



FEMA

**Non-Disaster Grants
Grant Recipient User Guide**



Department of Homeland Security

Non-Disaster Grants Management System

Grant Recipient User Guide 2019



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Introduction to the ND Grants

Welcome to the ND Grants Management System (ND Grants). ND Grants provides many features to help manage applications more efficiently, and includes system has functionality for:

- Grant application
- Award acceptance
- Amendments
- Performance Reporting

Future releases will have additional system functionalities that will allow ND Grants to support the entire grant lifecycle including functionality for award closeouts, sub-grant recipient functions, and financial payments.

NOTE:

- The current release of ND Grants does not have functionality for sub-grant recipients. Only primary grant recipients will be submitting applications and managing awards in ND Grants.

User Guide Organization

This user guide will help all grant recipients manage applications and awards in ND Grants. Though this user guide is primarily for grant recipients, it can also help Federal Emergency Management Agency (FEMA) personnel understand the grant recipient functionality.

Questions?

For additional assistance using the ND Grants System, please contact the ND Grants Service Desk at 1-800-865-4076 or NDGrants@fema.dhs.gov. For programmatic or grants management questions, please contact your Program Manager or Grants Specialist.

ND GRANTS Service Desk

Monday – Friday | 9:00 a.m. – 6:00 p.m. EDT | 1-800-865-4076 | NDGrants@fema.dhs.gov



Registration and Login

Creating an ND Grants Account

To access the ND Grants system, you must first register an account. Registration can be completed within the FEMA portal at <https://portal.fema.gov>. After the registration process is complete, your User ID and password will be used to log into ND Grants.

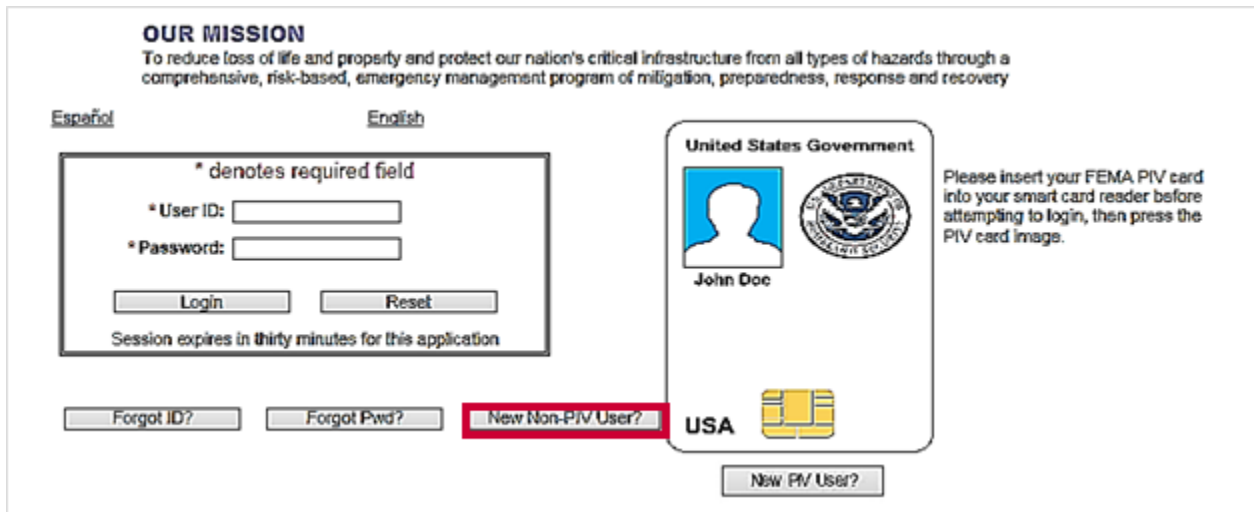
NOTE:

- If you have already registered but forgot your User ID or password, click on the **Forgot Password?** or the **Forgot ID?** buttons for assistance
- If you need additional assistance resetting your password, contact the FEMA Enterprise Service Desk at 1-877-611-4700

Step 1

From the *FEMA Login* page, click the **New Non-PIV User?** button

Figure 1. Click the **New Non-PIV User?** button on the *FEMA Login* page





Step 2

If necessary, enter the characters appearing above the text box on the *Image Verification* page and click the **Submit** button

Figure 2. Enter the characters and click the **Submit** button

If you cannot view the image for any reason, please click here to proceed.

Please type the characters appearing in the picture:

Note: You can try no more than three times. This is your first try.

hatled

hatled x

Submit Reset

Step 3

On the *Personal Information* page, complete all required fields (*). Then click the **Submit** button

Figure 3. Enter all user information and click the **Submit** button

* denotes required field

PERSONAL INFORMATION

Title *

First Name *

Last Name *

LOGIN INFORMATION

You will need to save your user ID and password, it will be required each time you logon to the system.
Please note that user ID is converted to all lowercase characters.

User ID * minimum length is 7, maximum length is 14, cannot contain ", space character, ', #

ADDRESS

Street *

City *

State *

Zip Code * format is 01234, 01234-5678

ADDITIONAL ADDRESS

Street

City

State Abbreviation

Zip Code format is 01234, 01234-5678



Step 4

Create a password and then click the **Submit** button. The password must be 8-14 characters long and cannot contain any special characters. Your password will be required to access ND Grants every time

Figure 4. Create a password on the *Create Password* page and click the **Submit** button

CREATE PASSWORD

Password: Password strength: **Strongest**

minimum length is 8, maximum length is 14, cannot contain " , space character, ' , #

Confirm Password:

User ID:

minimum length is 7, maximum length is 14, cannot contain " , space character, ' , #

You will need to save your user ID and password, it will be required each time you logon to the system.

Please note that user ID is converted to all lowercase characters.

Step 5

Your account is registered at this time; however, you must request access to ND Grants. To request access, click the **Click here to request new privileges** button

Figure 5. Click the **Click here to request new privileges** button on the *Congratulations* page

Congratulations! Your account is registered.

You currently do not have access to any applications. To request access, please click the button below.

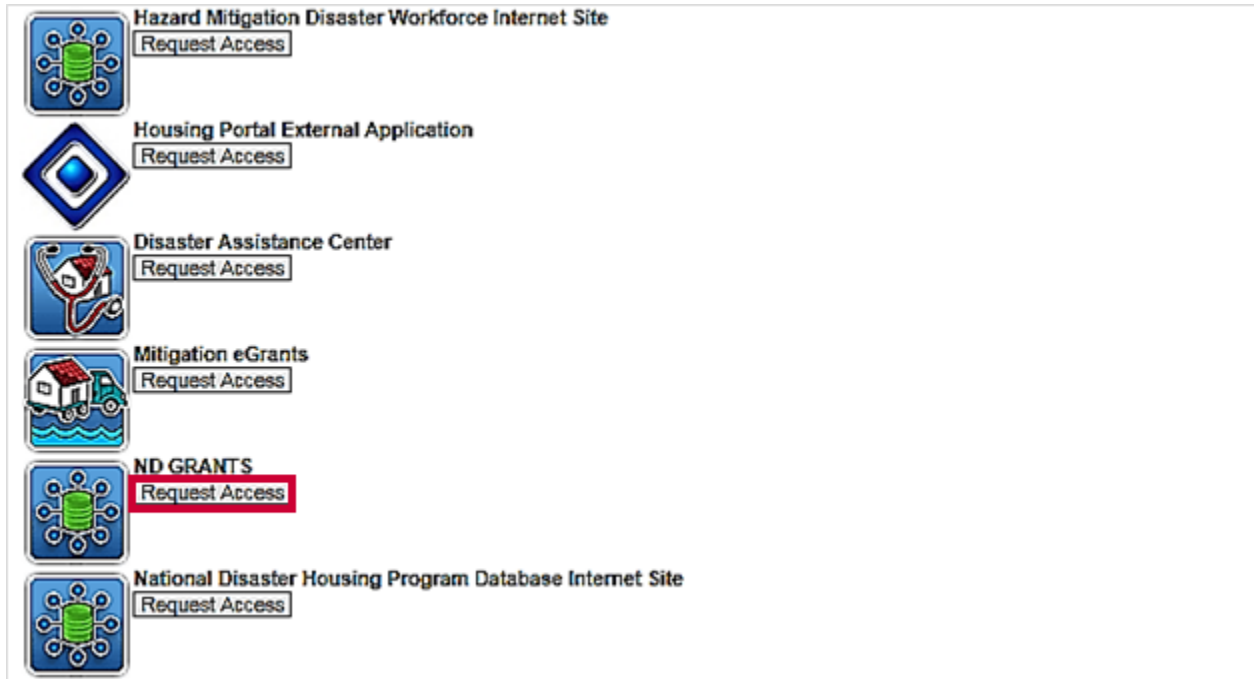
[Accessibility](#) | [Site Help](#) | [Site Index](#) | [FEMA Contact](#) | [FEMA Home](#) | [Logout](#)



Step 6

Scroll down and click the **Request Access** button next to the ND Grants icon

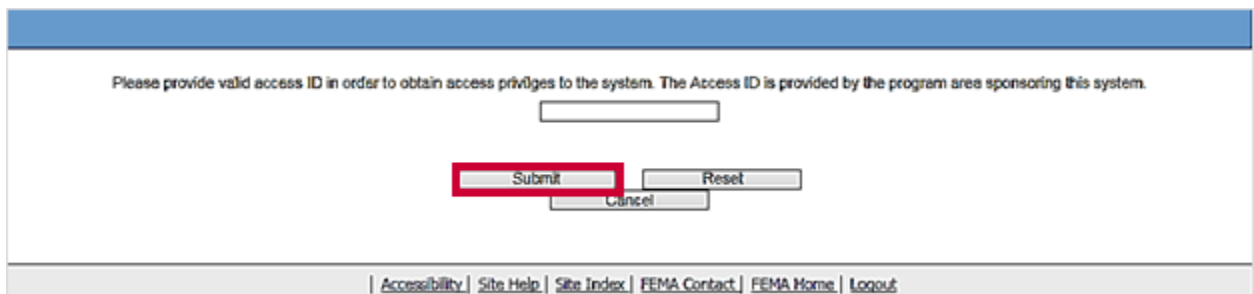
Figure 6. Click the **Request Access** button to access ND Grants



Step 7

Enter the ND Grants access code and click the **Submit** button. The ND Grants homepage will appear, indicating that you successfully logged into ND Grants

Figure 7. Enter the ND Grants access ID on the *Access ID* page



NOTE:

- If you are not participating in an in-person ND Grants training session, you can request the access code by calling the ND Grants Service Desk at 1-800-865-4076 or by sending an email to NDGrants@fema.dhs.gov



Logging into ND Grants

Step 1

From the *FEMA Login* page, enter your user ID and password, and click the **Login** button

Figure 8. Enter your user ID and password and click the Login button

OUR MISSION
To reduce loss of life and property and protect our nation's critical infrastructure from all types of hazards through a comprehensive, risk-based, emergency management program of mitigation, preparedness, response and recovery

[Español](#) [English](#)

* denotes required field

* User ID:

* Password:

Session expires in thirty minutes for this application

United States Government

John Doe

Please insert your FEMA PIV card into your smart card reader before attempting to login, then press the PIV card image.

USA

Step 2

From the dashboard, click the **ND Grants** icon to open the ND Grants homepage

Figure 9. Click the ND Grants icon

FEMA - DHS FEMA Enterprise Identity Management System
Version: 2.01.01.00 Server: dtdzpsua7.fematdl.net

[Available Applications](#) [Authorized Applications](#) [Inbox](#) [Profile](#)

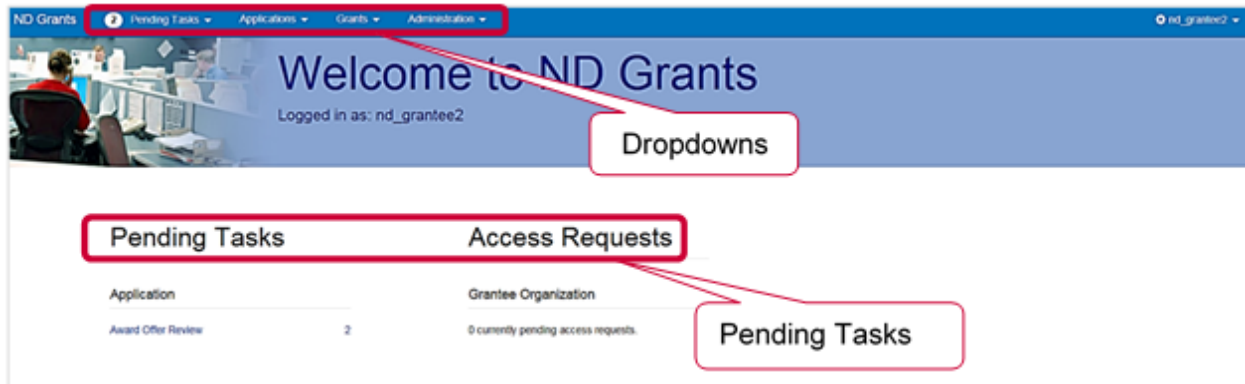
[Click here to request new privileges.](#)

ND GRANTS



Navigating ND Grants

Figure 10. The ND Grants homepage



Dropdowns: The ND Grants homepage has four dropdowns across the top of the screen – Pending Tasks, Applications, Grants, and Administration. The dropdown menus are organized to follow the tasks a grant recipient will complete throughout the grant life-cycle. Similar tasks are grouped together.

