

# FEMA GO Request an Amendment Guide

This guide provides instructions for External FEMA GO Users to Process an Amendment and Complete an Amendment Withdrawal.

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FEMA

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## Objectives

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

- Log-in to FEMA GO as an external user.
- Complete an Amendment Request.
- Complete an Amendment Withdrawal.



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# Training Roles and Log-in



# Training Roles

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This training is for the following external roles:

Role	User
Authorized Organization Representative	AOR
Financial Member	FM
Programmatic Member	PM



## Remember

The available screens are based on your role.

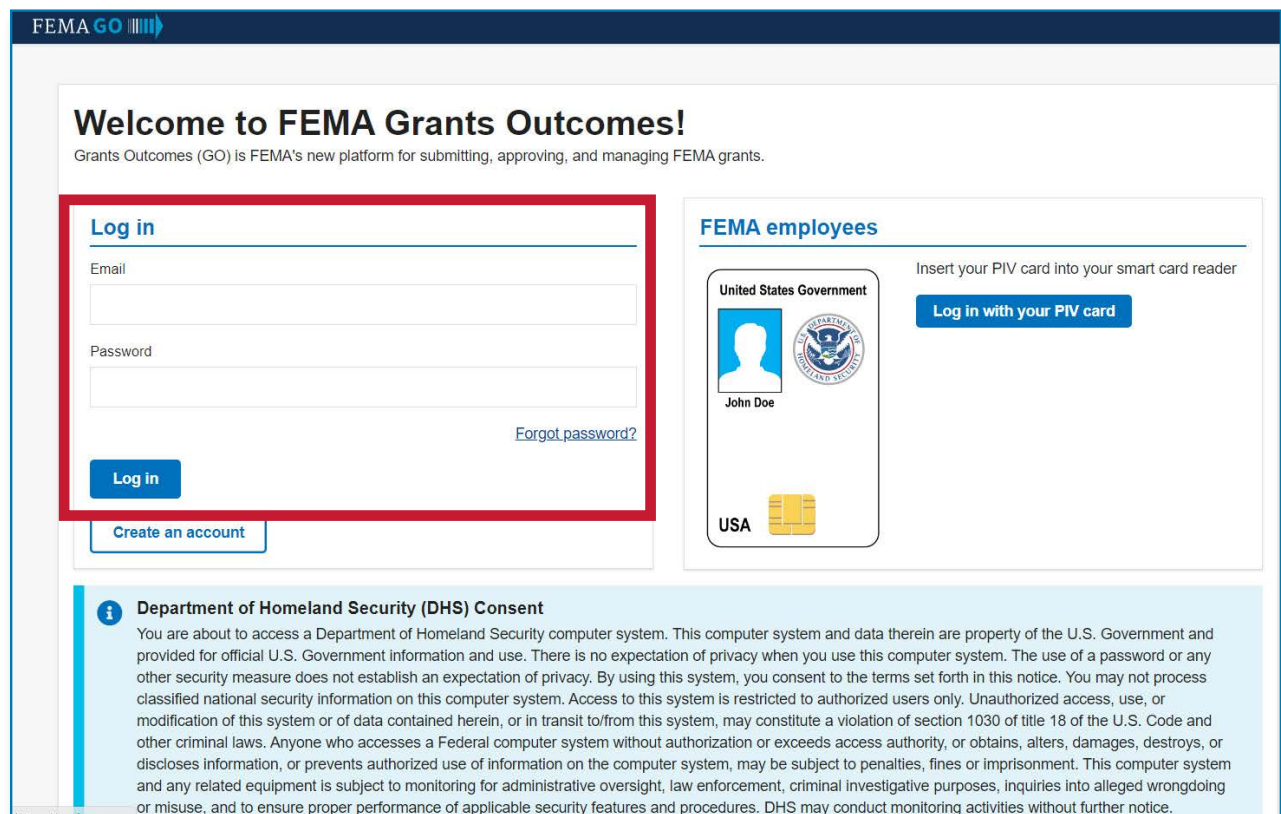
# External User Log-in

## Step 1:

Go to <https://go.fema.gov>

## Step 2:

**Log in** with your previously created **Email** and **Password**



**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**

United States Government

John Doe

USA

**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.



# Amendment Request

Navigating to the Task

Amendment Request Process



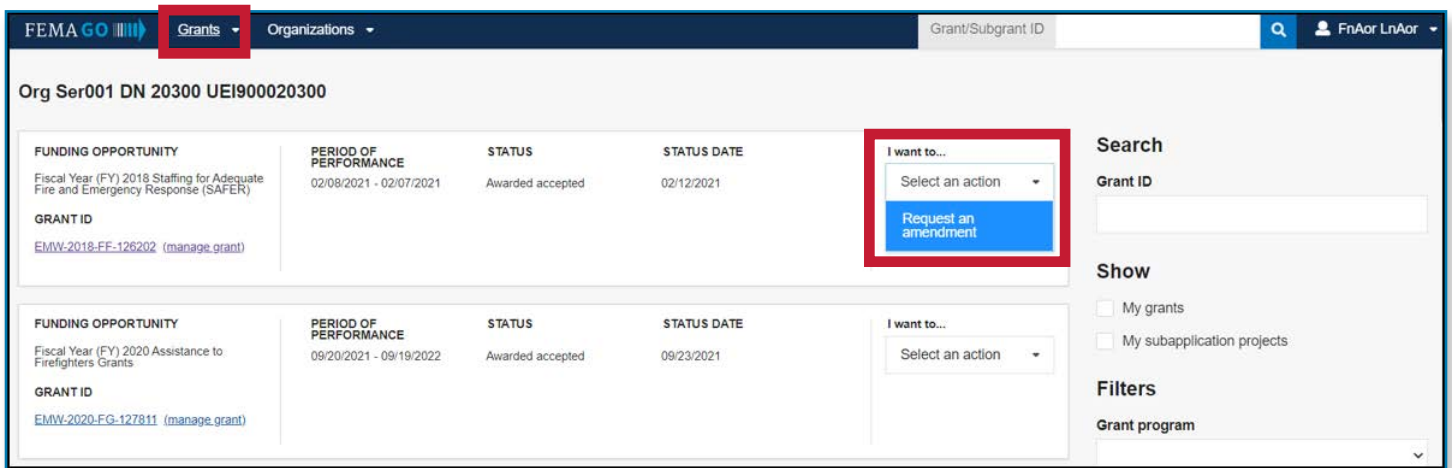
# Navigate to the Task

## Step 1:

Once you log-in as an external user, you will be directed to the welcome screen. At the top of the welcome screen, select **Grants** to navigate to the GLP.

## Step 2:

From the list of grants, locate the Grant ID you want to request an amendment for. Under the **I want to...** dropdown, select **Request an amendment**.



The screenshot shows the FEMA GO interface. At the top, there is a navigation bar with 'Grants' and 'Organizations' tabs. Below this, the page title is 'Org Ser001 DN 20300 UEI900020300'. The main content area contains a table of grants with columns for 'FUNDING OPPORTUNITY', 'PERIOD OF PERFORMANCE', 'STATUS', and 'STATUS DATE'. Two grant entries are visible. The first entry has a 'GRANT ID' of 'EMW-2018-FF-126202'. The second entry has a 'GRANT ID' of 'EMW-2020-FG-127811'. To the right of the table, there is a 'Search' section with a 'Grant ID' input field, a 'Show' section with checkboxes for 'My grants' and 'My subapplication projects', and a 'Filters' section with a 'Grant program' dropdown. A red box highlights the 'I want to...' dropdown menu for the first grant, which is open and shows the option 'Request an amendment'.

