This Organization Management Guide provides instructions to manage Organizations and Suborganizations in FEMA GO.
## Revision Index and Version History

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Introduction

The FEMA Grants Outcomes (GO) Organization and Suborganization Management Guide presents key functionalities needed to add a suborganization, view your organization/suborganization profile, manage your team and pending registrations, as well as adding new team members/users.

This guide is primarily for those assigned in the AOR and SAR roles.
Roles and Permissions

- **Authorized Organization Representative** – can manage team members and has all organization permissions, including submitting information to FEMA.
- **Organization Member** – can view and edit all information, but cannot submit to FEMA or manage teams.
- **Programmatic Member** – can view and edit all information and submit amendments and programmatic reports.
- **Financial Member** – can view and edit all information and can only payments or draw down requests, financial reports, and amendments.
- **Grant Writer** – can view and edit all information for an application or subapplication.
- **Subrecipient Member** – can view and edit a subapplication.
- **Subrecipient Authorized Representative** – can view, edit, and submit a subapplication and give other users subrecipient role permissions.
Registering with SAM.gov is required to start and submit an application – It’s FREE!

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
FEMA GO and SAM.gov

- The FEMA Grants Outcomes (FEMA GO) system automatically imports certain information from an organization’s active SAM record, including the organization’s legal name, mailing and physical address, EIN, 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 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.
Organization/Suborganization Management

FEMA GRANTS OUTCOMES

FEMA
WELCOME to FEMA’s new grant system!
• Login in as an Authorized Organization Representative (AOR) to your Organization in FEMA GO

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.
View Your Profile: Organizations, Roles and Programs

Click dropdown on the upper right hand corner of the home page

Click to view Your profile

Click to view All Programs

Federal Emergency Management Agency
My organization profile

- Click on the organization tab to view my organization profile.
Manage my team

- Click on the “Manage my team” action to review and update contact information, roles, and permissions assigned to a member of your organization.

Only an Authorized Organization Representative (AOR) can manage a team in an organization. The SAR can manage the SAR and SM roles.

Click to Manage team member

Click to Edit team member

Click to Save & Close
Add a new team member
• Click to add a new team member
• Enter the email address of the new team member

Only an Authorized Organization Representative (AOR) can manage a team in an organization. The SAR can manage the SAR and SM roles.

Enter email and click the enter button.
Add a new team member (continued) – email has been registered to FEMA GO

- Click “Yes” to confirm that you wish to add the person whose email address you entered.
- Select a user role within the organization.
- You may also assign to a specific program from this screen (Optional)
- Click “Add this team member” to submit the request and the user will display in your team.

Add a new team member to your organization

Enter an email address for a colleague to add to your organization. Then identify the role and grant programs (optional) to assign within the FEMA GO system. If you do not choose a grant program or group of grant programs, the user will be assigned the role you choose for all grant programs you belong to in the system.

Enter email

aor@microsoft.test

Enter

This email address is registered in FEMA GO.
Is this the person you wish to add to your organization?

aor@microsoft.test

Yes

Enter another email address

× Cancel

Add a new team member to your organization

Enter an email address for a colleague to add to your organization. Then identify the role and grant programs (optional) to assign within the FEMA GO system. If you do not choose a grant program or group of grant programs, the user will be assigned the role you choose for all grant programs you belong to in the system.

Enter email

aor@microsoft.test

Enter

Assign roles

Choose a role.

Role 1

- Authorized Organization Representative

Assign program(s) (optional)
- Mitigation: Hazards
- Building Resilient Infrastructure and Communities
- Flood Mitigation Assistance
- Hazard Mitigation Program
- Hazard Mitigation Post-Fire
- Pre-Disaster Mitigation

Add this team member
Add a new team member (continued) – email not registered in FEMA GO

- Click “Yes” to confirm that you wish to add the person whose email address you entered.
- Select a user role within the organization.
- You may also assign to a specific program from this screen (Optional)
- Click “Add this team member” to submit the request and the user will show in pending registrations.

Add a new team member to your organization

Enter an email address for a colleague to add to your organization. Then identify the role and grant programs (optional) to assign within the FEMA GO system. If you do not choose a grant program or group of grant programs, the user will be assigned the role you choose for all grant programs.

Enter email

aor@fema.test

Enter

This email address is not associated with a registered user in FEMA GO.

