

[Admin](#)

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# 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!

# Today's Agenda

- Quick overview of yesterday's material
- Items to be covered:
  - Drawdown Module
  - Admin Module
  - Reports Module
  - Telling Your NSP Story via DRGR
  - Common Issues & Troubleshooting
- Q&A Session

# The Basics: DRGR Modules



## Admin

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



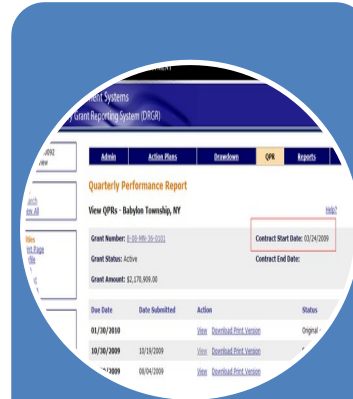
## Action Plans

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



## Drawdowns

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



## QPRs

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



## Reports

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





## Action Plan Review: 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

# Action Plan Review: Accomplishments

<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.

# QPR Review

- 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)

# 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 or a file in .txt format.

# Drawdown Module

Obligating Funds

Program Income

Create Vouchers

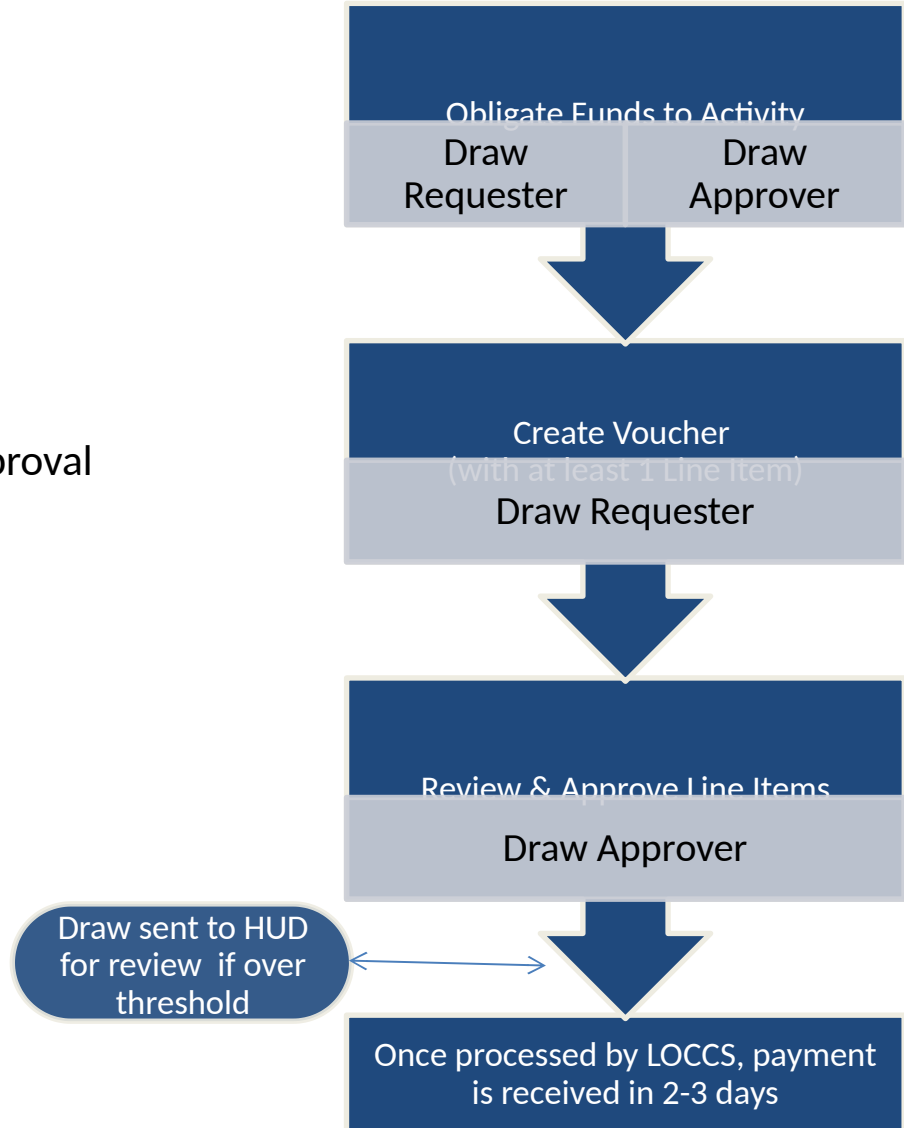
Create and Approve Draw Vouchers

Voucher Corrections



# Drawdown Module Overview

- Drawdown Process
  - Obligate Funds
  - Create Draw Voucher
  - Approve Draw Voucher
  - Over Threshold?
    - Yes - Send additional info to HUD for approval
    - No - wire transfer in 2-3 days
  
- Additional Functions
  - Draw Corrections
    - Revise
    - Reject
    - Cancel
  - Program Income



## Drawdown Module Overview: Field Office Actions

- Give policy recommendations on when/how to obligate funds.
- Get help from CFO if grantee has missing Tax ID (TIN) or Bank Routing Information in LOCCS.
- Take action on draws over the threshold.

# Obligate Funds

- All funds Obligated at Activity Level
  - Obligated funds include both Program Funds and Program Income (as of Release 7.3)
- Must meet NSP1 definition of Obligation
  - If questionable, clarify with CPD Rep
- Must have Request or Approve Drawdown role



# Obligate Funds

- Necessary Roles: Request Drawdown or Approve Drawdown

**Login ID:**T001GA  
**Role:**Grantee Admin

**Drawdown**

- [Search/Edit Obligation](#)
- [Search/Maintain Voucher](#)

**Receipt and PI Accounts**

- [Create Receipt](#)
- [Search/Edit Receipt](#)
- [Add PI Account](#)
- [Search/Edit PI Accounts](#)

**Utilities**

- [Print Page](#)
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**Links**

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

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

## Activity Obligation

**Search for Activities to Obligate** [Help?](#)

Search Criteria

**Grant Number:**  **Grantee Activity Number:**  **Responsible Organization:**

# Obligate Funds

Make sure you are searching under the correct grant #

## Activity Obligation

### Search for Activities to Obligate

[Help?](#)

Search Criteria

**Grant Number:**

B-08-MN-99-0103 ▾

**Grantee Activity Number:**

**Responsible Organization:**

Search

Reset

Results Page 1 of 1 (7 activities found)

<u>Grant #</u>	<u>Grantee Activity #</u>	<u>Responsible Organization</u>	<u>Activity Type</u>	<u>Activity Title</u>	<u>Action</u>
<a href="#">B-08-MN-99-0103</a>	NSP1-Admin	City and County of Denver-BHS	Administration e.g., general m	Admin	<a href="#">Maintain</a>
<a href="#">B-08-MN-99-0103</a>	NSP1-C LB SF City	City and County of Denver-BHS		Land Banking Single-Family LMMI	<a href="#">Maintain</a>
<a href="#">B-08-MN-99-0103</a>	NSP1-E-Redev't MF City LMMI	City and County of Denver-BHS	Construction of new housing no	Redevelopment MultiFamily LMMI	<a href="#">Maintain</a>
<a href="#">B-08-MN-99-0103</a>	NSP1-B A/R SF DAH LH25	Denver Affordable Housing	Rehabilitation or reconstructi	Acq/Rehab Single-Family LH25	<a href="#">Maintain</a>
<a href="#">B-08-MN-99-0103</a>	NSP1-B A/R MF DHH LH25	Greater Denver Housing Help	Rehabilitation or reconstructi	Acq/Rehab Multifamily LH25	<a href="#">Maintain</a>
<a href="#">B-08-MN-99-0103</a>	NSP1-B A/R MF DHH LMMI	Greater Denver Housing Help	Rehabilitation or reconstructi	Acq/Rehab Multifamily LMMI	<a href="#">Maintain</a>
<a href="#">B-08-MN-99-0103</a>	NSP1-B A/R SF HP LH25	Housing for the People	Rehabilitation or reconstructi	Acq/Rehab Single-Family LH25	<a href="#">Maintain</a>

# Obligate Funds

## Activity Obligation

### Add-Edit Obligation Line Item

[Help?](#)[Return to Search Obligation](#)

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title
<a href="#">B-09-LN-C</a>			Rehabilitation or reconstructi	Purchase with Rehab Rental 1-4 units 25% set-aside

<b>Total Budget:</b>	\$8,945,000.00	<b>Total Drawn Amount:</b>	\$768,158.98
<b>Total Obligated Amount:</b>	\$768,158.98	<b>Total Program Funds Drawn:</b>	\$768,158.98
<b>Available for Obligation:</b>	\$8,176,841.02	<b>Total Program Income Drawn:</b>	\$0.00

**Obligation Amount:** \$ 768,158.98[Save Amount](#)[Cancel Amount](#)[Return to Search Obligation](#)

New Obligation Screen Displays Program Funds and Program Income Drawn Amounts

# Obligate Funds: Drawdown Math Rules



Obligation amounts must be less than or equal to the Total Activity Budget and greater than or equal to the Total Drawn Amount

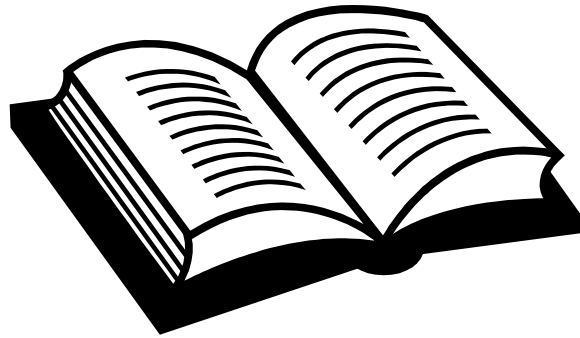
(can't decrease the obligation amount to less than the amount that has already been drawn down)

**Activity Budget  $\geq$  Obligation  $\geq$  Total Activity Drawn Amount (PF+PI)**

$\$1,000,000 \geq \$500,000 \geq \$200,000$

**\*\*As of Release 7.3, grantees enter BOTH program funds and program income as part of the Total Activity Budgets and Activity Obligations.**

## Obligating Funds



[Admin](#)

[Action Plans](#)

[Drawdown](#)

[QPR](#)

[Reports](#)

[Grants](#)

# Program Income (PI)

- Purpose and Functionality of Updates (Release 7.3)
  - Budgeting
  - PI Receipts
  - PI Accounts

# Program Income (PI): Purpose of Updates

As of Release 7.3, the changes in DRGR now:

- allows Activity budgets and obligations to include estimated program income for budgeting to be more interactive.
- complies with the requirements for spending program income first.
- creates a means (called Program Income Accounts) that identifies organizations that a grantee allows to retain PI, and not return to the grantee, for their own uses.
- identifies each PI transaction rather than recording amounts quarterly as in the past.
- creates a means (at the Project level) for users to identify Revolving Loan Funds (RLF)

# PI: Functionality of Updates

**Budgets:** Add estimated PI at the grant level as a distinct line item.  
Add estimated PI as a component of the Project/Activity Budget.

**Draws:** To draw funds, DRGR *requires all Program Income received in each RLF or PI account to be used before Program Funds*. Similar rules apply to activities outside RLF and PI accounts (termed “General Account” for PI)

**PI Account:** *Add and Edit/Search Program Income Accounts* to identify activities with the organization they fund that are allowed to retain PI for their own uses.

**PI Receipt:** *Create and Edit/Search Program Income Receipts* to identify each PI transaction rather than recording amounts quarterly as in the past.



# PI: Budgets at the Grant Level

Estimate the amount of Program Income the grant will receive over the grant. Re-evaluate regularly to ensure enough funds to accommodate project and activity budgets.

### Action Plans

#### Edit Action Plan

Add estimated Program Income and Revolving Loan Funds Here

**Grant Number:**

**Grant Amount:**  
\$10,000,000.00

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

| 
  | 
  |

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

Note: Click to drill down activities.

▶	Project #	Project Title
▶	NSP1-Admin	Administration
▶	01-Base/Rehab	Acquisition/Rehab/Static

# PI: Budgets for Project/Activity

- Total Project and Activity budgets must include program funds and **estimated program income**.
- Re-evaluate regularly to ensure enough funds to accommodate project and activity budgets.
- Math Rules:

Project/Activity Budget = Program Funds + Estimated PI

Total Budget (Grant Funds + Estimated PI/RL Funds)  $\geq$   
Sum of Total Project Budgets  $\geq$   
Sum of Total Activity Budgets (per Project)

# PI Categories

PI will now be categorized as:

- *General Account*: Pool of all PI receipted that is not in any individual RLF or PI Account(s).
- *PI Account(s)*: Separate accounts created by grantee to identify Activities under their funding agreements with their organizations that allow these organizations to RETAIN and use PI on their own Activities. In effect, *PI Accounts allow users to “wall off” PI receipts for specific Activities.*
- *Revolving Loan Fund(s)*: Projects to identify activities of a single Activity type where loan repayments are used to fund new loans

## General Account

All PI received on any unassigned Activity must be disbursed before PF on any unassigned Activity

## PI Account

All PI received in an any Activity in each PI Account must be disbursed before PF in the PI Account

## RLF Project

All PI received in an any Activity in each RLF project must be disbursed before PF in the RLF Project

# PI Receipts

PI received is recorded in the Drawdown Module as a receipts for individual PI transactions

## Drawdown

- [Search/Edit Obligation Voucher](#)

## Receipt and PI Accounts

- [Create Receipt](#)
- [Search/Edit Receipt](#)
- [Add PI Account](#)
- [Search/Edit PI Accounts](#)

## Utilities

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## Links

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

## Receipt

### Create Receipt

[Help?](#)**Receipt Created For:**

Denver01, CO

**Receipt Created By:**

T001GA T001GA

**\*Grant Number:**

B-08-MN-99-0103

**\*Activity:**

NSP1-B A/R MF DHH LH25

**\*Grantee Receipt #:**

SP1-B A/R MF DHH LH25 - 010912

**\*Receipt Date:**

01/09/2012

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

\$ 25,000 (ex: 999,999.99)

**Comment:**

The user can now add comments about how the Program Income was generated or how it is to be used.

**\*Receipt Status:**

Open

[Save Receipt](#)[Cancel](#)

# PI Accounts: Set-Up

- Established by Responsible Organization with, typically, all of the Activities associated with that Responsible Org. in their own PI Account.
- Program Income generated by an Activity in this account can only be used for itself or other Activities in that same account.
- Any Activities not assigned to a PI Account will remain in a General PI Account.

