

FEMA GO Application Process Guide

This guide provides instructions for FEMA GO external users to log-in, start an application, and complete the required sections.

August 2024



FEMA

Prepared by: GPD Communications, Culture, Analytics, & Training Branch (CCAT)



Table of Contents

Training Roles and Log-in	2
Complete an Application	5
Print Functionality Instructions	19
FEMA GO Help Desk Information	21

Objectives

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

- Log-in as an external user;
- Complete an application; and
- Print your application.



Training Roles and Log-in

Training Roles

This training is for the following external roles:

Role	User
Authorized Organization Representative	AOR
Programmatic Member	PM
Organization Member	OM
Grant Writer	GW
Financial Member	FM

Helpful Tip:

The available screens you see are based on your role and program and may differ from the screens displayed.

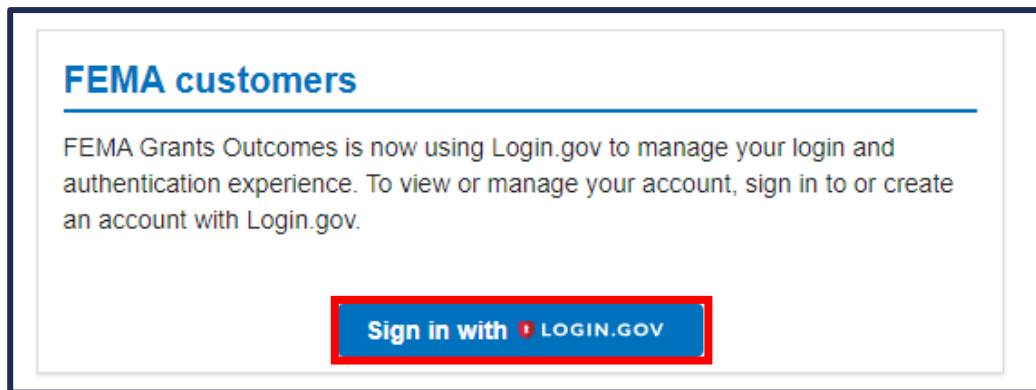
External User Log-in

Step 1:

Go to go.fema.gov.

Step 2:

Select **Sign in with LOGIN.GOV**. Once you are logged in via Login.gov, you will be redirected back to the FEMA GO webpage.



Helpful Tip:

If you have not yet created an account with Login.gov, please follow the steps within the FEMA GO Startup Guide.



Complete an Application

Start an Application

My Application

SAM.gov Profile

Applicant Information

Grant Request Details

Budget Summary

Contact Information

Application Attachments

Assurances and Certifications

Review and Submit Application

Start an Application

Step 1:

Locate the grant application you would like to start under **Apply for a new grant** and select **Start application**. This will open a new window.

The screenshot shows the FEMA GO application interface. On the left, under 'My work', there are tabs for 'My grants (6)', 'My subgrants (1)', and 'My awards (0)'. Below these are several grant listings with details like 'FMA-2023', 'Generic Grants Program FY24', and 'Fiscal Year 2023 Flood Mitigation Assistance'. On the right, under 'Apply for a new grant', there is a list of grants with 'Start application' and 'Start subapplication' buttons. The 'Start application' button for the 'Generic Grants Program FY24' is highlighted with a red box.

Step 2:

In the new window, select your **Organization** from the dropdown menu and select the **Start your application** button to begin.

The screenshot shows a 'Start an application' dialog box. It has a title 'Generic Grants Program FY24 application'. Below the title is a dropdown menu labeled 'Organization you are applying for' with the text 'Org Ser001 DN 51000 | UEI-EFT UE900051000 | DUNS: 900051000'. Below the dropdown is a blue button labeled 'Start your application' and a link labeled 'Cancel'.

My Application Landing Page

Left Navigation:

- Captures the sections required to complete your application.
- These sections may vary slightly depending on your program and additional sections may be present.

