



How does a Subapplicant share access to a subapplication with another eGrants user?

1. Select the **Update/Complete Un-Submitted Application(s)** link (or the **Revise/Amend Submitted Application(s)** link for a submitted subapplication) on the Subgrant Applicant Homepage.
2. The Subgrant Status screen displays. Select the **View Details** link from the Authorize/Revoke Access column for the subapplication.
3. The Authorize/Revoke Access screen is displayed, showing all users who currently have access to this subapplication. Click the **Authorize Access** button.
4. The Find Registered Users screen is displayed, enter the **search criteria** to locate the user for whom you want to authorize access. Click the **Search** button.
5. The Search Results screen is displayed, showing all users who met the Search criteria. Select the **radio button** next to the user you want to authorize. Click the **Authorize Access** button.
6. The Update Access screen is displayed. Select the **checkboxes** for the access permissions you wish to grant. (Note: When providing Create/Edit access you must select both View/Print and Create/Edit boxes. Select all three boxes when authorizing Sign/Submit access.) Set the duration by entering a number in the **Period of Time** field and selecting the appropriate **Unit of Time** from the drop-down menu. Type a brief explanation for the access authorization in the comments field. Click the **Save** button. To authorize access for additional users to the subapplication, click the **Save and Continue** button.
7. When finished sharing access to the subapplication, click the **Return to Homepage** button.

NOTE: A user's level of access may not be changed for the shared subapplication. For example, if a user with Create/Edit privileges gives access to a subapplication to a co-worker with View/Print privileges, only View/Print access will be assigned.

How does an Applicant share access to a subapplication with another eGrants user?

1. For paper subapplications ("Application Intake"): Select the **Work on Un-submitted Paper Subgrant Application(s)** link (or the **Work on Submitted Paper Subgrant Application(s)** link for a submitted subapplication) on the Grant Applicant Homepage.



2. For Applicant acting as Subapplicant subapplications: Select the **Work on Un-submitted Subgrant Application(s)** link (or the **Work on Submitted Subgrant Application(s)** link for a submitted subapplication) on the Grant Applicant Homepage.
3. The Subgrant Status screen displays. Select the **View Details** link from the Authorize/Revoke Access column for the subapplication.
4. The Authorize/Revoke Access screen is displayed, showing all users who currently have access to this subapplication. Click the **Authorize Access** button.
5. The Find Registered Users screen is displayed, enter the **search criteria** to locate the user for whom you want to authorize access. Click the **Search** button.
6. The Search Results screen is displayed, showing all users who met the Search criteria. Select the **radio button** next to the user you want to authorize. Click the **Authorize Access** button.
7. The Update Access screen is displayed. Select the **checkboxes** for the access permissions you wish to grant. (Note: When providing Create/Edit access you must select both View/Print and Create/Edit boxes. Select all three boxes when authorizing Sign/Submit access.) Set the duration by entering a number in the **Period of Time** field and selecting the appropriate **Unit of Time** from the drop-down menu. Type a brief explanation for the access authorization in the comments field. Click the **Save** button. To authorize access for additional users to the subapplication, click the **Save and Continue** button.
8. When finished sharing access, click the **Return to Homepage** button.

NOTE: A user's level of access may not be changed for the shared subapplication. For example, if a user with Create/Edit privileges gives access to a subapplication to a co-worker with View/Print privileges, only View/Print access will be assigned.

How do I obtain access to the Mitigation eGrants system?

1. Initiate contact:
 - a. Subapplicant: Contact your Applicant organization to obtain an Access ID.
 - b. Applicant: Contact the FEMA Regional Office to obtain an Access ID.
2. From your internet browser, enter the [FEMA Enterprise Identity Management System \(FEIMS\)](https://portal.fema.gov/famsVuWeb/home) available at: <https://portal.fema.gov/famsVuWeb/home>.
3. The FEIMS login screen is displayed. Click the **New Non-PIV User?** button.
4. A security screen is displayed. Type the **characters** shown on the image into the text field. (If you cannot view the image, click the link that reads **If you cannot view the image for any reason, please click here to proceed.**) Click the **Submit** button.



