Flood Mitigation Assistance Grant Program

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 June 6, 2014, 5:00 PM EST.

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](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](https://portal.fema.gov).

1. Click on “New 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 Quinton.Williams@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 DEM 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 - FY2014 FMA - County Name - Project Name
   - For PDM projects - FY2014 PDM - County Name - Project Name

8. Upon completion of the application, please notify the Project Manager for your area.
   (See attached map for project manager for the county 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 on the [HMA Application Development and Process web page](http://www.fema.gov/application-development-process).

Publications and tools for each of the non-disaster programs can be found [here](http://www.fema.gov/media-library/assets/documents/33634?id=7851).

**Contact**

State of Florida
Division of Emergency Management
Flood Mitigation Assistance Program
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
Quinton Williams
quinton.williams@em.myflorida.com
850-487-1584