

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.

June 2024



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

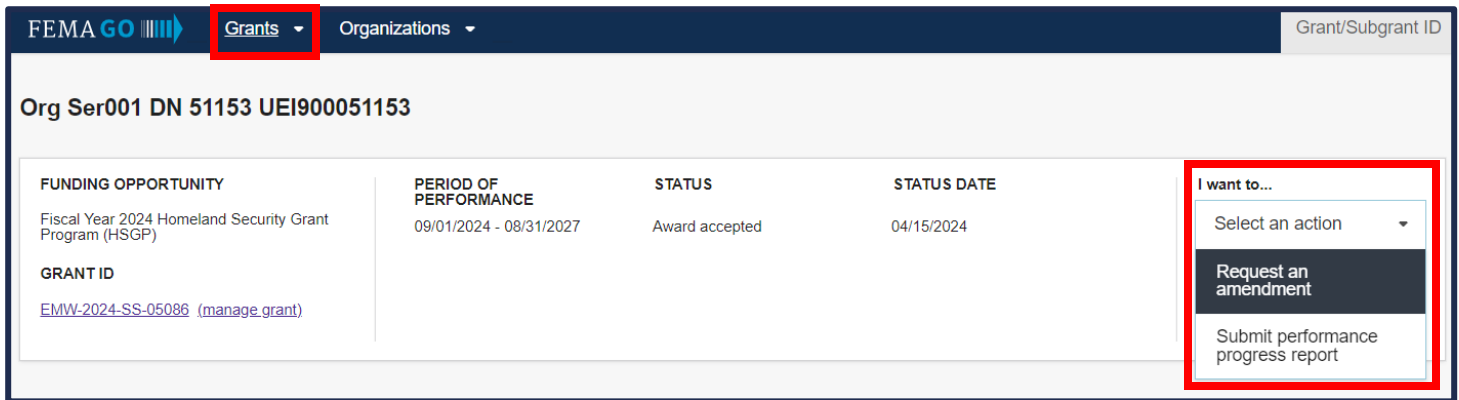
Navigate to the Task

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**.



The screenshot shows the FEMA GO interface. At the top, there is a navigation bar with 'FEMA GO' and a logo, followed by 'Grants' and 'Organizations' dropdown menus. Below this, the page title is 'Org Ser001 DN 51153 UEI900051153'. A table lists grant details:

FUNDING OPPORTUNITY	PERIOD OF PERFORMANCE	STATUS	STATUS DATE	I want to...
Fiscal Year 2024 Homeland Security Grant Program (HSGP)	09/01/2024 - 08/31/2027	Award accepted	04/15/2024	Select an action Request an amendment Submit performance progress report

Below the table, the 'GRANT ID' is listed as [EMW-2024-SS-05086](#) with a '(manage grant)' link. The 'I want to...' dropdown menu is highlighted with a red box, showing the 'Request an amendment' option.

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.

My grant

- Summary
- Amendment request
- Grant request details
 - Investment HSGP Investment activity name
 - Construction project SHSP
 - Construction project OSPG
 - Construction project UASI
 - Management and/or Administration costs management cost name
- Budget summary
 - Construction budget summary
 - Overall budget summary
 - Budget summary by solution area
 - Budget summary by discipline
 - Budget summary by national priority area
- Attachments

Fiscal Year 2024 Homeland Security Grant Program (HSGP)

Grant ID: EMW-2024-SS-05086

Period of performance: 09/01/2024 to 08/31/2027

Federal resources awarded: **\$101,450.00**

Amendment request

1 Changes to the federal share of the award amount, total subProgram funding, OPSG related items or projects, or changes to any BOC category greater than 10% of the award will require additional FEMA review.

Org Ser001 DN 51153

Period of performance	09/01/2024 - 08/31/2027
Federal resources awarded	\$101,450.00
Required non-federal resources	\$0.00
Federal resources disbursed to recipient	\$0.00
Pending disbursements to recipient	\$0.00
Balance of federal resources available	\$101,450.00

What do you wish to amend on this grant?

Budget details

Other (includes period of performance date changes, liquidation or closeout date changes, contact changes, etc.)

Grant request details

Grand total: \$101,450.00

Program area: Management costs

Activity: Management and/or Administration costs management cost name	\$450.00
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Program area: Investment

Activity: Investment HSGP investment activity name	\$101,000.00
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Budget change statement

Budget summary

Construction budget summary

Cost classification	Total cost
Administrative and legal expenses	\$15,000.00



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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**.

My grant

- Summary
- Amendment request
- Narrative request
- Attachments

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Fiscal Year 2024 Homeland Security Grant Program (HSGP)

Grant ID: EMW-2024-SS-05086

Period of performance: 09/01/2024 to 08/31/2027 Federal resources awarded: \$101,450.00

Amendment request

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Balance of federal resources available	\$101,450.00

What do you wish to amend on this grant?

Budget details

Other (includes period of performance date changes, liquidation or closeout date changes, contact changes, etc.)

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.

Amendment request documentation (optional)

Maximum File Size: 1074.79MB

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

[Upload from your computer](#)

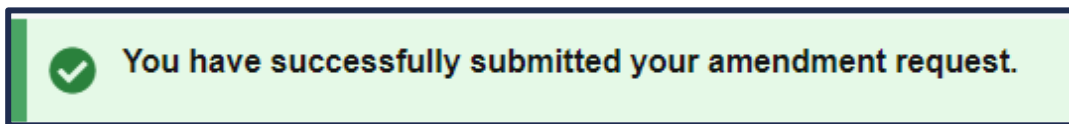
Filename	Date uploaded	Description

I, FnAor LnAor, 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.

.....

[Submit](#)



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**.

The screenshot displays the FEMA GO user interface. On the left, a navigation sidebar includes 'Grant summary', 'My to do list', 'Organization information', 'Payments', 'Amendments' (highlighted with a red box), 'Financial reports', and 'Application'. 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 records), 'Amendments' (with a table of amendment requests), and 'Financial reports' (with a table of report records). The 'Amendments' table has columns for 'Request number', 'Request date', 'Status', and 'Date of status'. One row is visible with 'amendment 1', '06/08/2021', 'Submitted to FEMA', and '06/08/2021'. To the right of this row, an 'Action' dropdown menu is open (highlighted with a red box), showing three options: 'View request', 'Withdraw request', and 'Continue amendment'.

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