- The Pending Tasks dropdown contains a list of all the tasks pending in your queue
- The Applications dropdown contains all functions related to managing and submitting applications
- The Grants dropdown contains all the functions related to post award management, including amendments and performance progress reports
- The Administration dropdown allows you to manage the organizations and contacts associated with the organization

Pending Tasks: The individual grant recipient tasks are listed under each Task heading. The number of awards awaiting action for the task is also displayed under each task heading



Managing Organizations

To access any applications or awards, you must belong to the organization with which the application or award is associated. An organization serves as a recipient's profile within ND Grants, allowing users to create and manage awards and applications. FEMA requests that all applicants provide their organization's contact information.

From the Administration dropdown, users can perform tasks for organizations to which they belong. Specifically, users can manage organizations, request access to other organizations, view other users with access to the same organizations, and review organization access requests.

Users that do not currently belong to an organization must request access to the appropriate organization. Only the Organization Administrator can approve the access requests submitted by users. The Organization Administrator has the authority to update the organization information and modify user privileges for the organization.

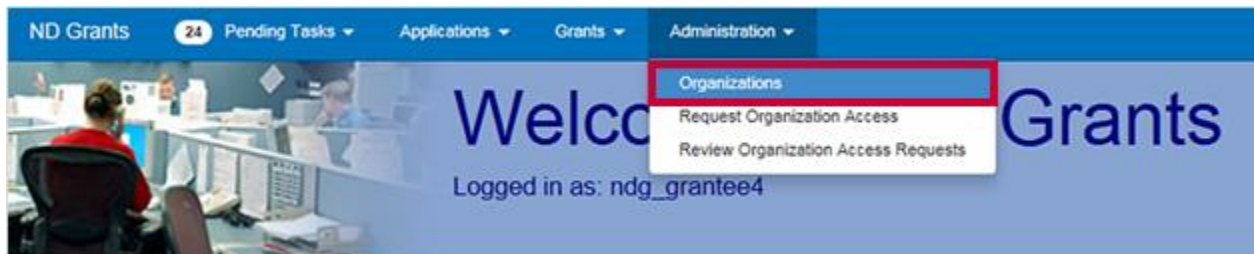
Viewing Organizations

Organizations you belong to will be listed on the *Organization Administration* page. If you belong to an organization and are the Organization Administrator for that organization, you can add contacts for the organization and additional system users of the organization.

Step 1

Under the Administration dropdown, click the **Organizations** link to view the *Organization Administration* page

Figure 11. Click the **Organizations** link under the Administration dropdown



NOTE:

- You cannot access applications and awards if you do not belong to the organization with which they are associated



Step 2

From the *Organization Administration* page, review your organizations

Figure 12. The *Organization Administration* page lists all organizations to which you belong

Organization Administration Create Organization

10 records per page Showing 1 to 10 of 97,027 entries Search:

Legal Name	Address	Action
0001 Organization AM2	555 Street , Test, Virginia, 22222	
0001 Organization AM5	12005 N St. , Washington, District Of Columbia, 20020	
001 Tribal Affairs of Virginia	3232 Cedar Lanes , Leemans, Virginia, 22550	
002 Dam Maintenance	1 test rd , testville, Maryland, 20735	
3.07 Organization AM1	123 Test St , Test, Virginia, 22222	

Creating an Organization

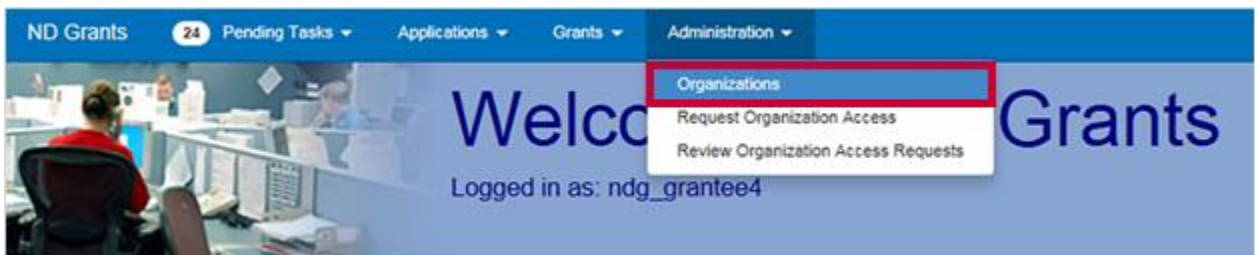
When creating an organization, please note that:

- Organizations you belong to will be listed on the *Organization Administration* page
- Only the Organization Administrator can add contacts to the organization, update user roles within the organization, and approve organization access requests
- The Organization Administrator will see the **Update Organization** icon in the Action column on the *Organization Administration* page
- If you are not the Organization Administrator, you can view the organization details by clicking on the **Organization Legal Name** link on the *Organization Administration* page

Step 1

Under the Administration dropdown, click the **Organizations** link to view the *Organization Administration* page

Figure 13. Click the **Organizations link to open the *Organization Administration* page**





Step 2

Click the **Create Organization** button in the upper right corner of the page

Figure 14. Click the **Create Organization** button

Organization Administration **Create Organization**

10 records per page Showing 1 to 10 of 97,027 entries Search:

Legal Name	Address	Action
0001 Organization AM2	555 Street , Test, Virginia, 22222	
0001 Organization AMS	12005 N St. , Washington, District Of Columbia, 20020	
001 Tribal Affairs of Virginia	3232 Cedar Lanes , Leemans, Virginia, 22550	
002 Dam Maintenance	1 test rd , testville, Maryland, 20735	
3.07 Organization AM1	123 Test St , Test, Virginia, 22222	

Step 3

From the *Create Organization* page, enter all organization information and click the **Save** button

Figure 15. Complete all fields on the *Create Organization* page's Details and Contacts sections

Create Organization

Details

User Roles

Contacts

Details

Legal Name
This should match your SAM.gov account

Type

Division Name

Department Name

Employer Identification Number (EIN)

If you share the EIN with other Organizations, please list their legal names here

DUNS Number DUNS+4
This should match your SAM.gov account

NOTE:

- After creating the organization, you will automatically become the Organization Administrator
- An organization's contacts are not ND Grants Management System users. Without an ND Grants Management System account, individuals will not have system privileges



Updating Organization Details

When updating an organization, please note that:

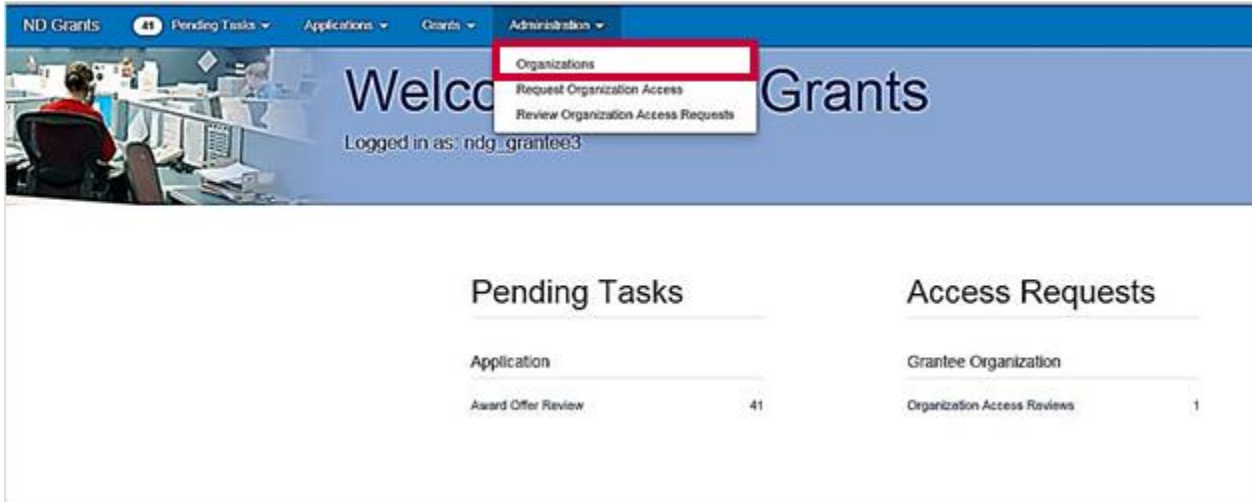
- If the organization has not submitted an application, all organization details will appear in text boxes on the *Update Organization* page, and can be edited
- If the organization has submitted an application, **only** the physical and mailing addresses can be updated

If there are pending tasks for the organization, saving your updates to the organization will prompt a list of the pending tasks to appear at the top of the *Update Organization* page, and prevent you from completing the update.

Step 1

Under the Administration dropdown, click the **Organizations** link to view the *Organization Administration* page

Figure 16. Click the **Organizations** link to open the *Organization Administration* page



Step 2

Click the **Update Organization** icon in the Action column

Figure 17. Click the **Update Organization** icon to begin updating organization details





Step 3

From the *Update Organization* page, update the organization address. Then click the **Save** button

Figure 18. Update the organization address as necessary and click the **Save button**

NOTE:

- The organization details cannot be edited if tasks are pending for any award. When saving updates, a notification will appear at the top of the *Update Organization* page listing pending tasks
- Pending actions that prevent changes to organization details include:
 - applications pending submission or review
 - amendments pending submission or review
 - performance reports pending submission or review



Figure 19. The *Update Organization* page will list all pending tasks and prevent updates to the organization

Update Organization

Details

User Roles

Contacts

You cannot update the Organization Address while an Application is Pending Review. The following grants have Applications Pending Review:

Grant	Funding Opportunity	Pending Action
EMD-2016-RA-00004	FY 2016 Freight Rail Security Grant Program-PARS-Test	Application [EMD-2016-RA-APP-00004]
EMS-2016-BG-00002	FY16 12c Intercity Bus Security Grant Program - Region X	Application [EMS-2016-BG-APP-00002]

[Cancel](#) [Save](#)

Details

Legal Name	1 EBT Corp	
Type	Small businesses	
Division Name		
Department Name		
Employer Identification Number (EIN)	26-1376858	
Other Organizations that share this EIN		
DUNS Number	017143299	
Congressional District	MD-05	
Physical Address	11036 Livingston Road. Ft. Washington, Maryland 20744-5035 UNITED STATES	Mailing Address 11036 Livingston Rd. Ft. Washington, Maryland 20744-5035 UNITED STATES

Step 5

The *Update Grantee Organization Address* page lists all active grants that will include the updated address. Click the **Confirm** button

Figure 20. Click the **Confirm** button to complete the update

Update Grantee Organization Address

Updating the Organization Address will affect the following grants with active awards:

Grant	Funding Opportunity
EMA-2018-CA-00013	FY 2018 Regional AM PARS FEMAUT

[Cancel](#) [Confirm](#)



ND Grants User Roles

An Organization Administrator can assign and manage the roles within the organization. New users can also request roles when requesting access to the organization. Once assigned a role, users are granted specific privileges for the organization:

- ND Grants user roles define the user’s responsibilities for the organization, applications, and grants. Users may have more than one role
- The roles assigned to a user for the organization are not the same roles that they are assigned for an award. For example, a user with the Authorized Official role for the organization may not have the Authorized Official role and permissions for a grant. Please verify that you have the correct roles to complete your grants management tasks
- The Organization Administrator can change user roles by updating the User Roles section on the *Update Organization* page. You can update the user roles for an award by submitting an amendment requesting that the roles be updated
- Organizations should ensure that they have assigned as least two people with this role in the event of personnel change

Table 1. The table describes each role and provides an overview of specific considerations

Role	Description	Considerations
Organization Administrator	Responsible for approving access requests, adding/removing user roles, managing contacts	<ul style="list-style-type: none"> ▪ Whoever establishes the organization in ND Grants automatically becomes the Organization Administrator
Authorized Official (Organization)	Manages the award throughout the grant lifecycle	<ul style="list-style-type: none"> ▪ Several users can be the Authorized Official for an organization ▪ To become the Authorized Official on a grant, you must first have the Authorized Official role for the organization
Authorized Official (Grant)	Manages the award throughout the grant lifecycle	<ul style="list-style-type: none"> ▪ The user who submits the grant application for the organization must have the Authorized Official role for the organization ▪ Only one user can be the Authorized Official for a grant and grant application ▪ The Authorized Official has the authority to sign and submit a grant application on behalf of the Signatory Authority ▪ The Authorized Official can submit amendments and performance progress reports for the grant



Role	Description	Considerations
Signatory Authority	An organization user or contact, whose name appears on the application and other grants management documents	<ul style="list-style-type: none"> The Signatory Authority does not require ND Grants access, but must be listed as an Organization Contact While the Signatory's name appears on the application, the Authorized Official signs the application The role is assigned as part of the grant application process
Grant Administrator	Submits performance reports and award functions for the Organization	<ul style="list-style-type: none"> The role is currently not activated, preventing a user from editing applications or submitting progress reports
Grant Writer	Manages application details before application submission	<ul style="list-style-type: none"> N/A
Financial Specialist		<ul style="list-style-type: none"> The role is currently not activated

The ND Grants users can perform different tasks based on their roles.