FUNDING OPPORTUNITY	PERIOD OF PERFORMANCE	STATUS	STATUS DATE	I want to...
Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)	02/08/2021 - 02/07/2021	Awarded accepted	02/12/2021	Request an amendment
Fiscal Year (FY) 2020 Assistance to Firefighters Grants	09/20/2021 - 09/19/2022	Awarded accepted	09/23/2021	Select an action



# Amendment Request Process

## Amendment Request Process

- After selecting request an amendment, the amendment request will display in the main body. **Review** this information for accuracy.
- Enter the required **Amendment request narrative**.
- To certify that you are authorized to request an amendment, select the box next to the **certification statement**.
- Enter your **FEMA GO password**.
- Select **Submit**. A green banner will then appear stating that you have successfully submitted your amendment request.

**Amendment request**

Amendment requests must contain specific and compelling justifications for the requested change. FEMA strongly encourages recipients to expend grant funds in a timely manner to be consistent with goals and objectives.

- In your narrative, explain why you're requesting a grant amendment.
- Attach any relevant documentation (optional).
- If applicable, attach your Environmental Planning and Historic Preservation (EHP) completion documentation.

**Org Ser001 DN 20300**

Period of performance	02/08/2021 - 02/07/2021
Federal resources awarded	\$1,295,947.20
Required non-federal resources	\$805,588.80
Federal resources disbursed to recipient	\$0
Pending disbursements to recipient	\$0
Balance of federal resources available	\$1,295,947.20

**Amendment request narrative**

Whatever Amendment request narrative you come up with goes in this text box

**Amendment request documentation (optional)**

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"/> I, FlnAor LnAor, certify that I am authorized to request a grant amendment, and I am hereby providing my signature to acknowledge that the amendment request information is accurate to the best of my knowledge, and that I authorize FEMA to make the necessary changes to the grant.		

Please enter your password.

