

FEMA GO Subgrant Closeout Process Guide

This guide provides instructions for internal and external FEMA GO users log-in and navigate the system to complete the Subgrant Closeout Process.

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Objectives

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

- Log-in as an external or internal user;
- Initiate a Subgrant Closeout, as an external user;
- Complete and submit a Subcloseout Report, as an external user;
- Complete the Subgrant Closeout Review Task, as an internal user;
- Complete the Subgrant Closeout Quality Control Task, as an internal user; and
- View the Subgrant Closeout Package.





Training Roles and Log-in



Training Roles

This training is for the following external and internal roles:

Role	User
Financial Member	FM
Organization Member	OM
Programmatic Member	PM
Authorized Organization Representative	AOR
Program Specialist	PS
Program Administrator	PGA
Senior Program Administrator	SPGA

Helpful Tip:

The available screens you see are based on your role and program; they 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 registered in FEMA GO, please refer to the FEMA GO Startup Guide to learn how. You must be registered in FEMA GO to log-in.





Internal User Log-in

Step 1:

Go to go.fema.gov.

Step 2:

Select Log in with your PIV card. This will take you to the welcome screen.

FEMA employees	
United States Government	Insert your PIV card into your smart card reader Log in with your PIV card
USA	



Subgrant Closeout

(AOR, PM, OM, and FM Roles)

Initiate a Subgrant Closeout

Subcloseout Report (Navigation, Narrative Subaward Costs, Equipment and Supplies Inventory, Real Property, SF-425, and Attachments)

Submit a Subcloseout Report (AOR Only)

7



Initiate a Subgrant Closeout

Step 1:

To navigate to the Initiate subgrant closeout, select **Grants** in the top blue banner to navigate to your list of grants/subgrants to manage.

FEMA GO	Grants	Organizations 👻
Maximonic		
wy work		
My grants (0)	My award	ds (0)

Step 2:

Locate the subgrant you want to closeout then open the **I want to** dropdown and select **Initiate subgrant** closeout.

SUBAPPLICATION TITLE	STATUS	STATUS DATE	SUBORGANIZATION NAME	I want to
EMA-2021-BR-648-0000 : Test Project 2022-01- 25T13:17:15-05:00	Subaward accepted	01/25/2022	Org Ser001 DN 50428	Select an action 🔹
SUBGRANT ID				View subapplication
EMA-2021-BR-648-0000 (manage subgrant)				Request a payment

Step 3:

Select the Confirm button.

Initiate subgrant closeout
Subgrant ID: EMA-2021-BR-648-0000
Before initiate subgrant closeout, you should complete all post-award activities for this subgrant and be ready to enter the closeout phase. Obligation of additional funds can only be handled through an amendment and not in the closeout phase. In the closeout phase, any payments issued through FEMA GO will be issued after the FEMA review of your subgrant closeout report which may take some time, and the amendment feature will be disabled. If you have immediate cash needs, please submit a payment request prior to initiating closeout. If you need prior approval from FEMA on any outstanding issues, please submit an amendment prior to initiating closeout. You will be able to return to the post-award phase if necessary to re-enable the FEMA GO payment and amendment features, but you will lose any work you have performed on your subgrant closeout report.
Confirm × Cancel



Subcloseout Report - Navigation

• Navigate to the **Subgrant Landing Page** by searching in the top bar using the **Subgrant ID**.

My to do list				
Description	Status	Date of status	Due date	Action
Subgrant closeout report	Pending submission	10/02/2024		Actions - Continue subgrant closeout report

- Scroll down to the My to do list section then select Continue subgrant closeout report in the Actions dropdown.
- Review Subgrant summary and Suborganization information before continuing the report.