Table 2. By assuming an ND Grants role, a user can perform one or more tasks

Task	Organization Administrator	Authorized Official	Grant Administrator	Grant Writer
Submit an application in ND Grants		X		
Edit an application in ND Grants	X	X	X	X
Update Organization	X			
Approve access request	X			
Change user privileges for an Organization	X			
Input Project Funding data	X	X		X
Submit Performance Reports		X	X	
Accept Award Packages		X		
Sign Assurances & Certifications		X		
Submit Award Amendment		X		



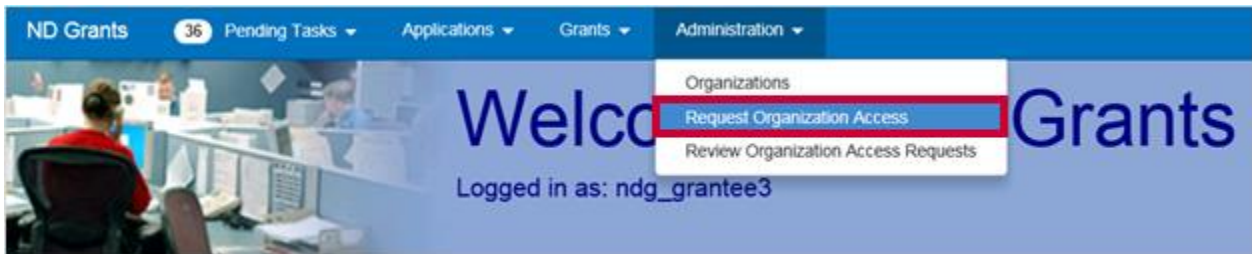
Requesting Organization Access

Once you have created an ND Grants user account, you must either request access to an existing organization, or create a new organization. If the organization has already been created, you must submit an Organization Access Request to access the organization's applications and awards.

Step 1

Under the Administrations dropdown, click the [Request Organization Access](#) link

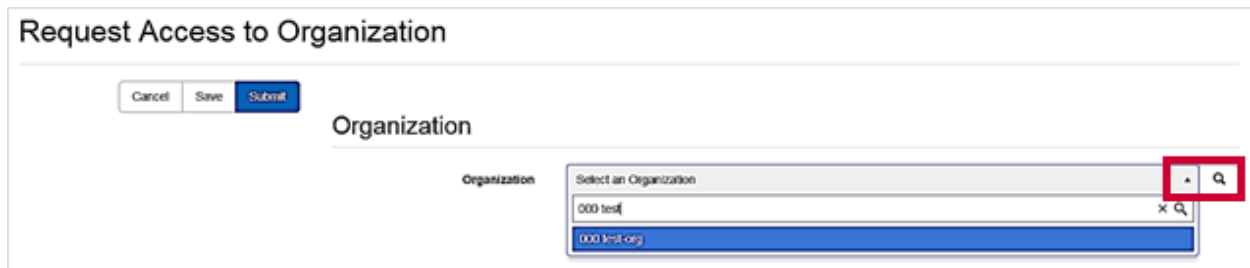
Figure 21. Click the [Request Organization Access](#) link under the Administration dropdown



Step 2

Find the organization to which you want to request access by clicking the dropdown and typing in the name of the organization in the search bar

Figure 22. From the [Request Access to Organization](#) page, search for your organization





Step 3

Select the roles you need for the organization by clicking the checkboxes next to each role. Then click the **Submit** button

Figure 23. Click the **Submit button once you have selected your roles on the *Request Access to Organization* page**

The screenshot shows the 'Organization' page with the following details:

- Buttons: Cancel, Save, **Submit** (highlighted in red)
- Organization: 000 test-org
- Legal Name: 000 test-org
- Employer Identification Number (EIN): 18-1234567
- DUNS Number: 999999999
- Mailing Address: 1 test rd, testville, Maryland 20735-9999, UNITED STATES
- Existing Roles: Grants Administrator, Grant Writer, Financial Specialist
- Roles Requested:
 - Organization Administrator
 - Grants Administrator
 - Financial Specialist
 - Authorized Official
 - Grant Writer

Figure 24. The *Update Organization Access Request* page will feature a confirmation message upon successful submission

The screenshot shows the 'Update Organization Access Request' page with the following details:

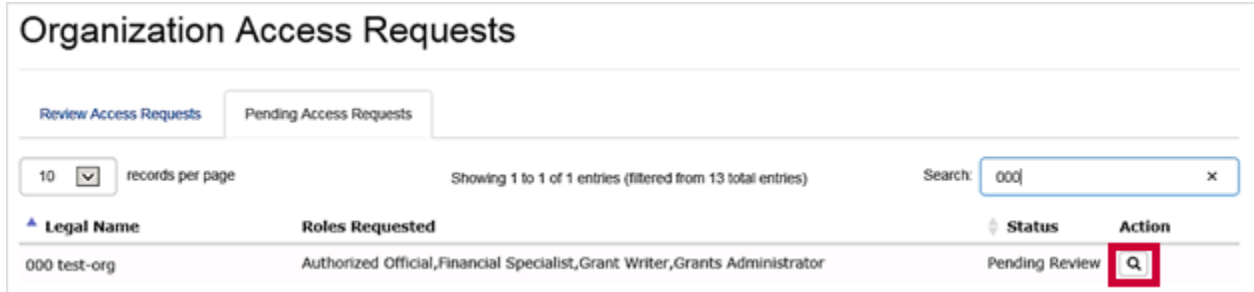
- Navigation: Organization, User Roles, Access Request
- Buttons: Cancel
- Confirmation Message: Organization access request successfully submitted
- Organization: 000 test-org
- Legal Name: 000 test-org
- Employer Identification Number (EIN): 18-1234567
- DUNS Number: 999999999
- Mailing Address: 1 test rd, testville, Maryland 20735-9999, UNITED STATES
- Existing Roles: Grants Administrator, Grant Writer, Financial Specialist



Step 4

To view submitted Organization Access Requests, under the Administration dropdown click the [Review Organization Access Request](#) link. Navigate to the Pending Access Requests tab and click the [View Organization Access Request](#) icon

Figure 25. Click the [View Access Requests](#) icon to view pending organization access requests



Forwarding Organization Access Requests

If the existing Organization Administrator is unavailable to approve the request, you can forward the request to the Program Manager. The Program Manager can only approve an access request that include the Organization Administration role but will approve the request if other roles are included as well.

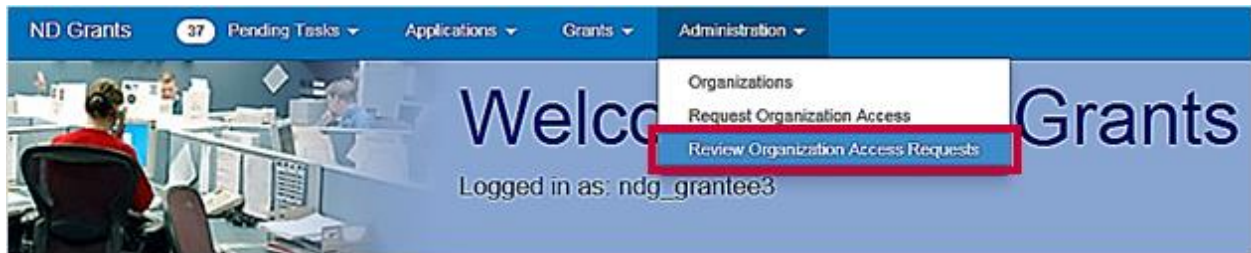
NOTE:

- Organizations should ensure that they have assigned as least two people with the Organization Administrator role in the event of personnel change. If the Organization Administrator is leaving the organization, they should designate additional Organization Administrators if necessary before going so

Step 1

After submitting the organization access request, under the Administration dropdown, click the [Review Organization Access Requests](#) link

Figure 26. Click the [Review Organization Access Request](#) link under the Administration dropdown





Step 2

From the *Organization Access Requests* page, open the **Pending Access Requests** tab to view all pending organization access requests you have submitted

Figure 27. Click the **Pending Access Requests** tab to view all pending requests

Organization Name	Requestor	Action
Colorado Division of Emergency Management	User2, NDGrants [ndg_grantee2]	[Action Icon]

Step 3

Under the Action column next to the appropriate organization, click the **Forward Organization Access Request to Grantor** icon

Figure 28. Click the **Forward Organization Access Request to Grantor** icon to open the *Forward Organization Access Request* page

Legal Name	Roles Requested	Status	Action
000 test-org	Financial Specialist, Grant Writer, Grants Administrator, Organization Administrator	Pending Review	[Magnifying Glass] [Person Icon]
000 test-org	Authorized Official, Financial Specialist, Grant Writer, Grants Administrator	Pending Review	[Magnifying Glass]



Step 4

Complete all fields on the *Forward Organization Access Request* page. Enter the Fiscal Year and Funding Opportunity your organization has applied for and enter why you are requesting the Organization Administrator role. Then click the **Submit** button

Figure 29. Click the **Submit** button on the *Forward Organization Access Request* page to forward the request to a program manager

Forward Organization Access Request

Cancel **Submit**

Access Request

To assist FEMA in reviewing your access request, please identify a Fiscal Year and Funding Opportunity for which your organization has applied for a Grant.

Roles Requested: Organization Administrator
Grants Administrator
Grant Writer
Financial Specialist

Fiscal Year: 2017

Funding Opportunity: FY 2017 FO Regional alex FEMAUIAT

Why do you need Grantee Organization Administrator Role Access?: test forward

Figure 30. The *Forward Organization Access Request* page, featuring a confirmation message

Forward Organization Access Request

Access Request | Organization access request successfully forwarded to Grantor

Access Request

Roles Requested: Organization Administrator
Grants Administrator
Grant Writer
Financial Specialist

Status: Forwarded to Grantor

Fiscal Year: 2017

Funding Opportunity: FY 2017 FO Regional alex FEMAUIAT

Why do you need Grantee Organization Administrator Role Access?: test forward

NOTE:

- After forwarding the request, reach out to your program manager so that they are aware of the pending request



Approving Organization Access Requests

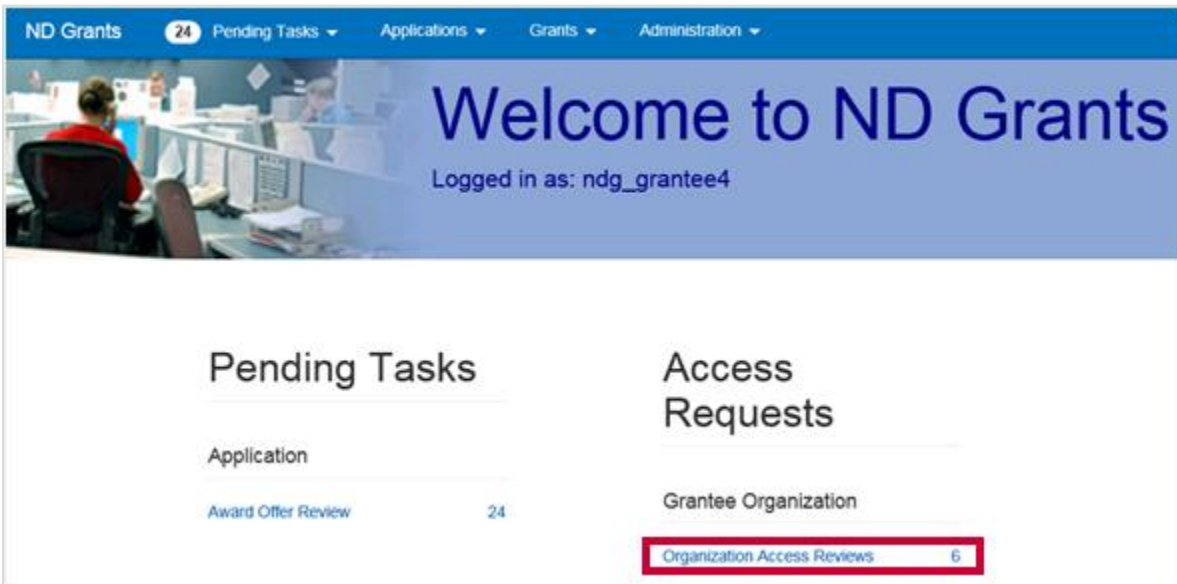
Once a new user submits an Organization Access Request, the Organization Administrator reviews then approves or denies the request. Only users with the Organization Administrator role can approve or deny access requests for the organization

Step 1

To view pending Organization Access Review tasks, click the **Organization Access Reviews** link in the Access Requests column on the ND Grants homepage.