5. The registration screen is displayed. Enter your **personal information** by typing into the fields and selecting from the drop-down menu options. All required inputs are marked with an asterisk.
6. You will be prompted to create a **User ID**. Your unique User ID needs to be 7–14 characters in length and cannot include spaces, an apostrophe (‘), quotation mark (“), or # sign. Your User ID will be converted to lowercase letters. (Make a note of this User ID as you will need it every time you log into eGrants.)
7. In the Contact(s) section, select the **Search** link to the right of the Organization field to locate the name of your organization in eGrants. The Organization Search window is displayed. Type identifying words for your organization's name in the **Criteria** text field (for example, “Lexington”). Select the **Search** button. Select the link for your **organization’s name**. The name appears in the Organization field on the registration form.
8. When you have finished entering your information, select the **Submit** button.
9. The Create Password screen is displayed. Type a password in the **Password** field. Your password needs to be 8–14 characters in length and cannot include spaces, an apostrophe (‘), quotation mark (“), or # sign. Re-type your password in the **Confirm Password** field. (Make a note of your password as you will need it every time you log into eGrants.) Select the **Submit** button.
10. A confirmation screen is displayed. Select the **Click here to request new privileges** link.
11. The Available Applications screen is displayed. Click the Mitigation eGrants Application **Request Access** button. Type the **Access ID** you received in the field. Click the **Submit** button.
12. Send notification:
 - a. Subapplicant: Alert your Applicant organization that your eGrants registration is pending.
 - b. Applicant: Alert your FEMA Regional contact that your eGrants registration is pending.
13. You will receive an e-mail message (at the e-mail address you provided) when your registration has been approved or—for some reason—denied.



How do I create a new subapplication by copying an existing subapplication?

***Beware of the risks when copying:** When copying an existing subapplication, be careful to avoid copying outdated or irrelevant information. Do not assume that all information in the previous subapplication is current or will be applicable to the new one.*

1. Start by creating a new subapplication:
 - a. For a Subapplicant's subapplication:
 - i. From the Subgrant Applicant Homepage, select the **Create New Application** link.
 - ii. The Create New Application screen is displayed. Enter an **application title** that includes the location and type of activity. Select the **application type** from the drop-down menu. Click the **Save and Continue** button.
 - b. For an Applicant acting as Subapplicant subapplication:
 - i. From the Grant Applicant Homepage, select the **Create New Subgrant Application** link in the Grant Applicant Acting as Subgrant Applicant section.
 - ii. The Create New Grant as Subgrant Application screen is displayed. Enter an **application title** that includes the location and type of activity. Select the **application type** from the drop-down menu. Click the **Save and Continue** button.
2. The Start New Subgrant Application screen is displayed, showing a list of previously-completed subapplications for which you have access. Select the **radio button** for the subapplication you want to copy. Click the **Copy Existing Application** button.
3. The Copy Subgrant Application Sections screen is displayed. Select the **checkbox(es)** associated with the section(s) you wish to copy into the new subapplication. To copy the whole subapplication, select the **Entire Application** checkbox. (NOTE: This option will also copy the comments and attachments associated with that subapplication.) Click the **Save and Continue** button.
4. The Application Status screen is displayed. Select the **Complete** or **Incomplete** link in the **Status** column for every section of the subapplication. Enter or update the information in the section(s), as necessary. (Note: A "Complete" status does not reflect the quality or quantity of the information previously entered into the section.) It is also recommended that you review the grant program guidance to ensure that all required and relevant information is included in the subapplication.



How do I attach an electronic Benefits-Cost Analysis (BCA) file to a subapplication?

1. From the Cost Effectiveness screen, select the **Attach** button. The Attach Document screen is displayed.
2. Click the **Electronic File** radio button.
3. Select the appropriate option from the **Operating System** drop-down menu.
4. Select the appropriate option from the **File Format** drop-down menu.
5. For a compressed file (such as an exported BCA zipped file), select the appropriate option from the **Compression Format** drop-down menu. If the file is not compressed, select the “None” option.
6. Click the **Browse** button. Your file explorer window opens. Locate the BCA file on your computer and select it. Click the **Open** button.
7. On the Attach Document screen, the abbreviated file name appears beside the Choose File button. Click the **Save and Continue** button.
8. The Document(s) Attached screen is displayed. To attach additional documentation, click the **Attachments** button. To delete the file, select the **Delete** link in the Action column.
9. The Cost Effectiveness screen is displayed. It lists the document(s) you attached to the subapplication section.

How do I attach paper Benefit-Cost Analysis (BCA) documentation to a subapplication?

1. From the Cost Effectiveness screen, select the **Attach** button. The Attach Document screen is displayed.
2. Click the **Regular Mail** radio button.
3. Enter the date the document was mailed (MM-DD-YYYY) in the **Mail Date** field.
4. Enter a description of the document in the **Mail Description** field.
5. Click the **Save and Continue** button.
6. The Documents Mailed screen is displayed. It lists the mail date and description of the BCA document. To record details about other documents mailed, click the **Attachments** button. To return to the Cost Effectiveness screen, select the **Save and Continue** button.
7. The Cost Effectiveness screen is displayed. It lists the BCA document(s) that you mailed.



