FEMA GO Organization/Suborganization Management Guide

This Organization Management Guide provides instructions to manage Organizations and Suborganizations in FEMA GO

Revision Index and Version History

Revision Number	Revision Date	Page Number	Revision Summary	Name of Reviewer
V1.0	07/21/2020	All	Initial Draft	M. Hinton
V1.0	07/23/2020	All	Draft	P. Brito
V1.1	12/28/2021	27	Updated Help Desk Number	M. Hinton

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.

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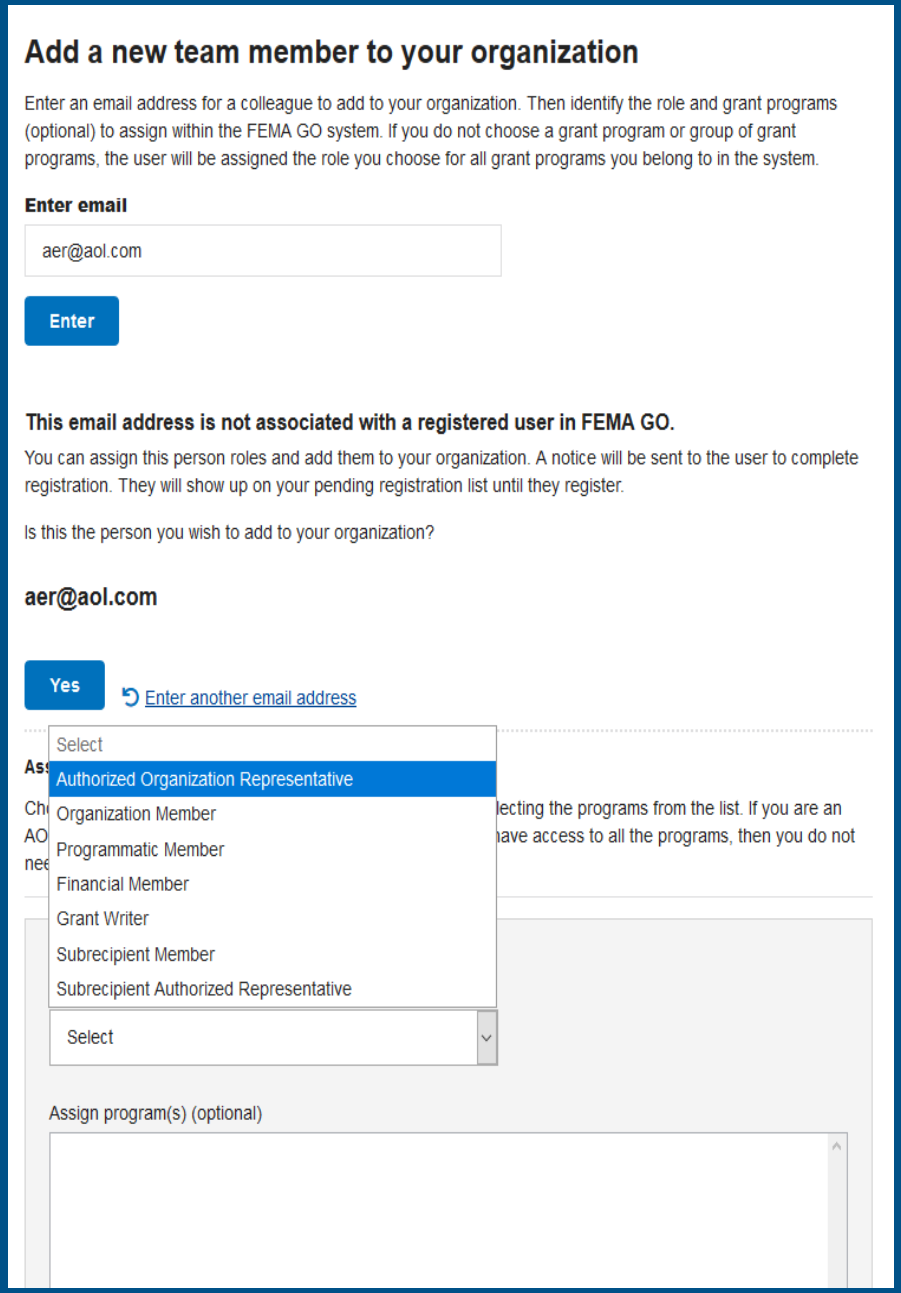
Roles and Permissions

- **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.



System for Award Management (SAM.gov)

- 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 GRANTS OUTCOMES

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

United States Government

John Doe

USA

Insert your PIV card into your smart card reader

Log in with your PIV card

Department of Homeland Security (DHS) Consent

You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.

FEMA GO | Grants | Organizations | Grant Identifier

Hello, Georgia!

Welcome to FEMA's new grant system!

Grants Outcomes (GO) will support applying for, managing, and closing your FEMA grants. As the system is developed, more features and grant programs will be available, so check back often.

My grants

You have no grant actions

Apply for a new grant

Applications currently available to you

Assistance to Firefighters Grant — Start application

Start application

Start application

Prevention and Safety (FP&S) application

Application period:
04/07/2020 - 01/21/2021

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.*

FEMA

View Your Profile: Organizations, Roles and Programs

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

Grants ▾ Organizations ▾ Grant Identifier Georgia EmergencyManagement001 ▾

Your profile

Log out

Hello, Georgia!

Welcome to FEMA's new grant system!

Click to view Your profile

Your Profile

Personal Information

Email: georgiaemergencymanagement001aor@sta

First name

Georgia

Last name

EmergencyManagement001

Add a phone number

Update Profile Cancel

Your organizations, roles & programs

Roles & permissions

Organization	Roles	Programs
Georgia Emergency Management 001 DUNS #100000001	Authorized Organization Representative	All programs

Click to view All Programs

Assigned roles and programs

Authorized Organization Representative , All programs

Georgia Emergency Management 001 | DUNS # 100000001

Mitigation: Hazards

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

Preparedness: Fire

- Assistance to Firefighters Grants
- Fire Prevention and Safety
- Staffing for Adequate Fire and Emergency Response (SAFER)

Ok

✖ Cancel

My organization profile

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

FEMA GO | Grants | Organizations
My organizations
My suborganizations

Hello, Georgia!

