Please use this form to submit new FOA content for DisasterAssistance.gov. Send a separate form for each new FOA.

As you enter content, please try not to duplicate details or hyperlinks in multiple sections. Enter specifics in the most relevant area to keep the message concise.

When using hyperlinks, please use text that says exactly what you will get when you click a link. The PlainLanguage.gov website offers guidelines on how to write effective links*. *(*You may need to manually enter this URL into certain browsers.)*

To see examples of current FOA content, go to Forms of Assistance under the **Get Assistance** menu on DisasterAssistance.gov. Select **Federal Agency** under "Find Assistance By," then select any agency name under "Federal Agencies" and click **Search** to get a list of their FOAs. Click any program link to view the FOA.

All content is edited to comply with the DisasterAssistance.gov plain-language readability and style standards. Information about our standards is available upon request.

STEP 1: Enter the FOA name.

- **Enter the official name of the FOA as you refer to it on program websites or materials.**

STEP 2: Update information in the program fields.

- **Program Description (PD):**
  Explain the basic purpose of the program. Specify the type of assistance offered and a give a description of what you may expect to get if you qualify.

- **General Program Requirements (GPR):**
  Explain the minimum requirements for the program. Include terms or exceptions not mentioned above, or criteria that could *disqualify* you.

New Form of Assistance (FOA) Worksheet

- **Application Process (AP):**
Provide details on how to apply for the program, like how to apply online or by phone, or share a direct link to an online application. If you offer more than one way to apply, list the best method first.

- **Program Contact Information (PCI):**
Provide contacts that can help with a process or answer questions about the program. (These should be different than ones already mentioned in other sections.) Include specific phone numbers, links to a contact or directory page, email addresses, or links to more information. And don't forget to include TTY or other accessibility options if you offer them!

- **Managing Agency:**
List the official name of the managing agency for this FOA.