EMMIE
Overview for SubGrantee External System

April 2008
EMMIE Defined

- EMMIE is the Emergency Management Mission Integrated Environment

- It is the platform upon which many web-based FEMA Egrants applications will reside such as Public Assistance and Fire Management Assistance grants
What’s New???

• Terminology
• External and Internal
• Internal for FEMA and some State staff
• Search Criteria / Reference #’s
• Not disaster specific
First Things First
Manage Users – User Registration

Subgrantee → Submit Request → Pending

Pending User Registrations → Review Registration

Optional email notification → Grantee

Grantee → Deny → Denied

Denied User Registration → Update

Update → Approve

Approved User Registrations → Update

Update → Approved

Approved
SubGrantee’s Levels of Authority

The Grantee Gatekeeper will approve the SubGrantee users.

- **PA Grant Viewer**
  Ability to only view PA applications

- **PA Grant Creator/Editor**
  Ability to View and Create/Edit PA applications

- **PA Grant Submitter**
  Ability to View and Sign/Submit PA applications

- **PA Grant Administrator**
  Ability to View, Create/Edit and Sign/Submit PA applications

- **Public Assistance Gatekeeper at state**
  Ability to approve / deny access to the SUB-Grantee users

The first **FOUR bullets** may be assigned **“per disaster”** or all disasters within the state.
Grantee Gatekeeper

*This role has the authority to approve or deny access to the SUB-Grantee users.*

The levels of authority are listed below:

- View/Print
- Create/Edit
- Sign/Submit
- Deny/Revoke

*One, two or all three of the approved authorities may be selected for the user.*
EXTERNAL and INTERNAL

Application Workflow

Disaster Declared

Subgrant Applicant Submits Pre-Application*

Grantee Reviews, Approves and Forwards Pre-Application* to FEMA

FEMA Approves Pre-Application*

Grantee Submits Grant Application SF-424

FEMA processes SF-424

Subgrant Applicant Submits Pre-Application*

Grantee Reviews, Approves and Submits Subgrant Application** To FEMA

Subgrant Applicant Submits Subgrant Application**

END

* Pre-Application = RPA and RFMA

**Subgrant Application = Project Worksheet (PW)
Pre-Award Revisions and Awards Workflow

Application Received

FEMA Conducts Pre-Award Eligibility Processing

FEMA Processes and Creates Award Bundle

FEMA Requests Revisions

Grantee Updates/Releases/Submits Revisions

Subgrantee Makes & Submits Revisions to Grantee

FEMA Disburses Funds

Grantee Requests Revisions

END
Subgrant Applicant Functions

- Manage Application Submissions to Grantee
  - Pre-applications (RPA/RFMA)
  - Subgrant applications (PW)

- Request assistance from Grantees on unsubmitted applications

- Process revisions from Grantee or FEMA for submitted applications

- Monitor status of applications online
Subgrant Applicant Functions (Continued)

• Manage Report and Request Submissions to Grantee
  – Payment Requests
  – Change Requests {under construction}
  – Progress Reports
  – Inspection Reports

• Share applications with other users within their organization or state
  – Control application level permissions (View/Print, Create/Edit, and Sign/Submit)

• Print blank applications to work offline
Grant Applicant Functions

• Manage subgrantee user(s)
  – Control subgrantee user registrations (View/Print, Create/Edit, and Sign/Submit)

• Manage submissions to FEMA
  – Grant Applications (SF-424)
  – Pre-applications (RPA/RFMA)
  – Subgrant applications (PW)
  – Change Request
  – Revisions
  – Quarterly Reports (Progress & Financial) {under construction}
  – Inspection Reports

• Assist subgrantee users by reviewing and editing applications prior to submission
Grant Applicant Functions (Continued)

• Review submitted applications, reports, requests, and provide comments prior to forwarding it to FEMA

• Request or receive changes from/to applications from FEMA or subgrant applicants through the system

• Monitor status of submitted applications

• Receive award packages (bundles) through the system

• Print blank applications to work offline

• Manage paper applications received from subgrantee
FEMA Functions

- Grant User access to Grantee users
- Conduct reviews of applications (RPA and PW)
- Make revision requests to the Grantees if needed
- Create Grant Applications (bundles) and forward funds to the Grantee
- Monitor Quarterly Reports  {under construction}
EMMIE External Sign-in
External Home Page

Manage Applications Homepage

Listed below are the pending activities for your role within the system. You can either go to a specific activity by clicking on the hyperlink below or use the left hand side navigation links to access a specific function that you want to work on. To get back to the homepage from anywhere within the system, you should click on the "Homepage" link available on the top right hand corner.