Alternately, click the **Review Organization Access Requests** link in the Administration dropdown. The *Organization Access Requests* page will list all previously submitted access requests

Figure 31. Click the **Organization Access Reviews** link on the ND Grants homepage



Step 2

Click the **Review Organization Access Requests** icon in the Action column next to the pending access request

Figure 32. Click the **Review Organization Access Requests** icon on the *Organization Access Requests* page





Step 3

Select or deselect the role(s) to confirm the role(s) the new user will have under the organization. No change is necessary if the requestor has already selected the appropriate roles. Click either the **Approved** or **Denied** button and enter any text in the Comments box if necessary

Figure 33. Click the **Approved** or **Denied** button on the *Review Access Request to Organization* page

Updated Roles

<input type="checkbox"/> Organization Administrator	<input checked="" type="checkbox"/> Authorized Official
<input checked="" type="checkbox"/> Grants Administrator	<input checked="" type="checkbox"/> Grant Writer
<input checked="" type="checkbox"/> Financial Specialist	

Review

Outcome Approved Denied

Comments

Font Sizes



Step 4

An email template will appear, allowing you to choose recipients to notify as well as to add text in the Message Body text box

Figure 34. Complete the email notification on the Review Access Request to Organization page

Notification

From: FEMA-GPD-Systems-TDL@fema.gov

To:

Select Contacts: [Dropdown menu with 'User3, NDGrants' selected]

Additional Email Addresses:

CC:

Select Contacts: [Text box]

Additional Email Addresses: [Text box]

Subject: ND Grants Organization Access Request Approved

Message Body

[Rich text editor toolbar with icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, font size, and font color]

[Text area for message body]

Step 5

Once you complete the edits to the email notification, click the **Submit** button. By clicking the **Submit** button, you will send an email notification to the intended recipients notifying them that their access request has been approved or denied

Figure 35. Click the Submit button to complete the review of the Organization Access Request and to send the email notification

Review Access Request to Organization

Organization

Requestor

Roles Approved

Review

Legal Name: 000 test-org

Type: State governments

Division Name

Department Name

Cancel Submit



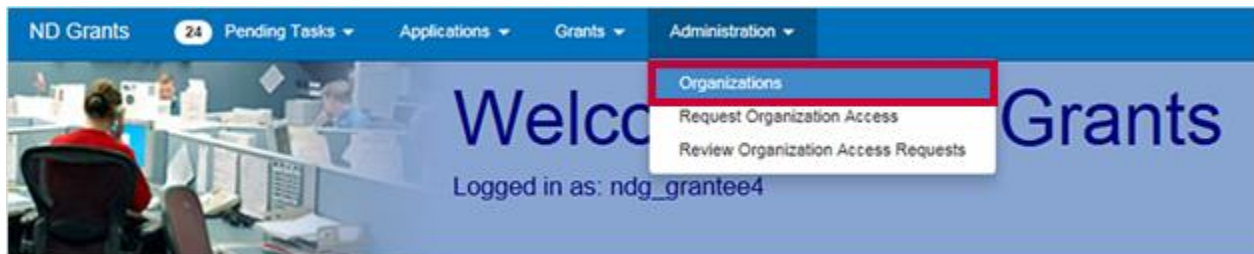
Updating User Roles

An Organization Administrator can assign and manage the roles within the organization. Only the Organization Administrator can update the roles for other users. An organization can have more than one Organization Administrator

Step 1

From the Administration dropdown, click the **Organizations** option to view the *Organization Administration* page






Figure 36. Click the **Organizations** link under the Administration dropdown



Step 2

Click the **Update Organization** icon in the Action column to open the *Update Organization* page

Figure 37. Click the **Update Organization** icon to open the *Update Organization* page



Organization Administration			Create Organization
10 records per page	Showing 1 to 10 of 97,027 entries	Search: <input type="text"/>	
Legal Name	Address	Action	
0001 Organization AM2	555 Street , Test, Virginia, 22222		
0001 Organization AM5	12005 N St. , Washington, District Of Columbia, 20020		
001 Tribal Affairs of Virginia	3232 Cedar Lanes , Leemans, Virginia, 22550		
002 Dam Maintenance	1 test rd , testville, Maryland, 20735		
3.07 Organization AM1	123 Test St , Test, Virginia, 22222		



Step 3

From the *Update Organization* page, scroll to the User Roles section and click the **Update Contact** icon in the Action column

Figure 38. Click the **Edit Contact** icon to update the user's roles

User	Current Roles	Action
User3, NDGrants [ndg_grantee3]	Organization Administrator , Authorized Official , Grants Administrator , Grant Writer , Financial Specialist	
User4, NDGrants [ndg_grantee4]	Organization Administrator , Authorized Official , Grants Administrator , Grant Writer , Financial Specialist	

Step 4

From the Edit User Roles popup, check/uncheck the role boxes to assign or remove a role from the user. Then click the **Ok** button

Figure 39. Update the user's roles and click the **Ok** button

Edit User Roles

User Details

Last Name: User3
First Name: NDGrants
Middle Name:
Primary Phone Number: 7035550003
Email: FEMA-GPD-Systems-TDL@FEMA.gov

Roles

Organization Administrator Authorized Official
 Grants Administrator Grant Writer
 Financial Specialist



Step 5

Click the **Save** button to complete the update to the user's roles

Figure 40. Click the **Save** button to finale the update

Details	
Legal Name	000 test-org
Type	State governments
Division Name	
Department Name	
Employer Identification Number (EIN)	18-1234567
Other Organizations that share this EIN	
DUNS Number	1234557890000

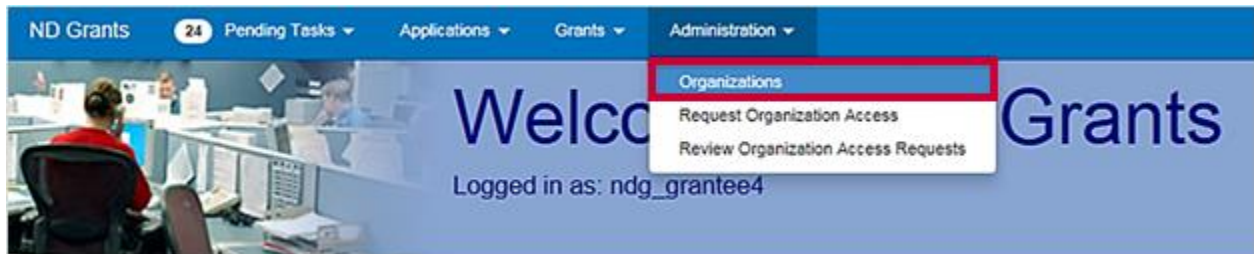
Creating Organization Contacts

The Organization Administrator can add contacts to the organization so that they can be added to applications as contacts. Please note, an organization's contacts are not ND Grants users. Without an ND Grants account, they will not have system privileges.

Step 1

Under the Administration dropdown, click the **Organizations** link to view the *Organization Administration* page

Figure 41. Click the **Organizations** link under the Administration dropdown





Step 2

Click the **Update Organization** icon in the Action column to add a contact. This will open the *Update Organization* page

Figure 42. Click the **Update Organization** icon to open the *Update Organization* page

Organization Administration Create Organization

10 records per page Showing 1 to 1 of 1 entries (filtered from 97,025 total entries) Search: Maintenance

Legal Name	Address	Action
002 Dam Maintenance	1 test rd , testville, Maryland, 20735	

Step 3

From the *Update Organization* page, click the **Create Contact** button

Figure 43. Click the **Create Contact** button to create a new contact

Contacts Create Contact

Contact	Email	Primary Phone Number	Action
Testington, Test	test@test.com	202-555-1234	

NOTE:

- When adding a contact, do not add a current ND Grants system user as a contact. The contact information for current ND Grants system users is listed in the User Roles section of the *Update Organization* page



Step 4

From the Create Contact popup, complete all required fields. Then click the **Ok** button

Figure 44. Complete the fields to enter new contact information

Create Contact ✕

First Name

Middle Name

Last Name

Prefix Suffix

Title

Email

Figure 45. Click the **Ok button to save the new contact**

Country ✕ ▼

ZIP Zip-4



Step 5

From the *Update Organization* page, click the **Save** button to save the updates to the organization details and the new contact

Figure 46. Click the **Save** button to finalize all contact changes

The screenshot shows the 'Update Organization' page with the 'Details' tab selected. The form contains the following fields:

- Legal Name:** 002 Dam Maintenance (Note: This should match your SAM.gov account)
- Type:** County governments (dropdown menu)
- Division Name:** test
- Department Name:** test
- Employer Identification Number (EIN):** 24-1994123
- Additional Information:** A text area for sharing EIN with other organizations.
- DUNS Number:** 090909090 (Note: This should match your SAM.gov account)
- DUNS-4:** 9999

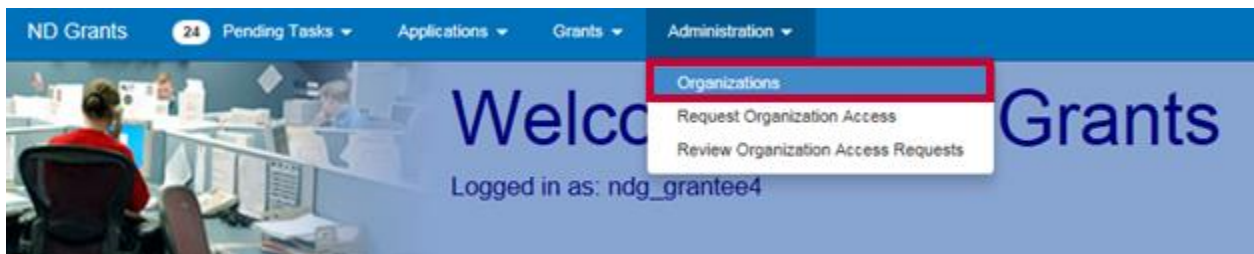
At the bottom left, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box.

Updating Organization Contacts

Step 1

Under the Administration dropdown, click the **Organizations** link to view the *Organization Administration* page

Figure 47. Click the **Organizations** link under the Administration dropdown





Step 2

Search for the organization in the search box, then click the **Update Organization** icon in the Action column. This will open the *Update Organization* page

Figure 48. Click the **Update Organization** icon to open the *Update Organization* page

Organization Administration Create Organization

10 records per page Showing 1 to 1 of 1 entries (filtered from 97,025 total entries) Search: Maintenance


Legal Name	Address	Action
002 Dam Maintenance	1 test rd , testville, Maryland, 20735	

Step 3

From the *Update Organization* page, navigate to the contacts section and click the **Update Contact** button in the Action column. Edit the contact as necessary and click the **Ok** button

Figure 49. Click the **Update Contact** icon to edit a contact

Contacts Create Contact

Contact	Email	Primary Phone Number	Action
Testington, Test	test@test.com	202-555-1234	

50. Click the **Ok** button to finalize the updates to the contact

Country: UNITED STATES

ZIP: 20735 Zip-4: 9999

Cancel Ok

NOTE:

- The system will show an error prompt if information is missing. If a field has “**this field is required**” in red, further information must be added



Step 4

The *Update Organization* page will include the new contact. Click the **Save** button to complete the update

Figure 51. The new contact will appear in the *Contacts* section of the *Update Organization* page

Contacts Create Contact			
Contact	Email	Primary Phone Number	Action
Training, ND Grants	training@1234.com	123-456-1234	
Trainee, ND Grants	trainee@1234.com	555-666-7777	

Figure 52. Click the **Save** button to save the changes to the organization

Update Organization

Details

User Roles

Contacts

Organization successfully saved ×

Cancel Save

Details

Step 5

To delete a contact, from the *Update Organization* page, click the **Remove Contact** icon

Figure 53. To remove a contact, click the **Remove Contact** icon

Contacts Create Contact			
Contact	Email	Primary Phone Number	Action
Training, ND Grants	training@1234.com	123-456-1234	
Trainee, ND Grants	trainee@1234.com	555-666-7777	



Step 6

The *Update Organization* page will no longer include the deleted contact. Click the **Save** button to complete the update

Figure 54. Confirm that the contact no longer appears on the *Update Organization* page

Contacts			
			Create Contact
Contact	Email	Primary Phone Number	Action
Training, ND Grants	training@1234.com	123-456-1234	<input type="checkbox"/>

Figure 55. Click the **Save button to save the changes to the organization**

Update Organization

Details

User Roles

Contacts

Organization successfully saved
×

Details

Cancel
Save

NOTE:

- Only a user with the Organization Administrator role can update organization details or user roles



Application Functionality

To apply for a FEMA preparedness or mitigation grant, you must begin the application process on Grants.gov. Once the initial application for Federal Assistance (SF-424) is complete in Grants.gov, the application will be automatically migrated for initial review in ND Grants. All the information from the SF-424 entered in the Grants.gov application will be automatically downloaded into ND Grants and reviewed for eligibility by ND Grants staff. After review, the application will be released back to you in ND Grants to complete, which includes updating the budget, adding any attachments, and completing any required Assurances and Certifications.

