FEMA GO Startup Guide

This guide provides an overview of the Grants Technology Division, FEMA GO roles and permissions, SAM.gov, and Login.gov, as well as directions on how to access your organization information and manage teams in FEMA GO.

May 2024

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Objectives

By the end of this FEMA GO training, you will be able to:

▪ Understand the Grants Technology Division (GTD) initiative.

▪ Identify FEMA GO user roles and permissions.

▪ Explain the importance of SAM.gov.

▪ Create and manage a Login.gov and FEMA GO Account.

▪ Manage a team as an AOR or SAR.

Grants Technology Division (GTD): An Overview

Grants Technology Division (GTD) Overview

Grants Technology Division (GTD) is transforming FEMA's grants process by simplifying and streamlining business methods.

GTD is moving from multiple legacy systems to one unified grants management platform, FEMA Grants Outcomes (FEMA GO):

- Started with Assistance to Firefighters Grants (AFG).
- Added HMA and FMA.
- In FY23, we onboarded 12 programs.
- Currently onboarding 25 programs for FY24, including disaster programs.

GTD's Expected Outcomes:

- Improve technology to meet business needs.
- Simplify grants life cycle processes.
- Improve timeliness of grant awards to survivors and communities.
- Access to complete and accurate grants data in one system.

Roles and Permissions

Roles and Permissions within an Organization

Authorized Organization Representative (AOR)	Manages team members and has all permissions for the organization, including submitting information to FEMA. **No limit on the number of AORs.**
Organization Member	Can view and edit all information but cannot submit to FEMA or manage teams.
Programmatic Member	Can view and edit all information and submit amendments and programmatic reports.
Financial Member	Can view and edit all information and can only submit payments or draw down requests, financial reports, and amendments.
Grant Writer	Can view and edit all information for an application or subapplication.
Subrecipient Authorized Representative (SAR)	Can view, edit, and submit a subapplication and give other users subrecipient role permissions.
Subrecipient Member	Can view and edit a subapplication.

System for Award Management (SAM.gov)

SAM.gov Overview

SAM.gov Account Reminders

SAM.gov Overview

Automated sweeps of SAM.gov are conducted nightly by FEMA GO to pull over updated information.
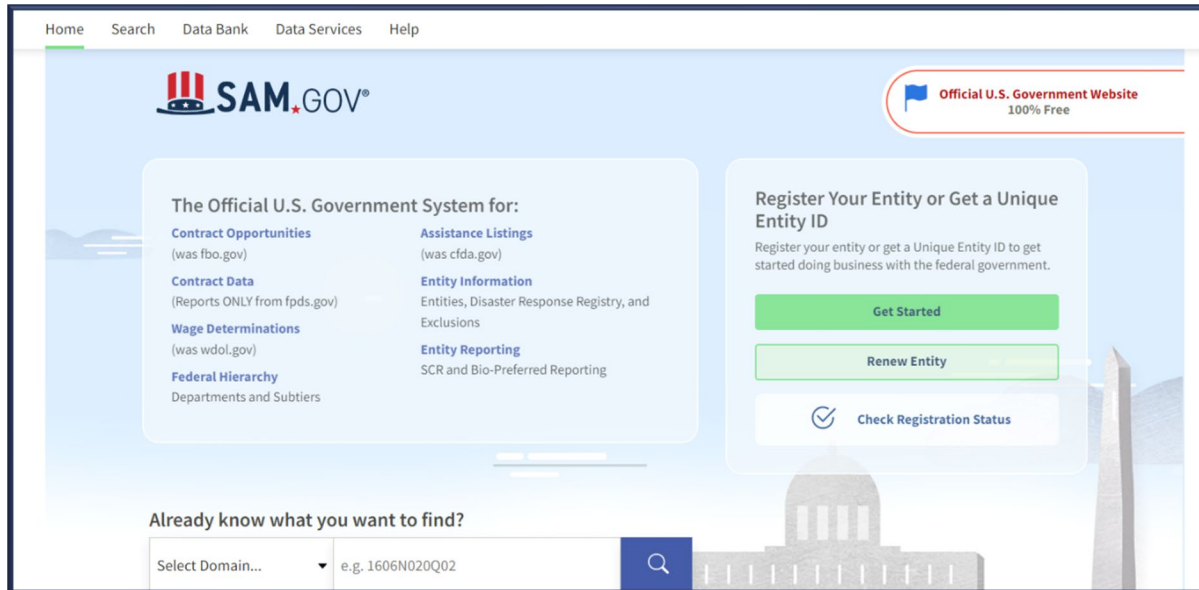
Entities use SAM.gov to:

- Register to do business with the U.S. government.
- Update or renew entity registration.
- Check status of an entity registration.
- Search for entity registration and exclusion records.

To register in SAM.gov, at a minimum, you will need the following information:

- Name of organization.
- Organization eBIZ POC.
- Organization Email.
- Organization Phone Number.
- Unique Entity Identifier (UEI).

Helpful Tip:
FEMA GO automatically imports and adds certain information from SAM.gov.

FEMA GO Startup Guide

SAM.gov Account Reminders

Important reminders regarding your SAM.gov account:

- Registering with SAM.gov is required prior to starting and applying to FEMA through the FEMA GO System.

- SAM.gov can take an extended period of time to process registrations and we suggest selecting financial assistance awards rather than all awards for faster processing.

- Your SAM.gov account must remain active throughout the evaluation process. It is only active for one year and must be renewed annually, as it has an expiration date.

SAM.GOV®

Home   Search   Data Bank   Data Services   Help

‹ **Entity Information**

Check Entity Status

This tool allows you to check the status of your entity.

(i) **Non-federal users:** You may only check the status of entities linked to your SAM.gov account.

