

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

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



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.



FEMA

Welcome to FEMA Grants Outcomes!

Grants Outcomes (GO) is FEMA's new platform for submitting, approving, and managing FEMA grants.

Log in

Email

Password

[Forgot password?](#)

Log in

Create an account

FEMA employees



Insert your PIV card into your smart card reader

Log in with your PIV card

i Department of Homeland Security (DHS) Consent

You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.

Grant's Landing Page



Section 2 : Grants Landing Page

☐ From your Grants Landing Page click the “Grant's tab”. Manage my Grant.

The screenshot shows the FEMA GO Grants Landing Page. At the top left, the 'FEMA GO' logo is followed by a navigation bar with 'Grants' and 'Organizations' tabs. The 'Grants' tab is highlighted with a red box, and a blue arrow points to it from below. To the right of the navigation bar are search and user profile fields. The main content area features a 'Hello, AOR!' greeting, a 'Welcome to FEMA's new grant system!' message, and a 'My grants' section listing three grant entries with 'Manage grant' links. An 'Apply for a new grant' section is also visible.



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❑ Click on the I want to “Start a new action”

The screenshot shows the FEMA GO Grants page. At the top, there is a navigation bar with 'FEMA GO', 'Grants', and 'Organizations'. Below this is a search bar and a user profile 'AOR One'. The main content area is titled 'WILLY WONKA DBAName' and contains a table with three rows of grant information. Each row has columns for 'FUNDING OPPORTUNITY', 'PERIOD OF PERFORMANCE', 'ACCEPTANCE DEADLINE', 'STATUS DATE', and 'I WANT TO...'. The 'I WANT TO...' column contains a dropdown menu with 'Start a new action' selected. A red square highlights this dropdown menu, and a blue arrow points to it from the right. To the right of the table is a 'Search' section with a 'Grant ID' input field, a 'Filters' section with 'Grant program' and 'Fiscal Year' dropdowns, and a 'Sort' section with a 'Sort by' dropdown set to 'Fiscal Year'.

FUNDING OPPORTUNITY	PERIOD OF PERFORMANCE	ACCEPTANCE DEADLINE	I WANT TO...
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FO-00001 (manage grant)	07/01/2019 - 07/01/2021	STATUS DATE 10/28/2019	Start a new action
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FO-00021 (manage grant)	07/01/2019 - 07/01/2021	STATUS DATE 10/28/2019	Start a new action
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FO-00022 (manage grant)	07/01/2019 - 07/01/2021	STATUS DATE 10/28/2019	Start a new action

❑ Drop down will appear with the following selections

This is a close-up of the 'I WANT TO...' dropdown menu from the previous screenshot. The dropdown is open, showing three options: 'Start a new action', 'Request a payment', and 'Request an amendment'. The 'Request a payment' option is highlighted with a dark background. A green circle surrounds the dropdown menu, and a blue arrow points to it from the right.

FUNDING OPPORTUNITY	PERIOD OF PERFORMANCE	ACCEPTANCE DEADLINE	I WANT TO...
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FO-00001 (manage grant)	07/01/2019 - 07/01/2021	STATUS DATE 10/28/2019	Start a new action Request a payment Request an amendment

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

- 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

Section 3 : Payment Request Screen

- 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
<input checked="" type="checkbox"/> FEMA GO Library Audit.docx	03/16/2021	<input type="text"/> Remove

, 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.

- 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

Payment amount

Payment request narrative

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"/> FEMA GO Library Audit.docx	03/16/2021	<input type="text"/>	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.

