Department of Homeland Security

Non-Disaster (ND) GRANTS System

Grant Recipient User Guide
2016

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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 features to help manage 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
- Enhance system configurability for new programs by authorized users without the involvement of developers

The system is being implemented via a phased approach in which system functionality is released to coincide with stakeholderschedules. 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-grant recipient functions, and financial payments.

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

There are many ways that ND Grants will make your job as a grant recipient 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 grant recipients that will create and manage applications and manage their awards in the ND Grants System. Though this training material is primarily for grant recipients, it will also benefit FEMA personnel who need to understand the grant recipient 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 grant recipient 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 grant recipient organizations and their contacts
- Create grant recipient organizations and handle access requests to the organizations from other grant recipient users
- 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 grant recipient 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

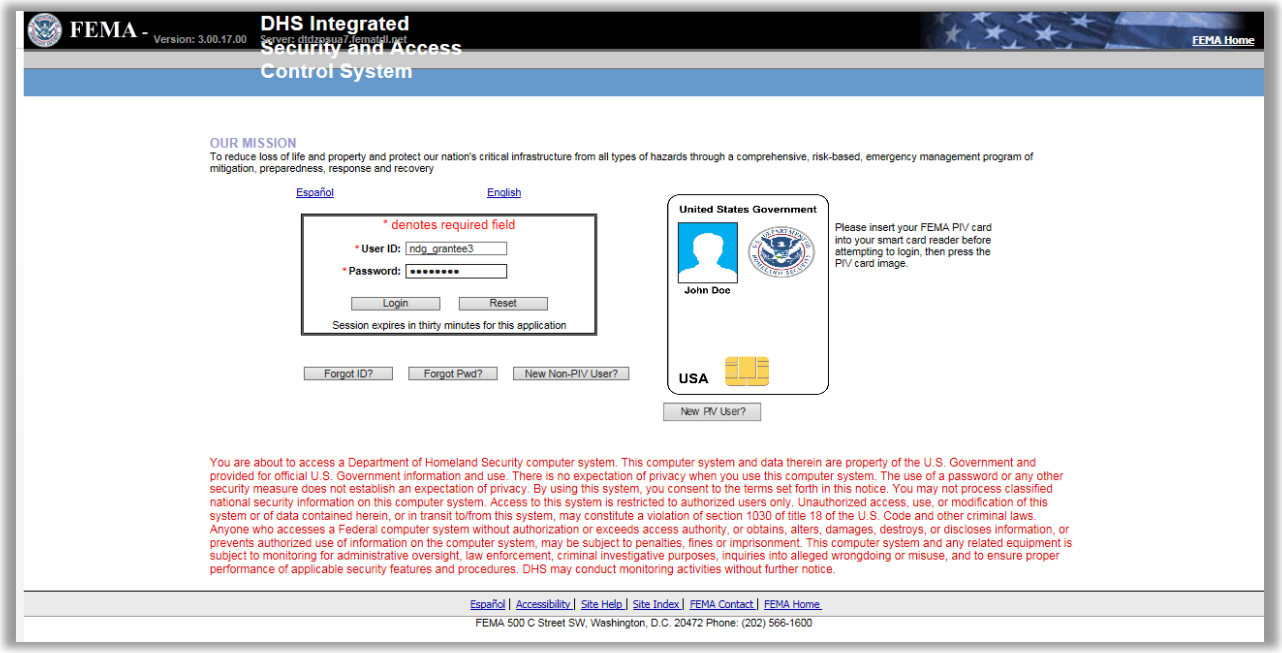
MODULE 1: LESSON 1: INITIAL FEMA REGISTRATION AND LOGGING INTO ND GRANTS

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.
	NOTE: If you do not have a FEMA PIV card you will use the login on the left side of the screen.

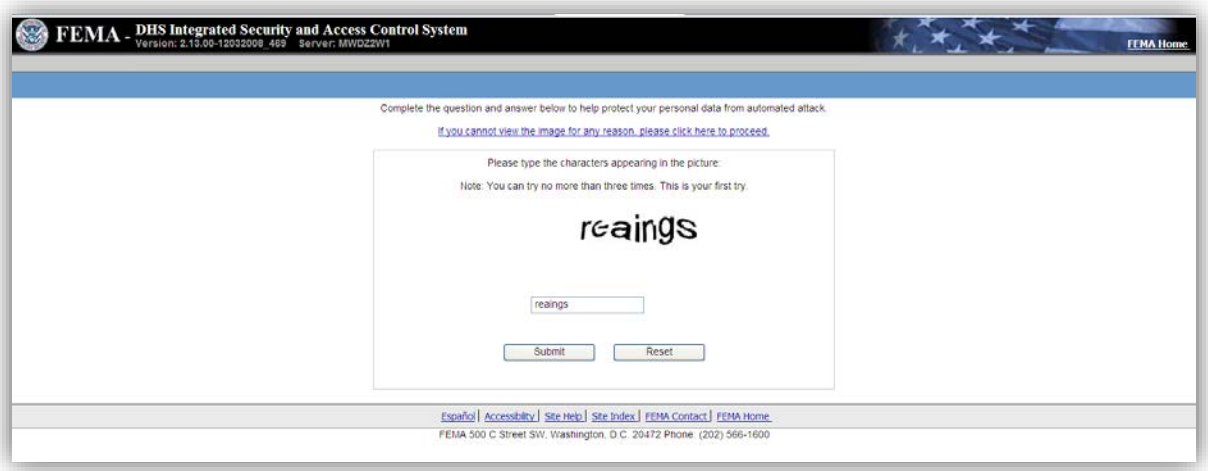
1 Go to https://portal.fema.gov

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



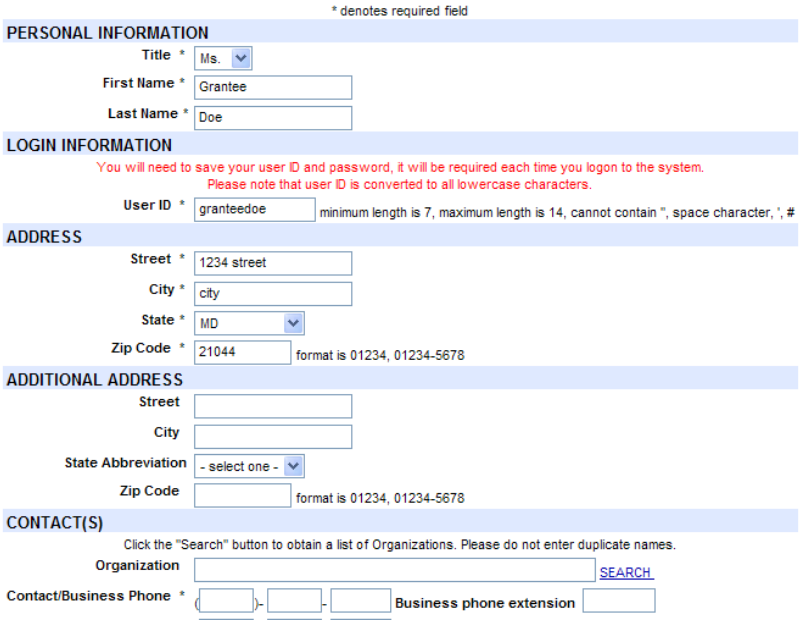
2 Click the *New User?* button at the bottom of the login screen

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



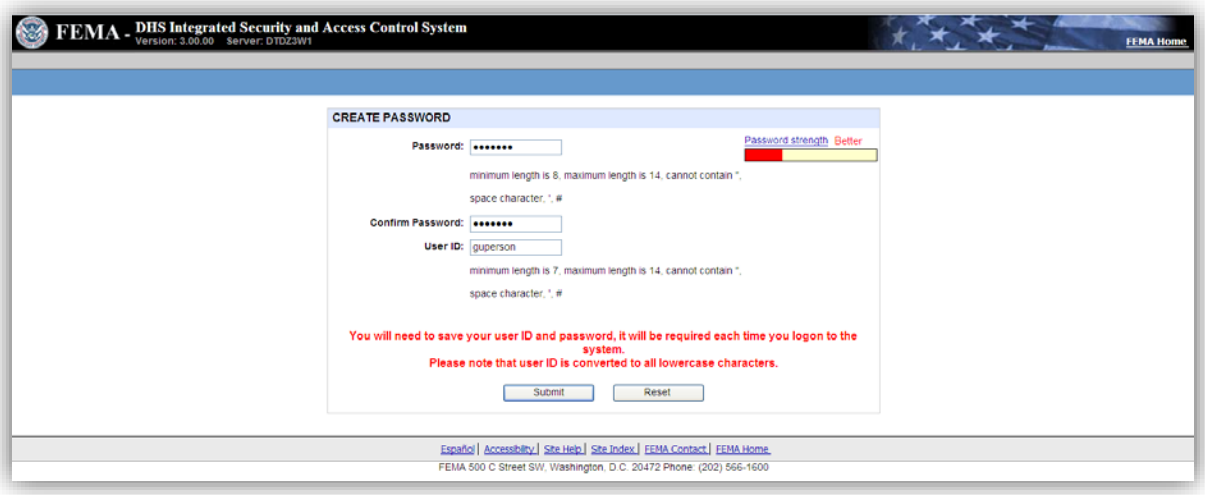
3 Enter the characters appearing above the entry box, and click the *Submit* button

► A **Personal Information Screen** will be displayed



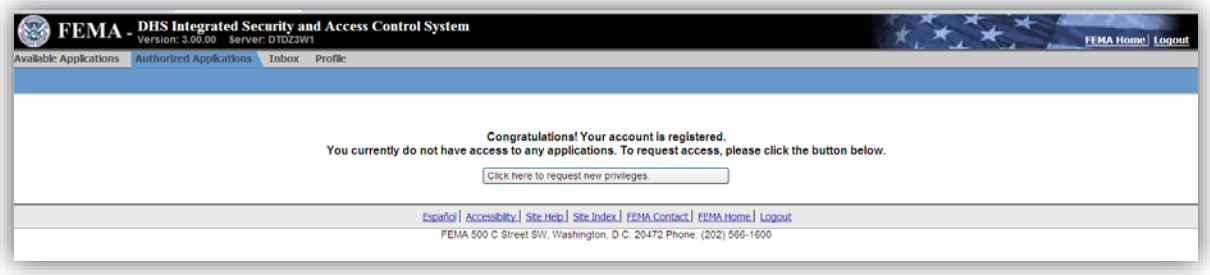
4 Enter the information requested

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

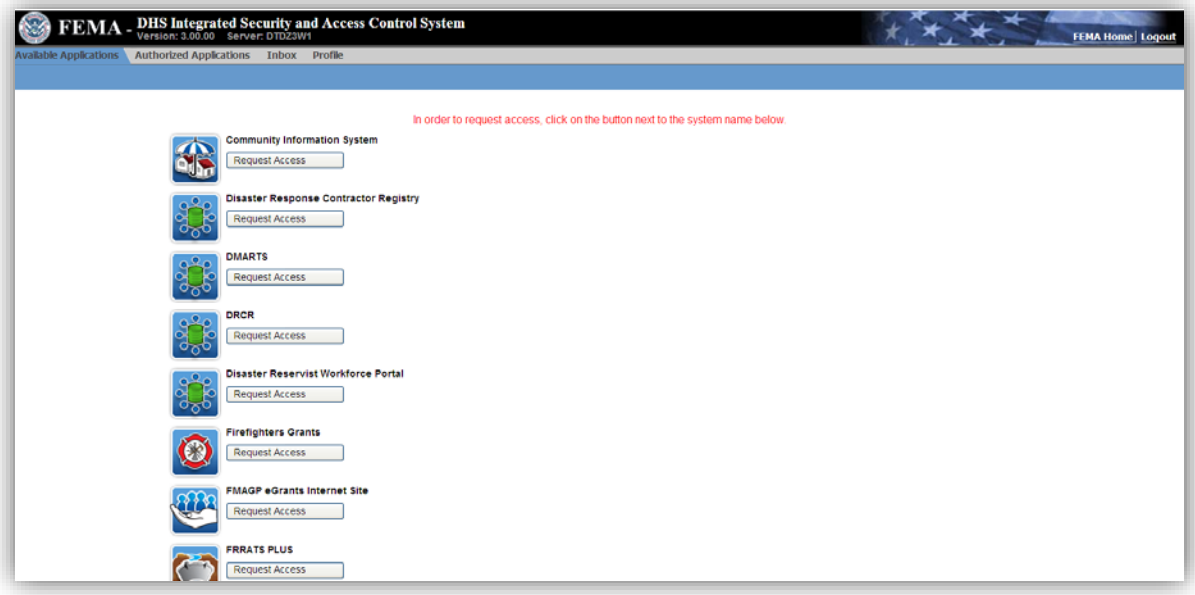


6 Enter your password and confirm your password, then click the *Submit* button. Please remember your password as it will be used to access ND Grants every time. The password must be 7-14 characters long and cannot contain any special characters.
► The **Congratulations Screen** will be displayed (NOTE: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

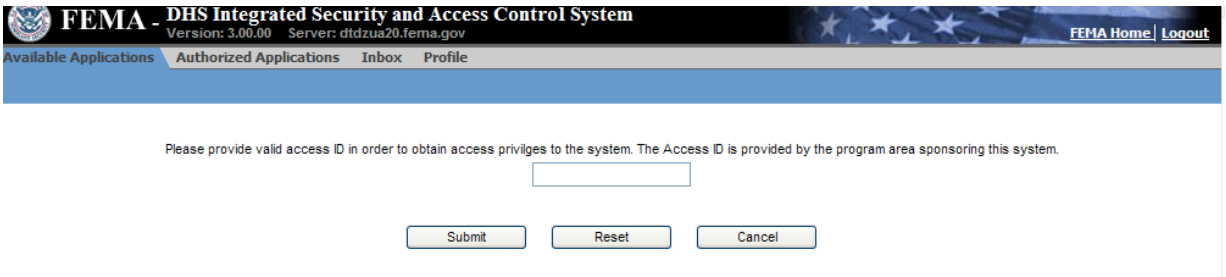
time, however you will not have access to applications until you request and are approved for access.



7 To request access, 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



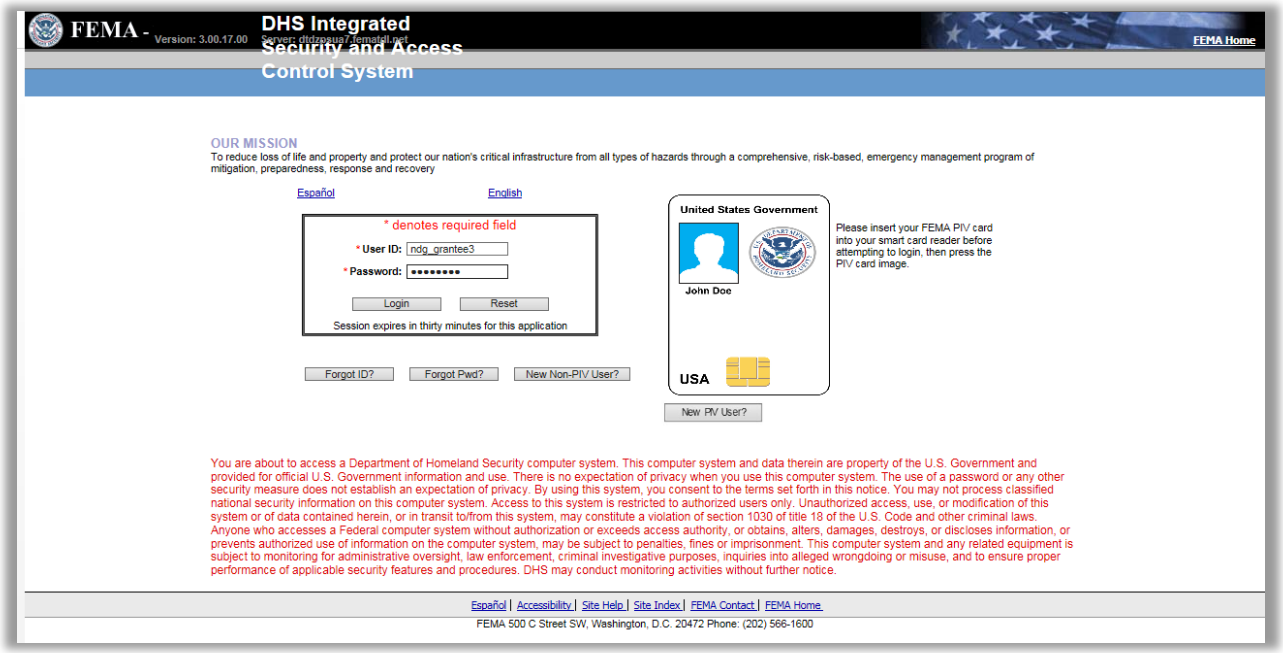
	NOTE: If you are not participating in an in-person ND Grants training session, you can request the access code by calling the ND Grants Helpdesk at 1-800-865-4076 or sending an email to NDGrants@fema.dhs.gov .