Sign In to Get Started
You must be signed in to check the status of your entity.
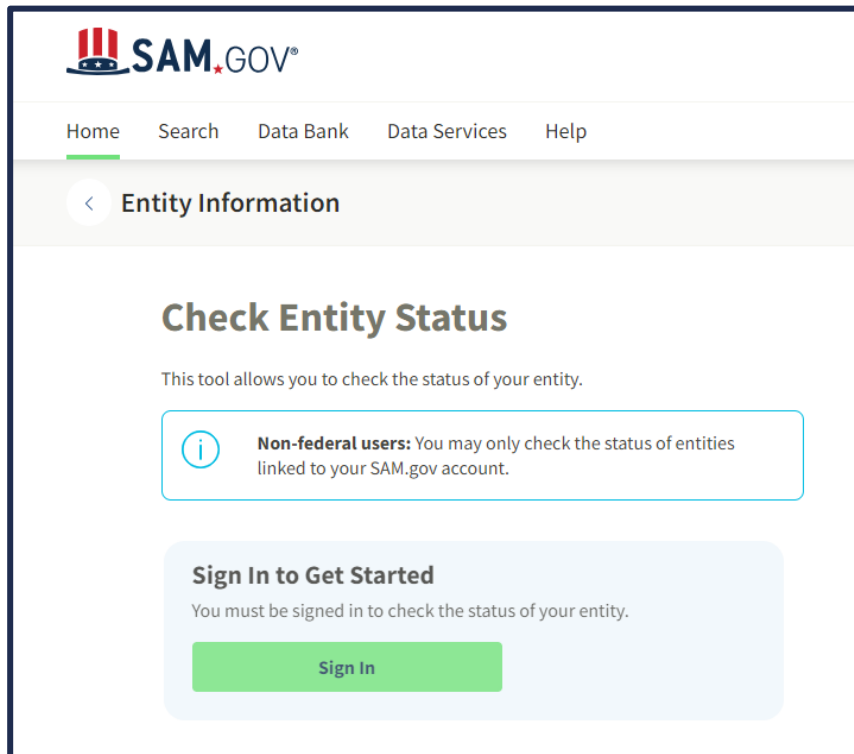
[**Sign In**]

Account Creation and Management

Sign in with Login.gov

Best Practices to Create a Login.gov Account

New FEMA GO User Account Creation

Internal FEMA Employees

Account Scenarios

Managing Emails

Managing Email Notifications

Sign-in with Login.gov

Step 1:

Navigate to go.fema.gov and select **Sign in with Login.gov**.
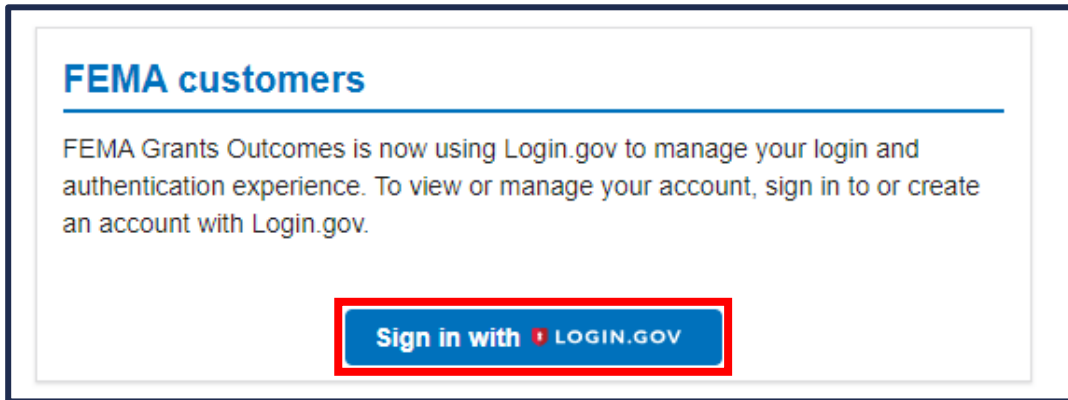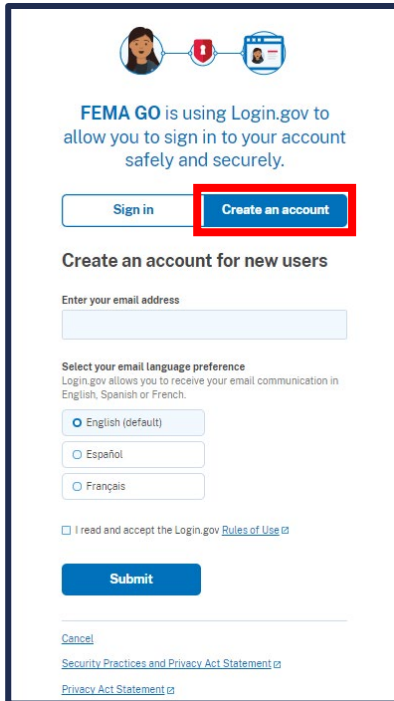
Step 2:

If you already have a Login.gov account, select **Sign in** and enter your previously created account information.
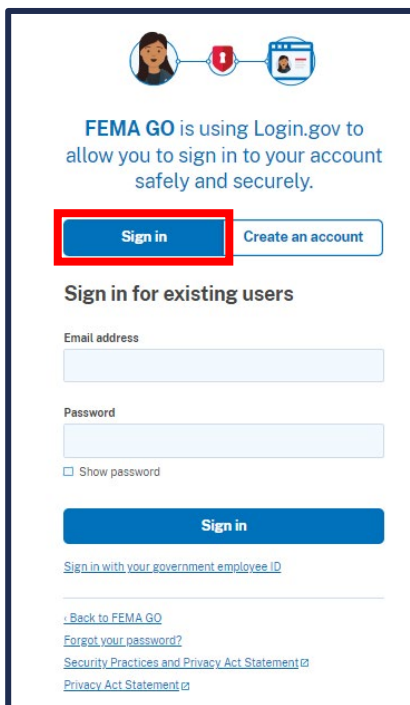
Sign-in with Login.gov, Continued

