

Grants Program Directorate (GPD) Non-Disaster Grants Management System (ND Grants) Overview

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ND Grants Overview

The Non-Disaster Grants Management System (ND Grants) is a web-based system intended to provide Federal Emergency Management Agency (FEMA) and its stakeholders with a system that supports the grants management lifecycle. ND Grants supports stakeholders during the following phases of grant management:

- Organization Management and Task Assignment Services
- Application Submission
- Award Review and Acceptance
- Amendment Submission and Review
- Performance Reports Submission and Review



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ND Grants Overview – System Benefits

During the development of ND Grants, GPD gathered input, best practices, and lessons learned from FEMA grantors, recipients, and other external FEMA grant stakeholders. ND Grants offers grantors and recipients the following benefits:

Internal Grantor Users

- Provide a user friendly interface that clearly highlights pending actions
- Automate and standardize processes to manage the grants management lifecycle while allowing program specific functionality
- Improve integration with key systems, such as Grants.gov, to automatically retrieve and share grant application data

Recipients

- Provide a user friendly interface that clearly highlights pending actions
- Reduce the burden of application completion by pulling in and pre-populating applications with grantee's Grants.gov submission
- Provide quicker acknowledgements of receipt of application materials and other relevant documents



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ND Grants Overview - Programs

Preparedness Grants (Fiscal Year 2018)

Emergency Management Performance Grant (EMPG)	Transit Security Grant Program (TSGP)
Homeland Security Grant Program (HSGP)	Intercity Bus Security Grant Program (IBSGP)
Non-Profit Security Grant Program (NSGP)	Tribal Homeland Security Grant Program (THSGP)
Intercity Passenger Rail (IPR)	Presidential Residence Protection Assistance (PRPA)
Port Security Grant Program (PSGP)	

Mitigation (Fiscal Year 2018)

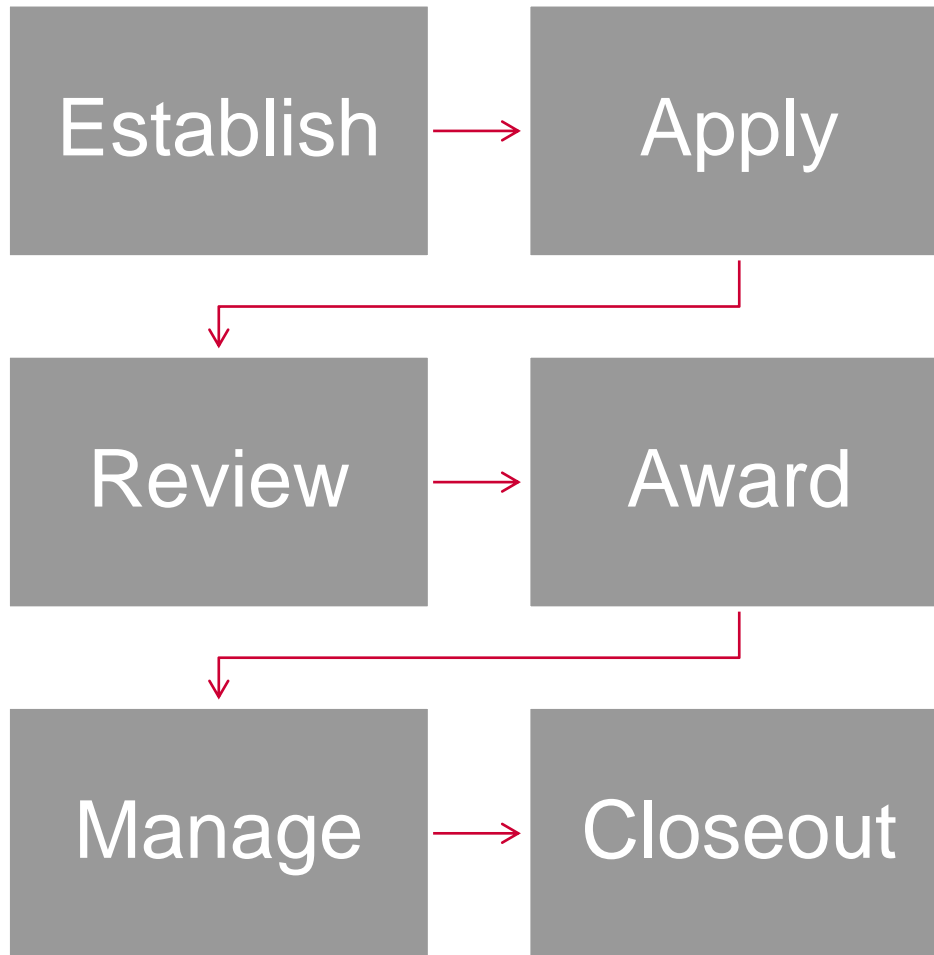
National Dam Safety Program (NDSP)	Community Assistance Program – State Support Services Elements (CAP-SSSE)
Cooperating Technical Partners (CTP)	National Earthquake Hazard Reduction Program (NEHRP)