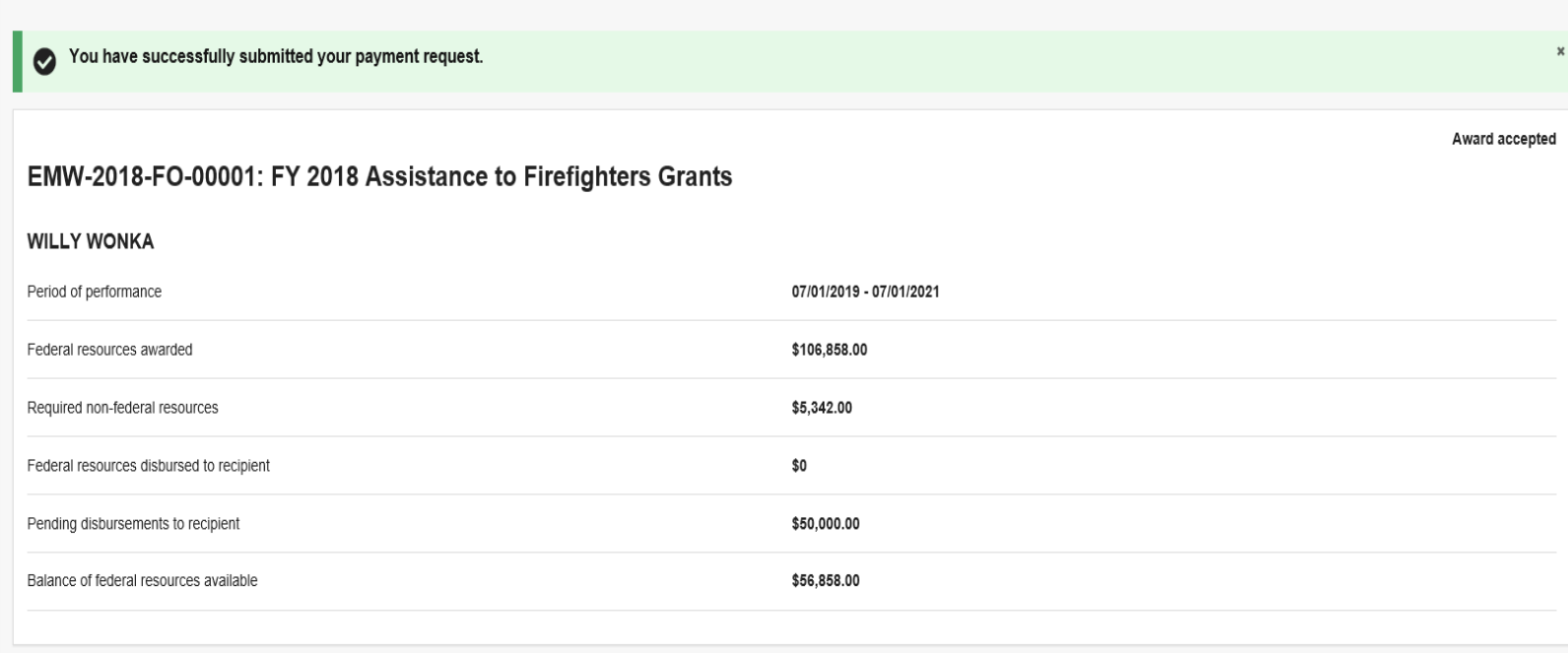
Please enter your password.



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Section 3 : Completion

Congratulations.



The screenshot displays a user interface for grant management. On the left is a navigation menu with the following items: Grant summary (highlighted in blue), My to do list, Organization information, Payments, Amendments, Attachments, and Application. A blue arrow points to the 'Application' item. The main content area features a green notification banner at the top stating 'You have successfully submitted your payment request.' Below this is a table for grant 'EMW-2018-FO-00001: FY 2018 Assistance to Firefighters Grants' awarded to 'WILLY WONKA'. The table lists various financial metrics. A 'Award accepted' status is noted in the top right corner of the table area.

EMW-2018-FO-00001: FY 2018 Assistance to Firefighters Grants	
WILLY WONKA	
Period of performance	07/01/2019 - 07/01/2021
Federal resources awarded	\$106,858.00
Required non-federal resources	\$5,342.00
Federal resources disbursed to recipient	\$0
Pending disbursements to recipient	\$50,000.00
Balance of federal resources available	\$56,858.00

You have successfully submitted your payment request.



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Additional Screens For SAFER Program



Section 4 : Payment Request Screen

- ❑ 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

i 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



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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.

Budget Items Grand total: \$0

Program area: Recruitment and retention

Total requested for Recruitment and Retention category: \$0

Total requested for Marketing Program category: \$0

LED Sign Budget Class: Equipment

DESCRIPTION
The costs listed above entail the total cost of purchase, shipping, and installation of an LED sign. Included in that price is the cost of labor to install the sign; all work to be completed by a state licensed contractor and all electrical work will be completed by a state licensed electrician. Code enforcement officer for our municipality has already given approval on the property where the sign is to be installed so as not to interfere with any local, state, federal, or environmental regulations. With the purchase and delivery of this sign it will be the focal point of our new marketing/ recruitment program that will be instituted.

