

# **Disaster Recovery Grant Reporting System Training for NSP Users Day 2**

**Presented by:**

Lockheed Martin Community  
Connections & the Department of  
Housing and Urban Development

# Today's Agenda

- I. Quick overview of yesterday's material
- II. User roles and accounts
- III. Key HUD roles within each module
- IV. Troubleshooting/Referral Activity
- V. Q&A Session



# User Role and Account Information

Registering a new HUD staff account

- Viewing grantee user reports

# Registering a new HUD staff account

New HUD users in DRGR must have their supervisor submit a CHAMPS request to add DRGR to their systems profile. They will want to request “write” rights to DRGR. After ADP Security confirms that this has been completed, DRGR system administrators can create an account in DRGR for the user. HUD staff should include the following in their message for each user account request:

**Full name**  
**"H" number**  
**Field Office**  
**Address**  
**Phone number with extension**  
**Fax number**

# HUD Field Office DRGR Users

## Admin Rep: HUD Field Office DRGR Users

This is a master list of all HUD Field Office DRGR user accounts. If contact information displayed is incorrect, DRGR users can use the PROFILE link under the UTILITIES section of the left navigation frame to update or correct the information there.

The screenshot shows the 'Admin Rept6: HUD Field Office DRGR Users' report in the Disaster Recovery Grant Reporting System. The report is filtered by 'User Status: Active' and 'HUD Office: Miami Field Office'. The data is presented in a table with 15 rows and 4 columns: User ID, User Name, User Email, and User Phone Number. The phone numbers are displayed in two columns, with the first column showing the area code (305 or 0) and the second column showing the remaining digits. The last row shows a phone number with a missing digit in the second column.

User ID	User Name	User Email	User Phone Number	
H[REDACTED]	[REDACTED]	[REDACTED]	305 [REDACTED]	0
H[REDACTED]	[REDACTED]	[REDACTED]	305 [REDACTED]	0
H[REDACTED]	[REDACTED]	[REDACTED]	305 [REDACTED]	0
H[REDACTED]	[REDACTED]	[REDACTED]	305 [REDACTED]	0
H[REDACTED]	[REDACTED]	[REDACTED]	305 [REDACTED]	0
H[REDACTED]	[REDACTED]	[REDACTED]	0	0
H[REDACTED]	[REDACTED]	[REDACTED]	0	0
H[REDACTED]	[REDACTED]	[REDACTED]	305 [REDACTED]	0
H[REDACTED]	[REDACTED]	[REDACTED]	305 [REDACTED]	0
H[REDACTED]	[REDACTED]	[REDACTED]	305 [REDACTED]	[REDACTED]
H[REDACTED]	[REDACTED]	[REDACTED]	0	0
H[REDACTED]	[REDACTED]	[REDACTED]	0	0
H[REDACTED]	[REDACTED]	[REDACTED]	0	0

# **A Tip for Your Grantees**

Make sure your grantees have at least one System Administrator, one Request Drawdown user, and one Approve Drawdown user.

# Grantee DRGR Users Account Status

## Admin Rept: Grantee DRGR Users Account Status

This is a master list of all grantee DRGR user accounts. The field office version shows the grantee name and state as columns.

Shared Reports My Reports Create Report History List Preferences Search Help Logout

Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > HUD Field Office User Reports > Admin Rept3: Grantee DRGR Users Account Status

File View Data Format Last update: 10/26/09 3:05:18 PM

PAGE-BY: none ? x

26 27 28 29 30 of 42 page(s) Data rows: 1251 - 1300 of 2092 Data columns: 0

State	Grantee	First Name + Last Name	User ID	User Status
Michigan	<a href="#">Wayne County, MI</a>	[REDACTED]	[REDACTED]	Deleted
		[REDACTED]	[REDACTED]	Deleted
	<a href="#">Westland, MI</a>	[REDACTED]	[REDACTED]	Active
		[REDACTED]	[REDACTED]	Active
		[REDACTED]	[REDACTED]	Active
		[REDACTED]	[REDACTED]	Active
	<a href="#">Anoka County, MN</a>	[REDACTED]	[REDACTED]	Active
		[REDACTED]	[REDACTED]	Active
		[REDACTED]	[REDACTED]	Active
		[REDACTED]	[REDACTED]	Active
	<a href="#">Dakota County, MN</a>	[REDACTED]	[REDACTED]	Deleted
		[REDACTED]	[REDACTED]	Active

# Grantee DRGR Users Access by Grant

## Admin Rept: Grantee DRGR Users Access by Grant

This report will only show active users assigned to grants by grantee system administrators. This step must be done when new grantee user accounts or grants are added to DRGR.

File View Data Format Last update: 10/26/09 3:32:00 PM

Corporate

PAGE-BY: User Status: Active

11 12 13 14 15 of 38 page(s) Data rows: 701 - 750 of 1884 Data columns: 0

State	Grantee	User ID	User First Name + Last Name	Contact Data.Email	Grant Number
Hawaii	<a href="#">Hawaii State Program</a>				<a href="#">B-08-DN-15-0001</a>
					<a href="#">B-08-DN-15-0001</a>
Idaho	<a href="#">State of Idaho</a>				<a href="#">B-08-DN-16-0001</a>
					<a href="#">B-08-DN-16-0001</a>
					<a href="#">B-98-DU-16-0001</a>
					<a href="#">B-08-DN-16-0001</a>
					<a href="#">B-08-DN-16-0001</a>
					<a href="#">B-98-DU-16-0001</a>
	<a href="#">Aurora, IL</a>				<a href="#">B-08-MN-17-0001</a>
					<a href="#">B-08-MN-17-0001</a>
					<a href="#">B-08-MN-17-0001</a>
					<a href="#">B-08-MN-17-0001</a>
	<a href="#">Chicago, IL</a>			rg	<a href="#">B-08-MN-17-0002</a>
					<a href="#">B-08-MN-17-0002</a>
					<a href="#">B-08-MN-17-0002</a>



# Grantee DRGR Users with System Role

## Admin Rept4: Grantee DRGR Users with System Role

This report will only show active users assigned to grants by grantee system administrators.

