Department of Homeland Security

Non-Disaster Grants Management System

Grant Recipient User Guide
2022

FEMA

Table of Contents

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 functionality for:

- Grant application
- Award acceptance
- Amendments
- Performance Reporting

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. For programmatic or grants management questions, please contact your FEMA Program Manager or Grants Specialist.

Monday – Friday **|** 9 a.m. – 6: p.m. E.T. **|** 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.

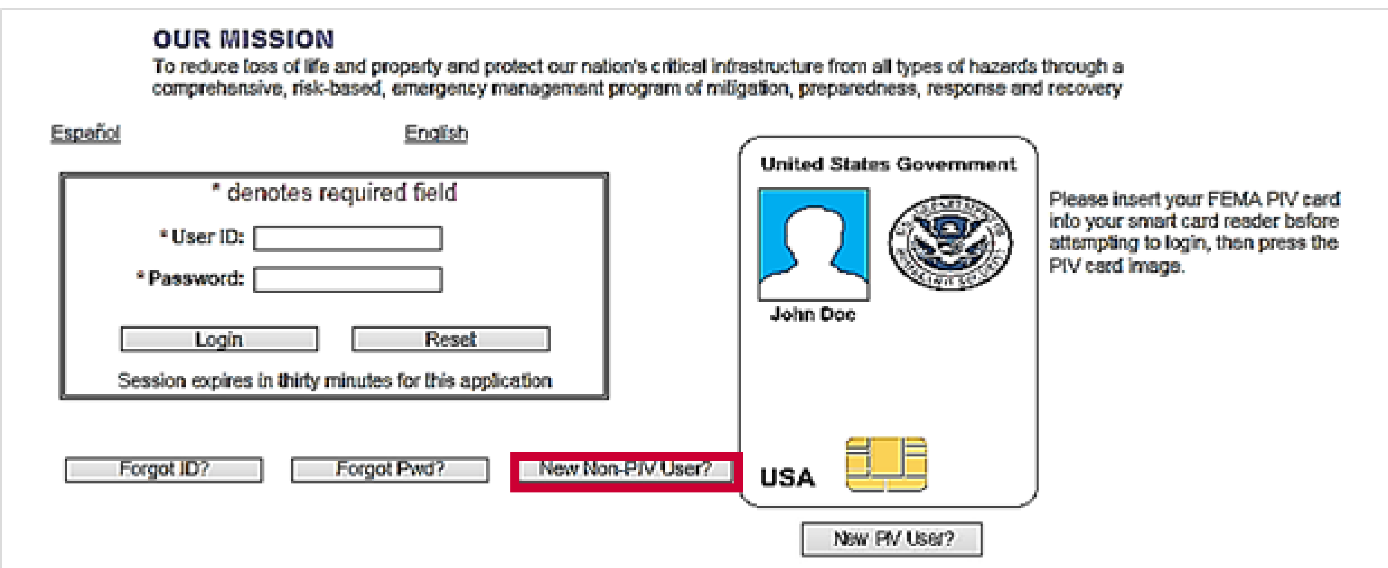


Figure 1. Click the New Non-PIV User? button on the *FEMA Login* page

Step 2

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

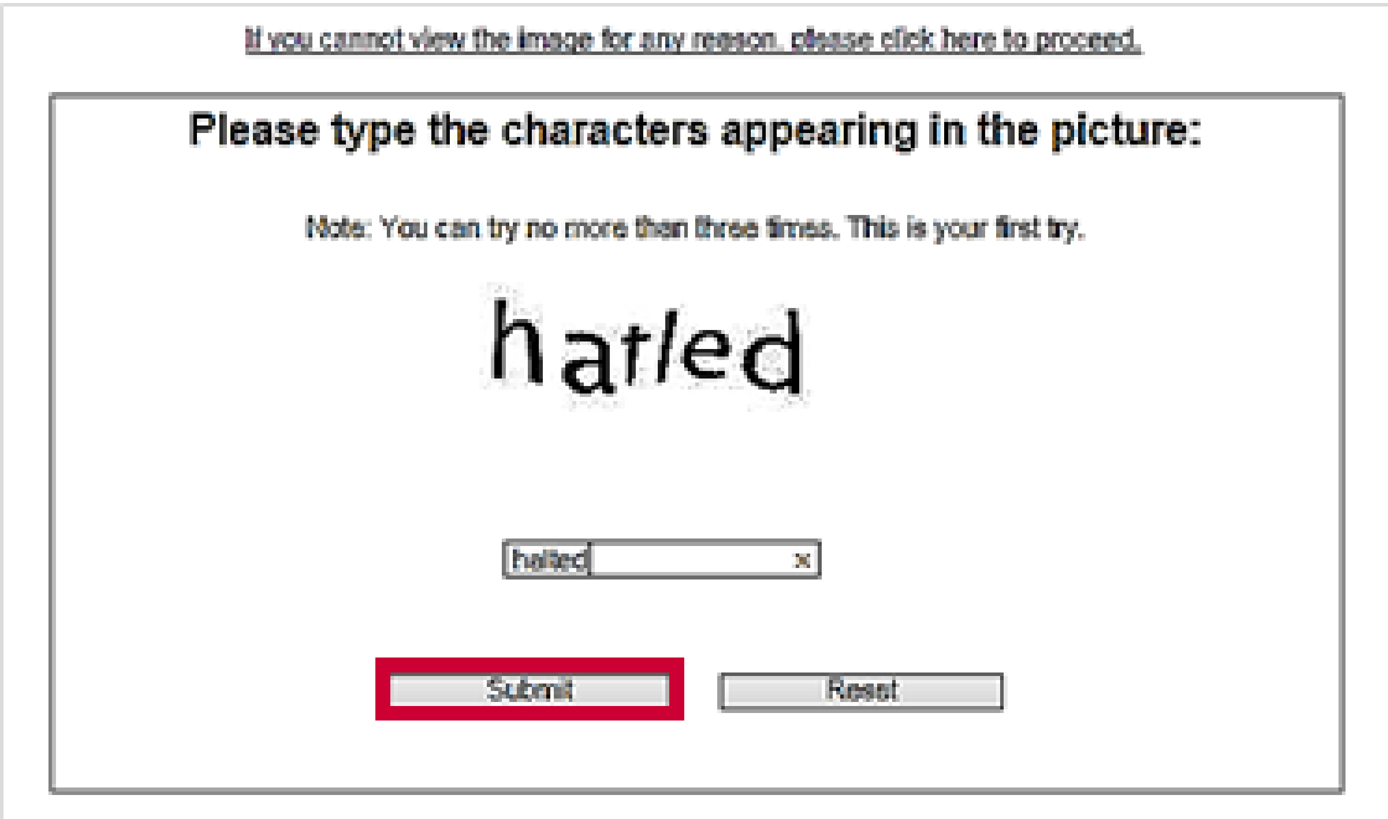
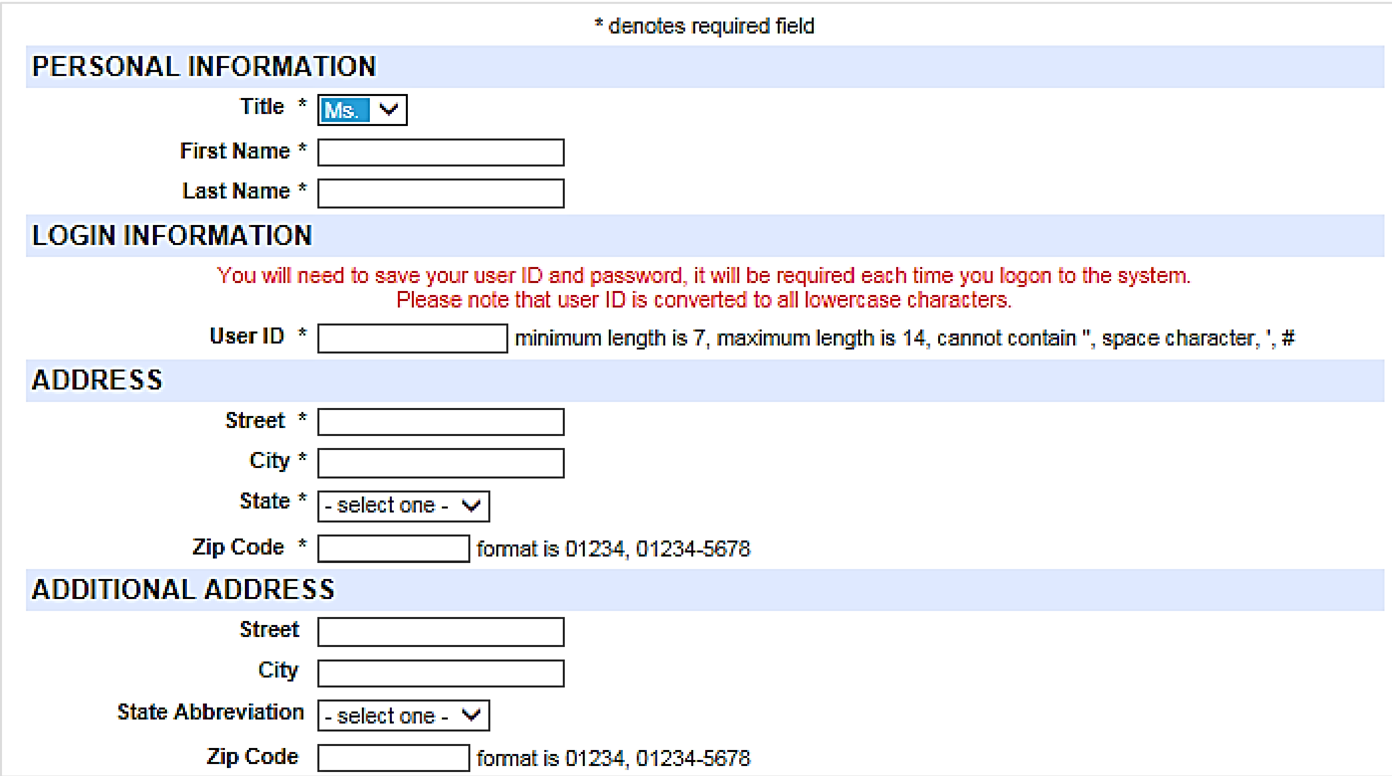


Figure 2. Enter the characters and click the Submit button

Step 3

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


* denotes required field

PERSONAL INFORMATION

Title * Ms.

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 * - select one -

Zip Code * format is 01234, 01234-5678

ADDITIONAL ADDRESS

Street

City

State Abbreviation - select one -

Zip Code format is 01234, 01234-5678

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

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.

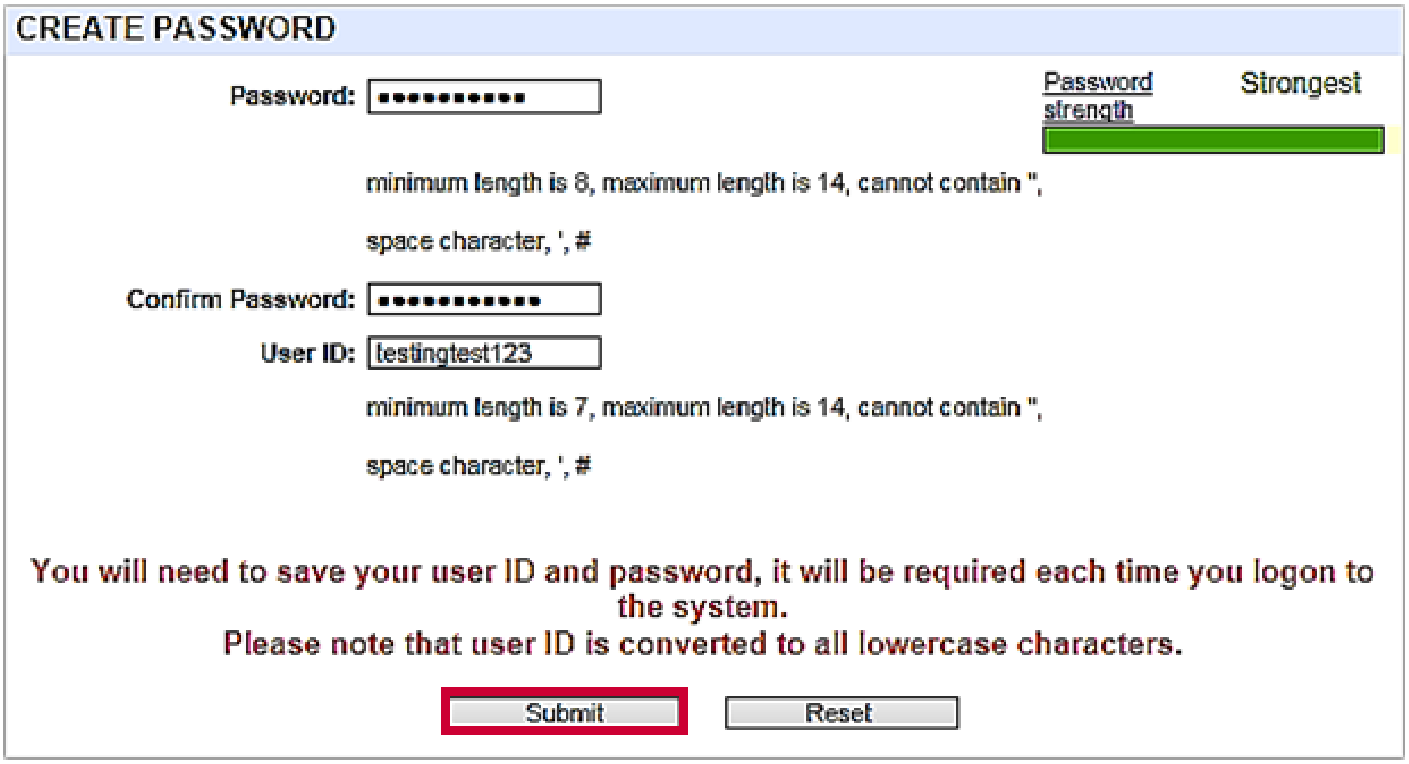


Figure 4. Create a password on the *Create Password* page and click the Submit button

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.

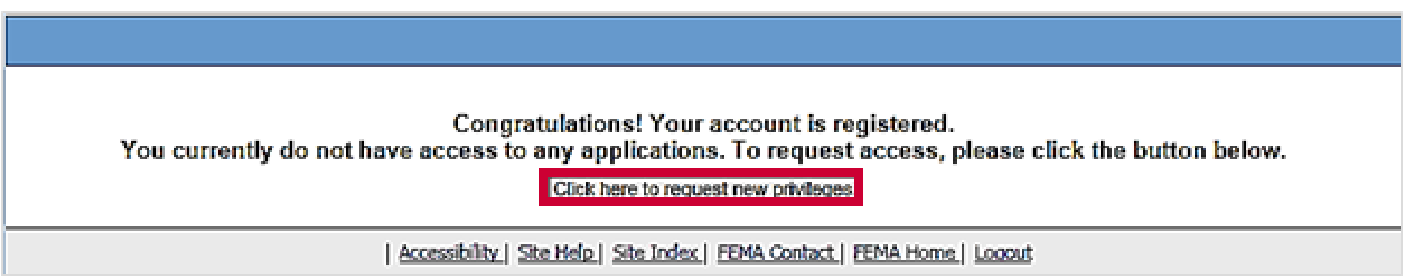


Figure 5. Click the Click here to request new privileges button on the *Congratulations* page

Step 6

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

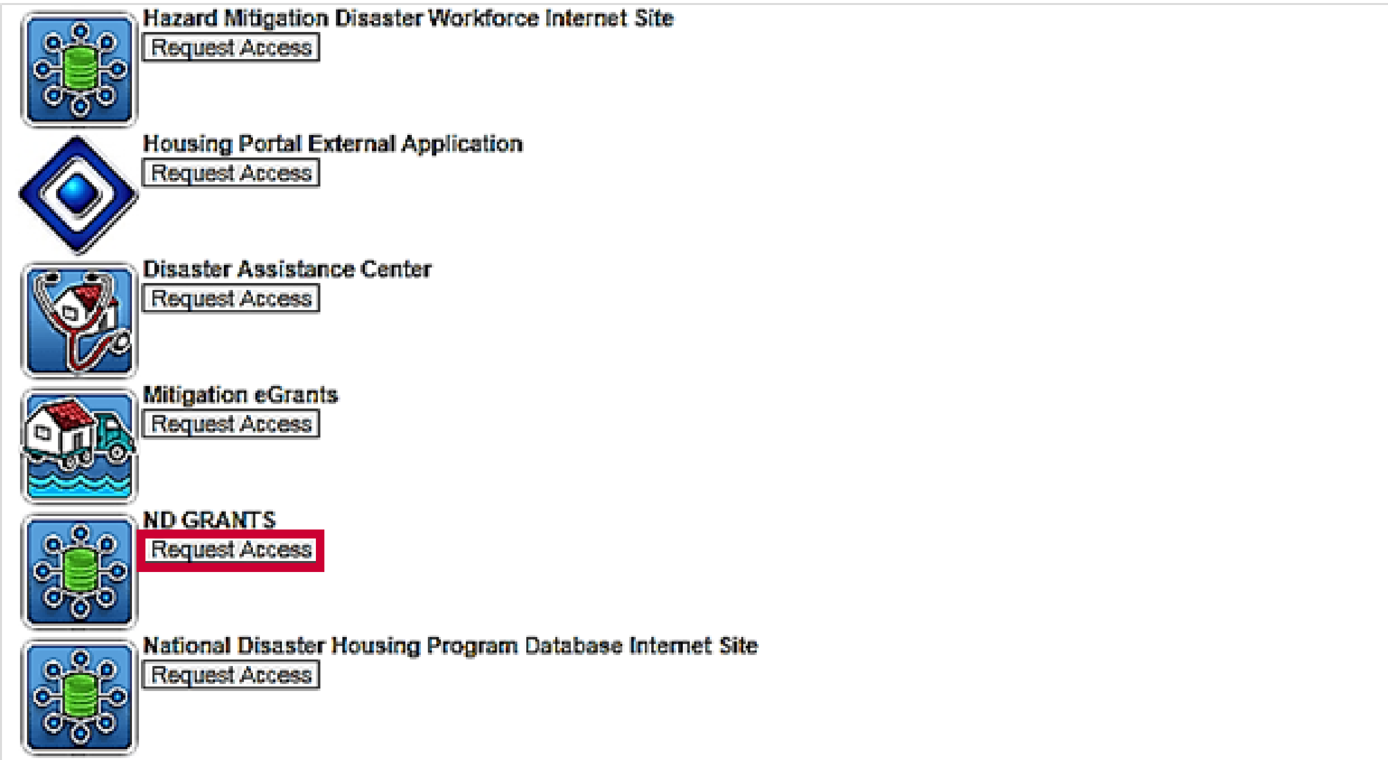


Figure 6. Click the Request Access button to access ND Grants

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.

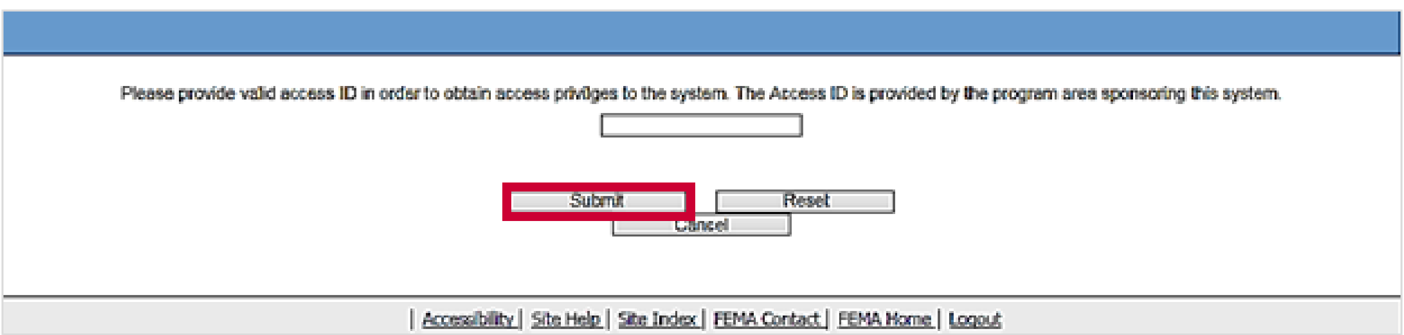


Figure 7. Enter the ND Grants access ID on the *Access ID* page

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.

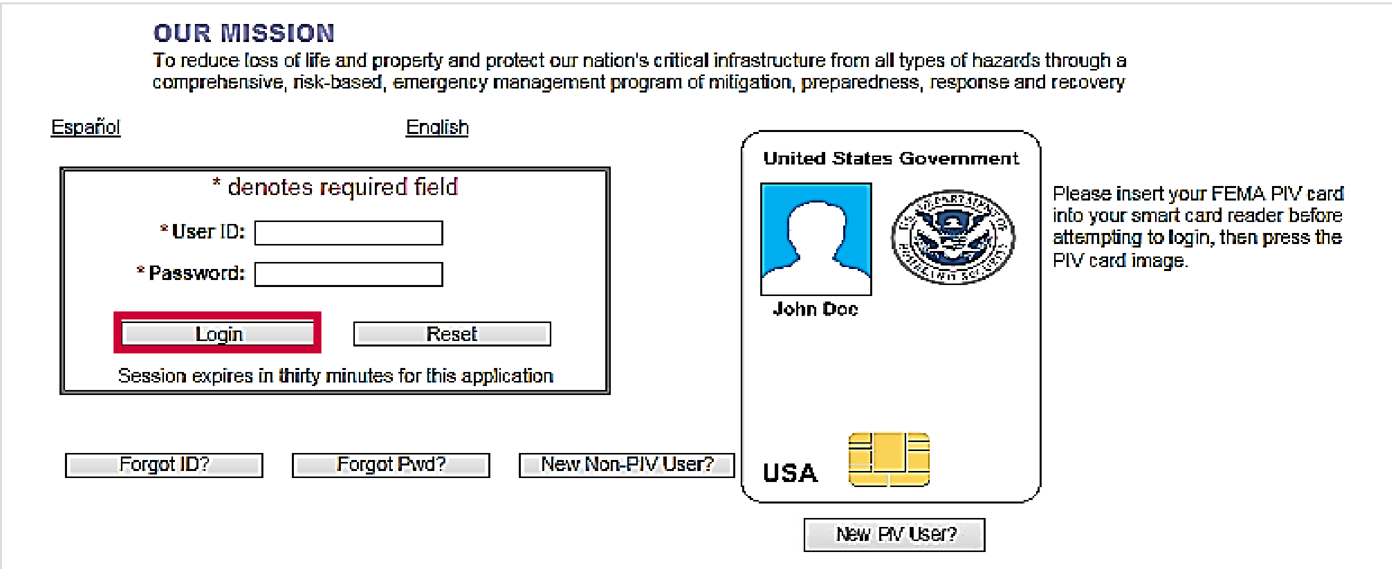


Figure 8. Enter your user ID and password and click the Login button

Step 2

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

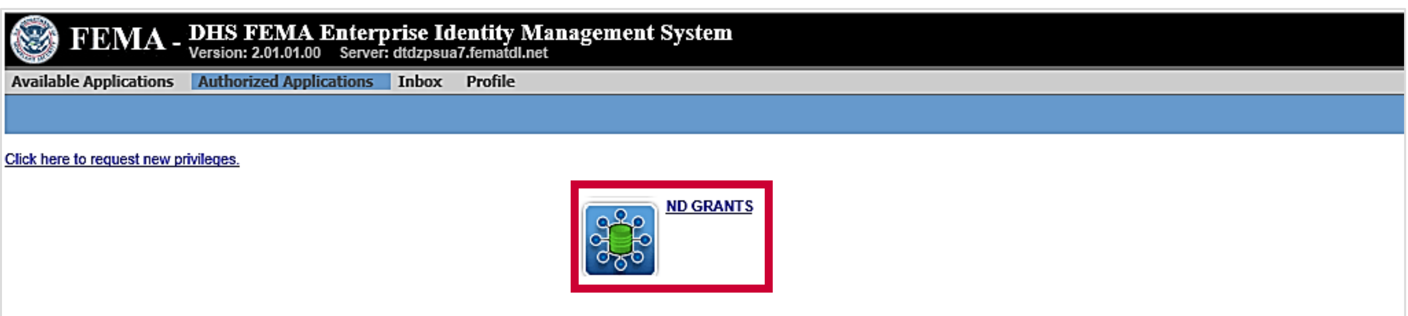


Figure 9. Click the ND Grants icon

Navigating ND Grants

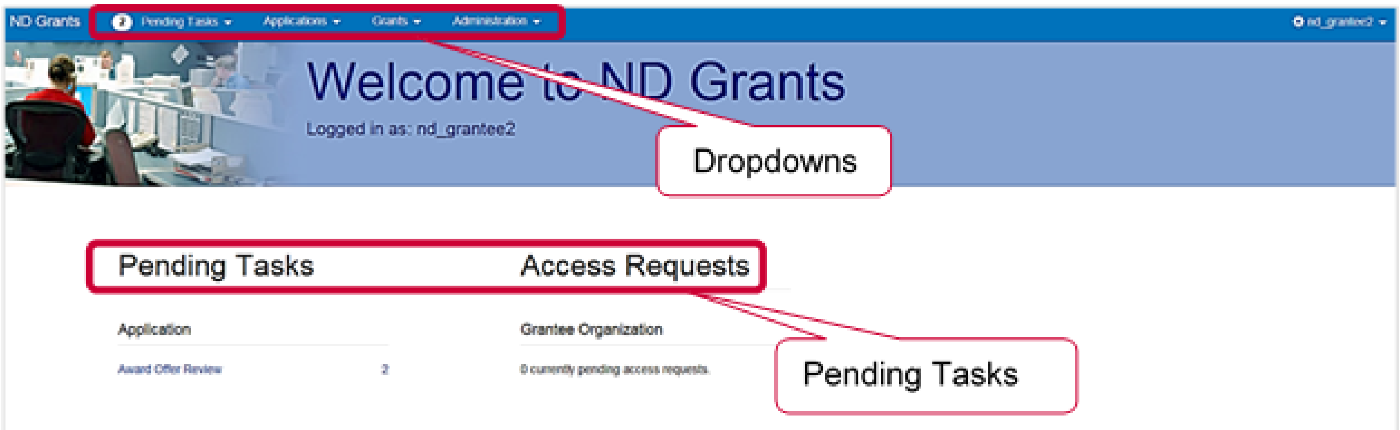


Figure 10. The ND Grants homepage

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.

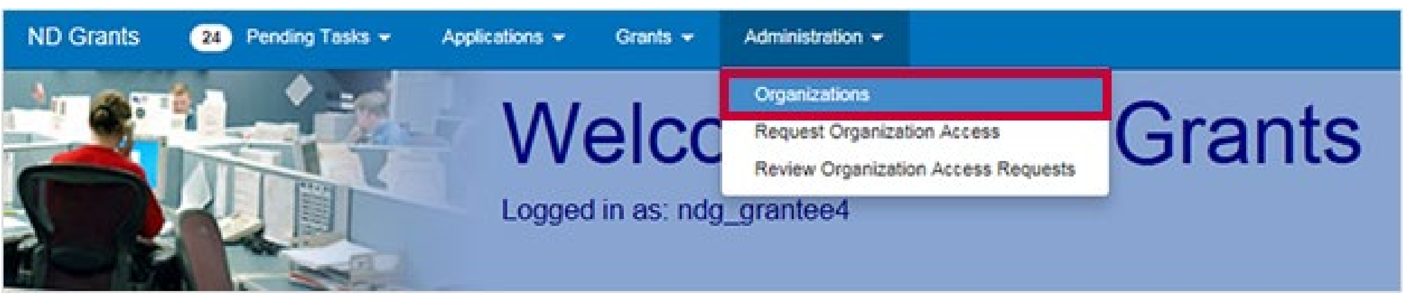


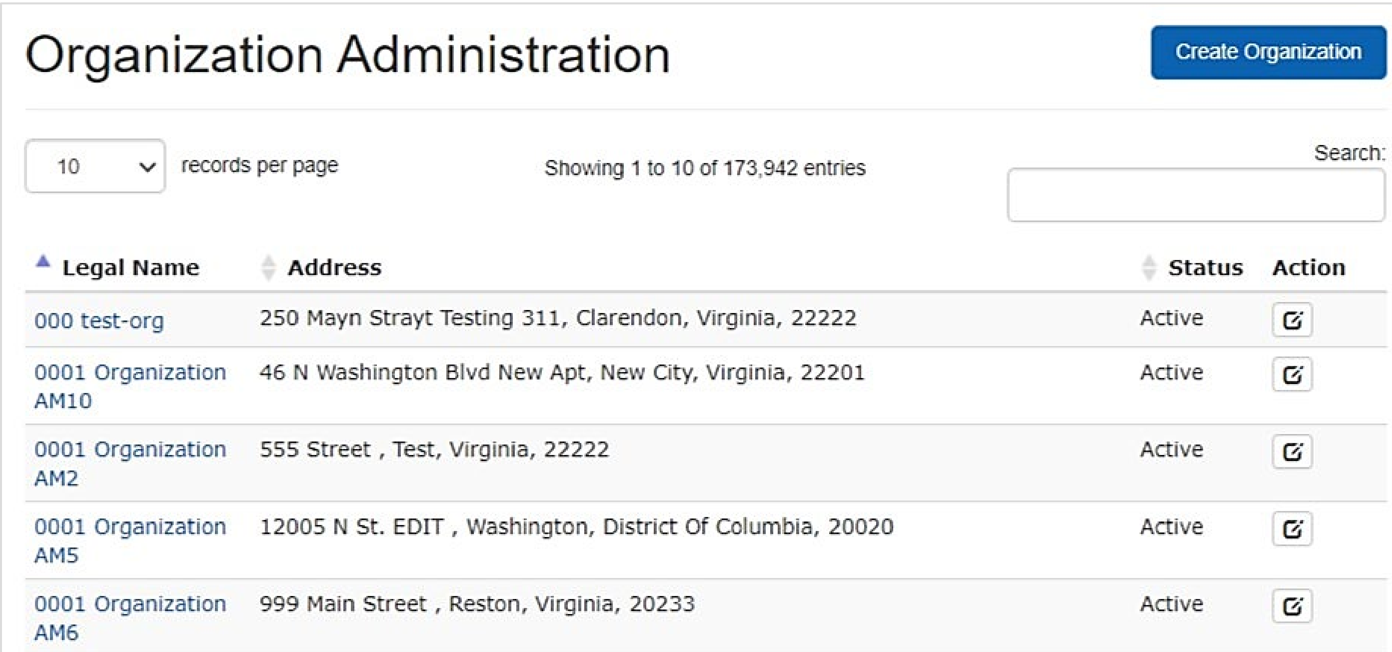
Figure 11. Click the Organizations link under the Administration dropdown

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.



