

FEMA GO Application Process Guide

This guide provides instructions for FEMA GO external users to log-in, start an application, and complete the required sections.

August 2024



FEMA

Table of Contents

Training Roles and Log-in.....	2
Complete an Application	5
Print Functionality Instructions	19
FEMA GO Help Desk Information.....	21

Objectives

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

- Log-in as an external user;
- Complete an application; and
- Print your application.

Training Roles and Log-in

Training Roles

This training is for the following external roles:

Role	User
Authorized Organization Representative	AOR
Programmatic Member	PM
Organization Member	OM
Grant Writer	GW
Financial Member	FM

Helpful Tip:

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



External User Log-in

Step 1:

Go to go.fema.gov.

Step 2:

Select **Sign in with LOGIN.GOV**. Once you are logged in via Login.gov, you will be redirected back to the FEMA GO webpage.

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, please follow the steps within the FEMA GO Startup Guide.

Complete an Application

Start an Application

My Application

SAM.gov Profile

Applicant Information

Grant Request Details

Budget Summary

Contact Information

Application Attachments

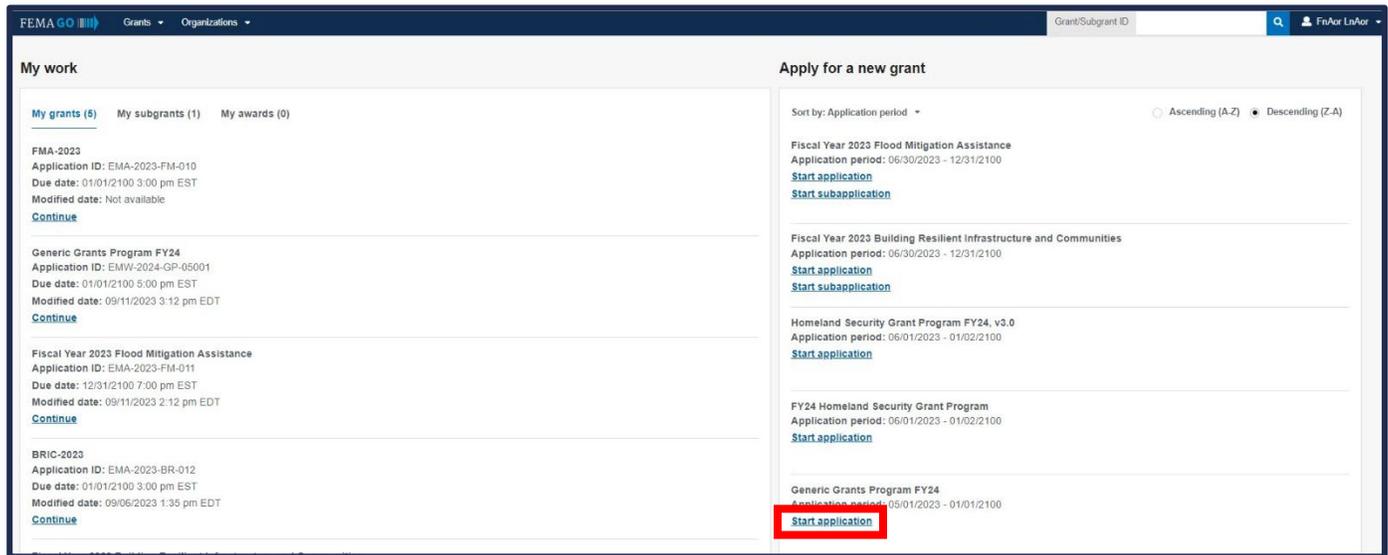
Assurances and Certifications

Review and Submit Application

Start an Application

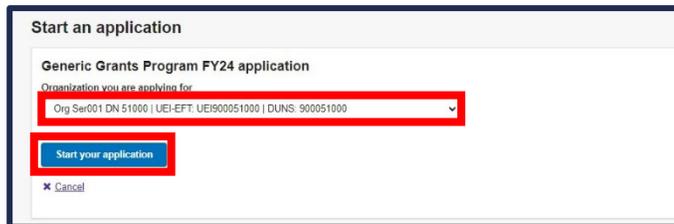
Step 1:

Locate the grant application you would like to start under **Apply for a new grant** 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 the **Start your application** button to begin.



