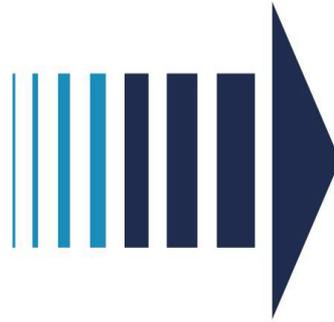


# FEMA GRANTS OUTCOMES



## Grants Management Modernization (GMM) FEMA GO AFG/FP&S/SAFER Programs Award Acceptance Desktop Reference Guide

August 2019

Prepared by: GPD Change Management Office (CMO)

<b>Revision Number</b>	<b>Revision Date</b>	<b>Page Number</b>	<b>Revision Summary</b>	<b>Name of Reviewer</b>
V1.0	08/27/2019	All	Initial Draft	M.Hinton
V1.0	08/28/2019	All	508 Accessibility check completed, converted to Adobe PDF	M. Hinton
V1.1	08/28/2019	4,5,7,8,9 & 10	Updated screen shots, added a slide	M. Hinton
V.2.0	08/28/2019	All	added help desk number	M. Hinton



# 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.

## Introduction

In FEMA Grants Outcomes (GO), you can review the Accept Award functionality for all grant programs under the Assistance to Firefighters Grants (AFG) Program. In this guide, you will learn how to complete task for Accepting an Award.

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

1. Log into FEMA GO
2. Access to FEMA GO home page
3. Navigate to Task Summary
4. See open task to complete

## Who is this for?

Authorized Organization Representative (AOR)

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

# Part 1: GO to FEMA GO site

**Step 1:** Go to <https://go.fema.gov> and insert your email and password.

Select “Log in” to access FEMA GO.

Logging-in to the FEMA GO system will direct you to the FEMA GO Homepage.

If you have not created an account, click the create account button.

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**Step 2:** The “My grants” page displays My grants  
Select “Accept/Decline” on the grant you wish to see

# Hello, Young!

## Welcome to FEMA's new grant system!

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.

### My grants

Fiscal Year (FY) 2018 Staffing for Adequate Fire and  
Emergency Response (SAFER)

Grant ID: EMW-2018-FF-00021

**Accept/Decline Award**

### Thegoodplay Dbaname

[Manage Organization >](#)

**Remember:** Screens are based on a User’s Assigned Role, so available tasks will be based according to your role.

# Part 2: My Grant (award acceptance)

My grant page appears

The screenshot shows the FEMA GO interface for a grant titled "Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)". The page includes a navigation menu with "My grant" and "Award acceptance" highlighted in red. The main content area displays the grant ID "EMW-2018-FH-00344" and a section for "Award acceptance". This section contains two informational boxes: a yellow one for "Award status" with a warning icon, and a light blue one for "Instructions" with an information icon. The "Resources" section at the bottom of the instructions box contains a URL "https://www.fema.gov/assistance-firefighters-grants-training-tools" which is also highlighted in red. The top navigation bar includes "FEMA GO", "Tasks", "Team", "Grant Identifier", a search bar, and a user profile for "Al Borland".

FEMA GO Tasks Team Grant Identifier Search... Al Borland

« My grant Award acceptance

## Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)

Grant ID: EMW-2018-FH-00344

Period of performance: to Federal share:

### Award acceptance

**Award status**  
Please note that you have until **September 20, 2019 at 0:00** to either accept or decline the award.  
If no action is taken by the award acceptance due date of **September 20, 2019 at 0:00**, the system will retract this notification; if additional time is needed please contact the AFG Help Desk at 1-866-274-0960 for instructions.

**Instructions**  
Please review and print your award package before accepting or declining your award. If you wish to accept the award, an Authorized Organization Representative (AOR) must select accept, certify the required statements, and sign by selecting the signature statement and providing their system password.  
If you wish to decline the award, an AOR must select decline, enter a reason for declining, and sign by selecting the signature statement and providing their system password.

**Resources**  
FEMA has developed tools and resources to assist recipients with ensuring compliance to grants management policies, procedures, and federal regulations, including program-specific user guides. The resources are available at <https://www.fema.gov/assistance-firefighters-grants-training-tools>. If you have any additional questions, please contact the AFGP Help Desk at 1-866-274-0960.

Link to training tools

## Comments:

External users can see their comments, and comments from FEMA to recipient.

Internal can see all comments.

