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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:

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

TA Provider Users

Menu Option	Section	Action
• Review Labor Categories	F1	Search, review, and approve TA Provider staff and rates
1. 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



A2. HUD | User Access

Jser Role: HUD User Menu Option: 🕁 Administration Module							
Purpose: Allow HUD Users to access Staff Rate actions.							
Complete the following steps to access t	Complete the following steps to access the Administration Module:						
1 In the DRGR System, select the Administra	tion module, or 🕁 icon, located in the navigation menu.						
CPD Disaster Recovery Grant Reporting System	▲ 徐 逾- \$- 亟- \$- ▲-						
2 This opens the dropdown menu items for t	he Administration module. The System displays the relevant						

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			
USER MANAGEMENT	STAFF RATES	MANAGE GRANTEES	UTILITIES
🛓 Certify Grantee Admin Users	Q Manage Labor Categorie	s Q Search Grantees	🏦 Upload
Certify Grantee Users	 Review Labor Categories 	Q Search/View Responsible Organizations	PAQs
Certify HUD Office Users	🍰 Upload Staff Data		
Arequest New Users		_	
🖀 Manage Existing Users			
1 Upload User Requests			

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.

Use	e r Role: Grant	ee Users and HUD Users		Menu Optio	Q Man	age Labor Categories		
Pur	pose: Allow T	A Providers with the Staff Rate role	e to s	search existing	abor cate	egories.		
2	Complete	the following steps to search existi	ng L	abor Categori	5:			
1	1 To search for a Labor Category, navigate to the Administration module and locate the Staff Rates menu. See A1 above. Select the <manage categories="" labor=""> 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</manage>							
	CPD Disaster Recovery Gra	ant Reporting System		Abt Associates Inc Z-21-TA-MD-0001		▲ ★ 重、\$、④、 使、 查、 LTDEFOLAL, TOISFOFFINT [TOISFO]		
	Manage Labo	or Categories				*		
2	Search Criteria - Labor Category/Title: Effective Start Date: Rate Type: Rate Status: Last Name: On the "Man access the de Fields" table partial search or part of the	Enter Labor Category/Title mm/ddlyyyy Select One Select Option Enter Personnel last Name age Labor Categories" page, enter esired Labor Category. See "Labor C below for description of search fie nes are allowable. For example, use e first or last names.	Reset sear Categ ds. ers m	TA Provider : Occupation Type: Program Name: First Name: Personnel Organization: Search Toch criteria to gories Search Note that hay search by a	Enter TA Provider Select One Enter Personnel First Na Enter Personnel Organia	Partial searches are wable. For example, users y search by all or part of first or last names.		



r Role: Gran	ntee Use	ers and HUD	Users		Menu Optio	n: C	Man	age Lak	oor Cat	egori	ies	
After desired fields are populated, choose <search>.</search> Search results will load. In the search results, iser can sort the results using the headers for the search results. Select <reset< b="">> to restart the sea</reset<>										lts, tł searc	ne ∶h.	
CPD Disaster Recovery	Grant Reporting	System		Abt	Associates Inc Z-21-TA-MD-0001			🔒 🖌 🏛 ·	\$- 40- 6	÷ <u>₩</u> - ,	2 T015F0 [T015F	0Last, T015FOFirst O]
Manage La	bor Cate	gories										
Search Criteria 🗸											Sho	w Less Criteria
Labor Category/Title:	Enter Lab	or Category/Title			TA Provider :	Enter TA	Provider					
Effective Start Date:	mm/dd/yy	уу			Occupation Type:	Select C	Dne				*	
Rate Type:	Select Or	le		~	Program Name:	Select C	Dne				*	
Rate Status:	Select Op	tion		~	First Name:	Enter Pe	rsonnel First Na	ne				
Last Name:	Enter Pers	onnel last Name			Personnel Organization:	Enter Pe	rsonnel Organiz	ation				
				Reset	Search							
Search Results 280	28											
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
C 1	-1	-1	TA T	BD		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Ľ
	227612		TA A	ccountant		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		ß
O-Polyana Calvalane	227611		TA D	ata Analyst		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		C C
15	220033		10	rogram manager		φ0.00	40.00	40.00	30.00	90.00		6
	226676	t .	TA F	rogram Manager		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		ß

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.

