



## Chapter 6: Responsible Organizations | Administration Module

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## Chapter 6: Responsible Organizations

This Chapter provides procedures for adding and editing Responsible Organizations contained in the **Administration** module. The DRGR System allows for one or more Responsible Organizations by activity in the DRGR action plan. A Responsible Organization is the organization responsible for implementing, or carrying out, the DRGR activity. A Responsible Organization can be the Grantee or a subgrantee. Grantees should only enter each Responsible Organization into DRGR once to avoid creating erroneous duplicates. Once entered, Grantees can associate a Responsible Organization to one or more DRGR activities across all its Grants (see Chapter 14 of the User Manual for more information on activities). Grantees can also optionally associate a Responsible Organization to DRGR projects (see Chapter 12 of the User Manual for more information on projects).

This Chapter describes actions for Grantee Users and HUD Users and is divided into subsections. The following actions are covered in this Chapter:

### Grantee Users

Menu Option	Subsection	Action
Add Responsible Organizations	<b>B1</b>	Add Responsible Organizations
Manage Responsible Organizations	<b>C1 – C3</b>	Search Responsible Organizations
Upload Responsible Organizations	--	See Chapter 34: Data Uploads

### HUD Users

Menu Option	Subsection	Action
Manage Responsible Organizations	<b>C4</b>	Search/View Responsible Organizations

## A. Administration Module Access

The Administration Module contains all user management functions. The steps in this section explain how to access the main **Administration** module menu. Functions are described in subsequent sections.

### A1. Grantee | User Access

<b>User Role:</b> Grantee User	<b>Menu Option:</b> Administration Module
<b>Purpose:</b> Allow Grantee Users to access “Manage Grantees” actions to add, search, and upload responsible organizations.	
<b>Complete the following steps to access the Administration Module:</b>	
1 In the DRGR System, select the <b>Administration</b> module, or  icon, located in the navigation menu.	



2 This opens the dropdown menu items for the **Administration** module. The System displays the relevant menu items based on user type and user roles.

### A2. HUD | User Access

User Role: HUD User	Menu Option:  Administration Module
<b>Purpose:</b> Allow HUD Users to access actions on the <b>Grantees</b> menu to search and view responsible organizations.	
 Complete the following steps to access the Administration Module:	
<p>1 In the DRGR System, select the <b>Administration</b> module, or  icon, located in the navigation menu.</p> 	
<p>2 This opens the dropdown menu items for the <b>Administration</b> module. The System displays the relevant menu items based on user type and user roles.</p>	



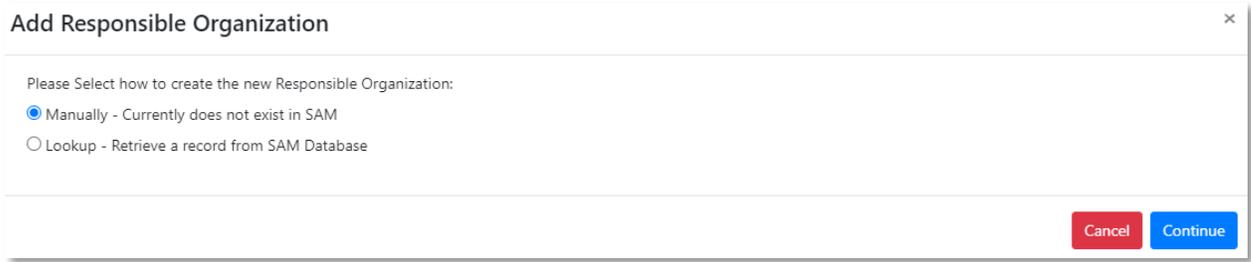
User Role: HUD User	Menu Option:  Administration Module
<p><b>GRANTEES</b></p> <ul style="list-style-type: none"><li> Manage Grantee</li><li> Search/View Grantee Service Area</li><li> Search Grantees </li><li> Manage Responsible Organizations </li></ul>	

### B. Add Responsible Organizations

There are two ways to add a Responsible Organization:

- Using the menu option in the **Administration** Module (covered in this Chapter); or
- On the Action Plan “**Add/Edit Activity**” pages (see Chapter 14).

