

b. Program-Specific Required Forms and Information

The following program-specific forms or information are required to be submitted in FEMA GO:

- **Application Worksheet:** Additional certifications for the funds requested, budget instructions, and any subapplicant information known at the time of application submission. Applicants must upload their completed worksheet to the Project Worksheet section in FEMA GO as an Excel file with the naming convention SSP_Application_Worksheet.

- **For applicants with known nonprofit organization subapplicants only:** Submit evidence entity(ies) meet definition of nonprofit organization in 2 CFR 200.1; for example, submit an IRS Form 990 for all entities included in your application if they (the subapplicant(s)) have previously filed one. Applicants must upload subapplicant IRS Form 990s to the Additional Attachment (General Attachment) section in FEMA GO as a PDF with the naming convention SSP_IRS_990_Form. If there is more than one subapplicant, please combine all IRS Form 990s into one document.

- **For renovations or modifications to rented real property only:** If an applicant or subapplicant is requesting funding for renovations or modifications to rented real property, submit rental agreement addressing space, any limitations of use, and rental period. Applicants must upload documents to the Additional Attachment (General Attachment) section in FEMA GO as a PDF with the naming convention SSP_Rental_Property. Upload one document for each individual rental agreement.

- **For Reimbursement Funding Requests only:**
 - **Alien Registration Number (A-Number) or evidence of DHS processing (e.g., I-94, I-385, I-860, I-862):** A summary list reporting A-Numbers (where available), names, corresponding DHS release dates of the served population, and corresponding service dates of the served population. Please do not send copies of the forms themselves. Applicants must use the provided A Number Submission Template to populate the information, then upload to the Project Worksheet Section in FEMA as an Excel file with the naming convention SSP_ANumber_Worksheet.
 - **Proof of Purchase Documentation:**
 - For each requested allowable activity service category (See Appendix A), provide one example of proof of payment (e.g. cancelled check, credit card statement, etc.) and a receipt reflecting the purchase. Applicants must upload proofs of payment and receipts to the Additional Attachment (General Attachment) section in FEMA GO as a PDF with the naming convention SSP_Costs_Under_5000. Upload one document inclusive of all proofs of payment and receipts under \$5,000. In the document, identify which proofs of payment and receipts are for which allowable activity service category.
 - For each purchase or allowable cost of \$5,000 or more, provide proof of payment and a receipt reflecting the purchase or other documentation demonstrating calculation and allocation of

cost in accordance with 2 CFR Part 200, Subpart E. Applicants must upload proofs of payment and receipts to the Additional Attachment (General Attachment) section in FEMA GO as a PDF with the naming convention SSP_Costs_Over_5000. Upload one document inclusive of all proofs of payment and receipts \$5,000 or more. In the document, identify which proofs of payment and receipts are for which allowable activity service category (See Appendix A).