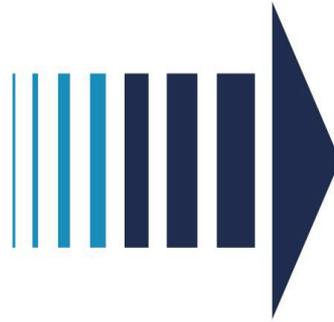


FEMA GRANTS OUTCOMES



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

October 2019

Prepared by: GPD Change Management Office (CMO)

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



Welcome to FEMA Grants Outcomes!

Grants Outcomes (GO) is FEMA's new platform for submitting, approving, and managing FEMA grants.

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

i 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.

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.

FEMA GRANTS OUTCOMES

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United States Government
John Doe
USA

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Part 2: From your Grants Landing Page click the “Grants tab”. Manage my Grant.



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”

The screenshot shows the FEMA GO Grants interface. The header includes the FEMA GO logo, navigation tabs for Grants and Organizations, a search bar for Grant Identifier, and a user profile for AOR One. The main content area displays a table of grants under the heading 'WILLY WONKA DBAName'. The table has four columns: FUNDING OPPORTUNITY, PERIOD OF PERFORMANCE, ACCEPTANCE DEADLINE, and I WANT TO... The first row is highlighted, and a red box is drawn around the 'Start a new action' button in the 'I WANT TO...' column. To the right of the table is a sidebar with Search, Filters, and Sort options.

FUNDING OPPORTUNITY	PERIOD OF PERFORMANCE	ACCEPTANCE DEADLINE	I WANT TO...
Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER) GRANT ID EMW-2018-FF-00001 (manage grant)	07/01/2019 - 07/01/2021 STATUS Award Accepted	STATUS DATE 10/28/2019	Start a new action
Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER) GRANT ID EMW-2018-FF-00021 (manage grant)	07/01/2019 - 07/01/2021 STATUS Award Accepted	STATUS DATE 10/28/2019	Start a new action
Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER) GRANT ID EMW-2018-FF-00041 (manage grant)	07/01/2019 - 07/01/2021 STATUS Award Accepted	STATUS DATE 10/28/2019	Start a new action
Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER) GRANT ID EMW-2018-FF-00042 (manage grant)	07/01/2019 - 07/01/2021 STATUS Award Accepted	STATUS DATE 10/28/2019	Start a new action

Drop down will appear with the following selections:

This close-up shows the 'I WANT TO...' dropdown menu. The menu is open, showing two options: 'Start a new action' and 'Request an amendment'. The 'Request an amendment' option is highlighted with a red box, indicating it is the selected action.

FUNDING OPPORTUNITY	PERIOD OF PERFORMANCE	ACCEPTANCE DEADLINE	WANT TO...
Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER) GRANT ID EMW-2018-FF-00001 (manage grant)	07/01/2019 - 07/01/2021 STATUS Award Accepted	STATUS DATE 10/28/2019	Start a new action Request an amendment

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

i Instructions
Please explain why you need a grant amendment below. If you wish to submit the amendment request, an Authorized Organization Representative (AOR), financial member, or programmatic member for your organization must sign by selecting the signature statement and providing their system password.

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

[Upload from your computer](#)

Filename	Date uploaded	Description
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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. x

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)”.

The screenshot shows the FEMA GO Grants Summary Page. At the top, there is a navigation bar with 'FEMA GO' logo, 'Grants' dropdown, 'Organizations', 'Grant Identifier' search field, and a user profile 'Young Piku'. Below the navigation bar, there is a 'Select an organization' dropdown menu currently set to 'UAT GRANTS'. The main content area displays a table of grants with columns: FUNDING OPPORTUNITY, PERIOD OF PERFORMANCE, ACCEPTANCE DEADLINE, and I WANT TO... Each row contains details for a specific grant, including the fiscal year, staffing for Adequate Fire and Emergency Response (SAFER), status (Award Accepted), and status date (11/01/2019). The first row's 'GRANT ID' field, 'EMW-2018-FF-00043 (manage grant)', is highlighted with a red rectangular box. To the right of the table, there are search and filter options: a 'Search' field for Grant ID, a 'Filters' section with 'Grant program' set to 'Staffing for Adequate Fire and Emergency Response (SAFER)', and a 'Sort' section with 'Sort by' set to 'Fiscal Year' and 'Ascending (A-Z)' selected.

FUNDING OPPORTUNITY	PERIOD OF PERFORMANCE	ACCEPTANCE DEADLINE	I WANT TO...
Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)	12/01/2019 - 11/30/2021	STATUS DATE 11/01/2019	Start a new action
GRANT ID EMW-2018-FF-00043 (manage grant)			
Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)	12/01/2019 - 11/30/2021	STATUS DATE 11/01/2019	Start a new action
GRANT ID EMW-2018-FF-00044 (manage grant)			
Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)	12/01/2019 - 11/30/2021	STATUS DATE 11/01/2019	Start a new action
GRANT ID EMW-2018-FF-00045 (manage grant)			
Fiscal Year (FY) 2018 Staffing for Adequate Fire and Emergency Response (SAFER)	12/01/2019 - 11/30/2021	STATUS DATE 11/01/2019	Start a new action

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

The screenshot shows the FEMA GO Grants Organizations page. The left navigation menu includes: Grant summary, My to do list, Organization information, Payments, **Amendments** (highlighted with a red box), Application, and Attachments. The main content area displays the following sections:

- Debt subject to offset?
- Business Information**
 - Doing business as name: WILLY WONKA DBAName
 - Physical address: 123 Park Place, New York, NY 20817
 - Mailing address: 123 FIRST AVE P O Box 233, New York, NY 20817
- [More information](#)
- Payments**

Request number	Request date	Status	Date of status	Payment amount	Action
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- Amendments**

Request number	Request date	Status	Date of status	Action
amendment 2	11/01/2019	Withdrawn	11/01/2019	Actions
amendment 3		Withdrawn	11/01/2019	Actions
amendment 1	11/01/2019	Submitted to FEMA	11/01/2019	Actions
amendment 4	11/04/2019	Pending submission	11/04/2019	Actions
amendment 5	11/04/2019	Pending submission	11/04/2019	Actions
amendment 6	11/04/2019	Pending submission	11/04/2019	Actions

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

FEMA GO Grants Organizations Grant Identifier Search Young Piku

Debt subject to offset?

Business Information

Doing business as name: WILLY WONKA DBAName

Physical address: 123 Park Place, New York, NY 20817

Mailing address: 123 FIRST AVE P O Box 233, New York, NY 20817

[More Information](#)

Payments

Request number	Request date	Status	Date of status	Payment amount	Action
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Amendments

Request number	Request date	Status	Date of status	Action
amendment 2	11/01/2019	Withdrawn	11/01/2019	Actions ▾
amendment 3		Withdrawn	11/01/2019	Actions ▾
amendment 1	11/01/2019	Submitted to FEMA	11/01/2019	Actions ▾
amendment 4	11/04/2019	Pending submission	11/04/2019	Actions ▾
amendment 5	11/04/2019	Pending submission	11/04/2019	Actions ▾
amendment 6	11/04/2019	Pending submission	11/04/2019	Actions ▾

Action

Actions ▾

View request

Actions ▾

Actions ▾

Withdraw request

Continue amendment

Please send any questions to:

FEMAGO@fema.dhs.gov

1-877-611-4700



FEMA