

# FMAG FEMA GO Pass-through Application, Request for Assistance, and Subapplication Process

This guide provides instructions for internal and external FEMA GO Users to log-in, complete a pass-through application, complete the Request for Assistance task, complete a pass-through subapplication, submit a pass-through subapplication to FEMA, and delete a subapplication.

March 2024



FEMA

# Table of Contents

Training Roles and Log-in .....	3
Complete a Pass-through Application (External) .....	7
Request for Assistance (External).....	17
Request for Assistance (Internal) .....	23
Complete a Pass-through Subapplication (External).....	28
Submit a Pass-through Subapplication (External).....	39
Delete a Subapplication (External) .....	48
FEMA GO Help Desk Information .....	50

## Objectives

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

- Log-in as an external and internal user.
- Complete a pass-through application.
- Complete a Request for Assistance as an external and internal user.
- Complete a pass-through subapplication.
- Submit a completed pass-through subapplication to FEMA.
- Delete a subapplication.



# Training Roles and Log-in

# Training Roles

This training is for the following external and internal roles:

Role	User
Authorized Organization Representative	AOR
Subrecipient Authorized Representative	SAR
Programmatic Member	PM
Subrecipient Member	SM
Organization Member	OM
Grant Writer	GW
Financial Member	FM
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

## EXTERNAL USER

### Step 1:

Go to [go.fema.gov](https://go.fema.gov).

### Step 2:

Log-in using the email and password you created. This will take you to the welcome screen.

### Welcome to FEMA Grants Outcomes!

Grants Outcomes (GO) is FEMA's new platform for submitting, approving, and managing FEMA grants.

#### Log in

Email

Password

[Forgot password?](#)

**Log in**

Create an account

#### FEMA employees

Insert your PIV card into your smart card reader

**Log in with your PIV card**

United States Government



John Doe



USA

### 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](https://go.fema.gov).

## Step 2:

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

**Welcome to FEMA Grants Outcomes!**  
Grants Outcomes (GO) is FEMA's new platform for submitting, approving, and managing FEMA grants.

**Log in**

Email

Password

[Forgot password?](#)

**Log in**

**Create an account**

**FEMA employees**

Insert your PIV card into your smart card reader

**Log in with your PIV card**

United States Government  
John Doe  
USA



# Complete a Pass-through Application (External)

[Start an Application](#)

[My Application Landing Page](#)

[SAM.gov Profile](#)

[Requests for Assistance](#)

[Subapplications and Budget Summary](#)

[Assurances and Certifications](#)

[AOR Contact Information](#)

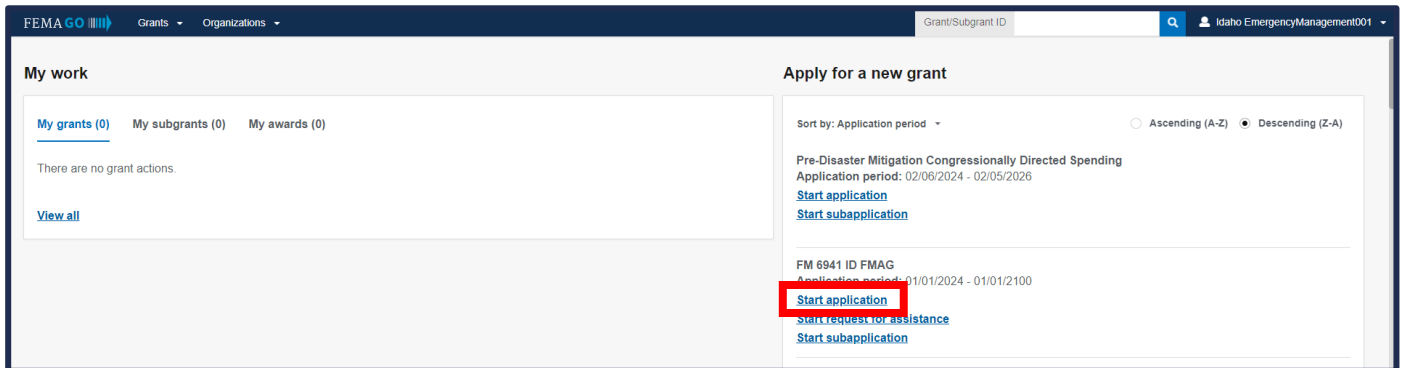
[Signature Confirmation](#)

# Start an Application

EXTERNAL USER

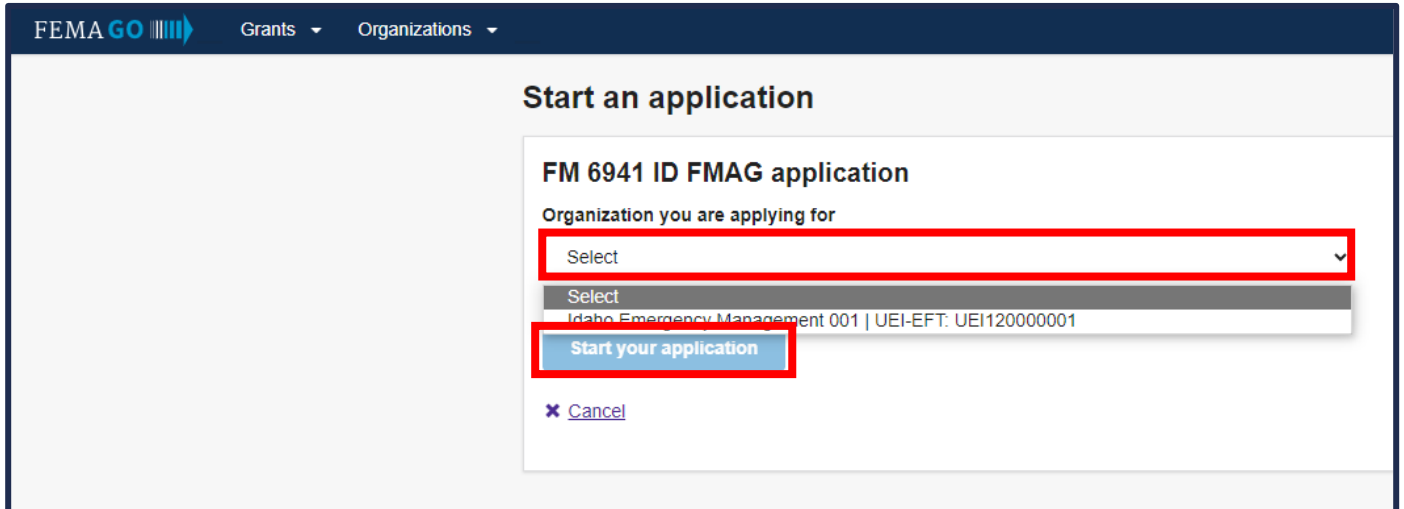
## Step 1:

Once you are logged in, scroll through the list of grants under the **Apply for a new grant** section and locate the grant application you would like to start; then select **Start application**. This will open a new window.



## Step 2:

In the new window, select your organization from the dropdown menu and select **Start your application** to begin.



### Helpful Tip:

An AOR must start an application before subapplications can be submitted.



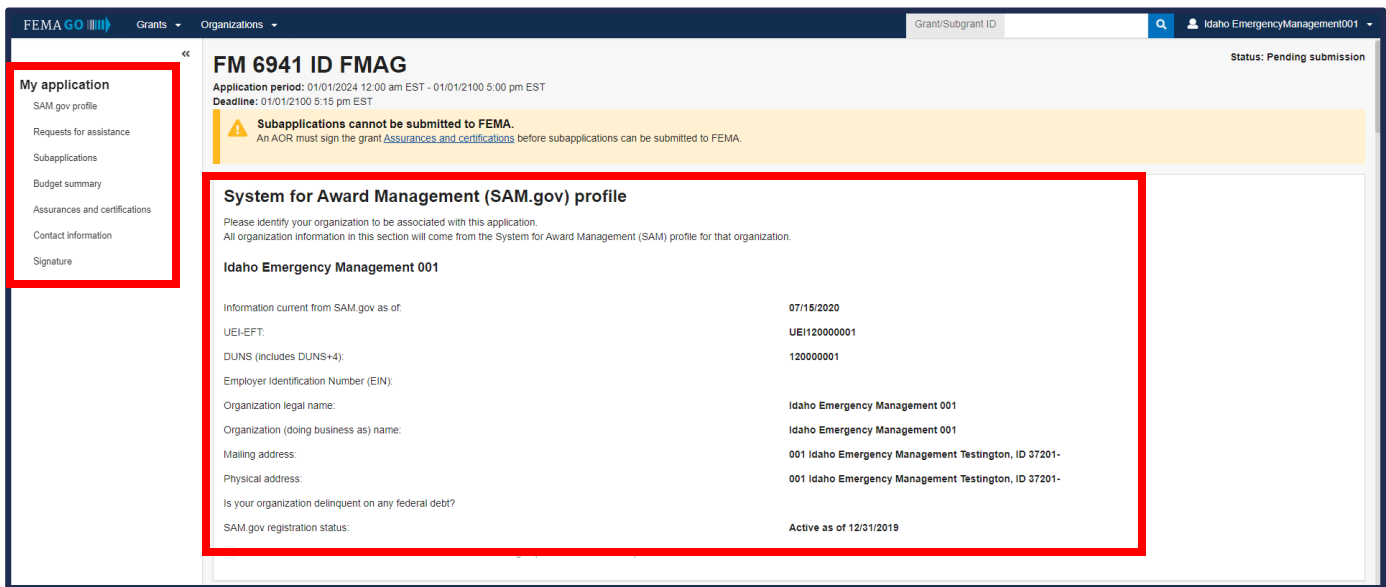
# My Application Landing Page

EXTERNAL USER

Once you select Start application, you will be directed to the My application landing page.

## Left Navigation:

- On this page, the left navigation panel includes the headings for each section required to complete your application.
- Additional sections may be present within your left navigation and therefore may vary slightly from the screen displayed.



