

# SWIFT Current Pass-through Application and Subapplication Process

This guide provides instructions for FEMA GO external users to log-in, complete a pass-through application, complete a pass-through subapplication, submit a pass-through subapplication to FEMA, and delete a subapplication.

April 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 user.
- Complete a pass-through application.
- Complete a pass-through subapplication.
- Submit a completed pass-through subapplication to FEMA.
- Delete a subapplication.





# Training Roles and Log-in



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# Training Roles

This training is for the following external 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

**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

## Step 1:

Go to [go.fema.gov](https://go.fema.gov).

## Step 2:

Log-in using the email and password you created. This will take you to the welcome screen.

### 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



### Helpful Tip:

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





# Complete a Pass-through Application

Start an Application

My Application Landing Page

SAM.gov Profile

Subapplications and Budget Summary

Assurances and Certifications

AOR Contact Information

Signature Confirmation

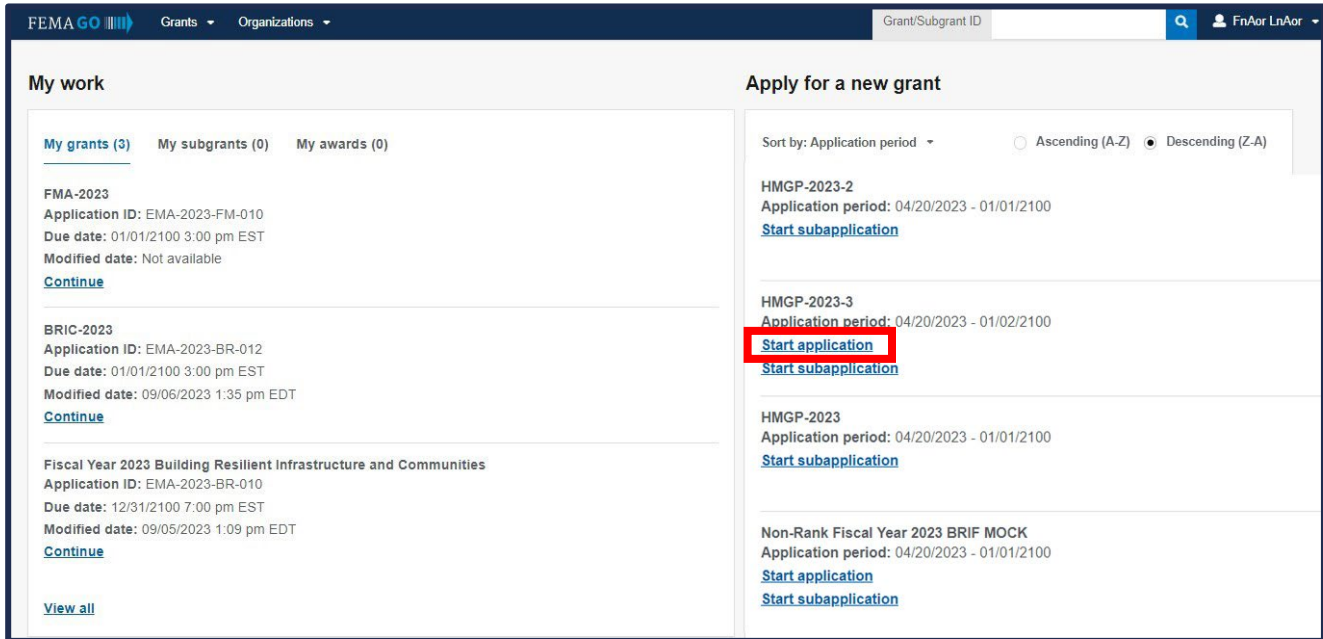


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# Start an Application

## 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.

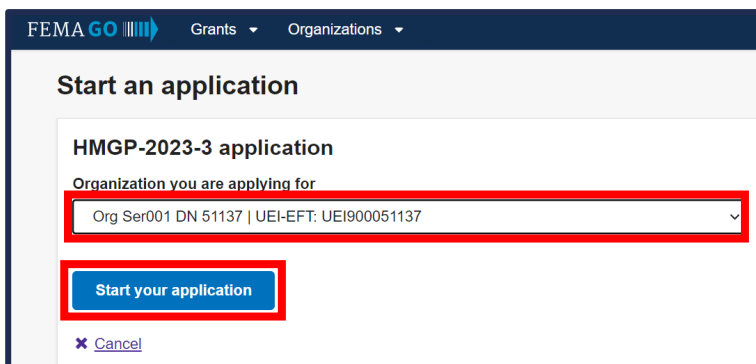


The screenshot shows the FEMA GO interface with the 'Apply for a new grant' section selected. The 'My work' section on the left shows 'My grants (3)', 'My subgrants (0)', and 'My awards (0)'. The 'Apply for a new grant' section on the right shows a list of grants with the following details:

- Sort by: Application period (Ascending (A-Z) / Descending (Z-A))
- HMGP-2023-2: Application period: 04/20/2023 - 01/01/2100. Buttons: [Start subapplication](#)
- HMGP-2023-3: Application period: 04/20/2023 - 01/02/2100. Buttons: **Start application** (highlighted), [Start subapplication](#)
- HMGP-2023: Application period: 04/20/2023 - 01/01/2100. Button: [Start subapplication](#)
- Non-Rank Fiscal Year 2023 BRIF MOCK: Application period: 04/20/2023 - 01/01/2100. Buttons: [Start application](#), [Start subapplication](#)

## Step 2:

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



The screenshot shows the 'Start an application' dialog box for the 'HMGP-2023-3 application'. The 'Organization you are applying for' dropdown menu is selected, showing 'Org Ser001 DN 51137 | UEI-EFT: UEI900051137'. The 'Start your application' button is highlighted with a red box. There is also a 'Cancel' button with a close icon.

