

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](https://www.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.

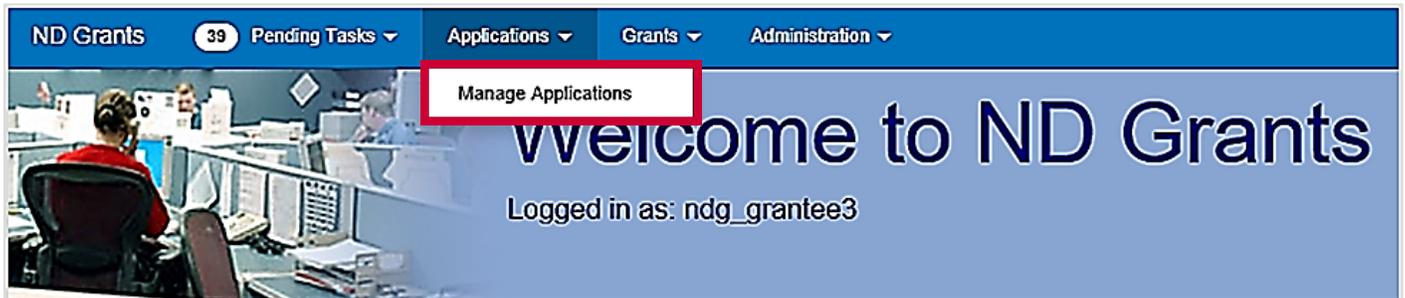


Figure 1. Click the [Manage Applications](#) link to open the *Application Administration* page



FEMA

Step 2

Click the [Update Application](#) icon in the Action column for the application pending submission.

Application Administration [Create Application](#)

10 records per page Showing 61 to 70 of 164 entries (filtered from 23,607 total entries) Search:

Application Number	Funding Opportunity Name	Funding Opportunity Number	Organization	Application State	Last Updated	Action
EMW-2015-BG-APP-00067	FY15 12c Intercity Bus Security Grant Program	DHS-15-GPD-027-000-01	NDG 12c Grantee Test Org 2	Declined		
EMW-2015-BG-APP-00068	FY15 12c Intercity Bus Security Grant Program	DHS-15-GPD-027-000-01	NDG 12c Grantee Test Org 2	Pending Submission		

Figure 2. Click the [Update Application](#) button to open the *Update Application* page

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

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](https://www.fema.gov/grants) application.

If the Congressional District does not appear, the district number was incorrectly entered on the SF-424 in [Grants.gov](https://www.fema.gov/grants). To update the Congressional District, type the state abbreviation and the available congressional districts will appear in a dropdown.

SF-424 Information

Project Information

Project Title

Program/Project Congressional Districts

Proposed Start Date **Proposed End Date**

Areas Affected by Project (Cities, Counties, States, etc.)

Estimated Funding

Funding Source	Estimated Funding (\$)
Federal Funding	\$10,000.00
Applicant Funding	\$20,000.00
State Funding	\$5,000.00
Local Funding	\$7,000.00
Other Funding	\$6,000.00
Program Income Funding	\$3,000.00
Total Funding	\$51,000.00

Is application subject to review by state under the Executive Order 12372 process?

Is applicant delinquent on any federal debt? Yes No

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.

Contacts

Contact

▼
+

Contact	Authorized Official	Signatory Authority	Primary Contact	Secondary Contact	Action
User3, NDGrants FEMA-GPD-Systems-TDL@FEMA.gov	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	
User4, NDGrants FEMA-GPD-Systems-TDL@fema.gov	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	

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.

SF-424A

OIG Number 4040-0006
Expiration Date 06/30/2014

Budget Information for Non-Construction Programs

Grant Program	Homeland Security Grant Program Sprint 16	CFDA Number	97.057
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Budget Object Class	Amount
Personnel	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Construction	
Other	
Total Direct Charges	
Indirect Charges	
Budget Category Total	

Non-Federal Resources	Amount
Applicant	
State	
Other	
Total Non-Federal Resources	

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.

Attachments					
Attached Documents	Title	Description	Attached By	Created Date	Action
GrantApplication.xml	<input type="text" value="GrantApplication.xml"/>	<input type="text" value="Submitted in Grants.gov"/>	System User	06/22/2015 10:30 -04:00	+ Add Attachment
SF424_2_1-AdditionalProjectTitle-1236-FourThousandCharacters.docx	<input type="text" value="SF424_2_1-AdditionalPr"/>	<input type="text" value="Submitted in Grants.gov"/>	System User	06/22/2015 10:30 -04:00	
SF424_2_1-1235-TwentyThousandCharacters.docx	<input type="text" value="SF424_2_1-1235-Twent"/>	<input type="text" value="Submitted in Grants.gov"/>	System User	06/22/2015 10:30 -04:00	
SF424_2_1-1237-CongressionalDistrictsProdMay2014.xls	<input type="text" value="SF424_2_1-1237-Congri"/>	<input type="text" value="Submitted in Grants.gov"/>	System User	06/22/2015 10:30 -04:00	

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.

