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

FEMA

ND Grants Overview

- **FEMA Leadership is committed to consolidating and automating all grant programs into a single grant management system with both disaster and non-disaster components**

    - Led by the Grant Programs Directorate (GPD) and the Office of the Chief Information Officer (OCIO)
    - ND Grants fulfills FEMA's strategic initiative to consolidate the entire non-disaster grants management lifecycle into a single system
    - Developed based on employee and other stakeholder input, best practices, and lessons learned

- **ND Grants will be implemented via a phased approach where system functionality is released to coincide with staff need for the functionality**

    - Release 1.2.0 is live with functionality from grantee application submission through award package creation/acceptance, amendments, and performance reports.
    - Future releases will have functionality for grantee reporting and monitoring, award closeouts, sub-grantee functions, and financial payments.

- **During the Roll-out, Grantees will experience the following improvements:**

  - A user friendly interface that clearly highlights pending actions

  - Assistance with the application completion by pulling in and pre-populating applications with Grantee's Grants.gov submission

  - Decrease costs for states by removing their requirement to be knowledgeable about multiple disparate systems

  - Provide quicker acknowledgements of receipt of application materials and other relevant paperwork

Grantee Functionality

ND Grants will take the place of GMS and will be used for all of your FY11 grantee needs, such as:

- Application Completion
- Award Acceptance
- Amendments and Performance Reports

FEMA
U.S. DEPARTMENT OF HOMELAND SECURITY

ND Grants Registration

Solicitation

Application

Program Review

Financial Review

Award

Reporting & Amendments

Future releases: Closeout

ND Grants Registration

• All new ND Grants users will need to first register with the system
• When registering, will either create a new organization or request access to their existing organization profile
• After completing registration and dependent on his/her role, the applicant will be able to access and submit their application

ND Grants Tips:

- FEMA will continue to remain compliant with the OMB requirement to use Grants.gov for all grant opportunities
- All FEMA grant opportunities will continue to be posted on the Grants.gov website

Grant Lifecycle

ND Grants Registration

Solicitation

Application

Program Review

Financial Review

Award

Reporting & Amendments

Future releases: Closeout

Solicitation

- The program guidance and ND Grants application instructions will be included in each solicitation
- Applicants will use ND Grants to register their organizations and begin the solicitation's application

ND Grants Tips:
- Each organization controls the access for each user by providing them with specific roles based on their individual responsibilities

FEMA

ND Grants Registration

Solicitation

Application

Program Review

Financial Review

Award

Reporting & Amendments

Future releases: Closeout

Application

- After registering, the applicant will be able to access all "active" funding opportunities in ND Grants
- The opportunity's application will be customized by the program office to include all of the program guidance's requirements
- More than one applicant from the organization can access and fill-out the application in ND Grants

ND Grants Tips:
- The opportunity notice will be posted at Grants.gov with instructions on how to apply at ND Grants

Grant Lifecycle

FEMA

ND Grants Registration

Solicitation

Application

Program Review

Financial Review

Award

Reporting & Amendments

Future releases: Closeout

Program Review

• After the application is submitted, the Program Office will complete a review of the application
• If the application is found to be incomplete, the Program Office can release the application back to the organization to be completed
• The Program Office will complete its review and those it recommends for award will move to the Operations Branch for review

ND Grants Tips:
- If an application section is re-released to the grantee for more information, please note the deadline to resubmit that section
- Grantees can re-submit that section as an attachment in ND Grants

FEMA

ND Grants Registration

Solicitation

Application

Program Review

Financial Review

Award

Reporting & Amendments

Future releases: Closeout

Financial Review

- After the Program Office recommends the application for award, the Operations Branch will complete a financial review of the application
- During this time, Operations 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 award

ND Grants Tips:
- A budget review determines if the estimated costs are necessary, allocable, allowable, and reasonable according to the program guidance and the relevant OMB Circulars and Code of Federal Regulations (CFR)

FEMA

Award

- The award will be created within the ND Grants system and sent to the applicant for his/her review in ND Grants
- Special terms and conditions may be added to the final award documentation
- The applicant will digitally sign the award package within the ND Grants System
- ND Grants will preserve both a copy of the application and the award package within the system

ND Grants Registration

↓

Solicitation

↓

Application

↓

Program Review

↓

Financial Review

↓

Award

↓

Reporting & Amendments

↓

Future releases: Closeout

ND Grants Tips:
- A grant is awarded, the grantee will receive a notification via the email that you registered with your user profile
- The award package will be preserved in the ND Grants system and grantees can print it out to share with their organization

FEMA

ND Grants Registration

Solicitation

Application

Program Review

Financial Review

Award

Reporting & Amendments

Future releases: Closeout

Reporting & Amendments

- Throughout the life of the grant award, grantees can complete their progress reports within ND Grants
- The ND Grants system will issue automatic reminders to the grantee regarding the submission of those reports
- Award amendments can be performed within the system for any award modifications.

ND Grants Tips:

- ND Grants will send out reminders to grantee email addresses regarding progress reports.
- Amendments can be submitted and approved through ND Grants using electronic signatures.

- **The ND Grants team will be working hand in hand with each program to ensure a smooth transition to the new grants management system, including:**

  - Partnering with Program Offices to ensure each program is properly configured in the new system

  - Providing training to grantees, including hands-on training, webinars, and training manuals

  - Preparing help desk support to assist with the transition

  - Continuing to communicate through all FEMA grantee channels to keep you informed

  - Collecting feedback during the transition to continue to improve and add additional functionality to ND Grants

- **Training FEMA and Grantees is a key element of our work and will determine our success**

  – Training will be comprised of system orientations for Grantees, a combination of online and in-person training activities, and road shows to regions

- **ND Grants is committed to providing undisrupted support to our Grantees**

  – We are focused on ensuring Grantees have a positive experience the first time they interact with the system

  – We are planning outreach activities for our grantees so that they understand the impacts of the system and the key customer benefits

Please send any questions, concerns, or feedback to:

NDGrants@fema.gov