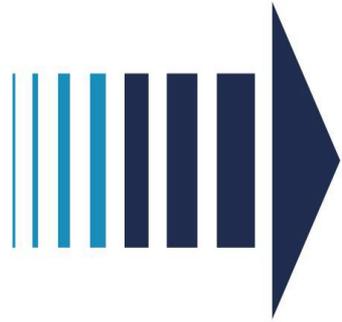


FEMA GRANTS OUTCOMES



Grants Management Modernization (GMM) FEMA GO SAFER Program Request a Payment Desktop Reference Guide

March 2020

Prepared by: GPD CCB

Revision Number	Revision Date	Page Number	Revision Summary	Name of Reviewer
V1.0	10/28/2019	All	Initial Draft	M. Hinton
V.2.0	03/22/2020	All	Added SAFER Program	M. Hinton
V.2.1	03/23/2020	All	Review and validate steps in guide to action process	P. Brito
V.2.2	03/23/2020	All	Formatting and initial 508 compliance check	A. Cotton

System for Award Management (SAM.gov)

- Registration with SAM.gov is **required** in order to start and submit an application. – It's FREE!
- Account must remain active throughout evaluation process
 - SAM 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)
- [SAM Quick Start Video](#)
- [SAM Registration Step by Step Instructions](#)

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Introduction

In FEMA Grants Outcomes (GO), you can **Request a Payment** for the Staffing for Adequate Fire and Emergency Response (**SAFER**) grant 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 to successfully:

1. Log into FEMA GO
2. Access your grants from Grants tab
3. Request a payment
4. Navigate to payment actions from Grant Summary Page

Who is this for?

Authorized Organization Representative (AOR)
Financial Member

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

Part 1: Log in to FEMA GO

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

Recommend using Google Chrome or Firefox Browsers.

Log in:

Remember! Only a user in one of the following roles can complete the steps in this guide.

Authorized Organization

Representative (AOR)

Financial Member

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

If you have not created an account, please refer to the linked guide for [User Registration](#).

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

USA

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.

Part 2: Manage your grant



From the Grants Landing Page, click “Manage grant” under the application you would like to access directly from the My grants card or click the “Grants” tab at the top to see the complete list of all your grants.

A screenshot of the FEMA GO Grants Landing Page. The page has a dark blue header with the FEMA GO logo on the left, a navigation menu with "Grants" and "Organizations" tabs, and search and user profile fields on the right. The main content area is white and features a "Hello, AOR!" greeting, a welcome message about the new grant system, and two main sections: "My grants" and "Apply for a new grant". The "My grants" section lists three grants, each with a "Manage grant" link. The "Apply for a new grant" section has a heading "Applications currently available to you" and a horizontal line below it.

FEMA GO | Grants Organizations Grant Identifier Search... Q 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 3: Start a new action – Request a Payment

Click on the dropdown below the I WANT TO header to “Start a new action”.

The screenshot shows the FEMA GO Grants interface. At the top, there are navigation tabs for 'Grants' and 'Organizations', a search bar for 'Grant Identifier', and a user profile for 'AOR One'. The main content area is titled 'WILLY WONKA DBAName' and contains a table with three rows of grant information. Each row has columns for 'FUNDING OPPORTUNITY', 'PERIOD OF PERFORMANCE', 'ACCEPTANCE DEADLINE', 'STATUS DATE', and 'I WANT TO...'. The 'I WANT TO...' column contains a dropdown menu with the option 'Start a new action' selected. To the right of the table, there are sections for 'Search', 'Filters', and 'Sort'. The 'Search' section has a 'Grant ID' search box. The 'Filters' section has dropdowns for 'Grant program' and 'Fiscal Year'. The 'Sort' section has a 'Sort by' dropdown set to 'Fiscal Year'.

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 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 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 DATE 10/28/2019	Start a new action

A dropdown menu will appear with the following selections. Select “Request a payment”.

This is a close-up view of the 'I WANT TO...' dropdown menu from the previous screenshot. The dropdown is open, showing three options: 'Start a new action', 'Request a payment', and 'Request an amendment'. The 'Request a payment' option is highlighted with a red border, indicating it is the selected action.

