

[Admin](#)

[Action Plans](#)

[Drawdown](#)

[QPR](#)

[Reports](#)

[Grants](#)

Disaster Recovery Grant Reporting System Training for NSP Users

Release 7.3



Session Rules

- Ask lots of questions
- Set all cell phones to silent or vibrate.
- Raise your hand if you are having computer problems or fall behind. We are here to help!

Training Objectives

- Train NSP grantees on how to use the DRGR system for NSP reporting.
- Walk through DRGR screens with grantees so they can better understand the basic steps.
- Help prevent common problems with the DRGR system.
- Show grantees how to tell their story to HUD.

This is not an NSP policy training. When it comes to discussions of policy, we'll lean on the experience of the HUD staff in the room.

Training Schedule

- DAY 1
 - Overview of the System
 - Detailed Review of DRGR modules (Action Plans & QPR) and processes
- DAY 2
 - Review of Day 1 Material
 - Detailed Review of DRGR modules (Admin, Drawdown, Reports) and processes
 - How to tell your NSP story in DRGR
 - Common Issues/Troubleshooting

NSP & DRGR

- Disaster Recovery Grant Reporting – DRGR – system was developed specifically for disaster recovery grantees.
- NSP is NOT a disaster recovery program, but it was critical for HUD to act quickly.
- DRGR is relatively easy to update to adapt to changes in NSP
- DRGR had basic components needed by NSP
- DRGR can customize key components quickly and easily
 - Activity Types (i.e. Adding Land Banking as a new eligible activity for HUD)
 - National objectives (i.e. LH25)
 - Narrative fields
 - Performance Measures for grantees by appropriation

NSP & DRGR: Updates

Updates included in recent Release 7.3

1. Receipts, Revolving Loan Funds, and Program Income Accounts
2. Voucher Improvements
3. Audit Trail, User Account Management, and User Certifications
4. Miscellaneous Grantee Functions

The Basics: DRGR Modules

A circular icon for the Admin module. It features a screenshot of the DRGR system's Admin page, showing a navigation menu with 'Admin' highlighted. Below the screenshot, the text 'Admin' is written in orange, and 'View All Monitoring/Audit/T' is partially visible at the bottom.

Admin

Admin

View All Monitoring/Audit/T

Admin

Assign and certify users; add and track TA and Monitoring Events

A circular icon for the Action Plans module. It shows a screenshot of the 'View All Action Plans' page in the DRGR system. The page includes a table with columns for State, Source Name, Grant Number, Grant Status, Action Plan Status, and QPR. The table contains three rows of data for Florida grants.

Development Systems
Recovery Grant Reporting System (DRGR)

Admin Action Plans Drawdown QPR Reports

Action Plans

View All Action Plans

State	Source Name	Grant Number	Grant Status	Action Plan Status	QPR
FL	State of Florida	0-99-09-12-2001	Active	Reviewed and Approved	ADD568: QPR
FL	State of Florida	0-99-09-12-2001	Active	Submitted - Awaiting Review	ADD568: QPR
FL	State of Florida	0-99-09-12-2002	Active	Submitted - Awaiting Review	

Action Plans

Identify activities to be funded by organization, activity type, and project.



Drawdowns

Obligate funds for draws; create, approve, edit vouchers; receipt program income

A circular icon for the Quarterly Performance Report (QPR) module. It shows a screenshot of the 'Quarterly Performance Report' page for Babylon Township, NY. The page displays summary statistics such as Grant Number, Grant Status, and Grant Amount, along with a table of quarterly data.

Development Systems
Recovery Grant Reporting System (DRGR)

Admin Action Plans Drawdown QPR Reports

Quarterly Performance Report

View QPRs - Babylon Township, NY

Grant Number: 0-99-09-12-2001 Contract Start Date: 01/24/2009

Grant Status: Active Contract End Date:

Grant Amount: \$1,176,909.00

Year	Year Submitted	Action	Status
01/24/2009		View Download Print Version	Original
03/30/2009	03/30/2009	View Download Print Version	
06/04/2009	06/04/2009	View Download Print Version	

QPRs

Summarize drawdowns, expenditures, obligations, and achievements for the quarter

A circular icon for the Reports module. It shows a screenshot of a detailed data report table with multiple columns and rows, representing financial and reporting information.

Development Systems
Recovery Grant Reporting System (DRGR)

Admin Action Plans Drawdown QPR Reports

Year	Year Submitted	Action	Status
01/24/2009		View Download Print Version	Original
03/30/2009	03/30/2009	View Download Print Version	
06/04/2009	06/04/2009	View Download Print Version	

Reports

Look at financial, reporting, and user account information in an easy-to-read and exportable format

Telling Your Story

- DRGR is THE place to tell your story to:
 - Your CPD Representative
 - HUD Headquarters
 - Your Citizens
 - The wider public
 - Organizations and the media who request information on the program's progress

Getting Started

Grantee Access to DRGR

DRGR Roles

Testing out the System

DRGR Navigation



Access to DRGR



- Directions located on DRGR Log In page
http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/programs/drsi/drgrs
 - Send request to CPD Field Office
 - FO staff reviews and forwards to DRGR_Help@hud.gov
- Default grantee role: Regular User
- Must specifically request additional roles:
 - Grantee DRGR Administrator
 - Request Drawdowns
 - Approve Drawdowns
 - View Only

DRGR Roles: Grantee

3 Basic Roles

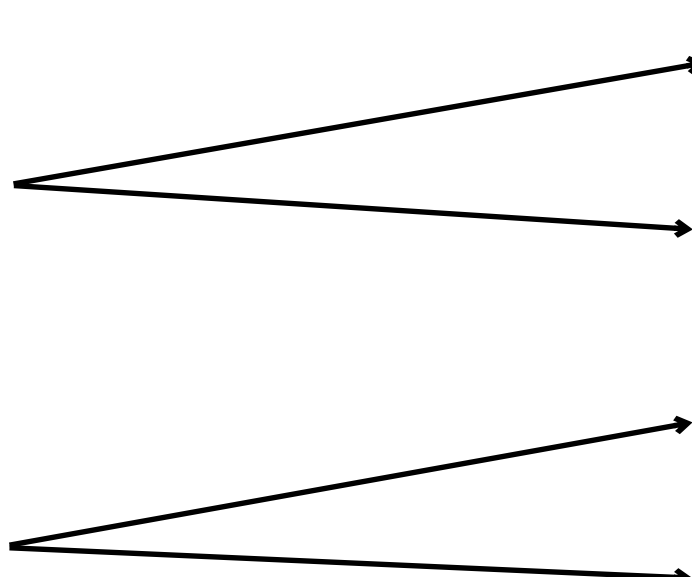
Grantee –
View Only

OR

Regular
Grantee User
(Default)

OR

Grantee
Admin



2 Additional Roles

- Must request Additional Role specifically from FO
- Can only have one additional role

DRGR Roles: Grantee



	Basic Roles			Additional Roles	
	<i>Regular Grantee</i>	<i>Grantee Admin</i>	<i>View Only</i>	<i>Request Draw</i>	<i>Approve Draw</i>
Certify Regular Grantee Users		X			
Assign Users to Grants		X			
View Action Plans	X	X	X	X	X
Edit/Submit Action Plans	X	X		X	X
Update Obligations				X	X
Create Draws				X	
Approve Draws					X
View Receipts	X	X	X	X	X
Create/Edit Receipts				X	X
View Program Income Accounts	X	X	X	X	X
Create/Edit Program Income Accounts				X	X
Block Activities from Draws		X			
View QPRs	X	X	X	X	X
Edit/Submit QPRs	X	X		X	X
View Microstrategy Reports	X	X	X	X	X

Under Release 7.3, grantee users can be associated with multiple grantees with different roles for each.

DRGR Roles: Grantee Administrator

- Assigning Users to a Grant
 - Accessible from the Grantee Admin Page
 - Only accessible to Grantee Administrators
 - When to Use It:
 - New User
 - Remove a User
 - New Grant
- Drawdown module functionality
 - Block draws from being processed internally
- (Re)Certifying Grantees (will discuss in 4 slides)

DRGR Roles: Grantee Administrator

- Assigning Users to a Grant

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

Login ID: B50941
Role: Grantee Admin

Admin

- [Grantee User Admin](#)
- [Certify Grantee Users](#)
- [Add Monitoring/Audit/TA](#)
- [View All Monitoring/Audit/TA](#)
- [Search Monitoring/Audit/TA](#)
- [Search Event Topics](#)

Utilities

- [Print Page](#)
- [Profile](#)
- [Help](#)
- [Logout](#)
- [Reports](#)

Links

- [PDF Viewer](#)
- [Support](#)
- [CPD Home](#)
- [HUD Home](#)

Admin

Assign and Remove Users [Help?](#)

Grant Number: T-09-NN-36-0003

Authorized Users:


- VA - Bones, Brandy - B50948 - HUD Headquarters
- VA - Gargoum, Jazmin - B50952 - ICF INCORPORATED
- VA - Manuel, Lisa - B50951 - ICF INCORPORATED
- VA - Murray, Amy - B51076 - ICF INCORPORATED
- VA - Murtaza, Farouq - B50949 - ICF INCORPORATED
- VA - Parker, Genell - B50943 - ICF INCORPORATED
- VA - Pham, Long - B53521 - ICF INCORPORATED
- VA - Price, Kelly Margaret - B50938 - ICF INCORPORATED
- VA - Richmond, Kristen - B50945 - ICF INCORPORATED
- VA - Slesinger, Jennifer - B50947 - ICF INCORPORATED

Available Users:


- VA - Hultman, Susan - B50942 - ICF INCORPORATED
- VA - Sarma, Christopher - B50950 - ICF INCORPORATED
- VA - Yohannes, Hamelmal Germamo - B50944 - ICF INCORPORATED

Hierarchy of User Certification

HUD FO Managers can certify grantee admins if CPD Reps are unavailable.



CPD rep will certify the identity of the authorized grantee contact & the grantee contact will be contacted by email to certify their DRGR grantee system administrators.



Grantee Administrator Role: Certifying Grantee Users

Login ID: B50941
Role: Grantee Admin

Admin

- [Grantee User Admin](#)
- [Certify Grantee Users](#)
- [Add Monitoring/Audit/TA](#)
- [View All Monitoring/Audit/TA](#)
- [Search Monitoring/Audit/TA](#)
- [Search Event Topics](#)

Utilities

- [Print Page](#)
- [Profile](#)
- [Help](#)
- [Logout](#)
- [Reports](#)

Links

- [PDF Viewer](#)
- [Support](#)
- [CPD Home](#)
- [HUD Home](#)

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

Admin

Certify Grantee Users

[Help?](#)

Certified Users:

- VA-Gargoum, Jazmin-B50952
- VA-Manuel, Lisa-B50951
- VA-Murray, Amy-B51076
- VA-Murtaza, Farouq-B50949
- VA-Parker, Genell-B50943
- VA-Pham, Long-B53521
- VA-Price, Kelly Margaret-B50938
- VA-Richmond, Kristen-B50945
- VA-Slesinger, Jennifer-B50947

<<Certify

Decertify>>

Save Changes | Cancel

Users with Expiring Certifications:

- VA-Hultman, Susan-B50942

Inactivate User

Activate User

Users inactivated due to Expired Certifications:

- VA-Sarma, Christopher-B50950
- VA-Yohannes, Hamelmal Germamo-B50944

Multiple User Profiles: Grantee

- As of Release 7.3, grantee users can be associated with multiple grantees.
- For each grantee account a user has access to, they may have unique DRGR roles.
- Each grantee account must:
 - Gain access by HUD per account (request access via CPD Rep who sends request to DRGR_Help@hud.gov and include all relevant information such as full name of user, grantee name of the request, contact information, B# or C#, user role for the grantee you are requesting access to, and five digits for a PIN #), and
 - Assigned to individual grants by each grantee admin users.
 - (Re) certified by each grantee admin users, and

One User
Two grantees with
different roles for each

Login

Profile Selection

1. **Grantee Profile:**
 - State of Georgia**
Grantee Administrator / Drawdown Approve User
 - City of Atlanta**
Grantee User

Select Profile

DRGR Roles: HUD

Basic roles are:

- Regular HUD User
- HHQ Admin
- HUD – View Only

Additional Roles:

- HUD – Approve Draw
- CPD Rep Assigned to a Grant
- CPD Field Manager (for User Certification)

DRGR Roles: HUD

	Basic Roles		Additional Roles		
	<i>Regular HUD User</i>	<i>HUD – View Only</i>	<i>HUD Field Manager</i>	<i>HUD Contact Assigned to Grant</i>	<i>HUD Approve Draw</i>
Certify Grantee Admin Users			X	X	
Certify HUD Field Office Users			X		
View Action Plans	X	X	X	X	X
Review Action Plans	X		X	X	X
Search/View Vouchers	X	X	X	X	X
Approve Vouchers over Threshold					X
Block Activities from Drawdowns				X	
View Receipts	X	X	X	X	X
View Program Income Accounts	X	X	X	X	X
View QPRs	X	X	X	X	X
Approve QPRs	X		X	X	X
View Microstrategy Reports	X	X	X	X	X

Under Release 7.3, HUD users can be associated with multiple field offices.