«	Fiscal Year 2021	Building Resilient Infras	structure and	Communities (BRIC)	Status: Pending submission
My subgrant closeout report		-			
Subgrant summary	Grant ID: EMA-2021-E	3R-648			
Suborganization information					
Narrative	Subgrant ID: EMA-202	21-BR-648-0000			
Subaward costs	Subgrant summary				
Equipment and supplies inventory	Subgrant Summary				
Real property	Suborganization name			Org Ser001 DN 50428	
SF-425	Subrecipient organization name			Org Ser001 DN 50428	
Attachments Review closeout report	Subgrant ID			EMA-2021-BR-648-0000	
Sign and submit	Subgrant type			Project	
	Application			EMA-2021-BR-648	
	Region			IV	
	Federal resources awarded			\$75.00	
	Required non-federal resources			\$25.00	
	Federal resources disbursed to recip	lent		\$0.00	
	Balance of federal resources availabl	le		\$75.00	
	Suborganization info	ormation			
	Org Ser001 DN 50428 50428 Org Ser001 Blvd Testington, TN 37201 United States				
	State	UEI-EFT	ε	DUNS #	EIN #
	TN	UEI900050428	ç	900050428	987654000



Subcloseout Report - Narrative

- Scroll down in the main body to the Narrative section.
- Provide a **brief narrative** in the text field.
- Answer the required question:
 - o If Yes is selected Provide a required Work completion date.
- Upload any supporting optional attachments, as needed.

Narrative		
Please provide a brief narrative on the intended objectives of your subaw a summary of the qualitative accomplishments resulting from your a calculation of the cost for any accomplishment that can be quanti an explanation of the reasons why any established goals were not 1 an analysis and explanation of any cost overruns or high unit costs any additional information that you deem necessary to explain your	compared to the actual accomplishments. Please include the following in your narrative: baward I (i.e. amount of money spent per unit of accomplishment) complishment of the subaward and its established goals	
Test		
Is the work associated with this subgrant complete?		
Yes		
O No		
Work completed date (MM/DD/YYYY):		
10/01/2024		
Please include any attachments that are required to expla	your answer to the narrative question above. (optional)	
Maximum File Size: 1024MB	Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .png, .zip	
1 Upload from your computer		
Filename Date uploaded	Description	Action



Subcloseout Report – Subaward Costs

- Scroll down in the main body to the Subaward costs section.
- Open the **Cost type** and **Item** dropdowns to review costs, and to report the actual costs, as needed.
- Review and adjust the Cost share, as needed.
- Review and adjust the **Funding source**, as needed.

1 Instructions						
All awarded activities and costs are lis	ted below from your approved sub	grant. Actual costs reflect the total cost from the subgr	ant leading into closeout phase.			
 If any changes are needed, use this s 	ection to report the actual costs of	subgrant-funded activities.	unded for an the first Cadaval Circ	anial Danad		
 Report total costs that were spent on If there were any other subgrant-funded 	awarded activities. The breakdowl ed costs that are not listed below, p	n of the federal and non-federal resources will be acco lease add them using the blue "Add" buttons on the rig	unted for on the final Federal Fina (ht.	ancial Report.		
+ Add cost type						
			Grand	total: \$100.00 A	ctual grand	total: \$10
Idget type: Non construction						
 Cost type: Cost estimate 					Total: \$100.00 Act	ual total: \$100.00
ost share						
a this a small improvement and a support			% Percenta	ge \$ Dollar amount		
This determines your federal/non-federal share rat	io.	Proposed federal sha	re 75.00		\$75.00	
O Yes		Proposed non-federa	share 25.00		\$25.00	
 No 		r opose nen rease	20100	Based o	on total budget cost: \$100.00	i
along with federal funds to satisfy the matching	by the non-federal entity in the for requirements.	m of in-kind donations or cash match received from thi	rd parties or contributed by the ag	gency. In-kind contributions must b	be provided and cash ex	pended during the
i portion of the total costs of the program provided	by the non-federal entity in the for requirements.	m of in-kind donations or cash match received from thi	rd parties or contributed by the ac	gency. In-kind contributions must b	be provided and cash ex	+ Add funding s
portion of the total costs of the program provided of along with federal funds to satisfy the matching Funding source	by the non-federal entity in the for requirements.	m of in-kind donations or cash match received from thi	rd parties or contributed by the ag	yency. In-kind contributions must b % Non-federal share by	pe provided and cash ex	+ Add funding s Funding amoun
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Funding source Funding source: Funding source	by the non-federal entity in the for requirements.	m of in-kind donations or cash match received from th	rd parties or contributed by the ag	yency. In-kind contributions must b % Non-federal share by 100.00	v source	+ Add funding s Funding amoun \$25.00
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Subcloseout Report – Equipment and Supplies Inventory

- Scroll down in the main body to the Equipment and supplies inventory section.
- Select the checkboxes that apply:
 - o If the first checkbox is selected, add the equipment or supply inventory.
 - If the second checkbox is selected, enter the value of unused supplies, and select a basis for estimating the value.
 - \circ $\,$ If none of the above is selected, move to the next section.

