Department of Homeland Security

Non-Disaster (ND) Grants System

Grantee Training Manual

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INTRODUCTION TO ND GRANTS

Welcome to the ND Grants System! ND Grants is a new, highly configurable grants management system that will fulfill FEMA's strategic initiative to consolidate the entire non-disaster grants management lifecycle into a single system. In addition, ND Grants provides many upgraded features to help you manage your applications more efficiently. The ND Grants system was developed to:

- Consolidate a collection of disparate stove-piped and manual systems
- Improve on significant inefficiencies in the current systems
- Have the capability to configure new programs within the system without the involvement of developers

The system is being implemented via a phased approach in which system functionality is released to coincide with stakeholder need for the functionality. The first release of the 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-grantee functions, and financial payments.

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

There are many ways that ND Grants will make your job as a grantee easier. Here are a few:

- ND Grants is a user friendly system and provides easy, logical access to all functions
- ND Grants makes tracking your applications and awards easier by providing various filter options
- Information will be automatically downloaded from Grants.gov applications into ND Grants applications for review
- The application is tailored to the Program Guidance of the funding opportunity
- ND Grants makes accepting or declining awards very simple and fast
- Email can be managed from a single location in a standard manner
- ND Grants makes managing and creating organizations much easier, specifically:
    - There will be less chance to have duplicate names for the same organization
    - Users assigned to an organization will have specific roles, which will enable them to perform specific operations for the organization
    - ND Grants provides the capability to view all organizations, whether you belong to them or not
    - ND Grants improves the process for managing an organization's contacts

TRAINING ORGANIZATION

TRAINING AUDIENCE

This training manual is relevant for all grantees that will create and manage applications and manage their awards in the ND Grants System. Though this training material is primarily for grantees, it will also benefit FEMA personnel who need to understand the grantee functionality in the system.

PURPOSE AND ORGANIZATION OF TRAINING GUIDE

The training manual is organized into modules corresponding to high-level functions within the system. Each module consists of a set of lessons that walk through the steps needed to complete the function (module). The modules are organized to follow the tasks a grantee would need to perform in the system. Modules and lessons build on the previous module/lesson and assume that the participant has completed the previous module/lesson. Each module has a brief overview on the purpose of the module along with a high-level flow of the function. Specific functional details of activities are provided under individual lessons.

OBJECTIVES

After completing this manual, you will know how to:

- Login to the system
- Describe the basic organization and screen navigation
- Understand how to submit an application via Grants.gov, and how to complete an application in ND Grants
- Manage grantee organizations and their contacts
- Create grantee organizations and handle access requests to the organizations from other grantee users
- Use the ND Grants email
- Review, accept, or reject awards
- View, update, and create amendments for award packages
- Review and submit performance reports

MODULE 1: REGISTRATION AND LOGIN

MODULE 1: OVERVIEW

This module provides instruction on how to register for and log into the ND Grants System, as well as an overview of the organization of the tasks and functions that a grantee can perform in the ND Grants System.

MODULE 1: OBJECTIVES

At the end of this module, you will know how to:

- Register with FEMA
- Obtain a User ID and Password to use ND Grants
- Login to ND Grants
- Understand the organization and navigation of functions and tasks on the ND Grants homepage

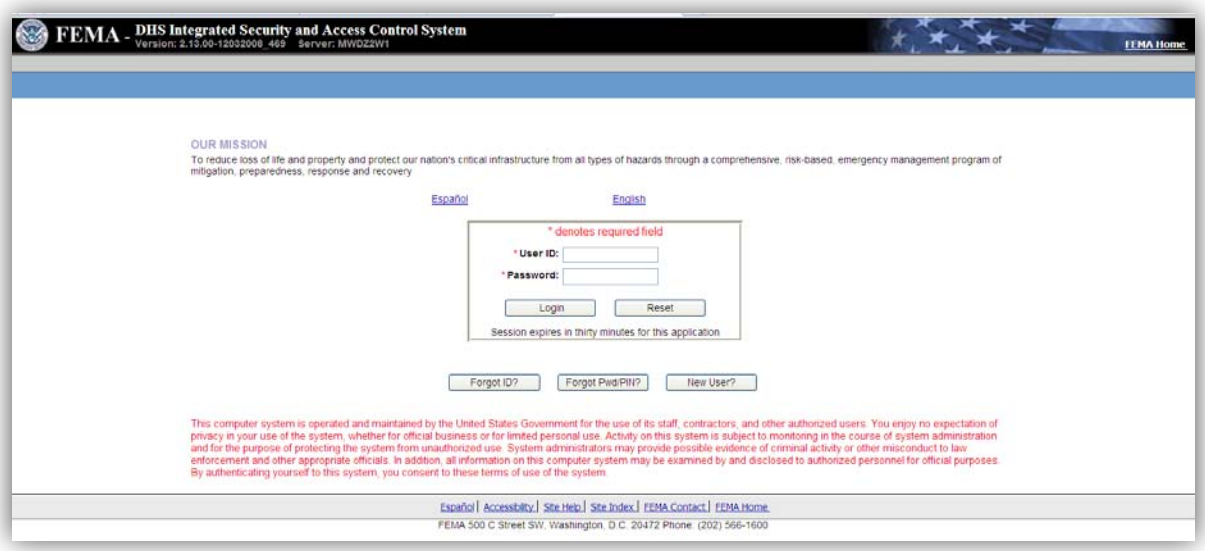
MODULE 1: LESSON 1: INITIAL FEMA REGISTRATION AND LOGGING INTO ND GRANTS

To get access to the ND Grants system you must first register with FEMA. Registration is a simple process that can be initiated in the ND Grants portal. After the registration process is complete with FEMA, you will have a User ID and password that can 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?* help links for further assistance.

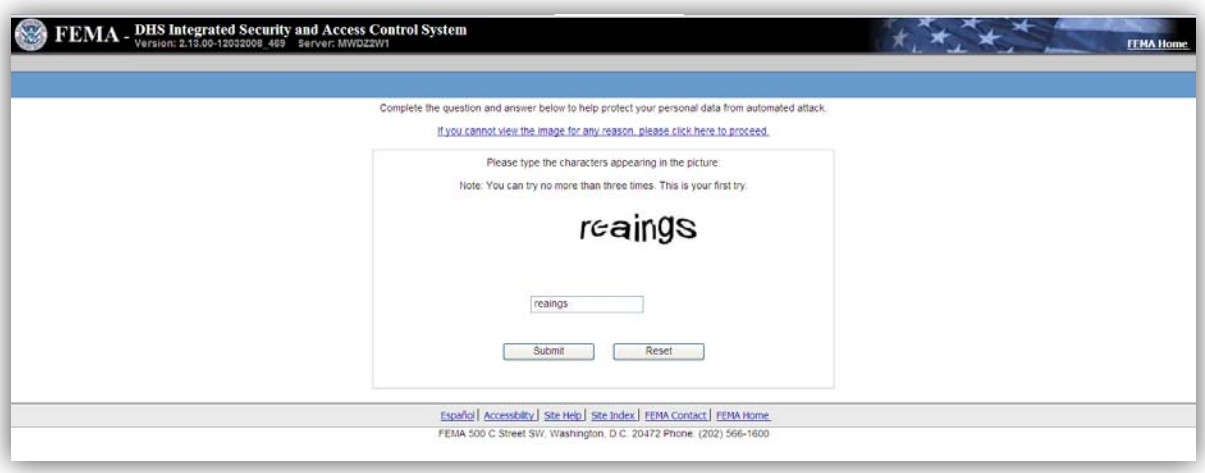
1 Go to https://portal.fema.gov

► The **FEMA Login Screen** will be displayed

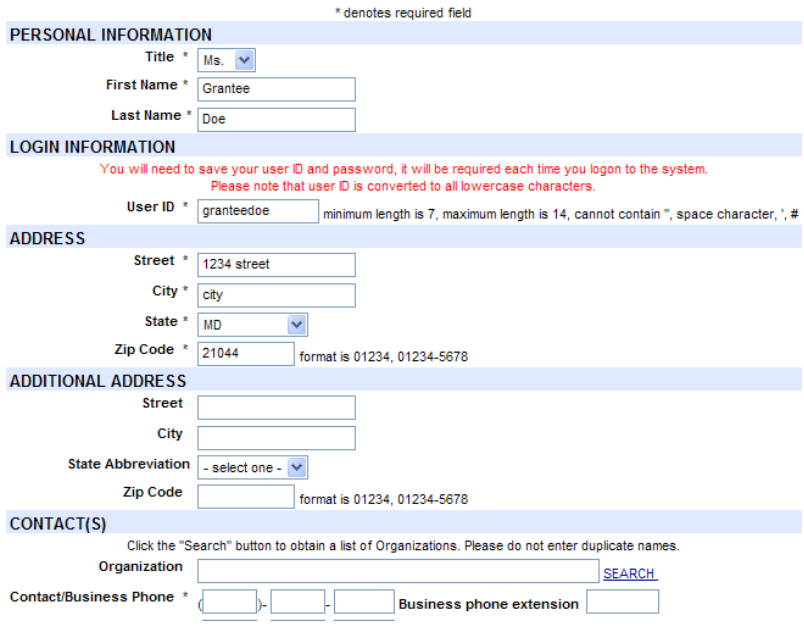


2 Click the *New User?* button at the bottom of the login screen

► An **Image Verification Screen** ***may be*** displayed

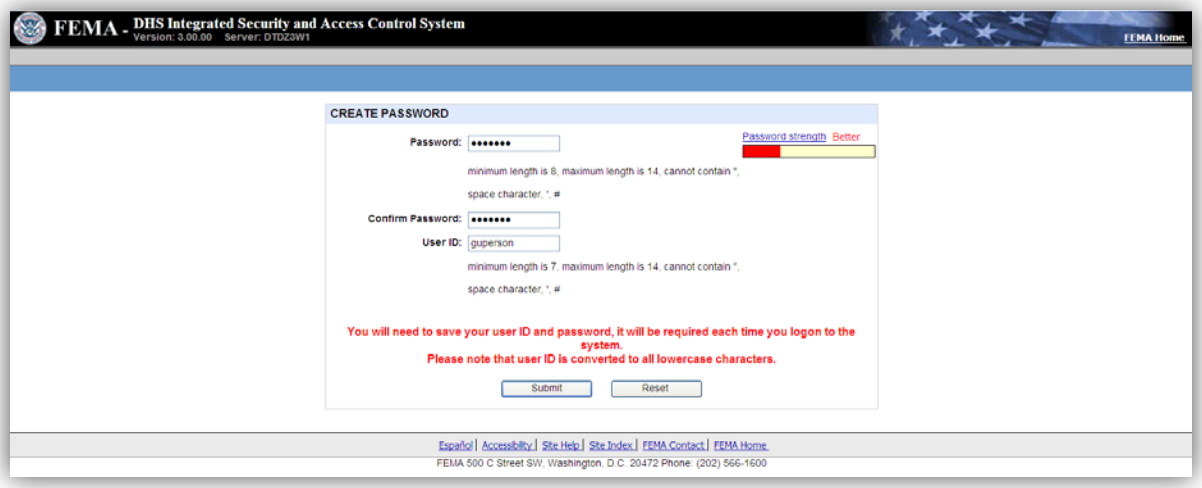


3 Enter the characters appearing above the entry box, and click the *Submit* button
► A **Personal Information Screen** will be displayed

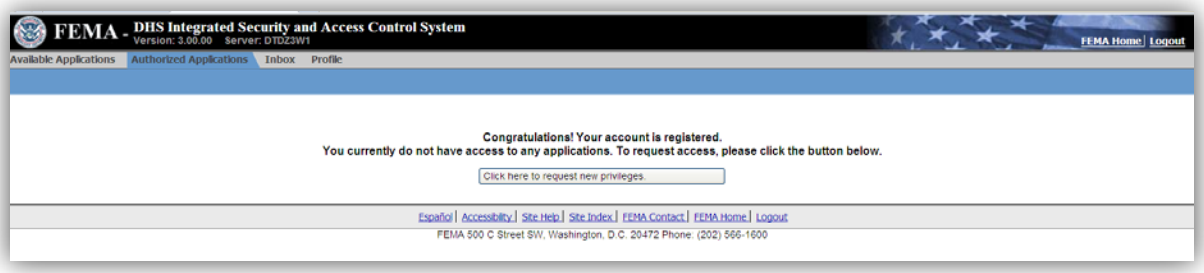


4 Enter the information requested

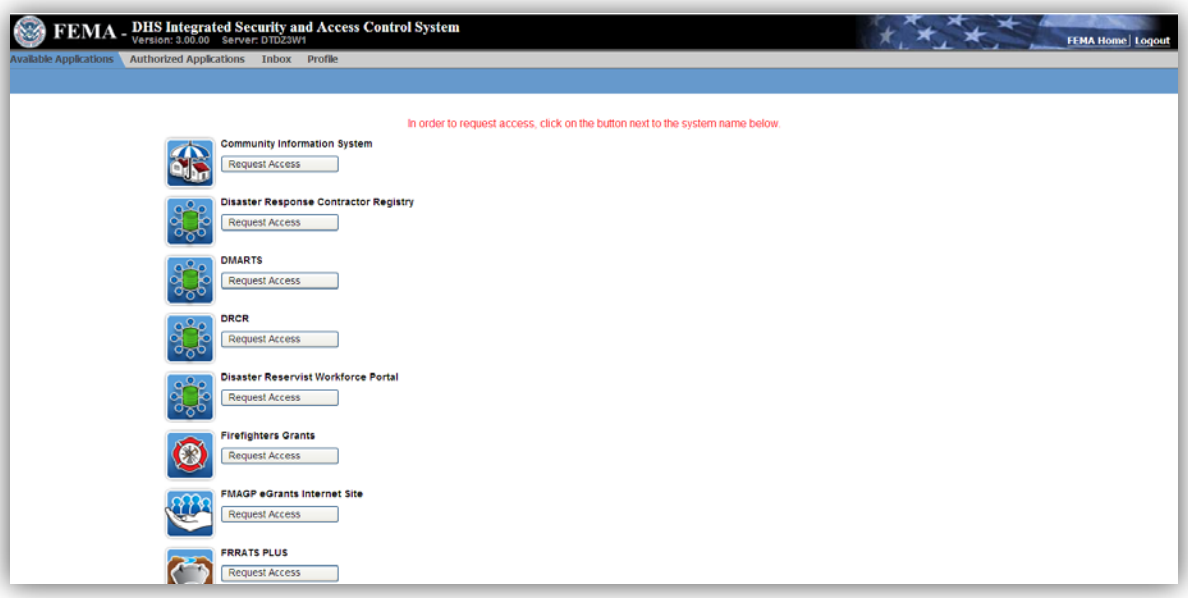
5 After you finish entering the details on the **Personal Information Screen**, click the *Submit* button
► The **Create Password Screen** will be displayed



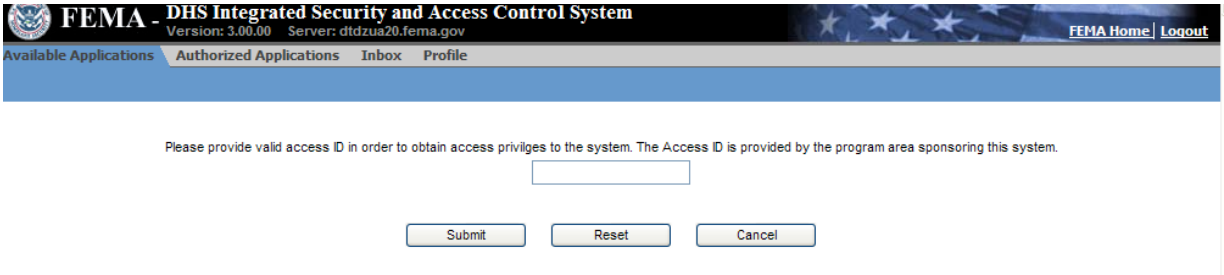
6 Enter your password and confirm your password, then click the *Submit* button. Please remember your password as it will be used to access ND Grants every time. The password must be 7-14 characters long and cannot contain any special characters.
► The **Congratulations Screen** will be displayed



7 Click the *Click here to request new privileges* button
► The **Request Access Screen** will be displayed



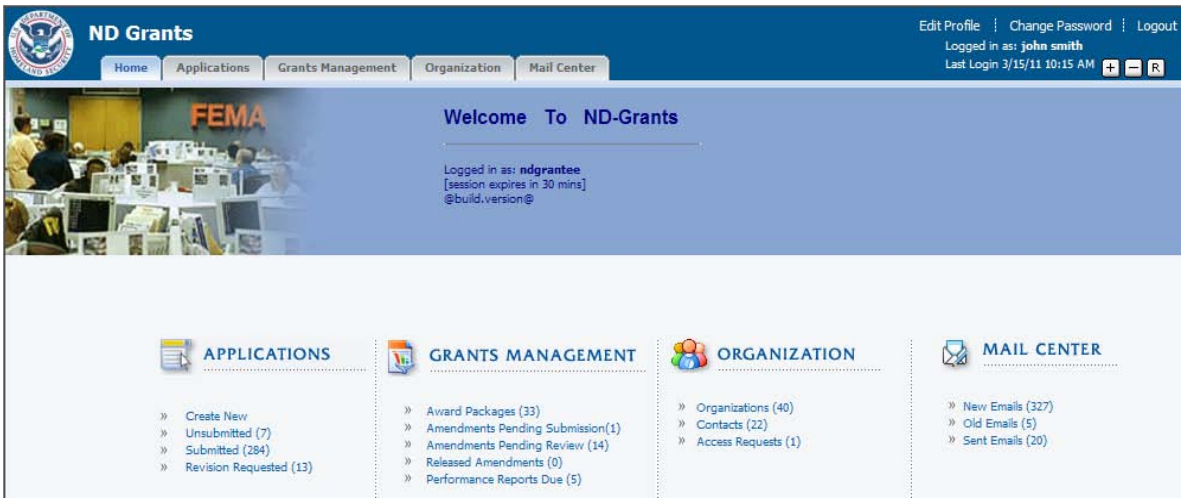
8 Scroll down the screen to find the **ND Grants** icon, and click the *Request Access* button next to the icon
► The **Access ID Screen** will be displayed



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

9 Enter access code and click the *Submit* button

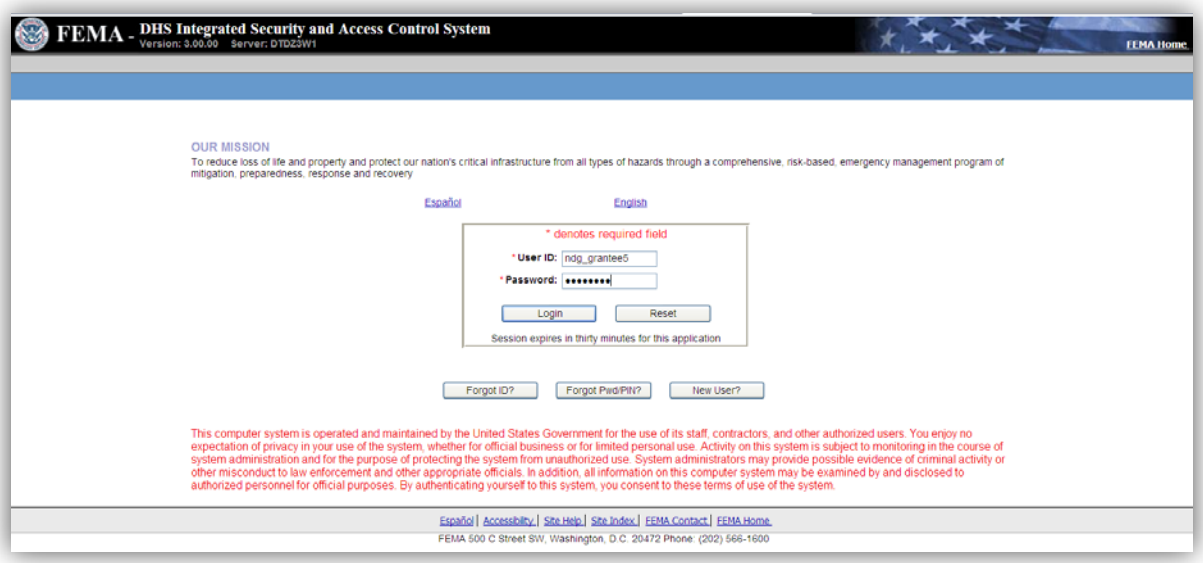
► Your **Grantee Home Page Screen** will be displayed indicating that you successfully logged into ND Grants



MODULE 1: LESSON 2: LOGGING INTO ND GRANTS

1 Enter https://portal.fema.gov into your web browser.

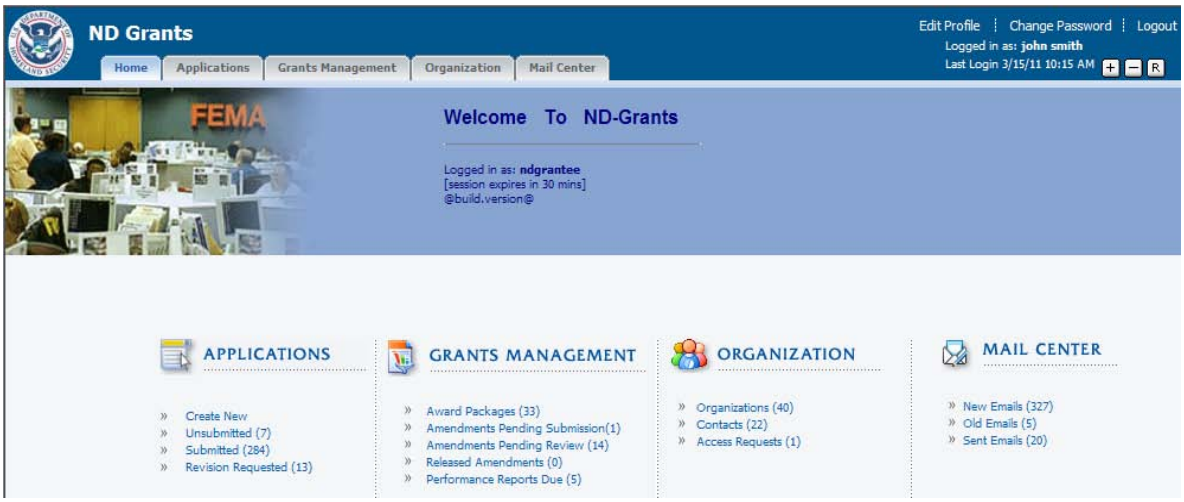
► The **FEMA Login Screen** will be displayed



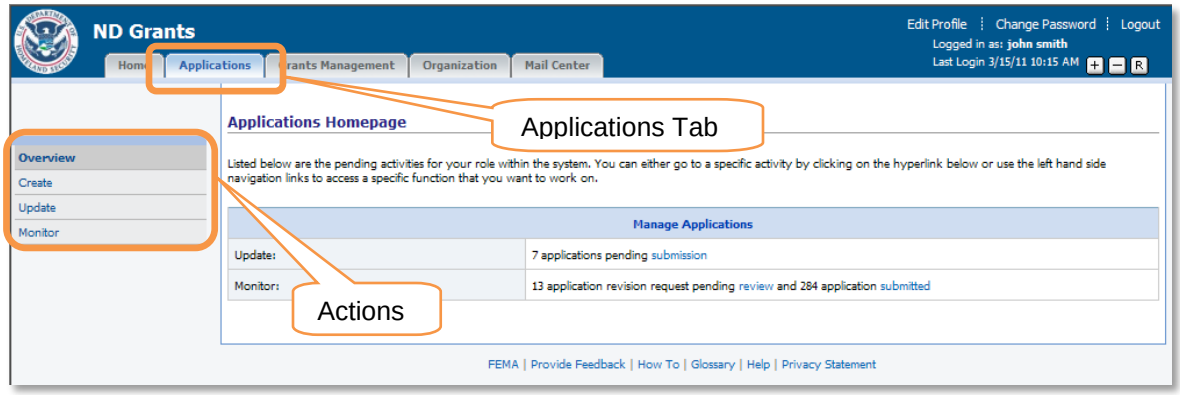
2 Login using your User ID and password

3 Click the *Login* button

► Your **Grantee Homepage Screen** will be displayed



MODULE 1: LESSON 3: ORGANIZATION AND NAVIGATION OF FUNCTIONS AND TASKS



The following are the components of the system screens:

Tab: The Home page has five tabs – Home, Applications, Grants Management, Organization, and Mail Center. These tabs help organize the functionality in a logical way. The tabs are organized to follow the tasks that the grantee has to complete. Similar tasks are grouped together. For example, the Applications tab contains all the functions related to the creation and managing of applications.

Task Groups: The Home Page has four task groups: Applications, Grants Management, Organization and Mail Center. The task groups categorize the grantee tasks into the different functional areas corresponding with the tabs on the top left corner of the screen. The task groups provide a quick and organized way to access all of the tasks contained within each tab.

Tasks: The individual grantee tasks are listed under each task group. For example, the Applications function column may have up to four tasks: Create New, Unsubmitted, Submitted, and Revision Requested. The number of pending records for the task is also displayed in parenthesis after the task name.

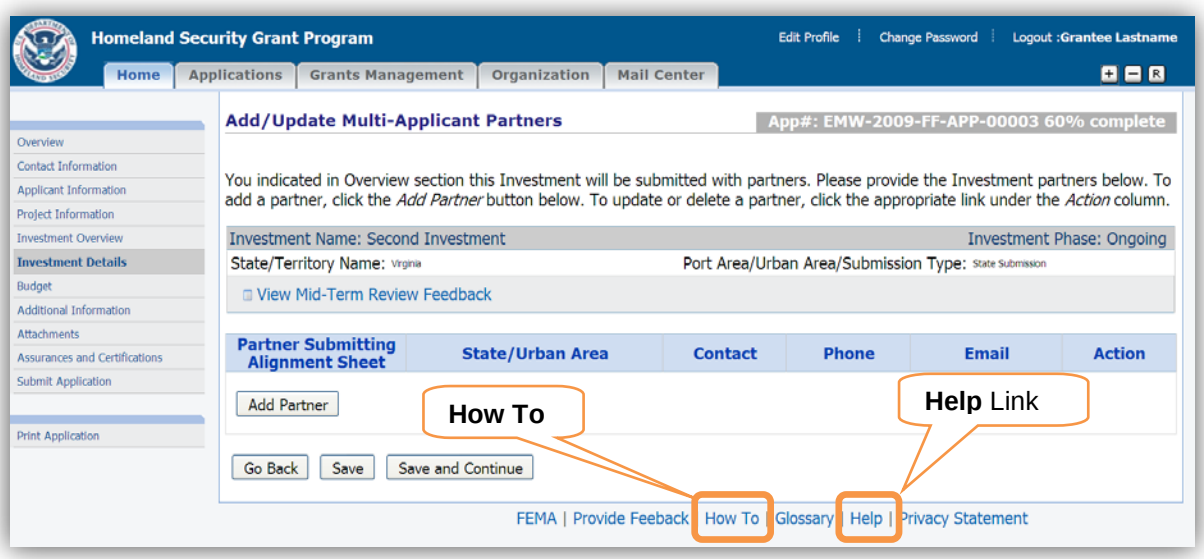
Actions: When the screen related to each tab (or task group) is displayed, there are several links on the left hand navigation bar, which are called actions. For example under the Applications Tab, there are three actions: Create, Update, and Monitor. Other tabs have other actions that follow the same principal.

	NOTE: The actions are also referred to as *left hand menu links* in the training manual.

MODULE 1: LESSON 4: USING THE HELP LINKS

ND Grants has a comprehensive Help Guide that will provide help on any particular screen or function. The bottom portion of each screen in ND Grants contains two types of Help links:

- The Help link
- The How to link



1 Login to ND Grants and click on the ***Applications*** tab

2 Click the Help link on the bottom of the **Applications Homepage** screen

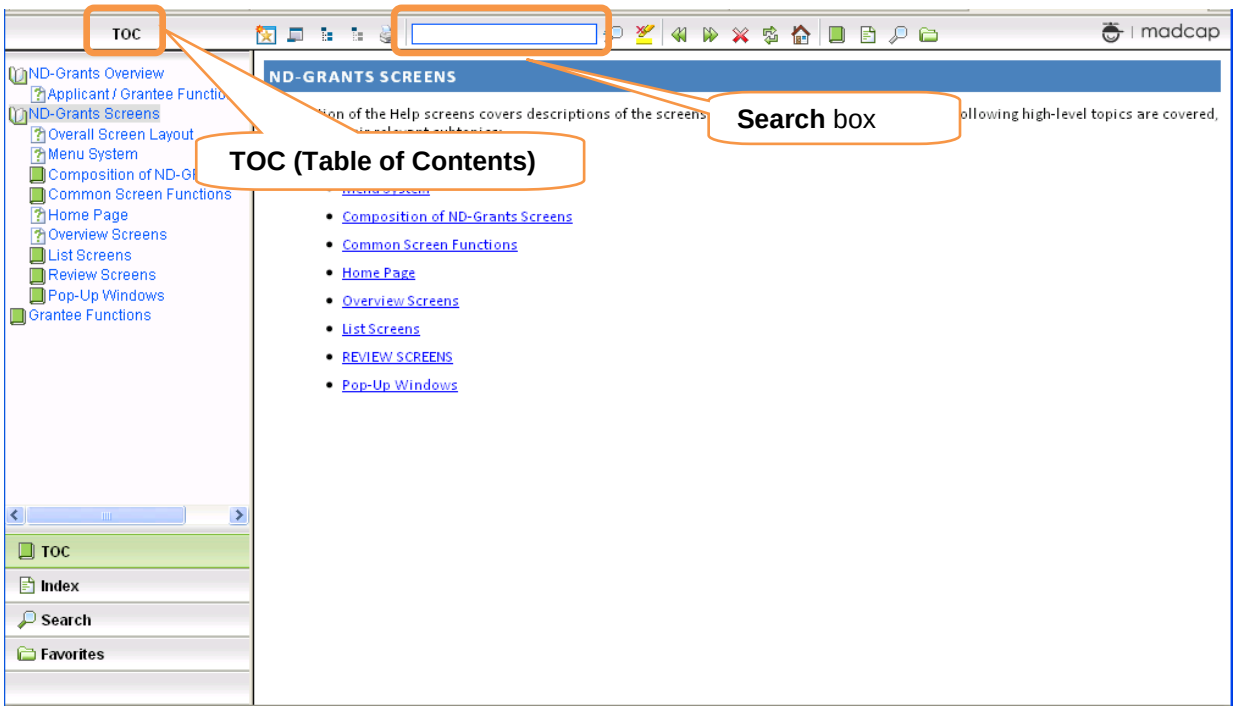
►In a new window, the main **Help** screen will be displayed.

3 Click on the Table of Contents (TOC) links and select the corresponding link to the topic you would like to learn more about.

► The topic you selected will be displayed on the right hand side of the screen.

4 To close the Help window, click on the **X** (Close Tab) on the top right corner of the web page.

	NOTE: Alternatively, you can also use the Search feature on the top of the screen to assist you in finding specific help screens.



	Clicking the How To link in ND Grants will open a new window displaying simplified, step-by-step instructions on how to complete each major function when completing an application. Each set of instructions is accompanied with a basic flow diagram. The How To help has a Table of Contents and a search feature to assist you in finding functions.
	Note: There are some context-sensitive help links within the text on some of the screens. Clicking these links will display an explanation of the term, or displays the relevant webpage. These help links appear in blue.

MODULE 1: SUMMARY

After completing this module, you should be able to create a new FEMA User ID and password, log into ND Grants, understand the basic organization and navigation of the functions and tasks on the home page, and find the online help guide.

MODULE 2: MANAGING ORGANIZATIONS

MODULE 2: OVERVIEW

In order to perform work on any applications or awards, you must belong to the organization with which the application or award is associated. The ***Organization*** tab allows users to perform tasks related to organizations to which they belong. Grantees can add / update the organization and add default contacts for organization(s). In addition, from the Organization tab, you can manage organizations; view organizations to which you do not belong and request access; view other grantees with access to your organizations; and review / approve organization access requests.

Users that do not currently belong to an organization must request access to it; only an Organization Administrator can approve the access requests. Users can view other users who belong to the same organizations as they do. Users with the Organization Administrator privilege can update the organization information and modify other user's privileges for the organization.

In order to perform any of the manage organization functions; you must be on the ***Organization*** tab at the top of the screen.

	NOTE: Applications and awards will **<u>not be listed on your screen</u>** if you do not belong to the organization with which they are associated.

MODULE 2: OBJECTIVES

At the end of this module, you will know how to:

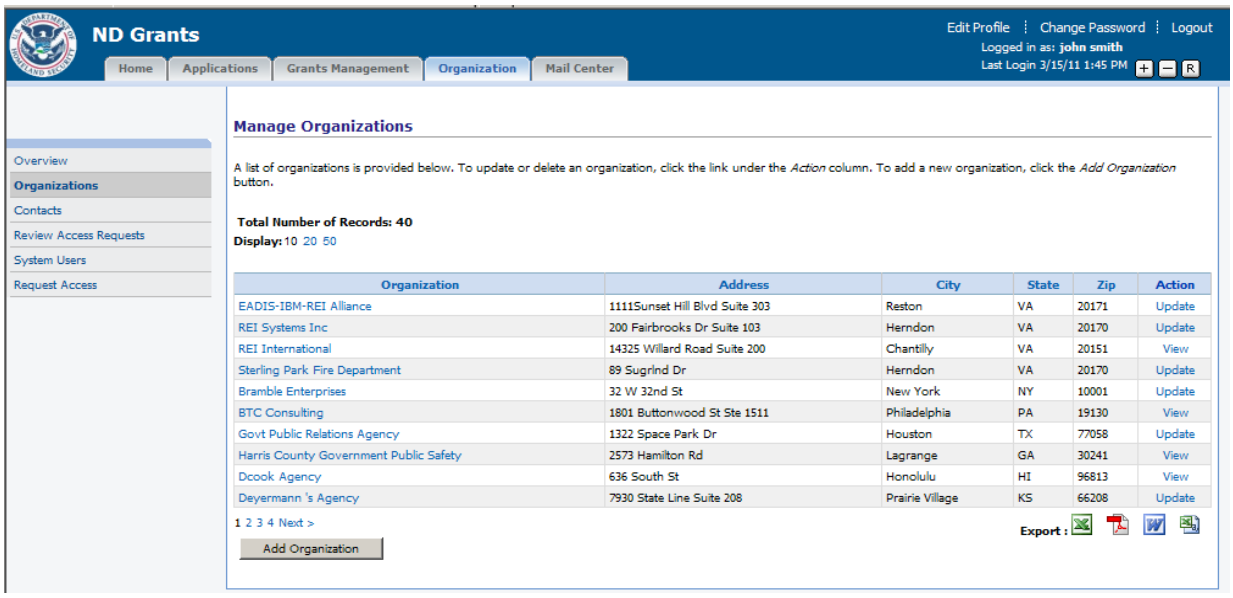
- View organizations to which you already belong
- Add a new organization
- Update an organization to which you belong
- Add and update contacts for the organizations that you belong
- View organizations to which you do not have access and request access
- View other users with access to your organizations
- Modify other user's roles for your organization (as the Organization Administrator)

MODULE 2: LESSON 1: VIEWING ORGANIZATIONS, WHICH YOU BELONG

Organizations you belong to will be listed on the **Select Organization** screen, which is the first screen displayed when you create an application. If you belong to an organization, you can add contacts for the organization and additional system users of the organization.

1 Under the ***Organization*** tab, click the Organizations left hand menu link

►The **Manage Organizations** screen will be displayed, listing all the organizations which you belong

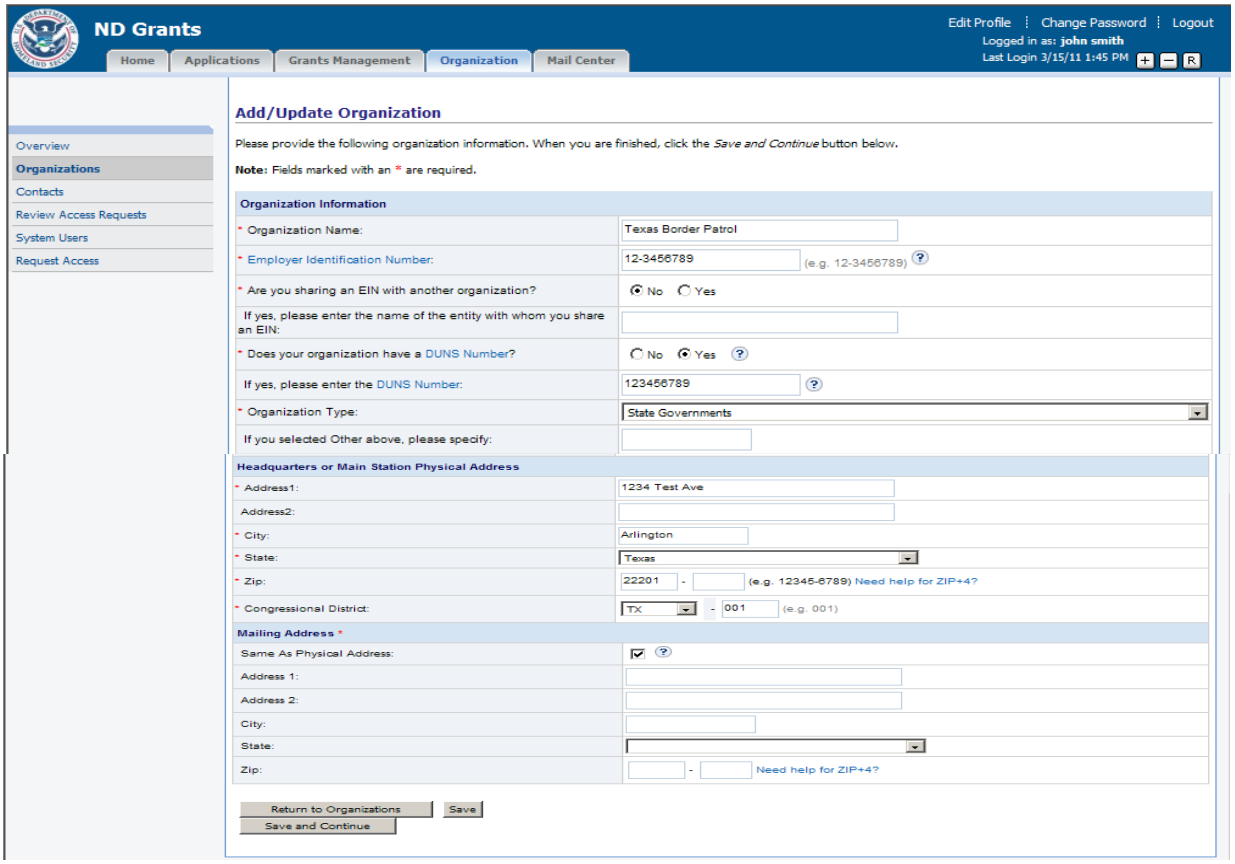


MODULE 2: LESSON: 2: ADDING AN ORGANIZATION

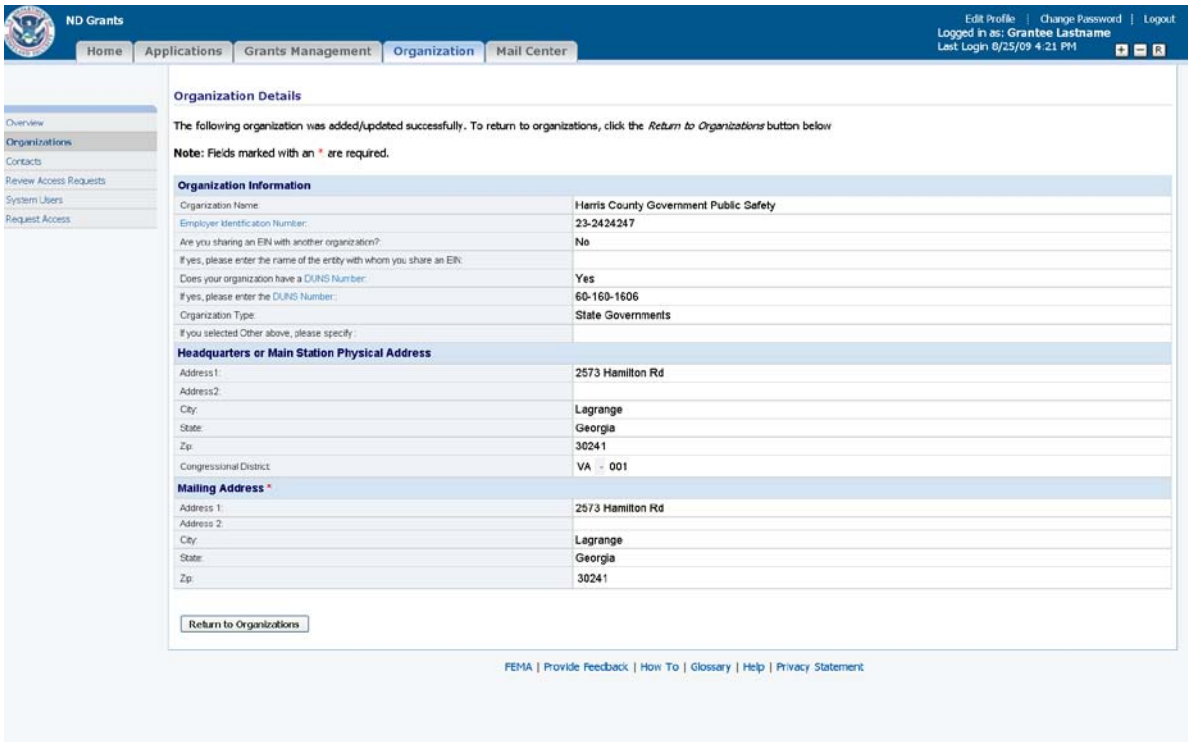
1 Under the ***Organization*** tab, click the Organizations left hand menu link

►The **Manage Organizations** screen will be displayed, listing all the organizations which you belong

2 Click the *Add Organization* button
► The **Add / Update Organization** screen will be displayed



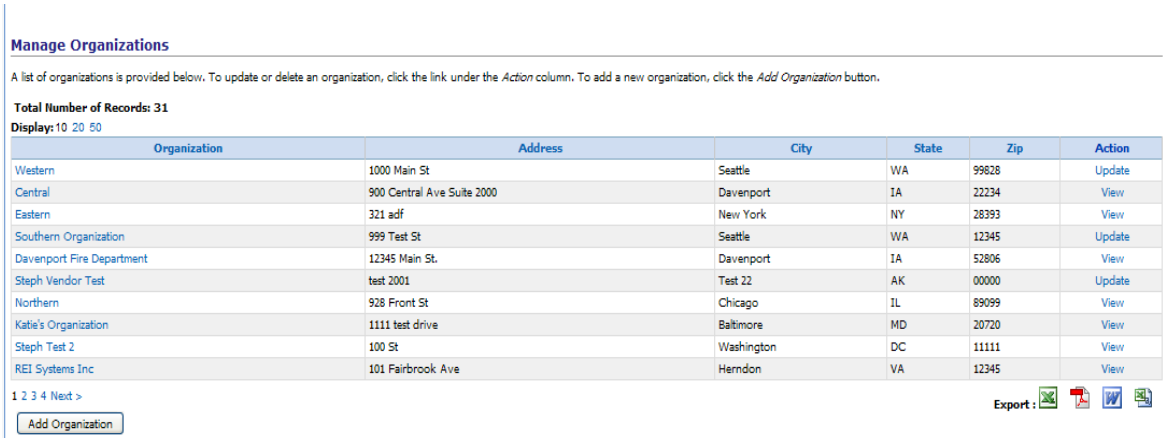
3 Complete the organization details and click the *Save and Continue* button
► The **Organization Details** (confirmation) screen will be displayed



4 Click the *Return to Organizations* button
► The **Manage Organizations** screen will be re-displayed

MODULE 2: LESSON: 3: UPDATING AN ORGANIZATION

Only the Organization Administrator can update the organization's information. Once application(s) have been submitted by the organization, the Organization Administrator will not be able to update the organization's information as described below, but instead will need to create an Organization Address Change amendment (see Lesson 4).



