For any questions or inquiries, please contact the FEMA MT eGrants Helpdesk at MTeGrants@fema.dhs.gov or 1-855-228-3362.

**eGrants Website Address:** Applicants and subapplicants: [https://portal.fema.gov/](https://portal.fema.gov/)

**Purpose:** The purpose of this document is to guide Tribal Applicants through the process of submitting a Hazard Mitigation Assistance application in eGrants as both the Applicant and subapplicant.
Steps 1–8 walk you through the creation of a Tribal Subgrant Application.

1 Create a Tribal Subgrant Application

To create a Tribal subgrant application, click “Create New Subgrant Application” under the “Grant Applicant Acting As Subgrant Applicant” section of the Grant Applicant Home Page in eGrants.

2 Select Application Type

This will take you to the Create New Grant as Subgrant Application page.

Select Application Type using the dropdown menu and then click “Save and Continue.”
3 Create a Tribal Subgrant Application

This will take you to the Start New Subgrant Application page.

Start a new application by clicking “Start New Application.”

**Tip:** Consider copying a subapplication to avoid reentry of many fields that are common to your subapplications. Jump to step 11 to copy an existing application.
4 Complete Application Sections

This will take you to the Application Status page.

Click the “Incomplete” link next to each section and fill out the required fields (indicated by a red asterisk [*] in a new page that pops up for each section) until the subapplication is complete and all sections have a status of “Complete.”

Once all sections have a status of “Complete,” click “Review and Submit Application” on the left side of the screen.

5 Work on Subgrant Application

This will take you back to the Grant Applicant Home Page.

Click “Work on Un-submitted Subgrant Application(s).”
6 Update Application

This will take you to the Subgrant Status: Un-submitted Application(s) page.

Click “Update Application” in the Action column of the application you want to submit.

7 Review and Submit Application

Upon clicking “Update Application,” you will be taken to the Review and Submit Application page. Sections that are missing information and need to be completed before submission are shown as Incomplete. If all of the sections are Complete, then the Submit Application button is active; if any of the sections are Incomplete, then the Submit Application button is inactive (grayed out).
At the bottom of the Review and Submit Application page, enter your password and click the certification checkbox to electronically “sign” your subapplication.

Click “Submit Application.”

8 Check Application Results

This will take you to a Submit Application Results page, which confirms that you have submitted your application.

Click “Return to Homepage.”
Steps 9–13 walk you through the creation of a Grant Application, to which you will attach the subgrant application you created in steps 1–8.

9 Create New Grant Application

On the Grant Applicant Home Page, click “Create New Grant Application.”

10 Select Application Type

This will take you to the Create New Grant Application page.

Select Application Type using the dropdown menu and then click “Save and Continue.”
11 Copy an Existing Grant Application

This will take you to the Start New Grant Application page.

To copy an application, select the radio button associated with the application and click “Copy Existing Application.” This will help you avoid reentry of many fields that are common to your applications. You can only copy an existing application that you have previously submitted to FEMA.

12 Copy Application Sections

This will take you to the Copy Grant Application Sections.

Select the checkboxes for the application section(s) you want to copy, then click “Save and Continue.”
13 Complete Application Sections

This will take you to the Application Status page.

Click the “Incomplete” link next to each section and fill out the required fields (indicated by a red asterisk [*] in a new page that pops up for each section) until the application is complete and all sections have a status of “Complete.”

Once all sections have a status of “Complete,” click “Review and Submit Application” on the left side of the screen. This will take you to the Subgrant Application page.

Steps 14–16 walk you through attaching your subgrant application to your Grant Application.

14 Add Subgrant Application

Click the “Add Subgrant Application(s)” button.
15 Select Subgrant Application

This will take you to the Select Subgrant Applications page.

Select the checkbox(es) associated with your subgrant application(s) and click “Add Subgrant Applications(s).”

16 Confirm Subgrant Application

This will take you to the Confirm Subgrant Applications page.

Click “Yes” to confirm that the subgrant application(s) displayed should be attached.
Steps 17–18 show you how to rank your subapplication(s); which is required of Grant Applicants.

17 Rank Subgrant(s)

This will take you to the Edit Subgrant Rank page. Here you must rank your subgrant application(s) by priority.

If you only have one subapplication, enter “1” in the Rank column. Once all of your subapplications are ranked, click “Save and Continue.”

18 Confirm Rankings

This will return you to the Subgrant Applications page.

