

# FEMA GO Reports Processing Guide

**This Guide provides instructions for Internal and External FEMA GO Users to complete the Federal Financial Report (SF-425), Performance Progress Report, Initiate Closeout (SF-428), and View the Grant Closure Package.**

**March 2023**



**FEMA**

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



# Table of Contents

<b><u>Training Roles and Log-in .....</u></b>	<b><u>1</u></b>
<b><u>Federal Financial Report (SF-425) .....</u></b>	<b><u>5</u></b>
<b><u>External User .....</u></b>	<b><u>6</u></b>
<b><u>Internal User .....</u></b>	<b><u>16</u></b>
<b><u>Performance Progress Report .....</u></b>	<b><u>23</u></b>
<b><u>External User .....</u></b>	<b><u>24</u></b>
<b><u>Internal User .....</u></b>	<b><u>28</u></b>
<b><u>Initiate Closeout (SF-428) External User .....</u></b>	<b><u>33</u></b>
<b><u>Grant Closeout Package.....</u></b>	<b><u>36</u></b>
<b><u>FEMA GO Help Desk.....</u></b>	<b><u>40</u></b>

## Objectives

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

- Log-in to FEMA GO as an external or internal user
- Complete a SF-425 as an external or internal user
- Complete Performance Progress Report as an external or internal user
- Initiate a closeout SF-428 as an external user
- View the Final Grant Closure



*This page intentionally left blank.*



# Training Roles and Log-in



# Training Roles

This training is for the following internal roles:

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



## Remember

Your role is preset by your program office.



# Log-in



INTERNAL USERS

## Step 1:

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

## Step 2:

Select **Log in with your PIV card**

### 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

**Log in with your PIV card**

**i 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.



# 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



John Doe

[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.

EXTERNAL USERS





# Federal Financial Report (SF-425)

External User (AOR)

Internal User (SAO, AO, and GMS)







# Federal Financial Report (SF-425)

## External User (AOR)

Navigating to the Task

Organization Information

Transactions

Federal Expenditures and Unobligated Balance

Recipient Share

Program Income

Indirect Expenses

Remarks and Submit

EXTERNAL USERS



# Navigating the Task

## Step 1:

To navigate to the **Federal Financial Report**, select **Grants** in the top blue banner to navigate to your list of grants to manage.

## Step 2:

Under **I want to**, open the drop-down menu to select **Start task** or **Continue working**

FUNDING OPPORTUNITY	PERIOD OF PERFORMANCE	STATUS	STATUS DATE	I want to...
Fiscal Year (FY) 2019 Assistance to Firefighters Grants	10/31/2020 - 10/30/2021	Awarded accepted	10/23/2020	Select an action
<b>GRANT ID</b>				
EMW-2019-FG-51247 (manage grant)				

## Step 3:

Select **Financial reports** within the left nav

The screenshot shows the FEMA GO interface. On the left, a navigation menu is visible with 'Financial reports' highlighted in a red box. The main content area displays the following sections:

- Business Information:**
  - Doing business as name: Org Ser001 DBA 21000
  - Physical address: 21000 Org Ser001 Blvd, Testington, TN 37201
  - Mailing address: 21000 Org Ser001 Blvd, Testington, TN 37201
- Payments:**

Payment number	Request date	Status	Date of status	Payment amount	Action
- Amendments:**

Request number	Request date	Status	Date of status	Action
- Financial reports:**

Report	Due date	Status	Date of status	Action
Federal Financial Report for period ending 11/03/2020	11/03/2020	Submitted to FEMA	12/10/2020	Actions

## Step 4:

Select **View federal financial report**

Report	Due date	Status	Date of status	Action
Federal Financial Report for period ending 11/03/2020	11/03/2020	Submitted to FEMA	12/10/2020	Actions
				View federal financial report

EXTERNAL USERS



# Organization Information

## Section 1: Organization Information

- The first section needed to submit the SF-425 is reviewing and updating the **organization information**, which is displayed in the main body
- **Review** the organization information for accuracy
- Under number 5, add an optional **ID Number**

EXTERNAL USERS

Status: Pending submission

« **Fiscal Year (FY) 2019 Assistance to Firefighters Grants**

**My grant**

Summary

Financial report

Grant ID: EMW-2019-FG-58761

Period of performance: 10/31/2020 to 10/30/2021

Federal resources awarded: \$200,038.10

**Federal Financial Report (SF-425) for period ending 11/03/2020**

**Report status**

Please note that you have until 11/03/2020 to submit your federal financial report.