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 top navigation bar includes 'FEMA GO', 'Grants', 'Organizations', and a search bar. The main heading is 'Cooperating Technical Partners' with a status of 'Pending submission'. The application ID is 'EMW-2023-DD-00002'. The OMB number is 1660-0114, and the expiration date is 2023-11-01. The left navigation menu is highlighted with a red box and includes: 'My application', 'SAM.gov profile', 'Applicant information', 'Grant request details', 'Budget summary' (with sub-items 'Construction budget summary' and 'Overall budget summary'), 'Contact information', 'Application attachments', 'Assurances and certifications', and 'Review application'. The main content area, also highlighted with a red box, is titled 'System for Award Management (SAM.gov) profile' and contains 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 51032

Information current from SAM.gov as of:	04/24/2020
UEI-EFT:	UEI900051032
DUNS (includes DUNS+4):	900051032
Employer Identification Number (EIN):	987654000
Organization legal name:	Org Ser001 LN 51032
Organization (doing business as) name:	Org Ser001 DBA 51032
Mailing address:	51032 Org Ser001 Blvd null Testington, TN 37201-null

Main Body:

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

Helpful Tip:

Before moving into the left navigation section you should write down your Application ID for future reference.

SAM.gov Profile

- Select **SAM.gov profile** in the left navigation panel.
- Review the information in the main body for accuracy.
- Select the **checkbox** to confirm the information is correct.

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 51032

Information current from SAM.gov as of:	04/24/2020
UEI-EFT:	UEI900051032
DUNS (includes DUNS+4):	900051032
Employer Identification Number (EIN):	987654000
Organization legal name:	Org Ser001 LN 51032
Organization (doing business as) name:	Org Ser001 DBA 51032
Mailing address:	51032 Org Ser001 Blvd null Testington, TN 37201-null
Physical address:	51032 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

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

Helpful Tip:

If there are errors with your SAM.gov profile, please 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.

Applicant Information

- Select **Applicant information** in the left navigation panel.
- Select an **Applicant Type** from the dropdown menu in the main body.
- Enter **Applicant name**.
- Select an **Intent for a waiver** by selecting Yes or No.
- Enter **Applicant address**.

The screenshot shows the FEMA GO application interface. On the left, the 'My application' navigation menu has 'Applicant information' highlighted with a red box. The main content area is titled 'Applicant information' and contains the following fields:

- Applicant type:** A dropdown menu with 'State Government' selected.
- Applicant name:** A text input field containing 'Test'.
- Intent for a waiver:** A question: 'In cases of demonstrated economic hardship, and upon the request of the grant applicant, the FEMA Administrator may grant a waiver. Is it your organization's intent to apply for a waiver?' with radio buttons for 'Yes' and 'No' (selected).
- Address:**
 - Address 1:** A text input field containing 'test'.
 - Address 2:** A text input field containing 'test' with an 'Optional' label.
 - City:** A text input field containing 'test'.
 - State/territory:** A dropdown menu with 'Select' chosen.
 - Zip code:** A text input field containing '12345'.
 - Zip extension:** A text input field containing '1234', highlighted with a red box.

Helpful Tip:

You must include the Zip extension or you will receive an error.

Grant Request Details

- Select **Grant request details** in the left navigation panel.
- Select **Yes** or **No** to indicate if you are requesting funding to support construction costs.
- Select the **Add activity** button. A new window will open.
- In the new window, select an activity to add from the dropdown menu. You will need to add applicable cost items as well, which will be covered next.

