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

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.

Step 2:

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

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
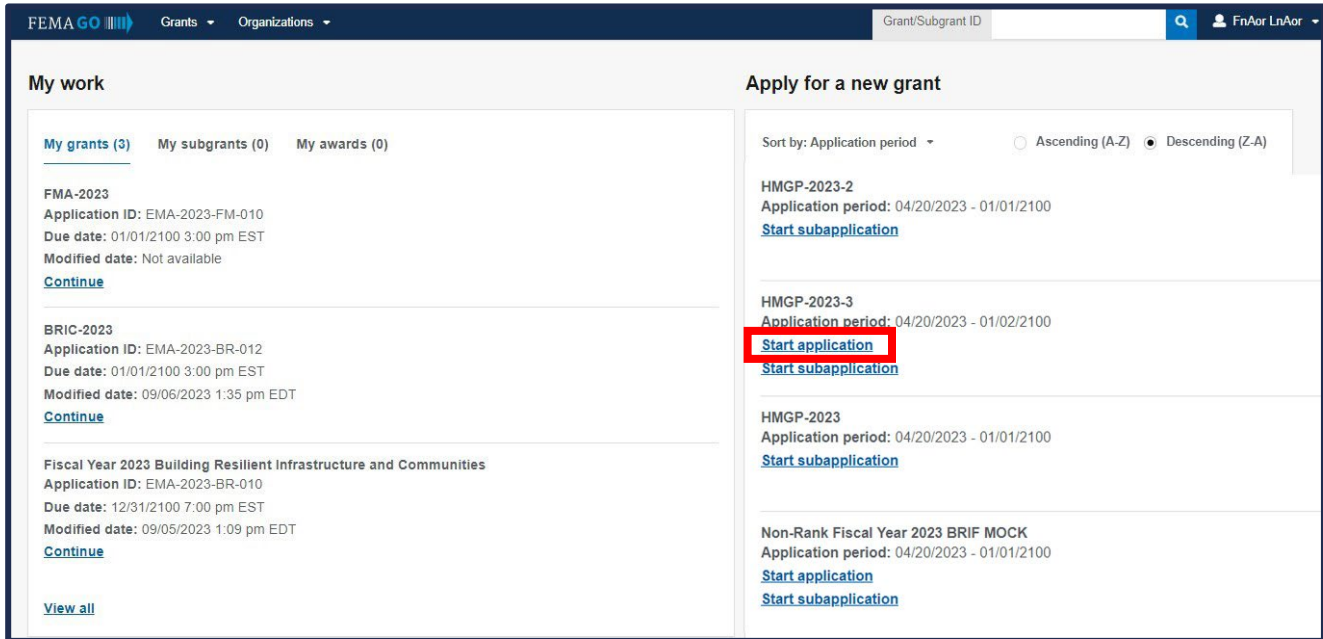
Start an Application

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.
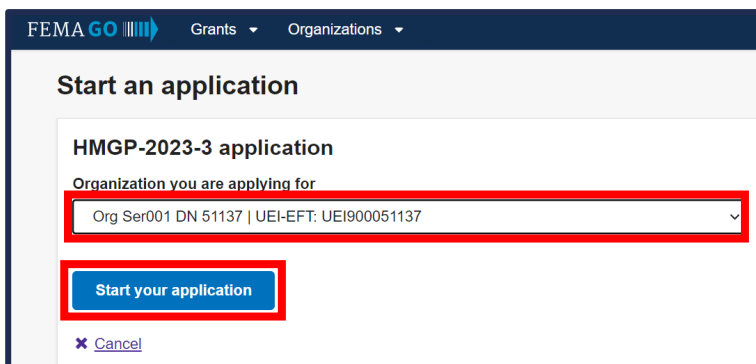

Step 2:

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

Helpful Tip:

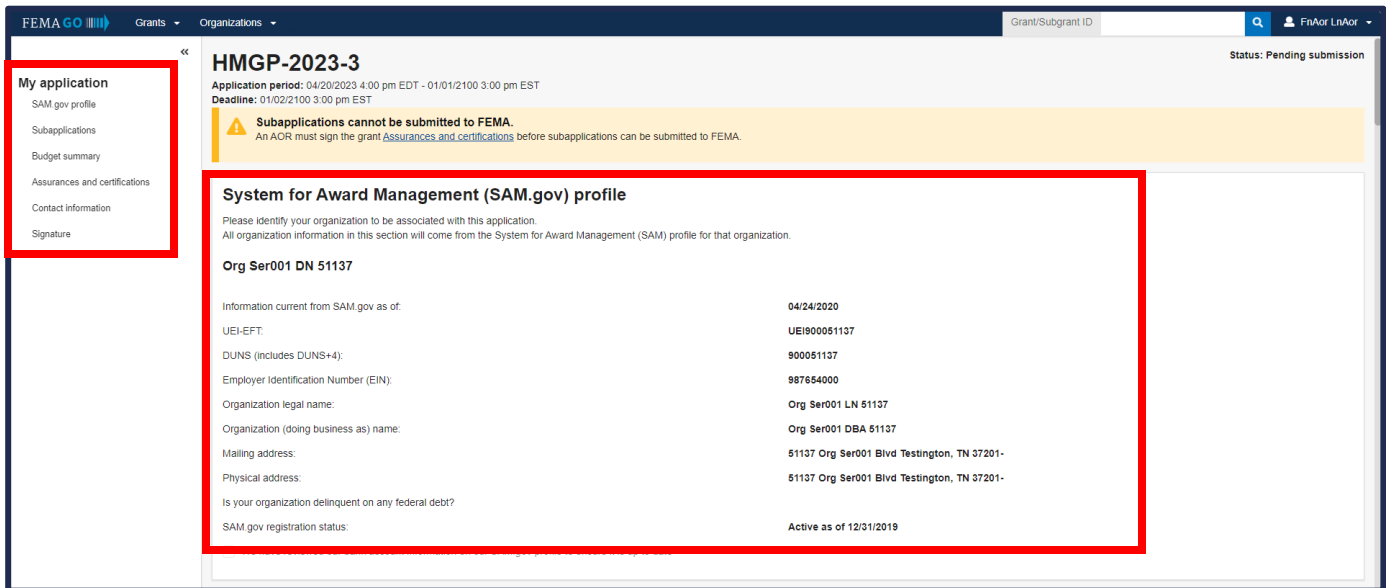An AOR must start an application before subapplications can be submitted.

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.

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.

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.

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
Edit your contact info

I certify that my contact information is accurate

Helpful Tip:

A secondary phone number MUST be added to this section.

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, 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

Assurances and certifications

ℹ **Signed by AOR:**
FnAor 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:

1. 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.
2. 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.
3. 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.

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.**

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

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.
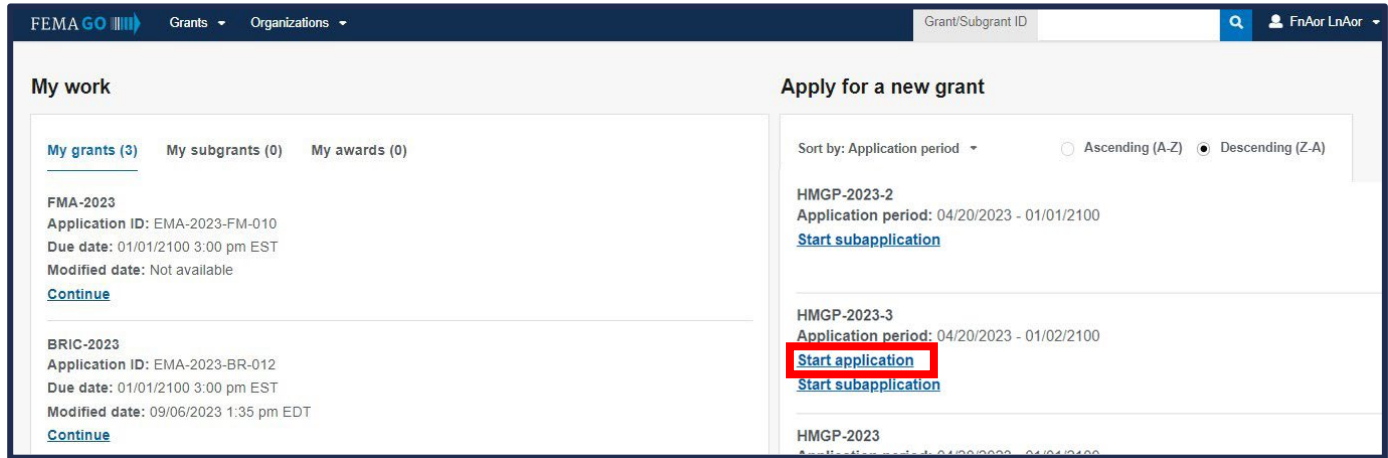
Step 2:

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.

