

FEMA GO Award Acceptance Guide

This Guide provides instructions for FEMA GO external users to log-in, navigate the system and complete the task for accepting or declining an award.

September 2024



FEMA

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Objectives

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

- Log-in as an external user; and
- Complete the Accept or Decline Award task.

Training Roles and Log-in

Training Roles

This training is for the following role:

Role	User
Authorized Organization Representative	AOR



External User 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 web page.

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.

Accept or Decline Award Task

Navigate to the Task

Accept Award

Decline Award

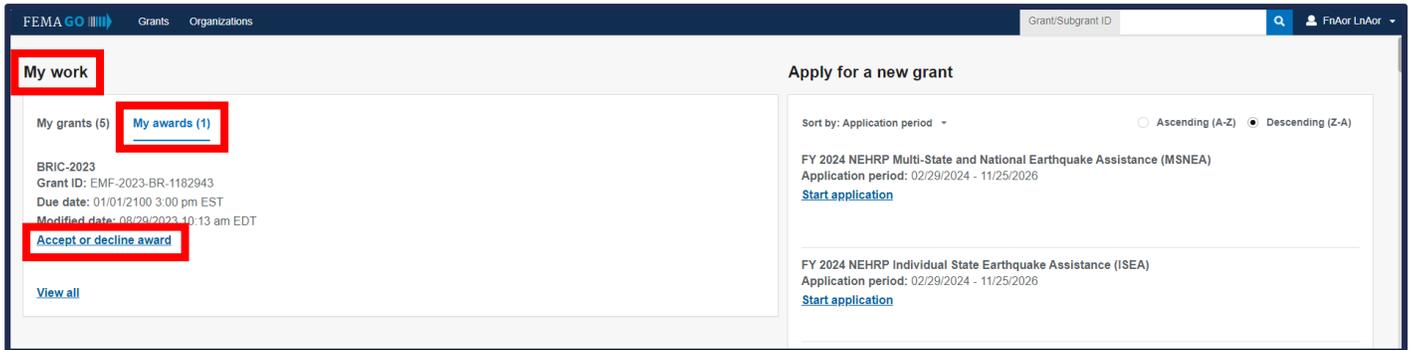
Navigate to the Task

Step 1:

Navigate to the **My work** section, then select the **My awards** tab.

Step 2:

Locate the Grant ID that you want to accept or decline an award for. Then select the **Accept or decline award** link to view the award package and select a decision.



Accept Award

- Select **Accept award**.
- Enter **optional comments** in the text field.
- **Select** the check box next to your name to provide your signature.
- **Enter** your FEMA GO password to authenticate your signature.
- Select the **Submit** button.
- A green banner will appear stating that you have successfully accepted your award.

Please accept or decline your award by at

Accept award

Decline award

Comments (optional)

I, Al Borland, am hereby providing my signature for this award as of 08/28/2019.

Please enter your password

Submit

Reminders

You have successfully accepted your award.

Helpful Tip:

The reminders section at the bottom of this page is program specific.

Decline Award

- Select **Decline award**.
- Enter the **required reason** for the declined decision in the text field.
- **Select** the check box next to your name to provide your signature.
- **Enter** your FEMA GO password to authenticate your signature.
- Select the **Submit** button.
- A green banner will appear stating that you have successfully declined your award.

Please accept or decline your award by May 10, 2023 at 3:02 pm
 The user who accepts this award will become the Authorized Organization Representative (AOR) for the grant, and will receive permission to submit payment requests, amendment requests, and reports to FEMA post-award. The award package, including the obligating document, will be updated to include the AOR for the grant upon award acceptance.

Accept award
 Decline award

Please indicate your reason for declining this award

Test

I, FnAor LnAor, am hereby providing my signature for this award as of 04/14/2023.

Please enter your password.

.....

Submit

Reminders

 You have successfully declined your award.

Helpful Tip:
 The reminders section at the bottom of this page is program specific.

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