



# Start a Subapplication





## Start a Subapplication Overview

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From this point on, the sections and sub-sections will be based on your specific Program and Subapplication type.

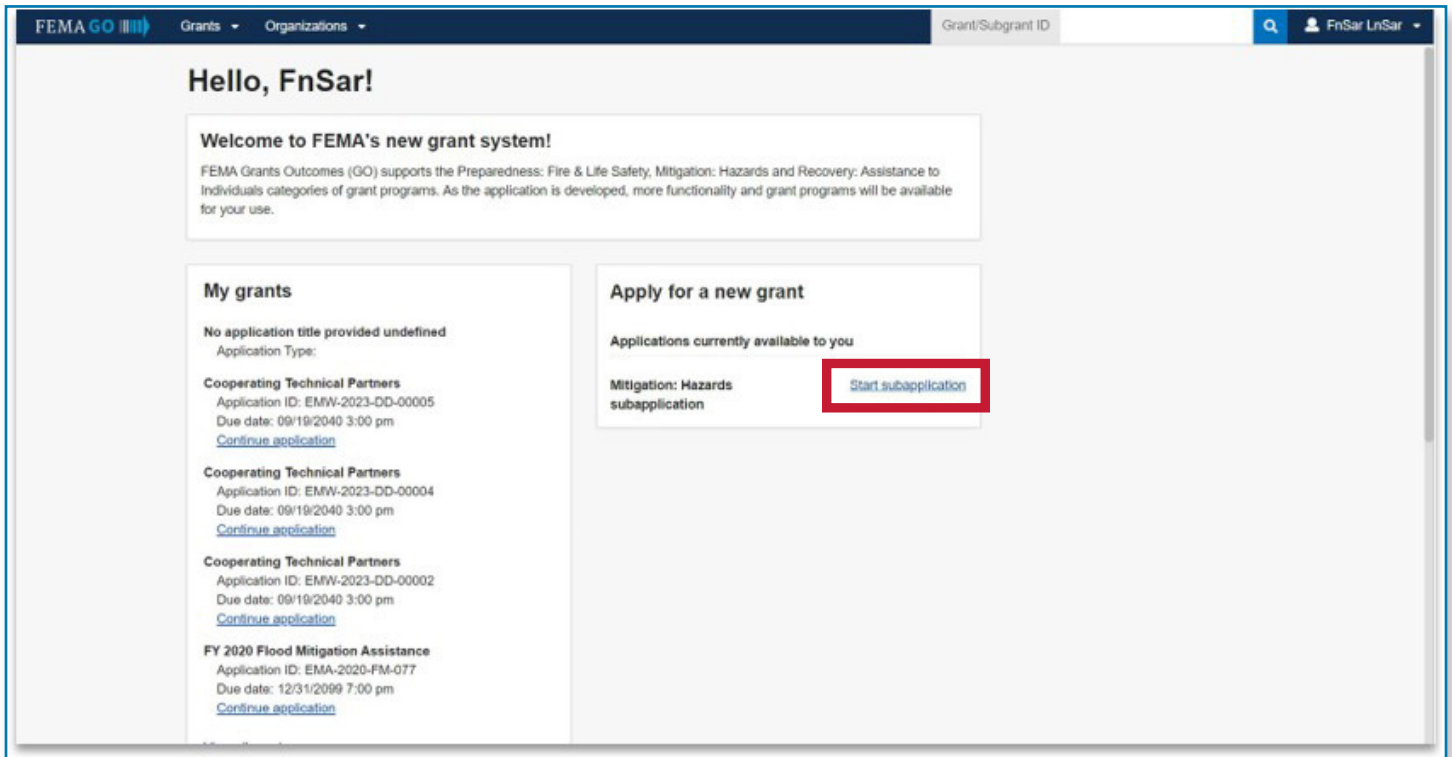
Please refer to your program's specific instructional guides, found on FEMA.gov:

[FEMA Grants Outcome \(FEMA GO\) for Hazard Mitigation Assistance Grants | FEMA.gov](#)



# Start a Subapplication

- Once you are logged in you will be directed to the Welcome Screen
- Scroll through your list of grants until you locate the subapplication you would like to start
- Select **Start subapplication** and a new window will open



