

FEMA GO 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.

September 2023



FEMA

Prepared by: GPD Communications, Culture, Analytics & Training Branch (CCAT)



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Objectives

By the end of this 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.





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Training Roles and Log-in



Training Roles

This training is for the following 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



Remember

The available screens you see are based on your role and program.

Log-in

Step 1:

Go to <https://go.fema.gov>.

Step 2:

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



Attention

If you have not yet registered, please use 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](#)

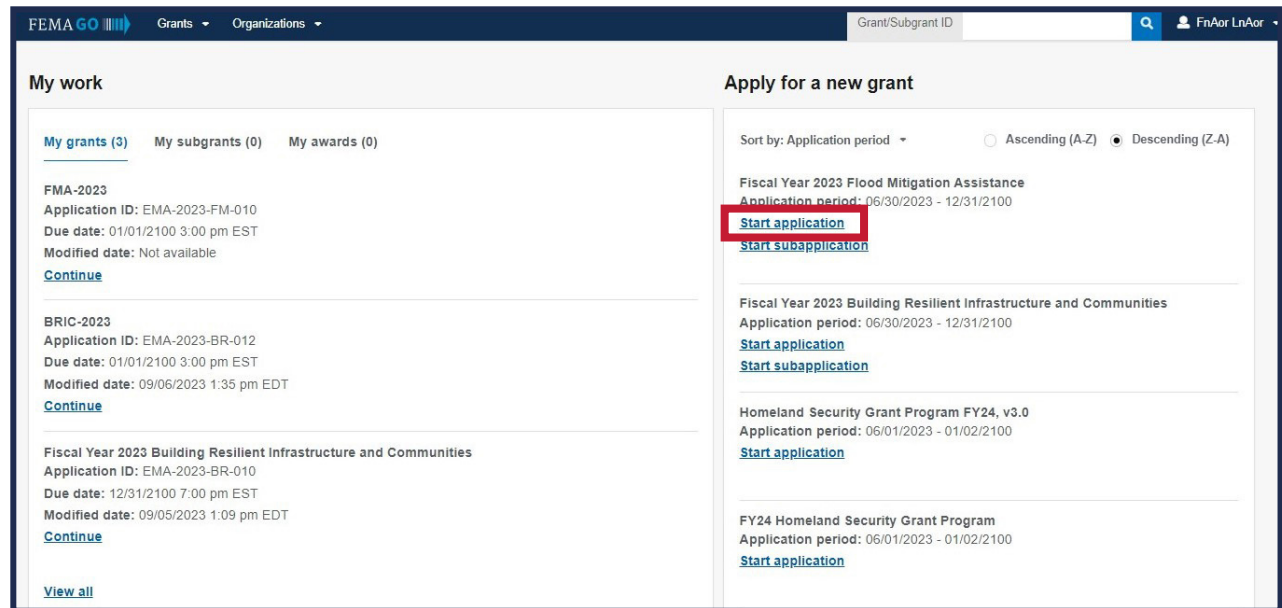
[Signature Confirmation](#)



Start an Application

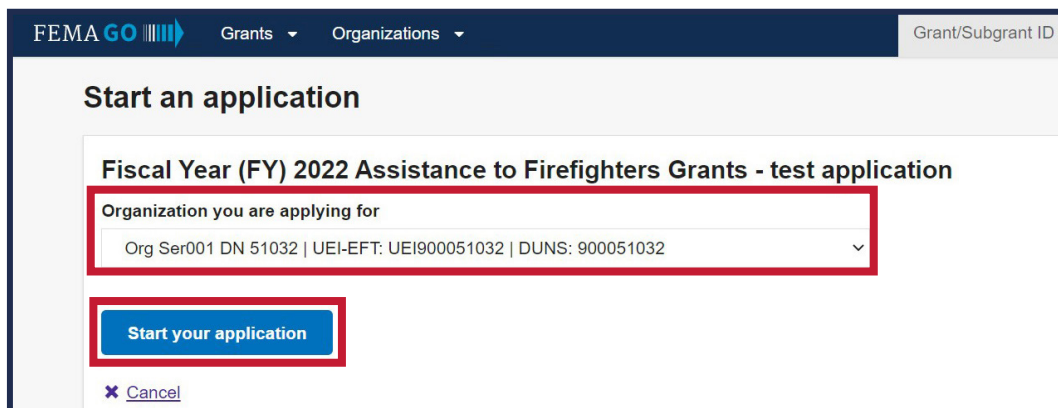
Step 1:


On the FEMA GO welcome page, locate your grant information under the **Apply for a new grant** section and 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.

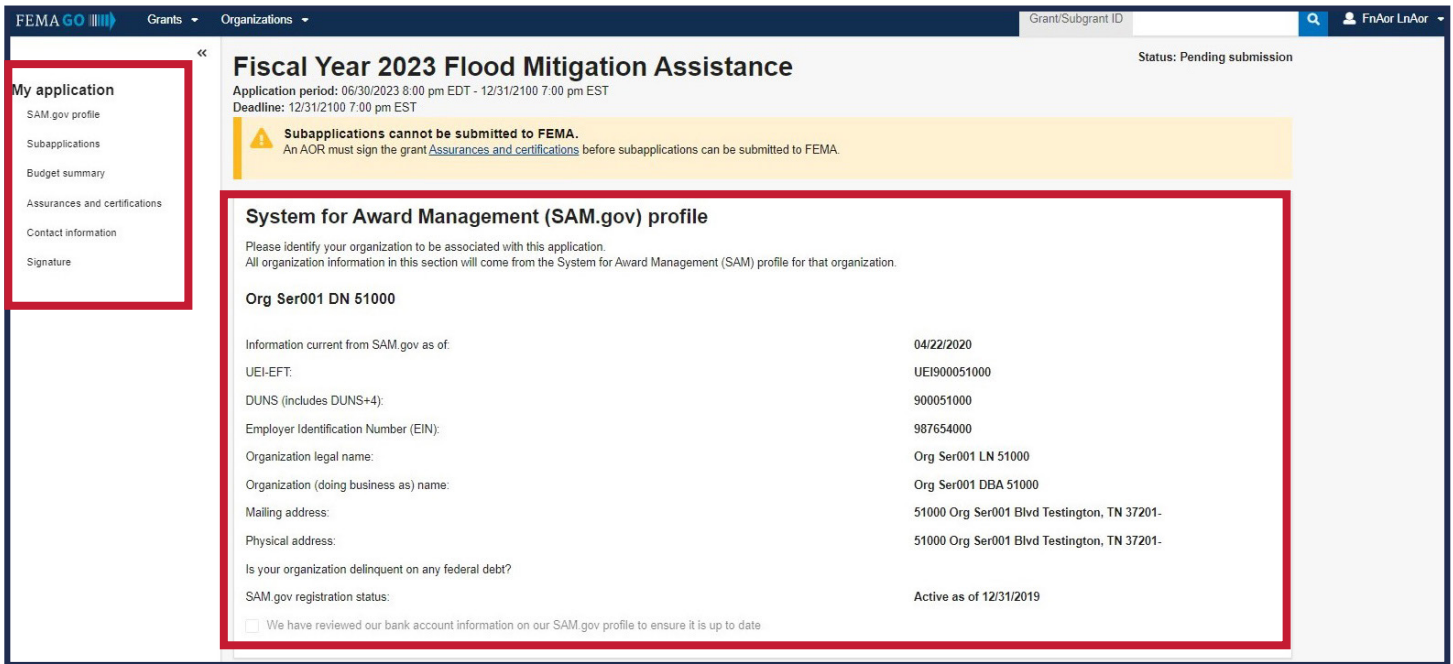


 **Tool Tip**
An AOR must start an application before subapplications can be submitted.

My Application Landing Page

Left Navigation:

- Captures the sections required to complete your application.
- These sections may vary slightly depending on your program and additional sections may be present.



