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	Amendment Description	Review Level
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.
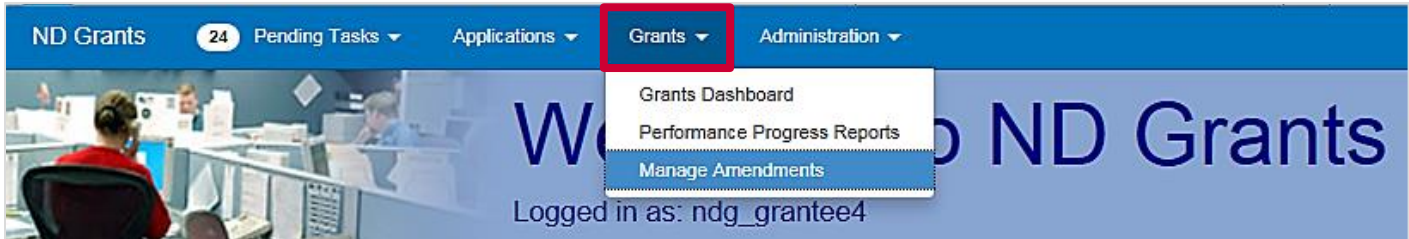

Figure 1. Click the Manage Amendments link in the Grants dropdown on the ND Grants homepage

Step 2

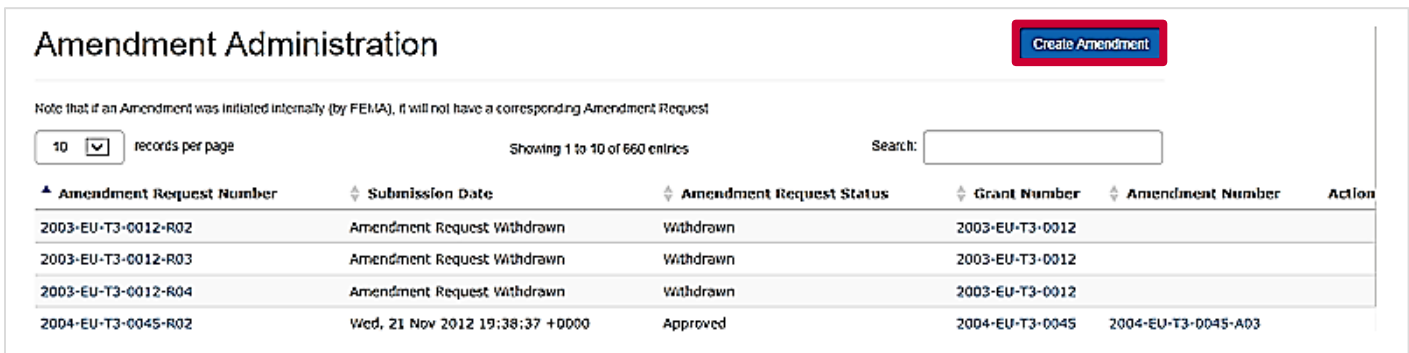To create an amendment, click the Create Amendment button in the top right corner.

