FEMA GO Startup Guide

This Startup Guide provides instructions for new users to register in FEMA GO, log into the system, manage their organizations, and manage pending registrations.

Prepared by: GPD Communications, Culture, Analytics & Training Branch (CCAT)
Introduction

FEMA Grants Outcomes (GO), Startup guide provides an overview of the Grants Management Modernization (GMM) initiative, reviews FEMA GO user roles, touches on the importance of SAM.gov in FEMA GO, and presents key functionalities needed to successfully begin navigating the system.

**Note** - Screens are based on a User’s Assigned Role
Grants Technology Division (GTD)

- The Grants Technology Division (GTD) is transforming FEMA's grants process by simplifying and streamlining business methods and establishing a common grants life cycle.

- GTD is working to support a consolidated grants system, moving from multiple legacy systems to one unified grants management platform called FEMA Grants Outcomes (FEMA GO). We started with Assistance to Firefighters Grants (AFG) and have begun work on Mitigation, BRIC, and Individual Assistance, which are scheduled for development and release in FY 2020.

- The Grants Management Modernization (GMM) initiative will deliver the FEMA GO system using a user-centric approach that will improve staff productivity and allocation of resources. We will engage with stakeholders to fully capture all needs, fill gaps, and embrace positive transformation opportunities for how we award and manage grants.
Grants Technology Division Expected Outcomes

FEMA GO will replace the legacy systems currently used to manage FEMA grants, but the legacy systems won't go offline until their functionality has been fully tested and validated in the new system. So have no fear, your data is here and will remain secure and available.

GTD Expected Outcomes:

- Improved technology to meet business needs
- Simplified grants life cycle processes
- Improved timeliness of grant awards to survivors and communities
- Access to complete and accurate grants data in one system
Roles and Permissions

- **Authorized Organization Representative** – (AOR) manages team members and has all organization permissions, including submitting information to FEMA.

- **Organization Member** – View and edit all information but cannot submit to FEMA or manage teams.

- **Programmatic Member** – View and edit all information and submit amendments and programmatic reports.

- **Financial Member** – View and edit all information, completes payment and draw down requests, financial reports, and amendments.

- **Grant Writer** – View and edit all information for an application or subapplication.

- **Subrecipient Member** – View and edit a subapplication.

- **Subrecipient Authorized Representative** – View, edit, and submit a subapplication and give other users subrecipient role permissions.
System for Award Management (SAM.gov)

What is SAM.gov?

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

• Register to do business with the U.S. government
• Update or renew your entity registration
• Check status of an entity registration
• Search for entity registration and exclusion records

Getting Started
You must have an active registration in SAM to do business with the Federal Government. To register in SAM.gov, at a minimum, you will need the following information:
System for Award Management (SAM.gov)

Background:
By April 4, 2022, the federal government will stop using the Dun & Bradstreet number (DUNS) to uniquely identify entities registered in the System for Award Management (SAM). At that point, entities doing business with the federal government will use a Unique Entity Identifier (UEI) created in SAM.gov. They will no longer have to go to a third-party website to obtain their identifier.

What does this mean for FEMA GO?
FEMA GO had updated the system to use the UEI as the Primary Entity Identifier. The DUNS number will still appear until the federal government stops using the DUNS in early April 2022. Active registrants will have their UEI assigned and viewable within SAM.gov; there is no action for registered entities to take at this time. This transition allows GSA to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

Entities already registered in SAM.gov have been assigned a new Unique Entity ID. It’s viewable in the entity’s SAM.gov registration record.
System for Award Management (SAM.gov)

Obtain a new UEI as a stand-alone request:
Entities can now get a UEI from SAM.gov as a stand-alone request. Some entities might be subrecipients who don’t need to complete the full entity SAM.gov registration process. They just need the unique entity identifier.

