

FEMA GO Reports Processing

(AOR & PM, PS, PGA, GMS, AO Roles Only)



Introduction

This guide will assist users with completing FEMA GO Reports.

This guide will walk you through the key steps to:

1. Log into FEMA GO
2. Access the FEMA GO home page
3. Navigate to the Task Summary and/or Grants Landing Page
4. See open tasks and/or grant(s) to complete a report

Who is this guide for?

- Authorized Organization Representative
- Programmatic Member
- Program Specialist
- Program Administrator
- Grants Management Specialist
- Assistance Officer



FEMA

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Federal Financial Report (FFR) SF-425

(External Users - Authorized Organization Representative Role)



External User - Federal Financial Report (FFR) SF-425 Form

❖ **IMPORTANT NOTE:** Only the AOR CAN SUBMIT THE Federal Financial Report (FFR) SF-425 FORM to FEMA

❑ When the Award has been accepted, you can then submit your Federal Financial Report SF-425 form.

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)				



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External User - Federal Financial Report (FFR) SF-425 Form

- ❑ Authorized users can either click on “Financial reports” on the left navigation bar to advance the screen up or simply scroll down on the right to so that the financial reports section is displayed.

The screenshot displays the FEMA GO user interface. On the left, a navigation menu includes 'Grant summary', 'My to do list', 'Organization information', 'Payments', 'Amendments', and 'Financial reports' (circled in red). The main content area is titled 'Business Information' and contains fields for 'Doing business as name', 'Physical address', and 'Mailing address', all with values for 'Org Ser001 DBA 21000'. Below this are sections for 'Payments' and 'Amendments', each with a table header. The 'Financial reports' section at the bottom contains a table with one entry: 'Federal Financial Report for period ending 11/03/2020'.

Payment number	Request date	Status	Date of status	Payment amount	Action
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Request number	Request date	Status	Date of status	Action
----------------	--------------	--------	----------------	--------

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 ▾

Scroll Bar



External User - Federal Financial Report (FFR) SF-425 Form

❑ Financial reports section – will display the following information

- ❖ Report Name with period ending date
- ❖ Due Date
- ❖ Status of Report
- ❖ Date of Status
- ❖ Actions – Drop down selection

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

Click the Action drop down and select View



External User - Federal Financial Report (FFR) SF-425 Form

- ❑ After clicking the “Actions” dropdown and selecting the “Financial report” from the previous page, your organization’s information will be displayed in the following format.

My grant

- Summary
- Financial report

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

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).

System for Award Management (SAM.gov) profile

Organization information

1. Federal agency and organizational element to which report is submitted	
2. Federal grant or other identifying number assigned by federal agency?	EMW-2019-FG-58761
4a. DUNS (includes DUNS+4):	900021041
4b. Employer Identification Number (EIN):	987654000



FEMA

Informational slide

Federal Emergency Management Agency

External User - Federal Financial Report (FFR) SF-425 Form

- ❑ After clicking the “Actions” dropdown and selecting the “Financial report” from the previous page, your organization’s information will be displayed in the following format.

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.) <i>Optional</i>	
<input type="text"/>	← Optional entry for your organizational use
6. Report type	semi-annual Type of report will pre-populate



FEMA

Informational slide

Federal Emergency Management Agency

External User - Federal Financial Report (FFR) SF-425 Form

- ❑ There are a few sections that must be completed to submit the Federal Financial Report (FFR) SF-425 form.

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)

Select one



8. Project/Grant period



From

10/31/2020

To

10/30/2021

9. Reporting period end date

11/03/2020

Items are pre-populated

Red blocks are mandatory input fields



FEMA

External User - Federal Financial Report (FFR) SF-425 Form

❑ There are a few sections that must be completed to submit the Federal Financial Report (FFR) SF-425 form.

Transactions (cumulative)

Federal cash overview

10a. Cash Receipts	Calculated - Read only	\$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	Calculated - Read only	\$0

Red blocks are mandatory input fields

Federal expenditures and unobligated balance

10d. Total federal funds authorized	Pre-populated - Read only	\$200,038.10
10e. Federal share of expenditures	Pre-populated - Read only	\$
10f. Federal share of unliquidated obligations		\$
10g. Total federal funds	Calculated - Read only	\$0.00
10h. Unobligated balance of federal funds	Calculated - Read only	\$200,038.10

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



FEMA

External User -Federal Financial Report (FFR) SF-425 Form

❑ Additional section that must be completed to submit the Federal Financial Report (FFR) SF-425 Form

Recipient share	
10i. Total recipient share required	Pre-populated - Read only \$10,001.90
10j. Recipient share of expenditures	<input type="text" value="\$"/> ←
10k. Remaining recipient share	Calculated - Read only \$10,001.90

Program income	
Did your organization earn income as a result of the work performed under this grant?	
<input checked="" type="radio"/> Yes	
<input type="radio"/> No	
10l. 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)	<input type="text" value="\$"/> ←
How was your program income used?	
<input type="radio"/> To reduce the federal share of the total project costs	
<input type="radio"/> 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)	<input type="text" value="\$0"/> ←

Section only appears if previous completed is yes

Red blocks are mandatory input fields



FEMA

External User - Federal Financial Report (FFR) - SF-425 Form

- ❑ Additional sections that must be completed to submit the Federal Financial Report (FFR) SF- 425 form.

Indirect expenses

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

Yes

No

Red blocks are
mandatory input fields

Additional questions only appear if the answer to this question is yes



FEMA

External User - Federal Financial Report (FFR)- SF-425 Form

- ❑ Additional sections that must be completed to submit the Federal Financial Report (FFR) SF- 425 form.

Indirect expense 1

11a. What type of rate is this?

Select

Select

Provisional

Predetermined

Final

Fixed

Click drop down to make selection

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

End date

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?

\$

Red blocks are mandatory input fields



FEMA

External User - Federal Financial Report (FFR) SF-425 Form

Last step requires an authorized representative to sign and submit a password

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


←



FEMA

External User - Federal Financial Report (FFR) SF-425 Form

Once completing your Federal Financial Report (FFR) SF-425 you will see the following screen

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

Award accepted

EMW-2019-FG-54648: Fiscal Year (FY) 2019 Assistance to Firefighters Grants

Org Ser001 LN 21024

Period of performance	10/31/2020 - 10/30/2021
Federal resources awarded	\$200,038.10
Required non-federal resources	\$10,001.90
Federal resources disbursed to recipient	\$0
Pending disbursements to recipient	\$0
Balance of federal resources available	\$200,038.10



FEMA

External User - Federal Financial Report (FFR) SF-425 Form

- If you start a SF-425 and do not click submit – it will appear on your “My to do list” with a Status of Pending submission

My to do list				
Description	Status	Date of status	Due date	Action
Federal Financial Report for period ending 11/03/2020	Pending submission	11/03/2020	11/03/2020	Actions ▾

My to do list				
Description	Status	Date of status	Due date	Action
Federal Financial Report for period ending 11/03/2020	Pending submission	11/03/2020	11/03/2020	Actions ▾ Continue Federal Financial Report

- From here you can select “Continue Federal Financial Report”



External User – You have completed this task



Federal Financial Report (FFR) SF- 425

(Internal User - GMS/AO)



Internal User GMS/AO - Review a Submitted SF-425


- ❑ Log in as GMS or AO to access the Task Summary page
- ❑ From the Summary page click “View” on the Federal Financial Report Review.