The screenshot shows the FEMA GO application interface. The main heading is "Fiscal Year 2023 Flood Mitigation Assistance" with a status of "Pending submission". A yellow 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 left navigation menu includes: My application, SAM.gov profile, Subapplications, Budget summary, Assurances and certifications, Contact information, and Signature. The main body displays the "System for Award Management (SAM.gov) profile" section, which includes the following information:

Org Ser001 DN 51000	
Information current from SAM.gov as of:	04/22/2020
UEI-EFT:	UEI900051000
DUNS (includes DUNS+4):	900051000
Employer Identification Number (EIN):	987654000
Organization legal name:	Org Ser001 LN 51000
Organization (doing business as) name:	Org Ser001 DBA 51000
Mailing address:	51000 Org Ser001 Blvd Testington, TN 37201-
Physical address:	51000 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 SAM.gov 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.

Main Body:

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

Complete a Pass-through Application

Section 1: SAM.gov profile

- Select **SAM.gov profile**.
- Review the information in the main body for accuracy.


The screenshot shows the FEMA GO application interface. The main heading is "Fiscal Year 2023 Flood Mitigation Assistance" with a status of "Pending submission". A yellow 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 "My application" sidebar on the left has "SAM.gov profile" highlighted with a red box. The main content area is titled "System for Award Management (SAM.gov) profile" and includes the following information:

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 51000

Information current from SAM.gov as of:	04/22/2020
UEI-EFT:	UEI900051000
DUNS (includes DUNS+4):	900051000
Employer Identification Number (EIN):	987654000
Organization legal name:	Org Ser001 LN 51000
Organization (doing business as) name:	Org Ser001 DBA 51000
Mailing address:	51000 Org Ser001 Blvd Testington, TN 37201-
Physical address:	51000 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

 **Remember**

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

Complete a Pass-through Application, continued

Section 2: Assurances and Certifications

- Select **Assurances and Certifications** in the left navigation.
- 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.

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


Attention

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



Complete a Pass-through Application, continued

Section 3: Subapplications and Budget Summary (Optional)

- Select **Subapplications** in the left navigation.
- Review the 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**.
- The **Budget Summary** is displayed below the subapplication information within the main body.

Subapplications

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

Q

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.

Attention

The Budget summary will only display once subapplications have been submitted to FEMA.

Complete a Pass-through Application, continued

Section 4: AOR Contact Information

- Select **Contact information** in the left navigation.
- Review the contact information in the main body.
- If updates are needed, select the **Edit your contact info** link.
- Select the **checkbox** 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
[Edit your contact info](#)

I certify that my contact information is accurate



Attention

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



Complete a Pass-through Application, continued

Section 5: Signature Confirmation (AOR Only)

- Review each certification statement. Select the checkbox next to each **certification statement** and enter your **password**.
- Select **Submit** to submit the application.

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

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

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

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement 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 statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



Note

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.



Attention

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

Complete a Pass-through Application, continued

Section 5: Signature Confirmation (AOR Only), 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**.

My application

- SAM.gov profile
- Subapplications
- Budget summary
- Assurances and certifications

« **Fiscal Year 2023 Flood Mitigation Assistance**

Application period: 06/30/2023 8:00 pm EDT - 12/31/2100 7:00 pm EST
 Deadline: 12/31/2100 7:00 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 51001

Information current from SAM.gov as of:	04/24/2020
UEI-EFT:	UEI1900051001
DUNS (includes DUNS+4):	900051001
Employer Identification Number (EIN):	987654000
Organization legal name:	Org Ser001 LN 51001
Organization (doing business as) name:	Org Ser001 DBA 51001
Mailing address:	51001 Org Ser001 Blvd Testington, TN 37201-
Physical address:	51001 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

Scope of Work

Schedule

Budget

Cost-effectiveness

Evaluation

Comments and Attachments

Assurances and Certifications

Review and Submit

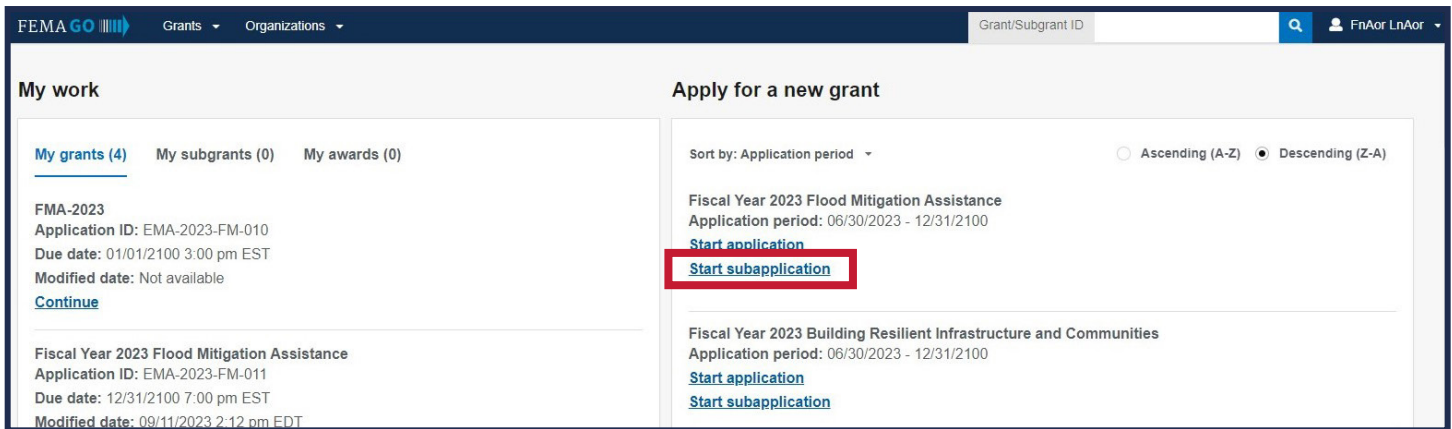
Sign and Submit



Start a Subapplication

Step 1:

To start a new subapplication, select **Start subapplication**.



Step 2:

Select the organization you are applying for.

Step 3:

Select the organization you are applying to.

Step 4:

Create a subapplication title.



Note

Step five, Subapplication type, will be covered on the next page.

Start a subapplication

Fiscal Year 2023 Flood Mitigation Assistance subapplication

Organization you are applying for

Organization you are applying to

Subapplication title

Subapplication type

Start your subapplication

Cancel

...continued



Start a Subapplication, continued

Step 5:

Select a **Subapplication type**.

Subapplication type

Select ▼

Select

Management cost

Plan

Project

Project scoping

Technical assistance

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).

Technical assistance—A subapplication for providing technical assistance to subapplicants as they develop their subapplications.



Attention

- The subapplication type you select is extremely important because it affects the questions and sections you must complete within the subapplication.
- You cannot change the subapplication type after you have selected start your subapplication.
- The subapplication types you see in the dropdown menu varies based on your specific program.

Complete a Pass-through Subapplication

Section 1: Subapplicant Information

- Select **Type of Submission** from the dropdown menu.
- Select **Type of Subapplicant** from the dropdown menu.
- Answer all questions in this section.
- Select **Continue** to move to the next section.

The screenshot shows the FEMA GO application interface. The top navigation bar includes 'FEMA GO', 'Grants', 'Organizations', and a search bar. The main content area is titled 'Test' and shows the 'Subapplicant information' section. The 'Type of submission' dropdown is set to 'Application' and the 'Subapplicant type' dropdown is set to 'Local Government'. The form includes fields for 'Name of federal agency' (FEMA), 'Org Ser001 DN 51032', and a table with columns for 'State', 'UEI-EFT', 'DUNS #', and 'EIN #'. The 'Continue' button is highlighted in blue at the bottom.