Multiple User Profiles: HUD Staff

- As of Release 7.3, HUD users may be associated with multiple field offices
- Each FO account must gain access per account (request access via the Rep's Supervisor who sends request to DRGR_Help@hud.gov and include all relevant information such as full name of user, grantee name of the request, contact information, H#, Field Office for which you are requesting access,

Assigning Users to a Grant

3 Helpful Reports:

- Admin Rept04a: USERS - Grantee DRGR Users Account Status
- Admin Rept04b: USERS - Grantee DRGR Users with System Role and Certification Status
- Admin Rept04c: USERS - Grantee DRGR Users Access by Grant

Troubleshooting: System Roles in DRGR (Admin Rept04b)

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Admin Rept04: USERS - Grantee DRGR Users with System Role and Certification Status

File View Data Format Corporate Last update: 5/10/11 9:27:30 AM

PAGE-BY: State: Louisiana Grantee: State of Louisiana

Data rows: 24 Data columns: 0

User Name	User ID	User Email	Account Status	Recertification Status	Recertification Date	Recertification Approver	System Role
Judith Morris	B50465		Active	Recertified	12/30/2010	B00893	GU Grantee User DD_A Drawdown Approve User
Belinda Olivier	C14638		Active	Recertified	12/30/2010	B00893	GU Grantee User DD_A Drawdown Approve User
John Pearce	B52806		Active	Recertified	12/30/2010	B00893	GU Grantee User
Avia Quebedeaux	B00176		Active	Recertified	12/30/2010	B00893	GU Grantee User DD_F Drawdown Request User
Brian Roberts	B50512		Active	Recertified	12/30/2010	B00893	GU Grantee User
Joseph Rossman	B52805		Active	Recertified	12/30/2010	B00893	GU Grantee User
Anthony Sanchez	B52470		Active	Expired	12/30/2010	B00893	GU Grantee User
Tracy Simmons	B52390		Active	Recertified	12/30/2010	B00893	GU Grantee User

DRGR Navigation Rules

- Navigate using DRGR Links, rather than your browser's.
- Never use your browser's BACK button.
- Logout using the Logout link in Utilities – don't just close the window.
- Save early, save often! System times-out after 20 minutes.
- If you want to copy/paste text into DRGR, do so from Notepad, not Word or WordPad.

Getting Started Review

- DRGR Roles
- Getting Access
- Grantee Administrator
 - Must assign users to grants
 - Must re-certify users every six months

Action Plan Module

Adding the Action Plan

Adding Projects

Adding Responsible Organizations

Adding Activities

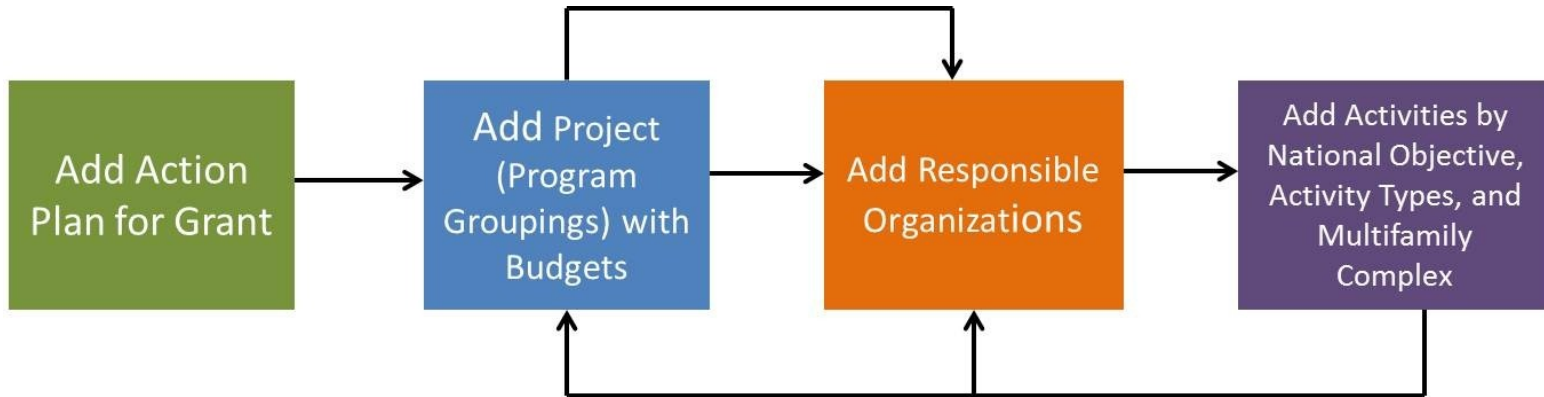
Submitting the Action Plan



Action Plan

- Purpose
 - Creates foundation and structure for reporting accurately
 - Helps grantees identify the data required to set up budgets and performance goals
- Key Actions to an Action Plan
 - Add the Action Plan
 - Confirm Grant Number
 - Add the Overall Narrative data
 - Add and edit information on ‘projects’
 - Add and edit information on ‘activities’
 - Responsible Organizations
 - Narratives & Key Features (i.e. National Objective)
 - Budgets
 - Performance Measures
 - Submit to HUD for Review and Approval

Action Plan: Key Steps



Action Plan

- [View All](#)
- [View Action Plan](#)
- [Download Action Plan](#)

Projects

- [Add Project](#)
- [Search/Edit Project](#)

Responsible Organization

- [Add](#)
- [Search](#)

Change Role

- [Grantee Simulator](#)
- [Super User - HQ User](#)

Utilities

- [Print Page](#)
- [Profile](#)
- [Help](#)
- [Logout](#)
- [Reports](#)

Edit Action Plan

Grant Number:
B-08-DN-99-0003

- [Funding Sources](#)
- [Areas of Greatest Need](#)
- [Distribution and Uses of Funds](#)
- [Definitions and Descriptions](#)
- [Low Income Targeting](#)
- [Acquisition and Relocation](#)
- [Public Comment](#)

Grant Amount:
\$10,000,000.00

[Add Activity](#)

[Save](#)

[Submit Action Plan](#)

[Cancel](#)

Grant Amount:	\$10,000,000.00
Estimated PI/RL Funds:	\$150,000.00
Total Budget:	\$10,150,000.00

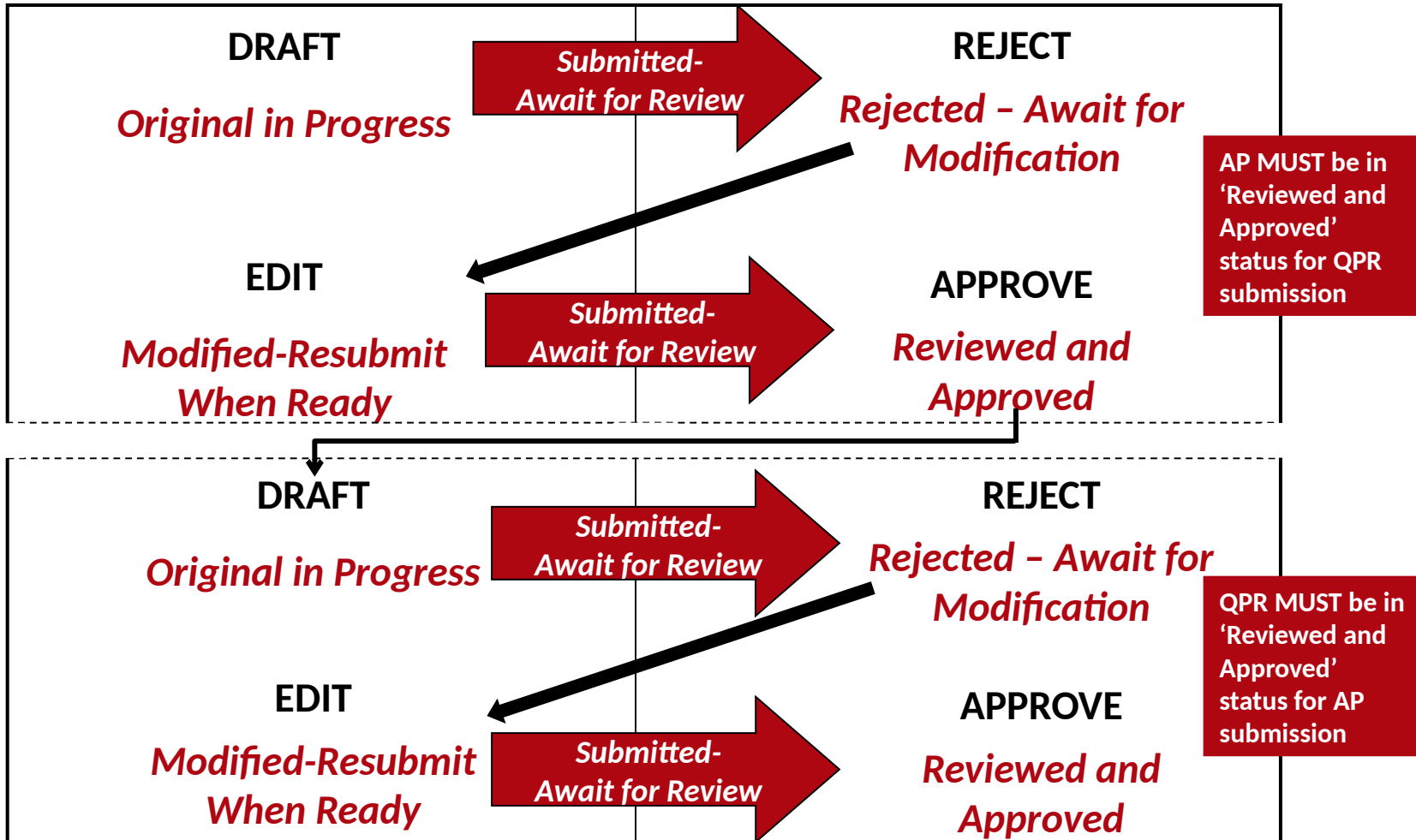
Action Plan and QPR Review Process

Grantee

HUD

Action Plan

QPR



Cannot edit Action Plan if ...

- Action Plan has status of 'Submitted – Await for Review'
- QPR has status of 'Submitted – Await for Review'
- Grantee is not assigned to the grant
- Grant is not active
- User has View Only

Action Plan status examples

Admin	Action Plans	Drawdown	QPR	Reports	Grantee	Grants
Action Plans						
State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR	
ND	Cass County, ND	B-97-NU-38-0001	Close	Submitted - Await for Review	View QPRs	
IN	Evansville, IN	B-08-MN-18-0003	Active	Rejected - Await for Modification	View QPRs	
GA	Fulton County, GA	B-08-UN-13-0004	Active	Modified - Resubmit When Ready	View QPRs	
FL	West Palm Beach, FL	B-08-MN-12-0030	Active	Reviewed and Approved	View QPRs	

Adding an AP to a Grant

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

Login ID: MITCGR
Role: Grantee Admin

Action Plan
- [View All](#)

Projects
- [Add](#)
- [Search](#)

Utilities
- [Print Page](#)
- [Profile](#)
- [Help](#)
- [Logout](#)
- [Reports](#)

Links
- [PDF Viewer](#)
- [Support](#)
- [CPD Home](#)
- [HUD Home](#)

Admin **Action Plans**

Action Plans

[View All Action Plans](#)

1 Page 2 >

State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
FL	State of Florida	B-05-DJ-12-0001	Active	Reviewed and Approved	Add/Edit QPRs
FL	State of Florida	B-06-DG-12-0001	Active	Submitted - Await for Review	Add/Edit QPRs
FL	State of Florida	B-06-DG-12-0002	Active	Submitted - Await for Review	Add/Edit QPRs
FL	State of Florida	B-08-DI-12-0001	Active	Over Due	

'Over Due' simply means an Action Plan has not yet been added for this grant.

Adding an AP to a Grant

login ID:MITCGR
role:Grantee Admin

Action Plan
[View All](#)

Objects
[Add](#)
[Search](#)

Utilities
[Print Page](#)
[Profile](#)
[Help](#)
[Logout](#)
[Reports](#)

Links
[PDF Viewer](#)
[Support](#)
[CPD Home](#)
[HUD Home](#)

Action Plans

Add Action Plan - Page 1

[Help?](#)

Please confirm that you want to Add an Action Plan for the Grant listed below.

Grant Number	Grant Description	Grant Amount
B-08-DI-12-0001		\$6,467,456.00

|

Adding an Action Plan: 'Overall Narrative' data

- Narrative information at the grant level directly corresponds to the NSP Substantial Amendment
- Example of NSP1 sections:
 - Area of Greatest Need
 - Distribution and Use of Funds
 - Definitions and Descriptions
 - Low Income Targeting
 - Acquisition and Relocation
 - Public Comment
- Not all sections were established when NSP1 DRGR Action Plans were originally submitted, grantee must enter the information now.

Adding an AP: Grant Budget

- Enter Estimated PI/RLF Funds to establish the Total Budget.
- May be updated periodically as grantee re-estimates the program income to be received.
- This is the only time the user will enter Program Income separate from Program Funds in a budget.

Action Plans

Edit Action Plan

Grant Number:
[Input Field]

Grant Amount:
\$10,000,000.00

[Funding Sources](#)
[Areas of Greatest Need](#)
[Distribution and Uses of Funds](#)
[Definitions and Descriptions](#)
[Low Income Targeting](#)
[Acquisition and Relocation](#)
[Public Comment](#)

|
 |
 |

Grant Amount:	\$10,000,000.00
Estimated PI/RL Funds:	\$2,000,000.00
Total Budget:	\$12,000,000.00

Note: Click to drill down activities.

	Project #	Project Title
	NSP1- Admin	Administration
	01-B-Asa/Rehab	Acquisition/Rehab/State

Since Project and Activity Budgets must now include PI, the Estimated PI/RLF at the grant level must have enough \$ to accommodate these increased amounts

Adding 'Projects'

- DRGR is a two-tier hierarchy system
 - Projects
 - Activities
- To enter data:
 - Enter Projects first
 - Enter Activities second since they must be assigned to projects.
 - For example:
 - Project 1
 - Activity 1.A
 - Activity 1.B
 - Project 2
 - Activity 2.A

Adding 'Projects'

- PROJECTS should be NSP eligible uses:
 - Financing Mechanisms (Eligible Use A)
 - Acquisition / Rehabilitation (Eligible Use B)
 - Land Bank (Eligible Use C)
 - Demolition (Eligible Use D)
 - Redevelopment (Eligible Use E)
 - Administration

Adding Projects: Examples

Financing Mechanisms (Eligible Use A)

Activity 1.A

Activity 1.B

...

Acquisition / Rehabilitation (Eligible Use B)

Activity 2.A

Activity 2.B

...

