

# HSGP/NSGP Grant Request Details Guide

This guide provides instructions for external FEMA GO users to administer grant request details such as investment activities, cost items, applying for allocated funds, and more.

May 2024



FEMA



# Building your Grant Request Details in FEMA GO

Creating Investment Activities

Adding Categories to Investments

Creating Cost Items within Projects, Construction  
Projects, or M&A Costs

Creating Recipient Management and/or  
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# Creating Investment Activities

To reduce re-work in post-award, recommend adding the total number of investments the recipient plans to apply for in pre-award.

- New investments or changes to investment total dollars in post-award will require FEMA prior approval, so having each investment total identified in pre-award is recommended.
- To identify an investment, select the **Add activity** button. This will open a new window.



Grant request details

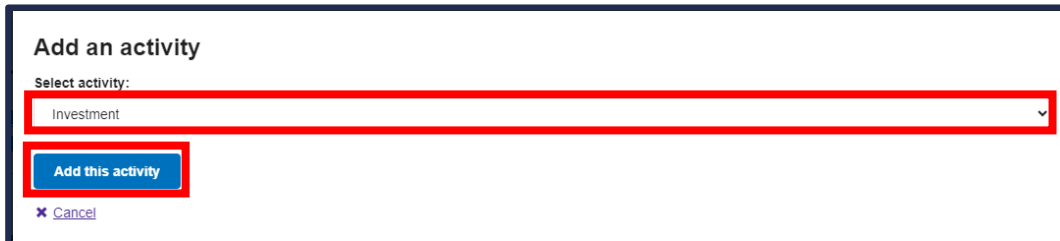
**+ Add activity**

Grand total: \$0.00

Additional comments

representative project for all pass-through

- In the new window, select **Investment** from the Select activity dropdown, then select the **Add this activity** button. A new Investment activity narrative section will open.



Add an activity

Select activity:

Investment

**Add this activity**

[Cancel](#)

- In the new section, it is required that you provide an **Activity name** and an **Activity description**.



Activity: Investment Investment 1 name \$0.00

[Delete this activity](#)

Investment activity narrative

Activity name

Investment 1 name

Activity description

Investment 1 description

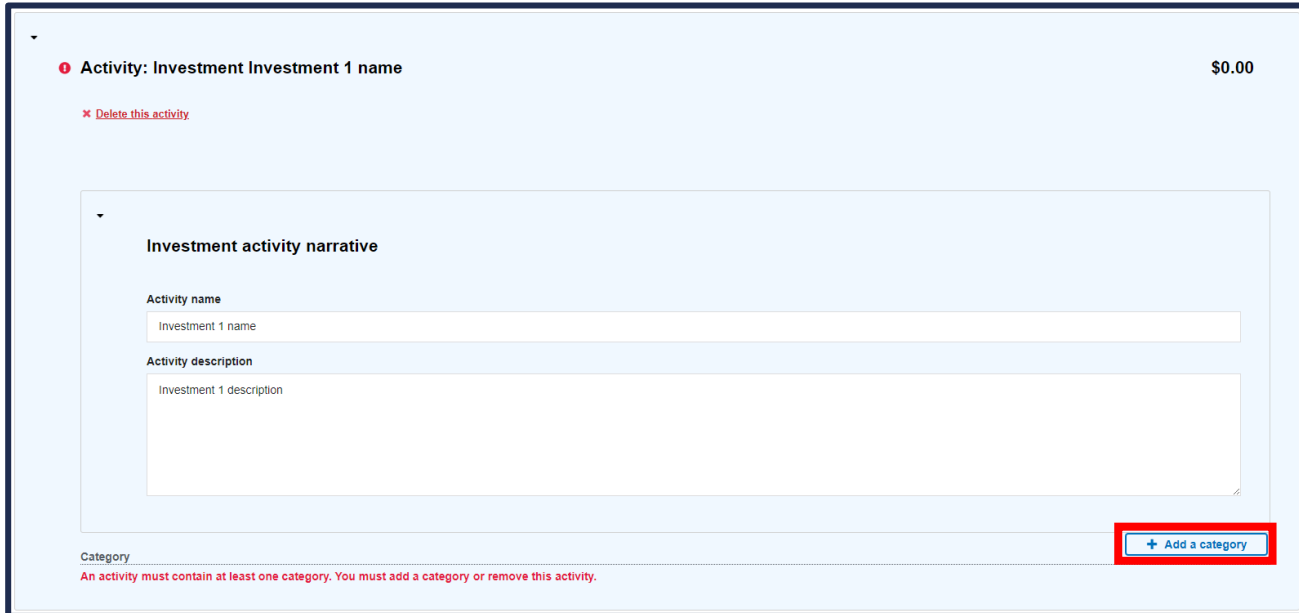
Category

**+ Add a category**

An activity must contain at least one category. You must add a category or remove this activity.

# Adding Categories to Investments

- Creating projects, construction projects, and/or subrecipient management and/or administrative costs can be added by selecting the **Add a category** button. This will open a new window.



