



FEMA GO Pass-through Application and Subapplication Guide

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

July 2025



FEMA

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Objectives

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

- Log-in to FEMA GO;
- Complete a pass-through application;
- Complete a pass-through subapplication;
- Submit a completed pass-through subapplication to FEMA; and
- Delete a subapplication.



Training Roles and Log-in

Training Roles

This training is for the following 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 in FEMA GO are based on your role and may differ from the screens displayed in this guide.

Grant Applicant/Recipient Log-in

Step 1:

Go to go.fema.gov.

Step 2:

Select **Sign in with LOGIN.GOV**. Once you are logged in via Login.gov, you will be redirected back to the FEMA GO webpage.

FEMA customers

FEMA Grants Outcomes is now using Login.gov to manage your login and authentication experience. To view or manage your account, sign in to or create an account with Login.gov.

Sign in with  **LOGIN.GOV**

Helpful Tip:

If you have not yet created an account with Login.gov, please follow the steps in the FEMA GO Startup Guide.



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:

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 application interface. On the left, there's a 'My work' sidebar with tabs for 'My grants (0)', 'My subgrants (0)', 'My awards (0)', 'Things to do (0)', and 'Saved for later (0)'. The main area is titled 'Apply for a new grant' and contains a search bar with 'FMA' entered. Below the search bar, there's a 'Sort by: Application period' dropdown and radio buttons for 'Ascending (A-Z)' and 'Descending (Z-A)'. A list of grants is displayed, including 'Flood Mitigation Assistance' and 'Fiscal Year 2024 Flood Mitigation Assistance Swift Current (FMA)'. The 'Start application' button for the second grant is highlighted with a red box.

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' window. The title is 'Fiscal Year 2024 Flood Mitigation Assistance Swift Current (FMA) application'. Below the title, there's a section 'Organization you are applying for' with a dropdown menu showing 'Org Ser001 DN 51200 | UEI-EFT: UEI900051200'. A red box highlights the dropdown menu. Below the dropdown, there's a blue button labeled 'Start your application' and a link labeled 'Cancel'.

Helpful Tip:

An AOR must submit 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.
 - These sections may vary slightly depending on your program.

The screenshot shows the FEMA GO application interface. The top navigation bar includes 'FEMA GO', 'Grants', 'Organizations', and 'Things to do'. The main header displays the application title 'Fiscal Year 2024 Flood Mitigation Assistance Swift Current (FMA)' and its status 'Pending submission'. A left-hand navigation menu is highlighted with a red box, containing links for 'My application', 'SAM.gov profile', 'Subapplications', 'Recipient target', 'Budget summary', 'Assurances and certifications', 'Contact information', and 'Signature'. The main content area is divided into sections. A yellow warning banner states: 'Subapplications cannot be submitted to FEMA. An AOR must sign the grant Assurances and certifications before subapplications can be submitted to FEMA.' Below this, the 'System for Award Management (SAM.gov) profile' section is highlighted with a red box. It prompts the user to identify their organization and lists various identifiers: Org Ser001 DN 51200, UEI-EFT: UEI900051200, DUNS: 900051200, EIN: 987654000, Org Ser001 LN 51200, Org Ser001 DBA 51200, and physical address: 51200 Org Ser001 Blvd Testington, TN 37201. A checkbox at the bottom indicates if the user has reviewed their bank account information.

Main Body:

- When you select a section heading, the main body will display the content to review and complete.

Helpful Tip:

If you need to navigate away from this page or wish to return to complete the application later, select the star option to Save for later.

SAM.gov Profile

- To review your SAM.gov profile, select the **SAM.gov profile** link in the left navigation.
- Review the content in the main body for accuracy.

The screenshot displays the FEMA GO application interface. On the left, a sidebar titled "My application" contains a list of navigation items: "SAM.gov profile" (highlighted with a red box), "Subapplications", "Recipient target", "Budget summary", "Assurances and certifications", "Contact information", and "Signature". The main content area is titled "Fiscal Year 2024 Flood Mitigation Assistance Swift Current (FMA)". It includes application details: Application ID: EMA-2024-FM-015, Application period: 02/23/2024 7:07 pm EST - 11/25/2026 12:00 am EST, and Deadline: 11/25/2026 12:15 am EST. A status indicator shows "Status: Pending submission". A yellow warning banner states: "Subapplications cannot be submitted to FEMA. An AOR must sign the grant Assurances and certifications before subapplications can be submitted to FEMA." Below this, the "System for Award Management (SAM.gov) profile" section is shown, with instructions to identify the organization. A table lists organization information: Org Ser001 DN 51200, with details for UEI-EFT, DUNS, EIN, legal name, mailing address, physical address, and SAM.gov registration status. A checkbox at the bottom indicates if the user has reviewed their bank account information.

