



FEMA

FEMA Subgrant Revision Requests— How Grant Applicants Release Application Sections to Subgrant Applicants for Revision

FEMA can request revisions to grant and subgrant applications.

This job aid describes how the grant applicant can release an application section to a subgrant applicant for revision. FEMA may release one or more sections of the subgrant application for revision.

Depending on the origination of the subgrant, the grant applicant may need to release sections of the subgrant application to the subgrant applicant for revision. Only certain sections of subgrant applications submitted by subgrant applicants may be updated by the grant applicant.

NOTE: There are separate job aids describing (1) how a grant applicant can make revisions to grant applications and (2) how a grant applicant can make revisions to subgrant applications.





The following steps will walk you through the process of releasing a subgrant application section.

1. Start from the Grant Applicant Home Page.
2. For all revision requests, begin by selecting the **Work on Submitted Grant Application(s)** link under the Grant Applications section.

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





- Under the **Action** column of the Application Review section of the table, select the **Review Revision Requests** link.

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Grant Status: Submitted Grant Applications

Here are your pending tasks. Select an action by clicking the link under the *Action* column.

Note: p indicates the application was submitted in paper format.

Application Review		
Number of Applications	Review Status	Action
16	Revision Requested	Review Revision Requests
5	In Progress	Review Status
Awards		
Number of Applications	Review Status	Action
4	Approved	Review Award Package(s)
3	Awarded	View FEMA Signed Award Package(s)
18	Obligated	View FEMA Signed Award Package(s)
4	Accepted/Not Accepted	View Award Package(s)

Here are the grant applications that you have submitted. Select an application by clicking the link under the *Action* column.

- Select the **Review Revision Requests** item in the **Select Action** drop-down list for the grant application that you wish to revise. Then, select the **Go** button on the right side of the drop-down menu.

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FMA Grant Application

Year	Application ID	Application Title	Review Status	Action
2011	PDMC-04-FL-2011	AL-2011-001	PDM Competitive Grant Application	Revision Requested By FEMA View Details Select Action
2008	PDMC-04-FL-2008	2008 Florida EMA PDM Grant Application	PDM Competitive Grant Application	Revision Requested By FEMA Select Action
2005	PDM-04-FL-2005	pdm grant for internal testing	L-PDM Application	Revision Requested By FEMA Select Action
2003	FMA-PL-04-FL-2003	Senthil Aug 29 FMA Plan I	FMA Planning Application	Revision Requested By FEMA Select Action
2007	SRL-SRL-04-FL-2007	SRL Grant App.	SRL Application	Revision Requested By FEMA Select Action
2010	FMA-04-FL-2010	FL FMA 2010 Test 2	FMA Grant Application	Revision Requested By FEMA View Details Select Action
2007	FMA-PJ-04-FL-2007	FY2007 FL FMA-PJ	FMA Project Application	Revision Requested By FEMA Select Action

The dropdown menu for the 2010 application shows the following options: Select Action, Review Revision Requests (highlighted), Edit Contact Information, Request revision.



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PDMC-04-FL-2008	L-PDM Grant Application	PDM Competitive Grant Application	Requested By FEMA		Select Action	Go
PDM-04-FL-2005	pdm grant for internal testing	L-PDM Application	Revision Requested By FEMA		Select Action	Go
FMA-PL-04-FL-2003	Senthil Aug 29 FMA Plan I	FMA Planning Application	Revision Requested By FEMA		Select Action	Go
SRL-SRL-04-FL-2007	SRL Grant App.	SRL Application	Revision Requested By FEMA		Select Action	Go
FMA-04-FL-2010	FL FMA 2010 Test 2	FMA Grant Application	Revision Requested By FEMA	View Details	Review Revision Requests	Go
FMA-PJ-04-FL-2007	FY2007 FL FMA-PJ	FMA Project Application	Revision Requested By FEMA		Select Action	Go
FMA-PJ-04-FL-2003	Florida Project Grant	FMA Project Application	Revision Requested By FEMA		Select Action	Go
	test awards		Revision			

- To review a Subgrant Revision Request, select the **Review** link in the **Action** column for the subgrant.

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FMA Grant Revision Requests

Overview

Subgrant revision requests are provided below. To take appropriate action, click on the link under the *Action* column.

Note: **p** indicates the application was submitted in paper format. **G** indicates the application was created by Grantee.