You can assign this person roles and provide access to your suborganization. A notice will be sent to the user to complete registration. They will show up on your pending registration list until they register.

Is this the person you wish to provide access to your suborganization?

aor@fema.test

Yes

Enter another email address

Assign roles

Choose a role.

Role 1

Organization Member

Assign program(s) (optional)

- Mitigation: Hazard
- Building Resilient Infrastructure and Communities
- Flood Mitigation Assistance
- Hazard Mitigation Grant Program
- Hazard Mitigation Post-Fire

Add this team member ▶
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) and SAR can remove an unregistered user. SAR can only remove suborganization roles.
Add a Suborganization

- Click on the Organizations tab to view the information summary of your Suborganization(s). Then click to Add a suborganization. Organizations need to add the suborganizations so to submit a subapplication to your organization.
Add a Suborganization - continued

- Enter the 9 digit or 13 digit DUNS number of an organization you wish to add
- Click “Yes” to question- Is the correct suborganization you wish to add?
- Assign programs and click to Add suborganization
Add a Suborganization - Manually

- Enter the 9 digit or 13 digit DUNS number of an organization you wish to add
- After No DUNS # was found- click to enter suborganization information manually

Search for the suborganization you wish to add

You can add a suborganization by searching for a 9-digit or 13-digit DUNS number. The results will be displayed for you to confirm before adding. If the organization does not exist in SAM.gov or in FEMA GO, you may add this suborganization manually.
Add a Suborganization - Manually Continued

- Enter Organization information (DUNS, Mailing and Physical Address)
- Assign programs
- Enter Suborganization Authorized Representative
- Click to Add suborganization
Manage a Suborganization

- Click on the Organizations tab and select My Suborganizations.
- On My suborganizations screen, click to Manage a suborganization.
Suborganization Profile

- Click to Edit Suborganization Profile. Edit only manually added suborganizations.
- Enter updates and click to update suborganization

[Image of suborganization profile form]

[FEMA logo]
Suborganization - Manage user access

- Click to manage an existing user
- Edit/Delete Role(s) or Programs
- Save changes

Manage user access

<table>
<thead>
<tr>
<th>Name</th>
<th>Roles and grant programs</th>
<th>Phone</th>
<th>Email</th>
<th>Actions</th>
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<tbody>
<tr>
<td>Georgia Fire0001</td>
<td>Subrecipient Authorized Representative, 2 Programs</td>
<td></td>
<td><a href="mailto:georgiafire0001@fire.gov">georgiafire0001@fire.gov</a></td>
<td>Manage</td>
</tr>
<tr>
<td>Georgia Fire0002</td>
<td>Subrecipient Member, 2 Programs</td>
<td></td>
<td><a href="mailto:georgiafire0002@fire.gov">georgiafire0002@fire.gov</a></td>
<td>Manage</td>
</tr>
</tbody>
</table>

Manage this user's access

Review and update contact information, roles and permissions assigned to this member of your suborganization.

Assigned roles and programs

Choose a role. You can limit this role to a set of programs by selecting the programs from the list. If you are an AOR not limited by programs and the user you are adding can have access to all the programs, then you do not need to select any program(s).

Role 1
- Subrecipient Authorized Representative

Programs
- Hazard Mitigation Post-Fire

Role 2
- Subrecipient Authorized Representative

Programs
- Hazard Mitigation Grant Program

+ Add another role

Role permissions:
- Subrecipient Authorized Representative - can view, edit, and submit a subapplication and give other users subrecipient role permissions.
- Subrecipient Member - can view and edit a subapplication.

Save & close
Suborganization - Add a new user
- Click to add a new user
- Enter the email address of the new user

Only an Authorized Organization Representative (AOR) can manage access.
Add a new user (continued) – email has been registered to FEMA GO

- Click “Yes” to confirm that you wish to add the person whose email address you entered.
- Select a user role within the suborganization.
- You must also assign to a specific program from this screen
- Click “Add this user” to submit the request.
Add a new user (continued) – email not registered in FEMA GO

• Click “Yes” to confirm that you wish to add the person whose email address you entered.
• Select a user role within the organization.
• You must also assign to a specific program from this screen.
• Click “Add this user” to submit the request and the user is displayed in pending registration table.
Suborganization - 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) can remove an unregistered user from a suborganization.
Please send any questions to:
FEMAGO@fema.dhs.gov
1-877-585-3242