NOTE:

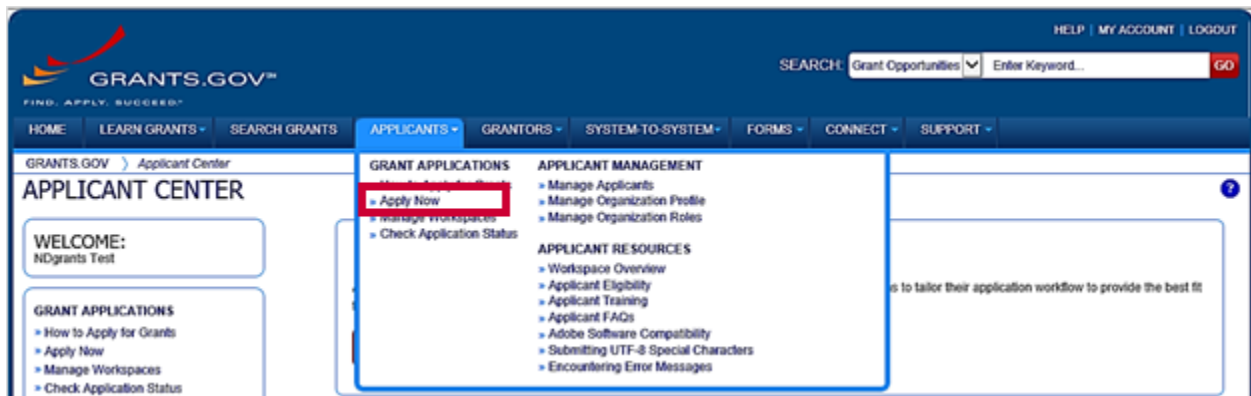
- If you need additional assistance completing the SF-424, contact the Grants.gov Service Desk at 1-800-518-4726 or support@grants.gov

Applying Through Grants.gov Workspace

Step 1

Open the Applicants dropdown and click the **Apply Now** link

Figure 56. Click the **Apply Now** link under the Applicants dropdown





Step 2

Enter the Funding Opportunity number or the Opportunity Package ID into the text boxes and click the **Create Workspace** button

Figure 57. Enter the Funding Opportunity Number or Opportunity Package ID and click the [Create Workspace](#) button

GRANTS.GOV > Applicants > Apply Now Using Workspace

APPLY NOW USING WORKSPACE

If you know the Funding Opportunity Number or the Opportunity Package ID for which you would like to create a Workspace, please enter it below. Otherwise, go to [Search Grants](#) to search open Opportunities.

Please enter Opportunity information:

Funding Opportunity Number:

Opportunity Package ID:

Please enter required information for new Workspace:

*Application Filing Name:

Step 3

To begin the application, click the **Webform** link in the Actions column

Figure 58. Click the [Webform](#) link

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Fill Out Forms Complete and Notify AOR Submit Agency Received

DHS-18-NPD-005-02-05 - PKG00042949
FY 2018 Emergency Management
Performance Grants (EMPG) Region 2
(TEST)
Department of Homeland Security - FEMA
Department of Homeland Security - FEMA

Application Filing Name: [Test \[Edit Name\]](#)

Workspace ID: WS00005768

AOR Status: Workspace has AOR

Workspace Owner: NDgrants Test

Workspace Status: New

Last Submitted Date: ---

SAM Expiration Date: Jan 31, 2020

Opening Date: ---

Closing Date: May 13, 2020

DUNS: 000000000000

FORMS | VIEW APPLICATION | ATTACHMENTS | PARTICIPANTS | ACTIVITY | DETAILS

Workspace Actions:

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms:

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform

Step 4

Complete the application using the Grants.gov instructions as a guide



Step 5

To submit the application, click the **Sign and Submit** button

Figure 59. Click the **Sign and Submit** button

The screenshot shows the 'MANAGE WORKSPACE' page for a grant application. At the top, there are progress indicators: 'Created', 'Forms Passed', 'Complete and Notify AOR', 'Submit', and 'Agency Received'. The 'Submit' button is currently selected. Below this, application details are listed, including the filing name 'Test [Edit Name]', workspace ID 'WS00005768', and status 'In Progress'. A navigation bar includes 'FORMS', 'VIEW APPLICATION', 'ATTACHMENTS', 'PARTICIPANTS', 'ACTIVITY', and 'DETAILS'. Under 'Workspace Actions', there are buttons for 'Check Application', 'Sign and Submit' (highlighted with a red box), and 'Delete'. Below this is a table of 'Application Package Forms' with columns for 'Include in Package', 'Form Name', 'Requirement', 'Form Status', 'Last Updated Date/Time', 'Locked By', and 'Actions'.

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	Passed [Locked]	May 17, 2018 11:39:45 AM EDT	NDgrants Test	Unlock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	Passed [Locked]	May 17, 2018 11:42:08 AM EDT	NDgrants Test	Unlock Download Upload Reuse Webform

Step 6

When the application is submitted, the *Confirmation* popup will appear. Note the Grants.gov Tracking Number, and use the tracking number to verify that the application is downloaded into ND Grants

Figure 60. Note the Grants.gov Tracking Number on the Confirmation popup

The screenshot shows a 'Confirmation' popup window. At the top, it says 'If you are unable to see the Confirmation PDF below, please click Download button:' followed by a 'Download' button. Below this is a PDF viewer showing a confirmation message. The message includes a 'Confirmation' heading and a paragraph of text: 'Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors. Please do not hit the back button on your browser. If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it. You may also monitor the processing status of your submission within the Grants.gov system by clicking on the "Track My Application" link listed at the end of this form. Note: Once the grantor agency has retrieved your application from Grants.gov, you will need to contact them directly for any subsequent status updates. Grants.gov does not participate in making any award decisions. IMPORTANT NOTICE: If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at support@grants.gov, or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov look like GRANTXXXXXXX.' At the bottom of the popup is a 'Close' button.



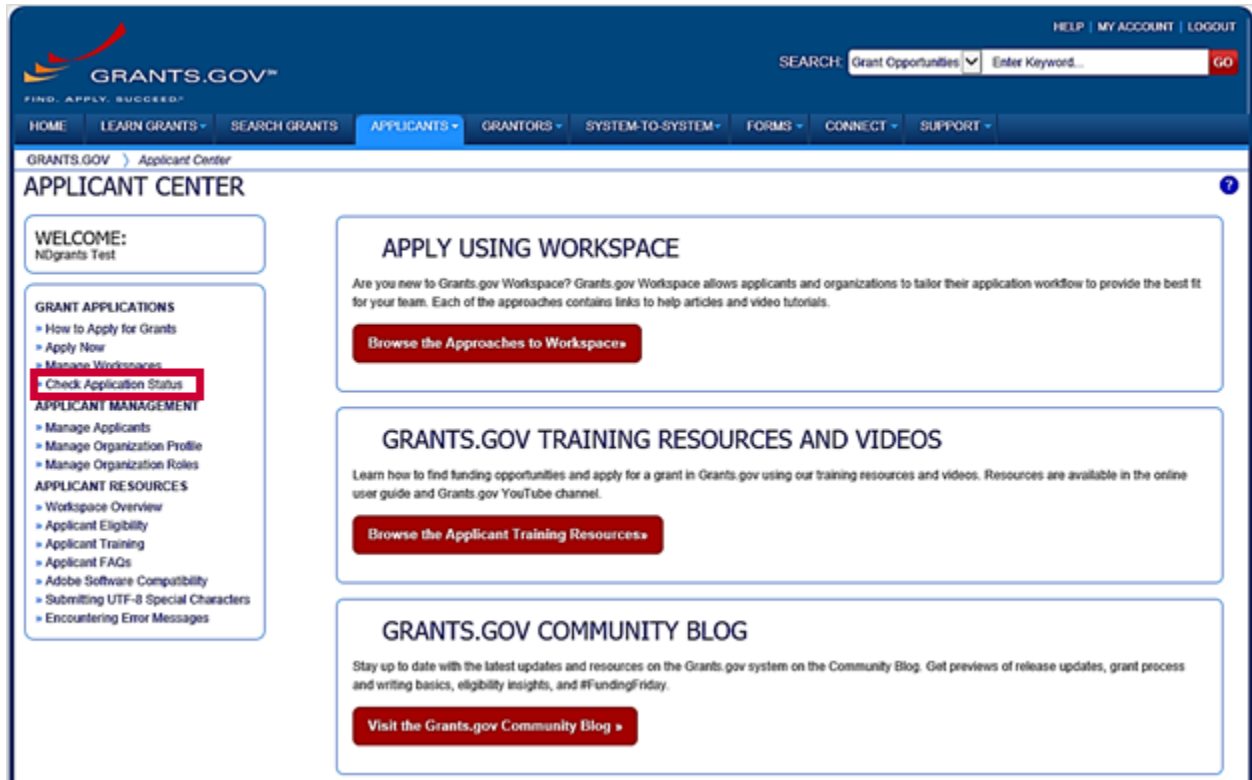
NOTE:

- The *Confirmation* page indicates that the application has been submitted. It does not confirm that the application has been accepted

Step 7

To verify that the Grants.gov application was downloaded into ND Grants, click the **Check Application Status** link on the *Applicant Center* page

Figure 61. Click the Check Application Status link

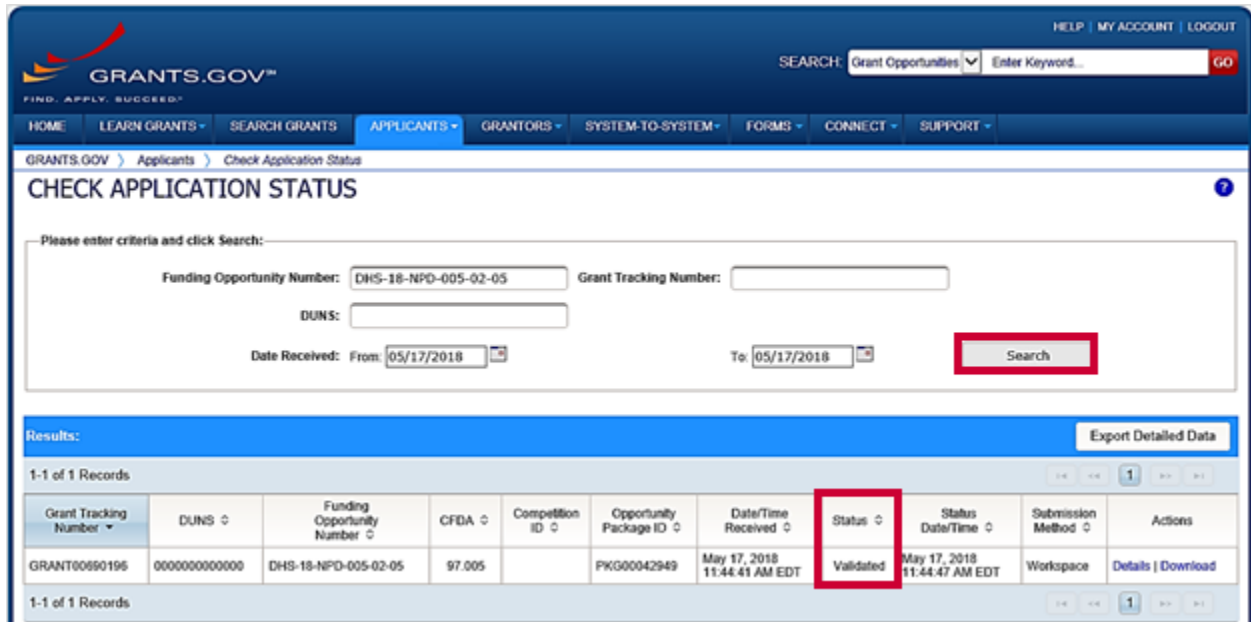




Step 8

Enter the Funding Opportunity Number or Grant Tracking Number and click the **Search** button

Figure 62. Enter the funding opportunity number into the Funding Opportunity Number field



NOTE:

- Once the application is downloaded to ND Grants, the Status column will read Agency Tracking Number Assigned

Submitting Applications after Initial Review

Applications submitted in Grants.gov and approved for eligibility will be released back to the applicant in ND Grants. Applicants will be notified via email to complete the application in ND Grants. Each step must be completed to submit the complete application.

