

FEMA GO Startup Guide

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

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FEMA

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Objectives

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

- Understand the Grants Technology Division (GTD) initiative.
- Identify FEMA GO user roles and permissions.
- Explain the importance of SAM.gov.
- Register as a new user in FEMA GO.
- Identify the key functionalities needed to successfully begin navigating FEMA GO.

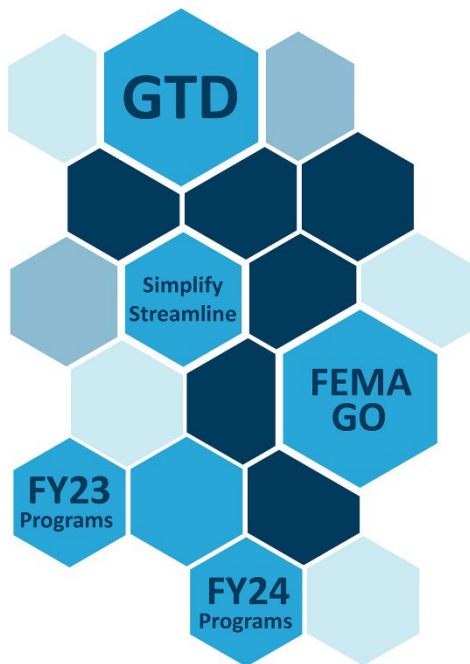
Grants Technology Division (GTD): An Overview

Grants Technology Division (GTD) Overview

Grants Technology Division (GTD) is transforming FEMA's grants process by simplifying and streamlining business methods.

GTD is moving from multiple legacy systems to one unified grants management platform, FEMA Grants Outcomes (FEMA GO):

- Started with Assistance to Firefighters Grants (AFG).
- Added HMA and FMA.
- In FY23, we onboarded 12 programs.
- Currently onboarding additional programs for FY24.



GTD's Expected Outcomes:

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

Roles and Permissions

Roles and Permissions within an Organization

Authorized Organization Representative (AOR)	Manages team members and has all permissions for the organization, including submitting information to FEMA. No limit on the number of AORs.
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 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.
Subrecipient Authorized Representative (SAR)	Can view, edit, and submit a subapplication and give other users subrecipient role permissions.
Subrecipient Member	Can view and edit a subapplication.

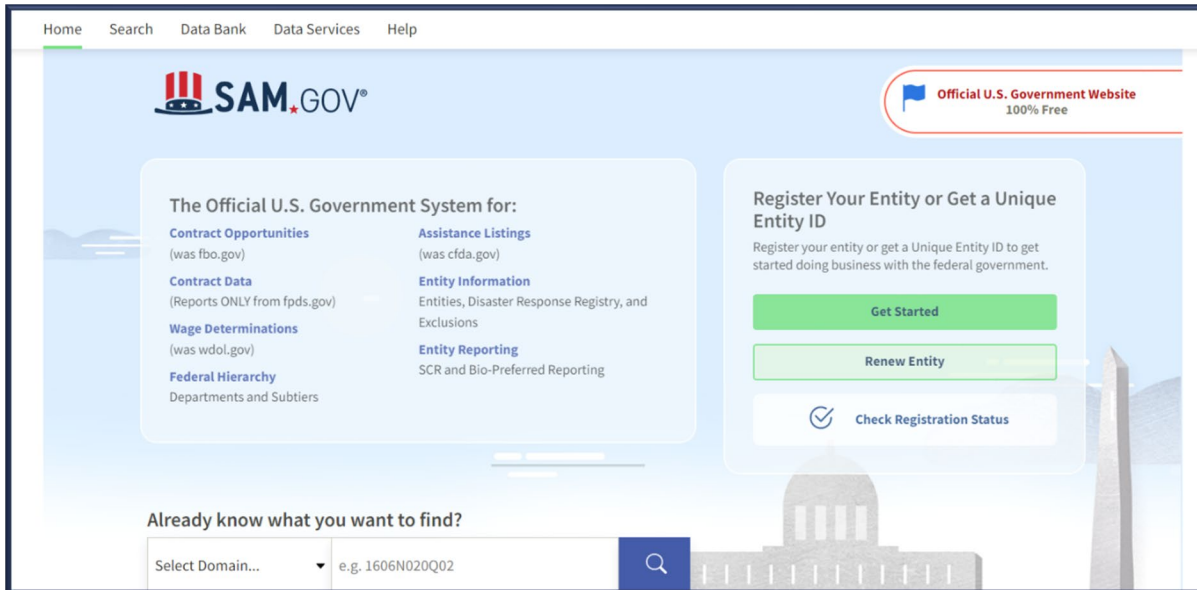
System for Award Management (SAM.gov)