Year	Quantity	Unit price	Total
1	1	\$35,000.00	\$35,000.00
2	0	\$0.00	\$0.00
3	0	\$0.00	\$0.00
4	0	\$0.00	\$0.00
Total	1		\$35,000.00

Payment requested

Quantity: Unit price: \$ Total:

Payment to date
Total \$0.00

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

Quantity: Unit price: \$ Total:

Missing quantity Missing unit price



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

Total requested for Marketing Program category: \$0

[Add category to Recruitment and Retention](#)

[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



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Section 4 : Budget Items – Recruitment and Retention category

- ❑ 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

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

Remove category

Add sub-category to Personal Protective Equipment (PPE)

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



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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	Unit price	Total
2	\$50	\$100.00

Comments

[Remove](#)

Provide any additional supporting narrative or documents. [Optional](#)

- ❑ Additional narrative and documentation is optional



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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

Total requested for Recruitment & Retention Coordinator category: \$0

Add category to Recruitment and Retention

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



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Section 4 : Payment Request Screen

- PLEASE CHECK your SAM.gov information.

i 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

- 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

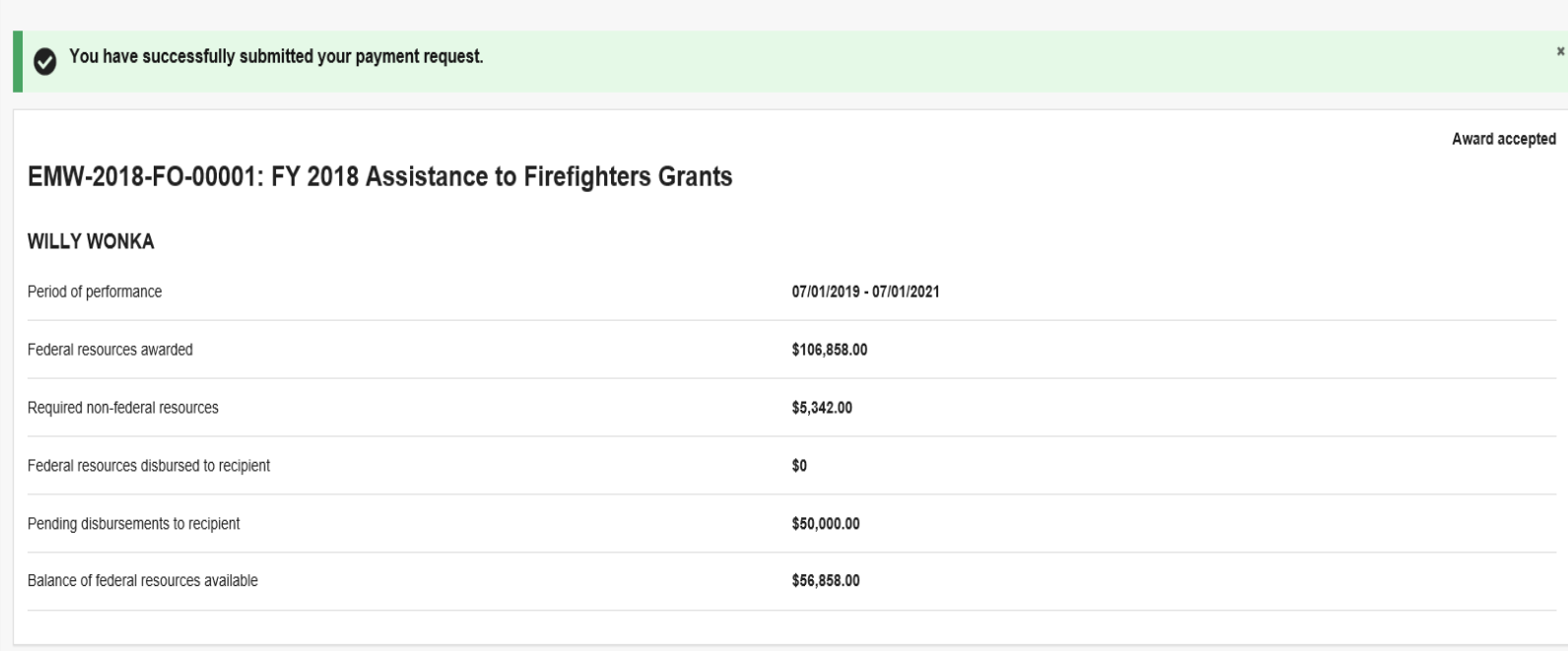


FEMA

****Note**** - Screens may differ based on program

Section 4 : Completion

Congratulations.