File View Data Format Last update: 10/26/09 3:21:10 PM

PAGE-BY: User Status: Active

Data rows: 151 - 200 of 2919 Data columns: 0

Grantee State	Grantee	User ID	User Name	User Email	System Role
Arkansas	<a href="#">State of Arkansas</a>	[REDACTED]	[REDACTED]	[REDACTED]	GU Grantee User
		[REDACTED]	[REDACTED]	[REDACTED]	DD_R Drawdown Request User
		[REDACTED]	[REDACTED]	[REDACTED]	GU Grantee User
		[REDACTED]	[REDACTED]	[REDACTED]	DD_A Drawdown Approve User
	<a href="#">Alameda County, CA</a>	[REDACTED]	[REDACTED]	[REDACTED]	GU Grantee User
		[REDACTED]	[REDACTED]	[REDACTED]	DD_R Drawdown Request User
		[REDACTED]	[REDACTED]	[REDACTED]	GU Grantee User
		[REDACTED]	[REDACTED]	[REDACTED]	DD_R Drawdown Request User
		[REDACTED]	[REDACTED]	[REDACTED]	GA Grantee Administrator
		[REDACTED]	[REDACTED]	[REDACTED]	GU Grantee User
		[REDACTED]	[REDACTED]	[REDACTED]	DD_A Drawdown Approve User
		[REDACTED]	[REDACTED]	[REDACTED]	GU Grantee User
		[REDACTED]	[REDACTED]	[REDACTED]	DD_A Drawdown Approve User

# Practice ID Information

Here are the test IDs you'll be using and their accompanying roles. You will insert the number you were assigned where the ## signs are.

**The**

User ID	Role
TS##GA	Grantee Admin & Approve Drawdown
TS##GR	Request Drawdown
TS##FO	Field Office user

**2010 .**

# Case Study #1

## Checking the Status of Grantee User Accounts





# Review of DRGR Modules

Action Plans • Drawdowns • QPRs •  
Reports

# Action Plans

## **Purpose**

Action Plans are where grantees add projects and activities, and provide a template for the QPR. Getting the Action Plan right helps grantees identify the data required to set up budgets and performance goals.

## **HUD FO role**

Approval or rejection of the Action Plan, initially and after any changes have been made.

## **What we'll review today**

How and where to review and approve or reject the Action Plan; where to enter Action Plan comments; tips on what to look for when deciding to approve or reject; where to find the status of the Action Plan.

# Drawdowns

## **Purpose**

The drawdown module is where all financial transactions take place. This is where grantees will obligate funds, create, revise, approve, and reject vouchers and voucher line items, and check on the status of draws.

## **HUD FO role**

Give policy recommendations on when/how to obligate, help grantees troubleshoot drawdown issues, make referrals (when appropriate), approve draws over a certain threshold.

## **What we'll review today**

Policy around obligations; how to deal with blocked draws; what to do with draws over the NSP-1 DRGR threshold.

# QPRs

## **Purpose**

QPRs allow grantees to report on obligations, expenditures, accomplishments, etc. for the quarter.

## **HUD FO role**

Approval or rejection of the QPR in a timely manner, entering comments in DRGR, sharing comments with grantees (if desired).

## **What we'll review today**

Where and how to take action on a QPR (review, approve, reject); QPR checklist recommendations; how to enter comments; what comments are for; how to send comments to grantees.

# Reports

## **Purpose**

Reports provide a relatively quick and easy way of accessing the most up-to-date information in DRGR related to user accounts, obligations and drawdowns, report status, etc.

## **HUD FO role**

Reports allow FO staff to access information about grantees, including their activity budgets, user roles, report status, etc.

## **What we'll review today**

Detailed review of what reports FO users have access to and what information they contain.



# Action Plans

- Tips for Approval/Rejection • How to Approve/Reject
- Action Plan Comments • Determining Action Plan Status • Action Plan Reports

# **Remember...**

**Grantees must estimate  
performance  
measures in the Action Plan  
before  
they can report on them in the  
QPR.**

# Action Plan Checks

Check that:

- ☑ Action Plans contain projects and activities (without activities, grantees will not be able to complete draws).
- ☑ DRGR projects align with NSP Eligible Uses.
- ☑ Activities are broken out by national objective, responsible organization, multifamily complex \*, or activity type.
- ☑ Properties being counted as LH25 were previously abandoned or foreclosed on.
- ☑ Narrative sections are filled out and do not contain special characters.

\* If applicable

# Action Plans Checks (continued)

- ☑ National objectives  
*Are they correct/compatible with activity types?*
- ☑ Planning & Admin Activity  
*No more than 10% of grant; National Objective of "N/A"*
- ☑ After all activities have been set up:  
*Activity budgets = Grant Amount*

# Action Plan Narrative (for NSP)

Many grantees will copy and paste sections from their NSP Substantial Amendment into the 'Disaster Damage' and 'Recovery Needs' sections of the DRGR Action Plan. This is acceptable. Appropriation-specific narratives will be coming soon.

