



Chapter 8: Technical Assistance Labor Categories | Administration Module

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Chapter 8: Technical Assistance Labor Categories

Grantee Users associated with technical assistance provider organizations (TA Providers) use DRGR to manage their cooperative agreements with HUD. TA Providers with the Staff Rate role (see Chapter 5 – User Management and Certifications) must use the **Administration** module to set up hourly labor rates for all personnel (e.g., staff, contractor, and consultant persons) expected to work under the TA award. HUD approval of personnel and labor rates is required before TA Providers can add staff to TA work plans in DRGR. See Chapter 17 – Technical Assistance Work Plans for more information.

This Chapter describes actions for TA Providers and HUD Users, and is divided into subsections. Note: In addition to the processes described below, information for labor categories, rates, and personnel can be uploaded in DRGR. See Chapter 34 – Data Uploads for more information. The following actions are covered in this Chapter:

TA Provider Users

Menu Option	Subsection	Action
Add Labor Category	C1	Add labor categories
Manage Labor Categories	B1, C2 – E6	Edit, delete, view, and search for TA Provider labor categories, personnel, and rates.
Upload Staff Data	--	See Chapter 34: Data Uploads

HUD Users

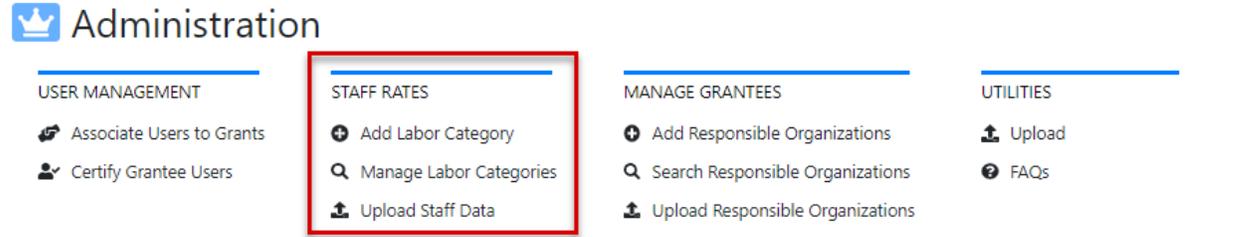
Menu Option	Section	Action
Review Labor Categories	F1	Search, review, and approve TA Provider staff and rates
Upload Staff Data	--	See Chapter 34: Data Uploads

A. Administration Module Access

The **Administration** module contains all user management functions, including functions to manage TA labor categories and rates. The functions that reference TA apply to Grantee Users who are both associated with TA Providers and have the Staff Rate role in DRGR. The functions also apply to HUD Users in a Staff Rate user group for a TA grant.



A1. Grantee | User Access

User Role: Grantee User	Menu Option: 👑 Administration Module
Purpose: Allow TA Providers with the Staff Rate role to access Staff Rate actions.	
✔ Complete the following steps to access the Administration Module:	
1 In the DRGR System, select the Administration 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
Purpose: Allow HUD Users to access Staff Rate actions.	
✔ Complete the following steps to access the Administration Module:	
1 In the DRGR System, select the Administration 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.	



User Role: HUD User	Menu Option: Administration Module
---------------------	-------------------------------------

Administration

<p>USER MANAGEMENT</p> <ul style="list-style-type: none"> Certify Grantee Admin Users Certify Grantee Users Certify HUD Office Users Request New Users Manage Existing Users Upload User Requests 	<p>STAFF RATES</p> <ul style="list-style-type: none"> Manage Labor Categories Review Labor Categories Upload Staff Data 	<p>MANAGE GRANTEES</p> <ul style="list-style-type: none"> Search Grantees Search/View Responsible Organizations 	<p>UTILITIES</p> <ul style="list-style-type: none"> Upload FAQs
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B. Search Labor Categories

B1. Grantee Users and HUD Users | Search Labor Categories

TA Providers with the Staff Rate role as well as assigned CPD Representatives can search for labor categories in DRGR.

User Role: Grantee Users and HUD Users	Menu Option: Manage Labor Categories
--	---------------------------------------

Purpose: Allow TA Providers with the Staff Rate role to search existing labor categories.

Complete the following steps to search existing Labor Categories:

- To search for a Labor Category, navigate to the **Administration** module and locate the **Staff Rates** menu. See A1 above. Select the **<Manage Labor Categories>** link. (Note: If the user does not have the Staff Rate role, then the link is not available.) The “Manage Labor Categories” page will load.

The remainder of this page intentionally left blank.

CPD | Disaster Recovery Grant Reporting System Abt Associates Inc | Z-21-TA-MD-0001

Manage Labor Categories

Search Criteria Show Less Criteria

<p>Labor Category/Title: <input type="text" value="Enter Labor Category/Title ..."/></p> <p>Effective Start Date: <input type="text" value="mm/dd/yyyy"/> </p> <p>Rate Type: <input type="text" value="Select One"/></p> <p>Rate Status: <input type="text" value="Select Option"/></p> <p>Last Name: <input type="text" value="Enter Personnel last Name ..."/></p>	<p>TA Provider: <input type="text" value="Enter TA Provider ..."/></p> <p>Occupation Type: <input type="text" value="Select One"/></p> <p>Program Name: <input type="text" value="Select One"/></p> <p>First Name: <input type="text" value="Enter Personnel First Name ..."/></p> <p>Personnel Organization: <input type="text" value="Enter Personnel Organization ..."/></p>
--	---

- On the “Manage Labor Categories” page, enter search criteria to access the desired Labor Category. See “Labor Categories Search Fields” table below for description of search fields. Note that partial searches are allowable. For example, users may search by all or part of the first or last names.

