

FEMA GO Application and Subapplication Process

This Guide provides instructions for FEMA GO External Users to log-in, start an application or subapplication, and complete the sections required.

January 2023



FEMA

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Objectives

By the end of this training, you will be able to:

- Log-in as an External User
- Start or continue an application
- Complete an application
- Start a subapplication
- Complete a subapplication





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Training Roles and Log-in





Training Roles

This training is for the following roles:

Role	User
Authorized Organization Representative	AOR
Subrecipient Authorized Representative	SAR
Programmatic Member	PM
Program Specialist	PS
Program Administrator	PGA
Grants Management Specialist	GMS
Assistance Office	AO
Subrecipient Member	SM



Remember

Your role is preset by your program office.

Log-in

Step 1:

Go to <https://go.fema.gov>

Step 2:

Log-in using the email and password you created



The screenshot shows the FEMA GO login interface. At the top, there is a header with the FEMA GO logo. Below the header, the main heading is "Welcome to FEMA Grants Outcomes!". Underneath this, a subheading states: "Grants Outcomes (GO) is FEMA's new platform for submitting, approving, and managing FEMA grants." The page is divided into two main sections. The left section is titled "Log in" and contains two input fields for "Email" and "Password". Below these fields is a "Log in" button, which is highlighted with a red rectangle, and a "Create an account" button. A link for "Forgot password?" is also present. The right section is titled "FEMA employees" and includes a graphic of a PIV card for "John Doe" from the "United States Government". To the right of the card graphic, it says "Insert your PIV card into your smart card reader" and provides a "Log in with your PIV card" button.



Attention

If you have not yet registered, please use the [FEMA GO Startup Guide](#) to learn how. You must be registered in FEMA GO to log-in.



Start or Continue an Application





Start an Application

Step 1:

On the FEMA GO welcome page select **Start application**.

The screenshot shows the FEMA GO application dashboard. The top navigation bar includes the FEMA GO logo, 'Grants' and 'Organizations' dropdown menus, and a 'Grant/Subgrant ID' field. The main content area is divided into two columns. The left column, titled 'My grants', lists two existing applications for 'Cooperating Technical Partners' with application IDs and due dates, each with a 'Continue application' link. The right column, titled 'Apply for a new grant', lists two available applications: 'Cooperating Technical Partners application' and 'Emergency Management Baseline Assessment Grant application'. Each has a 'Start application' link. The 'Start application' link for the 'Cooperating Technical Partners application' is highlighted with a red box.

Step 2:

Select your organization and click **Start your application** to begin

The screenshot shows the 'Start an application' form. The top navigation bar is the same as the previous screenshot. The main heading is 'Start an application'. Below it, the title of the application is 'Fiscal Year (FY) 2022 Assistance to Firefighters Grants - test application'. A dropdown menu labeled 'Organization you are applying for' is highlighted with a red box and contains the text 'Org Ser001 DN 51032 | UEI-EFT: UEI900051032 | DUNS: 900051032'. Below the dropdown is a blue button labeled 'Start your application', which is also highlighted with a red box. At the bottom left, there is a link that says 'X Cancel'.

Continue an Application

Step 1:

Click **Grants** and search for a Grant ID

The screenshot shows the FEMA GO Grants page. The top navigation bar has 'Grants' selected. The main content area has a table with the following data:

SUBAPPLICATION TITLE	SUBORGANIZATION NAME	STATUS	STATUS DATE	I want to...
Title	Org Ser001 DN 51032	Pending submission	01/19/2023	Select an action
Project				
Test	Org Ser001 DN 51032	Pending submission	01/19/2023	Select an action
Plan				
Test	Org Ser001 DN 51032	Pending submission	01/19/2023	Select an action
Management cost				

On the right side, there is a search bar labeled 'Grant ID' and a 'Show' section with radio buttons for 'My grants' and 'My subapplication projects'. Below that are filters for 'Grant program', 'Fiscal Year', and 'Status'.

Step 2:

Under **I want to...** click the arrow in the box to open a drop-down menu and select **continue application**. This opens your application and you can continue working.

