FEMA GO SF-425 and PPR Guide

This guide provides instructions for FEMA Employees and FEMA Grant Recipients to log-in to FEMA GO and navigate the system to complete and review the Federal Financial Report (SF-425) and Performance Progress Report (PPR).

November 2024

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Objectives

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

- Log-in to FEMA GO;

- Complete and review a SF-425; and

- Complete and review a Performance Progress Report.

Training Roles and Log-in

Training Roles

This training is for the following roles:

Role	User
Authorized Organization Representative	AOR
Programmatic Member	PM
Program Specialist	PS
Program Administrator	PGA
Senior Program Administrator	SPGA
Grants Management Specialist	GMS
Assistance Officer	AO
Senior Assistance Officer	SAO

Helpful Tip:

The available screens you see are based on your role and may differ from the screens displayed.

FEMA Employee Log-in

Step 1:

Go to go.fema.gov.

Step 2:

Select the **Log-in with your PIV card** button. This will take you to the welcome screen.

Grant Applicant/Recipient Log-in

Step 1:

Go to go.fema.gov.

Step 2:

Select the **Sign in with LOGIN.GOV** button. Once you are logged in via Login.gov, you will be redirected back to the FEMA GO webpage.

> **Helpful Tip:**
>
> If you have not yet created an account with Login.gov, follow the steps in the FEMA GO Startup Guide.

Federal Financial Report (SF-425)

(AOR)

Navigate to the Task

Organization Information

Transactions

Federal Expenditures and Unobligated Balance

Recipient Share

Program Income

Indirect Expenses

Remarks and Submit

Navigate to the Task

Step 1:

Navigate to the **Grant Landing Page** by searching in the top bar using the **Grant ID**.

Step 2:

Select the **Financial reports** link in the left navigation.

Step 3:

In the Financial reports section of the main body, select **View federal financial report** from the Actions dropdown.

Organization Information

- The main body will display **Organization information.**
- **Review** the information in the main body for accuracy.
- Under number five, enter an optional **ID Number** for your records.
- The report status in the main body displays the due date for this federal financial report.

Organization Information Continued

- Select **your organization's basis for accounting**.

- For number eight, **review** the project/grant period information for accuracy.

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 are recorded when they are paid)

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8. Project/Grant period

From	10/31/2020
To	10/30/2021

9. Reporting period end date   11/03/2020

Transactions

- Scroll down in the main body to display the **Federal cash overview** under Transactions.

- Enter your **Cash Receipts value** in 10a.

- **Review** the auto-calculated amounts in fields 10b and 10c for accuracy.

    o 10b can be adjusted, as needed. If fields 10a or 10b are adjusted, then the total cash on hand in field 10c will automatically update.

Transactions (cumulative)

Federal cash overview

10a. Cash Receipts	$0.00
10b. Cash Disbursements (this is the federal share of what you spent based on the total cost of all your requests).	$1,000.00
10c. Total cash on hand	-$1,000.00

Federal Expenditures and Unobligated Balance

- Scroll down in the main body to display the **Federal expenditures and unobligated balance.**

- **Review** the pre-calculated amounts for accuracy and **adjust** fields 10e and/or 10f, as necessary.

Federal expenditures and unobligated balance

10d. Total federal funds authorized	$86.95
10e. Federal share of expenditures	$104.35
10f. Federal share of unliquidated obligations	$0.00
10g. Total federal funds	$104.35
10h. Unobligated balance of federal funds	-$17.40

Recipient Share

- Scroll down in the main body to display the **Recipient share**.

- **Review** the pre-calculated amounts in lines 10i, 10j and 10k for accuracy and **adjust** field 10j, as necessary.

Recipient share	
10i. Total recipient share required	$13.05
10j. Recipient share of expenditures	$15.65
10k. Remaining recipient share	$0.00

Program Income

- Scroll down in the main body to display the **Program income.**

- Select yes or no for **earned income.**

- If you select **Yes:**

  o Enter the **amount** of the federal share of program income earned in 10l.

  o **Select** how the program income was used.

  o Review the auto-calculated **unexpended program income.**

- If you select **No,** move to the next section.

Indirect Expenses

- Scroll down in the main body to display the **Indirect expenses.**

- Select Yes or No for an **indirect expense** to report.

- If you select **Yes:**

  o The main body will change to display additional information for the expense. Then, select **Add Indirect Expense.** This will open a new window.

  o In the new window, answer the additional questions regarding the expense rate.

  o The information displayed in the main body is based on your grant and any indirect expenses.

- If you select **No,** move to the next section.

Indirect expenses

Does your organization have indirect expenses under this grant to report?

