FEMA GO Initiate an Application (FIRE GRANT PROGRAMS)

This Guide provides instructions for External FEMA GO Users that are serving in one of the following roles: Authorized Organization Representative (AOR), Financial Member, Programmatic Member, or Grant Writer. Will guide the user thru logging in, stating an application and completing sections required to submit an application.

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Prepared by: GPD Communications, Culture, Analytics & Training Branch (CCAT)

FEMA GRANTS OUTCOMES

Introduction

This guide will walk you through the key steps for successfully:

1. Log into FEMA GO
2. Access to FEMA GO home page
3. Start an application
4. Complete sections required to submit an application.

Who is this for?

- Authorized Organization Representative (AOR)
- Financial Member
- Programmatic Member
- Grants Writer

****Note**** - Screens are based on a User's Assigned Role

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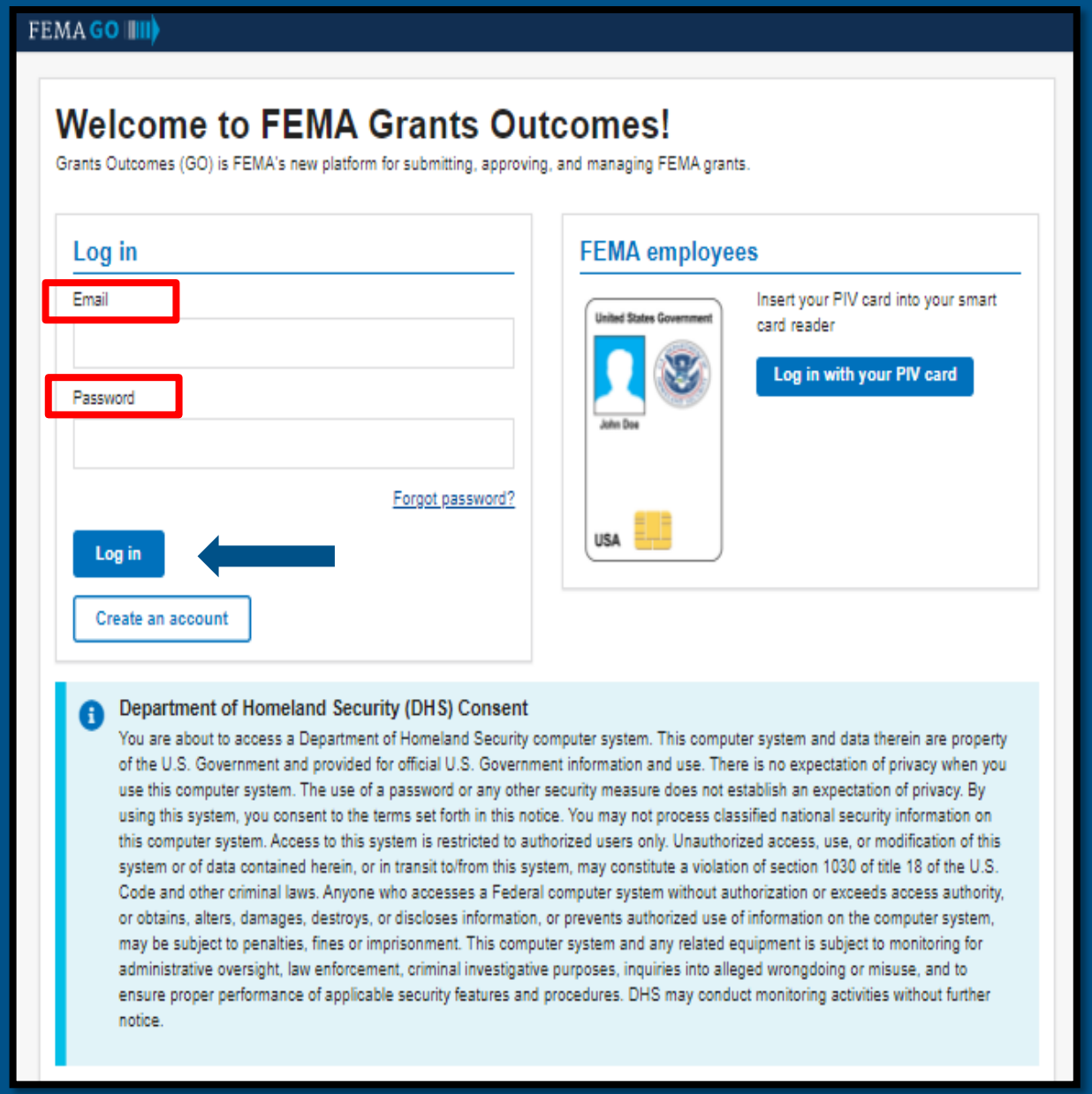
Login

Section 1: Log in to the FEMA GO site

- Go to https://go.fema.gov
- Log in: Enter Email and Password for FEMA GO account.
- Logging into the FEMA GO system will direct you to the FEMA GO Homepage.
- If you have not created an account, please refer to the linked guide for User Registration.

Remember:* ***Only a user in one of the listed roles can complete the steps in this guide.*



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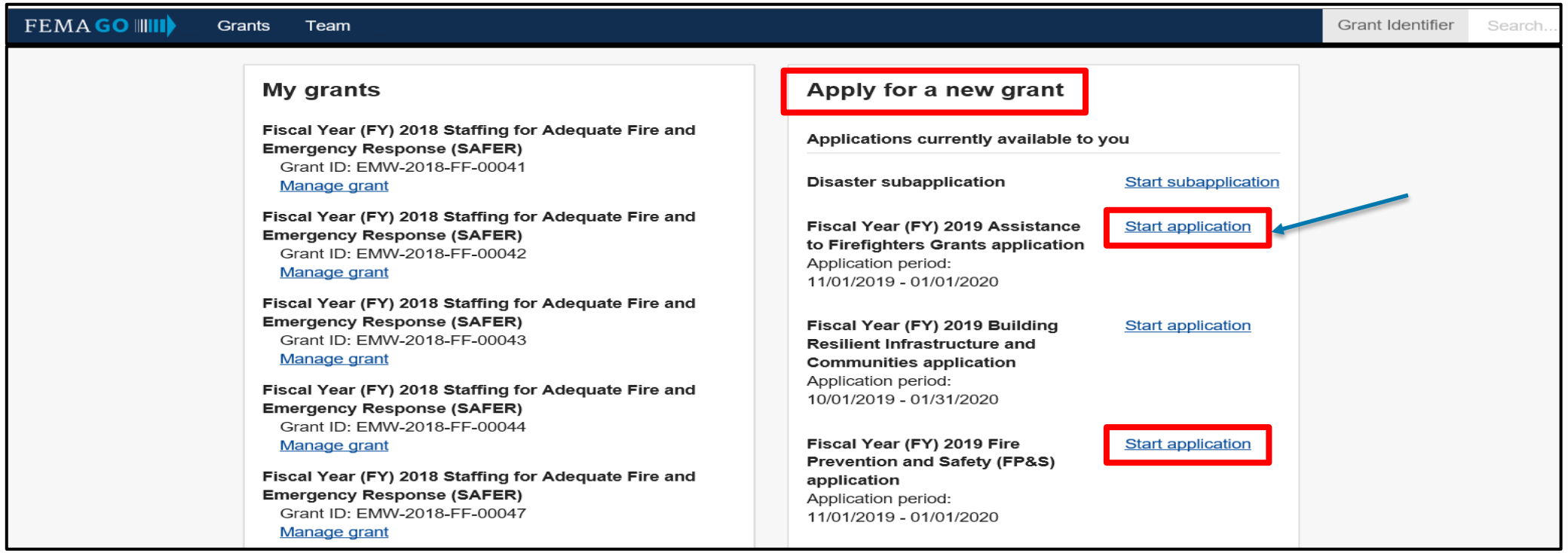
Start an Application

Section 2 : Start an Application

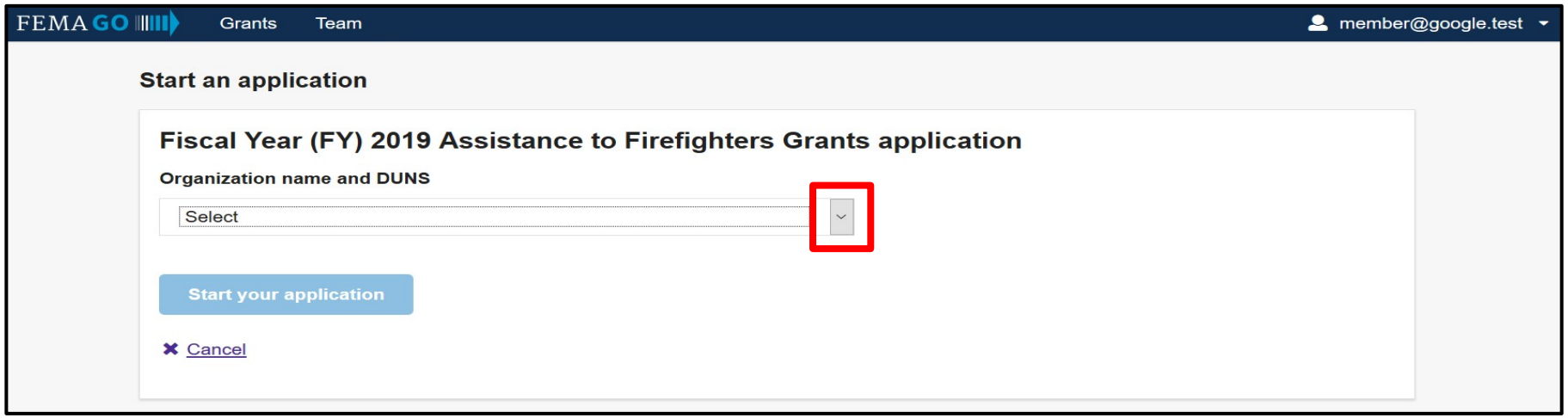
- ❑ An external user may under AFG, SAFER, or FP&S may start a grant application within FEMA GO.
- ❑ Locate the grant you wish to apply for under "Apply for a grant"



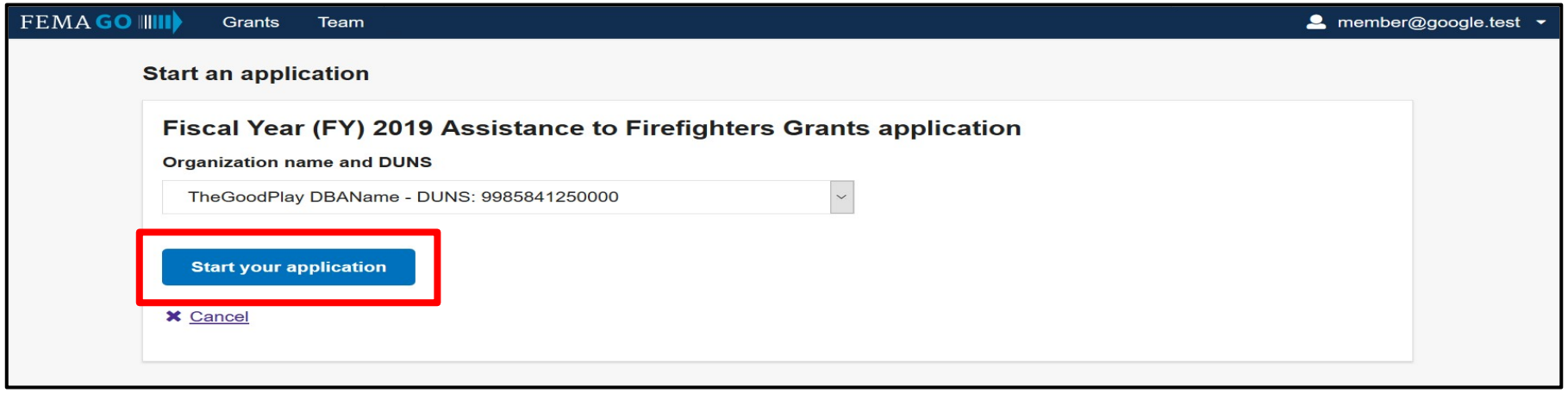
- ❑ Click "Start Application" link

Section 2: Start an application

- ❑ From the drop down select your organization/DUNS.

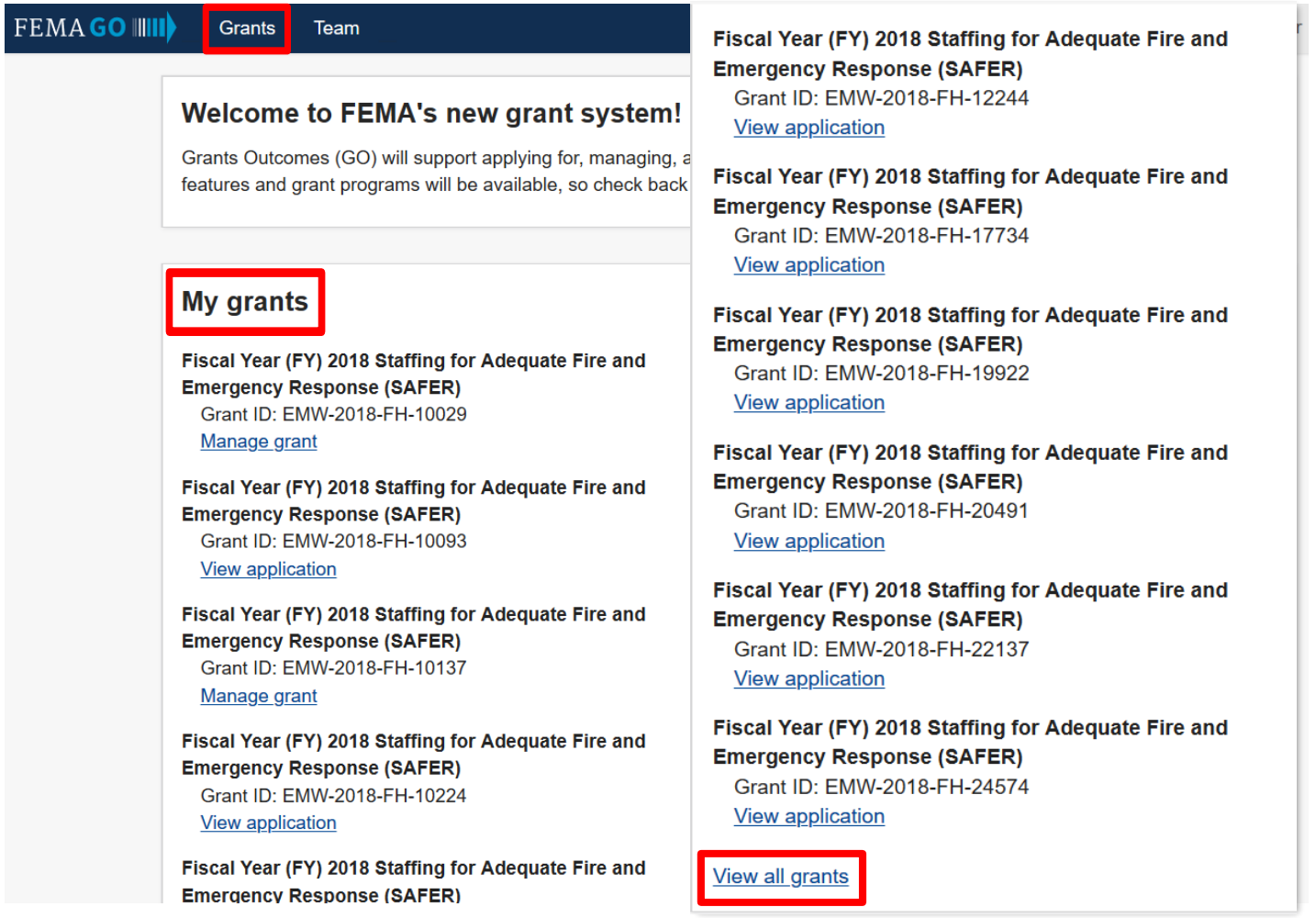


- ❑ Click the “Start your application" button.



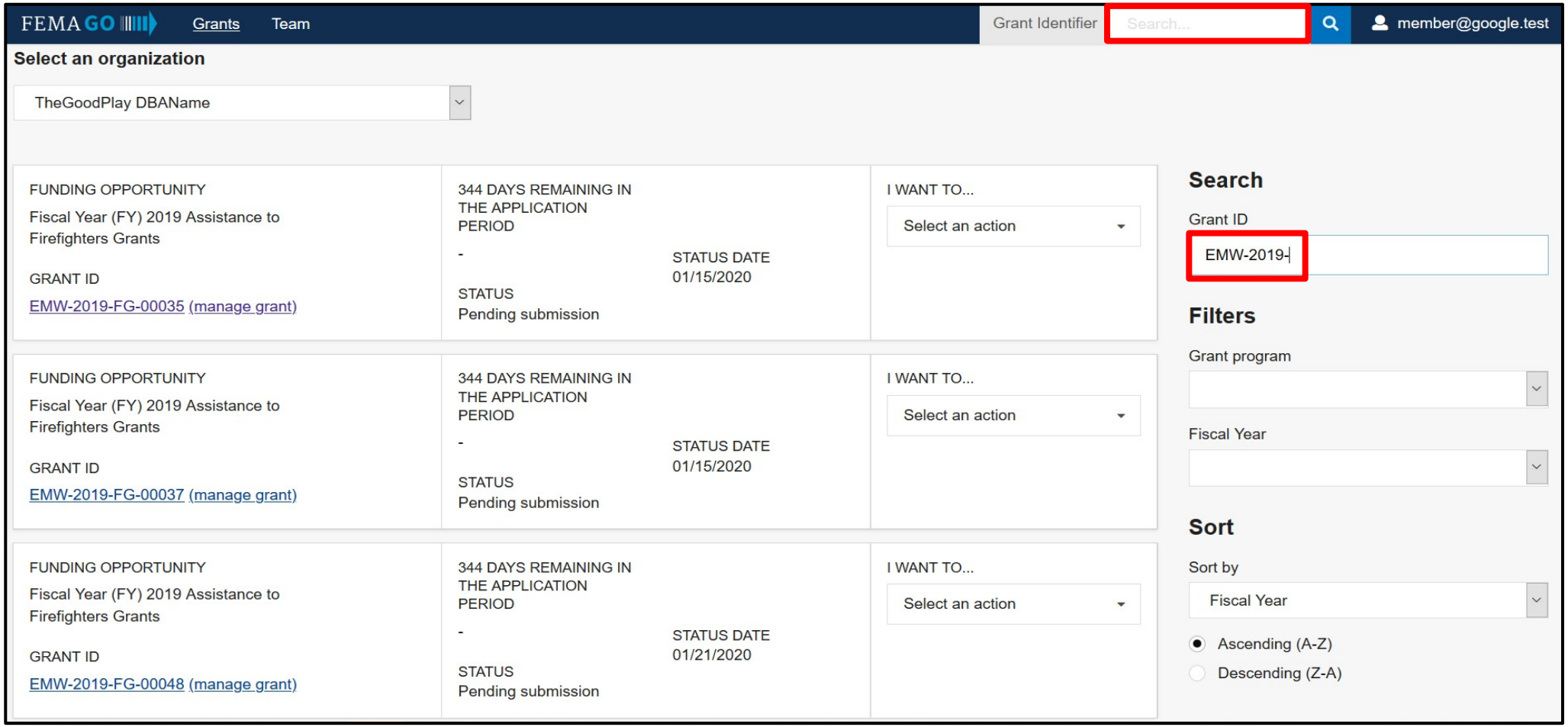
Section 2: Continue an Application that is already started

- ❑ Click on EITHER “Grants” OR “View all grants” to view your grants. Both selections will bring you to the same screen.



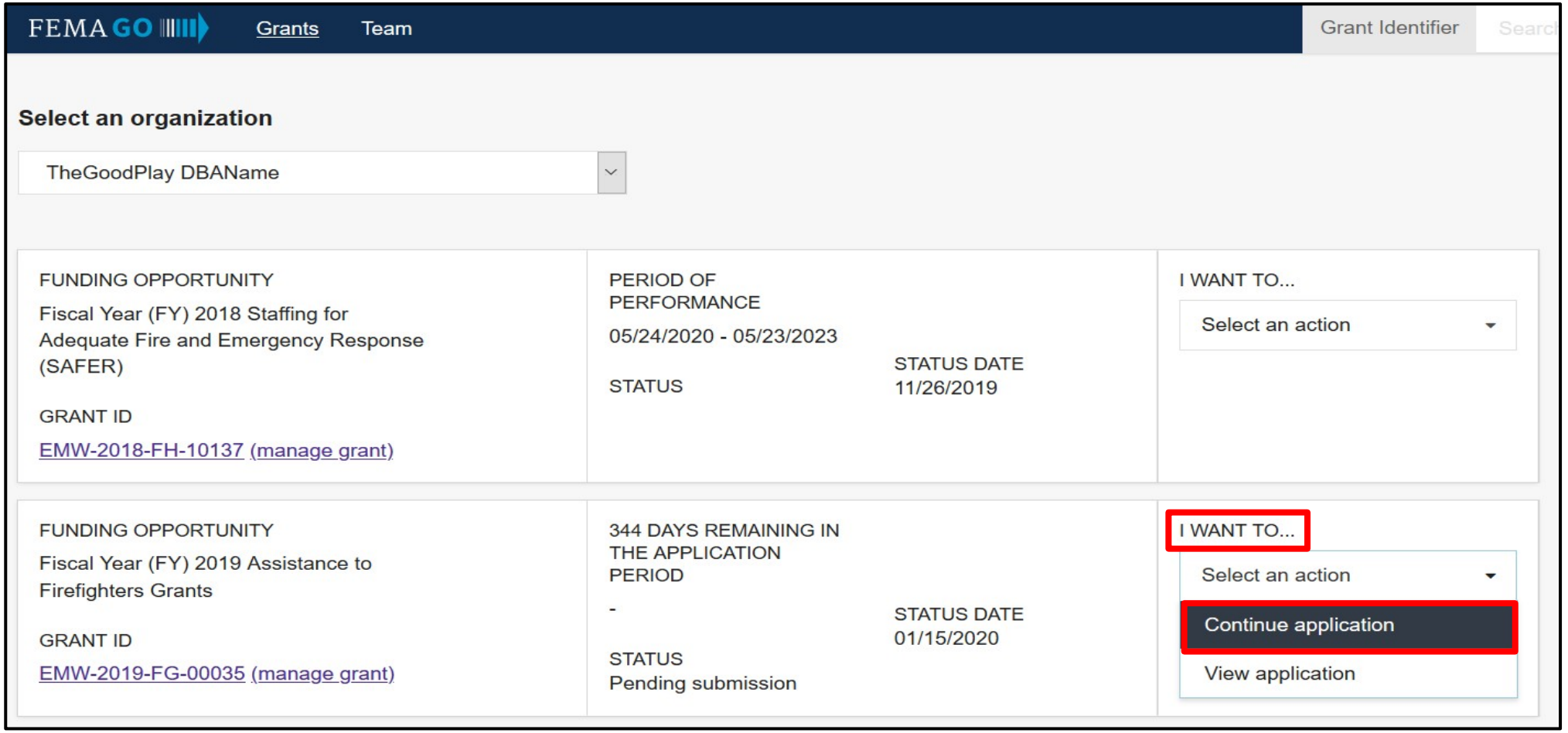
Section 2: Continue an Application that is already started

- ❑ **Enter the Grant ID number in either of the search field. The system will filter results as you type.**



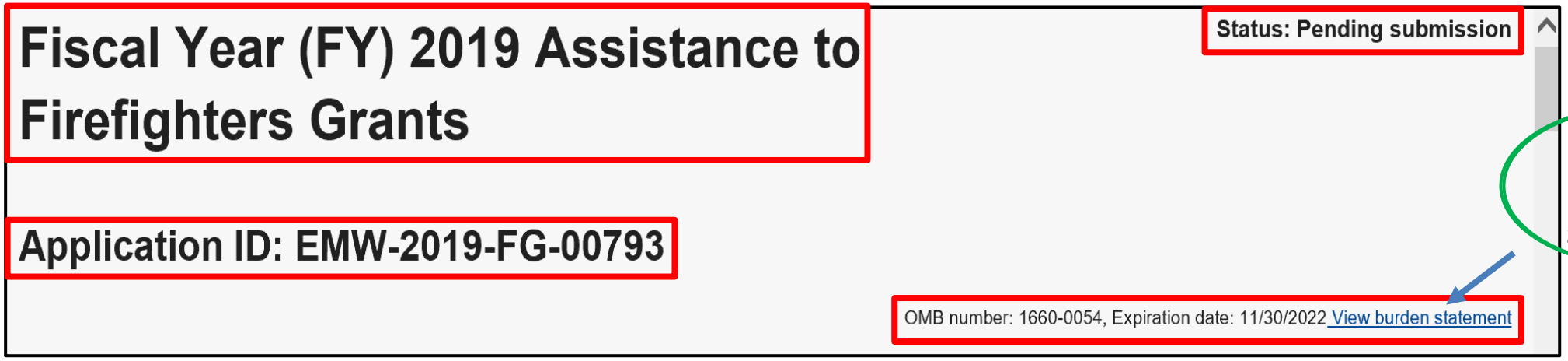
Section 2: Continue an Application that is already started

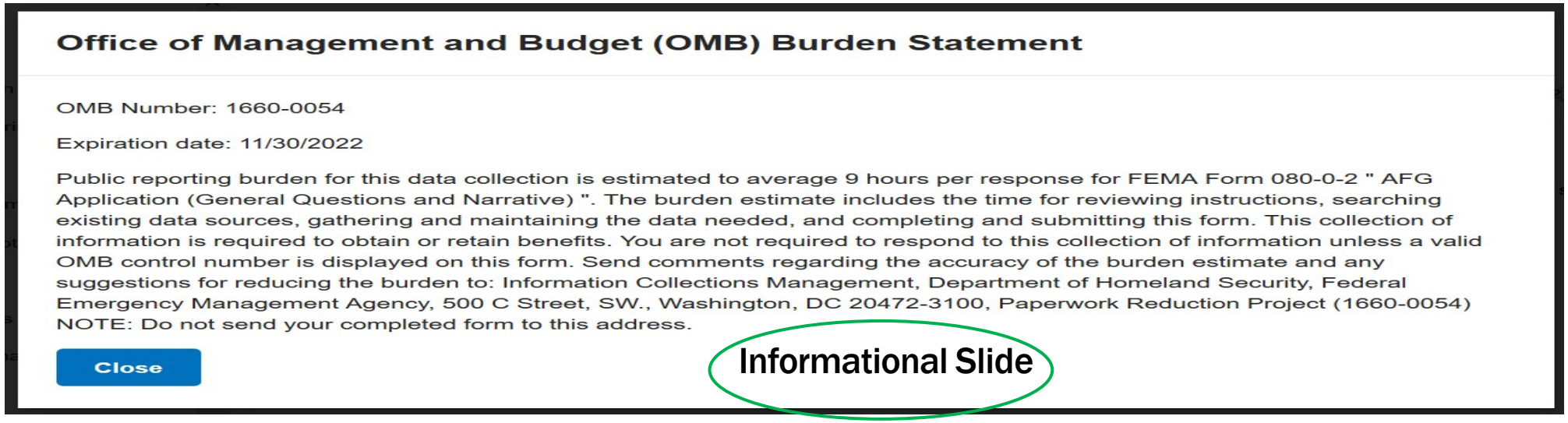
- ❑ Once your grant is displayed, Click the dropdown under "I WANT TO" and select “Continue application”.



