

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), 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.

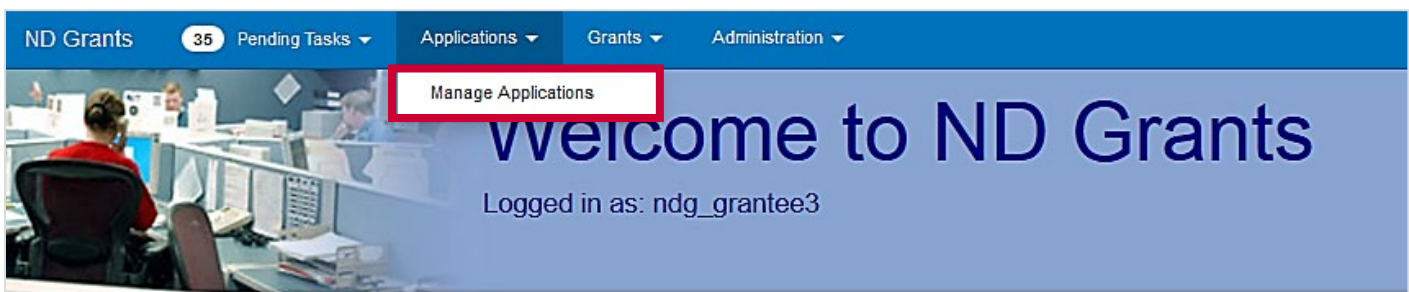


Figure 1. Click the [Manage Applications](#) link from the Applications dropdown



FEMA

Step 2

Click the [Request Application Authorized Official Change](#) icon in the Action column for the appropriate application.

Application Administration							Create Application
100	records per page	Showing 1 to 1 of 1 entries (filtered from 4,184 total entries)			Search:		<input type="text"/>
Application Number	Funding Opportunity Name	Funding Opportunity Number	Organization	Application State	Last Updated	Action	
EMW-2016-CA-APP-00021	FY 2016 Homeland Security National Headquarters	DHS-16-NPD-005-00-01	Colorado Division of Emergency Management	Approved	06/17/2016 16:32		

Figure 2. Click the [Request Application Authorized Official Change](#) icon to reassign the task

Step 3

From the *Authorized Official Change Request* popup, provide justification for the Award Offer Review task reassignment in the text box and click the [Submit](#) button.

Authorized Official Change Request ✕

You are submitting a request to change the Authorized Official for Application EMW-2016-CA-APP-00021 from NDGrants User4 to NDGrants User3. If you would like NDGrants User4 to accept the pending award offer, select Cancel. If you would like NDGrants User3 to be able to accept the pending award offer, please provide a justification for the change and select Submit. Your organization will be unable to accept the pending award offer until FEMA has completed its review of this request.

Request Justification Text (4,000 characters)

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Cancel **Submit**

Figure 3. Write a justification for the reassignment and click the [Submit](#) button

Note

- Your organization will not be able to accept the pending award offer until FEMA has completed its review of this request

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. E.T. | 1-800-865-4076 | NDGrants@fema.dhs.gov