

HMGP Pass-through Application and Subapplication Process

This guide provides instructions for FEMA GO External users to log-in, complete a pass-through application, complete a pass-through subapplication, submit a pass-through subapplication to FEMA, and delete a subapplication.

February 2024



FEMA

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Objectives

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

- Log-in as an external user.
- Complete a pass-through application.
- 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 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

Helpful Tip:

The available screens are based on your role and program.

External User Log-in

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.

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

United States Government

John Doe

USA

Log in with your PIV card

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.

Complete a Pass-through Application

Start an Application

My Application Landing Page

SAM.gov Profile

Subapplications and Budget Summary

Assurances and Certifications

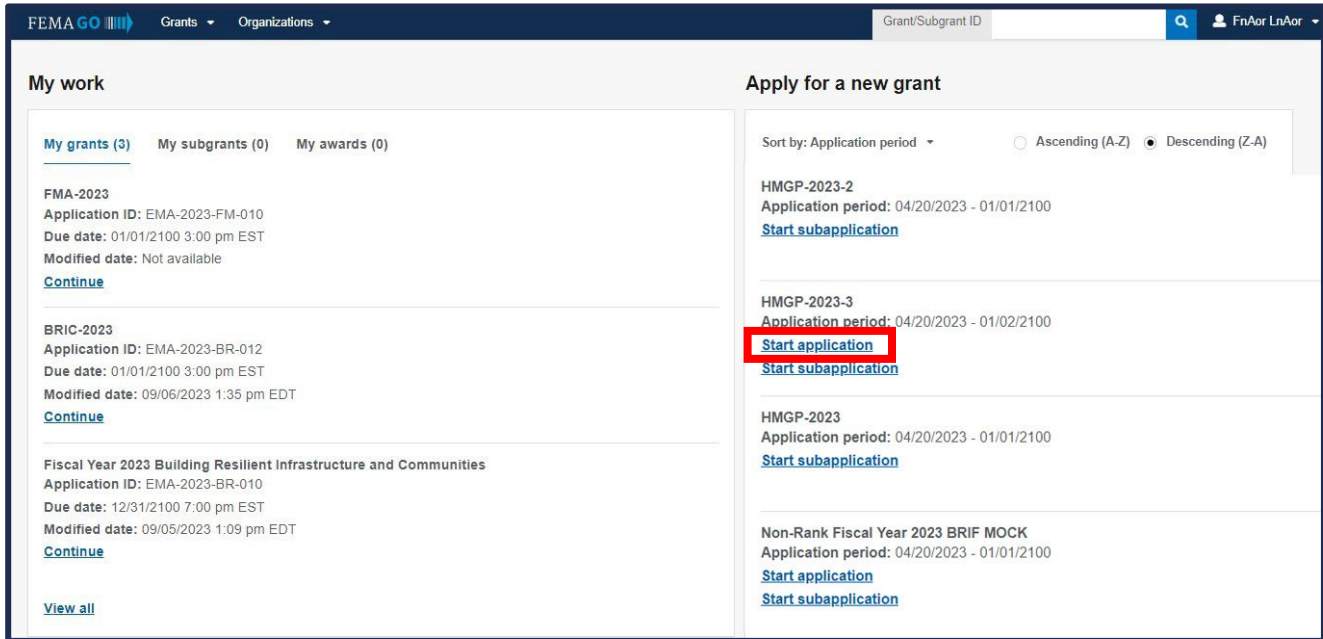
AOR Contact Information

Signature Confirmation

Start an Application

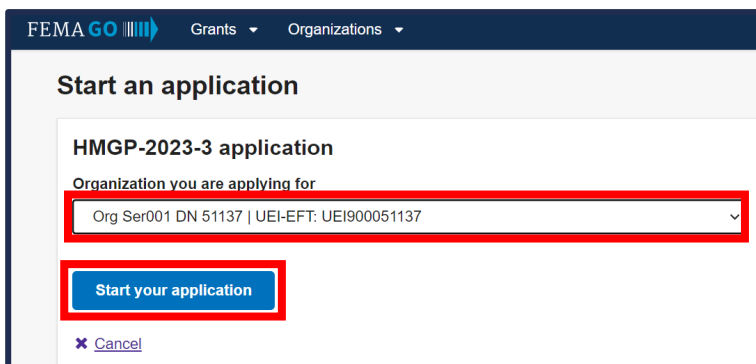
Step 1:

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 your 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 within your left navigation and therefore may vary slightly from the screen displayed.

HMGP-2023-3 Status: Pending submission

Application period: 04/20/2023 4:00 pm EDT - 01/01/2100 3:00 pm EST
 Deadline: 01/02/2100 3:00 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.

Org Ser001 DN 51137

Information current from SAM.gov as of:	04/24/2020
UEI-EFT:	UEI000051137
DUNS (includes DUNS+4):	900051137
Employer Identification Number (EIN):	987654000
Organization legal name:	Org Ser001 LN 51137
Organization (doing business as) name:	Org Ser001 DBA 51137
Mailing address:	51137 Org Ser001 Blvd Testington, TN 37201-
Physical address:	51137 Org Ser001 Blvd Testington, TN 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

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

The screenshot shows the FEMA GO application interface. The left navigation menu has 'My application' expanded, with 'SAM.gov profile' highlighted. The main content area is for application 'HMGP-2023-3'. It includes a warning: 'Subapplications cannot be submitted to FEMA. An ACR must sign the grant Assurances and certifications before subapplications can be submitted to FEMA.' Below this is the 'System for Award Management (SAM.gov) profile' section, which contains the following information:

Information current from SAM.gov as of:	04/24/2020
UEI-EFT:	UEI900051137
DUNS (includes DUNS+4):	900051137
Employer identification number (EIN):	987654000
Organization legal name:	Org Ser001 LN 51137
Organization (doing business as) name:	Org Ser001 DBA 51137
Mailing address:	51137 Org Ser001 Blvd Testington, TN 37201-
Physical address:	51137 Org Ser001 Blvd Testington, TN 37201-
Is your organization delinquent on any federal debt?	
SAM.gov registration status:	Active as of 12/31/2019

At the bottom of the profile section, there is a checkbox: 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.

