FEMA GRANTS OUTCOMES

FEMA GO Startup Guide

This Startup Guide provides instructions for new users to register in FEMA GO, log into the system, manage their organizations, and manage pending registrations.

FEMA

Revision Index and Version History

Revision Number	Revision Date	Page Number	Revision Summary	Name of Reviewer
V1.0		All	Initial Draft	M. Hinton
V1.1		All	Initial Draft	P. Brito
V2.0	10/14/2020	7,8,9 & 10	Update SAM.gov information	M. Hinton
V2.0	10/26/2020	All	508 Compliance	A. Bond
V2.1	12/28/2020	27	Updated Help desk Number	M. Hinton

Introduction

The FEMA Grants Outcomes (GO) Startup guide provides an overview of the Grants Management Modernization (GMM) initiative, reviews FEMA GO user roles, touches on the importance of SAM.gov in FEMA GO, and presents key functionalities needed to successfully begin navigating the system.

Part	Subject	Slide
1	Grants Technology Division (GTD)	4
2	GTD: Expected Outcomes	5
3	Roles and Permissions	6
4	SAM.gov	7
5	FEMA GO and SAM.gov	8
6	User Registration	11
7	My Organization Profile	21
8	Manage my team	22
9	Add a New Team member	23
10	Manage Pending Registrations	25
11	Glossary	26

FEMA

Grants Technology Division (GTD)

- The Grants Technology Division (GTD) is transforming FEMA's grants process by simplifying and streamlining business methods and establishing a common grants life cycle.
- GTD is working to support a consolidated grants system, moving from multiple legacy systems to one unified grants management platform called FEMA Grants Outcomes (FEMA GO). We started with Assistance to Firefighters Grant Program (AFGP) and have begun work on Mitigation, BRIC, and Individual Assistance, which are scheduled for development and release in FY 2020.
- The Grants Management Modernization (GMM) initiative will deliver the FEMA GO system using a user-centric approach that will improve staff productivity and allocation of resources. We will engage with stakeholders to fully capture all needs, fill gaps, and embrace positive transformation opportunities for how we award and manage grants.

Grants Technology Division Expected Outcomes

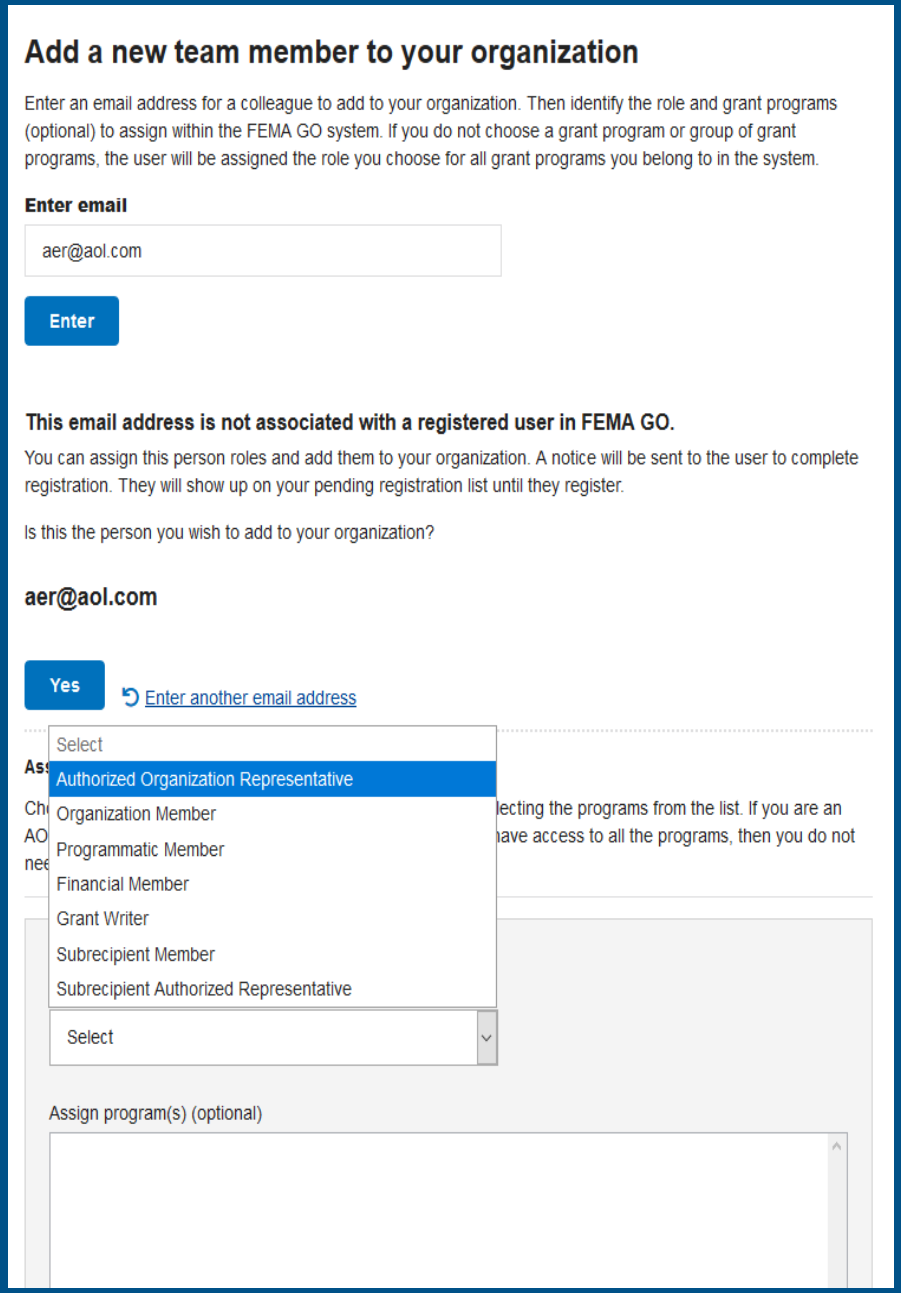
FEMA GO will replace the legacy systems currently used to manage FEMA grants, but the legacy systems won't go offline until their functionality has been fully tested and validated in the new system. So have no fear, your data is here and will remain secure and available.

