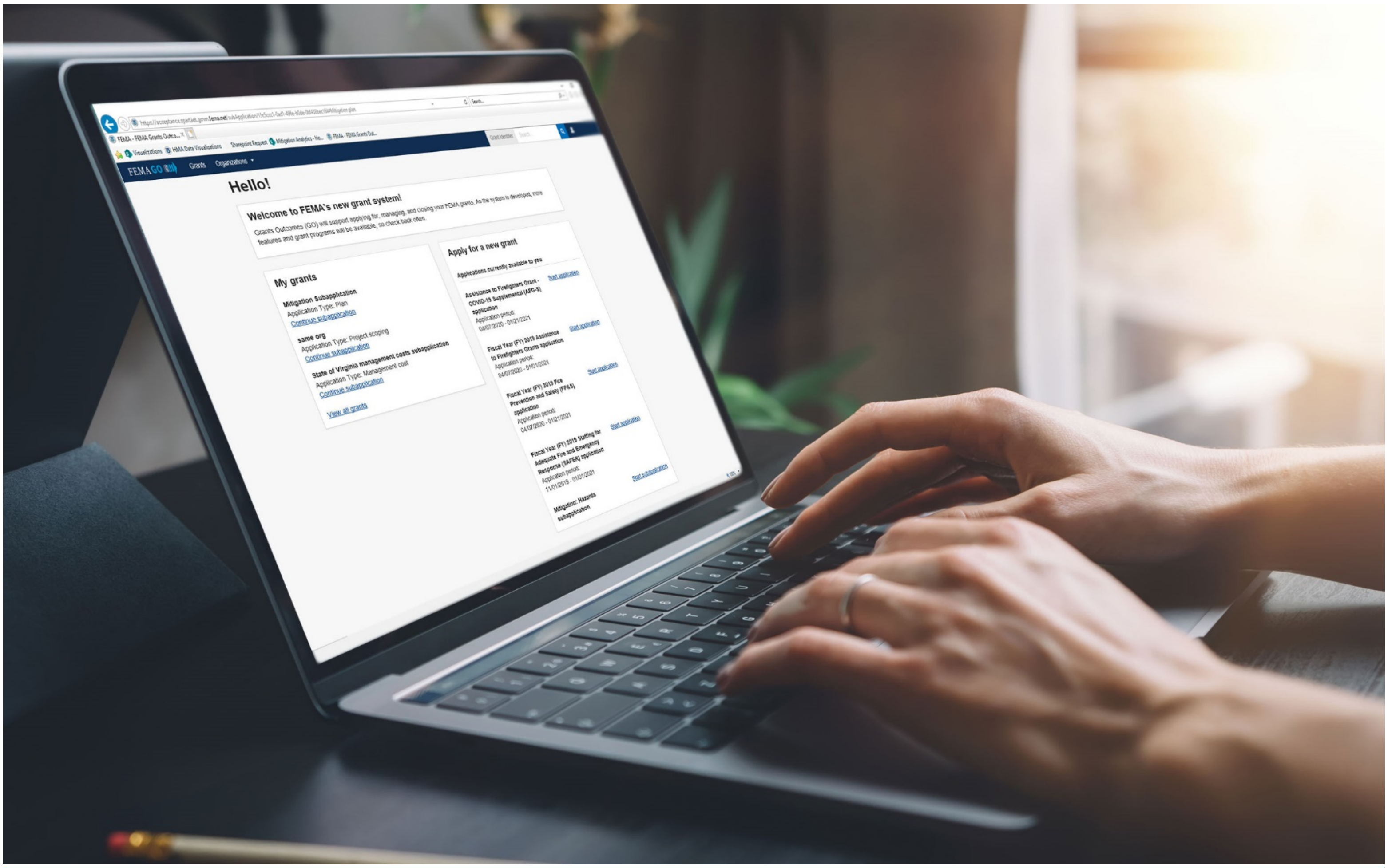

FEMA GO User Manual

Application Development for Hazard Mitigation Grants

November 2020

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Introduction

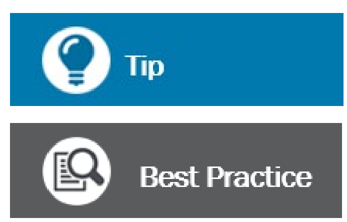
FEMA GO is one electronic application solution for all of FEMA's grant programs. This user manual addresses the Application Development module for FEMA's hazard mitigation grant programs. In this module, an applicant user can review subapplication submissions, create a new application, continue working on an application that was previously created, and submit the complete application to FEMA.

The applicant reviews the sections of each subapplication for completeness and accuracy. Depending on the review results, the applicant may approve, disapprove, send to stockpile, or return a subapplication to the subapplicant for revisions. Only subapplications that have been marked as approved by the applicant will be discoverable in the search for subapplications to be added to the application.

The application requires information about the applicant and the subapplications. This information is rolled up into the application for a specific funding opportunity. Information about the applicant includes their hazard mitigation plan and secondary points of contact for the organization since it is assumed the AOR will sign and submit the application. The subapplication information includes the budget for each subapplication and the applicant's ranking for all approved subapplications and the applicant's management cost subapplication.

The AOR will review the application and submit it to the FEMA after all required fields have been completed, including standard assurances and certifications.

This user manual is organized by sections associated with each main screen of an application. In each section, an introduction is given to provide an overview of the purpose of the screen, and a list of information requirements and steps are provided to help the user gather the information they will need for the application. Call out boxes are provided with tips that give the user helpful information on completing a step(s); and best practices that a user can follow for the most streamlined process and to ensure the greatest accuracy and completeness.

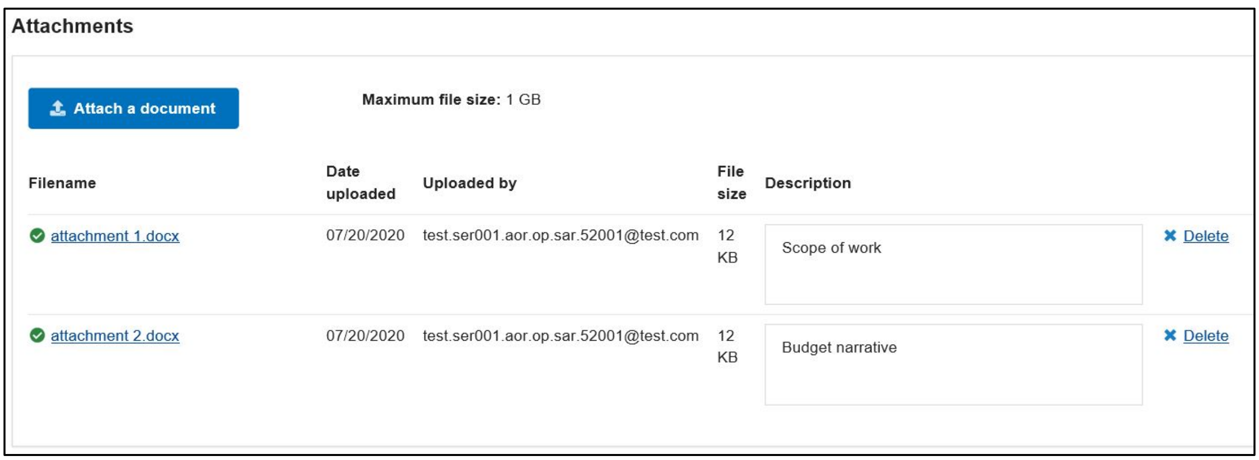


Attachments

At the bottom of the Mitigation plan and Budget screens, the user has the option to attach files. Attachments may be used to supply additional information about data entered on the screen, provide an explanation for a selection made, provide a justification for values entered, provide more detailed back-up documentation, or for other reasons. Follow these steps to manage attachments in the Attachments section of each screen.

Steps

1. To attach a file:
    a. Click the **Attach a Document** button.
    b. In the pop-up window, navigate to the location where the file is saved.
    c. Select the file, and then click Open.
    d. After a file is added, the filename and attributes will be displayed:



Attributes of attached files

i. The **Filename** link will display in the Filename column.
ii. The date that the file was uploaded will display in the Date uploaded column.
iii. The FEMA GO login account for the person who uploaded the file will display in the Uploaded by column.

iv. The size of the file will be displayed in the File size column.

v. In the **Description** column, the user can enter a description of the file.

2. To open and view an attached file, click on the **Filename** link in the Filename column.
3. To remove an attached file, click the **Delete** link associated with the file.

Best Practice

There is a file size limitation of 1 gigabyte. For extremely large files, make every effort to reduce the file size when possible. This may entail actions such as attaching only select pages of a large document or supplying documentation in a more efficient file format.

Hello, Welcome

From the first Hello, Welcome screen an applicant user can either start a new application or continue working on an application that was already started. For situations where the applicant is also acting as a subapplicant, such as for management costs, an applicant user may also start or continue an application. An applicant user can also search for their organization, view the status, manage their organization's open grants, and manage applications associated with their organization.