Helpful Tip:

If there are errors in your SAM.gov profile, correct the errors in SAM.gov and allow time for a system sync after SAM.gov has processed the change before checking again for accuracy.

Subapplications and Budget Summary

- Select the **Subapplications** link in the left navigation.
- In the main body, review information regarding 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.
- Review the Recipient target information.

My application
SAM gov profile
Subapplications
Recipient target
Budget summary
Assurances and certifications
Contact information
Signature

Physical address: 51200 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

Subapplications (0) [Start a subapplication](#)
[Subapplications submitted to FEMA \(0\)](#) [Subapplications submitted to me \(0\)](#) [Draft subapplications \(0\)](#)

Funding category	Subrecipient	Title	Type	Requested federal share	Actions
There are no subapplications available					

Recipient target
[Subrecipient management costs](#)

Total requested obligations	Total projected
\$0.00	\$0.00

Budget summary

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

Helpful Tips:

Once an application has been submitted to FEMA, you can return to this section to start a new subapplication by selecting the Start a subapplication link.

Displayed below the Recipient target information in the main body will be the Budget summary. The budget summary will only display once subapplications have been submitted to FEMA.

Assurances and Certifications

- Select the **Assurances and Certifications** link in the left navigation.
- 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 in this section.

Assurances and certifications

SF-LLL: Disclosure of Lobbying Activities

OMB number: 4040-0013. Expiration date: 02/29/2022 [View Bulletin 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. § 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

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 the **Contact information** link in the left navigation.
- Review the contact 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 the 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.

Signature Confirmation (AOR Only)

- As an AOR, you must review each certification statement.
- Select the checkbox next to the **statement** to provide your signature. Then 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 appear at the top of the main body to confirm that the application has been signed.
- After selecting submit, a green banner will be visible on the My application landing page stating that subapplications can now be submitted to FEMA.

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).

Submit

Assurances and certifications

Signed by AOR:
FnAor LnAor on 06/25/2025

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 Tip:

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



Complete a Pass-through Subapplication

(AOR/SAR and SM Roles)

Start a Subapplication

Subapplication 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.

The screenshot shows the FEMA GO application interface. On the left, under 'My work', there is a list of grants. The first grant is 'Fiscal Year 2024 Flood Mitigation Assistance Swift Current (FMA)' with application ID 'FMA-2024-FM-015'. On the right, under 'Apply for a new grant', there is a search bar with 'FMA' entered. Below the search bar, there is a list of grants. The first grant is 'Flood Mitigation Assistance Fiscal Year 2024 Flood Mitigation Assistance Swift Current (FMA)' with application period '02/23/2024 - 11/25/2025'. The 'Start subapplication' button is highlighted with a red box.

Step 2:

In the new window, do the following:

- Select the organization you are applying for from the dropdown menu.
- Select the organization you are applying to from the dropdown menu.
- Create a new subapplication title.
- Select a **Subapplication type** from the dropdown menu.
- Select the **Start your subapplication** button to begin.

The screenshot shows the 'Start a subapplication' form. The form has the following fields: 'Organization you are applying for' (dropdown menu), 'Organization you are applying to' (dropdown menu), 'Subapplication title' (text input), 'Subapplication type' (dropdown menu), and a 'Start your subapplication' button. The 'Start your subapplication' button is highlighted with a red box. There is also a 'Cancel' button at the bottom left.

Helpful Tip:

The Subapplication type is important because the type you select affects the questions and sections you must complete in the subapplication. You 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 in this section.
- Once all questions have been answered, select **Continue** to move to the next section.