GTD Expected Outcomes:

- Improved technology to meet business needs
- Simplified grants life cycle processes
- Improved timeliness of grant awards to survivors and communities
- Access to complete and accurate grants data in one system

Roles and Permissions

- **Authorized Organization Representative** – (AOR) manages team members and has all organization permissions, including submitting information to FEMA.
- **Organization Member** – View and edit all information but cannot submit to FEMA or manage teams.
- **Programmatic Member** – View and edit all information and submit amendments and programmatic reports.
- **Financial Member** – View and edit all information, completes payment and draw down requests, financial reports, and amendments.
- **Grant Writer** – View and edit all information for an application or subapplication.
- **Subrecipient Member** – View and edit a subapplication.
- **Subrecipient Authorized Representative** – View, edit, and submit a subapplication and give other users subrecipient role permissions.



System for Award Management (SAM.gov)

What is SAM?

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

- Getting Started
- You must have an active registration in SAM to do business with the Federal Government. To register in SAM, at a minimum, you will need the following information:

System for Award Management (SAM.gov)

What You Need to Get Started

- **U.S. Registrants:**

1. Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record.
    1. If you don't already have one, you can request a DUNS Number for FREE from D&B.
2. Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
3. Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

https://sam.gov/SAM/pages/public/generalInfo/aboutSAM.jsf

System for Award Management (SAM.gov)

- Registering with SAM.gov is **required** to start and apply for FEMA Grants – It's FREE!
- **FEMA MANUAL 205-0-1 GRANTS MANAGEMENT** - APPROVAL DATE: 01/23/2018
- **3.2.1 Application Submission Prior to applying for or receiving grant awards, all applicants who have not yet received an award, per 2 CFR Part 25, must register in the System for Award Management (www.sam.gov).** This requirement **only applies to the primary recipient** and not to any subrecipients, but subrecipients may also register via SAM.gov.
- 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

(Only the "eBIZ" POC can add you to an organization in FEMA GO)

FEMA GO and SAM.gov

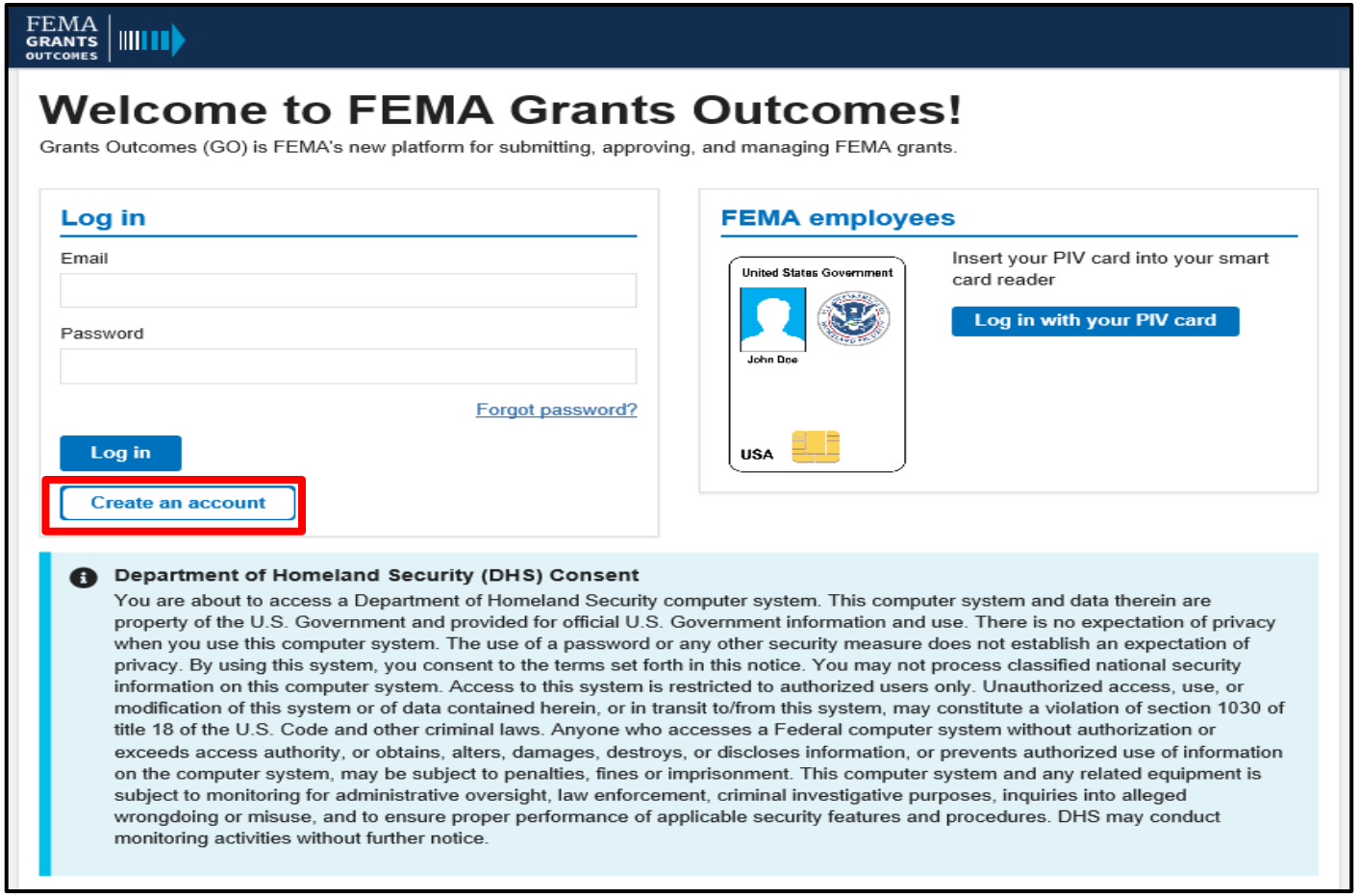
- The FEMA Grants Outcomes (FEMA GO) system automatically imports certain information from an organization's active SAM record, including the organization's legal name, mailing and physical address, EIN, DUNS and DUNS +4 numbers, and the Electronic Business Point of Contact (eBIZ POC).
- This information 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.