Information Requirements

	Information/Data Needed	*Sources of Information/Data*
	None	

Steps

There are three sections on this screen:

1. **Apply for a new grant**

   FEMA GO is the electronic application solution that will eventually include functionality for managing all of FEMA's grant programs. To start a new application, Search through the list of available FEMA grant programs to find the funding opportunity for which you want to start an application. Then select the **Start application** link for that opportunity. Each different funding opportunity will have a separate link, i.e., FY 2020 Flood Mitigation Assistance application. The application period is also listed to assist with selecting the correct opportunity.

2. **My grants**

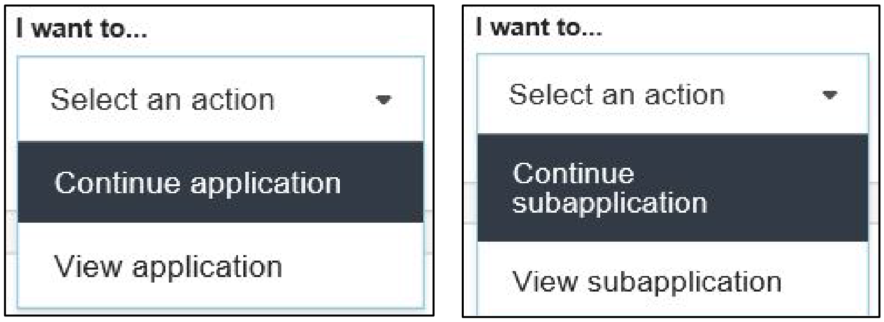
   a. This section lists the applicant's created applications and subapplications. Each will be listed here by the funding opportunity and will include the Application ID generated by the FEMA GO system and the application due date. Clicking the link for the Application ID will open a new FEMA GO tab to manage that grant. This functionality is explained in the next section.

   > **Tip**
   >
   > The user can access the Hello, Welcome screen at any time by clicking on the FEMA GO icon in the upper left corner of any screen.

   b. To continue entering or revising information in an application, select the **Continue application** link.

   c. Due to limited space, the My grants section may not display all of the applications and subapplications. To see a complete listing and to view the status of each application and subapplication associated with the applicant's organization, select the **View all grants** link at the bottom of the My grants section or select the **Manage my grants** option in the Grants drop-down of the top banner.

d. For applications and subapplications that have been created but not yet submitted for signature, the user may Select an action from the **I want to...** drop-down menu to Continue application, View application, Continue subapplication, or View subapplication.



Select an action drop-down menu options from My grants screen

3. **Search for your organization POCs**

   a. FEMA GO automatically adds the user's organization from SAM.gov.

   b. **Enter your DUNS number** in the field and then select the **Search** button to find out if your organization is in the system. Below the **Search** button, one of the following two search results will appear:

      - If your organization was found in the system, the message "Organization is already registered" will be displayed, along with the name of the electronic business POC, or "eBiz POC." The name(s) of the eBiz POC will be displayed as it was entered in SAM.gov. The eBiz POC for your applicant organization is automatically assigned as the Authorized Organization Representative (AOR).

      - If your organization was not found in the system, the eBiz POC must register your organization on SAM.gov before any FEMA GO functionality will be enabled.

Tip

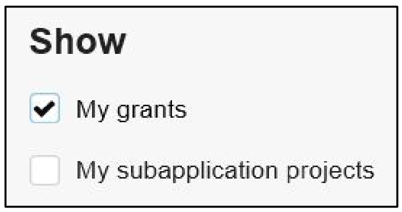
The AOR eBiz POC must have a FEMA GO account because only these users can add more AOR accounts to their organization.

Manage grant

The Manage grant feature allows an applicant to manage its grants before submission, after submission, and before and after award. However, much of this functionality is designed to offer applicants a quick status of their grant after award.

To navigate to the Manage grant screen:

1. Display a list of complete or incomplete applications by selecting **Manage my grants** from the Grants drop-down menu in the top banner.
2. If necessary, restrict the list to display only applications by selecting the My grants box in the Show section at the right of the screen, as shown below.



My grants selected from Show section

3. For the relevant grant, select the project identifier link or the manage grant link, as shown in the sample grant below.

Grant with links direct to Manage grant screen

4. The selected grant displays in a new FEMA GO browser window. There are clickable links in the left sidebar that correspond with the sections on the main section of the screen.

Grant summary in left sidebar of Manage grant

The main section of the screen includes the following subsections:

a. **Grant summary** displays the overall information for the grant, including the period of performance and financial information like the federal resources awarded, required non-federal resources, federal resources disbursed to recipient, pending disbursements to recipient, and balance of federal resources available.

b. **My to do list** provides a list of items for the applicant to complete. For example, if the application has not been submitted, the default item in the list is Continue application.

c. The **Organization information** section has subsections for:

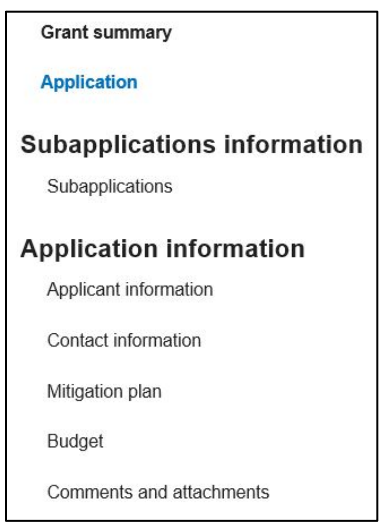
   i. Registration summary, which displays the latest information for the applicant from SAM.gov, including whether there is an active exclusion for the applicant and whether the applicant has debt subject to offset.

   ii. Business information, which displays the applicant name and office location.

d. **Attached subapplications** lists the subapplications that were attached to the application, along with the following information:

   - Subrecipient
   - Subapplication ID
   - Subapplication title
   - Type
   - Status
   - Requested federal share
   - Action

5. In the left side bar, there is also an option for Application. If selected, each section in the screenshot displays a read-only version of that application screen.



Application information in left sidebar of Manage grants

6. Attachments associated with the application are accessible from the Attachments link.

Recipient Review of Subapplications

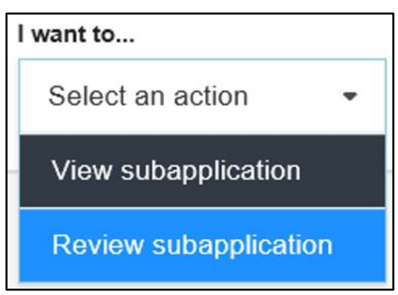
Prior to starting an application, an applicant reviews the submitted subapplications. This must happen first because only subapplications that have been marked as approved by the applicant will be visible in the FEMA GO system for the applicant to then include in an application. During subapplication development, a subapplicant does not choose the mitigation grant program for which its subapplication will be considered. Therefore, during this review the applicant should have a plan for which subapplication(s) will be submitted with its applications for the different funding opportunities (i.e., BRIC or FMA). The assignment of subapplications to an application does not take place until after the subapplication has been approved by the applicant. Therefore, it may be helpful to think of the applicant review of subapplications as accepting subapplications into a pool of reviewed and approved subapplications. Then the applicant may pull subapplications from this pool and assign them into a funding opportunity application. This includes an applicant's management cost subapplication.

Information Requirements

	Information/Data Needed	*Sources of Information/Data*
	Subapplications submitted by a subapplicant or the applicant	Subapplications in FEMA GO

Steps

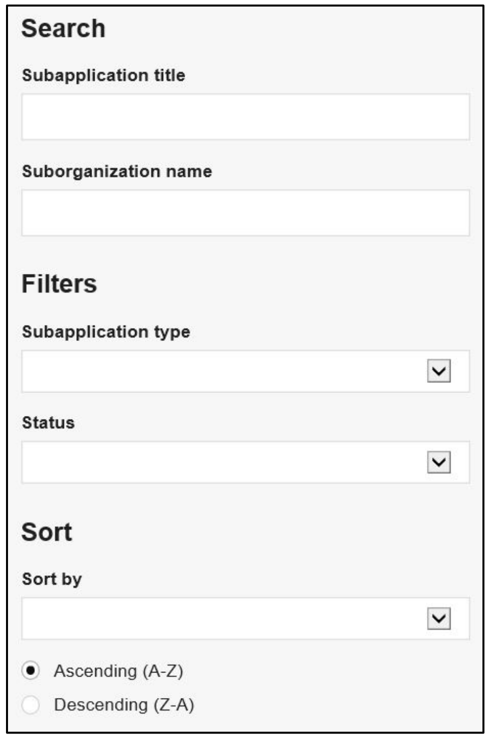
1. In the top banner, select **Grants**, then **Manage my suborganization grants**.
2. Look for the Status that reads Submitted to recipient, as shown in the screenshot below. For the subapplication, select the **I want to...** drop-down menu and then select **Review subapplication**.



