request via e-mail.

 This will cancel the action and return to the previous screen.

***Note:** The Grant Applicant will automatically be notified of the Revision request via e-mail sent to the authorized agent and the point of contact specified in the Contact Information section of the grant application.*

Pre-Award Eligibility Screen

Pre-Award Eligibility				
FMA-PJ-04-MS-2008-008 (0): GAS FY 2008 PJ (FMA) #3				
Queue	Approved	User	Status	Status Date
Receipt and Delegate	Yes	ZOTO, ALFRED	Completed	05/20/2008 02:56 PM
Workflow Management	Yes	BOWMAN, PATRICIA	Completed	09/21/2010 08:12 PM
Cost Review	Yes	BOWMAN, PATRICIA	Completed	09/29/2011 01:58 AM
Cost-Effectiveness Review	Yes	BOWMAN, PATRICIA	Completed	09/21/2010 08:12 PM
Planning Review	Yes	BOWMAN, PATRICIA	Completed	03/28/2011 07:09 PM
EHP Queues	Pending		Not Ready	09/22/2010 05:08 PM
Pre-Award Review (Grants)	Pending	BOWMAN, PATRICIA	Pending	09/29/2011 01:58 AM
Pre-Award Review (Program)	Pending	BOWMAN, PATRICIA	Pending	09/29/2011 01:58 AM

Figure 58: Pre-Award Eligibility Screen

Pre-Award Eligibility				
PDMC-PJ-04-KY-2012-005 (0): KY PDM Project 5				
Queue	Approved	User	Status	Status Date
Receipt and Delegate	Yes	vmalone	Completed	10/13/2011 05:10 PM
Initial Review	Yes	vmalone	Completed	10/17/2011 07:14 PM
Cost Review	Yes	vmalone	Completed	10/17/2011 07:15 PM
Cost-Effectiveness Review	Yes	vmalone	Completed	10/17/2011 07:15 PM
Planning Review	Yes	vmalone	Completed	10/17/2011 07:15 PM
National Technical Review	Yes	BOWMAN, PATRICIA	Completed	10/18/2011 05:25 AM
Subgrant Selection (for Award)	Yes	ejordan	Completed	11/03/2011 02:28 AM
EHP Queues	Pending		Not Ready	11/03/2011 02:28 PM
Pre-Award Review (Grants)	Pending	ZOTO, ALFRED	Pending	11/03/2011 02:28 PM
Pre-Award Review (Program)	Pending	ZOTO, ALFRED	Pending	11/03/2011 02:28 PM

Figure 59: Pre-Award Eligibility Screen for PDMC

Description:

The Pre-Award Eligibility Screen is a handy reference for users. It provides an overview of a particular subgrant application’s status in the Pre-Award Eligibility Workflow. It displays where an application is in the workflow, whether the queue is pending or was approved, the user who has performed or is in process of completing each queue, the application’s status in each queue, and when that status changed.

The Approved column indicates whether a queue was approved. The Status column indicates whether a queue is:

- Completed (queue is completed)
- Pending (queue needs to be completed)
- Not Ready (application cannot move to this queue until a prior queue is completed)
- Revision or a Rework requested (queue cannot be completed until application is returned to that queue)

The Reset, Remove and Restore Buttons may also be available, depending on the user's eGrants roles (see the Reset, Remove and Restore sections of this guide for more information).

Roles:

All users can see this screen. Only the HQ PDM Coordinator or HQ FMA Coordinator can access the Reset, Remove and Restore Buttons on the Pre-Award Eligibility Screen.

Preconditions:

You can view the Pre-Award Eligibility Screen at any time by clicking the Pre-Award Eligibility icon in the Inbox or clicking the Pre-Award Eligibility link on the menu bar at the top of the screen.

Directions:

You may click any link under the Queue column to open that Queue Screen. It will be read-only unless you have checked out the queue and it is pending for a subgrant application.

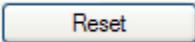
Click any of the links on the menu to navigate elsewhere.

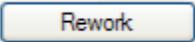
Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- Click the All Grants link on the sidebar menu to display all of the applications available to the user based on his/her eGrants roles, whether or not the user can process them. (See the All Grants Screen section of this Guide for more information.)

- Click the Grant Application link on the sidebar menu to go to the View Grant Application Sections Screen, where you can view or print the grant application.
- Click the Subgrant Application link on the sidebar menu to go to the View Subgrant Application Sections Screen, where you can view or print the subgrant application.
- Click the Workflow Diagram link on the sidebar menu to view a PDF version of the eGrants Internal System Workflow Diagram.
- Click the myGrants tab on the menu bar at the top of the screen to go back to your Inbox.
- Click the Pre-Award Eligibility link on the menu bar at the top of the screen to review the results of previous queues.
- Click the Awards tab on the menu bar at the top of the screen to view the Awards Package(s) for the grant application.
- Click the Quarterly Reports tab on the menu bar at the top of the screen to view the Quarterly Reports for the grant application.
- Click the Reports tab on the menu bar at the top of the screen to display a list of available reports.
- Click the Search tab on the menu bar at the top of the screen to perform a search of all applications.
- Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:

 This allows users to reset the current queue back to a previous queue or queues. (See the Reset/Remove/Restore section of this Guide for more information.)

 This allows you to rework the application to a previous queue or queues.

 This restores a subgrant application that was removed or not approved.

Note: For an explanation of when each button will be available in FMA/SRL/RFC/LPDM and PDMC applications, see Appendix A.

Reset

Pre-Award Eligibility
 PDMC-PJ-04-FL-2006-001 (0): Test-PJ-080202005

Queue	Approved	User	Status	Status Date
Receipt and Delegate	Yes	BOWMAN, PATRICIA	Completed	12/22/2005 03:37 PM
Initial Review	Yes	BOWMAN, PATRICIA	Completed	12/19/2007 08:49 PM
Cost Review	Pending		Pending	12/19/2007 08:49 PM
Cost-Effectiveness Review	Pending	BOWMAN, PATRICIA	Pending	12/19/2007 08:49 PM
Planning Review	Pending	BOWMAN, PATRICIA	Pending	12/19/2007 08:49 PM

Figure 60: Pre-Award Eligibility Screen Showing Reset Button

Confirm Subgrant Reset

PDMC-PJ-04-FL-2006-001 (0): Test-PJ-080202005 Conditions

Click on the **Continue** button to reset this subgrant:

From	To
Cost Review	Initial Review
Cost-Effectiveness Review	
Planning Review	

Click on the **Cancel** button to return to Pre-Award Eligibility.

Figure 61: Confirm Subgrant Reset Screen

Description:

Users with the HQ PDM Coordinator or HQ FMA Coordinator eGrants role may reset subgrant applications from the Pre-Award Eligibility Screen as necessary. The Reset function is designed to reset a subgrant application to a previous queue(s) in the Pre-Award Eligibility Workflow process if it is determined that an error was made prior to forwarding the queue that must be corrected. (For example, responses need to be edited or the queue needs to be disapproved.)

After the reset, the previous queue's status will change from Completed to Pending and can be Checked Out from the Inbox by a user with the necessary role to complete it.

There will be no record of the reason for Reset or notification of users regarding the Reset action. Data originally entered, including any Comments and Attachments, will be retained. The user who checks out the queue will be able to edit any of the queue data. However, any Comments and Attachments will only be editable by the user who entered them,



At this time, only the Initial Review queue for a planning or project applications can be reset if at least one of the following Pre-Award Eligibility queues must have a status of Pending:

- Cost Review
- Cost-Effectiveness Review
- Planning Review

Roles:

Only the HQ PDM Coordinator or HQ FMA Coordinator can access this functionality on the Pre-Award Eligibility Screen. Users without this role will not see the Reset Button on the Pre-Award Eligibility Screen.

Preconditions:

The user has selected the Pre-Award Eligibility icon or link for a subgrant application and has the HQ PDM Coordinator or HQ FMA Coordinator role in eGrants.

Directions:

You may click any link under the Queue column to see a read-only version of that screen. It is recommended that comments and/or attachments be added to the queue to be reset to provide an explanation for using the Reset functionality.

Click the Reset Button to reset the subgrant.

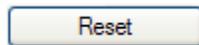
Then on the Confirm Subgrant Reset screen, click the Continue Button to reset the subgrant or the Cancel button to return to the Pre-Award Eligibility screen.

You will receive a Confirmation Screen once the reset is complete.

Additional Links and Tabs:

None.

Buttons and Icons:



This resets a subgrant application to a previous queue.

