

FEMA GO Disaster Programs Request an Amendment Guide

This guide provides instructions for FEMA GO external users to log-in and navigate the system to Request an Amendment and Complete an Amendment Withdrawal.

August 2024



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; and
- Complete an Amendment Withdrawal.

Training Roles and Log-in

Training Roles

This training is for the following external roles:

| Role | User |
|--|------|
| Authorized Organization Representative | AOR |
| Programmatic Member | PM |
| Financial Member | FM |
| Organization Member | OM |

Please note, The FM and OM cannot submit the report externally, only the AOR and PM can submit the amendment to FEMA.

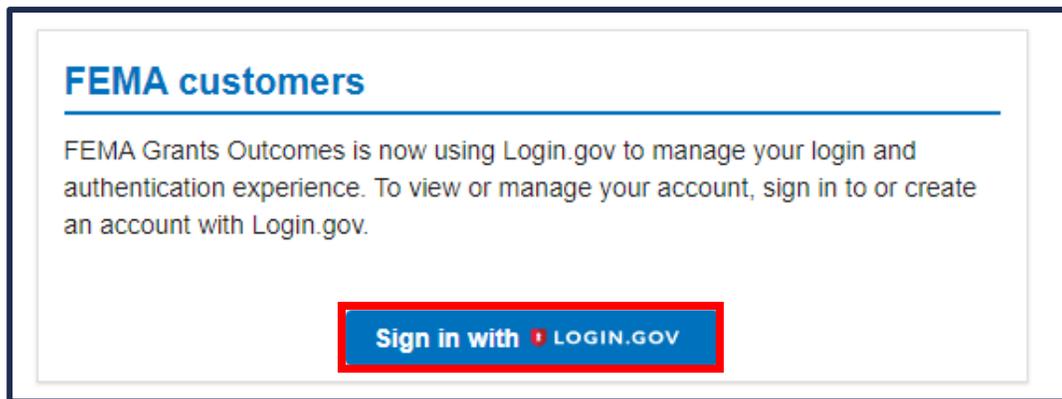
External User Log-in

Step 1:

Go to go.fema.gov.

Step 2:

Select **Sign in with LOGIN.GOV**. Once you are logged in via Login.gov, you will be redirected back to the FEMA GO webpage.



Helpful Tip:

If you have not yet created an account with Login.gov, please follow the steps within the FEMA GO Startup Guide.



Amendment Request

Navigate to the Task

Amendment Request

Submitting an Amendment Request (AOR and PM)

Internal Amendment Workflow

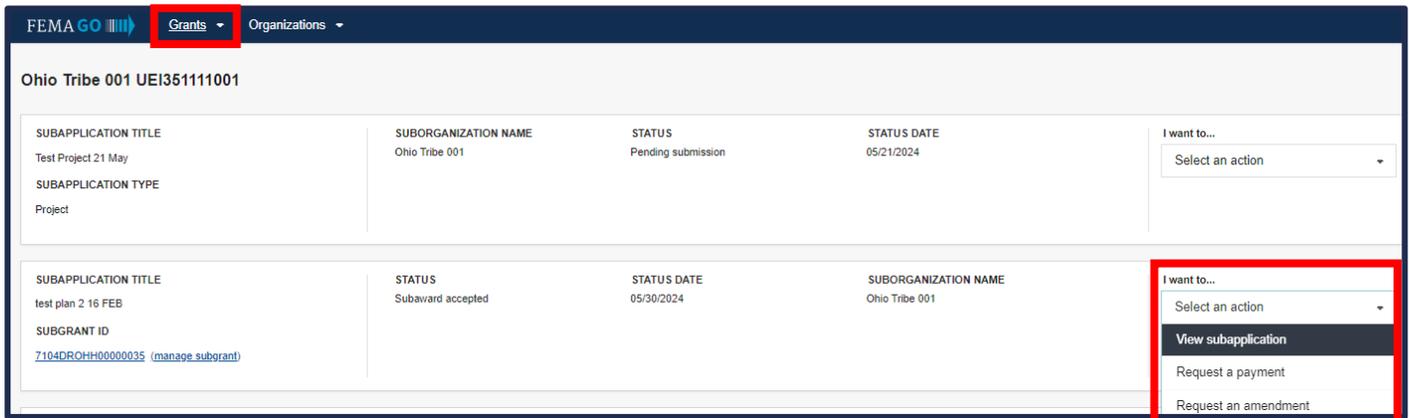
Navigate to the Task

Step 1:

After logging in, select **Grants** in the top blue banner on the Welcome screen to navigate to the Grants Landing Page.