# Start a Subapplication Process

## Step 1:

Select **Start new subapplication** or **Copy existing one**

## Step 2:

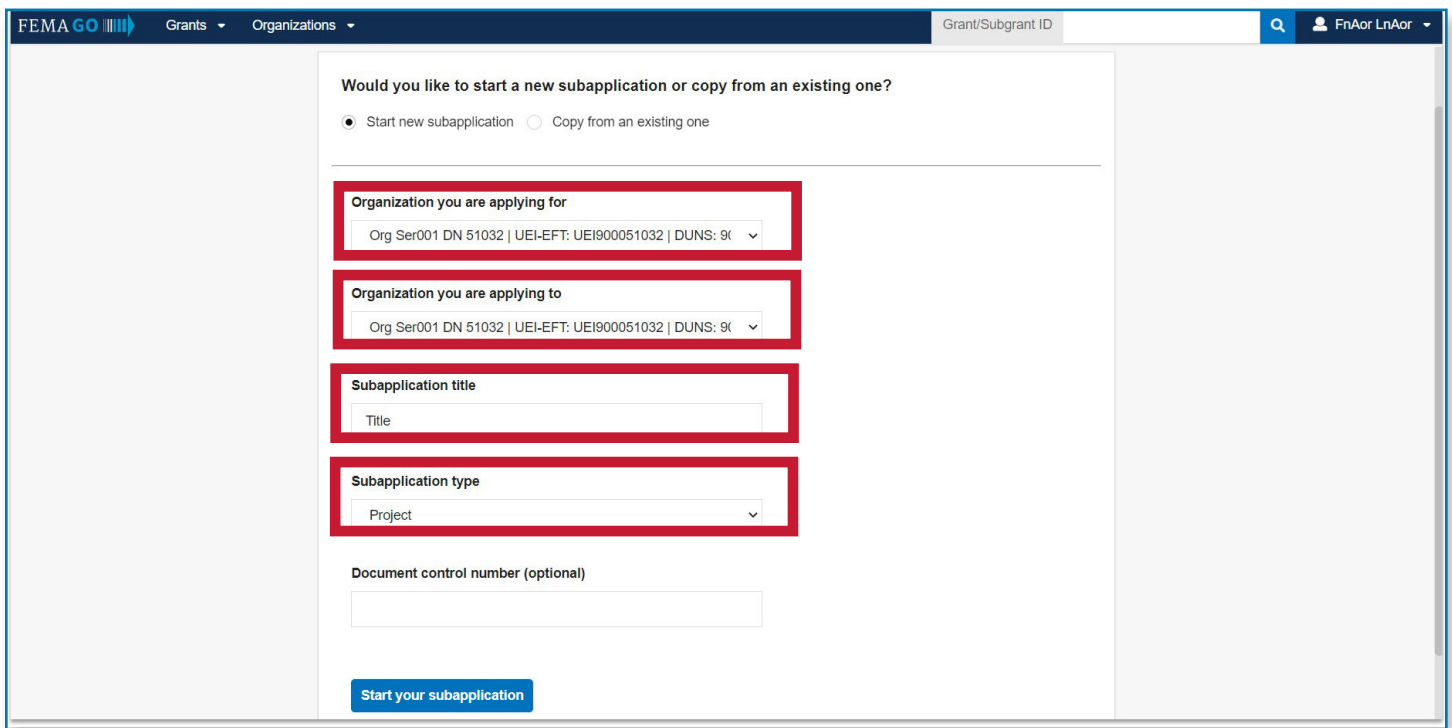
Select the organization you are applying for

## Step 3:

Select the organization you are applying to

## Step 4:

Create a subapplication title



The screenshot shows the FEMA GO application interface. At the top, there are navigation tabs for 'Grants' and 'Organizations', and a search bar. The main content area contains a form with the following elements:

- A heading: "Would you like to start a new subapplication or copy from an existing one?"
- Two radio buttons: "Start new subapplication" (selected) and "Copy from an existing one".
- A dropdown menu labeled "Organization you are applying for" with the value "Org Ser001 DN 51032 | UEI-EFT: UEI900051032 | DUNS: 9".
- A dropdown menu labeled "Organization you are applying to" with the value "Org Ser001 DN 51032 | UEI-EFT: UEI900051032 | DUNS: 9".
- A text input field labeled "Subapplication title" with the value "Title".
- A dropdown menu labeled "Subapplication type" with the value "Project".
- A text input field labeled "Document control number (optional)".
- A blue button labeled "Start your subapplication".

...continued

# Start a Subapplication Process

## Step 5:

Select a **Subapplication type**

**Subapplication type**

Select ▼

- Select
- Management cost
- Plan
- Project
- Project scoping
- Technical assistance

**Management cost**—A separate subapplication for assistance to an applicant to manage its awarded subapplication(s).

**Plan**—A subapplication to develop or update a hazard mitigation plan.

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

**Project scoping**—A subapplication to assist with the critical elements of developing other project subapplications (developing mitigation strategies, obtaining data, EHP compliance concerns, and other activities.)

**Technical assistance**—A subapplication for providing technical assistance to subapplicants as they develop their subapplications.



# Complete a Subapplication

Subapplication Information

Contact Information

Community

Scope of Work

Schedule

Budget

Evaluation

Comments and Attachments

Assurances and Certifications

Review & Submit



# Complete a Subapplication

Section:  
1 of 10

## Section 1: Subapplicant Information

- Select **Submission type**
- Select **Subapplicant type**
- Answer all questions
- Select **Continue**

The screenshot shows the FEMA GO application interface for a subapplication. The main content area is titled "Test" and "Subapplicant information". The form includes the following fields and sections:

- Name of federal agency:** FEMA
- Type of submission:** Application (dropdown menu)
- Org Ser001 DN 51032**
  - 51032 Org Ser001 Blvd
  - Testington, TN 37201 United States
- Table of identifiers:**

State	UEI-EFT	DUNS #	EIN #
TN	UEI900051032	900051032	987654000
- Subapplicant type:** Local Government (dropdown menu)
- 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

A "Continue" button is located at the bottom of the form.