9 Enter access code and click the *Submit* button
► Your **Grant recipient 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

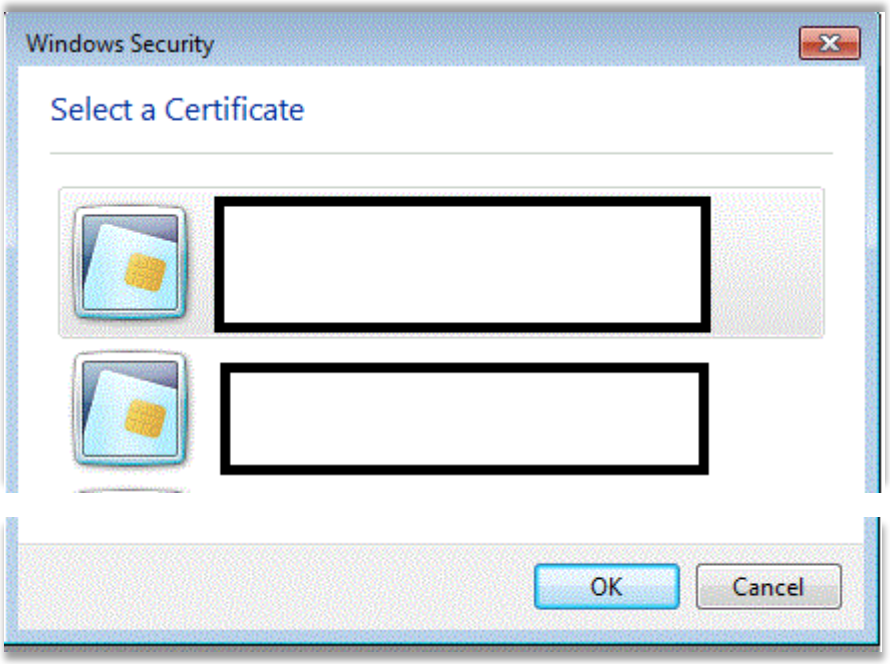
- If you DO NOT have a FEMA PIV card you will use the login on the left side of the screen.
- If you DO have a FEMA PIV card you will use the login on the right side of the screen.

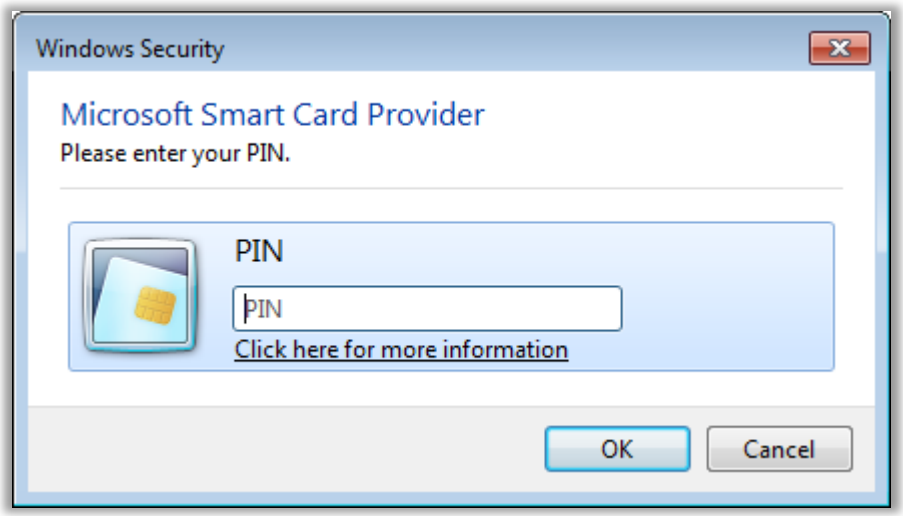


2 Login using your User ID and password

a Non-PIV users will login using your User ID and password (left side of page) and click the Login button.
b PIV users login by clicking on the image of the PIV card (right side of page)
  i Select the appropriate PIV certificate from the Select a Certificate window that appears.
  ii Enter PIV number into the PIN field.

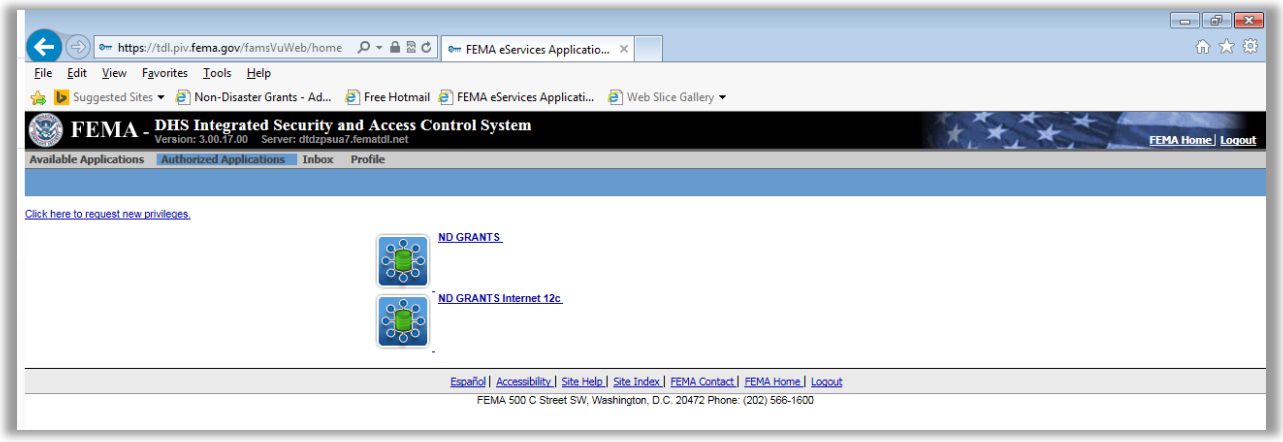
PIV USER ONLY





3 Click the *OK* button

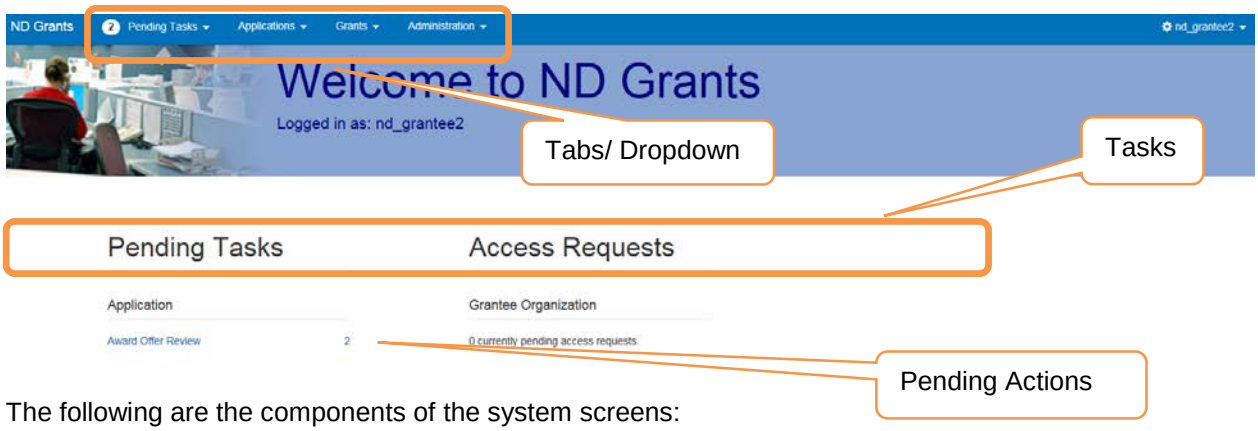
4 The **Grant recipient Dashboard Screen** will be displayed which will show you all the systems for which you have been granted access permissions.



5 Select the desired system by clicking on the icon/hyperlink

6 Your **Grant recipient Homepage Screen** will be displayed which will allow you access to all grants associated with Organizations to which the grant recipient belongs

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



The following are the components of the system screens:

Tabs/Dropdown: The Home page has four tabs across the top of the screen – Pending Tasks, Application, Grants, and Administration. These tabs help organize the functionality in a logical way. The tabs are organized to follow the tasks that the grant recipient has to complete. Similar tasks are grouped together.

- The Pending Tasks tab contains a list of all the tasks waiting to be performed in your queue
- The Applications tab contains all the functions related to the creation and managing of applications.
- The Grants tab contains all the functions related to post award management (i.e amendments and performance reports)
- The Administration tab allows you to manage the organizations and contacts associated with the organization

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

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, navigation of the functions and tasks on the home page.

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 ***Administration*** tab allows users to perform tasks related to organizations to which they belong. Grant recipients can add / update the organization and add default contacts for organization(s). In addition, from the Administration tab, you can manage organizations; request access to the organizations to which you do not belong; view other users 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 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 use the ***Administration*** tab at the top of the screen.

	NOTE: Applications and awards will **not be listed on your screen** 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:

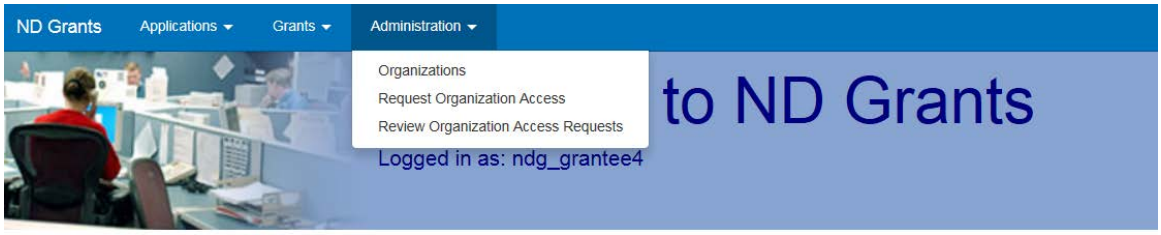
- Add a new organization
- Add and update contacts for the organizations that you belong
- View organizations to which you already belong
- View other users with access to your organizations
- Update an organization to which you belong
- View organizations to which you do not have access
- Request access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

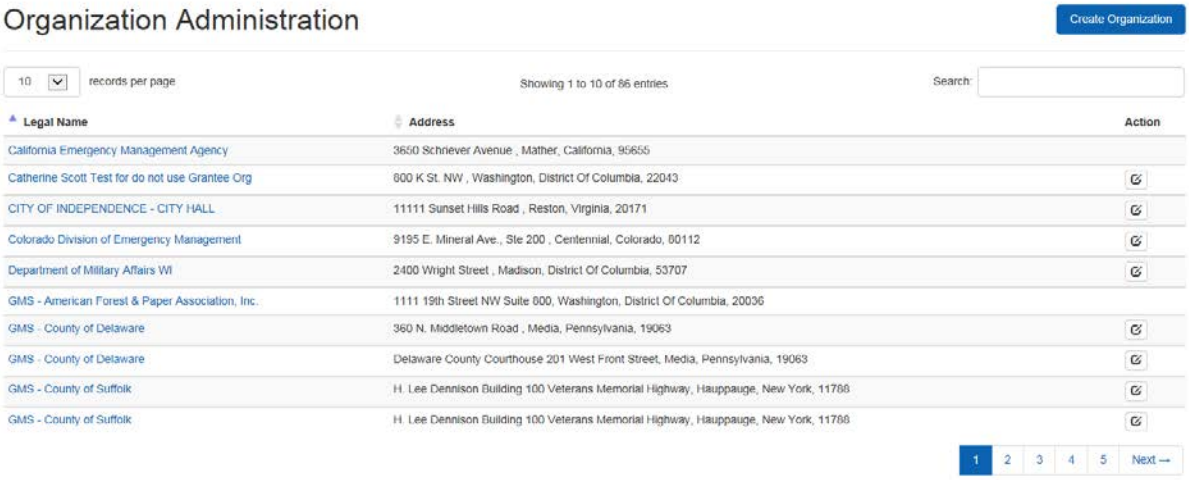
MODULE 2: LESSON 1: VIEWING ORGANIZATIONS, WHICH YOU BELONG

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

1 Under the ***Administration*** dropdown, click the Organizations link

►The **Organization Administration** screen will be displayed, listing all the organizations to which you belong

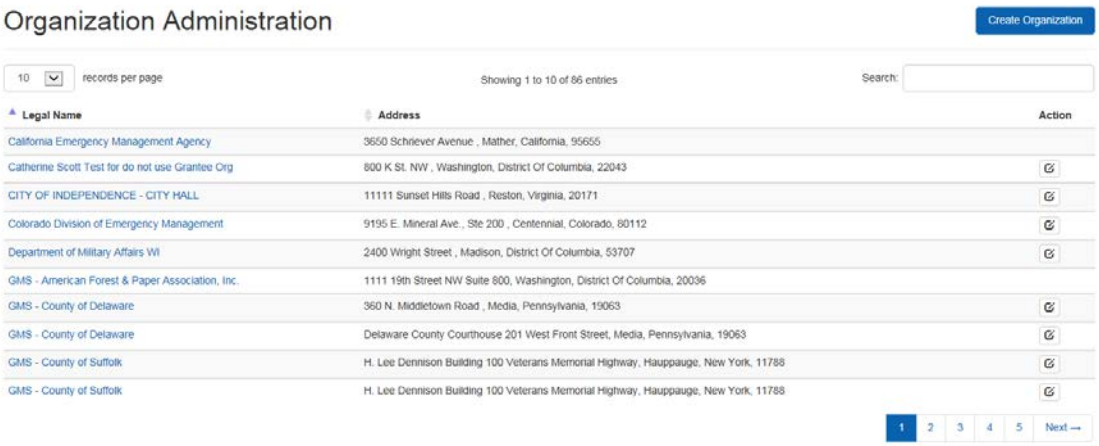




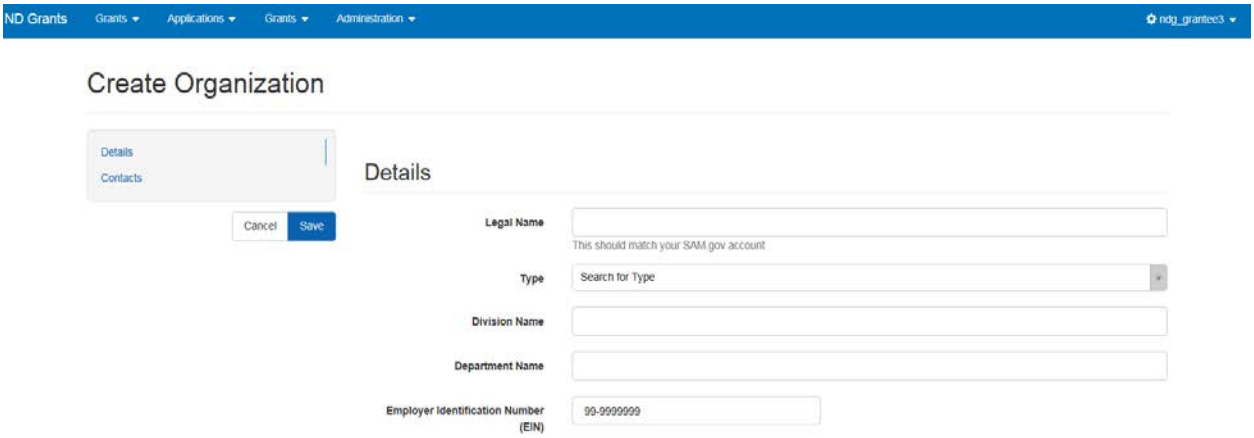
MODULE 2: LESSON: 2: ADDING AN ORGANIZATION

1 Under the ***Administration*** dropdown, click the Organizations link

►The **Organization Administration** screen will be displayed, listing all the organizations which you belong



2 Click the *Create Organization* button in the upper right hand corner of the screen.
► The **Create Organization** screen will be displayed



3 Complete the organization details and click the *Save* button
► The **Update Organization** screen will be displayed with the "Organization successfully saved" message at the top in green

	NOTE:If your mailing address is the same as your physical address check the Same as Physical box, the mailing address will populate with the same information

MODULE 2: LESSON: 3: UPDATING AN ORGANIZATION

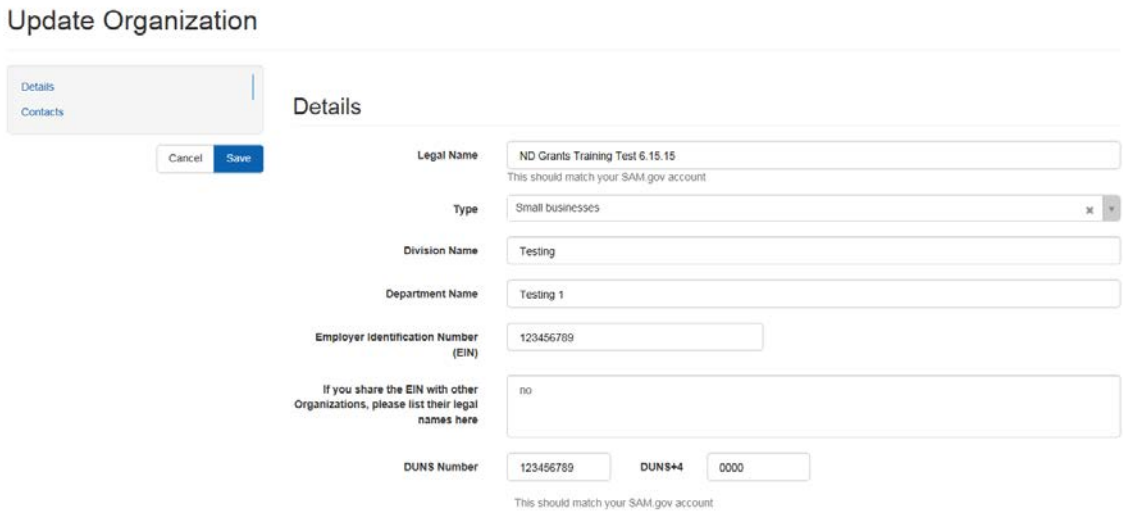
Only the Organization Administrator can update the organization's information. If any of the Grant recipient Organization's Grants have an Application, Amendment Request, or Amendment in the **Pending Submission** or **Pending Review** state, the grant recipient will see the following error message when they attempt to save the change to the Address of the Grant recipient Organization, and the Grant recipient cannot update the Address:

1 Under the ***Administration*** tab, click the Organizations link

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

2 Click the Update icon under the Action colum for the organization you want to update
► The **Update Organization** screen will be displayed, listing the current organization details

3 Modify the organization details and click the *Save* button



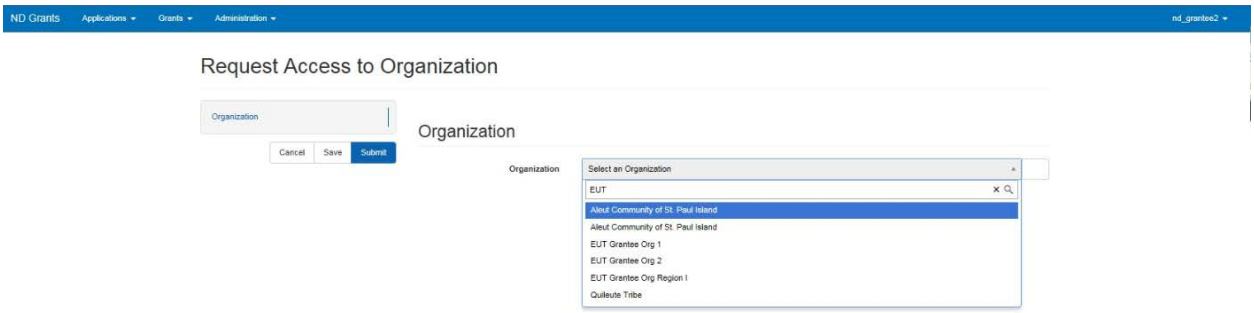
► The **Update Organization** (confirmation) screen will be displayed

4 Click the *Cancel* button
► The **Organization Administration** screen will be re-displayed

	NOTE: To view additional information related to the organization, click the Legal name (organization link) to see contacts, users, related applications, pending organization requests The organization information fields are read-only for grant recipient users who do not have the Organization Administrator role.

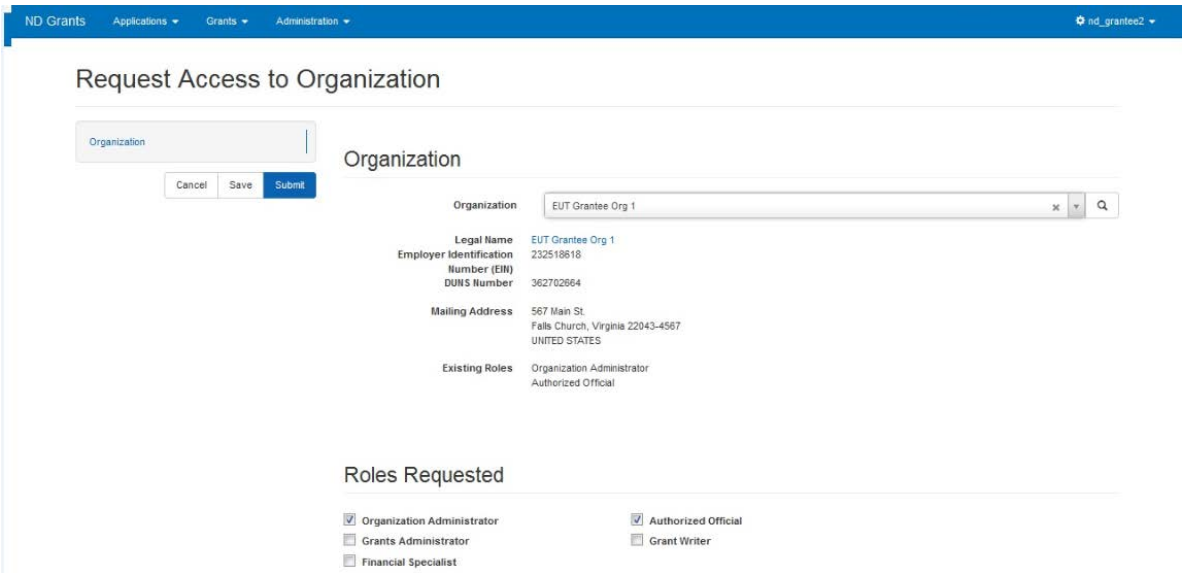
MODULE 2: LESSON 4: REQUESTING ACCESS TO BELONG TO AN ORGANIZATION

1 Under the ***Administations*** tab, click the Request Organization Access link
► The **Request Access to Organization** screen will be displayed.



2 Find the organization to which you want to request access by clicking the drop down and typing in the name of the organization then press enter. You may also click the *Search* icon to locate the organization.

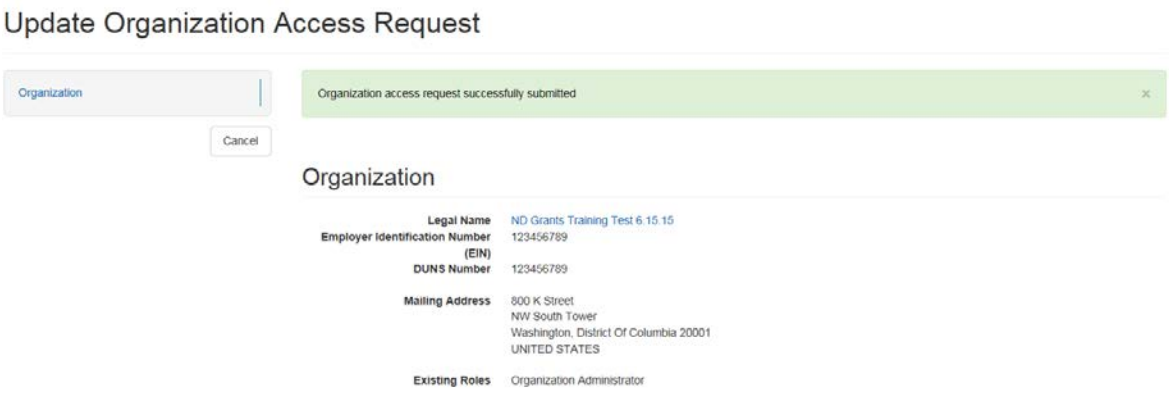
3 Select the roles you will need for the organization by clicking and click Submit.



4 To view Access Requests submitted under the ***Administration*** tab click Review Organization Access Request link then select the Pending Access Request

	NOTE: In order to send Organization Access request to the Program Manager for approval you must be requesting the Organization Administration role. If other roles are selected You will not have the option to send your access request to the Program Manager, but you will still be able to view it.

5 Success message



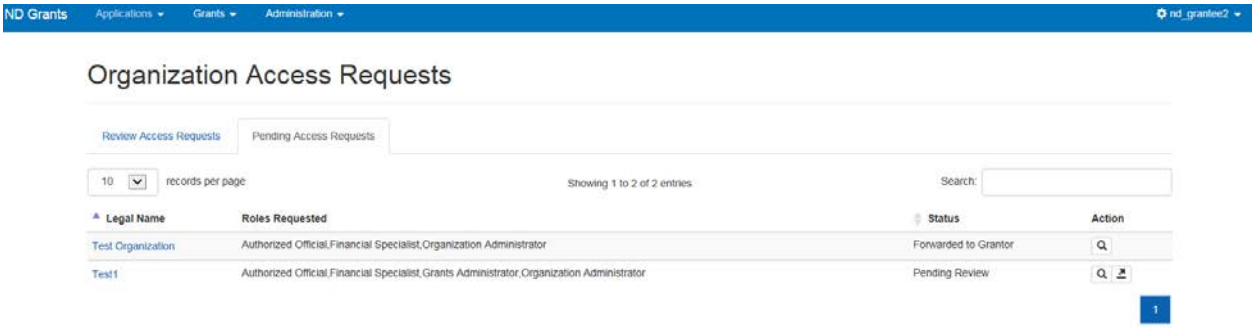
	NOTE: Check your email to see if your access request was approved. You can also click the Organization Access Requests and select the Pending Access Request tab to see if the status of your request

MODULE 2 LESSON 5: REVIEWING ORGANIZATION ACCESS REQUEST

When requesting the access to an organization, the grant recipient can send the request to the Program Manager. The Program Manager can only approve am access request that includes the Organization Administration role. If other roles are being requested excluding the Org Admin role, the designated Org Admin will have to approve those roles.

1 After submitting the Organization Request, under the ***Administration*** dropdown, click the Review Organization Access Requests link

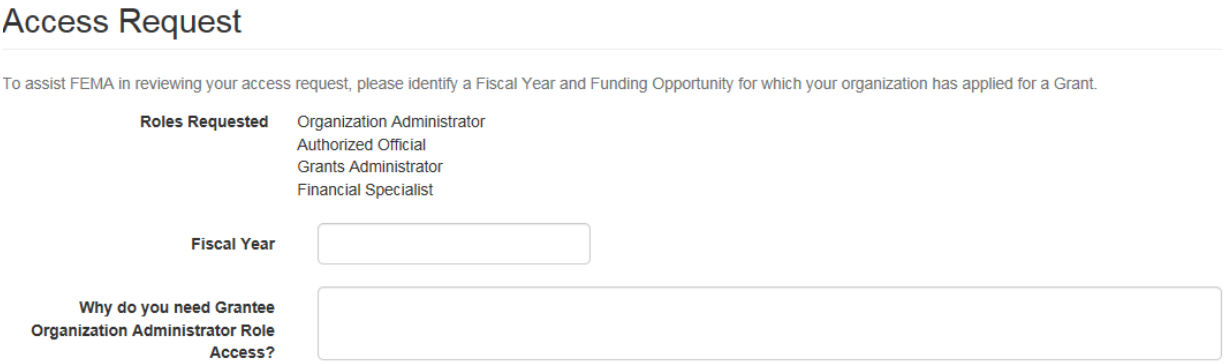
► The **Organization Access Requests** screen will be displayed, listing current access requests that have been submitted.



2 Click the Pending Access Request Tab to view all Pending Organization Access Requests submitted by yourself.

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

► The **Access Request** screen will be displayed, listing the roles you have requested



4 Enter the Fiscal Year and Funding Opportunity for which your organization has applied for a grant and enter in if you are requesting the Organization Administrator role. The click *Submit*

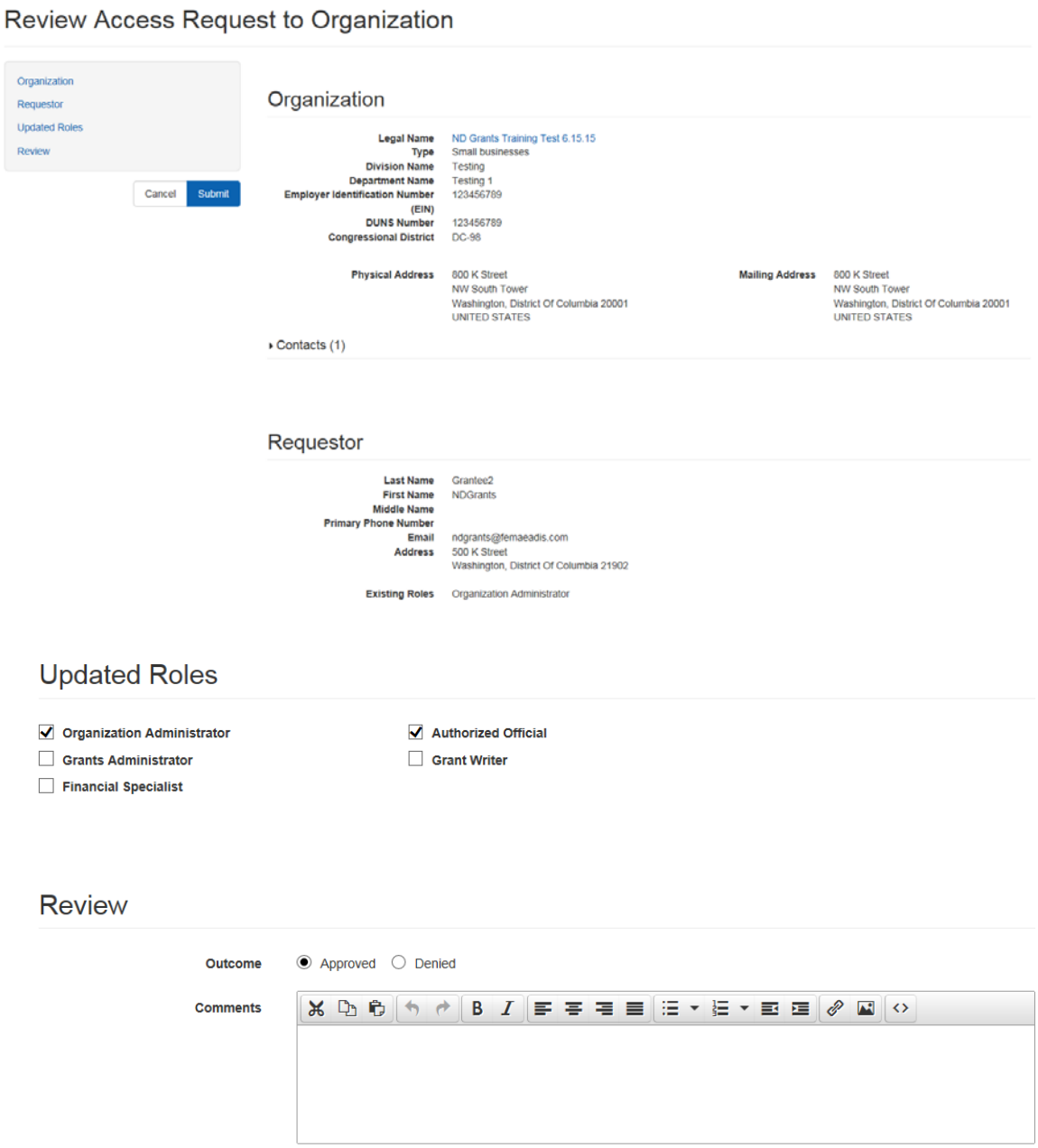
► The confirmation screen will appear.

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

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

5 Under the ***Administration*** dropdown, click the Review Organization Access Requests link
► The **Organization Access Requests** screen will be displayed, listing current access requests that have been submitted.

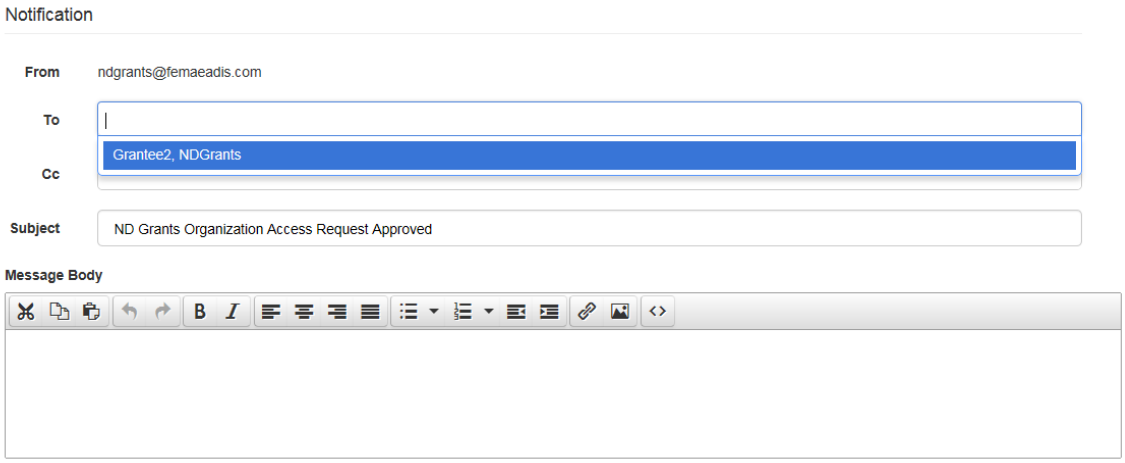
6 Click the Review Organization Access Requests icon next to the requestor you want to review
► The **Review Organization Request to Organization** screen will be displayed with the details of the access request.