**Tip: Make sure that the DRGR Action Plan and NSP Published Action Plan/Substantial Amendment are similar.**

# Approving/Rejecting Action Plans

<a href="#">Admin</a>	<b>Action Plans</b>	<a href="#">Drawdown</a>	<a href="#">QPR</a>	<a href="#">Reports</a>	<a href="#">Grantee</a>	<a href="#">Gr</a>
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## Action Plans

Search Action Plan Results

[Help?](#)

- Search by [State/Territory CA and Grant Status Active]

CA	<a href="#">Yuba County, CA</a>	<a href="#">B-98-NU-06-0030</a>	Active	<a href="#">Submitted - Await for Review</a>	<a href="#">Review QPRs</a>
CA	<a href="#">Sacramento County, CA</a>	<a href="#">B-08-UN-06-0004</a>	Active	<a href="#">Submitted - Await for Review</a>	<a href="#">Review QPRs</a>
CA	<a href="#">Sacramento, CA</a>	<a href="#">B-08-MN-06-0007</a>	Active	<a href="#">Submitted - Await for Review</a>	<a href="#">Review QPRs</a>
CA	<a href="#">Lancaster, CA</a>	<a href="#">B-08-MN-06-0510</a>	Active	<a href="#">Submitted - Await for Review</a>	<a href="#">Review QPRs</a>
CA	<a href="#">Pomona, CA</a>	<a href="#">B-08-MN-06-0516</a>	Active	<a href="#">Submitted - Await for Review</a>	<a href="#">Review QPRs</a>
CA	<a href="#">Palmdale, CA</a>	<a href="#">B-08-MN-06-0515</a>	Active	<a href="#">Submitted - Await for Review</a>	<a href="#">Review QPRs</a>

# Approving/Rejecting Action Plans

**Grant Number:**  
B-08-MN-06-0510

**Grantee Name:**

**Grant Amount:**  
\$6,983,533.00

- [Disaster Damage](#)
- [Recovery Needs](#)
- [View Action Plan Comments](#)
- [View Action Plan History](#)

Project #	Project Title	Grantee Activity #	Activity Title
9999	Restricted Balance		<i>No activities in this project</i>
BCKT	Bucket Project		<i>No activities in this project</i>
NSP-1	Acquisition & Rehabilitation	<a href="#">NSP-1a</a>	<a href="#">NSP-1a</a>
		<a href="#">NSP-1A 120-50</a>	<a href="#">NSP-1A LMMI</a>
		<a href="#">NSP-1b</a>	<a href="#">NSP-1b</a>
		<a href="#">NSP-1B 50</a>	<a href="#">NSP-1B 50</a>
NSP-2	Demolition	<a href="#">NSP-2</a>	<a href="#">NSP-2</a>
NSP-3	Revevelop Demolished or Vacant	<a href="#">NSP-3</a>	<a href="#">Redevelop Demolished or Vacant Properties</a>
NSP-4	Financing Mechanisms	<a href="#">NSP-4</a>	<a href="#">Establish Financing Mechanisms</a>
NSP-5	Administration	<a href="#">NSP-5</a>	<a href="#">Administration</a>

**Status:**

Submitted - Await for Review

Save Review

Cancel

# Action Plan Comments

## Location Description:

The Lancaster Redevelopment Agency will be the lead entity for carrying out administration activities, at 44933 North Fern Avenue, Lancaster CA 93534.

## Activity Description:

Administration of the NSP Grant.

## Comment on Activity

## Activity Comments

---

## Comment

## Comment on Action Plan

## Action Plan Comments

Reviewer -

Reviewer -



# Action Plan Comments

At the bottom of the Action Plan screen...

**Action Plan Comments**

**Action Plan History**

Version	Date
<a href="#">B-08-MN-06-0510 AP#1</a>	07/31/2009

[Back to Previous Screen](#)

# Case Study #2

## Take Action on the Action Plan



# Determining Action Plan Status

<a href="#">Admin</a>	<b>Action Plans</b>	<a href="#">Drawdown</a>	<a href="#">QPR</a>	<a href="#">Reports</a>	<a href="#">Grantee</a>	<a href="#">Grants</a>
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## Action Plans

### Search Action Plan Results

[Help?](#)


- Search by [State/Territory OH and Grant Status Active]

<a href="#">State</a>	<a href="#">Grantee Name</a>	<a href="#">Grant Number</a>	<a href="#">Grant Status</a>	<a href="#">Action Plan Status</a>	<a href="#">QPR</a>
OH	<a href="#">Stark County, OH</a>	<a href="#">B-08-UN-39-0007</a>	Active	<a href="#">Submitted - Await for Review</a>	<a href="#">View QPRs</a>
OH	<a href="#">Canton, OH</a>	<a href="#">B-08-MN-39-0002</a>	Active	<a href="#">Submitted - Await for Review</a>	<a href="#">View QPRs</a>
OH	<a href="#">Butler County, OH</a>	<a href="#">B-08-UN-39-0001</a>	Active	<a href="#">Submitted - Await for Review</a>	<a href="#">View QPRs</a>
OH	<a href="#">Middletown, OH</a>	<a href="#">B-08-MN-39-0011</a>	Active	<a href="#">Reviewed and Approved</a>	<a href="#">View QPRs</a>
OH	<a href="#">Springfield, OH</a>	<a href="#">B-08-MN-39-0012</a>	Active	<a href="#">Reviewed and Approved</a>	<a href="#">View QPRs</a>
OH	<a href="#">Hamilton City, OH</a>	<a href="#">B-08-MN-39-0009</a>	Active	<a href="#">Reviewed and Approved</a>	<a href="#">View QPRs</a>


# Determining Action Plan Status

Shared Reports My Reports My Subscriptions History List Preferences Search Help Logout


Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports



**Admin Rept: DRGR Active Grant Status and CPD Contact**  
**Owner:** Mark Mitchell  
**Modified:** 7/30/09 1:36:43 PM  
This is a fully prompted report that can be used as a template for building other reports  
[Subscriptions](#) [Export](#) [PDF](#)




**Admin Rept: Grant and DRGR Action Plan Review Status**  
**Owner:** Mark Mitchell  
**Modified:** 10/13/09 1:24:35 PM  
This report shows whether grant is blocked from drawdowns as well as the date of the last DRGR AP approval and the current status of the DRGR AP.  
[Subscriptions](#) [Export](#) [PDF](#)




**Admin Rept: Grantee DRGR Users Grant**  
**Owner:** Mark Mitchell  
**Modified:** 10/7/09 2:51:29 PM  
This is a fully prompted report that can be used building other reports  
[Subscriptions](#) [Export](#) [PDF](#)