# Complete a Subapplication, continued

Section:  
2 of 10

## Section 2: Contact Information

- Select **Add a SAR** (Subrecipient Authorized Representative)
- Select **Add a point of contact** Once this button is selected, you will need to select an individual and add all of their information
- Select **Continue**

The screenshot shows the FEMA GO application interface. On the left is a sidebar titled 'Plan subapplication' with various options. The main area is titled 'Test' and contains a 'Contact information' section. Under 'Subrecipient Authorized Representative (SAR)', there is a table with one row containing fields for 'FnFm LnFm', 'Primary phone', 'Mailing address', and a 'Delete' link. Below this is an 'Add a SAR' button. Under 'Point(s) of contact', there is a table with one row containing fields for 'FnOm Sm LnOmSm', 'Primary phone', 'Additional phones', 'Mailing address', and an 'Edit' link. Below this is an 'Add a point of contact' button. At the bottom of the main area is a 'Continue' button. The top right of the interface shows 'Status: Pending submission' and 'OMB number: 1660-0072, Expiration date: 10/31/2021 View burden statement'.

**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

**Add SAR**

Select the user being added as a SAR

Select

Add this SAR

Cancel



# Complete a Subapplication, continued

Section:  
3 of 10

## Section 3: Community

- To identify communities that will benefit from this mitigation activity, select **Find communities**. From the automated list of communities that appears, select the applicable communities.
- Select **Continue**

The screenshot shows the FEMA GO application interface. On the left is a sidebar titled "Plan subapplication" with options: Subapplicant information, Contact information, **Community** (highlighted with a red box), Mitigation plan, Scope of work, Schedule, Budget, Evaluation, Comments & attachments, Assurances and certifications, and Review subapplication. The main content area is titled "Test" and "Community". It contains instructions: "Please provide the following information. If the Congressional district number for your community does not display correctly, please contact your State NFIP coordinator." Below this is the "Add Communities" section with instructions: "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." A button labeled "Find communities" is highlighted with a red box. Below this is a text area for "Please provide any additional comments below (optional)". Further down is an "Attachments" section with an "Attach a document" button and a table with columns: Filename, Date uploaded, Uploaded by, File size, Description, and Action. At the bottom of the main content area is a "Continue" button. The top navigation bar includes "FEMA GO", "Grants", "Organizations", "Grant/Subgrant ID", a search icon, and a user profile "FnSar LnSar".

The close-up screenshot shows the "Find community" search form. It includes a "State" dropdown menu set to "Tennessee", and two optional text input fields for "Community name (optional)" and "County name (optional)". A "Search" button and a "Cancel" link are also visible.

# Complete a Subapplication, continued

Section:  
4 of 10

## Section 4: Scope of Work

- Input a **Subapplication title**
- Identify and add **Activity types** and sub-activity types
- Add a **Geographic areas** description
- Provide **Hazard source** and descriptions
- Add any applicable attachments
- Select **Continue**

The screenshot shows the FEMA GO application interface for a subapplication titled "Test". The left sidebar lists various sections, with "Scope of work" highlighted in red. The main content area is titled "Test" and includes a "Status: Pending submission" indicator. Below the title, there is a "Scope of work" section with a detailed instruction: "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." The form contains several input fields, all highlighted with red boxes: "Subapplication title (include type of activity and location)" with the value "Test"; "Primary activity type" with a dropdown menu showing "Select"; "Geographic areas description" with a large empty text area; "Primary hazard source" with a dropdown menu showing "Select"; and "Secondary hazard source (optional)" with an empty text area. Other fields include "Tertiary hazard source (optional)", "Implementation process description", "Primary sources description", "Staff and resources description", and "Additional comments (optional)". At the bottom, there is an "Attachments" section with an "Attach a document" button and a table with columns for "Filename", "Date uploaded", "Uploaded by", "File size", "Description", and "Action". A "Continue" button is located at the bottom left of the form.



# Complete a Subapplication, continued

Section:  
5 of 10

## Section 5: Schedule

- Click **Add a task** for each activity to add a task name, task description, start month, and task duration. You can enter multiple tasks, however, there must be at least one.
- Add overall **estimated duration** for your proposed activities
- Add proposed project **start and end dates**
- Select **Continue**

# Complete a Subapplication, continued

Section:  
6 of 10

## Section 6: Budget

- Click **Add cost type** to add a new cost type. This will create an additional section where you must select **Add an item**. You must add at least 1 cost item greater than \$0
- Review and adjust your cost shares and funding sources as needed
- Include any comments and attach any documentation
- Select **Continue**

**Test** Status: Pending submission

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

### 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**

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
<a href="#">Continue</a>					

### Add a new item

Item  
Other (Explain) ▼

Other description

### Add a cost type

Select cost type below:  
Select ▼

[Add this cost type](#)

[Cancel](#)

