

# Complete a Pass-through Subapplication (AOR/SAR and SM Roles)

Start a Subapplication

Subapplicant Information

Contact Information

Community

Scope of Work

Schedule

Budget

Cost-effectiveness

Evaluation

Comments and Attachments

Assurances and Certifications

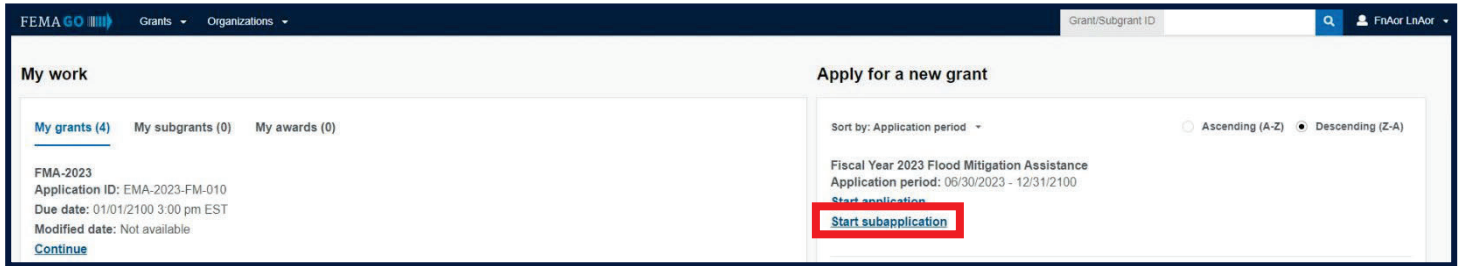
Review and Submit

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:

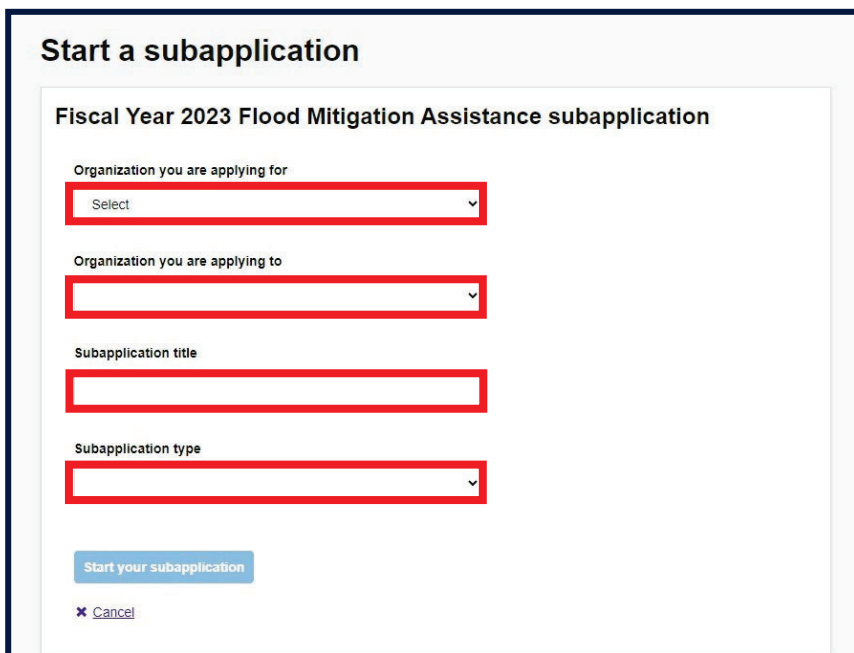
Select the **Organization you are applying to** from the dropdown menu.

## Step 4:

Create a new **Subapplication title**.

## Step 5:

Subapplication type will be covered on the following page.



The screenshot shows a form titled 'Start a subapplication'. The main heading is 'Fiscal Year 2023 Flood Mitigation Assistance subapplication'. There are four main sections, each with a red box around the input field:

- Organization you are applying for:** A dropdown menu with 'Select' as the current selection.
- Organization you are applying to:** An empty dropdown menu.
- Subapplication title:** A text input field.
- Subapplication type:** A dropdown menu.

