Amending a Project

FEMA Public Assistance Job Aid

This job aid explains the steps required to amend a project for all FEMA declarations. An amendment is a version of the project created after it has been awarded and the amendment request has been approved by the Recipient and FEMA. Amendments are submitted by the Applicant to the Recipient and then to FEMA for changes to the activities or costs of a project that has been awarded.

The Recipient may assist the Applicant in changing a project before it is awarded or submitting an amendment after award. The Recipient may also refer the Applicant to FEMA staff assigned to the project for assistance with changes or amendments. All projects and project amendments must include the information required by the Public Assistance Program and Policy Guide.

Grants Portal
is the system used by Recipients and Applicants to manage PA grant applications.

Grants Manager
is the system used by FEMA staff to manage PA grant applications.

Amendment
An amendment is an official request that FEMA uses to make changes to a project.

Reasons for an Amendment

Amendments occur for the following reasons and should not be requested for work beyond the awarded project scope (regardless of operational period) or work outside of the original operational period. These requests should be submitted as a new project.

- ☐ A more cost-effective repair is identified
- ☐ The original scope of work is not feasible
- ☐ Hidden damages were found (during performance of eligible work)
- ☐ Eligible use of excess funds of a capped project
- ☐ An alternate or improved project is requested on a project or a capped project
- ☐ Funds from a capped project will be used for cost-effective hazard mitigation
- ☐ Cost adjustment required for insurance
- ☐ The Applicant is withdrawing the project
- ☐ Architectural/Engineering design has been returned to the Applicant to determine scope-of-work

Considerations for Requesting Small Project Amendments

Once FEMA obligates a small project[2], FEMA does not adjust the approved amount of an individual small project. Amendments should be rare and not written to account for extra costs. FEMA only adjusts the approved amount on individual small projects if one of the following conditions applies.

- The Applicant did not complete the approved SOW;
- The Applicant requests additional funds related to an eligible change in SOW;
- The award contains inadvertent errors or omissions
- The actual insurance proceeds differ from the amount deducted

[2] Project thresholds are adjusted for each federal fiscal year. For more details, see https://www.fema.gov/public-assistance-indicator-and-project-thresholds.

- The project was missing claims that were within the same scope and operational period as the awarded project.

In these cases, FEMA only adjusts the specific cost items affected. If none of the conditions above applies, the Applicant may request additional funding through an appeal, as described in the *Public Assistance Program and Policy Guide (PAPPG).*

Submitting an Amendment

The Applicant must submit in writing a detailed justification of the reason(s) to amend the project and documentation supporting the eligibility of the amendment. The Applicant submits this required information in Grants Portal. *Appendix A: Reasons for an Amendment and Supporting Documentation* shows example reasons for an amendment, the Grants Portal or Grants Manager Specific Type of Amendment selection associated with each reason, and the supporting documentation the Applicant must submit prior to the approved project deadline.

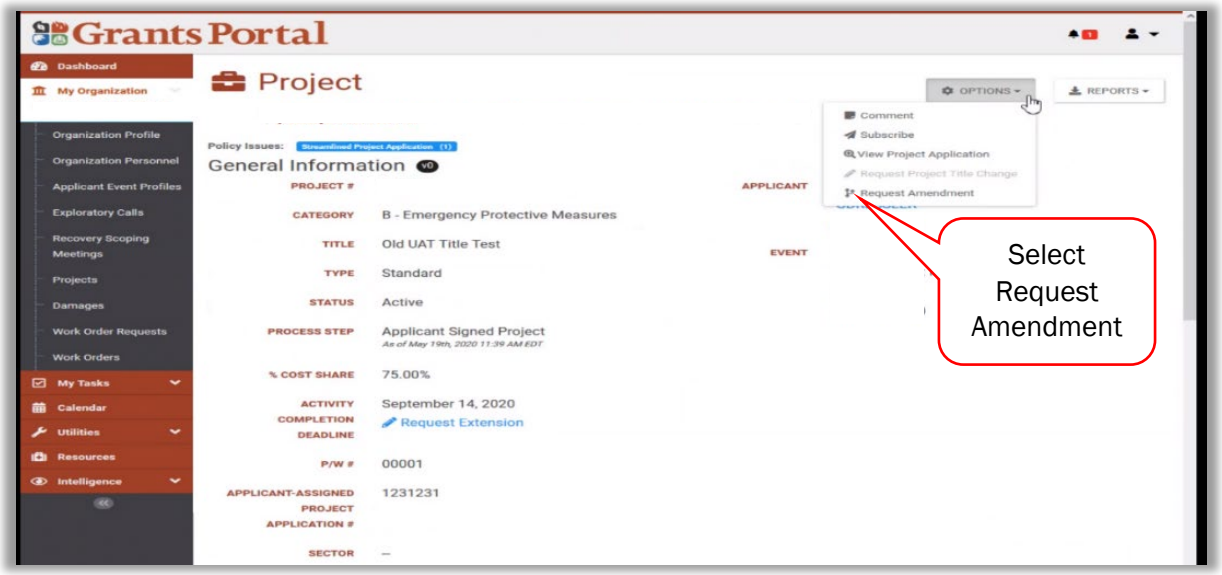
The Recipient may also submit amendments in Grants Portal and the following FEMA positions may submit the amendment request on behalf of the Applicant or Recipient in Grants Manager:

- ☐ Deputy PA Group Supervisor for the event
- ☐ PA Group Supervisor for the event
- ☐ Infrastructure Branch Director for the event
- ☐ Program Delivery Manager, if assigned to the Applicant
- ☐ Program Delivery Manager Task Force Lead, if assigned to the Applicant

