

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

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

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



Training Roles and Log-in

Training Roles

This training is for the following external and internal roles:

Role	User
Authorized Organization Representative	AOR
Subrecipient Authorized Representative	SAR
Programmatic Member	PM
Subrecipient Member	SM
Organization Member	OM
Grant Writer	GW
Financial Member	FM
Program Specialist	PS
Program Administrator	PGA
Senior Program Administrator	SPGA

Helpful Tip:

The available screens you see are based on your role and program; they may differ from the screens displayed.

External User Log-in

EXTERNAL USER

Step 1:


Go to go.fema.gov.

Step 2:

Select Sign in with LOGIN.GOV.

FEMA customers

FEMA Grants Outcomes is now using Login.gov to manage your login and authentication experience. To view or manage your account, sign in to or create an account with Login.gov.

Sign in with  LOGIN.GOV

Helpful Tip:

If you have not yet created an account with Login.gov, follow the steps within the FEMA GO Startup Guide.

Internal User Log-in

Step 1:

Go to go.fema.gov.

Step 2:

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





Complete a Pass-through Application (External)

Start an Application

My Application Landing Page

SAM.gov Profile

Requests for Assistance

Subapplications and Budget Summary

Assurances and Certifications

AOR Contact Information

Signature Confirmation

Start an Application

EXTERNAL USER

Step 1:

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



Apply for a new grant

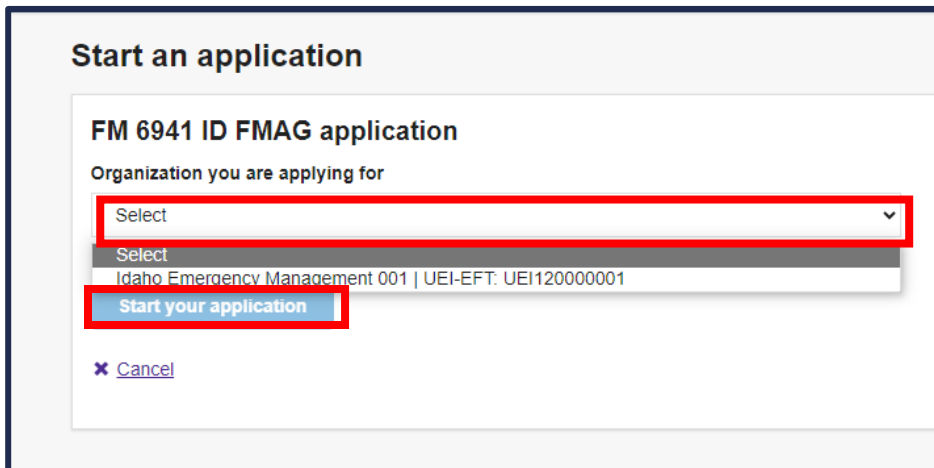
Sort by: Application period - Ascending (A-Z) Descending (Z-A)

Pre-Disaster Mitigation Congressionally Directed Spending
Application period: 02/06/2024 - 02/05/2026
[Start application](#)
[Start subapplication](#)

FM 6941 ID FMAG
Application period: 01/01/2024 - 01/01/2100
[Start application](#)
[Start request for assistance](#)
[Start subapplication](#)

Step 2:

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



Start an application

FM 6941 ID FMAG application

Organization you are applying for

Select

Select
Idaho Emergency Management 001 | UEI-EFT: UEI120000001

[Start your application](#)

[Cancel](#)

Helpful Tip:

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

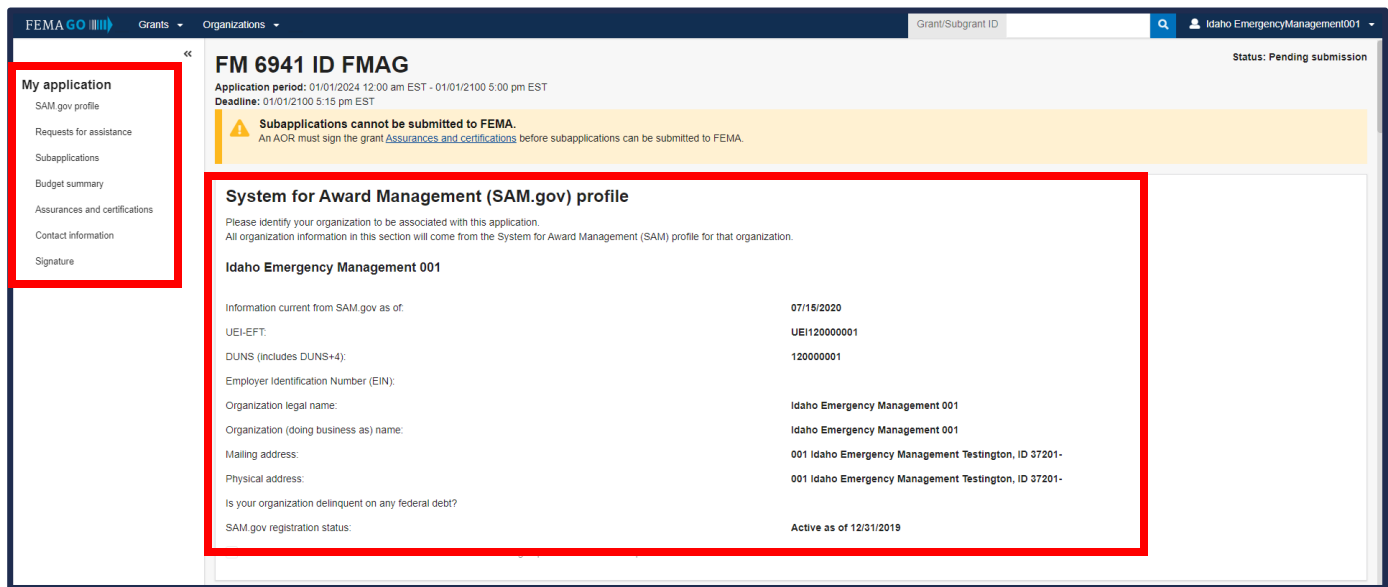
My Application Landing Page

EXTERNAL USER

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

Left Navigation:

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



The screenshot displays the FEMA GO application interface. The top navigation bar includes 'FEMA GO', 'Grants', 'Organizations', and a search bar. The main content area is titled 'FM 6941 ID FMAG' and shows the application period and deadline. 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.' Below this is the 'System for Award Management (SAM.gov) profile' section, which is highlighted with a red box. This section contains the following information:

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

Main Body:

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

SAM.gov Profile

EXTERNAL USER

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

The screenshot displays the FEMA GO interface for a user named Idaho EmergencyManagement001. The main content area is titled "FM 6941 ID FMAG" and shows the application period from 01/01/2024 12:00 am EST to 01/01/2024 5:00 pm EST, with a deadline of 01/01/2024 5:15 pm EST. A yellow warning banner states: "Subapplications cannot be submitted to FEMA. An ACR must sign the grant Assurances and certifications before subapplications can be submitted to FEMA." Below this, the "System for Award Management (SAM.gov) profile" section is visible, containing the following information:

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

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.