User Registration

FEMA
GRANTS
OUTCOMES

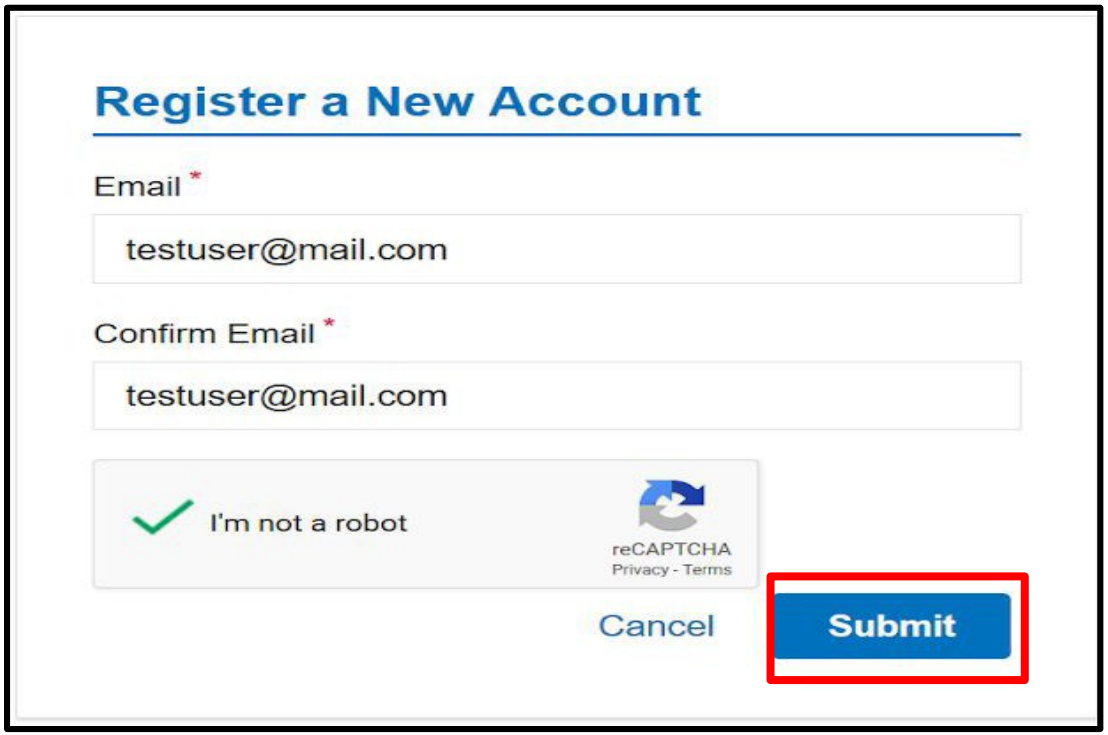
FEMA

Step 1: Go to https://go.fema.gov
Step 2: Click "Create an account"



FEMA

Step 3: Enter your Email – Confirm your Email



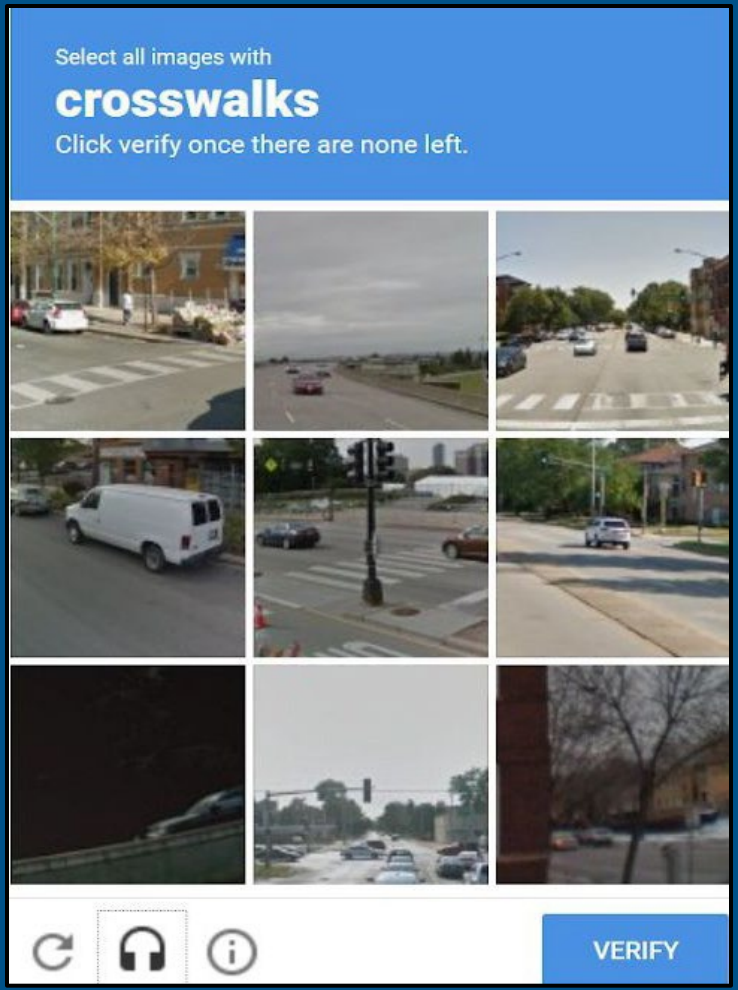
FEMA

Step 4: Complete the CAPTCHA

You will be prompted to select all the images which contain a certain thing, such as crosswalks, bridges, or cars.