# Program Income Accounts: Set-up

## Drawdown

- [Search/Edit Obligation](#)
- [Search/Maintain Voucher](#)

## Receipt and PI Accounts

- [Create Receipt](#)
- [Search/Edit Receipt](#)
- [Add PI Account](#)
- [Search/Edit PI Accounts](#)

## Utilities

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## Links

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

## Program Income Accounts

### Add Program Income Account

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

B-08-MN-99-0103

**Program Income Account Name:**

GDHH - PI Account

**Available Responsible Organizations:**

City and County of Denver-BHS  
Denver Affordable Housing  
Greater Denver Housing Help  
Housing for the People

Assign Org &gt;&gt;

&lt;&lt; Remove Org

**Selected Responsible Organizations:****Available Activities:**

Assign Activity &gt;&gt;

&lt;&lt; Remove Activity

**Selected Activities:**

Save

Cancel

# Program Income Accounts: Set UP

## Program Income Accounts

### Add Program Income Account

[Help?](#)

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

**Program Income Account Name:**  
GDHH - PI Account

**Available Responsible Organizations:**  
City and County of Denver-BHS  
Denver Affordable Housing  
Housing for the People

**Selected Responsible Organizations:**  
Greater Denver Housing Help

**Available Activities:**

**Selected Activities:**  
NSP1-B A/R MF DHH LH25  
NSP1-B A/R MF DHH LMMI

**Buttons:**  
Assign Org >>  
<< Remove Org  
Assign Activity >>  
<< Remove Activity  
Save  
Cancel

# Program Income Accounts: Search/Edit

- Drawdown**
- [Search/Edit Obligation](#)
  - [Create Voucher](#)
  - [Search/Maintain Voucher](#)
- Receipt and PI Accounts**
- [Create Receipt](#)
  - [Search/Edit Receipt](#)
  - [Add PI Account](#)
  - [Search/Edit PI Accounts](#)

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

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

## Program Income Accounts

### Search for Program Income Accounts

[Hel](#)

Search Criteria

**Grant Number:**  **Program Income Account:**  **Grantee Activity Number:**

|

Results Page 1 of 1 (6 Program Income Accounts found)

<a href="#">Grant Number</a>	<a href="#">Program Income Account</a>	<a href="#">Grantee Activity Number</a>	<a href="#">Action</a>
B-08-MN-99-0103	City of Denver - PI Account	NSP1-E-Redev't MF City LMMI	<a href="#">Edit</a>   <a href="#">View</a>
B-08-MN-99-0103	City of Denver - PI Account	NSP1-Admin	<a href="#">Edit</a>   <a href="#">View</a>
B-08-MN-99-0103	City of Denver - PI Account	NSP1-C LB SF City	<a href="#">Edit</a>   <a href="#">View</a>
B-08-MN-99-0103	DAH - PI Account	NSP1-B A/R SF DAH LH25	<a href="#">Edit</a>   <a href="#">View</a>
B-08-MN-99-0103	GDHH - PI Account	NSP1-B A/R MF DHH LMMI	<a href="#">Edit</a>   <a href="#">View</a>
B-08-MN-99-0103	GDHH - PI Account	NSP1-B A/R MF DHH LH25	<a href="#">Edit</a>   <a href="#">View</a>



# Program Income Accounts: Review

This is an example of a grantee that has set up PI Accounts according to their responsible organizations.  
(Fin Report 05d)

Disaster Recovery Grant Reporting System (DrrgRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Fin Rept05d: Program Income Account Summary

File View Data Format Corporate

PAGE-BY: Grantee: Grants.Grant Number: B-08-DN-42-0001 Grant Program: NSP Appropriation: NSP

Last update: 1/30/12 12:11:43

Data rows: 29 Data columns

PI Account	Metrics	Activity Budgets	Activity Obligations	Program Income Received	Program Income Disbursed	Program Income Balance
City of Carbondale		\$750,000.00	\$750,000.00	\$87,250.00	\$87,250.00	\$0.
Beaver County		\$1,291,682.00	\$1,291,682.00	\$0.00	\$0.00	\$0.
Butler County		\$500,000.00	\$500,000.00	\$0.00	\$0.00	\$0.
Cambria County		\$3,516,393.00	\$3,516,393.00	\$0.00	\$0.00	\$0.
Chester County		\$1,960,617.35	\$1,960,617.35	\$241,431.76	\$241,431.76	\$0.
City of Easton		\$604,390.00	\$604,390.00	\$104,390.00	\$104,390.00	\$0.
Bristol Township		\$2,037,361.53	\$2,037,361.53	\$214,554.29	\$214,554.29	\$0.
City of Erie		\$2,089,416.00	\$2,089,416.00	\$136,856.47	\$8,476.82	\$128,379.
City of New Kensington		\$1,467,000.00	\$1,467,000.00	\$519.50	\$519.50	\$0.
City of Philadelphia		\$7,556,732.32	\$7,556,732.32	\$691,679.62	\$456,732.32	\$234,947.
City of Pittsburgh		\$4,050,000.00	\$4,050,000.00	\$39,466.25	\$0.00	\$39,466.
City of Scranton		\$2,633,424.21	\$2,633,424.21	\$589,018.17	\$494,883.96	\$94,134.
City of Sharon		\$3,696,471.00	\$3,696,471.00	\$0.00	\$0.00	\$0.
City of Williamsport		\$275,000.00	\$275,000.00	\$0.00	\$0.00	\$0.
Clearfield County		\$426,318.00	\$426,318.00	\$0.00	\$0.00	\$0.
Delaware County		\$7,168,000.00	\$7,168,000.00	\$0.00	\$0.00	\$0.
Erie County		\$575,900.00	\$575,900.00	\$0.00	\$0.00	\$0.
Fayette County		\$3,315,472.30	\$3,277,972.30	\$1,254,822.25	\$923,072.30	\$331,749.
Huntingdon County		\$171,000.00	\$171,000.00	\$0.00	\$0.00	\$0.
Lawrence County		\$1,525,208.93	\$1,525,208.93	\$197,175.29	\$133,485.07	\$63,690.

# Program Income: Prior to Update

- Program Income recorded prior to the update was automatically turned into receipts based on the QPR and Activity in which it was entered.
- Activity Budgets and Obligations may have been automatically increased if PI was previously receipted through those activities.
- By using the Search/Edit Receipt function, grantees can modify previously recorded PI to be associated with another Activity.  
(That Activity's budget might first need to be increased)

# Program Income Review (FinRept05b)

Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Fin Rept05b: CUM - Program Income - Activity Level

File View Data Format Corporate

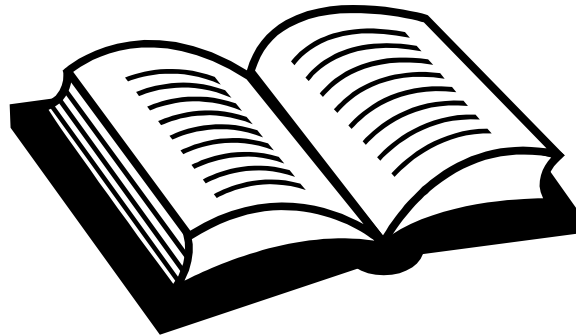
Page-BY: Grant Status: Active Grantee: Grant Number: B-08-MN-29-0001

Data rows: 13 Data columns: 5

Project Number	Project Title	Activity Type	Activity Number	Responsible Organization	Metrics	Grant Funds Budgeted	Grant Funds Obligated	Grant Funds Disbursed	Program Income Received	Program Income Disbursed
B	B-Acquisition/Rehabilitation	Rehabilitation/reconstruction of residential structures	<a href="#">BEDCLMMI</a>			\$4,552,854.00	\$4,552,854.00	\$3,502,373.61	\$961,156.30	\$755,740.47
			<a href="#">BEDCLH25</a>			\$1,051,279.00	\$1,051,279.00	\$692,209.64	\$325,639.07	\$106,545.31
2009-01	Administration	Administration	<a href="#">AdminCity</a>			\$462,373.00	\$462,373.00	\$33,575.97	\$0.00	\$0.00
			<a href="#">AdminEDC</a>			\$270,000.00	\$270,000.00	\$226,176.87	\$0.00	\$64,057.42
Cancelled D	Cancelled D	Administration	<a href="#">Cancelled D</a>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cancelled B	Cancelled B	Land Banking - Disposition (NSP Only)	<a href="#">Cancelled</a>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cancelled	Cancelled	Administration	<a href="#">Cancelled B</a>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
B	B-Acquisition/Rehabilitation	Rehabilitation/reconstruction of residential structures	<a href="#">BHabitatLH25</a>			\$163,228.00	\$163,228.00	\$28,098.42	\$0.00	\$24,207.49
Cancelled E	Cancelled E	Administration	<a href="#">Cancelled C</a>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cancelled G	Cancelled G	Administration	<a href="#">Cancelled F</a>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cancelled	Cancelled	Administration	<a href="#">Cancelled E</a>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	E-Redevelopment	Construction of new housing	<a href="#">EHabitatLH25</a>			\$824,000.00	\$824,000.00	\$169,001.35	\$0.00	\$35,985.24
<b>Total</b>						<b>\$7,323,734.00</b>	<b>\$7,323,734.00</b>	<b>\$4,651,435.86</b>	<b>\$1,286,795.37</b>	<b>\$986,535.93</b>

9. Create a Program Income Account &  
Estimate PI Budgets

10. Create a PI Receipt



## Program Income Review

- Activity budgets and obligations include estimated PI.
- Reinforces compliance with the FIFO requirements.
- Grantees can set up PI Accounts to allow their organizations to retain PI.
- PI is recorded in Drawdown module instead of QPR.
- Revolving Loan Funds (RLF) can be created at the Project Level.

# Create/Approve Vouchers

Funds Drawn at Activity Level: Must have Request Drawdown role

## Two Step Process for a Grantee

- Step 1: Create the voucher
  - Must have Draw Requester Role
  - Determine Program Funds v Program Income Funds
  - Select Activities to draw from
- Step 2: Approve Voucher
  - Must have Draw Approval role to approve
  - Approve / Reject entire voucher
  - Approve / Reject on line item basis
  - Provide comments

# Create/Approve Vouchers: Roles

	View a Voucher Line Item	Approve/Reject a Voucher Line Item	Revise a Voucher Line Item	Cancel Voucher Line Item	Revoke Approval of a Voucher Line Item
<b>ALL</b>	X				
<b>Draw Requester</b>	X		X	X	
<b>Draw Approve</b>	X	X			X

# Create/Approve Vouchers: Daily Draw Thresholds

- Draw limit for NSP1 and NSP3 = \$5 million daily per draw
- Draw limit for NSP2\* =
  - Units of general local governments and States: \$1,000,000 daily per draw;
  - Nonprofits: \$500,000 daily per draw
- If threshold exceeded, status = Approved Pending HQ
- Grantee must e-mail supporting info to HUD Rep
  - sufficient detail that the draw request was reviewed and approved in accordance with grantee procedures: should include support documentation with two grantee staff signatures/initials.
- HUD Review (by HUD HQ users with Draw Approval rights)
  - CPD Representatives must consult with HHQ prior to taking any action on a voucher.
  - Rely on HHQ for Guidance



# Create/Approve Vouchers: Block Draws

- Draws can be blocked
  - at the grant and activity level by HUD (see next slide) or
  - at the activity level by the Grantee Admin
- Communicate with FO if draw is blocked by HUD
- Check for Restricted Balance projects

# Blocked Draws – Grant Level

## Grants

### View Grant

[Close](#)[View Grant History](#)[Grant Closeout Checklist](#)

**Grant Number:**  
B-11-DN-99-0001

**State Grantee:** No

**Grant Name:**

**Grant Amount:**  
\$10,000,000.00

**Appropriation:**  
NSP

**CFDA Number:**

**Disaster:**  
NSP

**Award Date:**  
07/01/2011

**Grantee:**  
██████████

**HUD Voucher Approval Threshold:**  
\$0.00

**Block Grant Drawdown**  
 Blocked

**TIN #**

**Block Grant Obligation**  
 Blocked

**Program Income Waiver Date:**

**HUD Office:**  
Denver Regional Office

# Blocked Draws – Activity Level

## 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](#)

# Create Voucher

Build the voucher in four steps:

1. Select Activities
  - 1a. Search for Activities
  - 1b. Select Fund Type
2. Enter Drawdown Amount per line items
3. Confirm Voucher
4. Verify voucher is confirmed

# Step 1: Select Activities

- Necessary Role: Request Drawdown

## Drawdown

- [Search/Edit Obligation Voucher](#)
- [Create Voucher](#)
- [Search/Maintain Voucher](#)

## Receipt and PI Accounts

- [Create Receipt](#)
- [Search/Edit Receipt](#)
- [Add PI Account](#)
- [Search/Edit PI Accounts](#)

## Utilities

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

## Links

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

## Drawdown

### Create Voucher - Page 1 of 4 (Select Activities)

[Continue](#)

**Voucher Created For:**

Denver1, CO

**Requested Submission Date:**

08/22/2011

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

Voucher Items

Grant #	Responsible Organization	Activity Type	Grantee Activity #
		No Activities Selected	

[Add More Activities](#)

[Continue](#)

# Step 1a: Search for Activities

- Search by Grant number, Activity Type, or just select Search to view all possible Activities

## Drawdown

### Search for Activities to Create Voucher

Search Criteria

<b>Grant #:</b> <input type="text" value="Select"/>	<b>Project #:</b> <input type="text"/>	<b>Receipt Fund Type:</b> <input type="text" value="Select"/>	<b>Program Income Account Number:</b> <input type="text"/>
<b>Grantee Activity Number:</b> <input type="text"/>	<b>Activity Title:</b> <input type="text"/>	<b>Activity Type:</b> <input type="text"/>	<b>Responsible Organization:</b> <input type="text"/>

|

Search criteria should include the grant number if the user has access to more than one grant.



|

# Step 1b: Select Fund Type

## Drawdown

### Search for Activities to Create Voucher

[Help?](#)

Search Criteria

<b>Grant #:</b> B-08-MN-99-0103	<b>Project #:</b> <input type="text"/>	<b>Receipt Fund Type:</b> Select	<b>Program Income Account Number:</b> <input type="text"/>
<b>Grantee Activity Number:</b> <input type="text"/>	<b>Activity Title:</b> <input type="text"/>	<b>Activity Type:</b> <input type="text"/>	<b>Responsible Organization:</b> <input type="text"/>

Search | Reset

Select activities to include in the voucher

Results Page 1 of 1 (7 activities found)

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Program Income Account #	Select Program Funds	Select Receipt Funds
B-08-MN-99-0103	City and County of Denver-BHS	Administration	NSP1-Admin	NSP1-Admin	Admin	City of Denver - PI Account	<input type="checkbox"/>	<input type="checkbox"/>
B-08-MN-99-0103	City and County of Denver-BHS	Construction of new housing	NSP1-E-Red't	NSP1-E-Redev't MF City LMMI	Redevelopment MultiFamily LMMI	City of Denver - PI Account	<input type="checkbox"/>	<input type="checkbox"/>
B-08-MN-99-0103	City and County of Denver-BHS	Land Banking - Acquisition (NSP Only)	NSP1-C-LB	NSP1-C LB SF City	Land Banking Single-Family LMMI	City of Denver - PI Account	<input type="checkbox"/>	<input type="checkbox"/>
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	DAH - PI Account	<input type="checkbox"/>	<input type="checkbox"/>
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	GDHH - PI Account	<input type="checkbox"/>	<input type="checkbox"/>
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LMMI	Acq/Rehab Multifamily LMMI	GDHH - PI Account	<input type="checkbox"/>	<input type="checkbox"/>
B-08-MN-99-0103	Housing for the People	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF HP LH25	Acq/Rehab Single-Family LH25	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>

Add Selected Activities to Voucher

Return To Create Voucher (Page 1)

# Step 2: Enter Drawdown Amount per line items

## Drawdown

Create Voucher - Page 1 of 4 (Select Activities)

[Help?](#)

Continue

Voucher Created For:

Denver01, CO

Requested Submission Date:

01/10/2012

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

Voucher Items

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Title	Fund Type	Program Income Account	Select to Remove
B-08-MN-99-0103	City and County of Denver-BHS	Administration	NSP1-Admin	NSP1-Admin	Admin	PROGRAM FUND	City of Denver - PI Account	<input type="checkbox"/>
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM FUND	DAH - PI Account	<input type="checkbox"/>
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM FUND	GDHH - PI Account	<input type="checkbox"/>
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM INCOME	DAH - PI Account	<input type="checkbox"/>
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM INCOME	GDHH - PI Account	<input type="checkbox"/>

Add More Activities

Remove Voucher Line Item

Continue





# Step 2 (cont.)

## Drawdown

### Create Voucher - Page 2 of 4 (Submit)

[Help?](#)

Submit Voucher

Return To Create Voucher (Page 1)

Cancel Voucher

**Voucher #:**

169889

**Requested Submission**
**Date:**

01/10/2012

**Voucher Created For:**

Denver01, CO

**Created by:**

T001GR T001GR

All Program Income Available is being used before Program Funds

**Voucher Items**

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount	Status
B-08-MN-99-0103	City and County of Denver-BHS	Administration	NSP1-Admin	NSP1-Admin	Admin	PROGRAM FUND	City of Denver - PI Account	\$1,000,000.00	\$ 10000	
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM FUND	DAH - PI Account	\$400,000.00	\$ 25000	
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM INCOME	DAH - PI Account	\$100,000.00	\$ 100000	
B-08-MN-99-0103	Greater Denver	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF	Acq/Rehab Multifamily	PROGRAM FUND	GDHH - PI	\$2,975,000.00	\$ 10000	

# Step 3: Confirm Voucher

## Drawdown

### Create Voucher - Page 3 of 4 (Confirm)

[Help?](#)**Voucher #:**

169650

**Voucher Total:****\$30,000.00****Requested Submission****Date:**

08/23/2011

**Voucher Created For:**

Denver1, CO

**Created by:**

T001GR T001GR

**Creation Date:**

08/23/2011

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount
1	B-08-DN-99-0013	NSP1-01 LB	City and County of Denver-BHS	Land Banking - Acquisition (NSP Only)	Land Banking	PROGRAM FUND	\$16,000.00	\$10,000.00
2	B-08-DN-99-0013	NSP1-03 Redevelopment	City and County of Denver-BHS	Construction of new housing	Redevelopment 525 California	PROGRAM INCOME	\$25,000.00	\$5,000.00
3	B-08-DN-99-0013	NSP1-02 AR SF DAH	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	Acq/Rehab Single Fam Denver Affordable Housing	PROGRAM FUND	\$82,000.00	\$15,000.00

Grant Subtotal: \$30,000.00

**Voucher Total: \$30,000.00**

# Step 4: Confirm Voucher-Printing

## Drawdown

Create Voucher - Page 4 of 4 (View)

[Help?](#)

• Voucher Created Successfully

Users can now download a PDF of this voucher for you records. See next slide.