Activity: Investment Investment 1 name \$0.00

[Delete this activity](#)

**Investment activity narrative**

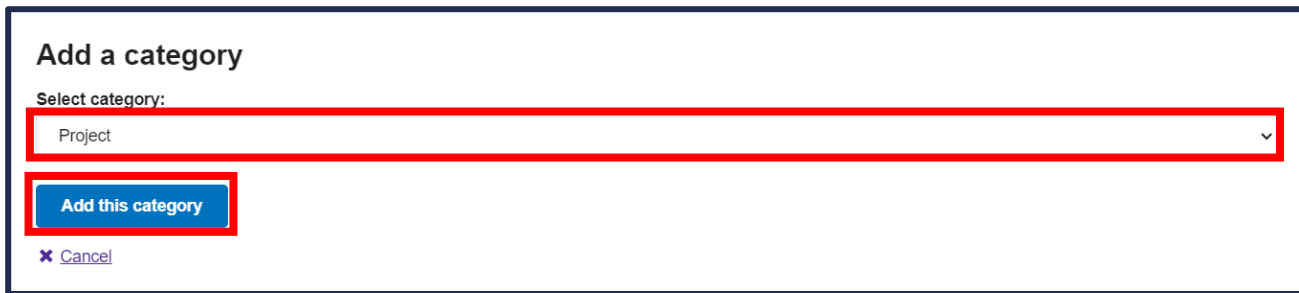
Activity name  
Investment 1 name

Activity description  
Investment 1 description

Category [+ Add a category](#)

An activity must contain at least one category. You must add a category or remove this activity.

- In the new window, use the **Select category** dropdown menu to select a category. Then select the **Add this category** button. This will direct you to a series of Project category questions.



**Add a category**

Select category:

Project

[Add this category](#)

[Cancel](#)

## Helpful Tip:

The system requires a minimum of one category per investment.

# Adding Categories to Investments, Cont.

- The following are required questions for Project and Construction projects:
  - Project name.
  - Project type.
    - If doing a consolidated project to be broken apart in post-award, can select **Consolidated IJs** as the project type.
  - Project description.
  - Organization or suborganization performing the work.
  - Which eligible urban area is this suborganization a part of?
  - Project location.
  - National priority area.
  - Discipline.

**Project category questions**

Please provide the following information about the project you want funded.

**Project name**

**Project type**

**Project description**

**Organization or suborganization performing the work**

**A response is required.**  
**Which eligible urban area is this suborganization a part of?**

**A response is required.**  
**Project location**

5 digit zip code

**Missing zip**  
**National priority area**

**A response is required.**  
**Does this project directly support a fusion center? (optional)**  
 Yes  
 No

**Primary core capability (optional)**

**Discipline**

**A response is required.**  
**Capabilities building (optional)**

# Adding Categories to Investments, Cont.

- The following are required questions for Subrecipient Management and/or Administration costs:
  - Project name.
  - Project type.
  - Project description.
  - Organization or suborganization performing the work.
  - Which eligible urban area is this suborganization a part of?

**Category: Management and/or Administration costs** \$0.00

[\\* Delete this category](#)

**Management and/or Administration costs category questions**

Please provide the following information about the project you want funded.

**Project name**

**A response is required.**

**Project type**

Select ▼

**A response is required.**

**Project description**

**A response is required.**

**Organization or suborganization performing the work**

Select ▼

**A response is required.**

**Which eligible urban area is this suborganization a part of?**

Select ▼

**A response is required.**

# Creating Cost Items within Projects, Construction Projects, or M&A Costs

- The following are required questions for Cost Items within Projects, Construction Projects, or M&A Costs:
  - Item.
  - Description.
  - Select a budget class.
  - Quantity.
  - Unit price.
  - Cost classification (if in a construction project).
  - Subprogram funding.
    - Only applicable for HSGP.

**Item: Other Authorized Equipment** **\$9,000.00**

[✖ Delete this item](#)

**Item**

**Description**

**Select a budget class**

Quantity	Unit price	Total
<input type="text" value="30"/>	<input type="text" value="\$300.00"/>	<input type="text" value="\$9,000.00"/>

**Solution area**

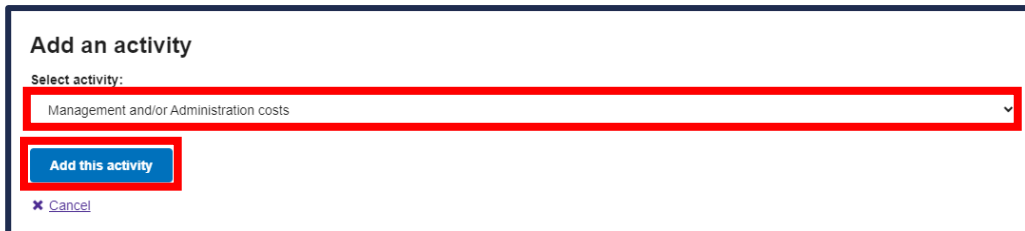
**Subprogram funding**

## Helpful Tip:

A minimum of one cost item is required in each project.