The screenshot displays a user interface for grant management. On the left is a navigation menu with the following items: Grant summary (highlighted in blue), My to do list, Organization information, Payments, Amendments, Attachments, and Application. A blue arrow points to the 'Application' item. The main content area features a green notification banner at the top that reads 'You have successfully submitted your payment request.' Below this is a summary for grant 'EMW-2018-FO-00001: FY 2018 Assistance to Firefighters Grants' awarded to 'WILLY WONKA'. The status is 'Award accepted'. A table provides financial details:

Period of performance	07/01/2019 - 07/01/2021
Federal resources awarded	\$106,858.00
Required non-federal resources	\$5,342.00
Federal resources disbursed to recipient	\$0
Pending disbursements to recipient	\$50,000.00
Balance of federal resources available	\$56,858.00

You have successfully submitted your payment request.

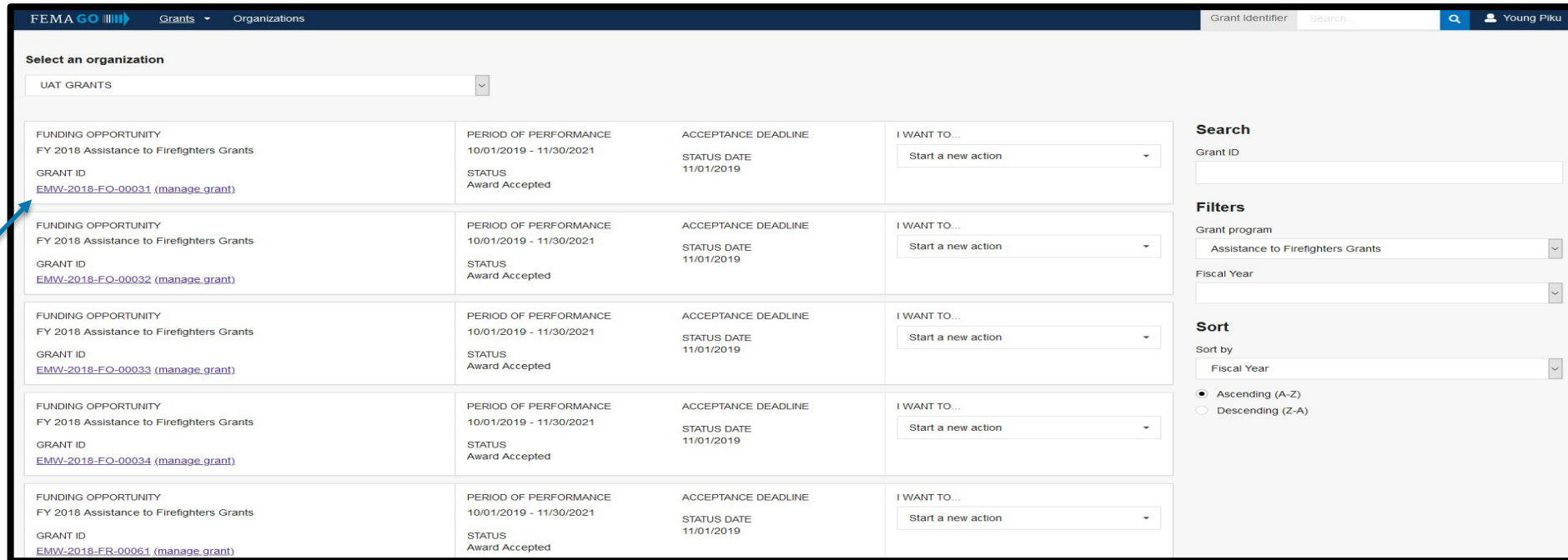


Review



Section 5: Review

☐ Grant Summary Page:



The screenshot displays the FEMA GO Grants Summary Page. At the top, there is a navigation bar with 'FEMA GO' and 'Grants' and 'Organizations' tabs. A search bar and a user profile 'Young Piku' are also visible. Below the navigation, there is a 'Select an organization' dropdown menu set to 'UAT GRANTS'. The main content is a table of grants with the following columns: FUNDING OPPORTUNITY, PERIOD OF PERFORMANCE, ACCEPTANCE DEADLINE, STATUS DATE, STATUS, and I WANT TO... (with a 'Start a new action' dropdown). The table lists five grants, all with a status of 'Award Accepted'. A blue arrow points to the 'EMW-2018-FO-00031 (manage grant)' link in the first row. On the right side, there are sections for 'Search' (Grant ID), 'Filters' (Grant program: Assistance to Firefighters Grants, Fiscal Year), and 'Sort' (Sort by: Fiscal Year, with radio buttons for Ascending (A-Z) and Descending (Z-A)).

