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

Table of Contents

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.

Step 2:

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

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.

Step 2:

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

Complete a Pass-through Application (External)

Start an Application

My Application Landing Page

SAM.gov Profile

Requests for Assistance

Subapplications and Budget Summary

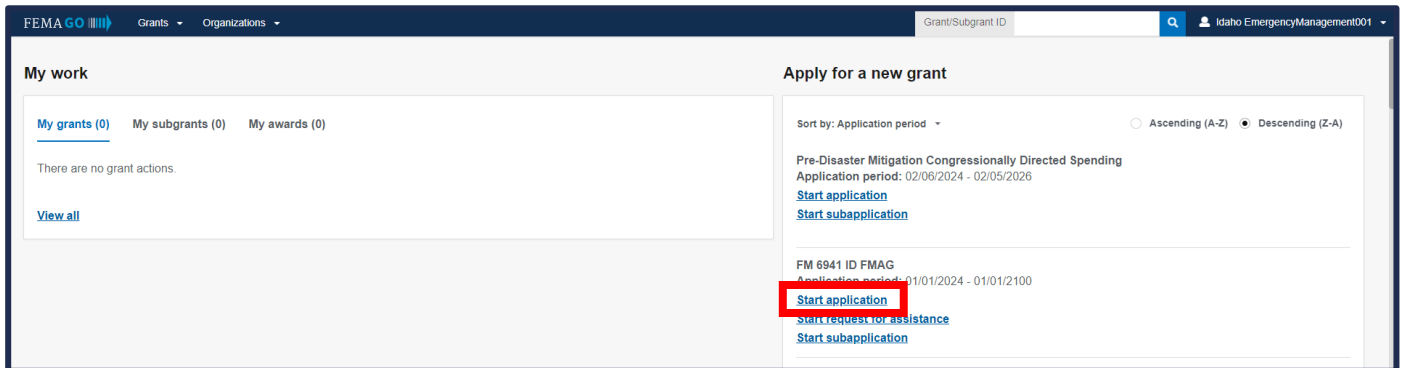Assurances and Certifications

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.
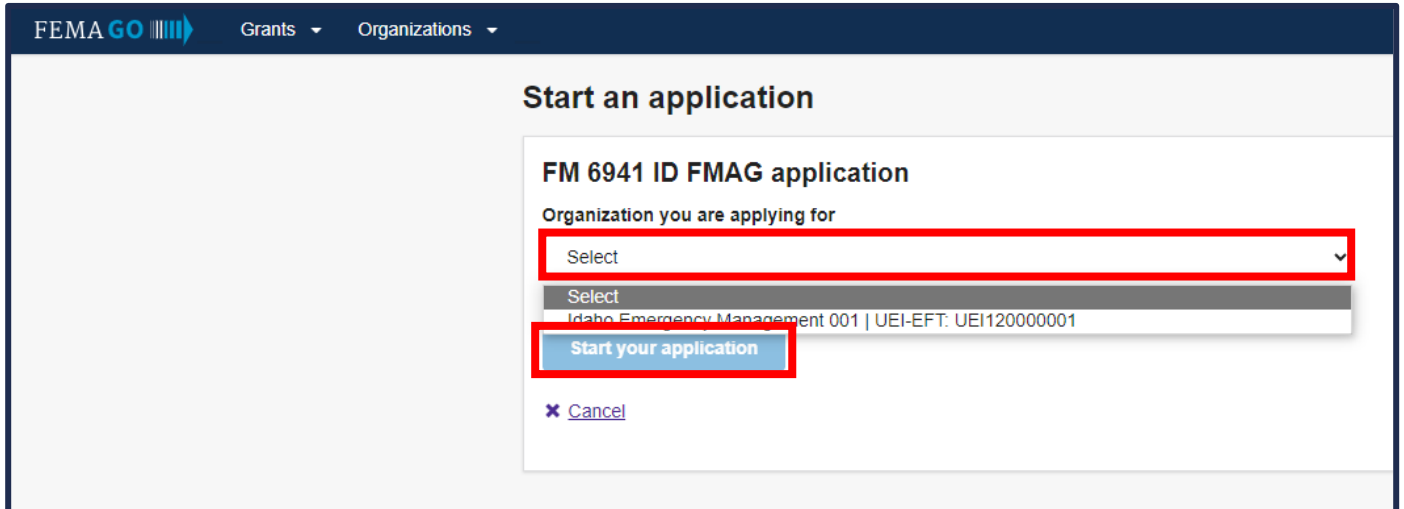
Helpful Tip:
An AOR must start an application before subapplications can be submitted.
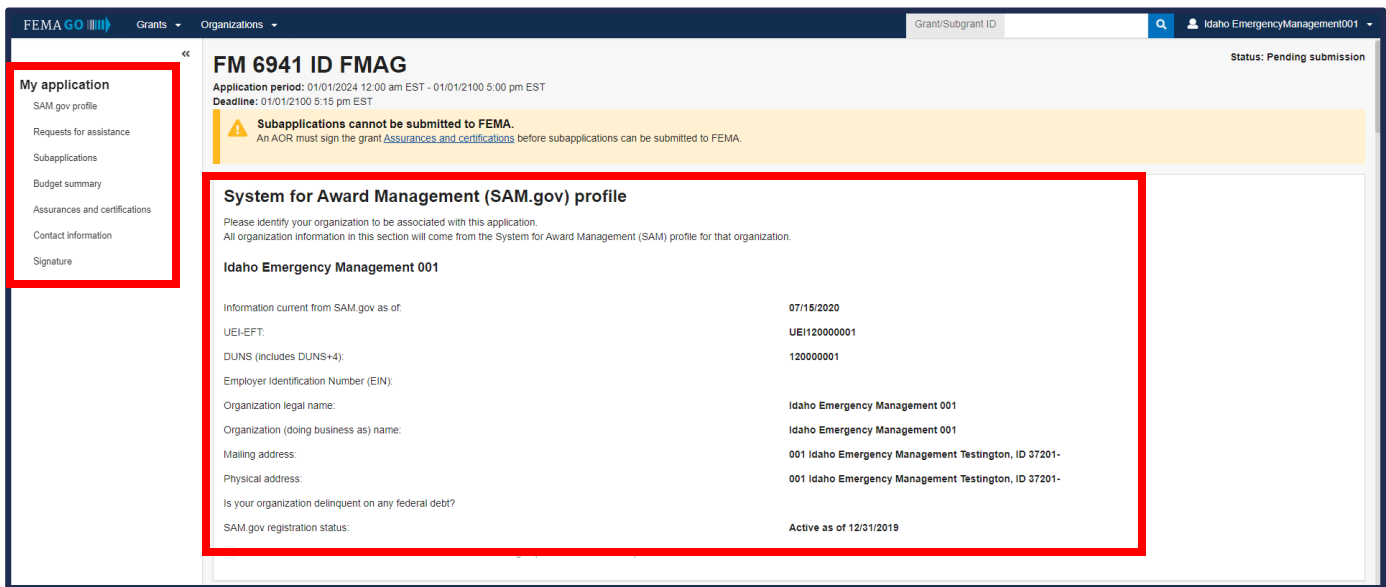
My Application Landing Page

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.
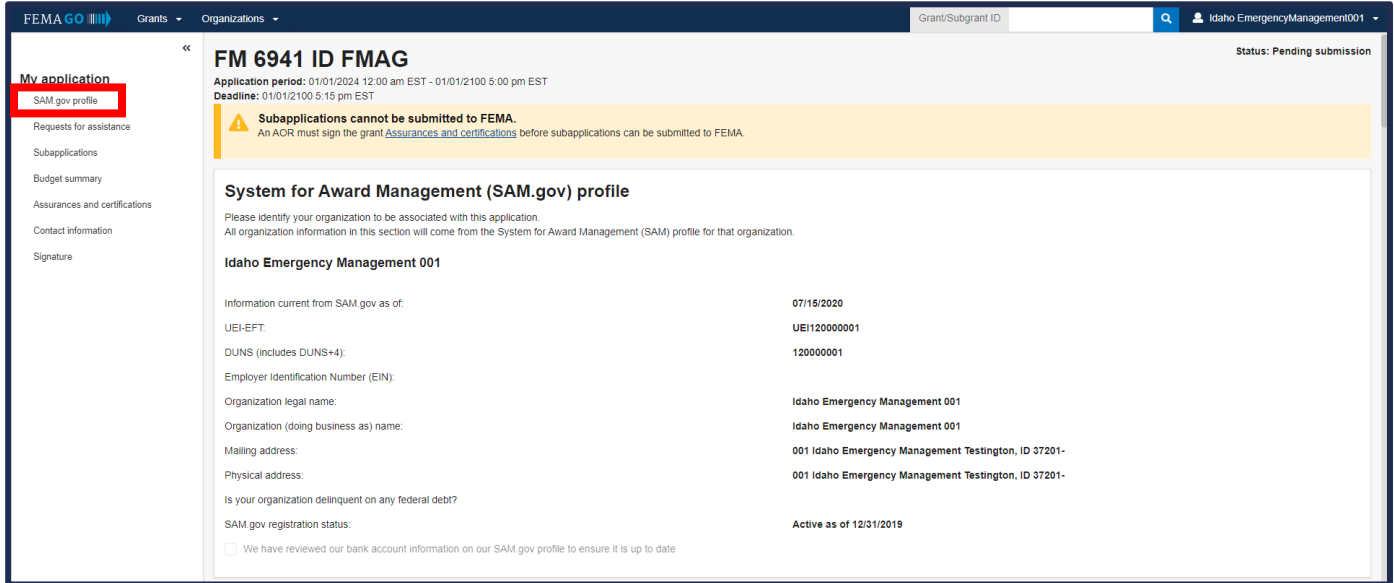

