

Lesson 4: Creating a Subgrant Application

Objectives

Upon completion of this lesson, you should be able to:

- Create a new subgrant application
- Copy an existing subgrant application

Subgrant Application Types

There are three types of subgrant applications in the eGrants system:

Project: These subgrant applications are for subgrants to implement cost-effective mitigation activities that reduce or eliminate long-term risk to people and property from hazards and their effects. Activities may include acquisition, elevation, or relocation of floodprone properties, retrofitting buildings to withstand wind or seismic events, and other project activities. A FEMA-approved hazard mitigation plan is required to receive project grant funds.

Planning: These subgrant applications are for subgrants to complete mitigation plans that demonstrate the applicant's commitment to reducing risks from natural hazards, and serve as a guide for decision-makers as they commit resources. Although a FEMA-approved hazard mitigation plan is required to receive project grant funds, entities without an approved plan are eligible to receive planning grant funds.

Technical Assistance: These subgrant applications are for subgrants to fund administrative activities that support the development of applications and management of approved planning and project subgrants.

It is important to know which subgrant application type is being proposed, because the sections required for each will vary.

Create a New Application

The Subgrant Applicant Home page contains a four-option task menu. One of the options is **Create New Application**. This option allows the applicant to create an entire blank subgrant application into which all the appropriate data must be placed. After selecting this option, the user will be prompted to enter an application title and type (i.e., project, planning, or technical assistance).

Copy an Application

When starting a subgrant application, one option is to begin by copying an existing application. The resulting subgrant application will be partially or completely filled with data from the previous one. Note that subgrant applications may be copied from one application type to another (e.g., project to planning).

To copy an existing application, start at the Subgrant Applicant Home page and select **Create New Application**. From there, indicate the application to be copied and select the **Copy Existing Application** button near the bottom of the screen.

Copying Risks

When copying an existing subgrant application, care must be taken to avoid the following:

- **Outdated information:** Since the original subgrant application was created in the past, some information may have changed. For example, contact information may have changed since the previous subgrant application was created. Also, the grant program guidelines may have changed.
- **Irrelevant Information:** While the original subgrant application may have been for a similar project, it's not safe to assume that all of the information in the old subgrant application will be appropriate for the new one.

It's always best to review every item in the subgrant application for accuracy prior to submission. Further, it's a good idea to review the program regulations and guidance to ensure that all required and relevant information is provided in the subgrant applications.

Summary

- Users may apply for project, planning, or technical assistance subgrants.
- To start a new, blank subgrant application, users may select **Create New Application** from the Subgrant Applicant Homepage.
- To start a new subgrant application populated with data previously entered in another subgrant application, users may copy an existing subgrant application.
- With subgrant application copies, care should be taken to ensure that all information is current and relevant to the new subgrant.

Lesson 4 Resources

The following is a list of additional resources related to this lesson:

FEMA's Home page – <http://www.fema.gov/>

FEMA's DHS Integrated Security and Access Control System (ISAACS) Home Page (Secure site; may have long load time and/or security dialogue pop-up) – <https://portal.fema.gov/famsVuWeb/home>

Flood Mitigation Assistance (FMA) Program – <http://www.fema.gov/government/grant/fma/index.shtm>

Pre-Disaster Mitigation (PDM) Grant Program – <http://www.fema.gov/government/grant/pdm/>

Hazard Mitigation Grant Program (HMGP) – <http://www.fema.gov/government/grant/hmgp/index.shtm>