Return to Create Voucher

Download PDF

**Voucher #:**

169890

**Voucher Total:**

**\$170,000.00**

**Requested Submission Date:**

01/11/2012

**Voucher Created For:**

Denver01, CO

**Created by:**

T001GR T001GR

**Creation Date:**

01/11/2012

Line Item #	Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount
1	<a href="#">B-08-MN-99-0103</a>	City and County of Denver-BHS	Administration	NSP1-Admin	NSP1-Admin	Admin	PROGRAM FUND	City of Denver - PI Account	\$990,000.00	\$10,000.00
2	<a href="#">B-08-MN-99-0103</a>	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM FUND	DAH - PI Account	\$375,000.00	\$25,000.00
3	<a href="#">B-08-MN-99-0103</a>	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM INCOME	DAH - PI Account	\$0.00	\$100,000.00
4	<a href="#">B-08-MN-99-0103</a>	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM FUND	GDHH - PI Account	\$2,965,000.00	\$10,000.00
5	<a href="#">B-08-MN-99-0103</a>	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM INCOME	GDHH - PI Account	\$0.00	\$25,000.00
									Grant Subtotal:	\$170,000.00
									<b>Voucher Total:</b>	<b>\$170,000.00</b>

**Voucher Comments:**

Voucher Comment Field

# Step 4: Verify Voucher is Confirmed

## DRGR Voucher Report

**Voucher Number:**  
169890

**Voucher Created For:**  
Denver01, CO

**Created by:**  
T001GR T001GR

**Creation Date:**  
01/11/2012

**Print Date:**  
01/11/2012

Line Item #	Grant #	Grantee Activity #	Activity Type	Responsible Organization	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date	Payment Code	Paid Date
1	B-08-MN-99-0103	NSP1-Admin	Administration	City and County of Denver-BHS	Admin	PROGRAM FUND	\$ 10,000.00	Open	01/11/2012		
2	B-08-MN-99-0103	NSP1-B A/R SF DAH LH25	Rehabilitation/reconstruction of residential structures	Denver Affordable Housing	Acq/Rehab Single-Family LH25	PROGRAM FUND	\$ 25,000.00	Open	01/11/2012		
3	B-08-MN-99-0103	NSP1-B A/R SF DAH LH25	Rehabilitation/reconstruction of residential structures	Denver Affordable Housing	Acq/Rehab Single-Family LH25	PROGRAM INCOME	\$ 100,000.00	Open	01/11/2012		
4	B-08-MN-99-0103	NSP1-B A/R MF DHH LH25	Rehabilitation/reconstruction of residential structures	Greater Denver Housing Help	Acq/Rehab Multifamily LH25	PROGRAM FUND	\$ 10,000.00	Open	01/11/2012		

# Create Voucher: PF Draw Math Rules



## PROGRAM FUNDS

As of 7.3, DRGR requires all PI Received in each RLF or PI account to be used before grants funds. Similar rules will apply to Activities outside RLF and PI accounts (General Account)

Total Available Activity Amount =

Obligated Amount

- (Activity Total Drawn Amt. (PI+PF) + Activity Draw Pending (PI+PF))
- Balance PI Available of Program Income (General/RLF/PI Account) + Pending PI Draws (General/RLF/PI Account).

# Create Voucher: PI Draw Math Rules

## PI FUNDS

As of 7.3, PI draws is subtracted from the Total Activity Budget.

Available Activity Amount =

Sum of All PI Received for in General/RLF/PI Account

–Drawn PI (for in General/RLF/PI Acct) + Pending PI Draws (in General/RLF/PI Acct)

# Available Amount: Draw Calculation

## Drawdown

Create Voucher - Page 2 of 4 (Submit)

[Help?](#)

Submit Voucher

Return To Create Voucher (Page 1)

Cancel Voucher

**Voucher #:**

169888

**Requested Submission**

**Date:**

01/10/2012

**Voucher Created For:**

Denver01, CO

**Created by:**

T001GR T001GR

Click on the Available Amount to understand how the system generated this number.

Voucher Items

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount	Status
B-08-MN-99-0103	City and County of Denver-BHS	Administration	NSP1-Admin	NSP1-Admin	Admin	PROGRAM FUND	City of Denver - PI Account	\$1,000,000.00	\$	
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM FUND	DAH - PI Account	\$400,000.00	\$	
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM INCOME	DAH - PI Account	\$100,000.00	\$	
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM FUND	GDHH - PI Account	\$2,975,000.00	\$	
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM INCOME	GDHH - PI Account	\$25,000.00	\$	

Submit Voucher

Return To Create Voucher (Page 1)

Cancel Voucher

# Available Amount: Draw Calculation

## Drawdown

### Create Voucher - Calculated Available Amounts

[Help?](#)

Go Back To Create Voucher (Page 2)

**Voucher #:** 169888  
**Requested Submission Date:** 01/10/2012

**Voucher Created For:** Denver01, CO  
**Created by:** T001GR T001GR

**Grant #:** B-08-MN-99-0103  
**Responsible Organization:** Greater Denver Housing Help  
**Project:** NSP1-B-Acq/Rehab

**Grantee Activity #:** NSP1-B A/R MF DHH LH25  
**Activity Title:** Acq/Rehab Multifamily LH25  
**Fund Type:** PROGRAM FUND

**Program Income Account:**  
GDHH - PI Account

Program Income Account	Program Income - PI Account Level	Program Funds - Activity Level	Program Income - Activity Level	All Funds - Activity Level
A - Budgeted	---	---	---	\$3,500,000.00
B - Obligated	---	---	---	\$3,000,000.00
C - Receipts	\$25,000.00	---	\$25,000.00	---
D - Drawn	\$0.00	\$0.00	\$0.00	\$0.00
E - Available	\$25,000.00	\$2,975,000.00	\$25,000.00	\$3,000,000.00

PI Available is calculated at the RLF and PI Account Level across activities

(Left Column)

Program Funds Available is calculated within the activity based on total budgets, draws and PI availability



# Available Amount: Example

For this Activity, only have \$132,566.55 to Draw. PI MUST be drawn first and there is an available balance of PI will cover the entire balance of \$132,566.55

*How is this information calculated?*

- 1) PI available for the PI Account: \$5,679,494.47 Receipts - \$4,947,661.810 PI Draws = \$731,832.66  
(General Account)
- 2) Total Drawn for Activity: \$296,771 PF Drawn + \$0 PI Drawn = \$296,771.00
- 3) Total Available for Activity: \$429,337.55 Obligated - \$296,771 Drawn = \$132,566.55
- 4) PF available for Activity: \$132,566.55 TOTAL Available - \$731,832.66 PI Available = \$0.00

Program Income Account	Program Income – PI Account Level	Program Funds – Activity Level	Program Income – Activity Level	All Funds – Activity Level
A – Budgeted	---	---	---	\$429,337.55
B – Obligated	---	---	---	\$429,337.55
C – Receipts	1 \$5,679,494.47		\$0.00	---
D – Drawn	\$4,947,661.81	\$296,771.00	2 → \$0.00	\$296,771.00
E - Available	\$731,832.66	4 \$0.00	\$132,566.55	\$132,566.55

Diagram annotations: A red arrow points from '1' to the Receipts cell. A purple arrow points from '2' to the Drawn cell. An orange arrow points from '3' to the Available cell. A green arrow points from '4' to the Available cell.

## Available Amount: Example #2

For this Activity, grantee has a total of \$630,000 to Draw. PI MUST be drawn first and there is an available balance of PI of \$140,000 to draw. After \$140,000 has been drawn, the grantee may draw the available Program Funds available equaling \$490,000.

*How is this information calculated?*

- 1) PI available for the PI Account : \$350,000 Receipts - \$210,000 PI Draws = \$140,000.00
- 2) Total Drawn for Activity: \$1,750,000 PF Drawn + \$120,000 PI Drawn = \$1,870,000.00
- 3) Total Available for Activity: \$2,500,000 Obligated - \$1,870,000 Drawn = \$630,000.00
- 4) PF available for Activity: \$630,000 TOTAL Available - \$140,000 PI Available = \$490,000

Program Income Account	Program Income - PI Account Level	Program Funds - Activity Level	Program Income - Activity Level	All Funds - Activity Level
A - Budgeted	---	---	---	\$5,800,000
B - Obligated	---	---	---	\$2,500,000
C - Receipts	\$350,000		\$45,000	---
D - Drawn	\$210,000	\$1,750,000	\$120,000	\$1,870,000
E - Available	\$140,000	\$490,000	\$165,000	\$630,000

1



2



3



4



# Available Amount: Example #3

PI Account/RLF	Responsible Organization	Activity Number	Budgeted	Obligated	Grant Funds Disbursement	Program Income Received	Program Income Disbursed
General Account	City A	A - Administration	\$33,000.00	\$33,000.00	\$33,000.00	\$0.00	\$0.00
		A - A/R LH25	\$2,352,252.00	\$2,352,252.00	\$486,337.13	\$25,740.00	\$15,740.00
PI Account 1	City C	C - Res/Rehab LH25%	\$529,823.00	\$529,823.00	\$319,724.22	\$0.00	\$7,621.56
		C - Res/Rehab LMMI	\$411,871.85	\$411,871.85	\$301,341.56	\$71,942.96	\$55,345.85
		C - Administration	\$132,380.68	\$132,380.68	\$123,309.00	\$7,194.32	\$9,071.68
PI Account 2	City B	B - Landbanking	\$354,147.75	\$354,147.75	\$306,159.39	\$0.00	\$0.00
		B - Demolition LMMI	\$114,602.25	\$114,602.25	\$102,272.22	\$0.00	\$0.00
		B - Administration	\$31,250.00	\$31,250.00	\$30,977.21	\$0.00	\$0.00
RLF 1	State Housing Authority	SHA - Administration	\$199,893.00	\$199,893.00	\$194,584.00	\$0.00	\$0.00
		MSF-01-LMMI	\$468,735.00	\$468,735.00	\$416,579.30	\$3,117.60	\$33,399.55
		MSF-02-LH25	\$234,390.00	\$234,390.00	\$155,691.43	\$84,132.40	\$50,035.45
General Account	City D	D - Administration	\$46,875.00	\$46,875.00	\$28,139.50	\$0.00	\$3,815.00
		D - Land Banking LMMI	\$142,753.00	\$142,753.00	\$98,692.55	\$0.00	\$0.00
		D - A/R LH25	\$153,990.00	\$153,990.00	\$132,718.46	\$6,000.00	\$0.00

<b>General Account</b>	\$2,728,870.00	\$2,728,870.00	\$778,887.64	\$31,740.00	\$19,555.00
<b>PI Account 1</b>	\$1,074,075.53	\$1,074,075.53	\$744,374.78	\$79,137.28	\$72,039.09
<b>PI Account 2</b>	\$500,000.00	\$500,000.00	\$439,408.82	\$0.00	\$0.00
<b>Revolving Loan Fund</b>	\$903,018.00	\$903,018.00	\$766,854.73	\$87,250.00	\$83,435.00

\$5,205,963.53

\$5,205,963.53

\$2,729,525.97

\$198,127.28

\$175,029.09

City A and/or City D must draw PI balance before PF	\$12,185.00
City C must draw PI balance before PF	\$7,098.19
City B can draw Program Funds, no PI available	\$0.00
SHA must draw PI balance before PF	\$3,815.00

# Available Amount: Error Message

## Drawdown

Create Voucher - Page 2 of 4 (Submit)

- Drawdown Errors: Please see the status on Voucher Items to view the errors

| 
  |

**Voucher #:** 169888  
**Requested Submission Date:** 01/10/2012  
**Voucher Created For:** Denver01, CO  
**Created by:** T001GR T001GR

Available Amount	Drawdown Amount	Status
\$1,000,000.00	\$ 10000	
\$400,000.00	\$ 10000	⚠
\$100,000.00	\$ 50000	⚠
\$2,975,000.00	\$ 200000	⚠

Use PI Account and/or RL Fund Before using Program Fund

### Voucher Items

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount	Status
B-08-MN-99-0103	City and County of Denver-BHS	Administration	NSP1-Admin	NSP1-Admin	Admin	PROGRAM FUND	City of Denver - PI Account	\$1,000,000.00	\$ 10000	
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM FUND	DAH - PI Account	\$400,000.00	\$ 10000	⚠
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM INCOME	DAH - PI Account	\$100,000.00	\$ 50000	⚠
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM FUND	GDHH - PI Account	\$2,975,000.00	\$ 200000	⚠
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM INCOME	GDHH - PI Account	\$25,000.00	\$ 5000	⚠

Use PI Account and/or RL Fund Before using Program Fund

| 
  |

# Program Income: Common Issues

1. Accounting for a NSP Revolving Loan Fund.
2. How does the grantee identify activities with the organizations they fund that are allowed to retain their program income?
3. PI previously entered under the wrong Activity.
4. Error message when attempting to receipt new PI.

# 1. PI: Common Issues

- Accounting for a NSP Revolving Loan Fund.

Solution: Grantees will be able to identify Revolving Loan Funds (RLF) using the PROJECT screen. Each RLF will allow users to identify activities where receipts will be recorded and PI will be disbursed under the RLF. RLF projects can only include activities with a single activity type.

## 2. PI: Common Issues

- A grantee has five organizations for their NSP grant. Of that, two of the organizations are allowed to retain their PI and three have to return their PI to the grantee. How does the grantee identify activities with the organizations they fund that are allowed to retain their program income?

Solution: Grantees are able to create PI accounts that allow them to identify activities and by Responsible Organization. Through these accounts, organizations can retain and use program income on their activities if allowed. Each PI account will allow users to identify activities where receipts will be recorded and program income will be disbursed. The grantee can also receipt PI received in a General Account to be used for other purposes.

## 3. PI: Common Issues

- If a grantee entered PI received in past QPRs under the wrong Activity, they may have difficulties in drawing down funds if they are identified as Scenario B or Scenario C (and D only if they should have established an RLF and hadn't yet).

### Solutions:

- Edit the new RECEIPTS (created from past QPRS) in the drawdown module by an user with draw rights.
- Create RLFs and/or PI Account(s)
- Increase/Decrease Projects and Activity budgets as needed.



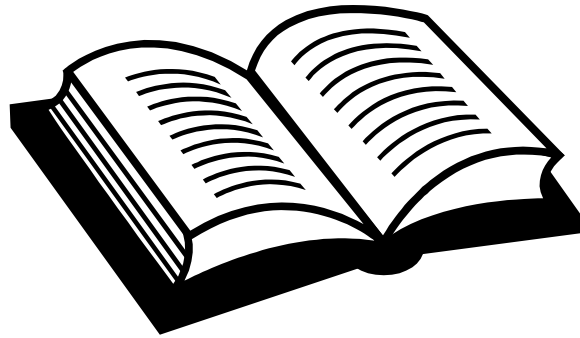
## 4. PI: Common Issues

- Error message when attempting to receipt new PI.

Solution: If a grantee has already drawn all of the estimated PI/RL funding (from Edit Action Plan screen), a grantee must increase the estimated amount. Then, they must increase the Project Budget and Activity Budget associated with the PI received.

To drawdown those funds, a grantee will also need to increase the obligated amount of the Activity.