Main Body:

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

SAM.gov Profile

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

- To review your SAM.gov profile, select **SAM.gov profile** from the left navigation.

- Review the information in the main body for accuracy.

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

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

- 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.

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

AOR Contact Information

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

- 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	

ℹ️ Edit your contact info
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)

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

- 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:

1. 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.
2. 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.
3. 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

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

- 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

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

Step 1:

Once you are logged in, scroll through your list of grants under the under the **Apply for a new grant** section and select **Start request for assistance**. A new window will open.
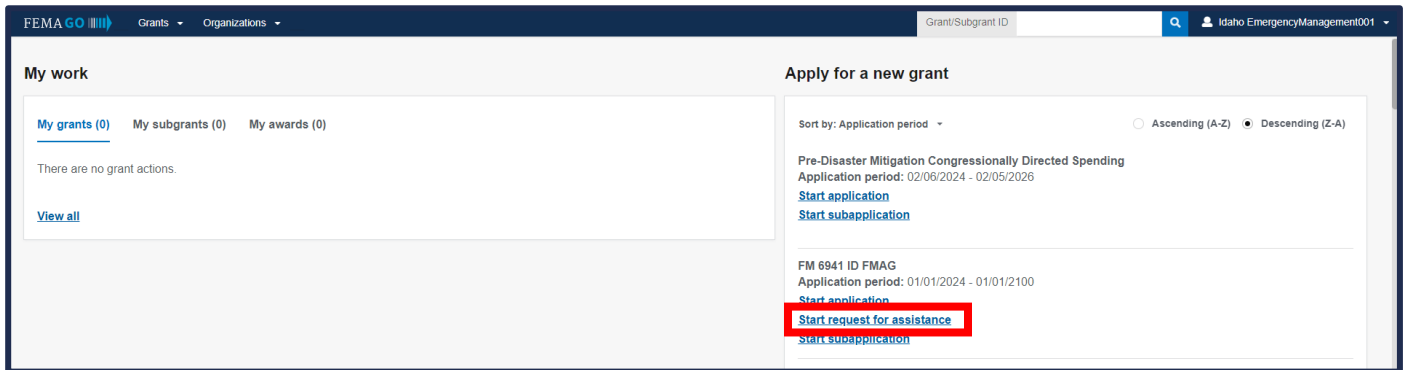
Step 2:

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

Step 3:
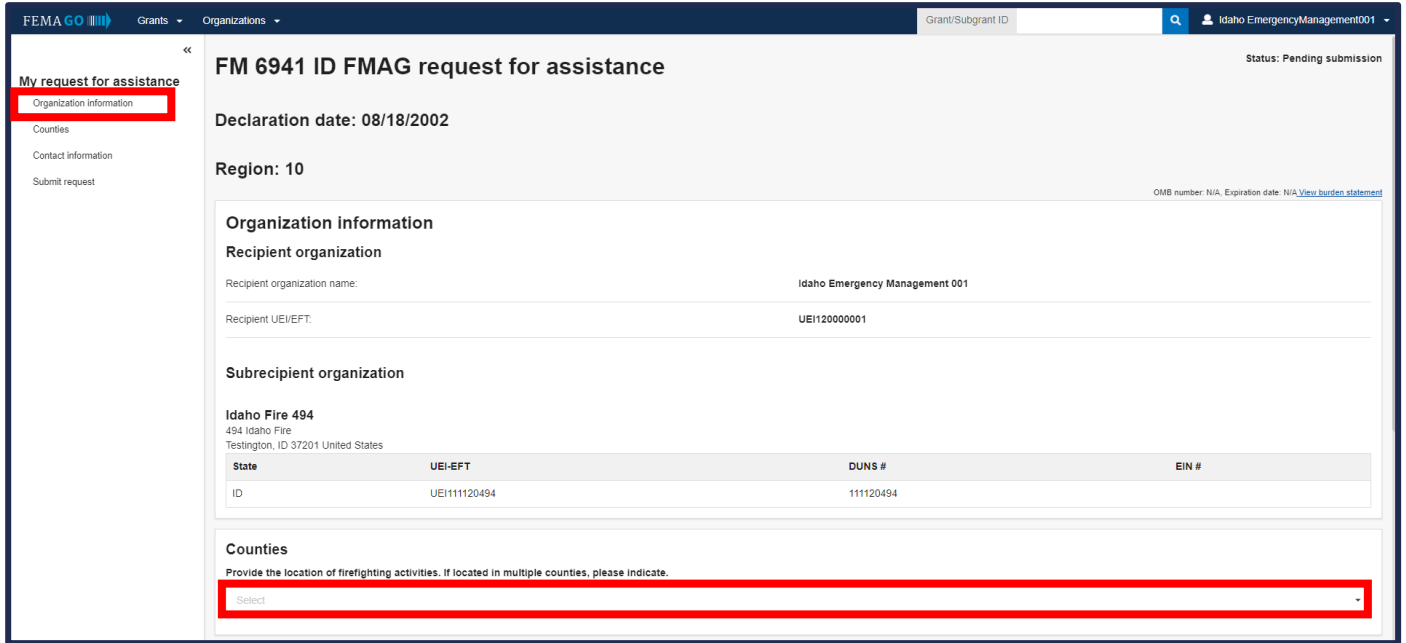
Also in the new window, select the Organization you are applying to from the dropdown menu, then select **Start request** to begin the request for assistance.