The screenshot displays the FEMA GO application interface. The top navigation bar includes 'FEMA GO', 'Grants', 'Organizations', and a search bar. The main header shows 'FM 6941 ID FMAG' and 'Status: Pending submission'. A warning banner states: 'Subapplications cannot be submitted to FEMA. An AOR must sign the grant Assurances and certifications before subapplications can be submitted to FEMA.' The main content area is titled 'System for Award Management (SAM.gov) profile' and contains the following information:

Information current from SAM.gov as of:	07/15/2020
UE-LEFT:	UEI120000001
DUNS (includes DUNS+4):	120000001
Employer Identification Number (EIN):	
Organization legal name:	Idaho Emergency Management 001
Organization (doing business as) name:	Idaho Emergency Management 001
Mailing address:	001 Idaho Emergency Management Testington, ID 37201-
Physical address:	001 Idaho Emergency Management Testington, ID 37201-
Is your organization delinquent on any federal debt?	
SAM.gov registration status:	Active as of 12/31/2019

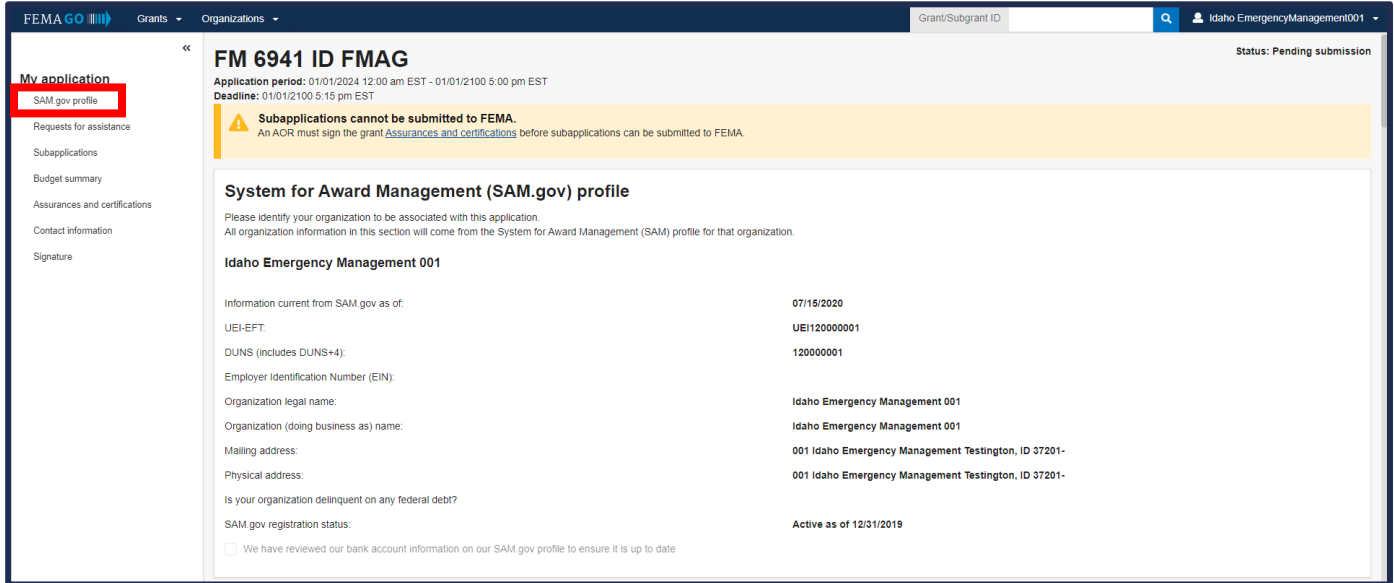
## Main Body:

- When you select a section heading, the main body will display relevant content to review and complete.

# SAM.gov Profile

## EXTERNAL USER

- To review your SAM.gov profile, select **SAM.gov profile** from the left navigation.
- Review the information in the main body for accuracy.



**My application**

- SAM.gov profile**
- Requests for assistance
- Subapplications
- Budget summary
- Assurances and certifications
- Contact information
- Signature

**FM 6941 ID FMAG** Status: Pending submission

Application period: 01/01/2024 12:00 am EST - 01/01/2100 5:00 pm EST  
 Deadline: 01/01/2100 5:15 pm EST

**Subapplications cannot be submitted to FEMA.**  
 An ACR must sign the grant [Assurances and certifications](#) before subapplications can be submitted to FEMA.

**System for Award Management (SAM.gov) profile**  
 Please identify your organization to be associated with this application.  
 All organization information in this section will come from the System for Award Management (SAM) profile for that organization.

**Idaho Emergency Management 001**

Information current from SAM.gov as of:	07/15/2020
UEI-EFT:	UEI120000001
DUNS (includes DUNS+4):	120000001
Employer Identification Number (EIN):	
Organization legal name:	Idaho Emergency Management 001
Organization (doing business as) name:	Idaho Emergency Management 001
Mailing address:	001 Idaho Emergency Management Testington, ID 37201-
Physical address:	001 Idaho Emergency Management Testington, ID 37201-
Is your organization delinquent on any federal debt?	
SAM.gov registration status:	Active as of 12/31/2019

We have reviewed our bank account information on our SAM.gov profile to ensure it is up to date

### Helpful Tip:

If there are errors in your SAM.gov profile, correct the errors in SAM.gov and allow 24-48 hours for a system sync after SAM.gov has processed the change before checking again for accuracy.

# Requests for Assistance

## EXTERNAL USER

- Select **Requests for assistance** within the left navigation or scroll down in the main body.
- Select the **Request(s) for assistance submitted to FEMA** link and review the information. We will cover how to complete a new Request for Assistance later in this training.
- If you know the Subapplication Grant ID, you can search using the search bar.

**Requests for assistance**

Request(s) for assistance submitted to FEMA (0) Draft request(s) for assistance applications (0)

Subrecipient	Status	Status date ^	Actions
There are no requests for assistance available			

**Requests for assistance**

Request(s) for assistance submitted to FEMA (0) Draft request(s) for assistance applications (0)

Subrecipient	Status	Status date ^	Actions
There are no requests for assistance available			

### Helpful Tips:

If you begin an RFA and wish to continue working on it, you can find it under the Draft request(s) for assistance applications link within the application section of FEMA GO.

# Subapplications and Budget Summary

E X T E R N A L U S E R

- Select **Subapplications** within the left navigation or scroll down in the main body.
- Review the information regarding the available links: **Subapplications submitted to FEMA**, **Subapplications submitted to me**, and **Draft subapplications** in the main body.
- If you know the Subapplication Grant ID, you can search using the search bar in the main body.

### Subapplications

Subapplications submitted to FEMA (0)
Subapplications submitted to me (0)
Draft subapplications (0)

Funding category ▾	Rank	Subrecipient	Title	Type	Requested federal share	Actions
There are no subapplications available						

**i** **No budget information**  
Budget summary will display once subapplication(s) are submitted to FEMA.

## Helpful Tip:

The Budget Summary is displayed below the subapplication information within the main body. Please note, the budget summary will only display once subapplications have been submitted to FEMA. We will be returning to the Subapplications section later in this training.

# Assurances and Certifications

## EXTERNAL USER

- Select **Assurances and certifications** within the left navigation or scroll down in the main body.
- Select the box if submitting a SF-LLL is not required.
- If an SF-LLL is required, you **MUST** complete the dropdown questions and provide the required information within this section.

**Assurances and certifications**

**SF-LLL: Disclosure of Lobbying Activities**

OMB number: 4040-0013, Expiration date: 02/28/2022 [View burden statement](#)

Complete only if the applicant is required to do so by 44 C.F.R. part 18. Generally disclosure is required when applying for a grant of more than \$100,000 and if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Further, the recipient shall file a disclosure form at the end of each calendar quarter in which there occurs any event described in 44 C.F.R. Â§ 18.110(c) that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed by the applicant.

The applicant is not currently required to submit the SF-LLL.

1. Type of federal action:

2. Status of federal action:

3. Report Type:

4. Name and address of reporting entity:

Prime  
 SubAwardee

Name

Street 1

Street 2

City

State

### Helpful Tip:

An AOR must sign the grant Assurances and certifications before a pass-through subapplication can be submitted to FEMA.

# AOR Contact Information

## EXTERNAL USER

- In this section you must confirm or update your contact information. Select **Contact information** within the left navigation or scroll down in the main body.
- Review the information in the main body.
- If updates are needed, select the **Edit your contact info** link.
- Select the checkbox at the bottom of this section to confirm information is accurate.

**Confirm AOR contact information**

Please confirm or update your contact information.

Email	First name	Last Name
test.ser001.aor.sar.51000@test.com	FnAor	LnAor

Area code	Phone number	Extension
123	4567890	
555	5555555	

[Edit your contact info](#)

I certify that my contact information is accurate

### Helpful Tip:

A secondary phone number **MUST** be added to this section.

# Signature Confirmation (AOR Only)

## EXTERNAL USER

- As an AOR, you need to review each certification statement. Then select the checkbox next to each **certification statement** and enter your **password** to verify your signature.
- Select **Submit** to submit the application.
- Once the application is successfully submitted, you will be redirected back to the Assurances and certifications page. A blue banner will then appear at the top of the main body to confirm that the application has been signed.

**Signature**

By entering my password, I, FnAor LnAor, certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).

Please enter your password.

👁

**Submit**

**Assurances and certifications**

i **Signed by AOR:**  
FnAor LnAor on 09/11/2023

**Certifications regarding lobbying**

OMB Number: 4040-0013  
Expiration Date: 02/28/2025

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

# Signature Confirmation Continued

## EXTERNAL USER

- After selecting submit, a green banner will be visible on the **My application** landing page stating that **Subapplications can now be submitted to FEMA**.

**FM 6941 ID FMAG**
Status: Pending submission

Application period: 01/01/2024 12:00 am EST - 01/01/2100 5:00 pm EST  
 Deadline: 01/01/2100 5:15 pm EST

✔ Subapplications can now be submitted to FEMA  
An AOR for your organization has completed and signed the grant assurances and certifications. You may now proceed in submitting subapplications to FEMA.

