



Reviewing and Ranking Subapplications

Background Information

This job aid was created to support Applicants’ review and ranking of Flood Mitigation Assistance (FMA) and Pre-Disaster Mitigation (PDM) subapplications in FEMA’s eGrants system.

- For training on this process, consult the [EMI Independent Study course IS-0031.b Mitigation eGrants for the Grant Applicant](https://training.fema.gov/is/courseoverview.aspx?code=IS-31.b) available at <https://training.fema.gov/is/courseoverview.aspx?code=IS-31.b>, or
- For more detailed information on each screen and the steps to be completed for each task in eGrants related to award packages, refer to Unit 5 of the *FEMA Mitigation eGrants Applicant Quick Reference Guide* on FEMA’s web site.

Reviewing and Ranking Checklist

Done	Steps
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Does this subapplication require review?</p> <ul style="list-style-type: none"> • A subapplication can be created by either the Subapplicant or by the Applicant (i.e., Applicant acting as Subapplicant). • Applicants must review and approve submitted subapplications before adding them to an application, unless it is an Applicant acting as Subapplicant subapplication. • If “Yes,” go to the next step and Check Out the subapplication. <p>If “No,” advance to the step to Add Subgrant Applications to your application.</p>
<input type="checkbox"/>	<p>Check Out the subapplication you want to review. (Note: At minimum, you must have Create/Edit access to check out subapplications. You will also need to Check In the subapplication when you are finished with your review.)</p> <ul style="list-style-type: none"> • From the Grant Applicant Homepage, click on Review Submitted Subgrant Application(s). • On the Overview screen, select Check Out Subgrant Applications link in the sidebar menu. • On the Check Out Subgrant Applications screen, check the box(es) in the Select column for the subapplication(s) you wish to check out. (Tip: Select All on the Status dropdown menu to see all subapplications.) Select the Check Out Applications button. • On the Confirm Application Check Out screen, click Yes to confirm your check out. Click No to modify your request, if necessary. • On the Review Subgrant Applications screen, use the Status dropdown menu to select which subapplication(s) you wish to review. (Note: “Pending at Grantee” means the subapplications have not been reviewed yet.) <p>To open a subapplication for review, click the Review link for that subapplication.</p>

Done	Steps
<input type="checkbox"/>	<p>Review the subapplication. Note: While the status for a subapplication section may show “Complete,” eGrants does not check the quantity or quality of the information entered. Therefore, Applicants should review all inputs to ensure they meet the expectations and requirements of the Applicant and FEMA. Answer the following questions:</p> <ul style="list-style-type: none"> • Has the subapplicant documented its capacity to manage the subaward funds? • Has the subapplicant documents its capacity to complete the mitigation activity in the time specified? • Are non-federal cost-share funds available for the project? • Have the maintenance requirements been sufficiently identified and the subapplicant or another authorized entity has accepted the maintenance responsibility? • Is the underlying cost-effectiveness data accurate and complete? • Are all program and project-specific requirements met and documented as appropriate? • Is the proposed project or plan in alignment with the Applicant’s funding priorities and hazard mitigation plan? • Check the math. Are the totals correct and consistent throughout the subapplication? Are the costs reasonable and in alignment with similar projects and plans? Does the budget include all and only eligible expenses for the project type? • Is the Benefit-Cost Ratio greater than 1.00? • Are the activities described and activity codes selected eligible for the grant program? • For the FMA program, is the hazard to be mitigated listed as “Flood” and do the properties all have National Flood Insurance Program (NFIP) policy numbers? <p>Review each section until you are ready to make a determination and record your findings.</p>
<input type="checkbox"/>	<p>Record your review findings on the screen showing the status of the subapplication by selecting the appropriate option in the Review Status section. Add comments in the Comments field. The application review options are:</p> <ul style="list-style-type: none"> • Approve: The subapplication is sufficiently complete to approve and include in the application. • Request Revision*: There is inadequate information or detail to include the subapplication in the application. Reasons may be related to any of the eligibility criteria (for example: scope of work, cost effectiveness, or technical feasibility), insufficient documentation or insufficient detail in the budget, or other reasons. This option allows the Applicant to set a deadline for the Subapplicant to respond with the requested revisions. • Release to Stockpile: The subapplication is complete but will not be included in this application. It will, however, be retained for consideration for inclusion in a future application. • Disapprove: There is insufficient detail or the subapplication is ineligible, and it will not be maintained for future application consideration. <p>* Note: While most issues requiring revision of subapplications must be addressed by the Subapplicant, Applicant reviewers may complete some revisions. For example, they may edit narrative portions for grammatical correctness or clarity.</p> <p>When you are done, click Save and Continue.</p>
<input type="checkbox"/>	<p>Check In the subapplication to complete the process. Note: If you do not check the subapplication back in, other users will not be able to make revisions or submit the subapplication. Complete the Check In process:</p> <ul style="list-style-type: none"> • Select the Check In Subgrant Applications link on the sidebar menu to display the Check In Subgrant Applications screen. • In the Select column, select the checkbox(es) for the subapplication you wish to check back in. Then, select the Check In Applications button. Tip: You may select more than one checkbox to check in multiple subapplications at the same time. <p>On the Confirm Application Check In screen, click No to make modifications, or click Yes to confirm.</p>

Done	Steps
<input type="checkbox"/>	<p>Add Subgrant Applications to your application. To complete the process of adding subapplications:</p> <ul style="list-style-type: none"> • On the Grant Applicant Homepage, select Work on Un-submitted Grant Applications. • Select the Update Application link for the application to which you wish to add subapplications. • Select the Subgrant Applications link in the sidebar menu. • On the Subgrant Applications screen, select the Add Subgrant Application(s) button. • Check the box next to the subapplication number and click the Add Subgrant Application(s) button. Note: Ineligible subapplications will display an error code in the Select column and an explanation for that code will appear at the bottom of the screen. Also, subapplication numbers with a red P were paper subapplications entered in Application Intake. Subapplication numbers with a red G are Applicant acting as Subapplicant subapplications. <p>On the Confirm Subgrant Applications screen, click Yes to confirm your addition.</p>
<input type="checkbox"/>	<p>Rank the subapplications you have added to your application to establish a priority for funding that will be considered by FEMA during its review process.</p> <ul style="list-style-type: none"> • The Applicant must be aware of the different programmatic requirements for the PDM and FMA programs and submit eligible subapplications to the correct program. • The ranking should be based on hazard mitigation priorities identified in the state, tribal, or territorial hazard mitigation plan and funding available. • The ranking of the subapplications differs depending on the grant program to which you are applying: <ul style="list-style-type: none"> ○ PDM subapplications are assigned a unique, sequential rank from 1 (highest priority) to x, where x is the total number of subapplications added to the application. ○ FMA subapplications are assigned a priority rank of 1 (high), 2 (medium), or 3 (low). • On the Edit Subgrant Ranks screen, type the assigned rank number for each subapplication in fields in the Rank column. Click Save. You can sort the list by clicking the Rank column title. When finished entering ranks, click Save and Continue.