Subapplicant information

Name of federal agency
FEMA

Type of submission
Application

Org Ser001 LN 53200

53200 Org Ser001 Blvd
Testington, TN 37201 United States

State	UEI-EFT	DUNS #	EIN #
TN	UEI900053200	900053200	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)**.
- Select the **Add a Point of Contact** button. A new window will open.
- In the new window, select or add an individual and enter their information, including their mailing address.
- Select **Continue** to move to the next section.

Contact information

Subrecipient Authorized Representative (SAR)

1

Add Subrecipient Authorized Representative.

At least one subrecipient authorized representative is required.

Add a SAR

Point(s) of contact

1

Add a point of contact.

At least one point of contact is required.

Add a point of contact

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

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.

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.

Community name	County code	CID number	CRS community	CRS rating	U.S. Congressional District	
CLINTON, CITY OF	001	470001	N		2,3	Delete

Please provide any additional comments below (optional).

Attachments

Filename	Date uploaded	Uploaded by	File size	Description	Action
Maximum File Size: 1 GB					

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
Tennessee

Community name (optional)

County name (optional)

Mitigation Plan

- Answer the required **Yes** or **No** question.
 - If you answer Yes, select **Enter plan details**. This will open a new window.
 - In the new window, enter the required plan information.
- You may provide optional comments in the text entry field.
- Attach any applicable support documents.
- Select **Continue** to move on to the next section.

Mitigation plan

Please provide your plan information below.

Is the Subapplicant entity that will benefit from the proposed activity covered by the current FEMA approved multi-hazard mitigation plan in compliance with 44 CFR Part 201?

☒ Yes

 Please provide plan information.

☐ No

Please provide any additional comments below (optional).

Attachments

Filename	Date uploaded	Uploaded by	File size	Description	Action
Maximum File Size: 1 GB					

Scope of Work

- Review the prepopulated **Subapplication title**.
- Select a required option from the dropdown menu.
- Select a **Primary activity type**, a **Primary sub-activity type**, and any additional activity types.
- Complete the remaining required text fields in the main body.
- Attach any applicable support 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)

Training Test 1

Do any of the following apply for this project?

None

Activities

Primary activity type

Acquisition

Secondary activity type (Optional)

Select

Geographic areas description

Community lifelines

Primary community lifeline

Select

Attachments

Attach a document

Filename	Date uploaded	Uploaded by	File size	Description	Action
Maximum File Size: 1 GB					

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 as a number, 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** in the form of a two-digit month, two-digit day, and four-digit year.
- Select Continue to move on to the next section.

Schedule

Specify the work schedule for the mitigation activities.

Add tasks to the schedule

Please include all tasks necessary to implement this mitigation activity; include descriptions and estimated time frames.

[+ Add a task](#)

Estimate the total duration of your proposed activities (in months).

Proposed project start and end dates

Start Date (MM/DD/YYYY)

End Date (MM/DD/YYYY)

[Continue](#)

Add a task

Task name

Task description

Start month (number)

Task duration (in months)

[Save task](#)

[Cancel](#)

Location

- Provide a **detailed description** in each of the text fields: Project location, Latitude, and Longitude.
- Attach any applicable support documents.
- Select **Yes** or **No** for the required Project site inventory question.
 - If Yes is selected, answer the additional required question.
- Select **Continue** to move on to the next section.

Location

Introduction

Project location

Provide a detailed description of the proposed project's location.

Latitude

Longitude

Attachments

Attach a document

Filename	Date uploaded	Uploaded by	File size	Description	Action
Maximum File Size: 1 GB					

Project site inventory

Does this project subapplication propose to mitigate a property/structure(s)? (Examples: residential home, commercial building, bridge, fire station, levee, pumping station, wastewater treatment plant, telephone pole, electric line, etc.)

☐ Yes
 ☐ No

Continue

Budget

- The information you add to the budget section needs to 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 in fields pertaining to the cost item. You must add at least one item greater than \$0 for your cost estimate.
- Review the **Cost estimate** section for accuracy and adjust as needed.

