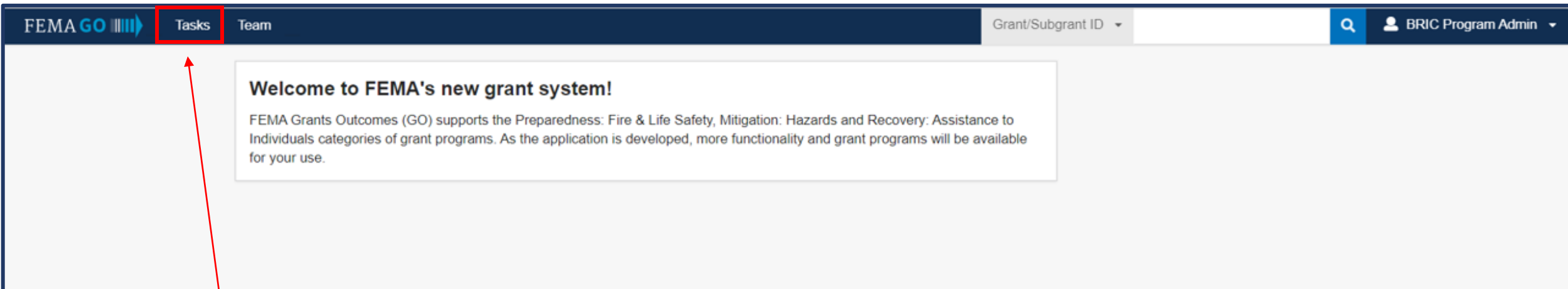


Request for Information (RFI) (AOR and PGA Roles Only)



Request for Information (RFI)

- Log in as a Program Admin or AOR
- From the homepage, Select Tasks to view the Tasks Summary.



Request for Information (RFI)

- ❑ From the Task Summary page, select 'View' from the Pre-award Programmatic Review task card.

Task Summary

My open tasks
123 tasks
[View >](#)

Business objectives tracker
[View >](#)

Office workload
2948 tasks
[View >](#)

507 notification
Unassigned tasks: 27

| | |
|--------------------|-------------------------|
| PHASE Pre-Award | TASKS PAST A WEEK 27 |
|--------------------|-------------------------|

[View >](#)

Application Eligibility and Completeness Review
Unassigned tasks: 41

| | |
|--------------------|--------------------------|
| PHASE Pre-Award | TASKS PAST A WEEK 101 |
|--------------------|--------------------------|

[View >](#)

Application Eligibility and Completeness Review
Unassigned tasks: 4

| | |
|------------------------|------------------------|
| PHASE Pre-Award HMA | TASKS PAST A WEEK 5 |
|------------------------|------------------------|

[View >](#)

Application Eligibility and Completeness Review
Unassigned tasks: 10

| | |
|-------|------------------------|
| PHASE | TASKS PAST A WEEK 1 |
|-------|------------------------|

[View >](#)

Pre-award Programmatic Review
Unassigned tasks: 911

| | |
|--------------------|--------------------------|
| PHASE Pre-Award | TASKS PAST A WEEK 986 |
|--------------------|--------------------------|

[View >](#)

Pre-award Programmatic Review
Unassigned tasks: 38

| | |
|-------|-------------------------|
| PHASE | TASKS PAST A WEEK 91 |
|-------|-------------------------|

[View >](#)

Standard National Technical Review
Unassigned tasks: 630

| | |
|-------|--------------------------|
| PHASE | TASKS PAST A WEEK 625 |
|-------|--------------------------|

[View >](#)

Subapplication Eligibility and Completeness Review
Unassigned tasks: 304

| | |
|--------------------|--------------------------|
| PHASE Pre-Award | TASKS PAST A WEEK 282 |
|--------------------|--------------------------|

[View >](#)

Request for Information (RFI)

- ❑ From the Task List page, select 'Start Task' or 'Continue working'.

| Task List | | | | |
|--|---------------------|-------------------------------|---------------------------------------|---|
| SUBORGANIZATION | SUBAPPLICATION TYPE | ORGANIZATION | DATE IN QUEUE | ASSIGNED TO |
| Utah Tribe 017 | Plan | Utah Tribe 017 | 01/27/2021 | bric.pga@fema.test (Unassign) |
| SUBGRANT ID EMD-2020-BR-010-0004 | FUNDING CATEGORY | REGION VIII | TASK Pre-award Programmatic Review | Continue working |
| SUBORGANIZATION | SUBAPPLICATION TYPE | ORGANIZATION | DATE IN QUEUE | ASSIGNED TO |
| Utah Emergency Management 028 | Plan | Utah Emergency Management 028 | 02/03/2021 | bric.pga@fema.test (Unassign) |
| SUBGRANT ID EMS-2021-BR-115870-0000 | FUNDING CATEGORY | REGION VIII | TASK Pre-award Programmatic Review | Continue working |
| SUBORGANIZATION | SUBAPPLICATION TYPE | ORGANIZATION | DATE IN QUEUE | ASSIGNED TO |
| Utah Emergency Management 028 | Project scoping | Utah Emergency Management 028 | 02/03/2021 | Unassigned |
| SUBGRANT ID EMS-2021-BR-122582-0002 | FUNDING CATEGORY | REGION VIII | TASK Pre-award Programmatic Review | Start task |

Request for Information (RFI)

- ❑ On the review panel, check the box to complete the EHP Compliance Review Outcome

The screenshot shows the FEMA GO interface for a Pre-award Programmatic Review. The main content area is titled "EHP Compliance Review Outcome". A red box highlights a section containing instructions and a confirmation checkbox. A red arrow points from the checkbox to a larger, zoomed-in view of the same section on the right. The zoomed-in view shows the checkbox and the text "I confirm I reviewed the EHP Screening Review outcomes for this subapplication." with a radio button next to it. Below this, there are sections for "Review subapplication and budget", "Supporting documents", "Outcome", and "Errors", each with a radio button. A "Submit" button is located at the bottom of the zoomed-in view.