1 Under the ***Organization*** tab, click the Organizations left hand menu link
►The **Manage Organizations** screen will be displayed, listing all the organizations which you belong

2 Click the Update link for the organization you want to update
► The **Add / Update Organization** screen will be displayed, listing the current organization details

3 Modify the organization details and click the *Save and Continue* button
► The **Organization Details** (confirmation) screen will be displayed

4 Click the *Return to Organizations* button
► The **Manage Organizations** screen will be re-displayed

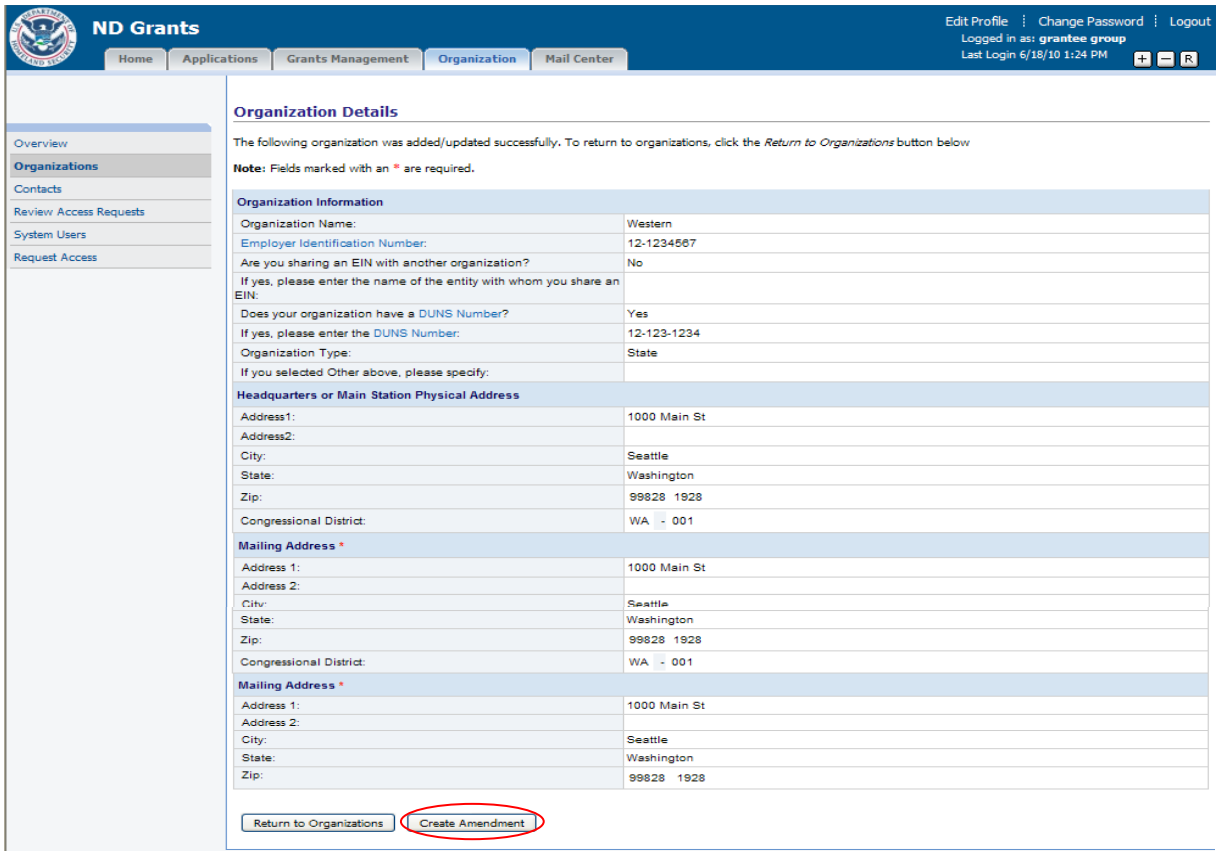
	NOTE: Once an organization submits an application, the View link will be displayed for the organization on the **Manage Organization** Screen, indicating that the organization information can only be modified by creating an Organization Address Change amendment. The organization information fields are read-only for grantee users who do not have the Organization Administrator role.

MODULE 2: LESSON 4: CREATING AN ORGANIZATION ADDRESS CHANGE AMENDMENT

Once the organization submits an application, the organization's address can only be changed by creating an Organization Address Change amendment. Only the Organization Administrator has the right to update the organization's information or create an Organization Address Change amendment.

1 Under the ***Organization*** tab, click the Organizations left hand menu link
►The **Manage Organizations** screen will be displayed, listing all the organizations, which you belong.

2 Click the View link for the organization you want to update
► The **Organization Details** screen will be displayed, listing the current organization details



3 Click the *Create Amendment* button
► The **Create Organization Address Amendment** screen will be displayed, allowing you to update the physical and mailing address of the organization.

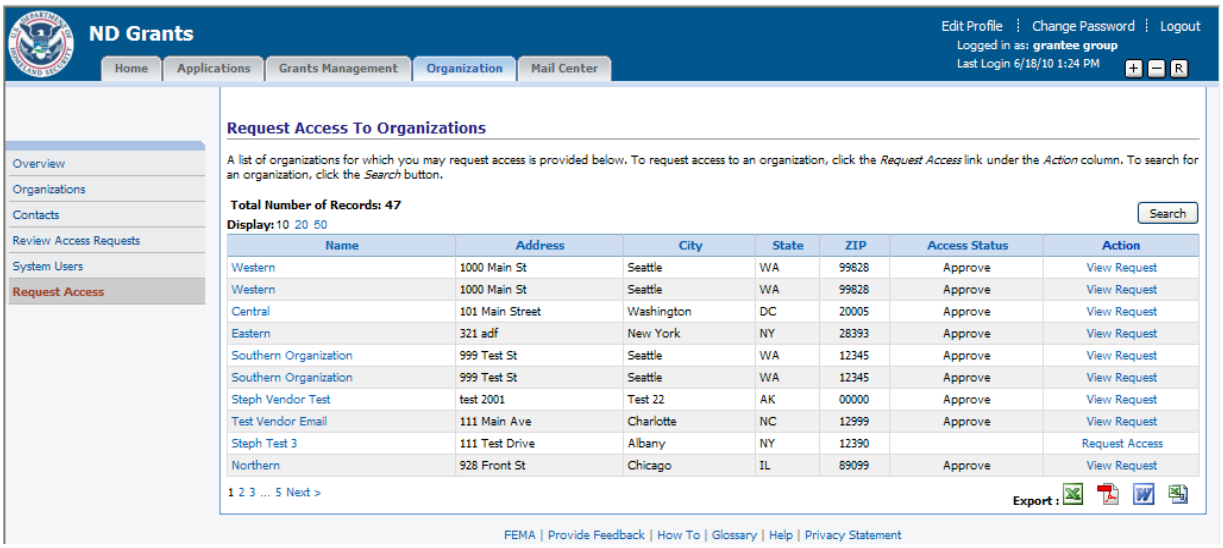
4 Update the organization information on the screen and click the *Save and Continue* button
► The **Organization Address Amendment Confirmation** screen will be displayed, listing any awards that have an in-progress amendment or deobligation. The Organization Address Amendment cannot be submitted until the outstanding amendments and deobligations for the award are processed.

5 Once the amendment is submitted, an Organization Address Change amendment will be automatically created and approved for each award submitted by the organization.

NOTE: The organization address change will automatically be reflected on applications that have not yet been submitted.

MODULE 2: LESSON 5: REQUESTING ACCESS TO BELONG TO AN ORGANIZATION

1 Under the ***Organization*** tab, click the Request Access left hand menu link
► The **Request Access to Organizations** screen will be displayed. The screen will list all the organizations to which you do not belong.



2 Find the organization to which you want to request access. If you do not see it listed on the screen, click the *Search* button to find it.

3 Click the Request Access link next to the organization to which you want access
► The **Request Access** screen will be displayed

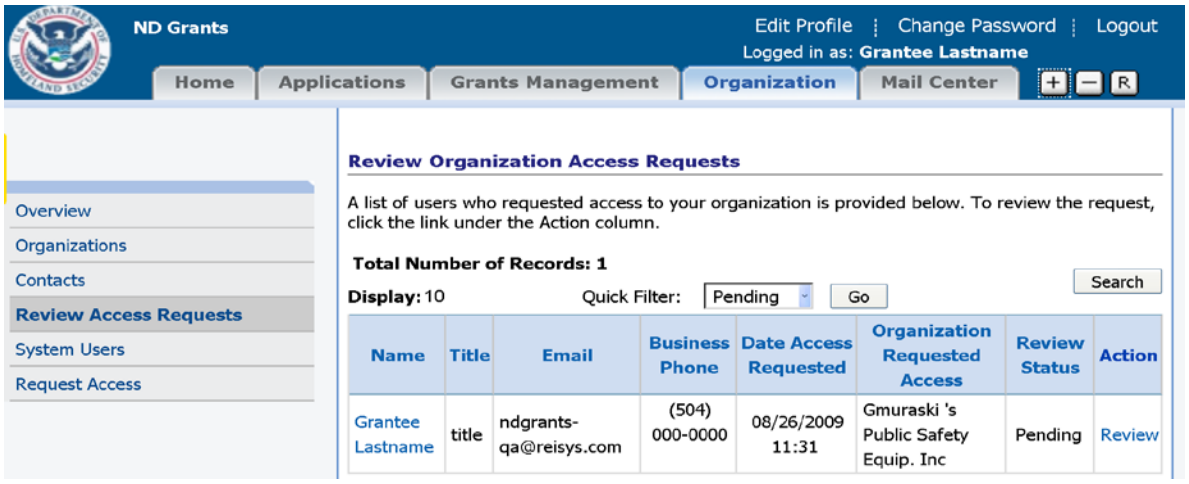
4 Provide your reasons for requesting the access under the *Access Request Comments* section in the Message box, and then click the *Submit* button.

	NOTE: Check your email to see if your access request was approved. You can also click the Organizations left hand menu link to see if the organization is listed as one of the organizations to which you belong.

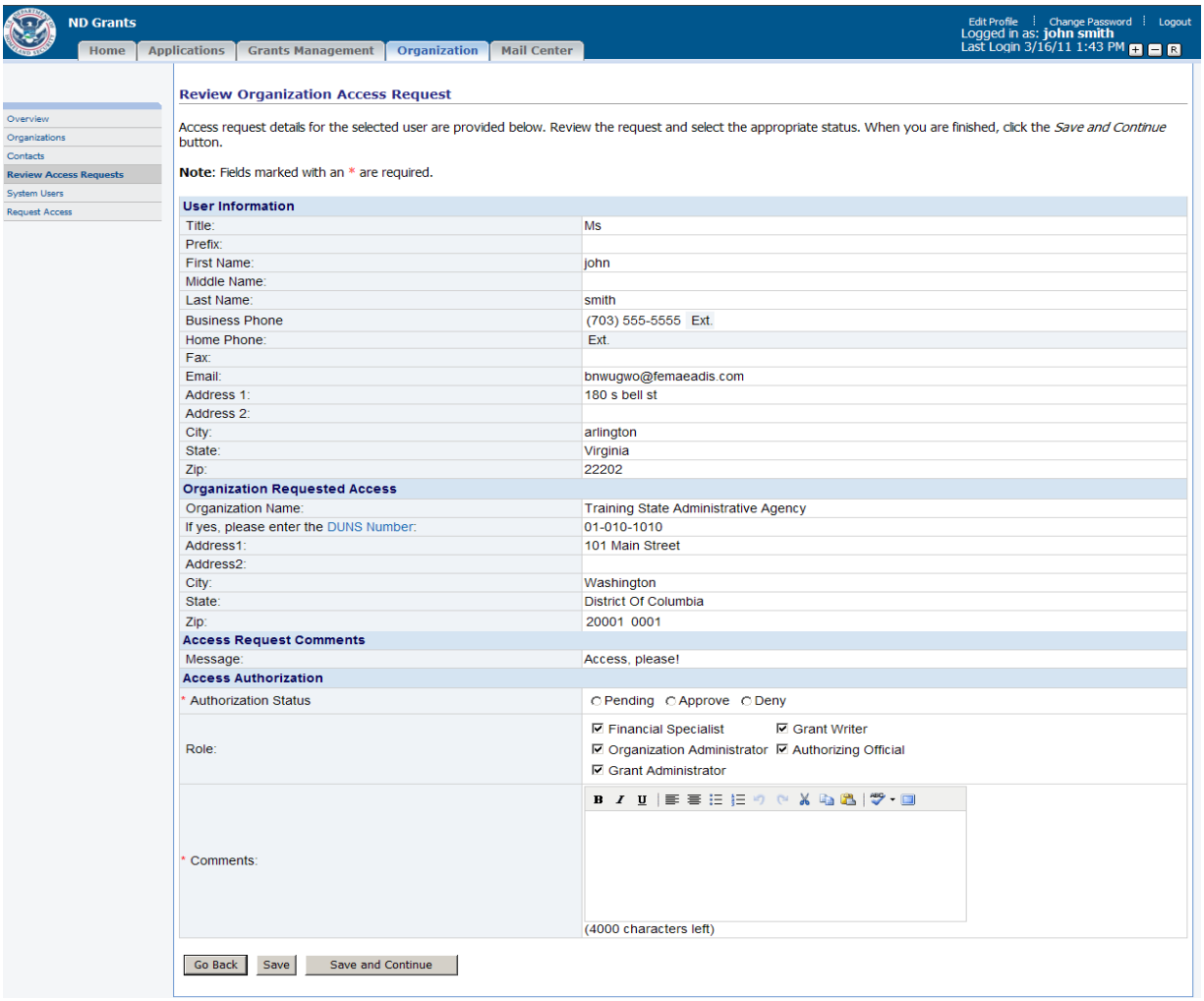
MODULE 2: LESSON 6: REVIEWING/APPROVING ORGANIZATION ACCESS REQUESTS FROM OTHER USERS

Only the Organization Administrator can approve access requests for the organization.

1 Under the ***Organization*** tab, click the Review Access Requests left hand menu link
► The **Review Organization Access Requests** screen will be displayed, listing your outstanding access requests.



2 Click the Review link next to the access request you want to review
► The **Review Organization Access Request** screen will be displayed. The screen will display the details of the access request.



3 Review the access request

I. Select the *Approve (*or *Deny)* Status
II. Select the roles(s) you want to grant the user
III. Enter the text of the email message that you want to send to the person requesting the access in the *Comments* box

User Roles	Functions
Organization Administrator	Approve access requests to organization profile
Authorizing Official	Complete, sign, and submit application(s); Accept award package(s); Complete and submit amendment(s) and performance report(s)
Signing Authority	The individual who is authorized to enter into a grant agreement with the Federal government on behalf of the organization. Does not have to be a system user.
Grant Writer	Complete Application(s). Cannot submit applications or sign Assurances and Certifications.
Financial Specialist	Request payments (Payments will not be supported by ND Grants at this time.)
Grant Administrator	Complete Application(s); Complete and submit amendment(s) and performance report(s)
Type of Contact	**Functions**
Primary Contact	Main point-of-contact for the grant
Secondary Contact	Secondary point-of-contact for the grant
Status of Contact	**Capacity**
Active Contact	May be selected for any user roles or as the primary or secondary contact
Inactive Contact	Remains within the system, but is not available for use

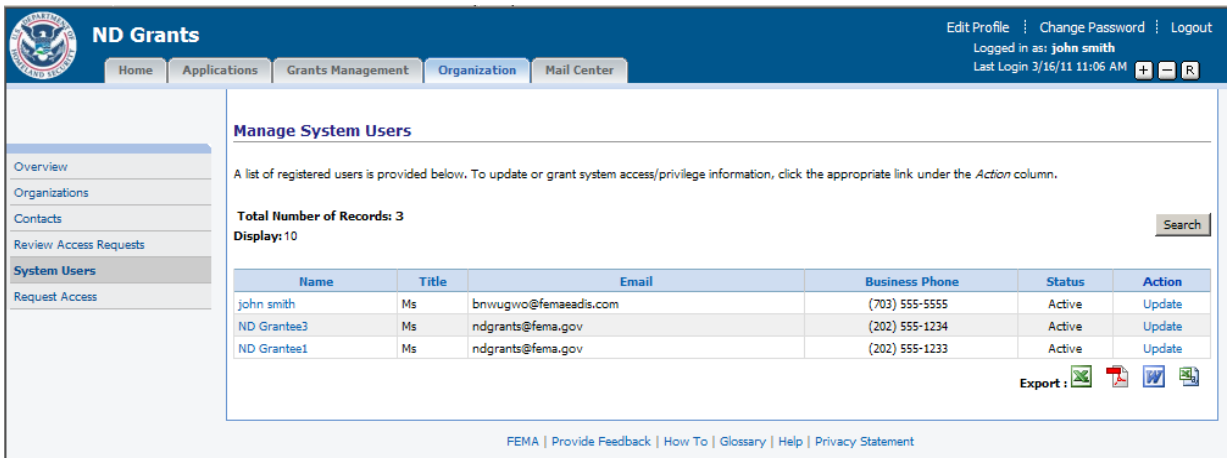
4 Click the *Save and Continue* button

► The **Review Organization Access Requests** screen will be re-displayed

MODULE 2: LESSON 7: VIEWING OTHER USERS WITH ACCESS TO YOUR ORGANIZATION(S)

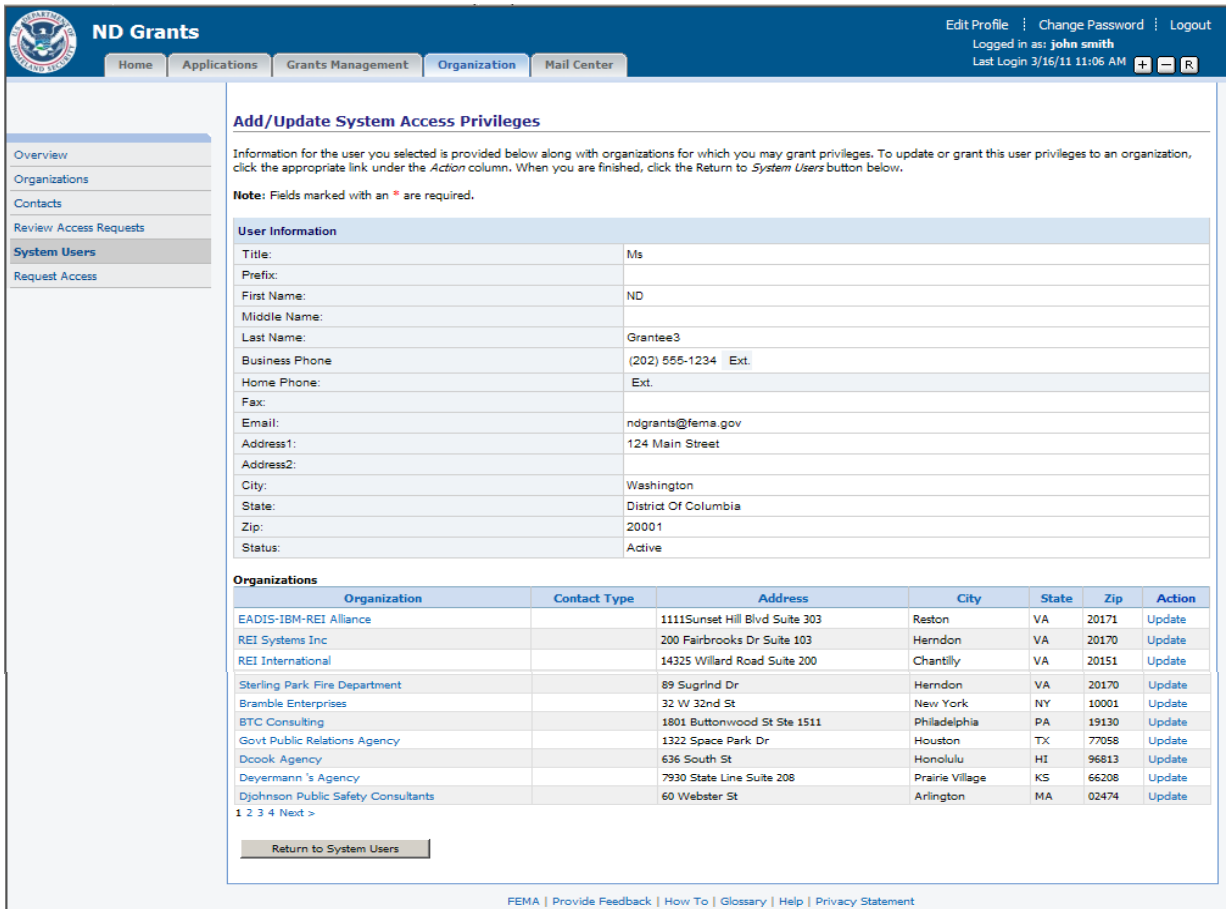
1 Under the ***Organization*** tab, click the System Users left hand menu link

► The **Manage System Users** screen will be displayed. The screen lists all the users that belong to *any* of the organizations to which you belong.



2 Click the Update link for the user to view details of the user and the organizations to which you both belong.

► The **Add/Update System Access Privileges** screen will be displayed



► The top of the screen displays the user details. The bottom of the screen lists the organizations that you have in common with the other user.

3 Click the *Return to System Users* button
► The **Manage System Users** screen will be re-displayed

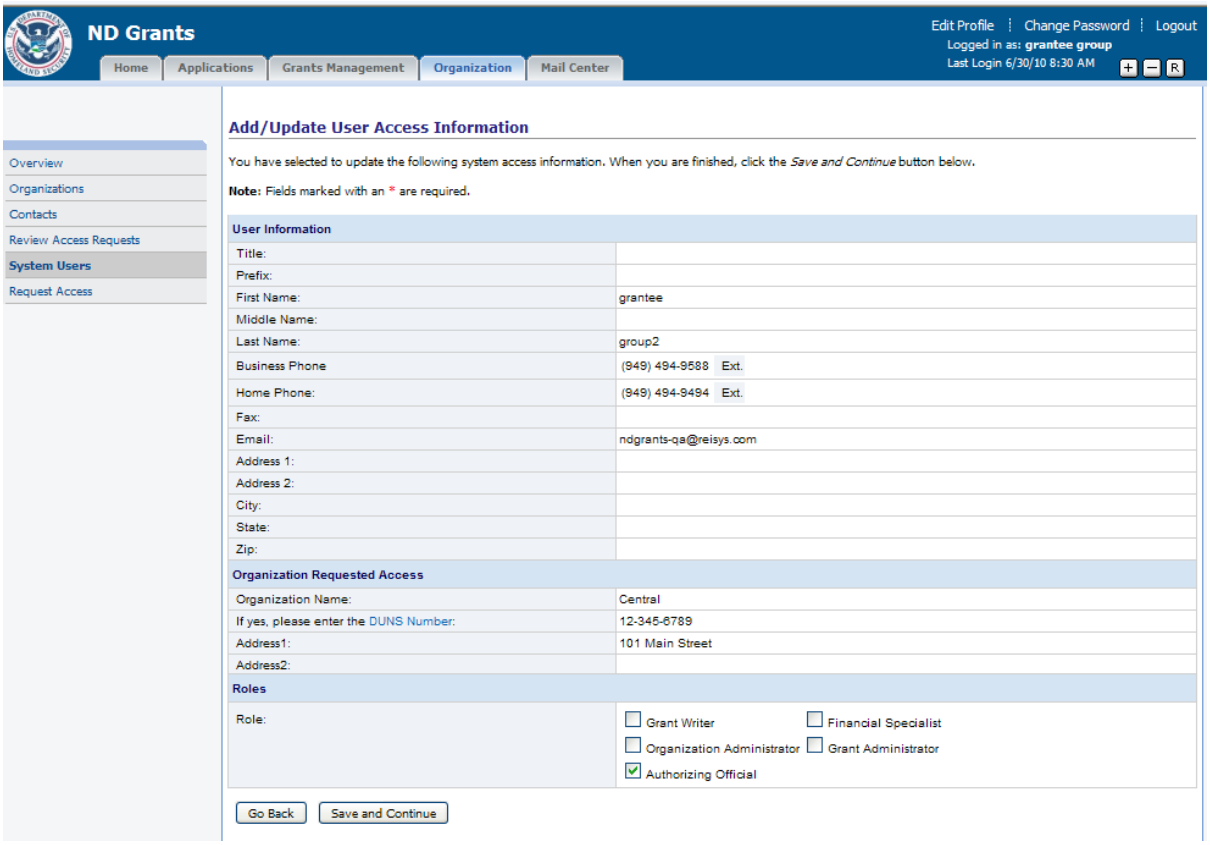
MODULE 2: LESSON 8: UPDATING USER ROLES OF OTHER USERS

NOTE: To change the user roles of other users belonging to one of your organizations, you need to have an Organization Administrator role for that organization.

1 Under the ***Organization*** tab, click the System Users left hand menu link

2 Click the Update link for the user to allow you to view the organizations which you both belong.
► The **Add/Update System Access Privileges** screen will be displayed

3 Click the Update link next to the organization for which you want to change the user's role(s)
► The **Add/Update User Access Information** screen will be displayed for the user



4 Check/uncheck the role boxes to change the roles for the user, then click the *Save and Continue* button
► The **Add/Update System Access Privileges** screen will be re-displayed

5 Click the *Return to System Users* button
► The **Manage System Users** screen will be re-displayed

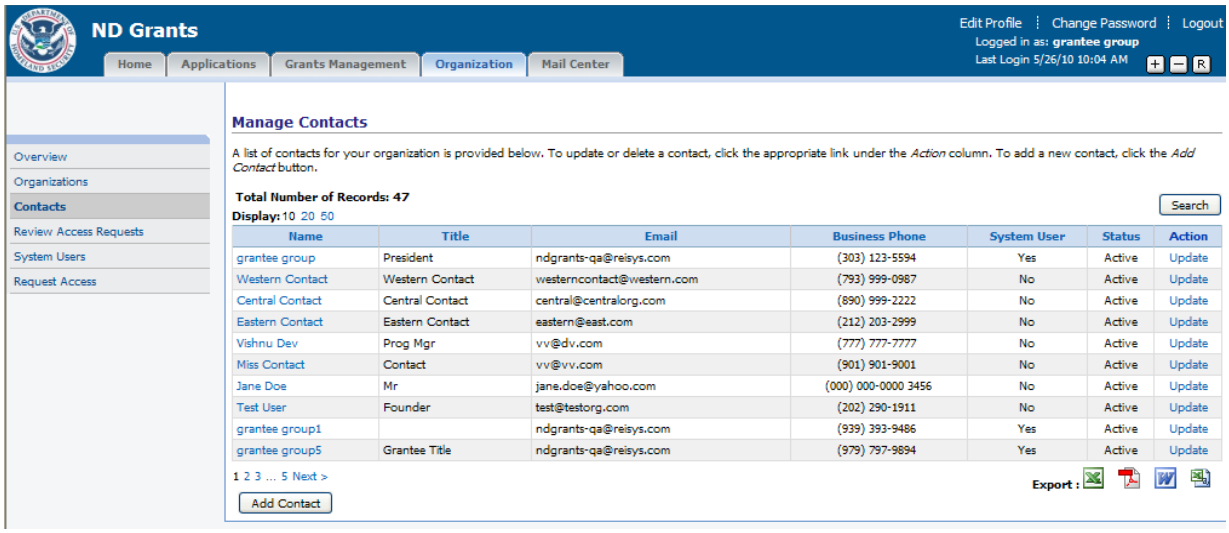
MODULE 2: LESSON 9: ADDING CONTACTS FOR ORGANIZATION(S)

	NOTE: Only the Organization Administrator can add or update the contacts of an organization.

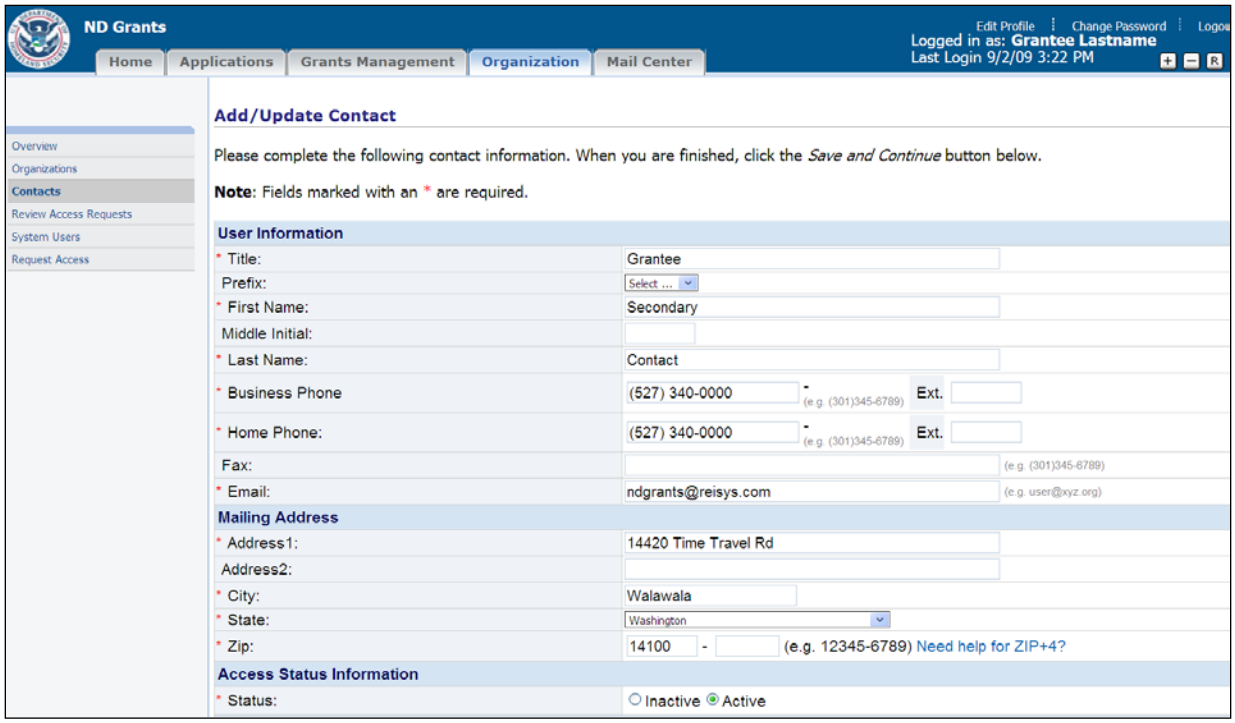
You will need to set up Grantee contacts for each organization to ensure that DHS has point of contacts to communicate important information with the organization. You can add or update contacts for any organization to which you belong. For each organization you belong to, there must be a primary and secondary contact specified.

	NOTE: Email communications could be addressed to the Primary Contact or the contact designated as the Authorizing Official based on the nature of the email.

1 To add or update an organization's contacts, you must first click the Contacts left hand menu link
►The **Manage Contacts** screen will be displayed



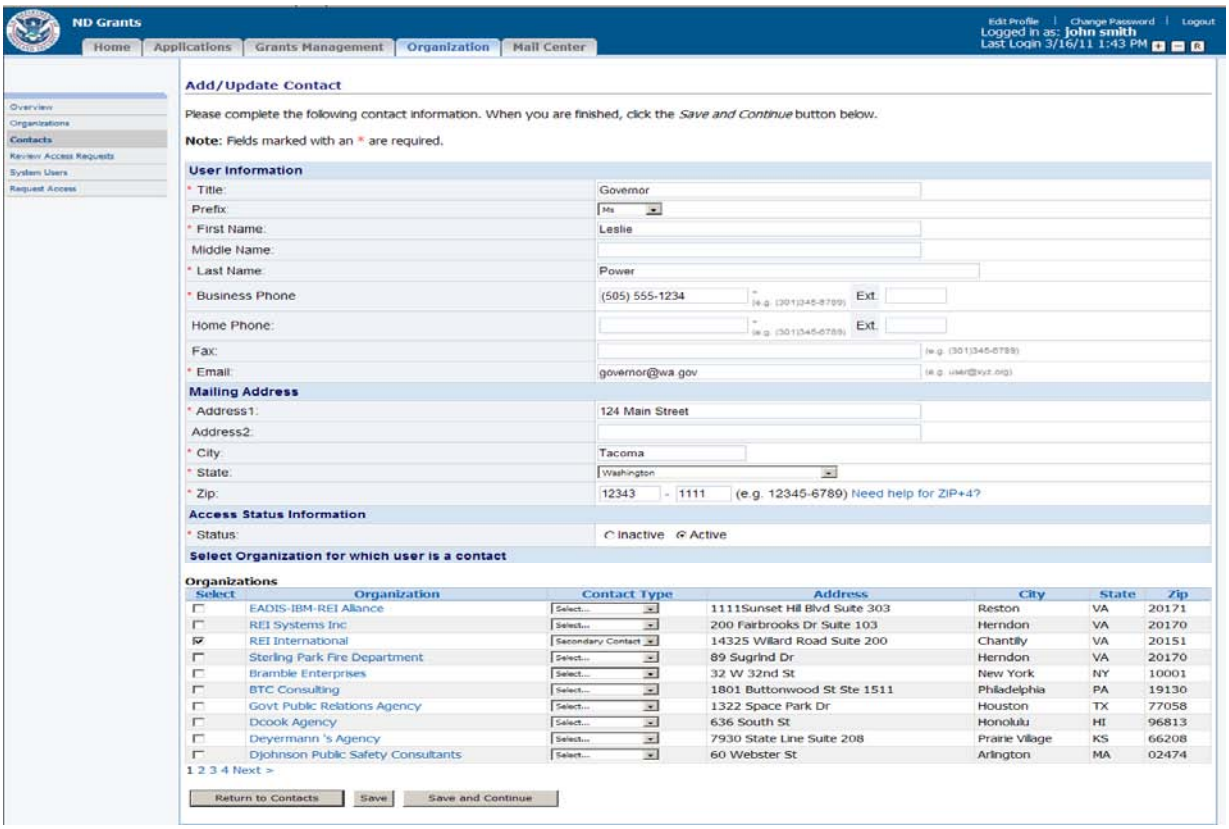
2 While on the **Manage Contacts** screen, click the *Add Contact* button
► The **Add/Update Contact** screen will be displayed, allowing you to enter the contact information and listing all the organizations to which you already belong.



	NOTE: Always select the contact as ***Active*** unless you do not want the contact to appear when creating applications for the organization.

3 Fill out all required fields on the screen

4 Click the *Save and Continue* button
► The **Add / Update Contact Results** (confirmation) screen will be displayed



5 Click the *Return to Contacts* button
► The **Manage Contacts** screen will be re-displayed

MODULE 2: LESSON 10: UPDATING A CONTACT

1 Under the ***Organization*** tab, click the Contacts left hand menu link
►The **Manage Contacts** screen will be displayed

2 Click the Update link for the contact you want to update
► The **Add / Update Contacts** screen will be displayed, listing the current contact details

3 Modify the contact details and the selected organizations, then click the *Save and Continue* button
► The **Add / Update Contact Results** (Confirmation) screen will be displayed

4 Click the *Return to Contacts* button
►The **Manage Contacts** screen will be re-displayed

	NOTE: Only the Organization Administrator can add or update the contacts of an organization.

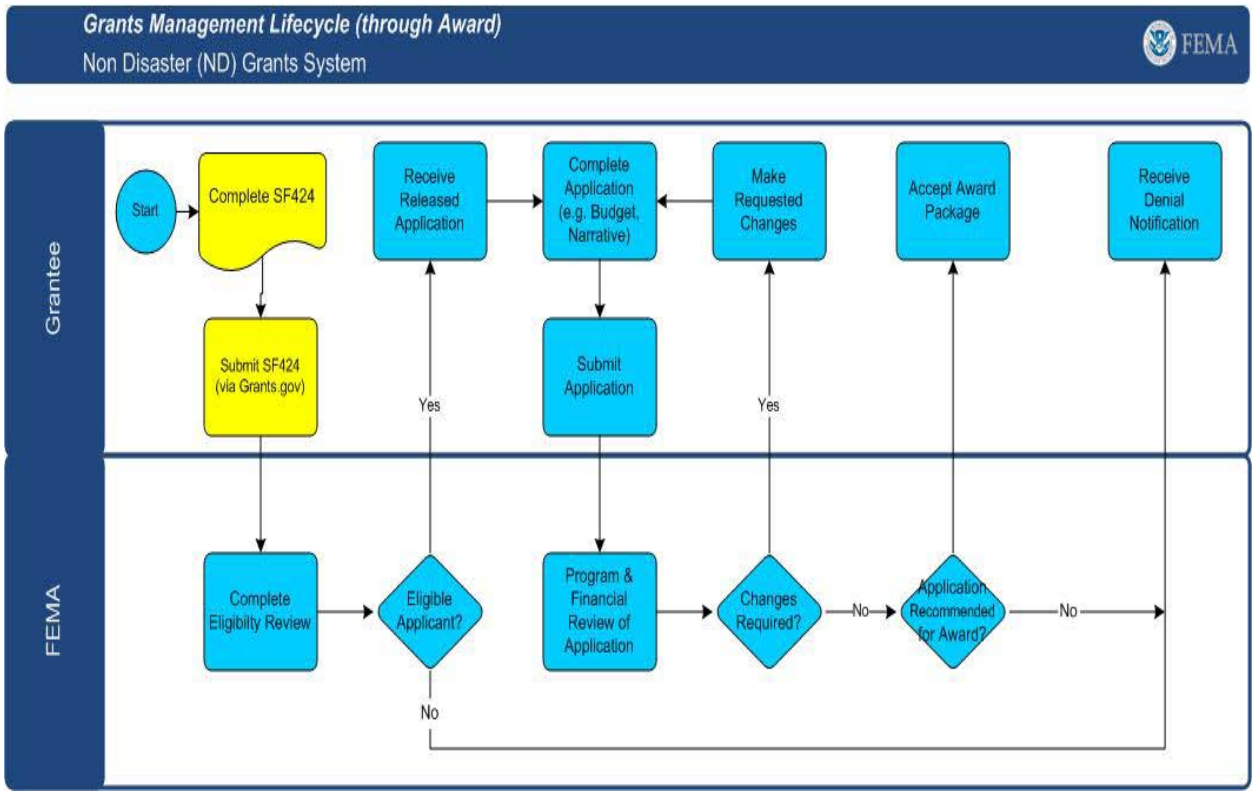
MODULE 2: SUMMARY

After completing this module, you should be able to view, add, and update organizations. In addition, you should be able to add and update contacts for the organizations to which you belong.

MODULE 3: APPLICATION FUNCTIONALITY

MODULE 3: OVERVIEW

In order to comply with Office of Management and Budget (OMB) regulations for each funding opportunity, applications will begin with Grants.gov. Grantees will start their application by submitting their SF-424 in Grants.gov, and complete their application in ND Grants. All the information from the SF-424 will be automatically downloaded into ND Grants and reviewed for eligibility. After review, the application will be released back to the Grantee in ND Grants so they can complete the application which includes updating the budget, adding any attachments, and completing any required Assurances and Certifications. Applications may be released back to the Grantee through ND Grants for additional or revised information. The following process map depicts the progression of an application through the entire grant application process.



	NOTE: All tasks in this module occur under the Applications Tab.

MODULE 3: OBJECTIVES

At the end of this module, you will be able to:

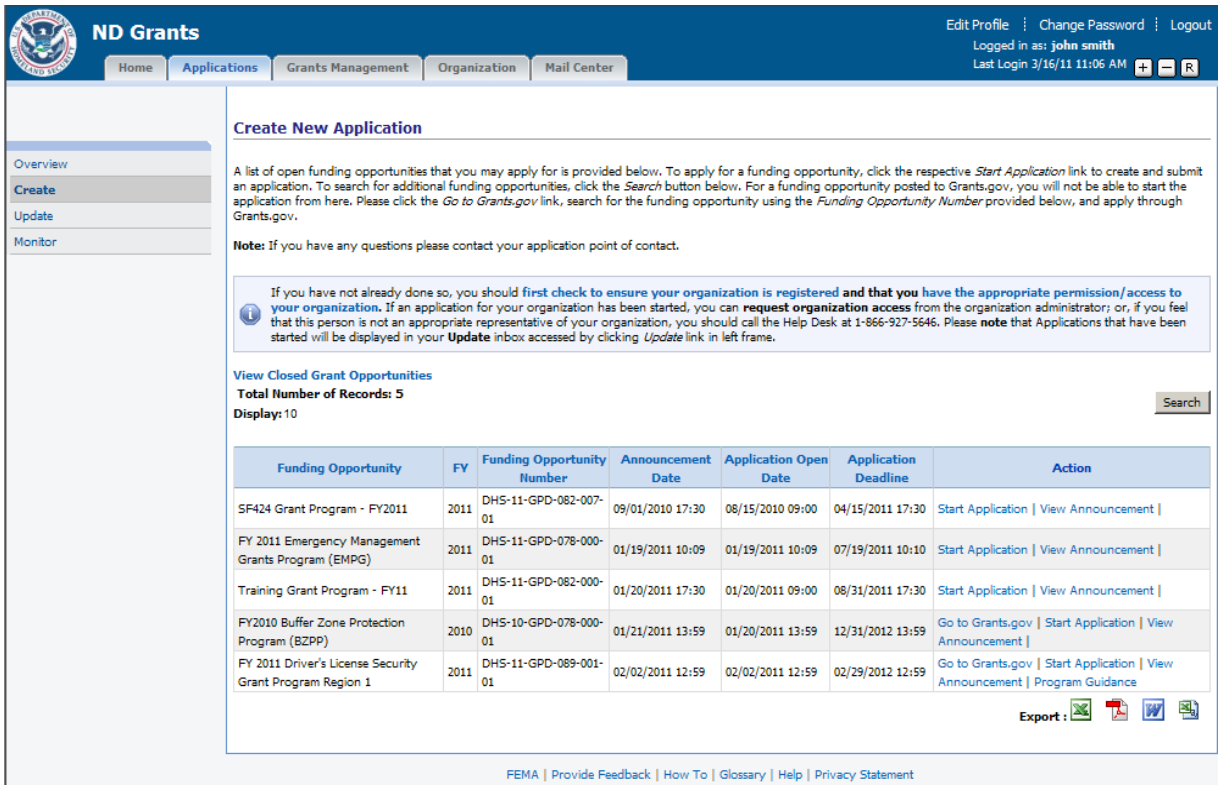
- Create an application using Grants.gov
- Monitor applications submitted through Grants.gov
- Complete applications in ND Grants that were originally entered in Grants.gov

MODULE 3: LESSON 1: OVERVIEW OF STARTING APPLICATIONS IN GRANTS.GOV

This lesson describes how you begin your applications for funding opportunities that have a Go to Grants.gov link.

