



FEMA

Fact Sheet

Public Assistance

THE GRANTS MANAGER AND GRANTS PORTAL TOOL



A critical component of the Public Assistance (PA) Program National Delivery Model is standardizing project workflows with improved technology. Since 2016, FEMA has focused on developing a new information technology system to document PA 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 Grants Manager is used internally by FEMA specialists to formulate projects and conduct all other pre-award functions. The Grants Portal is the forward-facing platform used by state, local, tribal, and territorial (SLTT) governments and eligible non-profit organizations to manage grant applications.

The Grants Manager and Grants Portal are built using agile project management principles and evolve through monthly development cycles known as *sprints*. This method promotes planning, evolutionary development, continuous improvement, and encourages rapid and flexible responses to changes identified by subject matter experts. Users identify issues and submit recommended changes through the *Change Control Tool* to improve functionality in the PA Grants Manager and Grants Portal.

Overall, the Grants Manager and Grants Portal 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 Grants Manager to track incident-related data after an area receives a federal declaration. FEMA specialists can enter and manage 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
- Exports of comprehensive spreadsheets on PA Program status and progress
- Records of *Exploratory Calls* and *Recovery Scoping Meetings* with Applicants

PA GRANTS PORTAL

Using the Grants Portal, Applicants can account for all activities associated with their damage claims. Unlike in the past, both Recipients and Applicants can register to monitor the project development process in parallel with the assigned FEMA Program Delivery Manager. Applicants can perform actions including, but not limited to, the following:

- 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

TRANSITION FROM EMMIE TO GRANTS MANAGER

The establishment of the Grants Manager and Grant Portal as the processing system for all new PA grants has reduced the role of its predecessor, the Emergency Management Mission Integration Environment (EMMIE). When all remaining EMMIE functions are moved to the Grants Manager and Grants Portal in the near future, EMMIE will be sunsetted and the Grants Manager and Grants Portal will become the official system of record. Currently, EMMIE remains the official system of record for obligation.

GRANTS MANAGER AND GRANTS PORTAL TRAINING AND HOTLINE

The PA Training Section provides Grants Manager webinars twice weekly and Grants Portal trainings upon request. To register for a Grants Manager webinar or request Grants Portal training, please email FEMA-Recovery-PA-Grants@fema.dhs.gov.

For technical assistance related to the Grants Manager or Grants Portal, please contact the Hotline at 1-866-337-8448.

FOR MORE INFORMATION

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

You may also visit us online at <https://www.fema.gov/how-apply-and-manage-grants>.