FEMA GO Request an Amendment Guide

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

April 2023
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.
Training Roles and Log-in
# Training Roles

This training is for the following external roles:

<table>
<thead>
<tr>
<th>Role</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized Organization Representative</td>
<td>AOR</td>
</tr>
<tr>
<td>Financial Member</td>
<td>FM</td>
</tr>
<tr>
<td>Programmatic Member</td>
<td>PM</td>
</tr>
</tbody>
</table>

**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
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**.
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.

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### Amendment request

**Amendment request 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 CN 202000**

<table>
<thead>
<tr>
<th>Period of performance</th>
<th>02/08/2021 - 02/07/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal resources awarded</td>
<td>$1,316,457.20</td>
</tr>
<tr>
<td>Required non-federal resources</td>
<td>$999,899.89</td>
</tr>
<tr>
<td>Federal resources disbursement</td>
<td>$0</td>
</tr>
<tr>
<td>Pending disbursements to recipient</td>
<td>$0</td>
</tr>
<tr>
<td>Balance of federal resources available</td>
<td>$1,316,457.20</td>
</tr>
</tbody>
</table>

**Amendment request narrative**

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

**Amendment request documentation (optional)**

<table>
<thead>
<tr>
<th>Maximum File Size:</th>
<th>1074.7MB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepted File Types:</td>
<td>.pdf, .doc, .docx, .xls, .xlsx</td>
</tr>
</tbody>
</table>

**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
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