7 Review & submit the access request

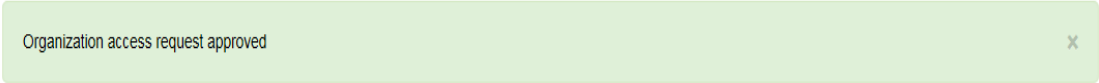
I. Select the *Approved* or *Denied* Status
II. Select the roles(s) to grant the user
III. Enter the text of the email message that should be sent to the user in the *Comments* box

An email template will appear allowing you to choose the recipients. Update the email as necessary and click submit



8 Once you complete the edits to the email Notification, click *Submit*. Once you click submit, the email will be sent to intended recipients notifying them of the decision to add you to the organization.

9 The confirmation message will appear in green



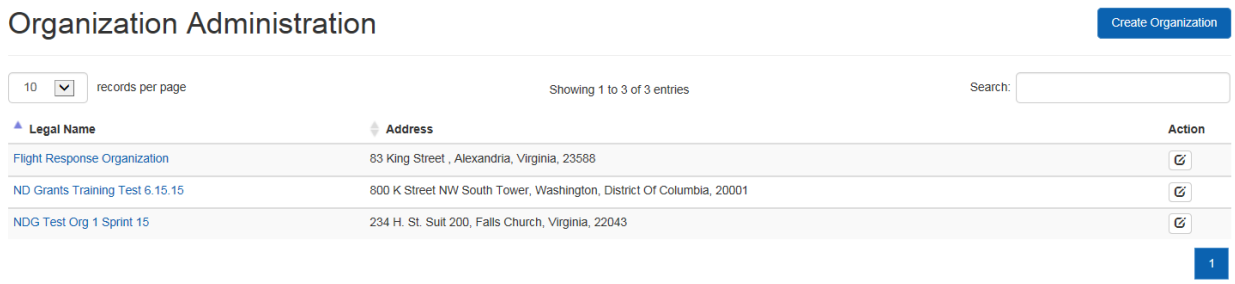
Organizational User Roles and Functions

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

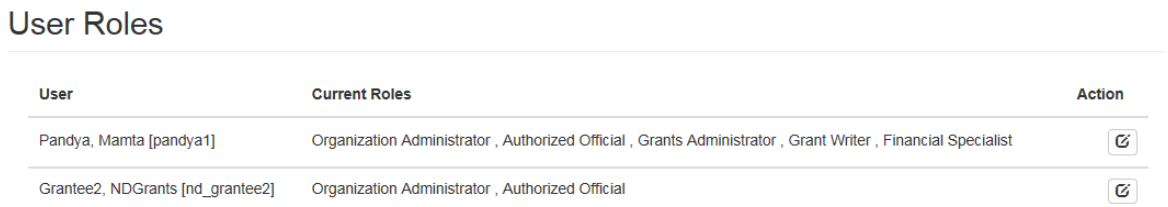
MODULE 2: LESSON 7: VIEWING OTHER USERS WITH ACCESS TO YOUR ORGANIZATION(S)

1 Under the ***Administration*** dropdown, click the Organization link
► The **Organization Administration** screen will be displayed.



2 Click the Update Organization icon under the Action column for the appropriate organization to view the User Roles associated with the organization
► The **Update Organization** screen will be displayed.

► The top of the screen displays the Organization details. The User Roles section will list all users who have access to the organization and the roles they have.



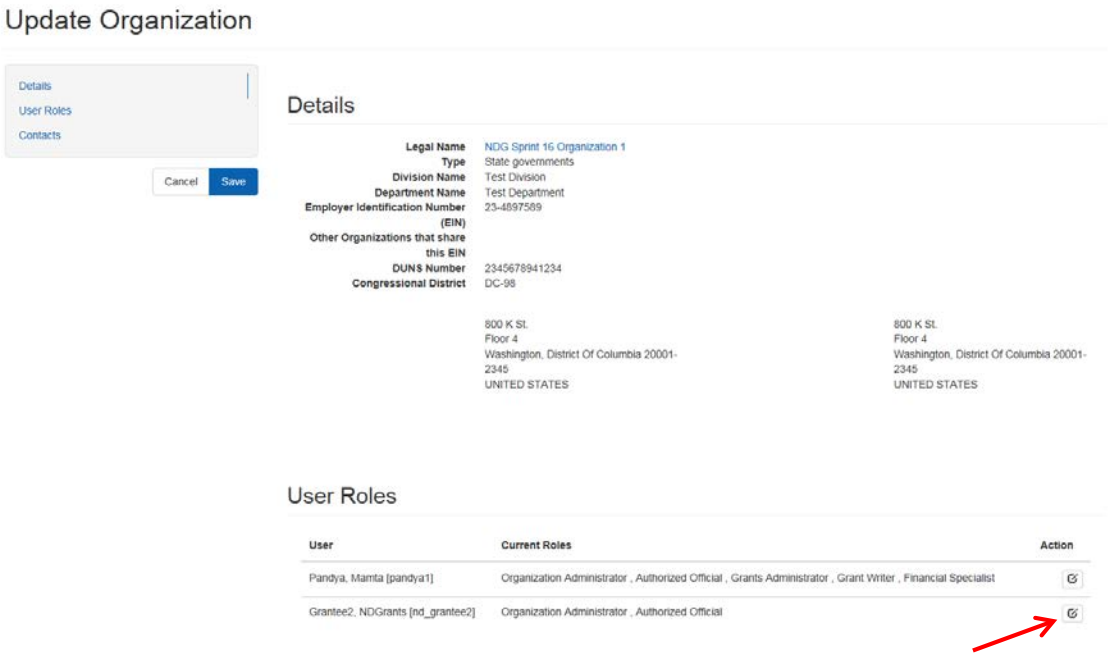
MODULE 2: LESSON 8: UPDATING USER ROLES OF OTHER USERS

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 ***Administration*** dropdown, click the Organization link

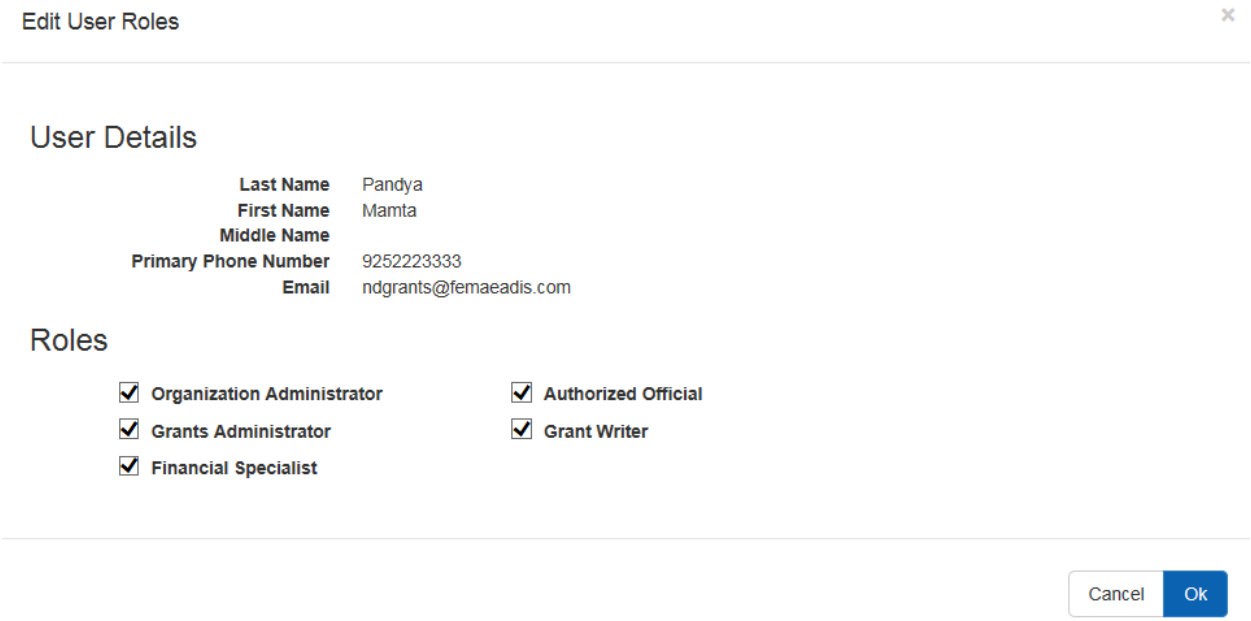
2 Click the Update Organization icon for the appropriate organization to view the User Roles associated with the organization

► The **Update Organizations** screen will be displayed



3 Under User Roles click the Edit Contact icon next to the user for which you want to change the user's role(s)

► The **Edit User Roles** screen will be displayed for the user



4 Check/uncheck the role boxes to change the roles for the user, then click the *OK* button
► The **Update Organization** screen will be re-displayed

5 Click the *Save* button
► The **Success message** will be displayed

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

You will need to set up Grant recipient 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: Only the Organization Administrator can add or update the contacts of an organization.

	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 Under the ***Administration*** dropdown, click the Organization link
►The **Organization Administration** screen will be displayed

2 Click the Update Organization icon for the appropriate organization that need contacts added
► The **Update Organization** screen will be displayed

	NOTE:When adding a contact, do not add someone who is already an ND Grants User. An ND Grants user who requests access to the organization will show up under the User Roles section and will be able to be assigned roles in the system.

3 Click *Create Contact* and fill out all required fields on the screen

Create Contact

First Name	Catherine		
Middle Name			
Last Name	Scott		
Prefix	Miss	Suffix	
Title	Contractor		
Email	CScott@yahoo.com		
Primary Phone Number	202-555-5552	Secondary Phone Number	
Address	800 K St		
Address 2			
City	Washington		
State	District Of Columbia		
Country	UNITED STATES		
Zip	20001	Zip-4	9999

Cancel Ok

4 Click OK

► The **Update Organization** screen will be displayed with the new contact added under the Contacts section

Contacts

Create Contact

Contact	Email	Primary Phone Number	Action
Glass, Brittnee	brittnee.glass@fema.dhs.gov	202-555-5555	
Scott, Catherine	CScott@yahoo.com	202-555-5552	

5 Click the *Save* button

► The *Successfully Saved* message will be displayed

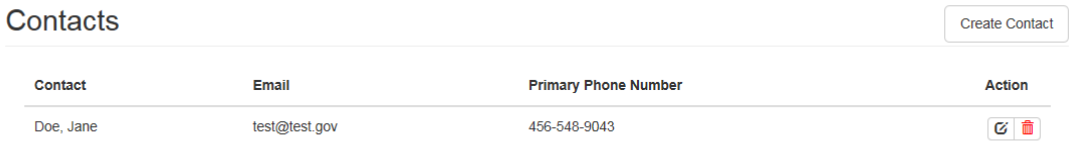
MODULE 2: LESSON 10: UPDATING A CONTACT

1 Under the ***Administration*** tab, click the Organizations link
►The **Organization Administration** screen will be displayed

2 Click the Update link in the Action column for the organization the contact belongs to

► The **Update Organization** screen will be displayed, listing the Organization details, user roles and contacts

3 Scroll down to the Contacts section or click the Contacts link on the left.



4 Click the Edit Contact Icon under the Action column next to the appropriate contact
►The **Create Contact** screen will be displayed

Create Contact

First Name	Jane		
Middle Name	P		
Last Name	Doe		
Prefix	Miss	**Suffix**	PHD
Title	Tester		
Email	test@test.gov		
Primary Phone Number	456-548-9043	**Secondary Phone Number**	234-485-9837
Address	456 W. Elm St.		
Address 2	Suit 200		
City	Falls Church		
State	Virginia		
Country	UNITED STATES		
Zip	22043	**Zip-4**	1234

Cancel Ok

5 Update the contacts information and click *OK*
► The **Update Organization** screen will be re-displayed

6 Click *Save*

Organization successfully saved

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

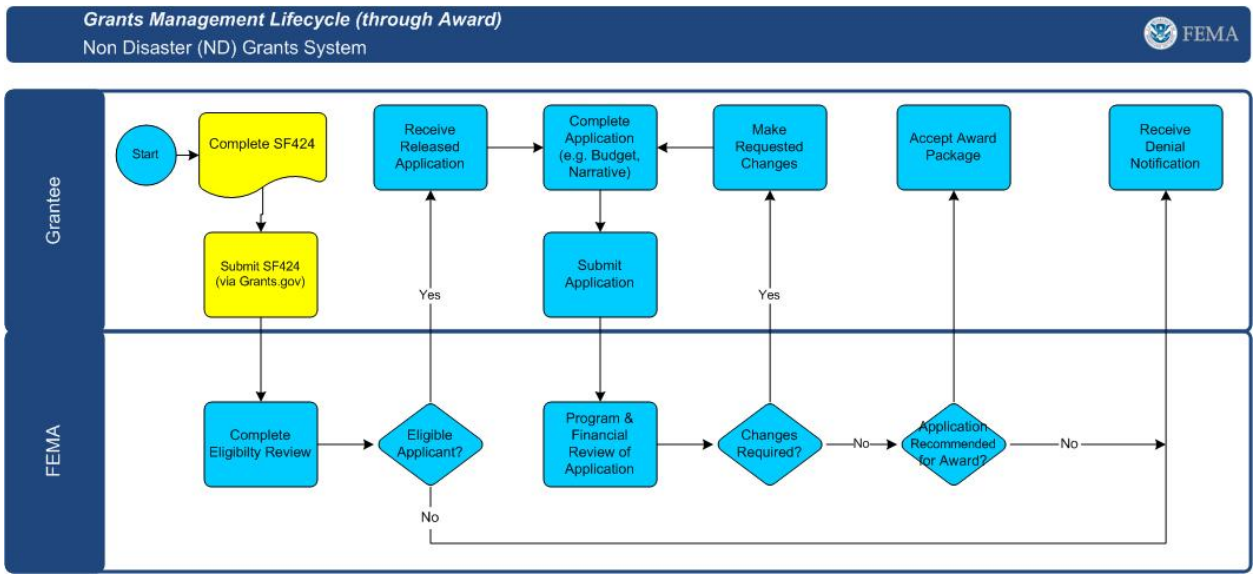
MODULE 2: SUMMARY

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 in the Grants.gov application. For assistance beyond specifications in this User Manual with the Grants.gov application procedures you may call 1-800-518-4726. Grant recipients will start their application by submitting their SF-424 in Grants.gov, and complete their application in the ND Grants application. All the information from the SF-424 entered in the Grants.gov application will be automatically downloaded into ND Grants and reviewed for eligibility by ND Grants staff. After review, the application will be released back to the Grant recipient in ND Grants so Users 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 Grant recipient through ND Grants for additional or revised information. The following process map depicts the progression of an application through the entire grant application process in the ND Grants system.



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

MODULE 3: OBJECTIVES

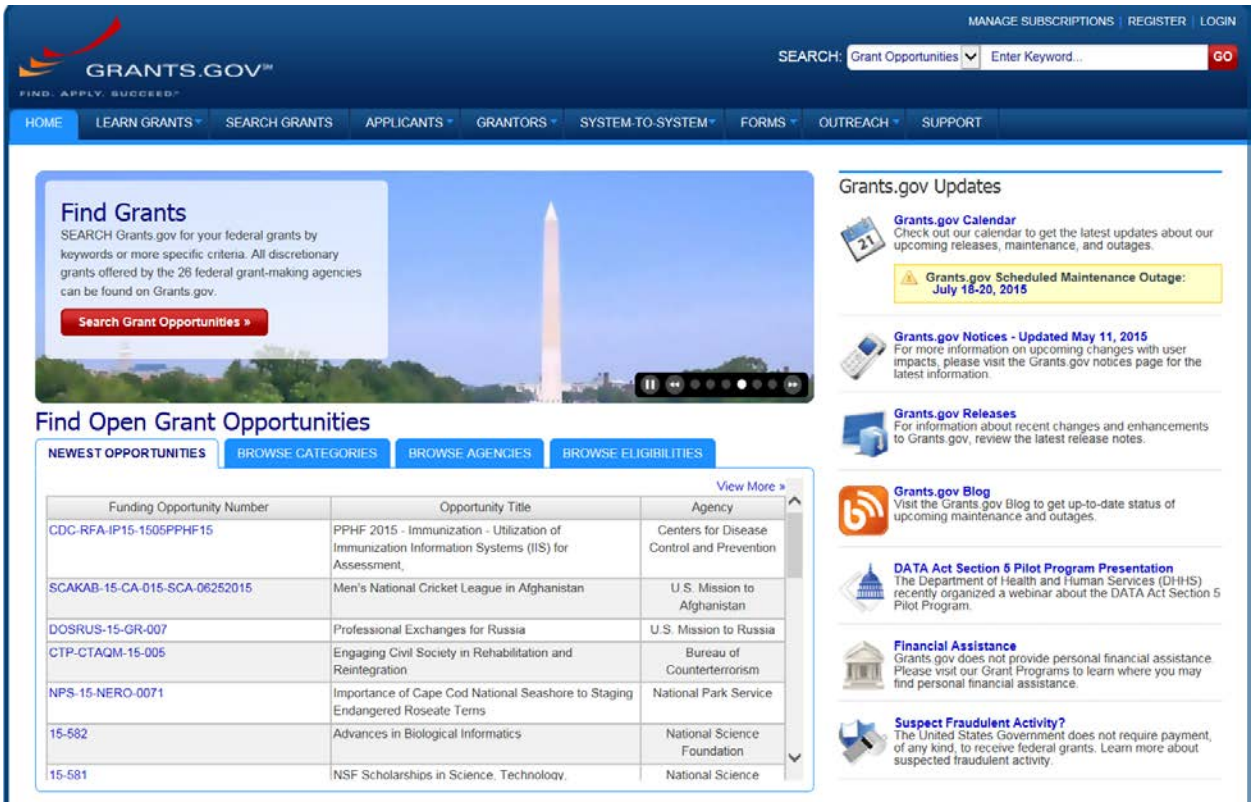
At the end of this module, you will be able to:

- 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

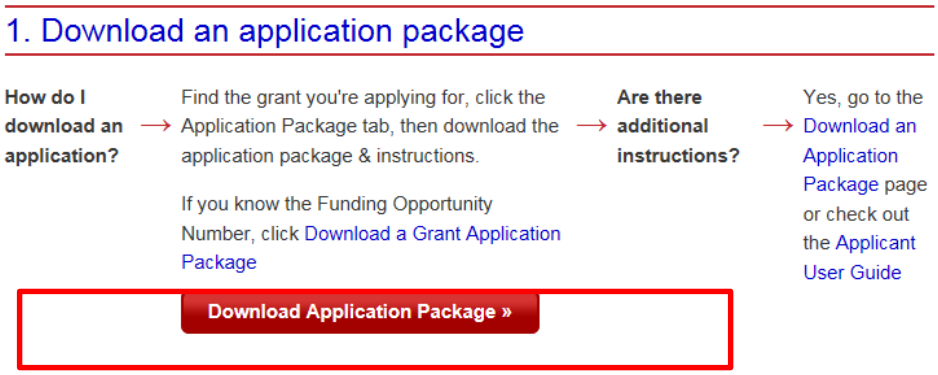
This lesson describes how you begin your applications for funding opportunities that have a Go to Grants.gov link.