**Lists AP status for all grantees in your Field Office.**




**Admin Rept: Grantee DRGR Users Account Status**  
**Owner:** Mark Mitchell  
**Modified:** 10/13/09 1:23:35 PM  
This is a fully prompted report that can be used as a template for building other reports  
[Subscriptions](#) [Export](#) [PDF](#)




**Admin Rept: Grantee DRGR Users Role**  
**Owner:** Mark Mitchell  
**Modified:** 9/18/09 1:35:37 PM  
This is a fully prompted report that can be used as a template for building other reports  
[Subscriptions](#) [Export](#) [PDF](#)



**Admin Rept: QPR Report Status - HQ View NP**  
**Owner:** Mark Mitchell  
**Modified:** 8/12/09 10:45:11 AM  
This is a fully prompted report that can be used as a template for building other reports.  
[Subscriptions](#) [Export](#) [PDF](#)



**Fin Rept: Budget and Disbursements by National Objective - Grant Level**



**Fin Rept: Budget by National Objective - Activity Level**

# Grant and DRGR AP Review Status

## Admin Rept: Grant and DRGR Action Plan Review Status

This report shows whether a grant is blocked from drawdowns as well as the date of the last DRGR AP approval and the current status of the DRGR AP. It also includes the amount of funds budgeted at the activity level. The field office version includes grantee name and state as columns.

The screenshot shows a web application interface with a red navigation bar at the top containing links for 'Shared Reports', 'My Reports', 'Create Report', 'History List', 'Preferences', 'Search', 'Help', and 'Logout'. Below the navigation bar is a breadcrumb trail: 'Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > HUD Field Office User Reports > Admin Rept1: Grant and DRGR Action Plan Review Status'. A menu bar includes 'File', 'View', 'Data', and 'Format'. A toolbar contains various icons for data manipulation and viewing options, with 'Corporate' selected. The main content area displays a table with the following data:

State	Grantee	Grant Number	Grant Drawdown Block (1=Blocked)	DRGR AP Review Status	CPD Latest AP Approval Date	Metrics	Grant Amount	Budgeted at Activity Level	
Alabama	<a href="#">Baldwin County, AL</a>	<a href="#">B-98-NU-01-0002</a>	1	M Modified - Resubmit When Ready	5/11/1999		\$981,301.00	981,301	
	<a href="#">Jefferson County, AL</a>	<a href="#">B-08-UN-01-0001</a>	0	M Modified - Resubmit When Ready	10/5/2009		\$2,237,876.00	2,237,876	
	<a href="#">Mobile County, AL</a>	<a href="#">B-98-NU-01-0001</a>	1	R Rejected - Await for Modification	4/25/2000		\$935,102.00	935,102	
	<a href="#">Mobile, AL</a>	<a href="#">B-98-MU-01-0006</a>	1	S Submitted - Await for Review	11/23/2005		\$679,777.00	679,777	
	<a href="#">State of Alabama</a>		<a href="#">B-05-DJ-01-0001</a>	0	A Reviewed and Approved	3/18/2009		\$10,965,311.00	10,965,311
			<a href="#">B-06-DG-01-0001</a>	0	A Reviewed and Approved	10/22/2009		\$74,388,000.00	74,388,000
			<a href="#">B-06-DG-01-0002</a>	0	A Reviewed and Approved	10/22/2009		\$21,225,574.00	21,225,574
		<a href="#">B-08-DN-01-0001</a>	0	A Reviewed and Approved	10/7/2009		\$37,033,031.00	36,851,651	

At the bottom of the table area, it indicates 'PAGE-BY: none' and 'Data rows: 1 - 50 of 408 Data columns: 2'. Navigation controls for the table are visible on the left side.

# DRGR Action Plan Comment Report

File View Data Format Last update: 1/14/10 9:00:20 AM

Corporate

PAGE-BY: Grantee.Name: Cobb County, GA Grants.Grant Number: B-08-UN-13-0002 Action Plan.Insert Timestamp: 10/23/2008 1:07:09 pm ? X

Data rows: 39 Data columns: 0

Action Plan Review Hist.Comments	Activity.Granter Activity Number	Activity Comment Hist.Comments
	<a href="#">281-NS09-021A-0129</a>	
	<a href="#">281-NS09-021A-0220</a>	
	<a href="#">281-NS09-0001-0305</a>	
	<a href="#">281-NS09-014A-0305</a>	
	<a href="#">281-NS09-0013-0305</a>	

# DRGR AP Budget by Nat'l Objective -

## Activity Level

File View Data Format Corporate Last update: 10/28/09 2:54:11 PM

PAGE-BY: State: Alaska Grantee: Alaska State Program Grant Number: B-08-DN-02-0001

Project ID	Project Title	Activity Number	Activity Title	Responsible Organization	Activity Type	National Objective	Metrics			
							Not Applicable - (for Planning/Administration or Unprogrammed Funds only)	LH25: Funds targeted for housing for households whose incomes are at or under 50% Area Median Income.	LMMI: Low, Moderate and Middle Income National Objective for NSP Only	Total
							Activity Budget	Activity Budget	Activity Budget	Activity Budget
<a href="#">NSP-09-AHF-1</a>	<a href="#">AHFC-Administration</a>	<a href="#">NSP-09-AHF-1-1</a>	<a href="#">AHFC-Administration</a>	Alaska Housing Finance Corporation	Administration		1,423,054	0	0	1,423,054
		<a href="#">NSP-09-CDI-1-1</a>	<a href="#">CDI - NSP (D) Demolition</a>	Community Development, Inc.-Alaska	Clearance and Demolition		0	0	1,368,000	1,368,000
<a href="#">NSP-09-CDI-1</a>	<a href="#">CDI-NSP (D) &amp; (E)</a>	<a href="#">NSP-09-CDI-1-2</a>	<a href="#">CDI-NSP (E) Redev - Acq.</a>	Community Development, Inc.-Alaska	Acquisition - general		0	0	2,813,226	2,813,226
		<a href="#">NSP-09-CDI-1-3</a>	<a href="#">CDI - NSP (E) Redev - Reloc.</a>	Community Development, Inc.-Alaska	Relocation payments and assistance		0	0	120,000	120,000