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.

Contact Information

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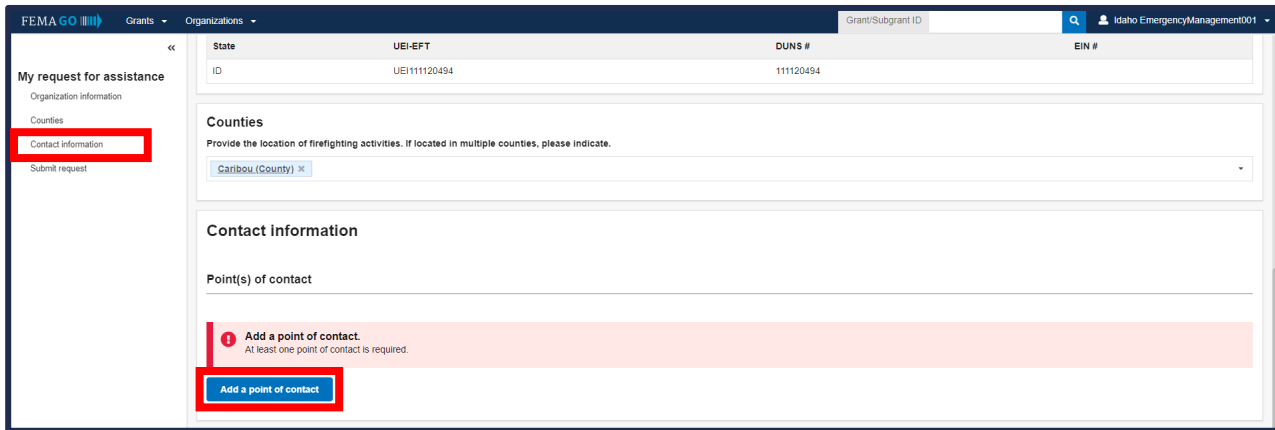
Helpful Tip:
At least one point of contact is required within this section of the request.

Review and Submit

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

- 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.

Request for Assistance Determination

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

- 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.