Displaying 1-2 of 2

Show 5

Revision Request ID	Subgrant Application Number	Revision Request Date	FEMA Deadline Date	Comments from FEMA	Action
1	G FMA-PJ-04-FL-2010-004	12-17-2010	12-20-2010	test	Review
1	FMA-PL-04-FL-2010-001	10-15-2010	12-31-2010	Please revise Cost Estimate and update Match Sources section to reflect Federal/non-Federal cost share.	Review





6. The **Review and Resubmit Application** screen opens displaying only the subgrant application section(s) for which FEMA has requested revisions.

NOTE: A red G indicates a grant as subgrant application that was submitted by the grant applicant. A red P indicates that the grant applicant submitted a paper subgrant application on behalf of a subgrant applicant.

7. For subgrant applications submitted by subgrant applicants, only certain sections may be updated by the grant applicant. This is indicated by **Yes** in the **Section to be Completed** column. In that case, the grant applicant may either update the subgrant section(s) or release the section(s) to the subgrant applicant to make revisions. Revising a subgrant section is covered in a separate simulation.
8. Select the **Review Section** link in the **Action** column for the section that you wish to release. In this example, we will release the **Cost Estimate** section to the subgrant applicant for revisions.

FEMA.gov **FMA Grant Revision Requests**

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FEMA Deadline Date: 12-31-2010

Comments from FEMA: Please revise Cost Estimate and update Match Sources section to reflect Federal/non-Federal cost share.

Note: Sections marked with symbol **IC** are incomplete and should be completed before resubmitting the application. Also fields marked with an * are required.

Print

Select	Application Section	Section to be Completed	Revision Status	Action
<input type="checkbox"/>	Cost Estimate	Yes	Revision Requested By FEMA	Review Section
<input type="checkbox"/>	Match Sources	Yes	Revision Requested By FEMA	Review Section

[Select All](#) [Clear All](#)

Comments from FEMA have been auto-populated below. You may edit these comments to your preference when sending the revision request to the subgrantee.

9. For subgrant applications submitted by subgrant applicants, a preview of the section is displayed with the Action(s) available to you at the bottom of the screen.

10. Scroll down and select the **Release Cost Estimate Section** radio button.

NOTE: If it is a section that can be revised by the grant applicant, you can either release the section to the subgrant applicant for revision or update the section. Otherwise, the **Update** option will be disabled. The process for updating a subgrant section is covered in a separate job aid.



11. Enter the date by which you would like a response in the **Set Revision Deadline** box.

The screenshot shows the FEMA.gov website interface for 'FMA Grant Revision Requests'. The user is logged in as Jennifer East. The page has a navigation menu on the left with links for Overview, Subgrant Revision Requests, Home Page, Logout, Privacy Statement, and Disclaimers. The main content area is titled 'Action (* comments are required)' and has two radio buttons: '* Release Cost Estimate Section (Request Change)' (which is selected and highlighted with a red box) and 'Update Cost Estimate Section'. Below this, the 'Set Revision Deadline' is set to '01-08-2011' (highlighted with a red box), with a note that it is required if the Release radio button is selected. A text area for 'Comments to Subgrantee' (Maximum 4000 characters) contains sample comments from FEMA. At the bottom, there are three buttons: 'Go Back', 'Save', and 'Save and Continue' (highlighted with a red box).

12. Comments are required. Comments from FEMA, if any, are auto-populated in the Comments to Subgrantee text box. You may wish to edit these or to add your own comments.

13. Select the **Save and Continue** button.

14. Select the **Release Application Section** button. An email will be automatically generated for subgrant applicants for whom you have enabled email in your Preferences.

The screenshot shows the FEMA.gov website interface for 'FMA Grant Revision Requests' after the revision request has been processed. The user is logged in as Jennifer East. The page displays a summary of the request, including contact information (Contact Fax, Zipcode: 70354) and a 'View Details' link. The email details are shown in a table format:

To:	Orange Blossom.Jennifer.East@DHS.gov
Date:	12-17-2010
Subject:	Cost Estimate section released for revision
From:	Jennifer.East@DHS.gov
Revision Deadline:	01-08-2011
Body:	Please revise Cost Estimate in the application: Application Number: FMA-PL-04-FL-2010-001 Application Title: test6 FL

At the bottom of the page, there are two buttons: 'Go Back' and 'Release Application Section' (highlighted with a red box).