# Grant Funds Cumulative Financial Summary – Activity Level by Project

File View Data Format Last update: 10/28/09 1:03:48 PM

PAGE-BY: Grantee: Grant Number: B-08-DN-37-0001

Data rows: 14 Data columns: 4

Project Number	Project Title	Activity Number	Activity Title	Metrics	Activity Budget	Activity Obligation	Activity Expenditures	Activity Disbursements
0001	Administration	<a href="#">Administration - NC State Office</a>	Administration - NC State Office		\$2,615,150.00	\$2,615,150.00	\$224,772.15	\$274,585.07
		<a href="#">Charlotte, City 08-NSP-01: 21A</a>	Grantee Administration		\$125,000.00	\$0.00	\$0.00	\$0.00
		<a href="#">Gastonia, City 08-NSP-01: 21A</a>	Grantee Administration		\$100,000.00	\$0.00	\$0.00	\$0.00
		<a href="#">Greensboro Housing 08-NSP-01: 21a</a>	Grantee Administration		\$100,000.00	\$100,000.00	\$0.00	\$18,299.34
		<a href="#">Greensboro, City 08-NSP-01: 21A</a>	Grantee Administration		\$125,000.00	\$125,000.00	\$0.00	\$0.00
		<a href="#">Henderson/Vance Co. 08-NSP-01: 21A</a>	Grantee Administration		\$100,000.00	\$0.00	\$0.00	\$0.00
		<a href="#">High Point, City 08-NSP-01: 21A</a>	Grantee Administration		\$125,000.00	\$0.00	\$0.00	\$0.00
		<a href="#">Raleigh 08-NSP-01: 21A</a>	Raleigh 08-NSP-01: 21A		\$125,000.00	\$125,000.00	\$0.00	\$0.00
		<a href="#">WS/Forsyth County 08-NSP-01: 21A</a>	Grantee Administration		\$125,000.00	\$125,000.00	\$0.00	\$3,000.00
		<a href="#">Wake County 08-NSP-01: 21A</a>	Wake County 08-NSP-01: 21A		\$125,000.00	\$125,000.00	\$0.00	\$0.00
0003	Acquisition	<a href="#">Greensboro Housing 08-NSP-03: 01</a>	Acquisition		\$1,020,000.00	\$1,020,000.00	\$0.00	\$848,242.00
0004	Rehabilitation	<a href="#">Greensboro Housing 08-NSP-04: 14A</a>	Purchase and Rehabilitation of Homes		\$65,000.00	\$65,000.00	\$0.00	\$0.00
		<a href="#">Greensboro Housing 08-NSP-04: 14A</a>	New					



# Case Study #3

## Check on Activity Budgets



# Projected vs. Cumulative Totals for Performance Measure

File View Data Format Last update: 10/27/09 10:05:12 AM

PAGE-BY: Grantee: State of Georgia Grant Number: B-08-CN-1J-0001

Data rows: 101 - 150 of 251 Data columns: 6

Responsible Organization	Activity Type	Activity Number	Measure Type	Measure Category Metrics	Low		Mod		Total	
					Projected	Actual	Projected	Actual	Projected	Actual
Fayette County	Disposition	<a href="#">5059-002-B-J Fayette</a>	# of Properties		0	0	0	0	75	0
	Homeownership Assistance to low- and moderate-income	<a href="#">5059-013-A-H Fayette</a>	# of housing units		0	0	0	0	25	0
		<a href="#">5059-013-A-J Fayette</a>	# of Households benefitting		25	0	0	0	25	0
		<a href="#">5059-013-A-I Fayette</a>	# of housing units		0	0	0	0	75	0
Fitzgerald, City of	Acquisition - buyout of residential properties	<a href="#">5060-001-B-I Fitzgerald</a>	# of Households benefitting		0	0	25	0	75	0
		<a href="#">5060-001-B-I Fitzgerald</a>	# of Properties		0	0	0	0	11	5
		<a href="#">5060-001-B-I Fitzgerald</a>	# of housing units		0	0	0	0	11	5
	Construction of new housing	<a href="#">5060-012-E-I Fitzgerald</a>	# of housing units		0	0	0	0	1	0
	Homeownership Assistance to low- and moderate-income	<a href="#">5060-013-A-H Fitzgerald</a>	# of housing units		0	0	0	0	2	0
		<a href="#">5060-013-A-I Fitzgerald</a>	# of Households benefitting		2	0	0	0	2	0
		<a href="#">5060-013-A-J Fitzgerald</a>	# of housing units		0	0	0	0	14	0
	Rehabilitation/reconstruction of residential structures	<a href="#">5060-013-A-I Fitzgerald</a>	# of Households benefitting		0	0	0	0	14	0
<a href="#">5060-14A-B-I Fitzgerald</a>		# of Properties		0	0	0	0	5	0	
		<a href="#">5060-14A-B-I Fitzgerald</a>	# of housing units		0	0	0	0	5	0

# Obligations & Drawdowns

Obligations • Draws over the Daily Threshold •  
Blocked Drawdowns • Acceptable Vouchers

# Obligations in DRGR

## **How does HUD determine when NSP funds have been obligated?**

“Funds are obligated for an activity when orders are placed, contracts are awarded, services are received, and similar transactions have occurred that require payment by the state, unit of general local government, or subrecipient during the same or a future period. Note that funds are not obligated for an activity when subawards (e.g., grants to subrecipients or to units of local government) are made.”

**In other words, HUD expects grantees to obligate funds to specific activities.**

# Obligations in DRGR

## **How does HUD determine when NSP funds have been obligated?**

The following are examples of obligations for a **“specific activity”**:

- Execution of an agreement with a REO holder to acquire one or more foreclosed upon properties.
- Execution of a contract to rehabilitate an abandoned or foreclosed upon property.
- Execution of a loan agreement.