Organization Administration

Create Organization

10 records per page — Showing 1 to 10 of 173,942 entries — Search:

Legal Name	Address	Status	Action
000 test-org	250 Mayn Strayt Testing 311, Clarendon, Virginia, 22222	Active	
0001 Organization AM10	46 N Washington Blvd New Apt, New City, Virginia, 22201	Active	
0001 Organization AM2	555 Street , Test, Virginia, 22222	Active	
0001 Organization AM5	12005 N St. EDIT , Washington, District Of Columbia, 20020	Active	
0001 Organization AM6	999 Main Street , Reston, Virginia, 20233	Active	

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

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*
- Duplicate organizations cause problems in the system. Please ensure your organization does not already exist

Step 1

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

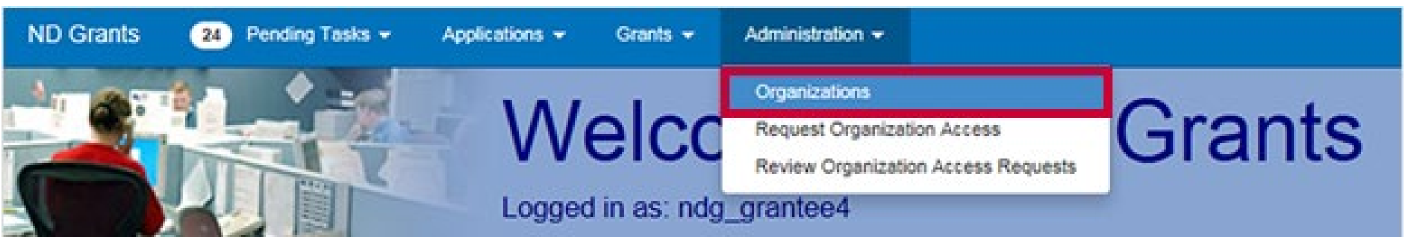


Figure 13. Click the Organizations link to open the *Organization Administration* page

Step 2

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

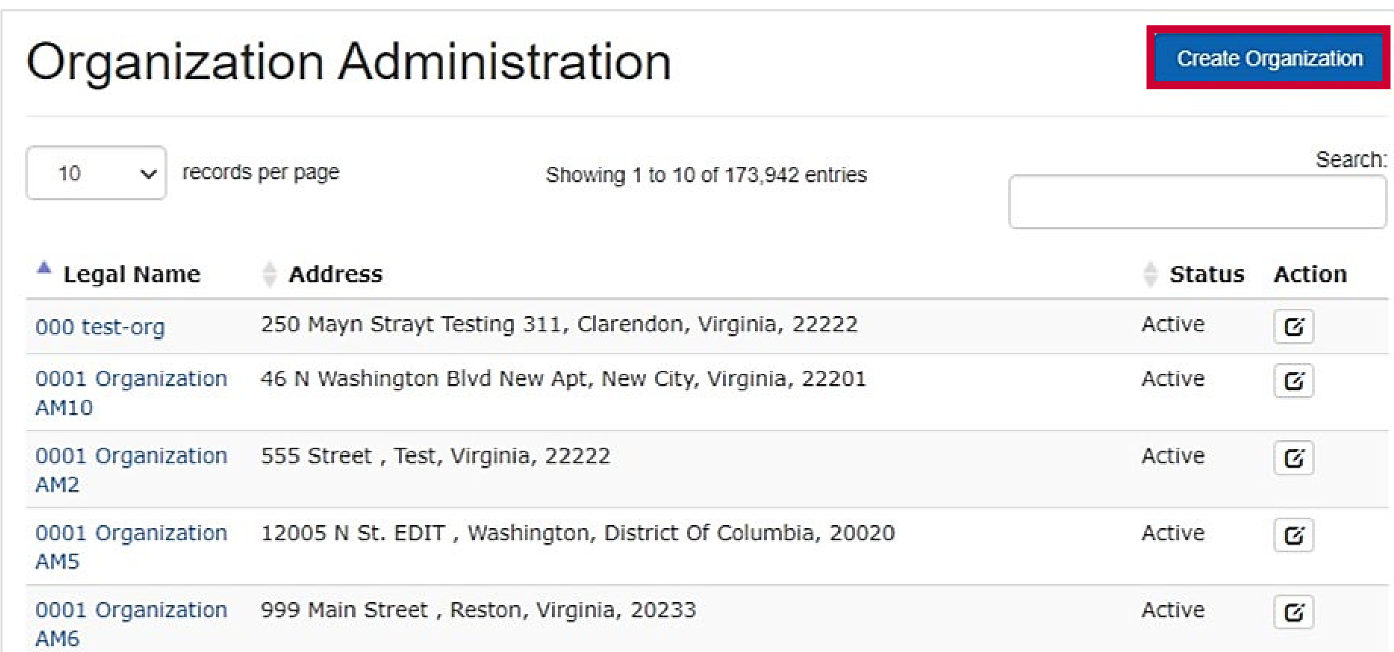


Figure 14. Click the Create Organization button

Step 3

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

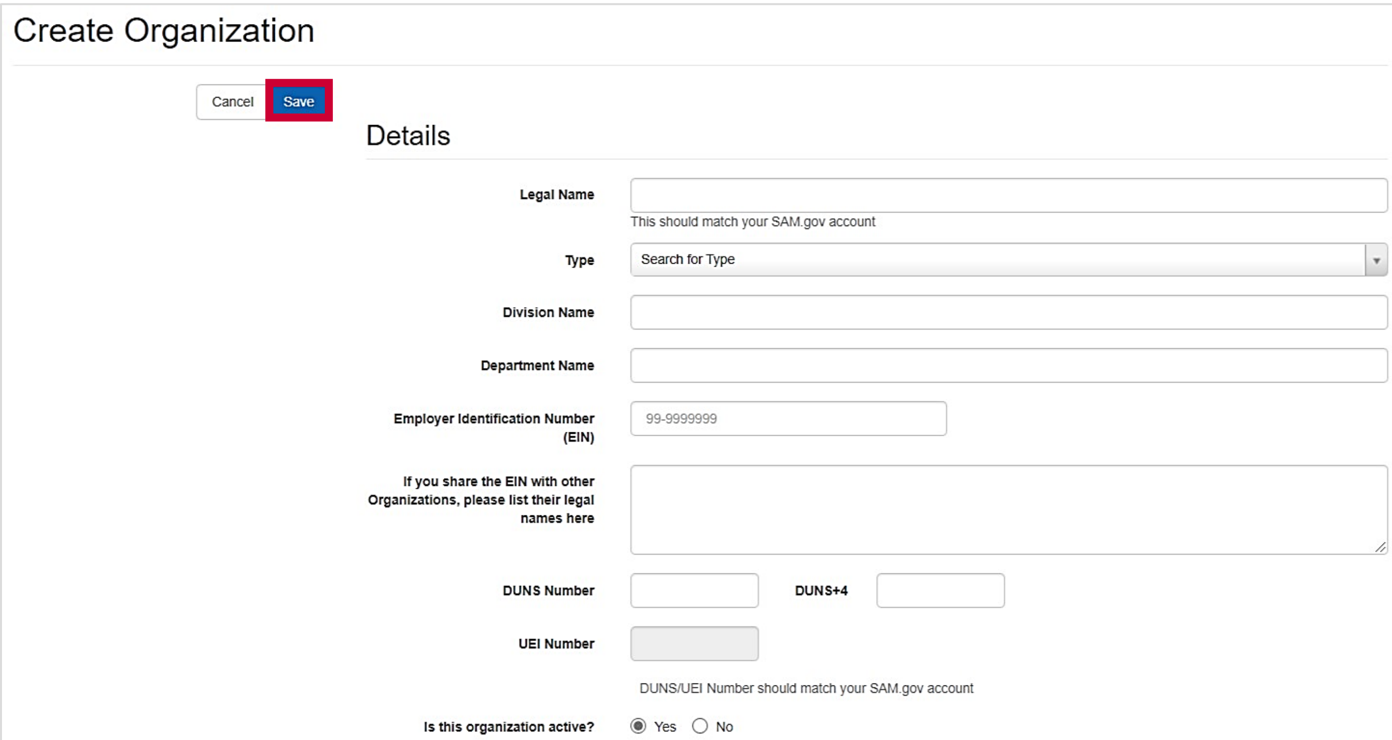


Figure 15. Complete all fields on the *Create Organization* page's Details and Contacts sections

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.

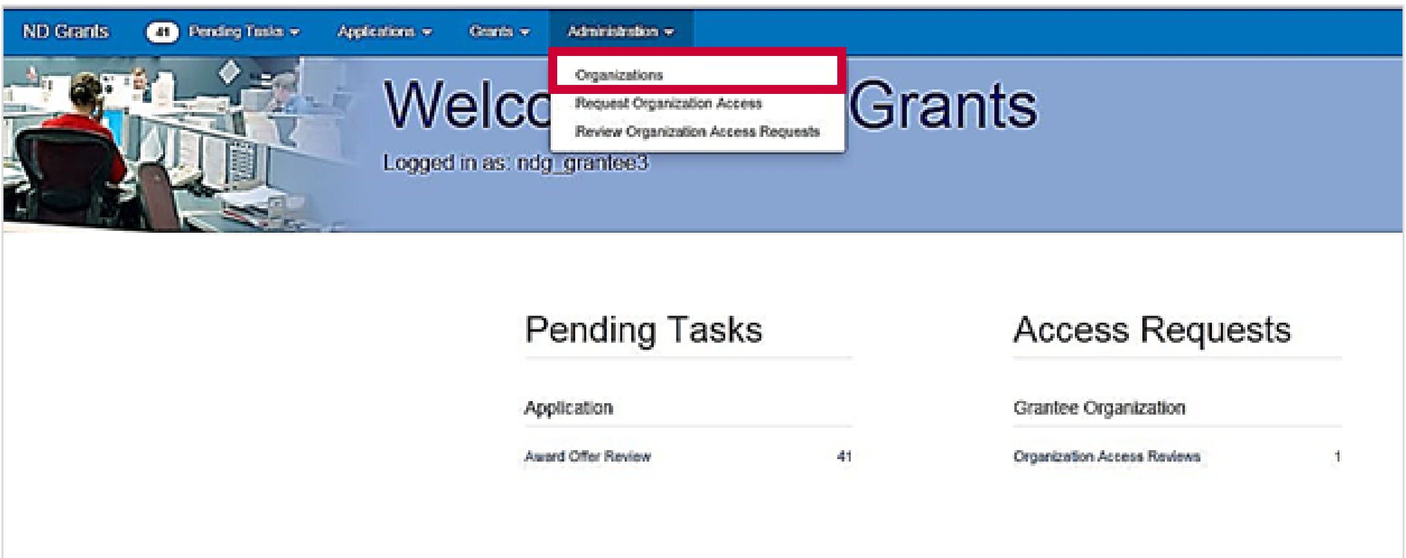


Figure 16. Click the Organizations link to open the *Organization Administration* page

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.

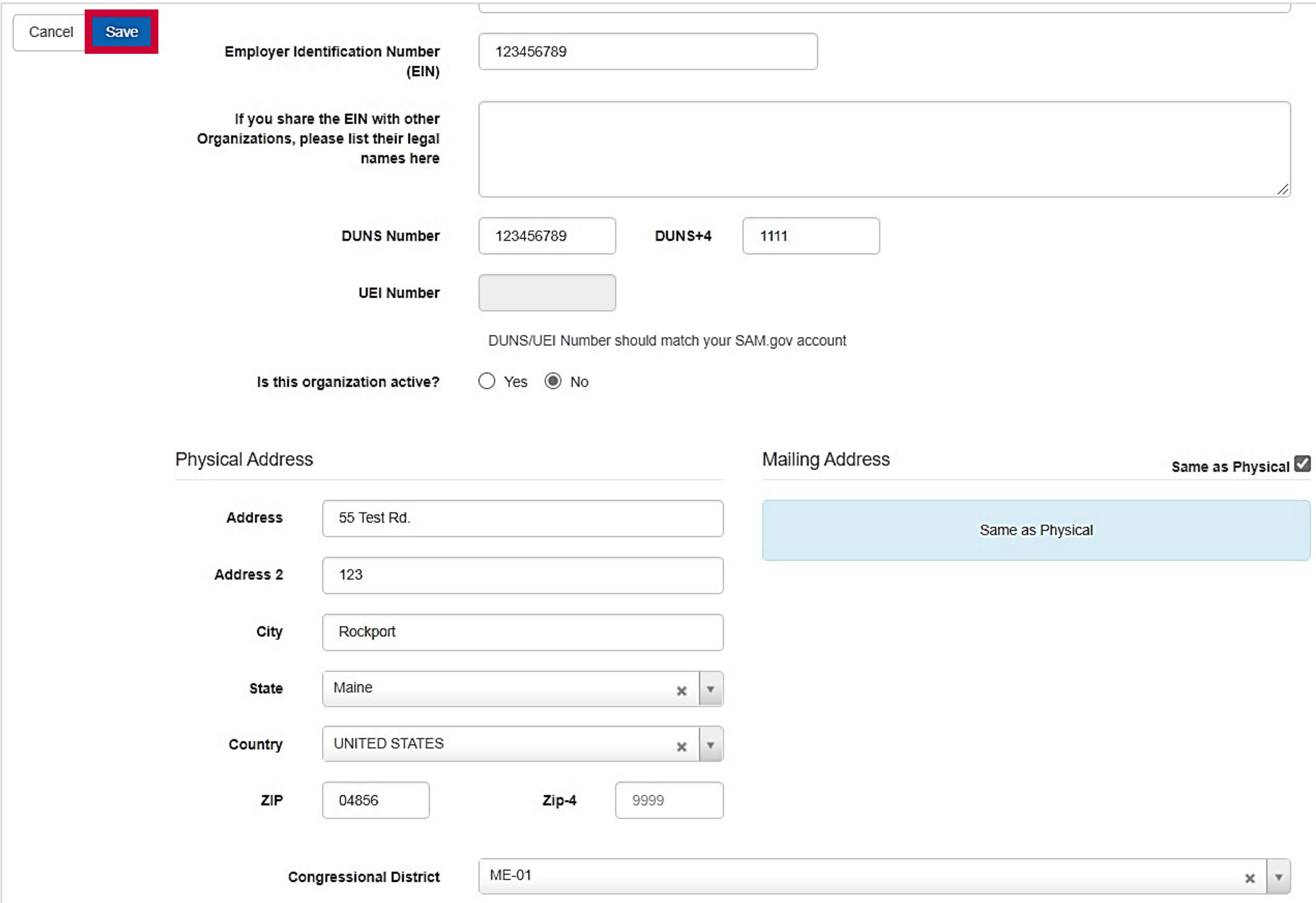


Figure 18. Update the organization address as necessary and click the Save button

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

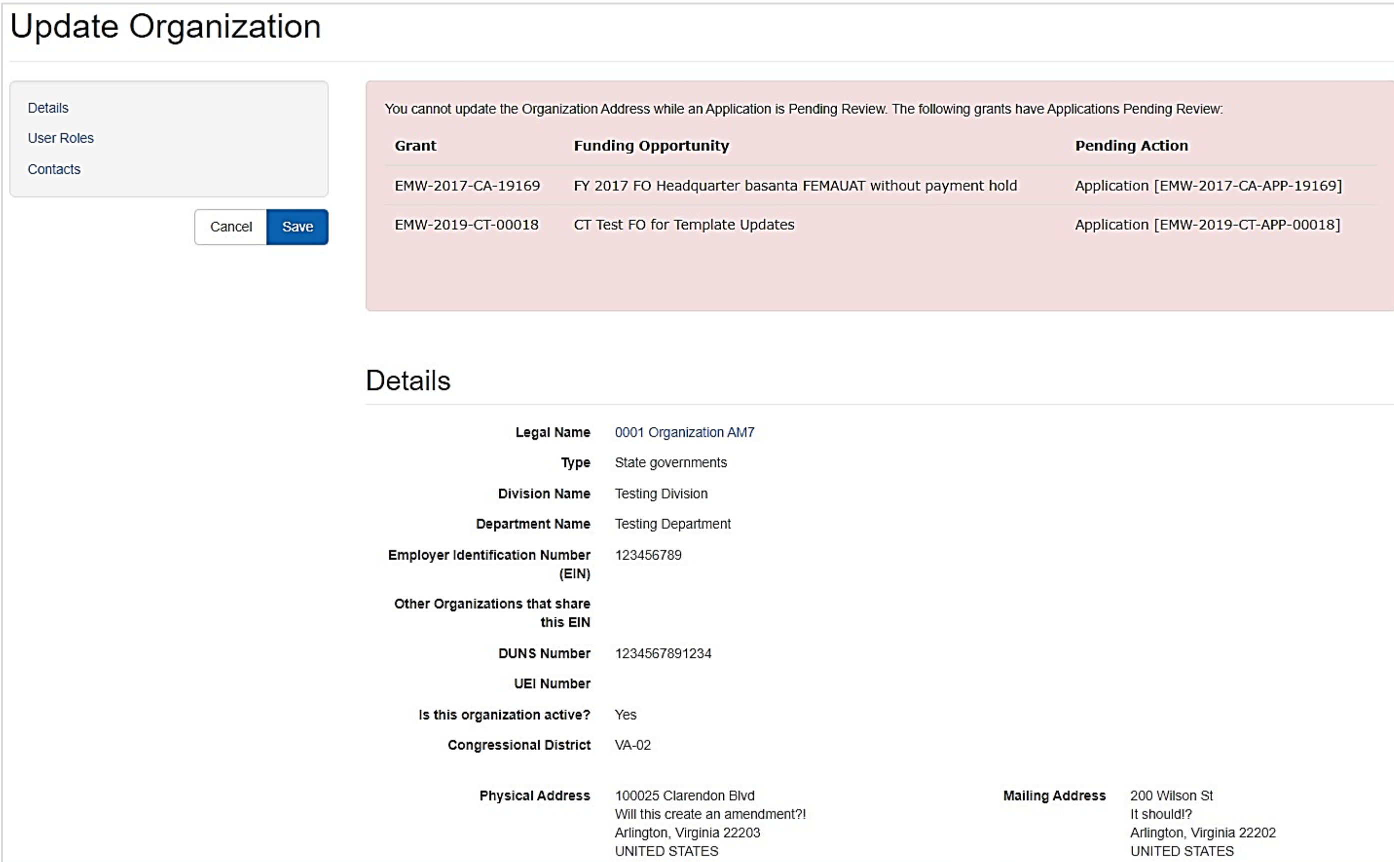


Figure 19. The *Update Organization* page will list all pending tasks and prevent updates to the organization

Step 4

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

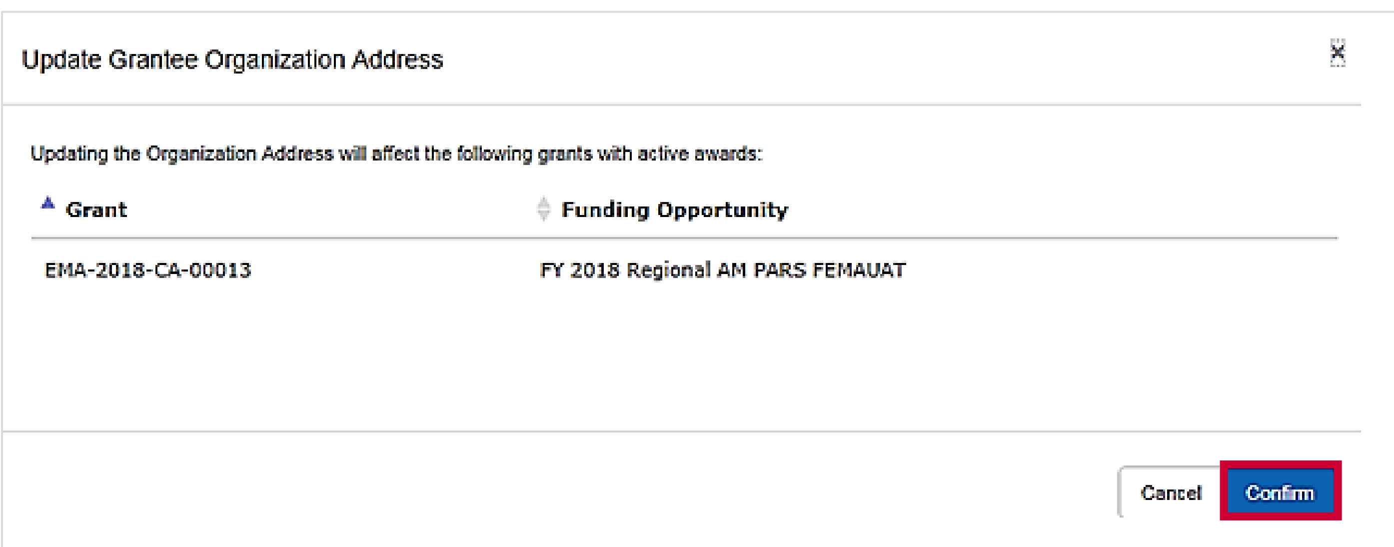


Figure 20. Click the Confirm button to complete the update

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

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

Active Role	Description	Considerations
Organization Administrator	Responsible for approving access requests, adding/removing user roles, managing contacts	▪ Whoever establishes the organization in ND Grants automatically becomes the Organization Administrator ▪ Organizations should ensure that they have assigned at least two people with this role in the event of personnel change
Authorized Official (Organization)	Manages the award throughout the grant lifecycle	▪ 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	▪ 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
Signatory Authority	An organization user or contact, whose name appears on the application and other grants management documents	▪ 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 Writer	Manages application details before application submission	▪ N/A

Grant Administrator	Submits performance reports and award functions for the Organization	▪ The grant administrator can edit applications and submit Performance Progress Reports.

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

Inactive Role	Description	Considerations
Financial Specialist		▪ The role is currently not activated

Table 2. This table describes each inactive role and provides an overview of specific considerations

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
Update Organization	X			
Approve access request	X			
Changes 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		

Table 3. By assuming an ND Grants role, a user can perform one or more tasks

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.

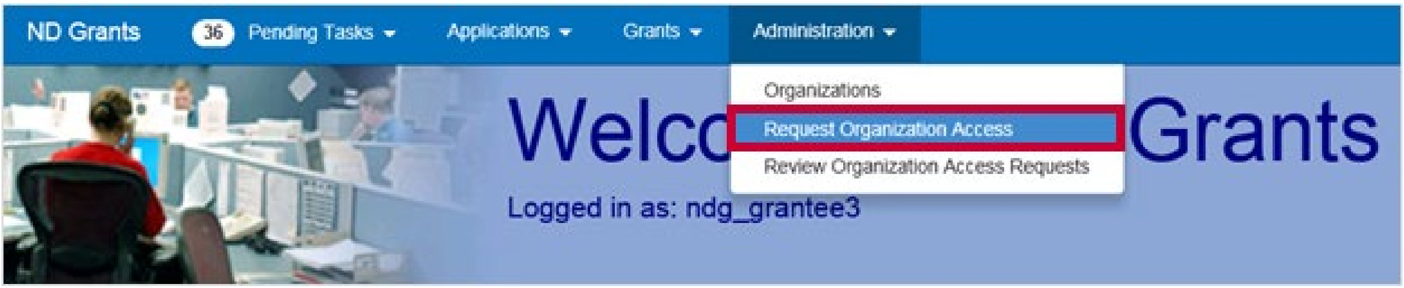


Figure 21. Click the Request Organization Access link under the Administration dropdown

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.

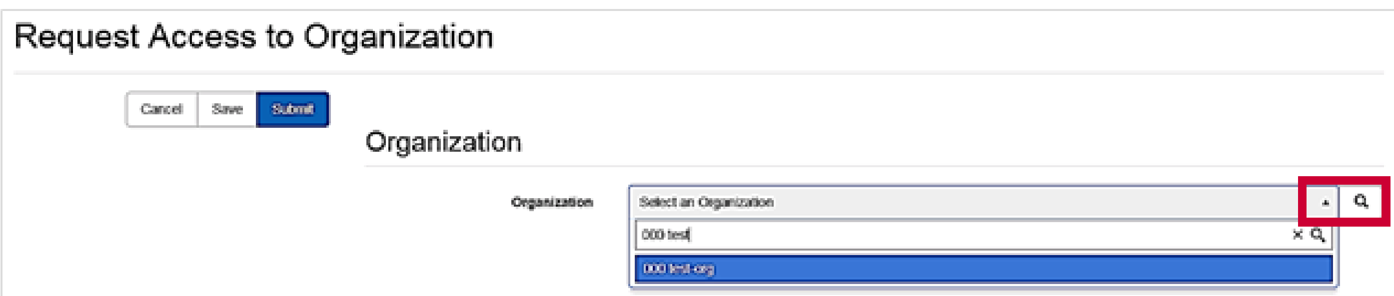


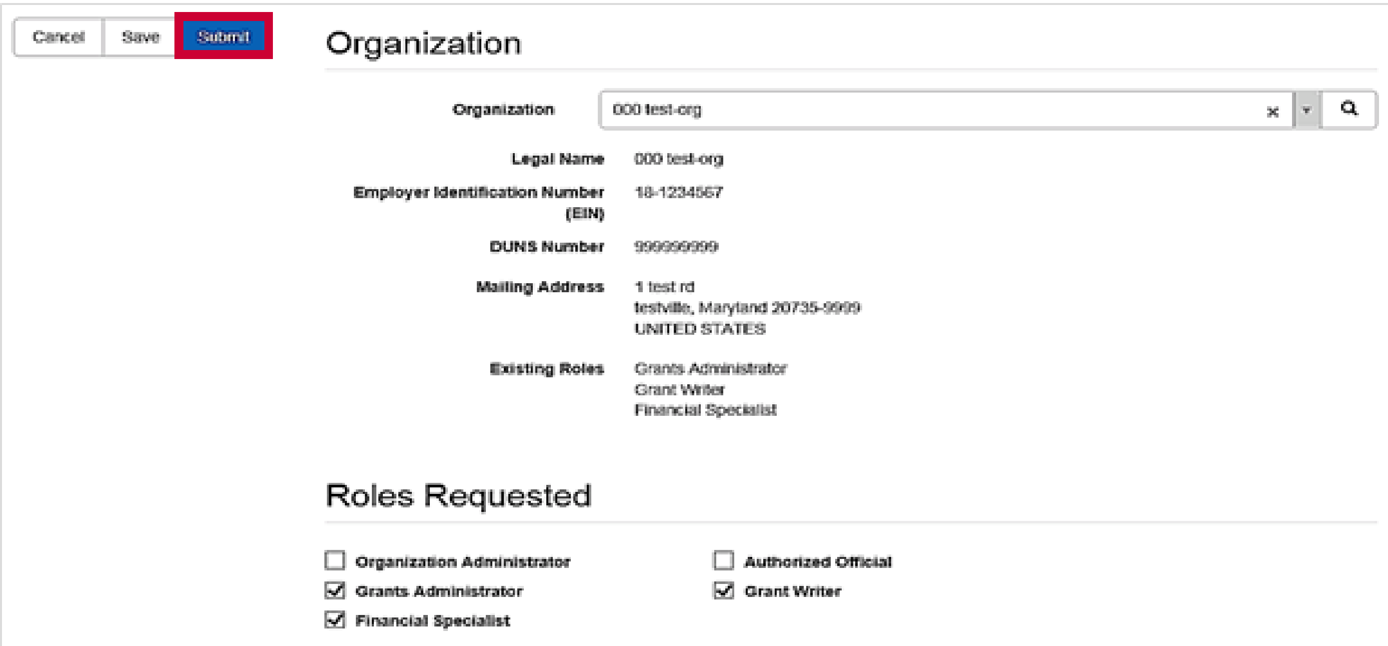
Figure 22. From the *Request Access to Organization* page, search for your organization

<u>Note</u>

- Inactive Organizations will appear greyed out in the dropdown menu.
- If an Inactive organization is selected, a red warning box will be displayed stating "Organization Name is inactive. Please verify that no active versions of your organization exist before requesting access to this version."