- ◉ Yes
- ○ No

a. Type		b. Rate	c. Start Date	c. End Date	d. Base	e. Amount Charged	f. Federal Share	Edit	Remove
You must have at least 1 indirect expense									

+ Add Indirect Expense

11g. Indirect expense totals

Totals: Base	$0.00
Totals: Amount Charged	$0.00
Totals: Federal Share	$0.00

Add expense

11a. What type of rate is this?

Select ▾

11b. What is the indirect cost rate as stated in your organization's indirect cost share agreement?

[   ] %

11c. When does this rate apply?

Start date

mm/dd/yyyy 📅

End date

mm/dd/yyyy 📅

11d. Enter the amount of the base against which the rate(s) was applied

[   ] $

11e. Indirect cost amount charged $

11f. Of the amount charged, what is the federal share?

[   ] $

Add Expense

✖ Cancel

Remarks and Submit

- Scroll down in the main body to display the **Remarks.**

- Enter **Additional comments about your SF-425 report**, as needed.

- Select the **checkbox** to certify that, to the best of your knowledge and belief, the report is true.

- Select **Submit** to finalize your report.

- A green banner will appear on the task page stating that you have successfully submitted your federal financial report (SF-425).

Remarks

Additional comments about your SF-425 report   *Optional*

☑ By signing this report, I FnAor LnAor certify to the best of my knowledge and belief 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 3729-3730 and 3801-3812).

✓ **You have successfully submitted your federal financial report (SF-425).**

Federal Financial Report (SF-425) Review
(GMS, AO, and SAO Roles)

Navigate to the Task

Review Instructions

Federal Financial Report

Indirect Costs

Cash Management/Reporting Issue

Review Outcome, Submit, and Confirm

Navigate to the Task

Step 1:

Navigate to the Federal Financial Report start by selecting **Tasks** in the top blue banner to navigate to your Task Summary page, then select **View** on the Federal Financial Report review card.

Step 2:

Select **Start task** or **Continue working** next to the grant in your task list that you want to complete the report review for.
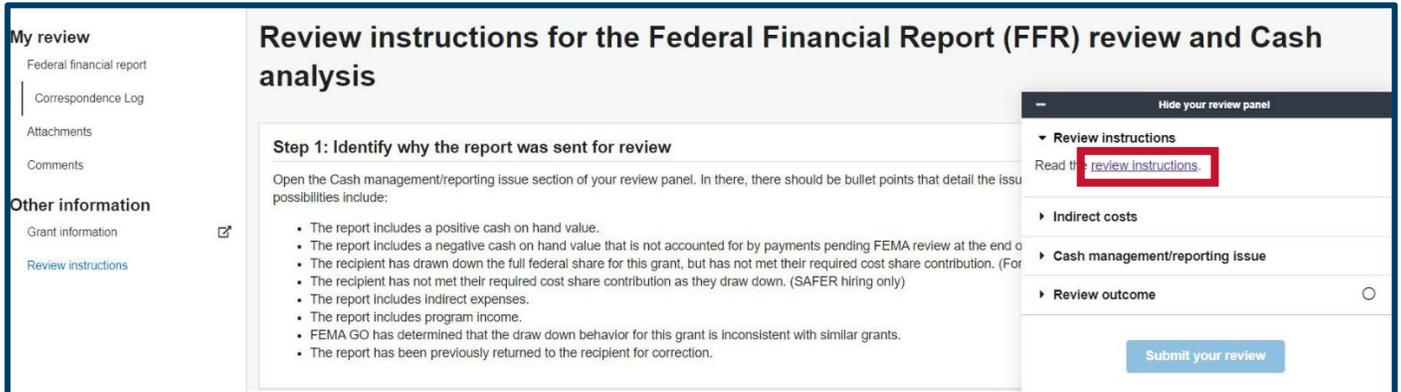
Review Instructions

- Open the review panel on the right side of your screen.

- Select the **Review instructions** within the review panel to open the dropdown section.

- Select the **review instructions** link to change the main body to display the **Review instructions.**

- **Review** the steps and information.

Federal Financial Report

- Select **Federal financial report** in the left navigation to change the main body to display Organization information.

- **Review** the information for accuracy.

Indirect Costs

- Select **Indirect costs** in the review panel to open the dropdown section.

- **Review** any attached files.

- If necessary, **upload** the correct agreements.

Cash Management/Reporting Issue

- Select **Cash management/reporting issue** in the review panel to open the dropdown section.

- **Review** the issues listed by FEMA GO.

Helpful Tip:

The issues listed will vary based on the report being viewed.

Review Outcome, Submit, and Confirm

- Select **Review outcome** in the review panel to open the dropdown section.

- **Select** an outcome or return option.