1 Click the ***Applications*** tab at the top of the screen

2 Click the Create left hand menu link
► The **Create New Application** screen will be displayed



3 Click the Go to Grants.gov link for the corresponding funding opportunity
► The Grants.gov **Home Page** will be displayed in a new window

4 Click the Apply for Grants left hand menu link
► The **Apply for Grants** screen will be displayed

5 Click on the Download a Grant Application Package link under Step #1
► The **Download Application Package** screen will be displayed

6 Enter the funding opportunity number into the text box on the Grants.gov **Download Application Package** screen

7 Follow the Grants.gov instructions for completing and submitting the application in Grants.Gov

8 Wait for the Grants.gov submission confirmation screen to appear and take note of the Grants.gov tracking number

GRANTS.GOV

Home > Apply for Grants > Confirmation

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.

Contact Center hours of operation are Monday-Friday from 7:00 A.M. to 9:00 P.M. Eastern Time.

The following application tracking information was generated by the system:

Grants.gov Tracking Number :	GRANT00516660
Applicant DUNS:	00-000-0000
Submitter's Name:	AshTheProposer Dawood
CFDA Number:	97.075
CFDA Description:	Rail and Transit Security Grant Program
Funding Opportunity Number :	DHS-10-GPD-075-003-01
Funding Opportunity Description :	Transit Security Grant Program - FY10
Agency Name :	Department of Homeland Security
Application Name of this Submission :	REI TSGP Application from Ed
Date/Time of Receipt :	2009.09.02 5:58 PM, EDT

TRACK MY APPLICATION – To check the status of this application, please click the link below:
https://at07apply.grants.gov/apply/checkSingleApplStatus.faces?tracking_num=GRANT00516660

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

NOTE: This screen confirms application submission but not acceptance.

9 Verify if the Grants.gov application was downloaded into ND Grants:

a. Click the Check Application Status link on the main Grants.gov screen
► The Grants.gov **Check Application Status** screen will be displayed

CFDA	Opportunity Num.	Competition Id	Grants.gov #	Date/Time Received	Status	Status Date	Agency Tracking #	Submission Name/Files	Requested Amount
15.222	763		GRANT00515068	16-Jul-09 05:22:02 PM	Validated	16-Jul-09 05:24:43 PM		Colorado State	30000
15.225	828		GRANT00513972	26-Jun-09 11:40:56 AM	Validated	26-Jun-09 11:43:24 AM		test applicant	5000
15.225	8012		GRANT00513829	24-Jun-09 01:59:08 PM	Validated	24-Jun-09 02:00:49 PM		Test Applicant	5000
12.611	100100100100	100100100100	GRANT00082851	07-Jul-08 09:15:22 AM	Validated	30-Jul-08 01:51:58 PM		Cape Canaveral AFS FL	6000000
12.612	200200200200	200200200200	GRANT00082873	08-Jul-08 01:07:47 PM	Validated	30-Jul-08 01:52:01 PM		Brunswick NAS	6000000
11.618	11618-CONSTRUCTION	COMPID-11618	GRANT00508663	27-Apr-09 03:13:07 PM	Rejected with Errors	27-Apr-09 03:18:15 PM		File-Test	322000
20.505	123XXX		GRANT00082800	02-Jul-08 12:16:39 PM	Validated	30-Jul-08 01:51:49 PM		ddf	15
20.505	123XXX		GRANT00082771	30-Jun-08 03:59:58 PM	Validated	30-Jul-08 01:51:52 PM		44	1500000
20.505	123XXX		GRANT00512873	26-May-09 03:51:29 PM	Validated	26-May-09 03:53:09 PM		ff	500
20.505	123XXX		GRANT00513961	26-Jun-09	Validated	26-Jun-09 11:11:44		ll	55

b. Click the **Date/Time** column to sort the listed applications, so that the most recent Grants.gov application appears at the top of the list

c. Look for the Grants.gov tracking number

d. The application has been successfully downloaded into ND Grants when a number appears in the **Agency Tracking** # column

When the Grants.gov application is downloaded into ND Grants, the information from the Grants.gov application will be automatically copied into ND Grants.

The FEMA Program Manager will then perform an Eligibility Review on the application and will indicate any issues with the application using the Grantee Comments box. Once the Program Manager has finished reviewing the application:

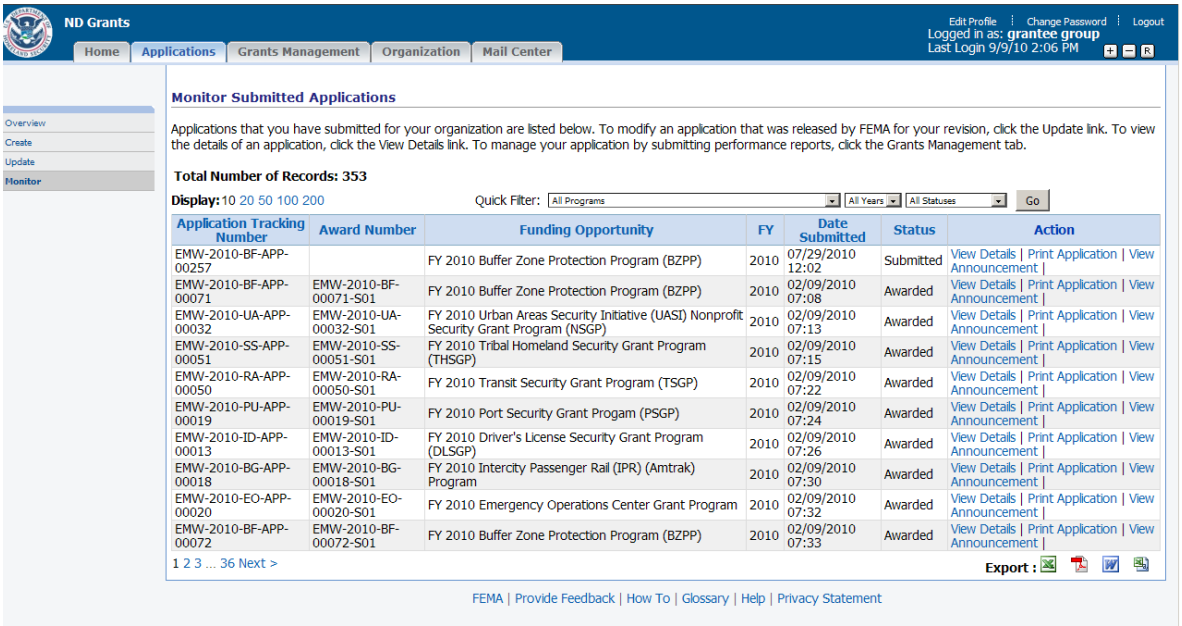
- It will be released back to the grantee (with a Review Status of *Revision Requested*), so that the grantee can complete the application and/or provide any additional information the Program Manager has requested
- The ND Grants application will be listed in the **Monitor Submitted Applications** Screen in ND Grants with a status indicating *Revision Requested*

MODULE 3: LESSON 2: MONITORING SUBMITTED APPLICATIONS IN ND GRANTS

1 Log into ND Grants

2 Select the **Application** tab

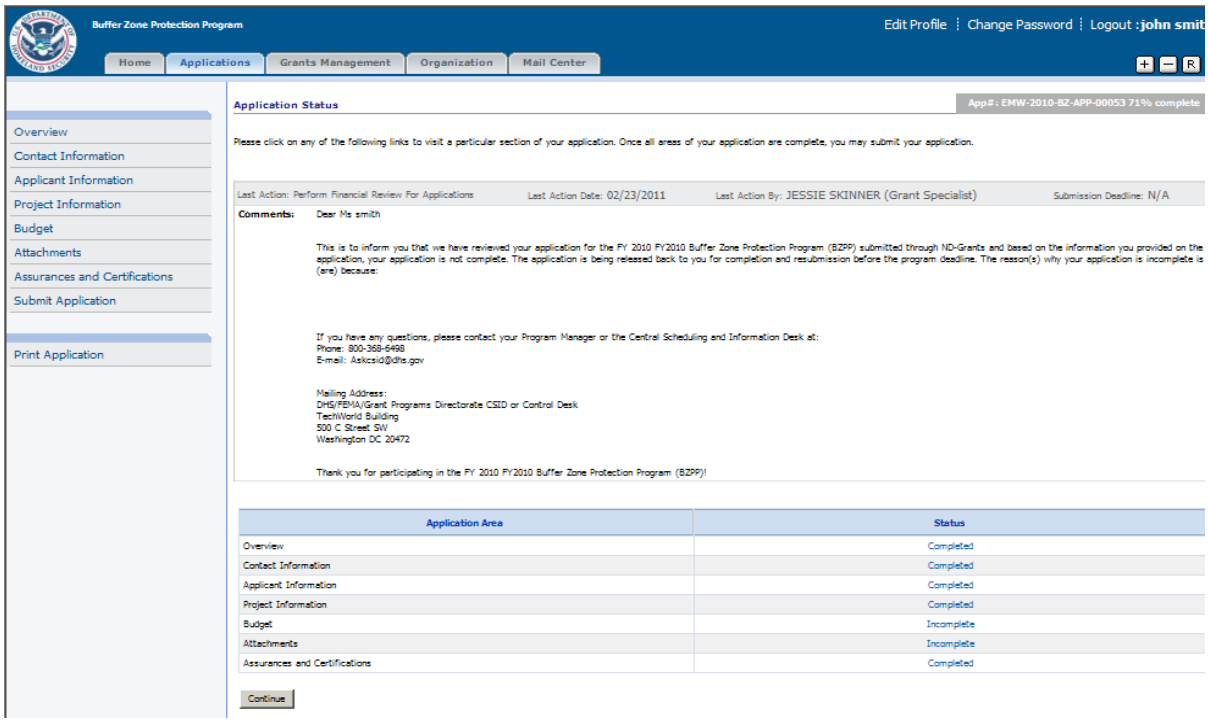
3 Click on the Monitor left hand menu link
► The **Monitor Submitted Applications** screen will be displayed, listing all applications with their status.



Application Tracking Number	Award Number	Funding Opportunity	FY	Date Submitted	Status	Action
EMW-2010-BF-APP-00257		FY 2010 Buffer Zone Protection Program (BZPP)	2010	07/29/2010 12:02	Submitted	View Details | Print Application | View Announcement |
EMW-2010-BF-APP-00071	EMW-2010-BF-00071-S01	FY 2010 Buffer Zone Protection Program (BZPP)	2010	02/09/2010 07:08	Awarded	View Details | Print Application | View Announcement |
EMW-2010-UA-APP-00032	EMW-2010-UA-00032-S01	FY 2010 Urban Areas Security Initiative (UASI) Nonprofit Security Grant Program (NSGP)	2010	02/09/2010 07:13	Awarded	View Details | Print Application | View Announcement |
EMW-2010-SS-APP-00051	EMW-2010-SS-00051-S01	FY 2010 Tribal Homeland Security Grant Program (THSGP)	2010	02/09/2010 07:15	Awarded	View Details | Print Application | View Announcement |
EMW-2010-RA-APP-00050	EMW-2010-RA-00050-S01	FY 2010 Transit Security Grant Program (TSGP)	2010	02/09/2010 07:22	Awarded	View Details | Print Application | View Announcement |
EMW-2010-PU-APP-00019	EMW-2010-PU-00019-S01	FY 2010 Port Security Grant Progam (PSGP)	2010	02/09/2010 07:24	Awarded	View Details | Print Application | View Announcement |
EMW-2010-ID-APP-00013	EMW-2010-ID-00013-S01	FY 2010 Driver's License Security Grant Program (DLSGP)	2010	02/09/2010 07:26	Awarded	View Details | Print Application | View Announcement |
EMW-2010-BG-APP-00018	EMW-2010-BG-00018-S01	FY 2010 Intercity Passenger Rail (IPR) (Amtrak) Program	2010	02/09/2010 07:30	Awarded	View Details | Print Application | View Announcement |
EMW-2010-EO-APP-00020	EMW-2010-EO-00020-S01	FY 2010 Emergency Operations Center Grant Program	2010	02/09/2010 07:32	Awarded	View Details | Print Application | View Announcement |
EMW-2010-BF-APP-00072	EMW-2010-BF-00072-S01	FY 2010 Buffer Zone Protection Program (BZPP)	2010	02/09/2010 07:33	Awarded	View Details | Print Application | View Announcement |

	NOTE: Use the Quick Filter and column filter tools as necessary to reduce the number of applications seen on the screen.
	NOTE: Applications listed with a status of *Revision Requested* have Update links, as they require additional information to be entered by the grantee. Applications listed with a status of *Submitted* have View Details links because they have already been submitted.

4 Click the Update link in the Action column next to the *Revision Requested* ND Grants Application
► The **Application Status** screen willl be displayed



5 Click any Incomplete or Not Started links on the Application Status screen to complete the ND Grants application

	NOTE: To complete the application, follow the detailed instructions in the next lesson (Module:3 Lesson:3)

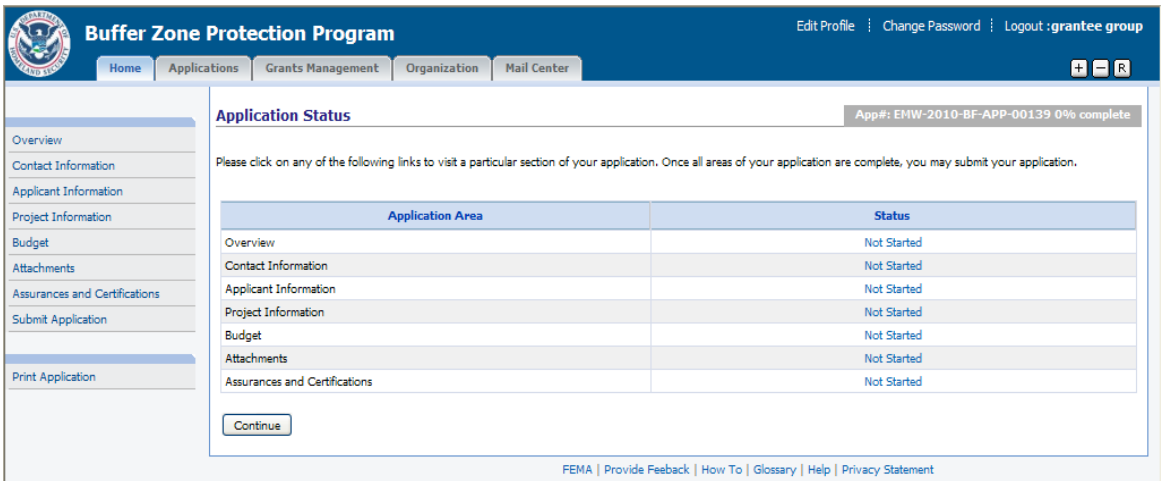
MODULE 3: LESSON 3: COMPLETING AN APPLICATION IN ND GRANTS

Applications that have been submitted in Grants.gov and approved for eligibility will be released be released back to the Grantee in ND Grants. Grantees will be notified via email that they can now complete their application in ND Grants.

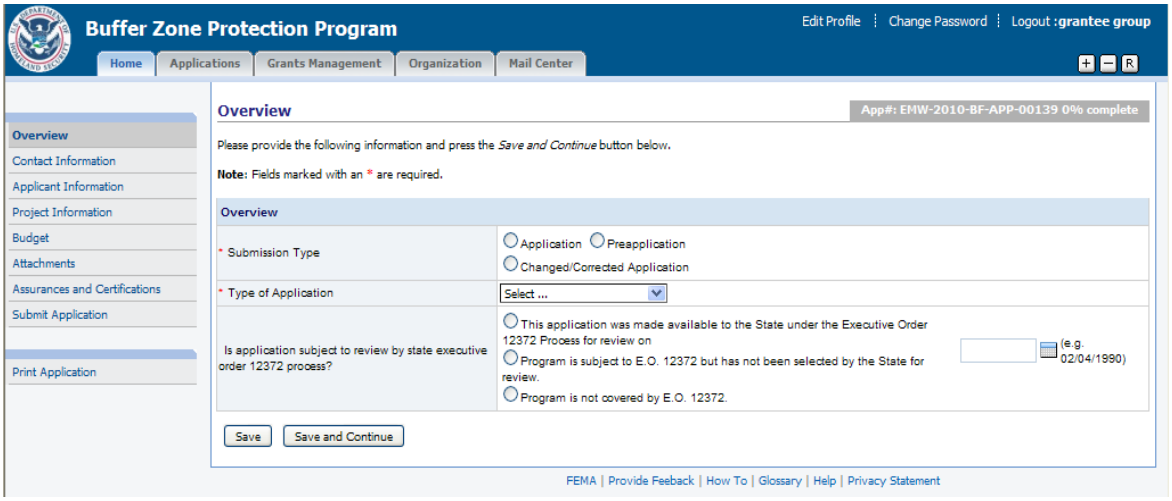
1 Click the ***Applications*** tab at the top of the screen

2 Click on the Monitor left hand menu link
► The **Monitor Submitted Applications** screen will be displayed, listing all applications with their status.

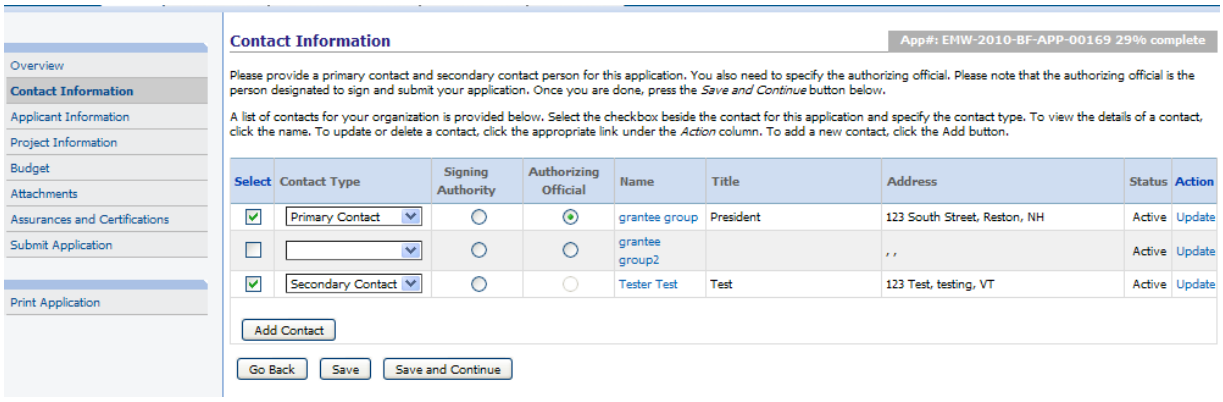
3 Click the Update link in the Action column next to the applications with *Revision Requested*
► The **Application Status** screen willl be displayed.



4 On the **Application Status** screen click the *Continue* button to start entering the application details
► The **Overview** screen will be displayed



5 Enter / select the requested information, then click the *Save and Continue* button to progress to the next section
► The next part of the application, the **Contact Information** screen will be displayed. The screen will be listing the default contacts previously setup for the organization



6 Add or Update the contacts as appropriate:

I. Click the *Add* button to add an additional contact for the application or Click the Update link to update a contact

II. Select two contacts to be used for the application by checking the Select checkbox

III. Select the Contact Type from the Contact Type dropdown list for each of the two selected contacts

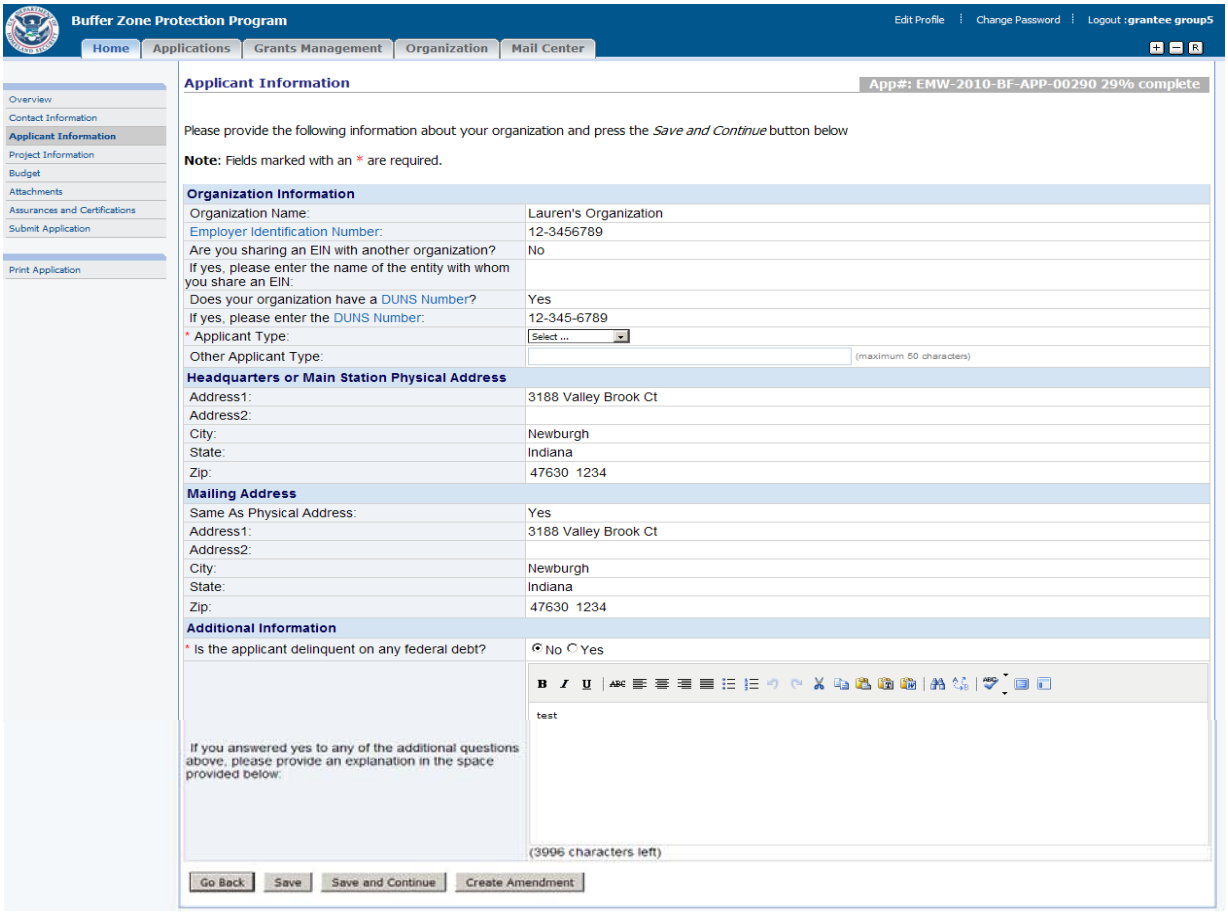
	NOTE: You must select one of the contacts as a *Primary Contact* and one as a *Secondary Contact*. You must select ***only one Primary Contact*** and **only one *Secondary Contact.***

IV. Select a contact who is the Signing Authority for the organization by selecting the Signing Authority radio button

	NOTE: The contact designated as the Signing Authority does not need to be an ND Grants system user.

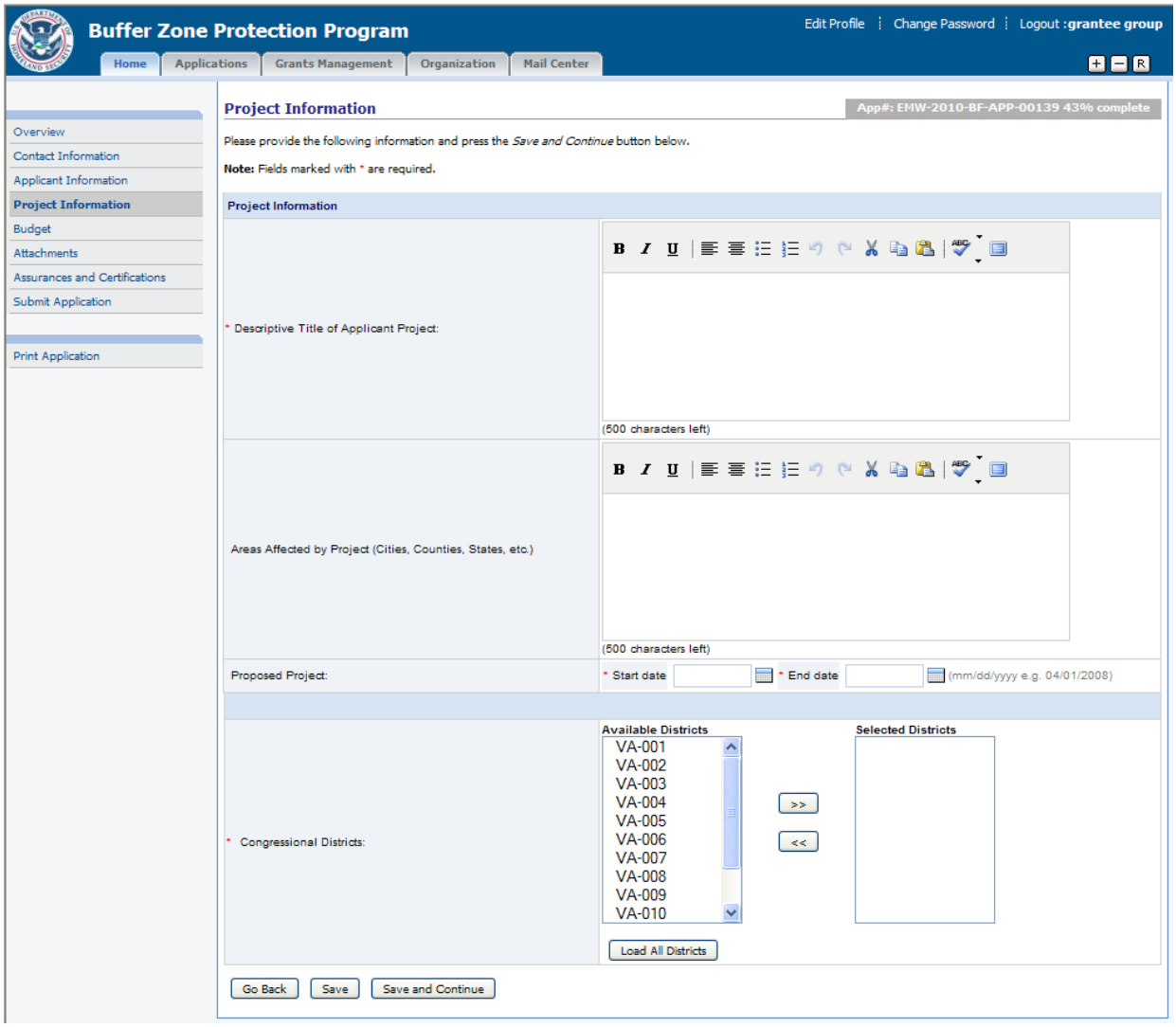
V. Select a contact who is the Authorizing Official and is authorized or designated to sign the application within ND Grants

VI. Click the *Save and Continue* button
► The **Applicant Information** screen will be displayed



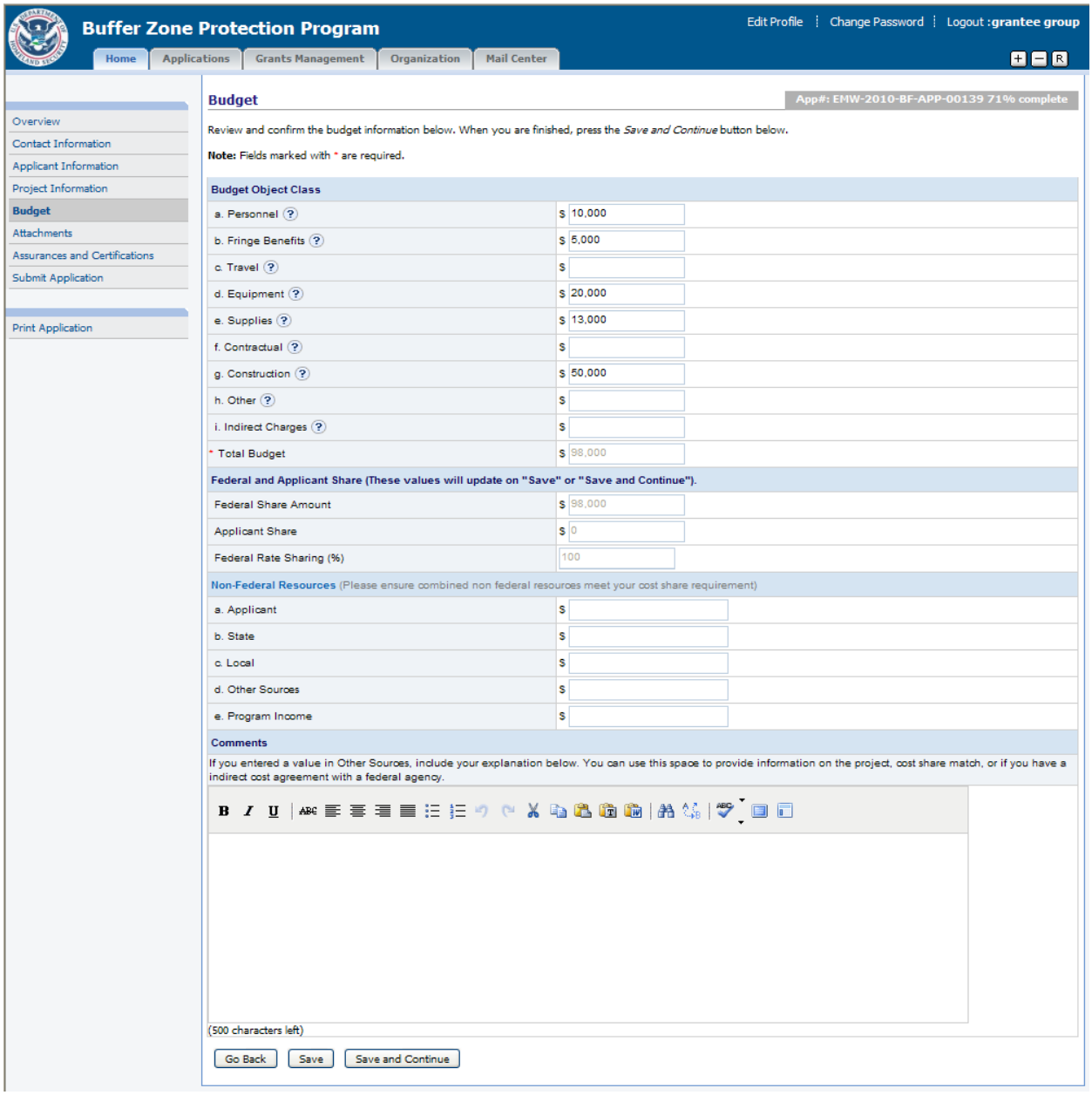
7 Enter/ Update the applicant details, then click the *Save and Continue* button
► The **Project Information** screen will be displayed

	NOTE: You can only update organization information on the **Applicant Information** screen if you have the Organization Administrator privilege for the organization and no applications have been submitted by the organization. The applicant fields on the **Applicant Information** screen can be updated at any time. If the organization address needs to be changed and applications have already been submitted, click the Create Amendment button to create an Organization Address Change amendment before submitting the application.



8 Enter / select the information requested and click the *Save and Continue* button
► The **Budget** screen will be displayed

NOTE: You can upload Investment Justifications as attachments.

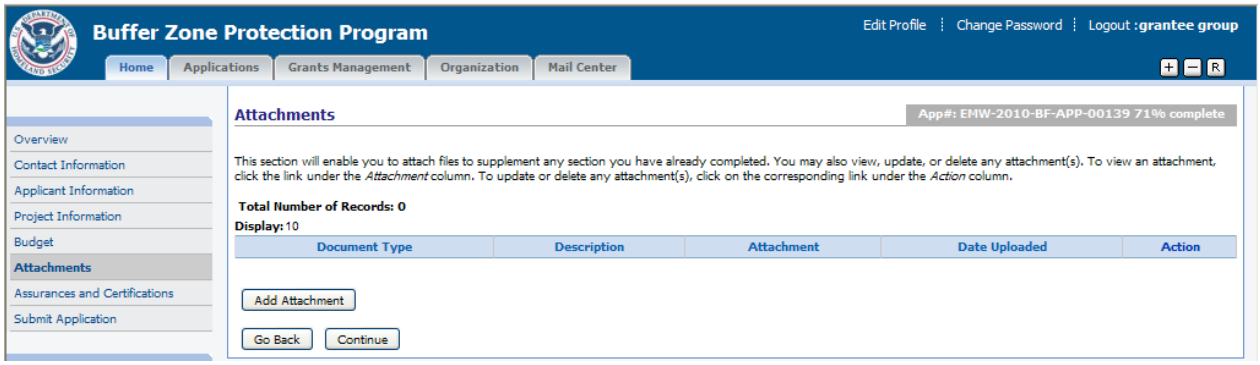


9 Enter your budget on the **Budget** screen using the appropriate fields. These funding requests are organized according to their corresponding Budget Object Class categories.

I. Enter a breakdown of the Applicant Share $ amount in the text boxes for Applicant, State, Local, Other Sources, and Program Income. The total amount of all these entries must equal the Applicant share of the budget.

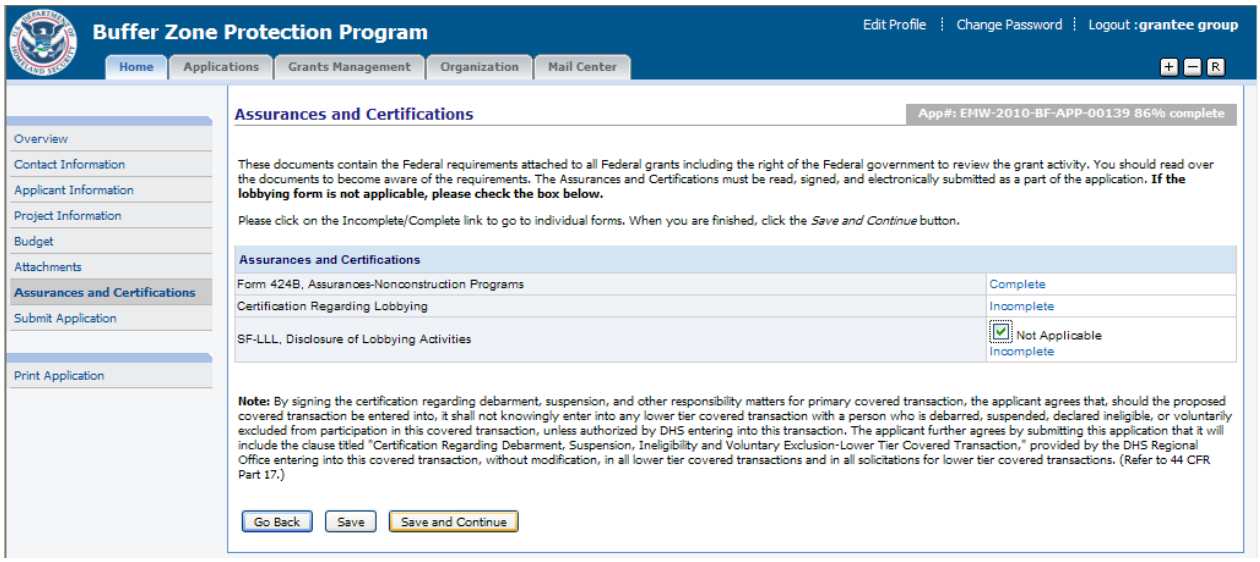
II. Enter your Comments, if required

III. Click the *Save and Continue* button
► The **Attachments** screen (for the application) will be displayed



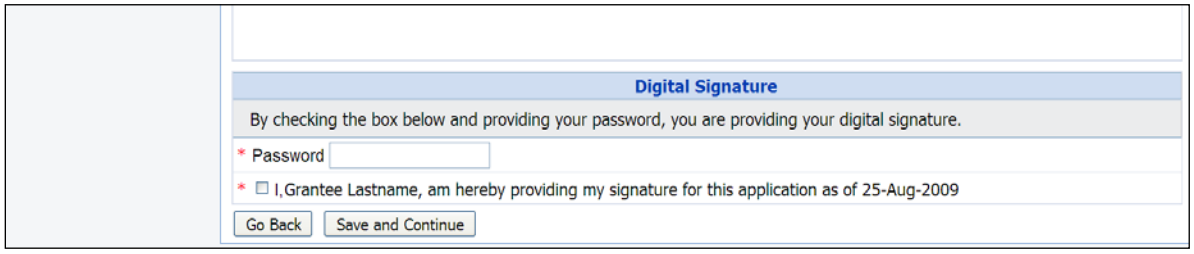
10 Add any applicable attachments for the application and make sure to select the document type. If your application requires you to submit Investment Justification(s), you can upload them here.

11 After you finished adding attachments click the *Continue* button
► The **Assurances and Certifications** screen will be displayed



12 The screen lists all the Assurances and Certifications documents that are required for the application. An Incomplete link next to a document means that the corresponding document has not yet been signed.

13 For each unsigned Assurance / Certification document, you must either click its Incomplete link to view and sign, or check the *Not Applicable* box (if the box is displayed)
► When you click the Incomplete link, the corresponding Assurance / Certification document will be displayed

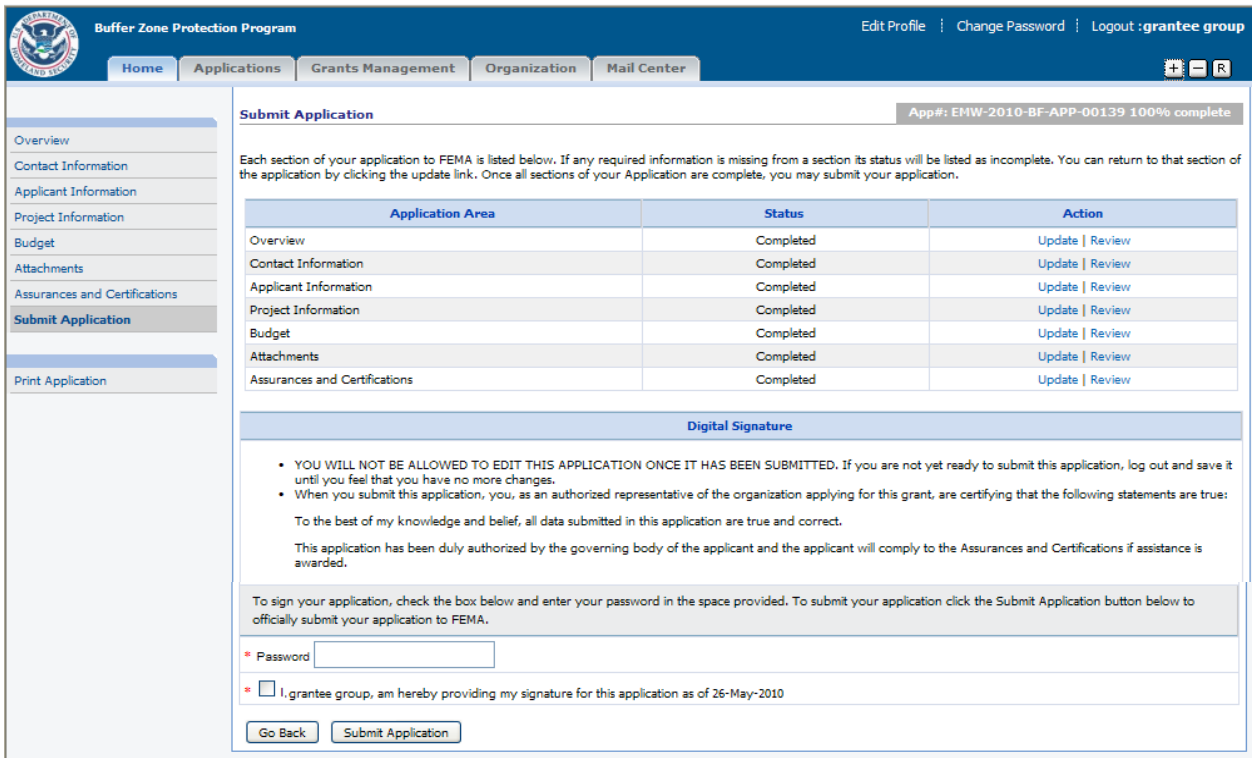


14 You must sign the document by:

- Entering your password in the Password text box
- Clicking the Certification Check Box

15 Click the Save and Continue button to return to the **Assurances and Certifications** screen
► The signed section will now show a Complete link next to it

16 After all the documents have been either signed or marked Not Applicable, click the *Save and Continue* button
► The **Submit Application** screen will be displayed



NOTE: The *Submit Application* button will only appear on the **Submit Application** screen when all the application sections are marked Completed and if you are designated as the Authorizing Official for the application.

Once the application is submitted, you will not be able to edit the application.