Click on all of the images containing the items specified to select them.

Once all relevant images are selected, click “Verify”.



Step 5: You will receive an email with a link to complete your registration. Click on the link in the email. **(Please check your SPAM and Junk Folders if you do not receive an email after several minutes)**

From "no-reply@fema.dhs.gov"
Subject **FEMA GO Registration**
To test@user.com

HTML Plain text Source

Thank you for registering with FEMA Grants Outcomes (GO). Please select the following link to complete your registration:

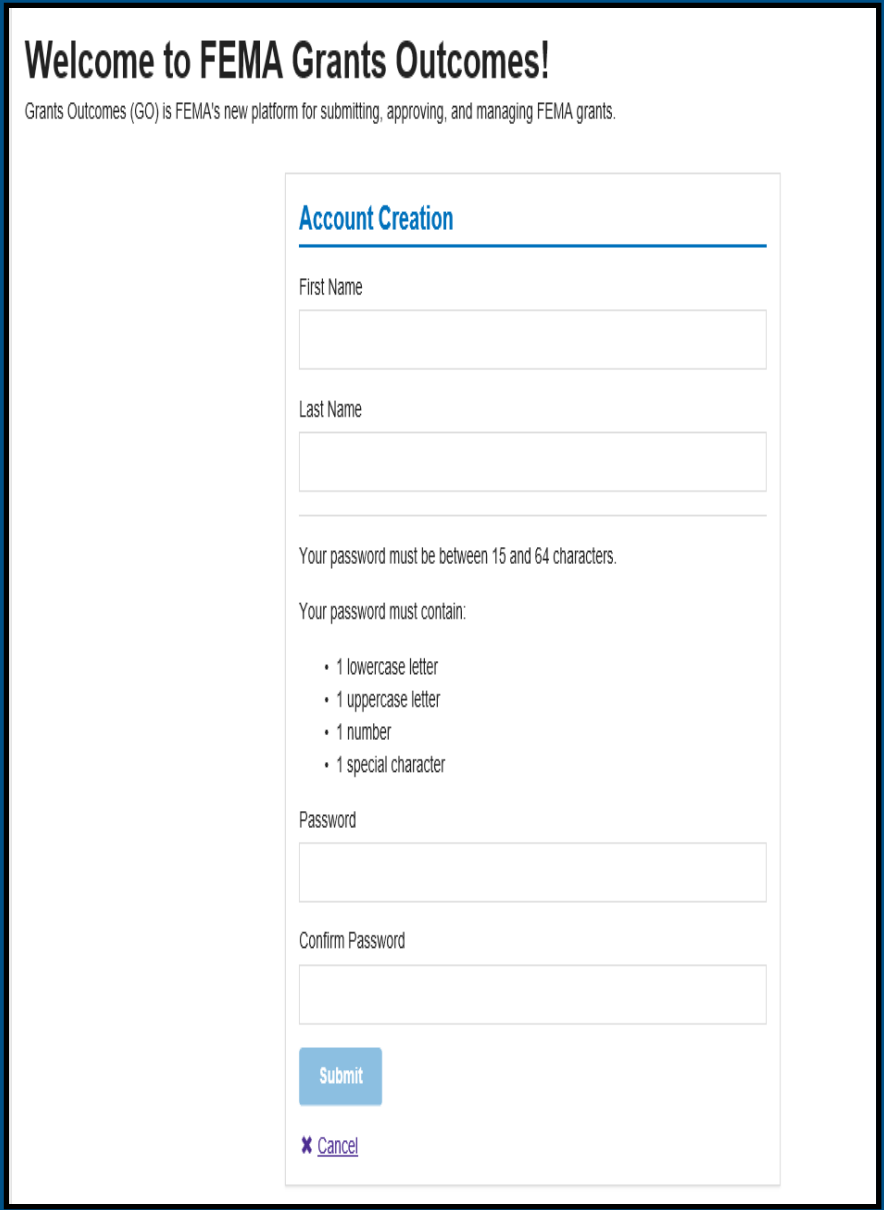
https://dev.d.gmmsparta.com/createPW?token=56c93090-0cab-420f-8e96-17a546097c21&email=test@user.com

This URL will expire in 24 hours. To request a new link, you must re-register in FEMA GO.
Thank you,
The FEMA GO Team
go.fema.gov