Other (Fiscal Year 2018)

National Incident Management System (NIMS)	Homeland Security National Training Program (HSNTP)
Emergency Food and Shelter National Board Program (EFSP)	Emergency Management Baseline Assessment Grant (EMBAG)
State Fire Training Systems Grant Program (SFT)	National Urban Search and Rescue Response System Readiness Cooperative Agreement (US&R)
Homeland Security Preparedness Technical Assistance Program (HSPTAP)	



Grant Life Cycle (1 of 7)

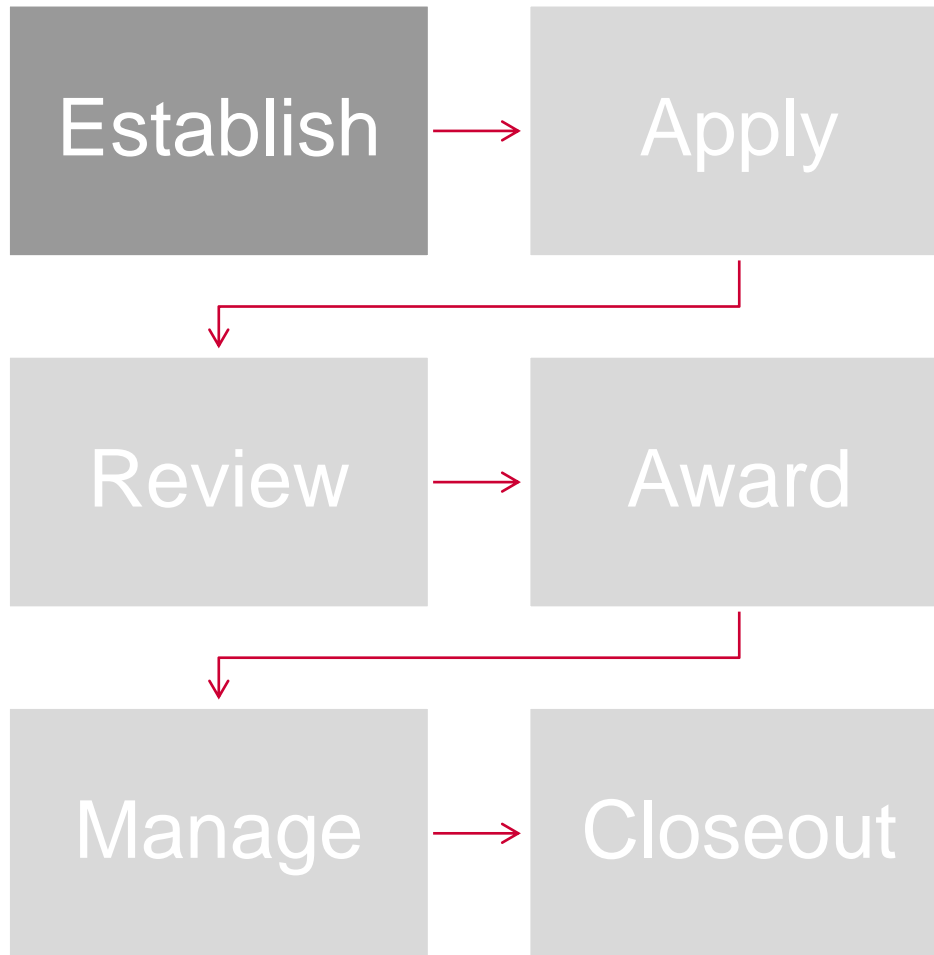