Start a Subapplication Continued

Step 5:

Select a **Subapplication type**.

Subapplication type

Select	⌄
Select	
Project	

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.

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.

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.

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.

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**:

  o Plan name,

  o Plan type,

  o Plan approval date in the form of a two-digit month, two-digit day, and four-digit year, and

  o 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.

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.

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.

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-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.

  o 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.

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.

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

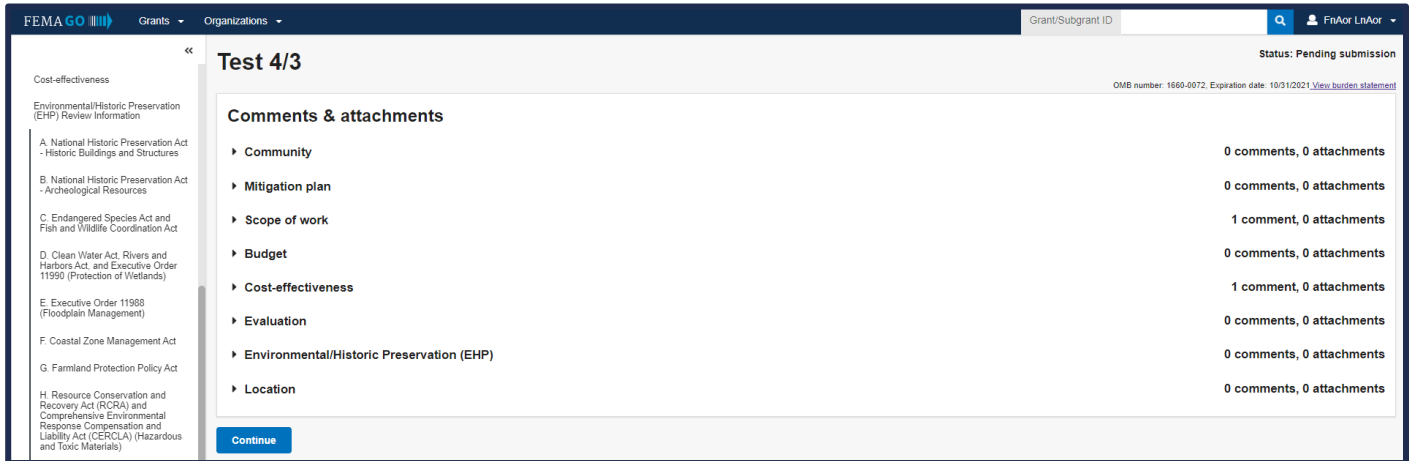| Filename	Date uploaded	Uploaded by	File size	Description	Action

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.