### Helpful Tip:

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

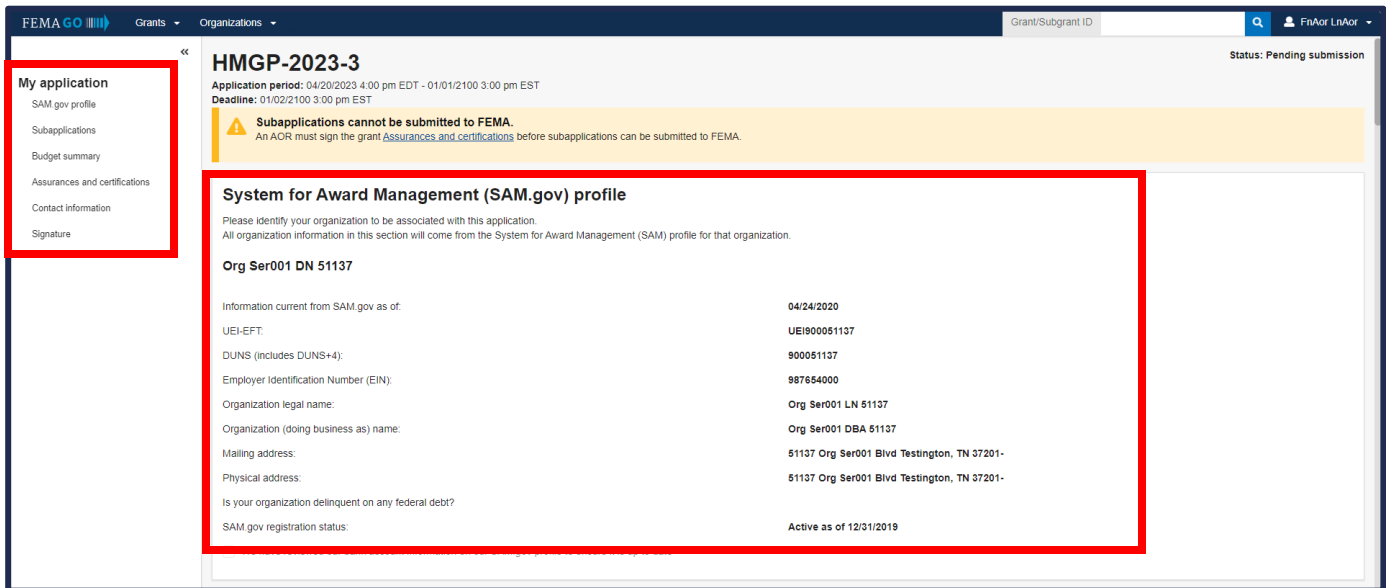


# My Application Landing Page

Once you select Start your 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 within your left navigation and therefore may vary slightly from the screen displayed.



**HMGP-2023-3** Status: Pending submission

Application period: 04/20/2023 4:00 pm EDT - 01/01/2100 3:00 pm EST  
 Deadline: 01/02/2100 3:00 pm EST

**Subapplications cannot be submitted to FEMA.**  
 An AOR must sign the grant [Assurances and certifications](#) before subapplications can be submitted 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.

**Org Ser001 DN 51137**

Information current from SAM.gov as of:	04/24/2020
UEI-EFT:	UEI900051137
DUNS (includes DUNS+4):	900051137
Employer Identification Number (EIN):	987654000
Organization legal name:	Org Ser001 LN 51137
Organization (doing business as) name:	Org Ser001 DBA 51137
Mailing address:	51137 Org Ser001 Blvd Testington, TN 37201-
Physical address:	51137 Org Ser001 Blvd Testington, TN 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

- 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 shows the FEMA GO interface for application **HMGP-2023-3**. The left navigation menu includes 'My application', 'SAM.gov profile' (highlighted with a red box), 'Subapplications', 'Budget summary', 'Assurances and certifications', 'Contact information', and 'Signature'. The main content area shows the application period (04/20/2023 4:00 pm EDT - 01/01/2100 3:00 pm EST) and deadline (01/02/2100 3:00 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 is the 'System for Award Management (SAM.gov) profile' section, which includes the following information:

Information current from SAM.gov as of:	04/24/2020
UEI-EFT:	UEI900051137
DUNS (includes DUNS+4):	900051137
Employer identification number (EIN):	987654000
Organization legal name:	Org Ser001 LN 51137
Organization (doing business as) name:	Org Ser001 DBA 51137
Mailing address:	51137 Org Ser001 Blvd Testington, TN 37201-
Physical address:	51137 Org Ser001 Blvd Testington, TN 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.



# Subapplications and Budget Summary (Optional)

- Select **Subapplications** within the left navigation.
- Review the links: **Subapplications submitted to FEMA**, **Subapplications submitted to me**, and **Draft subapplications**.
- 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						

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

## Helpful Tip:

Displayed below the subapplication information within the main body will be the Budget Summary. Please note, the budget summary will only display once subapplications have been submitted to FEMA.



# Assurances and Certifications

- Select **Assurances and Certifications** within the left menu.
- 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

- In this section you must confirm or update your contact information. Select **Contact information** within the left navigation.
- 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	

[Edit your contact info](#)

I certify that my contact information is accurate

## Helpful Tip:

A secondary phone number **MUST** be added to this section.



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# Signature Confirmation (AOR Only)

- 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, FmAor 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**

i **Signed by AOR:**  
FmAor 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

## Helpful Tip:

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



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# Signature Confirmation Continued

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

**HMGP-2023-3**
Status: Pending submission

Application period: 04/20/2023 4:00 pm EDT - 01/01/2100 3:00 pm EST  
 Deadline: 01/02/2100 3:00 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.

**Org Ser001 DN 50150**

Information current from SAM.gov as of:	04/24/2020
UEI-EFT:	UEI900050150
DUNS (includes DUNS+4):	900050150
Employer Identification Number (EIN):	987654000
Organization legal name:	Org Ser001 LN 50150
Organization (doing business as) name:	Org Ser001 DBA 50150
Mailing address:	50150 Org Ser001 Blvd Testington, TN 37201-
Physical address:	50150 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



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

- Start a Subapplication
- Subapplicant Information
- Contact Information
- Community
- Mitigation Plan
- Scope of Work
- Schedule
- Location
- Budget
- Cost-effectiveness
- EHP Review Information
- Evaluation
- Comments and Attachments
- Assurances and Certifications
- Review and Submit
- Sign and Submit