# Creating Recipient Management and/or Administration Costs Activity

- If the recipient is planning on utilizing Management and/or Administrative funds, also recommend selecting the Management and/or Administrative funds activity and completing the required fields for the Management and/or Administrative costs project.
- From the Select activity dropdown menu, select **Management and/or Administration costs**.
- Select the **Add activity** button. This will open a new window.



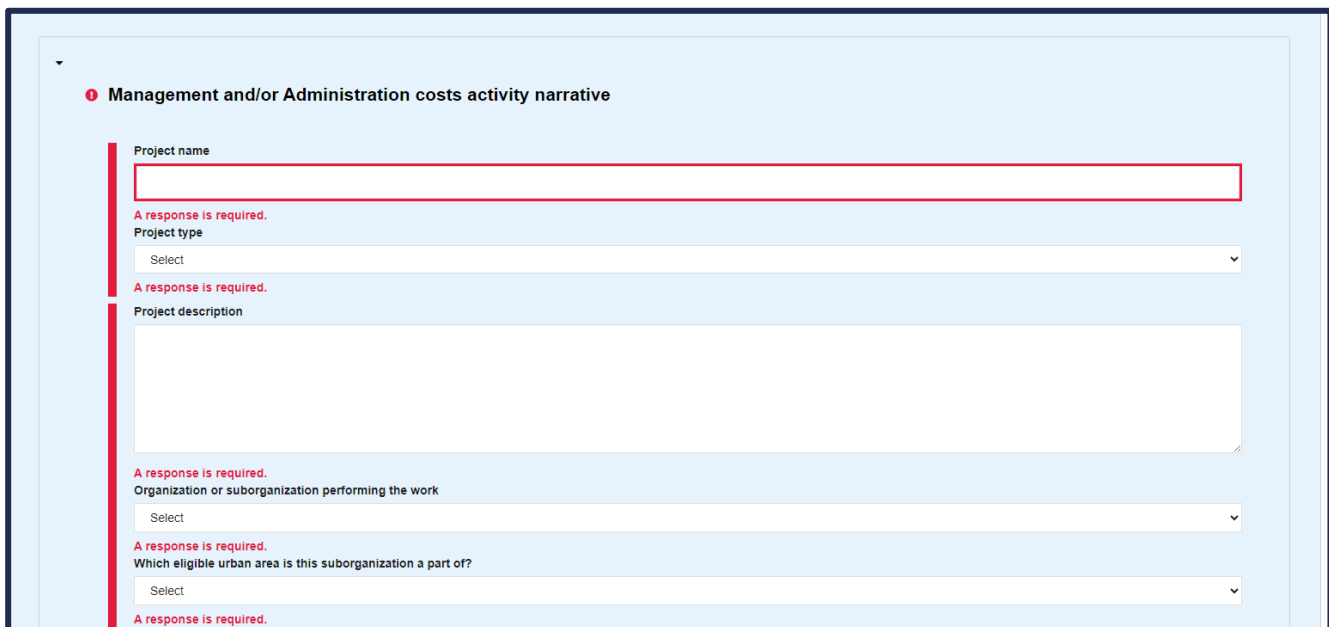
**Add an activity**

Select activity:  
Management and/or Administration costs

**Add this activity**

[Cancel](#)

- In the new window, the following are required questions:
  - Project name.
  - Project type.
  - Project description.
  - Organization or suborganization performing the work.
    - Should select the recipient organization.
  - Which eligible urban area is this suborganization a part of?



**Management and/or Administration costs activity narrative**

Project name  
A response is required.

Project type  
Select  
A response is required.

Project description  
A response is required.

Organization or suborganization performing the work  
Select  
A response is required.

Which eligible urban area is this suborganization a part of?  
Select  
A response is required.



# Adding Cost Items

- The following are required questions for Adding a Cost Item:
  - Item.
  - Description.
  - Select a budget class.
  - Quantity.
  - Unit price.
  - Subprogram funding.
    - Only applicable for HSGP.
  - National priority area.

**Item: Other** \$25,000.00

[✖ Delete this item](#)

**Item**

**Description**

**Select a budget class**

Quantity	Unit price	Total
<input type="text" value="1"/>	<input type="text" value="\$25,000.00"/>	<input type="text" value="\$25,000.00"/>

**Subprogram funding**

**National priority area**

**Primary core capability (optional)**

[+ Add a milestone](#)

## Helpful Tip:

A minimum of one cost item is required in each project.

# Ensuring You are Applying for All of Your Allocated Funding

- The HSGP and EMPG NOFOs specify the FY allocation of funding per recipient organization. The Budget summary section can be used to validate your organization is applying for the full allocation.
- The overall budget summary provides the total Federal resources.
  - For HSGP, this is across all subprograms (SHSP, UASI, and OPSG).