Step 1

From the Application dropdown, click on the **Manage Applications** link

Figure 63. Click the Manage Applications link under the Applications dropdown





Step 2

Click the **Update Application** icon in the Action column for the application pending submission

Figure 64. Click the **Update Application** button to open the *Update Application* page

Application Number	Funding Opportunity Name	Funding Opportunity Number	Organization	Application State	Last Updated	Action
EMW-2015-SS-APP-00016	FY15 Homeland Security Grant Program Sprint 15	DHS-15-GPD-067-00-01	NDG Test Org 1 Sprint 15	Accepted	06/09/2015 11:38	
EMW-2015-SS-APP-00003	FY15 Homeland Security Grant Program Sprint 15	DHS-15-GPD-067-00-01	NDG Test Org 1 Sprint 15	Pending Submission	05/27/2015 19:30	

NOTE:

- To filter through the list of applications, type the application number into the Search box for the desired application
- Applications pending submission have **Update Application** and **Withdraw Application** icons in the Action column, as they require additional information to be entered by the applicant



Step 3

To complete the application, scroll through each section on the *Update Application* page and complete all fields. Begin by reviewing the SF-424 Information section, which includes details migrated from the Grants.gov application.

If the Congressional District does not appear, the district number was incorrectly entered on the SF-424 in Grants.gov. To update the Congressional District, type the state abbreviation and the available congressional districts will appear in a dropdown

Figure 65. Complete the SF-424 Information section of the application

SF-424 Information

Project Information

Project Title

Program/Project Congressional Districts

Proposed Start Date **Proposed End Date**

Areas Affected by Project (Cities, Counties, States, etc.)

Estimated Funding

Funding Source	Estimated Funding (\$)
Federal Funding	\$10,000.00
Applicant Funding	\$20,000.00
State Funding	\$5,000.00
Local Funding	\$7,000.00
Other Funding	\$6,000.00
Program Income Funding	\$3,000.00
Total Funding	\$51,000.00

Is application subject to review by state under the Executive Order 12372 process?

Is applicant delinquent on any federal debt? Yes No



Step 4

Update the contacts and user roles in the Contacts section. Delete the contacts migrated from the Grants.gov application by clicking the **Remove Contact** icon in the Action column for all contacts.

Open the dropdown and select a new contact for the application. When adding the Authorized Official, ensure the contact name also includes the User ID. Click the **Add Contact** icon next to the selected contact to add it to the list.

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

For additional directions for updating the contacts on the application, refer to the *Managing Contacts in Applications* quick reference guide

Figure 66. Delete contacts migrated from the Grants.gov application

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

Figure 67. Add contacts to the Contacts section and assign roles

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"/>	
User4, NDGrants FEMA-GPD-Systems-TDL@fema.gov	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	

NOTE:

- The contact designated as the Signing Authority does not need to be an ND Grants system user. The Authorized Official must be an ND Grants user and have the Authorized Official role for your organization



Step 5

Complete the SF-424A portion of the application by completing all Amount fields. Fields that do not have a cost should be completed with a zero

Figure 68. Complete the SF-424A section of the application

SF-424A

OMB Number 4040-0006
Expiration Date 06/30/2014
[Burden Statement](#)

Budget Information for Non-Construction Programs

Grant Program: Homeland Security Grant Program Sprint 16 CFOA Number: 97.067

Budget Object Class	Amount
Personnel	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Construction	
Other	
Total Direct Charges	
Indirect Charges	
Budget Category Total	

Non-Federal Resources	Amount
Applicant	
State	
Other	
Total Non-Federal Resources	



Step 6

To add an attachment to the application, click the **Add Attachment** button. Add a title and description for each attached document

Figure 69. Add any necessary attachments in the Attachments section

Attachments						+ Add Attachment
Attached Documents	Title	Description	Attached By	Created Date	Action	
GrantApplication.xml	<input type="text" value="GrantApplication.xml"/>	<input type="text" value="Submitted in Grants.gov"/>	System User	06/22/2015 10:30 -04:00		
SF424_2_1-AdditionalProjectTitle-1236-FourThousandCharacters.docx	<input type="text" value="SF424_2_1-AdditionalPr"/>	<input type="text" value="Submitted in Grants.gov"/>	System User	06/22/2015 10:30 -04:00		
SF424_2_1-1235-TwentyThousandCharacters.docx	<input type="text" value="SF424_2_1-1235-Twen"/>	<input type="text" value="Submitted in Grants.gov"/>	System User	06/22/2015 10:30 -04:00		
SF424_2_1-1237-CongressionalDistrictsProdMay2014.xls	<input type="text" value="SF424_2_1-1237-Congri"/>	<input type="text" value="Submitted in Grants.gov"/>	System User	06/22/2015 10:30 -04:00		

NOTE:

- You can upload Investment Justifications as attachments

Step 7

In the Assurance and Certification section of the application, approve the Certification Regarding Lobbying, the SF-LLL, and the SF-424B. These must be approved before the application can continue processing.

The Signatory Authority's name will appear at the bottom of each Assurance and Certification. The Authorized Official should enter their password and sign the Assurance on behalf of the Signatory Authority. To sign, enter the Signatory Authority's prefix, the Signatory Authority's title, and your ND Grants password. Then click the **Sign Assurance** button.

For each Assurance and Certification document, you must electronically sign the form, or check the **Form Not Applicable to Application** box. In the SF-LLL section, if you click the **Form Not Applicable to Application** box, the section will collapse



Figure 70. Complete the required fields and click the **Sign Assurance** button

Certification Regarding Lobbying

Status Pending

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure of Lobbying Activities,' in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure of Lobbying Activities,' in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's Organization: NDG Sprint 16 Organization 1

Prefix:

First Name: Catherine

Middle Name:

Last Name: Scott

Suffix:

Signatory Authority Title:

I, **Catherine Scott**, or my designee am hereby providing my signature for this application as of **06/24/2015**

Enter password to electronically sign assurance

Sign Assurance



Figure 71. Complete the SF-LLL section of the application

SF-LLL

OMB Number 0348-0046
Expiration Date 12/31/2013
[Burden Statement](#)

Disclosure of Lobbying Activities

Status Pending

Form Not Applicable to Application

Name and Address of Reporting Entity:

Name

Street 1

Street 2

City

State

Zip

Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's Organization: **NDG Sprint 16 Organization 1**

Prefix:

First Name: Catherine

Middle Name:

Last Name: Scott

Suffix:

Signatory Authority Title:

Telephone No:

I, **Catherine Scott**, or my designee am hereby providing my signature for this application as of **06/24/2015**

Enter password to electronically sign assurance

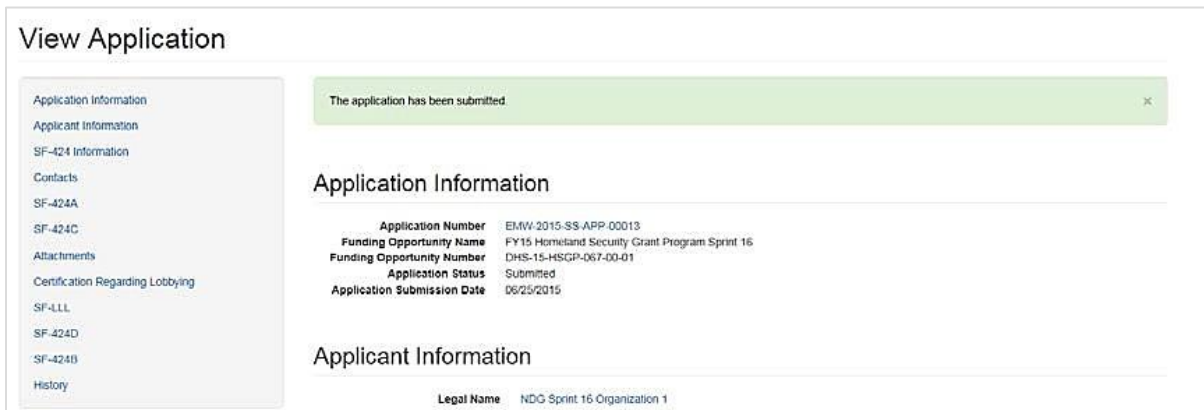


Step 8

If you are not ready to submit an application, click the **Save** button to save the updates made to the application

To submit an application, click the **Submit** button

Figure 72. The *View Application* page will display a confirmation message after submission



NOTE:

- You must be the Authorized Official in the Contacts section for the application to sign and submit it the application
- To print the application, you must print using your internet browser print option
- Once the application is submitted, you **cannot** edit the application further



Grants Management Functions

All post-award functions can be completed through the Grants dropdown on the ND Grants tool bar. Grant management functions include accepting or declining an award, submitting and managing amendments, and submitting performance progress reports.

Accepting or Declining an Award

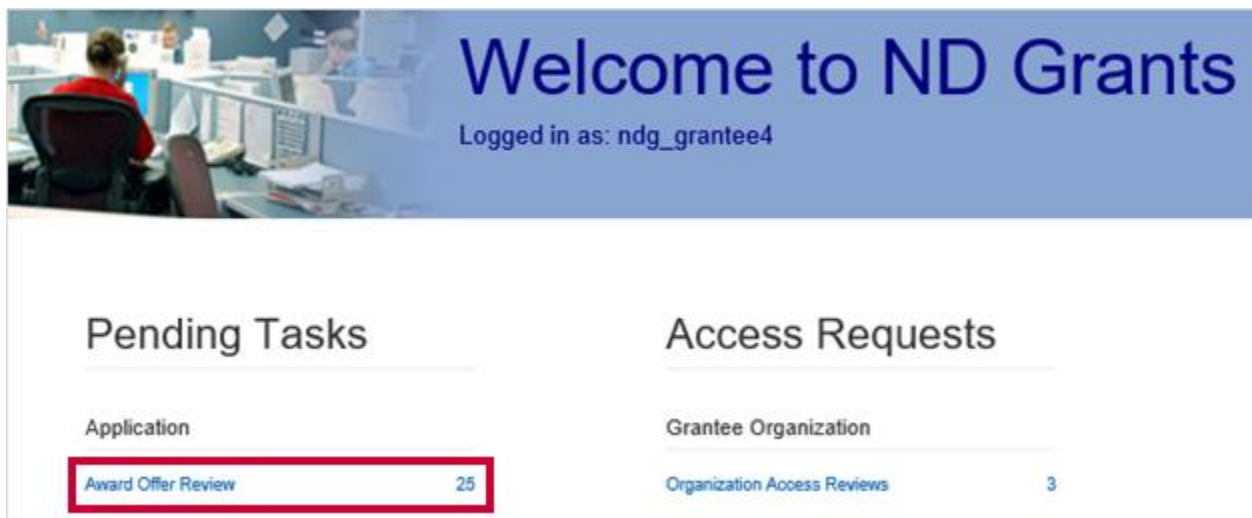
Once an application is awarded by FEMA, ND Grants will generate a task for accepting the award. To review an award, navigate to the *Grants Dashboard* page, which lists all applications submitted for your organization in ND Grants. Any applications awaiting acceptance will feature the **Complete Award Offer Review** icon in the Action column on the grants dashboard. To proceed further, the award package must be accepted. If necessary, users can decline the award package.

Only a user with the Authorized Official role for the grant can accept or decline an award. The user that submits the application will automatically be assigned the Authorized Official role.

Step 1

To access Award Offers, click on the **Award Offer Review** link under the Pending Tasks column of the ND Grants homepage

Figure 73. 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

Figure 74. Click the **Complete Award Offer Review** icon on the **Award Offer Review** page

Award Number	Funding Opportunity Name	Grantee Organization Name	Date Created	Action
EMD-2017-CA-00127-S01	FY 2017 FO Regional basanta 3.07	Colorado Division of Emergency Management	2017-10-18 14:13:13 -04:00	
EMW-2013-GR-00006-S01	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-00049-S01	EADIS FY 2014 Solicitation - Annual Fiscal	EADIS Test Organization	2017-07-11 13:18:20 -04:00	

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

Figure 75. Click the **Accept** or **Decline** radio buttons on the **Award Offer Review** page

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
9195 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)
- Obliging 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 User3, am hereby providing my signature for the above award offer review.



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

Figure 76. The *Award Offer Review* page will confirm that the Authorized Official accepted the award

Review Award Offer

Outcome Accept Decline

Comments

Signature

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

ndg_grantee4 was verified at 01/04/2018 18:47

Request to Reassign Award Offer Review Task

If the Authorized Official assigned to complete the Award Offer Review task has left the organization, the new Authorized Official can request the Award Offer Review task be reassigned. FEMA will review the request, and if approved, the task will automatically reassign to the new Authorized Official.

