

FEMA GO Application Process

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

September 2023



FEMA

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



Table of Contents

Training Roles and Log-in	1
Complete an Application	4
Print Functionality Instructions	18
FEMA GO Help Desk.....	20

Objectives

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

- Log-in as an external User
- Complete an application
- Print your application



This page intentionally left blank.





Training Roles and Log-in



Training Roles

This training is for the following roles:

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



Remember

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

Log-in

Step 1:

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

Step 2:

Log-in using the email and password you created

Welcome to FEMA Grants Outcomes!

Grants Outcomes (GO) is FEMA's new platform for submitting, approving, and managing FEMA grants.

Log in

Email

Password

[Forgot password?](#)

Log in

Create an account

FEMA employees

Insert your PIV card into your smart card reader

Log in with your PIV card

United States Government



John Doe



USA



Attention

If you have not yet registered, please use the **FEMA GO Startup Guide** to learn how. You must be registered in FEMA GO to log-in.



Complete an Application

Start an Application

My Application

SAM.gov Profile

Applicant Information

Grant Request Details

Budget Summary

Contact Information

Application Attachments

Assurances and Certifications

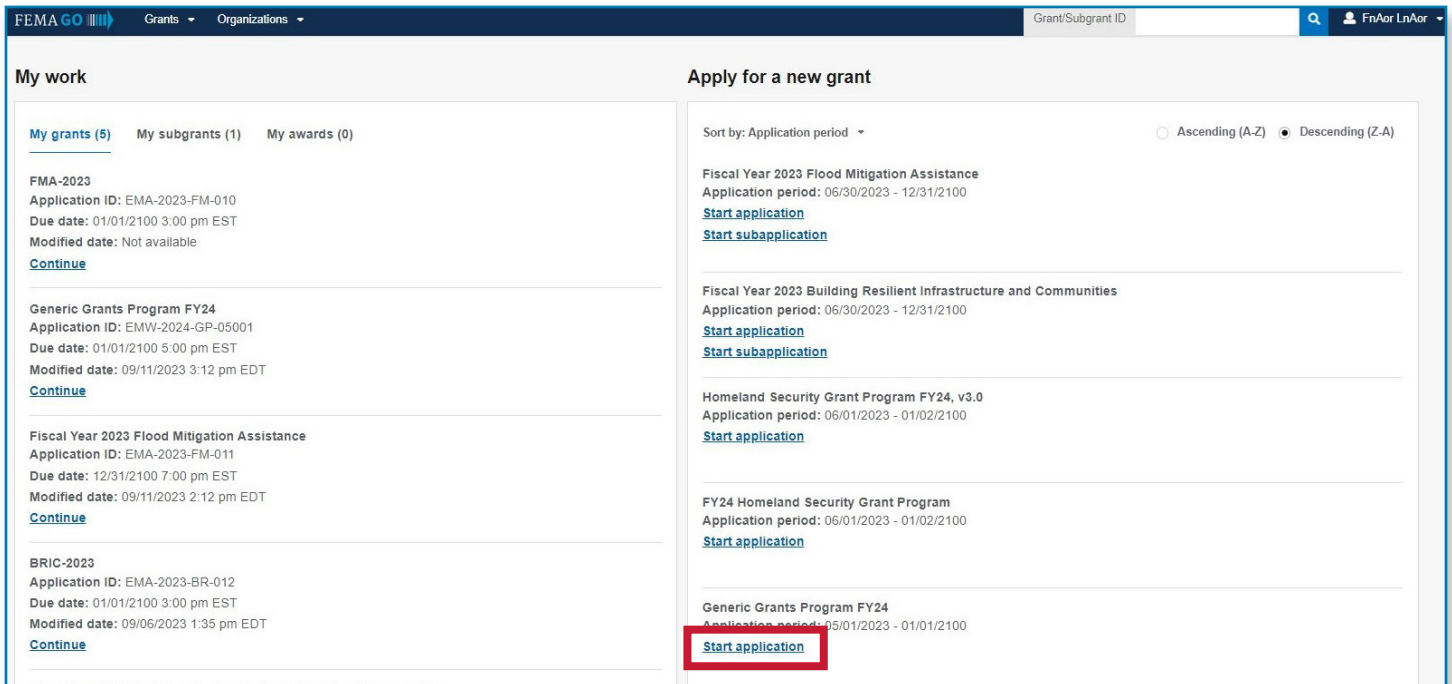
Review and Submit Application



Start an Application

Step 1:

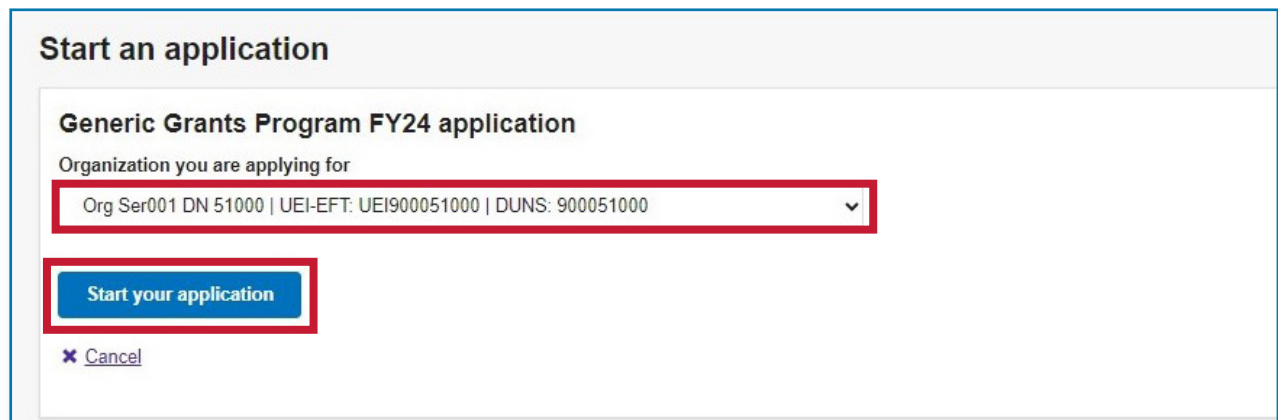
Locate your grant information under **Apply for a new grant** and select **Start application**. This will open a new window.



The screenshot shows the FEMA GO application interface. On the left, under 'My work', there are three sections: 'My grants (5)', 'My subgrants (1)', and 'My awards (0)'. The 'My grants (5)' section lists several grants with details like Application ID, Due date, and Modified date, each with a 'Continue' button. On the right, under 'Apply for a new grant', there is a search bar and a dropdown menu for 'Sort by: Application period'. Below this, there are several grant listings with 'Start application' and 'Start subapplication' buttons. The 'Start application' button for the 'Generic Grants Program FY24' grant is highlighted with a red box.

Step 2:

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

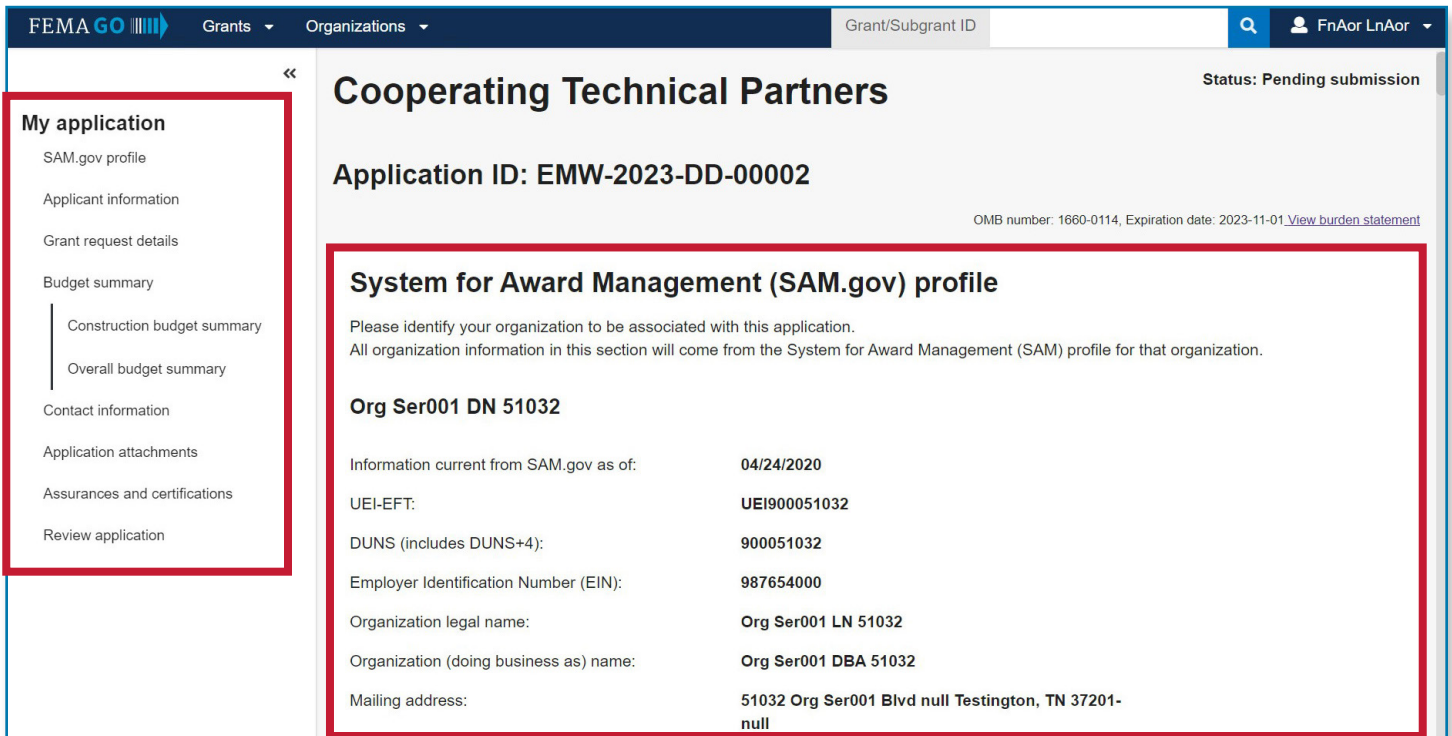


The screenshot shows a dialog box titled 'Start an application'. The main heading is 'Generic Grants Program FY24 application'. Below this, there is a label 'Organization you are applying for' followed by a dropdown menu. The dropdown menu is open, showing the selected organization: 'Org Ser001 DN 51000 | UEI-EFT: UEI900051000 | DUNS: 900051000'. Below the dropdown menu, there is a blue button labeled 'Start your application' and a link labeled 'Cancel' with a red 'X' icon.

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 content area is titled '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 main content area 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.



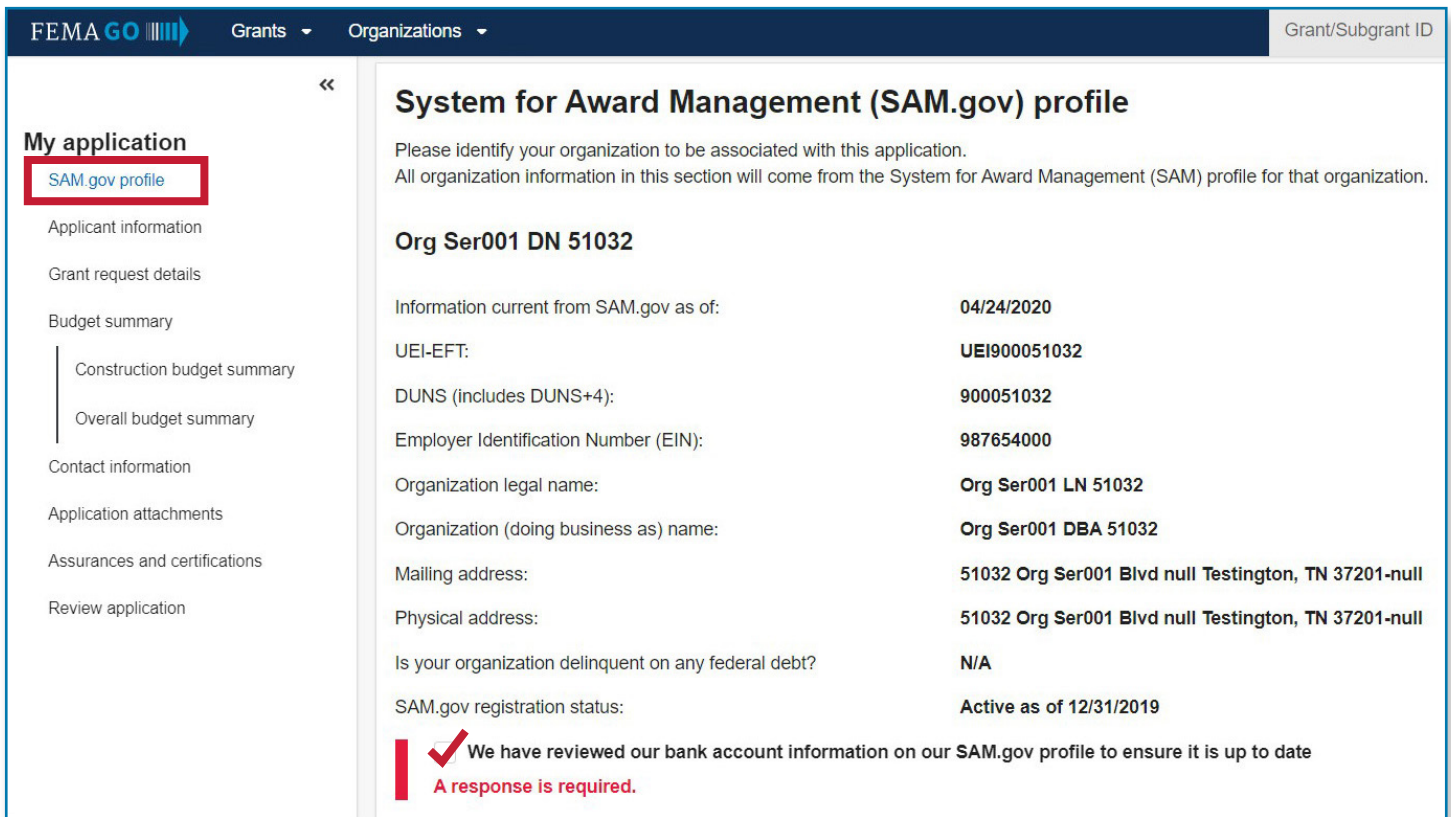
Note

A good practice is to write down your Application ID for future reference.

