FEMA GO Request a Payment Guide

This Guide provides instructions for External and Internal FEMA GO Users that are serving in one of the following roles: Authorized Organization Representative (AOR), Financial Member, Programmatic Member, Assistance Officer or Grant Management Specialist. Will guide the user through logging in and navigating the system to complete a request for payment.

FEMA

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FEMA GRANTS OUTCOMES

Introduction

In FEMA GO, you can review the Request a Payment functionality for all grant programs. In this guide, you will learn how to complete task for Requesting a payment.

This guide will walk you through the key steps for successfully:

1. Log into FEMA GO
2. Access to FEMA GO home page
3. Navigate to Task Summary
4. See open task to complete

Who is this for?
Authorized Organization Representative (AOR)
Financial Member
Programmatic Member
Assistance Officer
Grant Management Specialist

Note - Screens are based on a User's Assigned Role

Login

Section 1: Log in to the FEMA GO site

- Go to https://go.fema.gov and insert your email and password.

- Select "Log in" to access FEMA GO.

- Logging-in to the FEMA GO system will direct you to the FEMA GO Homepage.

Grant's Landing Page

❑ From your Grants Landing Page click the "Grant's tab". Manage my Grant.

❑ Click on the I want to "Start a new action"

❑ Drop down will appear with the following selections

Select "Request a payment" - PLEASE DO NOT SUBMIT AN AMENDMENT AT THIS TIME! (you will not be able to request a payment if you submit an amendment)

Request a Payment

Section 3 : Payment Request Screen

❑ Review your information for accuracy.

❑ NOTE: Your awarded items are preloaded for you to request reimbursement.

Grant ID: EMW-2018-FF-31100

Period of performance: **12/01/2019** to **11/30/2021**

Federal share: **$1,900.95**

Payment request

ℹ️ • Your awarded items are preloaded for you to request reimbursement
   • You can add additional eligible items to this payment request by using the add buttons below.

Period of performance	12/01/2019 - 11/30/2021
Federal resources awarded	$1,900.95
Required non-federal resources	$1,500.95
Federal resources disbursed to recipient	$0
Pending disbursements to recipient	$0
Balance of federal resources available	$1,900.95

❑ You can add additional eligible items to this payment request by using the add buttons.

Section 3 : Payment Request Screen

❑ Enter the Payment amount you are requesting

❑ Payment Request Narrative requires an entry

Payment amount

$

Payment request narrative

Attachments

Maximum File Size:
1074.79MB

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

⬆ Upload from your computer

❑ An Attachment is Required

❑ A Filename will appear once your upload is complete. A Description is optional

❑ Click on the box to certify that you are authorized to request payment

Filename	Date uploaded	Description	
✅ FEMA GO LIbrary Audit.docx	03/16/2021		✖ Remove