FUNDING OPPORTUNITY	PERIOD OF PERFORMANCE	ACCEPTANCE DEADLINE	I WANT TO...
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FO-00031 (manage grant)	10/01/2019 - 11/30/2021	STATUS DATE 11/01/2019	Start a new action
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FO-00032 (manage grant)	10/01/2019 - 11/30/2021	STATUS DATE 11/01/2019	Start a new action
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FO-00033 (manage grant)	10/01/2019 - 11/30/2021	STATUS DATE 11/01/2019	Start a new action
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FO-00034 (manage grant)	10/01/2019 - 11/30/2021	STATUS DATE 11/01/2019	Start a new action
FY 2018 Assistance to Firefighters Grants GRANT ID EMW-2018-FR-00061 (manage grant)	10/01/2019 - 11/30/2021	STATUS DATE 11/01/2019	Start a new action

☐ From your Grants Landing Page click the “Grant's tab” and “Manage my Grant”

☐ Click the Grant ID or “(manage grant)”



Section 5: Review

☐ Grant Summary Page:

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

The screenshot shows the FEMA GO Grants page for an organization. The left navigation menu includes: Grant summary, My to do list, Organization information, Payments, Amendments, Attachments, and Application. The main content area displays Business Information for 'WILLY WONKA DBAName' with physical and mailing addresses in New York, NY. Below this is a 'More Information' link and a 'Payments' section, which is highlighted with a red box. The Payments section contains a table with the following data:

Request number	Request date	Status	Date of status	Payment amount	Action
payment 1	11/01/2019	Approved	11/01/2019	\$200.00	Actions ▾
payment 2		Pending submission	11/04/2019		Actions ▾
payment 3	11/04/2019	Pending submission	11/04/2019	\$22,222.00	Actions ▾
payment 4	11/05/2019	Pending submission	11/05/2019	\$100.00	Actions ▾
payment 5	11/05/2019	Pending submission	11/05/2019	\$22,200.00	Actions ▾



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Section 5: Review

The screenshot shows the FEMA GO Grants Organizations page. The left sidebar has a menu with 'Grant summary' selected. The main content area is divided into 'Business Information' and 'Payments'. The 'Business Information' section shows details for 'WILLY WONKA DBAName' at '123 Park Place, New York, NY 20817'. The 'Payments' section is a table with columns: Request number, Request date, Status, Date of status, Payment amount, and Action. The 'Action' column contains dropdown menus. A red box highlights the 'Payments' section header, and another red box highlights the 'Action' column header. Blue arrows point to the 'Status', 'Date of status', and 'Payment amount' columns. A zoomed-in view of the 'Action' dropdown menu is shown on the right, with a red box around it.

Request number	Request date	Status	Date of status	Payment amount	Action
payment 1	11/01/2019	Approved	11/01/2019	\$200.00	Actions
payment 2		Pending submission	11/04/2019		Actions
payment 3	11/04/2019	Pending submission	11/04/2019	\$22,222.00	Actions
payment 4	11/05/2019	Pending submission	11/05/2019	\$100.00	Actions
payment 5	11/05/2019	Pending submission	11/05/2019	\$22,200.00	Actions

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

The zoomed-in view shows the 'Action' dropdown menu for a payment with a payment amount of \$22,222.00. The menu options are: View FEMA decision, View request, Withdraw request, and Continue request. A red box highlights the entire dropdown menu.



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

The screenshot shows the FEMA GO 'Task Summary' page. The top navigation bar includes 'FEMA GO', 'Tasks', 'Team', a search bar, and the user 'BRIC Assistant Officer'. The main content area is a grid of task summary cards. A red box highlights the 'Risk Based Payment Request Review' card, and a red arrow points to its 'View >' link.