Subapplications and Budget Summary (Optional)

- Select **Subapplications** within the left navigation.
- Review the links: **Subapplications submitted to FEMA**, **Subapplications submitted to me**, and **Draft subapplications**.
- 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:

Displayed below the subapplication information within the main body will be the Budget Summary. Please note, the budget summary will only display once subapplications have been submitted to FEMA.

Assurances and Certifications

- Select **Assurances and Certifications** within the left menu.
- 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: 4040-0010. 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

- In this section you must confirm or update your contact information. Select **Contact information** within the left navigation.
- 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	

i
[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)

- 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

Helpful Tip:

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

Signature Confirmation Continued

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

HMGP-2023-3
Status: Pending submission

Application period: 04/20/2023 4:00 pm EDT - 01/01/2100 3:00 pm EST
 Deadline: 01/02/2100 3:00 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.

Org Ser001 DN 50150

Information current from SAM.gov as of:	04/24/2020
UEI-EFT:	UEI900050150
DUNS (includes DUNS+4):	900050150
Employer Identification Number (EIN):	987654000
Organization legal name:	Org Ser001 LN 50150
Organization (doing business as) name:	Org Ser001 DBA 50150
Mailing address:	50150 Org Ser001 Blvd Testington, TN 37201-
Physical address:	50150 Org Ser001 Blvd Testington, TN 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



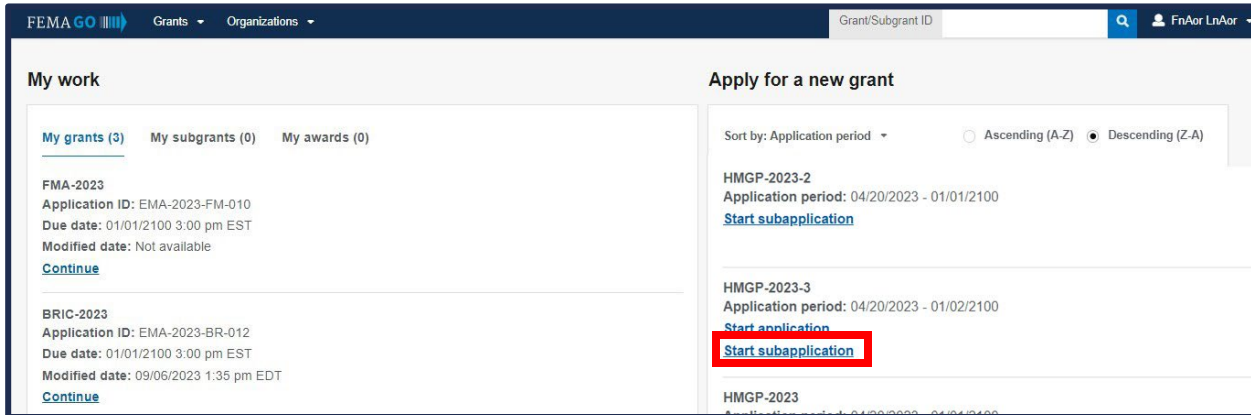
Complete a Pass-through Subapplication (AOR/SAR and SM Roles)

- Start a Subapplication
- Subapplication Information
- Contact Information
- Community
- Mitigation Plan
- Scope of Work
- Schedule
- Budget
- Cost-effectiveness
- EHP Review Information
- Evaluation
- Comments and Attachments
- Assurances and Certifications
- Review and Submit
- Sign and Submit

Start a Subapplication

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:

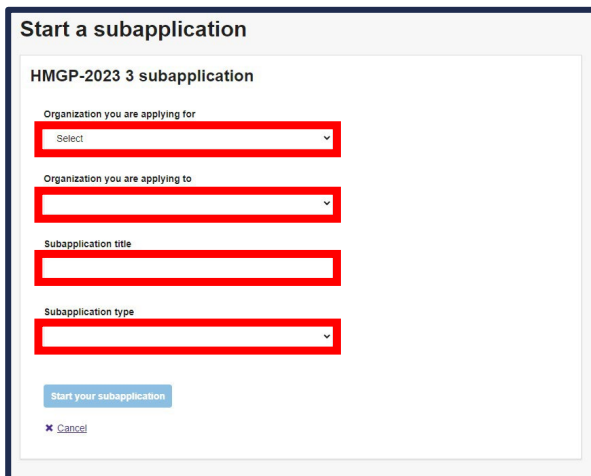
Select the organization you are applying to from the dropdown menu.

Step 4:

Create a new subapplication title.

Step 5:

Subapplication type will be covered on the following page.



Start a Subapplication Continued

Step 5:

Select a **Subapplication type**.

Subapplication type

Project ▼

Select

- Management cost
- Plan
- Project
- Project scoping

Management cost—A separate subapplication for assistance to an applicant to manage its awarded subapplication(s).

Plan—A subapplication to develop or update a hazard mitigation plan.

Project—A subapplication for any mitigation activity to reduce risk, including education and outreach.