## Creating Vouchers



## Drawdown Module Review

### Day 1

- Obligations
- Create Draw

### Day 2

- Approve Draw
- Draw Corrections

# Drawdown: Additional Functions

- Approve Voucher
- View Voucher Line Item
- Voucher Corrections
  - Cancel
  - Revoke
  - Revise

# Approve Voucher

After the Voucher has been created and 'Saved'

## 1. Find the voucher

- All users can Search for Voucher
- Search by Status

## 2. Approve Voucher

- Must have Draw Approval role to approve
- Approve / Reject entire voucher
- Approve / Reject on line item basis
- Provide comments

# Approve Voucher

## Drawdown

### Search for Vouchers

[Help?](#)

Search Criteria

**Voucher #:**

**Grant #:**

**Line Item Status:**

**Earliest Creation Date:**

[Select Date](#)
**Grantee Activity #:**

**Fund Type:**

**Transaction Type:**




Results Page 1 of 1 (5 voucher line items found)

<u>Voucher #</u>	<u>Line Item #</u>	<u>Creation Date</u>	<u>Grant #</u>	<u>Grantee Activity #</u>	<u>Responsible Organization</u>	<u>Fund Type</u>	<u>Transaction Type</u>	<u>Drawdown Amount</u>	<u>Line Item Status</u>	<u>Action</u>
169890	1	01/11/2012	B-08-MN-99-0103	NSP1-Admin	City and County of Denver-BHS	PROGRAM FUND	Payment	\$10,000.00	Open	<a href="#">Maintain</a>
169890	2	01/11/2012	B-08-MN-99-0103	NSP1-B A/R SF DAH LH25	Denver Affordable Housing	PROGRAM FUND	Payment	\$25,000.00	Open	<a href="#">Maintain</a>
169890	3	01/11/2012	B-08-MN-99-0103	NSP1-B A/R SF DAH LH25	Denver Affordable Housing	PROGRAM INCOME	Payment	\$100,000.00	Open	<a href="#">Maintain</a>
169890	4	01/11/2012	B-08-MN-99-0103	NSP1-B A/R MF DHH LH25	Greater Denver Housing Help	PROGRAM FUND	Payment	\$10,000.00	Open	<a href="#">Maintain</a>
169890	5	01/11/2012	B-08-MN-99-0103	NSP1-B A/R MF DHH LH25	Greater Denver Housing Help	PROGRAM INCOME	Payment	\$25,000.00	Open	<a href="#">Maintain</a>

# Approve Voucher Line Items

## Drawdown

### Maintain Voucher

[Help?](#)[Return to Search Voucher](#)[Download PDF](#)**Voucher #:**  
169890**Created By:**  
T001GR**Voucher Created for:**  
Denver01, CO**Creation Date:**  
01/11/2012

Approve all line items at once

Approve, Reject, or View per line item

Necessary Role:  
Approve Drawdown

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date	Action
<input checked="" type="checkbox"/>	1	B-08-MN-99-0103	NSP1-Admin	City and County of Denver-BHS	Administration	Admin	PROGRAM FUND	\$10,000.00	Open	01/11/2012 (mm/dd/yyyy)	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input checked="" type="checkbox"/>	2	B-08-MN-99-0103	NSP1-B A/R SF DAH LH25	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	Acq/Rehab Single-Family LH25	PROGRAM FUND	\$25,000.00	Open	01/11/2012 (mm/dd/yyyy)	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input checked="" type="checkbox"/>	3	B-08-MN-99-0103	NSP1-B A/R SF DAH LH25	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	Acq/Rehab Single-Family LH25	PROGRAM INCOME	\$100,000.00	Open	01/11/2012 (mm/dd/yyyy)	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input checked="" type="checkbox"/>	4	B-08-MN-99-0103	NSP1-B A/R MF DHH LH25	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	Acq/Rehab Multifamily LH25	PROGRAM FUND	\$10,000.00	Open	01/11/2012 (mm/dd/yyyy)	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input checked="" type="checkbox"/>	5	B-08-MN-99-0103	NSP1-B A/R MF DHH LH25	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	Acq/Rehab Multifamily LH25	PROGRAM INCOME	\$25,000.00	Open	01/11/2012 (mm/dd/yyyy)	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
								<b>Voucher Open Total:</b>	<b>\$170,000.00</b>		

**Grantee Approver Comments:**[Approve Selected](#)[Reject Selected](#)[Submission Date](#)**Voucher Comments:**[Return to Search Voucher](#)

# View a Voucher Line Item

Drawdown

View Voucher Line Item

[Help?](#)

[Return to Search Voucher](#)

[Return to Maintain Voucher](#)

**Voucher Created For:**  
Denver01, CO

**Voucher # / Line Item #:**  
169890/2

**Grant #:**  
B-08-MN-99-0103

**Transaction Type:**  
Payment

**Created By:**  
T001GR

**Creation Date:**  
01/11/2012

DRGR Information

**DRGR Status:** Rejected  
**Batch #:**  
**Batch Date:**  
**LOCCS Control #:**  
**LOCCS Status:** Blank  
**LOCCS Pay Code Description:**

LOCCS Confirmation Information

**Confirm Batch #:**  
**Confirm Batch Date:**  
**Confirmation Code:**  
**Pay Method:**  
**Payment Date:**  
**Schedule #:**  
**Reschedule:**  
**Effective Date:**

LOCCS Update

**Batch Updated By:** T001GA  
**Date Updated:** 2012-01-11 11:58:40.0  
**Special Remarks:**

Line Item

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date
B-08-MN-99-0103	NSP1-B A/R SF DAH LH25	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	Acq/Rehab Single- Family LH25	PROGRAM FUND	\$25,000.00	Rejected	2012-01-11

**Revision Reason History:**

**Revision Comment History:**

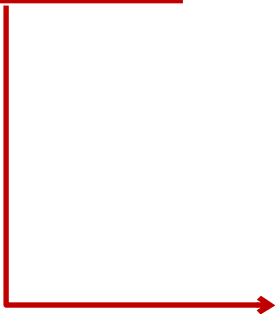
**Grantee Approver (T001GA - T001GA T001GA) Comments:**  
(None)

**HQ Approver Comments:**  
(None)

[Return to Search Voucher](#)

[Return to Maintain Voucher](#)

New Features  
from 7.3  
Release





# View a Voucher Line Item (FinRept04)

Disaster Recovery Grant Reporting System (DgrgRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Fin Rept04: DRAWS - Voucher Line Item Status by Project - Grantee

File View Data Format Corporate Last update: 5/10/11 10:39:23 AM

PAGE-BY: Grantee: Chicanos Por La Causa, Inc. Grant Number: B-09-CN-AZ-0001

Data rows: 1 - 50 of 504 Data columns: 5

Project Number	Project Title	Activity Number	Voucher Number	Voucher Item Number	LOCCS Code	LOCCS Submit Date	Grantee Drawdown Approval Date	LOCCS Transaction Date	Status	Cancelled	Completed	Rejected	Revised	Total
										Grant Funds	Grant Funds	Grant Funds	Grant Funds	Grant Funds
			128052	1	P00	6/25/2010	6/25/2010	6/26/2010		\$0.00	\$120,040.00	\$0.00	\$0.00	\$120,040.00
			129621	1	P00	7/9/2010	7/9/2010	7/10/2010		\$0.00	\$176,656.00	\$0.00	\$0.00	\$176,656.00
			132551	1	P00	8/9/2010	8/9/2010	8/10/2010		\$0.00	\$38,937.00	\$0.00	\$0.00	\$38,937.00
			134242	1	P00	8/25/2010	8/25/2010	8/26/2010		\$0.00	\$143,272.00	\$0.00	\$0.00	\$143,272.00
			137185	1	P00	9/20/2010	9/20/2010	9/21/2010		\$0.00	\$45,360.00	\$0.00	\$0.00	\$45,360.00
			138848	1	P00	10/5/2010	10/5/2010	10/6/2010		\$0.00	\$78,885.00	\$0.00	\$0.00	\$78,885.00
			141781	1	P00	11/8/2010	11/8/2010	11/9/2010		\$0.00	\$172,677.06	\$0.00	\$0.00	\$172,677.06
			143968	1	P00	12/6/2010	12/6/2010	12/7/2010		\$0.00	\$72,395.19	\$0.00	\$0.00	\$72,395.19
			146495	1	P00	1/5/2011	1/5/2011	1/6/2011		\$0.00	\$117,228.52	\$0.00	\$0.00	\$117,228.52
			147989	1	P00	1/26/2011	1/26/2011	1/27/2011		\$0.00	\$23,102.74	\$0.00	\$0.00	\$23,102.74
			148506	2	P00	2/2/2011	2/2/2011	2/3/2011		\$0.00	\$22,584.47	\$0.00	\$0.00	\$22,584.47
			149534	1	P00	2/16/2011	2/16/2011	2/17/2011		\$0.00	\$53,202.00	\$0.00	\$0.00	\$53,202.00
			150414	1	P00	2/25/2011	2/25/2011	2/26/2011		\$0.00	\$36,654.00	\$0.00	\$0.00	\$36,654.00
			154149	1	P00	4/12/2011	4/12/2011	4/13/2011		\$0.00	\$239,177.11	\$0.00	\$0.00	\$239,177.11
			155982	1	P00	5/4/2011	5/4/2011	5/5/2011		\$0.00	\$46,391.38	\$0.00	\$0.00	\$46,391.38
		01-300 CPLC National Admin	137185	2	P00	9/20/2010	9/20/2010	9/21/2010		\$0.00	\$61,835.38	\$0.00	\$0.00	\$61,835.38
			137947	1	P00	9/27/2010	9/27/2010	9/28/2010		\$0.00	\$27,306.17	\$0.00	\$0.00	\$27,306.17
			141781	2	P00	11/8/2010	11/8/2010	11/9/2010		\$0.00	\$60,785.03	\$0.00	\$0.00	\$60,785.03
			142070	1	P00	11/11/2010	11/11/2010	11/13/2010		\$0.00	\$28,944.36	\$0.00	\$0.00	\$28,944.36
			143651	1	P00	12/1/2010	12/1/2010	12/2/2010		\$0.00	\$16,977.98	\$0.00	\$0.00	\$16,977.98

# Voucher Corrections

- Corrected on a line item basis
- Voucher Status will determine which function to use. Three options:
  - Revoke Approval
  - Cancelling a Voucher Line Item
  - Revising A Voucher Line Item

# Voucher Corrections: Cancel Voucher Line Items

- Necessary Role: Request Drawdown

## Drawdown

### Maintain Voucher

[Help?](#)

Only line items with a status of **Open**, **Approved**, **Approved Pending HQ**, or **Approved by HQ** can be cancelled.

[Return to Search Voucher](#)

**Voucher #:**  
169651

**Created By:**  
T001GR

**Voucher Created for:**  
Denver1, CO

**Creation Date:**  
08/23/2011

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-08-DN-99-0013	NSP1-01 LB		Land Banking - Acquisition (NSP Only)	Land Banking	PROGRAM FUND	\$6,000.00	\$10,000.00	Approved	08/23/2011	<a href="#">Cancel</a>   <a href="#">View</a>
2	B-08-DN-99-0013	NSP1-03 Redevelopment		Construction of new housing	Redevelopment 525 California	PROGRAM INCOME	\$20,000.00	\$5,000.00	Approved	08/23/2011	<a href="#">Revise</a>   <a href="#">Cancel</a>   <a href="#">View</a>
3	B-08-DN-99-0013	NSP1-02 AR SF DAH		Rehabilitation/reconstruction of residential structures	Acq/Rehab Single Fam Denver Affordable Housing	PROGRAM FUND	\$67,000.00	\$15,000.00	Approved	08/23/2011	<a href="#">Cancel</a>   <a href="#">View</a>
								<b>Voucher Approved Total:</b>	<b>\$30,000.00</b>		

[Return to Search Voucher](#)

# Voucher Corrections: Revising A Voucher

- Grantee may need to revise an original voucher for numerous reasons:
  - Original costs incurred are not for the correct Activity
  - Error in accounting and costs need to be moved to another Activity
  - HUD deemed costs ineligible
- Grantee has two options:
  - Revise original voucher in DRGR AND off set next draw
  - Wire funds back to LOCCS
    - This option is used sparingly. Contact your CPD rep before wiring funds back. And, once a the wired funds is processed by HUD's CFO staff (out of Ft. Worth), there will show a negative draw on the grant and the grantee must assign the negative draw to the desired Activity.
    - ***When funds are returned to DRGR through wires or offsetting draws, users can now categorize these as collections and recaptures when assigning funds to new activities through the revisions.***

# Voucher Corrections: Revising A Voucher Line Item

- Roles
  - To revise: Draw Requester
  - To approve the revisions: Draw Approver
- Conditions
  - Both activities funded from same grant
  - Destination activity has sufficient balance (budget and obligation)
  - Destination activity cannot be cancelled
  - Neither activity is blocked.
- Total amount of voucher does not change: only the amount charged to each activity changes

# Voucher Corrections: Verifying sufficient balance (Fin Rept07b)

Disaster Recovery Grant Reporting System (DrrgRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Fin Rept08a: CUM - Grant Funds Budget and Activity Level by Resp Org, Act Type and Nat Obj

File View Data Format Last updated

PAGE-BY: Grantee: Corporate Grant Number: B-09-CN-AZ-0001

Data rows: 1 - 50

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

# Voucher Corrections

## Revise Voucher Line Item

[Help?](#)

Updated: 2012-01-11 12:22:59.0  
 Special Remarks:

Effective Date:

### Line Item

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date
B-08-MN-99-0103	NSP1-B A/R MF DHH LH25	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	Acq/Rehab Multifamily LH25	PROGRAM INCOME	\$25,000.00	Approved	2012-01-11

### Move Funds to Activities

Delete	Activity # / Activity Title / Available Amount	Amount
<input type="checkbox"/>	NSP1-B A/R MF DHH LMMI / Acq/Rehab Multifamily LMMI / \$500,000.00	\$ 5000
<input type="checkbox"/>	<--Select-->	\$ 0

Total Funds moved to other activities: \$ 5000.00

Balance Remaining on Activity # NSP1-B A/R MF DHH LH25: \$ 20000.00

### \*Revision Reason:

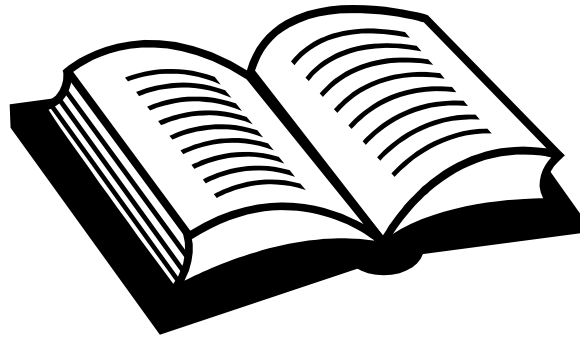
<--Select-->

### Enter Reviser Comment:

Users can now select Revision Reasons and add comments about why the items were revised.

### Revision Reason History:

## Approving Vouchers





# Voucher Process Review

## DRAWDOWN REQUESTER

## DRAWDOWN APPROVER

- 1.1) ACTIVITY OBLIGATION-  
-**Search** Activity  
1.2) **Maintain**

### OBLIGATION

*Can be updated by  
Creator or Approver*

- 1.1) ACTIVITY OBLIGATION-  
-**Search** Activity  
1.2) **Maintain**

- 1) *Select* DRAWDOWN  
- **Create** Voucher  
A: **Select/Add** Activities (Pg.1)  
B: **Submit** Voucher (Pg.2)  
C: **Confirm** Voucher (P.3)  
D: Success Message (P.4)

### NEW VOUCHERS

- 2.1) *Select* DRAWDOWN  
-**Search** Voucher  
2.2) **Maintain** Voucher  
2.3) **Approve/Approve**  
Selected

- 1.1) *Select* DRAWDOWN  
-**Search** Voucher  
1.2) **Maintain** Voucher  
1.3) **Approve/Approve** Selected

### EXISTING VOUCHERS

- 2.1) *Select* DRAWDOWN  
-**Search** Voucher  
2.2) **Maintain** Voucher  
2.3) **Approve/Approve** Selected

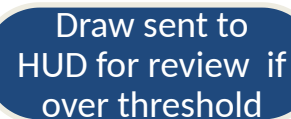
## Drawdown Module Review

- Approve Draw
- Draw Corrections

# Drawdown Module Review

- Drawdown Process
  - Obligate Funds
  - Create Draw Voucher
  - Approve Draw Voucher
  - Over Threshold?
    - Yes – Send additional info to HUD for approval
    - No – wire transfer in 2-3 days
- Additional Functions
  - Draw Corrections
    - Revise
    - Reject
    - Cancel
  - Program Income

Draw sent to HUD for review if over threshold



# Admin Module

## Monitoring, Audit and Technical Assistance

- Demonstrate oversight efforts
- Adding/Editing Events
- Adding/Editing Event Topics
- Public View



# Admin Module Overview

- Purpose
  - Control user access to grants (via Grantee Admin user)
  - Helps grantees keep track of their oversight activities (optional)
    - Document monitoring, audit, and technical assistance activities
    - Record findings, concerns
  - Keeps HUD informed of grantee monitoring and TA actions (optional)
- HUD FO role:
  - Can review grantee's activities
  - NOT for HUD staff to report on HUD's monitoring activities

# Monitoring/Audit/TA Flow Chart

Two Basic Levels:

1. Events (4 different types of Events to chose from)
2. Findings, Concerns and/or Topics

1.

Monitoring



2.

Finding

Concern

# Categories: Program Requirement

- Drop down menu of Program Requirement Category codes are unique to each appropriation.
- Example includes NSP1 category code options:

Program Requirement Category.Code 	Program Requirement Category.Name 
CONSTRUCT	Construction Management
ELIG ACTIV	Eligible Activity
ELIG USE	Eligible Uses and Activities
ENVIR	Environmental
FHEO	Fair Housing & Equal Opportunity
FINMGMT	Financial Management
LABOR	Davis Bacon Wage Requirements
LH25	LH25 at 50% for NSP
LMMI	NSP Low-Mod-Middle-Income
NSP FINMGMT	NSP Financial Management
NSP OBLIG	NSP Obligations
NSP PA	NSP Program Administration
NSP PD	NSP Program Design
PROJFIN	Project Financing

# 1<sup>st</sup> Level: Add/Edit Event

- What: Event Type
  - Monitoring
  - Audit
  - Technical Assistance
  - Monitoring/Technical Assistance
- Funding Type: Grant #
- Who: Responsible Org
- Where: Onsite or Remote
- When: Start, End, and Report Date
- Result:
  - Finding or Concern
  - TA or Audit Topic



# 1<sup>st</sup> Level: Add/Edit Event

Admin

Add/Edit Monitoring/Audit/TA Event

- Monitoring/Audit/TA has been saved.