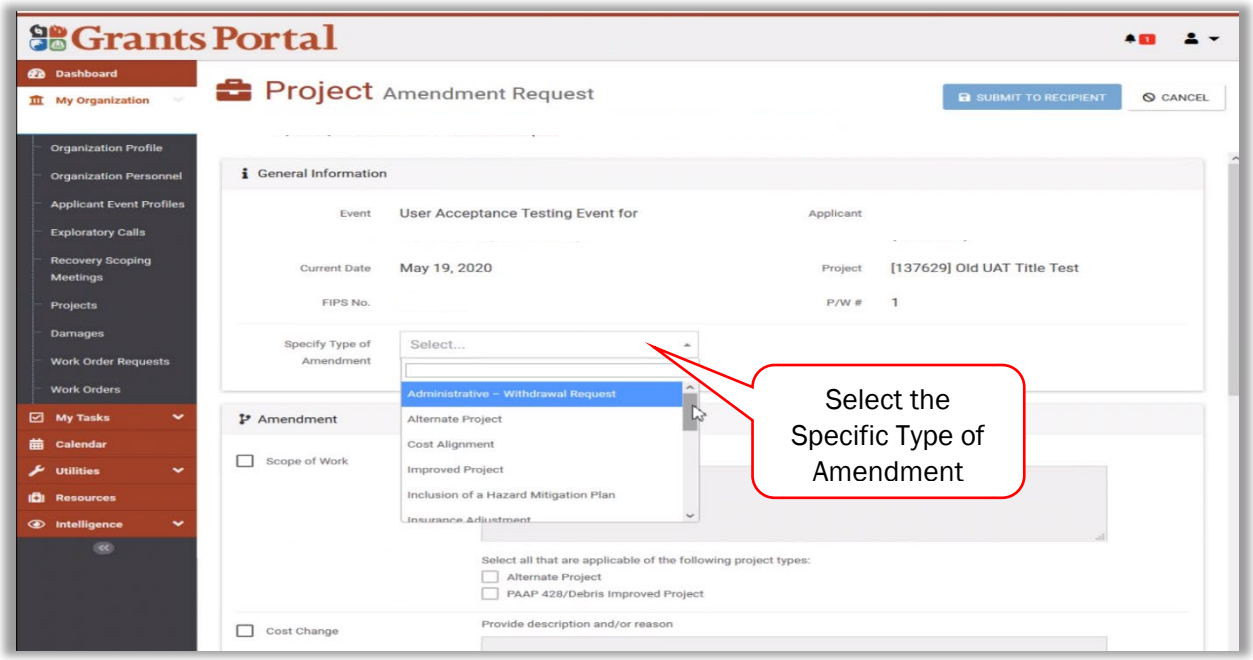
Steps to Submit, View, Edit, or Cancel an Amendment in Grants Portal or Grants Manager

On the project, the Applicant, Recipient, or FEMA staff, completes the following steps to submit, view, edit, or cancel an amendment in Grants Portal or Grants Manager:

- ☐ Select *Request Amendment* on the Project's Page



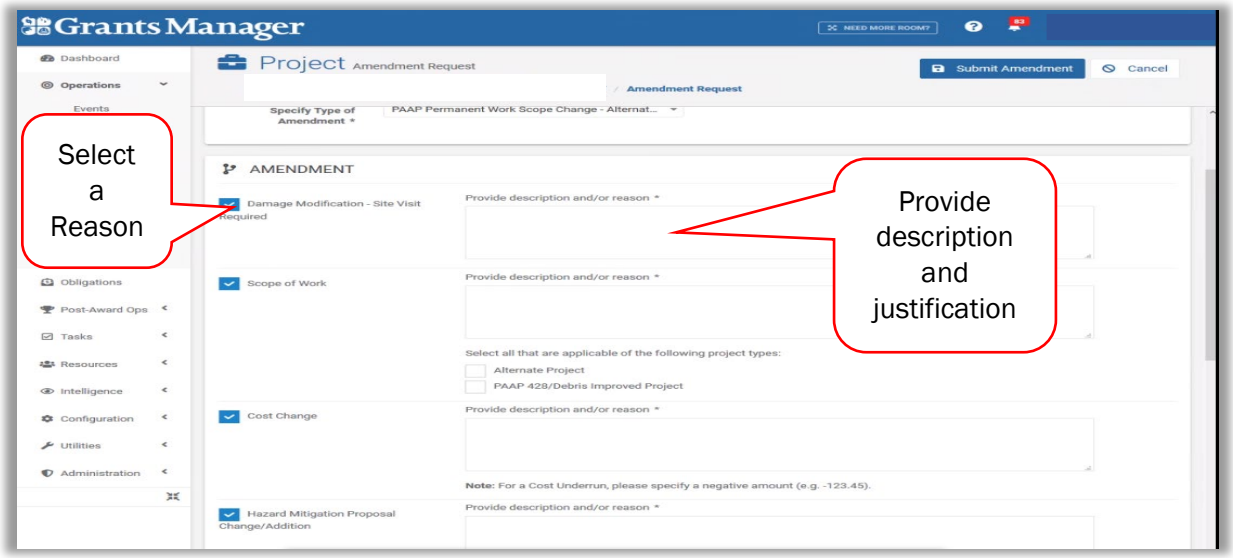
- ☐ Identify Specific Amendment Type
  - Examples of Specific Amendment Type selections can be found in *Appendix A: Reasons for an Amendment and Supporting Documentation*



- ☐ Select and Describe an Amendment Reason
  - Select a reason for the amendment from the checkbox list
    - Selecting Damage Modification (*not available for Streamlined Applications*) requires a site visit so when approved the amendment is sent to Project Formulation.

