

FEMA GRANTS OUTCOMES



FEMA GO Startup Guide

This Startup Guide provides instructions for new users to register in FEMA GO, log into the system, manage their organizations, and manage pending registrations.



FEMA

Revision Index and Version History

Revision Number	Revision Date	Page Number	Revision Summary	Name of Reviewer
V1.0		All	Initial Draft	M. Hinton
V1.1		All	Initial Draft	P. Brito



FEMA

Introduction

The FEMA Grants Outcomes (GO) Startup guide provides an overview of the Grants Management Modernization (GMM) initiative, reviews FEMA GO user roles, touches on the importance of SAM.gov in FEMA GO, and presents key functionalities needed to successfully begin navigating the system.

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Grants Technology Division (GTD)

- The Grants Technology Division (GTD) is transforming FEMA's grants process by simplifying and streamlining business methods and establishing a common grants life cycle.
- GTD is working to support a consolidated grants system, moving from multiple legacy systems to one unified grants management platform called FEMA Grants Outcomes (FEMA GO). We started with Assistance to Firefighters Grant Program (AFGP) and have begun work on Mitigation, BRIC, and Individual Assistance, which are scheduled for development and release in FY 2020.
- The Grants Management Modernization (GMM) initiative will deliver the FEMA GO system using a user-centric approach that will improve staff productivity and allocation of resources. We will engage with stakeholders to fully capture all needs, fill gaps, and embrace positive transformation opportunities for how we award and manage grants.



Grants Technology Division Expected Outcomes

FEMA GO will replace the legacy systems currently used to manage FEMA grants, but the legacy systems won't go offline until their functionality has been fully tested and validated in the new system. So have no fear, your data is here and will remain secure and available.

GTD Expected Outcomes:

- Improved technology to meet business needs
- Simplified grants life cycle processes
- Improved timeliness of grant awards to survivors and communities
- Access to complete and accurate grants data in one system



Roles and Permissions

- **Authorized Organization Representative** – can manage team members and has all organization permissions, including submitting information to FEMA.
- **Organization Member** – can view and edit all information, but cannot submit to FEMA or manage teams.
- **Programmatic Member** – can view and edit all information and submit amendments and programmatic reports.
- **Financial Member** – can view and edit all information and can only payments or draw down requests, financial reports, and amendments.
- **Grant Writer** – can view and edit all information for an application or subapplication.
- **Subrecipient Member** – can view and edit a subapplication.
- **Subrecipient Authorized Representative** – can view, edit, and submit a subapplication and give other users subrecipient role permissions.



Add a new team member to your organization

Enter an email address for a colleague to add to your organization. Then identify the role and grant programs (optional) to assign within the FEMA GO system. If you do not choose a grant program or group of grant programs, the user will be assigned the role you choose for all grant programs you belong to in the system.

Enter email

aer@aol.com

Enter

This email address is not associated with a registered user in FEMA GO.

You can assign this person roles and add them to your organization. A notice will be sent to the user to complete registration. They will show up on your pending registration list until they register.

Is this the person you wish to add to your organization?

aer@aol.com

Yes

[Enter another email address](#)

Select

- Authorized Organization Representative
- Organization Member
- Programmatic Member
- Financial Member
- Grant Writer
- Subrecipient Member
- Subrecipient Authorized Representative

Select

Assign program(s) (optional)

System for Award Management (SAM.gov)

- Registering with SAM.gov is required to start and submit an application – It's FREE!

- The account must remain active throughout evaluation process
 - It is only active for one year and must be renewed annually
 - Know your expiration date to ensure active status through grant life cycle

- Verify your Electronic Business POC to register in FEMA GO
 - *(Only the “eBIZ” POC can add you to an organization in FEMA GO)



FEMA GO and SAM.gov

- **The FEMA Grants Outcomes (FEMA GO) system automatically imports certain information from an organization's active SAM record, including the organization's legal name, mailing and physical address, EIN, DUNS and DUNS +4 numbers, and the Electronic Business Point of Contact (eBIZ POC).**
- **This information is automatically added to a grant application. As part of your application, you must verify that the organizational information imported from SAM is correct.**
- **If awarded a grant, financial transactions conducted between your organization and FEMA will utilize the banking institution information contained in your SAM record.**
- **Updates made to your SAM record can take up to 48 hours to reflect in FEMA GO. Updates may include details on an organization's core information or changing the individual listed as the 'Electronic Business Point of Contact' (eBIZ POC).**
- **If you create or re-activate a SAM record, it generally takes 24-48 hours before the FEMA GO system recognizes the updates and allows you to register your organization or begin an application.**



User Registration

**FEMA
GRANTS
OUTCOMES**



FEMA

Step 1: Go to <https://go.fema.gov>

Step 2: Click “Create an account”

FEMA GRANTS OUTCOMES

Welcome to FEMA Grants Outcomes!