How do I print a subapplication?

From any subapplication section screen:

1. Select the **Print Application** link on the sidebar menu.
2. A printer-ready version of the subapplication will appear. Your printer dialog box will open. Click the **Print** button.

From the Review and Submit Application screen:

1. Select the checkbox(es) for the section(s) of the subapplication you want to print, **or** select the “Entire Application,” checkbox. Click the **Print** button.
2. Depending on your selection from the row above, a printer-ready version of the selected sections or the entire subapplication will appear. Your printer dialog box will open. Click the **Print** button.

How does a Subapplicant view a revision request and revise a subapplication?

1. From the Subgrant Applicant Homepage, select the **Revise/Amend Submitted Application(s)** link.
2. The Subgrant Status: Submitted Applications screen is displayed. Select the hyperlinked **Review Status** column title to sort the submitted subapplications according to their Review Status. Locate the subapplication(s) with the “Revision Released to Subgrantee” status. (If necessary, click the **Next 5** button below the table or the drop-down menu above the table to display more subapplications. Then select the Review Status column title to re-sort the submitted subapplications.)
3. Select the **Review Revision Request** link in the Action column for the identified subapplication.
4. The Overview screen is displayed. Review the comments in the **Comments from Grantee/FEMA** column. Click the **Review** link in the Action column.
5. The Review and Resubmit Application screen is displayed. Click the **Review Section** link in the Action column.
6. The screen for that section is displayed. Update the information in the section based on the review comments from FEMA or the Applicant. When you are finished, select the **Save and Continue** button.
7. The Review and Resubmit Application screen is displayed. Select the checkbox(es) for the revised subapplication section(s). If you want to maintain a paper copy of the revised



section(s) for your records, select the **Print** button. Your printer dialog box will open. Click the **Print** button.

8. An authorized Subapplicant user will be able to select the **electronic signature checkbox** and click the **Resubmit Application** button to submit the revised subapplication section(s).

How do I request revisions from my Subapplicant?

1. From the Review Subgrant (Pre-)Application screen, select the **Revision Requested** radio button and enter a date in the **Revision Deadline** field. To attach supporting documents, click the **Attach File** button. Click the **Add Comments** button to add instructions to guide the Subapplicant in making the necessary revisions.
2. Then, click the **Save and Continue** button.

Why can't my Subapplicant view a revision request?

You must **check in** a subapplication so that the Subapplicant can see the Revision Requested link on the Subgrant Status: Submitted Applications screen:

1. The Review Subgrant (Pre-)Application Results screen is displayed. Select the **Check In Subgrant Applications** link in the sidebar menu.
2. The Check In Subgrant Applications screen is displayed. Select the **checkbox** in the Select column for the subapplication which requires revisions. Click the **Check In Applications** button.
3. The Confirm Application Check In screen is displayed. The subapplication you selected is shown. Click the **Yes** button to confirm your check in choice.
4. The status of the subapplication on the Subapplicant's Subgrant Status: Submitted Applications screen will now appear as "Revision Requested By Grantee" and the **Update Application** link will appear in the Action column.

What do I do if I forget my User ID?

1. From your internet browser, enter the [FEMA Enterprise Identity Management System \(FEIMS\)](https://portal.fema.gov/famsVuWeb/home): available at <https://portal.fema.gov/famsVuWeb/home>. The DHS FEMA Enterprise Identity Management System login screen is displayed.
2. Click the **Forgot ID?** button.
3. The Forgot User ID Service screen is displayed. Select the month, date, and year for your **date of birth** from the drop-down menus. Enter your **e-mail address** in the field. Click



the **Submit** button. (If you make an error, select the **Reset** button and enter the correct information.)

4. A message appears: “Your user ID has been emailed to you at the address provided in your profile.” Select the **Please click here to return to the login home page** link.
5. An **e-mail** message containing your User ID will be sent to the e-mail address you entered.
6. Access the FEIMS login screen. Enter the **User ID** provided in the e-mail and your **password**. Select the **Login** button.

What do I do if I forget my Password?