- Project Completion Deadline must be selected with another Amendment Reason. (*Period of performance extensions are not amendment requests and can be requested in the Project Application Completing Deadlines tab*)
- The other reasons (Scope of Work, Cost Change, Hazard Mitigation Proposal Change, and Insurance Proceeds) send the amendment to CRC Project Development when the amendment is approved. In CRC Project Development FEMA specialists are processing the project, including reviewing documentation, developing scopes of work and cost estimates, and ensuring compliance with applicable requirements.

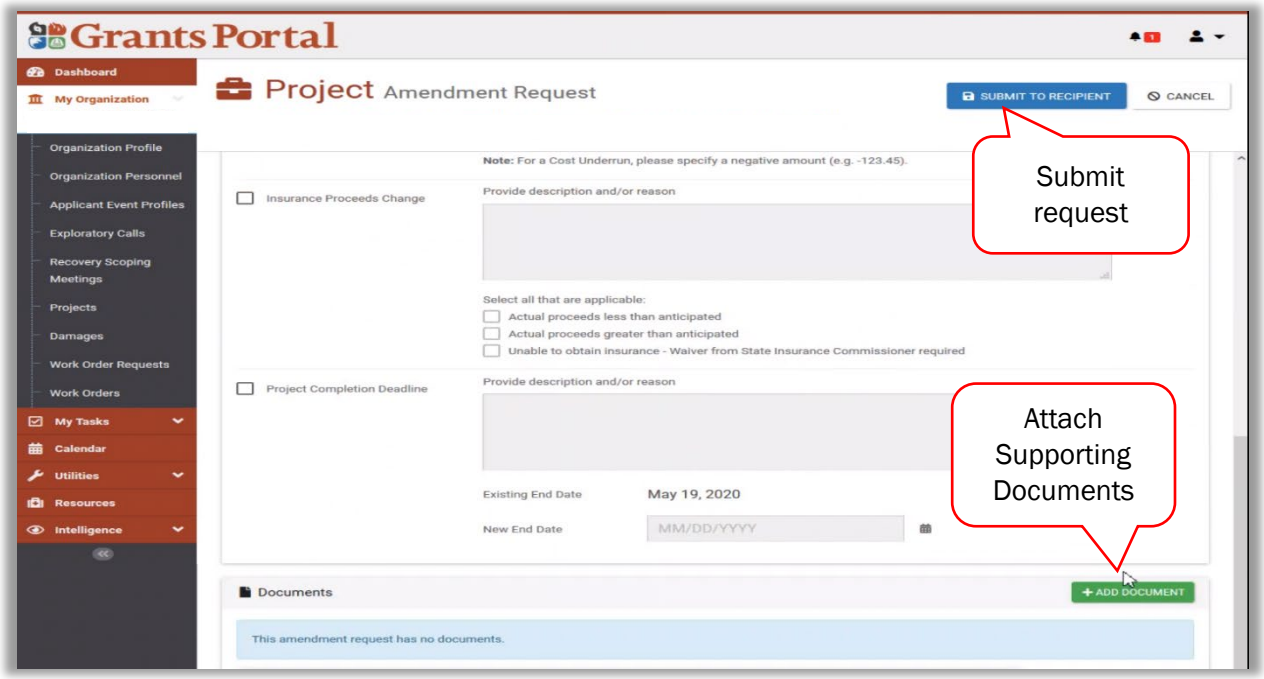
- Fill in the Description and/or reason box:
  - Provide justification for the amendment that supports the *Reasons for an Amendment* stated previously.
  - Information not already provided in the project as required by the *Public Assistance Program and Policy Guide (PAPPG)* to support eligibility of the claims in the amendment



☐ **Submit Amendment**

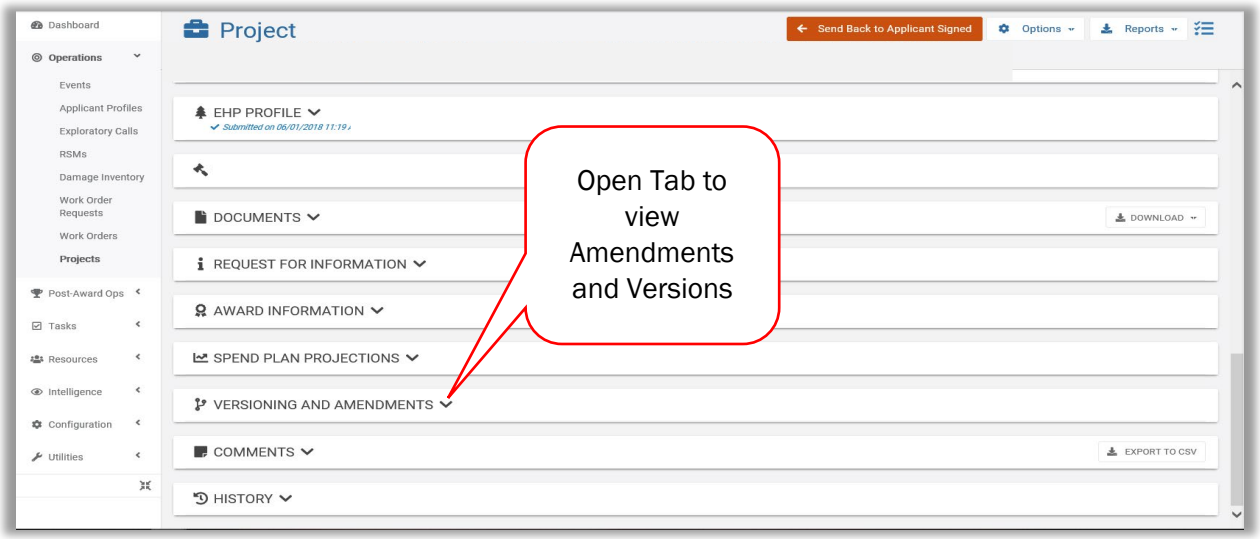
- Identify required documentation using *Appendix A*
- Attach supporting documentation (*FEMA staff are required to provide a written Recipient or Applicant request in addition to other required documentation in order to proceed*)