Remove

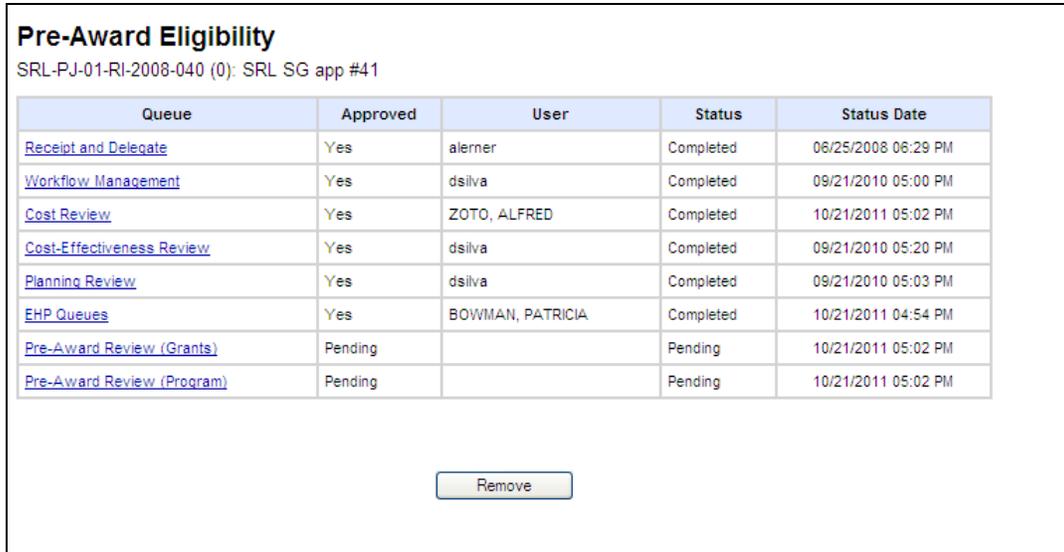


Figure 62: Pre-Award Eligibility Screen Showing Remove Button

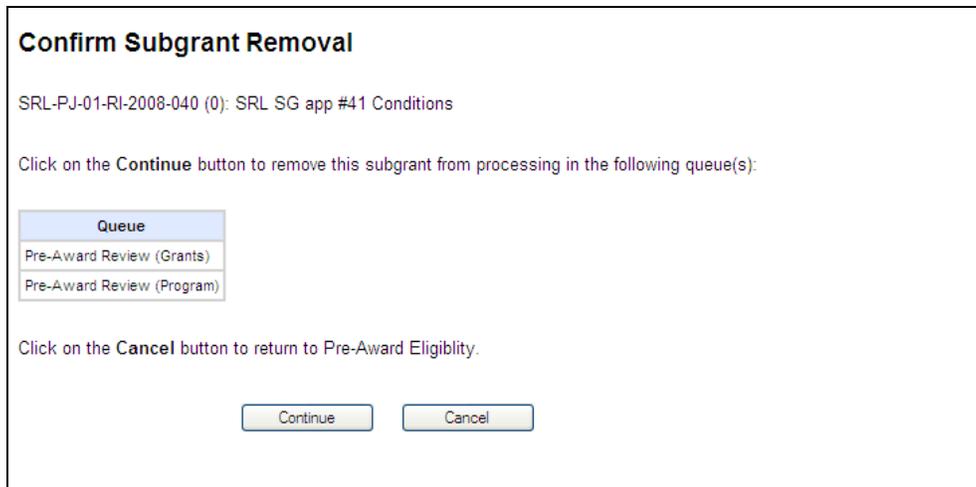


Figure 63: Confirm Subgrant Removal Screen

Description:

Users with the HQ PDM Coordinator or HQ FMA Coordinator eGrants role may remove subgrant applications from the Pre-Award Eligibility Screen as necessary.

The Remove function is designed to remove a subgrant application from all further processing in the Pre-Award Eligibility Workflow process.

Once removed, the pending queue(s) will have a status of Not Approved. There will be no record of the reason for Remove or notification of users regarding the Remove action.



At this time, PDMC Management Cost subgrant applications with Pending status in the Cost Review queue can be removed. In addition, subgrants pending the Pre-Award Review queue for all but the PDMC program can be removed. (For projects, only if the EHP Review is complete.)

NOTE: Projects, once removed, will also be deleted from the EMIS system.

Roles:

Only the HQ PDM Coordinator or HQ FMA Coordinator can access this functionality on the Pre-Award Eligibility Screen. Users without this role will not see the Remove Button on the Pre-Award Eligibility Screen.

Preconditions:

The user has selected the Pre-Award Eligibility icon or link for a subgrant application and has the HQ PDM Coordinator or HQ FMA Coordinator role in eGrants.

Directions:

You may click any link under the Queue column to see a read-only version of that screen. It is recommended that comments and/or attachments be added to the queue(s) that will be removed to provide an explanation for using the Remove functionality.

Click the Remove Button to remove the subgrant.

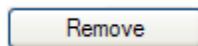
Then on the Confirm Subgrant Removal screen, click the Continue Button to remove the subgrant or the Cancel button to return to the Pre-Award Eligibility screen.

You will receive a Confirmation Screen when removal is complete.

Additional Links and Tabs:

None.

Buttons and Icons:



This removes a subgrant application from all further processing in the Pre-Award Eligibility Workflow process, including any concurrent queues.

Restore

Pre-Award Eligibility
PDMC-PJ-04-FL-2006-001 (0): Test-PJ-080202005

Queue	Approved	User	Status	Status Date
Receipt and Delegate	Yes	BOWMAN, PATRICIA	Completed	12/22/2005 03:37 PM
Initial Review	Yes	BOWMAN, PATRICIA	Completed	12/19/2007 08:58 PM
Cost Review	Pending		Pending	12/19/2007 08:58 PM
Cost-Effectiveness Review	No	BOWMAN, PATRICIA	Completed	12/19/2007 09:00 PM
Planning Review	Pending		Pending	12/19/2007 08:58 PM

Figure 64: Pre-Award Eligibility Screen Showing Restore Button

Description:

Users with the HQ PDM Coordinator or HQ FMA Coordinator eGrants role may restore subgrant applications from the Pre-Award Eligibility Screen as necessary.

The Restore function is used to restore subgrant applications that were removed or Not Approved to allow the subgrant application to continue the Pre-Award Eligibility Workflow process.

After the restore, the previous queue's status will change from Completed to Pending and can be Checked Out from the Inbox by a user with the necessary role to complete it. The subgrant's status will change from Disapproved to Pending.

There will be no record of the reason for Restore or notification of users regarding the Restore action. Data originally entered for the Restored queue, including any Comments and Attachments, will be retained. The user who checks out the Restored queue will be able to edit any of the queue responses. However, any Comments and Attachments will only be editable by the user who entered them.



At this time, the ability to restore is only available in certain circumstances. (See Appendix A for a table that displays the situations in which Restore is available).

NOTE: Projects, once restored, will be resubmitted to EMIS for the EHP Review; however, any data originally created for the project in EMIS will not be retained.

Roles:

Only the HQ PDM Coordinator or HQ FMA Coordinator can access this functionality on the Pre-Award Eligibility Screen. Users without this role will not see the Restore Button on the Pre-Award Eligibility Screen.

Preconditions:

The user has selected the Pre-Award Eligibility icon or link for a subgrant application and has the HQ PDM Coordinator or HQ FMA Coordinator role in eGrants.

Directions:

You may click any link under the Queue column to see a read-only version of that screen. It is recommended that comments and/or attachments be added or edited to provide an explanation for using the Restore functionality.

Click the Restore Button to restore the subgrant.

You will receive a Confirmation Screen when restore is complete.

Additional Links and Tabs:

None.

Buttons and Icons:



This restores a subgrant application that was removed or not approved.

Note: Appendix A shows the Restore function availability for FMA/SRL/RFC/LPDM and PDMC applications.

Awards Screen

Awards												
FMA-04-FL-2011 (0): Florida FMA Grant Application 2011												
The table below lists all of the Award Packages for this Grant. Award Packages can only be deleted if they are not pending Grantee review and have not been submitted to GFS/IFMIS.												
Delete	Award Package Type	Agreement #	Effective Date	Commitment #	Grantee Status	GFS Status	IFMIS Status	View	Edit	FF 76-10A	Agreement Articles	Award Letter
	Additional Obligation	EMA-2011-FM-E002 (3)			Not Ready							
	De-Obligation	EMA-2011-FM-E002 (2)	06/28/2011	A2011001N	Accepted	Accepted	Accepted					
	De-Obligation	EMA-2011-FM-E002 (1)	06/23/2011	A2011001N	Accepted	Accepted	Accepted					
	Standard	EMA-2011-FM-E002 (0)	06/17/2011	A2011001N	Accepted	Accepted	Accepted					

Figure 65: Awards Screen

Description:

This screen shows all of the award packages for a specific grant (see Figure 3 for more information about the Awards Workflow). The type of award package (standard or de-obligation), agreement #, effective date, commitment #, grantee status, GFS status, and IFMIS status are displayed.

Roles:

This screen is available to all users.

Preconditions:

An award package must exist for the application. Either the  icon was selected from the Inbox Screen or the Awards link was selected from the menu at the top of the screen.

Directions:

Award packages that are not pending Grantee review and that have not been submitted to GFS/IFMIS may be deleted or edited by users with the Grants Administrator or Assistance Officer role by clicking the  icon in the Delete column or the  icon in the Edit column.

Click the Commitment # link to view the funding summary for the grant.

Click the Grantee Status link to view the Grantee's comments, if any.

Click the Not Accepted link to view the IFMIS error, if applicable.

Click the  icon to open the Process Award Package Screen to view the status of the award package in the Awards Workflow and see who has completed the queue(s) for the award package.

Click the  icon for the FF 76-10A, the Agreement Articles, or the Award Letter to view these documents.

Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- Click the Grant Application link on the sidebar menu to go to the View Grant Application Sections Screen, where you can view or print the grant application.
- Click the Workflow Diagram link on the sidebar menu to view a PDF version of the eGrants Internal System Workflow Diagram.
- Click the myGrants tab on the menu bar at the top of the screen to go back to your Inbox.
- Click the Pre-Award Eligibility link on the menu bar at the top of the screen to review the results of previous queues.
- Click the Awards tab on the menu bar at the top of the screen to view the Awards Package(s) for the grant application.
- Click the Quarterly Reports tab on the menu bar at the top of the screen to view the Quarterly Reports for the grant application.
- Click the Reports tab on the menu bar at the top of the screen to display a list of available reports.
- Click the Search tab on the menu bar at the top of the screen to perform a search of all applications.
- Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:

-  This will allow you to delete an award package.
-  This will open the Process Award Package Screen and will allow you to view the status of the award package in the Awards Workflow and see who has completed the queue for the award package.
-  This will allow you to edit the award package.
-  This will allow you to view the FF 76-10A, the Agreement Articles, or the Award Letter.

Quarterly Reports

- [myRoles](#)
- [Grant Application](#)
- [Workflow Diagram](#)

Quarterly Reports

FMA-PJ-04-FL-2005 (0): the livingston test

The table below lists all the Quarterly Reports submitted by the Grantee for this Grant. Clicking the View icon  will display the Quarterly Report queues. Clicking the form icon  will display the Financial Report or the Performance Report. Clicking the Attachments icon  will list all of the attachments associated with a report.

FY	Quarter	Report #	Period Covered	Date Due	Date Submitted	Submittal Status	View	Financial Report	Performance Report		
2005	2	FMA-PJ-04-FL-2005-QR-01	01/02/2005 - 03/31/2005	04/30/2005	04/04/2005	On time					

Figure 66: Quarterly Reports Screen

Description:

This screen shows all of the Quarterly Reports submitted by the Grantee for a specific grant (see Figure 4 for more information about the Quarterly Reports Workflow).

Roles:

This screen is available to all users.

Preconditions:

Quarterly Reports must be submitted by the Grantee. Either the  icon was selected from the Inbox or the Quarterly Reports link was selected from the menu at the top of the screen.

Directions:

Click the  icon to display the Process Quarterly Report Screen, which gives the status of the Quarterly Reports Workflow.

Click the  icon to view the Financial Report or the Performance Report.

Click the  icon to view files attached to either the Financial Report or the Performance Report, if any.

Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- Click the Grant Application link on the sidebar menu to go to the View Grant Application Sections Screen, where you can view or print the grant application.
- Click the Workflow Diagram link on the sidebar menu to view a PDF version of the eGrants Internal System Workflow Diagram.
- Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:

-  This displays the Process Quarterly Report Screen.
-  This allows you to view the Financial Report or the Performance Report.
-  This allows you to view any files attached to either the Financial Report or the Performance Report.

Reports Screen

[myRoles](#)

Reports

To run a report, simply select a fiscal year, report format, and click the report ID link. Clicking that link will generate the selected report as an Adobe Acrobat PDF file or a Microsoft Excel spreadsheet and display the output in a new browser window. Each report includes data based on the Region(s) from your eGrants roles. If you do not have any roles for a particular Region within this Grant program, that Region's data will be excluded from the report.

FY: 2010 Report Format: PDF

ID	Title	Paper Size	Description
GEN-01	Grant Summary	Legal	Summary report of Pre-Disaster Mitigation (PDM) Grants ordered by Region, State, and Grant #.
GEN-02	Subgrant Summary	Legal	Summary report of Pre-Disaster Mitigation (PDM) Subgrants ordered by Region, State, and Subgrant #.
GEN-03	Subgrant Summary by Status	Letter	Summary report of Federal Share amounts and counts for Pre-Disaster Mitigation (PDM) Subgrants ordered by Region and State.
GEN-04	Subgrants Not Approved	Letter	Report of all Pre-Disaster Mitigation (PDM) Subgrants not approved, and the queues where they were not approved, ordered by Region, State, and Subgrant #.
GEN-05	Summary of Subgrant Comments	Legal	Summary report of Comments to FEMA entered by the Grantee for Pre-Disaster Mitigation (PDM) Subgrants ordered by Region, State, and Subgrant #.
ELIG-01	Subgrant Workflow Summary	Letter	Summary report of Pre-Award Eligibility workflow for Pre-Disaster Mitigation (PDM) Subgrants ordered by Region, State, and Subgrant #.
ELIG-02	Pre-Award Eligibility Queue Comments	Legal	Report of all comments entered in the Pre-Award Eligibility queues for Pre-Disaster Mitigation (PDM) Subgrants ordered by Region, State, and Subgrant #.
AWD-01	Award Package Summary	Legal	Summary report of Pre-Disaster Mitigation (PDM) Award Packages ordered by Region, State, Grant #, and Agreement #.
AWD-02	Award Package Workflow Summary	Legal	Summary report of Pre-Disaster Mitigation (PDM) Award Packages ordered by Region, State, Grant #, and Agreement #.
AWD-03	Approved Subgrants Pending Award	Letter	Summary report of approved Pre-Disaster Mitigation (PDM) Subgrants pending award ordered by Region, State, and Subgrant #.
AWD-04	GFS Submissions for Preceding Week	Letter	Report of Pre-Disaster Mitigation (PDM) submissions to GFS for the preceding week (excluding report date) ordered by Region, State, and Agreement #. For example, running this report on Monday will include GFS submissions from the preceding Monday - Friday.
AWD-05	Awarded Subgrants (Accepted by FMIS)	Letter	Report of awarded Pre-Disaster Mitigation (PDM) Subgrants (accepted by FMIS) ordered by Region, State, Agreement #, Grant #, and Subgrant #.

Figure 67: Reports Screen

Description:

This screen shows all of the reports that can be created for the applications available to the user based on his/her eGrants roles. Reports can be created for a selected Fiscal Year (FY) and in either PDF or MS Excel format. The following reports can be created:

- GEN-01: Grant Summary
- GEN-02: Subgrant Summary
- GEN-03: Subgrant Summary by Status
- GEN-04: Subgrants Not Approved
- GEN-05: Summary of Subgrant Comments
- ELIG-01: Subgrant Workflow Summary
- ELIG-02: Pre-Award Eligibility Queue Comments
- AWD-01: Award Package Summary
- AWD-02: Award Package Workflow Summary
- AWD-03: Approved Subgrants Pending Award
- AWD-04: GFS Submission for Preceding Week
- AWD-05: Award Subgrants (Accepted by IFMIS)

Roles:

The Reports Screen can be accessed by all users.

Preconditions:

The Reports link was selected from the menu at the top left of the screen.

Directions:

Select the Fiscal Year, the report format (PDF or Excel), and the Report ID link. The report is displayed in a new browser window. You can save the report to your computer.

(See Appendix B for a table that displays what reports are available for which programs.)

Click any of the links on the menu to navigate elsewhere.

Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:

None.

Note: Appendix C shows screenshots of the reports that are available.

Search

Search: Grants

Please enter one or more search criteria below. After entering your search criteria click the Search button to search for Grants that match your criteria. The search includes data based on the Region(s) from your eGrants roles. If you do not have any roles for a particular Region within this Grant program, that Region's data will be excluded from the search.

General Search Criteria

FY: [dropdown] [text] Region: [dropdown] State: [dropdown]

Grant Search Criteria

Grant #: [dropdown] [text] Grant Amendment #: [dropdown] [text]

Grant Title: [dropdown] [text]

Grantee Name: [dropdown] [text]

Federal Share: [dropdown] \$ [text] Queue: [dropdown]

Grant Status: [dropdown] Queue Status: [dropdown]

Grant Status Date: [dropdown] [text] Queue Status Date: [dropdown] [text]

[Search] [Reset]

Figure 68: Search: Grants Screen

Search: Subgrants

Please enter one or more search criteria below. After entering your search criteria click the Search button to search for Subgrants that match your criteria. The search includes data based on the Region(s) from your eGrants roles. If you do not have any roles for a particular Region within this Grant program, that Region's data will be excluded from the search.

General Search Criteria

FY: [dropdown] [text] Region: [dropdown] State: [dropdown]

Subgrant Search Criteria

Subgrant #: [dropdown] [text] Subgrant Amendment #: [dropdown] [text]

Subgrant Title: [dropdown] [text]

Subgrantee Name: [dropdown] [text]

Federal Share: [dropdown] \$ [text] Queue: [dropdown]

Subgrant Status: [dropdown] Queue Status: [dropdown]

Subgrant Status Date: [dropdown] [text] Queue Status Date: [dropdown] [text]

[Search] [Reset]

Figure 69: Search: Subgrants Screen

FEMA - eGrants: Flood Mitigation Assistance
Version: 5.09.00.00 11/16/2010 04:00 PM Server: dtngua1 Home eGrants Home Logout FAQ

myGrants Pre-Award Eligibility Awards Quarterly Reports Reports Search

- myRoles
- Search
 - Grants
 - Subgrants
 - Award Packages**
 - Quarterly Reports

Search: Award Packages

Please enter one or more search criteria below. After entering your search criteria click the Search button to search for Award Packages that match your criteria. The search includes data based on the Region(s) from your eGrants roles. If you do not have any roles for a particular Region within this Grant program, that Region's data will be excluded from the search.