[Submit](#)

You have successfully submitted your amendment request.
✕





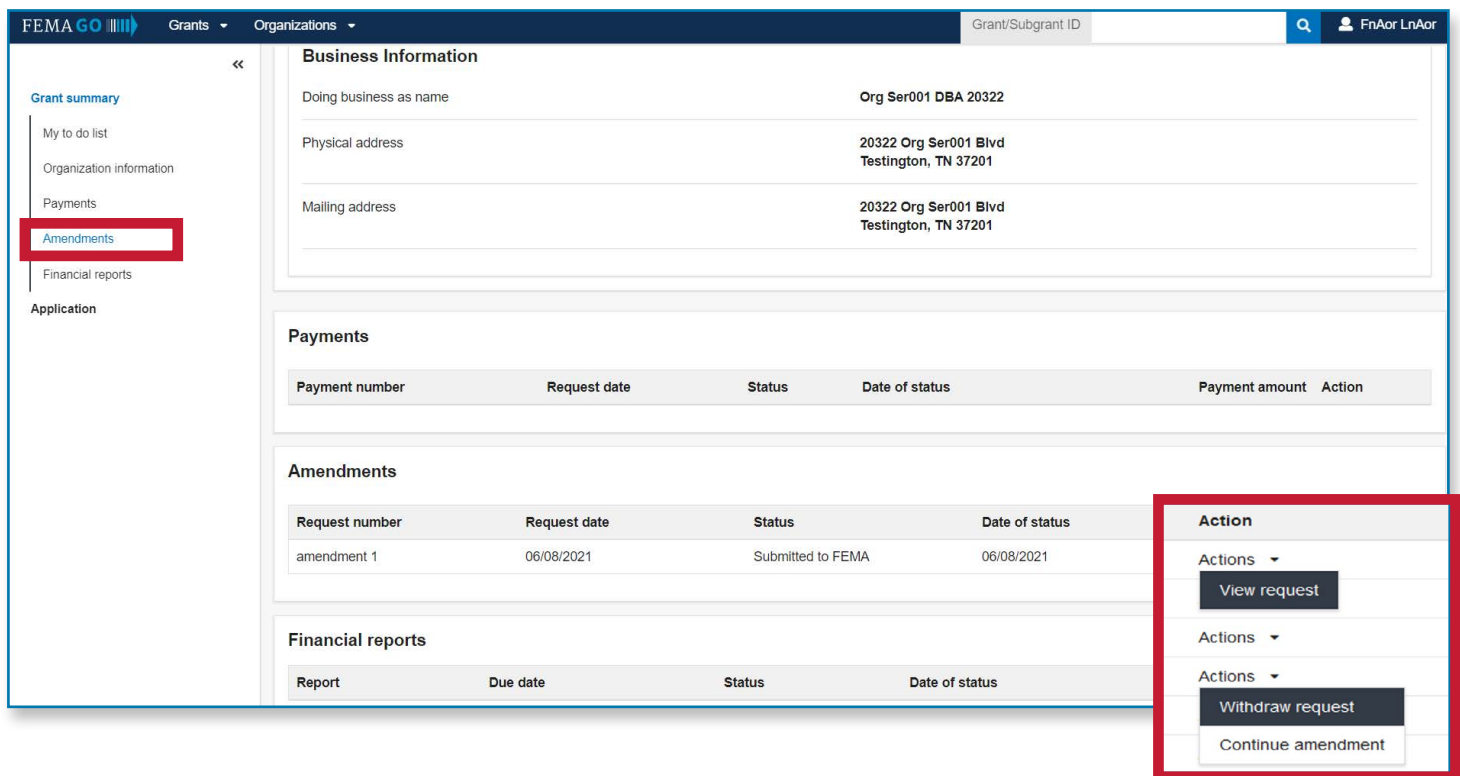
# Amendment Withdrawal



# Amendment Withdrawal Process

## Amendment Withdrawal Process

- To withdrawal an amendment, select **Amendments** in the left navigation panel.
- Select the **Actions** dropdown on the right side of the screen.
- Select:
  - **View request** if a decision has been made
  - **Withdrawal request** if your want to withdrawal a request that is still being processed
  - **Continue amendment** if needed



The screenshot displays the FEMA GO interface for managing amendments. On the left, the navigation menu has 'Amendments' highlighted with a red box. The main content area shows 'Business Information' for 'Org Ser001 DBA 20322' with physical and mailing addresses in Testington, TN. Below this are sections for 'Payments' and 'Amendments'. The 'Amendments' table contains one entry: 'amendment 1' with a request date of '06/08/2021' and a status of 'Submitted to FEMA'. To the right of this table, an 'Action' dropdown menu is highlighted with a red box, showing three options: 'View request', 'Withdraw request', and 'Continue amendment'.



# FEMA GO Help Desk Information:

Please send any questions to:

**FEMAGO@fema.dhs.gov**

**1-877-585-3242**

**Hours: Mon-Fri, 8 a.m. – 5 p.m. ET**