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](#)

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

Complete a Pass-through Subapplication, continued

Section 2: Contact Information

- Add a **Subrecipient Authorized Representative (SAR)**.
- Add a **Point of Contact** and enter all of their information, including their **mailing address**.
- Select **Continue** to move to the next section.

The screenshot shows the FEMA GO application interface for a subapplication named 'Test'. The left sidebar lists various sections, with 'Contact information' highlighted in red. The main content area shows the 'Contact information' section, which includes a table for 'Subrecipient Authorized Representative (SAR)' and a section for 'Point(s) of contact'. The 'Add a SAR' button is highlighted in red, and the 'Add a point of contact' button is also highlighted in red. The 'Mailing address' field in the 'Point(s) of contact' section is highlighted in red.

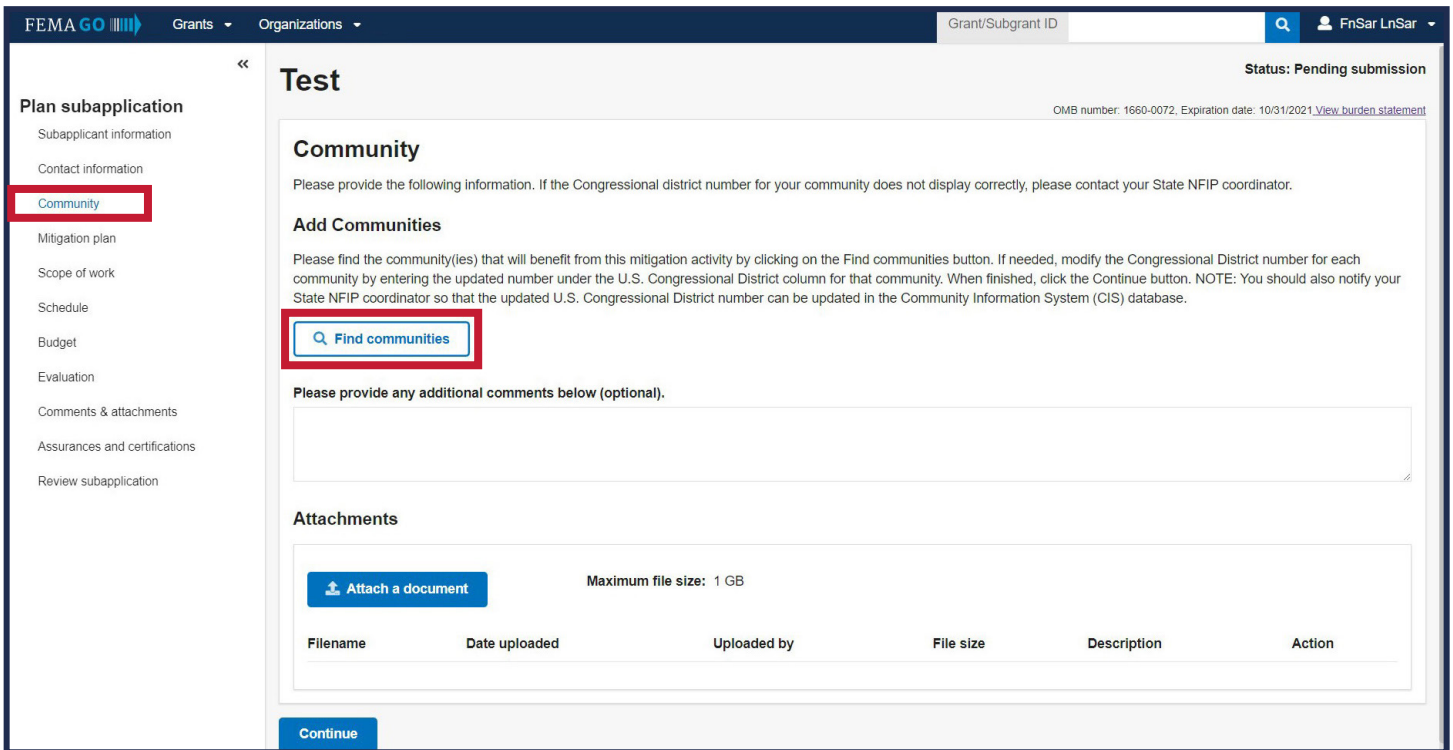
The 'Add SAR' dialog box prompts the user to 'Select the user being added as a SAR'. It features a dropdown menu with 'Select' as the current selection. Below the dropdown are two buttons: 'Add this SAR' and 'Cancel'.

The 'Add Point of Contact' dialog box prompts the user to '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"'. It features a dropdown menu with 'Select' as the current selection.

Complete a Pass-through Subapplication, continued

Section 3: Community

- Select **Find communities** to search for and identify the communities that will benefit from this activity. A new window will open.
- In the new window, select **Search** and an automated list of communities should appear. From this list, please select the applicable communities. Close the window.
- 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](#)

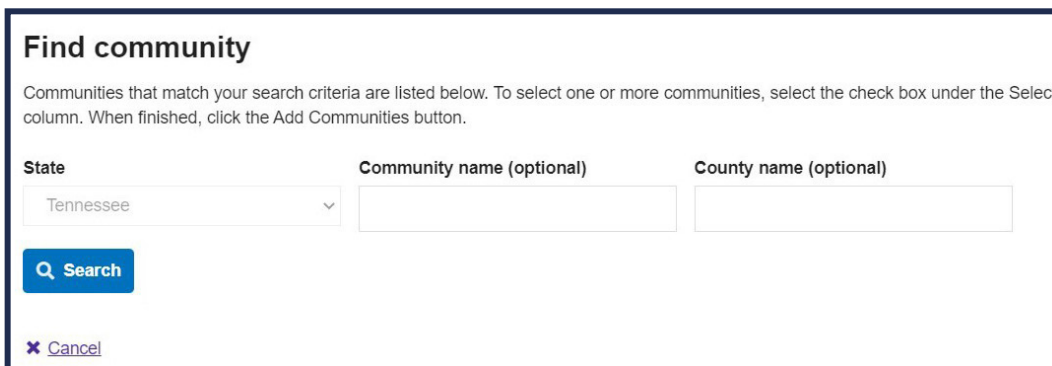
Please provide any additional comments below (optional).

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: Tennessee
Community name (optional):
County name (optional):

[Search](#)

[Cancel](#)

Complete a Pass-through Subapplication, continued

Section 4: Scope of Work

- Enter a **Subapplication title**.
- 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 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