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



2 Click the Applicants dropdown at the top then choose *Apply for Grants*
► The **Apply for Grants** screen will be displayed

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



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

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

6 Wait for the Grants.gov submission confirmation screen to appear and take note of the Grants.gov tracking number. The applicant will need this number to track if the application has been successfully downloaded in ND Grants or for any communications concerning the application.

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 GRANTXXXXXXXXX.

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.

7 After 1 hour, users can 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		GRANT00513981	26-Jun-09	Validated	26-Jun-09 11:11:44		ff	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 initial Eligibility Review on the application and will indicate any issues with the application using the Grant recipient Comments box. Once the Program Manager has finished reviewing the application:

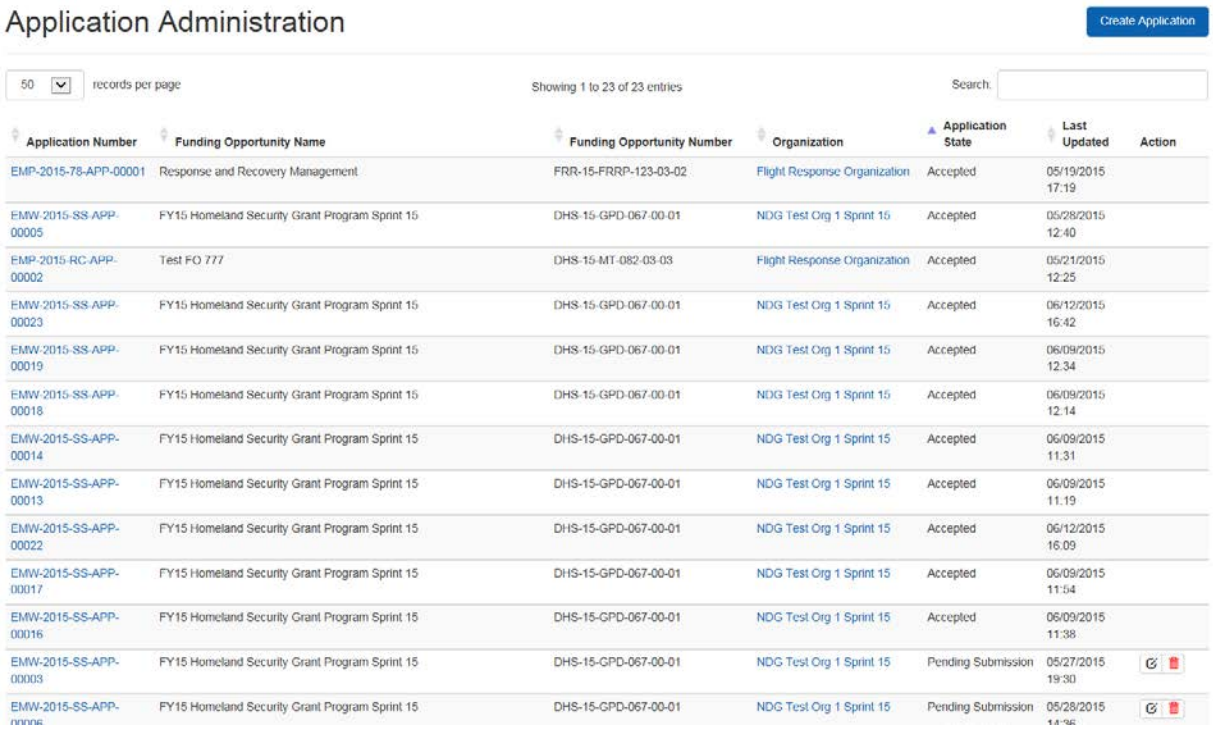
- It will be released back to the grant recipient (with a Review Status of *Revision Requested*), so that the grant recipient can complete the application and/or provide any additional information the Program Manager has requested for a final Eligibility Review.
- The ND Grants application will be listed 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** drop down

3 Click on the Manage Applications link
► The **Applications Administration** screen will be displayed, listing all applications with their status.



Application Administration

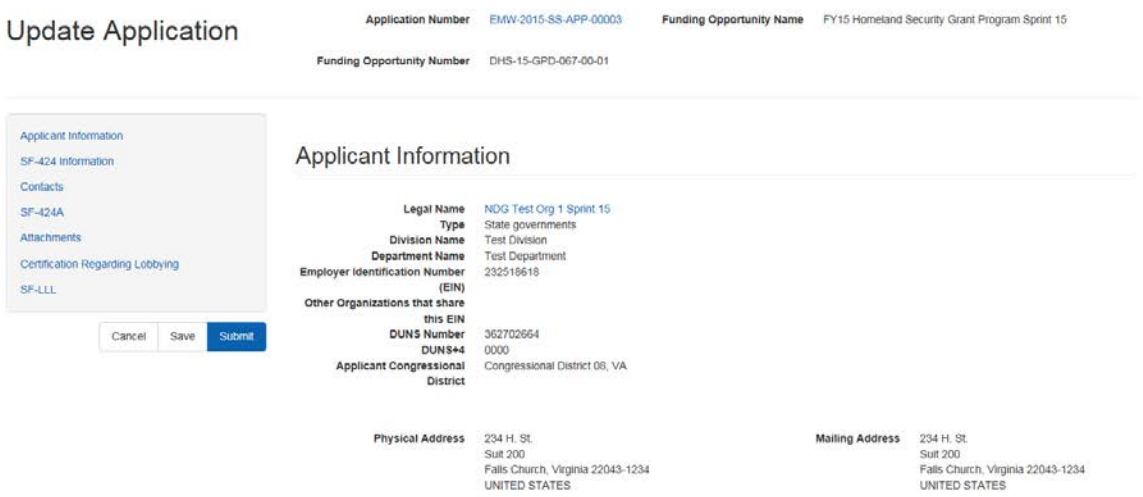
Create Application

50 records per page | Showing 1 to 23 of 23 entries | Search:

Application Number	Funding Opportunity Name	Funding Opportunity Number	Organization	Application State	Last Updated	Action
EMP-2015-78-APP-00001	Response and Recovery Management	FRR-15-FRRP-123-03-02	Flight Response Organization	Accepted	05/19/2015 17:19	
EMW-2015-SS-APP-00005	FY15 Homeland Security Grant Program Sprint 15	DHS-15-GPD-067-00-01	NDG Test Org 1 Sprint 15	Accepted	05/28/2015 12:40	
EMP-2015-RC-APP-00002	Test FO 777	DHS-15-MT-082-03-03	Flight Response Organization	Accepted	05/21/2015 12:25	
EMW-2015-SS-APP-00023	FY15 Homeland Security Grant Program Sprint 15	DHS-15-GPD-067-00-01	NDG Test Org 1 Sprint 15	Accepted	06/12/2015 16:42	
EMW-2015-SS-APP-00019	FY15 Homeland Security Grant Program Sprint 15	DHS-15-GPD-067-00-01	NDG Test Org 1 Sprint 15	Accepted	06/09/2015 12:34	
EMW-2015-SS-APP-00018	FY15 Homeland Security Grant Program Sprint 15	DHS-15-GPD-067-00-01	NDG Test Org 1 Sprint 15	Accepted	06/09/2015 12:14	
EMW-2015-SS-APP-00014	FY15 Homeland Security Grant Program Sprint 15	DHS-15-GPD-067-00-01	NDG Test Org 1 Sprint 15	Accepted	06/09/2015 11:31	
EMW-2015-SS-APP-00013	FY15 Homeland Security Grant Program Sprint 15	DHS-15-GPD-067-00-01	NDG Test Org 1 Sprint 15	Accepted	06/09/2015 11:19	
EMW-2015-SS-APP-00022	FY15 Homeland Security Grant Program Sprint 15	DHS-15-GPD-067-00-01	NDG Test Org 1 Sprint 15	Accepted	06/12/2015 16:09	
EMW-2015-SS-APP-00017	FY15 Homeland Security Grant Program Sprint 15	DHS-15-GPD-067-00-01	NDG Test Org 1 Sprint 15	Accepted	06/09/2015 11:54	
EMW-2015-SS-APP-00016	FY15 Homeland Security Grant Program Sprint 15	DHS-15-GPD-067-00-01	NDG Test Org 1 Sprint 15	Accepted	06/09/2015 11:38	
EMW-2015-SS-APP-00003	FY15 Homeland Security Grant Program Sprint 15	DHS-15-GPD-067-00-01	NDG Test Org 1 Sprint 15	Pending Submission	05/27/2015 19:30	
EMW-2015-SS-APP-00006	FY15 Homeland Security Grant Program Sprint 15	DHS-15-GPD-067-00-01	NDG Test Org 1 Sprint 15	Pending Submission	05/28/2015 14:36	

	NOTE: Use the Search text box and column filter tools as necessary to reduce the number of applications seen on the screen.
	NOTE: Applications listed with a status of *Pending Submission* have Update Application and Delete icons, as they require additional information to be entered by the grant recipient. Applications listed with a status of *Submitted* are able to be viewed by clicking the application number hyperlink

4 Click the Update Application icon in the Action column next to the *Pending Submission* ND Grants Application
► The **Update Application** screen willl be displayed



5 Update all required information on the Update Application 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

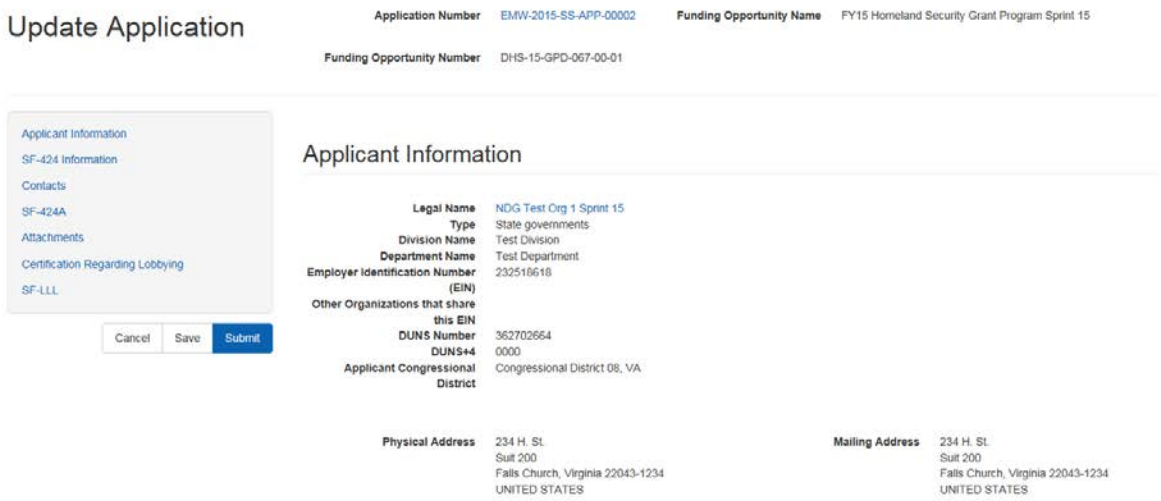
Applications that have been submitted in Grants.gov and approved for eligibility will be released back to the Grant recipient in ND Grants. Grant recipients will be notified via email that they can now complete their application in ND Grants.

1 Click the ***Applications*** dropdown at the top of the screen and select *Manage Applications*

► The **Application Administration** screen will be displayed, listing all applications with their current status.

2 Click on the Update Application icon under the Action column associated with the appropriate application number

► The **Update Application** screen willl be displayed.



3 On the **Update Application** screen scroll through each section to start entering the application details. You may also skip to a section of the application using the navigation tool on the left.

► The **SF424 Information** screen will be displayed

SF-424 Information

Project Information

Project Title Test Descriptive Title of Applicant's Project

Program/Project Congressional Districts PA-03

Proposed Start Date 06/22/2015 **Proposed End Date** 07/07/2020

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

Estimated Funding

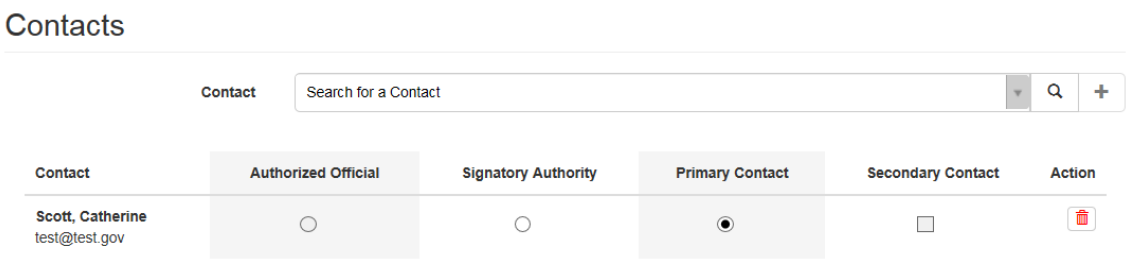
Funding Source	Estimated Funding ($)
Federal Funding	$10,000.00
Applicant Funding	$20,000.00
State Funding	$5,000.00
Local Funding	$7,000.00
Other Funding	$6,000.00
Program Income Funding	$3,000.00
Total Funding	**$51,000.00**

Is application subject to review by state under the Executive Order 12372 process? Program is not covered by E.O. 12372.

Is applicant delinquent on any federal debt? ○ Yes ◉ No

4 This information is pulled from what is submitted in Grants.gov

5 Look over the information, then proceed 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 *dropdown* button to choose an additional contact for the application

II. Click the *Add Contact* icon + next to the selected contact to add them to the list.

III. Select the Contact role by selecting the checkbox/radio button under the appropriate role.

	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 type 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. The Authorizing Official has to be a ND Grants User in order to be given the Authorizing Official role

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

VI. Scroll to the next portion of the application
► The **SF424A** screen will be displayed

SF-424A

Budget Information for Non-Construction Programs

OMB Number 4040-0006
Expiration Date 06/30/2014
Burden Statement

Grant Program Homeland Security Grant Program Sprint 16 **CFDA Number** 97.067

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

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

Direct Charges Explanation	Optional
Indirect Charges Explanation	Optional

Forecasted Cash Needs *(Optional)*

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Total First Year
Federal					
Non-Federal					
Total					

Future Funding Periods (Years) *(Optional)*

First	Second	Third	Fourth	Total

Remarks

7 Enter/ Update the budget detail, then scroll down to the Attachments section
► The **Attachments** screen will be displayed

Attachments

+ Add Attachment

Attached Documents	Title	Description	Attached By	Created Date	Action
GrantApplication.xml	GrantApplication.xml	Submitted in Grants.gov	System User	06/22/2015 10:30 -04:00	
SF424_2_1-AdditionalProjectTitle-1236-FourThousandCharacters.docx	SF424_2_1-AdditionalPr	Submitted in Grants.gov	System User	06/22/2015 10:30 -04:00	
SF424_2_1-1235-TwentyThousandCharacters.docx	SF424_2_1-1235-Twenty	Submitted in Grants.gov	System User	06/22/2015 10:30 -04:00	
SF424_2_1-1237-CongressionalDistricsProdMay2014.xls	SF424_2_1-1237-Congre	Submitted in Grants.gov	System User	06/22/2015 10:30 -04:00	

8 To Add Attachment: Click add attachment
► Browse the computer for the file and click Open

9 Add a Title and Description name for the attached document

10 After you finished adding attachments scroll down to the next portion of the application which provides for the disclosure and certifications necessary by the requesting organization and their

signatory authority. These must be approved before the application can continue processing.

