FEMA GO HSGP/NSGP Request an Amendment Guide

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

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FEMA

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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:

Role	User
Authorized Organization Representative	AOR
Organization Member	OM
Financial Member	FM
Programmatic Member	PM

Please note, The FM and OM cannot submit the report externally, only the AOR and PM can submit the amendment to FEMA.

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.

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.

FEMA customers

FEMA Grants Outcomes is now using Login.gov to manage your login and authentication experience. To view or manage your account, sign in to or create an account with Login.gov.

Sign in with **LOGIN.GOV**

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 (Budget)

Amendment Request (Other)

Submitting an Amendment Request (AOR and PM)

Internal Amendment Workflow
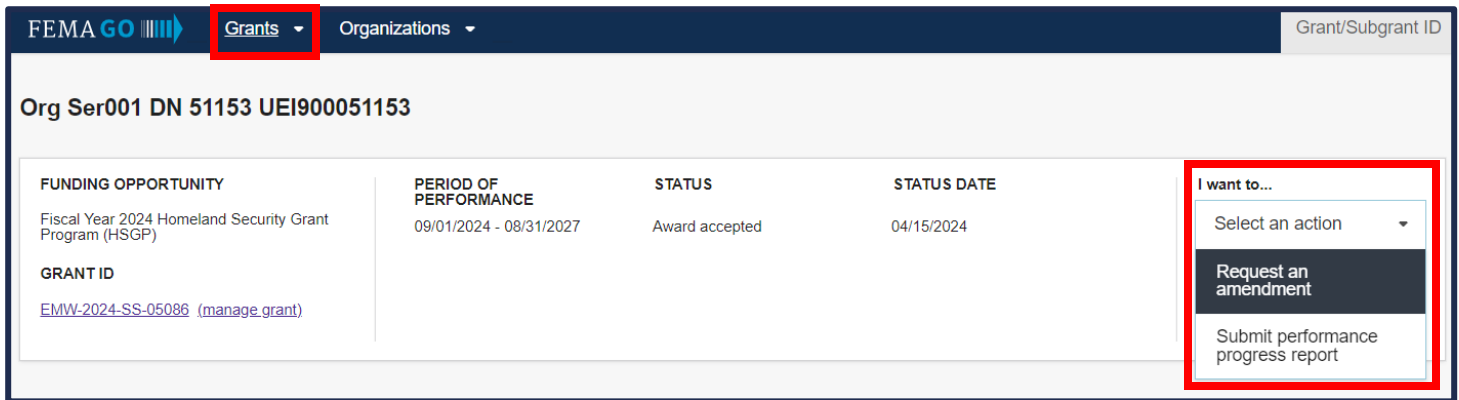
Navigate to the Task

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.**

Amendment Request (Budget)

Amendment Request Process

- **Review** the information displayed in the main body for accuracy.

- Select an **amendment option** for the grant.

- If you chose to amend the **Budget details**, then you can open the dropdowns to **edit activities and/or items** and **add items, milestones, and/or categories**.

- Enter the required **Budget change statement** in the main body text field.

- Scroll down in the main body to review and adjust the **Budget summary**, **Nonfederal/Federal Resources**, and **Program Income**, as needed.

Amendment Request (Other)

Amendment Request Process

- **Review** the information displayed in the main body for accuracy.

- Select an **amendment option** for the grant.

- If you chose to amend **Other,** then you must enter the required **Amendment request narrative.**

Submitting an Amendment Request

Submitting an Amendment Request (AOR and PM)

- **Upload** any optional documentation to support the amendment request.

- Select the box next to the **certification statement** to certify that you are authorized to request an amendment.

- Enter your **FEMA GO password** in the text field to acknowledge that the amendment request information is accurate and consistent with the articles of agreement.

- Select the **Submit** button at the bottom of the page.

- A green banner will then appear stating that you have submitted the amendment request.
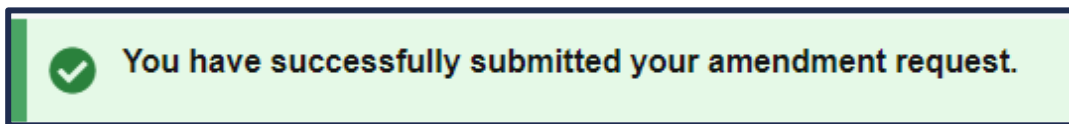
Internal Amendment Workflow

If you made any of the following changes to the budget, the amendment will route to a FEMA review:

- Changes to the overall award amount.

- Changes to the overall subaward award.

- Changes to the suborganizations for OPSG.

- Changes to projects that include OPSG funds.

- If an item in Management and/or Administration costs Activity that has (or is changed to) "Funding from OPSG award to manage and administer the OPSG Award" subprogram funding is changed.

- Adding an investment.

- Changing the dollar amount of BOC that is over 10% of the total award.

- Changing the dollar amount of personnel BOC that is over 50% of total award.

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 Withdraw request is selected, the status of the amendment in the main body will change to **Withdrawn**.

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

(877) 585-3242

Hours: Monday-Friday 9 a.m. – 6 p.m. ET