My Application

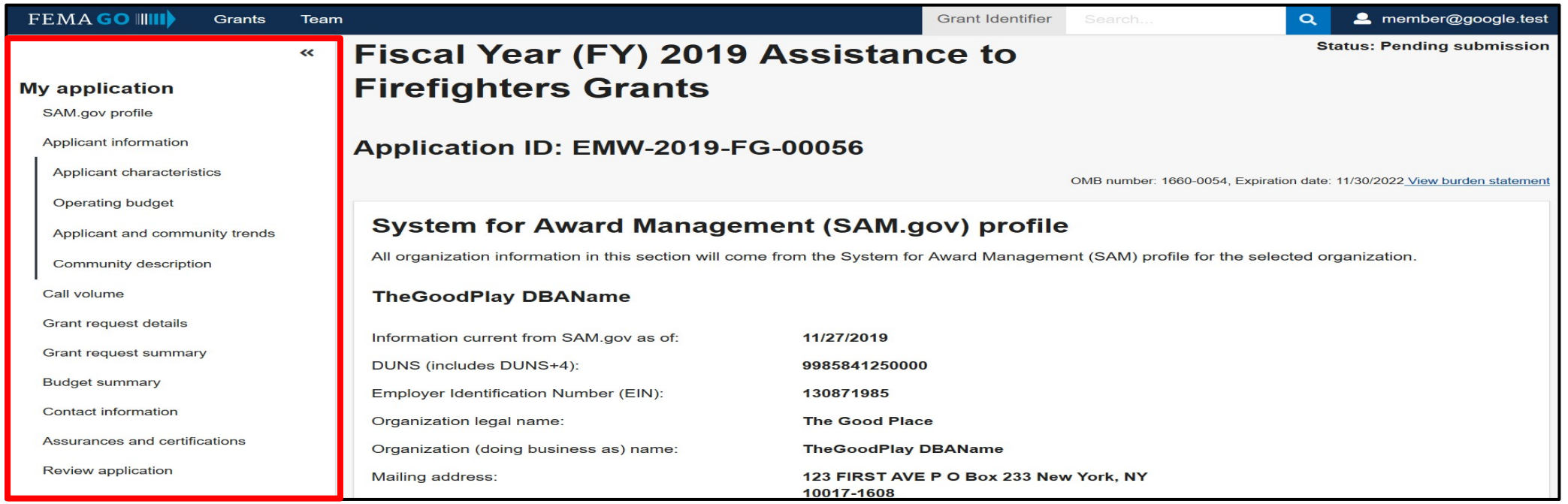
- Page will display program information, application ID, status, OMB number & expiration date. There is also a link to view the burden statement.



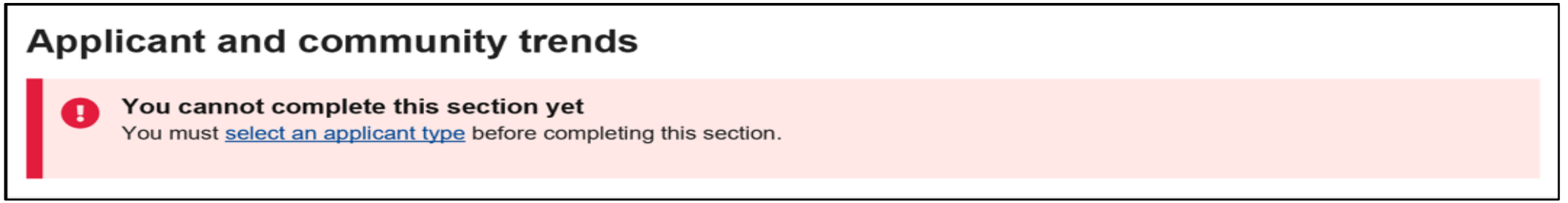


Section 4: My application

- The page will show the left navigation panel ("left nav") containing each section of the application.

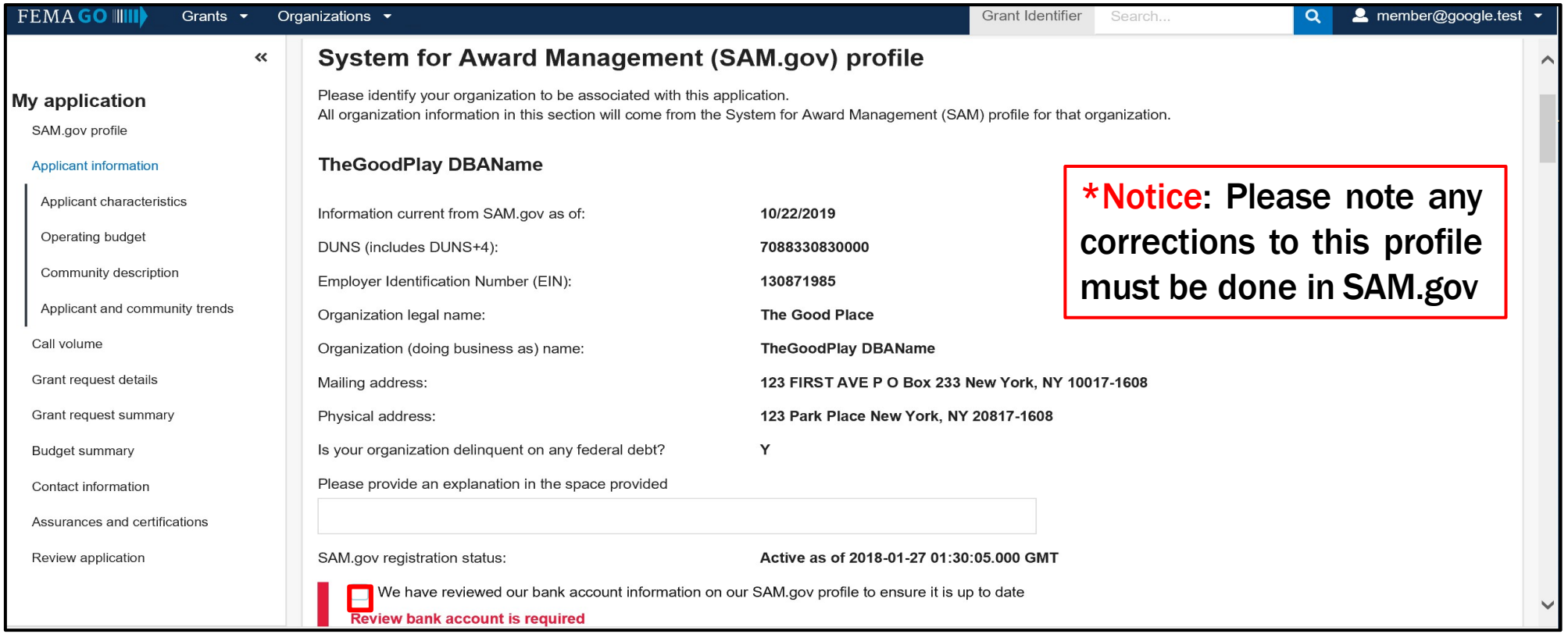


- Note that there are sections that must be completed before progressing to other sections.



Section 4: My application: SAM.gov profile

- ❑ Review SAM.gov profile and check the box to confirm information is correct (mandatory).



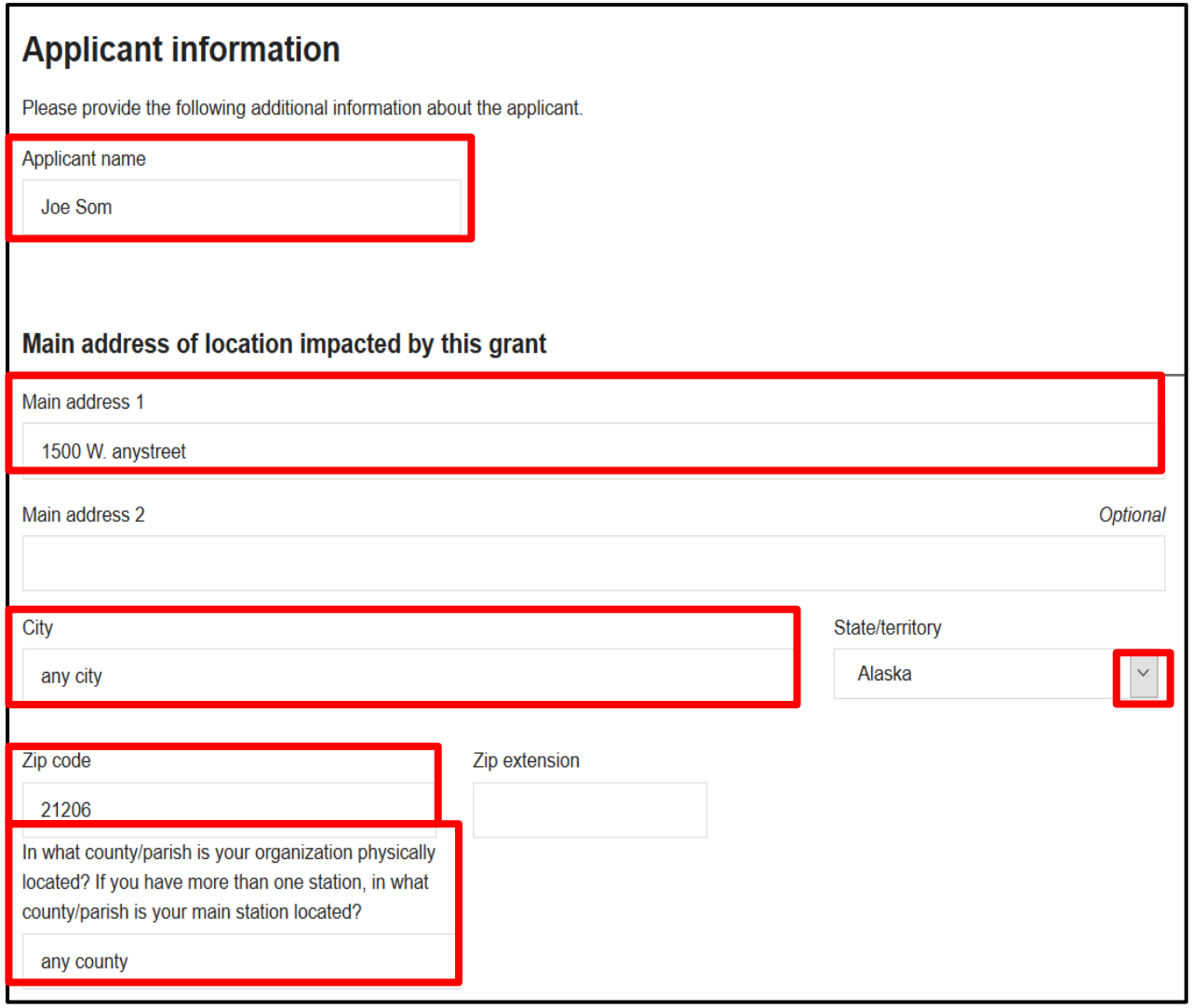
*Notice: Please note any corrections to this profile must be done in SAM.gov

FEMA GO has a nightly update with SAM.gov (updated info should appear within 72 hours). While you may proceed to other sections, SAM.gov information *must* be correct and verified before application can be submitted.

Applicant Information

Section 5: Applicant Information

- ❑ Provide the following:
  - Applicant name
  - Main address 1 (mandatory)
  - Main address 2 (optional)
  - City, State/territory (drop down selection mandatory)
  - Zip Code (mandatory) Zip extension (optional)
  - County/parish organizations physically located (mandatory)



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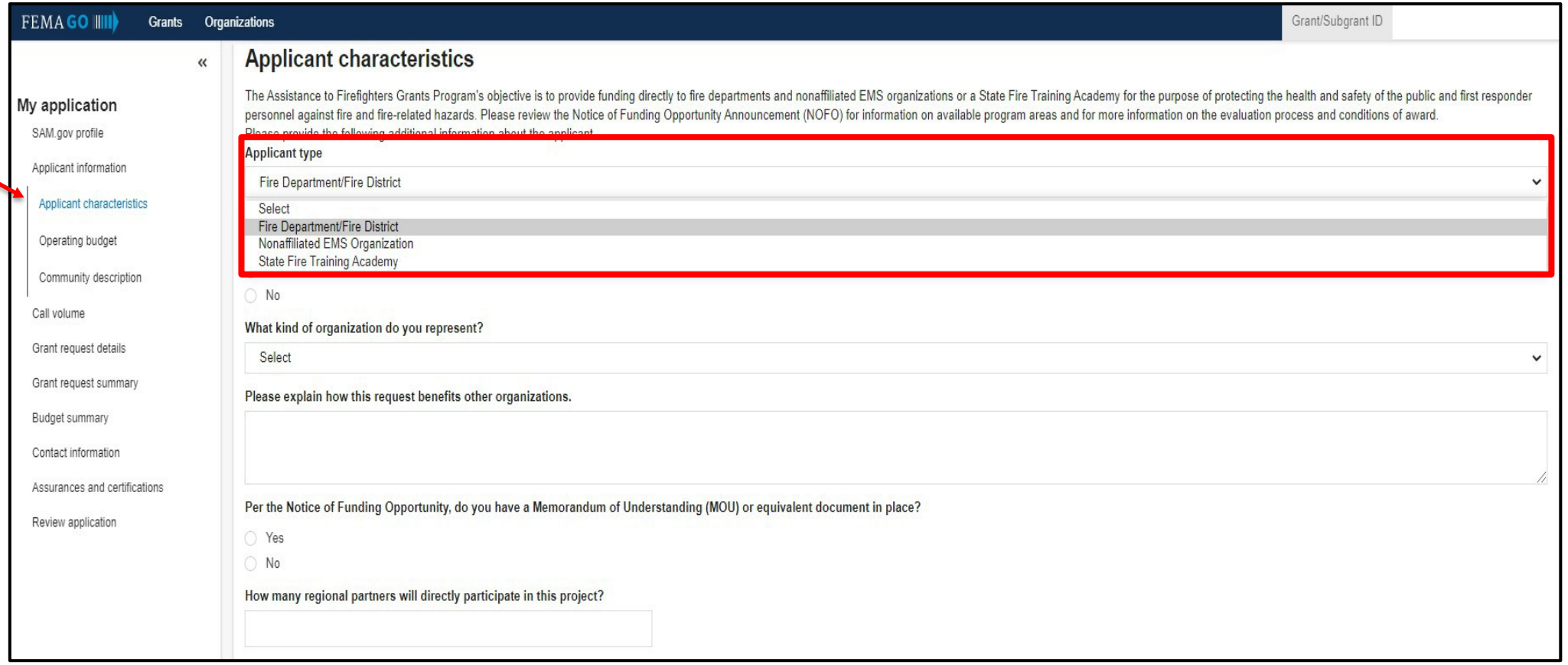
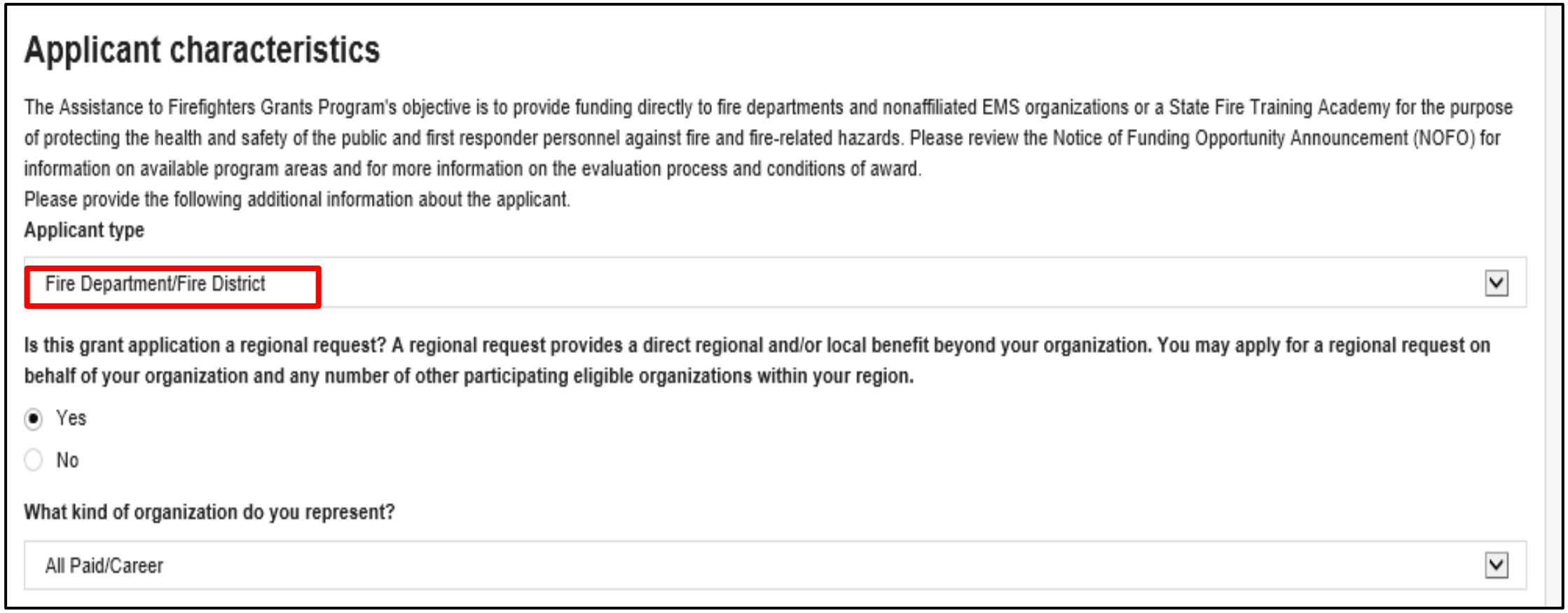
Applicant Characteristics

- ❑ Drop Provide the following information about the applicant
- ❑ Drop For the Applicant type, click on the dropdown menu and select an option



Section 6: Applicant Characteristics

❑ *Complete required questions based on your selection*



Applicant characteristics

The Assistance to Firefighters Grants Program's objective is to provide funding directly to fire departments and nonaffiliated EMS organizations or a State Fire Training Academy for the purpose of protecting the health and safety of the public and first responder personnel against fire and fire-related hazards. Please review the Notice of Funding Opportunity Announcement (NOFO) for information on available program areas and for more information on the evaluation process and conditions of award.

Please provide the following additional information about the applicant.

Applicant type

Fire Department/Fire District

Is this grant application a regional request? A regional request provides a direct regional and/or local benefit beyond your organization. You may apply for a regional request on behalf of your organization and any number of other participating eligible organizations within your region.

- (•) Yes
- ( ) No

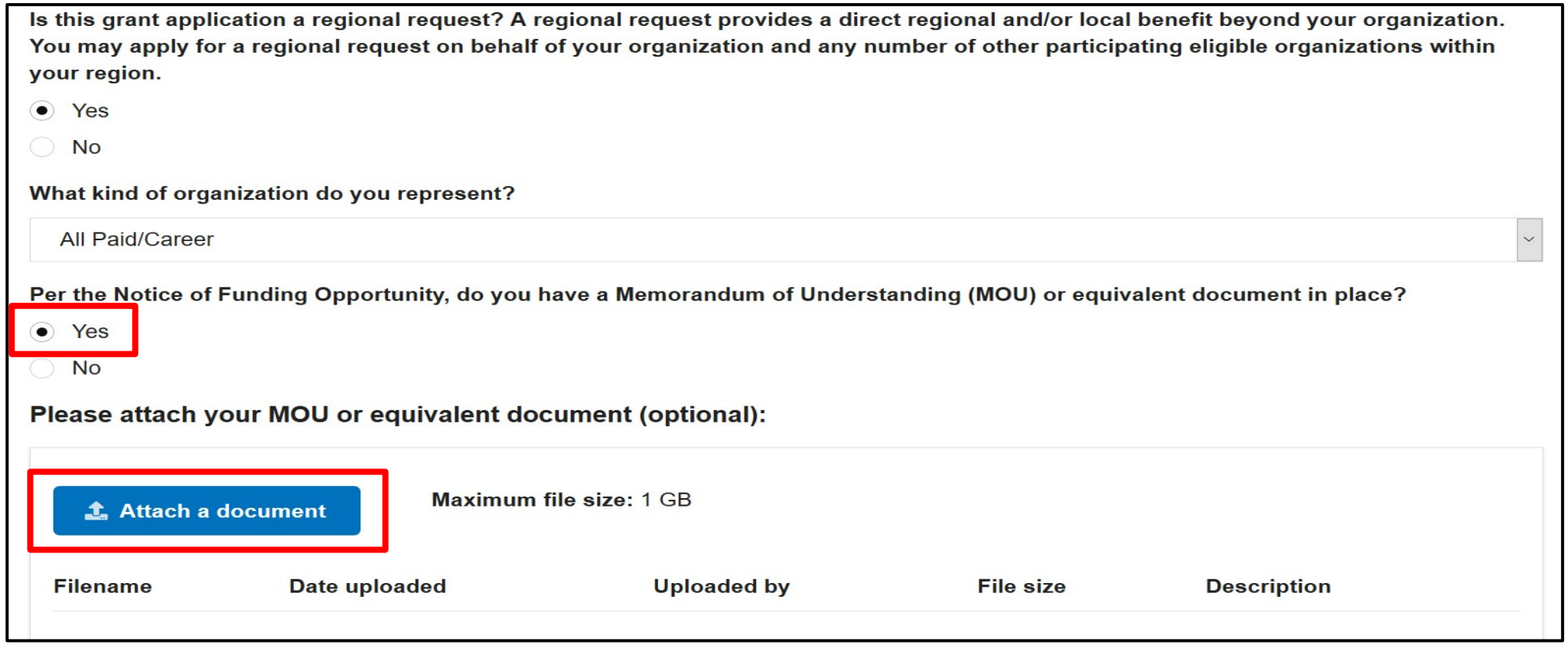
What kind of organization do you represent?

All Paid/Career

❖ *Subsequent screens correlate to this selection, but functionality is similar across selections.*

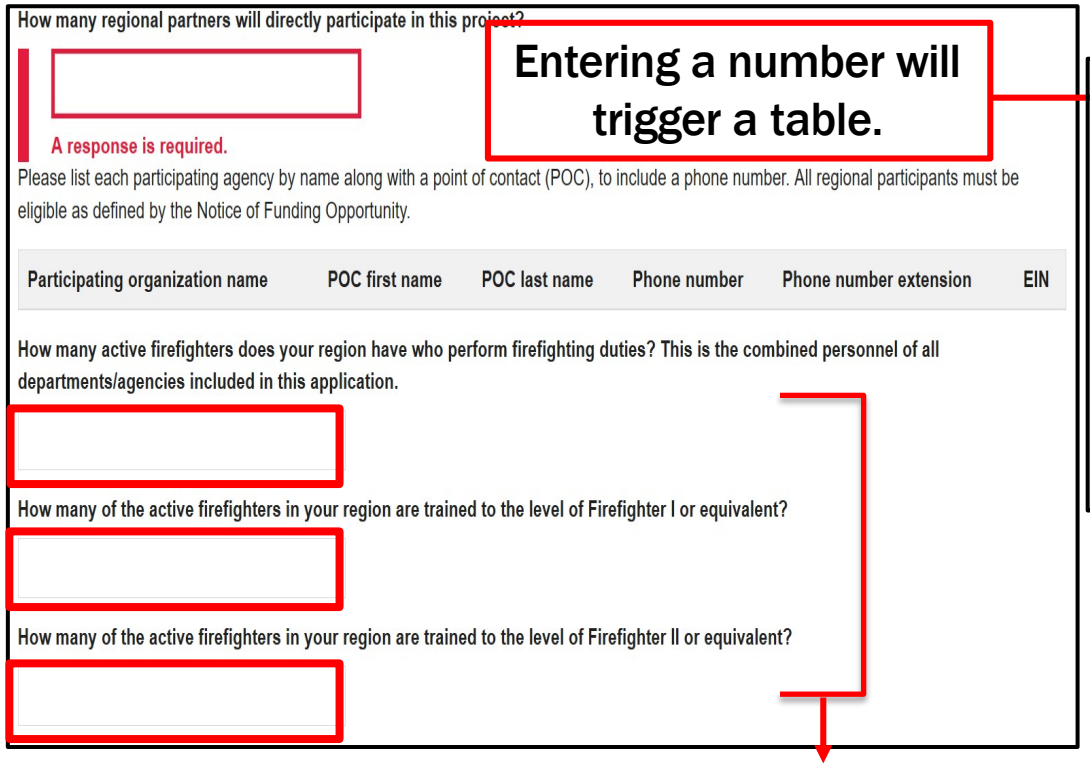
Section 6 : Applicant Characteristics

❑ *Complete required questions based on your selection*

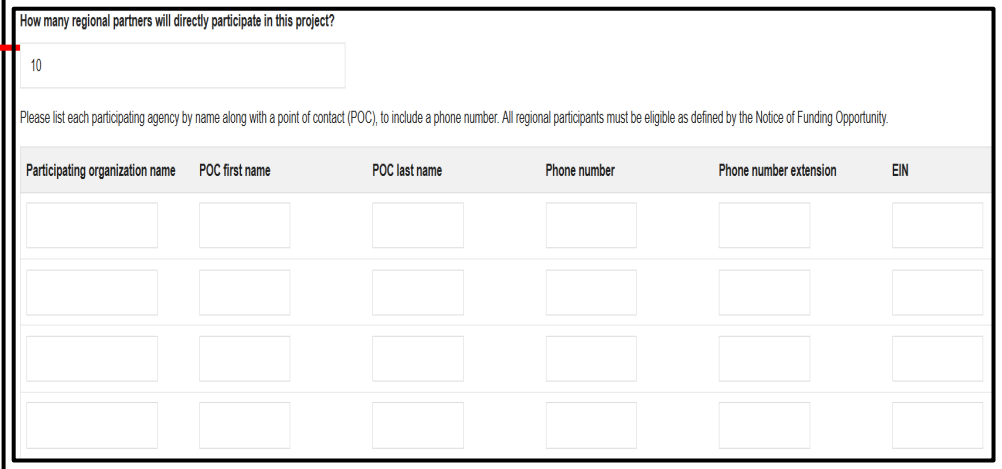


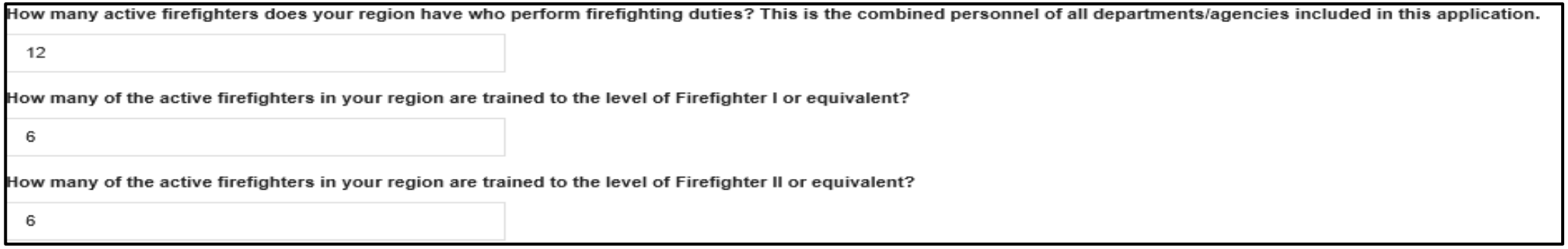
❖ *Selecting "Yes" will trigger an attachment box (optional to attach)*

Step 6: Applicant Characteristics

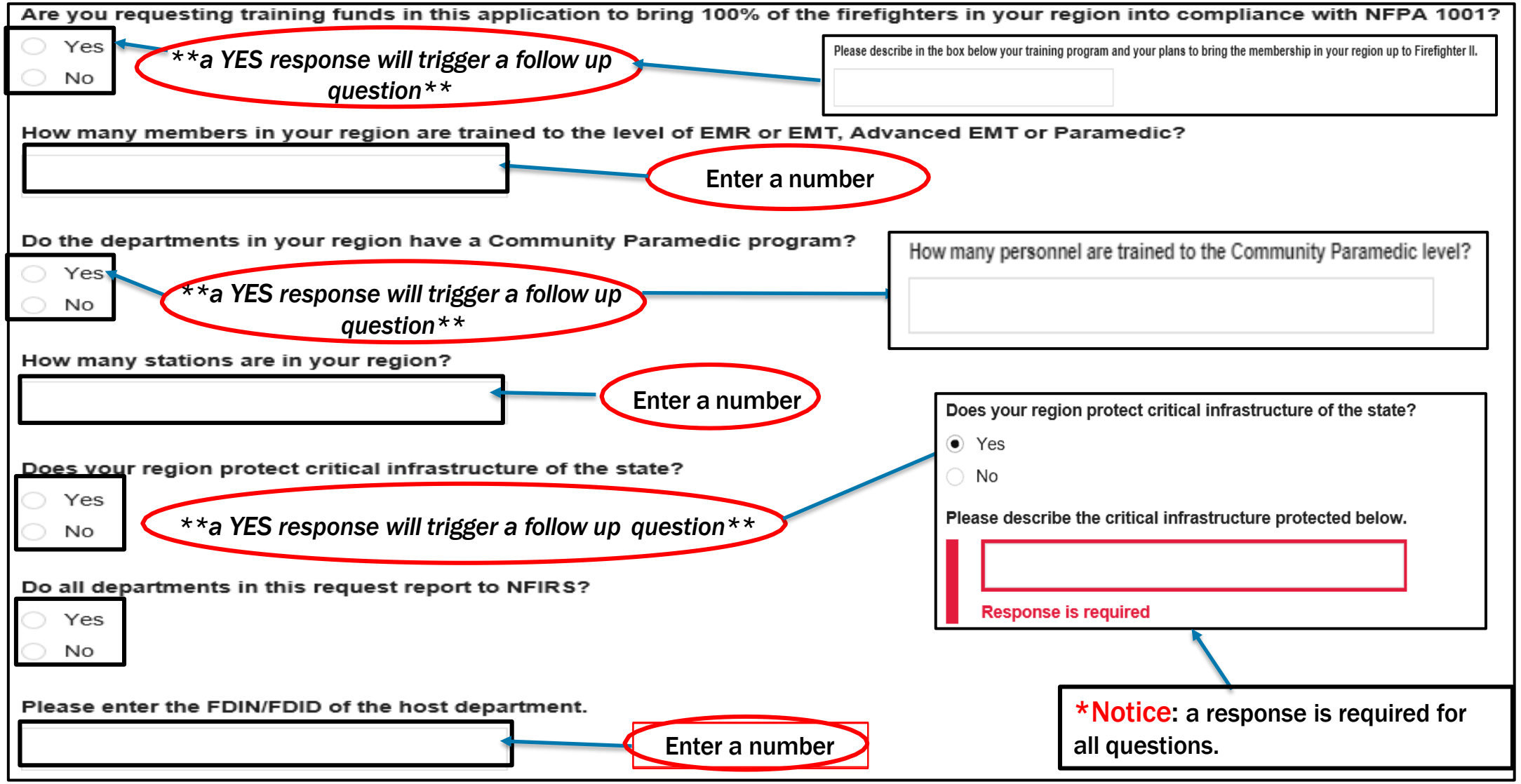


Entering a number will trigger a table.