Project scoping—A subapplication to assist with the critical elements of developing other project subapplications (developing mitigation strategies, obtaining data, EHP compliance concerns, and other activities).

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.

Subapplicant Information

- Select **Type of submission** from the dropdown menu.
- Select **Subapplicant type** from the dropdown menu.
- Answer all questions.
- Once all questions have been answered, select Continue to move to the next section.

Plan subapplication

- Subapplicant information
- Contact information
- Community
- Mitigation plan
- Scope of work
- Schedule
- Budget
- Evaluation
- Comments & attachments
- Assurances and certifications
- Review subapplication

Test Status: Pending submission

OMB number: 1990-0072. Expiration date: 10/31/2021 [View burden statement](#)

Subapplicant information

Name of federal agency
FEMA

Type of submission
Application

Org Ser001 DN 51032
51032 Org Ser001 Blvd
Testington, TN 37201 United States

State	UEI-EFT	DUNS #	EIN #
TN	UEI900051032	900051032	987654000

Subapplicant type
Local Government

Is the subapplicant subject to review by Executive Order 12372 Process?

Yes - This Pre-application/application was made available to the Executive Order 12372 Process for review on:
 No, Program is not covered by E.O. 12372.
 No, Program has not been selected by state for review.

Is the subapplicant delinquent on any federal debt?

Yes
 No

Continue

Contact Information

- Add a **Subrecipient Authorized Representative (SAR)**.
- Add a **Point of Contact**. In the POC window, enter all the individual's information, including **two phone numbers** and their **mailing address**.
- Select **Continue** to move to the next section.

The screenshot shows the 'Contact information' section of the FEMA GO application. On the left, a sidebar lists various subapplication steps, with 'Contact Information' highlighted in red. The main content area is titled 'Test' and shows a 'Status: Pending submission'. Below this, there are two main sections: 'Subrecipient Authorized Representative (SAR)' and 'Point(s) of contact'. Each section contains a table with fields for name, phone numbers, and mailing address. In the SAR section, the 'Add a SAR' button is highlighted in red. In the POC section, the 'Add a point of contact' button and the mailing address field (containing '567 Blueberry Lane, Apt. B, Juneau AK 99490') are highlighted in red. A 'Continue' button is located at the bottom of the main form area.

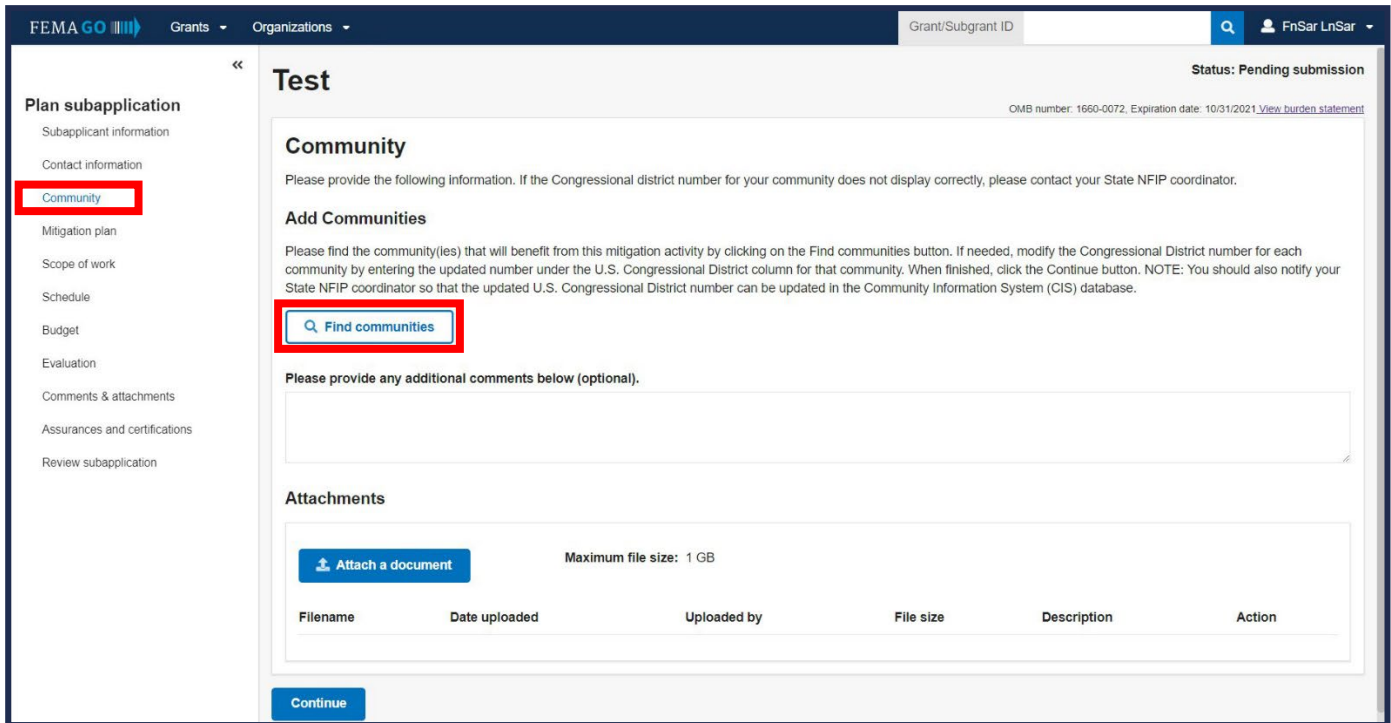
The 'Add SAR' dialog box is shown. It has a title 'Add SAR' and a subtitle 'Select the user being added as a SAR'. Below the subtitle is a dropdown menu with 'Select' as the current selection. At the bottom left, there is a blue 'Add this SAR' button and a link with an 'x' icon labeled 'Cancel'.

