Accepting and Viewing Awards

Quick Reference Guides (QRGs) provide step-by-step instructions to assist you in using the Non-Disaster Grants (ND Grants) system. This QRG describes how to accept and view awards in ND Grants.

Introduction

Once an application is awarded by the Federal Emergency Management Agency (FEMA), ND Grants will generate a task for accepting the award. To review an award, navigate to the *Grants Dashboard* page, which lists all applications submitted for your organization in ND Grants.

The award packages for any applications awaiting acceptance will feature the Complete Award Offer Review icon in the Action column on the *Grants Dashboard* page. To proceed further (i.e., request payments, etc.), the award package must be accepted. If necessary, users can decline the award package.

Prerequisites

To accept or decline an award, you must be designated as the Authorized Official on the application.

Step 1

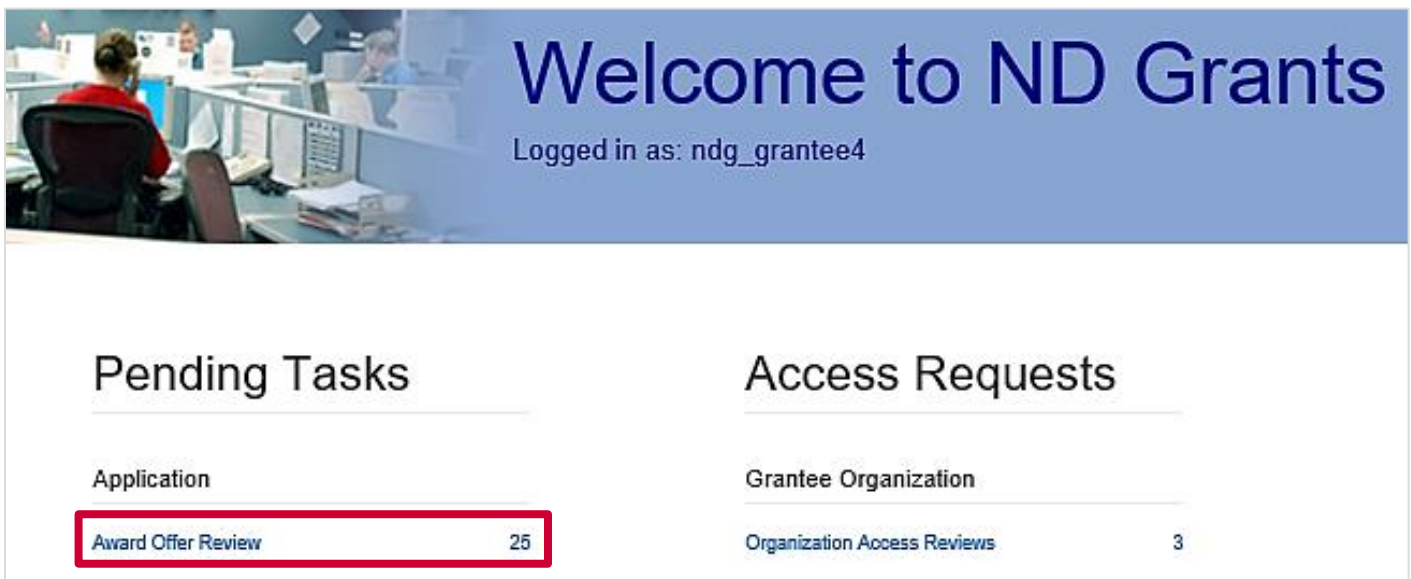To access Award Offers, click on the Award Offer Review link under the Pending Tasks column of the ND Grants Homepage.

Figure 1. Click the Award Offer Review task link on the ND Grants Homepage

Step 2

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

Award Offer Review

records per page		Showing 1 to 10 of 25 entries		Search:

▲ Award Number	⇕ Funding Opportunity Name	⇕ Grantee Organization Name	⇕ Date Created	Action
EMD-2017-CA-00127-S01	FY 2017 FO Regional basanta 3.07	Colorado Division of Emergency Management	2017-10-18 14:13:13 -04:00	🔧
EMW-2013-GR-00006-S01	Signature Test FY13 State Fire Training Systems Grant Program	Indiana Department of Homeland Security	2016-07-07 12:53:59 -04:00	🔧
EMW-2014-EG-00048-S01	EADIS FY 2014 Solicitation – Annual Fiscal	EADIS Test Organization	2017-07-11 13:18:20 -04:00	🔧

