

Request for Information (External Users)

Section 1: External User Log-in (AOR Role)

Step 1:

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

Step 2:

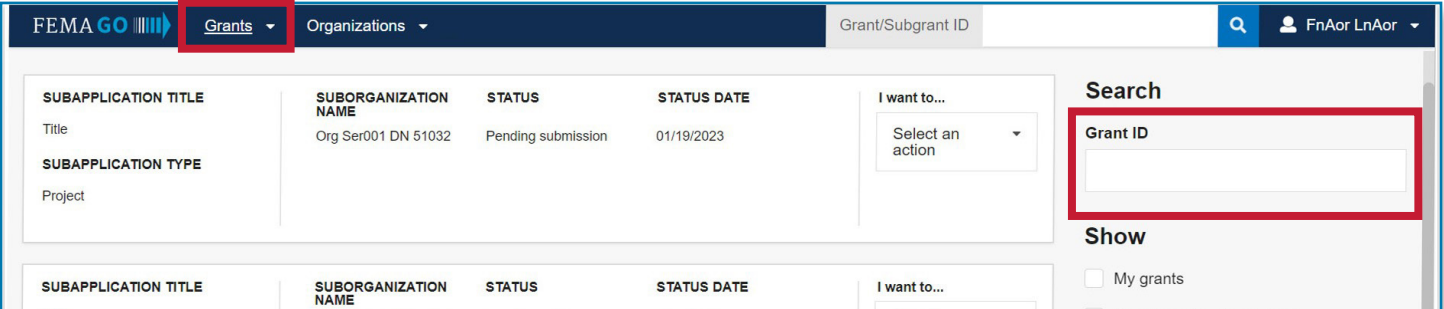
Input the email and password you created, then select **Log-in**. This will take you to the Welcome page



Section 2: Navigate to the RFI

Step 1:

Select **Grants** in the top blue banner and locate the grant. You may also search by Grant ID



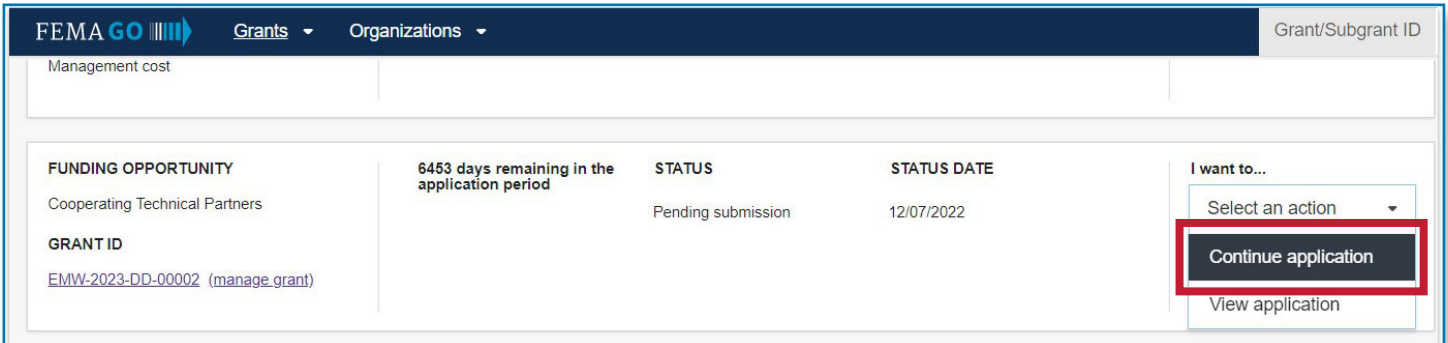
SUBAPPLICATION TITLE	SUBORGANIZATION NAME	STATUS	STATUS DATE	I want to...
Title	Org Ser001 DN 51032	Pending submission	01/19/2023	Select an action
SUBAPPLICATION TYPE				
Project				

...continued



Step 2:

