



Department of Homeland Security

Non-Disaster Grants Management System

Grant Recipient User Guide 2022



FEMA

Table of Contents

Table of Contents	2
Introduction to the ND Grants	3
User Guide Organization.....	3
Questions?.....	3
Registration and Login	4
Creating an ND Grants Account.....	4
Logging into ND Grants.....	9
Navigating ND Grants.....	10
Managing Organizations	11
Viewing Organizations.....	11
Creating an Organization.....	13
Updating Organization Details.....	15
ND Grants User Roles.....	18
Requesting Organization Access.....	21
Forwarding Organization Access Requests.....	24
Approving Organization Access Requests.....	27
Updating User Roles.....	31
Creating Organization Contacts.....	33
Updating Organization Contacts.....	37
Application Functionality	41
Applying Through The Grants.gov Workspace.....	41
Submitting Applications after Initial Review.....	47
Grants Management Functions	55
Accepting or Declining an Award.....	55
Request to Reassign Award Offer Review Task.....	59
Viewing an Award.....	61
Creating Amendment Requests.....	63
Updating Amendment Requests.....	71
Deleting Amendment Requests.....	74
Submitting Performance Progress Reports.....	76

Introduction to the ND Grants

Welcome to the ND Grants Management System (ND Grants). ND Grants provides many features to help manage applications more efficiently, and includes system functionality for:

- Grant application
- Award acceptance
- Amendments
- Performance Reporting

Note

- The current release of ND Grants does not have functionality for sub-grant recipients. Only primary grant recipients will be submitting applications and managing awards in ND Grants.

User Guide Organization

This user guide will help all grant recipients manage applications and awards in ND Grants. Though this user guide is primarily for grant recipients, it can also help Federal Emergency Management Agency (FEMA) personnel understand the grant recipient functionality.

Questions?

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

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

NOTE: Starting in January 2023, service desk hours are moving to 8:00 a.m. – 5:00 p.m. E.T.

Registration and Login

Creating an ND Grants Account

To access the ND Grants system, you must first register an account. Registration can be completed within the FEMA portal at <https://portal.fema.gov>. After the registration process is complete, your User ID and password will be used to log into ND Grants.

Note

- If you have already registered but forgot your User ID or password, click on the [Forgot Password?](#) or the [Forgot ID?](#) buttons for assistance
- If you need additional assistance resetting your password, contact the FEMA Enterprise Service Desk at 1-877-611-4700

Step 1

From the *FEMA Login* page, click the [New Non-PIV User?](#) button.

The screenshot shows the FEMA Login page. At the top, it says "OUR MISSION" with a description: "To reduce loss of life and property and protect our nation's critical infrastructure from all types of hazards through a comprehensive, risk-based, emergency management program of mitigation, preparedness, response and recovery". Below this are language options for "Español" and "English".

The main login form contains the following elements:

- A note: "* denotes required field"
- * User ID: [input field]
- * Password: [input field]
- Login and Reset buttons
- Session expires in thirty minutes for this application

Below the login form are three buttons: "Forgot ID?", "Forgot Pwd?", and "New Non-PIV User?". The "New Non-PIV User?" button is highlighted with a red border.

To the right of the login form is a graphic of a PIV card. The card displays "United States Government", a photo of "John Doe", and the FEMA logo. Below the card is a "New PIV User?" button. To the right of the card, text reads: "Please insert your FEMA PIV card into your smart card reader before attempting to login, then press the PIV card image."

Figure 1. Click the [New Non-PIV User?](#) button on the *FEMA Login* page

Step 2

If necessary, enter the characters appearing above the text box on the *Image Verification* page and click the [Submit](#) button.

[If you cannot view the image for any reason, please click here to proceed.](#)

Please type the characters appearing in the picture:

Note: You can try no more than three times. This is your first try.

h a t l e d

h a t l e d

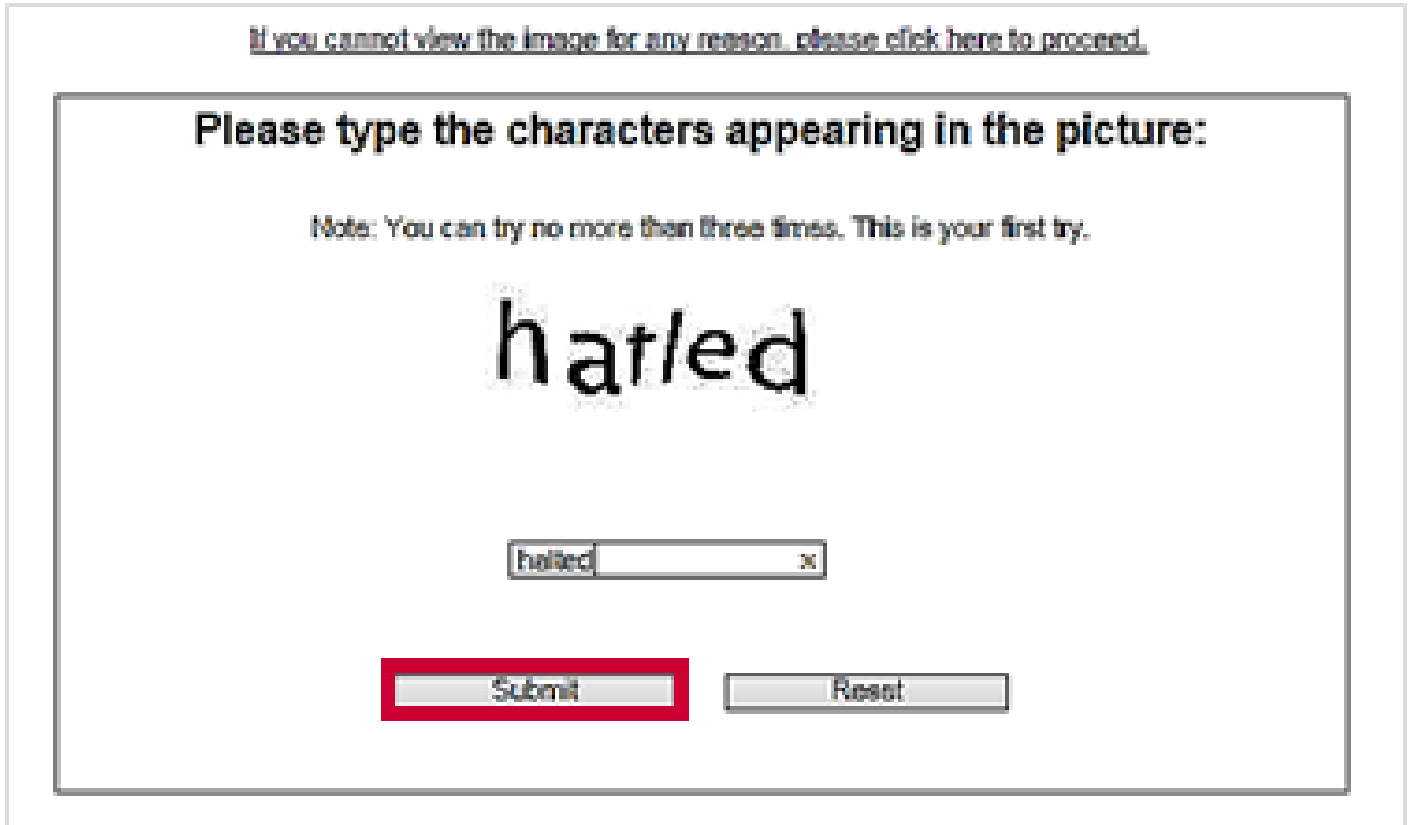


Figure 2. Enter the characters and click the [Submit](#) button

Step 3

On the *Personal Information* page, complete all required fields (*). Then click the [Submit](#) button.

* denotes required field

PERSONAL INFORMATION

Title * ▼

First Name *

Last Name *

LOGIN INFORMATION

You will need to save your user ID and password, it will be required each time you logon to the system.
Please note that user ID is converted to all lowercase characters.

User ID * minimum length is 7, maximum length is 14, cannot contain ", space character, ', #

ADDRESS

Street *

City *

State * ▼

Zip Code * format is 01234, 01234-5678

ADDITIONAL ADDRESS

Street

City

State Abbreviation ▼

Zip Code format is 01234, 01234-5678

Figure 3. Enter all user information and click the [Submit](#) button

Step 4

Create a password and then click the [Submit](#) button. The password must be 8-14 characters long and cannot contain any special characters. Your password will be required to access ND Grants every time.

CREATE PASSWORD

Password:

Password strength
Strongest

minimum length is 8, maximum length is 14, cannot contain ",
 space character, ', #

Confirm Password:

User ID:

minimum length is 7, maximum length is 14, cannot contain ",
 space character, ', #

You will need to save your user ID and password, it will be required each time you logon to the system.
Please note that user ID is converted to all lowercase characters.

Figure 4. Create a password on the *Create Password* page and click the [Submit](#) button

Step 5

Your account is registered at this time; however, you must request access to ND Grants. To request access, click the [Click here to request new privileges](#) button.

Congratulations! Your account is registered.
You currently do not have access to any applications. To request access, please click the button below.

[Accessibility](#) | [Site Help](#) | [Site Index](#) | [FEMA Contact](#) | [FEMA Home](#) | [Logout](#)

Figure 5. Click the [Click here to request new privileges](#) button on the *Congratulations* page

Step 6

Scroll down and click the [Request Access](#) button next to the ND Grants icon.

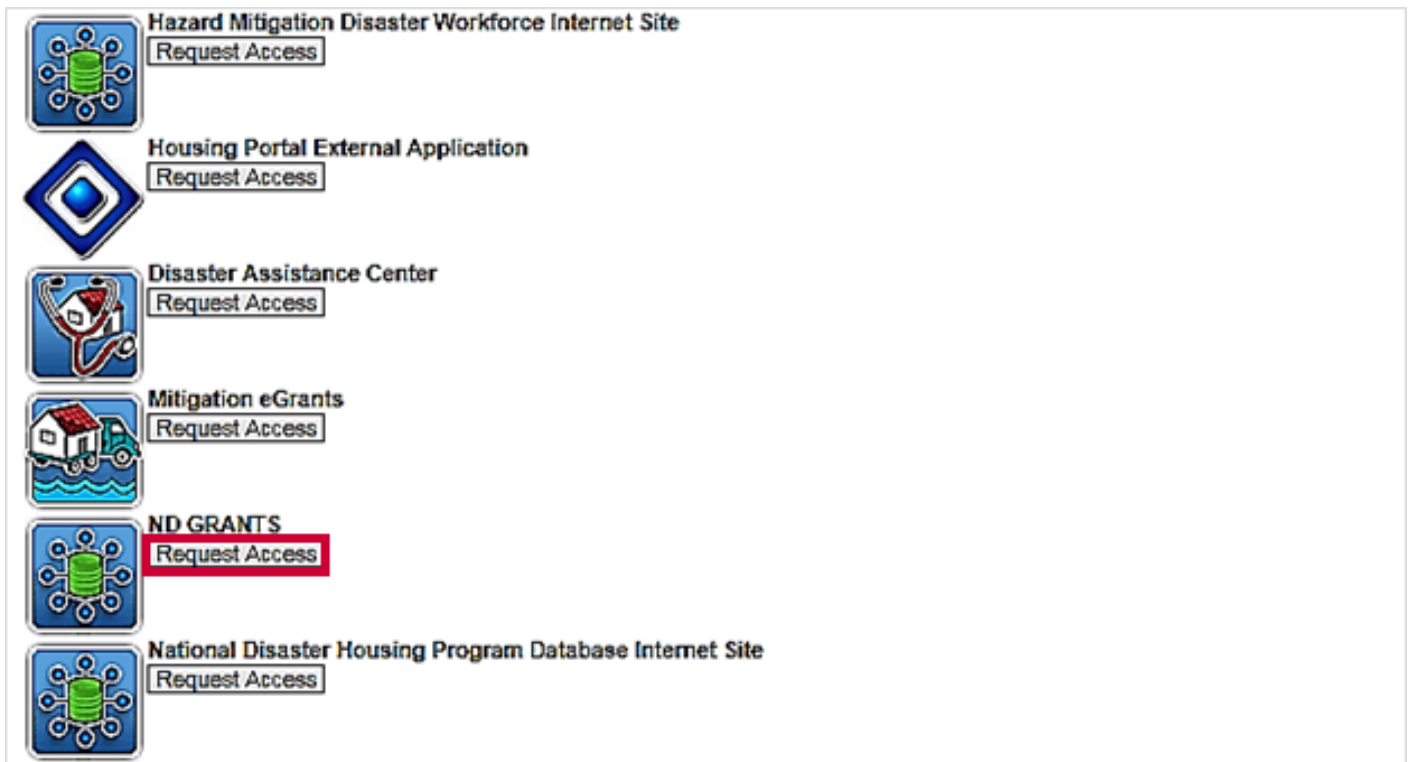


Figure 6. Click the [Request Access](#) button to access ND Grants

Step 7

Enter the ND Grants access code and click the [Submit](#) button. The ND Grants homepage will appear, indicating that you successfully logged into ND Grants.

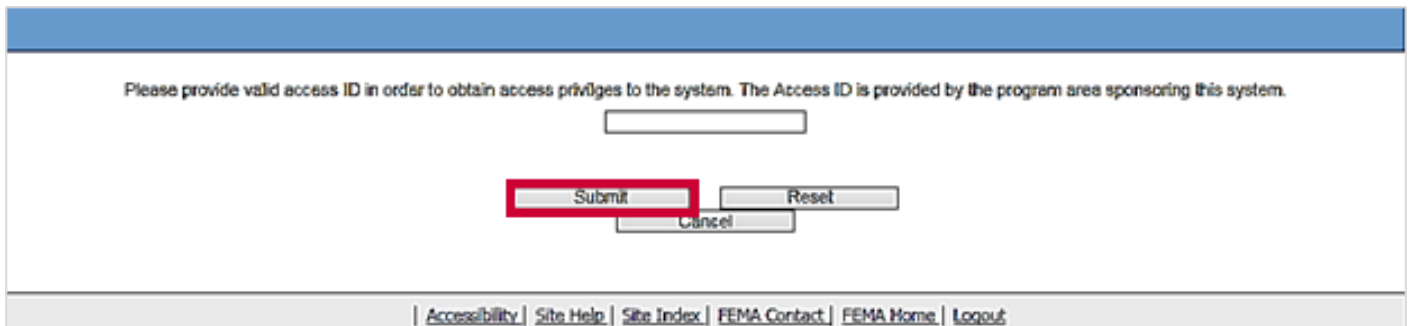


Figure 7. Enter the ND Grants access ID on the *Access ID* page

Note

- If you are not participating in an in-person ND Grants training session, you can request the access code by calling the ND Grants Service Desk at 1-800-865-4076 or by sending an email to NDGrants@fema.dhs.gov.

Logging into ND Grants

Step 1

From the *FEMA Login* page, enter your user ID and password, and click the **Login** button.

The screenshot shows the FEMA login interface. At the top left, there is a section titled "OUR MISSION" with a brief description. Below this, there are language options for "Español" and "English". The main login form contains fields for "* User ID:" and "* Password:", both marked as required. A "Login" button is highlighted with a red box, and a "Reset" button is also visible. Below the form, there are links for "Forgot ID?", "Forgot Pwd?", and "New Non-PIV User?". To the right of the form is a PIV card image for "John Doe" with the text "Please insert your FEMA PIV card into your smart card reader before attempting to login, then press the PIV card image." Below the card image is a "New PIV User?" button.

Figure 8. Enter your user ID and password and click the **Login** button

Step 2

From the dashboard, click the **ND Grants** icon to open the ND Grants homepage.

The screenshot shows the FEMA dashboard. At the top, there is a header for "FEMA - DHS FEMA Enterprise Identity Management System" with version and server information. Below the header, there are navigation tabs for "Available Applications", "Authorized Applications", "Inbox", and "Profile". A link "Click here to request new privileges." is visible. In the center of the dashboard, there is an icon for "ND GRANTS" which is highlighted with a red box.