Grant request details

Are you requesting any funding to support construction costs?

Yes

No

+ Add activity

Grand total: \$0

Additional comments

Add an activity

Select activity:

Select

Project

Indirect expenses

Cancel

Grant Request Details Continued

- Enter a **Project name**.
- Enter a **Project description**.
- Add applicable cost items by selecting **Add an item**. A new window will open. You must add at least one item greater than \$0.
- In the new window, select **an item** from the dropdown menu.
- Enter **Additional comments**, if needed.

Program area: Non construction

Activity: Project test \$0.00

[* Delete this activity](#)

Project activity narrative

Project name
test

Project description
test

Cost Items
An activity must contain at least one item. You must add an item or remove this activity.

[+ Add an item](#)

Additional comments

Add an item

Select item:

Select

- Select
- Contractual
- Equipment
- Fringe benefits
- Other
- Personnel
- Supplies
- Travel

Budget Summary

- Select **Budget summary** in the left navigation panel.
- Review your **Budget summary** and adjust items as needed.

Budget summary	
Construction budget summary	
Cost classification	Total cost
Administrative and legal expenses	\$0.00
Land, structures, rights-of-way, appraisals, etc.	\$0.00
Relocation expenses and payments	\$0.00
Architectural and engineering fees	\$0.00
Other architectural and engineering fees	\$0.00
Project inspection fees	\$0.00
Site work	\$0.00
Demolition and removal	\$0.00
Construction	\$0.00
Equipment	\$0.00
Miscellaneous	\$0.00
SUBTOTAL	\$0.00
Contingencies	\$0.00
SUBTOTAL	\$0.00
Project (program) income	<input type="text" value="\$0"/>
TOTAL PROJECT COSTS	\$0.00

Helpful Tip:

This section will vary depending on your grant and grant request details information.

Budget Summary Continued

- Review the **Federal/Non-federal resources**.
- Enter **Program income** as needed.
 - Although not common, recipients may generate income while carrying out grant-support activities during the period of performance. The response in this text field should be zero dollars unless the recipient anticipates generating income during the period of performance.

Total Federal and Non-federal resources				
Federal resources	\$1.50	\$1.50	\$1.50	\$4.50
Non-federal resources	\$0.50	\$0.50	\$0.50	\$1.50
TOTAL	\$2.00	\$2.00	\$2.00	\$6.00
Program income				\$0
Total applicant management costs (optional) (Maximum allowable management cost: \$0.30)				\$0.00

Non-federal resources discrepancy
The combined Non-federal resources (Applicant + State + Other sources) must equal the overall total Non-federal resources of \$1.50.

⚠ Program income

Although not common, recipients may generate income in the course of carrying out grant-supported activities during the period of performance under the FEMA grant award. This is referred to as program income. This income can be used to defray program costs, where appropriate, consistent with 2 CFR § 200.307. This response should be \$0 unless the recipient anticipates generating program income during the period of performance.

Helpful Tip:

Ensure that any errors are resolved. Sometimes an error with red exclamation marks will show in this section if you do not add an activity in the Grant request details section or if there is a Non-federal resource discrepancy.

Contact Information

- Select **Contact information** in the left navigation panel.
- In the main body, select **Yes** or **No** to indicate if an additional individual assisted in preparing the grant.
- Select **Add a point of contact**.

The screenshot displays the FEMA GO application interface. On the left, a navigation menu under 'My application' lists various sections, with 'Contact information' highlighted by a red rectangular box. The main content area is titled 'Contact information' and contains the following elements:

- A question: "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?" with radio buttons for 'Yes' and 'No'.
- A section titled 'Secondary point of contact' with a text input area and a prompt: "Please provide a secondary point of contact for this grant."
- An explanatory paragraph: "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."
- A red error message box: "Add a point of contact. At least one point of contact is required."
- A blue button labeled "Add a point of contact" at the bottom, which is highlighted with a red rectangular box.

