

EMMIE

Overview for

SubGrantee

External

System

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

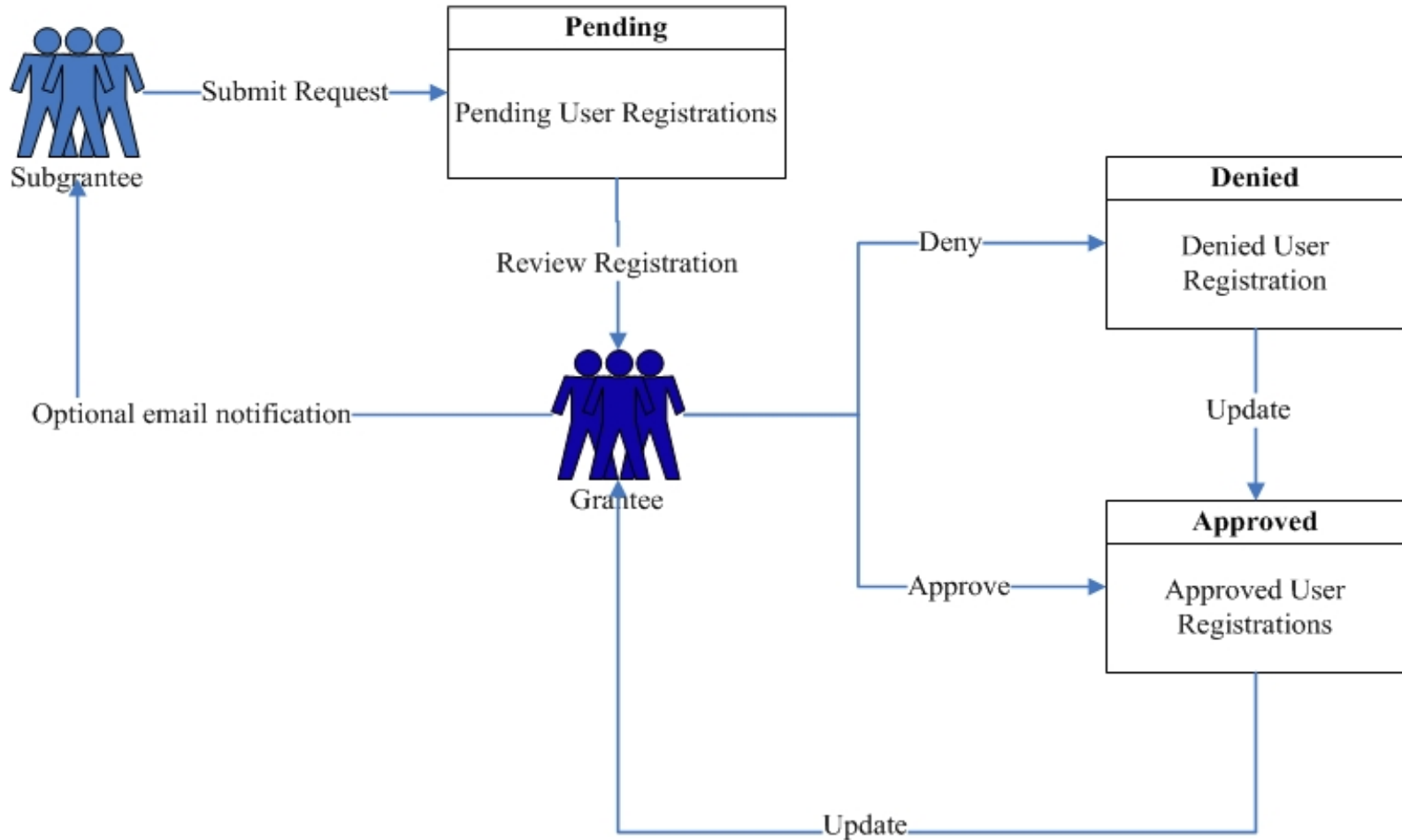
What's New???