## Download Award Package

## Accept/Decline award

## Reminders:

### Comments

#### No Subject

No comment left

- Comment author not found

Additional comment to the grant file

External comments

### Accept or decline award

Grant ID: EMW-2018-FH-00344

Period of performance: undefined - undefined

Federal share:

### Download Award Package

Filename	Date uploaded	Label	Description
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Please accept or decline your award by September 20, 2019 at 0:00

Accept award

Decline award

### Reminders

#### Reminders (SAFER)

Some additional important topics for your award are listed below:

- Reporting:** During the Period of Performance (POP), and prior to the grant's Closeout, the recipient will be required (semi-annually) to submit two separate reports. The programmatic performance reporting periods are July 31st and January 31st of each year. The Federal Financial Report (FFR), also referred to as the SF-425, reporting periods are June 30th and December 31st of each year.
- Procurement:** All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326. The principles behind rules are to promote full and open competition, provide opportunities to traditionally disadvantaged firms, and support integrity/transparency.
- Documentation and File Management:** All records to support grant-related expenditures from FEMA must be maintained and available for review, upon request: purchase orders, PAID invoices, receipts, cancelled check(s) or external source documentation from a financial institution showing the outlay of funds, manufacturer's certifications, attendance verification (Sign-in sheet-not roster), training certificates, procurement documentation, etc.
- Inventory and Property Control:** Identify items purchased with federal funds and maintain a control system for tracking the item(s), location of item(s), federal funding amount, date of purchase, condition of item(s), maintenance schedule, etc.
- Amendments:** Copies of requests with justification for budget/program revisions and extensions.
- Internal Controls:** A recipient must establish and maintain effective internal controls over the Federal award that provides reasonable assurance that the recipient is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award (see 2 C.F.R. § 200.303).

**AFG SCREEN VIEW:**

Click Accept award:

Comments are optional

Click beside your name (Check mark appears)

Enter your FEMA GO password and click submit button to authenticate your signature.

**Reminders: AFG**

Please accept or decline your award by at

- Accept award
- Decline award

Comments (optional)

I, Al Borland, am hereby providing my signature for this award as of 08/28/2019.

Please enter your password

Submit

**Reminders**

**Reminders (AFG)**

Some additional important topics for your award are listed below:

1. **Reporting:** During the Period of Performance (POP), and prior to the grant's Closeout, the recipient will be required (semi-annually) to submit two separate reports. The Programmatic Performance Report (PPR) is due six (6) months from the start of your POP. The programmatic performance reporting periods are July 31st and January 31st of each year. The Federal Financial Report (FFR), also referred to as the SF-425, reporting periods are June 30th and December 31st of each year.
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4. **Inventory and Property Control:** Identify items purchased with federal funds and maintain a control system for tracking the item(s), location of item(s), federal funding amount, date of purchase, condition of item(s), maintenance schedule, etc.
5. **Amendments:** Copies of requests with justification for budget/program revisions and extensions.
6. **Internal Controls:** A recipient must establish and maintain effective internal controls over the Federal award that provides reasonable assurance that the recipient is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award (see 2 C.F.R. § 200.303).

Please accept or decline your award by September 20, 2019 at 0:00

- Accept award  
 Decline award

I certify that the organization will, to the extent practicable, seek, recruit, and hire members of racial and ethnic minority groups and women to increase their ranks within their organization.

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I certify that, if awarded under the Hiring of Firefighters Activity, the organization will assure a policy will be put into place, or is currently in place, ensuring that positions filled under this grant are not discriminated against, or prohibited from, engaging in volunteer firefighting activities in another jurisdiction during off-duty hours.

Comments (optional)

I, Al Borland, am hereby providing my signature for this award as of 08/28/2019.

Please enter your password

Submit

## Reminders

### Reminders (SAFER)

Some additional important topics for your award are listed below:

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## SAFER SCREEN VIEW:

Click Accept award:

Click on both Certification boxes and check marks will appear:

Comments are optional

Click beside your name (Check mark appears)

Enter your FEMA GO password and click submit button to authenticate your signature.

Reminders:  
**SAFER**

You have successfully accepted your award.

✔ You have successfully accepted your award.

### EMW-2018-FO-00049: Assistance to Firefighters Grants

Period of performance	
Total awarded amount	
Federal resources	\$5,000.00
Obligation balance	\$1.50
Non-federal resources	
Total project cost	

- Grant summary
- Organization information
- Recipient contacts
- Pending tasks
- Activity history
- Attachments
- Application
- Comments

**Please send any questions to:**

**[FEMAGO@fema.dhs.gov](mailto:FEMAGO@fema.dhs.gov)**

**1-877-611-4700**



**FEMA**