Step 6: Applicant Characteristics: Complete required questions based on your selection



Operating Budget

Section 7: Operating Budget

- ❑ All questions in this section are required

Operating budget

What is the cumulative operating budget (e.g., personnel, maintenance of apparatus, equipment, facilities, utility costs, purchasing expendable items, etc.) of all participating organizations in this project dedicated to expenditures for day-to-day activities for the current (at time of application) fiscal year, as well as the previous two fiscal years?

Current Fiscal Year

2019

Fiscal Year	Operating budget
2019	$ A response is required.
2018	$
2017	$

What percentage of the declared operating budget is dedicated to personnel costs (salary, benefits, overtime costs, etc.)?

%

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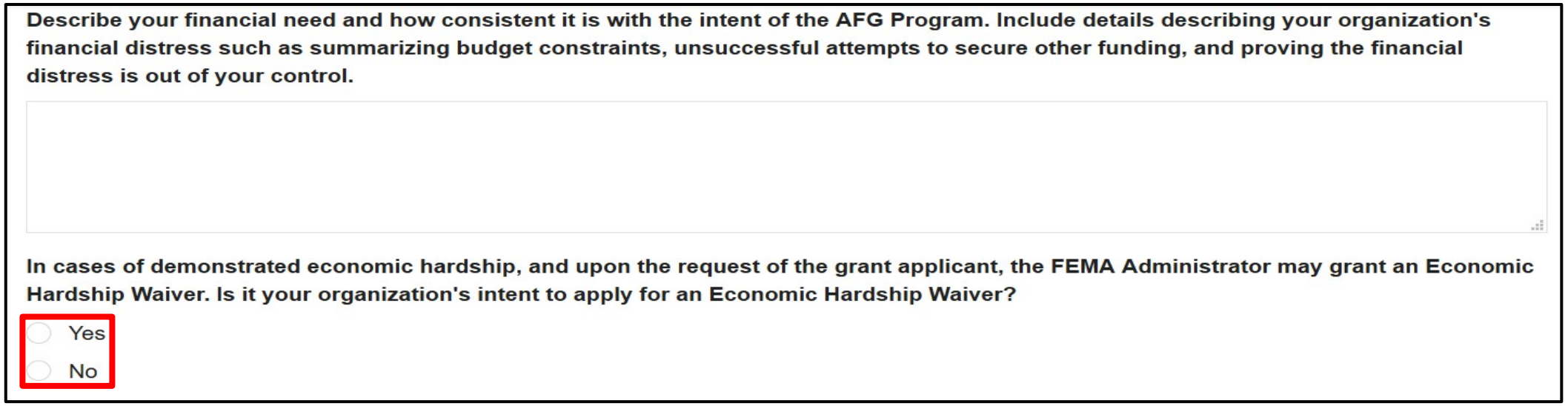
Section 7: Operating Budget

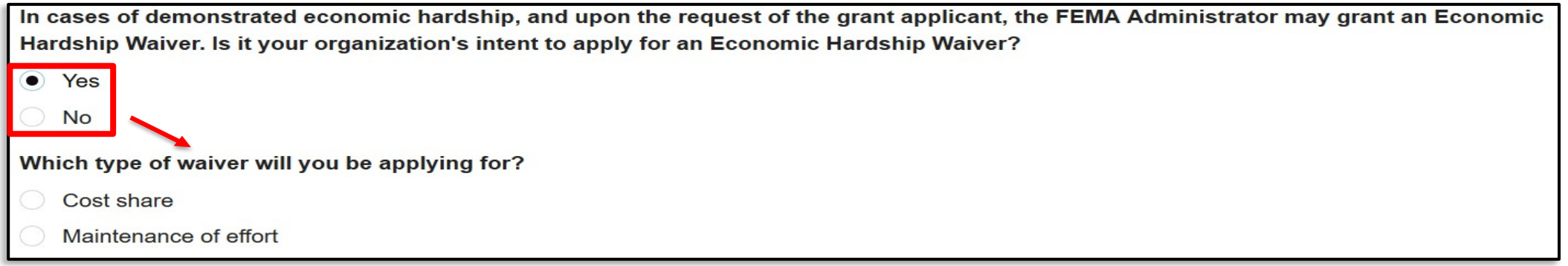
- ❑ All questions are required in this section

What percentage of the declared operating budget is derived from the following	2020	2019	2018
Taxes	%	%	%
Bond issues	%	%	%
EMS billing	%	%	%
Grants	%	%	%
Donations	%	%	%
Fund drives	%	%	%
Fee for service	%	%	%
Other	%	%	%
Totals	0 % Must equal 100	0 % Must equal 100	0 % Must equal 100

Section 7: Operating Budget



- Choose either Yes or No. Choosing "Yes" triggers a follow up question.



Applicant and Community Trends

Section 8: Applicant and Community Trends

❑ Provide the following additional information about the applicant.

Injuries and fatalities	2018	2017	2016
What is the total number of line of duty member fatalities in your region over the last three calendar years?			
What is the total number of line of duty member injuries in your region over the last three calendar years?			

How many vehicles does your organization have in each of the type or class of vehicle listed below? You must include vehicles that are leased or on long-term loan as well as any vehicles that have been ordered or otherwise currently under contract for purchase or lease by your organization but not yet in your possession.

Seated riding positions
The number of seated riding positions must be equal or greater than the total number of frontline and reserve apparatus. If there are zero frontline and zero reserve apparatus, the number of seated riding positions must be zero..

Type or class of vehicles	Number of frontline apparatus	Number of reserve apparatus	Number of seated riding positions
Engines or pumpers (pumping capacity of 750 gallons per minute (GPM) or greater and water capacity of 300 gallons or more): pumper, pumper/tanker, rescue/pumper, foam pumper, CAFS pumper, type I, type II engine urban interface.			
Ambulances for transport and/or emergency response.			
Tankers or tenders (water capacity of 1,000 gallons or more).			
Aerial apparatus: aerial ladder truck, telescoping, articulating, ladder towers, platform, tiller ladder truck, quint.			
Brush/quick attack (pumping capacity of less than 750 GPM and water carrying capacity of at least 300 gallons): brush truck, patrol unit (pickup w/ skid unit), quick attack unit, mini-pumper, type III engine, type IV engine, type V engine, type VI engine, type VII engine.			
Rescue vehicles: rescue squad, rescue (light, medium, heavy), technical rescue vehicle, hazardous materials unit.			

Section 8: Applicant and Community Trends

❑ Provide the following additional information about the applicant.

Are the organizations in your region facing a new risk, expanding service to a new area, or experiencing an increased call volume?

- ○ Yes
- ○ No

Choosing "Yes" triggers a follow up question.

Are the organizations in your region facing a new risk, expanding service to a new area, or experiencing an increased call volume?

- ◉ Yes
- ○ No

Please describe the critical infrastructure protected below.

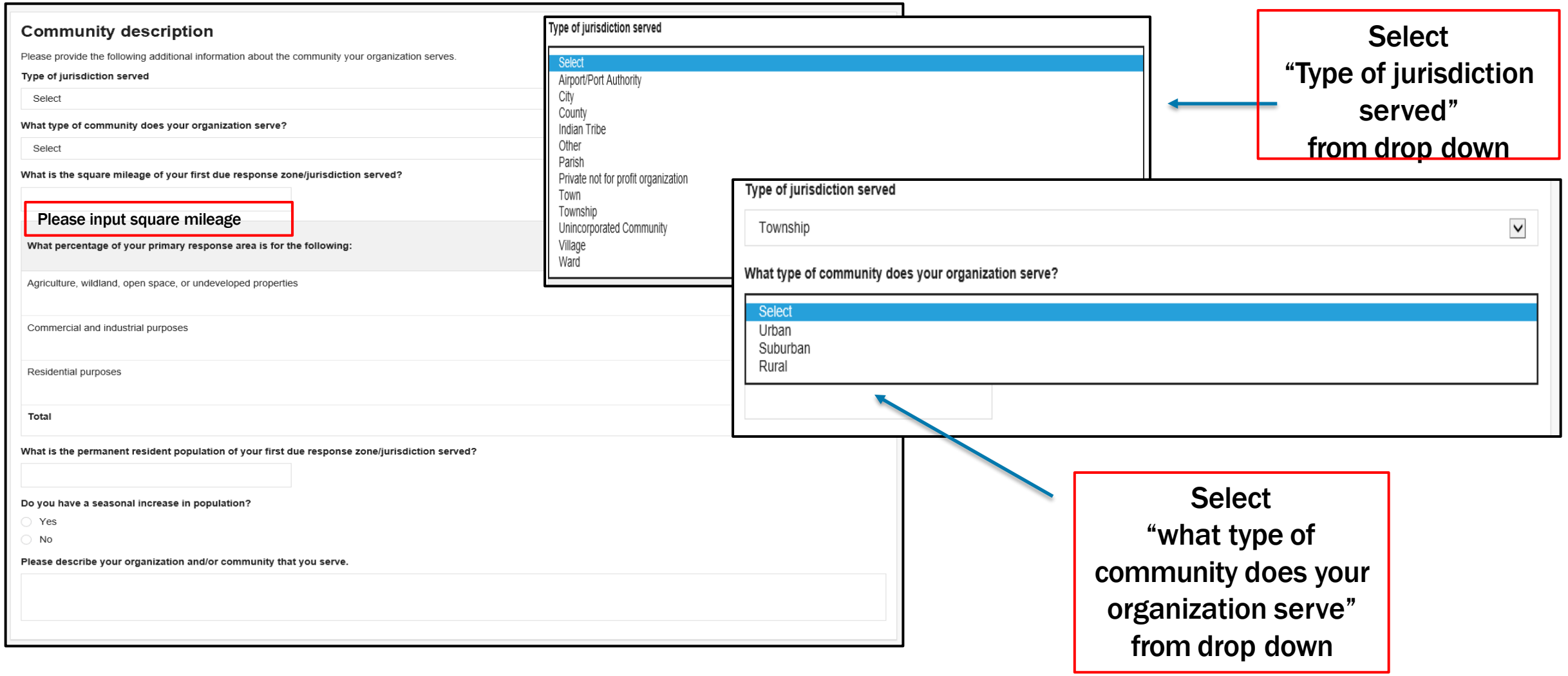
critical infrastructure

Please explain how your department is facing a new risk, expanding service to a new area, or experiencing an increased call volume.

explanation

Community Description

Step 9: Community Description



Step 9: Community Description

What percentage of your primary response area is for the following:	Percentage (must sum to 100%)
Agriculture, wildland, open space, or undeveloped properties	40
Commercial and industrial purposes	40
Residential purposes	20
Total	100

What is the permanent resident population of your first due response zone/jurisdiction served?

Please fill in a number

A response is required.

Do you have a seasonal increase in population?

Yes

No

Choosing "Yes" triggers a follow up question.

What is your seasonal increase in population?

Please fill in a number

Please describe your organization and/or community that you serve.

Call Volume

Step 10: Call Volume – Please provide the following additional information about the applicant.

Please provide the total number of incidents that organizations in your region responded to for each year of the previous three year period (Jan - Dec). Include only those alarms which these organizations were a primary responder and not second due or giving Mutual Aid. (Direct benefit means that the department will receive a portion of the grant funds or items purchased with the grant funds)

Note: Each incident must be counted only once regardless of the number of units or agencies that responded to that incident (i.e. a vehicle fire with entrapment and injuries may be counted as a vehicle fire or a rescue call or an EMS call, but not all three).

Summary

Summary of responses per year by category. Enter whole numbers only. If you have no calls for any of the categories, enter 0.

Summary of responses per year per category	2019	2018	2017
NFIRS Series 100: Fire			
NFIRS Series 200: Overpressure Rupture, Explosion, Overheat (No Fire)			
NFIRS Series 300: Rescue & Emergency Medical Service Incident			
NFIRS Series 400: Hazardous Condition (No Fire)			
NFIRS Series 500: Service Call			
NFIRS Series 600: Good Intent Call			
NFIRS Series 700: False Alarm & False Call			
NFIRS Series 800: Severe Weather & Natural Disaster			
NFIRS Series 900: Special Incident Type			
Total	0	0	0

Step 10: Call Volume

Fire

How many responses per year by category? Enter whole numbers only. If you have no calls for any of the categories, enter 0.

How many responses per year per category?	2019	2018	2017
Of the NFIRS Series 100 calls, how many are "Structure Fire" (NFIRS Codes 111-123)?			
Of the NFIRS Series 100 calls, how many are "Vehicle Fire" (NFIRS Codes 130-138)?			
Of the NFIRS Series 100 calls, how many are "Vegetation Fire" (NFIRS Codes 140-143)?			
Total	0	0	0

What is the total acreage of all vegetation fires? Enter whole numbers only. If you have no vegetation fires, enter 0.

Total acreage per year	2019	2018	2017
What is the total acreage of all vegetation fires?			

Rescue and emergency medical service incidents

How many responses per year by category? Enter whole numbers only. If you have no calls for any of the categories, enter 0.

How many responses per year per category?	2019	2018	2017
Of the NFIRS Series 300 calls, how many are "Motor Vehicle Accidents" (NFIRS Codes 322-324)?			
Of the NFIRS Series 300 calls, how many are "Extrications from Vehicles" (NFIRS Code 352)?			
Of the NFIRS Series 300 calls, how many are "Rescues" (NFIRS Codes 300, 351, 353-381)?			
How many EMS-BLS Response Calls?			
How many EMS-ALS Response Calls?			
How many EMS-ALS Scheduled Transports?			
How many Community Paramedic Response Calls?			
Total	0	0	0

- Respond by filling in numbers by year for Fire and Rescue Emergency Services

Step 10: Call Volume

Mutual and automatic aid

How many responses per year by category? Enter whole numbers only. If you have no calls for any of the categories, enter 0.

How many responses per year per category?	2019	2018	2017
How many times did organizations in your region receive Mutual Aid?			
How many times did organizations in your region receive Automatic Aid?			
How many times did organizations in your region provide Mutual Aid?			
How many times did organizations in your region provide Automatic Aid?			
Of the Mutual and Automatic Aid responses, how many were structure fires?			
Total	0	0	0

- Please provide the following additional information about the applicant.

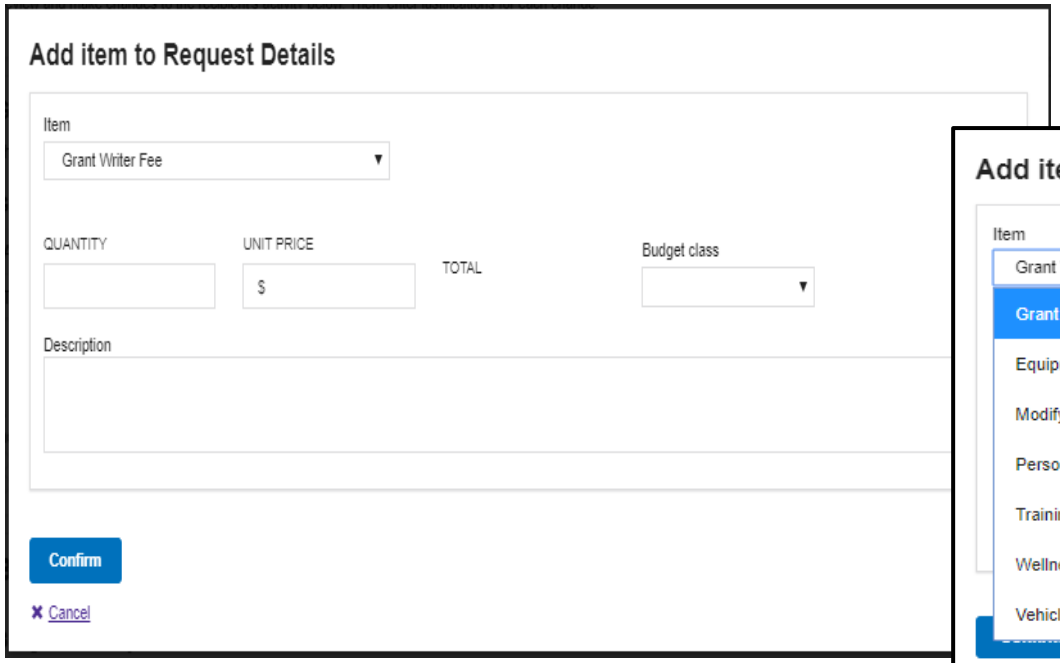
Grant Request Details

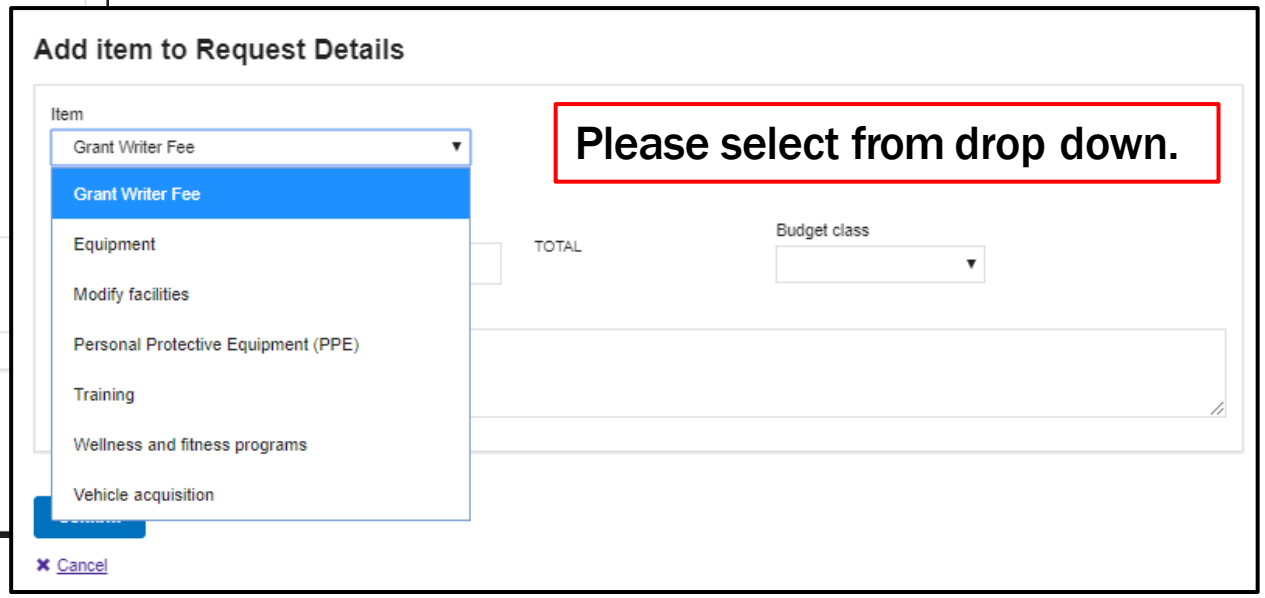
Section 11: Grant Request Details

Grant request details

Review and make changes to the recipient's activity below. Then, enter justifications for each change.

Add activity





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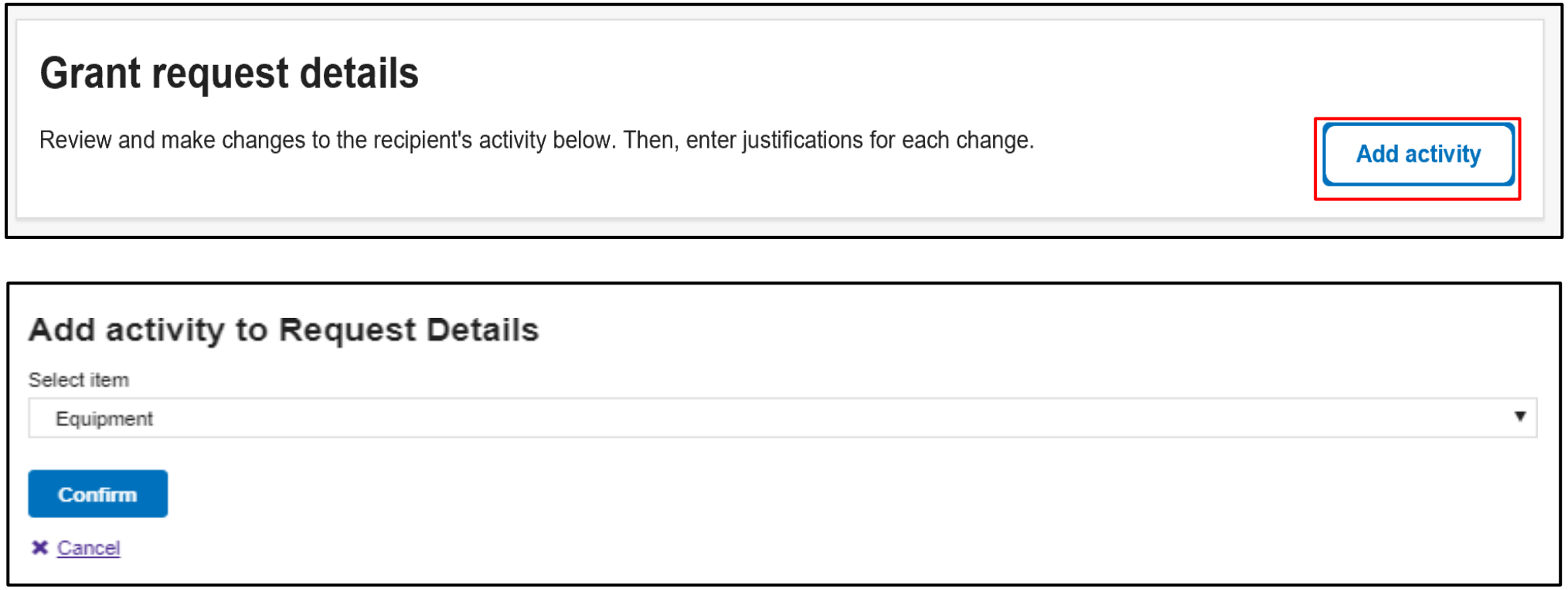
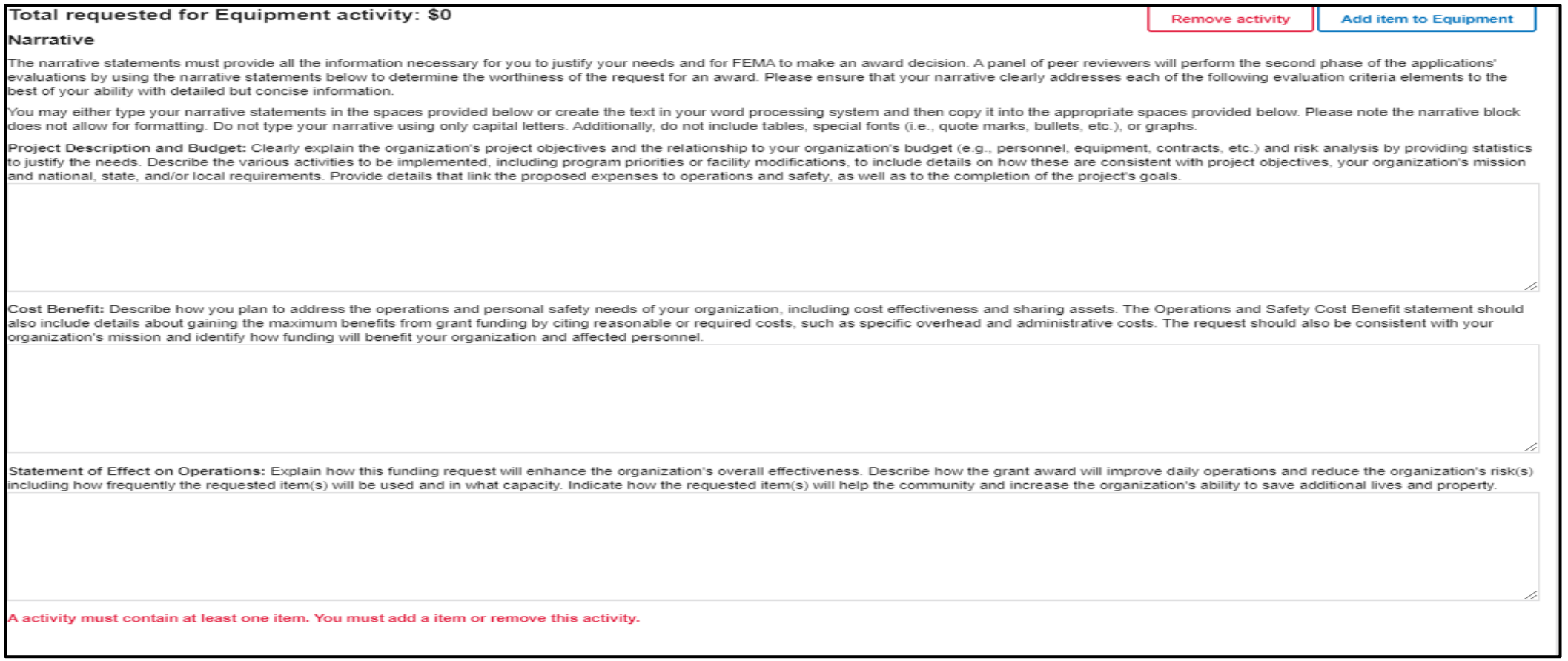
Section 11: Grant Request Details

- ❑ Selections will trigger additional information boxes if needed. In this example, adding equipment triggers a Narrative that must be completed. This will also prepopulate the Grant Request Summary.