Step 3

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


Cancel Save Submit

Organization

Organization: 000 test-org

Legal Name: 000 test-org

Employer Identification Number (EIN): 18-1234567

DUNS Number: 999999999

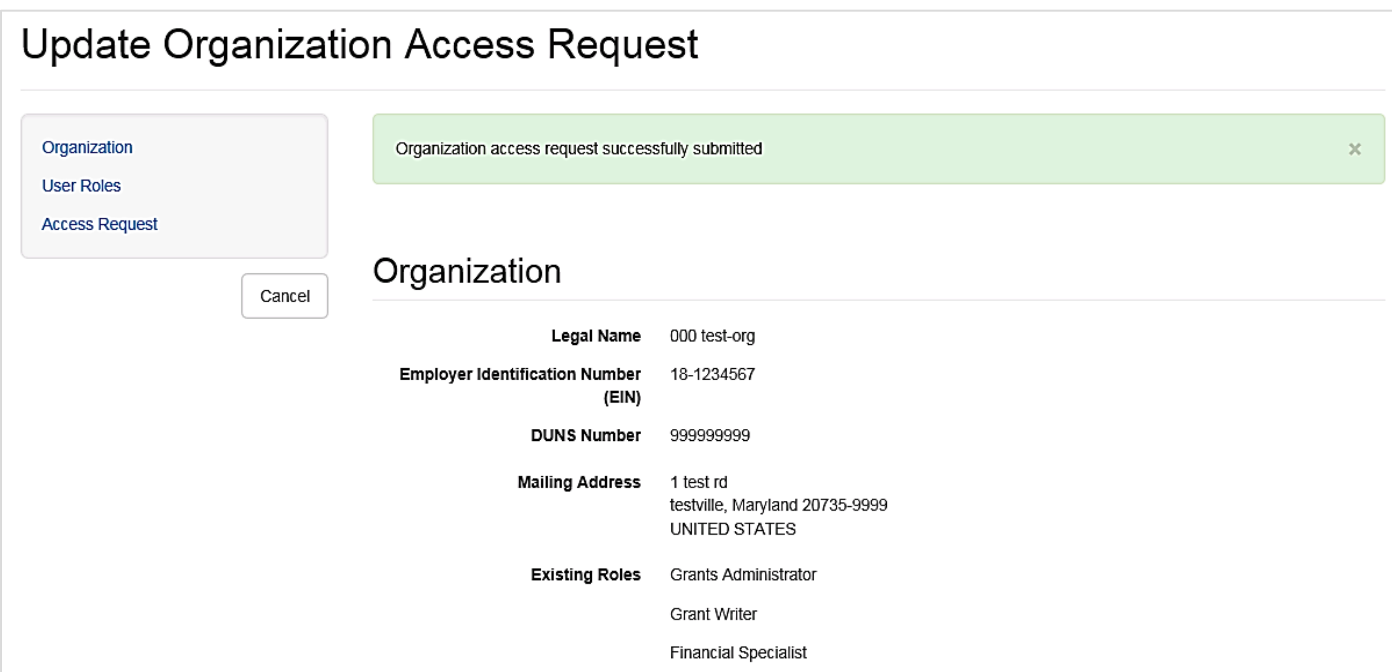
Mailing Address: 1 test rd
testville, Maryland 20735-9999
UNITED STATES

Existing Roles: Grants Administrator
Grant Writer
Financial Specialist

Roles Requested

- [ ] Organization Administrator
- [x] Grants Administrator
- [x] Financial Specialist
- [ ] Authorized Official
- [x] Grant Writer

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


Update Organization Access Request

Organization
User Roles
Access Request

Cancel

Organization access request successfully submitted

Organization

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

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

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.

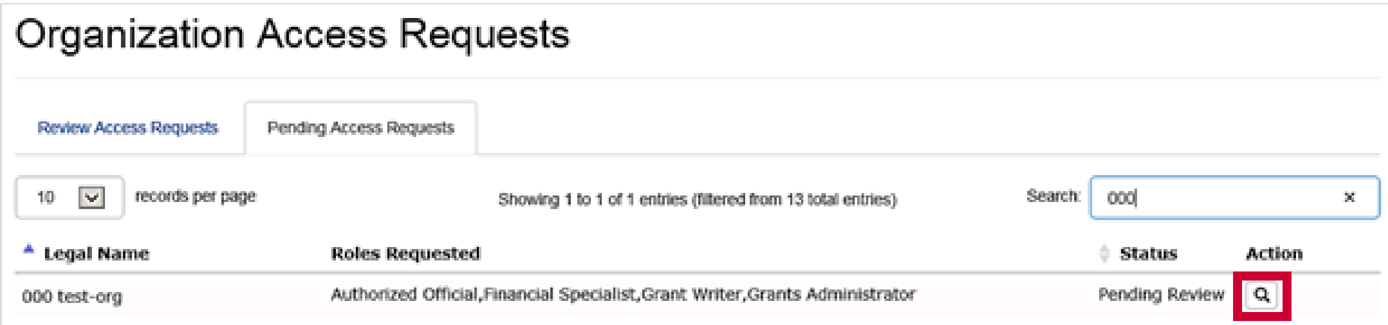


Figure 25. Click the View Access Requests icon to view pending organization access requests

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 includes the Organization Administrator role.

Note

- Organizations should ensure that they have assigned at least two people with the Organization Administrator role in the event of personnel change. If the current Organization Administrator is leaving the organization, they should designate replacement Organization Administrators before departure

Step 1

After submitting the organization access request, under the Administration dropdown, click the Review Organization Access Requests link.

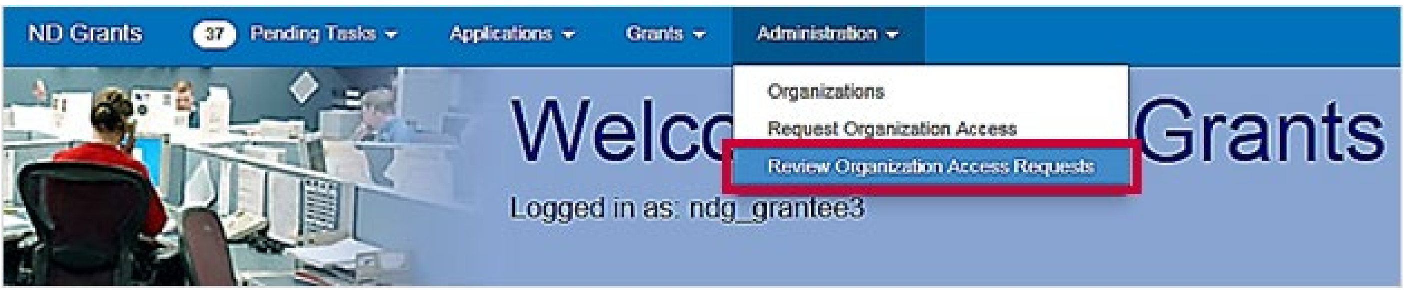


Figure 26. Click the Review Organization Access Request link under the Administration dropdown

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

Step 3

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

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

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.

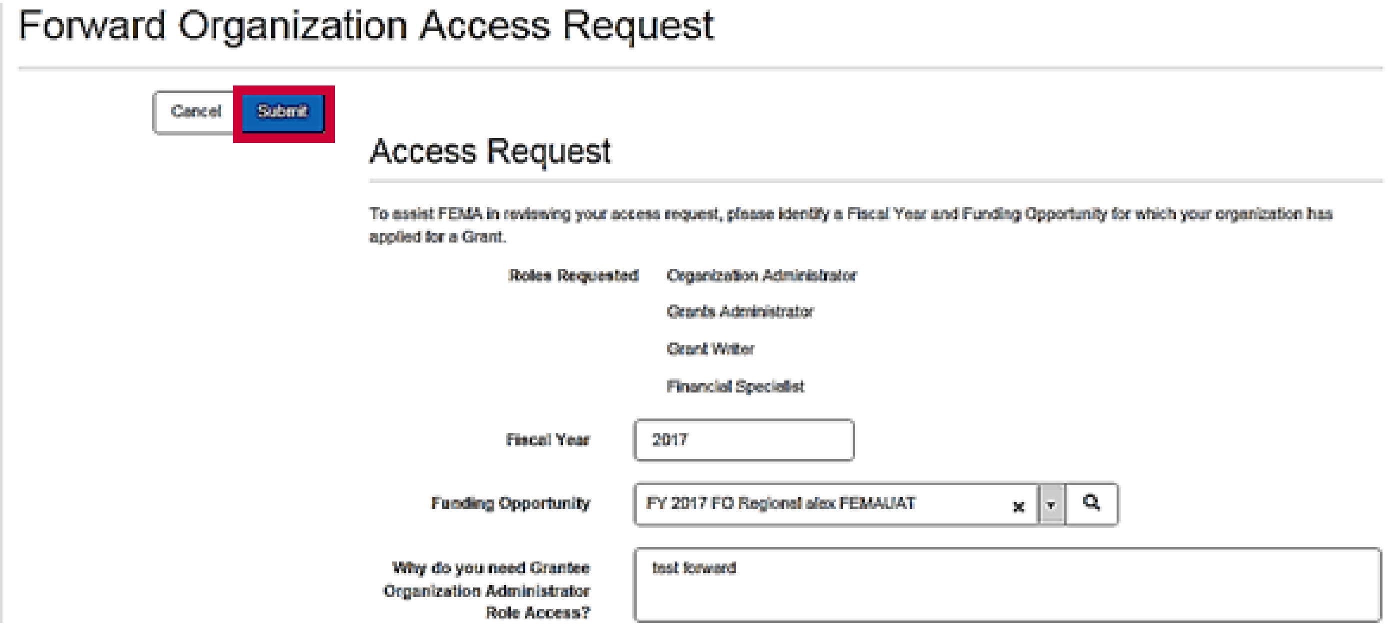


Figure 29. Click Submit on the *Forward Organization Access Request* page to forward the request to a Program Manager

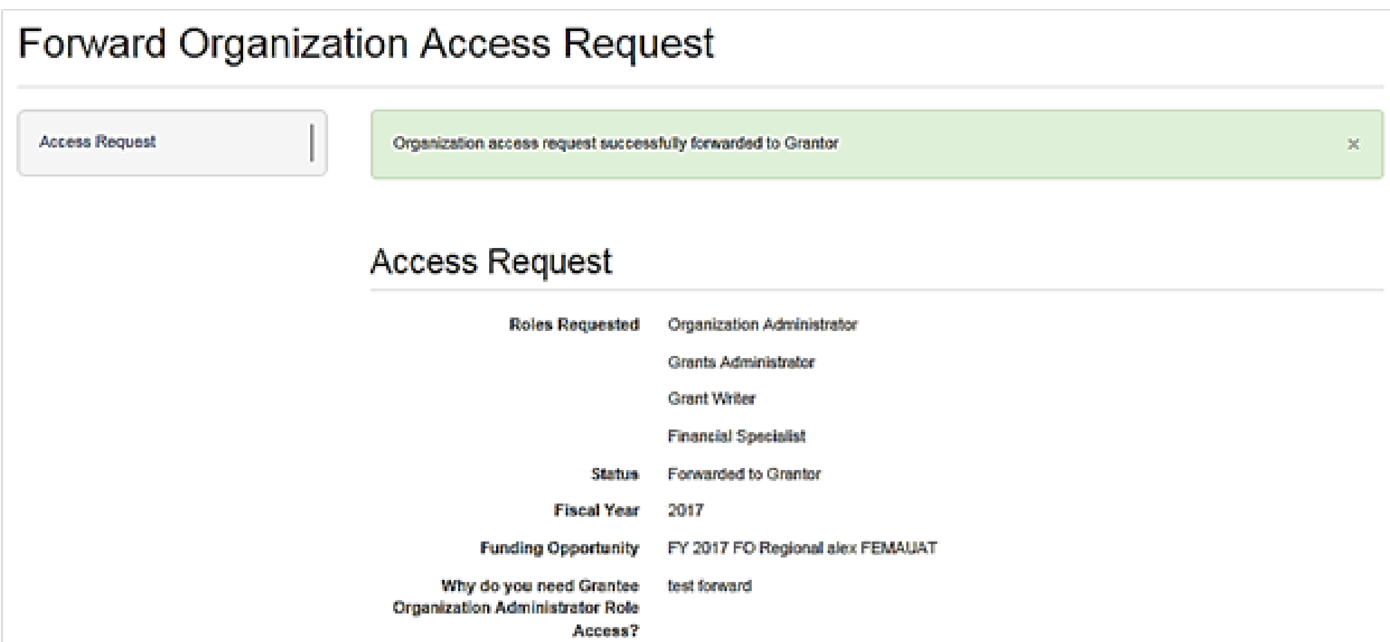


Figure 30. The *Forward Organization Access Request* page, featuring a confirmation message

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.

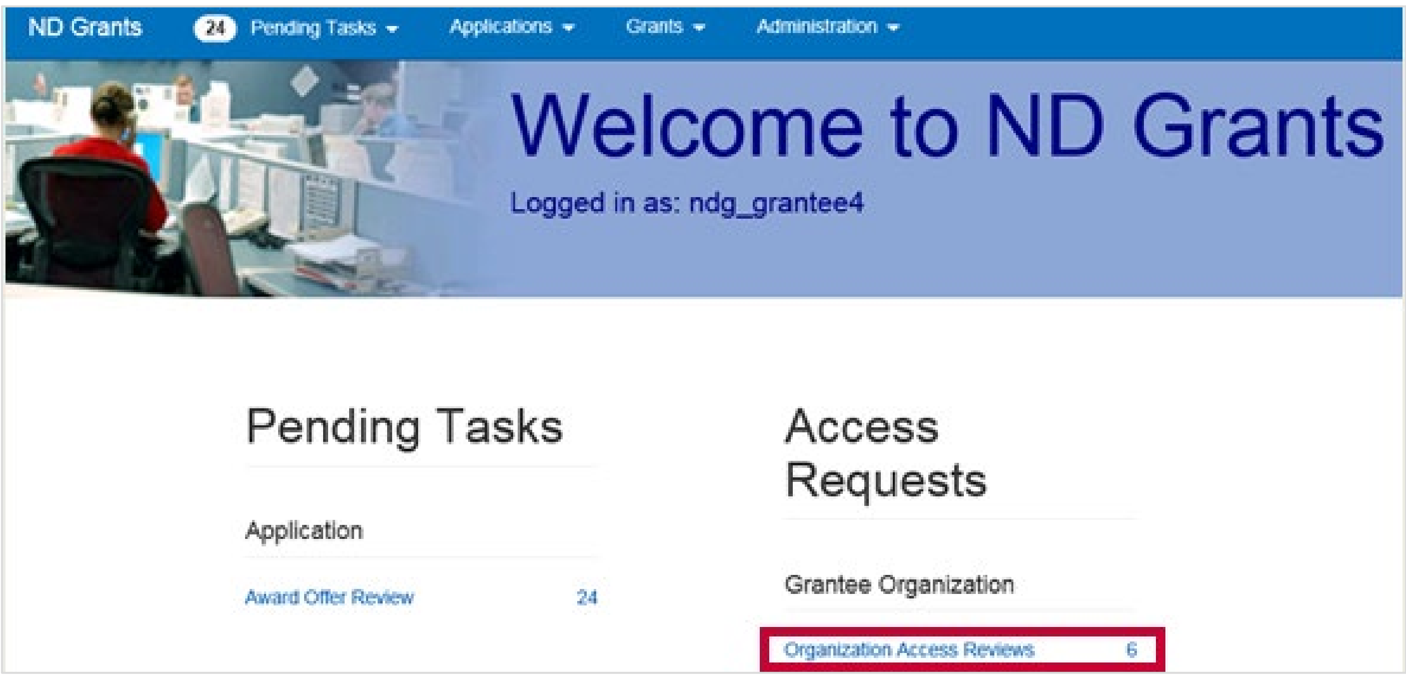


Figure 31. Click the Organization Access Reviews link on the ND Grants homepage

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.

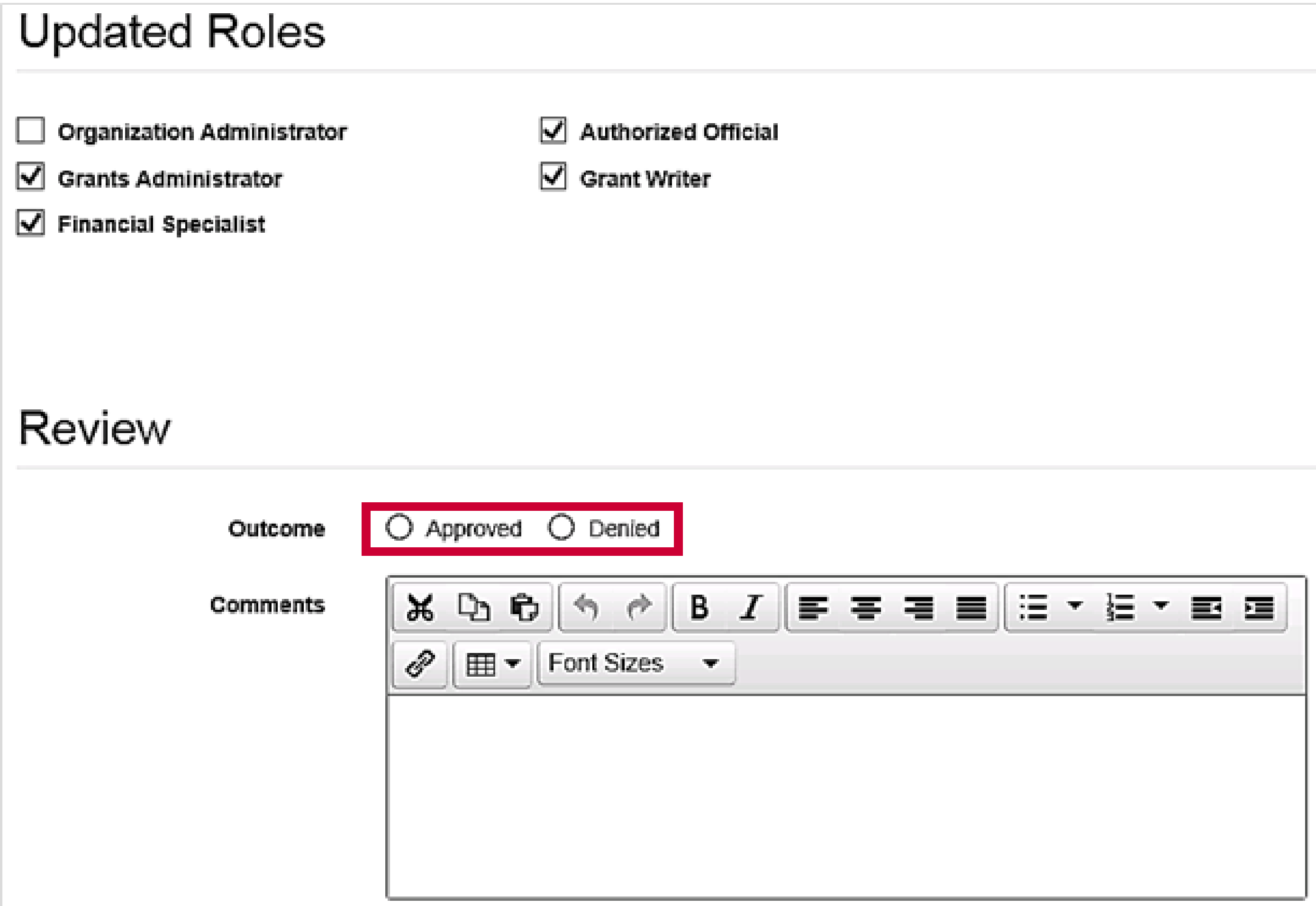


Figure 33. Click the Approved or Denied button on the *Review Access Request to Organization* page

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.

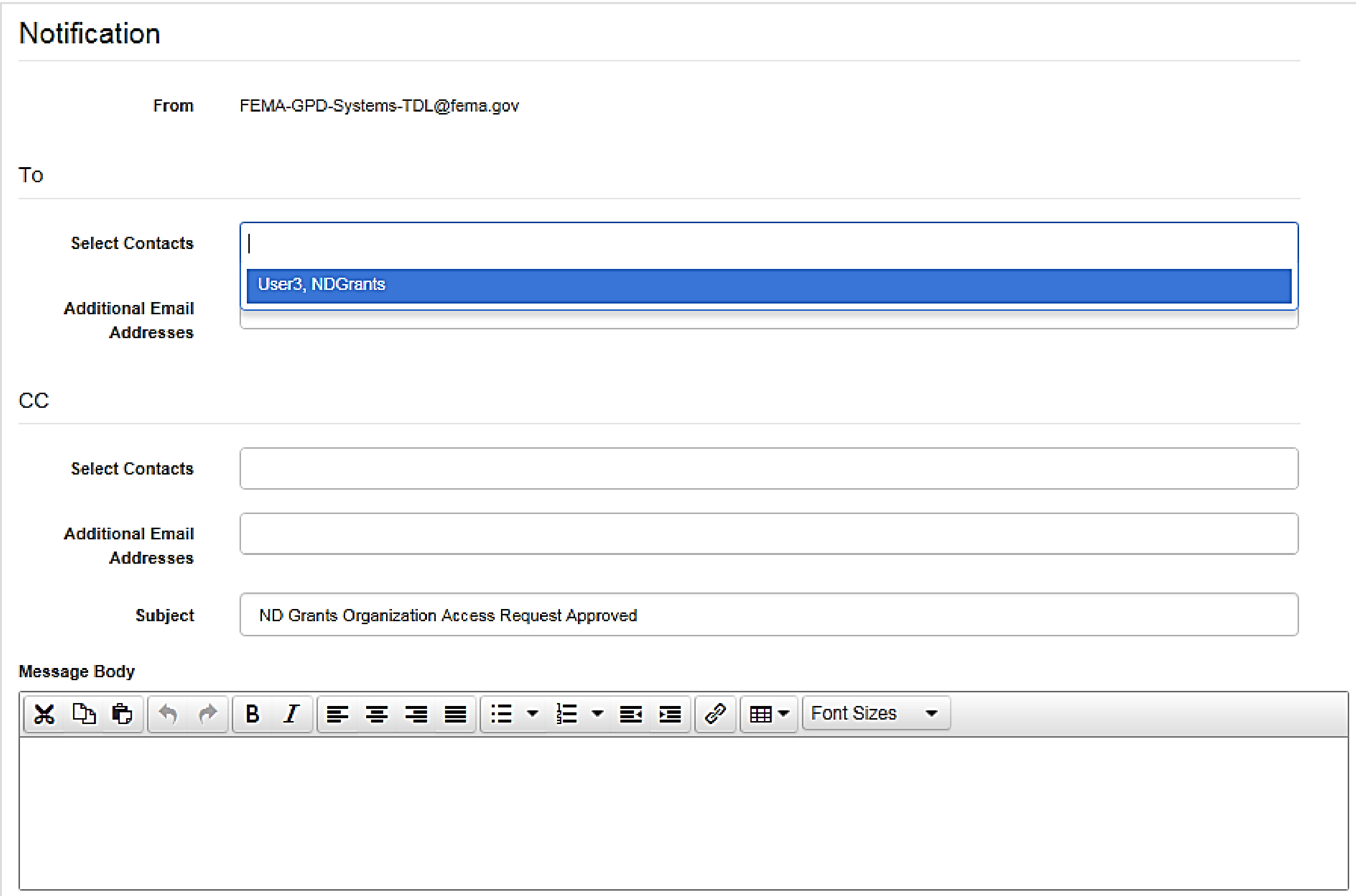


Figure 34. Complete the email notification on the *Review Access Request to Organization* page

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

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.

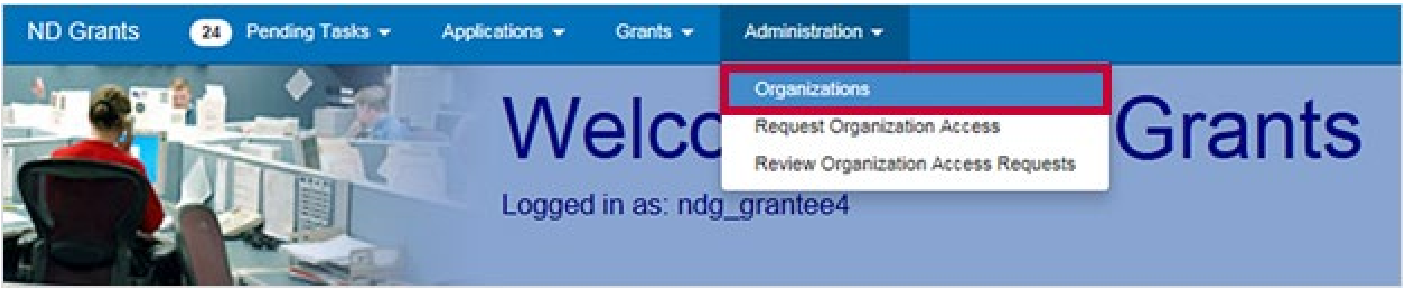


Figure 36. Click the Organizations link under the Administration dropdown

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

Step 3

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

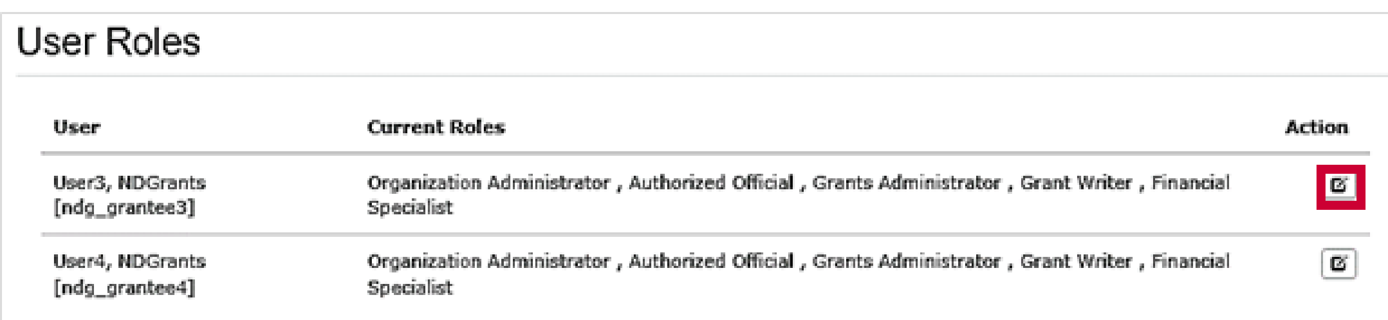


Figure 38. Click the Edit Contact icon to update the user's roles

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.