The screenshot displays the FEMA GO Tasks interface. At the top, there is a navigation bar with the FEMA GO logo, a 'Tasks' tab, a search bar, and a user profile for 'afg9 gms'. The main content area is titled 'Task Summary' and contains several task cards. The 'Federal Financial Report review' card is highlighted with a red border, and its 'View >' link is highlighted with a red box. Other cards include 'Deobligation Confirmation', 'Grants Management Amendment Review', 'Grants Management Award Review', 'Link application to vendor', 'Rejected IFMIS Obligations', and 'Rejected IFMIS Payments'.

Task Card	Unassigned tasks	PHASE	TASKS PAST A WEEK	View Link
My open tasks	5 tasks			View >
Deobligation Confirmation	27	Award	30	View >
Federal Financial Report review	0		3	View >
Grants Management Amendment Review	0	Post-Award	2	View >
Grants Management Award Review	239	Pre-Award	264	View >
Link application to vendor	31	Pre-Award	50	View >
Rejected IFMIS Obligations	71		74	View >
Rejected IFMIS Payments	4		6	View >

Internal User GMS/AO - Review a Submitted SF-425

- ❑ The Task List page will display all pending Federal Financial Report Review tasks for grants .
- ❑ Select “start” or “continue working” to display a Grants Landing Page (GLP) with Left Navigation, Main Body, Review Panel, and breadcrumbs all following standard patterns.

FEMA GO  Tasks			Grant/Subgrant ID
Task List			
<p>ORGANIZATION Org Ser001 DBA -21102</p> <p>PRIORITY RANK 2</p> <p>REGION</p>	<p>GRANT ID EMW-2019-FG-116986</p> <p>FUNDING OPPORTUNITY Fiscal Year (FY) 2019 Assistance to Firefighters Grants</p>	<p>DATE IN QUEUE 02/02/2021</p> <p>TASK Federal Financial Report review</p>	<p>ASSIGNED TO afg.gms@fema.test (Unassign)</p> <p>Continue working</p>
<p>ORGANIZATION Org Ser001 DBA -21110</p> <p>PRIORITY RANK 3</p> <p>REGION</p>	<p>GRANT ID EMW-2019-FG-123744</p> <p>FUNDING OPPORTUNITY Fiscal Year (FY) 2019 Assistance to Firefighters Grants</p>	<p>DATE IN QUEUE 02/03/2021</p> <p>TASK Federal Financial Report review</p>	<p>ASSIGNED TO Unassigned</p> <p>Start task</p>
<p>ORGANIZATION Org Ser001 DBA -21106</p> <p>PRIORITY RANK 7</p> <p>REGION</p>	<p>GRANT ID EMW-2019-FG-124799</p> <p>FUNDING OPPORTUNITY Fiscal Year (FY) 2019 Assistance to Firefighters Grants</p>	<p>DATE IN QUEUE 02/03/2021</p> <p>TASK Federal Financial Report review</p>	<p>ASSIGNED TO afg.gms.9@fema.test (Unassign)</p>

Internal User GMS/AO - Review a Submitted SF-425

- ❑ The grant's landing page is displayed.
- ❑ The left navigation menu provides quick links to display content in the main body, the main body shows information relevant to your report review, and the review panel captures the input required to complete the report.

Left NAV.

My review

- Federal financial report
- Correspondence Log
- Attachments
- Comments

Other information

- Grant information
- Review instructions

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

Physical address: 21106 Org Ser001 Blvd Testington, TN

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

Hide your review panel

- Review instructions
Read the [review instructions](#).
- Indirect costs
- Cash management/reporting issue
- Review outcome

Submit your review

Main Body

Review Panel

Internal User GMS/AO - Review a Submitted SF-425

- ❑ Select “Review instructions” in the left navigation to display the Federal Financial report review and cash analysis on the main body.
- ❑ “Review instructions” can also be accessed on the review panel. Clicking on the review instruction link displays the review instruction.

The screenshot displays the FEMA review interface. On the left, a navigation menu includes 'My review' (with sub-items: Federal financial report, Correspondence Log, Attachments, Comments) and 'Other information' (with sub-items: Grant information, Review instructions). The 'Review instructions' link is highlighted with a red box. 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 issue 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.)
 - 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 on the 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, including remarks, and answers to questions. Review certain things (provided by GMO).
- Step 3: Contact the recipient as necessary**

On the right side, a 'Hide your review panel' dropdown menu is visible, listing 'Review instructions' (highlighted with a red box), 'Indirect costs', 'Cash management/reporting issue', and 'Review outcome'. A 'Submit your review' button is located at the bottom right of the main content area.

Internal User GMS/AO - Review a Submitted SF-425

- ❑ Select "Federal Financial report" on the left Navigation to open the federal financial report on the main body.

The screenshot shows the FEMA GO interface. The top navigation bar includes the FEMA GO logo and a 'Tasks' tab. The left sidebar, titled 'My review', contains a red-bordered button for 'Federal financial report', along with 'Correspondence Log', 'Attachments', and 'Comments'. Below this is the 'Other information' section with 'Grant information' and 'Review instructions'. The main content area shows the breadcrumb 'Tasks / EMW-2019-FG-116986 / Federal Financial Report review' and a large heading 'Federal financial report'. Underneath is the 'Organization information' section, which lists the following details:

1. Federal agency and organizational element to which report is submitted?	FEMA
2. Federal grant or other identifying number assigned by federal agency?	EMW-2019-FG-116986
4a. DUNS (includes DUNS+4):	900021102
4b. Employer Identification Number (EIN):	987654000
Organization legal name:	Org Ser001 LN 21102
Organization (doing business as) name:	Org Ser001 DBA 21102
Mailing address:	21102 Org Ser001 Blvd Testing
Physical address:	21102 Org Ser001 Blvd Testing
5. ID Number	
6. Report type	semi-annual

❖ **Remember** : The main body displays a read only version of the Federal Financial Report.