Step 2:

Scroll through the list of grants until you locate the grant you want to request an amendment for. Then 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 'FEMA GO' and two dropdown menus: 'Grants' (highlighted in red) and 'Organizations'. Below the navigation bar, the page title is 'Ohio Tribe 001 UEI351111001'. The main content area displays a table of grants. The second grant in the table has its 'I want to...' dropdown menu open, showing options: 'Select an action', 'View subapplication', 'Request a payment', and 'Request an amendment' (highlighted in red).

| SUBAPPLICATION TITLE | SUBORGANIZATION NAME | STATUS | STATUS DATE | I want to... |
|---|----------------------|--------------------|-------------|----------------------|
| Test Project 21 May | Ohio Tribe 001 | Pending submission | 05/21/2024 | Select an action |
| test plan 2 16 FEB | | Subaward accepted | 05/30/2024 | Select an action |
| 7104DRQHH00000035 (manage subgrant) | | | | View subapplication |
| | | | | Request a payment |
| | | | | Request an amendment |

Amendment Request Process

- **Review** the information displayed in the main body for accuracy.
- Enter the required **Amendment request narrative** in the main body text field.

My subgrant

Summary

Amendment request

DR 7104 OH HMGP

Subgrant ID: 7104DROHH00000035

Period of performance: 02/19/2024 to 09/20/2026 Federal resources awarded: \$75.00

Amendment request

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

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

| | |
|--|-------------------------|
| Ohio Tribe 001 | |
| Period of performance | 02/19/2024 - 09/20/2026 |
| Federal resources awarded | \$75.00 |
| Required non-federal resources | \$50.00 |
| Federal resources disbursed to recipient | \$0.00 |
| Pending disbursements to recipient | \$0.00 |
| Balance of federal resources available | \$75.00 |

Amendment request narrative

Submitting an Amendment Request (AOR and PM)

- **Upload** any documentation to support the amendment request.
- Select the box next to the **certification statement** to certify that you are authorized to request an amendment.
- Enter your FEMA GO password in the text field to acknowledge that the amendment request information is accurate and consistent with the articles of agreement.
- Select the **Submit** button at the bottom of the page.
- A green banner will then appear stating that you have submitted the amendment request.

Amendment request documentation (optional)

Maximum File Size: 1074.79MB

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

[Upload from your computer](#)

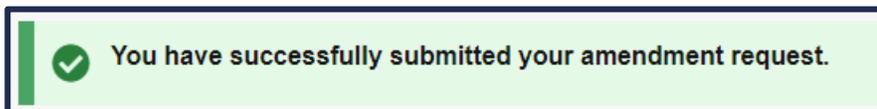
| Filename | Date uploaded | Description |
|----------|---------------|-------------|
| | | |

I, FmAor 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](#)



Internal Amendment Workflow

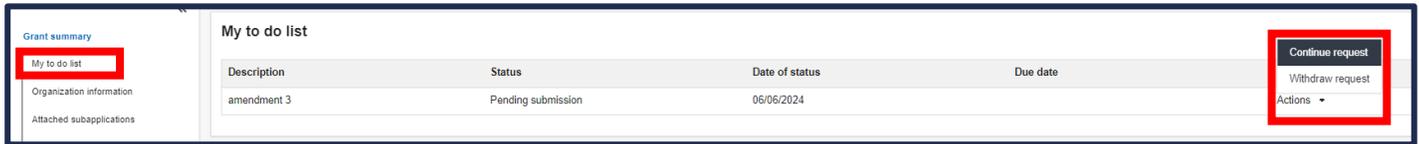
After the request has been submitted to FEMA there may or may not be some required internal reviews. As shown below, the internal amendment review process includes a Programmatic Amendment Recommendation, then a Grants Management Amendment Review and Grants Management Amendment Approval, followed by an Amendment Signature.



Amendment Withdrawal

Amendment Withdrawal Process

- Select **My to do list** in the left navigation panel.
- Within the My to do list section of the main body, select the **Action** dropdown.
- If a decision has been made, you can select **View request**. If your request is still being processed, you can select **Withdraw request**. You can also select **Continue request**, as needed.



| Description | Status | Date of status | Due date |
|-------------|--------------------|----------------|----------|
| amendment 3 | Pending submission | 06/06/2024 | |

Helpful Tip:

You cannot draw down a payment while an amendment is pending.



FEMA GO Help Desk Information

Please send any questions to:

FEMAGO@fema.dhs.gov

877-585-3242

Hours: Monday - Friday. 9 a.m. – 6 p.m. ET