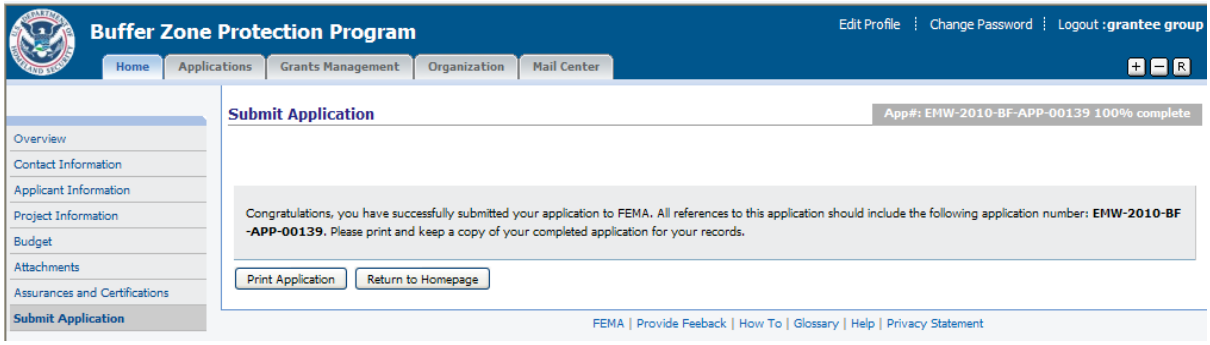
You can go directly to any section of the application by clicking:

- The left hand menu link of the application section
- The Update link in the Action column

17 Provide your electronic signature by entering your password and checking the certification checkbox

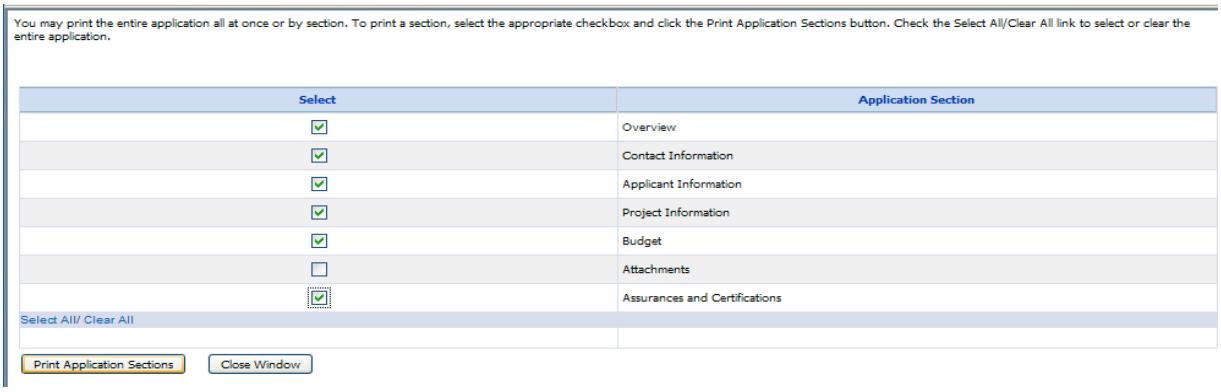
NOTE: You **must** be designated as the Authorizing Official in the Contact Information section for the application to sign and submit it.

18 Click the *Submit Application* button
► The **Submit Application** (confirmation) screen will be displayed to indicate that your application was accepted



NOTE: The Application Number of the submitted application will be displayed in the gray box near the top of the screen.

19 Click the *Print Application* button to print a copy of the application
► The **Print Application** screen will be displayed



20 Select the application sections you want to print, then click the *Print Application Sections* button
► The application sections you selected, along with a standard Windows Print Dialog Box will be displayed

21 Select the printer then click the *Print* button on the Print Dialogue box

22 The displayed application sections will be printed.

MODULE 3: SUMMARY

After completing this module, you should be able to begin an application in Grants.Gov and then view, complete, and submit an application in ND Grants.

MODULE 4: GRANTS MANAGEMENT FUNCTIONS

MODULE 4: OVERVIEW

The ***Grants Management*** tab allows grantees to perform post-award functions. These functions currently include:

- Reviewing Award Packages for acceptance or rejection
- Viewing accepted or rejected Award Packages
- Downloading 1199A Standard Direct Deposit Forms
- Creating and viewing amendments to Award Packages
- Submitting Performance Reports

To perform any Grants Management function, you must first click the ***Grants Management*** tab at the top of the screen.

MODULE 4: OBJECTIVES

At the end of this module, you should be able to:

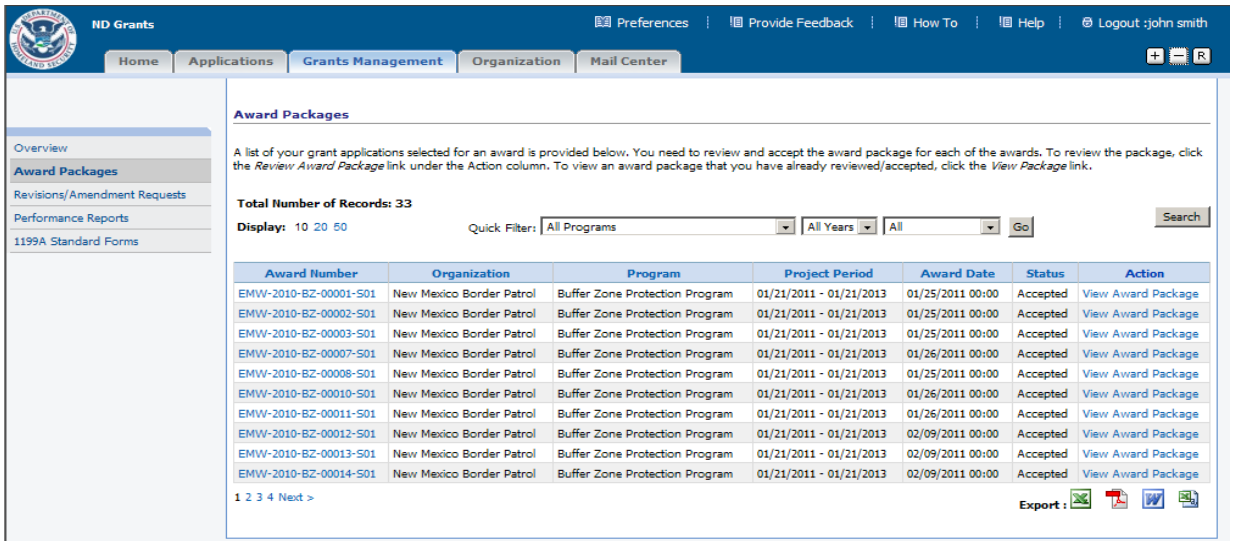
- Accept or reject an award
- View each section of the Award Package
- Understand the process to download and submit an 1199A standard direct deposit form
- Create an amendment to an Award Package
- View and submit Performance Reports

MODULE 4: LESSON 1: REVIEWING, ACCEPTING AND REJECTING AN AWARD

The Award Packages section lists all applications for your organization that have undergone all FEMA reviews and have been approved and selected for award. Award Packages for any applications that have been approved for award, but not yet accepted by the grantee are listed with a Review Award Package link in the Action column. In order to proceed further (i.e., request payments, etc.), you need to accept the Award Package. You also have the option of declining the award package, if necessary.

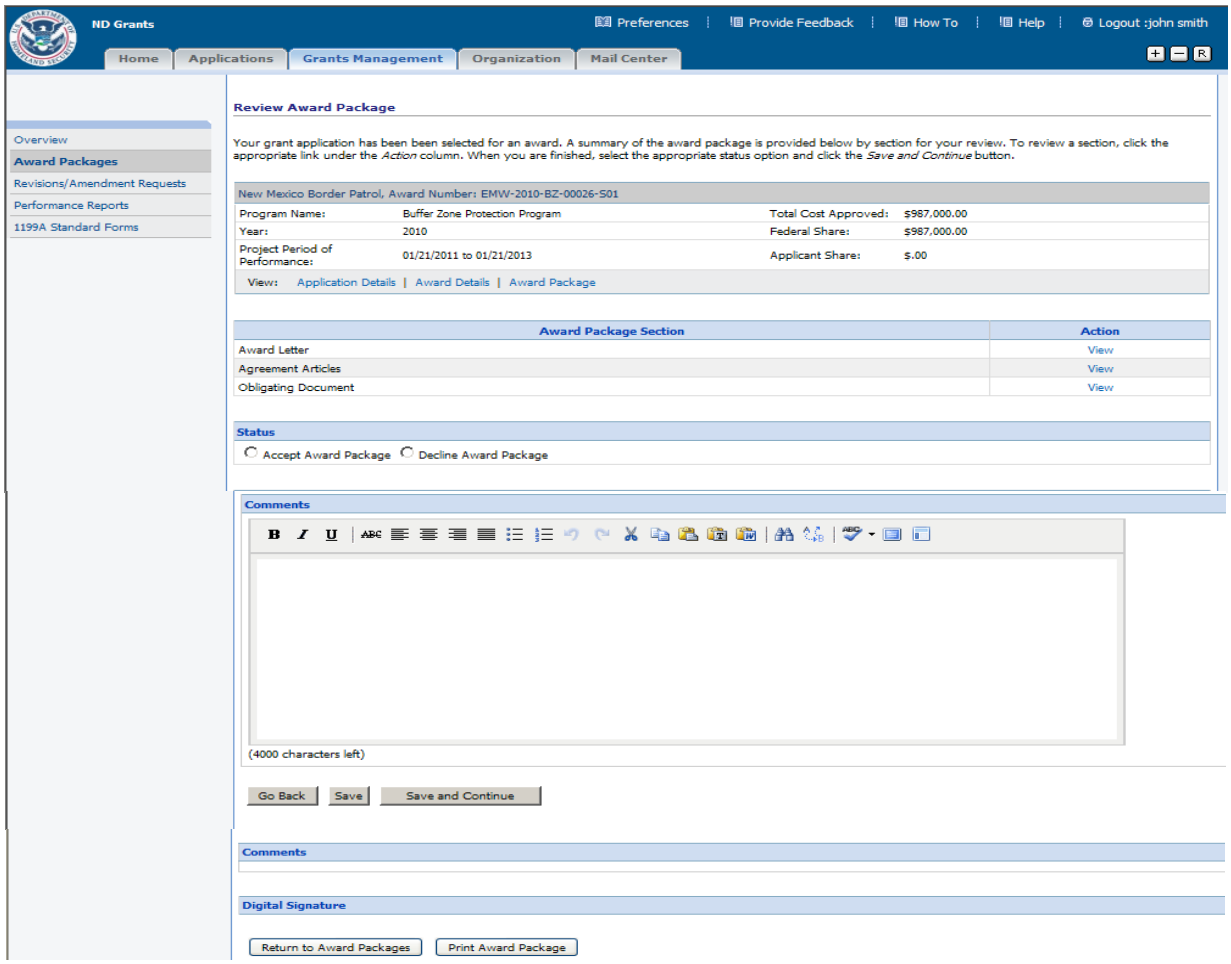
	NOTE: Only users designated as the Authorizing Official for the award can accept or decline an award package.

1 Under the ***Grants Management*** tab click the Award Packages left hand menu link
► The **Award Packages** screen will be displayed



2 Locate the award that you are looking for. If you do not see it listed on the screen, click the *Search* button or use the *Quick Filter* options to find it.

3 Click the Review Award Package link for the award you want to review
► The **Review Award Package** screen will be displayed



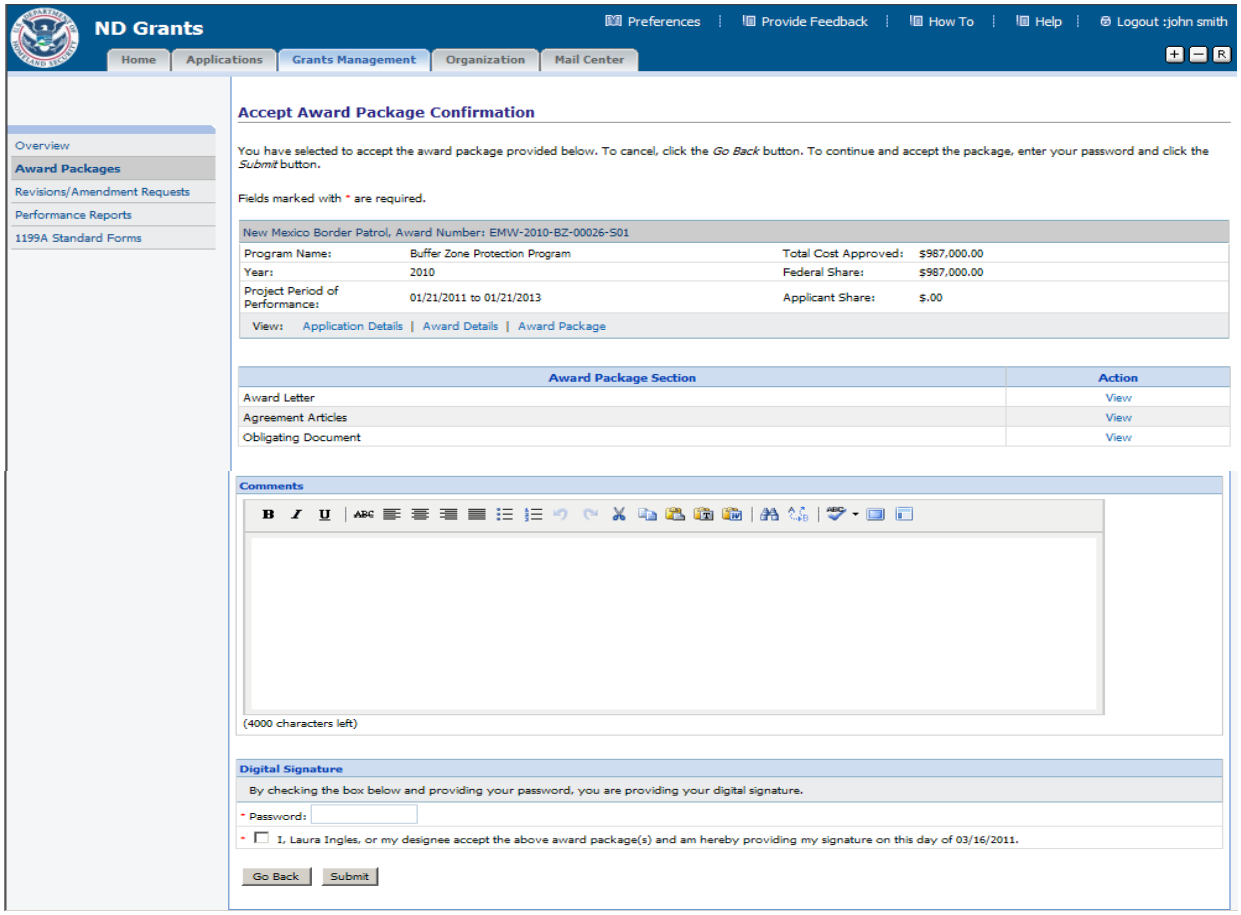
4 Click the View links to view the sections of the award

5 After reviewing all the sections of the award, you can select to Accept or Decline the award package

I. If you decline the award, enter the reason for declining it in the *Comments* box

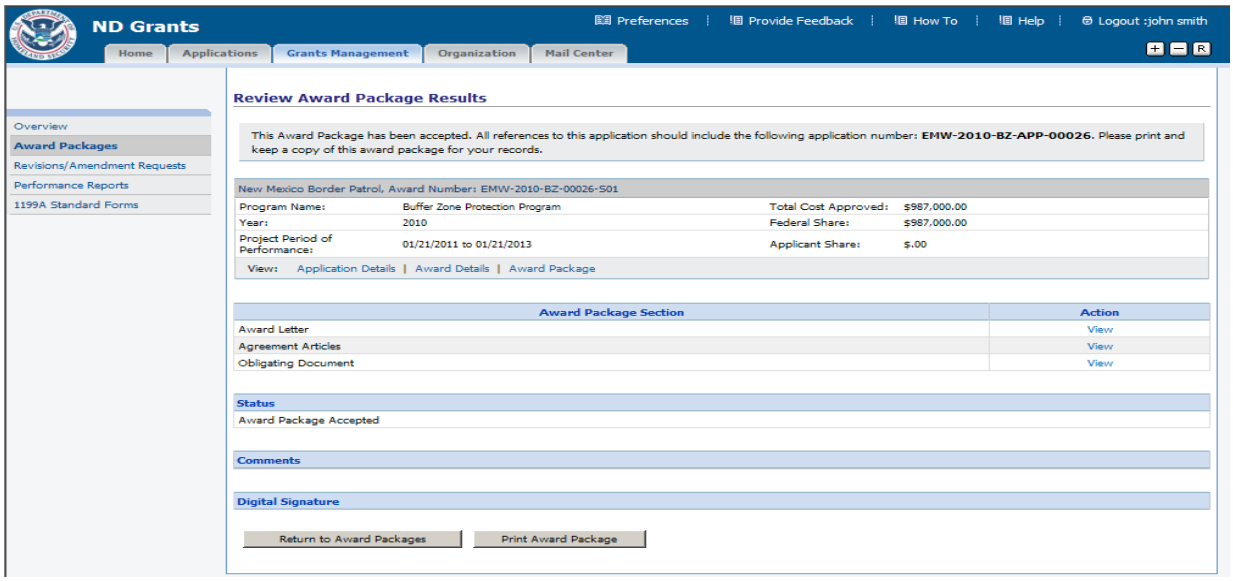
6 Click the Save and Continue button

► The **Accept Award Package Confirmation** screen or the **Decline Award Package Confirmation** screen will be displayed, depending on whether you accepted or declined the Award Package



7 Sign and certify your acceptance or denial, then click the *Submit* button

► The **Review Award Package Results** screen will be displayed to confirm your acceptance or denial



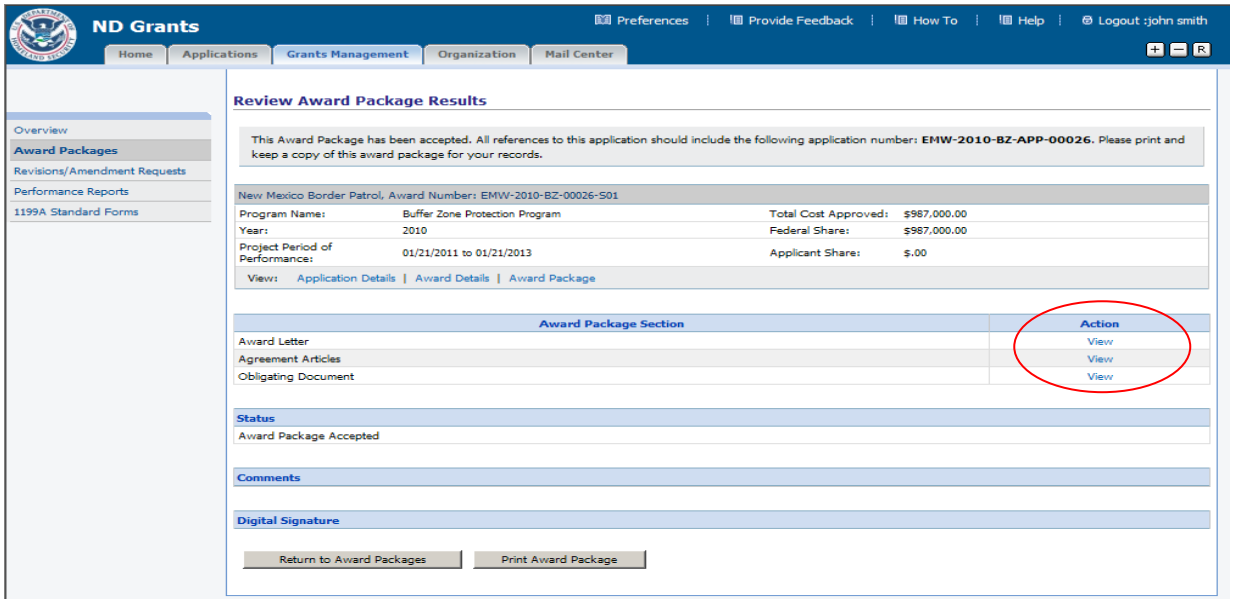
8 Click the *Return to Award Packages* button
► You will be returned to the **Award Packages** screen

MODULE 4: LESSON 2: VIEWING AN AWARD

Award Packages that have already been accepted or rejected by the Authorizing Official are listed with a View Award Package link in the Action column.

1 Under the ***Grants Management*** tab, click the Award Packages left hand menu link
► The **Award Packages** screen will be displayed

2 Find an award from the list, and click the View Award Package link
► Depending on whether the award was previously accepted or rejected, the Review **Award Package Results** screen will display a gray text box near the top of the screen indicating the status of the Award Package.



3 Click on the View link to view any sections of the award

	NOTE: The Status section of the screen indicates whether your organization accepted or rejected the award. The Comments section states the reason why the award was declined (or perhaps why the award was accepted)

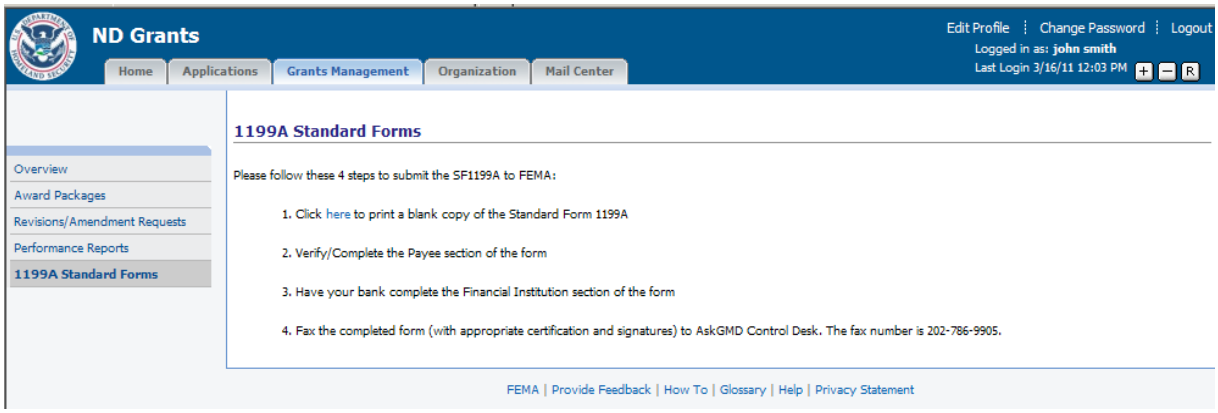
4 Click the *Return to Award Packages* button
► The **Award Packages** screen will be re-displayed

MODULE 4: LESSON 3: SUBMITTING AN 1199A FORM (DIRECT DEPOSIT SIGN-UP FORM)

After you accept an Award Package, you ***must*** submit a current SF1199A Direct Deposit form for the organization that accepted the Award Package. This must be done to ensure that the information regarding your organization's financial institution is correct.

1 Under the ***Grants Management*** tab click the 1199A Standard Forms left hand menu link

2 Click the link called '*Click **here** to print a blank copy of the Standard Form 1199A*'. (This appears as step 1 at the top of the screen)



3 Manually enter the requested information on the SF-1199A that you just printed

4 Bring the SF-1199A to your Financial Institution

   I. Have your financial institution fill out sections 2 and 3

   II. Have your financial institution sign the form

5 Fax the completed SF-1199A form (with appropriate certification and signatures) to FEMA. The fax number is 202-786-9905

MODULE 4: LESSON 4: VIEWING AMENDMENTS FOR AWARD PACKAGES

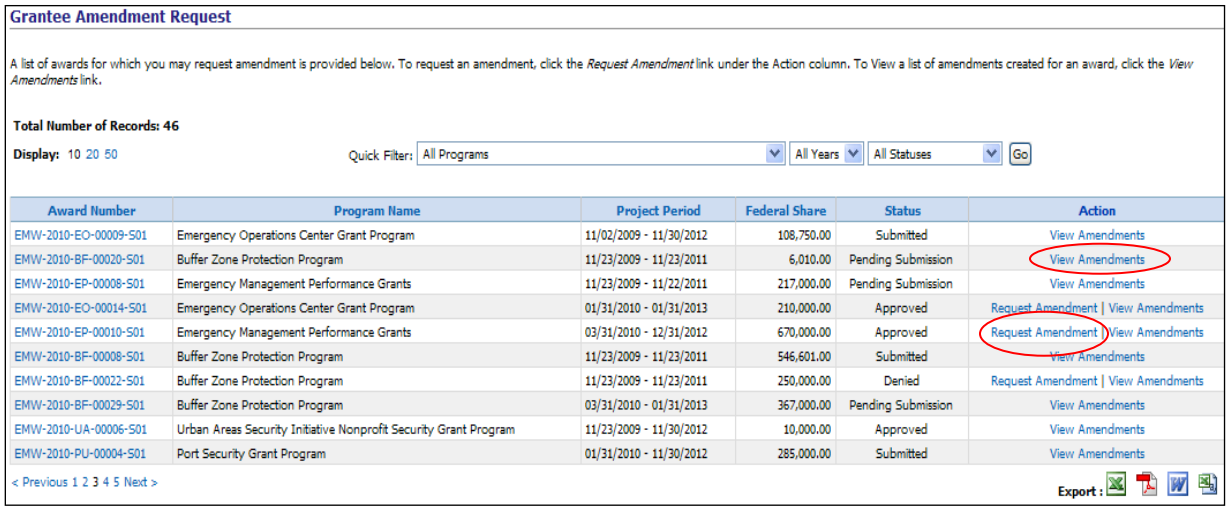
Once you received an award package, you can make changes to it by submitting an amendment request. Generally, there are two types of amendments: 1) one that requires a FEMA internal review or 2) one that does not require a FEMA internal review. You cannot create an amendment combining amendment types with approvals with those that do not require approvals.

The following types of amendments/changes can be requested through the system:

- **Period of Performance** – requires FEMA internal review
- **Authorizing Official** - requires FEMA internal review
- **Cost** - requires FEMA internal review
- **Scope of Work** - requires FEMA internal review
- **Other** - requires FEMA internal review
- **Contact** – does not require FEMA internal review

1 To view amendments click on the ***Grants Management*** tab

2 Click the Revisions/Amendment Requests left hand menu link
► The **Grantee Amendment Request** screen will be displayed, listing all awards



Grantee Amendment Request

A list of awards for which you may request amendment is provided below. To request an amendment, click the *Request Amendment* link under the Action column. To View a list of amendments created for an award, click the *View Amendments* link.

Total Number of Records: 46

Display: 10 20 50 Quick Filter: All Programs | All Years | All Statuses | Go

Award Number	Program Name	Project Period	Federal Share	Status	Action
EMW-2010-EO-00009-S01	Emergency Operations Center Grant Program	11/02/2009 - 11/30/2012	108,750.00	Submitted	View Amendments
EMW-2010-BF-00020-S01	Buffer Zone Protection Program	11/23/2009 - 11/23/2011	6,010.00	Pending Submission	View Amendments
EMW-2010-EP-00008-S01	Emergency Management Performance Grants	11/23/2009 - 11/22/2011	217,000.00	Pending Submission	View Amendments
EMW-2010-EO-00014-S01	Emergency Operations Center Grant Program	01/31/2010 - 01/31/2013	210,000.00	Approved	Request Amendment | View Amendments
EMW-2010-EP-00010-S01	Emergency Management Performance Grants	03/31/2010 - 12/31/2012	670,000.00	Approved	Request Amendment | View Amendments
EMW-2010-BF-00008-S01	Buffer Zone Protection Program	11/23/2009 - 11/23/2011	546,601.00	Submitted	View Amendments
EMW-2010-BF-00022-S01	Buffer Zone Protection Program	11/23/2009 - 11/23/2011	250,000.00	Denied	Request Amendment | View Amendments
EMW-2010-BF-00029-S01	Buffer Zone Protection Program	03/31/2010 - 01/31/2013	367,000.00	Pending Submission	View Amendments
EMW-2010-UA-00006-S01	Urban Areas Security Initiative Nonprofit Security Grant Program	11/23/2009 - 11/30/2012	10,000.00	Approved	View Amendments
EMW-2010-PU-00004-S01	Port Security Grant Program	01/31/2010 - 11/30/2012	285,000.00	Submitted	View Amendments

< Previous 1 2 3 4 5 Next > Export :

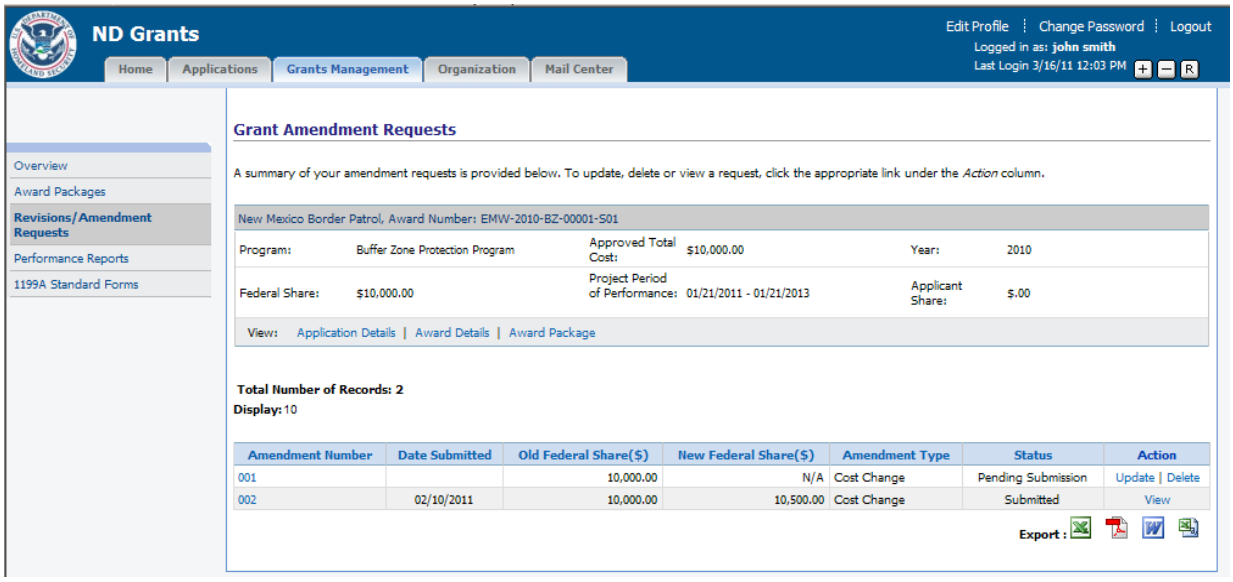
3 You can filter the awards shown on the screen by Program, Fiscal Year and Status

	NOTE: The statuses that can be selected for filtering are: All Statuses, Pending Action, Pending Submission, Released, Submitted, Approved, Denied, Deleted or No Amendments

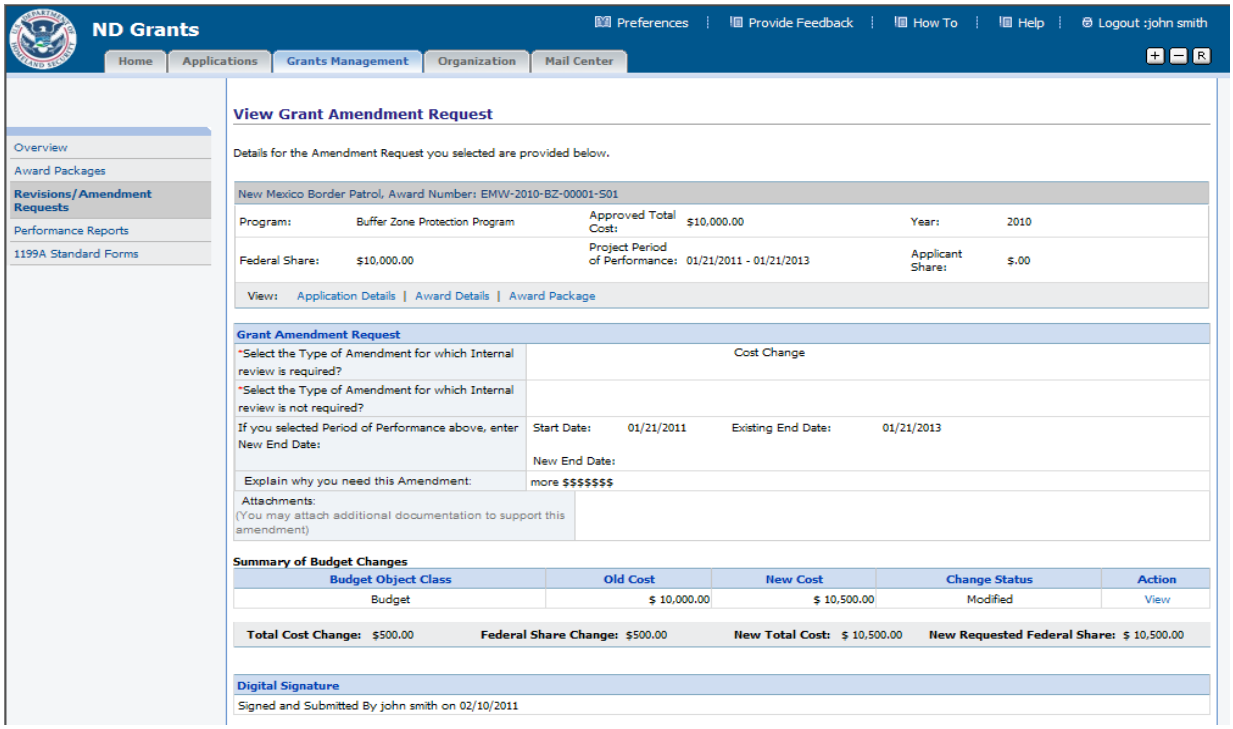
4 The View Amendments link will be displayed for any award that has at least one pending amendment, indicating that you will not be able to submit another amendment until the pending amendment was approved or denied.

5 To view amendments for an award, click the View Amendments link corresponding to the award
► The **Grantee Amendment Requests** screen will be displayed, listing all the amendments for the award, including the Amendment Number, Date Submitted, Old and New Federal Share, Amendment Type, Status and the actions you can perform.

NOTE: The Request Amendment link will be displayed for awards that have no pending amendment requests, allowing you to create an amendment for the award.



6 Click the View link next to the amendment you would like to review
► The **View Grant Amendment Request** screen will be displayed, allowing you to view your submitted amendment request



7 On the **Grantee Amendment Requests** screen, click the Amendment Letter link if you would like to read the amendment letter corresponding to your approved amendment request

MODULE 4: LESSON 5: CREATING AMENDMENTS FOR AWARD PACKAGES

You will only be able to create a new amendment if there are not any pending amendments or deobligations for the award. Based on the amendment types selected, the appropriate application sections will be available for you to update. You will also be able to upload attachments with the amendments.

	NOTE: Only the Authorizing Official can submit amendments.

PERIOD OF PERFORMANCE AMENDMENT

The "Period of Performance Amendment" allows the grantee to submit a request changing the established period of performance for the award.

1 Click the ***Grants Management*** tab at the top of the screen

2 Click the Revisions/Amendment Requests left hand menu link
► The **Grantee Amendment Request** screen will be displayed, listing all awards with amendments

Grantee Amendment Request

A list of awards for which you may request amendment is provided below. To request an amendment, click the *Request Amendment* link under the Action column. To View a list of amendments created for an award, click the *View Amendments* link.

Total Number of Records: 46

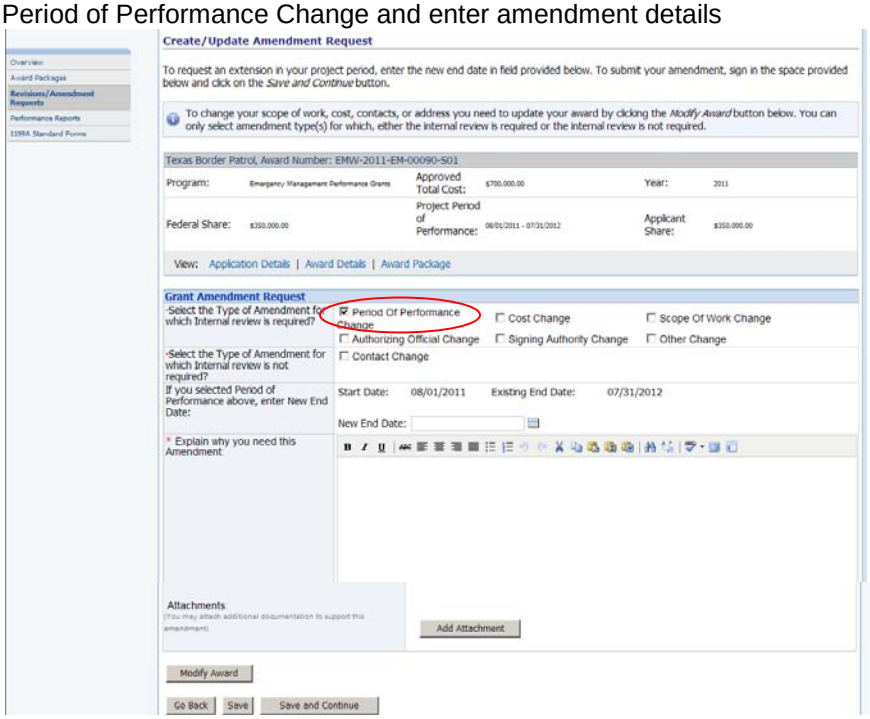
Display: 10 20 50 Quick Filter: All Programs | All Years | All Statuses | Go

Award Number	Program Name	Project Period	Federal Share	Status	Action
EMW-2010-EO-00009-S01	Emergency Operations Center Grant Program	11/02/2009 - 11/30/2012	108,750.00	Submitted	View Amendments
EMW-2010-BF-00020-S01	Buffer Zone Protection Program	11/23/2009 - 11/23/2011	6,010.00	Pending Submission	View Amendments
EMW-2010-EP-00008-S01	Emergency Management Performance Grants	11/23/2009 - 11/22/2011	217,000.00	Pending Submission	View Amendments
EMW-2010-EO-00014-S01	Emergency Operations Center Grant Program	01/31/2010 - 01/31/2013	210,000.00	Approved	Request Amendment | View Amendments
EMW-2010-EP-00010-S01	Emergency Management Performance Grants	03/31/2010 - 12/31/2012	670,000.00	Approved	Request Amendment | View Amendments
EMW-2010-BF-00008-S01	Buffer Zone Protection Program	11/23/2009 - 11/23/2011	546,601.00	Submitted	View Amendments
EMW-2010-BF-00022-S01	Buffer Zone Protection Program	11/23/2009 - 11/23/2011	250,000.00	Denied	Request Amendment | View Amendments
EMW-2010-BF-00029-S01	Buffer Zone Protection Program	03/31/2010 - 01/31/2013	367,000.00	Pending Submission	View Amendments
EMW-2010-UA-00006-S01	Urban Areas Security Initiative Nonprofit Security Grant Program	11/23/2009 - 11/30/2012	10,000.00	Approved	View Amendments
EMW-2010-PU-00004-S01	Port Security Grant Program	01/31/2010 - 11/30/2012	285,000.00	Submitted	View Amendments

< Previous 1 2 3 4 5 Next > Export :

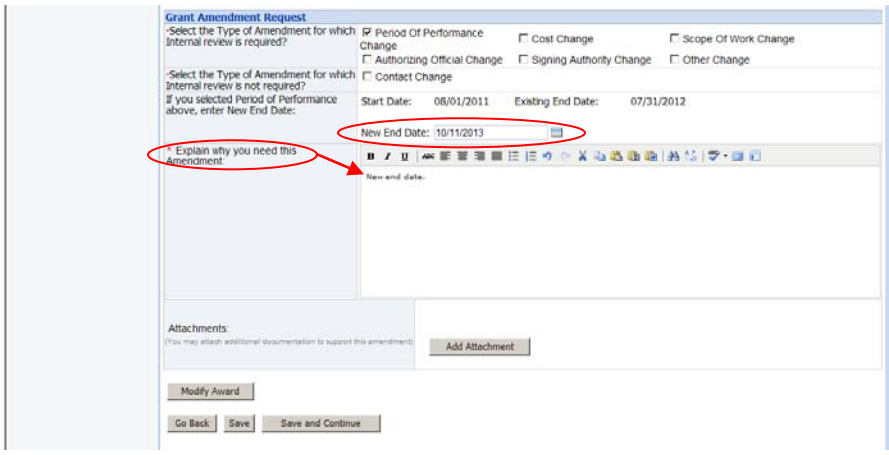
3 To create Period of Performance amendment click on the Request Amendment link next to the award for which you would like to create the amendment

► The **Create / Update Amendment Request** screen will be displayed, allowing you to select Period of Performance Change and enter amendment details

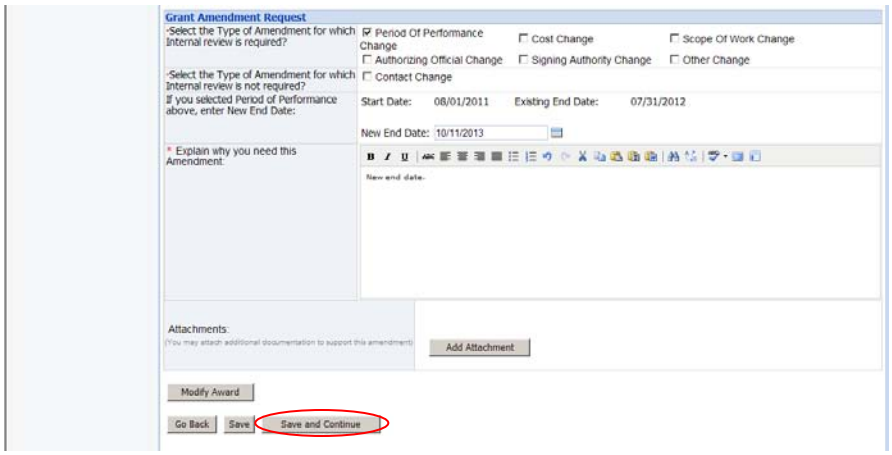


4 Fill out all required fields, including your explanation for amendment request and a new period of performance end date.

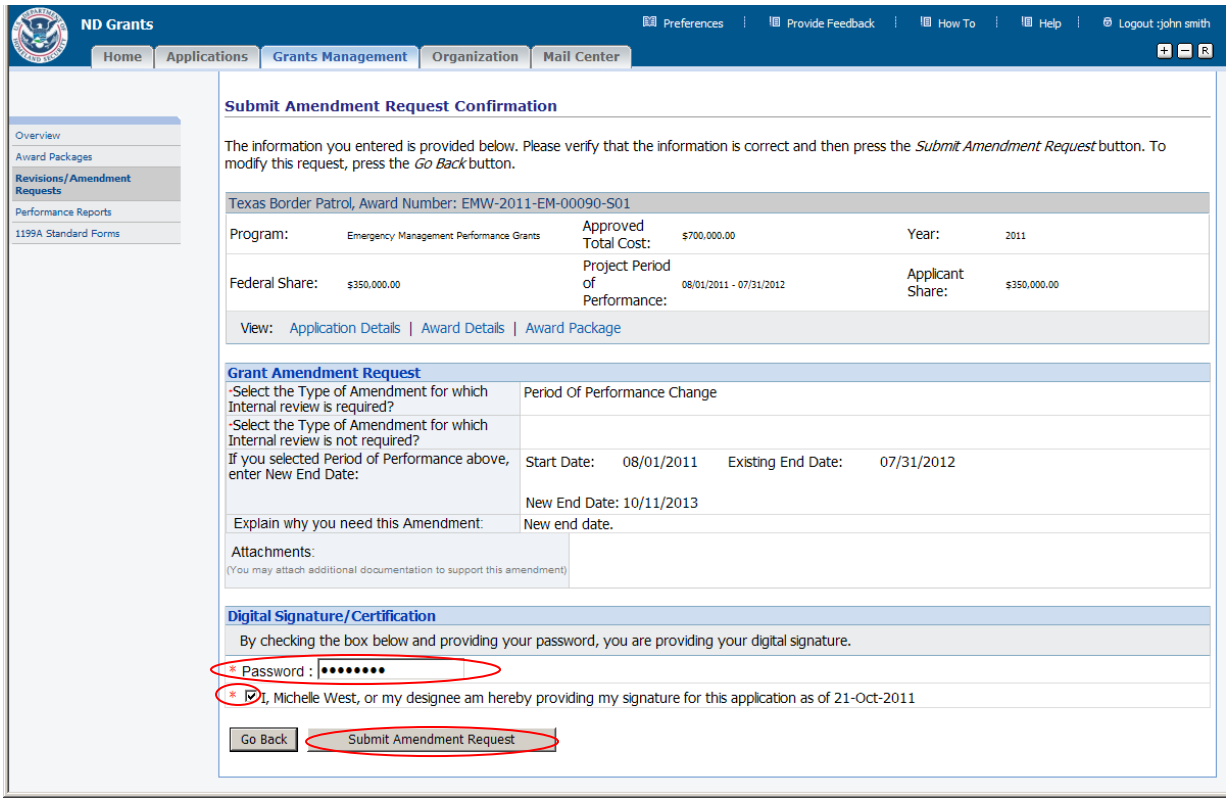
►You can select multiple amendment types at one time, but you cannot combine the Contact Change amendment type with any other amendment type. If you need to create both a Contact Change amendment and another amendment, create the Contact Change amendment first as this type of amendment will be approved automatically.