Complete an Application

Section 1: SAM.gov profile

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



The screenshot shows the FEMA GO application interface. The top navigation bar includes 'FEMA GO', 'Grants', and 'Organizations'. The main content area is titled 'System for Award Management (SAM.gov) profile'. It contains a table of organization information from SAM.gov, a confirmation checkbox, and a red error message.

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.



Remember

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

Complete an Application, continued

Section 2: Applicant Information

- Select **Applicant information** in the left navigation.
- Select an **Applicant Type** from the dropdown menu in the main body.
- Enter **Applicant name**.
- Select an **Intent for waiver**.
- Enter **Applicant address**.

The screenshot shows the FEMA GO application interface. On the left, a navigation menu lists various sections, with 'Applicant information' highlighted in a red box. The main content area is titled 'Applicant information' and contains several input fields: 'Applicant type' (set to 'State Government'), 'Applicant name' (set to 'Test'), a waiver intent question (selected 'No'), and an 'Address' section with fields for 'Address 1', 'Address 2', 'City', 'State/territory', 'Zip code', and 'Zip extension'. The 'Zip extension' field, containing '1234', is highlighted with a red box.



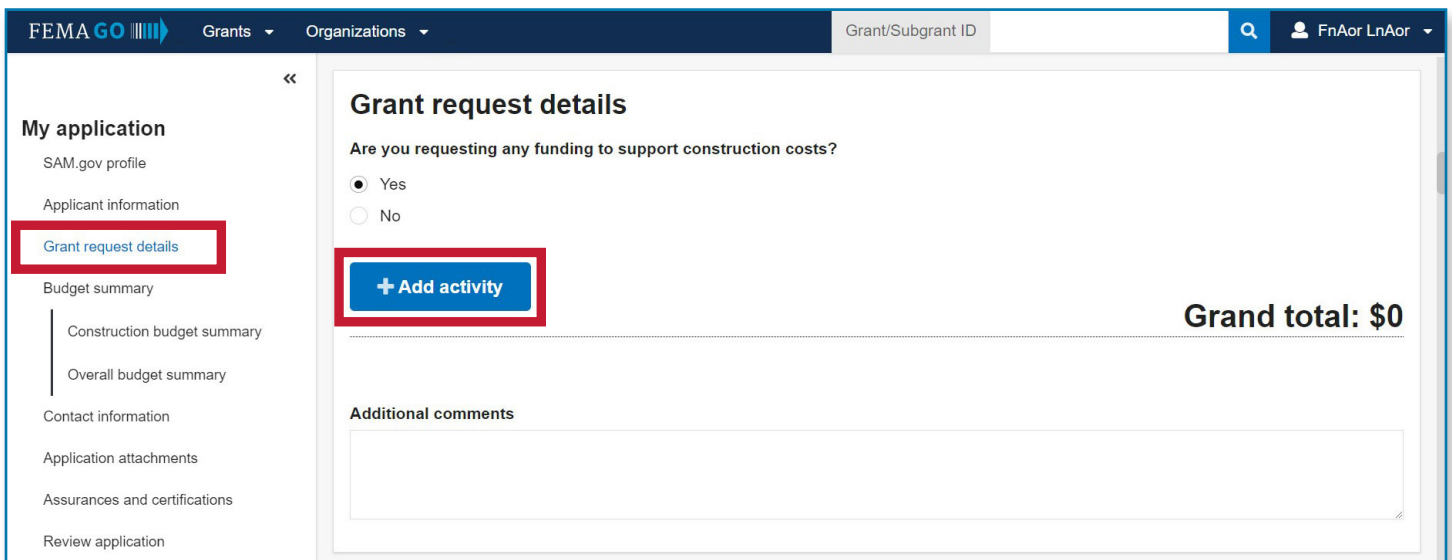
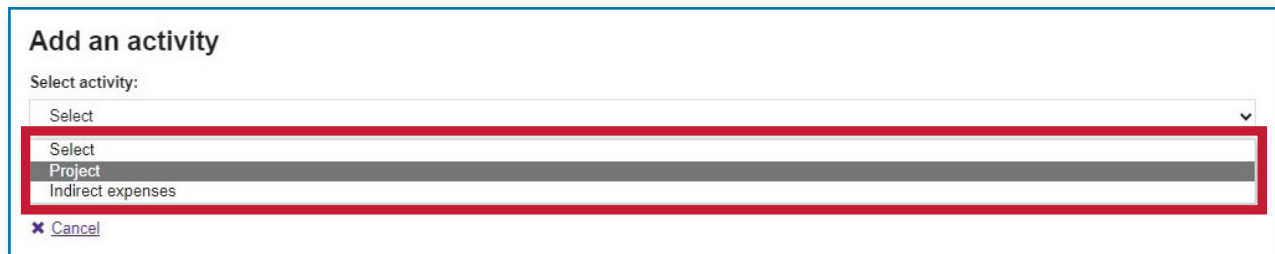
Attention