# Obligations in DRGR (continued)

## **How does HUD determine when NSP funds have been obligated?**

- Issuance of a purchase order for equipment/supplies used to maintain acquired property.
- Execution of a demolition contract.
- Administrative action necessary to assign a staff person to work on NSP activities.

The execution of a subrecipient agreement would **NOT qualify as an activity that counts toward meeting the 18-month obligation requirement.**

**SOURCE: NSP-1 TIMELINESS FAQs**

[http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/nsp\\_faq\\_timeliness.pdf](http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/nsp_faq_timeliness.pdf)

# Obligation Policy & Addresses:

How does the grantee link an obligation or drawdown to a specific address?

**There is no way to attach individual addresses to draws**

except in the case of multi-family properties, which would each have their own activity (if properly recorded).

The same attachment would not be possible in the case of

single family properties since there can be multiple SF addresses per activity.

# Draws Over the Threshold

- HUD sets a maximum amount for draw requests in a voucher in DRGR. **For example, the draw limit for NSP1 is \$5 million.** If a grantee's draw request amount exceeds the limit set for the grantee, that draw request will route to HUD for review and show a status of [Approved Pending HQ].
- Look for information such as a invoice or purchase order with sufficient detail to demonstrate that the draw request was created, reviewed by the grantee, and approved in accordance with grantee procedures. **For NSP1, the HUD Rep must consult with Mark Mitchell, Jessie Handforth Kome, or Jan Opper at HUD Headquarters prior to approval of the draw request, to ensure that the approval is properly handled and documented.**



# Blocked Draws

- Draws can be blocked at the grant and activity level by HUD (such as in the next slide) or at the activity level by the grantee
- **COMMUNICATE WITH HQ** if draw is blocked by HUD
- Check for Restricted Balance projects

# Blocked Draws – Grant Level

<a href="#">Admin</a>	<a href="#">Action Plans</a>	<a href="#">Drawdown</a>	<a href="#">OPR</a>	<a href="#">Reports</a>	
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## Grants

### View Grant

[Help?](#)

[Close](#)

[View Grant History](#)

[Grant Closeout Checklist](#)

**Grant Number:**

B-98-NU-39-0002

**State Grantee:** No

**Grant Name:**

DRI 1997 (Scioto County, OH)

**Grant Amount:**

\$588,670.00

**Appropriation:**

868/00162

**CFDA Number:**

**Disaster:**

FEMA-DR-1164-OH

**Award Date:**

**Grantee:**

Scioto County, OH

**HUD Voucher Approval Threshold:**

**Block Grant Drawdown**

Blocked

**TIN #**

**Data Used for calculating Area Benefit:**

Current DRGR Release

6.4

# Acceptable Vouchers

<a href="#">Admin</a>	<a href="#">Action Plans</a>	<b>Drawdown</b>	<a href="#">QPR</a>	<a href="#">Reports</a>	<a href="#">Grantee</a>	<a href="#">Grants</a>
-----------------------	------------------------------	-----------------	---------------------	-------------------------	-------------------------	------------------------

## Drawdown

### Maintain Voucher

[Help?](#)

[Return to Search Voucher](#)

**Voucher #:**  
112606

**Created By:**  
B00183

**Voucher Created for:**  
Empire State Development Corporation (NYS)

**Creation Date:**  
12/07/2009

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
1	B-02-DW-36-0001	CTLDC-0245	Chinatown Local Development Corporation and the New York City Department of Small Business Services.	Public services	CTLDC-0245	PROGRAM FUND	\$2,966,800.75	\$244,332.25	Approved	01/15/2010	<a href="#">View</a>
<b>Voucher Approved Total:</b>								<b>\$244,332.25</b>			

# Voucher Line Item Status - Grant Funds

[Shared Reports](#)
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[Shared Reports](#)
[Standard Reports](#)
[View Only User Reports](#)
[Fin Rept: Voucher Line Item Status - Funds](#)

File View Data Format Last update: 1/22/10 3:

Corporate

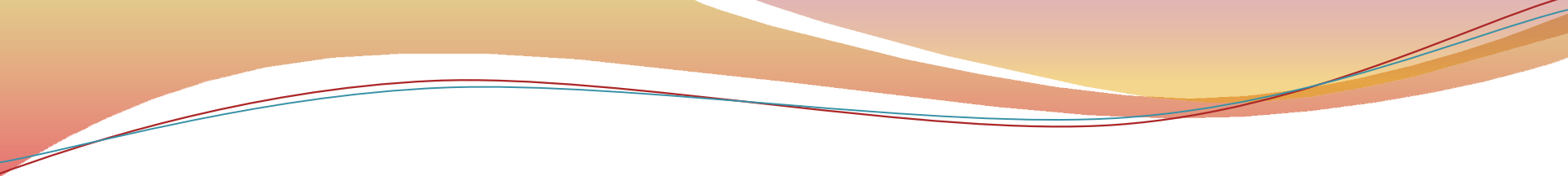
PAGE-BY: Grantee.Name: 
 Grants.Grant Number: 
 Drawdown Fund Type.Description:

Voucher Number	Voucher Item Number	Project Number	Project Title	Activity Number	Voucher Item Drawdown Approval Timestamp	Voucher Item Drawdown Loccs Submit Date	Voucher Item Paid Date	Voucher Item M
107387	1	100	OCD Administration	OCD Admin (NSPA)	8/4/2009 5:33:40 pm	8/4/2009 12:00:00 am	8/5/2009 12:00:00 am	
107565	1	101	LHFA's Administration	LHFA Admin (NSPL)	8/10/2009 5:22:34 pm	8/10/2009 12:00:00 am	8/11/2009 12:00:00 am	
107635	1	100	OCD Administration	OCD Admin (NSPA)	8/12/2009 5:45:38 pm	8/12/2009 12:00:00 am	8/13/2009 12:00:00 am	
107921	1	100	OCD Administration	OCD Admin (NSPA)	8/20/2009 6:29:49 pm	8/20/2009 12:00:00 am	8/21/2009 12:00:00 am	
108602	1	100	OCD Administration	OCD Admin (NSPA)	9/9/2009 5:43:46 pm	9/9/2009 12:00:00 am	9/10/2009 12:00:00 am	
109142	1	100	OCD Administration	OCD Admin (NSPA)	9/23/2009 6:26:25 pm	9/23/2009 12:00:00 am	9/24/2009 12:00:00 am	
100710	.	100	OCD	OCD Admin	10/7/2009	10/7/2009	10/8/2009 12:00:00 am	