If you **do not** already have a Login.gov account, select **Create an account** and follow the prompts to create an account with your email address.
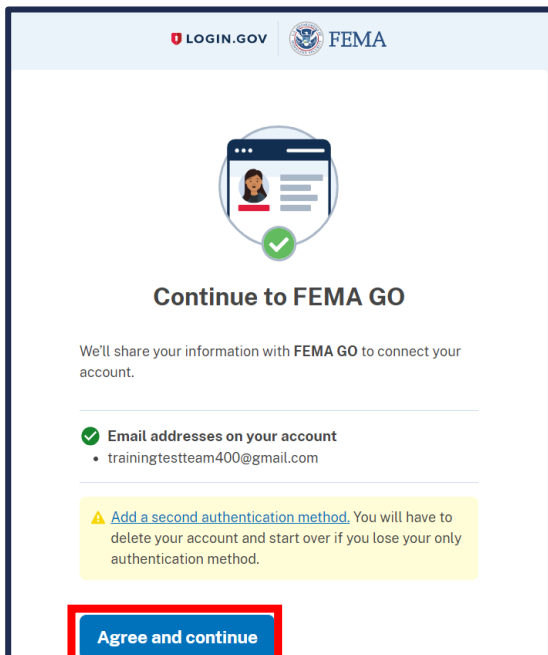
Step 3:

Select **Agree and continue** to be directed back to the FEMA GO webpage.

Best Practices to Create a Login.gov Account

Best Practices:

1. If you already have a FEMA GO email, use that email when creating your Login.gov account to keep your established roles and permissions.

   o The email should be all lowercase and without special characters.

2. If you are the AOR and your SAM.gov email does not match any of your emails in Login.gov, you will need to add it to Login.gov and then login to FEMA GO again to sync.

3. Utilize a unique email rather than a shared email when creating your Login.gov account.

4. If you have issues with the redirection to FEMA GO from Login.gov please logout and log back in via Login.gov.

Internal FEMA Employees

If you have a PIV card, then you must select **Sign in with your PIV card:**
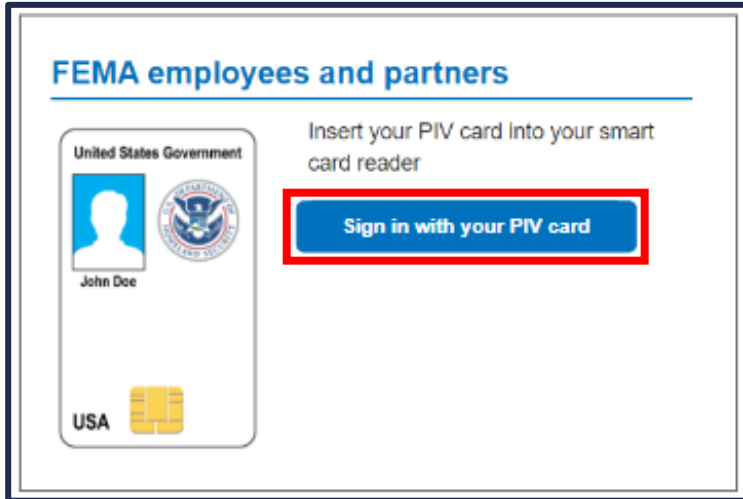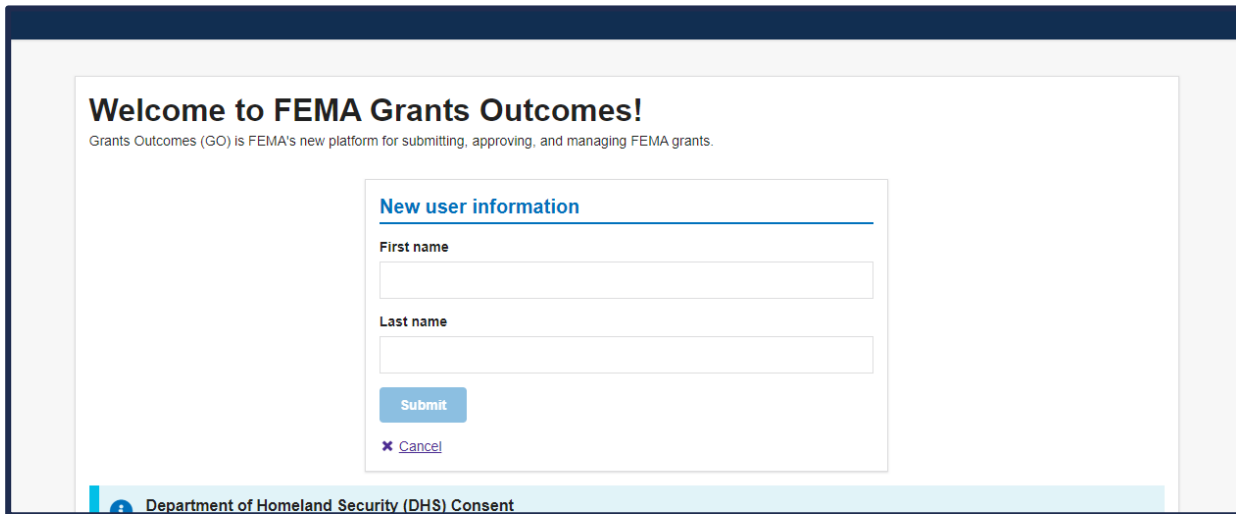
If you attempt to sign in with Login.gov you will receive this error and be directed back to FEMA GO.
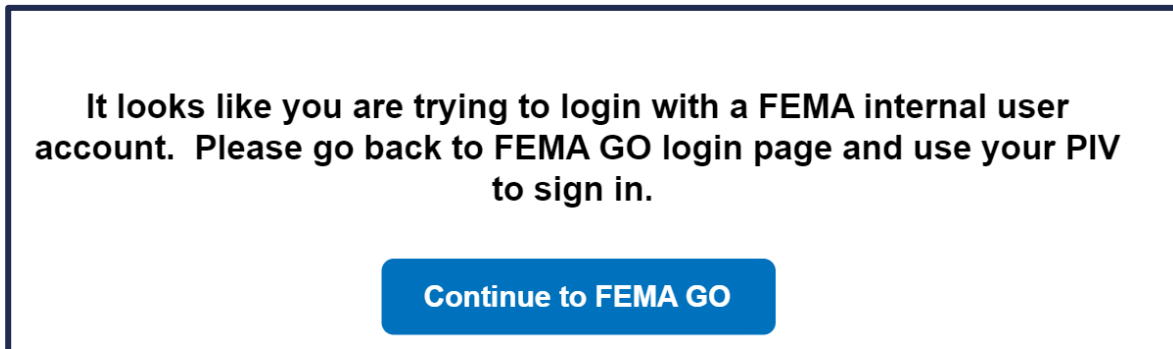
New FEMA GO User Account Creation

If you are a new FEMA GO User, after you have created your Login.gov account, you will be automatically direct back to FEMA GO.