- Select Submit to Recipient (or Submit to FEMA)



☐ **Viewing Amendments and Versions**

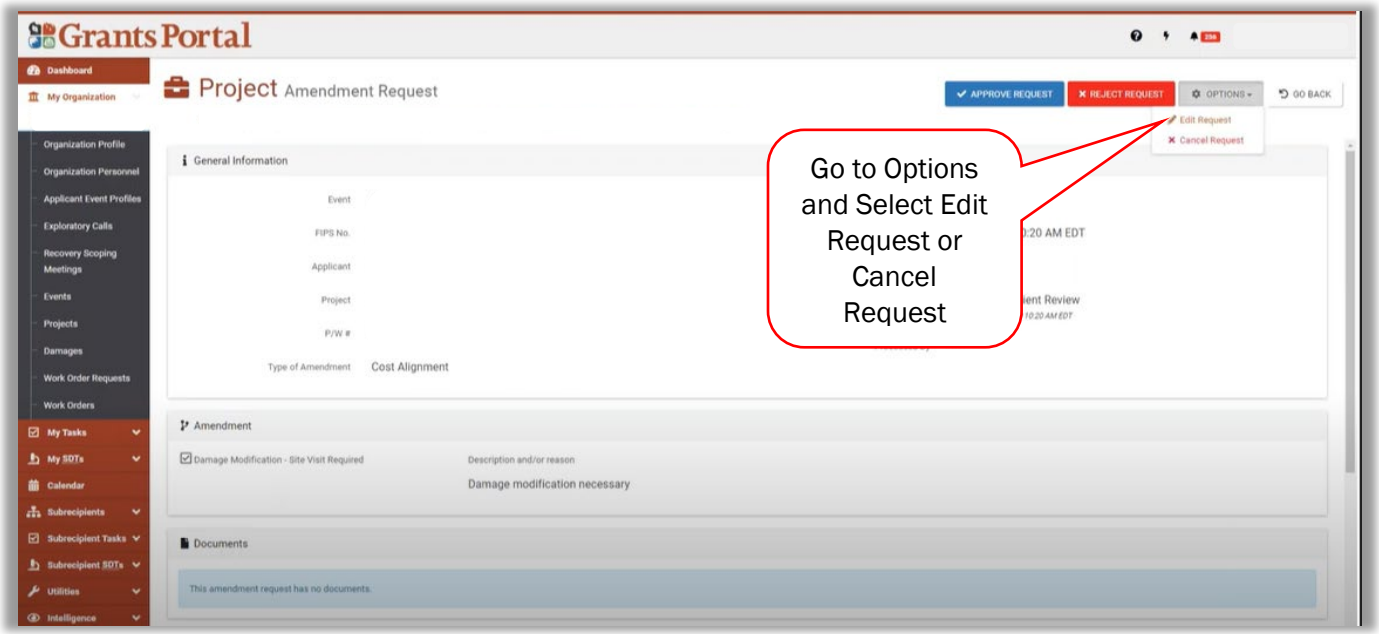
After submission, a new tab is added to the project where amendments can be viewed. After an amendment is approved a version is added to the version tab on the project. The Project # does not change when a version is added.



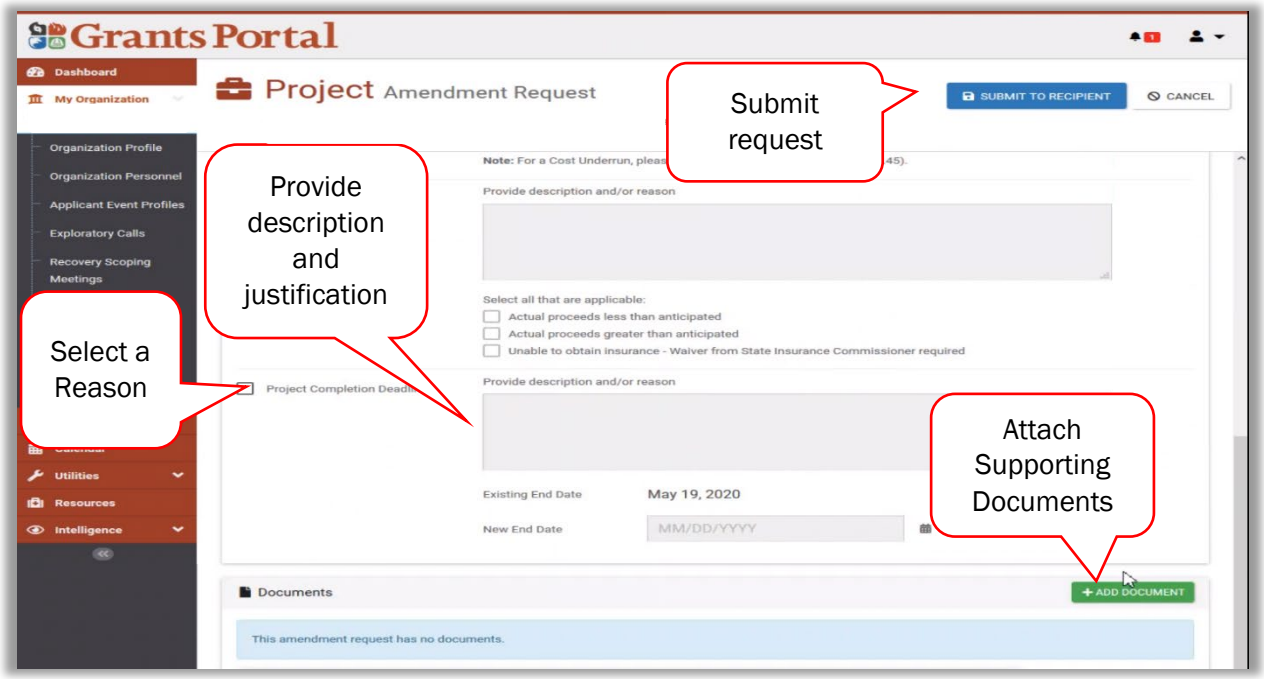
☐ **Edit or Cancel an Amendment**

These functions are available until the amendment is approved by FEMA

- In the Project, Go to Options
- Select “Edit Request” or “Cancel Request”



