

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.

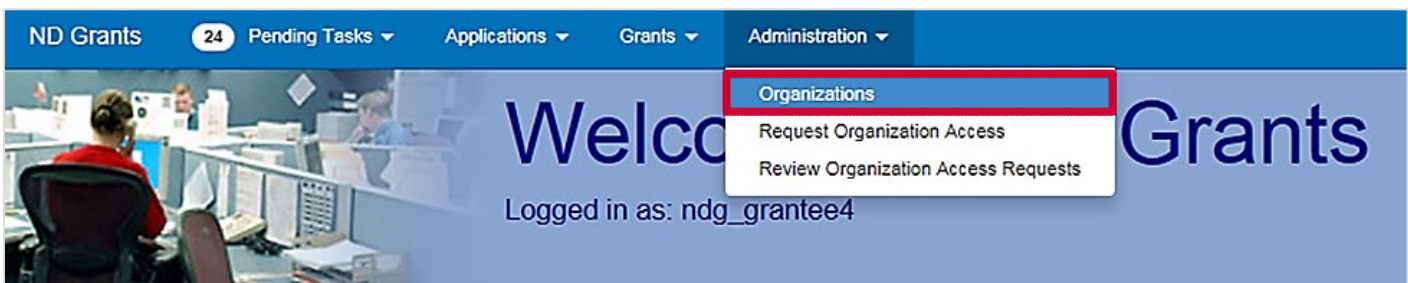


Figure 1. Open the Administration dropdown from the ND Grants homepage



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Step 2

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

The screenshot shows the 'Organization Administration' page. At the top right, there is a red button labeled 'Create Organization'. Below the header, there is a search bar and a dropdown menu for 'records per page' set to '10'. The text 'Showing 1 to 10 of 173.942 entries' is displayed. The main content is a table with the following columns: 'Legal Name', 'Address', 'Status', and 'Action'. The table lists ten organizations, all with a status of 'Active' and an 'Action' icon. At the bottom right, there is a pagination control showing '1' as the current page, followed by '2', '3', '4', '5', and a 'Next' button with a right arrow.

Legal Name	Address	Status	Action
000 test-org	250 Mayn Strayt Testing 311, Clarendon, Virginia, 22222	Active	
0001 Organization AM10	46 N Washington Blvd New Apt, New City, Virginia, 22201	Active	
0001 Organization AM2	555 Street , Test, Virginia, 22222	Active	
0001 Organization AM5	12005 N St. EDIT , Washington, District Of Columbia, 20020	Active	
0001 Organization AM6	999 Main Street , Reston, Virginia, 20233	Active	
0001 Organization AM7	100025 Clarendon Blvd Will this create an amendment?!, Arlington, Virginia, 22203	Active	
0001 Organization AM8	988 West Street , Washington, District Of Columbia, 22222	Active	
0001 Organization AM9	27 Broadway , Queens, New York, 12401	Active	
0001 Organization LB2	Test Street Apartment 3, Testvilla, Colorado, 20369	Active	
0001 Water Purification	111 Dakota Street EDIT , Fairfax, Virginia, 22555	Active	

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 'Details' section of the 'Create Organization' page. On the left, there is a sidebar with 'Details', 'User Roles', and 'Contacts' options, and 'Cancel' and 'Save' buttons. The main form area is titled 'Details' 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".
- If you share the EIN with other Organizations, please list their legal names here:** A large text area for listing other organizations.
- DUNS Number:** A text input field.
- DUNS+4:** A text input field.
- UEI Number:** A text input field.
- EFT Indicator:** A text input field.
- A note below the DUNS/UEI fields: "DUNS/UEI Number should match your SAM.gov account".
- Is this organization active?:** Radio buttons for "Yes" (selected) and "No".

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 FEMA 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