To create a FEMA GO account, you must enter your **First name** and **Last name.**
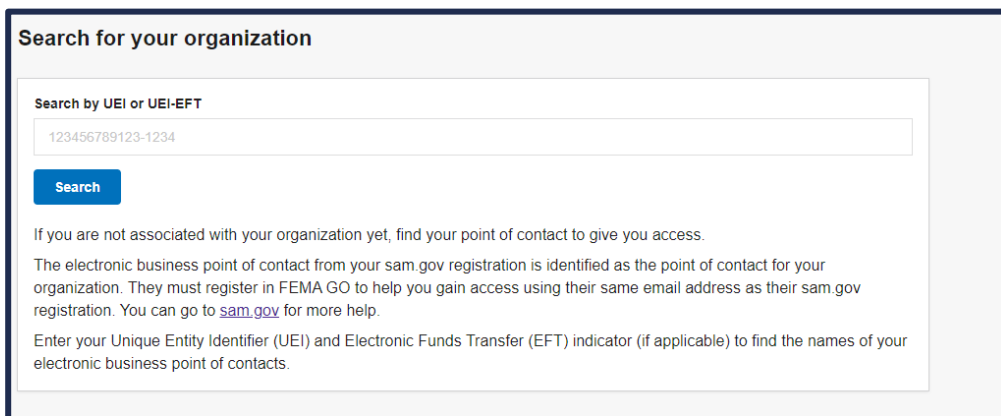
If upon logging in, you are not associated with your organization yet, you can search for your POC by using the UEI listing. They will need to add you to your organization.

Account Scenario 1

Scenario 1: No FEMA GO Account and Login.gov Account has 1 email.

- Your AOR will use your login.gov provided email to add you as a new team member; then you will receive an email instructing you to sign in to Login.gov to access FEMA GO.

- After authenticating in Login.gov for the first time using this email, you will be directed to FEMA GO.

- When you check your profile, you will see that the email you used to log in in Login.gov is set as the **Email for notifications** and the roles and programs assigned to you by your AOR.
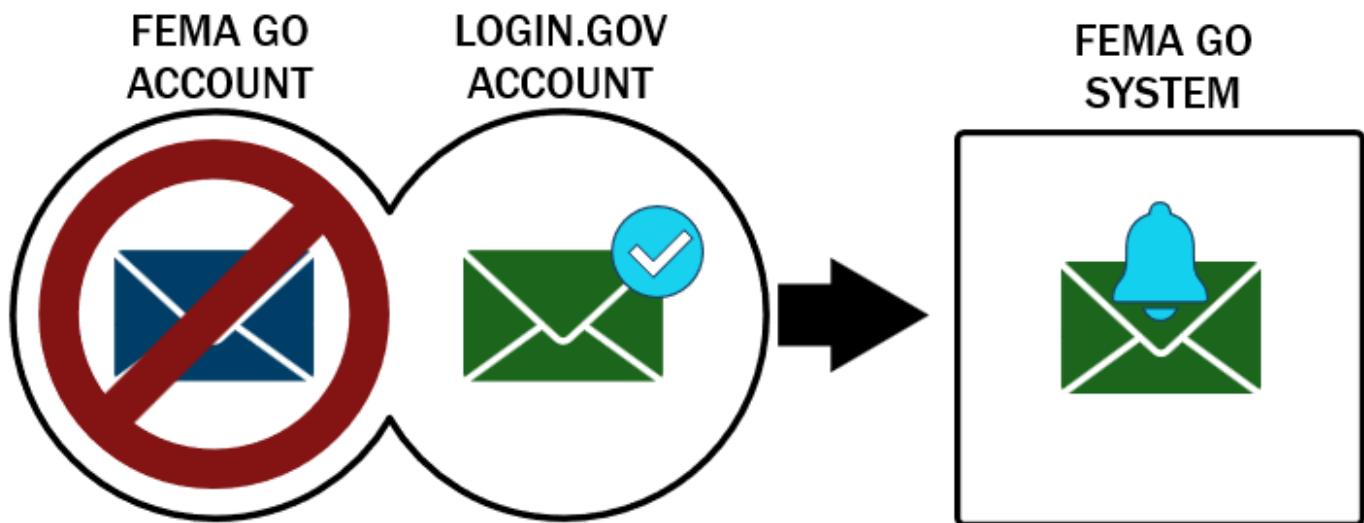
Account Scenario 2

Scenario 2: No FEMA GO Account and Login.gov Account has more than 1 email.

- You provide your AOR the email from your Login.gov account that you wish to use for FEMA GO. Your AOR will use this email to add you as a new team member; then you will receive an email instructing you to sign in to Login.gov to access FEMA GO.

- After authenticating in Login.gov for the first time, you will be directed to FEMA GO.