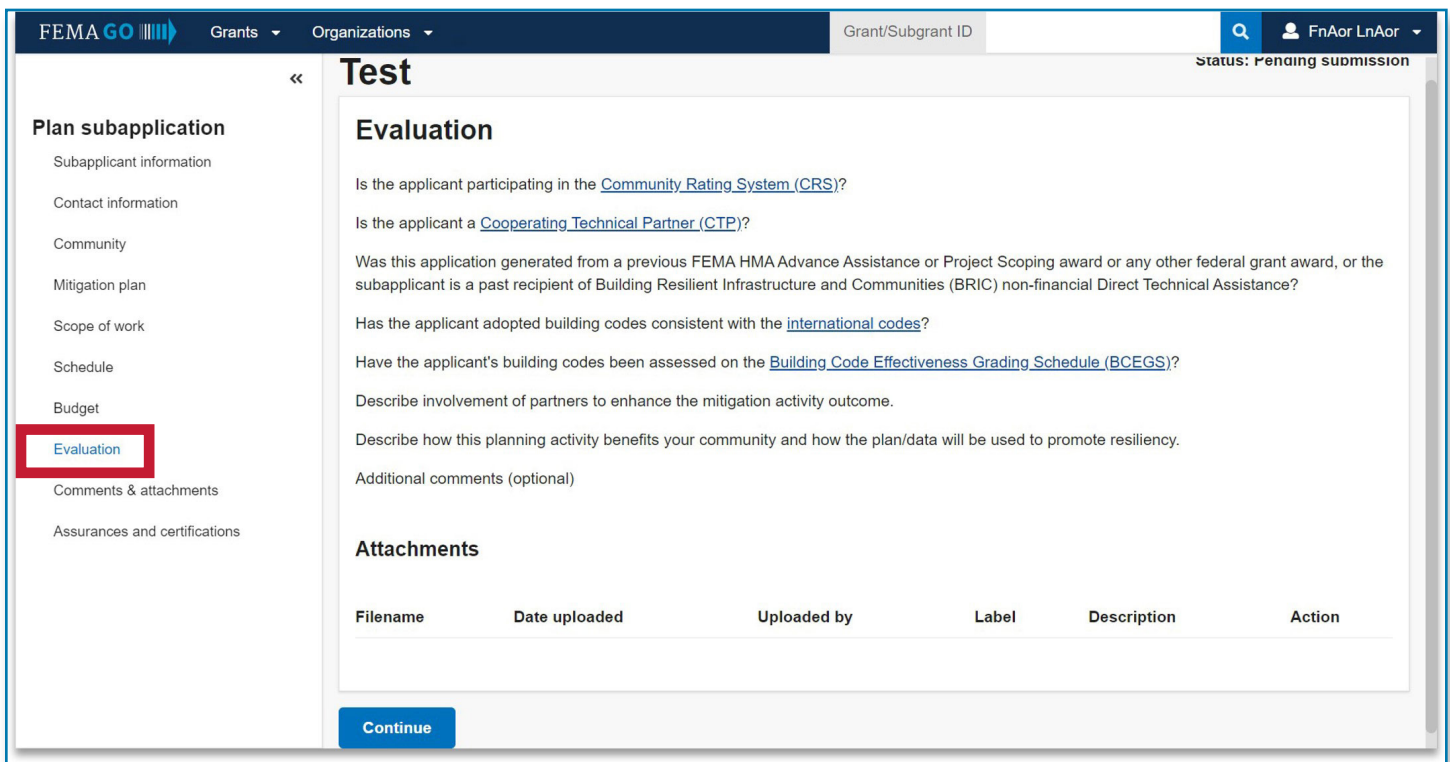


# Complete a Subapplication, continued

Section:  
7 of 10

## Section 7: Evaluation

- Indicate yes or no and provide written responses
- Add attachments as needed
- Select **Continue**



The screenshot shows the FEMA GO application interface. The top navigation bar includes 'FEMA GO', 'Grants', 'Organizations', and 'Grant/Subgrant ID'. A user profile 'FnAor LnAor' is visible in the top right. The main content area is titled 'Test' and shows the 'Evaluation' section. The left sidebar lists various subapplication steps, with 'Evaluation' highlighted in a red box. The 'Evaluation' section contains several questions and text input areas. At the bottom, there is an 'Attachments' table and a 'Continue' button.

**Plan subapplication**

- Subapplicant information
- Contact information
- Community
- Mitigation plan
- Scope of work
- Schedule
- Budget
- Evaluation**
- Comments & attachments
- Assurances and certifications

**Test** status: Pending submission

**Evaluation**

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

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

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?

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

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

Describe involvement of partners to enhance the mitigation activity outcome.

Describe how this planning activity benefits your community and how the plan/data will be used to promote resiliency.