OMB number: 4040-0014, Expiration date: 02/28/2022 View burden statement

**Instructions**

- Please use this page to submit your Federal Financial Report (SF-425) under grant EMW-2019-FG-58761.
- 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 financial member roles can submit a Federal Financial Report (SF-425).

Note

The Report status will display the due date for this Federal Financial Report

Organization legal name:	Org Ser001 LN 21041
Organization (doing business as) name:	Org Ser001 DBA 21041
Mailing address:	21041 Org Ser001 Blvd Testington, TN 37201-
Physical address:	21041 Org Ser001 Blvd Testington, TN 37201-
Information current from SAM.gov as of:	02/01/2020
Is your organization delinquent on any federal debt?	
SAM.gov registration status:	Active as of 12/31/2019
<b>5. ID Number (You may input an account number or other identification number for your records only. This number is not used by FEMA.)</b> <span style="float: right; font-size: small;">Optional</span>	
6. Report type	semi-annual

...continued



# Organizational Information, continued

## Section 1: Organizational Information, continued

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

### 8. Project/Grant period

From	10/31/2020
To	10/30/2021
9. Reporting period end date	11/03/2020



# Transactions

## Section 2: Transactions

- Scroll down in the main body to display the **Federal cash overview**
- **Review** the calculated amounts for accuracy
- Enter a **Cash Disbursement** amount

Transactions (cumulative)

Federal cash overview

10a. Cash Receipts	\$0
10b. Cash Disbursements (this is the federal share of what you spent based on the total cost of all your requests).	\$
10c. Total cash on hand	\$0

EXTERNAL USERS



# Federal Expenditures and Unobligated Balance

## Section 3: Federal Expenditures and Unobligated Balance

- Scroll down in the main body to display the **Federal expenditures and unobligated balance**
- **Review** the calculated amounts for accuracy
- Enter a **Federal share of unliquidated obligations** amount

Federal expenditures and unobligated balance	
10d. Total federal funds authorized	\$200,038.10
10e. Federal share of expenditures	<input type="text" value=""/> \$
10f. Federal share of unliquidated obligations	<input style="border: 2px solid red;" type="text" value=""/> \$
10g. Total federal funds	\$0.00
10h. Unobligated balance of federal funds	\$200,038.10



### Note

Section 10e will only appear if you have submitted a previous SF-425.

EXTERNAL USERS



# Recipient Share

## Section 4: Recipient Share

- Scroll down in the main body to display the **Recipient share**
- **Review** the pre-populated amounts for accuracy
- Enter a **Recipient share of expenditures** amount

Recipient share	
10i. Total recipient share required	\$10,001.90
10j. Recipient share of expenditures	<input type="text" value="\$"/>
10k. Remaining recipient share	\$10,001.90



# Program Income

## Section 5: Program Income

- Scroll down in the main body to display the **Program income**
- Select yes or no for **earned income**
- If yes, enter the **amount** of the federal share of program income earned
  - **Select** how the program income was used
  - Review the auto-calculated **unexpended program income**

EXTERNAL USERS



**Program income**

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

Yes  
 No

10i. Enter the amount of the federal share of program income earned. (Do not report any program income here that is allocated as part of the recipient's cost sharing amount listed above)

\$

How was your program income used?

To reduce the federal share of the total project costs  
 To add to the committed total project costs and was used for other eligible activities

10o. Unexpended program income (Auto-calculated by the program income information you provided above) \$0



# Indirect Expenses

## Section 6: Indirect Expenses

- Scroll down in the main body to display the **Indirect expenses**
- Select yes or no for an **indirect cost rate agreement**
- If yes, answer the additional questions regarding the rate

### Indirect expenses

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

- Yes  
 No



### Note

If you have answered yes, the questions that appear will be based on your grant.





# Remarks and Submit

## Section 7: Remark and Submit

- Scroll down in the main body to display **Remarks**
- Enter **additional comments** about your SF-425 report
- **Certify** the report and **enter** your password
- Select **Submit** to finalize your report
- A **green banner** will appear indicating 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 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).

Please enter your password.

.....

