

TEXAS DIVISION OF EMERGENCY MANAGEMENT

Grants Management System (GMS)

Enhancing the User Experience



*Bob Caster, GMS Unit
Sr. Project Manager
Tuesday, Feb 8, 2022*

Introduction

The purpose of this presentation is to enable the audience to use GMS effectively and efficiently by focusing on its functionality and capabilities. The presentation will cover structure, navigation, and administrative requirements for users at all user levels. Attendees will have the opportunity to ask questions during the presentation.



Agenda

- Objectives and purpose
- User access process
- Structure and organization
- Navigating the menus
- Applying for a grant
- Using the search tool and quick search
- Filtering and exporting lists
- Handy tips
- User support
- Questions



Objectives

The audience will become familiar with:

- GMS general structure, organization, and navigational tools and techniques
- Common user functions across all GMS modules (“how it works”)
- Access process for new users and for users requiring additional access



Purpose of GMS

GMS supports the online application and management of Emergency Management grants and awards. This web-based portal facilitates management of the following programs:

- Public Assistance (PA)
- Hazard Mitigation Grant Program (HMGP)
- Fire Management Assistance Grant (FMAG)
- Pre-Disaster Mitigation (PDM)
- Building Resilience Infrastructure and Community (BRIC)
- Emergency Management Performance Grant (EMPG)



Pre-GMS Grants Coordinator



GMS - Like a Big Filing Cabinet



GMS allows us to create, retain, access, and update:

- Applications
- Project information
- Requests
- Extensions
- Modifications
- Appeals
- Closeouts
- Financial data
- Audit information
- File attachments



GMS – User Capabilities



GMS – User Capabilities

What can I do?

- Apply for a grant/submit project applications
- Track project funding and payments
- Submit quarterly reports and single audits
- Monitor account and project summaries
- Communicate with TDEM and affiliates



GMS – User Capabilities

What can I request?

- Reimbursement
- Advance of funds
- Time extension
- Scope / cost modification
- Appeal
- Project closeout
- Account closeout

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GMS – User Capabilities

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What can I do?

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- Monitor account and project summaries
- Communicate with TDEM and affiliates

What tools does it provide?

- Generate reports
- Add documents
- Search for items
- Review history
- Sort, filter, and export grant and project data to Excel



Basic GMS Process



Basic GMS Process

**Applicants
(External Users)**

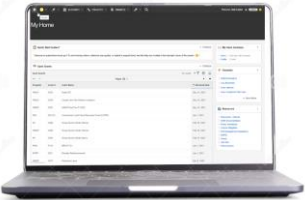
**Submit
Request**



Basic GMS Process

**Applicants
(External Users)**

**Submit
Request**



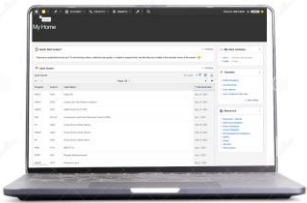
Complete Form



Basic GMS Process

**Applicants
(External Users)**

**Submit
Request**



Complete Form



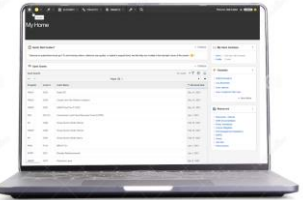
Save (first always)



Basic GMS Process

**Applicants
(External Users)**

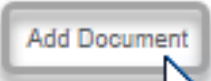
**Submit
Request**



Complete Form



Save (first always)



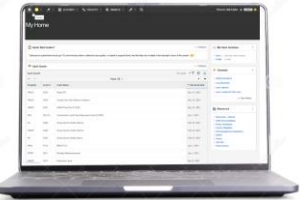
Upload Documents



Basic GMS Process

**Applicants
(External Users)**

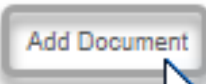
**Submit
Request**



Complete Form



Save (first always)



Upload Documents



Advance to next step



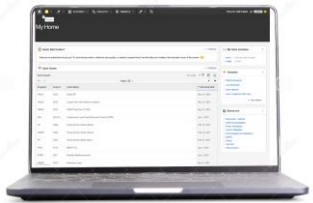
Basic GMS Process

**Applicants
(External Users)**

**Submit
Request**

**TDEM / Affiliates / FEMA
(Internal Users)**

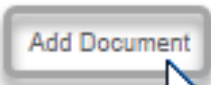
Review



Complete Form



Save (first always)



Upload Documents



Advance to next step



Basic GMS Process

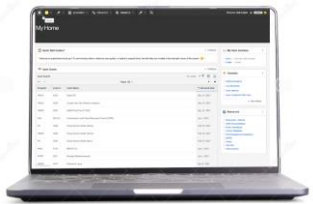
Applicants
(External Users)

Submit Request

TDEM / Affiliates / FEMA
(Internal Users)

Review

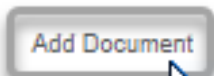
Approve



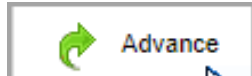
Complete Form



Save (first always)



Upload Documents



Advance to next step



Basic GMS Process

Applicants
(External Users)

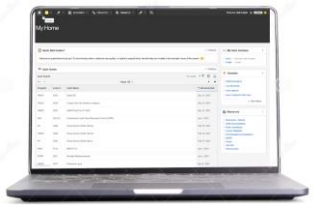
Submit Request

TDEM / Affiliates / FEMA
(Internal Users)

Review

Approve

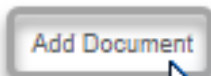
Execute



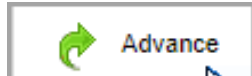
Complete Form



Save (first always)



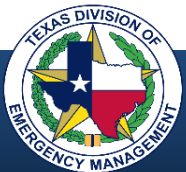
Upload Documents



Advance to next step



USER ACCESS



User Access Process



TDEM Grants Management System

grants.tdem.texas.gov tracks Emergency Management grants in Texas. The system manages the process from application through closeout.

Returning User Login:

Your session timed out. Please login again.

Email:

Password:

[Sign In](#)

[Register](#)

[Forgot Password?](#)

About

This site is for the online application and management of Emergency Management Grants and Awards. This web-based portal facilitates management of the following Programs: Public Assistance (PA); Hazard Mitigation Grant Program (HMGP); Fire Management Assistance Grant (FMAG); Pre-Disaster Mitigation (PDM); Building Resilience Infrastructure and Community (BRIC); Emergency Management Performance Grant (EMPG); Coronavirus Relief Fund Awards (CRF)

News Releases

Apr 7, 2021 - [Notice of Public Assistance and Hazard Mitigation Grants Federal Procurement Training Opportunity](#)

The Texas Division of Emergency Management will be conducting monthly virtual training on the procurement regulations that govern the FEMA Public Assistance (PA) and Hazard Mitigation Grant Program (HMGP) awards.

Mar 1, 2021 - [Hazard Mitigation Grant Program Updates - March 2021](#)

TDEM announces ability to apply for and manage Hazard Mitigation Grant Program (HMGP) applications and projects in GMS, training for entering HMGP Applications in GMS, Open application periods for Hurricane Laura HMGP and 2021 BRIC grants, and more.

Contact

Address:

Texas Division of Emergency Management
1033 La Posada Dr.
Austin, TX 78752

Email:

tdem.gms@tdem.texas.gov

grants.tdem.texas.gov



New User Registration



Not a GMS User?

New User Registration

Returning User Login:

Email:

Password:

[Sign In](#) [Register](#)

[Forgot Password?](#)

A screenshot of a user login and registration interface. The background is dark blue. At the top, the text "Returning User Login:" is displayed in white. Below this, there are two white input fields: "Email:" and "Password:". Under the input fields, there are two buttons: an orange "Sign In" button and a grey "Register" button. The "Register" button is circled in red, and a white mouse cursor is pointing at it. Below the buttons, there is a link that says "Forgot Password?".

Step 1) Select the “Register” button



New User Registration



Returning User Login:

Email:

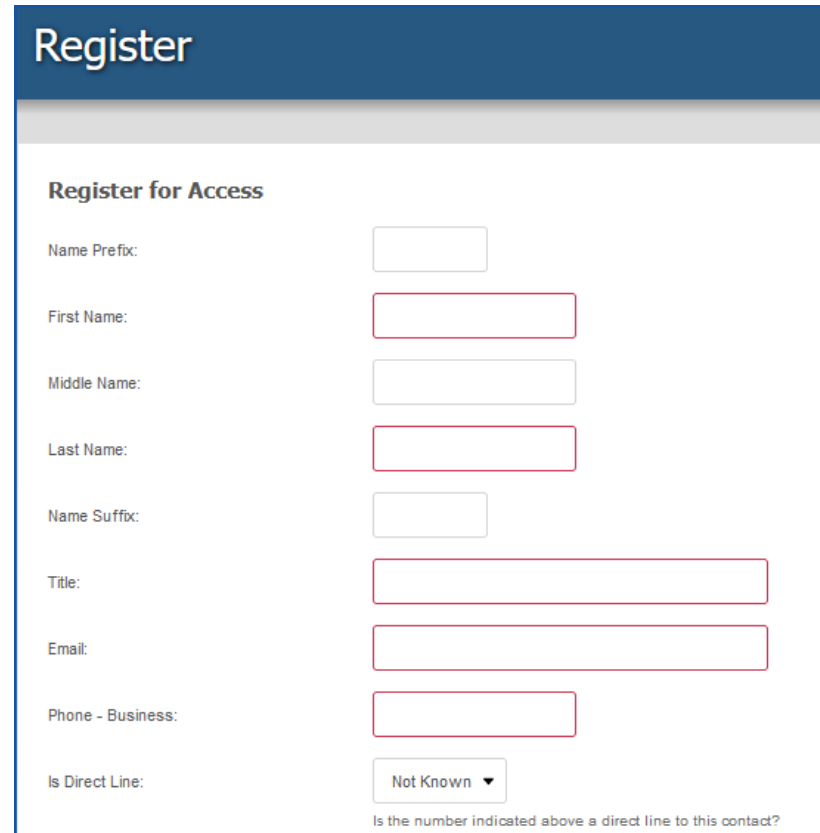
Password:

[Sign In](#) [Register](#)

[Forgot Password?](#)

The 'Register' button is circled in red, and a mouse cursor is pointing at it.

Step 1) Select the “Register” button



Register

Register for Access

Name Prefix:

First Name:

Middle Name:

Last Name:

Name Suffix:

Title:

Email:

Phone - Business:

Is Direct Line:

Is the number indicated above a direct line to this contact?

Step 2) Complete the registration form



New User Registration



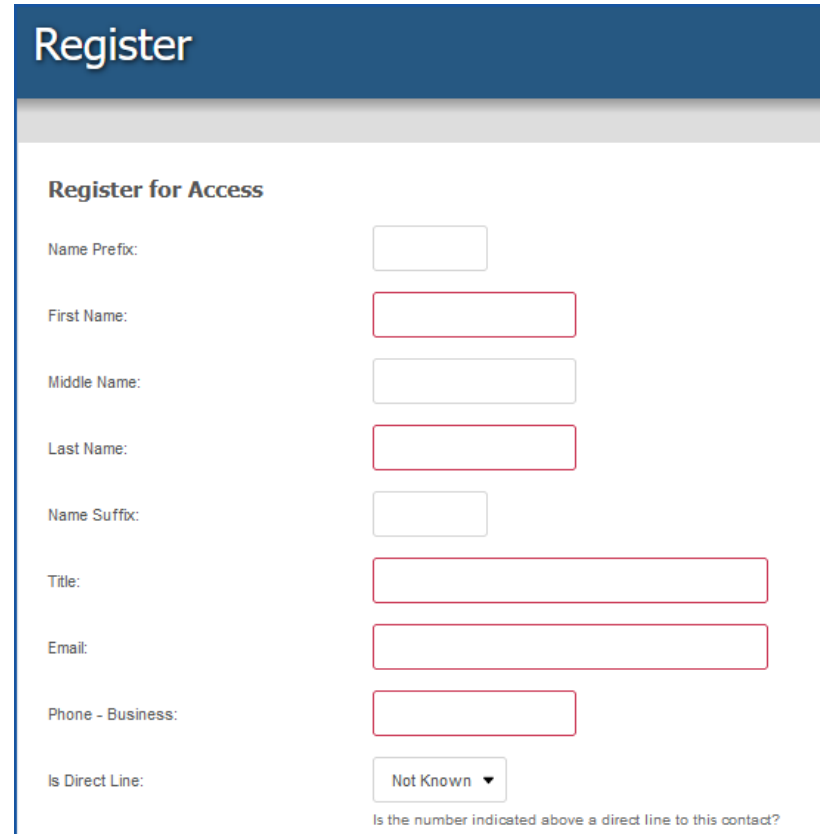
Returning User Login:

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[Forgot Password?](#)

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First Name:

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Title:

Email:

Phone - Business:

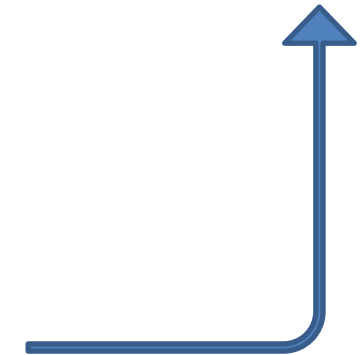
Is Direct Line:

Is the number indicated above a direct line to this contact?

Step 2) Complete the registration form



Step 3) Select "Register" At the bottom of the form



Access Registration Form

Request Type: New User Requesting Access ← **Request either new user access or additional access for an existing user**

Please select your user type:
New User Requesting Access
Existing User Requesting Additional Access Management or FEMA

I am a representative for an Applicant Organization.
 I represent a Vendor needing to submit Invoices for payment

Applicant Organization: Select One

If your specific Applicant Organization does not appear on the list, please select "Create New Applicant Organization" and fill in the required fields.

Requested Permission Level: Select One

Reason for Requested Access:

Grants Program: Select One

For access to more than one grant program a separate Access Request form should be submitted.

Grant Number: CCP
4485 - Texas Covid-19 Pandemic (Mar 25, 2020)
DFRP
2019 - Disaster Reimbursement (Jan 1, 2019)
2020 - Disaster Reimbursement (Jan 1, 2020)

Position: Select One



User Access – State Level

Request Type:

Please select your user type:

- I am representing Texas Division of Emergency Management or FEMA
- I am a representative for an Applicant Organization.
- I represent a Vendor needing to submit Invoices for payment

Agency Name:

Requested Permission Level:

Reason for Requested Access:

Grants Program:

Either TDEM, FEMA, or the respective support affiliate

Select the type of organization you represent (This will affect subsequent fields)

For access to more than one grant program a separate Access Request form should be submitted.



User Access – Applicant

Please select your user type:

I am representing Texas Division of Emergency Management or FEMA

I am a representative for an Applicant Organization.

I represent a Vendor needing to submit Invoices for payment

Applicant list is pre-defined. Organizations must be a registered applicant to be included on the list.

Applicant Organization: Select One

Requested Permission Level:

Reason for Requested Access:

Grants Program:

Grant Number:

Position:

Assignment Description:

- Alamo Area Council Of Governments (Bexar County)
- Alamo Colleges District (Bexar County)
- Alamo Heights (Bexar County)**
- Alamo Heights Independent School District (ISD) (Bexar County)
- Alba (Wood County)
- Alba-Golden Independent School District (ISD) (Wood County)
- Albany (Shackelford County)
- Albany Independent School District (ISD) (Shackelford County)
- Aldine Independent School District (ISD) (Harris County)
- Aledo (Parker County)
- Aledo Independent School District (ISD) (Parker County)
- Alice (Jim Wells County)
- Alice Independent School District (ISD) (Jim Wells County)
- Alief Independent School District (ISD) (Harris County)
- Alief Montessori Community School (Harris County)
- All Starz Driving Academy (Harris County)
- All The Little Things Count, LLC (Wharton County)
- All the Little Things Country (Wharton County)
- Allen (Collin County)



User Access – Applicant

Requested Permission Level:

Reason for Requested Access:

Grants Program:

Grant Number:

Applicant - Contributor

Applicant - Finance

Applicant - Full Access

Applicant - Read Only

Applicant Access Approver 1

Applicant Access Approver 2

Mutual Aid Partner...