The screenshot shows the FEMA GO application interface. On the left is a 'My application' sidebar with a red border containing links: SAM.gov profile, Applicant information, Grant request details, Budget summary (with sub-links for Construction and Overall budget summary), Contact information, Application attachments, Assurances and certifications, and Review application. The main body is titled 'Cooperating Technical Partners' with a status of 'Pending submission'. It displays 'Application ID: EMW-2023-DD-00002' and an OMB number. A red-bordered box highlights the 'System for Award Management (SAM.gov) profile' section, which includes instructions and a table of organization details for 'Org Ser001 DN 51032'.

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:

- When you select a section heading, the main body displays relevant content to review and complete.

Helpful Tip:

Before moving into the left navigation section you should write down your Application ID for future reference.

SAM.gov Profile

- Select **SAM.gov profile** in the left navigation panel.
- Review the information in the main body for accuracy.
- Select the **checkbox** to confirm the 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.

Helpful Tip:

If there are errors with your SAM.gov profile, please correct the errors in SAM.gov and allow 24-48 hours for a system sync after SAM.gov has processed the change before checking again for accuracy.

Applicant Information

- Select **Applicant information** in the left navigation panel.
- Select an **Applicant Type** from the dropdown menu in the main body.
- Enter **Applicant name**.
- Select an **Intent for a waiver** by selecting Yes or No.
- Enter **Applicant address**.

The screenshot displays the FEMA GO application interface. On the left, a navigation menu under 'My application' lists various steps, with 'Applicant information' highlighted by a red rectangular box. The main content area is titled 'Applicant information' and contains several form fields. These include a dropdown for 'Applicant type' (set to 'State Government'), a text field for 'Applicant name' (containing 'Test'), a waiver intent section with radio buttons for 'Yes' and 'No' (with 'No' selected), and an 'Address' section. The address fields include 'Address 1' (text), 'Address 2' (text, marked as optional), 'City' (text), 'State/territory' (dropdown), 'Zip code' (text, containing '12345'), and 'Zip extension' (text, containing '1234'). The 'Zip extension' field is highlighted with a red rectangular box.

Helpful Tip:

You must include the Zip extension or you will receive an error.

Grant Request Details

- Select **Grant request details** in the left navigation panel.
- Select **Yes** or **No** to indicate if you are requesting funding to support construction costs.
- Select the **Add activity** button. A new window will open.
- In the new window, select an activity to add from the dropdown menu. You will need to add applicable cost items as well, which will be covered next.

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

Grant request details

Are you requesting any funding to support construction costs?

☒ Yes
☐ No

+ Add activity

Grand total: \$0

Additional comments

Add an activity

Select activity:

Select
Project
Indirect expenses

[Cancel](#)

Grant Request Details Continued

- Enter a **Project name**.
- Enter a **Project description**.
- Add applicable cost items by selecting **Add an item**. A new window will open. You must add at least one item greater than \$0.
- In the new window, select **an item** from the dropdown menu.
- Enter **Additional comments**, if needed.

Program area: Non construction

Activity: Project test \$0.00

[Delete this activity](#)

Project activity narrative

Project name
test

Project description
test

Cost Items
An activity must contain at least one item. You must add an item or remove this activity.

[+ Add an item](#)

Additional comments

Add an item

Select item:

Select

Select

Contractual

Equipment

Fringe benefits

Other

Personnel

Supplies

Travel

Budget Summary

- Select **Budget summary** in the left navigation panel.
- Review your **Budget summary** and adjust items as needed.

Budget summary

Construction budget summary

Cost classification	Total cost
Administrative and legal expenses	\$0.00
Land, structures, rights-of-way, appraisals, etc.	\$0.00
Relocation expenses and payments	\$0.00
Architectural and engineering fees	\$0.00
Other architectural and engineering fees	\$0.00
Project inspection fees	\$0.00
Site work	\$0.00
Demolition and removal	\$0.00
Construction	\$0.00
Equipment	\$0.00
Miscellaneous	\$0.00
SUBTOTAL	\$0.00
Contingencies	\$0.00
SUBTOTAL	\$0.00
Project (program) income	<input type="text" value="\$0"/>
TOTAL PROJECT COSTS	\$0.00

Helpful Tip:

This section will vary depending on your grant and grant request details information.