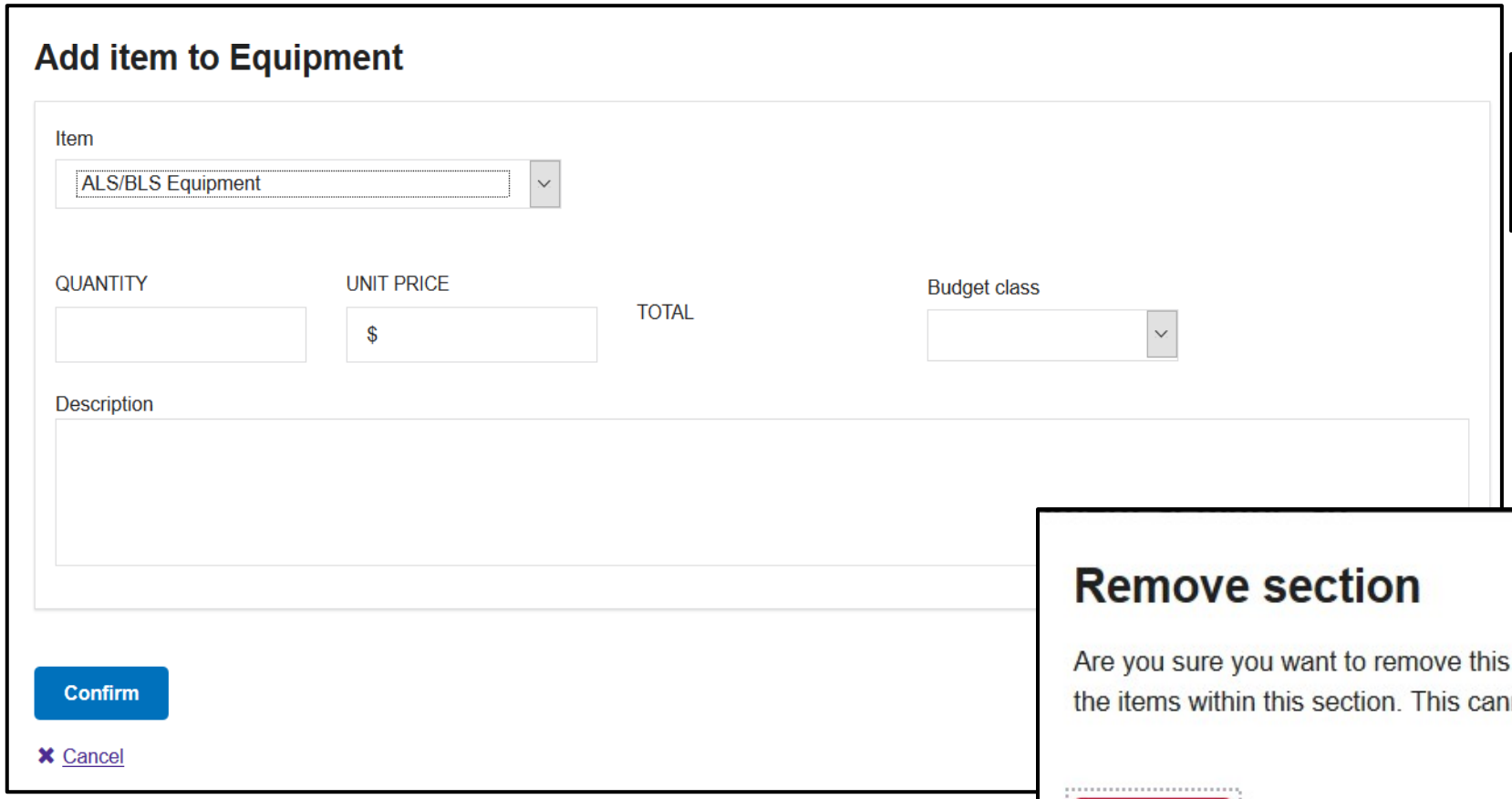
Section11: Grant Request Details



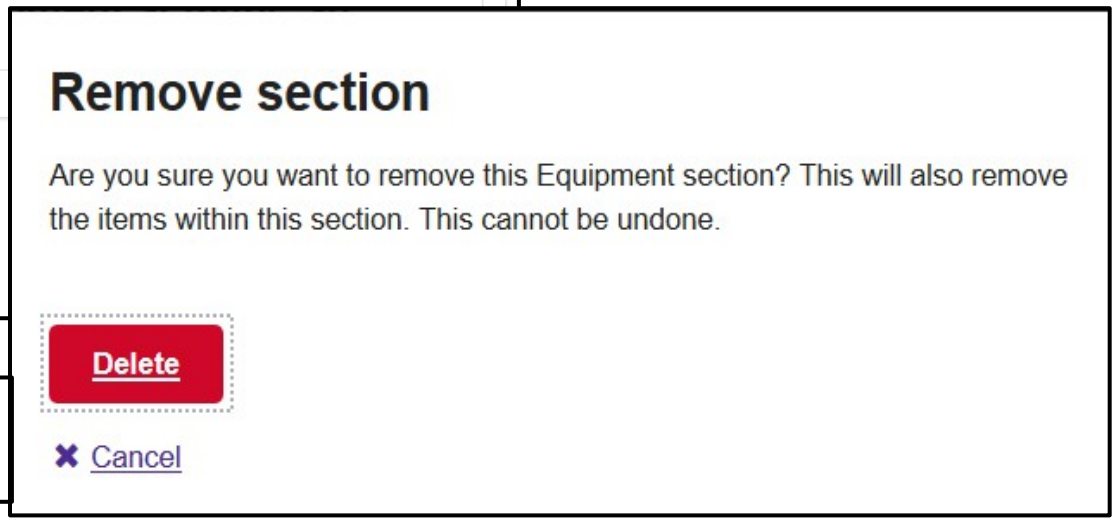
- You must add at least one item to an activity.

Section 11: Grant Request Details – Add Item to Activity / Remove Activity

- Each activity requires at least one item to be added or the activity must be removed.



This picture demonstrates adding an item to an Equipment activity.



Removing an activity prompts a "Remove section" confirmation screen.

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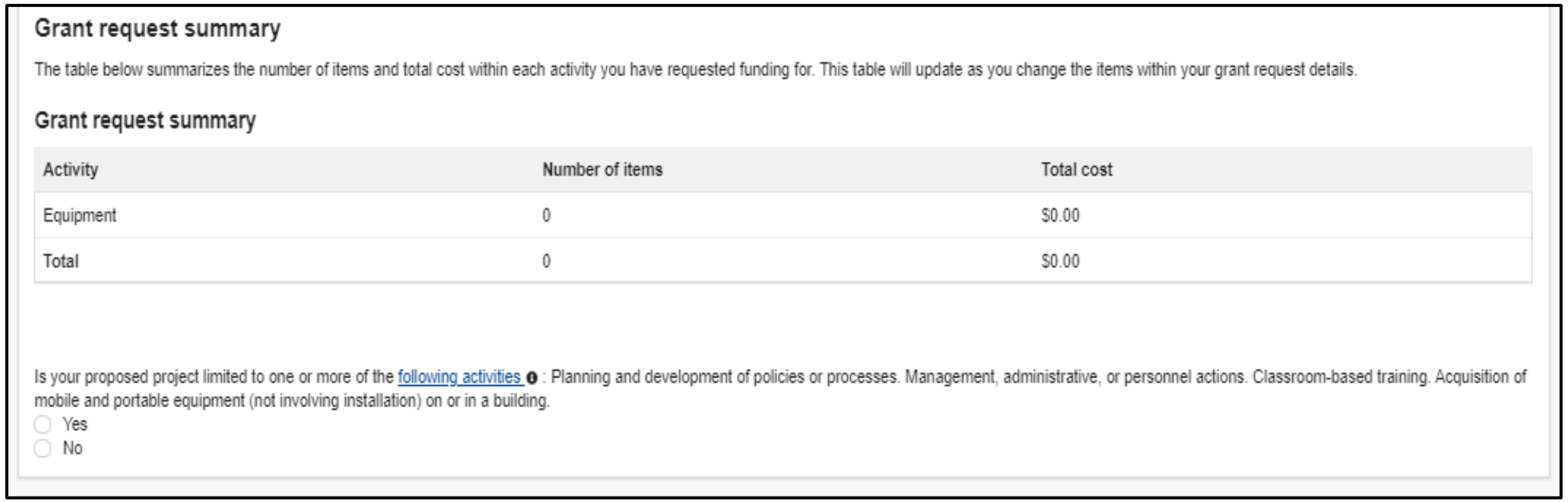
Grant Request Summary

Step 12: Grant Request Summary

- ❑ The table below summarizes the number of items and total costs within each activity for which you have requested funding.



Grant request summary

The table below summarizes the number of items and total cost within each activity you have requested funding for. This table will update as you change the items within your grant request details.

Grant request summary

Activity	Number of items	Total cost
Equipment	0	$0.00
Total	0	$0.00

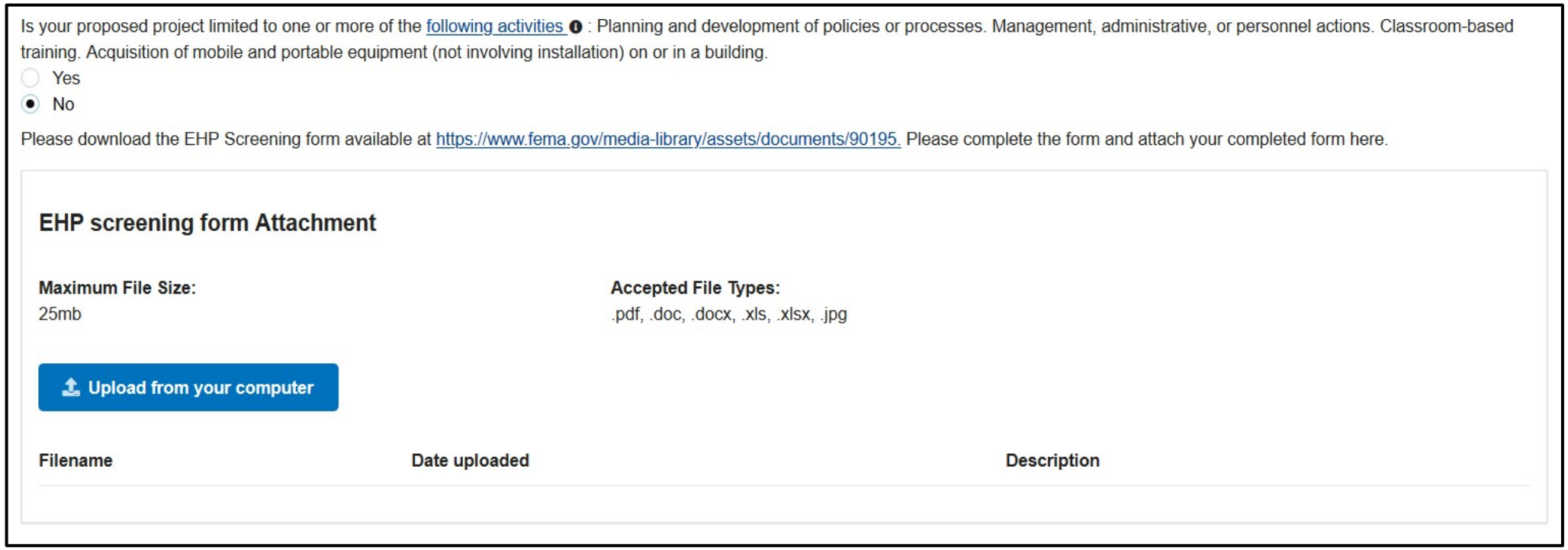
Is your proposed project limited to one or more of the following activities : Planning and development of policies or processes. Management, administrative, or personnel actions. Classroom-based training. Acquisition of mobile and portable equipment (not involving installation) on or in a building.

- ○ Yes
- ○ No

- ❖ This table will automatically update according to any changes made to the grant request details.

Section 12: Grant Request Summary

- ❑ Select Yes or No regarding the activities in your proposed project.
- ❑ A selection of "No" will trigger a follow-up prompt to download the EHP Screening Form.
- ❑ Lastly upload the form from your computer.



Budget Summary

Section 13: Budget Summary

- The Budget displays the financial information provided by category.

Budget summary

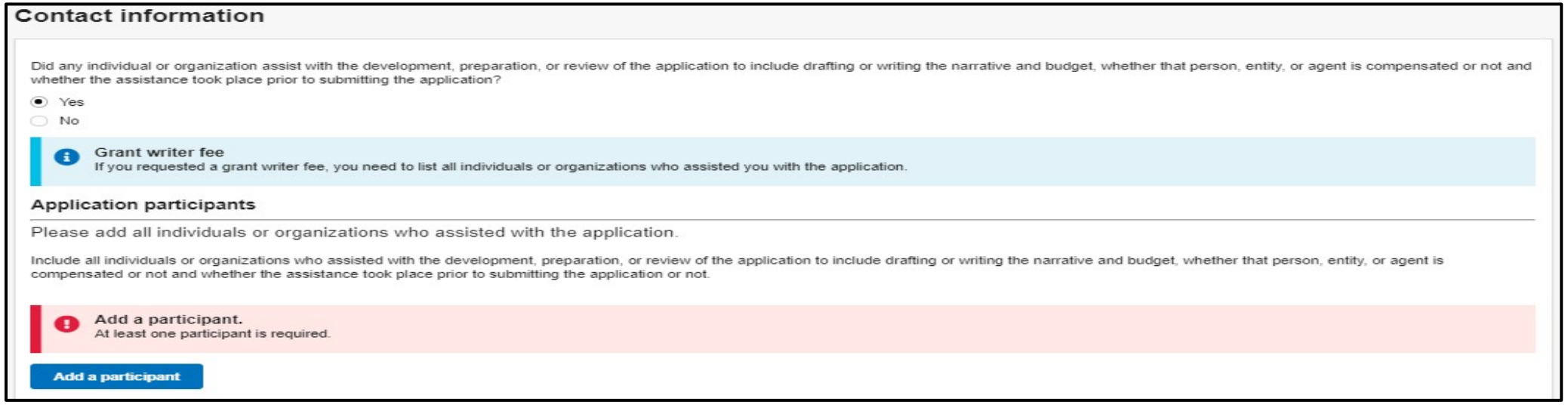
Object class categories	Total
Personnel	$0.00
Fringe benefits	$0.00
Travel	$0.00
Equipment	$0.00
Supplies	$0.00
Contractual	$0.00
Construction	$0.00
Other	$0.00
Total direct charges	$0.00
Indirect charges	$0.00
TOTAL	$0.00
Non-federal resources	
Applicant	$0
State	$0
Other sources	$0
Remarks	
Total Federal and Non-federal resources	
Federal resources	-
Non-federal resources	-
TOTAL	$0.00
Program income	$0

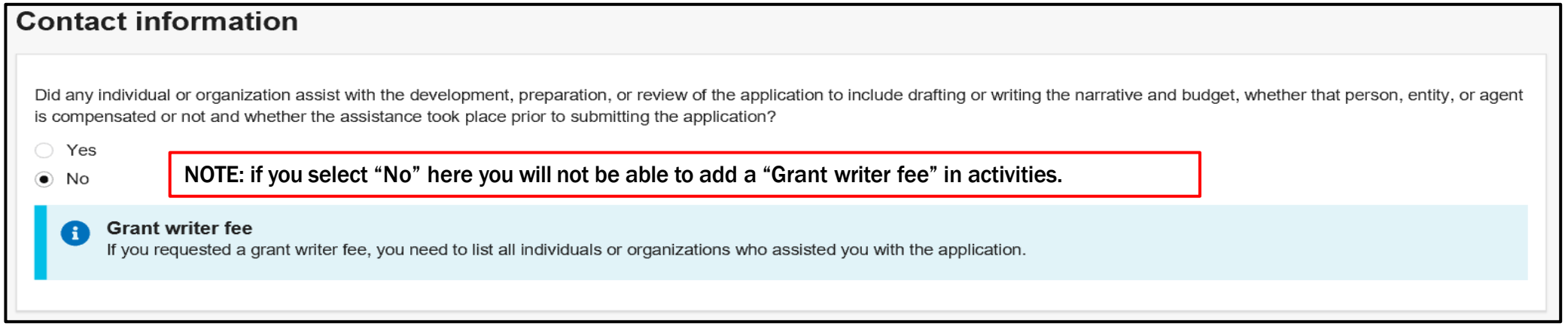
Non-federal resources discrepancy
The combined Non-federal resources must equal the Non-federal resources of $.

Contact Information

Section 14: Contact Information

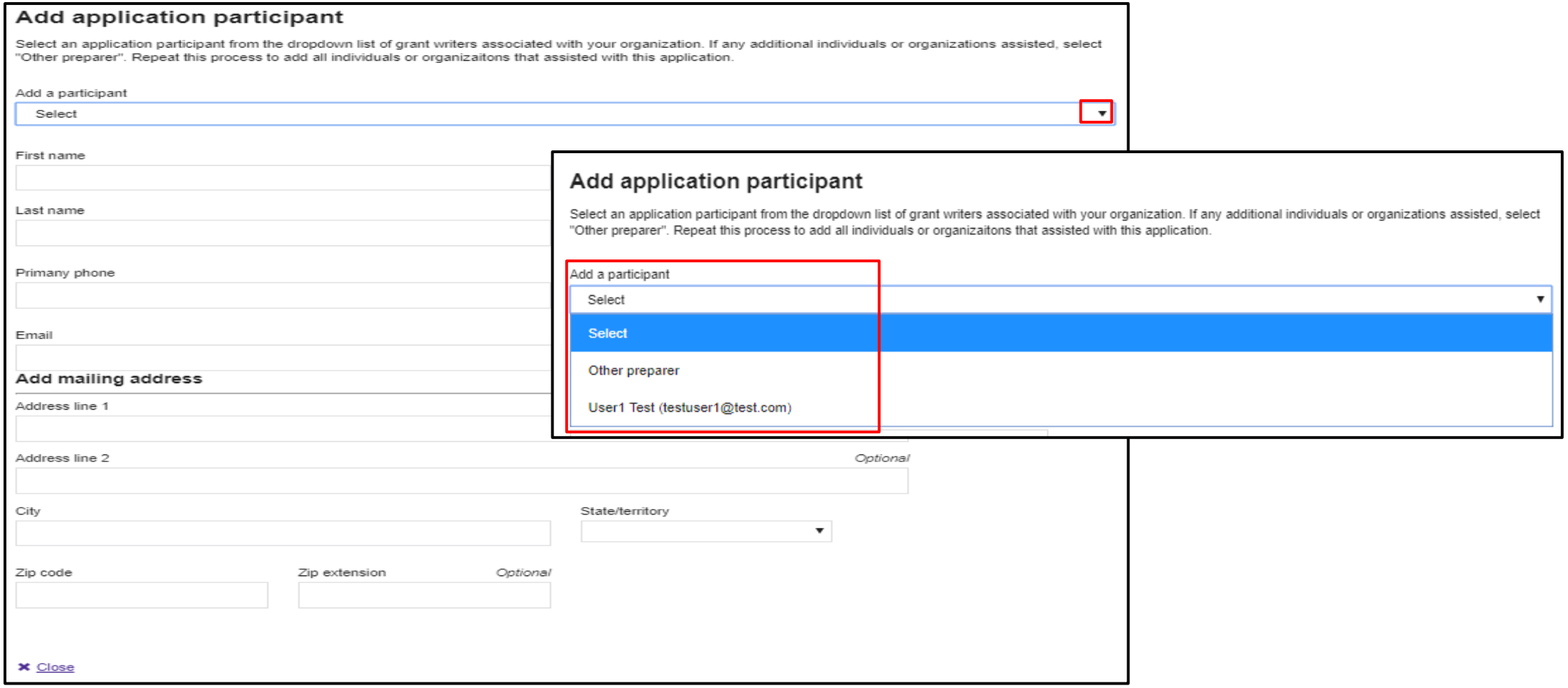
- ❑ Select “Yes“ to provide contact information for an additional person on the application
- ❑ Select “No“ to prohibits adding a grant writer