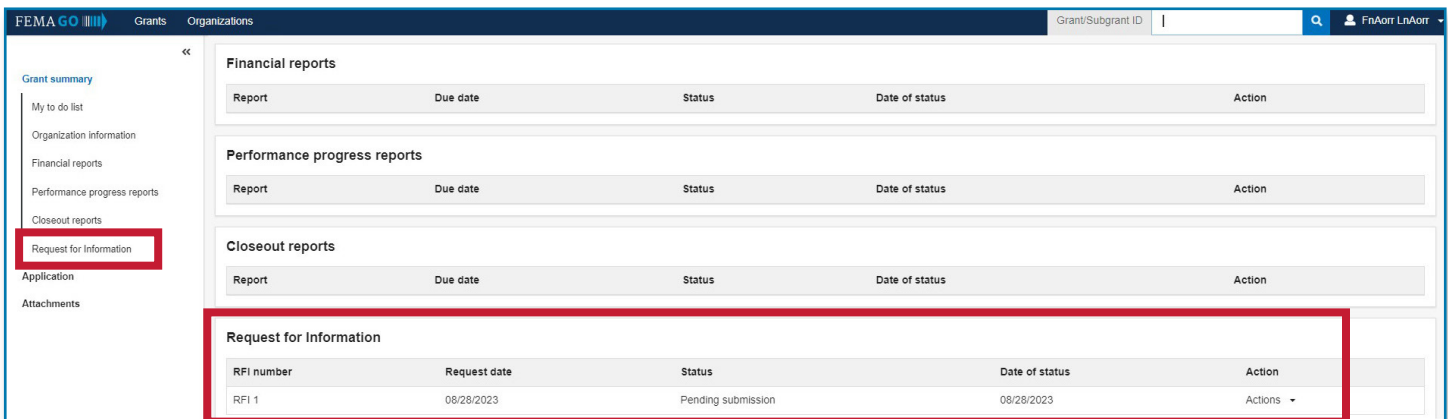
Locate the grant, and under **I want to**, select the arrow in the box to open a drop-down menu. Select **Continue application** to open your application



The screenshot shows the FEMA GO interface with a navigation bar containing 'FEMA GO', 'Grants', and 'Organizations'. Below the navigation bar, there is a search bar and a 'Grant/Subgrant ID' field. The main content area displays a table with columns: 'FUNDING OPPORTUNITY', '6453 days remaining in the application period', 'STATUS', and 'STATUS DATE'. The 'FUNDING OPPORTUNITY' column contains 'Cooperating Technical Partners' and 'GRANT ID' 'EMW-2023-DD-00002 (manage grant)'. The 'STATUS' column shows 'Pending submission' and the 'STATUS DATE' is '12/07/2022'. To the right of the table is a dropdown menu labeled 'I want to...' with options: 'Select an action', 'Continue application' (highlighted with a red box), and 'View application'.

Step 3:

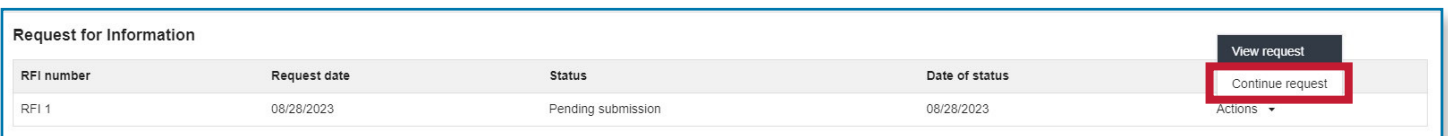
On the Grant summary page, select **Request for Information** in the left navigation panel. This will scroll to the **Request for Information** section of the summary



The screenshot shows the FEMA GO interface with a navigation bar containing 'FEMA GO', 'Grants', and 'Organizations'. On the left side, there is a 'Grant summary' navigation panel with options: 'My to do list', 'Organization information', 'Financial reports', 'Performance progress reports', 'Closeout reports', 'Request for Information' (highlighted with a red box), 'Application', and 'Attachments'. The main content area displays three tables: 'Financial reports', 'Performance progress reports', and 'Closeout reports'. Below these is a table titled 'Request for Information' which is highlighted with a red box. This table has columns: 'RFI number', 'Request date', 'Status', 'Date of status', and 'Action'. The first row contains: 'RFI 1', '08/28/2023', 'Pending submission', '08/28/2023', and 'Actions'.

