Grants Management FEMA GO Performance Progress Report Review (PS, PGA, AOR, & PM Roles Only)
### Revision Index and Version History

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Revision Date</th>
<th>Page Number</th>
<th>Revision Summary</th>
<th>Name of Reviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>V 1.0</td>
<td>01/27/2022</td>
<td>All</td>
<td>Initial Draft</td>
<td>M. Hinton</td>
</tr>
<tr>
<td>V 2.0</td>
<td>3/30/2022</td>
<td>All</td>
<td>Updates</td>
<td>K. Bhatt</td>
</tr>
<tr>
<td>V.3.0</td>
<td>4/14/2022</td>
<td>Slide 7</td>
<td>Updates</td>
<td>K. Bhatt</td>
</tr>
</tbody>
</table>
Introduction

This guide will assist those serving in the role of Authorized Organization Representative, Program Admin, and Program Specialist to submit or conduct a review of a Performance Progress Report.

This guide will walk you through the key steps to:

1. Log into FEMA GO
2. Access the FEMA GO home page
3. Navigate to the Task Summary and/or Grants Landing Page
4. See open tasks and/or grant(s) to complete a Performance Progress Report

Who is this guide for?

- Program Specialist
- Program Administrator
- Programmatic Member
- Authorized Organization Representative

**Note** - Screens are based on a User’s Assigned Role
Welcome Page
(Authorized Organization Representative Role & Programmatic Member)
AOR Role: Submitting a Performance Progress Report

- Log in as an Authorized Organization Representative (AOR)
- From the homepage, Select the Grants tab

Select an Action and choose Submit Performance Progress Report
AOR Role: Submitting a Performance Progress Report

- Review the instructions on submitting the Performance Progress Report
- Complete the sections requiring information

Performance Progress Report

Grant ID: EMW-2019-FG-57400
Period of performance: 07/23/2020 to 07/23/2021

Instructions
Please use this page to submit your Performance Progress Report under grant EMW-2019-FG-57400. Then sign and submit the performance progress report by selecting the signature statement and providing your system password. Only an Authorized Organization Representative (AOR) or a programmatic member of the recipient organization can submit a performance progress report.

Reporting period end date

Final report?
- Yes
- No

Please attach your performance progress report:
The Fiscal Year (FY) 2019 Assistance to Firefighters Grants Performance Progress Report can be found by following this link https://www.fema.gov/grants/prepareness/firefighters/standard-elements-programmatic-progress-report. Please complete and upload your report.
Performance Progress Report Review

- The attachment should be:

  Federal Emergency Management Agency
  Semi-Annual Performance Report
  OMB No.:1660-0054
AOR Role: Submitting a Performance Progress Report

- Attach the Performance Progress Report and a green checkmark will confirm the attachment
- Check the box to authorize the submission of the Performance Progress Report
- Enter your password and select submit

<table>
<thead>
<tr>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Maximum File Size:</strong> 1074.79MB</td>
</tr>
<tr>
<td><strong>Accepted File Types:</strong> .pdf, .doc, .docx, .xls, .xlsx, .jpg</td>
</tr>
</tbody>
</table>

- **I, FrAor LnAor, certify that I am authorized to submit a performance progress report, and I am hereby providing my signature to acknowledge that the performance progress report information is accurate to the best of my knowledge.**

- **You must provide all of the required information on this page before submitting the performance progress report**
AOR Role: Submitting a Performance Progress Report

- A green acknowledgment box will populate confirming the submission of the Performance Progress Report.
Welcome Page
(Program Specialist and Program Administrator Role)
Performance Progress Report Review

- Log in as a Program Admin or Program Specialist
- From the homepage, Select Tasks to view the Tasks Summary.
From the Task Summary page, select ‘View’ from the Performance Progress Report Review task card.
- From the Task List page, select ‘Start Task’ or ‘Continue working’.

<table>
<thead>
<tr>
<th>Task List</th>
<th>Grant ID</th>
<th>Date in Queue</th>
<th>Assigned To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Progress Report Review</td>
<td>EMW-2021-FG-13441052</td>
<td>12/06/2021</td>
<td>Unassigned</td>
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<tr>
<td>Performance Progress Report Review</td>
<td>EMW-2021-FG-14463332</td>
<td>12/21/2021</td>
<td>Unassigned</td>
</tr>
</tbody>
</table>
Minimize the review panel to view the complete screen.

Program Specialist Role: Performance Progress Report Review

Performance progress report for period ending 12/06/2021

Report Information
- Final Report: No
- Resubmission Deadline
- Technical Assistance Comments
- Reporting Period End Date: 12/06/2021

Performance Progress Report Attachments
- Filename: CHARS.docx
  - Date uploaded: 12/06/2021
  - Uploaded by: test.ser001.az.20400@test.com
  - Label: Performance Progress Report documentation

Submitted by: test.ser001.az.20400@test.com
- Date and Time Submitted: 12/06/2021

Review outcome
- Enter the outcome from your baseline review or return the report to the recipient.
  - Review complete
  - Return to recipient for correction

Internal Comments

Submit your review

Program Specialist View
Program Specialist Role: Performance Progress Report Review

- Review information on screen – Click on the filename of the Document (Hyperlink)
Program Administrator Role: Performance Progress Report Review

- Program Admin will see internal and external comments made by Program Specialist

<table>
<thead>
<tr>
<th>Technical Assistance Comments</th>
</tr>
</thead>
</table>

Performance progress report for period ending 12/22/2021

**Report Information**

<table>
<thead>
<tr>
<th>Final Report</th>
<th>Yes</th>
</tr>
</thead>
</table>

| Resubmission Deadline | 01/22/2022 |

Department of Homeland Security (DHS) Consent: You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses...
Performance Progress Report Review

- If the report is correct mark as Review complete – add Internal Comments as Submit
- If the report has errors, complete the designated sections to Return to recipient for correction

- Provide technical assistance narrative
- Give Resubmission deadline
- Add Internal Comments
- Submit your review
Performance Progress Report Review

- The system will confirm that you have completed the task and indicate action taken.

- The system will confirm that you have returned to recipient and indicate action taken.
Please send any questions to:
FEMAGO@fema.dhs.gov
1-877-585-3242