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 DATE 10/28/2019	Start a new action Request a payment Request an amendment

***PLEASE DO NOT SUBMIT AN AMENDMENT AT THIS TIME!**

(You will not be able to request a payment if you submit an amendment)

Part 4: Payment Request

***Review your information for accuracy.**

NOTE: Your awarded items are preloaded for you to request reimbursement.

You can add additional eligible items to this payment request by using the add buttons below this information card (shown on the next slide).

Grant ID: EMW-2018-FF-00333

Period of performance: 11/30/2019 to 11/29/2021

Federal share: \$1,900.95

Payment request

 • Your awarded items are preloaded for you to request reimbursement
• You can add additional eligible items to this payment request by using the add buttons below.

Period of performance	11/30/2019 - 11/29/2021
Federal resources awarded	\$1,900.95
Required non-federal resources	\$1,500.95
Federal resources disbursed to recipient	\$0
Pending disbursements to recipient	\$0
Balance of federal resources available	\$1,900.95

***Note: You should only add new items that have either been approved via an amendment or as instructed by the program office.**

Part 5: Enter Request Details

Click the “Add” buttons to open up a pop-up form to add items.

Note: The categories available are based on what your organization has been awarded.

Click the dropdown in the pop-up window and select a category to add.

Budget Items Grand total: \$0

Program area: Recruitment and Retention

Total requested for Recruitment and Retention category: \$0

Total requested for Staffing Needs/Risk Assessment category: \$0

Total requested for category: \$0

Add category to Recruitment and Retention

Add sub-category to Staffing Needs/Risk Assessment

Add category to Recruitment and Retention

Select category:

Awards/Incentives for Operational Activities

- Awards/Incentives for Operational Activities
- Explorer/Cadet/Mentoring Programs
- Grant Administrator
- Insurance packages
- Length of Service Award Program (LOSAP) or Retirement Program
- Marketing Program
- New Member Costs
- Nominal Stipend
- Other (Explain)
- Personal Protective Equipment (PPE)
- Program Manager
- Recruitment & Retention Coordinator
- Remodeling/Renovation of Existing Facilities
- Training**
- Tuition assistance for higher education

Part 6: Add Items

Click “Confirm” to add category selected.

Add category to Recruitment and Retention

Select category:

Training

Confirm

✕ [Cancel](#)

Click “Add sub-category” button to add item.

The pop-up forms that appear are directly related to the category/sub-category chosen.

Total requested for Training category: \$0

Remove category

Add sub-category to Training

A category must contain at least one sub-category. You must add a sub-category or remove this category.

****Note: A category must contain at least one sub-category.
You must add a sub-category or remove the category.***

Part 7: Pay-Per-Call

Should there be a pay-per-call component to your award, you would see the following table. Enter the payment fields required to complete your request.

Program area: Recruitment and Retention

Total requested for Recruitment and Retention category: \$0

[Add category to Recruitment and Retention](#)

Total requested for Nominal Stipend category: \$0

[Add sub-category to Nominal Stipend](#)

Pay-Per-Call

Budget Class: Fringe benefits

DESCRIPTION

PPC system as described in narrative

Grant amount

Year	Quantity	Unit price	Total
1	1	\$20,000.00	\$20,000.00
2	1	\$22,000.00	\$22,000.00
3	1	\$24,000.00	\$24,000.00
4	1	\$26,000.00	\$26,000.00
Total	4		\$92,000.00

Payment to date

Total \$60.00

Payment requested

Quantity

Unit price

Total

Part 8: Remove Items

Click “Remove category” to delete that section from your payment request.

Total requested for Training category: \$0

Remove category

Add sub-category to Training

A category must contain at least one sub-category. You must add a sub-category or remove this category.

A warning will pop-up to confirm that you want to remove the section selected.

Remove section

Are you sure you want to remove this Training section? This will also remove the items within this section. This cannot be undone.

Delete

✕ Cancel

Part 9: Additional Narrative and Attachments

Any additional supporting narratives and attachments are optional.

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

Accepted file types (.pdf, .doc, .docx, .xls, xlsx, .jpg) and maximum file size (25MB) are displayed above the upload button.

Click “Upload from your computer” and your file manager will pop up for you to browse your computer and select your file. Click “Open” from the file manager and the document will upload with its information populating in a table by Filename and Date uploaded. A description can be entered.

