

# Accepting and Viewing Awards

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 accept and view awards in ND Grants.

## Introduction

Once an application is awarded by the Federal Emergency Management Agency (FEMA), ND Grants will generate a task for accepting the award. To review an award, navigate to the *Grants Dashboard* page, which lists all applications submitted for your organization in ND Grants.

The award packages for any applications awaiting acceptance will feature the [Complete Award Offer Review](#) icon in the Action column on the *Grants Dashboard* page. To proceed further (i.e., request payments, etc.), the award package must be accepted. If necessary, users can decline the award package.

## Prerequisites

To accept or decline an award, you must be designated as the Authorized Official on the application.

## Step 1

To access Award Offers, click on the [Award Offer Review](#) link under the Pending Tasks column of the ND Grants Homepage.

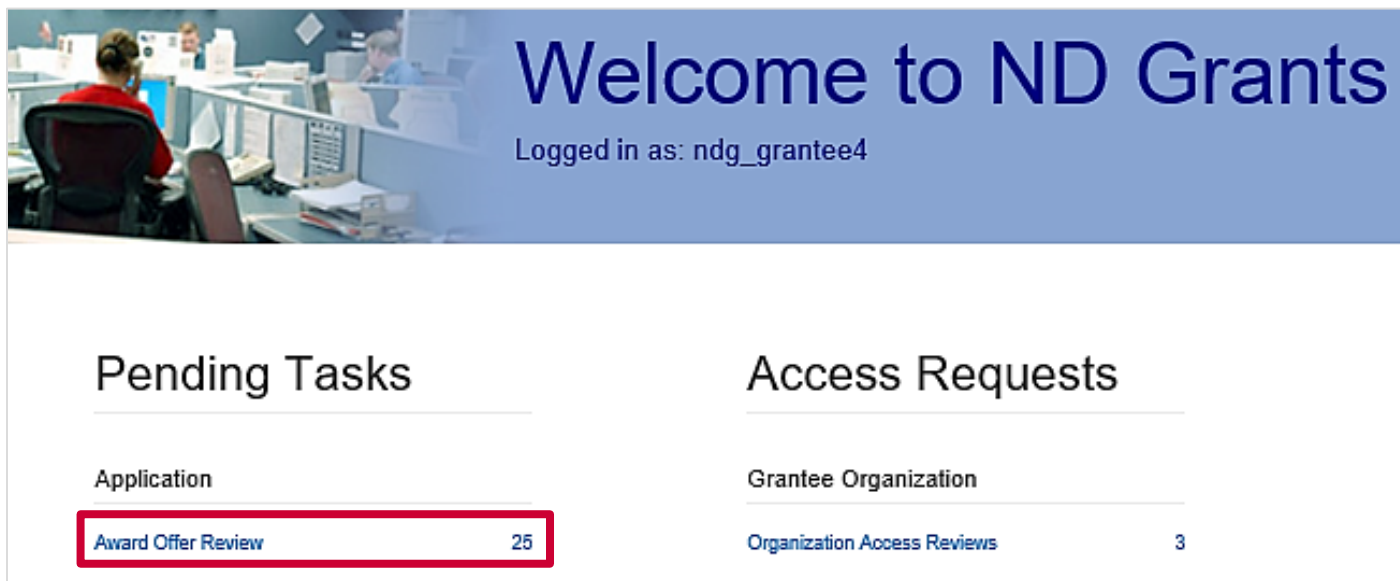


Figure 1. Click the [Award Offer Review](#) task link on the ND Grants Homepage



## Step 2

Click on the [Complete Award Offer Review](#) icon in the Action column beside the award pending review.