Requests for Assistance

EXTERNAL USER

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

Requests for assistance

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

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

Requests for assistance

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

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

Helpful Tips:

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

Subapplications and Budget Summary

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

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

Subapplications

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

🔍

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

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

Helpful Tip:

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

Assurances and Certifications

EXTERNAL USER

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

Assurances and certifications

SF-LLL: Disclosure of Lobbying Activities OMB number: 4040-0013, Expiration date: 02/28/2022 [View burden statement](#)

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

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

1. Type of federal action:

2. Status of federal action:

3. Report Type:

4. Name and address of reporting entity:
 Prime
 SubAwardee

Name

Street 1

Street 2

City

State

Helpful Tip:

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

AOR Contact Information

EXTERNAL USER

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

Confirm AOR contact information

Please confirm or update your contact information.

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

Area code	Phone number	Extension
123	4567890	
555	5555555	

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)

EXTERNAL USER

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

Signature

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

Please enter your password.

.....

Submit

Assurances and certifications

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

Certifications regarding lobbying

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

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

Statement for Loan Guarantees and Loan Insurance

Signature Confirmation Continued

EXTERNAL USER

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

FM 6941 ID FMAG
Status: Pending submission

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

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

System for Award Management (SAM.gov) profile

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

Idaho Emergency Management 001

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

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



Request for Assistance (External) (SAR Role)

Navigate to the Task

Organization Information

Contact Information

Review and Submit

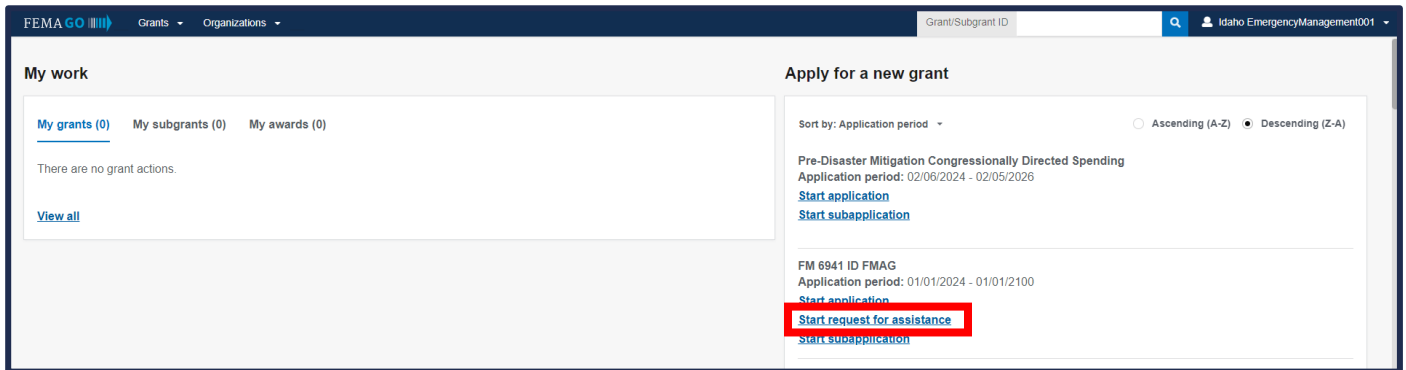
Request for Assistance Determination

Navigate to the Task

EXTERNAL USER

Step 1:

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



Step 2:

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

Step 3:

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



Organization Information

EXTERNAL USER

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

The screenshot shows the FEMA GO application interface for a request for assistance. The main heading is "FM 6941 ID FMAG request for assistance" with a status of "Pending submission". The declaration date is "08/18/2002" and the region is "10".

Organization information

Recipient organization

Recipient organization name: Idaho Emergency Management 001
 Recipient UEI/EFT: UEI120000001

Subrecipient organization

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

State	UEI/EFT	DUNS #	EIN #
ID	UEI111120494	111120494	

Counties

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

Select

Contact Information

EXTERNAL USER

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

The screenshot shows the FEMA GO application interface. The top navigation bar includes 'FEMA GO', 'Grants', 'Organizations', and 'Idaho EmergencyManagement001'. The main content area is titled 'My request for assistance' and contains several sections: 'Organization information', 'Counties', and 'Contact Information'. The 'Contact Information' section is currently active. A red box highlights the 'Add a point of contact' button at the bottom of the 'Contact Information' section. Another red box highlights the 'Contact Information' tab in the left navigation menu. A message at the bottom of the 'Contact Information' section reads: 'Add a point of contact. At least one point of contact is required.'

The 'Add Point of Contact' form is displayed. It includes a dropdown menu for 'Add a point of contact' with 'Select' as the current option. The form contains the following fields: Title, Prefix (Optional), First name, Middle initial (Optional), Last name, Primary phone, Ext. (Optional), Type, Secondary phone, Ext. (Optional), Type, Optional phone (Optional), Fax number (Optional), Email, Address line 1, Address line 2 (Optional), City, State/territory (Select), Zip code, and Zip extension (Optional). A red box highlights the 'Close' button at the bottom left of the form.

Helpful Tip:

At least one point of contact is required within this section of the request.

Review and Submit

EXTERNAL USER

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

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

test test	Primary phone	Additional phones	Mailing address	#Edit
test	1234567890 Home	1234567899 Mobile	test test ID 12345	
Fax				

The screenshot shows the FEMA GO application interface for a specific request. The main content area is titled 'FM 6941 ID FMAG request for assistance' and includes 'Declaration date: 08/18/2002' and 'Region: 10'. In the top right corner, the status 'Status: Submitted to FEMA' is highlighted with a red box.

