FEMA GO Reports Processing
(AOR & PM, PS, PGA, GMS, AO Roles Only)
Introduction
This guide will assist users with completing FEMA GO Reports.

This guide will walk you through the key steps to:
1. Log into FEMA GO
2. Access the FEMA GO home page
3. Navigate to the Task Summary and/or Grants Landing Page
4. See open tasks and/or grant(s) to complete a report

Who is this guide for?
- Authorized Organization Representative
- Programmatic Member
- Program Specialist
- Program Administrator
- Grants Management Specialist
- Assistance Officer

<table>
<thead>
<tr>
<th>Section</th>
<th>Subject</th>
<th>Slide</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Federal Financial Report (FFR) SF-425 (External User)</td>
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<tr>
<td>2</td>
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</table>
Federal Financial Report (FFR) SF-425
(External Users - Authorized Organization Representative Role)
**IMPORTANT NOTE:** Only the AOR CAN SUBMIT THE Federal Financial Report (FFR) SF-425 FORM to FEMA

- When the Award has been accepted, you can then submit your Federal Financial Report SF-425 form.

<table>
<thead>
<tr>
<th>FUNDING OPPORTUNITY</th>
<th>PERIOD OF PERFORMANCE</th>
<th>STATUS</th>
<th>STATUS DATE</th>
<th>I want to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year (FY) 2019 Assistance to Firefighters Grants</td>
<td>10/31/2020 - 10/30/2021</td>
<td>Awarded accepted</td>
<td>10/23/2020</td>
<td>Select an action</td>
</tr>
</tbody>
</table>

[Select an action]
Authorized users can either click on “Financial reports” on the left navigation bar to advance the screen up or simply scroll down on the right to so that the financial reports section is displayed.
External User - Federal Financial Report (FFR) SF-425 Form

- Financial reports section – will display the following information

- Report Name with period ending date
- Due Date
- Status of Report
- Date of Status
- Actions – Drop down selection

<table>
<thead>
<tr>
<th>Report</th>
<th>Due Date</th>
<th>Status</th>
<th>Date of status</th>
<th>Action</th>
</tr>
</thead>
</table>

Click the Action drop down and select View.
After clicking the “Actions” dropdown and selecting the “Financial report” from the previous page, your organization’s information will be displayed in the following format.
After clicking the “Actions” dropdown and selecting the “Financial report” from the previous page, your organization’s information will be displayed in the following format.

<table>
<thead>
<tr>
<th>Organization legal name:</th>
<th>Org Ser001 LN 21041</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization (doing business as) name:</td>
<td>Org Ser001 DBA 21041</td>
</tr>
<tr>
<td>Mailing address:</td>
<td>21041 Org Ser001 Blvd Testington, TN 37201-</td>
</tr>
<tr>
<td>Physical address:</td>
<td>21041 Org Ser001 Blvd Testington, TN 37201-</td>
</tr>
<tr>
<td>Information current from SAM.gov as of:</td>
<td>02/01/2020</td>
</tr>
<tr>
<td>Is your organization delinquent on any federal debt?</td>
<td>Yes</td>
</tr>
<tr>
<td>SAM.gov registration status:</td>
<td>Active as of 12/31/2019</td>
</tr>
<tr>
<td>5. ID Number (You may input an account number or other identification number for your records only. This number is not used by FEMA.):</td>
<td>Optional</td>
</tr>
<tr>
<td>6. Report type</td>
<td>semi-annual</td>
</tr>
<tr>
<td>Type of report will pre-populate</td>
<td>Type of report will pre-populate</td>
</tr>
</tbody>
</table>
There are a few sections that must be completed to submit the Federal Financial Report (FFR) SF-425 form.

1. **What is your organization’s basis for accounting for recording transactions related to this award?**
   - Accrual basis of accounting (expenses recorded when they are incurred)
   - Cash basis of accounting (expenses are recorded when they are paid)

2. **Project/Grant period**
   - From: 10/31/2020
   - To: 10/30/2021

3. **Reporting period end date**
   - 11/03/2020

*Items are pre-populated*

*Red blocks are mandatory input fields*
There are a few sections that must be completed to submit the Federal Financial Report (FFR) SF-425 form.

### Transactions (cumulative)

<table>
<thead>
<tr>
<th>Section</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>10a. Cash Receipts</td>
<td>$0</td>
</tr>
<tr>
<td>10b. Cash Disbursements</td>
<td>$</td>
</tr>
<tr>
<td>10c. Total cash on hand</td>
<td>$0</td>
</tr>
</tbody>
</table>

- **Red blocks are mandatory input fields**
- **Calculated – Read only**
- **Pre-populated – Read only**
- **Calculated – Read only**
- **10e – will only appear if you have submitted a previous FFR-SF 425**

### Federal expenditures and unobligated balance

<table>
<thead>
<tr>
<th>Section</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>10d. Total federal funds authorized</td>
<td>$200,038.10</td>
</tr>
<tr>
<td>10e. Federal share of expenditures</td>
<td>$</td>
</tr>
<tr>
<td>10f. Federal share of unliquidated obligations</td>
<td>$</td>
</tr>
<tr>
<td>10g. Total federal funds</td>
<td>$0.00</td>
</tr>
<tr>
<td>10h. Unobligated balance of federal funds</td>
<td>$200,038.10</td>
</tr>
</tbody>
</table>

