

Amendments – Excerpted from page 19 of FEMA’s *FY 2014 and FY 2015 SAFER R&R Grant User Guide*

You will need to submit an amendment in eGrants in order to:

- Request to start the period of performance early;
- Request to extend the period of performance;
- Request changes to the approved Scope of Work; or
- Request changes to budget.

If you are interested in any of the above amendments, contact your SAFER Program Office POC by e-mail to receive instructions. Remember that you can contact your SAFER Program Office POC through the eGrants Mail Center. Your SAFER Program Office POC will respond with the criteria that you need to include in your amendment request and may ask that you send a draft of the request to them by e-mail for review. After your draft request is reviewed by the SAFER Program Office POC, you can submit the amendment request formally through eGrants.

Follow these steps to submit an amendment in eGrants:

- Log into the eGrant application portal.
- On the "Status" screen, find your SAFER grant.
- Select "Manage Grant" from the drop-down menu in the "Action" column, and click "Go."
- Click the "Grant Amendment(s)" link on the left side of the screen.
- Click "Create New Request."
- When the text box opens, type in your request, following the instructions you received from your SAFER Program Office POC. ○ Remember to provide an exact date if you are requesting to change the period of performance (an exact new start date or exact new end date).
- At the bottom of the page, enter your password, check the box, and select "Save and Continue."
- Review your amendment request and select "Submit Amendment Request."
- You can monitor the status of your amendment request on the "Grant Amendment(s)" page.