

FEMA GO Pass-through Award Acceptance Guide

This Guide provides instructions for FEMA GO External Users to log-in to the system and accept or decline an award.

March 2024



FEMA

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Objectives

By the end of this FEMA GO training, you will be able to:

- Log-in as an External user.
- Accept or Decline an Award.

Training Roles and Log-in



Training Roles

This training is for the following role:

| Role | User |
|--|------|
| Authorized Organization Representative | AOR |

Helpful Tip:

The available screens you see are based on your role and program.

External User Log-in

Step 1:

Go to go.fema.gov.

Step 2:

Log-in with your previously created **Email** and **Password**. This will take you to the Welcome screen.

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

United States Government
John Doe
USA



Accept or Decline an Award

Navigate to the Task

Accept Award

Decline Award

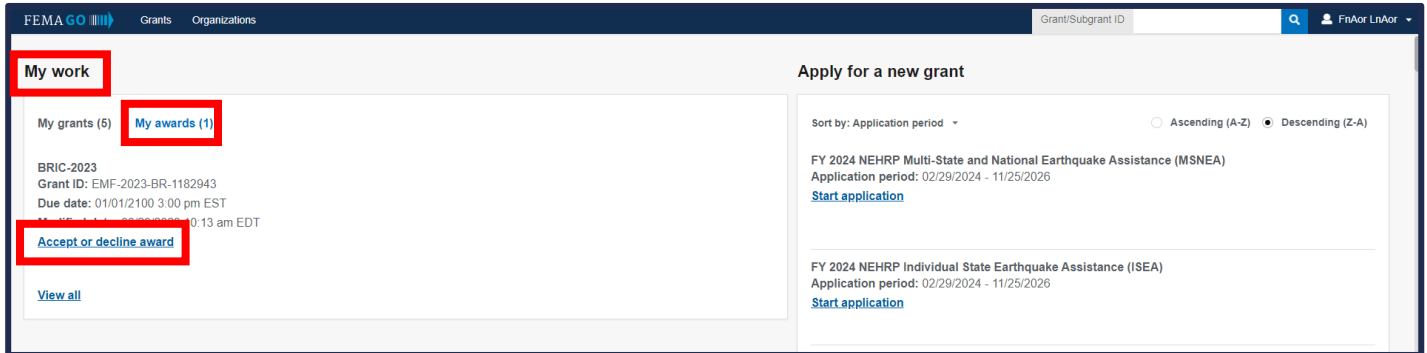
Navigate to the Task

Step 1:

Navigate to the **My work** section, then select the **My awards** tab.

Step 2:

Select the **Accept or decline award** link to view the award package and select a decision.



Accept an Award

- Review the information in the main body, including the downloadable award package.
- Select **Accept award** in the main body.
- Enter **optional comments**.
- **Select** the check box next to your name to provide your signature.
- **Enter** your FEMA GO password to authenticate your signature.
- Select **Submit**.
- A green banner will then appear stating that you have successfully accepted your award.

My grant
Award acceptance

Award status
Please note that you have until **April 12, 2024 at 9:52 am** to either accept or decline the award.
If no action is taken by the award acceptance due date of **April 12, 2024 at 9:52 am**, the system will retract this notification. If additional time is needed, please contact femago@fema.dhs.gov.

Instructions
Please review and print your award package and award appendix before accepting or declining your award. If you wish to accept the award, an Authorized Organization Representative (AOR) must select accept and sign by selecting the signature statement and providing their system password.
If you wish to decline the award, an AOR must select decline, enter a reason for declining, and sign by selecting the signature statement and providing their system password.

Accept or decline award
Grant ID: EMF-2023-BR-1182943
Period of performance: 03/13/2024 - 03/12/2027
Federal share: \$3,000.00

Download award package

| Filename | Date uploaded | Uploaded by | Label | Description | Action |
|---|---------------|--|---------------|-----------------------|--------|
| EMF-2023-BR-1182943 - Award Package.pdf | 03/13/2024 | WF Execution e89046de- e140-11ee- 9630- 8ea52713c2c8 | Award Package | No description given. | |

Please accept or decline your award by April 12, 2024 at 9:52 am
The user who accepts this award will become the Authorized Organization Representative (AOR) for the grant and will receive permission to submit payment requests, amendment requests, and reports to FEMA post-award. The award package and the award appendix, including the obligating document, will be updated to include the AOR for the grant upon award acceptance.

Accept award
 Decline award

Comments (optional)

I, F nAor LnAor, am hereby providing my signature for this award as of 03/13/2024.

Please enter your password.

You have successfully accepted your award.

Decline an Award

- Review the information in the main body, including the downloadable award package.
- Select **Decline award** in the main body.
- Enter the **required reasoning** for the declined decision.
- **Select** the check box next to your name to provide your signature.
- **Enter** your FEMA GO password to authenticate your signature.
- Select **Submit**.
- A green banner will then appear stating that you have successfully declined your award.

Download award appendix

| Filename | Date uploaded | Uploaded by | Label | Description | Action |
|---|---------------|--|----------------|-----------------------|--------|
| EMF-2023-BR-1182943-0003 - Award Appendix.pdf | 03/13/2024 | WF Execution ec861227- e140-11ee- 9630- 8ea52713c2c8 | Award Appendix | No description given. | |

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Accept award
 Decline award

Please indicate your reason for declining this award

I, FnAor LnAor, am hereby providing my signature for this award as of 03/13/2024.

Please enter your password.

You have successfully declined your award.



FEMA GO Help Desk Information

Please send any questions to:

FEMAGO@fema.dhs.gov

1-877-585-3242

Hours: Mon.-Fri. 9 a.m. – 6 p.m. ET