

Grants Management FEMA GO Performance Progress Report Review (PS, PGA, AOR, & PM Roles Only)



Revision Index and Version History

Revision Number	Revision Date	Page Number	Revision Summary	Name of Reviewer
V 1.0	01/27/2022	All	Initial Draft	M. Hinton
V 2.0	3/30/2022	All	Updates	K. Bhatt
V.3.0	4/14/2022	Slide 7	Updates	K.Bhatt

Welcome Page (Authorized Organization Representative Role & Programmatic Member)



AOR Role: Submitting a Performance Progress Report

- ❑ Log in as an Authorized Organization Representative (AOR)
- ❑ From the homepage, Select the Grants tab

FEMA GO **Grants** Organizations

Hello, FnAor!

Welcome to FEMA's new grant system!

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.

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

- ❑ Select an Action and choose Submit Performance Progress Report

Org Ser001 DN 01390 UEI900001390

FUNDING OPPORTUNITY	PERIOD OF PERFORMANCE	STATUS	STATUS DATE	I want to...
Fiscal Year (FY) 2019 Assistance to Firefighters Grants	07/23/2020 - 07/23/2021	Awarded accepted	06/30/2020	Select an action
GRANT ID				Request an amendment
EMW-2019-FG-57400 (manage grant)				Submit performance progress report

AOR 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

Performance progress report

i 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

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.

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**

AOR 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"/>

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 Role: Submitting a Performance Progress Report

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

The screenshot displays a green notification bar at the top with a checkmark icon and the text: "You have successfully submitted your performance progress report." Below this, the main content area is titled "EMW-2019-FG-57400: Fiscal Year (FY) 2019 Assistance to Firefighters Grants". Underneath the title, it shows "Org Ser001 DN 01390". A table follows, detailing financial information for the period of performance from 07/23/2020 to 07/23/2021. The table includes rows for Federal resources awarded, Required non-federal resources, Federal resources disbursed to recipient, Pending disbursements to recipient, and Balance of federal resources available. At the bottom of the screenshot, there is a "Select an action" dropdown menu and a "My to do list" section with a table header containing columns for Description, Status, Date of status, Due date, and Action.

Description	Status	Date of status	Due date	Action
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		

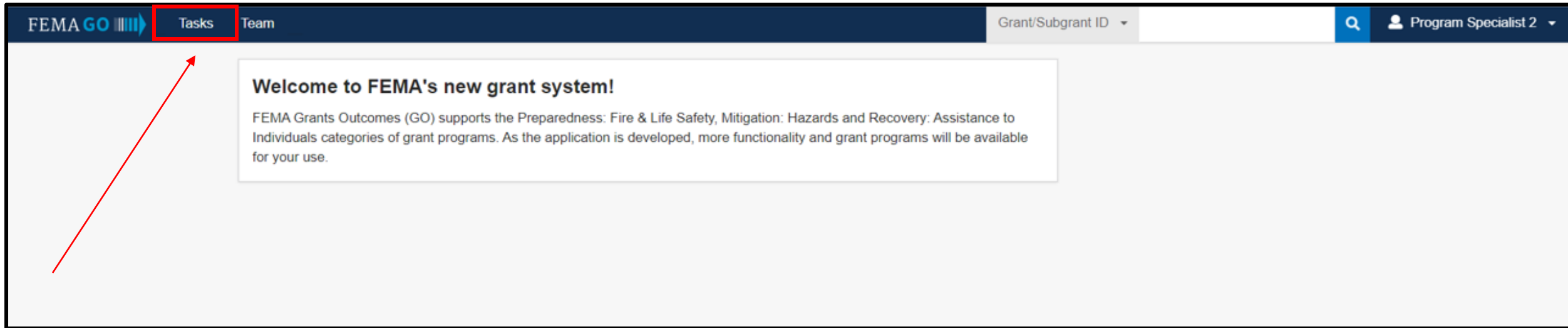
Authorized Organization Representative (AOR) & Programmatic Member (PM) View

Welcome Page (Program Specialist and Program Administrator Role)



Performance Progress Report Review

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



The screenshot shows the FEMA GO system interface. The top navigation bar is dark blue and contains the FEMA GO logo, a 'Tasks' button (highlighted with a red box and a red arrow), and a 'Team' button. To the right of the navigation bar, there is a search bar with a magnifying glass icon and a user profile dropdown menu labeled 'Program Specialist 2'. The main content area is light gray and features a white box with the following text:

Welcome to FEMA's new grant system!
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.

Task Summary Page



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 Pre-Award TASKS PAST A WEEK 1 View >	Amendment Recommendation Unassigned tasks: 52 PHASE Post-Award TASKS PAST A WEEK 92 View >	Award Recommendation Unassigned tasks: 6 PHASE Pre-Award TASKS PAST A WEEK 34 View >	Courtesy Notification Unassigned tasks: 79 PHASE Award TASKS PAST A WEEK 79 View >
Declined Awards Confirmation Unassigned tasks: 141 PHASE Award TASKS PAST A WEEK 151 View >	Do Not Fund Confirmation Unassigned tasks: 24 PHASE Pre-Award TASKS PAST A WEEK 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 Pre-Award TASKS PAST A WEEK 392 View >			



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

FEMA GO | Tasks | Team | Grant/Subgrant ID

Tasks / EMW-2021-FG-1334105 / Performance Progress Report Review

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

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](#)

Program Specialist Role: Performance Progress Report Review

☐ Review information on screen – Click on the filename of the Document (Hyperlink)