Figure 9. Click the **ND Grants** icon

Navigating ND Grants

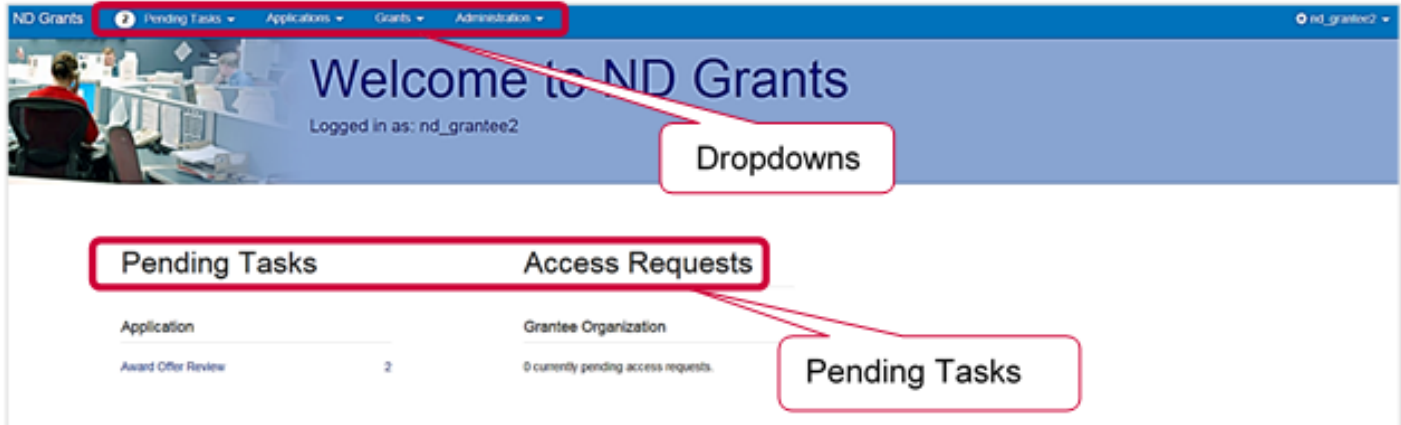


Figure 10. The ND Grants homepage

Dropdowns: The ND Grants homepage has four dropdowns across the top of the screen – Pending Tasks, Applications, Grants, and Administration. The dropdown menus are organized to follow the tasks a grant recipient will complete throughout the grant life cycle. Similar tasks are grouped together.

- The Pending Tasks dropdown contains a list of all the tasks pending in your queue
- The Applications dropdown contains all functions related to managing and submitting applications
- The Grants dropdown contains all the functions related to post award management, including amendments and performance progress reports
- The Administration dropdown allows you to manage the organizations and contacts associated with the organization

Pending Tasks: The individual grant recipient tasks are listed under each Task heading. The number of awards awaiting action for the task is also displayed under each task heading.

Managing Organizations

To access any applications or awards, you must belong to the organization with which the application or award is associated. An organization serves as a recipient's profile within ND Grants, allowing users to create and manage awards and applications. FEMA requests that all applicants provide their organization's contact information.

From the Administration dropdown, users can perform tasks for organizations to which they belong. Specifically, users can manage organizations, request access to other organizations, view other users with access to the same organizations, and review organization access requests.

Users that do not currently belong to an organization must request access to the appropriate organization. Only the Organization Administrator can approve the access requests submitted by users. The Organization Administrator has the authority to update the organization information and modify user privileges for the organization.

Viewing Organizations

Organizations you belong to will be listed on the *Organization Administration* page. If you belong to an organization and are the Organization Administrator for that organization, you can add contacts for the organization and additional system users of the organization.

Step 1

Under the Administration dropdown, click the [Organizations](#) link to view the *Organization Administration* page.

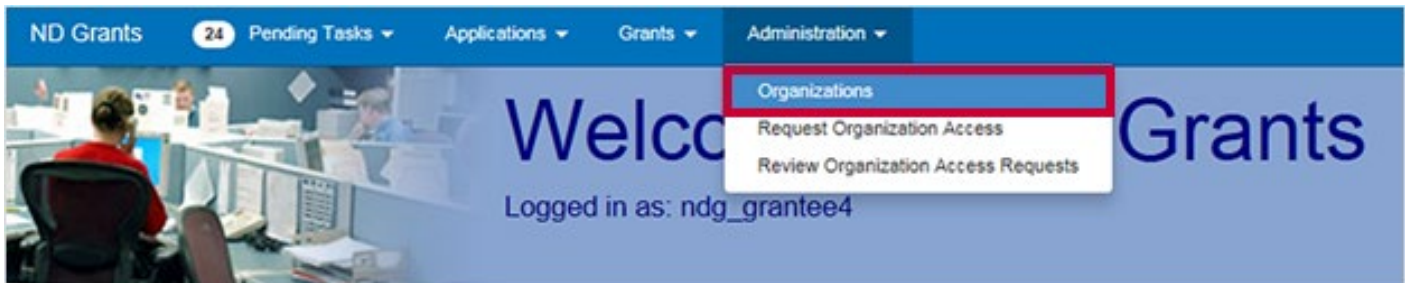


Figure 11. Click the [Organizations](#) link under the Administration dropdown

Note

- You cannot access applications and awards if you do not belong to the organization with which they are associated

Step 2

From the *Organization Administration* page, review your organizations.

Organization Administration Create Organization

10

▼ records per page

Showing 1 to 10 of 173,942 entries

Search:

▲ Legal Name	◆ Address	◆ Status	Action
000 test-org	250 Mayn Strayt Testing 311, Clarendon, Virginia, 22222	Active	
0001 Organization AM10	46 N Washington Blvd New Apt, New City, Virginia, 22201	Active	
0001 Organization AM2	555 Street , Test, Virginia, 22222	Active	
0001 Organization AM5	12005 N St. EDIT , Washington, District Of Columbia, 20020	Active	
0001 Organization AM6	999 Main Street , Reston, Virginia, 20233	Active	

Figure 12. The *Organization Administration* page lists all organizations to which you belong

Creating an Organization

When creating an organization, please note that:

- Organizations you belong to will be listed on the *Organization Administration* page
- Only the Organization Administrator can add contacts to the organization, update user roles within the organization, and approve organization access requests
- The Organization Administrator will see the **Update Organization** icon in the Action column on the *Organization Administration* page
- If you are not the Organization Administrator, you can view the organization details by clicking on the **Organization Legal Name** link on the *Organization Administration* page
- Duplicate organizations cause problems in the system. Please ensure your organization does not already exist

Step 1

Under the Administration dropdown, click the **Organizations** link to view the *Organization Administration* page.

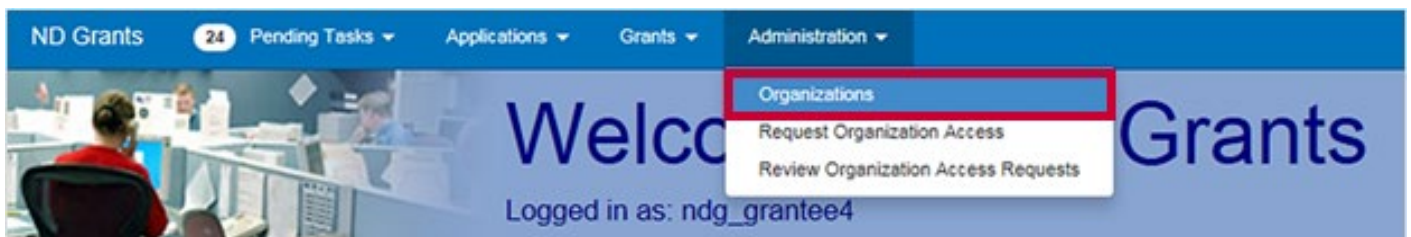


Figure 13. Click the **Organizations** link to open the *Organization Administration* page

Step 2

Click the **Create Organization** button in the upper right corner of the page.

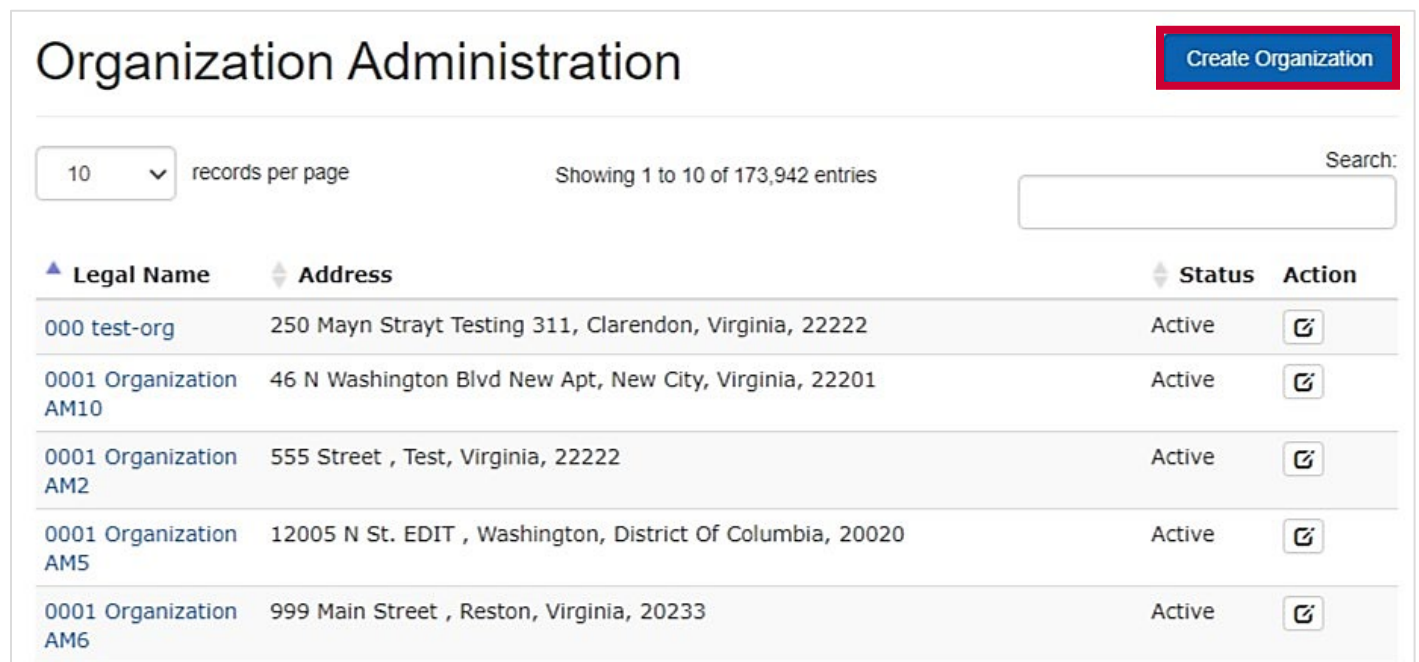


Figure 14. Click the **Create Organization** button

Step 3

From the *Create Organization* page, enter all organization information and click the **Save** button.

Create Organization

Cancel
Save

Details

Legal Name
This should match your SAM.gov account

Type

Division Name

Department Name

Employer Identification Number (EIN)

If you share the EIN with other Organizations, please list their legal names here

DUNS Number **DUNS+4**

UEI Number

DUNS/UEI Number should match your SAM.gov account

Is this organization active? Yes No

Figure 15. Complete all fields on the *Create Organization* page's Details and Contacts sections

Note

- After creating the organization, you will automatically become the Organization Administrator
- An organization's contacts are not ND Grants Management System users. Without an ND Grants Management System account, individuals will not have system privileges

Updating Organization Details

When updating an organization, please note that:

- If the organization has not submitted an application, all organization details will appear in text boxes on the *Update Organization* page, and can be edited
- If the organization has submitted an application, **only** the physical and mailing addresses can be updated

If there are pending tasks for the organization, saving your updates to the organization will prompt a list of the pending tasks to appear at the top of the *Update Organization* page, and prevent you from completing the update.

Step 1

Under the Administration dropdown, click the **Organizations** link to view the *Organization Administration* page.

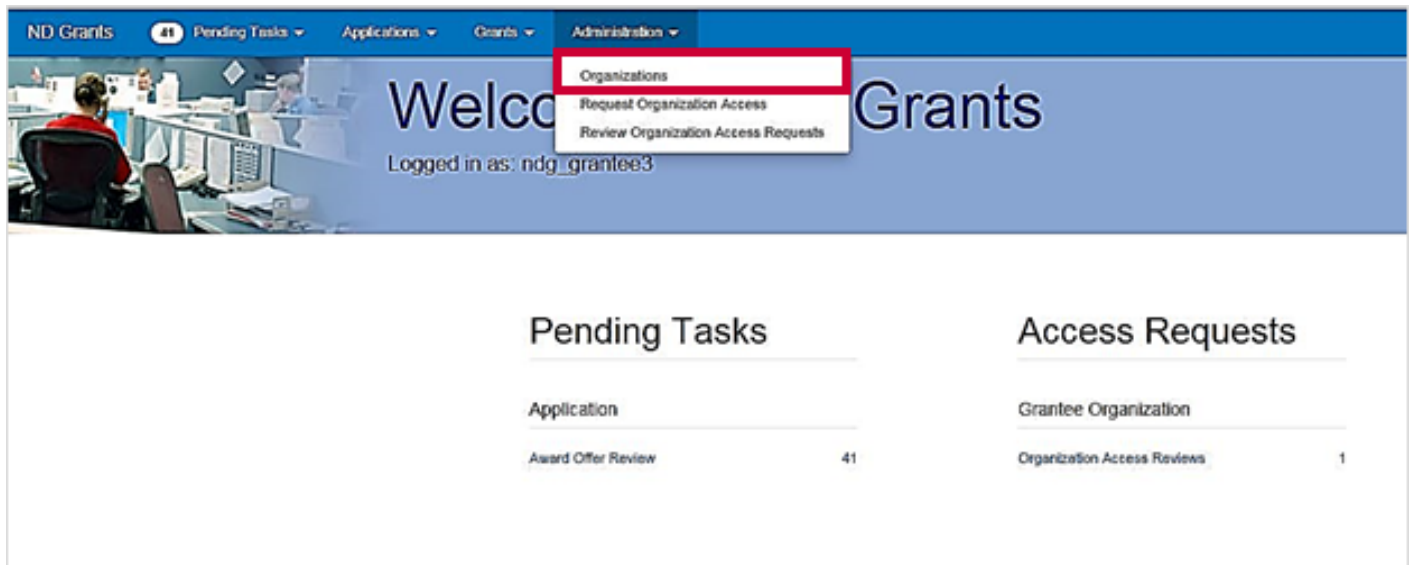


Figure 16. Click the **Organizations** link to open the *Organization Administration* page

Step 2

Click the **Update Organization** icon in the Action column.

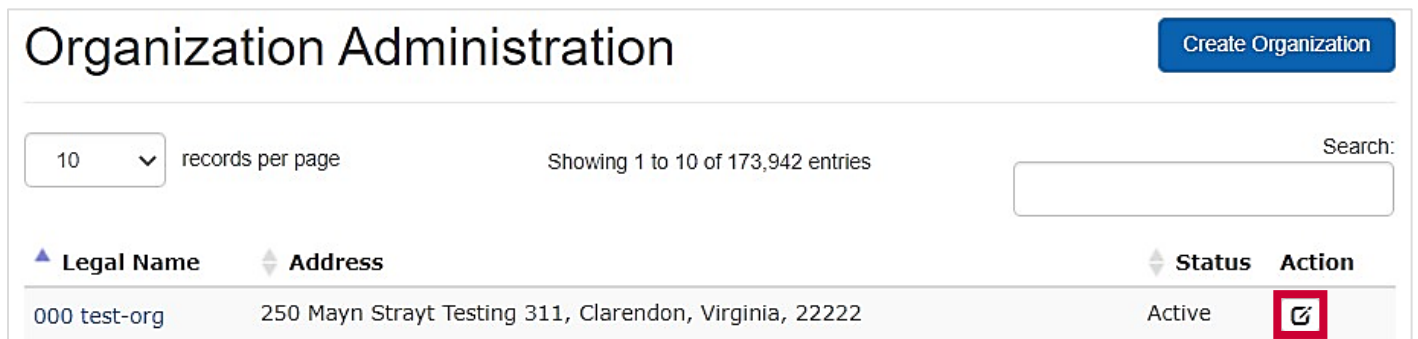


Figure 17. Click the **Update Organization** icon to begin updating organization details

Step 3

From the *Update Organization* page, update the organization address. Then click the **Save** button.