SAM.gov Overview

SAM.gov Account Reminders

SAM.gov Overview

Automated sweeps of SAM.gov are conducted nightly by FEMA GO to pull over updated information.



Entities use SAM.gov to:

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

To register in SAM.gov, at a minimum, you will need the following information:

- Name of organization.
- Organization eBIZ POC.
- Organization Email.
- Organization Phone Number.
- Unique Entity Identifier (UEI).

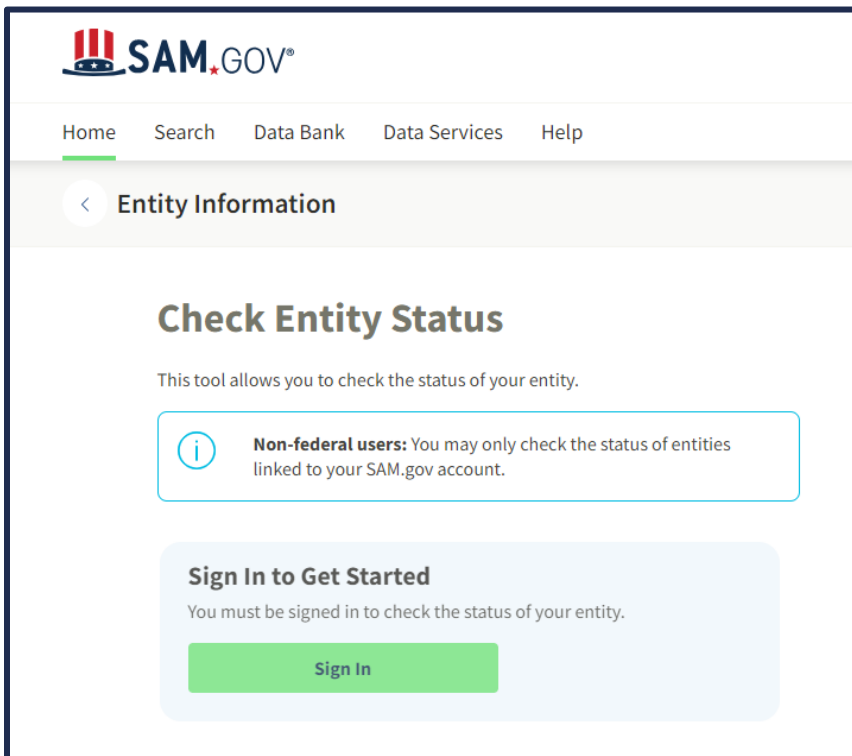
Helpful Tip:

FEMA GO automatically imports and adds certain information from SAM.gov.

SAM.gov Account Reminders

Important reminders regarding your SAM.gov account:

- Registering with SAM.gov is required prior to starting and applying to FEMA through the FEMA GO System.
- SAM.gov can take an extended period of time to process registrations and we suggest selecting financial assistance awards rather than all awards for faster processing.
- Your SAM.gov account must remain active throughout the evaluation process.
- It is only active for one year and must be renewed annually.
- It has an expiration date.