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Grants Outcomes (GO) will support applying for, managing, and closing your FEMA grants. As the system is developed, more

FEMA GO | Grants | Organizations | Grant Identi

My organization
Organization profile
Manage my team
Manage pending registrations

My suborganizations
All suborganizations

Georgia Emergency Management 001

Organization information

Summary information

Mailing address	Physical address	EIN#	DUNS#
001 Georgia Emergency Management Testington, GA 37201	001 Georgia Emergency Management Testington, GA 37201	--	100000001

SAM.gov information

Doing business as name	Registration status
Georgia Emergency Management 001	Active

Registration last updated date	Registration expiration date	Has active exclusion?	Debt subject to offset?
Invalid date	Invalid date	--	--

FEMA

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.

FEMA GO | Grants | Organizations | Grant Identifier

My organization
- Organization profile
- Manage my team

Georgia Emergency Management 001

Manage my team | Roles & permissions | Add new team member

Name	Roles and grant programs	Phone	Email	Actions
			gencymanagement0001@state.gov	Manage
			gencymanagement0002@state.gov	Manage
			gencyma	

Click to Manage team member

Manage this team member

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

Georgia EmergencyManagement0002	Email: georgiaemergencymanagement0002@state.gov	Phone:

Assign 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

Edit

Parent Organization
Georgia Emergency Management 001 -DUNS: 100000001

Delete

Programs
Pre-Disaster Mitigation

Click to Edit team member

Close | Delete

Role 1

Subrecipient Authorized Representative

Select Parent Organization 1

Georgia Emergency Management 001 -DUNS: 1000(

Assign programs

- Mitigation: Hazards
- Building Resilient Infrastructure and Communities (Building Resilient Infrastructure and Communities)
- Flood Mitigation Assistance (Flood Mitigation Assistance)
- Hazard Mitigation Grant Program (Hazard Mitigation Grant Program)
- Hazard Mitigation Post-Fire (Hazard Mitig
- Pre-Disaster Mitigation (Pre-Disaster Mitig

Save & close

Click to Save & Close

FEMA

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.

FEMA GO | Grants | Organizations | Grant Identifier

My organization

Organization profile

Manage my team

Manage pending registrations

My suborganizations

All suborganizations

Georgia Emergency Management 001

Manage my team

Roles & permissions

Add new team member

Name	Roles and grant programs	Phone	Email	Actions
Georgia EmergencyManagement0001	2 Roles, 10 Programs		georgiaemergencymanagement0001@state.gov	Manage
Georgia EmergencyManagement0002	Subrecipient Authorized Representative, 5 Programs		georgiaemergencymanagement0002@state.gov	Manage
Georgia EmergencyManagement001	Authorized Organization Representative, All Programs		georgiaemergencymanagement001aor@state.gov	Manage