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

Complete an Application, continued

Section 3: Grant Request Details

- Select **Grant request details** in the left navigation.
- Select **yes** or **no** to indicate if you are requesting funding to support construction costs.
- Select the **Add activity** button. This will open a new window.
- In the new window, select an activity to add from the dropdown menu.

...continued

Complete an Application, continued

Section 3: Grant Request Details, continued

After selecting an activity, an additional blue section will appear in the main body for you to add cost items.

- Enter a **Project name**.
- Enter a **Project description** in the text field provided.
- Select **Add an item** (you must add at least one item greater than \$0).
- A new window will open. 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 + Add an item

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

Complete an Application, continued

Section 4: Budget Summary

- Select **Budget summary** in the left navigation.
- 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



Note

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

...continued


Complete an Application, continued

Section 4: Budget Summary, continued

- Review the **Federal/Non-Federal resources** and adjust as needed.
- Enter any applicable **Program income** (see below).


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.




About Program Income

Although not common, recipients may generate income in the course of carrying out grant-support activities during the period of performance. This is referred to as program income. The response in this text field should be zero dollars unless the recipient anticipates generating income during the period of performance.



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.



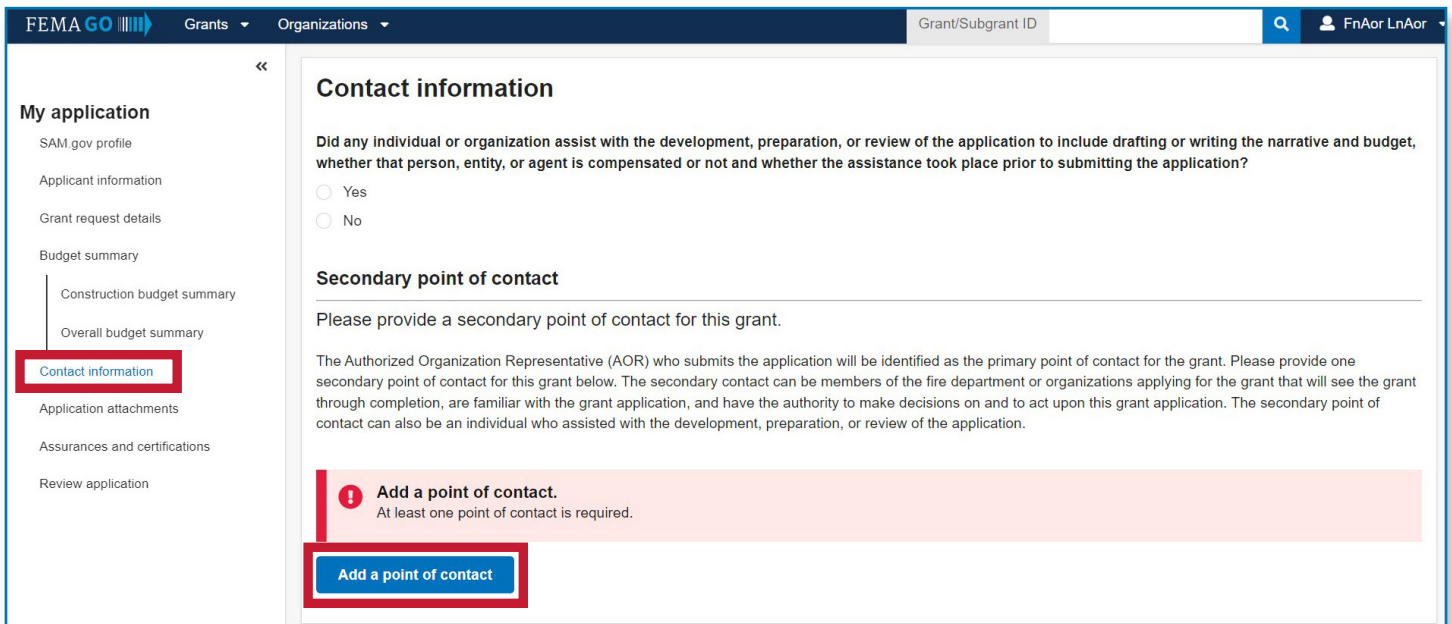
Attention

Please ensure that any errors are resolved. Sometimes an error 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.