Task Category	Unassigned tasks	PHASE	TASKS PAST A WEEK
My open tasks	18 tasks		
Business objectives tracker			
Office workload	45 tasks		
Federal Financial Report review	1		2
Grants Management Amendment Approval	0		1
Grants Management Amendment Review	1		6
Grants Management Award Approval	1	Pre-Award	5
Grants Management Award Review	1	Pre-Award	21
Grants Management Award Review	0	Pre-Award	4
Rejected IFMIS Obligations	0		2
Risk Based Payment Request Review	2		0



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

FEMA GO
Tasks Team
Grant/Subgrant ID
BRIC Assistant Officer

Task List

SUBORGANIZATION SUBGRANT ID EMA-2020-BR-127-0001	SUBAPPLICATION TYPE Project FUNDING CATEGORY	ORGANIZATION Org Ser001 DN 51234 REGION IV	DATE IN QUEUE 03/30/2022	ASSIGNED TO bric.ao@fema.test (Unassign) TASK Risk Based Payment Request Review Continue working
SUBORGANIZATION SUBGRANT ID EMA-2020-BR-1384610-0003	Project scoping FUNDING CATEGORY	Org Ser001 DN 51000 REGION IV	03/30/2022	Unassigned TASK Risk Based Payment Request Review Start task
SUBORGANIZATION SUBGRANT ID EMA-2020-BR-1384610-0001	Project FUNDING CATEGORY	Org Ser001 DN 51000 REGION IV	03/30/2022	Unassigned TASK Risk Based Payment Request Review Start task

Search

Grant ID

Subgrant ID

[CLEAR FILTERS](#)

Organization name

Suborganization Name

State

Region

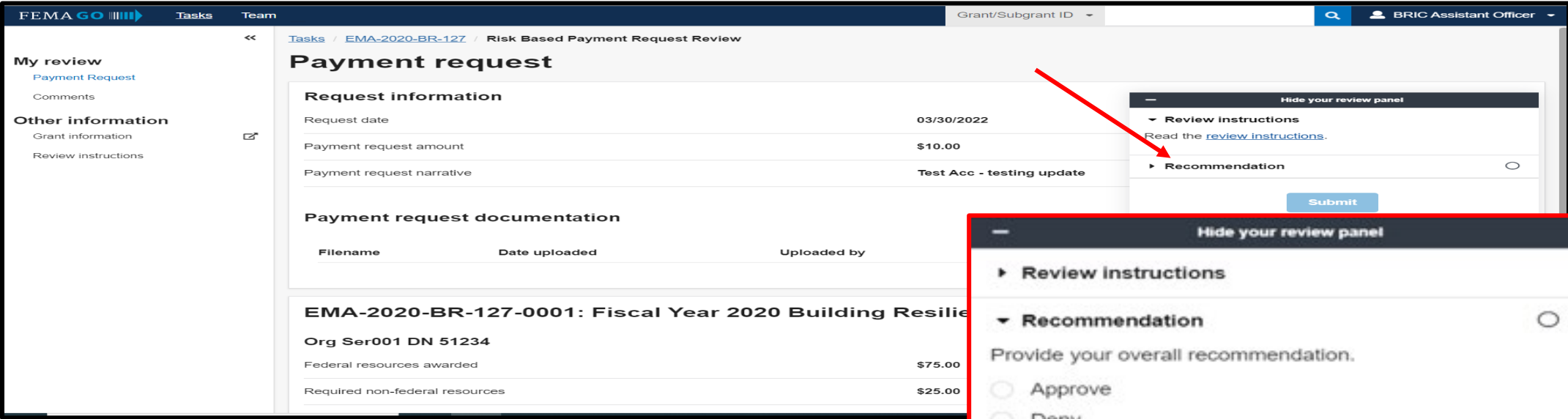
Assigned to



FEMA

Section 6: Risk Base Review of Payment

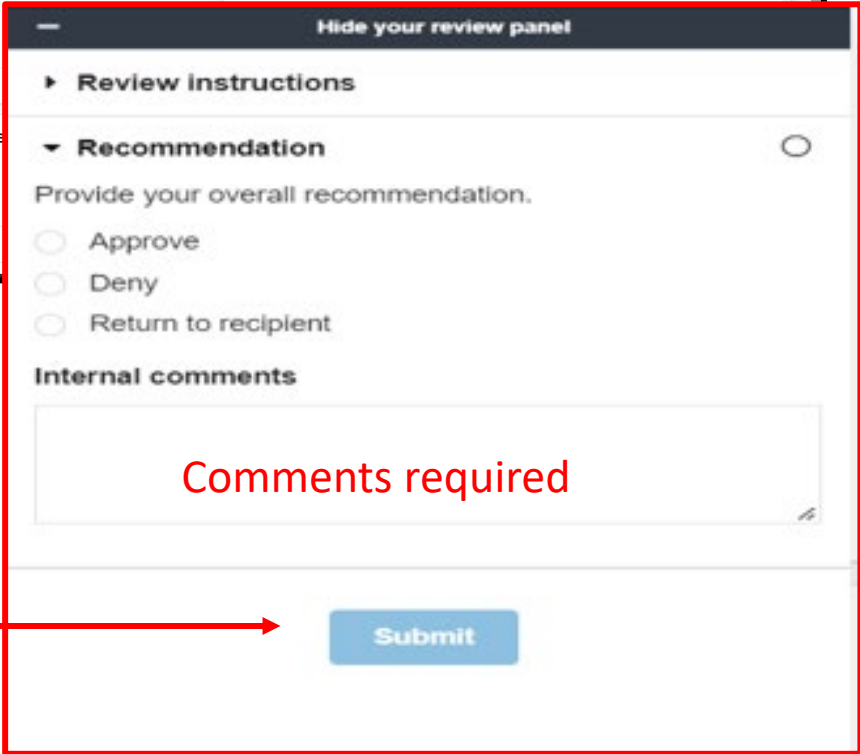
☐ Select Recommendation from your review panel to open drop down menu