Administration

Activity 3.A

Adding Projects: Revolving Loan Funds

Revolving
Loan Fund
(RLF) can now
be identified
as a Project

Action Plan
- [View All](#)

Projects
- [Add Project](#)
- [Search/Edit Project](#)

Responsible Organization
- [Add](#)
- [Search](#)

Utilities
- [Print Page](#)
- [Profile](#)
- [Help](#)
- [Logout](#)
- [Reports](#)

Links
- [PDF Viewer](#)
- [Support](#)
- [CPD Home](#)
- [HUD Home](#)

Project

Add Project

Financial Data

Grant Amount:	\$10,000,000.00
Estimated PI/RL Funds:	\$2,000,000.00
<hr/>	
Total Project Budget Amount:	n/a
Available for Project Budget:	\$2,000,000.00
<hr/>	
Total Amount Budgeted to Activities in this Project:	n/a

* **Grant #:**

B-08-MN-99-0103 ▾

* **Project #:**

* **Project Title:**

* **Description:**

* **Project Budget Amount:**

\$

Revolving Loan Fund

* **Project Status:**

Open ▾

Name of the Organization Carrying out Project:

Special Project: Restricted Balance

- If activities are in a Restricted Balance project, drawdowns CANNOT be made on them until they are moved to other projects.
- Grantees must work with CPD Representatives to figure out why draws are restricted.
- Only the HUD Super user can reduce the Restricted Balance project budget so activities can be re-assigned to other projects by grantee users.



Testing out the System

Homes & Communities
U.S. Department of Housing and Urban Development

Community Planning and Development

USA.gov
Government Made Easy

Community Planning & Development

DRGR Login

Please enter your Username (C***** or H*****) and Password to log in.

Username:

Password:

If you have an issue with login or password, please call the main HUD Help Desk at **1-888-297-8689 (Option 9)**.

USER ID	ROLE
TS##GA	Grantee Admin/Approve Drawdown
TS##GR	Request Drawdown

DRGR Navigation

Main Navigation Bar - Select Module

Screen Links within Module

Action Plan
- [View All](#)

Projects
- [Add Project](#)
- [Search/Edit Project](#)

Responsible Organization
- [Add](#)
- [Search](#)

Utilities
- [Print Page](#)
- [Profile](#)
- [Help](#)
- [Logout](#) ← **Exit System**
- [Reports](#)

Links
- [PDF Viewer](#)
- [Support](#)
- [CPD Home](#)
- [HUD Home](#)

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

Action Plans ← **Module Title**

View All Action Plans ← **Screen Title** [Help?](#) ← **Page Help**

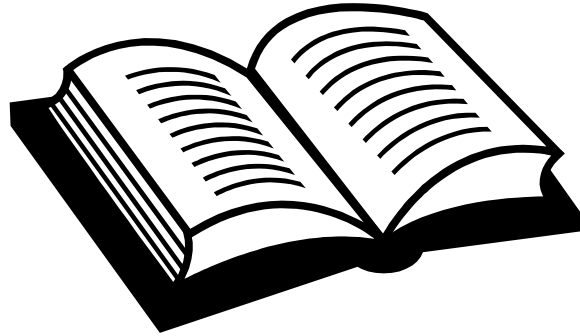
State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
CO	Denver01, CO	B-08-MN-99-0100	Active	Over Due	
CO	Denver01, CO	B-08-MN-99-0101	Active	Original - In Progress	Add/Edit QPRs
CO	Denver01, CO	B-08-MN-99-0102	Active	Original - In Progress	Add/Edit QPRs
CO	Denver01, CO	B-08-MN-99-0103	Active	Original - In Progress	Add/Edit QPRs
CO	Denver01, CO	B-08-MN-99-0104	Active	Original - In Progress	Add/Edit QPRs
CO	Denver01, CO	B-08-MN-99-0105	Active	Original - In Progress	Add/Edit QPRs
CO	Denver01, CO	B-08-MN-99-0106	Active	Original - In Progress	Add/Edit QPRs

Use **Main Navigation Bar** to Select Module.

Use **Module Navigation Menu** links to select screens.

DRGR Navigation: Search

- Three ways to Search
 1. Blank (no criteria – returns everything)
 2. Partial (i.e. “Sun” for Sunny Day Development LLC)
 - Returns “Sunny Day”
 - Returns “Sunny Day Development LLC”
 - Returns “Sunny Day LLC”
 3. Exact
- The Results
 - May be several pages
 - Column Headers: click to sort
 - Click on the links for the selected item
- Always double-check you are searching the CORRECT grant.



1. Managing Accounts
2. Adding the Action Plan & the Overall Narrative
3. Adding
4. Editing Projects

Adding Activities: Overview

- Activities should be broken out, at a minimum, by:
 - responsible organization
 - activity type
 - national objective and
 - multifamily building complex(if applicable) .
- Must use correct National Objective
 - Low/Mod/Middle Income Housing (DRGR=LMMI)
 - Low Income Housing 25% Set-aside (DRGR=LH25)
 - Admin (DRGR=NA)
- All funds are drawn and all performance measures captured at the activity level.

Adding 'Activities': Responsible Organizations

- Required at Activity Level
- Defined as an organization with responsibility for completing the activity and meeting applicable federal requirements
 - Subrecipients are always responsible organizations
 - Developers in NSP are usually responsible organizations
 - Contractors are not responsible organizations
- Double-check all required data is provided
- Optional:
 - Responsible Org at Project Level
 - Subordinate Organizations

Adding 'Activities': Responsible Organizations

Login ID:T001GA
Role:Grantee Admin

Action Plan
[View All](#)

Projects
[Add](#)
[Search](#)

Responsible Organization
[Add](#)
[Search](#)

Utilities
[Print Page](#)
[Profile](#)
[Help](#)
[Logout](#)
[Reports](#)

Links
[PDF Viewer](#)
[Support](#)
[CPD Home](#)
[HUD Home](#)

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

Responsible Organization

Add Organization

|

* Indicates required field

Profile

*Organization Name:

*Organization Type:

*DUNS #: Ext:

*EIN/TIN #:

Address Line 1:

Address Line 2:

Address Line 3:

(ex: Division of Housing)

*City:

*State/Territory:

Zip Code:
 -

Contact Information

First Name:

Middle Initial:

Last Name:

Title:

Email:

Address:

City: State:

Zip Code: -

Telephone: Ext:

|

Only add a Responsible Organization once in DRGR.

Adding Activities: Select Responsible Organization (Page 2)

Action Plans

Edit Activity - Page 2

[Help?](#)[Edit Previous Screen](#)[Save Activity](#)[Cancel](#)

Grant Number:
B-08-DN-99-0013

View Existing Activities:

Select Option

- [Responsible Organization](#)
- [Location Description](#)
- [Activity Description](#)

[View Activity Details](#)

Activity Type:

Rehabilitation/reconstruction of residential structures

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 --

*** Name of the Primary Responsible Organization Carrying out activity:**

Denver Affordable Housing

[Select](#)[Replace](#)

Proposed budgets for Organizations carrying out activity :

Select

[Organization Name](#)

[Organization Type](#)

[Proposed Budget](#)

Denver Affordable Housing

Non-Profit

\$ 500,000.00

[Add](#)[Replace](#)


Adding Responsible Organization: Subordinate Organizations (optional)

Action Plans

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

[Edit Previous Screen](#) | [Save Activity](#) | [Cancel](#) |

Grant Number:
B-08-DN-99-0013


View Existing Activities:
Select Option  [- Responsible Organization](#)
[- Location Description](#)
[- Activity Description](#)

[View Activity Details](#)

Activity Type:
Rehabilitation/reconstruction of residential structures

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 -- 

*** Name of the Primary Responsible Organization Carrying out activity:**
Denver Affordable Housing
[Select](#) [Replace](#)

Proposed budgets for Organizations carrying out activity :

Select	Organization Name	Organization Type	Proposed Budget
<input type="checkbox"/>	Denver Affordable Housing	Non-Profit	<input type="text" value="\$ 500,000.00"/>
<input type="checkbox"/>	Housing for the People	Non-Profit	<input type="text" value="\$ 0.00"/>

[Add](#) [Delete](#) [Replace](#)

Adding Responsible Organizations (Admin Rept05a)

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

Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Admin Rept05a: ADMIN - Responsible Organization List

File View Data Format Corporate

PAGE-BY: Grantee State: Arizona Grantee: Chicanos Por La Causa, Inc. Last update: 5/10/11 9:38:11 AM

Data rows: 13 Data columns: 0

Responsible Organization	DUNS #	TIN #	Address 1	Address 2	Org City	Org State	Org Zip
Affordable Homes of South Texas, Inc.				0	McAllen	TX	78501
Chicanos Por La Causa, Inc.				0	Phoenix	AZ	85034
Community Development Corporation of Brownsville				0	Brownsville	TX	78520
Community Housing Improvement Systems & Planning Associations				Suite #100	Salinas	CA	93901
Community Resources & Housing Development Corporation				Suite 200	Westminster	CO	80030
Del Norte Neighborhood Development Corporation				Suite #202	Denver	CO	80211
El Paso Affordable Housing CUSO				Suite #A	El Paso	TX	79925
Mi Casa Inc.				Suite 2	Washington	DC	20011
New Economics For Women				0	Los Angeles	CA	90017
Norris Square Civic Association				0	Philadelphia	PA	19122
The Resurrection Project				0	Chicago	IL	60608
Tierra del Sol Housing Corporation				Suite 3 C & D	Anthony	NM	88021
YES Housing, Inc.				0	Albuquerque	NM	87102

Incomplete Responsible Organizations

Common Issue #1

Shared Reports My Reports My Subscriptions History List Preferences Search

Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Admin Rept05a: ADMIN - Responsible Organization Lis

File View Data Format Corporate Last update: 8/25/1

MSTR JavaScript errors encountered! Click here for more details.

PAGE-BY: Grantee State: California CA

Data rows: 3 Da

Responsible Organization	DUNS #	TIN #	Address 1	Address 2	Org City	Org State	Org Zi
	00000000	00000000	0	0	0	0	0
	00000000	00000000	0	0	0	0	0
	00000000	00000000	0	0	0	0	0

Common Issue #2

Shared Reports My Reports My Subscriptions History List Preferences Search

Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Admin Rept05a: ADMIN - Responsible Organization Lis

File View Data Format Corporate Last update: 9/6

PAGE-BY: Grantee State: Grantee:

Data rows: 6 D

Responsible Organization	DUNS #	TIN #	Address 1	Address 2	Org City	Org State	Org Zi
DEPART. OF COMMUNITY & ECONOMIC DEVELOPMENT	00000000	00000000	0	0	0	0	0
DEPT. OF COMMUNITY & ECONOMIC DEVELOPMENT	00000000	00000000	0	0	0	0	0
DEPT. OF COMMUNITH & ECONOMIC DEVELOPMENT	00000000	00000000	0	0	0	0	0
DEPT. OF COMMUNITY & DEVELOPMENT	00000000	00000000	0	0	0	0	0
DEPT. OF COMMUNITY & ECONOMIC DEVELOPMENT	00000000	00000000	0	0	0	0	0
DEPT. OF COMMUNITY AND DEMOLITION OF FLOOD DEBRIS	00000000	00000000	0	0	0	0	0

Adding Activities: Selecting an NSP Activity Type

- Consolidate multiple “phases” of program into its end use
- Common NSP Activity Types:
 - Rehabilitation/reconstruction of residential structures
 - Administration
 - Construction of new housing
 - Clearance and Demolition
 - Land banking - Acquisition
- After a grantee selects an Activity Type, DRGR will auto-populate the associated performance measures and metrics on Page 2 of the Action Plan-Edit Activity screen.

Determining Activities: City of Zorro Example

Program Description:

1. Financing Mechanisms: Subrecipient will serve only HH at or below 50% AMI.
2. Financing Mechanisms: City expects to serve all LMM income levels
3. Acquisition/Rehab: Subrecipient proposes to buy, rehab, and sell to 4 foreclosed single-family properties to serve HH below 50% AMI
4. Acquisition/Rehab: City proposes to buy, rehab, and rent/sell 12 foreclosed properties. 10 will be single-family to serve all LMM income levels. 2 will be multifamily rental properties for HH at or below 50% AMI

Determining Activities:

City of Zorro Example - Activity Structure

- Financing Mechanisms (Eligible Use A)
 - City LLR LH25
 - City LLR LMMI
 - Sub recipient LLR LH25
- Acquisition/Rehab (Eligible Use B)
 - Sub recipient Acquisition/Rehab LH25
 - City Single Family Acquisition/Rehab LMMI
 - City Multi-Family Oak Street Property LH25
 - City Multi-Family Elm Street Property LH25

Example: Zorro Budget

- Total Budget for Acq/Rehab Sub recipient
Acquisition/Rehab LH25 = \$1MM
- Activity Type = Rehabilitation/Reconstruction of residential structures
- All proposed costs associated with that activity are included in that Activity's budget. A grantee does not need to breakout in DRGR hard costs from activity delivery costs, for example.

Acquisitions		Rehab Costs		Disposition Costs (i.e. Closing Costs)		Activity Delivery Costs		Failed Acquisitions		Estimated PI		Total
\$ 360,000	+	\$ 596,000	+	\$ 20,000	+	\$ 14,000	+	\$ 10,000	+	\$ 500,000	=	\$ 1,500,000

Adding Activities

Action Plans

Edit Action Plan

[Help?](#)**Grant Number:****Grant Amount:**

\$91,141,478.00

- [Funding Sources](#)
- [Areas of Greatest Need](#)
- [Distribution and and Uses of Funds](#)
- [Definitions and Descriptions](#)
- [Low Income Targeting](#)
- [Acquisition and Relocation](#)
- [Public Comment](#)

[Add Activity](#)[Save](#)[Submit Action Plan](#)[Cancel](#)

Grant Amount:	\$91,141,478.00
Estimated PI/RL Funds:	\$5,679,494.47
Total Budget:	\$96,820,972.47

Note: Click [▶](#) to drill down activities.