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





# Federal Financial Report (SF-425)



INTERNAL USERS

## Internal User (SAO, AO, GMS)

Navigating to the Task

Review Instructions

Federal Financial Report

Indirect Costs

Cash Management/Reporting Issue

Review Outcome, Submit, and Confirm





# Navigating to the Task

INTERNAL USERS

## 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

The screenshot shows the 'Task Summary' page in FEMA GO. At the top, there's a navigation bar with 'FEMA GO' and 'Tasks'. Below this, the 'Task Summary' section contains several task cards. The 'Federal Financial Report review' card is highlighted with a red box around its 'View >' link. Other cards include 'My open tasks', 'Deobligation Confirmation', 'Grants Management Amendment Review', 'Grants Management Award Review', 'Link application to vendor', 'Rejected IFMIS Obligations', and 'Rejected IFMIS Payments'.

## 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

The screenshot shows the 'Task List' page in FEMA GO. It displays a table with columns for ORGANIZATION, GRANT ID, DATE IN QUEUE, ASSIGNED TO, PRIORITY RANK, FUNDING OPPORTUNITY, TASK, and REGION. The 'Continue working' button for the 'Federal Financial Report review' task is highlighted with a red box.

ORGANIZATION	GRANT ID	DATE IN QUEUE	ASSIGNED TO
Org Ser001 DBA -21102	<a href="#">EMW-2019-FG-116986</a>	02/02/2021	afg.gms@fema.test ( <a href="#">Unassign</a> )
PRIORITY RANK	FUNDING OPPORTUNITY	TASK	
2	Fiscal Year (FY) 2019 Assistance to Firefighters Grants	Federal Financial Report review	<a href="#">Continue working</a>
REGION			





# Review Instructions



INTERNAL USERS

## Section 1: 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

The screenshot displays the 'Review instructions for the Federal Financial Report (FFR) review and Cash analysis' page. On the left, there is a navigation menu with sections: 'My review' (containing 'Federal financial report', 'Correspondence Log', 'Attachments', 'Comments') and 'Other information' (containing 'Grant information' and 'Review instructions'). The main content area is titled 'Review instructions for the Federal Financial Report (FFR) review and Cash analysis' and contains three steps:

- Step 1: Identify why the report was sent for review**  
Open the Cash management/reporting issue section of your review panel. In there, there should be bullet points that detail the issues. Possibilities include:
  - The report includes a positive cash on hand value.
  - The report includes a negative cash on hand value that is not accounted for by payments pending FEMA review at the end of the reporting period.
  - The recipient has drawn down the full federal share for this grant, but has not met their required cost share contribution. (For example, the recipient has not met their required cost share contribution as they draw down. (SAFER hiring only))
  - The report includes indirect expenses.
  - The report includes program income.
  - FEMA GO has determined that the draw down behavior for this grant is inconsistent with similar grants.
  - The report has been previously returned to the recipient for correction.
- Step 2: Review the SF-425**  
Navigate to the center panel of your review, where the read-only version of the SF-425 should be displayed. If you have already navigated to the center panel, click the 'Federal Financial Report' link in the left navigation panel on the left-hand side of the screen, marked 'Federal Financial Report'. You will see the SF-425 exact copy, remarks, and answers to questions. Review certain things (provided by GMO).
- Step 3: Contact the recipient as necessary**

On the right side of the screenshot, a 'Hide your review panel' dropdown menu is open, showing options: 'Review instructions' (highlighted with a red box), 'Indirect costs', 'Cash management/reporting issue', and 'Review outcome'. A 'Submit your review' button is visible at the bottom of the review panel.





# Federal Financial Report



INTERNAL USERS

## Section 2: Federal Financial Report

- Select **Federal financial report** in the left nav to change the main body to display organization information
- **Review** the information for accuracy

**Federal financial report**

**Organization information**

Federal agency and organizational element to which report is submitted?	FEMA
Federal grant or other identifying number assigned by federal agency?	EMW-2019-FG-124799
DUNS (includes DUNS+4):	900021106
Employer Identification Number (EIN):	987654000
Organization legal name:	Org Ser001 LN 21106
Organization (doing business as) name:	Org Ser001 DBA 21106
Mailing address:	21106 Org Ser001 Blvd Testington, TN 37106
Physical address:	21106 Org Ser001 Blvd Testington, TN 37106
ID Number	
Report type	semi-annual
What is your organization's basis for accounting for recording transactions related to this reward?	Cash

**Project/Grant period**

From	01/25/2021
To	01/24/2022
Reporting period end date	12/31/2020

[Submit your review](#)





# Indirect Costs



INTERNAL USERS

## Section 3: Indirect Costs

- Select **Indirect costs** in the review panel to open the dropdown section
- **Review** the attached files
- If necessary, **upload** the correct agreements



### Attention

Only certain file types are accepted, review the accepted file types list before uploading.