Additional comments (optional)

**Attachments**

Filename	Date uploaded	Uploaded by	Label	Description	Action

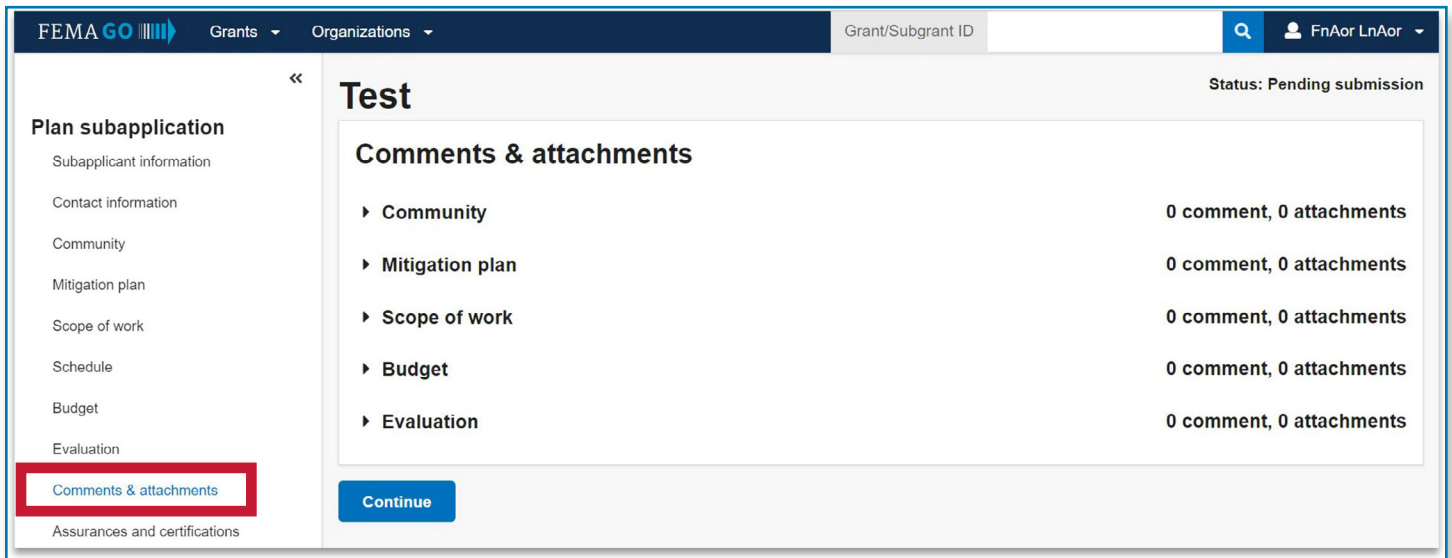
**Continue**

# Complete a Subapplication, continued

Section:  
8 of 10

## Section 8: Comments and Attachments

- Review attachments and add any comments
- Select **Continue**



The screenshot shows the FEMA GO application interface. The top navigation bar includes 'FEMA GO', 'Grants', 'Organizations', and a search bar. The main content area is titled 'Test' and shows a 'Status: Pending submission'. On the left, a sidebar lists 'Plan subapplication' steps: Subapplicant information, Contact information, Community, Mitigation plan, Scope of work, Schedule, Budget, Evaluation, **Comments & attachments** (highlighted with a red box), and Assurances and certifications. The main content area displays 'Comments & attachments' with a list of categories and their respective counts:

Category	Comments	Attachments
Community	0 comment	0 attachments
Mitigation plan	0 comment	0 attachments
Scope of work	0 comment	0 attachments
Budget	0 comment	0 attachments
Evaluation	0 comment	0 attachments

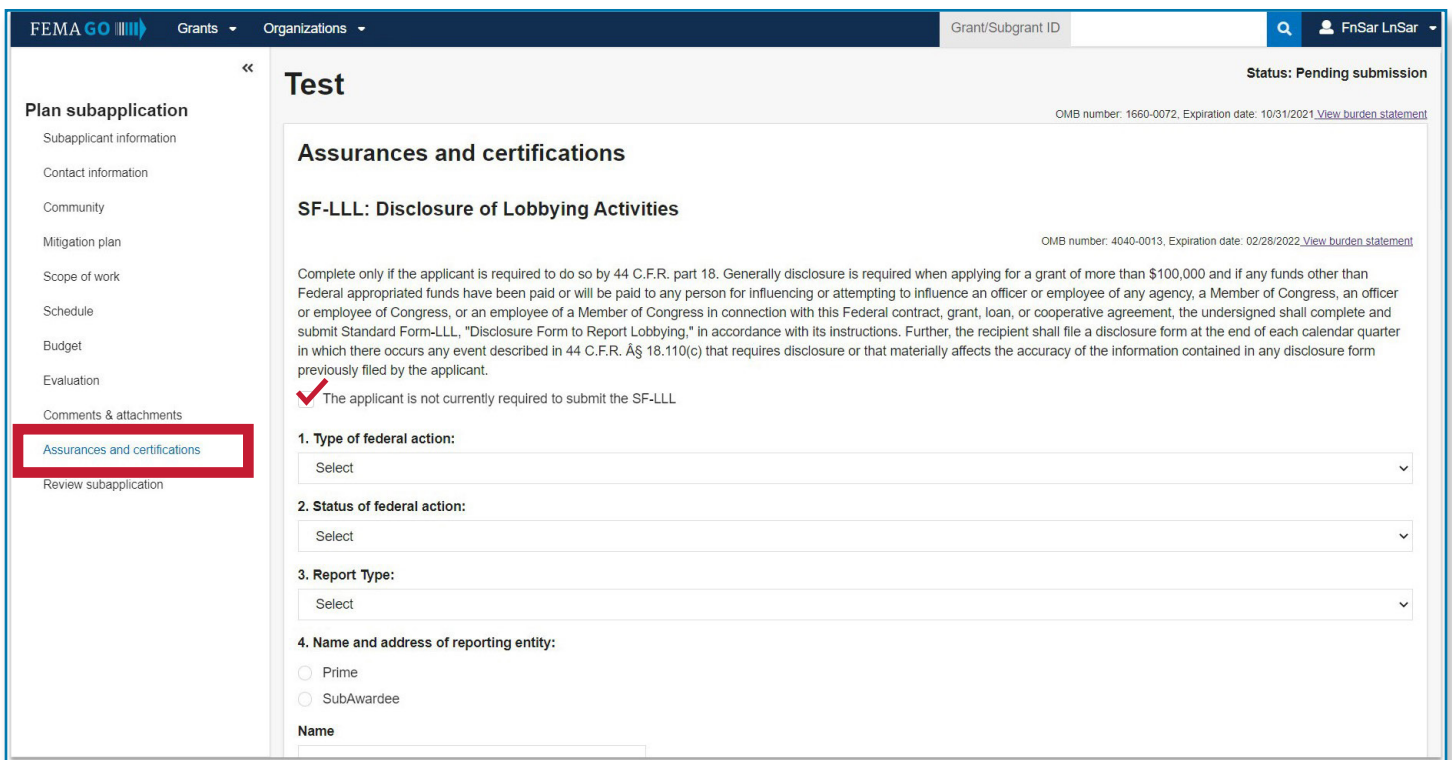
A 'Continue' button is located at the bottom of the main content area.