Review subapplication from Manage my suborganization grants screen

If needed, on the right side of the screen, the **Search**, **Filters**, and **Sort** capabilities allow users to restrict or prioritize the subapplications that appear on the screen.

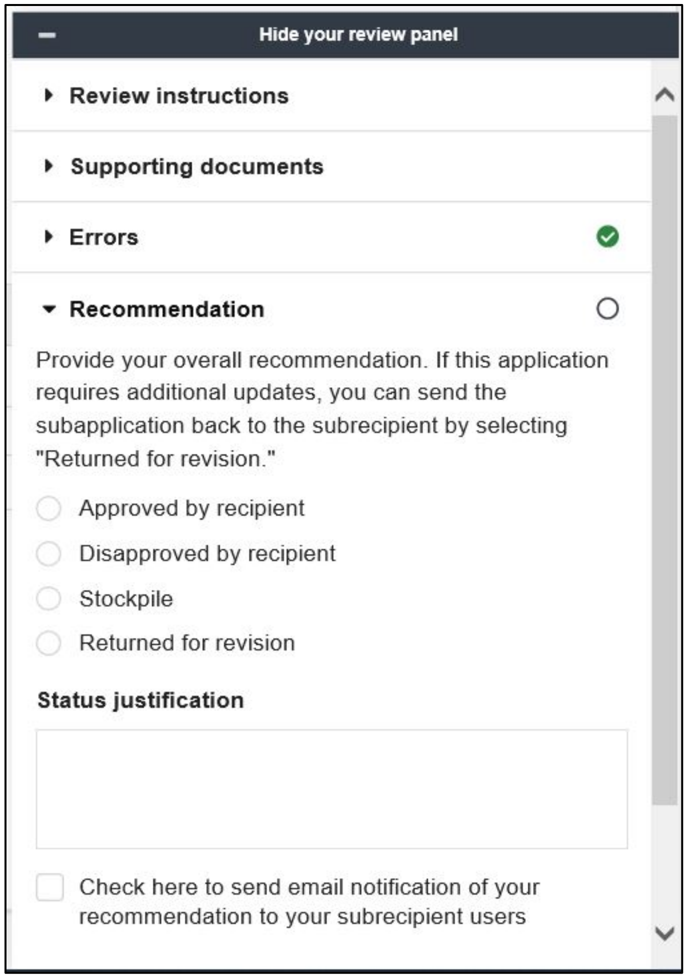
- To use the **Search** capability, enter the Subapplication title or Suborganization name.
- To use the **Filters** capability, choose whether to filter the subapplications by Subapplication type or Status. Then select the options from each drop-down menu.
- To use the **Sort** capability, sort by Suborganization name, Status, or Status date, and then choose whether to display in Ascending or Descending order.



Search, Filters, and Sort options from Manage my suborganization grants screen

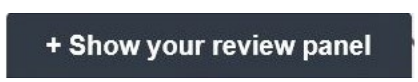
When the correct subapplication is found, select **Review subapplication** in the **I want to…** drop-down menu as explained above.

3. The subapplication will be displayed, along with a review panel overlay that is constant for each subapplication screen. The overlay can be minimized to allow the applicant reviewer to view the entire screen. To minimize the review panel, select the **Hide your review panel** at the top of the review panel overlay.



Review panel overlay window

When minimized, the review panel can be maximized again by clicking the **+ Show your review panel** button in the lower-right corner of the screen.



Minimized review panel as it appears on the screen

The sections and actions that can be completed by the applicant reviewer in the review process are:

a. **Review instructions** provides some brief instructions for applicant reviewers.

b. **Supporting documents** is optional and allows the applicant to attach documents that were used in its review of the subapplication. Examples could be a mitigation plan crosswalk or an applicant-created review template. The maximum file size is 25 megabytes. Ensure that your file format is one of the Accepted File Types list.

c. **Errors** gives the applicant a way to visually see if the FEMA GO system believes an error has been made during the applicant's review. Errors will be marked as a red circle with an X, while no errors will show a green circle with a check mark.

d. In the **Recommendation** section, the applicant selects from the list of options according to the review findings:

   - Approved by recipient: the subapplication is approved and will be available to the applicant for adding to an application.

   - Disapproved by recipient: the subapplication is denied with the intention that the applicant will not include it in an application, even if revised. The subapplication is still retained and is visible for future development.

   - Stockpile: the applicant will not take action to review the subapplication and/or will not select it to be included in an application. The subapplication may be used by the applicant for future consideration, but it will not appear in the list of subapplications.

   - Returned for revision: the subapplication is sent back to the subapplicant for revisions. After the subapplication is revised, the subapplicant resubmits the subapplication to the applicant, who then follows the review process starting with Step 1.

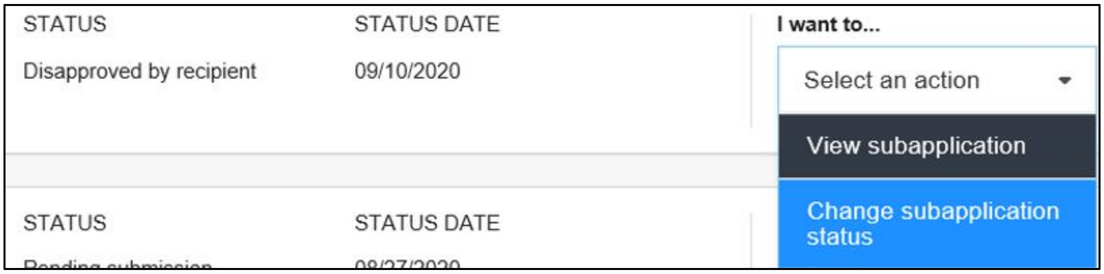
> **Tip**
>
> Only subapplications that have been Approved by recipient will be visible to the applicant for inclusion in an application.

e. **Status justification** is a required element for the applicant regardless of Recommendation selection. If the subapplication will be Returned for revision, the applicant's requested revision(s) can be entered as text, and the subapplicant will be able to see the requested revisions along with the subapplication. The applicant may provide requested revisions outside of the FEMA GO system.

f. The **check box for email notification** automatically notifies the subapplicant that the applicant has made a recommendation. Most often this is used notify the subapplicant that its subapplication has been approved or that the applicant has requested revisions.

g. When the subapplication has been reviewed, the applicant has made a recommendation, and a Status justification has been provided, the **Submit** button at the bottom of the review panel will activate. When selected, it will initiate the Recommendation selected by the applicant and the notification will be sent (if selected).

If the subapplication is approved, disapproved, or sent to stockpile, the updated status will display on the Manage my grants screen. If Returned for revision is the recommendation, the subapplication may not display on the Manage my grants screen because it was sent back to the subapplicant. On the Manage my grants screen, the applicant may change the recommendation by selecting the **Change subapplication status** as shown below and then following the instructions for Step 3.



Disapproved subapplication status with Change subapplication status option

Start an application

When starting an application, the applicant user must first select the funding opportunity. This creates the "shell" of the application into which the applicant will later add the subapplications. After selecting the **Start application** link for the funding opportunity from the Welcome screen, the applicant user only needs to select the organization and its corresponding DUNS number from the drop-down menu. The user does not need to develop a title because the application naming system is standardized according to the applicant name, funding opportunity program, and fiscal year.

Information Requirements

	Information/Data Needed	*Sources of Information/Data*
	None	

Steps

1. Select the **Start application** link for the desired funding opportunity.

FY2020 Start Application links for BRIC and FMA funding opportunities

2. The organization(s) and DUNS numbers are listed in the drop-down menu are based on the applicant user's account credentials. Select the **organization and DUNS number** under which the application is being made.
3. Select the **Start your application** button.

Start your application button

Subapplications

On this screen, the applicant provides the duration of the grant and attaches the subapplications to the application.