- FEMA non-disaster grant programs are managed by the Grant Programs Directorate (GPD)
- Within GPD, the Preparedness Grants Division (PGD) manages programmatic functions
- Grant Operations division supports financial grant management
- Together, they manage the full grant lifecycle



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Grant Life Cycle (2 of 7)



Phase 1: **Establish**

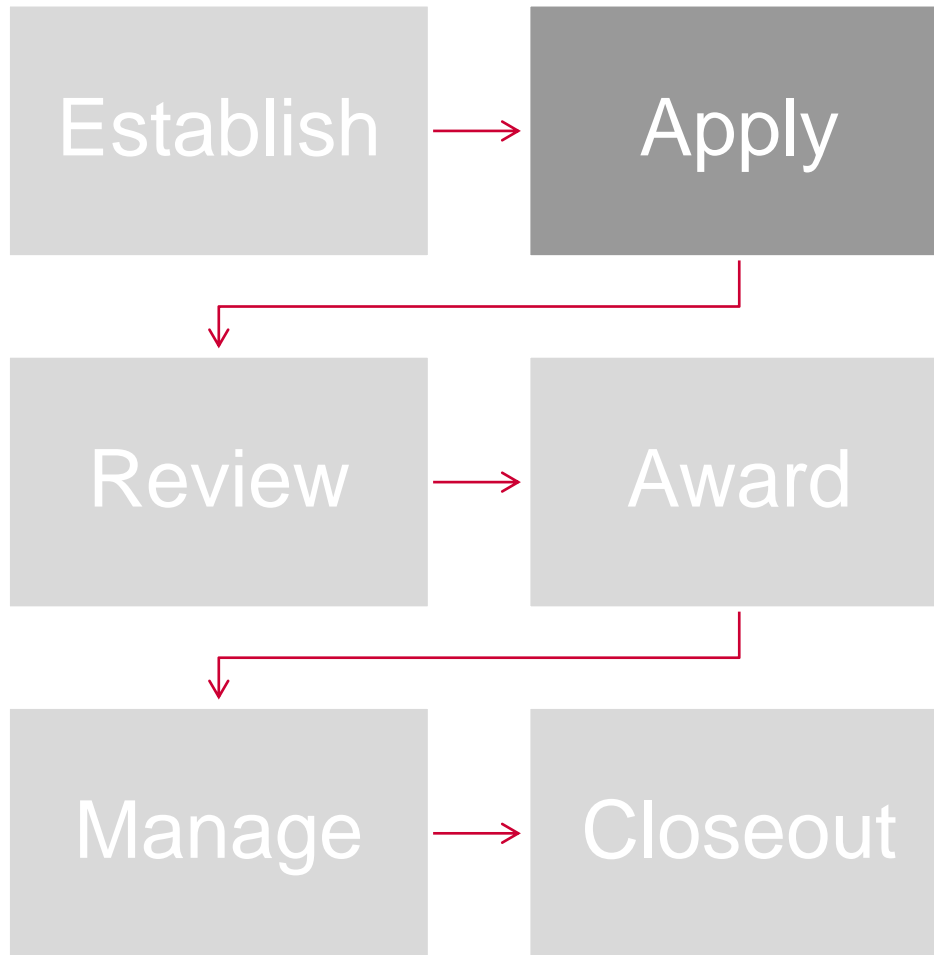
Program Development and Eligibility Determinations

