FEMA GO AOR and SAR Roles

The purpose of this supplemental guide is to provide the functionality currently supported in FEMA GO for the roles of an Authorized Organization Representative (AOR), a Program-Limited AOR, and a Subrecipient Authorized Representative (SAR).

Functionality currently supported by FEMA GO

Only AORs, Program-Limited AORs, or SARs can manage team members for their organization.

AOR for the organization

Program-Limited AOR
(for a program within the organization)

SAR within your organization
(SAR role for your organization where parent is also your organization)

An AOR can:

- View Organization Page for the organization they belong to
- View Grant Landing Page for grants that belong to their organization
- View Subgrant Landing Page for subgrants that belong to their organization or their suborganizations
- View list of grants and subgrants for their organization or their suborganizations
- Manage Team Members
  - AORs of parent organizations, those organizations who can have suborganizations, will be able to assign the Subrecipient Authorized Representative (SAR) and Subrecipient Member (SM) roles to their organization
  - AORs of organizations that are not parent organizations, those organizations who cannot have suborganizations, will not be able to assign the Subrecipient Authorized Representative (SAR) and Subrecipient Member (SM) roles to their organization
- Complete Closeout Report
- Sign and submit a Closeout Report
- Sign and submit Award acceptance
- Complete and submit amendment request (only the AOR who signed and submitted the Award Acceptance)
- Complete and submit payment request (only the AOR who signed and submitted the Award Acceptance)
- Add suborganizations for their organizations that can have suborganizations
- Complete and submit application
- Complete and submit federal financial report (SF-425)
- View suborganizations
- Manage user access to their suborganizations
- Review and edit subapplication when submitted to recipient
- Complete and submit request for information
- Edit RFI request when pending submission
- View RFI request when 'submitted to FEMA' or 'Expired'

A Program-Limited AOR can:

- View Organization Page for the organization they belong to

- View Grant Landing Page for grants that belong to their program(s)

- View Subgrant Landing Page for subgrants for the programs they have access to

- View list of grants and subgrants for their organization or their suborganizations for the programs they have access to

- Manage Team Members

  - AORs of parent organizations, those organizations who can have suborganizations, will be able to assign the Subrecipient Authorized Representative (SAR) and Subrecipient Member (SM) roles to their organization

  - AORs of organizations that are not parent organizations, those organizations who cannot have suborganizations, will not be able to assign the Subrecipient Authorized Representative (SAR) and Subrecipient Member (SM) roles to their organization

- Complete Closeout Report

- Sign and submit a Closeout Report

- Sign and submit Award acceptance

- Complete and submit amendment request (only the AOR who signed and submitted the Award Acceptance)

- Complete and submit payment request (only the AOR who signed and submitted the Award Acceptance)

- Add suborganizations for their organizations that can have suborganizations

- Complete and submit application

- Complete and submit federal financial report (SF-425)

- View suborganizations

- Manage user access to their suborganizations

- Review and edit subapplication when submitted to recipient

- Complete and submit request for information

- Edit RFI request when pending submission

- View RFI request when 'submitted to FEMA' or 'Expired'

A SAR within Your organization can:

- View organization page for the organization they belong to
- View Subgrant Landing Page for subgrants that belong to their organization
- View list of subapplications for their organization for the program(s) they have access to
- Create subapplication for any program they have a role for their organization
- Edit subapplication for any program they have a role for their organization
- Add subrecipient member and subrecipient authorized representative roles for their organization
- Complete and submit subapplication for any program they have a role for their organization
- Create and edit subapplication for any of their suborganizations for the programs they have access to
- View list of subapplications for their suborganizations for the programs they have access to

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