

FEMA GO Disaster Programs Request a Payment Guide

This guide provides instructions for FEMA GO external users to log-in and navigate the system to complete a Request for Payment.

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FEMA

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Objectives

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

- Log-in to FEMA GO as an external user; and
- Complete a Request for Payment.

Training Roles and Log-in

Training Roles

This training is for the following external roles:

Role	User
Authorized Organization Representative	AOR
Financial Member	FM
Programmatic Member	PM
Organization Member	OM

Helpful Tips:

Payment requests can only be submitted by an AOR or a FM.

The available screens you see are based on your role; they may differ from the screens displayed.

External User Log-in

Step 1:

Go to go.fema.gov.

Step 2:

Select **Sign in with LOGIN.GOV**. Once you are logged in at 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.



Request a Payment

Navigate to the Task

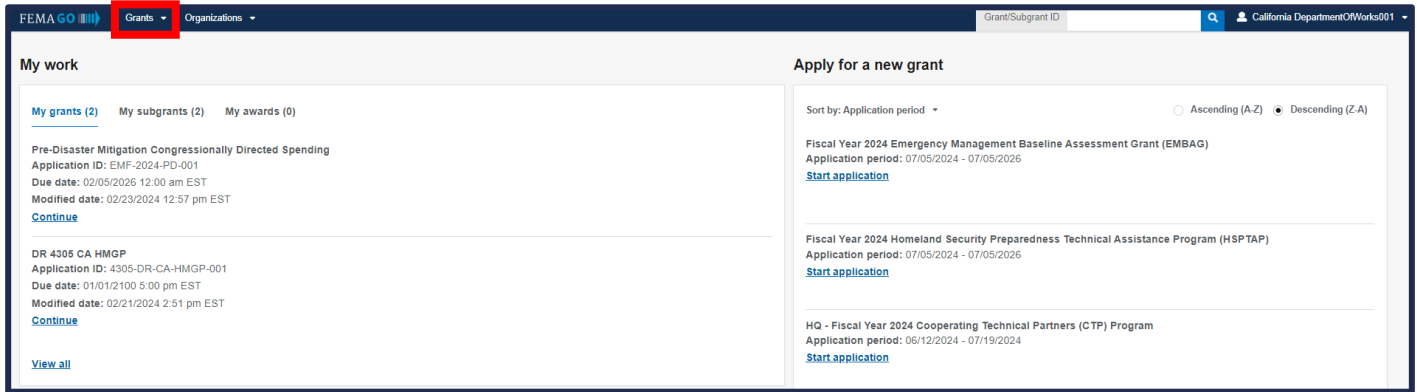
Payment Request

Certify and Submit

Navigate to the Task

Step 1:

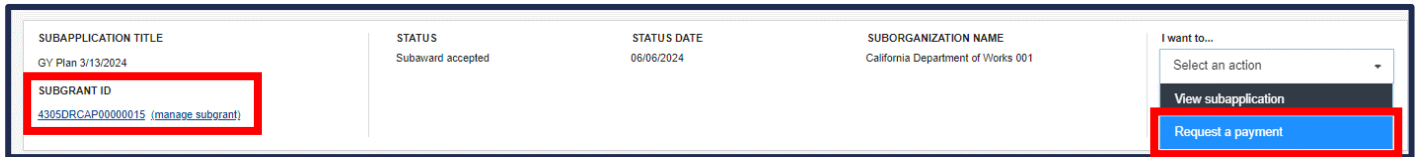
Select **Grants** in the top blue banner on the Welcome screen to navigate to the Grants Landing page.



The screenshot shows the FEMA GO interface. In the top navigation bar, the 'Grants' menu item is highlighted with a red box. Below the navigation bar, the page is divided into two main sections: 'My work' and 'Apply for a new grant'. The 'My work' section contains a list of grants and subgrants, including 'Pre-Disaster Mitigation Congressionally Directed Spending' and 'DR 4305 CA HMGP'. The 'Apply for a new grant' section displays details for three grant programs: 'Fiscal Year 2024 Emergency Management Baseline Assessment Grant (EMBAG)', 'Fiscal Year 2024 Homeland Security Preparedness Technical Assistance Program (HSPTAP)', and 'HQ - Fiscal Year 2024 Cooperating Technical Partners (CTP) Program'. Each program includes its application period and a 'Start application' link.

Step 2:

Scroll through the list of grants and subgrants until you locate the ID that you want to request a payment for. Then under the **I want to...** dropdown, select **Request a payment**.



SUBAPPLICATION TITLE	STATUS	STATUS DATE	SUBORGANIZATION NAME	I want to...
GY Plan 3/13/2024	Subaward accepted	06/06/2024	California Department of Works 001	Select an action
SUBGRANT ID				View subapplication
4305DRCAP00000015 (manage subgrant)				Request a payment

Payment Request

- Review the **federal resources awarded** and additional information in the main body.
- Enter the required amount that you are requesting in the **Payment amount** text field.
- Enter an optional **Payment request narrative** in the main body text field.
- Select the **Upload from your computer** button to attach any optional attachments for support, if necessary.

DR 4305 CA HMGP
SubGrant ID: 4305DRCAP00000015
Federal resources awarded: \$10,000.00

Payment request

1 Instructions
Please ensure your organization's banking information is up-to-date in SAM.gov before submitting your payment request. Payment requests may be delayed if the banking information is incorrect. Please use this page to request a payment under subgrant 4305DRCAP00000015. Enter the amount you are requesting and a brief narrative describing the items for which you are requesting funding, and attach any associated files. Your narrative should include a description of items purchased with the payment, the number of items, the cost per item, and the total acquisition cost. Then sign and submit the payment request by selecting the signature statement and providing your system password. Only an Authorized Organization Representative (AOR) or a financial member of the recipient organization can submit a payment request.

Federal resources awarded	\$10,000.00
Required non-federal resources	\$
Federal resources disbursed to recipient	\$0.00
Pending disbursements to recipient	\$0.00
Balance of federal resources available	\$10,000.00

Payment amount:

Payment request narrative (optional):

Attachments (optional)

Maximum File Size: 1074.79MB
Accepted File Types: pdf, doc, docx, xls, .xlsx, jpg

Filename	Date uploaded	Description
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Helpful Tips:

There is a limit to the number of attachments, and it is recommended to zip larger files.
Review the accepted file types before uploading documents from your computer.

Certify and Submit

- To certify that you are authorized to request a payment, select the box next to the **certification statement**.
- Enter your **FEMA GO password** in the text field to acknowledge that the payment request information is accurate and consistent with the articles of agreement.
- A green banner will then appear stating that you have successfully submitted your payment request.

I, California DepartmentOfWorks001, certify that I am authorized to request payment. I have read and understand the amount of financial assistance being accepted for this subaward as described in the award appendix document. I am hereby providing my signature to acknowledge that the payment request information is accurate and is consistent with my articles of agreement, to the best of my knowledge.

Please enter your password.

You have successfully submitted your payment request.

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