TIP: Partial searches are allowable. For example, users may search by all or part of the first or last names.



User Role: Grantee Users and HUD Users **Menu Option:** Manage Labor Categories

3 After desired fields are populated, choose **<Search>**. Search results will load. In the search results, the user can sort the results using the headers for the search results. Select **<Reset>** to restart the search.

TA Provider	Labor Category ID	Labor Category Name	Program	Occupation Type	Effective Start Date	Base Rate	Fringe Rate	Overhead Rate	G&A/F&A Rate	Total Rate	Rate Status	Actions
	-1	-1	TA	TBD		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	227612		TA	Accountant		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	227611		TA	Data Analyst		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	226633		TA	Program Manager		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	226676		TA	Program Manager		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

Labor Categories Search Fields

Field	Guidance
Labor Category Title	Unique Labor Category name created by the TA Provider.
TA Provider	The TA Provider to which the rate is associated.
Effective Start Date	The effective start date for a provider’s labor category rate.
Occupation Type	Dropdown of the occupation types available in the system for a labor category.
Rate Type	Dropdown menu includes: Staff, Contractor, and Consultant, Subrecipient. These terms are defined by HUD.
Program Name	Drop down includes: PFS, TA
Rate Status	Dropdown menu of rate statuses which includes: Approved (e.g., rates approved by HUD), Inactive (e.g., rates no longer used for billing), Pending Approval (e.g., rates submitted for and still pending HUD approval), and Rejected (e.g., rates not approved by HUD)
First Name	The first name of personnel assigned to a labor category.
Last Name	The last name of personnel assigned to a labor category.



Field	Guidance
Personnel Organization	The organization of the personnel assigned to a labor category.

C. Manage Labor Categories

C1. Grantee | Add Labor Category

TA Providers with the Staff Rate role can add new labor categories to DRGR.

User Role: Grantee User	Menu Option: Add Labor Category
--------------------------------	--

Purpose: Allow TA Providers with Staff Rate role to add Labor Category.

Complete the following steps to add a new Labor Category:

- 1 To add a Labor Category, open the **Administration** menu, locate the **Staff Rate** menu, and locate the **Add Labor Category** menu option. See A1 above (Note: If the user does not have the Staff Rate role, then the **<Add Labor Category>** link is not available.) The “Edit Details” page will load.

Add Details ×

Please enter the information and click save.

* TA Provider:

* Labor Category/Title:

* Rate Type:

* Occupation Type:

* Status:

- 2 Complete all information marked with an asterisk in the “Edit Details” page.
- 3 Select **<Save>**. The labor category will be created and the “Manage Labor Category” page will load. The “Manage Labor Category” page has the following five sections. The steps to manage each section are provided with the remaining sections of this Chapter.
 - The Details section contains descriptive information about the labor category.
 - The Rates section displays all rates that were created for the labor category. A labor category may have multiple rates.
 - The Associated Personnel section displays the personnel who may be added to a work plan for this labor category. An individual may be assigned to multiple labor categories for a TA Provider.



User Role: Grantee User
Menu Option: Add Labor Category

- The Supporting Documents section allows authorized users to upload additional materials related to the labor category.
- The History section displays all of the comments entered by grantee users when a rate is submitted to HUD for approval or HUD users when they approve, reject, or deactivate a rate for a TA Provider.

Disaster Recovery Grant Reporting System
Z-21-TA-VA-0011
T019GALast, T019GARFirst (T019GA)

Manage Labor Category Back Submit

Details Edit Details

TA Provider: ICF Incorporated

Labor Category/Title: Senior Associate

Rate Type: Staff

Occupation Type: TA | Business Analyst I

Status: ACTIVE

Rates Add Rate

Effective Start Date	Base Rate	Fringe Rate	Overhead Rate	G&A/F&A Rate	Total Rates	Notes	Rate Status	In Use	Actions
01/01/2022	\$31.25	\$0.00	\$0.00	\$0.00	\$31.25		Approved	N	

Associated Personnel Add New Personnel Associate Existing Personnel

Personnel	Email	Organization	Status	Actions
Aaron Colvin	aaron.colvin@icf.com	ICF	Active	

Supporting Documents Add Document

Supporting Documents 0

The file size limit is 3MB. Valid file extensions are: .png, .gif, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .csv, .ppt, .pptx, and .pdf.

No results found.

History

Date	Rate (Effective Start Date - Total Rate)	Action	Comment	Action Taken By
02/18/2022	01/01/2022 - \$31.25	Approved	?Please move forward to the next step of adding individual(s) to the approved rate.?	Lynwood Mcdaniel
02/17/2022	01/01/2022 - \$31.25	Pending Approval	new staff	Roger Carcamo

The remainder of this page intentionally left blank.