Follow these instructions to get a new Unique Entity ID:
1. Go to www.SAM.gov and sign in or create an account.
2. Select the “Get Started” button from the Entity Management widget displayed in your Workspace.
3. Select the “Get Unique Entity ID” button near the bottom of the page.
4. Enter your entity’s information on the next page and follow the system prompts.
5. Enter the entity’s information exactly as it appears on your Dun & Bradstreet record.
   • Remember, the DUNS Number is the official entity identifier until April 2022.
   • New entities will need to get a DUNS Number from Dun & Bradstreet before you can request a Unique Entity ID in SAM.gov.
   • Apply for a DUNS Number here: SAM Webform : Home (dnb.com)
For more information about the transition, go to [GSAFSD Service Portal Landing - GSA Federal Service Desk Service Portal](#) and select the green “Help” on UEI Transition button. To help us continuously improve the FEMA GO system please report any system issues to the FEMA GO helpdesk FEMAGO@fema.dhs.gov.

- Registering with SAM.gov is required to start and apply for FEMA Grants – It’s FREE!
- FEMA MANUAL 205-0-1 GRANTS MANAGEMENT - APPROVAL DATE: 01/23/2018
- 3.2.1 Application Submission Prior to applying for or receiving grant awards, all applicants who have not yet received an award, per 2 CFR Part 25, must register in the System for Award Management (www.sam.gov). This requirement only applies to the primary recipient and not to any subrecipients, but subrecipients may also register via SAM.gov.
- The account must remain active throughout evaluation process
- It 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)
FEMA GO and SAM.gov

- The FEMA Grants Outcomes (FEMA GO) system automatically imports certain information from an organization’s active SAM.gov record, including the organization’s legal name, mailing and physical address, EIN, UEI, DUNS and DUNS +4 numbers, and the Electronic Business Point of Contact (eBIZ POC).

- This information is automatically added to a grant application. As part of your application, you must verify that the organizational information imported from SAM is correct.

- If awarded a grant, financial transactions conducted between your organization and FEMA will utilize the banking institution information contained in your SAM record.

- Updates made to your SAM.gov record can take up to 48 hours to reflect in FEMA GO. Updates may include details on an organization’s core information or changing the individual listed as the ‘Electronic Business Point of Contact’ (eBIZ POC).

- If you create or re-activate a SAM record, it generally takes 24-48 hours before the FEMA GO system recognizes the updates and allows you to register your organization or begin an application.
User Registration
**Step 1: FEMA GO site**

- Go to [https://go.fema.gov](https://go.fema.gov)
- Click the “Create an account”.

![FEMA GO site screenshot](image-url)
Step 2: Enter your Email – Confirm your Email

- Enter a valid Email.
- Confirm your Email
- Click the Box – indicating that you “are not” a robot.
Step 3: Complete the CAPTCHA

- You will be prompted to select all the images which contain a certain thing, such as crosswalks, bridges, or cars.

- Click on all of the images containing the items specified to select them.

- Once all relevant images are selected, click “Verify”.
Step 4  Complete Your Validation - You will receive an email with a link to complete your registration. Click on the link in the email. (Please check your SPAM and Junk Folders if you do not receive an email after several minutes)

From  "no-reply@fema.dhs.gov"
Subject  FEMA GO Registration
To  test@user.com

Thank you for registering with FEMA Grants Outcomes (GO). Please select the following link to complete your registration:

https://dev.dgmmsparta.com/createPW?token=56c93090-0cab-420f-8e96-17a546097c21&email=test@user.com

This URL will expire in 24 hours. To request a new link, you must re-register in FEMA GO.

Thank you,
The FEMA GO Team
go.fema.gov
Step 5: Complete Registration

- Enter your First Name, Last Name, and a password of your creation with at least:
  - 1 lowercase letter
  - 1 uppercase letter
  - 1 number
  - 1 special character (!@#$%^&*?)

- Retype the password in “Confirm password”.

- Click “Submit”.

Welcome to FEMA Grants Outcomes!

Grants Outcomes (GO) is FEMA's new platform for submitting, approving, and managing FEMA grants.