Hide your review panel

▶ Review instructions

---

▼ Indirect costs

Indirect costs are included in the submitted SF-425. The following indirect cost rate agreements are attached to this grant. If the indirect cost rate agreements are out-of-date, attach the correct agreements below:

Drag and drop your files here  
or [choose files](#)

Maximum File Size: 1074.79MB  
Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .jpg

---

▶ Cash management/reporting issue

---

▶ Review outcome ○

Submit your review





# Cash Management/Reporting Issue



INTERNAL USERS

## Section 4: 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



### Note

The issues listed will vary based on the report being reviewed

Hide your review panel

---

▶ Review instructions

---

▶ Indirect costs

---

▼ **Cash management/reporting issue**

FEMA GO has selected this report for review due to the following:

- The report includes indirect expenses.
- The report includes a positive cash on hand value.

---

▶ Review outcome ○

---

[Submit your review](#)







# Review Outcome, Submit, and Confirm



INTERNAL USERS

## Section 5: Review Outcome

- 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**
- Select **Confirm**
- A **green banner** will then appear indicating that you have completed the federal financial report review for the grant.

### Review submission confirmation

Please confirm your decision to submit your review of the Federal Financial Report for the grant: EMD-2020-BR-1098761. Once you submit this review, you will no longer be able to log any additional correspondence regarding this specific Financial report.

**Confirm**

✕ [Cancel](#)



You completed with no cash management issues federal financial report review for EMD-2020-BR-1098761





# Performance Progress Report

External User (AOR and PM)

Internal User (SPGA, PGA, and PS)





# Performance Progress Report

## External User (AOR and PM)

Navigating to the Task

Instructions and Attachments

Submit the Report

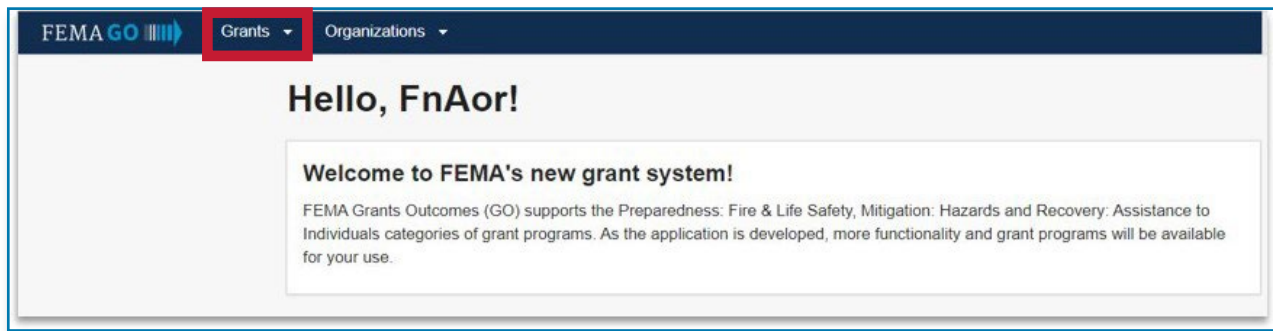
EXTERNAL USERS



# Navigating the Task

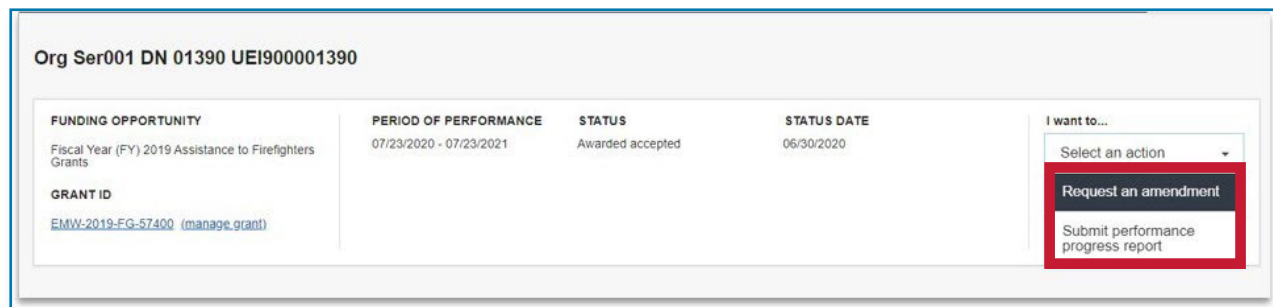
## Step 1:

Select **Grants** at the top of the welcome page.



## Step 2:

Under **I want to...** open the drop-down menu to select an action



EXTERNAL USERS



# Instructions and Attachments

## Section 1: Instructions and Attachments

- Review the **Instructions**
- Select a **Reporting period end date** and Yes or No for a **Final report**
- Upload your completed **Semi-Annual Performance Report**

EXTERNAL USERS



### Performance Progress Report

**Grant ID: EMW-2019-FG-57400**

Period of performance: 07/23/2020 to 07/23/2021 Federal resources awarded: \$1,636,363.64

---

**Performance progress report**

**Instructions**  
Please use this page to submit your Performance Progress Report under grant EMW-2019-FG-57400. Then sign and submit the performance progress report by selecting the signature statement and providing your system password. Only an Authorized Organization Representative (AOR) or a programmatic member of the recipient organization can submit a performance progress report.

**Reporting period end date**

**Final report?**  
 Yes  
 No

**Please attach your performance progress report:**  
 The Fiscal Year (FY) 2019 Assistance to Firefighters Grants Performance Progress Report can be found by following this link <https://www.fema.gov/grants/preparedness/firefighters/standard-elements-programmatic-progress-report>. Please complete and upload your report.

### Attachments

<p><b>Maximum File Size:</b> 1074.79MB</p>	<p><b>Accepted File Types:</b> .pdf, .doc, .docx, .xls, .xlsx, .jpg</p>
--	---

**Upload from your computer**

# Submit the Report

## Section 2: Submit the Report


- Scroll down in the main body to display the **Authorization**
- **Certify** the report and **enter** your password
- Select **Submit** to finalize the report
- A **green banner** will appear indicating that you have successfully submitted your performance progress report

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.

Please enter your password.

.....

Submit

 You have successfully submitted your performance progress report.

EXTERNAL USERS





# Performance Progress Report



INTERNAL USERS

## Internal User (SPGA, PGA, and PS)

Navigating to the Task

Performance Progress Report

Review Outcome: Return for Correction

Review Outcome: Complete and Submit





# Navigating to the Task

INTERNAL USERS

## Step 1:

Navigate to the Performance Progress Report by selecting **Tasks** in the top blue banner to navigate to your Task Summary Page, then select **View** on the Performance Progress Report Review card

The screenshot shows the 'Task Summary' page in FEMA GO. The top navigation bar includes 'FEMA GO', 'Tasks', and 'Team'. Below the navigation, there are several task cards. The 'Performance Progress Report Review' card is highlighted with a red box around its 'View >' link.

Task Card	Unassigned tasks	PHASE	TASKS PAST A WEEK
My open tasks	95 tasks		
Business objectives tracker			
Office workload	918 tasks		
507 notification	1	Pre-Award	1
Amendment Recommendation	94	Post-Award	144
Award Recommendation	9	Pre-Award	43
Courtesy Notification	80	Award	80
Declined Awards Confirmation	143	Award	153
Do Not Fund Confirmation	24	Pre-Award	28
Payment Request Review	2		5
Performance Progress Report Review	1		11

## 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

The screenshot shows the 'Task List' page in FEMA GO. The top navigation bar includes 'FEMA GO', 'Tasks', and 'Team'. Below the navigation, there is a table with task details. The 'Start task' button is highlighted with a red box.