- When you check their profile, you will see that the email used to log in in Login.gov is set as the **Email for notifications**. You will also see all the other emails from Login.gov listed in your profile with the option to set a different Email for notifications, and the roles and programs assigned to you by your AOR.
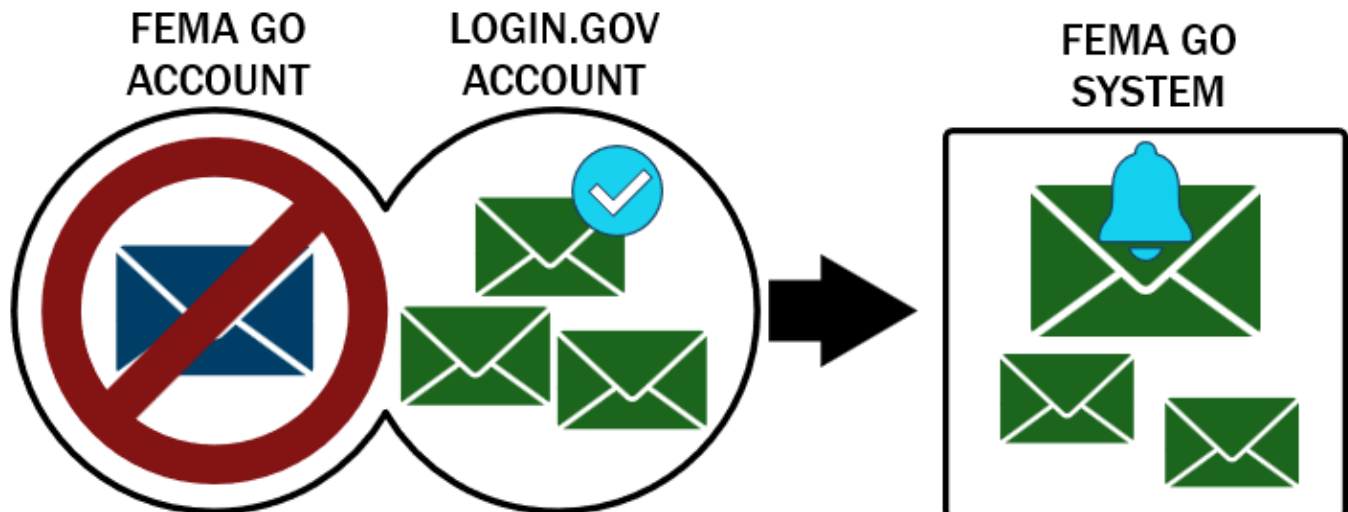
Account Scenario 3

Scenario 3: Registered FEMA GO User with matching Login.gov email.

- If you have one email in Login.gov and you authenticate with your established FEMA GO account email, when you log in to FEMA GO via Login.gov and view your profile, you will see this email set as the **Email for notifications**.

- If you have multiple emails in Login.gov and you authenticate with your established FEMA GO account email, when you log in to FEMA GO via Login.gov and view your profile, you will see the FEMA GO email set as the **Email for notifications** with the other emails listed and the option to set a different Email for notifications.

- The roles and programs previously assigned to you will appear unchanged in your FEMA GO profile.

Account Scenario 4

Scenario 4: User with 2 Active FEMA GO Accounts.

- If you use two different emails to login to FEMA GO, then you will need to create a Login.gov account that has both emails linked.

- Then after authenticating and being directed to FEMA GO you will see the authenticated email in Login.gov is set as the **Email for notifications** in your profile, along with the additional emails and the option to change the Email for notifications.

- Under your profile, you will see the roles and programs previously associated with those two emails and be able to perform both roles under one login.
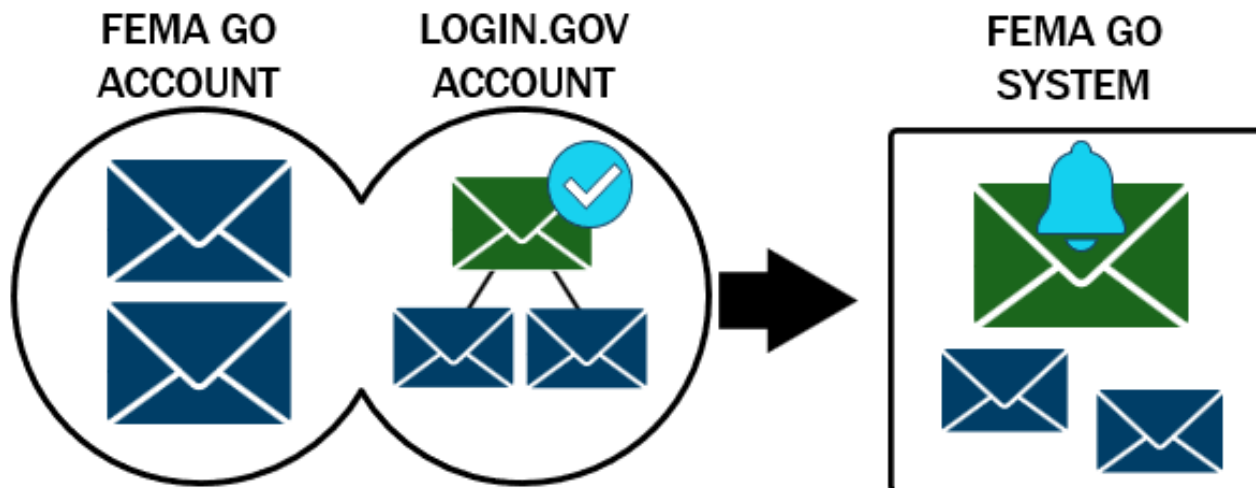
Account Scenario 5

Scenario 5 (After Migration): Transferring a FEMA GO email address to a different Login.gov Account.

▪ If an external user (User 1) previously signed in to login.gov to access FEMA GO and has gone through the migration, then that FEMA GO email will be associated with that user's Login.gov account.

▪ If a different user (User 2) wants to utilize that email address, then User 1 will need to delete it from their Login.gov account and User 2 will need to setup their own Login.gov account and add the email.

▪ Now when User 2 logs in to FEMA GO via Login.gov, their FEMA GO profile will show that the email is selected as the **Email for notifications**, but since the roles and permissions were associated with User 1 when they migrated the first time, User 2 will not inherit these roles and permissions.

▪ The organization will have to assign the proper roles and permission for User 2 through the Team management functionality in FEMA GO.

Account Scenario 6

Scenario 6 (After Migration): Changing email addresses.

- If you add an email address to your Login.gov account, and the email added exists in FEMA GO and has not gone through the migration, when you go to FEMA GO via Login.gov and go to your profile, you will see this email added, along with any permissions that were assign to the email.