The screenshot shows the FEMA GO Grants page with the 'I want to...' dropdown menu open. The 'Continue application' option is highlighted. The table shows the following data:

FUNDING OPPORTUNITY	6453 days remaining in the application period	STATUS	STATUS DATE	I want to...
Cooperating Technical Partners		Pending submission	12/07/2022	Select an action
GRANT ID				Continue application
EMW-2023-DD-00002 (manage grant)				View application
FY 2020 Flood Mitigation Assistance	28105 days remaining in the application period	Pending submission	12/12/2022	Select an action
GRANT ID				
EMA-2020-FM-077 (manage grant)				



Complete an Application

My Application

SAM.gov Profile

Application Information

Grant Request Details

Budget Summary

Contact Information

Application Attachments

Assurances and Certifications

Review and Submit Application



My Application

Left Navigation:

- Captures the sections required to complete your application
- Additional sections may be present

FEMA GO

Grants

Organizations

Grant/Subgrant ID

FnAor LnAor

My application

SAM.gov profile

Applicant information

Grant request details

Budget summary

Construction budget summary

Overall budget summary

Contact information

Application attachments

Assurances and certifications

Review application

Cooperating Technical Partners

Status: Pending submission

Application ID: EMW-2023-DD-00002

OMB number: 1660-0114, Expiration date: 2023-11-01 [View burden statement](#)

System for Award Management (SAM.gov) profile

Please identify your organization to be associated with this application.

All organization information in this section will come from the System for Award Management (SAM) profile for that organization.

Org Ser001 DN 51032

Information current from SAM.gov as of:

04/24/2020

UEI-EFT:

UEI900051032

DUNS (includes DUNS+4):

900051032

Employer Identification Number (EIN):

987654000

Organization legal name:

Org Ser001 LN 51032

Organization (doing business as) name:

Org Ser001 DBA 51032

Mailing address:

51032 Org Ser001 Blvd null Testington, TN 37201-null

Main Body:

Displays relevant content to review/complete



Note

A good practice is to write down your Application ID.




Complete an Application

Section:
1 of 8

Section 1: SAM.gov profile

- Click **SAM.gov profile**
- Review the information in the main body
- Ensure your organization is not delinquent on any federal debt
- Check the box to confirm information is correct

FEMA GO  Grants ▾ Organizations ▾ Grant/Subgrant ID

«

My application

[SAM.gov profile](#)

Applicant information

Grant request details

Budget summary

Construction budget summary

Overall budget summary

Contact information

Application attachments

Assurances and certifications

Review application

System for Award Management (SAM.gov) profile

Please identify your organization to be associated with this application.
All organization information in this section will come from the System for Award Management (SAM) profile for that organization.

Org Ser001 DN 51032

Information current from SAM.gov as of:	04/24/2020
UEI-EFT:	UEI900051032
DUNS (includes DUNS+4):	900051032
Employer Identification Number (EIN):	987654000
Organization legal name:	Org Ser001 LN 51032
Organization (doing business as) name:	Org Ser001 DBA 51032
Mailing address:	51032 Org Ser001 Blvd null Testington, TN 37201-null
Physical address:	51032 Org Ser001 Blvd null Testington, TN 37201-null
Is your organization delinquent on any federal debt?	N/A
SAM.gov registration status:	Active as of 12/31/2019

☐ We have reviewed our bank account information on our SAM.gov profile to ensure it is up to date

A response is required.



Remember

If there are errors, correct the errors in SAM.gov and allow 24-48 hours for a system sync.





Complete an Application, continued

Section:
2 of 8

Section 2: Applicant Information

- Click **Applicant information**
- Select **Applicant Type**
- Type in applicant name and address information
- A Zip extension **MUST** be included

FEMA GO Grants Organizations Grant/Subgrant ID Search FnAor LnAor

My application

- SAM.gov profile
- Applicant information**
- Grant request details
- Budget summary
 - Construction budget summary
 - Overall budget summary
- Contact information
- Application attachments
- Assurances and certifications
- Review application

Applicant information

Applicant type
City or Township Government

Applicant name
Colonial Mustard

Address

Address 1
1234 Anywhere Street

Address 2 *Optional*
Apt. A

City Juneau **State/territory** Alaska

Zip code 99801 **Zip extension** 1234



Complete an Application, continued

Section:
3 of 8

Section 3: Grant Request Details

- Click **Grant request details**
- Indicate if you are requesting funding to support construction costs
- If yes, add an activity and cost items

The screenshot displays the FEMA GO application interface. The top navigation bar includes the FEMA GO logo, 'Grants' and 'Organizations' dropdown menus, a search bar, and a user profile icon labeled 'FnAor LnAor'. The left sidebar, titled 'My application', lists several sections: 'SAM.gov profile', 'Applicant information', 'Grant request details' (highlighted with a red box), 'Budget summary' (with sub-items 'Construction budget summary' and 'Overall budget summary'), 'Contact information', 'Application attachments', 'Assurances and certifications', and 'Review application'. The main content area is titled 'Grant request details'. It contains a question: 'Are you requesting any funding to support construction costs?' with radio button options for 'Yes' (selected) and 'No'. Below this is a blue button with a plus icon and the text '+ Add activity', which is also highlighted with a red box. To the right of this button, the text 'Grand total: \$0' is displayed. At the bottom of the main area is a section labeled 'Additional comments' with a large text input field.