- Congress appropriates funding for GPD grant programs
- The program office develops the Notice of Funding Opportunity (NOFO) to communicate program purpose, priorities, and eligibility requirements



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Grant Life Cycle (3 of 7)



Phase 2: **Apply**

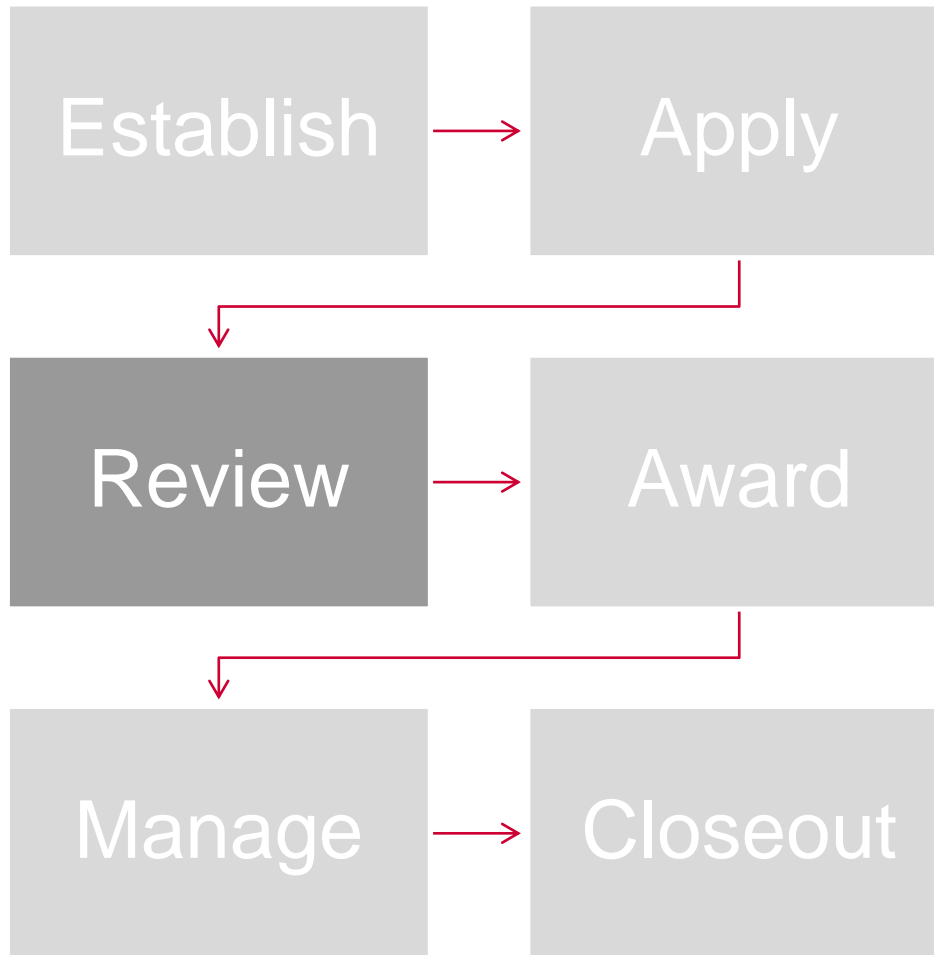
Grant Application Submission

- Eligible applicants submit applications which are initiated through Grants.gov and processed through ND Grants Management System



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Grant Life Cycle (4 of 7)