General Search Criteria

FY: [v] [] Region: [v] State: [v]

Award Package Search Criteria

Agreement #: [=] [] Award Amendment #: [=] []
 Federal Share: [=] \$ [] Award Package Type: [v]
 GFS Status: [v] Subgrant #: [=] []
 GFS Status Date: [=] [] [i] Queue: [v]
 IFMIS Status: [v] Queue Status: [v]
 IFMIS Status Date: [=] [] [i] Queue Status Date: [=] [] [i]

[Search] [Reset]

Figure 70: Search: Award Packages Screen

FEMA - eGrants: Flood Mitigation Assistance
Version: 5.09.00.00 11/16/2010 04:00 PM Server: dtngua1 Home eGrants Home Logout FAQ

myGrants Pre-Award Eligibility Awards Quarterly Reports Reports Search

- myRoles
- Search
 - Grants
 - Subgrants
 - Award Packages
 - Quarterly Reports**

Search: Quarterly Reports

Please enter one or more search criteria below. After entering your search criteria click the Search button to search for Quarterly Reports that match your criteria. The search includes data based on the Region(s) from your eGrants roles. If you do not have any roles for a particular Region within this Grant program, that Region's data will be excluded from the search.

General Search Criteria

FY: [v] [] Region: [v] State: [v]

Quarterly Report Search Criteria

Quarterly Report #: [=] [] Quarter: [=] []
 Quarterly Report Status: [v] Queue: [v]
 Quarterly Report Status Date: [=] [] [i] Queue Status: [v]
 Submittal Status: [v] Queue Status Date: [=] [] [i]

[Search] [Reset]

Figure 71: Search: Quarterly Reports Screen

Description:

These screens display search criteria for applications available to the user based on his/her eGrants roles. The following search categories are available:

- Grants
- Subgrants
- Award Packages
- Quarterly Reports

General search criteria include Fiscal Year (FY), Region, and State. Additional search criteria depend on the search category. The user may select “=,” “Begins with,” “Contains,” or “Ends with” for each criterion.

Roles:

The Search Screen can be accessed by all users.

Preconditions:

The Search link was selected from the menu at the top left of the screen.

Directions:

Select the Grants, Subgrants, Award Packages, or Quarterly Reports link on the sidebar menu. Then, enter or select one or more search criteria on the screen and click the Search Button.

To clear the search criteria, click the Reset Button.

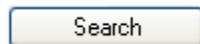
The search results will open in a new screen and can be exported as an MS Excel file format.

Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- Click the myGrants tab on the menu bar at the top of the screen to go back to your Inbox.

- Click the Pre-Award Eligibility link on the menu bar at the top of the screen to review the results of previous queues.
- Click the Awards tab on the menu bar at the top of the screen to view the Awards Package(s) for the grant application.
- Click the Quarterly Reports tab on the menu bar at the top of the screen to view the Quarterly Reports for the grant application.
- Click the Reports tab on the menu bar at the top of the screen to display a list of available reports.
- Click the Search tab on the menu bar at the top of the screen to perform a search of all applications.
- Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:



This allows you to search for grants, subgrants, Award Packages, and/or Quarterly Reports based on a search criterion you entered/selected.



This resets the search criterion you entered/selected.

Search Results

FEMA - eGrants: Flood Mitigation Assistance
Version: 5.09.00.00 11/16/2010 04:00 PM Server: dtngua1 Home eGrants Home Logout FAQ

myGrants Pre-Award Eligibility Awards Quarterly Reports Reports Search

Search Results: Grants
24 Grant(s) match your search criteria.

Show 1 - 10 [Show All](#) showing 1 - 10 of 24 [Next](#) | [Last](#)

FY	Grant #	Grant Title	Grantee Name	Federal Share	
2010	FMA-01-CT-2010 (0)	Load Testing CT	REI	\$54,000.00	
2008	FMA-01-MA-2008 (0)	FY08 FMA Grant Application	a	\$4,499.25	
2010	FMA-01-MA-2010 (0)	Pre-Testing for SCR 1155 Scenarios	a	\$11,615.00	
2010	FMA-01-ME-2010 (0)	Load Test MN	REI	\$0.00	
2008	FMA-01-NH-2008 (0)	NH - FMA Grant	NH State Division of Emergency Management	\$525,000.00	
2010	FMA-01-NH-2010 (0)	Load Test NH	REI	\$0.00	
2010	FMA-01-RI-2010 (0)	Load Testing RI	REI	\$6,000.00	
2008	FMA-01-VT-2008 (0)	VT - FMA Grant	VT State Division of Emergency Management	\$525,000.00	
2009	FMA-01-VT-2009 (0)	VT - FMA Grant	VT State Division of Emergency Management	\$525,000.00	
2010	FMA-01-VT-2010 (0)	Load Testing Grant VT	REI	\$0.00	

[Export](#)

Figure 72: Search Results: Grants Screen

FEMA - eGrants: Flood Mitigation Assistance
Version: 5.09.00.00 11/16/2010 04:00 PM Server: dtngua1 Home eGrants Home Logout FAQ

myGrants Pre-Award Eligibility Awards Quarterly Reports Reports Search

Search Results: Subgrants
57 Subgrant(s) match your search criteria.

Show 1 - 10 [Show All](#) showing 1 - 10 of 57 [Next](#) | [Last](#)

FY	Subgrant #	Subgrant Title	Subgrantee Name	Federal Share	
2008	FMA-PJ-01-MA-2008-001 (0)	Load Test PJ #1	a	\$750.00	
2008	FMA-PJ-01-MA-2008-002 (0)	Load Test PJ #2	a	\$750.00	
2008	FMA-PJ-01-MA-2008-003 (0)	Load Test PJ #3	a	\$750.00	
2008	FMA-PJ-01-MA-2008-004 (0)	Load Test PJ #4	a	\$749.25	
2008	FMA-PJ-01-MA-2008-005 (0)	Load Test PJ #5	a	\$0.00	
2008	FMA-PJ-01-MA-2008-006 (0)	Load Test PJ #6	a	\$0.00	
2008	FMA-PJ-01-MA-2008-007 (0)	Load Test PJ #7	a	\$0.00	
2008	FMA-PJ-01-MA-2008-008 (0)	Load Test PJ #8	a	\$750.00	
2008	FMA-PJ-01-MA-2008-009 (0)	Load Test PJ #9	a	\$0.00	
2008	FMA-PJ-01-MA-2008-010 (0)	Load Test PJ #10	a	\$0.00	

[Export](#)

Figure 73: Search Results: Subgrants Screen

Search Results: Award Packages
4 Award Package(s) match your search criteria.

FY	Agreement #	Award Package Type	Grant #	Grant Title	Federal Share (Amount Awarded)
2010	EMA-2010-FM-E001 (0)	Standard	FMA-04-FL-2010 (0)	FL FMA 2010 Test 2	\$42,000.00
2010	EMA-2010-FM-E001 (1)	Standard	FMA-04-FL-2010 (0)	FL FMA 2010 Test 2	\$21,000.00
2010	EMA-2010-FM-E001 (2)	Additional Obligation	FMA-04-FL-2010 (0)	FL FMA 2010 Test 2	\$0.00
2010	EMB-2010-FM-E001 (0)	Standard	FMA-01-CT-2010 (0)	Load Testing CT	\$6,000.00

Export

Figure 74: Search Results: Award Packages Screen

Search Results: Quarterly Reports
8 Quarterly Report(s) match your search criteria.

FY	Quarter	Quarterly Report #	Grant #	Grant Title
2009	3	FMA-04-KY-2008-QR-01	FMA-04-KY-2008 (0)	08 FMA test \$1M
2009	4	FMA-04-KY-2008-QR-02	FMA-04-KY-2008 (0)	08 FMA test \$1M
2005	2	FMA-PJ-04-FL-2005-QR-01	FMA-PJ-04-FL-2005 (0)	the livingston test
2005	3	FMA-PJ-04-GA-2005-QR-01	FMA-PJ-04-GA-2005 (0)	Test FMAPJ grant 2005
2005	3	FMA-PJ-04-SC-2005-QR-01	FMA-PJ-04-SC-2005 (0)	bugger umbrella project SC
2005	2	FMA-PL-04-FL-2005-QR-01	FMA-PL-04-FL-2005 (0)	FMA PL for internal testing
2006	1	FMA-PL-04-FL-2005-QR-04	FMA-PL-04-FL-2005 (0)	FMA PL for internal testing
2005	3	FMA-TA-04-GA-2005-QR-01	FMA-TA-04-GA-2005 (0)	Test FMATA grant 2005

Export

Figure 75: Search Results: Quarterly Reports Screen

Description:

These screens display the search results for the selected search based on the user’s eGrants roles and the selected search category. The user may click a specific Grant number, Subgrant number, Award, or Quarterly Report link to view the appropriate results.

Roles:

The Search function can be accessed by all users.

Preconditions:

The Search Button was selected from the Search Screen.

Directions:

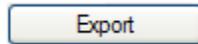
You can manage the results displayed on this screen by selecting the set of 10 applications to display in the Show drop-down menu and then clicking the Next, Last, First, and Previous links, or you can view all by clicking the Show All link. In addition, you can sort the results displayed by clicking one of the column header links.

Select the Grant or Subgrant number link to open the grant or subgrant application summary in a new window.