Information Requirements

	Information/Data Needed	*Sources of Information/Data*
	Subapplications that have been reviewed and marked as Approved by recipient	Subapplications in FEMA GO

Steps

1. Provide the **Overall duration of the grant (in months)**.

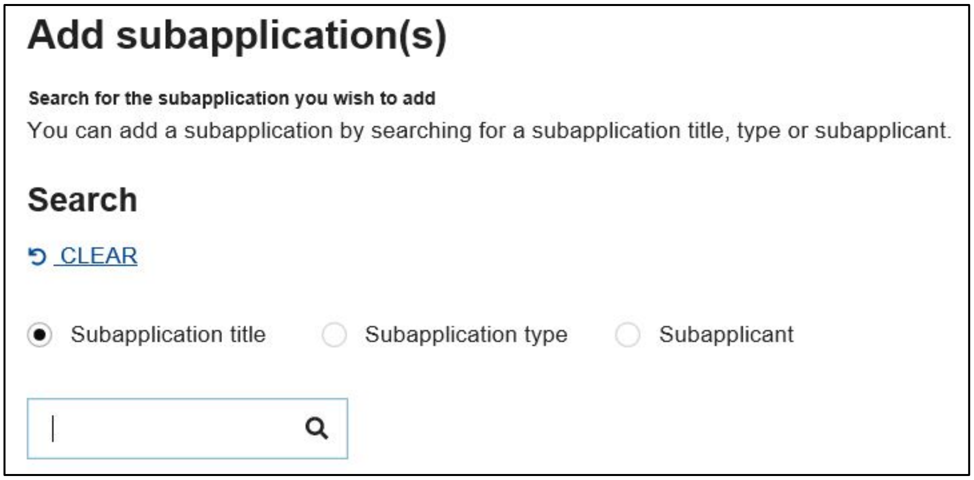
> **Tip**
>
> This is the requested duration of the period of performance for the award. The overall duration should be reasonable considering the subapplication work to be completed. In most cases, the overall duration of the grant should be 36 months. The applicant may request a duration that exceeds 36 months for complex BRIC-funded projects or for Community Flood Mitigation Projects for FMA.

2. **Add subapplications and Funding Categories**

   a. Select the **+ Add subapplication(s)** button.

+ Add subapplication(s) button

   b. Select the radio button for a Search function to assist with finding the subapplications.



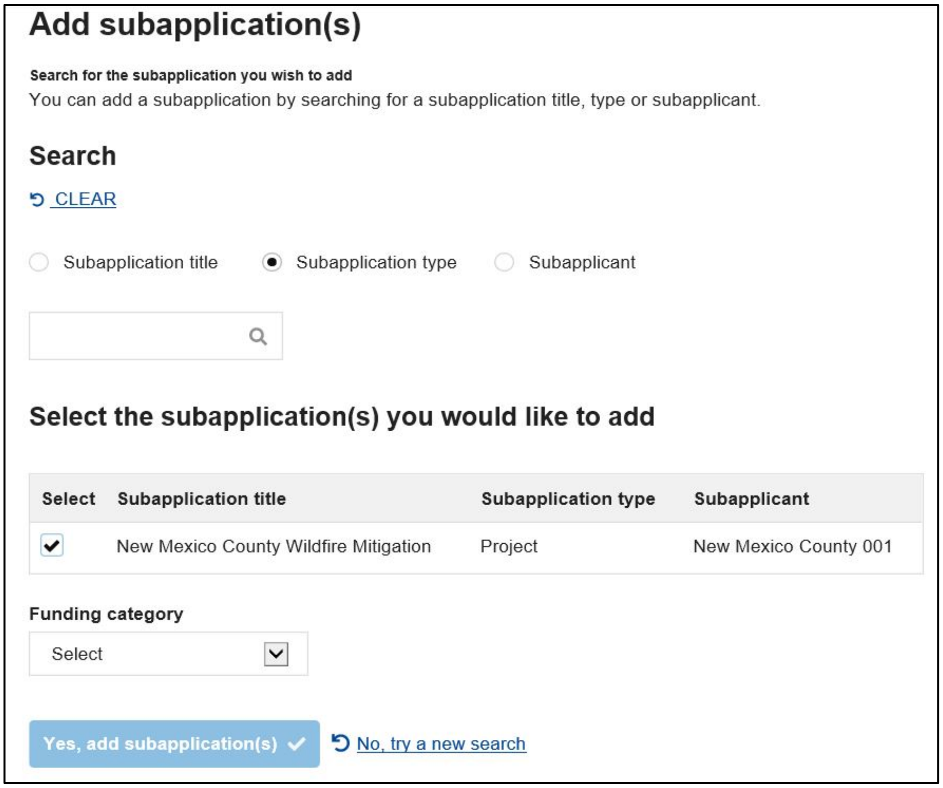
Add subapplication(s) search options

- Subapplication title: Type the full or partial subapplication title. With each letter entered, the search box will search through the available pool of subapplications.
- Subapplication type: Type the first letter of the subapplication type (Management costs, Plan, Project, Project scoping, Technical assistance) and select the subapplication type from the search menu.
- Subapplicant: Start typing the full or partial name of the subapplicant. The search box will update results with each letter.

Tip

If the expected subapplications do not appear via the Search function, it may be because an applicant user has not marked them as Approved in the review process.

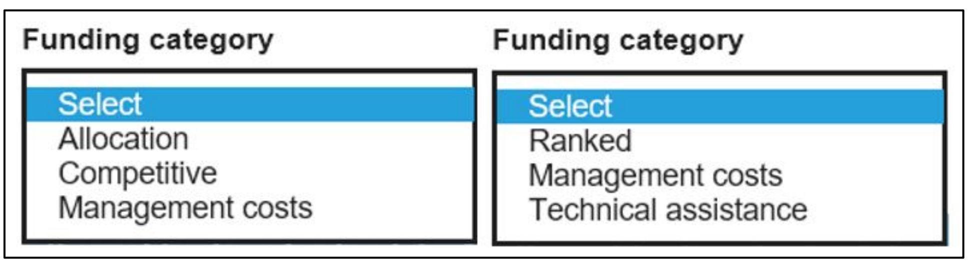
When found, the subapplication will appear in a new section of the Add subapplication(s) screen called Select the subapplication(s) you would like to add. There may be more than one subapplication to select if, for example, the applicant searches for all planning subapplications.



Selected subapplication with Funding Category

c. **Select the Funding category**

There are different **Funding category** selections depending on the funding program.



Funding category options for BRIC (left) and FMA (right) programs

For the BRIC program, select:

- **Allocation** to identify the subapplication(s) the applicant would like considered for State/Territory Allocation.
- **Competitive** for all other subapplications (excluding management costs) to be considered in the National Evaluation, which includes the Tribal Set-aside.
- **Management costs** for the applicant’s BRIC management cost subapplication.

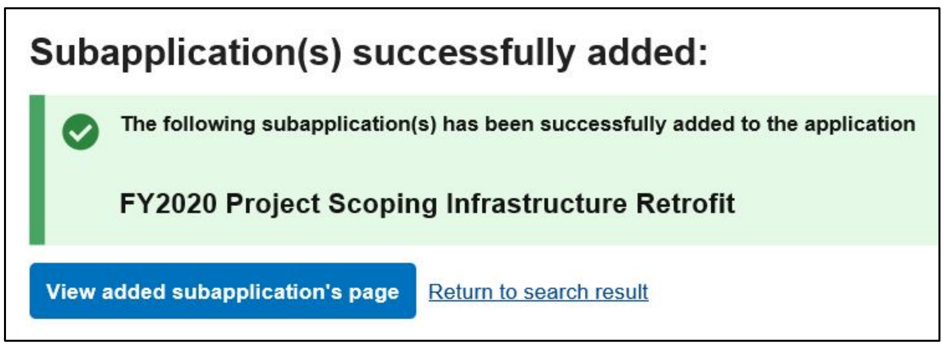
For the FMA program, select:

- **Ranked** for all subapplications other than management costs and technical assistance to be considered in the nationally competitive program.
- **Management costs** for the applicant's FMA management cost subapplication.
- **Technical assistance** for the applicant's FMA technical assistance subapplication (if eligible).

d. Click the **Yes, add subapplication(s)** button when all subapplications have been added and given a Funding category selection. Select the **No, try a new search** link to start over or to search for different subapplications.

Yes, add subapplication(s) button and No, try a new search link

e. The Subapplication(s) successfully added notification will display.