Helpful Tip:

The secondary POC cannot be the AOR and must be related to the application itself. You will receive an error here if you do not add a secondary point of contact for the grant.

Application Attachments

- Select **Application Attachments** in the left navigation panel.
- Attach any required or optional documents as needed.
 - Attachments are required unless they are specifically labeled as optional.

The screenshot displays the FEMA GO application interface. On the left, a navigation sidebar lists various application components, with 'Application attachments' highlighted in a red box. The main content area is divided into two sections for document uploads. The first section, titled 'Please attach your Budget narrative or equivalent document:', specifies a maximum file size of 512 MB and lists accepted file types: pdf, doc, docx, xls, xlsx, and jpg. Below this, a table lists one attachment: 'Test.pdf', uploaded on 09/11/2023 by 'test.ser001.aor.sar:51000@test.com', with a file size of 56 KB. The second section, titled 'Please attach your investment justification or equivalent document:', specifies a maximum file size of 128 MB and lists the same accepted file types. It also shows one attachment: 'Test.pdf', uploaded on 09/11/2023 by 'test.ser001.aor.sar:51000@test.com', with a file size of 2 MB. Each attachment row includes a 'Delete' link in the 'Action' column.

Helpful Tip:

Only certain file types are accepted here.

Assurances and Certifications

- Select **Assurances and certifications** in the left navigation panel.
- Select the **checkbox** if submitting a SF-LLL is not required. If you have selected the checkbox, you can move on to the next section.
- If an SF-LLL is required, you **MUST** complete the dropdown questions and answer all questions.

FEMA GO | Grants | Organizations | Grant/Subgrant ID

My application

- SAM gov profile
- Applicant information
- Grant request details
 - Project test
- Budget summary
 - Construction budget summary
 - Overall budget summary
- Contact information
- Application attachments
 - Assurances and certifications**
- Review application

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.

1. Type of federal action:
Select

2. Status of federal action:
Select

3. Report Type:
Select

4. Name and address of reporting entity:

Prime
 SubAwardee

Name
Street 1
Street 2
City
State
Select

Review and Submit Application

- Select **Review application** in the left navigation panel.
- Any errors in the application are shown here with red exclamation marks and **MUST** be fixed before you can submit the application for signature.
- Once all errors are resolved, select the **Submit for signature** button to send the application to the AOR for a final review and signature.

The screenshot displays the FEMA GO application review interface. On the left, a navigation sidebar titled 'My application' lists various sections: SAM.gov profile, Applicant information, Grant request details (with 'Project test' selected), Budget summary (with 'Construction budget summary' and 'Overall budget summary' listed), Contact information, Application attachments, and Assurances and certifications. The 'Review application' link is highlighted with a red box. The main content area, titled 'Review application', features a blue 'Submit for signature' button in the top right corner, also highlighted with a red box. Below the button, a green notification bar states: 'This application is ready to submit for signature. Submit this application for final signature to complete the application submission process.' A list of application sections follows, each with a green checkmark and a 'View/edit' link: SAM.gov profile, Applicant information, Grant request details, Budget summary, Contact information, Application attachments, and Assurances and certifications.

Sign and Submit (AOR only)

- Select **Sign and submit** in the left navigation panel.
- Review each **certification statement**.
- Update your contact information with **at least 2** unique phone numbers and select the checkbox to **certify**.
- Select the **checkbox** under Signature and enter your **password** to provide signature.
- Select the **Submit** button to submit the application or select the Return to edit application button in the main body if edits are needed.
- Once the application is submitted, a green banner will appear. Also, note that the status in the upper right corner of your screen has changed to Submitted to FEMA.

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	

1 Edit your contact info
Edit your contact info

I certify that my contact information is accurate

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

[Return to edit application](#)

✓ You have successfully submitted your application.