Request for Assistance Determination

EXTERNAL USER

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

My application

- Requests for assistance
- Subapplications
- Budget summary
- Assurances and certifications

Requests for assistance

Request(s) for assistance submitted to FEMA (1) Draft request(s) for assistance applications (0)

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

My request for assistance

- Organization information
- Counties
- Contact information

FM 6941 ID FMAG request for assistance

Status: Approved

Declaration date: 08/18/2002

Region: 10

Helpful Tip:

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



Request for Assistance (Internal)

(PS, PGA, and SPGA Roles)

Navigate to the Task

Request for Assistance

Comments

Eligibility Determination and Submit

Navigate to the Task

Step 1:

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

Step 2:

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

The screenshot shows the 'Task Summary' page in FEMA GO. The top navigation bar includes 'FEMA GO', 'Tasks' (highlighted in red), and 'Team'. The main content area is titled 'Task Summary' and contains several cards: 'My open tasks' (0 tasks), 'Awards Tracker' (View >), 'Office workload' (2 tasks), 'Award Recommendation' (Unassigned tasks: 1), and 'Request for Assistance Eligibility Review' (Unassigned tasks: 1). The 'Request for Assistance Eligibility Review' card has a 'View >' link highlighted in red.

Step 3:

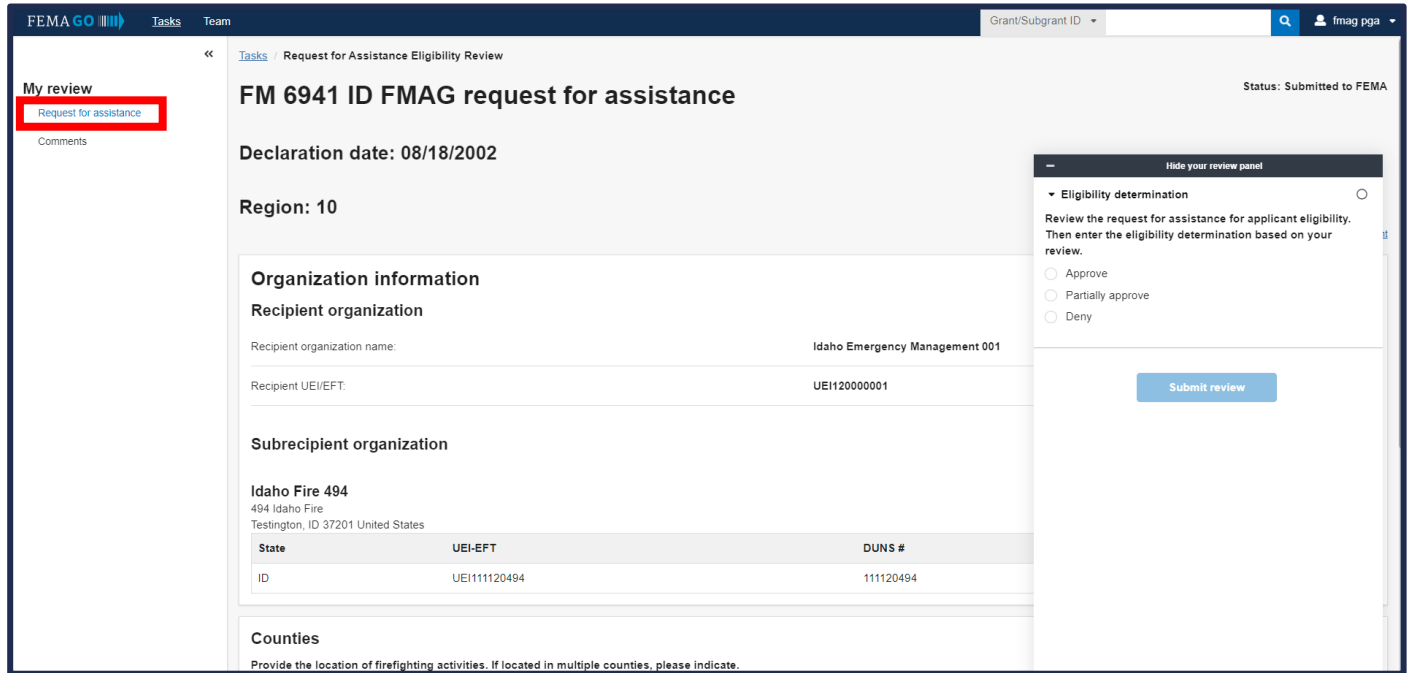
Select **Start task** or **Continue working** to begin the task.

The screenshot shows the 'Task List' page in FEMA GO. The top navigation bar includes 'FEMA GO', 'Tasks', and 'Team'. The main content area is titled 'Task List' and contains a table with the following data:

ORGANIZATION	GRANT ID	DATE IN QUEUE	ASSIGNED TO
Idaho Emergency Management 001	[Link]	02/23/2024	Unassigned
PRIORITY RANK	FUNDING OPPORTUNITY	TASK	
REGION	FM 6941 ID FMAG	Request for Assistance Eligibility Review	Start task (highlighted in red)

Request for Assistance

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



The screenshot shows the 'Request for Assistance Eligibility Review' page in the FEMA GO system. The page title is 'FM 6941 ID FMAG request for assistance' and the status is 'Submitted to FEMA'. The declaration date is '08/18/2002' and the region is '10'. The page is divided into sections for 'Organization information', 'Subrecipient organization', and 'Counties'. A 'My review' sidebar on the left has a 'Request for assistance' link highlighted with a red box. A 'Hide your review panel' dropdown on the right contains an 'Eligibility determination' section with radio buttons for 'Approve', 'Partially approve', and 'Deny', and a 'Submit review' button.

