## **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 <u>Public Assistance Program and</u> <u>Policy Guide</u>.

## **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
- $\hfill\square$  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-ofwork

## **Considerations for Requesting Small Project Amendments**

Once FEMA obligates a small project<sup>2</sup>, 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.

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



**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 is an official request that FEMA uses to make changes to a project.

<sup>&</sup>lt;sup>2</sup> Project thresholds are adjusted for each federal fiscal year. For more details, see https://www.fema.gov/public-assistance-indicator-and-project-thresholds.

#### Amending a Project FEMA Public Assistance Job Aid

• 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:

- $\hfill\square$  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

<b>B</b> Gran	nts Portal			* <b>0</b> ± -
Dashboard     My Organization	Project	Amendment Request		T S CANCEL
Organization Profile     Organization Person	nnel i General Information			1
Applicant Event Pro     Exploratory Calls	files Event	User Acceptance Testing Event for	Applicant	
Recovery Scoping Meetings	Current Date	May 19, 2020	Project [137629] Old UAT Title Test	
Projects     Damages     Work Order Reques	Specify Type of Amendment	Select		
Work Orders	Y Amendment	Administrative – Withdrawal Request	Select the	_
🛗 Calendar 🎤 Utilities	✓ Scope of Work	Cost Alignment Improved Project	Specific Type of Amendment	
Resources     Intelligence	~	Inclusion of a Hazard Mitigation Plan		a
80		Select all that are applicable of the follor Alternate Project PAAP 428/Debris Improved Project	wing project types:	
	Cost Change	Provide description and/or reason		

- □ Select and Describe an Amendment Reason
  - o 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 <u>Public</u> <u>Assistance Program and Policy Guide (PAPPG)</u> to support eligibility of the claims in the amendment

Grants	S M	anager	
Dashboard		Project Amendment Re	equest Submit Amendment S Cance
Operations	~		/ Amendment Request
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Select			
а		Damage Modification - Site Visit	Provide description and/or reason * Provide
Reason	<	Required	description
Obligations		Scope of Work	Provide description and/or reason * and
Post-Award Ops	¢		justification
Resources	<		Select all that are applicable of the following project types:
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Configuration	¢	Cost Change	Provide description and/or reason *
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Administration	<		al Antonio Caral Indiana al antonio antonio antonio (n. 1920) (C).
	×		mouer ror e cost onversos, presse specify a negative amount (e.g123.45).
		Hazard Mitigation Proposal Change/Addition	Provide description and/or reason *

#### □ Submit Amendment

- o 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)

#### Amending a Project FEMA Public Assistance Job Aid

• Select Submit to Recipient (or Submit to FEMA)

Grant	s Portal			40 ± -
Dashboard     My Organization	Project Amend	lment Request		SUBMIT TO RECIPIENT S CANCEL
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<ul> <li>Recovery Scoping</li> <li>Meetings</li> <li>Projects</li> <li>Damages</li> <li>Work Order Requests</li> </ul>		Select all that are applice Actual proceeds less Actual proceeds gree Unable to obtain inst	ble: : than anticipated ter than anticipated irrance - Walver from State Insurance Commis	ید. isioner required
Work Orders           Work Orders           My Tasks         ~           Calendar	Project Completion Deadline	Provide description and/	rreason	Attach Supporting
Utilities		Existing End Date	May 19, 2020 MM/DD/YYYY	Documents
	Documents			+ ADD DOCUMENT
	This amendment request has no do	cuments.		