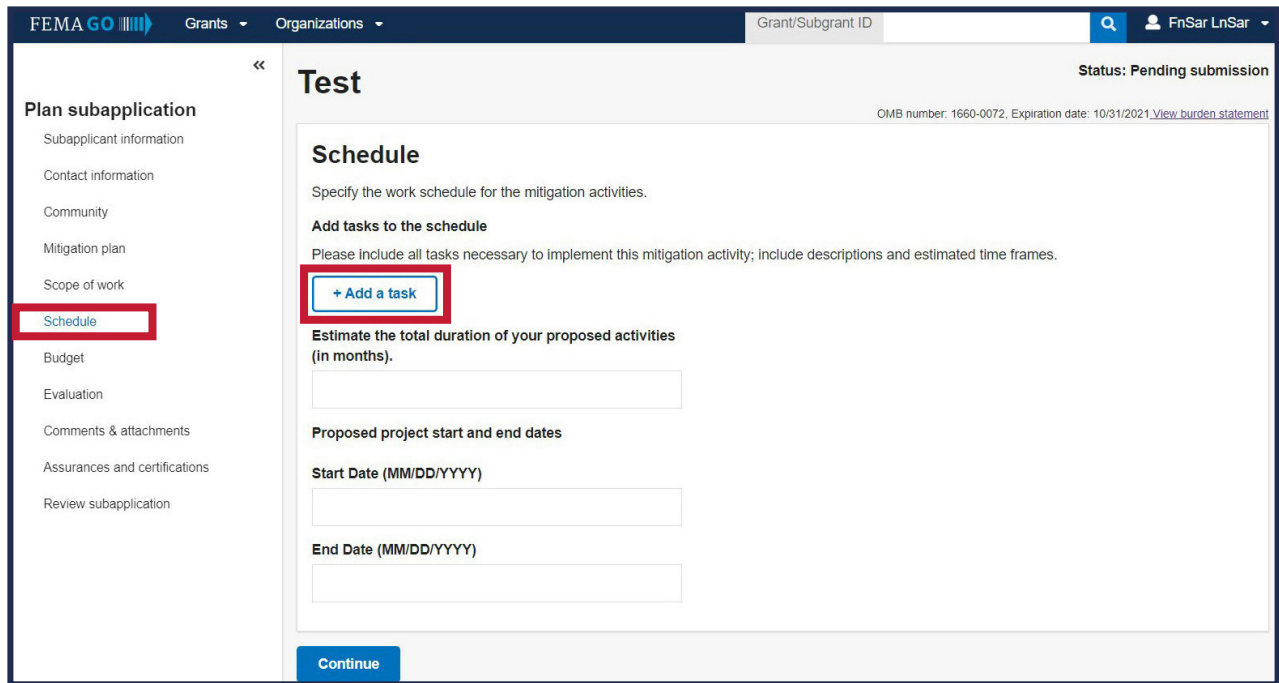
Continue



Complete a Pass-through Subapplication, continued

Section 5: Schedule

- Select **Add a task**. This will open a new window. Add a task name, task description, start month (as a number), and task duration in months for each new task.
- Add overall **estimated duration** for your proposed activities in months.
- Add proposed project **start and end dates**.
- Select **Continue** to move to the next section.



Test Status: Pending submission

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

Schedule

Specify the work schedule for the mitigation activities.

Add tasks to the schedule

Please include all tasks necessary to implement this mitigation activity; include descriptions and estimated time frames.

+ Add a task

Estimate the total duration of your proposed activities (in months).

Proposed project start and end dates

Start Date (MM/DD/YYYY)

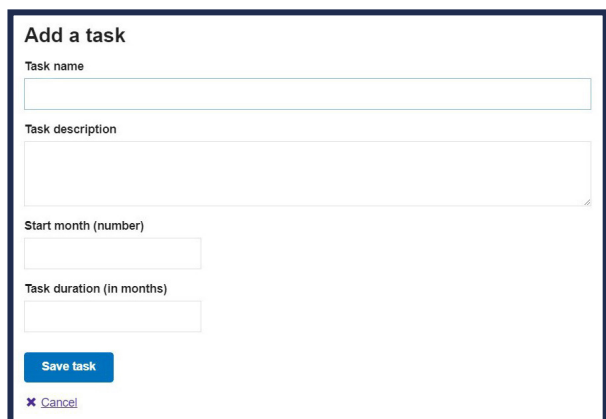
End Date (MM/DD/YYYY)

Continue



Note

You can enter multiple tasks, however, there must be at least one.



Add a task

Task name

Task description

Start month (number)

Task duration (in months)

Save task

Cancel

Complete a Pass-through Subapplication, continued

Section 6: Budget

- Select **Add cost type**. A new window will open.
- In the new window, select a **cost type** from the dropdown menu, then select **Add this cost type**.

Add a cost type

Select cost type below:

Select ▼

Add this cost type

✕ [Cancel](#)

Note

The information you add to this section needs to directly link to your scope of work and work schedule.

...continued



Complete a Pass-through Subapplication, continued

Section 6: Budget, continued

- Once a cost type is added, an additional blue section will appear in the main body where you must select **Add an item**. This will open a new window.
- In the new window, complete all fields pertaining to the cost item, then select **Add this item**.

Cost type: Cost estimate \$20,000.00

[✖ Delete this cost type](#)

Cost estimate is the line item(s) budget to support the scope of work for the execution and completion of the project. Be sure to include the cost associated with revisions/formal adoption. To add a line item, please click on the Add an item button. Click anywhere within each row or the arrow to edit or delete the line item(s).

[+ Add an item](#)

Cost Items

Add a new item

Item

Other description

Quantity	Unit of measure	Unit price	Unit total
<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="\$"/>	<input type="text" value="\$0.00"/>

Budget class Pre-award

[Add this item](#)

Note

You must add at least one item greater than \$0 for your cost estimate. After adding a cost type and items, be sure to review the cost estimate section for accuracy and add any additional information as needed.

... continued



Complete a Pass-through Subapplication, continued

Section 6: Budget, continued

- Review the **Proposed Federal/Non-Federal share**.
- Input and adjust your federal and non-federal **Dollar amount** as needed.
- Select the **Add funding source** button and complete the required fields.
- Attach any applicable documents.
- Select **Continue** to move 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

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

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](#)

Complete a Pass-through Subapplication, continued

Section 7: Cost-effectiveness

- Select the applicable **cost-effectiveness determinations**.
 - There is no limit to how many you can select, but you must select at least one.
 - If not applicable is selected then you must provide a justification.
- Enter the required **project cost information**.
- Select an option for each of the **required questions**.
- Enter any optional **comments** and attach any applicable **documents**.
- Select **Continue** to move 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

Maximum file size: 1 GB

[Attach a document](#)

Filename	Date uploaded	Uploaded by	File size	Description	Action

[Continue](#)



Complete a Pass-through Subapplication, continued

Section 8: Evaluation

- Select **yes** or **no** for each question and provide written responses. The questions in this section are required.
- Attach any applicable documents.
- Select **Continue** to move 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](#)

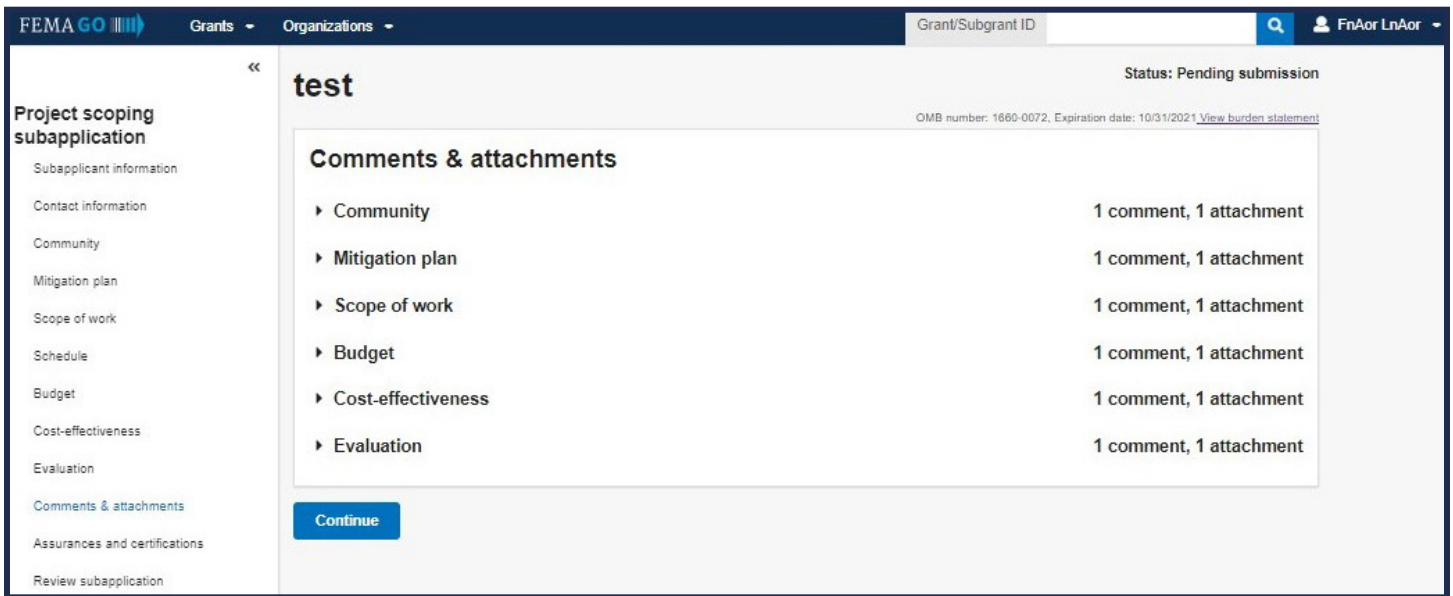
Note

Depending upon your answers, additional questions may appear.