Total Federal and Non-federal resources	
Federal resources	\$5,709,090.00
Non-federal resources	\$0.00
<b>TOTAL</b>	<b>\$5,709,090.00</b>
Program Income	

- The budget summary by national priority provides a total of all costs across national priorities. The summary table will reflect only the national priorities applicable to the funding opportunity.
  - For HSGP, this is also separated by subprogram funding.
    - Recipient Management and/or Administration cost activity costs are reflected in this summary but not the summary by solution area or summary by discipline.

Budget summary by national priority area				
National Priority Area	SHSP	UASI	OPSG	National Priority Total
Enhancing cybersecurity	\$450,000.00	\$500,000.00	\$0.00	\$950,000.00
Enhancing the protection of soft targets/crowded places	\$1,600,000.00	\$0.00	\$0.00	\$1,600,000.00
Enhancing information and intelligence sharing and analysis	\$0.00	\$805,949.80	\$0.00	\$805,949.80
Combating domestic violence extremism	\$2,156,868.00	\$0.00	\$0.00	\$2,156,868.00
Enhancing community preparedness and resilience	\$0.00	\$0.00	\$0.00	\$0.00
Enhancing election security	\$130,882.00	\$40,390.20	\$0.00	\$171,272.20
Not aligned to a national priority	\$25,000.00	\$0.00	\$0.00	\$25,000.00
<b>SubProgram Total</b>	<b>\$4,362,750.00</b>	<b>\$1,346,340.00</b>	<b>\$0.00</b>	<b>\$5,709,090.00</b>

# Meeting Program Requirements

## Recipient Management Costs.

- FEMA GO enforces a 5% limit of recipient Management and/or Administration costs based on the total application budget.
- Your application cannot be submitted in FEMA GO if this error is present.

Non-federal resources	
Applicant	\$0.00
State	\$7,500.00
Other sources	\$0.00
Remarks	
Total Federal and Non-federal resources	
Federal resources	\$22,500.00
Non-federal resources	\$7,500.00
<b>TOTAL</b>	<b>\$30,000.00</b>
Program income	\$0
Total applicant management costs (optional) ( <i>Maximum allowable management cost: \$1,000.00</i> )	\$10,000.00

**Exceed Applicant management cost**  
Applicant management cost may not exceed 5% of the total application budget. Please see the maximum allowable applicant management cost for allowed applicant management cost.

# HSGP-Specific Program Requirements

## Pass-through Requirement.

- A Pass-through requirement of 80% of SHSP and UASI funds must be associated with a suborganization to be able to submit your application.
- You must identify the organization performing the work in the project category questions.

**Project category questions**

Please provide the following information about the project you want funded.

**Project name**  
Main Street

**Project type**  
Build/enhance a pharmaceutical stockpile and/or distribution network

**Project description**  
Description of project

**Organization or suborganization performing the work**  
Tennessee Emergency Management 001

**Which eligible urban area is this suborganization a part of?**  
Virginia - Hampton Roads Area

**Project location**  
22181  
5 digit zip code

**National priority area**  
Enhancing the protection of soft targets/crowded places

Does this project directly support a fusion center? (optional)

- If more than 20% of SHSP and UASI funds have been associated with your organization, you will receive an error in your budget summary.

Non-federal resources	
Applicant	\$0.00
State	\$2,752.50
Other sources	\$0
Remarks	
<b>Total Federal and Non-federal resources</b>	
Federal resources	\$8,257.50
Non-federal resources	\$2,752.50
<b>TOTAL</b>	<b>\$11,010.00</b>
Program income	\$0
Total applicant management costs (optional) (Maximum allowable management cost: \$550.00)	\$10.00

**1 Passthrough minimum not met**  
Passthrough costs must meet the minimum percentage set within the notice of funding opportunity.

# HSGP-Specific Program Requirements, Cont.

## National Priority Requirements.

- The FEMA GO system provides a budget summary of SHSP, UASI, and OPSG funds associated with each national priority, but does not enforce any national priority minimums for application submission.
- To ensure you are meeting the NOFO requirements for minimums, this table can be used to validate the funds allocated to that National Priority meet the required NOFO percentage.

National Priority Area	SHSP	UASI	OPSG	National Priority Total
Enhancing cybersecurity	\$10.00	\$0.00	\$0.00	\$10.00
Enhancing the protection of soft targets/crowded places	\$1,000.00	\$9,000.00	\$0.00	\$10,000.00
Enhancing information and intelligence sharing and analysis	\$0.00	\$0.00	\$0.00	\$0.00
Combating domestic violent extremism	\$0.00	\$0.00	\$0.00	\$0.00
Enhancing community preparedness and resilience	\$0.00	\$0.00	\$0.00	\$0.00
Enhancing election security	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubProgram Total</b>	<b>\$1,010.00</b>	<b>\$9,000.00</b>	<b>\$0.00</b>	<b>\$10,010.00</b>

- You must select the National priority in the Project category questions.

**Project category questions**

Please provide the following information about the project you want funded.