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

Enter

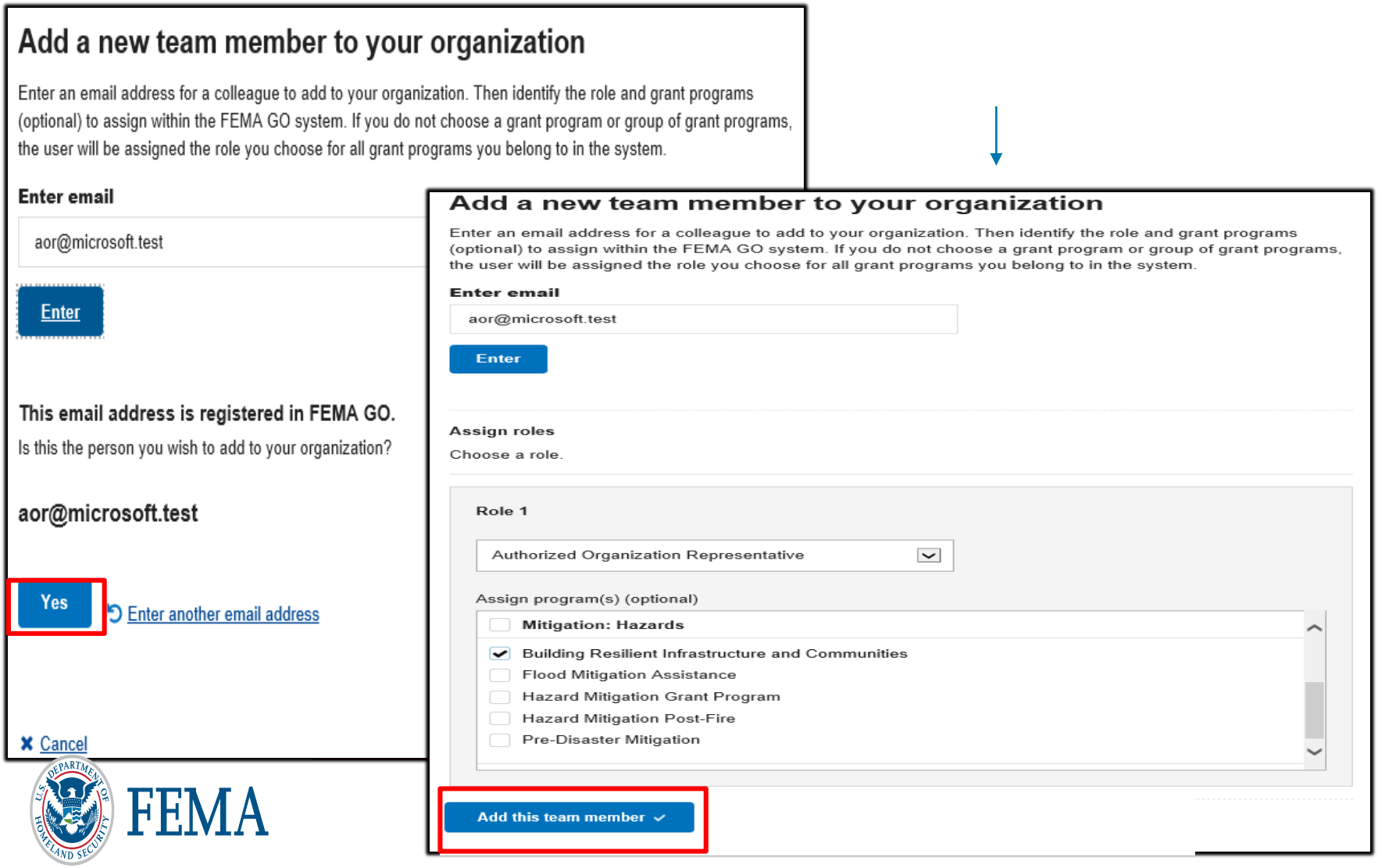
Cancel

Enter email and click the enter button.

FEMA

Add a new team member (continued)– email has been registered to FEMA GO

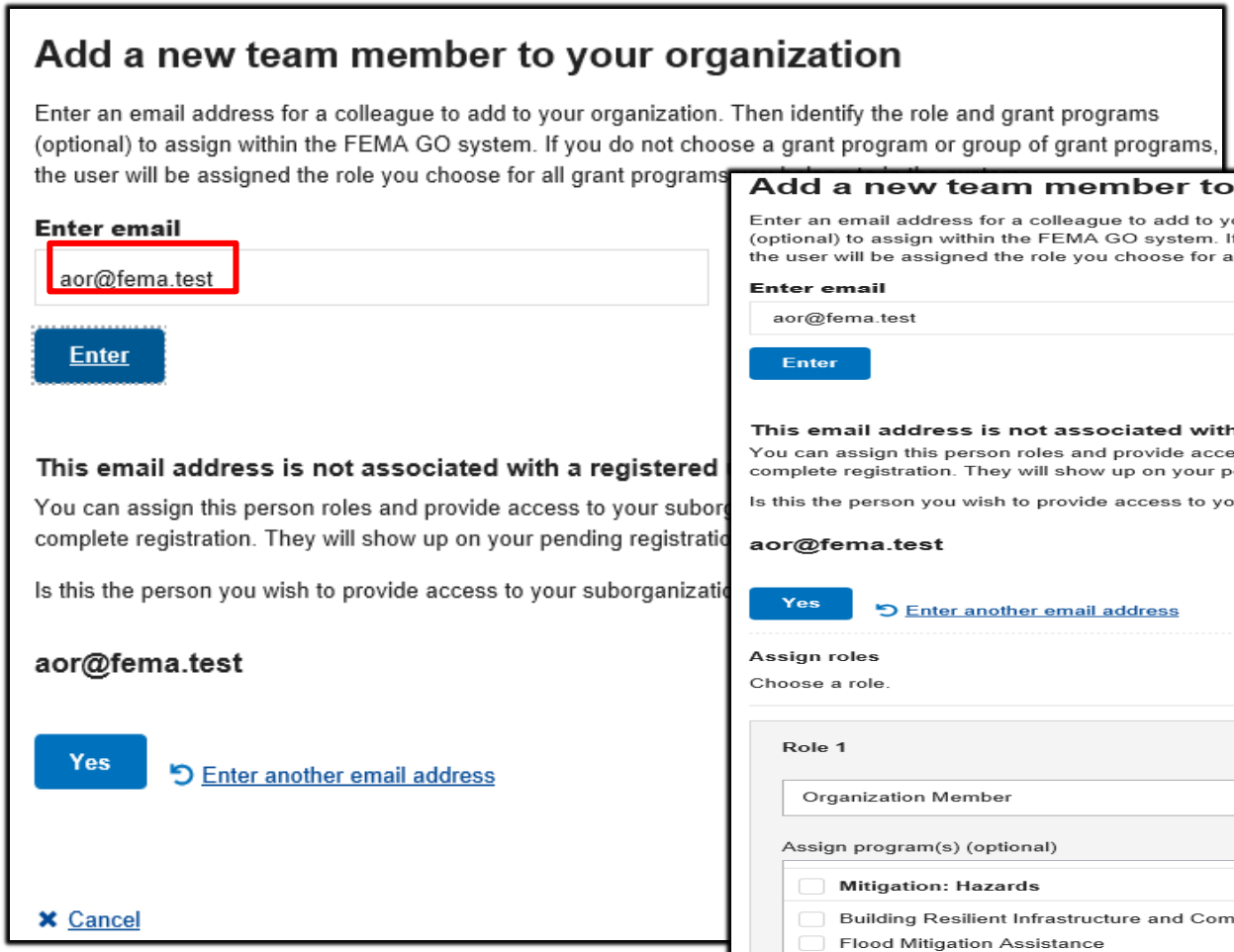
- Click “Yes” to confirm that you wish to add the person whose email address you entered.
- Select a user role within the organization.
- You may also assign to a specific program from this screen (Optional)
- Click “Add this team member” to submit the request and the user will display in your team.