Equipment and supplie	s inventory					
Instructions Report the following subgrant p Equipment that has a cu Unused supplies with a v If you did not purchase u For additional information	urchases: rrent value of over \$5,000. FEMA value of over \$5,000 and that are nused supplies or equipment valu n, see 2 CFR Parts 200.213 and 2	will provide instructions f not needed for any other ues over \$5,000, please a 200.314.	or the disposition of this equip federal grant. You will need to inswer "None of the above" to	ment after you no longer pay FEMA back for its s the question below.	r need it. hare of these suppl	lies.
Which of the following do you want to Equipment acquired under the subgu Unused supplies with a value of over	report? (Select all that apply) ant with a current value of over \$ r \$5000 that are not needed for th	5000 he continuation of this pro	gram or any other federal grar	nt your organization has]	
Equipment inventory summary Is instructions Use the table below to describe any individual p Serial # or ID #: Enter the manufacturer's What is the condition of the item? Excellent: Property that is new con Usable: Property that is show some Repairable: Broken property that is m Scrap: Property that no value of	eces of equipment acquired under your award serial number, model number, Federal stock n dition or unused condition and can be used im wear, but can be used without significant repa in be economically repaired. ore valuable than scrap, but repair or rehabilita xcept for its basic material content.	d that have a current value of over : number, national stock number, or c imediately without modification or re ir. ation is impractical and /or uneconc	55000. Use the following guidelines to cor ther identification number. spairs. mical.	nplete the table:		
Description of Item You would have a local f item +Add equipment or supply inventory	Serial # or ID #	Date acquired	Acquisition cost	Condition	Edit Remo	ove
Supplies inventory summary Instructions Report unused supplies that are not needed for What is the total value of unused supplies? What is the basis for estimating this value? Sale price Estimate	the projects funded by this subgrant, or for a	iny other federal grant.				



Subcloseout Report – Real Property

- Scroll down in the main body to the Real property section.
- Select the **checkboxes** that apply:
 - o If a checkbox is selected, you must add at least 1 real property.

Real property							
Instructions Provide the following to report real property status or request ager This includes real property that was improved using Federal funds	ncy instructions on real property that v and real property that was donated t	vas/will be provided as Governme o a Federal project in the form of a	nt Furnished Property (GFP) or acquir match or cost share donation.	ed (i.e. purchased or constr	ucted) in whole or in part ur	ider this subg	irant.
Which of the following do you want to report? (Select all that apply) Report real property status 							
Request agency instructions for request to acquire, improve or furnish							
Request agency instructions for disposition or encumbrance request							
Not Applicable							
Real property status							
Use the section below to add any parcel of real property being rep	oorted. Each parcel added will display	high level information. Additional i	nformation for each parcel of real prop	perty can be viewed and edi	ted through the edit link.		
Status Description L	ocation Real property cost	Acquisition Insurance	Environmental compliance	Historical property	Disposition status	Edit Re	move
You must report at least 1 real property							
+ Add real property							



Subcloseout Report – SF-425

- Scroll down in the main body to the SF-425 section.
- Enter an optional ID Number.
- Answer the required basis for accounting question.
- Enter the Cash receipts amount in the text field.
 - o The system will auto calculate the fields below.
- Answer the required Program income and Indirect expenses questions.
- Enter any optional **Remarks** in the text field.