1. From your internet browser, enter the [FEMA Enterprise Identity Management System \(FEIMS\)](https://portal.fema.gov/famsVuWeb/home): available at <https://portal.fema.gov/famsVuWeb/home>. The DHS FEMA Enterprise Identity Management System login screen is displayed.
2. Click the **Forgot Password?** Button.
3. The Forgot Password Service screen is displayed. Select the month, date, and year for your **date of birth** from the drop-down menus. Enter your **e-mail address** in the field. Click the **Submit** button. (If you make an error, select the **Reset** button and enter the correct information.)
4. A message appears: “Your user ID has been emailed to you at the address provided in your profile.” Select the **Please click here to return to the login home page** link.
5. An **e mail** containing a **temporary password** will be sent to the e-mail address you entered. You must use the temporary password to access the FEIMS portal and the eGrants system. (Make a copy of this temporary password as you will need to enter it multiple times.)
6. Access the FEIMS login screen. Enter your **User ID** and the **temporary password** provided in the e-mail. Select the **Login** button.
7. A warning notice appears: “Your password will expire on” Select the **Click Here to Change Password Now** link.
8. The Change Password screen is displayed. Enter your *temporary* password in the **Password** field. Enter your *new* password in the **New Password** field. Check your password strength and edit it to achieve a strong password rating. Re-enter your new password in the **Confirm New Password** field. Click the **Submit** button.
9. A warning message is displayed: “Please verify your profile information.” To review and edit your profile information, select the **Click here to view your profile** link. To



continue to eGrants, select the **Click here to continue without any profile updating** link.

How do I submit a project subapplication based on a pre-application?

1. Monitor the status of your pre-application. From the Subgrant Applicant Homepage, click the **Revise/Amend Submitted Applications** link. The Subgrant Status: Submitted Applications screen is displayed. A list of submitted pre-applications and subapplications is displayed. The “Submitted to Stockpile” status means the pre-application has not yet been reviewed. The “Pending” status means the pre-application is in the process of being reviewed. The “Approved by Grantee” status means the pre-application has been approved.
2. For a pre-application with the “Approved by Grantee” status, select the **Create Project Application** link in the Action column.
3. The Create New Application screen is displayed. The pre-application title appears and the “Project Application” option is automatically selected in the Application Type drop-down menu. If desired, edit the subapplication title (include the location and type of activity in the title name). Click the **Save and Continue** button.
4. The Start New Application screen is displayed, and it shows a list of existing pre-applications and subapplications to which you have access. To view the pre-application before selecting and copying it, click on the **View Pre-Application** link in the View column.
5. Select the radio button for the pre-application you want to copy. Click the **Copy Existing Application** button.
6. The Copy Application Sections screen is displayed. Select the **checkbox** associated with one or more sections of the pre-application to copy into the new subapplication. Click the **Save and Continue** button.
7. The Application Status screen is displayed. Using the sidebar menu, click on each of the sections of the subapplication containing the copied information to review the contents and to update the data as needed. As you review and revise each section, click the **Save** button to save your new data.
8. Enter data into all required fields in each subapplication section. Select the **Save** button. Select the **Save and Continue** button to access each section of the new subapplication sequentially. Review the data elements to ensure that any data copied from the pre-application applies to the new subapplication. It is also recommended that you review the grant program guidance to ensure your subapplication contains all required information.



9. Submit the subapplication:
 - a. If you do not have Sign/Submit access, the **Submit Application** button will be grayed out. An authorized eGrants user in your organization must access the subapplication so it can be submitted to your Applicant organization.
 - b. If you have Sign/Submit access, and if all information is accurate and complete, select the **electronic signature checkbox** next to your name. Then click the **Submit Application** button to submit it to your Applicant organization.

Which Assurances and Certifications forms do I need to complete and how do I attach them to my subapplication?

You will need to complete and attach two or three of the following three forms:

- **Part I: Assurances form:**
 - If the mitigation activity is a **construction activity**: **Part I: Standard Form (SF) 424D, Assurances Construction Programs:** This document asks the Subapplicant to certify that it will comply with a series of requirements including non-discrimination, environmental standards, construction plans and requirements, and audits.
 - If the mitigation activity is a **non-construction activity**: **Part I: SF-424B, Assurances Non-Construction Programs:** This document asks the Subapplicant to certify that it will comply with a series of requirements including non-discrimination, environmental standards, and audits.
 - **Part II: Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibilities Matters; and Drug-Free Workplace Requirements:** This document asks the Subapplicant to certify that it will not knowingly enter into any transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation, unless authorized by FEMA.
 - **Part III: SF-LLL, Disclosure of Lobbying Activities:** This document asks the Subapplicant to disclose its lobbying activities. Complete this only if you are applying for a subaward of more than \$100,000 and engage in lobbying activities using non-federal funds. If those circumstances do not apply, select “Not Applicable” for this form and ignore the instructions below for obtaining and signing this form.
1. To obtain the forms, select the **Incomplete** link in the Status column for the Assurances row. Then select the [Grants.gov](https://www.grants.gov) link: available at <https://www.grants.gov/web/grants/home.html>



