Submitting Applications After Initial Review

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 submit an application in ND Grants after initial Program Manager review.

Introduction

Applications submitted in Grants.gov and approved for eligibility will be released back to the applicant in ND Grants. Applicants will be notified via email to complete the application in ND Grants. There will not be a link on the ND Grants homepage for completing the application. Each step must be completed in order to submit the application.

Prerequisites

To submit an application:

- You must have the Authorized Official role for the organization

Step 1

From the Application dropdown, click on the Manage Applications link.

Figure 1. Click the Manage Applications link to open the Application Administration page
**Step 2**

Click the **Update Application** icon in the Action column for the application pending submission.

![Application Administration Table]

**Note**

- To reduce the number of applications, type the application number into the Search box to filter for the desired application.
- Applications pending submission have **Update Application** and **Delete** icons in the Action column, as they require additional information to be entered by the applicant.

**Figure 2. Click the Update Application button to open the Update Application page**
Step 3

To complete the application, scroll through each section on the Update Application page and complete all fields. Begin by reviewing the SF-424 Information section, which includes details migrated from the Grants.gov application.

If the Congressional District does not appear, the district number was incorrectly entered on the SF-424 in Grants.gov. To update the Congressional District, type the state abbreviation and the available congressional districts will appear in a dropdown.

![SF-424 Information](image)

Figure 3. Complete the SF-424 Information section of the application
Step 4

Open the dropdown and select a new contact for the application. When adding the Authorized Official, ensure the contact name also includes the User ID. Click the Add Contact icon next to the selected contact to add it to the list. Once added to the Contacts section below the search bar, assign the contact a role by selecting the radio button or checkbox under the appropriate role.

<table>
<thead>
<tr>
<th>Contact</th>
<th>Authorized Official</th>
<th>Signatory Authority</th>
<th>Primary Contact</th>
<th>Secondary Contact</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>User3, NDGrants</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
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<td></td>
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</tr>
<tr>
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<td>☐</td>
<td>☑</td>
<td>☐</td>
<td>☑</td>
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<tr>
<td><a href="mailto:FEMA-GPD-Systems-TDL@fema.gov">FEMA-GPD-Systems-TDL@fema.gov</a></td>
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<td></td>
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</tr>
</tbody>
</table>

Figure 4. Add contacts to the Contacts section and assign roles

Note

- The contact designated as the Signatory Authority does not need to be an ND Grants system user. The Authorized Official must be a ND Grants system user and have the Authorized Official role within the organization.
Step 5
Complete the SF-424A portion of the application by completing all Amount fields. Fields that do not have a cost should be completed with a zero.

Figure 5. Complete the SF-424A section of the application
Step 6

To add an attachment to the application, click the **Add Attachment** button. Add a title and description for each attached document.

![Add Attachment](Image)

**Figure 6. Add any necessary attachments in the Attachments section**

**Note**
- You can upload Investment Justifications as attachments

Step 7

In the Assurances and Certifications section of the application, approve the Certification Regarding Lobbying, the SF-LLL, and the SF-424B. These must be approved before the application can continue processing.

The Signatory Authority’s name will appear at the bottom of each Assurance and Certification. The Authorized Official should enter their password and sign the Assurance on behalf of the Signatory Authority. To sign, enter the Signatory Authority’s prefix, the Signatory Authority’s title, and your ND Grants password. Then click the **Sign Assurance** button.

For each Assurance and Certification document, you must electronically sign the form, or check the **Form Not Applicable to Application** box. In the SF-LLL section, if you click the **Form Not Applicable to Application** box, the section will collapse.
Figure 7. Complete the required fields and click the Sign Assurance button.
Figure 8. Complete the SF-LLL section of the application
Step 8
If you are not ready to submit, click the Save button to save your updates. To submit the application, click the Submit button.

Figure 9. The View Application page will display a confirmation message after submission

Note
- You must be the Authorized Official in the Contacts section for the application to sign and submit the application
- To print the application, you must print using your internet browser’s print option
- Once the application is submitted, you will not be able to edit the application

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