FEMA

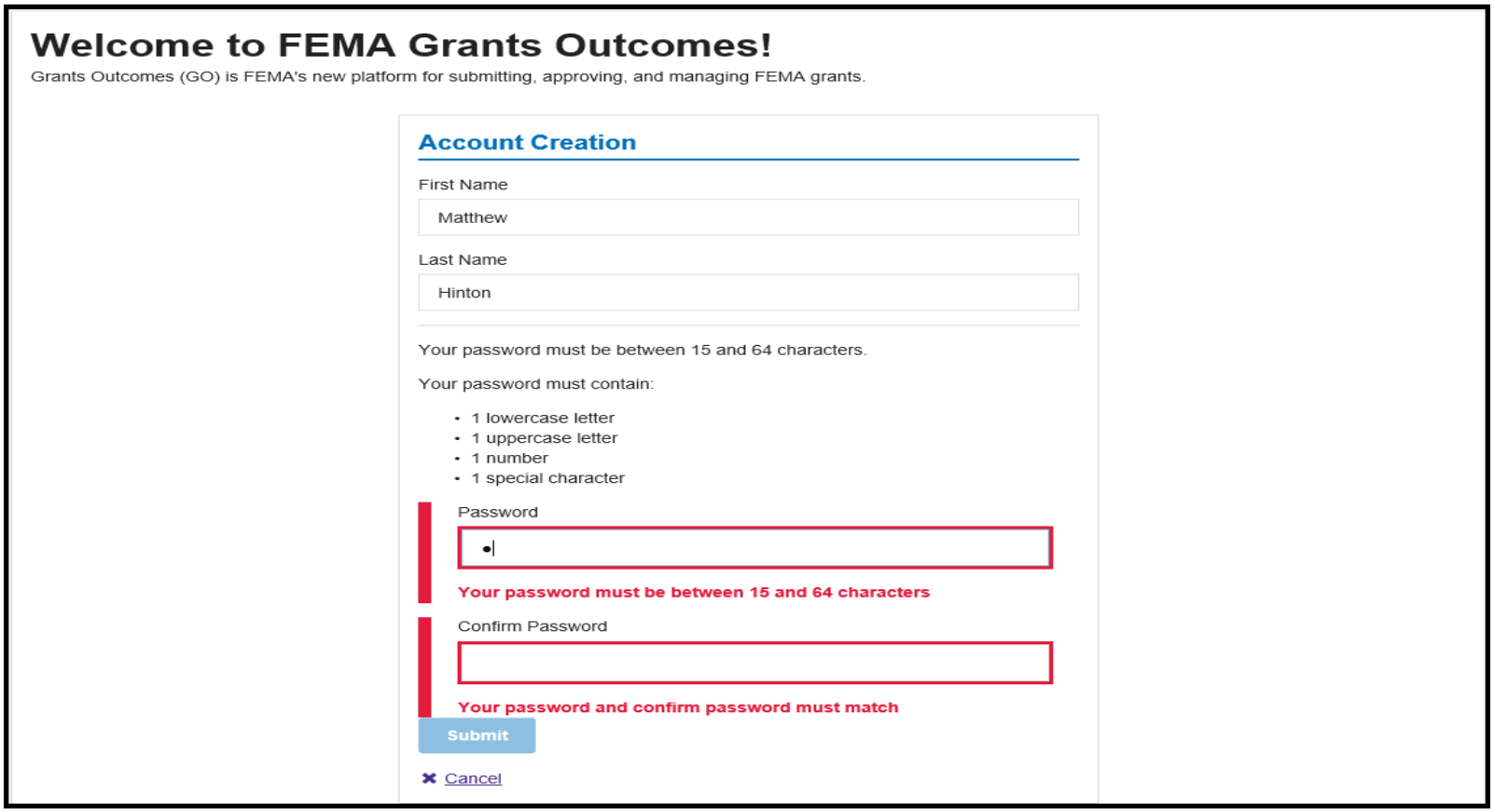
Step 6: Complete Registration

- Enter your First Name, Last Name, and a password of your creation with at least:
  - 1 lowercase letter
  - 1 uppercase letter
  - 1 number
  - 1 special character (!@#$%^&*?)
- Retype the password in “Confirm password”.
- Click “Submit”.



Step 6a: Complete Registration

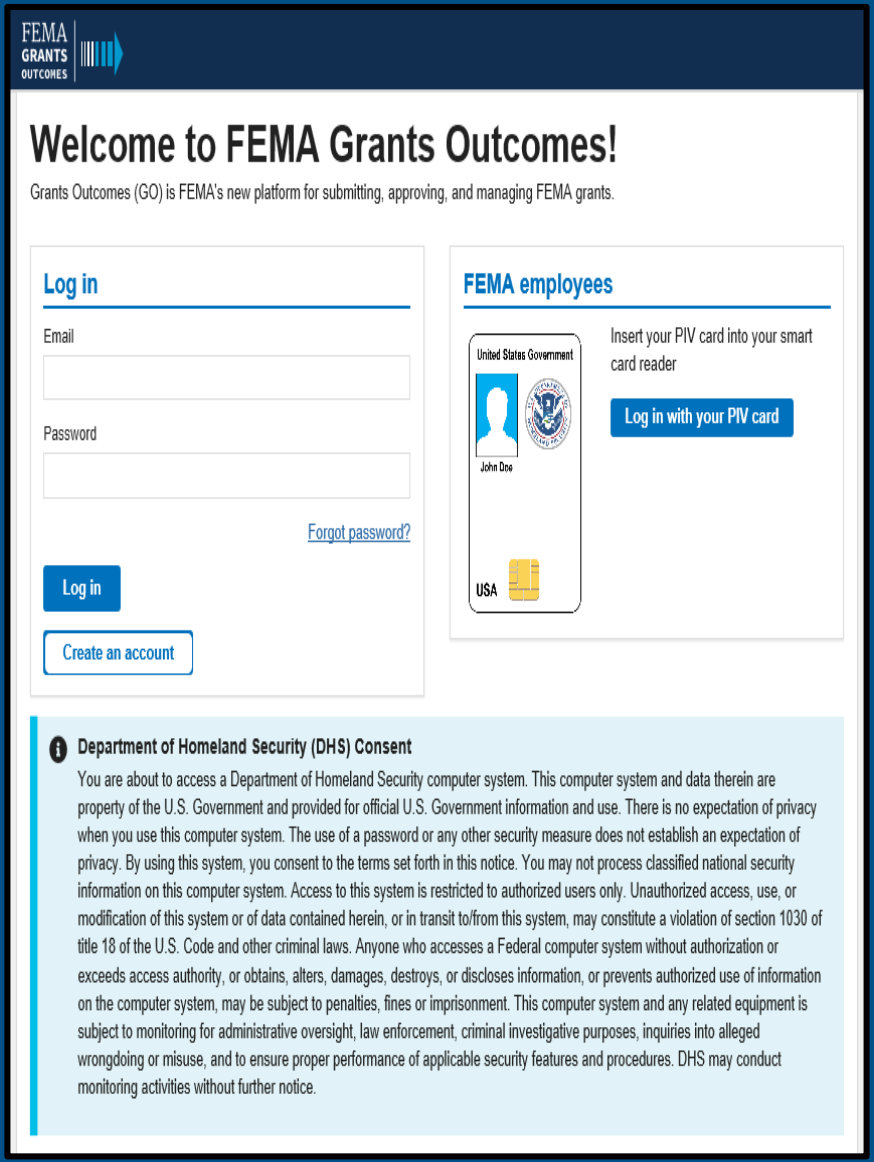
If your selected passwords do not match or meet the requirements, you will receive an error message.