Phase 3: **Review**

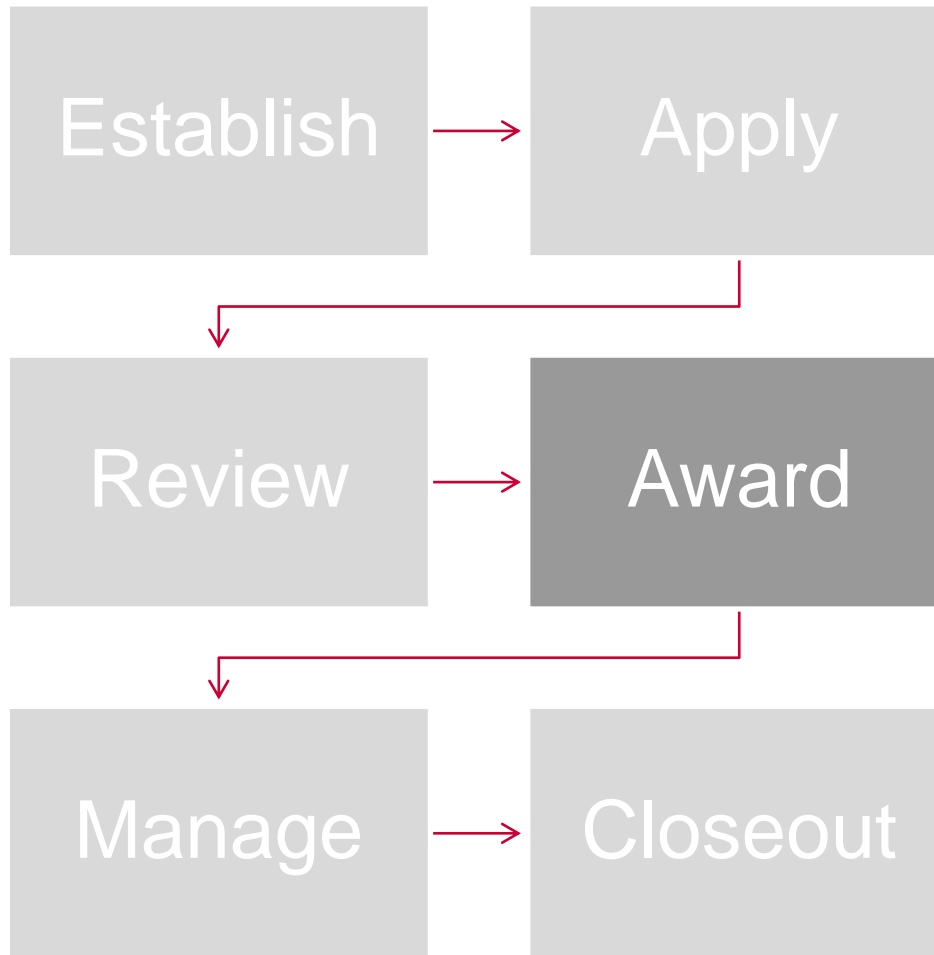
Application Review

- The application review process is specific to each individual grant program
- After the Program Office recommends the application for award, the Business Office will complete a financial review of the application
- During this time, the Business Office staff may reach out to the applicant to clarify a budget item or request additional information
- Once this review is complete, the application will be ready for the award phase



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Grant Life Cycle (5 of 7)