Step 4:

In the actions dropdown of the Request for Information section, select **Continue request** in order to make the requested corrections



The screenshot shows a close-up of the 'Request for Information' table. The table has columns: 'RFI number', 'Request date', 'Status', 'Date of status', and 'Actions'. The first row contains: 'RFI 1', '08/28/2023', 'Pending submission', '08/28/2023', and 'Actions'. The 'Actions' dropdown menu is open, showing options: 'View request' and 'Continue request' (highlighted with a red box).



Note

Selecting View request will open a read-only version of the RFI.

Section 3: Addressing the RFI Updates

Due Date and FEMA Findings

- Make note of the **due date** located in the Request for Information status banner
- The details of the request for information are located under the heading: **FEMA findings to be addressed**

EMW-2023-DD-00010: Cooperating Technical Partners

Request for Information: Application



Request for Information (RFI) Due

Please note that you have until **09/10/2023** to respond to this request. If the request for information is not returned in FEMA GO by the deadline, any current changes made in the request for information task will not be reported to FEMA.

Instructions:

1. Please address the findings listed below and complete the sections of the application.
2. Provide any comments and additional documentation (if needed)
3. **Sign** and **submit** this RFI.

FEMA findings to be addressed:

Testing to see what the screen shows for the program to correct information. Please add a line item to budget.

Review Application and Address FEMA Findings

- Walk through the application and make the necessary and/or requested updates

Application ID: EMW-2023-DD-00010

OMB number: 1660-0114, Expiration date: 2023-11-01 [View burden statement](#)

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 30005

Information current from SAM.gov as of:	02/03/2020
UEI-EFT:	UEI900030005
DUNS (includes DUNS+4):	900030005
Employer Identification Number (EIN):	987654000
Organization legal name:	Org Ser001 LN 30005
Organization (doing business as) name:	Org Ser001 DBA 30005
Mailing address:	30005 Org Ser001 Blvd null Testington, TN 37201-null
Physical address:	30005 Org Ser001 Blvd null Testington, TN 37201-null
Is your organization delinquent on any federal debt?	N/A
SAM.gov registration status:	Active as of 12/31/2019
<input checked="" type="checkbox"/> We have reviewed our bank account information on our SAM.gov profile to ensure it is up to date	

Section 4: Additional Updates and Attachments

- On the **Contact Information** page, you can make updates to the secondary point of contact and/or upload attachments
- On the **Assurances and Certifications** page, documents that are relevant to the RFI request can be uploaded

Contact information

Did any individual or organization assist with the development, preparation, or review of the application to include drafting or writing the narrative and budget, whether that person, entity, or agent is compensated or not and whether the assistance took place prior to submitting the application?

Yes

No

Secondary point of contact

Please provide a secondary point of contact for this grant.

The Authorized Organization Representative (AOR) who submits the application will be identified as the primary point of contact for the grant. Please provide one secondary point of contact for this grant below. The secondary contact can be members of the fire department or organizations applying for the grant that will see the grant through completion, are familiar with the grant application, and have the authority to make decisions on and to act upon this grant application. The secondary point of contact can also be an individual who assisted with the development, preparation, or review of the application.