Subapplication(s) successfully added notification

From this notification pop-up, the applicant user has two choices:

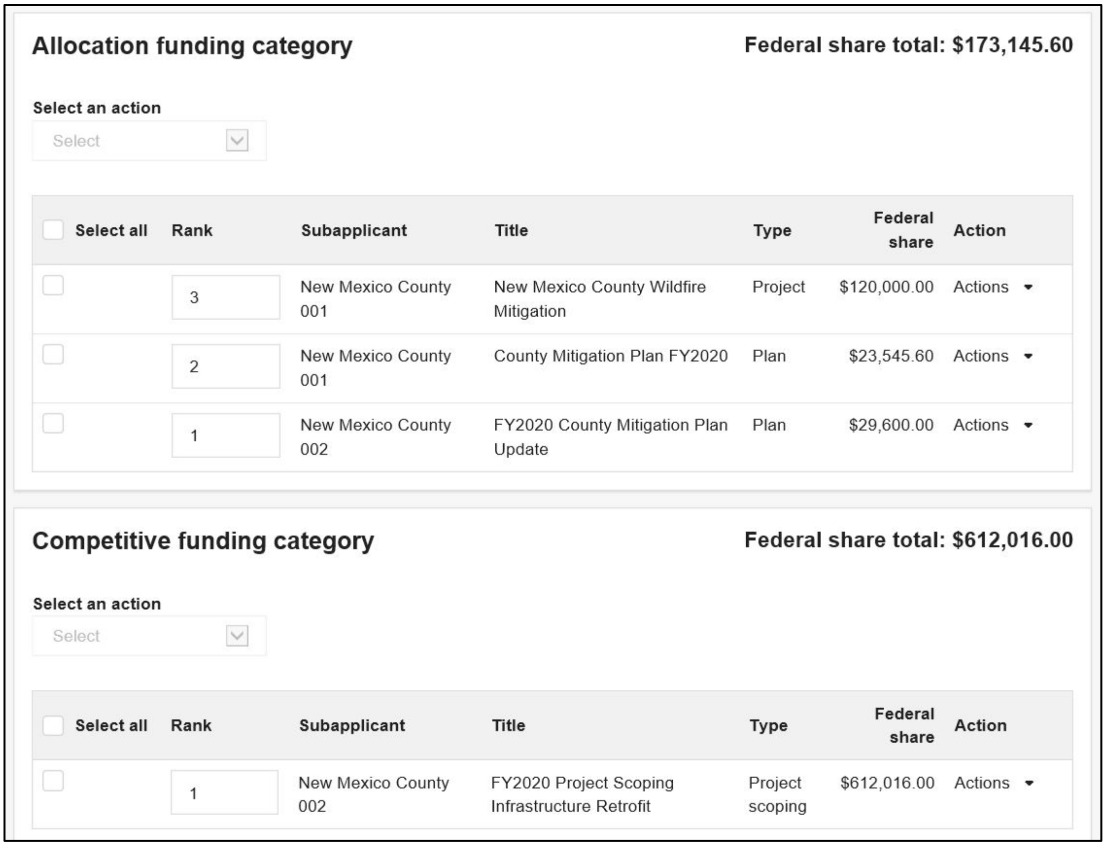
- **View added subapplication's page button** will take the user to the Subapplications screen that shows the added subapplication with any previously ranked subapplications.
- **Return to search result link** will take the user to the Add subapplication(s) window to add more subapplications to the application.

3. **Rank the subapplications**

a. For each subapplication in each funding category, provide a unique number based on the applicant's priorities. To assist with the proper ranking, the Subapplicant, subapplication Title, Type, and Federal share is displayed. The Federal share total amount can be used by applicants to stay within a program funding category cap.

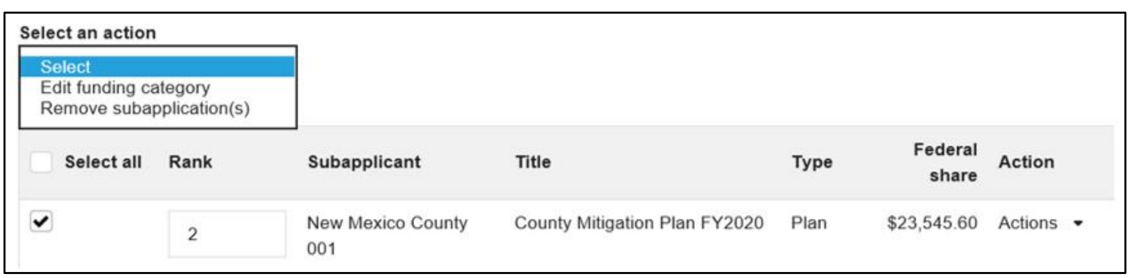
Tip

Be aware of program-specific ranking procedures or requirements, as provided in the Notice of Funding Opportunity.

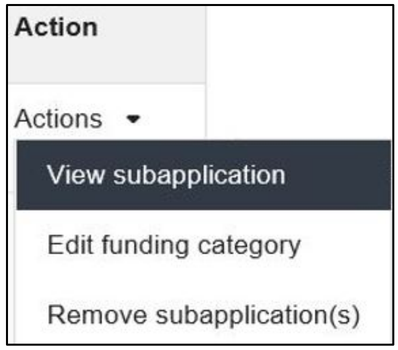


Sample applicant ranking for BRIC subapplications and Funding Categories

b. There are two ways that an applicant may change priorities, as shown by the screenshots below. The first is to select the check box to the left of the Rank column, then select the relevant action in the **Select an action** drop-down menu. The other is select the **Action** drop-down menu to the right of the Federal share column.



Select an action from the check box and menu at left



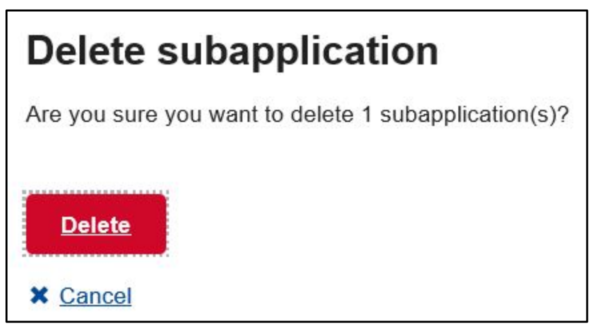
Select an action from the Action menu at right

c. **Edit funding category** allows an applicant user to move subapplications between funding categories.

d. **Remove subapplication(s)** allows an applicant user to remove a subapplication from the application.

> **Tip**
>
> To change a subapplication after it has been attached to an application, it must first be removed from the application, then the review status of the subapplication changed to allow the subapplicant or applicant to make the modifications. Then the review and ranking process must be completed again.

- Select **Delete** to remove the subapplication from the application. The system will request a verification of the intent to remove the subapplication.



Delete subapplication confirmation message

- Select **Cancel** to make no change to the subapplications in the application.

4. Enter a narrative explanation in the **Overall comments (optional)** box if the applicant user believes that reviewers may benefit from an explanation of the applicant's ranking priorities.

5. Select the **Continue** button.

Applicant Information

On this screen, the user will supply information about the type of submission and the Executive Order 12372 status for the application. The user will define the type of applicant and state whether the applicant is delinquent on any federal debt.

Information Requirements

	Information/Data Needed	*Sources of Information/Data*
	Status of participation in E.O. 12372, *Intergovernmental Review of Federal Programs*	State Hazard Mitigation Officer at https://www.fema.gov/grants/mitigation/state-contacts

Steps

1. **Type of submission**

Type of submission

Select the type of submission from the drop-down menu:

- Application—Select this option if you intend to develop and submit a full application containing at least one subapplication.
- Changed/Corrected application—Select this option if you have previously submitted an application and either you would like to revise that application or FEMA has requested that you revise the application.

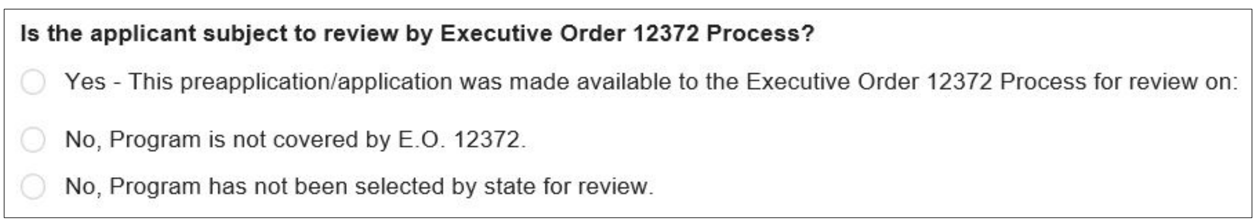
2. **Applicant Type**

   Select the type of applicant from the drop-down menu:

   - State Government—Select this option if the applicant is a state or territorial agency.
   - Indian Tribal Government—Select this option if the applicant is a Federally recognized tribal government as the applicant. In the space provided, enter the tribal ID for the Indian tribal government.
   - Other—Select this option if the applicant is not one of the entities listed above. If this option is selected, provide a description of the type of applicant in the text box.

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

   The Executive Order (E.O.) 12372, *Intergovernmental Review of Federal Programs* process refers to when applicant-level agencies conduct a review of applications for federal assistance. This process is often referred to as the “State Clearinghouse” or “Federal Assistance Clearinghouse.”



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

- Yes - This preapplication/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.

Executive Order 12372 process

- If the state, territory, or tribe participates in the E.O. 12372 process:
  a. Select Yes - This application was made available to the Executive Order 12372 Process for review on:
  b. In the text box displayed, enter the date, in MM/DD/YYYY format, that the application was made available to the agency to initiate the E.O. 12372 process.
- If the state, territory, or tribe does not participate in the E.O. 12372 process, select No, Program is not covered by E.O. 12372.
- If the state, territory, or tribe participates in the E.O. 12372 process but this application will not be reviewed in the E.O. 12372 process, select No, Program has not been selected by state for review.