Figure 2. Click the Complete Award Offer Review icon on the *Award Offer Review* page

Step 3

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

Figure 3. Click the Accept or Decline radio buttons on the *Award Offer Review* page

Step 4

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

Figure 4. The *Award Offer Review* page will confirm that the Authorized Official accepted the award

Step 5

To view an accepted award, click the Grants Dashboard link under the Grants dropdown. Awards are grouped together by the organization to which it belongs. To view an award associated to a specific organization, expand the organization name then scroll to and expand the Award Number to see all related documents.

Alternatively, type the award number into the search bar on the *Grants Dashboard* page.
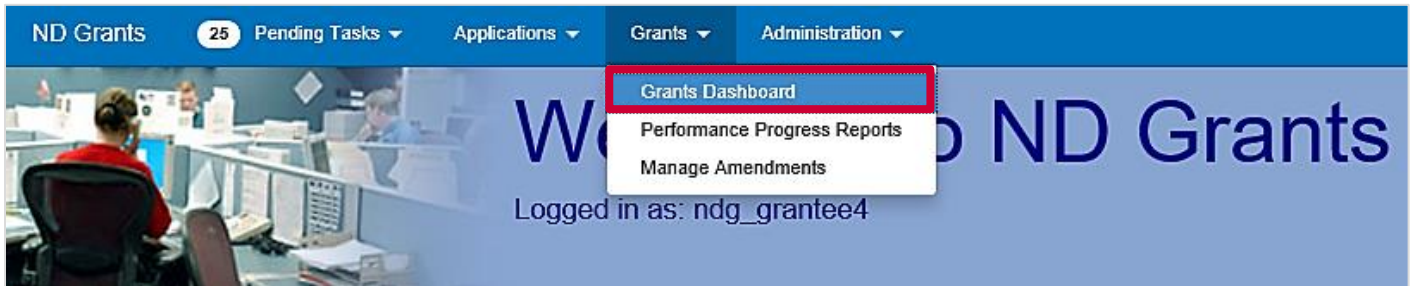

Figure 5. Click the Grants Dashboard link under the Grants dropdown to view all applications, awards, and amendments for your organizations

Figure 6. Use the search bar to search for applications, awards, and amendments on the *Grants Dashboard* page

Step 6

From the *Grants Dashboard*, click the hyperlink beneath the Awards heading to open the *View Award* page. The *View Award* page includes all details related to the award.

| EMC-2018-CA-00002 | Create Amendment | Grantee Organization | 0001 Organization AM8 EDIT |
| | | Funding Opportunity | FY18 AM Funding Opportunity 3.08 |

Applications ①	Status	Actions
EMC-2018-CA-APP-00002	Approved	
Awards ①	**Status**	**Actions**
EMC-2018-CA-00002-S01	Accepted	
Amendment Requests ①	**Status**	**Actions**
EMC-2018-CA-00002-R03	Approved	
Amendments ①	**Status**	**Actions**
EMC-2018-CA-00002-A04	Approved	
Performance Progress Reports ①	**Status**	**Actions**
Performance Report through 03/31/2018	Pending Submission	☐

Figure 7. Click the award number hyperlink to open the *View Award* page

View Award

| Award Details |
| Signatures |
| SF-424A |
| Award Package |
| Action History |

Award Details

Award Number	EMC-2018-CA-00002-S01
Grant Number	EMC-2018-CA-00002
Award Status	Accepted
Grantee Organization Name	0001 Organization AM8 EDIT
Signatory Authority	Contact , Test 555-555-5555 contact@t.com
Secondary Contact	Contact , Test 555-555-5555 contact@t.com
Authorized Official	NDGrants , User3 7035550003 FEMA-GPD-Systems-TDL@FEMA.gov

Figure 8. The *View Award* page includes all award details

Questions?

For additional assistance, please contact the ND Grants Service Desk. For programmatic or grants management questions, please contact your Program Manager or Grants Specialist.

Monday – Friday **|** 9:00 a.m. – 6:00 p.m. EDT **|** 1-800-865-4076 **|** NDGrants@fema.dhs.gov