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

Filename	Date uploaded	Uploaded by	File size	Description	Action
Maximum File Size: 1 GB					

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
	Select	\$	\$0.00

Budget class

Select

Pre-award

☐

Add this item

Budget, Continued

- After reviewing the Cost estimates, continue to the Cost share section. Begin by entering an optional **Program income** amount.
- Review the **Proposed federal/non-federal share**.
 - Enter and adjust your Federal and Non-Federal **Dollar amounts**, as needed.
- Select the **Add funding source** button. A new window will open.
 - Complete the required fields, then select the blue **Add a funding source** button.
- Provide optional comments in the comment text field.
- Attach any applicable documents.
- Select **Continue** to move on to the next section.

Program income (optional)

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?](#)
This determines your federal/non-federal share ratio.

☐ Yes
☒ No

	% Percentage	\$ Dollar amount
Proposed federal share	75.00	\$750,000.75
Proposed non-federal share	25.00	\$250,000.25

Based on total budget cost: \$1,000,001.00

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](#)

Funding source	% Non-federal share by source	Funding amount
Funding source: Test	100.00%	\$250,000.25

[Delete this funding source](#)

Funding source

Test

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](#)

Please provide any additional comments below (optional).

Attachments

[Attach a document](#)

Filename	Date uploaded	Uploaded by	File size	Description	Action
Maximum File Size: 1 GB					

[Continue](#)

Cost-effectiveness

- Select the applicable **cost-effectiveness determinations** and complete the required questions based on your selections. 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 in the text field.
- Complete the remaining 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

Filename	Date uploaded	Uploaded by	File size	Description	Action
Maximum File Size: 1 GB					

Continue

Environmental/Historic Preservation (EHP) Review Information

- In the main body of this section, select **Yes**, **No**, or **Not known** for each required question and provide written responses as requested.
- Depending upon the answers that are selected in this section, additional questions may populate that require a response as well.
- Select **Continue** to move on to the next section.

Environmental/Historic Preservation (EHP) Review Information

Introduction

An environmental/historic preservation review is required for all activities for which FEMA funds are being requested. FEMA will complete this review with the assistance of both the state or tribal government and the local applicant. It is important that you provide accurate information. If you are having problems completing this section, please contact your application point of contact.

A. National Historic Preservation Act - Historic Buildings and Structures

1. Does your project affect or is it in close proximity to any buildings or structures 50 years or more in age?

☐ Yes
☐ No
☐ Not known

B. National Historic Preservation Act - Archeological Resources

Does your project involve disturbance of ground?

☐ Yes
☐ No
☐ Not known

K. Summary and Cost of Potential Impacts

Having answered the questions in parts A. through J., have you identified any aspects of your proposed project that have the potential to impact environmental resources or historic properties?

☐ Yes
☐ No

Continue

Evaluation

- Select **Yes** or **No** for each required question and provide written responses as requested.
- Depending upon the answers that are selected in this section, additional questions may populate that will require a response as well.
- Enter any optional comments and 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.

Test

Discuss how anticipated future conditions are addressed by this project.

Test

Additional comments (optional)

Attachments

Filename	Date uploaded	Uploaded by	File size	Description	Action
Maximum File Size: 1 GB					

Continue

Comments & Attachments

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

☆ Save for later

Comments & attachments

▸ Community	0 comments, 0 attachments
▸ Mitigation plan	0 comments, 0 attachments
▸ Scope of work	0 comments, 0 attachments
▸ Budget	0 comments, 0 attachments
▸ Cost-effectiveness	1 comment, 0 attachments
▸ Evaluation	0 comments, 0 attachments
▸ Environmental/Historic Preservation (EHP)	0 comments, 0 attachments
▸ Location	0 comments, 0 attachments

Continue

Assurances and Certifications

- Select the **checkbox** if submitting an 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 required questions.
- Select **Continue** to move on to the next section.

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 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:

Select

2. Status of federal action:

Select

3. Report Type:

Select

4. Name and address of reporting entity:

☐ Prime
 ☐ SubAwardee

Name

Street 1

Review and Submit

- Errors in 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 and the subapplication is complete, select the blue **Submit for signature** button to send the application to the SAR or AOR for a review and signature.

Review subapplication

Submit for signature

Please select any of the following links to view or edit a particular section of your application. You may submit your application for signature once your application is complete and without any errors.

This application is ready to submit for signature
Submit this application for final signature to complete the application submission process.