- ☐ Edit Request
  - Edit the reason, description, justifications, or add or delete documentation
  - Select Submit to Recipient (or Submit to FEMA)



- ☐ Cancel Request
  - Enter a description of the reason for canceling
  - Select "Cancel Request"

Recipient and FEMA Reviews of an Amendment

After the Applicant submits the amendment, the Recipient reviews the scope of work and cost changes identified in the amendment for justifiable reasoning and eligibility.

If approved by the Recipient the amendment is sent to the FEMA Program Delivery Manager (PDMG) or Program Delivery Manager Task Force Lead (PD TFL), if assigned to the Applicant. Otherwise it is sent to the Deputy PA Group Supervisor, PA Group Supervisor, or Infrastructure Branch Director (IBD) for the event.[1]

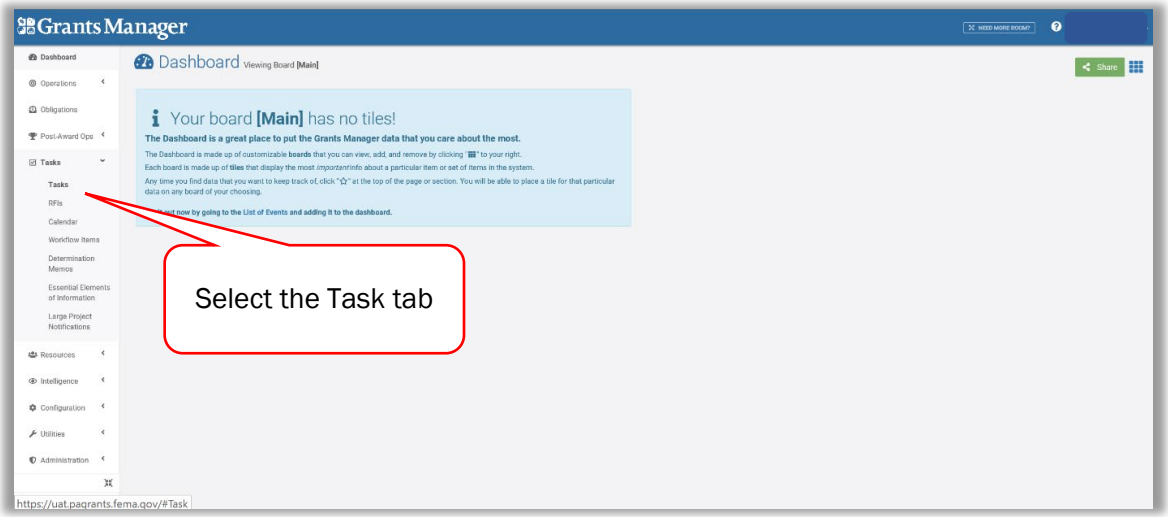
The receiving FEMA staff member reviews the scope of work and costs changes identified in the amendment for eligibility. If approved, the project is sent back to a project development step in the system (based on the Type of amendment) and then goes through all FEMA staff reviews and validation to ensure completeness, eligibility, and compliance with applicable laws, regulations, and Executive Orders.[2] FEMA may request additional information from the Applicant and adds terms and conditions in the project application during these reviews.

If the Recipient or FEMA marks the amendment ineligible a determination memorandum[3] will be sent to the Applicant in Grants Portal. The Applicant may request additional funding through an appeal, as described in the *Public Assistance Program and Policy Guide (PAPPG)*

Steps for the Recipient or FEMA staff to Review an Amendment in Grants Portal or Grants Manager

