

Applying Through the Grants.gov Workspace

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 initiate an application in [Grants.gov](#).

Introduction

To apply for a Federal Emergency Management Agency (FEMA) preparedness or mitigation grant, you must begin the application process through 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. Once the initial review is complete, the application will be released to be completed in ND Grants.

Note

- If you complete the SF-424 in Grants.gov, you will be the Authorized Official for the application—**only** the Authorized Official can submit an application in ND Grants

Prerequisites

To apply for a non-disaster grant:

- Your organization must have an Employee Identification Number (EIN) and a Data Universal Numbering System (DUNS) number and/or a Unique Entity ID (UEI) number
- You must have an account with [Grants.gov](#)

Step 1

Open the Applicants dropdown and click the [Apply Now](#) link.

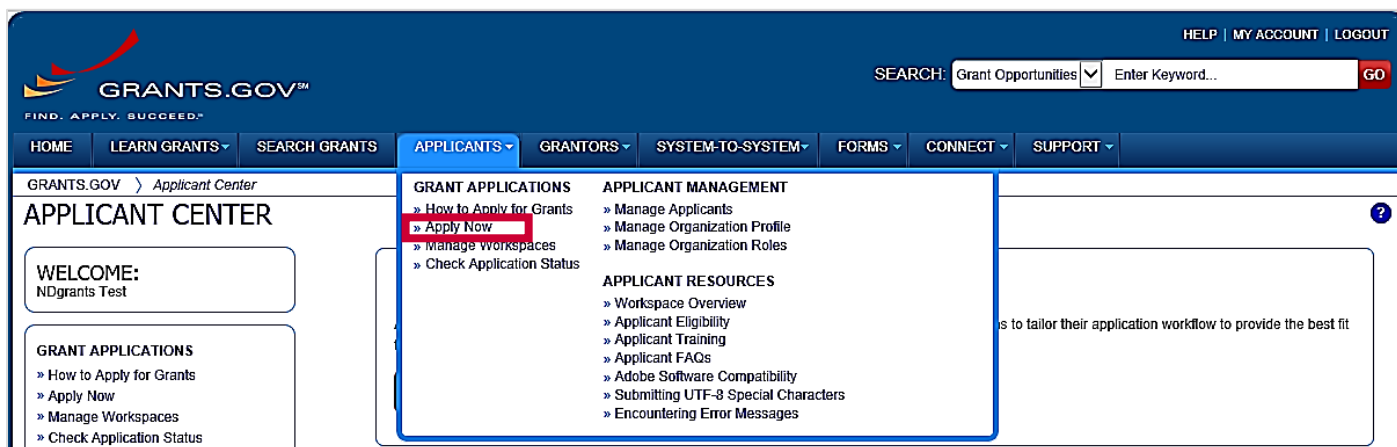


Figure 1. Click the [Apply Now](#) link under the Applicants dropdown



FEMA

Step 2

Enter the Funding Opportunity number or the Opportunity Package ID into the text boxes 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:

[Create Workspace](#) [Cancel](#)

Figure 2. Enter the Funding Opportunity Number or Opportunity Package ID and click the [Create Workspace](#) button

Step 3

To begin the application, click the [Webform](#) link in the Actions column.

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created
 Fill Out Forms
 Complete and Notify AOR
 Submit
 Agency Received

DHS-22-NPD-005-02-01 - PKG00077790
 FY 2022 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: WS00034070
 AOR Status: Workspace has AOR
 Workspace Owner: NGrants Test

Workspace Status: New
 Last Submitted Date: ---
 SAM Expiration Date: Jan 31, 2025

Opening Date: Oct 25, 2021
 Closing Date: Dec 01, 2022
 UEI: GGTESTUEI000

[FORMS](#) | [VIEW APPLICATION](#) | [ATTACHMENTS](#) | [PARTICIPANTS](#) | [ACTIVITY](#) | [DETAILS](#)

Workspace Actions:

[Check Application](#) [Sign and Submit](#) [Delete](#)

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

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) [V3.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Grants.gov Lobbying Form [V1.1] READ-ONLY	Mandatory	---	---	---	Lock Download Upload Reuse Webform

Figure 3. Click the [Webform](#) link

Step 4

Complete the application using the [Grants.gov](https://www.grants.gov) instructions as a guide.