Internal User GMS/AO - Review a Submitted SF-425

- ❑ Select “Correspondence Log” on the left Navigation to add a new correspondence action.
- ❑ Select the “Add New Correspondence” and add the appropriate information into the box that pops up.

The screenshot shows the FEMA GO interface. On the left, under "My review", the "Correspondence Log" link is highlighted with a red box. Below it are "Attachments" and "Comments". Under "Other information", there are "Grant information" and "Review instructions". The main content area shows a list of items: "10i. Total recipient share required", "10j. Recipient share of expenditures", and "10k. Remaining recipient share". Below this is the "Program Income" section with the question "Did your organization earn income as a result of the work performed under this grant?". The "Indirect expenses" section has the question "Does your organization have an indirect cost rate agreement with the federal government?". There is a "12. Remarks" section and a "Submitted by" field. At the bottom, the "Correspondence List" section has a red box around the "Add New Correspondence" button.

The screenshot shows the "Add Correspondence" modal form. It has a title "Add Correspondence". Below the title is a "Type of action" dropdown menu with "Select" as the current selection. The dropdown menu is open, showing options: "Select", "Phone Call", "Email", and "Other". Below the dropdown is a "Description of action" text area. At the bottom of the form, there are two buttons: "Add Item" and "Cancel".

Internal User GMS/AO - Review a Submitted SF-425

- ❑ Select “Attachments” from the left Navigation menu to display a list of attachments on the grant in the main body.
- ❑ Select “Upload from your computer” to add a document.
- ❑ Click on "Remove" to retrieve erroneously attached documents.

My review

- Federal financial report
- Correspondence Log
- Attachments**
- Comments

Other information

- Grant information
- Review instructions

Attachments

Maximum File Size: 1074.79MB

Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .jpg

[Upload from your computer](#)

Filename	Date uploaded	Description
<input checked="" type="checkbox"/> FFR-SF-425 UAT testing attachment section.docx	02/01/2021	Testing attachment section

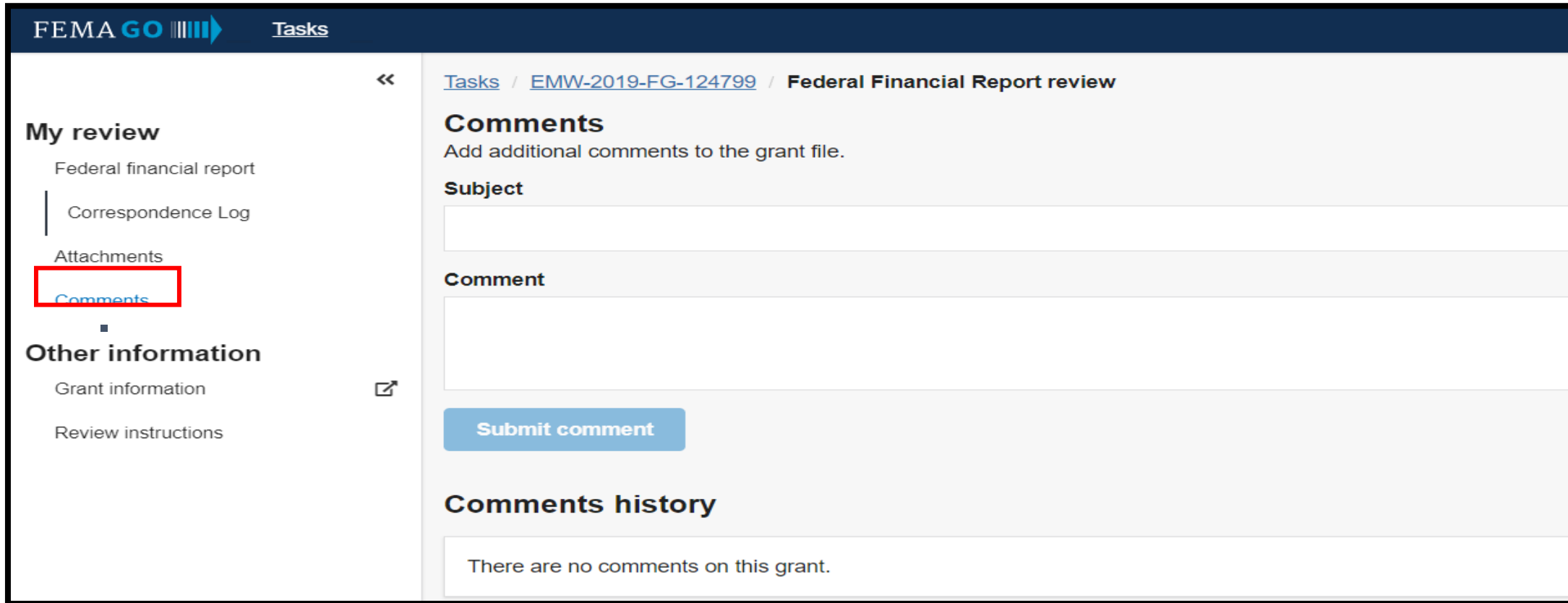
[Remove](#)

