

FEMA GO Pass-through Grant Level Closeout Guide

This guide provides instructions for FEMA Grant Recipients to log-in to FEMA GO, Initiate a Closeout (SF-428), Complete a Closeout Report, and understand the systems closeout workflow.

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FEMA

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Objectives

By the end of this training, you will be able to:

- Log-in to FEMA GO;
- Initiate a closeout (SF-428);
- Complete a closeout report; and
- Understand the closeout workflow.

Training Role

This training is for the following role:

Role	User
Authorized Organization Representative	AOR

Log-in

Log-in

Step 1:

Go to go.fema.gov.

Step 2:

Select **Sign in with LOGIN.GOV**. Once you are logged in via Login.gov, you will be redirected back to the FEMA GO webpage.

FEMA customers

FEMA Grants Outcomes is now using Login.gov to manage your login and authentication experience. To view or manage your account, sign in to or create an account with Login.gov.

Sign in with  LOGIN.GOV

Helpful Tip:

If you have not yet created an account with Login.gov, please follow the steps within the FEMA GO Startup Guide.

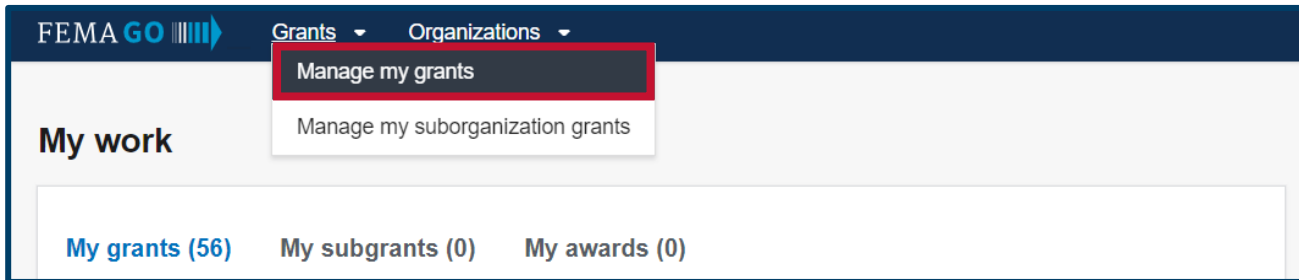
Initiate Closeout (SF-428)

(AOR Role)

Initiate Closeout Process

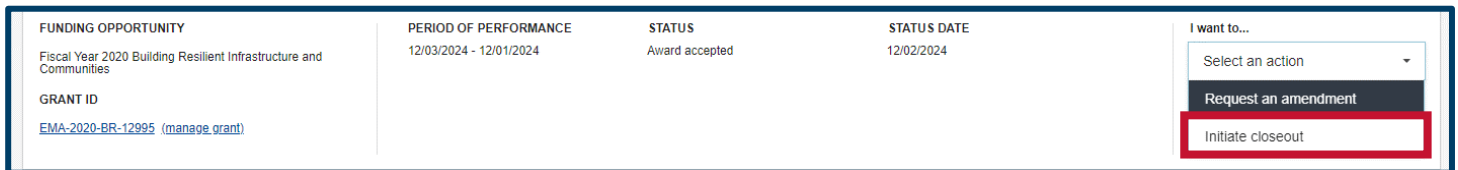
Step 1:

Select **Grants** in the top banner of the welcome page and select **Manage my grants** from the dropdown menu to navigate to your list of grants.



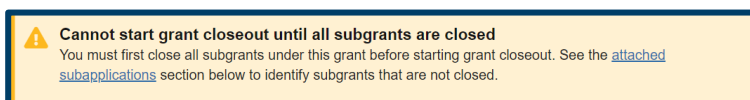
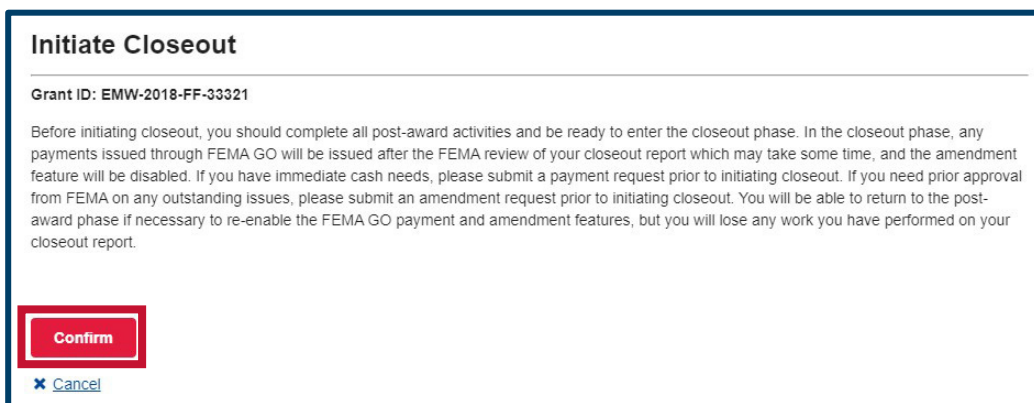
Step 2:

Locate the grant that you want to closeout. Then under **I want to...** on the right side of the screen, open the dropdown menu and select **Initiate closeout**. The option to initiate closeout will only be available when the period of performance, POP, ends on the grant.



Step 3:

In the new window, review the closeout information and select the **Confirm** button. After you select confirm, the status on the closeout report page should change. Please check the status of the closeout report, it should say **status: pending submission**. If there are subgrants that have not been closed, a yellow banner will appear, stating that you cannot start grant closeout until all subgrants are closed.





Closeout Report

(AOR Role)

Navigation

Narrative

Award Costs

Real Property

SF-425

Sign and Submit

Navigation

- Navigate to the **Grant Landing Page** by searching in the top bar using the **Grant ID**.
- Scroll down in the main body to the My to do list section and then select **Continue closeout report** in the Actions dropdown.
- Review the Grant summary and Organization information for accuracy before continuing.

My to do list				
Description	Status	Date of status	Due date	Action
Closeout report	Pending submission	10/17/2024	12/28/2024	Continue closeout report

My closeout report

- Grant summary
- Organization information
- Narrative
- Award costs
- Grant costs summary
- Subgrant summary of actual costs
- Real property
- SF-425
- Sign and submit

Fiscal Year 2020 Building Resilient Infrastructure and Communities

Status: Pending submission

Grant ID: EMA-2020-BR-12995

Grant summary

Period of performance	12/03/2024 - 12/01/2024
Federal resources awarded	\$150.00
Required non-federal resources	\$50.00
Federal resources disbursed to recipient	\$150.00
Pending disbursements to recipient	\$0.00
Balance of federal resources available	\$0.00

Organization information

Organization : Org Ser001 DN 51118

This information is current of SAM.gov as of: 04/24/2020

Registration summary	
UEI-EFT	UEI900051118
DUNS	900051118
Registration status	Active
Registration last update date	01/01/2020
Registration expiration date	01/01/2070
Has active exclusion?	
Debt subject to offset?	

Narrative

- Scroll down in the main body to the **Narrative** section.
- Provide a **brief narrative** in the text field.
- Upload any supporting attachments, as needed, that are required to explain your answer to the narrative question (optional).

Narrative

Please provide a brief narrative on the intended objectives of your award compared to the actual accomplishments. Please include the following in your narrative:

- a summary of the qualitative accomplishments resulting from your award
- a calculation of the cost for any accomplishment that can be quantified (i.e. amount of money spent per unit of accomplishment)
- an explanation of the reasons why any established goals were not met
- an analysis and explanation of any cost overruns or high unit costs
- any additional information that you deem necessary to explain your accomplishment of the award and its established goals

Please provide a brief narrative on the intended objectives of your award compared to the actual accomplishments

closeout request narrative required

Please include any attachments that are required to explain your answer to the narrative question above. (optional)

Maximum File Size: 1074.79MB

Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .jpg

[Upload from your computer](#)

Filename	Date uploaded	Description	Action

Award Costs

- Scroll down in the main body to the **Award costs** section.
- Open the dropdowns to review additional information for the grant costs summary and the subgrant summary of actual costs.

Award costs

Grant costs summary

	Grand total	Actual grand total	Actual federal share	Actual federal share percentage	Actual non-federal share	Actual non-federal share percentage
^	\$200.00	\$0.00	\$150.00	75 %	\$50.00	25 %

Additional information

Actual subrecipient management costs	Actual recipient management costs	Actual non-management costs
\$0.00	\$0.00	\$0.00

Subgrant summary of actual costs


Q

Subgrant ID	Subgrant type	Grand total	Federal share	Non-federal share	Federal resources disbursed	Federal resources balance	Amount to be returned	Date closed
^	EMA-2020-BR-12995-0001	Plan	\$75.00	\$25.00	\$75.00	\$0.00	12-02-2024	

Additional information

Non-management costs total	Non-management costs federal share	Non-management costs non-federal share	Subrecipient management costs
\$100.00	\$75.00	\$25.00	\$0.00

v	EMA-2020-BR-12995-0002	Plan	\$75.00	\$25.00	\$75.00	\$0.00	12-02-2024
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Real Property

- Scroll down in the main body to the **Real Property** section.
- Select the **checkboxes** that apply:
 - If one of the first three checkboxes is selected, then you are required to add a description of real property.
 - If checkbox number four is selected, indicating that all property was reported at subgrant closeout, then move on to the next section.
 - If None of the above is selected, move to the next section.