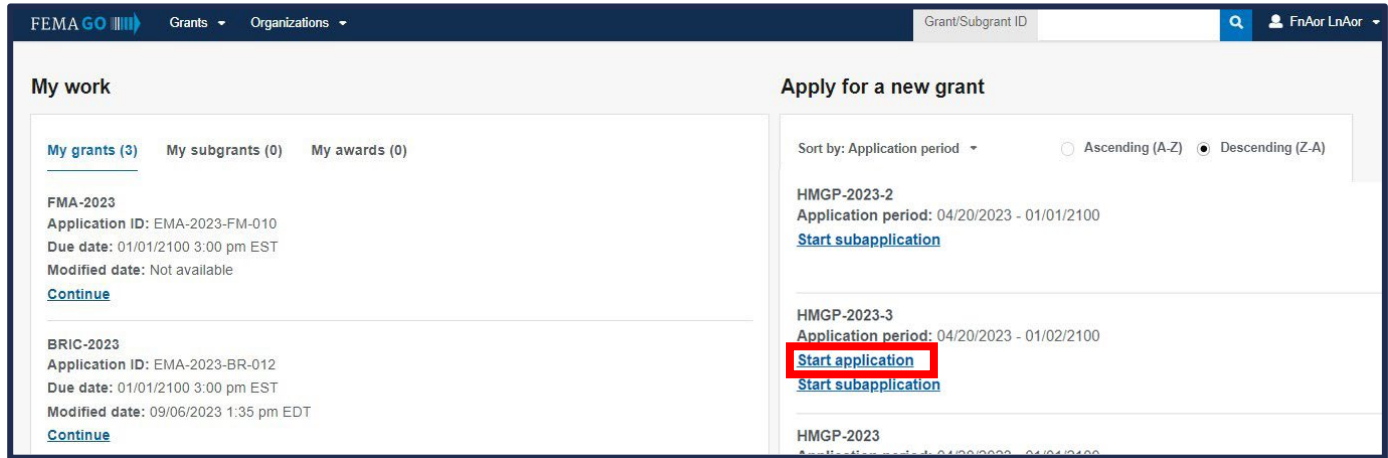


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# Start a Subapplication

## 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:

**Subapplication type** will be covered on the following page.

The screenshot shows the 'Start a subapplication' form. The form is titled 'HMGP-2023 3 subapplication'. It contains four dropdown menus: 'Organization you are applying for', 'Organization you are applying to', 'Subapplication title', and 'Subapplication type'. The 'Start your subapplication' button is highlighted in blue. There is also a 'Cancel' button with a red 'X' icon.



# Start a Subapplication Continued

## Step 5:

Select a **Subapplication type**.



The screenshot shows a dropdown menu titled "Subapplication type". The menu is open, displaying three options: "Select", "Select", and "Project". The "Project" option is highlighted with a red rectangular box, indicating it is the selected choice. A small downward arrow is visible on the right side of the dropdown box.

**Project**—A subapplication for any mitigation activity to reduce risk, including education and outreach.

### Helpful Tip:

This step is extremely important because the type you select affects the questions and sections you must complete within the subapplication. You also cannot change the subapplication type after you have selected start your subapplication.



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# Subapplicant Information

- Select **Type of submission** from the dropdown menu.
- Select **Subapplicant type** from the dropdown menu.
- Answer all questions.
- Once all questions have been answered, select Continue to move to the next section.

**Test 4/3** Status: Pending submission

OMB number: 1550-0072, Expiration date: 10/31/2021 [View burden statement](#)

**Subapplicant information**

Name of federal agency  
FEMA

**Type of submission**  
Application

**Org Ser001 LN 53137**  
53137 Org Ser001 Blvd  
Testington, TN 37201 United States

State	UEI-EFT	DUNS #	EIN #
TN	UEI900053137	900053137	987654000

**Subapplicant type**  
State Government

**Is the subapplicant subject to review by Executive Order 12372 Process?**

Yes - This Pre-application/application was made available to the Executive Order 12372 Process for review on:

No, Program is not covered by E.O. 12372.

No, Program has not been selected by state for review.

**Is the subapplicant delinquent on any federal debt?**

Yes

No

[Continue](#)



# Contact Information

- Add a **Subrecipient Authorized Representative (SAR)**.
- Add a **Point of Contact**. In the POC window, enter all the individual's information, including **two phone numbers** and their **mailing address**.
- Select **Continue** to move to the next section.

**Test 4/3** Status: Pending submission

Subapplicant information

**Contact information**

Community

Mitigation plan

Scope of work

Schedule

Location

Project location

Project benefiting area

Project impact area

Project site inventory

Budget

Cost-effectiveness

Environmental/Historic Preservation (EHP) Review Information

A. National Historic Preservation Act - Historic Buildings and Structures

B. National Historic Preservation Act - Archeological Resources

C. Endangered Species Act and Fish and Wildlife Coordination Act

D. Clean Water Act, Rivers and Harbors Act, and Executive Order 11980 (Protection of Wetlands)

E. Executive Order 11988 (Floodplain Management)

**Contact information**

Subrecipient Authorized Representative (SAR)

FnOm LnOm	Primary phone	Mailing address	
test_ser001_om_sar_53137@test.com			Delete
<b>Add a SAR</b>			

**Point(s) of contact**

FnOm LnOm	Primary phone	Additional phones	Mailing address	
test	1234567890 Work	1234567899 Mobile	test test RI 12345	Edit
test_ser001_om_sm_53137@test.com	Fax			
<b>Add a point of contact</b>				

**Continue**

**Add SAR**

Select the user being added as a SAR

Select

**Add this SAR**

[Cancel](#)

**Add Point of Contact**

Select a point of contact from the dropdown list of team members associated with your organization. If the point of contact is not listed, select "New contact".

Add a point of contact

Select

**Helpful Tip:**  
Two phone numbers are required within the point of contact section, or you will receive an error.



# Community

- In this section, you will identify communities that will benefit from this activity. Select **Find communities**. This will open a new window.
- In the new window, select **Search** and an automated list of communities should appear. From this list, select the applicable communities.
- Attach any applicable documents.
- Select Continue to move to the next section.

**Test 4/3** Status: Pending submission

**Community**

Please provide the following information. If the Congressional district number for your community does not display correctly, please contact your State NFIP coordinator.

**Add Communities**

Please find the community(ies) that will benefit from this mitigation activity by clicking on the Find communities button. If needed, modify the Congressional District number for each community by entering the updated number under the U.S. Congressional District column for that community. When finished, click the Continue button. NOTE: You should also notify your State NFIP coordinator so that the updated U.S. Congressional District number can be updated in the Community Information System (CIS) database.

[Find communities](#)

Please provide any additional comments below (optional).

**Attachments**

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

Filename	Date uploaded	Uploaded by	File size	Description	Action

[Continue](#)

**Find community**

Communities that match your search criteria are listed below. To select one or more communities, select the check box under the Select column. When finished, click the Add Communities button.

State:

Community name (optional):

County name (optional):

[Search](#)

[Cancel](#)

# Mitigation Plan

- Select **Yes** or **No** regarding compliance with 44 CFR Part 201.
- If you answer Yes, select **Enter plan details**. This will open a new window.
- In the new window, enter the required **plan details**:
  - Plan name,
  - Plan type,
  - Plan approval date in the form of a two-digit month, two-digit day, and four-digit year, and
  - Proposed activity description.
- After you have provided plan details, select **Save plan details** button.
- Close the window and attach any applicable documents.
- Select Continue to move on to the next section.



