FEMA GO Request an Amendment

This Guide provides instructions for External FEMA GO Users to process an Amendment through FEMA GO. The intent of this guide is to navigate the user through logging in and completing task(s) for Requesting an Amendment.

Prepared by: FEMA, Grant Programs Directorate
# Revision Index and Version History

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Introduction

In FEMA GO, In this guide, you will learn how to complete tasks for Requesting an Amendment.

**Who is this for?**
- Authorized Organization Representative (AOR)
- Financial Member
- Programmatic Member

**Note** - Screens are based on a User’s Assigned Role
Login
Section 1: FEMA GO Login

- 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.
Welcome page display. Click the “Grants” screen

User will have the option to select "Manage my grants" or “Manage my suborganization grants” from drop down menu
Section 3: Grants Landing Page

- Select “Start a new action”
- Select “Request an Amendment”

**NOTE**
There are 3 types of amendments that can be requested through FEMA GO

1) Period of Performance
2) Scope of Work
3) Terms of Conditions
Amendment Request
Section 4: Amendment Request

An Amendment Request screen will display.

- Review your information for accuracy
- Complete the amendment narrative (mandatory field)
- User can also attach documents (Attachments are optional)
Section 4 : Amendment Request

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

- Enter your FEMA GO Password. Once the password is entered, the Submit button will become active.
Section 4: Amendment Request

- Click on "Submit" to submit the task.

- You should receive a highlighted green message "You have successfully submitted your amendment request"
Grants Summary Page
Section 5: Grants Summary Page – Grants ID lookup

- From the Grants Landing Page, click on the “Grants tab” and “Manage my Grant”

- Click on the Grant ID or “Manage grant” text
Section 5: Grants Summary Page – Grants ID lookup

- From the Left Navigation, click on “Amendments” to view the amendment section of the Grant Summary page.

Select “Amendments” to view

Note:
Left Navigation Menu is often referred to as "Left Nav"
Section 5: Grants Summary Page

- Here you can find:
  A. Status of your request
  B. Date of status
  C. Actions – If a decision has been made, you will be able to view that decision
  D. View request, Withdraw request and Continue request
DUNS/UEI Change Request
Section 6: Process to Complete DUNS/UEI Amendment Change Request

❑ Program or award administration staff will email the recipients to let them know they need to go request an amendment through the system

❑ Program office will review those amendments, selecting the option for the term and condition amendment

❑ Program office will add the following terms to the amendment using the “custom” term and condition button.
  Title: "Successor recipient"
  Content: "The award recipient has been succeeded by another organization. FEMA has amended the award to reflect the organization information for the successor recipient. By continuing to manage this award, the new recipient organization agrees to the terms and conditions contained within this amended award package."

❑ Program office will coordinate with grants management and OCC to make sure they know to approve these amendments for their reviews. (PS or PGA, GMS, AO, and GCA required to approve amendment request after AOR submission)

❑ Program office will let FEMA GO know that they have completed steps 2-4.

❑ FEMA GO personnel will conduct the PDCRs to change the organization information over to the new organization listed in the tickets.
Section 6: Process to Complete DUNS/UEI Amendment Change Request (Cont)

- FEMA GO Help Desk will notify the recipients that their organization should be changed over and should assist them with logging in and confirming as necessary.

**Recipient (AOR) Requests an Amendment to Update DUNS/UEI**

**Step 1:** User logs in as Recipient (AOR).

**Step 2:** Select an Awarded Grant.

**Step 3:** Click on “Select an Action” dropdown from Grant Summary.

**Step 4:** Select “Request an Amendment” from dropdown.
Request an Amendment to Update DUNS/UEI:

Step 5: Recipient enters the “Amendment Request Narrative” (see highlighted screenshot).

Step 6: Uploads documentation if needed.

Step 7: Checkmarks the checkbox and enters valid password.

Step 8: Click on “Submit” button.
Please send any questions to:
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1-877-585-3242