Confirm your rankings by clicking “Save and Continue.”
Steps 19–20 show you how to submit your Grant Application in eGrants.

19 Enter Schedule

Once you have confirmed your ranking, you will be taken to the Schedule page.

Enter the overall Grant schedule information, including title of proposed activity, overall duration of the grant, and unit of time.

Click “Save and Continue” (or “Review and Submit Application” from the menu on the left side of the screen).
20 Review and Submit Application

This will take you to the Review and Submit Application page.

At the bottom of the Review and Submit Application page, enter your password and click the certification checkbox to electronically “sign” your Application. Then click the Submit Application button.

After signing your Application you will be asked to enter your cost share amount, which is covered in Step 21.
Step 21 shows you how to enter your cost share amount.

21 Enter Cost Share

After you submit your Application you will be taken to the Cost Share page.

On the Cost Share page, you must enter the non-Federal cost share associated with your Grant Application.
Steps 24–36 walk you through how to deal with an error message, including checking out a subgrant application, revising it, and checking it back in.

24 Addressing Errors

In some instances, you may have errors associated with your application. If you encounter an error message, it will be noted at the bottom of the page after you click the Submit Application button. The error will need to be corrected before the application can be submitted.

If you receive an error message click “Return to Home Page” on the left side of the screen.
25 Review Submitted Subgrant Applications

After returning to the Grant Applicant Home Page, click “Review Submitted Subgrant Application(s).”

26 Review Subgrant Applications Overview

This will take you to the Overview page of the Review Subgrant Application section.

Click “Check Out Subgrant Applications” on the left side of the screen.
27 Check Out Applications Approved by Grantee

This will take you to the Check Out Subgrant Applications page.

Change the Status to “Approved by Grantee” using the dropdown menu and click “Go.”

28 Check Out Subgrant Applications

This will return the list of subgrant applications approved by you as the Grantee.

Select the checkbox associated with the subapplication you wish to revise and click “Check Out Applications.”
29 Confirm Application Check Out

This will take you to the Confirm Application Check Out page.

Click “Yes” to confirm the check out of your subapplication(s) and then click “Review Subgrant Applications” on the left side of the screen.

30 Review Subgrant Applications Approved by Grantee

This will take you to the Review Subgrant Applications page.

Change the Status to “Approved By Grantee” using the dropdown menu and click “Go.”
31 Select Subgrant Application to Revise

Click “Review” in the action column next to the subgrant you wish to revise.

32 Review Subgrant Application Sections

This will return a screen showing the status of each section of the subgrant application.

Click the “Complete” link in the status column of the section(s) that resulted in an error code (see step 24 for a reminder).

Once you have made the necessary revisions to correct the errors, click the “Save and Continue.”
**Tip:** An error code in the “Scope Of Work” section is the result of an ineligible activity. To determine which activity types are eligible for program, click the “help” link in the top right of the screen next to the question about activities in the SOW section of the application. For the FMA program, an error code usually occurs in the property section when a property is included from a community that does not participate in the NFIP.

---

### Review Subgrant Application Results

This will take you to the Review Subgrant Application Results page.

Click “Check In Subgrant Applications” on the left side of the screen.
34 Check In Subgrant Application

This will take you to the Check In Subgrant Applications page.

Select the checkbox associated with the corrected subapplication and click “Check In Applications.”

35 Confirm Application Check In

This will take you to the Confirm Application Check In page.

Click “Yes” to confirm the check in of your subapplication(s).
36 Return to Home Page

This will take you to the Overview page of the Review Subgrant Application section.

Click “Return to Home Page” on the left side of the screen.

Steps 37–41 walk you through submitting your Grant Application after you have attached your revised subgrant application.

37 Work on Un-submitted Grant Application

Click “Work on Un-submitted Grant Application(s)” on the Grant Applicant Home Page.
38 Work on Un-submitted Grant Application

This will take you to the Grant Status: Un-submitted Grant Applications page.

Click “Update Application” in the action column next to the Grant Application you want to submit.

39 Review Application Status

This will take you to the Application Status page.

Click “Review and Submit Application” on the left side of the screen.
40 Review and Submit Application

This will take you to the Review and Submit Application page.

At the bottom of the Review and Submit Application page, enter your password and click the certification checkbox to electronically “sign” your subapplication.

Click “Submit Application” to submit your application.
41 Confirm Application Submission

This will take you to a Submit Application Results page, where you will see a message that confirms submission of your application.