

Managing Contacts in Applications

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 add contacts to an application.

Introduction

Applications submitted in [Grants.gov](https://www.grants.gov) and approved for eligibility will be released back to the applicant for completion in ND Grants. ND Grants will notify applicants via email to complete the application in the system.

If the contacts are not updated, you will be unable to submit the application. Additionally, to submit the application, you should assign yourself the Authorized Official role.

Prerequisites

To submit an application, you must be designated as the Authorized Official on the application.

Step 1

From the Application dropdown, click the [Manage Applications](#) link.

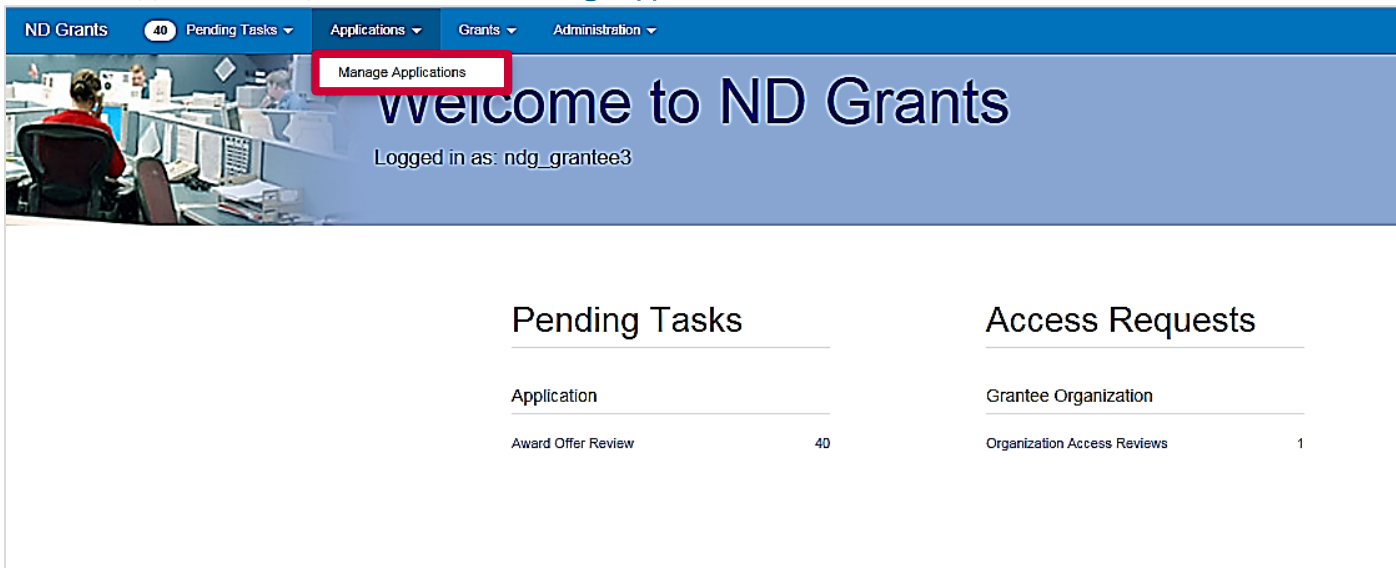


Figure 1. Click the [Manage Applications](#) link to open the *Application Administration* page



Step 2

Click the [Update Application](#) icon in the Action column next to the application pending submission.

Application Administration

Create Application

records per page

Showing 51 to 60 of 885 entries (filtered from 4,128 total entries)

Search:

▲ Application Number	◆ Funding Opportunity Name	◆ Funding Opportunity Number	◆ Organization	◆ Application State	◆ Last Updated	Action
EMD-2017-CA-APP-00027	FY 2017 FO Regional 3-13-2017	DHS-17-NPD-005-08-05	Colorado Division of Emergency Management	Pending Submission	06/07/2017 20:10	
EMD-2017-CA-APP-00028	FY 2017 FO Regional 3-13-2017	DHS-17-NPD-005-08-05	Colorado Division of Emergency Management	Submitted	06/08/2017 19:34	
EMD-2017-CA-APP-00029	FY 2017 FO Regional 3-13-2017	DHS-17-NPD-005-08-05	Colorado Division of Emergency Management	Submitted	06/08/2017 19:59	
EMD-2017-CA-APP-00030	FY 2017 FO Regional 3-13-2017	DHS-17-NPD-005-08-05	Colorado Division of Emergency Management	Submitted	06/08/2017 20:25	
EMD-2017-CA-APP-00031	FY 2017 FO Regional 3-13-2017	DHS-17-NPD-005-08-05	Colorado Division of Emergency Management	Pending Submission	06/09/2017 14:30	
EMD-2017-CA-APP-00032	FY 2017 FO Regional 3-13-2017	DHS-17-NPD-005-08-05	Colorado Division of Emergency Management	Pending Submission	06/09/2017 14:30	
EMD-2017-CA-APP-00033	FY 2017 FO Regional 3-13-2017	DHS-17-NPD-005-08-05	Colorado Division of Emergency Management	Pending Submission	06/09/2017 14:40	
EMD-2017-CA-APP-00034	FY 2017 FO Regional 3-13-2017	DHS-17-NPD-005-08-05	Colorado Division of Emergency Management	Submitted	06/12/2017 15:43	
EMD-2017-CA-APP-00035	FY 2017 FO Regional 3-13-2017	DHS-17-NPD-005-08-05	Colorado Division of Emergency Management	Submitted	06/12/2017 17:29	
EMD-2017-CA-APP-00036	FY 2017 FO Regional 3-13-2017	DHS-17-NPD-005-08-05	Colorado Division of Emergency Management	Submitted	06/12/2017 17:43	

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Figure 2. Click the [Update Application](#) icon to open the *Update Application* page

Note

- To reduce the number of applications, type the application number into the Search bar to filter for the desired application
- If an application requires additional information, it will feature [Update Application](#) and [Delete](#) icons in the Action column
- View submitted applications by clicking the [Application Number](#) link

Step 3

On the *Update Application* page, click the **Contacts** link in the left toolbar to go directly to the Contacts section of the application.

Update Application

Application Number **EMD-2017-CA-APP-00027** Funding Opportunity Name **FY 2017 FO Regional 3-13-2017**
Funding Opportunity Number **DHS-17-NPD-005-08-05**

Applicant Information

SF-424 Information

Contacts

SF-424A

Attachments

Certification Regarding Lobbying

SF-LLL

Only the user listed as the Authorized Official in the Contacts section of the Application can submit the Application.

Applicant Information

Legal Name	Colorado Division of Emergency Management
Type	State governments
Division Name	
Department Name	
Employer Identification Number (EIN)	000009200
Other Organizations that share this EIN	
DUNS Number	949008254
DUNS+4	0000
Applicant Congressional District	Congressional District 01, CO
Physical Address	9195 E. Mineral Ave., Ste 200 Centennial, Colorado 80112-3949 UNITED STATES
Mailing Address	9195 E. Mineral Ave., Ste 200 Centennial, Colorado 80112-3949 UNITED STATES

Figure 3. Complete the application on the *Update Application* page

Step 4

To complete the application, you must add an Authorized Official, Signatory Authority, Primary Contact, and Secondary Contact to the Contacts section. Open the dropdown menu beside the Contact text box and select the contact name.