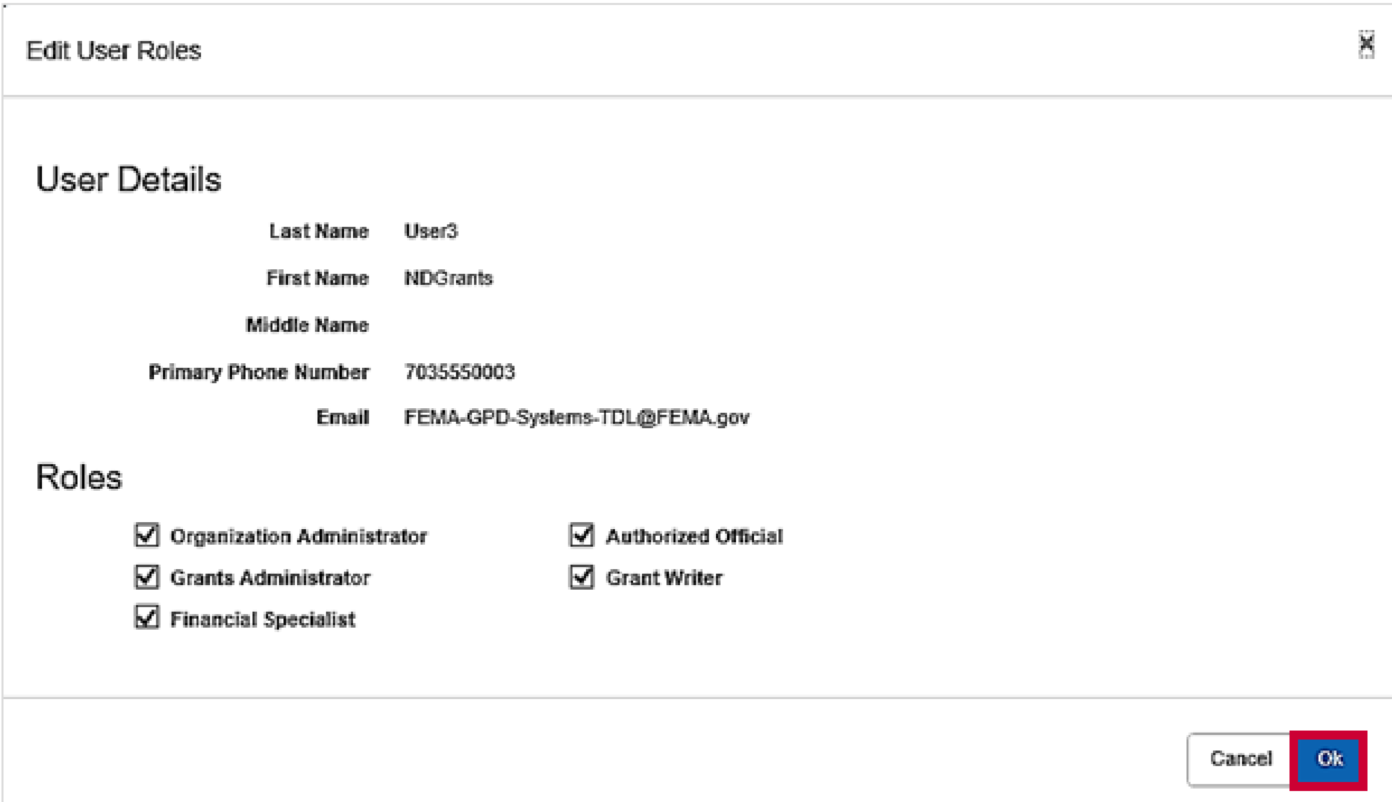


Figure 39. Update the user's roles and click the Ok button

Step 5

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

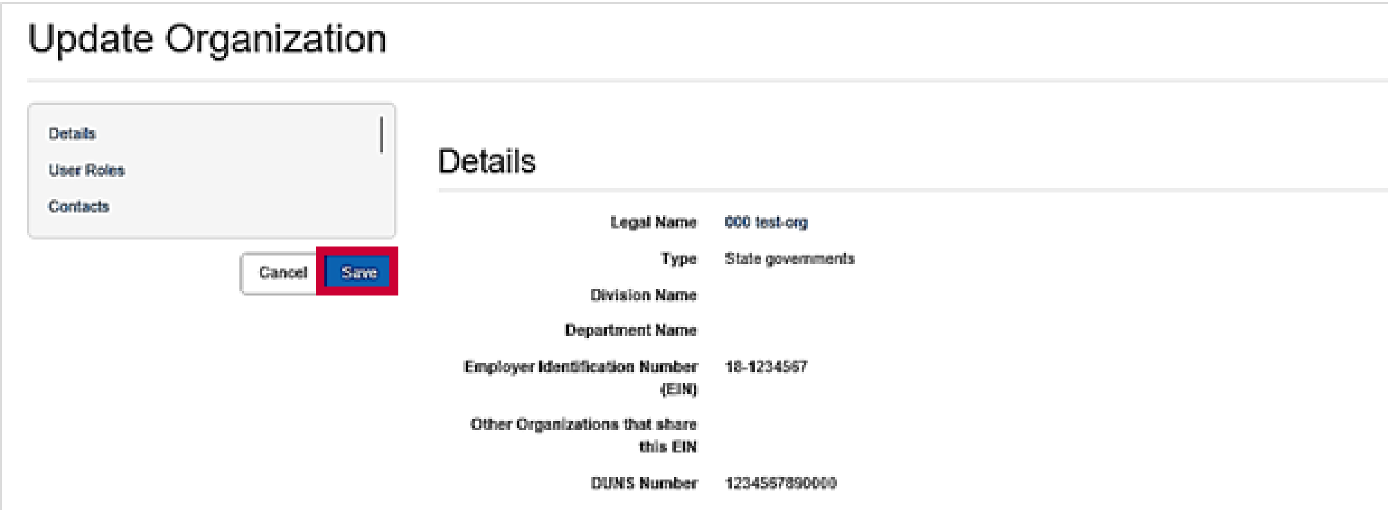


Figure 40. Click the Save button to finalize the update

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.

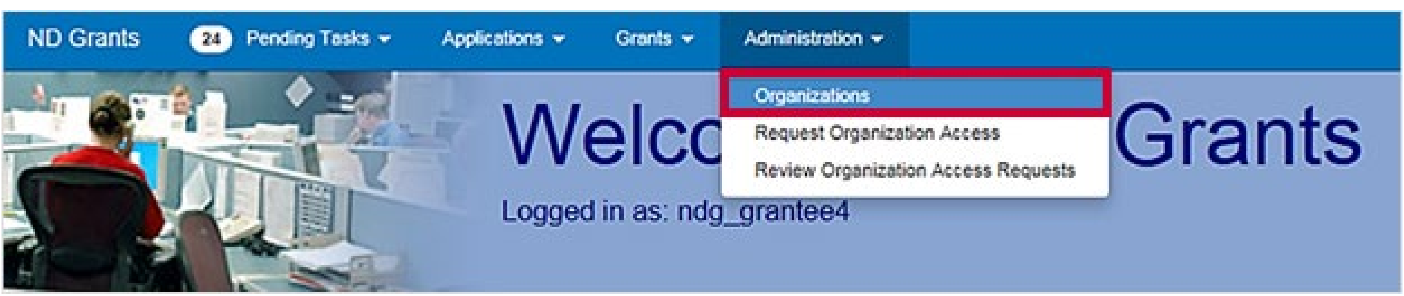


Figure 41. Click the Organizations link under the Administration dropdown

Step 2

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

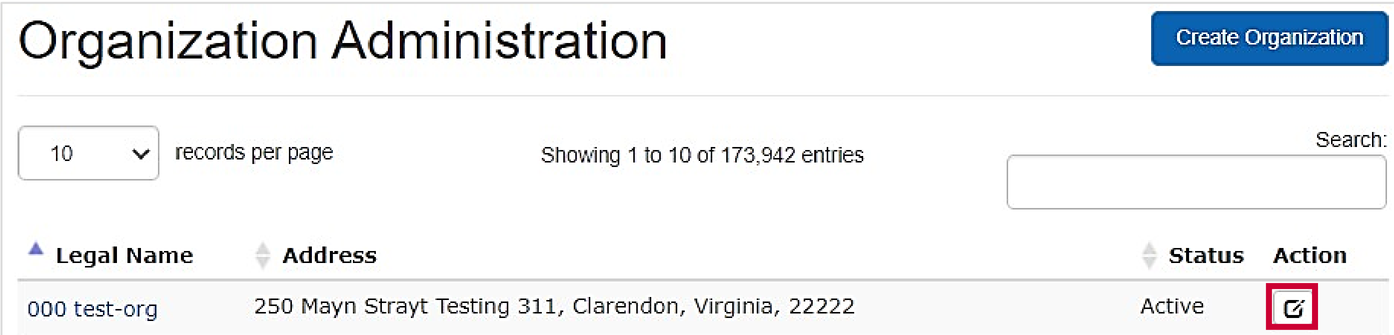


Figure 42. Click the Update Organization icon to open the *Update Organization* page

Step 3

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

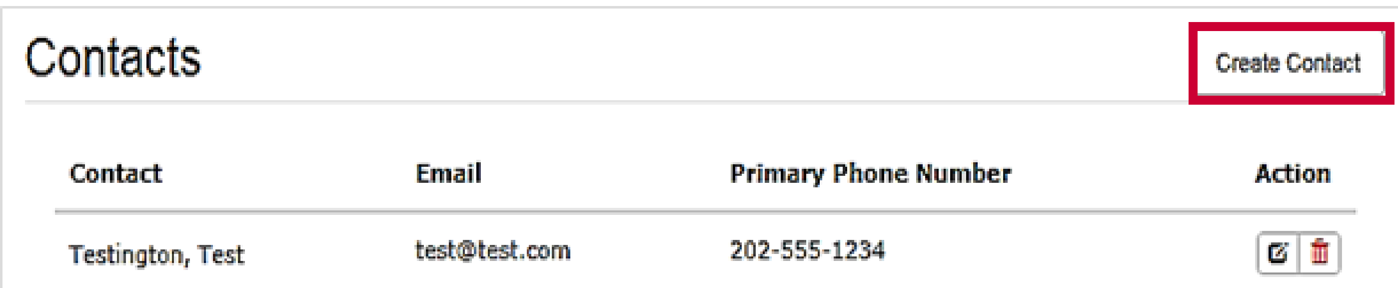


Figure 43. Click the Create Contact button to create a new contact

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

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

Step 5

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

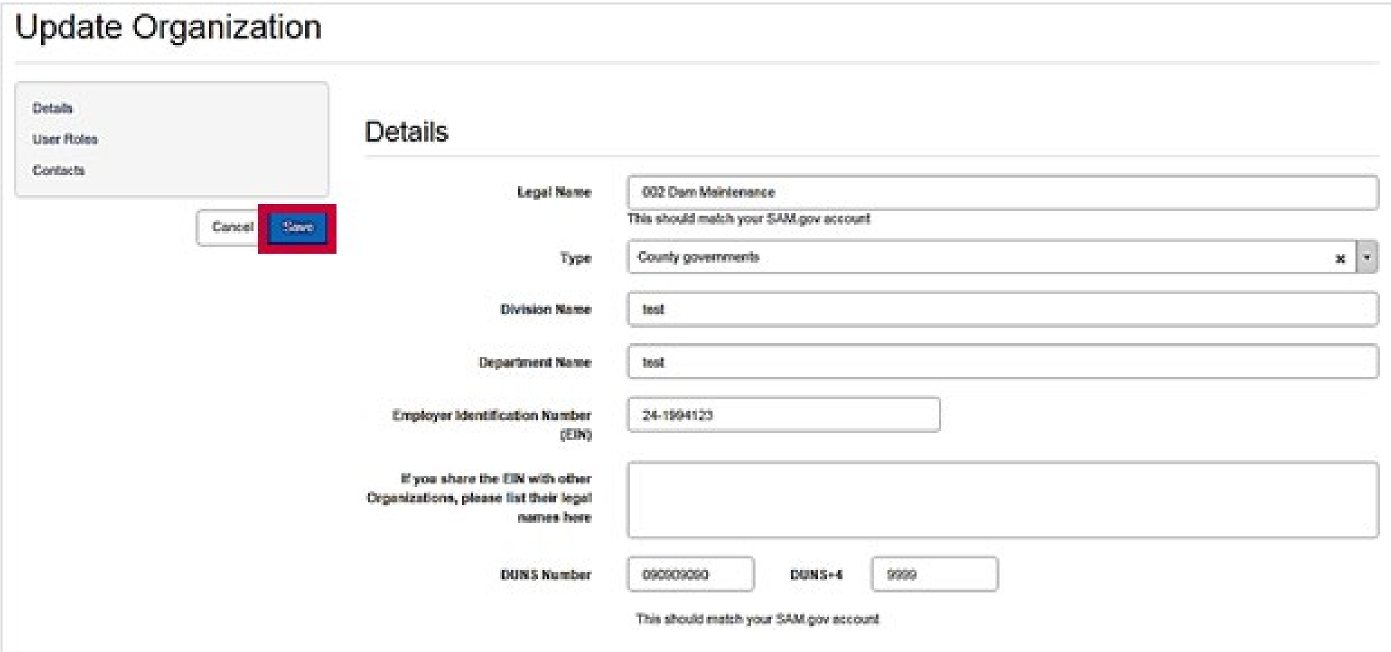


Figure 46. Click the Save button to finalize all contact changes

Updating Organization Contacts

Step 1

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

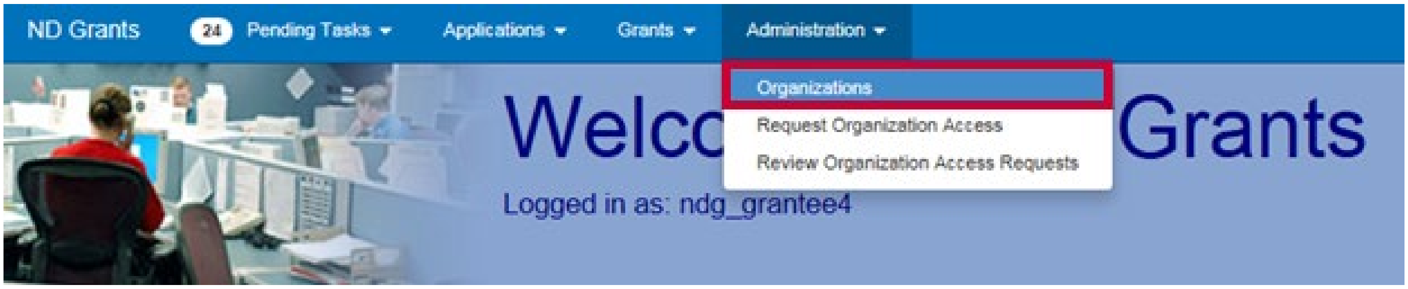


Figure 47. Click the Organizations link under the Administration dropdown

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

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.

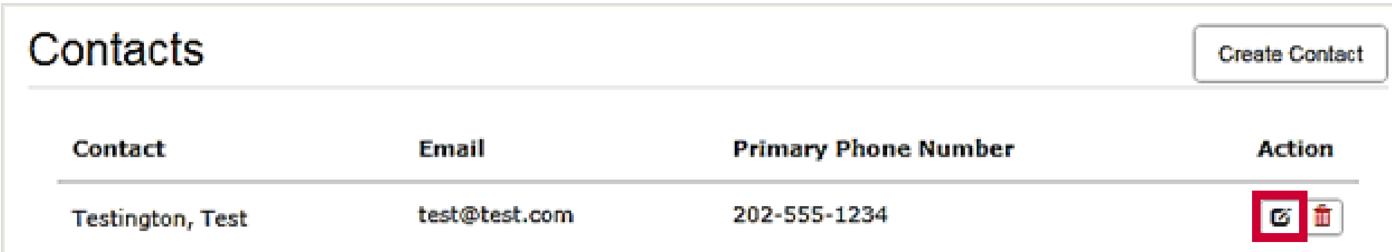


Figure 49. Click the Update Contact icon to edit a contact

Figure 50. Click the Update Contact icon to edit a contact

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.

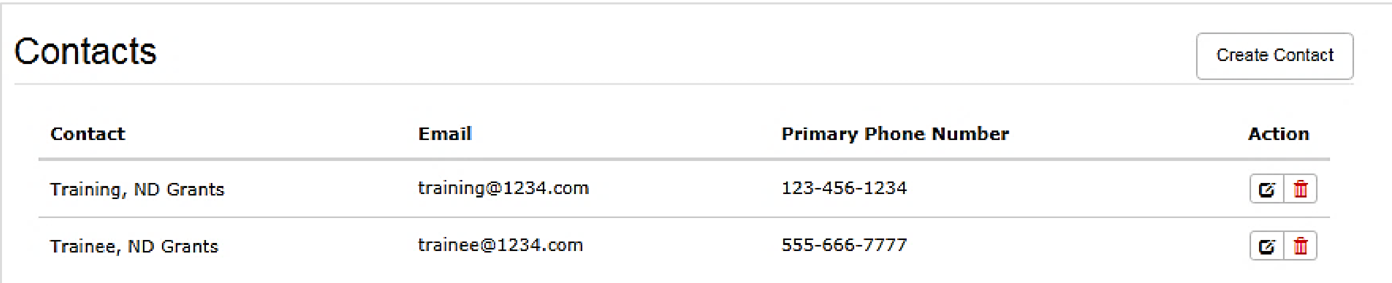


Figure 50. The new contact will appear in the Contacts section of the *Update Organization* page

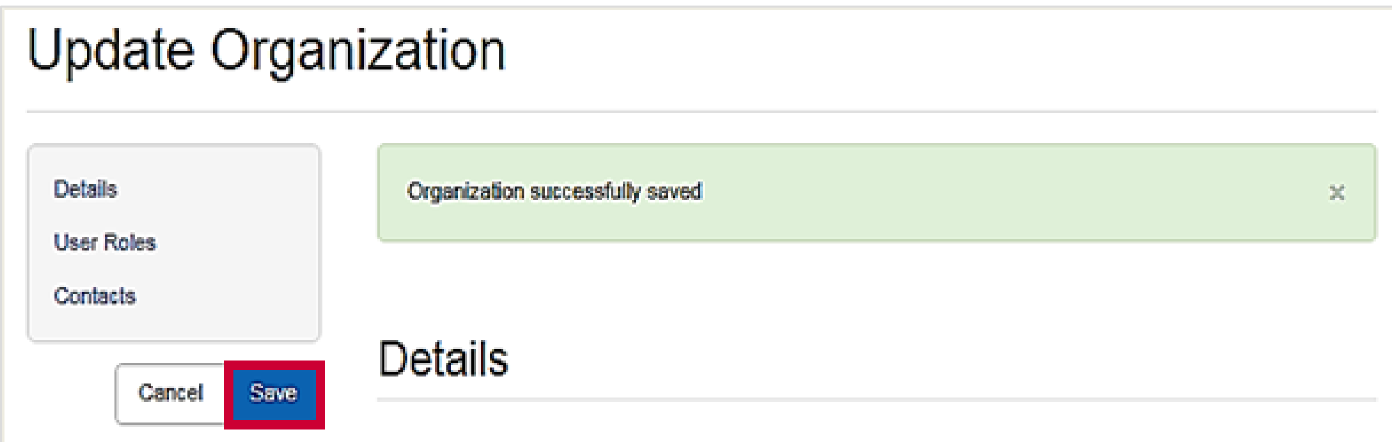


Figure 51. Click the Save button to save the changes to the organization

Step 5

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

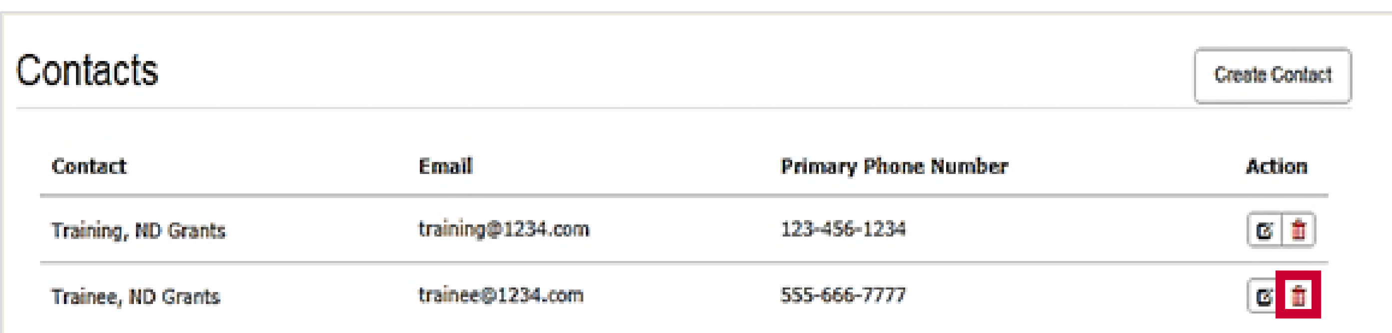


Figure 52. To remove a contact, click the Remove Contact icon

Step 6

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

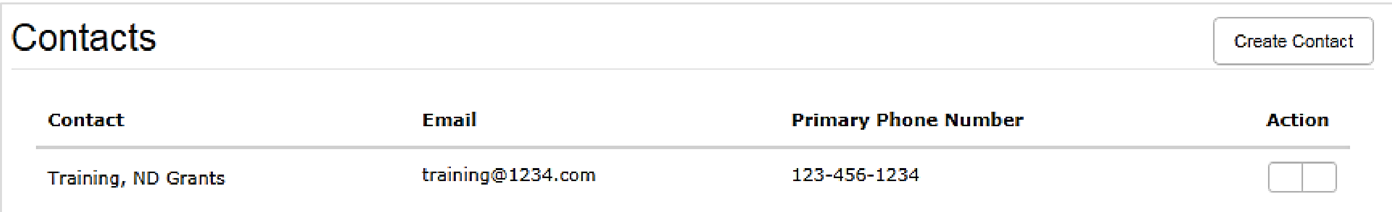


Figure 53. Confirm that the contact no longer appears on the *Update Organization* page

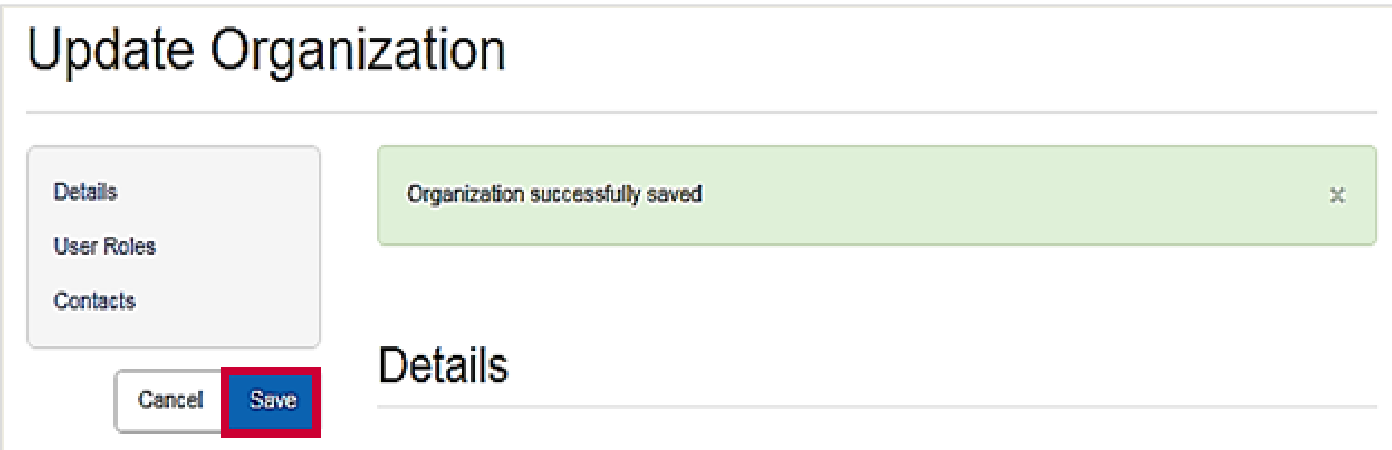


Figure 54. Click the Save button to save the changes to the organization

<u>Note</u>

- 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 The Grants.gov Workspace

Step 1

Open the Applicants dropdown and click the Apply Now link.

Figure 55. 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.

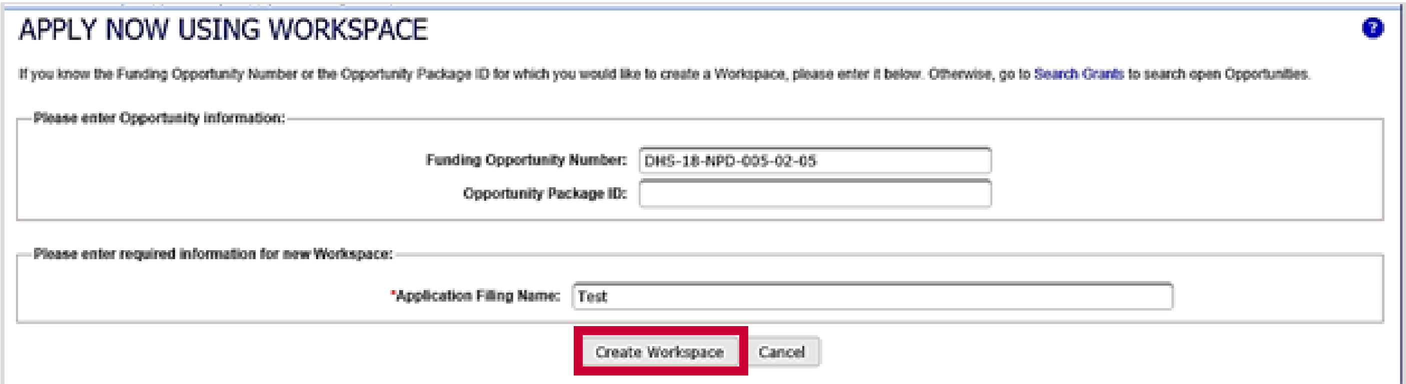


Figure 56. Enter the Funding Opportunity Number or Opportunity Package ID and click the Create Workspace button

Step 3

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

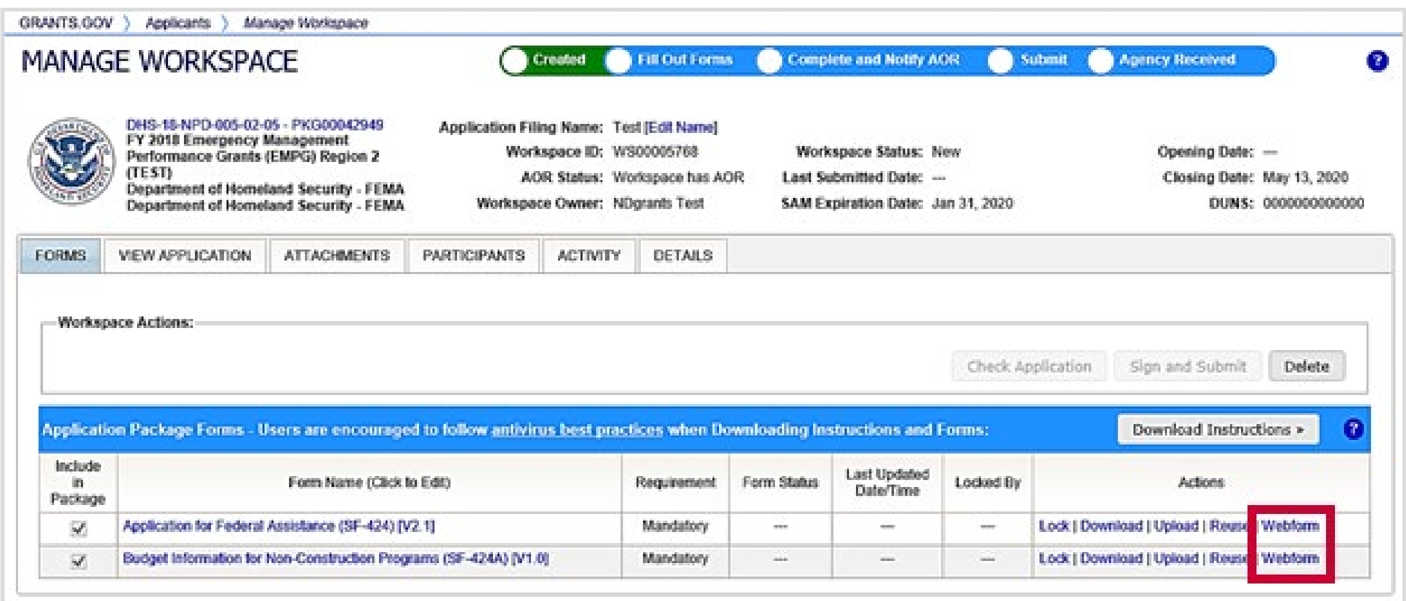


Figure 57. Click the Webform link

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.

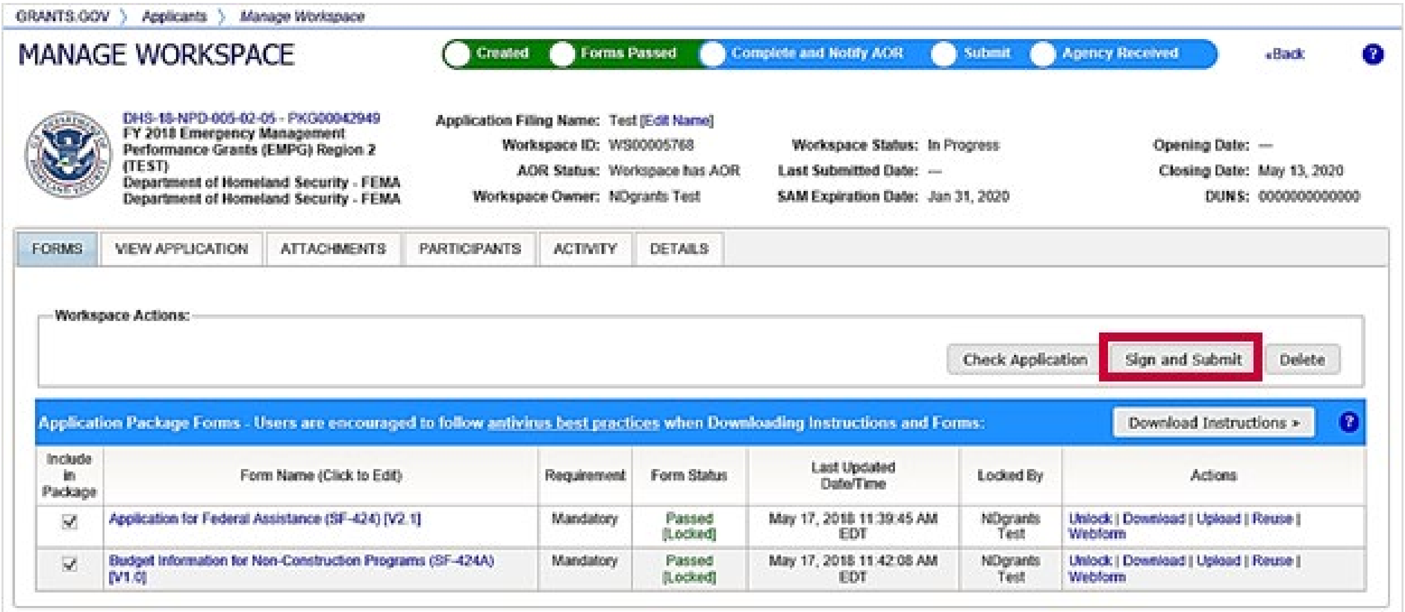


Figure 58. Click the Sign and Submit button

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.