Award Offer Review				
10 <input type="checkbox"/>	records per page	Showing 1 to 10 of 25 entries	Search:	<input type="text"/>
▲ Award Number	◆ Funding Opportunity Name	◆ Grantee Organization Name	◆ Date Created	Action
EMD-2017-CA-00127-501	FY 2017 FO Regional basanta 3.07	Colorado Division of Emergency Management	2017-10-18 14:13:13 -04:00	
EMW-2013-GR-00006-501	Signature Test FY13 State Fire Training Systems Grant Program	Indiana Department of Homeland Security	2016-07-07 12:53:59 -04:00	
EMW-2014-EG-00048-501	EADIS FY 2014 Solicitation - Annual Fiscal	EADIS Test Organization	2017-07-11 13:18:20 -04:00	

Figure 2. Click the [Complete Award Offer Review](#) icon on the *Award Offer Review* page

### Step 3

After reviewing the award package, click the **Accept** or **Decline** buttons. If you click the **Decline** button, enter an explanation in the Comments text box.

#### Award Offer Review

Award Package  
Review Award Offer


Cancel Save **Submit**

#### Award Package

---

**Award Letter**

U.S. Department of Homeland Security  
Washington, D.C. 20472



NDGrants User3  
Colorado Division of Emergency Management  
8195 E. Mineral Ave., Ste 200  
Centennial, CO 80112 - 3949

Re: Grant No.EMD-2017-CA-00127

Dear NDGrants User3:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2017 Homeland Security National Training Program has been approved in the amount of \$100,000.00. You are not required to match this award with any amount of non-Federal funds.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2017 Homeland Security National Training Program Notice of Funding Opportunity.

---

#### Review Award Offer

**Outcome**  Accept  Decline

Comments

Font Sizes

---

Signature

I, NDGrants User4, am hereby providing my signature for the above award offer review.

Figure 3. Click the **Accept** or **Decline** radio buttons on the *Award Offer Review* page

## Step 4

In the Signature section click the checkbox to certify the acceptance or denial of the award. Then click the [Submit](#) button to complete the award offer review. The *Award Offer Review* page will refresh and display a verification message.

The screenshot shows a web form titled "Review Award Offer". Under the "Outcome" section, the "Accept" radio button is selected. Below this is a "Comments" section with a rich text editor toolbar containing icons for cut, copy, paste, undo, redo, bold, italic, bulleted list, numbered list, link, and font size. The text area below the toolbar is empty. The "Signature" section has a checked checkbox and the text "I, NDGrants User4, am hereby providing my signature for the above award offer review." At the bottom, a green verification message states "ndg\_grantee4 was verified at 01/04/2018 18:47".

Figure 4. The *Award Offer Review* page will confirm that the Authorized Official accepted the award

## Step 5

To view an accepted award, click the [Grants Dashboard](#) link under the Grants dropdown. Awards are grouped together by the organization to which it belongs. To view an award associated to a specific organization, expand the organization name then scroll to and expand the Award Number to see all related documents.

Alternatively, type the award number into the search bar on the *Grants Dashboard* page.

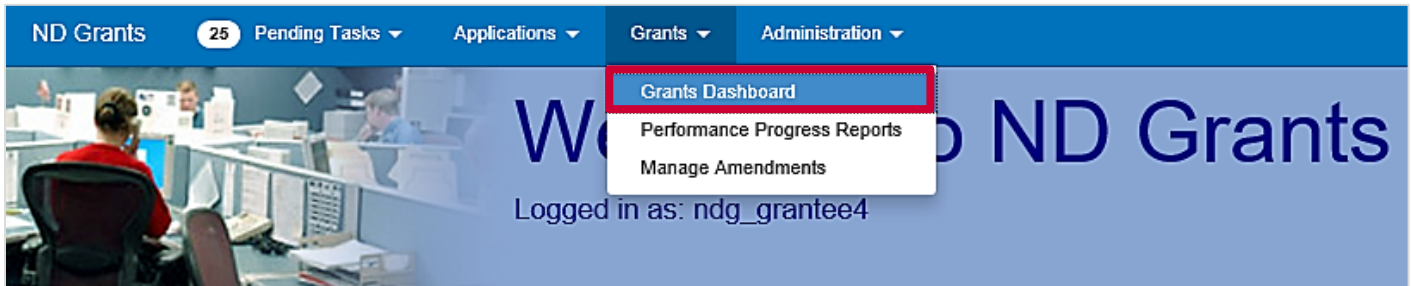


Figure 5. Click the [Grants Dashboard](#) link under the Grants dropdown to view all applications, awards, and amendments for your organizations