SF-425	
 Instructions This section includes the final Federal Financial Report for your subgrant. Many of the fields have been pre-populated based on the data pulled from FEMAGO, the financial management system, and the actuals from the subaward costs section that you entered above. Verify that the information below matches your organization's final records, and complete the remaining required fields in the form below. If you have any questions about discrepancies, please contact your federal program or grants manager. 	
ID Number (You may input an account number or other identification number for your records only. This number is not used by FEMA.) Cptional What is your organization's basis for accounting for recording transactions related to this award? Accrual basis of accounting (expenses recorded when they are incurred) Cash basis of accounting (expenses recorded when they are paid) Transactions (cumulative)	
Federal cash overview	Amount
Cash Receipts	S0
Cash Disbursements (this is the federal share of what you spent based on the total cost of all of your requests).	\$75.00
Total cash on hand	-\$75.00
Federal expenditures and unobligated balance	Amount
Total federal funds authorized	\$75.00
Federal share of expenditures	\$75.00
Federal share of unliquidated obligations	\$0.00
Total federal funds	\$75.00
Unobligated balance of federal funds	\$0.00
Recipient share	Amount
Total recipient share required	\$25.00
Recipient share of expenditures	\$25.00
Remaining recipient share	\$0.00

Program income

Did your organization earn income as a result of the work performed under this subgrant?	
O Yes	
O No	
Indirect expenses	
Does your organization have an indirect cost rate agreement with the federal government?	
O Yes	
O No	
Remarks	
Additional comments about your SF-425 report	Optional



Subcloseout Report – Attachments

- Scroll down in the main body to the Attachments section.
- Upload any applicable attachments.

Attachments					
Please attach your Final in	spection report (optiona	I)			
1 Attach a document	Attach a document Maximum file size: 1 GB			Accepted File Types: .pdf, doc, .docx, .xls, .xlsx, jpg, .jpeg, .png, .zip	
Filename	Date uploaded	Uploaded by	File size	Description	Action
Please attach your NFIP re	petitive loss update wor	ksheet (optional)			
1 Attach a document	l	Maximum file size: 1 GB		Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .png, .zip	
Filename	Date uploaded	Uploaded by	File size	Description	Action
Please attach your Statem	ent of voluntary particip	ation (optional)			
1 Attach a document	ha document Maximum file size: 1 GB			Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .png, .zip	
Filename	Date uploaded	Uploaded by	File size	Description	Action
Please attach your Certific	ate of occupancy (optio	nal)			
Attach a document Maximum file size: 1 GB Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .jp		Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .jpg, .jpeg, .png, .zip			
Filename	Date uploaded	Uploaded by	File size	Description	Action



Submit the Closeout Report

- Scroll down in the main body to the Review closeout report section.
- Review and correct any errors shown with a red exclamation mark.
- Scroll down in the main body to the Sign and submit section.
- Review the information.
 - The yellow banner and required checkbox only appear if there are no changes to the subaward costs.
- Select the checkbox and provide your password to sign the report.
- Select Submit. A green banner will appear stating that you have submitted your subgrant closeout submission request.

view	closeout report	
Inst Plea	ructions se select any of the following links to view or edit a particular section of your closeout report. You may submit your closeout report once all the required fields are completed without any errors.	
This Subn	closeout report is ready to submit for signature the doseout report submission process.	
۲	Narrative	View/edit
ø	Subaward costs	View/edit
0	Equipment and supplies inventory	View/edit
ø	Real property	View/edit
ø	SF-425	View/edit
ø	Attachments	View/edit
	riew Inst Plea Dinst Subn C C C C C C C C C C C C C C C C C C C	Instructions Please select any of the following links to view or edit a particular section of your closeout report. You may submit your closeout report once all the required fields are completed without any errors. Image: Please select any of the following links to view or edit a particular section of your closeout report. You may submit your closeout report once all the required fields are completed without any errors. Image: Please select any of the following links to view or edit a particular section of your closeout report. You may submit your closeout report once all the required fields are completed without any errors. Image: Please select any of the following links to view or edit a particular section of your closeout report. Image: Please select any of the following links to view or edit a particular section of your closeout report. Image: Please select any of the following links to view or edit a particular section of your closeout report. Image: Please select any of the following links to view or edit a particular section of your closeout report. Image: Please select any of the following links to view or edit a particular section of your closeout report. Image: Please select any of the following links to view or edit a particular section of your closeout report. Image: Please select any of the following links to view or edit a particular section of your closeout report. Image: Please select any of the following links to view or edit a particular section of your closeout report. Image: Please select any of the following links to view or edit a particular section of your c