2. The Grants.gov Forms screen is displayed. Click the **SF-424 Family** link in the Grant Forms column. (The [SF-424 Family](#) screen is available at <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>.)
 3. The SF-424 Family screen is displayed. Click each of the **PDF** links to download the corresponding fillable forms:
 - **Either Assurances for Construction Programs (SF-424D) or Assurances for Non-Construction Programs (SF-424B)**
 - **Grants.gov Lobbying Form**
 - **Disclosure of Lobbying Activities (SF-LLL)**
 4. Save a pdf copy of each required form to your computer.
 5. Printed and complete each form.
 6. Then, the **authorized Subgrant agent** who has been provided Sign/Submit privileges for the subapplication must sign each form. (A consultant creating a subapplication on behalf of a Subapplicant is not authorized to complete or sign the forms.)
 7. Attach the forms to the subapplication:
 8. To attach the forms as electronic files: Scan the signed forms as PDF files. Return to the Assurances and Certification section screen of the subapplication and click the **Incomplete** link for a document. When the appropriate screen appears, click the **Attach File** button to upload a form to the subapplication. The Attach Document screen is displayed.
 - a. Click the **Electronic File** radio button.
 - b. Select the appropriate option from the **Operating System** drop-down menu.
 - c. Select the appropriate option from the **File Format** drop-down menu.
 - d. For a compressed file, select the appropriate option from the **Compression Format** drop-down menu. If the file is not compressed, select the “None” option.
 - e. Click the **Browse** button. Your file explorer window opens. Locate the file containing the PDF of the form on your computer and select it. Click the **Open** button.
 - f. On the Attach Document screen, the abbreviated file name appears beside the Choose File button. Click the **Save and Continue** button.
 - g. The Document(s) Attached screen is displayed. To attach additional documentation, click the **Attachments** button. To delete the file, select the Delete link in the Action column.



The Applicant then **ranks** the subapplication according to the respective grant program priorities and in relation to the other subapplications included in each application.

How does an Applicant change (or reassign) a user's authority for an application or subapplication?

There are two ways to make changes to a user's authority for a subapplication or application: you can **reassign permissions** or **revoke access**. Reassigning permissions is permanent and should be done only with written authorization from an authorized Subapplicant agent. In this case, the original eGrants user will continue to have access to the subapplications(s). To rescind access to subapplications, it is necessary to revoke an eGrants user's access. (Note: Applicants may reassign permissions or revoke access for their Subapplicant users, but only FEMA can reassign permissions or revoke access for Applicant users.)

To reassign a user's permissions:

1. From the Grant Applicant Homepage, select the **Administration** link.
2. The Preferences screen is displayed. In the sidebar menu, select the **Approved User Registrations** link in the sidebar menu.
3. The Approved User Registrations screen is displayed. Locate the user whose subapplications you wish to reassign. Select the **Reassign Permissions** link in the Action column for that user.
4. The Search screen is displayed. Enter **search criteria** to locate the eGrants user to whom the subapplications will be assigned. Click **Search**.
5. The Reassign User Permission(s) screen is displayed. Select the **checkbox** in the Select column for the desired eGrants user. (When reassigning permissions, you will reassign permission to ALL subapplications that can be accessed by the first eGrants user to the second.) Click **Reassign Permission(s)**.
6. The Confirm Reassignment of User Permission(s) screen is displayed. Confirm the reassignment by clicking **Yes**.
7. The Approved User Registrations screen is displayed. Select the **Return to Homepage** link in the sidebar menu.

To revoke a user's access:

1. From the Grant Applicant Homepage, select the **Administration** link.
2. The Preferences screen is displayed. In the sidebar menu, select the **Approved User Registrations** link in the sidebar menu.



3. The Approved User Registrations screen is displayed. Locate the user whose access will be revoked. Select the **Review** link in the Action column for that user.
4. The Review Registration screen is displayed. In the Action section, de-select any access level checkboxes that are checked. Select the **Deny/Revoke** checkbox. Enter a **justification** for the revocation in the Comments field. Click **Save and Continue**. (If you have made an error, immediately click **Go Back**. This will return you to the Review Registration screen.)
5. The Approved User Registrations screen is displayed. Select the **Return to Home Page** link in the sidebar menu.