ser Role: Grantee User		Menu Option:	Add Labor Category
urpose: Allow TA Provider	s with Staff Rate role to add	Labor Category.	
Complete the followi	ng steps to add a new Labo	r Category:	
To add a Labor Category Labor Category menu op <add cateogry="" labor=""> li</add>	v, open the Administration m otion. See A1 above (Note: If nk is not available.) The "Ed	nenu, locate the S the user does no it Details" page w	taff Rate menu, and locate the Add ot have the Staff Rate role, then the vill load.
Add Details			×
Please enter the information ar	nd click save.		
* TA Provider:			
★ Labor Category/Title:	Enter Labor Name		
\star Rate Type:	Select One	÷	
* Occupation Type:	Select One	\$	
★ Status:	Active	\$	
			Cancel
Complete all information	n marked with an asterisk in	the "Edit Details'	' page.
Select <save></save> . The labor "Manage Labor Categor provided with the remai	category will be created an y" page has the following fiv ning sections of this Chapter	d the "Manage La e sections. The s r.	abor Category" page will load. The teps to manage each section are
 The Details sect The Rates section have multiple rational The Associated 	ion contains descriptive info on displays all rates that were ites. Personnel section displays th	rmation about th e created for the ne personnel who	e labor category. labor category. A labor category may may be added to a work plan for



r Role: Grantee Us	er	Menu Option:	Add Labor Category	
 The Support to the labor The Histor submitted TA Provide 	rting Documents section allows aut or category. y section displays all of the commer to HUD for approval or HUD users v er.	horized users t nts entered by (when they appr	o upload additional mater grantee users when a rate rove, reject, or deactive a	ials relatec is rate for a
CPD Disaster Recovery Grant Report	ng System	Z-21-TA-VA-0011	🔒 斧 盦- \$- 亟- ♣- 坐- ,	T019GALast, T019GAFir [T019GA]
🔛 Manage Labor	Category			Back 🛛 🛠 Submit
Details	TA Provider: ICF Incorporated Labor Category/Title: Senior Associate Rate Type: Staff Occupation Type: TA Business Analyst I Status: ACTIVE			C Edit Details
- Rates	Effective Start Base Fringe Overhead G& Date Rate Rate 01/01/2022 \$31.25 \$0.00 \$0.00	A/F&A Total Notes \$0.00 \$31.25	Rate In Status Use Actions	Add Rate
 Associated Personnel 	Personnel Email Image: Companization Status Actions Aaron Colvin aaron.colvin@icf.com ICF Active Image: Company			 OAdd New Personnel OAssociate Existing Personnel
 Supporting Documents 	Supporting Documents The file size limit is 3MB. Valid file extensions are: .pnggif, .jpg, .jpeg, .doc, .docx, .xls, No results found.	.xlsx, .csv, .ppt, .pptx, and .pdf.		Add Document
 History 	Date Rate (Effective Start Date - Total Rate) Action Common Please r approved 02/18/2022 01/01/2022 - \$31.25 Approved ?Please r approved	nt nove forward to the next step of addin rate.?	Action Taken By	
	02/17/2022 01/01/2022 - \$31.25 Pending new staff	ŧ.	Roger Carcamo	

The remainder of this page intentionally left blank.



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: Q 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 Secti	on B1 above to search for the desired Labor Category.	
2 Select the edit icon (🗹) in the "Action" column. T	ne "Manage Labor Category" page will open.	
3 Select the <edit details=""></edit> link in the Details section	on the "Manage Labor Category" page.	
🔛 Manage Labor Category	4 Back 💼 Delete 🛛 🎸 Submit	
Details TA Provider: Image: Comparison of the state of the st		
4 The "Edit Details" page will open. Update the desi	red field. Then, select <save></save> .	
Please enter the information and click save.		
TA Provider: ICF Incorporated		
* Labor Category/Title: Senior Associate Colvin, Aaron 2022		
★ Rate Type: Staff		
★ Occupation Type: TA Business Analyst I 🗢		
* Status: Active +		
	Cancel	



C3. Grantee | Delete Labor Category

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

Us	er Role: Grantee User		Menu Option:	Q Manage Labor Categories	
Ρι	Purpose: Allow TA Providers with Staff Rate role to delete labor categories.				
۲	Complete the following steps to delete an existing labor category:				
1	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	3 Select the <delete></delete> option above the Details section on the "Manage Labor Category" page.				
	CPD Disaster Recovery Grant Reporting System			▲	
	🔛 Manage Labor Category			Back Delete Submit	
	Details TA Provider: Labor Category/Title: Rate Type: Occupation Type: Status:	Chief Cat Wrangler Staff Program Manager ACTIVE		● Edit Details	
4	A confirmation dialog box will be displ CK> to confirm the delete action. Disaster Recovery Grant Reporting System Manage Labor Category Details TA Provider: Rate Type: Coccupation Type: Status:	Delete Labor Are you sure you wa Category Chief Cat V Chief Staff Program Manager ACTIVE	top of the "Man Category × nt to delete Labor Vrangler? Cancel OK	age Labor Category" page. Select	