The 'Add Point of Contact' dialog box is shown. It has a title 'Add Point of Contact' and a subtitle 'Select a point of contact from the dropdown list of team members associated with your organization. If the point of contact is not listed, select "New contact".'. Below the subtitle is a dropdown menu with 'Select' as the current selection.

Helpful Tip:
Two phone numbers are required within the point of contact section, or you will receive an error.

Community

- In this section, you will identify communities that will benefit from this activity. Select **Find communities**. This will open a new window.
- In the new window, select **Search** and an automated list of communities should appear. From this list, select the applicable communities.
- Attach any applicable documents.
- Select Continue to move to the next section.



Plan subapplication

- Subapplicant information
- Contact information
- Community**
- Mitigation plan
- Scope of work
- Schedule
- Budget
- Evaluation
- Comments & attachments
- Assurances and certifications
- Review subapplication

Test

Status: Pending submission

OMB number: 1660-0072, Expiration date: 10/31/2021 [View burden statement](#)

Community

Please provide the following information. If the Congressional district number for your community does not display correctly, please contact your State NFIP coordinator.

Add Communities

Please find the community(ies) that will benefit from this mitigation activity by clicking on the Find communities button. If needed, modify the Congressional District number for each community by entering the updated number under the U.S. Congressional District column for that community. When finished, click the Continue button. NOTE: You should also notify your State NFIP coordinator so that the updated U.S. Congressional District number can be updated in the Community Information System (CIS) database.

[Find communities](#)

Please provide any additional comments below (optional).

Attachments

[Attach a document](#) Maximum file size: 1 GB

Filename	Date uploaded	Uploaded by	File size	Description	Action

[Continue](#)

Find community

Communities that match your search criteria are listed below. To select one or more communities, select the check box under the Select column. When finished, click the Add Communities button.

State: Community name (optional): County name (optional):

[Search](#)

[Cancel](#)

Mitigation Plan

- Select **Yes** or **No** regarding compliance with 44 CFR Part 201.
- If you answer Yes, select **Enter plan details**. This will open a new window.
- In the new window, enter the **required plan details**:
 - Plan name,
 - Plan type,
 - Plan approval date in the form of a two-digit month, two-digit day, and four-digit year, and
 - Proposed activity description.
- After you have provided plan details, select **Save plan details** button.
- Close the window and attach any applicable documents.
- Select Continue to move on to the next section.

The screenshot shows the 'Mitigation plan' section of a subapplication. The 'Yes' radio button is selected. The '+ Enter plan details' button is highlighted with a red box. Below the button is a text area for additional comments and an 'Attachments' section with an 'Attach a document' button and a table for listing files.

The 'Enter plan details' modal window contains the following fields:

- Plan name:
- Plan type:
- Plan approval date (MM/DD/YYYY):
- Proposed activity description:

At the bottom, there is a 'Save plan details' button (highlighted with a red box) and a 'Cancel' link.

Scope of Work

- Review the prepopulated **Subapplication title** and **edit if needed**.
- Select a **Primary activity type**, a **Primary sub-activity type**, and any additional activity types.
- Complete the required text fields in the main body.
- Attach any applicable documents.
- Select Continue to move on to the next section.

Scope of work

The project Scope of Work (SOW) identifies the eligible activity, describes what will be accomplished and explains how the mitigation activity will be implemented. The mitigation activity must be described in sufficient detail to verify the cost estimate. All activities for which funding is requested must be identified in the SOW prior to the close of the application period. FEMA has different requirements for project, planning and management cost SOWs.

Subapplication title (include type of activity and location)

test2

Activities

Primary activity type

Select

Geographic areas description

Attachments

Attach a document

Maximum file size: 1 GB

Filename	Date uploaded	Uploaded by	File size	Description	Action

Continue

Schedule

- This section involves specifying a work schedule for any activities.
- Select **Add a task** for each activity. In the new window that opens, enter a task name, task description, start month, and the duration of the task in months. You can enter multiple tasks, but there must be at least one.
- Add overall **estimated duration** for your proposed activities, expressed in months.
- Add proposed project **start and end dates**.
- Select Continue to move on to the next section.

Budget

- The information you add to the budget section needs to directly link to your scope of work and work schedule.
- Select **Add cost type**. An additional window will open where you can select a cost type.
- Once a cost type is added, an additional blue section will appear in the main body where you must select **Add an item**. A new window will open, and you can fill out fields pertaining to the cost item. You must add at least one item greater than \$0 for your cost estimate.
- Be sure to review the Cost estimate section for accuracy and add any additional information as needed.

Budget Continued

- Review the **Proposed Federal/Non-Federal share**.
- Input and adjust your Federal and Non-Federal **Dollar amounts**, as needed.
- Select the **Add funding source** button. A new window will open, and you can complete the required fields.
- Attach any applicable documents.
- Select Continue to move on to the next section.

Cost share

Cost share or matching means the portion of project costs not paid by federal funds.

Proposed federal vs. non-federal funding shares
 Hazard mitigation assistance (HMA) funds may be used to pay up to 75% federal share of the eligible activity costs. Building Resilient Infrastructure and Communities (BRIC), Economically Disadvantaged Rural Communities (EDRCs) and Community Disaster Resilience Zones (CDRZs) may be eligible for up to 90% federal share. Flood Mitigation Assistance (FMA) and severe repetitive loss (SRL) properties may be eligible for up to 100% federal share. Repetitive loss (RL) properties may be eligible for up to 90% federal share.