Originator: T001GA T001GA

\*Reference Number:

\*Event Type:  Monitoring  Audit  Technical Assistance  Monitoring/Technical Assistance

\*Organization Reviewed/Assisted:   
Greater Denver Housing Help

\*Event Conducted:  On-Site  Remote

\*Grants:

- B-08-MN-99-0106
- B-08-MN-99-0105
- B-08-MN-99-0104
- B-08-MN-99-0103
- B-08-MN-99-0102

\*Program Requirement Categories:

- CONSTRUCT
- ELIG ACTIV
- ELIG USE
- ENVIR
- FHEO

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

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

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

Event Description:

Event Topics:

Select	Monitoring Type	Id	Status	Response/Deadline Date	Action
<input type="button" value="Delete Selected"/>	<input type="button" value="Add Finding"/>	<input type="button" value="Add Concern"/>	<input type="button" value="Add Audit Topic"/>	<input type="button" value="Add TA Topic"/>	

As of Release 7.3, grants are selected at the Event Level.

Event Type selected corresponds with the sub category options activated below (Finding, Concern, Topic)

## 2<sup>nd</sup> Level: Add/Edit Finding

- Finding ID & Title
- Description of Finding, including regulatory citation
- Activities
- Program Requirement
- Corrective Action
- Amount Requested
- Amount Recovered
- Status: Open or Closed
- Follow Up Action

# 2<sup>nd</sup> Level: Add/Edit Finding

## Admin

### Add/Edit Finding

\*Indicates required fields

**Originator:** T001GA T001GA

**Reference Number:** 2011-SF

**Organization Reviewed/Assisted :**


**\*Program Requirement Category:**

**\*Activities:**

Select	Grant #	Activity #
--------	---------	------------

*None*

Delete Selected

Select Activities 

# 2<sup>nd</sup> Level: Add/Edit Finding

**\*Finding Id:**

**Finding Title:**

**\*Corrective Action Type:**

**Description of Finding, including Regulatory Citation:**

**Corrective Action:**

**Amount Requested:** \$

**Amount Recovered:** \$

**Is this closed Finding subject to future verification:**  Yes  No

**\*Response Deadline Date:**  [Select Date](#)

**\*Status:**  Open  Closed **\*Closed Date:**  [Select Date](#)

**Follow Up:**

## 2<sup>nd</sup> Level: Findings - Corrective Action

- No Action Required
- Corrective Actions
  - Reprogram Funds
  - Reimburse
  - Change Payment
  - End/Alter
  - Future Grant
  - Other
- Sanctions
  - Hearing
  - Reduce/Suspend/ De-obligate Funds
  - Reduce future grant
  - Terminate grant
  - Other

## 2<sup>nd</sup> Level: Add/Edit Concern

- ID & Title
- Activities
- Program Requirement
- Description
- Recommended Action
- Status: Open or Closed

# 2<sup>nd</sup> Level: Add/Edit Concern

Admin

## Add/Edit Concern

Organization Reviewed : XXXXXXXXXX

\*Program Requirement Category: ELIG USE ▾

\*Activities:

Select	Grant #	Activity #
<input type="checkbox"/>	B-08-MN-99-0103	NSP1-B A/R MF DHH LMMI
<input type="checkbox"/>	B-08-MN-99-0103	NSP1-B A/R MF DHH LH25

Delete Selected

Select Activities

\*Concern Id:

Concern Title:

Description of Concern:

Recommended Action:

\*Status:  Open  Closed

Save

Cancel

## 2<sup>nd</sup> Level: Add/Edit Audit Topic

- Audit Topic ID & Title
- Description of Audit, including regulatory citation
- Activities
- Program Requirement Category
- Corrective Action
- Amount Requested
- Amount Recovered
- Status: Open or Closed
- Follow Up Action



# 2<sup>nd</sup> Level: Add/Edit Audit Topic

## Admin

### Add/Edit Audit Topic

\*Indicates required fields

Origin to

Organization Reviewed :

Responsible Organization Conducting Audit Topic:

Select

\*Program Requirement Category:

\*Activities:

Select

Grant #

Activity #



B-08-DN-99-0003

NSP1-02 AR MF Set Aside

Delete Selected

Select Activities

# 2<sup>nd</sup> Level: Add/Edit Audit Topic

**\*Audit Topic Id:**

**Audit Topic Title:**

**\*Corrective Action Type:**

**Description of Audit Topic:**

**Corrective Action:**

**Amount Requested:** \$

**Amount Recovered:** \$

**Is this closed Audit Topic subject to future verification:**  Yes  No

**\*Response Deadline Date:**  [Select Date](#)

**\*Status:**  Open  Closed **\*Closed Date:**  [Select Date](#) (ex: mm/dd/yyyy)

**Follow Up:**

## 2<sup>nd</sup> Level: Add/Edit TA Topic

- TA Topic ID & Title
- Description of TA, including regulatory citation
- Activities
- Include additional Organizations Assisted
- Program Requirement Category
- Rationale
- TA Topic Provider
- Conclusion

# 2<sup>nd</sup> Level: Add/Edit TA Topic

## Admin

### Add/Edit TA Topic

Indicates reviewed/assisted by

Organization Reviewed/Assisted : 2011-DAH

Organization Reviewed/Assisted : [REDACTED]

#### Responsible Organizations in Attendance:

\*Program Requirement Category: LH25

#### \*Activities:

Select	Grant #	Activity #
<input type="checkbox"/>	B-08-DN-99-0003	NSP1-02 AR SF DAH

# 2<sup>nd</sup> Level: Add/Edit TA Topic

**\*TA Topic Id:**

**TA Topic Title:**

**\*Rationale:**

**\*TA Topic Provider:**

**Grantee Staff**

**Contractor's Responsible Organization:**

**Description:**

**Conclusion:**

|

# Search Events

## Admin

### Search Event Topics

[Help?](#)

#### Search Criteria

**Reference Number:**

**Event Topics Selection:**

- Finding
- Concern
- TA Topic
- Audit Topic

**Responsible Organization:**

**Grant Number:**

**Grantee Activity Number:**

**Program Requirement Category:**

**ID:**

**Monitoring/TA Start Date:**

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

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

**Monitoring/TA Report/Letter Date:**

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

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

**Event Status:**

**Finding Response/Deadline Date:**

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

**Finding Close Date:**

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

Search

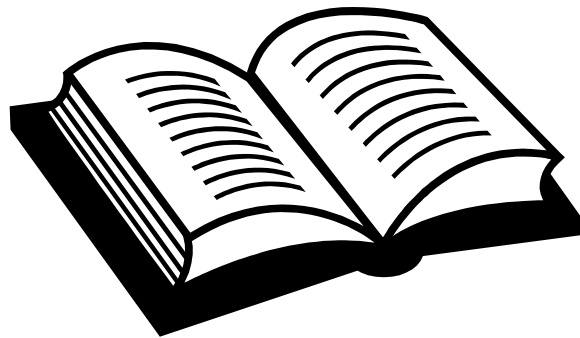
Reset

# Public View: Summary (QPR)

## Monitoring, Audits, and Technical Assistance

	This Report Period	To Date
<b>Monitoring Visits</b>	4	12
<b>Audit Visits</b>	2	5
<b>Technical Assistance Visits</b>	3	9
<b>Monitoring/Technical Assistance Visits</b>	1	2
<b>Report/Letter Issued</b>	6	14

## Monitoring, Audit, and Technical Assistance





## Admin Module Review

- Module helps grantees demonstrate and detail oversight efforts
- Tracks grantees, not HUD's, oversight efforts
- Not a monitoring system – only captures summary data.
- Only summary info available on QPR; more detail available in Admin module

# DRGR Reports

The Optional Module  
Standard Reports  
Modifying/Saving Reports  
Public Reports



# 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:
  - Examine financial information and user account info
  - Determine AP/QPR review status.
- Grantee:
  - Examine financial information and user account info
  - Determine AP/QPR status.

***Which reports you can access will vary based on the type of account you have. It is a purely OPTIONAL module.***

# Accessing Reports

1.  **Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A**  
Project description unavailable
  2.  **Shared Reports**  
Run reports and share reports with others.
  3.  **Public Reports**  
**Owner:** Administrator  
**Modified:** 2/26/11 11:17:07 AM  
Available reports: n/a
- OR
-  **Standard Reports**  
**Owner:** Ivo Djoubrailov  
**Modified:** 2/26/09 4:03:42 PM  
Contains custom defined reports

# Public vs. Standard Reports

- **Public Report:** Interactive charts and graphs showing progress by grants, activity category or grantee projects. Contain any shared reports that can be accessed by all users
- **Standard Reports:** Data files like spreadsheets used for tracking and quality control often containing data at the activity level. More commonly used by grantees.

# Standard Reports



- Administrative Reports
  - User information
  - Action Plan/QPR status
- Financial Reports
  - Budgets
  - Disbursements
  - Cumulative financial data
- Performance Reports
  - Beneficiary measures



## **Standard Reports**

**Owner:** Ivo Djoubrailov

**Modified:** 2/26/09 4:03:42 PM

Contains custom defined reports

# Standard Reports: Admin

## **Admin Rept01a: GRANT - DRGR Grant Status and CPD Contact**

This report shows grant status, including drawdown and obligation blocks. It also includes CPD contact for each grant. If info needs to be updated, please send to DRGR\_Help mailbox.

## **Admin Rept02b: ACTPLN - Activity Status with Start and End Dates**

Performance data in this report is aggregated measure types so the numbers are not meaningful in themselves. It is only include as an indicator of whether accomplishments were entered or not.

## **Admin Rept03b: QPR - Exec Summary Progress Narrative**

This report shows the overall progress narrative at the grant level by QPR

## **Admin Rept04a: USERS - Grantee DRGR Users Account Status**

This is a master list of all grantee DRGR user accounts.

## **Admin Rept04b: USERS - Grantee DRGR Users with System Role and Certification Status**

This report shows system role and recertification status for grantee users. Grantee admin users must be recertified by CPD representatives and other grantee users are certified by grantee admin users. Recertifications are required every 6 months.

## **Admin Rept05a: ADMIN - Responsible Organization List**

This organization is a master list of responsible organizations and associated data by grantee.

## **Admin Rept05c: ADMIN- Oversight Events - Topic Level**

This is a fully prompted report that can be used as a template for building other reports.

## **Admin Rept02a: ACTPLN - Grant and DRGR Action Plan Review Status**

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.

## **Admin Rept03a: QPR - Report Status**

This report will only show the status of QPRs that have been added by grant. Grantees must add each QPR as they are due.

## **Admin Rept04a Modified: USERS - Grantee DRGR Users Account Status**

This is a fully prompted report that can be used as a template for building other reports.

## **Admin Rept04b Modified: USERS - Grantee Users with System Role and Certification Status**

This is a fully prompted report that can be used as a template for building other reports.

## **Admin Rept04c: USERS - Grantee DRGR Users Access by Grant**

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

## **Admin Rept05b: ADMIN- Oversight Events - Event Level**

This is a fully prompted report that can be used as a template for building other reports.

# Standard Reports (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



# Standard Reports: Financial (Fin)

## **Fin Rept01a: ACTPLN- Grant Budgets by National Objective - Activity Level**

This report can be used to create a master list of activities for each grant.

## **Fin Rept01c: DRAWS- Budget and Disbursements by National Objective - Grant Level**

This is a summary report at the grant level. It will only show amounts budgeted and disbursed from activities entered into DRGR.

## **Fin Rept02b: DRAWS- Voucher Status by Line Item - Program Income**

This report shows the status and approval dates for each voucher line item using program income by project, activity, and responsible organization.

## **Fin Rept03: DRAWS - Voucher Status by Line Item - Grant Funds**

This is a report showing the status and action dates of voucher line items (note: draws before Jan.1, 2009 are simulated from QPRs).  
SORTED BY VOUCHER AND VOUCHER ITEM #

## **Fin Rept05a: CUM - Program Income - Grant Level**

This is a report showing data at the grant level program income disbursements recorded in the drawdown module and program income received across all QPRs (regardless of QPR status)

## **Fin Rept01b: ACTPLN - DRGR Grant Activity Budgets by Project**

This report shows activities and their budgets by project. NOTE: Since this is an activity level report, project budgets will repeat on each activity row within the project.

## **Fin Rept02a: DRAWS- Voucher Status by Line Item and QPR Begin Date- Grant Funds**

This report shows the status, approval dates, and LOCCS submit date for each voucher line item using GRANT FUNDS by project, activity, and responsible organization. The report now includes a dropdown for QPR BEGIN DATE and GRANT PROGRAM.

## **Fin Rept02c: Voucher Revision Report - Grant Funds NP**

This report shows the amount of funds distributed across activities on REVISED voucher line items for activities with grant funds. It includes creation and approval users/dates.

## **Fin Rept04: DRAWS - Voucher Line Item Status by Project - Grant Funds**

This is a report showing the status and action dates of voucher line items (note: draws before Jan.1, 2009 are simulated from QPRs).  
SORTED BY PROJECT and ACTIVITY #

## **Fin Rept05b: CUM - Program Income - Activity Level**

This report shows data at the activity-level: a) grant funds budgeted, b) grant fund obligations and approved grant and program income disbursements recorded in the drawdown module and c) program income received across all QPRs

# Standard Reports: Financial (Fin)

## Fin Rept05c: Receipts by Project and Activity

This report shows Receipts in the Drawdown module recorded for Program Income and RLFs. (Note: Receipts before Dec.3, 2011 are simulated PI Received amounts recorded in QPRs from before that date)

## Fin Rept06: CUM - Fin Data - Grant Level

This report shows grant-level financial data entered or calculated by quarter. It includes grant funds and program income. Grant obligations entered from Jan 09 are updated amounts rather than incremental.

## Fin Rept07: CUM - Grant Funds Fin Summ - Project Level

This is a report showing data at the project level from the latest DRGR Action Plan and across all QPRs (regardless of QPR status) SORTED BY STATE, GRANT # and PROJECT #.

## Fin Rept07c: QPR - Fin Data by Activity and Quarter

This report shows activity-level financial data entered or calculated by quarter. This can be used to troubleshoot data entry errors across quarters. Report updated to include project # and title. QPRs only show if financial activity during quarter.

## Fin Rept08b: CUM - Grant Funds Financial Summ - Activity Level by Project

This is a report showing data at the activity level from the latest DRGR Action Plan and across all QPRs (regardless of QPR status) SORTED BY PROJECT AND ACTIVITY #

## Fin Rept09b: QPR - Fin Data by Activity and Quarter

This report shows activity-level financial data entered or calculated by quarter. This can be used to troubleshoot data entry errors across quarters. Obligations entered from Jan 09 are updated amounts rather than incremental.

## Fin Rept05d: Program Income Account Summary

This report shows the sum of activity budgets, obligations, program income received, and program income disbursed within each PI account. It does not include any activities not assigned to a PI account.

## Fin Rept06b: CUM - NSP Financial Summ - Grant Level - LH25

This report shows a grant-level snapshot of financial activity for activities benefiting households below 50% AMI

## Fin Rept07b: CUM - Cumulative Data - Activity Level by Resp Org, Act Type and Nat Obj

This is a report showing financial data at the activity level from the latest DRGR Action Plan, from the drawdown module as of the date the report is pulled, and across all QPRs regardless of QPR status. W/ RESP ORG, ACT TYPE AND NAT OBJ.

## Fin Rept08a: CUM - Grant Funds Budget and Cumulative Data - Activity Level by Resp Org, Act Type and Nat Obj

This is a report showing data at the activity level from the latest DRGR Action Plan and across all QPRs (regardless of QPR status) W/ RESP ORG, ACT TYPE AND NAT OBJ

## Fin Rept09a: QPR - Fin Data by Quarter - Grant Level

This report shows grant-level financial data entered or calculated by quarter. Obligations entered since Jan 09 are updated amounts rather than incremental.

