

Texas Water Development Board
Access to FEMA's eGrants Instructions
FY 2019 Flood Mitigation Assistance Grant Cycle

All Flood Mitigation Assistance subapplication are submitted through FEMA's eGrants system. The Community Official with signing authority sends an email to the Texas Water Development Board (TWDB), requesting access to FEMA's eGrants system. The email should include a list of all the individuals needing access and the level of permission required- either read, create, view, or approval/submit. "Submit" access should only be given to the person with signature authority to submit the subapplication on behalf of the community, who is also the Community Official with the authority to sign the required Federal forms.) The TWDB will then respond to the Community, providing it with the access ID code for Mitigation eGrants". This code is to be used when the individuals create their accounts in the eGrants system.

How to create an individual account in eGrants.

1. Go to <https://portal.fema.gov>
2. Select the "New Non-PIV User?" button under the login in box.
3. Enter in your personal information as requested and create username and password. After completion, click the submit button.
4. You will then see a confirmation screen acknowledging your account has been created and allowing you to request privileges to specific electronic applications.
5. Check the Request Access button under "Mitigation eGrants".
6. Enter the Access ID provided by the TWDB and click Submit.
7. You will receive an email from eGrants verifying the creation of your account,
8. Once all accounts have been created, please notify the TWDB and the TWDB will start approving communities' authorized permissions into the eGrants system,
9. The eGrants system will notify the individuals once access has been granted to their accounts.

Once everyone's access and level of access has been approved by the system, the community can start developing their application. The Community should review both the *FEMA's Hazard Mitigation Assistance Guidance* document at <https://www.fema.gov/hazard-mitigation-assistance-program-guidance> and the FMA Notice of Funding Opportunity posted on <https://grants.gov> for the application requirements.

Detailed instructions on the eGrants system can be found at <https://www.fema.gov/mitigation-egrants-system-0>.