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

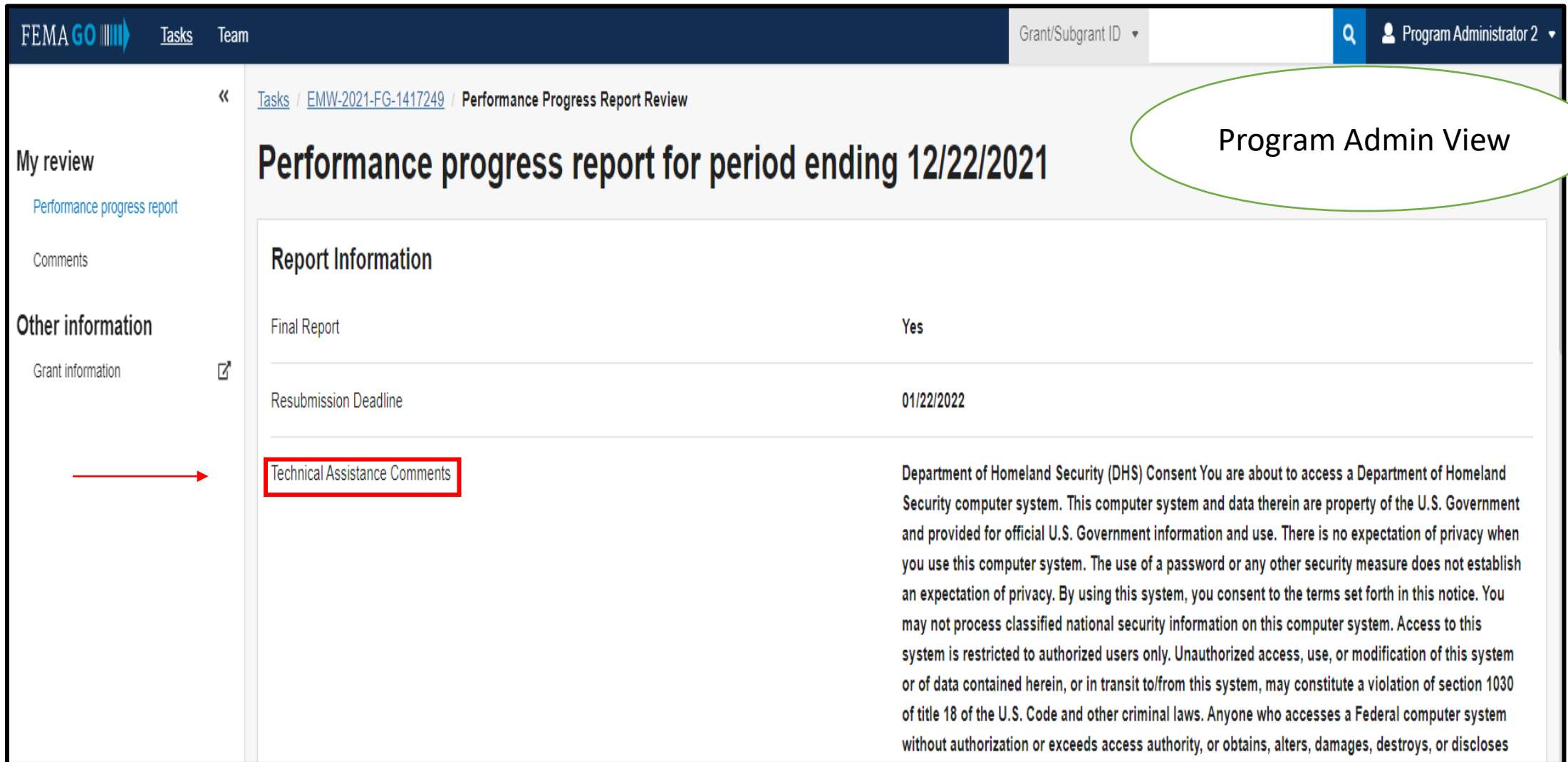
Filename	Date uploaded	Uploaded by	Label	Description	Action
CHARS.docx	12/06/2021	test.ser001.aor.20400@test.com	Performance Progress Report documentation	No description given.	

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

Date and Time Submitted: 12/06/2021

Program Administrator Role: Performance Progress Report Review

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



FEMA GO Tasks Team Grant/Subgrant ID Program Administrator 2

Tasks / EMW-2021-FG-1417249 / Performance Progress Report Review

Performance progress report for period ending 12/22/2021

Program Admin View

Report Information

Final Report	Yes
Resubmission Deadline	01/22/2022

Technical Assistance Comments

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

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

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. The top navigation bar includes the FEMA GO logo, 'Tasks', and 'Team' links. On the right, there are search and user profile dropdowns labeled 'Grant/Subgrant ID' and 'First Name Last Name'. A green notification banner at the bottom contains a checkmark icon and the text: 'You completed with no issues performance progress report review for EMW-2020-FG-127811'. The text is enclosed in a red rectangular box.

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

The screenshot shows the FEMA GO interface. The top navigation bar includes the FEMA GO logo, 'Tasks', and 'Team' links. On the right, there are search and user profile dropdowns labeled 'Grant/Subgrant ID' and 'First Name Last Name'. A green notification banner at the bottom contains a checkmark icon and the text: 'You returned to recipient the performance progress report review for EMW-2021-FG-1446332'. The text is enclosed in a red rectangular box.

Please send any questions to:
FEMAGO@fema.dhs.gov
1-877-585-3242