No Pending Tasks
SubGrant Applicant Homepage

Listed below are the pending activities for your role within the system. You can either go to a specific activity by clicking on the hyperlink below or use the left hand side navigation links to access a specific function that you want to work on. To get back to the homepage from anywhere within the system, you should click on the "Homepage" link available on the top right hand corner.

<table>
<thead>
<tr>
<th>Update</th>
<th>9 Pre-application(s) pending submission</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9 Subgrant application(s) pending submission</td>
</tr>
</tbody>
</table>

| Monitor      | 1 Application revision request(s) pending review |
Navigation of EMMIE External - Grantee

1. **Identifies User** logged into the system
2. **Session time** left before automatic log out – 30 minute maximum
3. **Homepage** quick key – click here from any location within the system to return (will restart the session time clock)
4. **Edit Profile** – User can update profile
5. **Change Password** – User can change password
6. **Logout** – User must logout of the session when done

**Navigational Bar:**

- **A. Manage Applications** – SubGrantee user can create, update and monitor Pre-Applications and/or Subgrant Applications
- **B. Blank Applications** – SubGrantee can print blank applications
Manage Subgrant Applications

First step to “Create”
Manage Subgrant Applications - Create

Create New Pre/Subgrant Application

To start an application, please select the type of application you want to create. Select a disaster number that you will associate with this application by clicking on the Select Disaster button. If you would like to copy sections from a previously created Pre-Application or Subgrant Application, please select Yes for the last question. If you would like to start a new application, please select No for the last question. Click on the Save and Continue button when you are finished.

Note: Fields marked with an * are required. You cannot submit the application unless the required fields have been completed. If you have any questions please contact your application point of contact.
Application Status screen showing the sections of a Pre-application (RPA)

Each section of your application to FEMA is listed below. If any required information is missing from a section its status will be listed as incomplete. You can return to that section of the application by clicking the incomplete link. Once all sections of your Application are complete, you may submit your application.

<table>
<thead>
<tr>
<th>Application Section</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparer Information</td>
<td>Complete</td>
</tr>
<tr>
<td>Contact Information</td>
<td>Complete</td>
</tr>
<tr>
<td>Applicant Information</td>
<td>Complete</td>
</tr>
<tr>
<td>General Information</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Damage Categories</td>
<td>Complete</td>
</tr>
<tr>
<td>PNP Worksheet</td>
<td>Complete</td>
</tr>
<tr>
<td>Comments and Attachments</td>
<td>Complete</td>
</tr>
</tbody>
</table>

Continue
Application Status screen showing the sections of a Subgrant Application (PW)
Manage Subgrant Applications – Update (Un-submitted)

Update Un-submitted Application(s)

Applications that you have started and have not submitted are listed below. To continue work on an application, please select an action for the corresponding application in the table below. To authorize or revoke access to an application, click on the View Details link under the Authorize/Revoke Access column. To search for an application not listed here, click on the Search button.

<table>
<thead>
<tr>
<th>Disaster Number</th>
<th>Application Title</th>
<th>Applicant Name</th>
<th>Application Type</th>
<th>Authorize/Revoke Access</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7133</td>
<td>4567890 Road Washout</td>
<td>CASTILLE</td>
<td>Subgrant Application (P/W)</td>
<td>View Details</td>
<td>Update</td>
</tr>
<tr>
<td>7144</td>
<td>7144</td>
<td></td>
<td>Pre-Application (RPA)</td>
<td>View Details</td>
<td>Update</td>
</tr>
<tr>
<td>7144</td>
<td>7144</td>
<td></td>
<td>Pre-Application (RPA)</td>
<td>View Details</td>
<td>Update</td>
</tr>
<tr>
<td>7144</td>
<td>7144</td>
<td></td>
<td>Subgrant Application (P/W)</td>
<td>View Details</td>
<td>Update</td>
</tr>
<tr>
<td>7144</td>
<td>7144</td>
<td></td>
<td>Subgrant Application (P/W)</td>
<td>View Details</td>
<td>Update</td>
</tr>
</tbody>
</table>
**Manage Subgrant Applications – Monitor (Submitted)**

Applications that you have access to are listed below and can be viewed by clicking on the View link. Applications that need revision can be revised by clicking on the Update link.