Complete an Application, continued

Section 5: Contact Information

- Select **Contact information** in the left navigation.
- Select **yes** or **no** if an additional individual assisted in preparing the grant.
- Select **Add a point of contact** to add a secondary point of contact.



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.

Add a point of contact.
At least one point of contact is required.

Add a point of contact



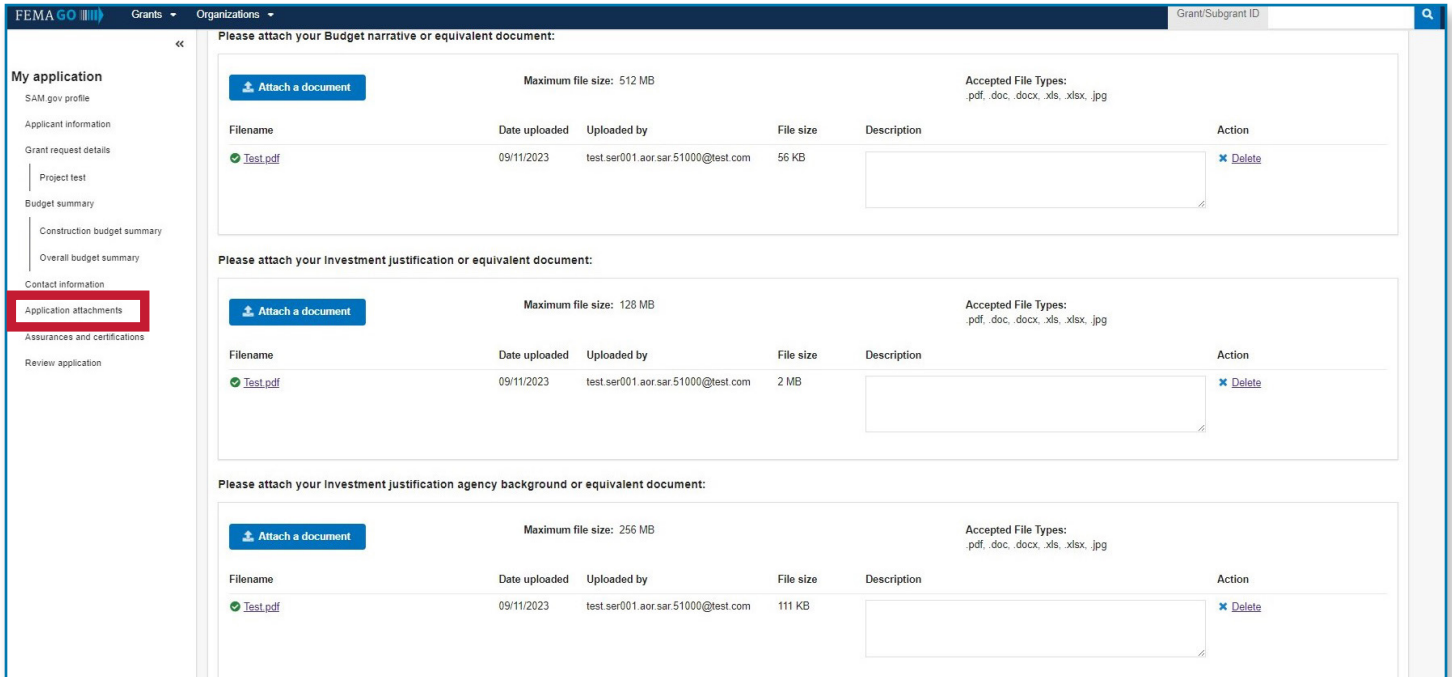
Attention

A secondary point of contact **MUST** be added. Otherwise, you will receive an error. Also, note that the secondary point of contact cannot be the AOR and must be related to the application itself.

Complete an Application, continued

Section 6: Application Attachments

- Select **Application attachments** in the left navigation.
- Attach any required or optional documents as needed.



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

Please attach your Budget narrative or equivalent document:

Maximum file size: 512 MB
Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .jpg

Filename	Date uploaded	Uploaded by	File size	Description	Action
Test.pdf	09/11/2023	test.ser001.aor.sar.51000@test.com	56 KB		Delete

Please attach your investment justification or equivalent document:


Maximum file size: 128 MB
Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .jpg

Filename	Date uploaded	Uploaded by	File size	Description	Action
Test.pdf	09/11/2023	test.ser001.aor.sar.51000@test.com	2 MB		Delete

Please attach your investment justification agency background or equivalent document:

Maximum file size: 256 MB
Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .jpg

Filename	Date uploaded	Uploaded by	File size	Description	Action
Test.pdf	09/11/2023	test.ser001.aor.sar.51000@test.com	111 KB		Delete

 **Attention**

Only certain file types are accepted.



Complete an Application, continued

Section 7: Assurances and Certifications

- Select **Assurances and certifications** in the left navigation.
- Check the box if submitting a SF-LLL is not required.
- If an SF-LLL is required, you **MUST** complete the dropdown questions and answer all questions.

