



Emergency Management Institute Announces Addition of Grant File Documentation Tools to Digital Resource Center

This bulletin announces the publication of a new grants management tool on the [Grants Management Digital Resource Center](https://training.fema.gov/grantsmanagement/) (<https://training.fema.gov/grantsmanagement/>) Earlier this year, the Emergency Management Institute launched this site in collaboration with FEMA's Grants Management Technical Assistance (GMTA) program, a division of the Grants Program Directorate (GPD), to provide practical information and resources on all aspects of grants management for non-federal entities who receive federal financial assistance from FEMA.

The newly available [Grant File Documentation and Recordkeeping Tools](https://training.fema.gov/grantsmanagement/post-award/lessons/grantfile/curriculum/1.html) (<https://training.fema.gov/grantsmanagement/post-award/lessons/grantfile/curriculum/1.html>) include a grant file management guide, an organizational template, and a checklist, all of which highlight best document management and retention practices for non-federal entities to follow. These tools also recommended different types of documents that non-federal entities may need to track through the life cycle of their grants.

GMTA will continue to update the Digital Resource Center with new information and resources, so please check back on a regular basis.

EMI Point of Contact:

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For additional information on virtual training, email the GMTA team at FEMA-GPD-Training@fema.dhs.gov.

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