User Registration

Account Creation

Validation

Registration

Log-in

Welcome Screen Overview

Account Creation

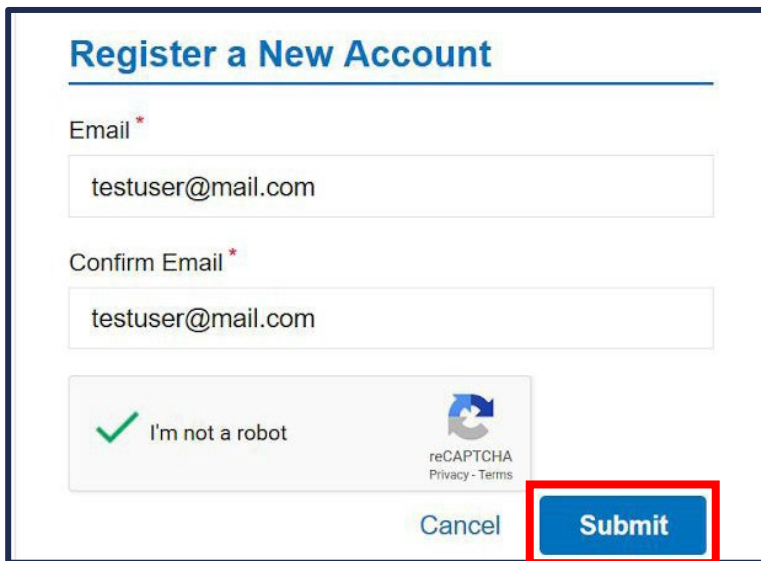
Step 1:

Go to go.fema.gov and select **Create an account**.



Step 2:

Enter a **valid email address** in the email text field, **confirm** that email address by entering it a second time in the confirm email text field, select the **I am not a robot** checkbox, and select **Submit**.



Helpful Tip:

Emails are case sensitive and must be lowercase when registering in FEMA GO.

Validation

You will receive an email from FEMA GO Registration with a link to select to complete your registration.

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

Helpful Tip:

Please check your SPAM and junk folders if you do not receive an email after several minutes.

The link to register expires after 24 hours.

Registration

Step 1:

Enter your **First Name** and **Last Name** in the corresponding text fields.

Step 2:

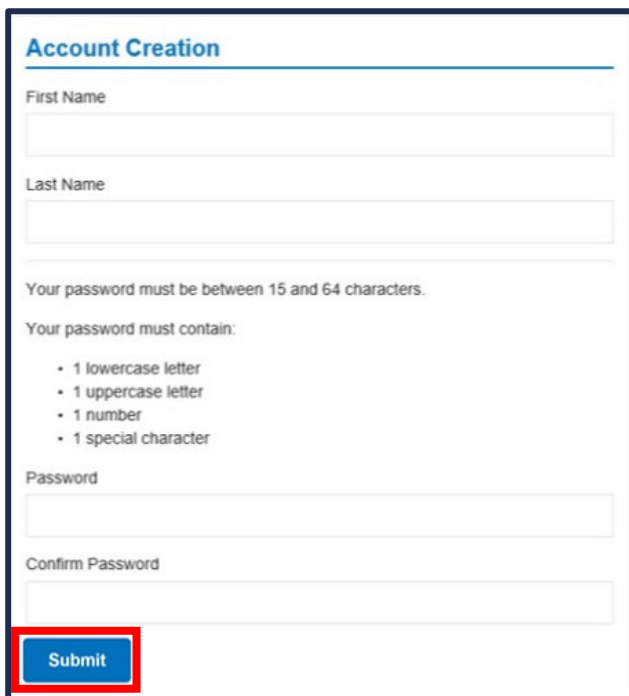
Create a **password** with at least:

- 15-64 characters in length.
- 1 lowercase letter.
- 1 uppercase letter.
- 1 number.
- 1 special character.

Enter the newly created password in the **Confirm Password** text field.

Step 3:

Select **Submit**.



Account Creation

First Name

Last Name

Your password must be between 15 and 64 characters.

Your password must contain:

- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 1 special character

Password

Confirm Password

Submit

Helpful Tip:

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

Log-in

Step 1:

Go to go.fema.gov.

Step 2:

Enter the **email** and **password** that you just created.

Step 3:

Select **Log-in**.

Welcome to FEMA Grants Outcomes!

Grants Outcomes (GO) is FEMA's new platform for submitting, approving, and managing FEMA grants.