► The Disclosure/**Assurances and Certifications** sections will be displayed to include

- Certification Regarding Lobbying
- SF-LLL – Disclosure of Lobbying Activity

	NOTE: You can upload Investment Justifications as attachments.

- SF-424D – Assurances for Construction Programs
- SF-424B – Assurances for Non-Construction Programs

Certification Regarding Lobbying

Status Pending

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,00 0 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

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

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

Applicant's Organization: NDG Sprint 16 Organization 1

Prefix: Select a prefix

First Name: Catherine

Middle Name:

Last Name: Scott

Suffix: Select a suffix

Signatory Authority Title:

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

Enter password to electronically sign assurance Sign Assurance

SF-LLL

OMB Number 0348-0046
Expiration Date 12/31/2013
Burden Statement

Disclosure of Lobbying Activities

Status Pending

Form Not Applicable to Application ☐

Name and Address of Reporting Entity:

Name

Street 1

Street 2

City

State Select a state

Zip

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

Applicant's Organization: NDG Sprint 16 Organization 1

Prefix: Select a prefix

First Name: Catherine

Middle Name:

Last Name: Scott

Suffix: Select a suffix

Signatory Authority Title:

Telephone No:

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

Enter password to electronically sign assurance Sign Assurance

11 The screen lists all the Disclosure/Assurances and Certifications documents that are required for the application.

12 For each unsigned Assurance / Certification document, you must either Electronically sign or check the *Form Not Applicable to Application* box (if the box is displayed)
► When you click the *Form Not Applicable to Application box*, the corresponding Assurance / Certification document will collapse.

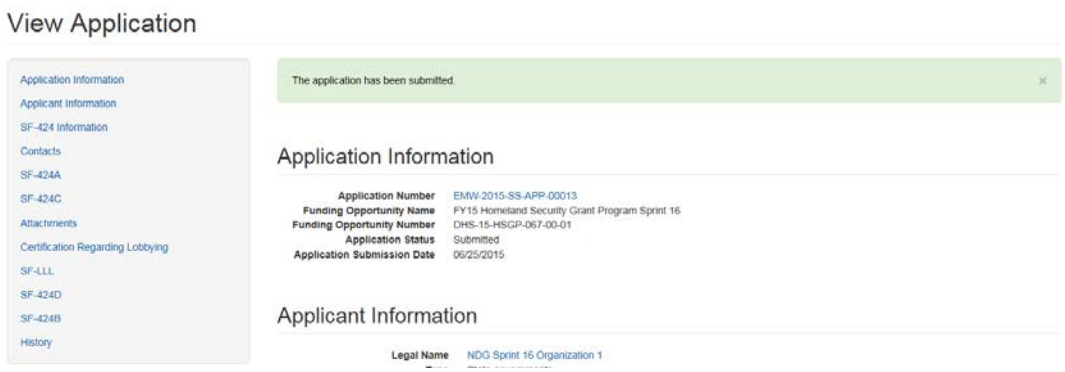
13 You must sign the document by:
- Entering your Prefix, Signatory Authority Title and password
- Clicking the Sign Assurance box

14 Click the Save button to return to save all the updates made to application if you are not ready to submit

15 After the application has been completed, click the click the *Submit* button

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

► The **View Application** screen will be displayed with the confirmation message in green “The application has been submitted



	NOTE: 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 Application number on the Application Administration page

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*** tab allows grant recipients to perform post-award functions. These functions currently include:

- Viewing the Grants Dashboard
- Reviewing Award Packages for acceptance or rejection
- Viewing accepted or rejected Award Packages
- Creating and viewing amendments to Award Packages
- Submitting Performance Reports

To perform any grants management functions, you must first click the ***Grants*** dropdown at the top of the screen.

MODULE 4: OBJECTIVES

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

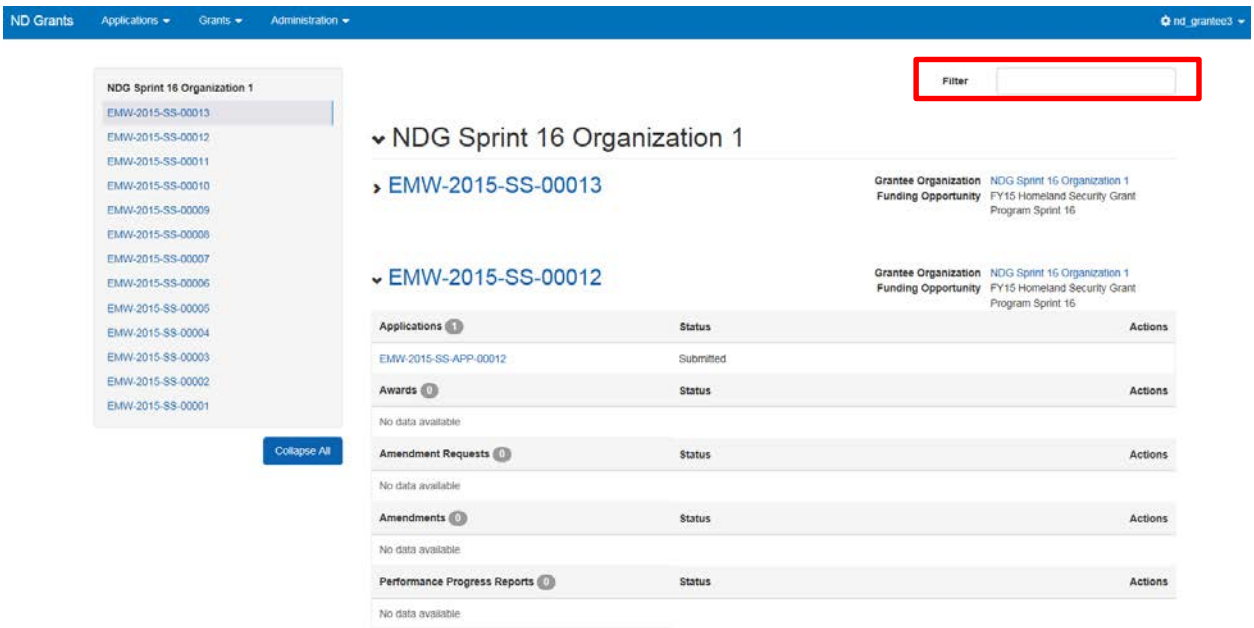
- Accept or reject an award
- View each section of the Award Package
- Create an amendment to an Award Package
- View and submit Performance Reports

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

The Grants Dashboard section lists all applications for your organization that have undergone all FEMA reviews and have been selected and approved for award. Award Packages for any applications that have been approved for award, but not yet accepted by the grant recipient are listed with a Complete Award Offer Review icon 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.

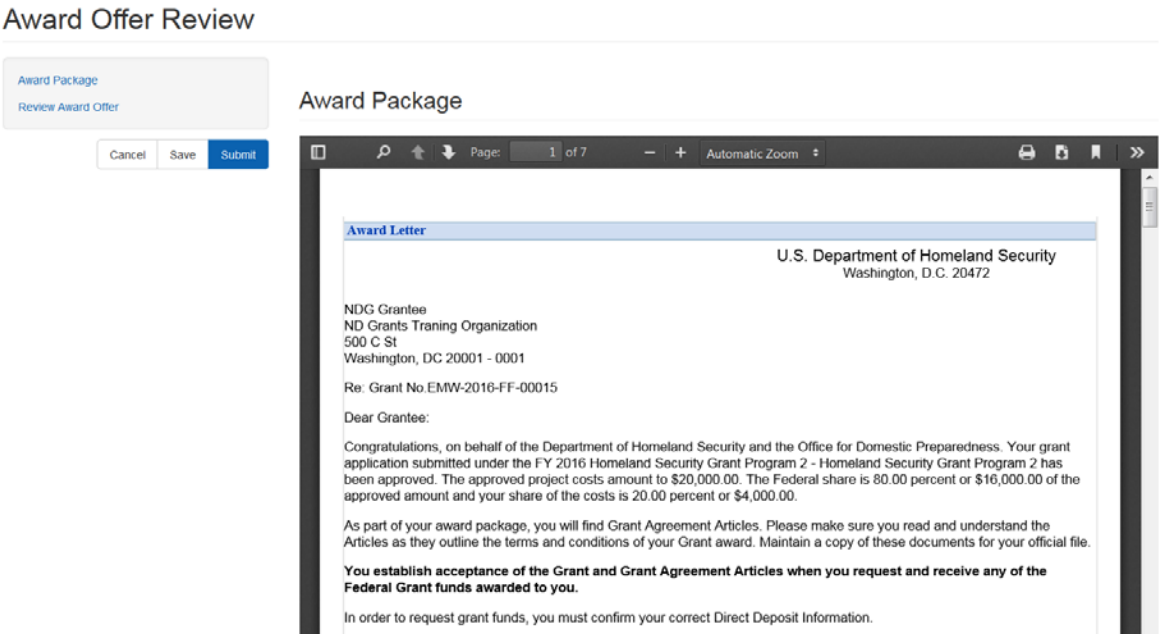
1 Under the ***Grants*** dropdown menu,click the Grants Dashboard link
► The **Grants Dashboard** screen will be displayed

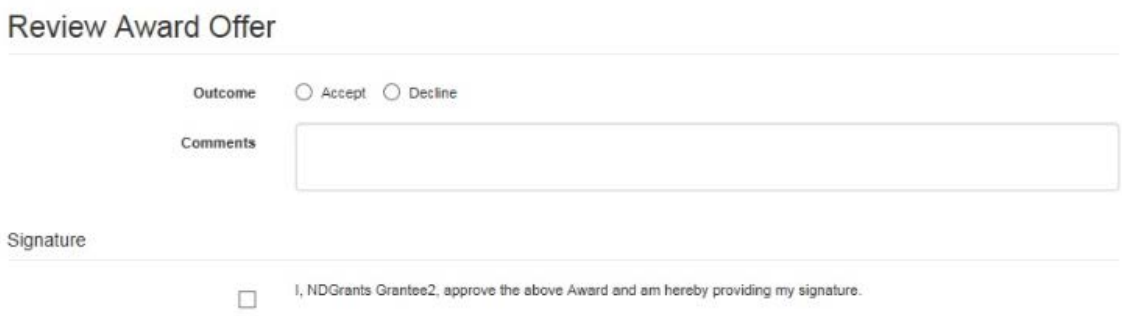


2 Locate the award that you are looking for. If you do not see it listed on the screen, use the *Filter* option to find it.

NOTE: The Grants Dashboard is sorted by Organization and then by Award Number. You can collapse or expand the award information or Organization information by clicking the arrow next to the organization name or award number

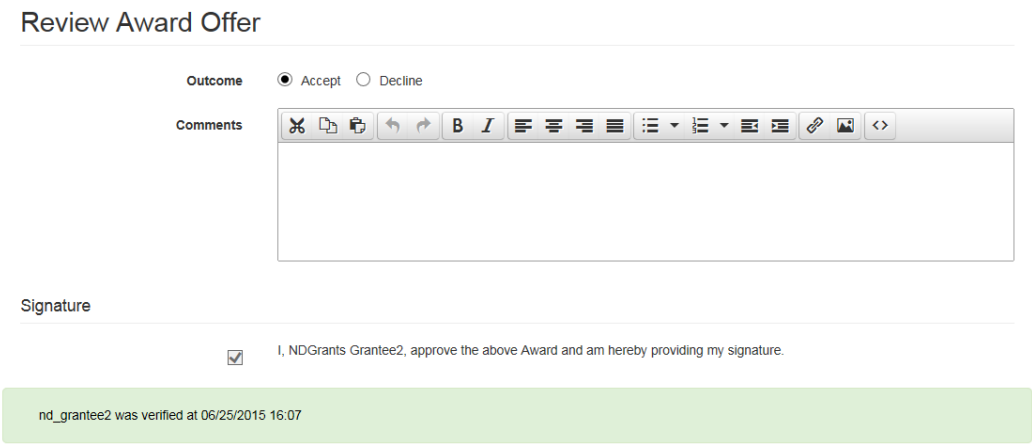
3 Click the Complete Award Offer Review icon for the award you want to review
► The **Review Award Offer** screen will be displayed





4 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



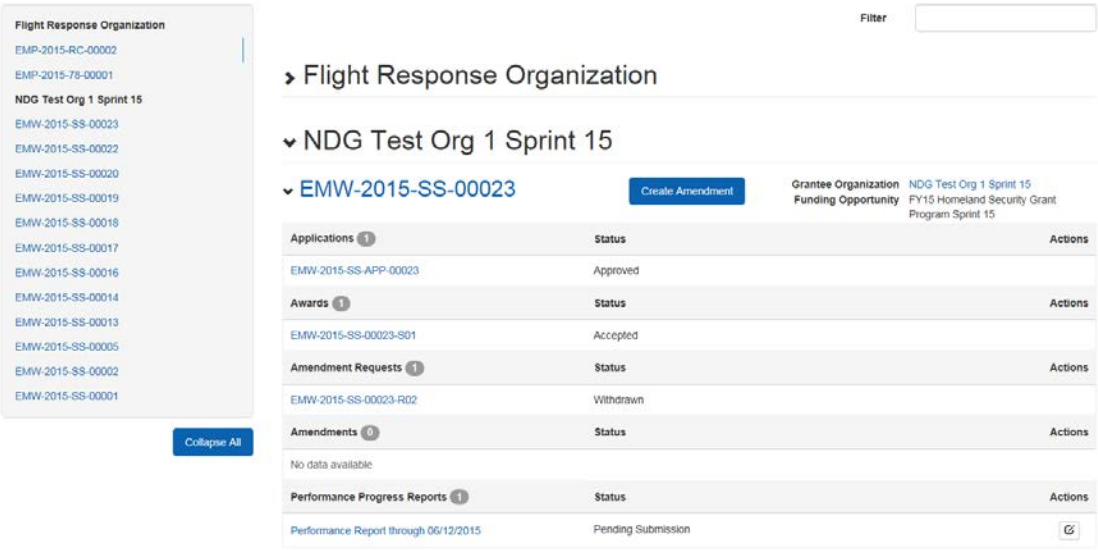
5 Sign and certify your acceptance or denial, then click the *Submit* button
► The **Award Package** screen will be re-displayed to confirm your acceptance or denial

MODULE 4: LESSON 2: VIEWING AN AWARD

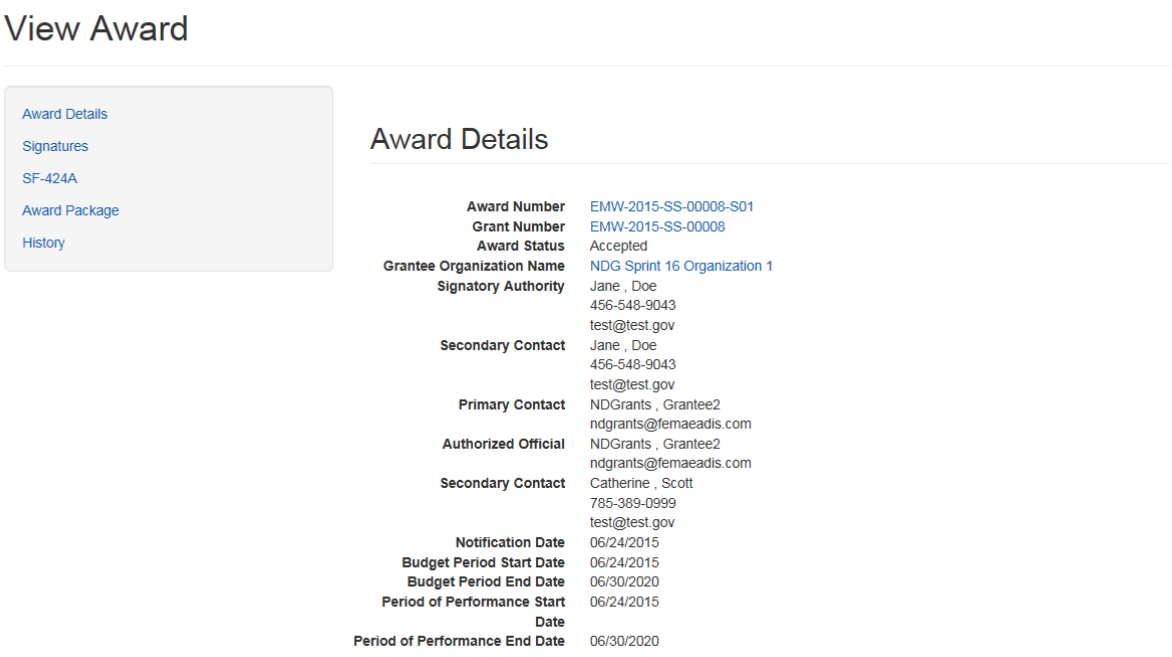
Award Packages that have already been accepted or rejected by the Authorizing Official are listed under Grants Dashboard link.