- Enter the required **technical assistance information** and **comments.**

- **Resolve** any errors.

- Once all errors are resolved, select **Submit your review.** This will open a new window.

- In the new window, select **Confirm**.

- A **green banner** will then appear indicating that you have completed the Federal Financial Report Review for the grant.

Performance Progress Report
(AOR and PM)

Navigate to the Task

Instructions and Attachments

Submit the Report

Navigate to the Task

Step 1:

Navigate to the **Grant Landing Page** by searching in the top bar using the **Grant ID**.
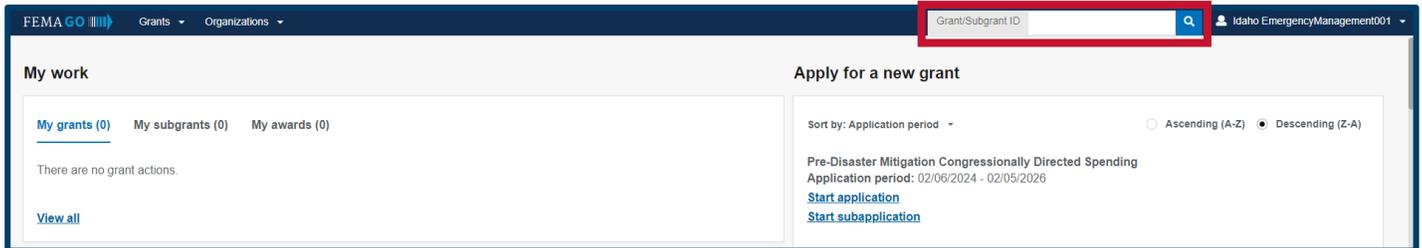
Step 2:

Select the **Performance progress reports** link in the left navigation panel.

Step 3:

Scroll down to the Performance progress reports section of the main body. Under the action column, select **Complete Performance Progress Report** from the dropdown menu to navigate to the task.
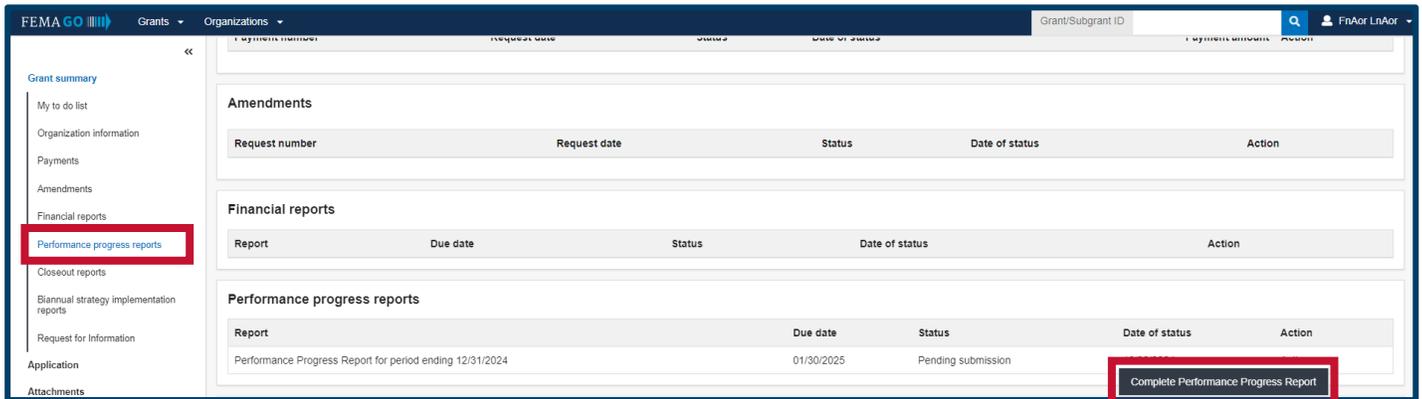
Helpful Tip:

A PPR is scheduled automatically for the recipient within the grant's period of performance. An email notification is sent to the AOR with details on the specific grant.

Instructions and Attachments

- In the main body, review the **Report status** due date for submitting the Performance Progress Report.

- Review the **Instructions** for completing the Performance Progress Report.

- Upload your completed **Performance Progress Report** and any other attachments relevant to the report.

Performance Progress Report

Grant ID: EMW-2024-GP-05018

Period of performance: **06/30/2024** to **06/30/2026**

Federal resources awarded:

⚠️ **Report status**
Please note that you have until 01/30/2025 to submit your performance progress report.

Performance progress report

ℹ️ **Instructions**

- Please use this page to submit your performance progress report under grant EMW-2024-GP-05018.
- After completing all the sections, sign and submit the report by selecting the signature statement and entering your system password.
- Only users with the Authorized Organization Representative (AOR), or Programmatic Member roles can submit a performance progress report.