Organization information

Recipient organization

Recipient organization name: Idaho Emergency Management 001

Recipient UEI/EFT: UEI120000001

Subrecipient organization

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

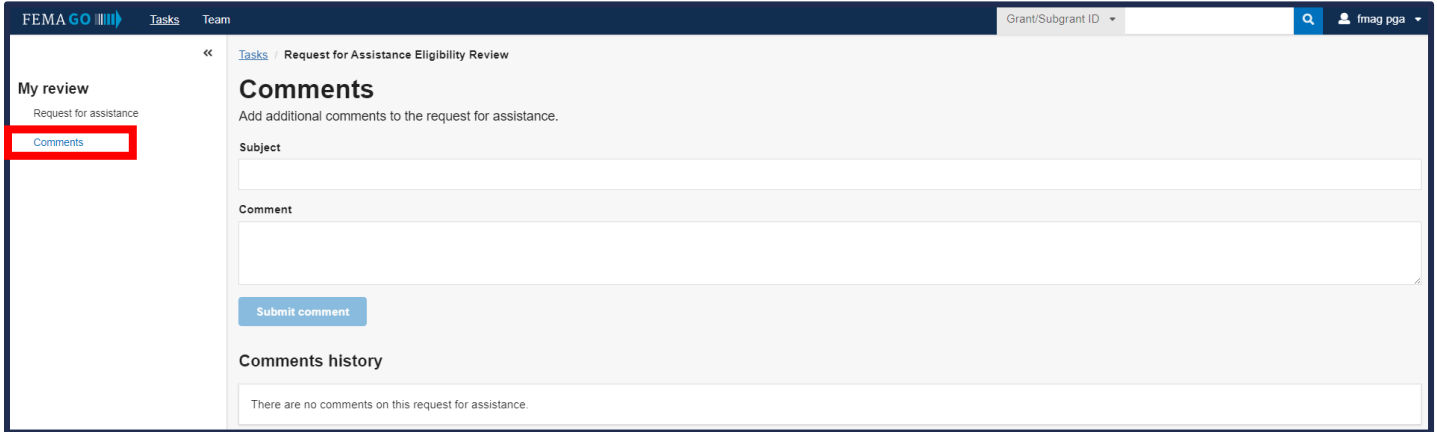
State	UEI-EFT	DUNS #
ID	UEI111120494	111120494

Counties

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

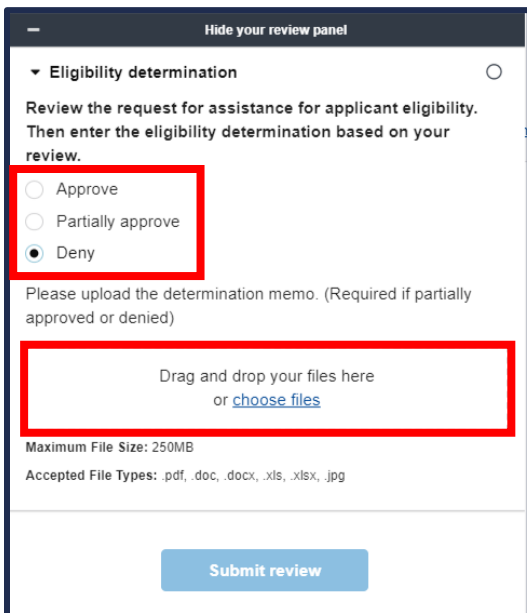
Comments

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



Eligibility Determination and Submit

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



Hide your review panel

▼ Eligibility determination ○

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

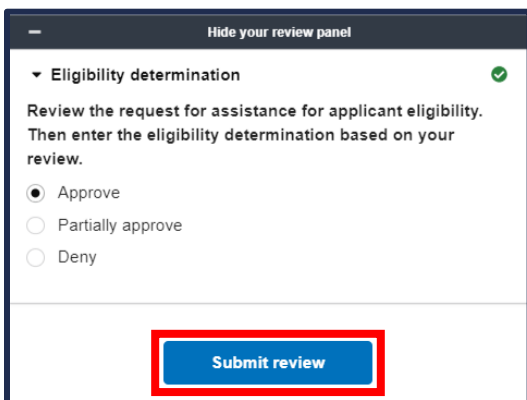
Approve
 Partially approve
 Deny

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

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

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

Submit review



Hide your review panel

▼ Eligibility determination ✔

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

Approve
 Partially approve
 Deny

Submit review

✔ You approved the request for assistance eligibility review

Helpful Tip:

Only certain file types are accepted; review the accepted file types list before uploading.



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

Start a Subapplication

Subapplication Landing Page

Organization Information

Project Information

Subgrant Request Details

Subgrant Request Details Summary

Review and Submit

Assurances and Certifications

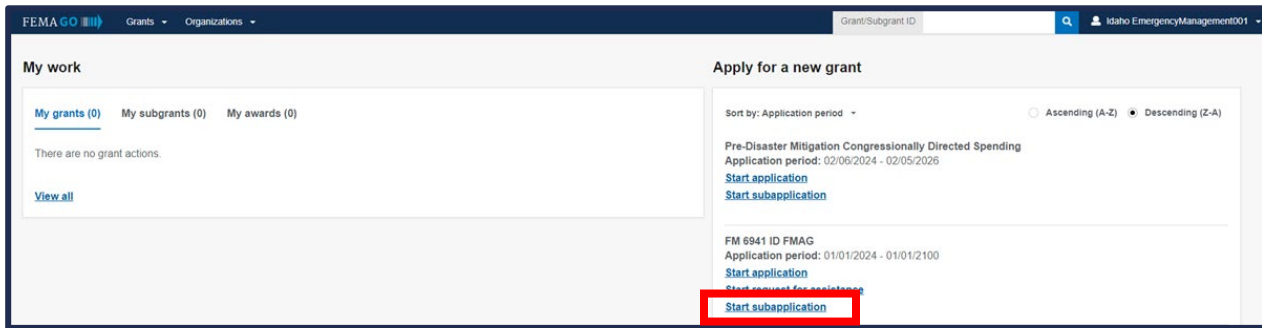
Sign and Submit

Start a Subapplication

EXTERNAL USER

Step 1:

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



Step 2:

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

Step 3:

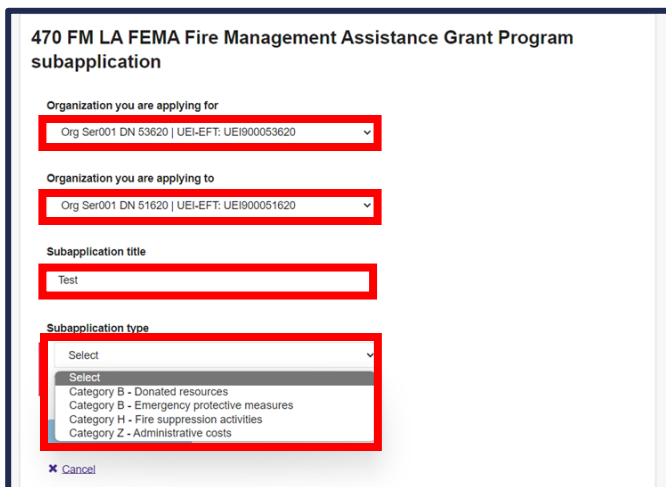
Select the organization you are applying to from the dropdown menu.