5 Establishing the Period of Perofrmance Grant Amendment Request does not require the *Modify Award* button to be elected. Click the *Save and Continue* button.

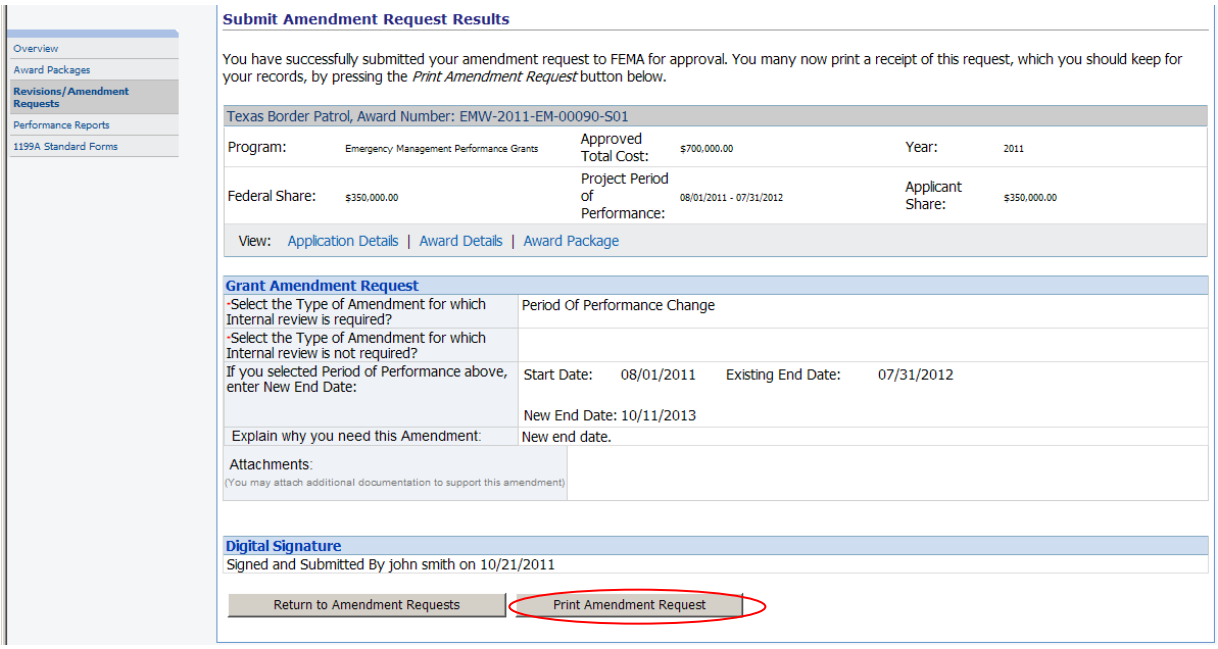


6 The **Submit Amendment Request Confirmation** screen will be displayed. Sign and certify the request by entering your password and checking the certification checkbox then click the *Submit Amendment Request* button



7 The **Submit Amendment Request Results** screen will be displayed

►You can print the Amendment Request Results by clicking the *Print Amendment Request* button



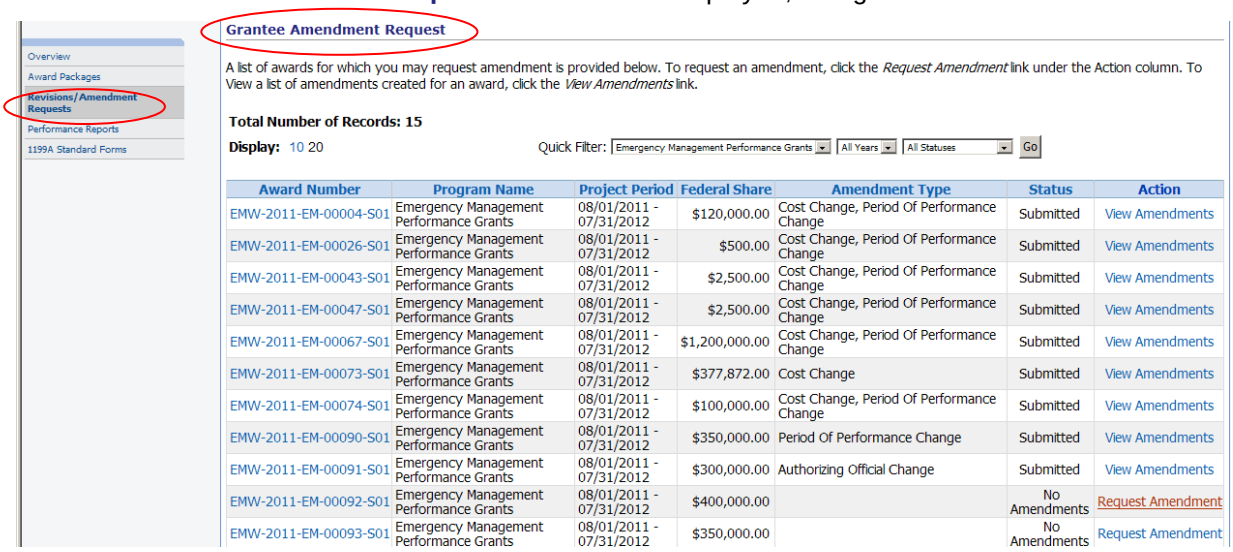
AUTHORIZING OFFICIAL AMENDMENT

The "Authorizing Official Amendment" allows the grantee to submit a request to change the current the Authorizing Official for the award.

8 Click the ***Grants Management*** tab at the top of the screen.

9 Click the Revisions/Amendment Requests left hand menu link.

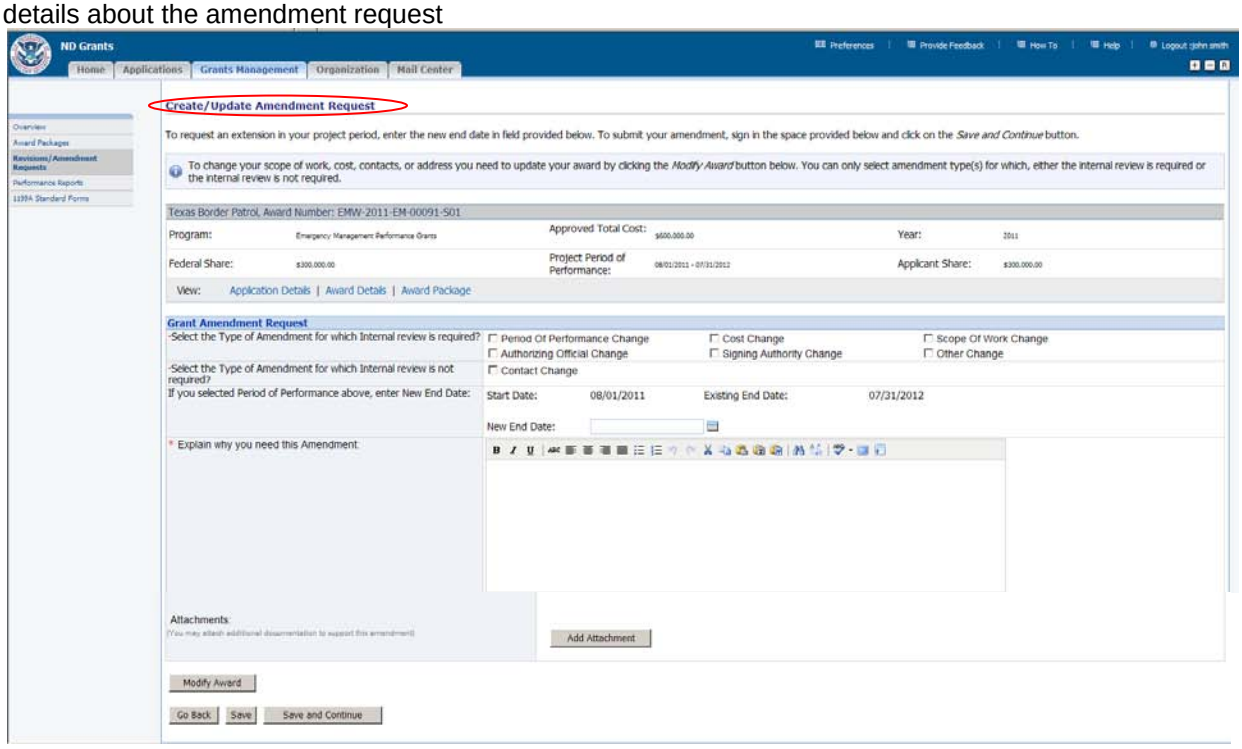
► The **Grantee Amendment Request** screen will be displayed, listing all awards with amendments



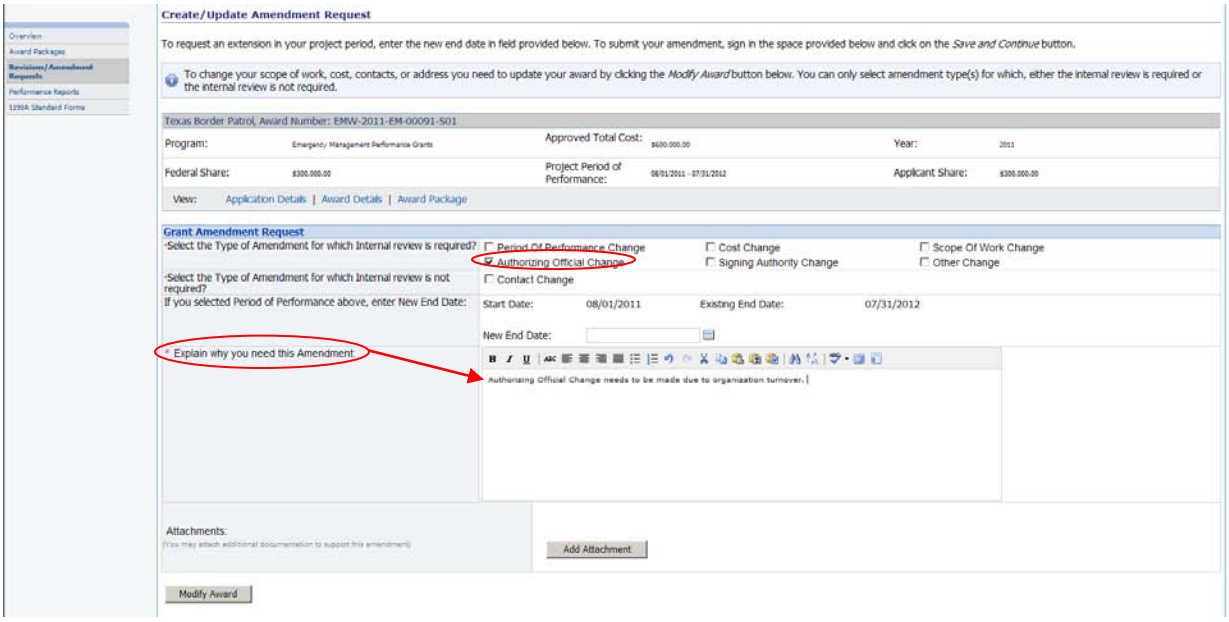
Award Number	Program Name	Project Period	Federal Share	Amendment Type	Status	Action
EMW-2011-EM-00004-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$120,000.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00026-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$500.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00043-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$2,500.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00047-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$2,500.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00067-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$1,200,000.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00073-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$377,872.00	Cost Change	Submitted	View Amendments
EMW-2011-EM-00074-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$100,000.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00090-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$350,000.00	Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00091-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$300,000.00	Authorizing Official Change	Submitted	View Amendments
EMW-2011-EM-00092-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$400,000.00		No Amendments	Request Amendment
EMW-2011-EM-00093-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$350,000.00		No Amendments	Request Amendment

10 To create an amendment click on the Request Amendment link next to the award for which you would like to create the authorizing official amendment.

► The **Create / Update Amendment Request** screen will be displayed, allowing you to enter details about the amendment request



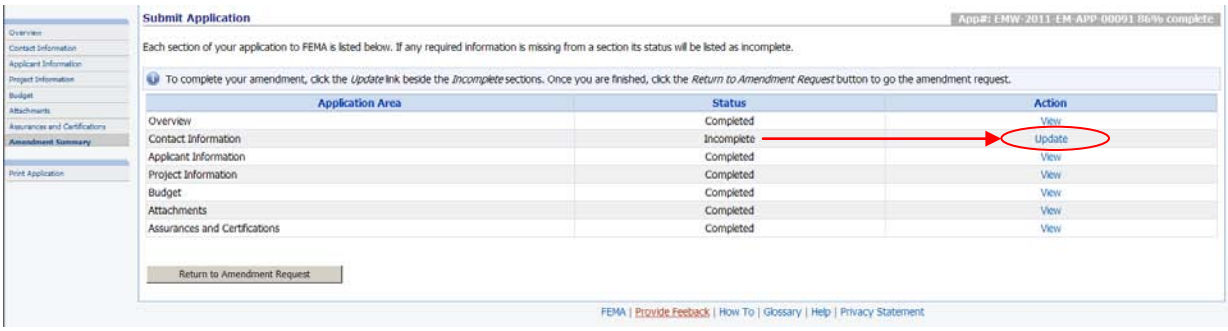
11 Fill out all required fields,selecting the check box for “Authorizing Official Change” and including your explanation to request the amendment



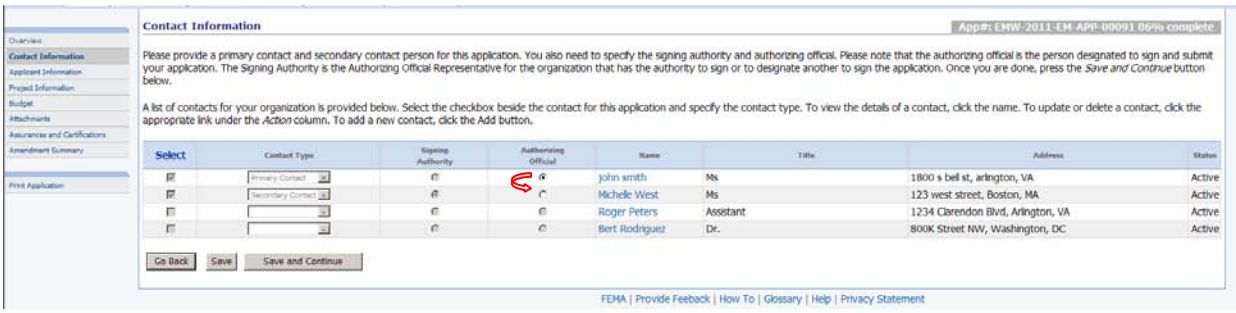
12 Click the *Modify Award* button to update the appropriate section(s) within the award as well
► The **Application Status** screen will be displayed, listing the different application sections

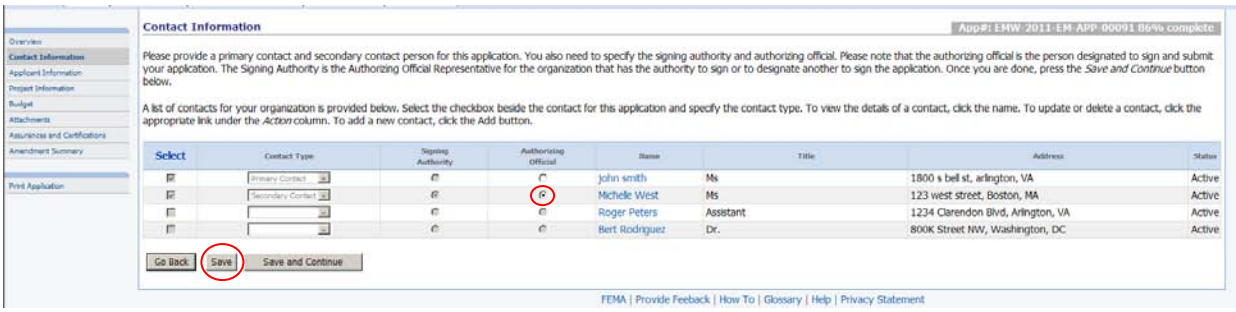
	NOTE: Sections that will need to be updated will indicate a status of “incomplete” on the individual application section screens.

13 The Contact Information application area will now have a status of incomplete and the Action column for Contact Information will now allow the user to select the Update link. To continue with the Authorizing Official change, click on the corresponding Update link.

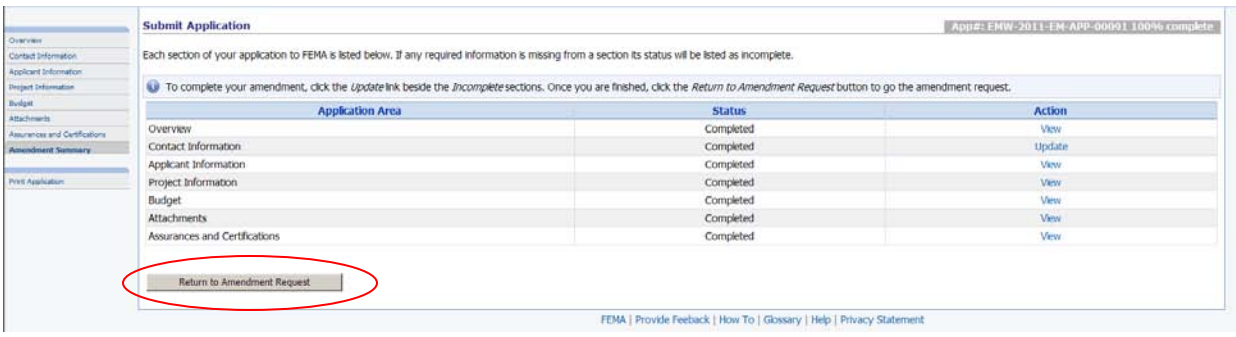


14 The Contact Information screen is displayed as seen in the figures below. Update the Authorizing Official information as appropriate and click the *Save* button.

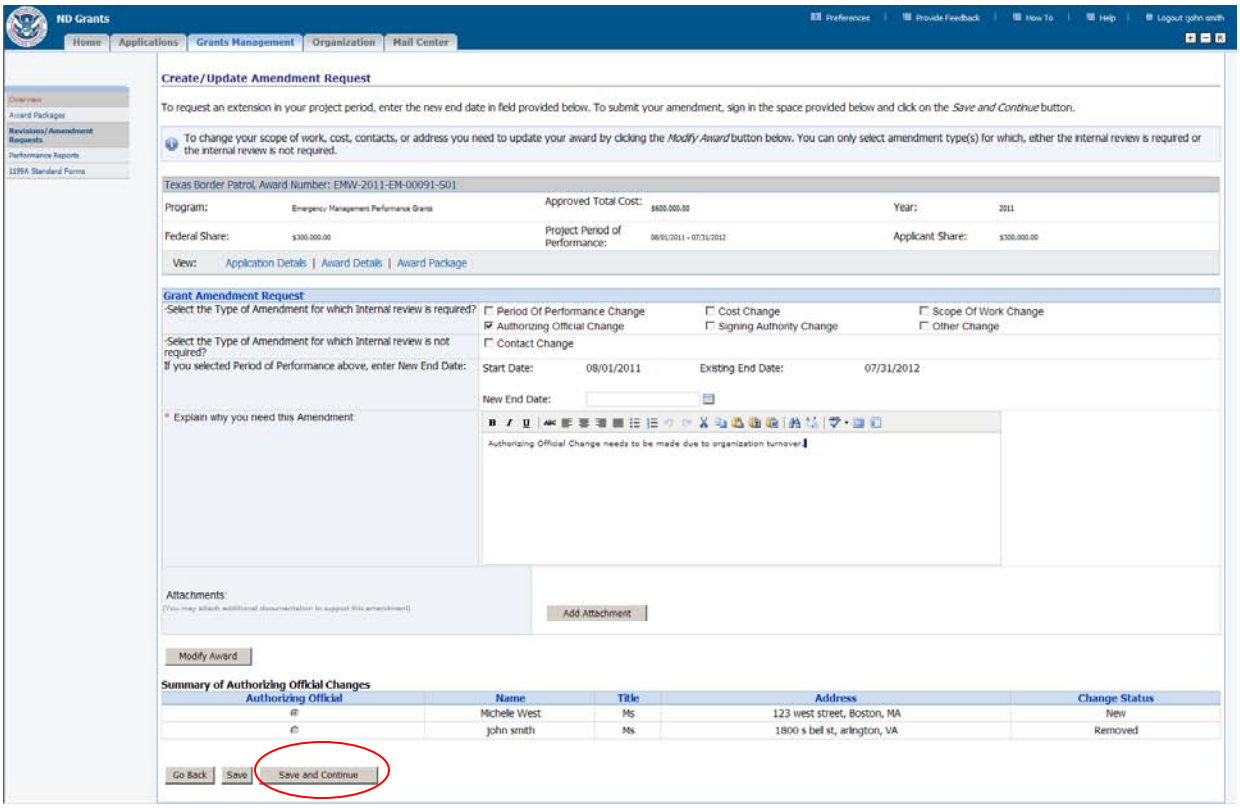




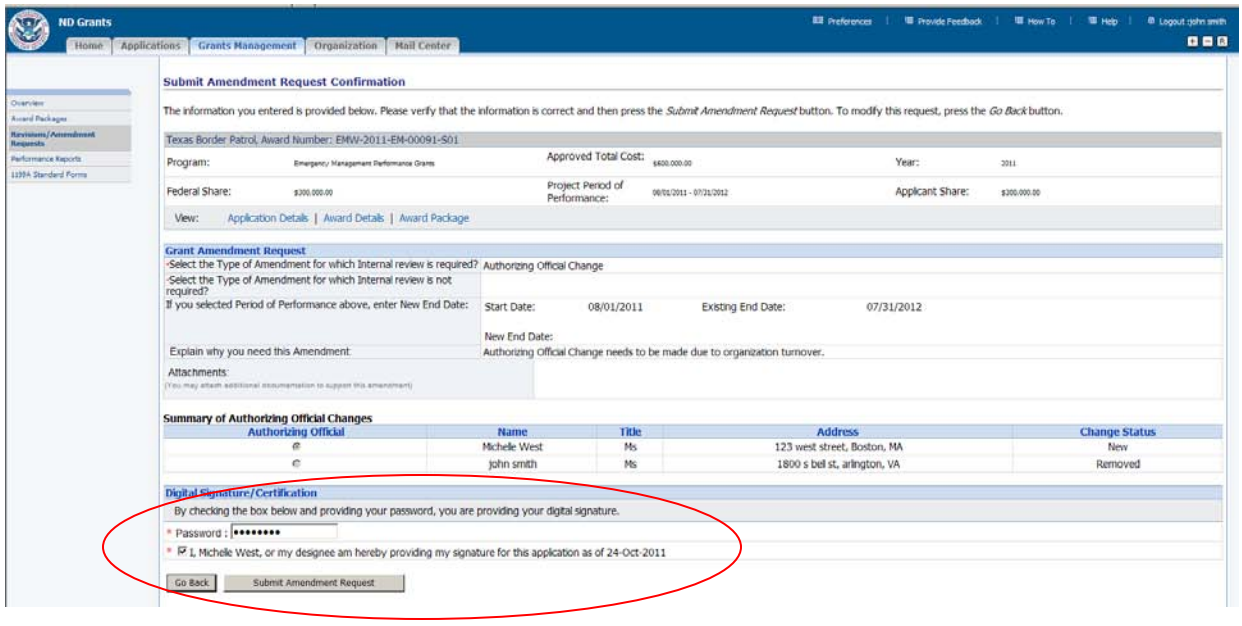
15 After the applicable changes have been made and the *Save* button selected, click the Amendment Summary left hand menu link. Click on the *Return to Amendment Request* button as seen below.



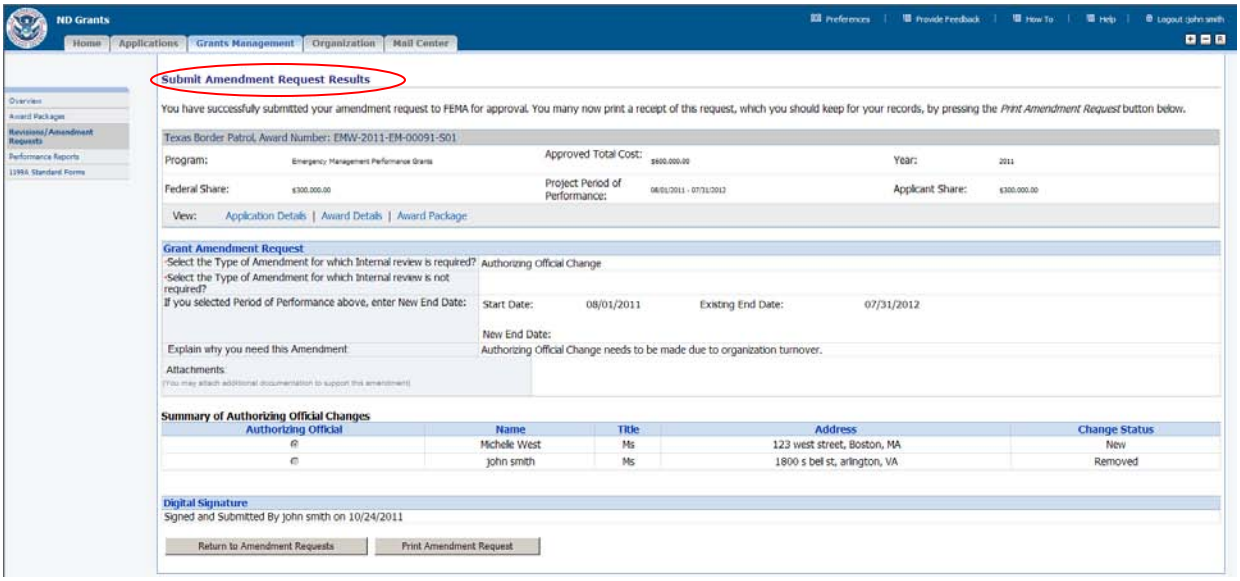
16 The Create/Update Amendment Request screen will be re-displayed with a Summary of Authorizing Official Changes, select *Save and Continue.* The Submit Amendment Request Confirmation Page will now be displayed.



17 At the bottom of the Submit Amendment Request Confirmation page enter the user password and check the box authorizing signing of the application. Click *Submit Amendment Request*.



18 The Submit Amendment Request Results page, confirming successful submission of the Authorizing Official Amendment request, will be displayed.



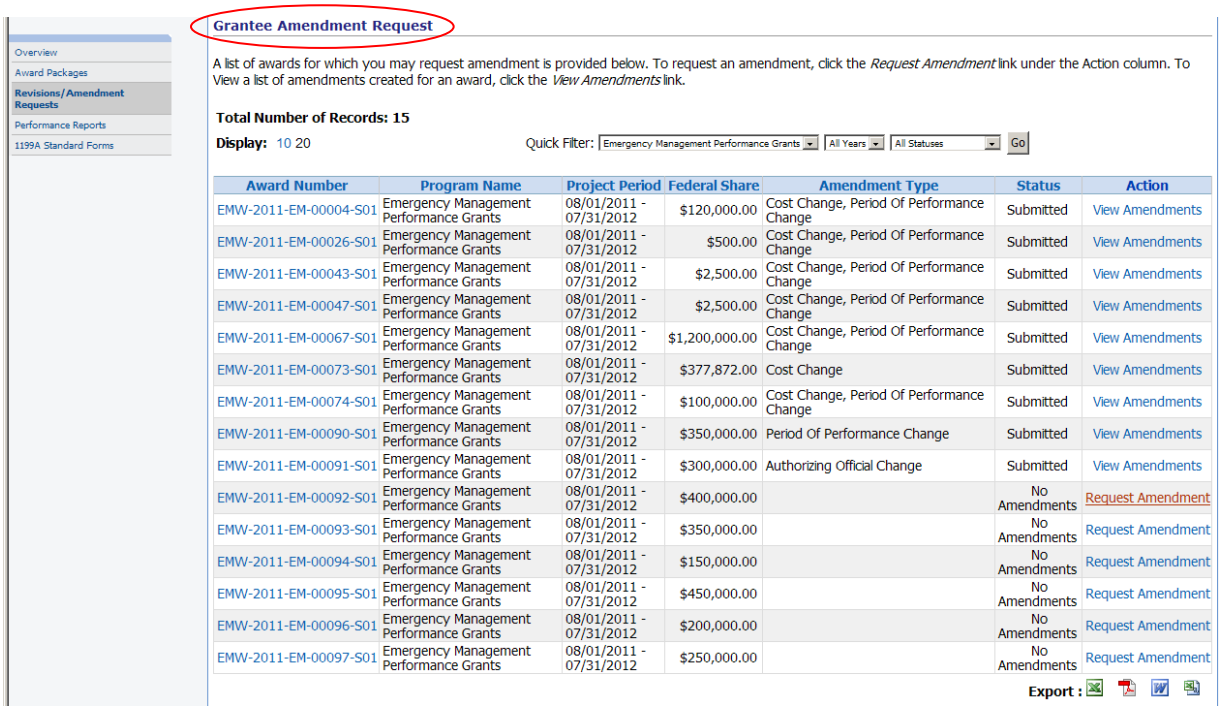
COST CHANGE AMENDMENT

"Cost Change" amendments allow grantees to request a change in amount of total funds awarded.

19 Click the ***Grants Management*** tab at the top of the screen

20 Click the Revisions/Amendment Requests left hand menu link

► The **Grantee Amendment Request** screen will be displayed, listing all awards with amendments



Award Number	Program Name	Project Period	Federal Share	Amendment Type	Status	Action
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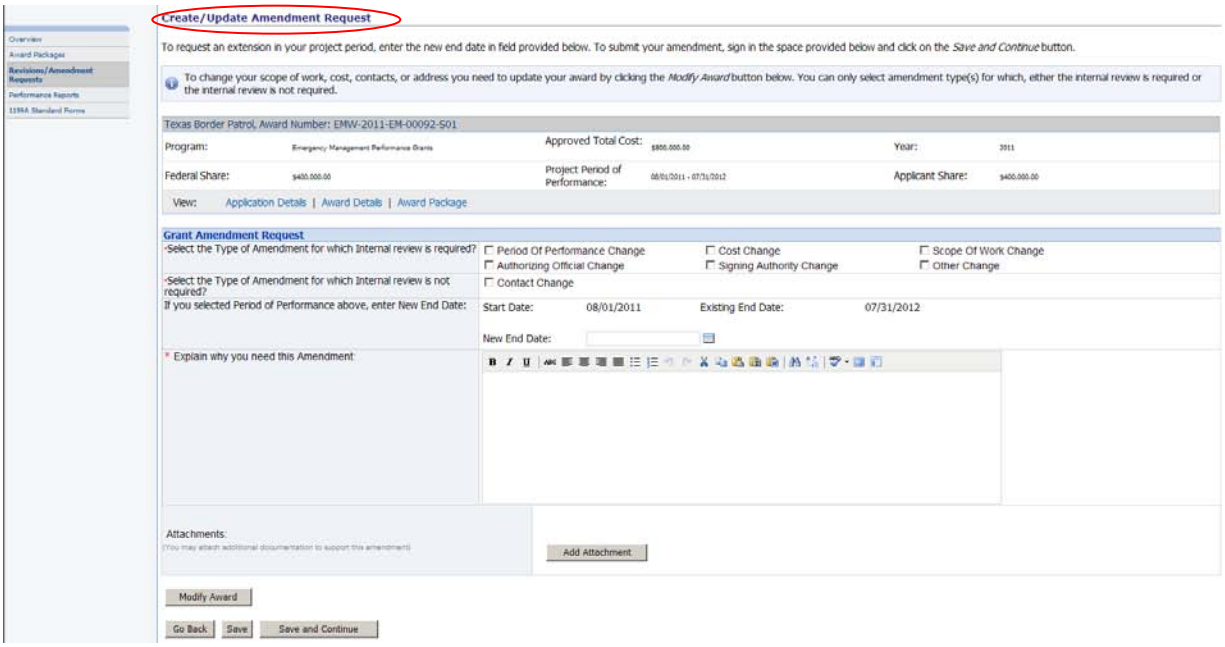
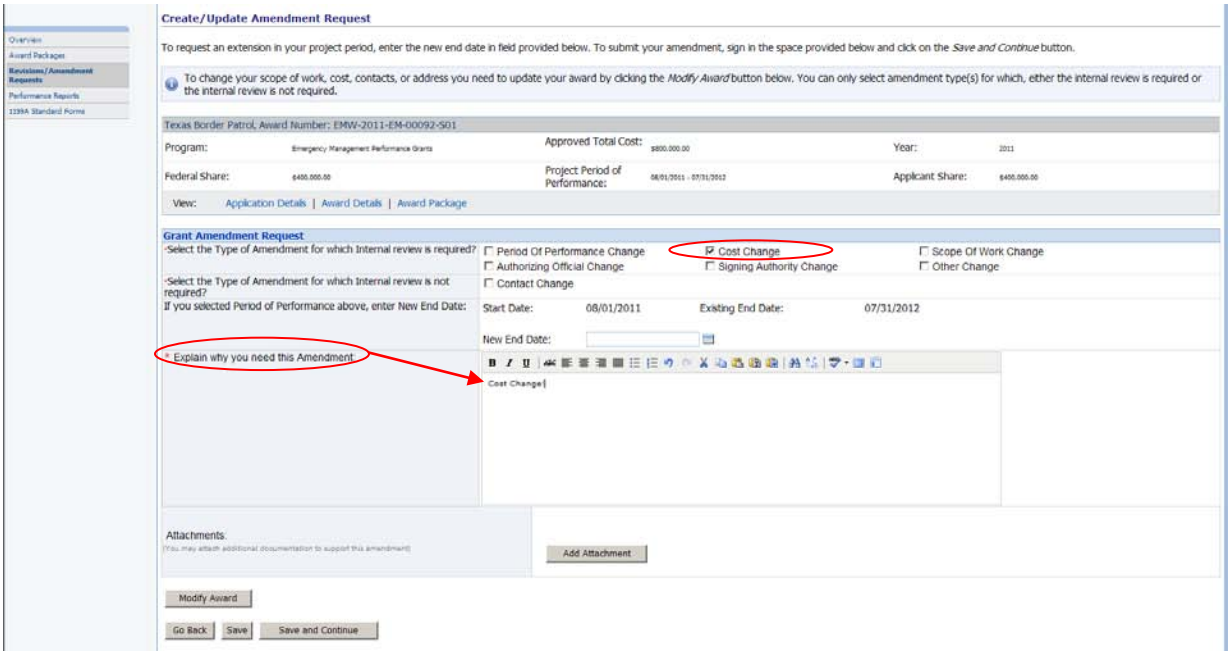
EMW-2011-EM-00026-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$500.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00043-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$2,500.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00047-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$2,500.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00067-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$1,200,000.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00073-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$377,872.00	Cost Change	Submitted	View Amendments
EMW-2011-EM-00074-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$100,000.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00090-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$350,000.00	Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00091-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$300,000.00	Authorizing Official Change	Submitted	View Amendments
EMW-2011-EM-00092-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$400,000.00		No Amendments	Request Amendment
EMW-2011-EM-00093-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$350,000.00		No Amendments	Request Amendment
EMW-2011-EM-00094-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$150,000.00		No Amendments	Request Amendment
EMW-2011-EM-00095-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$450,000.00		No Amendments	Request Amendment
EMW-2011-EM-00096-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$200,000.00		No Amendments	Request Amendment
EMW-2011-EM-00097-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$250,000.00		No Amendments	Request Amendment

	NOTE: If there is an outstanding deobligation for the award, you will not be able to create a Cost Change or Scope of Work Change amendment.

21 Click on the Request Amendment link next to the award for which you would like to create the the Cost Change amendment.
► The **Create / Update Amendment Request** screen will be displayed, allowing you to enter details about the amendment request



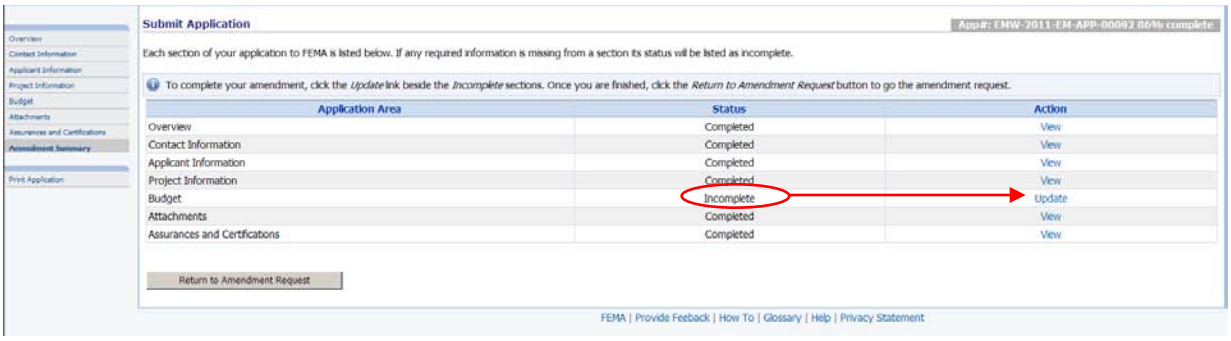
22 Fill out all required fields, selecting the check box for “Cost Change” and include your explanation for the amendment request.



23 Click the *Modify Award* button to update the appropriate section(s) within the award as well
► The **Application Status** screen will be displayed, listing the different application sections

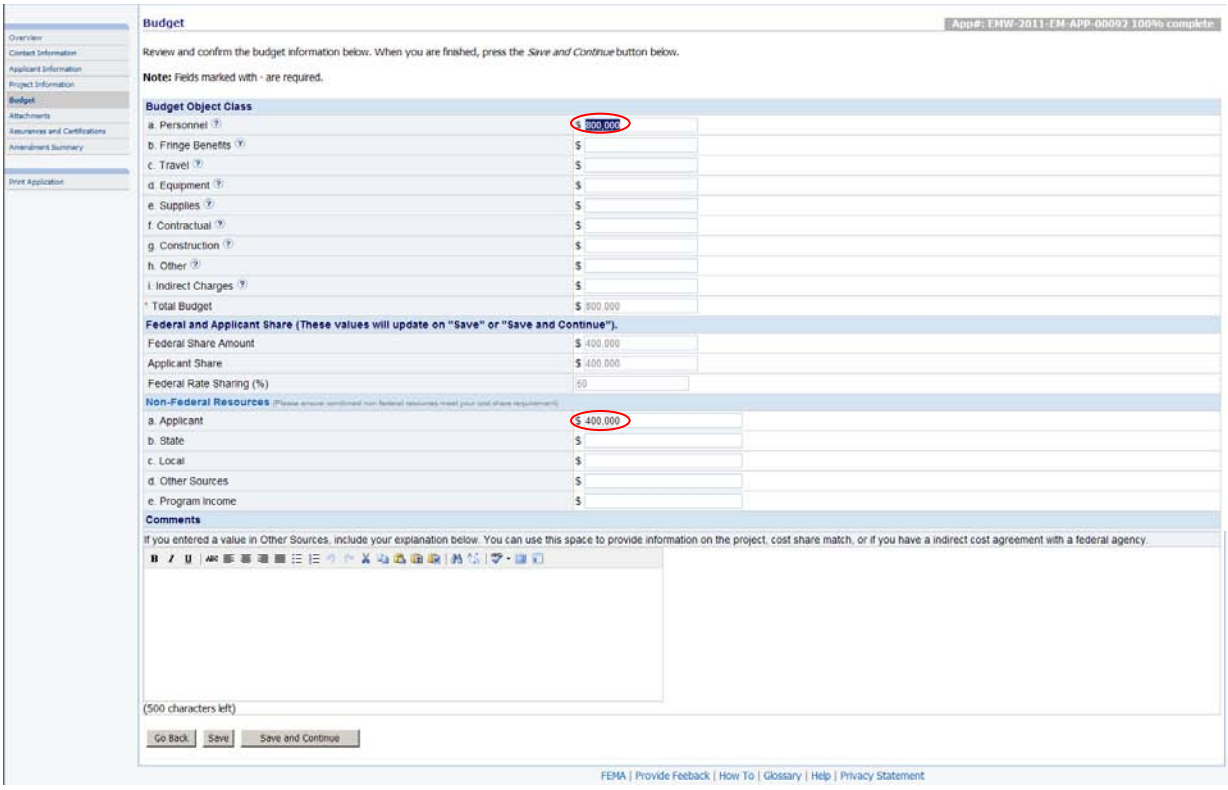
	NOTE: Sections that will need to be updated will indicate a status of “incomplete” on the individual application section screens.

24 The Budget application area will now have a status of incomplete and the Action column for “Budget” will now allow the user to select the Update link. To continue with the Cost Change Amendment, click on the corresponding Update link.