Cost estimate

Is this an Economically Disadvantaged Rural Community or Community Disaster Resilience Zone?		% Percentage	\$ Dollar amount
<input type="radio"/> Yes <input checked="" type="radio"/> No	Proposed federal share	75.00	\$15,000.00
	Proposed non-federal share	25.00	\$5,000.00
			Based on total budget cost: \$20,000.00

Non-federal funding sources here
 That portion of the total costs of the program provided by the non-federal entity in the form of in-kind donations or cash match received from third parties or contributed by the agency. In-kind contributions must be provided and cash expended during the project period along with federal funds to satisfy the matching requirements.

[+ Add funding source](#)

Add funding source

Funding source

Name of source agency

Funding amount

% Non-federal share by source

Funding type

Date of availability (MM/DD/YYYY)

Fund commitment letter date (MM/DD/YYYY)

[Add this funding source](#)

[Cancel](#)

Cost-effectiveness

- Select the applicable **cost-effectiveness determinations** and fill out required information. You must select at least one option but there is no limit to how many you can select.
 - If Not applicable is selected, then you must provide a justification.
- Enter the required **project cost information** in the text fields.
- Select an option for each of the **required questions**.
- Enter any optional **comments** and attach any applicable **documents**.
- Select Continue to move on to the next section.

Cost-effectiveness

How was cost-effectiveness determined for this project?

BCA completed in FEMA's BCA toolkit
 Pre-calculated benefits
 Substantial Damage in Special Flood Hazard Area
 Other BCA methodology approved by FEMA in writing
 Not applicable

What are the total project benefits? (\$)

 \$

What is the total project cost? (\$)

 \$

What is the benefit-cost ratio (BCR) for the entire project?

Was sea level rise incorporated into the flood elevations in the BCA?

 Yes
 No

Were environmental benefits added to the project benefits?

 Yes
 No

Were social benefits added to the project benefits?

 Yes
 No

Please provide any additional comments below (optional).

Attachments

📎 Attach a document Maximum file size: 1 GB

Filename	Date uploaded	Uploaded by	File size	Description	Action

Continue

EHP Review Information (Project Only)

- Review the **Introduction** information at the top of the main body.
- In Section A of the main body, select **yes, no, or not known** regarding the project.
- Answer **additional questions**, as needed.
- Provide an **explanation** if yes or not known are selected.
- Attach any applicable **documents** if yes or not known are selected.
- Complete all sections of the EHP project section.
- Select Continue to move on to the next section.

The screenshot displays the FEMA Grants Outcomes web application interface. The main content area is titled "Environmental/Historic Preservation (EHP) Review Information" and includes an "Introduction" section. Below the introduction is "Section A: National Historic Preservation Act - Historic Buildings and Structures". A question asks if the project affects or is near buildings/structures 50 years or older. The "Yes" option is selected. A list of checkboxes follows, including "The property address and original date of construction...", "A minimum of two color photographs...", and "A diagram or USGS 1:24,000 scale quadrangle map...". Below these is a text area for providing additional information to assist FEMA's review, which is highlighted with a red box. The "Attachments" section at the bottom includes an "Attach a document" button and a table with columns for filename, date, uploader, file size, description, and action.

Helpful Tips:

This section of the subapplication is only necessary if you selected a Project subapplication type.

Please note that additional questions may appear within the main body upon your given responses.

Evaluation

- Select **Yes** or **No** for each question and provide written responses as requested.
- Attach any applicable documents.
- Select Continue to move on to the next section.

Evaluation

Is the applicant participating in the [Community Rating System \(CRS\)](#)?

Yes
 No

Is the applicant a [Cooperating Technical Partner \(CTP\)](#)?

Yes
 No

Was this application generated from a previous FEMA HMA Advance Assistance or Project Scoping award or any other federal grant award, or the subapplicant is a past recipient of Building Resilient Infrastructure and Communities (BRIC) non-financial Direct Technical Assistance?

Yes
 No

Has the applicant adopted building codes consistent with the [international codes](#)?

Yes
 No

Have the applicant's building codes been assessed on the [Building Code Effectiveness Grading Schedule \(BCEGS\)](#)?

Yes
 No

Describe involvement of partners to enhance the mitigation activity outcome.

Additional comments (optional)