The screenshot shows the 'Update Organization' form with the following fields and values:

- Cancel** and **Save** buttons at the top left.
- Employer Identification Number (EIN)**: 123456789
- If you share the EIN with other Organizations, please list their legal names here**: (Empty text area)
- DUNS Number**: 123456789
- DUNS+4**: 1111
- UEI Number**: (Empty field)
- DUNS/UEI Number should match your SAM.gov account**: (Text below UEI field)
- Is this organization active?**: Yes No
- Physical Address** section:
 - Address**: 55 Test Rd.
 - Address 2**: 123
 - City**: Rockport
 - State**: Maine
 - Country**: UNITED STATES
 - ZIP**: 04856
 - Zip-4**: 9999
 - Congressional District**: ME-01
- Mailing Address** section:
 - Same as Physical** checkbox:
 - Same as Physical** button: (Large blue button)

Figure 18. Update the organization address as necessary and click the **Save** button

Note

- The organization details cannot be edited if tasks are pending for any award. When saving updates, a notification will appear at the top of the *Update Organization* page listing pending tasks
- Pending actions that prevent changes to organization details include:
 - applications pending submission or review
 - amendments pending submission or review
 - performance reports pending submission or review

Update Organization

- Details
- User Roles
- Contacts

Cancel Save

You cannot update the Organization Address while an Application is Pending Review. The following grants have Applications Pending Review:

Grant	Funding Opportunity	Pending Action
EMW-2017-CA-19169	FY 2017 FO Headquarter basanta FEMAUAT without payment hold	Application [EMW-2017-CA-APP-19169]
EMW-2019-CT-00018	CT Test FO for Template Updates	Application [EMW-2019-CT-APP-00018]

Details

Legal Name	0001 Organization AM7	
Type	State governments	
Division Name	Testing Division	
Department Name	Testing Department	
Employer Identification Number (EIN)	123456789	
Other Organizations that share this EIN		
DUNS Number	1234567891234	
UEI Number		
Is this organization active?	Yes	
Congressional District	VA-02	
Physical Address	100025 Clarendon Blvd Will this create an amendment? Arlington, Virginia 22203 UNITED STATES	Mailing Address 200 Wilson St It should? Arlington, Virginia 22202 UNITED STATES

Figure 19. The *Update Organization* page will list all pending tasks and prevent updates to the organization

Step 4

The *Update Grantee Organization Address* page lists all active grants that will include the updated address. Click the **Confirm** button.

Update Grantee Organization Address ✕

Updating the Organization Address will affect the following grants with active awards:

▲ Grant	◆ Funding Opportunity
EMA-2018-CA-00013	FY 2018 Regional AM PARS FEMAUAT

Cancel Confirm

Figure 20. Click the **Confirm** button to complete the update

ND Grants User Roles

An Organization Administrator can assign and manage the roles within the organization. New users can also request roles when requesting access to the organization. Once assigned a role, users are granted specific privileges for the organization:

- ND Grants user roles define the user's responsibilities for the organization, applications, and grants. Users may have more than one role
- The roles assigned to a user for the organization are not the same roles that they are assigned for an award. For example, a user with the Authorized Official role for the organization may not have the Authorized Official role and permissions for a grant. Please verify that you have the correct roles to complete your grants management tasks
- The Organization Administrator can change user roles by updating the User Roles section on the *Update Organization* page. You can update the user roles for an award by submitting an amendment requesting that the roles be updated
- Organizations should ensure that they have assigned as least two people with this role in the event of personnel change

The ND Grants users can perform different tasks based on their roles.

Active Role	Description	Considerations
Organization Administrator	Responsible for approving access requests, adding/removing user roles, managing contacts	<ul style="list-style-type: none"> ▪ Whoever establishes the organization in ND Grants automatically becomes the Organization Administrator ▪ Organizations should ensure that they have assigned at least two people with this role in the event of personnel change
Authorized Official (Organization)	Manages the award throughout the grant lifecycle	<ul style="list-style-type: none"> ▪ Several users can be the Authorized Official for an organization ▪ To become the Authorized Official on a grant, you must first have the Authorized Official role for the organization
Authorized Official (Grant)	Manages the award throughout the grant lifecycle	<ul style="list-style-type: none"> ▪ The user who submits the grant application for the organization must have the Authorized Official role for the organization ▪ Only one user can be the Authorized Official for a grant and grant application ▪ The Authorized Official has the authority to sign and submit a grant application on behalf of the Signatory Authority ▪ The Authorized Official can submit amendments and performance progress reports for the grant
Signatory Authority	An organization user or contact, whose name appears on the application and other grants management documents	<ul style="list-style-type: none"> ▪ The Signatory Authority does not require ND Grants access, but must be listed as an Organization Contact ▪ While the Signatory's name appears on the application, the Authorized Official signs the application ▪ The role is assigned as part of the grant application process
Grant Writer	Manages application details before application submission	<ul style="list-style-type: none"> ▪ N/A

Grant Administrator	Submits performance reports and award functions for the Organization	<ul style="list-style-type: none"> The grant administrator can edit applications and submit Performance Progress Reports.
---------------------	----------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------

Table 1. This table describes each active role and provides an overview of specific considerations

Inactive Role	Description	Considerations
Financial Specialist		<ul style="list-style-type: none"> The role is currently not activated

Table 2. This table describes each inactive role and provides an overview of specific considerations

Task	Organization Administrator	Authorized Official	Grant Administrator	Grant Writer
Submit an application in ND Grants		X		
Edit an application in ND Grants		X	X	X
Update Organization	X			
Approve access request	X			
Changes user privileges for an Organization	X			
Input Project Funding data	X	X		X
Submit Performance Reports		X	X	
Accept Award Packages		X		
Sign Assurances & Certifications		X		
Submit Award Amendment		X		

Table 3. By assuming an ND Grants role, a user can perform one or more tasks

Requesting Organization Access

Once you have created an ND Grants user account, you must either request access to an existing organization, or create a new organization. If the organization has already been created, you must submit an Organization Access Request to access the organization's applications and awards.

Step 1

Under the Administrations dropdown, click the [Request Organization Access](#) link.

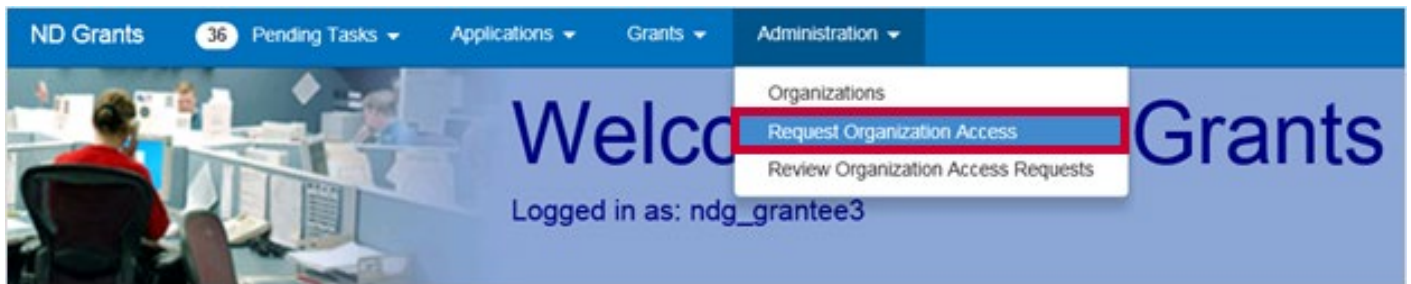


Figure 21. Click the [Request Organization Access](#) link under the Administration dropdown

Step 2

Find the organization to which you want to request access by clicking the dropdown and typing in the name of the organization in the search bar.

 A screenshot of the 'Request Access to Organization' page. At the top left, there are three buttons: 'Cancel', 'Save', and 'Submit'. Below these is a section titled 'Organization'. There is a label 'Organization' followed by a search input field. The input field contains the text '000 test' and has a search icon on the right. A dropdown menu is open below the input field, showing a list of search results. The first result is '000 test-org' and is highlighted with a blue background. A red box highlights the search icon in the input field.

Figure 22. From the *Request Access to Organization* page, search for your organization

Note

- Inactive Organizations will appear greyed out in the dropdown menu.
- If an Inactive organization is selected, a red warning box will be displayed stating “Organization Name is inactive. Please verify that no active versions of your organization exist before requesting access to this version.”

Step 3

Select the roles you need for the organization by clicking the checkboxes next to each role. Then click the [Submit](#) button.

Organization

Organization: 000 test-org

Legal Name: 000 test-org

Employer Identification Number (EIN): 18-1234567

DUNS Number: 999999999

Mailing Address: 1 test rd, testville, Maryland 20735-9999, UNITED STATES

Existing Roles: Grants Administrator, Grant Writer, Financial Specialist

Roles Requested

- Organization Administrator
- Grants Administrator
- Financial Specialist
- Authorized Official
- Grant Writer

Figure 23. Click the [Submit](#) button once you have selected your roles on the *Request Access to Organization* page

Update Organization Access Request

Organization access request successfully submitted

Organization

Legal Name: 000 test-org

Employer Identification Number (EIN): 18-1234567

DUNS Number: 999999999

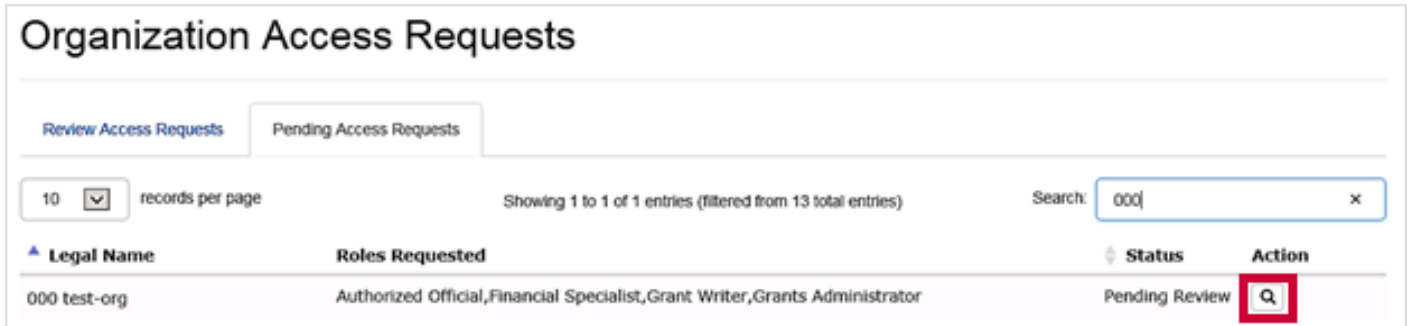
Mailing Address: 1 test rd, testville, Maryland 20735-9999, UNITED STATES

Existing Roles: Grants Administrator, Grant Writer, Financial Specialist

Figure 24. The *Update Organization Access Request* page will feature a confirmation message upon successful submission

Step 4

To view submitted Organization Access Requests, under the Administration dropdown click the [Review Organization Access Request](#) link. Navigate to the Pending Access Requests tab and click the [View Organization Access Request](#) icon.



The screenshot displays the 'Organization Access Requests' page. At the top, there are two tabs: 'Review Access Requests' and 'Pending Access Requests'. Below the tabs, there are controls for 'records per page' (set to 10), a search bar containing '000', and a status indicator 'Showing 1 to 1 of 1 entries (filtered from 13 total entries)'. The main content is a table with the following data:


Legal Name	Roles Requested	Status	Action
000 test-org	Authorized Official, Financial Specialist, Grant Writer, Grants Administrator	Pending Review	

Figure 25. Click the [View Access Requests](#) icon to view pending organization access requests

Forwarding Organization Access Requests

If the existing Organization Administrator is unavailable to approve the request, you can forward the request to the Program Manager. The Program Manager can only approve an access request that includes the Organization Administrator role.

Note

- Organizations should ensure that they have assigned at least two people with the Organization Administrator role in the event of personnel change. If the current Organization Administrator is leaving the organization, they should designate replacement Organization Administrators before departure

Step 1

After submitting the organization access request, under the Administration dropdown, click the [Review Organization Access Requests](#) link.

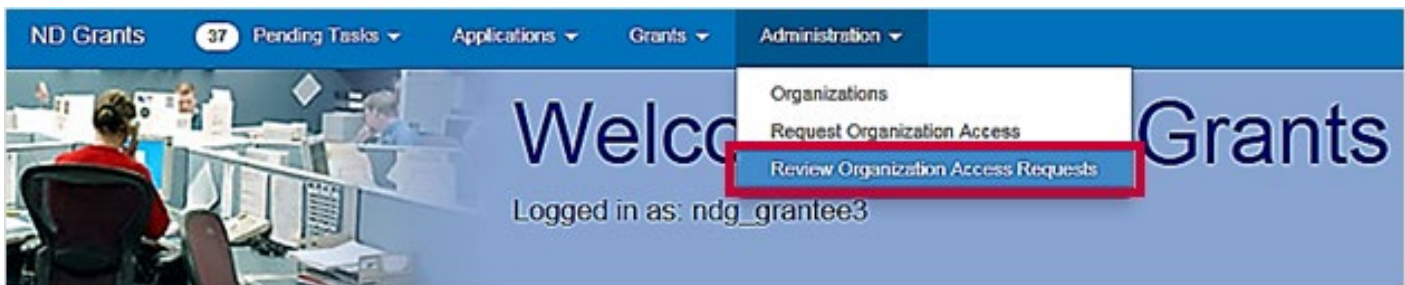


Figure 26. Click the [Review Organization Access Request](#) link under the Administration dropdown

Step 2

From the *Organization Access Requests* page, open the [Pending Access Requests](#) tab to view all pending organization access requests you have submitted.



Figure 27. Click the [Pending Access Requests](#) tab to view all pending requests

Step 3

Under the Action column next to the appropriate organization, click the [Forward Organization Access Request to Grantor](#) icon.

The screenshot shows the 'Organization Access Requests' interface. At the top, there are two tabs: 'Review Access Requests' and 'Pending Access Requests'. Below the tabs, there is a pagination control showing '10 records per page' and a search bar containing '000'. The main content is a table with the following data:

Legal Name	Roles Requested	Status	Action
000 test-org	Financial Specialist, Grant Writer, Grants Administrator, Organization Administrator	Pending Review	
000 test-org	Authorized Official, Financial Specialist, Grant Writer, Grants Administrator	Pending Review	

Figure 28. Click [Forward Organization Access Request to Grantor](#) to open the *Forward Organization Access Request* page

Step 4

Complete all fields on the *Forward Organization Access Request* page. Enter the Fiscal Year and Funding Opportunity your organization has applied for and enter why you are requesting the Organization Administrator role. Then click the **Submit** button.

Forward Organization Access Request

Cancel **Submit**

Access Request

To assist FEMA in reviewing your access request, please identify a Fiscal Year and Funding Opportunity for which your organization has applied for a Grant.

Roles Requested

- Organization Administrator
- Grants Administrator
- Grant Writer
- Financial Specialist

Fiscal Year 2017

Funding Opportunity FY 2017 FO Regional alex FEMAUIAT

Why do you need Grantee Organization Administrator Role Access? test forward

Figure 29. Click **Submit** on the *Forward Organization Access Request* page to forward the request to a Program Manager

Forward Organization Access Request

Access Request | Organization access request successfully forwarded to Grantor

Access Request

Roles Requested

- Organization Administrator
- Grants Administrator
- Grant Writer
- Financial Specialist

Status Forwarded to Grantor

Fiscal Year 2017

Funding Opportunity FY 2017 FO Regional alex FEMAUIAT

Why do you need Grantee Organization Administrator Role Access? test forward

Figure 30. The *Forward Organization Access Request* page, featuring a confirmation message

Note

- After forwarding the request, reach out to your program manager so that they are aware of the pending request

Approving Organization Access Requests

Once a new user submits an Organization Access Request, the Organization Administrator reviews then approves or denies the request. Only users with the Organization Administrator role can approve or deny access requests for the organization.

Step 1

To view pending Organization Access Review tasks, click the [Organization Access Reviews](#) link in the Access Requests column on the ND Grants homepage.

Alternately, click the [Review Organization Access Requests](#) link in the Administration dropdown. The *Organization Access Requests* page will list all previously submitted access requests.