☐ 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



Section 6: Risk Base Review of Payment

- ❑ 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

The screenshot shows the FEMA GO interface. At the top, there are navigation tabs for 'Tasks' and 'Team', and a search bar for 'Grant/Subgrant ID'. The user is identified as 'FMA Assistant Officer'. A table header lists columns: 'Amendment Number', 'Request date', 'Amendment Status', 'Date of status', and 'Action'. On the left, a sidebar menu includes 'Subgrant summary', 'Suborganization information', 'Subrecipient contacts', 'Pending tasks', 'Payments', 'Request for Information', 'Subamendment recommendations', 'Activity history', 'Subapplication', 'Subaward recommendation', 'Attachments', and 'Comments'. The main content area, titled 'Subgrant history', features a vertical timeline with three entries: 1) 'Payment confirmation: FY 2020 Flood Mitigation Assistance subgrant number EMK-2020-FM-101787-0002' on 03/28/2022 at 6:31 pm, sent to test.ser001.aor.50145@test.com; 2) 'PaymentRequest: Risk Based Payment Request Review' with a result of 'Approve' on 03/28/2022 at 6:31 pm, by FMA Assistant Officer; 3) 'Payments: Payment 2 submitted' on 03/28/2022 at 6:22 pm, by FnAor LnAor.



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

The screenshot shows the FEMA GO interface for an organization. The top navigation bar includes 'FEMA GO', 'Tasks', 'Team', and a search bar. The user is identified as 'BRIC Assistant Officer'. The main content area is titled 'Organization : Org Ser001 DN 51234' and includes a timestamp 'This information is current of SAM.gov as of: 04/22/2020'. The left sidebar contains a 'Grant summary' section with various tabs like 'Organization information', 'Recipient contacts', etc. The main content is divided into 'Registration summary' and 'Business Information' sections, each with a table of key-value pairs.

Registration summary	
UEI-EFT	UEI900051234
DUNS	900051234
Registration status	Active
Registration last update date	01/01/2020
Registration expiration date	01/01/2070
Has active exclusion?	
Debt subject to offset?	

Business Information	
Doing business as name	Org Ser001 DBA 51234
Physical address	51234 Org Ser001 Blvd Testington, TN 37201
Mailing address	51234 Org Ser001 Blvd



Section 6: Risk Base Review of Payment

- ❑ Select Recipient Contacts
- ❑ Select an action then drop down menu occurs
- ❑ Select Manage risk controls options

The screenshot shows the FEMA GO interface for 'Recipient contacts'. A red arrow points to the 'Recipient contacts' link in the left sidebar. A red box highlights the 'Select an action' button and the 'Manage risk controls' option in the dropdown menu. Below the contact information are two tables: 'Task' and 'Attached subapplications'.

Recipient contacts
Recipient Organization: Org Ser001 DN 51234

Grant point of contact
Name: FnAor LnAor
Title: N/A
Email: test.ser001.aor.51450@test.com
Primary phone: 2024045500 ext.1234
Secondary phone: N/A

Alternate contact 1
Name: FnGw LnGw
Title: op
Email: test.ser001.gw.op.51450@test.com
Primary phone: 7032013434
Secondary phone: 7033435421

Task	Date in queue	Assigned to	Action
Submit Report	04/01/2022	Unassigned	

Attached subapplications

Subrecipient	Subapplication ID	Subapplication title	Type	Status	Requested federal share	Action
Org Ser001 DN 53234	EMA-2020-BR-127-0001	Test Project 1 2022-03-02T14:40:42-05:00	Project	Subaward accepted	75.00	Select action
Org Ser001 DN 53234	EMA-2020-BR-127-0004	Test Plan 2022-03-02T14:40:17-05:00	Plan	Submitted to FEMA	75.00	Select action



Section 6: Risk Base Review of Payment

Select the checkbox to approve status

Manage Risk Control Options

Select the checkbox to change the status to Applied, and uncheck the box to change your selection to Not applied.