	Subapplicant information	View/edit
	Contact information	View/edit
	Community	View/edit
	Mitigation plan	View/edit
	Scope of work	View/edit
	Schedule	View/edit
	Budget	View/edit
	Cost-effectiveness	View/edit
	EHP Section	
	A. National Historic Preservation Act - Historic Buildings and Structures	View/edit
	B. National Historic Preservation Act - Archeological Resources	View/edit

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 in the left navigation and main body.
- As an SAR or AOR, you will need to select the checkbox next to the **statement** to provide 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 status on the Subapplication landing page should state Submitted to recipient in the upper righthand corner.
- Review the green banner on the **My Application** landing page.

Sign and submit

✓ By signing this subapplication, I certify (1) to the statements contained in the list of certifications and (2) that the statements here 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 and 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).

Submit

Return to edit subapplication

Project subapplication

Subapplicant information

Contact information

Community

Mitigation plan

Scope of work

Schedule

Location

Project location

Project benefiting area

Project impact area

Project site inventory

Budget

Test1

Subapplicant information

Name of federal agency FEMA

Type of submission Application

Org Ser001 DN 51001

51001 Org Ser001 Blvd
Testington, TN 37201 United States

State	UEI-EFT	DUNS #	EIN #
TN	UEI900051001	900051001	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

Status: Submitted to recipient

✓ You have successfully submitted your Subapplication.



Submit a Pass-through Subapplication

(AOR Role)

Navigate to the Subapplication

Review Instructions

Supporting Documents

Subrecipient Management Costs

Subapplication Submission

Errors and Recommendation

Submit to FEMA

Subapplication Submitted to FEMA View

Navigate to the Subapplication

Step 1:

Select **Manage my suborganization grants** under the Grants dropdown on the top blue banner of the welcome screen.

The screenshot shows the FEMA GO interface. At the top, there is a blue banner with the FEMA GO logo and navigation links: Grants, Organizations, and Things to do. The 'Grants' dropdown menu is open, and the option 'Manage my suborganization grants' is highlighted with a red box. Below the banner, there is a search section with fields for 'Subapplication title' and 'Suborganization name'. To the right, there is a table with columns: SUBAPPLICATION TITLE, SUBORGANIZATION NAME, STATUS, STATUS DATE, and I want to... The table contains one row with the following data: SUBAPPLICATION TITLE: Training Test 1, SUBORGANIZATION NAME: Org Ser001 DN 53200, STATUS: Submitted to recipient, STATUS DATE: 06/25/2025, and I want to...: Select an action. The 'I want to...' dropdown menu is open, showing options: View subapplication and Review subapplication. The 'Review subapplication' option is highlighted with a red box.

Step 2:

Locate the Subgrant, and under the **I want to...** dropdown, select the **Review subapplication** link.

The screenshot shows the FEMA GO interface. At the top, there is a blue banner with the FEMA GO logo and navigation links: Grants, Organizations, and Things to do. The 'Grants' dropdown menu is open, and the option 'Manage my suborganization grants' is highlighted with a red box. Below the banner, there is a search section with fields for 'Subapplication title' and 'Suborganization name'. To the right, there is a table with columns: SUBAPPLICATION TITLE, SUBORGANIZATION NAME, STATUS, STATUS DATE, and I want to... The table contains one row with the following data: SUBAPPLICATION TITLE: Training Test 1, SUBORGANIZATION NAME: Org Ser001 DN 53200, STATUS: Submitted to recipient, STATUS DATE: 06/25/2025, and I want to...: Select an action. The 'I want to...' dropdown menu is open, showing options: View subapplication and Review subapplication. The 'Review subapplication' option is highlighted with a red box.