# Scope of Work

- Review the prepopulated **Subapplication title** and **edit if needed**.
- Select a **Primary activity type**, a **Primary sub-activity type**, and any additional activity types.
- Complete the required text fields in the main body.
- Attach any applicable documents.
- Select Continue to move on to the next section.

### Scope of work

The project Scope of Work (SOW) identifies the eligible activity, describes what will be accomplished and explains how the mitigation activity will be implemented. The mitigation activity must be described in sufficient detail to verify the cost estimate. All activities for which funding is requested must be identified in the SOW prior to the close of the application period. FEMA has different requirements for project, planning and management cost SOWs.

**Subapplication title (include type of activity and location)**

test2

**Activities**

**Primary activity type**

Select ▼

**Geographic areas description**

### Attachments

Attach a document

Maximum file size: 1 GB

Filename	Date uploaded	Uploaded by	File size	Description	Action

Continue



# Schedule

- This section involves specifying a work schedule for any activities.
- Select **Add a task** for each activity. In the new window that opens, enter a task name, task description, start month, and the duration of the task in months. You can enter multiple tasks, but there must be at least one.
- Add overall **estimated duration** for your proposed activities, expressed in months.
- Add proposed project **start and end dates**.
- Select Continue to move on to the next section.

The screenshot shows the FEMA GO interface for a 'Test' subapplication. On the left is a navigation menu with 'Schedule' highlighted. The main content area is titled 'Schedule' and contains instructions to specify work schedules. A blue '+ Add a task' button is highlighted with a red box. Below it are input fields for 'Estimate the total duration of your proposed activities (in months)', 'Proposed project start and end dates' (with 'Start Date' and 'End Date' fields), and a 'Continue' button at the bottom.

The 'Add a task' modal form contains the following fields and controls:

- Task name:** A single-line text input field.
- Task description:** A multi-line text area.
- Start month (number):** A single-line text input field.
- Task duration (in months):** A single-line text input field.
- Save task:** A blue button.
- Cancel:** A link with an 'x' icon.



# Location

- Enter a **detailed description** of the proposed project’s location.
- Add **Latitude** and **Longitude** coordinates for the exact location of the project.
- Attach any applicable documents to support the project location.
- Enter a **detailed description** of the proposed project’s benefiting area.
- Attach any applicable documents to support the project benefiting area.
- Continue working within the main body by completing the additional required text fields for the Location section, including the **Project impact area** and **Project site inventory**.
- Select Continue to move on to the next section.

The screenshot shows the FEMA GO application interface for 'Test 4/3'. The status is 'Pending submission'. The main content area is divided into several sections:

- Project location:** A large text input field for a detailed description of the proposed project's location. Below it are input fields for Latitude and Longitude.
- Attachments:** A section with an 'Attach a document' button and a table with columns: Filename, Date uploaded, Uploaded by, File size, Description, and Action. The maximum file size is 1 GB.
- Project benefiting area:** A large text input field for a detailed description of the proposed project's benefiting area.
- Attachments:** A section for attaching documents to support the benefiting area.

The sidebar on the left contains navigation options: Project subapplication, Subapplicant information, Contact information, Community, Mitigation plan, Scope of work, Schedule, Location (highlighted), Project location, Project benefiting area, Project impact area, Project site inventory, Budget, Cost-effectiveness, Environmental/Historic Preservation (EHP) Review information, and a list of regulatory acts (A-F).





# Budget

- The information you add to the budget must directly link to your scope of work and work schedule.
- Select **Add cost type**. An additional window will open where you can select a cost type.
- Once a cost type is added, an additional blue section will appear in the main body where you must select **Add an item**. A new window will open, and you can fill out fields pertaining to the cost item. You must add at least one item greater than \$0 for your cost estimate.
- Be sure to review the Cost estimate for accuracy and add any additional information, as needed.

**Test 4/3** Status: Pending submission

**Budget**

Budget cost estimate and management cost (optional) should directly link to your scope of work and work schedule. You must add at least one item(s) greater than \$0 for your cost estimate. Once you have added item(s) for your cost estimate, you may then add the item(s) for management cost (optional). As necessary, please adjust your federal/non-federal cost shares and add the non-federal funding source(s) you are planning to use this project. Once you have completed this section, please click the Continue button at the bottom of this page to navigate to the next section.

**Add budget cost types and item(s)**

Click the Add cost type button below to add cost type cost estimate and then click the Add item(s) button to add the item(s) for the cost estimate. After adding items to your cost estimate, you may then select Add cost type button again to add management costs (optional) and applicable items.

**+ Add cost type**

**Grand total: \$0.00**

Please provide any additional comments below (optional).

**Attachments**

Attach a document Maximum file size: 1 GB

Filename	Date uploaded	Uploaded by	File size	Description	Action
Continue					

**Add a cost type**

Select cost type below:

Select

Add this cost type

Cancel

**Cost type: Cost estimate** \$20,000.00

Delete this cost type

Cost estimate is the line item(s) budget to support the scope of work for the execution and completion of the project. Be sure to include the cost associated with revisions/formal adoption. To add a line item, please click on the Add an item button. Click anywhere within each row or the arrow to edit or delete the line item(s).

Cost Items **+ Add an item**

**Add a new item**

Item

Other (Explain)

Other description

Quantity Unit of measure Unit price Unit total

Budget class Pre-award



# Budget Continued

- Review the **Proposed Federal/Non-Federal share**.
- Input and adjust your Federal and Non-Federal **Dollar amounts**, as needed.
- Select the **Add funding source** button. A new window will open, and you can complete the required fields.
- Attach any applicable documents.
- Select Continue to move on to the next section.

**Cost share**

Cost share or matching means the portion of project costs not paid by federal funds.

**Proposed federal vs. non-federal funding shares**  
 Hazard mitigation assistance (HMA) funds may be used to pay up to 75% federal share of the eligible activity costs. Building Resilient Infrastructure and Communities (BRIC), Economically Disadvantaged Rural Communities (EDRCs) and Community Disaster Resilience Zones (CDRZs) may be eligible for up to 90% federal share. Flood Mitigation Assistance (FMA) and severe repetitive loss (SRL) properties may be eligible for up to 100% federal share. Repetitive loss (RL) properties may be eligible for up to 90% federal share.