- If you changed your Login.gov account such that none of the FEMA GO emails in your profile match your Login.gov emails, then the next time you log in to FEMA GO via Login.gov, your profile will display the emails listed in Login.gov and the email used to log in to Login.gov will be set as the **Email for notifications**. None of your roles or permissions will change.

Managing Email Notifications

Step 1:

To view and manage your **Email for notifications**, select **Your profile** from the dropdown in the top banner.
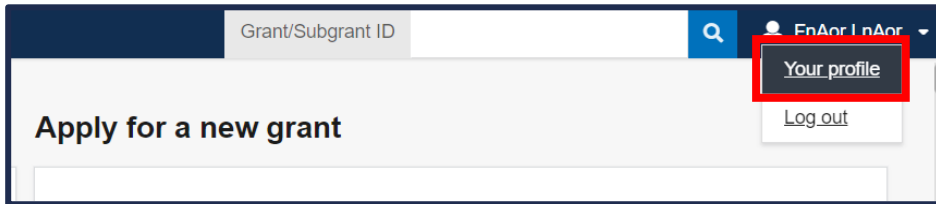
Step 2:
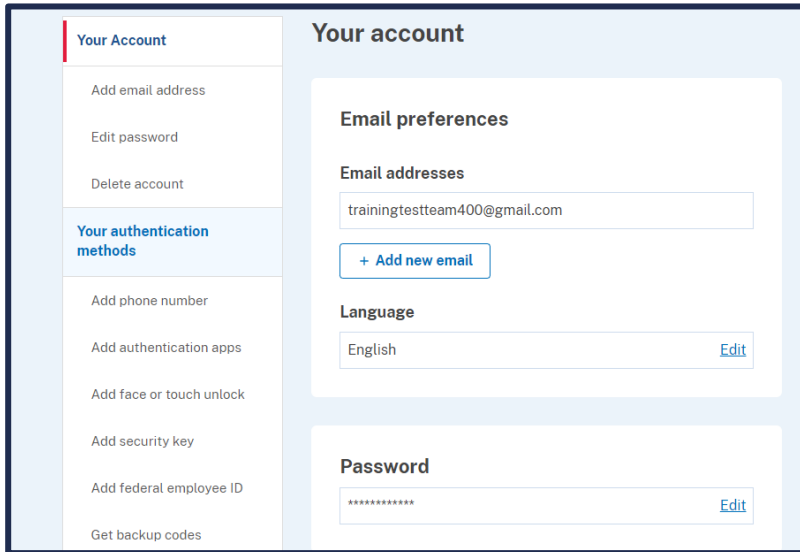
Review your **Personal Information** to edit, as needed.
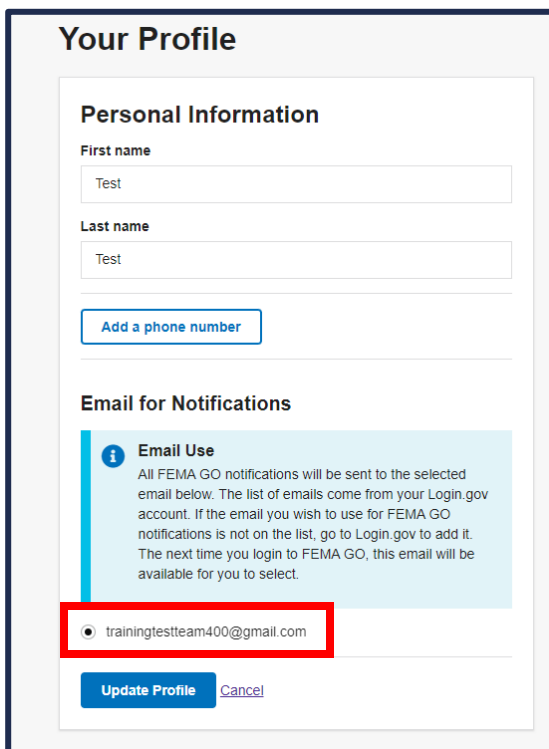
Managing Email Notifications, Continued

Step 3:

Select an **Email for notifications** from the list to use for your FEMA GO notifications. All FEMA GO notifications will be sent to the selected email.

Helpful Tip:

The emails listed come from your Login.gov account. If the email you wish to use for notifications is not listed, please go to Login.gov to add it. The next time you log in to FEMA GO, this email will be available.

Organization Information

Welcome Screen Overview

My Organization Profile

Multiple Organizations
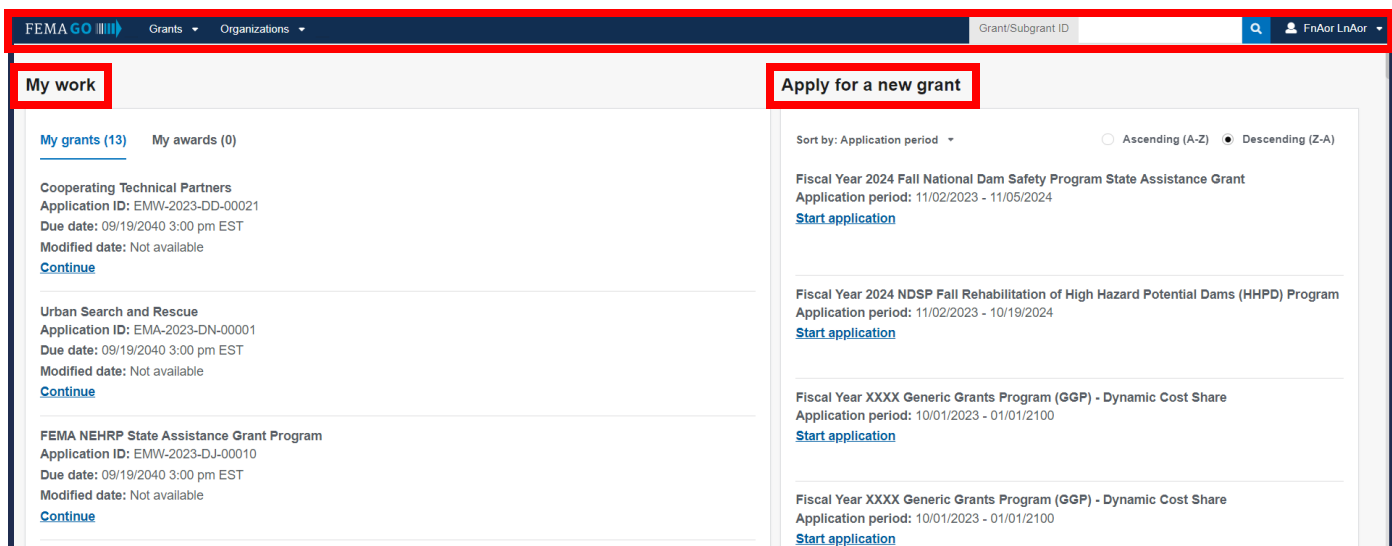
Welcome Screen Overview

