Flood Mitigation Assistance and Pre-Disaster Mitigation Grant Programs

Application Process

Fully eligible and completed sub-applications must be submitted to the Florida Division of Emergency Management (FDEM) through the eGrants system. FDEM will forward eligible applications to FEMA for funding consideration. **All applications must be submitted to FDEM via the eGrants application system on or before the announced deadline.**

eGrants Access-Training and Registration

eGrants Training for the Sub-Applicant

eGrants stream-lines the application process by providing governmental units with the ability to apply for and manage sub-grant applications over the Internet. Training is available through an interactive computer based course designed to provide local and Native American Tribal governments with basic knowledge about using the web-based Mitigation Electronic Grants (eGrants) System.

This course is designed to allow the individual to take it in its entirety or to focus on specific aspects of the eGrants System. The course examines registering for access to the eGrants System; creating, completing and submitting sub-grant applications to FDEM for forwarding to FEMA; and managing approved sub-applications. The course may be accessed at the following link: https://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-30.a

eGrants Registration for Sub-applicants

Who Should Register

- Eligible sub applicants should designate a representative(s) to create and edit project sub-applications; and/or
- Eligible sub applicants should designate a representative(s) to sign and submit the project sub-application. This representative may be the chief elected official or chief administrative official of the local or Native American Tribal government, or his/her designee.

How to Register

Click here to register for the eGrants System: https://portal.fema.gov.

1. Click on "New Non-PIV User?" link to register.
2. Personal Information is entered on the next several screens; Click on Submit when requested at the end of each page.

3. A new window will appear with the message Click here to request new privileges.
4. Click on Mitigation eGrants. The next screen will ask for an "ACCESS ID". Enter S12 and submit.
5. The next screen confirms that registration is successful and you will see the message "Your request is being processed". This means that the request has been placed in the eGrants system approval queue.
   Please send an email to FDEM in care of Susan.Harris-Council@em.myflorida.com, David.McCune@em.myflorida.com **OR** Robert.Collins@em.myflorida.com with the name and access rights (view/print, create/edit and sign/submit) that are to be granted. You will be notified via email once the FDEM staff has taken action on your request.
6. Once the registration is complete, you can begin to work on the application.
7. In the title of the application, please use the following naming conventions.
   For FMA projects - FY2019 FMA - County Name - Project Name
   For PDM projects - FY2019 PDM - County Name - Project Name
8. Upon completion of the application, please notify the Project Manager for your area (see attached Grant Program Territorial Assignments Map for the contact information for the project manager where the project is located).

Application Development Resources

FEMA has developed resources to assist sub-applicants with project and planning sub-applications. The resources can be found at this website:
http://www.fema.gov/application-development-process

Publications and tools for each of the non-disaster programs can be found at this website:
http://www.fema.gov/media-library/assets/documents/103279

Contact
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Flood Mitigation Assistance Program
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