Attachments

📎 Attach a document Maximum file size: 1 GB

Filename	Date uploaded	Uploaded by	File size	Description	Action

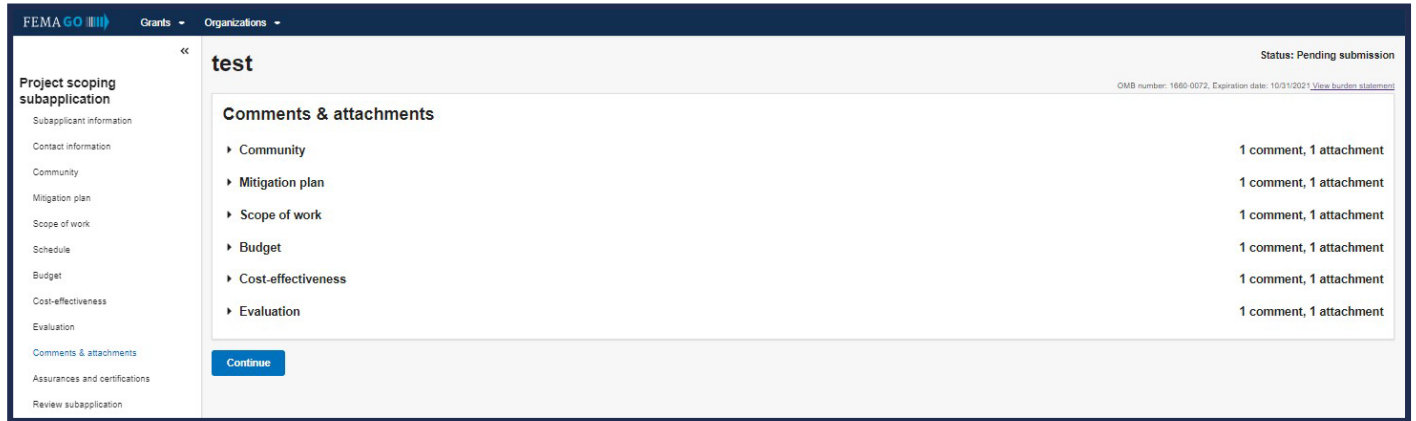
Continue

Helpful Tip:

Depending upon your answers, additional questions may appear. The questions in this section are required and must be answered before moving on.

Comments & Attachments

- Review **attachments** for accuracy and add any **comments**, as needed.
- Select Continue to move on to the next section.



The screenshot shows the FEMA GO application interface. The top navigation bar includes 'FEMA GO', 'Grants', and 'Organizations'. The main content area is titled 'test' and shows the status 'Pending submission'. A sidebar on the left lists various sections of the subapplication, with 'Comments & attachments' currently selected. The main content area displays a table of sections with their respective comment and attachment counts.

Section	Comments	Attachments
Community	1 comment	1 attachment
Mitigation plan	1 comment	1 attachment
Scope of work	1 comment	1 attachment
Budget	1 comment	1 attachment
Cost-effectiveness	1 comment	1 attachment
Evaluation	1 comment	1 attachment

A 'Continue' button is visible at the bottom of the main content area.

Assurances and Certifications

- Select the checkbox if submitting a SF-LLL is not required. If you have selected the box, you can select Continue and move to the next section.
- If an SF-LLL is required, you **MUST** answer the dropdown questions.
- Select Continue to move on to the next section.

The screenshot shows a web application interface for FEMA Grants Outcomes. The top navigation bar includes 'FEMA GO', 'Grants', 'Organizations', and a search bar. The main content area is titled 'test' and shows the 'Assurances and certifications' section. The specific section is 'SF-LLL: Disclosure of Lobbying Activities'. Below the title, there is a paragraph of text explaining the requirement for disclosure. A red checkmark icon is next to the text: 'The applicant is not currently required to submit the SF-LLL'. Below this, there are four dropdown menus labeled '1. Type of federal action:', '2. Status of federal action:', '3. Report Type:', and '4. Name and address of reporting entity:'. The '4. Name and address of reporting entity:' section includes radio buttons for 'Prime' and 'SubAwardee', and text input fields for 'Name' and 'Street 1'. The left sidebar contains a navigation menu with items like 'Subapplicant information', 'Contact information', 'Community', 'Mitigation plan', 'Scope of work', 'Schedule', 'Budget', 'Cost-effectiveness', 'Evaluation', 'Comments & attachments', 'Assurances and certifications', and 'Review subapplication'. The top right corner shows 'Status: Pending submission' and 'OMB number: 1660-0072, Expiration date: 10/31/2021, View burden statement'.

Review and Submit Subapplication

- Errors within the subapplication are shown here with red exclamation marks and must be fixed before you can submit the subapplication for signature.
- Once all errors are resolved, select **Submit for signature of the SAR or AOR**.

The screenshot shows the 'Review subapplication' page in the FEMA GO Grants system. The page title is 'test' and the status is 'Pending submission'. A green banner at the top of the main content area states: 'This application is ready to submit for signature. Submit this application for final signature to complete the application submission process.' Below this banner is a table listing various sections of the application, each with a green checkmark and a 'View/edit' link. A red box highlights the 'Submit for signature' button in the top right corner of the page.

Section	Status	Action
Subapplicant information	✓	View/edit
Contact information	✓	View/edit
Community	✓	View/edit
Mitigation plan	✓	View/edit
Scope of work	✓	View/edit
Schedule	✓	View/edit
Budget	✓	View/edit
Cost-effectiveness	✓	View/edit
Evaluation	✓	View/edit
Comments & attachments	✓	View/edit
Assurances and certifications	✓	View/edit

Sign and Submit (SAR or AOR)

- The SAR or AOR must sign and submit the application before it goes to the AOR for a review. After you select submit for signature in the review section, a new section will appear within the left navigation and main body.
- Review each **certification statement**, select the checkboxes 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, you will be redirected back to the subapplicant information page.

The screenshot shows the FEMA GO Grants system interface. On the left is a navigation menu for 'Project scoping subapplication' with various sections. The main content area is titled 'Sign and submit' and contains a list of certification statements (13-19) and a form for signing and submitting the subapplication. The form includes a red checkmark, a statement of certification, a password prompt, a password input field, and 'Submit' and 'Return to edit subapplication' buttons.