# Complete a Subapplication, continued

Section:  
9 of 10

## Section 9: Assurances and Certifications

- Check the box if submitting a SF-LLL is not required
- If an SF-LLL is required, you **MUST** complete the drop-down questions and answer all questions
- Select **Continue**



The screenshot shows the FEMA GO application interface. The top navigation bar includes 'FEMA GO', 'Grants', 'Organizations', and 'Grant/Subgrant ID'. The user is logged in as 'FnSar LnSar'. The main content area is titled 'Test' and shows the 'Assurances and certifications' section. The status is 'Pending submission'. The OMB number is 1660-0072, and the expiration date is 10/31/2021. The section is titled 'SF-LLL: Disclosure of Lobbying Activities' with OMB number 4040-0013 and expiration date 02/28/2022. The text explains that completion is required for grants over \$100,000. A checked box indicates that the applicant is not currently required to submit the SF-LLL. Below this are four numbered questions: 1. Type of federal action (dropdown), 2. Status of federal action (dropdown), 3. Report Type (dropdown), and 4. Name and address of reporting entity (radio buttons for Prime or SubAwardee, and a text field for Name).

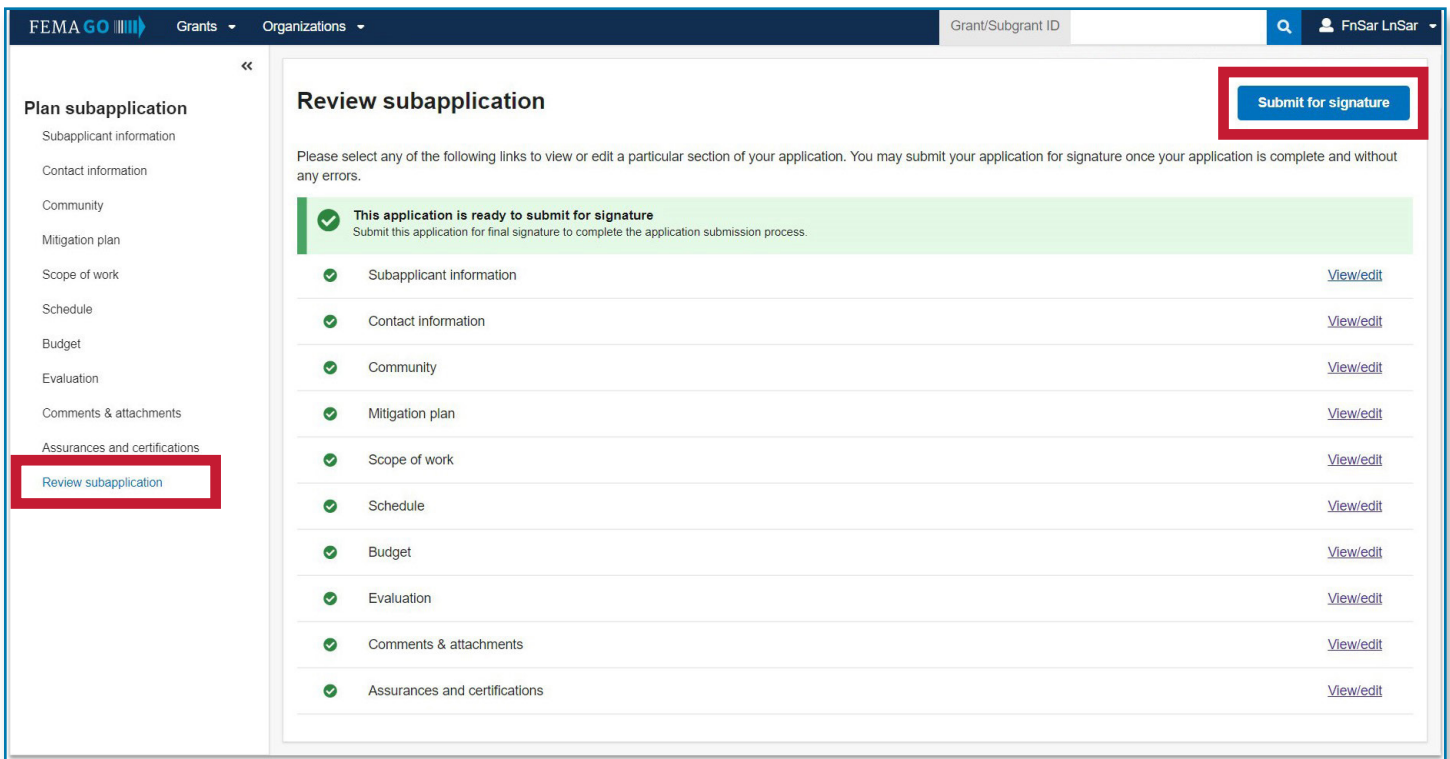


# Complete a Subapplication, continued

Section:  
10 of 10

## Section 10: Review and Submit Subapplication

- Resolve any errors that may have been flagged in red
- Select **Submit for signature** by the SAR



**Review subapplication**

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.

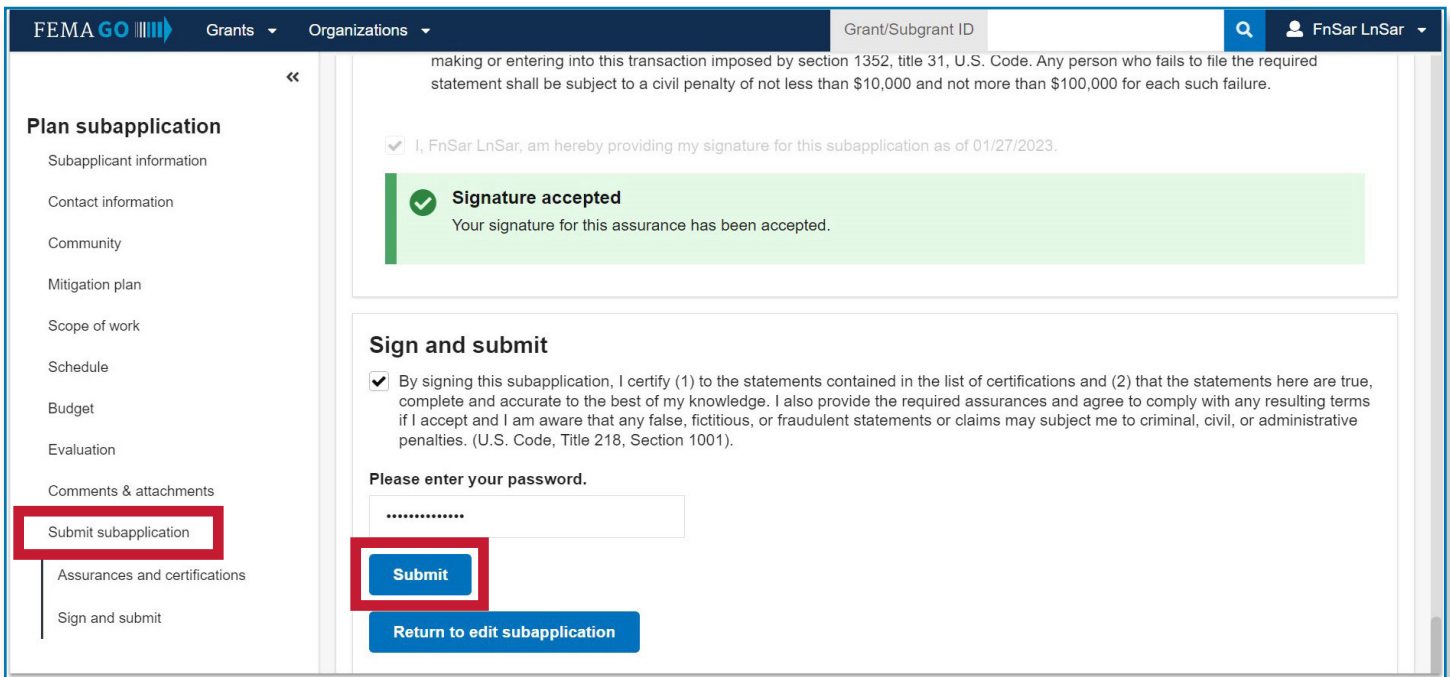
✓ Subapplicant information	<a href="#">View/edit</a>
✓ Contact information	<a href="#">View/edit</a>
✓ Community	<a href="#">View/edit</a>
✓ Mitigation plan	<a href="#">View/edit</a>
✓ Scope of work	<a href="#">View/edit</a>
✓ Schedule	<a href="#">View/edit</a>
✓ Budget	<a href="#">View/edit</a>
✓ Evaluation	<a href="#">View/edit</a>
✓ Comments & attachments	<a href="#">View/edit</a>
✓ Assurances and certifications	<a href="#">View/edit</a>