**Project name**  
Main Street

**Project type**  
Build/enhance a pharmaceutical stockpile and/or distribution network

**Project description**  
Description of project

**Organization or suborganization performing the work**  
Tennessee Emergency Management 001

**Which eligible urban area is this suborganization a part of?**  
Virginia - Hampton Roads Area

**Project location**  
22181  
5 digit zip code

**National priority area**  
Enhancing the protection of soft targets/crowded places

**Does this project directly support a fusion center? (optional)**  
 Yes  
 No

# HSGP-Specific Program Requirements, Cont.

## LEPTA Requirements.

- The FEMA GO system provides a budget summary of SHSP, UASI, and OPSG funds associated with each discipline, but does not enforce any LEPTA minimums for application submission.
- This summary can be used to confirm that your application meets the required percentage per the HSGP NOFO.

Discipline	SHSP	UASI	OPSG	Discipline Total
Agriculture	\$0.00	\$0.00	\$0.00	\$0.00
Cyber Security	\$580,882.00	\$500,000.00	\$0.00	\$1,080,882.00
Emergency Management	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Emergency Medical Services (Non fire-based)	\$0.00	\$0.00	\$0.00	\$0.00
Emergency Medical Services (Fire-based)	\$0.00	\$0.00	\$0.00	\$0.00
Fire Service	\$0.00	\$0.00	\$0.00	\$0.00
Governmental/Administrative	\$0.00	\$40,390.20	\$0.00	\$40,390.20
Health Care	\$0.00	\$0.00	\$0.00	\$0.00
HazMat	\$0.00	\$0.00	\$0.00	\$0.00
Law Enforcement/LETPA	\$3,706,868.00	\$0.00	\$0.00	\$3,706,868.00
Not for Profit/Non-Profit	\$0.00	\$0.00	\$0.00	\$0.00
Public Health	\$0.00	\$0.00	\$0.00	\$0.00
Public Safety Communications	\$0.00	\$805,949.80	\$0.00	\$805,949.80
Public Works	\$0.00	\$0.00	\$0.00	\$0.00
Regional Transit System	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubProgram Total</b>	<b>\$4,337,750.00</b>	<b>\$1,346,340.00</b>	<b>\$0.00</b>	<b>\$5,684,090.00</b>

- You must select the discipline in the Project category questions.

Please provide the following information about the project you want funded.

**Project name**  
Main Street

**Project type**  
Build/enhance a pharmaceutical stockpile and/or distribution network

**Project description**  
Description of project

**Organization or suborganization performing the work**  
Tennessee Emergency Management 001

**Which eligible urban area is this suborganization a part of?**  
Virginia - Hampton Roads Area

**Project location**  
22181  
5 digit zip code

**National priority area**  
Enhancing the protection of soft targets/crowded places

**Does this project directly support a fusion center? (optional)**  
 Yes  
 No

**Primary core capability (optional)**  
Enhancing the Protection of Soft Targets/Crowded Places / Access control and identity verification

**Discipline**  
Public Safety Communications

# HSGP-Specific Program Requirements, Cont.

## Recipient Management Costs.

- FEMA GO enforces caps for the recipient Management and/or Administration costs based on the Subprogram funding selected for each item.

Activity: Management and/or Administration costs test 5 \$10.00

[Delete this activity](#)

Management and/or Administration costs activity narrative [+ Add an item](#)

Cost Items

**Item: Contractual** **\$10.00**

[Delete this item](#)

Item: Contractual

Description: test

Select a budget class: Contractual

Quantity	Unit price	Total
1	\$10.00	\$10.00

Subprogram funding: Funding from SHSP award to manage and administer the SHSP Award

- Management and Administration cost limits are enforced for the rollup of available subprogram funds, and your application cannot be submitted in FEMA GO if this error is present.

Remarks

Total Federal and Non-federal resources	
Federal resources	\$37,000.00
Non-federal resources	\$0.00
<b>TOTAL</b>	<b>\$37,000.00</b>
Program income	\$0
Total applicant management costs (optional) (Maximum allowable management cost: \$1,500.00)	\$7,000.00

**1 Exceed Applicant management cost**  
Applicant management cost may not exceed 5% of the total application budget. Please see the maximum allowable applicant management cost for allowed applicant management cost.