FEMA

- **Step 7: Log in to the FEMA GO site**
  - Go to https://go.fema.gov
- Logging in to the FEMA GO system will direct you to the FEMA GO home page.
- 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.*

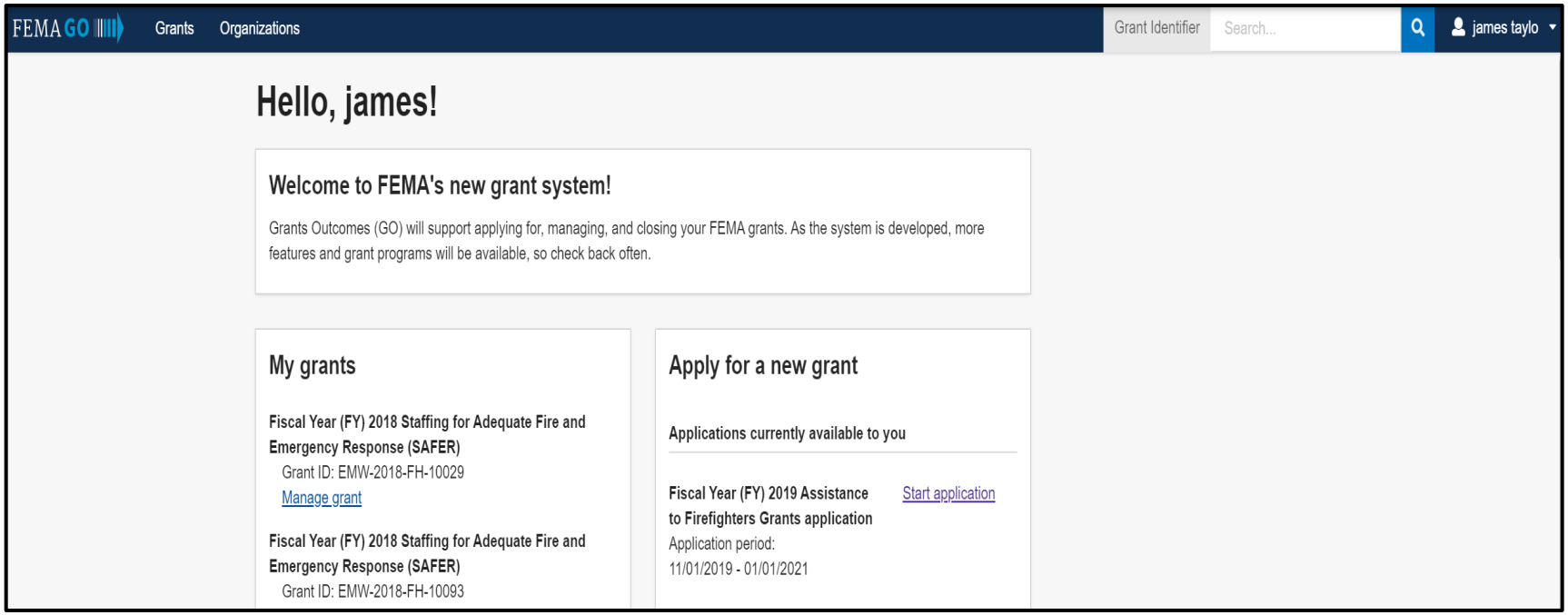
Remember: If you have created, re-activated, or updated a SAM.gov record, it generally takes 24-48 hours before the FEMA GO system recognizes the updates.



Step 8: WELCOME to FEMA's new grant system!

Your view in the "Welcome to FEMA's new grant system!" page will depend on your Role/Roles in FEMA GO

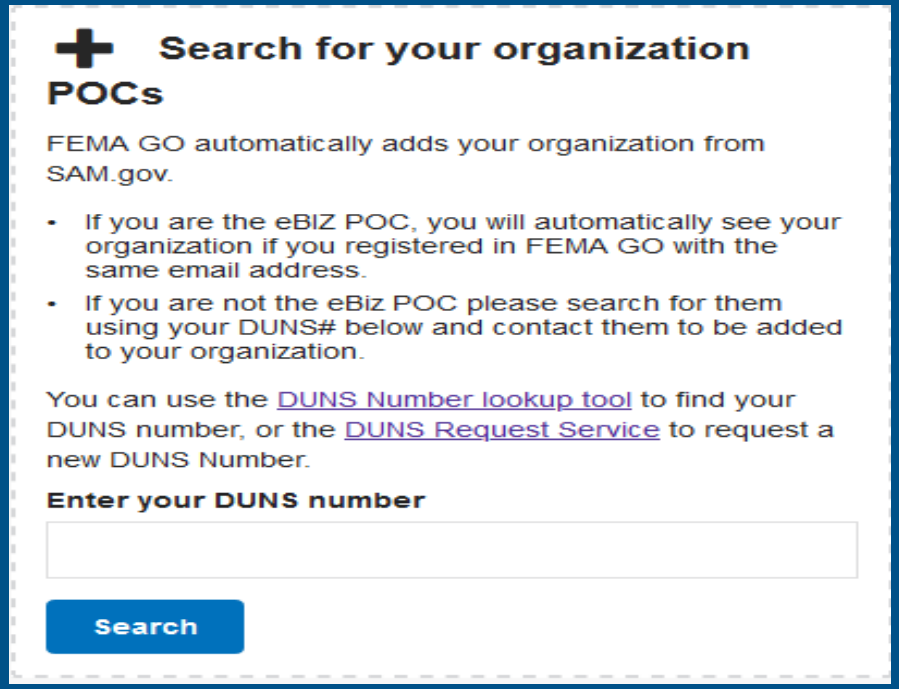
When first logging in as the Authorized Organization Representative (AOR) or Subrecipient Authorized Representative (SAR), FEMA GO will display the name of the AOR or SAR and their organization information.