No Rates found * Note: Total Rate does not equal the sum of the other rates

- Rates

O Add Rate



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: Q Manage Labor Catego				Q Manage Labor Categories	
Purp	ose: Allow TA Pro	vider to manage supporting docur	nents associated	with labor categories and rates.	
5	Complete the fo	llowing steps to add, view, and del	ete a supporting	document for a labor category:	
1	To add supporting the desired labor	g documentation for a labor catego category.	ory, follow the ste	eps in Section B1 above to search	for
2	Select the edit ico	n (🗹) in the "Action" column. The	"Manage Labor	Category" page will open.	
3	To add a supporti open. Locate the	ng document for a labor category, document that you want to upload	select <add b="" doc<=""> d on your local sy</add>	ument> . A file explorer window w stem.	/ill
	 Supporting Documents 	Supporting Documents ① The file size limit is 3MB. Valid file extensions are: .pnggifjpgjp No results found.	eg, .doc, .docx, .xls, .xlsx, .csv, .ppt, .j	pptx, and .pdf.	ment
4	When the file uple	baded, it will be displayed in the su	upporting docum	ents table.	
	 Supporting Documents 	Supporting Documents 1 The file size limit is 3MB. Valid file extensions are: .pnggifjpgjj Name Date	peg, .doc, .docx, .xls, .xlsx, .csv, .ppt, Type	, .pptx, and .pdf. OAdd Docu Uploaded By Actic	ment ons
		Loremlpsum.docx 07/01/2021	DOCX	T062GA T062GA 🧿 👕	ſ
5	To view/download column.	d a supporting document, authoriz	ed users should s	select the eye icon ($oldsymbol{\Theta}$) in the Acti	ions
	 Supporting 	Supporting Documents 1 The file size limit is 3MB. Valid file extensions are: .pnggifjpgj	peg, .doc, .docx, .xls, .xlsx, .csv, .ppt	, .pptx, and .pdf.	ment
	Documento	Name Date Loremlpsum.docx 07/01/2021	Type 1 DOCX	Uploaded By Action T062GA T062GA	ons
6	To delete a suppo column.	rting document, authorized users	should select the	e trash can icon (面) in the "Action	"
	 Supporting Documents 	Supporting Documents 1 The file size limit is 3MB. Valid file extensions are: .pnggifjpgj Name Date	peg, .doc, .docx, .xls, .xlsx, .csv, .ppt Type	pptx, and .pdf. C Add Docu Uploaded By Actic	ment ons
		LoremIpsum.docx 07/01/202	1 DOCX	T062GA T062GA 🥑 🕯	K



User Role: Grantee User			Menu Option: C	A Manage Labor Ca	tegories	5
7	7 A confirmation dialog box will be displayed near the confirm the delete action.		op of the "Manag	e Requests" page.	Select <	OK> to
	CPD Disaster Recovery Grant Reporting System	Y-19-TA-NY-0019	drgr-uat.hud.gov says 'LoremIpsum.docx' will be deleted p want to proceed?	permanently. Are you certain you	≝ - ≛ -	1062GA 1062GA [1062GA]
	🔛 Manage Labor Category			OK Cancel	ack 🛅 Delete	Submit
	Details TA Provider: Labor Category/Title:	Chief Cat Wrangler				● Edit Details

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.

Us	er R	ole: Grantee User	Menu Option: Q Manage Labor Categories	
Pu	rpos	se: Allow TA Providers with the Staff Rate role to a	dd new personnel.	
V	Complete the following steps to add new personnel:			
1	To lab	add new personnel to a labor category, follow the por category.	e steps in Section B1 above to search for the desired	
2	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 <add b="" new<=""> Personnel > link.</add>			
		Associated No Personnel found Personnel	Add New Personnel OAssociate Existing Personnel	
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			



Use	er Role: Grantee Use	r	Menu Option:	Q Manage Labor (Categories
	Provider, the existir organization, and st	ng personnel will be added and th tatus will be updated.	ne individual's fir	st name, middle ini	tial, last name,
	Add Personnel			×	
	★ First Na Middle Ini ★ Last Na Organizat ★ En ★ Sta	me: Jane tial: Q Public Garfield Institute for Domesticated Cats nail: jane.q.public@example.gov tus: Active	•		
				Cancel Save	
5	Select <save></save> . The will be displayed in Associated Personnel 	"Manage Labor Category" page v the Associated Personnel table. Personnel Email Organization	vill be updated a	nd the person adde	ed to the system
		Jane Public Jane.q.public@example.gov Garfield Institute for D	omesticated Cats Active		Existing Personnel