... a separate Access Request form should be submitted.

Select the grant program you wish to access. If access is required to multiple programs or to all programs, specify that in "Reason for Requested Access" field.

Select the requested permission level. The applicant access approver can provide guidance for this and will approve it.

Grants Program:

Grant Number:

Position:

Assignment Description:

Select One

Crisis Counselling Grant Program (CCP)

DFR Program (DFRP)

Emergency Management Performance Grant (EMPG)

Fire Management Assistance Grant (FMAG)

Flood Mitigation Assistance (FMA)

Hazard Mitigation Grant Program (HMGP)

Pre-disaster Mitigation (PDM)

Public Assistance (PA)

Repetitive Flood Claims (RFC)

Severe Repetitive Loss (SRL)

State Public Assistance (SPA)



User Access – Applicant

Grant Number:

Position:

Assignment Description:

3422 - North 201 (Dec 10, 2021)
HMGP
1791 - Hurricane Ike (Sep 7, 2008)
2022 - HMGP Post Fire FY2022 (Dec 10, 2021)
4223 - Severe Storms, Tornadoes, Straight-line Winds, and Flooding (May 29, 2015)
4245 - Severe Storms, Tornadoes, Straight-line Winds, and Flooding (Nov 25, 2015)

Select One

Select One

Access Approver

Access Approver 1

Access Approver 2

Alternate

Authorized Agent

Certifying Official

Emergency Management Coordinator

Primary

Primary Finance

Multiple grants can be selected by holding down the control key while making selection

Projects for the given organization, specify the ones which they should be restricted



Access Documentation

DSA

**Texas Division of Emergency Management
Designation of Subrecipient Agent**

Primary Contacts	
Subrecipient: _____	Grant Program: _____
Disaster Number(s): _____	
Primary Agent Serves as the primary point of contact for projects.	
Name: _____	Office Number: _____
Position/Job Title: _____	Fax Number: _____
Organization/employer: _____	Cell Number: _____
Email*: _____	The Primary Agent will have full GMS access
Secondary Agent Serves as the secondary point of contact for projects.	
Name: _____	Office Number: _____
Position/Job Title: _____	Fax Number: _____
Organization/employer: _____	Cell Number: _____
Email*: _____	The Secondary Agent will have full GMS access
Primary Finance Agent Serves as the primary point of contact for financial matters.	
Name: _____	Office Number: _____
Position/Job Title: _____	Fax Number: _____
Organization/employer: _____	Cell Number: _____
Email*: _____	The Primary Finance Contact will have full GMS access
Certifying Official Serves as the official representative of the organization. Must possess the authority to obligate funds & enter into contracts for the organization.	
Name: _____	Office Number: _____
Position/Job Title: _____	Fax Number: _____
Organization/employer: _____	Cell Number: _____
Email*: _____	GMS Access (pick 1) Full <input type="checkbox"/> Read Only <input type="checkbox"/> None <input type="checkbox"/>
<small>The above Primary and Secondary Agents are hereby authorized to execute and file the application on behalf of this organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act or the CARES Act. Primary Financial Agent and the Certifying Official are authorized to represent and act for this organization in all financial operations pertaining to this award with the State of Texas. The Primary Agent will have authority to add or remove users within the Texas Division of Emergency Management (TDEM) Grant Management System (GMS) for all funding.</small>	
*Note: All email addresses must be unique to user	
_____	_____
Signature of Certifying Official <small>(Must be a Mayor, Judge, or Executive Director with the authority to obligate funds & enter into contracts for the organization)</small>	Date

July 2020

DAA

**Texas Division of Emergency Management
Designation of Account Approval Form**

GRANT MANAGEMENT SYSTEM (GMS) The Texas Division of Emergency Management uses the GMS online system to manage Federal Emergency Management Agency (FEMA) programs, and other grants and awards. This form identifies the users that will serve as the approver to grant access to the jurisdiction's GMS account, which contains their awards.
For more information about GMS please visit our Job Aids located at <https://grants.tdem.texas.gov/site/job%20aids.cfm>
Please return form to: tdem.gms@tdem.texas.gov

Jurisdiction Information	
Legal Name: _____	_____
Tax ID# or DUNS #: _____	_____
Primary Approver Serves as the primary point of contact to approve access requests for your GMS accounts. These individuals will have access to their jurisdictions GMS account and will be responsible for the permissions, access levels, and approvals. They will also be responsible to remove GMS access if a user leaves the organization or changes roles. A GMS support ticket can be submitted within the GMS system or an e-mail can be sent to tdem.gms@tdem.texas.gov to remove or change access.	
Name: _____	Office Number: _____
Position/Job Title: _____	Cell Number: _____
Email*: _____	The Approver will have full GMS access
Secondary Approver Serves as the primary point of contact to approve access requests for your GMS accounts. These individuals will have access to their jurisdictions GMS account and will be responsible for the permissions, access levels, and approvals. They will also be responsible to remove GMS access if a user leaves the organization or changes roles. A GMS support ticket can be submitted within the GMS system or an e-mail can be sent to tdem.gms@tdem.texas.gov to remove or change access.	
Name: _____	Office Number: _____
Position/Job Title: _____	Cell Number: _____
Email*: _____	The Approver will have full GMS access
Certifying Official Serves as the official representative of the organization. Must possess the authority to obligate funds & enter into contracts for the organization.	
Name: _____	Office Number: _____
Position/Job Title: _____	Cell Number: _____
Email*: _____	_____
<small>The Certifying Official is authorized to represent and act for this organization in all matters pertaining to the designation of staff who are authorized to review and approve GMS access to the jurisdiction's programs, grants, and awards with the State of Texas. The Primary Approver and the Secondary Approver will have authority to add or remove users within the TDEM's GMS for all programs, grants and awards.</small>	
*Note: All email addresses must be unique to user	
_____	_____
Signature of Certifying Official <small>(Must be a Mayor, Judge, or Executive Director with the authority to obligate funds & enter into contracts for the organization)</small>	Date

June 2020



Access Documentation

DSA

**Texas Division of Emergency Management
Designation of Subrecipient Agent**

Primary Contacts	
Subrecipient:	
Disaster Number(s):	Grant Program:
Primary Agent Serves as the primary point of contact for projects.	
Name:	Office Number:
Position/Job Title:	Fax Number:
Organization/employer:	Cell Number:
Email*	The Primary Agent will have full GMS access
Secondary Agent Serves as the secondary point of contact for projects.	
Name:	Office Number:
Position/Job Title:	Fax Number:
Organization/employer:	Cell Number:
Email*	The Secondary Agent will have full GMS access
Primary Finance Agent Serves as the primary point of contact for financial matters.	
Name:	Office Number:
Position/Job Title:	Fax Number:
Organization/employer:	Cell Number:
Email*	The Primary Finance Agent will have full GMS access
Certifying Official Serves as the official representative of the organization. Must possess the authority to obligate funds & enter into contracts for the organization.	
Name:	Office Number:
Position/Job Title:	Fax Number:
Organization/employer:	Cell Number:
Email*	<input type="checkbox"/> Read Only <input type="checkbox"/> None
<small>The above Primary and Secondary Agents are here authorized to file the application on behalf of this organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act or the CARES Act. Primary Financial Agent and the Certifying Official are authorized to sign and act for this organization in all financial operations pertaining to this award with the State of Texas. Secondary Agents do not have authority to add or remove users within the Texas Division of Emergency Management's Grant Management System (GMS) for all funding.</small>	
*Note: All email addresses must be unique to user	
Signature of Certifying Official	Print Name
(Must be a Mayor, Judge, or Executive Director with the authority to obligate funds & enter into contracts for the organization)	

July 2020

DAA

**Texas Division of Emergency Management
Designation of Approval Form**

GRANT MANAGEMENT SYSTEM (GMS) The Texas Division of Emergency Management uses the GMS online system to manage Federal Emergency Management Agency (FEMA) programs, and other grants and awards. This form identifies the users that will serve as the approver to grant access to the jurisdiction's GMS account, which controls their awards.
For more information about GMS please visit our Job Aids located at <https://www.tdem.texas.gov/grants/20aids.cfm>
Please return form to: tdem.gms@tdem.texas.gov

Jurisdiction Information	
Legal Name:	
State ID# or DUNS#:	
Primary Approver Serves as the primary point of contact to approve access requests for your GMS accounts. These individuals will have access to their jurisdiction's GMS account and will be responsible for the permissions, access levels, and approvals. They will also be responsible to remove GMS access if a user leaves the organization or changes roles. A GMS support ticket can be submitted within the GMS system or an e-mail can be sent to tdem.gms@tdem.texas.gov to remove or change access.	
Name:	Office Number:
Position/Job Title:	Cell Number:
Email*	The Approver will have full GMS access
Secondary Approver Serves as the primary point of contact to approve access requests for your GMS accounts. These individuals will have access to their jurisdiction's GMS account and will be responsible for the permissions, access levels, and approvals. They will also be responsible to remove GMS access if a user leaves the organization or changes roles. A GMS support ticket can be submitted within the GMS system or an e-mail can be sent to tdem.gms@tdem.texas.gov to remove or change access.	
Name:	Office Number:
Position/Job Title:	Cell Number:
Email*	The Approver will have full GMS access
Certifying Official Serves as the official representative of the organization. Must possess the authority to obligate funds & enter into contracts for the organization.	
Name:	Office Number:
Position/Job Title:	Cell Number:
Email*	
<small>The Certifying Official is authorized to represent and act for this organization in all matters pertaining to the designation of staff who are authorized to review and approve GMS access to the jurisdiction's programs, grants, and awards with the State of Texas. The Primary Approver and the Secondary Approver will have authority to add or remove users within the TDEM's GMS for all programs, grants and awards.</small>	
*Note: All email addresses must be unique to user	
Signature of Certifying Official	Print Name
(Must be a Mayor, Judge, or Executive Director with the authority to obligate funds & enter into contracts for the organization)	

June 2020



DAA vs. DSA

Designation of Account Approval (DAA)

- Identifies two access approvers for an applicant
- Access approvers are responsible for approving all GMS access for applicant
- Signed by the Certifying Official



DAA vs. DSA

Designation of Account Approval (DAA)

- Identifies two access approvers for an applicant
- Access approvers are responsible for approving all GMS access for applicant
- Signed by the Certifying Official

Designation of Subrecipient Agent (DSA)

- Identifies contacts for specific grants
- Does not necessarily grant GMS access
- Limited in scope



New User Roles and Assignments

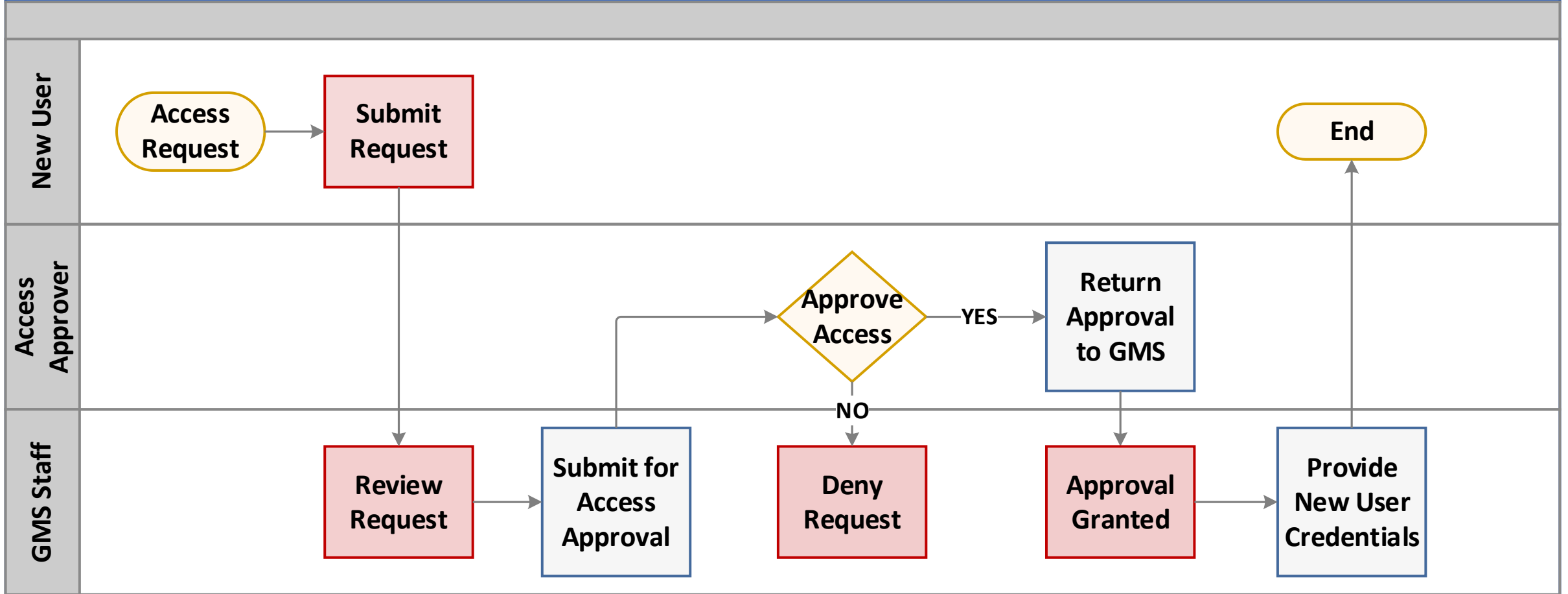
User grants, roles, and assignments are determined and approved at the **jurisdiction level by a designated access approver**. Access to certain grants or specific user functions depends on the requirements of the user's role.

- Only the **access approver or certifying official** can grant access at any level for an applicant (external jurisdiction or organization)
- Access approvers are only appointed by the **applicant's certifying official**
- TDEM employees and support affiliates **cannot approve** local user access
- Applicant users can be granted **full, contributor, or read-only** access
- Applicant users can be assigned to specific grants, specific programs, or all grants and programs for that entity – **it is up to the jurisdiction to decide**
- Internal access (state, FEMA, affiliate) is approved by internal functional area



New User Access Process

GMS ACCESS PROCESS



GMS Structure and Organization



Home Page – State Level

Home

My Home

Home Page Icon

Quick Start Guides? Collapse

Welcome to grants.tdem.texas.gov! To view training videos, reference user guides, or submit a support ticket, see the help icon located in the top-right corner of the screen (?).

Open Grants Collapse

Quick Search: 59 results

Pages: 1 2

Program	Grant #	Grant Name	Declared Date
FMAG	5422	North 207	Dec 15, 2021
FMAG	5420	County Line Fire (Electra Complex)	Dec 10, 2021
HMGP	5420	FY2022 Post Fire	Dec 10, 2021
SPA	2021CL...	Coronavirus Local Fiscal Recovery Fund (CLFRF)	Jun 1, 2021
PA	4586	Texas Severe Winter Storms	Feb 19, 2021
HMGP	4586	Texas Severe Winter Storms	Feb 19, 2021
PA	3554	Texas Severe Winter Storm	Feb 14, 2021
PDM	FY21	BRIC-FY21	Jan 1, 2021

The home page at the state level lists open grants for state, FEMA, and affiliate users.



Home Page - Applicant Level

★ Any Texas Town

Create New Request Submit New Reimbursement Request

Summary >

Accounts

Projects

Payments

Monitoring

Quarterly Reports

Contacts

Notes

Documents

History

Applicant Details

Unique Applicant ID:	2501
FEIN #:	111111111
DUNS #:	111222333
Account Count:	3 Accounts Open (View)
Project Count:	2 Projects (View) 2 Unobligated
Quarterly Report Count:	No Active QRs (View All)
Eligible Obligated:	\$0.00
Federal Obligated:	\$10,000.00 (0.00%) View Graph
State Obligated:	\$0.00 (0.00%)
Local Share:	\$0.00 (0.00%)

The home page at the applicant level contains the applicant summary. All accounts, projects, etc., can be accessed from there.