Complete an Application, continued

Section:
4 of 8

Section 4: Budget Summary

- Click **Budget summary**
- Review your budget summary, add or adjust as needed

Object class categories	Total
Personnel	\$
Fringe benefits	\$
Travel	\$
Equipment	\$
Supplies	\$
Contractual	\$
Construction	\$
Other	\$
Total direct charges	\$

Total Federal and Non-federal resources	
Federal resources	-
Non-federal resources	-
TOTAL	\$
Program income	<input type="text" value="\$0"/>
Total applicant management costs (optional) (Maximum allowable management cost: \$)	\$0.00



Attention

Please ensure that any errors are resolved. Sometimes an error will show in this section if you do not add an activity in the Grant Request Details section.



Complete an Application, continued

Section:
5 of 8

Section 5: Contact Information

- Click **Contact information**
- Indicate if an additional individual assisted in preparing the grant

FEMA GO Grants Organizations Grant/Subgrant ID Search FnAor LnAor

My application

- SAM.gov profile
- Applicant information
- Grant request details
- Budget summary
 - Construction budget summary
 - Overall budget summary
 - Contact information**
- Application attachments
- Assurances and certifications
- Review application

Contact information

Did any individual or organization assist with the development, preparation, or review of the application to include drafting or writing the narrative and budget, whether that person, entity, or agent is compensated or not and whether the assistance took place prior to submitting the application?

☐ Yes

☒ No

Secondary point of contact

Please provide a secondary point of contact for this grant.

The Authorized Organization Representative (AOR) who submits the application will be identified as the primary point of contact for the grant. Please provide one secondary point of contact for this grant below. The secondary contact can be members of the fire department or organizations applying for the grant that will see the grant through completion, are familiar with the grant application, and have the authority to make decisions on and to act upon this grant application. The secondary point of contact can also be an individual who assisted with the development, preparation, or review of the application.

Add a point of contact.
At least one point of contact is required.

Add a point of contact



Attention

A secondary point of contact **MUST** be added. Otherwise, you will receive an error. Also, note that the secondary point of contact cannot be the AOR and must be related to the application itself.



Complete an Application, continued

Section:
6 of 8

Section 6: Application Attachments

- Click **Application attachments**
- Attach any required or optional documents as needed

My application

- SAM.gov profile
- Applicant information
- Grant request details
- Budget summary
 - Construction budget summary
 - Overall budget summary
- Contact information
- Application attachments**
- Assurances and certifications
- Review application

Please attach your Investment justification or equivalent document (optional):

Maximum file size: 256 MB

Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .jpg

Filename	Date uploaded	Uploaded by	File size	Description	Action
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Please attach your Investment justification agency background or equivalent document (optional):

Maximum file size: 128 MB

Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .jpg

Filename	Date uploaded	Uploaded by	File size	Description	Action
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Please attach your Budget narrative or equivalent document (optional):

Maximum file size: 128 MB

Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .jpg

Filename	Date uploaded	Uploaded by	File size	Description	Action
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Attention

Only .pdf, .doc, .docx, .xls, .xlsx, and .jpg are accepted.



Complete an Application, continued

Section:
7 of 8

Section 7: Assurances and Certifications

- Click **Assurances and Certifications**
- Check the box if submitting a SF-LLL is not required
- If an SF-LLL is required, you **MUST** complete the drop-down questions and answer all questions

The screenshot displays the FEMA GO application interface. On the left, a sidebar titled 'My application' lists various steps: SAM.gov profile, Applicant information, Grant request details, Budget summary (with sub-items for Construction and Overall budget summary), Contact information, Application attachments, and 'Assurances and certifications' (highlighted with a red box). The main content area is titled 'Assurances and certifications' and contains the 'SF-LLL: Disclosure of Lobbying Activities' section. This section includes a paragraph explaining the requirement for disclosure based on federal funding and lobbying activities. Below the text is a checkbox labeled 'The applicant is not currently required to submit the SF-LLL'. If this checkbox is not selected, the user must complete four required fields: 1. Type of federal action (a dropdown menu), 2. Status of federal action (a dropdown menu), 3. Report Type (a dropdown menu), and 4. Name and address of reporting entity (radio buttons for Prime or SubAwardee). A search bar and user profile icon are visible in the top right corner of the application interface.



Complete an Application, continued

Section:
8 of 8

Section 8: Review and Submit Application

- Click **Review application**
- Errors **MUST** be fixed before submitting
- Select **Submit for signature** by the AOR

The screenshot shows the FEMA GO application review interface. The top navigation bar includes the FEMA GO logo, dropdown menus for 'Grants' and 'Organizations', a search bar, and a user profile icon labeled 'FnAor LnAor'. The left sidebar, titled 'My application', lists various sections: SAM.gov profile, Applicant information, Grant request details, Construction project, Budget summary, Construction budget summary, Overall budget summary, Contact information, Application attachments, Assurances and certifications, and 'Review application' (which is highlighted with a red box). The main content area is titled 'Review application' and contains a green notification box stating: 'This application is ready to submit for signature. Submit this application for final signature to complete the application submission process.' Below this, a table lists the application sections with green checkmarks and 'View/edit' links. A red box highlights the 'Submit for signature' button in the top right corner of the main content area.