List of attachments

Remove Attachment

Internal User GMS/AO - Review a Submitted SF-425

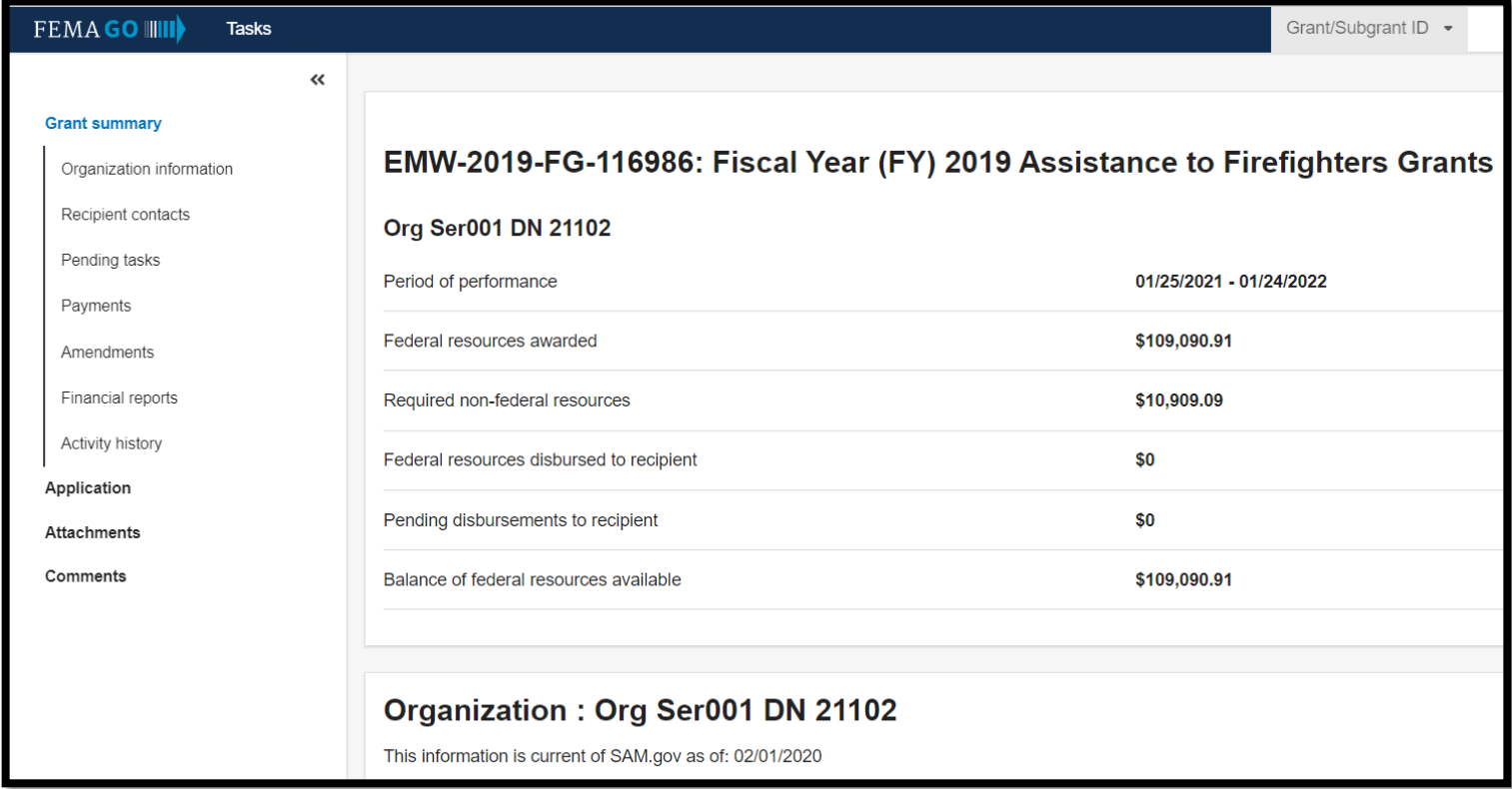
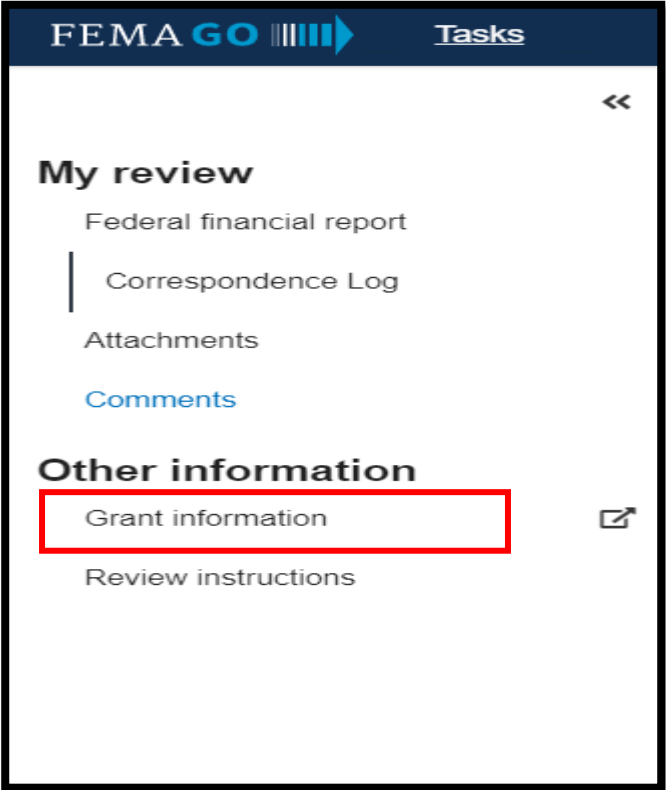
- ❑ Select “Comments” from the left Navigation menu to display all comments on the grants in the main body.



The screenshot displays the FEMA GO interface for reviewing a submitted SF-425. The top navigation bar includes the FEMA GO logo and a 'Tasks' tab. The left sidebar, titled 'My review', contains a vertical list of options: 'Federal financial report', 'Correspondence Log', 'Attachments', and 'Comments'. The 'Comments' option is highlighted with a red rectangular box. Below this, under 'Other information', are 'Grant information' and 'Review instructions'. The main content area shows a breadcrumb trail: 'Tasks / EMW-2019-FG-124799 / Federal Financial Report review'. The 'Comments' section is active, with the instruction 'Add additional comments to the grant file.' Below this is a 'Subject' input field, followed by a 'Comment' input field. A blue 'Submit comment' button is positioned below the comment field. At the bottom, the 'Comments history' section displays the message: 'There are no comments on this grant.'

Internal User GMS/AO - Review a Submitted SF-425

❑ In the left navigation, select “Grant information” which will open a new tab with the GLP for the grant.



Internal User GMS/AO - Review a Submitted SF-425

- ❑ Select “Review instructions” in the left navigation to display the Federal Financial report review and cash analysis on the main body.
- ❑ “Review instructions” can also be accessed on the review panel. Clicking on the review instruction link displays the review instruction.

The screenshot displays the FEMA review interface. On the left, a navigation menu includes 'My review' (with sub-items: Federal financial report, Correspondence Log, Attachments, Comments) and 'Other information' (with sub-items: Grant information, and 'Review instructions' which is highlighted with a red box). The main content area is titled 'Review instructions for the Federal Financial Report (FFR) review and Cash analysis' and is divided into 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 issue 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 SAFER hiring only)
 - 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 on the 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, including the SF-425 remarks, and answers to questions. Review certain things (provided by GMO).
- Step 3: Contact the recipient as necessary**

On the right side of the main content area, there is a 'Hide your review panel' overlay. It contains a dropdown menu with 'Review instructions' selected and highlighted with a red box. Below it, there is a 'Submit your review' button.

Internal User GMS/AO - Review a Submitted SF-425

- Select “Indirect costs” in the review panel.
- If there are indirect cost expenses, the section contains the following text: "Indirect costs are included in the submitted SF-425."
- If the financial report does not include indirect expenses, the section contains the following text: "Indirect cost rate agreement documentation is not applicable because this financial report does not include indirect costs."

Hide your review panel

- ▶ Review instructions
- ▼ Indirect costs
Indirect cost rate agreement documentation is not applicable because this financial report does not include indirect costs.
- ▶ Cash management/reporting issue
- ▶ Review outcome

Submit your review

Internal User GMS/AO - Review a Submitted SF-425

☐ Select “Indirect costs” in the review panel.