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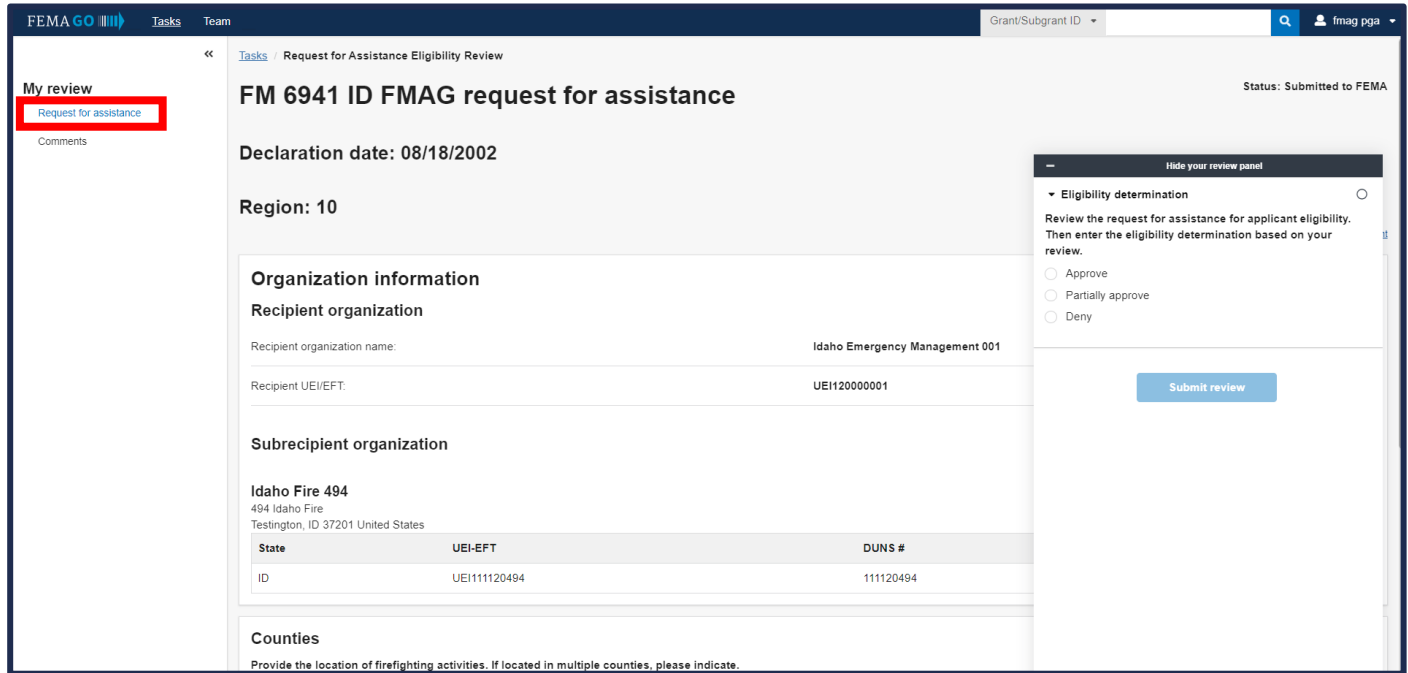
Select **Start task** or **Continue working** to begin the task.

Request for Assistance

- Select **Request for assistance** within the left navigation or scroll down in the main body

- **Review** the information before continuing.

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.
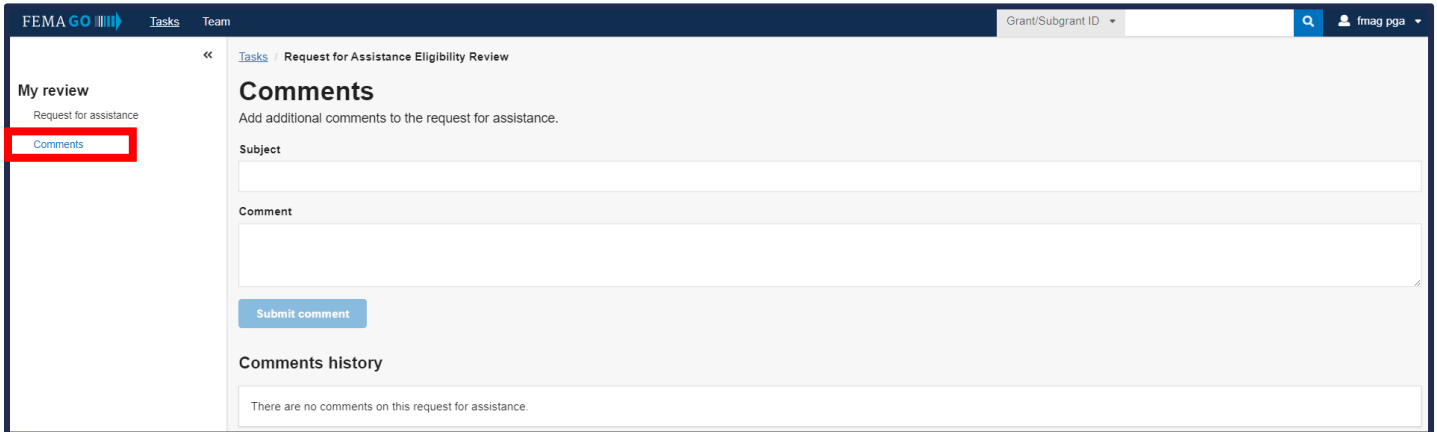
Eligibility Determination and Submit

▪ 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.

