

# FEMA GO Grant Recipient Closeout Guide

This guide provides instructions for FEMA Grant Recipients to log-in to FEMA GO, initiate a closeout (SF-428), complete a closeout report, understand the systems closeout workflow, and view the Grant Closeout Package.

## November 2024



# FEMA

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## Objectives

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

- Log-in to FEMA GO;
- Initiate a closeout (SF-428);
- Complete a closeout report;
- Understand the closeout workflow; and
- View the grant closeout package.

## Training Role

This training is for the following role:

Role	User
Authorized Organization Representative	AOR



Log-in



# Log-in

## Step 1:

Go to [go.fema.gov](https://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 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.

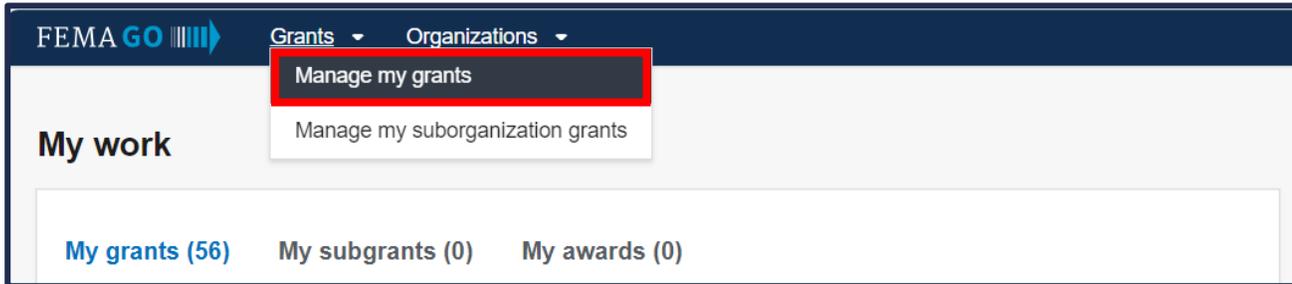
# Initiate Closeout (SF-428)

(AOR Role)

# Initiate Closeout Process

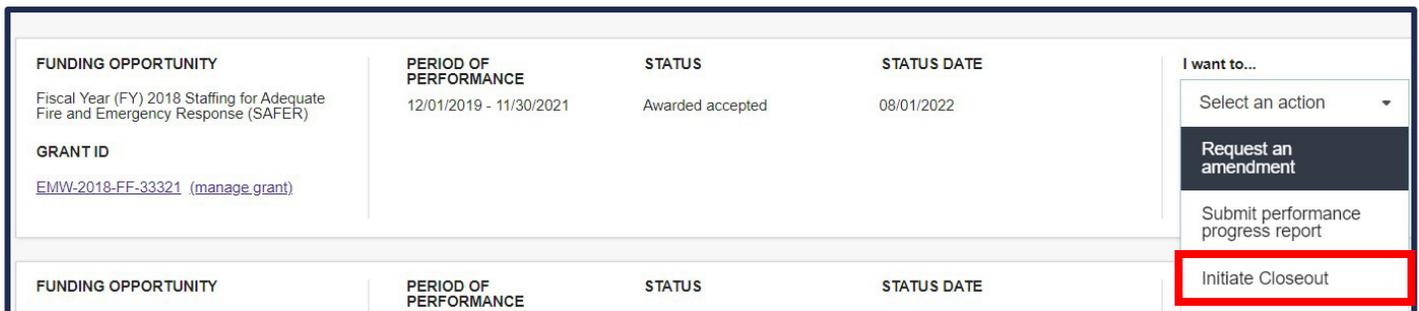
## Step 1:

Select **Grants** in the top banner of the welcome page and select **Manage my grants** from the dropdown menu to navigate to your list of grants.