<p>Vegeta Vegeta Jane Smith</p> <p>vegeta@vegeta.com</p>	<p>Primary phone 5555555555 Home</p> <p>Fax</p>	<p>Additional phones 5552225555 Mobile</p>	<p>Edit</p>
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Assurances and certifications

SF-LLL: Disclosure of Lobbying Activities

OMB number: 4040-0013, Expiration date: 02/28/2025 [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

Add any additional attachments to your RFI submission (optional)

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

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

Filename	Date uploaded	Uploaded by	File size	Description	Action

Applicant comments (optional)

Section 5: Sign and Submit the RFI

- Select the **checkbox** to certify your submission
- Use your **FEMA GO password** to sign your RFI
- Select **Submit**
- A **green banner** will appear stating that you have successfully submitted your RFI

Sign and submit your RFI

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3733 and 3801-3812).

Please enter your password.

Submit



You have successfully submitted your request for information.





Attention

In the budget examples that follow, the content and budget amounts are for demonstration purposes only and are not an instruction or requirement of an actual RFI.

Example: Adding an Activity in an RFI

- In this example, we see one existing activity and a budget of \$10,000
- Within a budget category, select the **Add activity** to open a new activity dialogue box
- In the new activity dialogue box, complete the fields for **Project name**, **Project description**, and **apply a dollar amount for the budget**

Grant request details

Are you requesting any funding to support construction costs?

Yes

No

+ Add activity

Grand total: \$10,000.00

Program area: Non construction

▶ Activity: Project Saiyan Tech Support	\$10,000.00
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Additional comments

▶ Activity: Project Saiyan Tech Support	\$10,000.00	
<div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;">▶ Activity: Project Training update to RFI Guide</div> <div style="text-align: right; border: 2px solid red; padding: 2px; display: inline-block;">\$315.00</div> <div style="margin-top: 5px; font-size: small; color: red;">* Delete this activity</div>		
<div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;">▶ Project activity narrative</div> <div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;">Project name</div> <div style="border: 2px solid red; padding: 5px;">Project description</div>		

Example: Budget Rollups Will Total Automatically

- In this example, we see the budget category automatically update to \$315
- The budget rollups for the **Grant request details** and the **Overall budget summary** totals automatically update from the original of \$10,000 to the new total of \$10,315

Cost Items + Add an item

Item: Personnel \$315.00

✖ Delete this item

Item: Personnel

Description: Training update

Select a budget class: Equipment

Quantity	Unit price	Total
6	\$52.50	\$315.00

Grant request details

Are you requesting any funding to support construction costs?

Yes

No

+ Add activity

Grand total: \$10,315.00

Overall budget summary

Object class categories	Total
Personnel	\$0.00
Fringe benefits	\$0.00
Travel	\$0.00
Equipment	\$10,315.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Total direct charges	\$10,315.00
Indirect charges	\$0.00
TOTAL	\$10,315.00

Example: Non-federal Resources Discrepancy

If your budget updates have resulted in a non-federal resources discrepancy, the system will alert you with an error banner

! Non-federal resources discrepancy
The combined Non-federal resources (Applicant + State + Other sources) must equal the overall total Non-federal resources of \$2,063.00.

Step 1: Locate Discrepancy

In this example, the non-federal resources for the **Applicant, State, and Other sources** total \$2,000. However, this number is supposed to match the **Total** below of \$2,063

Non-federal resources	
Applicant	\$500.00
State	\$1,000.00
Other sources	\$500.00
Remarks	
Total Federal and Non-federal resources	
Federal resources	\$8,252.00
Non-federal resources	\$2,063.00
TOTAL	\$10,315.00

Step 2: Correct Discrepancy

Adjust the non-federal resources within the **Applicant, State** and **Other sources** fields to ensure that they match the **Total** listed below. In this example that total is \$2,063

Non-federal resources	
Applicant	\$531.50
State	\$1,000.00
Other sources	\$531.50
Remarks	
Total Federal and Non-federal resources	
Federal resources	\$8,252.00
Non-federal resources	\$2,063.00
TOTAL	\$10,315.00