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

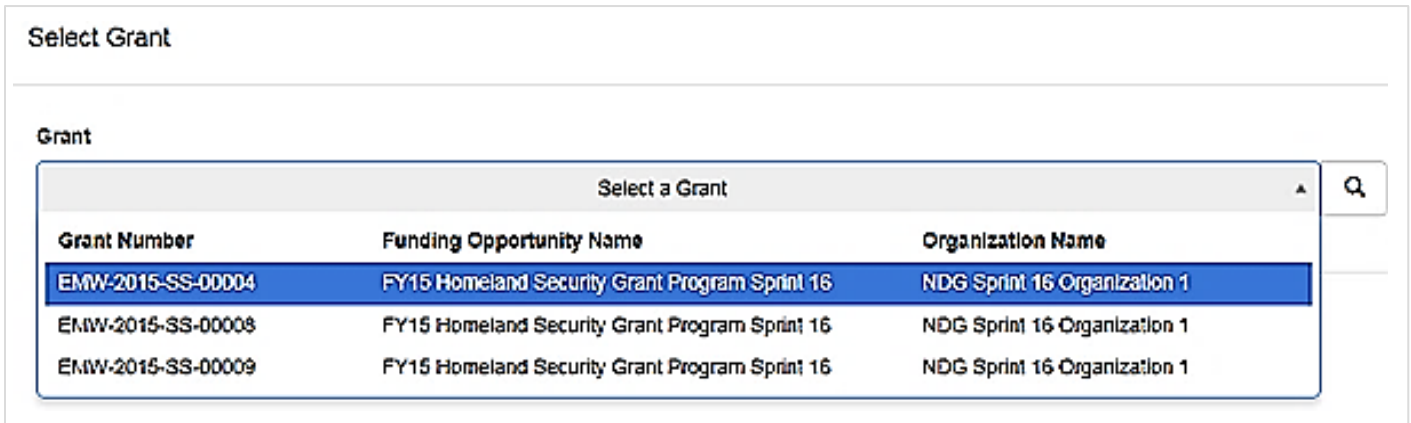Click the dropdown to select a grant. Then click the Create Amendment button.

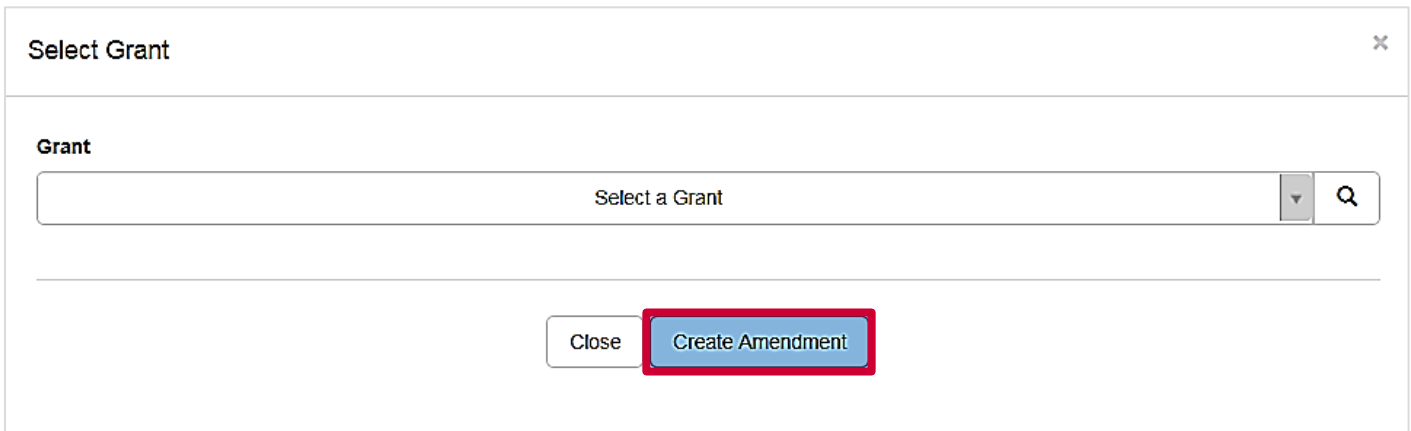**Figure 3. Select a grant from the dropdown menu**

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

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

Font Sizes

Contacts

Contact   Search for a 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   Search for a Contact

Contact	Authorized Official	Signatory Authority	Primary Contact	Secondary Contact	Action
User3, NDGrants FEMA-GPD-Systems-TDL@FEMA.gov	◉	◉	○	☑	🗑
User4, NDGrants FEMA-GPD-Systems-TDL@fema.gov	○	○	◉	☐	🗑

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.

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.

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

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.

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.

Figure 10. Click the Submit button to submit the amendment request

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