Complete a Pass-through Subapplication, continued

Section 9: Comments & Attachments

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



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

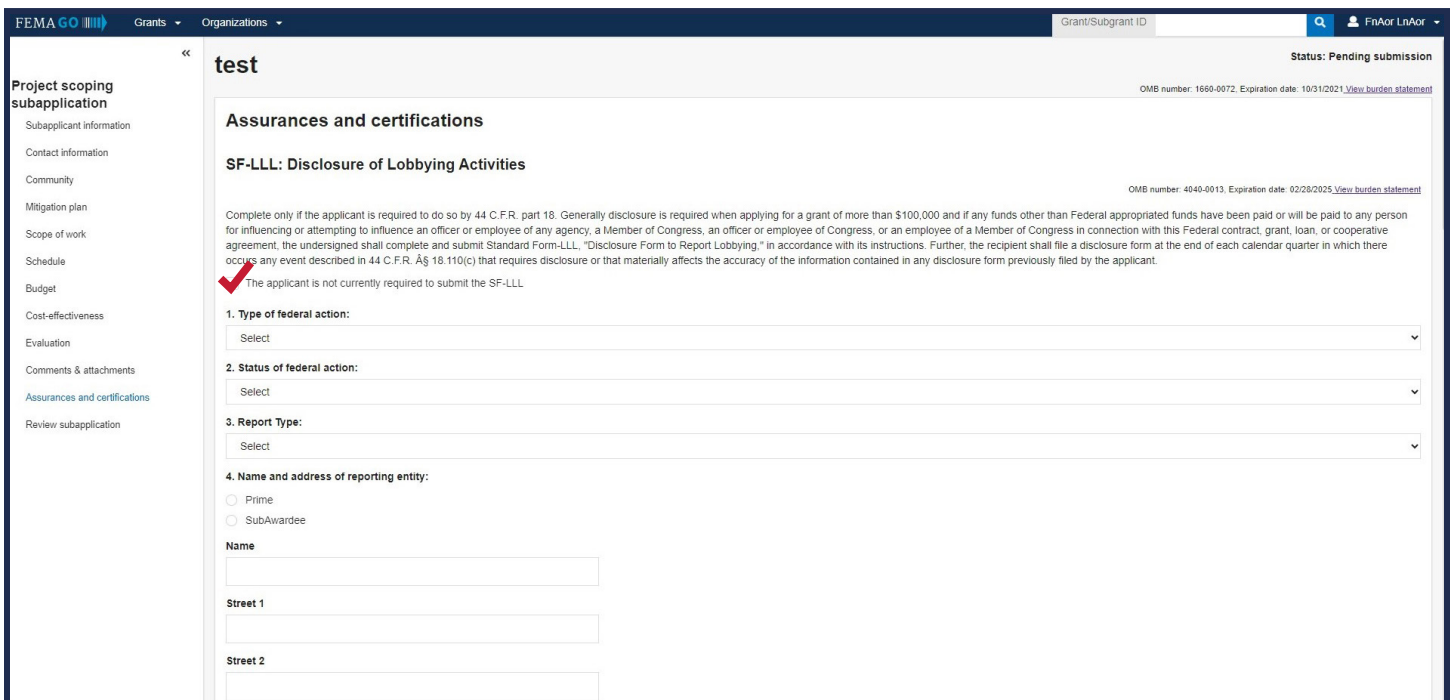
Category	Comments & Attachments
Community	1 comment, 1 attachment
Mitigation plan	1 comment, 1 attachment
Scope of work	1 comment, 1 attachment
Budget	1 comment, 1 attachment
Cost-effectiveness	1 comment, 1 attachment
Evaluation	1 comment, 1 attachment

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

Complete a Pass-through Subapplication, continued

Section 10: Assurances and Certifications

- Select the **checkbox** if submitting a SF-LLL is not required.
- If you did not select the checkbox because a SF-LLL is required, you **MUST** answer the dropdown questions.
- Select **Continue** to move to the next section.

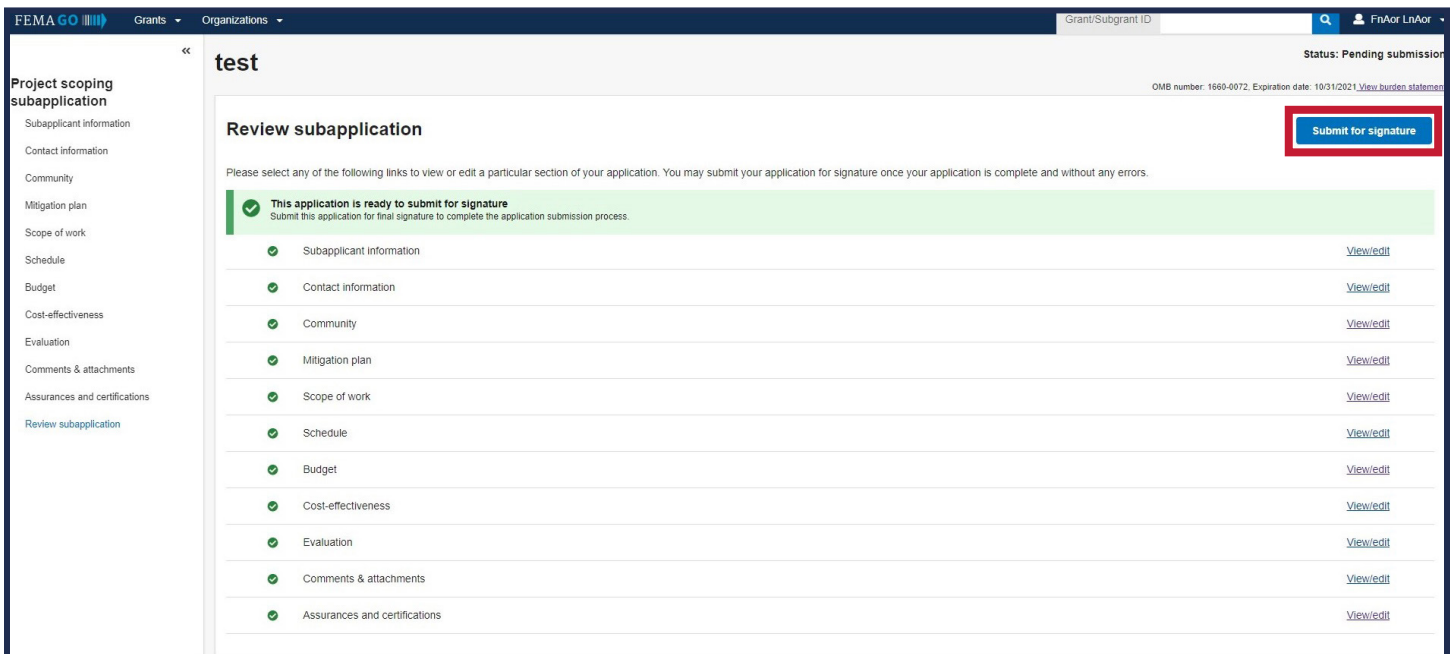



The screenshot shows the FEMA GO application interface. The top navigation bar includes 'FEMA GO', 'Grants', 'Organizations', and a search bar. The main content area is titled 'test' and shows the 'Assurances and certifications' section for 'SF-LLL: Disclosure of Lobbying Activities'. The status is 'Pending submission'. The OMB number is 4640-0013, and the expiration date is 02/28/2025. The text explains that disclosure is required for grants over \$100,000. A red checkmark indicates that the applicant is not currently required to submit the SF-LLL. Below this, there are four numbered sections with dropdown menus: 1. Type of federal action, 2. Status of federal action, 3. Report Type, and 4. Name and address of reporting entity. The address section includes fields for Name, Street 1, and Street 2.