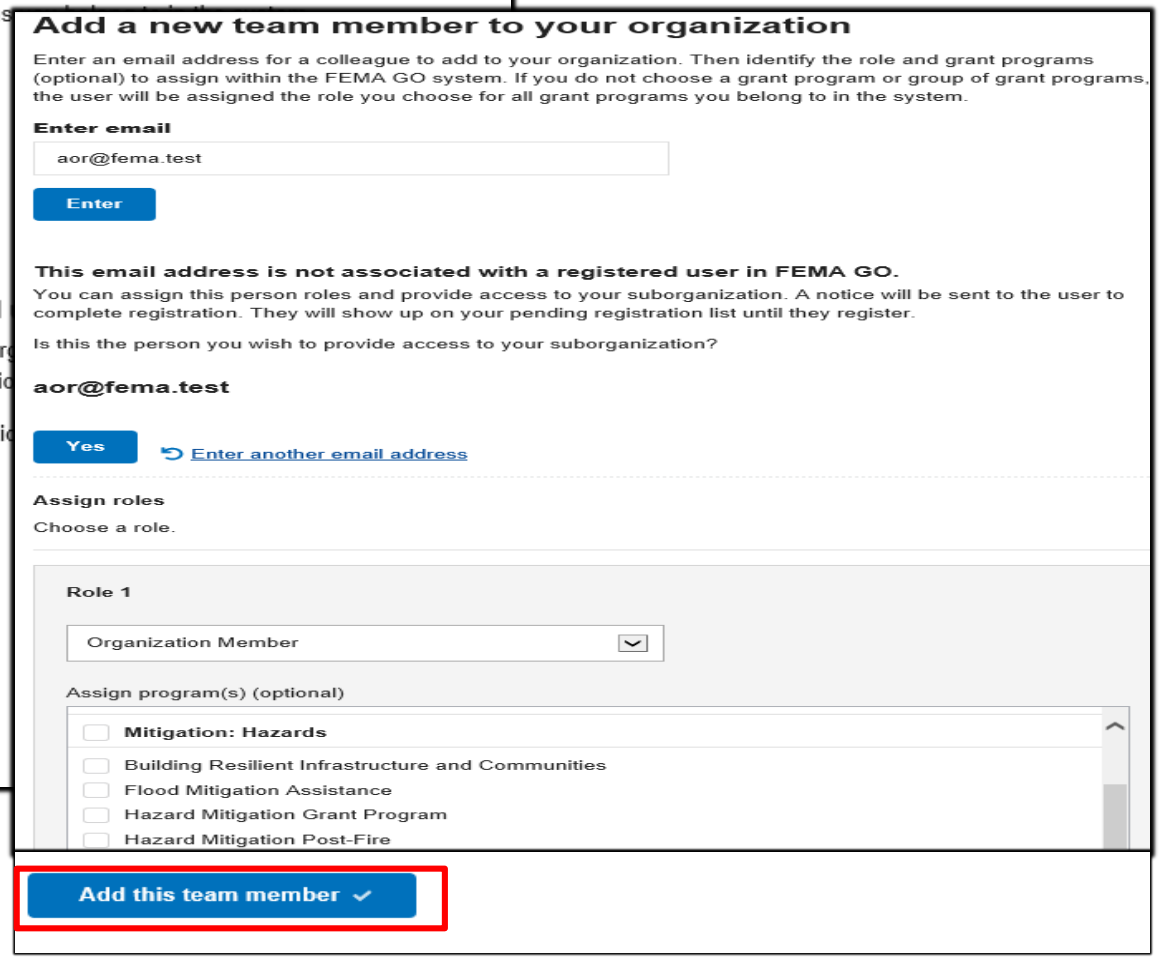


FEMA

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.



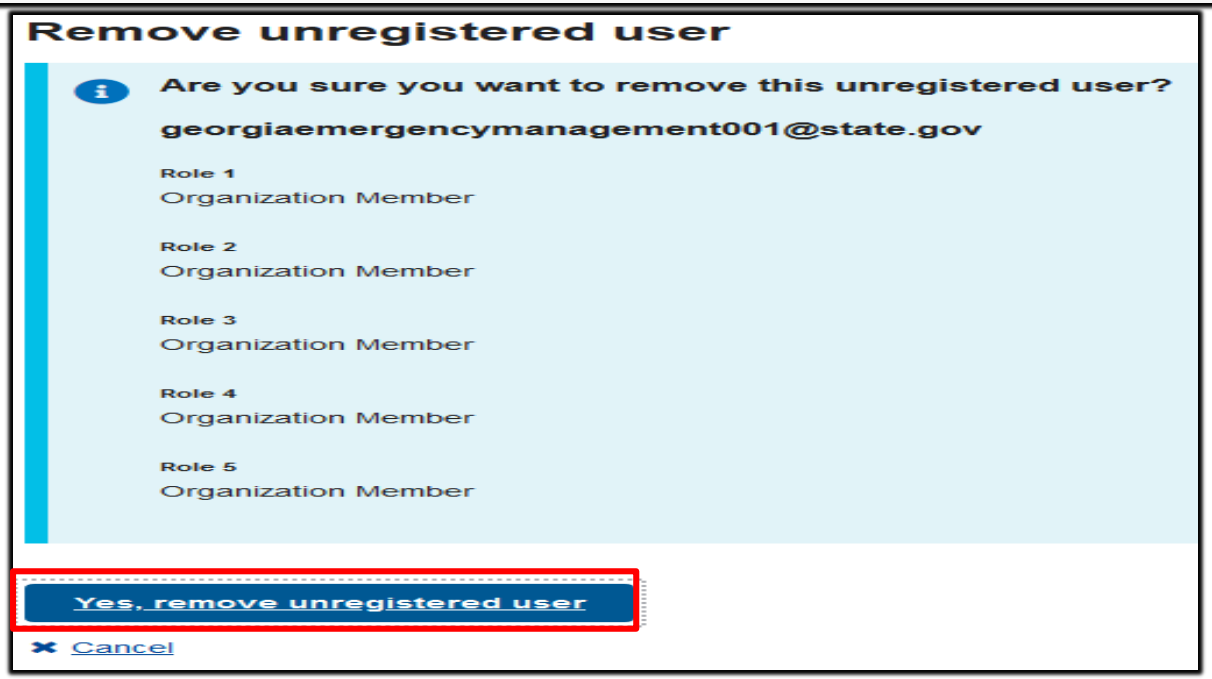


FEMA

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.



FEMA

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.

FEMA GO | Grants | Organizations

My organizations

My suborganizations

Hello, Georgia!