Log in

Email

Password

[Forgot password?](#)

Log in

Create an account

FEMA employees

Insert your PIV card into your smart card reader

Log in with your PIV card

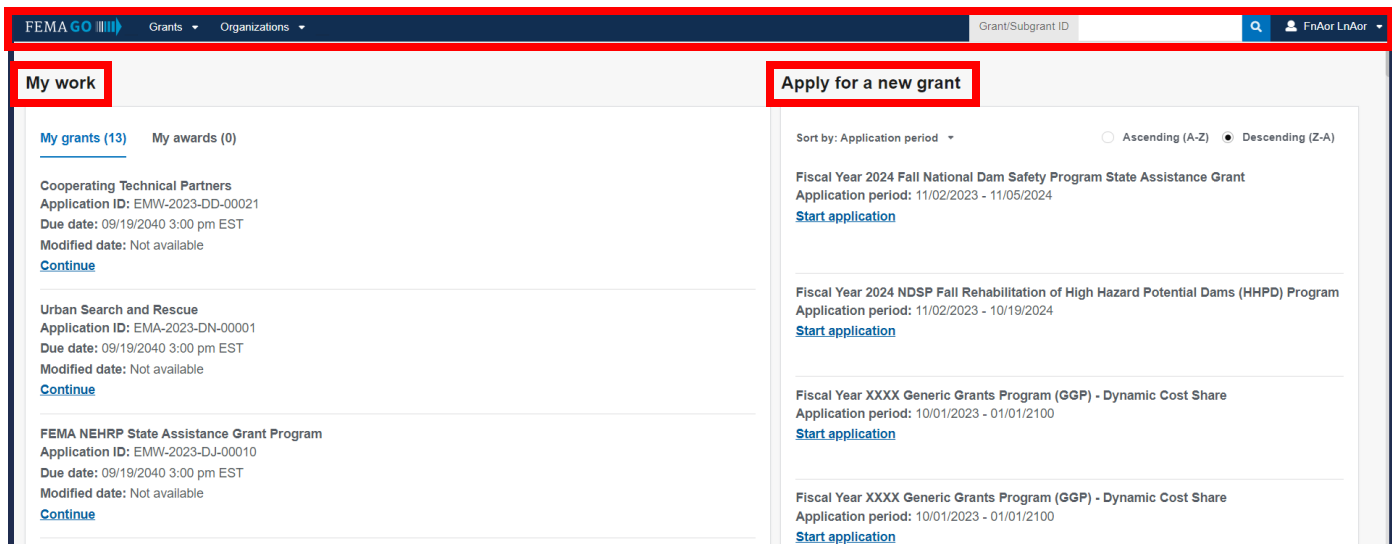


Helpful Tip:

After multiple failed attempts, there is a 20-minute lockout period before you can reset your password or try again.

Welcome Screen Overview

- Your view of the welcome screen will depend on your assigned role/roles in FEMA GO.
- The welcome screen contains three main areas that are important to completing tasks within FEMA GO.
 - Apply for a new grant section where you will find grants listed by name, the dates for the application period, and a link to start the application.
 - My Work section with tabs for **My grants** and **My awards**. My grants lists grant applications that you have completed or that you are in the process of completing. My awards lists grants that have been awarded.
 - The top blue banner has navigation links such as Grants, Organizations, and a Grant/Subgrant ID search bar.



My Organization Profile

My Organization Profile

Step 1:

Select **Organizations** within the blue banner at the top of the screen to view the My Organization summary for your organization.

- The information displayed in the main body includes the organization’s mailing address, physical address, EIN number, UEI number, and a summary of SAM.gov.

The screenshot shows the FEMA GO interface with the 'Organizations' menu item highlighted in red. The main content area displays the profile for 'Org Ser001 DN 50150 UEI900050150'. The page is divided into sections: 'My organization' (with links for profile, team, and registrations), 'My suborganizations', and 'Organization information'. The 'Organization information' section includes a 'Summary information' table and 'SAM.gov information'.

