



FEMA

Fact Sheet

Public Assistance

GRANTS MANAGER AND GRANTS PORTAL TOOL



A critical component of the new Public Assistance (PA) Program delivery model is standardizing project workflows with improved technology. FEMA focused on developing a new information-technology system to document PA Program projects in formulation with a seamless transition to grant obligation. The result is a two-part platform—the PA Grants Manager and Grants Portal tool—that promotes transparency and accountability for all stakeholders involved in the PA grant process.

The PA Grants Manager is used internally by FEMA specialists to formulate projects, and the PA Grants Portal is the forward-facing platform used by State/Local/Tribal/Territorial governments and eligible non-profit organizations to manage grant applications. EMMIE remains the official system of record for obligation.

The PA Grants Manager and Grants Portal began operation in October 2016, and was piloted on new delivery model disasters in the State of Georgia. The system was built utilizing “agile project management principles”. This method promotes planning, evolutionary development, continuous improvement, and encourages rapid and flexible responses to changes identified by subject matter experts. In Georgia, end users identified issues and submitted ideas through the *Change Control Tool* to improve functionality in the PA Grants Manager and Grants Portal. Over 2,000 enhancements have been made to the system to date. End users working in future delivery operations will also have the opportunity to use the *Change Control Tool*.

Overall, the PA Grants Manager and Grants Portal will establish baseline data to measure performance and make informed adjustments to increase simplicity, accuracy, efficiency, accessibility, and timeliness in the PA Program.

PA GRANTS MANAGER

FEMA uses the PA Grants Manager to track incident-related data after an area receives a federal declaration. FEMA specialists are capable of entering and managing various types of information including, but not limited to, the following:

- Recipient and applicant profiles for the assessment of disaster recovery needs

- Daily status reports to manage progress of PA Program implementation
- *Request for Public Assistance* submission reminders
- Notification messages to applicants on the formulation and progress of their projects
- Updates to *Essential Elements of Information* for applicants' projects
- Exporting comprehensive spreadsheets on the PA Program status and progress
- Recordation of *Exploratory Calls* and *Recovery Scoping Meetings* with applicants

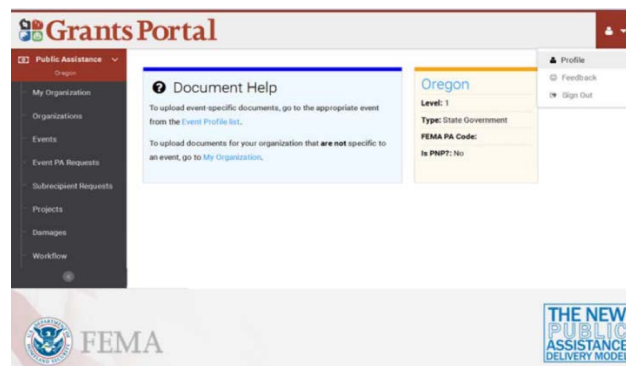
PA GRANTS PORTAL

With the tool, applicants now have the ability to account for all activities associated with their damage claims. Unlike in the past, both recipients and applicants can now register to monitor the project development process in parallel with the assigned FEMA Program Delivery Manager. Applicants will be able to perform actions to include, but not limited to:

- Complete and update profile information
- Submit the *Request for Public Assistance*
- Upload required project documentation
- Obtain daily oversight of project statuses
- Approve workflow items for concurrence/acknowledgement
- Update *Essential Elements of Information* for projects
- Notify the assigned *Program Delivery Manager* of an applicant's actions

ACCESS TO PA GRANTS PORTAL TRAINING

By the end of 2017, each FEMA Region will coordinate a two-day, new delivery model training for State/Local/Tribal/Territorial government stakeholders. An On-Site Refresher Training will also be available to be offered when Joint Field Offices operating under the new delivery model are established.



FOR MORE INFORMATION

Please contact your FEMA Regional Officer or FEMA Program Delivery Manager.

You may also visit us [online at https://www.fema.gov/new-public-assistance-delivery-model](https://www.fema.gov/new-public-assistance-delivery-model)