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.
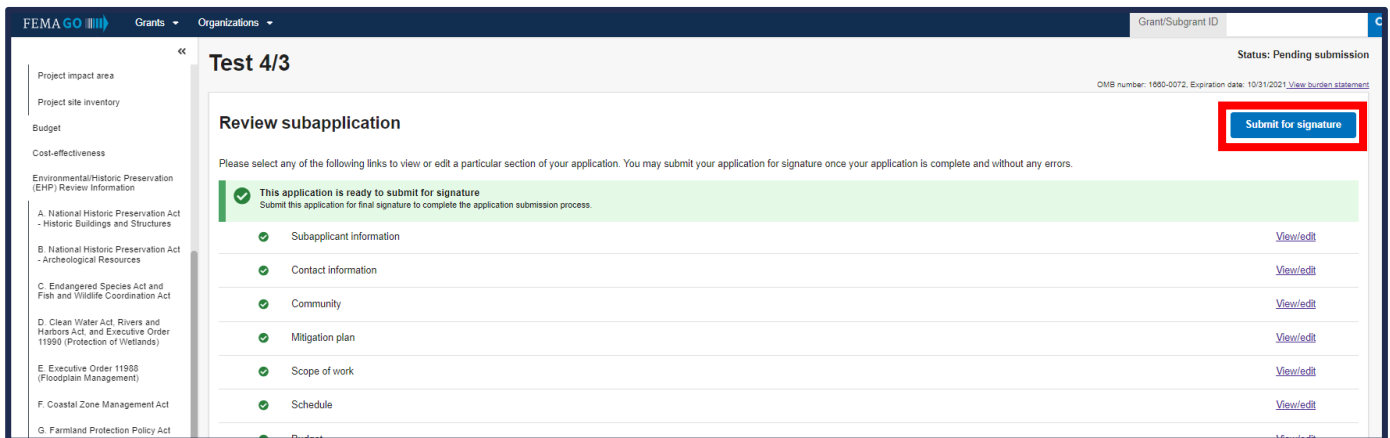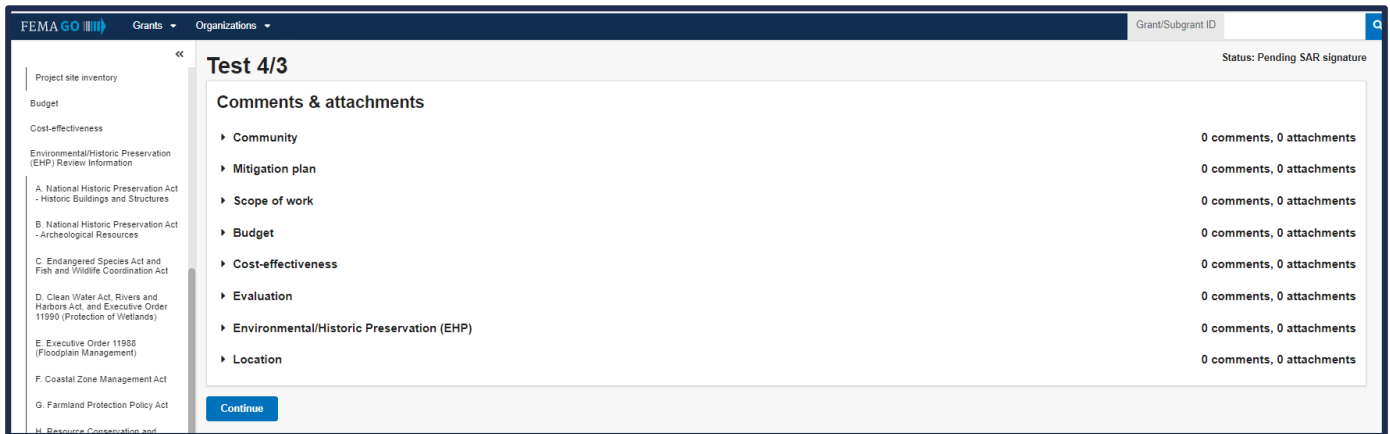
Review and Submit Subapplication

- 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.