ORGANIZATION	GRANT ID	DATE IN QUEUE	ASSIGNED TO
Org Ser001 DN 20400	<a href="#">EMW-2021-FG-1417249</a>	12/22/2021	Unassigned
PRIORITY RANK	FUNDING OPPORTUNITY	TASK	
REGION	Fiscal Year (FY) 2021	Performance Progress Report	
IV	Assistance to Firefighters Grants	Review	<b>Start task</b>







# Performance Progress Report



INTERNAL USERS

## Section 1: Performance Progress Report

- Review the **Report Information** displayed in the main body
- Select the file link found in the main body to review **attachments**

**Performance progress report for period ending 12/06/2021**

**Report Information**

Final Report	No
Resubmission Deadline	
Technical Assistance Comments	
Reporting Period End Date	12/06/2021

**Performance Progress Report Attachments**

Filename	Date uploaded	Uploaded by	Label
<a href="#">CHARS.docx</a>	12/06/2021	test.ser001.aor.20400@test.com	Performance Progress Report documentation

Submitted by: test.ser001.aor.20400@test.com  
Date and Time Submitted: 12/06/2021

**Review outcome**  
Enter the outcome from your baseline review or return the report to the recipient.

Review complete  
 Return to recipient for correction

Internal Comments

[Submit your review](#)





# Performance Progress Report, continued



INTERNAL USERS

## Section 2: Review Outcome: Return for Correction

- Select **Review outcome** in the review panel to open the dropdown section
- Select the **Return to recipient for correction** option
- Enter the required **technical assistance information**
- Enter a **Resubmission deadline** date
- Enter the required **Internal Comments**
- Select **Submit your review**
- A **green banner** will appear stating that you have returned to recipient the performance progress report review for the grant.

Hide your review panel

▼ Review outcome ✔

Enter the outcome from your baseline review or return the report to the recipient.

Review complete

Return to recipient for correction

Provide technical assistance to the recipient

Resubmission deadline (MM/DD/YYYY)

Internal Comments

[Submit your review](#)

✔ You returned to recipient the performance progress report review for **EMW-2021-FG-1446332**





# Performance Progress Report, continued



INTERNAL USERS

## Section 3: Review Outcome: Complete and Submit

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

Hide your review panel

▼ Review outcome ✓

Enter the outcome from your baseline review or return the report to the recipient.

Review complete

Return to recipient for correction

Internal Comments

[Red-bordered text input field]

Submit your review

✓ You completed with no issues performance progress report review for EMW-2020-FG-127811





# Initiate Closeout (SF-428)

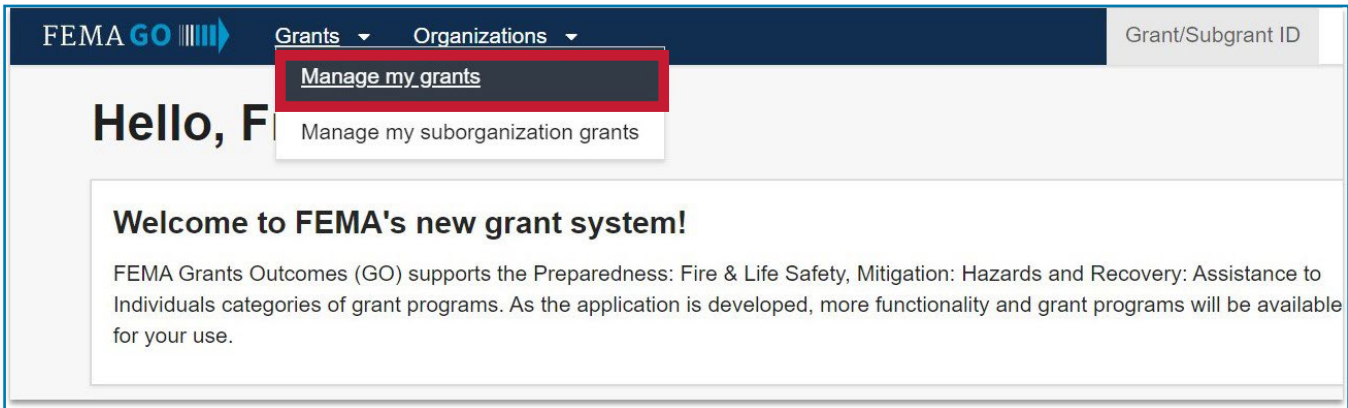
External User (AOR)



# Initiate Closeout Process

## Step 1:

Select **Grants** in the top blue banner at the top of the welcome page, then select **Manage my grants**.