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 10. 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. § 10.110(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
[Text Input]

Street 1
[Text Input]

Street 2
[Text Input]

City
[Text Input]

State
Select

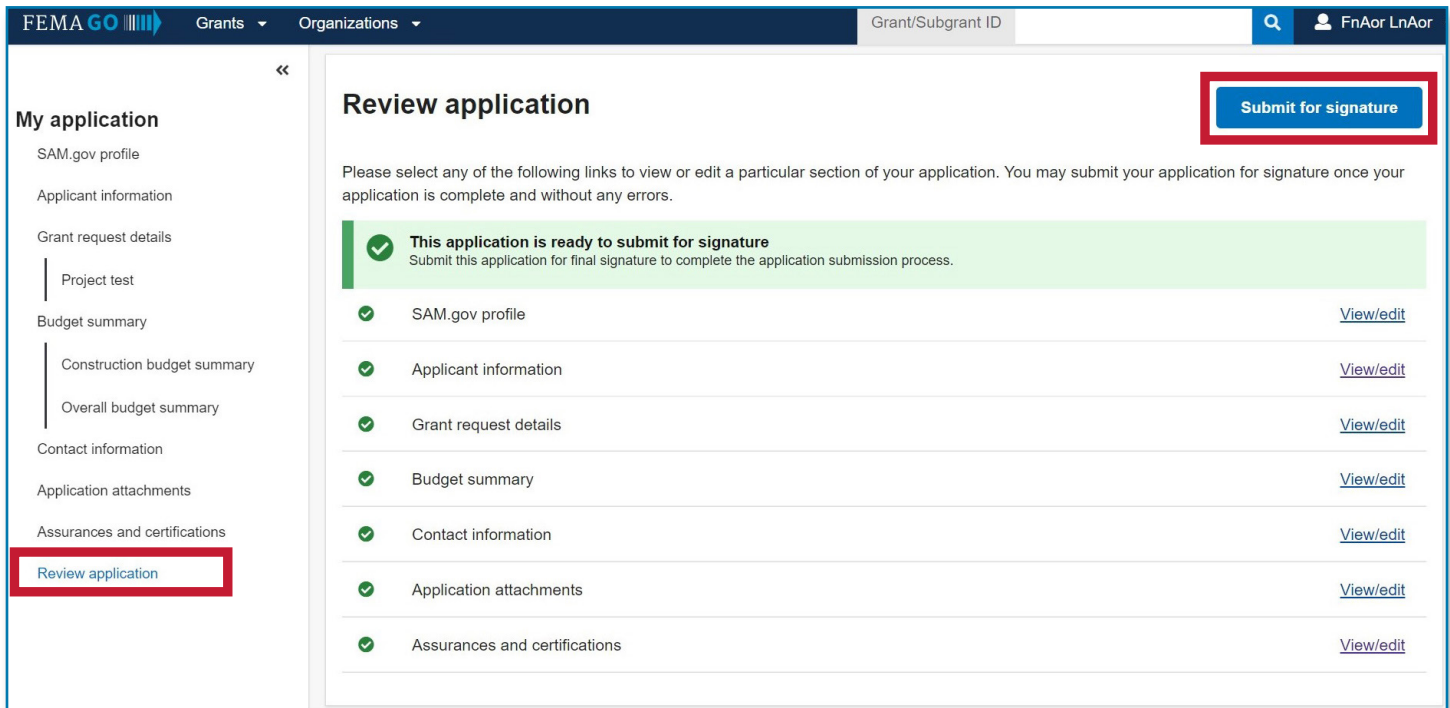
Zip
[Text Input]



Complete an Application, continued

Section 8: Review and Submit Application

- Select **Review application** in the left navigation.
- Errors are shown here with red exclamation marks and **MUST** be fixed before submitting.
- Once all errors are resolved and the application is complete, select **Submit for signature** to send application to the AOR.