Grants Outcomes (GO) is FEMA's new platform for submitting, approving, and managing FEMA grants.

Log in

Email

Password

[Forgot password?](#)

Log in

Create an account

FEMA employees

Insert your PIV card into your smart card reader

Log in with your PIV card

Department of Homeland Security (DHS) Consent

You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.



FEMA

Step 3: Enter your Email – Confirm your Email

Register a New Account

Email *

Confirm Email *

 I'm not a robot

 reCAPTCHA
Privacy - Terms

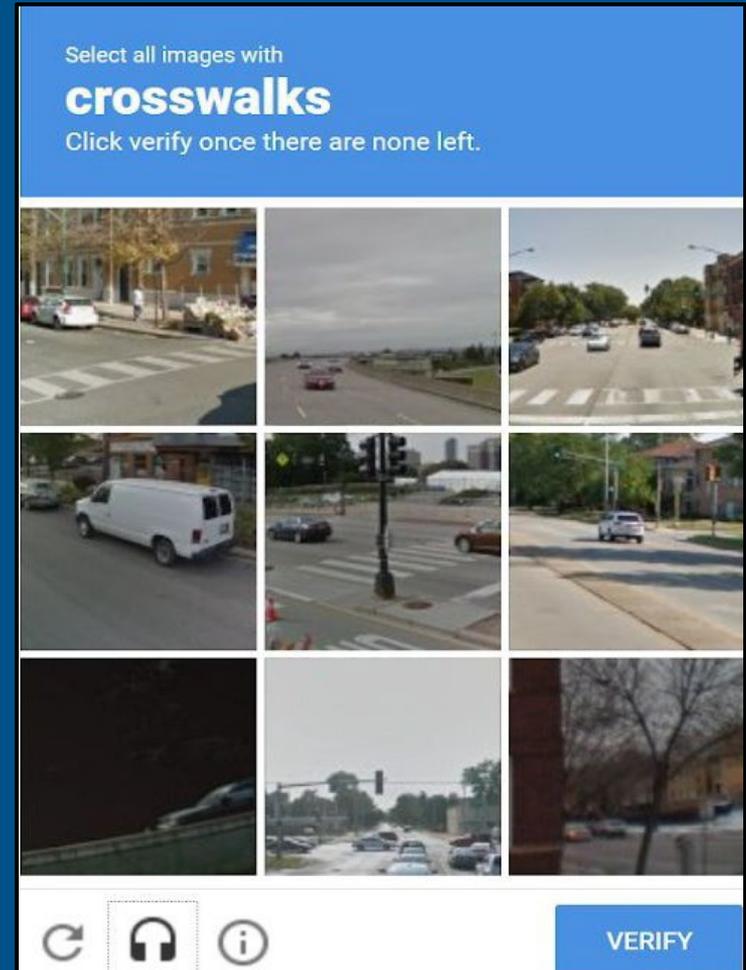
Cancel **Submit**

Step 4: Complete the CAPTCHA

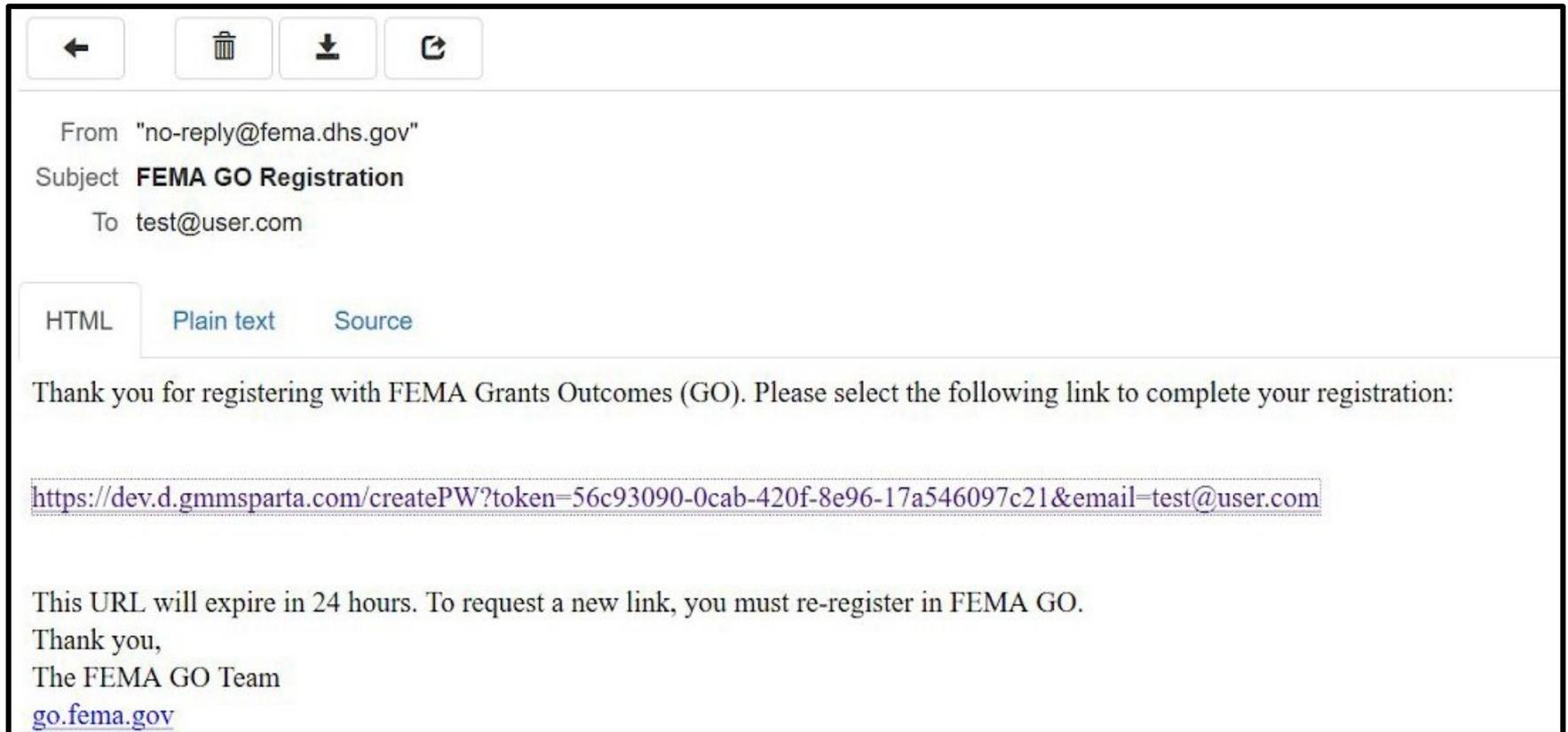
You will be prompted to select all the images which contain a certain thing, such as crosswalks, bridges, or cars.

Click on all of the images containing the items specified to select them.

Once all relevant images are selected, click “Verify”.



Step 5: You will receive an email with a link to complete your registration. Click on the link in the email. (Please check your SPAM and Junk Folders if you do not receive an email after several minutes)



Step 6: Complete Registration

- Enter your First Name, Last Name, and a password of your creation with at least:
 - 1 lowercase letter
 - 1 uppercase letter
 - 1 number
 - 1 special character (!@#\$%^&*?)
- Retype the password in “Confirm password”.
- Click “Submit”.

Welcome to FEMA Grants Outcomes!

Grants Outcomes (GO) is FEMA's new platform for submitting, approving, and managing FEMA grants.

Account Creation

First Name

Last Name

Your password must be between 15 and 64 characters.

Your password must contain:

- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 1 special character

Password

Confirm Password

Submit

[✕ Cancel](#)



Step 6a: Complete Registration

If your selected passwords do not match or meet the requirements, you will receive an error message.

Welcome to FEMA Grants Outcomes!

Grants Outcomes (GO) is FEMA's new platform for submitting, approving, and managing FEMA grants.

