

# DRGR Fact Sheet: Reporting Responsible Organizations and Contractors

Each activity listed in DRGR must list the organization directly responsible for administering the activity. If a grantee directly administers an activity through their staff or contractors, the grantee should be listed as the responsible organization. In some cases, a grantee may use an agreement, such as a subrecipient agreement, to provide funds to another organization to complete an activity. In these scenarios, the grantee also transfers responsibility for completing the activity and meeting applicable federal requirements. In these cases, the entity receiving the funding must be identified in DRGR as the primary responsible organization. In addition, grantees under the Disaster Relief Appropriations Act, 2013 (Pub. L. 113–2, approved January 29, 2013 in response to Hurricane Sandy and disasters occurring in 2011-2013) (hereinafter, 2013 Appropriations Act), must identify each contract over \$25,000 in DRGR. These requirements are detailed in the Federal Register notice at <http://www.gpo.gov/fdsys/pkg/FR-2013-03-05/pdf/2013-05170.pdf>. As part of this requirement, grantees must record budgets for each organization working on an activity in the grantee’s DRGR Action Plan that meets the \$25,000 contract threshold. Then grantees report the expenditures for each organization in their Quarterly Performance Reports (QPRs).

## Action Plan Module –Search, Add or Edit Responsible Organization

Through the **ACTION PLAN** module, grantee users can search, edit, and/or add responsible organizations through links in the left navigation bar. Organizations must be loaded into DRGR before activities can be related to them. This module also allows grantees under the 2013 Appropriations Act to add contractors.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
Community Development Systems  
Disaster Recovery Grant Reporting System (DRGR)

Login ID:MITCGA  
Role:Grantee Admin

**Admin** **Action Plans** Drawdown QPR Reports Grants

Action Plans

View All Action Plans [Help?](#)

State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
LA	State of Louisiana	<a href="#">B-93-DH-22-0001</a>	Close	<a href="#">Original - In Progress</a>	<a href="#">Add/Edit QPRs</a>
LA	State of Louisiana	<a href="#">B-06-DG-22-0001</a>	Active	<a href="#">Modified - Resubmit When Ready</a>	<a href="#">Add/Edit QPRs</a>
LA	State of Louisiana	<a href="#">B-06-DG-22-0002</a>	Active	<a href="#">Reviewed and Approved</a>	<a href="#">Add/Edit QPRs</a>
LA	State of Louisiana	<a href="#">B-08-DG-22-0003</a>	Active	<a href="#">Modified - Resubmit When Ready</a>	<a href="#">Add/Edit QPRs</a>
LA	State of Louisiana	<a href="#">B-08-DN-22-0001</a>	Active	<a href="#">Modified - Resubmit When Ready</a>	<a href="#">Add/Edit QPRs</a>

**Action Plan**  
[View All](#)  
**Projects**  
[Add](#)  
[Search](#)  
**Responsible Organization**  
[Add](#)  
[Search](#)  
**Utilities**  
[Print Page](#)  
[Profile](#)  
[Help](#)  
[Logout](#)  
[Reports](#)  
**Links**  
[PDF Viewer](#)  
[Support](#)  
[CPD Home](#)

Grantee users can upload new organizations with the **ADD** link. Previously uploaded organizations can be edited using the **SEARCH** link. To search organizations, enter either whole or part of the organization name, city, state or DUNS #. After selecting the SEARCH button, the results will display in a table below. At that point, the user can either **EDIT** or **VIEW** the organization. If the organization is not associated with any DRGR activity, the user can also **DELETE** it in the results table.

### Responsible Organization

#### Search Organizations

[Help?](#)

Search Criteria

<b>Organization Name:</b> Louisiana Department	<b>City:</b> 	<b>DUNS #:</b> 	<b>EIN/TIN #:</b> 	<b>State/Territory:</b> LA
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Results Page 1 of 1 (10 Organizations found)

Organization Name	City	State/Territory	DUNS #	EIN/TIN #	Action
Louisiana Department of Agriculture and Forestry	Baton Rouge	LA			<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Delete</a>
Louisiana Department of Culture, Recreation and Tourism	Baton Rouge	LA			<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Delete</a>
Louisiana Department of Economic Development	Baton Rouge	LA			<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Delete</a>
Louisiana Department of Education/Recovery School District	Baton Rouge	LA			<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Delete</a>
Louisiana Department of Health and Hospitals	Baton Rouge	LA			<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Delete</a>
Louisiana Department of Natural Resources	Baton Rouge	LA			<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Delete</a>
Louisiana Department of Public Safety	Baton Rouge	LA			<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Delete</a>
Louisiana Department of Social Services	Baton Rouge	LA			<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Delete</a>
Louisiana Department of Transportation and Development	Baton Rouge	LA			<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Delete</a>
Louisiana Department of Wildlife and Fisheries	Baton Rouge	LA			<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Delete</a>

The **ADD ORGANIZATION** and **EDIT ORGANIZATION** screens have the same basic information. Most information on these screens is manually entered, except for **ORGANIZATION TYPE** and **STATE/TERRITORY**, which have drop-down selections. In addition to the DUNS # and physical address, the screen also includes spaces for contact information. Since the DUNS # is required, grantees should not list multiple organizations in a profile even if more than one organization is involved with an activity. Under DRGR Release 6.5, additional screens allow DRGR users to show the relationships between organizations involved in activities. More information on these screens is listed below.



