

Applying Through the Grants.gov Workspace

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 initiate an application in [Grants.gov](https://www.grants.gov).

Introduction

To apply for a Federal Emergency Management Agency (FEMA) preparedness or mitigation grant, you must begin the application process through Grants.gov. Once the initial application for Federal Assistance (SF-424) is complete in [Grants.gov](https://www.grants.gov), the application will be automatically migrated for initial review in ND Grants. Once the initial review is complete, the application will be released to be completed in ND Grants.

Note

- If you complete the SF-424 in Grants.gov, you will be the Authorized Official for the application—**only** the Authorized Official can submit an application in ND Grants

Prerequisites

To apply for a non-disaster grant:

- Your organization must have an Employer Identification Number (EIN) and a Data Universal Numbering System (DUNS) number
- You must have an account with [Grants.gov](https://www.grants.gov)

Step 1

Open the Applicants dropdown and click the [Apply Now](#) link.



Figure 1. Click the [Apply Now](#) link under the Applicants dropdown



FEMA

Step 2

Enter the Funding Opportunity number or the Opportunity Package ID into the text boxes and click the [Create Workspace](#) button.

Figure 2. Enter the Funding Opportunity Number or Opportunity Package ID and click the [Create Workspace](#) button

Step 3

To begin the application, click the [Webform](#) link in the Actions column.

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform

Figure 3. Click the [Webform](#) link

Step 4

Complete the application using the [Grants.gov](https://www.grants.gov) instructions as a guide.

Step 5

To submit the application, click the [Sign and Submit](#) button.

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created
 Forms Passed
 Complete and Notify AOR
 Submit
 Agency Received
 «Back ?



DHS-18-NPD-005-02-05 - PKG00042949
 FY 2018 Emergency Management
 Performance Grants (EMPG) Region 2
 (TEST)
 Department of Homeland Security - FEMA
 Department of Homeland Security - FEMA

Application Filing Name: Test [Edit Name]
 Workspace ID: WS00005768
 AOR Status: Workspace has AOR
 Workspace Owner: NDgrants Test

Workspace Status: In Progress
 Last Submitted Date: ---
 SAM Expiration Date: Jan 31, 2020

Opening Date: ---
 Closing Date: May 13, 2020
 DUNS: 000000000000

[FORMS](#) | [VIEW APPLICATION](#) | [ATTACHMENTS](#) | [PARTICIPANTS](#) | [ACTIVITY](#) | [DETAILS](#)

Workspace Actions:

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: Download Instructions > ?

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	Passed [Locked]	May 17, 2018 11:39:45 AM EDT	NDgrants Test	Unlock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	Passed [Locked]	May 17, 2018 11:42:08 AM EDT	NDgrants Test	Unlock Download Upload Reuse Webform

Figure 4. Click the [Sign and Submit](#) button

Step 6

When the application is submitted, the *Confirmation* pop-up will appear. Note the [Grants.gov](https://www.grants.gov) Tracking Number, and use the tracking number to verify that the application is downloaded into ND Grants.