▶	Project #	Project Title	Project Budget	
▶	Local Admin 21A	Local Admin	\$6,330,098.83	
▶	NSP #1	Homeownership - 120% AMI	\$34,082,658.13	
	Activity Number	Activity Title	Activity Budget	Del
	Alachua Cnty 01	Acquisition	\$692,871.81	
	Alachua Cnty 02	Acquisition	\$34,297,000.00	

New look as of 7.3
now groups Activities
by Project and
displays the Activity
Title!

Adding Activities (Page 1)

Action Plans

Edit Activity - Page 1

He

*Indicates Required Field

Continue to Next Screen | Save Activity | Cancel

Grant Number:
B-08-MN-99-0103

***Activity Type:**
Rehabilitation/reconstruction of residential structures

***National Objective:**
NSP Only - LMMI

***Grantee Activity Number:**
NSP1-B A/R MF DHH LMMI

Activity Title:
Acq/Rehab Multifamily LMMI

***Activity Status:**
Under Way

Environmental Assessment:
COMPLETED

View Existing Activities:
Select Option
View Activity Details

Block Drawdown:
 Blocked by Grantee Blocked/Restricted by HUD

***Total Budget:**
\$ 1,500,000.00 (ex: 999,999.99)

***Projected Start Date:**
03/01/2010
[Select Date](#) (ex: mm/dd/yyyy)

***Projected End Date:**
03/01/2013
[Select Date](#) (ex: mm/dd/yyyy)

*** Project # / Project Title:**
NSP1-B-Acq/Rehab / Acquisition/Rehabilitation
Select Project

Adjust Project Budget:
 No Yes

Continue to Next Screen | Save Activity | Cancel

Boxes will be checked if activity is blocked for drawdowns

Activity budgets can now include Program Funds and Program Income

Click here to assign activity to a project

As of Release 7.3, a grantee estimates program income budgets. For an Activity budget, program funds plus estimated program income to be used equals Total Budget.

Adding Activities: Select Project Screen

Project

Search for Projects

[Help?](#)

Search Criteria

Project #:**Project Title:**

Results Page 1 of 1 (4 projects found)

Grantee	Project #	Project Title	Grant #	Project Budget Amount	Disbursed Amount	Project Status	Select
Denver1, CO	NSP1-02-AR	Acquisition/Rehabilitation	B-08-DN-99-0013	\$7,000,000.00	\$1,635,000.00	Open	<input type="radio"/>
Denver1, CO	NSP1-01 LB	Land Bank	B-08-DN-99-0013	\$2,000,000.00	\$1,010,000.00	Open	<input type="radio"/>
Denver1, CO	NSP1-03-RE	Redevelopment	B-08-DN-99-0013	\$1,000,000.00	\$.00	Open	<input type="radio"/>
Denver1, CO	9999	Restricted Balance	B-08-DN-99-0013	\$0.00		Open	<input type="radio"/>



Adding Activities: Example of Naming Conventions

Note: Click  to drill down activities.

 Project #	Project Title	Project Budget
 NSP1-Admin	Administration	\$1,000,000.00
Activity Number	Activity Title	Activity Budget
NSP1-Admin	Administration	\$1,000,000.00
 NSP1-B-Acq/Rehab	B-Acq/Rehab	\$6,000,000.00
Activity Number	Activity Title	Activity Budget
NSP1-B A/R MF DHH LH25	Acq-Rehab Multi-Family LH25	\$1,500,000.00
NSP1-B A/R MF DHH LH25 929 Connecticut	Acq/Rehab Multi-Family LH25	\$3,500,000.00
NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	\$500,000.00
NSP1-B A/R SF HP LH25	Acq/Rehab Single-Family LH25	\$500,000.00
 NSP1-C-LB	C-Land Bank	\$1,750,000.00
Activity Number	Activity Title	Activity Budget
NSP1-C LB SF City	Land Bank City LMMI	\$1,750,000.00
 NSP1-E-Red't	E-Redevelopment	\$1,250,000.00
Activity Number	Activity Title	Activity Budget
NSP1-E Redev't MF City LMMI	Redevelopment City LMMI	\$1,250,000.00

Adding Activities: Proposed Beneficiary Measures (Page 2)

- Detailed information is required for performance measures.
- Activity Type selected on Page 1 directly ties to the Benefit type a grantee selects and to the proposed measures a grantee may choose from.
- Two Steps:
 1. Enter proposed **beneficiary** data (Area Benefit or Direct Benefit)
 2. Enter proposed accomplishment data

*Activity Type:
Rehabilitation/reconstruction of residential structures

*National Objective:
Select Option

*Grantee Activity Number:

Activity Title:

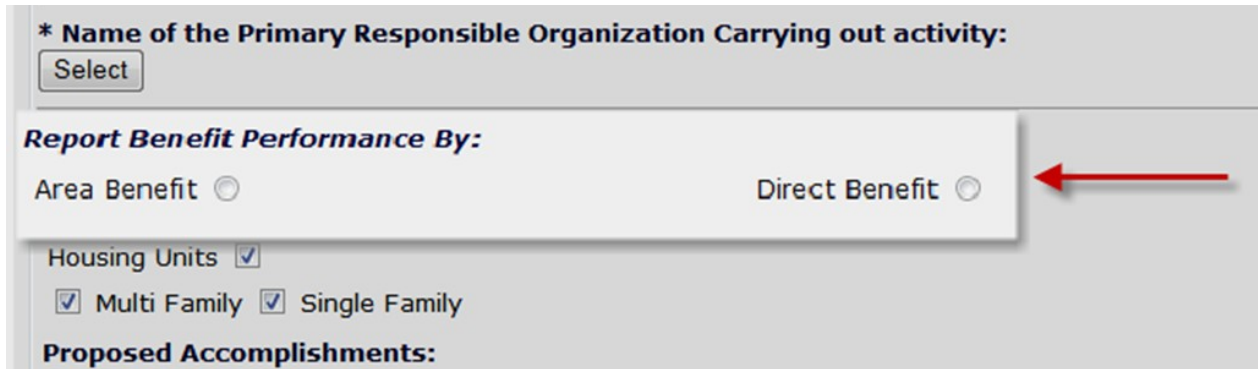
*Activity Status:
Select Option

Environmental Assessment:
Select Option

Continue to Next Screen | Cancel


Activity Benefit Type: Area Benefit v Direct Benefit

- Direct and area benefit options will mainly affect the type of beneficiary data that will be entered by grantees for their activities.
- For most NSP activities such as housing rehabilitation, construction of new housing, and homeownership subsidy, 'Direct Benefit' will be selected.



* Name of the Primary Responsible Organization Carrying out activity:

Report Benefit Performance By:

Area Benefit Direct Benefit 

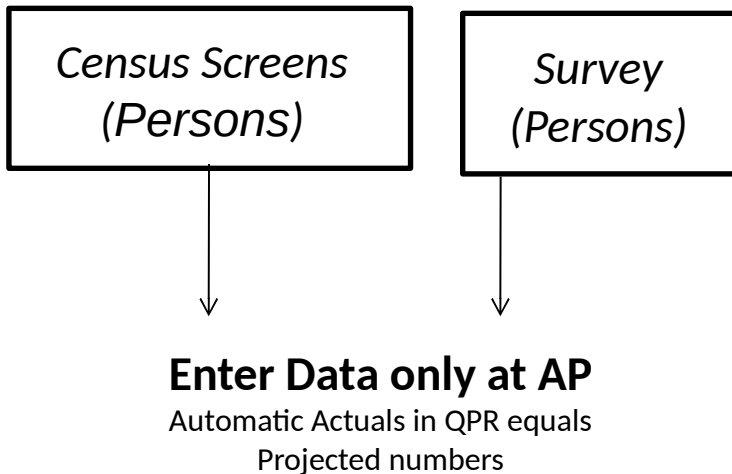
Housing Units

Multi Family Single Family

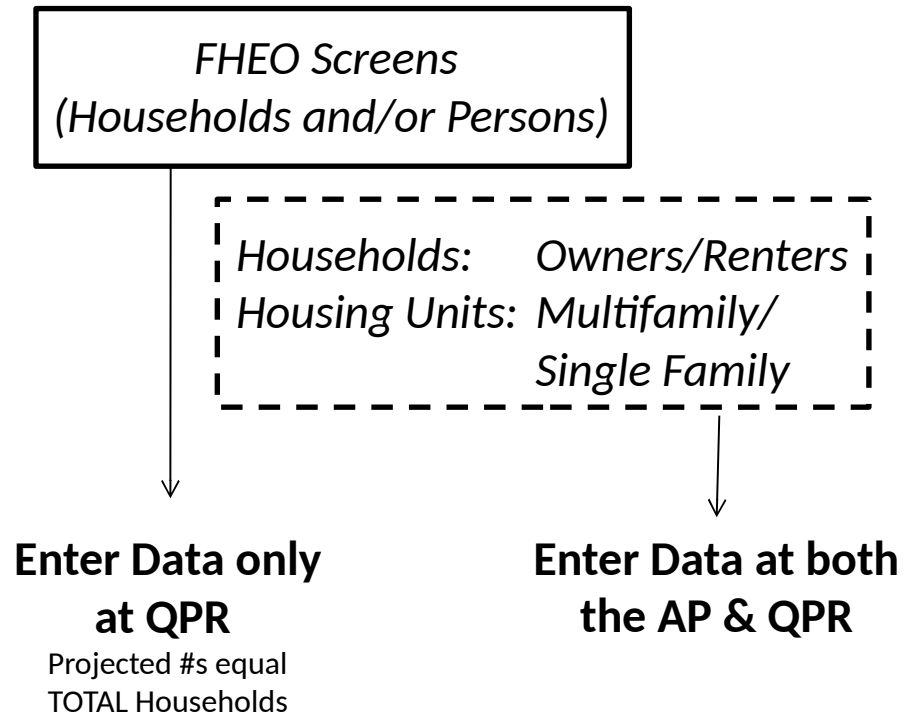
Proposed Accomplishments:

Proposed vs Actual: Beneficiary Measures

Area Benefit



Direct Benefit



Activity Type: Area Benefit v Direct Benefit

Activity Type	Benefit Type		Tenure		Property Type	
	Area	Direct	Rent	Own	Single-Family	Multi-Family
Acquisition - general	X	X	X	X	X	X
Acquisition, construction, reconstruction of public facilities	X	X				
Administration						
Capacity building for nonprofit or public entities	X					
Clearance and Demolition	X	X			X	X
Construction of new housing		X	X	X	X	X
Construction/reconstruction of streets	X					
Disposition	X				X	X
Homeownership Assistance to low- and moderate-income		X		X	X	X
Land Banking - Acquisition (NSP Only)	X				X	X
Land Banking - Disposition (NSP Only)	X				X	X
Planning	X					
Public services		X				
Rehabilitation/reconstruction of a public improvement	X					
Rehabilitation/reconstruction of other non-residential	X					
Rehabilitation/reconstruction of public facilities	X					
Rehabilitation/reconstruction of a residential structures		X	X	X	X	X
Relocation payments and assistance		X	X	X		

Activity Type: Area Benefit Data/Census

Select the Activity Type



Area Benefit

Step #1 for Area Benefit Census
Determine Census or
Survey Method

Survey Method

OR

Census Data is Optional

Activity Type: Area Benefit Data/Census

Select the Activity Type



Benefit

Step #2 for Area Benefit
Determine geographic location

Census

Survey Method

'Duplicate Activity'

Jurisdiction-Wide

County Code/County Name
(in order to choose smaller geographic area)

Total # Low

Activity Type: Area Benefit Data/Census

Select the Activity Type



Benefit

Step #3 for Area Benefit
Input fields as needed.

Census

Survey Method

'Duplicate Activity'

Jurisdiction-Wide

County Code/County Name
(in order to choose smaller geographic area)

Total # Low

Grantee #

County Code/County Name

Census Place(s)

Total # Low/M

Activity #

Census Tract(s)

Total Populati

All Block Groups

Select Specific Block Groups

Area Benefit: Census - Duplicate Activity

Action Plans

Add Activity - Identify Census Geography 1

[Help?](#)[Edit Previous Screen](#)[Save Activity](#)[Cancel](#)

*Area Benefit Data

Determined By:

 Census Survey Duplicate Activity

Grants: B-08-DN-99-0004

Activities: NSP1-02 AR SF

[Copy Activity Area](#) Service Area is City or County-wide**County Code/County Name****Add/Edit Census Tracts****Delete**

Select Option

[Add Another](#)[Add/Edit Census Places and Tracts](#)[Delete Counties](#)

Area Benefit: Census - Jurisdiction-Wide

Action Plans

Add Activity - Identify Census Geography 1


[Edit Previous Screen](#) | [Save Activity](#) | [Cancel](#)

***Area Benefit Data**

Determined By:

Census Survey

Duplicate Activity Grants: Activities:


Service Area is City or County-wide 

Total Number Low:
No data

Total Number Low/Mod:
No data

Total Population:
No data

% Low/Mod:
No data

[Calculate % Low/Mod](#)  | [View Details](#)

LMISD Date:
No data

Data Used For Calculation:

Capped Uncapped

[Edit Previous Screen](#) | [Save Activity](#) | [Cancel](#)

Area Benefit: Census Place/Tract/Block Groups

Action Plans

Add Activity - Identify Census Geography 1 [Help?](#)



| |

*Area Benefit Data

Determined By:
 Census Survey

Duplicate Activity Grants: Activities:

Service Area is City or County-wide

County Code/County Name 	Add/Edit Census Tracts	Delete
031 / <input type="text"/>	<input checked="" type="radio"/>	
<input type="button" value="Add Another"/>	<input type="button" value="Add/Edit Census Places and Tracts"/> 	<input type="button" value="Delete Counties"/>

Area Benefit: Census Place/Tract

Action Plans

Edit Activity - Identify Census Geography 2

[Return to Previous Page](#) | [Cancel](#)

County: 031 /

Select all census places, census tracts, and block groups for this county

Available Census Place(s):

Selected Census Place(s):

20000-

Available Census Tract(s):

20000-000101
20000-000301
20000-000302
20000-000303
20000-000401
20000-000402
20000-000501
20000-000502
20000-000600
20000-000701

Total Number Low:
No data

Total Number Low/Mod:
No data

Total Population:
No data

% Low/Mod:
No data

LMISD Date:
No data

Data Used For Calculation:
 Capped Uncapped

[Return to Previous Page](#)

[Cancel](#)

To select the geography boundary by delineating Place/Tract/ Block Area Benefit by Census, User has two options.