- **Terminology**
- **External and Internal**
- **Internal for FEMA and some State staff**
- **Search Criteria / Reference #'s**
- **Not disaster specific**

First Things First

PA eGrants User Registration Workflow

Manage Users – *User Registration*



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.

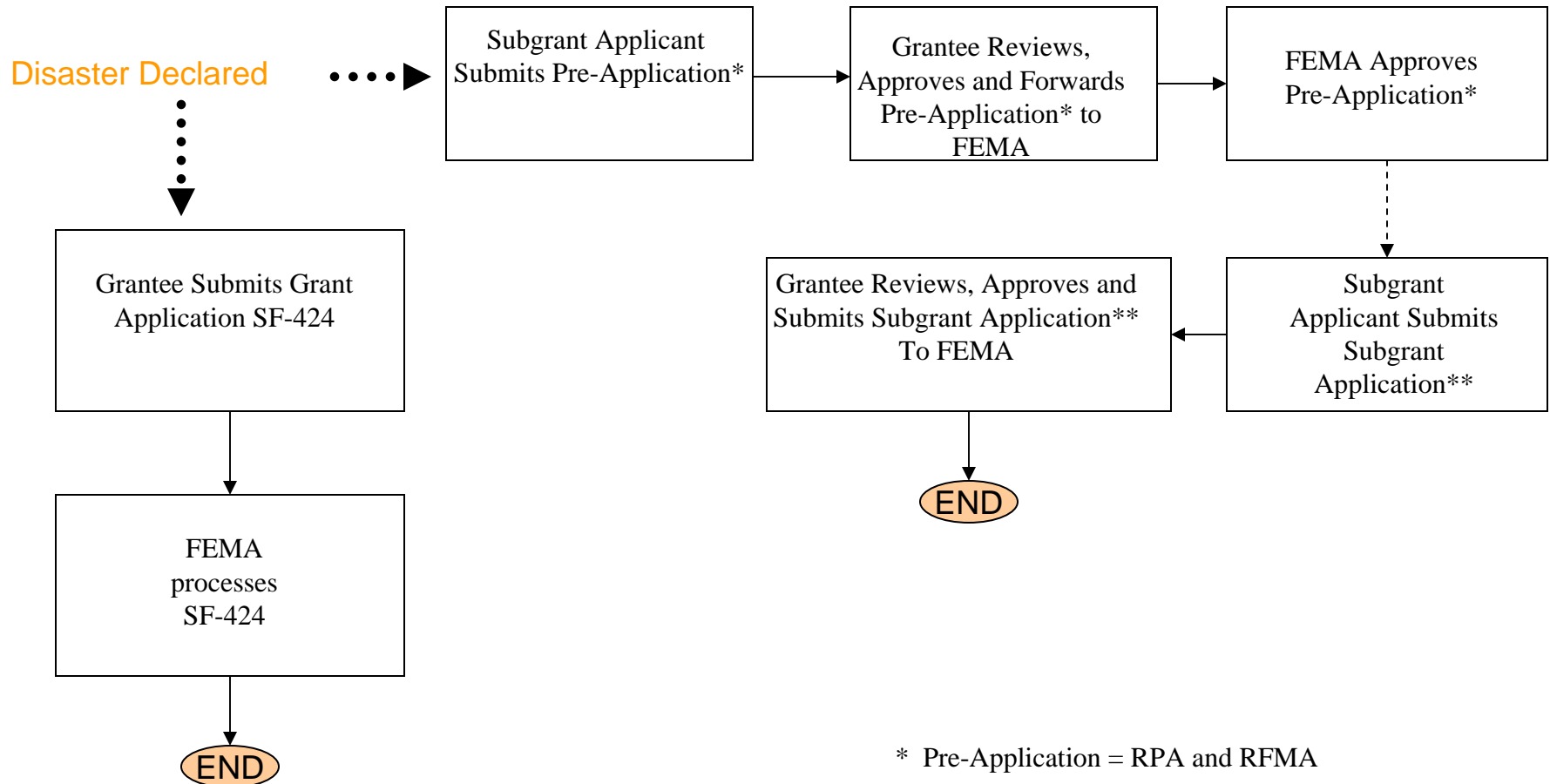
Grantee Gatekeeper

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



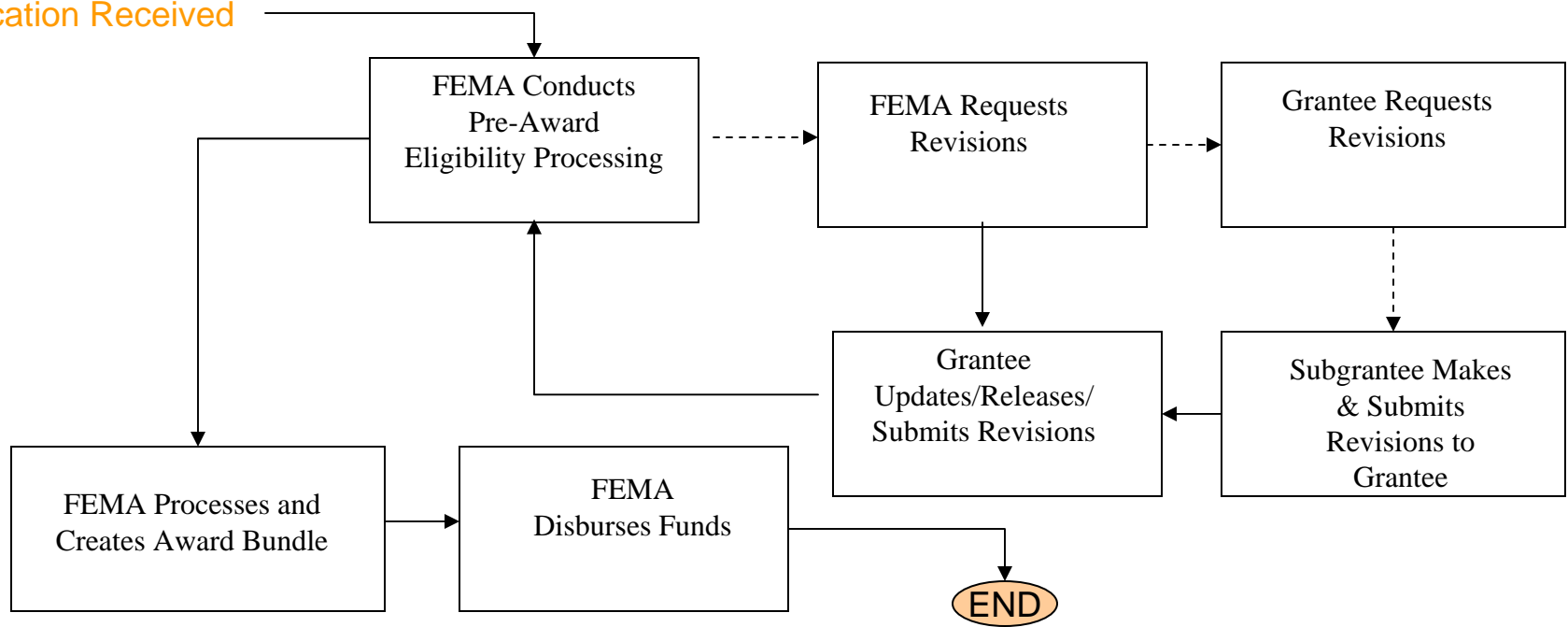
* Pre-Application = RPA and RFMA

**Subgrant Application = Project Worksheet (PW)

INTERNAL

Pre-Award Revisions and Awards Workflow

Application Received



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

The screenshot shows the login interface for the FEMA DHS Integrated Security and Access Control System. At the top, there is a header with the FEMA logo, the system name, version (2.10.00-01282008), server (DTDZ3W1), and a link to the FEMA Home page. Below the header is a navigation bar with four images: a magnifying glass over a document, two people at a computer, lightning bolts, and a stack of coins. The main content area features the heading "OUR MISSION" followed by a paragraph describing the system's purpose. There are links for "Español" and "English". The login form includes fields for "*User ID:" and "*Password:", both marked as required. Below the fields are "Login" and "Reset" buttons. A message states "Session expires in thirty minutes for this application". At the bottom of the form are buttons for "Forgot ID?", "Forgot Pwd/PIN?", and "New User?". A red disclaimer is located at the bottom of the page.