Budget Summary Continued

- Review the **Federal/Non-federal resources**.
- Enter **Program income** as needed.
 - Although not common, recipients may generate income while carrying out grant-support activities during the period of performance. The response in this text field should be zero dollars unless the recipient anticipates generating income during the period of performance.

Total Federal and Non-federal resources				
Federal resources	\$1.50	\$1.50	\$1.50	\$4.50
Non-federal resources	\$0.50	\$0.50	\$0.50	\$1.50
TOTAL	\$2.00	\$2.00	\$2.00	\$6.00
Program income				\$0
Total applicant management costs (optional) (Maximum allowable management cost: \$0.30)				\$0.00

Non-federal resources discrepancy

The combined Non-federal resources (Applicant + State + Other sources) must equal the overall total Non-federal resources of \$1.50.



Program income

Although not common, recipients may generate income in the course of carrying out grant-supported activities during the period of performance under the FEMA grant award. This is referred to as program income. This income can be used to defray program costs, where appropriate, consistent with 2 CFR § 200.307. This response should be \$0 unless the recipient anticipates generating program income during the period of performance.

Helpful Tip:

Ensure that any errors are resolved. Sometimes an error with red exclamation marks will show in this section if you do not add an activity in the Grant request details section or if there is a Non-federal resource discrepancy.

Contact Information

- Select **Contact information** in the left navigation panel.
- In the main body, select **Yes** or **No** to indicate if an additional individual assisted in preparing the grant.
- Select **Add a point of contact**.

The screenshot displays the FEMA GO application interface. On the left, the 'My application' sidebar lists various sections, with 'Contact information' highlighted. The main content area is titled 'Contact information' and contains a question: '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?'. Below this are radio buttons for 'Yes' and 'No'. The next section is 'Secondary point of contact', which includes a prompt to provide a secondary point of contact and a detailed explanation of its role. At the bottom, a red error message states: 'Add a point of contact. At least one point of contact is required.' with a blue button labeled 'Add a point of contact'.

Helpful Tip:

The secondary POC cannot be the AOR and must be related to the application itself. You will receive an error here if you do not add a secondary point of contact for the grant.

Application Attachments

- Select **Application Attachments** in the left navigation panel.
- Attach any required or optional documents as needed.
 - Attachments are required unless they are specifically labeled as optional.

My application

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

Please attach your Budget narrative or equivalent document:

Maximum file size: 512 MB

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

Filename	Date uploaded	Uploaded by	File size	Description	Action
Test.pdf	09/11/2023	test.ser001.aor.sar:51000@test.com	56 KB		Delete

Please attach your Investment justification or equivalent document:

Maximum file size: 128 MB

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

Filename	Date uploaded	Uploaded by	File size	Description	Action
Test.pdf	09/11/2023	test.ser001.aor.sar:51000@test.com	2 MB		Delete

Helpful Tip:

Only certain file types are accepted here.

Assurances and Certifications

- Select **Assurances and certifications** in the left navigation panel.
- Select the **checkbox** if submitting a SF-LLL is not required. If you have selected the checkbox, you can move on to the next section.
- If an SF-LLL is required, you **MUST** complete the dropdown questions and answer all questions.

My application

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

Assurances and certifications

SF-LLL: Disclosure of Lobbying Activities

OMB number: 4040-0013. Expiration date: 02/28/2025. [View burden statement](#)

Complete only if the applicant is required to do so by 44 C.F.R. part 18. Generally disclosure is required when applying for a grant of more than \$100,000 and if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Further, the recipient shall file a disclosure form at the end of each calendar quarter in which there occurs any event described in 44 C.F.R. Â§ 18.110(c) that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed by the applicant.