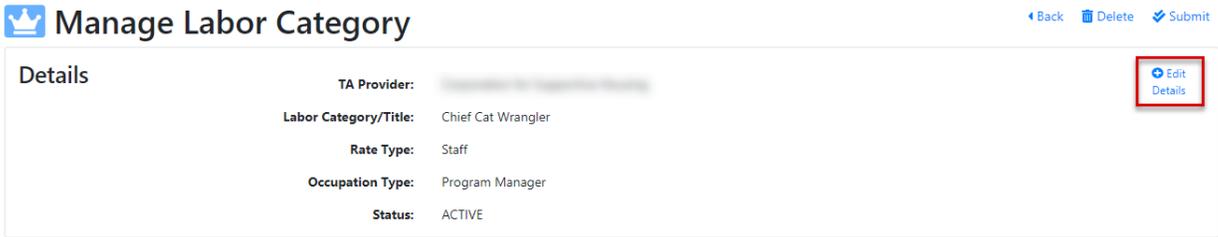
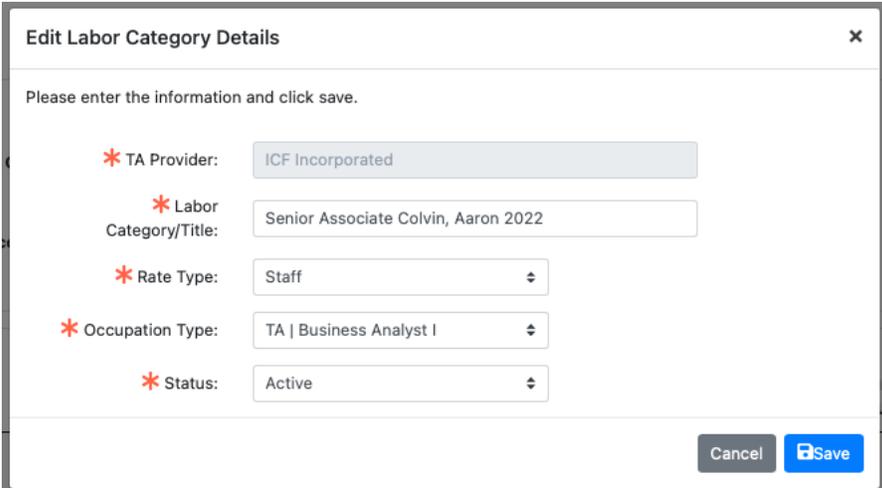
DRGR User Manual Version 3.0 – May 2022

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C2. Grantee | Edit Labor Category

TA Providers with the Staff Rate role can correct mistakes or change information on existing labor categories in DRGR.

User Role: Grantee User	Menu Option: Manage Labor Categories
Purpose: Allow TA Provider to edit labor categories.	
Complete the following steps to edit an existing Labor Category:	
1 To edit a Labor Category, follow the steps in Section B1 above to search for the desired Labor Category.	
2 Select the edit icon () in the “Action” column. The “Manage Labor Category” page will open.	
3 Select the <Edit Details> link in the Details section on the “Manage Labor Category” page. 	
4 The “Edit Details” page will open. Update the desired field. Then, select <Save> . 	



C3. Grantee | Delete Labor Category

TA Providers with the Staff Rate role can delete labor categories in DRGR.

User Role: Grantee User	Menu Option: Manage Labor Categories
Purpose: Allow TA Providers with Staff Rate role to delete labor categories.	
<input checked="" type="checkbox"/> Complete the following steps to delete an existing labor category:	
1 To delete a labor category, follow the steps in Section B1 above to search for the desired labor category.	
2 Select the edit icon () in the “Action” column. The “Manage Labor Category” page will open.	
3 Select the <Delete> option above the Details section on the “Manage Labor Category” page.	
4 A confirmation dialog box will be displayed near the top of the “Manage Labor Category” page. Select <OK> to confirm the delete action.	



C4. Grantee User | Supporting Documents

TA Providers with the Staff Rate role can upload, view, and delete supporting documents in two locations: for a labor category and for a specific rate in DRGR.

User Role: Grantee User	Menu Option: Manage Labor Categories
--------------------------------	---

Purpose: Allow TA Provider to manage supporting documents associated with labor categories and rates.

Complete the following steps to add, view, and delete a supporting document for a labor category:

1 To add supporting documentation for a labor category, follow the steps in Section B1 above to search for the desired labor category.

2 Select the edit icon () in the “Action” column. The “Manage Labor Category” page will open.

3 To add a supporting document for a labor category, select **<Add Document>**. A file explorer window will open. Locate the document that you want to upload on your local system.



4 When the file uploaded, it will be displayed in the supporting documents table.



5 To view/download a supporting document, authorized users should select the eye icon () in the Actions column.



6 To delete a supporting document, authorized users should select the trash can icon () in the “Action” column.





User Role: Grantee User	Menu Option: Manage Labor Categories
<p>7 A confirmation dialog box will be displayed near the top of the “Manage Requests” page. Select <OK> to confirm the delete action.</p>	

D. Manage TA Personnel

TA Providers with the Staff Rate role can add, edit, and remove personnel for a specific labor category.

D1. Grantee | Add New Personnel

TA Providers with the Staff Rate role can add new personnel to DRGR. Once assigned to a labor category, these individuals may be specified as TA Personnel in the Work Plan.

