



Updating Organization Details

Introduction

An organization serves as the recipient's profile within the Non-Disaster Grants Management System (ND Grants). 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

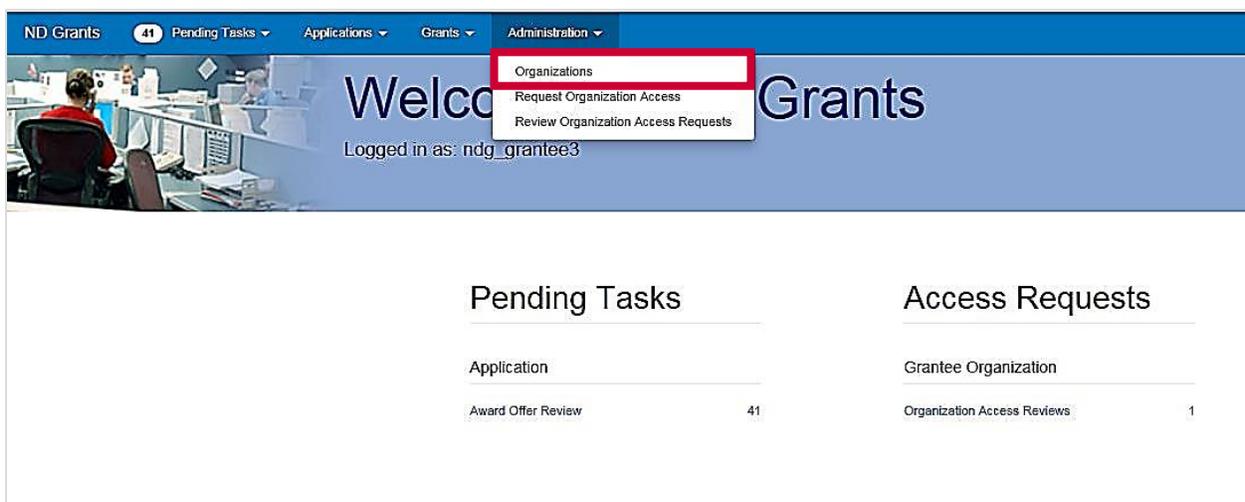
To update organization details:

- You must have an ND Grants account
- You must be the 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. Select the Organizations link to open the Organization Administration page





Step 2

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

Figure 2. Click the Update Organization icon to begin updating organization details

Organization Administration Create Organization

10 records per page Showing 1 to 1 of 1 entries (filtered from 34,002 total entries) Search: AM7

Legal Name	Address	Action
0001 Organization AM7	100 Main Street Physical Address Line 2 , Arlington, Virginia, 20152	

Step 3

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

Figure 3. Update the organization address as necessary and click the Save button

Update Organization

Details
 User Roles
 Contacts

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	1234567891111

Physical Address

Address:

Address 2:

City:

State: x v

Country: x v

ZIP: Zip-4:

Congressional District: x v

Mailing Address

Same as Physical

Address:

Address 2:

City:

State: x v

Country: x v

ZIP: Zip-4:



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:
 - 1) applications pending submission or review, 2) amendments pending submission or review, and 3) performance reports pending submission or review

Figure 4. The Update Organization page will list all pending tasks and prevent updates to the organization

Update Organization

Details

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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



Step 5

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

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

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

Questions?

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

ND GRANTS Service Desk

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