# Standard Reports: Financial (Fin Rept05b)

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 > Grantee/Grant Level Reports > Fin Rept05b: CUM - Program Income - Activity Level										
File View Data Format Corporate Last update: 1/27/12 2:12:38 PM										
PAGE-BY: Grant Status: Active Grantee: Chicago Public Courts Tax Grant Number: 000-00-07-0001										
Data rows: 1 - 50 of 92 Data columns: 5										
Project Number	Project Title	Activity Number	Activity Type	Responsible Organization	Metrics	Grant Funds Budgeted	Grant Funds Obligated	Grant Funds Disbursed	Program Income Received	Program Income Disbursed
360	Aq&Rehab SF	21-361 NEW Rehab SF LMMI	Rehabilitation/reconstruction of residential structures			\$20,468,653.00	\$13,593,648.04	\$12,428,199.40	\$3,504,962.76	\$1,165,448.64
		31-361 CRHDC Rehab SF LMMI	Rehabilitation/reconstruction of residential structures			\$13,656,129.00	\$7,344,629.30	\$6,353,291.12	\$1,582,344.58	\$991,338.18
		33-361 DelNorte Rehab SF LMMI	Rehabilitation/reconstruction of residential structures			\$5,221,000.00	\$3,211,229.15	\$2,155,349.35	\$1,462,662.19	\$990,901.15
		11-361 CPLC Rehab SF LMMI	Rehabilitation/reconstruction of residential structures			\$13,275,536.00	\$9,448,635.15	\$7,744,212.73	\$1,298,666.70	\$1,704,422.42
		21-361 NEW Rehab SF LH25	Rehabilitation/reconstruction of residential structures			\$3,041,451.00	\$2,215,746.65	\$2,001,813.33	\$1,240,398.94	\$213,933.32
		33-361 DelNorte Rehab SF LH25	Rehabilitation/reconstruction of residential structures			\$3,420,000.00	\$1,843,931.73	\$1,441,000.00	\$840,286.20	\$402,931.73
		31-361 CRHDC Rehab SF LH25	Rehabilitation/reconstruction of residential structures			\$4,552,044.00	\$1,821,231.87	\$1,707,390.19	\$671,162.57	\$113,841.68
		11-361 CPLC Rehab SF LH25	Rehabilitation/reconstruction of residential structures			\$6,652,312.00	\$1,283,905.24	\$1,269,392.58	\$644,749.06	\$14,512.66
		52-361 YES Rehab SF LH25	Rehabilitation/reconstruction of residential structures			\$1,088,142.00	\$664,400.02	\$636,386.71	\$377,925.15	\$28,013.31
380	Aq&Rehab MF	11-381a CPLC Rehab MF LH25	Rehabilitation/reconstruction of residential structures			\$13,011,600.00	\$8,829,231.63	\$7,527,547.76	\$87,002.34	\$1,301,683.87

# Standard Reports: Performance (Perf)

## **Perf Rept01: CUM - Projected vs Cum Totals for Performance Measure Sorted by Activity Number**

This reports shows data from the latest DRGR Action Plan and all QPRs (regardless of QPR status) Note: Do not add performance measures across activity types

## **Perf Rept02b: CUM - Projected vs Cum Totals for Performance Measure Sorted by Resp Org and Activity Type - NSP Only**

This reports shows data from the latest DRGR Action Plan and all QPRs (regardless of QPR status) Note: Do not add performance measures across activity types

Perf Rept02d: QPR - Actual Accomplishments by Quarter HH and HU Only  
This reports shows household and housing unit data from each QPR (regardless of QPR status) and can be used to troubleshoot data entry problems. Note: Do not add performance measures across activity types

## **Perf Rept04a: ACTPLN - Beneficiary and Hsg Measure Types Selected - Activity Level**

This report shows the types of beneficiary measures selected for an activity: Direct vs. Area; Census vs. Survey; Households vs. Persons; Housing Units; SF and/or MF

## **Perf Rept05: ACTPLN - Area Benefit Census Method - Low Mod Calculations and CTBGs - Activity Level**

If an activity has been designated as area benefit- census method, this report shows the summary calculation and a list of the census counties, places, tracts and block groups for each activity.

## **Perf Rept09: ACTPLN - DREF Activity Budgets and Descriptions**

This report shows activities under Ike only grants which have performance measures entered for DREF

## **Perf Rept02a: CUM - Projected vs Cum Totals for Performance Measure Sorted by Resp Org and Activity Type**

This reports shows data from the latest DRGR Action Plan and all QPRs (regardless of QPR status) Note: Do not add performance measures across activity types

## **Perf Rept02c: QPR - Actual Accomplishments by Quarter**

This reports shows data from each QPRs (regardless of QPR status) and can be used to troubleshoot data entry problems. Note: Do not add performance measures across activity types

## **Perf Rept03: QPR - 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.

## **Perf Rept04b: ACTNPLN - Area Benefit Type Selected- Census vs Survey - Activity Level**

If Area Benefit is selected as the Benefit Type, this report lists activities by whether CENSUS data has been manually selected in DRGR or summary data has been entered using the SURVEY method

## **Perf Rept06: QPR - Direct Benefit Activities - Beneficiary Statistics by Household Type**

For direct benefit activities, this report shows the distribution of households and/or persons by race/ethnicity and Hispanic status

# Standard Reports: Performance (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: 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	
<a href="#">02 Homeownership Assistance - Walk-In Program</a>	Homeownership Assistance to low- and moderate-income		# 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	
<a href="#">03 Homeownership Assistance - RNLA</a>	Rehabilitation/reconstruction of residential structures		# 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				

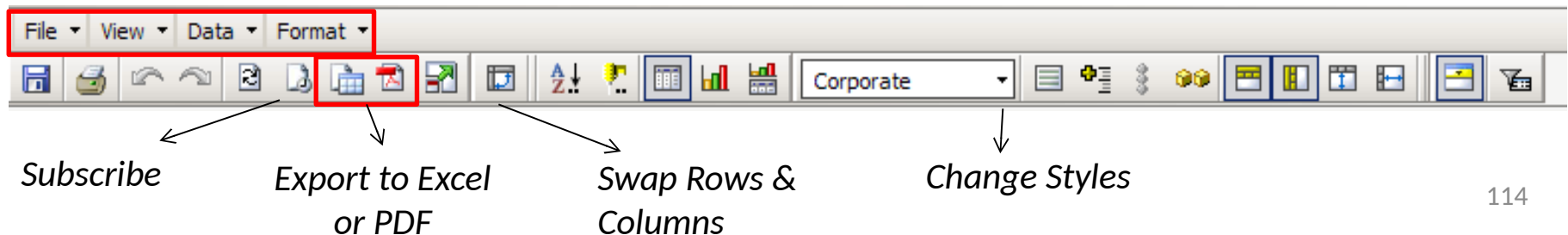
# Modifying Reports

Common modifications users perform:

- Move and Sort Columns
- Grouping Columns
- Adding Filters

Three ways to modify reports:

1. Use the ribbon (below)
2. Drag objects
3. Right click over the object for different options



# Modifying Reports: Moving Columns

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 > Grantee/Grant Level Reports > Fin Rept05b: C

File View Data Format

Corporate

PAGE-BY: Grant Status: Active Grantee: L Grant Number: B-08-MN-06-0512

Project Number	Project Title	Activity Type	Activity Number	Responsible Organization	Metrics	Grant Bu	Grant Funds Obligated	Grant Disb
001	NSP Homeownership	Rehabilitation/reconstruction of residential structures	<a href="#">03 Homeownership Assistance - RNLA</a>	[REDACTED]		\$12,629,517.85	\$12,629,517.85	\$12,2
		Homeownership Assistance to low- and moderate-income	<a href="#">02 Homeownership Assistance - Walk-In Program</a>		\$1,715,658.00	\$1,715,658.00	\$1,5	
			<a href="#">08 Homeownership Walk-In 25% set-aside</a>		\$253,615.50	\$253,615.50	\$1	
		Rehabilitation/reconstruction of residential structures	<a href="#">09 Homeownership RNLA 25% set-aside</a>		\$975,991.65	\$975,991.65		
			<a href="#">06 Rental Hsg 1 (5+ units)</a>		\$0.00	\$0.00		
			<a href="#">07 Rental-25% Somerville</a>	\$748,061.17	\$748,061.17	\$6		
			<a href="#">04 Rental Housing (1-4 units)</a>	\$0.00	\$0.00			



# Modifying Reports: Sorting Columns

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 > Grantee/Grant Level Reports > Fin Rept05b: CUM - Progra

File View Data Format

Corporate

PAGE-BY: Grant Status: Active Grantee: Grant Number: B-08-MN-06-0512

Project Number	Project Title	Activity Type	Activity Number	Responsible Organization	Metrics	Grant Bu	Grant Funds Disbursed	
001	NSP Homeownership	Rehabilitation/reconstruction of residential structures	<a href="#">03 Homeownership Assistance - RNLA</a>			\$12,629,517.85	\$12,265,792.02	
		Homeownership Assistance to low- and moderate-income	<a href="#">02 Homeownership Assistance - Walk-In Program</a>			\$1,715,658.00	\$1,715,658.00	\$1,510,422.93
			<a href="#">08 Homeownership Walk-In 25% set-aside</a>			\$253,615.50	\$253,615.50	\$169,186.00
		Rehabilitation/reconstruction of residential structures	<a href="#">09 Homeownership RNLA 25% set-aside</a>			\$975,991.65	\$975,991.65	\$0.00
			<a href="#">06 Rental Hsg 1 (5+ units)</a>			\$0.00	\$0.00	\$0.00
			<a href="#">07 Rental 25%</a>					

Sort menu: Ascending, Descending



# Modifying Reports: Sorting Columns

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 > Fin Rept05b: CUM - Program Income - Activity Level

File View Data Format Corporate

PAGE-BY: Grant Status: Active Grantee: Grant Number: B-08-MN-06-0512

Data rows: 16 Data columns: 5

Project Number	Project Title	Activity Type	Activity Number	Responsible Organization	Metrics	Grant Funds Budgeted	Grant Funds Obligated	Grant Funds Disbursed	Program Income Received	Program Income Disbursed	
001	NSP Homeownership	Rehabilitation/reconstruction of residential structures	02 Homeownership Restored Neighborhoods					\$5	\$12,265,792.02	\$509,946.06	\$428,327.75
		Homeownership A low- and moderate						00	\$1,510,422.93	\$41,924.25	\$3,504.00
		Rehabilitation/reconstruction of residential structures						50	\$169,186.00	\$0.00	\$0.00
								65	\$0.00	\$0.00	\$0.00
			06 Rental Housing			\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
			07 Rental Housing			\$748,061.17	\$748,061.17		\$694,080.83	\$0.00	\$0.00
			04 Rental Housing			\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
			05 Rental Housing			\$9,069,404.17	\$9,069,404.17		\$4,647,492.22	\$0.00	\$29,663.48
			10 Rental-25%			\$1,286,000.00	\$1,286,000.00		\$1,101,670.75	\$0.00	\$38,493.75

**Sort**

1. Sort by: Program Income Received  Ascending  Descending

2. Then by: Program Income Received  Ascending  Descending

3. Then by:  Ascending  Descending

Project Number (ID)  
Project Number (DESC)  
Project Title  
Activity Type (ID)  
Activity Type (Abbreviation)  
Activity Number (ID)  
Activity Number (DESC)  
Responsible Organization (ID)  
Responsible Organization (Name)  
Grant Funds Budgeted  
Grant Funds Obligated  
Grant Funds Disbursed  
Program Income Received  
Program Income Disbursed

Apply OK Cancel

# Modifying Reports: Creating a Filter

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 > Grantee/Grant Level Reports > Fin Rept05b: CUM - Program I

File View Data Format

Corporate

PAGE-BY: Grant Status: Active Grantee: Grant Number: B-08-MN-06-0512 **Activity Type**

Project Number	Project Title	Activity Type	Activity Number	Responsible Organization	Metrics	Grant Funds Budgeted	Grant Funds Obligated	Grant Funds Disbursed	R
001	NSP Homeownership	Rehabilitation/reconstruction of residential structures	<a href="#">03 Homeownership Assistance - RNLA</a>			\$12,629,517.85	\$12,629,517.85	\$12,265,792.02	
		Homeownership Assistance to low- and moderate-income	<a href="#">02 Homeownership Assistance - Walk-In Program</a>			\$1,715,658.00	\$1,715,658.00	\$1,510,422.93	
			<a href="#">08 Homeownership Walk-In 25% set-aside</a>			\$253,615.50	\$253,615.50	\$169,186.00	
		Rehabilitation/reconstruction of residential structures	<a href="#">09 Homeownership RNLA 25% set-aside</a>			\$975,991.65	\$975,991.65	\$0.00	
			06 Rental Hsq 1						

# Modifying Reports: Creating a Filter

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 > Grantee/Grant Level

File View Data Format

Corporate

PAGE-BY: Grant Status: Active Grantee: Grant Number: B-08-MN-06-05

Activity Type: Homeownership Assistance to low- and moderate-income

Project Number	Project Title	Activity Number	Responsible Organization	Metrics	Grant Funds Budgeted	Grant Fun Obligated
001	NSP Homeownership	02 Homeownership Assistance - Walk-In Program			\$1,715,658.00	\$1,715,6
		08 Homeownership Walk-In 25% set-aside			\$253,615.50	\$253,6
<b>Total</b>					<b>\$1,969,273.50</b>	<b>\$1,969,2</b>

# Modifying Reports: Grouping Columns (Example: Activity #)

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 > Grantee/Grant Lev

File View Data Format

Corporate

PAGE-BY: Grant Status: Active Grantee: Grant Number: B-08-MN-06-0!

Activity Type: Homeownership Assistance to low- and moderate-income

Project Number	Project Title	Activity Number	Responsible Organization	Metrics	Grant Funds Budgeted	Grant Funds Obligated
001	NSP Homeownership	02 Homeownership Assistance Program	...	...	\$1,715,658.00	\$1,715,6...
		08 Homeownership Walk-In 25% set-aside	...	...	\$253,615.50	\$253,6...
<b>Total</b>			Department		<b>\$1,969,273.50</b>	<b>\$1,969,2...</b>

Context menu for Activity Number column:

- Sort
- Move
- Rename...
- Attribute Forms...
- To Page-by Axis
- To Columns
- Left
- Right

# Modifying Reports: Grouping Columns

## (Example: Activity #)

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 > Grantee/Grant Level Reports > Fin Rept05b: CUM - Program Income - Activity Level

File View Data Format Corporate

PAGE-BY: Grant Status: Active Grantee: B-08-MN-06-0512 Grant Number: B-08-MN-06-0512

Activity Type: Homeownership Assistance to low- and moderate-income

Data rows: 2 Data columns: 12

Project Number	Project Title	Responsible Organization	Activity Number	02 Homeownership Assistance - Walk-In Program					08 Homeownership Walk-In 25% set-aside				
				Grant Funds Budgeted	Grant Funds Obligated	Grant Funds Disbursed	Program Income Received	Program Income Disbursed	Grant Funds Budgeted	Grant Funds Obligated	Grant Funds Disbursed	Program Income Received	Program Income Disbursed
001	NSP Homeownership			\$1,715,658.00	\$1,715,658.00	\$1,510,422.93	\$41,924.25	\$3,504.00	\$253,615.50	\$253,615.50	\$169,186.00	\$0.00	
<b>Total</b>				<b>\$1,715,658.00</b>	<b>\$1,715,658.00</b>	<b>\$1,510,422.93</b>	<b>\$41,924.25</b>	<b>\$3,504.00</b>	<b>\$253,615.50</b>	<b>\$253,615.50</b>	<b>\$169,186.00</b>	<b>\$0.00</b>	

# Modifying Reports: Grouping Columns (Example: Organization)

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 > Grantee/Grant Level Reports > Fi

File View Data Format

Corporate

PAGE-BY: Grant Status: Active Grantee: Grant Number: B-08-MN-06-0512

Activity Type: Homeownership Assistance to low- and moderate-income

Project Number	Activity Number	Project Title	Responsible Organization	Grant Funds Budgeted	Grant Funds Obligated	Grant Disbursed
001	<a href="#">02 Homeownership Assistance - Walk-In Program</a>	NSP Homeownership		0.00	\$1,715,658.00	
	<a href="#">08 Homeownership Walk-In 25% set-aside</a>	NSP Homeownership		\$253,615.50	\$253,615.50	
<b>Total</b>				<b>\$1,969,273.50</b>	<b>\$1,969,273.50</b>	

Sort  
Move  
Rename...  
Attribute Forms...  
To Page-by Axis  
To Columns  
Left

# Modifying Reports: Grouping Columns (Example: Organization)

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 > Grantee/Grant Level Reports > Fin Rept05b: CUM - Program Income - Activity Level

File View Data Format Corporate Last update: 5/11/11 8:38:06 AM

PAGE-BY: Grant Status: Active Grantee: B-08-MN-06-0512 Grant Number: B-08-MN-06-0512 Activity Type: Homeownership Assistance to low- and moderate-incor

Project Number	Activity Number	Project Title	Responsible Organization	Housing Department					Grant Funds Budgeted	Grant Funds Obligated
				Grant Funds Budgeted	Grant Funds Obligated	Grant Funds Disbursed	Program Income Received	Program Income Disbursed		
001	02 <a href="#">Homeownership Assistance - Walk-In Program</a>	NSP Homeownership		\$1,715,658.00	\$1,715,658.00	\$1,510,422.93	\$41,924.25	\$3,504.00	\$1,715,658.00	\$1,715,658.00
	08 <a href="#">Homeownership Walk-In 25% set-aside</a>	NSP Homeownership		\$253,615.50	\$253,615.50	\$169,186.00	\$0.00	\$0.00	\$253,615.50	\$253,615.50
<b>Total</b>				<b>\$1,969,273.50</b>	<b>\$1,969,273.50</b>	<b>\$1,679,608.93</b>	<b>\$41,924.25</b>	<b>\$3,504.00</b>	<b>\$1,969,273.50</b>	<b>\$1,969,273.50</b>

# Modifying Reports: Grid and/or Graph

The screenshot shows the 'View' menu with 'Grid and Graph' selected. The report title is 'Activity Level by Resp Org, Act Type and Nat Obj'. The chart title is 'Funds Budget and Cumulative Data - Activity Level by Resp Org, Act Type and Nat Obj'. The legend includes: Activity Budget (blue), Activity Obligation (green), Activity Disbursements (orange), and Activity Expenditures (red). The chart displays data for four categories: AdminCity, City of Kansas City Administration, BHabitatLH25 Habitat for Humanity Rehabilitat..., and Cancelled D Economic Development Corporation. The Y-axis represents dollar amounts from \$0.00 to \$4,500,000.00.

