Start a Subapplication
Start a Subapplication Overview

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

...continued
Start a Subapplication Process

Step 5:
Select a **Subapplication type**

<table>
<thead>
<tr>
<th>Subapplication type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management cost—A separate subapplication for assistance to an applicant to manage its awarded subapplication(s).</td>
</tr>
<tr>
<td>Plan—A subapplication to develop or update a hazard mitigation plan.</td>
</tr>
<tr>
<td>Project—A subapplication for any mitigation activity to reduce risk, including education and outreach.</td>
</tr>
<tr>
<td>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.)</td>
</tr>
<tr>
<td>Technical assistance—A subapplication for providing technical assistance to subapplicants as they develop their subapplications.</td>
</tr>
</tbody>
</table>
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: Subapplicant Information

- Select **Submission type**
- Select **Subapplicant type**
- Answer all questions
- Select **Continue**
Complete a Subapplication, continued

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**
Complete a Subapplication, continued

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**
Complete a Subapplication, continued

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**
Complete a Subapplication, continued

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: 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**
Complete a Subapplication, continued

Section 7: Evaluation

- Indicate yes or no and provide written responses
- Add attachments as needed
- Select Continue
Complete a Subapplication, continued

Section 8: Comments and Attachments

• Review attachments and add any comments
• Select Continue
Complete a Subapplication, continued

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**
Complete a Subapplication, continued

Section 10: Review and Submit Subapplication

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

Sign and Submit: SAR Only

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

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**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