Please attach your performance progress report:

Please complete and upload your report.

Attachments

Maximum File Size:
1074.79MB

Accepted File Types:
.pdf, .doc, .docx, .xls, .xlsx, .xlsb, .xps, .pptx, .jpg, .jpeg, .png, .txt, .csv, .html, .mp4, .msg, .pub, .rtf, .tif, .zip

⬆ **Upload from your computer**

Submit the Report

- Scroll down in the main body to display the **Authorization**.

- Select the box to **certify** that the report is accurate to the best of your knowledge.

- Once all sections are complete, select the **Submit** button to finalize the report.

- A **green banner** will appear indicating that you have successfully submitted your Performance Progress Report.

✓ You have successfully submitted your performance progress report.   ✕

Award accepted

EMW-2019-FG-57400: Fiscal Year (FY) 2019 Assistance to Firefighters Grants

Org Ser001 DN 01390

Period of performance	07/23/2020 - 07/23/2021
Federal resources awarded	$1,636,363.64
Required non-federal resources	$163,636.36
Federal resources disbursed to recipient	$1,000.00
Pending disbursements to recipient	$93,354.00
Balance of federal resources available	$1,542,009.64

Select an action ▼

My to do list

Description	Status	Date of status	Due date	Action

☑ I, FnAor LnAor, certify that I am authorized to submit a performance progress report, and I am hereby providing my signature to acknowledge that the performance progress report information is accurate to the best of my knowledge.

Helpful Tip:

A payment request cannot be submitted if the latest report is past due, or the previous report was not submitted.

Notification Email to Recipient

Once the Performance Progress Report Review is returned or submitted, the recipient will receive an email. The email will include the funding opportunity name, grant ID number, and the Performance Progress Report period end date.

- If the outcome of the review is **Returned to recipient for correction**, the recipient will receive the following email notification.

  o The report status will update to returned to recipient and the attachments will update and become removeable.

> To: *[email address of the AOR for the grant]*
>
> CC: *[email addresses of any contacts for the grant including the user who submitted the Performance Progress Report]*
>
> Subject: Performance Progress Report returned for *[Grant ID]*
>
> Your Performance Progress Report for *[funding opportunity name]* grant *[grant ID]* has been returned for you to review and update for re-submission to FEMA. This report includes all award progress from the start of the period of performance up to *[Performance Progress Report period end date]*.
>
> Failure to re-submit this report may affect potential awards, and your request for future payments may be withheld until the report is re-submitted back to FEMA. The *[grant program]* program provided the following comments on your Performance Progress Report:
>
> *[technical assistance comments]*

- If the outcome of the review is **Review complete**, the recipient will receive the following email notification.

  o The report status will update to review completed.

> To: *[email address of the AOR for the grant]*
>
> CC: *[email addresses of any contacts for the grant including the user who submitted the Performance Progress Report]*
>
> Subject: Performance Progress Report review completed for *[Grant ID]*
>
> The review of your Performance Progress Report for *[funding opportunity name]* grant *[grant ID]* has been completed. This report includes all award progress from the start of the period of performance up to *[Performance Progress Report period end date]*.

Performance Progress Report Review

(PS, PGA, and SPGA Roles)

Navigate to the Task

Performance Progress Report

Review Outcome: Return for Correction

Return Outcome: Complete and Submit

Notification Email to Recipient

Navigate to the Task

Step 1:

Navigate to the Performance Progress Report by selecting **Tasks** in the top blue banner to navigate to your Task Summary page.

Step 2:

Select **View** on the Performance Progress Report Review card to navigate to the Task List page.

Step 2:

Select **Start task** or **Continue working** next to the grant in your task list that you want to complete the report review for.

Performance Progress Report

- Review the **Report Information** displayed in the main body.

- Select the file link found in the main body to review **attachments.**

Review Outcome: Return for Correction

- Select **Review outcome** in the review panel to open the dropdown section.

- Within the dropdown sections, select the **Return to recipient for correction** option.

- Enter the required **technical assistance information.**

- Enter a required **Resubmission deadline** date for the recipient.

- Enter the required **Internal Comments.**

- Select the **Submit your review** button.

- A **green banner** will appear stating that you have returned to recipient the Performance Progress Report Review for the grant.

Review Outcome: Complete and Submit

- Select **Review outcome** in the review panel to open the dropdown section.

- Within the dropdown section, select the **Review complete** option.

- Enter the required **Internal Comments**.

- Select **Submit your review.**

- A **green banner** will appear stating that you have completed, with no issues, the Performance Progress Report Review for the grant.

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