User Role: Grantee User	Menu Option: Manage Labor Categories
Purpose: Allow TA Providers with the Staff Rate role to add new personnel.	
Complete the following steps to add new personnel:	
<p>1 To add new personnel to a labor category, follow the steps in Section B1 above to search for the desired labor category.</p>	
<p>2 Select the edit icon () in the “Action” column. The “Manage Labor Category” page will open.</p>	
<p>3 On the “Manage Labor Category” page in the Associated Personnel section, select the <Add New Personnel > link.</p>	
<p>4 The “Add Personnel” page will load. Enter a response for all required fields. Note that each person added for a TA Provider must have a unique email address. If the email address already exists for the TA</p>	



User Role: Grantee User	Menu Option: Manage Labor Categories										
<p>Provider, the existing personnel will be added and the individual’s first name, middle initial, last name, organization, and status will be updated.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="margin: 0;">Add Personnel ×</p> <p style="margin: 5px 0;">* First Name: <input type="text" value="Jane"/></p> <p style="margin: 5px 0;">Middle Initial: <input type="text" value="Q"/></p> <p style="margin: 5px 0;">* Last Name: <input type="text" value="Public"/></p> <p style="margin: 5px 0;">Organization: <input type="text" value="Garfield Institute for Domesticated Cats"/></p> <p style="margin: 5px 0;">* Email: <input type="text" value="jane.q.public@example.gov"/></p> <p style="margin: 5px 0;">* Status: <input type="text" value="Active"/></p> <p style="text-align: right; margin: 10px 0;"> <input type="button" value="Cancel"/> <input type="button" value="Save"/> </p> </div>											
<p>5 Select <Save>. The “Manage Labor Category” page will be updated and the person added to the system will be displayed in the Associated Personnel table.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="margin: 0;">- Associated Personnel</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 5px 0;"> <thead> <tr> <th style="width: 15%;">Personnel</th> <th style="width: 20%;">Email</th> <th style="width: 30%;">Organization</th> <th style="width: 15%;">Status</th> <th style="width: 20%;">Actions</th> </tr> </thead> <tbody> <tr> <td>Jane Public</td> <td>jane.q.public@example.gov</td> <td>Garfield Institute for Domesticated Cats</td> <td>Active</td> <td style="text-align: center;"> </td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Add New Personnel"/> <input type="button" value="Associate Existing Personnel"/> </div> </div>		Personnel	Email	Organization	Status	Actions	Jane Public	jane.q.public@example.gov	Garfield Institute for Domesticated Cats	Active	
Personnel	Email	Organization	Status	Actions							
Jane Public	jane.q.public@example.gov	Garfield Institute for Domesticated Cats	Active								

D2. Grantee | Add Existing Personnel

User Role: Grantee User	Menu Option: Manage Labor Categories										
Purpose: Allow TA Providers to add existing personnel to a labor category											
Complete the following steps to add existing personnel:											
<ol style="list-style-type: none"> 1 To add existing personnel to a labor category, follow the steps in Section B1 above to search for the desired labor category. 2 Select the edit icon () in the “Action” column. The “Manage Labor Category” page will open. 3 On the “Manage Labor Category” page in the Associated Personnel section, select the <Associate Existing Personnel> link. 											
<div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="margin: 0;">- Associated Personnel</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 5px 0;"> <thead> <tr> <th style="width: 15%;">Personnel</th> <th style="width: 20%;">Email</th> <th style="width: 30%;">Organization</th> <th style="width: 15%;">Status</th> <th style="width: 20%;">Actions</th> </tr> </thead> <tbody> <tr> <td>Jane Public</td> <td>jane.q.public@example.gov</td> <td>Garfield Institute for Domesticated Cats</td> <td>Active</td> <td style="text-align: center;"> </td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Add New Personnel"/> <input style="border: 2px solid red;" type="button" value="Associate Existing Personnel"/> </div> </div>		Personnel	Email	Organization	Status	Actions	Jane Public	jane.q.public@example.gov	Garfield Institute for Domesticated Cats	Active	
Personnel	Email	Organization	Status	Actions							
Jane Public	jane.q.public@example.gov	Garfield Institute for Domesticated Cats	Active								



User Role: Grantee User Menu Option: Manage Labor Categories

- 4 The “Associate Existing Personnel” page will load. Enter the search criteria to locate the desired individual. After the desired fields are populated, choose **<Search>**.

- 5 The search results will load. In the Search results, the user can sort the results by selecting the search results table headers. Select **<Search>** or **<Reset>** to restart the search.

- 6 Once the desired individual(s) has been located, select the checkbox in the first column to select the person. Then, select **<Save>** to create the association between Labor Category and the individual. **NOTE:** If a person is already associated with the labor category, the individual will not appear in the search results.