GMS Modules (32)

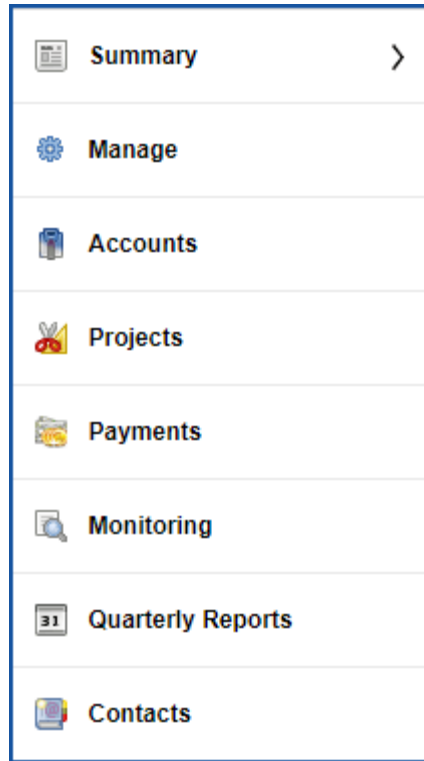
Access Request	Payment Batch
Account	Project
Account Activation	Project Closeout
Account Closeout	Project Version
Advance of Funds Request	Quarterly Report
Appeal	Receivable
Applicant	Reimbursement Request
Application	Request for Assistance
Communication	Scope Modification / Cost Change
Contact	Single Audit
DFR Request	Small Project Closeout
Expense	State Project
Funding Agreement	Support Ticket
Grant	Time Extension
Issue	Withdraw Assistance Request
Payable	Worksheet (25 documents)



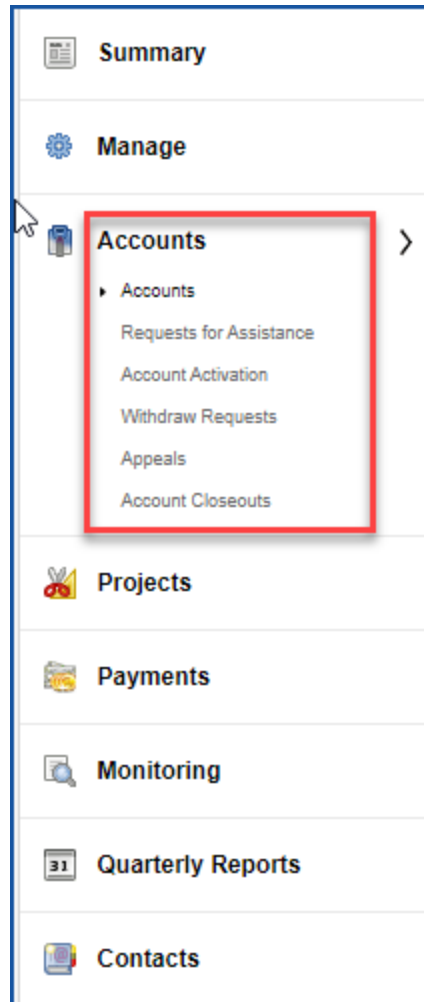
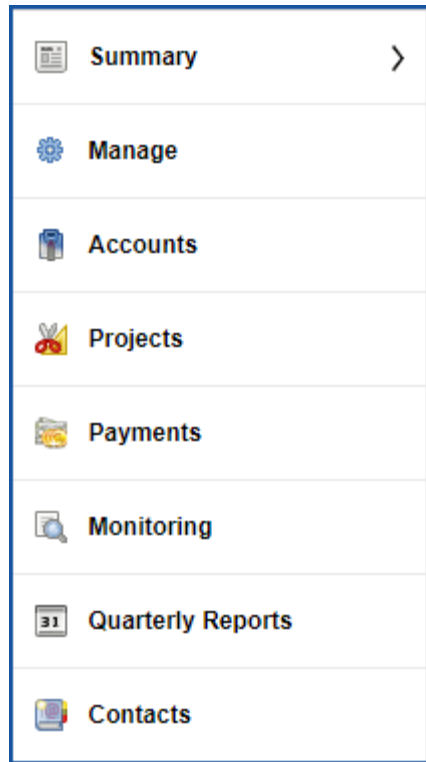
Modular Structure



Modular Structure



Modular Structure



Modular Structure

- Summary >
- Manage
- Accounts
- Projects
- Payments
- Monitoring
- Quarterly Reports
- Contacts

- Summary
- Manage
- Accounts >
 - Accounts
 - Requests for Assistance
 - Account Activation
 - Withdraw Requests
 - Appeals
 - Account Closeouts
- Projects
- Payments
- Monitoring
- Quarterly Reports
- Contacts

- Summary
- Manage
- Accounts
- Projects >
 - Projects
 - Project Versions
 - Applications
 - Worksheets
 - State Projects
 - Time Extensions
 - Project Closeouts
 - Scope Modification / Cost Changes
 - Project Appeals
 - Small Project Closeout
- Payments
- Monitoring
- Quarterly Reports
- Contacts



Modular Structure

- Summary >
- Manage
- Accounts
- Projects
- Payments
- Monitoring
- Quarterly Reports
- Contacts

- Summary
- Manage
- Accounts >
 - Accounts
 - Requests for Assistance
 - Account Activation
 - Withdraw Requests
 - Appeals
 - Account Closeouts
- Projects
- Payments
- Monitoring
- Quarterly Reports
- Contacts

- Summary
- Manage
- Accounts
- Projects >
 - Projects
 - Project Versions
 - Applications
 - Worksheets
 - State Projects
 - Time Extensions
 - Project Closeouts
 - Scope Modification / Cost Changes
 - Project Appeals
 - Small Project Closeout
- Payments
- Monitoring
- Quarterly Reports
- Contacts

- Summary
- Manage
- Accounts
- Projects
- Payments >
 - Payables
 - Receivables
 - Payables & Receivables
 - Payments by Transaction
 - Ready to Pay
 - Advance of Funds Requests
 - Reimbursement Requests
 - Expenses
 - DFR Requests
- Monitoring
- Quarterly Reports
- Contacts



Modular Structure

- Summary >
- Manage
- Accounts
- Projects
- Payments
- Monitoring
- Quarterly Reports
- Contacts

- Summary
- Manage
- Accounts >
 - Accounts
 - Requests for Assistance
 - Account Activation
 - Withdraw Requests
 - Appeals
 - Account Closeouts
- Projects
- Payments
- Monitoring
- Quarterly Reports
- Contacts

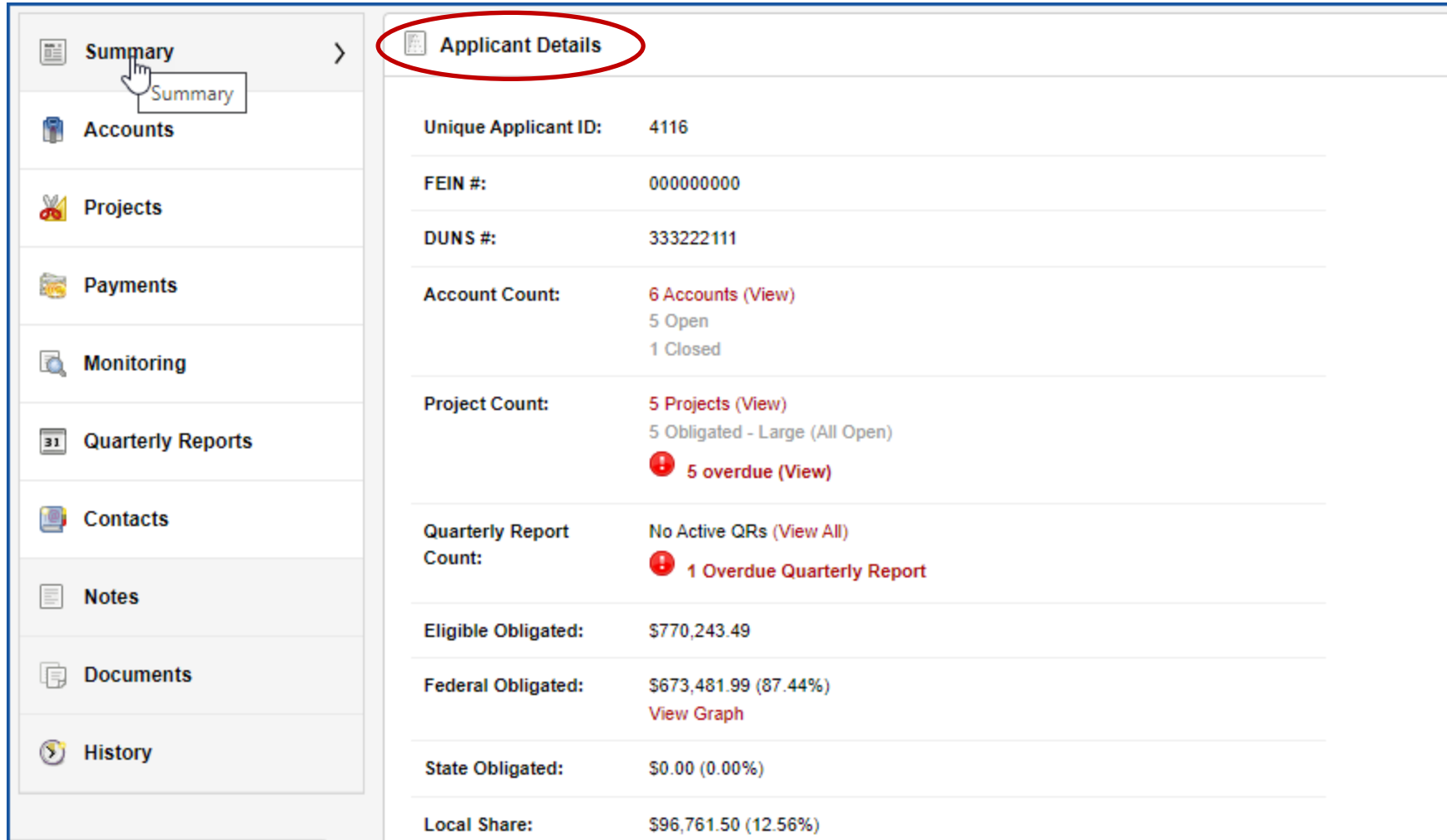
- Summary
- Manage
- Accounts
- Projects >
 - Projects
 - Project Versions
 - Applications
 - Worksheets
 - State Projects
 - Time Extensions
 - Project Closeouts
 - Scope Modification / Cost Changes
 - Project Appeals
 - Small Project Closeout
- Payments
- Monitoring
- Quarterly Reports
- Contacts

- Summary
- Manage
- Accounts
- Projects
- Payments >
 - Payables
 - Receivables
 - Payables & Receivables
 - Payments by Transaction
 - Ready to Pay
 - Advance of Funds Requests
 - Reimbursement Requests
 - Expenses
 - DFR Requests
- Monitoring
- Quarterly Reports
- Contacts

- Summary
- Manage
- Accounts
- Projects
- Payments
- Monitoring >
 - Single Audits
 - Audit Findings
- Quarterly Reports
- Contacts



Navigating the Modular Hierarchy



The screenshot displays a web application interface with a modular hierarchy on the left and applicant details on the right. The left sidebar contains the following menu items: Summary, Accounts, Projects, Payments, Monitoring, Quarterly Reports, Contacts, Notes, Documents, and History. The 'Summary' item is currently selected, and a tooltip labeled 'Summary' is visible over it. The right pane shows the 'Applicant Details' tab, which is circled in red. The details are as follows:

Unique Applicant ID:	4116
FEIN #:	000000000
DUNS #:	333222111
Account Count:	6 Accounts (View) 5 Open 1 Closed
Project Count:	5 Projects (View) 5 Obligated - Large (All Open) 5 overdue (View)
Quarterly Report Count:	No Active QRs (View All) 1 Overdue Quarterly Report
Eligible Obligated:	\$770,243.49
Federal Obligated:	\$673,481.99 (87.44%) View Graph
State Obligated:	\$0.00 (0.00%)
Local Share:	\$96,761.50 (12.56%)



Navigating the Modular Hierarchy

The screenshot displays a software interface with a modular hierarchy. The left sidebar contains menu items: Summary, Accounts, Projects, Payments, Monitoring, Quarterly Reports, Contacts, Notes, Documents, and History. The main content area shows a 'Summary' view with a sub-menu for 'Accounts' expanded. The 'Accounts' sub-menu includes: Accounts, Request, Account Activation, Withdraw Requests, Appeals, and Account Closeouts. The 'Accounts' menu item in the top navigation bar is circled in red. Below the sub-menu, a table titled 'Quick Search:' displays grant information.

	Program	Grant #	Grant Name	Proj Count	Closed Date
	SPA	2021CL...	Coronavirus Local Fiscal Recovery Fund (CLFRF)	0	Dec 17, 2021
	HMGP	4332	Hurricane Harvey	0	
	HMGP	4572	Hurricane Laura	0	
	HMGP	5288	Copper Breaks Fire	0	
	PA	9999	Public Assistance Test Grant	5	
	PDM	FY20	BRIC-FY20 (EMT-2020-BR-104)	0	



Navigating the Modular Hierarchy

The screenshot illustrates a modular hierarchy for navigating through a software application. The interface is divided into several sections:

- Left Sidebar:** Contains main navigation items: Summary, Accounts, Projects, Payments, Monitoring, Quarterly Reports, Contacts, Notes, Documents, and History.
- Second Panel (Accounts):** Shows a sub-menu for 'Accounts' with options: Accounts, Requests, Account Activation, Withdraw Requests, Appeals, and Account Closeouts.
- Third Panel (Projects):** Shows a sub-menu for 'Projects' with options: Projects, Project Applications, Worksheets, Time Extensions, Project Closeouts, Scope Modification / Cost Changes, Project Appeals, and Small Project Closeout.
- Right Panel:** Displays a 'Quick Search' table with columns: Program, Grant Name, Grant #, Proj F#, Proj S#, Project Title, Proj..., and Size.

Program	Grant Name	Grant #	Proj F#	Proj S#	Project Title	Proj...	Size
PA	Public Assistanc...	9999	15		Test	E	L
PA	Public Assistanc...	9999	210		DR-4332-City E...	B	L
PA	Public Assistanc...	9999	130		Emergency Prot...	B	L
PA	Public Assistanc...	9999	80		EXP Asbestos A...	B	L
PA	Public Assistanc...	9999	495		Harry Park Trail	G	L



Accounts and Projects

- An account does not represent the applicant's identity, it represents the applicant's association with a specific grant
- The account ties the applicant to the grant and all projects under that grant for which the applicant has applied
- All applicant projects under a grant can be accessed from this screen

9999 Public Assistance Test Grant (PA) > Any Texas County

Account for 9999 (PA) - Any Texas County

Active

New Communication | Compose Email | Create New Request | Create Payment

- Summary
- Manage
- Projects**
- Payments
- Quarterly Reports
- Contacts
- Notes
- Documents
- History

Account Details

Project Count: 5 Projects
5 Obligated - Large (All Open)
5 overdue (view)

Eligible Obligated: \$770,243.49
\$770,243.49 Not Expended

Federal Obligated: \$673,481.99 (87.44%)
\$673,481.99 Un-Paid
[View Graph](#)

Total of all obligations

100%

Paid (\$0.00)
In Process (\$0.00)
Un-Paid (\$673,481.99)

State Obligated: \$0.00 (0.00%)

Local Share: \$96,761.50 (12.56%)

Advances Requested: \$0.00
\$0.00 RFA Approved
\$0.00 RFA Approval In Process
\$0.00 Paid
\$0.00 Payment In Process
\$0.00 Ready To Pay
\$0.00 Unallocated Balance

Authorized Agent: User 3 Test - Test



Navigating to an Account

The screenshot shows the 'My Home' dashboard. The 'ACCOUNTS' menu is open, and 'Account Listing' is highlighted. A red arrow points from the 'Account Listing' option to the 'Accounts' page.

