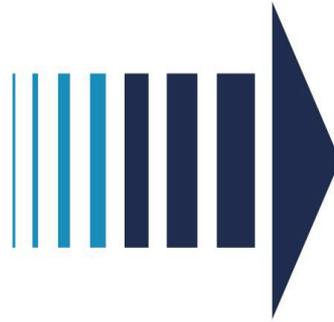# Grants Management Modernization (GMM)
FEMA GO
Request an Amendment (SAFER)
Desktop Reference Guide

October 2019

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Revision Number	Revision Date	Page Number	Revision Summary	Name of Reviewer
V1.0	10/28/2019	All	Initial Draft	M.Hinton

Introduction

In FEMA Grants Outcomes (GO), you can review the Amendment functionality for all grant programs under the Staffing for Adequate Fire and Emergency Response (SAFER) Program. In this guide, you will learn how to complete task for Requesting an Amendment.

This guide will walk you through the key steps for successfully:

1. Log into FEMA GO
2. Access to FEMA GO home page
3. Navigate to Task Summary
4. See open task to complete

Who is this for?
Authorized Organization Representative (AOR)
Financial Member
Programmatic Member
Note - Screens are based on a User's Assigned Role

Part 1: GO to 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.

If you have not created an account, click the create account button.

**Part 2: From your Grants Landing Page click the "Grants tab".
Manage my Grant.**

FEMA GO | **Grants ▾** | Organizations   Grant Identifier | Search... 🔍 | 👤 AOR One ▾

Hello, AOR!

Welcome to FEMA's new grant system!

Grants Outcomes (GO) will support applying for, managing, and closing your FEMA grants. As the system is developed, more features and grant programs will be available, so check back often.

My grants

Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)
Grant ID: EMW-2018-FF-00001
Manage grant

Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)
Grant ID: EMW-2018-FF-00021
Manage grant

Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)
Grant ID: EMW-2018-FF-00041
Manage grant

Apply for a new grant

Applications currently available to you

Remember: Screens are based on a User's Assigned Role, so available tasks will be based according to your role.

Part 2: click on the I want to "Start a new action"

Drop down will appear with the following selections:

Select "Request an Amendment"

** NOTE – FEMA GO is only accepting SAFER POP start date change amendment requests at this time. AFG and FP&S grant recipients – please do not submit an amendment at this time **

Amendment Request Screen:

Review your information for accuracy.

Complete the amendment narrative. (mandatory field)

Attachments are optional.

By checking the box, you are certifying that you are the authorized to request an amendment for this grant.

Amendment request

WILLY WONKA

Period of performance	07/01/2019 - 07/01/2021
Federal resources awarded	
Required non-federal resources	
Federal resources disbursed to recipient	$0
Pending disbursements to recipient	$0
Balance of federal resources available	$1,900.95

Amendment request narrative

Amendment request narrative required

Attachments (optional)

Maximum File Size:	Accepted File Types:
25mb	.pdf, .doc, .docx, .xls, .xlsx, .jpg

⬆ Upload from your computer

Filename	Date uploaded	Description

☐ I, AOR One, 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.

Amendment Request Screen:

Enter your FEMA GO Password

Once password is entered the Submit button will become active

Please enter your password

Submit

Please enter your password

••••

Submit

✓ You have successfully submitted your amendment request.   ×

Award accepted

EMW-2018-FF-00001: Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)

WILLY WONKA

Period of performance	07/01/2019 - 07/01/2021
Federal resources awarded	
Required non-federal resources	
Federal resources disbursed to recipient	$0
Pending disbursements to recipient	$0
Balance of federal resources available	$1,900.95

Grant Summary Page:

From your Grants Landing Page click the "Grants tab" and "Manage my Grant".

Click the Grant ID or "(manage grant)".

Grants Summary Page – Grant ID lookup

Grant Summary Page:

On the left Nav click Amendments to view the amendment section of the Grant Summary Page

Here you can find:
Status of your request
Date of status
Actions – If a decision has been made, you will able to view that decision
View Request
Withdraw request
Continue request

Please send any questions to:
FEMAGO@fema.dhs.gov

1-877-611-4700