Sign and submit
No changes to subaward costs Based on the subaward costs section, no changes were identified between the awarded totals and the actual totals of any items of cost.
I acknowledge that I have reviewed the actual costs in the subaward costs section and no changes to actuals are required.
I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictilious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 16, Section 1001 and Title 31, Sections 3729-3733 and 3801-3812).
I FnAor, am hereby providing my signature for this closeout report. Please enter your password.
Submit

You have successfully submitted your subgrant closeout submission request.



Subgrant Closeout Review Task (PS, PGA, and SPGA Roles)

Navigate to the Task

Narrative Review

Final Funding Adjustment

Review Outcome, Errors, and Submit



Navigate to the Task

Step 1:

Navigate to your Task Summary page and select View on the Subgrant Closeout Review card.

Subgrant Closeout Review Unassigned tasks: 1	
PHASE Closeout	TASKS PAST A WEEK 0
<u>View ></u>	

Step 2:

Select **Start task** or **Continue working** next to the subgrant in your task list that you want to complete the Subgrant Closeout Review for.

Task List				
SUBORGANIZATION Org Ser001 LN 50428	SUBAPPLICATION TYPE Project	ORGANIZATION Org Ser001 DN 50428	DATE IN QUEUE 10/02/2024	ASSIGNED TO Unassigned
SUBGRANT ID EMA-2021-BR-648-0000	FUNDING CATEGORY	REGION IV	TASK Subgrant Closeout Review	Start task

Step 3:

Review the left navigation links and Review instructions in the review panel and main body.

«	Tasks / EMA-2021-BR-648-0000 / Subgrant Closeout Review		
My review	Subgrant summary		
Subgrant closeout report	Suborganization name	Org Ser001 DN 50428	
Suborganization information	Subrecipient organization name	Org Ser001 DN 50428	- Hide your review panel
Narrative	Subgrant ID	EMA-2021-BR-648-0000	✓ Review instructions
Subaward costs Equipment and supplies inventory	Subgrant type	Project	Review the review instructions.
Real property	Application	EMA-2021-BR-648	► Narrative review



Narrative Review

- Select the Narrative review dropdown in the review panel.
- Select the **narrative submission** link in the review panel.
- Review the information in the main body for completion and accuracy.

Narrative				- Hide your review pane	I
Please provide a brief nam	ative on the intended objective	es of your award compared to the actual accomplishm	ients	Review instructions	
Test				✓ Narrative review	0
Is the work associated wit	h this subgrant complete?			Review he <u>narrative submission</u> for this subgra	ant and verify it's
Yes					
Work completed date (MM	/DD/YYYY):			Final funding adjustments	0
10/01/2024				Review outcome	0
Filename	Date uploaded	Uploaded by	Label	→ Errors	0
				Request for information	n



Final Funding Adjustment

- Select the Final funding adjustments dropdown in the review panel.
- Select the Subaward costs link in the review panel.
- Review the information in the main body and adjust as needed.
- Review the values in the review panel for accuracy.

Subaward costs			
1 Instructions		- Hide your review	w panel
Review the subaward costs that were listed on the subgrant closeout re by using the checkbox for this item of cost. When you select this checkl	Review the subaward costs that were listed on the subgrant closeout report. All items of cost are initially categorized as "Scope of work" in your review panel. If an item of by using the checkbox for this item of cost. When you select this checkbox, you will be prompted to breakdown the item of cost into funding categories. You must input a v		
actual costs reported for that item by the recipient. When you are done	reviewing all items of cost for this subaward, the review panel should indicate the breakdown of all	 Narrative review 	•
Review and enter the actual costs for each of the costs below. Budget type: Non construction	✓ Final funding adjustments Review the items in t e <u>Subaward costs</u> If the reported actual work, provide the cost breakdown for that for all award costs is provided below:	Cection of the Closeout report. than the approved scope of item. The cost breakdown	
Cost type: Cost estimate		Total allowable costs	\$100.00
		Total scope of work	\$100.00
Cost share		Total allowed excess	\$0.00
	% Percentage	Total disallowed costs	\$0.00