**1 Exceed Applicant management cost**  
Management and Administration costs for SHSP may not exceed 5% of SHSP funds

**1 Exceed Applicant management cost**  
Management and Administration costs for SHSP may not exceed 2.5% of OPSG funds

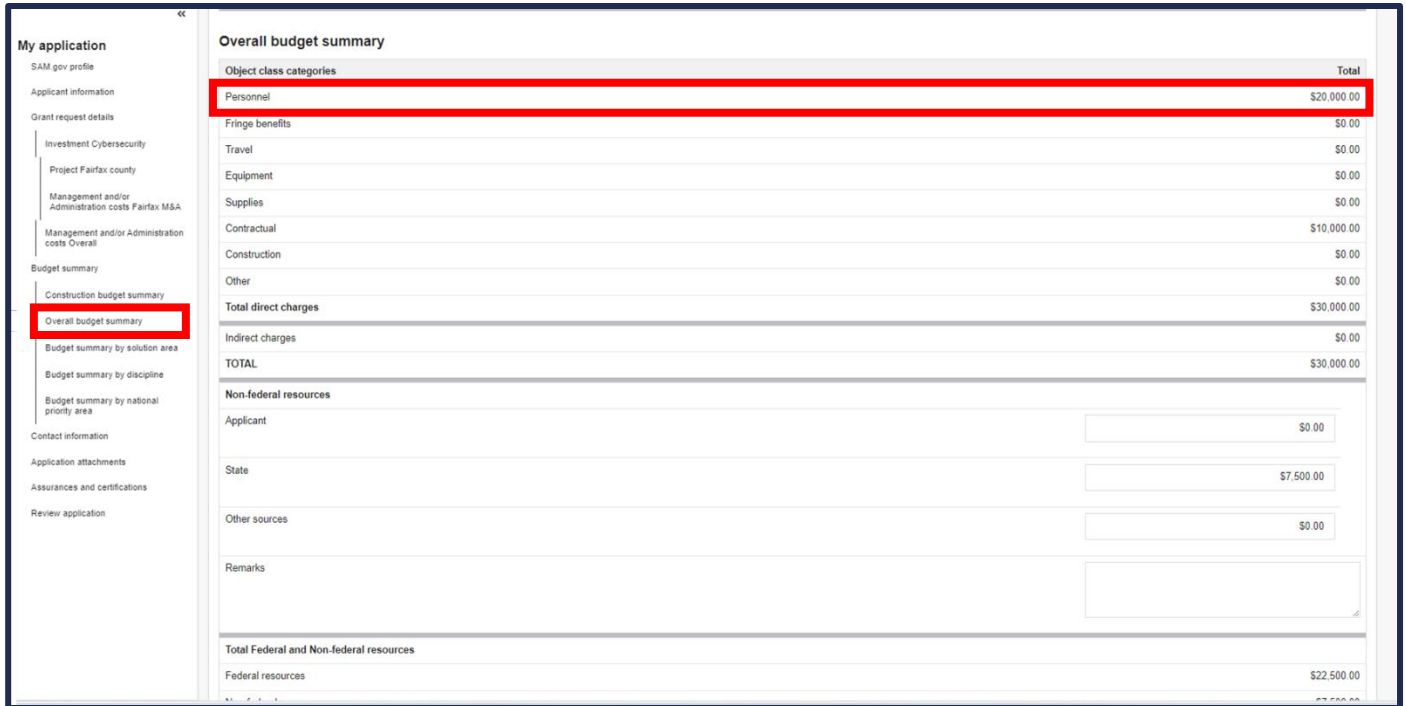
**1 Exceed Applicant management cost**  
Management and Administration costs for UASI may not exceed 5% of UASI funds

**1 Exceed Applicant management cost**  
Management and Administration costs for OPSG may not exceed 2.5% of OPSG funds.

# HSGP-Specific Program Requirements, Cont.

## Personnel Limits.

- The FEMA GO system provides a budget summary of funds associated with each budget object class but does not enforce any budget object class limits for application submission.
- To ensure you are meeting the NOFO requirements for limits, this table can be used to validate that the funds allocated to that budget object class do not exceed the maximum NOFO percentage.



**My application**

- SAM gov profile
- Applicant information
- Grant request details
  - Investment Cybersecurity
  - Project Fairfax county
  - Management and/or Administration costs Fairfax M&A
  - Management and/or Administration costs Overall
- Budget summary
  - Construction budget summary
  - Overall budget summary
  - Budget summary by solution area
  - Budget summary by discipline
  - Budget summary by national priority area
- Contact information
- Application attachments
- Assurances and certifications
- Review application

**Overall budget summary**

Object class categories	Total
Personnel	\$20,000.00
Fringe benefits	\$0.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$10,000.00
Construction	\$0.00
Other	\$0.00
<b>Total direct charges</b>	<b>\$30,000.00</b>
Indirect charges	\$0.00
<b>TOTAL</b>	<b>\$30,000.00</b>
<b>Non-federal resources</b>	
Applicant	<input type="text" value="\$0.00"/>
State	<input type="text" value="\$7,500.00"/>
Other sources	<input type="text" value="\$0.00"/>
Remarks	<input type="text"/>
<b>Total Federal and Non-federal resources</b>	
Federal resources	\$22,500.00



# NSGP-Specific Program Requirements

## Pass-through Requirement.

- 95% of funds must be associated with a suborganization to be able to submit your application. You must identify the organization performing the work in the project category questions.

**Project category questions**

Please provide the following information about the project you want funded.

**Project name**  
Main Street

**Project type**  
Build/enhance a pharmaceutical stockpile and/or distribution network

**Project description**  
Description of project

**Organization or suborganization performing the work**  
Tennessee Emergency Management 001

**Which eligible urban area is this suborganization a part of?**  
Virginia - Hampton Roads Area

**Project location**  
22181  
5 digit zip code

**National priority area**  
Enhancing the protection of soft targets/crowded places

Does this project directly support a fusion center? (optional)

- If more than 5% of funds have been associated with your organization, you will see an error in your budget summary.