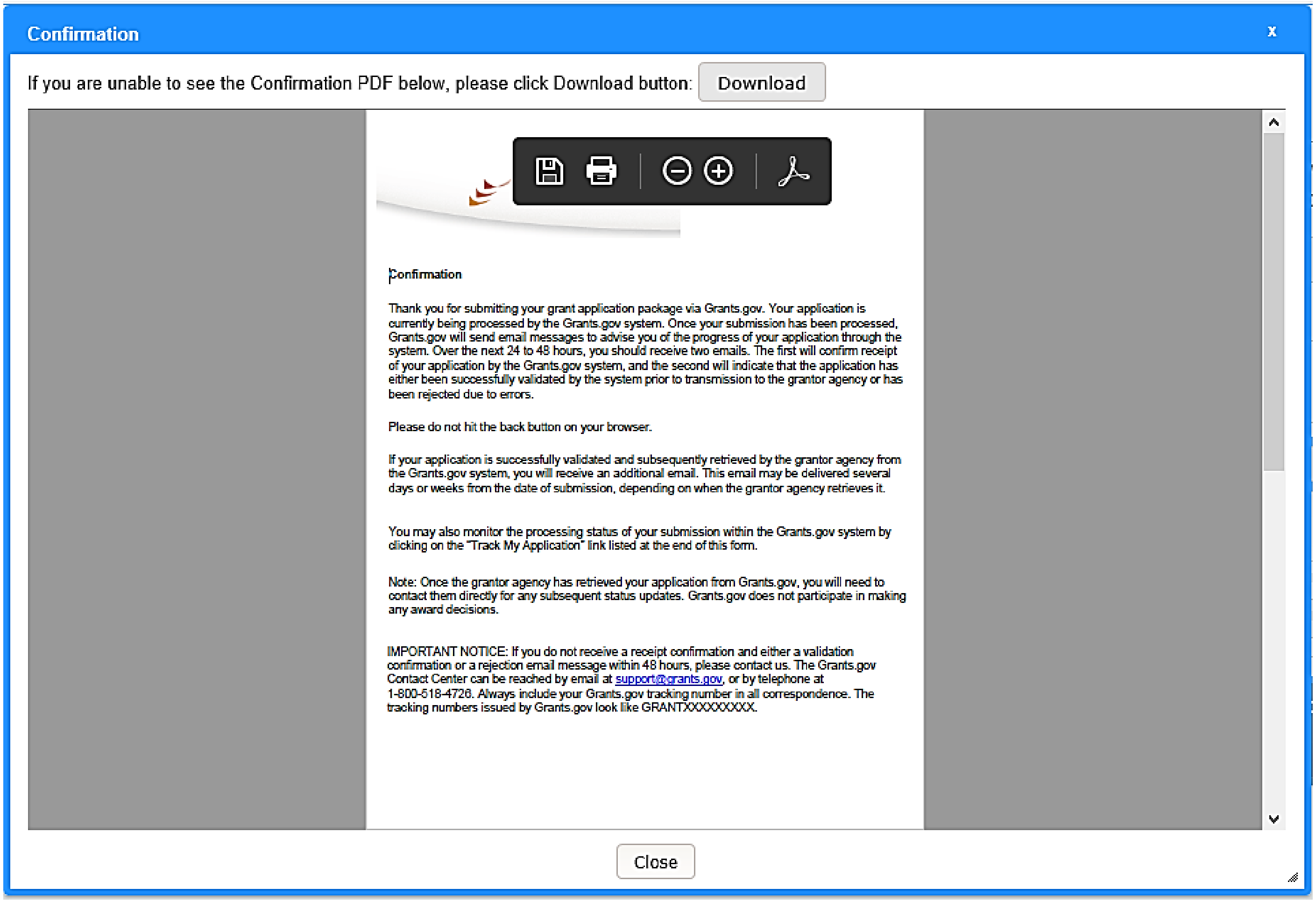


Figure 59. Note the Grants.gov Tracking Number on the Confirmation popup

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.

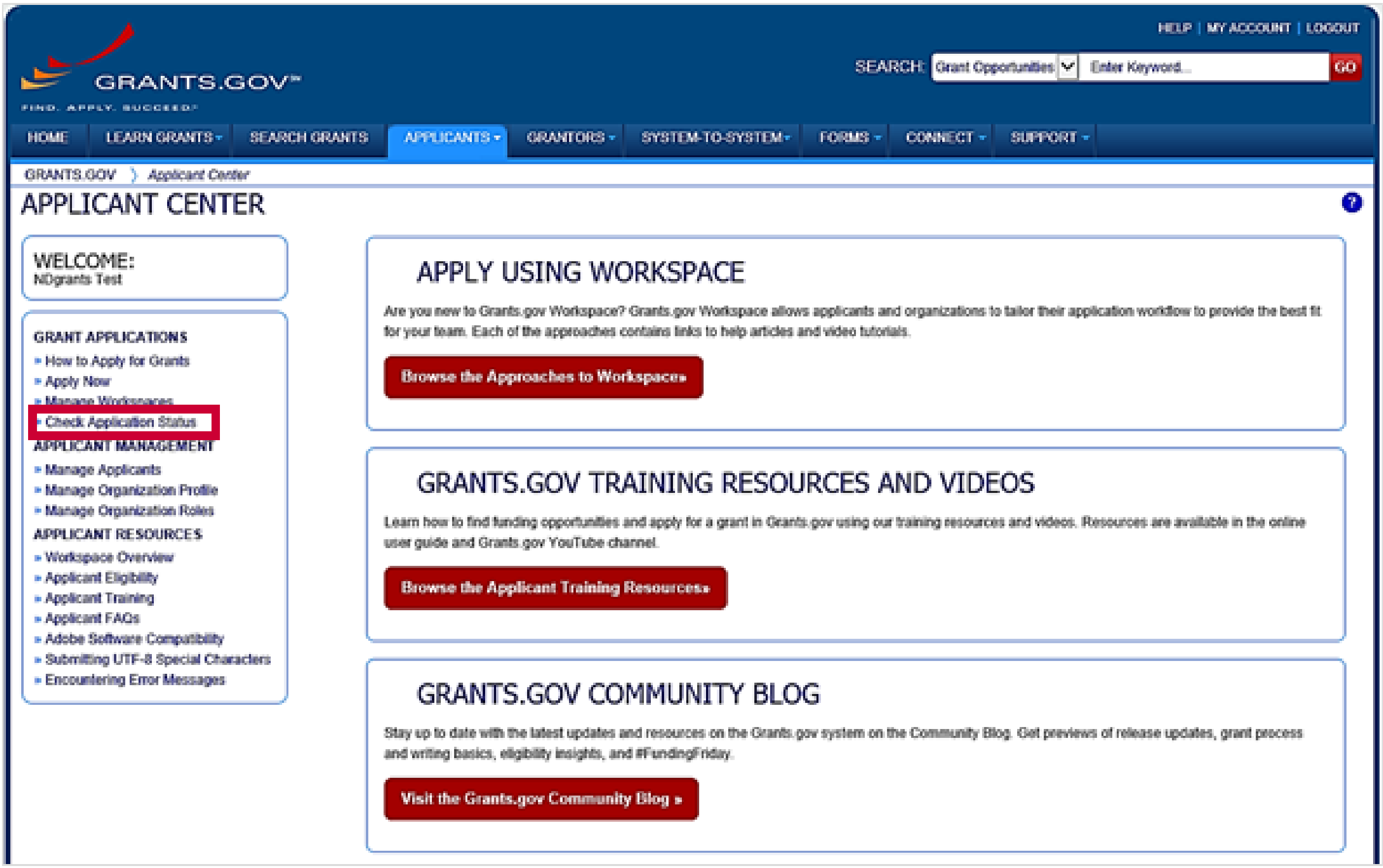


Figure 60. Click the Check Application Status link

Step 8

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

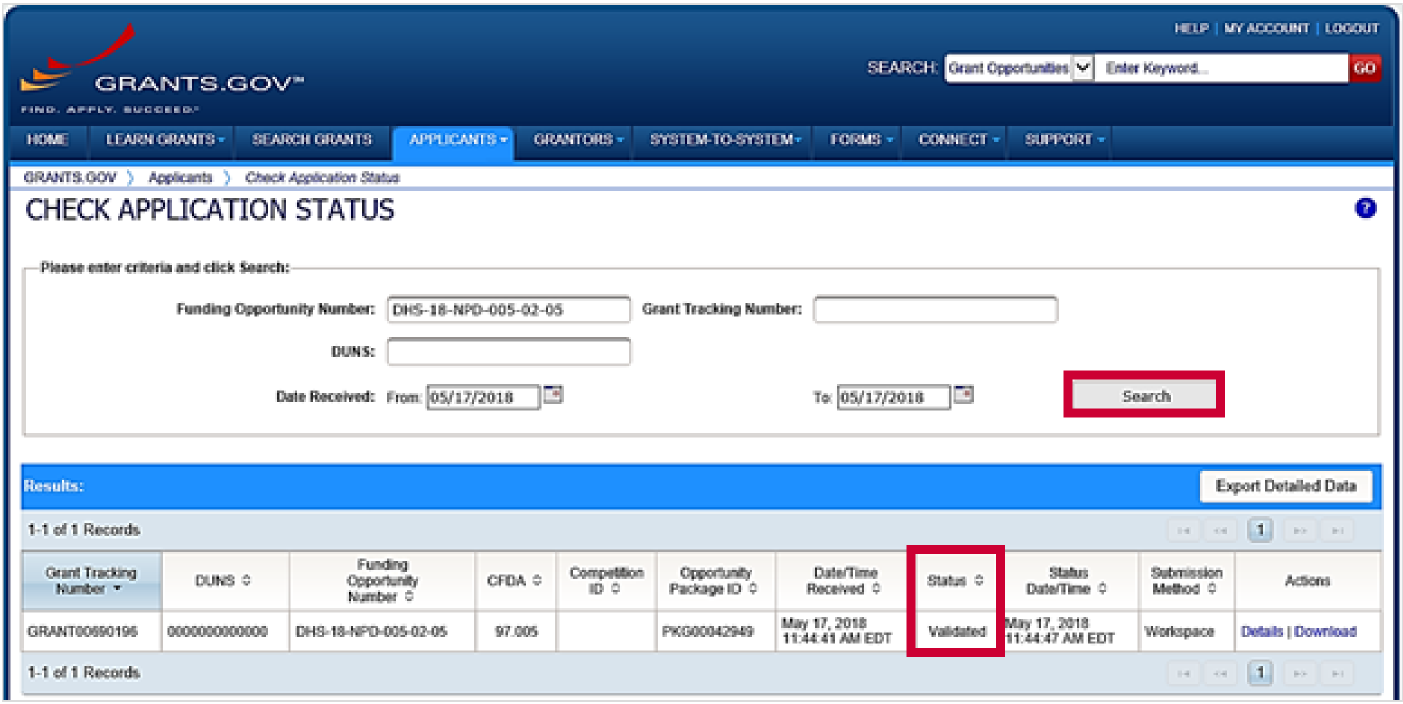


Figure 61. Enter the funding opportunity number into the Funding Opportunity Number field

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 62. 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 63. Click the Update Application button to open the *Update Application* page

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

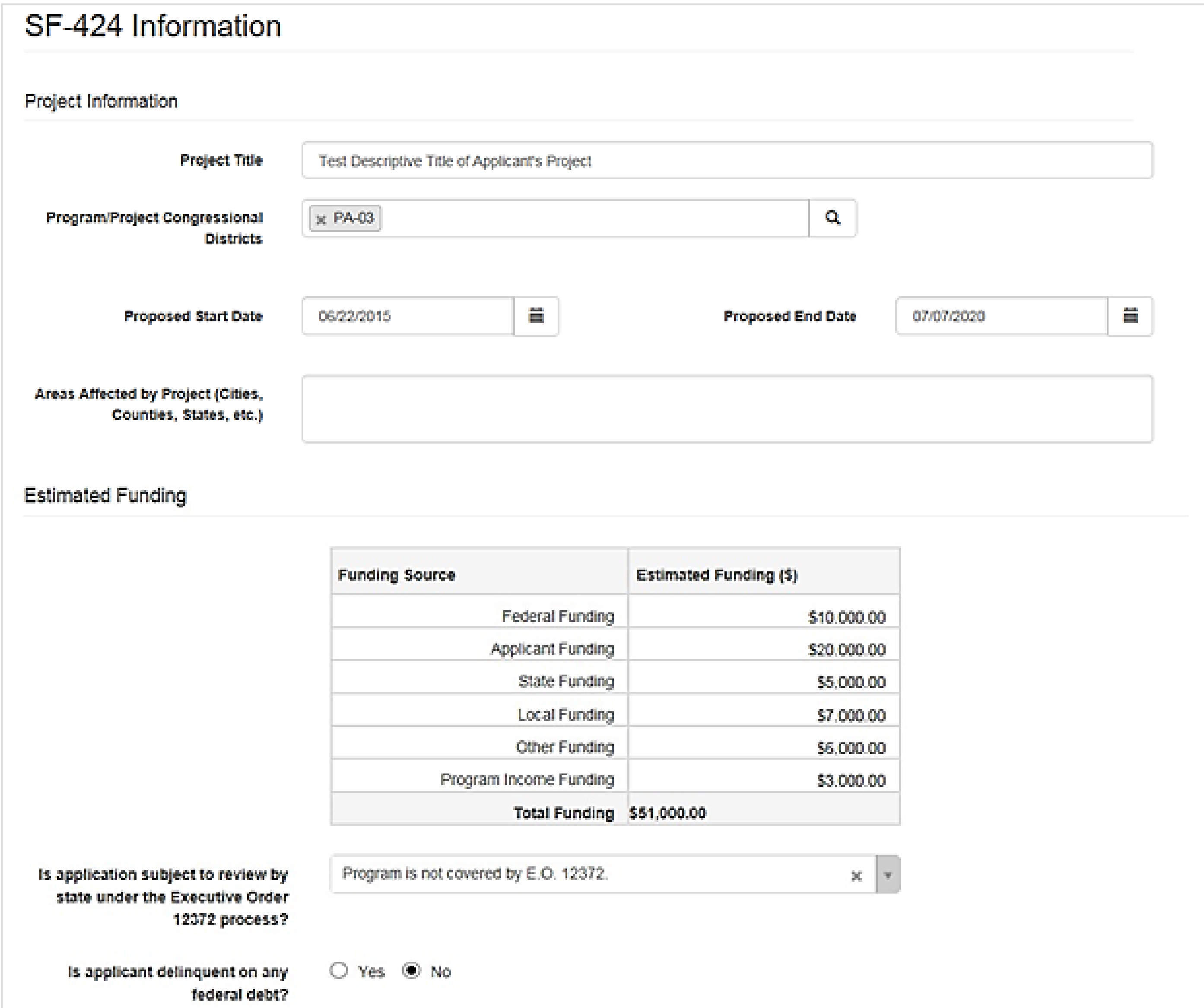


Figure 64. Complete the SF-424 Information section of the application

Step 4

Update the contacts and user roles in the Contacts section.

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.

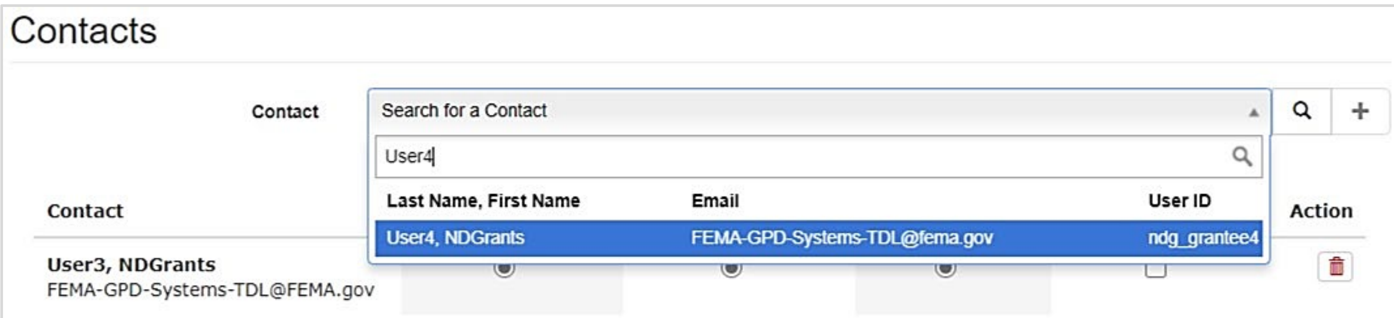


Figure 65. Select contacts using the dropdown menu

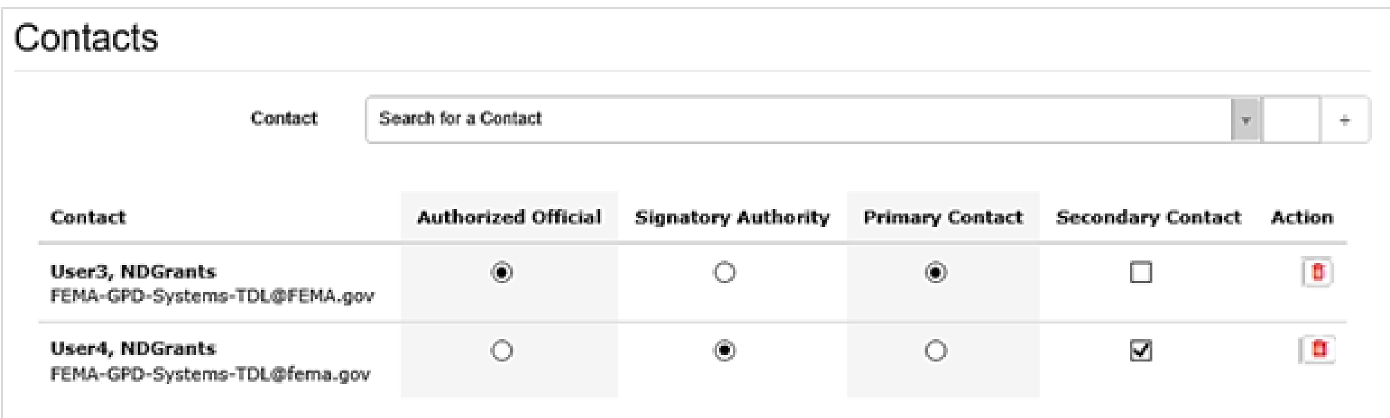


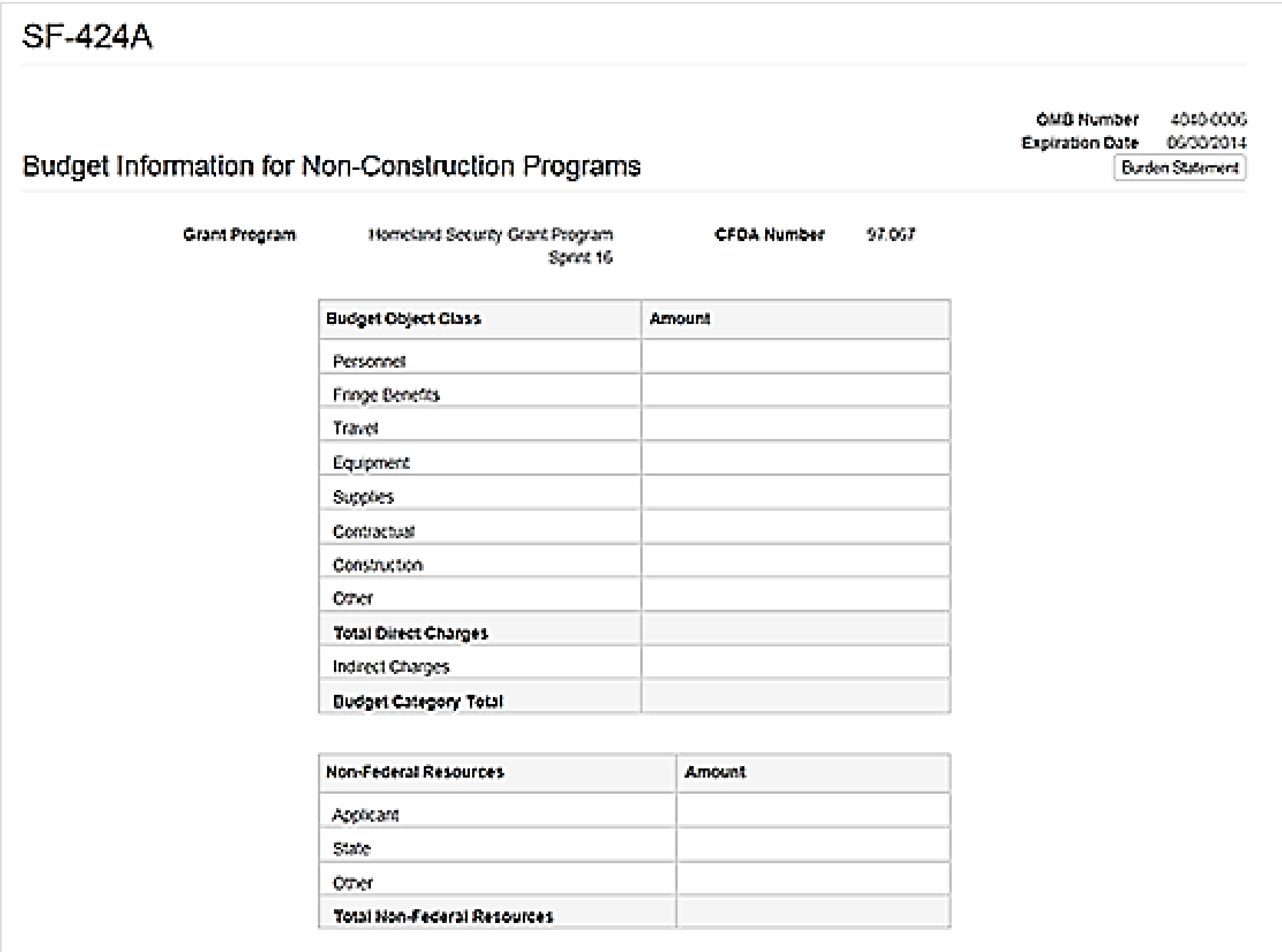
Figure 66. Add contacts to the Contacts section and assign roles

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.



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
CFDA 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	

Figure 67. Complete the SF-424A section of the application

Step 6

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

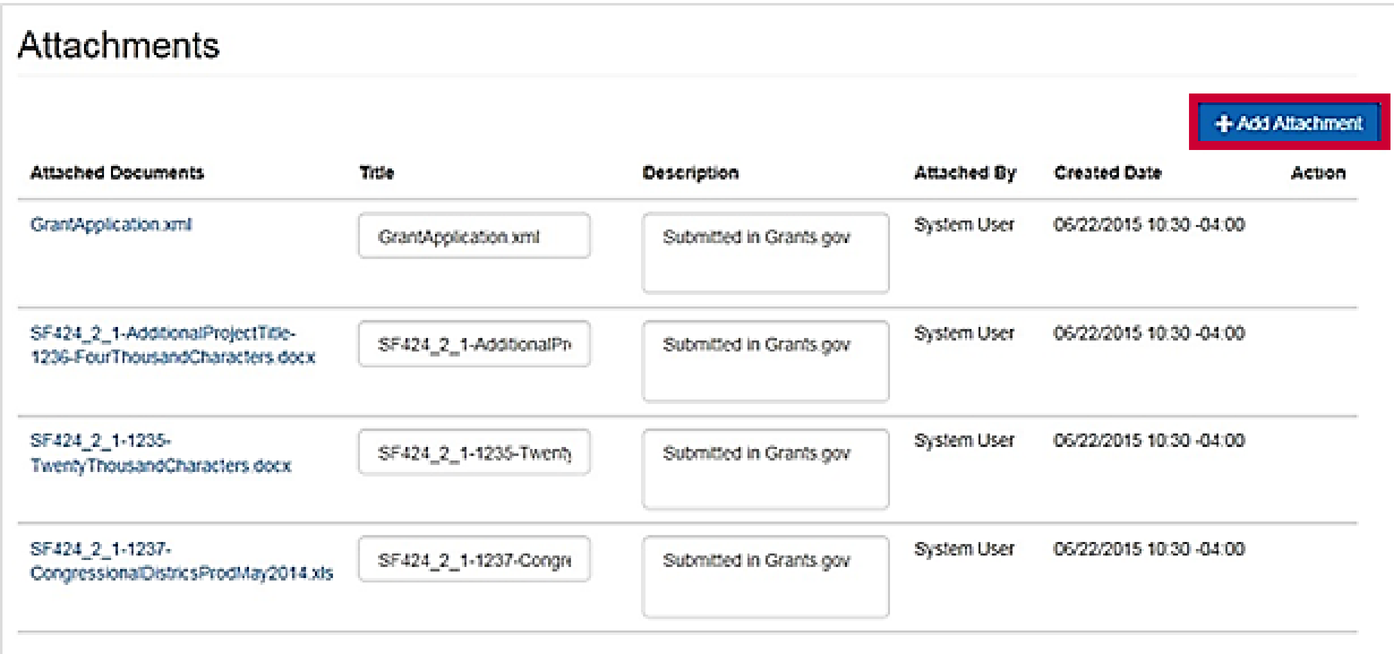


Figure 68. Add any necessary attachments in the Attachments section

Note

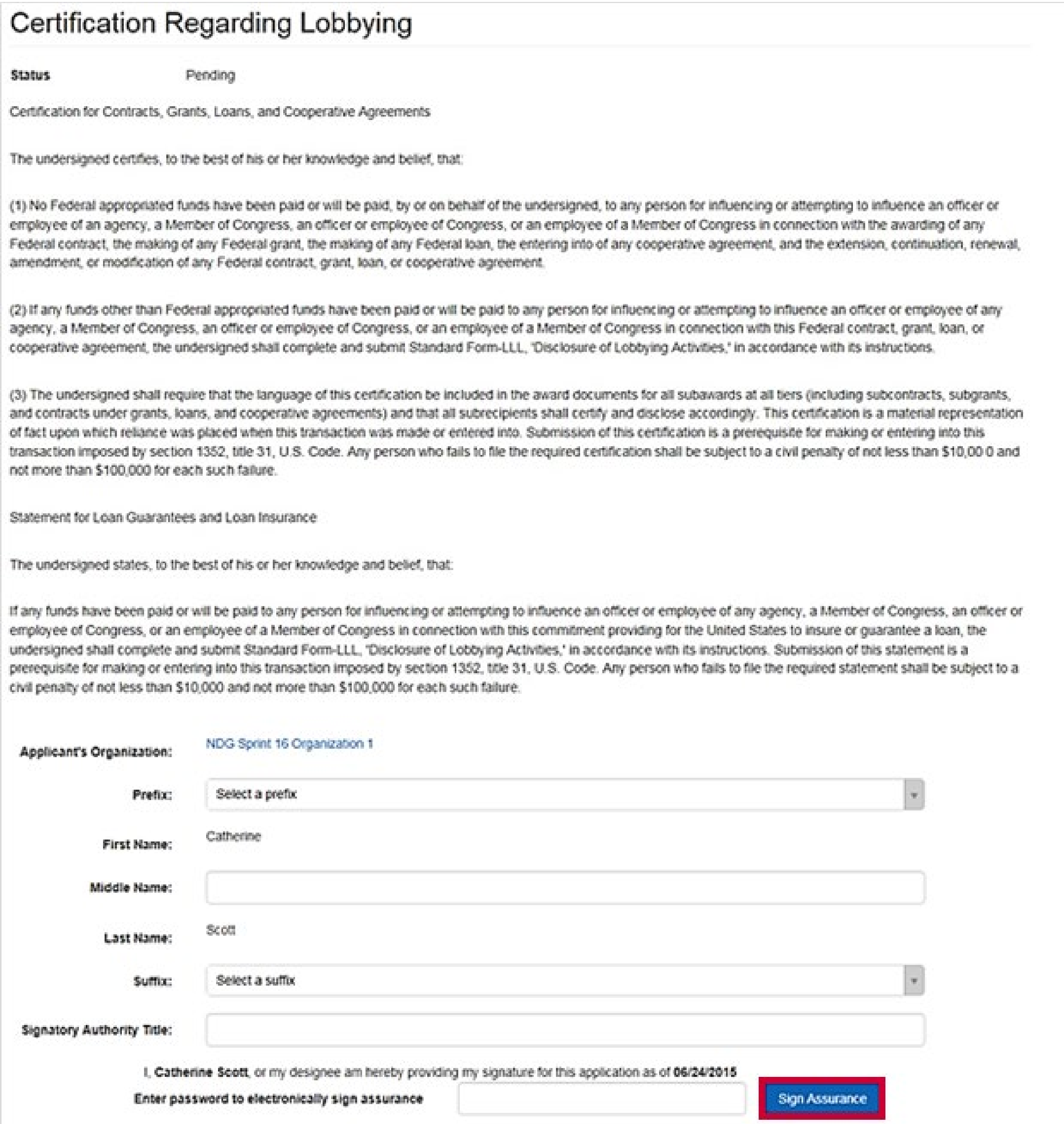
- You can upload Investment Justifications as attachments

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.



