An introduction to ND’s Grant Management Software

grants.des.nd.gov
Overview

- Grants.des.nd.gov is cloud-based.
- Online file cabinet.
- Make notes, upload supporting documentation, see Project Worksheets (PWs) and their Attachments, submit Requests, view previously submitted Requests as well as Financial data.
- Provides an easy way to create Lists in order to help everyone more efficiently and accurately manage their FEMA grants.
Topics

• Layout
• Navigation
• Creating a list
• Create requests
  (Reimbursement, Project Closeout, QR, etc.)
Requesting Access

Red fields must be completed.
PA User Guide & Resources
1. Help Guide/Support Ticket
2. Logout
3. Favorite/Unfavorite Page
4. User Settings
5. General Quick Search
6. Administration
7. Finances
8. Projects
9. Accounts
10. Saved Presets
11. Inbox/Inbox Notification
12. Home
13. Breadcrumb
Layout

14. Page Header
15. Page Color
16. Quick Search
17. Assigned Accounts
18. Filter List
19. Export List to Excel
20. Print List
21. Inbox Shortcut/Details
22. Drafts Shortcut/Details
23. Quarterly Report Shortcut
24. Applicant Shortcut
25. Request for Public Assistance (PA) Shortcut
26. Apply for Hazard Mitigation (HM) Grant Shortcut
Navigation

1. Menu Bar

2. Breadcrumb

3. List
Navigation (Menu Bar)

**Home** – navigates back to the Home page.

**My Inbox** – indicates the number of new/unread items.

**Saved Presets** – access and manage preset report filters.

**Accounts** – navigate to all Account-related requests, forms, listings and reports. An Applicant’s Name or FIPS number entered in the white Search field will show the results dynamically below the Quick Search field. (ex. Renvi in 1981)

**Projects** – navigate to all Project-related requests, forms, listings and reports. (ex. 123 in 1981)

**Finances** – navigate to all Payment-related requests, forms, listings and reports. May search by the state invoice number. (ex. 112)

**Administration** – access to administration; such as Contacts & Groups and Support Tickets.

**General Quick Search** – system-wide searches or advanced options for specific reports.
Navigation
(Breadcrumb)
## Projects

<table>
<thead>
<tr>
<th>Grant #</th>
<th>Applicant Name (County)</th>
<th>Fed #</th>
<th>Title</th>
<th>Type</th>
<th>Size</th>
<th>Eligible Amt</th>
<th>F %</th>
<th>Expended %</th>
<th>F Paid</th>
<th>S Paid</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>4154</td>
<td>Adams</td>
<td>27</td>
<td>Donated Resources</td>
<td>B</td>
<td>S</td>
<td>$464.64</td>
<td>75%</td>
<td>n/a</td>
<td>0%</td>
<td>0%</td>
<td>Open</td>
</tr>
<tr>
<td>4154</td>
<td>Adams</td>
<td>10</td>
<td>Debris Removal</td>
<td>A</td>
<td>S</td>
<td>$1,150.00</td>
<td>75%</td>
<td>n/a</td>
<td>100%</td>
<td>100%</td>
<td>Open</td>
</tr>
<tr>
<td>4154</td>
<td>Adams</td>
<td>12</td>
<td>Emergency Protective ...</td>
<td>B</td>
<td>S</td>
<td>$4,236.04</td>
<td>75%</td>
<td>n/a</td>
<td>100%</td>
<td>100%</td>
<td>Open</td>
</tr>
<tr>
<td>4154</td>
<td>Adams</td>
<td>3</td>
<td>Gravel Roadway Repair</td>
<td>C</td>
<td>S</td>
<td>$23,059.44</td>
<td>75%</td>
<td>n/a</td>
<td>100%</td>
<td>100%</td>
<td>Open</td>
</tr>
</tbody>
</table>

Total: $29,510.12
Hands-on Demonstration

http://grants.des.nd.gov
Features

- Layout
- Navigation
  - Menu Bar
  - Breadcrumb
  - List
- Create a List
- Create a Request
- Attaching/Viewing Documents & Notes
Attendance

Google Form link in video feed chat