Responsible Organization	Activity Budget	Activity Obligation	Activity Disbursements	Activity Expenditures
AdminCity	~\$400,000	~\$400,000	~\$200,000	~\$200,000
City of Kansas City Administration	~\$1,000,000	~\$1,000,000	~\$600,000	~\$400,000
BHabitatLH25 Habitat for Humanity Rehabilitat...	~\$4,500,000	~\$4,500,000	~\$3,500,000	~\$1,500,000
Cancelled D Economic Development Corporation	~\$800,000	~\$800,000	~\$100,000	~\$100,000



# Saving Reports: 'My Reports'

Shared Reports My Reports My Subscriptions History List Preferences Search

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

**Cum Fin Summ Report**

File View Data Format

Save Filter The filter is empty.

PAGE-BY: Grantee.Name: State of Mississippi Grants.Grant Number: B-06-DG

1 2 3 4 5 of 6 page(s)

Project ID	Project Title	Project Activity Number	Grantee Activity Title
		0001 HAP PHASE I (LESS LOW/MOD)	0001 HAP (LESS LOW)
		0001 HAP ELEVATION	0001 HAP

Shared Reports My Reports My Subscriptions History List Preferences Search

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > **Grant Level - Cum Fin Summ Report**

**Save As**

Save in: My Reports

- Grant Level - Cum Fin Summ Report - Demo 4/22/09
- Report for Grantees - created 4/22
- Voucher Status NP Grouped by Voucher Number

Name: Grant Level - Cum Fin Summ Report

Description: This is a fully prompted report that can be used as a template for building other reports

OK Cancel

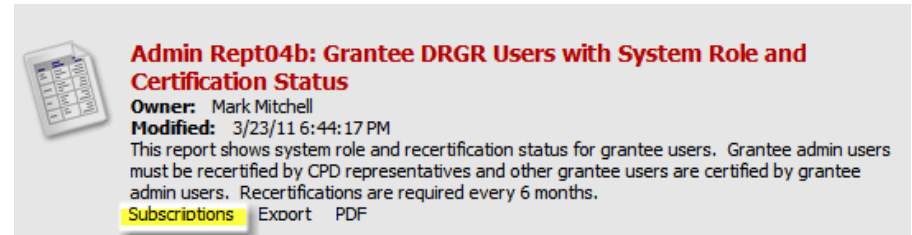
# Saving Reports: History List

The screenshot shows the MicroStrategy interface. The top navigation bar includes 'Shared Reports', 'My Reports', 'My Subscriptions', 'History List', 'Preferences', 'Search', 'Help', and 'Logout'. The breadcrumb trail is: 'Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > Grantee User Reports > Activity Local'. The 'File' menu is open, with 'Add to History List' highlighted. Below the menu is a toolbar with various icons and a dropdown menu set to 'Agent'. A 'Grants Grant Number' dropdown is set to 'B-08-MN-48-0001'. The main data area shows a table with the following content:

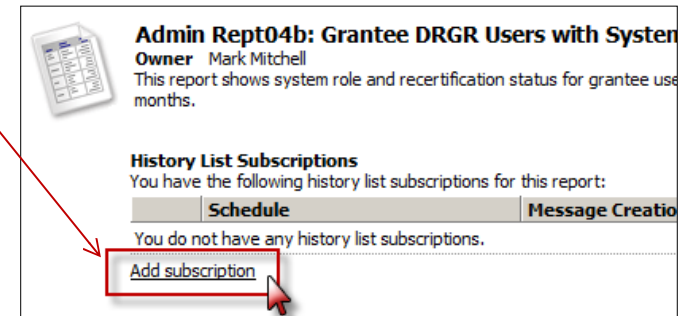
			Activity Title
807 Bracken Place	0	0	Homebuyers' Assistance <50
1052 Enfilar Lane	0	0	Homebuyers' Assistance <50
6003 Fenwick Lane	0	0	Homebuyers' Assistance <120

# Subscribing to Reports

1. Click on link under report title
2. Select ADD SUBSCRIPTION
3. Specify frequency for the report



**Admin Rept04b: Grantee DRGR Users with System Role and Certification Status**  
Owner: Mark Mitchell  
Modified: 3/23/11 6:44:17 PM  
This report shows system role and recertification status for grantee users. Grantee admin users must be recertified by CPD representatives and other grantee users are certified by grantee admin users. Recertifications are required every 6 months.  
[Subscriptions](#) [Export](#) [PDF](#)



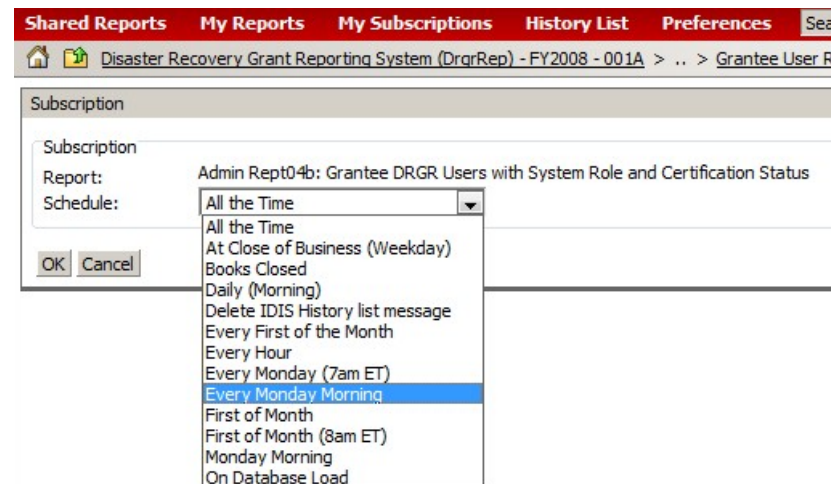
**Admin Rept04b: Grantee DRGR Users with System**  
Owner: Mark Mitchell  
This report shows system role and recertification status for grantee users every 6 months.

**History List Subscriptions**  
You have the following history list subscriptions for this report:

[Schedule](#) [Message Creation](#)

You do not have any history list subscriptions.

[Add subscription](#)



Shared Reports My Reports My Subscriptions History List Preferences

Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A > .. > Grantee User B

Subscription

Subscription: Admin Rept04b: Grantee DRGR Users with System Role and Certification Status

Report: Admin Rept04b: Grantee DRGR Users with System Role and Certification Status

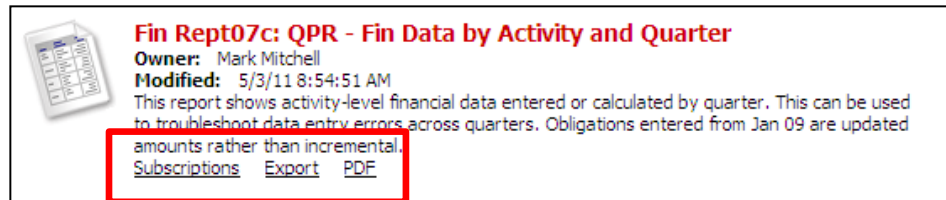
Schedule: All the Time

- All the Time
- At Close of Business (Weekday)
- Books Closed
- Daily (Morning)
- Delete IDIS History list message
- Every First of the Month
- Every Hour
- Every Monday (7am ET)
- Every Monday Morning
- First of Month
- First of Month (8am ET)
- Monday Morning
- On Database Load

OK Cancel

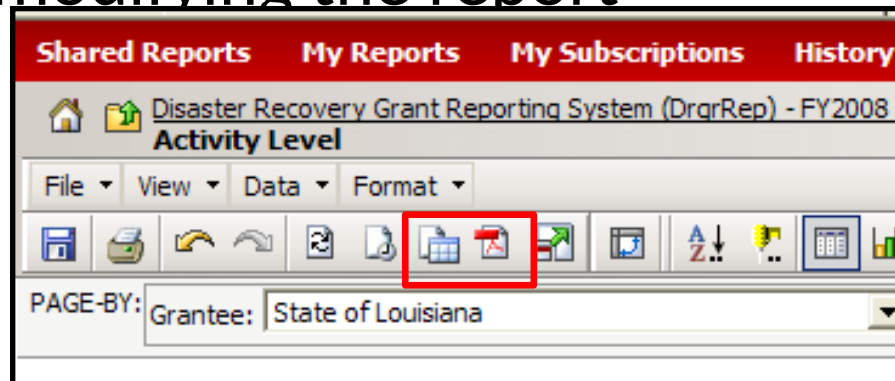
# Exporting Reports

- When to Export
  - When selecting the report (only access to one grant)



**Fin Rept07c: QPR - Fin Data by Activity and Quarter**  
Owner: Mark Mitchell  
Modified: 5/3/11 8:54:51 AM  
This report shows activity-level financial data entered or calculated by quarter. This can be used to troubleshoot data entry errors across quarters. Obligations entered from Jan 09 are updated amounts rather than incremental.  
[Subscriptions](#) [Export](#) [PDF](#)

- After modifying the report



Shared Reports My Reports My Subscriptions History

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - Activity Level

File View Data Format

PAGE-BY: Grantee: State of Louisiana

# Exporting Reports to Excel

**Help**

**Export Options**

Admin Rept04b: USERS - Grantee DRGR Users with System Role and Certification Status

Export:

Excel with plain text

CSV file format

Excel with formatting

HTML

Plain text    Delimiter:

Export metric values as text<sup>(1)</sup>

Export headers as text<sup>(1)</sup>

Export filter details

Expand all page-by fields<sup>(2)</sup>

Place each page on a separate sheet<sup>(2)</sup>

Remove extra column from exported grid<sup>(2)</sup>

(1) Excel only  
(2) Excel with formatting only


Do not prompt me again. Export

# Accessing Public Reports


1.  **Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A**  
Project description unavailable

2.  **Shared Reports**  
Run reports and share reports with others.

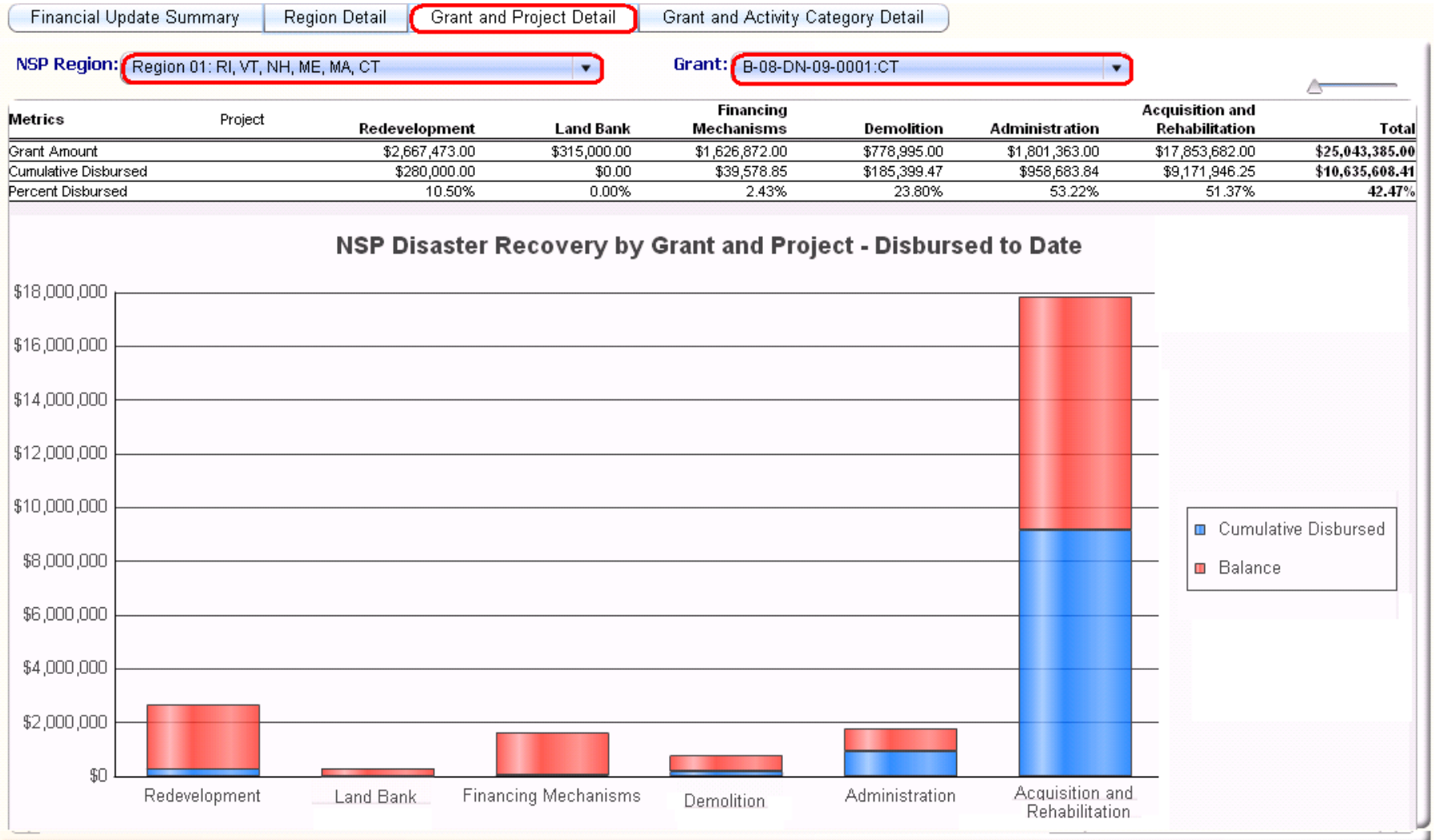
3.  **Public Reports**  
**Owner:** Administrator  
**Modified:** 2/26/11 11:17:07 AM  
Available reports: n/a

4.  **Financial Update Dashboards**  
**Owner:** Ivo Djoubrailov  
**Modified:** 8/6/10 1:19:16 PM