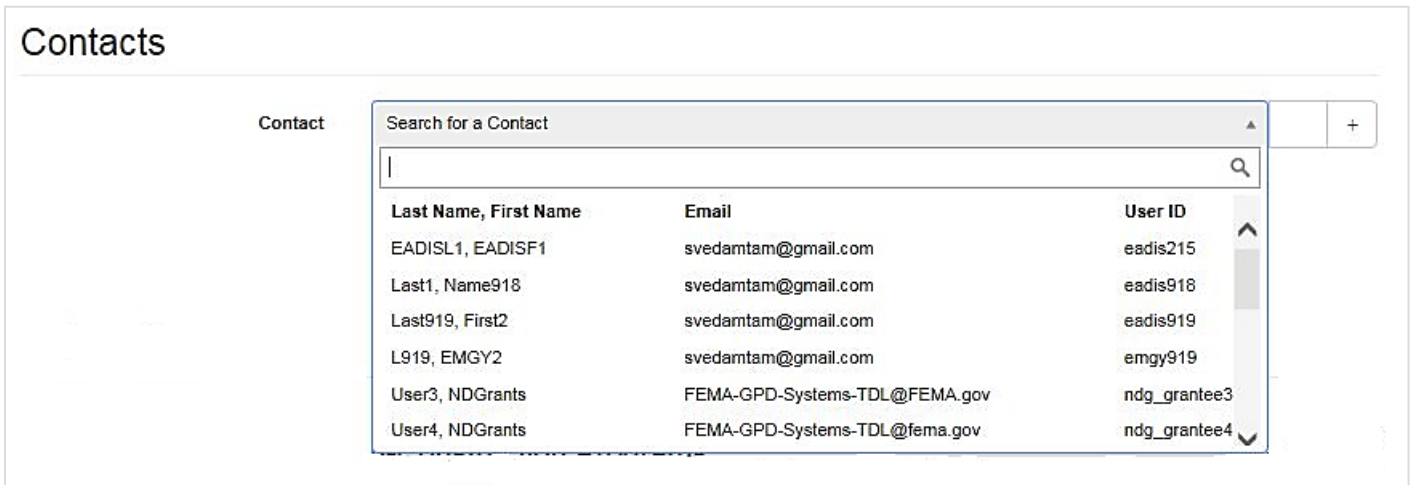


Figure 4. Add the contact, ensuring it also has an ND Grants User ID

Note

- When adding the Authorized Official, ensure the contact name also includes the User ID

Step 5

Click the **Add Contact** icon once the contact appears in the Contact text box.



Figure 5. Click the **Add Contact** icon to add contacts

Step 6

Once added to the Contacts section below the search bar, assign the contact a role by selecting the radio button under the appropriate role.

The screenshot shows the 'Contacts' interface with a search bar and a table of contacts. The table has columns for 'Contact', 'Authorized Official', 'Signatory Authority', 'Primary Contact', 'Secondary Contact', and 'Action'. The first contact is 'User3, NDGrants' with email 'FEMA-GPD-Systems-TDL@FEMA.gov'. The 'Authorized Official' radio button is selected and highlighted with a red box. Other radio buttons for 'Signatory Authority' and 'Primary Contact' are unselected. There are checkboxes for 'Secondary Contact' and 'Action'.

Contact	Authorized Official	Signatory Authority	Primary Contact	Secondary Contact	Action
User3, NDGrants FEMA-GPD-Systems-TDL@FEMA.gov	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 6. Assign the contacts user roles by selecting the radio buttons

Step 7

Once all roles are assigned, proceed to the next section of the application.

The screenshot shows the 'Contacts' interface with two contacts. The first contact, 'User3, NDGrants', has the 'Authorized Official' and 'Primary Contact' radio buttons selected. The second contact, 'User4, NDGrants', has the 'Signatory Authority' radio button selected and the 'Secondary Contact' checkbox checked. The 'Action' checkboxes are unselected for both.

Contact	Authorized Official	Signatory Authority	Primary Contact	Secondary Contact	Action
User3, NDGrants FEMA-GPD-Systems-TDL@FEMA.gov	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>
User4, NDGrants FEMA-GPD-Systems-TDL@fema.gov	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 7. The Contacts section is complete when all user roles are assigned

Note

- You must assign one user the Primary Contact role and another user the Secondary Contact role. You may select only one Primary Contact, but you can add multiple Secondary Contacts
- The contact designated as the Signatory Authority does not need to be an ND Grants user. However, the Authorized Official must be an ND Grants user

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