

# FEMA GO Pass-through Request an Amendment Guide

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

May 2024



FEMA

---

# Table of Contents

Training Roles and Log-in.....	2
Amendment Request.....	5
Amendment Withdrawal.....	8
FEMA GO Help Desk Information.....	10

## 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
Organization Member	OM
Financial Member	FM
Programmatic Member	PM

Please note, an Organization Member can initiate this task, but cannot submit an amendment.

**Helpful Tip:**

The available screens you see are based on your role and program. They may differ from the screens displayed.

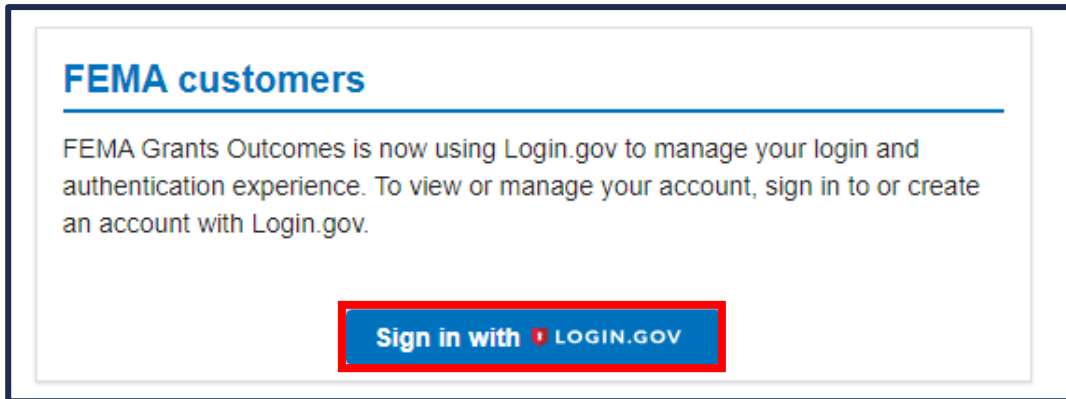
# External User Log-in

## Step 1:

Go to [go.fema.gov](https://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 Process