The screenshot shows the FEMA GO dashboard. At the top, there is a dark blue navigation bar with 'FEMA GO' on the left and 'Grants' and 'Organizations' dropdown menus in the center. A 'Grant/Subgrant ID' input field is on the right. Below the navigation bar, the main content area has a 'Hello, F...' greeting. A dropdown menu is open under 'Grants', with 'Manage my grants' highlighted in a red box. Below the dropdown, there is a 'Welcome to FEMA's new grant system!' message and a paragraph of introductory text.

## Step 2:

Under **I want to...** open the drop down menu and select **Initiate Closeout**

FUNDING OPPORTUNITY	PERIOD OF PERFORMANCE	STATUS	STATUS DATE	I want to...
Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)	12/01/2019 - 11/30/2021	Awarded accepted	08/01/2022	Select an action Request an amendment Submit performance progress report Initiate Closeout
<b>GRANT ID</b> <a href="#">EMW-2018-FF-33321 (manage grant)</a>				
FUNDING OPPORTUNITY	PERIOD OF PERFORMANCE	STATUS	STATUS DATE	

...continued

EXTERNAL USERS




# Initiate Closeout Process, continued

## Step 3:

Review the closeout information and select **Confirm**

### Initiate Closeout

---

**Grant ID: EMW-2018-FF-33321**

Before initiating closeout, you should complete all post-award activities and be ready to enter the closeout phase. In the closeout phase, any payments issued through FEMA GO will be issued after the FEMA review of your closeout report which may take some time, and the amendment feature will be disabled. If you have immediate cash needs, please submit a payment request prior to initiating closeout. If you need prior approval from FEMA on any outstanding issues, please submit an amendment request prior to initiating closeout. You will be able to return to the post-award phase if necessary to re-enable the FEMA GO payment and amendment features, but you will lose any work you have performed on your closeout report.

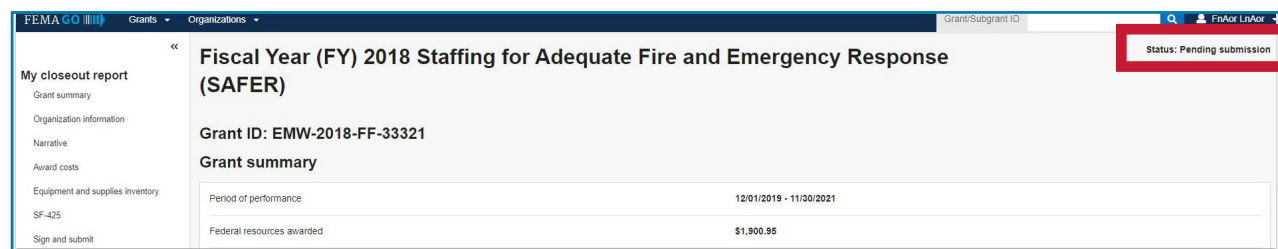
Confirm
Cancel

EXTERNAL USERS



## Step 4:

After you select confirm the status on your closeout report page should change. Check the **Status** of the closeout report. It should say **Status: Pending submission**.



The screenshot shows the FEMA GO interface for a closeout report. The report title is "Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)". The Grant ID is EMW-2018-FF-33321. The report summary table shows the following details:

Grant summary	
Period of performance	12/01/2019 - 11/30/2021
Federal resources awarded	\$1,800.95

The status of the report is "Status: Pending submission", which is highlighted with a red box in the screenshot.



# Grant Closeout Package

Closeout Notification Email - External User

Closeout Summary Letter - Internal User

Closeout Package - Internal or External User





# Closeout Notification Email

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

- The email will include 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 the 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.

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).