Review Outcome, Errors, and Submit

- Select the **Review outcome** dropdown in the review panel.
- Review the information, select the checkbox, and enter the required internal comments.
- Select the Errors dropdown in the review panel.
- Resolve any errors, as needed.
- If you need additional information, select the Request for information button in the review panel and enter the required submission deadline and FEMA findings to be addressed then select the Request for information button.
- Select Submit in the review panel. A green banner will appear stating that you have approved the subgrant closeout review.

▼ Review outcome	
Upon submission of your review, the following financial reconciliation is expected based on the cost breakdown you have provided.	
No financial reconciliation is needed.	
I have conducted the Subgrant programmatic and financial analysis on this subaward and certify that the subrecipient has satisfied all requirements for this subaward.	
Internal comments	
Test	
> Errors	
Request for information	
Submit	
	_
Set request for information submission esaline (MMDDYYYY) Please enter a response. FEMA findings to be addressed	
Request for information	

You approved the subgrant closeout review for EMA-2021-BR-648-0000

Helpful Tip:

You cannot submit the review while a RFI is pending.



Subgrant Closeout Quality Control Task

(PS, PGA, and SPGA Roles)



Subgrant Closeout Quality Control Task

- The Subgrant Closeout Quality Control follows the same steps as the Subgrant Closeout Review.
- The user who performs this task cannot be the same user who performed the Subgrant Closeout Review.
- The Review outcome section has an additional option:
 - Return to subgrant closeout review.

- Hide your review panel	
Review instructions	
Narrative review	0
Final funding adjustments	0
✓ Review outcome	0
Upon submission of your review, the following financial reconciliation expected based on the cost breakdown you have provided.	is
No financial reconciliation is needed.	
Approve subgrant closequit	
Return to subgrant closeout review	
Internal comments	
Test	
▶ Errors	0
Submit	

Next Steps:

After the review or reviews are complete the subgrant closeout may go through some additional steps such as a final payment decision, a deobligation decision, and/or a return of funds decision, Then the system will update the closeout date, generate a subgrant closeout summary letter, attach the closeout pdf to the subgrant landing page, and send an email notification to the recipient.



Subgrant Closeout Package

Internal User

External User



Internal User

- 1. Navigate to the Subgrant Landing Page by searching the Subgrant ID in the top blue banner.
- 2. Select **Attachments** in the left navigation to change the main body to display the Subgrant Closeout Package PDF.
- 3. Select the file link to view the Subgrant Closeout Package.

«									
Subgrant summary	Additional Attachments								
Subapplication	Search attachments								
Subaward recommendation	File Name	Date Uploaded 👻	File Size	Label	Description				
Attachments	EMA-2021-BR-648-0000 - Subgrant Closeout Package.pdf	10/02/2024	224 KB	Subcloseout Package					
Comments									



External User

- 1. Navigate to the Subgrant Landing Page by searching the Subgrant ID in the top blue banner.
- 2. On the subgrant landing page, you should see a **closed status** displayed in the upper right-hand corner of the main body.
- 3. Select **Attachments** in the left navigation to change the main body to display the Subgrant Closeout Package PDF.
- 4. Select the **file link** to view the Subgrant Closeout Package. It is viewable to external users that have access to the subgrant.

**							
Subgrant summary							Closed
My to do list	EMA-2021-BR-648-0000						
Suborganization information	Suborganization name			01	rg Ser001 DN 50428		
Subgrant closeout reports	Subrecipient organization name			01	rg Ser001 DN 50428		
Subamendment recommendations	Subgrant ID			E	MA-2021-BR-648-0000		
Subapplication	Subgrant type			Pr	oject		
Attachments	Document control no						
	Document control no.						
	Document control no.						
Filename		Date uploaded	Uploaded by	Label	Description	Ac	ction



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