#### B1. Grantee | Add Responsible Organizations

User Role: Grantee User	Menu Option:  Add Responsible Organizations
<b>Purpose:</b> Allow Grantee Users to add Responsible Organizations.	
<b>Complete the following steps to add a new Responsible Organization:</b>	
1. Navigate to the <b>Administration</b> module and locate the <b>Grantees</b> menu. See A1 above. Select the <b>&lt;Add Responsible Organization&gt;</b> link.	
2. Select how to create the new responsible organization (Manually or Look up). Select the Manually option and click the Continue button. 	
3. On the “ <b>Responsible Organization</b> ” page, complete, at minimum, the required fields marked with an asterisk (*) and select <b>&lt;Save&gt;</b> .	



<b>User Role:</b> Grantee User	<b>Menu Option:</b> Add Responsible Organizations
--------------------------------	---

**Add Responsible Organization Details** ✕

\* Organization Name:

\* Organization Type:

\* Unique Entity Identifier:

\* DUNS Number:

Either DUNS or UEI are required.

Address Line One:

Address Line Two:

Address Line Three:

\* City:

\* State/Territory:

Zip Code:  -

Associated Grantee Name:

\* Status:

3 The following page will load with a message “Responsible Organization has been saved.”



User Role: Grantee User

Menu Option: Add Responsible Organizations

Disaster Recovery Grant Reporting System | X-22-PA-02-0224

WARNING! The data stored in DRGR for the selected Responsible Organization does not match some of the data.

Responsible Organization was updated successfully.

### Manage Responsible Organization

[Back](#) [Delete](#)

Organization Name:	test org	Address:	<a href="#">Edit Details</a>
Organization Type:	For Profit		
Unique Entity Identifier:	0123456789		
DUNS Number:		Testville, FL -	
Associated Grantee Name:		Created By:	T024GALast , T024GAFirst
Status:	Active	Date Created:	03/02/2022

**SAM Profile** | Contact | Activities

#### SAM Profile

Details

Unique Entity Identifier:	<a href="#">Look Up</a>
DUNS Number:	
CAGE Code:	
Status:	
Expiration Date:	
Last Synchronization Date:	

- To add contact information, go to the "Contact" tab and add information for this new Responsible Organization.

Disaster Recovery Grant Reporting System | X-22-PA-02-0224

WARNING! The data stored in DRGR for the selected Responsible Organization does not match some of the data.

Responsible Organization was updated successfully.

### Manage Responsible Organization

[Back](#) [Delete](#)

Organization Name:	test org	Address:	<a href="#">Edit Details</a>
Organization Type:	For Profit		
Unique Entity Identifier:	0123456789		
DUNS Number:		Testville, FL -	
Associated Grantee Name:		Created By:	T024GALast , T024GAFirst
Status:	Active	Date Created:	03/02/2022