D2. Grantee | Add Existing Personnel

User Role: Grantee User	Menu Option: Q Manage Labor Categories		
Purpose: Allow TA Providers to add existing personnel to	a labor category		
Complete the following steps to add existing personnel:			
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 b="" existing<=""> Personnel> link.</associate>			
 Associated Personnel Personnel ♦ Email ♦ Organization Jane Public jane.q.public@example.gov Garfield Institute for Department 	 ♦ Status ♦ Actions ♦ Personnel OAdd New Personnel OAssociate Existing Personnel 		



Us	User Role: Grantee User		Menu Optio	n : Q Manage Labo	r Categories		
4	The "Associate individual. Afte	e Existing Personi er the desired fie	nel" page will load. Ei Ids are populated, ch	nter the search loose <search< b=""></search<>	h criteria to locate tl > .	ne desired	
	Associate Existing	9 Personnel				×	
	Select the available Pe	rsonnel you wish to associate	with this Labor Category				
	Search Criteri	a 🗸					
	First Name:	Enter First Name		Last Name:	Enter Last Name		
	Email:	Enter Email		Organization:	Enter Organization		
			Reset	Search			
	L				Cancel	Add Personnel	
5	The search res	sults will load. In	the Search results, th	ne user can so	rt the results by sele	ecting the search	
	results table h	eaders. Select <s< b=""></s<>	earch> or <reset> to</reset>	restart the se	earch.		
	Associate Existing	y Personnel				×	
	Select the available Pe	rsonnel you wish to associate	with this Labor Category				
	Search Criteri	a 🗸					
	First Name:	Jo		Last Name:	Enter Last Name		
	Email:	Enter Email		Organization:	Enter Organization		
			Reset	Search			
	Matching Resu	Ilts 2					
	_ P	ersonnel	🔶 Email 🔶 Orga	nization		Status 🗍	
			1000	and in the second second		Active	
			K First ∢ Previo	us 1 Next⊁ Last ₩	-	Active	
	4						
					Cancel	Add Personnel	
6	Once the desir	red individual(s) l	has been located sel	ect the checkh	oox in the first colum	n to select the	
0	person. Then, If a person is a results.	select <save> to lready associated</save>	create the associatio d with the labor cate	n between Lal gory, the indiv	bor Category and th idual will not appear	e individual. NOTE : r in the search	
	If the individua add the person	al cannot be loca n to the TA Provi	ted, select <add b="" pers<=""> der's list of personne</add>	onnel> and fo I.	llow the instruction	s in Section D1 to	
7	After selecting page will be re	g <save></save> , the "As freshed, and the	sociate Existing Persc select individual will	onnel" page wi appear in the	ill close. The "Manag Associated Personn	ge Labor Category" Iel 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.

Us	er Role: Grantee User	Menu Option:	Q Manage Labo	or Categories	
Pu	Purpose: Allow TA Providers with the Staff Rate role to edit personnel data.				
Þ	Complete the following st	eps to edit personnel da	ata:		
1	1 To edit a TA Personnel contact data, follow the steps in Section B1 above to search for the individual.				
2	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 (
	Personnel Personnel Email Organization Status Actions Personnel Jane Public jane.q.public@example.gov Garfield Institute for Domesticated Cats Active Image: Comparison of the				
4	The "Edit Personnel" page v changes. Select <cancel></cancel> to	vill open. Edit the inform cancel the edits and ret	ation as appropr urn to previous p	iate. Select <sav< b=""> bage.</sav<>	e> to retain
	Edit Personnel				×
	★ First Name:	Jane			
	Middle Initial:	Enter Middle Initial			
	★ Last Name:	Public			
	Organization:	Garfield Institute for Domesticated Cat	S		
	★ Email:	jane.q.public@example.gov			
	* Status:	Active	\$		
					Cancel Save



D4. Grantee | Remove Personnel

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

Us	er Role: Grantee Us	ser	Menu Option:	Q Manage Labor Categories	
Pu	Purpose: Allow TA Provider to remove personnel from a labor category.				
2	Complete the following steps to remove personnel from a labor category:				
1	1 To remove TA Personnel from a labor category, follow the steps in Section B1 above to search for the labor category.				
2	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	3 On the "Manage Labor Category" page in the Associated Personnel section, locate the desired individual. Select the trash can icon (前) in the "Action" column to delete the desired association between the individual and the labor category.				
	 Associated Personnel Personnel Email Organization Status Actions Actions Personnel Jane Public jane.q.public@example.gov Garfield Institute for Domesticated Cats Active Active Personnel Personnel				
4	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.