- **Pre-populated – Read only**
- **Pre-populated – Read only**
- **Calculated – Read only**
- **Calculated – Read only**
External User - Federal Financial Report (FFR) SF-425 Form

- Additional section that must be completed to submit the Federal Financial Report (FFR) SF-425 Form

### Recipient share

<table>
<thead>
<tr>
<th>Section</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>10i. Total recipient share required</td>
<td>Pre-populated – Read only $10,001.90</td>
</tr>
<tr>
<td>10j. Recipient share of expenditures</td>
<td>$</td>
</tr>
<tr>
<td>10k. Remaining recipient share</td>
<td>Calculated – Read only $10,001.90</td>
</tr>
</tbody>
</table>

### Program income

Did your organization earn income as a result of the work performed under this grant?
- Yes
- No

10l. Enter the amount of the federal share of program income earned. (Do not report any program income here that is allocated as part of the recipient’s cost sharing amount listed above)

How was your program income used?
- To reduce the federal share of the total project costs
- To add to the committed total project costs and was used for other eligible activities

10c. Unexpended program income (Auto-calculated by the program income information you provided above)

Red blocks are mandatory input fields

Section only appears if previous completed is yes
External User - Federal Financial Report (FFR) - SF-425 Form

- Additional sections that must be completed to submit the Federal Financial Report (FFR) SF-425 form.

### Indirect expenses

**Does your organization have an indirect cost rate agreement with the federal government?**

- [ ] Yes
- [x] No

Red blocks are mandatory input fields

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Additional questions only appear if the answer to this question is yes
Additional sections that must be completed to submit the Federal Financial Report (FFR) SF-425 form.

Indirect expense 1

11a. What type of rate is this?

- Select
- Provisional
- Predetermined
- Final
- Fixed

Click drop down to make selection

11b. What is the indirect cost rate as stated in your organization's indirect cost share agreement? %

11c. When does this rate apply?

- Start date
- End date

11d. Enter the amount of the base against which the rate(s) was applied $

11e. Indirect cost amount charged

11f. Of the amount charged, what is the federal share? $
Last step requires an authorized representative to sign and submit a password.

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3728-3730 and 3801-3812).

Please enter your password:

**********
Once completing your Federal Financial Report (FFR) SF-425 you will see the following screen:

<table>
<thead>
<tr>
<th>EMW-2019-FG-54648: Fiscal Year (FY) 2019 Assistance to Firefighters Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Org Ser001 LN 21024</strong></td>
</tr>
<tr>
<td>Period of performance</td>
</tr>
<tr>
<td>Federal resources awarded</td>
</tr>
<tr>
<td>Required non-federal resources</td>
</tr>
<tr>
<td>Federal resources disbursed to recipient</td>
</tr>
<tr>
<td>Pending disbursements to recipient</td>
</tr>
<tr>
<td>Balance of federal resources available</td>
</tr>
</tbody>
</table>
External User - Federal Financial Report (FFR) SF-425 Form

- If you start a SF-425 and do not click submit – it will appear on your “My to do list” with a Status of Pending submission

- From here you can select “Continue Federal Financial Report”
External User – You have completed this task
Federal Financial Report (FFR) SF- 425
(Internal User - GMS/AO)
Log in as GMS or AO to access the Task Summary page

From the Summary page click "View" on the Federal Financial Report Review.
The Task List page will display all pending Federal Financial Report Review tasks for grants.

Select “start” or “continue working” to display a Grants Landing Page (GLP) with Left Navigation, Main Body, Review Panel, and breadcrumbs all following standard patterns.
- The grant's landing page is displayed.

- The left navigation menu provides quick links to display content in the main body, the main body shows information relevant to your report review, and the review panel captures the input required to complete the report.
Select “Review instructions” in the left navigation to display the Federal Financial report review and cash analysis on the main body.

“Review instructions” can also be accessed on the review panel. Clicking on the review instruction link displays the review instruction.
Select “Federal Financial report” on the left Navigation to open the federal financial report on the main body.

⚠️ Remember: The main body displays a read only version of the Federal Financial Report.
Select “Correspondence Log” on the left Navigation to add a new correspondence action.

Select the “Add New Correspondence” and add the appropriate information into the box that pops up.
Select “Attachments” from the left Navigation menu to display a list of attachments on the grant in the main body.

Select “Upload from your computer” to add a document.

Click on "Remove" to retrieve erroneously attached documents.
Select “Comments” from the left Navigation menu to display all comments on the grants in the main body.
In the left navigation, select “Grant information” which will open a new tab with the GLP for the grant.
Select “Review instructions” in the left navigation to display the Federal Financial report review and cash analysis on the main body.

“Review instructions” can also be accessed on the review panel. Clicking on the review instruction link displays the review instruction.
Select “Indirect costs” in the review panel.

If there are indirect cost expenses, the section contains the following text: "Indirect costs are included in the submitted SF-425.