### System for Award Management (SAM.gov) profile

Please identify your organization to be associated with this application.  
 All organization information in this section will come from the System for Award Management (SAM) profile for that organization.

**Idaho Emergency Management 001**

Information current from SAM.gov as of:	07/15/2020
UEI-EFT:	UEI120000001
DUNS (includes DUNS+4):	120000001
Employer Identification Number (EIN):	
Organization legal name:	Idaho Emergency Management 001
Organization (doing business as) name:	Idaho Emergency Management 001
Mailing address:	001 Idaho Emergency Management Testington, ID 37201-
Physical address:	001 Idaho Emergency Management Testington, ID 37201-
Is your organization delinquent on any federal debt?	
SAM.gov registration status:	Active as of 12/31/2019

We have reviewed our bank account information on our SAM.gov profile to ensure it is up to date





# Request for Assistance (External) (SAR Role)

Navigate to the Task

Organization Information

Contact Information

Review and Submit

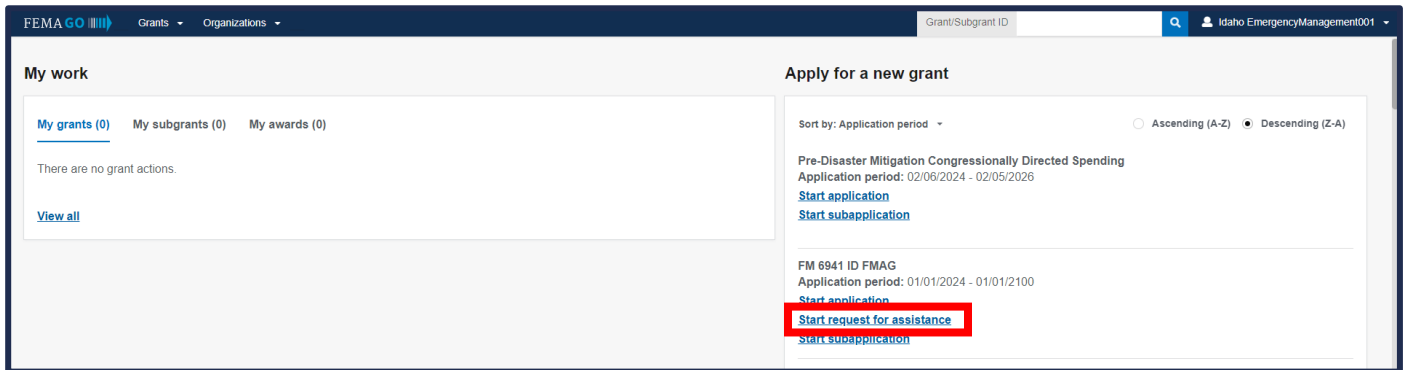
Request for Assistance Determination

# Navigate to the Task

EXTERNAL USER

## Step 1:

Once you are logged in, scroll through your list of grants under the **Apply for a new grant** section and select **Start request for assistance**. A new window will open.



## Step 2:

In the new window, select the Organization you are applying for from the dropdown menu.

## Step 3:

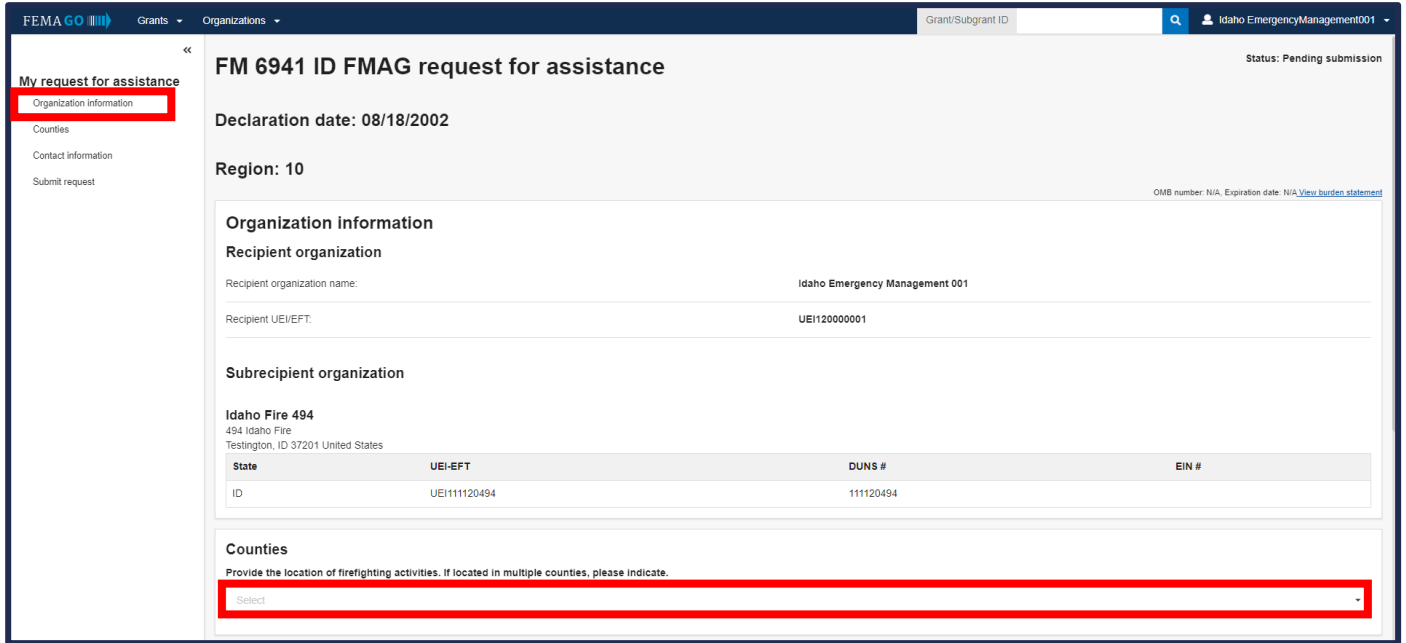
Also in the new window, select the Organization you are applying to from the dropdown menu, then select **Start request** to begin the request for assistance.



# Organization Information

## EXTERNAL USER

- Select **Organization information** in the left navigation or scroll down in the main body.
- Review the information in the main body for accuracy.
- Within the main body under Counties, provide the location of firefighting activities by selecting a **county/counties** using the dropdown menu.



**My request for assistance**

**Organization Information**

Counties

Contact information

Submit request

**FM 6941 ID FMAG request for assistance** Status: Pending submission

Declaration date: 08/18/2002

Region: 10 OMB number: N/A, Expiration date: N/A [View burden statement](#)

**Organization information**

**Recipient organization**

Recipient organization name: Idaho Emergency Management 001

Recipient UE/EFT: UEI120000001

**Subrecipient organization**

**Idaho Fire 494**  
494 Idaho Fire  
Testington, ID 37201 United States

State	UE/EFT	DUNS #	EIN #
ID	UEI111120494	111120494	

**Counties**

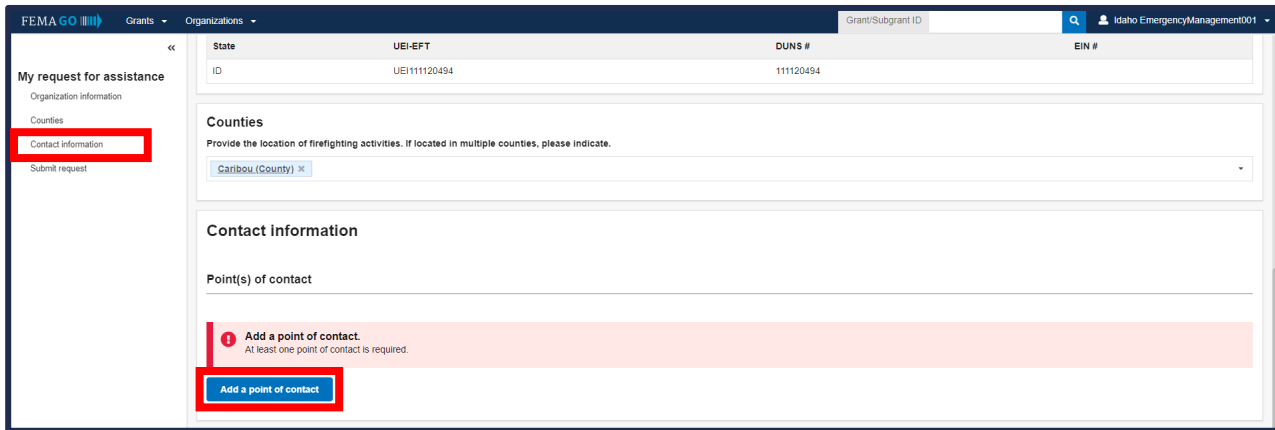
Provide the location of firefighting activities. If located in multiple counties, please indicate.

Select

# Contact Information

## EXTERNAL USER

- Select **Contact information** in the left navigation or scroll down in the main body.
- Within this section of the main body, select the **Add a point of contact** button. A new window will open.
- Within the new **Add Point of Contact** window, you will need to select or add an individual and enter all of their information, including two phone numbers and their mailing address.
- Once complete, select **Close** and confirm that the point of contact has been added.



**Helpful Tip:**  
At least one point of contact is required within this section of the request.

# Review and Submit

## EXTERNAL USER

- Select **Submit request** in the left navigation or scroll down in the main body.
- Review the information within the request for assistance section of the main body. You can select the view/edit links, as needed, to view or edit a particular section of your request for assistance.
- Once complete, select the blue **Submit** button in the upper righthand portion of this section in the main body to submit your request for assistance for the application.
- You can confirm the **Status** of the request for assistance by viewing the status in the upper righthand corner of the main body.