Section	Status	Action
SAM.gov profile	✓	View/edit
Applicant information	✓	View/edit
Grant request details	✓	View/edit
Budget summary	✓	View/edit
Contact information	✓	View/edit
Application attachments	✓	View/edit
Assurances and certifications	✓	View/edit



Sign and Submit the Application

Sign and Submit (AOR only)

- Click **Submit application**
- As an AOR, you will need to check each of the **certification statements** and type in your **password** to confirm
- Update your contact information with **at least 2** unique phone numbers
- Click **Submit**
- Once the application is successfully submitted, a green banner will appear, as shown below.

FEMA GO | Grants | Organizations | Grant/Subgrant ID | FnAor LnAor

SAM.gov profile
Applicant information
Grant request details
Construction project
Budget summary
Construction budget summary
Overall budget summary
Contact information
Application attachments
Sign and submit
Assurances and certifications
Submit application

Confirm AOR contact information

Please confirm or update your contact information.

Email	First name	Last Name
test.ser001.aor.51032@test.com	FnAor	LnAor

Area code	Phone number	Extension
555	5554321	
555	5551212	

Edit your contact info
[Edit your contact info](#)

☒ I certify that my contact information is accurate

Submit application

☒ By entering my password, I, FnAor LnAor, am hereby providing my signature for this application as of 01/20/2023 1:05 pm.

Please enter your password.
.....

Submit
Return to edit application

☒ I, FnAor LnAor, am hereby providing my signature for this award as of 01/20/2023.

Please enter your password.
.....

Sign



You have successfully submitted your application.





Start a Subapplication





Start a Subapplication Overview

From this point on, the sections and sub-sections will be based on your specific Program and Subapplication type.

Please refer to your program's specific instructional guides, found on FEMA.gov:

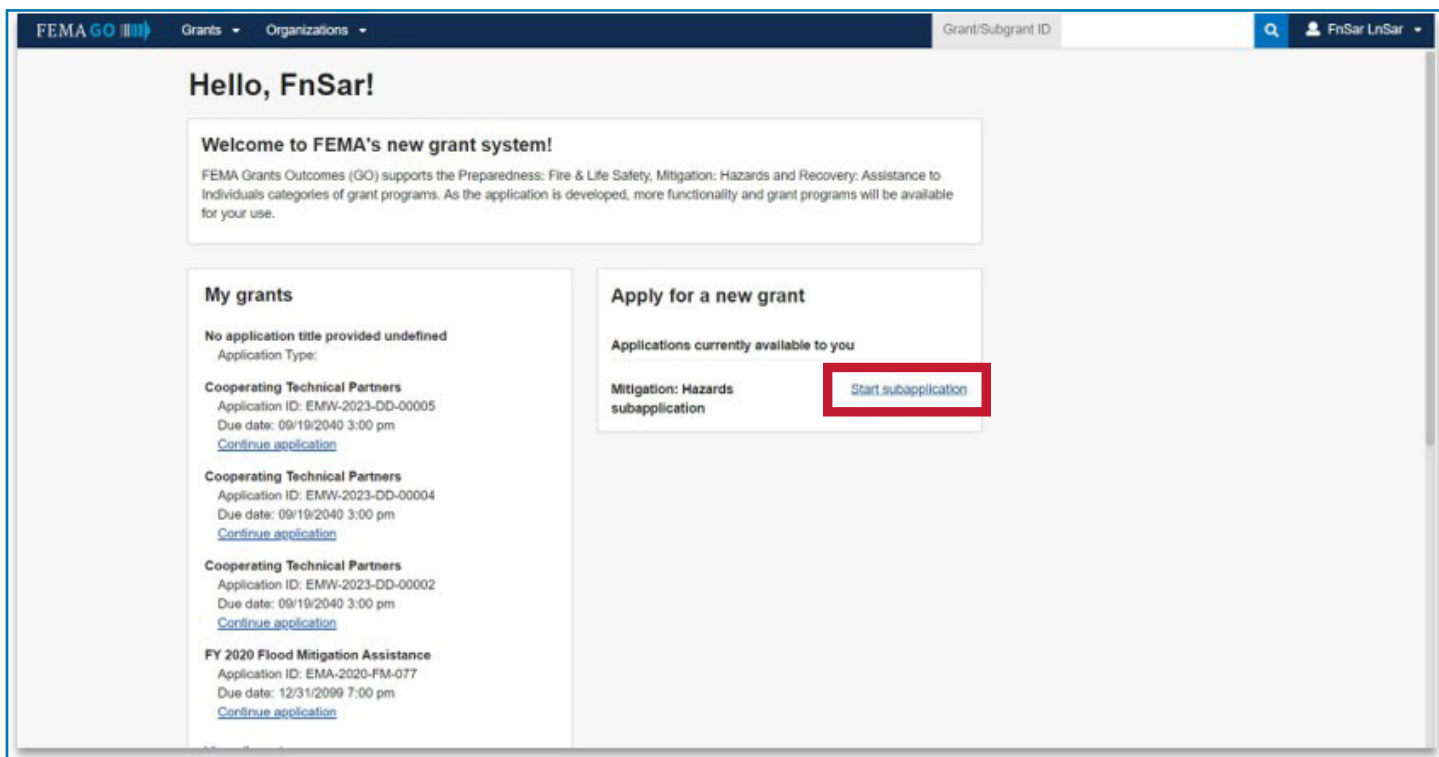
[FEMA Grants Outcome \(FEMA GO\) for Hazard Mitigation Assistance Grants | FEMA.gov](#)