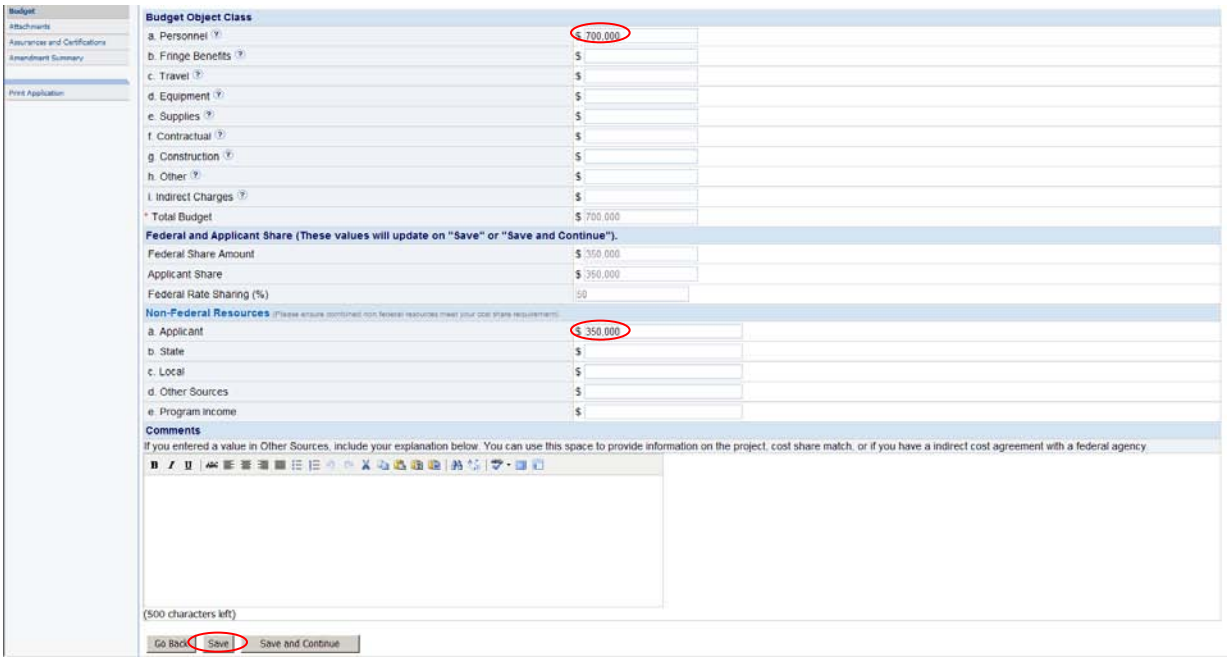


	NOTE: A Cost Change Amendments and a Scope of Work Amendment cannot be submitted at the same time.

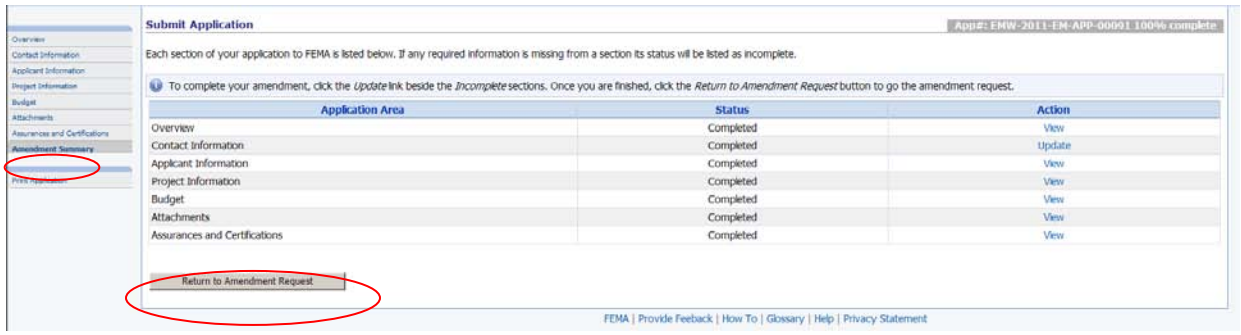
25 The Budget screen is displayed as seen in the figures below. Update the Cost Change information as appropriate and click the *Save* button.



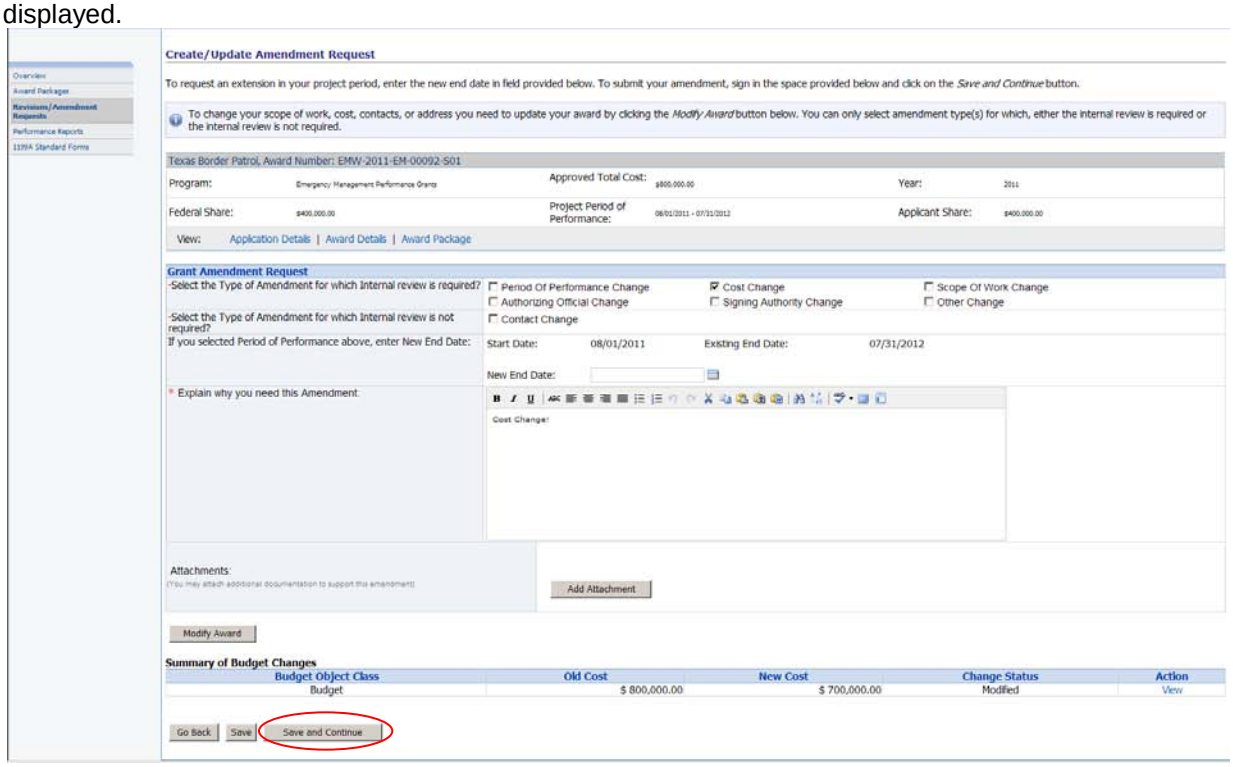
26 Make Cost Change as necessary and click the *Save* button.



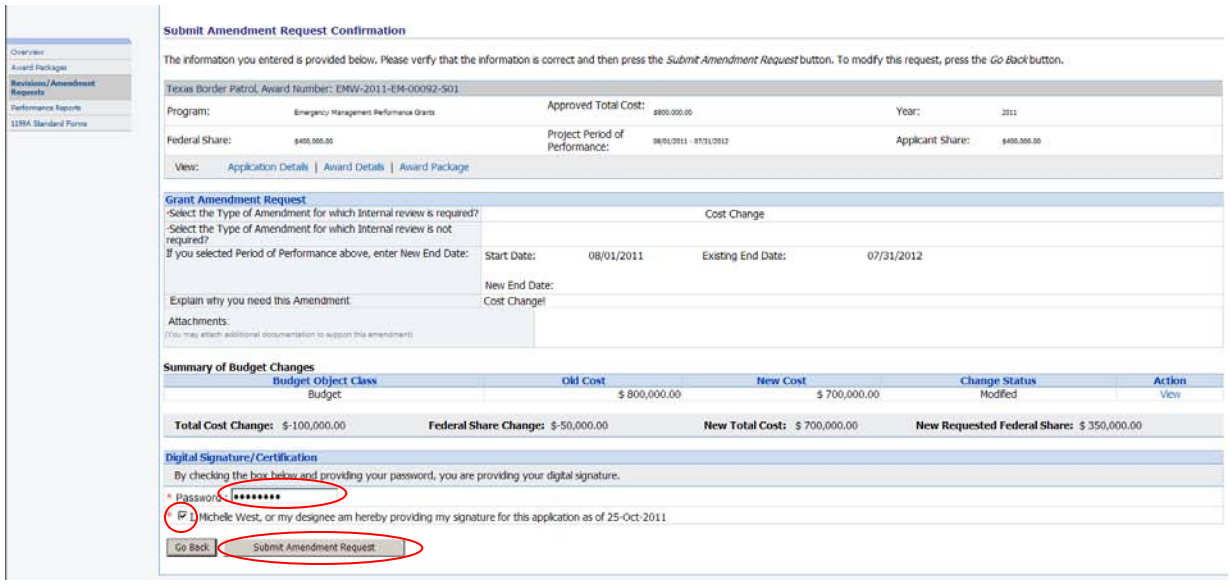
27 After the applicable changes have been made and the *Save* button selected, click the Amendment Summary left hand menu link then click on the *Return to Amendment Request* button as seen below.



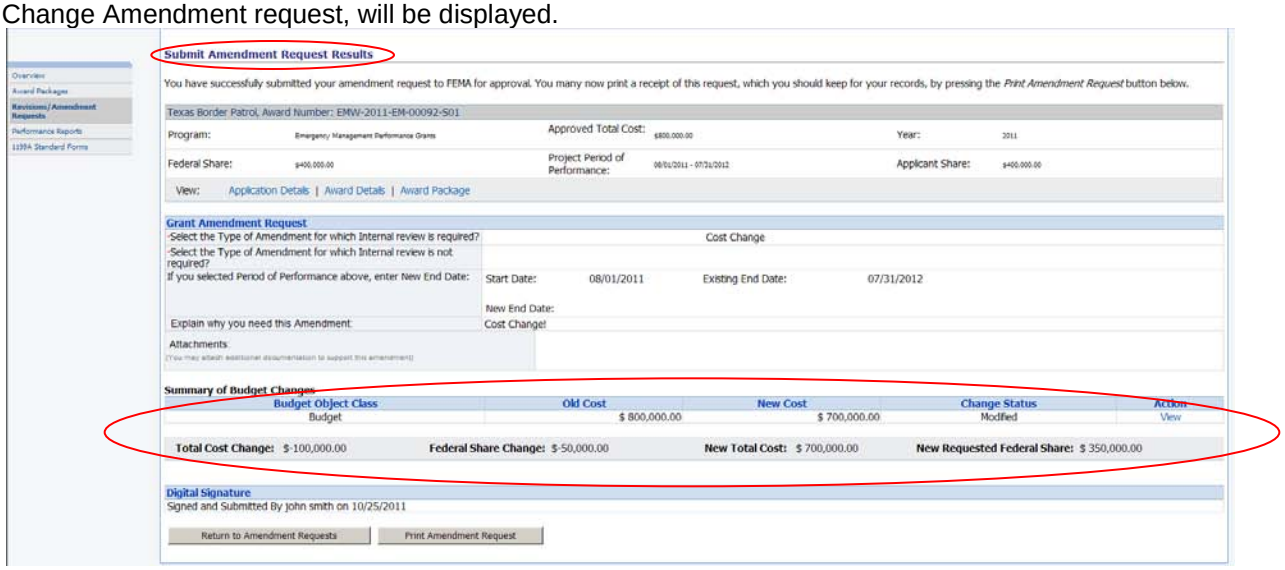
28 The Create/Update Amendment Request screen will be re-displayed with a Summary of Cost Change, select *Save and Continue.* The Submit Amendment Request Confirmation Page will then be displayed.



29 At the bottom of the Submit Amendment Request Confirmation page enter the user password and check the box authorizing signing of the application. Click Submit Amendment Request.



30 The Submit Amendment Request Results page, confirming successful submission of the Cost Change Amendment request, will be displayed.



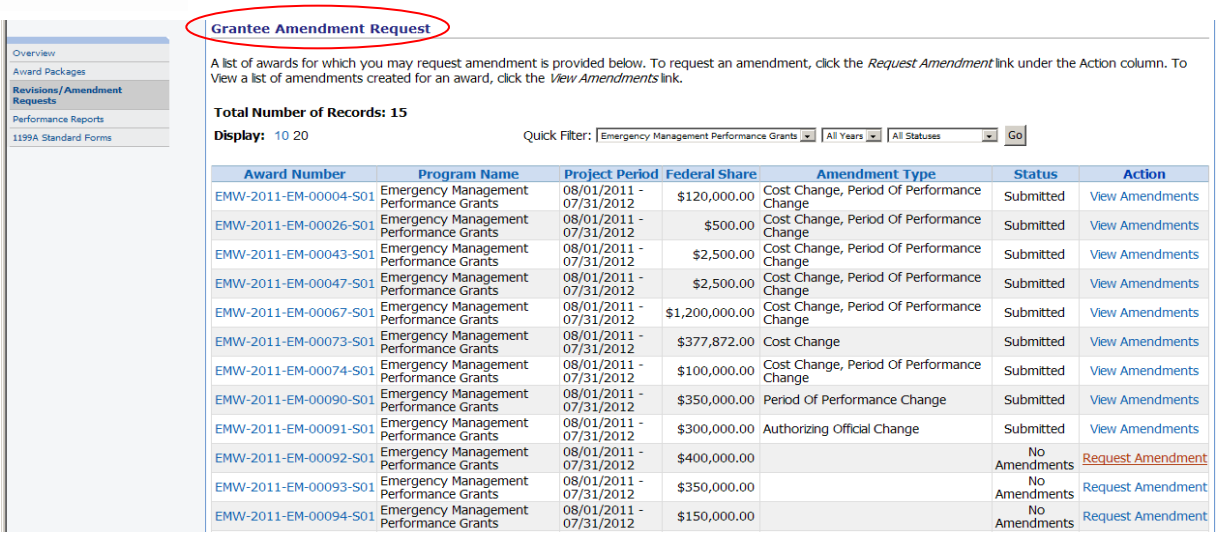
SCOPE OF WORK AMENDMENT

The "Scope of Work Amendment" allows grantees to redistribute funds across budget object class codes. The Scope of Work Amendment cannot be used to request a change to **TOTAL** award amount.

31 Click the ***Grants Management*** tab at the top of the screen

32 Click the Revisions/Amendment Requests left hand menu link
► The **Grantee Amendment Request** screen will be displayed, listing all awards with amendments

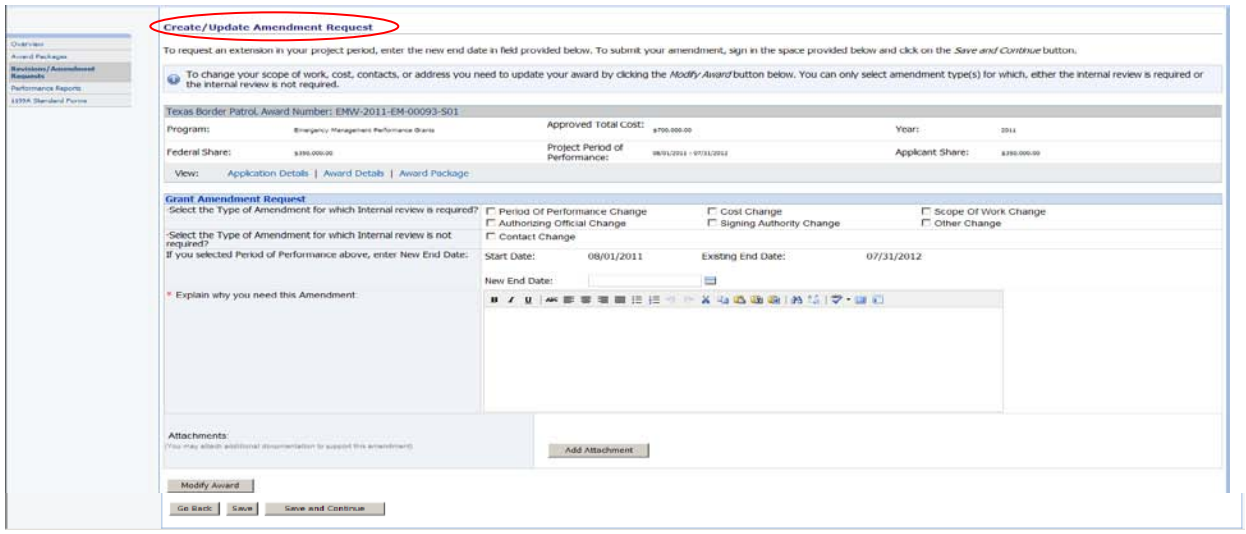
	NOTE: If there is an outstanding deobligation for the award, you will not be able to create a Cost Change or Scope of Work Change amendment.



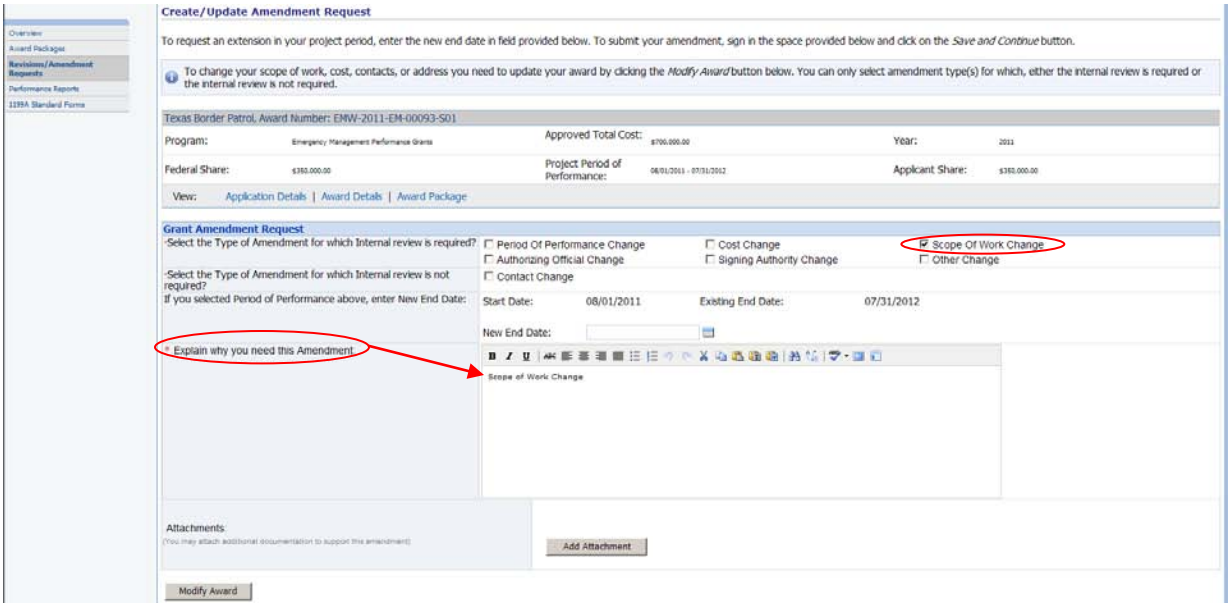
Award Number	Program Name	Project Period	Federal Share	Amendment Type	Status	Action
EMW-2011-EM-00004-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$120,000.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00026-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$500.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00043-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$2,500.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00047-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$2,500.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00067-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$1,200,000.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00073-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$377,872.00	Cost Change	Submitted	View Amendments
EMW-2011-EM-00074-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$100,000.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00090-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$350,000.00	Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00091-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$300,000.00	Authorizing Official Change	Submitted	View Amendments
EMW-2011-EM-00092-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$400,000.00		No Amendments	Request Amendment
EMW-2011-EM-00093-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$350,000.00		No Amendments	Request Amendment
EMW-2011-EM-00094-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$150,000.00		No Amendments	Request Amendment

33 Click on the Request Amendment link next to the award for which you would like to create the "Scope of Work" change amendment.

► The **Create/Update Amendment Request** screen will be displayed, allowing you to enter details about the amendment request



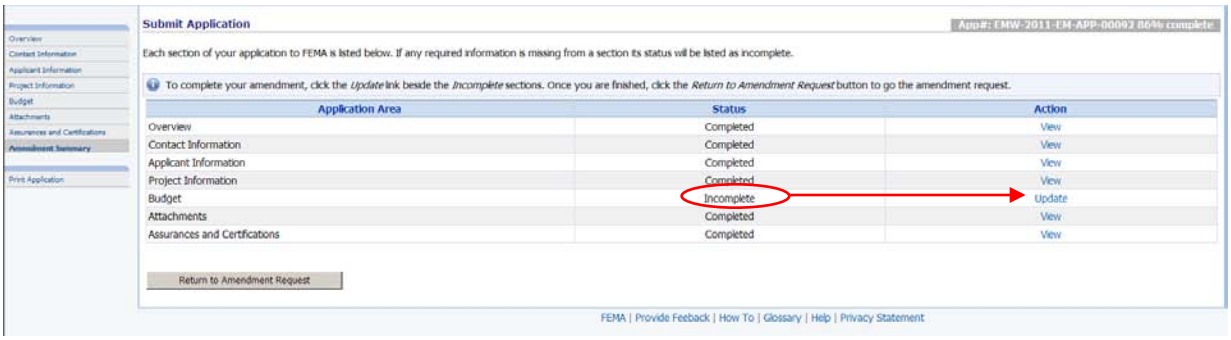
34 Fill out all required fields,selecting the check box for “Scope of Work Change” and including your explanation to request the amendment



35 Click the *Modify Award* button to update the appropriate section(s) within the award as well.
► The **Application Status** screen will be displayed, listing the different application sections

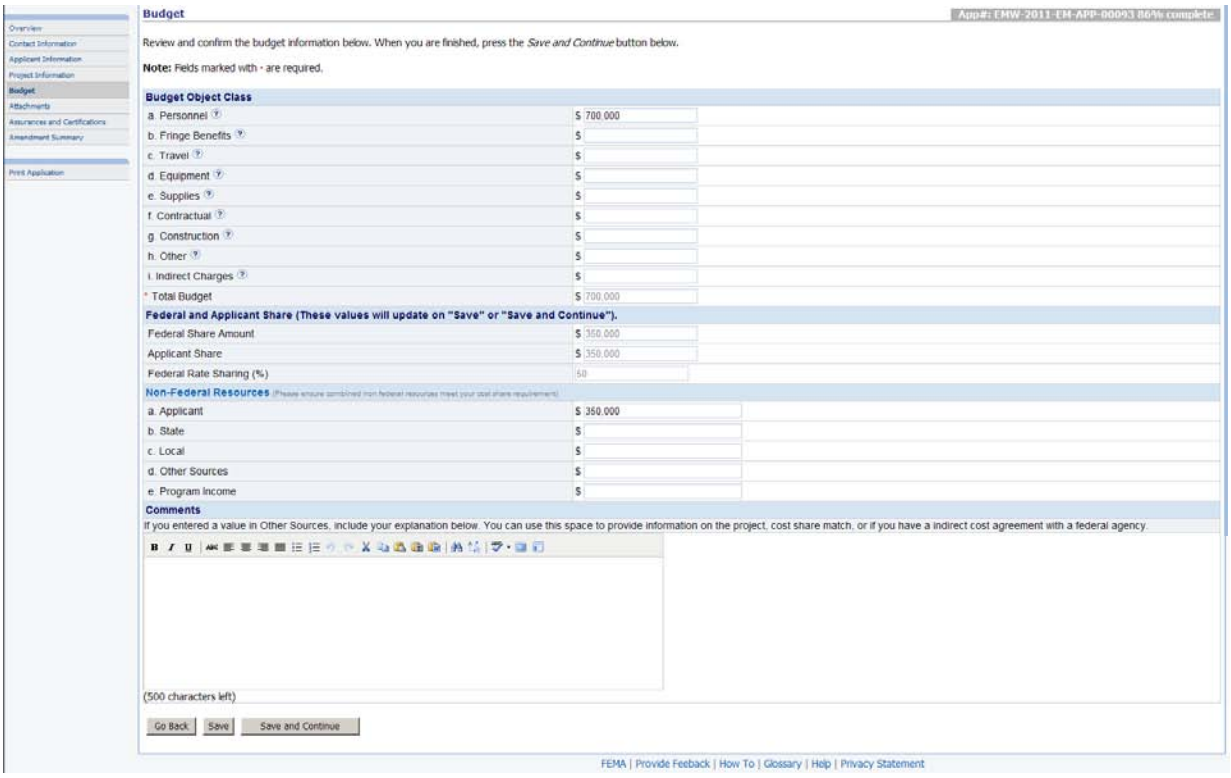
	NOTE: Sections that will need to be updated will indicate a status of “incomplete” on the individual application section screens.

36 The Budget application area will now have a status of incomplete and the Action column for “Budget” will now allow the user to select the Update link. To continue with the Scope of Work Change Amendment, click on the corresponding Update link.

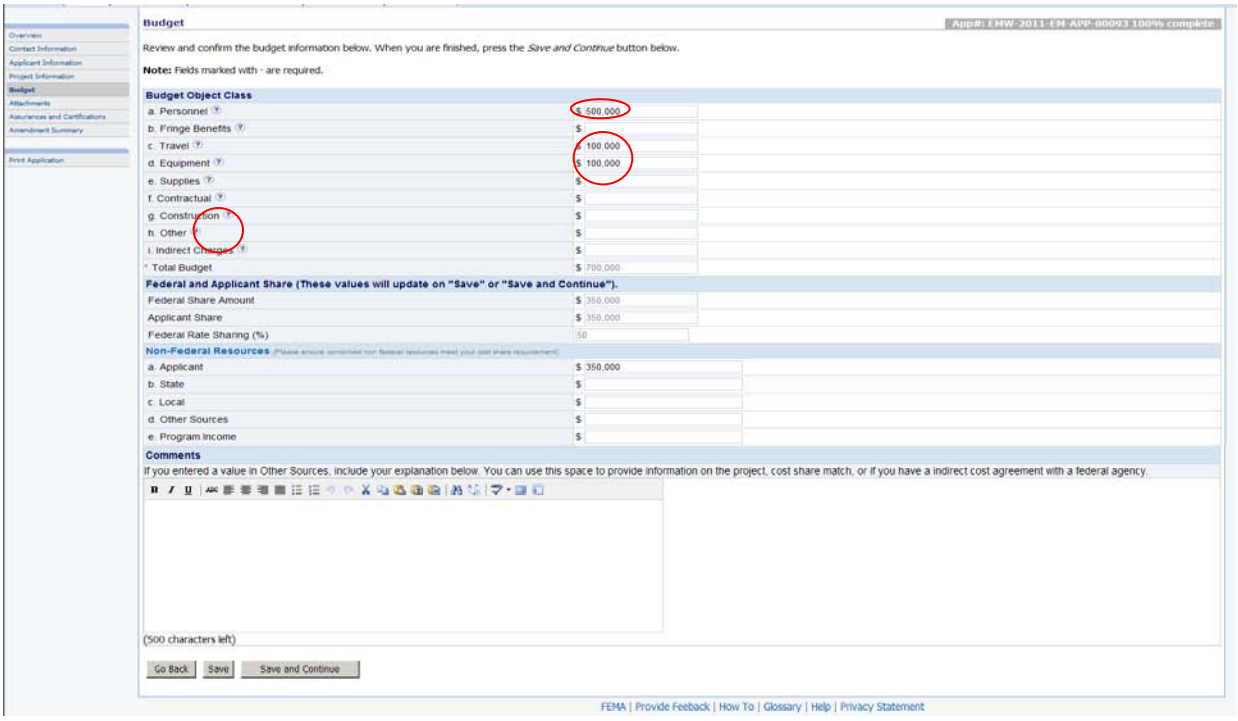


	NOTE: A Cost Change Amendments and a Scope of Work Amendment cannot be submitted at the same time.

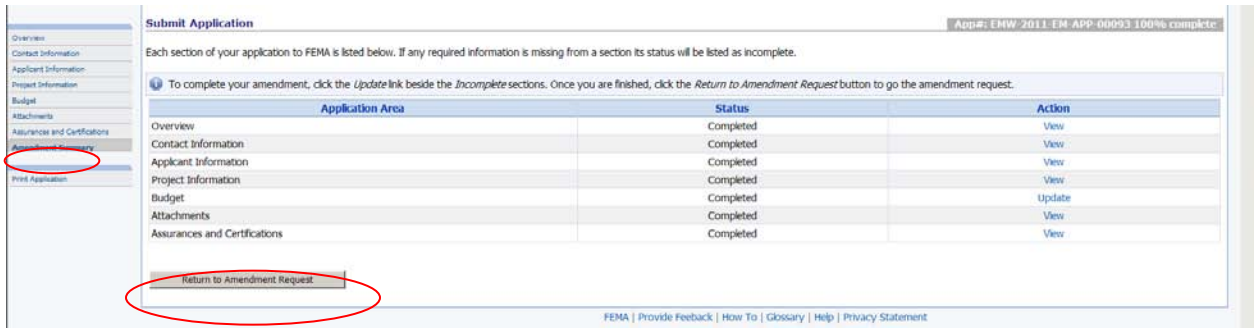
37 The Budget screen is displayed as seen in the figures below. At this point the user can redistribute the funds across Budget Object Class codes as necessary.



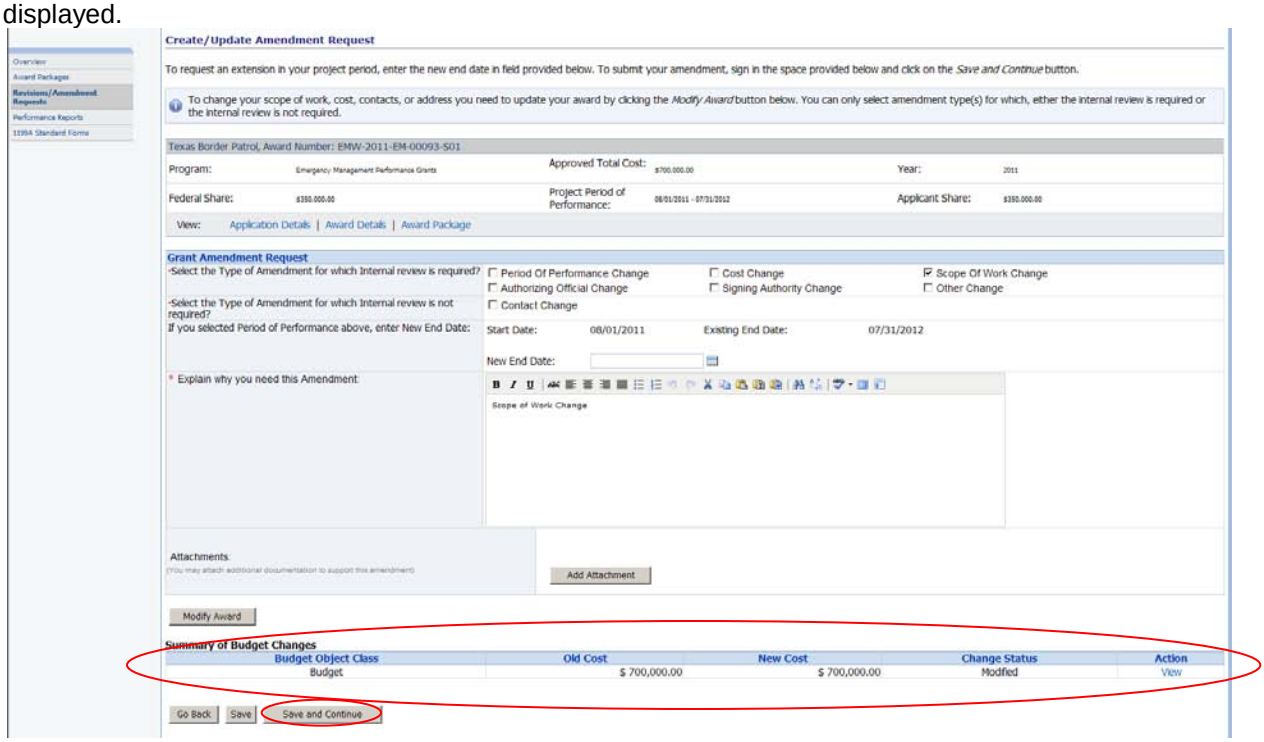
38 Make Scope of Work Changes as necessary and click the *Save* button.



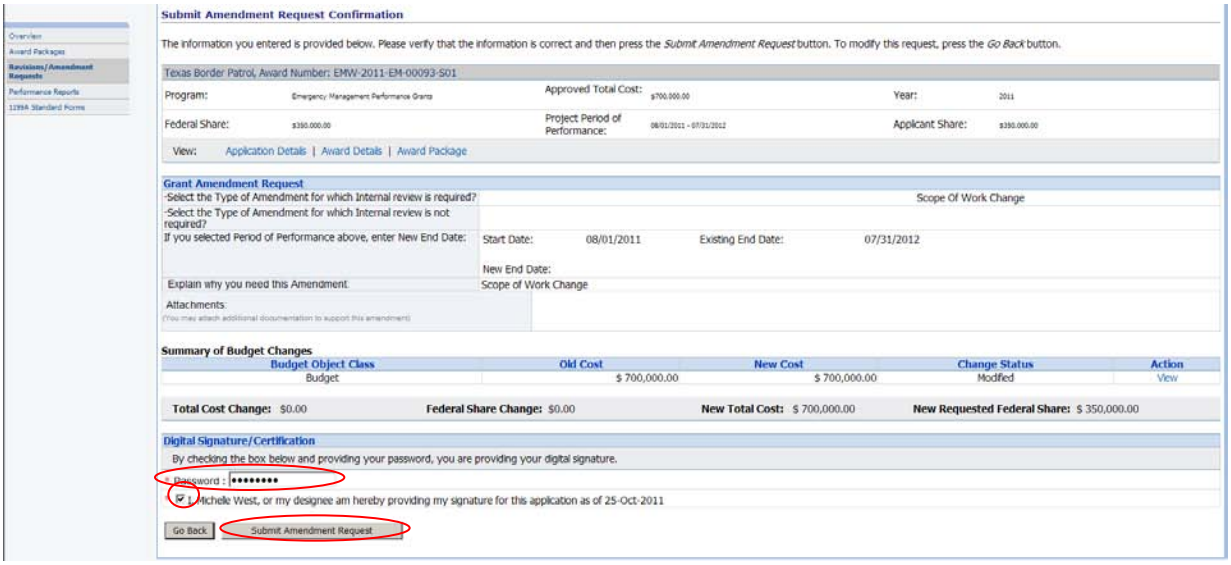
39 After the applicable changes have been made and the *Save* button selected, click the Amendment Summary left hand menu link then click on the *Return to Amendment Request* button as seen below.



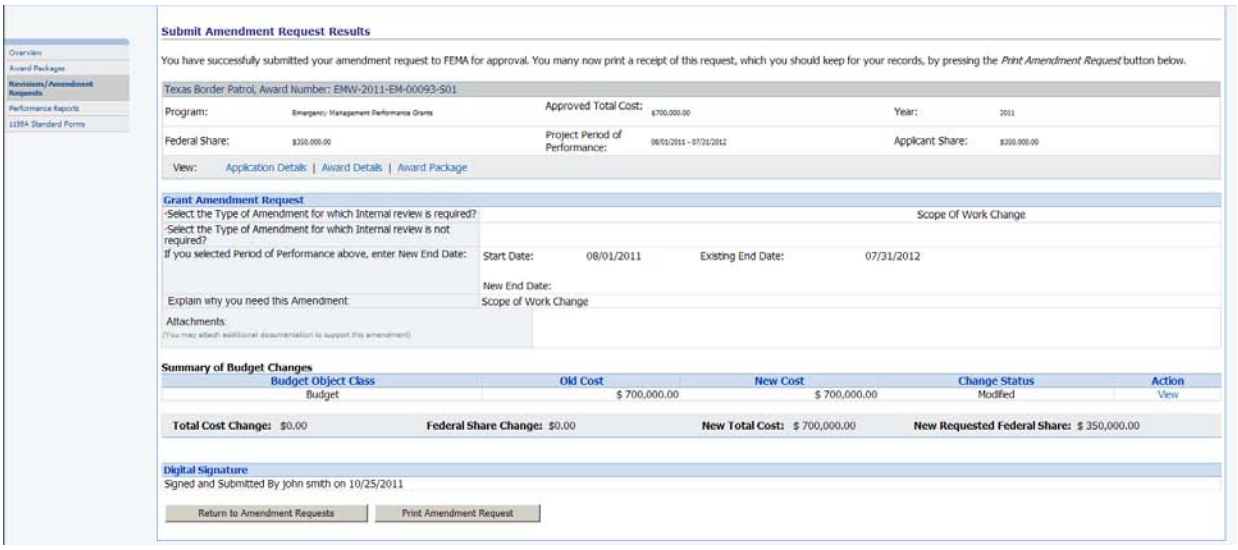
40 The Create/Update Amendment Request screen will be re-displayed with a Summary of Cost Change, select *Save and Continue.* The Submit Amendment Request Confirmation Page will then be displayed.



41 At the bottom of the Submit Amendment Request Confirmation page enter the user password and check the box authorizing signing of the application. Click Submit Amendment Request.



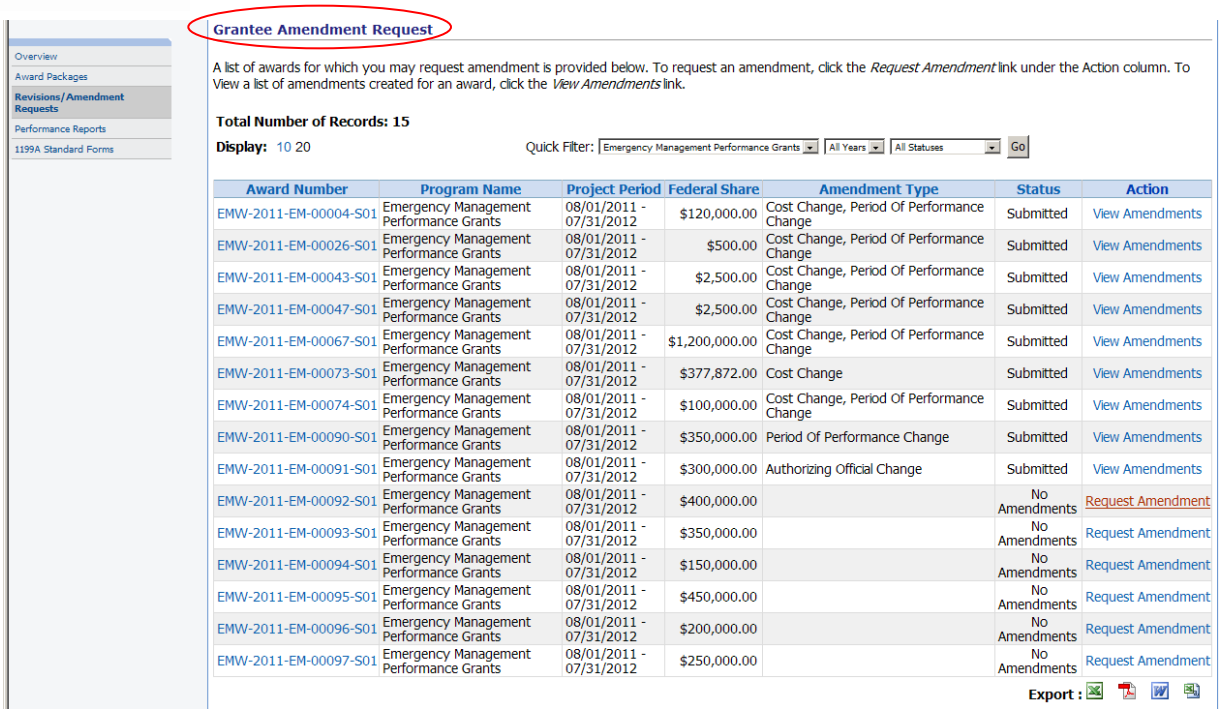
42 The Submit Amendment Request Results page, confirming successful submission of the Scope of Work request, will be displayed.



