

Updating Organization Details

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 update an organization's details.

Introduction

An organization serves as a recipient's profile within ND Grants which allows recipients to create and manage their awards and applications. When updating an organization, please keep in mind 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

Prerequisites

To update organization details:

- You must have an ND Grants account
- You must be an Organization Administrator—**only** Organization Administrators can update organization details

Step 1

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

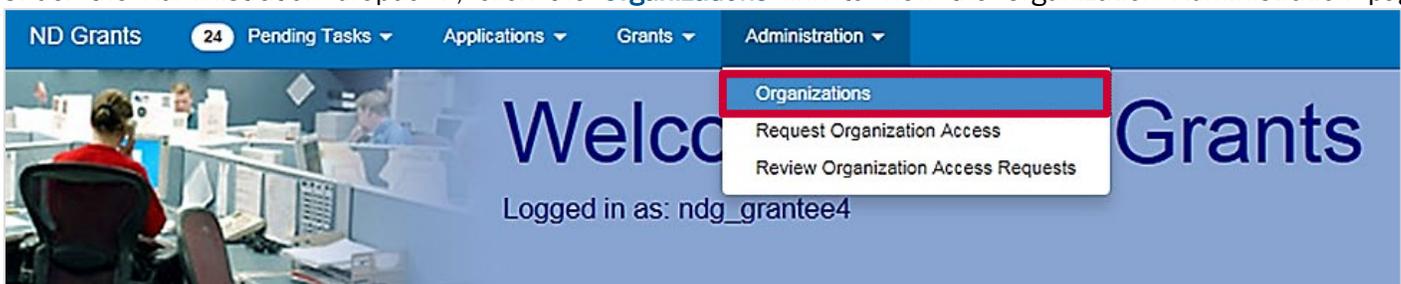


Figure 1. Open the Administration dropdown from the ND Grants homepage



Step 2

Click the [Update Organization](#) icon in the Action column. This will open the *Update Organization* detail page.

The screenshot shows a table titled "Organization Administration". At the top right is a "Create Organization" button. Below the title, there are controls for "records per page" (set to 10), "Showing 1 to 1 of 1 entries (filtered from 97,025 total entries)", and a search bar containing "Maintenance". The table has three columns: "Legal Name", "Address", and "Action". The first row contains "002 Dam Maintenance", "1 test rd , testville, Maryland, 20735", and an "Update Organization" icon (a square with a pencil) which is highlighted with a red box.

Figure 2. 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. On the left is a sidebar with "Details" selected, "User Roles", and "Contacts". Below the sidebar are "Cancel" and "Save" buttons, with "Save" highlighted in a red box. The main form is titled "Details" and contains several sections:

- Legal Name:** "002 Dam Maintenance" (with a note: "This should match your SAM.gov account")
- Type:** "County governments" (dropdown menu)
- Division Name:** "test"
- Department Name:** "test"
- Employer Identification Number (EIN):** "24-1994123"
- Sharing EIN:** A text area for "If you share the EIN with other Organizations, please list their legal names here".
- DUNS Number:** "090909090" and **DUNS+4:** "9999"
- UEI Number:** (empty field)
- Active:** "Is this organization active?" with radio buttons for "Yes" (selected) and "No".
- Physical Address:**
 - Address: "1 test rd"
 - Address 2: (empty)
 - City: "testville"
 - State: "Maryland" (dropdown)
 - Country: "UNITED STATES" (dropdown)
- Mailing Address:** "Same as Physical" (checkbox checked) with a "Same as Physical" button.

Figure 3. 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, and Performance Progress Reports (PPRs) pending submission or review

Update Organization

Details

User Roles

Contacts

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

Grant	Funding Opportunity	Pending Action
EMD-2016-RA-00004	FY 2016 Freight Rail Security Grant Program-PARS-Test	Application [EMD-2016-RA-APP-00004]
EMS-2016-BG-00002	FY16 12c Intercity Bus Security Grant Program - Region X	Application [EMS-2016-BG-APP-00002]

Cancel **Save**

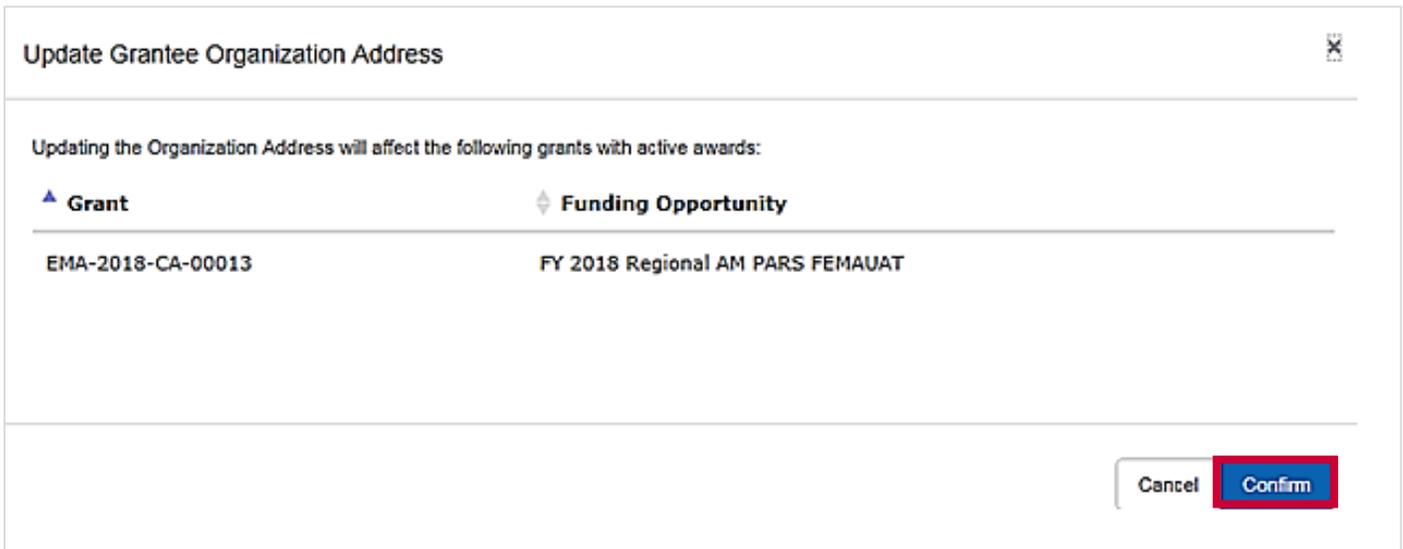
Details

Legal Name	1 EBT Corp	
Type	Small businesses	
Division Name		
Department Name		
Employer Identification Number (EIN)	26-1376858	
Other Organizations that share this EIN		
DUNS Number	017143299	
Congressional District	MD-05	
Physical Address	11036 Livingston Road. Ft. Washington, Maryland 20744-5035 UNITED STATES	Mailing Address 11036 Livingston Rd. Ft. Washington, Maryland 20744-5035 UNITED STATES

Figure 4. 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 5. Click the **Confirm** button to complete the update

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