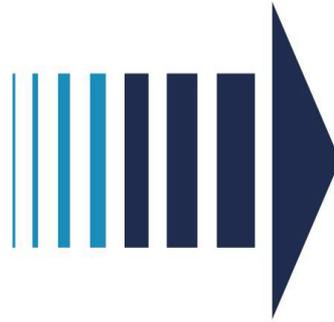# Grants Management Modernization (GMM)
FEMA GO AFG/FP&S Program
Request a Payment
Desktop Reference Guide

October 2019

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Revision Number	Revision Date	Page Number	Revision Summary	Name of Reviewer
V1.0	10/28/2019	All	Initial Draft	M.Hinton
V1.0	11/7/2019	All	Ran accessibility	M. Hinton

Introduction

In FEMA Grants Outcomes (GO), you can review the Request a Payment functionality for all grant programs under the Assistance to Firefighters Grants Program (AFGP). In this guide, you will learn how to complete task for Requesting a payment.

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)
Financial Member
Programmatic Member

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

Part 1: GO to FEMA GO site

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.

Part 2: From your Grants Landing Page click the "Grants tab".
Manage my Grant.

FEMA

FEMA **GO**)))))) | Grants ▼ | Organizations

Grant Identifier | Search... | 🔍 | 👤 AOR One ▼

Hello, AOR!

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-00001
Manage grant

Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)
Grant ID: EMW-2018-FF-00021
Manage grant

Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)
Grant ID: EMW-2018-FF-00041
Manage grant

Apply for a new grant

Applications currently available to you

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

Part 2: click on the I want to "Start a new action"

Drop down will appear with the following selections

Select "Request a payment" - PLEASE DO NOT SUBMIT AN AMENDMENT AT THIS TIME! (you will not be able to request a payment if you submit an amendment)

Payment Request Screen:

Review your information for accuracy.

Enter amount of payment requested – not to exceed balance of federal resources available.

Complete the request narrative - see blue Instruction box for details needed. (mandatory field)

Attachments are optional. Examples of attachments are invoices, signed contracts, cancelled checks, etc.

By checking the box, you are certifying that you are the authorized to request payment for this grant.

Payment request

ℹ **Instructions**
Please ensure your organization's banking information is up-to-date in SAM.gov before submitting your payment request. Payment requests may be delayed if the banking information is incorrect. Please use this page to request a payment under grant EMW-2018-FO-00001. Enter the amount you are requesting and a brief narrative describing the items for which you are requesting funding, and attach any associated files. Your narrative should include a description of items purchased with the payment, the number of items, the cost per item, and the total acquisition cost. Then sign and submit the payment request by selecting the signature statement and providing your system password. Only an Authorized Organization Representative (AOR) or a financial member of the recipient organization can submit a payment request.

Period of performance	**06/30/2019 - 06/30/2021**
Federal resources awarded	**$106,858.00**
Required non-federal resources	**$5,342.00**
Federal resources disbursed to recipient	**$0**
Pending disbursements to recipient	**$0**
Balance of federal resources available	**$106,858.00**
Payment amount	$

Payment request narrative

Attachments (optional)

Maximum File Size:
25mb

Accepted File Types:
.pdf, .doc, .docx, .xls, .xlsx, .jpg

⬆ **Upload from your computer**

Filename   **Date uploaded**   **Description**

☐ I, AOR One, certify that I am authorized to request payment, and I am hereby providing my signature to acknowledge that the payment request information is accurate and is consistent with my articles of agreement, to the best of my knowledge.

Payment Request Screen:

Enter your FEMA GO Password

Please enter your password

Once password is entered the Submit button will become active

Submit

Please enter your password

••••

Submit

«

Grant summary
My to do list
Organization information
Payments
Amendments
Attachments
Application

✓ You have successfully submitted your payment request.   ✕

Award accepted

EMW-2018-FO-00001: FY 2018 Assistance to Firefighters Grants

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Period of performance	07/01/2019 - 07/01/2021
Federal resources awarded	$106,858.00
Required non-federal resources	$5,342.00
Federal resources disbursed to recipient	$0
Pending disbursements to recipient	$50,000.00
Balance of federal resources available	$56,858.00

Congratulation's

You have successfully submitter your payment request.

Grant Summary
Page:

From your Grants
Landing Page
click the "Grants
tab" and
"Manage my
Grant".

Click the Grant ID
or "(manage
grant)".

Grant Summary Page:
On the left Nav click Payments to view the payments section of the Grant Summary Page

Here you can find:
Status of your request
Date of status
Payment amount
Actions – If a decision has been made, you will able to view that decision
View Request
Withdraw request
Continue request

Please send any questions to:
FEMAGO@fema.dhs.gov

1-877-611-4700