Step 4:

Create a new subapplication title.

Step 5:

Select a subapplication type. The type you select affects the questions and sections you must complete. You cannot change the subapplication type after you select start your subapplication.



Subapplication Landing Page

EXTERNAL USER

- The **My Subapplication Landing Page** displays information relevant to the subapplication including the: **Title, Type, Declaration Date, Incident Period, and Region.**
- **Review** this information for accuracy before continuing.



Organization Information

EXTERNAL USER

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

My subapplication

- Organization Information
- Project information
- Subgrant request details
- Subgrant request details summary
- Review subapplication

• When, where, and by whom the activities were completed
• Actual cost information

Organization information

Recipient organization

Recipient organization name: Org Ser001 DN 51620

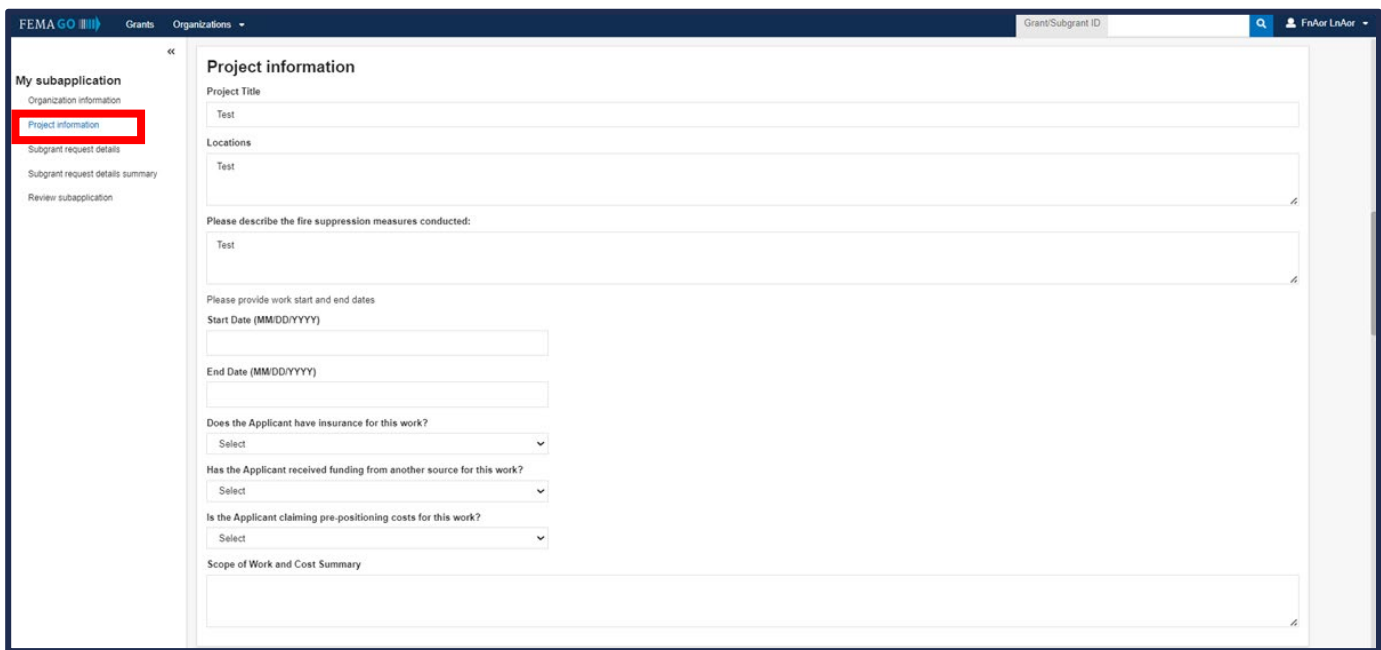
Recipient UEI/EFT: UEI900051620

Subrecipient organization

Project Information

EXTERNAL USER

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



The screenshot shows the 'Project information' form in the FEMA GO system. The left navigation pane is titled 'My subapplication' and includes links for 'Organization information', 'Project information' (highlighted with a red box), 'Subgrant request details', 'Subgrant request details summary', and 'Review subapplication'. The main content area is titled 'Project information' and contains the following fields:

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

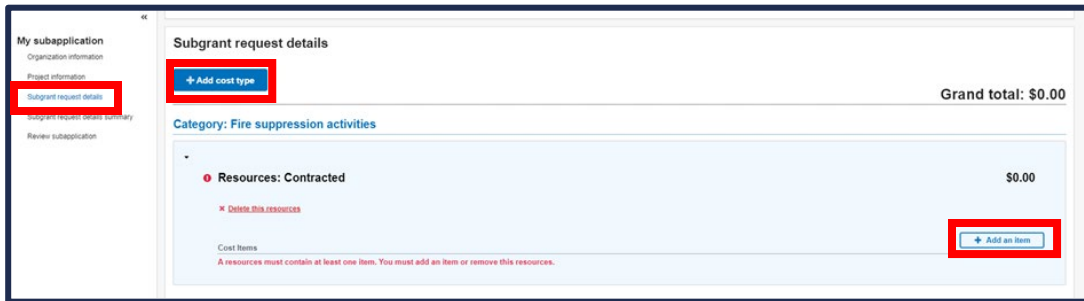
Helpful Tip:

Additional questions may appear based upon your answers.