Real property

Instructions
Provide the following to report real property status or request agency instructions on real property that was/will be provided as Government Furnished Property (GFP) or acquired (i.e. purchased or constructed) in whole or in part under this grant. This includes real property that was improved using Federal funds and real property that was donated to a Federal project in the form of a match or cost share donation.

List of subgrants that reported real property at subgrant closeout. Use the link to review the real property already reported.

Subgrant ID	Subgrant type	Subgrant title	Suborganization name

Which of the following do you want to report? (Select all that apply)

Report real property status

Request agency instructions for request to acquire, improve or furnish

Request agency instructions for disposition or encumbrance request

All real property was reported at subgrant closeout

Please select at least one option.

Not Applicable

Please select at least one option.

Add real property

Instructions
Provide the requested information for each property being reported. Use the following guidelines to complete the real property information

- Description: Describe the type of real property being reported (i.e., land, building, etc.) and provide a useful description of the real property (i.e., building number 17 at the National Research Center, Chapel Hill, NC). If the real property is being renovated or altered, also describe the nature of the work (i.e., major renovation of building 17 wing 2).
- Location: Enter the address for each parcel of real property being reported including the street, city, state, county/parish, country, zip code or latitude and longitude if an address is not available.
- Real property cost: Enter the total cost of the real property acquired (purchase price only) or improved.

Description
Description of real property

- Location
- Real property cost
- Acquisition
- Insurance
- Environmental compliance
- Historical property
- Disposition status

Helpful Tip:

You can select more than one checkbox, if applicable.

SF-425

- Scroll down in the main body to the **SF-425** section.
- Enter an **ID Number** in the text field (optional).
- Answer the required **basis for accounting** question.

SF-425

1 Instructions

- This section includes the final Federal Financial Report for your grant.
- Many of the fields have been pre-populated based on the data pulled from FEMA GO, the financial management system, and the actuals from the award costs section that you entered above.
- Verify that the information below matches your organization's financial records, and complete the remaining required fields in the form below.
- If you have any questions about discrepancies, please contact your federal program or grants manager.

Organization information

1. Federal agency and organizational element to which report is submitted?	FEMA
2. Federal grant or other identifying number assigned by federal agency?	EMA-2020-BR-12995
4a. UEI (includes EFT indicator):	UEI900051118
4b. Employer Identification Number (EIN):	987654000
Organization legal name:	Org Ser001 LN 51118
Organization (doing business as) name:	Org Ser001 DBA 51118
Mailing address:	51118 Org Ser001 Blvd Testington, TN 37201-
Physical address:	51118 Org Ser001 Blvd Testington, TN 37201-
5. ID Number	5. ID Number <i>Optional</i>
	<input style="width: 100%;" type="text"/>
6. Report type	Final

7. What is your organization's basis for accounting for recording transactions related to this reward?

Accrual basis of accounting (expenses recorded when they are incurred)

Cash basis of accounting (expenses recorded when they are paid)

8. Project/Grant period

From	12/03/2024
To	12/01/2024
9. Reporting period end date	12/01/2024

SF-425 Continued

- Within the Transactions table, enter the **Cash Receipts amount** in the text field.
 - After entering this value, the system will auto-calculate the fields below.
- Answer the required **Program income** and **Indirect expenses** questions.
- Enter **Remarks** in the text field (optional).

Transactions (cumulative)

Federal cash overview	Amount
10a. Cash Receipts	\$100.00
10b. Cash Disbursements (this is the federal share of what you spent based on the total cost of all your requests).	\$100.00
10c. Total cash on hand	\$0.00
Federal expenditures and unobligated balance	Amount
10d. Total federal funds authorized	\$100.00
10e. Federal share of expenditures	\$100.00
10f. Federal share of unliquidated obligations	\$0.00
10g. Total federal funds	\$100.00
10h. Unobligated balance of federal funds	\$0.00
Recipient share	Amount
10i. Total recipient share required	\$0.00
10j. Recipient share of expenditures	\$0.00
10k. Remaining recipient share	\$0.00

Program Income

Did your organization earn income as a result of the work performed under this grant?

Yes

No

Indirect expenses

Does your organization have an indirect cost rate agreement with the federal government?