At the bottom of the form, there is a blue button labeled 'Start your subapplication' and a link labeled 'Cancel'.

# Start a Subapplication Continued

## 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.)

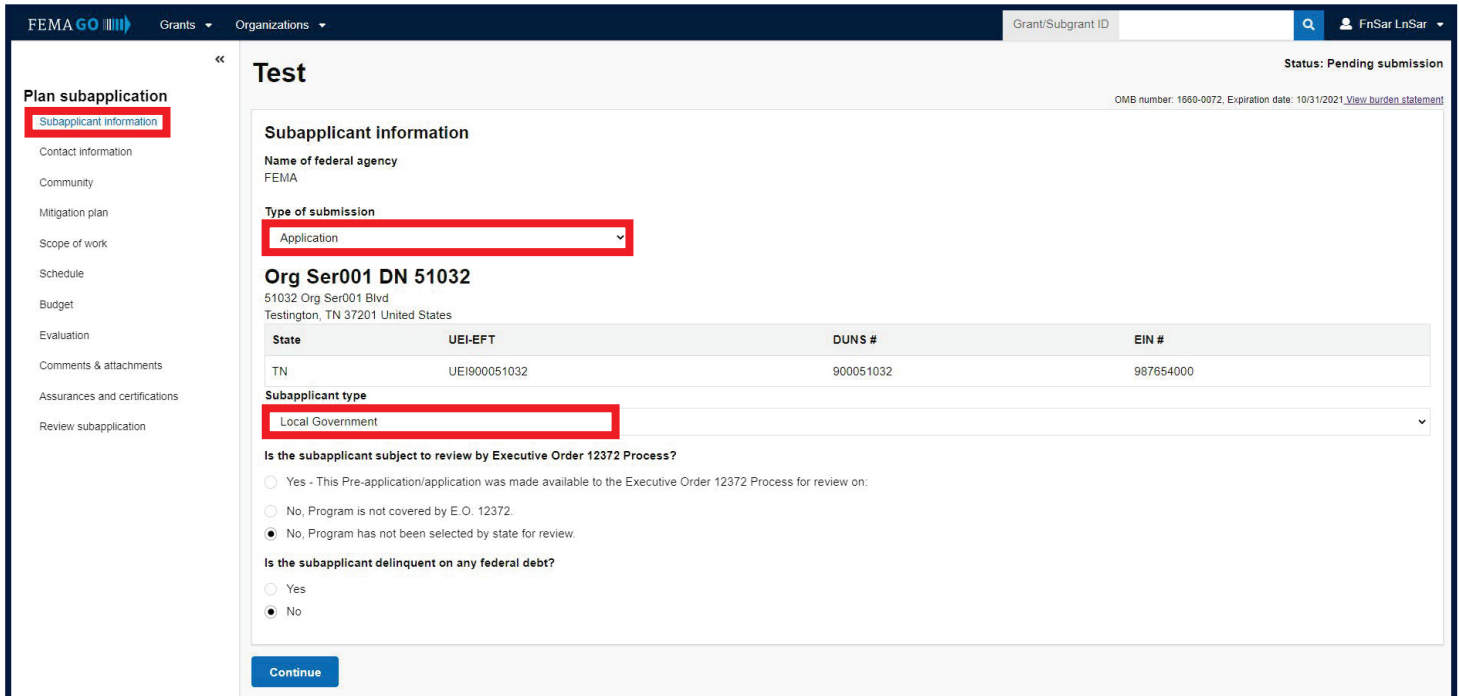
**Technical assistance**—A subapplication for providing technical assistance to subapplicants as they develop their subapplications.

### 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.



**Test** Status: Pending submission

OMB number: 1560-0072, Expiration date: 10/31/2021 [View burden statement](#)

**Subapplicant information**

**Name of federal agency**  
FEMA

**Type of submission**  
Application

**Org Ser001 DN 51032**  
51032 Org Ser001 Blvd  
Testington, TN 37201 United States

State	UEI-EFT	DUNS #	EIN #
TN	UEI900051032	900051032	987654000

**Subapplicant type**  
Local 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)**.
- 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.