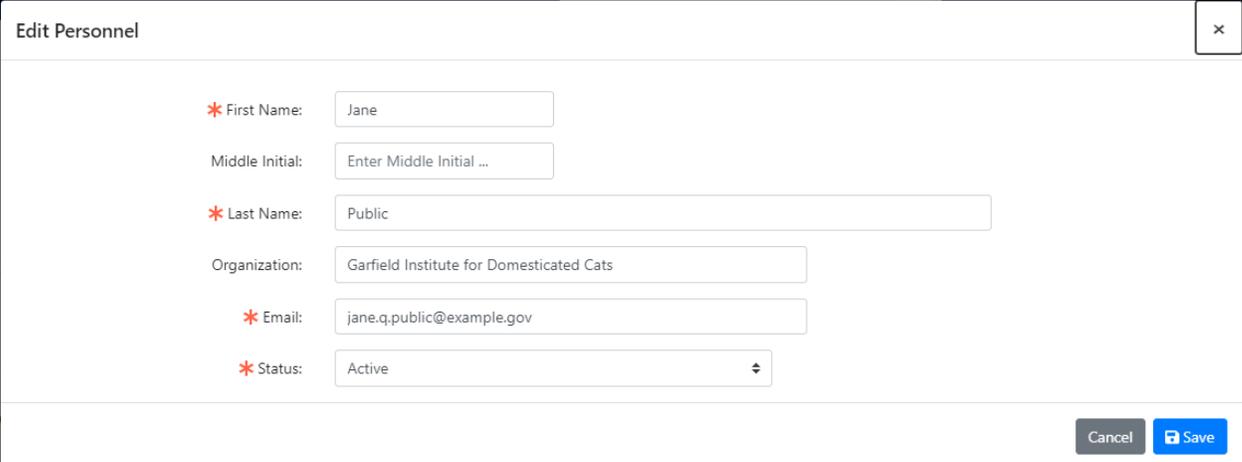
If the individual cannot be located, select **<Add Personnel>** and follow the instructions in Section D1 to add the person to the TA Provider’s list of personnel.

- 7 After selecting **<Save>**, the “Associate Existing Personnel” page will close. The “Manage Labor Category” page will be refreshed, and the select individual will appear in the Associated Personnel table.



D3. Grantee | Edit Personnel

TA Providers with the Staff Rate role can use the **<Edit>** option to correct mistakes or to change personnel information.

User Role: Grantee User	Menu Option: Manage Labor Categories
Purpose: Allow TA Providers with the Staff Rate role to edit personnel data.	
Complete the following steps to edit personnel data:	
1 To edit a TA Personnel contact data, follow the steps in Section B1 above to search for the individual.	
2 Select the edit icon () in the “Action” column for one of the labor categories to which the individual is associated. The “Manage Labor Category” page will open.	
3 On the “Manage Labor Category” page in the Associated Personnel section, locate the desired individual. Select the edit icon () in the “Action” column. 	
4 The “Edit Personnel” page will open. Edit the information as appropriate. Select <Save> to retain changes. Select <Cancel> to cancel the edits and return to previous page. 	



D4. Grantee | Remove Personnel

TA Providers with the Staff Rate role can remove personnel from a Labor Category in DRGR.

User Role: Grantee User	Menu Option: Manage Labor Categories
Purpose: Allow TA Provider to remove personnel from a labor category.	
Complete the following steps to remove personnel from a labor category:	
1 To remove TA Personnel from a labor category, follow the steps in Section B1 above to search for the labor category.	
2 Select the edit icon () in the “Action” column for the desired labor category to which the individual is associated. The “Manage Labor Category” page will open.	
3 On the “Manage Labor Category” page in the Associated Personnel section, locate the desired individual. Select the trash can icon () in the “Action” column to delete the desired association between the individual and the labor category.	
4 As noted, only personnel that are not associated with a work plan for the labor category can be removed from the labor category. If the staff is not associated with a work plan, then the success message will be displayed and the association will be deleted. If the staff is associated with a work plan, then the user will see a message explaining that the individual cannot be removed from the labor category.	

E. Manage TA Labor Rates

TA Providers with the Staff Rate role can add, edit, delete, and view Labor Category Rates. These actions are completed using the **<Manage Labor Categories>** link in the Administration module. Note that authorized users of this function are those with the Staff Rate role.



E1. Grantee | Add a Labor Rate

TA Providers with the Staff Rate role can add new personnel to DRGR.