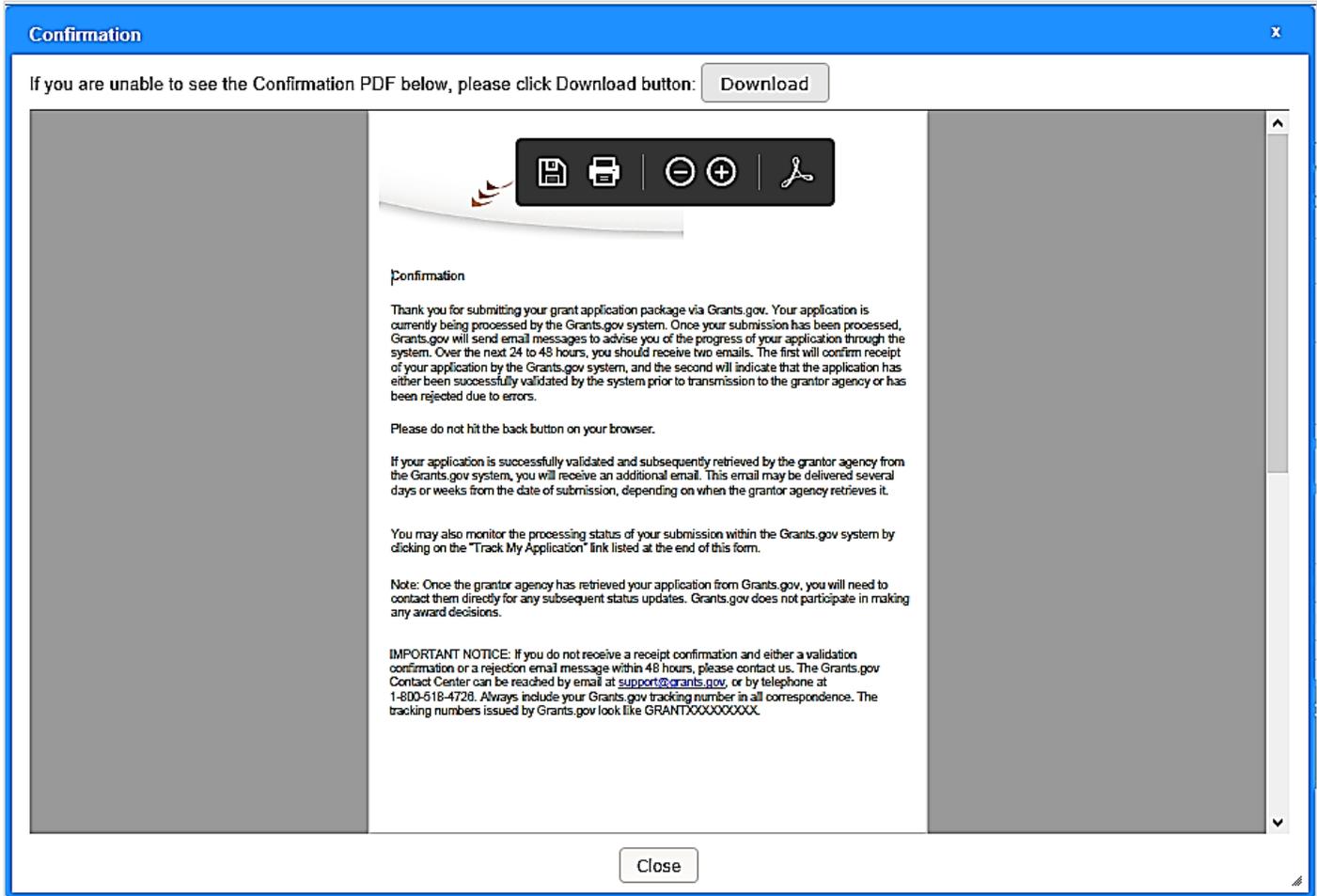


Figure 5. Note the [Grants.gov](https://www.grants.gov) Tracking Number on the *Confirmation* pop-up

Note

- The *Confirmation* popup indicates that the application has been submitted. It does not confirm that the application has been accepted

Step 7

To verify that the [Grants.gov](#) application was downloaded into ND Grants, select the [Check Application Status](#) link on the *Applicant Center* page.

The screenshot shows the Grants.gov Applicant Center interface. At the top, there is a navigation bar with the Grants.gov logo and the tagline 'FIND. APPLY. SUCCEED.' The search bar contains 'Grant Opportunities' and a 'GO' button. The main navigation menu includes 'HOME', 'LEARN GRANTS', 'SEARCH GRANTS', 'APPLICANTS', 'GRANTORS', 'SYSTEM-TO-SYSTEM', 'FORMS', 'CONNECT', and 'SUPPORT'. The 'APPLICANTS' menu item is highlighted. Below the navigation, the page title is 'GRANTS.GOV > Applicant Center' and 'APPLICANT CENTER'. The page is divided into several sections: a 'WELCOME' section with the text 'NDgrants Test'; a 'GRANT APPLICATIONS' section with a list of links including 'Check Application Status' (highlighted with a red box); an 'APPLY USING WORKSPACE' section with a red button 'Browse the Approaches to Workspace'; a 'GRANTS.GOV TRAINING RESOURCES AND VIDEOS' section with a red button 'Browse the Applicant Training Resources'; and a 'GRANTS.GOV COMMUNITY BLOG' section with a red button 'Visit the Grants.gov Community Blog'.

Figure 6. Click the [Check Application Status](#) link

Step 8

Enter the Funding Opportunity Number or Grant Tracking Number and click the **Search** button.

The screenshot shows the Grants.gov interface for checking application status. The search criteria are as follows:

- Funding Opportunity Number: DHS-18-NPD-005-02-05
- Grant Tracking Number: (empty)
- DUNS: (empty)
- Date Received: From: 05/17/2018 To: 05/17/2018

The search results table is shown below:

Grant Tracking Number	DUNS	Funding Opportunity Number	CFDA	Competition ID	Opportunity Package ID	Date/Time Received	Status	Status Date/Time	Submission Method	Actions
GRANT00690196	0000000000000	DHS-18-NPD-005-02-05	97.005		PKG00042949	May 17, 2018 11:44:41 AM EDT	Validated	May 17, 2018 11:44:47 AM EDT	Workspace	Details Download

Figure 7. Enter the funding opportunity number into the Funding Opportunity Number field

Note

- Once the application is downloaded to ND Grants, the Status column will read Agency Tracking Number Assigned

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