**Cost estimate**

Is this an Economically Disadvantaged Rural Community or Community Disaster Resilience Zone?	Proposed federal share	% Percentage	\$ Dollar amount
<input type="radio"/> Yes <input checked="" type="radio"/> No	75.00	75.00	\$15,000.00
	Proposed non-federal share	25.00	\$5,000.00
			Based on total budget cost: \$20,000.00

**Non-federal funding sources here**  
 That portion of the total costs of the program provided by the non-federal entity in the form of in-kind donations or cash match received from third parties or contributed by the agency. In-kind contributions must be provided and cash expended during the project period along with federal funds to satisfy the matching requirements.

[+ Add funding source](#)

**Add funding source**

Funding source

Name of source agency

Funding amount

% Non-federal share by source

Funding type

Date of availability (MM/DD/YYYY)

Fund commitment letter date (MM/DD/YYYY)

[Add this funding source](#)

[Cancel](#)



# Cost-effectiveness

- Select the applicable **cost-effectiveness determinations** and fill out required information. You must select at least one option but there is no limit to how many you can select.
  - If Not applicable is selected, then you must provide a justification.
- Enter the required **project cost information** in the text fields.
- Select an option for each of the **required questions**.
- Enter any optional **comments** and attach any applicable **documents**.
- Select Continue to move on to the next section.

**Cost-effectiveness**

How was cost-effectiveness determined for this project?

BCA completed in FEMA's BCA toolkit  
 Pre-calculated benefits  
 Substantial Damage in Special Flood Hazard Area  
 Other BCA methodology approved by FEMA in writing  
 Not applicable

What are the total project benefits? (\$)

 \$
 

What is the total project cost? (\$)

 \$
 

What is the benefit-cost ratio (BCR) for the entire project?

Was sea level rise incorporated into the flood elevations in the BCA?

 Yes  
 No
 

Were environmental benefits added to the project benefits?

 Yes  
 No
 

Were social benefits added to the project benefits?

 Yes  
 No
 

Please provide any additional comments below (optional).

**Attachments**

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

Filename	Date uploaded	Uploaded by	File size	Description	Action

[Continue](#)



# EHP Review Information

- Review the **Introduction** information at the top of the main body.
- In Section A of the main body, select **Yes**, **No**, or **Not known** regarding the project.
- Answer **additional questions**, as needed.
- Provide an **explanation** if Yes or Not known are selected.
- Attach any applicable **documents**.
- Complete all sections of the EHP project section.
- Select Continue to move on to the next section.

## Helpful Tip:

Please note that additional questions may appear within the main body based upon your given responses.



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# Evaluation

- Select **Yes** or **No** for each question and provide written responses as requested.
- Attach any applicable **documents**.
- Select Continue to move on to the next section.

**Evaluation**

Is the applicant participating in the [Community Rating System \(CRS\)](#)?

Yes  
 No

Is the applicant a [Cooperating Technical Partner \(CTP\)](#)?

Yes  
 No

Was this application generated from a previous FEMA HMA Advance Assistance or Project Scoping award or any other federal grant award, or the subapplicant is a past recipient of Building Resilient Infrastructure and Communities (BRIC) non-financial Direct Technical Assistance?

Yes  
 No

Has the applicant adopted building codes consistent with the [international codes](#)?

Yes  
 No

Have the applicant's building codes been assessed on the [Building Code Effectiveness Grading Schedule \(BCEGS\)](#)?

Yes  
 No

Describe involvement of partners to enhance the mitigation activity outcome.

Additional comments (optional)

**Attachments**

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

Filename	Date uploaded	Uploaded by	File size	Description	Action

[Continue](#)

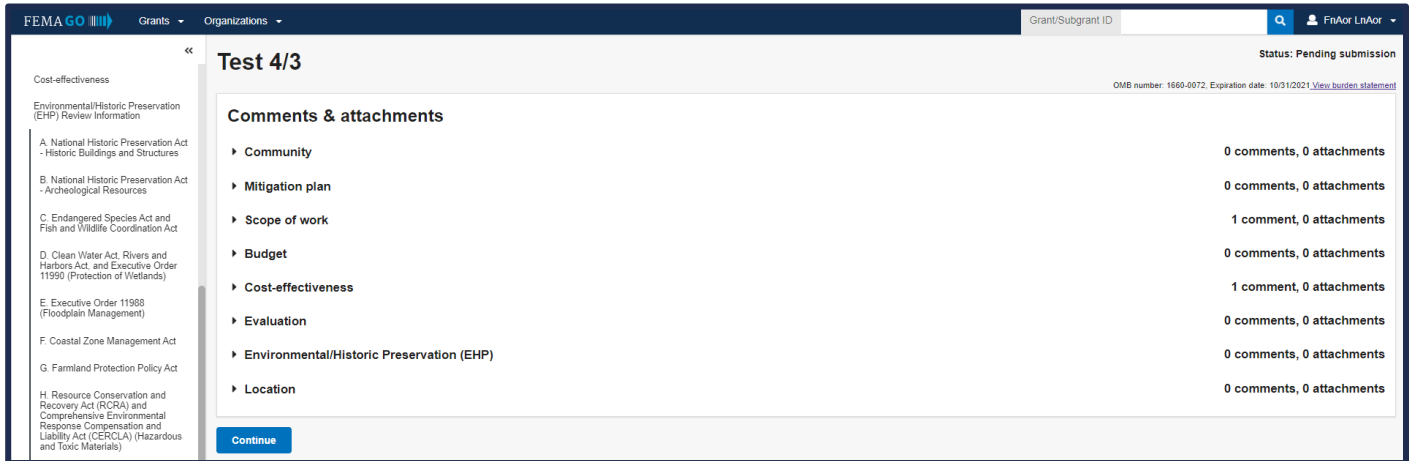
## Helpful Tip:

Depending upon your answers, additional questions may appear. The questions in this section are required and must be answered before moving on.



# Comments & Attachments

- Review **attachments** for accuracy and add any **comments**, as needed.
- Select Continue to move on to the next section.



The screenshot shows the FEMA GO application interface. At the top, there is a navigation bar with 'FEMA GO' and 'Grants' and 'Organizations' dropdowns. The main content area is titled 'Test 4/3' and shows a 'Comments & attachments' section. On the left, there is a sidebar with a list of categories under 'Environmental/Historic Preservation (EHP) Review Information', including A through H. The main content area displays a table of categories with their respective comment and attachment counts. At the bottom of the table, there is a 'Continue' button.