User Role: Grantee User	Menu Option: Manage Labor Categories																		
Purpose: Allow TA Providers with the Staff Rate role to add a new labor category rate.																			
Complete the following steps to a new labor category rate:																			
1 To add new rate to a labor category, follow the steps in Section B1 above to search for the desired labor category.																			
2 Select the edit icon () in the “Action” column. The “Manage Labor Category” page will open.																			
3 On the “Manage Labor Category” page in the Rates section, select the <Add Rate> link. The “Add Rate” page will load.																			
<div style="border: 1px solid #ccc; padding: 5px; margin: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ▾ Rates No Rates found * Note: Total Rate does not equal the sum of the other rates. + Add Rate </div> </div>																			
4 Complete all information marked with an asterisk in the “Add Rate” page. See table below for guidance on completing these fields.																			
<div style="border: 1px solid #ccc; padding: 5px; margin: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc;"> Add Rate × </div> <p style="font-size: 0.8em; margin-top: 5px;">Please enter the dates and rates and click save.</p> <div style="margin-top: 10px;"> <p>* Effective Start Date: <input style="width: 100px; border: 1px solid #ccc;" type="text" value="mm/dd/yyyy"/> </p> <p>* Base Rate: <input style="width: 150px; border: 1px solid #ccc;" type="text" value="Enter Base Rate ..."/></p> <p>Fringe Rate: <input style="width: 150px; border: 1px solid #ccc;" type="text" value="Enter Fringe Rate ..."/></p> <p>Overhead Rate: <input style="width: 150px; border: 1px solid #ccc;" type="text" value="Enter Overhead Rate ..."/></p> <p>G&A/F&A Rate: <input style="width: 150px; border: 1px solid #ccc;" type="text" value="Enter G&A/F&A Rate ..."/></p> <p>* Total Rate: <input style="width: 150px; border: 1px solid #ccc;" type="text" value="Enter Total Rate ..."/></p> <p>* Status: <input style="width: 100px; border: 1px solid #ccc;" type="text" value="Inactive"/> ▾</p> </div> <div style="text-align: center; margin-top: 10px; font-size: 0.8em;">No Document found</div> <div style="display: flex; justify-content: flex-end; margin-top: 10px;"> Cancel Save </div> </div>																			
5 To save the labor category rate, select <Save> . A success message will be displayed. The “Manage Labor Category” page will be refreshed. The new labor category rate will appear in the table in the Rates section.																			
<div style="border: 1px solid #ccc; padding: 5px; margin: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ▾ Rates No Rates found * Note: Total Rate does not equal the sum of the other rates. + Add Rate </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em; margin-top: 5px;"> <thead> <tr> <th style="text-align: left;">Effective Start Date</th> <th style="text-align: left;">Base Rate</th> <th style="text-align: left;">Fringe Rate</th> <th style="text-align: left;">Overhead Rate</th> <th style="text-align: left;">G&A/F&A Rate</th> <th style="text-align: left;">Total Rates</th> <th style="text-align: left;">Notes</th> <th style="text-align: left;">Rate Status</th> <th style="text-align: left;">Actions</th> </tr> </thead> <tbody> <tr> <td>08/01/2021</td> <td>\$1.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$5.00</td> <td>*</td> <td>Inactive</td> <td> </td> </tr> </tbody> </table> </div>		Effective Start Date	Base Rate	Fringe Rate	Overhead Rate	G&A/F&A Rate	Total Rates	Notes	Rate Status	Actions	08/01/2021	\$1.00	\$0.00	\$0.00	\$0.00	\$5.00	*	Inactive	
Effective Start Date	Base Rate	Fringe Rate	Overhead Rate	G&A/F&A Rate	Total Rates	Notes	Rate Status	Actions											
08/01/2021	\$1.00	\$0.00	\$0.00	\$0.00	\$5.00	*	Inactive												



Add Staff Type Fields

All fields marked with an asterisk are required.

Field	Guidance
Effective Date*	Enter a date in the proper format (mm/dd/yyyy).
Base Rate/Hour(\$)*	Enter a numeric value in each field (zero is an acceptable value); do not use the dollar sign (\$).
Fringe Rate(\$)	Enter a numeric value in each field (zero is an acceptable value); do not use the dollar sign (\$).
Overhead Rate(\$)	Enter a numeric value in each field (zero is an acceptable value); do not use the dollar sign (\$).
G&A/F&A Rate(\$)	Enter a numeric value in each field (zero is an acceptable value); do not use the dollar sign (\$).
Total Rate per Hour(\$)*	Enter a numeric value in each field (zero is an acceptable value); do not use the dollar sign (\$).
Status*	Defaults to pending approval; select “Inactive” to deactivate the rate. Do not deactivate a rate unless all reimbursement payments are complete, including indirect cost rate adjustments, and all associated TA work plans have a “Closed” status in DRGR.

E2. Grantee | Labor Rate Supporting Documents

TA Providers with the Staff Rate role can upload, view, and delete supporting documents for a specific labor category in DRGR.

User Role: Grantee User	Menu Option: Manage Labor Categories
Purpose: Allow TA Providers with the Staff Rate role to manage supporting documents for a specific labor rate	
<input checked="" type="checkbox"/> Complete the following steps to add, view, and delete a supporting document for a labor rate:	
1 To add supporting documentation for a labor rate, follow the steps in Section B1 above to search for the desired labor category.	
2 Select the edit icon () in the “Action” column. The “Manage Labor Category” page will open.	
3 To add supporting documents for a specific labor category rate, select the paper clip icon () icon in the Actions column of the Rate table. This action opens the “View Attachments” page.	



User Role: Grantee User	Menu Option: Manage Labor Categories
-------------------------	---------------------------------------

- 4 Select the <Add Document> link to search for and upload a document.

View Attachments ×

Supporting Documents 0

The file size limit is 3MB. Valid file extensions are: .png, .gif, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .csv, .ppt, .pptx, and .pdf.

[Add Document](#)

No results found.

Close

- 5 When the file uploaded, it will be displayed in the supporting documents table.

View Attachments ×

Supporting Documents 1

The file size limit is 3MB. Valid file extensions are: .png, .gif, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .csv, .ppt, .pptx, and .pdf.

[Add Document](#)

Name	Date	Type	Uploaded By	Actions
Cupcakelpsum.pdf	07/01/2021	PDF	T062GA T062GA	

Close

- 6 To view/download a supporting document, authorized users should select the eye icon () in the Actions column.

View Attachments ×

Supporting Documents 1

The file size limit is 3MB. Valid file extensions are: .png, .gif, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .csv, .ppt, .pptx, and .pdf.

[Add Document](#)

Name	Date	Type	Uploaded By	Actions
Cupcakelpsum.pdf	07/01/2021	PDF	T062GA T062GA	

Close

- 7 To delete a supporting document, authorized users should select the trash can icon () in the “Action” column.



User Role: Grantee User	Menu Option: Manage Labor Categories
--------------------------------	---

View Attachments ×

Supporting Documents 1

The file size limit is 3MB. Valid file extensions are: .png, .gif, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .csv, .ppt, .pptx, and .pdf.