Sign and Submit Continued

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

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

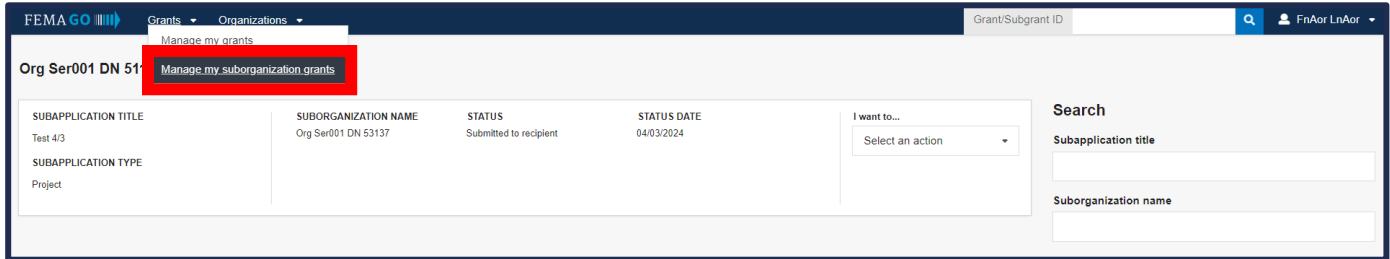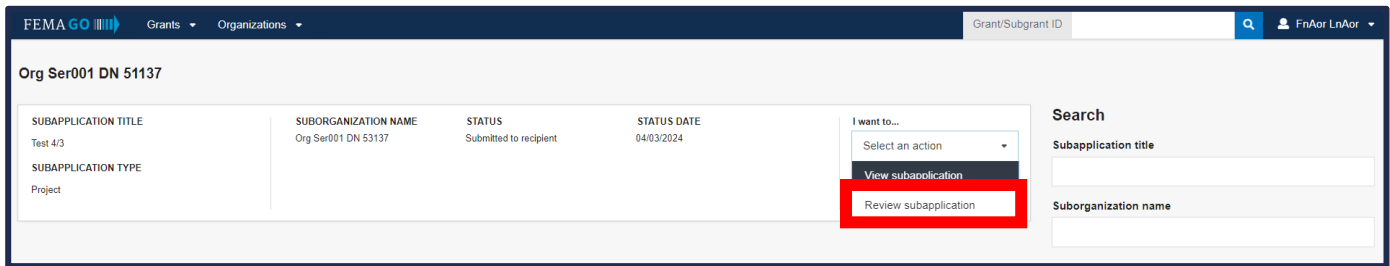Subapplication Submitted to FEMA View

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.

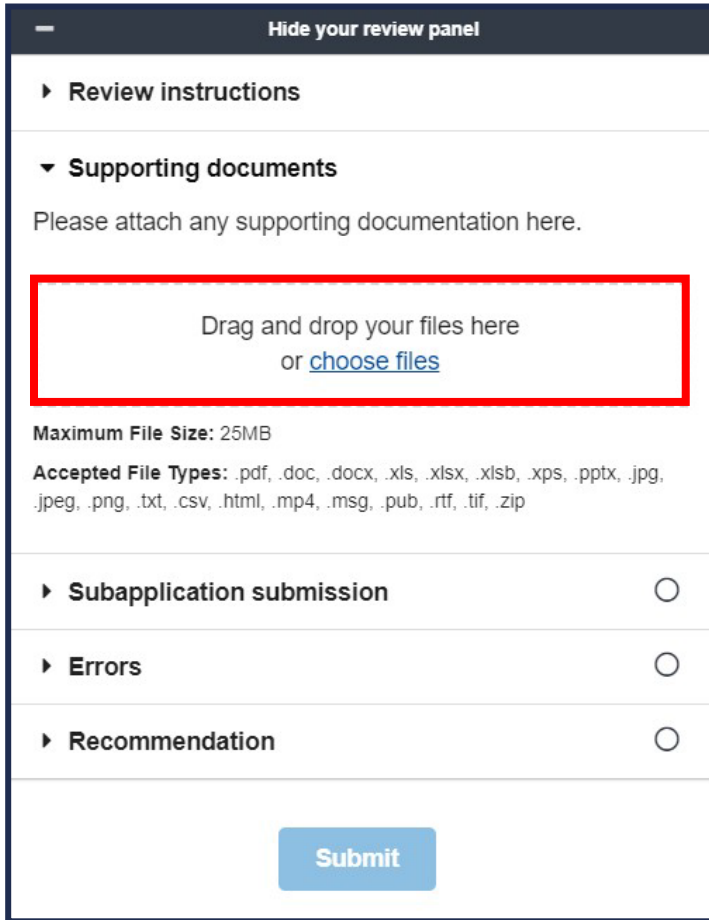- Review the instructions.

> **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.

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.