The screenshot displays the FEMA GO interface for reviewing a submitted SF-425. The main content area is titled "Federal financial report" and is divided into three sections:

- Organization information:** Contains questions 1 through 7 regarding federal agency and organizational details, DUNS, EIN, legal name, mailing address, ID Number, report type, and accounting basis.
- 8. Project/Grant period:** Includes fields for "From" (03/02/2021), "To" (03/01/2022), and "Reporting period end date" (10/31/2020).
- Transactions (cumulative):** Includes a "Federal cash overview" section.

On the right side, a "Review panel" is visible, containing several sections:

- Review instructions:** A section with a red border highlighting the "Indirect costs" subsection. The text states: "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:". Below this is a dashed box for file upload with the text "Drag and drop your files here or [choose files](#)". It also specifies "Maximum File Size: 1074.79MB" and "Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .jpg". A file named "Waiver Request6.docx" is shown with a "Remove" button.
- Cash management/reporting issue:** A section with a radio button.
- Review outcome:** A section with a radio button.

At the bottom of the review panel is a "Submit your review" button.

☐ If there are indirect cost expenses, the section contains the following text: "Indirect costs are included in the submitted SF-425."

Internal User GMS/AO - Review a Submitted SF-425

- ❑ Select “Cash Management/reporting issues” from the review panel to view information on why the federal financial report is selected for review.

— 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 a negative cash on hand value that is not accounted for by payments pending FEMA review at the end of the reporting period.
- ▶ Review outcome

[Submit your review](#)

Internal User GMS/AO - Review a Submitted SF-425

- ❑ Select “Review Outcome” from the review panel to view the drop-down option
- ❑ Select any of the options to enter your baseline monitoring or return report to the recipient to enable the submission button
- ❑ Technical assistance to the recipient and Internal comments field are mandatory input fields
- ❑ Select “Submit your review” to send the review outcome

The screenshot shows a web interface for reviewing a submitted SF-425. At the top, there is a dark header with a minus sign and the text "Hide your review panel". Below this, a section titled "Cash management/reporting issue" is expanded. Underneath, the "Review outcome" section is highlighted with a red border. It includes a green checkmark icon, a prompt to "Enter the outcome from your baseline monitoring or return the report to the recipient.", and three radio button options: "Review complete: no cash management issues" (selected), "Review complete: unresolved cash management issues", and "Return to recipient for correction". Below these are two text input fields: "Provide technical assistance to the recipient:" and "Internal Comments", both containing the word "test". At the bottom of the form, a blue button labeled "Submit your review" is highlighted with a red border.

Internal User GMS/AO - Review a Submitted SF-425

❑ Select “Confirm” to continue review submission.

a.Type	b.Rate	c.Start Date	c.End Date	d.Base	e.Amount Charged	f.Federal Share
Fixed	25 %	01/01/2021	12/21/2021	\$300.00	\$75.00	\$25.00

11g. Indirect expense totals

Totals: Base
Totals: Amount Charged
Totals: Federal Share

12. Remarks

Submitted by
Date and time submitted

Correspondence List

Add New Correspondence

Type of action Date of action Description of Action

Review submission confirmation

Please confirm your decision to submit your review of the Federal Financial Report for the grant: EMW-2020-FG-138112. Once you submit this review, you will no longer be able to log any additional correspondence regarding this specific Financial report.

Confirm [Cancel](#)

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:

test

Internal Comments

test

Submit your review

❑ Successful message will appear on the task summary page.

Internal User – You have completed this task



Semi-Annual Performance Progress Report

OMB No.: 1660-0054

**(External User - Authorized Organization Representative Role &
Programmatic Member)**



AOR, PM Role: Submitting a Performance Progress Report

- ❑ Review the instructions on submitting the Performance Progress Report
- ❑ Complete the sections requiring information

Authorized
Organization
Representative (AOR)
& Programmatic
Member (PM) View

Performance Progress Report

Grant ID: EMW-2019-FG-57400
Period of performance: 07/23/2020 to 07/23/2021

Federal resources awarded: \$1,000,000

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

mm/dd/yyyy

Final report?

Yes

No

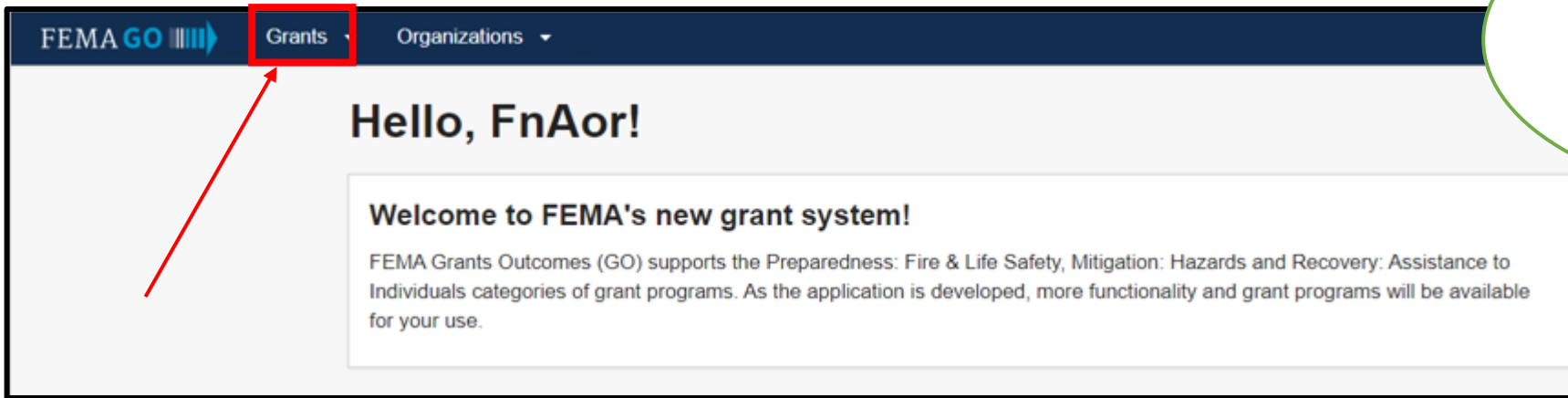
Confirm if this is a final report

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.