<table>
<thead>
<tr>
<th>Disater Number</th>
<th>Application Number</th>
<th>Application Title</th>
<th>Applicant Name</th>
<th>Authorized/Revise Access</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7163</td>
<td>PA-06-LA-7163-PA0005530P</td>
<td>Reference # and Test</td>
<td>LAFAYETTE</td>
<td>View Details</td>
<td>Submitted To FEMA</td>
<td>View</td>
</tr>
<tr>
<td>7144</td>
<td>PRE-LA-7144-0150</td>
<td>ARINNEAUX - 7144</td>
<td>View Details</td>
<td>Submitted To Stockpile</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>7144</td>
<td>PA-06-LA-7144-PA0005530P (LA-7144-P-002017)</td>
<td>SOUTHERN HILLS</td>
<td>View Details</td>
<td>Approved By FEMA</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>7143</td>
<td>PA-06-LA-7143-PA0005530P</td>
<td>town hall</td>
<td>LAFAYETTE</td>
<td>View Details</td>
<td>Submitted To FEMA</td>
<td>View</td>
</tr>
<tr>
<td>7144</td>
<td>PRE-LA-7144-0148</td>
<td>City of Yambor - 7144</td>
<td>City of Yambor</td>
<td>View Details</td>
<td>Submitted To Stockpile</td>
<td>View</td>
</tr>
<tr>
<td>7183</td>
<td>PA-06-LA-7183-PA00000010P</td>
<td>ROAD DAMAGE</td>
<td>IOWA JUNCTION</td>
<td>View Details</td>
<td>Submitted To FEMA</td>
<td>View</td>
</tr>
<tr>
<td>7183</td>
<td>PA-06-LA-7183-PA00000010P</td>
<td>Repair bridge abutment</td>
<td>CASTILLE</td>
<td>View Details</td>
<td>Submitted To FEMA</td>
<td>View</td>
</tr>
<tr>
<td>7183</td>
<td>PRE-LA-7183-00027</td>
<td>GRANDSTAFF - 7183</td>
<td>GRANDSTAFF</td>
<td>View Details</td>
<td>Revision Requested By</td>
<td>Update</td>
</tr>
<tr>
<td>7183</td>
<td>PA-06-LA-7183-PA00000010P (PRE-LA-7183-00001)</td>
<td>ANTONIA - 7183</td>
<td>ANTONIA</td>
<td>View Details</td>
<td>Submitted To FEMA</td>
<td>View</td>
</tr>
<tr>
<td>7183</td>
<td>PA-06-LA-7183-PA00000050P (LA-7183-P-000002)</td>
<td>Iowa Public Building</td>
<td>IOWA JUNCTION</td>
<td>View Details</td>
<td>Approved By FEMA</td>
<td>View</td>
</tr>
<tr>
<td>7183</td>
<td>PA-06-LA-7183-PA00000050P</td>
<td>IOWA JUNCTION - 7183</td>
<td>IOWA JUNCTION</td>
<td>View Details</td>
<td>Approved By FEMA</td>
<td>View</td>
</tr>
</tbody>
</table>

Approved By FEMA - Pending At Grantee - Submitted to FEMA - Submitted to Stockpile

April 2008
**Additional Information**

As the User moves through EMMIE there are a number of buttons that are repeated on many screens. So that those buttons and duplicate information does not have to be repeated every time, they have been defined here for reference.

**NOTE:** *Do NOT use the "Back" button / icon on Internet Explorer, use navigation buttons within EMMIE.*
Additional Information

- **Go Back** button will take the User back to a previous screen
- **DO NOT use the "Back" button / icon on Internet Explorer**
- **Continue** button will take the User to the next section
- **Save** button will save data and remain on the same screen
- **Save and Continue** button will save data and continue to the next section
- **Show 5** button will allow the User to select how many items are shown on a page
- **Check-In/Check-Out** applications must be ‘checked-out’ before a user can work with it
- **Search** button activates a filter
- **Select Disaster** button activates a filter for a specific disaster

**• Sorting:** All column headers that are underlined can be sorted by clicking once for alphabetical, clicking twice for reverse alphabetical
Tracking

• **Workflow History** - to see where the application has been, who has done a review

• **Application History** – to see if there are any changes and what they are