☐ I, FnAor LnAor, certify that I am authorized to request payment, and I am hereby providing my signature to acknowledge that the payment request information is accurate and is consistent with my articles of agreement, to the best of my knowledge.
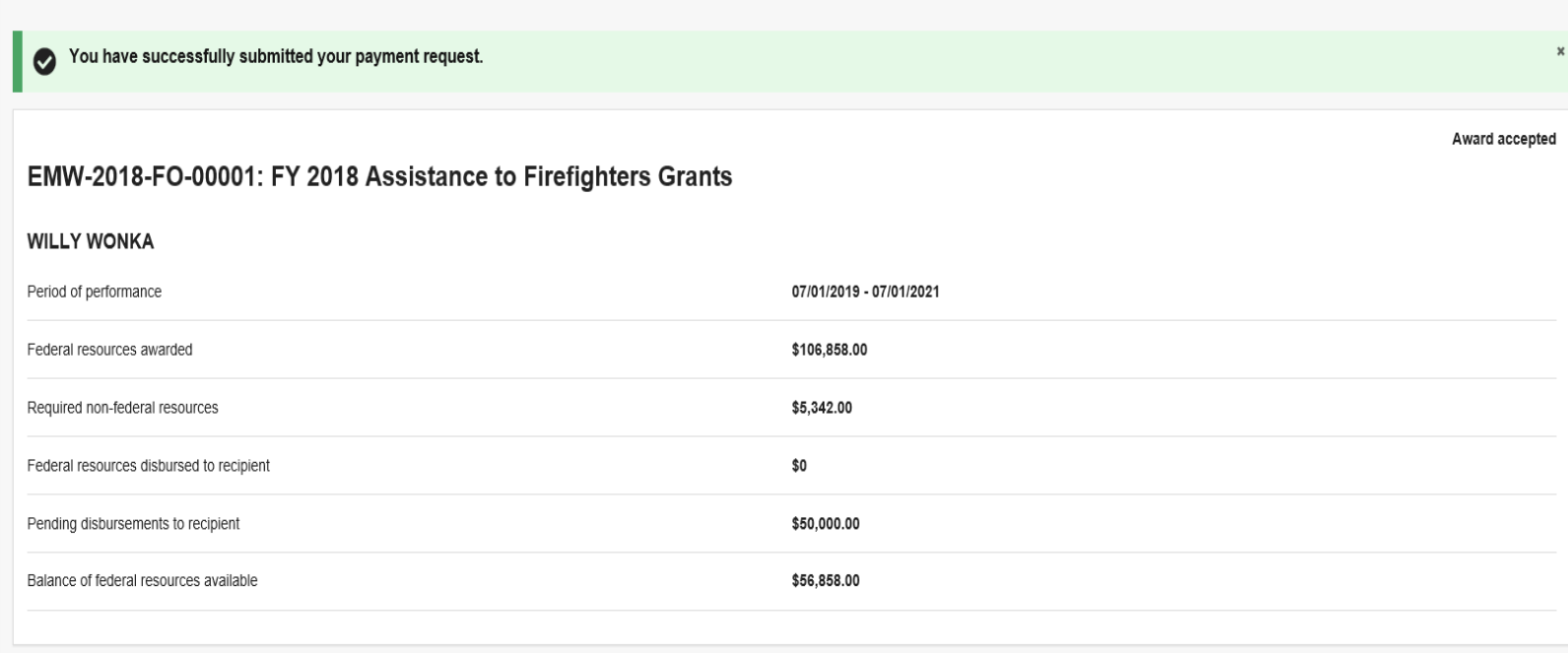
Please enter your password.

[   ]

Submit

❑ Enter your password and the Submit button will be come active – Click Submit

Section 3 : Payment Request Screen

❏ View of page - With all required fields completed

❏ Click submit button

Section 3 : Completion

❑ Congratulations.

❑ You have successfully submitted your payment request.

Additional Screens For SAFER Program

❑ Prior to submitting the first payment request, you will need to complete the SAFER Personnel Roster. The SAFER Personnel Roster is a list of the individuals hired to fill the awarded SAFER positions.

Payment request

ℹ️ **Instructions**

- Prior to submitting the first payment request, you will need to complete the SAFER Personnel Roster. The SAFER Personnel Roster is a list of the individuals hired to fill the awarded SAFER positions.
- To complete the roster, select "Add Employee" below.
- If you have already completed the SAFER Personnel Roster and need to make changes to the previously entered information in the roster, select "edit" for the applicable employee. Changes to the roster must be completed before you complete the payment request section.
- To complete the payment request section, you must first enter the end date for the payment (see SAFER User Guide for more details), the employees who worked during that period will be added to the payment request.

Roster

Add employee

If you have already completed the SAFER Personnel Roster and need to make changes to the previously entered information in the roster, select "edit" for the applicable employee. Changes to the roster must be completed before you complete the payment request section

❑ To complete the roster, select "Add Employee"

Section 4 : Payment Request Screen

❑ Review your information for accuracy.

❑ NOTE: Your awarded items are preloaded for you to request reimbursement.

Payment request

ℹ
- Your awarded items are preloaded for you to request reimbursement
- If there are awarded items that you are not requesting funds for in this request, you must enter zeros (0) in the quantity and unit price.
- You can add additional eligible items to this payment request by using the add buttons below. You should only add new items that have either been approved via an amendment or as instructed by the Program Office.

Period of performance	12/01/2019 - 11/30/2021
Federal resources awarded	$1,900.95
Required non-federal resources	$1,500.95
Federal resources disbursed to recipient	$0
Pending disbursements to recipient	$0
Balance of federal resources available	$1,900.95

Section 4 : Budget Items – Recruitment and Retention category

❑ Items will pre-populate in Grand Total & in categories for R&R and Marketing

❑ NOTE: Your awarded items are preloaded for you to request reimbursement.