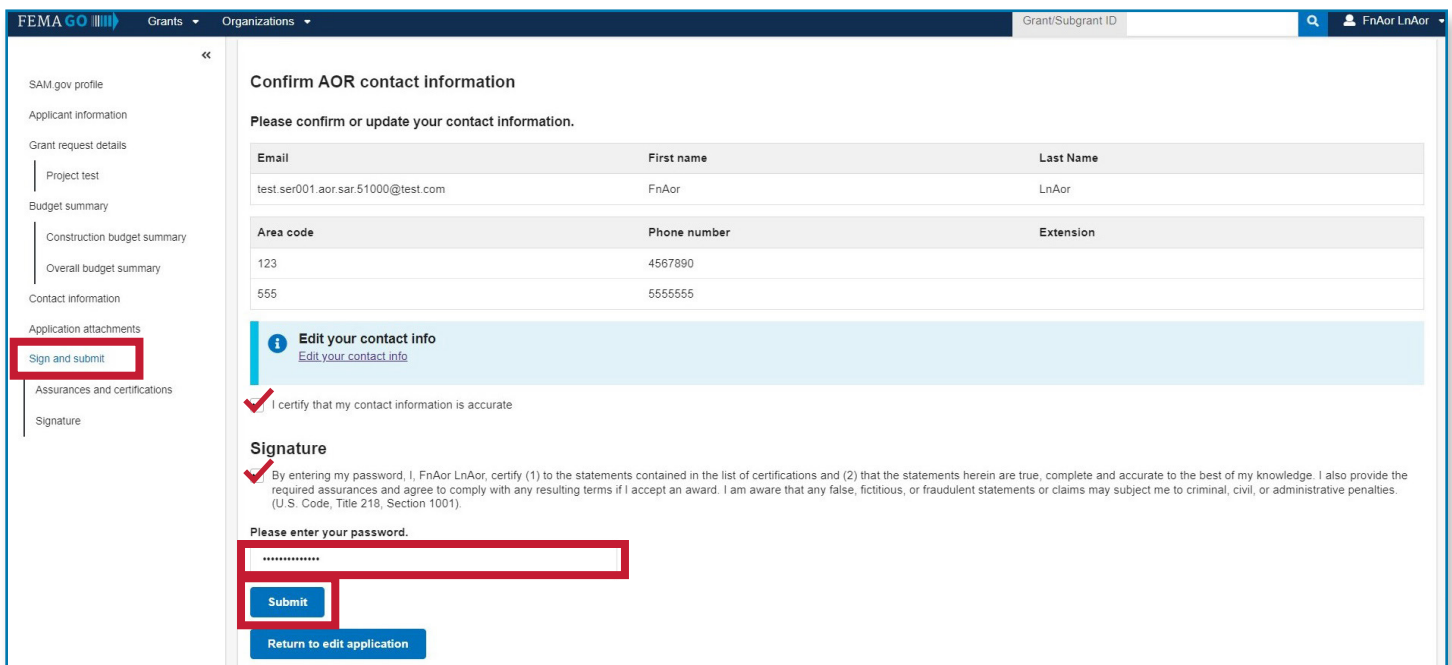
The screenshot shows the FEMA GO application review interface. The top navigation bar includes 'FEMA GO', 'Grants', 'Organizations', and a search bar. The left sidebar, titled 'My application', lists various sections: SAM.gov profile, Applicant information, Grant request details (with 'Project test' selected), Budget summary (with 'Construction budget summary' and 'Overall budget summary' listed), Contact information, Application attachments, Assurances and certifications, and 'Review application' (highlighted with a red box). The main content area is titled 'Review application' and features a 'Submit for signature' button (highlighted with a red box). Below the title, a green banner states: 'This application is ready to submit for signature. Submit this application for final signature to complete the application submission process.' A table lists the application sections with green checkmarks and 'View/edit' links:

✓	SAM.gov profile	View/edit
✓	Applicant information	View/edit
✓	Grant request details	View/edit
✓	Budget summary	View/edit
✓	Contact information	View/edit
✓	Application attachments	View/edit
✓	Assurances and certifications	View/edit

Sign and Submit the Application

Sign and Submit (AOR only)

- Select **Sign and submit** in the left navigation.
- As an AOR, you will need to review each of the **certification statements**.
- 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 a signature.
- Select **Submit** to submit the application or select **Return to edit application** if edits are needed.
- Once the application is successfully submitted, a green banner will appear.



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. ✕

Submitted to FEMA

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

Org Ser001 DN 51000

 **Note**

The confirmation banner indicates that the status has changed to “Submitted to FEMA”.





Print Functionality Instructions





Print Functionality Instructions

Grant summary

- My to do list
- Organization information
- Attached subapplications
- Financial reports
- Performance progress reports
- Closeout reports
- Request for Information

Application

Print Application

- 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 application.

The screenshot shows the FEMA GO application interface. The top navigation bar includes 'FEMA GO', 'Grants', 'Organizations', and a search bar. The left sidebar contains a navigation menu with 'Grant summary' and 'Application' (highlighted in blue). The main content area displays the 'System for Award Management (SAM.gov) profile' for 'Org Ser001 DN 51000'. It includes a table of information from SAM.gov as of 04/24/2020, such as UEI-EFT, DUNS, EIN, and legal name. A checkbox at the bottom indicates that the user has reviewed their bank account information.



Remember

Users can print their organization’s grant application, enabling them to review it offline and/or keep it as a record.



Attention

Applications can only be printed AFTER they have been submitted to FEMA.





FEMA GO Help Desk Information:

Please send any questions to:

FEMAGO@fema.dhs.gov

1-877-585-3242

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