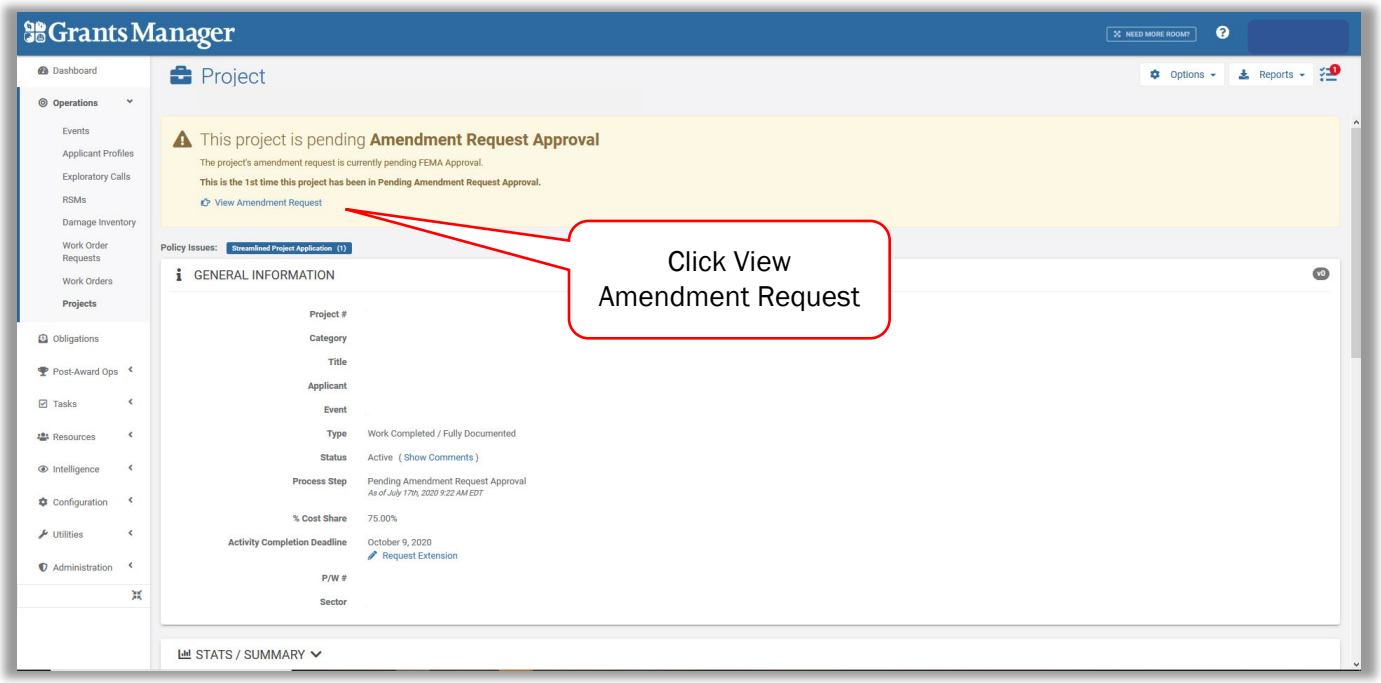
The Recipient conducts the amendment review in Grants Portal. FEMA conducts the review in Grants Manager. The steps for Recipient and FEMA staff to review and accept or reject the amendment are described below.

- ☐ **On the Grants Portal or Grants Manager Dashboard, Select the Task Tab**

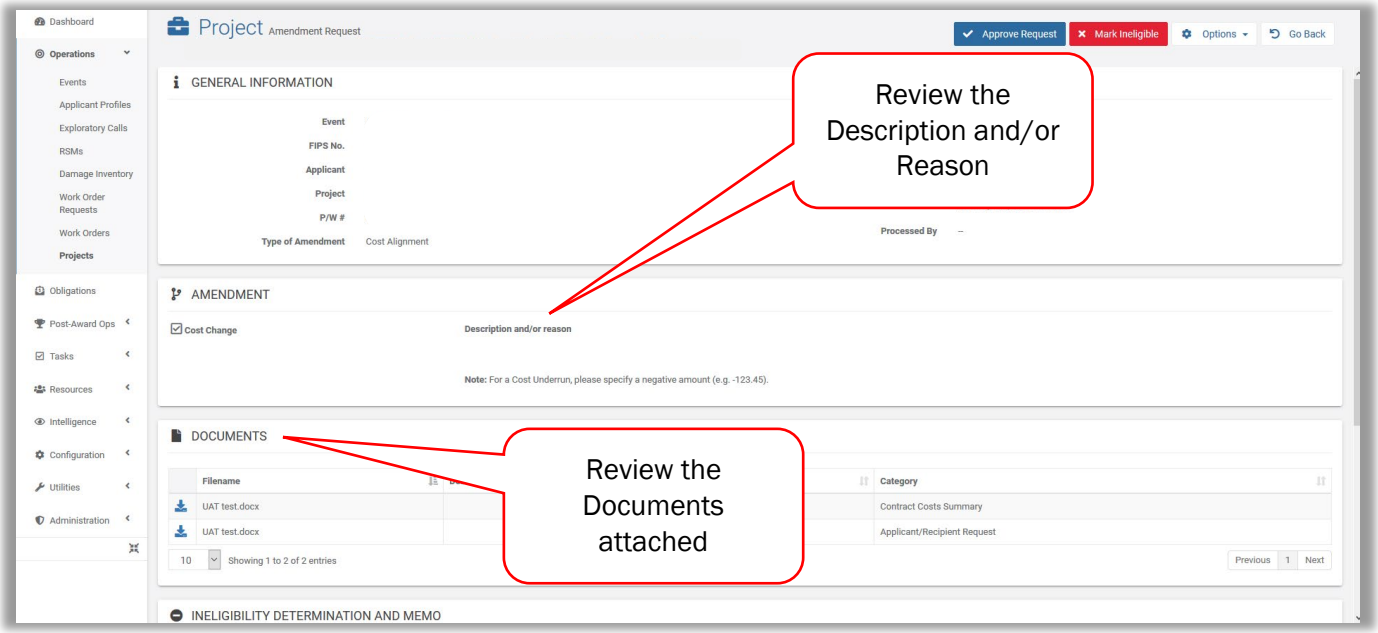


[1] When the Joint Field Office is closed, FEMA Regional staff receives the amendment in Grants Manager
[2] For a reference list of project development statuses in Grants Manager and Grants Portal see
[3] Public Assistance Program and Policy Guide. Chapter 3: V. Eligibility Determinations. *https://www.fema.gov/media-library/assets/documents/111781*