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: Select a prefix

First Name: Catherine

Middle Name:

Last Name: Scott

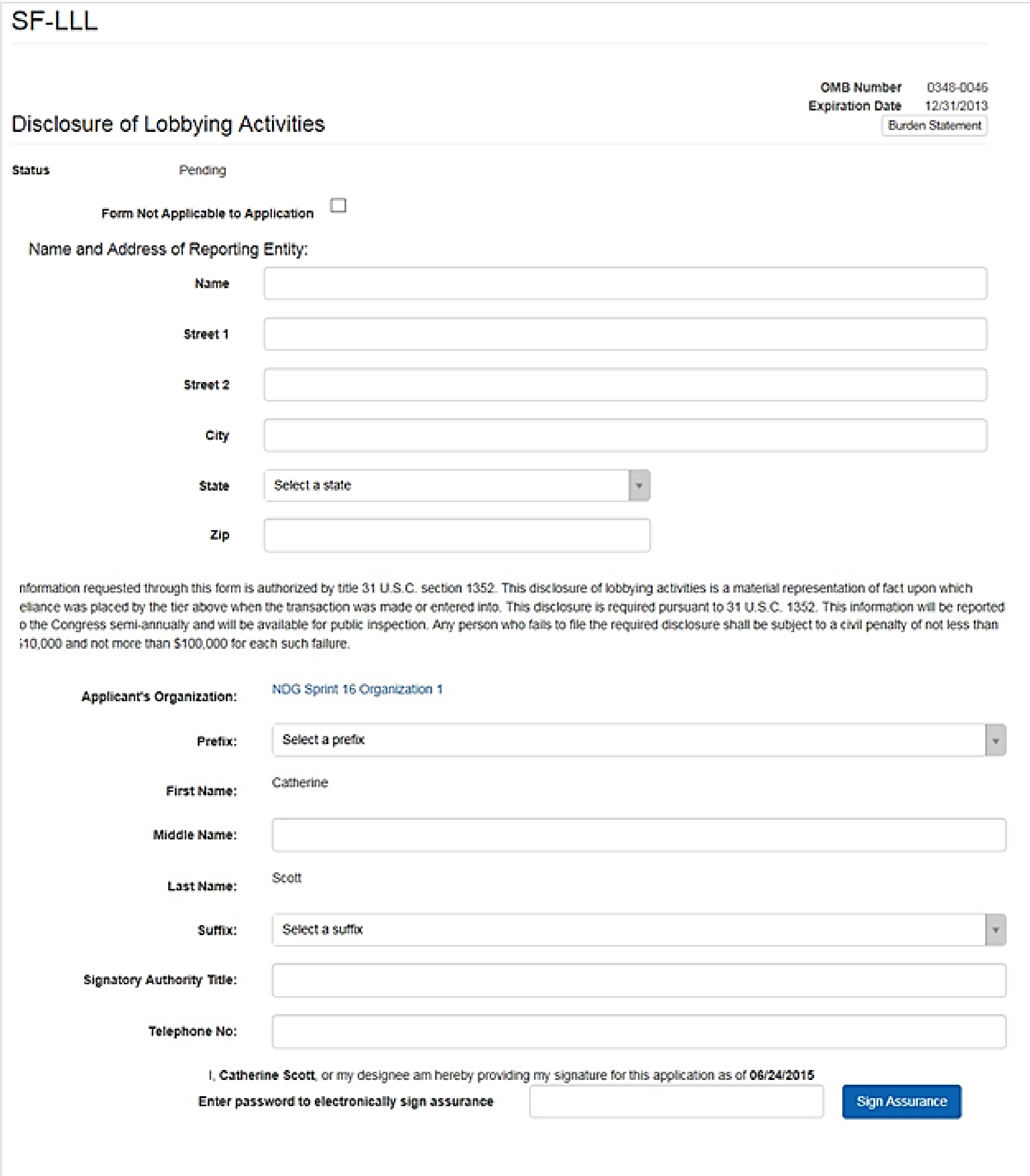
Suffix: Select a suffix

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 69. Complete the required fields and click the Sign Assurance button



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 Select a state

Zip

nformation 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 eliance 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 o 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 i10,000 and not more than $100,000 for each such failure.

Applicant's Organization: NDG Sprint 16 Organization 1

Prefix: Select a prefix

First Name: Catherine

Middle Name:

Last Name: Scott

Suffix: Select a 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

Sign Assurance

Figure 70. Complete the SF-LLL section of the application

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.

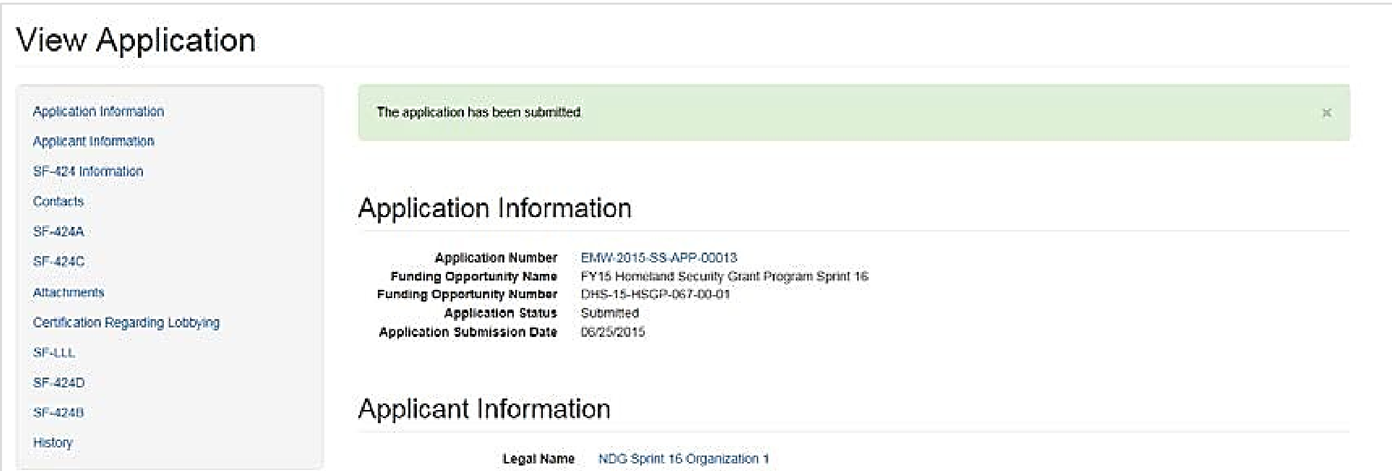


Figure 71. The *View Application* page will display a confirmation message after submission

Note

- You must be the Authorized Official in the Contacts section for the application to sign and submit 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

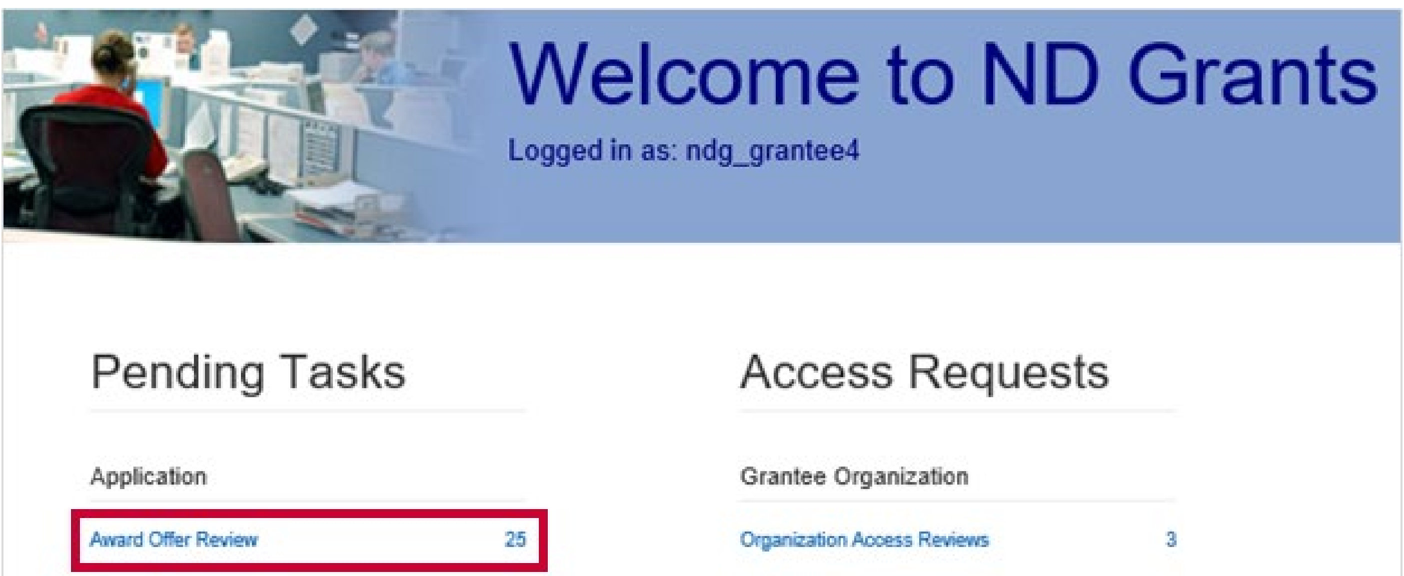
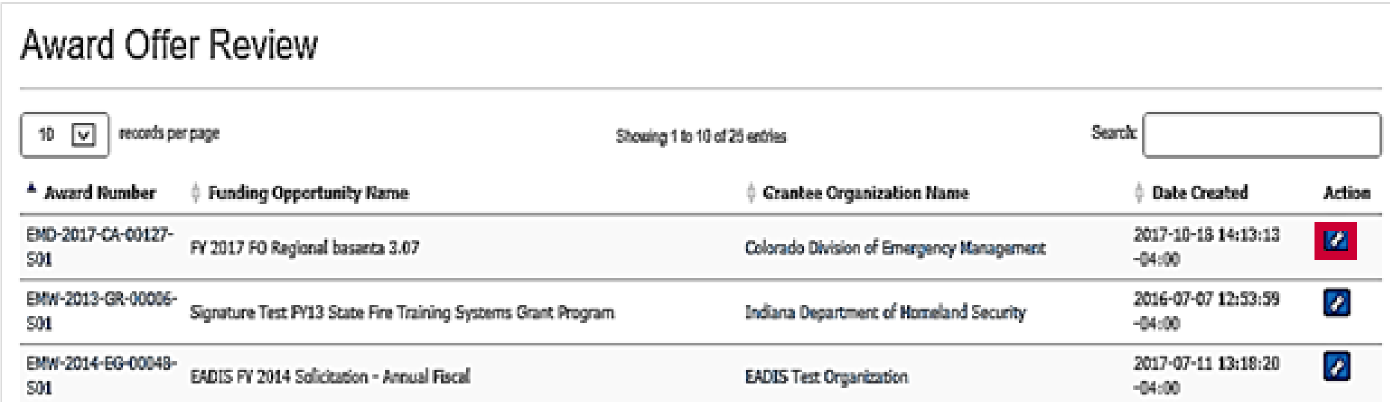


Figure 72. Click the Award Offer Review task link on the ND Grants homepage

Step 2

Click on the Complete Award Offer Review icon in the Action column beside the award pending review


Award Offer Review

10 records per page

Showing 1 to 10 of 25 entries

Search:

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-00048-S01	EADIS FY 2014 Solicitation - Annual Fiscal	EADIS Test Organization	2017-07-11 13:18:20 -04:00	

Figure 73. Click the Complete Award Offer Review icon on the *Award Offer Review* page

Step 3

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

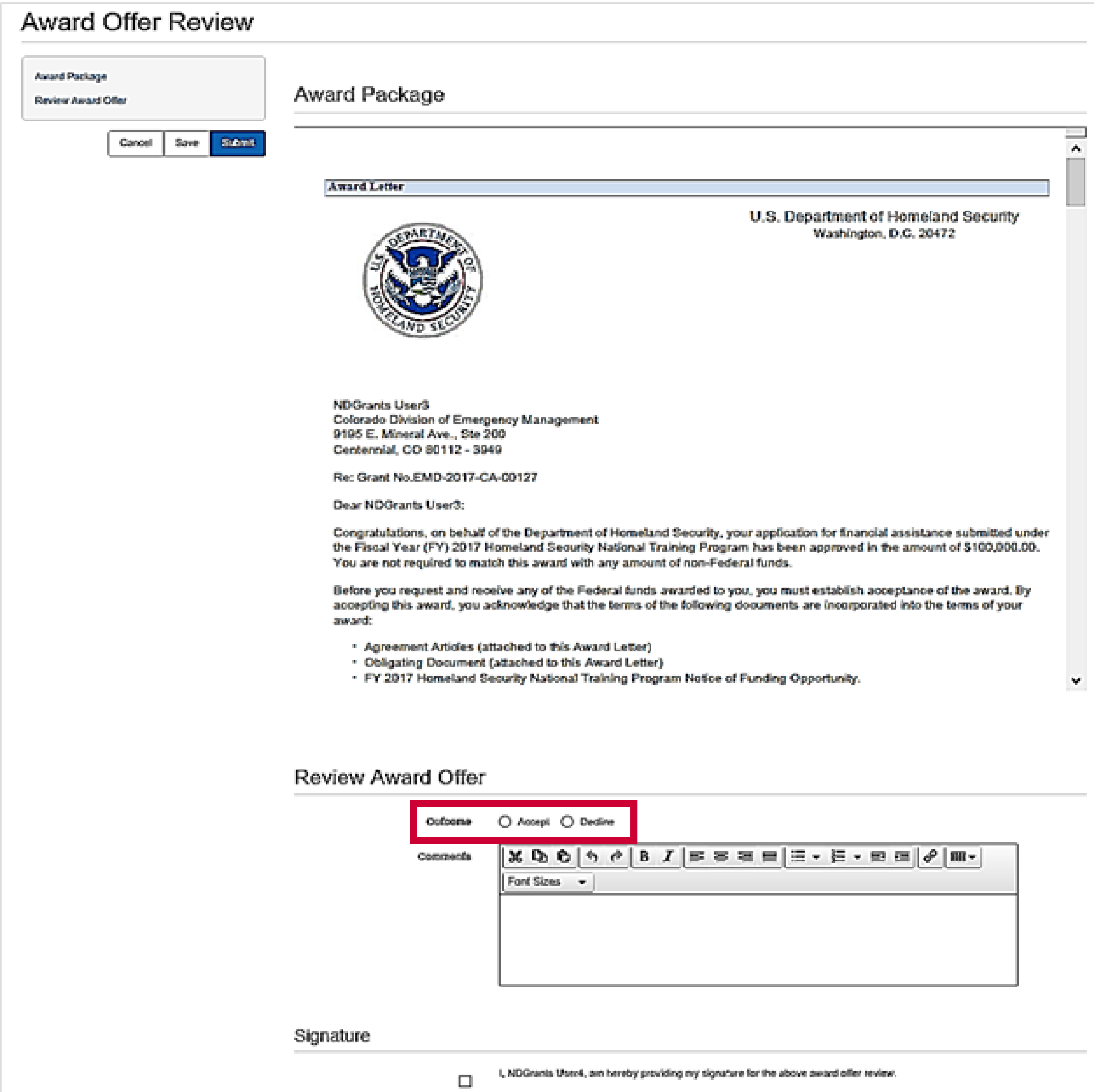


Figure 74. Click the Accept or Decline radio buttons on the *Award Offer Review* page

Step 4

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

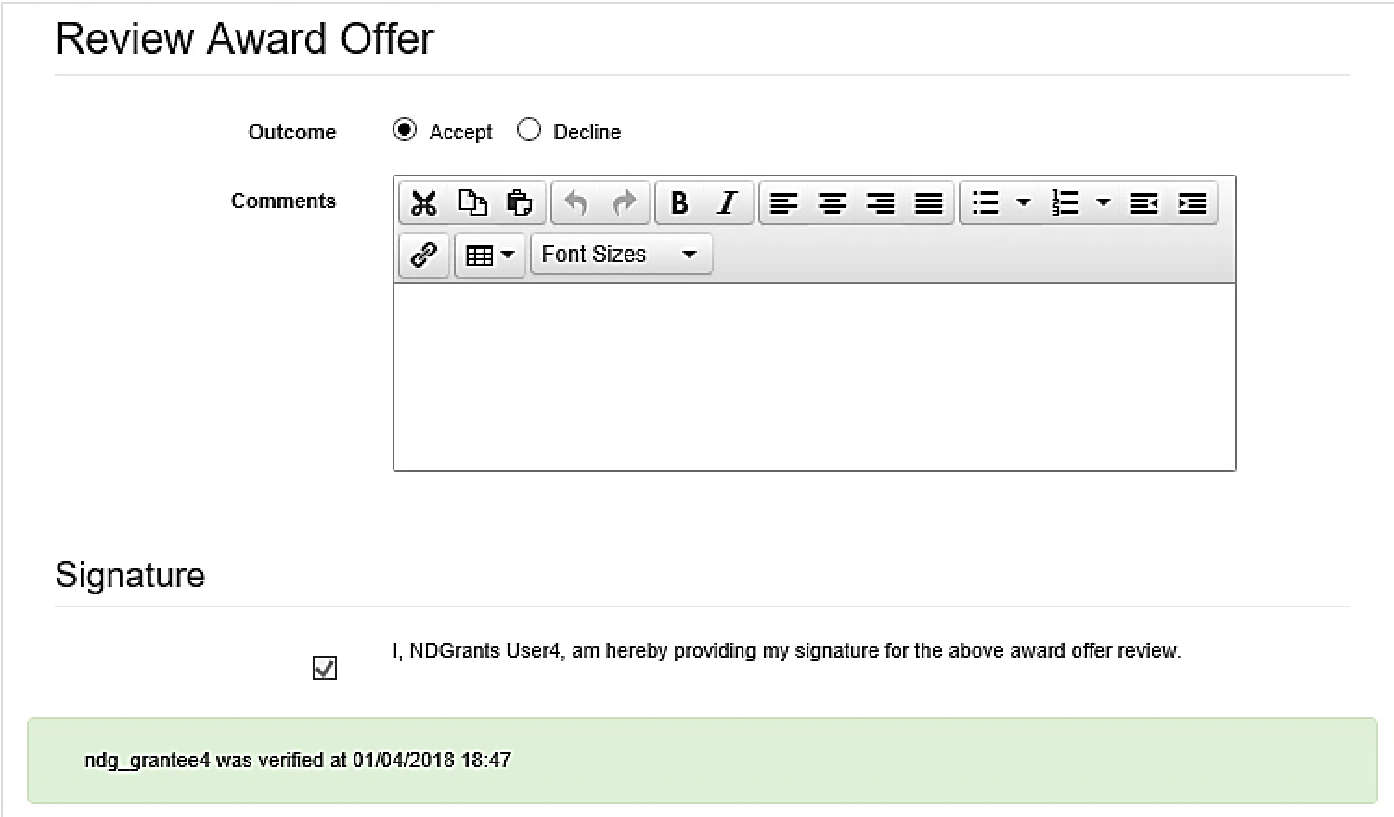


Figure 75. The *Award Offer Review* page will confirm that the Authorized Official accepted the award

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 76. 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 77. Click the Request Application Authorized Official Change icon to reassign the task

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.

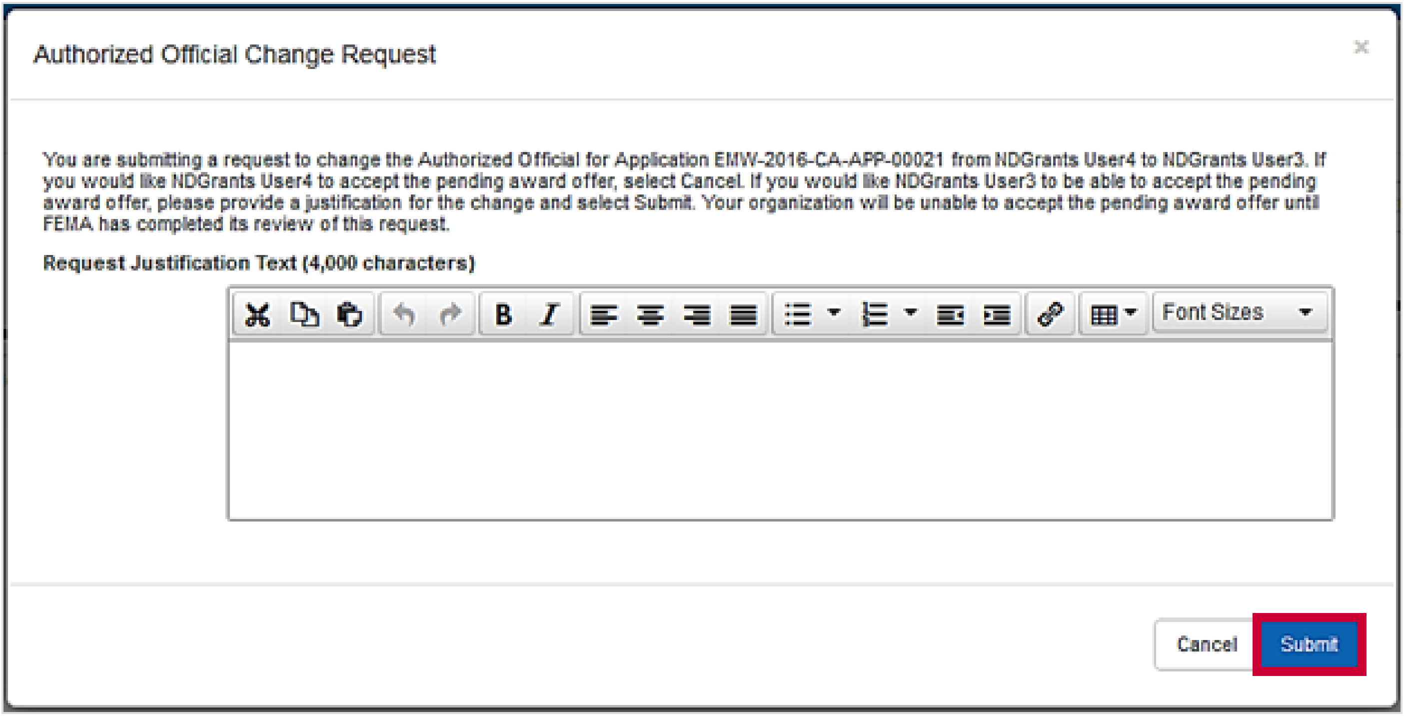


Figure 78. Justify the reassignment and click the Submit button

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.

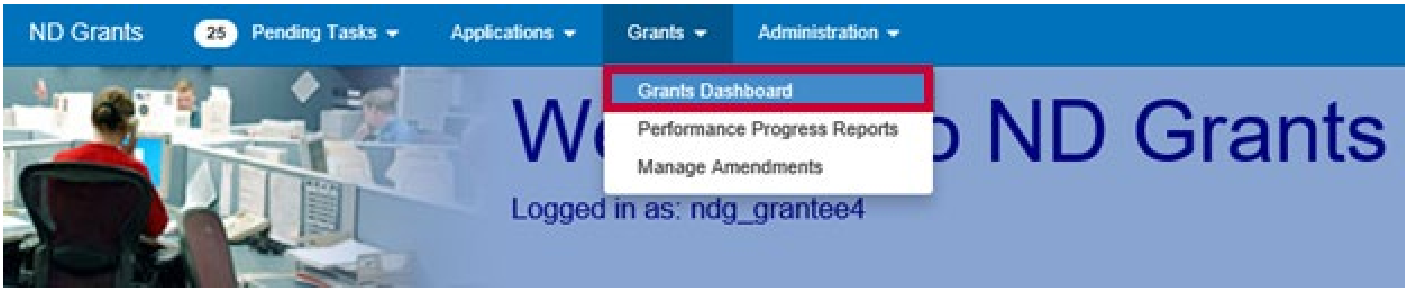


Figure 79. Click the Grants Dashboard link under the Grants dropdown to view all applications, awards, and amendments for your organization(s)

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.

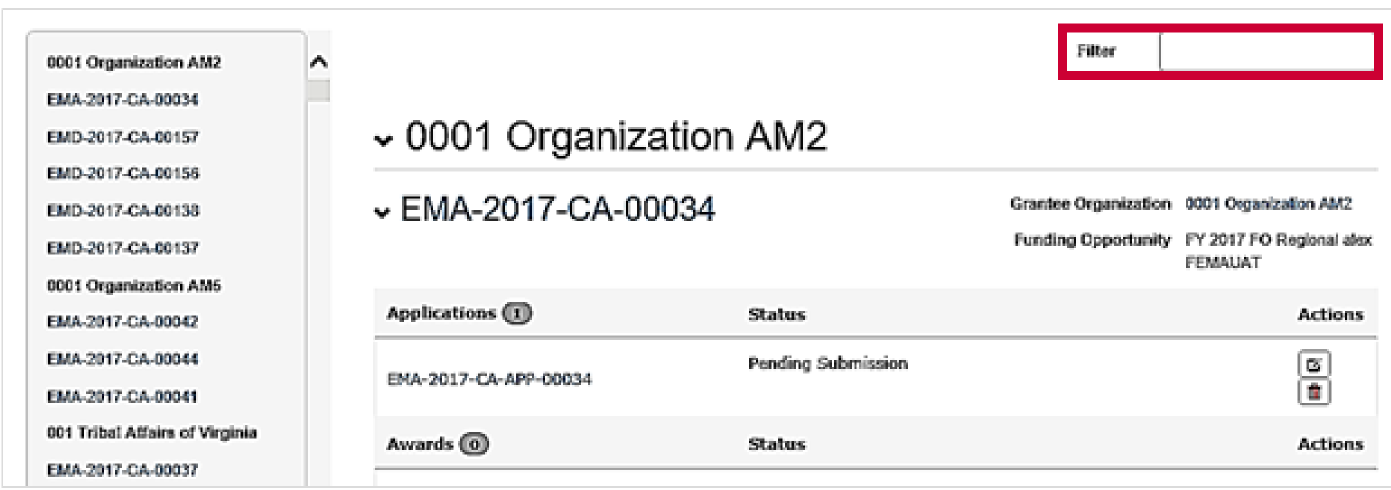


Figure 80. Use the filter text box to search for applications, awards, and amendments on the *Grants Dashboard* page

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.