Step 1

From the Application dropdown, click the **Manage Applications** link

Figure 77. Click the **Manage Applications link from the Applications dropdown**





Step 2

Click the **Request Application Authorized Official Change** icon in the Action column for the appropriate application

Figure 78. Click the **Request Application Authorized Official Change** icon to reassign the task

Application Administration Create Application

100 records per page Showing 1 to 1 of 1 entries (filtered from 4,184 total entries) Search:

Application Number	Funding Opportunity Name	Funding Opportunity Number	Organization	Application State	Last Updated	Action
EMW-2016-CA-APP-00021	FY 2016 Homeland Security National Headquarters	DHS-15-NPD-005-00-01	Colorado Division of Emergency Management	Approved	05/17/2016 16:32	

Step 3

From the Authorized Official Change Request popup, provide justification for the Award Offer Review task reassignment in the text box and click the **Submit** button

Figure 79. Justify the reassignment and click the **Submit** button

Authorized Official Change Request ✕

You are submitting a request to change the Authorized Official for Application EMW-2016-CA-APP-00021 from NDGrants User4 to NDGrants User3. If you would like NDGrants User4 to accept the pending award offer, select Cancel. If you would like NDGrants User3 to be able to accept the pending award offer, please provide a justification for the change and select Submit. Your organization will be unable to accept the pending award offer until FEMA has completed its review of this request.

Request Justification Text (4,000 characters)

NOTE:

- Your organization will not be able to accept the pending award offer until FEMA has completed its review of this request

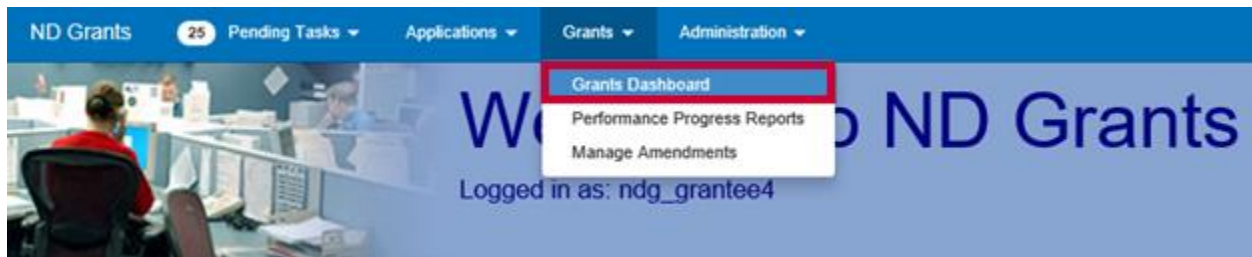


Viewing an Award

Step 1

To view an accepted award, click the **Grants Dashboard** link under the Grants dropdown

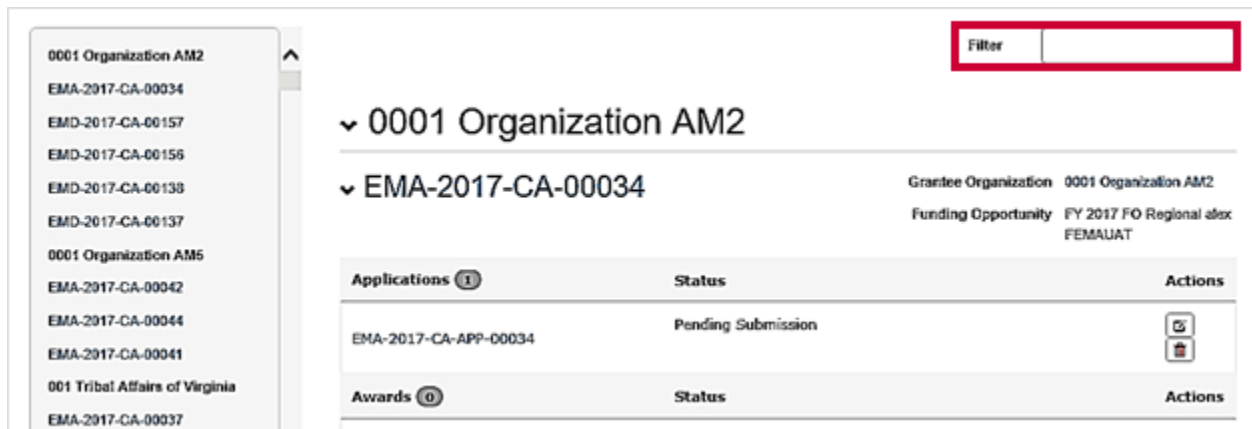
Figure 80. Click the **Grants Dashboard** link under the **Grants** dropdown to view all applications, awards, and amendments for your organizations



Step 2

Awards are grouped together by the organization they were awarded to. 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 Filter search bar to filter for the desired award or locate and click the award number in the left toolbar

Figure 81. Use the filter text box to search for applications, awards, and amendments on the *Grants Dashboard* page





Step 3

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

Figure 82. Click the award number hyperlink to open the *View Award* page

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

Figure 83. The *View Award* page includes all award details

<h2>View Award</h2>															
<ul style="list-style-type: none"> Award Details Signatures SF-424A Award Package Action History 	<h3>Award Details</h3> <table border="0"> <tr> <td>Award Number</td> <td>EMC-2018-CA-00002-S01</td> </tr> <tr> <td>Grant Number</td> <td>EMC-2018-CA-00002</td> </tr> <tr> <td>Award Status</td> <td>Accepted</td> </tr> <tr> <td>Grantee Organization Name</td> <td>0001 Organization AM8 EDIT</td> </tr> <tr> <td>Signatory Authority</td> <td>Contact , Test 555-555-5555 contact@t.com</td> </tr> <tr> <td>Secondary Contact</td> <td>Contact , Test 555-555-5555 contact@t.com</td> </tr> <tr> <td>Authorized Official</td> <td>NDGrants , User3 7035550003 FEMA-GPD-Systems-TDL@FEMA.gov</td> </tr> </table>	Award Number	EMC-2018-CA-00002-S01	Grant Number	EMC-2018-CA-00002	Award Status	Accepted	Grantee Organization Name	0001 Organization AM8 EDIT	Signatory Authority	Contact , Test 555-555-5555 contact@t.com	Secondary Contact	Contact , Test 555-555-5555 contact@t.com	Authorized Official	NDGrants , User3 7035550003 FEMA-GPD-Systems-TDL@FEMA.gov
Award Number	EMC-2018-CA-00002-S01														
Grant Number	EMC-2018-CA-00002														
Award Status	Accepted														
Grantee Organization Name	0001 Organization AM8 EDIT														
Signatory Authority	Contact , Test 555-555-5555 contact@t.com														
Secondary Contact	Contact , Test 555-555-5555 contact@t.com														
Authorized Official	NDGrants , User3 7035550003 FEMA-GPD-Systems-TDL@FEMA.gov														



Creating Amendment Requests

Once you've accepted your award, you can make changes to the grant in ND Grants by submitting an amendment request. Depending on the type of changes included in the request, the amendment may require FEMA approval. You can combine amendment types, and the amendment will proceed through the highest level of review based on the changes that are requested. Only one amendment can be submitted at a time.

Table 3. The amendment types, descriptions, and review parameters

Amendment Type	Amendment Description	Review Level
Contact Amendment	To add a contact to the award or update Primary/Secondary contact designation	Does not require FEMA internal review
Authorized Official	To change the Authorized Official on the award	Requires FEMA internal review
Signatory Authority	To change the Signatory Authority on the award	Requires FEMA internal review
Period of Performance	To change the performance start date or end date	Requires FEMA internal review
Cost Change	To increase or decrease the overall amount of the award	Requires FEMA internal review
Scope of Work	To update the totals in each budget object class	Requires FEMA internal review
Term and Condition Removal Request	To remove a Term and Condition from the award	Requires FEMA internal review

NOTE:

- Before submitting an amendment, contact your FEMA Program Manager to discuss the requested changes. Your FEMA Program Manager will ensure that you have justified the proposed changes correctly before the amendment is submitted
- If the current Authorized Official has left the organization, another user with the Authorized Official role for the organization can submit an Authorized Official amendment. **No other changes can be requested in the amendment**, as you will not be able to submit the amendment when other changes are included. All other requests can be included in future amendments once the update to the Authorized Official is approved

Step 1

To view amendments, open the Grants dropdown and click the [Manage Amendments](#) link

Figure 84. Click the [Manage Amendments](#) link under the Grants dropdown





Step 2

To create an amendment, click the **Create Amendment** button in the top right corner

Figure 85. Click the **Create Amendment** button on the *Amendment Administration* page

Amendment Administration **Create Amendment**

Note that if an Amendment was initiated internally (by FEMA), it will not have a corresponding Amendment Request

10 records per page Showing 71 to 80 of 668 entries Search:

Amendment Request Number	Submission Date	Amendment Request Status	Grant Number	Amendment Number	Action
EMD-2016-CA-00011-R04	Thu, 26 Jul 2016 20:12:16 +0000	Approved	EMD-2016-CA-00011	EMD-2016-CA-00011-A05	
EMD-2016-CA-00011-R06	Not Submitted	Pending Submission	EMD-2016-CA-00011		

NOTE:

- The *Amendment Administration* page will list all previously submitted, approved, withdrawn, and denied amendments

Step 3

Click the dropdown to select a grant. Then click the **Create Amendment** button

Figure 86. Select a grant from the dropdown menu

Select Grant

Grant

Select a Grant

Grant Number	Funding Opportunity Name	Organization Name
EMW-2015-SS-00004	FY15 Homeland Security Grant Program Sprint 16	NDG Sprint 16 Organization 1
EMW-2015-SS-00008	FY15 Homeland Security Grant Program Sprint 16	NDG Sprint 16 Organization 1
EMW-2015-SS-00009	FY15 Homeland Security Grant Program Sprint 16	NDG Sprint 16 Organization 1

Figure 87. Click the **Create Amendment** button to open the *Create Amendment Request* page

Select Grant ×

Grant

Select a Grant



NOTE:

- If there is an amendment in progress for the selected award, an error message will appear indicating that a new amendment cannot be created until the previous amendment is approved

Step 4

Explain the purpose of the amendment request in the Amendment Request Narrative text box. Then make any contact, period of performance, or budget changes

Figure 88. Justify the amendment request in the Amendment Request Narrative text box before making all other changes



Step 5

To make changes to the contacts for the grant, reassign the role by clicking the radio button in that row. To add a contact to the amendment request, open the dropdown, select the contact, and click the plus icon

Figure 89. Click the radio button to reassign for role to reassign it to a new user

Contacts

Contact

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

Step 6

To update the period of performance end date, click the **Calendar** icon next to the current end date, and select a new end date

Figure 90. Click the **Calendar** icon to select a new period of performance end date

Period of Performance

Period of Performance Start Date

Period of Performance End Date

SF-424A

OMB Number 4040-0
Expiration Date 06/30/20

Budget Information for Non-Construction Programs

< September 2019 >

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5



Step 7

To update the budget, type the new budget figures into the Amendment Request Amount column

Figure 91. Type new figures into the Amendment Request column to update the budget

Budget Information for Non-Construction Programs

Budget Object Class	Grant Amount	Amendment Request Amount
Personnel	\$300.00	\$350.00
Fringe Benefits	\$1,000.00	\$1,050.00
Travel	\$2,000.00	\$2,000.00
Equipment	\$600.00	\$600.00
Supplies	\$100.00	\$100.00
Contractual	\$400.00	\$400.00
Construction	\$0.00	\$0.00
Other	\$400.00	\$400.00
Total Direct Charges	\$4,800.00	\$4,900.00
Indirect Charges	\$500.00	\$500.00
Budget Category Total	\$5,300.00	\$5,400.00

Step 8

In the Terms and Conditions section of the amendment request, you can request that certain terms and conditions be removed from the award and attach the documents necessary to justify the request. To remove a term and condition, click the **Remove** button. To delete the request, click the **Cancel** button

Figure 92. Remove terms and conditions in the Terms and Conditions section of the Create Amendment Request page

Terms and Conditions

You can request to remove the following Terms and Conditions from your Grant

Name	Action
▶ GPD FY15 Term 2	<input type="button" value="Remove"/>
▶ PM Award Add	You are requesting to remove this term. <input type="button" value="Cancel"/>
▶ GS Award Add	<input type="button" value="Remove"/>



Step 9

Click the **Submit** button to complete the amendment request

Figure 93. Click the **Submit button to submit the amendment request**

Create Amendment Request Grant Number EMA-2017-CA-00012

Amendment Request Narrative

Please provide an explanation for this Amendment Request. If the narrative exceeds 20,000 characters please provide an attachment.

Narrative

Cancel Save **Submit**

Contacts

Contact Search for a Contact

Figure 94. The *View Amendment Request* page, including the confirmation message

View Amendment Request

Amendment Request Details
Contacts
Action History

The Amendment Request for contact changes was automatically approved as Amendment Request [EMA-2017-CA-00012-R02]. The additional changes requested have been submitted for review as Amendment Request [EMA-2017-CA-00012-R04].

Amendment Request Details

Amendment Request Number	EMA-2017-CA-00012-R04
Organization Name	Cam_test
Amendment Request Status	Submitted
Amendment Request Narrative	test



Updating Amendment Requests

Amendments that are pending submission can be updated after creation. Once an amendment is submitted or approved, it cannot be updated. To make additional changes to the award, you must submit a new amendment requesting the changes.

