

FEMA Grants Outcome (FEMA GO): Adding Secondary Point of Contact - Functionality Instructions

As a companion to the self-guided training materials, the FEMA GO Training Team is offering this critical reminder to users about *Adding a Secondary Point of Contact* in FEMA GO when submitting a grant application for [Assistance To Firefighters Grants \(AFGP\)](#), [Fire Prevention and Safety \(FP&S\)](#), [Staffing For Adequate Fire And Emergency Response \(SAFER\)](#), and the [Hazard Mitigation Grants \(HMA\)](#).

A Secondary Point of Contact (POC) **must** be added in FEMA GO when a grant application is being submitted to FEMA. The **Secondary POC** cannot be the same individual designated as the Authorized Organization Representative (AOR). The Secondary POC can be a member of an organization applying for a grant that will support the administration and implementation of the grant. The Secondary POC can also be an individual who assisted with the development, the preparation or review of the application, but cannot sign the application. Only a designated AOR can sign the application.

Program(s)	Summary of Functionality Release
AFG/SAFER/FPS/HMA	Users are required to Add a Secondary Point of Contact

Please follow the following STEPS:

Complete the Grant Application Section - **A Secondary point of contact** must be added in this section.

Special Note: The AOR who signs and submit the application will be identified as the **Primary Point of Contact** for the grant.

For further assistance please refer to the [Grants Management FEMA GO Initiate an Application Guide \(AFG/FP&S\) 2.0 - Step 14](#).

To help us continuously improve the FEMA GO system please report any system issues to the FEMA GO helpdesk FEMAGO@fema.dhs.gov.



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