Phase 4: **Award**

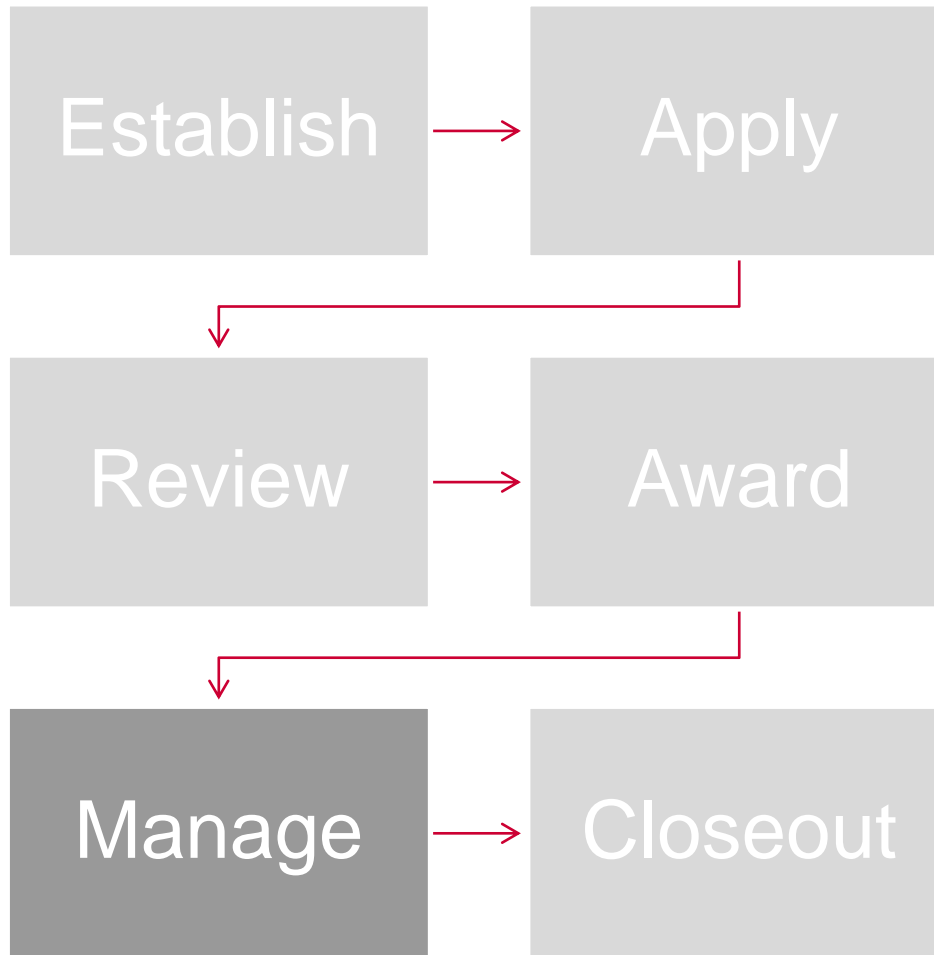
Allocations and Award Processing

- Special terms and conditions may be added to the final award documentation
- Once final award determination has been made the award will be created within the ND Grants Management System and sent to the applicant for their review
- The applicant will digitally sign the award package within the ND Grants Management System
- The ND Grants Management system will preserve both a copy of the application and the award package



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Grant Life Cycle (6 of 7)