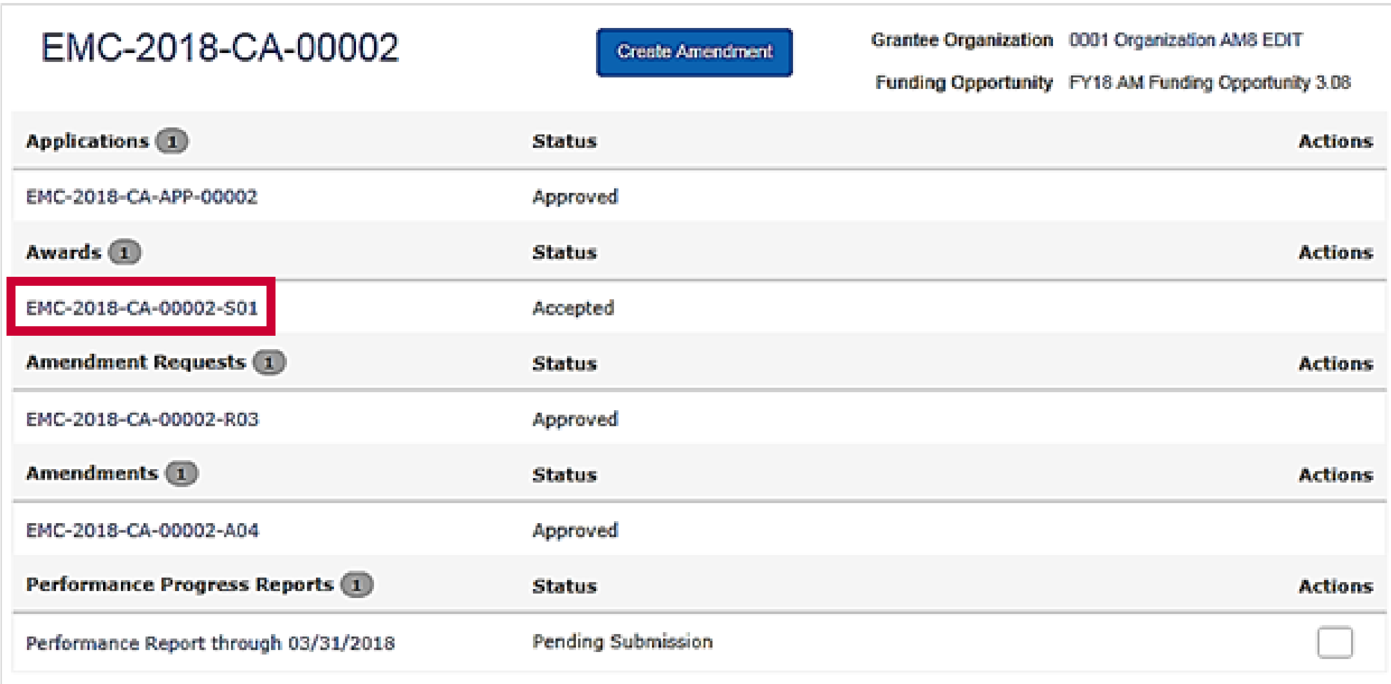


Figure 81. Click the award number hyperlink to open the *View Award* page

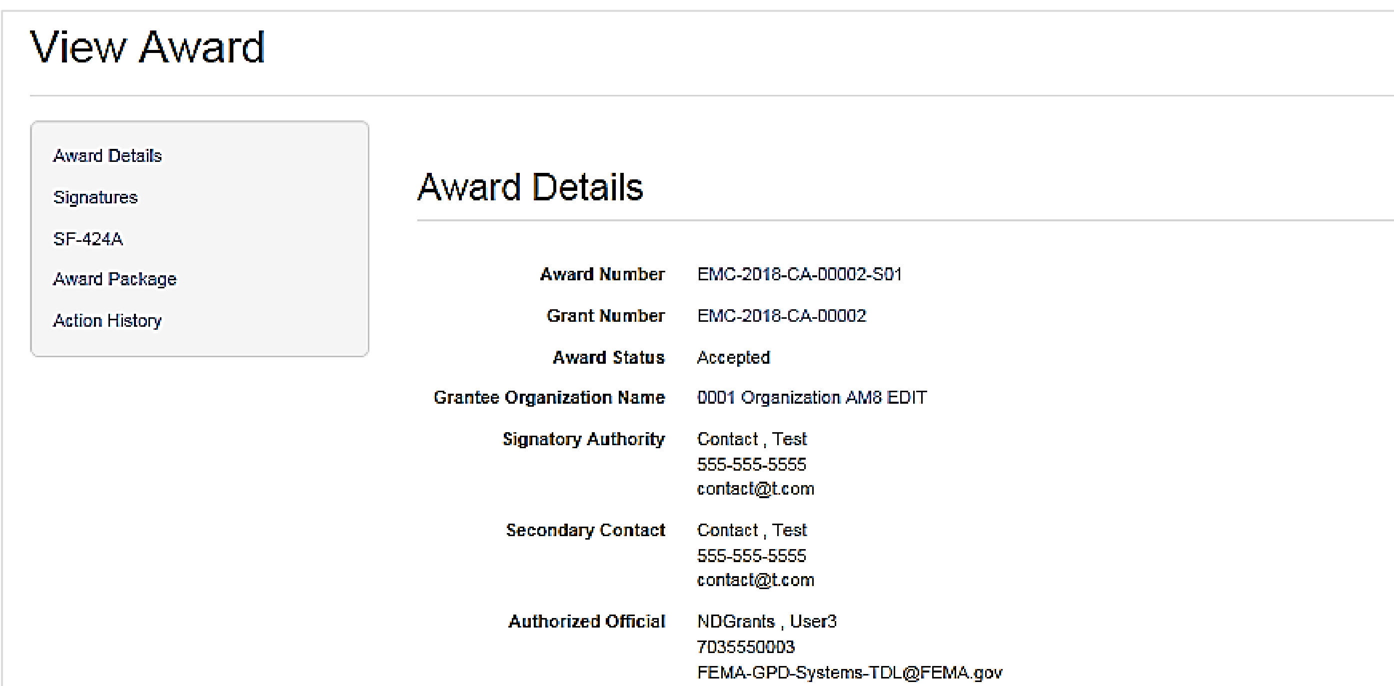


Figure 82. The *View Award* page includes all award details

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.

Amendment Type		
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

Table 4. The amendment types, descriptions, and review parameters

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.

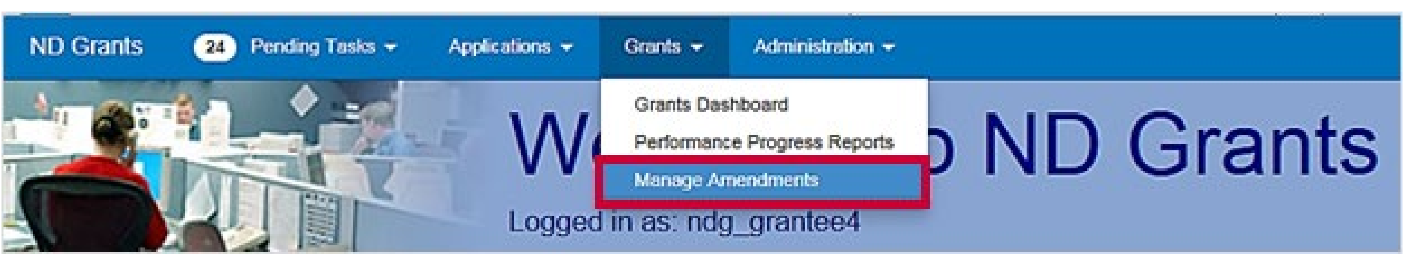


Figure 83. Click the Manage Amendments link under the Grants dropdown

Step 2

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

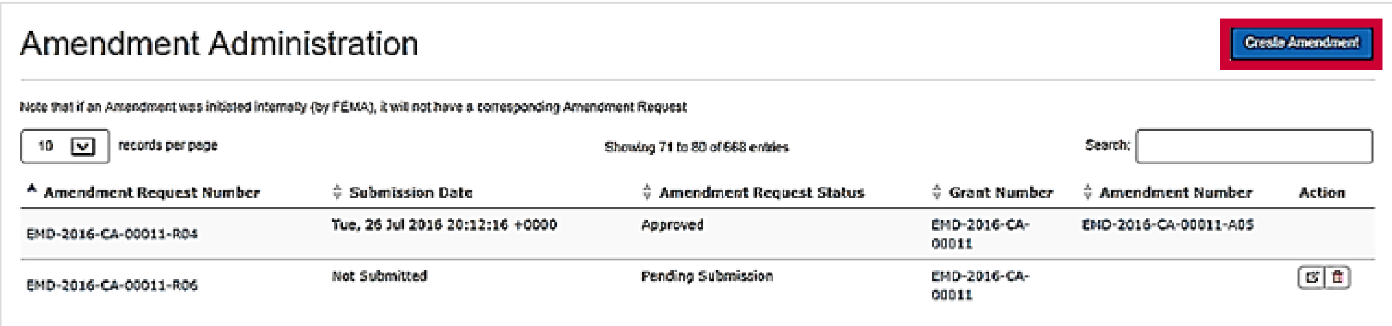


Figure 84. Click the Create Amendment button on the *Amendment Administration* page

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.

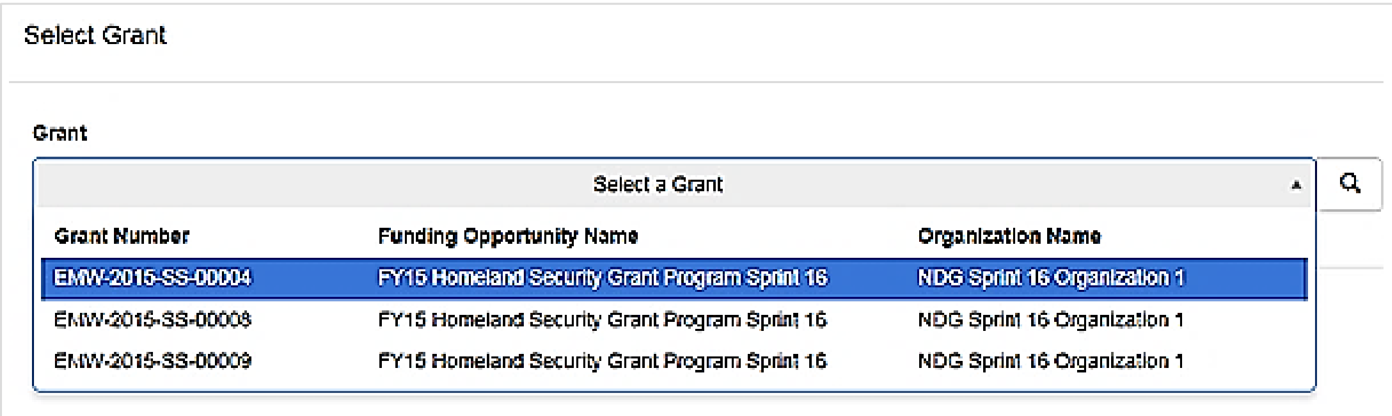


Figure 85. Select a grant from the dropdown menu

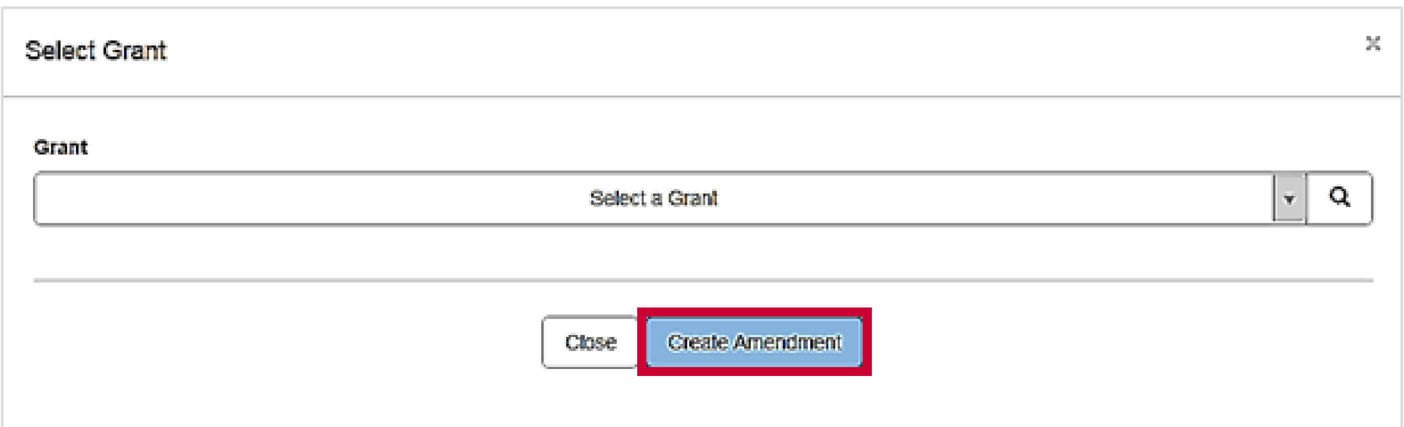


Figure 86. Click the Create Amendment button to open the *Create Amendment Request* page

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.

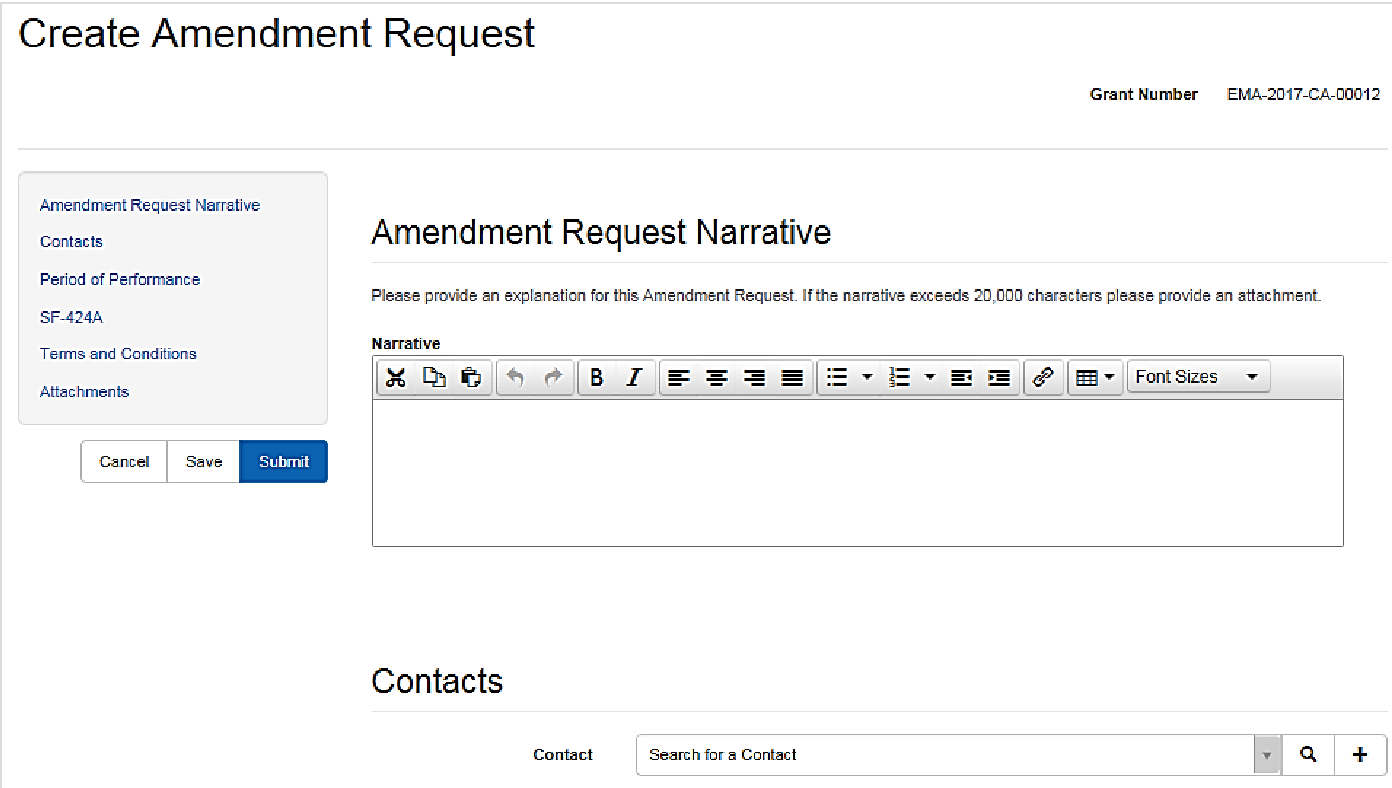


Figure 87. Justify the amendment request in the Amendment Request Narrative text box before making all other changes

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.

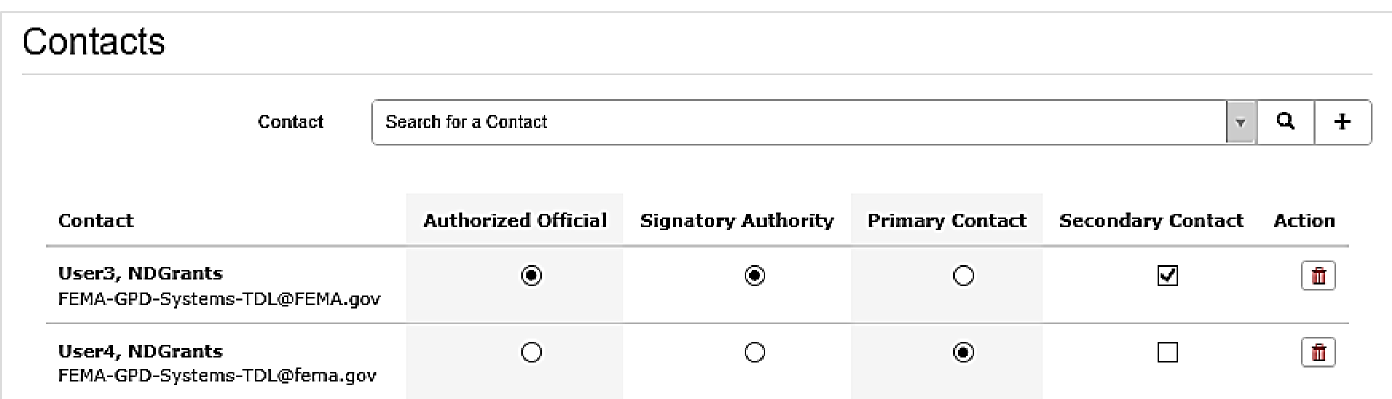


Figure 88. Click the radio button to reassign for role to reassign it to a new user

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.

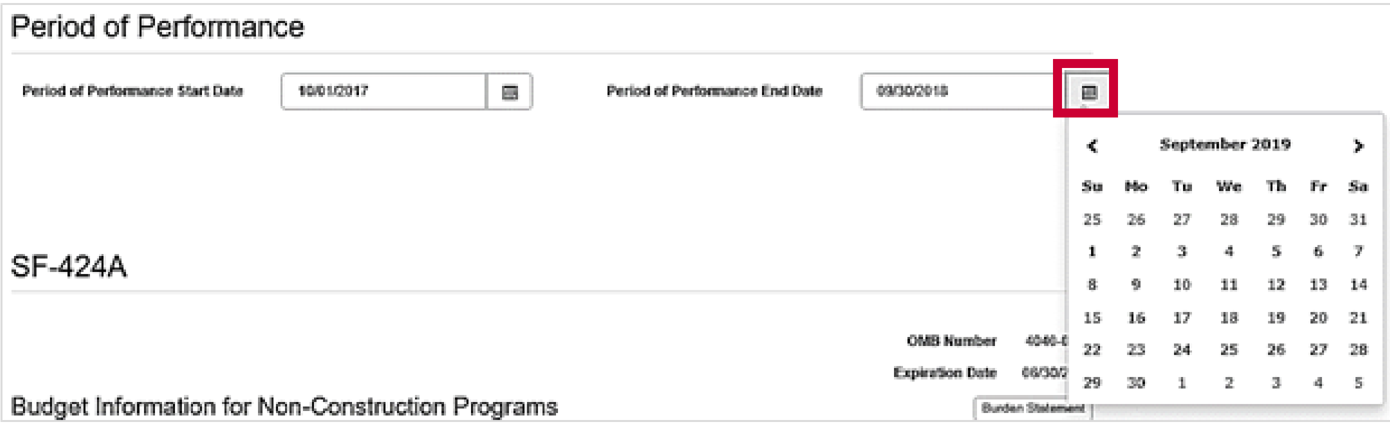


Figure 89. Click the Calendar icon to select a new period of performance end date

Step 7

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

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**

Figure 90. Type new figures into the Amendment Request column to update the budget

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.

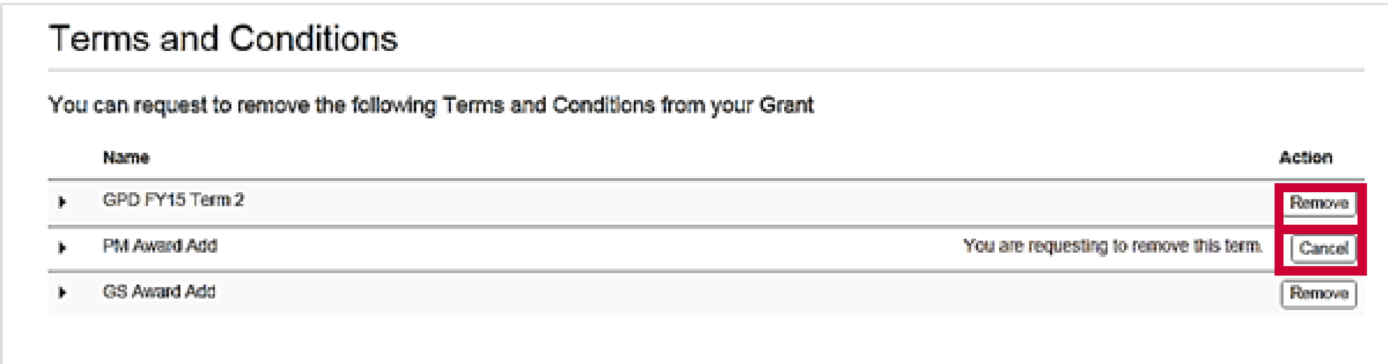


Figure 91. Remove terms and conditions in the Terms and Conditions section of the *Create Amendment Request* page

Step 9

Click the Submit button to complete the amendment request.

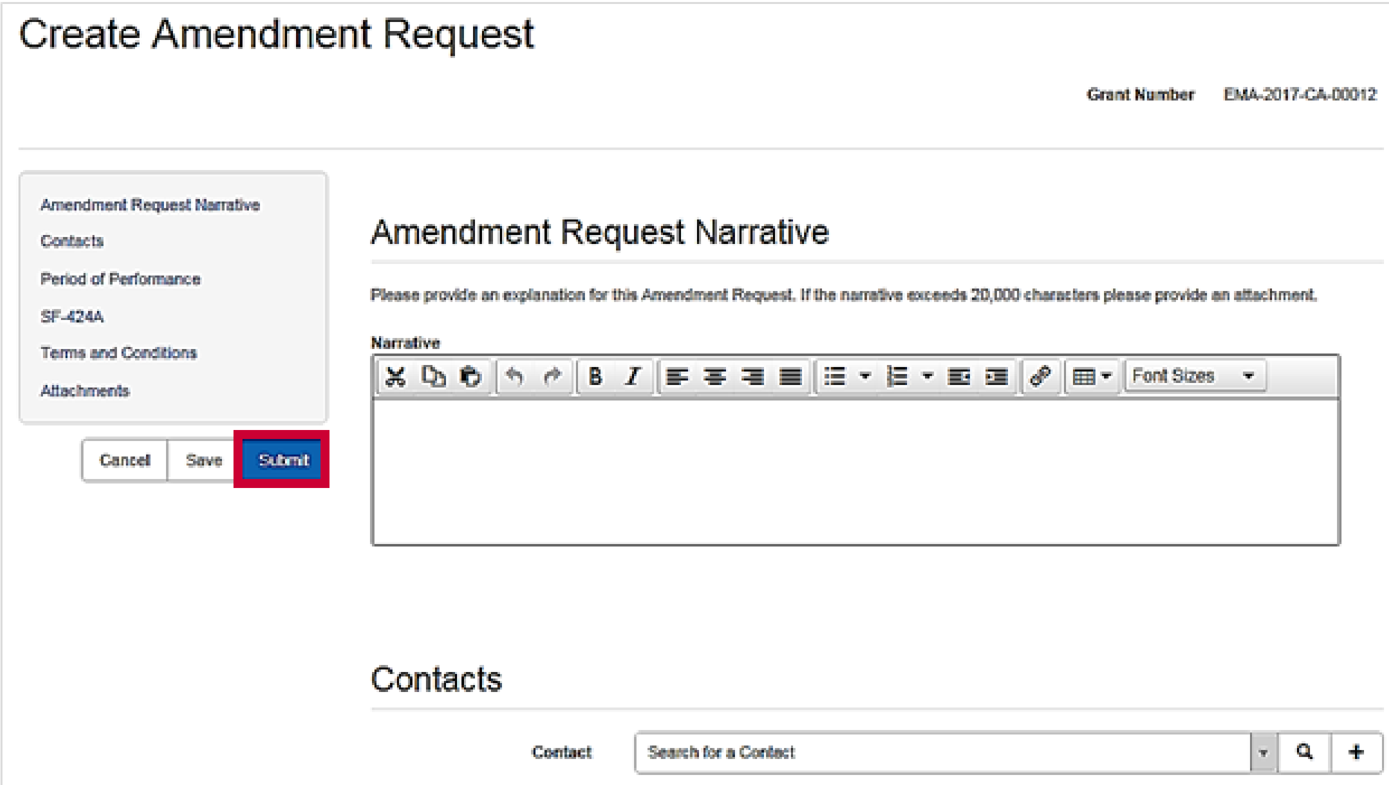


Figure 92. Click the Submit button to submit the amendment request

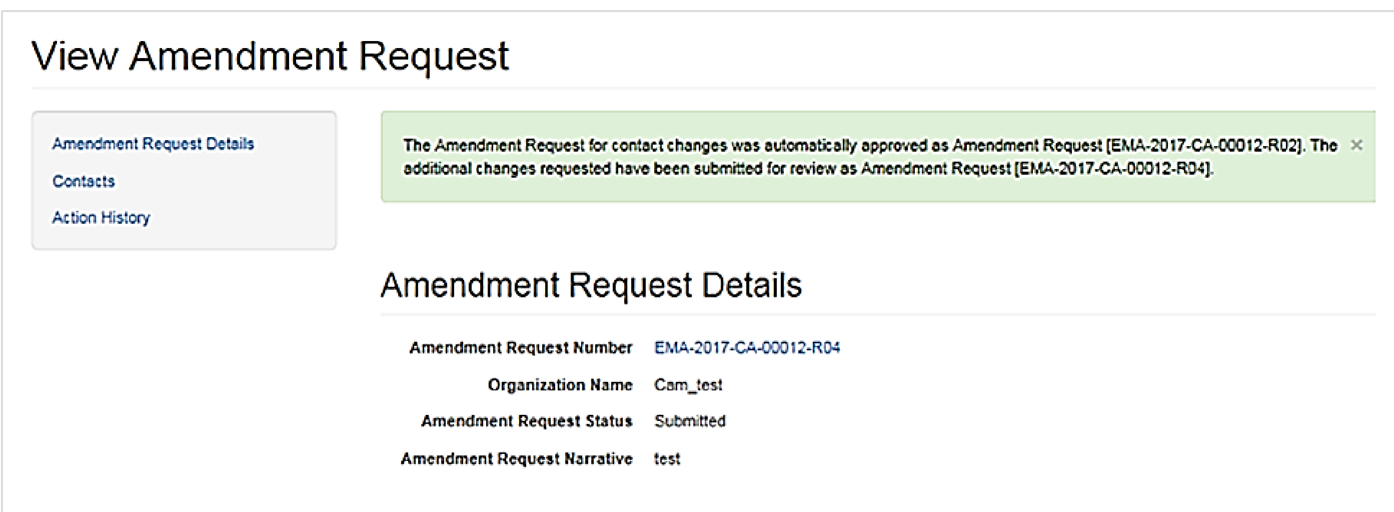


Figure 93. The *View Amendment Request* page, including the confirmation message

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.

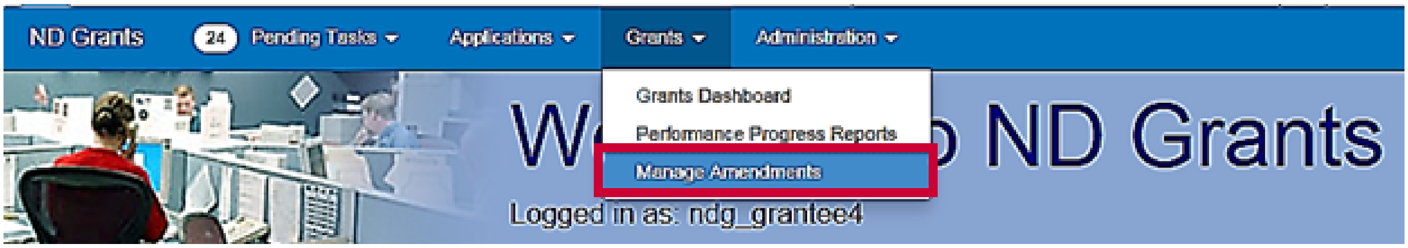


Figure 94. Click the Manage Amendments link under the Grants dropdown

Step 2

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

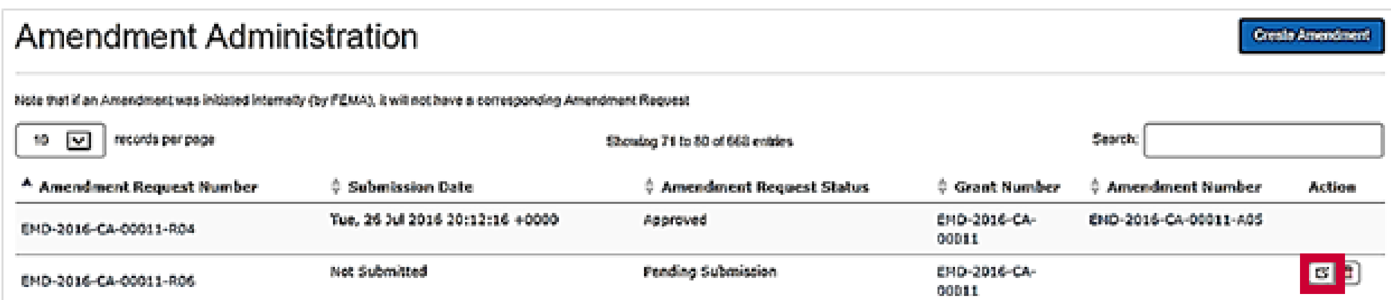


Figure 95. Click the Update Amendment Request icon to update the amendment

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.