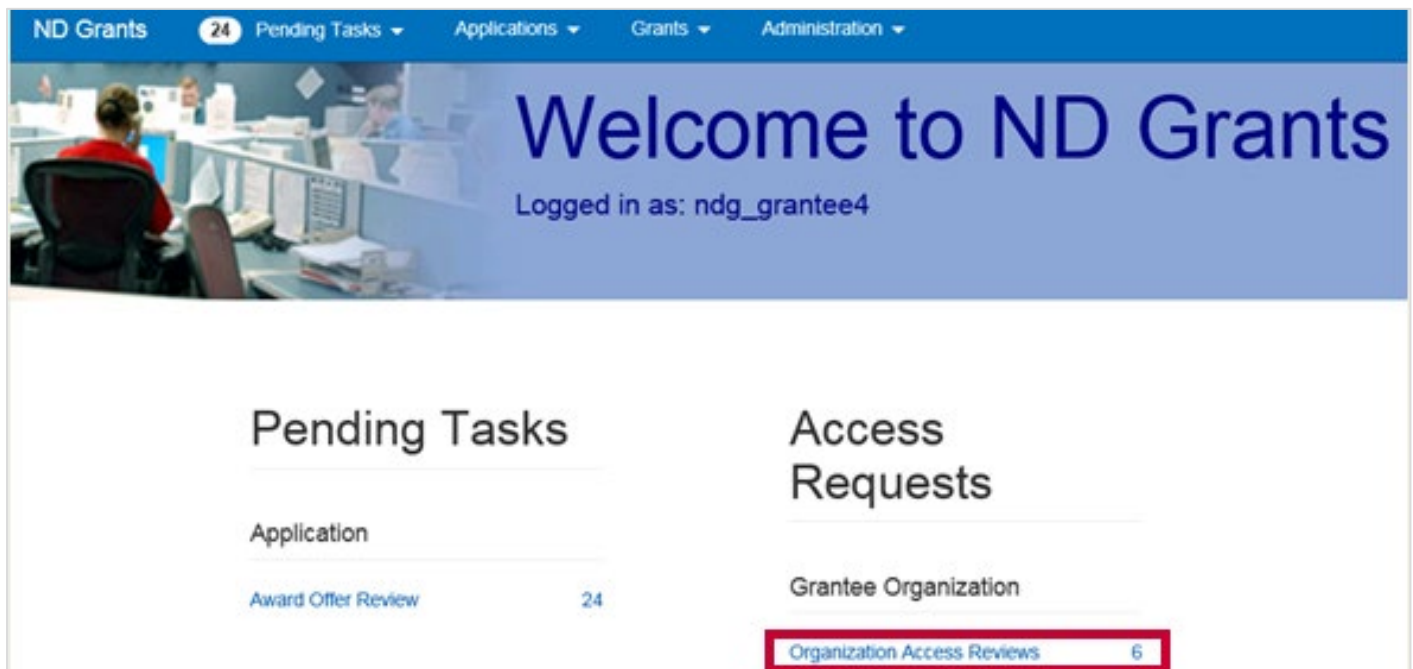


Figure 31. Click the [Organization Access Reviews](#) link on the ND Grants homepage

Step 2

Click the [Review Organization Access Requests](#) icon in the Action column next to the pending access request.



Figure 32. Click the [Review Organization Access Requests](#) icon on the *Organization Access Requests* page

Step 3

Select or deselect the role(s) to confirm the role(s) the new user will have under the organization. No change is necessary if the requestor has already selected the appropriate roles. Click either the **Approved** or **Denied** button and enter any text in the Comments box if necessary.

Updated Roles

<input type="checkbox"/> Organization Administrator	<input checked="" type="checkbox"/> Authorized Official
<input checked="" type="checkbox"/> Grants Administrator	<input checked="" type="checkbox"/> Grant Writer
<input checked="" type="checkbox"/> Financial Specialist	

Review

Outcome Approved Denied

Comments




Figure 33. Click the **Approved** or **Denied** button on the *Review Access Request to Organization* page

Step 4

An email template will appear, allowing you to choose recipients to notify as well as to add text in the Message Body text box.

The screenshot shows an email notification form titled "Notification". The "From" field is pre-filled with "FEMA-GPD-Systems-TDL@fema.gov". The "To" field has a "Select Contacts" dropdown menu with "User3, NDGrants" selected. Below it is an "Additional Email Addresses" field. The "CC" section has its own "Select Contacts" dropdown and an "Additional Email Addresses" field. The "Subject" field is pre-filled with "ND Grants Organization Access Request Approved". The "Message Body" section features a rich text editor toolbar with icons for cut, copy, paste, undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, and font size, followed by a large text input area.

Figure 34. Complete the email notification on the *Review Access Request to Organization* page

Step 5

Once you complete the edits to the email notification, click the **Submit** button. By clicking the **Submit** button, you will send an email notification to the intended recipients notifying them that their access request has been approved or denied.

Review Access Request to Organization

Organization
Requestor
Roles Approved
Review

Organization

Legal Name 000 test-org
Type State governments
Division Name
Department Name

Cancel Submit

Figure 35. Click the **Submit** button to complete the review of the Organization Access Request and to send the email notification

Updating User Roles

An Organization Administrator can assign and manage the roles within the organization. Only the Organization Administrator can update the roles for other users. An organization can have more than one Organization Administrator.

Step 1

From the Administration dropdown, click the **Organizations** option to view the *Organization Administration* page.

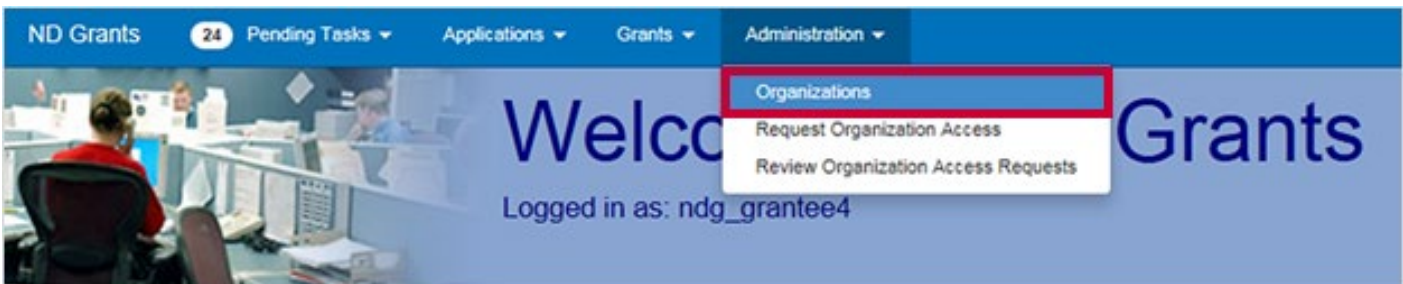


Figure 36. Click the **Organizations** link under the Administration dropdown

Step 2

Click the **Update Organization** icon in the Action column to open the *Update Organization* page.



Figure 37. Click the **Update Organization** icon to open the *Update Organization* page

Step 3

From the *Update Organization* page, scroll to the User Roles section and click the **Update Contact** icon in the Action column.

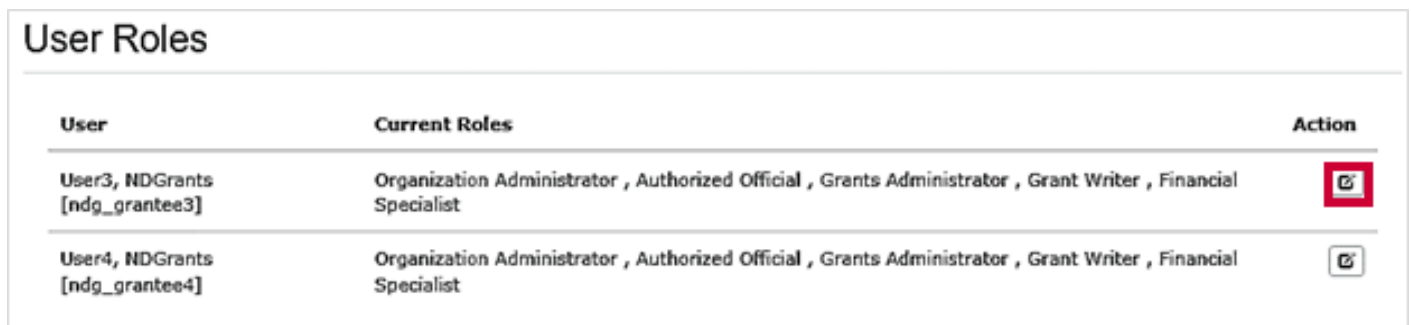


Figure 38. Click the **Edit Contact** icon to update the user's roles

Step 4

From the Edit User Roles popup, check/uncheck the role boxes to assign or remove a role from the user. Then click the **Ok** button.

Edit User Roles

User Details

Last Name User3

First Name NDGrants

Middle Name

Primary Phone Number 7035550003

Email FEMA-GPD-Systems-TDL@FEMA.gov

Roles

Organization Administrator

Grants Administrator

Financial Specialist

Authorized Official

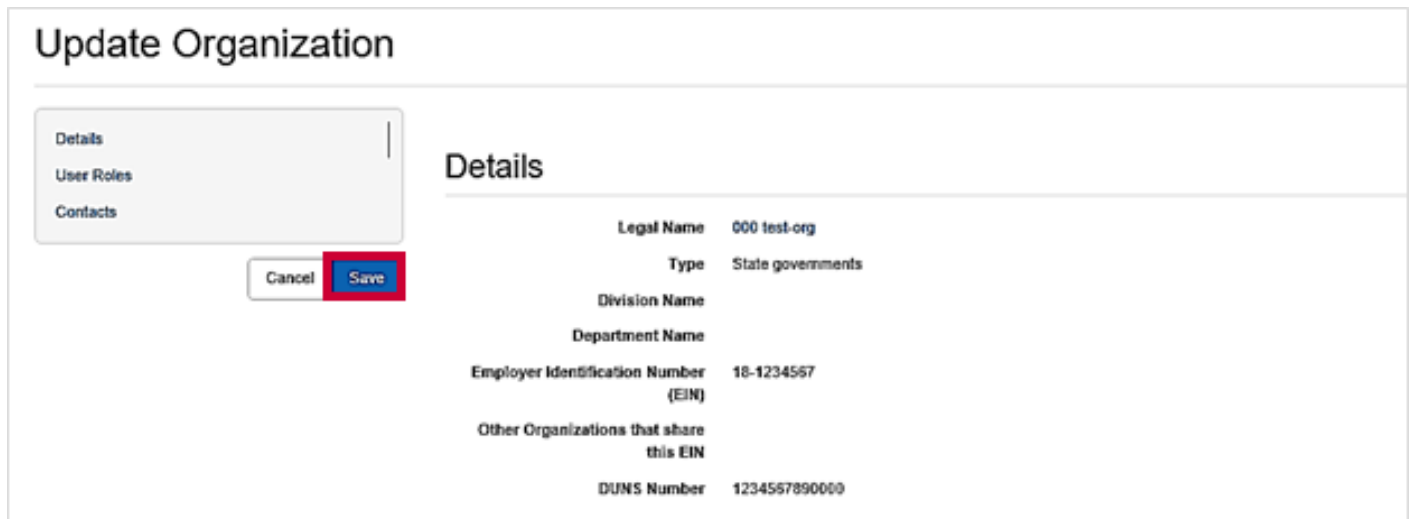
Grant Writer

Cancel **Ok**

Figure 39. Update the user's roles and click the **Ok** button

Step 5

Click the [Save](#) button to complete the update to the user's roles.



Update Organization

Details
User Roles
Contacts

Cancel Save

Details

Legal Name	000 test-org
Type	State governments
Division Name	
Department Name	
Employer Identification Number (EIN)	18-1234567
Other Organizations that share this EIN	
DUNS Number	1234567890000

Figure 40. Click the [Save](#) button to finalize the update

Creating Organization Contacts

The Organization Administrator can add contacts to the organization so that they can be added to applications as contacts. Please note, an organization's contacts are not ND Grants users. Without an ND Grants account, they will not have system privileges.

Step 1

Under the Administration dropdown, click the [Organizations](#) link to view the *Organization Administration* page.

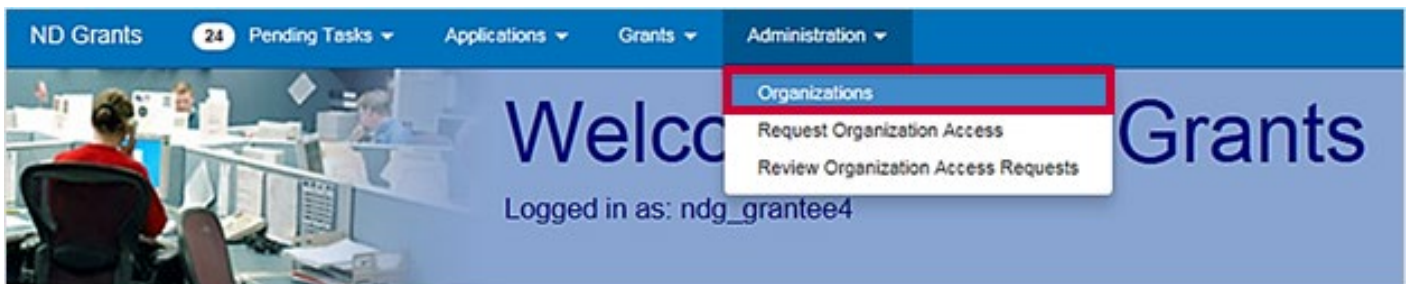


Figure 41. Click the [Organizations](#) link under the Administration dropdown

Step 2

Click the [Update Organization](#) icon in the Action column to add a contact. This will open the *Update Organization* page.

Organization Administration Create Organization

10 records per page Showing 1 to 10 of 173,942 entries Search:


▲ Legal Name	◆ Address	◆ Status	Action
000 test-org	250 Mayn Strayt Testing 311, Clarendon, Virginia, 22222	Active	

Figure 42. Click the [Update Organization](#) icon to open the *Update Organization* page

Step 3

From the *Update Organization* page, click the [Create Contact](#) button.

Contacts Create Contact

Contact	Email	Primary Phone Number	Action
Testington, Test	test@test.com	202-555-1234	 

Figure 43. Click the [Create Contact](#) button to create a new contact

Note

- When adding a contact, do not add a current ND Grants system user as a contact. The contact information for current ND Grants system users is listed in the User Roles section of the *Update Organization* page

Step 4

From the Create Contact popup, complete all required fields. Then click the **Ok** button.

The screenshot shows a 'Create Contact' popup window with a close button (X) in the top right corner. The form contains the following fields:

- First Name:** ND Grants
- Middle Name:** (empty)
- Last Name:** Trainee
- Prefix:** Mr.
- Suffix:** (empty)
- Title:** Trainee
- Email:** trainee@1234.com

Figure 44. Complete the fields to enter new contact information

The screenshot shows the bottom portion of the 'Create Contact' popup window. It contains the following fields:

- Country:** UNITED STATES (dropdown menu)
- ZIP:** 20735
- Zip-4:** 9999

At the bottom right, there are two buttons: 'Cancel' and 'Ok'. The 'Ok' button is highlighted with a red border.

Figure 45. Click the **Ok** button to save the new contact

Step 5

From the *Update Organization* page, click the **Save** button to save the updates to the organization details and the new contact.

The screenshot shows the 'Update Organization' interface. On the left, there is a sidebar with three tabs: 'Details', 'User Roles', and 'Contacts'. The 'Details' tab is selected. Below the sidebar are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red square. The main content area is titled 'Details' and contains several form fields:

- Legal Name:** A text input field containing '002 Dam Maintenance'. Below it is a note: 'This should match your SAM.gov account'.
- Type:** A dropdown menu with 'County governments' selected and a close button (x).
- Division Name:** A text input field containing 'test'.
- Department Name:** A text input field containing 'test'.
- Employer Identification Number (EIN):** A text input field containing '24-1994123'.
- If you share the EIN with other Organizations, please list their legal names here:** A large empty text area.
- DUNS Number:** A text input field containing '090009000'.
- DUNS-4:** A text input field containing '9999'.

Below the DUNS Number and DUNS-4 fields is a note: 'This should match your SAM.gov account'.

Figure 46. Click the **Save** button to finalize all contact changes

Updating Organization Contacts

Step 1

Under the Administration dropdown, click the [Organizations](#) link to view the *Organization Administration* page.