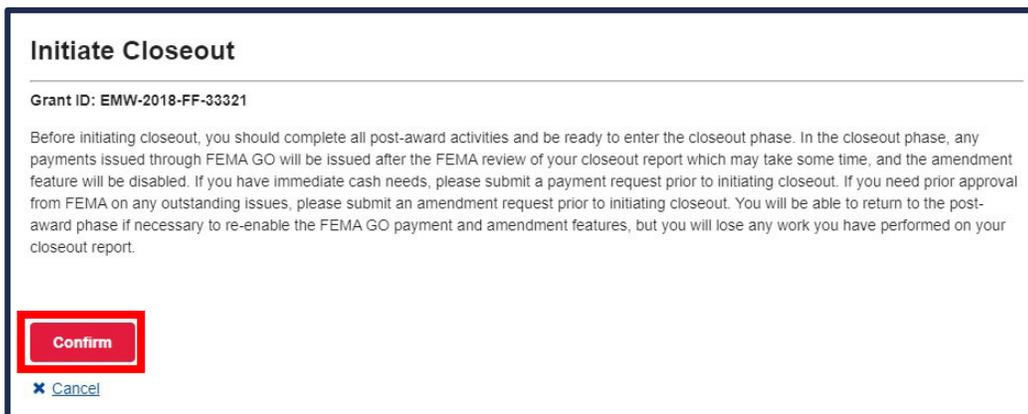
## Step 2:

Under **I want to...** on the right side of the screen, open the dropdown menu and select **Initiate Closeout**. The option to initiate closeout will only be available when the period of performance, POP, ends on the grant.



## Step 3:

In the new window, review the closeout information and select the **Confirm** button. After you select confirm, the status on the closeout report page should change. Please check the status of the closeout report, it should say **status: pending submission**.



# Closeout Report

## (AOR Role)

Navigation

Narrative

Award Costs

Equipment and Supplies Inventory

SF-425

Sign and Submit

# Navigation

- Navigate to the **Grant Landing Page** by searching in the top bar using the **Grant ID**.
- Scroll down in the main body to the My to do list section and then select **Continue closeout report** in the Actions dropdown.
- Review the Grant summary and Organization information for accuracy before continuing.

My to do list

Description	Status	Date of status	Due date	Action
Closeout report	Pending submission	10/17/2024	12/28/2024	Continue closeout report

My closeout report

Grant summary  
Organization information  
Narrative  
Award costs  
Equipment and supplies inventory  
SF-425  
Sign and submit

« **FY23 Generic Grants Program Direct Non-Disaster** Status: Pending submission

**Grant ID: EMW-2023-GR-05083**

**Grant summary**

Period of performance	10/01/2023 - 08/30/2024
Federal resources awarded	\$100.00
Required non-federal resources	\$0.00
Federal resources disbursed to recipient	\$0.00
Pending disbursements to recipient	\$0.00
Balance of federal resources available	\$100.00

**Organization information**

**Organization : Org Ser001 DN 51115**  
This information is current of SAM.gov as of: 04/22/2020

**Registration summary**

UEI-EFT	UEI900051115
DUNS	900051115
Registration status	Active
Registration last update date	01/01/2020
Registration expiration date	01/01/2070
Has active exclusion?	
Debt subject to offset?	

# Narrative

- Scroll down in the main body to the **Narrative** section.
- Provide a **brief narrative** in the text field.
- Upload any supporting attachments, as needed, that are required to explain your answer to the narrative question (optional).

**My closeout report**

- Grant summary
- Organization information
- Narrative
- Award costs
- Equipment and supplies inventory
- SF-425
- Sign and submit

## Narrative

Please provide a brief narrative on the intended objectives of your award compared to the actual accomplishments. Please include the following in your narrative:

- a summary of the qualitative accomplishments resulting from your award
- a calculation of the cost for any accomplishment that can be quantified (i.e. amount of money spent per unit of accomplishment)
- an explanation of the reasons why any established goals were not met
- an analysis and explanation of any cost overruns or high unit costs
- any additional information that you deem necessary to explain your accomplishment of the award and its established goals

Please provide a brief narrative on the intended objectives of your award compared to the actual accomplishments

closeout request narrative required

Please include any attachments that are required to explain your answer to the narrative question above. (optional)

Maximum File Size: 1074.75MB Accepted File Types: pdf, doc, docx, xls,xlsx, jpg

Upload from your computer

Filename	Date uploaded	Description	Action

# Award Costs

- Scroll down in the main body to the **Award costs** section.
- Open the **Activity** and **Item** dropdowns to review costs, and to report the actual costs, as needed.

**Instructions**

- Use this section to report the actual costs of grant-funded activities.
- Report total costs that were spent on award activities. The breakdown of the federal and non-federal resources will be accounted for on the final Federal Financial Report.
- All awarded activities and costs are listed below from your approved grant.
- If there were any other grant-funded costs that are not listed below, please add them using the blue "Add" buttons on the right.