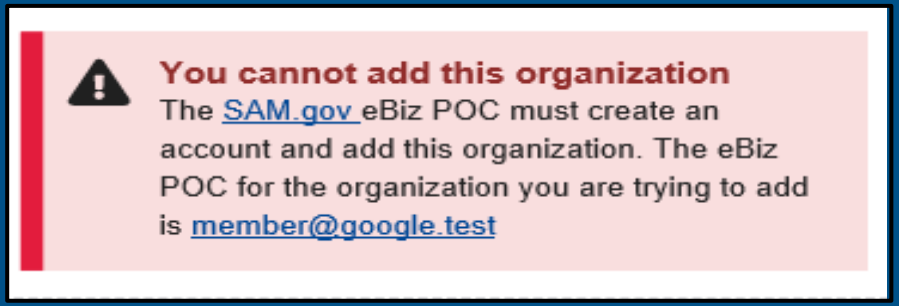


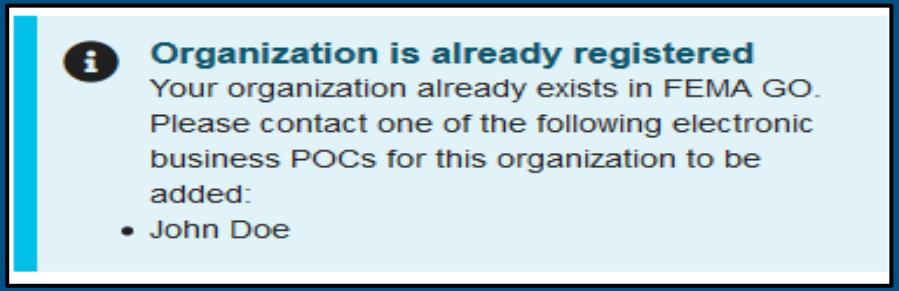
FEMA

Look up your Organization POCs

- Enter an organization's DUNS number to retrieve the organization's eBIZ POC information.
- If the organization has not been registered, the eBIZ POC must create a FEMA GO account and successfully complete registration.
- If the organization has already been registered, please reach out to the eBIZ POC to be added to the organization in FEMA GO.







My organization profile

Click on the organization tab to view the information summary of your organization.

FEMA GO | Grants | Organizations | Grant Identifier | first last

My organization

- Organization profile
- Manage my team
- Manage pending registrations

Albany Sioux Tribe

Select an organization

Organization information

Summary information

Mailing address	Physical address	EIN#	DUNS#
Po Box 1457 Albany, NY 12046	990 Broad Street Suite 2 Albany, NY 12045	287654321	999999008

SAM.gov information

Doing business as name	Registration status
Albany Sioux Tribe	Active

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

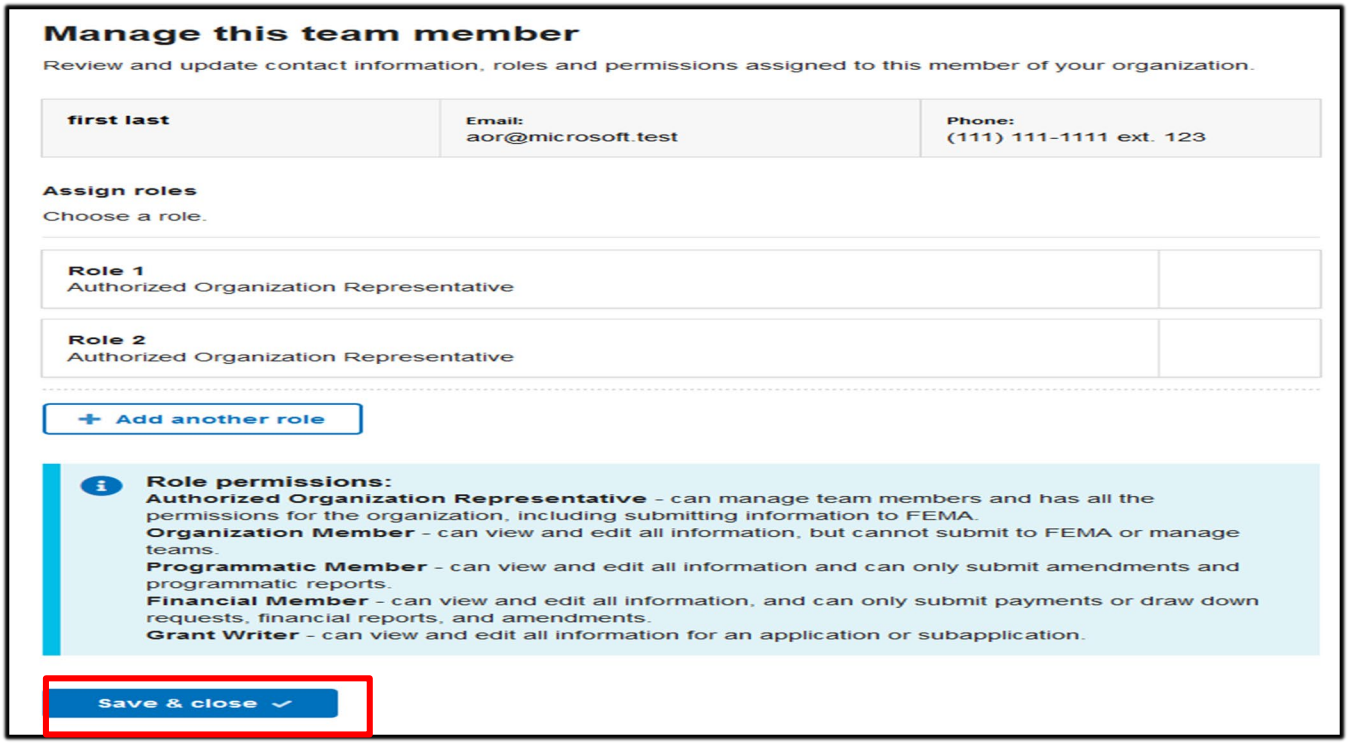
If you belong to more than one organization, click “Select an organization” to choose a different one.