Enter amount of payment requested – not to exceed balance of federal resources available & the Unit Price (Mandatory Fields)

Section 4 : Budget Items – Recruitment and Retention category

❑ Select add category to Recruitment and Retention

Program area: Recruitment and retention

Total requested for Recruitment and Retention category: $0

Add category to Recruitment and Retention

Total requested for Marketing Program category: $0

Add sub-category to Marketing Program

❑ Select section from dropdown list

Add item to Recruitment and Retention

Select section:

Select ⌄

Confirm

✖ Cancel

Awards/Incentives for Operational Activities

Explorer/Cadet/Mentoring Programs

Grant Administrator

Insurance packages

Length of Service Award Program (LOSAP) or Retirement Program

New Member Costs

Nominal Stipend

Other (Explain)

Personal Protective Equipment (PPE)

Program Manager

❑ Confirm your selection

Add item to Recruitment and Retention

Select category:

Personal Protective Equipment (PPE)

Confirm

✖ Cancel

❑ Select Remove Category button to remove a category

Total requested for Personal Protective Equipment (PPE) category: $0

Remove category

Add sub-category to Personal Protective Equipment (PPE)

A category must contain at least one sub-category. You must add a sub-category or remove this category.

Provide any additional supporting narrative or documents.

Optional

❑ Select the Add sub-category button to add a sub-category to your selection

Section 4 : Budget Items – Recruitment and Retention category

❑ Select section from dropdown list

Add sub-category to Personal Protective Equipment (PPE)

Select sub-category:

| Select |

Confirm

✖ Cancel

American National Standards Institute (ANSI)-approved retro-reflective highway apparel

Full Set - Structural Personal Protective Equipment (PPE)

Full Set - Wildland Personal Protective Equipment (PPE)

Other (Explain)

Personal Safety/Rescue Bailout System

❑ Sub-category selection will populate

Add sub-category to Personal Protective Equipment (PPE)

Sub-category
Full Set - Structural Personal Protective Equipment (PPE)

Budget class

Description

Adding a description is optional

Payment requested

| **Quantity** | **Unit price** | **Total** |
| | $ | |

Confirm

Equipment

Construction

Contractual

Fringe benefits

Indirect charges

Other

Personnel

Supplies

Travel

❑ Fill in Quantity and Unit price – click Confirm Button

Section 4 : Budget Items – Recruitment and Retention category

❑ A completed screen will be displayed – You can now add another category (if needed)

Total requested for Personal Protective Equipment (PPE) category: $100.00

Remove category

Add sub-category to Personal Protective Equipment (PPE)

Sub-category

Full Set - Structural Personal Protective Equipment (PPE)

Budget class

Construction

Description

Adding a description is optional

Payment requested

Quantity

2

Unit price

$50

Total

$100.00

Comments

✖ Remove

Provide any additional supporting narrative or documents.   *Optional*

❑ Additional narrative and documentation is optional

Section 4 : Budget Items – Recruitment and Retention category

❑ Select add category to Recruitment and Retention Coordinator

Program area: Recruitment and retention

Total requested for Recruitment and Retention category: $0

Add category to Recruitment and Retention

Total requested for Recruitment & Retention Coordinator category: $0

Add sub-category to Recruitment & Retention Coordinator

(Example) Additional Sub-Category

❑ Select section from dropdown list

Add sub-category to Recruitment & Retention Coordinator

Select sub-category:

Select

Confirm

✖ Cancel

Computer

Contracted Position

Fringe Benefits (Employee)

Other (Explain)

Salary (Employee)

Supplies

Travel

Section 4 : Payment Request Screen

❑ PLEASE CHECK your SAM.gov information.

Information
Your payment may be delayed if your organization's SAM.gov information is not up-to-date.

☐ I FnAor LnAor, certify that I am authorized to request payment, and I am hereby providing my signature to acknowledge that the payment request information is accurate and is consistent with my articles of agreement, to the best of my knowledge.