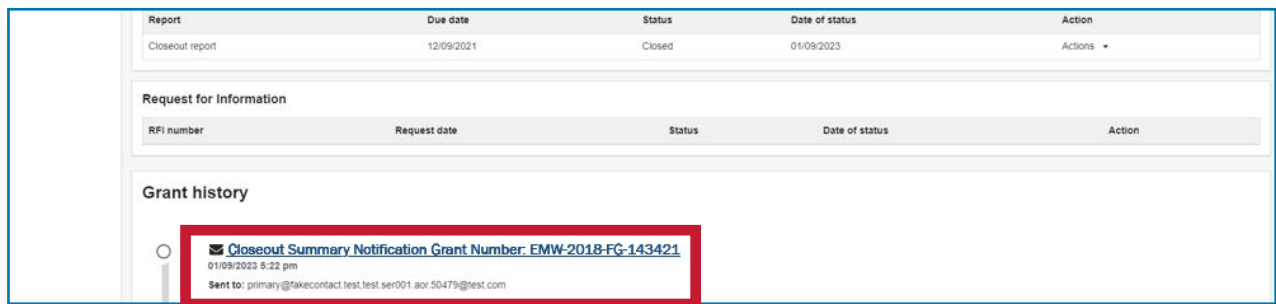
# Closeout Summary Letter



INTERNAL USERS

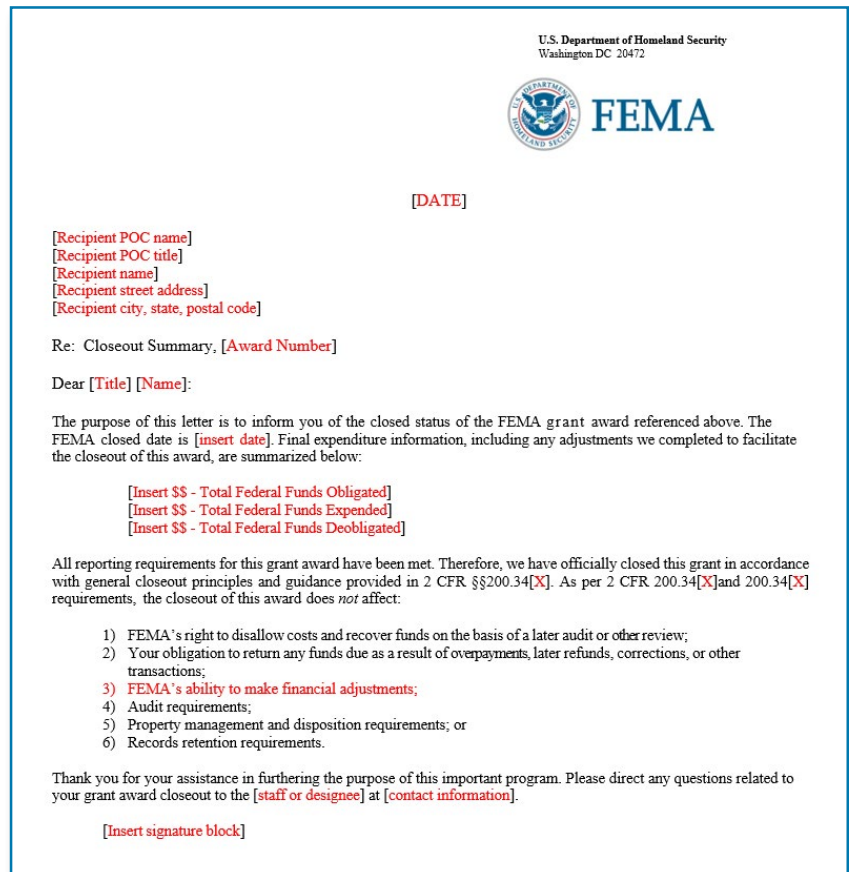
To View the Closeout Summary Letter:

1. Navigate to [go.fema.gov](https://go.fema.gov) and log-in
2. Navigate to your **GLP**
3. Scroll down to the **Grant History**
4. Open the **Closeout Summary Notification**



The Closeout Summary Letter includes:

- Final expenditure information;
- Adjustments made to facilitate the closeout of the award; and
- Requirements not affected by the closeout of the award.





# Closeout Package



INTERNAL USERS

## GLP Display:

1. As an external or internal user you can navigate to the GLP by searching the **grant ID**
2. **Closed** will display in the upper right-hand corner on the main body for the selected grant
3. Select **Attachments** in the left nav to change the main body to display the **Closeout Package pdf**
4. Select the file link displayed in the main body to view the **Closeout Package**
  - a. This document will include the closeout summary letter and any de-obligations for the grant
  - b. The closeout package is viewable to both internal and external users that have access to the grant, and it cannot be deleted



EXTERNAL USERS

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

Filename	Date uploaded	Uploaded by	Label	Description	Action
EMW-2018-FG-143421 - Closeout Package.pdf	01/09/2023	WF Execution 0c985248-908c-11ed-991b-024b22240a88	Closeout Package	No description given.	





# 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**