Program	Grant #	Grant Name
SPA	2021CL...	Coronavirus Local Fiscal Recovery Fund (CLFRF)
PA	4586	Texas Severe Winter Storms

- There are currently over 10,600 accounts in GMS tied to over 40,000 projects and over 4,700 applicants.
- It pays to use a refined search (this will be covered)

The screenshot shows the 'Accounts' page. The table below displays account details for various programs and grant numbers.

Program	Grant #	Grant Name	Applicant Name	FIPS #	County
PA	1999	Wildfires	Mason County	319-99319-00	Mason
PA	1999	Wildfires	Menard County	327-99327-00	Menard
HMGF	1999	Wildfires	Mesquite	113-47892-00	Dallas
PA	1999	Wildfires	Mid-South Electric Cooperative Associati...	000-UEG95-00	Grimes



Navigating Through a Project

- All information pertaining to a single project can be accessed from this screen
- This includes information regarding expenses, funding, progress, contact information, and communication
- Projects can be accessed from the applicant screen, the account screen, or the “Projects” pull-down menu at the top

2021CLFRF Coronavirus Local Fiscal Rec... > Any Texas Town > Account for 2021CLFRF - Any Texas Town

Project #2 - CLFRF for Any Texas Town

Open

New Communication Create New Request

The Payments for this Applicant are currently on hold. Click here to go to the Applicant.

- Summary >
- Manage
- Funding
- Locations
- Payments
- Progress Monitoring
- Contacts
- Notes
- Documents
- History

Project Details

Number:	S# 2
Title:	CLFRF for Any Texas Town
Type:	B - Emergency Protective Measures
Eligible Obligated:	\$50,000.00
Federal Obligated:	\$50,000.00 (100.00%) Expand
State Obligated:	\$0.00 (0.00%)
Local Share:	\$0.00 (0.00%)
Advances Requested:	\$0.00 Expand
Work Complete %:	0.00% Quarterly Report is 0.00% complete. Project Version 0 is 0.00% complete.
Anticipated Completion Date:	
Work Deadline:	



Locating Specific Items Within a Grant

Once at the main page for a grant, there are categories with links to specific information pertaining to that grant.

The screenshot shows the main page for the 4332 Hurricane Harvey (HMGP) grant. The page is divided into a left sidebar, a main content area, and three right-hand panels. A red box highlights the sidebar navigation menu, and red lines connect it to the corresponding panels on the right.

4332 Hurricane Harvey (HMGP)
Open

Summary | **Grant Details**

Manage
General
Document Templates

Accounts
Accounts
Account Activation
Appeals
Account Closeouts

Projects
Projects
Project Versions
Applications
State Projects
Quarterly Reports
Time Extensions
Project Closeouts
Scope Modification / Cost Changes
Project Appeals
Small Project Closeout

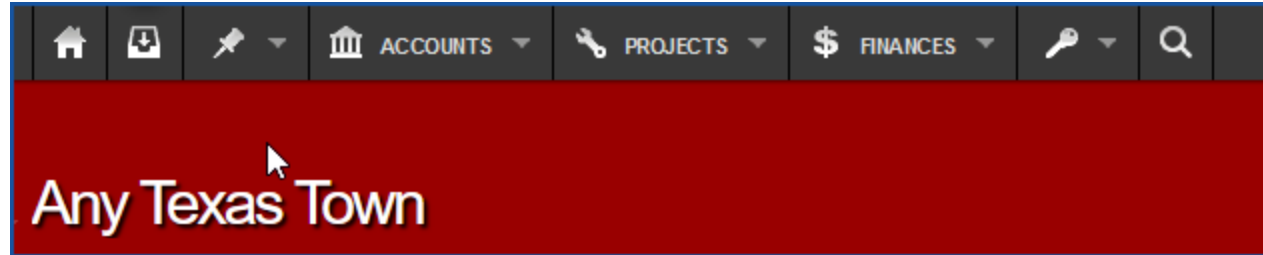
Payments
Payables
Receivables
Payables & Receivables
Payments by Transaction
Ready to Pay
Advance of Funds Requests
Reimbursement Requests
Expenses

Grant Details

Name:	4332 Hurricane Harvey
Program:	Hazard Mitigation Grant Program
Description:	On August 25, 2017, Governor Greg Abbott requested an expedited major disaster declaration due to + Show More
Disaster Type:	Hurricane
Liquidation Date:	Aug 20, 2022 The default is 90 days after Grant POP End Date which is May 22, 2023
SMC-POA Date:	May 22, 2022
Account Count:	200 Accounts Open
Project Count:	560 Projects 460 Unobligated 100 Obligated
Eligible Obligated:	\$384,294,806.61 Federal: \$281,581,396.08 (73.27%) State: \$0.00 (0.00%) Subrecipient Management Cost: \$979,177.43 Local: \$102,713,410.53 (26.73%)
Total Paid:	\$49,530,417.93
Total In Process:	\$196,298.16
Total Unpaid:	\$238,257,187.29
Funding Cap:	\$1,116,321,816.00 Balance: \$732,027,009.39



Pull-down Menus

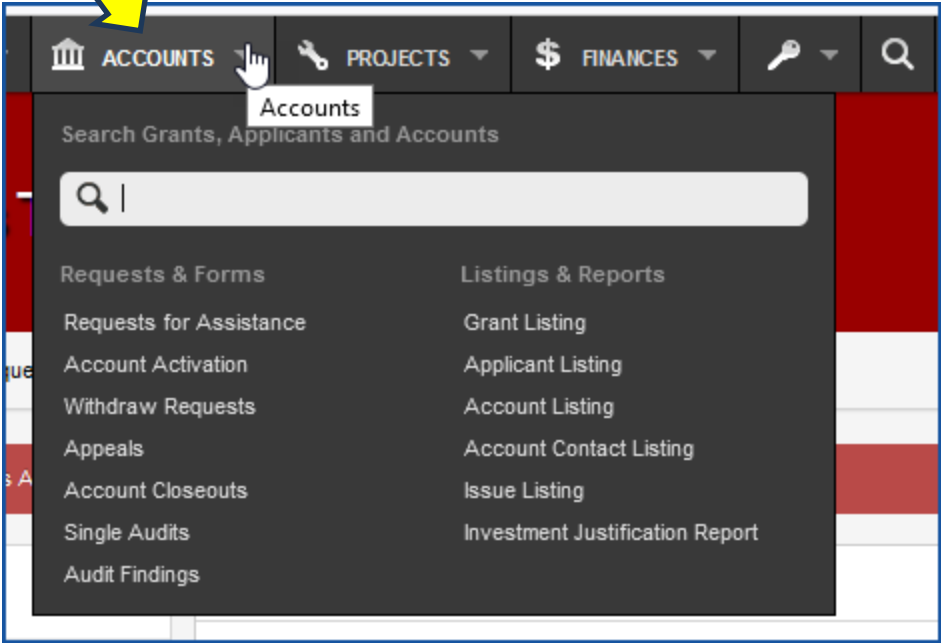
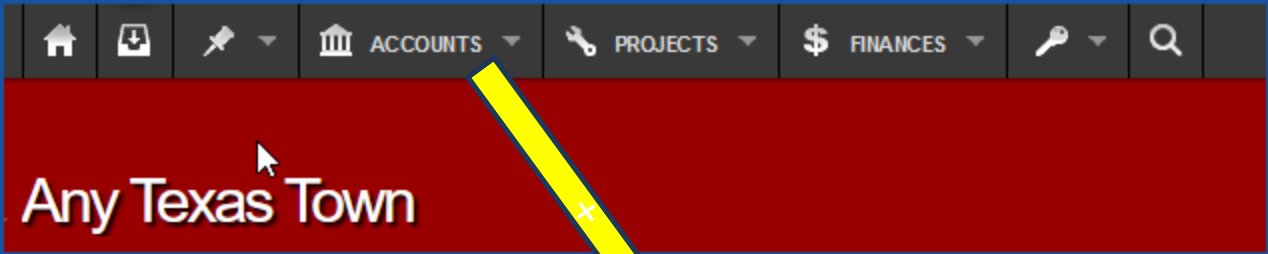


Pull-down menus allow for direct navigation to specific requests, forms, lists, and reports.

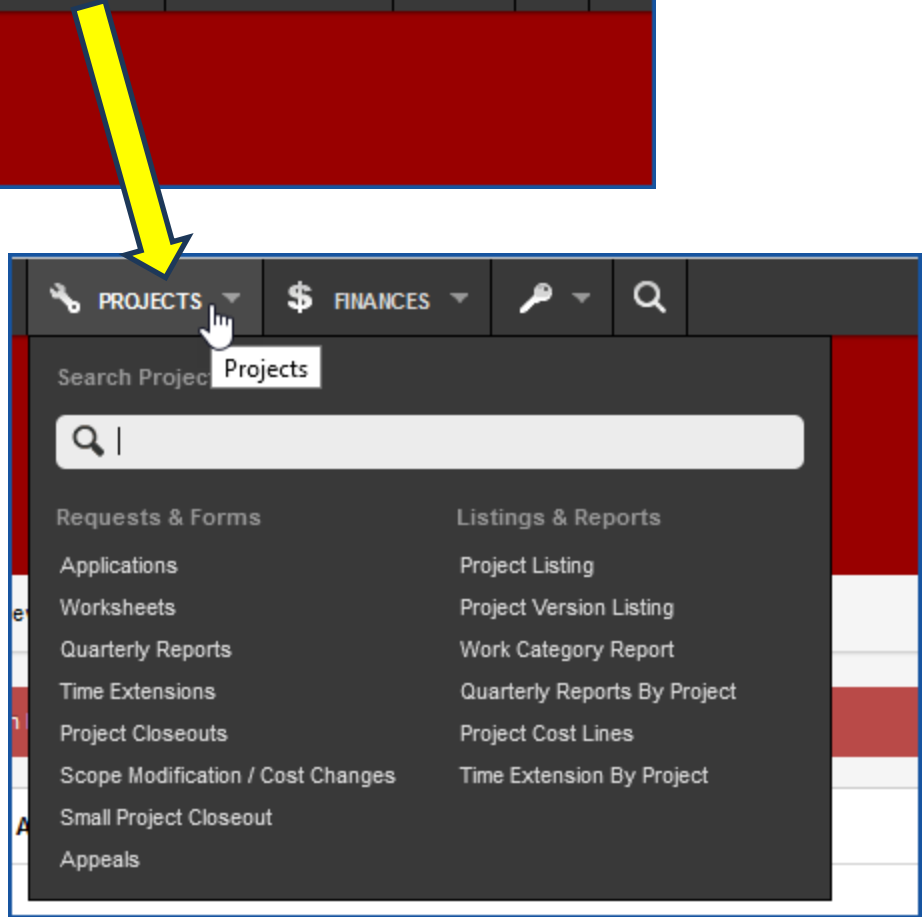
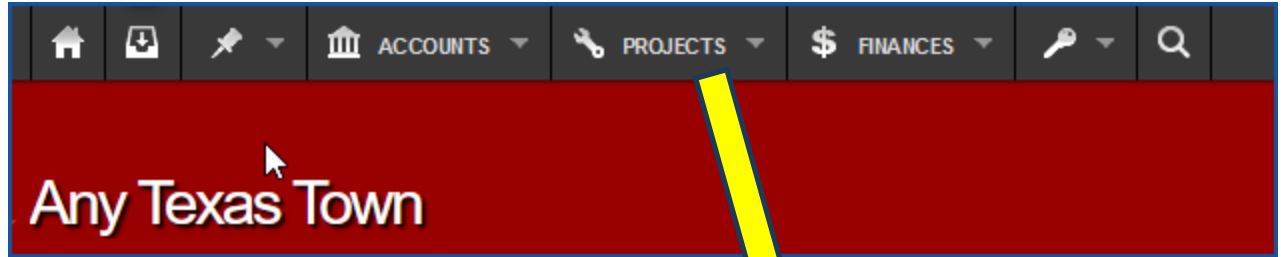
- Do not have to navigate by “drilling down” using the module links on the left of the page
- Grouped by type of data or content desired
- Includes mailbox, pre-sets, and search tool
- Searchable



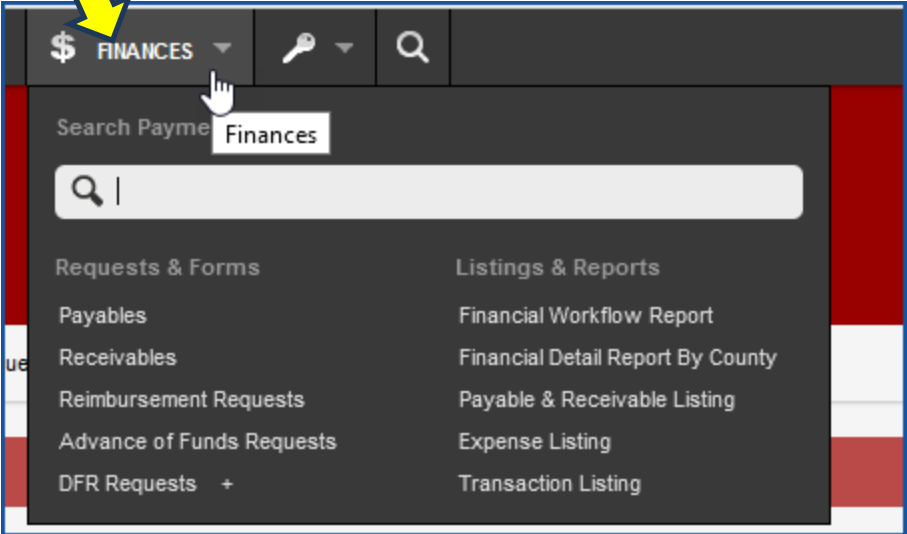
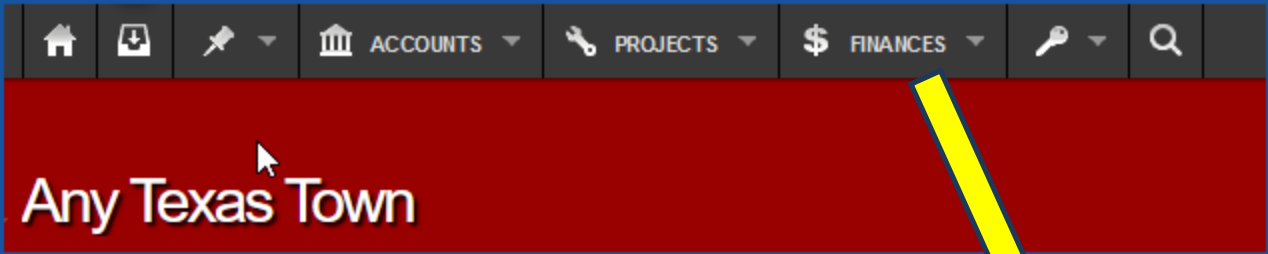
Pull-down Menus