The screenshot shows the 'Test' subapplication page in FEMA GO. The left sidebar lists various sections, with 'Subapplicant information' highlighted. The main content area is titled 'Test' and shows 'Contact information' for a subrecipient. It includes a table for 'Subrecipient Authorized Representative (SAR)' and a table for 'Point(s) of contact'. The 'Add a SAR' button is highlighted in red. The 'Mailing address' field in the POC table is also highlighted in red. The 'Add a point of contact' button is highlighted in red. A 'Continue' button is visible at the bottom.

The 'Add SAR' dialog box contains a dropdown menu labeled 'Select the user being added as a SAR' with a 'Select' option. Below the dropdown is an 'Add this SAR' button and a 'Cancel' link.

The 'Add Point of Contact' dialog box contains a dropdown menu labeled 'Add a point of contact' with a 'Select' option. Below the dropdown is an 'Add this POC' button.

**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.

**Plan subapplication**

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

**Test** Status: Pending submission

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

**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.

[Find communities](#)

Please provide any additional comments below (optional).

**Attachments**

[Attach a document](#) Maximum file size: 1 GB

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[Continue](#)

**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:  Community name (optional):  County name (optional):

[Search](#)

[Cancel](#)

# Scope of Work

- Enter a **Subapplication title** to include the type of activity and location.
- 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.

The screenshot shows the 'Test' application page with the 'Schedule' section highlighted. The 'Schedule' section includes a '+ Add a task' button, a text input for 'Estimate the total duration of your proposed activities (in months)', and two date input fields for 'Proposed project start and end dates' (Start Date and End Date). A 'Continue' button is at the bottom.

The 'Add a task' dialog box contains the following fields and buttons:

- Task name:
- Task description:
- Start month (number):
- Task duration (in months):
- Save task:
- Cancel:



# 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.

**Plan subapplication**

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

**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).

**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

Pre-award

# 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 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?	Proposed federal share	% Percentage	\$ Dollar amount
<input type="radio"/> Yes <input checked="" type="radio"/> No	75.00	75.00	\$15,000.00
	Proposed non-federal share	25.00	\$5,000.00
Based on total budget cost: \$20,000.00			

**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](#)

**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](#)

# 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.
  - 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.

**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](#) Maximum file size: 1 GB

Filename	Date uploaded	Uploaded by	File size	Description	Action

[Continue](#)

# 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

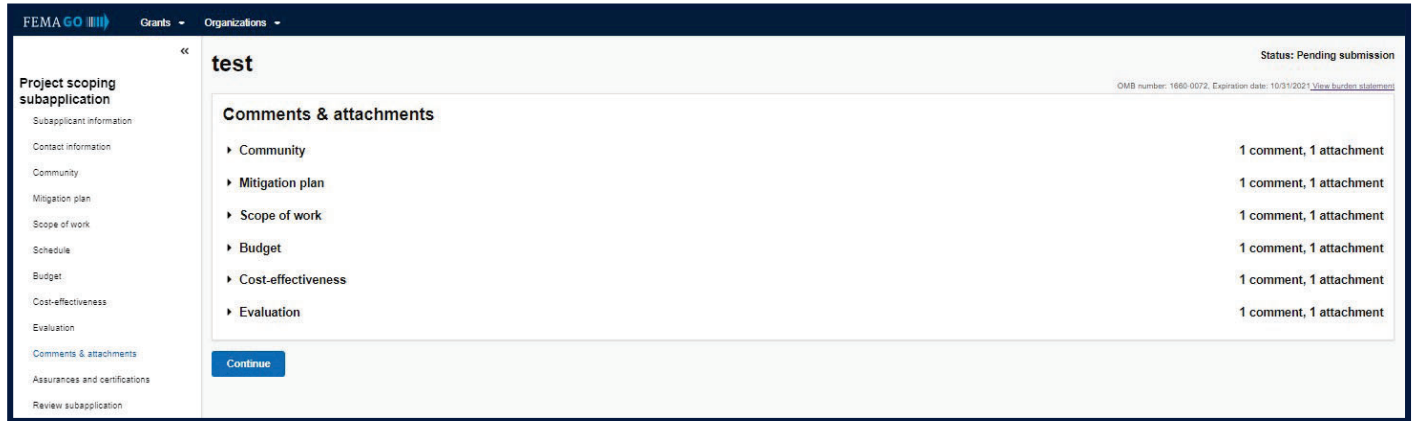
[Attach a document](#) Maximum file size: 1 GB