Us	er Role: Grantee User		Menu Option:	Q Manage Labor Categories
Pu	Purpose: Allow TA Providers with the Staff Rate role to a new labor category rate.			
V	Complete the followir	ng steps to a new labor categ	gory 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 (page will load.	Category" page in the Rates s	section, select th	e <add rate=""></add> link. The "Add Rate"
	- Rates No Rates four * Note: Total	id Rate does not equal the sum of the other rates.		C Add Rate
4	Complete all information on completing these fiel	n marked with an asterisk in ds.	the "Add Rate" p	bage. See table below for guidance
	Add Rate			×
	Please enter the dates and rates and click say	re.		
	* Effective Start Date:	iii mm/dd/yyyy		
	* Base Rate:	Enter Base Rate		
	Fringe Rate:	Enter Fringe Rate		
	Overhead Rate:	Enter Overhead Rate		
	G&A/F&A Rate:	Enter G&A/F&A Rate		
	★ Total Rate:	Enter Total Rate		
	* Status:	Inactive	\$	
		No Document found	I	
	Cancel Save			
5	5 To save the labor category rate, select < Save >. A success message will be displayed. The "Manage Labor Cateogry" page will be refreshed. The new labor category rate will appear in the table in the Rates section.			
	Rates Effective Start D 08/01/2021 Note: Total Rate di	State Fringe Rate Overhead Rate G&/A/F& \$1.00 \$0.00 \$0.00 bes not equal the sum of the other rates.	A Rate Total Rates Notes I \$0.00 \$5.00 * In	Rate Status ♦ Actions ♦ active Image: Status ♦



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.

Use	e r Role: Grantee	User	Menu Option:	Q Manage Labor Categories					
Pu	Purpose: Allow TA Providers with the Staff Rate role to manage supporting documents for a specific labor rate								
đ	Complete the following steps to add, view, and delete a supporting document for a labor rate:								
1	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 ($oldsymbol{B}$) in the "Action" column. The	"Manage Labor	Category" page will open.					
3	 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. • Rates 								
		08/01/2021 \$1.00 \$0.00 \$0.00 * Note: Total Rate does not equal the sum of the other rates.	\$0.00 \$5.00 *	Inactive					



er Role: Grantee User		Menu Opt	Menu Option: Q Manage Labor Categories				
Select the <add b="" document<=""></add>	t > link to search for and	d upload a docu	iment.				
View Attachments				×			
Supporting Documents The file size limit is 3MB. Valid file extensions ar No results found.	re: .pnggifjpgjpegdoc, .docx, .xls, .xlsx, .c.	svpptpptx. and .pdf.	O Ad	dd Document			
				Close			
When the file uploaded, it	will be displayed in the	e supporting do	cuments table.				
View Attachments				×			
Supporting Documents 1 The file size limit is 3MB. Valid file extensions Name	s are: .png, .gif, .jpg, .jpeg, .doc, .docx, .xls, .x Date	(lsx, .csv, .ppt, .pptx, and .pdf. Type	Uploaded By	Add Document			
				Ø			
Cupcakelpsum.pdf	07/01/2021	PDF	T062GA T062GA				
Cupcakelpsum.pdf	07/01/2021	PDF	T062GA T062GA				
Cupcakelpsum.pdf	07/01/2021	PDF	TO62GA TO62GA	Close			
Cupcakelpsum.pdf To view/download a suppo Actions column. View Attachments	orting document, autho	PDF	puld select the eye icc	Close on (④) in the			
Cupcakelpsum.pdf To view/download a suppo Actions column. View Attachments Supporting Documents 1 The file size limit is 3MB. Valid file extension	orting document, autho	PDF prized users sho	puld select the eye icc	Close on (♥) in the			
Cupcakelpsum.pdf To view/download a support Actions column. View Attachments Supporting Documents 1 The file size limit is 3MB. Valid file extension Name	orting document, authorisms are: .pnggif, .jpgjpegdoc, .docx, . Date	PDF prized users sho .xls, .xlsx, .csv, .ppt, .pptx, ar Type	ould select the eye icc	Close on (♥) in the • Add Document Actions			
Cupcakelpsum.pdf To view/download a suppor Actions column View Attachments Supporting Documents 1 The file size limit is 3MB. Valid file extension Name Cupcakelpsum.pdf	orting document, authorisans are: .pnggifjpgjpegdoc, .docx Date 07/01/2021	PDF Drized users sho skls, sklsx, .csv, .ppt .pptx, ar Type PDF	ould select the eye icc ould select the eye icc nd .pdf. Uploaded By T062GA T062GA	Close on (④) in the Add Document Actions			