Complete a Pass-through Subapplication, continued

Section 11: Review and Submit Subapplication

- All errors must be resolved before you can submit the subapplication for signature. Errors are indicated with red exclamation marks.
- Select **Submit for signature of the SAR or AOR** to send the application to the SAR for a review and signature.



 **Note**

After you select submit for signature in the review section, a new section, titled Submit Subapplication, will appear within the left navigation and main body.



Complete a Pass-through Subapplication, continued

Sign and Submit: (SAR or AOR)

- 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.

The screenshot shows the FEMA GO application interface. On the left is a sidebar with navigation options: Project scoping subapplication, Subapplicant information, Contact information, Community, Mitigation plan, Scope of work, Schedule, Budget, Cost-effectiveness, Evaluation, Comments & attachments, Submit subapplication, Assurances and certifications, and Sign and submit. The main content area displays a list of certification statements (13-19) and a 'Sign and submit' section. The 'Sign and submit' section includes a red checkmark, a certification statement, a password field, and a 'Submit' button. Below the password field is a 'Return to edit subapplication' button.



Note

Once the application is successfully submitted, you will be redirected back to the subapplicant information page.

Complete a Pass-through Subapplication, continued

Sign and Submit: (SAR or AOR), continued

- After selecting submit, the status on the Subapplication landing page will state **Submitted to recipient.**

«
Test1
Status: Submitted to recipient

Project subapplication

- Subapplicant information
- Contact information
- Community
- Mitigation plan
- Scope of work
- Schedule
- Location
- Project location
- Project benefiting area
- Project impact area
- Project site inventory
- Budget
- Cost effectiveness

Subapplicant information

Name of federal agency: **FEMA**

Type of submission: **Application**

Org Ser001 DN 51001
 51001 Org Ser001 Blvd
 Testington, TN 37201 United States

State	UEI-EFT	DUNS #	EIN #
TN	UEI900051001	900051001	987654000

Subapplicant type: **State Government**

Is the subapplicant subject to review by Executive Order 12372 Process? **No - Not selected**

Is the subapplicant delinquent on any federal debt? **No**

[Continue](#)



Submit a Pass-through Subapplication

Navigate to the Subapplication

Review Instructions

Supporting Documents

Subapplication Submission

Errors and Recommendation

Submit to FEMA

Subapplication Submitted to FEMA View



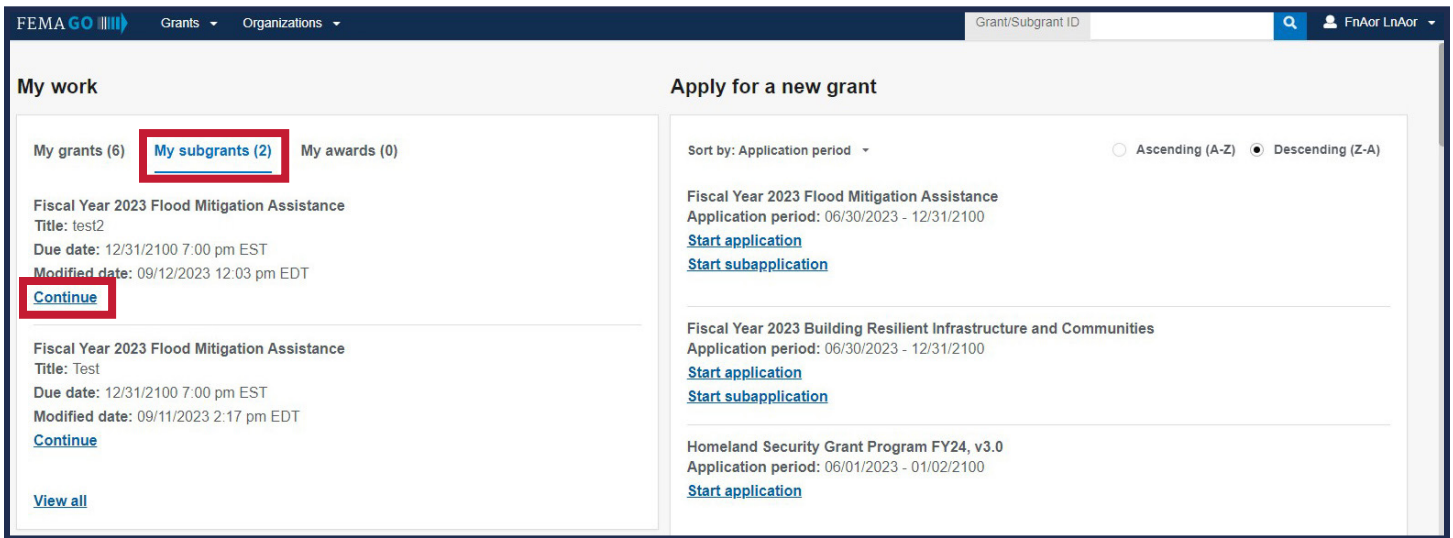
Navigate to the Subapplication

Step 1:

Select **My Subgrants** under the My work section on the welcome screen.

Step 2:

Locate the subapplication you would like to view and select **Continue**.

