



6 Steps to Turn Your AFG Award into Equipment Faster



WHEN YOU GO IN, WE GO IN WITH YOU.

AFG FY 2025 award notifications are anticipated to begin by approximately August 31, 2026. According to the [Notice of Funding Opportunity](#), all awards must be issued no later than September 30, 2026.

If your department receives an award, acting quickly can help move your project from award notification to equipment delivery sooner. It also helps you stay ahead of potential procurement bottlenecks, other administrative delays, and unpredictable government disruptions.

Receiving an award letter is only the beginning of the grant administration process. Before FEMA approves payment, recipients must complete several post-award requirements to ensure compliance with federal grant regulations.

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1. Review Your Award Package & Verify the Details

Log into FEMA GO through [Login.gov](#) and review the complete award package—not just the award letter. The package includes:

- Award Letter
- Summary Award Memo
- Agreement Articles (Terms and Conditions)
- Obligating Document

These documents outline your grant requirements, funding amount, cost share, period of performance, reporting requirements, and any special conditions.

Before moving forward, verify that:

- The award amount matches your expectations.
- The approved project scope is correct.
- The period of performance is accurate.
- Federal and non-federal cost share requirements are understood.
- Any special conditions or restrictions are identified.

Reviewing these details early can help prevent compliance issues and project delays later.

2. Accept the Award in FEMA GO

Recipients must formally accept the award through [FEMA GO](#).

According to FEMA, departments have 30 calendar days from the award date to accept the award. Grant funds remain on hold until the award is accepted and any required conditions have been satisfied. Failure to accept the award within the required timeframe may result in the award being rescinded.

Why Acting Quickly Matters

Receiving an AFG award is a significant milestone, but it's only the first step. Completing the required post-award steps promptly helps keep your project on schedule so your department can begin procurement as quickly as possible.

Taking prompt action can help your department:

- Put new equipment into service sooner
- Keep your equipment procurement on schedule
- Address award conditions before they delay purchasing
- Maintain momentum from award notification through equipment delivery
- Stay ahead of potential administrative or government-related disruptions
- Receive FEMA reimbursement without unnecessary delays

While no one can predict changes that may affect the federal funding environment, completing the required post-award steps as soon as possible puts your department in the best position to keep your project moving forward.





3. Follow Federal Procurement Requirements

Before purchasing equipment, ensure your department complies with the federal procurement requirements in [2 CFR Part 200](#).

This includes:

- Maintaining written procurement procedures
 - Obtaining required quotes or bids based on the purchase amount
 - Avoiding conflicts of interest
 - Maintaining procurement documentation
 - Including required federal contract provisions when applicable
- Your procurement file should include bid solicitations, quotes, evaluation records, vendor selection justification, purchase orders, and contracts.

Before spending grant funds, review all applicable requirements related to:

- Procurement
- Allowable costs
- Financial reporting
- Recordkeeping
- Other federal grant regulations

Accepting an AFG award means agreeing to comply with these requirements, so it's important to understand them before purchases begin.

4. Place Equipment Orders

Once procurement requirements have been satisfied, your department can issue purchase orders.

Maintain complete documentation throughout the purchasing process, including:

- Purchase orders
- Vendor contracts
- Invoices
- Shipping and receiving records
- Proof of delivery

Keeping organized records now will simplify reimbursement and grant closeout later.

5. Determine Whether to Request an Advance or Reimbursement

AFG recipients may request funding in one of two ways.

Advance Payment Request

- For equipment that has been ordered but not yet paid for.
- FEMA funds generally must be paid to the vendor within 30 days of receipt.

Reimbursement Request

- Submitted after the department has paid the vendor.
- Requires proof of payment, such as canceled checks, EFT confirmations, bank statements, or similar financial documentation.

6. Submit Your Payment Request in FEMA GO

When requesting payment, FEMA requires:

- Federal payment amount requested
- A narrative describing the equipment purchased
- Supporting documentation, such as:
 - Purchase orders
 - Contracts
 - Invoices
 - Proof of payment (for reimbursement requests)

The narrative should include:

- Equipment type
- Quantity
- Unit cost
- Total cost
- Whether the request is for an advance or reimbursement

It's also important to stay current on all required financial and programmatic reporting throughout the grant period. FEMA will not approve payment requests if required reports are delinquent.

After equipment has been delivered, payment has been received, and all grant requirements have been fulfilled, the final step is completing the FEMA [grant closeout process](#).

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