Additional Links and Tabs:

- Click the myRoles link on the sidebar menu to display the roles that you have in the eGrants Internal System.
- Click the myGrants tab on the menu bar at the top of the screen to go back to your Inbox.
- Click the Pre-Award Eligibility link on the menu bar at the top of the screen to review the results of previous queues.
- Click the Awards tab on the menu bar at the top of the screen to view the Awards Package(s) for the grant application.
- Click the Quarterly Reports tab on the menu bar at the top of the screen to view the Quarterly Reports for the grant application.
- Click the Reports tab on the menu bar at the top of the screen to display a list of available reports.
- Click the Search tab on the menu bar at the top of the screen to perform a search of all applications.
- Click any of the links on the menu to navigate elsewhere.

Buttons and Icons:



This will download the search results and export the results in an MS Excel file format.

 This will open the Pre-Award Eligibility Screen for the subgrant application. This will show the status of the subgrant for each step in the Pre-Award Eligibility Workflow. (See the Pre-Award Eligibility Screen section of this Guide for more information.)

 This will allow you to view the Awards Package(s) for the grant application. (See the Awards Package Screen section of this Guide for more information.)

 This will allow you to view the Quarterly Report(s) submitted by a Grantee for a grant application. (See the Quarterly Reports Screen section of this Guide for more information.)

 This will open the Process Award Package Screen and will allow you to view the status of the Award Package in the Awards Workflow and see who has completed the queue for the Award Package or the Process Quarterly Report Screen that provides the status of the Quarterly Report in the Quarterly Reports Workflow.

Mitigation eGrants Help Desk

Remember, FEMA has a Mitigation eGrants Help Desk available to provide customer service for both the Internal and External eGrants Systems. You can access the Help Desk via phone or e-mail:

1-866-476-0544 or MTeGrants@dhs.gov

Hours of Operations: Mon – Fri, 8AM – 7PM

Appendix A: Queues from which a Subgrant can be Removed

GRANT PROGRAM	SUBGRANT TYPE	QUEUE
ALL	PJ, PL	Initial Review
PDMC	MC	Cost Review
ALL	PJ	Cost-Effectiveness Review
ALL	PJ, PL	Planning Review
ALL	ALL	Pre-Award Review
FMA, RFC, SRL, LPDM	ALL	Approval Concurrence
FMA, RFC, SRL, LPDM	ALL	Final Approval

[This page intentionally left blank.]

Appendix B: Reports for FMA/SRL/RFC/LPDM and PDMC Applications

The Appendix contains a table that lists what reports are available for which programs.

FMA	RFC	PDMC	SRL	LPDM	ID	TITLE	PAPER SIZE	DESCRIPTION
✓	✓	✓	✓	✓	GEN-01	GRANT SUMMARY	LEGAL	Summary report of Flood Mitigation Assistance (FMA) Grants ordered by Region, State, and Grant #.
✓	✓	✓	✓	✓	GEN-02	SUBGRANT SUMMARY	LEGAL	Summary report of Flood Mitigation Assistance (FMA) Subgrants ordered by Region, State, and Subgrant #.
✓	✓	✓	✓	✓	GEN-03	SUBGRANT SUMMARY BY STATUS	LETTER	Summary report of Federal Share amounts and counts for Flood Mitigation Assistance (FMA) Subgrants ordered by Region and State.
✓	✓	✓	✓	✓	GEN-04	SUBGRANTS NOT APPROVED	LETTER	Report of all Flood Mitigation Assistance (FMA) Subgrants not approved, and the queues where they were not approved, ordered by Region, State, and Subgrant #.
✓	✓	✓	✓	✓	GEN-05	SUMMARY OF SUBGRANT COMMENTS	LEGAL	Summary report of Comments to FEMA entered by the Grantee for Flood Mitigation Assistance (FMA) Subgrants ordered by Region, State, and Subgrant #.

FMA	RFC	PDMC	SRL	LPDM	ID	TITLE	PAPER SIZE	DESCRIPTION
✓	✓	✓	✓	✓	ELIG-01	SUBGRANT WORKFLOW SUMMARY	LETTER	Summary report of Pre-Award Eligibility workflow for Flood Mitigation Assistance (FMA) Subgrants ordered by Region, State, and Subgrant #.
✓	✓	✓	✓	✓	ELIG-02	PRE-AWARD ELIG QUEUE COMMENTS	LEGAL	Report of all comments entered in the Pre-Award Eligibility queues for Flood Mitigation Assistance (FMA) Subgrants ordered by Region, State, and Subgrant #.
	✓		✓		ELIG-04	SUBGRANT COMMENTS	LETTER	Report of all comments entered in the Pre-Award Eligibility queues for Repetitive Flood Claims (RFC) Subgrants.
			✓		ELIG-05	BENEFIT COST REPORT	LEGAL	Report showing Benefit-Cost Ratios for all Severe Repetitive Loss (SRL) Subgrants.
✓	✓	✓	✓	✓	AWD-01	AWARD PACKAGE SUMMARY	LEGAL	Summary report of Flood Mitigation Assistance (FMA) Award Packages ordered by Region, State, Grant #, and Agreement #.
✓	✓	✓	✓	✓	AWD-02	AWARD PACKAGE WORKFLOW SUMMARY	LEGAL	Summary report of Flood Mitigation Assistance (FMA) Award Packages ordered by Region, State, Grant #, and Agreement #.

FMA	RFC	PDMC	SRL	LPDM	ID	TITLE	PAPER SIZE	DESCRIPTION
✓	✓	✓	✓	✓	AWD-03	APPROVED SUBGRANTS PEND AWARD	LETTER	Summary report of approved Flood Mitigation Assistance (FMA) Subgrants pending award ordered by Region, State, and Subgrant #.
✓	✓	✓	✓	✓	AWD-04	GFS SUBMISSION FOR PRECEDING WEEK	LETTER	Report of Flood Mitigation Assistance (FMA) submissions to GFS for the preceding week (excluding report date) ordered by Region, State, and Agreement #. For example, running this report on Monday will include GFS submissions from the preceding Monday - Friday.
✓	✓	✓	✓	✓	AWD-05	AWARDED SUBGRANTS ACCEPTED BY IFMIS	LETTER	Report of awarded Flood Mitigation Assistance (FMA) Subgrants (accepted by IFMIS) ordered by Region, State, Agreement #, Grant #, and Subgrant #.
✓	✓	✓	✓	✓	AWD-06	AWARDED SUBGRANTS BY ACCS CODES	LETTER	Report of awarded Flood Mitigation Assistance (FMA) Subgrants by ACCS Code ordered by Region, State, Agreement #, Grant #, and Subgrant #.

[This page intentionally left blank.]

Appendix C: Report Screenshots

The Appendix contains sample screenshots of the reports that are available in the eGrants Internal System.

12/14/2009 16:32:19	FEDERAL EMERGENCY MANAGEMENT AGENCY REPETITIVE FLOOD CLAIMS GRANT SUMMARY								GEN-01 Region(s): 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 FY: 2010	
Grant #	Title	Status	Status Date	Subgrants	Proposed Federal Share	Proposed Non-Federal Share	Federal Share	Non-Federal Share	Submitted By	Submitted Date
Region 4										
Florida										
RFC-04-FL-2010 (0)	FL RFC 2010 Test	Pending	11/22/2009 02:50:14	2	\$355,000.00	\$25,000.00	\$0.00	\$0.00	femahquser1	11/22/2009 02:50:14
Florida Totals:				2	\$355,000.00	\$25,000.00	\$0.00	\$0.00		
Kentucky										
RFC-04-KY-2010 (0)	test09 RFC	Pending	09/21/2009 14:30:16	2	\$90,000.00	\$30,000.00	\$0.00	\$0.00	kystategrantee	09/21/2009 14:30:16
Kentucky Totals:				2	\$90,000.00	\$30,000.00	\$0.00	\$0.00		
Region 4 Totals:				4	\$445,000.00	\$55,000.00	\$0.00	\$0.00		
Grand Totals:				4	\$445,000.00	\$55,000.00	\$0.00	\$0.00		
NOTE: All times are GMT using a 24-hour clock.										

Figure 76: Gen-01—Grant Summary Report

02/17/2011 16:37:11		FEDERAL EMERGENCY MANAGEMENT AGENCY SEVERE REPETITIVE LOSS SUBGRANT SUMMARY						GEN-02 Region(s): 1, 2, 3, 4, 5, 6, 7, 8, 9, FY: 2008	
Subgrant #	Title	Status	Status Date	Proposed Federal Share	Proposed Non-Federal Share	Federal Share	Non-Federal Share	Submitted By	Submitted Date
Region 1									
Connecticut									
SRL-MC-01-CT-2008-004 (0)	FFY 2008 SRL Management and Admin	Obligated	02/23/2009 17:43:25	\$267,761.23	\$29,751.25	\$267,761.23	\$29,751.25	glowackid	05/30/2008 15:12:21
SRL-PJ-01-CT-2008-001 (0)	2008 SRL Elevation project	Obligated	02/10/2009 04:43:25	\$243,900.00	\$27,100.00	\$243,900.00	\$27,100.00	glowackid	05/30/2008 15:12:21
SRL-PJ-01-CT-2008-002 (0)	2008 SRL Elevation Projects	Obligated	03/25/2009 14:43:25	\$1,916,176.50	\$212,908.50	\$1,916,176.50	\$212,908.50	glowackid	05/30/2008 15:12:21
SRL-PJ-01-CT-2008-003 (0)	2008 SRL Elevation Project - City of Milford	Obligated	02/18/2009 18:43:26	\$365,400.00	\$40,600.00	\$365,400.00	\$40,600.00	glowackid	05/30/2008 15:12:21
SRL-PJ-01-CT-2008-005 (0)	Trumbull SRL elevation project	Pending	07/29/2008 15:46:48	\$329,147.06	\$36,546.94	\$329,147.06	\$36,546.94	glowackid	07/29/2008 15:46:48
SRL-PJ-01-CT-2008-006 (0)	Mansfield SRL at 109 Thornbush Road	Obligated	03/11/2009 16:43:25	\$152,145.00	\$16,905.00	\$152,145.00	\$16,905.00	glowackid	07/29/2008 15:46:51
Connecticut Totals:				\$3,274,529.79	\$363,811.69	\$3,274,529.79	\$363,811.69		