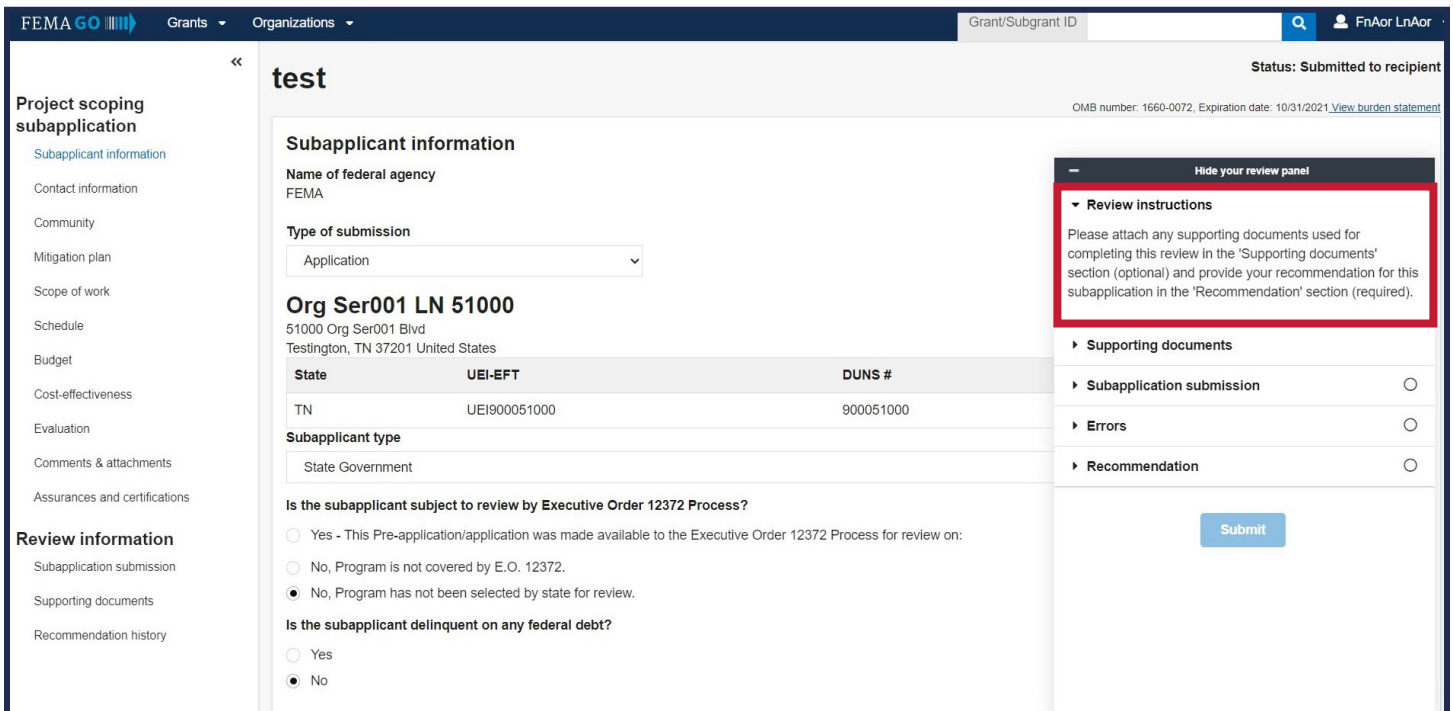


The screenshot shows the FEMA GO application interface. The top navigation bar includes 'FEMA GO', 'Grants', 'Organizations', a search bar for 'Grant/Subgrant ID', and a user profile 'FnAor LnAor'. The main content area is divided into two sections: 'My work' and 'Apply for a new grant'. In the 'My work' section, there are three tabs: 'My grants (6)', 'My subgrants (2)', and 'My awards (0)'. The 'My subgrants (2)' tab is highlighted with a red box. Below the tabs, two subgrant entries are listed. The first entry is 'Fiscal Year 2023 Flood Mitigation Assistance' with title 'test2', due date '12/31/2100 7:00 pm EST', and modified date '09/12/2023 12:03 pm EDT'. A 'Continue' button is highlighted with a red box. The second entry is 'Fiscal Year 2023 Flood Mitigation Assistance' with title 'Test', due date '12/31/2100 7:00 pm EST', and modified date '09/11/2023 2:17 pm EDT'. A 'Continue' button is also present. A 'View all' link is at the bottom. The 'Apply for a new grant' section shows a sort dropdown set to 'Application period' and radio buttons for 'Ascending (A-Z)' and 'Descending (Z-A)'. It lists three grant applications with 'Start application' and 'Start subapplication' links.

Submit a Pass-through Subapplication, continued

Section 1: Review Instructions

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



test Status: Submitted to recipient

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

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
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).
- Supporting documents
- Subapplication submission
- Errors
- Recommendation

Submit

Submit a Pass-through Subapplication, continued

Section 2: Supporting Documents (Optional)

- Select **Supporting documents** in the review panel to open the dropdown section.
- Select the **choose files** link to attach 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](#)



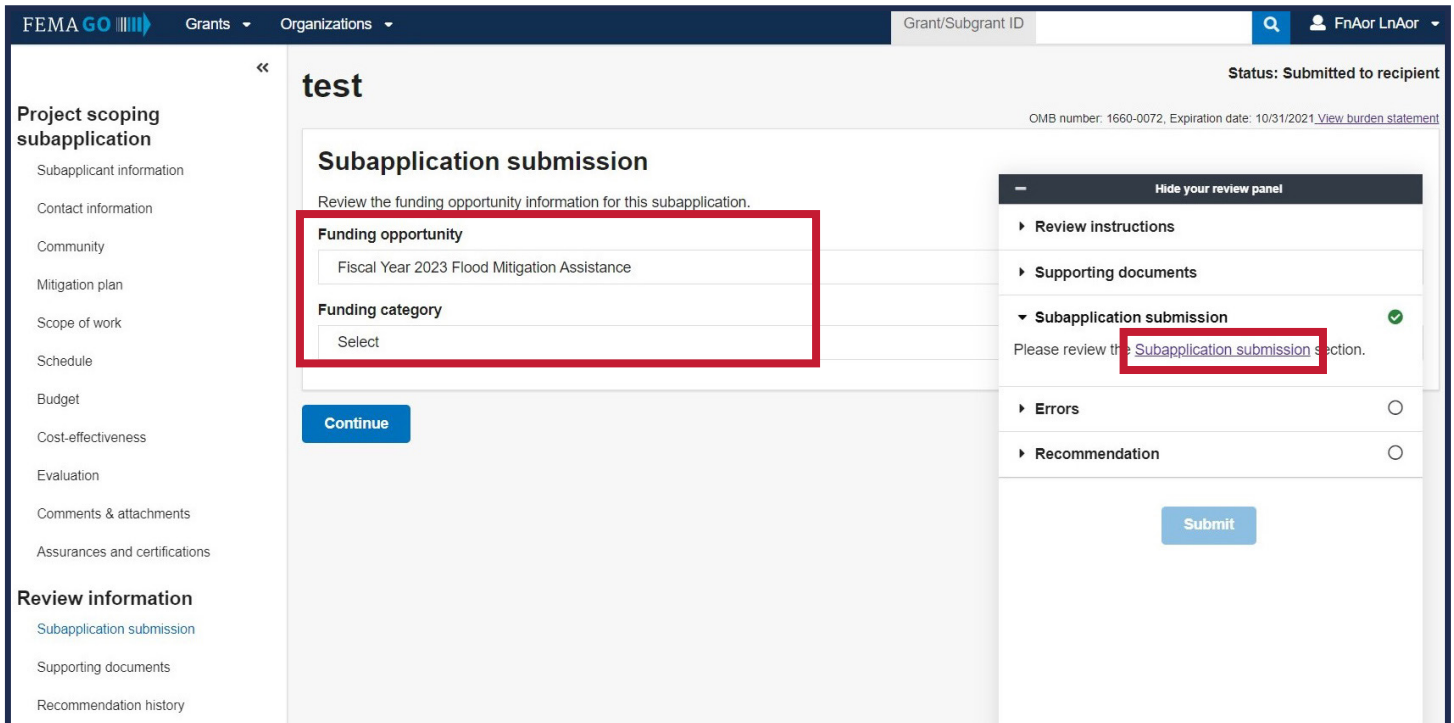
Note

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

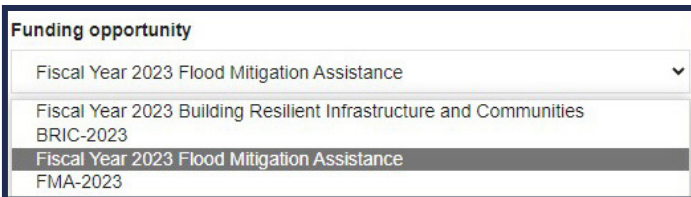
Submit a Pass-through Subapplication, continued

Section 3: Subapplication Submission

- Select **Subapplication submission** in the review panel to open the dropdown section.
- Select the **Subapplication Submission** link to display the funding opportunity information for the subapplication in the main body.
- Review the **funding opportunity** and **funding category** dropdowns in the main body.
- Select **Continue** to move to the next section.



The screenshot shows the FEMA GO application interface. The main content area is titled "test" and "Subapplication submission". It contains two dropdown menus: "Funding opportunity" (set to "Fiscal Year 2023 Flood Mitigation Assistance") and "Funding category" (set to "Select"). A "Continue" button is visible below these dropdowns. On the right, a review panel is open, showing a list of sections: "Review instructions", "Supporting documents", "Subapplication submission" (which is expanded and highlighted with a red box), "Errors", and "Recommendation". The "Subapplication submission" section in the review panel contains the text "Please review the Subapplication submission section." and a "Submit" button at the bottom.



This image shows a close-up of the "Funding opportunity" dropdown menu. The menu is open, displaying three options: "Fiscal Year 2023 Flood Mitigation Assistance", "Fiscal Year 2023 Building Resilient Infrastructure and Communities BRIC-2023", and "Fiscal Year 2023 Flood Mitigation Assistance FMA-2023". The third option is currently selected and highlighted.