**SAM Profile** | **Contact** | Activities

#### SAM Profile

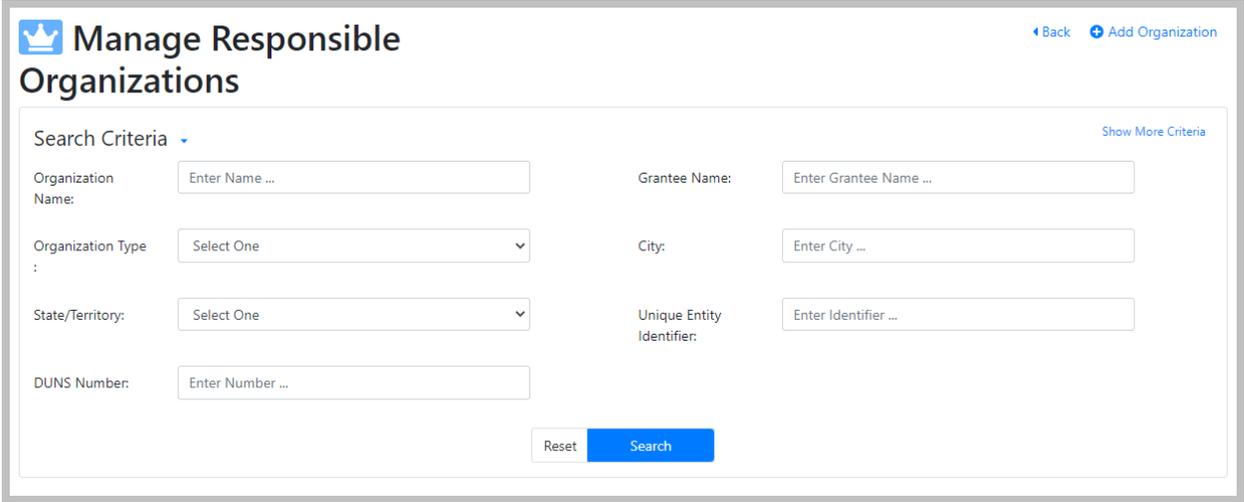
Details

Unique Entity Identifier:	<a href="#">Look Up</a>
DUNS Number:	
CAGE Code:	
Status:	
Expiration Date:	
Last Synchronization Date:	



### C. Search, Edit, View, and Delete Responsible Organizations

#### C1. Grantee | Search, Edit, View, and Delete Responsible Organizations

<b>User Role:</b> Grantee User	<b>Menu Option:</b> Search Responsible Organizations
<b>Purpose:</b> Allow Grantee Users to search, edit, view, and delete Responsible Organizations.	
<b>Complete the following steps to manage Responsible Organizations:</b>	
1. Navigate to the <b>Administration</b> module and locate the <b>Grantees</b> menu. See A1 above. Select the <b>&lt;Manage Responsible Organizations&gt;</b> link. A screen will load with search criteria.	
2. Enter the search criteria and select <b>&lt;Search&gt;</b> or select <b>&lt;Search&gt;</b> to load all existing Responsible Organizations in DRGR.	
	
3. Search results will load. Locate the desired Responsible Organization and select the pencil icon in the "Actions" column on the right. The <b>"Manage Responsible Organization"</b> page will load.	



**User Role:** Grantee User      **Menu Option:** Search Responsible Organizations

**Matching Results** 884

Organization Name	Organization Type	City	State/Territory	Unique Entity Identifier	DUNS Number	Contact	Date Created	Created By	Status	Actions
1026 Constance, LLC	For Profit	New Orleans	LA		962795816		09/24/2010	Joseph Rossman	Active	
1300 OCH, L.L.C.	Unknown	New Orleans	LA		118413847		11/30/2021	Karen Price	Active	
1501 Canal Apartments, LLC	For Profit	New Orleans	LA		078576772		05/09/2012	Laurie Brown	Active	
1800 Onzaga LLC	Unknown	New Orleans	LA		117886359		09/14/2021	Karen Price	Active	
18th Judicial District	Non-Profit	Plaquemine	LA		051139123	Martin Maley	04/04/2013	George Woods	Active	
2222 Tulane Apartments, LLC	For Profit	New Orleans	LA		003067179		03/01/2011	Joseph Rossman	Active	
2700 Bohn Motor LLC	For Profit	New Orleans	LA		999999999		11/30/2017	Garrett Lieux	Active	
313 Carondelet Complex, LLC	For Profit	New Orleans	LA		962388976		11/18/2010	Joseph Rossman	Active	
3222 Canal Apartments LLC	Non-Profit	New Orleans	LA		807194865		06/08/2011	Laurie Brown	Active	
4321 Associates, LLC	For Profit	Unknown	LA		132512976		06/28/2010	Hugh Hyman	Active	

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[Show 10 Rows](#)

- On the **“Manage Responsible Organization”** page, users can update existing data using the **<Edit Details>** link or delete the Responsible Organization using the **<Delete>** link if the Responsible Organization is not associated to an activity and no draws are associated with the Responsible Organization.