Pull-down Menus



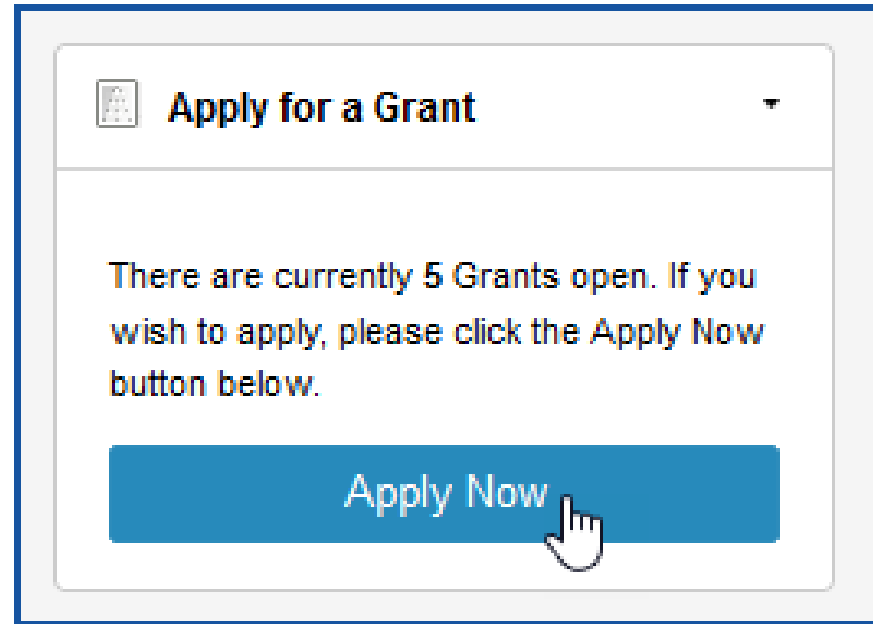
Pull-down Menus



Applying for a Grant



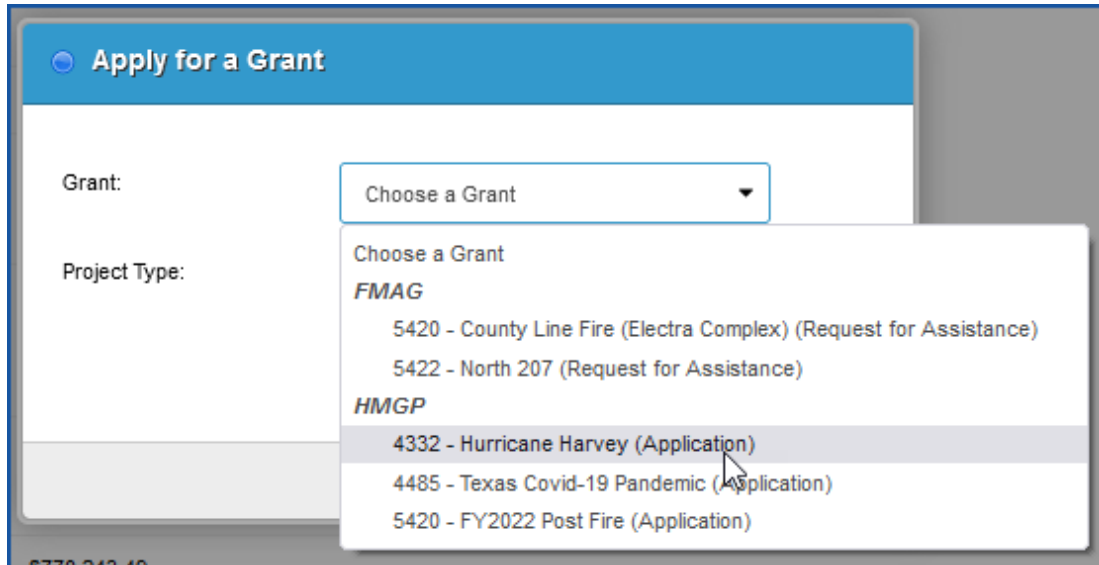
How to Apply



The application function is in the upper right portion of the applicant home page.



How to Apply



The screenshot shows a web form titled "Apply for a Grant". It has two main input fields: "Grant:" and "Project Type:". The "Grant:" field is currently open, displaying a dropdown menu with the following options:

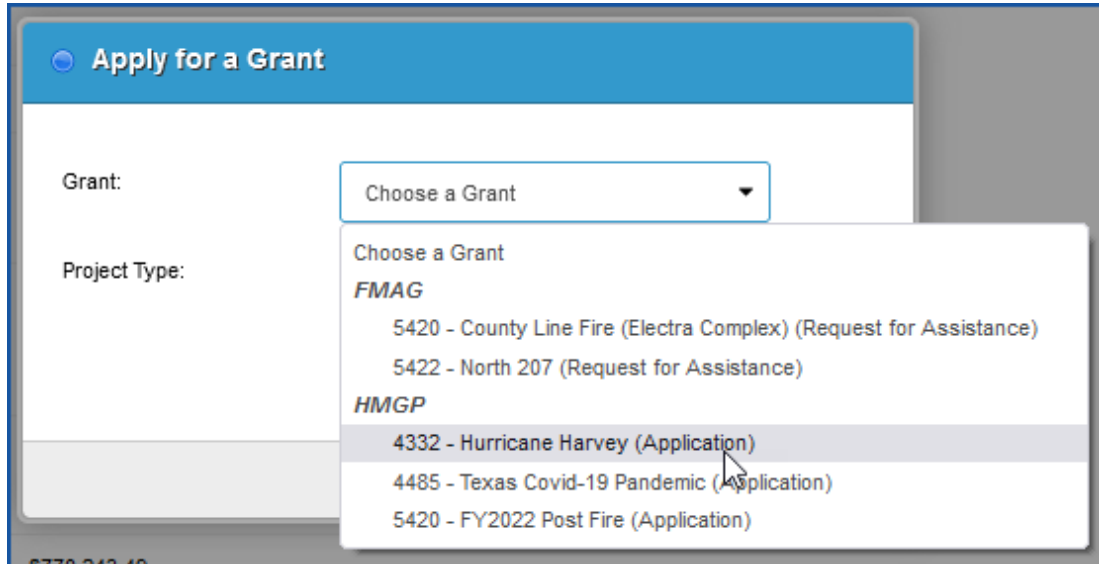
- Choose a Grant
- FMAG**
 - 5420 - County Line Fire (Electra Complex) (Request for Assistance)
 - 5422 - North 207 (Request for Assistance)
- HMGP**
 - 4332 - Hurricane Harvey (Application)
 - 4485 - Texas Covid-19 Pandemic (Application)
 - 5420 - FY2022 Post Fire (Application)

A mouse cursor is pointing at the "4332 - Hurricane Harvey (Application)" option, which is highlighted with a grey background.

Select the grant.



Choose Grant and Project



Apply for a Grant

Grant: Choose a Grant

Project Type: Choose a Grant

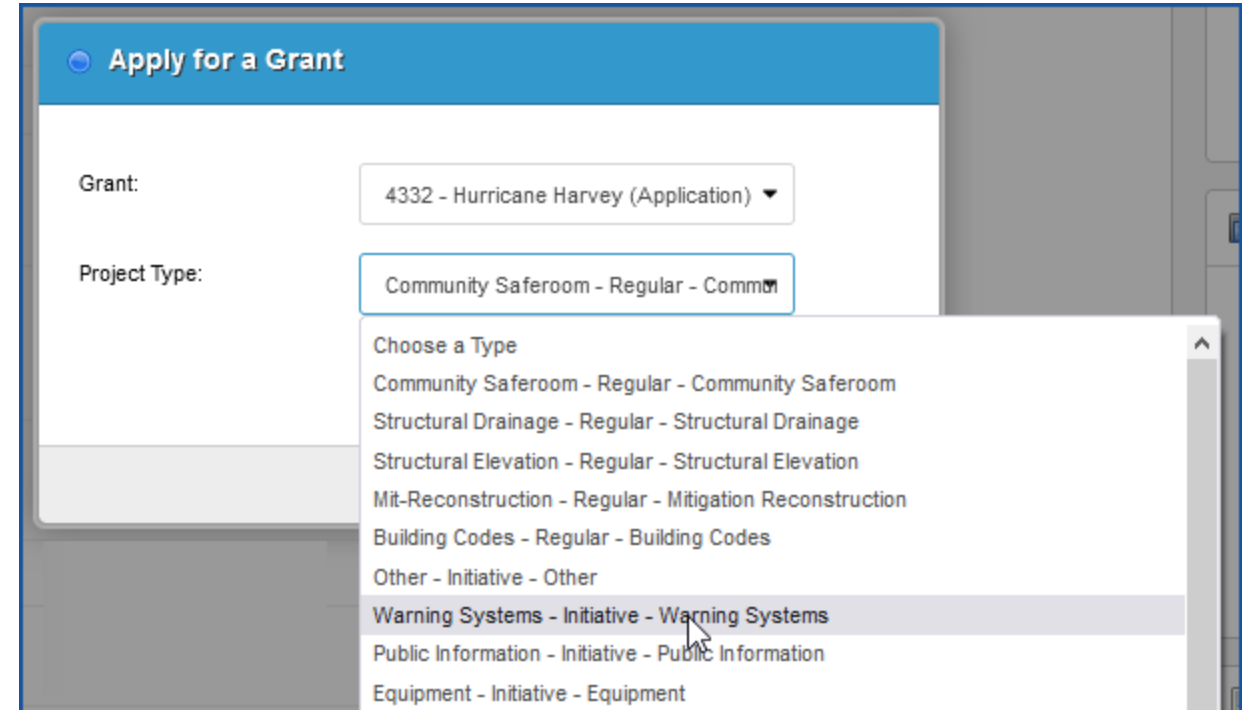
FMAG

- 5420 - County Line Fire (Electra Complex) (Request for Assistance)
- 5422 - North 207 (Request for Assistance)

HMGP

- 4332 - Hurricane Harvey (Application)
- 4485 - Texas Covid-19 Pandemic (Application)
- 5420 - FY2022 Post Fire (Application)

Select the grant.



Apply for a Grant

Grant: 4332 - Hurricane Harvey (Application)

Project Type: Community Saferoom - Regular - Comm

Choose a Type

- Community Saferoom - Regular - Community Saferoom
- Structural Drainage - Regular - Structural Drainage
- Structural Elevation - Regular - Structural Elevation
- Mit-Reconstruction - Regular - Mitigation Reconstruction
- Building Codes - Regular - Building Codes
- Other - Initiative - Other
- Warning Systems - Initiative - Warning Systems
- Public Information - Initiative - Public Information
- Equipment - Initiative - Equipment

Select the project type.



Complete the Application Form

4332 Hurricane Harvey (HMGP) > Any Texas County > Account for 4332 (HMGP) - Any Texas Co...

Application

Draft

Save and Submit

Save Submit Delete

Summary

- * **Form** >
 - Introduction
 - Worksheets
 - Scope of Work
 - Costs
 - Alternatives
 - Timeline
 - Certifications
 - Documentation
- Notes
- Documents

Form >> **Introduction**

Summary Information

Grant: 4332 Hurricane Harvey

Project Type: Regular - Community Saferoom ([change](#))

Title:

Used to help identify the project. Ex: "St Thomas Bridge Reinforcement".

Applicant Information

Applicant: **Any Texas County**
Location: Dallam (Panhandle Regional Planning Commission-R5 Region)
Type: County
Mailing: 2 County Rd 1, Sherman, TX



Finding your Drafts

Any Texas County

New Communication Create New Request More

3 overdue (View)
1 due in the next 30 days (View)

Quarterly Report Count:	No Active QRs (View All)
Eligible Obligated:	\$602,176.62
Federal Obligated:	\$504,415.12 (83.77%) View Graph
State Obligated:	\$0.00 (0.00%)
Local Share:	\$97,761.50 (16.23%)

Summary Manage Accounts Projects Payments Monitoring Quarterly Reports Contacts Notes Documents History

Resources

- Resources - Internal
- GMS Documentation
- Public Assistance
- Hazard Mitigation
- Fire Management Assistance
- EMPG
- Forms
- Job Aids
- News Archive

Applications

Application
5288 - Copper Breaks Fire (HMGP)
An Application is now ready for you to fill out and submit. Please complete the form by clicking the button below.
Note: The submission deadline date for this Application is Aug 7, 2020.
Complete Application

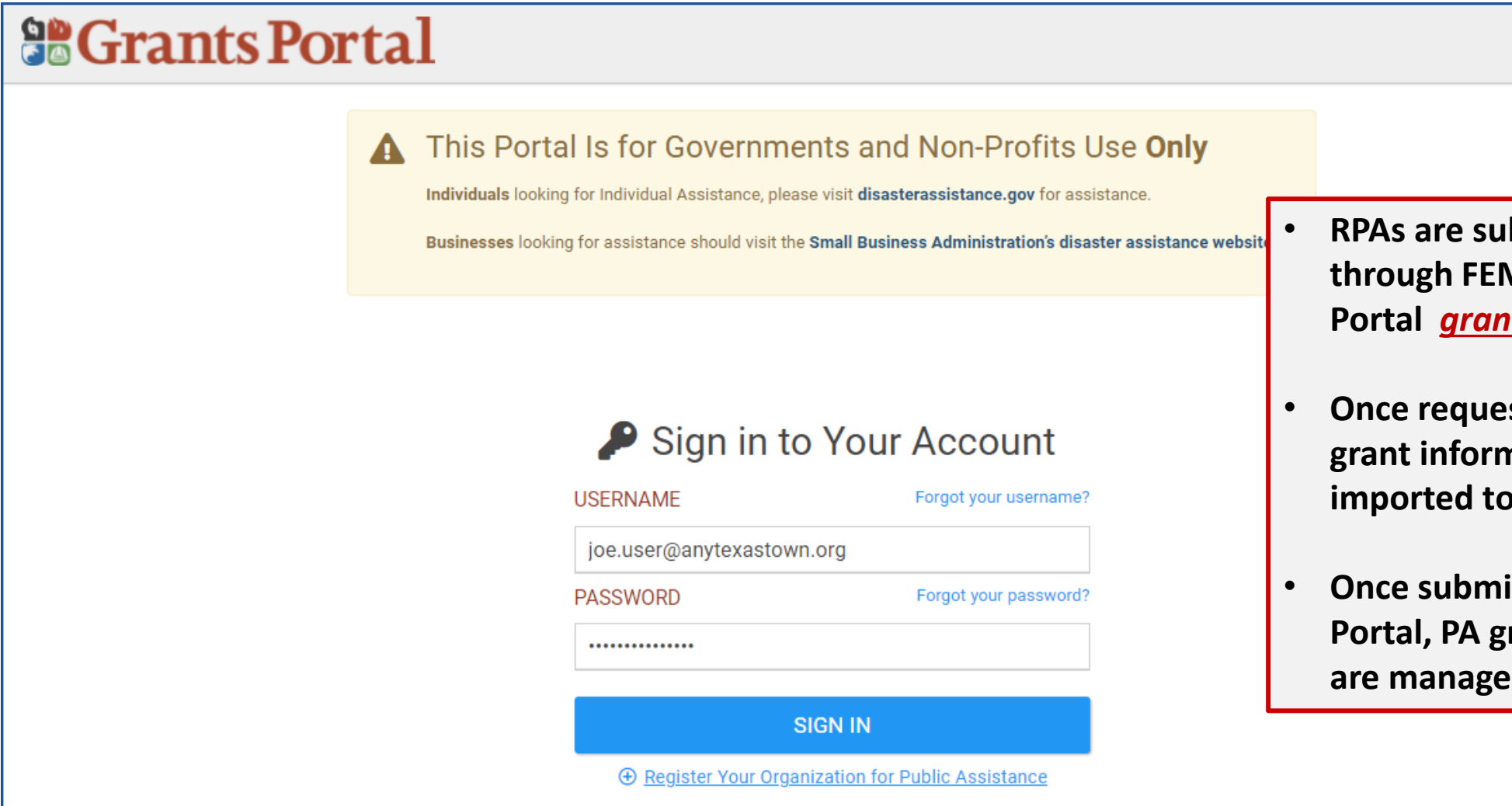
Application
FY20 - BRIC-FY20 (EMT-2020-BR-104) (PDM)
An Application is now ready for you to fill out and submit. Please complete the form by clicking the button below.
Note: The submission deadline date for this Application is Jan 29, 2021.
Complete Application

Save Advance

Drafts are created when you save the application . They will not show up in "Accounts" until advanced. Drafts are located at the bottom right side of the page as you scroll down.



Requests for Public Assistance (RPA)



The screenshot shows the FEMA Grants Portal login interface. At the top left is the 'Grants Portal' logo. A yellow warning box contains the text: 'This Portal Is for Governments and Non-Profits Use Only. Individuals looking for Individual Assistance, please visit disasterassistance.gov for assistance. Businesses looking for assistance should visit the Small Business Administration's disaster assistance website.' Below this is a 'Sign in to Your Account' section with a key icon. It includes a 'USERNAME' field with the example 'joe.user@anytexastown.org' and a 'Forgot your username?' link. The 'PASSWORD' field is masked with dots and has a 'Forgot your password?' link. A blue 'SIGN IN' button is at the bottom of the form, with a link to 'Register Your Organization for Public Assistance' below it.