4. **Is the applicant delinquent on any Federal debt?**
    - If the applicant is not delinquent, then select No.
    - If the applicant is delinquent, then select Yes and provide an explanation of the debt delinquency status in the text box.
    - If you do not know the answer to this question, access the System for Award Management (SAM) information for the applicant that is available in the FEMA GO system:

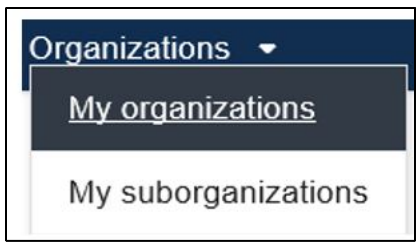
Tip

Delinquent debt applies to the applicant organization and not to individual people who work on or sign the application.

Tip

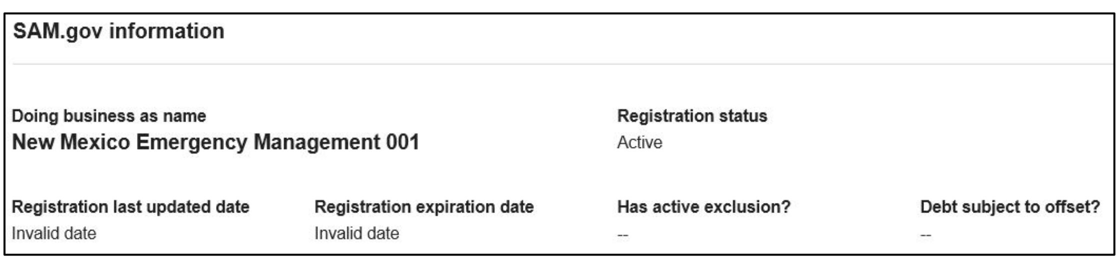
An explanation is required for any "Yes" response. Any undeclared federal debt will be discovered in the review and award process.

- In the Organizations menu in the top banner, selecting My organizations.



My organizations in the top banner

- In the SAM.gov information section, review the information for the Has active exclusion? and Debt subject to offset? If either of these questions has a Yes, then select Yes for the question.



Delinquent debt information from SAM.gov in FEMA GO

Contact Information

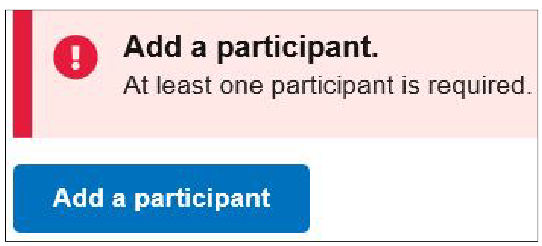
The applicant will need to supply the contact information for each person who assisted with the application, including the roles of development, preparation, or review. This information is requested to assist with subapplications that request pre-award cost reimbursement. The applicant must also provide the contact information for at least one secondary point of contact. The organization's AOR automatically is considered the primary point of contact. A secondary point of contact should be a person who is familiar with the application and who could answer questions if contacted by FEMA.

Information Requirements

	Information/Data Needed	*Sources of Information/Data*
	None	

Steps

1. **Application participants**



Add a participant

   a. Select the **Add a participant** button.

   b. The options in the Add a participant drop-down menu will be automatically populated with users in your organization. Select the person from your organization who was a participant in the application development. More than one participant may be added by selecting the **Add a participant** button and adding the information for as many people as desired.

   c. Once a name of a user is selected, the system will automatically populate that participant's contact information from their user registration information.

   d. If the person you wish to name as the participant is not listed:

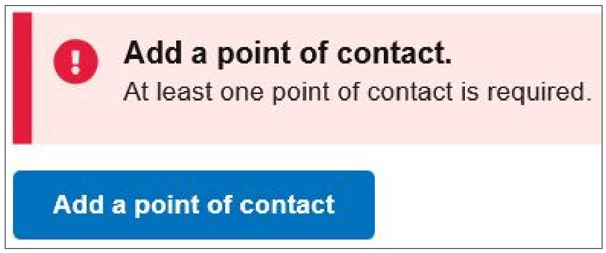
      i. Select Other preparer from the drop-down menu.

      ii. Complete the information in the remaining fields (i.e., phone numbers and mailing addresses). Note that only fields labelled as "Optional" may be left blank. If required fields are left blank or if a number is entered in an incorrect format, the data entry box for that field will be highlighted in red and red text will explain the error.

e. For any completed participant, the contact information can be edited by selecting the **Edit** link to the right of the contact.

2. **Secondary point of contact**

The primary point of contact is the AOR for the organization. One secondary point of contact must be provided.



Add a point of contact

a. Select the **Add a point of contact** button.

b. The options in the drop-down menu will be automatically populated with users in your organization. Select the person who will be a secondary point of contact.

c. If the person you wish to name as the point of contact is not listed:

i. Select New contact from the drop-down menu.

ii. From the list of users, select the name for the point of contact. The system will automatically populate the person’s contact information from their user registration information.

iii. Complete the information in the remaining fields (i.e., phone numbers and mailing addresses). Note that only fields labelled as “Optional” may be left blank. If required fields are left blank or if a number is entered in an incorrect format, the data entry box for that field will be highlighted in red and red text will explain the error.

d. If information for a previously selected point of contact needs to be updated, select the **Edit** link to the far right of the point of contact.

e. Check if there are any fields where red text denotes errors and enter or correct the information as required.

3. Select the **Continue** button.

Mitigation Plan

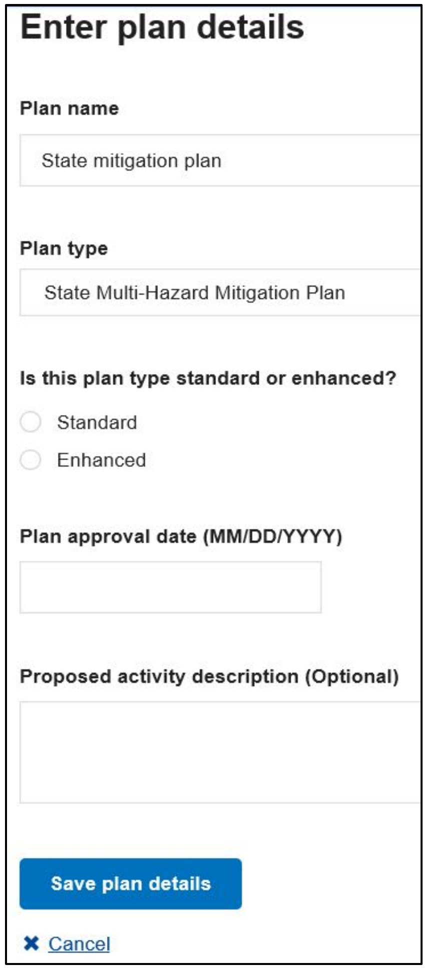
Hazard mitigation plans are a principal component of FEMA's hazard mitigation programs. A FEMA-approved state or tribal hazard mitigation plan must be in place for any subapplicant in that state or tribe to be eligible for mitigation funding. On this screen, the user will indicate whether there is a current, FEMA-approved state or tribal hazard mitigation plan and will provide key information about that approved plan.

Information Requirements

	Information/Data Needed	*Sources of Information/Data*
	Name of applicant's hazard mitigation plan	The FEMA-approved hazard mitigation plan
	Type of hazard mitigation plan	The FEMA-approved mitigation plan or FEMA's Hazard Mitigation Plan Status website (https://www.fema.gov/emergency-managers/risk/hazard-mitigation-planning/status)
	Plan approval date	The FEMA plan approval letter

Steps

1. **Is the entity that will benefit from the proposed activity covered by the current FEMA-approved multi-hazard mitigation plan in compliance with 44 CFR 201?**
   - Select No if the applicant does not currently have a FEMA-approved hazard mitigation plan or if a previously approved hazard mitigation plan has expired.
   - Select Yes if the applicant currently has a FEMA-approved hazard mitigation plan.
     a. **Please provide plan information**
        i. Select the **+ Enter plan details** link to supply information on the approved plan.



Mitigation plan details

ii. Enter the **Plan name** from the FEMA-approved state or tribal mitigation plan.

iii. Select the **Plan type** from the drop-down menu:

– State Multi-Hazard Mitigation Plan

– Tribal Multi-Hazard Mitigation Plan

Is this plan type standard or enhanced?

– If your state or tribe has an enhanced mitigation plan, select Enhanced.

– If your state or tribe does not have an enhanced mitigation plan, then select Standard.

Tip

To determine if your state or tribe has an enhanced mitigation plan refer to FEMA's Hazard Mitigation Plan Status website.

iv. **Plan approval date**

FEMA approves mitigation plans by issuing a formal letter that cites the official approval date. Enter that approval date in DD/MM/YYYY format. (Note that this date must be on or before the current date; it cannot be a date in the future.)

v. Enter a **Proposed activity description (optional)** if desired

vi. After supplying all the plan details, select the **Save plan details** button.

vii. Select the **Cancel** link to remove all entered plan details.

viii. To update previously entered plan details, select the **Edit** link on the right side of the plan details box.

ix. After entering the updated plan information, select the **Update plan details** button to save the updated information.