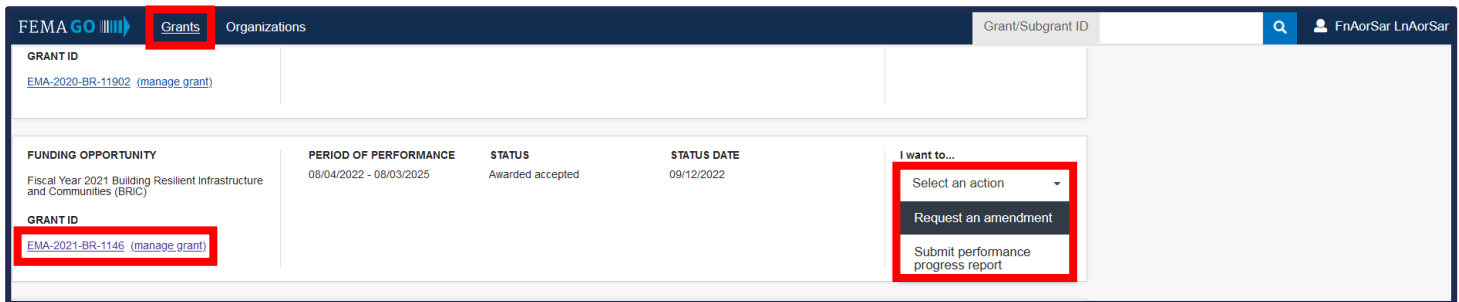
# Navigate to the Task

## Step 1:

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

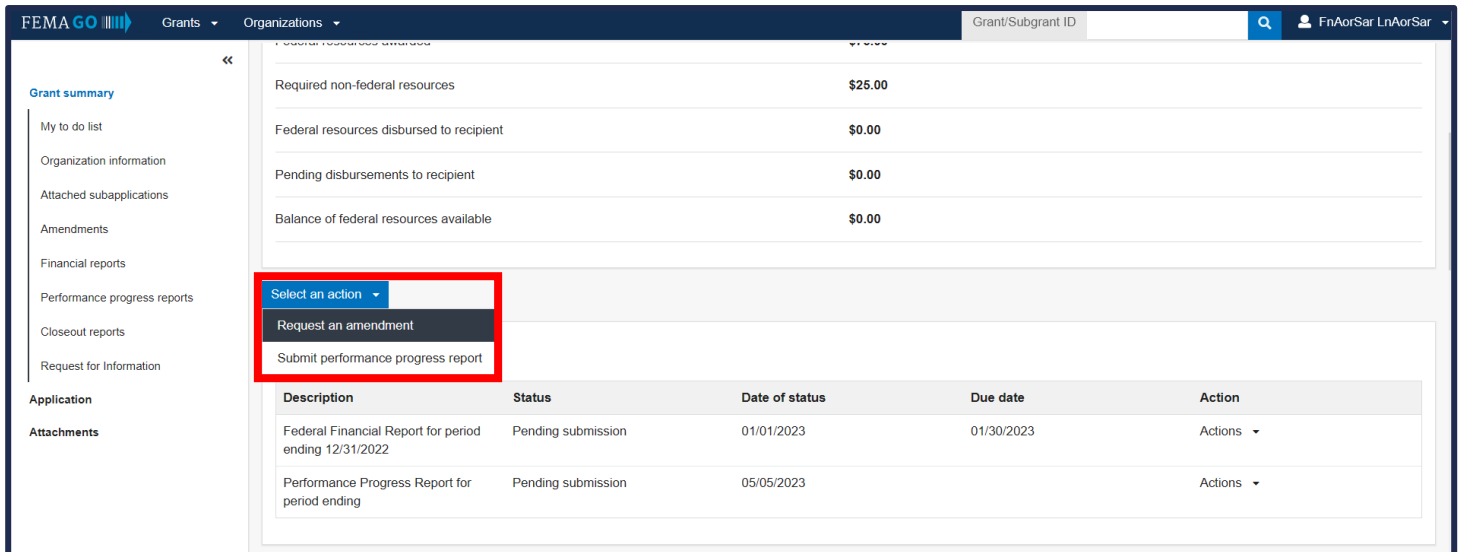
## Step 2:

Scroll through the list of grants until you locate the Grant ID you want to request an amendment for. Then under the **I want to...** dropdown, select **Request an amendment**.



Or

Scroll through the list of grants until you locate the Grant ID you want to request an amendment for and select the **Grant ID** link to be directed to the Grant summary page. Then, within the main body, locate the blue **Select an action** dropdown and select **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.
- In the optional section below the Amendment request narrative, **Upload** any documentation to support the amendment request. If applicable, please attach your EHP completion documentation.
- Select the box next to the **certification statement** to certify that you are authorized to request an amendment.
- 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

**i** Amendment requests 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 Building Resilient Infrastructure and Communities 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 DN 51234

Period of performance	08/04/2022 - 08/03/2025
Federal resources awarded	\$0.00
Required non-federal resources	\$0.00
Federal resources disbursed to recipient	\$0.00
Pending disbursements to recipient	\$0.00
Balance of federal resources available	\$0.00

Amendment request narrative

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
<input checked="" type="checkbox"/> I, FNAorSar LnAorSar, 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.		
<input type="button" value="Submit"/>		

**You have successfully submitted your amendment request.**

**Helpful Tip:**

Only one amendment can be submitted to FEMA at a time per subgrant.



# Amendment Withdrawal

# Amendment Withdrawal Process

- Once you log-in as an external user, you will navigate to the Grant summary just as you did to request an amendment.
- Select **Amendments** in the left navigation panel to change the main body to display Amendment requests for the subgrant.
- Within the Amendments 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 amendment**, as needed.
- If you choose to Withdraw a request, a confirmation window will open.
- Select **No** or **Yes** to complete the Withdraw request.
- The status of the amendment in the main body will change to **Withdrawn**.

The screenshot shows the FEMA GO interface. On the left, the navigation menu has 'Amendments' highlighted. The main content area is divided into sections: 'Business Information' (with fields for name, physical address, and mailing address), 'Payments' (with a table of payment requests), 'Amendments' (with a table of amendment requests), and 'Financial reports' (with a table of reports). In the 'Amendments' table, the 'Status' column for 'amendment 1' is 'Submitted to FEMA'. The 'Action' column for 'amendment 1' has a dropdown menu with options: 'View request', 'Withdraw request', and 'Continue amendment'. A confirmation dialog box is open at the bottom, asking 'Are you sure you want to withdraw your request?' with 'No' and 'Yes' buttons.

## 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](mailto:FEMAGO@fema.dhs.gov)

(877) 585-3242

Hours: Mon.-Fri. 9 a.m. – 6 p.m. ET