# 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

# Table of Contents

# 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

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# 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

United States Government

John Doe

USA

Insert your PIV card into your smart card reader

**Log in with your PIV card**

ℹ️ **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**

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# 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 ▼ |
| **GRANT ID** | | | | |
| EMW-2019-FG-51247  (manage grant) | | | | |

## Step 3:

Select **Financial reports** within the left nav



## Step 4:

Select **View federal financial report**

# 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**

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**Fiscal Year (FY) 2019 Assistance to Firefighters Grants**                     Status: Pending submission

**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

ℹ **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).

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⚠ **Note**

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

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| | |
|---|---|
| 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** |

**5. ID Number (You may input an account number or other identification number for your records only. This number is not used by FEMA.)**                     *Optional*

| | |
|---|---|
| 6. Report type | **semi-annual** |

# 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

# 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 | $ |
| 10f. Federal share of unliquidated obligations | $ |
| 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.

# 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 | $ |
| 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**

**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.

**EXTERNAL USERS**

# 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 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).

Please enter your password.

`••••••••••••`

**Submit**

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

# Federal Financial Report (SF-425)

## 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

**INTERNAL USERS**

# 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



## 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

## 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

# Federal Financial Report

## 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

# Indirect Costs

## 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.

# Cash Management/Reporting Issue

## 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

**INTERNAL USERS**

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**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**

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# 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.

**Hide your review panel**

▸ Cash management/reporting issue

▾ Review outcome  ✓

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

○ Review complete: no cash management issues

○ Review complete: unresolved cash management issues

● Return to recipient for correction

Provide technical assistance to the recipient:

Internal Comments

**Submit your review**

### 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
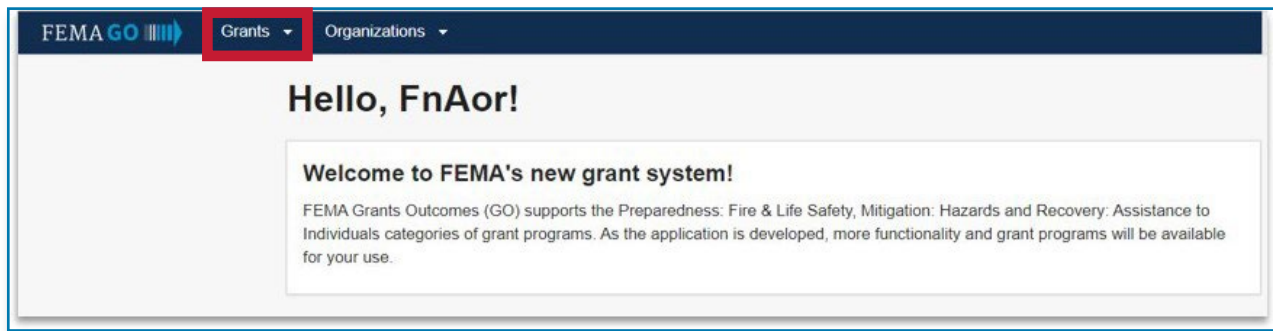
Instructions and Attachments
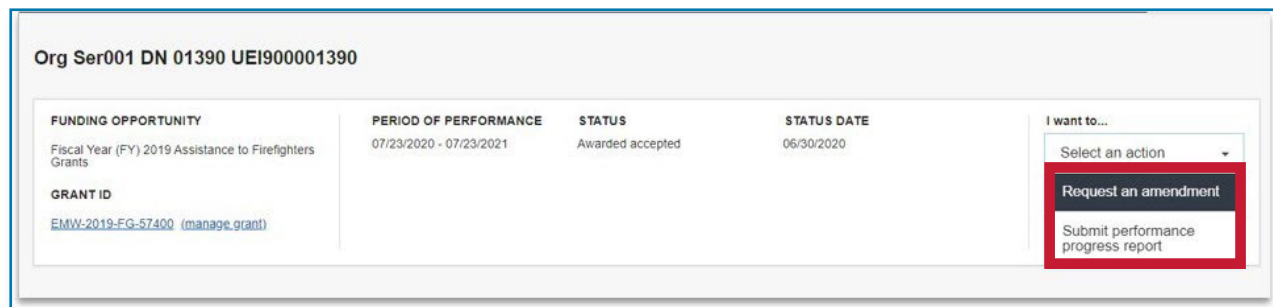
Submit the Report

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

# 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**

# 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.

# Performance Progress Report

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

INTERNAL USERS

Navigating to the Task

Performance Progress Report

Review Outcome: Return for Correction

Review Outcome: Complete and Submit

# Navigating 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, then select **View** on the Performance Progress 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

# Performance Progress Report

## 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, continued

## 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

### Section 3: Review Outcome: Complete and Submit

**INTERNAL USERS**

- 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
>
> [ ]
>
> **Submit your review**