Category	Comments	Attachments
Community	0	0
Mitigation plan	0	0
Scope of work	1	0
Budget	0	0
Cost-effectiveness	1	0
Evaluation	0	0
Environmental/Historic Preservation (EHP)	0	0
Location	0	0



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# Assurances and Certifications

- Review the SF-424B Assurances information within the main body.
- Select the checkbox if submitting a SF-LLL is not required. If you have selected the box, you can select Continue and move to the next section.
- If an SF-LLL is required, you **MUST** answer the dropdown questions.
- Select Continue to move on to the next section.

The screenshot shows the FEMA GO application interface for the 'SF-LLL: Disclosure of Lobbying Activities' section. The sidebar on the left lists various project impact areas, with 'Assurances and certifications' selected. The main content area contains the following text:

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. § 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

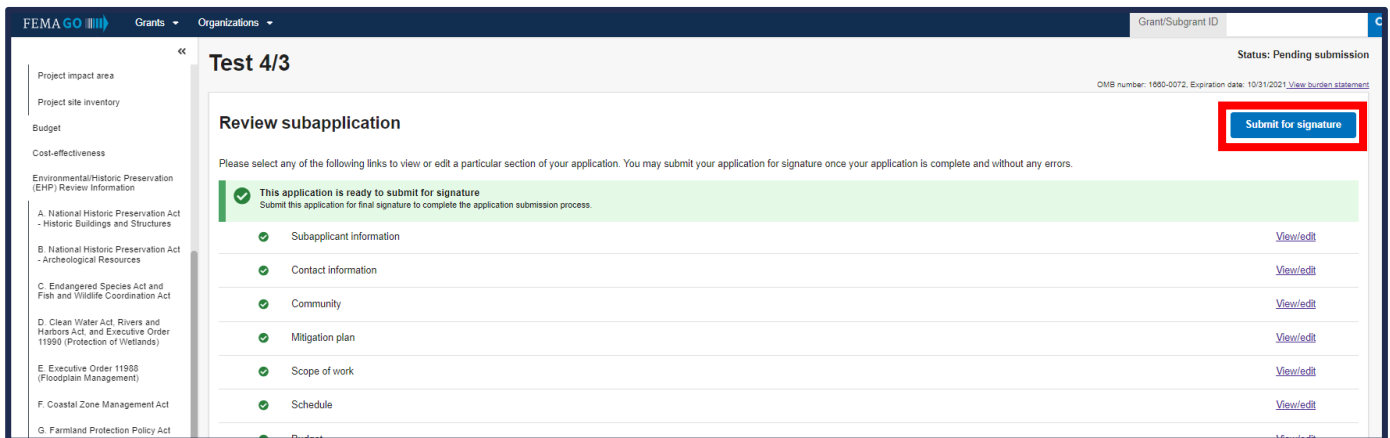
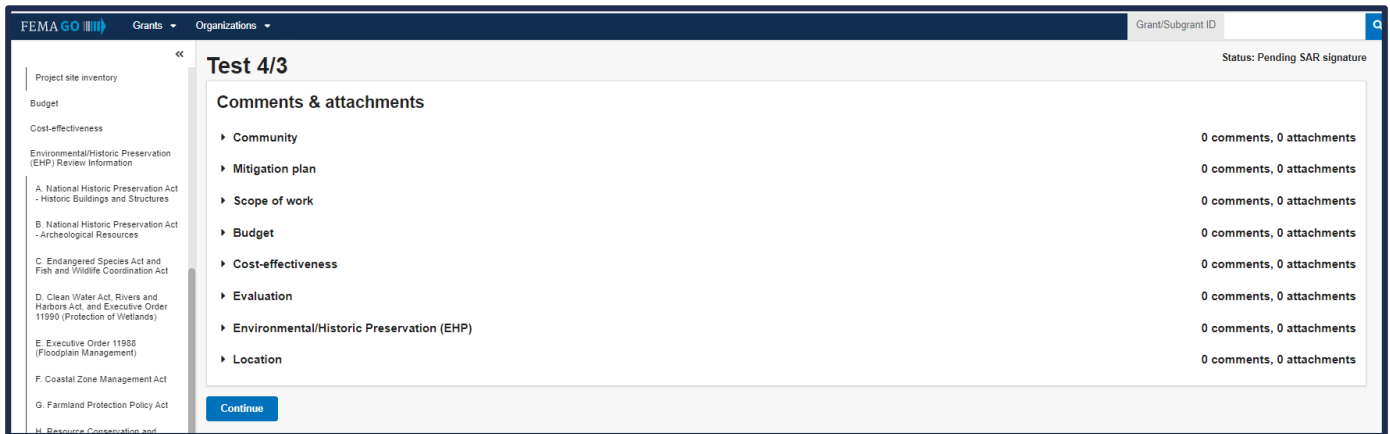
State  
 Select

Zip



# Review and Submit Subapplication

- Errors within the subapplication are shown here with red exclamation marks and must be fixed before you can submit the subapplication for signature.
- Once all errors are resolved, select **Submit for signature** button in the upper right corner to send the application to the SAR or AOR for a review and signature.





# Sign and Submit (SAR or AOR)

- The SAR or AOR must sign and submit the application before it goes to the AOR for a review. After you select submit for signature in the review section, a new section will appear within the left navigation and main body.
- Review each **certification statement**, select the checkboxes 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, you will be redirected back to the subapplicant information page.

The screenshot shows the FEMA GO application interface. On the left is a navigation menu with categories B through K. The main content area displays the 'SF-LLL: Disclosure of Lobbying Activities' section, which includes a 'Content' field and a 'Sign and submit' section. The 'Sign and submit' section contains a red checkmark icon, a paragraph of text, and a 'Please enter your password.' prompt. Below the prompt is a password input field with a red border, and two buttons: 'Submit' (with a red border) and 'Return to edit subapplication'.



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# Sign and Submit Continued

- After selecting submit, the status on the Subapplication landing page will state **Submitted to recipient**.

The screenshot shows the FEMA GO interface for a subapplication. The top navigation bar includes 'FEMA GO', 'Grants', 'Organizations', and a search bar. The main content area is titled 'Test 4/3' and shows the following information:

**Subapplicant information**

Name of federal agency: FEMA  
 Type of submission: Application

**Org Ser001 DN 53137**  
 53137 Org Ser001 Blvd  
 Testington, TN 37201 United States

State	UEI-EFT	DUNS #	EIN #
TN	UEI800053137	900053137	987654000

Subapplicant type: State Government

Is the subapplicant subject to review by Executive Order 12372 Process? No - Not selected

Is the subapplicant delinquent on any federal debt? No

A red box highlights the status 'Status: Submitted to recipient' in the top right corner. A 'Continue' button is visible at the bottom left of the main content area.