Figure 77: Gen-02—Subgrant Summary Report

02/17/201 16:28:54		FEDERAL EMERGENCY MANAGEMENT AGENCY SEVERE REPETITIVE LOSS SUBGRANT SUMMARY BY STATUS						GEN-03 Region(s): 1, 2, 3, 4, 5, 6, 7, 8, 9, FY: 2008						
	Pending		Approved		Awarded		Obligated		Revision Requested		Not Approved		Totals	
	Federal Share	Count	Federal Share	Count	Federal Share	Count	Federal Share	Count	Federal Share	Count	Federal Share	Count	Federal Share	Count
Region 1														
Connecticut	\$329,147.06	1	\$0.00	0	\$0.00	0	\$2,945,382.73	5	\$0.00	0	\$0.00	0	\$329,147.06	1
Maine	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0
Massachusetts	\$0.00	0	\$0.00	0	\$0.00	0	\$714,993.30	2	\$0.00	0	\$0.00	0	\$0.00	0
New Hampshire	\$676,791.90	2	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$676,791.90	2
Rhode Island	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0
Vermont	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0
Region 1 Totals:	\$1,005,938.9	3	\$0.00	0	\$0.00	0	\$3,660,376.0	7	\$0.00	0	\$0.00	0	\$1,005,938.96	3
Region 2														
New Jersey	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0
New York	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0
Puerto Rico	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0
Virgin Islands	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0
Region 2 Totals:	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0

Figure 78: Gen-03—Subgrant Summary by Status Report

12/14/2009 16:39:05	FEDERAL EMERGENCY MANAGEMENT AGENCY REPETITIVE FLOOD CLAIMS SUBGRANTS NOT APPROVED				GEN-04 Region(s): 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 FY: 2008
Subgrant #	Title	Proposed Federal Share	Federal Share		
Region 1					
Connecticut					
RFC-PJ-01-CT-2008-009 (0)	Load Test SG PJ #059	\$100,000.00	\$0.00		
	Queue	Approved	User	Status	Status Date
	Workflow Management	No	jeast	Completed	11/23/2009 19:33:25
Connecticut Totals:		\$100,000.00	\$0.00		
Region 1 Totals:		\$100,000.00	\$0.00		
Region 4					
Alabama					
RFC-PJ-04-AL-2008-001 (0)	Grant:s Mess	\$0.00	\$0.00		
	Queue	Approved	User	Status	Status Date
	Final Approval	No	BOWMAN, PATRICIA	Completed	11/29/2007 21:18:30
Alabama Totals:		\$0.00	\$0.00		

Figure 79: Gen-04—Subgrants Not Approved Report

12/14/2009 16:43:10	FEDERAL EMERGENCY MANAGEMENT AGENCY REPETITIVE FLOOD CLAIMS SUBGRANT WORKFLOW SUMMARY				ELIG-01 Region(s): 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 FY: 2010
Subgrant #		Title			
Region 4					
Florida					
RFC-PJ-04-FL-2010-001 (0)	Fairfax				
	Queue	Approved	User	Status	Status Date
	Receipt and Delegate	Yes	BOWMAN, PATRICIA	Completed	11/23/2009 19:54:52
	Initial Review	Yes	BOWMAN, PATRICIA	Completed	11/23/2009 19:57:20
	Cost Review	Pending	BOWMAN, PATRICIA	Pending	11/23/2009 19:57:21
	Cost-Effectiveness Review	Yes	BOWMAN, PATRICIA	Completed	11/24/2009 21:24:22
	Planning Review	Pending	BOWMAN, PATRICIA	Pending	11/23/2009 19:57:22
	EHP Queues	Pending		Not Ready	11/23/2009 19:57:21
	Pre-Award Review (Grants)	Pending		Not Ready	11/23/2009 19:57:23
	Pre-Award Review (Program)	Pending		Not Ready	11/23/2009 19:57:23
	Approval Concurrence	Pending		Not Ready	11/23/2009 19:57:23
	Final Approval	Pending		Not Ready	11/23/2009 19:57:23
RFC-PJ-04-FL-2010-002 (0)	2010 test				
	Queue	Approved	User	Status	Status Date
	Receipt and Delegate	Yes	BOWMAN, PATRICIA	Completed	11/23/2009 19:54:52

Figure 81: ELIG-01—Subgrant Workflow Summary Report

12/14/2009 16:44:17		FEDERAL EMERGENCY MANAGEMENT AGENCY REPETITIVE FLOOD CLAIMS PRE-AWARD ELIGIBILITY QUEUE COMMENTS					ELIG-02 Region(s): 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 FY: 2010	
Subgrant #	Title	Status	Status Date	Proposed Federal Share	Proposed Non-Federal Share	Federal Share	Non-Federal Share	
Region 4								
Florida								
RFC-PJ-04-FL-2010-001 (0)	Fairfax	Pending	11/22/2009 02:50:16	\$280,000.00	\$0.00	\$0.00	\$0.00	
	Initial Review Queue							
	User	Date	Title	Comments				
	BOWMAN, PATRICIA	12/07/2009 18:43:55	null	test				
	Cost Review Queue							
	User	Date	Title	Comments				
	BOWMAN, PATRICIA	12/07/2009 18:41:04	null	test				
Kentucky								
RFC-PJ-04-KY-2010-002 (0)	initial review #2	Pending	09/21/2009 16:22:30	\$45,000.00	\$15,000.00	\$0.00	\$0.00	
	Workflow Management Queue							
	User	Date	Title	Comments				
	BOWMAN, PATRICIA	11/23/2009 18:52:32	test	test				
<small>NOTE: All times are GMT using a 24-hour clock</small>								

Figure 82: ELIG-02—Pre-Award Eligibility Queue Comments Report

02/27/2011
18:18:32

**FEDERAL EMERGENCY MANAGEMENT AGENCY
REPETITIVE FLOOD CLAIMS
SUBGRANT COMMENTS**

ELIG-04
Region(s): 1, 2, 3, 4, 5, 6, 7, 8, 9,
FY: 2012

FY	Rgn	State	Subgrant #	Title	Approval Status	Status Date	Prop Fed Share	Prop Non Fed Share	Fed Share	Non Fed Share	Queue	User Name	Update Date	Comment Title	Comment	Attach-
2012	4	GA	RFC-MC-04-GA-2012-006	GA RFC Management Cost	Revision	11/04/2011 14:16:32	\$ 150.00	\$ 50.00	\$ 150.00	\$ 50.00	Pre-Award Review	WINNINGHAM, R	10/13/2011 16:43:26	comment	Important comment	0
2012	4	MS	RFC-MC-04-MS-2012-006	MS RFC Management Cost	Pending	10/01/2011 04:34:18	\$ 150.00	\$ 50.00	\$ 150.00	\$ 50.00	Pre-Award Review	EAST, JENNIFER	10/28/2011 15:37:06	New Comment	This is a pre-award review grant	0
2012	4	NC	RFC-MC-04-NC-2012-006	NC RFC Management Cost	Approved	10/12/2011 18:55:43	\$ 150.00	\$ 50.00	\$ 150.00	\$ 50.00	Pre-Award Review	WINNINGHAM, R	10/12/2011 18:55:05	Test MC	Test Comment for Management Cost	0
2012	4	SC	RFC-MC-04-SC-2012-006	2012 Testing Management Cost 5	Approved	10/17/2011 19:11:50	\$ 150.00	\$ 50.00	\$ 150.00	\$ 50.00	Pre-Award Review	EAST, JENNIFER	10/17/2011 19:04:35	zz	zz	0
2012	4	GA	RFC-PJ-04-GA-2012-002	GA RFC Project 2	Approved	10/11/2011 16:37:16	\$ 2,400.00	\$ 800.00	\$ 2,400.00	\$ 800.00	Pre-Award Review	ejordan	10/11/2011 16:35:47	test	test	0
2012	4	GA	RFC-PJ-04-GA-2012-003	GA RFC Project 3	Approved	10/11/2011 17:09:28	\$ 2,400.00	\$ 800.00	\$ 2,400.00	\$ 800.00	Pre-Award Review	ejordan	10/11/2011 16:54:28	test	y	0
2012	4	GA	RFC-PJ-04-GA-2012-005	GA RFC Project 5	Approved	10/11/2011 17:27:52	\$ 2,400.00	\$ 800.00	\$ 2,400.00	\$ 800.00	Pre-Award Review	ejordan	10/11/2011 17:26:38	test	for conditional	0
2012	4	KY	RFC-PJ-04-KY-2012-001	KY RFC Project 1	Approved	10/11/2011 19:26:08	\$ 2,400.00	\$ 800.00	\$ 2,400.00	\$ 800.00	Pre-Award Review	WINNINGHAM, R	10/11/2011 19:22:10	test	test	0
2012	4	KY	RFC-PJ-04-KY-2012-004	KY RFC Project 4	Approved	10/11/2011 19:26:27	\$ 2,400.00	\$ 800.00	\$ 2,400.00	\$ 800.00	Pre-Award Review	WINNINGHAM, R	10/11/2011 19:25:08	test	est	0
2012	4	NC	RFC-PJ-04-NC-2012-001	NC RFC Project 1	Approved	10/12/2011 19:50:27	\$ 2,400.00	\$ 800.00	\$ 2,400.00	\$ 800.00	Pre-Award Review	ZOTO, ALFRED	10/12/2011 19:50:01	Test Comment	Test Comment for Application 001	0
2012	4	SC	RFC-PJ-04-SC-2012-001	2012 Testing Project 16	Approved	11/04/2011 14:52:09	\$ 6,900.00	\$ 2,300.00	\$ 6,900.00	\$ 2,300.00	Pre-Award Review	EAST, JENNIFER	10/17/2011 19:23:06	x	xx	0

NOTE: All times are GMT using a 24-hour clock.

