

Viewing and Creating Amendments

Quick Reference Guides (QRGs) provide step-by-step instructions to assist you in using the Non-Disaster Grants (ND Grants) system. This QRG describes how to make changes to an accepted award by submitting an amendment request.

Introduction

Once you’ve accepted your award, you can make changes to the grant in ND Grants by submitting an amendment request. Depending on the type of changes included in the request, the amendment may require Federal Emergency Management Agency (FEMA) approval. You can combine amendment types, and the amendment will proceed through the highest level of review based on the changes that are requested.

Amendment Type		
Contact Amendment	To add a contact to the award or update Primary/Secondary contact designation	Does not require FEMA internal review
Authorized Official	To change the Authorized Official on the award	Requires FEMA internal review
Signatory Authority	To change the Signatory Authority on the award	Requires FEMA internal review
Period of Performance	To change the performance start date or end date	Requires FEMA internal review
Cost Change	To increase or decrease the overall amount of the award	Requires FEMA internal review
Scope of Work	To update the totals in each budget object class	Requires FEMA internal review
Term and Condition Removal Request	To remove a Term and Condition from the award	Requires FEMA internal review

Table 1. The amendment types, descriptions, and review parameters

Note

- Before submitting an amendment, contact your FEMA Program Manager to discuss the requested changes. Your FEMA Program Manager will ensure that you have justified the proposed changes correctly before the amendment is submitted
- If the current Authorized Official has left the organization, another user with the Authorized Official role for the organization can submit an Authorized Official amendment. **No other changes can be requested in the amendment**, as you will not be able to submit the amendment when other changes are included



FEMA

Prerequisites

To submit an amendment:

- You must be the Authorized Official to submit an amendment
- You cannot submit an amendment request if there is another amendment pending review or deobligations for the award
- You cannot submit a Period of Performance amendment if a Performance Report is pending review

Step 1

To view amendments, open the Grants dropdown and click the [Manage Amendments](#) link.



Figure 1. Click the [Manage Amendments](#) link in the Grants dropdown on the ND Grants homepage

Step 2

To create an amendment, click the [Create Amendment](#) button in the top right corner.

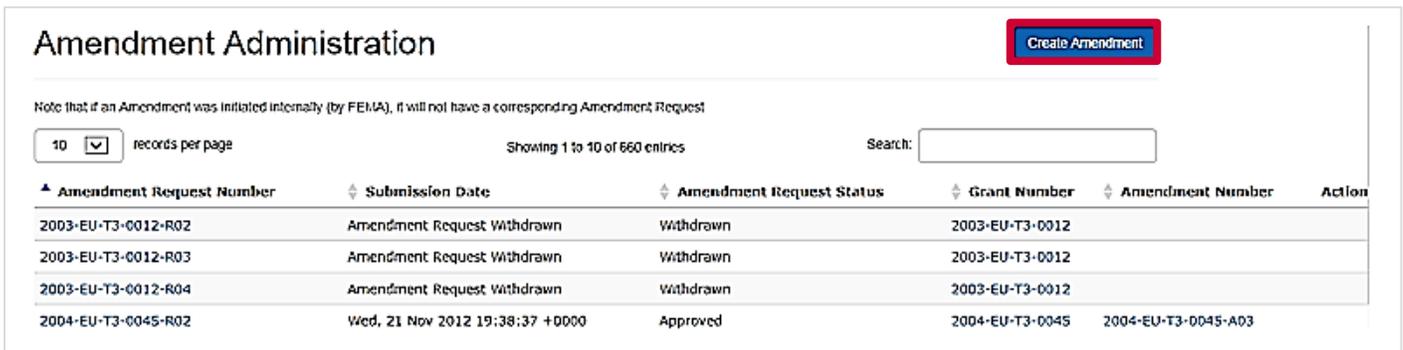


Figure 2. Click the [Create Amendment](#) button on the *Amendment Administration* page

Note

- The *Amendment Administration* page will list all previously submitted, approved, withdrawn, and denied amendments

Step 3

Click the dropdown to select a grant. Then click the [Create Amendment](#) button.