### Responsible Organization

#### Add Organization

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\* Indicates required field

<p><b>Profile</b></p> <p>*<b>Organization Name:</b> <input type="text"/></p> <p>*<b>Organization Type:</b> -- Select --  <div style="border: 1px solid red; padding: 2px;"> For Profit  Local Government  Non-Profit  State  State Agency  TA Provider  Unknown </div> </p> <p>*<b>DUNS #:</b> <input type="text"/> <b>Ext:</b> <input type="text"/></p> <p>*<b>EIN/TIN #:</b> <input type="text"/></p>	<p><b>Contact Information</b></p> <p><b>First Name:</b> <input type="text"/></p> <p><b>Middle Initial:</b> <input type="text"/></p> <p><b>Last Name:</b> <input type="text"/></p> <p><b>Title:</b> <input type="text"/></p> <p><b>Email:</b> <input type="text"/></p>
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<b>Address Line 1:</b> <input type="text"/> <b>Address Line 2:</b> <input type="text"/> <b>Address Line 3:</b> <input type="text"/> <small>(ex: Division of Housing)</small> <b>*City:</b> <input type="text"/> <b>*State/Territory:</b> <input type="text" value="-- Select --"/> <b>Zip Code:</b> <input type="text"/> - <input type="text"/>	<b>Address:</b> <input type="text"/> <b>City:</b> <input type="text"/> <b>State:</b> <input type="text" value="-- Select --"/> <b>Zip Code:</b> <input type="text"/> - <input type="text"/> <b>Telephone:</b> <input type="text"/> <b>Ext:</b> <input type="text"/>
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## Action Plan Module – Listing Umbrella/Parent Organizations in the Project Screen

Some grantees use the DRGR project screens to organize general categories of activities such as housing, non-housing and administration. Other grantees organize DRGR projects via a parent agency or organization that is responsible for other entities that will more directly administer individual activities. For example, a state, county, or city agency may have issued a Request for Proposal (RFP) for an economic development activity. The parent organization listed at the project level may (or may not) be responsible for monitoring and oversight of those organizations.



### Project

#### Edit Project

[Help?](#)

Financial Data	
<b>Grant Amount:</b>	\$6,210,000,000.00
<b>Grant Returned Amount:</b>	\$0.00
<b>Total Project Budget Amount:</b>	\$330,532,465.00
<b>Available for Project Budget:</b>	\$3,202,618.00
<b>Total Amount Budgeted to Activities in this Project:</b>	\$330,532,465.00

**\* Grant #:**

**\* Project #:**

**\* Project Title:**

**\* Description:**  
 Economic Development

**\* Project Budget Amount:**  
 \$ 330,532,465.00

**\* Project Status:**  
 Open

**Name of the Organization Carrying out Project:** Louisiana Economic Development Department  
**Organization Category:** State

Select Responsible Organization | Clear Responsible Organization

Save | Return to Search Projects | View Activities

Grantees may select a responsible organization that they would like to associate with a project. This is done on the **ADD PROJECT** or **EDIT PROJECT** screens in the Action Plan module. It is important to remember this is an **OPTIONAL** field and is not required.

## Action Plan Module – Listing Primary Responsible Organization and Contractors on the Activity Screen

DRGR allows grantees to identify whether the activity is being undertaken by the grantee employees, contractors, or a combination of the two. If none of these apply, the grantee can select another organization.