Option #1
Select Place and Tract and calculate % of low/mod.

Area Benefit: Census Block Groups

Action Plans

Edit Activity - Identify Census Geography 3

[Help?](#)

- Successfully calculated % low/mod.

[Return to Previous Page](#)[Cancel](#)

County: 031

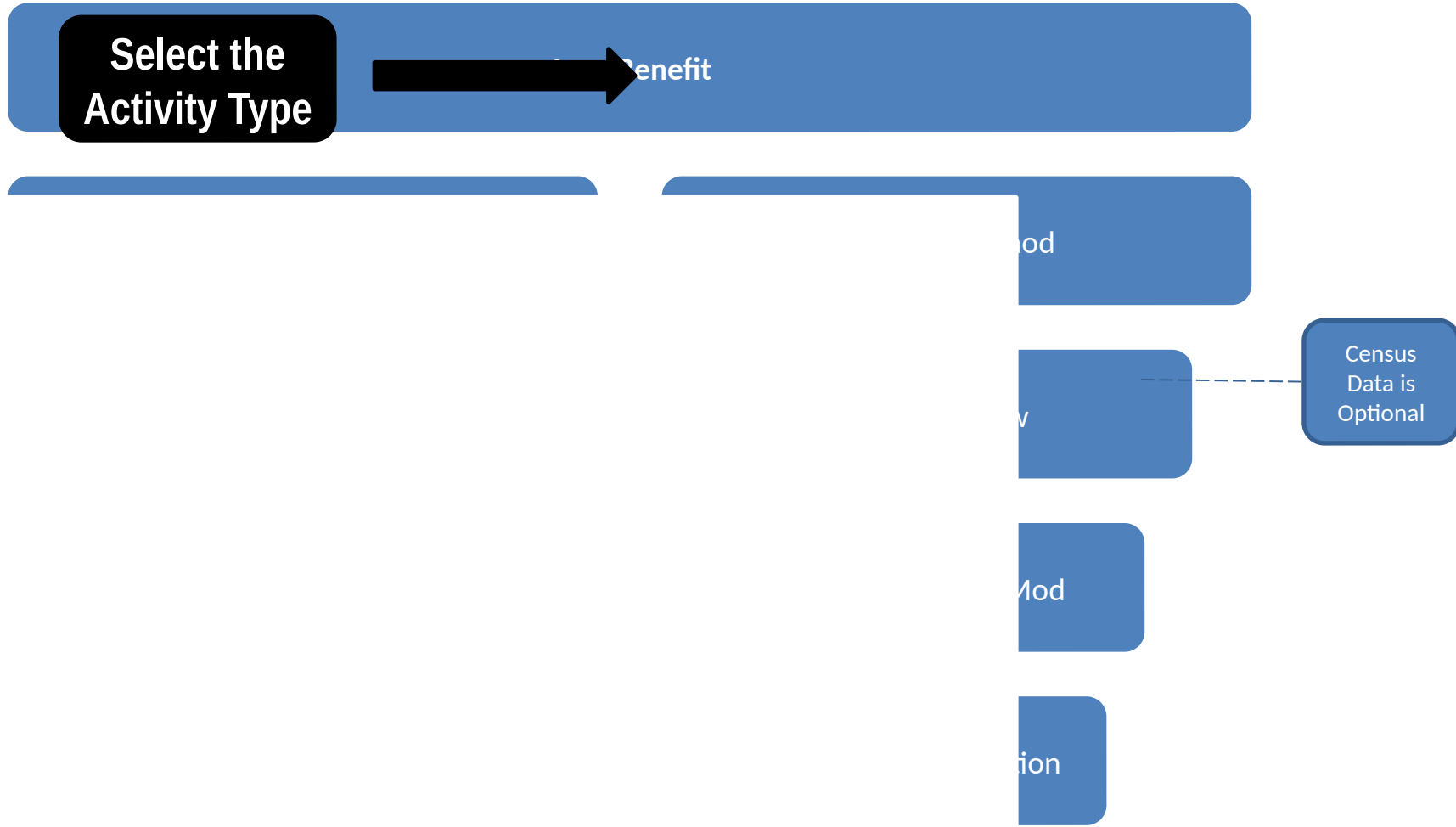
*Area Benefit Data

Census Place-Tract	All Block Groups	Block Groups									
		01	02	03	04	05	06	07	08	09	10
20000-000101	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20000-000102	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20000-000201	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20000-000202	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20000-000301	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Number Low:
5381Total Number Low/Mod:
9126Total Population:
14813**% Low/Mod:**
61.61LMISD Date:
09/02/2010Data Used For Calculation:
 Capped Uncapped[Calculate % Low/Mod](#)[View Details](#)[Return to Previous Page](#)[Cancel](#)

Option #2
Select Place, Tract
AND Block group and
calculate % of
low/mod.

Activity Type: Area Benefit Data/Survey



Area Benefit: Survey Method

Action Plans

Edit Activity - Page 2

[Help?](#)**Activity Type:**

Land Banking - Acquisition (NSP Only)

Organization carrying out activity

Report Benefit Performance By: Area Benefit Census SurveyHousing Units Multi Family Single Family**Proposed Accomplishments:**

Performance Measure	Proposed Total
# of Properties	10



Performance Measure	Proposed Total
# of Singlefamily Units	10
# of Multifamily Units	0
# of Housing Units	10

Proposed Beneficiaries:



Performance Measure	Proposed Total	Low	Mod
# of Persons	11809	6804	2905

Location Description:

Census Tracts 702 and 904

B I |    **Activity Description:**

The City will use \$2,000,000 to purchase and maintain 10 properties within Census Tracts 702 and 904. Properties will resold to qualified developers for redevelopment into affordable owner occupied housing.

B I |    [Edit Previous Screen](#)[Save Activity](#)[Cancel](#)[Identify Survey Geography](#)

Area Benefit: Survey Method

Action Plans

Edit Activity - Identify Survey Geography 1

[Help?](#)[Edit Previous Screen](#)[Save Activity](#)[Cancel](#)

*Area Benefit Data

Determined By:

Census Survey

Census Data is Optional. You can also provide Location Description in textual format on Page 2

Block Groups


State Code	County Code	Census Place	Census Tract	All Block Groups	01	02	03	04	05	06	07	08	09	10	Delete
CO - [REDACTED]	031 - [REDACTED]	20000 - [REDACTED]	000101	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-SELECT-				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a

[Add Another](#)[Delete C](#)[Edit Previous Screen](#)[Save Activity](#)[Cancel](#)

Activity Type: Direct Benefit

↑ **Name of the Primary Responsible Organization Carrying out activity:**

Report Benefit Performance By:

Area Benefit Direct Benefit 

Housing Units

Multi Family Single Family

Proposed Accomplishments:

Adding Direct Benefit Data

Select the
Activity Type



Direct Benefit

Households

Owner
Renter

Housing Units

Single Family
Multi-Family

Fair Housing/Equal Opportunity Data

Race
Ethnicity
Head of Household

Direct Benefit: Example

Activity Type:
Rehabilitation/reconstruction of residential structures

Report Benefit Performance By:

Direct Benefit

Households

Renter Owner

Housing Units

Multi Family Single Family

Proposed Accomplishments:

Performance Measure	Proposed Total
# of Singlefamily Units	190
# of Housing Units	190

Proposed Beneficiaries:

Performance Measure	Proposed Total	Low	Mod
# Owner Households	190	190	
# of Households	190	190	

Direct Benefit: Example

Activity Type:
Rehabilitation/reconstruction of residential structures

Report Benefit Performance By:

Direct Benefit

Households

Renter Owner

Housing Units

Multi Family Single Family

Proposed Accomplishments:

Performance Measure	Proposed Total
# of Multifamily Units	<input type="text" value="110"/>
# of Housing Units	<input type="text" value="110"/>

Proposed Beneficiaries:

Performance Measure	Proposed Total	Low	Mod
# Renter Households	<input type="text" value="40"/>	<input type="text" value="40"/>	<input type="text"/>
# Owner Households	<input type="text" value="70"/>	<input type="text" value="70"/>	<input type="text"/>
# of Households	<input type="text" value="110"/>	<input type="text" value="110"/>	<input type="text"/>

Direct Benefit: Middle Income

- Eligible households may be
 - low income ($\leq 50\%$ of the area median income)
 - moderate income (51%-80% of the area median income)
 - middle income (81%-120% of the area median income).
- In DRGR, there is NO data field in which to enter middle income data; instead, it must be incorporated into the Proposed Total.

Performance Measure	Projected Total	Low	Mod
# of Renter	15	4	6
# of Households benefitting	15	4	6

Adding Proposed Accomplishments

- Activity Types determine proposed accomplishments. Administration activity does not have accomplishment fields.
- All grantees are encouraged to enter data in the fields as applicable.
- NSP2 & NSP3 grantees are required to identify and report on certain green features. HUD is requiring all 'gut rehab' and new construction must be designed to meet the standard for Energy Star Qualified New Homes.

Proposed Accomplishments: Area Benefit Example

Report Benefit Performance By:

Area Benefit Direct Benefit

Census Survey

Housing Units

Multi Family Single Family

Proposed Accomplishments:

Performance Measure	Proposed Total
# of Properties	<input type="text" value="10"/>
# of Public Facilities	<input type="text" value="0"/>
# of buildings (non-residential)	<input type="text" value="0"/>
# of Businesses	<input type="text" value="0"/>
# of Non-business Organizations benefitting	<input type="text"/>
Activity funds eligible for DREF (Ike Only)	<input type="text"/>

Performance Measure	Proposed Total
# of Singlefamily Units	<input type="text" value="10"/>
# of Multifamily Units	<input type="text"/>
# of Housing Units	<input type="text" value="10"/>

Proposed Beneficiaries:

Performance Measure	Proposed Total	Low	Mod
# of Persons	<input type="text" value="1000"/>	<input type="text" value="300"/>	<input type="text" value="400"/>

Proposed Accomplishments: Direct Benefit Example

Proposed Accomplishments:	
Performance Measure	Proposed Total
#Efficient AC added/replaced	<input type="text"/>
#Sites re-used	<input type="text"/>
#High efficiency heating plants	<input type="text"/>
#Units with solar panels	<input type="text"/>
#Dishwashers replaced	20 <input type="text"/>
#Low flow showerheads	25 <input type="text"/>
#Additional Attic/Roof Insulation	<input type="text"/>
Activity funds eligible for DREF (Ike Only)	<input type="text"/>
#Units deconstructed	<input type="text"/>
# of Properties	<input type="text"/>
#Units with bus/rail access	<input type="text"/>
#Units exceeding Energy Star	25 <input type="text"/>
#Replaced hot water heaters	20 <input type="text"/>
#Clothes washers replaced	<input type="text"/>
#Light fixtures (outdoors) replaced	<input type="text"/>
#Low flow toilets	25 <input type="text"/>
#Refrigerators replaced	<input type="text"/>
#Energy Star Replacement Windows	<input type="text"/>
#Units ? other green	<input type="text"/>
#Light Fixtures (indoors) replaced	<input type="text"/>
#Replaced thermostats	<input type="text"/>

Performance Measures: Required v Optional

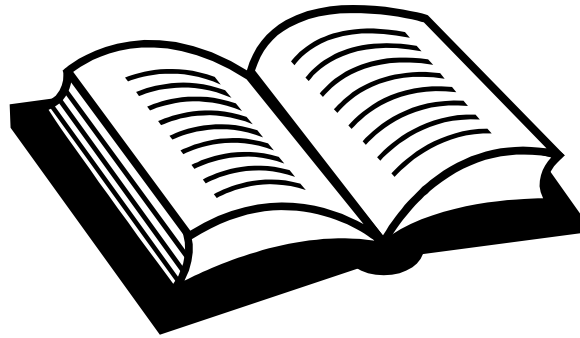
<u>Performance Measure</u>	<u>NSP1</u>	<u>NSP2</u>	<u>NSP3</u>
Households Benefitting	Required	Required	Required
Housing Units	Required	Required	Required
Income Levels	Required	Required	Required
Renter/Owner	Required	Required	Required
Single/Multi Family	Required	Required	Required
Race/Ethnicity	Required	Required	Required
Female-Headed	Required	Required	Required
Number of Properties	Encouraged	Encouraged	Encouraged
Green Measures	Encouraged	Required*	Required*

NSP2 & NSP3 grantees are required to identify and report on certain green features. HUD is requiring all 'gut rehab' and new construction must be designed to meet, at a minimum, the standard for Energy Star Qualified New Homes. Those grantees who chose to include higher green measures (like Enterprise Green Communities or LEED) in their application and/or substantial amendment should be reporting on that.

Performance Measures (Perf Rept01)

Shared Reports My Reports My Subscriptions History List Preferences Search Help Logout											
Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Perf Rept01: CUM - Projected vs Cum Totals for Performance											
Measure Sorted by Activity Number											
File View Data Format Corporate Last update: 5/10/11 9:42:58 AM											
PAGE-BY: Grantee: Los Angeles, CA Grant Number: B-08-MN-06-0512											
Data rows: 1 - 50 of 125 Data columns: 6											
Activity Number	Activity Type	Responsible Organization	Measure Type	Measure Category	Low		Mod		Total		
					Projected	Actual	Projected	Actual	Projected	Actual	
02 Homeownership Assistance - Walk-In Program	Homeownership Assistance to low- and moderate-income	Los Angeles Housing Department	# Owner Households		0	0	9	9	17	17	
			# of Households		0	0	9	9	17	17	
			# of Housing Units		0	0	0	0	17	17	
			# of Singlefamily Units		0	0	0	0	17	17	
03 Homeownership Assistance - RNLA	Rehabilitation/reconstruction of residential structures	Restore Neighborhoods L.A., Inc. (RNLA)	# Owner Households		0	0	51	2	102	2	
			# of Households		0	0	51	2	102	2	
			# of Housing Units		0	0	0	0	102	2	
			# of Singlefamily Units		0	0	0	0	102	2	
			#Additional Attic/Roof Insulation		0	0	0	0	82	2	
			#Clothes washers replaced		0	0	0	0	82	2	
			#Dishwashers replaced		0	0	0	0	102	2	
			#Efficient AC added/replaced		0	0	0	0	102	2	
			#Energy Star Replacement Windows		0	0	0	0	1,000	19	
			#High efficiency heating plants		0	0	0	0	102	2	
			#Light fixtures (outdoors) replaced		0	0	0	0	408	11	
			#Light Fixtures (indoors) replaced		0	0	0	0	1,326	30	
			#Low flow showerheads		0	0	0	0	184	4	
#Low flow toilets		0	0	0	0	184	4				
#Refrigerators replaced		0	0	0	0	102	2				

Adding Activities



Edit Projects and/or Activities

- Delete
- Combine/Collapse Activities
- Move/Reassign

*Each AP edit to budget or goals will change only the QPRS going forward rather than changing past QPRs.