Yes

No

12. Remarks

Additional comments about your SF-425 report *Optional*

Sign and Submit


- Scroll down in the main body to the **Sign and submit** section.
- Review the certification statement.
- Select the **checkbox** next to the **statement** to provide your signature.
- Select **Submit**.

Sign and submit

I certify to the best of my knowledge and believe that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3733 and 3801-3812).

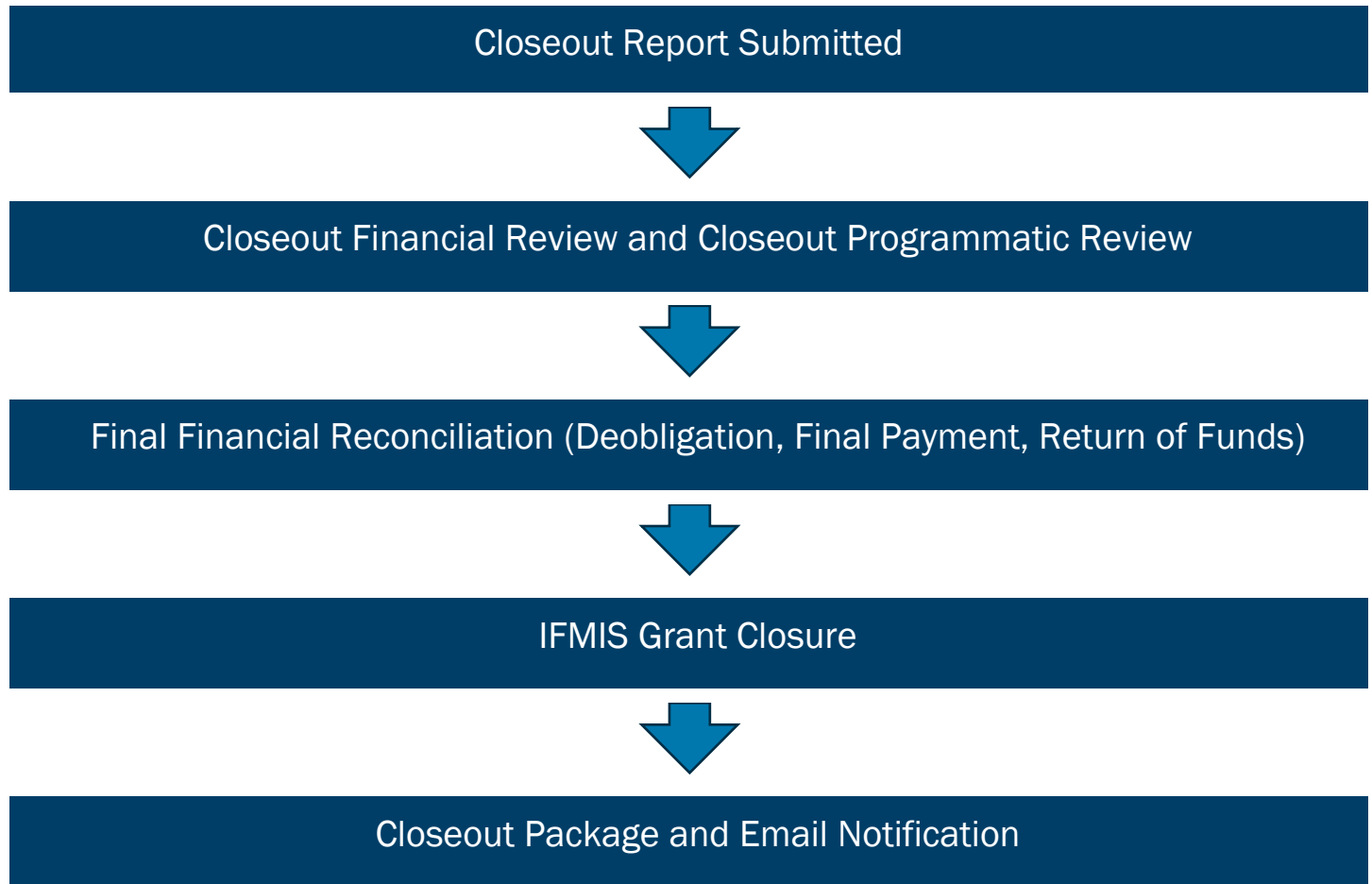
I, **FnAor LnAor**, am hereby providing my signature for this closeout report.

Submit

 **You have successfully submitted your closeout submission request.**

Closeout Workflow

System Closeout Workflow



FEMA GO Help Desk Information

Please send any questions to:

FEMAGO@fema.dhs.gov

877-585-3242

Hours: Monday - Friday, 9 a.m. – 6 p.m. ET