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

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

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.
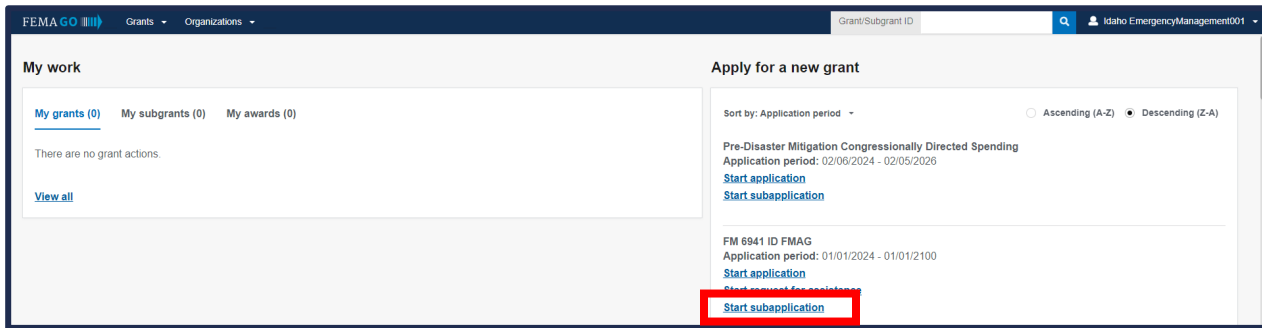
Step 2:

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.

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.
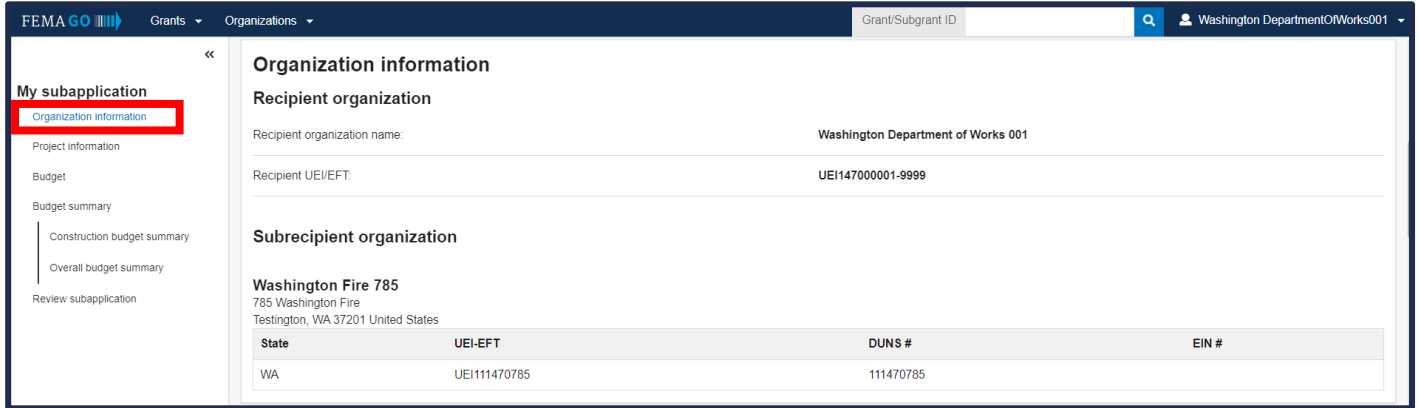
Helpful Tip:

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

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

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

- **Review** the information before continuing.

Project Information

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

- Select **Project information** within the left navigation or scroll down in the main body.

- Enter the required **project information:**

  o Title,

  o Locations,

  o Description, and

  o 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.**

Helpful Tip:

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

Budget

- 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.
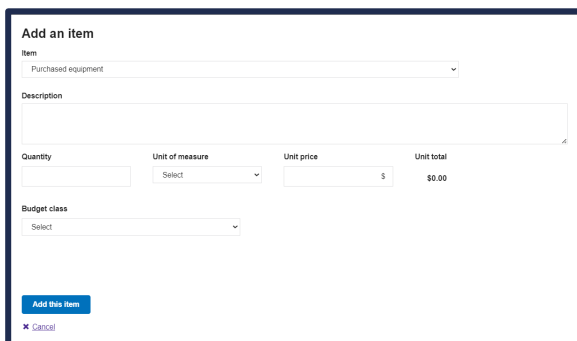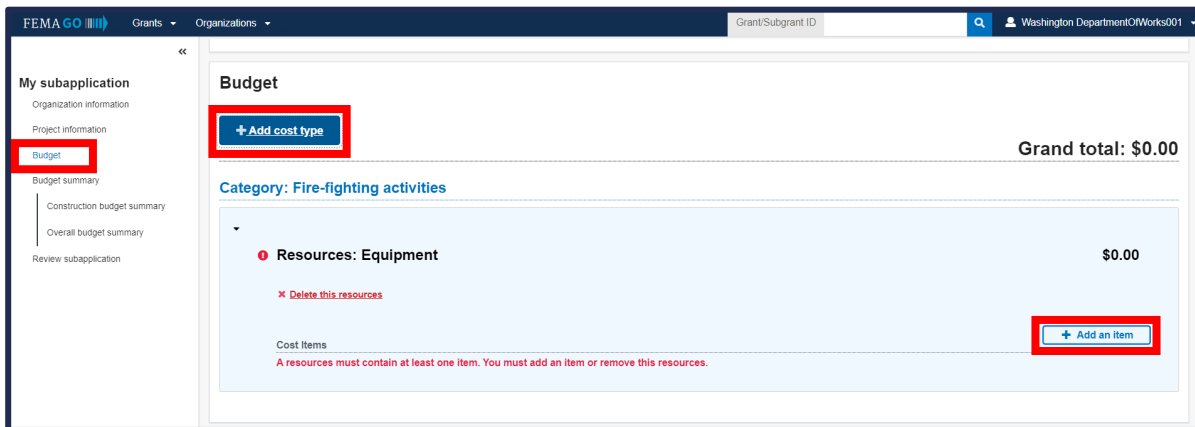
Budget Continued

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

- 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.

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

Budget Summary

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

- 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).

> **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

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

- 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.**

Assurances and Certifications

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

- 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.

Sign and Submit (SAR or AOR)

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

- 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**.

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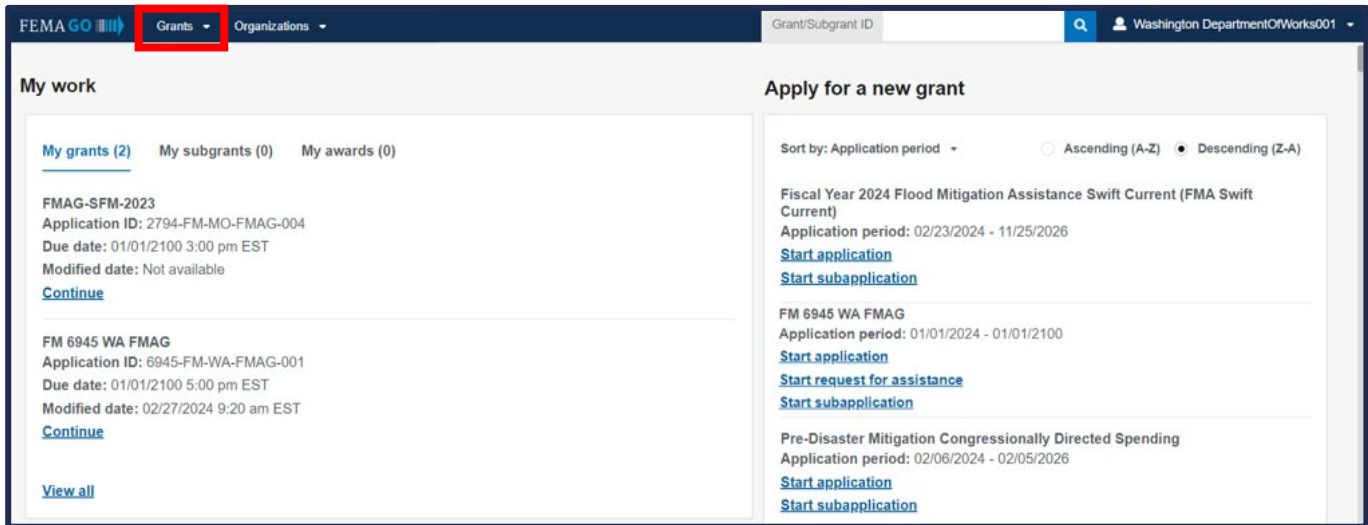
E X T E R N A L   U S E R

Step 1:

Select **Grants** in the top blue banner on the Welcome screen. The page will then change to display the available grants.
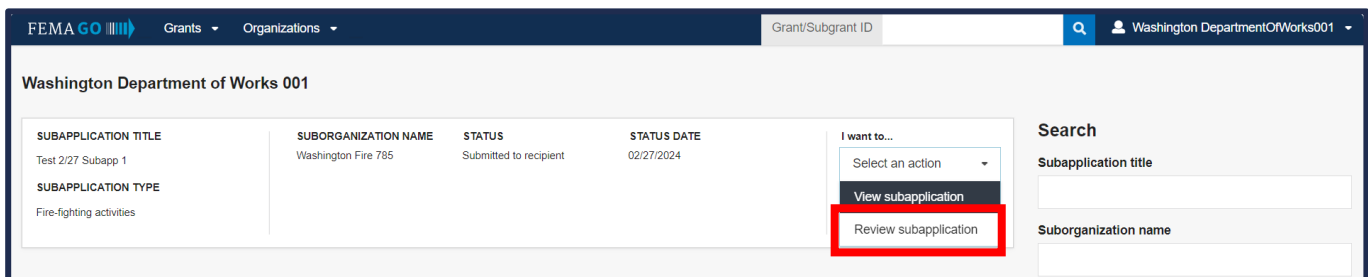
Step 2:

Locate the subapplication you would like to view.