Payment prior approval

Check All

Submit

[x Cancel](#)

Manage Risk Control Options

Select the checkbox to change the status to Applied, and uncheck the box to change your selection to Not applied.

Payment prior approval

Uncheck All

Submit

[x Cancel](#)

Select Submit to complete



Section 6: Risk Base Review of Payment

❑ User view for flagged grant Payment Prior Approval Applied On

The screenshot shows the FEMA GO interface for a grant. The main content area displays the following information:

- Grant Title:** EMK-2020-FM-101787: FY 2020 Flood Mitigation Assistance
- Org Ser001 DN 50145**
- Region:** IV
- State:** TN
- Applicant type:** State Government
- Period of performance:** 11/19/2021 - 11/18/2022
- Federal resources awarded:** \$3,075.00
- Required non-federal resources:** \$1,025.00
- Federal resources disbursed to recipient:** \$60.00
- Pending disbursements to recipient:** \$2,089.00
- Balance of federal resources available:** \$936.00
- Payment prior approval:** Applied

The 'Payment prior approval' row is highlighted with a red and yellow border.



FEMA

Section 6: Risk Base Review of Payment

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

The screenshot shows the FEMA GO interface. The top navigation bar includes 'FEMA GO', 'Tasks', 'Team', a search bar for 'Grant/Subgrant ID', and the user 'FMA Assistant Officer'. A left sidebar lists navigation options: Grant summary, Organization information, Recipient contacts, Pending tasks, Attached subapplications, Amendments, Financial reports, Performance progress reports, Closeout reports, Activity history, Application, Attachments, and Comments. The main content area is divided into three sections: 'Performance progress reports' and 'Closeout reports', both with empty table headers (Report, Due date, Status, Date of status, Action). The 'Grant history' section contains a vertical timeline of events. The top event, 'Manage risk controls: Payment prior approval', is highlighted with a red and yellow border. It shows a result of 'Applied' on 03/28/2022 at 6:07 pm by 'FMA Assistant Officer'. Below it is 'Reporting: Submit Report' from 02/16/2022 at 11:44 am by 'FnAor LnAor'. The bottom event is an email notification: 'Your Federal Financial Report (SF-425) is due soon for EMK-2020-FM-101787' from 01/01/2022 at 8:04 am, sent to 'primary@fakecontact.test'. A 'Load More' button is at the bottom left of the history section.



FEMA

Section 6: Risk Base Review of Payment

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

The screenshot shows the FEMA GO interface with a sidebar on the left containing navigation options: Grant summary, Organization information, Recipient contacts, Pending tasks, Attached subapplications, Amendments, Financial reports, Performance progress reports, Closeout reports, Activity history, Application, Attachments, and Comments. The main content area is divided into several sections: Financial reports, Performance progress reports, Closeout reports, and Grant history. The Financial reports section contains a table with one entry: Federal Financial Report for period ending 12/31/2021, due 01/30/2022, status Submitted to FEMA, and date of status 02/16/2022. The Grant history section shows a vertical timeline with two events: 'Reporting: Submit Report' on 02/16/2022 at 11:44 am, and 'Your Federal Financial Report (SF-425) is due soon for EMK-2020-FM-101787' on 01/01/2022 at 8:04 am. A 'Load More' button is located at the bottom of the Grant history section.

Report	Due date	Status	Date of status	Action
Federal Financial Report for period ending 12/31/2021	01/30/2022	Submitted to FEMA	02/16/2022	Actions ▾

Report	Due date	Status	Date of status	Action
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Report	Due date	Status	Date of status	Action
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Grant history

- Reporting: Submit Report
02/16/2022 11:44 am
FnAor LnAor
- [Your Federal Financial Report \(SF-425\) is due soon for EMK-2020-FM-101787](#)
01/01/2022 8:04 am
Sent to: primary@fakecontact.test

[Load More](#)



FEMA

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