Start a Subapplication

- Once you are logged in you will be directed to the Welcome Screen
- Scroll through your list of grants until you locate the subapplication you would like to start
- Select **Start subapplication** and a new window will open





Start a Subapplication Process

Step 1:

Select **Start new subapplication** or **Copy existing one**

Step 2:

Select the organization you are applying for

Step 3:

Select the organization you are applying to

Step 4:

Create a subapplication title

...continued



Start a Subapplication Process

Step 5:

Select a **Subapplication type**

Subapplication type

Select

Select

Management cost

Plan

Project

Project scoping

Technical assistance

Management cost—A separate subapplication for assistance to an applicant to manage its awarded subapplication(s).

Plan—A subapplication to develop or update a hazard mitigation plan.

Project—A subapplication for any mitigation activity to reduce risk, including education and outreach.

Project scoping—A subapplication to assist with the critical elements of developing other project subapplications (developing mitigation strategies, obtaining data, EHP compliance concerns, and other activities.)

Technical assistance—A subapplication for providing technical assistance to subapplicants as they develop their subapplications.



Complete a Subapplication

Subapplication Information

Contact Information

Community

Scope of Work

Schedule

Budget

Evaluation

Comments and Attachments

Assurances and Certifications

Review & Submit





Complete a Subapplication

Section:
1 of 10

Section 1: Subapplicant Information

- Select **Submission type**
- Select **Subapplicant type**
- Answer all questions
- Select **Continue**

FEMA GO | Grants | Organizations | Grant/Subgrant ID | Search | User Profile

« Test Status: Pending submission OMB number: 1660-0072, Expiration date: 10/31/2021 [View burden statement](#)

Plan subapplication

- Subapplicant information**
- Contact information
- Community
- Mitigation plan
- Scope of work
- Schedule
- Budget
- Evaluation
- Comments & attachments
- Assurances and certifications
- Review subapplication

Subapplicant information

Name of federal agency
FEMA

Type of submission
Application

Org Ser001 DN 51032
51032 Org Ser001 Blvd
Testington, TN 37201 United States

State	UEI-EFT	DUNS #	EIN #
TN	UEI900051032	900051032	987654000

Subapplicant type
Local Government

Is the subapplicant subject to review by Executive Order 12372 Process?

☐ Yes - This Pre-application/application was made available to the Executive Order 12372 Process for review on:

☐ No, Program is not covered by E.O. 12372.

☒ No, Program has not been selected by state for review.

Is the subapplicant delinquent on any federal debt?

☐ Yes

☒ No

Continue





Complete a Subapplication, continued

Section:
2 of 10

Section 2: Contact Information

- Select **Add a SAR** (Subrecipient Authorized Representative)
- Select **Add a point of contact** Once this button is selected, you will need to select an individual and add all of their information
- Select **Continue**

The screenshot shows the FEMA GO Subapplication interface. On the left is a sidebar with a 'Plan subapplication' section containing links for Subapplicant information, Contact information (highlighted with a red box), Community, Mitigation plan, Scope of work, Schedule, Budget, Evaluation, Comments & attachments, Assurances and certifications, and Review subapplication. The main content area is titled 'Test' and shows 'Status: Pending submission'. It includes a table for 'Subrecipient Authorized Representative (SAR)' with one entry for 'FnFm LnFm' and an 'Add a SAR' button (highlighted with a red box). Below this is a section for 'Point(s) of contact' with one entry for 'FnOmSm LnOmSm' and an 'Add a point of contact' button (highlighted with a red box). At the bottom is a 'Continue' button.

