

The e-Grants System

Public Law 106-107, passed on November 20, 1999, requires that all federal agencies both streamline grant application processes and provide for the means to electronically create, review, and submit a grant application via the Internet. The e-Grant application is now available for the Flood Mitigation Assistance (FMA) and Pre-Disaster Mitigation (PDM) programs via the Internet.

Many benefits are unique in this system for mitigation applications. It provides the opportunity for local governments to:

- Enter applications via the internet instead of submitting paper applications;
- Attach scanned documents, pictures, and maps;
- Check the status of submitted applications; and
- Assign different roles to staff for entry, review, and submittal.

Notice of Interest

If you wish to submit a PDM application, you will first need to submit a Notice of Interest (NOI) to CalEMA. A state requirement, the NOI is used to determine your proposed application's basic eligibility by restricting the application process to eligible applicants with eligible activities. Approval of your PDM NOI via e-mail by the state with further instructions on how to register in the e-Grant system. The NOI form can be accessed on the Hazard Mitigation website, www.hazardmitigation.calema.ca.gov).

HOW TO REGISTER

1. READ THE GUIDE

If you are in a community wishing to submit an application via the e-Grants system, you will need to read the FEMA Mitigation e-Grants System Training: SubGrant Applicant Quick Reference Guide (available at <https://portal.fema.gov/famsVu/dynamic/subgrantapplicantqrg.pdf>).

2. BECOME A REGISTERED USER

To become a registered user, you must request access to the system by calling (916) 845-8150.

The request for access to the system should identify those individuals needing access and which of the following roles these individuals will be utilizing. These roles are as follows:

· View/Print

This role is for review purposes only. This will usually include persons who do not need the authority to physically create or edit an application, nor the right to act as Applicant Agent and sign or submit application.

· Create/Edit

This role allows an individual to create or edit applications. This person does not necessarily need to be intimately involved with the activity's development, but one able to function adequately on a computer. In addition, this individual would not normally act as Applicant Agent and sign or submit the application.

· Sign/Submit

This role is for the Applicant Agent or someone that has been given the authority to act in his/her stead. This role only allows for the signing of assurances, commitment of funds, and project submittal to the State.

Note: It is important to note that most individuals will usually have more than one role. For example, the person who creates and edits applications would most likely need to be able to view and print the application. Likewise, the person who authorizes the application and submits it may wish to alter an aspect before submission. In some instances, the individual may need all three roles. Another area that would need to be considered is how many individuals need to have a role in the application's development. Who could be an alternate?

3. REGISTER AS A NEW USER

Each person that requests access will need to log on to the e-Grants web site and register as a new user. When using e-Grants, remember that input is case-sensitive. To register as a new user, follow these steps:

- Log on to the e-Grants website at <https://portal.fema.gov>.
- Under the login button, click the "New User" link.
- When prompted for the access code, enter the provided code.
- Complete the form, making sure to fill in all required fields (these will have an asterisk, *).
- Click the "Save" button.

4. REGISTRATION COMPLETION

When finished and submitted, the registration will be placed in holding until the State provides the authorization requested on the Request for eGrant Roles form. When this occurs, an email will be sent to the user informing him/her of their new registered status. At that time, the new user can then enter into the eGrant system.

NOTE: It is your responsibility to secure and protect your User ID and password from easy detection and use by unauthorized users. Anyone with your User ID and password can log-on to e-grants as you, and the system cannot tell the difference. As a precaution, consider changing your password every 30 to 90 days.

More information:

For questions regarding eligibility or program questions, local entities should contact the State Hazard Mitigation Office at (916) 845-8150

FEMA Mitigation e-Grants System Frequently Asked Questions website:

<http://www.fema.gov/government/grant/hma/egrants.shtm>

FEMA will provide technical assistance regarding the e-Grants system through the e-Grants Helpdesk: 1-866-476-0544.