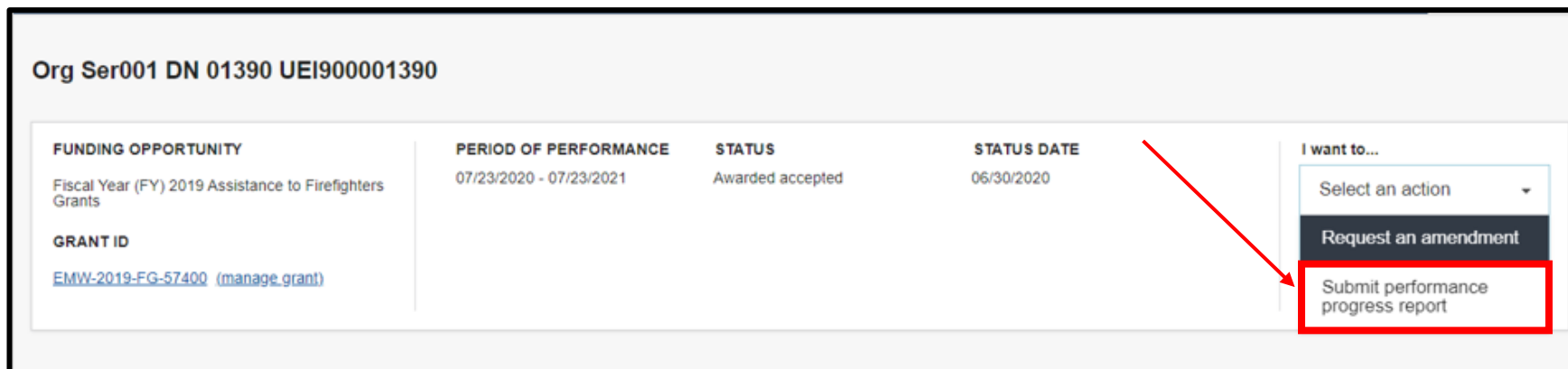
AOR, PM Role: Submitting a Performance Progress Report

- ❑ Log in as an Authorized Organization Representative (AOR) or a Programmatic Member (PM)
- ❑ From the homepage, Select the Grants tab



Authorized Organization Representative (AOR) & Programmatic Member (PM) View

- ❑ Select an Action and choose Submit Performance Progress Report



AOR, PM Role: Submitting a Performance Progress Report

- Attach the Performance Progress Report and a green checkmark will confirm the attachment
- Check the box to authorize the submission of the Performance Progress Report
- Enter your password and select submit

Authorized
Organization
Representative (AOR)
& Programmatic
Member (PM) View

Attachments

Maximum File Size: 1074.79MB

Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .jpg

[Upload from your computer](#)

Filename	Date uploaded	Description
<input checked="" type="checkbox"/> Doc1.docx	03/30/2022	<input type="text"/> Remove

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 must provide all of the required information on this page before submitting the performance progress report

AOR,PM Role: Submitting a Performance Progress Report

- ❑ A green acknowledgment box will populate confirming the submission of the Performance Progress Report

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
-------------	--------	----------------	----------	--------

Authorized Organization Representative (AOR) & Programmatic Member (PM) View

External User – You have completed this task



Semi-Annual Performance Progress Report

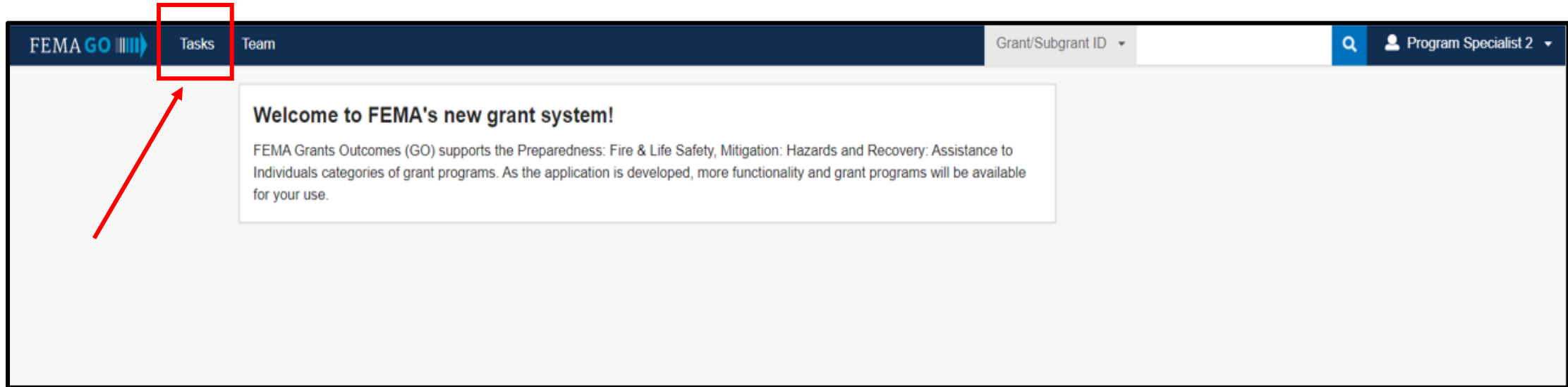
OMB No : 1660-0054

**(External User – Authorized Organization Representative Role &
Programmatic Member)**



PS, PGA Roles: Performance Progress Report Review

- ❑ Log in as a Program Specialist or Program Administrator
- ❑ From the homepage, Select Tasks to view the Tasks Summary.



PS, PGA Roles: Performance Progress Report Review

- ❑ From the Task Summary page, select 'View' from the Performance Progress Report Review task card.

Task Summary

My open tasks
19 tasks
[View >](#)

Business objectives tracker
[View >](#)

Office workload
809 tasks
[View >](#)

507 notification
Unassigned tasks: 1

PHASE	TASKS PAST A WEEK
Pre-Award	1

[View >](#)

Amendment Recommendation
Unassigned tasks: 52

PHASE	TASKS PAST A WEEK
Post-Award	92

[View >](#)

Award Recommendation
Unassigned tasks: 6

PHASE	TASKS PAST A WEEK
Pre-Award	34

[View >](#)

Courtesy Notification
Unassigned tasks: 79

PHASE	TASKS PAST A WEEK
Award	79

[View >](#)

Declined Awards Confirmation
Unassigned tasks: 141

PHASE	TASKS PAST A WEEK
Award	151

[View >](#)

Do Not Fund Confirmation
Unassigned tasks: 24

PHASE	TASKS PAST A WEEK
Pre-Award	28

[View >](#)

Payment Request Review
Unassigned tasks: 2

PHASE	TASKS PAST A WEEK
	3

[View >](#)

Performance Progress Report Review
Unassigned tasks: 2

PHASE	TASKS PAST A WEEK
	10

[View >](#)

Post-Panel Review
Unassigned tasks: 325

PHASE	TASKS PAST A WEEK
Pre-Award	392

[View >](#)

PS, PGA Roles: Performance Progress Report Review

❑ From the Task List page, select ‘Start Task’ or ‘Continue working’.