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Georgia Emergency Management 001

My suborganizations

+ Add a suborganization

Suborganization name	Mailing address	DUNS#	Action
Org Name 1	123 Main Ave Citytest, KS 1211223	100012003	Manage
	Registered in SAM.gov No	EIN#	
Suborganization name	Mailing address	DUNS#	Action
Org Ser 001 Ln 22003	22003 Org Ser 001 Blvd Testington, TN 37201	900022003	Manage
	Registered in SAM.gov Yes	EIN# 987654000	

FEMA

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

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.

Search by DUNS#

999999999

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.

Search by DUNS#

999999999

Is this the correct suborganization you would like

Org Ser001 LN 20000

20000 Org Ser001 Blvd Testington TN 37201

DUNS#
999999999

Yes ✓ No, try a new search

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.

Search by DUNS#

999999999

Is this the correct suborganization you would like to add?

Org Ser001 LN 20000

20000 Org Ser001 Blvd Testington TN 37201

DUNS#
999999999

EIN#
987654000

Yes ✓ No, try a new search

Assign programs

Choose programs you wish to add to this suborganization

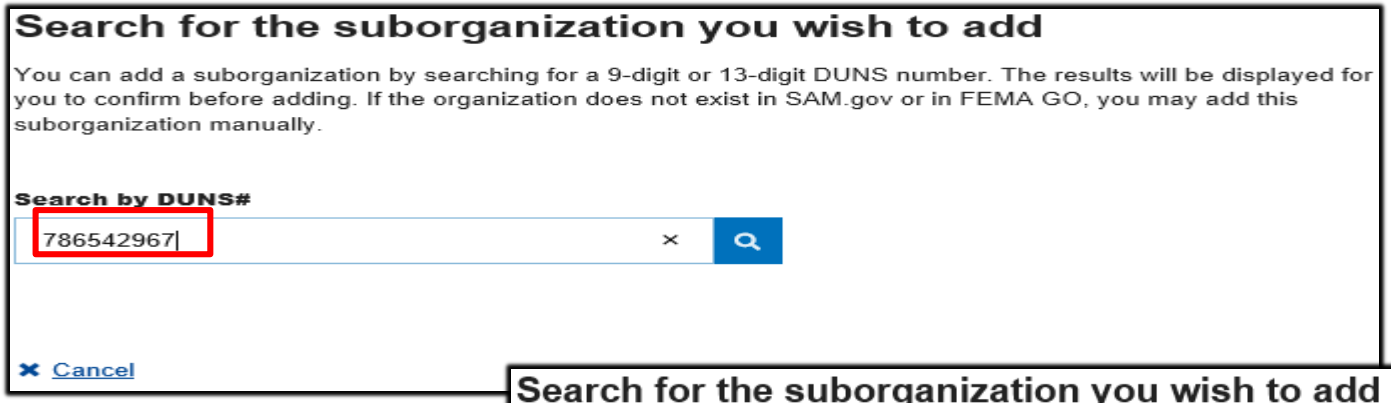
- All Mitigation: Hazards grant programs
- Building Resilient Infrastructure and Communities
- Flood Mitigation Assistance
- Hazard Mitigation Grant Program
- Hazard Mitigation Post-Fire
- Pre-Disaster Mitigation

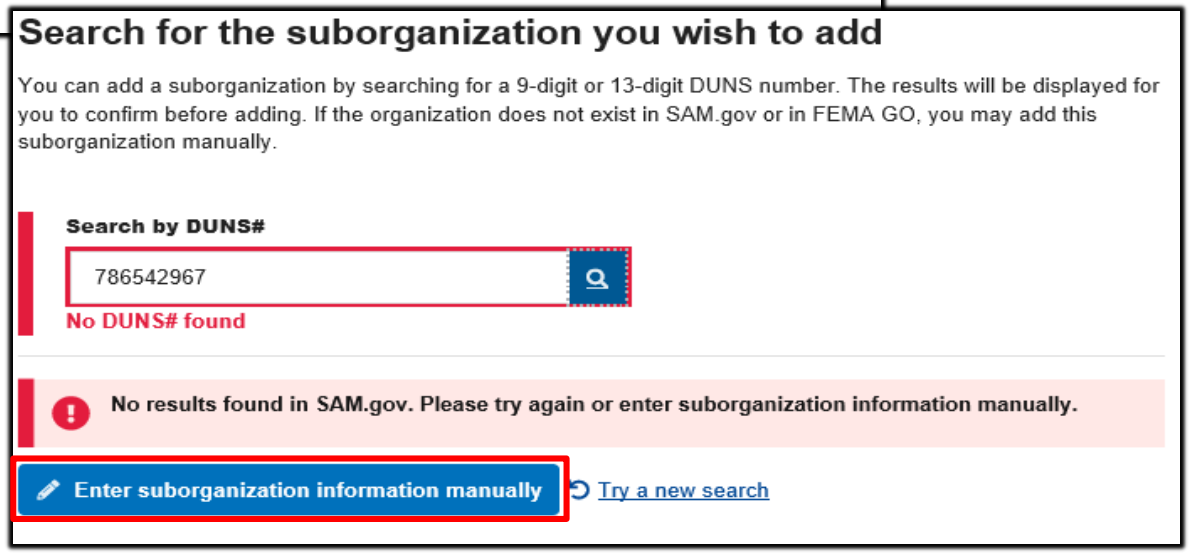
Add suborganization ✓

FEMA

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





FEMA

Add a Suborganization- Manually Continued

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

Enter suborganization manually

If the suborganization is not registered in SAM.gov, use the form below to enter information about the suborganization you would like to add to your organization. An email will be sent to the AOR identified to register on FEMA GO, if they are not yet registered.