Summary information				
Mailing address	Physical address	EIN#	DUNS#	UEI-EFT
50150 Org Ser001 Blvd Testington, TN 37201	50150 Org Ser001 Blvd Testington, TN 37201	987654000	900050150	UEI900050150

SAM.gov information	
Doing business as name Org Ser001 DBA 50150	Registration status Active
Registration last updated date 12/31/2019	Registration expiration date 12/31/2069
Has active exclusion? --	Debt subject to offset? --

Manage My Team

(SAR and AOR Roles)

Manage My Team

Step 1:

Select **Manage my team** from the left navigation panel. A list of current team members within your selected organization, as well as their role and contact information, will appear in the main body.

Step 2:

Select **Manage** under the **Actions** column to make any necessary edits.

The screenshot shows the FEMA GO interface for managing a team. The left navigation pane has 'Manage my team' highlighted. The main content area shows a table of team members for organization 'Org Ser001 DN 50150 UEI900050150'. The table has columns for Name, Roles and grant programs, Phone, Email, and Actions. The 'Manage' link in the Actions column of the first row is highlighted in red. The right sidebar contains search and filter options.

Name	Roles and grant programs	Phone	Email	Actions
FnAor LnAor	Authorized Organization Representative, All Programs	(555) 555-1212	test.ser001.aor.o.50150@test.com	Manage
FnAor LnAor	2 Roles, All Programs	(555) 555-1212	test.ser001.aor.sar.50150@test.com	Manage
FnAor LnAor	Authorized Organization Representative, All Programs	(555) 555-1212 ext. 3343	test.ser001.aor.50150@test.com	Manage
FnAor LnAor	2 Roles, All Programs	(555) 555-1212	test.ser001.aor.sm.50150@test.com	Manage
FnAor LnAor	Authorized Organization Representative, 5 Programs	(555) 555-1212	test.ser001.aor.op.50150@test.com	Manage
FnAor LnAor	Authorized Organization Representative, All Programs	(555) 555-1212	test.ser001.aor.oop.50150@test.com	Manage
FnAorOopSar LnAorOopSar	2 Roles, All Programs	(555) 555-1212	test.ser001.aor.oop.sar.50150@test.com	Manage
FnAorOopSm LnAorOopSm	2 Roles, All Programs	(555) 555-1212	test.ser001.aor.oop.sm.50150@test.com	Manage

...continued

Manage My Team, Continued

- Once you have selected the Manage link, a new window will open where you can review the **contact information, role, and permissions** assigned to the team member.
- Select **Edit** to update or change information, as needed.
- Select **Add another role** to assign additional roles (optional). When the add another role button is selected, a grey section with available roles and programs will display.
- Select **Role 2** using the dropdown menu and assign a program, as needed.
- Once you have finished reviewing and/or making edits, select **Save & close**.

Manage this team member

Review and update contact information, roles and permissions assigned to this member of your organization.

FnAor LnAor	Email: test.ser001.aor.o.50150@test.com	Phone: (555) 555-1212
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Assign roles and programs

Choose a role. You can limit this role to a set of programs by selecting the programs from the list. If you are an AOR not limited by programs and the user you are adding can have access to all the programs, then you do not need to select any program(s).

Role 1 Authorized Organization Representative	Edit Delete
Programs All programs	

[+ 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.

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.

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.

Subrecipient Authorized Representative - can view, edit, and submit a subapplication and give other users subrecipient role permissions.

Subrecipient Member - can view and edit a subapplication.

[Save & close](#) ✓

[Cancel](#)

[Delete](#)

Role 2

Select ▼

Assign program(s) (optional)

Preparedness: Fire

Assistance to Firefighters Grants

Fire Prevention and Safety

Staffing for Adequate Fire and Emergency Response (SAFER)

