

Creating an Organization

Quick Reference Guides (QRGs) provide step-by-step instructions to assist you in using the Non-Disaster Grants (ND Grants) system. This QRG describes how to create an organization.

Introduction

An organization serves as a recipient's profile within ND Grants which allows recipients to create and manage their awards and applications. The Federal Emergency Management Agency (FEMA) requests that all applicants provide their organization's contact information. 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

Prerequisites

To create an organization:

- You must be an ND Grants user

Step 1

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

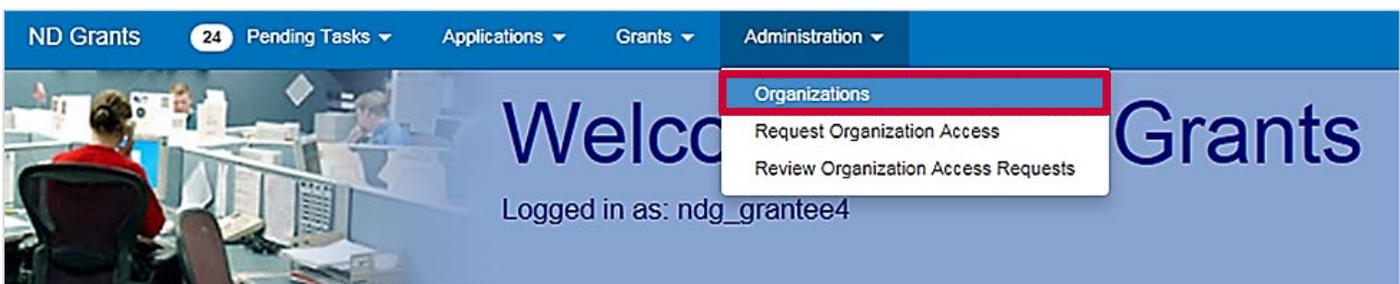


Figure 1. Open the Administration dropdown from the ND Grants homepage



Step 2

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

Organization Administration Create Organization

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	<input type="checkbox"/>
0001 Organization AM10	46 N Washington Blvd New Apt, New City, Virginia, 22201	Active	<input type="checkbox"/>
0001 Organization AM2	555 Street , Test, Virginia, 22222	Active	<input type="checkbox"/>
0001 Organization AM5	12005 N St. EDIT , Washington, District Of Columbia, 20020	Active	<input type="checkbox"/>
0001 Organization AM6	999 Main Street , Reston, Virginia, 20233	Active	<input type="checkbox"/>
0001 Organization AM7	100025 Clarendon Blvd Will this create an amendment?!, Arlington, Virginia, 22203	Active	<input type="checkbox"/>
0001 Organization AM8	988 West Street , Washington, District Of Columbia, 22222	Active	<input type="checkbox"/>
0001 Organization AM9	27 Broadway , Queens, New York, 12401	Active	<input type="checkbox"/>
0001 Organization LB2	Test Street Apartment 3, Testvilla, Colorado, 20369	Active	<input type="checkbox"/>
0001 Water Purification	111 Dakota Street EDIT , Fairfax, Virginia, 22555	Active	<input type="checkbox"/>

1
2
3
4
5
Next →

Figure 2. The *Organization Administration* page lists all organizations to which you belong

Note

- All organizations you belong to will be listed on the *Organization Administration* page

Step 3

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

The screenshot shows the 'Create Organization' page with a sidebar on the left containing 'Details', 'User Roles', and 'Contacts'. The 'Details' section is active and contains the following fields:

- Legal Name:** A text input field with a note below it: "This should match your SAM.gov account".
- Type:** A dropdown menu with the placeholder text "Search for Type".
- Division Name:** A text input field.
- Department Name:** A text input field.
- Employer Identification Number (EIN):** A text input field containing "99-9999999".
- Sharing EIN:** A note "If you share the EIN with other Organizations, please list their legal names here" followed by a large text area.
- DUNS Number:** A text input field.
- DUNS+4:** A text input field.
- UEI Number:** A text input field with a note below it: "DUNS/UEI Number should match your SAM.gov account".
- Active Status:** A question "Is this organization active?" with radio buttons for "Yes" (selected) and "No".

At the bottom left of the form area, there are "Cancel" and "Save" buttons.

Figure 3. 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 users. Without an ND Grants account, they will not have system privileges

Questions?

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

Monday – Friday | 9:00 a.m. – 6:00 p.m. EDT | 1-800-865-4076 | NDGrants@fema.dhs.gov