- RPAs are submitted through FEMA Grants Portal grantee.fema.gov
- Once requested, the grant information is imported to GMS
- Once submitted in Grants Portal, PA grants/projects are managed in GMS



Basic GMS Process

Applicants
(External Users)

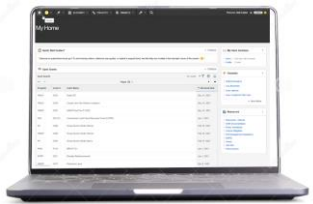
Submit Request

TDEM / Affiliates / FEMA
(Internal Users)

Review

Approve

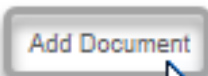
Execute



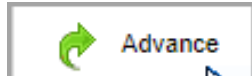
Complete Form



Save (first always)



Upload Documents



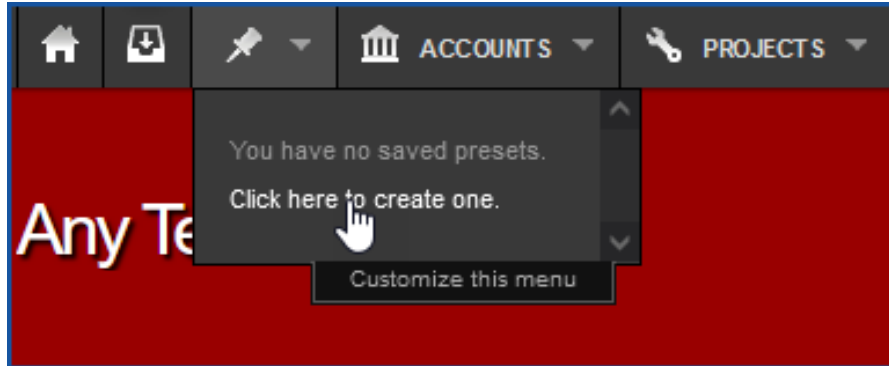
Advance to next step



Creating Pre-sets



Creating Pre-sets

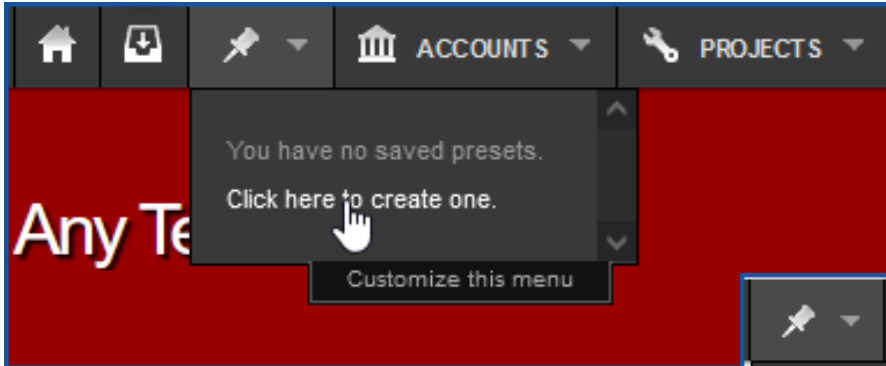


Navigate to the “Saved Pre-sets” pull-down menu (thumbtack).

- If no pre-sets have previously been saved, select “Click here to create one”



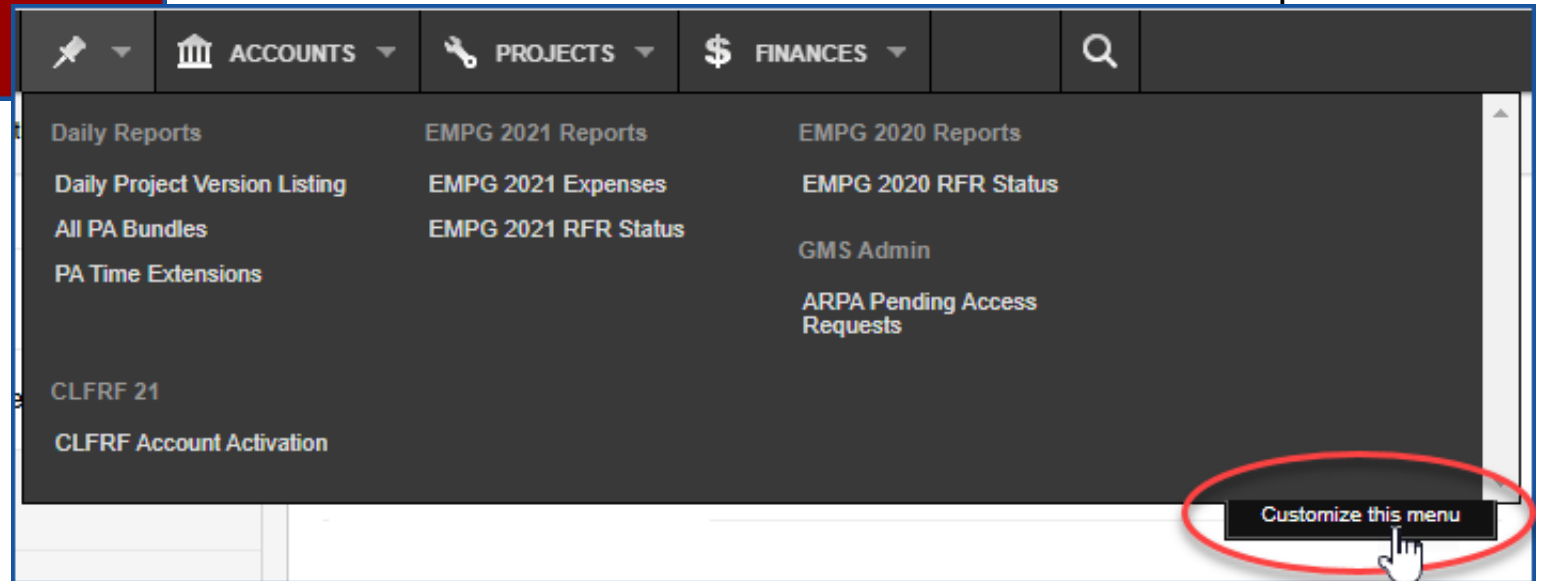
Creating Pre-sets



Navigate to the “Saved Pre-sets” pull-down menu (thumbtack).

- If no pre-sets have previously been saved, select “Click here to create one”

If pre-sets have already been saved, select “Customize this menu” in the bottom right-hand corner of the drop-down box.



Creating Pre-sets

Manage » Custom Menu

Drag Built-in links here to create a new category or [Click here](#) to create a new preset.

In the “Manage Custom Menu” section, select “Click here” to create a new pre-set.

There are also built-in pre-sets below that can be customized and added to your list of pre-sets

Built-in Presets

Click the “+” below to add these preset menu options to your custom menu above, you can customize the filter options even further.

Bi-Weekly	Project	Assignments	FEMA	Region 3 in Process
<ul style="list-style-type: none">+ P4 Report (Change Quarter)+ Large Closeout Step 3	<ul style="list-style-type: none">+ Projects Overpaid+ Region 1+ Region 4+ State Agencies	<ul style="list-style-type: none">+ Region III assignments+ Region IV assignments+ Region V assignments+ Region VI assignments+ State Agency assignments+ Accounts Region I+ Accounts Region II+ Accounts Region III+ Accounts Region IV+ Accounts Region V+ Accounts VI+ State Agency accounts	<ul style="list-style-type: none">+ PA Time Extensions+ PA Scope/Cost Modification+ PA Small Project Closeout+ PA Project Closeout (Large)+ PA Account Closeout	<ul style="list-style-type: none">+ Appeal+ HM Applications+ Account Closeout+ Payable+ Project Closeout+ Versions / Amendments+ Quarterly Report+ Receivable+ Reimbursement Request+ Request for Assistance+ Scope / Cost Change+ Time Extension



Creating Pre-sets

Drag Built-in links here to create a new category or [Click here](#) to create a new preset.

Add Preset

Listing: Choose an Option

- Choose an Option
- Account
- Account Activation
- Account Closeout
- Account Contact
- Advance of Funds Request
- Appeal
- Applicant
- Applicant Risk Ranking
- Application
- Contact
- DFR Request
- Expense
- Expense Project Cost
- Financial System Import
- Grant
- Inbox
- Inbox - Dealt With
- Inbox - Delayed
- Inbox - Drafts

Save Preset Cancel

Built-in Presets

Click the "+" below to add these preset menu options to your list. You can also customize the filter options even further.

Bi-Weekly	Project	FEMA
+ P4 Report (Change Quarter)	+ Projects Overpa	+ PA Time Extensions
+ Large Closeout Step 3	+ Region 1	+ PA Scope/Cost Modificat
	+ Region 4	+ PA Small Project Closeou
	+ State Agencies	+ PA Project Closeout (Lar
		+ PA Account Closeout

Choose a **pre-set type** from the pull-down menu.

- Pre-set types will drive the filter selections presented in the next step
- Save the pre-set



Creating Pre-sets

Add Preset

Basic Information

Preset Name: 1
This will be the name of the link in your menu.

Listing: 2

Other Information

Category: 3
Select a Category

New Category Name:

Results Per Page:

Filter Options: 4 Apply Filters

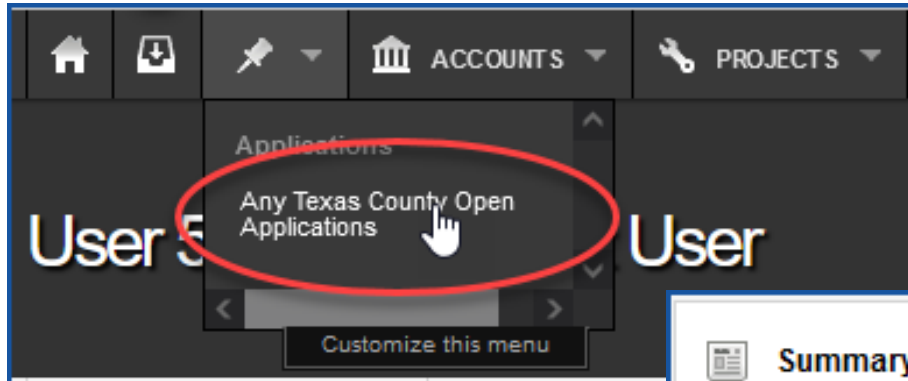
Grant / Applicant	Project	General	Custom
<input type="checkbox"/> Program	<input type="checkbox"/> Type	<input type="checkbox"/> Step	<input type="checkbox"/> Region Number
<input type="checkbox"/> Grant	<input type="checkbox"/> Size	<input checked="" type="checkbox"/> Submitted Date	<input type="checkbox"/> District Number
<input type="checkbox"/> County	<input type="checkbox"/> Obligated	From: <input type="text" value="Jan 1, 2014"/>	
<input checked="" type="checkbox"/> Account Status	<input type="checkbox"/> Title	To: <input type="text" value="Jan 31, 2022"/>	
<input checked="" type="checkbox"/> Opening	<input type="checkbox"/> Closeout Status	<small>For an exact value, use "From" field</small>	
<input checked="" type="checkbox"/> Active			

Save Preset 5

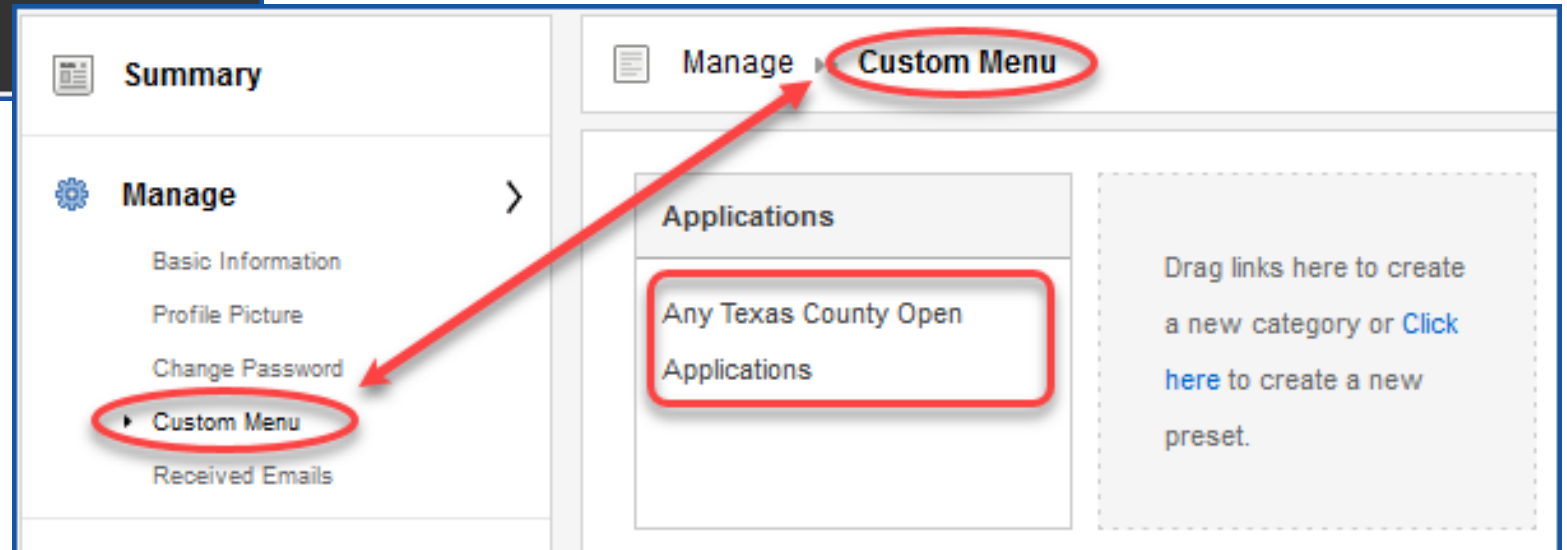
1. Name the pre-set
2. The listing will carry over from the previous step
3. Select a category (create a new category if none exists)
4. Apply desired filters
5. Save the preset



Creating Pre-sets



Once saved, the preset will appear in the pull-down menu and in the “Manage Custom Menu” section.