✔ You completed with no issues performance progress report review for **EMW-2020-FG-127811**
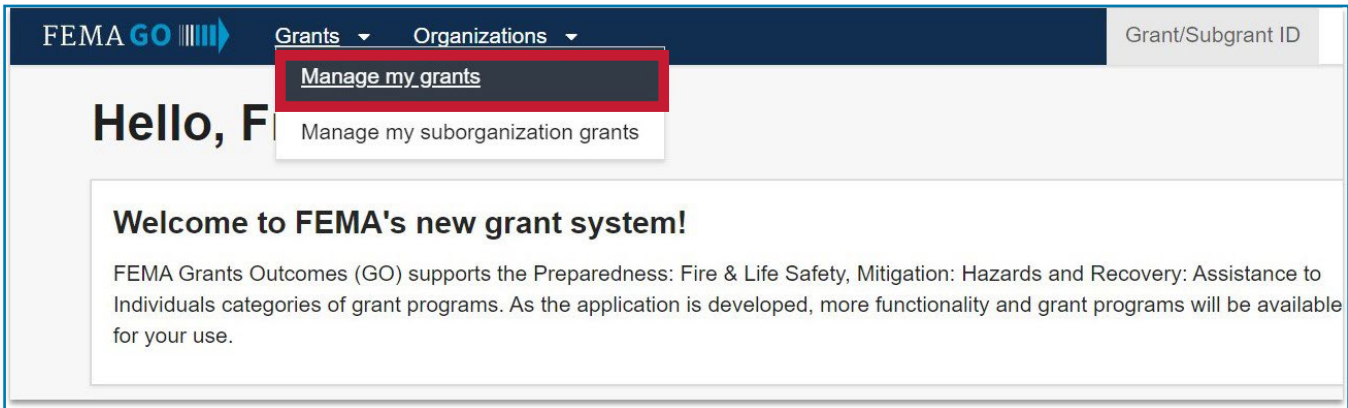
# Initiate Closeout (SF-428)

## 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**.

### Step 2:

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



*...continued*

# Initiate Closeout Process, continued

### Step 3:

Review the closeout information and select **Confirm**
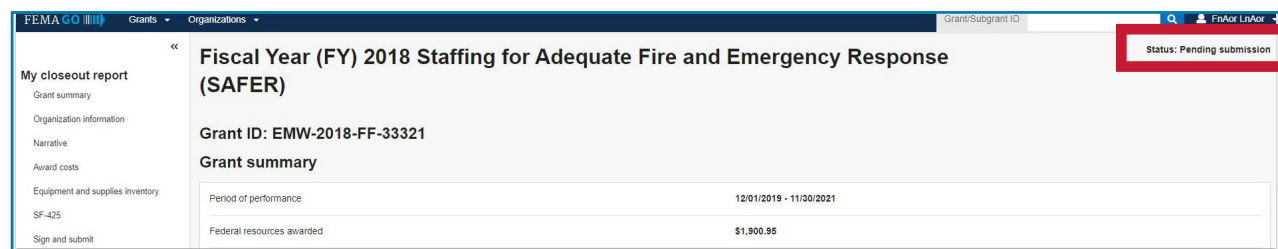


### Step 4:

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**.

# 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.

  ○ 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.

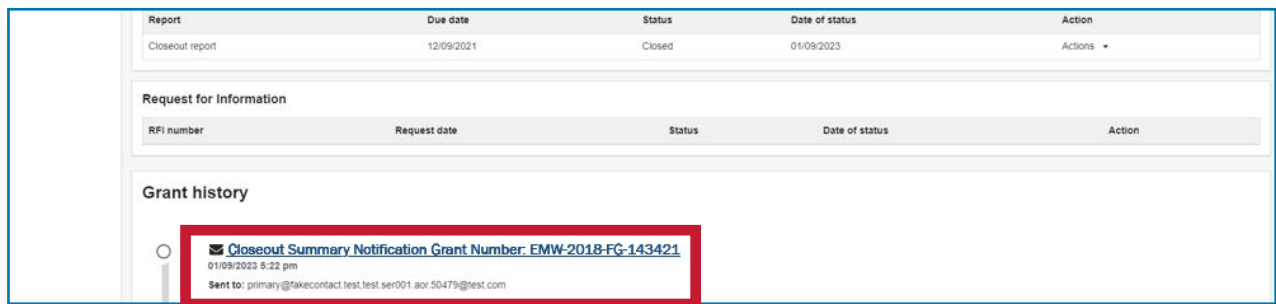If you have questions on using the FEMA GO system, please reach out to the FEMA GO Help Desk at femago@fema.dhs.gov.