Account Creation

First Name

Last Name

Your password must be between 15 and 64 characters.
Your password must contain:

- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 1 special character

Password

Your password must be between 15 and 64 characters

Confirm Password

Your password and confirm password must match

[✕ Cancel](#)



- **Step 7: Log in to the FEMA GO site**
 - Go to <https://go.fema.gov>
- Logging in to the FEMA GO system will direct you to the FEMA GO home page.
- FEMA GO automatically adds your organization from SAM.gov if *the eBiz POC email address in SAM.gov is the same email used to create your FEMA GO account.*

Remember: If you have created, re-activated, or updated a SAM.gov record, it generally takes 24-48 hours before the FEMA GO system recognizes the updates.

FEMA GRANTS OUTCOMES

Welcome to FEMA Grants Outcomes!

Grants Outcomes (GO) is FEMA's new platform for submitting, approving, and managing FEMA grants.

Log in

Email

Password

[Forgot password?](#)

Log in

[Create an account](#)

FEMA employees

Insert your PIV card into your smart card reader

Log in with your PIV card

i Department of Homeland Security (DHS) Consent

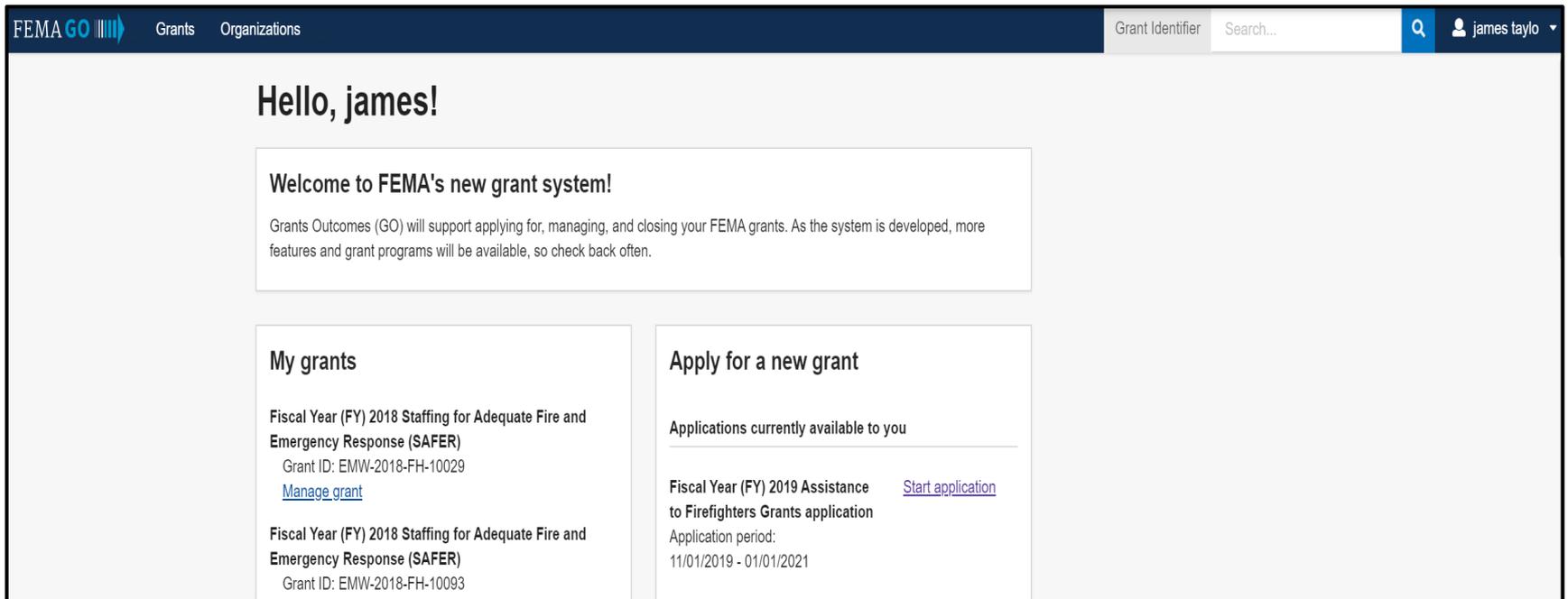
You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.



Step 8: WELCOME to FEMA's new grant system!

Your view in the “Welcome to FEMA's new grant system!” page will depend on your Role/Roles in FEMA GO

When first logging in as the Authorized Organization Representative (AOR) or Subrecipient Authorized Representative (SAR), FEMA GO will display the name of the AOR or SAR and their organization information.