# Sign and Submit

## Sign and Submit: SAR Only

- Check each of the **certification statements** and type in your **password** to confirm
- Select **Submit**



FEMA GO | Grants | Organizations | Grant/Subgrant ID | FnSar LnSar

making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I, FnSar LnSar, am hereby providing my signature for this subapplication as of 01/27/2023.

**Signature accepted**  
Your signature for this assurance has been accepted.

**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).

Please enter your password.

.....

**Submit**

**Return to edit subapplication**

Plan subapplication

- Subapplicant information
- Contact information
- Community
- Mitigation plan
- Scope of work
- Schedule
- Budget
- Evaluation
- Comments & attachments
- Submit subapplication**
- Assurances and certifications
- Sign and submit



### Note

If edits are needed and you're not ready to submit, select "return to edit subapplication."

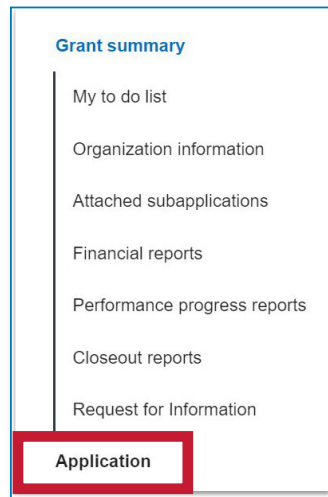
Once the application is successfully submitted, you will be redirected back to the subapplicant information page. You can check to ensure you have successfully submitted your subapplication by viewing the status in the upper right hand corner of your screen.



# Print Functionality Instructions

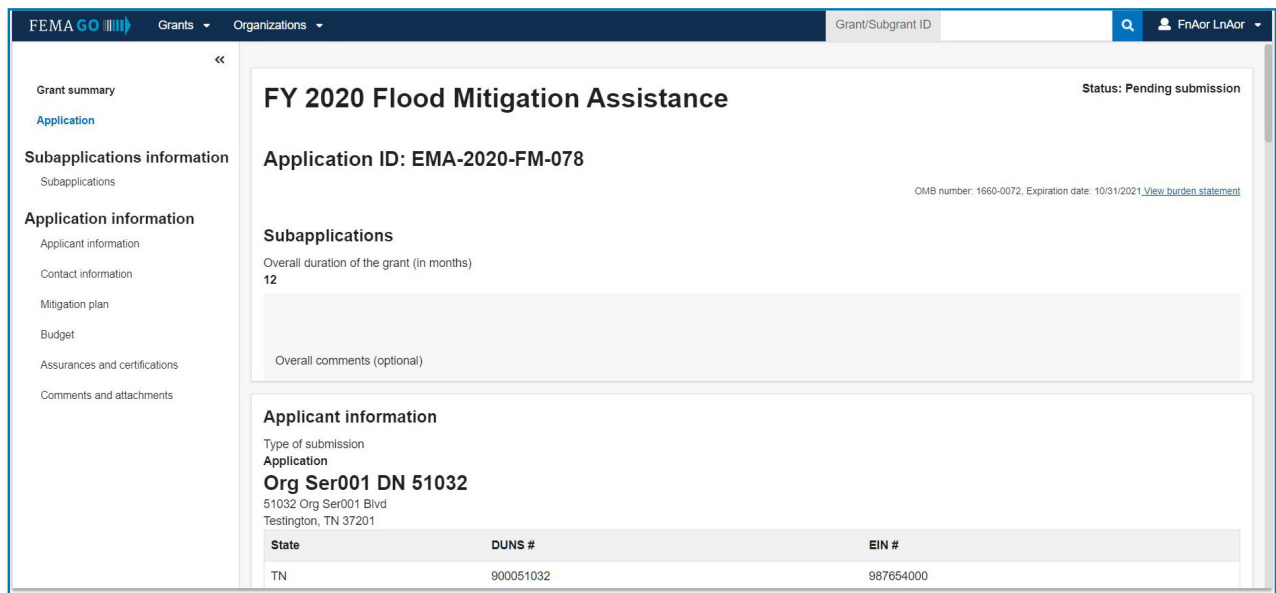


# Print Functionality Instructions



## Print Application

- After successfully submitting the grant application, you will be directed to the **Grants Landing Page**.
- Select the **Application** link from the left navigation panel.



- Browser displays a **Read-Only Version** of submitted application.
- Select the **ctrl and p** keys to print application.



## Remember

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



# FEMA GO Help Desk Information:

Please send any questions to:

**FEMAGO@fema.dhs.gov**

**1-877-585-3242**

**Hours: Mon-Fri, 8:00 a.m. – 5:00 p.m. ET**