Step 5

To submit the application, click the [Sign and Submit](#) button.

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created
 Forms Passed
 Complete and Notify AOR
 Submit
 Agency Received
 [«Back](#)
[?](#)



DHS-22-NPD-005-02-01 - PKG00077790
 FY 2022 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: WS00034070
 AOR Status: Workspace has AOR
 Workspace Owner: NGrants Test

Workspace Status: In Progress
 Last Submitted Date: ---
 SAM Expiration Date: Jan 31, 2025

Opening Date: Oct 25, 2021
 Closing Date: Dec 01, 2022
 UEI: GGTESTUEI000

[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:
 [Download Instructions >](#) [?](#)

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) [V3.0]	Mandatory	Passed	Oct 25, 2021 03:14:05 PM EDT	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Grants.gov Lobbying Form [V1.1] READ-ONLY	Mandatory	Passed	---	---	Lock Download Upload Reuse Webform

Figure 4. Click the [Sign and Submit](#) button

Step 6

When the application is submitted, the *Confirmation* pop-up will appear. Note the [Grants.gov](https://www.grants.gov) Tracking Number and use the tracking number to verify that the application is downloaded into ND Grants.



Confirmation

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 GRANTXXXXXXXX.

If you have questions please contact the Grants.gov Contact Center: support@grants.gov 1-800-518-4726 24 hours a day, 7 days a week. Closed on federal holidays.

The following application tracking information was generated by the system:

Grants.gov Tracking Number:	GRANT00762558
UEI:	GGESTUEI000
Submitter's Name:	NGrants Test
CFDA Number:	97.005
CFDA Description:	State and Local Homeland Security National Training Program
Funding Opportunity Number:	DHS-21-NPD-005-04-04
Funding Opportunity Description:	FY 2021 Regional NoMulti SF-270 AMUAT
Agency Name:	Department of Homeland Security - FEMA
Application Name of this Submission:	FY 2021 Regional NoMulti SF-270 AMUAT
Date/Time of Receipt:	Sep 16, 2021 09:29:01 AM EDT

TRACK MY APPLICATION – To check the status of this application, please click the link below:
https://training.spo.grants.gov/spo/Exit.jsp?e=web/grants/applicants/track-my-application.html&tracking_num=GRANT00762558

It is suggested you Save and/or Print this response for your records.

Figure 5. Note the [Grants.gov](https://www.grants.gov) Tracking Number on the *Confirmation* pop-up

Note

- The *Confirmation* pop-up 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, select the [Check Application Status](#) link on the *Applicant Center* page.

The screenshot shows the Grants.gov Applicant Center interface. At the top, there is a navigation bar with the Grants.gov logo and the tagline 'FIND. APPLY. SUCCEED.'. A search bar is located on the right side of the navigation bar. Below the navigation bar, the page title is 'GRANTS.GOV > Applicant Center'. The main content area is titled 'APPLICANT CENTER' and features a sidebar on the left with a 'WELCOME' message and a list of 'GRANT APPLICATIONS' and 'APPLICANT MANAGEMENT' links. The 'Check Application Status' link is highlighted in red. The main content area is divided into three sections: 'APPLY USING WORKSPACE', 'GRANTS.GOV TRAINING RESOURCES AND VIDEOS', and 'GRANTS.GOV COMMUNITY BLOG'. Each section has a brief description and a red button with a white arrow pointing right.

Figure 6. Click the [Check Application Status](#) link

Step 8

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

GRANTS.GOV **APPLICANTS** > Check Application Status

Please enter SAM's new UEI in the UEI field. You may also continue to enter DUNS.

CHECK APPLICATION STATUS

Please enter criteria and click Search:

Funding Opportunity Number: Grant Tracking Number:

UEI: Application Filing Name:

Date Received: From: To:

Results:

1-1 of 1 Records

Grant Tracking Number	UEI	Funding Opportunity Number	Opportunity Package ID	Application Filing Name	Date/Time Received	Status	Status Date/Time	Submission Method	Actions (Click Details to Download)
GRANT00764198	GGTESTUEI000	DHS-22-NPD-005-02-01	PKG00077790	Test	Oct 25, 2021 03:16:22 PM EDT	Validated	Oct 25, 2021 03:16:27 PM EDT	Workspace	Details

1-1 of 1 Records

Figure 7. 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

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