*History of Activity budget changes will be maintained along with the User ID and time each change was made. Reports will be available to show these changes.

Editing Projects and Activities: Delete

Login ID:T001GA
Role:Grantee Admin

Action Plan
- View All
[View Action Plan](#)
- Download Action Plan

Projects
- Add Project
- Search/Edit Project

Responsible Organization
- Add
- Search

Utilities
- Print Page
- Profile
- Help
- Logout
- Reports

Links
- PDF Viewer
- Support
- CPD Home
- HUD Home

Action Plans

Edit Action Plan

[Help?](#)

Grant Number: [B-08-MN-99-0104](#)
- [Funding Sources](#)
- [Areas of Greatest Need](#)
- [Distribution and and Uses of Funds](#)
- [Definitions and Descriptions](#)
Grant Amount: \$10,000,000.00
- [Low Income Targeting](#)
- [Acquisition and Relocation](#)
- [Public Comment](#)

| | |

Grant Amount:	\$10,000,000.00
Estimated PI/RL Funds:	\$2,000,000.00
Total Budget:	\$12,000,000.00

Note: Click  to drill down activities.

 Project #	Project Title	Project Budget	
 NSP1-Admin	Administration	\$1,000,000.00	
Activity Number	Activity Title	Activity Budget	Delete
NSP1-Admin	Administration	\$1,000,000.00	
 NSP1-B-Acq/Rehab	B-Acq/Rehab	\$6,000,000.00	
Activity Number	Activity Title	Activity Budget	Delete
NSP1-B A/R MF DHH LH25	Acq-Rehab Multi-Family LH25	\$ 0.00	Delete
NSP1-B A/R MF DHH LH25 929 Connecticut	Acq/Rehab Multi-Family LH25	\$3,500,000.00	
NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	\$500,000.00	
NSP1-B A/R SF HP LH25	Acq/Rehab Single-Family LH25	\$500,000.00	

Editing Activities: Combining/Collapsing

- Some properties reported under multiple activities:
 - Acquisition
 - Rehabilitation
 - Disposition
- Options
 - Combine two activities into one
 - Keep existing setup and report performance measures under “end use” activity
- Additional Guidance: March 2011 Troubleshooting Webinar

Edit Activities: Moving/Reassigning

Action Plans

Edit Activity - Page 1

[Help?](#)

*Indicates Required Field

Continue to Next Screen

Save Activity

Cancel

Grant Number:

B-08-MN-99-0103

View Existing Activities:

Select Option

View Activity Details

***Activity Type:**

Rehabilitation/reconstruction of residential structures

Block Drawdown:

Blocked by Grantee Blocked/Restricted by HUD

***National Objective:**

NSP Only - LH - 25% Set-Aside

***Total Budget:**

\$ 3,500,000.00 (ex: 999,999.99)

***Grantee Activity Number:**

NSP1-B A/R MF DHH LH25

***Projected Start Date:**

03/01/2010

[Select Date](#) (ex: mm/dd/yyyy)

Activity Title:

Acq/Rehab Multifamily LH25

***Projected End Date:**

03/01/2013

[Select Date](#) (ex: mm/dd/yyyy)

***Activity Status:**

Under Way

*** Project # / Project Title:**

NSP1-B-Acq/Rehab / Acquisition/Rehabilitation

Select Project

Adjust Project Budget:

No Yes

Continue to Next Screen

Save Activity

Cancel

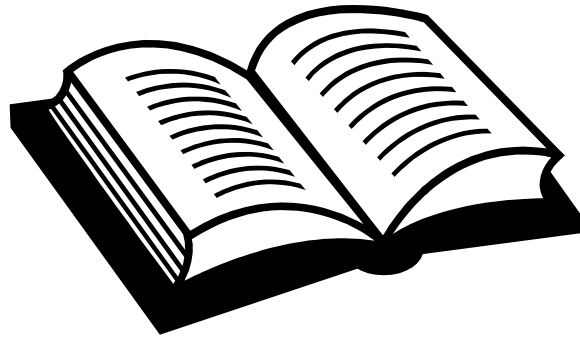
Editing Activities: Review (FinRept07b)

Activity Number	Responsible Organization	Activity Type	National Objective	Metrics	Activity Budget	Activity Obligation	Activity Disbursements	Activity Expenditures
01-300 CPLC National Admin		Administration	N/A		\$4,495,666.52	\$1,386,562.47	\$1,386,562.47	\$1,100,993.98
11-300 CPLC AZ Admin		Administration	N/A		\$2,283,875.78	\$984,399.74	\$984,399.74	\$1,119,815.62
11-310 CPLC Financing LMMI		Homeownership Assistance to low- and moderate-income	NSP Only - LMMI		\$2,220,000.00	\$15,000.00	\$15,000.00	\$15,000.00
11-320 CPLC Demolition LMMI		Clearance and Demolition	NSP Only - LMMI		\$1,080,000.00	\$0.00	\$0.00	\$0.00
11-330 CPLC Land Banking LMMI		Land Banking - Acquisition (NSP Only)	NSP Only - LMMI		\$3,000,000.00	\$0.00	\$0.00	\$0.00
11-361 CPLC Rehab SF LH25		Rehabilitation/reconstruction of residential structures	NSP Only - LH - 25% Set-Aside		\$3,670,712.05	\$1,195,381.83	\$1,195,381.83	\$1,124,024.27
11-361 CPLC Rehab SF LMMI		Rehabilitation/reconstruction of residential structures	NSP Only - LMMI		\$8,612,136.17	\$2,850,011.26	\$2,664,076.99	\$2,107,982.41
11-381a CPLC Rehab MF LH25		Rehabilitation/reconstruction of residential structures	NSP Only - LH - 25% Set-Aside		\$8,400,000.00	\$6,650,000.00	\$6,650,000.00	\$6,650,000.00
11-381a CPLC Rehab MF LMMI		Rehabilitation/reconstruction of residential structures	NSP Only - LMMI		\$3,600,000.00	\$2,591,935.50	\$2,591,935.50	\$2,591,935.50
21-300 NEW Admin		Administration	N/A		\$1,718,355.96	\$600,843.13	\$600,843.13	\$752,680.53
21-310 NEW Financing LMMI		Homeownership Assistance to low- and moderate-income	NSP Only - LMMI		\$3,499,999.87	\$0.00	\$0.00	\$0.00

Edit Activities: Action Plan Status

- Any change can trigger 'Modified' status.
- Check on the status of your AP to ensure QPR submission won't be delayed
- Communicate with HUD Rep to expedite the review process; Courtesy call/email to highlight the specific changes you've made.
- Field Office staff should regularly check on Action Plan status: grantees may not be aware that they need to resubmit/still need to be approved.

Editing Activities



Action Plan Module Review

- Adding the Action Plan
- Projects
- Responsible Organizations
- Activities
 - Adding
 - Basics
 - Beneficiary Data
 - Proposed Accomplishments
 - Moving / Re-assigning Activities
 - Combining Activities
- Submitting the Action Plan

QPR Module

Purpose of QPRs

Show Progress: Grant Level

Show Progress: Activity Level

Prior Period Adjustments

Submission & Deadlines



QPR Overview

- Purpose
 - Report progress for quarter and cumulative basis by:
 - Identifying accomplishments once a national objective has been met
 - Pulling financial data as entered in the Drawdown Module
 - Detail, in narrative format, progress of the grant as a whole and per activity
- HUD FO role
 - Approval or rejection of the QPR in a timely manner
 - Provide and share comments with grantees (if desired)

QPR-Action Plan Relationship

- QPRs cannot be submitted if changes have been made to the Action Plan such as
 - Projects added
 - Activities added
 - Budgets changed
- Submit changes to Action Plan in advance of QPR due dates to allow time for review
- Performance goals changed Action Plan locked when QPRs is submitted

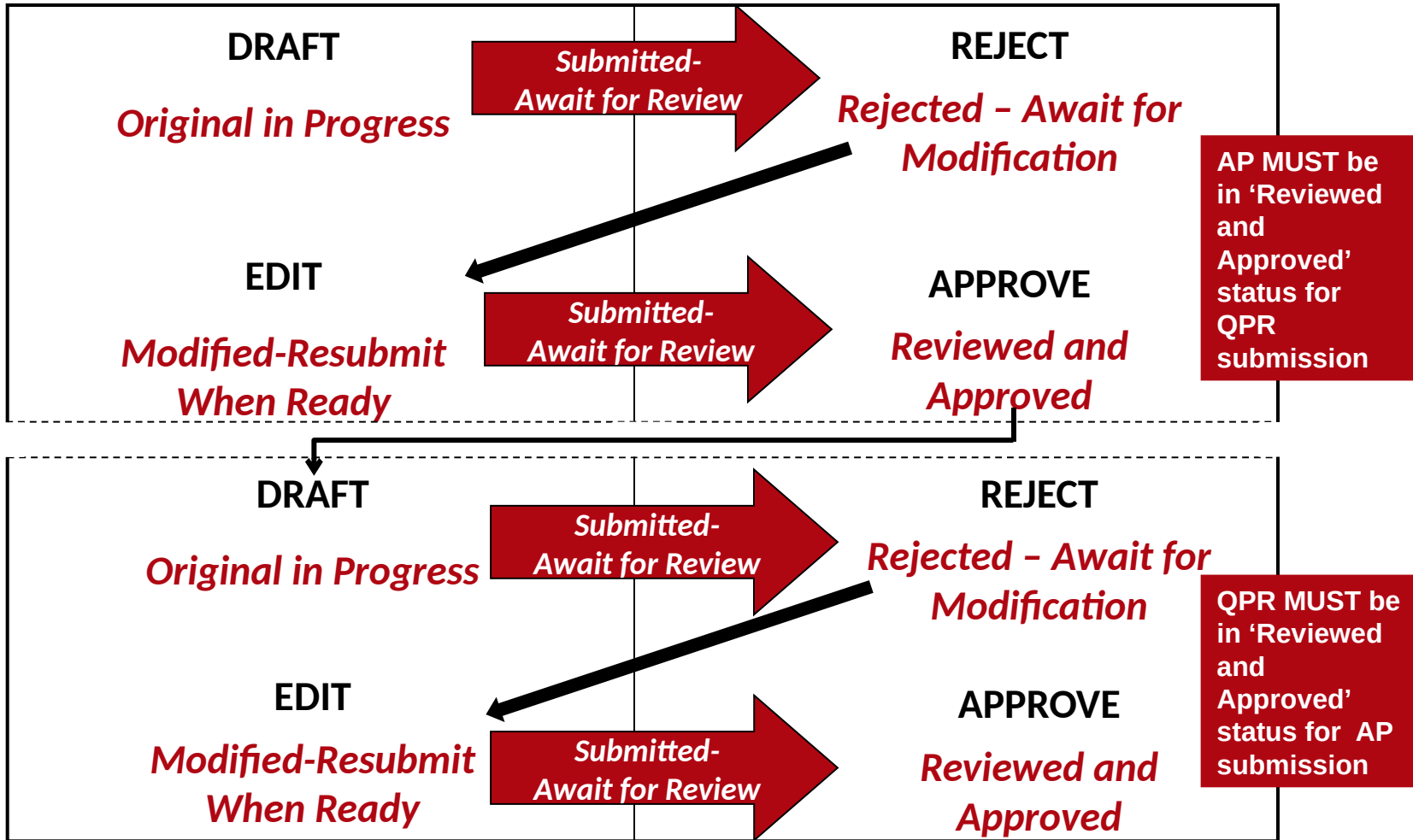
Action Plan and QPR Review Process

Grantee

HUD

Action Plan

QPR



QPR Data: Sources

ACTION PLAN	Project Number and Title Activity Number and Title Activity Budget Activity Description and Location Activity Type and National Objective Performance goals
DRAWDOWN	Grant Fund obligations Grant Fund and Program Income (PI) draws completed Program Income Received
QPR	Activity Beneficiaries Assisted Activity Addresses Assisted Performance Accomplishments Expenditures Match Contribution
ADMIN	Visit count Report count

Show Progress: Grant Level

Report on BOTH the overall grant progress and per Activity

Grant Level

- Overall Progress Narrative
- Matching Funds
- *Overall Financial Data (pulled from each Activity)*

QPRs will track and display all Action Plan changes that occurred within that quarter, not after the end of the quarter

Show Progress: Grant Level

Financial Data at the Grant Level:

- Aggregate financial information that has been entered at the Activity to provide a grant level analysis (except Match)
- Only view this info once the QPR is ‘downloaded’ or ‘view’.