FEMA - DHS Integrated Security and Access Control System
Version: 2.10.00-01282008 Server: DTDZ3W1 FEMA Home

OUR MISSION
To reduce loss of life and property and protect our nation's critical infrastructure from all types of hazards through a comprehensive, risk-based, emergency management program of mitigation, preparedness, response and recovery

[Español](#) [English](#)

* denotes required field

*User ID:

*Password:

Login Reset

Session expires in thirty minutes for this application

[Forgot ID?](#) [Forgot Pwd/PIN?](#) [New User?](#)

This computer system is operated and maintained by the United States Government for the use of its staff, contractors, and other authorized users. You enjoy no expectation of privacy in your use of the system, whether for official business or for limited personal use. Activity on this system is subject to monitoring in the course of system administration and for the purpose of protecting the system from unauthorized use. System administrators may provide possible evidence of criminal activity or other misconduct to law enforcement and other appropriate officials. In addition, all information on this computer system may be examined by and disclosed to authorized personnel for official purposes. By authenticating yourself to this system, you consent to these terms of use of the system.

External Home Page

Logged in as Amy Appleton Last Login 05-06-2008 | Session Expires in 30 mins

[Homepage](#) | [Edit Profile](#) | [Change Password](#) | [Logout](#)

Manage Applications

- ...Create
- ...Update
- ...Monitor

Blank Applications

- ...Print

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

Logged in as Linda McDaniel Last Login 05-06-2008 | Session Expires in 30 mins

Homepage | Edit Profile | Change Password | Logout

Manage Applications

- ...Create
- ...Update
- ...Monitor

Blank Applications

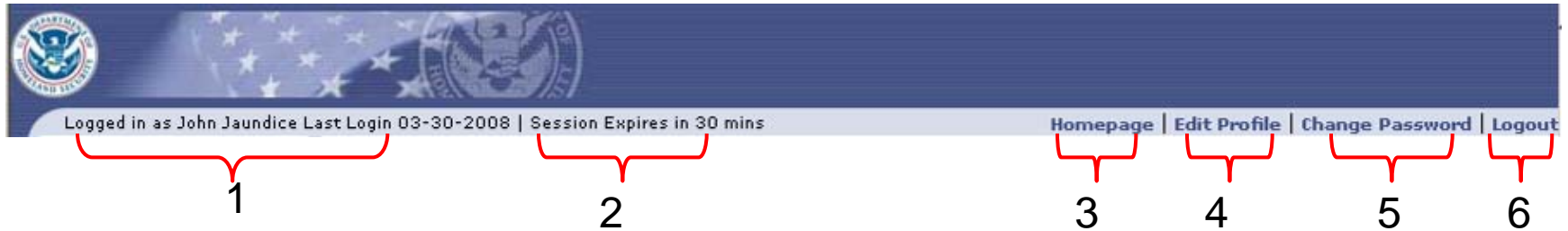
- ...Print

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.

Manage Applications	
Update	9 Pre-application(s) pending submission 9 Subgrant application(s) pending submission
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

Logged in as Linda McDaniel Last Login 05-06-2008 | Session Expires in 30 mins [Homepage](#) | [Edit Profile](#) | [Change Password](#) | [Logout](#)

Manage Applications
▶ Create
...Update
...Monitor

Blank Applications
...Print

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.

* Please select the type of application you would like to create:	<input type="text" value="Pre-Application(RPA/RFMA)"/> Help
* Please select a disaster number that you will associate with this application:	<input type="button" value="Select Disaster"/>
* Do you want to copy sections from a previously created application?	<input type="radio"/> Yes <input type="radio"/> No

Application Status screen showing the sections of a Pre-application (RPA)

Logged in as John Jaundice Last Login 03-31-2008 | Session Expires in 30 mins

Homepage | Edit Profile | Change Password | Logout

Pre-Application (RPA)

- Application Status
- Preparer Information
- Contact Information
- Applicant Information
- General Information
- Damage Categories
- PNP Worksheet
- Comments and Attachments
- Submit Application

Application Status

Application **87%** complete

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.