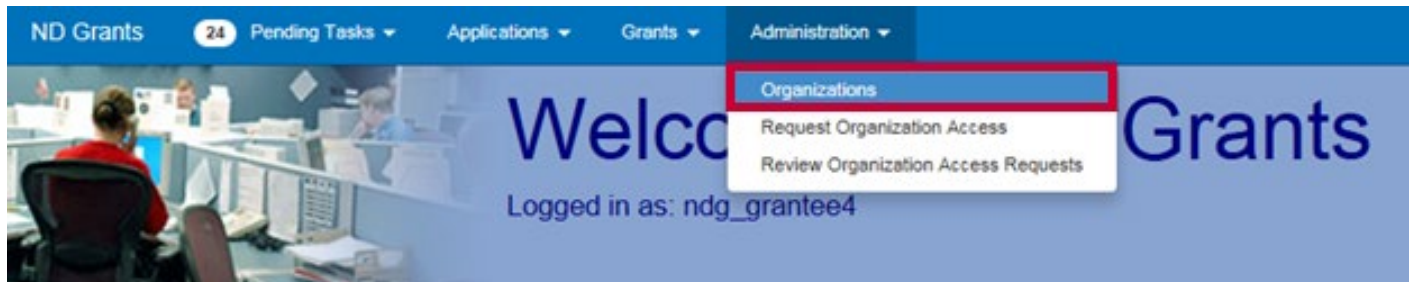


Figure 47. Click the [Organizations](#) link under the Administration dropdown

Step 2

Search for the organization in the search box, then click the [Update Organization](#) icon in the Action column. This will open the *Update Organization* page.



Figure 48. Click the [Update Organization](#) icon to open the *Update Organization* page

Step 3

From the *Update Organization* page, navigate to the contacts section and click the **Update Contact** button in the Action column. Edit the contact as necessary and click the **Ok** button.

Contacts Create Contact			
Contact	Email	Primary Phone Number	Action
Testington, Test	test@test.com	202-555-1234	 

Figure 49. Click the **Update Contact** icon to edit a contact

Country

UNITED STATES x ▼

ZIP

20735

Zip-4

9999

Cancel Ok

Figure 50. Click the **Update Contact** icon to edit a contact

Note

- The system will show an error prompt if information is missing. If a field has **“this field is required”** in red, further information must be added

Step 4

The *Update Organization* page will include the new contact. Click the [Save](#) button to complete the update.

Contact	Email	Primary Phone Number	Action
Training, ND Grants	training@1234.com	123-456-1234	
Trainee, ND Grants	trainee@1234.com	555-666-7777	

Figure 50. The new contact will appear in the Contacts section of the *Update Organization* page

Update Organization

Organization successfully saved

Details

Cancel Save

Figure 51. Click the [Save](#) button to save the changes to the organization

Step 5

To delete a contact, from the *Update Organization* page, click the [Remove Contact](#) icon.

Contact	Email	Primary Phone Number	Action
Training, ND Grants	training@1234.com	123-456-1234	
Trainee, ND Grants	trainee@1234.com	555-666-7777	

Figure 52. To remove a contact, click the [Remove Contact](#) icon

Step 6

The *Update Organization* page will no longer include the deleted contact. Click the **Save** button to complete the update.

Contacts				Create Contact
Contact	Email	Primary Phone Number	Action	
Training, ND Grants	training@1234.com	123-456-1234	<input type="checkbox"/>	<input type="checkbox"/>

Figure 53. Confirm that the contact no longer appears on the *Update Organization* page

Update Organization

Details

User Roles

Contacts

Organization successfully saved ×

Cancel **Save**

Details

Figure 54. Click the **Save** button to save the changes to the organization

Note

- Only a user with the Organization Administrator role can update organization details or user roles

Application Functionality

To apply for a FEMA preparedness or mitigation grant, you must begin the application process on Grants.gov. Once the initial application for Federal Assistance (SF-424) is complete in Grants.gov, the application will be automatically migrated for initial review in ND Grants. All the information from the SF-424 entered in the Grants.gov application will be automatically downloaded into ND Grants and reviewed for eligibility by ND Grants staff. After review, the application will be released back to you in ND Grants to complete, which includes updating the budget, adding any attachments, and completing any required Assurances and Certifications.

Note

- If you need additional assistance completing the SF-424, contact the Grants.gov Service Desk at 1-800-518-4726 or support@grants.gov

Applying Through The Grants.gov Workspace

Step 1

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

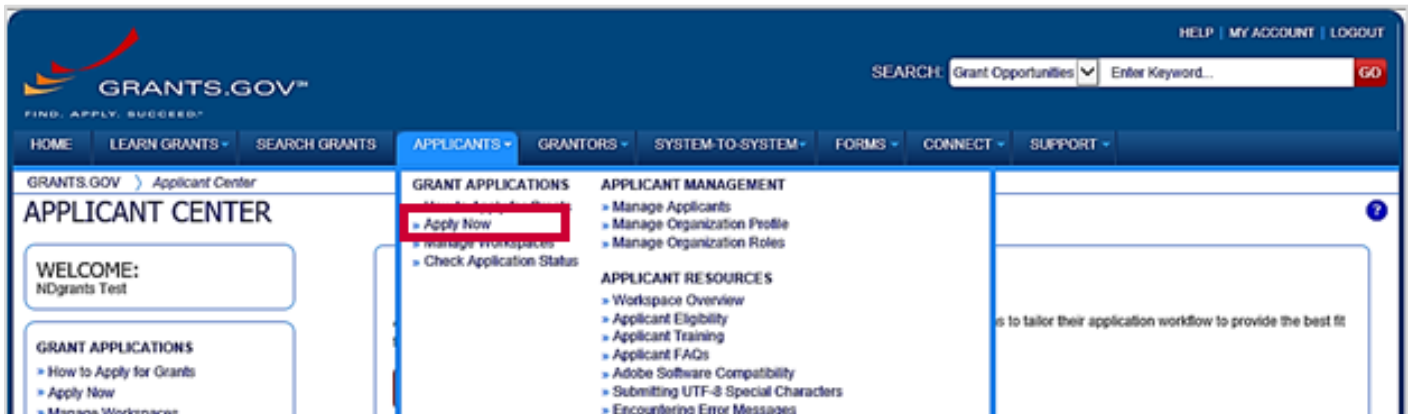


Figure 55. Click the [Apply Now](#) link under the Applicants dropdown

Step 2

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

Figure 56. 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 57. Click the [Webform](#) link

Step 4

Complete the application using the [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: 0000000000000

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS

Workspace Actions:

Check Application **Sign and Submit** Delete

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

Step 6

When the application is submitted, the *Confirmation* popup 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.

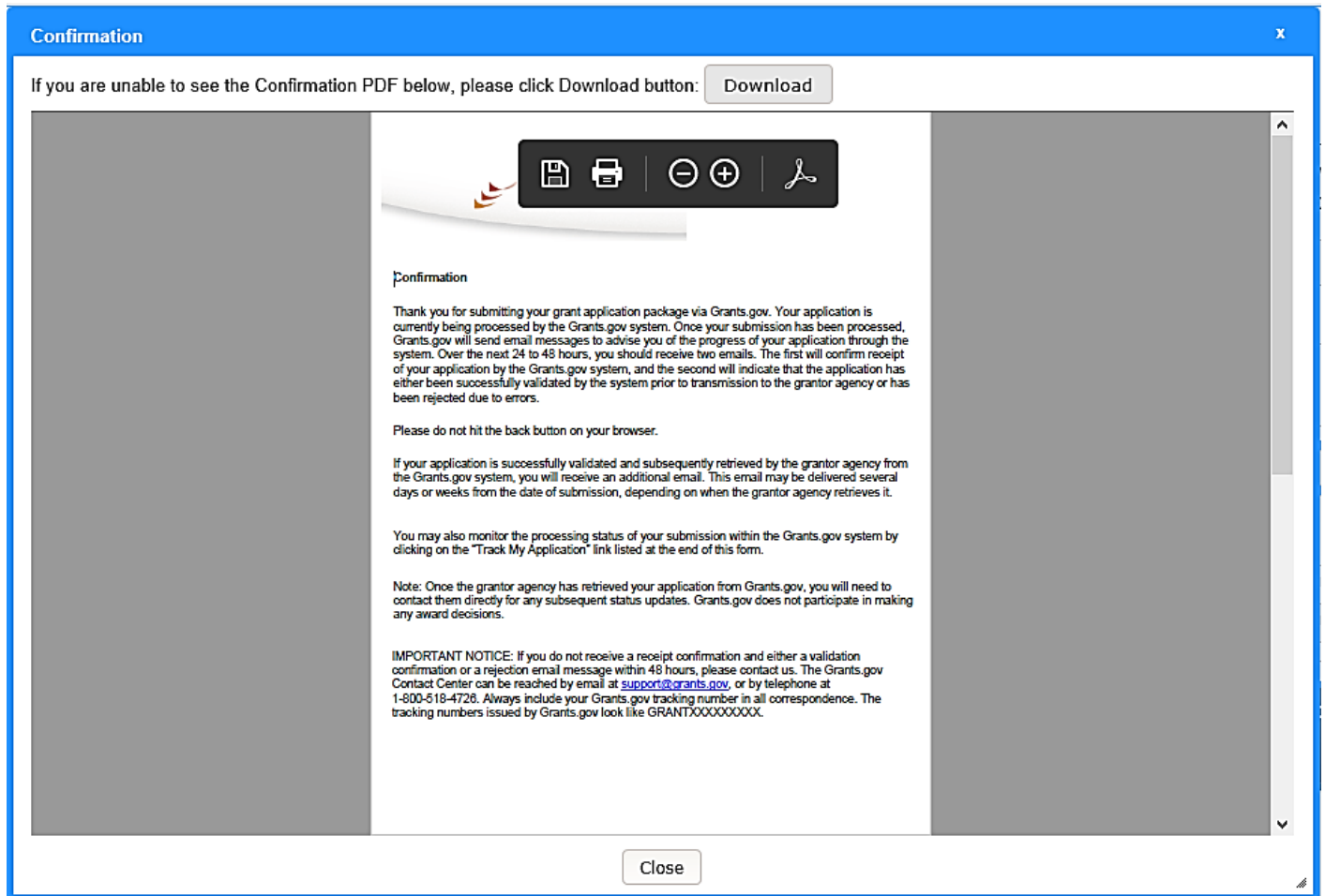


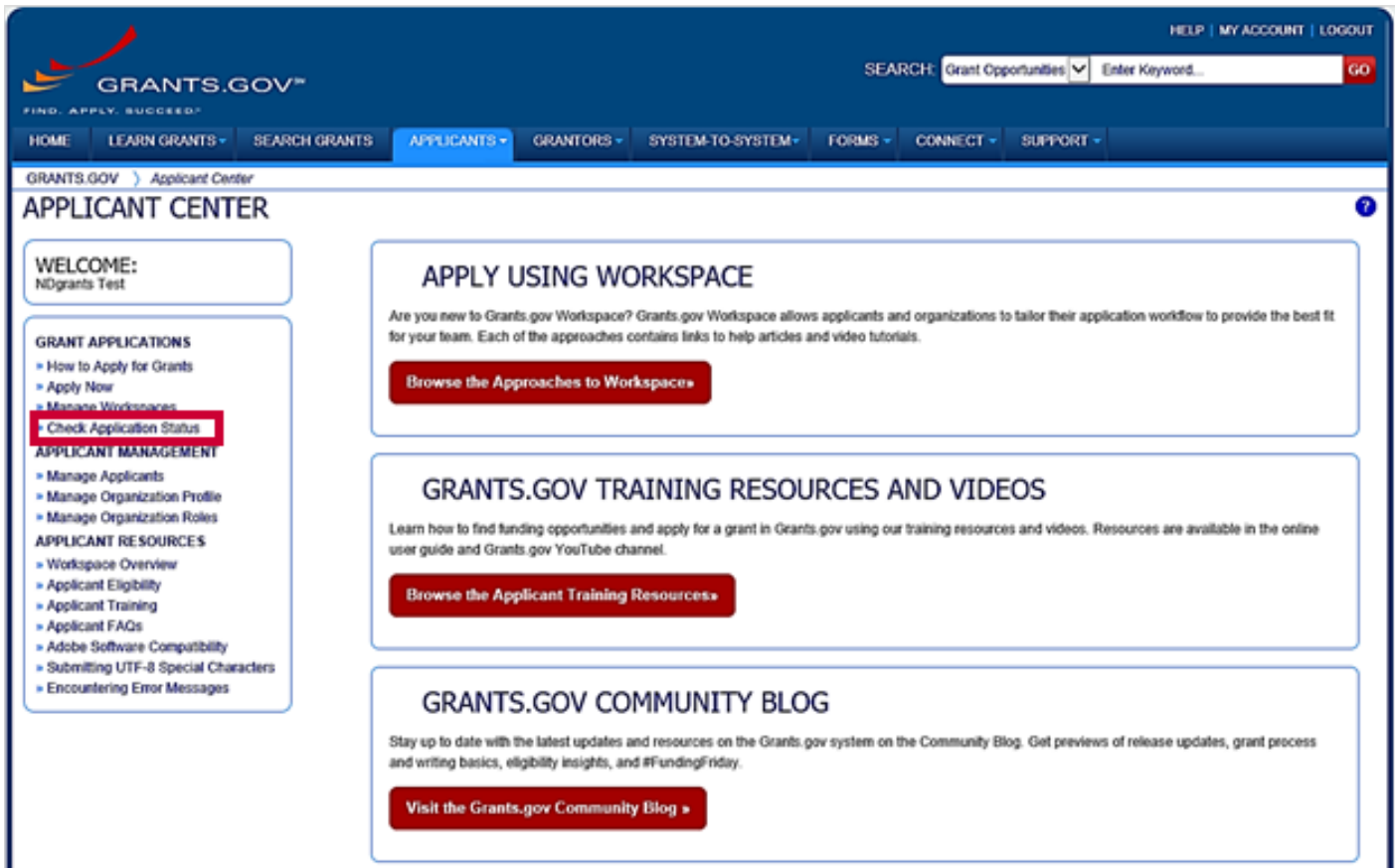
Figure 59. Note the [Grants.gov](https://www.grants.gov) Tracking Number on the Confirmation popup

Note

- The *Confirmation* page 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, click 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 a search bar. Below the navigation bar, the page title is "APPLICANT CENTER". On the left side, there is a sidebar menu with the following sections:

- WELCOME: NDgrants Test
- GRANT APPLICATIONS
 - How to Apply for Grants
 - Apply Now
 - Manage Workspaces
 - Check Application Status** (highlighted with a red box)
- APPLICANT MANAGEMENT
 - Manage Applicants
 - Manage Organization Profile
 - Manage Organization Roles
- APPLICANT RESOURCES
 - Workspace Overview
 - Applicant Eligibility
 - Applicant Training
 - Applicant FAQs
 - Adobe Software Compatibility
 - Submitting UTF-8 Special Characters
 - Encountering Error Messages

The main content area contains three sections:

- APPLY USING WORKSPACE**: A section for new users with a "Browse the Approaches to Workspace" button.
- GRANTS.GOV TRAINING RESOURCES AND VIDEOS**: A section for training resources with a "Browse the Applicant Training Resources" button.
- GRANTS.GOV COMMUNITY BLOG**: A section for the community blog with a "Visit the Grants.gov Community Blog" button.

Figure 60. 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 contains one record:

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 61. 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

Submitting Applications after Initial Review

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. Each step must be completed to submit the complete application.

Step 1

From the Application dropdown, click on the [Manage Applications](#) link.