Task List			
ORGANIZATION Org Ser001 DN 20400	GRANT ID EMW-2021-FG-1334105	DATE IN QUEUE 12/06/2021	ASSIGNED TO Unassigned
PRIORITY RANK	FUNDING OPPORTUNITY Fiscal Year (FY) 2021 Assistance to Firefighters Grants	TASK Performance Progress Report Review	Start task
REGION IV			
ORGANIZATION Org Ser001 DN 20300	GRANT ID EMW-2020-FG-127811	DATE IN QUEUE 12/15/2021	ASSIGNED TO Unassigned
PRIORITY RANK	FUNDING OPPORTUNITY Fiscal Year (FY) 2020 Assistance to Firefighters Grants	TASK Performance Progress Report Review	Start task
REGION IV			
ORGANIZATION Org Ser001 DN 20400	GRANT ID EMW-2021-FG-1446332	DATE IN QUEUE 12/21/2021	ASSIGNED TO afg.ps.1@fema.test (Unassign)
PRIORITY RANK	FUNDING OPPORTUNITY Fiscal Year (FY) 2021 Assistance to Firefighters Grants	TASK Performance Progress Report Review	Continue working
REGION IV			

Program Specialist Role: Performance Progress Report Review

☐ Minimize the review panel to view the complete screen.

Program Specialist View

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
CHARS.docx	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

Program Specialist Role: Performance Progress Report Review

- ❑ Review information on screen – Click on the Document (Hyperlink) to open the form

Program Specialist View

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	Description	Action
CHARS.docx	12/06/2021	test.ser001.aor.20400@test.com	Performance Progress Report documentation	No description given.	

Submitted by: test.ser001.aor.20400@test.com

Date and Time Submitted: 12/06/2021

Review attachment

AOR, PM Role: Submitting a Performance Progress Report Review

DEPARTMENT OF HOMELAND SECURITY Federal Emergency Management Agency Semi-Annual Performance Report OMB No.: 1660-0054		
Assistance to Firefighters Grant (AFG) Performance Progress Report		
Recipient Name:		
DUNS/UEI:		
City:		
State:		
Zip Code:		
Grant ID#:		
Name of Person Completing the Form:		
Question		
Provide specific information on the progress towards grant completion to include - milestones achieved, procurement status, timeline for bid specifications and anticipated delivery dates.		
Explanation		
Which grant awarded/approved items/activities have been put into place to date to help you reach your goals?		
Explanation		
Which grant items/activities are working, and in what way? Are there grant items/activities that are not working?		
Explanation		
What goals do you plan to accomplish next quarter?		
Explanation		

- The attachment should be:

**Federal Emergency Management Agency
Semi-Annual Performance Report
OMB No.:1660-0054**

- Link to the OMB Form:

[AFG Semi-Annual Performance Report \(sharepoint.com\)](#)

[SAFER Hiring Programmatic Performance Report \(sharepoint.com\)](#)

Program Administrator Role: Performance Progress Report Review

❑ Program Admin will see internal and external comments made by Program Specialist

The screenshot displays the FEMA GO interface for a Program Administrator. The top navigation bar includes the FEMA GO logo, 'Tasks' and 'Team' tabs, a search bar, and a user profile for 'Program Administrator 2'. The breadcrumb trail shows 'Tasks / EMW-2021-FG-1417249 / Performance Progress Report Review'. The main heading is 'Performance progress report for period ending 12/22/2021'. A green oval highlights the text 'Program Admin View' in the top right corner. The left sidebar contains 'My review' (with sub-items 'Performance progress report' and 'Comments') and 'Other information' (with sub-item 'Grant information'). The main content area is titled 'Report Information' and contains a table with the following data:

Final Report	Yes
Resubmission Deadline	01/22/2022

Below the table, a red box highlights 'Technical Assistance Comments', with a red arrow pointing to it from the left sidebar. The comments section contains a consent notice from the Department of Homeland Security (DHS) regarding access to a computer system.

PS, PGA Roles: Performance Progress Report Review

- If the report is correct mark as Review complete – add Internal Comments as Submit
- If the report has errors, complete the designated sections to Return to recipient for correction

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

Progress report has been review and accepted

Submit your 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

Provide technical assistance to the recipient

There are errors in your report please correct and resubmit. (you would be more specific as to what was wrong)

Resubmission deadline (MM/DD/YYYY)

02/27/2022

Internal Comments


Report has been returned for corrections|

Submit your review

- Provide technical assistance narrative
- Give Resubmission deadline
- Add Internal Comments
- Submit your review


PS, PGA Role: Performance Progress Report Review

- The system will confirm that you have completed the task and indicate action taken.



The screenshot shows the FEMA GO interface with a dark blue header. On the left, there are navigation links for 'Tasks' and 'Team'. On the right, there are search and user profile fields. A green notification bar at the top contains a checkmark icon and the text: 'You completed with no issues performance progress report review for EMW-2020-FG-127811'. The notification bar has a red border and a close button (x) on the right.

- The system will confirm that you have returned to recipient and indicate action taken.



The screenshot shows the FEMA GO interface with a dark blue header. On the left, there are navigation links for 'Tasks' and 'Team'. On the right, there are search and user profile fields. A green notification bar at the top contains a checkmark icon and the text: 'You returned to recipient the performance progress report review for EMW-2021-FG-1446332'. The notification bar has a red border and a close button (x) on the right.

