



# FEMA

## **FEMA Subgrant Revision Requests— How Grant Applicants Revise Subgrant Applications**

**FEMA can request revisions to submitted grant and subgrant applications.**

**This job aid describes how the grant applicant can make revisions to a subgrant application that was originally created and submitted by the subgrant applicant.**

**Depending on the origination of the subgrant, the grant applicant may be able to revise some or all of the subgrant application sections. For grant as subgrant applications, all sections are able to be updated by the grant applicant as the creator of those applications. 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 the grant applicant can release subgrant application sections to the subgrant applicant for revisions.**





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

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.  
For FEMA requested revisions to subgrant applications, one or more sections of the subgrant may be returned.

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





- 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
4	Revision Requested	<a href="#">Review Revision Requests</a>

  

Awards		
Number of Applications	Review Status	Action
1	Approved	<a href="#">Review Award Package(s)</a>
1	Awarded	<a href="#">View FEMA Signed Award Package(s)</a>
5	Obligated	<a href="#">View FEMA Signed Award Package(s)</a>
3	Accepted/Not Accepted	<a href="#">View Award Package(s)</a>

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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### Grant Status: Submitted Grant Applications

Grant applications that you have submitted to FEMA are listed below. Select an action by clicking the appropriate link under the *Action* column.

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

Displaying 1-2 of 2

Show 5

Application Year	Application Number	Application Title	Grant Type	Review Status	Authorize/Revoke Access	Action
2008	<a href="#">FMA-04-FL-2008</a>	test 8-23-07	FMA Grant Application	Revision Requested By FEMA		<div style="border: 1px solid red; padding: 2px;">           Select Action <input type="button" value="Go"/>            Select Action            Review Revision Requests            Request revision <input type="button" value="Go"/> </div>
2008	<a href="#">PDMC-04-FL-2008</a>	2008 Florida EMA PDM Grant Application	PDM Competitive Grant Application	Revision Requested By FEMA	<a href="#">View Details</a>	

First << Prev Next >> Last

- For grant as subgrant applications, all sections are able to be updated by the grant applicant as the creator of those applications.





- To review Subgrant Revision Requests, select the **Review** link in the **Action** column for the subgrant that you wish to revise.

**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.

FEMA.gov **FMA Grant Revision Requests**

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**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 1-1 of 1

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Revision Request ID	Subgrant Application Number	Revision Request Date	FEMA Deadline Date	Comments from FEMA	Action
1	FMA-PL-04-FL-2008-001	09-04-2007	09-05-2007	test \$1M	<a href="#">Review</a>

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

**NOTE:** 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 will need to select whether to update the subgrant section(s) or release the section(s) to the subgrant applicant to make revisions.

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

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

[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.

**Comments to Subgrantee:**  
(Maximum 4000 characters)

Update the non-Federal percentage in the Cost Share



8. Select the **Review Section** link in the **Action** column for the section that you wish to revise.

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

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

[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.

**Comments to Subgrantee:**  
(Maximum 4000 characters)

Update the non-Federal percentage in the Cost Share

9. Scroll down and select the **Update Cost Share Section** radio button.

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Action (\* comments are required)

\* Release Cost Share Section (Request Change)  **Update Cost Share Section**

\* **Set Revision Deadline:**  (MM-DD-YYYY e.g. 02-05-2002)  
(Required if you selected the Release radio button)

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

**Comments to Subgrantee:**  
(Maximum 4000 characters)

**NOTE:** Only certain sections of subgrant applications submitted by subgrant applicants may be updated by the grant applicant. Otherwise, the **Update** option will be disabled, requiring you to release the section to the subgrant applicant.



10. Select the **Save and Continue** button.
11. Once you have made the change requested, you will be returned to the **Review and Resubmit Application** screen.  
**NOTE:** If there are additional sections to be completed, you will be directed to those sections first and then, once you make the changes requested, you will be returned to the **Review and Resubmit Application** screen.
12. Once all of the subgrant sections released to the subgrant applicant for revision have been returned and have a status of "Revision Submitted to Grantee," and all other subgrant section revision requests have been addressed, you can resubmit the subgrant application to FEMA.
13. First, enter your password. Then, select the checkbox to certify your electronic signature.
14. Select the **Resubmit Application** button at the bottom of the **Review and Resubmit** screen.

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Select	Application Section	Section to be Completed	Revision Status	Action
<input type="checkbox"/>	Cost Estimate	Yes	Revision Submitted to Grantee	<a href="#">Review Section</a>
<input type="checkbox"/>	Cost Share	Yes	Revision Submitted to Grantee	<a href="#">Review Section</a>

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

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.

\* Password:

, Steve Miller, hereby sign this form as of 12-31-09.

**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.





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15. 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 the text 'FEMA.gov'. To the right, it says 'Revision Requests'. Below the header, it indicates 'Logged in: Steve Miller | Last login: 12-28-2009' and provides 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 is signed '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 navigation menu with links for '1. Overview', '2. Subgrant Revision Requests', 'Return to Home Page', 'Logout', 'Privacy Statement', and 'Disclaimers'.