Role: Grantee User		Menu Opt	Categories	
/iew Attachments				
Supporting Documents	1			
Supporting Documents	1 nsions are: .png, .gif, .jpg, .jpeg, .doc, .docx, .xl	s, .xlsx, .csv, .ppt, .pptx, an	id .pdf.	Add Document
Supporting Documents The file size limit is 3MB. Valid file exter Name	1 nsions are: .png, .gif, .jpg, .jpeg, .doc, .docx, .xl Date	s, .xlsx, .csv, .ppt, .pptx, an Type	Uploaded By	Add Document
Supporting Documents The file size limit is 3MB. Valid file exter Name Cupcakelpsum.pdf	1 nsions are: .png, .gif, .jpg, .jpeg, .doc, .docx, .xl Date 07/01/2021	s, .xlsx, .csv, .ppt, .pptx, an Type PDF	d ,pdf. Uploaded By T062GA T062GA	Add Document Actions

E3. Grantee | Edit a Labor Rate

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

Us	er Role: Grantee Us	ser	Menu Option: Q Manage Labor Categories							
Pu	Purpose: Allow TA Providers with the Staff Rate role to edit labor category rates.									
V	Complete the following steps to edit an existing Labor Category Rate:									
1	Follow the steps in	n Section B1 above to search for t	he the desired lal	oor category.						
2	Select the edit ico	n (🗹) in the "Action" column. The	e "Manage Labor	Category" page will	open.					
3	On the "Manage L icon (🗹) in the ",	.abor Category" page in the Rates Action" column. The "Edit Labor R	section, locate th ate" page will op	ne desired labor rate en.	e. Select the edit					
	- Rates	Effective Start Date Base Rate Fringe Rate Overh 08/01/2021 \$1.00 \$0.00 \$0.00 * Note: Total Rate does not equal the sum of the other rates.	ead Rate 🕴 G&A/F&A Rate 🖗 \$0.00 \$0.00	Total Rates 🌵 Notes 🕆 Rate Status S5.00 * Inactive	Actions 🛊					
4	In the "Edit Detail	s" page, update the desired fields	. Then, select <sa< b=""></sa<>	IVe>.						



		Wend O		
Edit Rate				×
Please enter the dates and rates and click save				
★ Effective Start Date:	₩ 08/01/2021			
★ Base Rate:	1.00			
Fringe Rate:	Enter Fringe Rate			
Overhead Rate:	Enter Overhead Rate			
G&A/F&A Rate:	Enter G&A/F&A Rate			
★ Total Rate:	5.00			
* Status:	Inactive		\$	
Supporting Documents 1				
The file size limit is 3MB. Valid file extension:	are: .png, .gif, .jpg, .jpeg, .doc, .docx, .	xls, .xlsx, .csv, .ppt, .pptx, ar	nd .pdf.	Add Document
Name	Date	Туре	Uploaded By	Actions
Cupcakelpsum.pdf	07/01/2021	PDF	T062GA T062GA	0

E4. Grantee | Deactivate a Labor Rate

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

Us	er Role: Grantee Us	er		Menu Option: Q Manage Labor Categories						
Pu	Purpose: Allow TA Providers with the Staff Rate role to edit labor category rates.									
V	Complete the following steps to edit an existing Labor Category Rate:									
1	1 Follow the steps in Section B1 above to search for the the desired labor category.									
2	Select the edit icor	n (🗹) in the "Action" d	column. The	"Manage Labor	Category" page will open.					
3	3 On the "Manage Labor Category" page in the Rates section, locate the desired labor rate. Select the deactivate icon (♠) in the "Action" column.									
	Rates 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.									



-

Us	er Role: Grantee User		Menu Option:	Q Manage Labor Categories
4	A confirmation dialog box will be displ <ok> to confirm the deactivate action</ok>	ayed near t	he top of the "Mana	age Labor Category" page. Select
	Disaster Recovery Grant Reporting System	Inactivat	te Rate ×	▲ ★ 重、\$、 Φ、 ♥、 単、 L、 TOEZGA TOEZGA
	🔛 Manage Labor Category		you want to inactivate this	4 Back 🛷 Submit
	Details TA Provider:	labor catego	Cancel OK	Cedit Details
	Labor Category in the Rate Type:	Staff Project Manager		
	Status:	ACTIVE		

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: Q Manage Labor Categories								
Purpose: Allow TA Providers with the Staff Rate role to a	delete rates.								
Complete the following steps to delete an existing	rate:								
1 To delete a labor category 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	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 s Select the trash can icon (m) in the "Action" column • Rates Effective Start Date Base Rate Fringe Rate Overhead 08/01/2021 S1.00 S0.00 • Note: Total Rate does not equal the sum of the other rates.	ection, locate the desired labor rate. Select the to delete the desired labor rate.								
 A confirmation dialog box will be displayed near the confirm the delete action. Disaster Recovery Grant Reporting System Delete Rate Manage Labor Category Details TA Provider: Labor Category/Title: Chief Category/Title: Chief Category/Title: Staff Occupation Type: Program Manager Status: ACTIVE 	top of the "Manage Requests" page. Select <ok></ok> to								



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 submited to HUD for review.

