

# NDSP Appeals, Extensions, and Amendments Process

---

## Appeals

An eligible applicant, subrecipient, or recipient may appeal any FEMA determination regarding grants under the National Dam Safety Program (NDSP). Note: Anything that is legally mandated such as cost sharing are not FEMA determinations, therefore may not be appealed.

Appeals must meet the following requirements:

- Be made in writing and signed
- Received within 60 days of the alleged incident
- Include the NOFO or grant number
- Reason for the appeal; including identifying the matter being challenged, the rationalizations for the dispute and any supporting documentation

For NDSP grants managed and administered by the regions, appeals should be sent to the appropriate regional office, which can be found at [Regions, States and Territories | FEMA.gov](#). The review findings will be sent to the regional administrator for a decision. The regional administrator's decision may be appealed to FEMA headquarters at [FEMA-NDSP-SUPPORT@fema.dhs.gov](mailto:FEMA-NDSP-SUPPORT@fema.dhs.gov). The review findings will be sent to the Risk Management Directorate's (RMD) Deputy Assistant Administrator for final decision.

For NDSP grants managed and administered by headquarters, appeals should be sent to HQ at [FEMA-NDSP-SUPPORT@fema.dhs.gov](mailto:FEMA-NDSP-SUPPORT@fema.dhs.gov). The review findings will be sent to the RMD's deputy assistant administrator for final decision.

Within 90 days of receiving the appeal, FEMA (region or headquarters) will notify the recipient of the decision or the need for additional information.

In appeals involving highly technical issues, the Regional Administrator or RMD's Deputy Assistant Administrator may, at their discretion, submit the appeal to an independent scientific or technical person or group having expertise in the subject matter of the appeal for advice or recommendation. The period for this technical review may be in addition to other allotted time periods.



# FEMA

## Amendments and Extensions

This section provides guidance on requesting amendments and extensions, collectively referred to as revisions in this document. Revisions include but are not limited to revising the scope of the project, budget, period of performance, and recipient/sub-recipient (transferring). Revisions must be consistent with the authorizing statutes, regulations, policies, and approved project and budgetary activities. Except for minor administrative revisions such as changing a point of contact or address of the recipient, all revisions require prior written approval from FEMA. If a recipient fails to obtain prior written approval for an element of the federal award that requires prior approval, the associated cost for that element is unallowable.

Revisions must be submitted through ND Grants or FEMA GO as appropriate. The recipient will notify FEMA by email the request has been submitted. For grants administered at the regions, send the notification email to the appropriate regional office [Regions, States and Territories | FEMA.gov](#). For grants administered by FEMA headquarters, send the notification email to [FEMA-NDSP-SUPPORT@fema.dhs.gov](mailto:FEMA-NDSP-SUPPORT@fema.dhs.gov).

Revisions should be submitted as soon as possible but must be submitted at least 90 days prior to the expiration of the award POP. Revisions cannot go beyond the deadline for the funds.

All change requests must include:

- Description of the revision
- Reason(s) for the revision
- Current status of activity/activities, i.e., all open sub awards
- Approved period of performance termination date
- New projected completion date (if applicable)
- Remaining available funds, both federal and non-federal
- Additional funds needed (if applicable)
- Detailed budget outlining how all Federal and non-federal funds will be expended (remaining and additional)
- Plan for completion of remaining project activities (with changes) including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion
- Verification that progress has been made as described in quarterly reports