This image shows a close-up of the "Funding category" dropdown menu. The menu is open, displaying four options: "Management cost", "Select", "Ranked", and "Management cost". The second "Management cost" option is currently selected and highlighted.



Submit a Pass-through Subapplication, continued

Section 4: Errors and Recommendation

- Select **Errors** in the review panel to open the dropdown section and resolve any errors as needed.
- Select **Recommendation** in 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 e-mail notification of your recommendation to the subrecipient (optional).
- Select **Submit** to approve the subapplication.
- Two green banners will appear: One stating that the subapplication was approved, and the other stating that subapplications can now be submitted to FEMA.

Hide your review panel

- ▶ Review instructions
- ▶ Supporting documents
- ▶ Subapplication submission ✔
- ▼ Errors ✔
There are no errors in the body of your review.
- ▶ Recommendation ○

Submit

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

Note

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

You approved the subapplication.

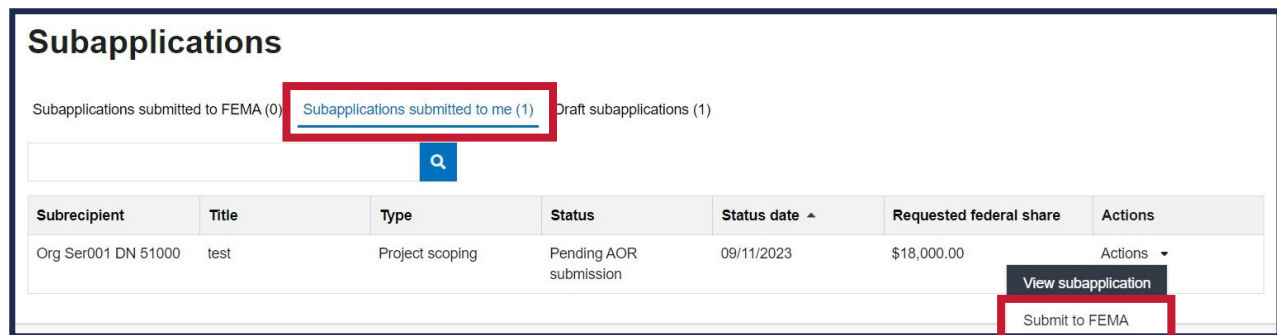
Subapplications can now be submitted to FEMA
An AOR for your organization has completed and signed the grant assurances and certifications. You may now proceed in submitting subapplications to FEMA.



Submit a Pass-through Subapplication, continued

Section 5: Submit to FEMA

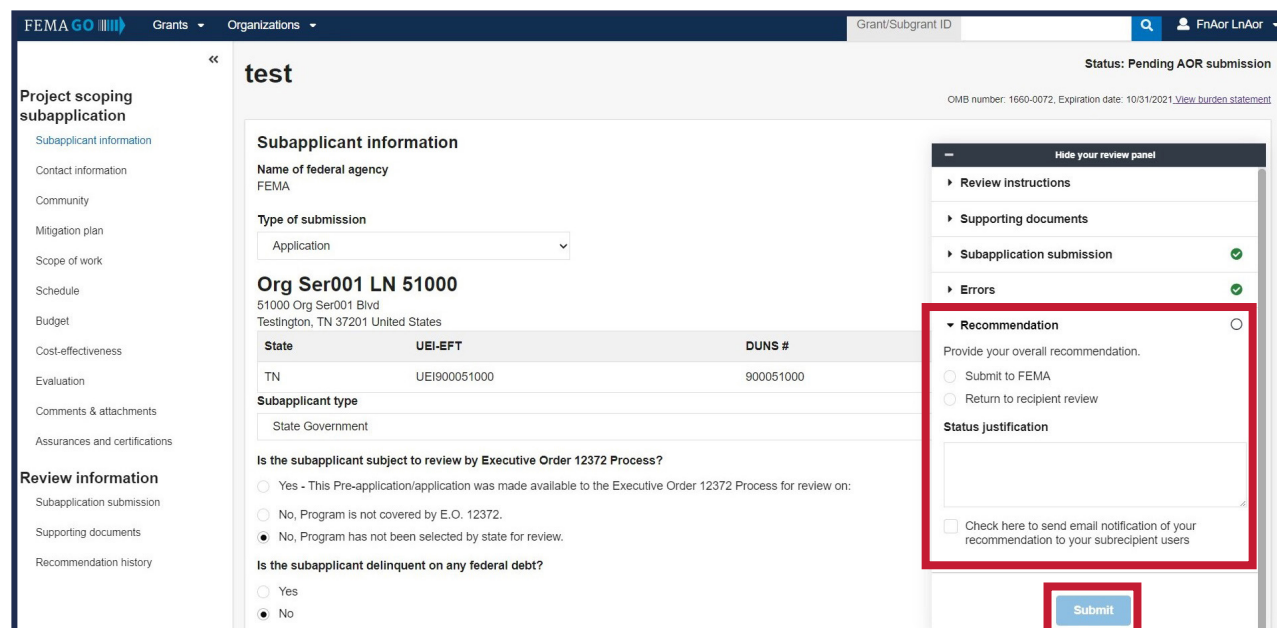
- Scroll down within the main body to view the **Subapplications** section.
- Select **Subapplications submitted to me**.
- Find the subapplication from the list within the main body. Under the **Actions** dropdown select **Submit to FEMA**. This will direct you to a new page.
- Complete the review panel steps in the same way you performed them on pages 33 through 36 (Review instructions, Supporting documents, Subapplication submission, and Errors).
- 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 | Search | User Profile

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



Submit a Pass-through Subapplication, continued

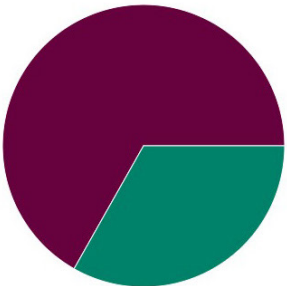
Section 6: Subapplication Submitted to FEMA View

- Scroll down within the main body to see the new view of the **Subapplications** section.
- Select the **Subapplications Submitted to FEMA** link to see a pie chart as well as funding information.
- Review the information for accuracy.

Subapplications

Subapplications submitted to FEMA (3) Subapplications submitted to me (0) Draft subapplications (1)


Total requested federal share (\$23,800.00)



Allocation (\$15,900.00)

Competitive (\$7,900.00)

Funding category	Rank	Subrecipient	Title	Type	Requested federal share	Actions
Allocation	1	Org Ser001 DN 53000	DA Planning	Plan	\$7,900.00	Actions
Allocation	1	Org Ser001 DN 53000	DB and DA Project	Project	\$8,000.00	Actions
Competitive	1	Org Ser001 DN 53000	DA project scoping	Project scoping	\$7,900.00	Actions

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

Funding category ▲

Allocation ▼

- Allocation
- Competitive
- Management Costs
- Tribal Set-Aside
- Building Code Plus-Up



Delete a Subapplication



Delete a Subapplication

Delete a Subapplication:

- Navigate to the **Subapplications section** and select **Draft subapplications**.
- Under the **Actions** dropdown select **Delete subapplication** (only available if the **Status** is **Pending Submission**). This will open a 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)

Q

Subrecipient	Title	Type	Status	Status date	Actions
Org Ser001 DN 51000	Test	Project	Pending submission	09/11/2023	<div style="border: 1px solid black; padding: 2px;"> Continue subapplication View subapplication Delete subapplication </div>

Budget summary

Object class categories	Total
Personnel	\$

Attention

This action CANNOT be undone.

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



FEMA GO Help Desk Information:

Please send any questions to:

FEMAGO@fema.dhs.gov

1-877-585-3242

Hours: Mon-Fri, 9:00 a.m. – 6:00 p.m. ET