User Role: Grantee User      Menu Option: Search Responsible Organizations

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### Manage Responsible Organization [← Back](#) [Delete](#)

<b>Organization Name:</b>	ALTHA, TOWN OF	<b>Address:</b>	25586 N MAIN ST	<a href="#">Edit Details</a>
<b>Organization Type:</b>	Local Government		-	
<b>Unique Entity Identifier:</b>	JB2ZSHMSSG7			
<b>DUNS Number:</b>	926103508	<b>Created By:</b>	ALTHA, FL 32421-Bane , Taylor	
<b>Associated Grantee Name:</b>		<b>Date Created:</b>	05/12/2022	
<b>Status:</b>	Active			

SAM Profile	Contact	Activities
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#### SAM Profile

<b>Details</b>	Unique Entity Identifier:	JB2ZSHMSSG7	<a href="#">Look Up</a>
	DUNS Number:	926103508	
	CAGE Code:	5ZP07	
	Status:	Inactive Registration	
	Expiration Date:	06/03/2022	

After selecting **<Edit Details>**, the **“Edit Responsible Organization Details”** page will load where users can edit information, as necessary. Select **<Save>** to record changes to the Responsible Organization Details.



<b>User Role:</b> Grantee User	<b>Menu Option:</b> Search Responsible Organizations
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Edit Responsible Organization Details ✕

\* Organization Name:

\* Organization Type:

\* Unique Entity Identifier:

\* DUNS Number:

Address Line One:

Address Line Two:

Address Line Three:

\* City:

\* State/Territory:

Zip Code:  -

Associated Grantee Name:

\* Status:

### C2. Grantee | Responsible Organization SAM Validation

<b>User Role:</b> Grantee User	<b>Menu Option:</b> Search Responsible Organizations
--------------------------------	--

**Purpose:** Allow Grantee Users to validate a Responsible Organization with the System for Award Management (SAM) database (optional but recommended).

Complete the following steps to validate a Responsible Organization with the SAM database:

1. Navigate to the **Administration** module and locate the **Grantees** menu. See A1 above. Select the **<Manage Responsible Organizations>** link.
2. After entering search criteria and selecting **<Search>**, select the pencil icon in the “Actions” column next to the desired Responsible Organization to load the **“Manage Responsible Organization”** page. See C1 above.
3. On the **“Manage Responsible Organization”** page, locate the **SAM Profile** tab and select **<Look Up>**. The **“SAM Profile Lookup”** page will load.



User Role: Grantee User      Menu Option: Search Responsible Organizations

### Manage Responsible Organization [Back](#) [Delete](#)

<b>Organization Name:</b>	1300 OCH, L.L.C.	<b>Address:</b>	1626 Oretha Castle Haley Blvd Ste A <a href="#">Edit Details</a>
<b>Organization Type:</b>	Unknown		
<b>Unique Entity Identifier:</b>			
<b>DUNS Number:</b>	118413847		New Orleans, LA 70113-1311
<b>Associated Grantee Name:</b>		<b>Created By:</b>	Price, Karen
<b>Status:</b>	Active	<b>Date Created:</b>	11/30/2021

SAM Profile	Contact	Activities
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#### SAM Profile

<b>Details</b>	Unique Entity Identifier:	<a href="#">Look Up</a>
	DUNS Number:	
	CAGE Code:	
	Status:	
	Expiration Date:	

- 4 On the “SAM Profile Lookup” page, enter search criteria and select **<Search>**. Search results will load. To associate the Responsible Organization with SAM data, select the radio button next to the desired search result (See 1 in the screenshot below) and select **<Save>**. SAM data can be viewed by selecting the eye icon in the “Actions” column (See 2 in the screenshot below).



User Role: Grantee User      Menu Option: Search Responsible Organizations

**SAM Profile Lookup** ✕

Select the available SAM Entity you wish to associate with this Responsible Organization.