Admin | **Action Plans** | Drawdown | QPR | Reports | Grants

**Action Plans**

**Edit Activity - Page 2** [Help?](#)

Edit Previous Screen | Save Activity | Cancel

**Grant Number:** B-06-DG-22-0001  
**View Existing Activities:** Select Option  
 - Responsible Organization  
 - Location  
 - Activity Description  
 - Activity Description

**Grantee Activity Number:** Admin (SAAD)  
 View Activity Details

**Activity Title:** Admin (SAAD)

**Activity Type:** Administration

Organization carrying out activity  
**Is this activity being carried out by the grantee?:**  
 Either directly and/or through contractors  
 No  Yes

**Activity is being carried out by the grantee through**  
 -- Select --  
 -- Select --  
 Grantee Employees  
 Contractors  
 Grantee Employees and Contractors

**\* Name of the Primary Responsible Organization Carrying out activity:** Office of Community Development (OCD), Disaster Recovery Unit (DRU)  
 Select Replace

In the Action Plan ‘**Edit Activity – Page 2**’ screen, grantee users can also identify subordinate organizations, such as contractors, that are involved in the implementation of activities. Grantees under the 2013 Appropriations Act must report contracts over \$25,000 here. In addition to entering this information in the DRGR Action Plan, for each activity grantees have to record obligations and draws in the drawdown module. For each organization, grantees must enter quarterly expenditures in the QPR. Note that a grantee must only record expenditures for those contractors identified in its Action Plan; the grantee will not have to record obligations or draws for each contractor.

**Proposed budgets for Organizations carrying out activity :**

Select	Organization Name	Organization Type	Proposed Budget
<input type="checkbox"/>	Office of Community Development (OCD), Disaster Recovery Unit (DRU)	State Agency	\$ 59,000,000.00
<input type="checkbox"/>	Reznick Group P. C.	Unknown	\$ 7,835,130.25
<input type="checkbox"/>	Shaw Environmental & Infrastructure Inc. (HMGP)	Unknown	\$ 4,154,200.00
<input type="checkbox"/>	Louisiana Solutions, LLC	For Profit	\$ 3,721,400.00
<input type="checkbox"/>	Salvaggio & Teal LTD Salvaggio, Teal & Associates	Unknown	\$ 2,626,500.00
<input type="checkbox"/>	KPMG LLP	For Profit	\$ 2,220,900.00
<input type="checkbox"/>	Hunt, Guillot, & Associates, LLC	Unknown	\$ 1,932,706.14
<input type="checkbox"/>	International Consulting Acquisition Co/STA Consulting	For Profit	\$ 1,579,860.00

## QPR Module – Showing Expenditures for the Primary Responsible Organization and Contractors on the Activity Screen

DRGR will calculate the budget and amount obligated for each activity based on the last day of the quarter. It will also take a snapshot of program income and program fund (grant) draws completed during the period. Each quarter, grantees have to enter the amount of funds expended for each organization listed under an activity. DRGR uses that data to calculate the total expenditures.

Activity Funding	Oct 1 thru Dec 31, 2012	To Date
<b>Total Projected Budget from All Sources:</b>	N/A	\$131,837,000.00
<b>Total Budget:</b>	\$131,837,000.00	\$131,837,000.00
<b>Total Obligated:</b>	\$0.00	\$131,837,000.00
<b>Total Funds Drawdown</b>	\$2,906,336.79	\$82,745,198.02
Program Funds Drawdown:	\$2,906,336.79	\$82,745,198.02
Program Income Drawdown:	\$0.00	\$0.00
<b>Program Income Received:</b>	\$0.00	\$0.00
<b>Total Funds Expended:</b>	\$2,937,275.88	\$82,797,201.03

In the QPR 'Edit Activity – Page 1' screen, grantee users can identify how much money has been expended for each organization identified in the DRGR Action Plan. This includes the primary organization and any subordinate organizations, such as contractors. DRGR will calculate cumulative total expenditures for each subordinate organization, as well as cumulative expenditures at the activity and grant level, based on any expenditure data entered in prior quarterly reports.

Office of Community Development (OCD), Disaster Recovery Unit (DRU)	\$ 1,547,353.68	\$56,445,455.81
CGI Technologies and Solutions	\$ 122,448.42	\$1,310,280.14
International Consulting Acquisition Co/STA Consulting	\$ 59,200.00	\$1,242,155.00
Reznick Group P. C.	\$ 156,544.50	\$7,770,469.75
Shaw Environmental & Infrastructure Inc. (HMGP)	\$ 749,442.26	\$4,592,701.70

The REPORTS tab includes Fin Rept 07e that shows the amount budgeted and expended by each organization associated with an activity as well as the type of each organization listed. For-profit contractors entered will show on this report. Although there may be many contractors for complex programs like single family housing rehabilitation, it is important to remember that information does not have to be tracked by each address- just the total amount expended by quarter for each organization/contractor under each activity. Grantees required to report information by contractor will need to collect this information on a regular basis in order to enter it into DRGR.