Application Section	Status
Preparer Information	Complete
Contact Information	Complete
Applicant Information	Complete
General Information	Incomplete
Damage Categories	Complete
PNP Worksheet	Complete
Comments and Attachments	Complete

[Continue](#)

FAQ | Glossary | Help | Contact Us | Process Flows | Privacy Statement | Disclaimers

Application Status screen showing the sections of a Subgrant Application (PW)

Subgrant Application (PW)

Application Status

Application 50% complete

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.

Application Section	Status
Preparer Information	Complete
Contact Information	Complete
Project Description	Complete
Damage Facilities	Incomplete
Environmental and Historic Preservation	Incomplete
Mitigation	Incomplete
Cost Estimate	Incomplete
Insurance Information	Incomplete
Comments and Attachments	Complete

[Continue](#)

Manage Subgrant Applications – Update (Un-submitted)

Logged in as Linda McDaniel Last Login 05-06-2008 | Session Expires in 30 mins

Homepage | Edit Profile | Change Password | Logout

Manage Applications

- ...Create
- ▶ Update
- ...Monitor

Blank Applications

- ...Print

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.

Displaying 1-5 of 18

Show 5

Disaster Number	Application Title	Applicant Name	Application Type	Authorize/Revoke Access	Action
7183	4567890 Road Washout	CASTILLE	Subgrant Application (PW)	View Details	Update
7144	7144		Pre-Application (RPA)	View Details	Update
7144	7144		Pre-Application (RPA)	View Details	Update
7144	7144		Subgrant Application (PW)	View Details	Update
7144	7144		Subgrant Application (PW)	View Details	Update

Manage Subgrant Applications – Monitor (Submitted)

Logged in as Linda McDaniel Last Login 05-06-2008 | Session Expires in 30 mins

Homepage | Edit Profile | Change Password | Logout

Manage Applications
 ...Create
 ...Update
 ▶ Monitor

Blank Applications
 ...Print

Monitor Submitted Applications

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.

Displaying 1-20 of 27

Show 20

Disaster Number	Application Number	Application Title	Applicant Name	Authorize/Revoke Access	Status	Action
7183	PA-06-LA-7183-PVW-00033(0) P	Reference # and Text	LAFAYETTE	View Details	Submitted To FEMA	View
7144	PRE-LA-7144-0160	ARCENEUX - 7144	ARCENEUX	View Details	Submitted To Stockpile	View
7144	PA-06-LA-7144-PVW-00533(0) (LA-7144-PVW-00217)	7144	SOUTHERN HILLS	View Details	Approved By FEMA	View
7183	PA-06-LA-7183-PVW-00016(0) P	town hall	LAFAYETTE	View Details	Submitted To FEMA	View
7144	PRE-LA-7144-0148	City of Yambor - 7144	City of Yambor	View Details	Submitted To Stockpile	View
7183	PA-06-LA-7183-PVW-00010(0) P	ROAD DAMAGE	IOWA JUNCTION	View Details	Submitted To FEMA	View
7183	PA-06-LA-7183-PVW-00009(0) P	Repair bridge abutment	CASTILLE	View Details	Submitted To FEMA	View
7183	PRE-LA-7183-0002	GRANDSTAFF - 7183	GRANDSTAFF	View Details	Revision Requested By Grantee	Update
7183	PA-06-LA-7183-RPA-0027 (PRE-LA-7183-0001)	ANTONIA - 7183	ANTONIA	View Details	Submitted To FEMA	View
7183	PA-06-LA-7183-PVW-00005(0) (LA-7183-PVW-00002)	Iowa Public Building	IOWA JUNCTION	View Details	Approved By FEMA	View
7183	PA-06-LA-7183-RPA-0026	IOWA JUNCTION - 7183	IOWA JUNCTION	View Details	Approved By FEMA	View

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

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



Go

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