Organization name

DUNS #

Mailing address

Address 1 *(Mailing)*

Address 2 *(optional)*

City

Zip code

Physical address ☐ Same as mailing address

Address 1

Address 2 *(optional)*

City

Assign programs

Choose programs you wish to add to this suborganization

- ☐ All Mitigation: Hazards grant programs
- ☐ Building Resilient Infrastructure and Communities
- ☐ Flood Mitigation Assistance
- ☐ Hazard Mitigation Grant Program
- ☐ Hazard Mitigation Post-Fire
- ☐ Pre-Disaster Mitigation

Suborganization Authorized Representative

Salutation (optional)

Select

First name

First name

Middle initial (optional)

Last name

Last name

Suffix (optional)

Title

Title

Email

Email

Add this suborganization ✓

Click to Add Suborganization

FEMA

Manage a Suborganization

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

FEMA GO | Grants | Organizations

My organizations

My suborganizations

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Georgia Emergency Management 001

My suborganizations

+ Add a suborganization

Suborganization name	Mailing address	DUNS#	Action
Org Name 1	123 Main Ave Citytest, KS 1211223	100012003	Manage
	Registered in SAM.gov No	**EIN#**	
Suborganization name	**Mailing address**	**DUNS#**	**Action**
Org Ser 001 Ln 22003	22003 Org Ser 001 Blvd Testington, TN 37201	900022003	Manage
	Registered in SAM.gov Yes	**EIN#** 987654000	

FEMA

Suborganization Profile

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

My suborganization

Suborganization profile

Manage user access

Manage pending registrations

All suborganizations

org name 1

Suborganization information

Summary information

Edit

Mailing address	Physical address	EIN#	DUNS#
123 Main Ave	123 Main Ave	--	100012003

Update this suborganization

If the suborganization is not registered in SAM.gov, use the form below to enter information about the suborganization you would like to add to your organization. An email will be sent to the AOR identified to register on FEMA GO, if they are not yet registered.

Organization name: org name 1

DUNS #: 100012003

EIN # *(optional)*:

Mailing address

Address 1 *(Mailing)*: 123 main ave

Address 2 *(optional)*: test

City: citytest

State: Kansas

Zip code: 1211223

Physical address — Same as mailing address

Address 1: 123 main ave

Address 2 *(optional)*: test

City: citytest

State: Kansas

Manage assigned programs

Choose programs you wish to add to this suborganization

- All Mitigation: Hazards grant programs
- Building Resilient Infrastructure and Communities
- Flood Mitigation Assistance
- Hazard Mitigation Grant Program
- Hazard Mitigation Post-Fire
- Pre-Disaster Mitigation

Update this suborganization

FEMA

Suborganization - Manage user access

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

My suborganization

Suborganization profile

Manage user access

Manage pending registrations

All suborganizations

org name 1

Manage user access

Roles & permissions

Add a new user

Name	Roles and grant programs	Phone	Email	Actions
Georgia Fire0001	**Subrecipient Authorized Representative,** 2 Programs		georgiafire0001@fire.gov	Manage
Georgia Fire0002	**Subrecipient Member,** 2 Programs		georgiafire0002@fire.gov	Manage

Manage this user's access

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

Georgia Fire0001

Email: georgiafire0001@fire.gov
Phone:

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

Edit
Delete

Programs
Hazard Mitigation Post-Fire

Role 2
Subrecipient Authorized Representative

Edit
Delete

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.