Sign and Submit Continued

- After selecting submit, the status on the Subapplication landing page will state **Pending SAR signature.**

The screenshot displays the FEMA Grants Outcomes interface for a subapplication. The top navigation bar includes 'FEMA GO', 'Grants', 'Organizations', and a search bar. The user is logged in as 'Tennessee DepartmentORWorks001'. The main heading is 'Training 3/5/24 Test 2 PROJECT'. A red box highlights the status 'Status: Pending SAR signature' in the top right corner. The left sidebar lists various subapplication sections, with 'Subapplicant information' selected. The main content area shows the following details:

Subapplicant information

Name of federal agency: FEMA
 Type of submission: Application

Tennessee Department of Works 001
 001 Tennessee Department of Works
 Testington, TN 37201 United States

State	UEI-EFT	DUNS #	EIN #
TN	UEI142000001-9999	142000001	

Subapplicant type: Local Government

Is the subapplicant subject to review by Executive Order 12372 Process? No - Not selected
 Is the subapplicant delinquent on any federal debt? No

A 'Continue' button is located at the bottom left of the form.

Submit a Pass-through Subapplication to FEMA (AOR Role)

Navigate to the Subapplication

Review Instructions

Supporting Documents

Subapplication Submission

Errors and Recommendation

Submit to FEMA

Subapplication Submitted to FEMA View

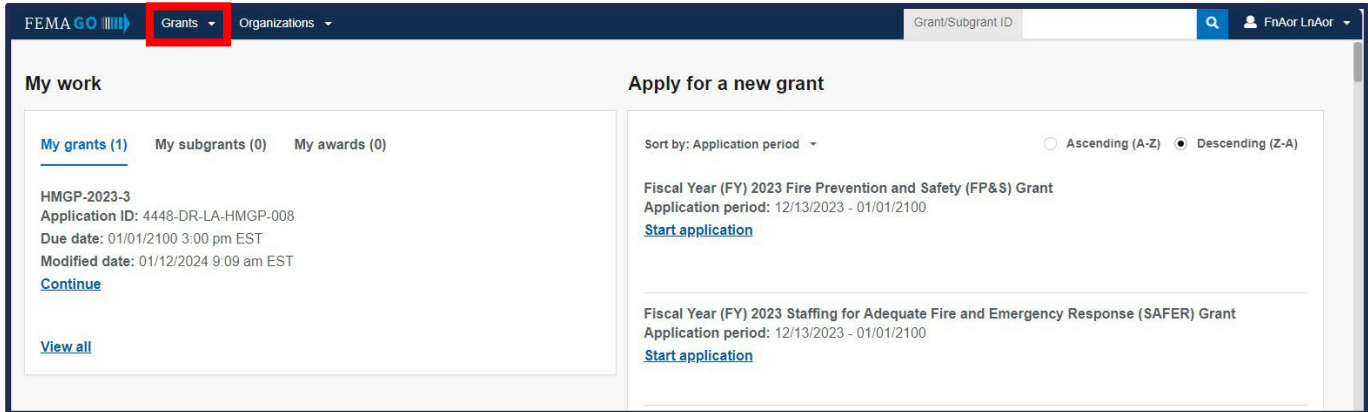
Navigate to the Subapplication

Step 1:

Select **Grants** in the top blue banner on the Welcome screen.

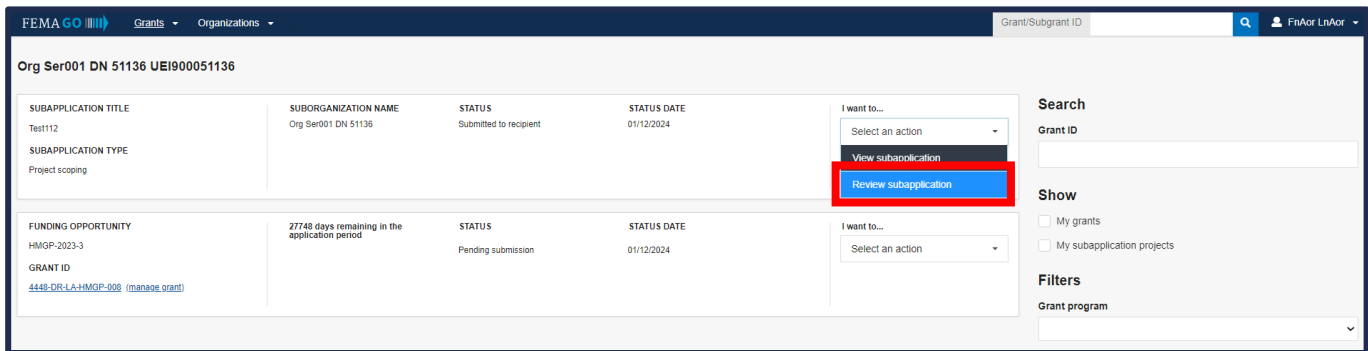
Step 2:

Locate the subapplication you would like to view.



Step 3:

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



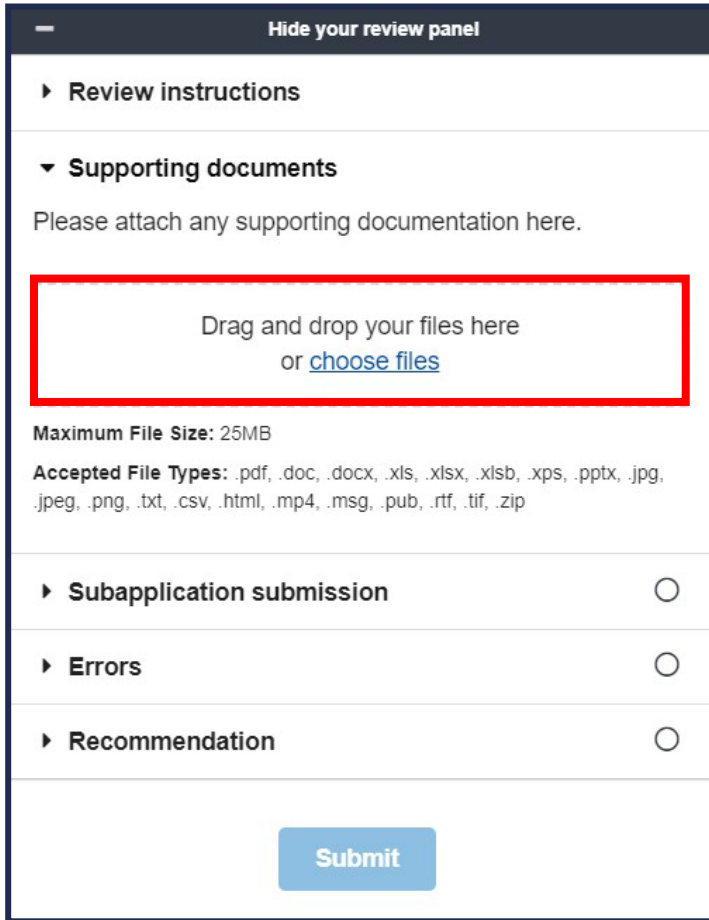
Review Instructions (Optional)

- 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 shows the FEMA Grants Outcomes interface. The main content area displays subapplicant information for 'test'. On the right side, a review panel is open, showing a dropdown menu with 'Review instructions' selected and highlighted by a red box. The instructions text reads: '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)'. Other options in the review panel include 'Supporting documents', 'Subapplication submission', 'Errors', and 'Recommendation'. A 'Submit' button is visible at the bottom of the review panel.

Supporting Documents (Optional)

- 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

- Select the **Subapplication submission** in the review panel to open the dropdown section.
- Select the **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** and **Funding category** dropdowns in the main body.

The screenshot shows the FEMA GO application interface for a subapplication titled 'Test112'. The main body of the application is highlighted with a red box, showing the 'Subapplication submission' section. This section includes a 'Funding opportunity' dropdown set to 'HMGP-2023-3' and a 'Funding category' dropdown set to 'Select'. A 'Continue' button is visible below these fields. On the right side, a review panel is open, and the 'Subapplication submission' option is highlighted with a red box. The review panel also shows a 'Submit' button at the bottom.

This image shows a close-up of the 'Funding opportunity' dropdown menu. The selected option is 'HMGP-2023-3'.

This image shows a close-up of the 'Funding category' dropdown menu. The selected option is 'Select'. Other visible options include '5% Initiative', 'Planning Project', 'Regular Project', 'Advance Assistance', and 'Management Costs'.

Errors and Recommendation

- 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

- 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

- 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 (1)

Subrecipient	Title	Type	Status	Status date ^	Requested federal share	Actions
Org Ser001 DN 51000	test	Project scoping	Pending AOR submission	09/11/2023	\$18,000.00	Actions ▾ View subapplication Submit to FEMA

FEMA GO | Grants | Organizations | Grant/Subgrant ID | FhAor LnAor

test Status: Pending AOR submission

OMB number: 1660-0072, Expiration date: 10/31/2021 [View burden statement](#)

Project scoping subapplication

- Subapplicant information
- Contact information
- Community
- Mitigation plan
- Scope of work
- Schedule
- Budget
- Cost-effectiveness
- Evaluation
- Comments & attachments
- Assurances and certifications

Review information

- Subapplication submission
- Supporting documents
- Recommendation history

Subapplicant information

Name of federal agency: FEMA

Type of submission: Application

Org Ser001 LN 51000
51000 Org Ser001 Blvd
Testington, TN 37201 United States

State	UEI-EFT	DUNS #
TN	UEI900051000	900051000

Subapplicant type: State Government

Is the subapplicant subject to review by Executive Order 12372 Process?
 Yes - This Pre-application/application was made available to the Executive Order 12372 Process for review on:
 No, Program is not covered by E.O. 12372.
 No, Program has not been selected by state for review.

Is the subapplicant delinquent on any federal debt?
 Yes
 No

Hide your review panel

- Review instructions
- Supporting documents
- Subapplication submission
- Errors
- Recommendation**

Provide your overall recommendation.
 Submit to FEMA
 Return to recipient review

Status justification

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

Submit

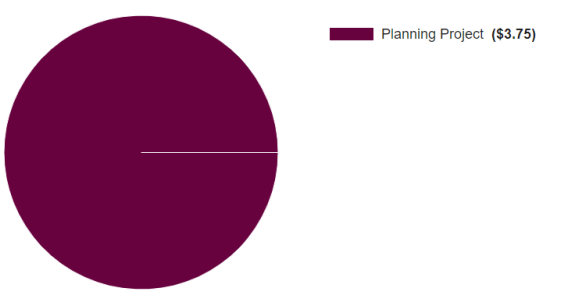
Subapplication Submitted to FEMA View

- 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 (1) Subapplications submitted to me (0) Draft subapplications (0)

Total requested federal share (\$3.75)



Planning Project (\$3.75)

Funding category	Rank	Subrecipient	Title	Type	Requested federal share	Actions
Planning Project	1	Tennessee Department of Works 001	Test 2/20/24 Subapp 1	Plan	\$3.75	Actions

Funding category ▲

Planning Project ▼

- 5% Initiative
- Planning Project
- Regular Project
- Advance Assistance
- Management Costs

Helpful Tip:

Adjusting the funding category dropdowns will change the pie chart view.

Delete a Subapplication

Delete a Subapplication

- 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)**

Search:

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

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

1-877-585-3242

Hours: Mon.-Fri. 9 a.m. – 6 p.m. ET