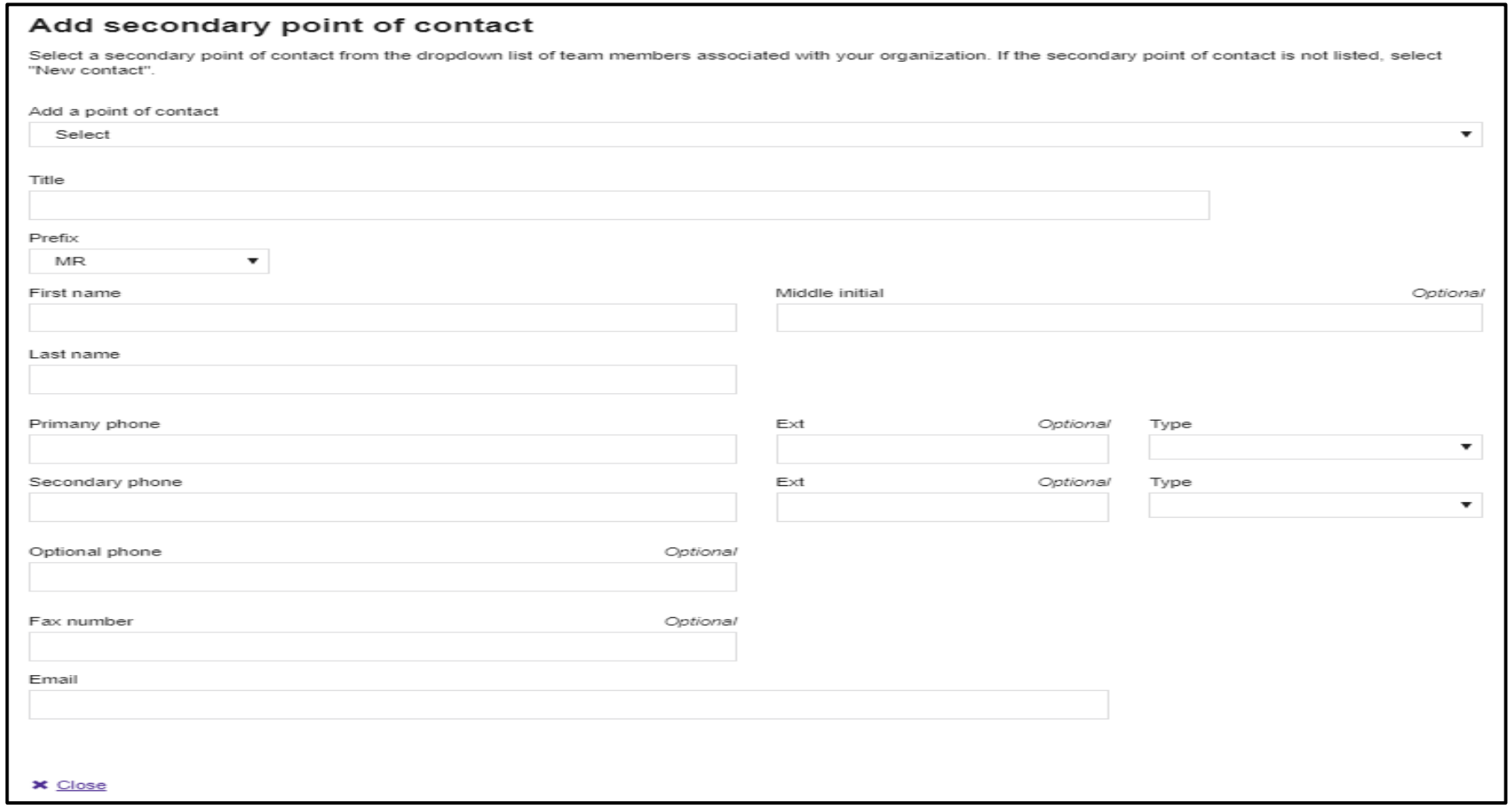


Section 14: Contact information

- ❑ The application should have both a primary and secondary contact



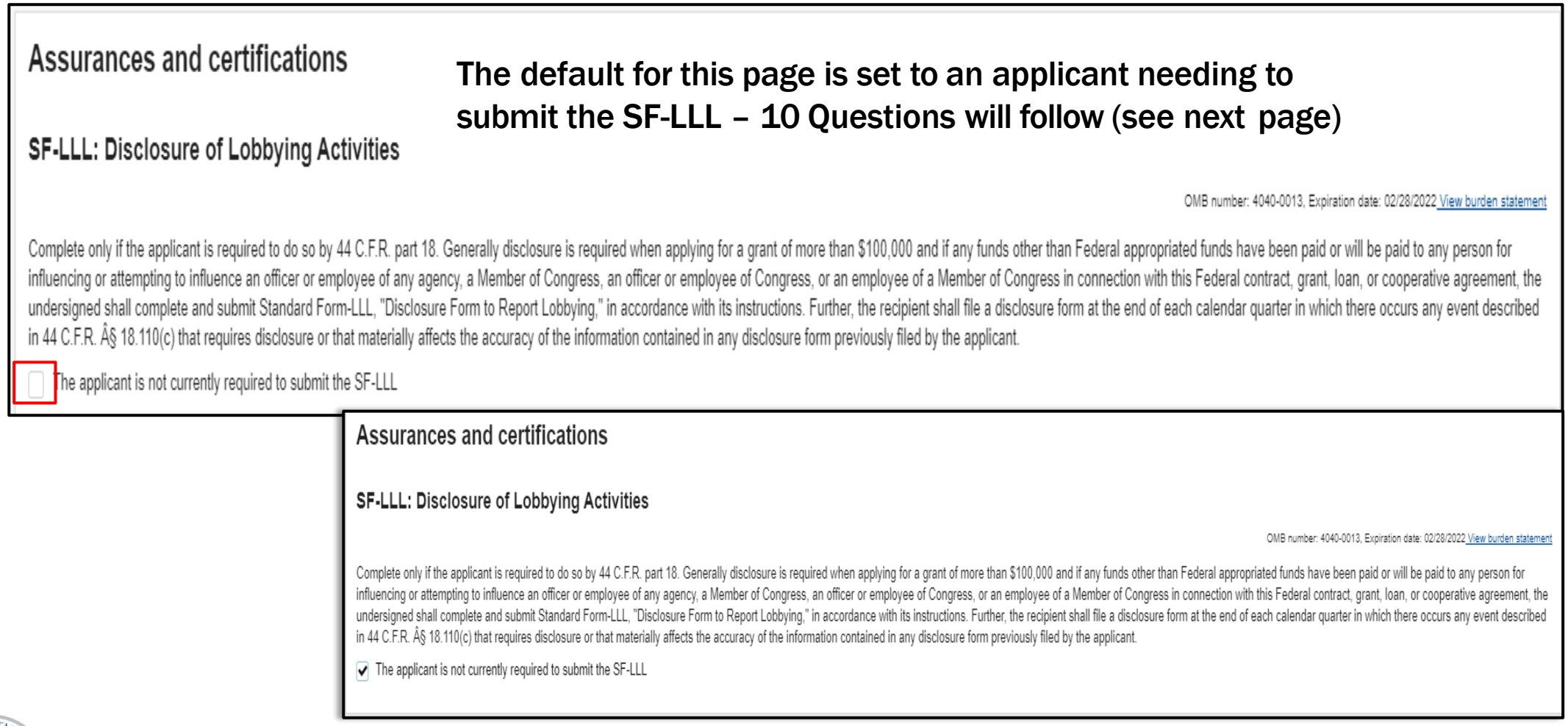
Section 14: Contact Information



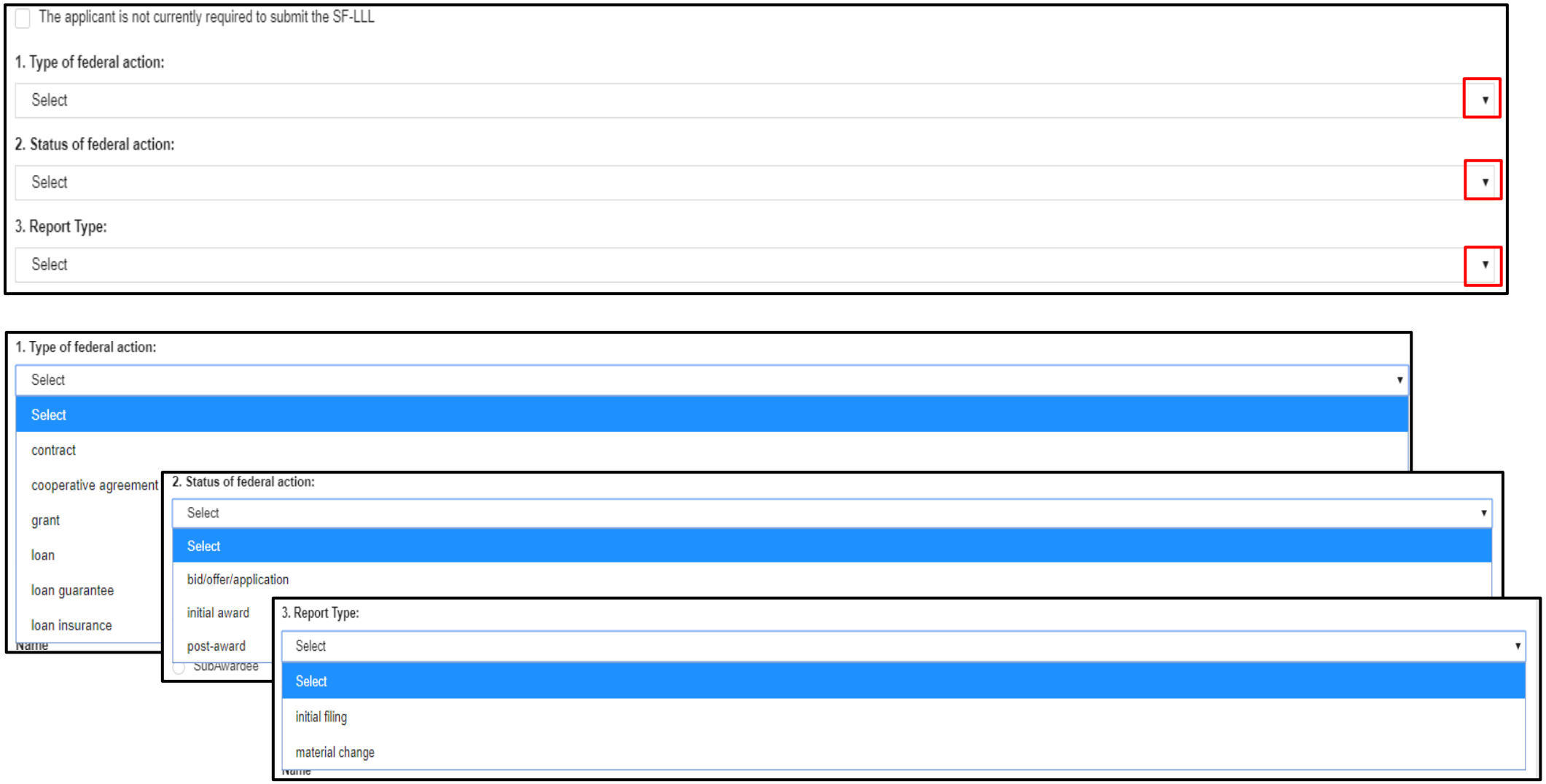
Assurances and Certifications

Section 15: Assurances and Certifications

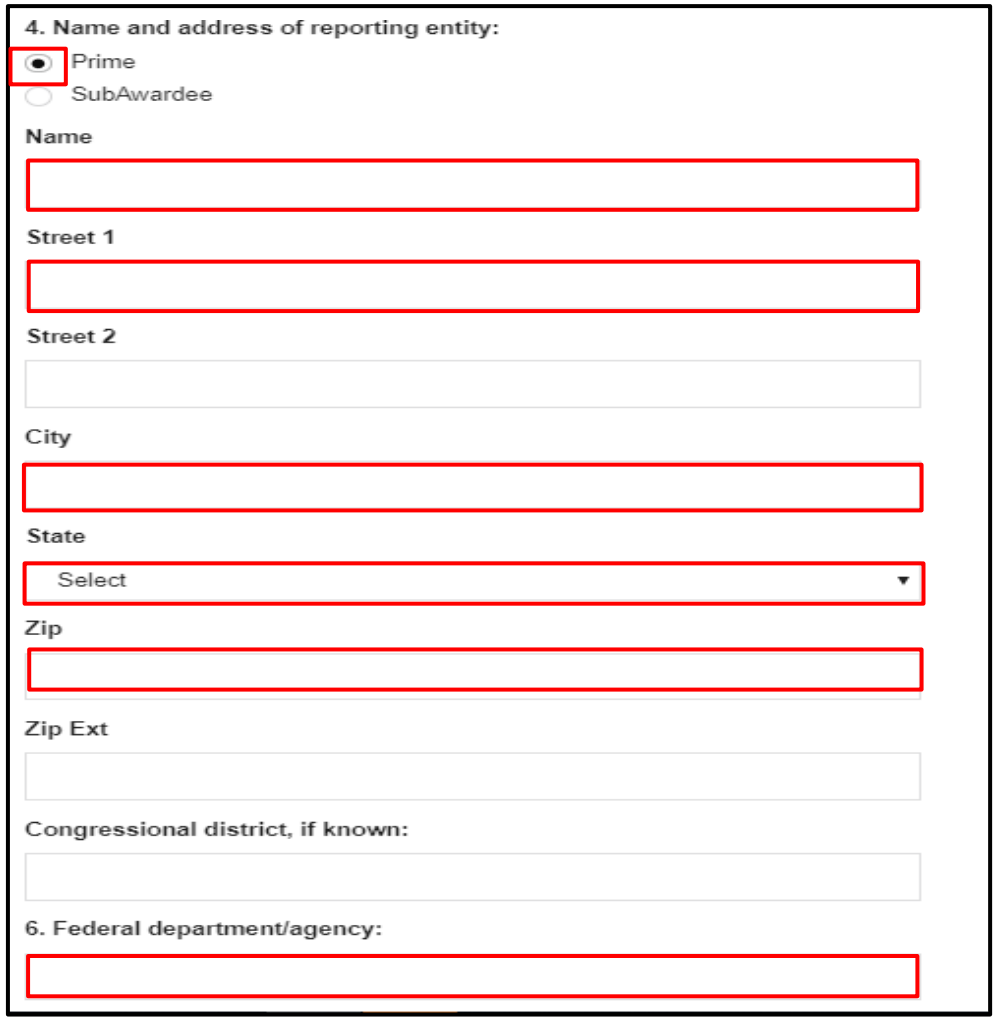
- ❑ Check the box if the applicant is not currently required to submit the SF-LLL.

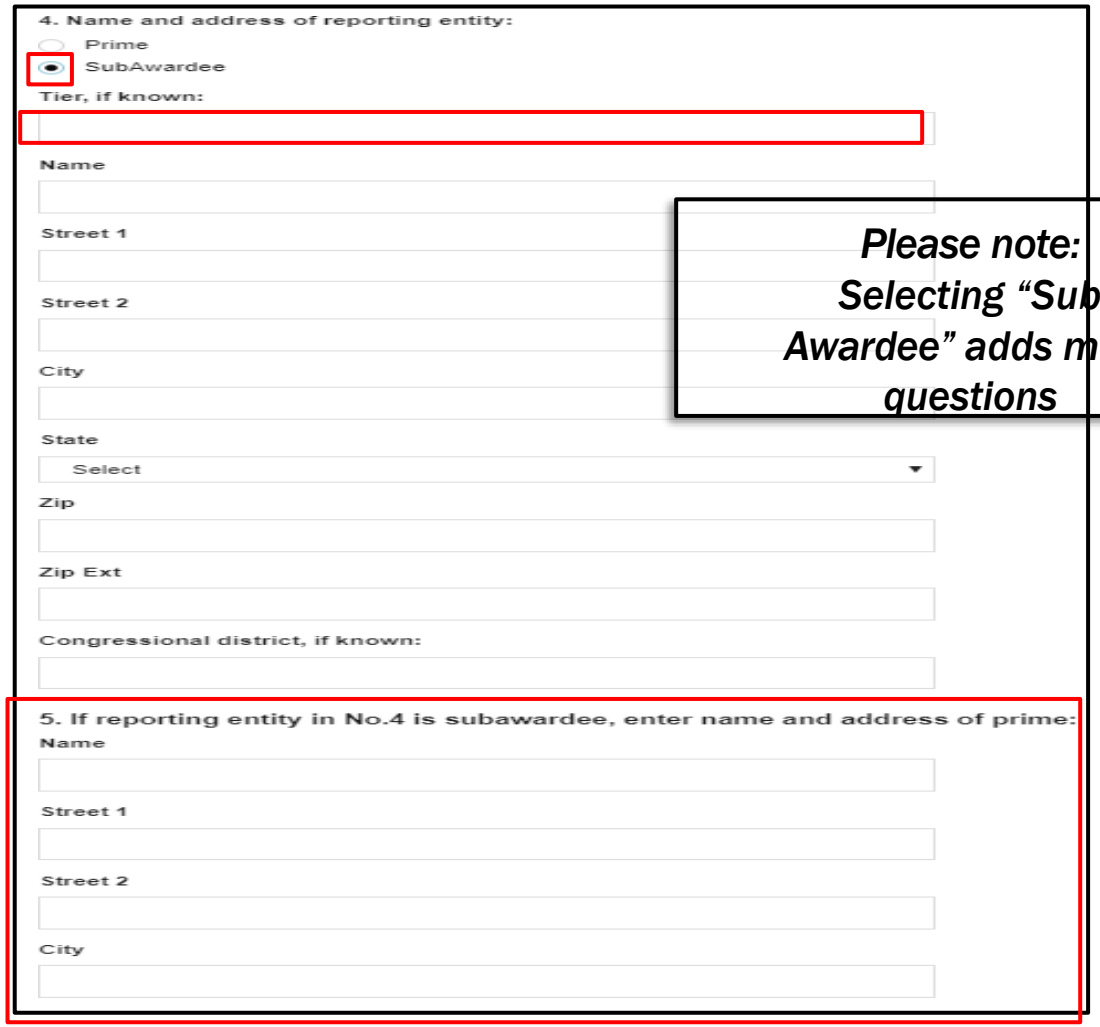


Section 15: Assurances and Certifications



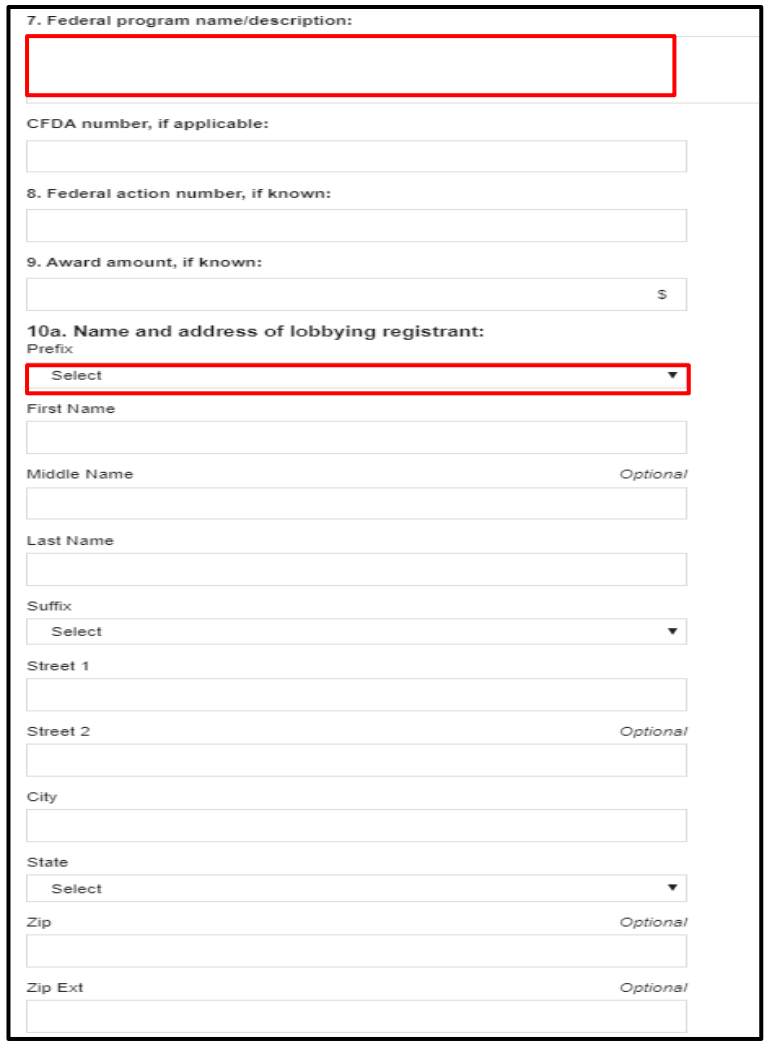
Section 15: Assurances and Certifications

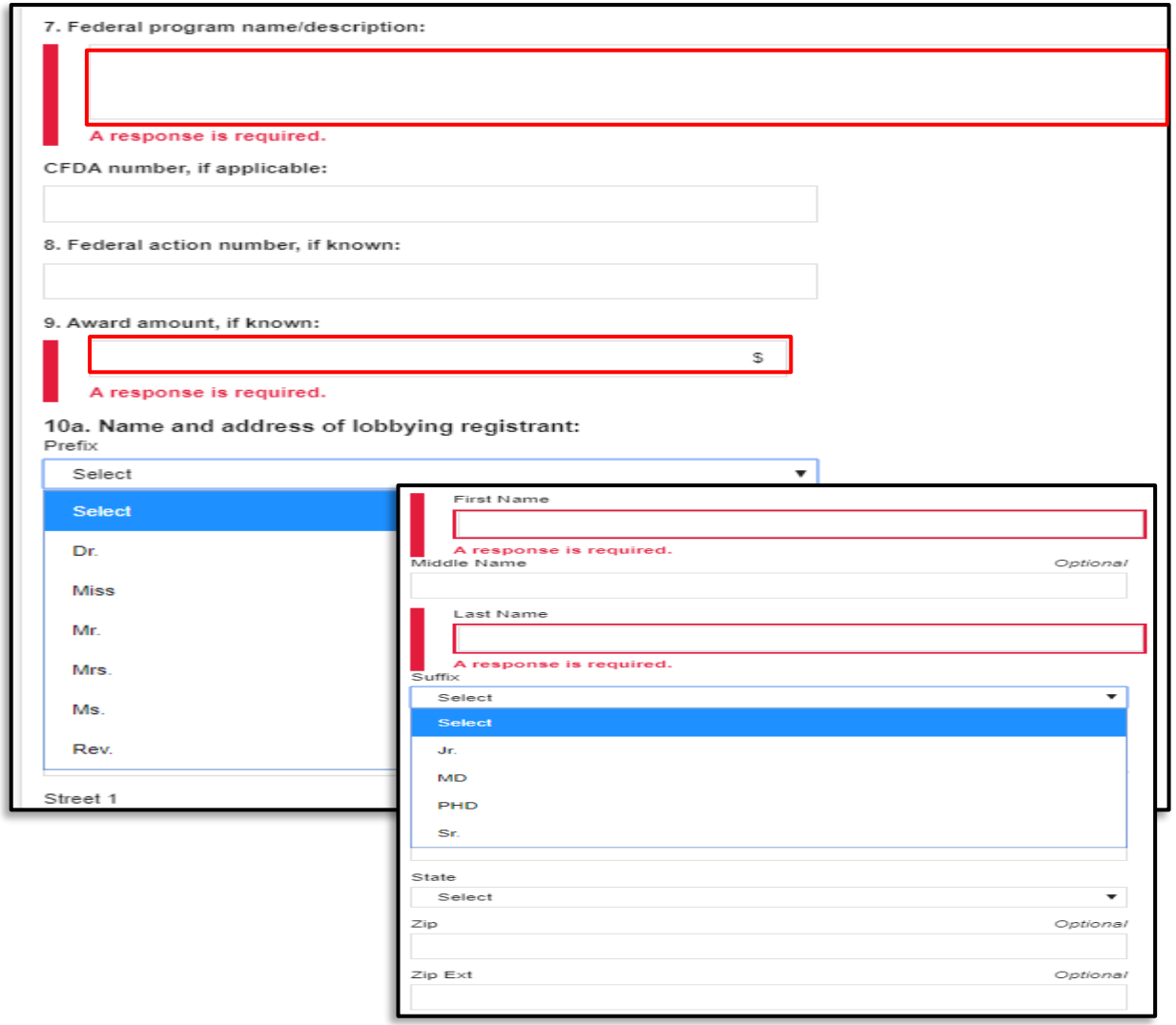




Please note: Selecting "Sub Awardee" adds more questions

Section15: Assurances and Certifications

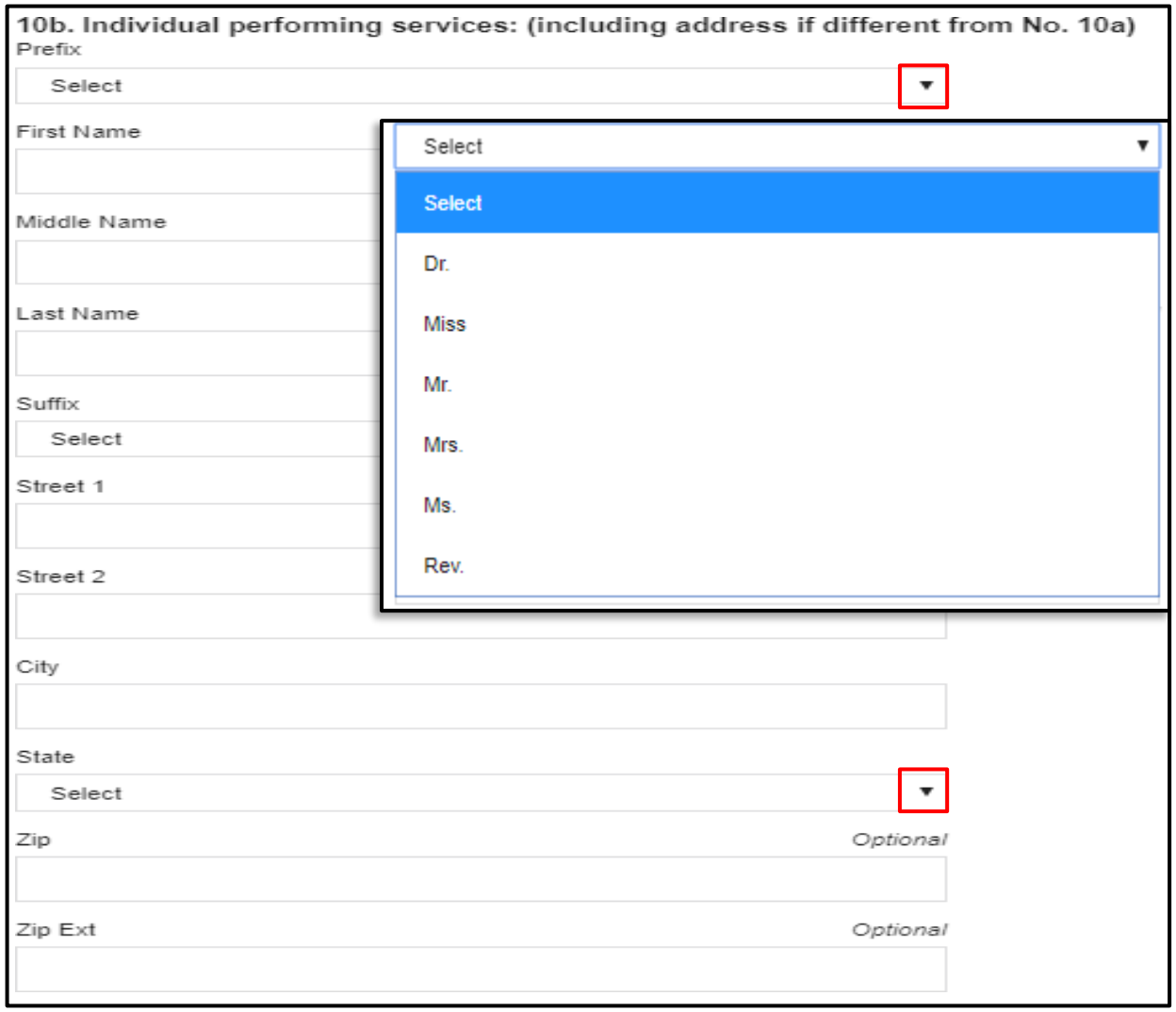


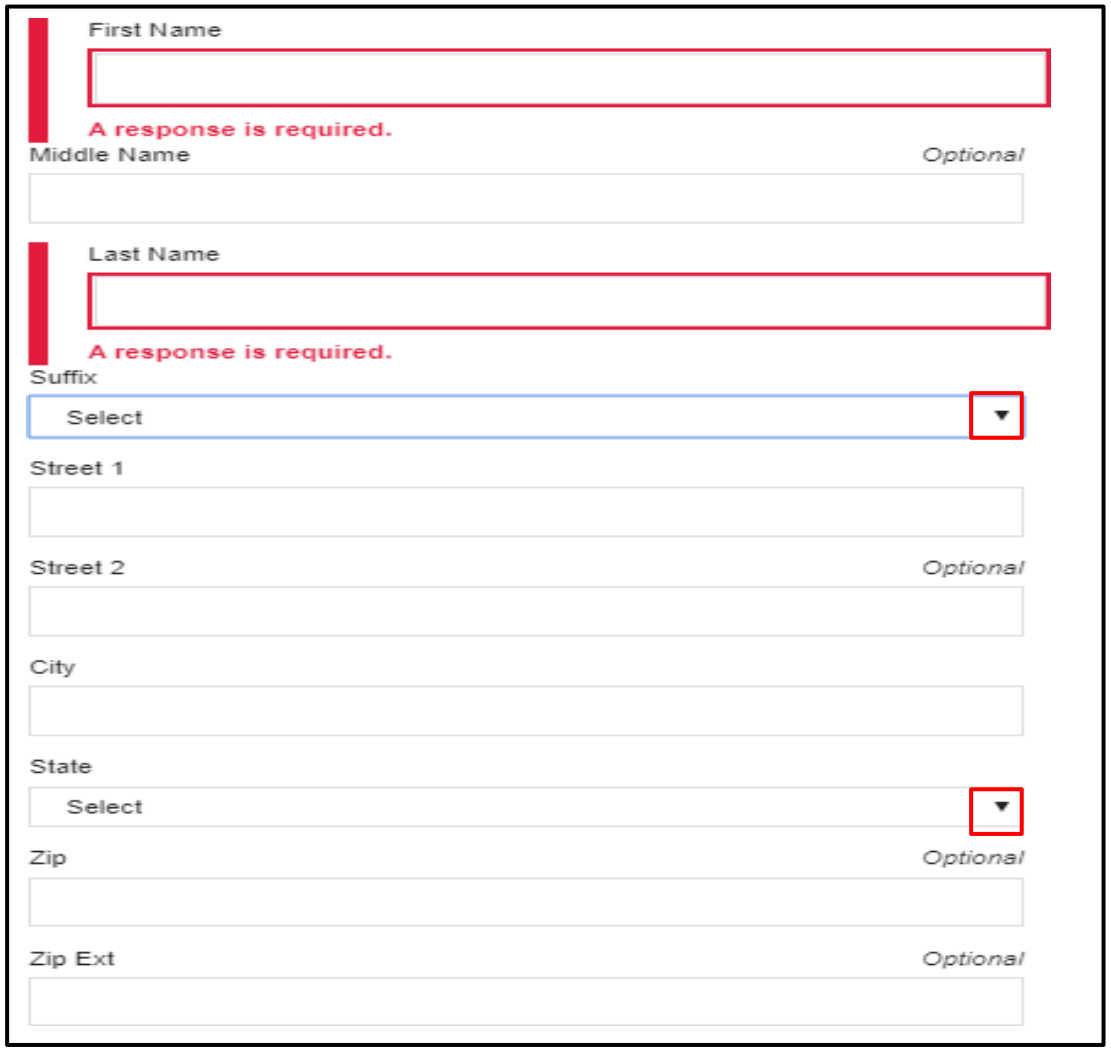


❖ **Many fields require a response.**

FEMA

Section 15: Assurances and Certifications





Review Application

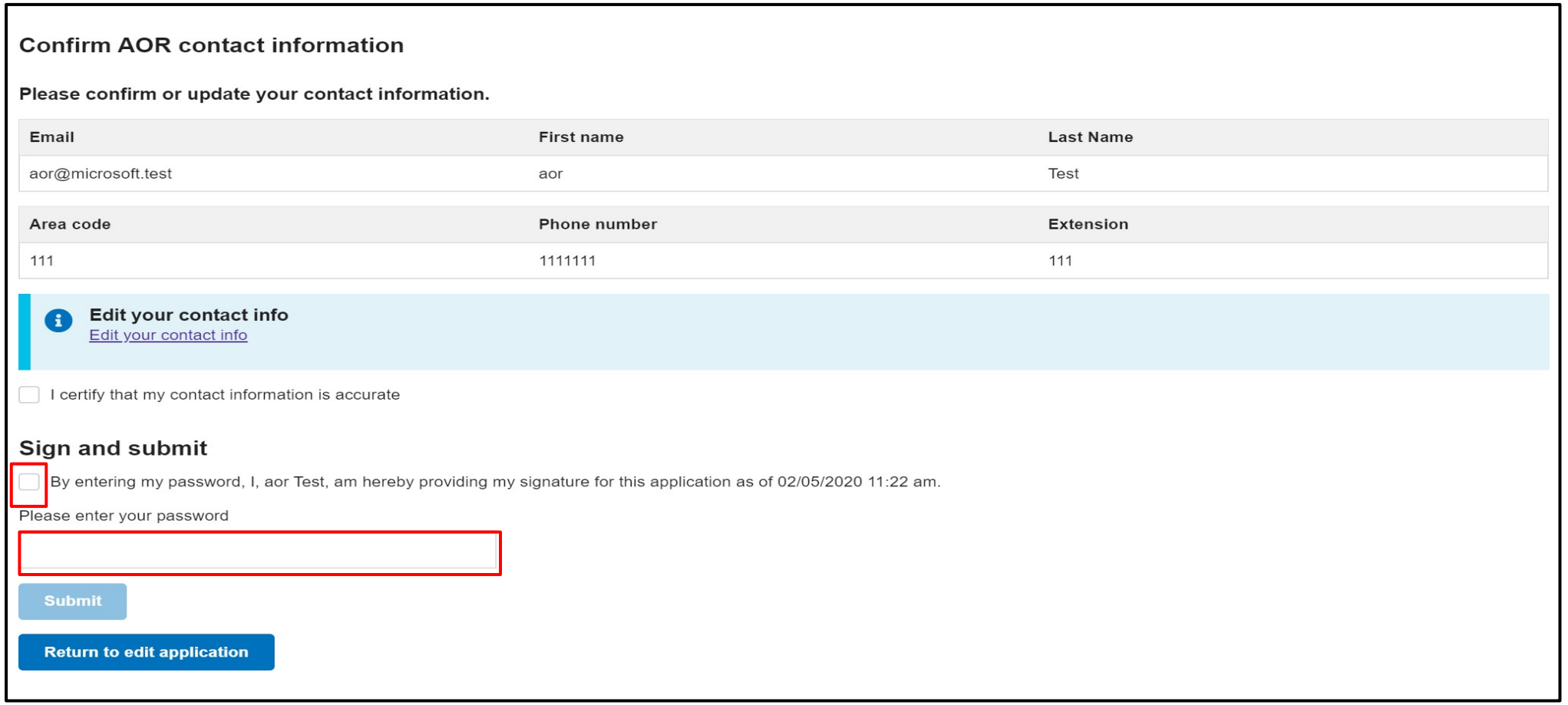
Section 16: Review Application

- ❑ Check marks indicate completed sections, while exclamation marks indicate sections that are incomplete.