15. Select the **Return to Review and Resubmit** button from the Results screen.

The screenshot shows the FEMA.gov website interface. The page title is "FMA Grant Revision Requests". The user is logged in as Jennifer East, with a session that expires in 30 minutes. The page content is titled "Release Cost Estimate Section Results". A message states: "You have successfully released the application section and sent the following email to the subgrant applicant." The email details are: To: Orange Blossom (Jennifer.East@DHS.gov), Subject: Cost Estimate section released for revision, Date: 12-17-2010, Revision Deadline: 01-08-2011. Below this, it says: "Please revise Cost Estimate in the application: Application Number: FMA-PL-04-FL-2010-001 Application Title: test6 PL". At the bottom of the page, a button labeled "Return to Review and Resubmit" is highlighted with a red box.

16. The section now has a Revision Status of "Revision Released to Subgrantee" and the **Action** link is **View Section**.

The screenshot shows the FEMA.gov website interface. The page title is "Revision Requests". The user is logged in as Jennifer East, with a session that expires in 15 minutes. The page contains a table with the following data:

Select	Application Section	Section to be Completed	Revision Status	Action
<input type="checkbox"/>	Cost Estimate	Yes	Revision Released To Subgrantee	View Section
<input type="checkbox"/>	Match Sources	Yes	Revision Requested By FEMA	Review Section

Below the table, there are links for "Select All" and "Clear All". A message states: "To sign your application, check the box below and enter your password in the space provided. Then click the *Submit Application* button to resubmit your revised sections to your grant applicant." Below this message, there is a password field and a checkbox with the text: "I, Jennifer East, hereby sign this application as of 12-21-10." At the bottom of the page, there are two buttons: "Go Back" and "Resubmit Application".



NOTE: If this is a subgrant application that was originally entered by the grant applicant as paper intake, then the grant applicant will have to coordinate any revisions offline and then update the section on the subgrant applicant's behalf and resubmit it. To access the revision, click on the **Work on Submitted Paper Subgrant Application(s)** link on the **Grant Applicant Home Page screen**.

17. Once the subgrant section(s) released to the subgrant applicant for revision have been returned, the status of will be "Revision Submitted to Grantee" and the Action link will be Review Section so that you can review the subgrant applicant's revisions and release the section again if necessary for further revisions, or update it If it is a section that can be revised by the grant applicant.
18. When all subgrant sections released to the subgrant applicant have a status of "Revision Submitted to Grantee," you will be able to resubmit the subgrant application to FEMA.
19. Select the **Review and Resubmit Application** link on the sidebar menu.
20. First, enter your password at the bottom of the **Review and Resubmit** screen.
21. Then, select the checkbox to certify your electronic signature.
22. Select the **Resubmit Application** button.

The screenshot shows the FEMA.gov website interface for "Revision Requests". The user is logged in as Jennifer East. The page displays a table with the following data:

Select	Application Section	Section to be Completed	Revision Status	Action
<input type="checkbox"/>	Cost Estimate	Yes	Revision Submitted to Grantee	Review Section
<input type="checkbox"/>	Match Sources	Yes	Revision Submitted to Grantee	Review Section

Below the table are links for "Select All" and "Clear All". A sign-off section contains the following text: "To sign your application, check the box below and enter your password in the space provided. Then click the Submit Application button to resubmit your revised sections to your grant applicant." Below this text is a password field (indicated by a red box) and a checkbox (indicated by a red box) with the text "I, Jennifer East, hereby sign this application as of 12-21-10." At the bottom of the form are two buttons: "Go Back" and "Resubmit Application" (indicated by a red box).

NOTE: If you do not have Sign/Submit permission, then you will have to share this application with a user who can submit it for your agency.



23. You should get a confirmation that your application has been re-submitted to FEMA.

The screenshot shows the FEMA.gov website interface. At the top left is the FEMA logo and 'FEMA.gov'. The top right has a 'Revision Requests' header. Below the header, a navigation bar shows 'Logged in: Jennifer East | Last login: 12-20-2010 | Session expires in 26 mins' and links for 'Home | Logout | Edit Profile | Change Password'. The main content area is titled 'Resubmit Application Results'. A central message box contains the following text: 'Congratulations, you have successfully resubmitted your application sections to FEMA. All references to this application should include the following control number : FMA-PL-04-FL-2010-001 . You may now print this application for your records. If you have any questions, please contact your FEMA Regional Office or call FEMA Help Desk at 1-866-476-0544.' Below this message, it says 'Signed by: Jennifer East on 12-21-2010.' At the bottom of the message box are two buttons: 'Print Application' and 'Return to Homepage'. On the left side of the page, there is a sidebar with links: '1. Overview', '2. Subgrant Revision Requests', 'Return to Home Page', 'Logout', 'Privacy Statement', and 'Disclaimers'.