SIGNING AUTHORITY CHANGE AMENDMENT

43 Click the ***Grants Management*** tab at the top of the screen

44 Click the Revisions/Amendment Requests left hand menu link
► The **Grantee Amendment Request** screen will be displayed, listing all awards with amendments



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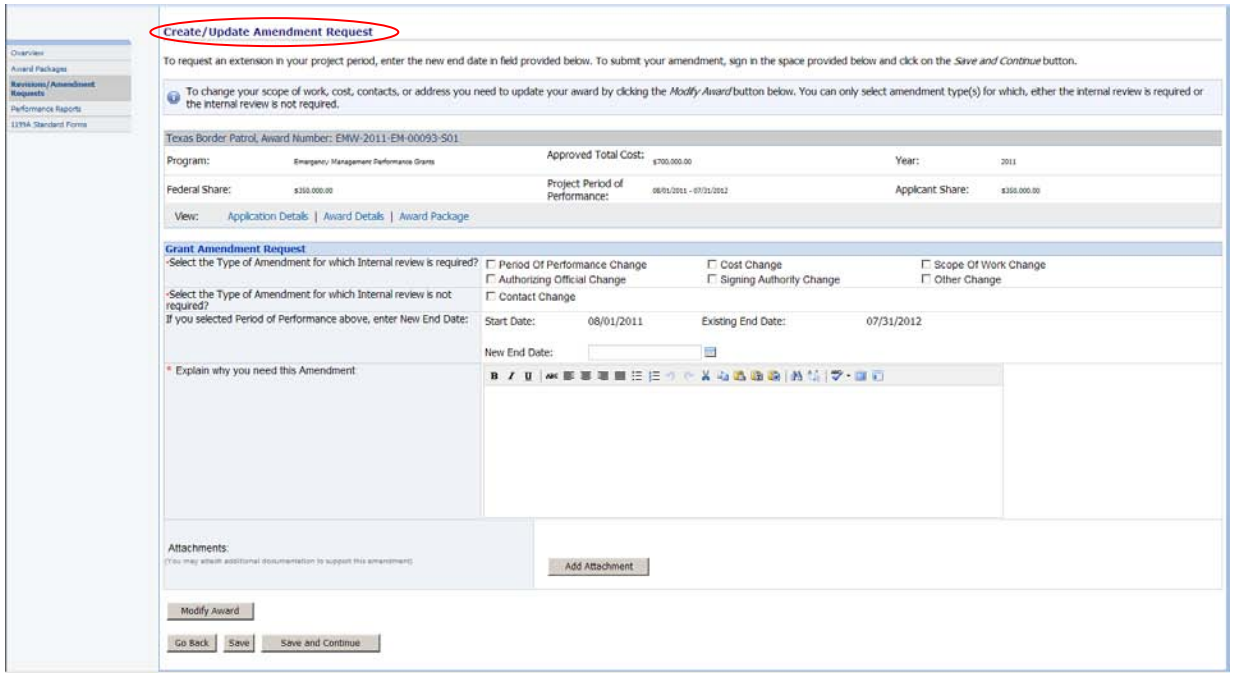
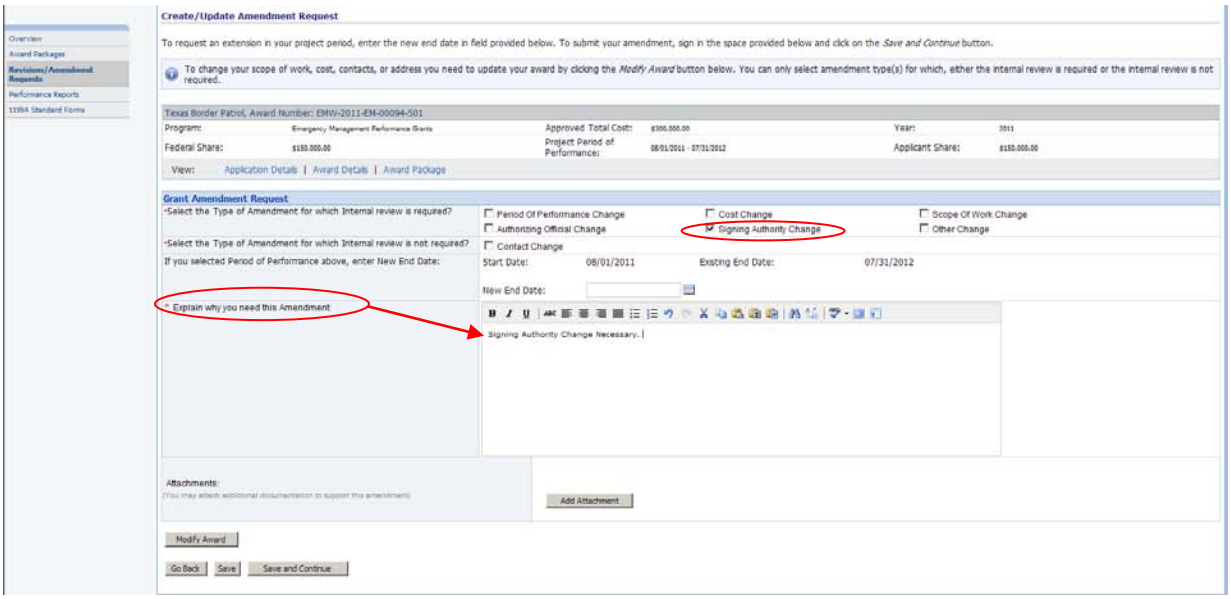
EMW-2011-EM-00026-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$500.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00043-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$2,500.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00047-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$2,500.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00067-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$1,200,000.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00073-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$377,872.00	Cost Change	Submitted	View Amendments
EMW-2011-EM-00074-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$100,000.00	Cost Change, Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00090-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$350,000.00	Period Of Performance Change	Submitted	View Amendments
EMW-2011-EM-00091-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$300,000.00	Authorizing Official Change	Submitted	View Amendments
EMW-2011-EM-00092-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$400,000.00		No Amendments	Request Amendment
EMW-2011-EM-00093-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$350,000.00		No Amendments	Request Amendment
EMW-2011-EM-00094-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$150,000.00		No Amendments	Request Amendment
EMW-2011-EM-00095-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$450,000.00		No Amendments	Request Amendment
EMW-2011-EM-00096-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$200,000.00		No Amendments	Request Amendment
EMW-2011-EM-00097-S01	Emergency Management Performance Grants	08/01/2011 - 07/31/2012	$250,000.00		No Amendments	Request Amendment

45 Click on the Request Amendment link next to the award for which you would like to create the "Signinig Authority Change" amendment.

► The **Create/Update Amendment Request** screen will be displayed, allowing you to enter details about the amendment request



46 Fill out all required fields,selecting the check box for “Signing Authority Change” and include your explanation to request the amendment

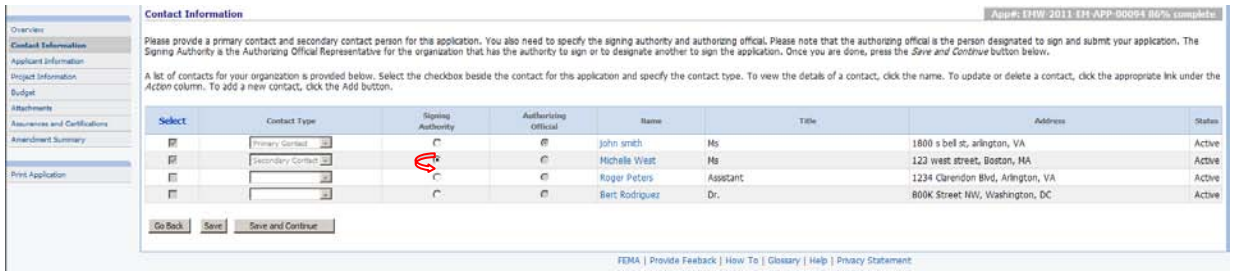


47 Click the *Modify Award* button to update the appropriate section(s) within the award as well
► The **Application Status** screen will be displayed, listing the different application sections

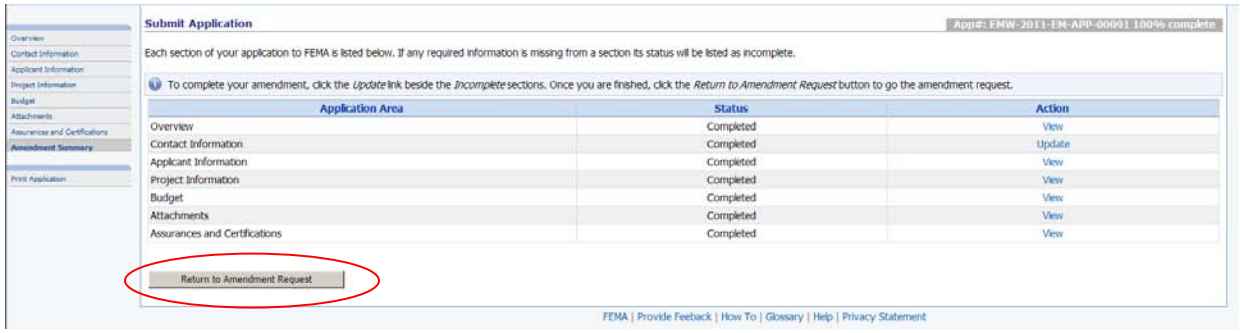
	NOTE: Sections that will need to be updated will indicate a status of “incomplete” on the individual application section screens.

48 The Contact Information area will now have a status of incomplete and the Action column for “Contact Information” will now allow the user to select the Update link. To continue with the “Signing Authority” Change Amendment, click on the corresponding Update link.

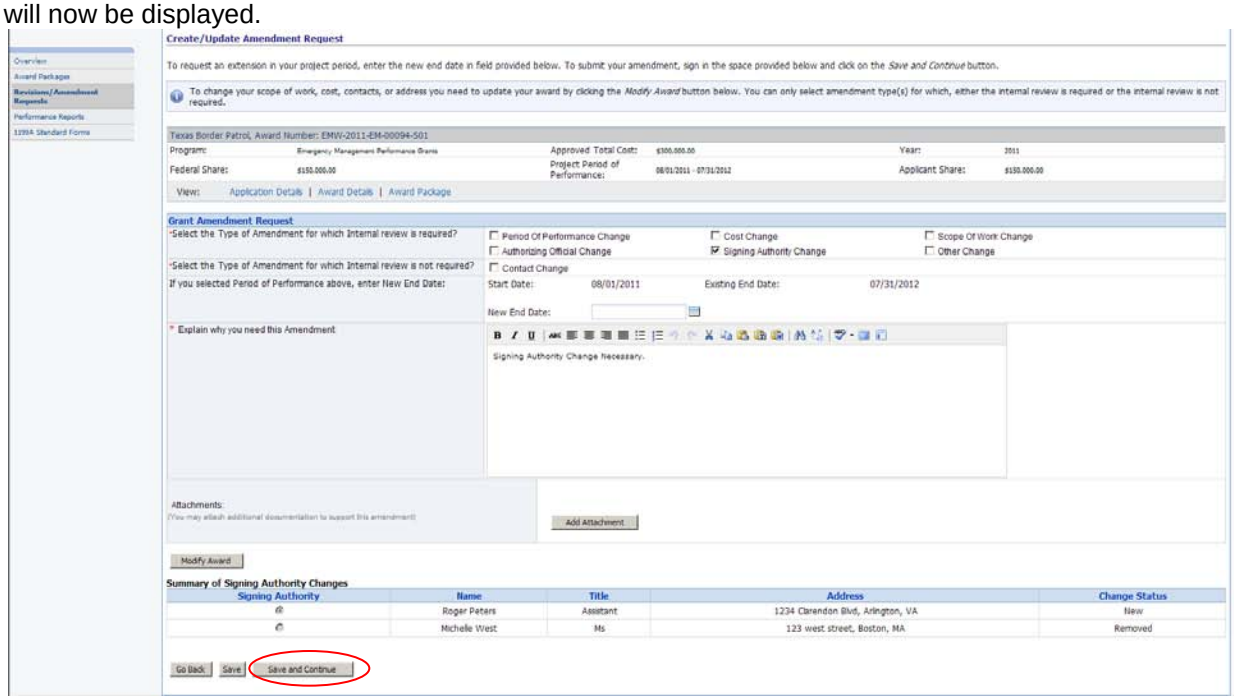
49 The Contact Information screen is displayed as seen in the figures below. At this point the Signing Authority can be updated. Click *Save* when complete.



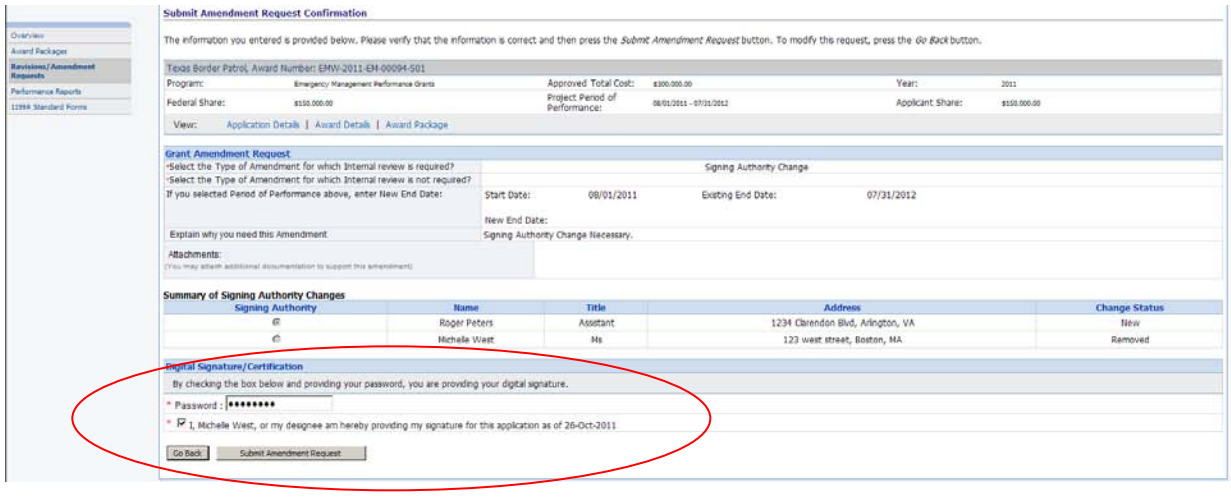
50 After the applicable changes have been made and the *Save* button selected, click the Amendment Summary left hand menu link. Click on the *Return to Amendment Request* button as seen below.



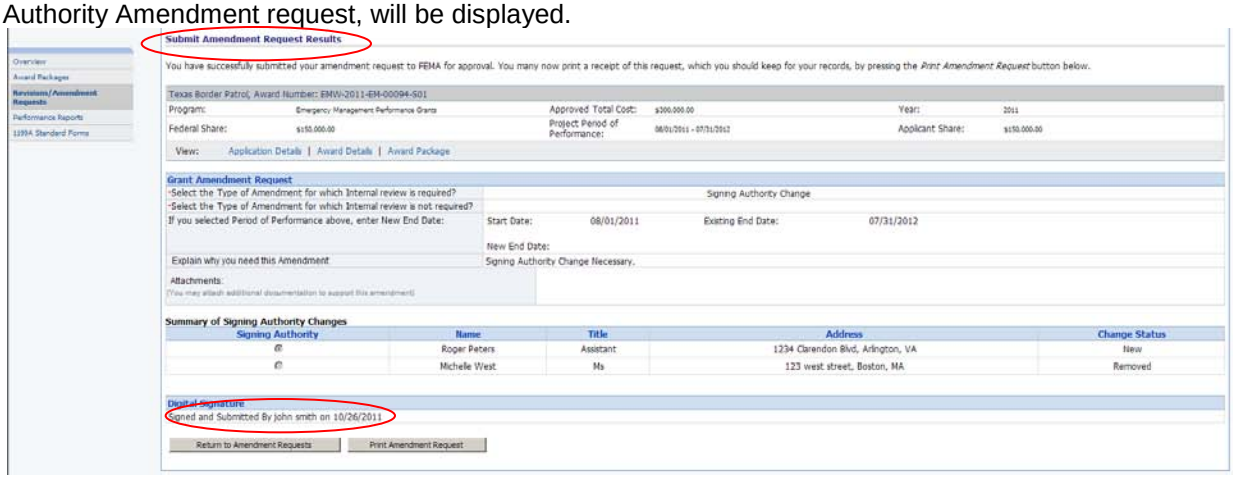
51 The Create/Update Amendment Request screen will be re-displayed with a Summary of Signing Authority Changes, select *Save and Continue.* The Submit Amendment Request Confirmation Page will now be displayed.



52 At the bottom of the Submit Amendment Request Confirmation page enter the user password and check the box authorizing signing of the application. Click Submit Amendment Request.



53 The Submit Amendment Request Results page, confirming successful submission of the Signing Authority Amendment request, will be displayed.



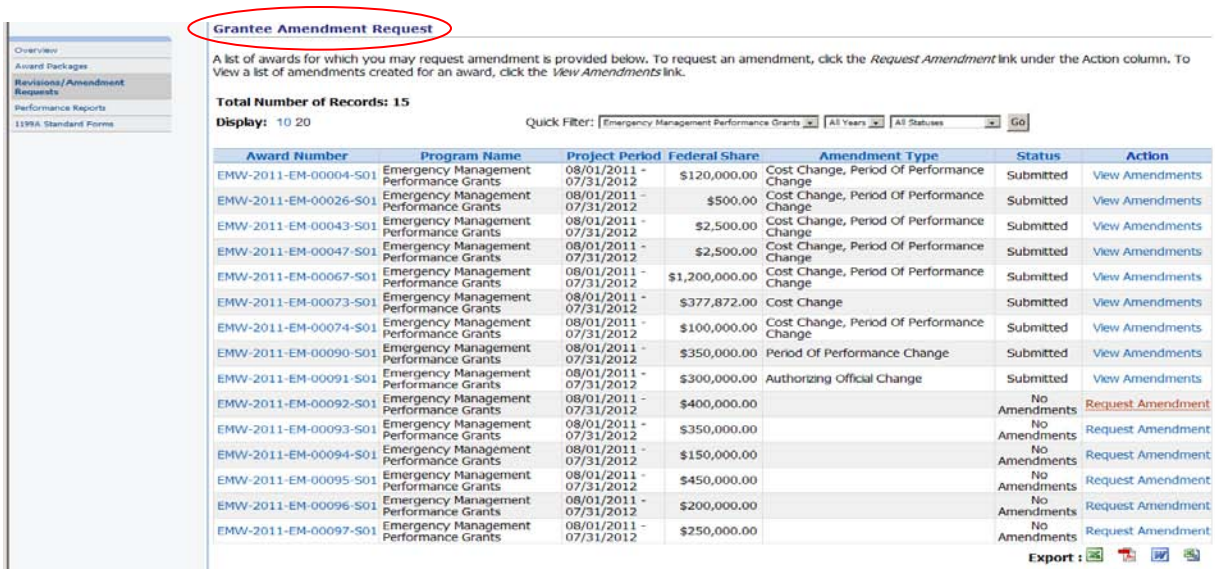
OTHER CHANGE AMENDMENT

The "Other" change amendment allows grantees to add attachments to the award. Using the "other" change amendment will not allow modification to any other part of award.

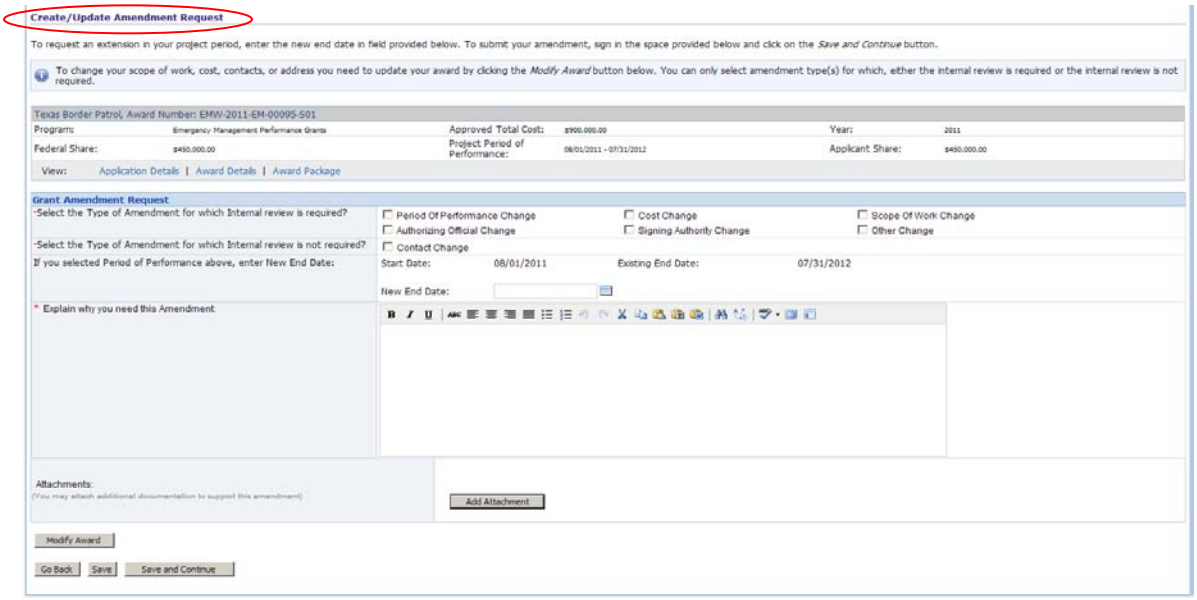
54 Click the ***Grants Management*** tab at the top of the screen

55 Click the Revisions/Amendment Requests left hand menu link

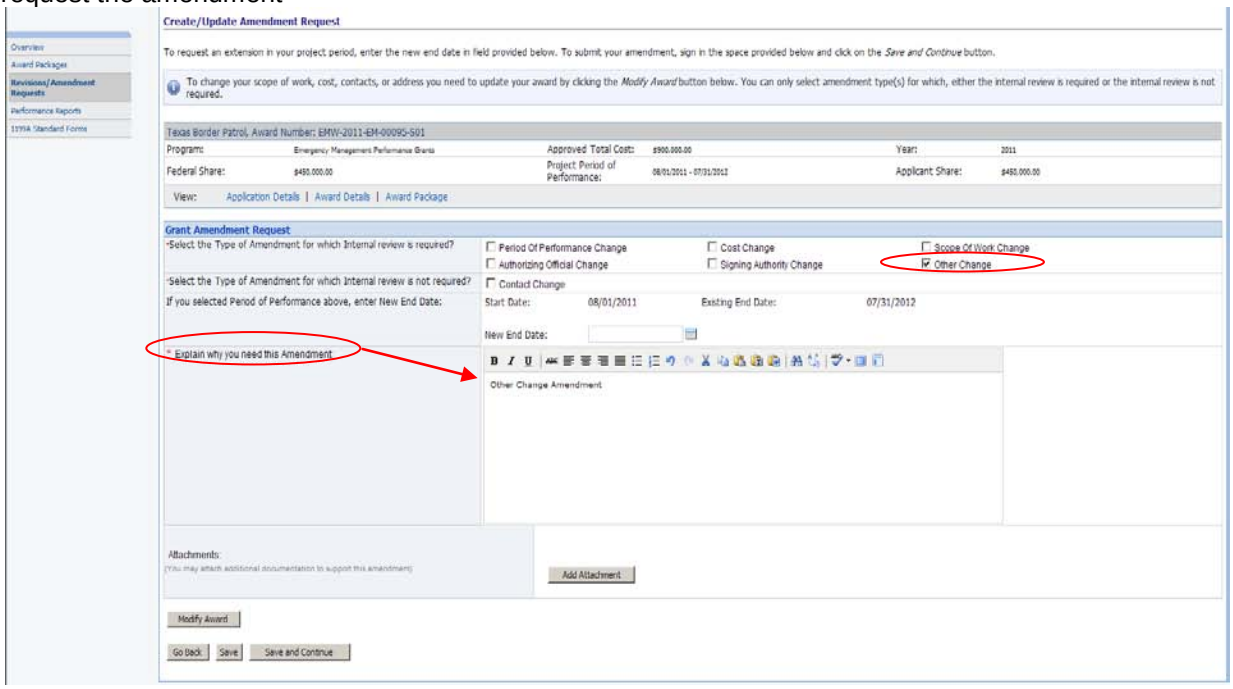
► The **Grantee Amendment Request** screen will be displayed, listing all awards with amendments



56 Click on the Request Amendment link next to the award for which you would like to create the the "Other Change" amendment.
► The **Create / Update Amendment Request** screen will be displayed, allowing you to enter details about the amendment request

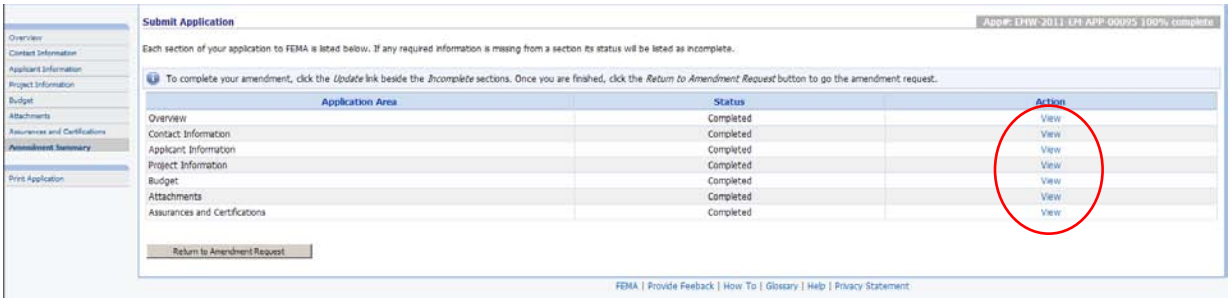


Fill out all required fields,selecting the check box for "Other Change" and include your explanation to request the amendment

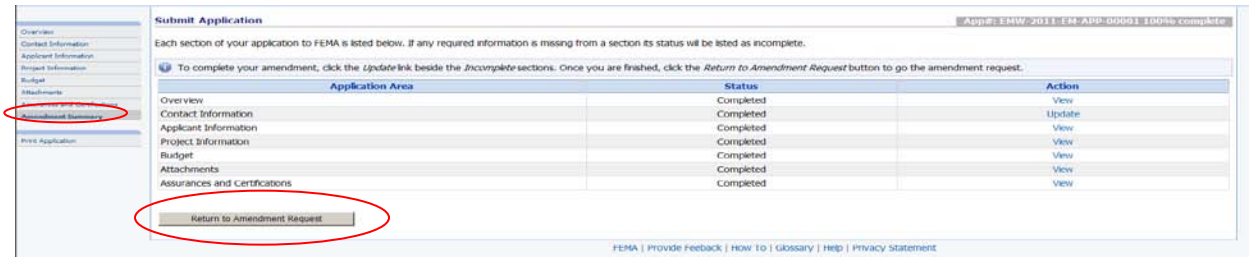


57 The “Other Change” amendment does not allow the updating of award sections. To view those award sections click on the *Modify Award* option.
► The **Application Status** screen will be displayed, listing the different application sections

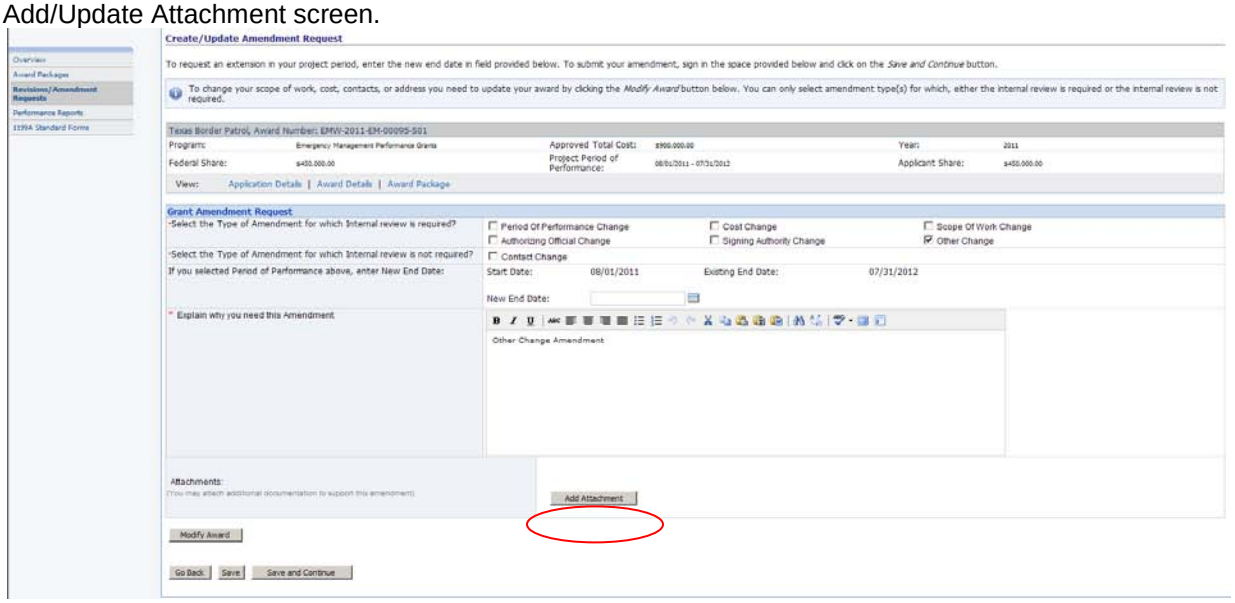
	NOTE: Application Sections will only be available for viewing.



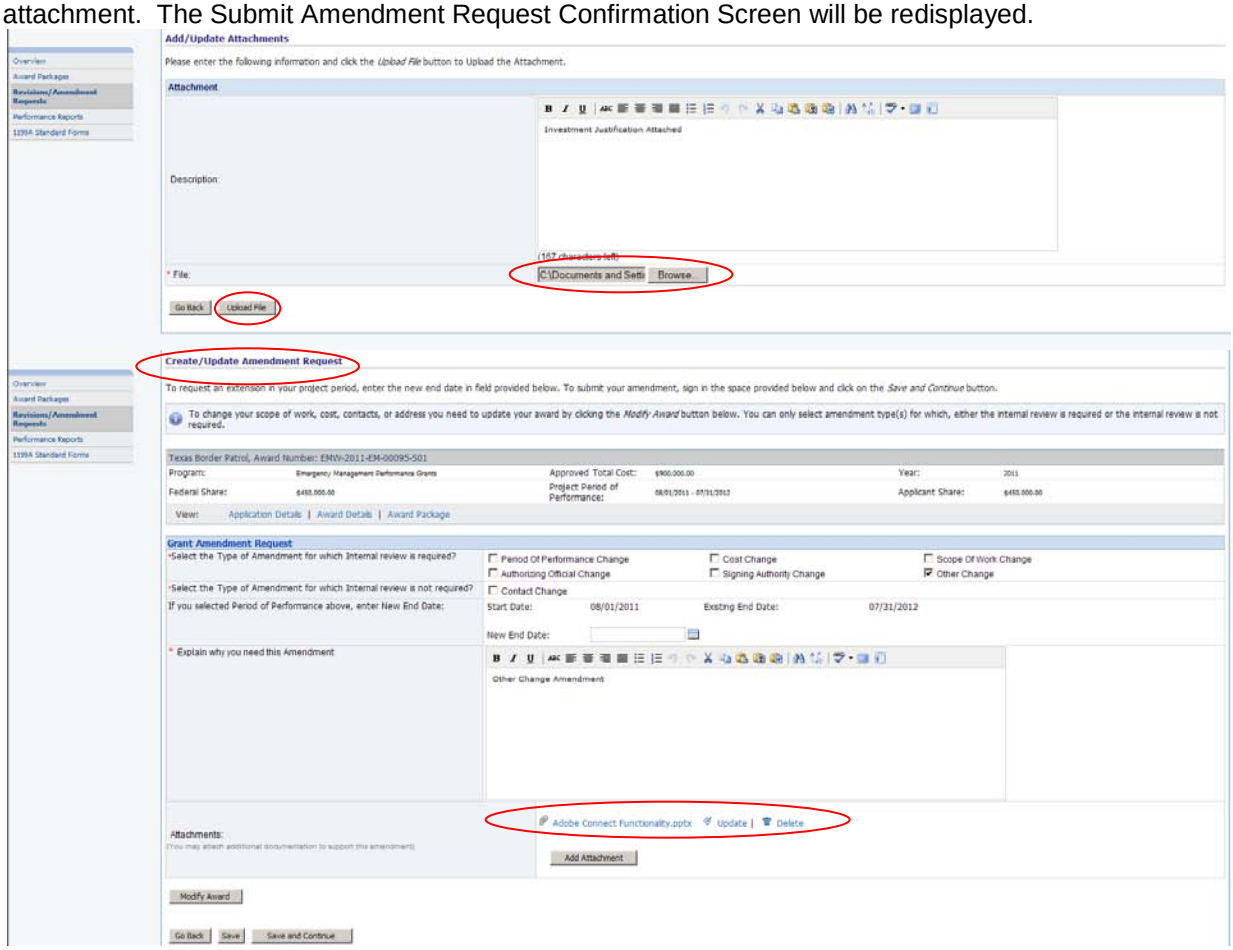
58 After viewing application areas, click the Amendment Summary left hand menu link. Click on the *Return to Amendment Request* button as seen below.



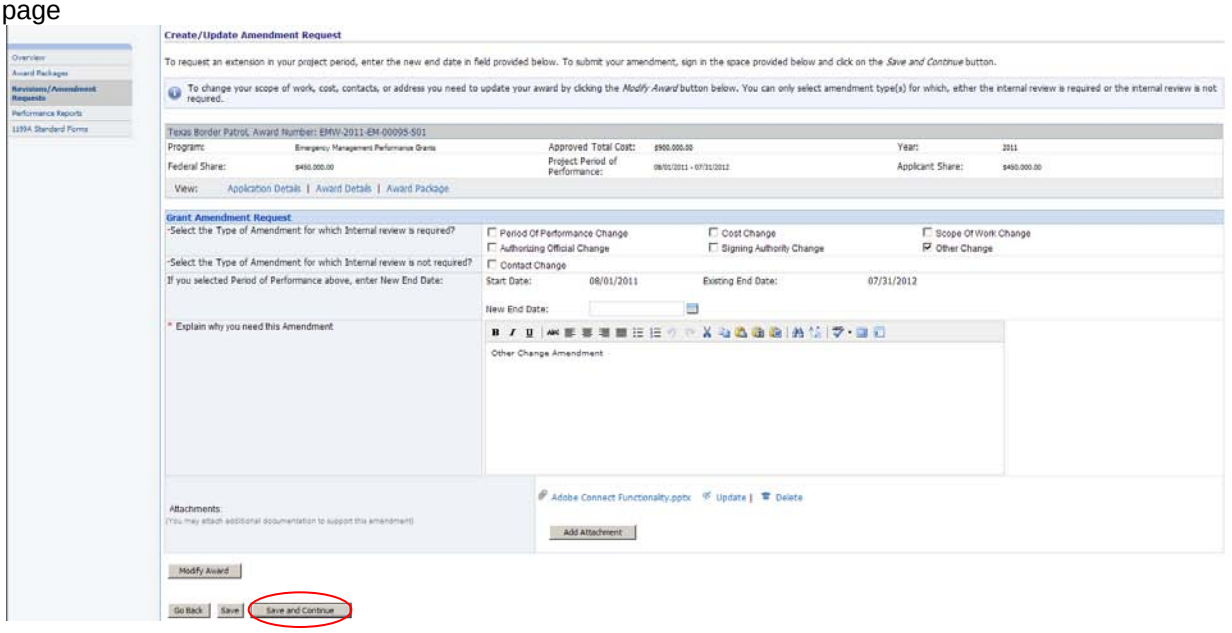
59 The Create/Update Amendment Request screen will be re-displayed. If the intent of the “Other Change” is to attach a document, it can be done here. Click the *Add Attachment* button to access the Add/Update Attachment screen.



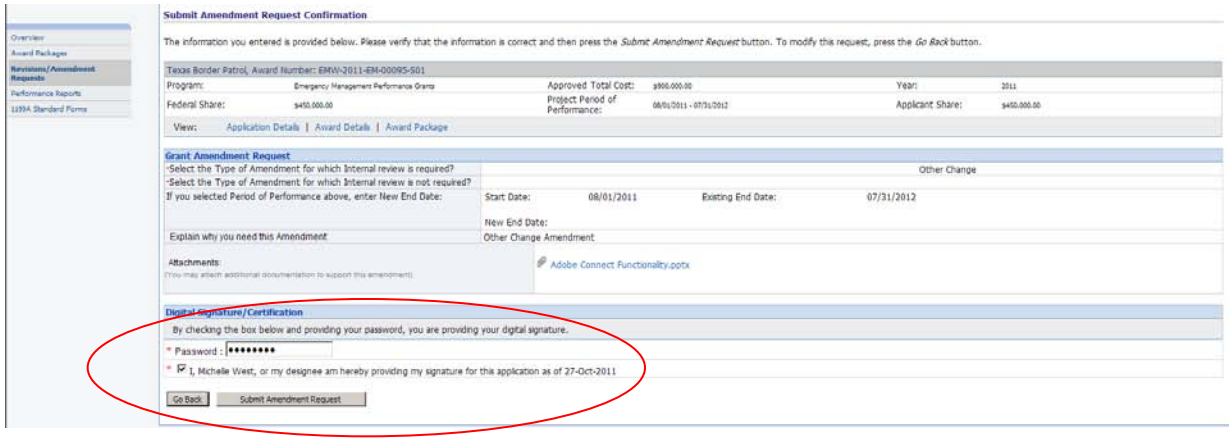
60 The Add/Update Attachments section is displayed. Browse and select file. Click *Upload File* to add attachment. The Submit Amendment Request Confirmation Screen will be redisplayed.



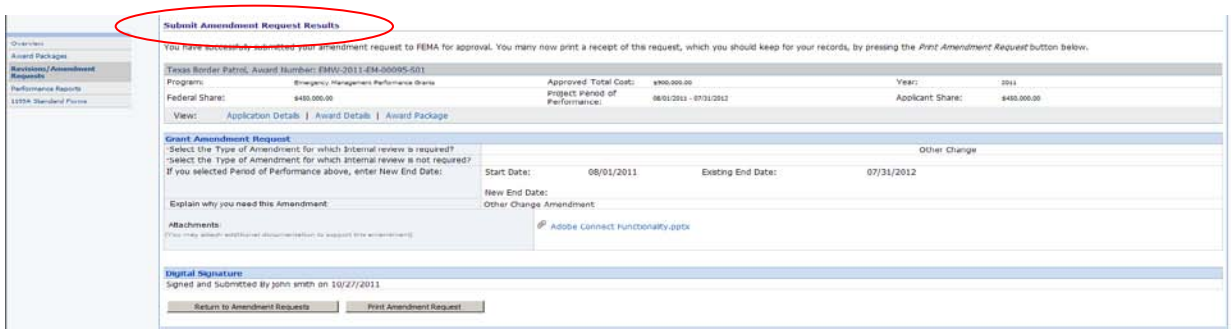
61 To complete processing the amendment, click on the *Save and Continue* button at the bottom of the page



62 At the bottom of the Submit Amendment Request Confirmation page enter the user password and check the box authorizing signing of the application. Click Submit Amendment Request.



63 The Submit Amendment Request Results page, confirming successful submission of the "Other Change" Amendment, will be displayed.

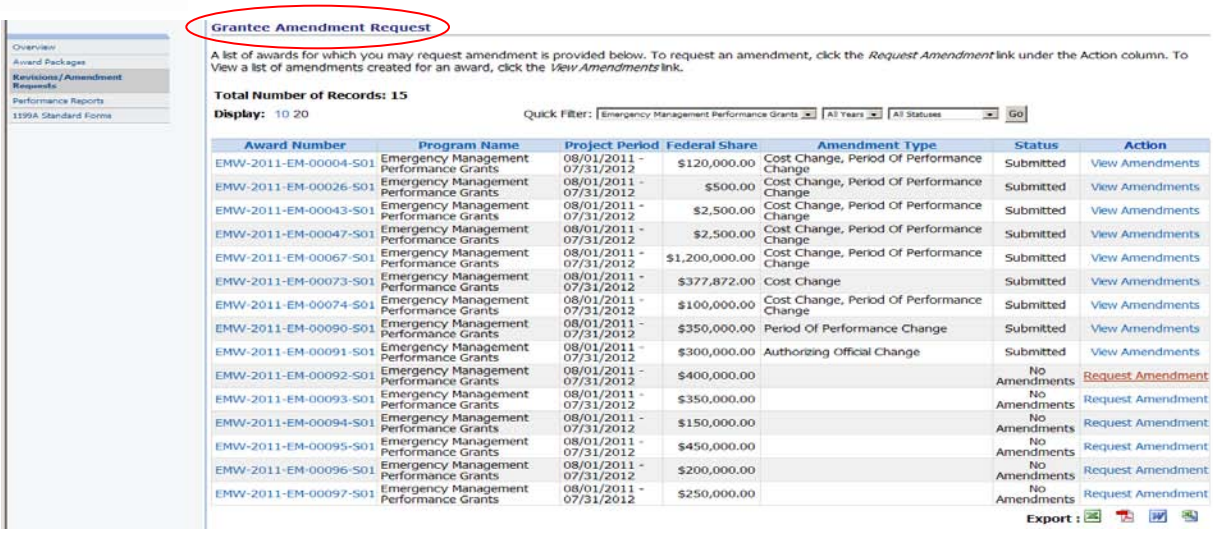


CONTACT CHANGE

The "Contact Change" amendment allows grantees to change contacts associated with an award. The contact change does not need internal review and is automatically approved when processed.

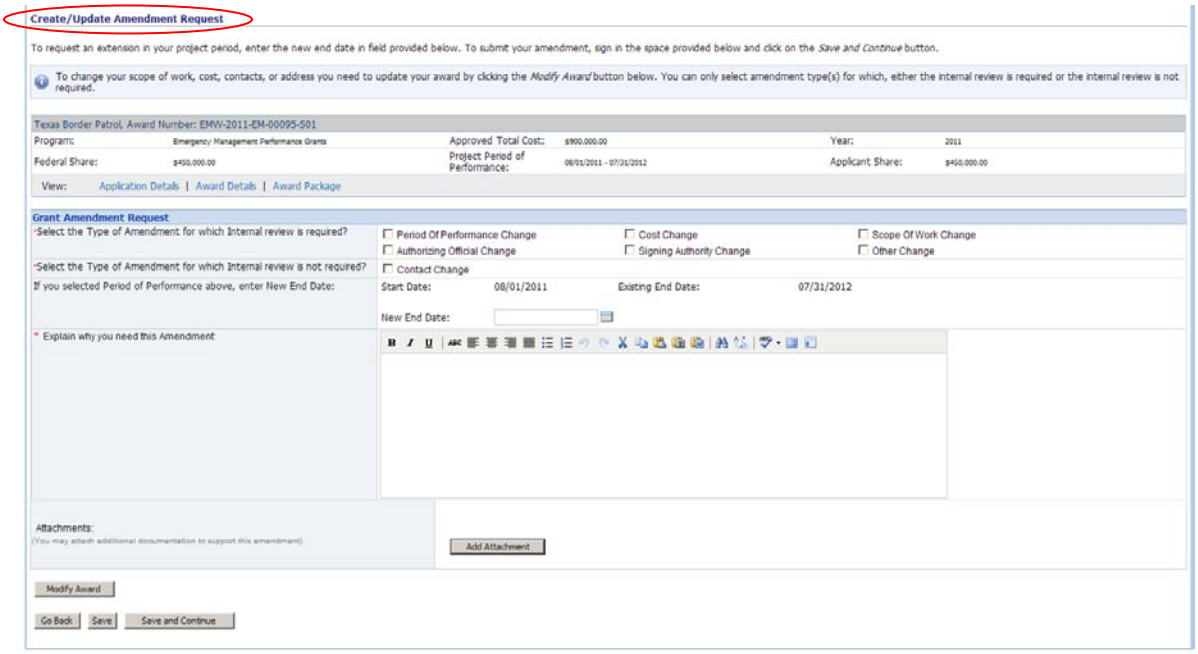
64 Click the ***Grants Management*** tab at the top of the screen

65 Click the Revisions/Amendment Requests left hand menu link
► The **Grantee Amendment Request** screen will be displayed, listing all awards with amendments

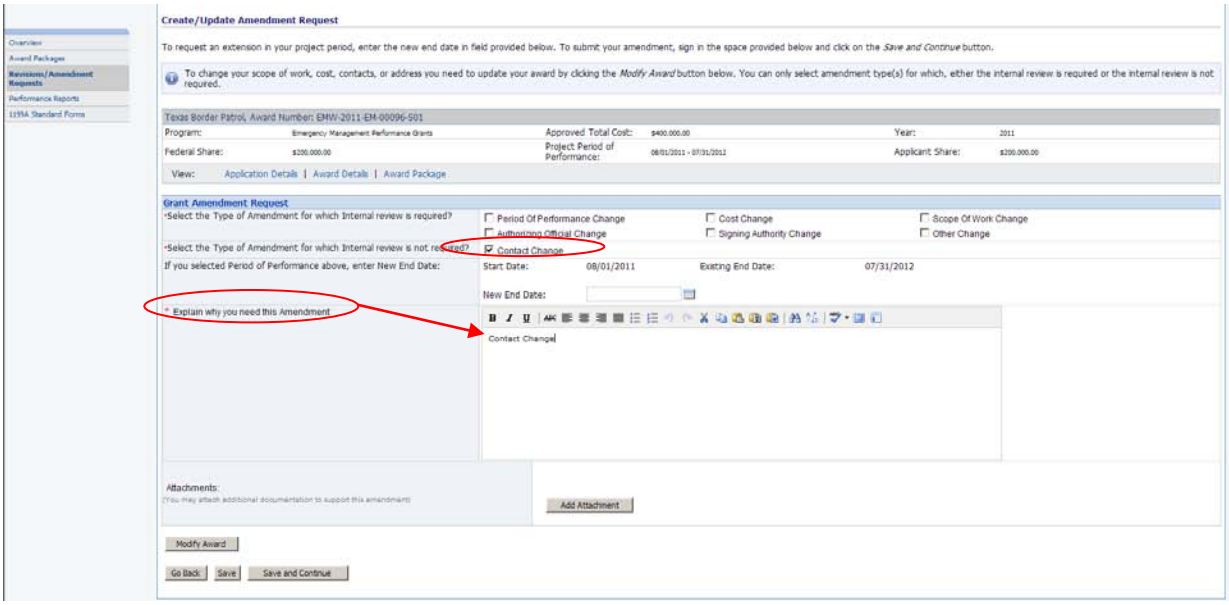


66 Click on the Request Amendment link next to the award for which you would like to create the "Contact" Change amendment.