Sign and Submit Application

Section 17: Sign and submit application

- ❑ Check marks indicates certifying contact information is correct. Password verifies that you are the AOR.



Section 17: Sign and Submit Application

- ❑ Assurance and certifications (SF-424B)
- ❑ Check marks certify contact information is correct.

Please check the box, then enter your FEMA GO password.

Submit application

Assurance and certifications

OMB number: 4040-0007, Expiration date: 02/28/2022 View burden statement

SF-424B: Assurances - Non-Construction Programs

OMB Number: 4040-0007
Expiration Date: 02/28/2022

Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C.§§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

☐ I, aor Test, am hereby providing my signature for this award as of 02/05/2020.

Please enter your password

a.net/application/.../view

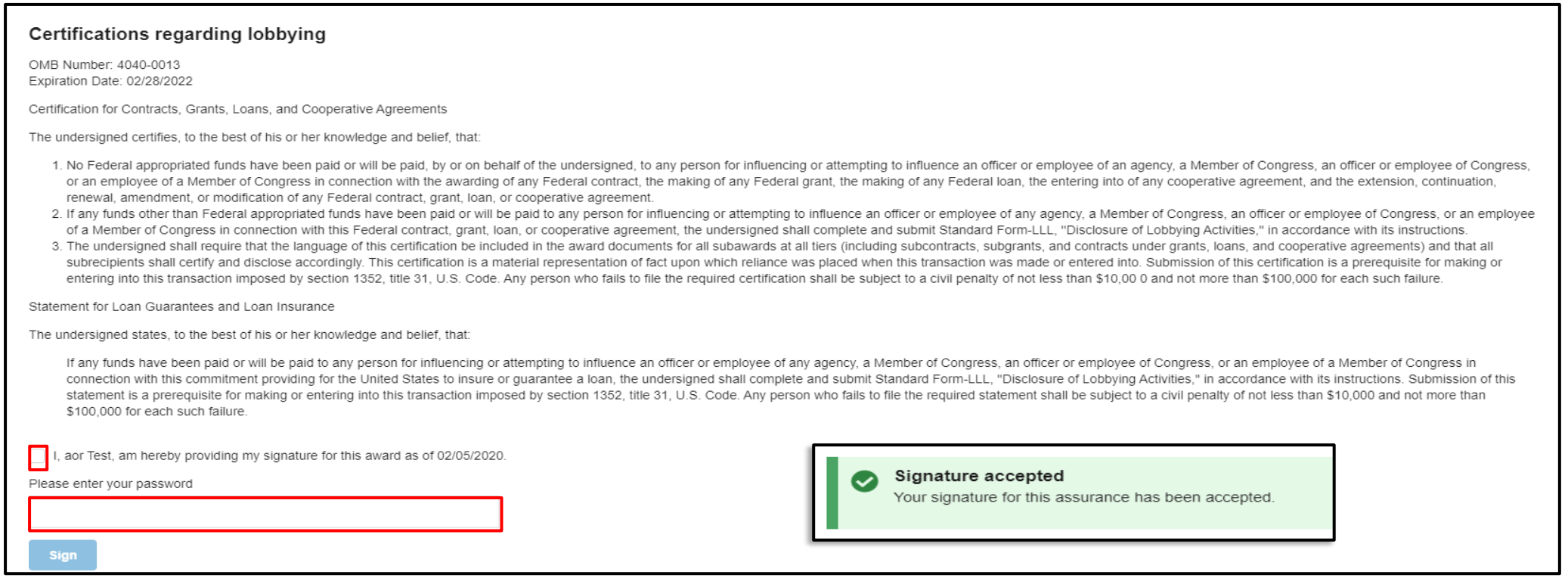
Signature accepted
Your signature for this assurance has been accepted.

- ❖ Password verifies that you are the AOR

FEMA

Section17: Sign and submit application

- ❑ Assurance and certification (SF-425B).
- ❑ *Check the box then enter your FEMA GO password.*



Certifications regarding lobbying

OMB Number: 4040-0013
Expiration Date: 02/28/2022

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. 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 of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,00 0 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for 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, aor Test, am hereby providing my signature for this award as of 02/05/2020.

Please enter your password

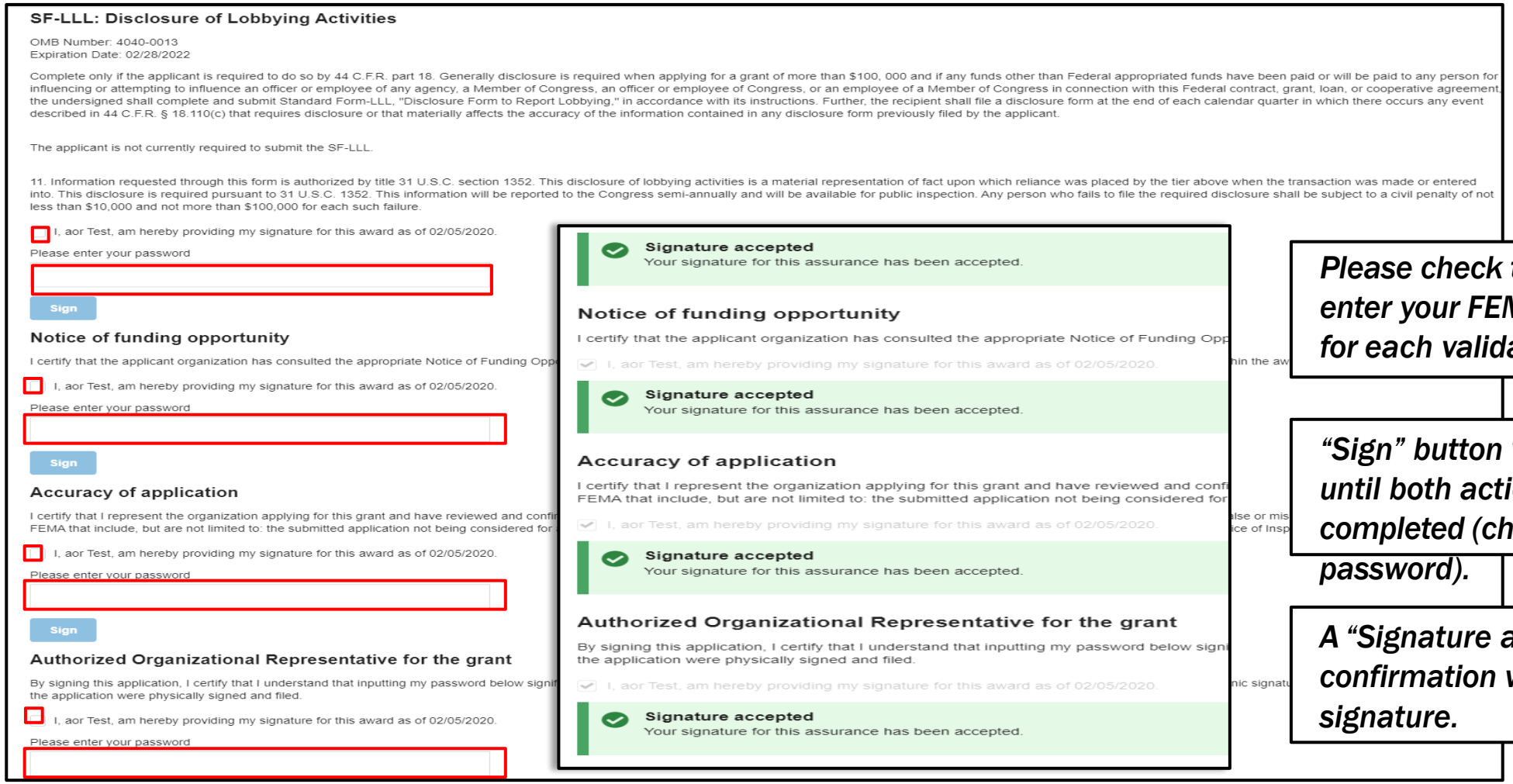
Sign

Signature accepted
Your signature for this assurance has been accepted.

- ❖ Check marks indicates certifying contact information is correct. Password verifies that you are the AOR.

Section 17: Sign and submit application

- ❑ Check marks certify contact information is correct. Password verifies that you are the AOR.



SF-LLL: Disclosure of Lobbying Activities

OMB Number: 4040-0013
Expiration Date: 02/28/2022

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. § 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.

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

I, aor Test, am hereby providing my signature for this award as of 02/05/2020.

Please enter your password

Sign

Notice of funding opportunity

I certify that the applicant organization has consulted the appropriate Notice of Funding Opp

I, aor Test, am hereby providing my signature for this award as of 02/05/2020.

Please enter your password

Sign

Accuracy of application

I certify that I represent the organization applying for this grant and have reviewed and confi
FEMA that include, but are not limited to: the submitted application not being considered for

I, aor Test, am hereby providing my signature for this award as of 02/05/2020.

Please enter your password

Sign

Authorized Organizational Representative for the grant

By signing this application, I certify that I understand that inputting my password below signif
the application were physically signed and filed.

I, aor Test, am hereby providing my signature for this award as of 02/05/2020.

Please enter your password

Signature accepted
Your signature for this assurance has been accepted.

Notice of funding opportunity

I certify that the applicant organization has consulted the appropriate Notice of Funding Opp

I, aor Test, am hereby providing my signature for this award as of 02/05/2020.

Signature accepted
Your signature for this assurance has been accepted.

Accuracy of application

I certify that I represent the organization applying for this grant and have reviewed and confi
FEMA that include, but are not limited to: the submitted application not being considered for

I, aor Test, am hereby providing my signature for this award as of 02/05/2020.

Signature accepted
Your signature for this assurance has been accepted.

Authorized Organizational Representative for the grant

By signing this application, I certify that I understand that inputting my password below signi
the application were physically signed and filed.

I, aor Test, am hereby providing my signature for this award as of 02/05/2020.

Signature accepted
Your signature for this assurance has been accepted.

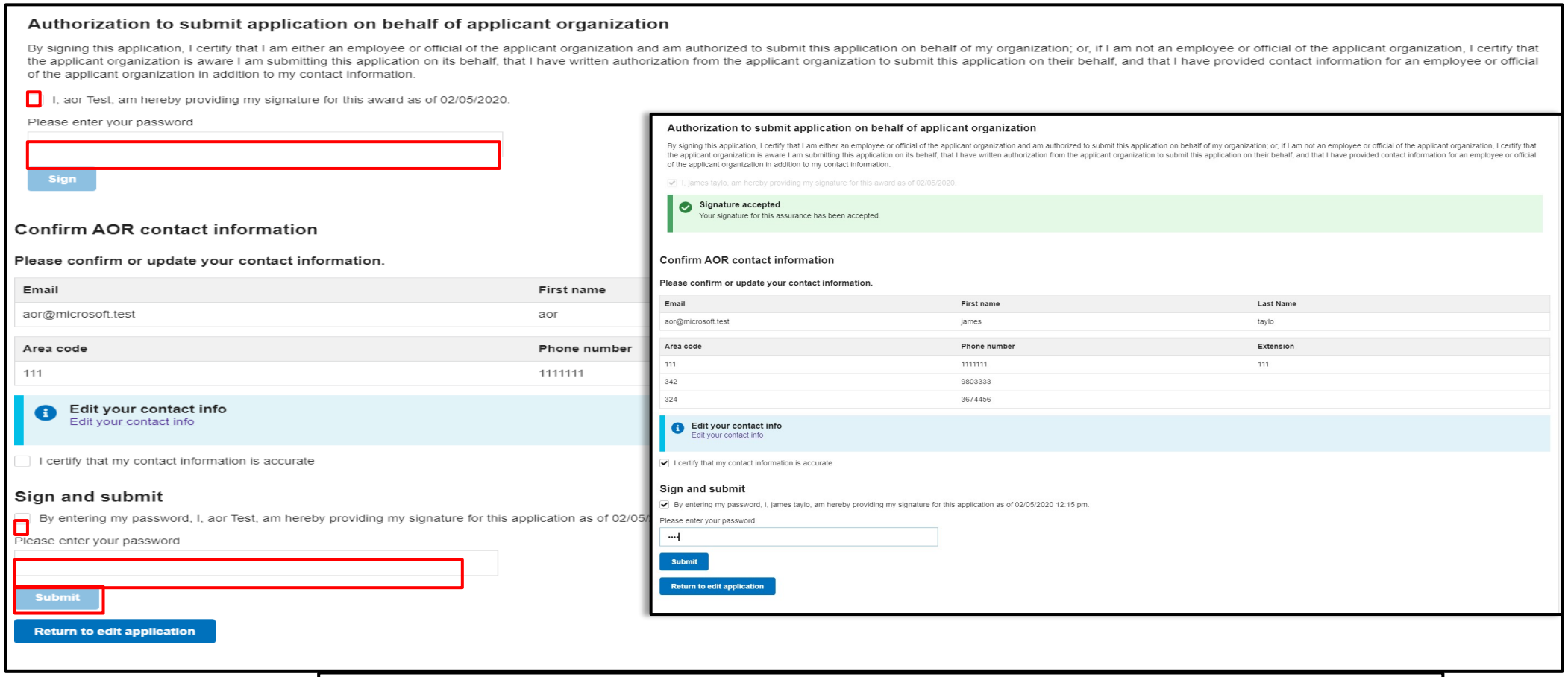
Please check the boxes then enter your FEMA GO password for each validation.

"Sign" button won't be active until both actions have been completed (checkbox and password).

A "Signature accepted" confirmation will display for each signature.

Section 17: Sign and submit application

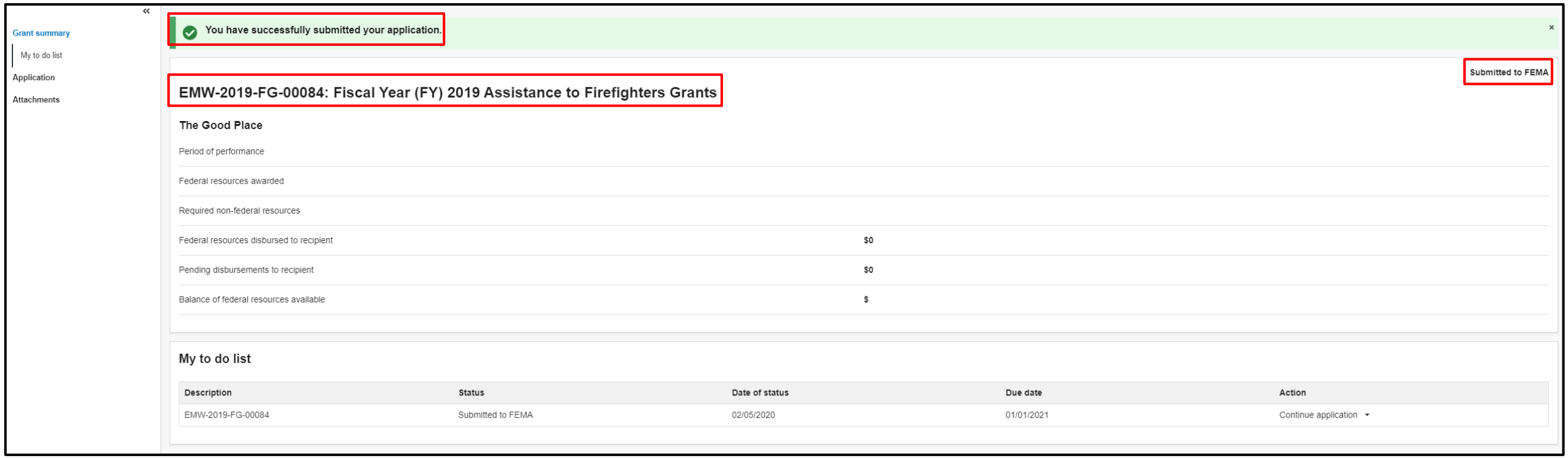
- ❑ **Check marks certify contact information is correct. Password verifies that you are the AOR.**



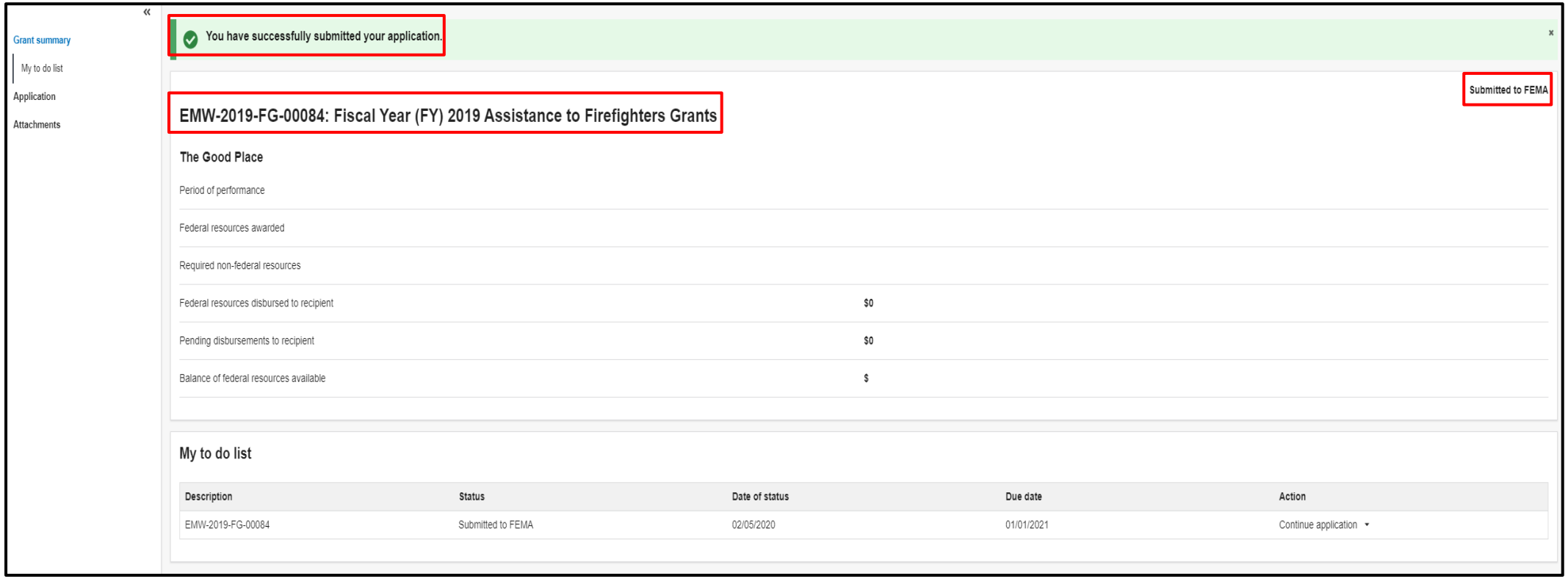
❖ ***Once all fields have been entered, the Submit button will become active.***

Completed Application

Step 18: Completed – Application successfully submitted to FEMA



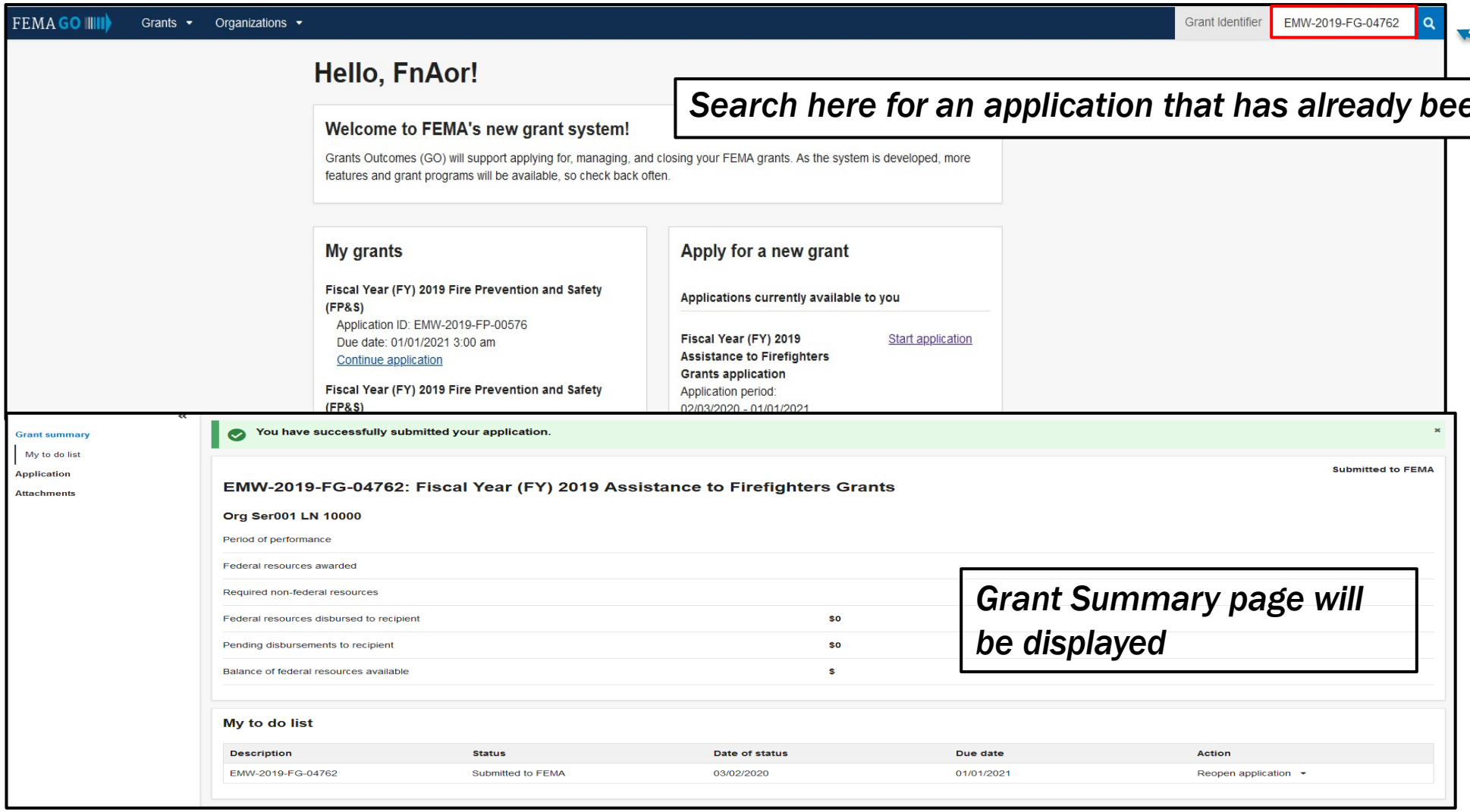
Step 18: Completed – Application successfully submitted to FEMA



Reopen Application

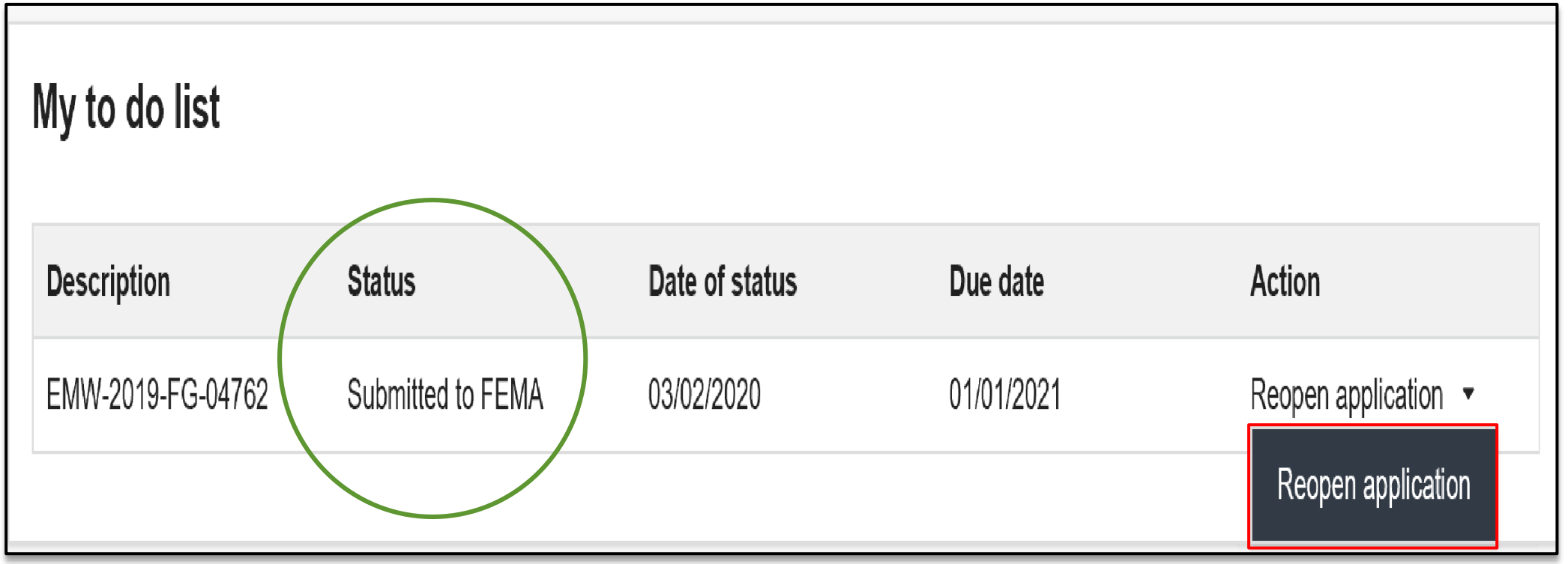
Section 19: Reopen Application

- ❑ Applications must be resubmitted to be considered for awards



Section 19: Reopen Application

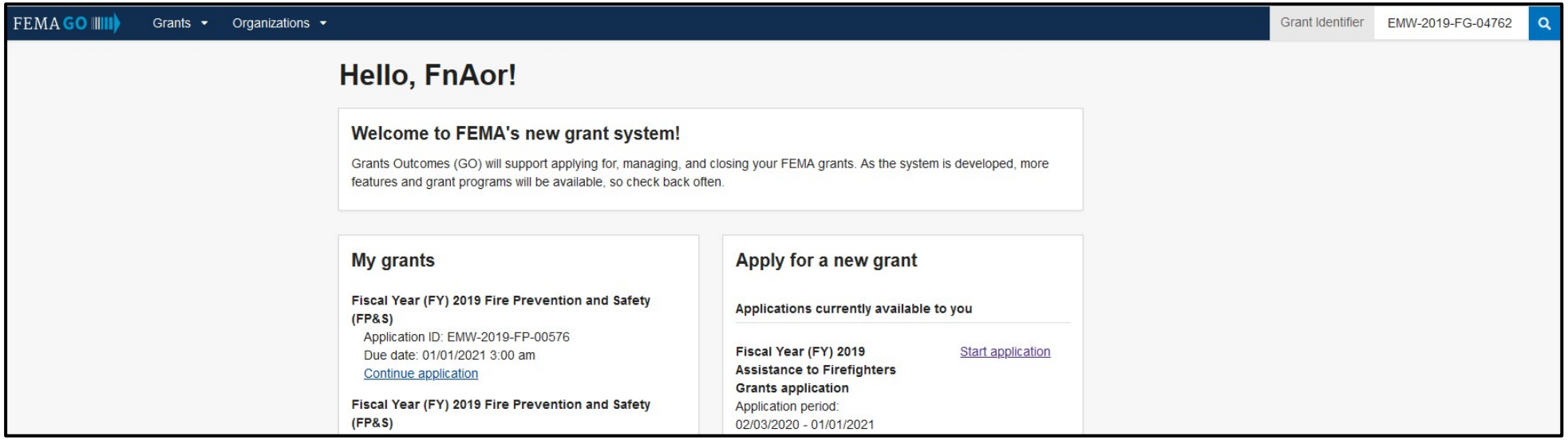
❑ On the *My to do list*, select "Reopen application" from the dropdown in the Action column.