Please enter your password

Submit

❑ Check this block to certify that you are authorized to request this payment.
❑ Enter your FEMA GO Password
❑ Once password is entered the Submit button will become active
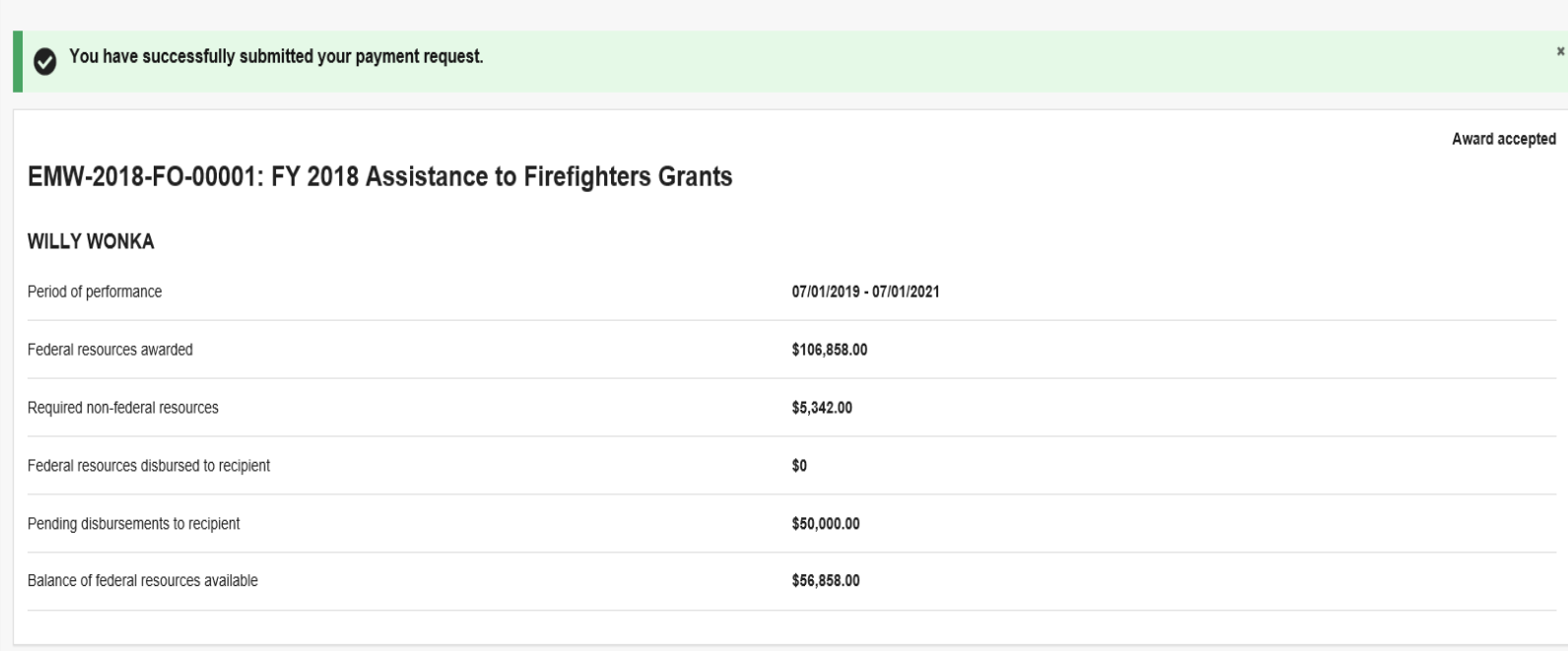
Note - Screens may differ based on program

❑ Congratulations.

❑ You have successfully submitted your payment request.

Review

❑ Grant Summary Page:

❑ From your Grants Landing Page click the "Grant's tab" and "Manage my Grant"
❑ Click the Grant ID or "(manage grant)"

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Section 5: Review

❑ Grant Summary Page:

❑ On the left Nav click Payments to view the payments section of the Grant Summary Page

Here you can find:

❑ Status of your request

❑ Date of status

❑ Payment Amount

Actions – If a decision has been made, you will be able to view that decision
❑ View Request
❑ Withdraw request
❑ Continue request

Risk Base Review of Payment

Section 6: Risk Base Review of Payment

❑ On the Task Summary page, locate Risk Based Payment Request Review task (for payment request against a subgrant associated to a flagged grant)

❑ Select View to open task

Section 6: Risk Base Review of Payment

❑ Select Start or Continue task to navigate to a task page with a Left Nav, Main Body, and Review Panel