# Submit a Pass-through Subapplication to FEMA (AOR Role)

Navigate to the Subapplication

Review Instructions

Supporting Documents

Subapplication Submission

Errors and Recommendation

Submit to FEMA

Subapplication Submitted to FEMA View

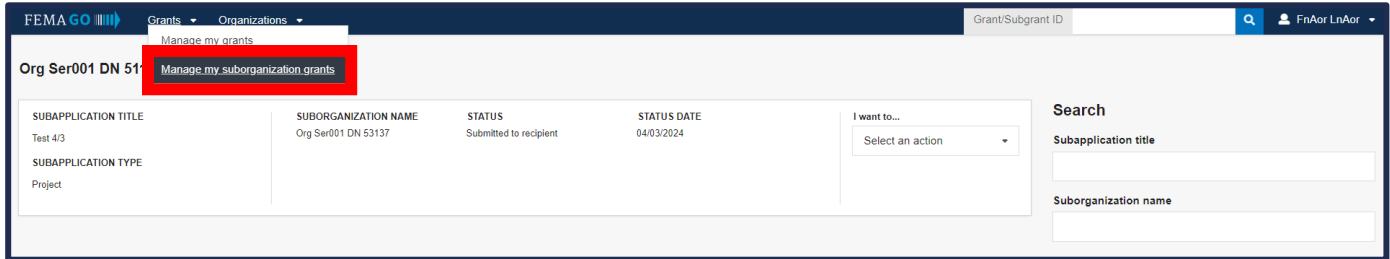


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# Navigate to the Subapplication

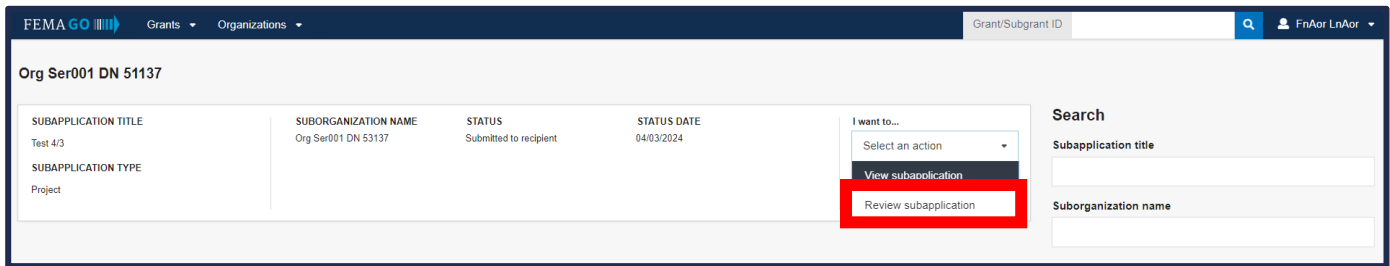
## Step 1:

Under the **Grants** dropdown in the top blue banner, select **Manage my suborganization grants**.



## Step 2:

Under the **I want to...** dropdown select **Review subapplication**.



# Review Instructions (Optional)

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

## Helpful Tip:

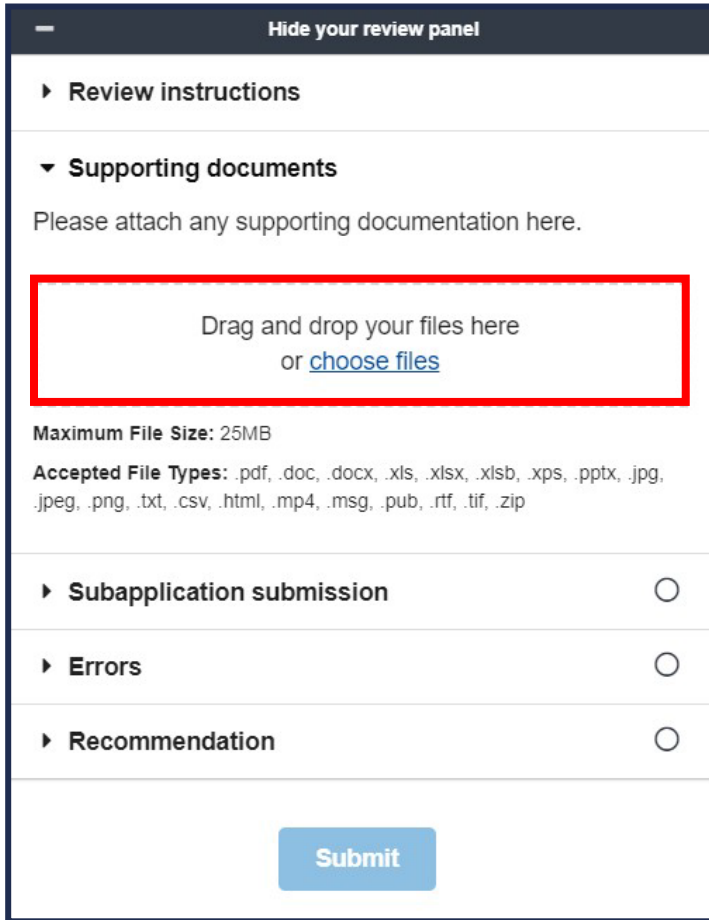
Please note, in the review panel, that this section is optional. Optional tasks will not have an open circle icon next to the dropdown within the review panel.



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# Supporting Documents (Optional)

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



The screenshot shows a review panel titled "Hide your review panel!". It contains several sections: "Review instructions", "Supporting documents" (which is expanded and highlighted with a red box), "Subapplication submission", "Errors", and "Recommendation". The "Supporting documents" section includes the text "Please attach any supporting documentation here." and a red-bordered box containing the instruction "Drag and drop your files here or [choose files](#)". Below this, it lists "Maximum File Size: 25MB" and "Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .xlsb, .xps, .pptx, .jpg, .jpeg, .png, .txt, .csv, .html, .mp4, .msg, .pub, .rtf, .tif, .zip". At the bottom of the panel is a "Submit" button.

## Helpful Tips:

Only certain file types are accepted, and it is recommended that you review the accepted file types list before uploading.

