

Updating Amendment Requests

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 a pending amendment.

Introduction

Once you receive an award package, 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.

You can only update an amendment that is pending submission. Once an amendment is submitted or approved, it cannot be updated. To make additional changes to the award, you must submit a new amendment requesting the changes.

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

Step 1

From the Grants dropdown, click the [Manage Amendments](#) link.



Figure 1. Click the [Manage Amendments](#) link under the Grants dropdown menu to open the *Amendment Administration* page



Step 2

Click the [Update Amendment Request](#) icon in the Action column corresponding to the amendment you would like to update.

Amendment Administration [Create Amendment](#)

Note that if an Amendment was initiated internally (by FEMA), it will not have a corresponding Amendment Request

10 records per page Showing 71 to 80 of 668 entries Search:

Amendment Request Number	Submission Date	Amendment Request Status	Grant Number	Amendment Number	Action
EMD-2016-CA-00011-R04	Tue, 26 Jul 2016 20:12:16 +0000	Approved	EMD-2016-CA-00011	EMD-2016-CA-00011-A05	
EMD-2016-CA-00011-R06	Not Submitted	Pending Submission	EMD-2016-CA-00011		

Figure 2. Click the [Update Amendment Request](#) icon to update the amendment

Step 3

Make all necessary changes to the amendment.

Update Amendment Request

Amendment Number: EMD-2015-SS-00005-R02 Grant Number: EMD-2015-SS-00005

Amendment Request Narrative

Contacts

Period of Performance

SF-424A

SF-424C

Terms and Conditions

Attachments

[Cancel](#) [Save](#) [Submit](#)

Amendment Request Narrative

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

Narrative

Amendment used for Training Manual Screenshots

Contacts

Contact:

Contact	Authorized Official	Signatory Authority	Primary Contact	Secondary Contact	Action
Grantee2, NDGrants ndgrants@femaeadis.com	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	
Scott, Catherine scv@icf.gov	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	

Figure 3. Update the amendment request from the *Update Administration Request* page

Step 4

Once all necessary changes have been made, click the [Submit](#) button.

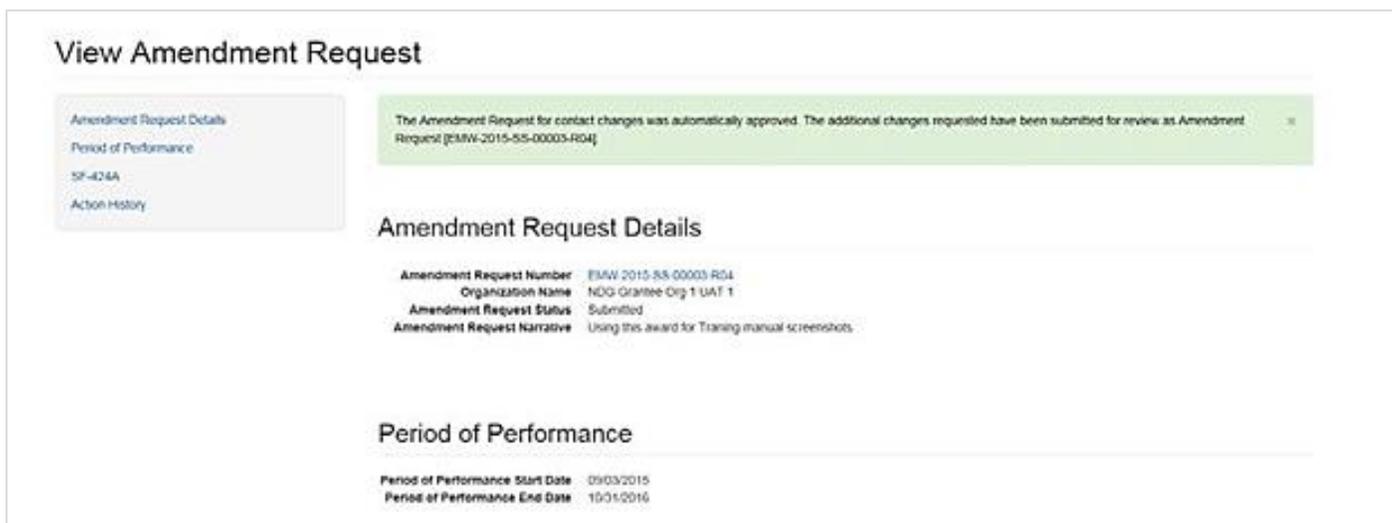


The screenshot shows a web form titled "Amendment Request Narrative". On the left is a sidebar menu with options: "Amendment Request Narrative", "Contacts", "Period of Performance", "SF-424A", "SF-424C", "Terms and Conditions", and "Attachments". Below the menu are "Cancel", "Save", and "Submit" buttons. The "Submit" button is highlighted with a red border. The main content area has a heading "Amendment Request Narrative" and a note: "Please provide an explanation for this Amendment Request. If the narrative exceeds 20,000 characters please provide an attachment." Below this is a rich text editor with a toolbar and the text "Amendment used for Training Manual Screenshots".

Figure 4. Click the [Submit](#) button to submit the updated amendment request

Step 5

Once the amendment is submitted, the *View Amendment Request* page will display a confirmation message.



The screenshot shows the "View Amendment Request" page. A green confirmation message at the top states: "The Amendment Request for contact changes was automatically approved. The additional changes requested have been submitted for review as Amendment Request [EMW-2015-55-00003-R04]". Below this is a sidebar menu with "Amendment Request Details", "Period of Performance", "SF-424A", and "Action History". The main content area has a heading "Amendment Request Details" and a table of information:

Amendment Request Number	EMW-2015-55-00003-R04
Organization Name	NDG Grantee Org 1 UAT 1
Amendment Request Status	Submitted
Amendment Request Narrative	Using this award for Training manual screenshots.

Below the details is a section for "Period of Performance" with a table:

Period of Performance Start Date	09/03/2015
Period of Performance End Date	10/01/2016

Figure 5. The *View Amendment Request* page confirming the amendment has been submitted

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. EDT | 1-800-865-4076 | NDGrants@fema.dhs.gov