#### □ 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.

Dashboard	Project		← Send Back to Applicant Signed	Options - 🛃 Reports - 🎽
◎ Operations				
Events				
Applicant Profiles	♣ EHP PROFILE ✓			
Exploratory Calls		$\sim$		
Damage Inventory	*	Open Tab to		
Work Order Requests	DOCUMENTS 🗸	view		🛓 DOWNLOAD 🐱
Projects	$i$ REQUEST FOR INFORMATION $\checkmark$	Amendments		
Post-Award Ops     ✓     Tasks     ✓		and versions	)	
🛎 Resources 🔸	🗠 SPEND PLAN PROJECTIONS 🗸			
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🖌 Utilities <	COMMENTS V			LEXPORT TO CSV
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#### □ Edit or Cancel an Amendment

These functions are available until the amendment is approved by FEMA

- In the Project, Go to Options
- o Select "Edit Request" or "Cancel Request"

Portal		0 1 🔺 🚥
Project Amendment Reques		
General Information      Event      FUPS No.      Applicant      Project      P/W #      Type of Amendment      Cost Alignment       Cost Alignment          Cost	nt	Go to Options and Select Edit Request or Cancel Request
P Amendment		
Damage Modification - Site Visit Required	Description and/or reason Damage modification necessary	
Documents This amendment request has no documents.		
	Portal  Project Amendment Request  General Information  Furgect  Furgect  Furgect  Furgect  Furgect  Cost Alignment  Cost Alignment  Cost Alignment  Damage Modification - Site Visit Required  Damage M	Project Amendment Request         I General Information         Event         FUB NA.         Applicant         Project         Damage Modification Site Visit Required         Description and/or reason         Damage modification necessary

#### □ Edit Request

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

<b>B</b> Grants	Portal					* <b>0</b> ± -
<ul> <li>Dashboard</li> <li>加 My Organization ※</li> </ul>	Project Amen	dment Request	Submit		SUBMIT TO RECIPIENT	O CANCEL
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Meetings Select a	justification	Select all that are appli Actual proceeds le Actual proceeds g Unable to obtain in	cable: ss than anticipated eater than anticipated surance - Walver from State Insurance Co	ommissioner required	الد.	
Reason	Project Completion Deads	Provide description and	/or reason		Attach Supporting	
E Resources	Documents	Existing End Date	May 19, 2020 MM/DD/YYYY		Documents	DCUMENT
	This amendment request has no o	locuments.				

#### □ Cancel Request

- Enter a description of the reason for canceling
- o 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.<sup>1</sup>

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.<sup>2</sup> 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<sup>3</sup> will be sent to the Applicant in Grants Portal. The Applicant may request additional funding through an appeal, as described in the <u>Public Assistance Program and Policy Guide (PAPPG)</u>

## 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.

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Operations     4		
Obligations	i Your board [Main] has no tiles!	
Post-Award Ops	The Dashboard is a great place to put the Grants Manager data that you care about the most.	
🗹 Tasks 👻	The Dashboard is made up of customizable boards that you can view, add, and remove by clicking "##" to your right. Each board is made up of tiles that display the most <i>important</i> info about a particular item or set of items in the system.	
Tasks	Any time you find data that you want to keep track of, click " $\Omega$ " at the top of the page or section. You will be able to place a tile for that particular data on any board of your choosing.	
RFIs	Heat now by going to the List of Events and adding it to the dashboard.	
Calendar Workflow Items		
Determination Memos		
Essential Elements of Information	Select the Task tab	
Large Project Notifications		
🛎 Resources 📢		
⊕ Intelligence <		
Configuration		
🖌 Utilities 🔇		
Administration		
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tps://uat.pagrants.fe	ma.gov/#Task	

□ On the Grants Portal or Grants Manager Dashboard, Select the Task Tab

<sup>&</sup>lt;sup>1</sup> When the Joint Field Office is closed, FEMA Regional staff receives the amendment in Grants Manager

<sup>&</sup>lt;sup>2</sup> For a reference list of project development statuses in Grants Manager and Grants Portal see

<sup>&</sup>lt;sup>3</sup> Public Assistance Program and Policy Guide. Chapter 3: V. Eligibility Determinations. <u>https://www.fema.gov/media-library/assets/documents/111781</u>