Step 3:

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

Review Instructions (Optional)

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

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

- Review the instructions.

Helpful Tip:

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

Supporting Documents (Optional)

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

- 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

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

- 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.

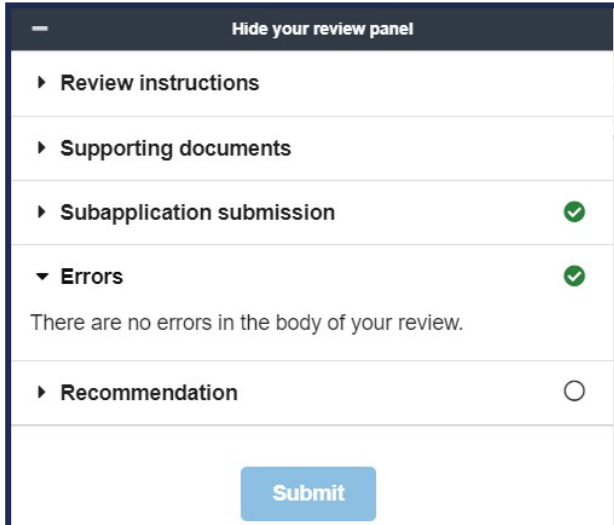- **Review** the information within the recommendation history, as needed.

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

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

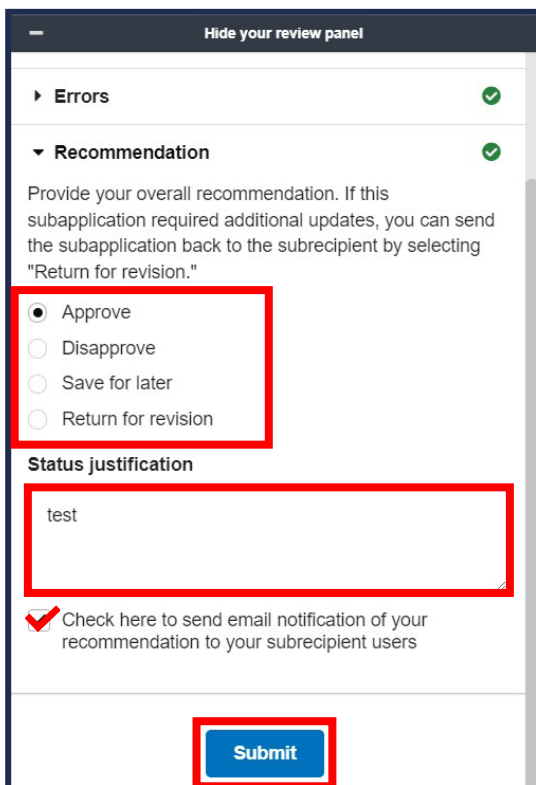- Select the **Errors** dropdown within the review panel and fix any errors as needed.

- 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.

Errors and Recommendation Continued

<div align="center">**E X T E R N A L   U S E R**</div>

- 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

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

- 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**.

Subapplication Submitted to FEMA View
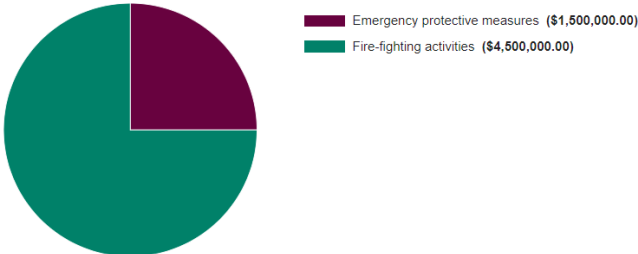
E X T E R N A L   U S E R

- 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)

- Emergency protective measures ($1,500,000.00)
- Fire-fighting activities ($4,500,000.00)

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

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

- 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.

Helpful Tip:

This action CANNOT be undone.

FEMA GO Help Desk Information

Please send any questions to:

FEMAGO@fema.dhs.gov

1-877-585-3242

Hours: Mon.-Fri. 9 a.m. – 6 p.m. ET