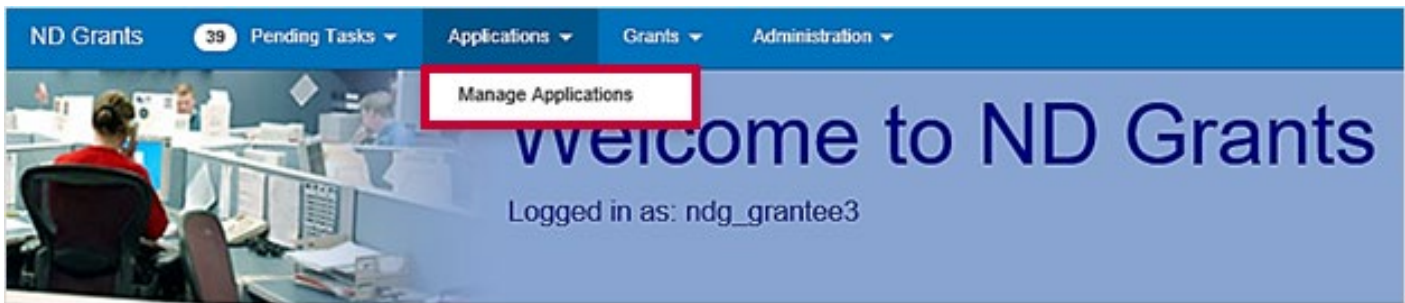


Figure 62. Click the [Manage Applications](#) link under the Applications dropdown

Step 2

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

Application Administration							Create Application
50	records per page	Showing 1 to 23 of 23 entries			Search:	<input type="text"/>	
Application Number	Funding Opportunity Name	Funding Opportunity Number	Organization	Application State	Last Updated	Action	
EMW-2015-SS-APP-00016	FY15 Homeland Security Grant Program Sprint 15	DHS-15-GPD-067-00-01	NDG Test Org 1 Sprint 15	Accepted	06/09/2015 11:28		
EMW-2015-SS-APP-00003	FY15 Homeland Security Grant Program Sprint 15	DHS-15-GPD-067-00-01	NDG Test Org 1 Sprint 15	Pending Submission	05/27/2015 19:20		

Figure 63. Click the [Update Application](#) button to open the *Update Application* page

Note

- To filter through the list of applications, type the application number into the Search box for the desired application
- Applications pending submission have [Update Application](#) and [Withdraw Application](#) 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 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

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 64. Complete the SF-424 Information section of the application

Step 4

Update the contacts and user roles in the Contacts section.

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.

For additional directions for updating the contacts on the application, refer to the *Managing Contacts in Applications* quick reference guide.

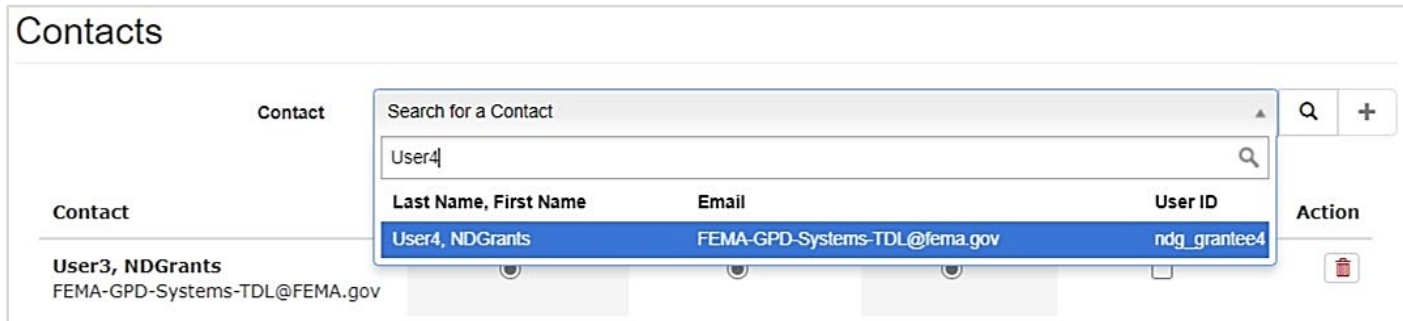


Figure 65. Select contacts using the dropdown menu

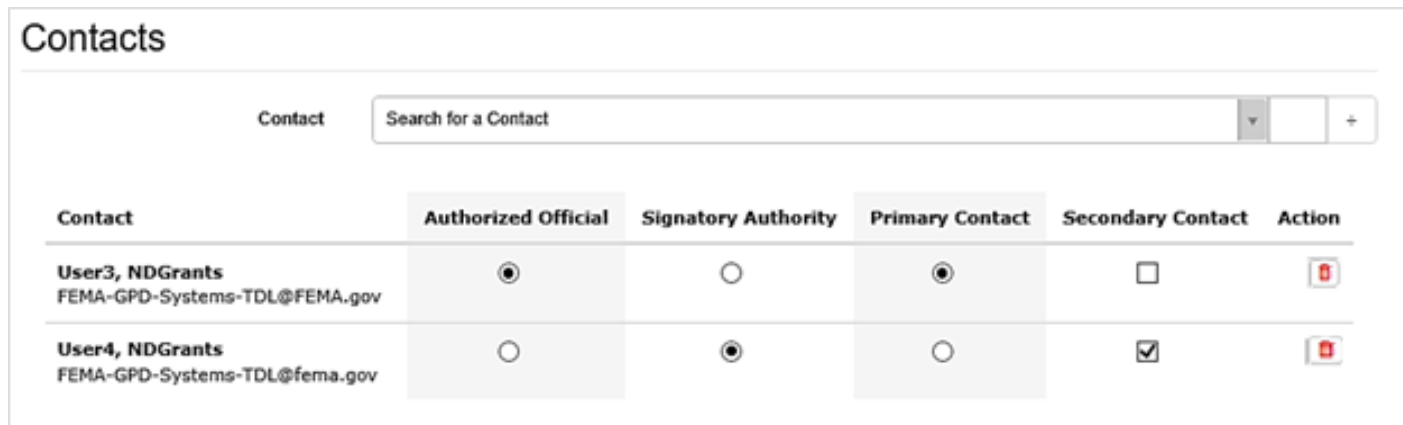


Figure 66. Add contacts to the Contacts section and assign roles

Note

- The contact designated as the Signing Authority does not need to be an ND Grants system user. The Authorized Official must be an ND Grants user and have the Authorized Official role for your 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

OMB Number 4040-0006
 Expiration Date 06/00/2014

Budget Information for Non-Construction Programs

Grant Program	Homeland Security Grant Program Sprint 16	CFDA Number	97.057
----------------------	----------------------------------------------	--------------------	--------

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 67. 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 68. Add any necessary attachments in the Attachments section

Note

- You can upload Investment Justifications as attachments

Step 7

In the Assurance and Certification 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 69. 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: NDG 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 70. Complete the SF-LLL section of the application

Step 8

If you are not ready to submit an application, click the **Save** button to save the updates made to the application. To submit an application, click the **Submit** button.

The screenshot shows the 'View Application' page. At the top, there is a green confirmation message: 'The application has been submitted.' Below this, the page is divided into two main sections: 'Application Information' and 'Applicant Information'. The 'Application Information' section contains the following details:

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
Application Submission Date	06/25/2015

The 'Applicant Information' section shows the 'Legal Name' as 'NDG Sprint 16 Organization 1'. On the left side of the page, there is a navigation menu with the following 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.

Figure 71. 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 print option
- Once the application is submitted, you **cannot** edit the application further

Grants Management Functions

All post-award functions can be completed through the Grants dropdown on the ND Grants tool bar. Grant management functions include accepting or declining an award, submitting and managing amendments, and submitting performance progress reports.

Accepting or Declining an Award

Once an application is awarded by 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. Any applications awaiting acceptance will feature the Complete Award Offer Review icon in the Action column on the grants dashboard. To proceed further, the award package must be accepted. If necessary, users can decline the award package.

Only a user with the Authorized Official role for the grant can accept or decline an award. The user that submits the application will automatically be assigned the Authorized Official role.

Step 1

To access Award Offers, click on the [Award Offer Review](#) link under the Pending Tasks column of the ND Grants homepage

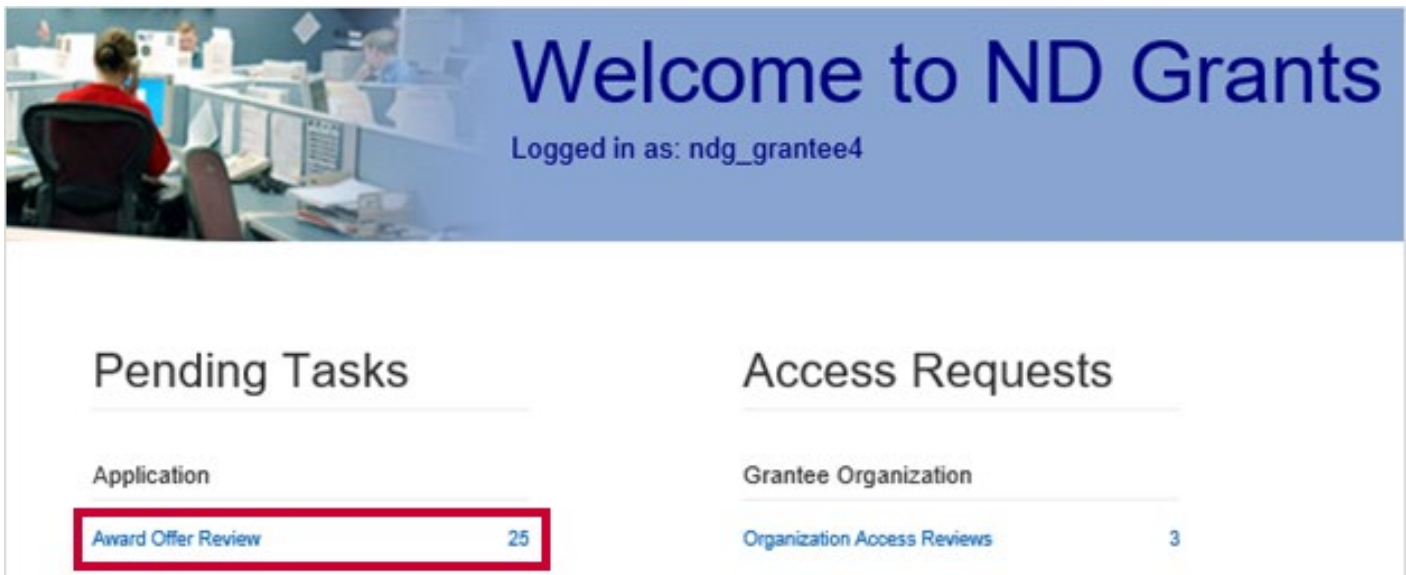


Figure 72. Click the [Award Offer Review](#) task link on the ND Grants homepage

Step 2

Click on the [Complete Award Offer Review](#) icon in the Action column beside the award pending review

Award Offer Review

10 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 73. 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.

Award Offer Review


Award Package
 Review Award Offer

Cancel
Save
Submit

Award Package

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472



NDGrants User3
Colorado Division of Emergency Management
9195 E. Mineral Ave., Ste 200
Centennial, CO 80112 - 3949

Re: Grant No.EMD-2017-CA-00127

Dear NDGrants User3:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2017 Homeland Security National Training Program has been approved in the amount of \$100,000.00. You are not required to match this award with any amount of non-Federal funds.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2017 Homeland Security National Training Program Notice of Funding Opportunity.

Review Award Offer

Outcome
 Accept
 Decline

Comments

Undo | Redo | Bold | Italic | Text Color | Background Color | Bulleted List | Numbered List | Link | Unlink | Font Sizes

Signature

I, NDGrants User3, am hereby providing my signature for the above award offer review.

Figure 74. 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.

Review Award Offer

Outcome Accept Decline

Comments

Signature

I, NDGrants User4, am hereby providing my signature for the above award offer review.

ndg_grantee4 was verified at 01/04/2018 18:47

Figure 75. The *Award Offer Review* page will confirm that the Authorized Official accepted the award

Request to Reassign Award Offer Review Task

If the Authorized Official assigned to complete the Award Offer Review task has left the organization, the new Authorized Official can request the Award Offer Review task be reassigned. FEMA will review the request, and if approved, the task will automatically reassign to the new Authorized Official.

Step 1

From the Application dropdown, click the [Manage Applications](#) link.

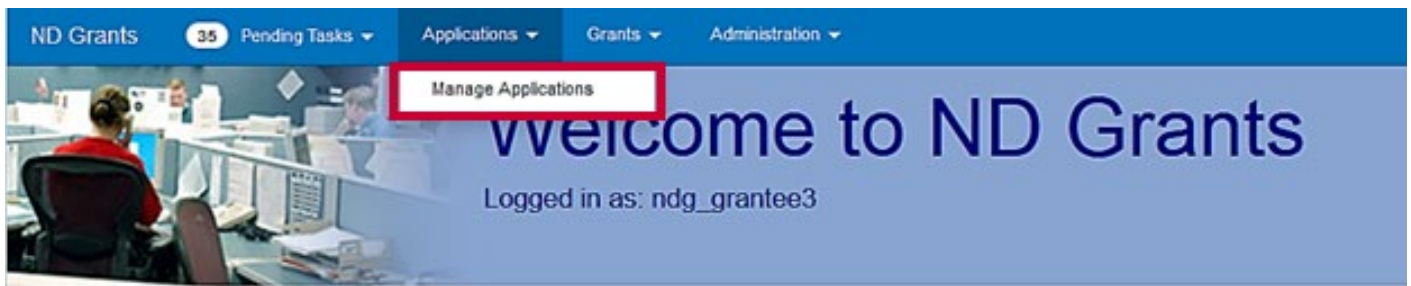


Figure 76. Click the [Manage Applications](#) link from the Applications dropdown

Step 2

Click the [Request Application Authorized Official Change](#) icon in the Action column for the appropriate application.

Application Administration							Create Application
100	records per page	Showing 1 to 1 of 1 entries (filtered from 4,134 total entries)			Search: <input type="text"/>		
Application Number	Funding Opportunity Name	Funding Opportunity Number	Organization	Application State	Last Updated	Action	
EMW-2016-CA-APP-00021	FY 2016 Homeland Security National Headquarters	DHS-16-NPD-005-00-01	Colorado Division of Emergency Management	Approved	05/17/2016 16:32		

Figure 77. Click the [Request Application Authorized Official Change](#) icon to reassign the task

Step 3

From the Authorized Official Change Request popup, provide justification for the Award Offer Review task reassignment in the text box and click the **Submit** button.

Authorized Official Change Request

You are submitting a request to change the Authorized Official for Application EMW-2016-CA-APP-00021 from NDGrants User4 to NDGrants User3. If you would like NDGrants User4 to accept the pending award offer, select Cancel. If you would like NDGrants User3 to be able to accept the pending award offer, please provide a justification for the change and select Submit. Your organization will be unable to accept the pending award offer until FEMA has completed its review of this request.

Request Justification Text (4,000 characters)

Cancel Submit

Figure 78. Justify the reassignment and click the **Submit** button

Note

- Your organization will not be able to accept the pending award offer until FEMA has completed its review of this request

Viewing an Award

Step 1

To view an accepted award, click the [Grants Dashboard](#) link under the Grants dropdown.

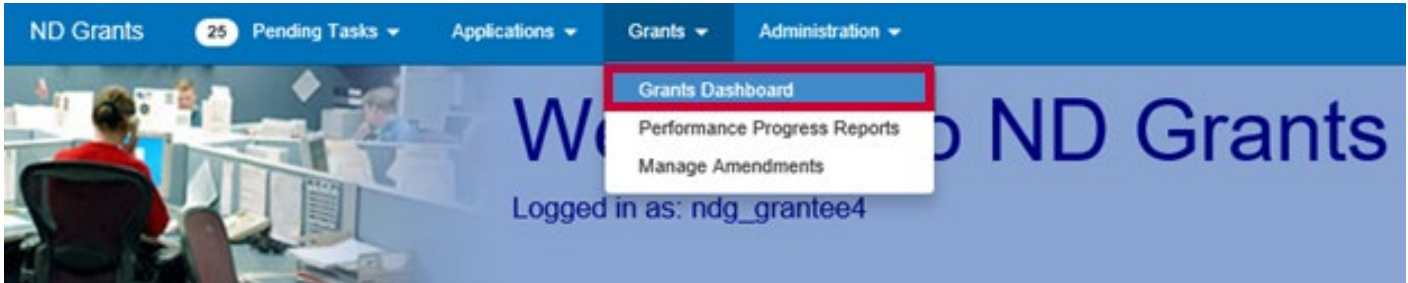


Figure 79. Click the [Grants Dashboard](#) link under the Grants dropdown to view all applications, awards, and amendments for your organization(s)

Step 2

Awards are grouped together by the organization they were awarded to. 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 Filter search bar to filter for the desired award or locate and click the award number in the left toolbar.