Subgrant Request Details

EXTERNAL USER

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



My subapplication
Organization information
Project information
Subgrant request details
Subgrant request details summary
Review subapplication

Subgrant request details
+ Add cost type
Grand total: \$0.00

Category: Fire suppression activities

Resources: Contracted \$0.00
Delete this resource

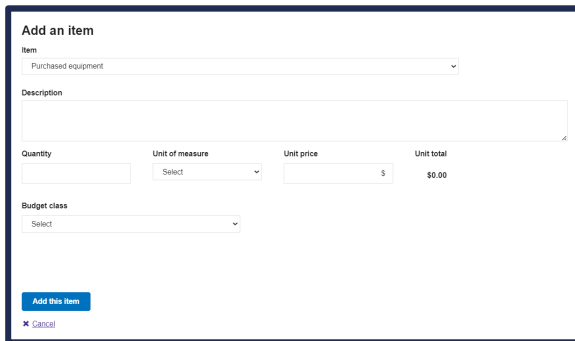
Cost items
A resources must contain at least one item. You must add an item or remove this resources.
+ Add an item



Add a resources
Select resources below:
Select
Add this resources
Cancel



Add an item
Select item:
Select
Add this item
Cancel



Add an item
Item
Purchased equipment
Description
Quantity Unit of measure Unit price Unit total
Select \$ \$0.00
Budget class
Select
Add this item
Cancel

Subgrant Request Details Continued

EXTERNAL USER

- Review the **Cost Items** for accuracy.
- Complete additional questions, as required.
- Attach any applicable documents. Review the examples of applicable supporting documentation before uploading.

Item: Contracted costs \$10,000.00

[✕ Delete this item](#)

Item
Contracted costs

Description
test

Quantity	Unit of measure	Unit price	Unit total
1	Acre	\$10,000.00	\$10,000.00

Budget class
Equipment

Contractor name

Upload any supporting documentation. (E.g. summary sheet to support contract costs, copies awarded contracts, bid package, any change orders, and invoices.)

[Attach a document](#) Maximum file size: 100 MB

Subgrant Request Details Summary

EXTERNAL USER

- Select **Subgrant request details summary** within the left navigation or scroll down in the main body to review the summary.
- Scroll down to review the **Non-federal resources** section and input or adjust as needed.
- Review and enter the **Federal and Non-federal resources**, as needed.



Object class categories	Total
Personnel	\$0.00
Fringe benefits	\$0.00
Travel	\$0.00
Equipment	\$10,000.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Total direct charges	\$10,000.00
Indirect charges	\$0.00
TOTAL	\$10,000.00
Program income	\$0
Insurance reduction	\$0.00
Other sources	\$0.00
TOTAL	\$10,000.00
Non-federal resources	
Applicant	\$0
State	\$0
Other sources	\$0

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

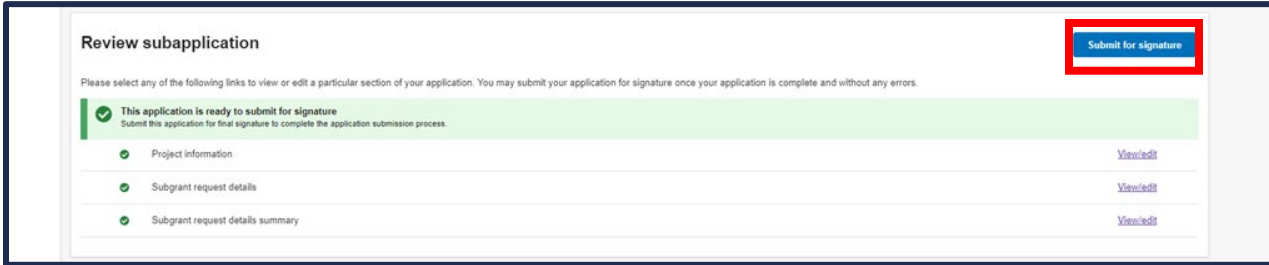
Helpful Tip:

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

Review and Submit

EXTERNAL USER

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

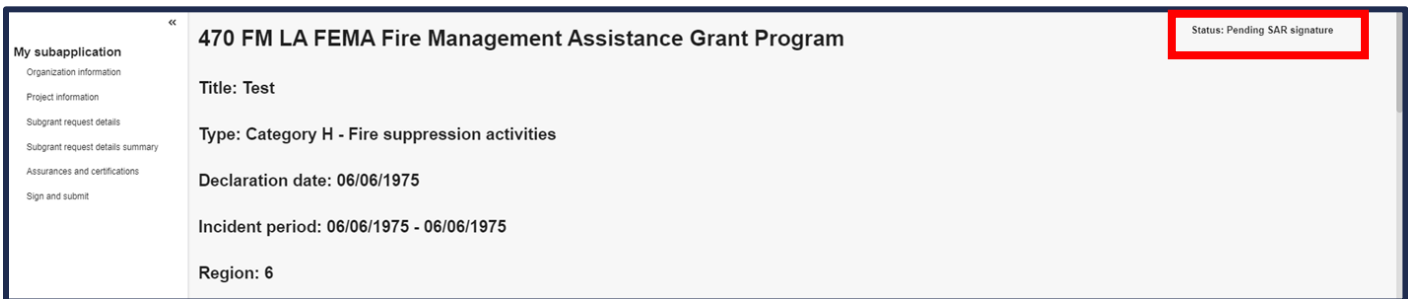


Review subapplication Submit for signature

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

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

✔ Project information	View/edit
✔ Subgrant request details	View/edit
✔ Subgrant request details summary	View/edit