► The **Create / Update Amendment Request** screen will be displayed, allowing you to enter details about the amendment request



67 Fill out all required fields,selecting the check box for “Contact Change” and include your explanation to request the amendment

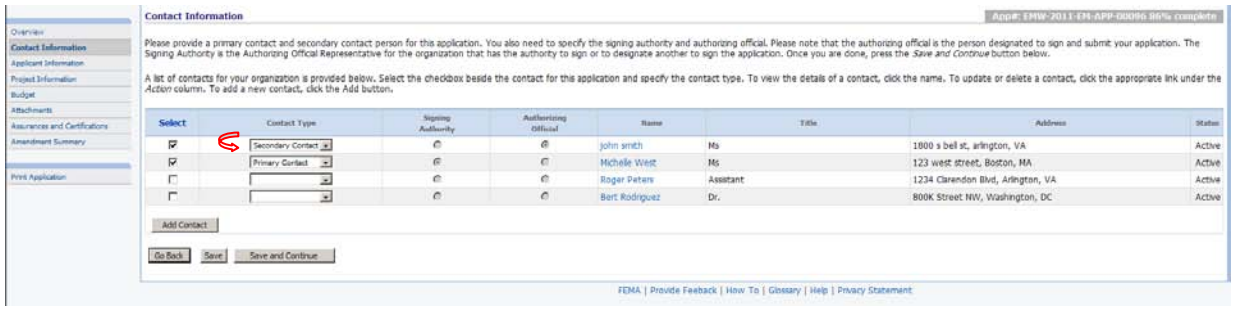


68 Click the *Modify Award* button to update the appropriate section(s) within the award as well
► The **Application Status** screen will be displayed, listing the different application sections

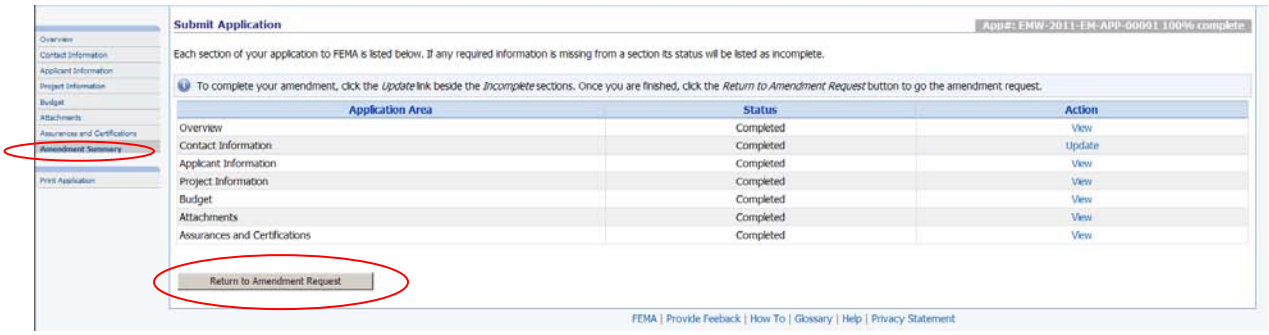
	NOTE: Sections that will need to be updated will indicate a status of “incomplete” on the individual application section screens.

69 The Contact Information area will now have a status of incomplete and the Action column for “Contact Information” will now allow the user to select the Update link. To continue with the “Contact” Change Amendment, click on the corresponding Update link.

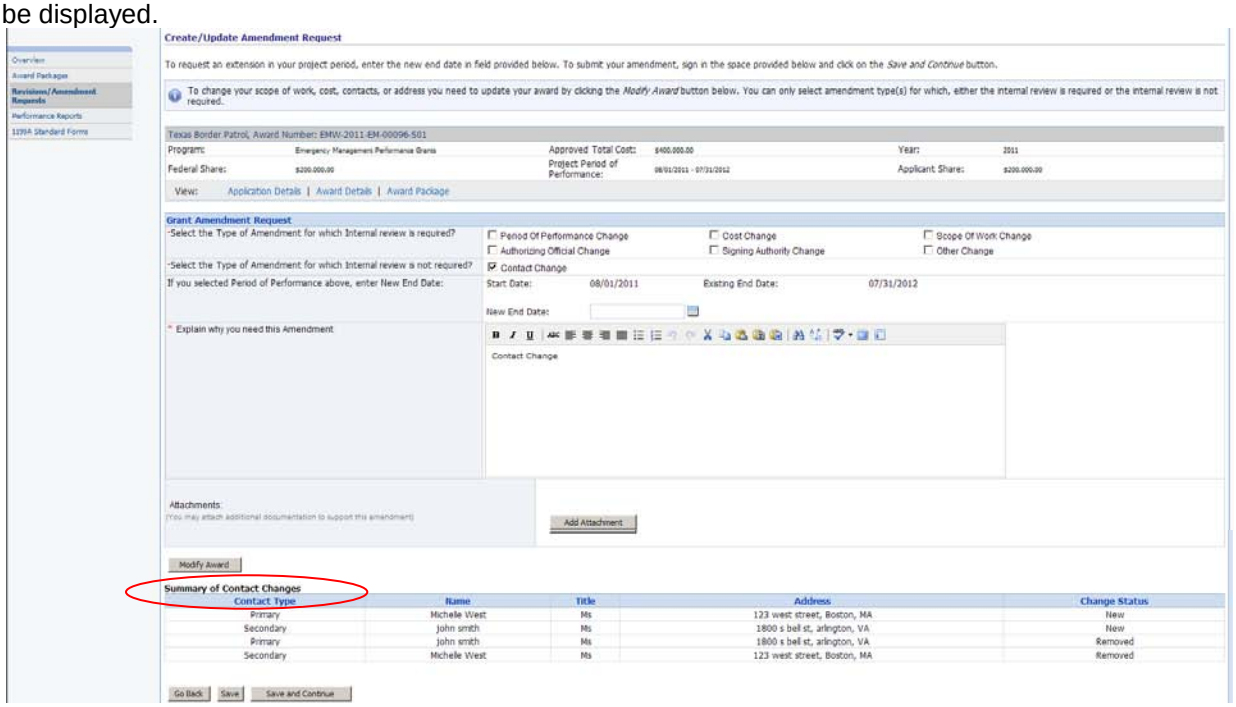
70 The Contact Information screen is displayed as seen in the figures below. At this point the Signing Authority can be updated. Click *Save* when complete.



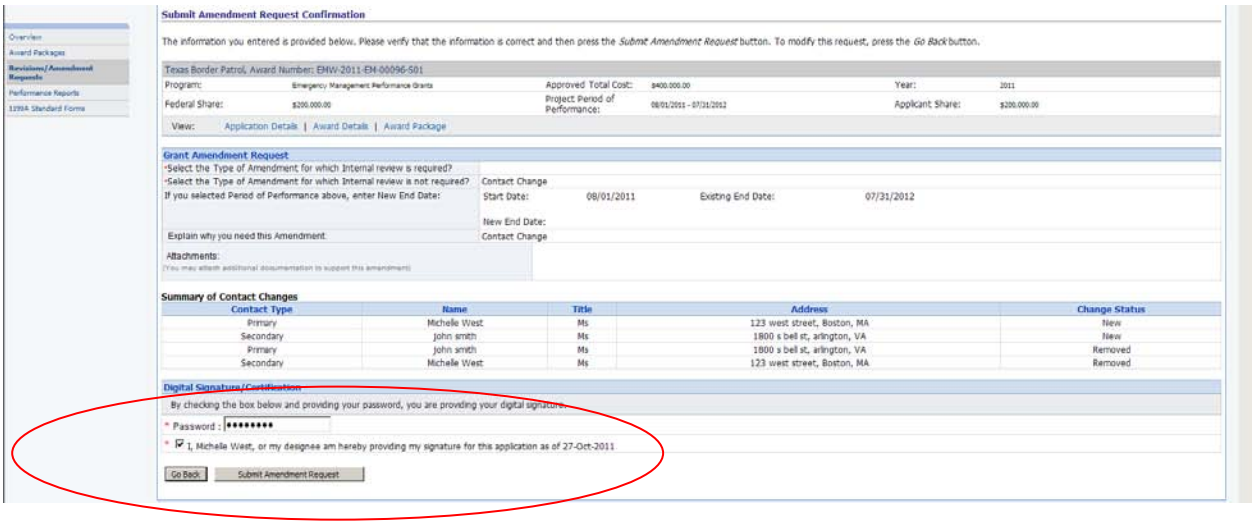
71 After the applicable changes have been made and the *Save* button selected, click the Amendment Summary left hand menu link. Click on the *Return to Amendment Request* button as seen below.



72 The Create/Update Amendment Request screen will be re-displayed with a summary of Contact Changes, select *Save and Continue.* The Submit Amendment Request Confirmation Page will now be displayed.



73 At the bottom of the Submit Amendment Request Confirmation page enter the user password and check the box authorizing signing of the application. Click Submit Amendment Request.



The "Contact Change" amendment does not require internal review and approval and will be processed automatically upon submission.

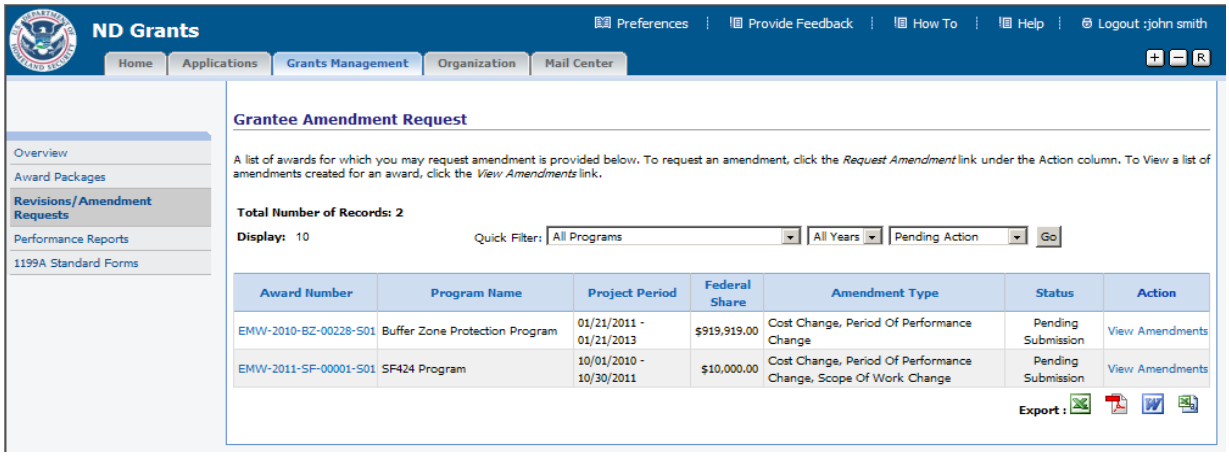
MODULE 4: LESSON 6: UPDATING AMENDMENTS

	NOTE: You can only update amendments with the status of Pending Submission or Released.

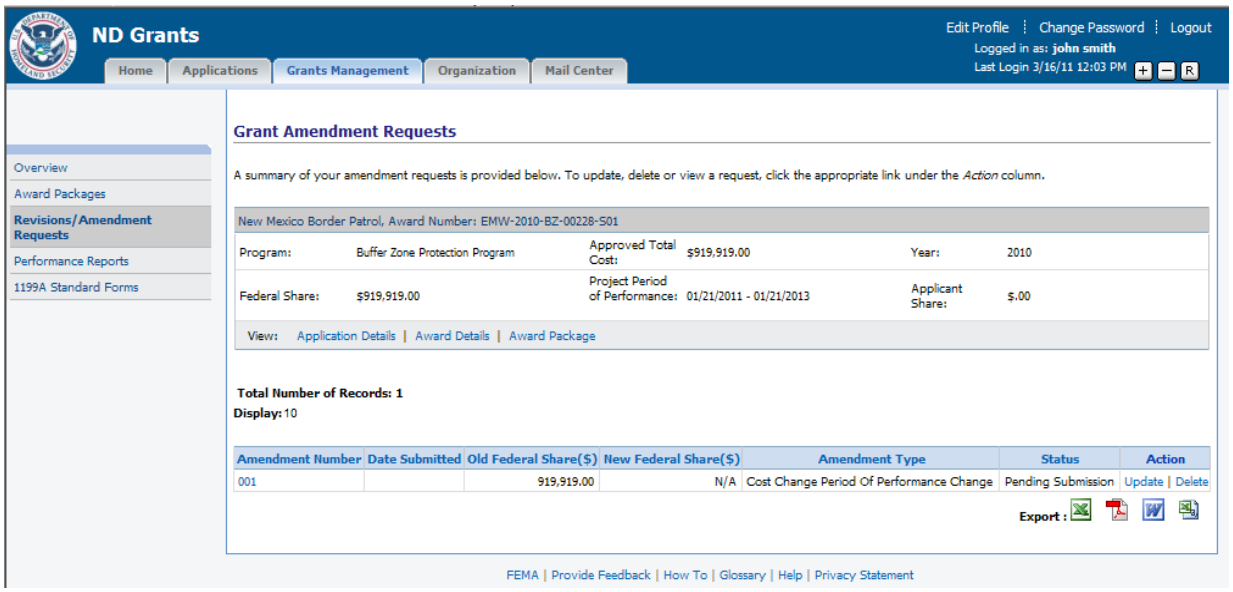
1 To update amendments click on the ***Grants Management*** tab

2 Click the Revisions/Amendment Requests left hand menu link
► The **Grantee Amendment Request** screen will be displayed, listing all awards

3 Enter the Quick Filter criteria Pending Action, then press the *Go* button. All awards with an action of Pending Submission will be displayed.



4 Click the View Amendments link corresponding to the award you would like to update
► The **Grant Amendment Requests** screen will be displayed, showing all the amendments associated with the award



5 Click the Update link corresponding to the amendment with the status of Pending Submission or Released
► The **Create / Update Amendment Requests** screen will be displayed, allowing you to review and update the amendment request

6 Modify the amendment request and if necessary modify the appropriate section of the application as well by clicking the *Modify Award* button on the screen.

7 Once you updated the amendment, click the *Save and Continue* button on the screen
► The **Grantee Amendment Request** screen will be re-displayed listing the amendment you just updated with the status of Pending Submission or Released

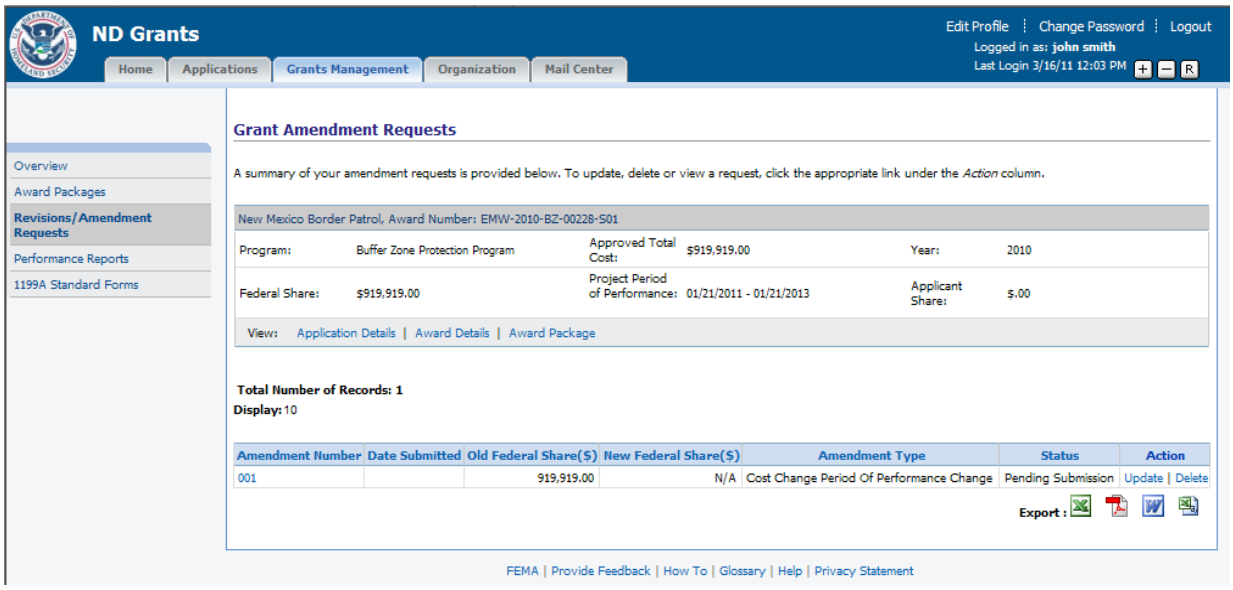
MODULE 4: LESSON 7: DELETING AMENDMENTS

1 To delete amendments click on the ***Grants Management*** tab

2 Click the Revisions/Amendment Requests left hand menu link
► The **Grantee Amendment Request** screen will be displayed, listing all awards

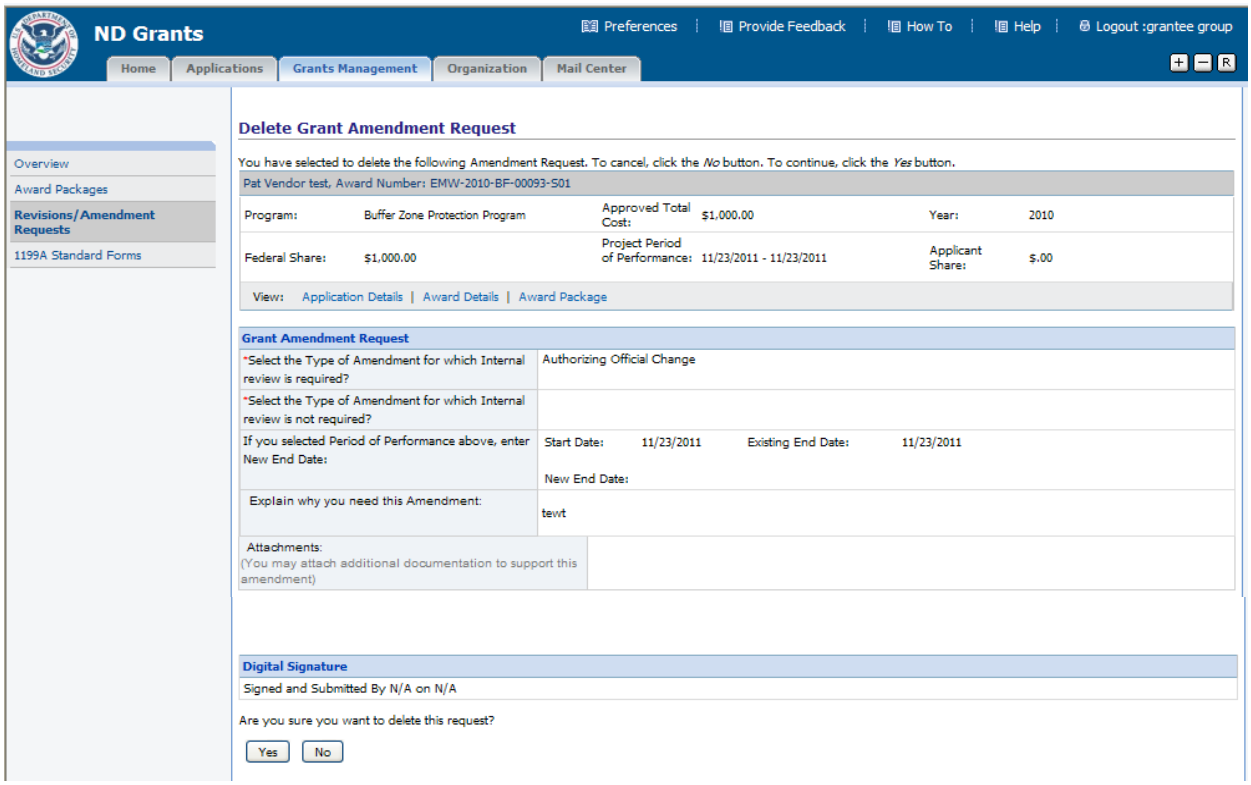
	NOTE: You can only delete amendments with the status of Pending Submission or Released.

3 Click the View Amendments link corresponding to the award you would like to delete
► The **Grant Amendment Requests** screen will be displayed, showing all the amendments associated with the award



4 Click the Delete link corresponding to the amendment with the status of Pending Submission or Released

► The **Delete Grant Amendment Request** screen will be displayed



5 Click the *Yes* button on the bottom of the page
► The **Grant Amendment Request** screen will be re-displayed, listing the amendment with the status of Deleted

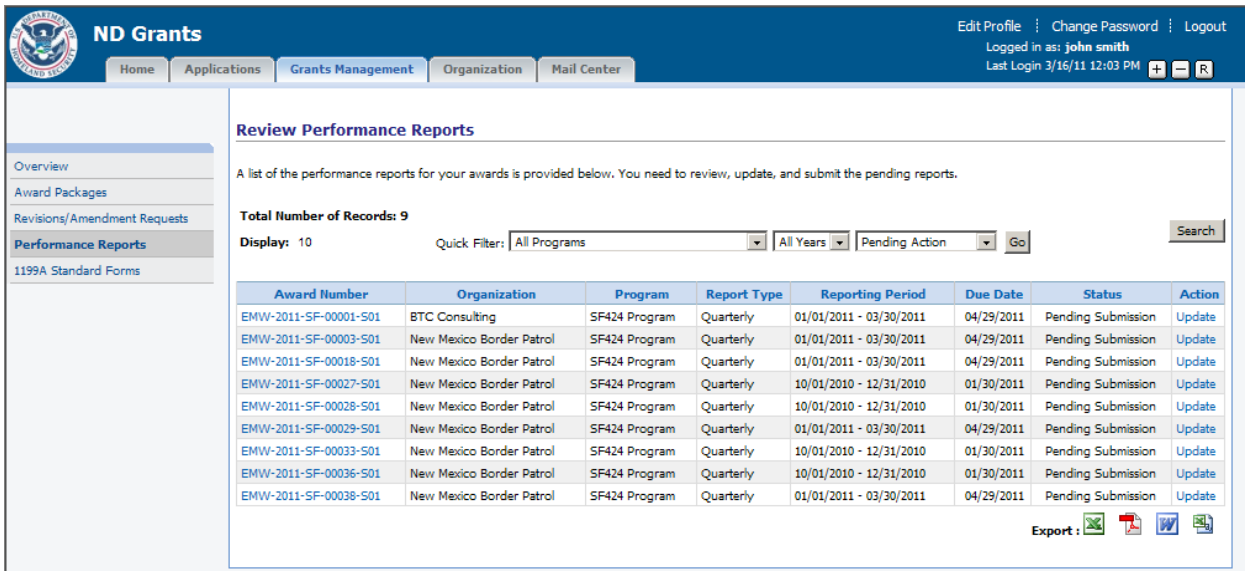
MODULE 4: LESSON 8: VIEWING PERFORMANCE REPORTS

Once you accept an Award Package, the required performance reports will be displayed for you to use for reporting. For each required report, you will be able to upload the report document, enter your comments and submit it to FEMA for review.

The performance reports will only be viewable on the first day of the reporting start date and can be submitted as early as the first day after the reporting end date. The performance reports will be due 30 calendar days after the reporting end date.

The reporting frequency can vary, depending on the grant program 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.

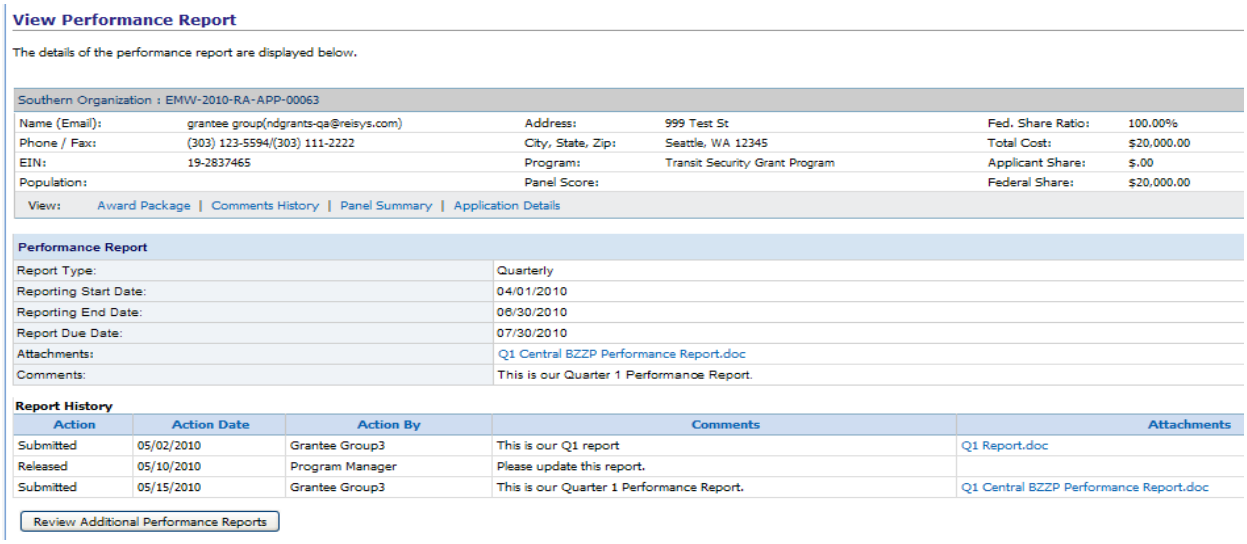
1 Under the ***Grants Management*** tab, click the Performance Reports left hand menu link
► The **Review Performance Reports** screen will be displayed, showing all the performance reports pending action, which will include reports with a status of Pending Submission or Released



NOTE: On the reporting start date, a performance report with a status of Pending Submission will be displayed on this screen for the grantee to update. Reports will not be shown on this screen until the reporting start date occurs.

2 Click the View link for the corresponding award

► The **View Performance Report** screen will be displayed, showing the performance report that was submitted in a read-only format



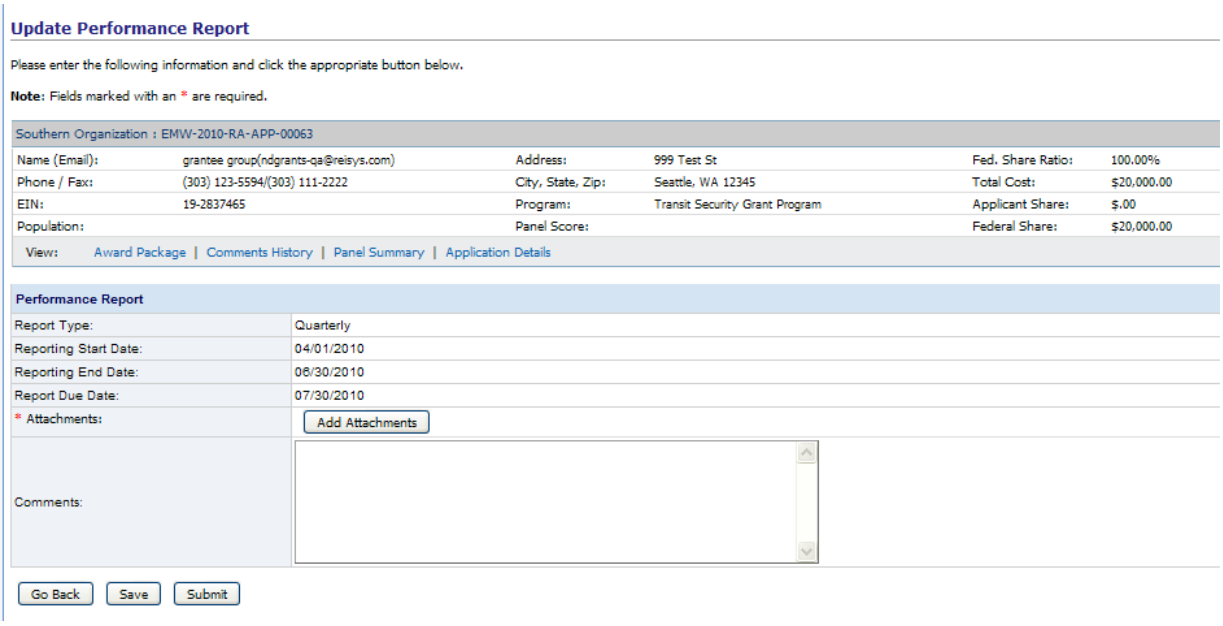
NOTE: The Report History section will contain a record for each time the report was submitted by the Grantee and released by the Program Manager.

MODULE 4: LESSON 9: UPDATING AND SUBMITTING PERFORMANCE REPORTS

Once the reporting period begins, you will be able to update the performance report displayed on the **Review Performance Reports** screen.

1 Under the ***Grants Management*** tab, click the Performance Reports left hand menu link
► The **Review Performance Reports** screen will be displayed, showing all the performance reports with a status of Pending Submission or Released

2 Click the Update link next to the corresponding award number
► The **Update Performance Report** screen will be displayed



Update Performance Report

Please enter the following information and click the appropriate button below.

Note: Fields marked with an * are required.

Southern Organization : EMW-2010-RA-APP-00063

Name (Email):	grantee group(ndgrants-qa@reisys.com)	Address:	999 Test St	Fed. Share Ratio:	100.00%
Phone / Fax:	(303) 123-5594/(303) 111-2222	City, State, Zip:	Seattle, WA 12345	Total Cost:	$20,000.00
EIN:	19-2837465	Program:	Transit Security Grant Program	Applicant Share:	$.00
Population:		Panel Score:		Federal Share:	$20,000.00

View: Award Package | Comments History | Panel Summary | Application Details

Performance Report

Report Type:	Quarterly
Reporting Start Date:	04/01/2010
Reporting End Date:	06/30/2010
Report Due Date:	07/30/2010
* Attachments:	Add Attachments
Comments:	

Go Back | Save | Submit

3 Upload your performance as an attachment by clicking the *Add Attachments* button

4 Enter any comments under the Comments text box, then click the *Submit* button
► The **Performance Report Submission Confirmation** screen will be displayed, showing the details of the **Update Performance Report** screen in a read-only format

	NOTE: If you upload your performance report during the reporting period, you will not be able to Submit the report, but you will be able to Save your work by clicking the *Save* button; the *Submit* button will only appear after the reporting end date.

MODULE 4: SUMMARY

After completing this module, you should be able to review an award that was granted and accept or decline the award as well as view each section of the Award Package. In addition, you should know the process for submitting an SF-1199A Direct Deposit Form to FEMA, how to create an amendment to update your award package, and how to view and submit a performance report.

MODULE 5: MAIL CENTER

MODULE 5: OVERVIEW

The Mail Center allows Grantees to view previous emails and to send new emails. When using the ND Grants Mail Center, you can only send emails directly to the DHS/FEMA Help desk. To send an application to an outside user you must copy ("CC") the users. To access the Mail Center, click the ***Mail Center*** tab at the top of the screen.

MODULE 5: OBJECTIVE

At the end of this module, you will be able to:

- Review received mail
- Compose email (contact Help Desk)
- Review email saved as drafts

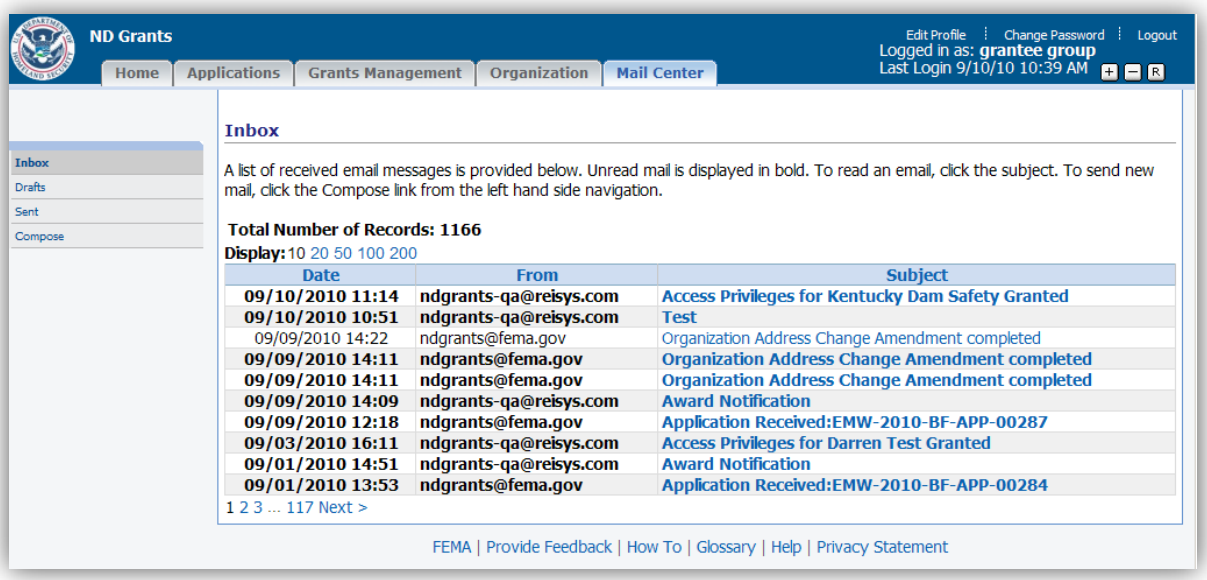
MODULE 5: LESSON 1: VIEWING RECEIVED MAIL

NOTE: Emails are sent to grantees at various stages of the grant cycle. These emails are usually sent by the system, or due to actions taken by FEMA reviewers.

You will receive all emails sent by a FEMA user, which relate to applications where you are listed as the Primary Contact. You can also receive these emails if you are on the CC List.

1 Click the Inbox left hand menu link

► Your **Inbox** screen will be displayed. The screen lists all your incoming emails.



	NOTE: The Subject link will appear in **bold** font for unread mail.

2 Click on a Subject link to review the email
► The email will be displayed on the **View Message** screen

3 Click the:
- *Reply* button to reply to the email
- *Next Message* button to read the next email message in the Inbox
- *Previous Message* button to go back to the previous email message in the Inbox
- *Go Back* button to return to the Inbox

MODULE 5: LESSON 2: COMPOSING AN EMAIL (CONTACTING THE HELP DESK)

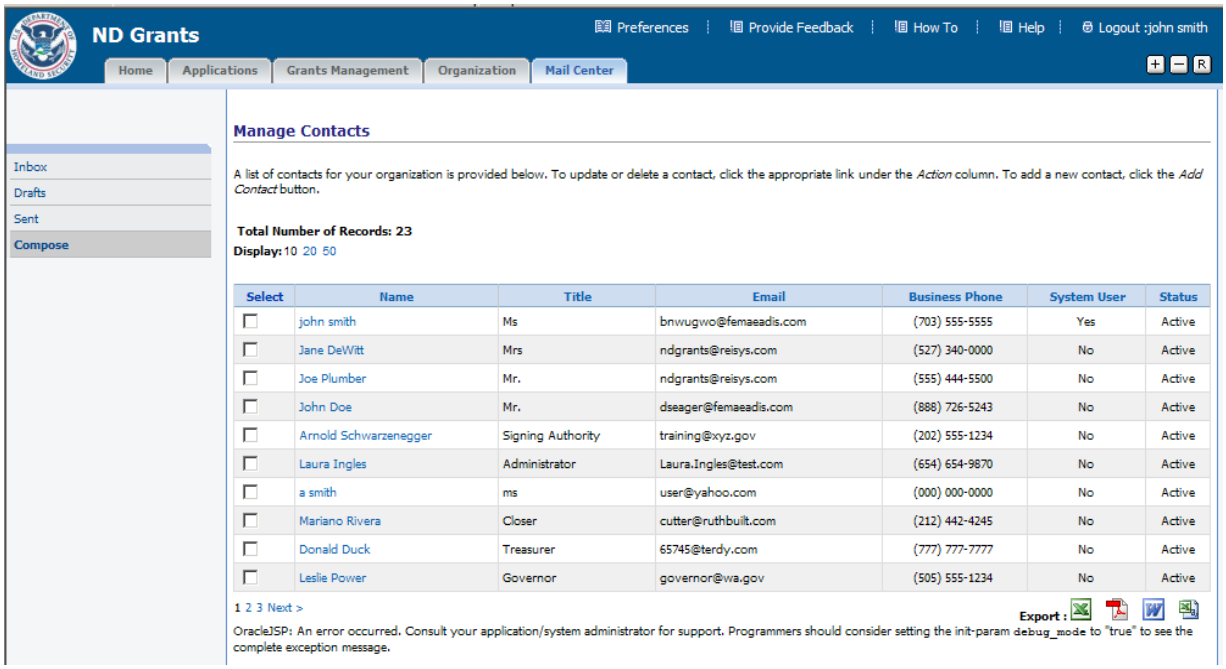
1 Click the Compose left hand menu link
► The **Compose Message** screen will be displayed

	NOTE: The Contact under the "*To*" field is automatically set for the FEMA Help Desk.

2 Select the organization on whose behalf you are sending the email. (This is particularly important in case you belong to more than one organization.)

3 Enter the subject of your email in the Subject box, then enter the text of the email message in the Message Body box

4 Click the *Select Contacts* button to select contacts to receive a copy of the email
► The **Manage Contacts** screen will be displayed. The screen lists contacts for the organizations to which you belong.

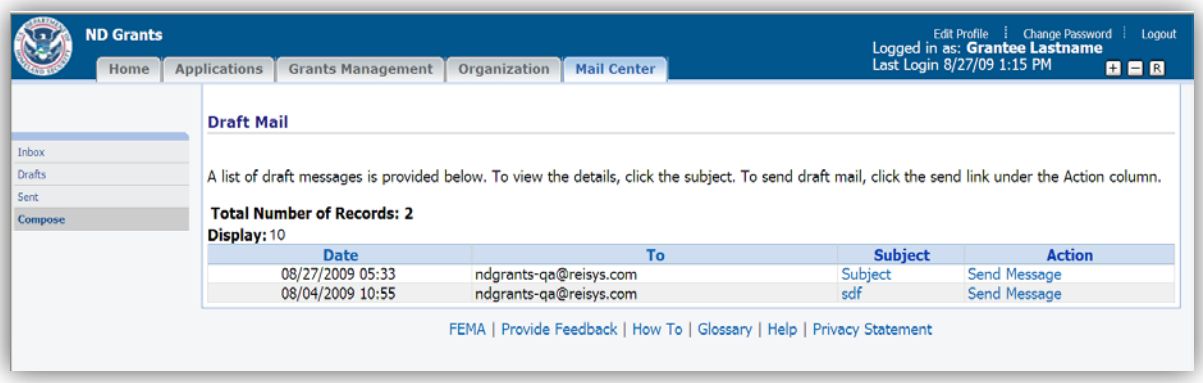


	NOTE: You may remove any listed *CC:* Contact by clicking the **Remove** link next to it.

5 Select any of the listed Contacts and click the *Select Contacts* button.
► You will be returned to the **Compose Message** screen. The *CC:* Contacts section will list the contacts you selected

6 Click the *Send Message* button to send the email
► The **View Message** screen will be displayed to confirm that the email was sent

	NOTE: You can also click the *Save As Draft* button to save a copy of the email in the email drafts list. The **Draft Mail** screen will then be displayed, listing all emails you saved as drafts.



MODULE 5: LESSON 3: REVIEWING EMAILS SAVED AS DRAFTS

1 The Drafts folder contains emails that were composed and saved, but *not* sent

2 Click the Drafts left hand menu link

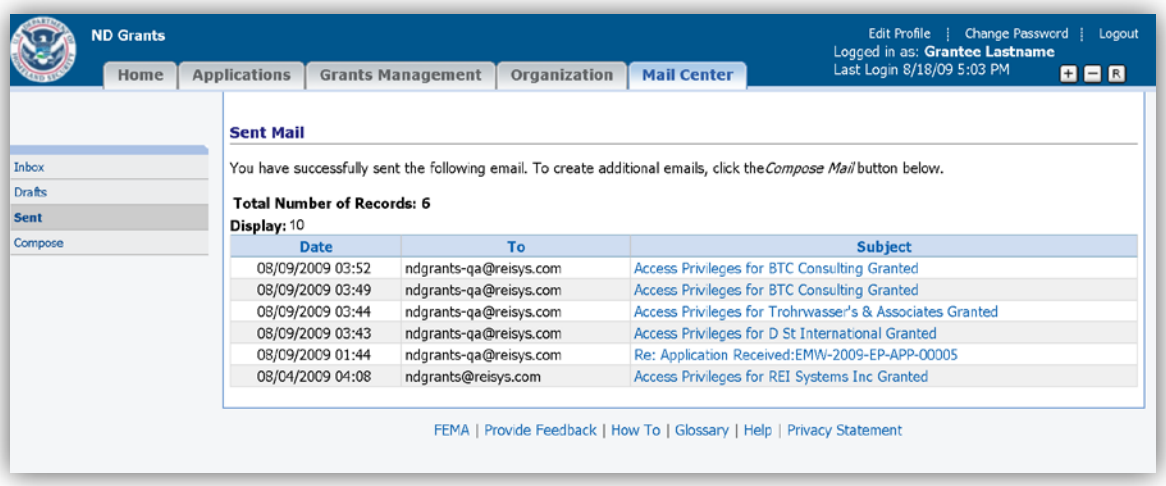
► The **Draft Mail** screen will be displayed, listing all the mails that you saved as drafts, when composing the emails

3 Click the:

- Send Message link to immediately send the draft email, without reviewing it
- Subject link to review the corresponding email draft before sending the email

MODULE 5: LESSON 4: REVIEWING EMAILS PREVIOUSLY SENT BY YOU

1 Click the Sent left hand menu link
► The **Sent Mail** screen will be displayed, listing all the emails you have sent



2 Click the Subject link to review the corresponding email
► The corresponding email will be displayed

3 Click the:
- *Resend* button to resend the email message
- *Next Message* button to read the next email message under *Sent Mail*
- *Previous Message* button to go back to the previous email message under *Sent Mail*
- *Go Back* button to return to the *Sent Mail* list

MODULE 5: SUMMARY

After completing this module, you should be able to view emails you received, review emails previously sent by you, compose and send emails, save emails as drafts, retrieve draft emails and send draft emails.