

# FEMA Mitigation eGrants Access Instructions

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Applications for PDM and FMA are submitted through FEMA's eGrants system. This system is for official use only. For questions or concerns please contact MEMA's Hazard Mitigation Unit Staff.

To enter the site for E-grants, go to <https://portal.fema.gov/famsVuWeb/home>

1. Begin to prepare the "eGrants Authorization Package Cover Letter Template".  
(TEMPLATE\_MEMA E-Grant request letter 2018.pdf)
2. Click on the "New User" button near the bottom of the screen.
2. A security window will ask you to "type the characters appearing in the picture" and select the "submit" button.
3. Enter the contact information on the registration screen (note 'required fields') and select the "submit" button.
4. Create Username/Password on the screens provided and 'submit'. (Be sure to write down your username and password and save it)
5. You will arrive at a screen that says, "No privileges have been granted - click here to request system access"
6. Click on the link for 'Mitigation eGrants'
7. Select 'Click here to access/request access to this application'
8. Enter a 'Valid Access ID' - enter S25 here (make sure you use a capital 'S')

This should get the request into the State's queue to assign view, edit, print sign & submit privileges.

9. Please email the **eGrants Application Authorization Package** to [mitigation@mass.gov](mailto:mitigation@mass.gov).

This package includes:

- Signed cover letter (template provided)
- Signed Contractor Authorized Signatory Listing (CASL) form.  
*(Please note that applicants must submit an original signed CASL prior to submitting the final application. This form may be mailed to:  
MEMA Mitigation – 400 Worcester Rd – Framingham, MA 01702)*

If you have any questions on this process, please email [mitigation@mass.gov](mailto:mitigation@mass.gov)