



## STATE OF CONNECTICUT DEPARTMENT OF ENVIRONMENTAL PROTECTION

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### Instructions for obtaining FEMA e-Grants System Password

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**To get a Password** (You must do this first before you want to enter an application):

1. On the internet, go to the E-Grants website: <https://portal.fema.gov> .
2. On the bottom of the screen, click on the button "New User?".
3. Type in the characters appearing on the screen into the box shown and hit "Submit".
4. On the screen that comes up, enter all the required information (name, address, etc.). Write down the user name you chose for yourself. Hit the "Submit" button when complete. If a required field is missing the system will prompt you to fill in the required field.
5. The next screen asks you to choose a password. Make sure you write down your password on a piece of paper then hit "Submit".
6. The next screen will say "Congratulations your account is registered. You currently do not have access to any application. To access please click button below." Now click on the button that says "Click here to request new privileges".
7. The next screen lists a number of grant choices. Click on "Request Access" under the Mitigation e-Grants section (the eleventh option on the list).
8. An Access ID is requested. Type in "S09" and hit "Submit" (This is the number zero, not the letter O).
9. Send an email to: [diane.ifkovic@ct.gov](mailto:diane.ifkovic@ct.gov) after you have submitted your request for a password. Diane Ifkovic at CTDEP must approve your registration but does not know you have submitted in the e-grants System unless you email her.
10. Your request is processed electronically. You will be notified via email once an approved official (Diane) has taken action on your request. When your registration is approved, you will receive an email notification from the Dept. of Homeland Security (DHS).

#### **Instructions for Entering a Subgrant Planning Application**

1. On the internet, go to the E-Grants website: <https://portal.fema.gov>
2. Enter the User Name and Password you chose. Then hit "Login".
3. You will now be on the Grant Applicant Home Page. Municipalities are considered sub-applicants. Under the category box "Subgrant Applications", choose "Enter Paper Subgrant Application (Application Intake)".
4. For "Application Title", type in your RPO or town name followed by -HMA2010. For example: "East Haven-HMA2010".
5. For "Application Type", choose "Planning Application".
6. Type in your chosen password, check the small box, type in your name and the date. Then hit the "Save & Continue" button.
7. You will next see a list of previously entered applications. At the bottom of the page, choose the "Start New Application" button.
8. You will then be on the Application Status Page. You will see a list of various information fields, such as "Applicant Information" and "Contact Information" and an incomplete or complete status after each field. In any section with an incomplete status, click on the "Incomplete" and update the information accordingly. Hit the Save and Continue button to move onto the next section. Please note, in any of the sections, only fields with a red asterisk are required to be filled out. If

you want to save and stop working on the application, just hit the Save button at the bottom of the page and exit the system. Once you start the application and save the information, you can exit the program and go back at a later time to update the application. When you go back into an application, you go in through the FEMA portal, enter user name and password, and choose “Work on Un-submitted Paper Subgrant Application(s)” in the subgrant section. Please note, the fields “Cost Effectiveness Information”, “Environmental/Historic Preservation Information” and “Comments and Attachments” are already complete and do not have to be updated since these sections refer to construction, not planning, projects. Once you have completed all the fields in the application, a list will come up showing all the application sections and if the section is complete or incomplete. If any sections are incomplete, go back and fill in the information as appropriate.

9. If you feel the application is **entirely** complete and finished, hit the “Submit” button. The application gets submitted to the CTDEP for review. CTDEP then takes all complete subgrant applications and submits them electronically to FEMA under one electronic grant application from the State of Connecticut. If you are not ready to submit the application, continue working on the application until you are ready to do so. Do not submit draft or half-completed applications.
10. If you exit the system and are coming back in to work on the application, when you have reached the Grant Applicant Home Page, click on “Work on Un-submitted Paper Subgrant Application(s)”. Then chose your application name and continue working on the application and save your data periodically so you do not lose it.

**Please Note: If you want to first print a blank application to look at it, choose “Print Blank Application”, which is the second item down on the Grant Applicant Home Page. Then under subgrant application, choose “Blank Planning or Project Application”. If you have questions about entering the application electronically, there is a help section and a frequently asked questions section on the webpage. FEMA has also established an E-Grants Helpdesk toll-free at (866) 476-0544.**