Provide any additional supporting narrative or documents.

Optional

Attachments (optional)

Maximum File Size:

25MB

Accepted File Types:

.pdf, .doc, .docx, .xls, .xlsx, .jpg

 Upload from your computer

Filename	Date uploaded	Description
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Part 10: Payment Request – AOR Signature and Submit

***PLEASE CHECK your SAM.gov information.**

Your payment may be delayed if your organization's SAM.gov information is not up-to-date.

Check the box to certify that you are authorized to request this payment.

Enter your FEMA GO password.

Information
Your payment may be delayed if your organization's [SAM.gov](#) information is not up-to-date.

I, Tester McTestyson, 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.

Please enter your password

Submit

Once your password is entered, the "Submit" button will become active.

Information
Your payment may be delayed if your organization's [SAM.gov](#) information is not up-to-date.

I, Tester McTestyson, 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.

Please enter your password

Submit

Part 11: Congratulations!

You have successfully submitted your payment request.

 You have successfully submitted your payment request. x

Award accepted

EMW-2018-FF-00255: Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)

The Good Place

Period of performance	11/30/2019 - 11/29/2021
Federal resources awarded	\$1,900.95
Required non-federal resources	\$1,500.95
Federal resources disbursed to recipient	\$1,060.00
Pending disbursements to recipient	\$840.95
Balance of federal resources available	\$0

Note: You will have been brought to the Grant Summary Page.

The next slides show some additional payment-related functionalities available from this page.

Part 12: Grant Summary Page – Payments

On the left nav, click “Payments” to view the payments section of the Grant Summary Page.

«

Grant summary

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

Application

Attachments

Payments

Payment number	Request date	Status	Date of status	Payment amount	Action
payment 1	02/05/2020	Withdrawn	02/05/2020		Actions ▾
payment 2	02/06/2020	Withdrawn	02/06/2020	\$10.00	Actions ▾
payment 3	02/06/2020	Withdrawn	02/06/2020	\$10.00	Actions ▾
payment 4	02/06/2020	Withdrawn	02/06/2020		Actions ▾
payment 5	02/06/2020	Withdrawn	02/06/2020		Actions ▾
payment 6	02/06/2020	Withdrawn	02/06/2020		Actions ▾
payment 7	02/06/2020	Withdrawn	02/06/2020		Actions ▾
payment 8	02/06/2020	Withdrawn	02/06/2020	\$1.00	Actions ▾
payment 10	02/06/2020	Withdrawn	02/06/2020		Actions ▾
payment 11	02/07/2020	Withdrawn	02/07/2020		Actions ▾

« { 1 2 3 4 } »

Here you can find the following information pertaining to your payment requests:
Payment number | Request date | Status of your request | Date of status | Payment amount

You can take the following actions by clicking the dropdowns in the Action column:

If a payment has been approved, you can view FEMA's decision.

If a payment has been withdrawn, you can view the request.

If a payment is pending submission, you can withdraw or continue the request.

«

Grant summary

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

Application

Attachments

Payments

Payment number	Request date	Status	Date of status	Payment amount	Action
payment 9	02/06/2020	Approved	02/07/2020	\$10.00	Actions ▾ View FEMA decision
payment 14	02/10/2020	Pending submission	02/10/2020		Actions ▾
payment 15	02/11/2020	Pending submission	02/11/2020		Actions ▾
payment 16	02/18/2020	Withdrawn	02/11/2020	\$100,000.00	Actions ▾ View request
payment 17	02/11/2020	Pending submission	02/11/2020	\$1,000,000.00	Actions ▾
payment 18	02/11/2020	Pending submission	02/11/2020		Actions ▾
payment 19	02/12/2020	Pending submission	02/12/2020		Actions ▾ Withdraw request Continue request
payment 20	02/12/2020	Withdrawn	02/12/2020	\$400.00	Actions ▾
payment 12	02/07/2020	Approved	02/12/2020	\$1,040.00	Actions ▾
payment 21	02/13/2020	Pending submission	02/13/2020		Actions ▾

« ‹ 1 2 3 4 › »

Please send any questions to:

FEMAGO@fema.dhs.gov

1-877-611-4700



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