

Creating Narrative Only 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 submit a narrative only amendment request.

Introduction

A narrative only amendment request is required to be submitted in ND Grants before requesting a payment in PARS. No other changes should be requested in the narrative only amendment request. The narrative amendment will proceed through FEMA internal review.

Amendment Type	Amendment Description	Review Level
Narrative Only	A narrative only amendment request to request a payment. No other changes are requested in this amendment type.	Requires FEMA internal review

Table 1. Amendment type, description, and review parameters

Note

- Requests of payments must be requested and approved in the PARS System. This is a separate action than the narrative only amendment request in ND Grants.
- 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.
- Please consult the Viewing and Creating Amendments Quick Reference Guide for further details on creating other amendment types.

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.



FEMA

Step 1

To view amendments, open the Grants dropdown and click the [Manage Amendments](#) link.

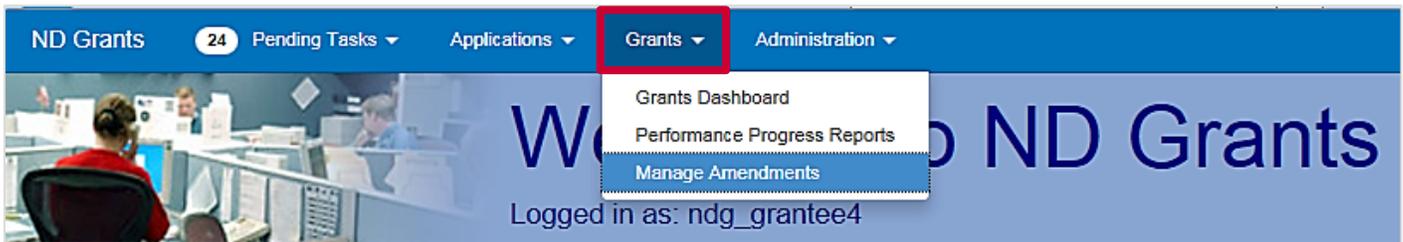


Figure 1. Click the [Manage Amendments](#) link in the Grants dropdown on the ND Grants homepage

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- The *Amendment Administration* page will list all previously submitted, approved, withdrawn, and denied amendments.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

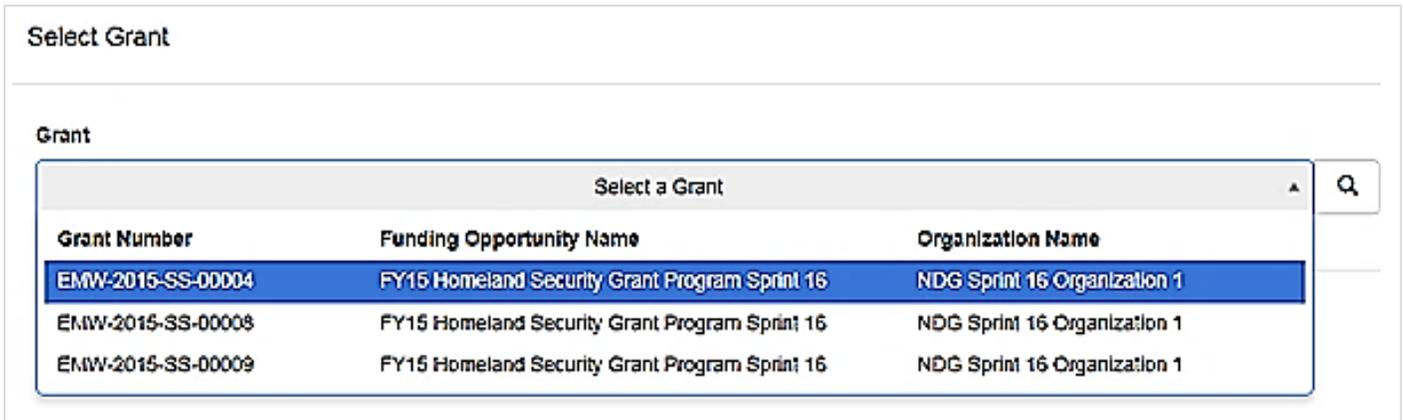


Figure 3. Select a grant from the dropdown menu

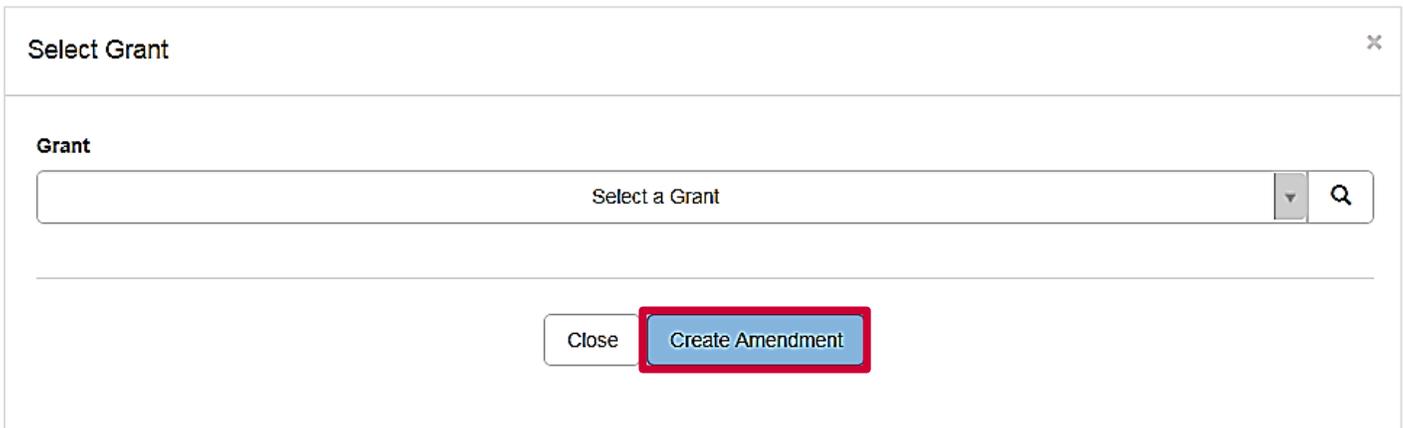


Figure 4. Click the [Create Amendment](#) button to open the *Create Amendment Request* page

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

Rich text editor toolbar: Cut, Copy, Paste, Undo, Redo, Bold, Italic, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Link, Table, Font Sizes

Contacts

Contact Search for a Contact [Search] [Add]

Figure 5. Justify the amendment request in the Amendment Request Narrative text box before making other changes

Step 5

Click the **Submit** button to complete the amendment request.

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

Contacts

Contact Search for a Contact

Figure 6. Click the **Submit** button to submit the amendment request

View Amendment Request

Amendment Request Details

Contacts

Action History

The Amendment Request for contact changes was automatically approved as Amendment Request [EMA-2017-CA-00012-R02]. The additional changes requested have been submitted for review as Amendment Request [EMA-2017-CA-00012-R04].

Amendment Request Details

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

Figure 7. 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. E.T. | 1-800-865-4076 | NDGrants@fema.dhs.gov