My subapplication Status: Pending SAR signature

470 FM LA FEMA Fire Management Assistance Grant Program

Organization information

Project information

Subgrant request details

Subgrant request details summary

Assurances and certifications

Sign and submit

Title: Test

Type: Category H - Fire suppression activities

Declaration date: 06/06/1975

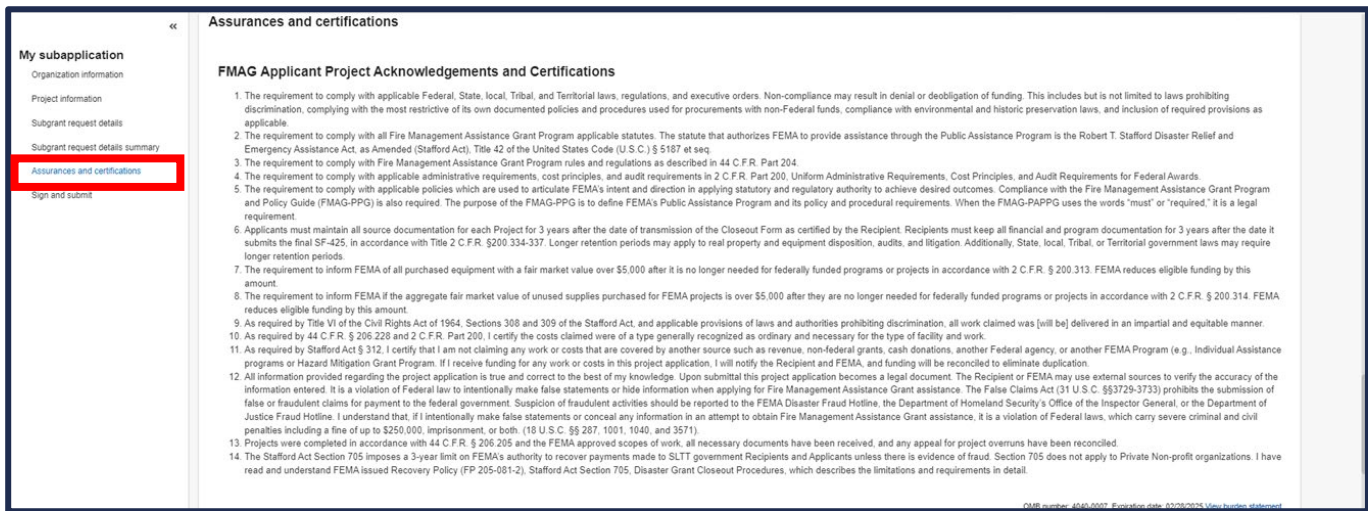
Incident period: 06/06/1975 - 06/06/1975

Region: 6

Assurances and Certifications

EXTERNAL USER

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



The screenshot displays the 'Assurances and certifications' section of the FEMA application. On the left, a navigation menu lists 'My subapplication' with sub-items: 'Organization information', 'Project information', 'Subgrant request details', 'Subgrant request details summary', 'Assurances and certifications' (highlighted with a red box), and 'Sign and submit'. The main content area is titled 'Assurances and certifications' and contains a sub-section 'FMAG Applicant Project Acknowledgements and Certifications'. This section lists 14 numbered items detailing various requirements and certifications, such as compliance with Federal, State, local, and Tribal laws; adherence to the Stafford Act and FEMA regulations; and the requirement to maintain source documentation for 3 years. At the bottom right of the content area, there is a small text string: 'FMS number: 6140-0001 Expiration date: 6/30/2026 View bundle information'.

Sign and Submit (SAR or AOR)

EXTERNAL USER

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

Sign and submit

Sign and submit

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

Please enter your password.

Submit
Return to edit subapplication

My subapplication

- Organization information
- Project information
- Subgrant request details
- Subgrant request details summary
- Assurances and certifications

470 FM LA FEMA Fire Management Assistance Grant Program

Title: test

Type: Category H - Fire suppression activities

Declaration date: 06/06/1975

Status: Submitted to recipient



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

Navigate to the Subapplication

Review Instructions

Supporting Documents

Subapplication Submission

Errors and Recommendation

Submit to FEMA

Subapplication Submitted to FEMA View

Navigate to the Subapplication

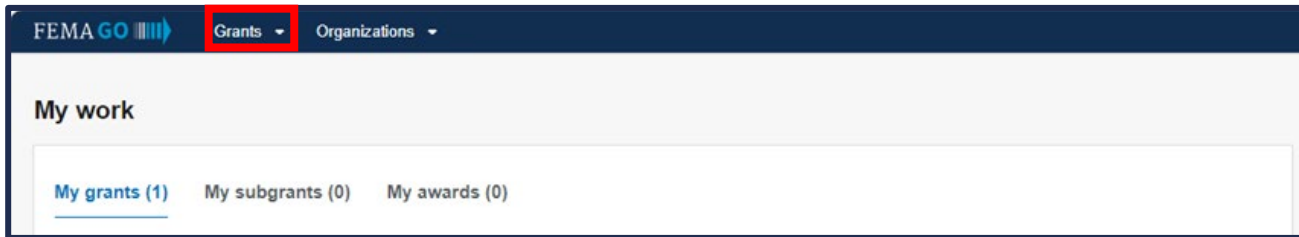
EXTERNAL USER

Step 1:

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

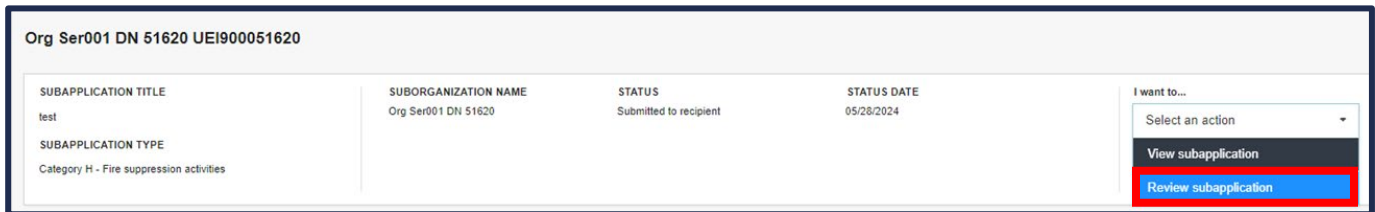
Step 2:

Locate the subapplication you would like to view.



Step 3:

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



Review Instructions (Optional)

EXTERNAL USER

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



470 FM LA FEMA Fire Management Assistance Grant Program Status: Submitted to recipient

Category H - Fire suppression activities subapplication

Organization information

Project information

Subgrant request details

Subgrant request details summary

Assurances and certifications

Review information

Subapplication submission

Supporting documents

Title: test

Type: Category H - Fire suppression activities

Declaration date: 06/06/1975

Incident period: 06/06/1975 - 06/06/1975

Region: 6

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

Helpful Tip:

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

Supporting Documents (Optional)

EXTERNAL USER

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

Hide your review panel

▶ **Review instructions**

▼ **Supporting documents**

Please attach any supporting documentation here.