Hide your review panel

- ▶ Review instructions
- ▼ EHP Compliance Review Outcome
The EHP Compliance Review must be completed by EHP before you can complete the Pre-Award Programmatic Review.
If the EHP compliance review is complete, you can review the [EHP Compliance Review Outcome](#).
To download the REC, navigate to the [subgrant landing page](#).
- I confirm I reviewed the EHP Screening Review outcomes for this subapplication.
- ▶ Review subapplication and budget
- ▶ Supporting documents
- ▶ Outcome
- ▶ Errors

Submit

Request for Information (RFI)

❑ On the review panel, check the box 'Return to Recipient'

The screenshot shows the FEMA GO interface for a 'Pre-award Programmatic Review' of 'EMS-2021-BR-122582-0002'. The main content area is titled 'EHP Compliance Review Outcome'. A red box highlights the 'Outcome' section, which includes radio buttons for 'Approved', 'Not Approved', 'Return to Recipient', and 'Return to EHP Compliance Review in EMIS'. A red arrow points from the 'Return to Recipient' option to a red box on the right-hand review panel, which also highlights the 'Outcome' option. The left sidebar contains navigation links for 'My review', 'Other information', and 'Project scoping subapplication'. The top navigation bar includes 'FEMA GO', 'Tasks', 'Team', 'Grant/Subgrant ID', and a search icon. The user is identified as 'BRIC Program Admin'.

Request for Information (RFI)

- Select the sections that require more information and set a deadline for submission.
- Insert your FEMA findings and internal comments in the text boxes provided.

The screenshot displays the FEMA GO interface for a 'Pre-award Programmatic Review' of 'EMS-2021-BR-122582-0002'. The main content area is titled 'EHP Compliance Review Outcome' and contains three sections: 'Set request for information submission deadline (MM/DD/YYYY)', 'FEMA findings to be addressed', and 'Internal comments'. Each section has a corresponding text input field. A red box highlights these three sections, with red arrows pointing from the left sidebar to each field. The sidebar on the left is divided into three categories: 'My review' (with 'EHP Compliance Review Outcome' selected), 'Other information', and 'Project scoping subapplication'. On the right, a 'Hide your review panel' dropdown is open, showing two options: 'Return to Recipient' (selected) and 'Return to EHP Compliance Review in EMIS'. Below this, another red box highlights a list of sections that can be selected for RFI: 'Subapplication Information', 'Contact Information', 'Community', 'Mitigation Plan', 'Scope of Work', 'Schedule', 'Budget', 'Cost Effectiveness', and 'Evaluation'. At the bottom of the dropdown, there are also fields for 'Set request for information submission deadline (MM/DD/YYYY)' and 'FEMA findings to be addressed'.

Request for Information (RFI)

- ❑ Ensure all sections on the review panel have been completed and are designated by a Green check mark.
- ❑ Select 'Submit' for your Request for Information to be sent.

The screenshot displays the FEMA GO interface for a review panel. The main content area is titled "EHP Compliance Review Outcome". On the right side, a "Hide your review panel" sidebar is open, showing a checklist of review items:

- Review instructions
- EHP Compliance Review Outcome (with a green checkmark)
- Review subapplication and budget
- Supporting documents
- Outcome (with a green checkmark)
- Errors (with a green checkmark and the text "There are no errors in the body of your review.")

A blue "Submit" button is located at the bottom of the sidebar and is highlighted with a red box. Three red arrows point from the main content area to the "EHP Compliance Review Outcome", "Outcome", and "Errors" items in the sidebar. The "Submit" button is also pointed to by a red arrow from the bottom right.

Request for Information (RFI)

- ❑ A Green confirmation bar at the top of the Task Summary page will populate confirming your submission.

The screenshot displays the FEMA GO interface. At the top, there is a navigation bar with 'FEMA GO' and 'Tasks Team'. A search bar contains 'Grant/Subgrant ID' and a user profile for 'BRIC Program Admin'. A prominent green confirmation bar at the top of the main content area contains a checkmark icon and the text: 'You completed pre-award programmatic review for EMS-2021-BR-122582-0002'. Below this bar, the 'Task Summary' section is visible, featuring several task-related cards: 'My open tasks' (124 tasks), 'Business objectives tracker', 'Office workload' (2956 tasks), and three 'Application Eligibility and Completeness Review' cards. Each card includes a table with 'PHASE' and 'TASKS PAST A WEEK' data. A red arrow points from the green confirmation bar to the 'Task Summary' section.

| PHASE | TASKS PAST A WEEK |
|-----------|-------------------|
| Pre-Award | 27 |

| PHASE | TASKS PAST A WEEK |
|-----------|-------------------|
| Pre-Award | 101 |

| PHASE | TASKS PAST A WEEK |
|---------------|-------------------|
| Pre-Award HMA | 5 |

| PHASE | TASKS PAST A WEEK |
|-------|-------------------|
| | 1 |