FEMA GO Request a Payment Guide

This Guide provides instructions for External and Internal FEMA GO Users that are serving in one of the following roles: Authorized Organization Representative (AOR), Financial Member, Programmatic Member, Assistance Officer or Grant Management Specialist. Will guide the user through logging in and navigating the system to complete a request for payment.

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Introduction

In FEMA GO, you can review the Request a Payment functionality for all grant programs. In this guide, you will learn how to complete the task for Requesting a payment.

This guide will walk you through the key steps for successfully:

1. Log into FEMA GO
2. Access to FEMA GO home page
3. Navigate to Task Summary
4. See open task to complete

Who is this for?
Authorized Organization Representative (AOR)
Financial Member
Programmatic Member
Assistance Officer
Grant Management Specialist

**Note** - Screens are based on a User’s Assigned Role
Section 1: Log in to the FEMA GO site

- Go to [https://go.fema.gov](https://go.fema.gov) and insert your email and password.
- Select “Log in” to access FEMA GO.
- Logging-in to the FEMA GO system will direct you to the FEMA GO Homepage.
Grant’s Landing Page
Section 2 : Grants Landing Page

- From your Grants Landing Page click the “Grant's tab”. Manage my Grant.

![FEMA's new grant system](image)
Click on the I want to “Start a new action”

Drop down will appear with the following selections

<table>
<thead>
<tr>
<th>FUNDING OPPORTUNITY</th>
<th>PERIOD OF PERFORMANCE</th>
<th>ACCEPTANCE DEADLINE</th>
<th>STATUS DATE</th>
<th>I WANT TO...</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2018 Assistance to Firefighters Grants</td>
<td>07/01/2019 - 07/01/2021</td>
<td>10/28/2019</td>
<td>Award Accepted</td>
<td>Start a new action</td>
</tr>
</tbody>
</table>

Select “Request a payment” - PLEASE DO NOT SUBMIT AN AMENDMENT AT THIS TIME! (you will not be able to request a payment if you submit an amendment)
Request a Payment
Section 3 : Payment Request Screen

- Review your information for accuracy.
- **NOTE:** Your awarded items are preloaded for you to request reimbursement.

You can add additional eligible items to this payment request by using the add buttons.
Section 3 : Payment Request Screen

- Enter the Payment amount you are requesting
- Payment Request Narrative requires an entry

- An Attachment is Required
Section 3 : Payment Request Screen

- A Filename will appear once your upload is complete. A Description is optional
- Click on the box to certify that you are authorized to request payment

- Enter your password and the Submit button will be come active – Click Submit
Section 3 : Payment Request Screen

- View of page - With all required fields completed
- Click submit button
Congratulations.

You have successfully submitted your payment request.
Additional Screens For SAFER Program
Section 4: Payment Request Screen

Prior to submitting the first payment request, you will need to complete the SAFER Personnel Roster. The SAFER Personnel Roster is a list of the individuals hired to fill the awarded SAFER positions.

If you have already completed the SAFER Personnel Roster and need to make changes to the previously entered information in the roster, select “edit” for the applicable employee. Changes to the roster must be completed before you complete the payment request section.

To complete the roster, select “Add Employee”
Section 4 : Payment Request Screen

- Review your information for accuracy.

- NOTE: Your awarded items are preloaded for you to request reimbursement.

Payment request

- Your awarded items are preloaded for you to request reimbursement
- If there are awarded items that you are not requesting funds for in this request, you must enter zeros (0) in the quantity and unit price.
- You can add additional eligible items to this payment request by using the add buttons below. You should only add new items that have either been approved via an amendment or as instructed by the Program Office.

<table>
<thead>
<tr>
<th>Period of performance</th>
<th>12/01/2019 - 11/30/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal resources awarded</td>
<td>$1,500.95</td>
</tr>
<tr>
<td>Required non-federal resources</td>
<td>$1,500.95</td>
</tr>
<tr>
<td>Federal resources disbursed to recipient</td>
<td>$0</td>
</tr>
<tr>
<td>Pending disbursements to recipient</td>
<td>$0</td>
</tr>
<tr>
<td>Balance of federal resources available</td>
<td>$1,500.95</td>
</tr>
</tbody>
</table>
Section 4: Budget Items - Recruitment and Retention category

- Items will pre-populate in Grand Total & in categories for R&R and Marketing
- NOTE: Your awarded items are preloaded for you to request reimbursement.

Enter amount of payment requested – not to exceed balance of federal resources available & the Unit Price (Mandatory Fields)
Section 4: Budget Items – Recruitment and Retention category

- Select add category to Recruitment and Retention

  Program area: Recruitment and retention

  Total requested for Recruitment and Retention category: $0

  Total requested for Marketing Program category: $0

- Select section from dropdown list

  Add item to Recruitment and Retention

  Select section:
  - Select

  Confirm
  ✗ Cancel
Section 4: Budget Items – Recruitment and Retention category

- Confirm your selection

Add item to Recruitment and Retention

Select category:

- Personal Protective Equipment (PPE)

- Confirm

- Cancel

- Select Remove Category button to remove a category

Total requested for Personal Protective Equipment (PPE) category: $0

- Remove category

A category must contain at least one sub-category. You must add a sub-category or remove this category.