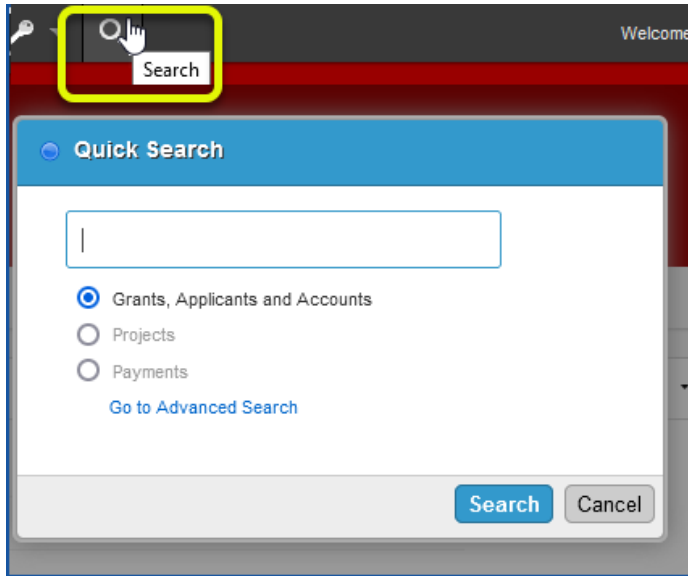
Search, Filter, and Export



Conducting Searches in GMS



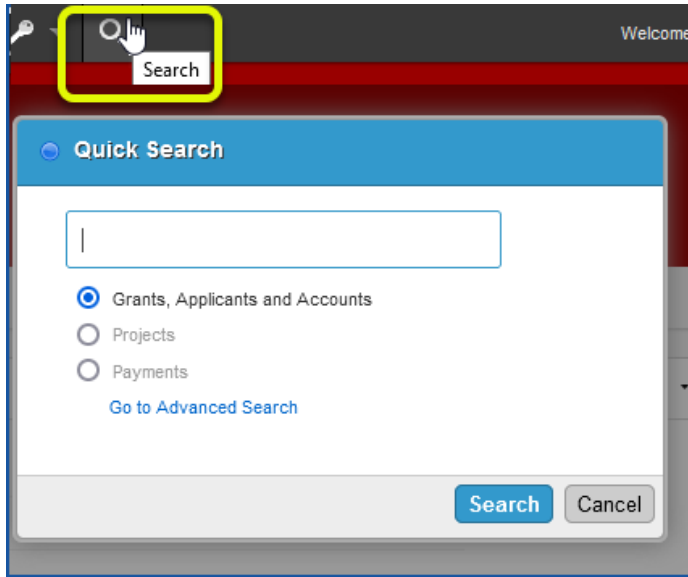
Conducting Searches in GMS



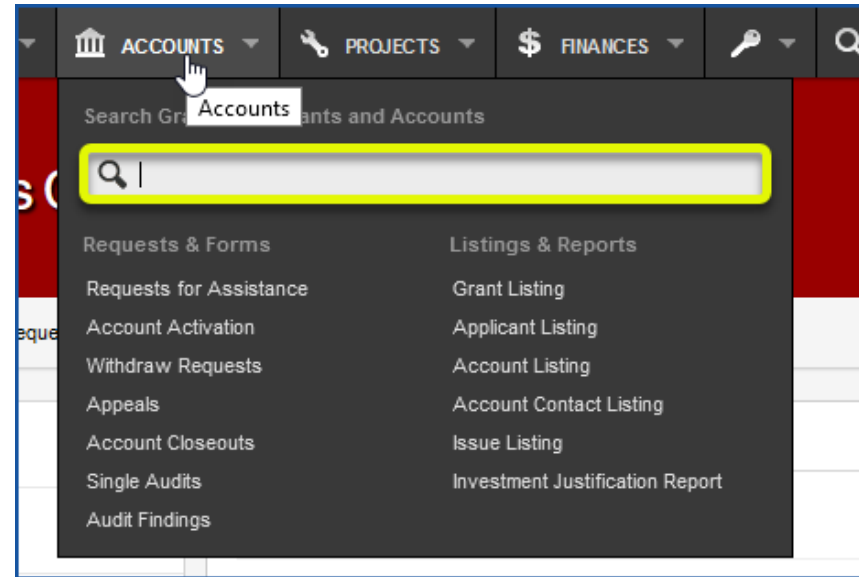
Quick Search from the menu bar



Conducting Searches in GMS



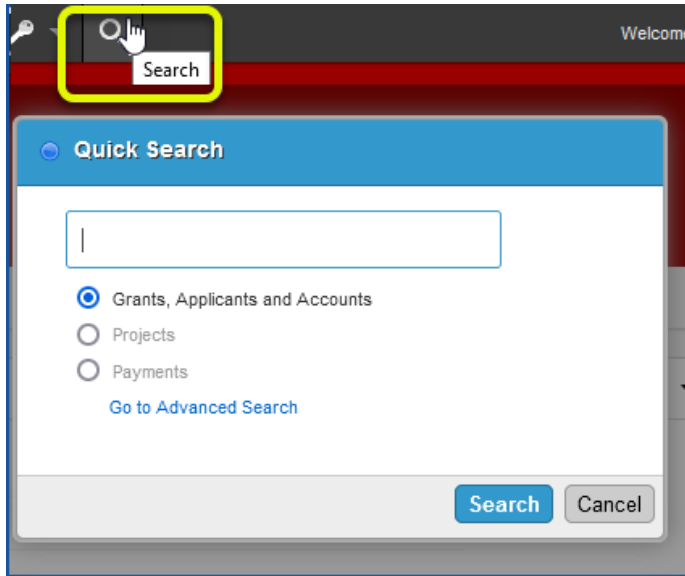
Quick Search from the menu bar



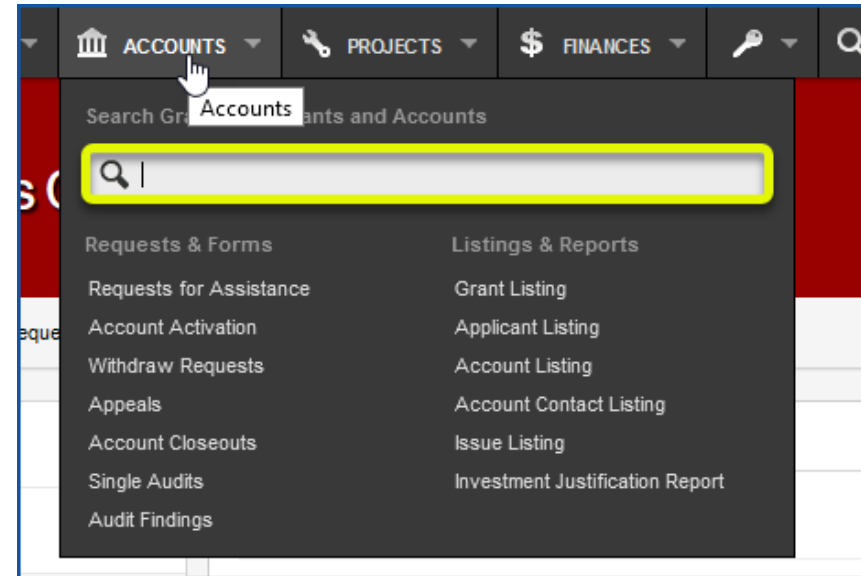
Search in menu sections



Conducting Searches in GMS



Quick Search from the menu bar



Search in menu sections

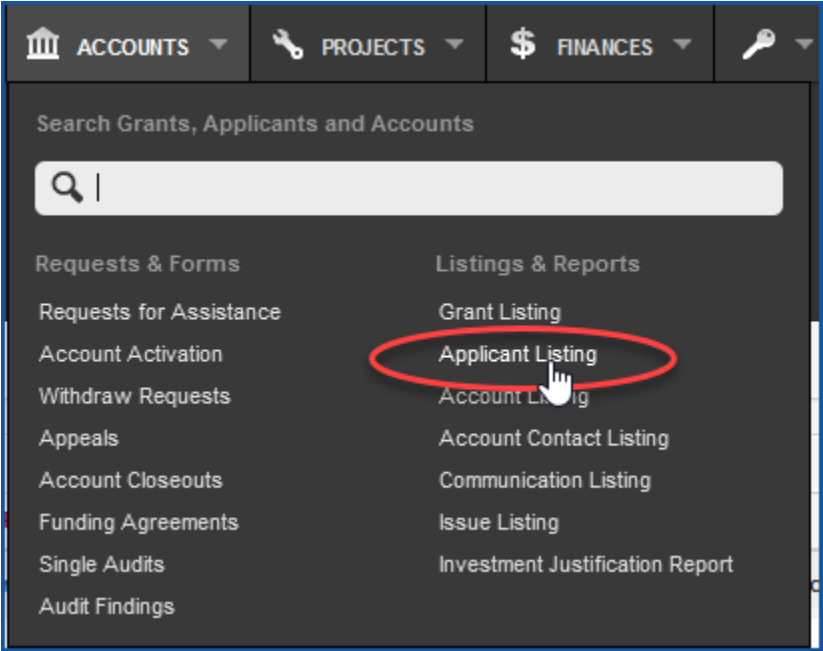
Quick Search [Click here to search](#) **Enter search criteria** 6 results

Program	Grant #	Grant Name	Proj Count	Closed Date
SPA	2021CLFRF	Coronavirus Local Fiscal Recovery Fund (CLFRF)	0	Dec 17, 2021
HMGP	4332	Hurricane Harvey	0	
HMGP	4572	Hurricane Laura	0	

Quick Search from any listing



Applying Filters to a Listing



Applying Filters to a Listing

ACCOUNTS **PROJECTS** **FINANCES**

Search Grants, App

Requests & Forms

Requests for Assista

Account Activation

Withdraw Requests

Appeals

Account Closeouts

Funding Agreements

Single Audits

Audit Findings

Applicant Search

Quick Search:

Applicant	General	Custom
<input type="checkbox"/> County	<input type="checkbox"/> On Hold	<input type="checkbox"/> Plan Name
<input type="checkbox"/> Applicant	<input type="checkbox"/> Deleted	<input type="checkbox"/> Plan FEMA Approval Date
<input type="checkbox"/> Applicant Classification	<input type="checkbox"/> Assigned Contact	<input type="checkbox"/> Plan Expiration Date
<input type="checkbox"/> PNP Flag		<input type="checkbox"/> Plan Adoption Date
<input checked="" type="checkbox"/> State Agency Flag <input type="radio"/> Yes <input checked="" type="radio"/> No		<input type="checkbox"/> Payments On Hold
<input type="checkbox"/> Region		<input checked="" type="checkbox"/> Region Number 3 - South Texas Region 4 - West Texas Region 5 - Northwest Texas Region 6 - Central Texas Region
<input checked="" type="checkbox"/> Has DUNS <input type="radio"/> Yes <input checked="" type="radio"/> No		

To select more than one, hold down the control key.

Apply Filters **Cancel**

filters (Agency Flag, Has DUNS, and Region Number)



Applying Filters to a Listing

Applicants

Save as Menu Preset New Applicant


Quick Search: 29 results

There are 3 active filters (Agency Flag, Has DUNS and Region Number)

Name	FIPS #	Classification	County	PNP	Agency
Andrews Independent School District (ISD)	003-09BBD-00	School District	Andrews	N	N
Anson Independent School District (ISD)		School District	Jones	N	N
Big Spring Independent School District (ISD)	227-0FF7D-00	School District	Howard	N	N
Blackwell Consolidated Independent School District (CISD)		School District	Nolan	N	N
Blanket Independent School District (ISD)		School District	Brown	N	N
Brookesmith Independent School District (ISD)		School District	Brown	N	N
Crockett County Consolidated Consolidated School District (CSD)		School District	Crockett	N	N
Crosbyton Consolidated Independent School District (CISD)		School District	Crosby	N	N
Culberson County-Allamore Independent School District (ISD)		School District	Culberson	N	N
De Leon Independent School District (ISD)		School District	Comanche	N	N
Dean	077-19456-00	City	Clay	N	N
Denver City Independent School District (ISD)		School District	Yoakum	N	N
Eden Consolidated Independent School District (CISD)		School District	Concho	N	N
Hale Center Independent School District (ISD)		School District	Hale	N	N

There are 29 applicants that:

- Are not a state agency
- Do not have a DUNS number
- Are in TDEM Regions 4 and 5



Exporting Data to Excel

Applicants

Save as Menu Preset New Applicant

Quick Search: 29 results

There are 3 active filters (Agency)

Excel Export Settings

Pages: Current Page All Pages

Columns: Standard Custom (Select All | Deselect All)

Choose Columns:

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> City	<input type="checkbox"/> Legislative House District	<input type="checkbox"/> Monitoring Level
<input type="checkbox"/> Is PNP	<input type="checkbox"/> State	<input type="checkbox"/> Legislative Senate District	<input checked="" type="checkbox"/> Region Number
<input type="checkbox"/> Is State Agency	<input type="checkbox"/> Zip Code	<input type="checkbox"/> Congressional District	<input checked="" type="checkbox"/> District Number
<input checked="" type="checkbox"/> FIPS #	<input type="checkbox"/> Mailing Line 1	<input type="checkbox"/> Unique Applicant ID	<input type="checkbox"/> Primary State Contact
<input checked="" type="checkbox"/> County	<input type="checkbox"/> Mailing Line 2	<input type="checkbox"/> COG Region	<input type="checkbox"/> Creation Date
<input type="checkbox"/> State Applicant Number	<input type="checkbox"/> Mailing City	<input type="checkbox"/> UA Region	<input type="checkbox"/> FAMIS Vendor ID
<input checked="" type="checkbox"/> Classification	<input type="checkbox"/> Mailing State	<input type="checkbox"/> Plan Name	<input type="checkbox"/> Sub-Code
<input checked="" type="checkbox"/> PNP	<input type="checkbox"/> Mailing Zip Code	<input type="checkbox"/> Plan FEMA Approval Date	<input type="checkbox"/> SAM Registration Expiration...
<input checked="" type="checkbox"/> Agency	<input type="checkbox"/> Primary Vendor Number	<input type="checkbox"/> Plan Expiration Date	<input type="checkbox"/> Fiscal Year End Month
<input type="checkbox"/> Address Line 1	<input checked="" type="checkbox"/> DUNS Number	<input type="checkbox"/> Plan Adoption Date	
<input type="checkbox"/> Address Line 2	<input type="checkbox"/> SAMS Number	<input type="checkbox"/> FEIN #	

Export Cancel

Name	PNP	Agency
Andrews Independent School District	N	N
Anson Independent School District	N	N
Big Spring Independent School District	N	N
Blackwell Consolidated Independent School District	N	N
Blanket Independent School District	N	N
Brookesmith Independent School District	N	N
Crockett County Consolidated Independent School District	N	N
Crosbyton Consolidated Independent School District	N	N
Culberson County-Allamore Independent School District	N	N
De Leon Independent School District	N	N
Dean	N	N
Denver City Independent School District (ISD)	N	N
Eden Consolidated Independent School District (CISD)	N	N
Hale Center Independent School District (ISD)	N	N

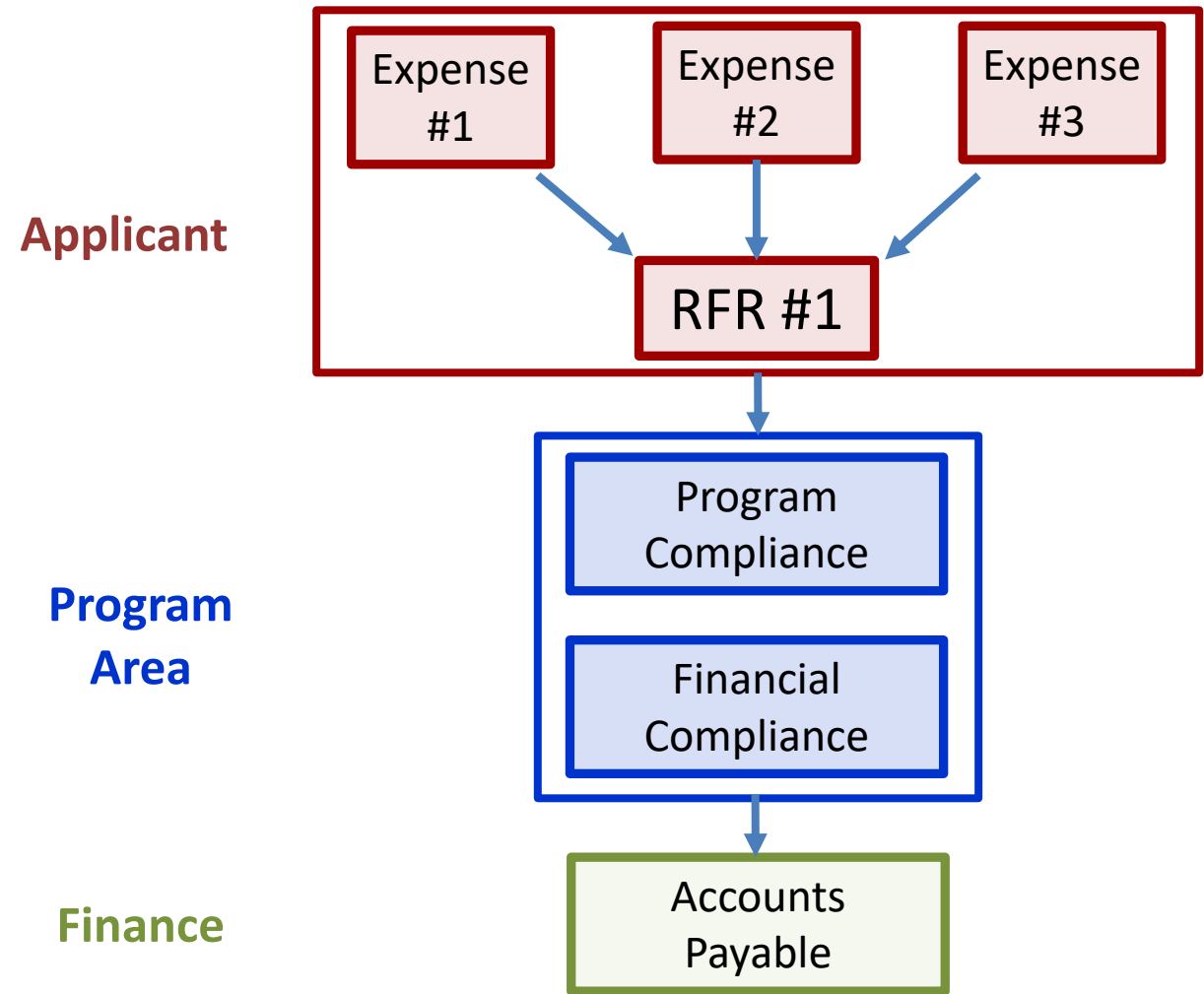


Handy GMS Tips



Expenses and Requests for Reimbursement

- Expenses are captured in GMS to document the qualifying expenditures for program compliance and/or reimbursement
- RFRs are created to submit those qualifying expenses for payment
- An RFR can be submitted for one expense or for multiple expenses
- As RFRs advance through the GMS workflow, they require program compliance validation and program approval



How to Find State Contacts

The screenshot shows a web application interface. On the left is a sidebar menu with the following items: Summary, Manage, Accounts, Projects, Payments, Monitoring, Quarterly Reports, and Contacts. The 'Contacts' item is highlighted with a red rounded rectangle and has a right-pointing chevron. Below 'Contacts' are sub-items: Applicant, State (with a right-pointing chevron), and Communications. The main content area is titled 'Contacts >> State'. Below the title is a 'Quick Search:' bar with '6 results' and filter icons. A table displays the search results with the following columns: Name, Title, Bus Phone, Email, Notify, Is User, and Position(s).