[Add Document](#)

Name	Date	Type	Uploaded By	Actions
Cupcakelpsum.pdf	07/01/2021	PDF	T062GA T062GA	

[Close](#)

E3. Grantee | Edit a Labor Rate

TA Providers with the Staff Rate role can correct mistakes or change information on existing rates in DRGR.

User Role: Grantee User	Menu Option: Manage Labor Categories
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Purpose: Allow TA Providers with the Staff Rate role to edit labor category rates.

Complete the following steps to edit an existing Labor Category Rate:

- 1 Follow the steps in Section B1 above to search for the the desired labor category.
- 2 Select the edit icon () in the “Action” column. The “Manage Labor Category” page will open.
- 3 On the “Manage Labor Category” page in the Rates section, locate the desired labor rate. Select the edit icon () in the “Action” column. The “Edit Labor Rate” page will open.

Rates [Add Rate](#)

Effective Start Date	Base Rate	Fringe Rate	Overhead Rate	G&A/F&A Rate	Total Rates	Notes	Rate Status	Actions
08/01/2021	\$1.00	\$0.00	\$0.00	\$0.00	\$5.00	*	Inactive	

* Note: Total Rate does not equal the sum of the other rates.

- 4 In the “Edit Details” page, update the desired fields. Then, select **<Save>**.



User Role: Grantee User **Menu Option:** Manage Labor Categories

Edit Rate ✕

Please enter the dates and rates and click save.

* Effective Start Date:

* Base Rate:

Fringe Rate:

Overhead Rate:

G&A/F&A Rate:

* Total Rate:

* Status:

Supporting Documents 1

The file size limit is 3MB. Valid file extensions are: .png, .gif, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .csv, .ppt, .ppx, and .pdf. + Add Document

Name	Date	Type	Uploaded By	Actions
Cupcakelpsum.pdf	07/01/2021	PDF	T062GA T062GA	

E4. Grantee | Deactivate a Labor Rate

TA Providers with the Staff Rate role can correct mistakes or change information on existing rates in DRGR.

User Role: Grantee User **Menu Option:** Manage Labor Categories

Purpose: Allow TA Providers with the Staff Rate role to edit labor category rates.

Complete the following steps to edit an existing Labor Category Rate:

- Follow the steps in Section B1 above to search for the the desired labor category.
- Select the edit icon () in the “Action” column. The “Manage Labor Category” page will open.
- On the “Manage Labor Category” page in the Rates section, locate the desired labor rate. Select the deactivate icon () in the “Action” column.

Rates + Add Rate

Effective Start Date	Base Rate	Fringe Rate	Overhead Rate	G&A/F&A Rate	Total Rates	Notes	Rate Status	Actions
08/01/2021	\$1.00	\$0.00	\$0.00	\$0.00	\$5.00	*	Inactive	

* Note: Total Rate does not equal the sum of the other rates.



User Role: Grantee User	Menu Option: Manage Labor Categories
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4 A confirmation dialog box will be displayed near the top of the “Manage Labor Category” page. Select <OK> to confirm the deactivate action.

E5. Grantee | Delete a Labor Rate

TA Providers with the Staff Rate role can delete rates in DRGR. Note: Rates associated with TA work plans cannot be deleted; users may delete only those rates not associated with work plans.

User Role: Grantee User	Menu Option: Manage Labor Categories
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Purpose: Allow TA Providers with the Staff Rate role to delete rates.

Complete the following steps to delete an existing rate:

- To delete a labor category rate, follow the steps in Section B1 above to search for the desired labor category.
- Select the edit icon () in the “Action” column. The “Manage Labor Category” page will open.
- On the “Manage Labor Category” page in the Rates section, locate the desired labor rate. Select the trash can icon () in the “Action” column to delete the desired labor rate.

4 A confirmation dialog box will be displayed near the top of the “Manage Requests” page. Select <OK> to confirm the delete action.



E6. Grantee | Submit Labor Rates for Review

TA Providers with the Staff Rate role can submit one or more labor category rates in DRGR. Note: All rate that are not in “Approved” or “Inactive” status will be submitted to HUD for review.

User Role: Grantee User	Menu Option: Manage Labor Categories
Purpose: Allow TA Providers with the Staff Rate role to delete rates.	
Complete the following steps to delete an existing rate:	
1 To submit a labor category rate(s) to HUD for approval, follow the steps in Section B1 above to search for the desired labor category.	
2 Select the edit icon () in the “Action” column. The “Manage Labor Category” page will open.	
3 Select the <Submit> option above the Details section on the “Manage Labor Category” page. The “Submit Labor Category” page will open. Note: System determines if a rate is auto-approved. An email is sent automatically when a Labor Category is approved by the system.	
4 The labor category name will appear in the Labor Rate Title field. Enter a comment in the Submission Comments field. Then, select <Save> .	



User Role: Grantee User	Menu Option: Manage Labor Categories
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6 After selecting <Save>, DRGR displays an “Create Email” page. The user may add or remove email addresses and edit the email message before it is sent. Choose <Send> to send the email notice to the email addresses identified or choose <Cancel> to not send any notice.

F. Review Labor Rates

Authorized HUD Users can search for and review Labor Categories, Personnel, and Labor Category Rates, which require HUD approval. These actions are completed using the <Review Labor Categories> link in the Administration module. Note that authorized users of this function are HUD users in a Staff Rate user group for a TA grant or appropriation.