The screenshot shows the FEMA GO application interface. On the left, the navigation menu includes 'My request for assistance' with sub-items: 'Organization information', 'Counties', 'Contact information', and 'Submit request' (highlighted with a red box). The main content area is titled 'Contact information' and includes a 'Point(s) of contact' section with a table of contact details. Below this is a 'Submit request' section with a 'Submit' button highlighted in a red box. A green banner indicates 'This request for assistance is ready to submit'. Below the banner are links to 'View/edit' for Organization information, Contact information, and Counties.

The screenshot shows the FEMA GO application interface. The main content area displays 'FM 6941 ID FMAG request for assistance' and 'Status: Submitted to FEMA' (highlighted with a red box). Below this, it shows 'Declaration date: 08/18/2002' and 'Region: 10'. At the bottom, there is an 'Organization information' section. The OMB number and expiration date are also visible.

# Request for Assistance Determination

## EXTERNAL USER

- To check the determination status of a Request for Assistance after it has been returned from FEMA, select **Requests for assistance** in the left navigation or scroll down in the main body.
- Locate the request that you would like review and view the status of the request within that line. You may also select **View request** within the actions dropdown to display the request for assistance for the grant.
- The **Status** of the request for assistance is confirmed in the upper righthand corner of the main body.

The screenshot shows the FEMA GO interface. On the left, under 'My application', 'Requests for assistance' is highlighted. The main area is titled 'Requests for assistance' and shows a table with the following data:

Subrecipient	Status	Status date	Actions
Idaho Fire 494	Approved	02/23/2024	Actions View request

The screenshot shows the details of a request for assistance. The title is 'FM 6941 ID FMAG request for assistance'. The status is 'Approved'. The declaration date is '08/18/2002' and the region is '10'. The OMB number is 'N/A' and the expiration date is 'N/A'.

### Helpful Tip:

After completing this section suborganizations can complete and submit their pass-through subapplications for review and submission.



# Request for Assistance (Internal)

## (PS, PGA, and SPGA Roles)

Navigate to the Task

Request for Assistance

Comments

Eligibility Determination and Submit

# Navigate to the Task

## Step 1:

Select **Tasks** in the top blue banner on the Welcome screen. This opens your Task Summary page.

## Step 2:

Select **View** on the Request for Assistance Eligibility Review card. This brings you to your Task List page.

## Step 3:

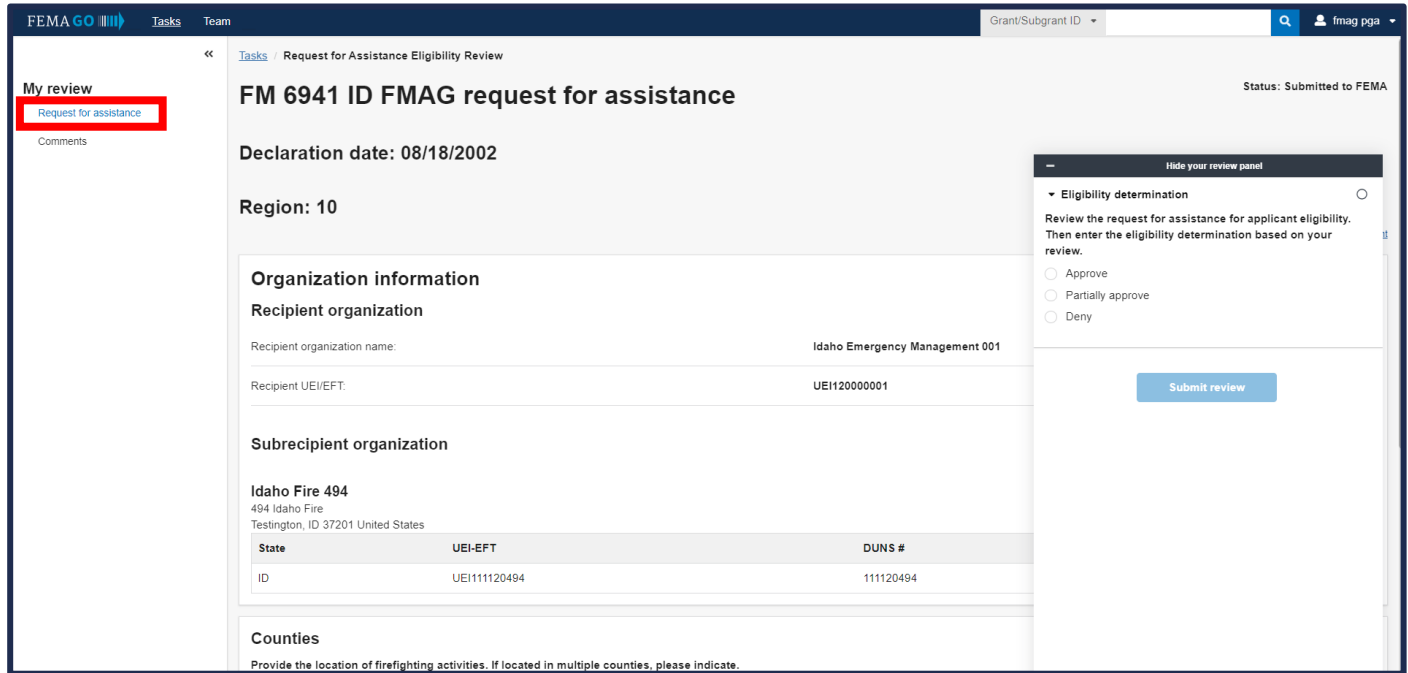
Select **Start task** or **Continue working** to begin the task.

ORGANIZATION	GRANT ID	DATE IN QUEUE	ASSIGNED TO
Idaho Emergency Management 001	<a href="#">[Link]</a>	02/23/2024	Unassigned
PRIORITY RANK	FUNDING OPPORTUNITY	TASK	
REGION	FM 6941 ID FMAG	Request for Assistance Eligibility Review	<b>Start task</b>



# Request for Assistance

- Select **Request for assistance** within the left navigation or scroll down in the main body
- **Review** the information before continuing.



**My review**

Request for assistance

Comments

Request for Assistance Eligibility Review

## FM 6941 ID FMAG request for assistance

Status: Submitted to FEMA

Declaration date: 08/18/2002

Region: 10

**Organization information**

**Recipient organization**

Recipient organization name: Idaho Emergency Management 001

Recipient UEI/EFT: UEI120000001

**Subrecipient organization**

**Idaho Fire 494**  
494 Idaho Fire  
Testington, ID 37201 United States

State	UEI-EFT	DUNS #
ID	UEI111120494	111120494

**Counties**

Provide the location of firefighting activities. If located in multiple counties, please indicate.

**Eligibility determination**

Review the request for assistance for applicant eligibility. Then enter the eligibility determination based on your review.

Approve

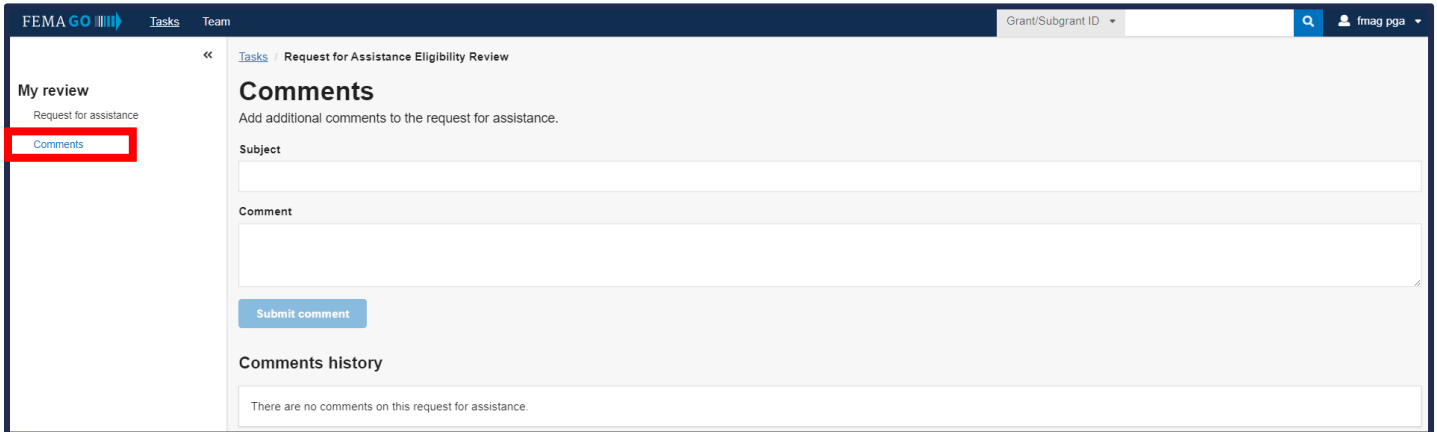
Partially approve

Deny

Submit review

# Comments

- Select **Comments** within the left navigation or scroll down in the main body
- You may **Add comments**, as needed, to this section of the review. You may also view the comments history for the request for assistance.



# Eligibility Determination and Submit

- Select **Eligibility determination** within the review panel to open the dropdown section.
- Select a determination for the request for assistance: **Approve**, **Partially approve**, or **Deny**.
- Select the **choose files** link to upload the **determination memo** (required if partially approved or denied is selected).
- Select the **Submit review** button. A green banner will appear stating that you approved the request for assistance eligibility review.

Hide your review panel

▼ Eligibility determination

Review the request for assistance for applicant eligibility. Then enter the eligibility determination based on your review.

Approve  
 Partially approve  
 Deny

Please upload the determination memo. (Required if partially approved or denied)

Drag and drop your files here or [choose files](#)

Maximum File Size: 250MB  
Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .jpg

Submit review

Hide your review panel

▼ Eligibility determination

Review the request for assistance for applicant eligibility. Then enter the eligibility determination based on your review.

Approve  
 Partially approve  
 Deny

Submit review

✔ You approved the request for assistance eligibility review

## Helpful Tip:

Please note that only certain file types are accepted, and it is recommended that you review the accepted file types list before uploading.