Search Criteria ▾

Entity Name:       Unique Entity Identifier:

DUNS Number:       CAGE Code:

**Matching Results** 1

Search:

<input type="radio"/>	Legal Business Name	Doing Business As	Unique Entity Identifier	DUNS Number	CAGE Code	Address	Actions
<input type="radio"/>	"20" RIFLE AND PISTOL CLUB, INC., THE		PCQGJ175CDD3	067036173	7C9J1	1675 50TH ST NW MEDFORD MN	

1
◀ First
◀ Previous
1
Next ▶
Last ▶
2

5 If data is selected on the “SAM Profile Lookup” page, then the SAM Profile tab on the “Manage Responsible Organization” page will be updated and the user is able to view the SAM details.

SAM Profile

Contact

Activities

**SAM Profile**

**Details**

Unique Entity Identifier:	J82ZHSHMSSG7	<a href="#">Look Up</a>
DUNS Number:	926103506	
CAGE Code:	SZP07	
Status:	Inactive Registration	
Expiration Date:	06/03/2022	
Last Synchronization Date:	05/01/2022	
Physical Address:	25586 N MAIN ST - ALTHA, FL 32421, USA	
Mailing Address:	P.O. BOX 6 - ALTHA, USA 32421, USA	



### C3. HUD | Search and View Responsible Organizations

User Role: HUD User	Menu Of  Search/View Responsible Organizations
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**Purpose:** Allow HUD Users to search and view Responsible Organizations.

Complete the following steps to search and view a Responsible Organization:

- 1 Navigate to the **Administration** module and locate the **Grantees** menu. See Section A2 above. Select the **<Manage Responsible Organizations>** link.
- 2 Enter the search criteria and select **<Search>** or select **<Search>** to load all existing Responsible Organizations in DRGR. Locate the desired Responsible Organization and select the pencil icon under the “Actions” column.

Matching Results **884**

[Copy](#) [Print](#) [CSV](#) [Excel](#)

Organization Name	Organization Type	City	State/Territory	Unique Entity Identifier	DUNS Number	Contact	Date Created	Created By	Status	Actions
1026 Constance, LLC	For Profit	New Orleans	LA		962795816		09/24/2010	Joseph Rossman	Active	
1300 OCH, LLC.	Unknown	New Orleans	LA		118413847		11/30/2021	Karen Price	Active	
1501 Canal Apartments, LLC	For Profit	New Orleans	LA		078576772		05/09/2012	Laurie Brown	Active	
1800 Onzaga LLC	Unknown	New Orleans	LA		117886359		09/14/2021	Karen Price	Active	
18th Judicial District	Non-Profit	Plaquemine	LA		051139123	Martin Maley	04/04/2013	George Woods	Active	
2222 Tulane Apartments, LLC	For Profit	New Orleans	LA		003067179		03/01/2011	Joseph Rossman	Active	
2700 Bohn Motor LLC	For Profit	New Orleans	LA		999999999		11/30/2017	Garrett Lieux	Active	
313 Carondelet Complex, LLC	For Profit	New Orleans	LA		962388976		11/18/2010	Joseph Rossman	Active	
3222 Canal Apartments LLC	Non-Profit	New Orleans	LA		807194865		06/08/2011	Laurie Brown	Active	
4321 Associates, LLC	For Profit	Unknown	LA		132512976		06/28/2010	Hugh Hyman	Active	

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- 3 The **“Manage Responsible Organization”** page will load where HUD users can view information on the selected Responsible Organization.



User Role: HUD User      Menu Option:

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### Manage Responsible Organization Back Delete

<b>Organization Name:</b>	1300 OCH, L.L.C.	<b>Address:</b>	1626 Oretha Castle Haley Blvd Ste A <span>Edit Details</span>
<b>Organization Type:</b>	Unknown		
<b>Unique Entity Identifier:</b>			
<b>DUNS Number:</b>	118413847		New Orleans, LA 70113-1311
<b>Associated Grantee Name:</b>		<b>Created By:</b>	Price, Karen
<b>Status:</b>	Active	<b>Date Created:</b>	11/30/2021

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<b>SAM Profile</b>	Contact	Activities
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#### SAM Profile

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<b>Details</b>	<b>Unique Entity Identifier:</b>	<span>Look Up</span>
	<b>DUNS Number:</b>	
	<b>CAGE Code:</b>	
	<b>Status:</b>	
	<b>Expiration Date:</b>	

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