Helpful Tips:

Only certain file types are accepted, and it is recommended that you review the accepted file types list before uploading.
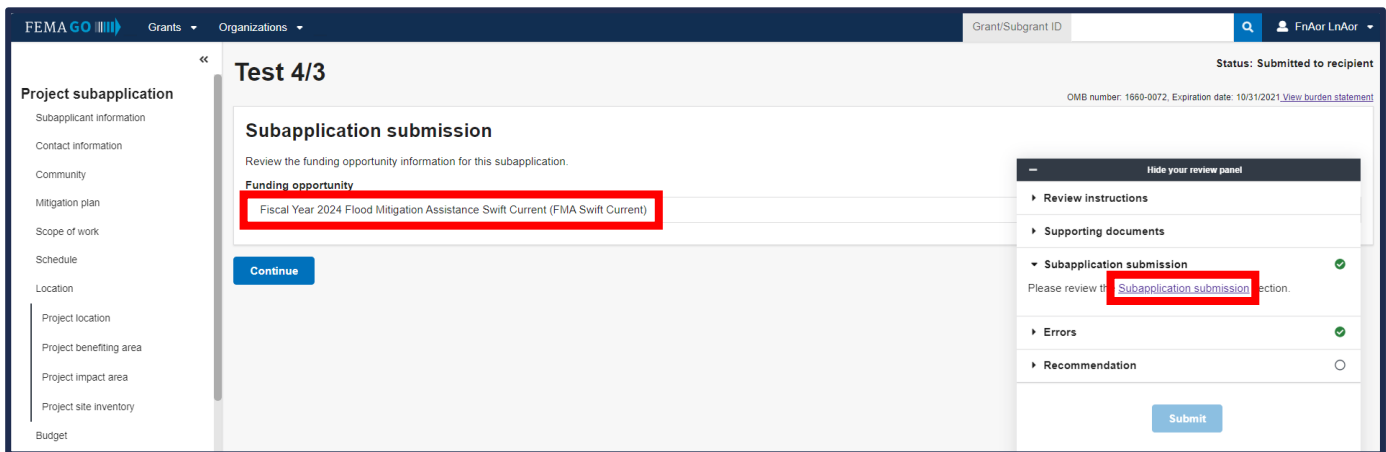
Optional tasks will not have an open circle icon in the review panel.

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.

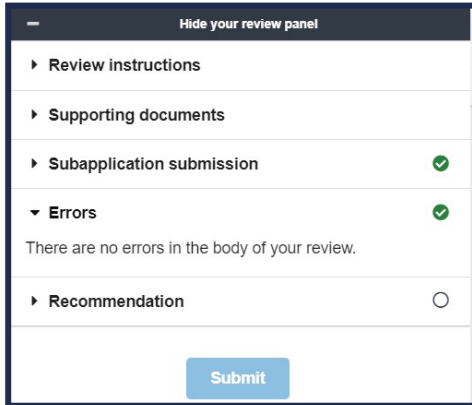- Review the **Funding opportunity** in the main body.

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.
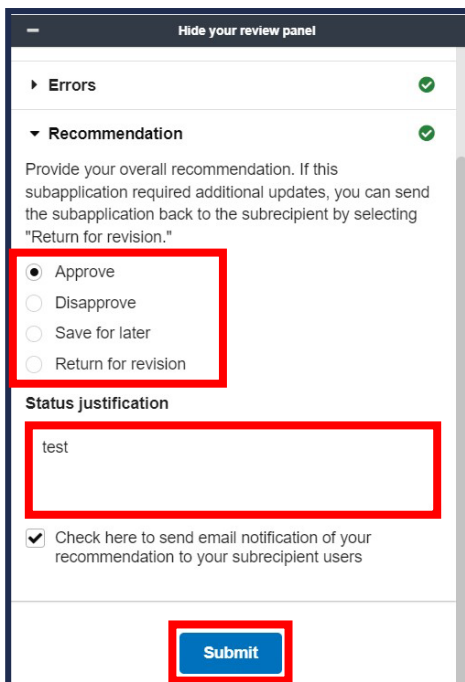
Errors and Recommendation

- 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.

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**.

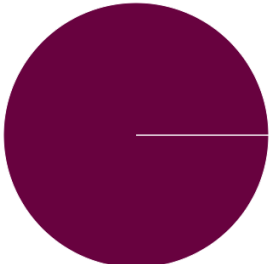- Select **Submit**. A green banner will appear stating that the subapplication was submitted.

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.

Helpful Tip:

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

Delete a Subapplication

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.

Helpful Tip:

This action CANNOT be undone.

FEMA GO Help Desk Information

Please send any questions to:

FEMAGO@fema.dhs.gov

1-877-585-3242

Hours: Mon.-Fri. 9 a.m. – 6 p.m. ET