Project #	Project Title	Activity #	Activity Title	Carryout Org	Activity Type	Org Type	Metrics	Carryout Budget	Carryout Expended
0030	Economic Development	Enhancement (EDUC)	Enhancement (EDUC)	Williams Consulting Inc. DBA David J. Williams PHD. Assoc.	Econ. development or recovery activity that creates/retains jobs	State Agency		\$0.00	\$0.00
0010	Environmental Clearance	Env Contract (HENV)	Env Contract (HENV)	Environ International Corp.	Planning	For Profit		\$5,283,475.00	\$5,244,266.81
0030	Economic Development	EPRO1001 - The Healing Center	The Healing Center	City of New Orleans - K/R	Rehabilitation/reconstruction of other non-residential structures	Unknown		\$0.00	\$0.00
0030	Economic Development	EPRO1001 - The Healing Center	The Healing Center	Leverage Lender, LLC	Rehabilitation/reconstruction of other non-residential structures	Unknown		\$3,500,000.00	\$3,500,000.00
0030	Economic Development	EPRO1002 - Hyatt Hotel	Hyatt Hotel (EPRO)	CW/HRF FQ Hotel Property LLC (Gutar Partners, LLC)	Econ. development or recovery activity that creates/retains jobs	For Profit		\$1,000,000.00	\$1,000,000.00
0030	Economic Development	EPRO1003 - South Market District	South Market District (EPRO)	Domain South Market, LLC	Econ. development or recovery activity that creates/retains jobs	For Profit		\$500,000.00	\$0.00
0030	Economic Development	EPRO1004 - St Thomas CHC	St Thomas Community Health Center (EPRO)	St. Thomas Community Health Center, Inc.	Rehabilitation/reconstruction of other non-residential structures	Non-Profit		\$2,000,000.00	\$2,000,000.00
0030	Economic Development	EPRO1005 - Carver Theatre	Carver Theatre (EPRO)	Carver Theatre, LLC	Econ. development or recovery activity that creates/retains jobs	Unknown		\$2,250,000.00	\$0.00
0030	Economic Development	EPRO1006 - WWII Museum	Special Projects (WWII Museum)	The National WWII Museum	Econ. development or recovery activity that creates/retains jobs	Non-Profit		\$5,000,000.00	\$5,000,000.00
0030	Economic Development	EPRO1007 - Louisiana ArtWorks	Louisiana ArtWorks	Louisiana Artists Guild, Louisiana ArtWorks	Econ. development or recovery activity that creates/retains jobs	Non-Profit		\$2,250,000.00	\$2,250,000.00
0030	Economic Development	EPRO1008 - Kimble Development	Kimble Development (EPRO)	Kimble Development South, LLC	Econ. development or recovery activity that creates/retains jobs	For Profit		\$1,400,000.00	\$1,400,000.00
0030	Economic Development	EPRO1010 - Community Green	Community Green (EPRO)	NOLA Community Development, LLC	Rehabilitation/reconstruction of other non-residential structures	Unknown		\$1,000,000.00	\$1,000,000.00
0030	Economic Development	EPRO1011 - St Margaret's Daughters	St Margaret's Daughters (EPRO)	St Margaret's Daughters	Rehabilitation/reconstruction of other non-residential structures	Non-Profit		\$3,500,000.00	\$3,500,000.00
0030	Economic Development	EPRO1012 - VOA	Volunteers of America (EPRO)	Renaissance Neighborhood Development Corp.	Econ. development or recovery activity that creates/retains jobs	Non-Profit		\$2,500,000.00	\$2,500,000.00
0030	Economic Development	EPRO1013 - Rhodes Business Center	Rhodes Business Center (EPRO)	Rhodes Commercial Development, LLC	Rehabilitation/reconstruction of other non-residential structures	Unknown		\$1,500,000.00	\$0.00
0030	Economic Development	EPRO1014 - Joy Theater	Joy Theater (EPRO)	Joy Theater, LLC	Rehabilitation/reconstruction of other non-residential structures	For Profit		\$3,000,000.00	\$3,000,000.00
0004	First Time Homebuyers	HFHP - FANO - LM	HFHP - FANO - LM	Finance Authority of New Orleans	Homeownership Assistance to low- and moderate-income	Local Government		\$16,418,361.20	\$16,335,557.36
0004	First Time Homebuyers	HFHP - FANO - PD	HFHP - FANO - PD	Finance Authority of New Orleans	Homeownership Assistance (with waiver only)	Local Government		\$1,053,233.00	\$1,019,508.85
0004	First Time Homebuyers	HFHP - FANO - UN	HFHP - FANO - UN	Finance Authority of New Orleans	Homeownership Assistance to low- and moderate-income	Local Government		\$10,017,427.67	\$9,320,330.00

DRGR Release 7.7, scheduled for September of 2013, is expected to include data upload functions designed to ease the reporting burden of DRGR users, including contractor expenditures. This will allow grantees to either use their system download or provide the template to their subrecipients and partners to collect data that can then be directly uploaded into DRGR. Additional guidance on data upload functionality will be provided prior after its release.