**EXTERNAL USERS**

# Closeout Summary Letter

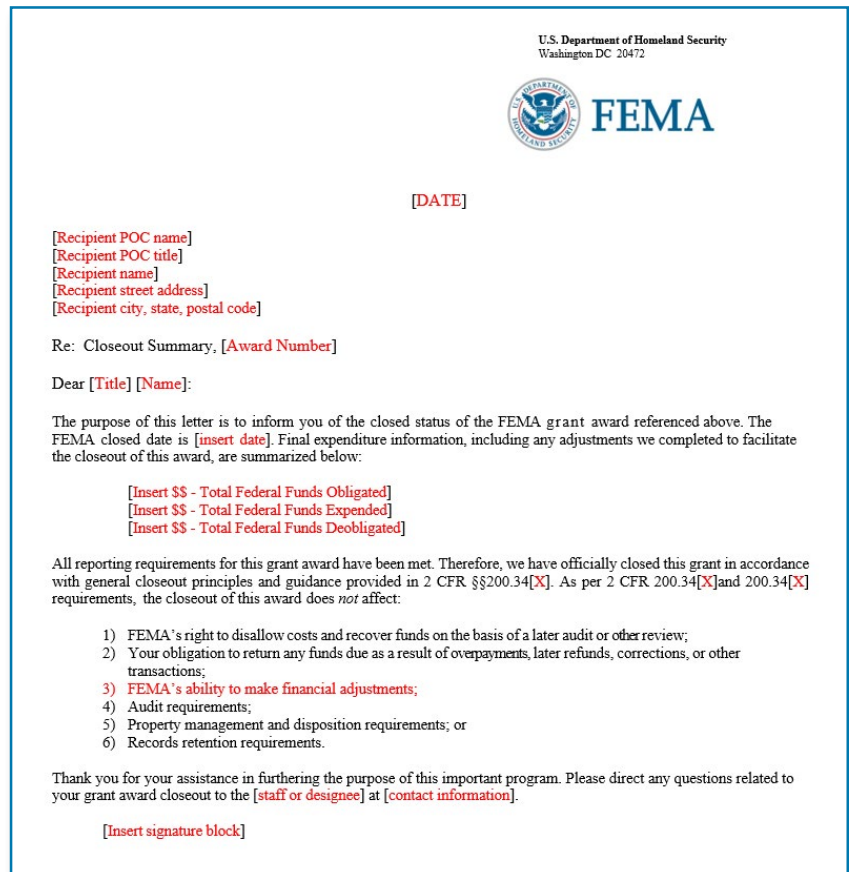## To View the Closeout Summary Letter:

1. Navigate to go.fema.gov and log-in

2. Navigate to your **GLP**

3. Scroll down to the **Grant History**

4. Open the **Closeout Summary Notification**

| Report | Due date | Status | Date of status | Action |
|---|---|---|---|---|
| Closeout report | 12/09/2021 | Closed | 01/09/2023 | Actions ▾ |

**Request for Information**

| RFI number | Request date | Status | Date of status | Action |
|---|---|---|---|---|

**Grant history**

✉ **Closeout Summary Notification Grant Number: EMW-2018-FG-143421**
01/09/2023 5:22 pm
**Sent to:** primary@fakecontact.test.test.ser001.aor.50479@test.com

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.

**U.S. Department of Homeland Security**
Washington DC 20472

FEMA

[DATE]

[Recipient POC name]
[Recipient POC title]
[Recipient name]
[Recipient street address]
[Recipient city, state, postal code]

Re: Closeout Summary, [Award Number]

Dear [Title] [Name]:

The purpose of this letter is to inform you of the closed status of the FEMA grant award referenced above. The FEMA closed date is [insert date]. Final expenditure information, including any adjustments we completed to facilitate the closeout of this award, are summarized below:

[Insert $$ - Total Federal Funds Obligated]
[Insert $$ - Total Federal Funds Expended]
[Insert $$ - Total Federal Funds Deobligated]

All reporting requirements for this grant award have been met. Therefore, we have officially closed this grant in accordance with general closeout principles and guidance provided in 2 CFR §§200.34[X]. As per 2 CFR 200.34[X]and 200.34[X] requirements, the closeout of this award does *not* affect:

1) FEMA's right to disallow costs and recover funds on the basis of a later audit or other review;
2) Your obligation to return any funds due as a result of overpayments, later refunds, corrections, or other transactions;
3) FEMA's ability to make financial adjustments;
4) Audit requirements;
5) Property management and disposition requirements; or
6) Records retention requirements.

Thank you for your assistance in furthering the purpose of this important program. Please direct any questions related to your grant award closeout to the [staff or designee] at [contact information].

[Insert signature block]

# Closeout Package

## 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

# 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