2. **Please provide any additional comments below (optional).**
   - If No was selected because the applicant does not have an approved mitigation plan but still wishes to apply for mitigation funding, provide comments or an explanation.
   - If Yes was selected because the applicant has an approved mitigation plan, supplying additional comments is optional.
3. Select the **Continue** button.

Budget

The Budget screen rolls up the budget(s) of the subapplication(s) and displays them as combined values based on budget object classes, including direct and indirect charges. The applicant must manually enter the non-federal sources for the application, then the system tallies the total federal and non-federal funding commitments. The system also performs checks to confirm that non-federal commitments and management cost amounts are within programmatic requirements. The system will automatically incorporate the system-provided and user-provided data into the budget forms.

Information Requirements

	Information/Data Needed	*Sources of Information/Data*
	Descriptions of eligible costs	2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* at https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Steps

The Budget screen is separated into several sections with each section explained below.

1. **Object class categories section**

   The dollar amounts displayed are the total amounts across all subapplications by budget class. All subaplication budget amounts roll up into the “Other” budget object class category, along with any “Other” budget costs from the applicant’s application and subapplications. The amounts that display in the remaining budget categories are tabulated from the applicant’s subapplications. The Total amount is the sum of all direct and indirect charges. There is nothing to change in this section, but the applicant should confirm that the dollar amounts are within expectations. If any changes are needed, the applicant should go back to the subapplication review step, return the subapplication for revision, update the budget section of the subapplication (or send it to the subapplicant to make the change), then go through the submittal and review process.

> **Tip**
>
> Applicants may wish to review the cost requirements provided in 2 CFR Part 200 (https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Object class categories	Total
Personnel	$108,000.00
Fringe benefits	$750.00
Travel	$0.00
Equipment	$6,000.00
Supplies	$250.00
Contractual	$0.00
Construction	$0.00
Other	$1,031,024.60
Total direct charges	$1,146,024.60
Indirect charges	$0.00
TOTAL	$1,146,024.60

Budget object class categories example

2. **Non-federal resources section**

   These are the only inputs on the Budget screen. Completing this section requires the applicant to calculate the sum of the different sources of non-federal resources across all subapplications. This includes cash and in-kind contributions. The total amount of these combined inputs must match the non-federal share required for the application.

Non-federal resources	
Applicant	$0.00
State	$0
Other sources	$0
Remarks	

Non-federal resources example

   a. Applicant: Enter the total of amount of resources that the applicant agency will provide.

   b. State: Enter the total amount of resources that the state, territory, tribe, or applicant-level agency—other than the applicant—will provide.

   c. Other sources: Enter the total amount of resources that the subapplicants will provide.

   d. Remarks: This is an optional field in case the applicant would like to add a narrative to explain the non-federal resources.

3. **Total Federal and Non-federal resources**

The economic values displayed in this section are cumulative values for all subapplications. These are the amounts that will be used to populate the SF-424 budget forms for the application.

Total Federal and Non-federal resources	
Federal resources	$900,661.60
Non-federal resources	$245,363.00
TOTAL	$1,146,024.60

Total Federal and Non-federal resources example

The non-federal resources discrepancy error will display if the system-calculated a non-federal amount for the application that is different from the Non-federal resources section from #2 above. The required amount of non-federal resources is also provided in the error message.

Non-federal resources discrepancy
The combined Non-federal resources (Applicant + State + Other sources) must equal the overall total Non-federal resources

Non-federal resources discrepancy error message

4. **Program income**

Although uncommon, program income is gross income earned by the subapplicant or applicant that is directly generated or earned through implementing the mitigation activity during the period of performance. Program income listed in the subapplications will be tabulated for this budget row. Any program income is required to be deducted from the federal share.

> **Tip**
>
> Refer to 2 CFR 300.307 for an explanation of the grants management requirements for program income.

5. **Total applicant management costs**

The maximum amount that may be provided to the applicant as management costs is 10% of the total amount of all subapplications. The applicant is not required to apply for management cost funding. The message below is static, but the amount of the maximum allowable management cost that is provided in the text to the left of the message box may be helpful with the management cost subapplication budget.

Applicant management cost is optional. If you want to add a management cost to your application, then add a management cost subapplication to this application.

Static applicant management costs message

Total applicant management costs (optional) *(Maximum allowable management cost: $103,052.46)*

Maximum allowable management costs example

If the amount of management costs included in the application exceeds 10% of the total application budget, a warning will display.

Exceed Applicant management cost
Applicant management cost may not exceed 10% of the total application budget.

Applicant management cost cap exceeded error message

To update the applicant management cost dollar amount after it has been attached to an application:

a. In the application, navigate to the Subapplications screen.

b. Select and remove the management cost subapplication from the application.

c. Find the subapplication by selecting Grants, Manage my grants from the top banner. Select the My subapplication projects in the Show section on the right side of the screen.

d. For the management costs subapplication, change the Review subapplication status for the subapplication from Approved by recipient to Returned for revision.

e. For the same subapplication, in the I want to... section select Continue subapplication.

f. Navigate to the Budget screen and adjust the budget.

g. Sign and submit the updated subapplication.

Tip

For BRIC applications, applicants may find it easiest to finalize all non-management cost subapplications first and then create and attach the management cost subapplication as the final step on the Budget screen. For FMA applications, the same process may be followed, but there are additional steps since management costs are not 100% federal funds.

h. Find the application by selecting Grants, Manage my grants from the top banner and select the My subapplication projects in the Show section. Open the Review subapplication and select Approved by recipient.

i. Select Grants, Manage my grants from the top banner and Continue application for the relevant grant.

j. Re-insert the management cost subapplication into the application.

k. Navigate to the Budget screen to confirm that the applicant management cost value is acceptable.

6. **Please provide any additional comments below (optional)**

   In this optional field, provide an explanation of any potentially confusing budget item.

7. Select the **Continue** button.

Assurances and Certifications

The applicant must supply assurances by making certifications regarding lobbying activities, debarment or suspension, and a drug-free workplace. These assurances and certifications are required by the Code of Federal Regulations and are referenced with the associated content. The AOR will effectively agree to the assurances and certifications made on this screen when signing the application electronically, then submitting it to FEMA.

Information Requirements

	Information/Data Needed	*Sources of Information/Data*
	Debarment and suspension information for your organization	The System for Award Management (SAM) at https://www.sam.gov/SAM

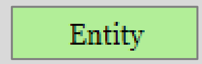
Steps

1. **Lobbying**
   a. Review the language and refer to the cited regulations for more explanation.
   b. If the applicant is involved with lobbying activities:
      i. Check the box for Standard Form-LLL “Disclosure of Lobbying Activities.”
      ii. If the box is checked, a list of questions associated with Standard Form-LLL about the lobbying activities will be displayed at the bottom of the screen. Answer each question to complete this form.
      iii. The information provided in Standard Form-LLL will be submitted with the application.
2. **Debarment, Suspension, and Other Responsibility Matters**
   a. Review the language and refer to the cited regulations for more explanation.
   b. To see whether the subapplicant organization or its principals are presently debarred or suspended, access the System for Award Management (SAM) System for Award Management (https://www.sam.gov/SAM) as described in the help box.

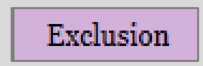
Determining status of debarment or suspension

To determine whether the applicant organization or its principals are presently debarred or suspended, follow these steps:

1. Click Search Records in the top banner.
2. Conduct a quick search based on the organization's name, DUNS number, or CAGE code or a person's name. There are also advanced search options.
3. If there is a green Entity box at the start of the record and if the answer to the question "Has Active Exclusion?" is No, then the organization or person is not debarred or suspended.



4. If there is a purple Exclusion box at the start of the record and if the answer to the question "Has Active Exclusion?" is Yes, then the organization or person is presently debarred, suspended, declared ineligible, or is denied Federal benefits.



c. If the applicant organization or its principals are presently debarred, suspended, or declared ineligible, the status should be investigated in more detail before submitting the application.

d. If the applicant will not be able to attest to the statements, then attach an explanation to the application.

3. **Drug-Free Workplace**

   a. In this optional field, enter the address of the applicant's Place of Performance.

   b. In this optional field, check the box if there are other workplaces on file that are not identified.