The screenshot displays the FEMA GO web application interface. At the top, there is a dark blue navigation bar with the FEMA GO logo on the left, followed by 'Grants' and 'Organizations' tabs. On the right side of the navigation bar, there is a search field labeled 'Grant Identifier Search...' and a user profile icon for 'james taylo'. Below the navigation bar, the main content area features a large white box with the text 'Hello, james!' and 'Welcome to FEMA's new grant system!'. A sub-message states: 'Grants Outcomes (GO) will support applying for, managing, and closing your FEMA grants. As the system is developed, more features and grant programs will be available, so check back often.' Below this, there are two columns of information. The left column, titled 'My grants', lists two entries for 'Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)'. The first entry has Grant ID: EMW-2018-FH-10029 and a 'Manage grant' link. The second entry has Grant ID: EMW-2018-FH-10093. The right column, titled 'Apply for a new grant', shows 'Applications currently available to you' and lists 'Fiscal Year (FY) 2019 Assistance to Firefighters Grants application' with a 'Start application' link and an application period of '11/01/2019 - 01/01/2021'.



FEMA

Look up your Organization POCs

- Enter an organization's DUNS number to retrieve the organization's eBIZ POC information.
- If the organization has not been registered, the eBIZ POC must create a FEMA GO account and successfully complete registration.
- If the organization has already been registered, please reach out to the eBIZ POC to be added to the organization in FEMA GO.



Search for your organization POCs

FEMA GO automatically adds your organization from SAM.gov.

- If you are the eBIZ POC, you will automatically see your organization if you registered in FEMA GO with the same email address.
- If you are not the eBIZ POC please search for them using your DUNS# below and contact them to be added to your organization.

You can use the [DUNS Number lookup tool](#) to find your DUNS number, or the [DUNS Request Service](#) to request a new DUNS Number.

Enter your DUNS number

Search



You cannot add this organization

The [SAM.gov](#) eBiz POC must create an account and add this organization. The eBiz POC for the organization you are trying to add is [member@google.test](#)



Organization is already registered

Your organization already exists in FEMA GO. Please contact one of the following electronic business POCs for this organization to be added:

- John Doe

My organization profile

Click on the organization tab to view the information summary of your organization.

The screenshot shows the FEMA GO interface. At the top, the 'Organizations' tab is highlighted in red. On the left sidebar, the 'Organization profile' link is also highlighted in red. The main content area displays the profile for 'Albany Sioux Tribe'. A dropdown menu in the top right corner of the main area is highlighted in red and contains the text 'Select an organization'. The profile information is organized into two sections: 'Summary information' and 'SAM.gov information'.

Summary information			
Mailing address Po Box 1457 Albany, NY 12046	Physical address 990 Broad Street Suite 2 Albany, NY 12046	EIN# 287654321	DUNS# 999999008

SAM.gov information			
Doing business as name Albany Sioux Tribe	Registration status Active		
Registration last updated date Invalid date	Registration expiration date Invalid date	Has active exclusion? --	Debt subject to offset? --

If you belong to more than one organization, click “Select an organization” to choose a different one.



Manage my team

- Click on the “Manage” action to review and update contact information, roles, and permissions assigned to a member of your organization.

Only an Authorized Organization Representative (AOR) or a Subrecipient Authorized Representative (SAR) can manage a team.

« My organization

Albany Sioux Tribe

Organization profile

Manage my team

Manage pending registrations

Manage my team [Roles & permissions](#) [Add new team member](#)

Name	Roles	Phone	Email	Actions
first last	2 Roles,	(111) 111-1111 ext. 123	aor@microsoft.test	Manage

- Once finished, click “Save & close” to complete the edits.

Manage this team member

Review and update contact information, roles and permissions assigned to this member of your organization.

first last	Email: aor@microsoft.test	Phone: (111) 111-1111 ext. 123
------------	------------------------------	-----------------------------------

Assign roles
Choose a role.

Role 1 Authorized Organization Representative	
Role 2 Authorized Organization Representative	

[+ Add another role](#)

Role permissions:

- Authorized Organization Representative** - can manage team members and has all the permissions for the organization, including submitting information to FEMA.
- Organization Member** - can view and edit all information, but cannot submit to FEMA or manage teams.
- Programmatic Member** - can view and edit all information and can only submit amendments and programmatic reports.
- Financial Member** - can view and edit all information, and can only submit payments or draw down requests, financial reports, and amendments.
- Grant Writer** - can view and edit all information for an application or subapplication.