# Complete a Pass-through Subapplication (External) (AOR/SAR and SM Roles)

Start a Subapplication

Organization Information

Project Information

Budget

Budget Summary

Review and Submit

Assurances and Certifications

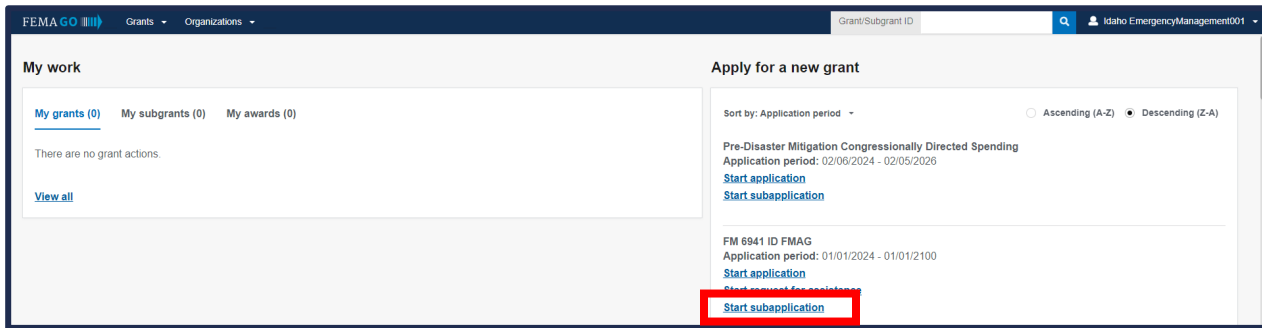
Sign and Submit

# Start a Subapplication

EXTERNAL USER

## Step 1:

To start a new subapplication, scroll through your list of grants under the **Apply for a new grant** section. Locate the subapplication you want to start and select **Start subapplication**. A new window will open.



## Step 2:

In the new window, select the organization you are applying for from the dropdown menu.

## Step 3:

Select the organization you are applying to from the dropdown menu.

## Step 4:

Create a new subapplication title.

## Step 5:

Subapplication type will be covered on the following page.

The screenshot shows a modal window titled 'Start a subapplication'. The form is for 'FM 6941 ID FMAG subapplication'. It contains four dropdown menus, each highlighted with a red box: 'Organization you are applying for' (with 'Select' as the current value), 'Organization you are applying to', 'Subapplication title', and 'Subapplication type'. At the bottom, there is a blue button labeled 'Start your subapplication' and a link for 'Cancel'.

# Start a Subapplication Continued

E X T E R N A L U S E R

## Step 5:

Select a **Subapplication type**.

**Subapplication type**

Fire-fighting activities
▼

Select

Emergency protective measures

Fire-fighting activities

Management costs

**Emergency protective measures**—A subapplication to collect information necessary to support the applicant’s claim regarding the location and cost of the activities. Emergency Protective Measures includes activities that eliminate or lessen immediate threats to lives, public health, or safety; or threats of significant damage to improved public or private property.

**Fire-fighting activities**—A subapplication to collect information necessary to support the applicant’s claim regarding the location and cost of the activities. Examples of fire activities include, but are not limited to: Pre-positioning resources, use of supplies and equipment for fire suppression, travel and per diem, mobilization and demobilization, loss or damage of equipment.

**Management costs**—A subapplication to collect information necessary to support administrative cost claims to include indirect and direct costs associated with FMAG and projects.

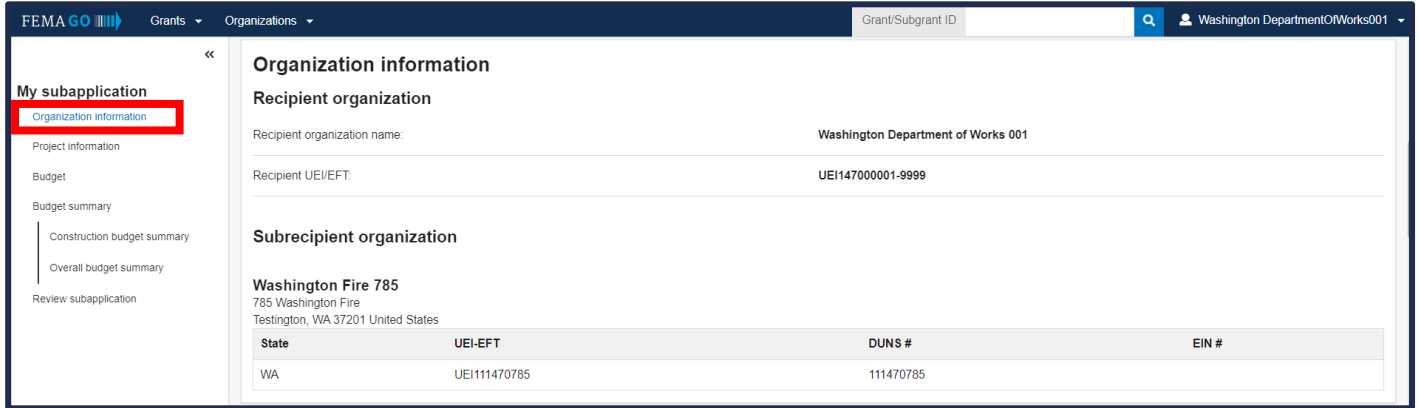
### Helpful Tip:

This step is extremely important because the type you select affects the questions and sections you must complete within the subapplication. You also cannot change the subapplication type after you have selected start your subapplication.

# Organization Information

## EXTERNAL USER

- Select **Organization information** within the left navigation or scroll down in the main body.
- **Review** the information before continuing.



The screenshot displays the 'Organization information' page in the FEMA GO system. The left-hand navigation menu is visible, with 'Organization information' highlighted in red. The main content area is titled 'Organization information' and is divided into two sections: 'Recipient organization' and 'Subrecipient organization'.

**Recipient organization details:**

- Recipient organization name: Washington Department of Works 001
- Recipient UEI/EFT: UEI147000001-9999

**Subrecipient organization details:**

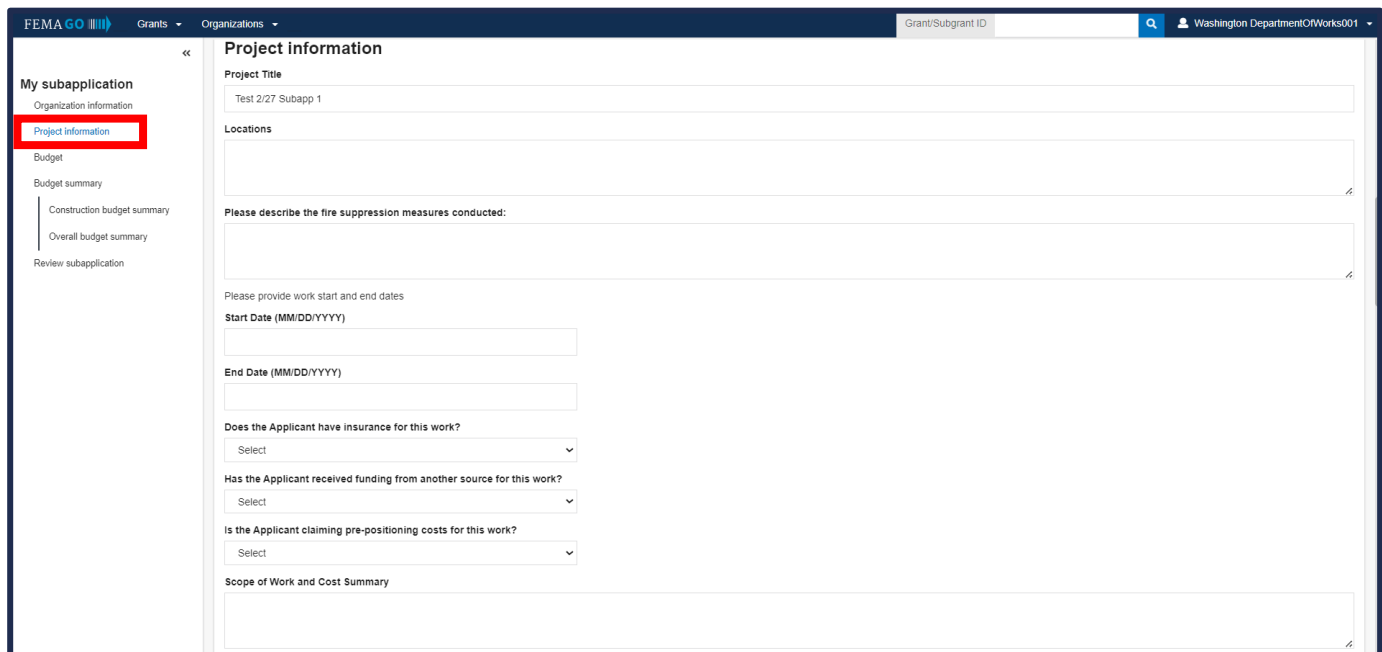
Washington Fire 785  
785 Washington Fire  
Testington, WA 37201 United States

State	UEI-EFT	DUNS #	EIN #
WA	UEI111470785	111470785	

# Project Information

## EXTERNAL USER

- Select **Project information** within the left navigation or scroll down in the main body.
- Enter the required **project information**:
  - Title,
  - Locations,
  - Description, and
  - Start and End Date in the form of a two-digit month, two-digit day, and four-digit year.
- Select an option for each of the **required questions**.
- Attach any applicable **documents**.
- Enter the required **Scope of Work and Cost Summary**.



The screenshot shows the 'Project information' form in the FEMA GO system. The left navigation pane has 'Project Information' highlighted. The main form area includes the following sections:

- Project Title:** A text input field containing 'Test 2/27 Subapp 1'.
- Locations:** A large text area for input.
- Please describe the fire suppression measures conducted:** A large text area for input.
- Please provide work start and end dates:** Two date input fields labeled 'Start Date (MM/DD/YYYY)' and 'End Date (MM/DD/YYYY)'.
- Does the Applicant have insurance for this work?** A dropdown menu with 'Select' as the current value.
- Has the Applicant received funding from another source for this work?** A dropdown menu with 'Select' as the current value.
- Is the Applicant claiming pre-positioning costs for this work?** A dropdown menu with 'Select' as the current value.
- Scope of Work and Cost Summary:** A large text area at the bottom of the form.