Filename	Date uploaded	Uploaded by	File size	Description	Action

[Continue](#)

# Comments & Attachments

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



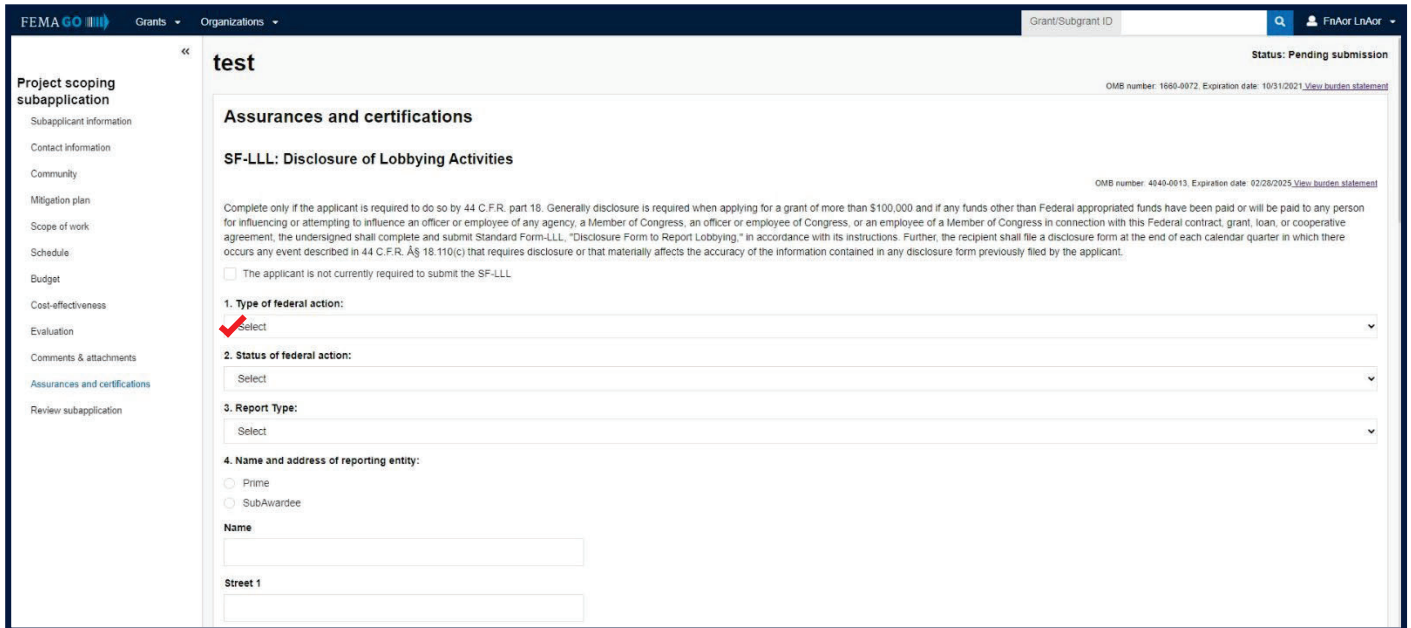
The screenshot shows the FEMA GO application interface. The top navigation bar includes 'FEMA GO', 'Grants', and 'Organizations'. The main content area is titled 'test' and shows the 'Comments & attachments' section. The status is 'Pending submission'. The OMB number is 1665-0072, and the expiration date is 10/31/2021. The 'Comments & attachments' section lists several categories, each with 1 comment and 1 attachment:

Category	Comments	Attachments
Community	1 comment	1 attachment
Mitigation plan	1 comment	1 attachment
Scope of work	1 comment	1 attachment
Budget	1 comment	1 attachment
Cost-effectiveness	1 comment	1 attachment
Evaluation	1 comment	1 attachment

A 'Continue' button is visible at the bottom of the section.

