FEMA GO Application and Subapplication Process

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

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## Objectives

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

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

This training is for the following roles:

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<td>AO</td>
</tr>
<tr>
<td>Subrecipient Member</td>
<td>SM</td>
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Remember

Your role is preset by your program office.
Log-in

Step 1:
Go to https://go.fema.gov

Step 2:
Log-in using the email and password you created

Attention
If you have not yet registered, please use the FEMA GO Startup Guide to learn how. You must be registered in FEMA GO to log-in.
Start or Continue an Application
Start an Application

Step 1:
On the FEMA GO welcome page select **Start application**.

![Start an Application Step 1](image1.png)

Step 2:
Select your organization and click **Start your application** to begin.

![Start an Application Step 2](image2.png)
Continue an Application

**Step 1:**
Click **Grants** and search for a Grant ID

**Step 2:**
Under I want to... click the arrow in the box to open a drop-down menu and select **continue application**. This opens your application and you can continue working.
Complete an Application

My Application

SAM.gov Profile

Application Information

Grant Request Details

Budget Summary

Contact Information

Application Attachments

Assurances and Certifications

Review and Submit Application
My Application

Left Navigation:

• Captures the sections required to complete your application

• Additional sections may be present

Main Body:

Displays relevant content to review/complete

Note

A good practice is to write down your Application ID.
Complete an Application

**Section 1: SAM.gov profile**

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

**Remember**

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

Section 2: Applicant Information

- Click Applicant information
- Select Applicant Type
- Type in applicant name and address information
- A Zip extension MUST be included
Complete an Application, continued

Section 3: Grant Request Details

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

Section 4: Budget Summary

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

**Attention**

Please ensure that any errors are resolved. Sometimes an error will show in this section if you do not add an activity in the Grant Request Details section.
Section 5: Contact Information

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

**Attention**

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

Section 6: Application Attachments

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

Attention
Only .pdf, .doc, .docx, .xls, .xlsx, and .jpg are accepted.
Complete an Application, continued

Section 7: Assurances and Certifications

• Click Assurances and Certifications

• Check the box if submitting a SF-LLL is not required

• If an SF-LLL is required, you **MUST** complete the drop-down questions and answer all questions

![Assurances and Certifications screenshot](image-url)
Complete an Application, continued

Section 8: Review and Submit Application

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

Sign and Submit (AOR only)

• Click **Submit application**

• As an AOR, you will need to check each of the **certification statements** and type in your **password** to confirm

• Update your contact information with **at least 2** unique phone numbers

• Click **Submit**

• Once the application is successfully submitted, a green banner will appear, as shown below.
Start a Subapplication
Start a Subapplication Overview

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

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

FEMA Grants Outcome (FEMA GO) for Hazard Mitigation Assistance Grants | FEMA.gov
Start a Subapplication

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

**Step 1:**
Select **Start new subapplication** or **Copy existing one**

**Step 2:**
Select the organization you are applying for

**Step 3:**
Select the organization you are applying to

**Step 4:**
Create a subapplication title

...continued
Start a Subapplication Process

Step 5:
Select a Subapplication type

- **Management cost**—A separate subapplication for assistance to an applicant to manage its awarded subapplication(s).
- **Plan**—A subapplication to develop or update a hazard mitigation plan.
- **Project**—A subapplication for any mitigation activity to reduce risk, including education and outreach.
- **Project scoping**—A subapplication to assist with the critical elements of developing other project subapplications (developing mitigation strategies, obtaining data, EHP compliance concerns, and other activities.)
- **Technical assistance**—A subapplication for providing technical assistance to subapplicants as they develop their subapplications.
Complete a Subapplication

Subapplication Information
Contact Information
Community
Scope of Work
Schedule
Budget
Evaluation
Comments and Attachments
Assurances and Certifications
Review & Submit
Complete a Subapplication

Section 1: Subapplicant Information

- Select Submission type
- Select Subapplicant type
- Answer all questions
- Select Continue
Complete a Subapplication, continued

Section 2: Contact Information

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

Section 3: Community

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

- Select **Continue**
Complete a Subapplication, continued

Section 4: Scope of Work

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

Section 5: Schedule

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

Section 6: Budget

• Click **Add cost type** to add a new cost type. This will create an additional section where you must select **Add an item**. You must add at least 1 cost item greater than $0.

• Review and adjust your cost shares and funding sources as needed.

• Include any comments and attach any documentation.

• Select **Continue**.
Section 7: Evaluation

- Indicate yes or no and provide written responses
- Add attachments as needed
- Select Continue
Complete a Subapplication, continued

Section 8: Comments and Attachments

- Review attachments and add any comments
- Select **Continue**
Complete a Subapplication, continued

Section 9: Assurances and Certifications

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

Section 10: Review and Submit Subapplication

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

Sign and Submit: SAR Only

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

**Note**

If edits are needed and you’re not ready to submit, select “return to edit subapplication.”

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

Print Application

- After successfully submitting the grant application, you will be directed to the **Grants Landing Page**.

- Select the **Application** link from the left navigation panel.

- Browser displays a **Read-Only Version** of submitted application.

- Select the **ctrl and p** keys to print application.

**Remember**

Users can print their organization’s grant application, enabling them to review it offline and/or keep it as a record.
FEMA GO Help Desk Information:

Please send any questions to:

FEMAGO@fema.dhs.gov

1-877-585-3242

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