☒ The applicant is not currently required to submit the SF-LLL

1. Type of federal action:
Select

2. Status of federal action:
Select

3. Report Type:
Select

4. Name and address of reporting entity:

☐ Prime
☐ SubAwardee

Name
Street 1
Street 2
City
State
Select

Review and Submit Application

- Select **Review application** in the left navigation panel.
- Any errors in the application are shown here with red exclamation marks and **MUST** be fixed before you can submit the application for signature.
- Once all errors are resolved, select the **Submit for signature** button to send the application to the AOR for a final review and signature.

The screenshot displays the FEMA GO application review interface. On the left, the 'My application' sidebar lists various sections, with 'Review application' highlighted by a red box. The main content area, titled 'Review application', features a green status bar stating 'This application is ready to submit for signature'. Below this, a list of application sections (SAM.gov profile, Applicant information, Grant request details, Budget summary, Contact information, Application attachments, and Assurances and certifications) is shown, each with a green checkmark and a 'View/edit' link. In the top right corner of the main area, a blue button labeled 'Submit for signature' is highlighted with a red box.

Sign and Submit (AOR only)

- Select **Sign and submit** in the left navigation panel.
- Review each **certification statement**.
- Update your contact information with **at least 2** unique phone numbers and select the checkbox to **certify**.
- Select the **checkbox** under Signature and enter your **password** to provide signature.
- Select the **Submit** button to submit the application or select the Return to edit application button in the main body if edits are needed.
- Once the application is submitted, a green banner will appear. Also, note that the status in the upper right corner of your screen has changed to Submitted to FEMA.

Confirm AOR contact information

Please confirm or update your contact information.

Email	First name	Last Name
test.ser001.aor.sar.51000@test.com	FnAor	LnAor

Area code	Phone number	Extension
123	4567890	
555	5555555	

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

☒ I certify that my contact information is accurate

Signature

☒ By entering my password, I, FnAor LnAor, certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).

Please enter your password:

Submit

[Return to edit application](#)

You have successfully submitted your application.

EMW-2024-GP-05003: Generic Grants Program FY24

Org Ser001 DN 51000

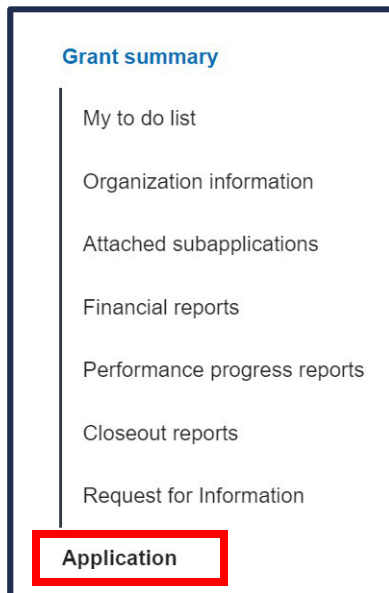
Submitted to FEMA



Print Functionality Instructions

Print Functionality Instructions

- After successfully submitting the grant application, you will be directed to the **Grants Landing Page**.
- Select the **Application** link from the left navigation panel.
- Browser displays a **Read-Only Version** of submitted application.
- Select the **ctrl and p** keys to print the application.



The image shows the 'System for Award Management (SAM.gov) profile' page. The left sidebar has 'Application' selected. The main content area displays the following information:

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 51000

Information current from SAM.gov as of:	04/24/2020
UEI-EFT:	UEI900051000
DUNS (includes DUNS+4):	900051000
Employer Identification Number (EIN):	987654000
Organization legal name:	Org Ser001 LN 51000
Organization (doing business as) name:	Org Ser001 DBA 51000
Mailing address:	51000 Org Ser001 Blvd Testington, TN 37201-
Physical address:	51000 Org Ser001 Blvd Testington, TN 37201-
Is your organization delinquent on any federal debt?	
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

Helpful Tip:

With this feature, 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

877-585-3242

Hours: Monday – Friday 9 a.m. – 6 p.m. ET