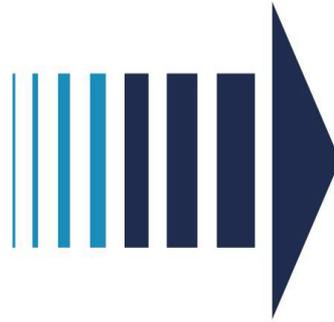


FEMA GRANTS OUTCOMES



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

October 2019

Prepared by: GPD Change Management Office (CMO)

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



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 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.

FEMA GRANTS OUTCOMES

Welcome to FEMA Grants Outcomes!

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Insert your PIV card into your smart card reader

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United States Government
John Doe
USA

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



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”

FEMA GO | Grants | Organizations | Grant Identifier | Search... | AOR One

WILLY WONKA DBAName

FUNDING OPPORTUNITY	PERIOD OF PERFORMANCE	ACCEPTANCE DEADLINE	I WANT TO...
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FO-00001 (manage grant)	07/01/2019 - 07/01/2021 STATUS Award Accepted	STATUS DATE 10/28/2019	Start a new action
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FO-00021 (manage grant)	07/01/2019 - 07/01/2021 STATUS Award Accepted	STATUS DATE 10/28/2019	Start a new action
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FO-00022 (manage grant)	07/01/2019 - 07/01/2021 STATUS Award Accepted	STATUS DATE 10/28/2019	Start a new action

Search
Grant ID

Filters
Grant program
Fiscal Year

Sort
Sort by
Fiscal Year

Drop down will appear with the following selections

FUNDING OPPORTUNITY	PERIOD OF PERFORMANCE	ACCEPTANCE DEADLINE	I WANT TO...
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FO-00001 (manage grant)	07/01/2019 - 07/01/2021 STATUS Award Accepted	STATUS DATE 10/28/2019	Start a new action Request a payment Request an amendment

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



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

Submit

Once password is
entered the
Submit button
will become
active

Please enter your password

Submit

<< ✔ You have successfully submitted your payment request. x

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

WILLY WONKA

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

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

Congratulation's

You have successfully submitter your payment request.

Grant summary

- My to do list
- Organization information
- Payments
- Amendments
- Attachments
- Application

« ✔ You have successfully submitted your payment request. x

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

WILLY WONKA

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

Grant Summary Page:

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

Click the Grant ID or “(manage grant)”.

The screenshot shows the FEMA GO Grants page. At the top, there is a navigation bar with 'FEMA GO' and 'Grants' and 'Organizations' tabs. A search bar and a user profile 'Young Piku' are also visible. Below the navigation, there is a 'Select an organization' dropdown menu set to 'UAT GRANTS'. The main content is a table of grants with the following columns: FUNDING OPPORTUNITY, PERIOD OF PERFORMANCE, ACCEPTANCE DEADLINE, STATUS, and I WANT TO... The first row is highlighted with a red box around the 'GRANT ID' 'EMW-2018-FO-00031 (manage grant)'. To the right of the table is a sidebar with 'Search', 'Filters', and 'Sort' sections.

FUNDING OPPORTUNITY	PERIOD OF PERFORMANCE	ACCEPTANCE DEADLINE	I WANT TO...
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FO-00031 (manage grant)	10/01/2019 - 11/30/2021	STATUS DATE 11/01/2019	Start a new action
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FO-00032 (manage grant)	10/01/2019 - 11/30/2021	STATUS DATE 11/01/2019	Start a new action
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FO-00033 (manage grant)	10/01/2019 - 11/30/2021	STATUS DATE 11/01/2019	Start a new action
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FO-00034 (manage grant)	10/01/2019 - 11/30/2021	STATUS DATE 11/01/2019	Start a new action
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FR-00061 (manage grant)	10/01/2019 - 11/30/2021	STATUS DATE 11/01/2019	Start a new action

Search
Grant ID

Filters
Grant program: Assistance to Firefighters Grants
Fiscal Year

Sort
Sort by: Fiscal Year
● Ascending (A-Z)
○ Descending (Z-A)

Grant Summary

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

FEMA GO | Grants | Organizations | Grant Identifier | Search... | Young Piku

«

Grant summary

- My to do list
- Organization information
- Payments**
- Amendments
- Attachments
- Application

Business Information

Doing business as name	WILLY WONKA DBAName
Physical address	123 Park Place New York, NY 20817
Mailing address	123 FIRST AVE P O Box 233 New York, NY 20817

[More Information](#)

Payments

Request number	Request date	Status	Date of status	Payment amount	Action
payment 1	11/01/2019	Approved	11/01/2019	\$200.00	Actions ▾
payment 2		Pending submission	11/04/2019		Actions ▾
payment 3	11/04/2019	Pending submission	11/04/2019	\$22,222.00	Actions ▾
payment 4	11/05/2019	Pending submission	11/05/2019	\$100.00	Actions ▾
payment 5	11/05/2019	Pending submission	11/05/2019	\$22,200.00	Actions ▾

- 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

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

Business Information

Doing business as name: **WILLY WONKA DBAName**

Physical address: **123 Park Place
New York, NY 20817**

Mailing address: **123 FIRST AVE P O Box 233
New York, NY 20817**

[More Information](#)

Payments

Request number	Request date	Status	Date of status	Payment amount	Action
payment 1	11/01/2019	Approved	11/01/2019	\$200.00	Actions
payment 2		Pending submission	11/04/2019		Actions
payment 3	11/04/2019	Pending submission	11/04/2019	\$22,222.00	Actions
payment 4	11/05/2019	Pending submission	11/05/2019	\$100.00	Actions
payment 5	11/05/2019	Pending submission	11/05/2019	\$22,200.00	Actions

Payment amount	Action
\$200.00	Actions
\$22,222.00	Actions
\$100.00	Actions
\$22,200.00	Actions

- View FEMA decision
- View request
- Withdraw request
- Continue request

Please send any questions to:

FEMAGO@fema.dhs.gov

1-877-611-4700



FEMA