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

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Objectives

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

- Log-in as an external user;

- Complete 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.
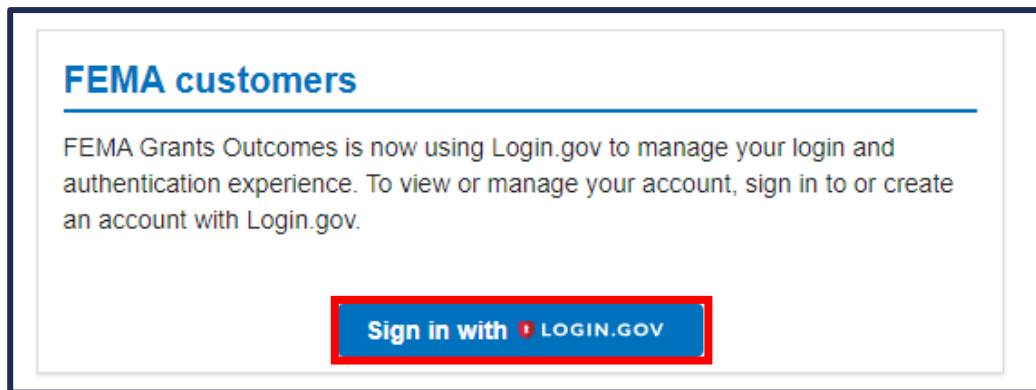
External User Log-in

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

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My Application

SAM.gov Profile

Applicant Information

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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.

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.

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.**

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 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

+ Add an item

Cost Items

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

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	$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.**

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.

  o Attachments are required unless they are specifically labeled as optional.

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.

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.

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.
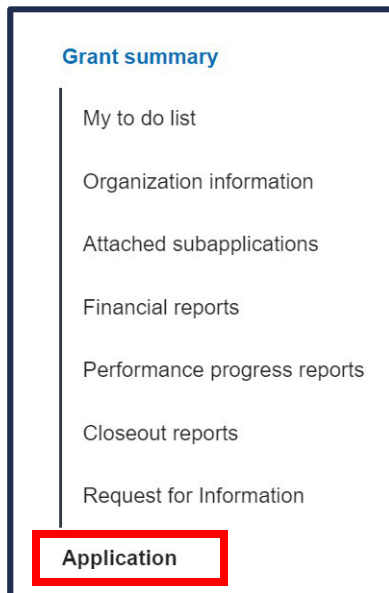
Print Functionality Instructions

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.

Grant summary

My to do list

Organization information

Attached subapplications

Financial reports

Performance progress reports

Closeout reports

Request for Information

Application

FEMA GO   Grants ▾   Organizations ▾   Grant/Subgrant ID   🔍   👤 FnAor LnAor ▾

«

Grant summary

Application

SAM.gov profile

Applicant information

Grant request details

   Project test

Budget summary

   Construction budget summary

   Overall budget summary

Contact information

Application attachments

Assurance and certifications

Attachments

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 51000

Information current from SAM.gov as of:	04/24/2020
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

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