Overall

Total Projected Budget from All Sources

This Report Period

N/A

To Date

\$222,773,798.00

Total Budget

\$79,277,776.86

\$222,773,798.00

Total Obligated

\$13,136,645.39

\$77,387,001.44

Total Funds Drawdown

\$10,720,436.51

\$77,177,934.11

Program Funds Drawdown

\$3,310,936.97

\$67,561,293.02

Program Income Drawdown

\$7,409,499.54

\$9,616,641.09

Program Income Received

\$3,616,904.00

\$9,616,641.09

Total Funds Expended

\$13,050,501.45

\$77,447,787.49

Match Contributed

\$200,000.00

\$200,000.00

Progress Toward National Objective Targets

National Objective

NSP Only - LH - 25% Set-Aside

Target

\$34,276,783.25

Actual

\$80,706,332.00

Show Progress: Add/Edit a QPR

Quarterly Performance Report

Add/Edit QPRs -

[Help?](#)**Grant Number:** [T-09-NN-36-0003](#)**Contract Start Date:** 10/08/2009**Grant Status:** Active**Contract End Date:****Grant Amount:** \$

Due Date	Date Submitted	Action	Status
01/30/2012		Add	
10/30/2011		View Download Print Version Edit	Original - In Progress
07/30/2011	07/29/2011	View Download Print Version	Reviewed and Approved
04/30/2011	04/29/2011	View Download Print Version	Reviewed and Approved
01/30/2011	01/29/2011	View Download Print Version	Reviewed and Approved
10/30/2010	10/29/2010	View Download Print Version	Reviewed and Approved





Show Progress: Add/Edit a QPR

- Data Entry Steps
 - From QPR Module
 - Select Contact Name
 - Click on Grantee Activity Number to edit
 - Provide Overall Narrative
 - Click Submit

Show Progress: Grant Level

SR 22	Acquisition - buyout of non-residential properties	\$10.00
SR-001	Acquisition - buyout of non-residential properties	\$10.00
SRA-121409-1	Acquisition - buyout of residential properties	\$10.00
Total		\$2,043,912.00

*Overall Progress Narrative

B *I* |    

Additional Matching Funds - Report on Matching Funds not related to any individual activity

Show Progress: Activity Level

NOT required to report on each activity every quarter, only on the ones with financial or performance changes from the previous quarter

- Accomplishments: QPR will show all the measures for which grantees have entered estimates in the Action Plan.
 - Enter once an end use has been met for Addresses, Beneficiary Data, Accomplishments.
- Financial: all data pulled from the Drawdown EXCEPT
 - Expenditures
 - Matching Funds
- Activity Status

Show Progress: Activity Level

- Beneficiary & accomplishments
 - Report once end-use has been met
 - Addresses: Manual Entry and Geocode validation
 - Prior Period Adjustments (negative #s allowed)
 - FHEO Data: Based on Activity Type and Benefit data defined in the Action Plan, QPR - Page 1 may require FHEO data.
- Financial Data
 - Expenditure vs. Drawdown data
- Activity-specific narrative

Show Progress: Activity Level – Beneficiary Data

Quarterly Performance Report

Edit Performance Report - Activity Page 1

[Help?](#)

Grant Number: QPR Start Date: Completed Activity Act

[View Cumulative Totals](#)

*Direct Benefit Data by Households

Race/Ethnicity

Race	Owner		Total Households	
	Total	Hispanic/Latino	Total	Hispanic/Latino
-- Select --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Female-Headed Households	<input type="text"/>		<input type="text"/>	

Add Another Race by Households

Income Levels

	Owner	Total
Total Number Low	<input type="text"/>	<input type="text"/>
Total Number Moderate	<input type="text"/>	<input type="text"/>
Total Households	<input type="text"/>	<input type="text"/>

Save and Continue to Next Screen

Save Activity Beneficiaries

Cancel

Show Progress: Activity Level- Addresses

Grant Number: B-08-MN-99-0103	QPR Start Date: 01/01/2012	Completed Activity Actual End Date: <input type="text"/> Select Date (ex: mm/dd/yyyy)
Grantee Name: Denver01, CO	QPR End Date: 03/31/2012	
Grantee Activity Number: NSP1-B A/R MF DHH LH25	Activity Type: Rehabilitation/reconstruction of residential structures	National Objective: NSP Only - LH - 25% Set-Aside

| |

Addresses entered in the QPR are now validated by HUD's Geocode Service Center

[View Cumulative Totals](#)

All Addresses

Select	State	Address	City	Zip	Status	Accept	View Detail	View Map
<input type="checkbox"/>	Georgia	314 Lemon St	Fitzgerald	31750 - 3711		No	<input type="button" value="View Results"/>	<input type="button" value="View Map"/>
<input type="checkbox"/>	Georgia	2605 McCoy Ln	Albany	31701 - 5417		No	<input type="button" value="View Results"/>	<input type="button" value="View Map"/>
<input type="checkbox"/>	Georgia	634 Bowman St	Macon	31217 - 4102		No	<input type="button" value="View Results"/>	<input type="button" value="View Map"/>

Actual Accomplishments	Actual Total
# of Single family Units	<input type="text"/>

1. Start entering your address information by clicking on **Add Address**

Show Progress: Activity Level- Addresses

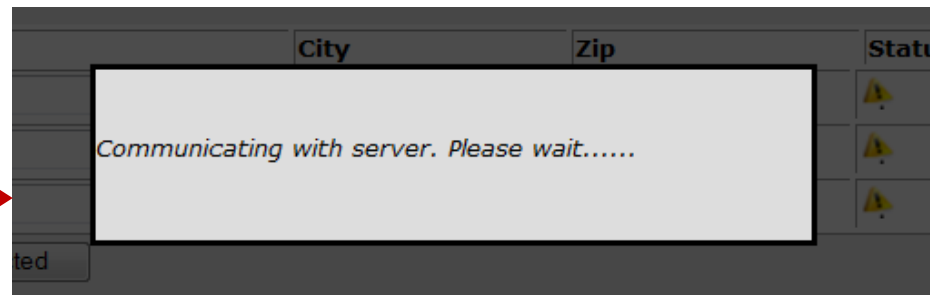
2. Check the boxes of the addresses you wish to Validate click **Validate Selected**

All Addresses

Select	State	Address	City	Zip	Status	Accept	View Detail	View Map
<input checked="" type="checkbox"/>	Georgia	314 Lemon St	Fitzgerald	31750 - 3711		No	<input type="button" value="View Results"/>	<input type="button" value="View Map"/>
<input checked="" type="checkbox"/>	Georgia	2605 McCoy Ln	Albany	31701 - 5417		No	<input type="button" value="View Results"/>	<input type="button" value="View Map"/>
<input checked="" type="checkbox"/>	Georgia	634 Bowman St	Macon	31217 - 4102		No	<input type="button" value="View Results"/>	<input type="button" value="View Map"/>

Actual Accomplishments	Actual Total
# of Singlefamily Units	<input type="text"/>

This message may appear while you wait



Show Progress: Activity Level- Addresses

- Using HUD's Geocode Service Center (GSC), DRGR will check the addresses you have entered and confirm whether or not they are valid.

All Addresses

Select	State	Address	City	Zip	Status	Accept	View Detail	View Map
<input type="checkbox"/>	Georgia	314 Lemon St	Fitzgerald	31750 - 3711		No	<input type="button" value="View Results"/>	<input type="button" value="View Map"/>
<input type="checkbox"/>	Georgia	2605 McCoy Ln	Albany	31701 - 5417	(100%)	No	<input type="button" value="View Results"/>	<input type="button" value="View Map"/>
<input type="checkbox"/>	Georgia	634 Bowman St	Macon	31217 - 4102	(100%)	No	<input type="button" value="View Results"/>	<input type="button" value="View Map"/>

GSC Details

Address Returned: 314 Lemon St,Fitzgerald,GA 31750-3711
Address Submitted: 314 Lemon St,Fitzgerald,GA 31750-3711
Status: Not Match Match Confidence: 0%
Geographical Coding Information:
Latitude: null Longitude: null
GSC Status Message: Multiple Match

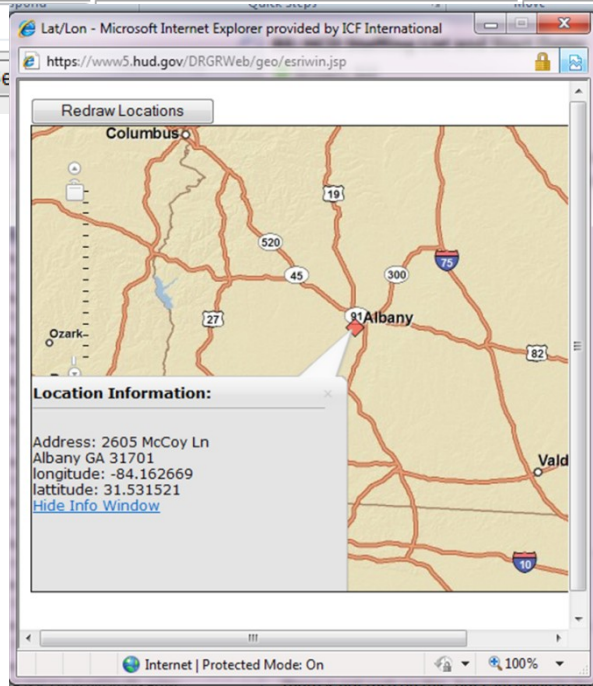
By Clicking on the View Results button, the user can see why an address may not be valid and then Accept

Show Progress: Activity Level- Addresses

All Addresses

Check All Uncheck All

Select	State	Address	City	Zip	Status	Accept	View Detail	View Map
<input type="checkbox"/>	Georgia	314 Lemon St	Fitzgerald	31750 - 3711	(0%)	Yes	<input type="button" value="View Results"/>	<input type="button" value="View Map"/>
<input type="checkbox"/>	Georgia	2605 McCoy Ln	Albany	31701 - 5417	(100%)	Yes	<input type="button" value="View Results"/>	<input type="button" value="View Map"/>
<input type="checkbox"/>	Georgia			31217 - 4102	(100%)	No	<input type="button" value="View Results"/>	<input type="button" value="View Map"/>



The View Map function will display the actual location of a valid address

Show Progress: Activity Level– Accomplishments

Example of 'Rehabilitation/
reconstruction of
residential structures'

Street	City	County		
<input type="text"/>	<input type="text"/>	Select County <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add Additional Address"/>				
Actual Accomplishments	Actual Total			
# of Properties	<input type="text"/>			
#Energy Star Replacement Windows	<input type="text"/>			
#Additional Attic/Roof Insulation	<input type="text"/>			
#Efficient AC added/replaced	<input type="text"/>			
#Replaced thermostats	<input type="text"/>			
#Replaced hot water heaters	<input type="text"/>			
#Light Fixtures (indoors) replaced	<input type="text"/>			
#Light fixtures (outdoors) replaced	<input type="text"/>			
#Refrigerators replaced	<input type="text"/>			
#Clothes washers replaced	<input type="text"/>			
#Dishwashers replaced	<input type="text"/>			
#Units with solar panels	<input type="text"/>			
#Low flow toilets	<input type="text"/>			
#Low flow showerheads	<input type="text"/>			
#Units with bus/rail access	<input type="text"/>			
#Units exceeding Energy Star	<input type="text"/>			
#Units & other green	<input type="text"/>			

The 'Actual Accomplishments' fields included in the QPR are determined by the fields entered in the Action Plan under 'Proposed Accomplishments.'

Show Progress: Activity Level-Accomplishments

	Actual Total		
# of Singlefamily Units	<input type="text"/>		
# of Housing Units	<input type="text"/>		
Actual Beneficiaries	Actual Total	Low	Mod
# Renter Households	<input type="text"/>	<input type="text"/>	<input type="text"/>
# Owner Households	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Households	<input type="text"/>	<input type="text"/>	<input type="text"/>

For Direct Benefit activities, the Actual Beneficiary section is pulled from Edit Performance Report – Activity Page 1.

Show Progress: Activity Level - Financial

Activity Funding	Apr 1 thru Jun 30, 2011	To Date
Total Projected Budget from All Sources:	N/A	\$9,181,844.95
Total Budget:	\$0.00	\$9,181,844.95
Total Obligated:	\$0.00	\$9,069,404.17
Total Funds Drawdown	\$217,879.14	\$4,838,204.69
Program Funds Drawdown:	\$135,101.84	\$4,725,763.91
Program Income Drawdown:	\$82,777.30	\$112,440.78
Program Income Received:	\$0.00	\$0.00
Total Funds Expended:	\$0.00	\$4,594,745.76
Restore Neighborhoods L.A., Inc. (RNLA)	\$ <input type="text" value="0.00"/>	\$4,594,745.76
Match Contributed:	\$ <input type="text" value="0.00"/>	\$0.00

Read Only (info from Drawdown Module & AP): this information is automatically taken from the system on the last day of the quarter.

Show Progress: Activity Level - Financial

Activity Funding	Apr 1 thru Jun 30, 2011	To Date
Total Projected Budget from All Sources:	N/A	\$9,181,844.95
Total Budget:	\$0.00	\$9,181,844.95
Total Obligated:	\$0.00	\$9,069,404.17
Total Funds Drawdown	\$217,879.14	\$4,838,204.69
Program Funds Drawdown:	\$135,101.84	\$4,725,763.91
Program Income Drawdown:	\$82,777.30	\$112,440.78
Program Income Received:	\$0.00	\$0.00
Total Funds Expended:	\$0.00	\$4,594,745.76
Restore Neighborhoods L.A., Inc. (RNLA)	\$ <input type="text" value="0.00"/>	\$4,594,745.76
Match Contributed:	\$ <input type="text" value="0.00"/>	\$0.00

Record funds that have been EXPENDED during the quarter. Expended means outlays for either internal costs or external (subgrantee, developer, contractor) payments of goods and services. These may or may not have been drawn yet.

Showing Progress: Activity Example

Grantee Activity Number: 11-361 CPLC Rehab SF LH25

Activity Title: CPLC Rehab SF LH25

Activity Category:

Rehabilitation/reconstruction of residential structures

Activity Status:

Under Way

Project Number:

360

Project Title:

Aq&Rehab SF

Projected Start Date:

02/11/2010

Projected End Date:

02/11/2013

Benefit Type:

Direct (Household)

Completed Activity Actual End Date:

National Objective:

NSP Only - LH - 25% Set-Aside

Responsible Organization:

Chicanos Por La Causa, Inc.