Step 1

From the Grants dropdown, click the **Manage Amendments** link

Figure 95. Click the **Manage Amendments** link under the Grants dropdown



Step 2

Click the **Update Amendment Request** icon in the Action column corresponding to the amendment you would like to update

Figure 96. Click the **Update Amendment Request** icon to update the amendment

Amendment Administration Create Amendment

Note that if an Amendment was initiated internally (by FEMA), it will not have a corresponding Amendment Request

10 records per page Showing 71 to 80 of 660 entries Search:

Amendment Request Number	Submission Date	Amendment Request Status	Grant Number	Amendment Number	Action
EHD-2016-CA-00011-R04	Tue, 26 Jul 2016 20:32:16 +0000	Approved	EHD-2016-CA-00011	EHD-2016-CA-00011-R05	
EHD-2016-CA-00011-R06	Not Submitted	Pending Submission	EHD-2016-CA-00011		



Step 3

Make all necessary changes to the amendment. If you do not know what was changed originally you can withdraw the amendment and re-create it

Figure 97. Update the amendment request from the *Update Administration Request* page

Contact	Authorized Official	Signatory Authority	Primary Contact	Secondary Contact	Action
Grantee2, NDGrants ndgrants@femaeads.com	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="button" value="Remove"/>
Scott, Catherine scotl@icf.gov	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>

Step 4

Once all necessary changes have been made, click the **Submit** button

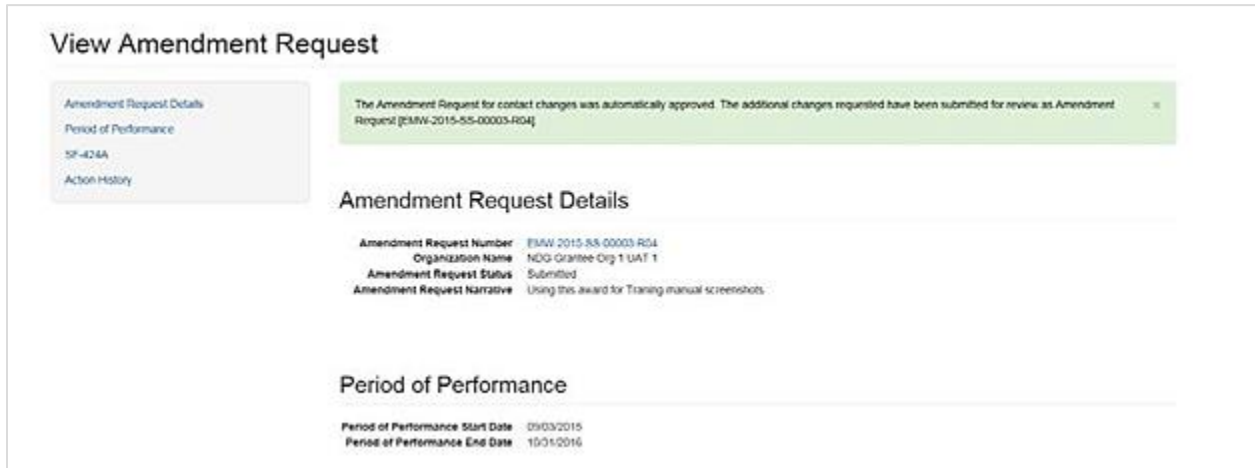
Figure 98. Click the **Submit** button to submit the updated amendment request



Step 5

Once the amendment is submitted, the *View Amendment Request* page will display a confirmation message

Figure 99. The *View Amendment Request* page confirming the amendment has been submitted



Deleting Amendment Requests

An amendment pending submission can be deleted or withdrawn. Once an amendment is submitted or approved, it cannot be deleted. To make additional changes to the award, you must submit a new amendment requesting the changes.

Step 1

To view all pending amendments, open the Grants dropdown and click the **Manage Amendments** link

Figure 100. Click the **Manage Amendments link under the Grants dropdown**





Step 2

From the *Amendment Administration* page, click the **Withdraw Amendment Request** icon in the Action column corresponding to the amendment you would like to delete

Figure 101. Click the **Withdraw Amendment Request** icon to delete the amendment

Amendment Administration Create Amendment

Note that if an Amendment was initiated internally (by FEMA), it will not have a corresponding Amendment Request

10 records per page Showing 1 to 3 of 3 entries (filtered from 601 total entries) Search: EMD-2016-CA-00011

Amendment Request Number	Submission Date	Amendment Request Status	Grant Number	Amendment Number	Action
EMD-2016-CA-00011-R02	Thu, 30 Jun 2016 17:57:16 +0000	Approved	EMD-2016-CA-00011	EMD-2016-CA-00011-A03	
EMD-2016-CA-00011-R04	Tue, 26 Jul 2016 20:12:16 +0000	Approved	EMD-2016-CA-00011	EMD-2016-CA-00011-A05	
EMD-2016-CA-00011-R06	Not Submitted	Pending Submission	EMD-2016-CA-00011		

Step 3

From the Withdraw Amendment Request popup, click the **Confirm** button

Figure 102. Click the **Confirm** button to withdraw the amendment

Withdraw Amendment Request ✕

This will withdraw the amendment request. Are you sure you want to continue?

Cancel Confirm

Figure 103. The *Amendment Administration* page no longer includes the withdrawn amendment

Amendment Administration Create Amendment

Note that if an Amendment was initiated internally (by FEMA), it will not have a corresponding Amendment Request

10 records per page Showing 1 to 2 of 2 entries (filtered from 601 total entries) Search: EMD-2016-CA-00011

Amendment Request Number	Submission Date	Amendment Request Status	Grant Number	Amendment Number	Action
EMD-2016-CA-00011-R02	Thu, 30 Jun 2016 17:57:16 +0000	Approved	EMD-2016-CA-00011	EMD-2016-CA-00011-A03	
EMD-2016-CA-00011-R04	Tue, 26 Jul 2016 20:12:16 +0000	Approved	EMD-2016-CA-00011	EMD-2016-CA-00011-A05	

1



Submitting Performance Progress Reports

As a part of the grant award, performance reporting is required. Once you accept an Award Package, you can submit performance progress reports through ND Grants. Using the progress report link in ND Grants, you can upload report documents, add comments, and submit it for FEMA review.

- Once a reporting period begins, documents can be uploaded through the progress report link in ND Grants, but cannot be submitted until the reporting period ends
- Progress reports can be submitted as early as the first day after the reporting period end date
- Progress report links are available on the first day of the reporting period start date or after the previous progress report is approved (whichever comes later)
- Progress reports are due 30 calendar days after the reporting period end date
- The final progress report is due 90 calendar days after the period of performance ends

Depending on the grant program, reporting frequency can vary from Annual Calendar, Annual Fiscal, Semi-Annual, Quarterly, and None. You will be required to submit a Final Report that covers the period between your last reporting end date until the project end date.

NOTE:

- FEMA may send email communications to either the Primary Contact or the Authorized Official, depending on the nature of the correspondence.

Step 1

Under the Grants dropdown, click the **Performance Progress Reports** link

Figure 104. Click the Performance Progress Reports link under the Grants dropdown








Step 2

Click the **Update Performance Progress Report** icon in the Action column next to the corresponding grant number and reporting period

Figure 105. Click the **Update Performance Progress Report** icon to open the *Update Performance Progress Report* page

Performance Progress Reports

10 records per page Showing 1 to 10 of 3,290 entries Search:

Grant Number	Funding Opportunity Name	Organization	Status	Reporting Period End Date	Due Date	Submission Date	Action
EMW-2017-CA-00131	FY 2017 FO HQ 9-18-2017 SF-270	Colorado Division of Emergency Management	Pending Submission	12/31/2017	01/30/2018		
EMW-2017-CA-00121	FY 2017 FO HQ 3.07 10-09-2017	Colorado Division of Emergency Management	Pending Submission	09/30/2018	10/30/2018		
EMW-2017-CA-00114	FY 2017 FO HQ 9-18-2017 SF-270	EADIS 3.07 10-3-2017	Pending Submission	12/31/2017	01/30/2018		

Step 3

Upload your performance progress report as an attachment by clicking the **Add Attachment** button

Figure 106. Click the **Add Attachment** button to attach the progress report document

Update Performance Progress Report

Performance Progress Report Details


Attachments

HSGP Performance Reports

Performance Progress Report Details

Grant Number: EMW-2015-SS-00005
 Funding Opportunity Name: Homeland Security Grant Program UAT 2
 Organization: NSG Grantee Org 1 UAT 1
 Reporting Period End Date: 09/09/2015
 Due Date: 09/13/2015

Attachments



HSGP Performance Reports

Performance Report Text:
Please enter your report text.



Step 4

Enter the title and description for the attachment and click the **Submit** button

Figure 107. Add a title and description for the attachment and then click the **Submit** button

Update Performance Progress Report

Performance Progress Report Details
Attachments
Comments

Cancel Save **Submit**

Performance Progress Report Details

Grant Number: EMW-2017-CA-00131
 Funding Opportunity Name: FY 2017 FO HQ 9-18-2017 SF-270
 Organization: Colorado Division of Emergency Management
 Reporting Period End Date: 12/31/2017
 Due Date: 01/30/2018

Attachments

+ Add Attachment

Attached Documents	Title	Description	Attached By	Created Date	Action
TestDoc.docx	<input type="text" value="Test Title"/>	<input type="text" value="test description"/>	NDGrants User4	12/13/2017 19:31 -05:00	

Figure 108. Once the progress report is submitted, the *View Performance Progress Report* page will display a confirmation message

View Performance Progress Report

Performance Progress Report Details
Attachments
Comments
Action History

Cancel

Performance Progress Report successfully submitted.

Performance Progress Report Details

Grant Number: EMW-2011-CA-00040
 Funding Opportunity Name: FY 2011 National Urban Search & Rescue (US&R) Response System Readiness Cooperative Agreement
 Organization: MIAMI VALLEY FIREVEMS ALLIANCE
 Performance Progress Report Status: Pending Review
 Report Availability Date: 07/01/2012
 Reporting Period End Date: 12/31/2012
 Due Date: 01/30/2013
 Report Submission Date: 12/13/2017 19:42 Z



NOTE:

- If you attach your performance progress report during the reporting period, you will not be able to submit the report. However, you can save your work by clicking the **Save** button. The **Submit** button will appear after the reporting period end date

Step 5

To save a performance report click on the **Save** button and a confirmation message will appear. You cannot delete a performance report link; however, you can remove attachments by clicking the **Remove Attachment** icon in the Action column next to each attachment.

After clicking the **Remove Attachment** icon, you will be asked to explain why it was removed. You can only remove documents you added. If the report is released back by the program manager for updates you can only delete attachments you added. You cannot delete attachments other users from your organization added.

Figure 109. Click the **Remove Attachment** icon to remove the attachment

Update Performance Progress Report

Performance Progress Report Details

Attachments

Comments

Cancel **Save** Submit

The Performance Progress Report was successfully saved. x

Performance Progress Report Details

Grant Number: EMW-2013-GR-00005

Funding Opportunity Name: Signature Test FY13 State Fire Training Systems Grant Program

Organization: Tennessee Emergency Management Agency

Reporting Period End Date: 09/30/2014

Due Date: 12/29/2014

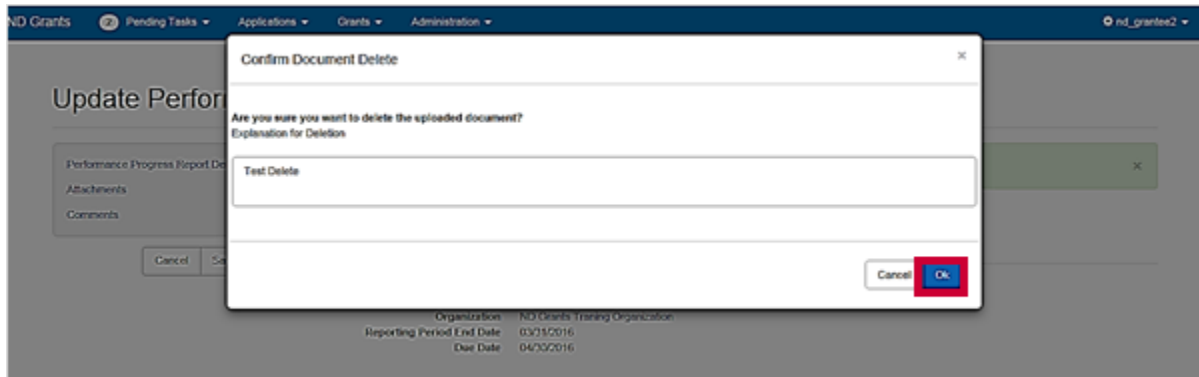
Attachments

+ Add Attachment

Attached Documents	Title	Description	Attached By	Created Date	Action
TestDoc.docx	test	test	NDGrants User4	12/13/2017 21:06 -05:00	



Figure 110. Justify deleting the attachment from the Confirm Document Delete popup and click the **Ok** button





Appendix A

Application Process Flow for Approved Awards

