ND GRANTS QUICK REFERENCE GUIDE

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.

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

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.
VIEWING AND CREATING AMENDMENTS

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](image1)

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](image2)

Note

- The Amendment Administration page will list all previously submitted, approved, withdrawn, and denied amendments

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Step 3

Click the dropdown to select a grant. Then click the Create Amendment button.

![Select Grant](image1)

Figure 3. Select a grant from the dropdown menu

![Select Grant](image2)

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](image)

**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](image)

**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**

![Calendar Icon](image)

**Step 7**

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

**Budget Information for Non-Construction Programs**

![Budget Table](image)
Step 8

In the Terms and Conditions section of the amendment request, you can request that certain terms and conditions be removed from the award and attach the documents necessary to justify the request. To remove a term and condition, click the Remove button. To delete the request, click the Cancel button.

![Terms and Conditions table]

Figure 9. Remove terms and conditions in the Terms and Conditions section of the Create Amendment Request page

Step 9

Click the Submit button to complete the amendment request.

![Create Amendment Request form]

Figure 10. Click the Submit button to submit the amendment request
VIEWING AND CREATING AMENDMENTS

View Amendment Request

Amendment Request Details

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

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

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

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