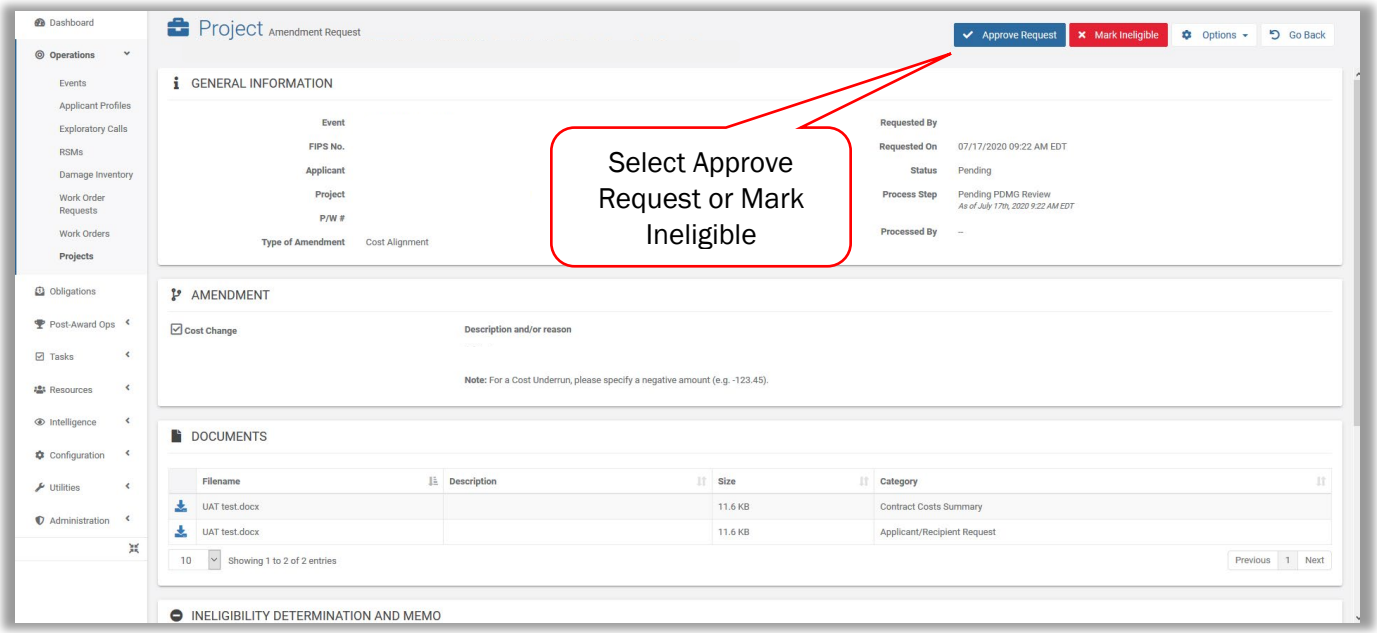
- ☐ Filter the Task type by “Pending Amendment Request Approval”
- ☐ Identify the project with the amendment to review from the filtered Tasks list
- ☐ Open the project
- ☐ In the yellow banner, click View Amendment Request



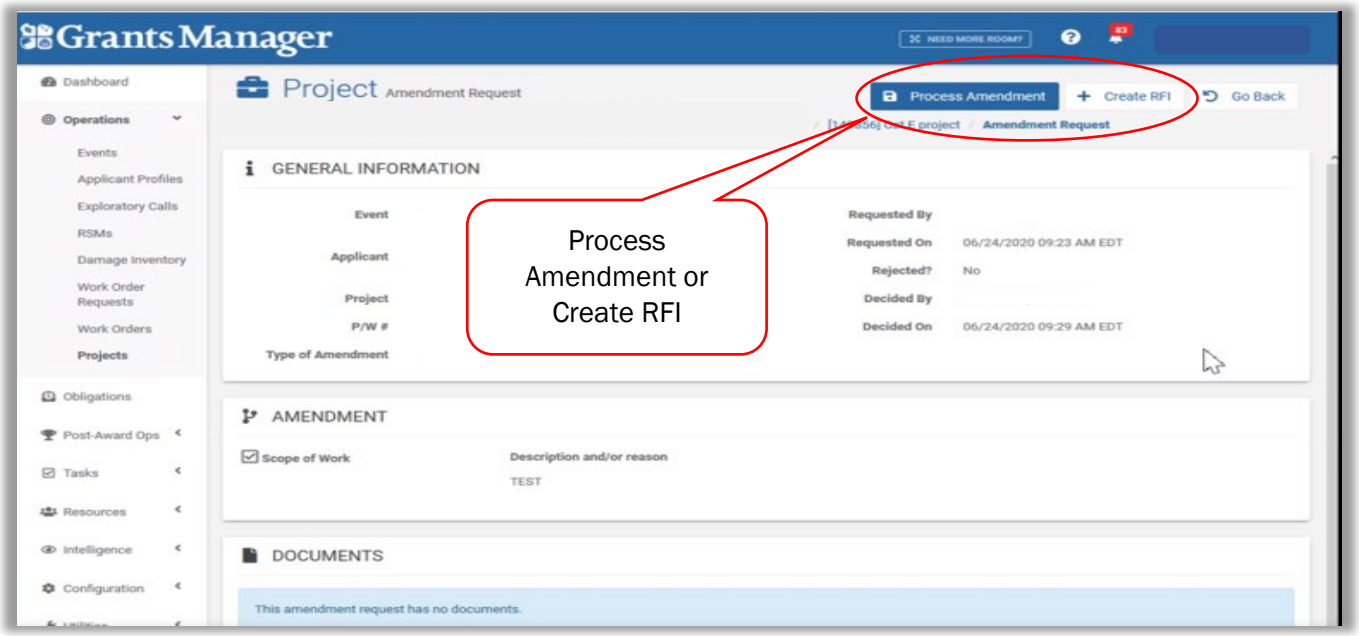
- ☐ Review the Description and/or Reason Content
- ☐ Review supporting Documents attached