User Role: Grantee Us	er	Menu Option: Q Manage Labor Categories							
Purpose: Allow TA Pro	oviders with the Staff Rate role to c	delete rates.							
Complete the fo	llowing steps to delete an existing	rate:							
1 To submit a labor of the desired labor of the des	category rate(s) to HUD for approv category.	al, follow the steps in Section B1 above to search for							
2 Select the edit icor	n (🗹) in the "Action" column. The	e "Manage Labor Category" page will open.							
 Select the <submit< b=""></submit<> Labor Category" particular Note: System dete 	> option above the Details section age will open. rmines if a rate is auto-approved.	n on the "Manage Labor Category" page. The "Submit An email is sent automatically when a Labor Category							
is approved by the	system. abor Category	< Back 🛛 🍈 Delete 😻 Submit							
Details	TA Provider: Chief Cat Wrangler Labor Category/Title: Chief Cat Wrangler Rate Type: Staff Occupation Type: Program Manager Status: ACTIVE	G Edit Details							
4 The labor category Comments field. Tl	name will apper in the Labor Rate hen, select <save></save> .	e Title field. Enter a comment in the Submission							
Submit Labor Category	for Review	×							
If you wish to submit this Labo	If you wish to submit this Labor Category for review, please enter Comments. NOTE: The comment should be relective of any changes made to the Labor Category.								
* Submission	Comments: EnterComments								
		Cancel 🖬 Save							



ser Role: Grantee User	Menu Optic	Menu Option: Q Manage Labor Categories					
After selecting < Save >, DRGR displays a addresses and edit the email message b email addresses identified or choose < C	n " Create Email" page. Th pefore it is sent. Choose < S C ancel > to not send any no	e user may add or remove email Send > to send the email notice to the otice.					
CPD Disaster Recovery Grant Reporting System	Y-19-TA-NY-0019	▲ 希 血、\$、亞、◆、 查、 Location					
Create Email Success: Labor Category has been submitted. 							
"Indicates Required Field Note: Multiple email addresses must be separated by a semi-colon. For Example: abcl "To]:	@hud.gov; xyz@hud.gov						
HUD_Approver@example.gov							
[CC]:							
Grantee@example.gov		<i>b</i>					
*Subject:							
DRGR Notification[51] - Labor Category Title Chief Cat Wrangler has been	en submitted for approval						
Message:							
DRGR Notification[51] - Labor Category Title Chief Cat Wrangle	er has been submitted for approval						
		<i>h</i>					
Send Cancel							
HUD.GOV	DRGR R8.4						

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: Q Manage Labor Categories								
Purpose: Allow authorized HUD Users to search existing labor categories.									
Complete the following steps to search existing Lab	Complete the following steps to search existing Labor Categories:								



