

STATE OF OHIO - eGRANTS AUTHORIZATION 2018 HAZARD MITIGATION ASSISTANCE PROGRAM

Step 1: Complete the information in the table below

Sub Applicant Name:		
Sub Applicant County:		
Contact Information	Primary Point of Contact	Secondary Point of Contact
First Name:		
Last Name:		
Title:		
Agency/Organization:		
Address 1:		
Address 2:		
City/State/Zip:		
Phone:		
FAX:		
Email:		

Step 2: Register Online for eGrants

eGrants is the online system that is used to complete HMA pre-disaster grant project applications. Applicants must become registered users to access the system!

1. Go to the OEMA website, 2018 Hazard Mitigation Assistance Grant Application Information: <https://sharpp.dps.ohio.gov/OhioSHARPP/Grants.aspx#FYunifiedHmaApplicationInfo>, and download the E-Grants User Manual. Review pages 14-15.
2. Go to the website: <https://portal.fema.gov> to register as an E-grants user.
3. Click "New Non-PIV User?" box at the bottom of the page.
4. Complete the information page. (Submit)
5. Enter the access ID: S39 and Click "Continue"
6. You will receive notification by email that your registration has been approved.

Step 3: Assign Permissions in eGrants

Persons registered in eGrants can be given various levels of permissions. The three levels are: View, Create/Edit, and Sign/Submit. If a consultant is working on the sub-applicant's behalf, it may be desirable to give them the ability to view and create/edit the project but retain the authority to sign/submit the project with the community's Chief Executive Officer (CEO). We simply need to know who has the authority to do this on behalf of the sub-applicant. At least one person per sub-applicant must have the authority to sign/submit, that individual must also register in eGrants. Please complete the table below, including the signature of the sub-applicant's CEO.

Contact Name:	Permissions (check all that apply):
	<input type="checkbox"/> View <input type="checkbox"/> Create/Edit <input type="checkbox"/> Sign/Submit
	<input type="checkbox"/> View <input type="checkbox"/> Create/Edit <input type="checkbox"/> Sign/Submit
	<input type="checkbox"/> View <input type="checkbox"/> Create/Edit <input type="checkbox"/> Sign/Submit
Please grant the above mentioned persons the permissions indicated.	
CEO Name:	Signature:

Step 4: Send this Form to Ohio Emergency Management Agency

Complete this form and submit it to the Ohio Emergency Management Agency, Mitigation Branch by email, fax or mail ASAP! Returning this form will also allow the Mitigation Branch to notify you of related training and additional guidance/clarification as it becomes available!

Ohio Emergency Management Agency, Mitigation Branch
2855 W. Dublin-Granville Rd., Columbus, Ohio 43235-2206
Phone: (614)799-3539 Fax: (614)799-3526 Email: saferryman@dps.ohio.gov

Step 5: Receive Confirmation of Receipt from OEMA

Upon receipt of this form, you will receive a confirmation of receipt and acknowledgement that the eGrants permissions have been assigned. After that, you can begin your on-line application through eGrants! Please check back often to the OEMA website and FEMA website for additional program information as it becomes available.