Figure 83: ELIG-04— Subgrant Comments

02/27/2011 18:21:55

**FEDERAL EMERGENCY MANAGEMENT AGENCY
SEVERE REPETITIVE LOSS
BENEFIT-COST REPORT**

ELIG-05
Region(s): 1, 2, 3, 4, 5, 6, 7, 8, 9,
FY: 2012

FY	Region	State	State Target	Subgrant #	Title	Approval Status	Status Date	Proposed Federal	Proposed Non Federal Share	Federal Share	Non Federal Share	BCR FEMA
2012	4	AL	Y	SRL-PJ-04-AL-2012-001	AL SRL Project 1	Approved	11/04/2011 14:54:00	2,400.00	800.00	2,400.00	\$800.00	1.00
2012	4	SC	Y	SRL-PJ-04-SC-2012-005	2012 Testing Project 14	Approved	10/17/2011 19:42:32	6,900.00	2,300.00	6,900.00	\$2,300.00	1.50
2012	4	AL	Y	SRL-PJ-04-AL-2012-003	AL SRL Project 3	Pending	10/14/2011 13:05:58	2,400.00	800.00	2,400.00	\$800.00	2.00
2012	4	AL	Y	SRL-PJ-04-AL-2012-004	AL SRL Project 4	Pending	11/04/2011 13:56:28	2,400.00	800.00	2,400.00	\$800.00	3.00
2012	4	AL	Y	SRL-PJ-04-AL-2012-005	AL SRL Project 5	Pending	10/14/2011 13:22:46	2,400.00	800.00	2,400.00	\$800.00	2.00
2012	4	FL	Y	SRL-PJ-04-FL-2012-001	test 5.10 PJ	Pending	10/13/2011 20:27:37	1,393,839.00	156,911.00	1,393,839.00	\$156,911.00	1.50
2012	4	KY	N	SRL-PJ-04-KY-2012-001	KY SRL Project 1	Pending	10/03/2011 06:11:34	2,400.00	800.00	0.00	\$0.00	0.00
2012	4	KY	N	SRL-PJ-04-KY-2012-002	KY SRL Project 2	Pending	10/03/2011 06:11:34	2,400.00	800.00	0.00	\$0.00	0.00
2012	4	KY	N	SRL-PJ-04-KY-2012-003	KY SRL Project 3	Pending	10/03/2011 06:11:34	2,400.00	800.00	0.00	\$0.00	0.00
2012	4	KY	N	SRL-PJ-04-KY-2012-004	KY SRL Project 4	Pending	10/03/2011 06:11:34	2,400.00	800.00	0.00	\$0.00	0.00
2012	4	KY	N	SRL-PJ-04-KY-2012-005	KY SRL Project 5	Pending	10/03/2011 06:11:35	2,400.00	800.00	0.00	\$0.00	0.00
2012	4	GA	N	SRL-PJ-04-GA-2012-001	GA SRL Project 1	Pending	10/01/2011 02:41:10	2,400.00	800.00	0.00	\$0.00	0.00
2012	4	GA	N	SRL-PJ-04-GA-2012-002	GA SRL Project 2	Pending	10/01/2011 02:41:10	2,400.00	800.00	0.00	\$0.00	0.00
2012	4	GA	N	SRL-PJ-04-GA-2012-003	GA SRL Project 3	Pending	10/01/2011 02:41:10	2,400.00	800.00	0.00	\$0.00	0.00
2012	4	GA	N	SRL-PJ-04-GA-2012-004	GA SRL Project 4	Pending	10/01/2011 02:41:10	2,400.00	800.00	0.00	\$0.00	0.00
2012	4	GA	N	SRL-PJ-04-GA-2012-005	GA SRL Project 5	Pending	10/01/2011 02:41:10	2,400.00	800.00	0.00	\$0.00	0.00
2012	4	NC	Y	SRL-PJ-04-NC-2012-001	NC SRL Project 1	Pending	10/02/2011 22:17:03	4,800.00	1,600.00	0.00	\$0.00	0.00
2012	4	NC	Y	SRL-PJ-04-NC-2012-002	NC SRL Project 2	Pending	10/02/2011 22:17:03	4,800.00	1,600.00	0.00	\$0.00	0.00
2012	4	NC	Y	SRL-PJ-04-NC-2012-003	NC SRL Project 3	Pending	10/02/2011 22:17:03	4,800.00	1,600.00	0.00	\$0.00	0.00
2012	4	NC	Y	SRL-PJ-04-NC-2012-004	NC SRL Project 4	Pending	10/02/2011 22:17:03	4,800.00	1,600.00	0.00	\$0.00	0.00
2012	4	NC	Y	SRL-PJ-04-NC-2012-005	NC SRL Project 5	Pending	10/02/2011 22:17:03	4,800.00	1,600.00	0.00	\$0.00	0.00
2012	4	TN	N	SRL-PJ-04-TN-2012-001	TN SRL Project 1	Pending	10/03/2011 04:25:45	2,400.00	800.00	0.00	\$0.00	0.00
2012	4	TN	N	SRL-PJ-04-TN-2012-002	TN SRL Project 2	Pending	10/03/2011 04:25:45	2,400.00	800.00	0.00	\$0.00	0.00
2012	4	TN	N	SRL-PJ-04-TN-2012-003	TN SRL Project 3	Pending	10/03/2011 04:25:46	2,400.00	800.00	0.00	\$0.00	0.00
2012	4	TN	N	SRL-PJ-04-TN-2012-004	TN SRL Project 4	Pending	10/03/2011 04:25:46	2,400.00	800.00	0.00	\$0.00	0.00
2012	4	TN	N	SRL-PJ-04-TN-2012-005	TN SRL Project 5	Pending	10/03/2011 04:25:46	2,400.00	800.00	0.00	\$0.00	0.00
2012	4	MS	Y	SRL-PJ-04-MS-2012-001	MS SRL Project 1	Approved	10/14/2011 14:21:42	2,400.00	800.00	2,400.00	\$800.00	1.20
2012	4	MS	Y	SRL-PJ-04-MS-2012-002	MS SRL Project 2	Pending	10/01/2011 04:40:41	2,400.00	800.00	0.00	\$0.00	0.00

Figure 84: ELIG-05 --Benefit-Cost Report

03/02/2011 20:21:35	FEDERAL EMERGENCY MANAGEMENT AGENCY SEVERE REPETITIVE LOSS AWARD PACKAGE SUMMARY								AWD-01 Region(s): 1, 2, 3, 4, 5, 6, 7, 8, 9, FY: 2008	
Grant #	Agreement #	Award Package Type	ACCS Code	Commitment #	Vendor ID	Federal Share (Amount)	GFS Status	GFS Status Date	IFMIS Status	IFMIS Status Date
Region 3										
Pennsylvania										
SRL-03-PA-2008 (0)	EMP-2008-SR-0002 (0)	Standard	2008-05-5302FI-9032-4101-D	P080101N	SPA280	\$2,431,064.06	Accepted	09/15/2008 14:56:36	Accepted	09/16/2008 00:00:00
EMP-2008-SR-0002 Total:						\$2,431,064.06				
Pennsylvania Total:						\$2,431,064.06				
Virginia										
SRL-03-VA-2008 (0)	EMP-2008-SR-0001 (0)	Standard	2008-05-5302FI-9032-4101-D	P080101N	SVA280	\$821,365.20	Accepted	09/15/2008 15:01:31	Accepted	09/16/2008 00:00:00
EMP-2008-SR-0001 Total:						\$821,365.20				
Virginia Total:						\$821,365.20				
Region 3 Total:						\$3,252,429.26				