Name	Title	Bus Phone	Email	Notify	Is User	Position(s)
Joseph Minshew	District Coordinator 1 - Amarillo - ...	806-651-5600	joseph.minshew@tdem.texas.gov	N	Yes	Other
Natalie Davis	Hazard Mitigation Coordinator - ...	737-262-4830	natalie.davis@tdem.texas.gov	Y	Yes	Secondary State Contact
Tho Do	Manager	254-300-7023	tho.do@homellp.com	Y	Yes	Primary State Contact
Jeffrey Stalcup	Recovery Coordinator - Region 4...	806-317-9308	jeffrey.stalcup@tdem.texas.gov	Y	Yes	Secondary State Contact
John Testuser	Test	555-555-5555	john.lecheler@dps.texas.gov	Y	Yes	Authorized Agent, Primary
Colleen O'Neal	Unit Chief Region 4 & 5	806-740-8936	colleen.oneal@tdem.texas.gov	Y	Yes	Other



User Help

The screenshot displays a web application interface for 'Any Texas County'. At the top, a navigation bar includes icons for Home, Accounts, Projects, and Finances, along with a search icon. The user is logged in as 'Bob Test User' and has a 'Logout' button. A yellow circle highlights a help icon (question mark) next to the user name. Below the navigation bar, the main header area is red and contains the text 'Any Texas County' and a 'READ-ONLY' badge. A 'Create New Request' button is visible on the left. The main content area is divided into three columns. The left column is a sidebar with menu items: Summary, Accounts, Projects, Payments, Monitoring, Quarterly Reports, Contacts, and Notes. The middle column is titled 'Applicant Details' and contains the following information:

UEI:	
Unique Applicant ID:	4116
FEIN #:	000000000
DUNS #:	333222111
Account Count:	6 Accounts (View) 5 Open 1 Closed
Project Count:	6 Projects (View) 5 Obligated - Large (4 Open) 1 Obligated - Small (0 Open) 3 overdue (View) 1 due in the next 30 days (View)
Quarterly Report	No Active QRs (View All)

The right column is titled 'Apply for a Grant' and contains the text: 'There are currently 5 Grants open. If you wish to apply, please click the Apply Now button below.' Below this text is a blue 'Apply Now' button. Below the 'Apply for a Grant' section is a 'Resources' section with a list of links: Public Assistance, Hazard Mitigation, Fire Management Assistance, EMPG, Forms, Job Aids, and News Archive.



User Help

Home Accounts Projects Finances Logout ?

Welcome, Bob Test User

Any Texas County

Help and Support

Training Videos
These videos provide an overview of different areas in the system.
[Go to Training Videos](#)

The Help Guide
Have a look through our help guide. It will provide instructions on how to use the system.
[Go to the Help Guide](#)

Open a Support Ticket
Can't find the answer to your question? Click the button below to send a message to our Support Team.
[Open a Support Ticket](#)

Cancel

5 Obligated - Large (4 Open)
1 Obligated - Small (0 Open)
3 overdue (View)
1 due in the next 30 days (View)

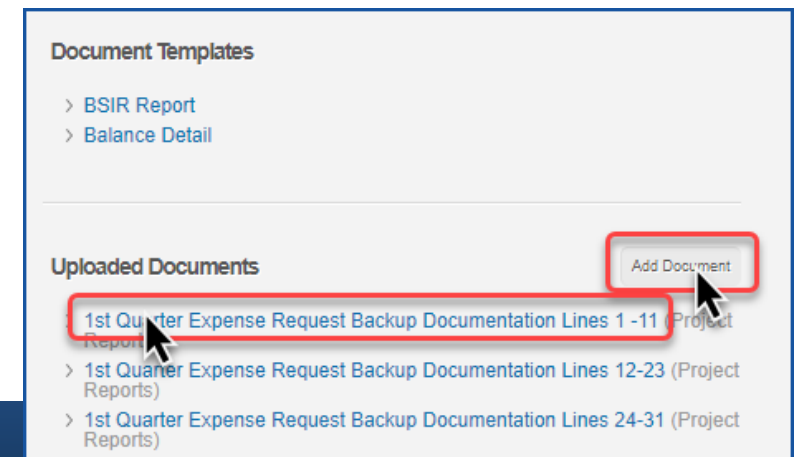
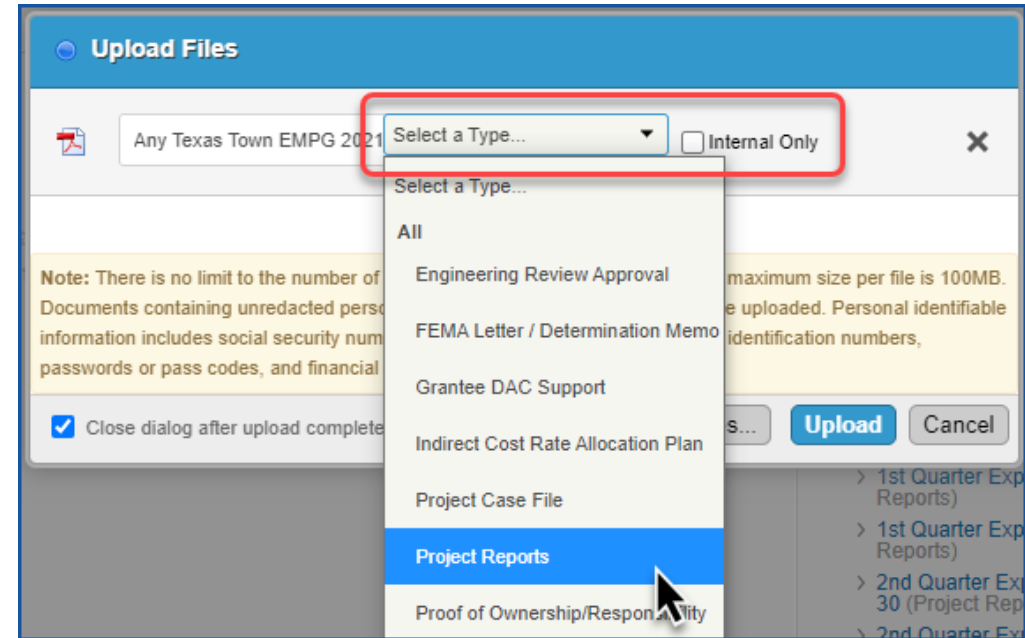
Quarterly Report No Active QRs (View All)

- Fire Management Assistance
- EMPG
- Forms
- Job Aids
- News Archive



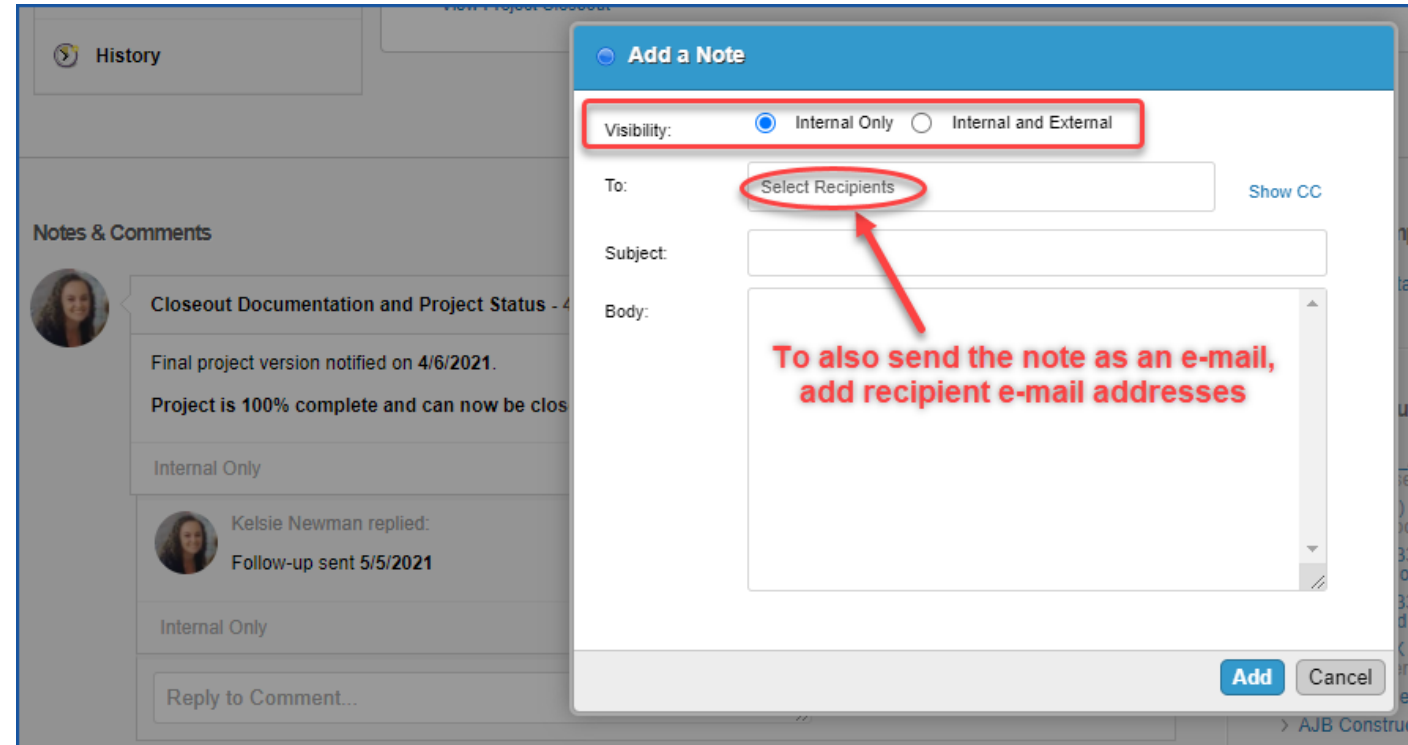
Document Management

- To **upload a document**, select the “Add Document” button, either drag and drop the document or upload it, select the “File Type” and select “Upload”
- To **download a document**, navigate to the bottom right corner of the page, click the correct document link under “Uploaded Documents,” and it will open to your computer.
- **Document templates** are often available and will be specific to a program and module.



Communication – Adding Notes

- Notes may be added to any page in GMS to enhance communication and maintain a permanent record of dialog
- To view or add a note or reply, navigate to the bottom left portion of the page
- Notes that have been inserted are visible and in chronological order
- To add a new note, select the “Add Note” button and a dialog box will appear



Support Tickets

System Help:

- Examples are bug/error, return item to previous workflow step, undelete an item, access issues
- Submit a support ticket by navigating to the yellow question mark button in the upper right corner from any page
- Once the ticket is complete, **save** and **advance** it
- Always generate the support ticket from the page where the issue is encountered

The screenshot illustrates the process of creating a support ticket. It starts with a user header showing 'Welcome, Joe Applicant' and a 'LOGOUT' button. A yellow question mark icon in the top right corner is highlighted with a red circle and a mouse cursor. Below this, the 'Help and Support' section contains three cards: 'Training Videos', 'The Help Guide', and 'Open a Support Ticket'. The 'Open a Support Ticket' card is highlighted with a red box and contains a yellow question mark icon and an 'Open a Support Ticket' button. A red arrow points from the question mark icon in the header to the question mark icon in the 'Open a Support Ticket' card, and another red arrow points from the 'Open a Support Ticket' button to the form below. The form has radio buttons for 'Help Request' (selected), 'Bug/Error', and 'Product Enhancement', and another set for 'Request Additional Access' and 'Applicant Data Update Request'. It also has radio buttons for 'High', 'Medium' (selected), and 'Low'. There is a text input field for a title, a URL field, a dropdown menu for 'Not Applicable', and a large text area for a detailed description. At the bottom of the form, there are 'Save', 'Advance', and 'Cancel' buttons. A red box highlights the 'Save' and 'Advance' buttons, with a red arrow pointing from the 'Advance' button to a separate 'Create New Support Ticket' dialog box.




Common Reasons for Support Tickets

- System bug/error
- Update applicant information
- Account lock-outs
- Modified user access
- Workflow return to previous step
- Product enhancement request
- User error



GMS Resources

Any Texas County



New Communication Create New Request More

- Summary
- Manage
- Accounts
- Projects
- Payments
- Monitoring
- Quarterly Reports
- Contacts
- Notes
- Documents
- History

Applicant Details

UEI:

Unique Applicant ID: 4116

FEIN #: 000000000

DUNS #: 333222111

Account Count: 6 Accounts (View)
5 Open
1 Closed

Project Count: 6 Projects (View)
5 Obligated - Large (4 Open)
1 Obligated - Small (0 Open)
3 overdue (View)
1 due in the next 30 days (View)

Quarterly Report Count: No Active QRs (View All)

Eligible Obligated: \$602,176.62

Federal Obligated: \$504,415.12 (83.77%)
View Graph

State Obligated: \$0.00 (0.00%)

Local Share: \$97,761.50 (16.23%)

Apply for a Grant

There are currently 56 Grants open. If you wish to apply, please click the Apply Now button below.

Apply Now

Create New DFR Request

Click the button below to create a new DFR Request

New DFR Request

Resources

- Resources - Internal
- GMS Documentation
- Public Assistance
- Hazard Mitigation
- Fire Management Assistance
- EMPG
- Forms
- Job Aids
- News Archive



GMS Resources

Any Texas County

New Communication More

Summary

Manage

Accounts

Projects

Payments

Monitoring

Quarterly Reports

Contacts

Notes

Documents

History

Resources

- Resources - Internal
- GMS Documentation
- Public Assistance
- Hazard Mitigation
- Fire Management Assistance
- EMPG
- Forms
- Job Aids
- News Archive

Federal Obligated: \$504,415.12 (83.77%) [View Graph](#)

State Obligated: \$0.00 (0.00%)

Local Share: \$97,761.50 (16.23%)

Apply for a Grant

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New DFR Request

Resources

- Resources - Internal
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- Public Assistance
- Hazard Mitigation
- Fire Management Assistance
- EMPG
- Forms
- Job Aids
- News Archive



TEXAS DIVISION OF EMERGENCY MANAGEMENT

Questions?