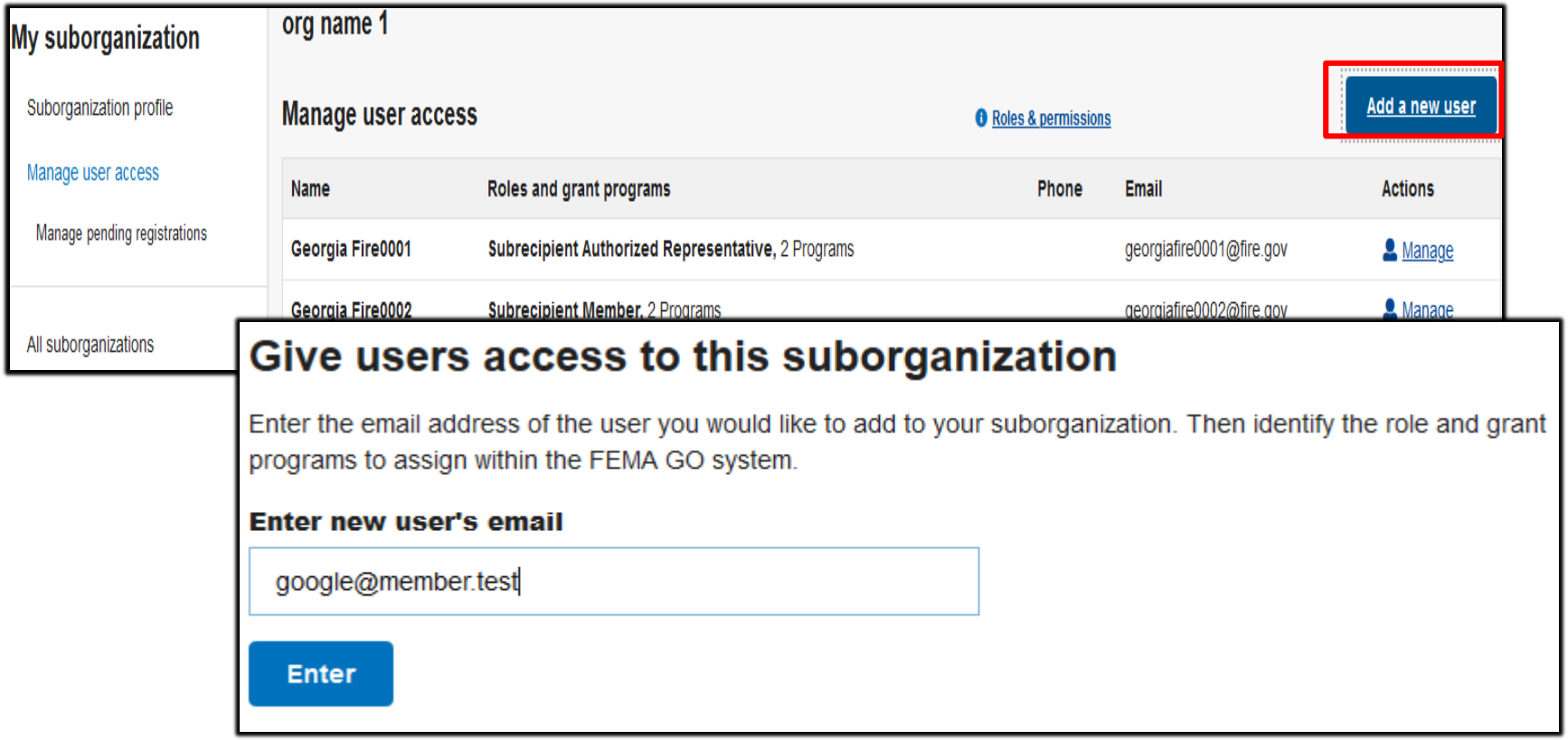
Save & close

FEMA

Suborganization - Add a new user

- Click to add a new user
- Enter the email address of the new user

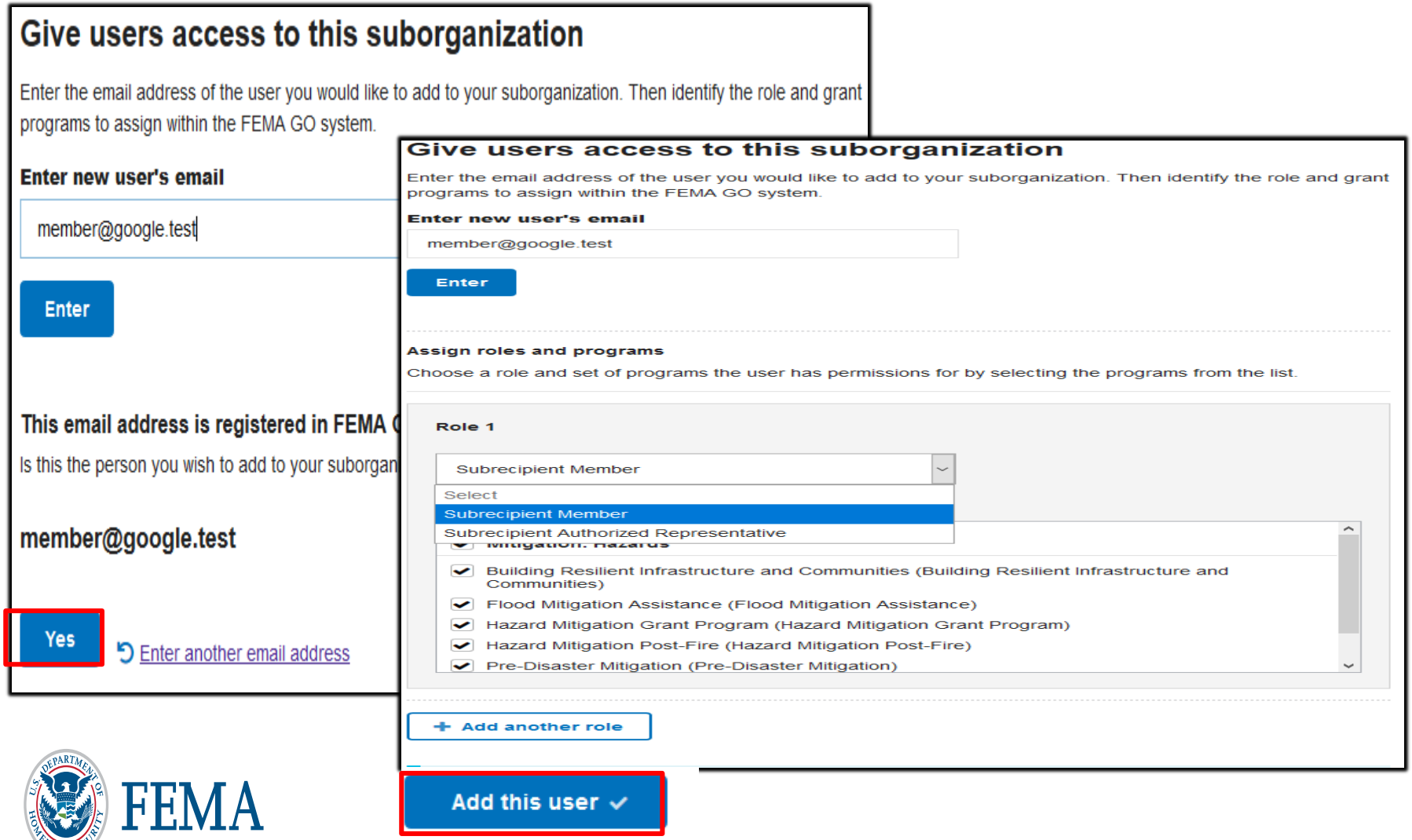
Only an Authorized Organization Representative (AOR) can manage access.