Review Instructions

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

The screenshot displays the FEMA GO Pass-through Application and Subapplication Guide interface. The main content area shows the 'Training Test 1' subapplication. The left sidebar lists various sections: Project subapplication, 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, and A National Historic Preservation Act - Historic Buildings and Structures. The main content area is titled 'Training Test 1' and contains the 'Subapplicant information' section. This section includes fields for 'Name of federal agency' (FEMA), 'Type of submission' (Application), 'Org Ser001 LN 53200', 'State' (TN), 'UEI-EFT' (UEI900053200), 'DUNS #' (900053200), and 'Subapplicant type' (State Government). A table lists the 'State', 'UEI-EFT', and 'DUNS #' for the subapplicant. Below the table, there is a section for 'Is the subapplicant subject to review by Executive Order 12372 Process?' with a radio button for 'Yes - This Pre-application/application was made available to the Executive Order 12372 Process for review on:'. The right-hand side of the interface shows a 'Review panel' with a 'Save for later' button and a 'Review instructions' section. The 'Review instructions' section is highlighted with a red box and contains the text: 'Please attach any supporting documents used for completing this review in the 'Supporting documents' section (optional) and provide your recommendation for this subapplication in the 'Recommendation' section (required)'. Below this, there are sections for 'Supporting documents', 'Subapplication submission', 'Subrecipient management costs', 'Errors', and 'Recommendation'. A 'Submit' button is located at the bottom right of the review panel.

Supporting Documents

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

Hide your review panel

▶ Review instructions

▼ Supporting documents

Please attach any supporting documentation here.

Drag and drop your files here

or [choose files](#)

Maximum File Size: 25MB

Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .xlsb, .xps, .ppbx, .jpg, .jpeg, .png, .txt, .csv, .html, .mp4, .msg, .pub, .rtf, .tif, .zip

▶ Subapplication submission

▶ Subrecipient management costs

▶ Errors

▶ Recommendation

Submit

Subapplication Submission

- Select **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** dropdown in the main body.

The screenshot displays the 'Subapplication submission' review panel. The main body shows the 'Funding opportunity' dropdown with the selected option 'Fiscal Year 2024 Flood Mitigation Assistance Swift Current (FMA)'. A 'Continue' button is visible at the bottom left. On the right, the 'Review your review panel' sidebar lists several sections: 'Review instructions', 'Supporting documents', 'Subapplication submission' (which is expanded and highlighted with a red box), 'Subrecipient management costs', 'Errors', and 'Recommendation'. The 'Subapplication submission' section is marked with a green checkmark. A 'Submit' button is located at the bottom right of the sidebar. A 'Save for later' option with a star icon is visible in the top right corner of the main panel.

Subrecipient Management Costs

- Select **Subrecipient management costs** in the review panel to open the dropdown section.
- Select the **Subrecipient management costs** link in the dropdown section to change the main body to display any subawards associated with the grant.
- Review the information to ensure that the total subrecipient management costs being requested do not exceed the remaining allowed amount.

The screenshot displays the FEMA GO Pass-through Application and Subapplication Guide interface. On the left, a light blue banner with an information icon (i) states "Not found" and "No subawards associated with the grant were found." Below this banner is a blue "Continue" button. On the right, a "Review panel" is visible, titled "Hide your review panel". The panel contains a list of sections: "Review instructions", "Supporting documents", "Subapplication submission" (with a green checkmark), "Subrecipient management costs" (with a green checkmark and a red box highlighting the link), "Errors" (with a green checkmark), and "Recommendation" (with a radio button). Below the list is a "Submit" button. A "Save for later" link with a star icon is located at the top right of the review panel.

Errors and Recommendation

- Select the **Errors** dropdown in the review panel and fix any errors as needed.
- Once all errors are resolved, select **Recommendation** in 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.

Hide your review panel

- ▶ Review instructions
- ▶ Supporting documents
- ▶ Subapplication submission ✓
- ▶ Subrecipient management costs ✓
- ▶ Errors ✓
- ▼ Recommendation ○

Provide your overall recommendation. If this subapplication required additional updates, you can send the subapplication back to the subrecipient by selecting "Return for revision."

☐ Approve
☐ Disapprove
☐ Save for later
☐ Return for revision

Status justification

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

Submit

- 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 Tip:

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

Submit to FEMA

- Scroll down in the main body to the **Subapplications** section.
- Select the **Subapplications submitted to me** link.
- Locate the subapplication from the list in the main body and using the **Actions** dropdown, select **Submit to FEMA**. This will direct you to a new page.