- □ 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

	Manager				
<ul> <li>Dashboard</li> <li>Operations</li> </ul>	Proje	ct			🌣 Options - 🛓 Reports - 😤
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Projects		Project #		Amendment Request	
Obligations		Category			
Post-Award Ops	< .	Title Applicant			
✓ Tasks	·	Event			
Resources	< c	Туре	Work Completed / Fully Documented		
Intelligence	«	Process Step	Active (Show Comments) Pending Amendment Request Approval As of July 17th, 2020 9:22 AMEDT		
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Administration	٢	P/W #	Request Extension		
	×	Sector			
	ഥ STATS / S				

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

🚯 Dashboard	Project Amendment Request	✓ Approve Request 🗙 Mark Ineligible 🔹 Options - う Go Back
◎ Operations ✓		
Events	i GENERAL INFORMATION	Poviow the
Applicant Profiles Exploratory Calls RSMs Damage Inventory Work Order	Event FIPS No. Applicant Project	Description and/or Reason
Requests Work Orders <b>Projects</b>	P/W # Type of Amendment Cost Alignment	Processed By -
Obligations	P AMENDMENT	
<ul> <li>Post-Award Ops</li> <li>Tasks</li> <li>Resources</li> <li>✓</li> </ul>	Cost Change Description and/or reason Note: For a Cost Underrun, please specify a negative ar	mount (e.g123.45).
Intelligence      Configuration	DOCUMENTS	
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~	10 Showing 1 to 2 of 2 entries	Previous 1 Next
	INELIGIBILITY DETERMINATION AND MEMO	

- □ 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<sup>4</sup> begins in Grants Portal.

Dashboard	Project Amendment Request			✓ Approve Request X Mark Ineligible \$ Options -	් Go Back
Operations *					
Events	i GENERAL INFORMATION				
Applicant Profiles Exploratory Calls RSMs Damage Inventory Work Order Requests Work Orders <b>Projects</b>	Event FIPS No. Applicant Project P/W # Type of Amendment Cost Alignment	Select A Request Inelig	pprove or Mark jible	Requested By         07/17/2020 09:22 AM EDT           Status         Pending           Process Stap         Pending FDMG Review As of July 179t, 2029 9:22 AM EDT           Processed By         -	
Obligations	2 AMENDMENT				
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The Antonio Sector Control of Sector	LAT test.docx		11.6 KB	Contract Costs Summary	
Administration	LAT test.docx		11.6 KB	Applicant/Recipient Request	
X	10 Y Showing 1 to 2 of 2 entries			Pre	vious 1 Next
	INELIGIBILITY DETERMINATION AND MEMO				

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

#### Amending a Project FEMA Public Assistance Job Aid

Dashboard	Project Amendme	nt Request	Process Amendment +	Create RFI 5 Go Back
Operations ~			/ [14:556] CH E project / Amendment Reque	st
Events Applicant Profiles	i GENERAL INFORMAT	ION		
Exploratory Calls RSMs Damage Inventory Work Order Requests	Event Applicant Project	Process Amendment or Create RFI	Requested By Requested On 06/24/2020 09:23 AM Rejected? No Decided By	EDT
Work Orders Projects	P/W # Type of Amendment		Decided On 06/24/2020 09:29 AM	EDT
Obligations  Post-Award Ops  Tasks  Resources	Scope of Work	Description and/or reason TEST		
Intelligence <	DOCUMENTS			

- 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.

<sup>8</sup> Grants M	anager						NEED MORE ROOM?	o 🍺	
🙆 Dashboard	Projec	t → sub	mit for Peer Revi	ew 🚅 Assign C	RC Specialist	≓ Assign Di	U Specialist	Options -	🛓 Reports 👻 🔨
Operations *									
Events Applicant Profiles	♣ EHP PROF ✓ Submitted on D	ILE 🗸							
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	. )	FOR INFORM		mendment	can be				+ CREATE RFI
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<sup>&</sup>lt;sup>4</sup> Public Assistance Program and Policy Guide. Chapter 3: V. Eligibility Determinations. <u>https://www.fema.gov/media-library/assets/documents/111781</u>

## 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 <sup>5</sup>	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

<sup>&</sup>lt;sup>5</sup> 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.