FEMA

Add a new user (continued) – email has been registered to FEMA GO

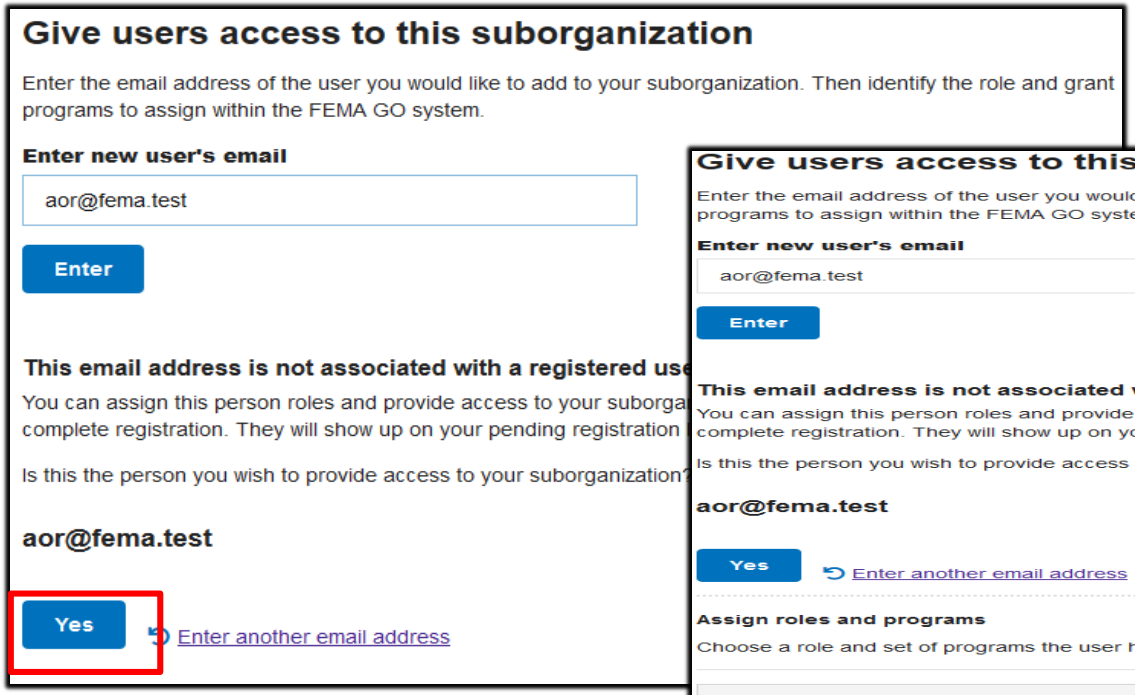
- Click “Yes” to confirm that you wish to add the person whose email address you entered.
- Select a user role within the suborganization.
- You must also assign to a specific program from this screen
- Click “Add this user” to submit the request.

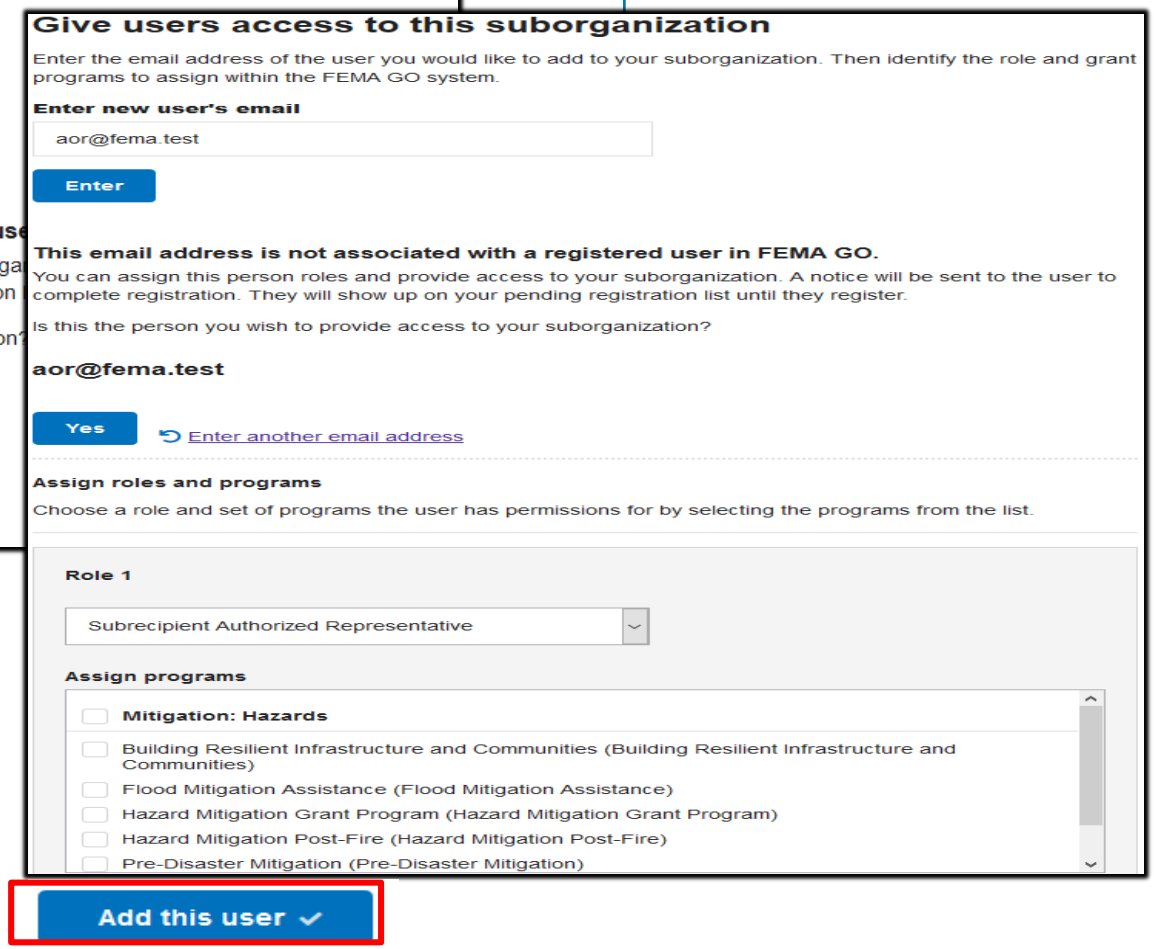


FEMA

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





FEMA

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.

My suborganization

Suborganization profile

Manage user access

Manage pending registrations

All suborganizations

org name 1

Manage pending registrations

Roles & permissions

Add a new user

Email	Roles and grant programs	Actions
diana.lane@test.com	**Subrecipient Authorized Representative**, 5 Programs	Remove unregistered user

Remove unregistered user

Are you sure you want to remove this unregistered user?

diana.lane@test.com

Role 1
Subrecipient Authorized Representative

Role 2
Subrecipient Authorized Representative

Role 3
Subrecipient Authorized Representative

Role 4
Subrecipient Authorized Representative

Role 5
Subrecipient Authorized Representative

Only an Authorized Organization Representative (AOR) can remove an unregistered user from a suborganization.

Yes, remove unregistered user

Cancel

FEMA

Please send any questions to:
FEMAGO@fema.dhs.gov
1-877-585-3242