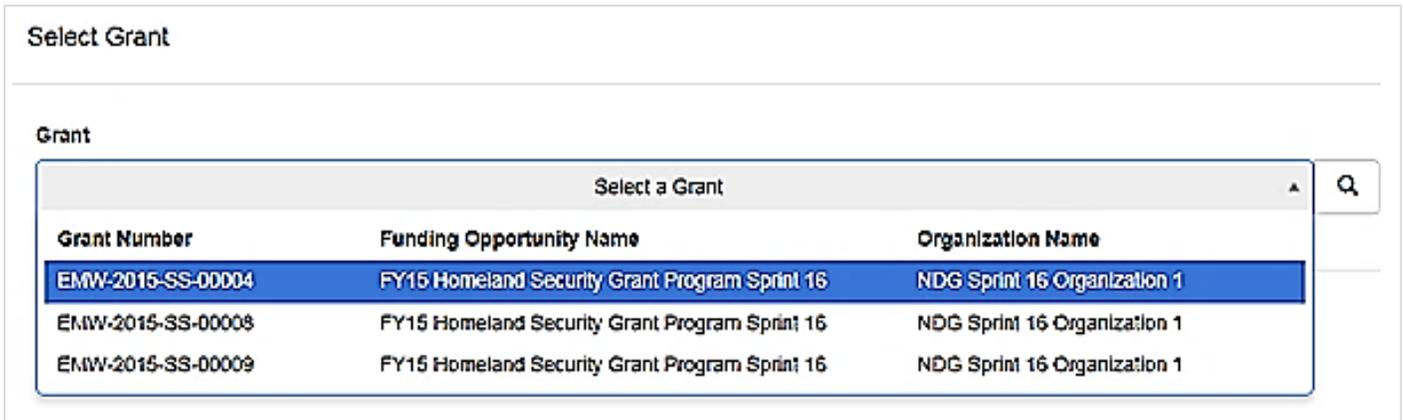


Figure 3. Select a grant from the dropdown menu

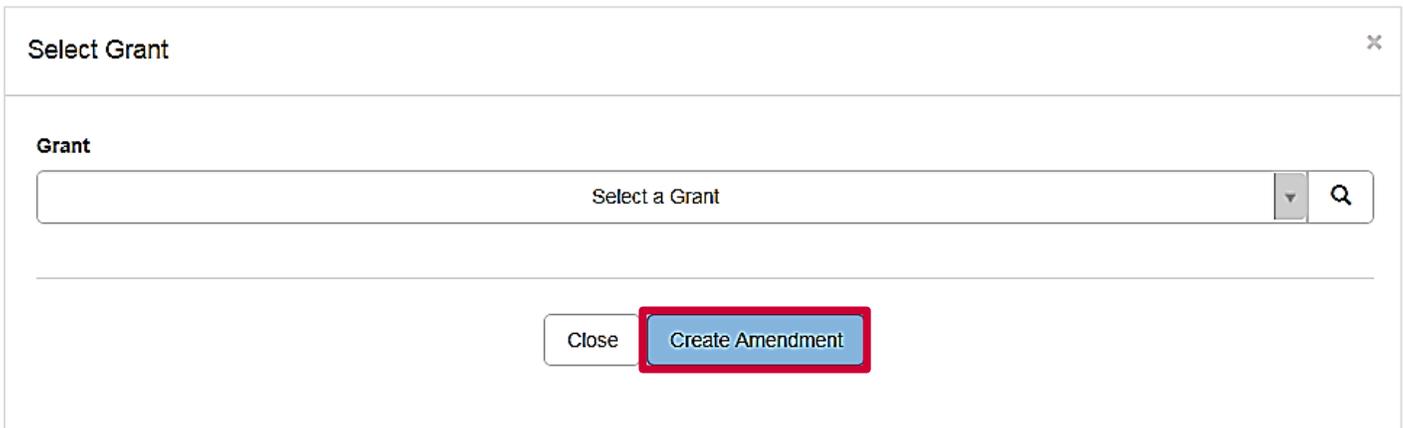


Figure 4. Click the [Create Amendment](#) button to open the *Create Amendment Request* page

Note

- If there is an amendment in progress for the selected award, an error message will appear indicating that a new amendment cannot be created until the previous amendment is approved

Step 4

Explain the purpose of the amendment request in the Amendment Request Narrative text box.

Create Amendment Request

Grant Number EMA-2017-CA-00012

Amendment Request Narrative

Contacts

Period of Performance

SF-424A

Terms and Conditions

Attachments

Amendment Request Narrative

Please provide an explanation for this Amendment Request. If the narrative exceeds 20,000 characters please provide an attachment.

Narrative

Cancel
Save
Submit

Contacts

Contact

▼
🔍
+

Figure 5. Justify the amendment request in the Amendment Request Narrative text box before making other changes

Step 5

To make changes to the contacts for the grant, reassign the role by clicking the radio button in that row. To add a contact to the amendment request, open the dropdown, select the contact, and click the plus icon.

Contacts

Contact

▼
🔍
+

Contact	Authorized Official	Signatory Authority	Primary Contact	Secondary Contact	Action
User3, NDGrants FEMA-GPD-Systems-TDL@FEMA.gov	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	
User4, NDGrants FEMA-GPD-Systems-TDL@fema.gov	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	

Figure 6. Click the radio button to reassign for role to reassign it to a new user

Step 6

To update the period of performance end date, click the **Calendar** icon next to the current end date, and select a new end date.

Period of Performance

Period of Performance Start Date: 10/01/2017 

Period of Performance End Date: 09/30/2018 

SF-424A

OMB Number: 4040-0
Expiration Date: 06/30/2

Budget Information for Non-Construction Programs [Burden Statement](#)

< **September 2019** >

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Figure 7. Click the **Calendar** icon to select a new period of performance end date

Step 7

To update the budget, type the new budget figures into the amendment Request Amount column.

SF-424A

OMB Number: 4040-0008
Expiration Date: 06/30/2014

Budget Information for Non-Construction Programs [Burden Statement](#)

Budget Object Class	Grant Amount	Amendment Request Amount
Personnel	\$1,000,000.00	\$1,000,000.00
Fringe Benefits	\$100,000.00	\$100,000.00
Travel	\$10,000.00	\$10,000.00
Equipment	\$0.00	\$0.00
Supplies	\$0.00	\$0.91
Contractual	\$0.00	\$0.00
Construction	\$0.00	\$0.00
Other	\$0.00	\$0.00
Total Direct Charges	\$1,110,000.00	\$1,110,000.91

Figure 8. Type new figures into the Amendment Request column to update the budget

View Amendment Request

Amendment Request Details

Contacts

Action History

The Amendment Request for contact changes was automatically approved as Amendment Request [EMA-2017-CA-00012-R02]. The additional changes requested have been submitted for review as Amendment Request [EMA-2017-CA-00012-R04].

Amendment Request Details

Amendment Request Number	EMA-2017-CA-00012-R04
Organization Name	Cam_test
Amendment Request Status	Submitted
Amendment Request Narrative	test

Figure 11. The *View Amendment Request* page, including the confirmation message

Questions?

For additional assistance, please contact the ND Grants Service Desk. For programmatic or grants management questions, please contact your Program Manager or Grants Specialist.

Monday – Friday | 9:00 a.m. – 6:00 p.m. E.T. | 1-800-865-4076 | NDGrants@fema.dhs.gov