



# FEMA

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

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

**In a case in which FEMA has asked for revisions to a grant application, the grant applicant can make the changes to their application and resubmit it to FEMA.**

**This job aid describes how the grant applicant can make revisions to the grant applications that were requested by FEMA.**

**NOTE: There are separate job aids describing how to revise a subgrant application: (1) how a grant applicant can make revisions to subgrant 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 grant 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.

| <b>Grant Applicant Home Page</b>   |   |
|--|---|
| 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 1-4 of 4  
 Show 5 [Go] Search

| Application Year | Application Number              | Application Title                      | Grant Type                        | Review Status              | Authorize/Revoke Access      | Action             |
|------------------|---------------------------------|--|-----------------------------------|----------------------------|------------------------------|--------------------|
| 2005             | <a href="#">PDMC-04-FL-2005</a> | PDMC FL 01.28.05                       | PDM Competitive Grant Application | Revision Requested By FEMA |                              | Select Action [Go] |
| 2008             | <a href="#">FMA-04-FL-2008</a>  | test 8-23-07                           | FMA Grant Application             | Revision Requested By FEMA |                              | Select Action [Go] |
| 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> | Select Action [Go] |



5. To review Grant Revision Requests, select the **Update** link in the **Action** column.

**Revision Requests**

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**Overview**

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

Grant Application Year: 2005  
 Grant Application Title: PDMC FL 01.28.05  
 Grant Application Number: [PDMC-04-FL-2005](#)

Displaying 1-1 of 1

Show 5

| Revision Request ID | Revision Request Date | FEMA Deadline Date | Comments from FEMA                      | Action                 |
|---------------------|-----------------------|--------------------|---|------------------------|
| 3                   | 07-23-2007            | 09-30-2007         | test grant application revision request | <a href="#">Update</a> |

First << Prev Next >> Last

6. Select the **Update** link in the **Status** column or the section name in the sidebar menu for the section that you wish to revise.

**PDM Competitive Grant Application**

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**Application Status**

|                       |   |
|-----------------------|---|
| Revision Request ID   | 3                                       |
| Revision Request Date | 07-23-2007                              |
| FEMA Deadline Date    | 09-30-2007                              |
| Comments from FEMA    | test grant application revision request |

| Application Section           | Status                 |
|-------------------------------|------------------------|
| Applicant Information         | <a href="#">Update</a> |
| Contact Information           | <a href="#">Update</a> |
| Subgrant Applications         | <a href="#">Update</a> |
| Schedule                      | <a href="#">Update</a> |
| Budget                        | <a href="#">Update</a> |
| Properties                    | <a href="#">Update</a> |
| Comments and Attachments      | <a href="#">Update</a> |
| Assurances and Certifications | <a href="#">Update</a> |

For example, if FEMA has allowed you to include additional subgrants in the grant application, select the **Subgrant Applications** section. The *How Grant Applicants Revise Grant Applications* video simulates this scenario.

**NOTE:** Remember to save any revisions you make in the section, by selecting either the **Save** or **Save and Continue** button. The **Save and Continue** button will take you to the next section. To select a different section, you may click on the section name in the sidebar menu.



7. When you have made all of the requested revisions, select the **Review and Submit Application** link on the sidebar to resubmit the grant application to FEMA.

FEMA.gov **PDM Competitive Grant Application**

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**Application Status**

- [1. Application Status](#)
- [2. Applicant Information](#)
- [3. Contact Information](#)
- [4. Subgrant Applications](#)
- [5. Schedule](#)
- [6. Budget](#)
- [7. Properties](#)
- [8. Comments and Attachments](#)
- [9. Assurances and Certifications](#)
- [10. Review and Submit Application](#)**

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|                       |   |
|-----------------------|---|
| Revision Request ID   | 3                                       |
| Revision Request Date | 07-23-2007                              |
| FEMA Deadline Date    | 09-30-2007                              |
| Comments from FEMA    | test grant application revision request |

| Application Section           | Status                 |
|-------------------------------|------------------------|
| Applicant Information         | <a href="#">Update</a> |
| Contact Information           | <a href="#">Update</a> |
| Subgrant Applications         | <a href="#">Update</a> |
| Schedule                      | <a href="#">Update</a> |
| Budget                        | <a href="#">Update</a> |
| Properties                    | <a href="#">Update</a> |
| Comments and Attachments      | <a href="#">Update</a> |
| Assurances and Certifications | <a href="#">Update</a> |

8. First, enter your password at the bottom of the **Review and Resubmit** screen.

9. Then, select the checkbox to certify your electronic signature.

10. Select the **Resubmit Application** button.

FEMA.gov **PDM Competitive Grant Application**

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**Review and Submit**

- [1. Application Status](#)
- [2. Applicant Information](#)
- [3. Contact Information](#)
- [4. Subgrant Applications](#)
- [5. Schedule](#)
- [6. Budget](#)
- [7. Properties](#)
- [8. Comments and Attachments](#)
- [9. Assurances and Certifications](#)
- [10. Review and Submit Application](#)**

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|  |                          |
|--|--------------------------|
| <input type="checkbox"/> * Schedule                      | <a href="#">Complete</a> |
| <input type="checkbox"/> Budget                          | <a href="#">Complete</a> |
| <input type="checkbox"/> Properties                      | <a href="#">Complete</a> |
| <input type="checkbox"/> Comments and Attachments        | <a href="#">Complete</a> |
| <input type="checkbox"/> * Assurances and Certifications | <a href="#">Complete</a> |
| <input type="checkbox"/> Forms                           | <a href="#">Complete</a> |
| <input type="checkbox"/> Entire Application              | <a href="#">Complete</a> |

To sign your application, check the box below and enter your password in the space provided. Then click the *Resubmit Application* button to resubmit your application to FEMA.

\* Password

\*  , Deborah Johnson, hereby sign this form as of 07-23-2007.

**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.





# FEMA

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

The screenshot shows the FEMA.gov website interface for a PDM Competitive Grant Application. The user is logged in as Steve Miller, with a last login of 12-28-2009. The page title is "Resubmit Application Results". A central message box contains the following text: "Congratulations, you have successfully resubmitted your application to FEMA. All references to this application should include the following control number : PDMC-04-FL-2005. 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 by Deborah Johnson on 11-16-2010. There are two buttons: "Print Application" and "Close Window". On the left side, there is a navigation menu with links for: 1. Application Status, 2. Applicant Information, 3. Contact Information, 4. Subgrant Applications, 5. Schedule, 6. Budget, 7. Properties, 8. Comments and Attachments, 9. Assurances and Certifications, 10. Review and Submit Application, Print Application, Return to Grant Revision Requests, Privacy Statement, and Disclaimers.