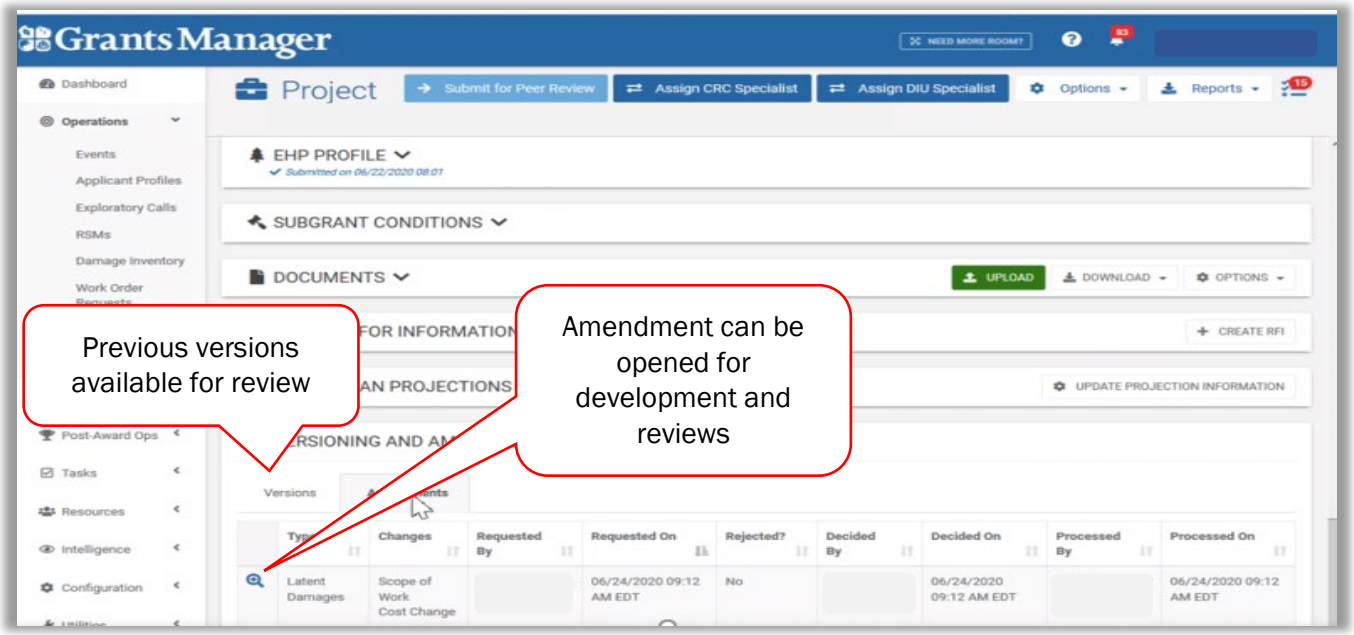
- ☐ Select Approve Request or Mark Eligible in accordance with the assessment of the review
  - When the Recipient approves the amendment, it is sent to FEMA for review
  - When FEMA approves the amendment, the project is sent back in development to the phase and step associated with the Type of amendment (see *Appendix A*). Once sent, there is an option to send the project back to Project Formulation if needed.
  - When the Recipient or FEMA marks the amendment ineligible, the process of providing a written notice via Determination Memorandum[4] begins in Grants Portal.



- ☐ FEMA Staff can Select Process Amendment or Create RFI (Request for Information)



- Request For Information sends a request for additional information in accordance with the [FEMA Job Aid Requests for Information (RFIs)](#).
- When Process Amendment is selected the amendment is sent to the system project development step determined by the amendment reason selected
- A tab is available to view previous versions.



[4] Public Assistance Program and Policy Guide. Chapter 3: V. Eligibility Determinations. *https://www.fema.gov/media-library/assets/documents/111781*

Appendix A: Reasons for an Amendment and Supporting Documentation

Amendment Reason	Grants Portal or Grants Manager Specific Type of Amendment	Supporting Documentation
A more cost-effective repair is identified	Cost alignment	Both cost estimates need to be included
The original scope of work is not feasible	Scope of Work Change	supporting documentation such as technical reports
Hidden damages were found (during performance of eligible work)	Latent Damages	Documentation supporting that the damage is related to the declared incident, photographs documenting the damage, construction timeline or project schedule, and change orders
A time extension is needed[5]	Time Extension	1) Project schedule for the requested time extension, 2) basis for the time extension request, and 3) history of all previous time extensions.
Eligible use of excess funds of a capped project	PAAP Permanent Work Scope Change - Excess Funds Usage	Proposed scope of work including timeline for completion within the period-of-performance
Requesting an alternate project	Alternate Project	Proposed scope of work including timeline for completion within the period-of-performance
Requesting an improved project	Improved Project	Proposed scope of work including timeline for completion within the period-of-performance
An alternate project is requested on a capped project	PAAP Permanent Work Scope Change - Alternate Project Request	Proposed scope of work including timeline for completion within the period-of-performance
Improved project is requested on a capped project	PAAP Permanent Work Scope Change - Improved Project Notification	Proposed scope of work including timeline for completion within the period-of-performance
A hazard mitigation plan is being added or funds from a capped project will be used for cost-effective hazard mitigation	Inclusion of a Hazard Mitigation Plan	Proposed scope of work including timeline for completion within the period-of-performance
Cost adjustment for insurance	Insurance	Actual insurance proceeds
The Applicant is withdrawing the project	Administrative - Withdrawal Request	No documentation required
Architectural/Engineering design has been returned to the Applicant to determine scope-of-work	Scope of Work Changes	Proposed scope of work including timeline for completion within the period-of-performance

[5] Period of performance extensions can be requested in the Project Application Completing Deadlines tab

The *Job Aid* series is a set of documents that explains roles and responsibilities in key steps in FEMA's Public Assistance Program delivery process. Read more about Public Assistance Program delivery in the Public Assistance Program and Policy Guide, and other resources available on Grants Portal.