[Save & close](#) ✓



Add a new team member

- Click to add a new team member
- Enter the email address of the new team member

Only an Authorized Organization Representative (AOR) or a Subrecipient Authorized Representatives (SAR) can add a team member.

The screenshot shows the FEMA GO interface for the 'Albany Sioux Tribe' organization. The 'Manage my team' section is active, displaying a table with one team member. A red box highlights the 'Add new team member' button. Below the table, there is a search and filter section.

Name	Roles	Phone	Email	Actions
first last	2 Roles,	(111) 111-1111 ext. 123	aor@microsoft.test	Manage

Add a new team member to your organization

Enter an email address for a colleague to add to your organization. Then identify the role and grant programs (optional) to assign within the FEMA GO system. If you do not choose a grant program or group of grant programs, the user will be assigned the role you choose for all grant programs you belong to in the system.

Enter email

Enter

[Cancel](#)

Enter email and click enter button.



Add a new team member (continued)

- Click “Yes” to confirm that you wish to add the person whose email address you entered.
- Select a user role within the organization.
- Click “Add this team member” to submit the request.

Add a new team member to your organization

Enter an email address for a colleague to add to your organization. Then identify the role and grant programs (optional) to assign within the FEMA GO system. If you do not choose a grant program or group of grant programs, the user will be assigned the role you choose for all grant programs you belong to in the system.

Enter email

Enter

This email address is not associated with a registered user in FEMA GO.
You can assign this person roles and add them to your organization. A notice will be sent to the user to complete registration. They will show up on your pending registration list until they register.

Is this the person you wish to add to your organization?

junives@gmail.com

Yes [↩ Enter another email address](#)

Assign roles
Choose a role.

Role 1
<input type="text" value="Select"/>
Select
Authorized Organization Representative
Organization Member
Programmatic Member
Financial Member
Grant Writer

+ Add another role

Role permissions:
Authorized Organization Representative - can manage team members and has all the permissions for the organization, including submitting information to FEMA.
Organization Member - can view and edit all information, but cannot submit to FEMA or manage teams.
Programmatic Member - can view and edit all information and can only submit amendments and programmatic reports.
Financial Member - can view and edit all information, and can only submit payments or draw down requests, financial reports, and amendments.
Grant Writer - can view and edit all information for an application or subapplication.

Add this team member ✓



Manage pending registrations

Click “Manage pending registrations” from the left menu to see users who have not yet registered in FEMA GO. If you wish to remove a pending registration, click “Remove unregistered user” in the Actions bar.

My organization

Organization profile

Manage my team

Manage pending registrations

Albany Sioux Tribe

Manage pending registrations

[Roles & permissions](#)

Add new team member

Email	Roles	Actions
123@abc.com	Authorized Organization Representative	✕ Remove unregistered user
priyagop@gmail.com	Programmatic Member	✕ Remove unregistered user

Remove unregistered user



Are you sure you want to remove this unregistered user?

priyagop@gmail.com

Role 1
Programmatic Member

[Yes, remove unregistered user](#)

[✕ Cancel](#)

Only an Authorized Organization Representative (AOR) or a Subrecipient Authorized Representatives (SAR) can remove an unregistered user.



FEMA



- **FEMA Grants Outcomes (FEMA GO)** – The new grants management system supporting all grants programs in the Agency.
- **Grants Technology Division (GTD)** – The organization within GPD that is responsible for all grants technology requirements, including legacy systems.
- **Grants Management Modernization (GMM)** – Program developing the new FEMA GO system. It is a multi-year effort to modernize and transform the way the FEMA conducts grants management.
- **HMA** – Hazard Mitigation Assistance
- **BRIC** – Building Resilient Infrastructure and Communities (BRIC) will support states, local communities, tribes, and territories as they undertake hazard mitigation projects to reduce the risks they face from disasters and natural hazards. BRIC is a new FEMA pre-disaster hazard mitigation program that replaces the existing Pre-Disaster Mitigation (PDM) program as a result of amendments made to Section 203 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) by Section 1234 of the Disaster Recovery Reform Act of 2018 (DRRA).
- **Grants** – FEMA GO uses this term to reference all types of federal financial assistance that FEMA administers.



Please send any questions to:
FEMAGO@fema.dhs.gov
1-877-611-4700



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