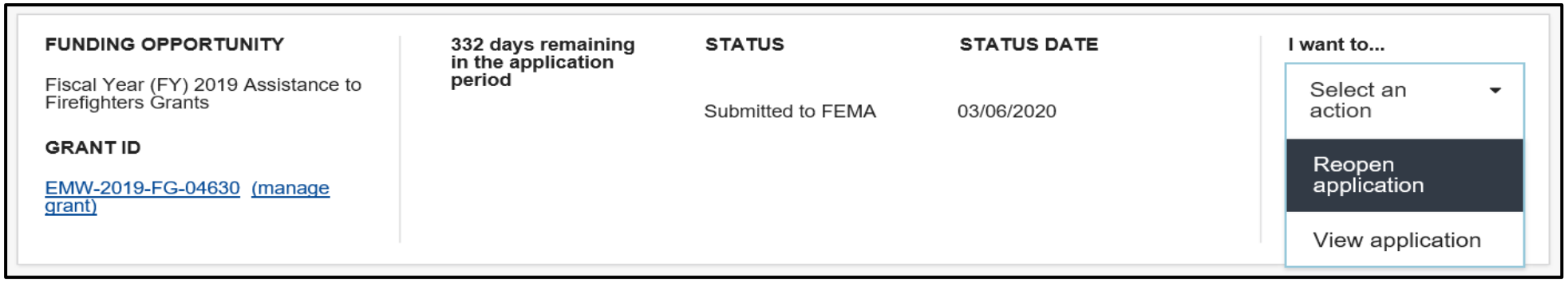


❖ ***Notice the Status reflects that the application has been submitted to FEMA***

Section 19: Reopen An Application

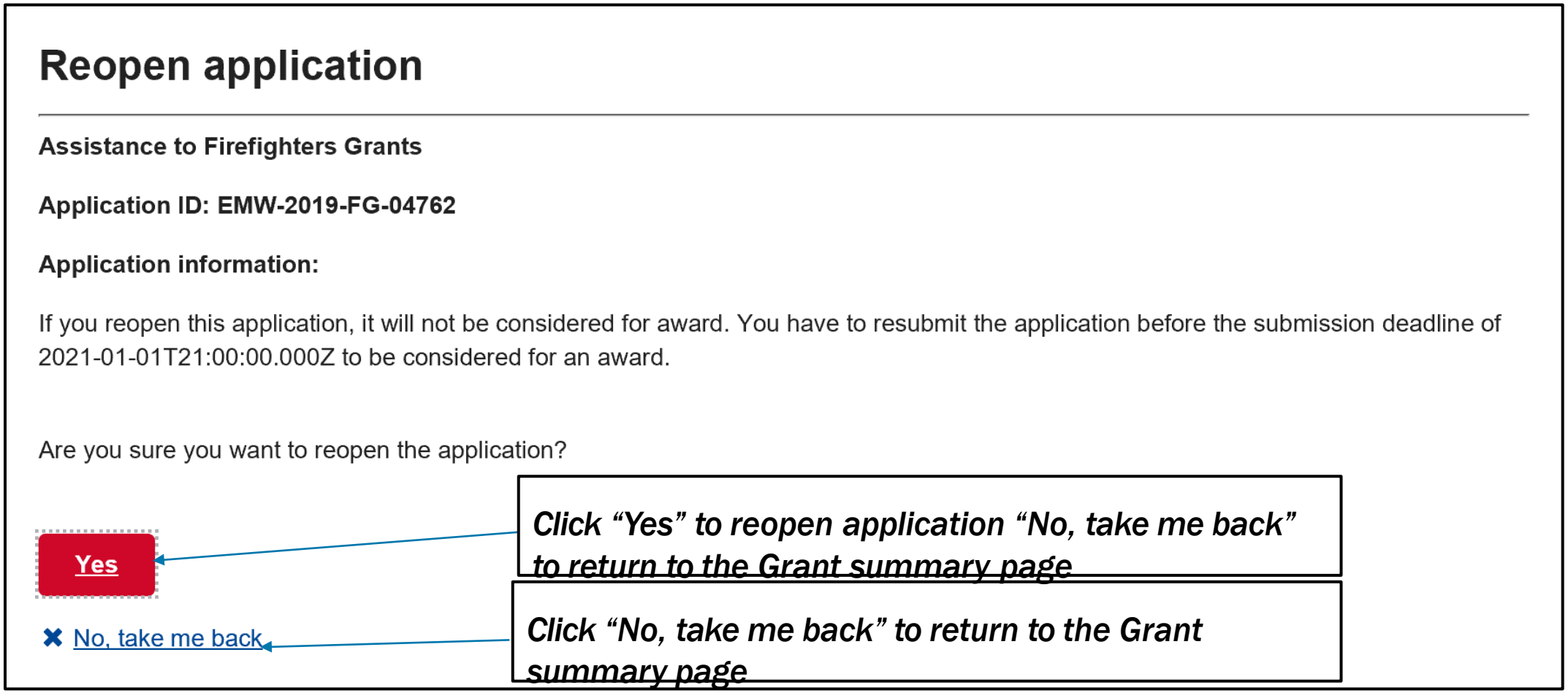
- You can also access your grants by clicking the Grants tab in the upper left corner. You will be taken to your grants. Scroll the list to see which grants have been submitted to FEMA. Once you find the grant application you're looking for, click the dropdown in the Action column and select "Reopen application".





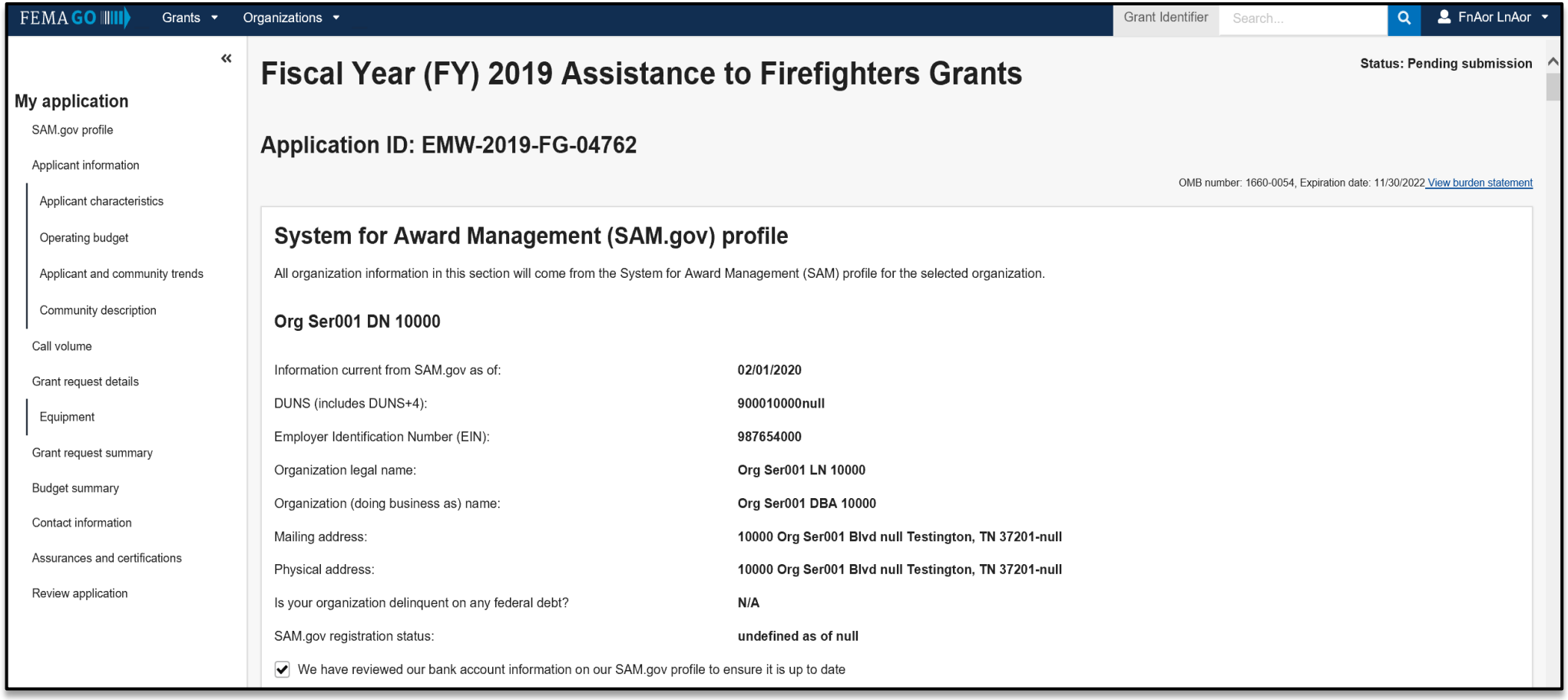
Section 19: Reopen Application

- A warning will pop up asking if you are sure that you want to reopen the application. Click "Yes" to reopen application or "No, take me back" to cancel.



Section 19: Reopen Application

- Application has now been reopened in the editable form.



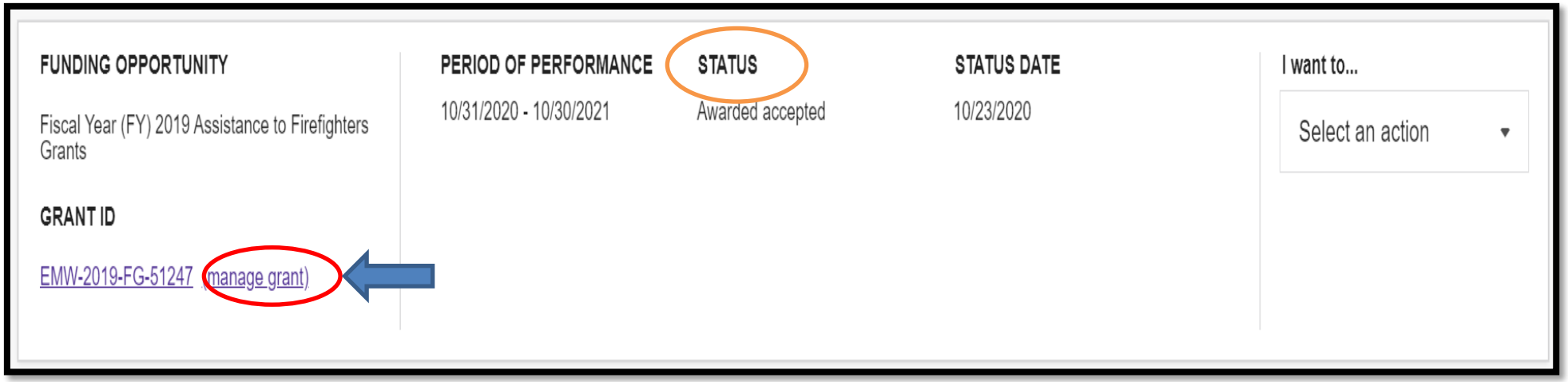
- **IMPORTANT REMINDER: The application needs to be resubmitted before the submission deadline to be considered for an award.**

FEMA

Federal Financial Report (FFR) SF-425

Federal Financial Report (FFR) SF-425 Form

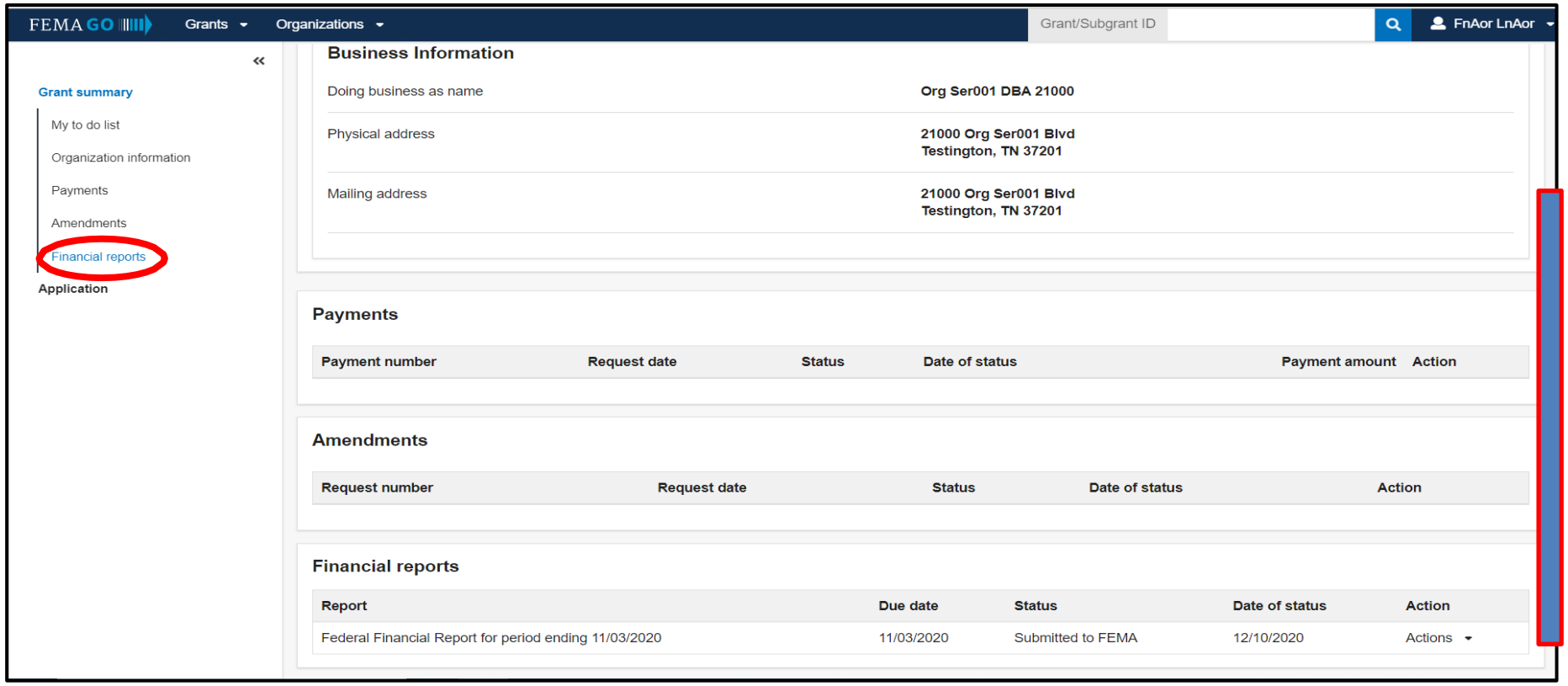
- When the Award has been accepted, you can then submit your Federal Financial Report SF-425 form.



- **IMPORTANT NOTE: Only the AOR CAN SUBMIT THE Federal Financial Report (FFR) SF-425 FORM to FEMA**

Federal Financial Report (FFR) SF-425 Form

- Authorized users can either click on “Financial reports” on the left navigation bar to advance the screen up or simply scroll down on the right to so that the financial reports section is displayed.



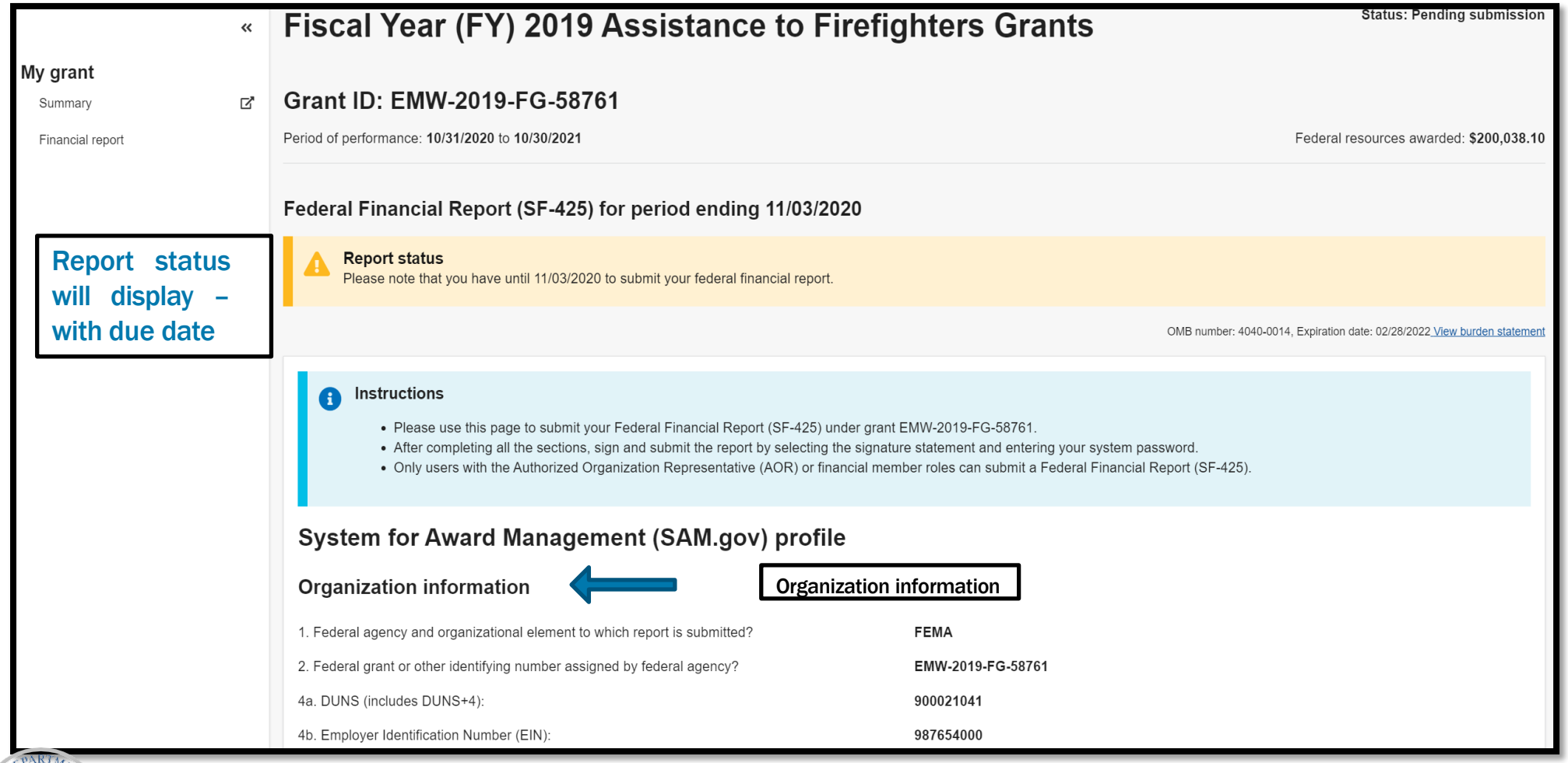
Federal Financial Report (FFR) SF-425 Form

- **Financial reports section – will display the following information**
  - Report Name with period ending date
  - Due Date
  - Status of Report
  - Date of Status
  - Actions – Drop down selection

Click the Action drop down and select View

Federal Financial Report (FFR) SF-425 Form

- After clicking the "Actions" dropdown and selecting the "Financial report" from the previous page, your organization's information will be displayed in the following format.



Federal Financial Report (FFR) SF-425 Form

- After clicking the "Actions" dropdown and selecting the "Financial report" from the previous page, your organization's information will be displayed in the following format.

Organization legal name:	Org Ser001 LN 21041
Organization (doing business as) name:	Org Ser001 DBA 21041
Mailing address:	21041 Org Ser001 Blvd Testington, TN 37201-
Physical address:	21041 Org Ser001 Blvd Testington, TN 37201-
Information current from SAM.gov as of:	02/01/2020
Is your organization delinquent on any federal debt?	
SAM.gov registration status:	Active as of 12/31/2019

Organization information will pre-populate

5. ID Number (You may input an account number or other identification number for your records only. This number is not used by FEMA.) *Optional*

Optional entry for your organizational use

6. Report type — **semi-annual**

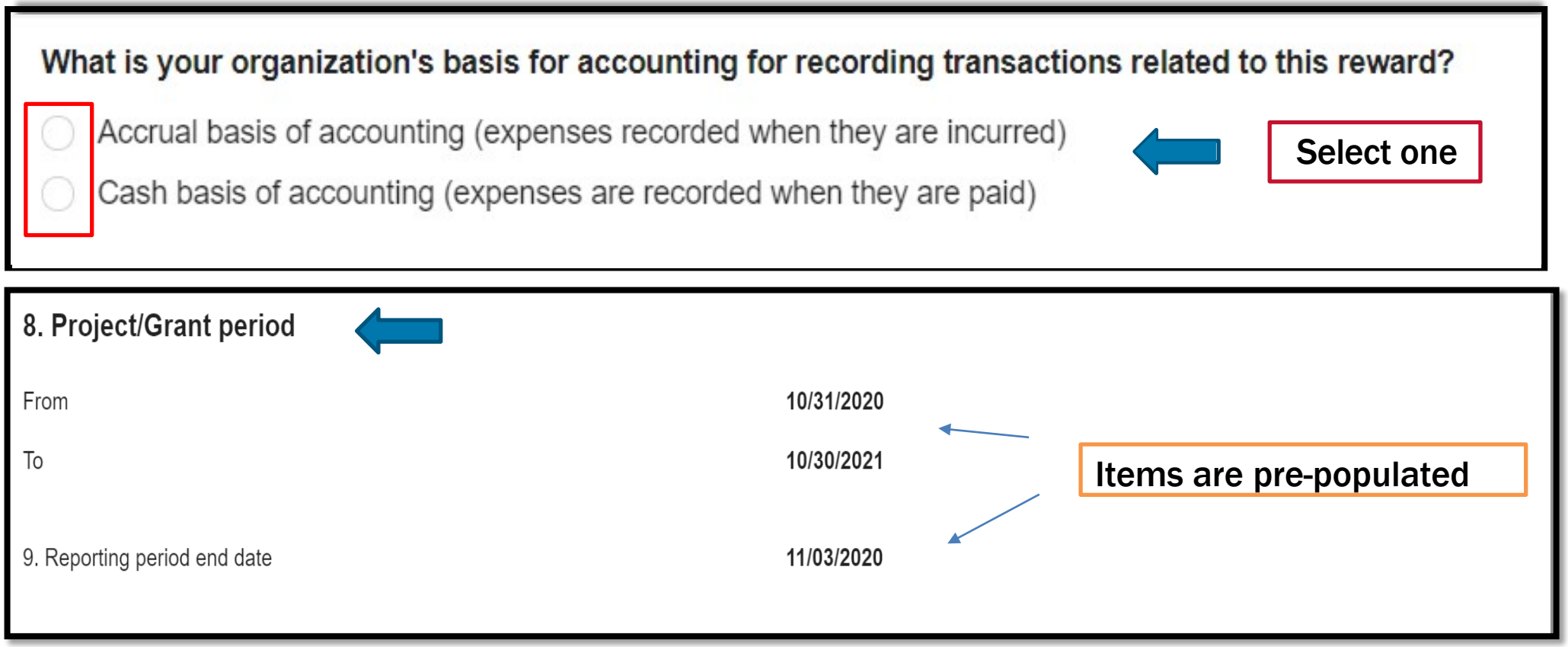
Type of report will pre-populate

FEMA

Informational slide

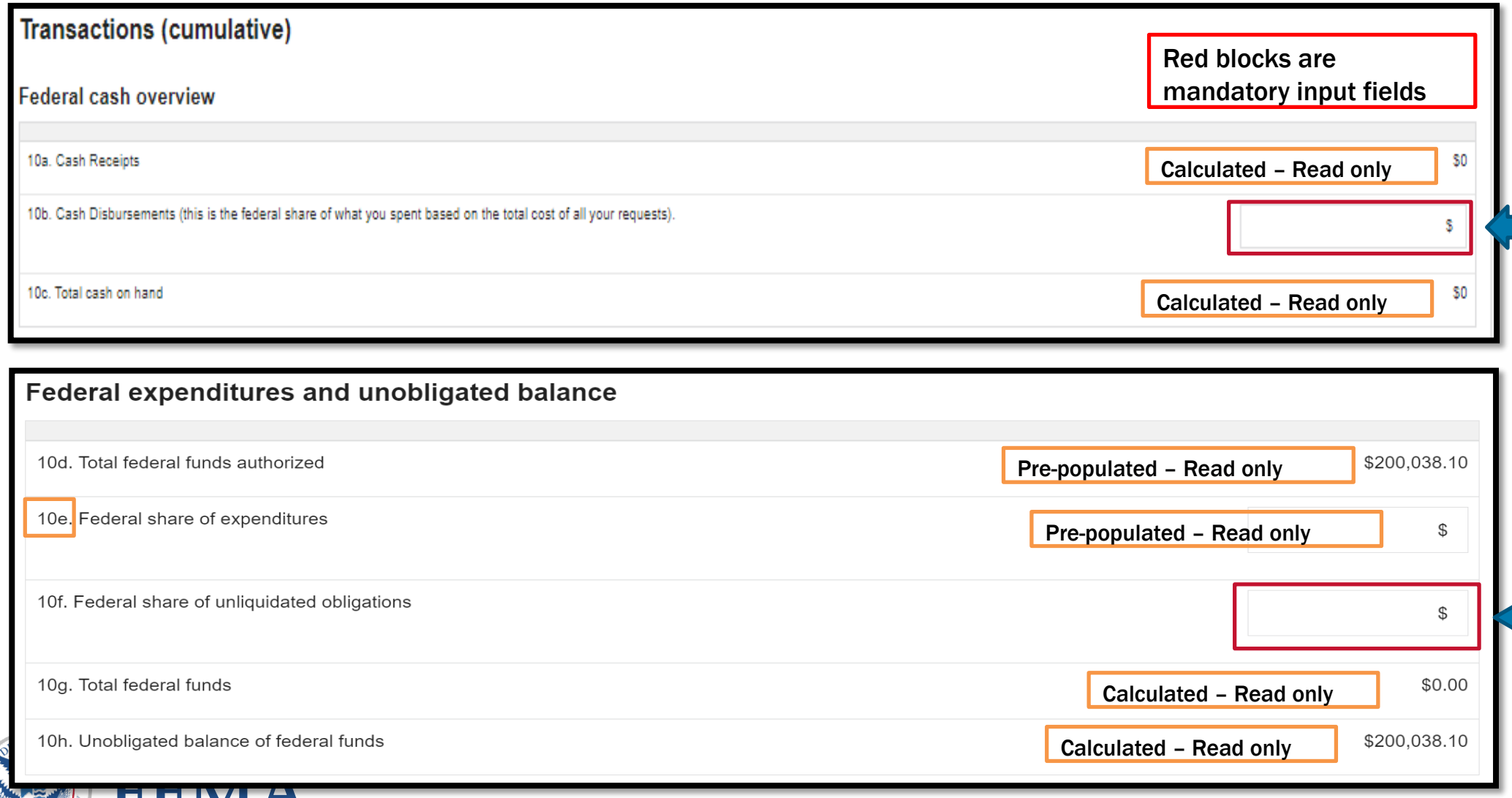
Federal Financial Report (FFR) SF-425 Form

- There are a few sections that must be completed to submit the Federal Financial Report (FFR) SF-425 form.