Figure 85: AWD-01—Award Package Summary Report

02/27/2011 18:29:30		FEDERAL EMERGENCY MANAGEMENT AGENCY PRE-DISASTER MITIGATION - COMPETITIVE AWARD PACKAGE WORKFLOW SUMMARY					AWD-02 Region(s): 1, 2, 3, 4, 5, 6, 7, 8, 9, FY: 2010		
Grant #	Agreement #	Award Package Type	ACCS Code	Commitment #	Vendor ID	Federal Share (Amount Awarded)	Non-Federal Share	Total	
Region 4									
Florida									
PDMC-04-FL-2010 (0)	EMA-2010-PC-0002 (1)	Standard			SFL280	\$375,000.00	\$125,000.00	\$500,000.00	
		<u>Queue</u>	<u>User</u>	<u>Status</u>		<u>Status Date</u>			
		Create/Amend Award Package	ZOTO, ALFRED	Pending		08/13/2010 21:33:08			
		Grantee Review		Not Ready		08/13/2010 21:33:09			
		Assistance Officer Review		Not Ready		08/13/2010 21:33:09			
		GFS Obligation		Not Ready		08/13/2010 21:33:09			
		IFMIS Obligation		Not Ready		08/13/2010 21:33:09			
	EMA-2010-PC-0002 (0)	Standard	2010-17-2341-9042-4101-D	UAT-TEST1	SFL280	\$7,500.00	\$2,500.00	\$10,000.00	
		<u>Queue</u>	<u>User</u>	<u>Status</u>		<u>Status Date</u>			
		Create/Amend Award Package	BOWMAN, PATRICIA	Completed		05/06/2010 19:16:19			
		Grantee Review	femahuser1	Accepted		05/06/2010 19:17:26			
		Assistance Officer Review	BOWMAN, PATRICIA	Completed		05/06/2010 19:18:04			
		Regional Director Review	BOWMAN, PATRICIA	Completed		05/06/2010 19:19:07			
		GFS Obligation	BOWMAN, PATRICIA	Accepted		05/06/2010 19:19:07			
		IFMIS Obligation	IFMIS	Accepted		05/14/2010 01:42:42			
Georgia									
PDMC-04-GA-2009 (0)	EMA-2010-PC-0003 (0)	Standard	2010-17-2341-9042-4101-D	A123456NP0001	SGA500	\$15,000.00	\$5,000.00	\$20,000.00	
		<u>Queue</u>	<u>User</u>	<u>Status</u>		<u>Status Date</u>			
		Create/Amend Award Package	ZOTO, ALFRED	Completed		05/13/2010 17:39:15			
		Grantee Review		Pending		05/13/2010 17:39:15			
		Assistance Officer Review		Not Ready		05/13/2010 17:27:17			
		Regional Director Review		Not Ready		05/13/2010 17:27:17			

Figure 86: AWD-02—Award Package Workflow Summary Report

12/14/2009 16:48:12	FEDERAL EMERGENCY MANAGEMENT AGENCY REPETITIVE FLOOD CLAIMS APPROVED SUBGRANTS PENDING AWARD			AWD-03 Region(s): 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 FY: 2008
Subgrant #	Title	Agreement #	Federal Share	Pending Queue
Region 1				
Maine				
RFC-PJ-01-ME-2008-001 (0)	GAS PJ (RFC-ME) #1	EMB-2008-RC-0002 (0)	\$7,500.00	Create/Amend Award Package
Maine Total:			\$7,500.00	
Massachusetts				
RFC-PJ-01-MA-2008-001 (0)	GAS PJ (RFC-MA) #1	EMB-2008-RC-0001 (0)	\$75,000.00	Create/Amend Award Package
Massachusetts Total:			\$75,000.00	
Region 1 Total:			\$82,500.00	
Region 4				
Florida				
RFC-PJ-04-FL-2008-004 (0)	test RFC PJ	EMA-2008-RC-0001 (2)	\$100.00	Grantee Review
RFC-PJ-04-FL-2008-005 (0)	test1 RFC FY08	EMA-2008-RC-0001	\$466,000.00	Not selected for award yet
Florida Total:			\$466,100.00	
Kentucky				
RFC-PJ-04-KY-2008-002 (0)	Bedrock Acquisition	EMA-2008-RC-0002	\$560,000.00	Not selected for award yet
RFC-PJ-04-KY-2008-003 (0)	Bedrock II Acquisition	EMA-2008-RC-0002	\$667,500.00	Not selected for award yet
Kentucky Total:			\$1,227,500.00	

Figure 87: AWD-03—Approved Subgrants Pending Award Report

02/27/2011 18:38:32	FEDERAL EMERGENCY MANAGEMENT AGENCY PRE-DISASTER MITIGATION - COMPETITIVE GFS SUBMISSIONS FOR PRECEDING WEEK						AWD-04 Region(s): 1, 2, 3, 4, 5, 6, 7, 8, 9, FY: 2011	
Agreement #	Award Package Type	ACCS Code	Commitment #	Vendor ID	Federal Share (Amount Awarded)	Non-Federal Share	GFS Status	GFS Status Date
Region 4								
South Carolina								
EMA-2011-PC-0004 (2)	Standard	2012-69-5770RB-9042-4101-D	A431994N	V00022010	\$456,194.99	\$152,065.01	Accepted	02/21/2012 16:01:05
Region 4 Totals:					\$456,194.99	\$152,065.01		
Grand Totals:					\$456,194.99	\$152,065.01		
NOTE: GFS submissions listed are those that were submitted during the seven days preceding the report date (excluding the report date). All times are GMT using a 24-hour								

Figure 88: AWD-04— GFS Submissions for Preceding Week

03/02/201 20:17:29		FEDERAL EMERGENCY MANAGEMENT AGENCY SEVERE REPETITIVE LOSS			AWD-05
					Region(s): 1, 2, 3, 4, 5, 6, 7, 8, 9,
					FY: 2008
Conditional Agreement #	Grant/Subgrant #	Title	Federal Share (Amount Awarded)	Non-Federal	IFMIS Accepted Date
Region 3					
Pennsylvania					
EMP-2008-SR-0002	SRL-03-PA-2008 (0)	PA SRL 2008			
N	SRL-MC-03-PA-2008-006 (0)	PA SRL 08 Management Cost	\$216,711.00	\$24,079.00	09/16/2008 00:00:00
N	SRL-PJ-03-PA-2008-001 (0)	Lower Macungie Township SRL 1	\$847,806.00	\$94,201.00	09/16/2008 00:00:00
N	SRL-PJ-03-PA-2008-002 (0)	Northampton County SRL Property Elevation Project	\$78,480.00	\$8,720.00	09/16/2008 00:00:00
N	SRL-PJ-03-PA-2008-003 (0)	Plumstead Township SRL Application	\$167,453.53	\$18,613.70	09/16/2008 00:00:00
N	SRL-PJ-03-PA-2008-004 (0)	Yardley Borough Elevation Project	\$900,901.03	\$100,100.97	09/16/2008 00:00:00
N	SRL-PJ-03-PA-2008-005 (0)	Westfall Township Pike County SRL	\$219,712.50	\$24,412.50	09/16/2008 00:00:00
EMP-2008-SR-0002 Totals:			\$2,431,064.06	\$270,127.17	
Pennsylvania Totals:			\$2,431,064.06	\$270,127.17	
Virginia					
EMP-2008-SR-0001	SRL-03-VA-2008 (0)	City of Salem SRL application			
N	 SRL-PJ-03-VA-2008-001 (0)	City of Salem Severe Repetitive Loss Project	\$821,365.20	\$91,262.80	09/16/2008 00:00:00
EMP-2008-SR-0001 Totals:			\$821,365.20	\$91,262.80	
Virginia Totals:			\$821,365.20	\$91,262.80	
Region 3 Totals:			\$3,252,429.26	\$361,389.97	

Figure 89: AWD-05— Awarded Subgrants (Accepted by IFMIS)

02/17/2011 18:23:23		FEDERAL EMERGENCY MANAGEMENT AGENCY SEVERE REPETITIVE LOSS AWARDED SUBGRANTS BY ACCS CODE			AWD-06 Region(s): 1, 2, 3, 4, 5, 6, 7, 8, 9, FY: 2008
Agreement #	Grant/Subgrant #	Title	ACCS-Code	Federal Share Awarded	IFMIS Date
Region 3					
Pennsylvania					
EMP-2008-SR-0002	SRL-03-PA-2008 (0)	PA SRL 2008			
	SRL-MC-03-PA-2008-006 (0)	PA SRL 08 Management Cost	2008-05-5302FI-9032-4101-D	\$216,711.00	09/16/2008 00:00:00
	SRL-PJ-03-PA-2008-001 (0)	Lower Macungie Township SRL 1	2008-05-5302FI-9032-4101-D	\$847,806.00	09/16/2008 00:00:00
	SRL-PJ-03-PA-2008-002 (0)	Northampton County SRL Property Elevation Project	2008-05-5302FI-9032-4101-D	\$78,480.00	09/16/2008 00:00:00
	SRL-PJ-03-PA-2008-003 (0)	Plumstead Township SRL Application	2008-05-5302FI-9032-4101-D	\$167,453.53	09/16/2008 00:00:00
	SRL-PJ-03-PA-2008-004 (0)	Yardley Borough Elevation Project	2008-05-5302FI-9032-4101-D	\$900,901.03	09/16/2008 00:00:00
	SRL-PJ-03-PA-2008-005 (0)	Westfall Township Pike County SRL	2008-05-5302FI-9032-4101-D	\$219,712.50	09/16/2008 00:00:00
Virginia					
EMP-2008-SR-0001	SRL-03-VA-2008 (0)	City of Salem SRL application			
	 SRL-PJ-03-VA-2008-001 (0)	City of Salem Severe Repetitive Loss Project	2008-05-5302FI-9032-4101-D	\$821,365.20	09/16/2008 00:00:00

Figure 90: AWD-06— Awarded Subgrants by ACCS Code

[This page intentionally left blank.]