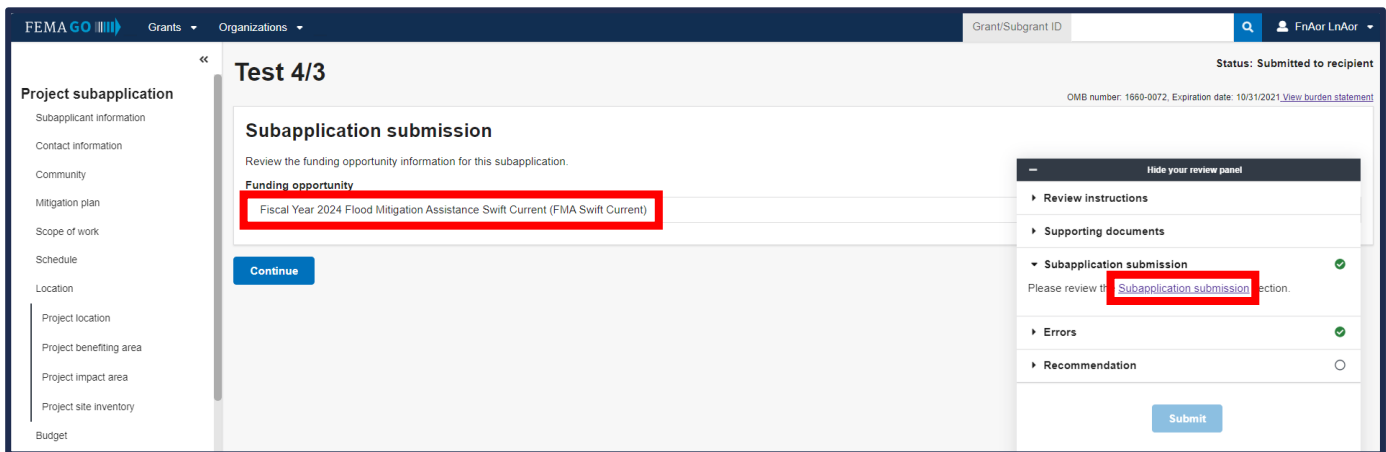
Optional tasks will not have an open circle icon in the review panel.



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# Subapplication Submission

- Select the **Subapplication submission** in the review panel to open the dropdown section.
- Select the **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** in the main body.



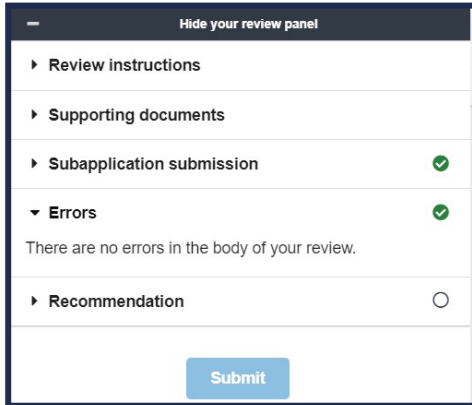
## Helpful Tip:

You can identify if a task is required because required tasks will have an open circle icon next to the dropdown within the review panel. The icon will have a green check mark when complete or a red exclamation mark to indicate an error.

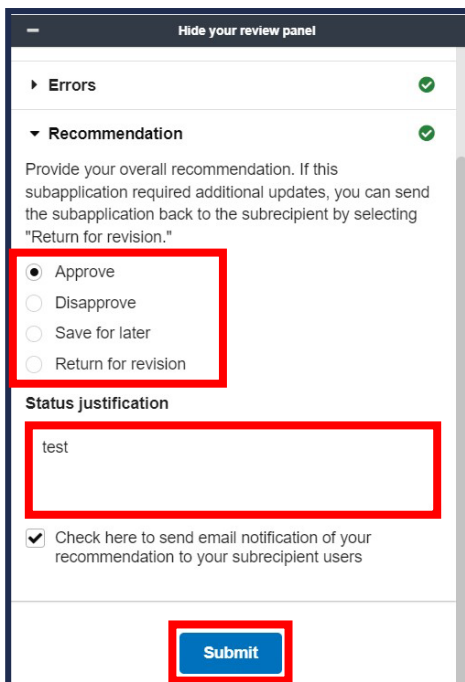


# Errors and Recommendation

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




- 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.







## Errors and Recommendation Continued

- 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 Tips:

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

The circle icon in the review panel indicates these sections are required.



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# Submit to FEMA

- Scroll down within the main body to the **Subapplications** section.
- Select the **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**. A green banner will appear stating that the subapplication was submitted.

**Subapplications**

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

Subrecipient	Title	Type	Status	Status date ^	Requested federal share	Actions
Org Ser001 DN 51000	test	Project scoping	Pending AOR submission	09/11/2023	\$18,000.00	Actions ▾ View subapplication <b>Submit to FEMA</b>

**Test 4/3** Status: Pending AOR submission

OMB number: 1660-0072, Expiration date: 10/31/2021 [View burden statement](#)

**Subapplicant information**

Name of federal agency: FEMA

Type of submission: Application

**Org Ser001 LN 53137**

53137 Org Ser001 Blvd  
Testington, TN 37201 United States

State	UEI-EFT	DUNS #
TN	UEI900053137	900053137

Subapplicant type: State Government

Is the subapplicant subject to review by Executive Order 12372 Process?  
 Yes - This Pre-application/application was made available to the Executive Order 12372 Process for review on:  
 No, Program is not covered by E.O. 12372.  
 No, Program has not been selected by state for review.

Is the subapplicant delinquent on any federal debt?  
 Yes  
 No

**Recommendation**

Provide your overall recommendation.

Submit to FEMA  
 Return to recipient review

Status justification

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

**Submit**

You submitted the subapplication.



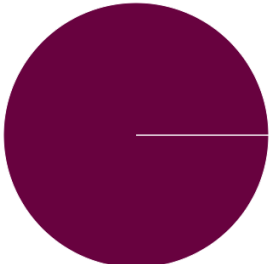
# Subapplication Submitted to FEMA View

- 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 (0)   Draft subapplications (0)

Total requested federal share (\$1,500,000.00)



Project (\$1,500,000.00)

Funding category ^	Subrecipient	Title	Type	Requested federal share	Actions
Project	Org Ser001 DN 53137	Test 4/3	Project	\$1,500,000.00	Actions ▾

## Helpful Tip:

Adjusting the funding category dropdowns will change the pie chart view.



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# Delete a Subapplication



FEMA

# Delete a Subapplication

- 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)**

Search: [ ]

Subrecipient	Title	Type	Status	Status date	Actions
Org Ser001 DN 51000	Test	Project	Pending submission	09/11/2023	Actions Continue subapplication View subapplication <b>Delete subapplication</b>

**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](mailto:FEMAGO@fema.dhs.gov)

1-877-585-3242

Hours: Mon.-Fri. 9 a.m. – 6 p.m. ET



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