

Request to Reassign Award Offer Review Task

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 reassign the Authorized Official at the Award Offer Review task.

Introduction

Once an application is approved by the Federal Emergency Management Agency (FEMA), the ND Grants will generate a task for accepting the award. 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.

Prerequisites

To be assigned the Award Offer Review task:

- The user must have the Authorized Official role for the organization

Step 1

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

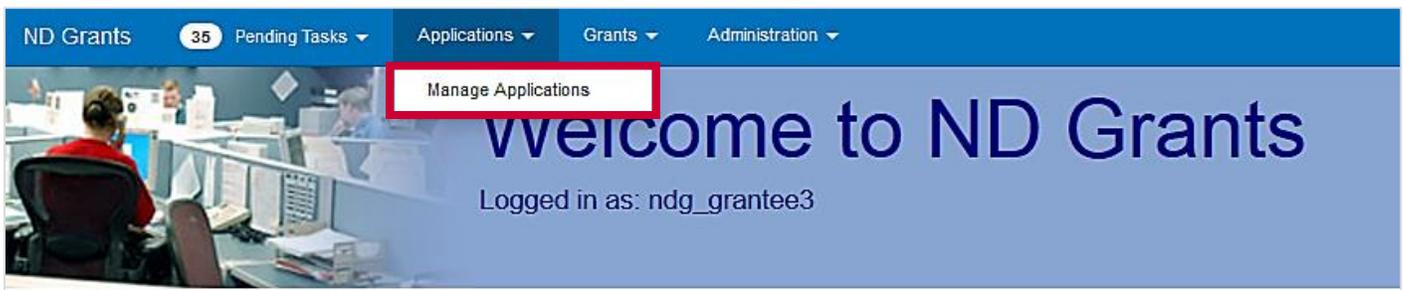


Figure 1. Click the [Manage Applications](#) link from the Applications dropdown



FEMA

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