Helpful Grants Portal Tips

1. Grants Portal Link: https://grantee.fema.gov/ Works with Mozilla Firefox web browser. You can download it here: https://www.mozilla.org/en-US/firefox/new/

==Damage Inventory sheet==- Must be filled out to get funding for damages before your deadline!! You have 60 DAYS from your Recovery Scoping Meeting to import this document into the Grants Portal to be eligible for funding. Do not wait until the last minute!! Leave yourself plenty of time in case you have issues logging in or uploading your document into the system.

If you have already uploaded document and need to add additional damages you can do so by going into the Damage Inventory in the Grants Portal. There is a "manage" button. Click on that, a drop-down menu should appear, click on "add damage". This will allow you to add a single line item to your current damage inventory without needed to upload a new one. If this doesn't work, your PDMG should be able to do this for you.

2. ==Forgetting your Grants Portal password==- The system will lock you out after 3 failed log-in attempts. If someone within your organization forgets their log in password, but you know yours, you can unlock them by clicking on Organization Profile, Personnel, Manage (far right of screen) and Manage (next to their name), then click UNLOCK account.

3. ==Giving yourself "Roles" in the Grants portal==- You and/or your District Tech can log in and manage other personnel within your organization. You can add people, give them more access roles, and update emails and phone numbers. I've attached the Grants Portal: Mange Personnel- Fac Trax for a step by step guide.

4. ==What do I need to put into the Grants Portal==? A few items may/could include:

- Damage inventory
- Photos
- Pay Policy
- Procurement Policy
- Insurance Policy
- Request for Proposals (if applicable)
- Documentation associated with posting of RFP

- Bid analysis/selection memo
- H&H studies for drainage structure replacements
- General Stream Alteration Permits- if required
- Documentation of contact with US Army Corps of Engineers- if applicable for in-stream work

5. <mark>Logging in-</mark>

To access the FEMA Grant Portal, try doing this:

1) Write down the link, the username <mark>from the email</mark> you were sent, along with the temporary password.
2) Make sure your computer is using "Firefox"
3) Manually type in the link: grantee.fema.gov
4) When that window pops up you will enter your username and the temporary password.
5) If that works, then you will have two windows pop up. Click "Accept" on each of these windows.
6) If you are successful to this point, you will be prompted to fill in some personal information. Like changing your password, picking a security question and answer...etc.
7) After you do all that, you will click on "Submit".
8) At this point, you should be inside the Portal.

6. <mark>Choosing your filters-</mark> what you want to see in Grants Portal

Click on Subrecipients --- Event PA Requests – All - Status= Active for PA Process Step = Pending RSM Completion - select the Show Hide button on the right side above the list of names – It will bring up this box   Check what you want to see and save

☐ FEMA PA CODE	☑ NAME	☐ TYPE	☑ JOB #
☑ EVENT NAME	☑ PNP?	☑ PNP TYPE	☐ CRITICAL PNP?
☐ RECIPIENT	☐ REGION	☑ STATUS	☑ PROCESS STEP
☐ RECIPIENT POC	☑ PDMS ASSIGNED	☐ NEXT SCHEDULED EC	☑ NEXT SCHEDULED RSM
☑ # PROJECTS	☐ # DAMAGES	☐ DAMAGE INVENTORY D...	☐ # LATE DAMAGES
☐ # LATE DAMAGES (PEN...	☐ # WORK ORDERS	☐ APPROX. COST	☐ CRC GROSS COST
☐ CRC NET COST	☐ PENDING COST	☐ SIGNED COST	☐ FEDERAL SHARE
☐ NON-FEDERAL SHARE	☐ #INSURED DAMAGES	☐ LAST ACTION DATE	

↺ RESET COLUMNS

☐ Include Advanced Columns