FEMA

Manage my team

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

Only an Authorized Organization Representative (AOR) or a Subrecipient Authorized Representative (SAR) can manage a team.



- Once finished, click "Save & close" to complete the edits.

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) or a Subrecipient Authorized Representatives (SAR) can add a team member.

FEMA GO | Grants | Organizations | Grant Identifier | first last

My organization

Organization profile

Manage my team

Manage pending registrations

Albany Sioux Tribe

Select an organization

Manage my team

Roles & permissions

Add new team member

Name	Roles	Phone	Email	Actions
first last	2 Roles,	(111) 111-1111 ext. 123	aor@microsoft.test	Manage

Search

Clear

Search by Name

Filter by

Role

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

Enter email and click enter button.

Cancel

FEMA

Add a new team member (continued)

- Click “Yes” to confirm that you wish to add the person whose email address you entered.
- Select a user role within the organization.
- Click “Add this team member” to submit the request.

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

junives@gmail.com

Enter

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

You can assign this person roles and add them to your organization. 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 add to your organization?

junives@gmail.com

Yes

Enter another email address

When you add a person to your organization, they must register in FEMA GO

Assign roles

Choose a role.

Role 1

Select

Select

Authorized Organization Representative

Organization Member

Programmatic Member

Financial Member

Grant Writer

+ Add another role

Role permissions:

Authorized Organization Representative - can manage team members and has all the permissions for the organization, 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 can only submit amendments and programmatic reports.

Financial Member - can view and edit all information, and can only submit payments or draw down requests, financial reports, and amendments.

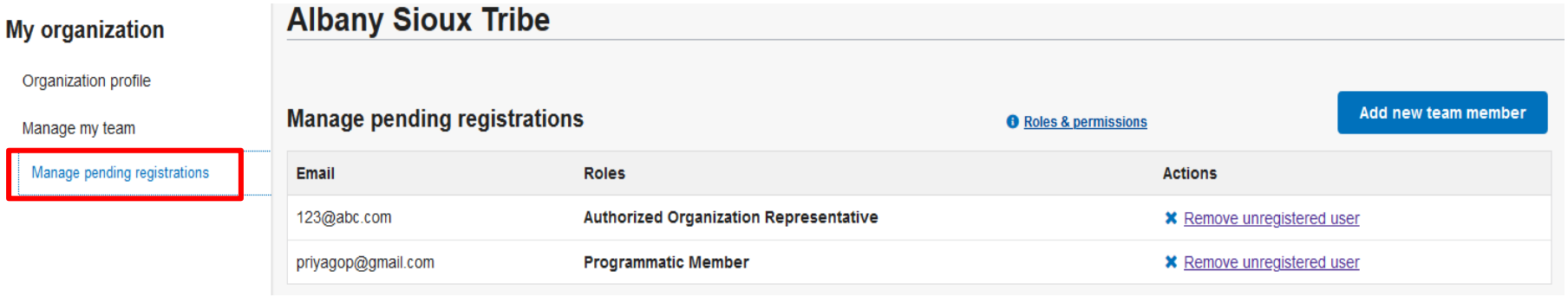
Grant Writer - can view and edit all information for an application or subapplication.

Add this team member

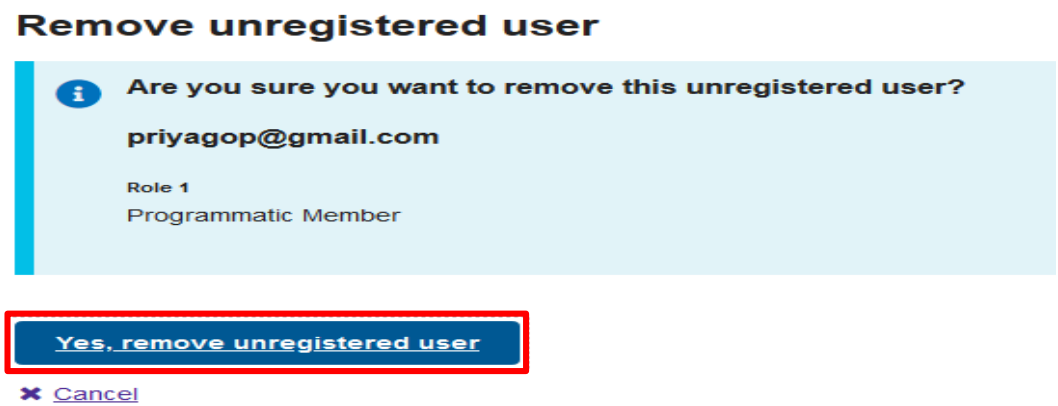
FEMA

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) or a Subrecipient Authorized Representatives (SAR) can remove an unregistered user.



FEMA

Glossary

- **FEMA Grants Outcomes (FEMA GO)** – The new grants management system supporting all grants programs in the Agency.
- **Grants Technology Division (GTD) –** The organization within GPD that is responsible for all grants technology requirements, including legacy systems.
- **Grants Management Modernization (GMM) –** Program developing the new FEMA GO system. It is a multi-year effort to modernize and transform the way the FEMA conducts grants management.
- **HMA –** Hazard Mitigation Assistance
- **BRIC –** Building Resilient Infrastructure and Communities (BRIC) will support states, local communities, tribes, and territories as they undertake hazard mitigation projects to reduce the risks they face from disasters and natural hazards. BRIC is a new FEMA pre-disaster hazard mitigation program that replaces the existing Pre-Disaster Mitigation (PDM) program as a result of amendments made to Section 203 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) by Section 1234 of the Disaster Recovery Reform Act of 2018 (DRRA).
- **Grants –** FEMA GO uses this term to reference all types of federal financial assistance that FEMA administers.

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