1 Under the ***Grants*** dropdown tab, click the Grants Dashboard link
► The **Grants Dashboard** screen will be displayed with awards and applications sorted by Organization

2 Find an award from the list, and click the Award Number hyperlink



3 The **View Award** screen will display with the details related to the award



	NOTE: You can click the award number on the left side of the screen or under the Organization header

MODULE 4: LESSON 3: 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.

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

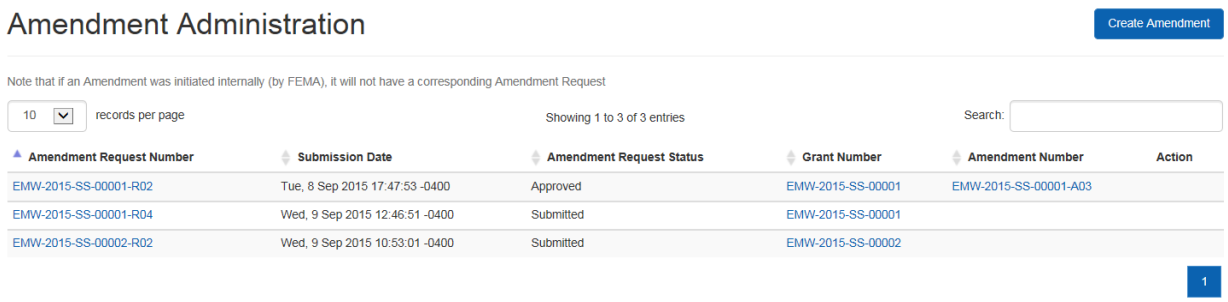
- **Contact** – does not require FEMA internal review
- **Authorizing Official** – does require FEMA internal review
- **Signing Authority** – does require FEMA internal review
- **Period of Performance** – requires FEMA internal review
- **Cost** - requires FEMA internal review
- **Scope of Work** -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

Amendment Type	Amendment Description
Contact Amendment	To add contact to the award
Authorizing Official	To change the authorizing official on the award
Signing Authority	To change the signing authority on the award
Period of Performance	To extend the performance end date
Cost Change	To increase or decrease the overall amount of the award
Scope of Work	To increase or decrease the overall amount of a budget object class
Other	For all other amendments to the award that do not apply to any of the aforementioned amendment types

1 To view amendments click on the ***Grants*** dropdown

2 Click the Manage Amendments link

► The **Amendment Administration** screen will be displayed, listing current Amendments



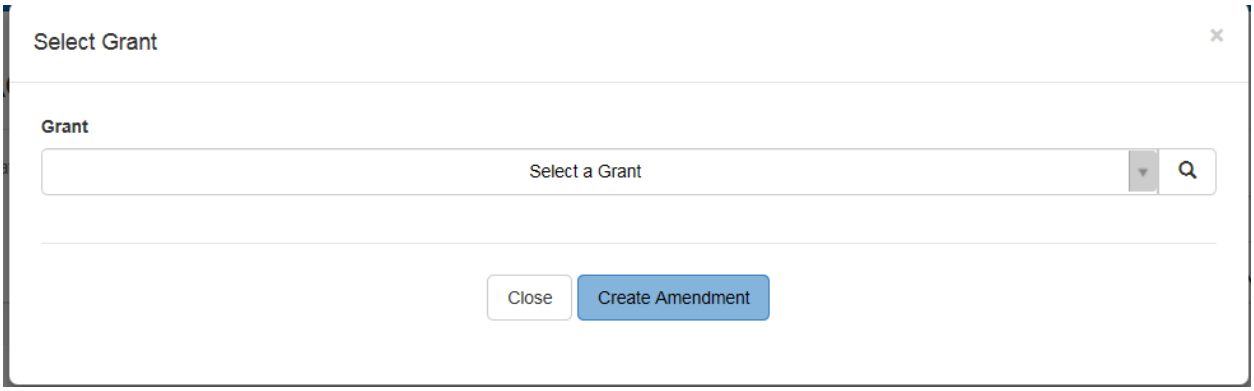
MODULE 4: LESSON 4: CREATING AMENDMENTS FOR AWARD PACKAGES

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.

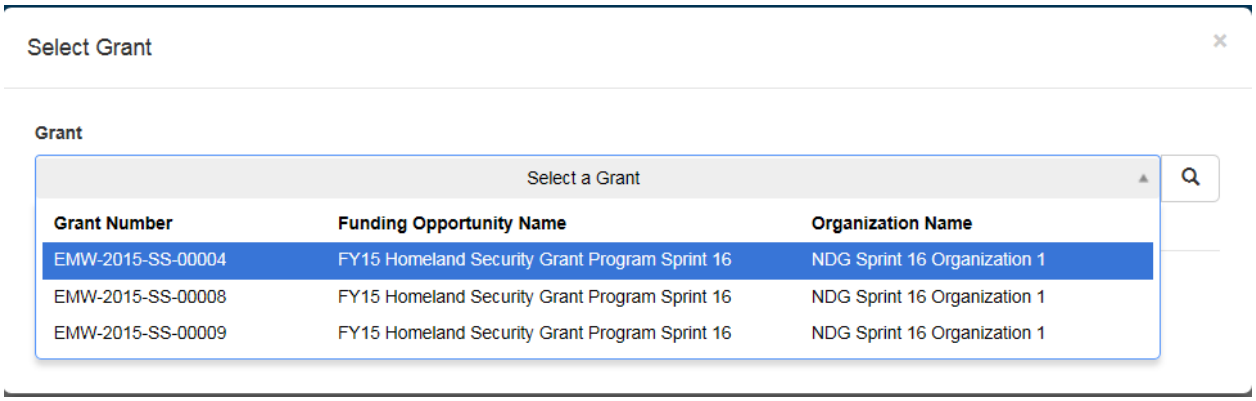
	NOTE: Only the Authorizing Official can submit amendments.

1 Click Create Amendment in the top right corner

► The **Select Grant** screen will be displayed



2 Click the dropdown next to Select a Grant and search for the award number then click Create Amendment



3 Click Create Amendment

► The **Create Amendment Request** screen will be displayed

	NOTE: If there is already an amendment in progress for the selected award an error message will appear stating "You cannot create a new amendment request because amendment request __ is currently Pending Review"

Create Amendment Request

Grant Number EMW-2015-SS-00008

Cancel Save Submit

Amendment Request Narrative

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

Narrative

Contacts

Contact

Contact	Authorized Official	Signatory Authority	Primary Contact	Secondary Contact	Action
	○	○	○	☐	

Cancel Save Submit

Period of Performance

Period of Performance Start Date 06/24/2015 **Period of Performance End Date** 06/30/2020

SF-424A

OMB Number 4040-0006
Expiration Date 06/30/2014
Burden Statement

Budget Information for Non-Construction Programs

Budget Object Class	Grant Amount	Amendment Request Amount
Personnel	$10,000.00	
Fringe Benefits	$10,000.00	
Travel	$10,000.00	
Equipment	$10,000.00	
Supplies	$10,000.00	
Contractual	$10,000.00	
Construction	$10,000.00	
Other	$20,000.00	
Total Direct Charges	**$90,000.00**	
Indirect Charges	$10,000.00	
Budget Category Total	**$100,000.00**	

Cancel Save Submit

Non-Federal Resources	Grant Amount	Amendment Request Amount
Applicant	$25,000.00	
State	$0.00	
Other	$0.00	
Total Non-Federal Resources	**$25,000.00**	

Income	Grant Amount	Amendment Request Amount
Program Income	$5,000.00	

Total Budget	Grant Amount	Amendment Request Amount
Federal	$75,000.00	
Non-Federal	$25,000.00	
Total Project Cost	**$100,000.00**	

Cancel Save Submit

SF-424C

OMB Number 4040-0008
Expiration Date 06/30/2014
Burden Statement

Budget Information for Construction Programs

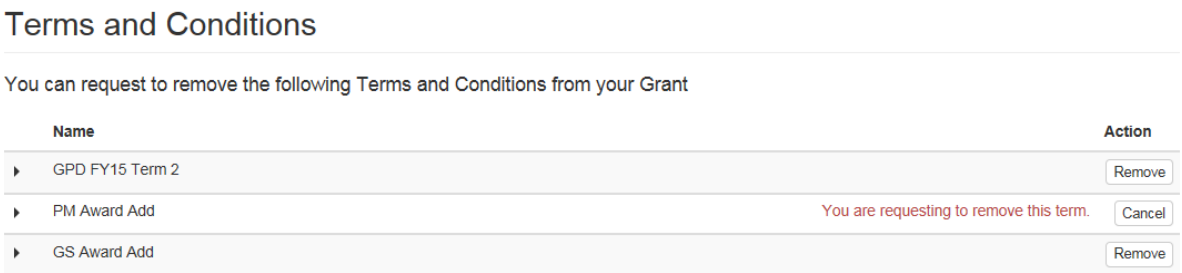
Cost Classifications	Grant Total Allowable Costs	Amendment Request Total Cost	Costs Not Allowable for Participation	Amendment Request Total Allowable Costs
Administrative and legal expenses	$500.00			
Land, structures, rights-of-way, appraisals, etc.	$500.00			
Relocation expenses and payments	$1,000.00			
Architectural and engineering fees	$1,000.00			
Other architectural and engineering fees	$1,000.00			
Project inspection fees	$1,000.00			
Site work	$1,000.00			
Demolition and removal	$1,000.00			
Construction	$1,000.00			
Equipment	$1,000.00			
Miscellaneous	$1,000.00			
Subtotal	**$10,000.00**			
Contingencies	$1,000.00			
Subtotal	**$11,000.00**			
Project (program) income	$1,000.00			
Total Project Costs	**$10,000.00**			

Total allowable costs must match the following amount, as entered in the SF-424A construction budget object class:

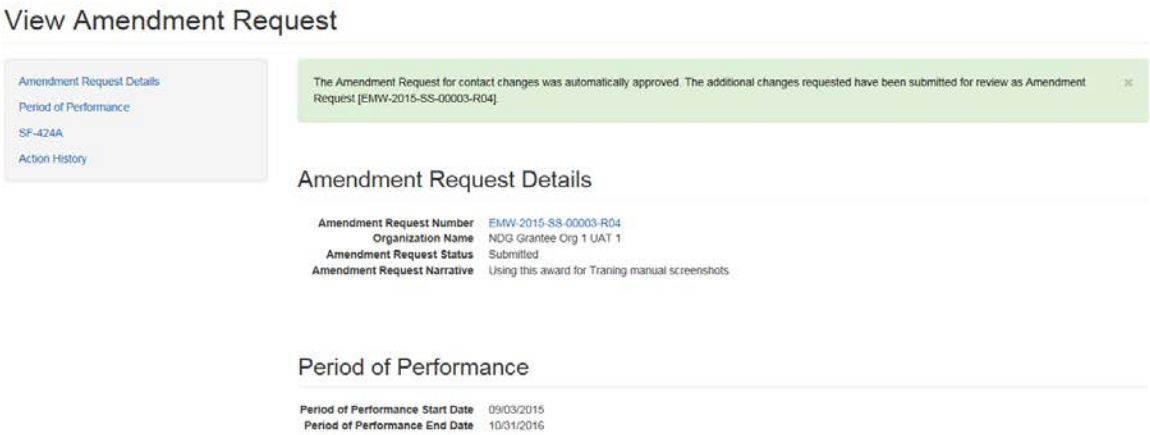
4 Include the reason why the award is being amended in the text box Amendment Request Narrative. Scroll through the grant and make any contact, budget, or period of performance changes needed. Based on the type of changes to the award that are being requested, the system will assess the type of amendment being created.

5 The Terms and Conditions section allows the grant recipient to request that certain terms and conditions be removed from the award and attaching the paperwork needed to justify the request.

Click Remove next to the appropriate term and condition and the request is submitted. To delete the request click Cancel



6 Click Submit button once you have made all the changes needed for the award.
► The **View Amendment Request** screen will be displayed with the green success message once the amendment has been submitted.



	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.

	NOTE: You can submit multiple amendment types, but you cannot combine the Contact Change amendment type with any other amendment type for the same amendment. 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.

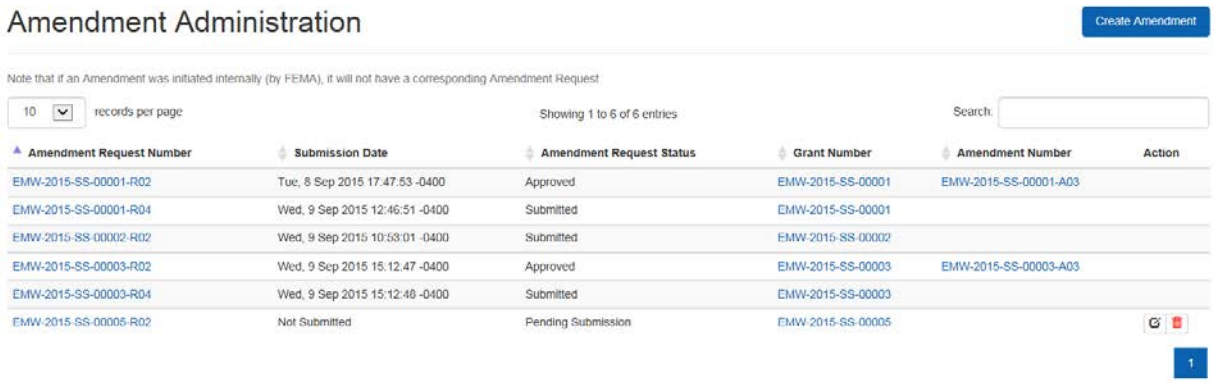
1 Click the *Modify Award* button to update the appropriate section(s) within the award as well
► The **Application Status** screen will be displayed, listing the different application sections

MODULE 4: LESSON 5: UPDATING AMENDMENTS

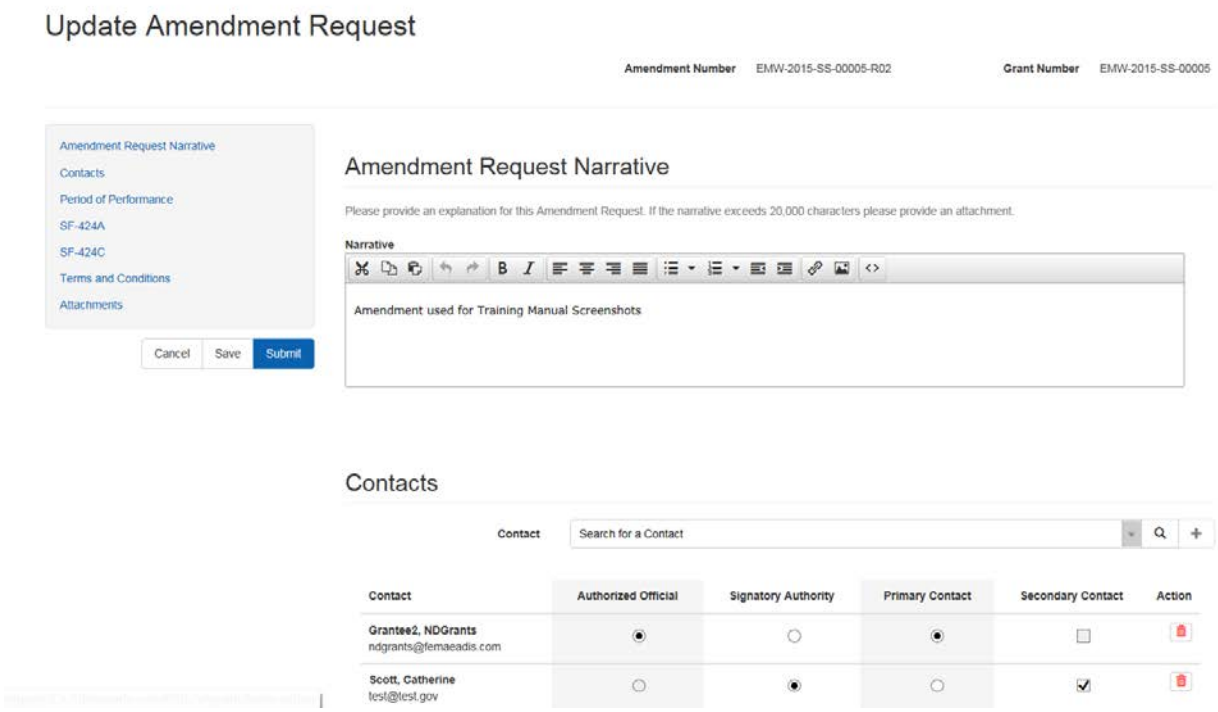
	NOTE: You can only update amendments with the amendment request status of Pending Submission

1 To update amendments click on the ***Grants*** dropdown

► The **Amendment Administration** screen will be displayed listing all amendments that have been submitted, approved, or pending submission

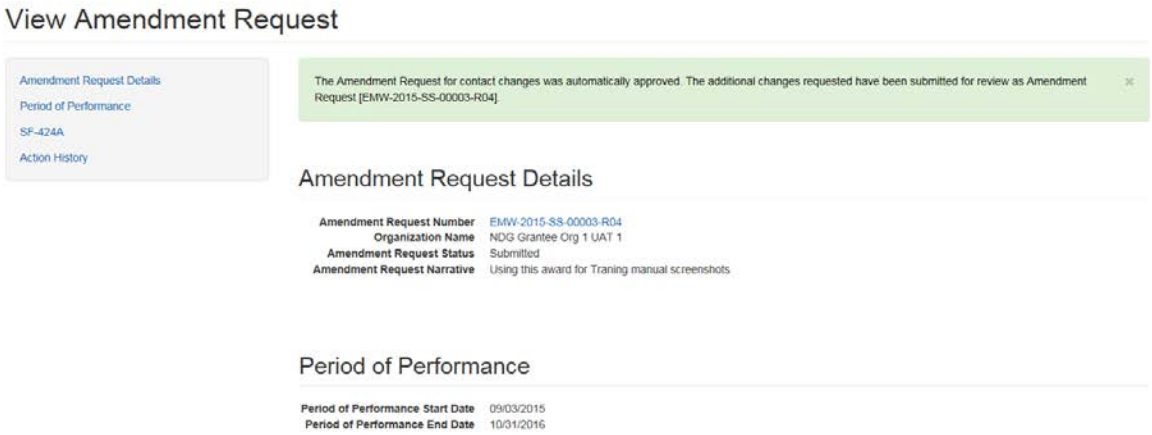


2 Click the Update Amendment Request icon in the Action column corresponding to the award you would like to update
► The **Update Administration Request** screen will be displayed



3 Make all necessary amendment changes to the award.

4 Click Submit button once you have made all the changes needed for the award.
► The **View Amendment Request** screen will be displayed with the green success message once the amendment has been submitted.

