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**

<table>
<thead>
<tr>
<th>Award Number</th>
<th>Funding Opportunity Name</th>
<th>Grantee Organization Name</th>
<th>Date Created</th>
<th>Action</th>
</tr>
</thead>
</table>

**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 table](image)

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

**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.

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