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)
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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](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.
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-90021

The goodplay Dname

Accept/Decline Award

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

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

Grant ID: EMW-2018-FH-00344

Award acceptance

**Award status**

Please note that you have until September 30, 2019 at 8:30 to either accept or decline the award.

If no action is taken by the award acceptance due date of September 30, 2019 at 8:30, 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 grantees with ensuring compliance to grant management policies, procedures, and federal regulations, including program-specific user guides. These resources are available at [https://www.fema.gov/casualty-refunds-grants-training](https://www.fema.gov/casualty-refunds-grants-training). If you have any additional questions, please contact the AFG 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.

Accept or decline award
Grant ID: EMM-2018-FH-00344
Period of performance: undefined - undefined
Federal share:

Download Award Package

Accept/Decline award

Reminders
Reminders (SAFER)
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 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.
2. 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.
3. Documentation and File Management: All records to support grant-related expenditures from FEMA must be maintained and available for review, upon request. Purchasing 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.
4. Inventory and Property Control: Identify items purchased with federal funds and maintain a control system to track the item(s), location of item(s), federal funding amount, date of purchase, condition of item(s), maintenance schedule, etc.
5. Amendments: Copics 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 at

- Accept award
- Decline award

Comments (optional)

☐ I, Al Botland, am hereby providing my signature for this award as of 08/26/2019.

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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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

Reminders (SAFER)

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