Internal User – You have completed this task

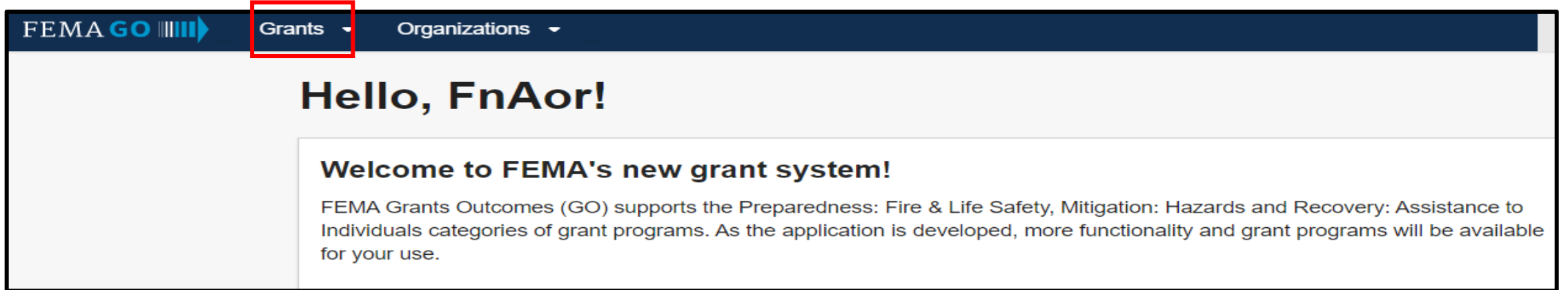


Initiate Closeout (SF 428) External user - AOR



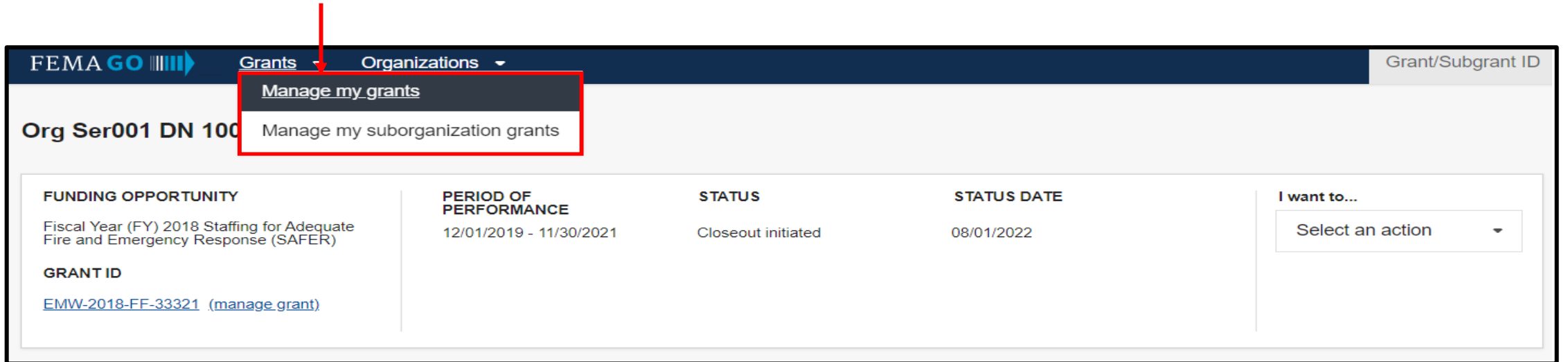
AOR Role: Initiate Closeout

- ❑ Select 'Grants'



The screenshot shows the FEMA GO dashboard. The top navigation bar contains the FEMA GO logo and two dropdown menus: 'Grants' and 'Organizations'. The 'Grants' menu is highlighted with a red box. Below the navigation bar, the main content area displays a greeting 'Hello, FnAor!' and a welcome message: 'Welcome to FEMA's new grant system!'. A paragraph of text follows: 'FEMA Grants Outcomes (GO) supports the Preparedness: Fire & Life Safety, Mitigation: Hazards and Recovery: Assistance to Individuals categories of grant programs. As the application is developed, more functionality and grant programs will be available for your use.'

- ❑ Select 'Manage my grants' from drop down menu



The screenshot shows the FEMA GO dashboard with the 'Grants' dropdown menu open. The 'Manage my grants' option is highlighted with a red box. Below the navigation bar, the main content area displays the text 'Org Ser001 DN 100'. Below this, there is a table with the following data:

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	Closeout initiated	08/01/2022	Select an action
GRANT ID EMW-2018-FF-33321 (manage grant)				

AOR Role: Initiate Closeout

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) GRANT ID EMW-2018-FF-33321 (manage grant)	12/01/2019 - 11/30/2021	Awarded accepted	08/01/2022	Select an action Request an amendment Submit performance progress report Initiate Closeout

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.

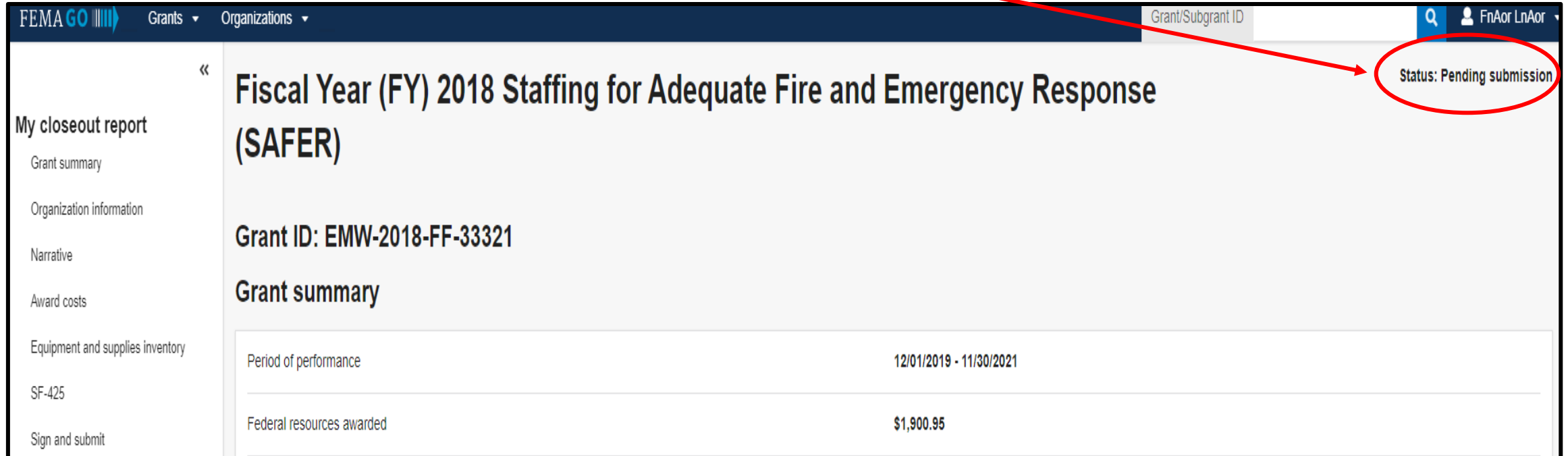
Confirm

[Cancel](#)

Before initiating closeout, you should complete all post-award activities and be ready to enter the closeout phase

AOR Role: Initiate Closeout

- ❑ After confirmation, grant is then 'Pending submission'



The screenshot shows the FEMA GO Grants interface. The main heading is "Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)". Below this, the Grant ID is "EMW-2018-FF-33321". The "Grant summary" section contains a table with the following data:

Period of performance	12/01/2019 - 11/30/2021
Federal resources awarded	\$1,900.95

In the top right corner, the status "Status: Pending submission" is circled in red. A red arrow points from the text in the first list item to this circled status.

External User – You have completed this task



FEMA
GRANTS
OUTCOMES



Please send any questions to:
FEMAGO@fema.dhs.gov
[1-877-585-3242](tel:1-877-585-3242)