- Add sub-category to Personal Protective Equipment (PPE)

- Provide any additional supporting narrative or documents.

Optional

- Select the Add sub-category button to add a sub-category to your selection
Section 4: Budget Items – Recruitment and Retention category

- Select section from dropdown list

Add sub-category to Personal Protective Equipment (PPE)

Select sub-category:

- Select

Confirm

× Cancel

- Sub-category selection will populate

Add sub-category to Personal Protective Equipment (PPE)

- Fill in Quantity and Unit price - click Confirm Button

- Adding a description is optional
Section 4: Budget Items – Recruitment and Retention category

- A completed screen will be displayed – You can now add another category (if needed)

  - Total requested for Personal Protective Equipment (PPE) category: $100.00
    - Sub-category: Full Set - Structural Personal Protective Equipment (PPE)
    - Budget class: Construction
    - Description: Adding a description is optional
    - Payment requested:
      - Quantity: 2
      - Unit price: $50
      - Total: $100.00

- Additional narrative and documentation is optional
Section 4: Budget Items – Recruitment and Retention category

- Select add category to Recruitment and Retention Coordinator

  Program area: Recruitment and retention

  Total requested for Recruitment and Retention category: $0

- Select section from dropdown list

  Add sub-category to Recruitment & Retention Coordinator

  Add category to Recruitment and Retention

  Total requested for Recruitment & Retention Coordinator category: $0

  Add sub-category to Recruitment & Retention Coordinator

  Example) Additional Sub-Category

  Add sub-category to Recruitment & Retention Coordinator

  Select sub-category:

  Select

  Confirm

  Cancel

  Computer

  Contracted Position

  Fringe Benefits (Employee)

  Other (Explain)

  Salary (Employee)

  Supplies

  Travel
Section 4 : Payment Request Screen

- PLEASE CHECK your SAM.gov information.
- Check this block to certify that you are authorized to request this payment.
- Enter your FEMA GO Password
- Once password is entered the Submit button will become active

**Note** - Screens may differ based on program
Congratulations.

You have successfully submitted your payment request.

EMW-2018-FO-00001: FY 2018 Assistance to Firefighters Grants

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Period of performance: 07/01/2019 - 07/01/2021

Federal resources awarded: $106,008.00

Required non-federal resources: $5,342.00

Federal resources disbursed to recipient: $0

Pending disbursements to recipient: $50,000.00

Balance of federal resources available: $56,008.00
Review
### Section 5: Review

- **Grant Summary Page:**

  - From your Grants Landing Page click the “Grant's tab” and “Manage my Grant”
  - Click the Grant ID or “(manage grant)”

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![Grant Summary Page](image-url)
Section 5: Review

- Grant Summary Page:
- On the left Nav click Payments to view the payments section of the Grant Summary Page
Section 5: Review

Here you can find:

- Status of your request
- Date of status
- Payment Amount

Actions – If a decision has been made, you will be able to view that decision

- View Request
- Withdraw request
- Continue request
Risk Base Review of Payment
Section 6: Risk Base Review of Payment

- On the Task Summary page, locate Risk Based Payment Request Review task (for payment request against a subgrant associated to a flagged grant)
- Select View to open task
Section 6: Risk Base Review of Payment

- Select Start or Continue task to navigate to a task page with a Left Nav, Main Body, and Review Panel
Section 6: Risk Base Review of Payment

- Select Recommendation from your review panel to open drop down menu
- Select from options Approve, Deny, or Return to recipient
- User must provide comments before system will proceed
- After comments are provided Select Submit to complete action

Comments required
Section 6: Risk Base Review of Payment

- The completion and submission of this task appears on the Grant History on the subgrant Landing Page (sGLP)
- Subgrant Landing Page (sGLP) updates to sGLP history section

![Subgrant history page](image)
Section 6: Risk Base Review of Payment

- On the Left Nav. Internal user view - steps to designate (Applied On/Off) Prior Payment Review for a risky grant
- Under the Grant Summary, select each tab to view and designate (Applied On/Off) Prior Payment Review for a risky grant
Section 6: Risk Base Review of Payment

- Select Recipient Contacts
- Select an action then drop down menu occurs
- Select Manage risk controls options
Section 6: Risk Base Review of Payment

- Select the checkbox to approve status

Manage Risk Control Options

Select the checkbox to change the status to Applied, and uncheck the box to change your selection to Not applied.

- Payment prior approval

[Check All] [Submit] [Cancel]

- Uncheck All

[Submit] [Cancel]

- Select Submit to complete
Section 6: Risk Base Review of Payment

- User view for flagged grant Payment Prior Approval Applied On
Section 6: Risk Base Review of Payment

- Grant history section for flagged grant (Payment Prior Approval - Applied On)
Section 6: Risk Base Review of Payment

- Grant history section for unflagged grant (Payment Prior Approval - Applied Off)
Please send any questions to:
FEMAGOLoiheema.dhs.gov
1-877-585-3242