Subapplications (1) [Start a subapplication](#)

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

Org Ser	Project	Status	Effective Date	Federal Share	Actions
Org Ser001 DN 53200	Training Test 1	Pending AOR submission	06/25/2025	\$750,000.75	View subapplication Submit to FEMA

- On the new page, open the review panel on the right side of the screen and complete the: **Review instructions**, **Supporting documents**, **Subapplication submission**, and **Errors** sections.
- After successfully completing those sections, select an **overall recommendation** for the subapplication and enter a required **Status justification**.
- Select **Submit**.
- A green banner will appear stating that you submitted the subapplication.

test 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 51000
51000 Org Ser001 Blvd
Testington, TN 37201 United States

State	UEI-EFT	DUNS #
TN	UEI900051000	900051000

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

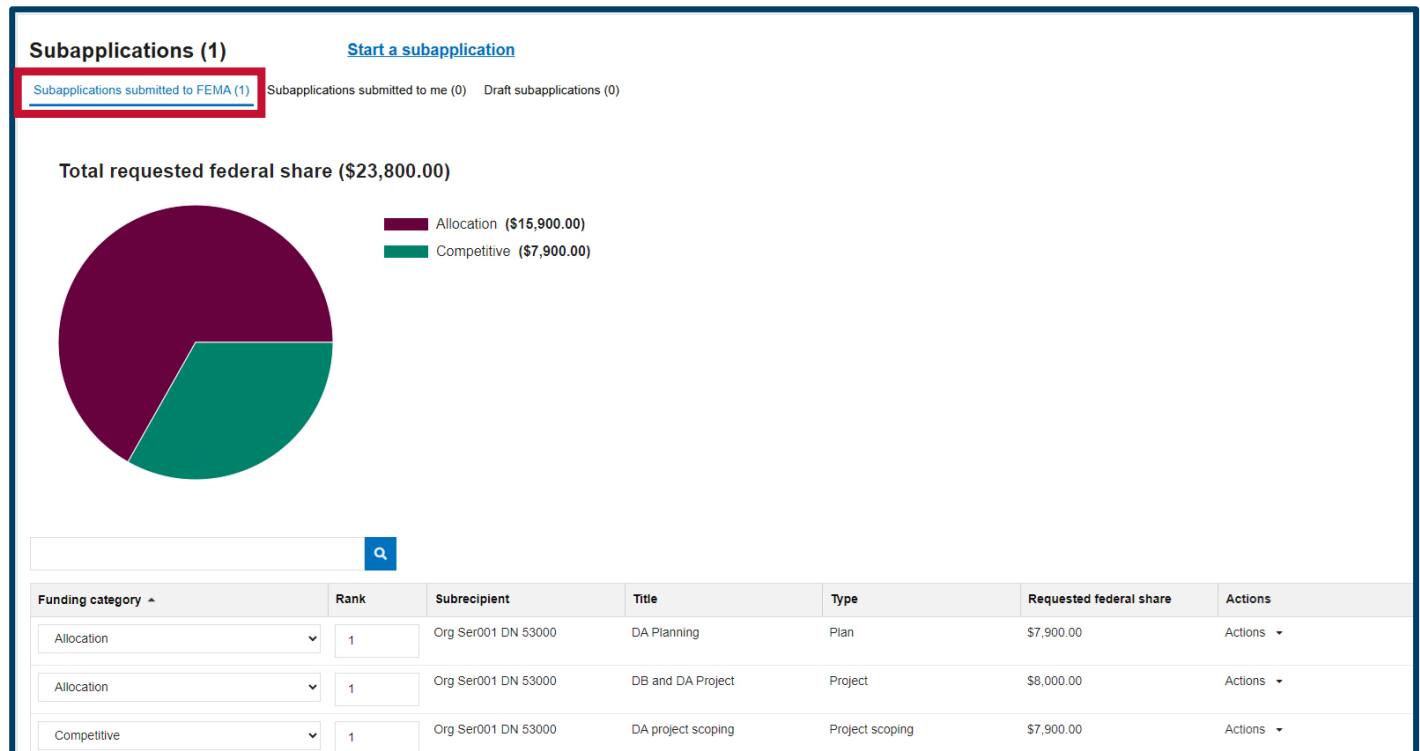
☐ Check here to send email notification of your recommendation to your subrecipient users

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.





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.

Subapplications

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

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

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

Helpful Tip:

The action of deleting a subapplication CANNOT be undone.



FEMA GO Help Desk Information

Please send any questions to:

FEMAGO@fema.dhs.gov

877-585-3242

Hours: Monday -Friday, 9 a.m. – 6 p.m. ET