# Case Study #4

## Pull Drawdown Voucher Line Item Status Report





# Quarterly Performance Reports (QPRs)

- QPR Deadlines
- QPR Checklist Points
- Commenting on QPRs
- QPR Reports

# QPR Deadlines

1. First QPR is due: 30 days after the first full quarter after the grant agreement is executed.
2. Remaining QPRs are due: within 30 days of the end of the calendar quarter.
3. HUD Action on QPRs is due: within 30 days of QPR submission.

# QPR Checks – NSP Checks

- 1. Single-family addresses** served during the quarter are entered in the QPR.
- 2. Multifamily addresses** are separate activities.
- 3. 25% LH activities** are separate from other activities.



# QPR Checks – Financial

- Are expenditures on track to meet NSP deadline?
- IS PROGRAM INCOME
  - Recorded in the QPR on the proper activity?
  - Being drawn down?
- MATH RULES
  - Does project budget + project budget = grant amount?
  - Are drawdowns and expenditures reasonably close?
  - Are the administration budget and obligations at or under 10% of the total grant amount?

# QPR Checks – Narrative

- Do the narratives provide HUD with enough information to determine if sufficient progress is being made on this activity to enable the grantee to meet the 18-month and 4-year deadlines?
- Read the Overall Progress Narrative. Is this sufficient to explain the progress or lack of progress of this grant?

# QPR Checks – Activity Progress

- For the activities that do not appear in the QPR, do you have any information that would indicate the reason for the lack of progress?
- Select an activity to review. Is the Responsible Organization listed as the one carrying-out the activity? Is there only one Responsible Organization discussed in the activity?
- Are the right performance measures showing for this activity?

# QPR Comments

**Which of the following is true about comments on APs and QPRs? (More than one correct answer possible).**

- A.** Viewable to grantees and HUD staff.
- B.** Grantee can see comments once they open their QPR.
- C.** Comments are for internal and auditing purposes – only visible to HUD staff.
- D.** If HUD staff want grantees to see comments, they should consider copying comments into a Word document, e-mail, etc.

# QPR Comments

**C & D are correct.**

- A. Viewable to grantees and HUD staff.
- B. Grantee can see comments once they open their QPR..
- C. Comments are for internal and auditing purposes - only visible to HUD staff.**
- D. If HUD staff want grantees to see comments, they should consider copying comments into a Word document, e-mail, etc.**

# QPR Review

[Admin](#)[Action Plans](#)[Drawdown](#)[QPR](#)[Reports](#)[Grants](#)

## Quarterly Performance Report

Review QPRs - State of Florida

[Help?](#)

Grant Number: [B-05-DJ-12-0001](#)

Contract Start Date: 04/11/2005

Grant Status: Active

Contract End Date: 04/11/2009

Grant Amount: \$100,915,626.00

Due Date	Date Submitted	Action	Status	Submitter
07/30/2009		<a href="#">View</a> <a href="#">Download Print Version</a>	Original - In Progress	
04/30/2009		<a href="#">View</a> <a href="#">Download Print Version</a>	Original - In Progress	
01/30/2009	02/11/2009	<a href="#">View</a> <a href="#">Download Print Version</a> <a href="#">Review</a>	Submitted - Await for Review	
10/30/2008	10/29/2008	<a href="#">View</a> <a href="#">Download Print Version</a> <a href="#">Review</a>	Submitted - Await for Review	

Current DRGR Release  
6.4

# Approving/Rejecting the QPR

Login ID:TS29FO  
Role:FO User

[Action Plans](#) [Drawdown](#) **QPR** [Reports](#) [Grants](#)

## Quarterly Performance Report

**Review QPR** [Help?](#)

<b>Grant Number:</b> <a href="#">Grant29</a>	<b>Contract Start Date:</b> 01/26/2010	<b>QPR Start Date:</b> 01/01/2010
<b>Grantee Name:</b> Grantee29, SD	<b>Contract End Date:</b> 01/31/2011	<b>QPR End Date:</b> 03/31/2010
<b>Contact Name:</b>	<b>Contact Email:</b>	

- [View Overall Progress Narrative](#) [View QPR Report](#)  
- [View Activities](#)  
- [06141984](#)  
- [View QPR History](#)

**Status:** Submitted - Await for Review  |

# Where to Make QPR Comments

Status:

Submitted - Await for Review



Save Review



Cancel

## Overall Progress Narrative:

This is a July 2001 final report. No reports were submitted in January or April as there were no changes and we were waiting to make one final expenditure, then close out the grant. Please see detailed individual project reports herein. A final Annual Financial Summary Report and long form of Financial Status Report will be submitted following this report.

## QPR Comment:



## Previous QPR Comments:



# Where to Make QPR Comments

Activity Funding	Current Quarter
Projected Activity Budget:	\$147,350.00
Program Funds Drawdown:	
Program Funds Obligated:	\$0.00
Program Funds Expended:	\$0.00
Match Contributed:	
Total Expended:	\$0.00
Program Income Received:	
Program Income Drawdown:	

**Activity Narrative:**  
The project is completed and all funds expended.

**Activity Comment:**

Enter QPR comments on the activity level here.

