FEMA GO Request a Payment Guide

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

Prepared by: GPD Communications, Culture, Analytics & Training Branch (CCAT)
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 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

**Note** - Screens are based on a User’s Assigned Role
Login
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.
Click on the I want to “Start a new action”

Drop down will appear with the following selections

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.

![Payment Request Screen]

- 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.

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

WILLY WONKA

<table>
<thead>
<tr>
<th>Period of performance</th>
<th>07/01/2019 - 07/01/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal resources awarded</td>
<td>$165,858.00</td>
</tr>
<tr>
<td>Required non-federal resources</td>
<td>$8,542.00</td>
</tr>
<tr>
<td>Federal resources disbursed to recipient</td>
<td>$0</td>
</tr>
<tr>
<td>Pending disbursements to recipient</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>Balance of federal resources available</td>
<td>$96,858.00</td>
</tr>
</tbody>
</table>

Federal Emergency Management Agency
Additional Screens For SAFER Program
Section 3: 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.

To complete the roster, select “Add Employee”

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.
Section 3 : Payment Request Screen

- Review your information for accuracy.

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

<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>$1,900.95</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>$1,900.95</td>
</tr>
</tbody>
</table>
### Section 3: 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.

#### Budget Items Grand total: $0

<table>
<thead>
<tr>
<th>Program area: Recruitment and Retention</th>
<th>Total requested for Recruitment and Retention category</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td>LED Sign</td>
<td>Total requested for Marketing Program category</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Description:**
The costs listed include the total cost of purchase, shipping, and installation of an LED sign. In some cases, this cost includes the cost of labor to install the sign. All work to be completed by a state-licensed contractor and all electrical work will be completed by a state-licensed electrician.

**Code enforcement:** Our municipality has already given approval for the property where the sign is to be installed so as not to interfere with any local, state, federal, or environmental regulations. With the purchase and delivery of this sign, it will be the focal point of our new marketing/recruitment program that will be installed.

#### Grant amount

<table>
<thead>
<tr>
<th>Year</th>
<th>Quantity</th>
<th>Unit price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>2</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1</td>
<td><strong>$5,000.00</strong></td>
<td><strong>$5,000.00</strong></td>
</tr>
</tbody>
</table>

**Payment requested:**

- **Quantity:**
- **Unit price:**
- **Total:**

Enter amount of payment requested – not to exceed balance of federal resources available & the Unit Price (Mandatory Fields)
Section 3: 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 3: 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

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

Provide any additional supporting narrative or documents.

Optional

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

- Select the Add sub-category button to add a sub-category to your selection
Section 3: Budget Items – Recruitment and Retention category

- Select section from dropdown list

Add sub-category to Personal Protective Equipment (PPE)

Select sub-category:

Select

Confirm

x Cancel

- Sub-category selection will populate

Add sub-category to Personal Protective Equipment (PPE)

<table>
<thead>
<tr>
<th>Sub-category</th>
<th>Budget class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Set - Structural Personal Protective Equipment (PPE)</td>
<td></td>
</tr>
</tbody>
</table>

Description

Adding a description is optional

Payment requested

- Quantity
- Unit price
- Total

- Fill in Quantity and Unit price – click Confirm Button

American National Standards Institute (ANSI)-approved retro-reflective highway apparel

Full Set - Structural Personal Protective Equipment (PPE)

Full Set - Wildland Personal Protective Equipment (PPE)

Other (Explain)

Personal Safety/Rescue Bailout System

Equipment

Construction

Contractual

Fringe benefits

Indirect charges

Other

Personnel

Supplies

Travel
Section 3: Budget Items – Recruitment and Retention category

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

- Additional narrative and documentation is optional
Section 3: 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
Select sub-category:
- Confirm
- Cancel

(Example) Additional Sub-Category

- Computer
- Contracted Position
- Fringe Benefits (Employee)
- Other (Explain)
- Salary (Employee)
- Supplies
- Travel

Federal Emergency Management Agency
Section 3 : 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

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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)”
Grant Summary Page:

On the left Nav click Payments to view the payments section of the Grant Summary Page
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
Please send any questions to:
FEMAGQ@fema.dhs.gov
1-877-585-3242