EMW-2024-GP-05003: Generic Grants Program FY24

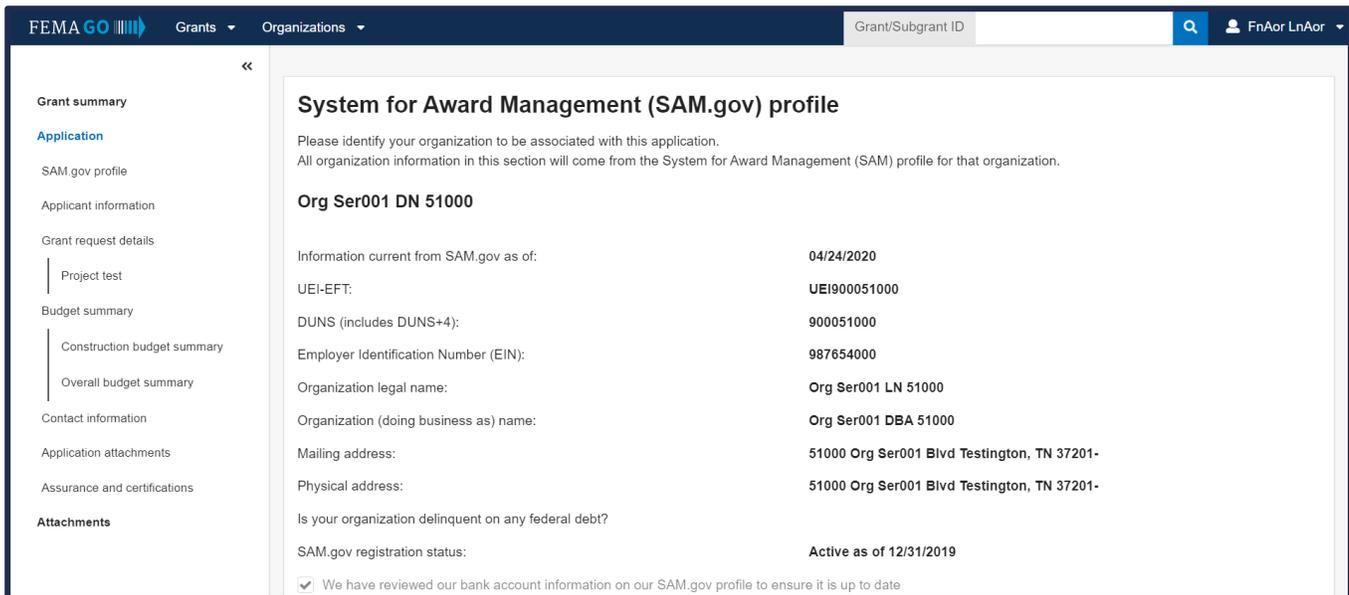
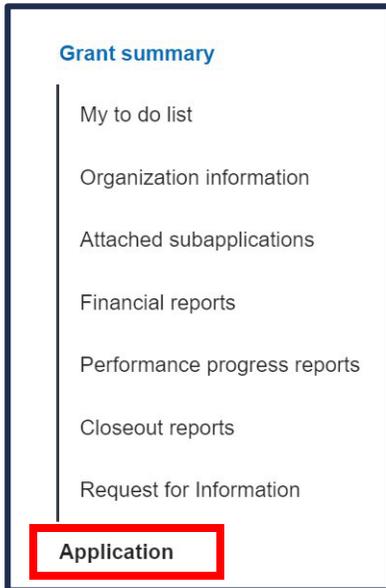
Org Ser001 DN 51000

Submitted to FEMA

Print Functionality Instructions

Print Functionality Instructions

- After successfully submitting the grant application, you will be directed to the **Grants Landing Page**.
- Select the **Application** link from the left navigation panel.
- Browser displays a **Read-Only Version** of submitted application.
- Select the **ctrl and p** keys to print the application.



Helpful Tip:

With this feature, users can print their organization's grant application, enabling them to review it offline and/or keep it as a record.

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