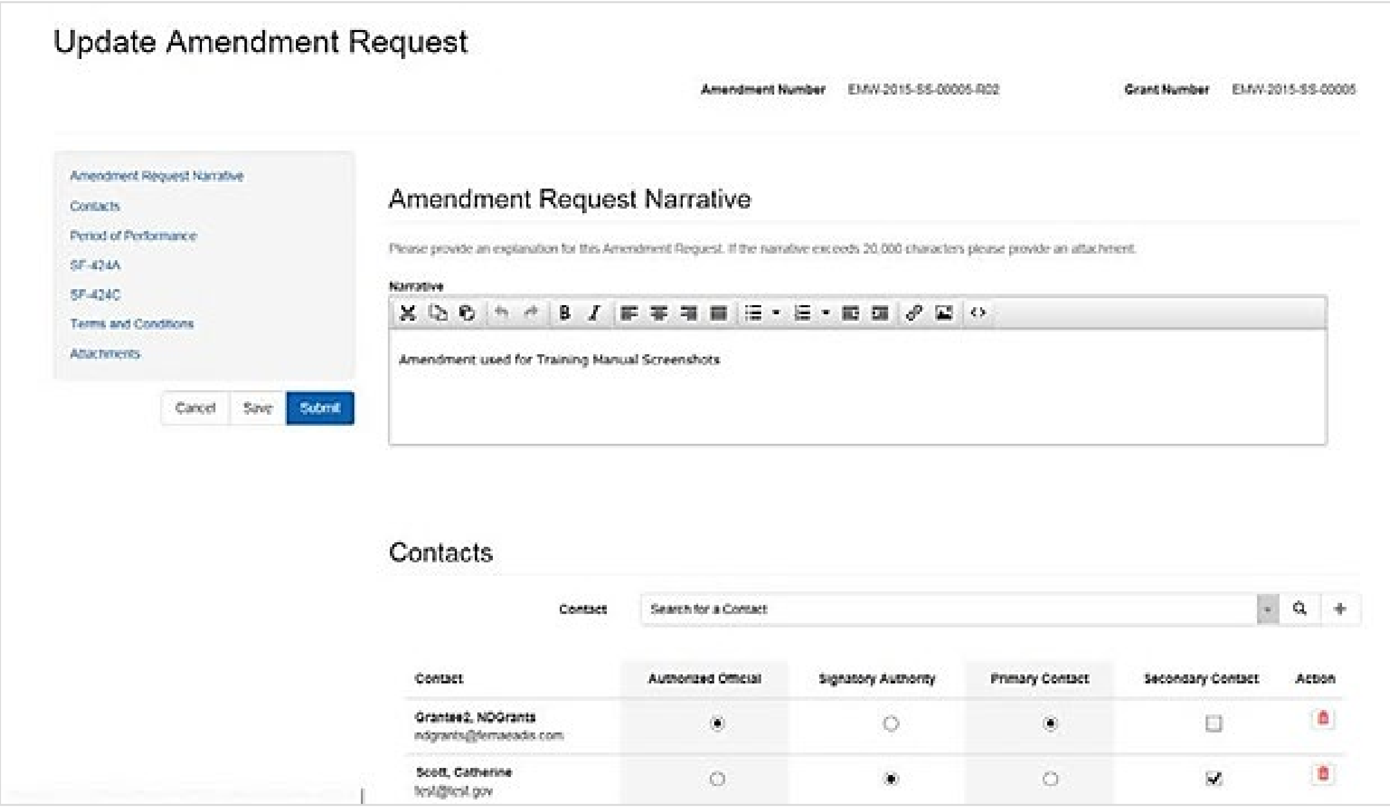


Figure 96. Update the amendment request from the *Update Administration Request* page

Step 4

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

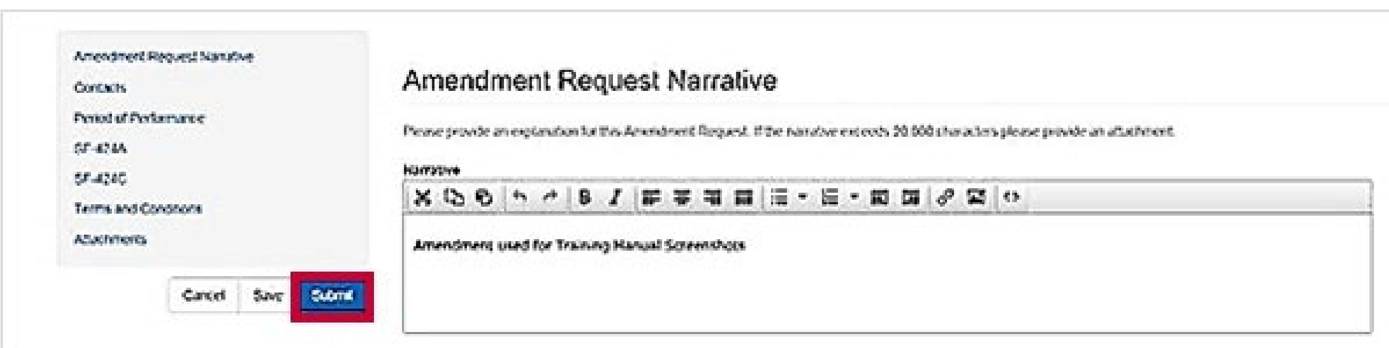


Figure 97. Click the Submit button to submit the updated amendment request

Step 5

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

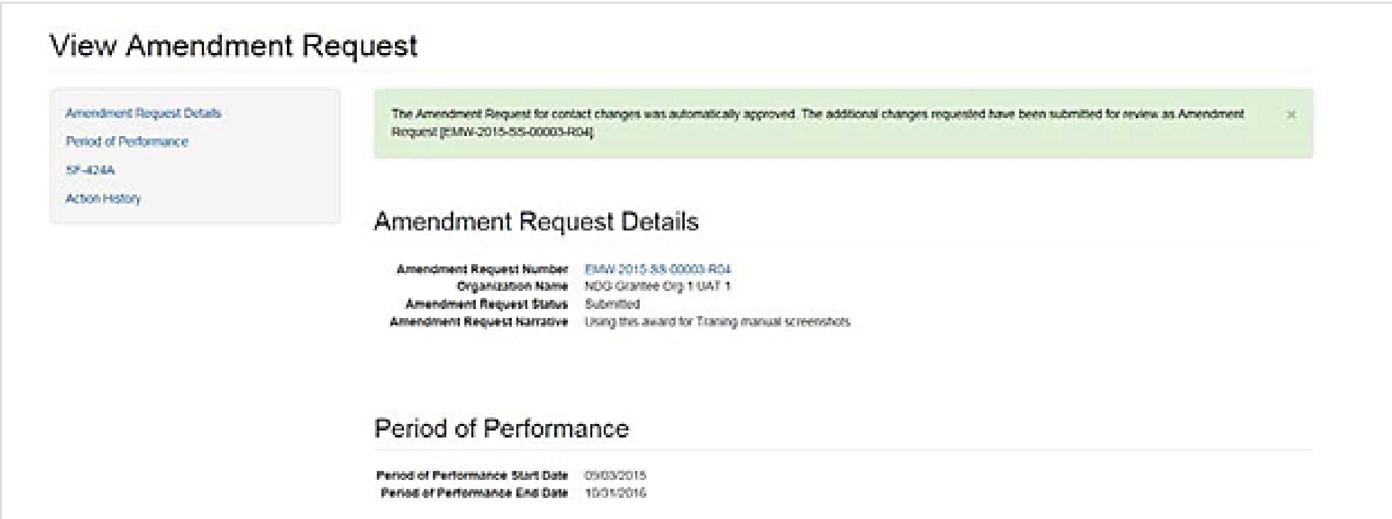


Figure 98. The *View Amendment Request* page confirming the amendment has been submitted

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.

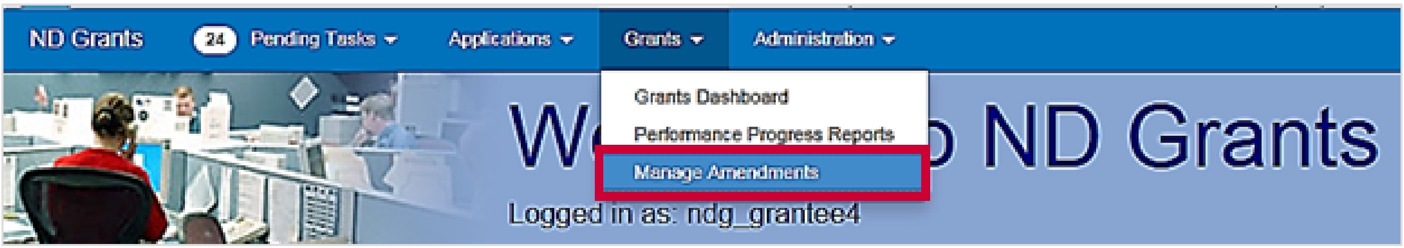


Figure 99. Click the Manage Amendments link under the Grants dropdown

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 100. Click the Withdraw Amendment Request icon to delete the amendment

Step 3

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

Figure 101. Click the Confirm button to withdraw the amendment

Figure 102. The *Amendment Administration* page no longer includes the withdrawn amendment

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. All closeout materials should be included with this final report.

Note

- FEMA may send email communications to either the Primary Contact or the Authorized Official, depending on the nature of the correspondence.
- Final PPR will not be marked as final, but rather will generate on the end date of the POP

Step 1

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

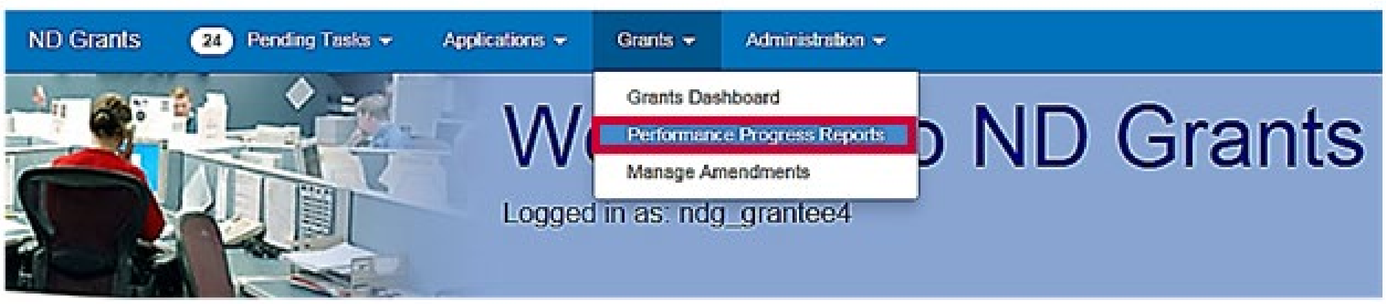


Figure 103. Click the Performance Progress Reports link under the Grants dropdown

Step 2

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

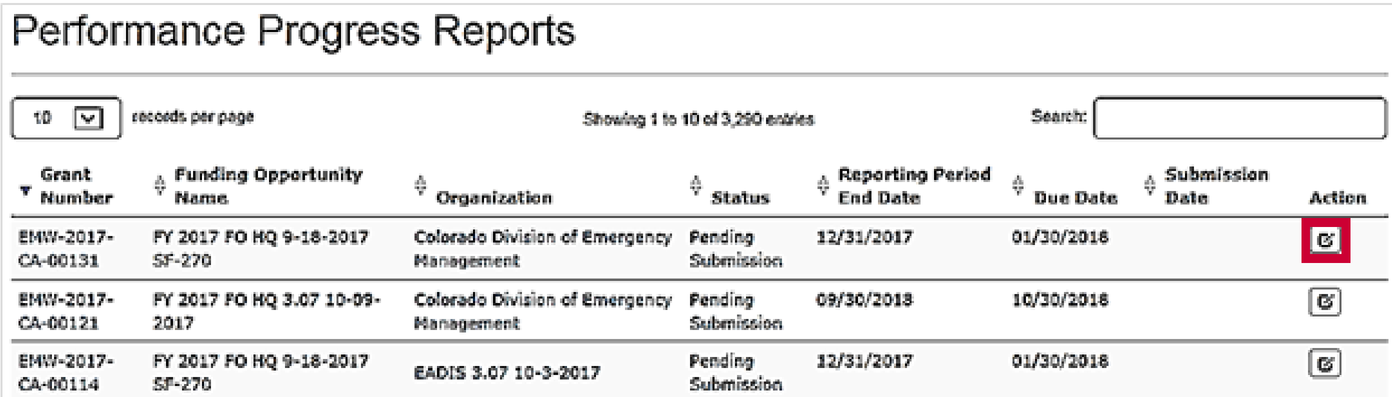


Figure 104. Click the Update Performance Progress Report icon to open the *Update Performance Progress Report* page

Step 3

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

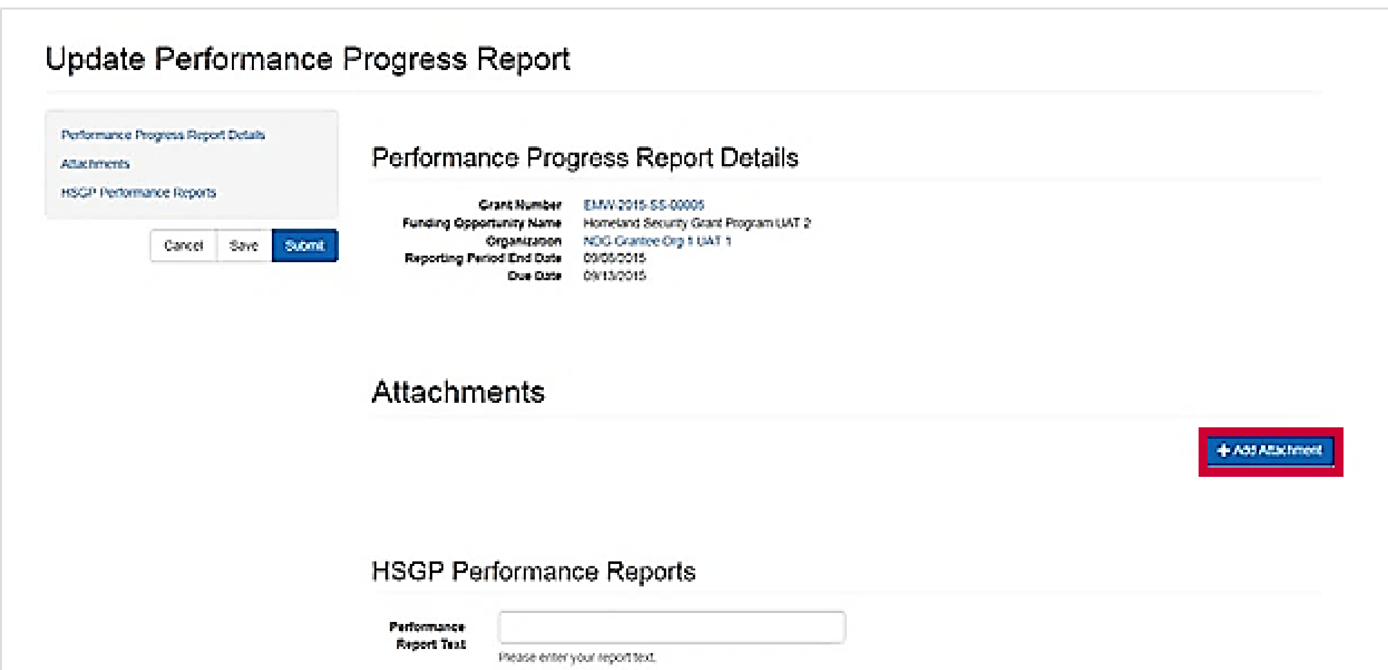


Figure 105. Click the Add Attachment button to attach the progress report document

Step 4

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

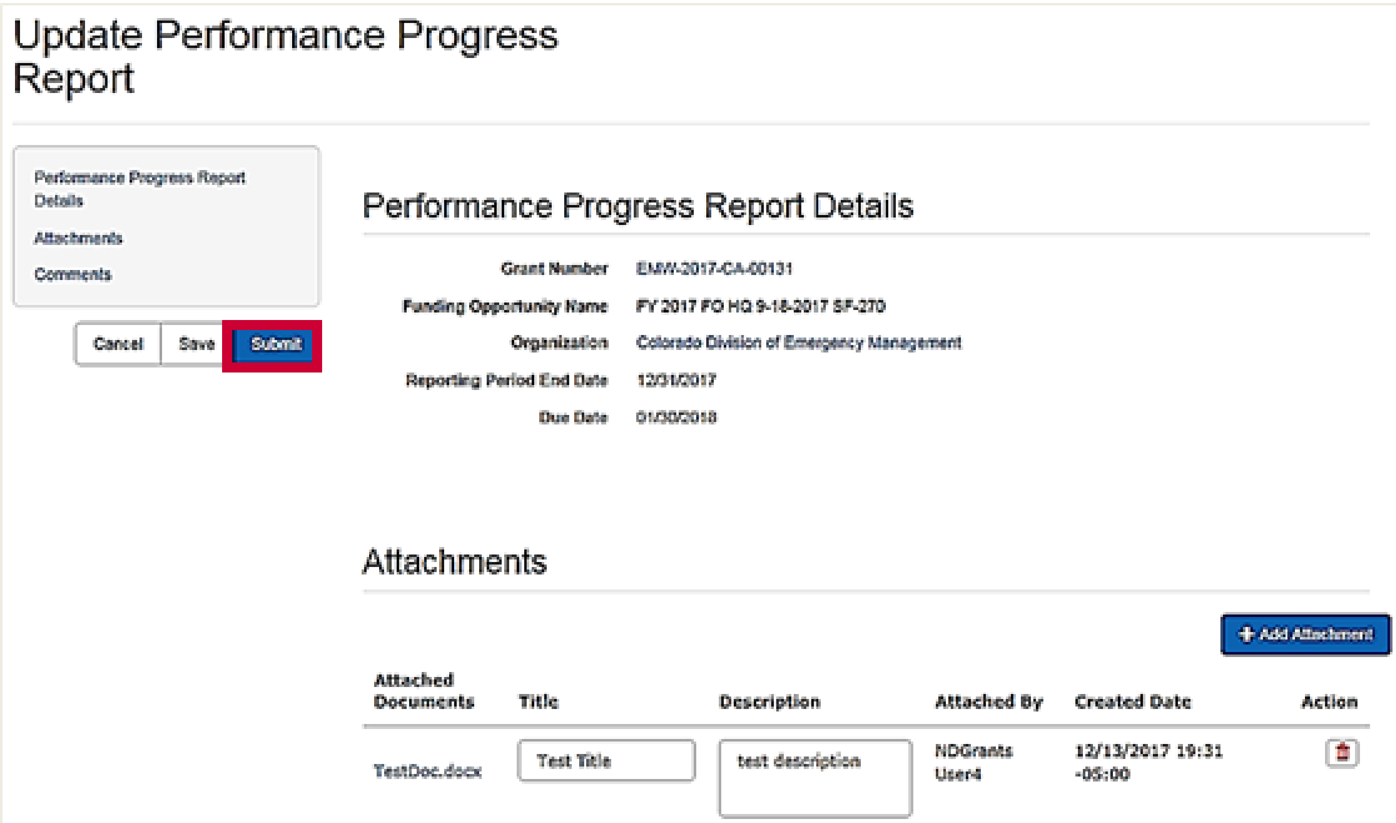


Figure 106. Add a title and description for the attachment and then click the Submit button

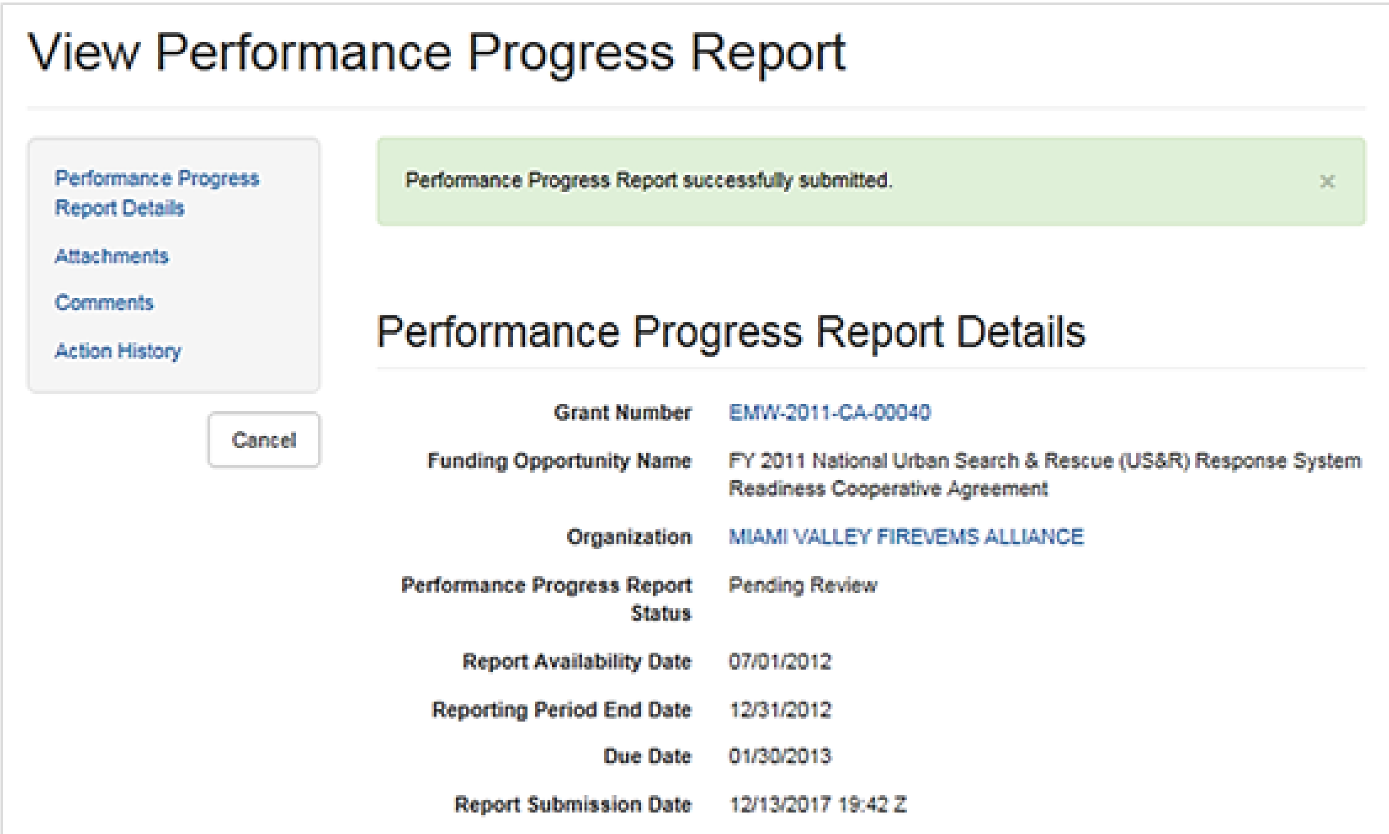


Figure 107. Once the progress report is submitted, the *View Performance Progress Report* page will display a confirmation message

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.

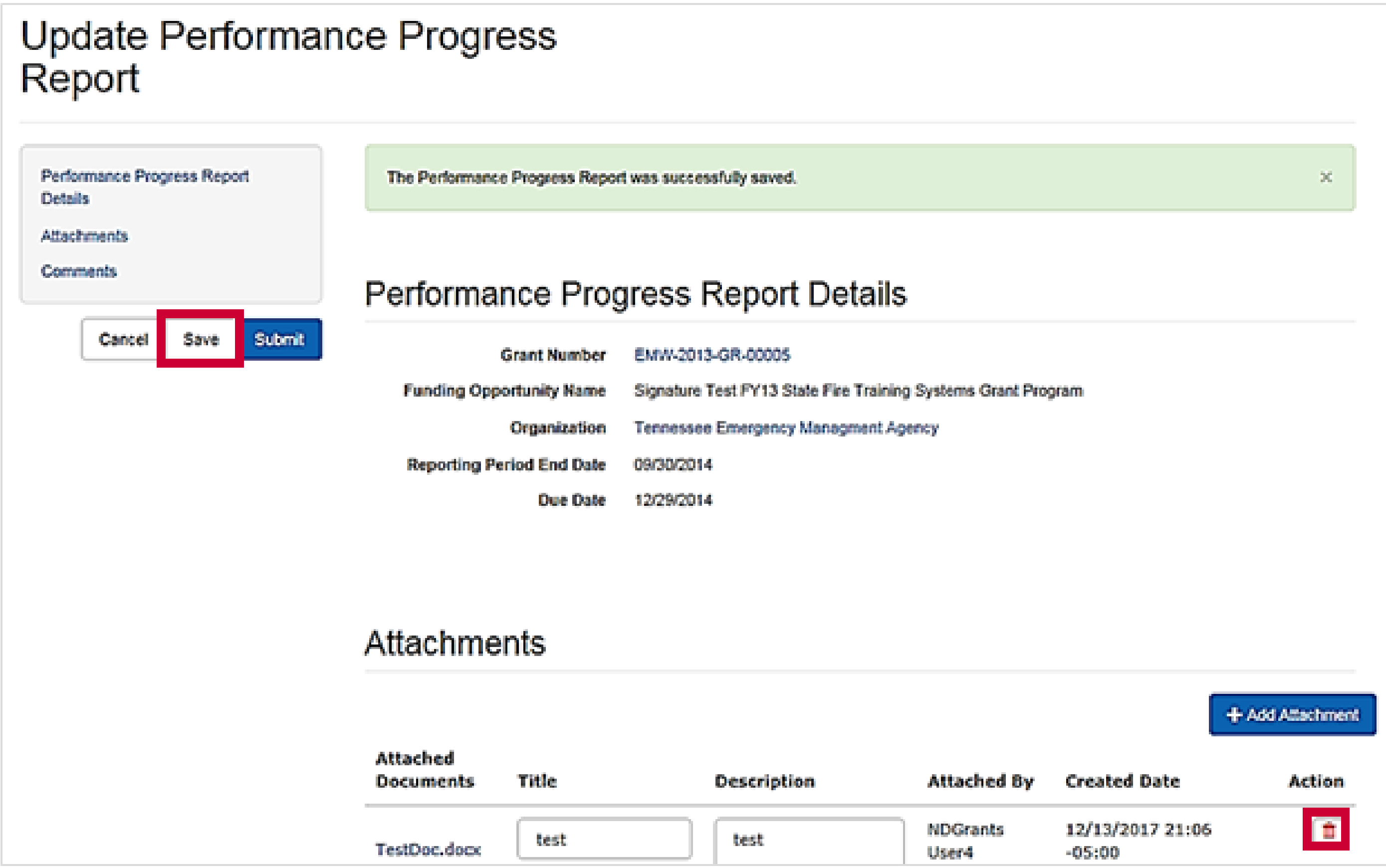


Figure 108. Click the Remove Attachment icon to remove the attachment

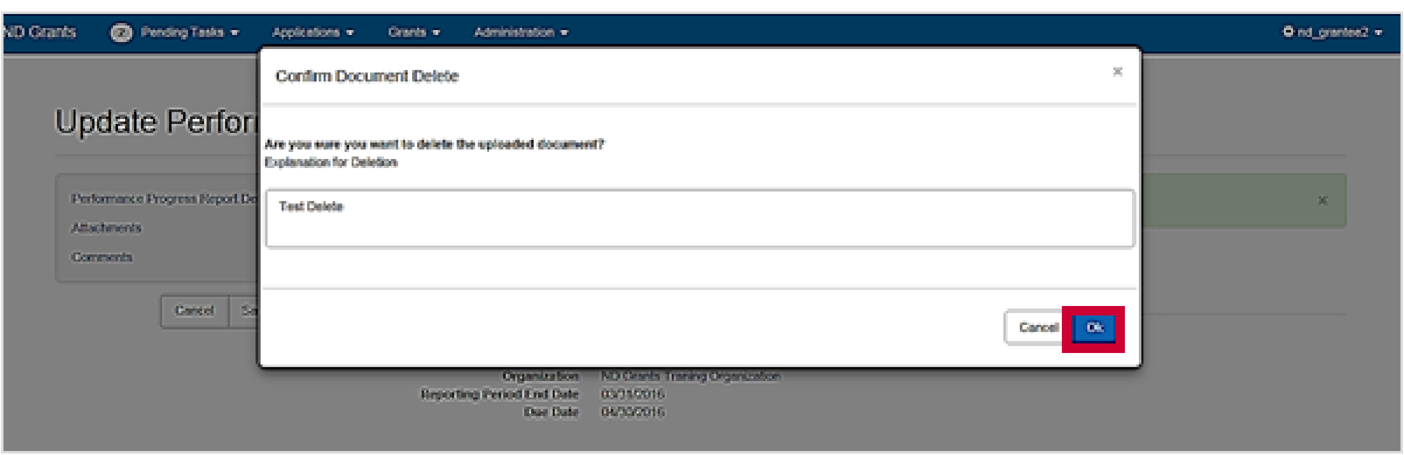


Figure 109. Justify deleting the attachment from the Confirm Document Delete popup and click the Ok button