# Assurances and Certifications

- 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.



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 the 'Assurances and certifications' section. The specific section is 'SF-LLL: Disclosure of Lobbying Activities'. Below this, there is a checkbox for 'The applicant is not currently required to submit the SF-LLL'. If not selected, there are four dropdown menus: '1. Type of federal action:', '2. Status of federal action:', '3. Report Type:', and '4. Name and address of reporting entity:'. The 'Name' field is currently empty, and the 'Street 1' field is also empty. The interface includes a sidebar on the left with navigation options like 'Project scoping subapplication', 'Subapplicant information', 'Contact information', 'Community', 'Mitigation plan', 'Scope of work', 'Schedule', 'Budget', 'Cost-effectiveness', 'Evaluation', 'Comments & attachments', 'Assurances and certifications', and 'Review subapplication'. The top right corner shows 'Status: Pending submission' and 'OMB number: 1680-0072 Expiration date: 10/31/2021 View burden statement'.

# Review and Submit

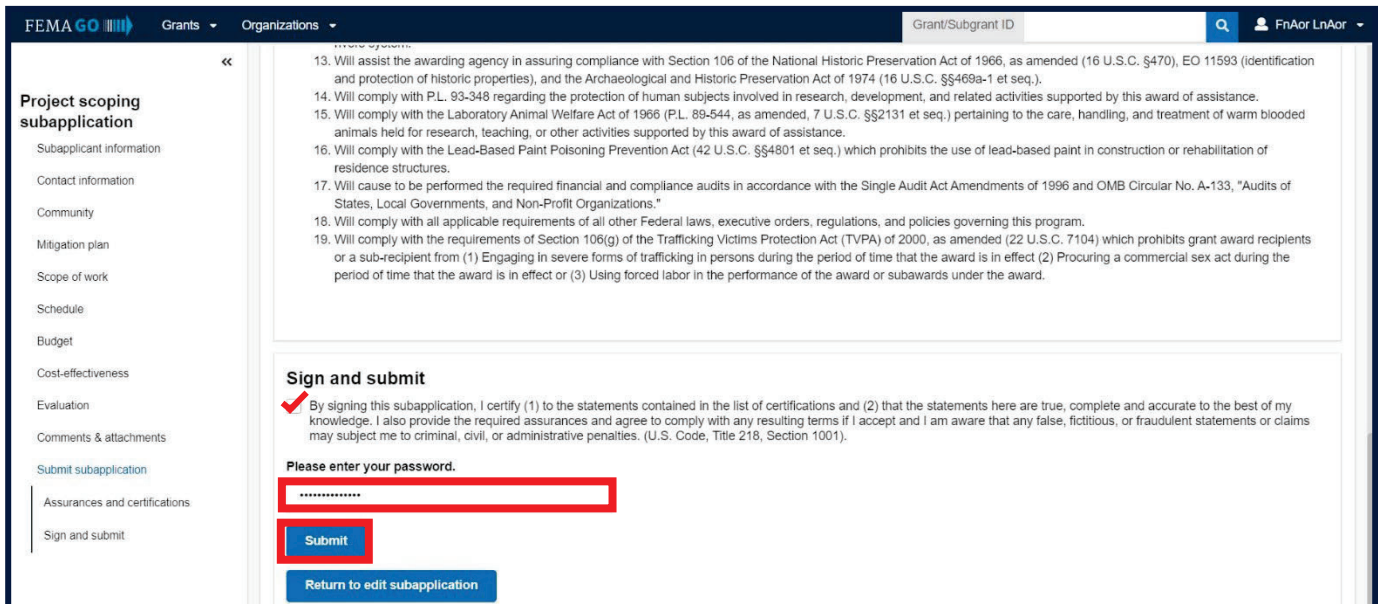
- Errors within the subapplication are shown here with red exclamation marks and must be fixed before you can submit the subapplication for signature.
- Once all errors are resolved, select **Submit for signature** button in the upper right corner to send the application to the SAR or AOR for a review and signature.