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

Maximum File Size: 25MB

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

▶ **Subapplication submission**

▶ **Errors**

▶ **Recommendation**

[Submit](#)

Helpful Tip:

Only certain file types are accepted, review the accepted file types list before uploading.

Subapplication Submission

EXTERNAL USER

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

Category H - Fire suppression activities subapplication

470 FM LA FEMA Fire Management Assistance Grant Program Status: Submitted to recipient

Review information

- Subapplication submission
- Supporting documents
- Recommendation history

Title: test

Type: Category H - Fire suppression activities

Declaration date: 06/06/1975

Incident period: 06/06/1975 - 06/06/1975

Region: 6

Subapplication submission

Review the funding opportunity information for this subapplication.

Funding opportunity

470 FM LA FEMA Fire Management Assistance Grant Program

[Continue](#)

Hide your review panel

- Review instructions
- Supporting documents
- Subapplication submission ✔
- Please review **Subapplication submission section**
- Errors ✔
- Recommendation ○

[Submit](#)

Subapplication submission

Review the funding opportunity information for this subapplication.

Funding opportunity

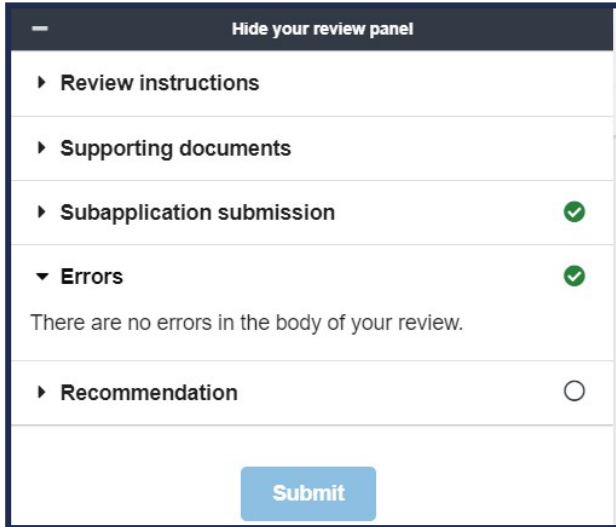
470 FM LA FEMA Fire Management Assistance Grant Program

[Continue](#)

Errors and Recommendation

EXTERNAL USER

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



Hide your review panel

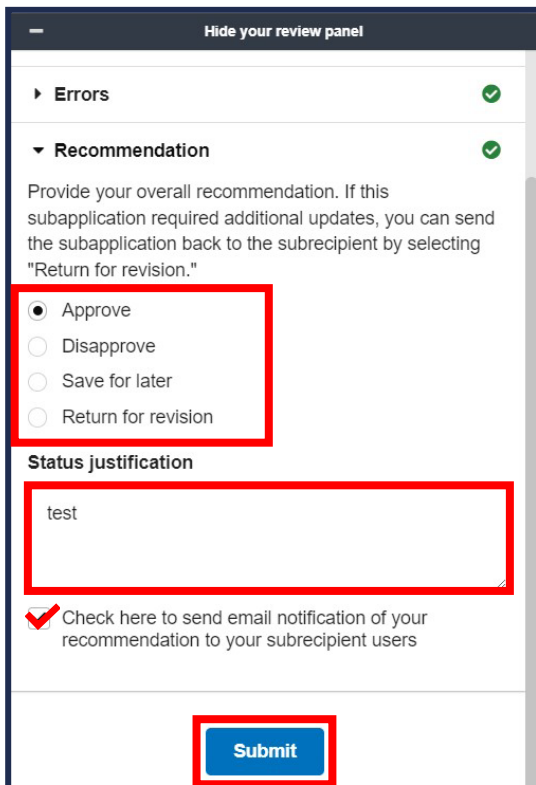
- ▶ Review instructions
- ▶ Supporting documents
- ▶ Subapplication submission ✔
- ▼ **Errors** ✔

There are no errors in the body of your review.

- ▶ Recommendation ○

Submit

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



Hide your review panel

- ▶ Errors ✔
- ▼ **Recommendation** ✔

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

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

Status justification

test

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

Submit

Errors and Recommendation Continued

EXTERNAL USER

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



You approved the subapplication.



Subapplications can now be submitted to FEMA

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

Helpful Tip:

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

Submit to FEMA

EXTERNAL USER

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

Subapplications

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

Search

Subrecipient	Title	Type	Status	Status date	Requested federal share	Actions
Org Ser001 DN 53620	Test	Category H - Fire suppression activities	Submitted to recipient	05/28/2024	\$7,500.00	Actions
Org Ser001 DN 51620	test	Category H - Fire suppression activities	Pending AOR submission	05/28/2024	\$7,500.00	Actions

View subapplication
Submit to FEMA

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

test

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

Submit

Subapplication Submitted to FEMA View

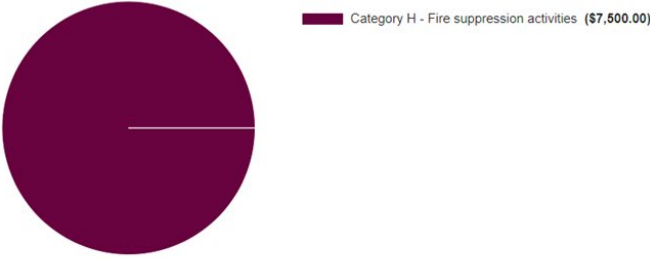
EXTERNAL USER

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

Subapplications

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

Total requested federal share (\$7,500.00)



Category H - Fire suppression activities (\$7,500.00)

Funding category ▾	Subrecipient	Title	Type	Requested federal share	Actions
Category H - Fire suppression activities	Org Ser001 DN 51620	test	Category H - Fire suppression activities	\$7,500.00	Actions ▾



Delete a Subapplication (External)

Delete a Subapplication

EXTERNAL USER

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

Subapplications

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

Subrecipient	Title	Type	Status	Status date	Actions
Org Ser001 DN 51000	Test	Project	Pending submission	09/11/2023	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Actions <ul style="list-style-type: none"> <li style="background-color: #333; color: white; padding: 2px;">Continue subapplication <li style="padding: 2px;">View subapplication <li style="border: 1px solid red; padding: 2px;">Delete subapplication </div>

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

(877) 585-3242

Hours: Monday - Friday 9 a.m. – 6 p.m. ET