



Sign In/Sign Up Instructions

For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

REMINDER: Your email address and password is utilized for *all* Maine Emergency Management Grant Programs. A unique login for each program is not required.

Sign In

Email

Password



Log In

[Forgot your password?](#)

Need an Account?

Sign Up

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[← Return to Login](#)

Sign In/Sign Up Instructions

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Sign Up

Enter an email address and choose a password to create a new account.

Email

Fill in Email address

Password

Fill in Password

- ⚙ Must contain at least one lowercase letter
- ⚙ Must contain at least one uppercase letter
- ⚙ Must contain one number
- ⚙ Must be between 8 and 32 characters
- ⚙ Must not be an email address

Confirm password

Confirm Password Selection

⚙ Passwords must match

Sign Up

Click on "Sign Up"



Please click **"Create a Profile to Get Started"** to begin. You can always edit your Profile by clicking "Edit".

You cannot move forward until you have completed your Profile.

[Create a Profile to Get Started](#)

Click on "Create a Profile"





Profile ▾

Save Draft

Create Profile

Fill out each line with the Agency/Organization Information

Subrecipient Agency *	<input type="text"/>
Physical Address *	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zipcode *	<input type="text"/>
Mailing Address *	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zipcode *	<input type="text"/>
Email Address *	<input type="text"/>
DUNS Number *	<input type="text"/>
SAM Number/CAGE Code *	<input type="text"/>

Click on "Create a Profile" once form is completed

Save Draft

Create Profile

This page will appear once a Profile has been created.



Maine Emergency Management Agency Homepage

Welcome, RACHEL.BETHEA@MAINE.GOV

Please click "Create a Profile to Get Started" to begin. You can always edit your Profile by clicking "Edit".

You cannot move forward until you have completed your Profile.

Profile

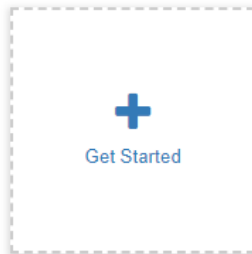
Complete

Edit

Click on "Edit" if Profile needs be updated or corrected

To begin, click "Get Started" below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.



Click on "Get Started" to begin the application process



Any Subrecipient

Order by: Newest to Oldest

HSGP Application In Progress

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

Submit

Application

The button will update to reflect how you can interact with this step.

Action Required

Open

Click on "Open" to start the Application

Projects

Action Required

Open

Secondary Sign Off (Optional)

*Optional unless Subrecipient has Secondary Sign Off requirement

Action Required

Open



Application ▾

Save Draft

Mark Complete

Close

Please complete all required fields.

You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

Grant Application Form

The following fields are automatically populated:

HSGP Allocation

Funding Summary: SHSP

\$

Funding Summary: LETPP

\$

Project Total

0

These fields auto-populate from application information

Certification

Please certify the following statement:

The requesting subrecipient understands that this grant will be administered on a reimbursement basis. Upon approval of this grant request, and acceptance of the grant terms and conditions specified in the Grant Award Letter and Contract, the subrecipient may incur costs against the grant award and submit invoices to MEMA for reimbursement. Payment will be made on actual costs. The subrecipient further understands that all approved grant activities and purchases must be made no later than June 30, 2023.

By typing your name this acts as your electronic signature: *

Date *

Fill out name and date fields

Total Amount Awarded

\$

Total Amount Paid To Date

\$

Total Amount of unused funds

0

MEMA completes these fields

Save Draft

Mark Complete

Close

Click on "Mark Complete" once finished



Any Subrecipient

Order by: Newest to Oldest

HSGP Application In Progress

Submit

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

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Application

Complete

Edit

The button will update to reflect how you can interact with this step.

Click on "Edit" if Application Signature needs be updated or corrected

Projects

Action Required

Open

Click on "Open" to begin filling out next section of Application

Secondary Sign Off (Optional)

Action Required

Open

*Optional unless Subrecipient has Secondary Sign Off requirement



Projects ▾

Close

Please click "+Add New Item".

Each Project must be added individually. Please return to this page to add additional projects to the HSGP Application.

Minimum required: 1 Maximum allowed: 20 Total Completed: 0

+ New Item

There are no items in this list yet...

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Please note: Each Project must be added individually


Click on "New Item" to add a new Project



Click on "Mark Complete" when the Project Application is filled out in its entirety.

Maine Emergency Management Agency Homepage > Any Subrecipient > Projects > Projects **Draft**

Welcome, finance.mema@maine.gov

Projects  Click on the small blue arrow to find the option to print a copy of the project application.