# Case Study #5

## Review the QPR



# QPR Comment Report

File View Data Format Last update: 1/14/10 9:00:20 AM

Corporate

PAGE-BY: Grantee.Name: Cobb County, GA Grants.Grant Number: B-08-UN-13-0002 Action Plan.Insert Timestamp: 10/23/2008 1:07:09 pm

Data rows: 39 Data columns: 0

Action Plan Review Hist.Comments	Activity.Grantee Activity Number	Activity Comment Hist.Comments
	<a href="#">281-NS09-021A-0129</a>	
	<a href="#">281-NS09-021A-0220</a>	
	<a href="#">281-NS09-0001-0305</a>	
	<a href="#">281-NS09-014A-0305</a>	
	<a href="#">281-NS09-0013-0305</a>	

# QPR Report Status

Shared Reports My Reports Create Report History List Preferences Search Help Logout

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > HUD Field Office User Reports > Admin Rept2: QPR Report Status

File View Data Format Last update: 10/26/09 2:56:21 PM

PAGE-BY: HUD Office: Philadelphia Field Office

Data rows: 1 - 50 of 62 Data columns: 0

State	Grantee	Grant Number	Rept Begin Date	QPR Review Status	Original Subm Date	Review Compl Date
Delaware	State of Delaware	B-08-DN-10-0001	4/1/2009	A Reviewed and Approved	7/28/2009	10/20/2009
			7/1/2009	O Original - In Progress	0	0
			10/1/2009	O Original - In Progress	0	0
	Allentown, PA	B-08-MN-42-0001	4/1/2009	A Reviewed and Approved	7/29/2009	10/20/2009
			7/1/2009	A Reviewed and Approved	10/20/2009	10/26/2009
			10/1/2009	O Original - In Progress	0	0
			7/1/1997	O Original - In Progress	0	0
			4/1/1998	A Reviewed and Approved	2/1/1999	4/23/1999
			7/1/1998	A Reviewed and Approved	2/1/1999	6/25/1999
			10/1/1998	A Reviewed and Approved	2/2/1999	8/6/1999
			1/1/1999	A Reviewed and Approved	9/3/1999	10/15/1999
4/1/1999	A Reviewed and Approved	1/12/2000	2/4/2000			

# Program Income - Activity Level

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[Disaster Recovery Grant Reporting System \(DrgrRep\) - FY2008 - 001A](#) > [Shared Reports](#) > [Standard Reports](#) > [View Only User Reports](#) > **Fin Rept: Program Income - Activity Level**

File View Data Format Last update: 1/22/10 3:36:05 PM

Corporate

PAGE-BY: Grantee:  Grant Number:

Data rows: 5 Data columns: 4

Activity Number	Responsible Organization	National Objective	Activity Type	Metrics	Grant Funds Budgeted	Grant Funds Disbursed	Program Income Received	Program Income Disbursed
<a href="#">NSP2008ADMN</a>	City of Santa Ana Community Development Agency	Not Applicable - (for Planning/Administration or Unprogrammed Funds only)	Administration		579,515	\$186,362.80	0	\$0.00
<a href="#">NSP2008ARCH</a>	City of Santa Ana Community Development Agency	LMMI: Low, Moderate and Middle Income National Objective for NSP Only	Acquisition - buyout of residential properties		700,000	\$627,204.05	0	\$0.00
<a href="#">NSP2008ARSF</a>	City of Santa Ana Community Development	LMMI: Low, Moderate and Middle Income National Objective for NSP Only	Acquisition - buyout of residential properties		2,015,636	\$766,077.19	0	\$0.00

# Addresses by Activity and Responsible Organization

## PERF REPT: Addresses by Activity and Responsible Organization

This report is intended to show addresses across activities and QPRs. Each QPR normally only shows addresses entered in that report.

File View Data Format Last update: 10/27/09 10:18:05 AM

PAGE-BY: Grantee.Name: State of Massachusetts Grants.Grant Number: B-08-DN-25-0001 ? X

Data rows: 12 Data columns: 0

QPR Activity Location.Address	QPR Activity Location.City	Activity.Grantee Activity Number	QPR Activity Location.State	QPR Activity Location.Zip	Activity Type.Description	Activity.Responsible Organization	QPR.Report Period Begin Date
[REDACTED]	0 0	[REDACTED] NSP1/00011/4B - Lowell redev under 50%	NA	01852	Rehabilitation/reconstruction of residential structures	City of Lowell	7/1/2009
[REDACTED]	0 0	[REDACTED] NSP1/00010/4B - Lawrence Redev under 50%	NA	01843	Rehabilitation/reconstruction of residential structures	City of Lawrence	7/1/2009
[REDACTED]	0 0	[REDACTED] NSP1/00010/4B - Lawrence Redev under 50%	NA	01841	Rehabilitation/reconstruction of residential structures	City of Lawrence	7/1/2009
[REDACTED]	0 0	[REDACTED] NSP1/00015/1 - Boston Acquisition	NA	02124	Acquisition - general	City of Boston	7/1/2009
[REDACTED]	0 0	[REDACTED] NSP1/00011/4B - Lowell redev	NA	01852	Rehabilitation/reconstruction of residential structures	City of Lowell	7/1/2009
[REDACTED]	0 0	[REDACTED] NSP1/00011/4B - Lowell redev under 50%	NA	01852	Rehabilitation/reconstruction of residential structures	City of Lowell	7/1/2009
[REDACTED]	0 0	[REDACTED] NSP1/00015/4C - Boston Housing Rehab	NA	02126	Rehabilitation/reconstruction of residential structures	City of Boston	7/1/2009
[REDACTED]	0 0	[REDACTED] NSP1/00017/4C - Framingham Housing Rehab	NA	01702-6936	Rehabilitation/reconstruction of residential structures	Town of Framingham	7/1/2009

# Case Study #6

## Modify the 'Addresses by Activity' Report



# Troubleshooting Jeopardy

Please organize into teams of three or four.

I will present you with a potential grantee issue and you will tell me what measures you would take to help them solve it.

Answers may include referring the grantee to a Help Desk, walking them through solving the problem, or solving the problem for them.





# Questions?

# Thank you!

Our training session is now complete.

Please complete the evaluation — **your feedback is important to us!**

For additional support contact Community Connections at:

**1-800-998-9999, Option 3**

**or**

**DRGR\_Help@hud.gov**