### Helpful Tip:

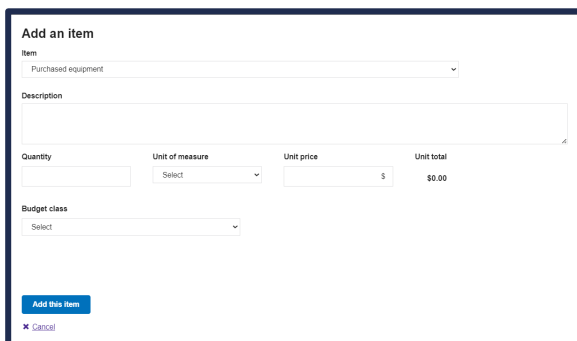
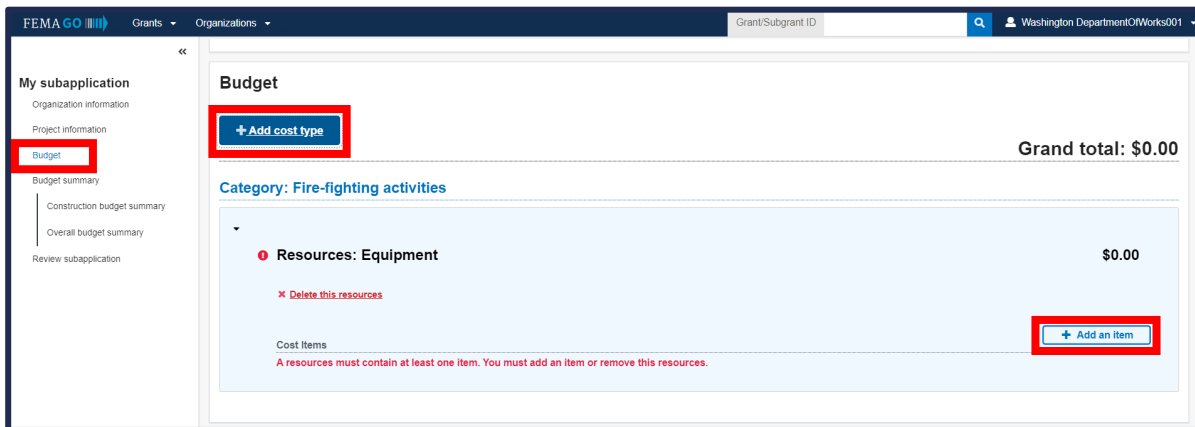
Please note that additional questions may appear based upon your answers.



# Budget

## EXTERNAL USER

- Select **Budget** within the left navigation or scroll down in the main body.
- Select **Add cost type** button in the main body. An additional window will open.
- In the new window, select **resources** from the dropdown menu.
- Once a cost type is added, an additional blue section will be appear in the main body. In the new blue section, select **Add an item** to add a new item that is greater than \$0. A new window will open.
- In the new window, select **an item** from the dropdown menu.
- After items are selected from the dropdown menu, an additional window will open. Enter the Description, Quantity, Unit of measure, Unit price, and Budget class for the item. You must add at least one item greater than \$0 for your cost estimate.



# Budget Continued

EXTERNAL USER

- Review the **Cost Items** for accuracy.
- Add **additional information**, as needed.
- Attach any applicable documents. Please review the examples of applicable supporting documentation before uploading.

The screenshot shows the 'Cost Items' section of the FEMA GO application. The main content area displays a cost item for 'Purchased equipment' with a value of \$5,000,000.00. The item details include a description of 'test', a quantity of 1, and a unit of measure of 'Mile'. The unit price is \$5,000,000.00, and the unit total is \$5,000,000.00. The budget class is set to 'Equipment'. A dropdown menu for 'Is the Applicant claiming mileage or hourly rate?' is highlighted with a red box. Below this, there is an 'Attach a document' button and a table for listing uploaded files.

Filename	Date uploaded	Uploaded by	File size	Description	Action

## Helpful Tip:

Please note, additional questions may appear in the main body based on the cost item that is added.

# Budget Summary

## EXTERNAL USER

- Select **Budget summary** within the left navigation or scroll down in the main body.
- Review the **Construction budget summary** and **Overall budget summary** in the main body.
- Scroll down to review the **Non-federal resources** section and input or adjust as needed.
- Review and enter the **Federal and Non-federal resources**, as needed.
- Add **Remarks** (optional).

The screenshot shows the 'Budget summary' page in the FEMA GO system. The left sidebar has 'Budget summary' highlighted. The main content area is divided into two sections: 'Construction budget summary' and 'Overall budget summary'.

Cost classification	Total cost
Administrative and legal expenses	\$0.00
Land, structures, rights-of-way, appraisals, etc.	\$0.00
Relocation expenses and payments	\$0.00
Architectural and engineering fees	\$0.00
Other architectural and engineering fees	\$0.00
Project inspection fees	\$0.00
Site work	\$0.00
Demolition and removal	\$0.00
Construction	\$0.00
Equipment	\$0.00
Miscellaneous	\$1,000,000.00
<b>SUBTOTAL</b>	<b>\$1,000,000.00</b>
Contingencies	\$0.00
<b>TOTAL PROJECT COSTS</b>	<b>\$1,000,000.00</b>

Object class categories	Total
Personnel	\$0.00
Fringe benefits	\$0.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$5,000,000.00

Non-federal resources	
Applicant	\$0
State	\$0.00
Other sources	\$1,500,000.00
Remarks	
<b>Total Federal and Non-federal resources</b>	
Federal resources	\$4,500,000.00
Non-federal resources	\$1,500,000.00
<b>TOTAL</b>	<b>\$6,000,000.00</b>

**Non-federal resources discrepancy**  
 The combined Non-federal resources (Applicant + State + Other sources) must equal the overall total Non-federal resources of \$1,500,000.00.

**Helpful Tip:**  
 Please ensure that any errors in this section are resolved. Sometimes an error message with red exclamation mark will appear in this section if there is a non-federal resource discrepancy.

# Review and Submit

## EXTERNAL USER

- Select **Review subapplication** within the left navigation or scroll down in the main body.
- Errors in the subapplication, shown with a red exclamation, must be resolved before submitting.
- Select **Submit for signature** of the SAR or AOR.
- After selecting submit, scroll to the top of the main body to review **the status of the subapplication**.

**My subapplication**

- Organization information
- Project information
- Budget
- Budget summary
- Construction budget summary
- Overall budget summary
- Review subapplication**

**Review subapplication** **Submit for signature**

Please select any of the following links to view or edit a particular section of your application. You may submit your application for signature once your application is complete and without any errors.

✔ **This application is ready to submit for signature**  
Submit this application for final signature to complete the application submission process.

<span style="color: green;">✔</span> Project information	<a href="#">View/edit</a>
<span style="color: green;">✔</span> Budget	<a href="#">View/edit</a>
<span style="color: green;">✔</span> Budget summary	<a href="#">View/edit</a>

**My subapplication**

- Organization information
- Project information
- Budget
- Budget summary
- Construction budget summary
- Overall budget summary
- Assurances and certifications
- Sign and submit**

**FM 6945 WA FMAG** **Status: Pending SAR signature**

**Title:** Test 2/27 Subapp 1

**Type:** Fire-fighting activities

**Declaration date:** 08/19/2002

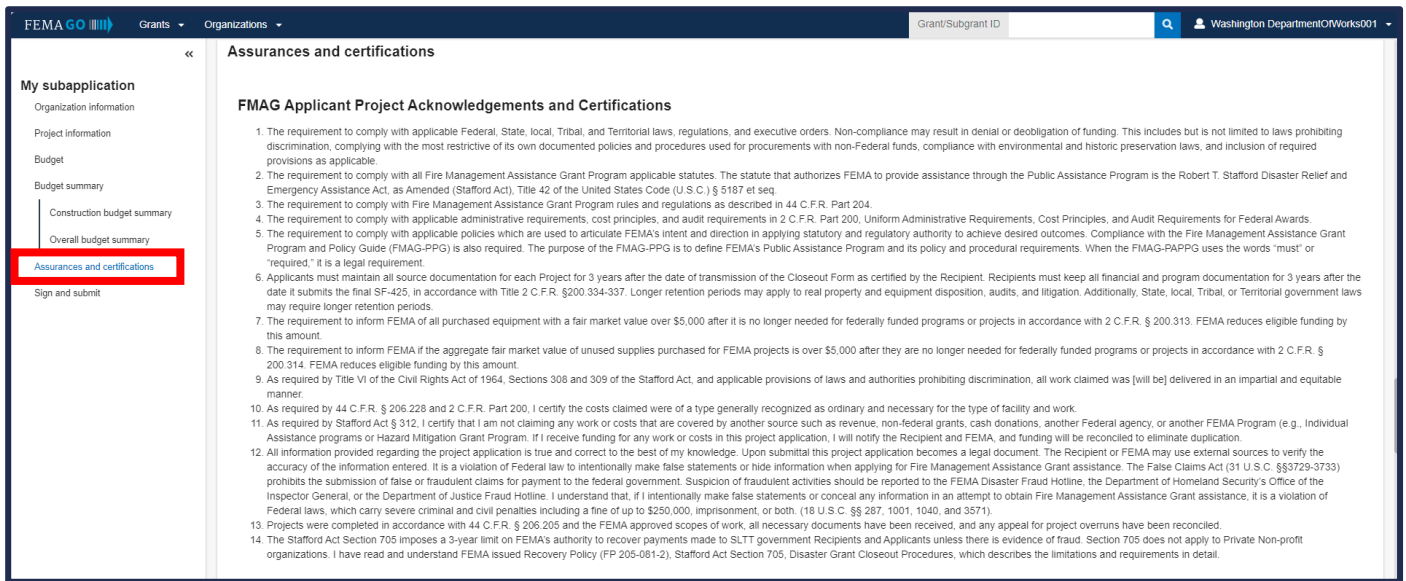
**Region:** 10

OMB number: 1660-0058, Expiration date: [View burden statement](#)

# Assurances and Certifications

## EXTERNAL USER

- After you select **Submit for signature** of the SAR or AOR in the review and submit section, a new section will appear within the left navigation and main body.
- As an SAR or AOR, you need to review each **certification statement** within the main body.