Add Point of Contact

Select a point of contact from the dropdown list of team members associated with your organization. If the point of contact is not listed, select "New contact".

Add a point of contact

Select

Add SAR

Select the user being added as a SAR

Select

Add this SAR

✕ Cancel





Complete a Subapplication, continued

Section:
3 of 10

Section 3: Community

- To identify communities that will benefit from this mitigation activity, select **Find communities**. From the automated list of communities that appears, select the applicable communities.
- Select **Continue**

Plan subapplication

- Subapplicant information
- Contact information
- Community**
- Mitigation plan
- Scope of work
- Schedule
- Budget
- Evaluation
- Comments & attachments
- Assurances and certifications
- Review subapplication

Test

Status: Pending submission

OMB number: 1660-0072, Expiration date: 10/31/2021 [View burden statement](#)

Community

Please provide the following information. If the Congressional district number for your community does not display correctly, please contact your State NFIP coordinator.

Add Communities

Please find the community(ies) that will benefit from this mitigation activity by clicking on the Find communities button. If needed, modify the Congressional District number for each community by entering the updated number under the U.S. Congressional District column for that community. When finished, click the Continue button. NOTE: You should also notify your State NFIP coordinator so that the updated U.S. Congressional District number can be updated in the Community Information System (CIS) database.

[Find communities](#)

Please provide any additional comments below (optional).

Attachments

[Attach a document](#) Maximum file size: 1 GB

Filename	Date uploaded	Uploaded by	File size	Description	Action
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[Continue](#)

Find community

Communities that match your search criteria are listed below. To select one or more communities, select the check box under the Select column. When finished, click the Add Communities button.

State

Tennessee

Community name (optional)

County name (optional)

[Search](#)[Cancel](#)



Complete a Subapplication, continued

Section:
4 of 10

Section 4: Scope of Work

- Input a **Subapplication title**
- Identify and add **Activity types** and sub-activity types
- Add a **Geographic areas** description
- Provide **Hazard source** and descriptions
- Add any applicable attachments
- Select **Continue**

FEMA GO Grants Organizations Grant/Subgrant ID Search FnSar LnSar

Plan subapplication

- Subapplicant information
- Contact information
- Community
- Mitigation plan
- Scope of work**
- Schedule
- Budget
- Evaluation
- Comments & attachments
- Assurances and certifications
- Review subapplication

Test Status: Pending submission OMB number: 1660-0072, Expiration date: 10/31/2021 [View burden statement](#)

Scope of work

The project Scope of Work (SOW) identifies the eligible activity, describes what will be accomplished and explains how the mitigation activity will be implemented. The mitigation activity must be described in sufficient detail to verify the cost estimate. All activities for which funding is requested must be identified in the SOW prior to the close of the application period. FEMA has different requirements for project, planning and management cost SOWs.

Subapplication title (include type of activity and location)

Test

Activities

Primary activity type

Select

Geographic areas description

Hazard sources

Primary hazard source

Select

Secondary hazard source (optional)

Tertiary hazard source (optional)

Implementation process description

Primary sources description

Staff and resources description

Additional comments (optional)

Attachments

[Attach a document](#) Maximum file size: 1 GB

Filename	Date uploaded	Uploaded by	File size	Description	Action
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Continue





Complete a Subapplication, continued

Section:
5 of 10

Section 5: Schedule

- Click **Add a task** for each activity to add a task name, task description, start month, and task duration. You can enter multiple tasks, however, there must be at least one.
- Add overall **estimated duration** for your proposed activities
- Add proposed project **start and end dates**
- Select **Continue**

FEMA GO Grants Organizations Grant/Subgrant ID FnSar LnSar

Plan subapplication

- Subapplicant information
- Contact information
- Community
- Mitigation plan
- Scope of work
- Schedule**
- Budget
- Evaluation
- Comments & attachments
- Assurances and certifications
- Review subapplication

Test

Status: Pending submission

OMB number: 1660-0072, Expiration date: 10/31/2021 [View burden statement](#)

Schedule

Specify the work schedule for the mitigation activities.

Add tasks to the schedule

Please include all tasks necessary to implement this mitigation activity; include descriptions and estimated time frames.

+ Add a task

Estimate the total duration of your proposed activities (in months).