Delete Save Draft **Mark Complete** Close

Click on "Save Draft" if wanting to save progress and return to complete

Project Information

Project Title *

Project Number *

Project Type *

Priority Investment *

Primary Core Capability *

Project Justification : Provide DETAILED information about the project's nexus to counter-terrorism and/or homeland security and how it supports the community. Who, What, Where and Why. *

How does this proposed investment close a capability gap or sustain a capability, identified in the THIRA/SPR? *

Build or Sustain *

Deployable *

Does the Project Support a Previously awarded Investment? *

Does this Project require an EHP? *

Does this project support a NIMS Typed Resource? *

****Expanding Questions: Depending on provided answers, additional question fields will auto-generate to be completed as part of the application.**

How many Equipment Items will you include? *

****Example of an expanding question. Depending on the number of Equipment Items included in the Project, will auto-generate additional fields to be completed.**

How many Equipment Items will you include? *

Equipment Item 1 *

AEL Number *

Solution Area Subcategories *

Disciplines *

Is this Maintenance & Administration? *

☐ Yes

☐ No

SHSP Cost *

LETPP Cost *

How many Exercise Items will you include? *

How many Organization Items will you include? *

How many Planning Items will you include? *

How many Training Items will you include? *

Budget Breakdown

The following fields automatically populate from data above:

SHSP Budget

SHSP Budget: Equipment

SHSP Budget: Exercise

SHSP Budget: Organization

SHSP Budget: Planning

SHSP Budget: Training

Total SHSP Project Cost

LETPP Budget

LETPP Budget: Equipment

LETPP Budget: Exercise

LETPP Budget: Organization

LETPP Budget: Planning

LETPP Budget: Training

Total LETPP Project Cost

These fields will auto-populate

Supporting Documentation

File Upload

+ Select a file

Click on "Select a file" to upload supporting documentation

Last saved at 9:09:14 AM

Delete

Save Draft

Mark Complete

Close

Click on "Save Draft" if wanting to save progress and return to complete

Click on "Mark Complete" when the Project Application is filled out in its entirety.



Projects

Close

Please click "+Add New Item".




Each Project must be added individually. Please return to this page to add additional projects to the HSGP Application.

You have met the required minimum for this step. You can continue adding items if necessary up to the stated maximum.

Minimum required: 1 Maximum allowed: 20 Total Completed: 1

+ New Item


Click on "+New Item" to add additional Projects to the Application

Project Name 	Project Number 	
Project Test	1	

Click on "Edit" to modify or correct Project information



Projects ▾

Click on "Close" when all Projects have been completed → 

Please click "+Add New Item".

Each Project must be added individually. Please return to this page to add additional projects to the HSGP Application.

You have met the required minimum for this step. You can continue adding items if necessary up to the stated maximum.

Minimum required: 1 Maximum allowed: 20 Total Completed: 1

[+ New Item](#)

Project Name ▾

Project Number ▾

Project Test

1

[Edit](#)



Any Subrecipient

Order by: Newest to Oldest

HSGP Application In Progress

Submit

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

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Application

Complete

Edit

The button will update to reflect how you can interact with this step.

Projects

Complete

Edit

Secondary Sign Off (Optional)

Action Required

Open

*Optional unless Subrecipient has Secondary Sign Off requirement

Click on "Open" to complete the Secondary Sign Off



Secondary Sign Off (Optional) ▾

[Save Draft](#)

[Mark Complete](#)

[Close](#)

*Optional unless Subrecipient has Secondary Sign Off requirement

*If no secondary sign off is required, click on "Mark Complete"

*If secondary sign off is required, fill out the necessary fields and then click on "Mark Complete"

Secondary Sign Off Request

Secondary Sign Off Name

Secondary Sign Off Email



Any Subrecipient

Order by: Newest to Oldest

HSGP Application In Progress
Thank you for submitting.
Your submission is now under review and you will be contacted if any additional information is needed.

This has been submitted.

Application The button will update to reflect how you can interact with this step.	View
Projects	Open
Secondary Sign Off (Optional) <small>*Optional unless Subrecipient has Secondary Sign Off requirement</small>	View

***Once the application has been submitted, all sections of the application will be view only and an application submission confirmation email will be sent to the email address utilized in the Profile.**

****To view individual Projects, click on "Open" to review each submitted Project.**

*****If corrections need to be made, contact MEMA HSGP Program Manager.**