❑ Select Recommendation from your review panel to open drop down menu
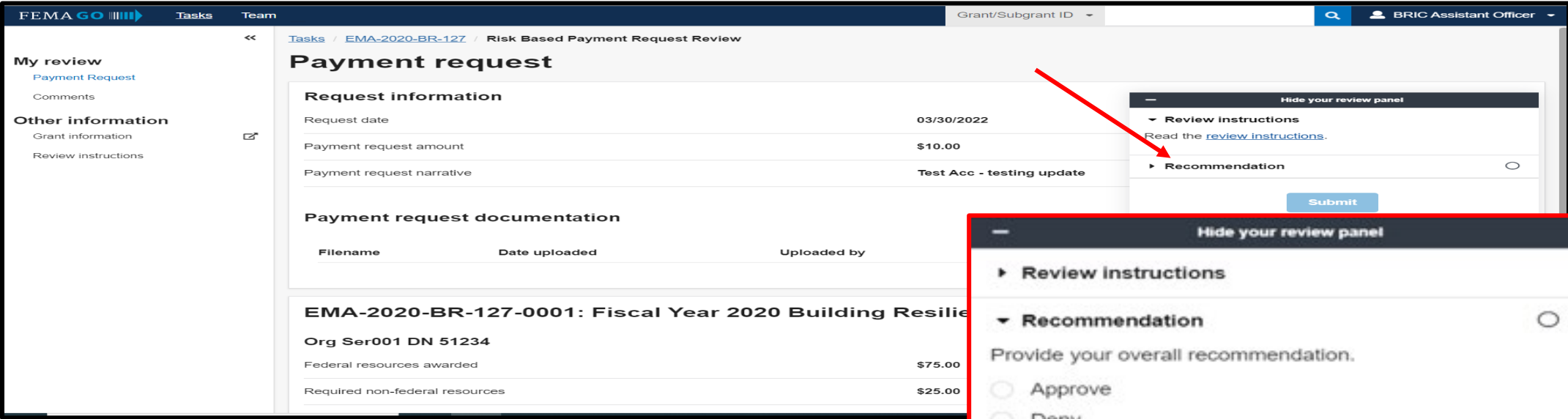
❑ Select from options Approve, Deny, or Return to recipient

❑ User must provide comments before system will proceed

❑ After comments are provided Select Submit to complete action
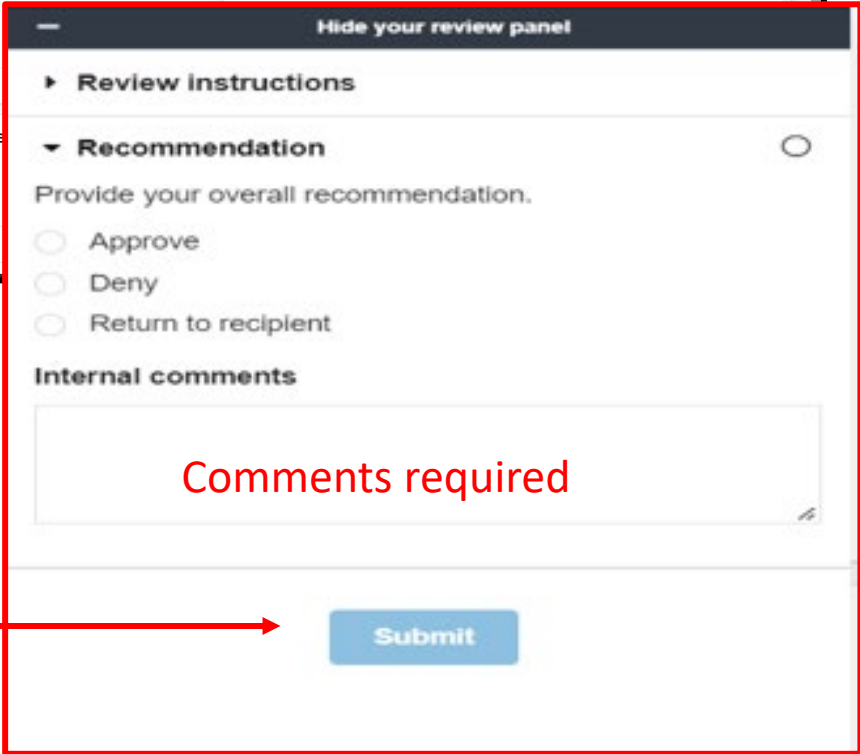
❑ The completion and Submission of this task appears on the Grant History on the subgrant Landing Page (sGLP)

❑ Subgrant Landing Page (sGLP) updates to sGLP history section

Section 6: Risk Base Review of Payment

❑ On the Left Nav. Internal user view - steps to designate (Applied On/Off) Prior Payment Review for a risky grant

❑ Under the Grant Summary, select each tab to view and designate (Applied On/Off) Prior Payment Review for a risky grant

❑ Select Recipient Contacts

❑ Select an action then drop down menu occurs

❑ Select Manage risk controls options

❑ Select the checkbox to approve status

❑ Select Submit to complete

❑ User view for flagged grant Payment Prior Approval Applied On

❑ Grant history section for flagged grant (Payment Prior Approval - Applied On)

☐ Grant history section for unflagged grant (Payment Prior Approval - Applied Off)

Please send any questions to:
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1-877-585-3242