Applications <span>1</span>	Status	Actions
EMA-2017-CA-APP-00034	Pending Submission	<a href="#">View</a> <a href="#">Delete</a>

Awards <span>0</span>	Status	Actions
-----------------------	--------	---------

Figure 6. Use the search bar to search for applications, awards, and amendments on the *Grants Dashboard* page

## Step 6

From the *Grants Dashboard*, click the hyperlink beneath the Awards heading to open the *View Award* page. The *View Award* page includes all details related to the award.

EMC-2018-CA-00002		<a href="#">Create Amendment</a>	Grantee Organization 0001 Organization AM8 EDIT
			Funding Opportunity FY18 AM Funding Opportunity 3.08
Applications <span>1</span>	Status	Actions	
EMC-2018-CA-APP-00002	Approved		
Awards <span>1</span>	Status	Actions	
<a href="#">EMC-2018-CA-00002-S01</a>	Accepted		
Amendment Requests <span>1</span>	Status	Actions	
EMC-2018-CA-00002-R03	Approved		
Amendments <span>1</span>	Status	Actions	
EMC-2018-CA-00002-A04	Approved		
Performance Progress Reports <span>1</span>	Status	Actions	
Performance Report through 03/31/2018	Pending Submission	<input type="checkbox"/>	

Figure 7. Click the award number hyperlink to open the *View Award* page

View Award															
<ul style="list-style-type: none"> <li>Award Details</li> <li>Signatures</li> <li>SF-424A</li> <li>Award Package</li> <li>Action History</li> </ul>	<h3>Award Details</h3> <table border="0"> <tr> <td><b>Award Number</b></td> <td>EMC-2018-CA-00002-S01</td> </tr> <tr> <td><b>Grant Number</b></td> <td>EMC-2018-CA-00002</td> </tr> <tr> <td><b>Award Status</b></td> <td>Accepted</td> </tr> <tr> <td><b>Grantee Organization Name</b></td> <td>0001 Organization AM8 EDIT</td> </tr> <tr> <td><b>Signatory Authority</b></td> <td>Contact , Test 555-555-5555 contact@t.com</td> </tr> <tr> <td><b>Secondary Contact</b></td> <td>Contact , Test 555-555-5555 contact@t.com</td> </tr> <tr> <td><b>Authorized Official</b></td> <td>NDGrants , User3 7035550003 FEMA-GPD-Systems-TDL@FEMA.gov</td> </tr> </table>	<b>Award Number</b>	EMC-2018-CA-00002-S01	<b>Grant Number</b>	EMC-2018-CA-00002	<b>Award Status</b>	Accepted	<b>Grantee Organization Name</b>	0001 Organization AM8 EDIT	<b>Signatory Authority</b>	Contact , Test 555-555-5555 contact@t.com	<b>Secondary Contact</b>	Contact , Test 555-555-5555 contact@t.com	<b>Authorized Official</b>	NDGrants , User3 7035550003 FEMA-GPD-Systems-TDL@FEMA.gov
<b>Award Number</b>	EMC-2018-CA-00002-S01														
<b>Grant Number</b>	EMC-2018-CA-00002														
<b>Award Status</b>	Accepted														
<b>Grantee Organization Name</b>	0001 Organization AM8 EDIT														
<b>Signatory Authority</b>	Contact , Test 555-555-5555 contact@t.com														
<b>Secondary Contact</b>	Contact , Test 555-555-5555 contact@t.com														
<b>Authorized Official</b>	NDGrants , User3 7035550003 FEMA-GPD-Systems-TDL@FEMA.gov														

Figure 8. The *View Award* page includes all award details

## Questions?

For additional assistance, please contact the ND Grants Service Desk. For programmatic or grants management questions, please contact your FEMA 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](mailto:NDGrants@fema.dhs.gov)