F1. HUD | Review Labor Rates

User Role: HUD Users	Menu Option: Manage Labor Categories
Purpose: Allow authorized HUD Users to search existing labor categories.	
Complete the following steps to search existing Labor Categories:	



User Role: HUD Users **Menu Option:** Manage Labor Categories

- To search for a Labor Category, navigate to the **Administration** module and locate the **Staff Rates** menu. See A1 above. Select the **<Manage Labor Categories>** link, to load the “Review Labor Category” page. Note: If the HUD user is authorize to review rates, then the **<Manage Labor Categories>** link is not available.

- On the “Review Labor Category” page, enter search criteria to access the desired Labor Category. See “Labor Categories Search Fields” table in Section B1 for a description of search fields.

- After desired fields are populated, choose **<Search>**. Search results will load. In the search results, the user can sort the results using the headers for the search results. Select **<Reset>** to restart the search. Note that only Labor Categories that are in Pending Approval status are displayed in the search results for the “Review Labor Category” page. This page does not yet display attachments associated with a labor category or a rate. Use Section C4 of this Chapter to view the labor category supporting documents, and Section E2 of this Chapter to view supporting documents to rates.

TA Provider	Labor Category Name	Program	Occupation Type	Number Of Personnel	Effective Start Date	Base Rate	Fringe Rate	Overhead Rate	G&A/F&A Rate	Total Rate	Rate Status	Number of Attachments
		TA	Program Manager	1	02/12/2022	\$74.52	\$0.00	\$0.00	\$0.00	\$74.52	Pending Approval	0
		TA	Housing Specialist	1	12/01/2021	\$215.00	\$0.00	\$0.00	\$0.00	\$215.00	Pending Approval	0



User Role: HUD Users

Menu Option: Manage Labor Categories

4 Locate the desired labor categories and rates, then select the checkbox in the first column. Then, select **<Review Rates>** located on the right side of the page beneath the Search Results table. The “Review Results” page will open.

The screenshot shows a table with the following columns: TA Provider, Labor Category Name, Program, Occupation Type, Number Of Personnel, Effective Start Date, Base Rate, Fringe Rate, Overhead Rate, GSA/F&A Rate, Total Rate, Rate Status, and Number of Attachments. Two rows are visible. The second row is selected with a blue checkbox. A red box highlights the 'Review Rates' button at the bottom right of the table.

TA Provider	Labor Category Name	Program	Occupation Type	Number Of Personnel	Effective Start Date	Base Rate	Fringe Rate	Overhead Rate	GSA/F&A Rate	Total Rate	Rate Status	Number of Attachments
		TA	Program Manager	1	02/12/2022	\$74.52	\$0.00	\$0.00	\$0.00	\$74.52	Pending Approval	0
<input checked="" type="checkbox"/>		TA	Housing Specialist	1	12/01/2021	\$215.00	\$0.00	\$0.00	\$0.00	\$215.00	Pending Approval	0

5 Enter a comment in the Review Comments field.

The screenshot shows the 'Review Labor Category' form. The 'Review Comments' field is highlighted with a blue border. Below the form, there is a 'Supporting Documents' section with a file upload button and a list of file extensions. At the bottom, there are buttons for 'Cancel', 'Deactivate', 'Reject', and 'Approve'.

6 Click the Add Documents option to upload supporting documents during the review process.

This screenshot is identical to the previous one, but with a red box highlighting the 'Add Document' button in the 'Supporting Documents' section.



User Role: HUD Users	Menu Option: Manage Labor Categories
7	<p>Select the file to upload and click the SAVE button to return to the Review Labor Category screen.</p> <div data-bbox="263 359 1528 793"><p>Add Supporting Documents ✕</p><hr/><p>* Select Access Type: <input checked="" type="radio"/> Private <input type="radio"/> Public</p><p>* Select File to Upload: <input type="button" value="Choose File"/> No file chosen</p><hr/><p><input type="button" value="Cancel"/> <input type="button" value="Save"/></p></div>
8	<p>Finally, Click the desired review status button. Note that the selected status will be applied to all of the labor categories that were selected in the Search Results table on the “Review Labor Category” page. The DRGR System will send a notification to the TA Provider regarding the outcome of the review.</p> <div data-bbox="251 959 1495 1400"><p>Review Labor Category ✕</p><hr/><p>* Review Comments: <input type="text" value="EnterComments ..."/></p><hr/><p>Supporting Documents 0</p><p><small>The file size limit is 3MB. Valid file extensions are: .png, .gif, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .csv, .ppt, .pptx, and .pdf</small></p><p><input type="button" value="Add Document"/></p><p>No results found.</p><hr/><p><input type="button" value="Cancel"/> <input type="button" value="Deactivate"/> <input type="button" value="Reject"/> <input type="button" value="Approve"/></p></div>

G. Microstrategy Reports Related to Labor Rates

All labor rate reports are included in the Global Admin folder in Microstrategy. Microstrategy reports are accessible by accessing the Data Analytics module in DRGR, and more detailed instruction on using reports in DRGR can be found in Chapter 35 of the DRGR Manual. The available labor rate reports for Grantee and HUD Users are listed below:

- T61 – TA Labor Rates & People
- T62 – TA Staff on Work Plan
- T63 – TA Staff on Work Plan Tasks

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