The screenshot displays the FEMA GO application review interface. The top navigation bar includes 'FEMA GO', 'Grants', and 'Organizations'. The main content area is titled 'test' and shows the 'Review subapplication' page. A green banner at the top of the main content area states: 'This application is ready to submit for signature. Submit this application for final signature to complete the application submission process.' Below this banner is a table listing various application sections, each with a green checkmark and a 'View/edit' link. A red 'Submit for signature' button is located in the upper right corner of the main content area. The left sidebar contains a 'Project scoping subapplication' menu with options like 'Subapplicant information', 'Contact information', 'Community', 'Mitigation plan', 'Scope of work', 'Schedule', 'Budget', 'Cost-effectiveness', 'Evaluation', 'Comments & attachments', 'Assurances and certifications', and 'Review subapplication'.

Section	Status	Action
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>
Cost-effectiveness	✓	<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 (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.

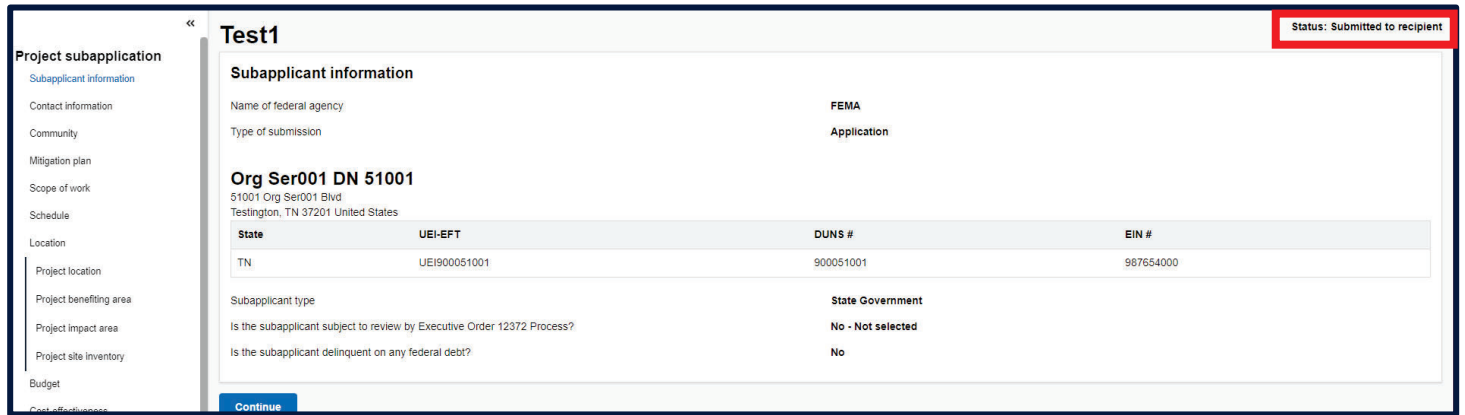


The screenshot shows the FEMA GO application interface. On the left, a navigation menu lists various sections: Subapplicant information, Contact information, Community, Mitigation plan, Scope of work, Schedule, Budget, Cost-effectiveness, Evaluation, Comments & attachments, Submit subapplication, Assurances and certifications, and Sign and submit. The 'Sign and submit' section is currently active. The main content area displays a list of certification statements (13-19) and a 'Sign and submit' section. The 'Sign and submit' section includes a red checkmark icon and a text box for a signature. Below this, there is a 'Please enter your password.' prompt, a password input field (highlighted with a red box), a 'Submit' button (highlighted with a red box), and a 'Return to edit subapplication' button.



# Sign and Submit Continued

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



The screenshot shows a web interface for a subapplication. On the left is a navigation menu with items like 'Subapplicant information', 'Contact information', 'Community', etc. The main content area is titled 'Test1' and shows 'Subapplicant information'. A red box in the top right corner indicates the status: 'Status: Submitted to recipient'. The form contains the following data:

**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

A 'Continue' button is visible at the bottom of the form.