The screenshot shows the FEMA GO application interface. On the left, a navigation menu titled 'My subapplication' lists various sections: Organization information, Project information, Budget, Budget summary, Construction budget summary, Overall budget summary, **Assurances and certifications** (highlighted with a red box), and Sign and submit. The main content area is titled 'Assurances and certifications' and contains the heading 'FMAG Applicant Project Acknowledgements and Certifications'. Below this heading is a list of 14 numbered items detailing the requirements for compliance with federal, state, and local laws, as well as specific FEMA regulations and policies. The items cover topics such as non-compliance consequences, Fire Management Assistance Grant Program statutes, administrative requirements, record retention, and the prohibition of false or fraudulent claims.

# Sign and Submit (SAR or AOR)

## EXTERNAL USER

- The SAR or AOR must sign and submit the application before it goes to the AOR for a review. After you review each certification statement, select the checkbox if you are providing your **signature** for the award, and **enter your password** to verify your signature.
- Select **Submit** to submit the subapplication or select **Return to edit subapplication** if edits are needed.
- Once the application is successfully submitted, the status in the top right corner of the subapplication landing page will be changed to **Submitted to recipient**.

The screenshot shows the 'Sign and submit' step of the application process. On the right side, there is a list of certification statements, including references to the Clean Air Act, Endangered Species Act, and National Historic Preservation Act. On the left side, under the 'Sign and submit' heading, there is a red checkmark and a text box stating: "By signing this subapplication, I certify (1) to the statements contained in the list of certifications and (2) that the statements here are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept and I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)." Below this is a password input field with a red box around it and a 'Submit' button also highlighted with a red box. A 'Return to edit subapplication' button is visible below the password field.

The screenshot shows the subapplication landing page after successful submission. The page title is 'FM 6945 WA FMAG'. The status 'Submitted to recipient' is displayed in the top right corner, highlighted with a red box. Other details shown include: Title: Test 2/27 Subapp 1, Type: Fire-fighting activities, Declaration date: 08/19/2002, and Region: 10. The OMB number 1660-0058 and expiration date are also visible at the bottom right.



# Submit a Pass-through Subapplication (External) (AOR Role)

Navigate to the Subapplication

Review Instructions

Supporting Documents

Subapplication Submission

Errors and Recommendation

Submit to FEMA

Subapplication Submitted to FEMA View

# Navigate to the Subapplication

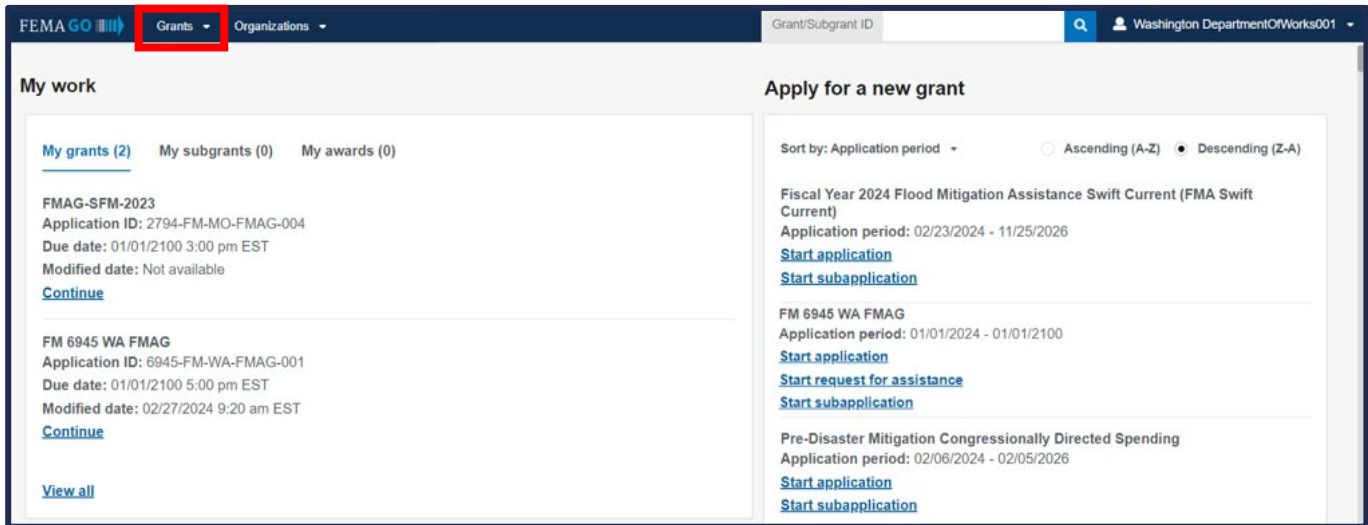
EXTERNAL USER

## Step 1:

Select **Grants** in the top blue banner on the Welcome screen. The page will then change to display the available grants.

## Step 2:

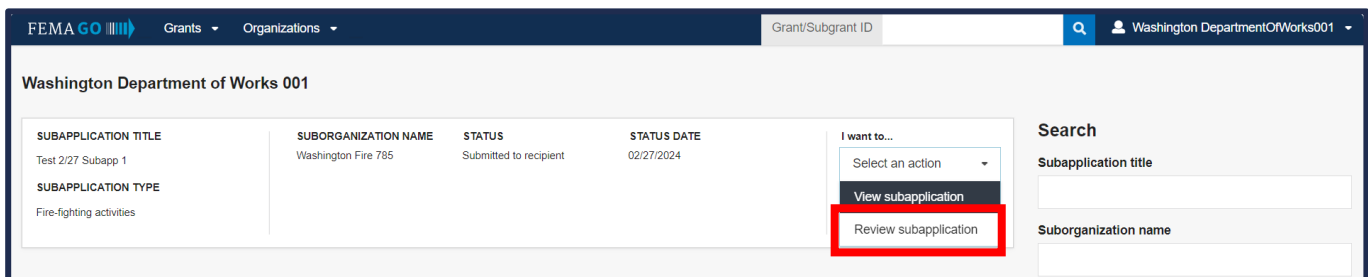
Locate the subapplication you would like to view.



The screenshot shows the FEMA GO interface. In the top navigation bar, the 'Grants' dropdown menu is highlighted with a red box. Below the navigation bar, the page is divided into two main sections: 'My work' and 'Apply for a new grant'. The 'My work' section contains a list of grants with details such as 'Application ID', 'Due date', and 'Modified date'. The 'Apply for a new grant' section lists available grants with their respective application periods and action links like 'Start application' and 'Start subapplication'.

## Step 3:

From the Select an action dropdown, select **Review subapplication**.



The screenshot shows the FEMA GO interface for a specific subapplication. The page title is 'Washington Department of Works 001'. Below the title, there is a table with columns for 'SUBAPPLICATION TITLE', 'SUBORGANIZATION NAME', 'STATUS', and 'STATUS DATE'. A dropdown menu is open, showing the 'Review subapplication' option highlighted with a red box. The dropdown menu also includes 'View subapplication' and 'Select an action'.

SUBAPPLICATION TITLE	SUBORGANIZATION NAME	STATUS	STATUS DATE
Test 2/27 Subapp 1	Washington Fire 785	Submitted to recipient	02/27/2024



# Review Instructions (Optional)

## EXTERNAL USER

- Open the review panel on the right side of your screen. Then select **Review instructions** to open the dropdown section.
- Review the instructions.

The screenshot displays the FEMA GO application interface for a subapplication titled "FM 6945 WA FMAG". The interface includes a left-hand navigation menu, a main content area, and a right-hand review panel. The review panel is open, showing a dropdown menu with "Review instructions" selected. The "Review instructions" section contains the following text: "Please attach any supporting documents used for completing this review in the 'Supporting documents' section (optional) and provide your recommendation for this subapplication in the 'Recommendation' section (required)." Below this, there are sections for "Supporting documents", "Subapplication submission", "Errors", and "Recommendation". A "Submit" button is visible at the bottom of the review panel. The main content area shows details for the subapplication, including the title "Test 2/27 Subapp 1", type "Fire-fighting activities", declaration date "08/19/2002", and region "10". There is also a section for "Organization information" and "Recipient organization".

### Helpful Tip:

Please review the additional links within the left navigation before completing your review.

# Supporting Documents (Optional)

## EXTERNAL USER

- Select **Supporting documents** in the review panel to open the dropdown section.
- Select the **choose files** link to upload any supporting documents.

Hide your review panel

---

▶ Review instructions

---

▼ Supporting documents

Please attach any supporting documentation here.

Drag and drop your files here  
or [choose files](#)

Maximum File Size: 25MB

Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .xlsb, .xps, .pptx, .jpg, .jpeg, .png, .txt, .csv, .html, .mp4, .msg, .pub, .rtf, .tif, .zip

---

▶ Subapplication submission

---

▶ Errors

---

▶ Recommendation

---

[Submit](#)

### Helpful Tip:

Only certain file types are accepted and it is recommended that you review the accepted file types list before uploading.

# Subapplication Submission

## EXTERNAL USER

- Select **Subapplication submission** in the review panel to open the dropdown section.
- Select **Subapplication Submission** link in the dropdown section to change the main body to display the funding opportunity information for the subapplication.
- Review the **Funding opportunity** dropdown in the main body.
- Once complete, select the **Continue** button at the bottom of this section within the main body to change the main body to display the recommendation history.
- **Review** the information within the recommendation history, as needed.