Overall

Total Projected Budget from All Sources

Oct 1 thru Dec 31, 2011

N/A

To Date

\$6,652,312.00

Total Budget

\$2,336,600.00

\$6,652,312.00

Total Obligated

\$16,248.66

\$1,280,193.72

Total Funds Drawdown

\$16,248.66

\$1,280,193.72

Program Funds Drawdown

\$1,736.00

\$1,265,681.06

Program Income Drawdown

\$14,512.66

\$14,512.66

Program Income Received

\$13,297.76

\$431,796.69

Total Funds Expended

\$16,248.66

\$1,280,193.72

 Chicanos Por La Causa, Inc.

\$16,248.66

\$1,280,193.72

Match Contributed

\$0.00

\$0.00

Activity Description:

CPLC will acquire and rehab 92 units for households whose incomes are 50% below AMI. 35 of the 92 units will be rentals. 47 out of the 92 units acquired will receive soft second financing within this activity. CPLC will inspect each unit and ascertain the need for rehabilitation work or if demolition is required. Although rehabilitation budgets will vary widely, this proposal assumes an average \$40,000 rehabilitation budget for Maricopa and \$30,000 for Santa Cruz. CPLC's construction manager for the area will oversee the rehabilitation process. CPLC requires each consortium member to enter property address in an electronic database to collect, manage and monitor all rehabilitation and redevelopment activities for each property acquired under NSP2.

Showing Progress: Activity Example

Activity Description:

CPLC will acquire and rehab 92 units for households whose incomes are 50% below AMI. 35 of the 92 units will be rentals. 47 out of the 92 units acquired will receive soft second financing within this activity. CPLC will inspect each unit and ascertain the need for rehabilitation work or if demolition is required. Although rehabilitation budgets will vary widely, this proposal assumes an average \$40,000 rehabilitation budget for Maricopa and \$30,000 for Santa Cruz. CPLC's construction manager for the area will oversee the rehabilitation process. CPLC requires each consortium member to enter property address in an electronic database to collect, manage and monitor all rehabilitation and redevelopment activities for each property acquired under NSP2.

Location Description:

Maricopa and Santa Cruz Counties Arizona

Activity Progress Narrative:

Under NSP II Single-family Acquisition and Rehabilitation Strategy for Arizona, due diligence was performed on 200 single-family residential properties and 4 Multi-family properties year-to-date. Between both counties, CPLC currently has acquired 123 Single Family homes; 1 Duplex and 1 (400 unit) complex; including 1 property donated by Chase Bank. Currently the NSP II team has completed the Sale of 25 Homes and has converted the 3 homes on short term Lease/Purchase to completed sales; we have offers on over 20 homes for re-sale:

There are many homes currently undergoing various stages of rehab, in addition to more homes awaiting scopes of work and bidding for rehab.

The Section 3 Program has been implemented with the engagement of three (4) workers under contract to perform cleaning duties on homes in Maricopa County that are available for sale following completion of rehab and one (1) in Santa Cruz County who carries out basic weed control in addition to cleaning the homes that are available for sale .and one (1) new section 3 hire

Showing Progress: Activity Example

	This Report Period	Cumulative Actual Total / Expected
	Total	Total
# of Housing Units	8	34/45
# of Singlefamily Units	8	34/45

Beneficiaries Performance Measures

	This Report Period			Cumulative Actual Total / Expected			
	Low	Mod	Total	Low	Mod	Total	Low/Mod%
# of Households	8	0	8	34/45	0/0	34/45	100.00
# Renter Households	8	0	8	34/45	0/0	34/45	100.00

Activity Locations

Address	City	State	Zip

Prior Period Adjustments (Direct Benefit Activity)

- DRGR will check the cumulative totals for total households from the race/ethnicity data and compare it to the cumulative totals by income level. Additionally, it checks cumulative totals by tenure and by housing unit.
- **If there is an inconsistency, DRGR will display an error message and a user must make prior-period corrections.**
- Error message example:

Cumulative sum of income levels for 'Households - Total' must be equal to cumulative sum of 'Owner - Total' <Number>

Prior Period Adjustments (Direct Benefit Activity)

Common reasons for a grantee needing to make prior period adjustments:

- In the Action Plan during the quarter, a new benefit type was selected. However, in prior QPRs, the grantee has already reported accomplishment data.
- In the Action Plan during the quarter, benefit measures (i.e. owner/renter, single-family/multi-family) are added or modified. However, in prior QPRs, the grantee has already reported accomplishment data.
- Backing out incorrect data

Prior Period Adjustments

Purpose:

Bring key categories and subcategories into balance depending on what has already been entered.

How to:

- Step A: Determine the correct ACTUAL cumulative data for that Activity (regardless of what DRGR shows).
- Step B: Determine the cumulative data showing in the DRGR (based on information from the immediately prior QPR).
- Step C: Adding Step A and Step B together, calculate the IN QUARTER data to be entered in the QPR.

Prior Period Adjustments

Two methods to review and analyze data:

- Pull DRGR PerfReport 1 and PerfReport 6
- 'View Cumulative Totals' Link

Beneficiaries Performance Measures

	This Report Period			Cumulative Actual Total / Expected		
	Low	Mod	Total	Low	Mod	Total Low/Mod%
# of Households	0	0	0	19,0	106,100	125,100 100
# Owner Households	0	0	0	19,0	106,100	125,100 100

Cumulative Race Total

Direct Benefit (Households)	This Report Period						Cumulative Actual Total					
	Owner	Renter		Total Households		Owner	Renter		Total Households			
	Total Hispanic/Latino	Total Hispanic/Latino	Total Hispanic/Latino	Total Hispanic/Latino	Total Hispanic/Latino	Total Hispanic/Latino	Total Hispanic/Latino	Total Hispanic/Latino	Total Hispanic/Latino	Total Hispanic/Latino		
White	0	0	0	0	0	100	38	0	0	100	38	
Black/African American	0	0	0	0	0	10	1	0	0	10	1	
Asian	0	0	0	0	0	4	0	0	0	4	0	
American Indian/Alaskan Native	0	0	0	0	0	0	0	0	0	0	0	
Native Hawaiian/Other Pacific Islander	0	0	0	0	0	1	0	0	0	1	0	
Asian and White	0	0	0	0	0	1	0	0	0	1	0	
Black/African American and White	0	0	0	0	0	2	0	0	0	2	0	
Other multi-racial	0	0	0	0	0	7	1	0	0	7	1	
Households Female	0	0	0	0	0	38	0	0	0	38	0	

Prior Period Adjustments



Step A. Identify and enter totals from grantee's own data tracking

HOUSEHOLDS	Rent	Own	Total	HOUSING UNITS	
Low Income		29	29	SF	146
Moderate Income		117	117	MF	
TOTAL		146	146	TOTAL	146

HOUSEHOLDS	Rent		Own		Total	
	Total	Hisp	Total	Hisp	Total	Hisp
White			119	40	119	40
Black/ African American			12	1	12	1
Asian			4		4	
American Indian / Alaska Native						
Native Hawaiian/ Other Pacific Islander			1		1	
Asian & White			8	1	8	1
American Indian / Alaska Native & White						
Native Hawaiian/ Other Pacific Islander & White						
Black/ African American & White			2		2	
American Indian / Alaska Native & Black/African American						
TOTAL	0	0	146	42	146	42
Female Headed Households			27		27	



Step B. Identify data already in DRGR
(Use last approved QPR for cumulative totals)

Rent	Own	Total	HOUSING UNITS	
	29	29	SF	0
	106	106	MF	
	135	135	TOTAL	135

Rent		Own		Total	
Total	Hisp	Total	Hisp	Total	Hisp
		29		29	

Prior Period Adjustments

Step C. Automatically sums totals for grantee to enter into current APR
(combines in-quarter data and prior period corrections)


Rent	Own	Total		HOUSING UNITS	
0	0	0		SF	146
0	11	11		MF	0
0	11	11		TOTAL	11
Rent		Own		Total	
Total	Hisp	Total	Hisp	Total	Hisp
0	0	119	40	119	40
0	0	12	1	12	1
0	0	4	0	4	0
0	0	0	0	0	0
0	0	1	0	1	0
0	0	8	1	8	1
0	0	0	0	0	0
0	0	0	0	0	0
0	0	2	0	2	0
0	0	0	0	0	0
0	0	146	42	146	42
0		-2		-2	

==

Prior Period Adjustments

Issue	Guidance
New benefit measure selected with existing data in old QPRs	<p>The “HOUSING UNIT” data in yellow demonstrates an example where 135 housing units were entered through the prior QPR, but the grantee had not entered any data in “SF” (i.e., single-family). If the grantee selected SINGLE FAMILY in the Action Plan during the last quarter and another 14 units were completed, they would enter 11 in HOUSING UNITS and 146 in SF HOUSING UNITS.</p>
Backing out old data	<p>Grantees can enter negative numbers in QPRs in different beneficiary data fields as long as cumulative totals equal.</p>
Regular data entry (categories and subcategories already selected in prior QPRs)	<p>If there is only one subcategory and it was selected before the last QPR, then there is a low likelihood for prior period corrections needed. In this case, there are 11 new households showing and 11 new owner households.</p>

Prior Period Adjustments: Example

- For Activity: NSP1-B A/R SF HP LH25 
- This quarter end-use met
 - 1 low-income household, White/Hispanic, female head of household, Single Family unit

Submission

Prior to submitting the QPR, review the following:

- Make sure Action Plan is not under review
- Are you in compliance of funding restrictions?
- Is Overall Progress Narrative sufficient to explain the progress or lack of progress?
- When reviewed as a whole, does QPR provide HUD enough information to show sufficient progress?
- Are all the performance metrics entered in compliance? Have they met an end-use?

Deadlines

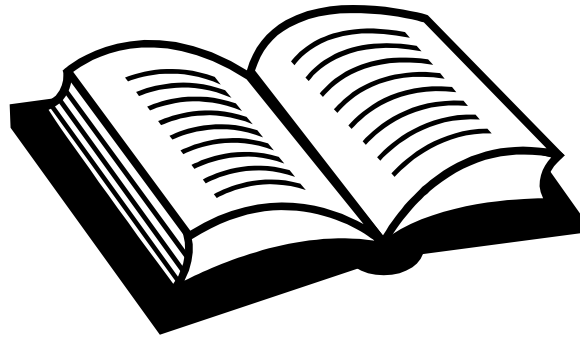
First QPR is due: 30 days after the first full quarter after the grant agreement is executed. Then,

- For NSP1 and NSP3, remaining QPRs are due within 30 days of the end of the calendar quarter.
- For NSP2, remaining QPRs are due within 10 days of the end of the calendar quarter.
- If a QPR has been rejected, a grantee has 10 days to remedy the issue and resubmit. Second consecutive late QPR = finding

HUD's Action:

- QPR action is due within 30 days of QPR submission.

Add/Edit/Save a QPR



QPR Review

- QPRs are crucial for showing progress – both financial and performance!
- Performance Measure data is directly tied to the Activity Type entered in the Action Plan.
- Timing
 - NSP1 & 3: due within 30 days
 - NSP2: due within 10 days
 - Do not be late in submission!
 - Plan out timing for changes to Action Plan

Key Basics

- 5 Modules of DRGR
- User Roles
- Elements of the Action Plan
 - Projects
 - Activities: 4 items
 - Benefit Type and Projected Accomplishments
- Drawdowns & Obligations
- Program Income

Pop Quiz

- Don't Worry...No Grading!
- Please organize into teams of three or four.
- I will present you with a potential issue a grantee confronts. Please brainstorm and let the class know what measures you would take to solve it.

Q&A: Who do I to talk to if...

- ...I need a password reset or the DRGR system is down?
 - HITS Help Desk @ 1-888-297-8689.
 - TIP: Be ready to provide your user ID and PIN to the Help Desk staff. Please keep track of the service desk ticket # they provide you.
- ...I need a session reset and/or other technical assistance?
 - DRGR Help Desk @ 1-800-998-9999, Option 3.
 - E-mail: DRGR_Help@hud.gov
 - DRGR question lookup system posted online at:
<https://lmco.custhelp.com>

Q&A: Who do I to talk to if...

- ...I am a grantee and am missing information in LOCCS (TIN or Bank Routing Information).
 - Your HUD CPD Representatives!
- ...I have more than a quick question or our NSP team needs some one-on-one, intensive Technical Assistance?
 - NSP Resource Exchange www.hud.gov/nspta
 - ‘Request Assistance’ section

Additional Resources



DRGR Help e-mail
(DRGR_Help@hud.gov)
1-800-998-9999

NSP Resource Exchange Official NSP Help Site
(features FAQs, videos, manuals, intensive
Technical Assistance) : <http://hudnsphelp.info>

Community Connections (step-by-step
manuals, trainings):
<http://www.comcon.org/programs/drgr.html>

DRGR question lookup system posted online
at: <https://lmco.custhelp.com/>

Official DRGR Help Site (features
videos, module guides, etc.):
<http://www.hud.gov/offices/cpd/communitydevelopment/programs/drsi/drgrs.cfm>

DRGR home page (page
that pops up once you
sign in)

[Admin](#)

Welcome to the
Disaster Recovery Grant Reporting System

DRGR News:

March 29, 2011: Known Issues with Area Benefit Data Duplication: Release 7.0 from Sept 2010 was supposed to make the number of CUMULATIVE ACTUAL PERSONS = PROJECTED PERSONS for the area benefit activities regardless of whether data is entered using the CENSUS or SURVEY methods in the DRGR Action Plan. We recently noticed it has been built where IN QUARTER = PROJECTED for each QPR that a grantee has edited the area benefit activity. This has resulted in doubling and tripling of some beneficiary numbers. Our contractors are working towards a data correction to clear out extra data and determine what code changes that will be needed for a permanent fix. - - - - -

End of 1st Day Session

- Additional Questions...
- Thanks for attending – please feel free to share any feedback you have with us!
- Items we'll be covering tomorrow:
 - Admin Module
 - Drawdown Module
 - Reports Module
 - Telling Your NSP Story via DRGR
 - Common Issues & Troubleshooting