Us	er Role: HUD	Users			Mer	nu Opt	tion:	Q Mar	nage La	abor	Cate	gories	
1	To search fo A1 above. Se HUD user is a	r a Labor Categor elect the <manag< b=""> authorize to revie</manag<>	ry, navigate e Labor Cat ew rates, th	to the Ad tegories> I nen the <n< b=""></n<>	ministrati ink, to loa 1anage La l	on mo d the' bor Ca	odule : "Revie atego r	and loc ew Labo r ies> lir	ate th or Cate nk is no	e Sta t egory' ot ava	ff Ra " paរ្ ailabl	tes men ge. Note le.	u. See e: If the
	CPD Disaster Recovery G	rant Reporting System			Abt Associates Inc Z-2	1-TA-MD-0001		a	合血・	\$- @-	€ - ¥	• T015FOLast [T015FO]	I, T015FOFirst
	Review Labor Category												
	Search Criteria 👻											Show Le	ess Criteria
	Labor Category/Title:	Enter Labor Category/Title			TA Provider :		Enter TA	Provider					
	Effective Start Date:	mm/dd/yyyy			Occupation Ty	oe:	Select O	Dne				~	
	Rate Type:	Select One		~	Program Name	:	Select O	Dne				~	
	Rate Status:	Select Option		~	First Name:		Enter Per	rsonnel First Name					
	Last Name:	Enter Personnel Last Name			Personnel Orga	mization:	Enter Per	rsonnei Organizatio	m				
				Res	set Search								
2	On the "Revi Categories S	ew Labor Catego earch Fields″ tab	ry" page, e le in Sectio	nter searc n B1 for a	h criteria descriptio	to acc n of s	ess th earch	ne desir fields.	ed Lab	oor Ca	atego	ory. See	"Labor
	Labor Catego Category" pa Section C4 o view support	pries that are in P age. This page do f this Chapter to ting documents t	Pending Appoes not yet view the la o rates.	oroval stat display att bor catego	us are dis achments ory suppor	played assoc ting d	d in th ciated locum	ie seard I with a ients, a	ch resu labor nd Se	Ilts fo categ ction	or the gory E2 c	e "Revie or a rate of this Ch	w Labor e. Use napter to
	CPD Disaster Recovery Gr	ant Reporting System			Abt Associates Inc Z-21-1	A-MD-0001		a	☆ 査・\$	- 44- (₿- ₩-	T015FOLast, T0 [T015FO]	15FOFirst
	Review Labo	Category											k
	Search Criteria 🗸											Show Less 0	Criteria
	Labor Category/Title:	Enter Labor Category/Title			TA Provider :		Enter TA Pro	ovider					
	Effective Start Date:	mm/dd/yyyy		=	Occupation Type		Select One	ł				~	
	Rate Type:	Select One		~	Program Name:		Select One	1				~	
	Rate Status:	Select Option		~	First Name:		Enter Perso	nnel First Name					
	Last Name:	Enter Personnel Last Name			Personnel Organi	zation:	Enter Perso	nnel Organization .					
				Reset	Search								
	Search Results 2		Occupatio	on Number Of	Effective Start	Base	Fringe	Overhead	G&A/F&A	Total	Rate	Number of	
	TA Provider	Labor Category Name	Program Type	Personnel	Date	Rate \$74.52	Rate \$0.00	Rate	Rate \$0.00	Rate	Status	Attachments	· ·
			TA Houston	1	12/01/2021	\$215.00	\$0.00	*0.00	\$0.00	\$215.00	Approval		
		ionice internet corjon / zono	IA Housing Specialist	1	12/01/2021	\$215.00	\$0.00	\$0.00	\$0.00	\$215.00	Pending Approval	U	
				M First 4 P	revious Next Last M							Show 10 R	ows ¢



User Role: HUD Users				Menu	Optio	n: Q	Manag	ge Labo	or Ca	tegor	ies
4 Locate the desired labor cate <review rates=""></review> located on the page will open.	gories an e right si	d rates, de of th	, then se ne page	elect the o beneath	checkk the Se	oox in arch F	the firs Results	st colui table.	mn. 1 The	Then, "Rev	select iew Results "
Search Results 2	Program TA TA	Occupation Type Program Manager Housing Specialist	Number Of Personnel 1 1 1 K First *P	Effective Start Date	Base Rate \$74.52 \$215.00	Fringe Rate	Overhead Rate \$0.00 \$0.00	G&A/F&A Rate \$0.00 \$0.00	Total Rate \$74.52 \$215.00	Rate Status Pending Approval Pending Approval	Number of Attachments 0 0 Show 10 Rows • Review Rates
5 Enter a comment in the Revie Review Labor Category * Review Comments:	ew Comm	nents fie	eld.								×
Supporting Documents o The file size limit is 3MB. Valid file extensions are: .pr No results found.	ng, .gif, .jpg, .jpe	rg, .doc, .docx,	; .xls, .xlsx, .cs	v, .ppt, .pptx, and	I.pdf.	Са	ncel	Deactivate	ØF	Reject	Add Document
6 Click the Add Documents option Review Labor Category	to uploac	l suppor	ting doc	uments du	iring th	e revie	w proc	ess.			×
* Review Comments:	EnterComme	ents									
Supporting Documents 0 The file size limit is 3MB. Valid file extensions a No results found.	re: .png, .gif, .j	pg, .jpeg, .do	oc, .docx, .xk	s, .xlsx, .csv, .pp	t, .pptx, ar	nd .pdf. Cano	cel O C	Deactivate	⊗ R	eject	Add Document
L											



Us	er Role: HUD Users Menu Option: Q Manage Labor Categories
7	Select the file to upload and click the SAVE buttonto return to the Review Labor Category screen.
	Add Supporting Documents ×
	★ Select Access Type: Private Public
	* Select File to Upload: Choose File No file chosen
	Cancel Save
8	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.
	Review Labor Category ×
	★ Review Comments: EnterComments
	Supporting Documents 0
	Supporting Documents The file size limit is 3MB. Valid file extensions are: .png, .gif, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .csv, .ppt, .pptx, and .pdf.
	Supporting Documents The file size limit is 3MB. Valid file extensions are: .pnggifjpgjpegdoc, .docx, .xls, .xlsx, .csvppt, .pptx, and .pdf. No results found. Cancel Can

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