The screenshot shows the FEMA GO application interface for a subapplication titled "FM 6945 WA FMAG". The left sidebar is titled "Fire-fighting activities subapplication" and includes sections for "Organization information", "Project information", "Budget", "Budget summary", "Construction budget summary", "Overall budget summary", and "Assurances and certifications". Under "Review information", "Subapplication submission" is selected and highlighted with a red box. The main content area displays the following information: "Title: Test 2/27 Subapp 1", "Type: Fire-fighting activities", "Declaration date: 08/19/2002", and "Region: 10". Below this, there is a "Subapplication submission" section with a "Continue" button highlighted in red. On the right, a "Hide your review panel" dropdown menu is open, showing options: "Review instructions", "Supporting documents", "Subapplication submission" (which is selected and highlighted with a red box), "Errors", and "Recommendation". A "Submit" button is visible at the bottom of the dropdown menu.

The screenshot shows a "Funding opportunity" dropdown menu. It contains three options: "FM 6945 WA FMAG", "FMAG-SFM-2023", and "FM 6945 WA FMAG". The last option is highlighted in grey.

The screenshot shows the FEMA GO application interface for the same subapplication, but now the "Recommendation history" section is selected in the left sidebar. The main content area displays the same details as the previous screenshot: "Title: Test 2/27 Subapp 1", "Type: Fire-fighting activities", "Declaration date: 08/19/2002", and "Region: 10". Below this, the "Recommendation history" section is visible, showing a message: "There are no comments on this subapplication." The "Subapplication submission" link in the left sidebar is no longer selected.

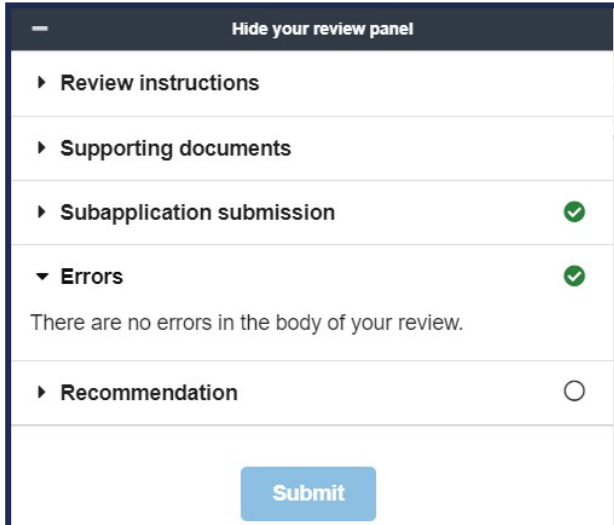
### Helpful Tip:

You can also select the links within the left nav to view supporting documents and recommendation history at any time.

# Errors and Recommendation

## EXTERNAL USER

- Select the **Errors** dropdown within the review panel and fix any errors as needed.



Hide your review panel

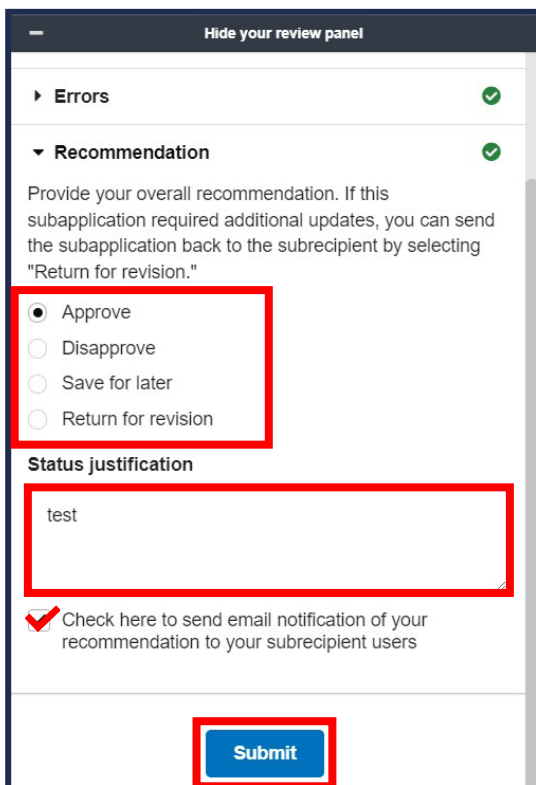
- ▶ Review instructions
- ▶ Supporting documents
- ▶ Subapplication submission ✔
- ▼ **Errors** ✔

There are no errors in the body of your review.

- ▶ Recommendation ○

**Submit**

- Once all errors are resolved, select the **Recommendation** dropdown within the review panel to open the dropdown section. Then select an **overall recommendation** and enter a required **Status justification**.
- Select the checkbox to send an email notification to the subrecipient (optional).
- Select **Submit** to approve the subapplication.



Hide your review panel

- ▶ Errors ✔
- ▼ **Recommendation** ✔

Provide your overall recommendation. If this subapplication required additional updates, you can send the subapplication back to the subrecipient by selecting "Return for revision."

- Approve
- Disapprove
- Save for later
- Return for revision

**Status justification**

test

Check here to send email notification of your recommendation to your subrecipient users

**Submit**

# Errors and Recommendation Continued

## EXTERNAL USER

- Two green banners will appear; one stating that the subapplication was approved, and the other stating that subapplications can now be submitted to FEMA.

✓ You approved the subapplication.

✓ **Subapplications can now be submitted to FEMA**  
An AOR for your organization has completed and signed the grant assurances and certifications. You may now proceed in submitting subapplications to FEMA.

### Helpful Tip:

Now that the subapplication has been approved, the final step is to submit a subapplication to FEMA.

# Submit to FEMA

## EXTERNAL USER

- Scroll down within the main body to the **Subapplications** section.
- Select **Subapplications submitted to me** link.
- Locate the subapplication from the list within the main body and using the **Actions** dropdown, select **Submit to FEMA**. This will direct you to a new page.
- On the new page, open the review panel on the right side of the screen and complete the steps that were previously shown: **Review instructions**, **Supporting documents**, **Subapplication submission**, and **Errors**.
- After successfully completing those sections, select an **overall recommendation** and enter a required **Status justification**.
- Select **Submit**.

**Subapplications**

Subapplications submitted to FEMA (0) [Subapplications submitted to me \(1\)](#) Draft subapplications (0)

Subrecipient	Title	Type	Status	Status date ^	Requested federal share	Actions
Washington Fire 785	Test 2/27 Subapp 1	Fire-fighting activities	Pending AOR submission	02/27/2024	\$4,500,000.00	View subapplication Submit to FEMA

**Organization information**

**Recipient organization**  
 Recipient organization name: Washington Department of Works 001  
 Recipient UEI/EFT: UEI147000001-9999

**Subrecipient organization**  
**Washington Fire 785**  
 785 Washington Fire  
 Testington, WA 37201 United States

State	UEI-EFT	DUNS #
WA	UEI111470785	111470785

**Project information**  
 Project Title: Test 2/27 Subapp 1  
 Locations: test  
 Please describe the fire suppression measures conducted: test

**Review panel:**

- Review instructions
- Supporting documents
- Subapplication submission
- Errors
- Recommendation** 
  - Submit to FEMA
  - Return to recipient review

Status justification:

Check here to send email notification of your recommendation to your subrecipient users

**Submit**

# Subapplication Submitted to FEMA View

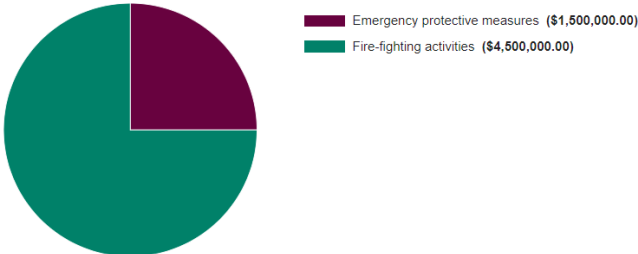
## EXTERNAL USER

- Now that the subapplication has been submitted to FEMA, there will be a new view when you scroll down to the **Subapplications section**.
- Select **Subapplications Submitted to FEMA**. A pie chart and funding information will be available.
- Review the information for accuracy.

**Subapplications**

Subapplications submitted to FEMA (2)
Subapplications submitted to me (0)
Draft subapplications (0)

**Total requested federal share (\$6,000,000.00)**



Funding category	Subrecipient	Title	Type	Requested federal share	Actions
Emergency protective measures	Washington Department of Works 001	Test 2/27 Subapp2	Emergency protective measures	\$1,500,000.00	Actions ▾
Fire-fighting activities	Washington Fire 785	Test 2/27 Subapp 1	Fire-fighting activities	\$4,500,000.00	Actions ▾



# Delete a Subapplication (External)



# Delete a Subapplication

## EXTERNAL USER

- Navigate to the **Subapplications** section and select **Draft subapplications**.
- Under the **Actions** dropdown select **Delete subapplication**. This option is only available if the **Status** is **Pending Submission**. A new window will open.
- In the new window, review the statement and select the **Delete** button to confirm.

### Subapplications

Subapplications submitted to FEMA (1) Subapplications submitted to me (0) **Draft subapplications (1)**

Subrecipient	Title	Type	Status	Status date	Actions
Org Ser001 DN 51000	Test	Project	Pending submission	09/11/2023	Actions ▾ Continue subapplication View subapplication <b>Delete subapplication</b>

---

#### Budget summary

Object class categories	Total
-------------------------	-------

### Delete subapplication

Are you sure you want to delete this subapplication? This action will remove the subapplication permanently from the FEMA GO system. This action cannot be undone

Delete
✕ Cancel

### Helpful Tip:

This action CANNOT be undone.



# FEMA GO Help Desk Information

Please send any questions to:

[FEMAGO@fema.dhs.gov](mailto:FEMAGO@fema.dhs.gov)

**1-877-585-3242**

**Hours: Mon.-Fri. 9 a.m. – 6 p.m. ET**