Review and enter the actual costs for each of the recipient's activity below.

+ Add activity
**Grand total: \$100.00 | Actual grand total: \$100.00**

---

**Program area: Non construction**

▼
**Activity: Project jj**

**Total: \$100.00 | Actual total: \$100.00**

Project activity narrative

+ Add an item

Cost Items

▼
**Item: Equipment**

**Total: \$100.00 | Actual total: \$100.00**

**Equipment**

Description

jj

Budget class

Equipment

Equipment Quantity	Unit price	Total
1	100.00	\$100.00
<b>Actual quantity</b>	<b>Actual unit price</b>	<b>Actual total</b>
1	\$100.00	\$100.00

# Equipment and Supplies Inventory

- Scroll down in the main body to the **Equipment and supplies inventory** section.
- Select the **checkboxes** that apply:
  - If the first checkbox is selected, indicating the equipment has a value over \$5,000, you are required to add the equipment or supply inventory.
  - If the second checkbox is selected, indicating you have unused supplies that estimate over \$5,000, you are required to enter the value of unused supplies and select a basis for estimating the value.
  - If None of the above is selected, move to the next section.

**Equipment and supplies inventory**

**i Instructions**  
Report the following grant purchases:

- Equipment that has a current value of over \$5,000. FEMA will provide instructions for the disposition of this equipment after you no longer need it.
- Unused supplies with a value of over \$5,000 and that are not needed for any other federal grant. You will need to pay FEMA back for its share of these supplies.
- If you did not purchase unused supplies or equipment values over \$5,000, please answer "None of the above" to the question below.
- For additional information, see 2 CFR Parts 200.213 and 200.314.

Which of the following do you want to report? (Select all that apply)

Equipment acquired under the grant with a current value of over \$5000

Unused supplies with a value of over \$5000 that are not needed for the continuation of this program or any other federal grant your organization has

None of the above  
Please select at least one of the options.

## Helpful Tip:

You can select more than one checkbox, if applicable.

# SF-425

- Scroll down in the main body to the **SF-425** section.
- Enter an **ID Number** in the text field (optional).
- Answer the required **basis for accounting** question.

**SF-425**

**1 Instructions**

- This section includes the final Federal Financial Report for your grant.
- Many of the fields have been pre-populated based on the data pulled from FEMA GO, the financial management system, and the actuals from the award costs section that you entered above.
- Verify that the information below matches your organization's financial records, and complete the remaining required fields in the form below.
- If you have any questions about discrepancies, please contact your federal program or grants manager.

**Organization information**

1. Federal agency and organizational element to which report is submitted?	FEMA
2. Federal grant or other identifying number assigned by federal agency?	EMW-2023-GR-05083
4a. UEI (includes EFT indicator):	UEI900051115
4b. Employer Identification Number (EIN):	987654000
Organization legal name:	Org Ser001 LN 51115
Organization (doing business as) name:	Org Ser001 DBA 51115
Mailing address:	51115 Org Ser001 Blvd Testington, TN 37201-
Physical address:	51115 Org Ser001 Blvd Testington, TN 37201-
5. ID Number	5. ID Number <span style="float: right;"><i>Optional</i></span>
	13
6. Report type	Final

**7. What is your organization's basis for accounting for recording transactions related to this reward?**

Accrual basis of accounting (expenses recorded when they are incurred)  
 Cash basis of accounting (expenses recorded when they are paid)

**8. Project/Grant period**

# SF-425 Continued

- Within the Transactions table, enter the **Cash Receipts amount** in the text field.
  - After entering this value, the system will auto-calculate the fields below.
- Answer the required **Program income** and **Indirect expenses** questions.
- Enter **Remarks** in the text field (optional).

**Transactions (cumulative)**

Federal cash overview	Amount
10a. Cash Receipts	\$100.00
10b. Cash Disbursements (this is the federal share of what you spent based on the total cost of all your requests).	\$100.00
10c. Total cash on hand	\$0.00
Federal expenditures and unobligated balance	Amount
10d. Total federal funds authorized	\$100.00
10e. Federal share of expenditures	\$100.00
10f. Federal share of unliquidated obligations	\$0.00
10g. Total federal funds	\$100.00
10h. Unobligated balance of federal funds	\$0.00
Recipient share	Amount
10i. Total recipient share required	\$0.00
10j. Recipient share of expenditures	\$0.00
10k. Remaining recipient share	\$0.00

**Program Income**

Did your organization earn income as a result of the work performed under this grant?