Federal Financial Report (FFR) SF-425 Form

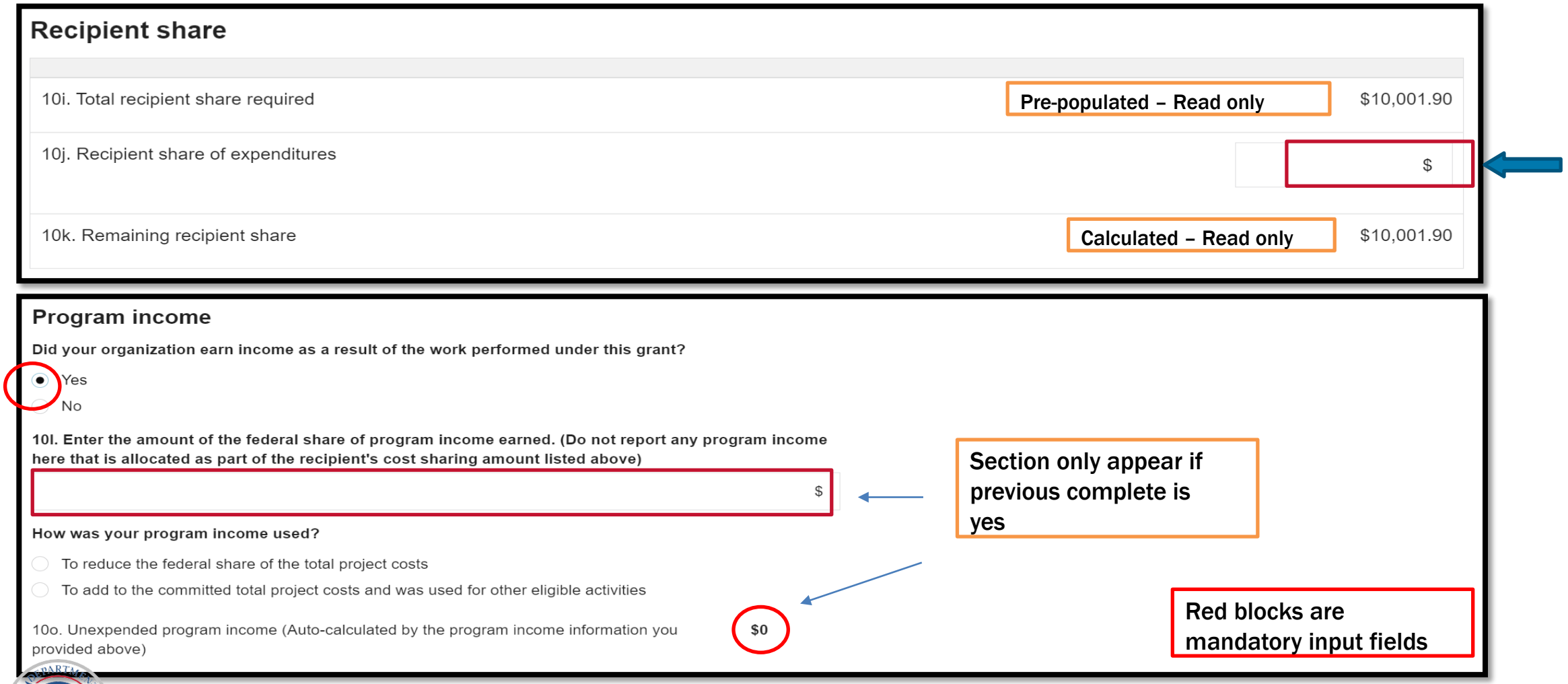
- There are a few sections that must be completed to submit the Federal Financial Report (FFR) SF-425 form.



10e – will only appear if you have submitted a previous FFR-SF425

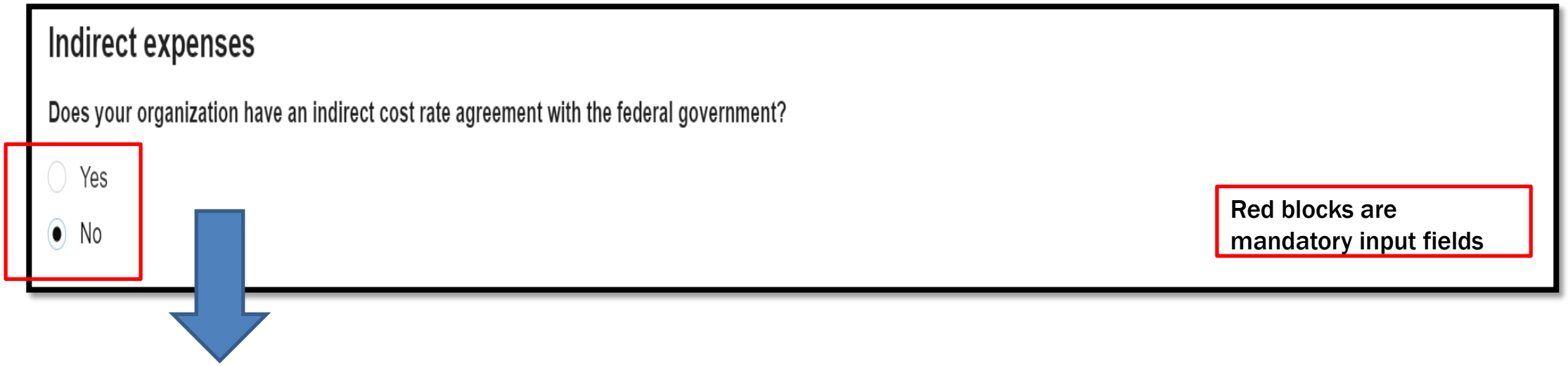
Federal Financial Report (FFR) SF-425 Form

- Additional section that must be completed to submit the Federal Financial Report (FFR) SF-425 Form



Federal Financial Report (FFR)- SF-425 Form

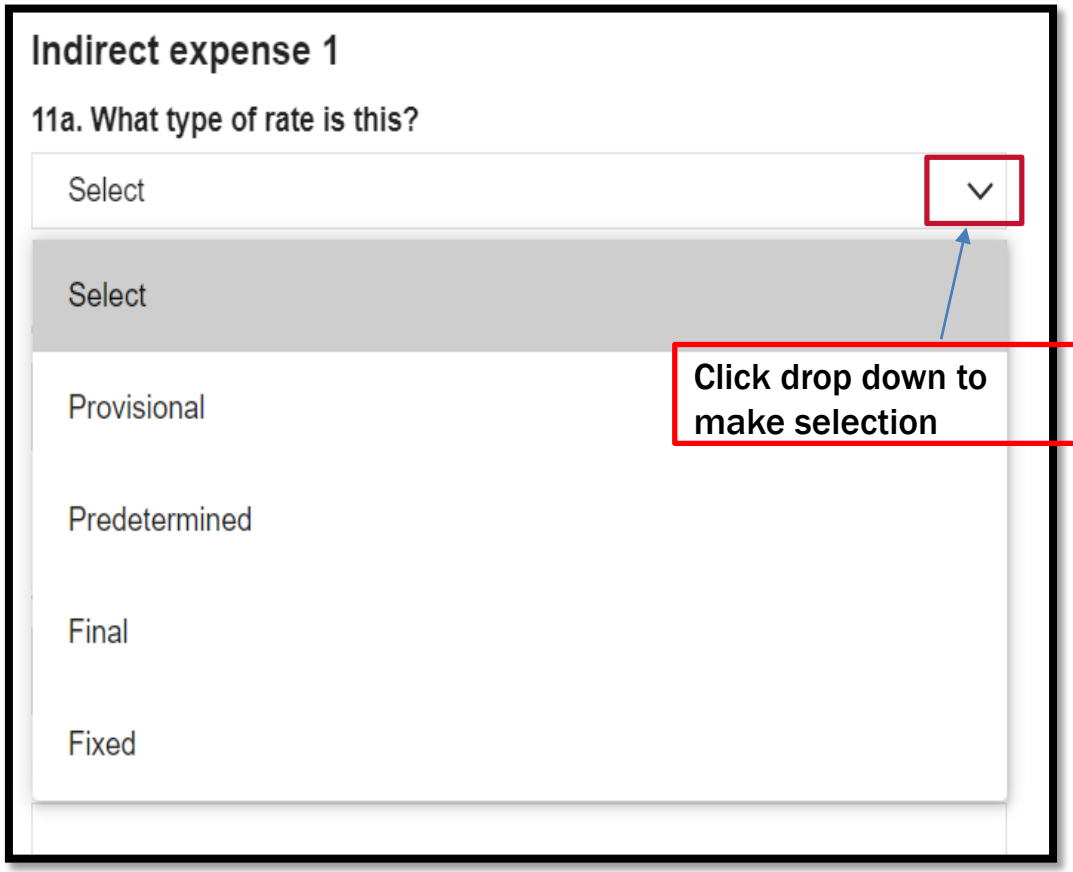
- Additional sections that must be completed to submit the Federal Financial Report (FFR) SF-425 form.

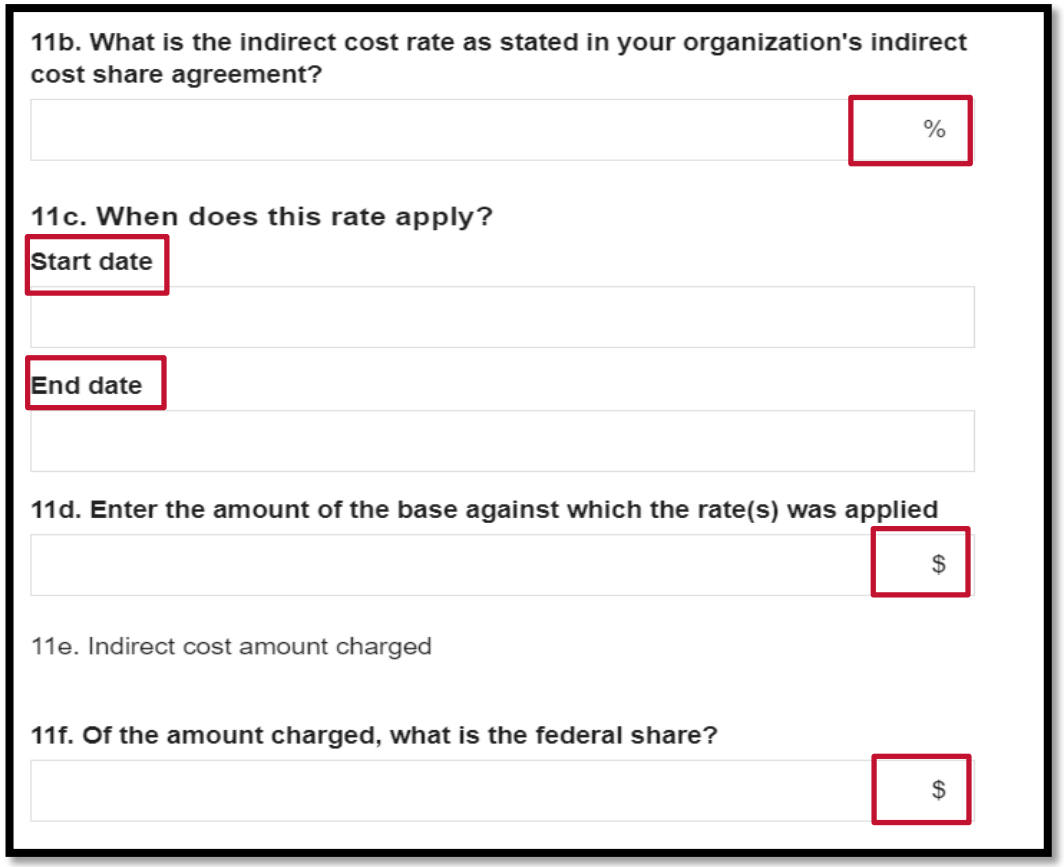


Additional questions only appear if the answer to this question is yes

Federal Financial Report (FFR)- SF-425 Form

- Additional sections that must be completed to submit the Federal Financial Report (FFR) SF-425 form.

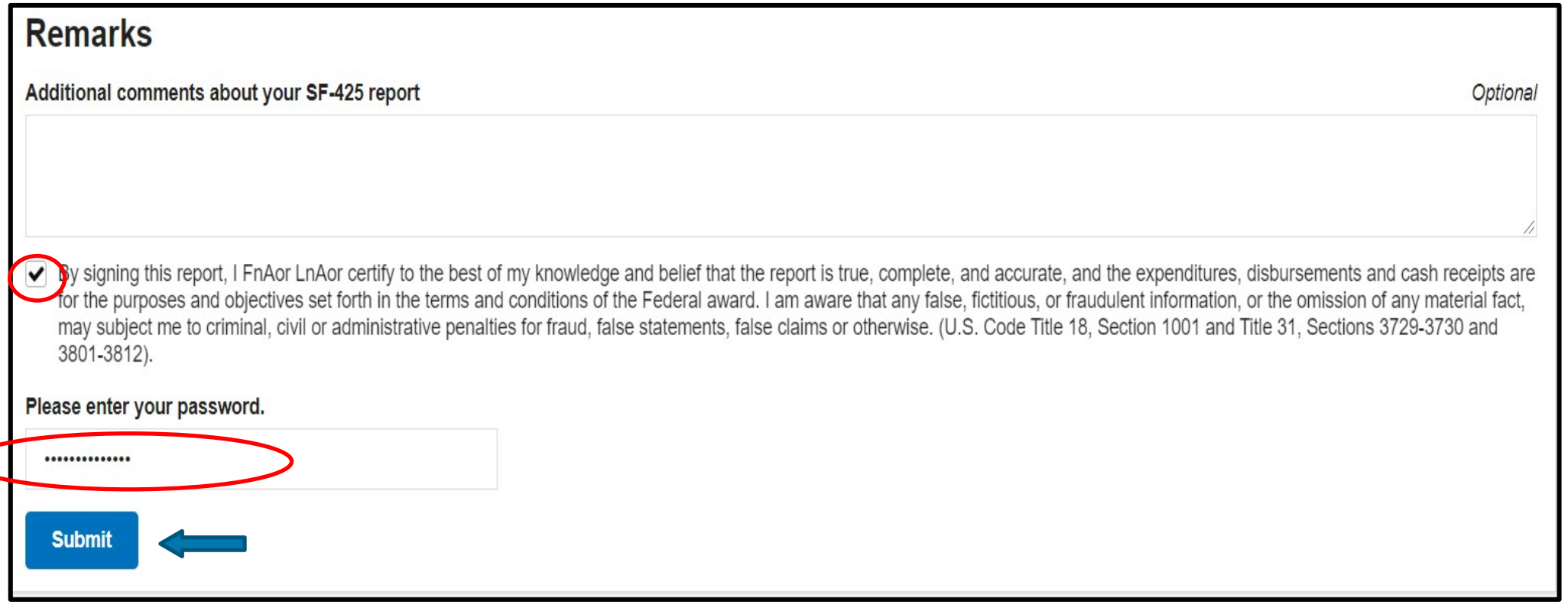




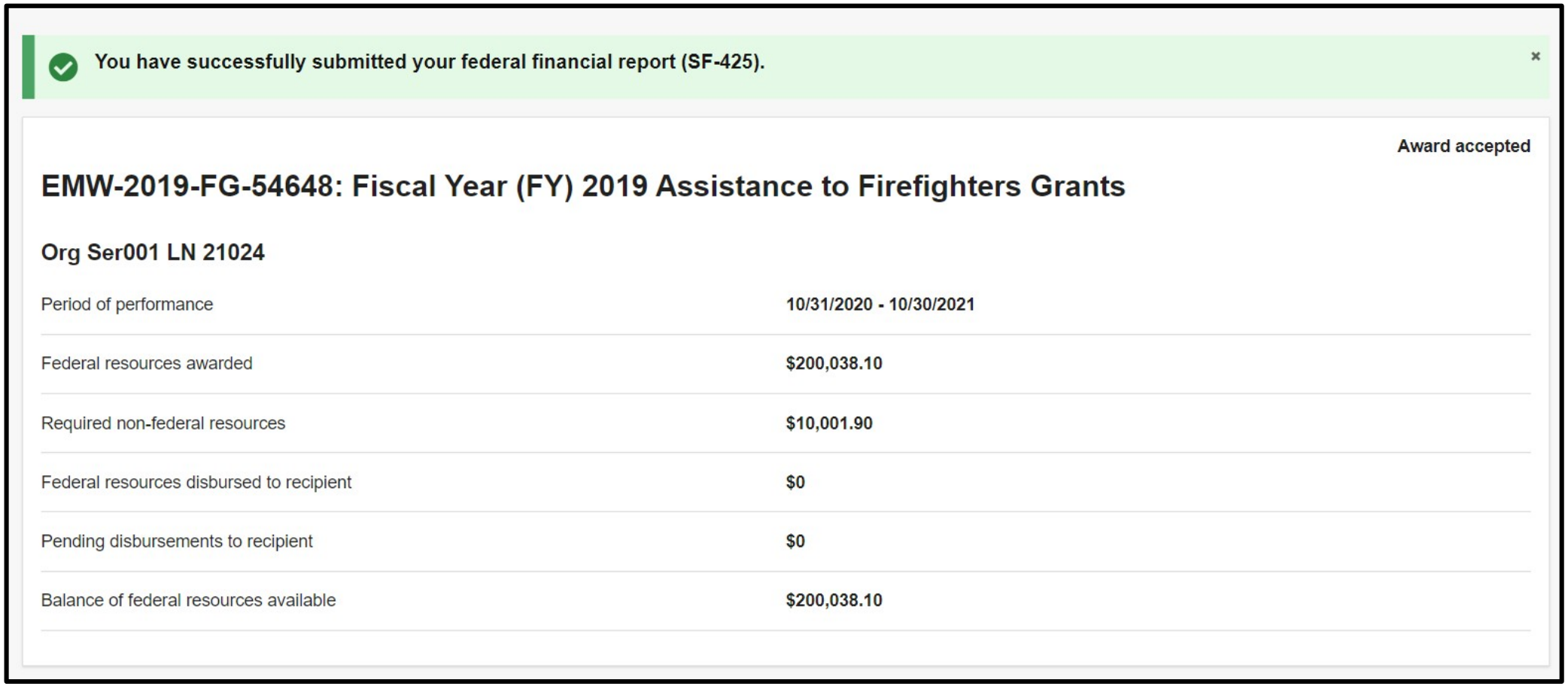
Red blocks are mandatory input fields

Federal Financial Report (FFR) SF-425 Form

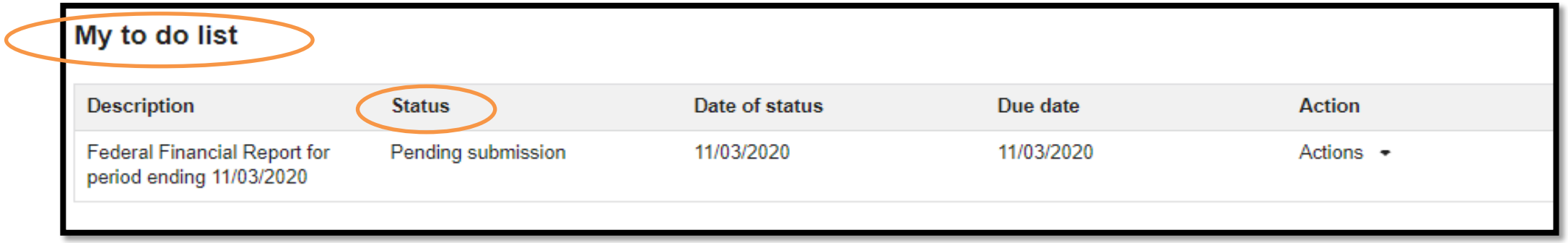
- Last step requires an authorized representative to sign and submit a password

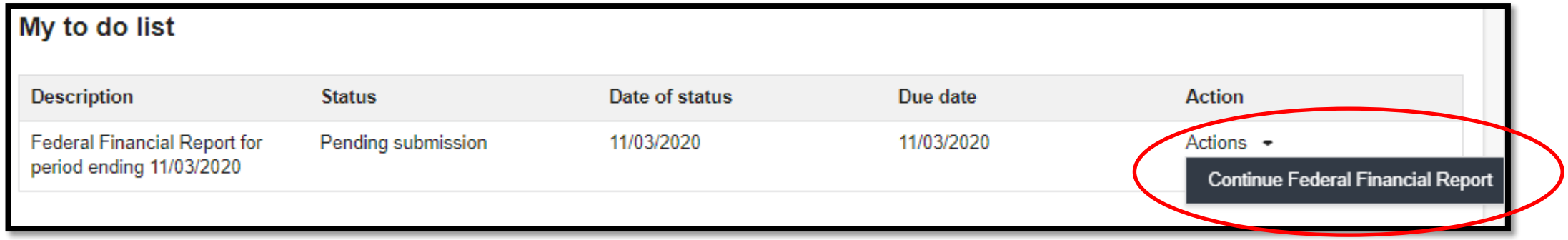


- Once completing your Federal Financial Report (FFR) SF-425 you will see the following screen



- If you start a SF-425 and do not click submit – it will appear on your “My to do list” with a Status of Pending submission



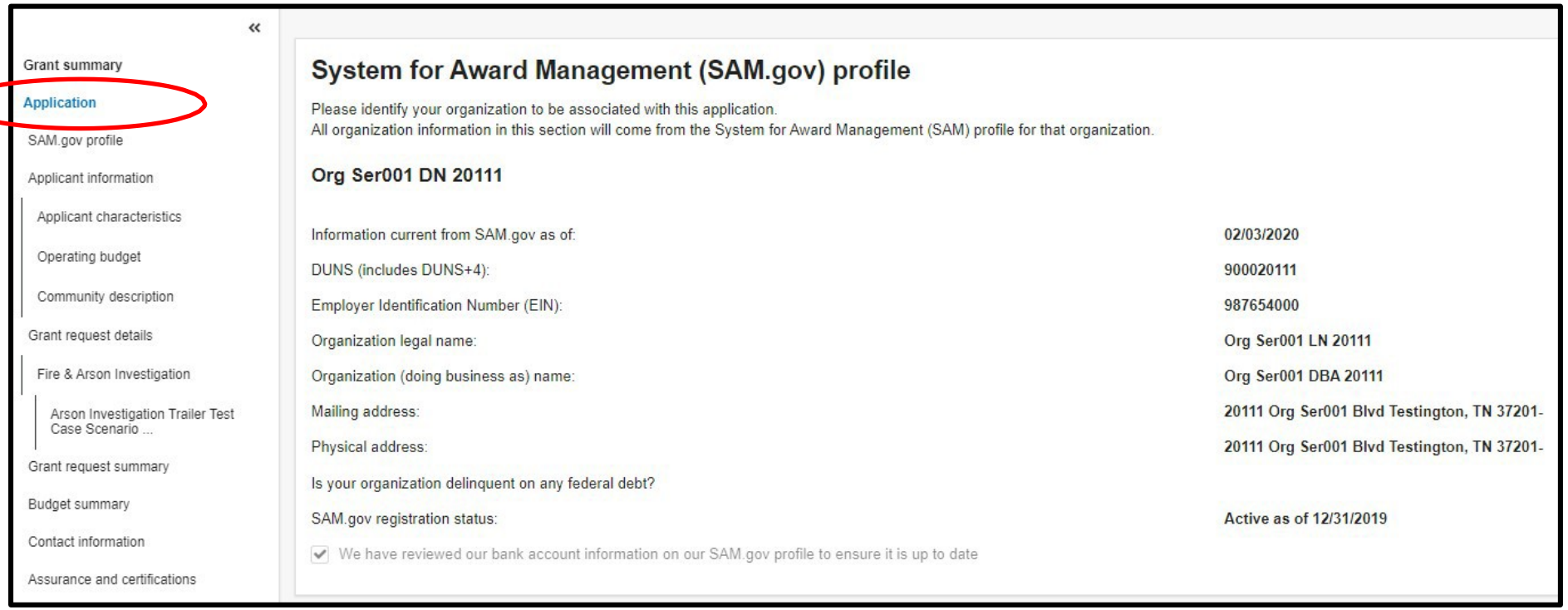


- From here you can select “Continue Federal Financial Report”

Printing

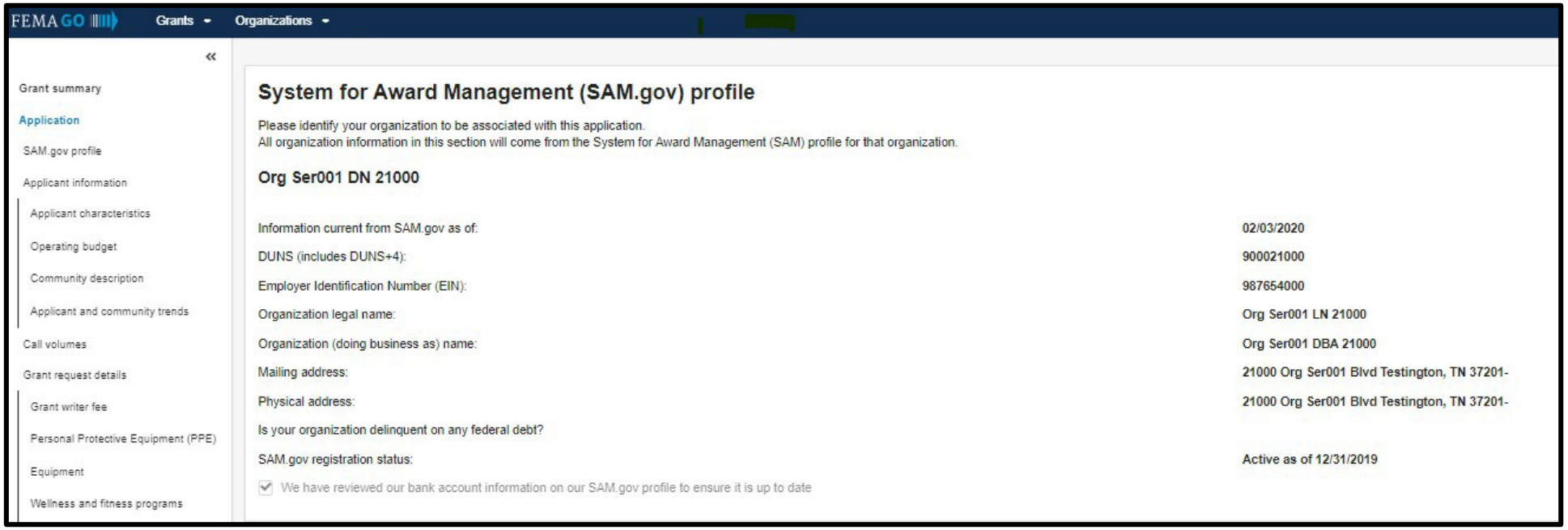
Section 21: Printing

- ❑ **Select the application you desire to print. Below is a read only version of the application.**



Section 21: Printing

- ❑ After selecting the Application link from the left navigation bar below is the image you will see



FEMA Grants Outcome (FEMA GO): Print Functionality Instructions

- ❑ Following the successful submission of your application, authorized users can now print.

As an AOR, Organization Member, Financial Member, Programmatic Member, or Grant Writer you can print applications that have been "Submitted to FEMA" to review it offline and/or keep it as a record.

Please follow the following STEPS

- Complete the grant application (after successful completion) you will be directed to the Grants Landing Page (GLP)
- Select the "Application" Link from the left navigation panel
- Browser brings you to a "Read-Only" Version of submitted application
- Use keys 'ctrl+p' method to print application

Please send any questions to:
FEMAGO@fema.dhs.gov
1-877-585-3242