Your view of the welcome screen will depend on your assigned role/roles in FEMA GO.

▪ The welcome screen contains three main areas that are important to completing tasks within FEMA GO.

- o Apply for a new grant section where you will find grants listed by name, the dates for the application period, and a link to start the application.

- o My work section with tabs for **My grants** and **My awards**. My grants lists grant applications that you have completed or that you are in the process of completing. My awards lists grants that have been awarded.

- o The top blue banner has navigation links such as Grants, Organizations, and a Grant/Subgrant ID search bar. These links will vary based upon your role within FEMA GO.

Helpful Tip:

If you have difficulty logging in to the FEMA GO system or need support being added to your organization, please reach out to your eBIZ POC found in SAM.gov.

My Organization Profile

Step 1:

Select **Organizations** within the blue banner at the top of the screen to view the **My organization summary** for your organization.

- The information displayed in the main body includes the organization's mailing address, physical address, EIN number, UEI number, and a summary of SAM.gov information such as registration status, registration date, expiration date, and more.
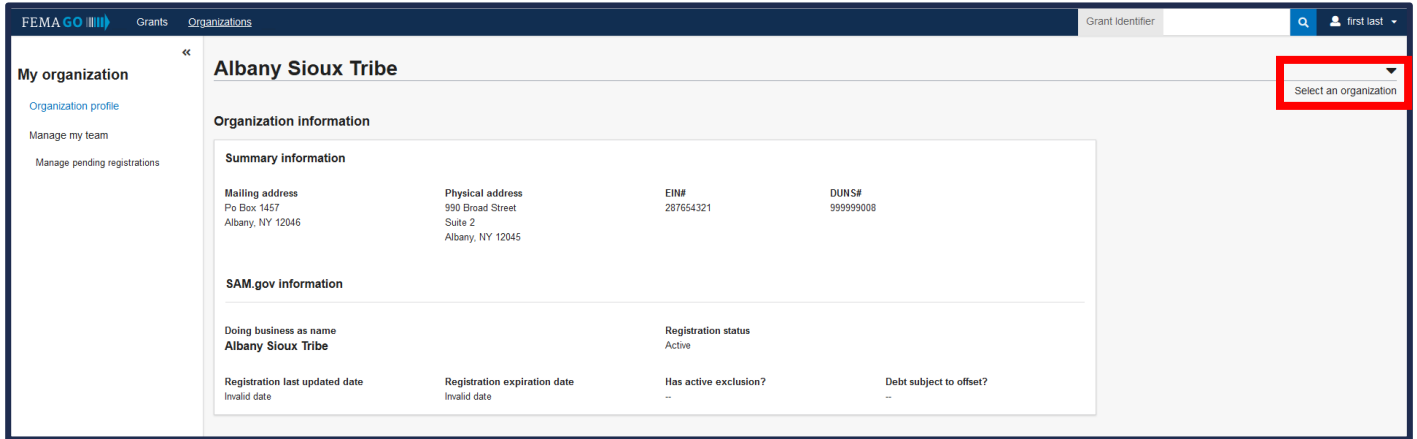
Helpful Tip:

If you need support regarding the information within your organization profile, please reach out to your eBIZ POC found in SAM.gov.

Multiple Organizations

If your email address is used for multiple organizations in SAM.gov as an AOR or if you have been added to multiple organizations in FEMA GO by your team's AOR, then you can view multiple organizations with one login.

To view multiple organizations, select the **Select an organization** dropdown to choose a different organization to view.

Team Management
(SAR and AOR Roles)

Manage My Team

Add a Team Member

Manage Pending Registrations

Manage My Team

Step 1:

To manage your team as an AOR or SAR, select **Manage my team** from the left navigation panel. A list of current team members within your selected organization, as well as their role and contact information, will appear in the main body.

Step 2:

Select **Manage** under the **Actions** column to make any necessary edits.

Helpful Tip:

Please note, if registered, the new team member's primary email will display in the Manage my team table.

Manage My Team, Continued

Step 3:

- Once you have selected the Manage link, a new window will open where you can review the **contact information**, **role**, and **permissions** assigned to the team member.

- Select **Edit** to update or change information for the selected team member, as needed.

- Select **Add another role** to assign additional roles (optional). When the add another role button is selected, a grey section with available roles and programs will display.

- Select an **additional role** using the Role 2 dropdown menu and assign a program to that team member, as needed.

- Once you have finished reviewing and/or making edits, select **Save & close**.

Add a Team Member

Step 1:

As an AOR or SAR, select the **Add new team member** button in the top righthand portion of the Manage my team page. A new window will open.

Step 2:

In the new window, enter the **email address** of the new team member, then select **Enter.**

Add a Team Member, Continued

Step 3:

Once an email address is entered, a message will let you know if the user is registered or not in FEMA GO. Please review the information that is displayed and select **Yes** or **Cancel.**

Step 4:

Once yes is selected, a role selection dropdown and a blue text field explaining role permissions will appear. From the dropdown menu, select a **Role**.

Step 5:

You also have the option to assign a **program** to that team member. Please note that only available roles and permissions will be visible for selection.