4. Select the **Continue** button.

Comments & Attachments

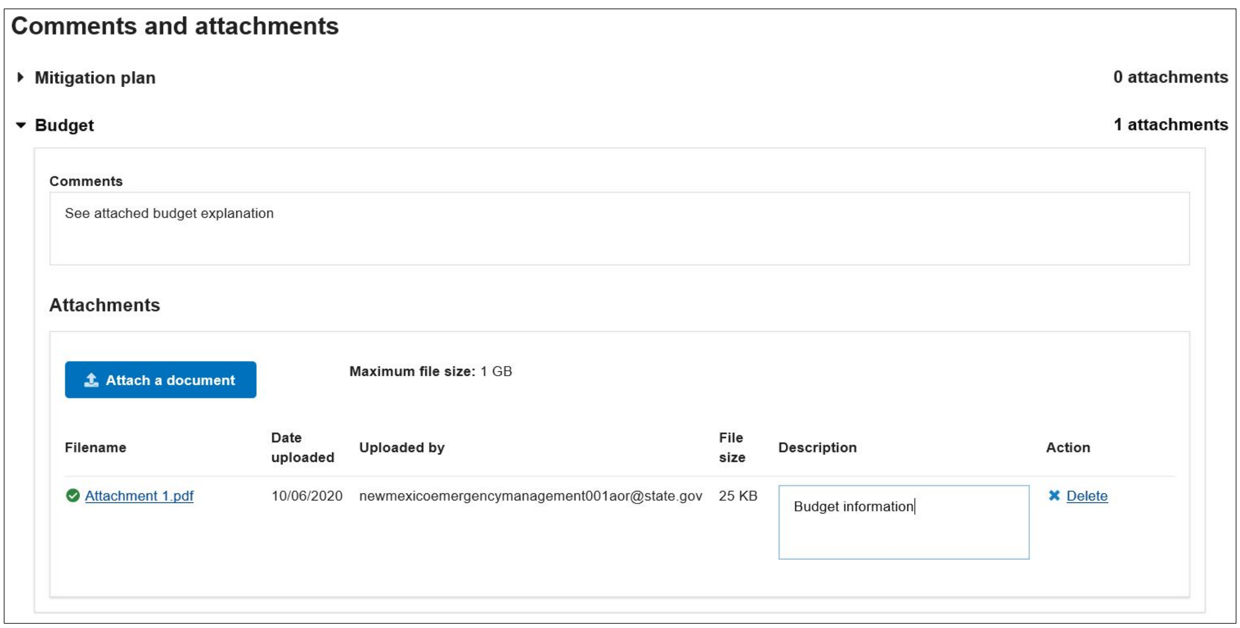
After completing the previous sections of an application, the user can review the information entered in the previous screens and confirm that comments and attachments have been added in the desired locations. From this screen, applicant reviewers may add, edit, or delete comments and may add or delete attachments.

Information Requirements

	Information/Data Needed	*Sources of Information/Data*
	None	

Steps

The Mitigation plan and Budget are the only screens with comment and attachment functionality. The attachments associated with each screen is shown in summary, and any comment provided will display.



Comments & attachments associated with Budget screen

1. To review the comments and attachments associated with any screen, click on the triangle next to the screen title.
2. The text of the comments and the list of attachments associated with that screen will be displayed.

3. If needed, add, edit, or delete comments in the **Comments** field. Any changes to the comments made on this screen will also be displayed in the comment fields on the associated screen.
4. If needed, add an attachment using the **Attach a document** button.
5. To delete an attachment, click the **Delete** link associated with the attachment.
6. Select the **Continue** button.

Review Application

The FEMA GO system tracks whether information was supplied in each required field of each section of the application. This review screen enables the user to view the status, i.e., either complete or incomplete, of each section/screen of the application. From this screen the user can return to any section of the application to view or edit the information there. The system will not allow a user to submit an application to an AOR for signature unless all sections are complete.

Information Requirements

	Information/Data Needed	*Sources of Information/Data*
	None	

Steps

1. Review the status of each section and subsection of the application. A green check mark means that the section or subsection is complete while a red exclamation point means that the section or subsection is incomplete.
2. Select the **View/edit** link associated with any section or subsection to navigate directly back to that screen to view the information or edit the information so that it is complete.

> **Tip**
>
> The system only verifies that a response was supplied for each field or question. It does not validate that the responses are complete or adequate to fully answer the question.

3. After all the sections and subsections are indicated as being complete, a message will display at the top of the screen that states, “This application is ready to submit for signature.”

Ready to submit for signature notice

4. When the user is ready to submit the application to an AOR for signature, select the **Submit for signature** button in the upper-right corner of the screen. After the application has been submitted, it will be visible in the system only to users with sign and submit authority.

5. After the **Submit for signature** button is selected:

    a. The status of the application will change to "Pending AOR signature." This status will be displayed in the upper-right corner of the application screens and in the **Manage my grants** section of the **Hello** screen.

Pending AOR signature status from the application screens

Pending AOR signature status from Manage my grants screen

    b. The left sidebar list of screens will change to remove the Assurances and certifications screen and to replace the Review application screen with a **Submit application** screen.

Submit Application

After the application has been submitted to an AOR for signature from the Review application screen, the application will be ready for an AOR to either review and return for changes or to sign and submit to FEMA. Any AOR user has the designated authority to take these actions.

Information Requirements

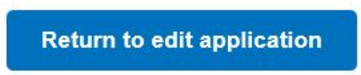
	Information/Data Needed	*Sources of Information/Data*
	AOR password	Account settings in the FEMA GO system

Steps

1. After the application has been submitted to an AOR for signature, users with AOR authority can review the application screens in read-only mode.

2. If an AOR would like changes to be made to the application at any time prior to submitting the application, the AOR should:

   a. Select the **Return to edit application** button at the bottom of the screen.



Return to edit application button

   b. The application will be available for both non-AOR and AOR user(s) in the applicant organization to make changes.

   c. After changes are made, the application can be re-submitted for signature from the Review application screen. There is no limit to the number of times an application may be reviewed, returned, edited, and resubmitted for signature.

> **Tip**
>
> Applicant users should be aware that any changes that entail removing subapplications or budget modifications will require removing the subapplication from the application, then adding the modified subapplication. This may involve revisiting the amounts provided in the Budget screen.

3. An AOR should review the Assurances. The following Assurances may be applicable to the application depending on the nature of the subapplications:

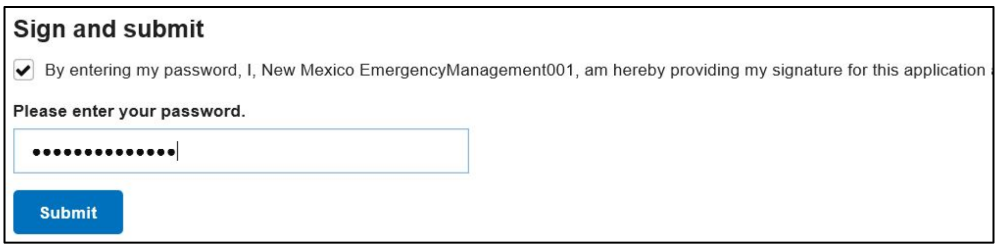
   - SF-424B: Assurances – Non-construction Programs will be displayed for planning, project scoping, technical assistance, and project subapplications that do not involve construction.
   - SF-424D: Assurances – Construction Programs will be displayed for project subapplications that involve construction.

4. To sign the Assurances, an AOR should:
   a. Select the box above the **Please enter your password** field and then enter your password in the **Please enter your password** field.
   b. After the **Sign** button is activated, select the **Sign** button to sign the Assurances.
   c. The Signature accepted message will appear.

Signature accepted notice

5. An AOR should review the certifications. The same certifications that were displayed from the Review application screen are displayed on this screen:
   - Lobbying
   - Debarment, Suspension, and Other Responsibility Matters
   - Drug-Free Workplace
6. To sign the Certifications, an AOR should:
   a. Select the box above the **Please enter your password** field and then enter your password in the **Please enter your password** field.
   b. After the **Sign** button is activated, select the **Sign** button to sign the Certifications.
   c. The same Signature accepted message will appear.
7. If the SF-LLL: Disclosure of Lobbying Activities form was completed in the Assurances and certifications screen, an AOR should follow the same process to sign that section.
8. Follow the same process to sign and certify the applicant's concurrence for the:
   a. Notice of funding opportunity
   b. Accuracy of application sections
   c. Authorized Organizational Representative for the grant
   d. Authorization to submit application on behalf of applicant organization

9. Check the box for I certify that my contact information is accurate. If the AOR needs to update contact information, the **Edit your contract info** link will take the user out of the application to update contact information in the user's profile.
10. Even after the Assurances and Certifications sections have been signed, the **Return to edit application** button will be active. An AOR may request additional edits as described in Step 2 above.
11. To submit the application to FEMA, an AOR should:
    a. Select the box above the **Please enter your password** field and then enter your password in the **Please enter your password** field.
    b. After the **Submit** button is activated, select the **Submit** button to submit the application to the applicant.



Submit button is activated

12. After the application has been submitted to FEMA, the status of the application will change to "Submitted to FEMA" that will be displayed in the **Manage my grants** section of the **Hello** screen.

Submitted to FEMA status from Manage my grants screen