

**Amended Agreement Request Form  
for the  
Emerging Markets Program (EMP), Technical Assistance for Specialty  
Crops (TASC) Program and the Quality Samples Program (QSP)**

For the EMP and TASC programs, approved projects may be modified if circumstances change in such a way that they would likely affect the progress and ultimate success of a project or as dictated by the agreement. For the QSP, any changes to approved projects must be requested and approved prior to the change occurring. This form is to be used as a means to request those changes. Please complete the information below and return this form to your respective marketing specialist and/or email it to podadmin@fas.usda.gov

Participant Name:	
Primary contact name, phone and email:	
Program (select one):	_____ EMP _____ TASC _____ QSP
Agreement Number:	
Agreement Expiration Date:	
Marketing Specialist:	

(1) Provide a justification as to why changes to the project(s) as originally designed are needed;

(2) Explain the necessary adjustments in approach or strategy (if required);

(3) Describe the necessary changes in the project's time line(s) (if required);

(4) Describe the necessary changes to the project's budget (e.g., shifting of budgetary resources from one line item to another in order to accommodate the changes) (if required);

(5) Have proposed changes been incorporated into the UES? \_\_\_\_\_ YES

(6) Marketing Specialists assessment and recommendation regarding the proposed changes.

(7) COPD Branch Chief clearance: \_\_\_\_\_

(8) Grants Program Branch assessment and recommendation regarding the proposed changes:

(9) GPB Branch Chief clearance: \_\_\_\_\_