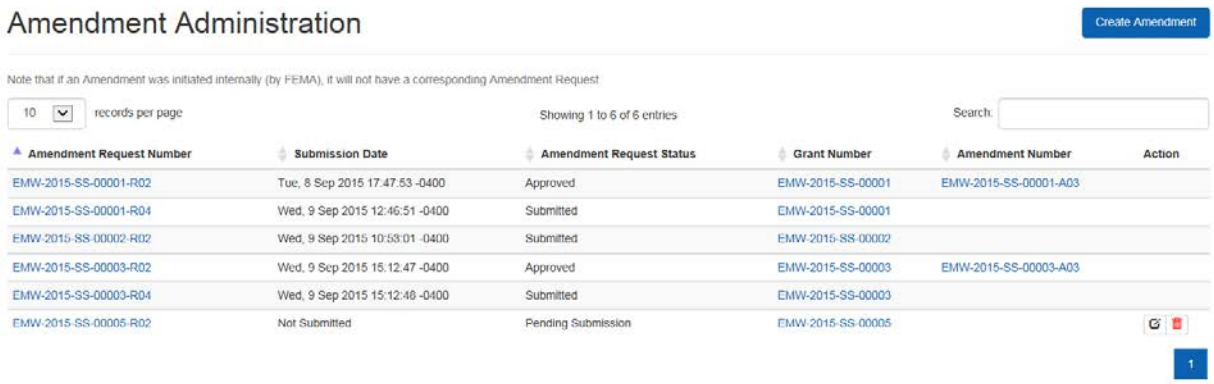


MODULE 4: LESSON 6: DELETING AMENDMENTS

1 To update amendments click on the ***Grants*** dropdown

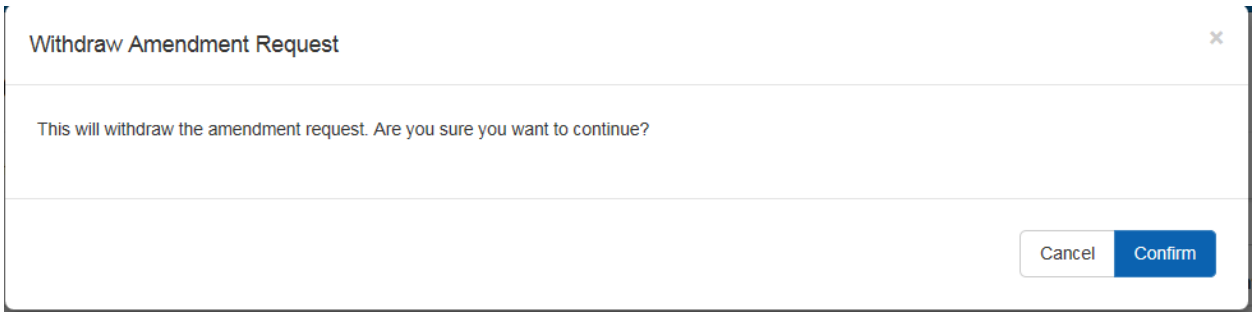
► The **Amendment Administration** screen will be displayed listing all amendments that have been submitted, approved, or pending submission

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



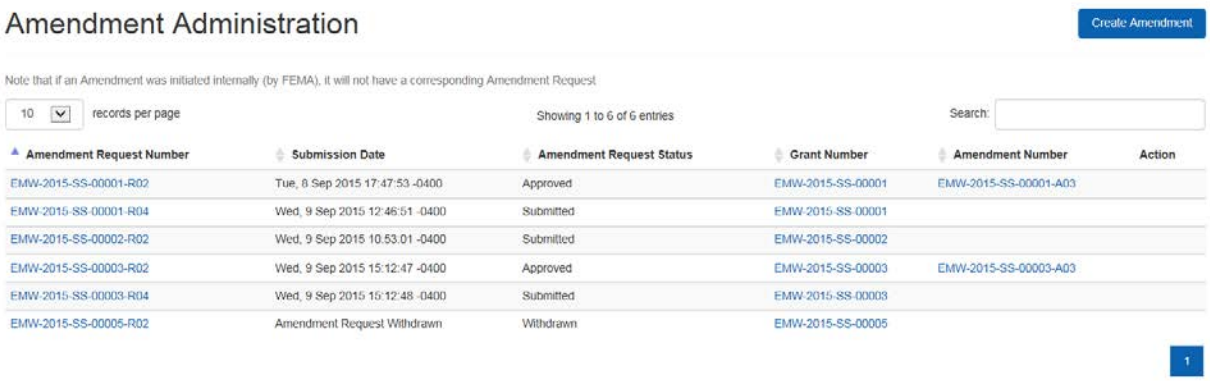
2 Click the Delete icon in the Action column next to the appropriate Award

► The **Withdraw Amendment Request** screen will be displayed asking you to confirm you are sure that you want to continue.



3 Click the Confirm

► The **Amendment Administration** screen will be displayed, showing the amendment request has been Withdrawn



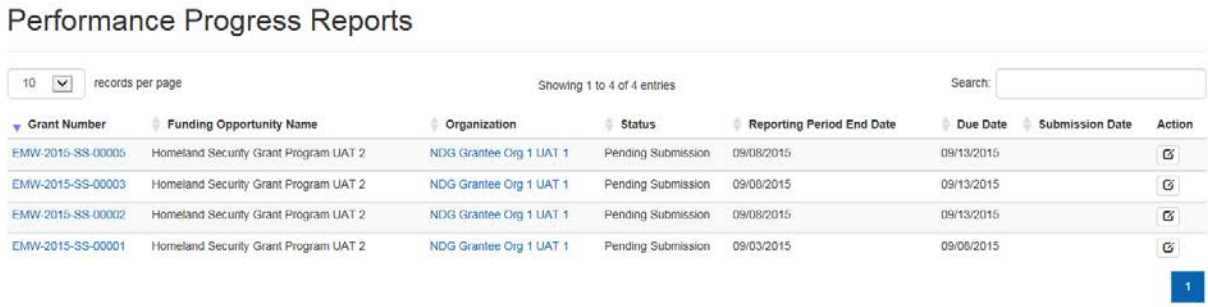
MODULE 4: LESSON 7: VIEWING PERFORMANCE REPORTS

As a part of the grant award, performance reporting is required as stated in the Funding Opportunity Announcement. Once you accept an Award Package, the required performance reports will be displayed for you to use for reporting on the Grant Award. 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.

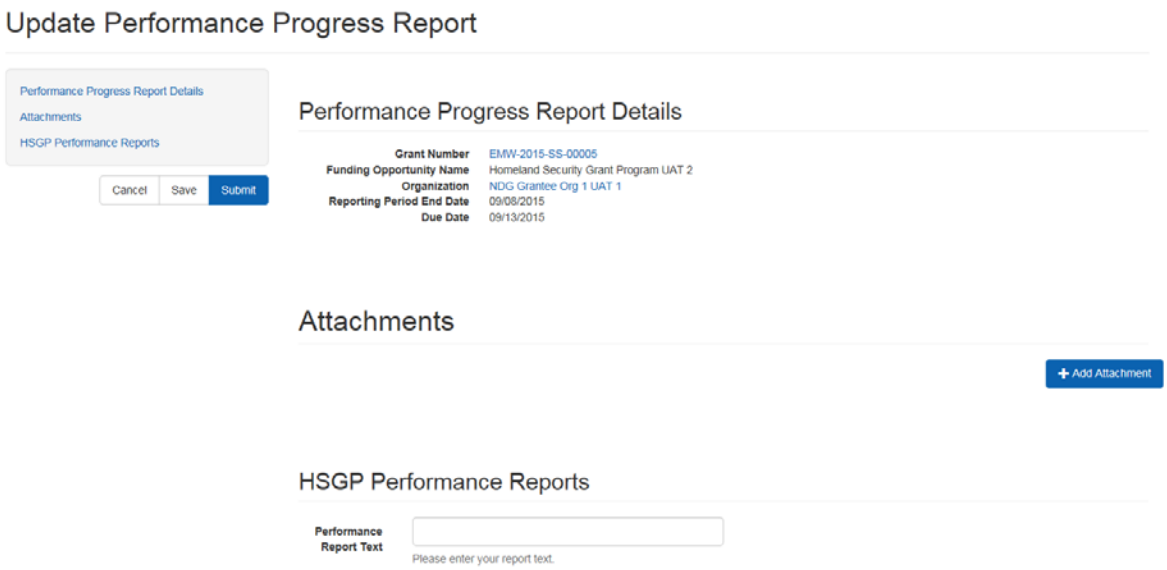
The reporting frequency can vary, depending on the grant program from Annual Calendar, Annual Fiscal, Semi-Annual, Quarterly and None. You will be required to submit a Final Report that covers the period between your last reporting end date until the project end date.

1 Under the ***Grants*** dropdown, click the Performance Progress Reports link
► The **Performance Progress 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 grant recipient to update. Reports will not be shown on this screen until the reporting start date occurs.

2 Click the Perform Task icon for the corresponding award under the Action column
► The **Performance Progress Report Details** screen will be displayed, showing the performance reporting period and award information.

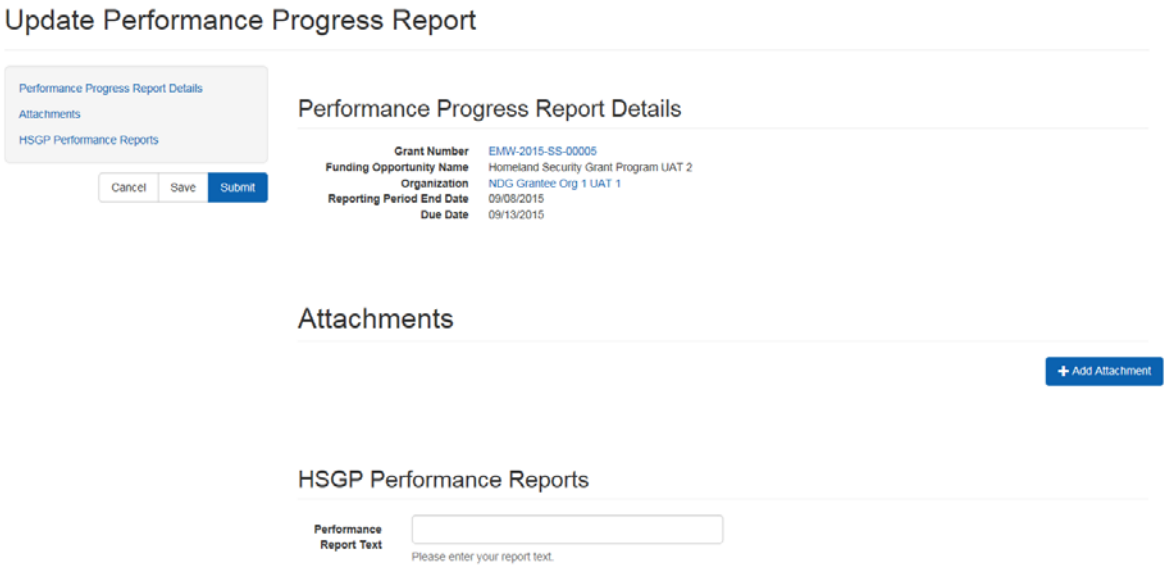


MODULE 4: LESSON 8: UPDATING AND SUBMITTING PERFORMANCE REPORTS

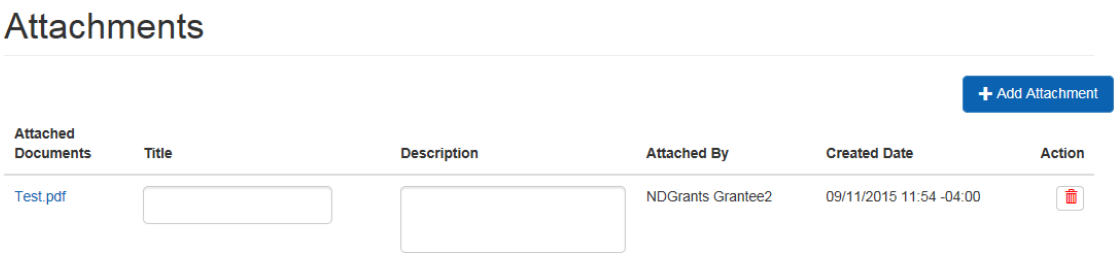
Once the reporting period begins, you will be able to update the performance report displayed on the **Performance Progress Reports** screen.

1 Under the ***Grants*** dropdown, click the Performance Progress Reports link
► The **Performance Progress Reports** screen will be displayed, showing all the performance reports with a status of Pending Submission

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

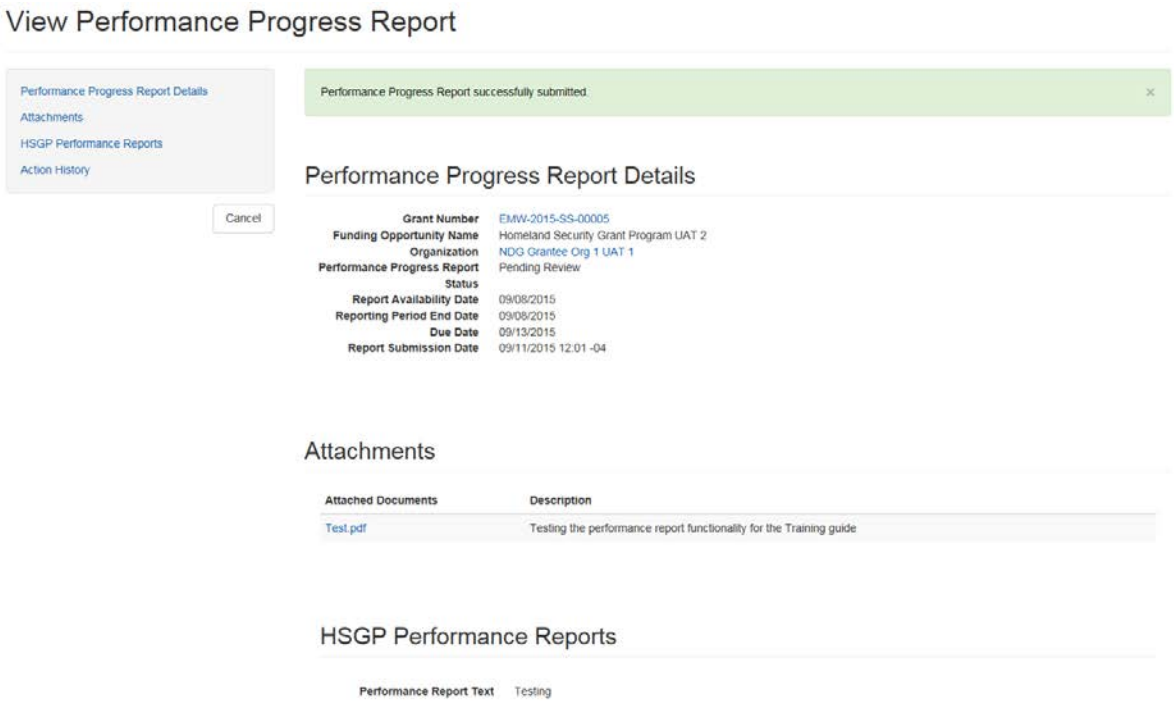


3 Upload your performance as an attachment by clicking the *Add Attachments* button



4 Enter the title of the attachment and a description and the Performance Report Text, then click the *Submit* button
► The **View Performance Progress Report** screen will be displayed with the submimssion confirmation message at the top, showing the details of **Update Performance Progress 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.



	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 creating an amendment to update your award package, and how to view and submit a performance report.