Request Funding Assistance - Non Disaster

- 1. Log-in to GMS: <u>https://grants.tdem.texas.gov</u>
- 2. Select the Home menu icon to navigate to the "Applicant Summary" screen



If assigned multiple applicants, select the applicant you want to access

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Choose an Ap	plicant									READ-ONLY
Save as Menu Preset										
Quick Search:								2 re	suits • 🍸	8
▼ Name						FIPS #	Classification	County	PNP	Agency
Any Texas County						111-TEST0-00	County	Sherman	N	N
any Texas Town						000-TEST0-00	City	Sherman	Ν	Ν

3. From the Applicant - Summary screen, select the "Apply Now" button to request funding assistance for a grant or an award.

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Any Texas Town		READ CRLY				
Create New Request Submit New Reimbursement Re	quest	More -				
Summary > Applicant Details		• Apply for a Grant •				
Accounts Unique Applicant ID:	2501	There are currently Z Grants open. If you				
FEIN #:	11111111	wish o apply, please click the Apple New output below.				
DUNS #:	111222333	Apply Now				
Payments Account Count:	1 Account Open					
Quarterly Reports Project Count:	0 Projects	Resources •				
Quarterly Report Count:	No Active QRs (View All)	Public Assistance Hazard Mitigation				
Eligible Obligated:	\$0.00	Fire Management Assistance Grant				
Federal Obligated:	\$0.00 (0.00%)	Forms Job Aids				
Documents State Obligated:	\$0.00 (0.00%)	News Archive				
History	\$0.00 (0.00%)					
		Applications -				
		Application 9999 - Test Grant (EMPG)				
		An Application is now ready for you to fill out and submit. Please complete the form				

4. Select the Program Grant/Award you are requesting funding assistance from and then select "**Create**".

Apply for a G	rant
Grant:	Choose a Grant 🗸
Project Type:	Choose a Grant 4416 - Texas Severe Storms and Flooding (HMGP) (Application) PDM19 - PDM19 (PDM) (Application) 4454 - Severe Storms and Flooding (HMGP) (Application) 5288 - Copper Breaks Fire (HMGP) (Application) 4466 - Tropical Storm Imelda (HMGP) (Application) 2020 - Coronavirus Relief Fund (SPA) (Request for Assistance) LEA2020 - CRF for Local Education Agencies (SPA) (Request for Assistance)
	Create Cancel

- **5.** A **New Request for Assistance** form will open and will display the applicant's core information.
- 6. Review Applicant information and provide corrections, if needed.
- 7. Next enter the "**Primary Contact**," "Alternate Contact," and "Authorized Contact." These contacts will be the designated contacts for the grant/award.

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Any Texas Town	New	Requ	est for Assista	nce				
Create		Cancel						
🛒 ¥ Form		>	Form					
			Grant:	LEA20	020 CRF for Local Education Agencies		•	
		6	Applicant:	Any Te Location FIPS #: DUNS # FEIN #: Type: Ci 1 Longh	tas Town 1: Sherman (5 - Northwest Texas Region Region) 000-TEST0-00 + 111222333 111111111 âty 10rm Drive, Sherman, TX			
			Is all above information corre current?	ct and Choos	e One 🔻			
		$\overline{\mathbf{G}}$	Primary Contact: 🤫	Select	t One	•		
			Alternate Contact: 🕐	Select	t One	•		
			Authorized Contact: 🤊	Select	t One	•		
			Counties Affected:	Ander Andre Angel Arans Arche The local	rson WS lina 383 ¥f tilon of the damage (only if in multiple counties).			•

8. After all the information is entered, select "**Create**" to save and advance the request to TDEM for review and processing.



Note: Upon TDEM's review and approval, the primary and alternate contacts will receive a GMS email notification of approval along with information and the actions that must be completed for account activation and eligibility to receive funding.