Mitigation: Hazards

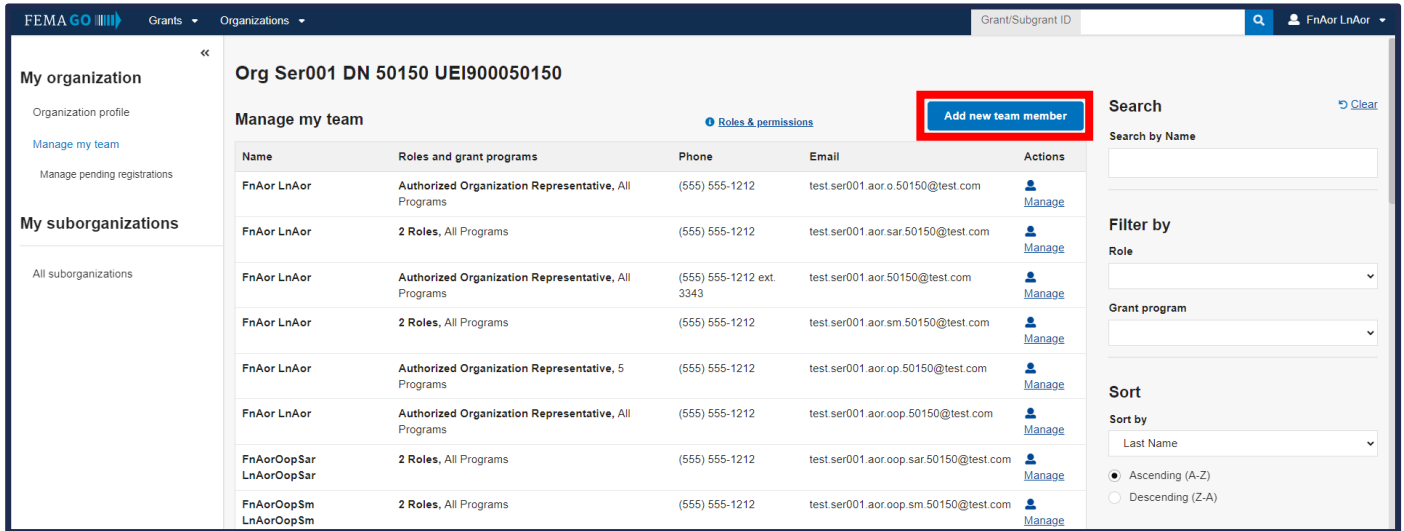
Add a New Team Member

(SAR and AOR Roles)

Add a Team Member

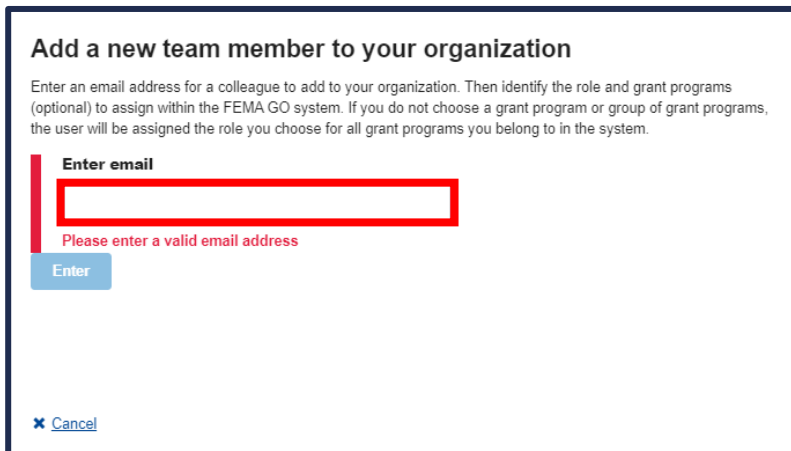
Step 1:

Select the **Add a new team member** button in the top righthand portion of the manage my team page. A new window will open.



Step 2:

In the new window, enter the **email address** of the new team member, then select **Enter**.



...continued

Add a Team Member, Continued

Step 3:

Select **Yes** to confirm that you are adding the correct person to your organization.

Step 4:

Once yes is selected, a role selection dropdown and a blue text field explaining role permissions will appear. From the dropdown menu, select a **Role**. You also have the option to assign a **program** to that team member.

This email address is not associated with a registered user in FEMA GO.
You can assign this person roles and provide access to your suborganization. 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 provide access to your suborganization?

john.doe123@gmail.com

Yes [Enter another email address](#)

Assign roles
Choose a role

Role 1
Select

Assign program(s) (optional)

Preparedness: Fire
 Assistance to Firefighters Grants
 Fire Prevention and Safety
 Staffing for Adequate Fire and Emergency Response (SAFER)
 Mitigation: Hazards

[+ Add another role](#)

Step 5:

Select the blue **Add this team member** button to submit the request.