Proposed project start and end dates

Start Date (MM/DD/YYYY)

End Date (MM/DD/YYYY)

Continue

Add a task

Task name

Task description

Start month (number)

Task duration (in months)

Save task

Cancel



Complete a Subapplication, continued

Section:
6 of 10

Section 6: Budget

- Click **Add cost type** to add a new cost type. This will create an additional section where you must select **Add an item**. You must add at least 1 cost item greater than \$0
- Review and adjust your cost shares and funding sources as needed
- Include any comments and attach any documentation
- Select **Continue**

Test

Status: Pending submission

OMB number: 1660-0072, Expiration date: 10/31/2021 [View burden statement](#)

Budget

Budget cost estimate and management cost (optional) should directly link to your scope of work and work schedule. You must add at least one item(s) greater than \$0 for your cost estimate. Once you have added item(s) for your cost estimate, you may then add the item(s) for management cost (optional). As necessary, please adjust your federal/non-federal cost shares and add the non-federal funding source(s) you are planning to use this project. Once you have completed this section, please click the Continue button at the bottom of this page to navigate to the next section.

Add budget cost types and item(s)

Click the Add cost type button below to add cost type cost estimate and then click the Add item(s) button to add the item(s) for the cost estimate. After adding items to your cost estimate, you may then select Add cost type button again to add management costs (optional) and applicable items.

+ Add cost type

Grand total: \$0

Please provide any additional comments below (optional).

Attachments

[Attach a document](#) Maximum file size: 1 GB

Filename	Date uploaded	Uploaded by	File size	Description	Action
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Continue

Add a new item

Item

Other (Explain)

Other description

Add a cost type

Select cost type below:

Select

Add this cost type[Cancel](#)

FEMA



Complete a Subapplication, continued

Section:
7 of 10

Section 7: Evaluation

- Indicate yes or no and provide written responses
- Add attachments as needed
- Select **Continue**

The screenshot displays the FEMA GO application interface. The top navigation bar includes the FEMA GO logo, 'Grants' and 'Organizations' dropdown menus, a 'Grant/Subgrant ID' field, a search icon, and a user profile dropdown labeled 'FnAor LnAor'. The main content area is titled 'Test' with a status indicator 'Status: Pending submission'. On the left, a sidebar titled 'Plan subapplication' lists various steps: Subapplicant information, Contact information, Community, Mitigation plan, Scope of work, Schedule, Budget, Evaluation (highlighted with a red box), Comments & attachments, and Assurances and certifications. The 'Evaluation' section contains several questions with checkboxes and text input fields: 'Is the applicant participating in the [Community Rating System \(CRS\)](#)?', 'Is the applicant a [Cooperating Technical Partner \(CTP\)](#)?', 'Was this application generated from a previous FEMA HMA Advance Assistance or Project Scoping award or any other federal grant award, or the subapplicant is a past recipient of Building Resilient Infrastructure and Communities (BRIC) non-financial Direct Technical Assistance?', 'Has the applicant adopted building codes consistent with the [international codes](#)?', 'Have the applicant's building codes been assessed on the [Building Code Effectiveness Grading Schedule \(BCEGS\)](#)?', 'Describe involvement of partners to enhance the mitigation activity outcome.', 'Describe how this planning activity benefits your community and how the plan/data will be used to promote resiliency.', and 'Additional comments (optional)'. Below these questions is an 'Attachments' section with a table header: 'Filename', 'Date uploaded', 'Uploaded by', 'Label', 'Description', and 'Action'. At the bottom of the main content area is a blue 'Continue' button.



Complete a Subapplication, continued

Section:
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Section 8: Comments and Attachments

- Review attachments and add any comments
- Select **Continue**

The screenshot displays the FEMA GO application interface. The top navigation bar includes the FEMA GO logo, 'Grants' and 'Organizations' dropdown menus, a 'Grant/Subgrant ID' field, a search icon, and a user profile 'FnAor LnAor'. The main content area is titled 'Test' with a status of 'Pending submission'. On the left, a sidebar lists 'Plan subapplication' steps: Subapplicant information, Contact information, Community, Mitigation plan, Scope of work, Schedule, Budget, Evaluation, **Comments & attachments** (highlighted with a red box), and Assurances and certifications. The main panel shows the 'Comments & attachments' section with a list of categories and their respective counts:

Category	Count
Community	0 comment, 0 attachments
Mitigation plan	0 comment, 0 attachments
Scope of work	0 comment, 0 attachments
Budget	0 comment, 0 attachments
Evaluation	0 comment, 0 attachments

A blue 'Continue' button is located at the bottom of the main panel.





