



**Foreign Agricultural Service (FAS)
Food Assistance Division (FAD)**

**Standard Operating Procedure: Grant Recipient Amendment Requests
(Food for Progress, McGovern-Dole, Local and Regional Food Aid Procurement, and
416(b) agreements)**

Effective Date: Immediately

Date of Last Update: 3/11/19

BACKGROUND

When significant changes need to be made to the scope, schedule, budget or key personnel for an award, an amendment may be executed. Issues requiring an award amendment are outlined in 2 CFR 200.308. This Standard Operating Procedure outlines the process for a recipient request an amendment for a FAD award. This Standard Operating Procedure outlines the steps a recipient must take in order to request an amendment to its FAD award(s).

Pre-Amendment Stage

Prior to formally requesting an amendment, your organization should contact the cognizant Program Analyst (PA) to *determine whether an amendment is necessary* and to agree upon the basic parameters of the request. During these discussions, the PA will determine which documents must be submitted in order to complete the request.

In order to determine if an amendment is necessary, the following requirements should be considered:

1. Regulatory requirements:

For awards dated prior to December 26, 2014, review the items listed under 7 CFR 3019.25. For awards dated on and after December 26, 2014, review the items listed in 2 CFR 200.308.

2. Terms and conditions of the Agreement:

Items requiring approval under the terms of the Agreement include (but are not limited to):

- a) Changes to the commodities, tonnages, and supply period.
- b) For awards with monetization, the finalized monetization funds received.



- c) Adjustments to the budget, including items over the allowable amount. This amount varies by agreement year, so please consult your preamble.
- d) Change to the activity indicators, addition/removal of activities, or extension of activity timing, as described in the award documents.
- e) Change in the completion date of the award.
- f) Changes to Key Personnel as stated in the award.
- g) Novation (changes to your organization's name or legal status).

Please use the Budget Realignment Template to submit requests for amendments to the budget. The PA can send you a copy of this template.

For changes in Activities, a revised version of Attachment A should be submitted in *tracked changes*.

For amendments to the performance indicators, the draft document should show what the existing target is, what the new target being proposed is, and a justification for the change in targets.

For amendments adding federal funding to the award, the PA will provide an amendment NOFO in the amount to be funded. The NOFO will include a number of additional documents which will need to be submitted as part of the amendment:

1. A revised Attachment A
2. An updated [Budget Summary Attachment C-1](#)
3. An updated Budget Narrative Attachment C-2 ([Instructions for budget narrative](#)) for awards made FY 16 forward, and for older awards (FY 15 prior) which include significant scope changes and/or adding significant amounts of money (>\$1 million).
4. The following forms found at <https://www.grants.gov/web/grants/forms/sf-424-family.html>
 - a. [USDA AD-3030](#)
 - b. [USDA AD-1047](#) or [USDA AD-1048](#) Certification Regarding Debarment, Suspension
 - c. [USDA AD-1049](#), [USDA AD-1050](#), or [USDA AD-1052](#) Certificate Regarding Drug Free Workplace Requirements
 - d. [SF-424](#)
 - e. [SF424B- Assurance- Non-Construction](#)
 - f. Certification on Lobbying ([Grants.gov Lobbying Form](#)). If paragraph two of the certification applies, then complete and submit the [SF-LLL Disclosure of Lobbying](#) which is provided as an optional form in the application package

Please note that if the organization is an international organization (e.g., the World Food Programme), then the only documents that will need to be included are the SF-424, Budget Summary and Budget Narrative, and the Certification Regarding Lobbying and SF-LLL if appropriate.



Formal Amendment Stage

- Having agreed on the basic changes to be made, the Recipient sends an amendment request to the appropriate program e-mail address FFPrAmendments@fas.usda.gov for Food for Progress; MGDAmendments@fas.usda.gov for McGovern-Dole; or LRPAmendments@fas.usda.gov for Local and Regional Food Aid Procurement, with a copy to the cognizant PA.

- The 30 day approval process commences on the date of receipt of the formal request.

- The amendment request will contain draft documents of all required attachments, depending on the amendment type, as discussed with the PA. All amendment requests must include, *as part of the request letter*:
 - 1) Amendment Summary;
 - 2) Justification Statement; and
 - 3) Appropriate attachments, as agreed upon with PA.

After FAS has received this information *to its satisfaction*, it will begin the internal amendment clearance process. This is an electronic clearance process which will be conducted through to the level of the FAS signatory official. Please note that at any time during this process, if further information is required, the PA will be in contact.

Recipient Signature of Amendment:

Once the amendment has been fully cleared by FAS, the PA will e-mail the entire PDF document for countersignature. This document should be reviewed, signed, and returned to the cognizant PA within 5 business days. The Recipient may sign either in hard copy or electronically, based on preference. Hard copies should be scanned and returned to the PA. Upon countersignature, the amendment will be in full effect.