Non-federal resources	
Applicant	\$0.00
State	\$2,752.50
Other sources	\$0
Remarks	
<b>Total Federal and Non-federal resources</b>	
Federal resources	\$8,257.50
Non-federal resources	\$2,752.50
<b>TOTAL</b>	<b>\$11,010.00</b>
Program income	\$0
Total applicant management costs (optional) (Maximum allowable management cost: \$550.00)	\$10.00

**1 Passthrough minimum not met**  
Passthrough costs must meet the minimum percentage set within the notice of funding opportunity.

# THSGP-Specific Program Requirements

## Personnel Limits.

- The FEMA GO system provides a budget summary of funds associated with each budget object class but does not enforce any budget object class limits for application submission.
- To ensure you are meeting the NOFO requirements for limits, this table can be used to validate that the funds allocated to that budget object class does not exceed the maximum NOFO percentage.

Overall budget summary		Total
<b>Object class categories</b>		
Personnel		\$20,000.00
Fringe benefits		\$0.00
Travel		\$0.00
Equipment		\$0.00
Supplies		\$0.00
Contractual		\$10,000.00
Construction		\$0.00
Other		\$0.00
<b>Total direct charges</b>		<b>\$30,000.00</b>
Indirect charges		\$0.00
<b>TOTAL</b>		<b>\$30,000.00</b>
<b>Non-federal resources</b>		
Applicant	<input type="text" value="\$0.00"/>	\$0.00
State	<input type="text" value="\$7,500.00"/>	\$7,500.00
Other sources	<input type="text" value="\$0.00"/>	\$0.00
Remarks	<input type="text"/>	
<b>Total Federal and Non-federal resources</b>		
Federal resources		\$22,500.00

### Helpful Tip:

The THSGP NOFO has a maximum funding limit.

# Reconciling Projects Prior to Submission

## Placeholder Projects.

- If any placeholder projects are needed to represent the remaining projects that did not get entered by the end of the application period (see example below), a single cost item can be added to each of those projects to cover the remaining funds being requested.
  - Recommend creating the placeholder project early in the application period and then adding the cost item towards the end of the application period if not all projects were able to be entered. This will reduce the time it takes to incorporate the remaining requested funding.
- **Example:** placeholder project using the **Consolidated IJs** project type.
  - Note that we will need separate projects for pass-through vs the recipient if program requires a pass-through minimum.
    - You must provide a representative suborganization in the **Organization or suborganization performing the work** text field in order for the pass-through minimum to be met.

**Project category questions**

Please provide the following information about the project you want funded.

Project name  
Consolidated project for cybersecurity

**Project type**  
Consolidated IJs

Project description  
Project description goes here

**Organization or suborganization performing the work**  
City of Gainesville

Which eligible urban area is this suborganization a part of?  
None

Project location  
32201  
*5 digit zip code*

National priority area  
Enhancing cybersecurity

Does this project directly support a fusion center? (optional)  
 Yes  
 No

Primary core capability (optional)  
Select

Discipline  
Cyber Security

# Reconciling Projects Prior to Submission, Cont.

## Adding a Cost Item to Represent Remaining Funds to Placeholder Projects.

- Select the **Add an item** button, to add a single cost item to the placeholder project to represent the remaining costs within the investment.



- **Example:** Lump sum item of cost.

Cost Items + Add a milestone

---

**Item: Other Authorized Equipment** **\$43,523.13**

[\\* Delete this item](#)

Item

Description

Select a budget class

Quantity	Unit price	Total
<input type="text" value="1"/>	<input type="text" value="\$43,523.13"/>	<input type="text" value="\$43,523.13"/>

Solution area

Subprogram funding

[+ Add a milestone](#)

### Helpful Tip:

An additional description can be added. This is just for demonstration purposes.

# Final Reconciliation

- Utilize the summary tables to confirm the application meets the program priorities as well as the expected overall total project costs (by SubProgram if HSGP).
- Example:** Total Federal resources is expected (across all subprograms).

Total Federal and Non-federal resources	
Federal resources	\$5,709,090.00
Non-federal resources	\$0.00
<b>TOTAL</b>	<b>\$5,709,090.00</b>
Program Income	

- Example:** Programmatic requirements (such as LETPA) must meet the minimum percentage.

Budget summary by discipline				
Discipline	SHSP	UASI	OPSG	Discipline Total
Agriculture	\$0.00	\$0.00	\$0.00	\$0.00
Cyber Security	\$580,882.00	\$500,000.00	\$0.00	\$1,080,882.00
Emergency Management	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Emergency Medical Services (Non fire-based)	\$0.00	\$0.00	\$0.00	\$0.00
Emergency Medical Services (Fire-based)	\$0.00	\$0.00	\$0.00	\$0.00
Fire Service	\$0.00	\$0.00	\$0.00	\$0.00
Governmental/Administrative	\$0.00	\$40,390.20	\$0.00	\$40,390.20
Health Care	\$0.00	\$0.00	\$0.00	\$0.00
HazMat	\$0.00	\$0.00	\$0.00	\$0.00
<b>Law Enforcement/LETPA</b>	<b>\$3,706,868.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,706,868.00</b>
Not for Profit/Non-Profit	\$0.00	\$0.00	\$0.00	\$0.00
Public Health	\$0.00	\$0.00	\$0.00	\$0.00
Public Safety Communications	\$0.00	\$805,949.80	\$0.00	\$805,949.80
Public Works	\$0.00	\$0.00	\$0.00	\$0.00
Regional Transit System	\$0.00	\$0.00	\$0.00	\$0.00
<b>SubProgram Total</b>	<b>\$4,337,750.00</b>	<b>\$1,346,340.00</b>	<b>\$0.00</b>	<b>\$5,684,090.00</b>