Role permissions:
Authorized Organization Representative - can manage team members and has all the permissions for the organization, including submitting information to FEMA.
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.
Organization Member - can view and edit all information, but cannot submit to FEMA or manage teams.
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Subrecipient Authorized Representative - can view, edit, and submit a subapplication and give other users subrecipient role permissions.
Subrecipient Member - can view and edit a subapplication.

Add this team member ✓

[Cancel](#)

Helpful Tip:

When you add a person to your organization, they will receive a confirmation email and must register in FEMA GO.

Manage Pending Registrations

(SAR and AOR Roles)

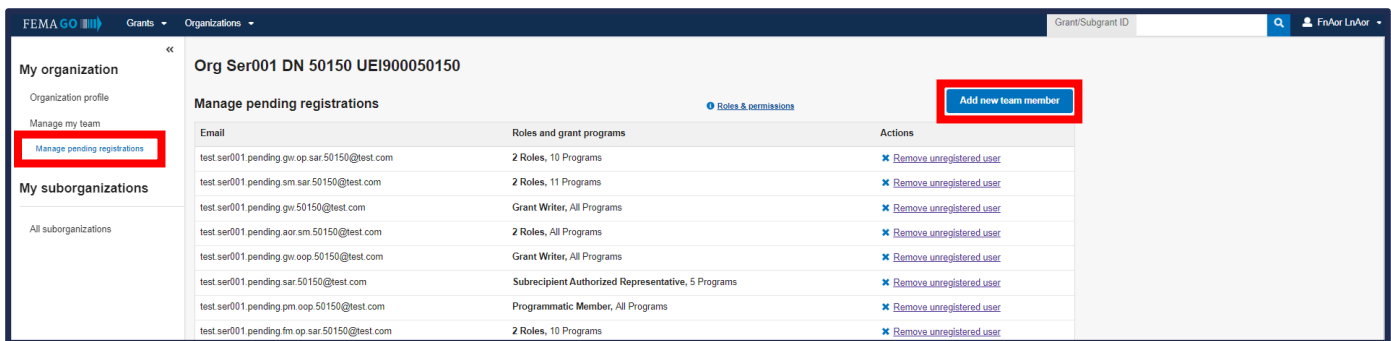
Manage Pending Registrations

Step 1:

Select **Manage pending registrations** in the left navigation to see users who have not yet registered in FEMA GO.

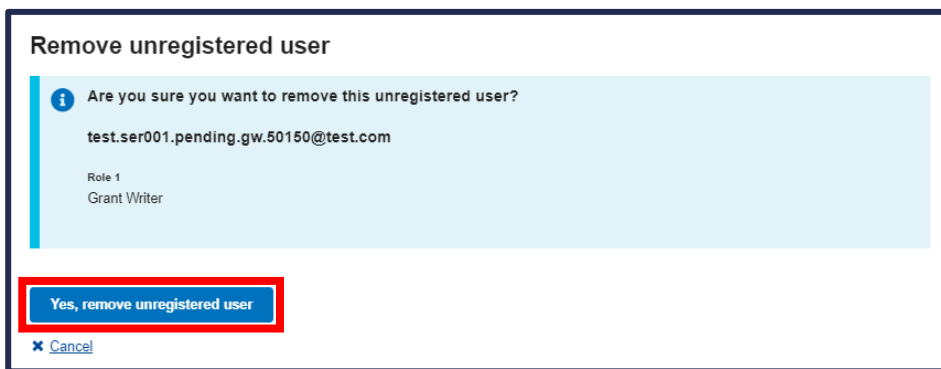
Step 2:

To remove a pending registration, select the **Remove unregistered user** link under the **Actions** column on the far-right side of the screen.



Step 3:

In the new window that opens, review the information for the selected team member and confirm removal of the unregistered user by selecting the blue **Yes, remove unregistered user** button.



FEMA GO Help Desk Information

Please send any questions to:

FEMAGO@fema.dhs.gov

1-877-585-3242

Hours: Mon.-Fri. 9 a.m. – 6 p.m. ET