Account Creation

First Name

Last Name

Your password must be between 15 and 64 characters.
Your password must contain:
  - 1 lowercase letter
  - 1 uppercase letter
  - 1 number
  - 1 special character

Password

Confirm Password

Submit

Cancel
Step 5a: Complete Registration

☐ If your selected passwords do not match or meet the requirements, you will receive an error message.
Step 6: Log in to the FEMA GO site

- Go to https://go.fema.gov
- Logging in to the FEMA GO system will direct you to the FEMA GO home page.
- FEMA GO automatically adds your organization from SAM.gov if the eBiz POC email address in SAM.gov is the same email used to create your FEMA GO account.

Remember: If you have created, re-activated, or updated a SAM.gov record, it generally takes 24-48 hours before the FEMA GO system recognizes the updates.
Step 7: WELCOME to FEMA’s new grant system!

Your view in the “Welcome to FEMA’s new grant system!” page will depend on your Role/Roles in FEMA GO

When first logging in as the Authorized Organization Representative (AOR) or Subrecipient Authorized Representative (SAR), FEMA GO will display the name of the AOR or SAR and their organization information.
Users will have the ability to search for their organizations eBIZ POC.

Enter an organization’s UEI number to retrieve the organization’s eBIZ POC information.

If the organization has not been registered, the eBIZ POC must create a FEMA GO account and successfully complete registration.

If the organization has already been registered, please reach out to the eBIZ POC to be added to the organization in FEMA GO.
My Organization Profile
Section 7: My Organization Profile

- Click on the organization tab to view the information summary of your organization.

- If you belong to more than one organization, click “Select an organization” to choose a different one.
Manage my team
Section 8: Manage my team

- Click on the organization tab to view the information summary of your organization.

Only an Authorized Organization Representative (AOR) or a Subrecipient Authorized Representative (SAR) can manage a team.
Section 8: Manage my team

- Once finished, click “Save and close” to complete edits.

Only an Authorized Organization Representative (AOR) or a Subrecipient Authorized Representative (SAR) can manage a team.
Add a new team member
Section 9: Add a new team member

- Click to “add a new team member” button
- Enter the email address of the new team member

Only an Authorized Organization Representative (AOR) or a Subrecipient Authorized Representative (SAR) can manage a team.
Section 9: Add a new team member (Continued)

- Click “Yes” to confirm that you wish to add the person whose email address you entered
- Select a user role within the organization
- Click “Add this team member” to submit the request

*Only an Authorized Organization Representative (AOR) or a Subrecipient Authorized Representative (SAR) can manage a team.

When you add a person to your organization, they must register in FEMA GO
Manage pending registrations
Section 10: Manage pending registrations

- Click “Manage pending registrations” from the left menu to see users who have not yet registered in FEMA GO. If you wish to remove a pending registration, click “Remove unregistered user” in the Actions bar.

Only an Authorized Organization Representative (AOR) or a Subrecipient Authorized Representative (SAR) can remove an unregistered user.
FEMA GO Glossary

- **FEMA Grants Outcomes (FEMA GO)** – The new grants management system supporting all grants programs in the Agency.

- **Grants Technology Division (GTD)** – The organization within GPD that is responsible for all grants technology requirements, including legacy systems.

- **Grants Management Modernization (GMM)** – Program developing the new FEMA GO system. It is a multi-year effort to modernize and transform the way the FEMA conducts grants management.

- **HMA** – Hazard Mitigation Assistance

- **BRIC** – Building Resilient Infrastructure and Communities (BRIC) will support states, local communities, tribes, and territories as they undertake hazard mitigation projects to reduce the risks they face from disasters and natural hazards. BRIC is a new FEMA pre-disaster hazard mitigation program that replaces the existing Pre-Disaster Mitigation (PDM) program as a result of amendments made to Section 203 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) by Section 1234 of the Disaster Recovery Reform Act of 2018 (DRRA).

- **Grants** – FEMA GO uses this term to reference all types of federal financial assistance that FEMA administers.
Please send any questions to:
FEMAGO@fema.dhs.gov
1-877-585-3242