Yes

No

**Indirect expenses**

Does your organization have an indirect cost rate agreement with the federal government?

Yes

No

**12. Remarks**

Additional comments about your SF-425 report *Optional*

# Sign and Submit

- Scroll down in the main body to the **Sign and submit** section.
- Review the certification statement.
- Select the **checkbox** and provide your **password** to sign the report.
- Select **Submit**.

**Sign and submit**

I certify to the best of my knowledge and believe that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3733 and 3801-3812).

I, **FnAor LnAor**, am hereby providing my signature for this closeout report.

Please enter your password.

# Closeout Workflow



# System Closeout Workflow

Closeout Report Submitted



Closeout Financial Review and Closeout Programmatic Review



Final Financial Reconciliation (Deobligation, Final Payment, Return of Funds)



IFMIS Grant Closure



Closeout Package and Email Notification

# Grant Closeout Package

Closeout Notification Email

Closeout Package

# Closeout Notification Email

Once the grant has been verified as closed, the recipient will receive the following email notification:

- The email includes the grant name, ID number, and date that IFMIS grant closure confirmation task was completed for the grant.
- To access the Closeout Summary letter, you must log-in to the FEMA GO system at [go.fema.gov](https://go.fema.gov).
- Once logged in, search using the grant ID in the search field in the upper right-hand corner of the screen. Then navigate to the attachments section to view your Closeout Summary Letter.

To: *[email address of the grant primary AOR]*

CC: *[email addresses of any other organization AORs]*

Subject: Closeout Summary Notification (Grant Number: *[grant ID]*)

The purpose of this email is to inform you of the closed status of your FEMA award for *[FO name]* grant number *[grant ID]*. The FEMA closed date is *[date that IFMIS grant closure confirmation task was completed for this grant]*.

Please use the FEMA GO system at <https://go.fema.gov> to view your Closeout Summary Letter. Search for *[grant ID]* in the search field in the upper right corner of the screen, then go to the Attachments section to view your Closeout Summary Letter.

If you have questions on using the FEMA GO system, please reach out to the FEMA GO Help Desk at [femago@fema.dhs.gov](mailto:femago@fema.dhs.gov).

# Closeout Package

- Navigate to the grant landing page by searching using the grant ID. On the grant landing page, **Closed** will display in the upper right-hand corner of the main body.
- To view the Closeout Package, select **Attachments** in the left navigation to change the main body to display the **Closeout Package pdf** link and a description.
- Select the file link to view the **Closeout Package**.
  - This document includes the closeout summary letter and any de-obligations for the grant.
  - The closeout package is viewable to users that have access to the grant, and it cannot be deleted.

The screenshot shows the FEMA GO interface for a grant. The top navigation bar includes 'FEMA GO', 'Tasks', 'Team', and a search bar. The left sidebar contains a 'Grant summary' section with various options, and an 'Application' section with 'Attachments' highlighted. The main content area displays the grant title 'EMW-2018-FG-120152: FY 2018 Assistance to Firefighters Grants' and a table of financial data. A red box highlights the 'Closed' status in the top right corner.

Item	Value
Period of performance	09/11/2020 - 11/30/2022
Federal resources awarded	\$109,090.90
Required non-federal resources	\$10,909.10
Federal resources disbursed to recipient	\$0
Pending disbursements to recipient	\$0
Balance of federal resources available	\$109,090.90

Organization : Org Ser001 DN 50479  
This information is current of SAM.gov as of: 04/22/2020

Registration summary

The screenshot shows the FEMA GO interface for a grant. The top navigation bar includes 'FEMA GO', 'Grants', 'Organizations', and a search bar. The left sidebar contains a 'Grant summary' section with 'Attachments' highlighted. The main content area displays a table of uploaded files. A red box highlights the first entry in the table.

Filename	Date uploaded	Uploaded by	Label	Description	Action
EMW-2018-FG-143421 - Closeout Package.pdf	01/09/2023	WF Execution 0c985248-906c-11ed-9a10-024b222a40a8	Closeout Package	No description given.	

# FEMA GO Help Desk Information

Please send any questions to:

[FEMAGO@fema.dhs.gov](mailto:FEMAGO@fema.dhs.gov)

877-585-3242

Hours: Monday - Friday, 9 a.m. – 6 p.m. ET