Figure 80. Use the filter text box to search for applications, awards, and amendments on the *Grants Dashboard* page

Step 3

From the *Grants Dashboard* page, 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		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	<input type="checkbox"/>

Figure 81. Click the award number hyperlink to open the *View Award* page

View Award															
<ul style="list-style-type: none"> Award Details Signatures SF-424A Award Package Action History 	<h3>Award Details</h3> <table border="0"> <tr> <td>Award Number</td> <td>EMC-2018-CA-00002-S01</td> </tr> <tr> <td>Grant Number</td> <td>EMC-2018-CA-00002</td> </tr> <tr> <td>Award Status</td> <td>Accepted</td> </tr> <tr> <td>Grantee Organization Name</td> <td>0001 Organization AM8 EDIT</td> </tr> <tr> <td>Signatory Authority</td> <td>Contact , Test 555-555-5555 contact@t.com</td> </tr> <tr> <td>Secondary Contact</td> <td>Contact , Test 555-555-5555 contact@t.com</td> </tr> <tr> <td>Authorized Official</td> <td>NDGrants , User3 7035550003 FEMA-GPD-Systems-TDL@FEMA.gov</td> </tr> </table>	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
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 82. The *View Award* page includes all award details

Creating Amendment Requests

Once you've accepted your award, you can make changes to the grant in ND Grants by submitting an amendment request. Depending on the type of changes included in the request, the amendment may require FEMA approval. You can combine amendment types, and the amendment will proceed through the highest level of review based on the changes that are requested. Only one amendment can be submitted at a time.

Amendment Type		
Contact Amendment	To add a contact to the award or update Primary/Secondary contact designation	Does not require FEMA internal review
Authorized Official	To change the Authorized Official on the award	Requires FEMA internal review
Signatory Authority	To change the Signatory Authority on the award	Requires FEMA internal review
Period of Performance	To change the performance start date or end date	Requires FEMA internal review
Cost Change	To increase or decrease the overall amount of the award	Requires FEMA internal review
Scope of Work	To update the totals in each budget object class	Requires FEMA internal review
Term and Condition Removal Request	To remove a Term and Condition from the award	Requires FEMA internal review

Table 4. The amendment types, descriptions, and review parameters

Note

- Before submitting an amendment, contact your FEMA Program Manager to discuss the requested changes. Your FEMA Program Manager will ensure that you have justified the proposed changes correctly before the amendment is submitted
- If the current Authorized Official has left the organization, another user with the Authorized Official role for the organization can submit an Authorized Official amendment. **No other changes can be requested in the amendment**, as you will not be able to submit the amendment when other changes are included. All other requests can be included in future amendments once the update to the Authorized Official is approved

Step 1

To view amendments, open the Grants dropdown and click the [Manage Amendments](#) link.

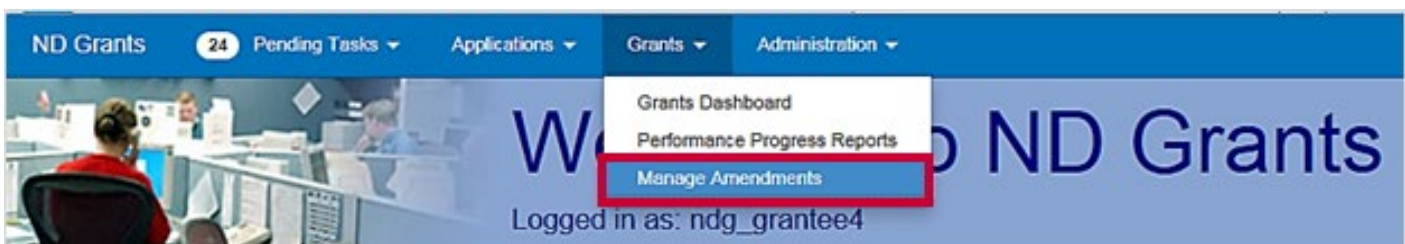
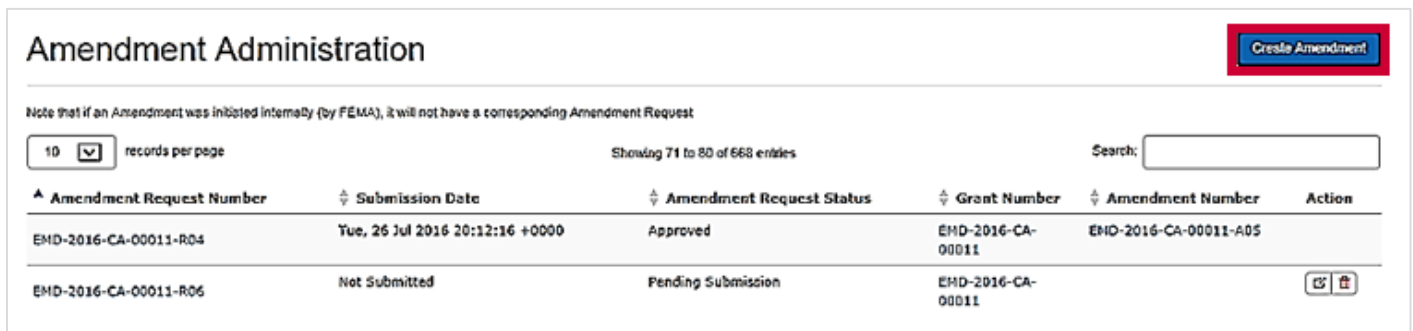


Figure 83. Click the [Manage Amendments](#) link under the Grants dropdown

Step 2

To create an amendment, click the [Create Amendment](#) button in the top right corner.



The screenshot shows the 'Amendment Administration' page. At the top right, a blue button labeled 'Create Amendment' is highlighted with a red border. Below the header, there is a note: 'Note that if an Amendment was initiated internally (by FEMA), it will not have a corresponding Amendment Request'. Below the note, there is a dropdown menu for 'records per page' set to '10', a status indicator 'Showing 71 to 80 of 668 entries', and a search box. The main content is a table with the following columns: Amendment Request Number, Submission Date, Amendment Request Status, Grant Number, Amendment Number, and Action.



Amendment Request Number	Submission Date	Amendment Request Status	Grant Number	Amendment Number	Action
EMD-2016-CA-00011-R04	Tue, 26 Jul 2016 20:12:16 +0000	Approved	EMD-2016-CA-00011	EMD-2016-CA-00011-A05	
EMD-2016-CA-00011-R06	Not Submitted	Pending Submission	EMD-2016-CA-00011		 

Figure 84. Click the [Create Amendment](#) button on the *Amendment Administration* page

Note

- The *Amendment Administration* page will list all previously submitted, approved, withdrawn, and denied amendments

Step 3

Click the dropdown to select a grant. Then click the [Create Amendment](#) button.

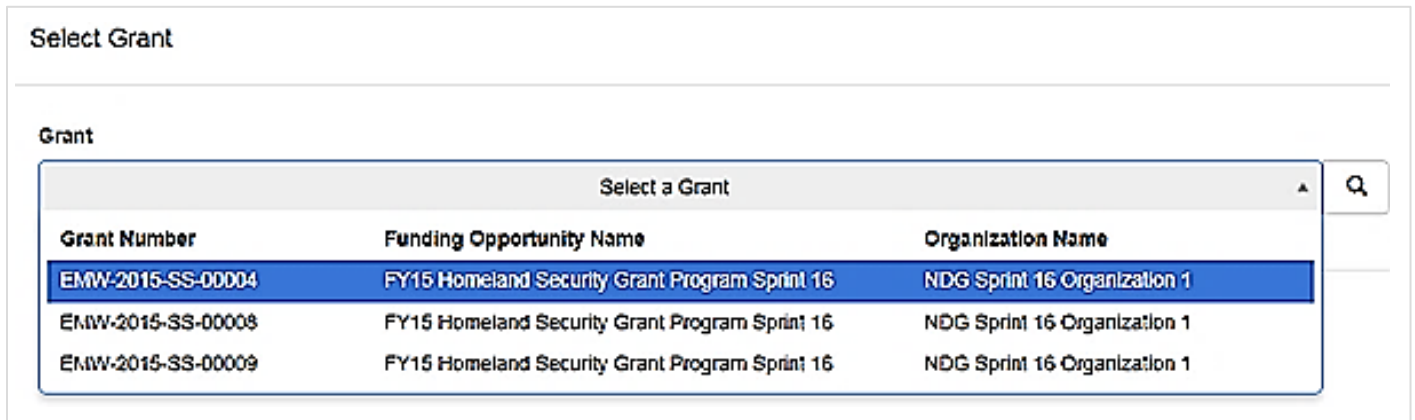


Figure 85. Select a grant from the dropdown menu

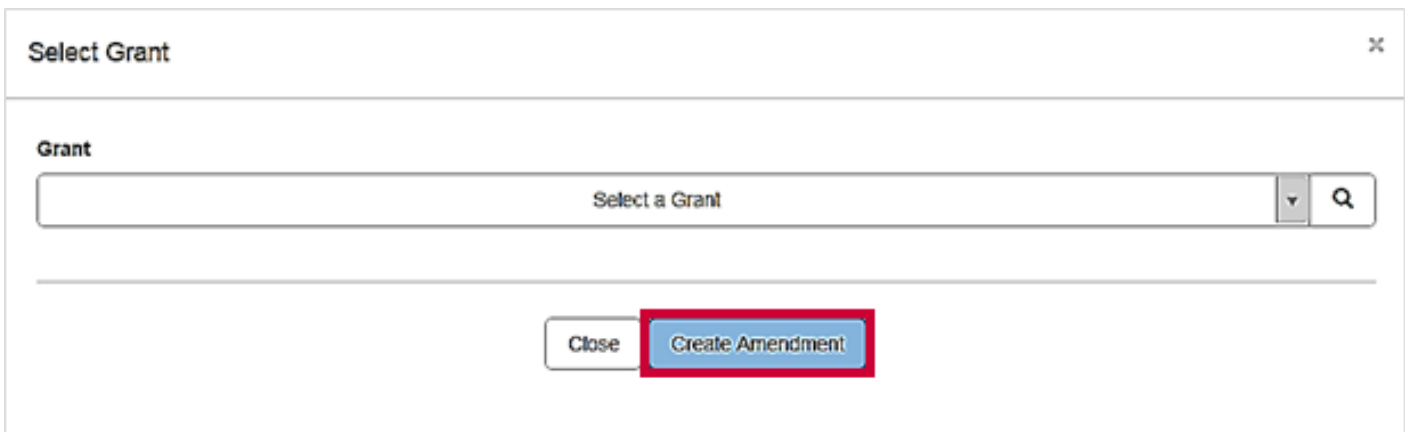


Figure 86. Click the [Create Amendment](#) button to open the *Create Amendment Request* page

Note

- If there is an amendment in progress for the selected award, an error message will appear indicating that a new amendment cannot be created until the previous amendment is approved

Step 4

Explain the purpose of the amendment request in the Amendment Request Narrative text box. Then make any contact, period of performance, or budget changes.

Figure 87. Justify the amendment request in the Amendment Request Narrative text box before making all other changes

Step 5

To make changes to the contacts for the grant, reassign the role by clicking the radio button in that row. To add a contact to the amendment request, open the dropdown, select the contact, and click the plus icon.

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

Figure 88. Click the radio button to reassign for role to reassign it to a new user

Step 6

To update the period of performance end date, click the [Calendar](#) icon next to the current end date, and select a new end date.

Period of Performance

Period of Performance Start Date: 10/01/2017

Period of Performance End Date: 09/30/2018

SF-424A

OMB Number: 4040-0

Expiration Date: 06/30/2022

Budget Information for Non-Construction Programs

Calendar: September 2019

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Figure 89. Click the [Calendar](#) icon to select a new period of performance end date

Step 7

To update the budget, type the new budget figures into the Amendment Request Amount column.

Budget Information for Non-Construction Programs		
Budget Object Class	Grant Amount	Amendment Request Amount
Personnel	\$300.00	\$350.00
Fringe Benefits	\$1,000.00	\$1,050.00
Travel	\$2,000.00	\$2,000.00
Equipment	\$600.00	\$600.00
Supplies	\$100.00	\$100.00
Contractual	\$400.00	\$400.00
Construction	\$0.00	\$0.00
Other	\$400.00	\$400.00
Total Direct Charges	\$4,800.00	\$4,900.00
Indirect Charges	\$500.00	\$500.00
Budget Category Total	\$5,300.00	\$5,400.00

Figure 90. Type new figures into the Amendment Request column to update the budget

Step 8

In the Terms and Conditions section of the amendment request, you can request that certain terms and conditions be removed from the award and attach the documents necessary to justify the request. To remove a term and condition, click the **Remove** button. To delete the request, click the **Cancel** button.

Name	Action
▶ GPD FY15 Term 2	Remove
▶ PM Award Add	You are requesting to remove this term. Cancel
▶ GS Award Add	Remove

Figure 91. Remove terms and conditions in the Terms and Conditions section of the *Create Amendment Request* page

Step 9

Click the **Submit** button to complete the amendment request.

Figure 92. Click the **Submit** button to submit the amendment request

Figure 93. The *View Amendment Request* page, including the confirmation message

Updating Amendment Requests

Amendments that are pending submission can be updated after creation. Once an amendment is submitted or approved, it cannot be updated. To make additional changes to the award, you must submit a new amendment requesting the changes.

Step 1

From the Grants dropdown, click the [Manage Amendments](#) link.

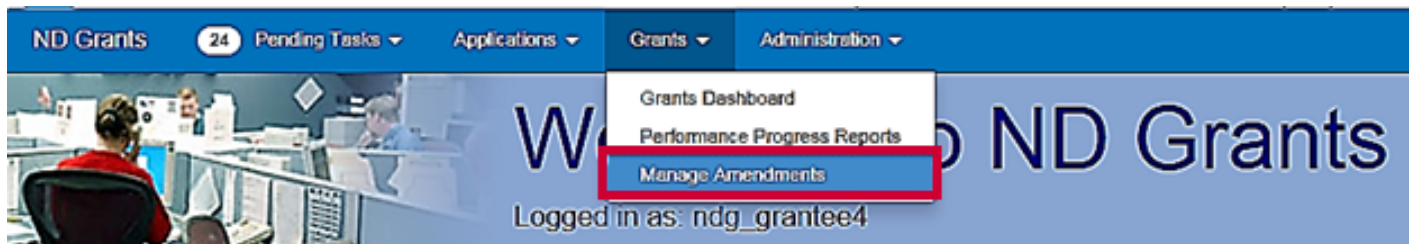


Figure 94. Click the [Manage Amendments](#) link under the Grants dropdown

Step 2

Click the [Update Amendment Request](#) icon in the Action column corresponding to the amendment you would like to update.

Amendment Administration					Create Amendment
Note that if an Amendment was initiated internally (by FEMA), it will not have a corresponding Amendment Request					
10 records per page	Showing 71 to 80 of 668 entries			Search: <input type="text"/>	
Amendment Request Number	Submission Date	Amendment Request Status	Grant Number	Amendment Number	Action
EHD-2016-CA-00011-R04	Tue, 26 Jul 2016 20:12:16 +0000	Approved	EHD-2016-CA-00011	EHD-2016-CA-00011-A05	
EHD-2016-CA-00011-R06	Not Submitted	Pending Submission	EHD-2016-CA-00011		Update

Figure 95. Click the [Update Amendment Request](#) icon to update the amendment

Step 3

Make all necessary changes to the amendment. If you do not know what was changed originally you can withdraw the amendment and re-create it.

Update Amendment Request

Amendment Number: EMW-2015-SS-00005-R02 Grant Number: EMW-2015-SS-00005

Amendment Request Narrative

Contacts

Period of Performance

SF-424A

SF-424C

Terms and Conditions

Attachments

Cancel Save **Submit**

Amendment Request Narrative

Please provide an explanation for this Amendment Request. If the narrative exceeds 20,000 characters please provide an attachment.

Narrative

Amendment used for Training Manual Screenshots

Contacts

Contact Search for a Contact

Contact	Authorized Official	Signatory Authority	Primary Contact	Secondary Contact	Action
Grantee2, NOGrants ndgrants@femaeads.com	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	
Scott, Catherine tsc1@fcs1.gov	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	

Figure 96. Update the amendment request from the *Update Administration Request* page

Step 4

Once all necessary changes have been made, click the **Submit** button.