If the financial report does not include indirect expenses, the section contains the following text: "Indirect cost rate agreement documentation is not applicable because this financial report does not include indirect costs."
Select “Indirect costs” in the review panel.

If there are indirect cost expenses, the section contains the following text: "Indirect costs are included in the submitted SF-425."
Select “Cash Management/reporting issues” from the review panel to view information on why the federal financial report is selected for review.
Select “Review Outcome” from the review panel to view the drop-down option.

Select any of the options to enter your baseline monitoring or return report to the recipient to enable the submission button.

Technical assistance to the recipient and Internal comments field are mandatory input fields.

Select “Submit your review” to send the review outcome.
Select “Confirm” to continue review submission.

Successful message will appear on the task summary page.
Internal User – You have completed this task
Semi-Annual Performance Progress Report

OMB No.: 1660-0054

(External User - Authorized Organization Representative Role & Programmatic Member)
AOR, PM Role: Submitting a Performance Progress Report

- Review the instructions on submitting the Performance Progress Report
- Complete the sections requiring information

**Performance Progress Report**

Grant ID: EMW-2019-FG-57400

Period of performance: 07/23/2020 to 07/23/2021

**Instructions**

Please use this page to submit your Performance Progress Report under grant EMW-2019-FG-57400. Then sign and submit the performance progress report by selecting the signature statement and providing your system password. Only an Authorized Organization Representative (AOR) or a programmatic member of the recipient organization can submit a performance progress report.

**Final report?**

- Yes
- No

**Confirm if this is a final report**

AOR, PM Role: Submitting a Performance Progress Report

- Log in as an Authorized Organization Representative (AOR) or a Programmatic Member (PM)

- From the homepage, Select the Grants tab

- Select an Action and choose Submit Performance Progress Report
AOR, PM Role: Submitting a Performance Progress Report

- Attach the Performance Progress Report and a green checkmark will confirm the attachment.
- Check the box to authorize the submission of the Performance Progress Report.
- Enter your password and select submit.

Authorized Organization Representative (AOR) & Programmatic Member (PM) View
AOR, PM Role: Submitting a Performance Progress Report

- A green acknowledgment box will populate confirming the submission of the Performance Progress Report.
External User – You have completed this task
Semi- Annual Performance Progress Report

OMB No : 1660-0054

(External User – Authorized Organization Representative Role & Programmatic Member)
PS, PGA Roles: Performance Progress Report Review

- Log in as a Program Specialist or Program Administrator

- From the homepage, Select Tasks to view the Tasks Summary.
PS, PGA Roles: Performance Progress Report Review

- From the Task Summary page, select ‘View’ from the Performance Progress Report Review task card.
From the Task List page, select ‘Start Task’ or ‘Continue working’.

<table>
<thead>
<tr>
<th>Task List</th>
<th>Grant ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Org Ser 001 DN 20400</td>
<td>EMW-2021-FG-133410507</td>
</tr>
<tr>
<td>2. Org Ser 001 DN 20300</td>
<td>EMW-2020-FG-127811177</td>
</tr>
<tr>
<td>3. Org Ser 001 DN 20400</td>
<td>EMW-2021-FG-144633207</td>
</tr>
</tbody>
</table>

Assignment details:
- Task: Performance Progress Report Review
- Start task button
- Continue working button
Program Specialist Role: Performance Progress Report Review

- Minimize the review panel to view the complete screen.
Program Specialist Role: Performance Progress Report Review

- Review information on screen – Click on the Document (Hyperlink) to open the form

![Program Specialist View](image)

**Review attachment**
The attachment should be:

Federal Emergency Management Agency
Semi-Annual Performance Report
OMB No.:1660-0054

Link to the OMB Form:

AFG Semi-Annual Performance Report (sharepoint.com)

SAFER Hiring Programmatic Performance Report (sharepoint.com)
Program Administrator Role: Performance Progress Report Review

- Program Admin will see internal and external comments made by Program Specialist

![Program Admin View](image-url)
PS, PGA Roles: Performance Progress Report Review

- If the report is correct mark as Review complete – add Internal Comments as Submit

- If the report has errors, complete the designated sections to Return to recipient for correction

- Provide technical assistance narrative

- Give Resubmission deadline

- Add Internal Comments

- Submit your review
PS, PGA Role: Performance Progress Report Review

- The system will confirm that you have completed the task and indicate action taken.

![Completed Task]

- The system will confirm that you have returned to recipient and indicate action taken.

![Returned to Recipient]

Federal Emergency Management Agency
Internal User – You have completed this task
Initiate Closeout (SF 428)
External user - AOR
AOR Role: Initiate Closeout

- Select 'Grants'

- Select 'Manage my grants' from drop down menu
Before initiating closeout, you should complete all post-award activities and be ready to enter the closeout phase.
AOR Role: Initiate Closeout

- After confirmation, grant is then 'Pending submission'

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

Grant ID: EMW-2018-FF-33321

Grant summary

- Period of performance: 12/01/2019 - 11/30/2021
- Federal resources awarded: $1,300.85
Please send any questions to:
FEMAGQ@fema.dhs.gov
1-877-585-3242