Add a Team Member, Continued

Step 6:

Select the blue **Add this team member** button to submit the request.

If the user already exists in your organization, you will receive an error message.

When a user is successfully added to your organization, they will receive a confirmation email and directed to register in FEMA GO if they do not already have an account.
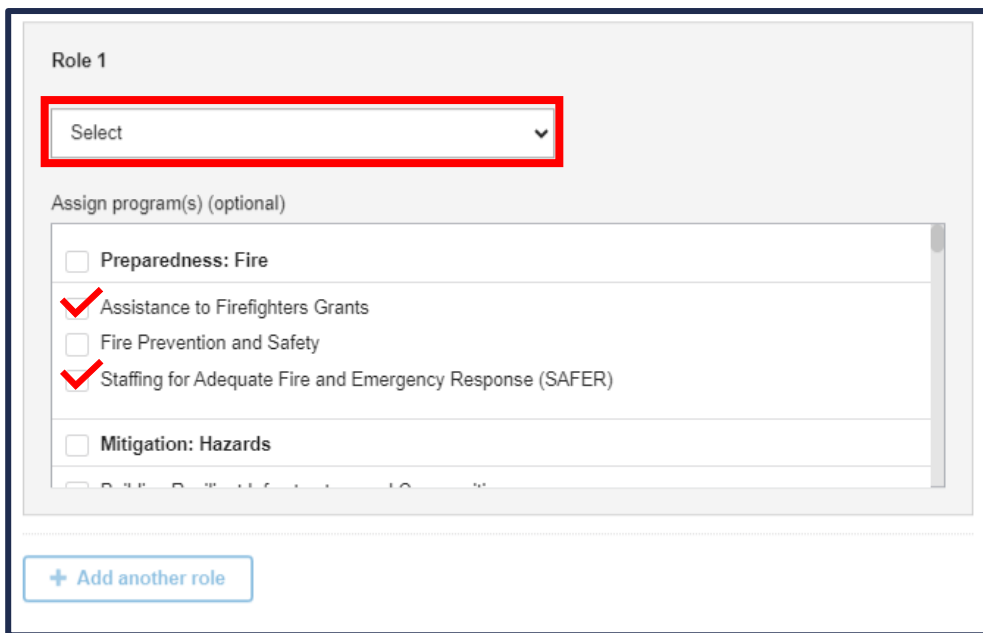
Assign Programs Option

- If you select a program(s) within the list, then that role will be restricted to those specific program(s) selected.

- If you do not select any program(s) within the list, then that role will have unrestricted access.

Example:

Role – AOR

Assign program(s) – AFG and SAFER

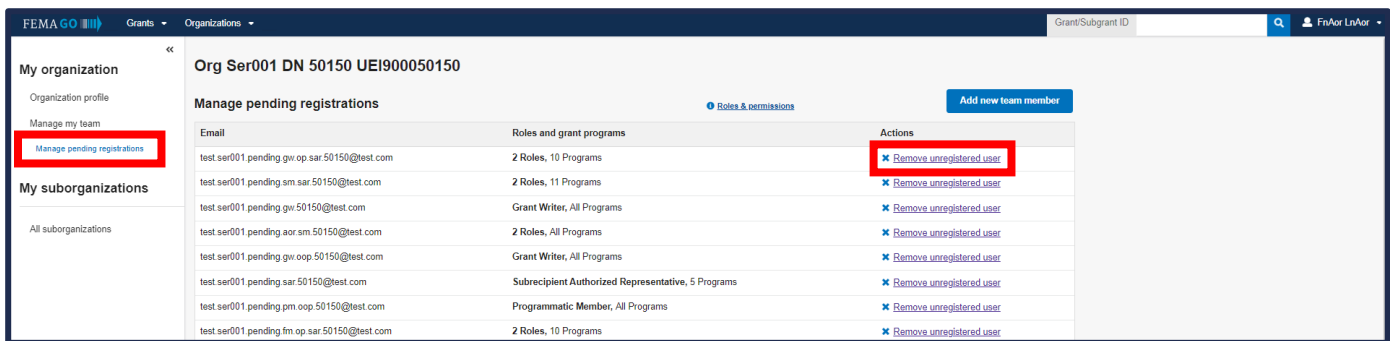This user will have AOR permissions limited to AFG and SAFER.

Manage Pending Registrations

Step 1:

Select **Manage pending registrations** in the left navigation to see users who have not yet registered in FEMA GO.
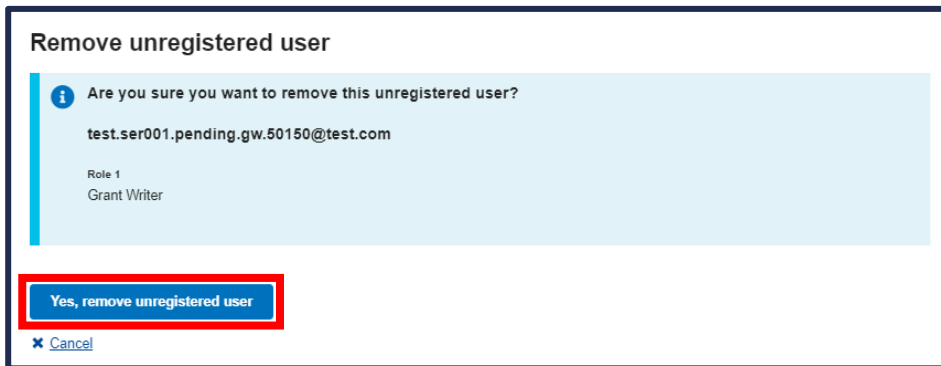
Step 2:

To remove a pending registration, select the **Remove unregistered user** link under the **Actions** column on the far-right side of the screen.

Step 3:

In the new window that opens, review the information for the selected team member and confirm removal of the unregistered user by selecting the blue **Yes, remove unregistered user** button.

FEMA GO Help Desk Information

Please send any questions to:

FEMAGO@fema.dhs.gov

1-877-585-3242

Hours: Mon.-Fri. 9 a.m. – 6 p.m. ET