Submit

Figure 97. Click the **Submit** button to submit the updated amendment request

Step 5

Once the amendment is submitted, the *View Amendment Request* page will display a confirmation message.

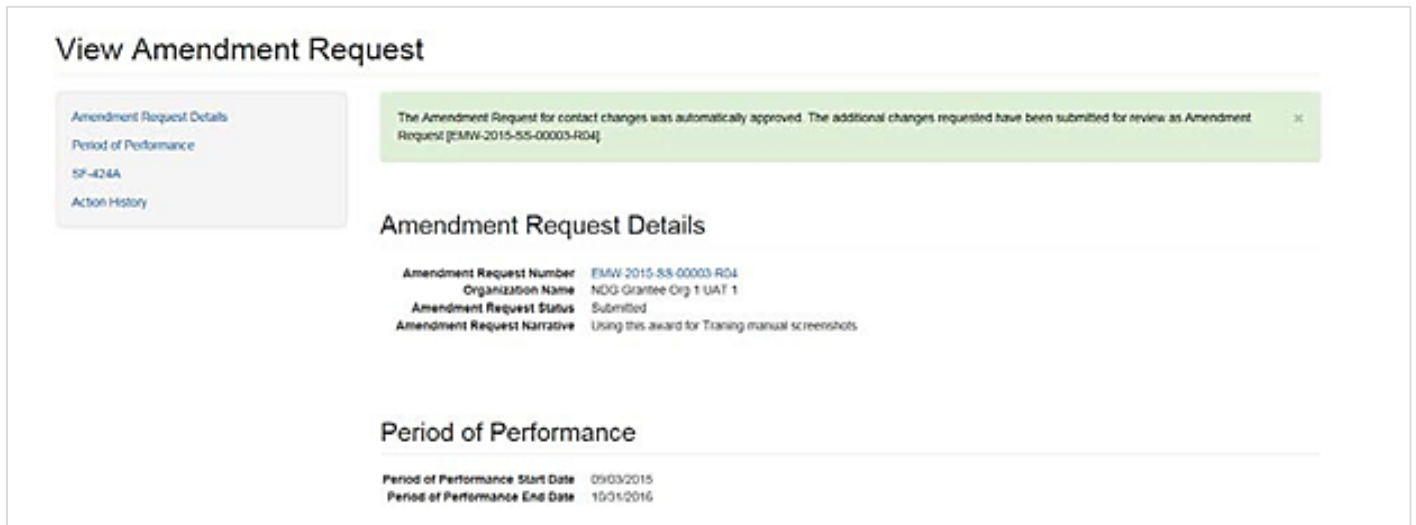


Figure 98. The *View Amendment Request* page confirming the amendment has been submitted

Deleting Amendment Requests

An amendment pending submission can be deleted or withdrawn. Once an amendment is submitted or approved, it cannot be deleted. To make additional changes to the award, you must submit a new amendment requesting the changes.

Step 1

To view all pending amendments, open the Grants dropdown and click the [Manage Amendments](#) link.

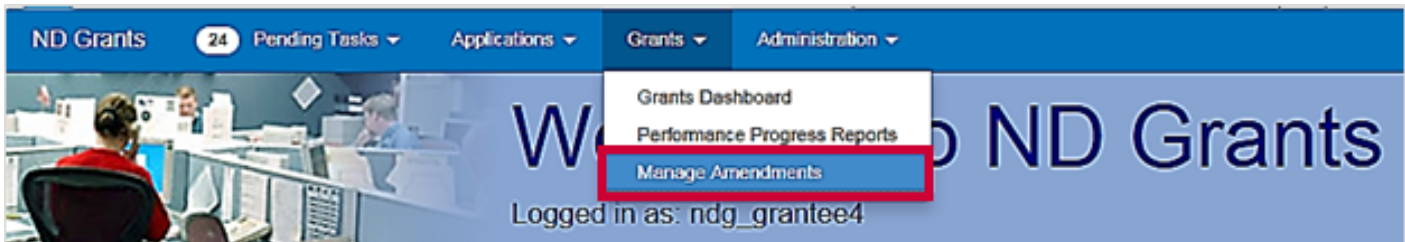


Figure 99. Click the [Manage Amendments](#) link under the Grants dropdown

Step 2

From the *Amendment Administration* page, click the [Withdraw Amendment Request](#) icon in the Action column corresponding to the amendment you would like to delete.

Amendment Administration						Create Amendment
Note that if an Amendment was initiated internally (by FEMA), it will not have a corresponding Amendment Request						
10 records per page	Showing 1 to 3 of 3 entries (filtered from 601 total entries)			Search: EMD-2016-CA-00011		
Amendment Request Number	Submission Date	Amendment Request Status	Grant Number	Amendment Number	Action	
EMD-2016-CA-00011-R02	Thu, 30 Jun 2016 17:57:16 +0000	Approved	EMD-2016-CA-00011	EMD-2016-CA-00011-A03		
EMD-2016-CA-00011-R04	Tue, 26 Jul 2016 20:12:16 +0000	Approved	EMD-2016-CA-00011	EMD-2016-CA-00011-A05		
EMD-2016-CA-00011-R06	Not Submitted	Pending Submission	EMD-2016-CA-00011			Withdraw Amendment Request

Figure 100. Click the [Withdraw Amendment Request](#) icon to delete the amendment

Step 3

From the Withdraw Amendment Request popup, click the **Confirm** button.



Figure 101. Click the **Confirm** button to withdraw the amendment



Figure 102. The *Amendment Administration* page no longer includes the withdrawn amendment

Submitting Performance Progress Reports

As a part of the grant award, performance reporting is required. Once you accept an Award Package, you can submit performance progress reports through ND Grants. Using the progress report link in ND Grants, you can upload report documents, add comments, and submit it for FEMA review.

- Once a reporting period begins, documents can be uploaded through the progress report link in ND Grants, but cannot be submitted until the reporting period ends
- Progress reports can be submitted as early as the first day after the reporting period end date
- Progress report links are available on the first day of the reporting period start date or after the previous progress report is approved (whichever comes later)
- Progress reports are due 30 calendar days after the reporting period end date
- The final progress report is due 90 calendar days after the period of performance ends

Depending on the grant program, reporting frequency can vary from Annual Calendar, Annual Fiscal, Semi-Annual, Quarterly, and None. You will be required to submit a Final Report that covers the period between your last reporting end date until the project end date. All closeout materials should be included with this final report.

Note

- FEMA may send email communications to either the Primary Contact or the Authorized Official, depending on the nature of the correspondence.
- Final PPR will not be marked as final, but rather will generate on the end date of the POP

Step 1

Under the Grants dropdown, click the [Performance Progress Reports](#) link.



Figure 103. Click the [Performance Progress Reports](#) link under the Grants dropdown

Step 2

Click the [Update Performance Progress Report](#) icon in the Action column next to the corresponding grant number and reporting period.

Performance Progress Reports

10 records per page Showing 1 to 10 of 3,290 entries Search:




Grant Number	Funding Opportunity Name	Organization	Status	Reporting Period End Date	Due Date	Submission Date	Action
EMW-2017-CA-00131	FY 2017 FO HQ 9-18-2017 SF-270	Colorado Division of Emergency Management	Pending Submission	12/31/2017	01/30/2018		
EMW-2017-CA-00121	FY 2017 FO HQ 3.07 10-09-2017	Colorado Division of Emergency Management	Pending Submission	09/30/2018	10/30/2018		
EMW-2017-CA-00114	FY 2017 FO HQ 9-18-2017 SF-270	EADIS 3.07 10-3-2017	Pending Submission	12/31/2017	01/30/2018		

Figure 104. Click the [Update Performance Progress Report](#) icon to open the *Update Performance Progress Report* page

Step 3

Upload your performance progress report as an attachment by clicking the [Add Attachment](#) button.

Update Performance Progress Report

Performance Progress Report Details

Attachments

HSGP Performance Reports

Cancel Save **Submit**

Performance Progress Report Details

Grant Number: EMW-2015-SS-00005
 Funding Opportunity Name: Homeland Security Grant Program UAT 2
 Organization: NDG-Grantee Org 1 UAT 1
 Reporting Period End Date: 09/05/2015
 Due Date: 09/13/2015

Attachments

[+ Add Attachment](#)

HSGP Performance Reports

Performance Report Text:
Please enter your report text.

Figure 105. Click the [Add Attachment](#) button to attach the progress report document

Step 4

Enter the title and description for the attachment and click the [Submit](#) button.

Update Performance Progress Report

Performance Progress Report
Details

Attachments

Comments

Performance Progress Report Details

Grant Number: EMW-2017-CA-00131

Funding Opportunity Name: FY 2017 FO HQ 9-18-2017 SF-270

Organization: Colorado Division of Emergency Management

Reporting Period End Date: 12/31/2017

Due Date: 01/30/2018

Attachments


Attached Documents	Title	Description	Attached By	Created Date	Action
TestDoc.docx	<input type="text" value="Test Title"/>	<input type="text" value="test description"/>	NDGrants User4	12/13/2017 19:31 -05:00	

Figure 106. Add a title and description for the attachment and then click the [Submit](#) button

View Performance Progress Report

[Performance Progress Report Details](#)

[Attachments](#)

[Comments](#)

[Action History](#)

Performance Progress Report successfully submitted. ✕

Performance Progress Report Details

Grant Number	EMW-2011-CA-00040
Funding Opportunity Name	FY 2011 National Urban Search & Rescue (US&R) Response System Readiness Cooperative Agreement
Organization	MIAMI VALLEY FIREVEMS ALLIANCE
Performance Progress Report Status	Pending Review
Report Availability Date	07/01/2012
Reporting Period End Date	12/31/2012
Due Date	01/30/2013
Report Submission Date	12/13/2017 19:42 Z

Figure 107. Once the progress report is submitted, the *View Performance Progress Report* page will display a confirmation message

Note

- If you attach your performance progress report during the reporting period, you will not be able to submit the report. However, you can save your work by clicking the **Save** button. The **Submit** button will appear after the reporting period end date

Step 5

To save a performance report click on the [Save](#) button and a confirmation message will appear. You cannot delete a performance report link; however, you can remove attachments by clicking the [Remove Attachment](#) icon in the Action column next to each attachment. After clicking the [Remove Attachment](#) icon, you will be asked to explain why it was removed. You can only remove documents you added. If the report is released back by the program manager for updates you can only delete attachments you added. You cannot delete attachments other users from your organization added.

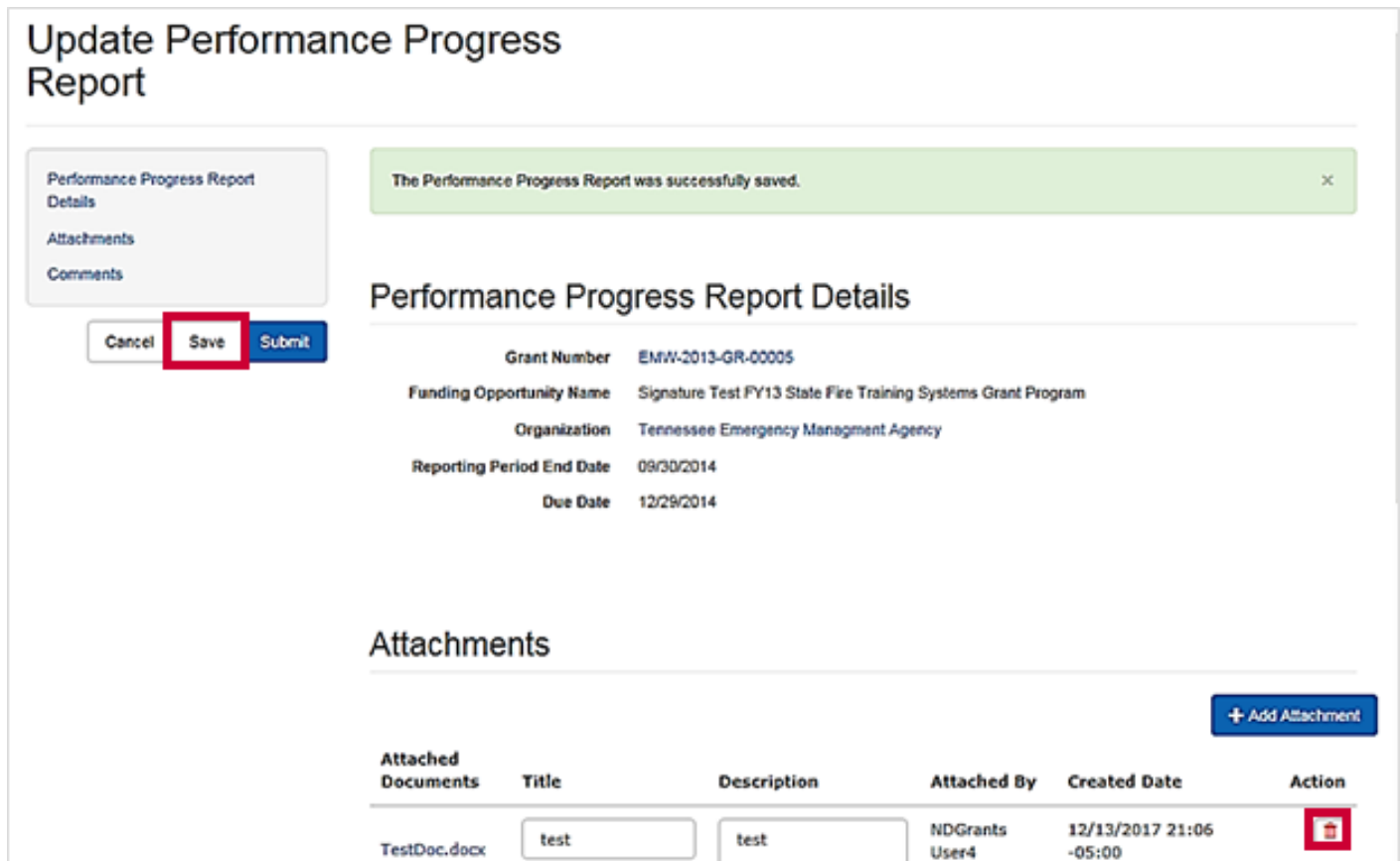


Figure 108. Click the [Remove Attachment](#) icon to remove the attachment

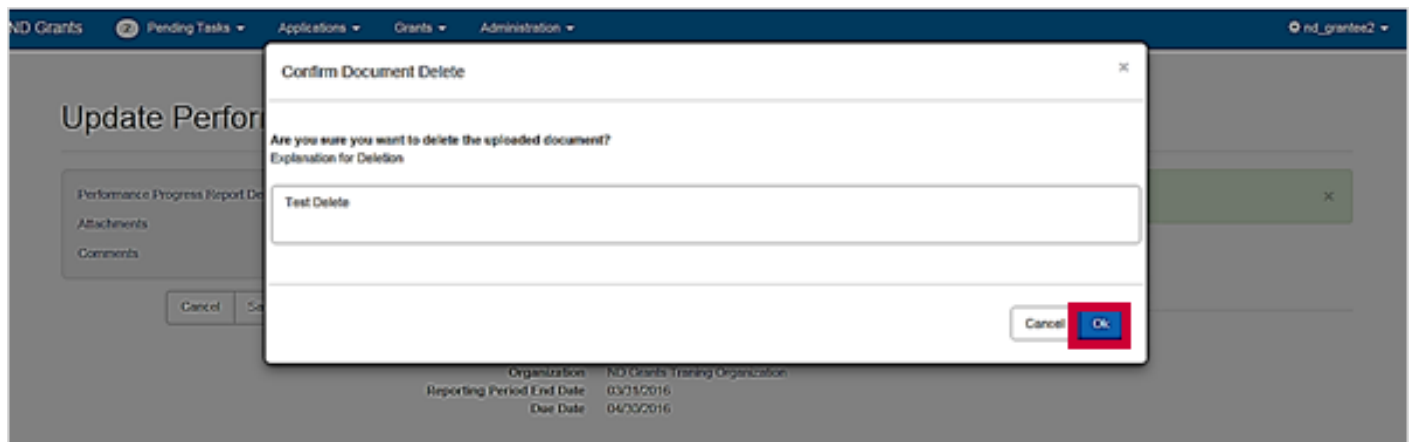


Figure 109. Justify deleting the attachment from the Confirm Document Delete popup and click the [Ok](#) button