

Instructions for using FEMA E-Grants System to Enter FEMA Grants Applications

To enter a Sub-grant Application:

1. On the internet, go to the E-Grants website: <https://portal.fema.gov>
2. Enter the User Name and Password you chose. Then hit "Login".
3. You will now be on the Grant Applicant Home Page. Municipalities are considered sub-applicants. Under the category box "Subgrant Applications", choose "Enter Paper Subgrant Application (Application Intake)".
4. For "Application Title", type in your town name followed by -FMA2014. For example: "East Haven-FMA2014".
5. For "Application Type", choose "Planning Application" or "Project Application"..
6. Type in your chosen password, check the small box, type in your name and the date. Then hit the "Save & Continue" button.
7. You will next see a list of previously entered applications. At the bottom of the page, choose the "Start New Application" button.
8. You will then be on the Application Status Page. You will see a list of various information fields, such as "Applicant Information" and "Contact Information" and an incomplete or complete status after each field. In any section with an incomplete status, click on the "Incomplete" and update the information accordingly. Hit the Save and Continue button to move onto the next section. Please note, in any of the sections, only fields with a red asterisk are required to be filled out. If you want to save and stop working on the application, just hit the Save button at the bottom of the page and exit the system. Once you start the application and save the information, you can exit the program and go back at a later time to update the application. When you go back into an application, you go in through the FEMA portal, enter user name and password, and choose "Work on Un-submitted application" in the subgrant section. Once you have completed all the fields in the application, a list will come up showing all the application sections and if the section is complete or incomplete. If any sections are incomplete, go back and fill in the information as appropriate. Please make sure to include all necessary attachments such as tax cards for all structures as well as contract quotes to support scopes of work etc. Your application will be considered incomplete without this supporting documentation.
9. If you feel the application is entirely complete and finished, hit the "Submit" button. The application gets submitted to the DEMHS for review. DEMHS then takes all selected subgrant applications and submits them electronically to FEMA under one electronic grant application from the State of Connecticut. If you are not ready to submit the application, continue working on the application until you are ready to do so. Do not submit draft or half-completed applications.
10. If you exit the system and are coming back in to work on the application, when you have reached the Grant Applicant Home Page, click on "Work on Un-submitted Paper Subgrant Application(s)". Then chose your application name and continue working on the application and save your data periodically so you do not lose it.

Please Note: If you want to first print a blank application to look at it, choose "Print Blank Application", which is the second item down on the Grant Applicant Home Page. Then under subgrant application, choose "Blank Planning or Project Application". If you have questions about entering the application electronically, there is a help section and a frequently asked questions section on the webpage. FEMA has also established an E-Grants Helpdesk toll-free at (866) 476-0544. .