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.

![Update Amendment Request](Image)

**Figure 2. Click the Update Amendment Request icon to update the amendment**

Step 3

Make all necessary changes to the amendment.

![Update Amendment Request](Image)

**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.

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.

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

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