Certification Regarding Lobbying

Status Pending

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure of Lobbying Activities,' in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure of Lobbying Activities,' in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's Organization: [NDG Sprint 16 Organization 1](#)

Prefix:

First Name: Catherine

Middle Name:

Last Name: Scott

Suffix:

Signatory Authority Title:

I, **Catherine Scott**, or my designee am hereby providing my signature for this application as of **06/24/2015**

Enter password to electronically sign assurance

[Sign Assurance](#)

Figure 7. Complete the required fields and click the [Sign Assurance](#) button

SF-LLL

OMB Number 0348-0046
 Expiration Date 12/31/2013
[Burden Statement](#)

Disclosure of Lobbying Activities

Status Pending

Form Not Applicable to Application

Name and Address of Reporting Entity:

Name

Street 1

Street 2

City

State

Zip

Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's Organization: NOG Sprint 16 Organization 1

Prefix:

First Name: Catherine

Middle Name:

Last Name: Scott

Suffix:

Signatory Authority Title:

Telephone No:

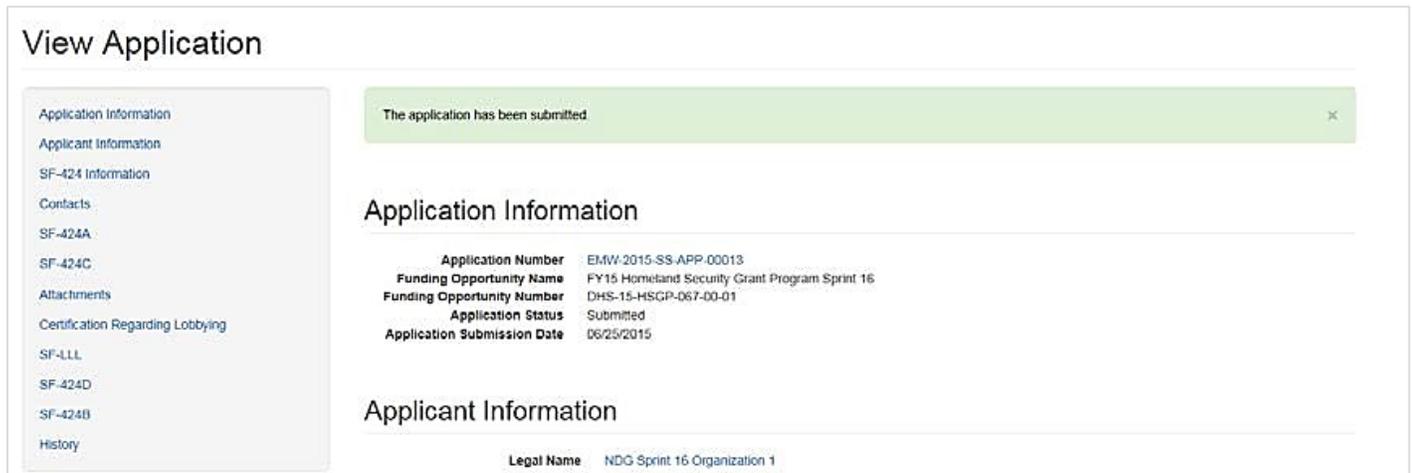
I, **Catherine Scott**, or my designee am hereby providing my signature for this application as of **06/24/2015**

Enter password to electronically sign assurance Sign Assurance

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.



The screenshot shows the 'View Application' page. At the top left is a navigation menu with items: Application Information, Applicant Information, SF-424 Information, Contacts, SF-424A, SF-424C, Attachments, Certification Regarding Lobbying, SF-LLL, SF-424D, SF-424B, and History. A green confirmation banner at the top right reads 'The application has been submitted'. Below this, the 'Application Information' section displays: Application Number (EMW-2015-SS-APP-00013), Funding Opportunity Name (FY15 Homeland Security Grant Program Sprint 16), Funding Opportunity Number (DHS-15-HSGP-067-00-01), Application Status (Submitted), and Application Submission Date (06/25/2015). The 'Applicant Information' section shows the Legal Name as 'NDG Sprint 16 Organization 1'.

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