

FEMA GO Award Acceptance Guide

This guide provides instructions for External FEMA GO Users to log-in, navigate the system, and complete the task for accepting or declining an award.

April 2023



FEMA

Prepared by: GPD Communications, Culture, Analytics & Training Branch (CCAT)



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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
- Complete the Accept or Decline Award task



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Training Roles and Log-in



Training Roles

This training is for the following external roles:

Role	User
Authorized Organization Representative	AOR

Log-in

Step 1:

Go to <https://go.fema.gov>

Step 2:

Log in with your previously created **Email** and **Password**

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

United States Government

John Doe



USA

Log in with your PIV card

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 information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.



Accept or Decline Award Task

Navigate to the Task

Accept Decision

Decline Decision



Navigate to the Task

Step 1:

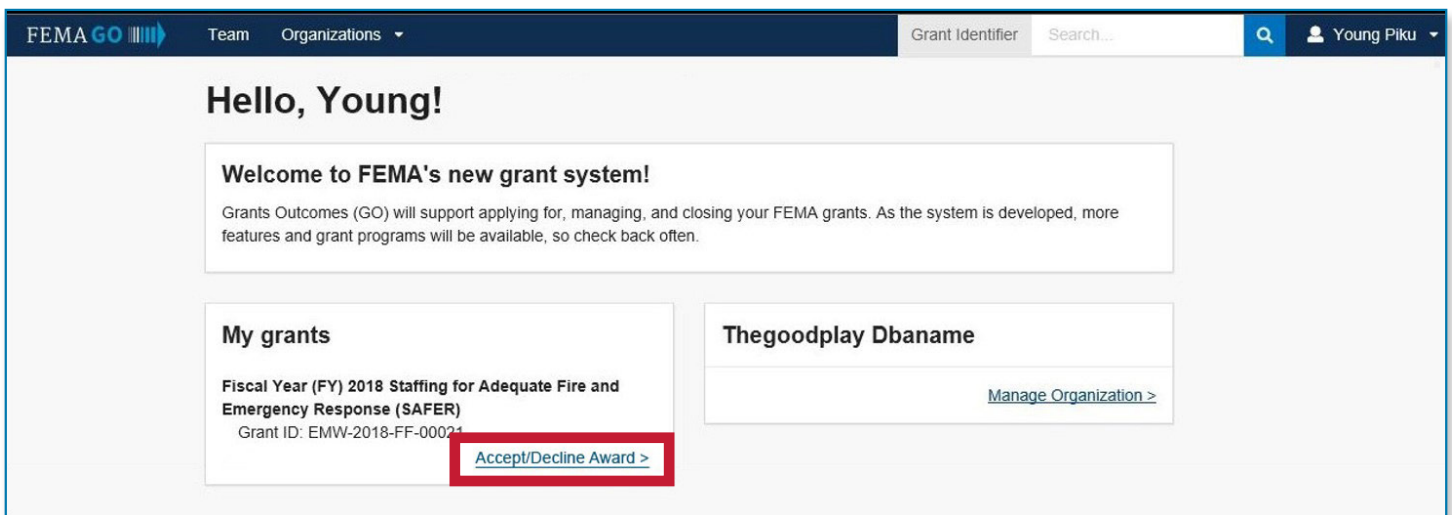
On the welcome screen locate the section titled **My grants**

Step 2:

Scroll through the list of grants to find the grant you want to accept or decline an award for

Step 3:

Select the **Accept/Decline Award** link next to the grant in the **My grants** section to be directed to the task



Accept Decision

Step 1:

Select **Accept award**

Step 2:

Enter **Comments** as needed to support your decision

The screenshot shows a web form titled "Please accept or decline your award by at". It has two radio buttons: "Accept award" (selected) and "Decline award". Below is a "Comments (optional)" text area. A signature line is present with a checkmark and the text "I, Al Borland, am hereby providing my signature for this award as of 08/28/2019." Below the signature line is a "Please enter your password" label and a password input field. A "Submit" button is at the bottom. Below the form is a "Reminders" section with the text "Reminders (AFG)" and "Some additional important topics for your award are listed below."

Step 3:

Select the box next to your name to provide your signature

Step 4:

Enter your FEMA GO password to authenticate your signature

Step 5:

Select **Submit**



Note

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

A green banner with a checkmark icon and the text "You have successfully accepted your award."

Decline Decision

Step 1:

Select **Decline award**

Step 2:

Enter **the required reason** for declining the 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

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

Please enter your password.

Submit

Reminders

Step 3:

Select the box next to your name to provide your signature

Step 4:

Enter your FEMA GO password to authenticate your signature

Step 5:

Select **Submit**



Note

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



You have successfully declined your award.



FEMA GO Help Desk Information:

Please send any questions to:

FEMAGO@fema.dhs.gov

1-877-585-3242

Hours: Mon-Fri, 9:00 a.m. – 6:00 p.m. ET