Complete a Subapplication, continued

Section:
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Section 9: Assurances and Certifications

- Check the box if submitting a SF-LLL is not required
- If an SF-LLL is required, you **MUST** complete the drop-down questions and answer all questions
- Select **Continue**

The screenshot displays the FEMA GO application interface. The top navigation bar includes the FEMA GO logo, 'Grants' and 'Organizations' dropdown menus, a 'Grant/Subgrant ID' field, a search icon, and a user profile dropdown labeled 'FnSar LnSar'. The left sidebar, titled 'Plan subapplication', lists various steps: 'Subapplicant information', 'Contact information', 'Community', 'Mitigation plan', 'Scope of work', 'Schedule', 'Budget', 'Evaluation', 'Comments & attachments', 'Assurances and certifications' (highlighted with a red box), and 'Review subapplication'. The main content area is titled 'Test' and shows the 'Assurances and certifications' section. It includes the 'SF-LLL: Disclosure of Lobbying Activities' with an OMB number of 1660-0072 and an expiration date of 10/31/2021. Below this, there is a checkbox labeled 'The applicant is not currently required to submit the SF-LLL' which is checked with a red checkmark. Further down, there are four numbered sections: '1. Type of federal action:', '2. Status of federal action:', '3. Report Type:', and '4. Name and address of reporting entity:'. Each of the first three sections has a 'Select' dropdown menu. The fourth section has radio buttons for 'Prime' and 'SubAwardee', followed by a 'Name' label and an empty text input field. The status at the top right is 'Status: Pending submission'.



Complete a Subapplication, continued

Section:
10 of 10

Section 10: Review and Submit Subapplication

- Resolve any errors that may have been flagged in red
- Select **Submit for signature** by the SAR

Plan subapplication

- Subapplicant information
- Contact information
- Community
- Mitigation plan
- Scope of work
- Schedule
- Budget
- Evaluation
- Comments & attachments
- Assurances and certifications
- Review subapplication**

Review subapplication

Please select any of the following links to view or edit a particular section of your application. You may submit your application for signature once your application is complete and without any errors.

✓ This application is ready to submit for signature
Submit this application for final signature to complete the application submission process.

✓ Subapplicant information	View/edit
✓ Contact information	View/edit
✓ Community	View/edit
✓ Mitigation plan	View/edit
✓ Scope of work	View/edit
✓ Schedule	View/edit
✓ Budget	View/edit
✓ Evaluation	View/edit
✓ Comments & attachments	View/edit
✓ Assurances and certifications	View/edit

Submit for signature



Sign and Submit

Sign and Submit: SAR Only

- Check each of the **certification statements** and type in your **password** to confirm
- Select **Submit**

The screenshot shows the FEMA GO application interface. The top navigation bar includes the FEMA GO logo, 'Grants' and 'Organizations' dropdown menus, a 'Grant/Subgrant ID' search field, and a user profile icon labeled 'FnSar LnSar'. The left sidebar lists various subapplication steps: 'Plan subapplication', 'Subapplicant information', 'Contact information', 'Community', 'Mitigation plan', 'Scope of work', 'Schedule', 'Budget', 'Evaluation', 'Comments & attachments', 'Submit subapplication' (highlighted with a red box), 'Assurances and certifications', and 'Sign and submit'. The main content area displays a legal disclaimer, a signature confirmation message with a green checkmark and the text 'Signature accepted', and a 'Sign and submit' section. This section includes a checkbox for certification, a password prompt 'Please enter your password.' with a masked input field, a 'Submit' button (highlighted with a red box), and a 'Return to edit subapplication' button.



Note

If edits are needed and you're not ready to submit, select "return to edit subapplication."

Once the application is successfully submitted, you will be redirected back to the subapplicant information page. You can check to ensure you have successfully submitted your subapplication by viewing the status in the upper right hand corner of your screen.

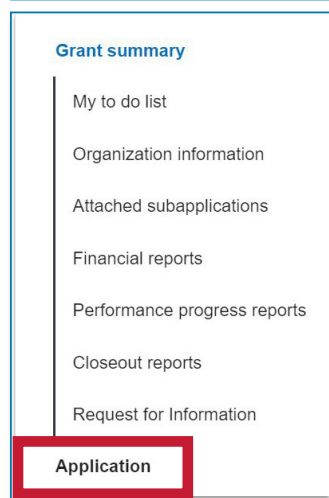


Print Functionality Instructions





Print Functionality Instructions



Print Application

- After successfully submitting the grant application, you will be directed to the **Grants Landing Page**.
- Select the **Application** link from the left navigation panel.

FY 2020 Flood Mitigation Assistance Status: Pending submission

Application ID: EMA-2020-FM-078

OMB number: 1660-0072, Expiration date: 10/31/2021 [View burden statement](#)

Subapplications

Overall duration of the grant (in months)
12

Overall comments (optional)

Applicant information

Type of submission
Application
Org Ser001 DN 51032
51032 Org Ser001 Blvd
Testington, TN 37201

State	DUNS #	EIN #
TN	900051032	987654000

- Browser displays a **Read-Only Version** of submitted application.
- Select the **ctrl and p** keys to print application.



Remember

Users can print their organization's grant application, enabling them to review it offline and/or keep it as a record



FEMA GO Help Desk Information:

Please send any questions to:

FEMAGO@fema.dhs.gov

1-877-585-3242

Hours: Mon-Fri, 8:00 a.m. – 5:00 p.m. ET

