



2024 eGrants Subapplication Process Guidance

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

eGrants Registration for Subapplicants

Who Should Register

- Eligible subapplicants should designate a representative(s) to create and edit project subapplications; and/or
- Eligible subapplicants should designate a representative(s) to sign and submit the project subapplication. 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

1. Click [here](#) to register for the eGrants System or go to portal.fema.gov/famsVuWeb/home
2. Click on “New Non-PIV User?” link to register.
3. Personal Information is entered on the next several screens; Click on Submit when requested at the end of each page.
4. Click to request code. A code will be e-mailed to the e-mail address provided. Once code is received, enter code.
5. A new window will appear with the message **“Congratulations! Your account is registered. You currently do not have access to any applications. To request access, please click the button below”** which states **“Click here to request new privileges.”**
6. Find Mitigation eGrants and click on Request Access. The next screen will ask for an “ACCESS ID”. Enter S12 and click on submit.
7. The next screen confirms that registration for access to eGrants 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.

Current as of 02/2024



MITIGATION

8. Please send an email to FDEM's Non-Disaster Program and provide the registrant's 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 acted on your request. Non-Disaster Program: non-disasterprograms@em.myflorida.com
9. Once the registration is complete, you can begin to work on the subapplication.
10. In the title of the subapplication, please use the following naming convention:
FY2023 FMA Swift Current - County Name - Project Name
 - a. **Example:** *FY2023 FMA Swift Current - ABC County – ABC County Elevation Project*

Current as of 02/2024