

FEMA Grants Outcome (FEMA GO): Submitting Applications to FEMA - Functionality Instructions

As a companion to the self-guided training materials, the FEMA GO Training Team is offering this critical reminder to users about signing and submitting a grant application to FEMA for the [Assistance To Firefighters Grants \(AFGP\)](#), [Fire Prevention and Safety \(FP&S\)](#), [Staffing For Adequate Fire And Emergency Response \(SAFER\)](#), and the [Hazard Mitigation Grants \(HMA\)](#)

The following instructions are to emphasis how to sign and submit a grant application to FEMA. The Authorized Organization Representative (**AOR**) is the only individual for your organization that can sign and submit a grant application to FEMA.

| Program(s) | Summary of Functionality Release |
|-------------------|--|
| AFG/SAFER/FPS/HMA | Signing and Submitting a grant application to FEMA |

Please follow the following STEPS:

Complete and review the grant application - a green check will appear beside all sections of the application that have been completed.

You will have an active “Submit for signature” button, as an AOR click this button, you will need to click “Submit application” (which replaced “Review application” on the bottom of the section list on the left side of the screen. This will take you to the Assurances and certifications page. For each section you need to check the box that you are providing your signature, enter your password, and click “Sign.” In the Confirm AOR contact information section, the only action is to check the box stating the data is accurate.

The last certification is an “**Authorization to submit application on behalf of applicant organization**” You then would check the box and enter your password and click the submit button.

A screen will appear with the following statement “**You have successfully submitted your application**”, this is your verification that the transmission has been successful. The status of the application should now display “**Submitted to FEMA**”.

For further assistance please refer to the [Grants Management FEMA GO Initiate an Application Guide \(AFG/FP&S\) 2.0 - Steps 16-18](#).

To help us continuously improve the FEMA GO system please report any system issues to the FEMA GO helpdesk FEMAGO@fema.dhs.gov.



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