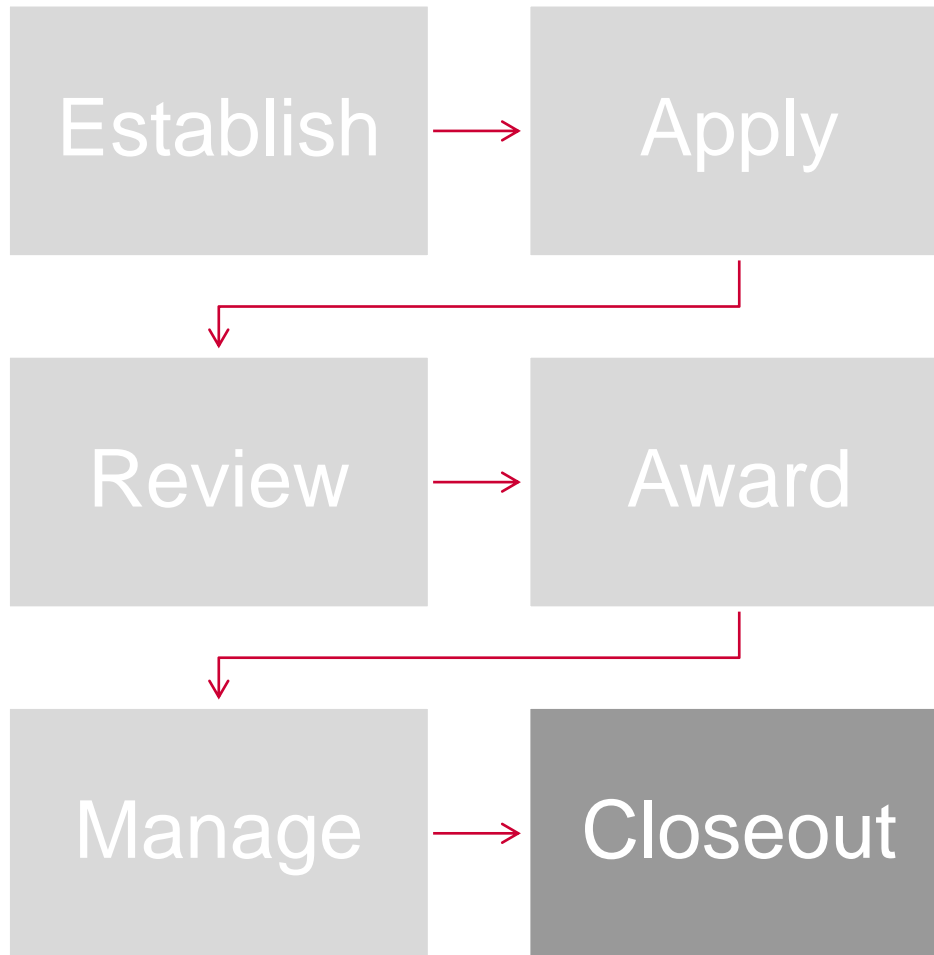
Phase 5: **Manage**

Program Implementation

- Grant recipients spend their grant award in accordance with activities scoped in the program guidance
- Grant recipients submit their progress reports within the ND Grants Management System



Grant Life Cycle (7 of 7)



Phase 6: **Closeout**

Grant Closeout and Program Evaluation

- ND Grants System does not currently support closeout actions
- GPD will evaluate final performance reports, conduct a financial reconciliation, and notify grantee that their award has been closed



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Resources Available to ND Grants Users

- Assistance with how to navigate the Non Disaster (ND) Grants Management System is offered through
 - **ND Grants System Training** – These webinar style training sessions, held within Adobe Connect, provide stakeholders with a comprehensive overview of ND Grants. ND Grants users receive a registration link via email before the next scheduled training.
 - If you would like to be added to the distribution list, please contact the ND Grants Service Desk at 1-800-865-4076 or NDGrants@fema.dhs.gov
 - **System User Guides** - Provide a comprehensive overview of the system tailored to the requirements of the Grant Recipient, Program Office, and Business Office's roles.
 - **Quick Reference Guides** – Provide step-by-step instructions to assist users in navigating the ND Grants System.
- Please visit the Non-Disaster Grants Management System page on [FEMA.gov](https://www.fema.gov) to view the available resources.



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Quick Reference Guides

Open the hyperlink to view the Quick Reference Guide for the topics below

<u>Submitting and Updating Performance Progress Reports Performance</u>	<u>Reviewing and Approving Grantee Organization Access Requests</u>
<u>Accepting and Declining Award Offer</u>	<u>Non-Disaster Grants Management System Roles and Responsibilities</u>
<u>Submitting a Request to Reassign the Award Offer Review Task</u>	<u>Requesting Access to a Grantee Organization</u>
<u>Managing Contacts in the Application</u>	<u>Updating Grantee Organization Contacts</u>
<u>Completing the Application After Initial Review</u>	<u>Adding Grantee Organization Contacts</u>
<u>Applying Through Grants.gov Workspace</u>	<u>Creating a Grantee Organization</u>
<u>Forwarding Grantee Organization Access Request to FEMA</u>	<u>Creating an ND Grants Account</u>
<u>Updating Grantee Organization Details</u>	



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Frequently Asked Questions

Please visit [FEMA.gov](https://www.fema.gov) for more Frequently Asked Questions

- The [Frequently Asked Questions](#) (FAQs) section of the ND Grants site answers commonly asked questions in the areas of registration and login, organizations, applications, and grants management.



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ND Grants Service Desk

Monday – Friday | 9:00 a.m. – 6:00 p.m. EDT | 1-800-865-4076

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



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