- Example:** SubProgram funding must meet the allocated amount (for HSGP) and required national priority minimums must be met.


Budget summary by national priority area				
National Priority Area	SHSP	UASI	OPSG	National Priority Total
Enhancing cybersecurity	\$450,000.00	\$500,000.00	\$0.00	\$950,000.00
Enhancing the protection of soft targets/crowded places	\$1,600,000.00	\$0.00	\$0.00	\$1,600,000.00
Enhancing information and intelligence sharing and analysis	\$0.00	\$805,949.80	\$0.00	\$805,949.80
Combating domestic violence extremism	\$2,156,868.00	\$0.00	\$0.00	\$2,156,868.00
Enhancing community preparedness and resilience	\$0.00	\$0.00	\$0.00	\$0.00
<b>Enhancing election security</b>	<b>\$130,882.00</b>	<b>\$40,390.20</b>	<b>\$0.00</b>	<b>\$171,272.20</b>
Not aligned to a national priority	\$25,000.00	\$0.00	\$0.00	\$25,000.00
<b>SubProgram Total</b>	<b>\$4,362,750.00</b>	<b>\$1,346,340.00</b>	<b>\$0.00</b>	<b>\$5,709,090.00</b>








# Final Reconciliation, Cont.

- Once final reconciliation is complete and the recipient is ready to submit, confirm all sections of the application are complete (indicated with green checkmark icons), then select **Submit for signature**.

**Review application** **Submit for signature**

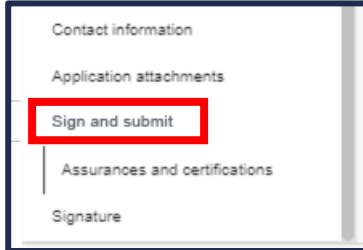
Please select any of the following links to view or edit a particular section of your application. You may submit your application for signature once your application is complete and without any errors.

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

 SAM.gov profile	<a href="#">View/edit</a>
 Applicant information	<a href="#">View/edit</a>
 Grant request details	<a href="#">View/edit</a>
 Budget summary	<a href="#">View/edit</a>
 Contact information	<a href="#">View/edit</a>
 Application attachments	<a href="#">View/edit</a>
 Assurances and certifications	<a href="#">View/edit</a>

# Final Review and Submission.

- The Authorized Organization Representative (AOR) is the only role that can submit the application to FEMA. After thoroughly reviewing the application, the AOR will select the **Sign and submit** link in the left navigation to open the Sign and submit section.



- The AOR will review the assurances and certifications, select the checkbox to certify their contact information is correct, enter their password in the password text field, and then select the **Submit** button to submit the application to FEMA.
- If during the review of the application, the AOR decides a change is needed, they can utilize the **Return to edit application** button to enable the editing of the application again. This must be done prior to submission.

I certify that I represent the organization applying for this grant and have reviewed and confirmed the accuracy of all application information submitted. Regardless of intent, the submission of information that is false or misleading may result in actions by FEMA that include, but are not limited to: the submitted application not being considered for award, enforcement actions taken against an existing award pending investigation or review, or referral to the DHS Office of Inspector General.

**Authorized Organizational Representative for the grant**

By signing this application, I certify that I understand that inputting my password below signifies that I am the identified Authorized Organization Representative for this grant. Further, I understand that this electronic signature shall bind the organization as if the application were physically signed and filed.

**Authorization to submit application on behalf of applicant organization**

By signing this application, I certify that I am either an employee or official of the applicant organization and am authorized to submit this application on behalf of my organization; or, if I am not an employee or official of the applicant organization, I certify that the applicant organization is aware I am submitting this application on its behalf, that I have written authorization from the applicant organization to submit this application on their behalf, and that I have provided contact information for an employee or official of the applicant organization in addition to my contact information.

---

**Confirm AOR contact information**

Please confirm or update your contact information.

Email	First name	Last Name
test.ser001.aor.sar.51621@test.com	FnAor	LnAor

Area code	Phone number	Extension
464	6366666	
656	5653434	

[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**

# FEMA GO Help Desk Information

Please send any questions to:

[FEMAGO@fema.dhs.gov](mailto:FEMAGO@fema.dhs.gov)

**1-877-585-3242**

**Hours: Mon.-Fri. 9 a.m. – 6 p.m. ET**