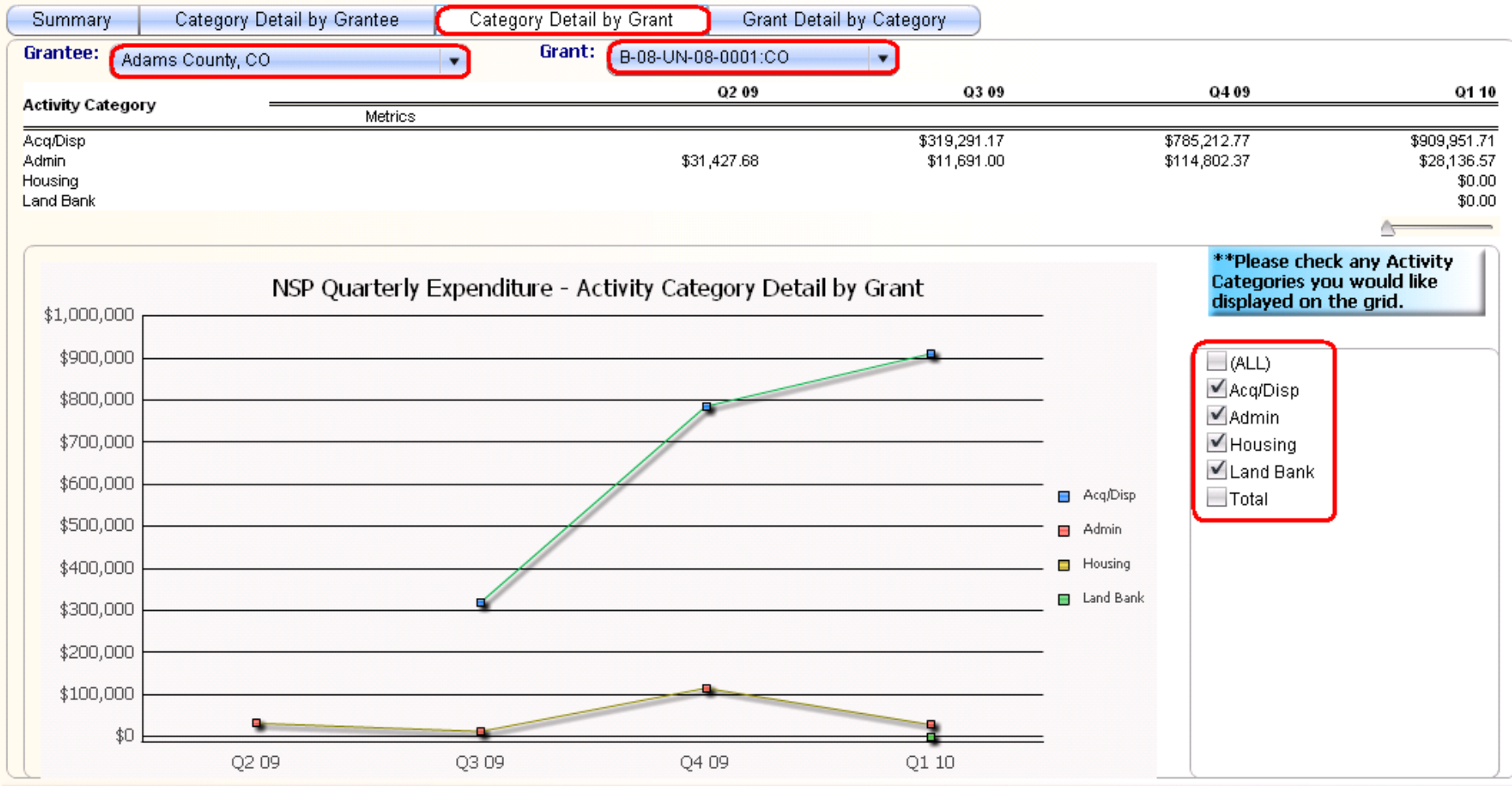
OR

-  **Quarterly Expenditure Analysis**  
**Owner:** Ivo Djoubrailov  
**Modified:** 8/6/10 1:19:36 PM

# Public Reports: Financial Update Dashboards

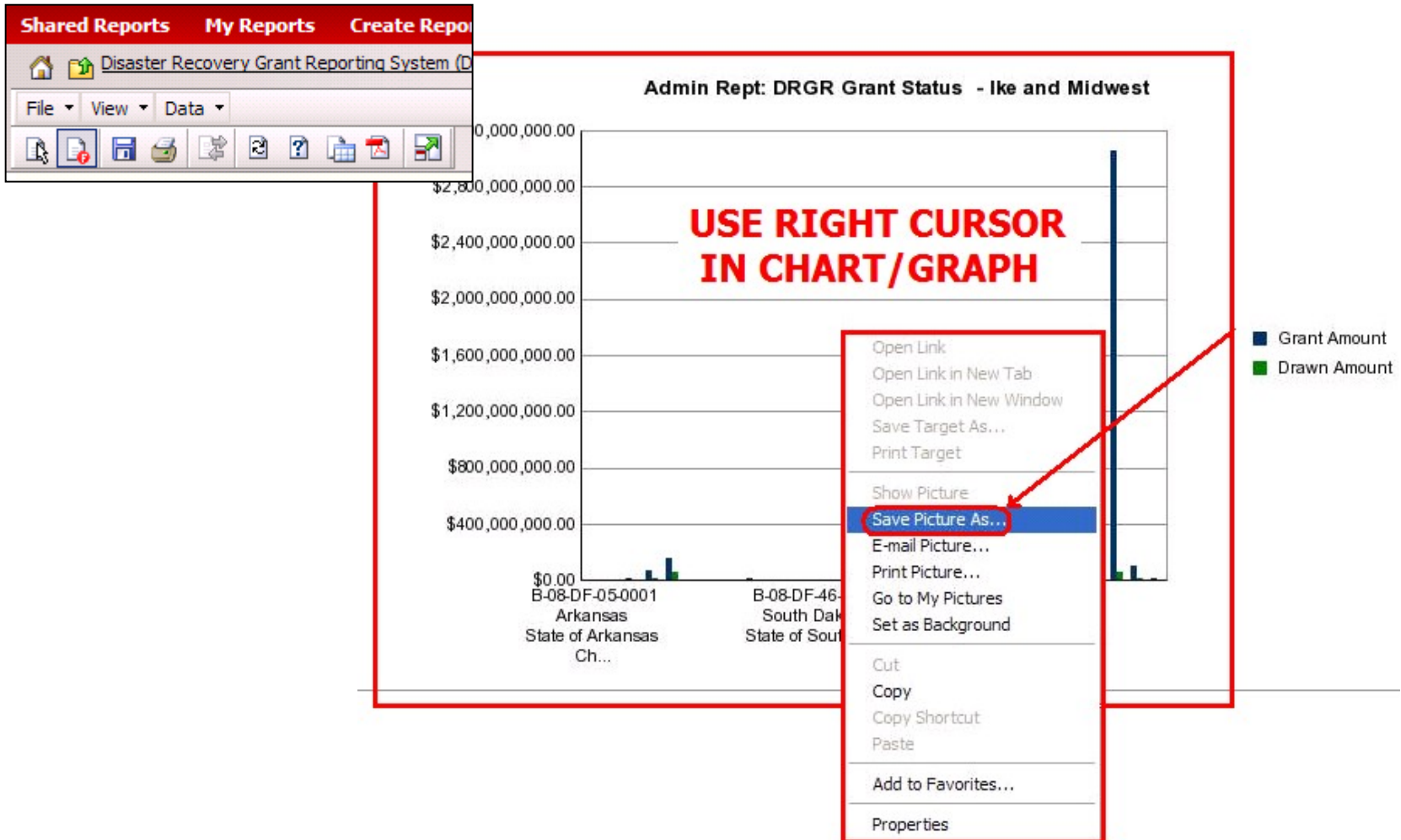


# Public Reports: Quarterly Disbursements Analysis

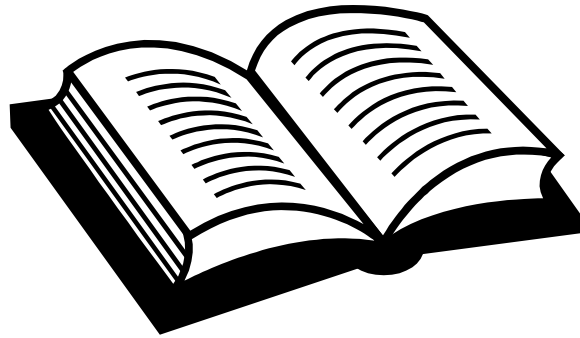




# Public Reports: How to Save




## Pull and Modifying Reports



## Reports Review

- Do you know...
  - ...how to access reports?
  - ...how to modify reports?
  - ...how to export reports?
  - ...the difference between Shared Reports and My Reports?

# The Basics: DRGR Modules



**Admin**

View All Monitoring/Audit/T

**Admin**

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




Development Systems  
Recovery Grant Reporting System (DRGR)

Admin Action Plans Drawdown QPR Reports

View All Action Plans

State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
FL	State of Florida	B-06-00-12-0001	Active	Reviewed and Approved	Add/Edit QPR
FL	State of Florida	B-06-00-12-0001	Active	Submitted - await. Sec Review	Add/Edit
FL	State of Florida	B-06-00-12-0001	Active	Submitted - await. Sec Review	

Development Systems  
Recovery Grant Reporting System (DRGR)

Admin Action Plans Drawdown QPR Reports

Quarterly Performance Report

View QPRs - Babylon Township, NY

Grant Number: B-06-00-12-0001 Contract Start Date: 01/24/2009

Grant Status: Active Contract End Date:

Grant Amount: \$1,171,609.00

Due Date	Date Submitted	Action	Status
01/24/2009		View Download Print Version	Original
03/24/2009	03/18/2009	View Download Print Version	
05/24/2009	04/04/2009	View Download Print Version	



View Data Table

Grant Number	Grantee Name	Grant Status	Action Plan Status	QPR
B-06-00-12-0001	State of Florida	Active	Reviewed and Approved	Add/Edit QPR
B-06-00-12-0001	State of Florida	Active	Submitted - await. Sec Review	Add/Edit
B-06-00-12-0001	State of Florida	Active	Submitted - await. Sec Review	



# Telling Your NSP Story

Action Plan Checklist  
QPR Checklist



# Action Plan Checklist

- Purpose: Provides a record of changes/approvals of the AP
- FO plays a key role: Approval process per each modification
  - Ongoing updates to AP
  - Summary of changes proves helpful
- Usually reviewed in Print View format with additional reports pulled.
- Only reviewed if the AP status is: “Submitted – Await for Review.”



# Action Plan Checklist

- Suitable User Roles
- Narratives in line with Substantial Amendment
- Projects & Activity Budget Set-Up
  - No 'Bucket' or 'Restricted Balance' Project/Activity
  - Set-aside Requirement
  - Sum of the Project budgets = Grant Amount
  - Sum of the Activity budgets = Project Amount
  - Budget Caps: Admin & Demo

# Action Plan Checklist

- Activity Programmatic Data
  - Activities are broken out by national objective, responsible organization, multifamily complex \*, or activity type
  - Check for “too many” activities
  - National objectives: Are they correct/compatible with activity types? Do the proposed accomplishments support the designated National Objective?
  - Are the location descriptions in the Areas of Greatest Need as determined by the Substantial Amendment?
  - Proposed beneficiary and accomplishment data entered: including correct Benefit Type



# Approving/Rejecting Action Plans

**Grant Number:**  
[B-08-MN-99-0104](#)

**Grantee Name:**  
Denver01, CO

**Grant Amount:**  
\$10,000,000.00

**Estimated PI/RL Funds:**  
\$2,000,000.00

**Total Budget:**  
\$12,000,000.00

- [Areas of Greatest Need](#)
- [Distribution and Uses of Funds](#)
- [Definitions and Descriptions](#)
- [Low Income Targeting](#)
- [Acquisition and Relocation](#)
- [Public Comment](#)
- [View Disaster Damage](#)
- [View Recovery Needs](#)
- [View Action Plan History](#)

Project #	Project Title	Grantee Activity #	Activity Title
9999	Restricted Balance	<i>No activities in this project</i>	
NSP1-Admin	Administration	<a href="#">NSP1-Admin</a>	<a href="#">Administration</a>
NSP1-B-Acq/Rehab	B-Acq/Rehab	<a href="#">NSP1-B A/R MF DHH LH25</a>	<a href="#">Acq-Rehab Multi-Family LH25</a>
		<a href="#">NSP1-B A/R MF DHH LH25 929 Connecticut</a>	<a href="#">Acq/Rehab Multi-Family LH25</a>
		<a href="#">NSP1-B A/R SF DAH LH25</a>	<a href="#">Acq/Rehab Single-Family LH25</a>
		<a href="#">NSP1-B A/R SF HP LH25</a>	<a href="#">Acq/Rehab Single-Family LH25</a>
NSP1-C-LB	C-Land Bank	<a href="#">NSP1-C LB SF City</a>	<a href="#">Land Bank City LMMI</a>
NSP1-E-Red't	E-Redevelopment	<a href="#">NSP1-E Redev't MF City LMMI</a>	<a href="#">Redevelopment City LMMI</a>

Status: Submitted - Await for Review

Save Review

Cancel

# Public Information: Action Plan



- There are two options to view a grantee's Action Plan. The first is through DRGR and requires two steps,
  - A. Search for Action Plan then select "View Action Plan"
  - B. For PDF select "Download Print Version"

A.

The screenshot shows a user interface for a grantee administrator. At the top, there is a header with 'Admin' and 'Action Plans'. Below this, a sidebar on the left contains a menu with 'Action Plan' (sub-items: View All, View Action Plan), 'Projects' (sub-items: Add, Search), and 'Responsible Organization' (sub-item: Add). A mouse cursor is hovering over the 'View Action Plan' link. The main content area on the right shows 'Action Plans' and 'Edit Action Plan' buttons, along with fields for 'Grant Number: B-08-DN-99-001' and 'Grant Amount:'.

B.

The screenshot shows a user interface for a FO User. At the top, there is a header with 'Admin' and 'Action Plans'. Below this, a sidebar on the left contains a menu with 'Action Plan' (sub-items: Search, View All, Download Print Version), 'Projects' (sub-items: Add, Search), and 'Responsible Organization'. A mouse cursor is hovering over the 'Download Print Version' link. The main content area on the right shows 'Action Plans' and 'View Action Plan' buttons, along with a 'Back to' button.

# Public Information: Action Plan



- The second option is to search the NSP Resource Exchange, <http://hudnsphelp.info>.

**Neighborhood Stabilization Program** Resource Exchange

HOME ABOUT NSP FIND A RESOURCE ASK A QUESTION GET ASSISTANCE GRANTEES EVENTS

**NSP Grantee Search**

Search to find information on individual NSP grantees, including program websites, action plans, quarterly performance reports, contact information, photos, videos, and success stories. [LEARN MORE](#)

GRANTEE SEARCH

SNAPSHOTS

## NSP Grantees

Grantees are the heart of NSP, as they work on the ground level to purchase, rehabilitate, and resell foreclosed properties in especially hard-hit neighborhoods that might otherwise become sources of abandonment and blight within their communities. HUD has allocated \$6.82 billion to 307 NSP1 grantees, 56 NSP2 grantees, and 283 NSP3 grantees.

Use the search option to find the following information on all NSP grantees:

- Contact information
- Grant allocation and expenditure amounts
- HUD-approved action plans and quarterly performance reports detailing how grantees are using their NSP funds and the achievements they've reached so far
- Snapshot reports
- Project highlights
- Photos, videos, and website links

### Search for Grantees

Keyword(s)

Grantee State/Territory

Grantee Type

NSP1  NSP2  NSP3  All

Grantee Name

Search

# QPR Checklist



- Purpose: Provides a record of issue areas and approvals of the QPRs
- FO Role
  - Approval or rejection of the QPR in a timely manner
  - Share comments with grantees (if desired)
- Usually reviewed in Print View format
- Only reviewed if the QPR status is: “Submitted – Await for Review.”
- Four Sections of the Review
  - A. Overall Progress Review
  - B. Activity Progress Review
  - C. NSP Specific Review Items
  - D. Further Guidance

## Quarterly Performance Report

### Review QPRs - [REDACTED]

Grant Number: [B-08-DN-99-0004](#)

Contr

Grant Status: Active

Contr

Grant Amount: \$10,000,000.00

Due Date

Date Submitted

Action

01/30/2012

08/08/2011

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# QPR Checklist: Overall Progress

- Is the Overall Progress Narrative sufficient to explain the progress or lack of progress of this grant?
- Does it, when combined with the grant-level financial data, provide enough information to determine if sufficient progress is being made?
  - Statutory Timelines
    - NSP1: Expend amount equal to or greater than allocation within 4 yrs
    - NSP2 and NSP3:
      - Expend at least 50 percent of allocated funds within 2 years
      - Expend 100 percent within 3 years of such date.
- Program income funds:
  - Do the narratives and/or accomplishment data imply program income has been generated by an Activity but none has been receipted?

# QPR Checklist: Activity Progress

- Accomplishments are entered after an end-use has been met.
  - There may be a lag between quarters when funds are drawn for an activity to when accomplishments are entered.
  - Grantees must estimate accomplishments in the Action Plan before they can report on them in the QPR.
- Additional review items:
  - Addresses entered have not been previously reported.
  - 25% Set-Aside metrics are properly identified in the LH25 activities.
  - For activities that do not appear in the QPR, is their enough information over time to indicate the reason for the lack of demonstrated progress?

# QPR Checklist: Activity Progress (PerfReport03: Addresses)

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > Grantee User Reports > Perf Rept03: Addresses by Activity and Responsible Organization

File View Data Format Last update: 8/10/11 3:43:43 PM

PAGE-BY: Grantee: Denver, CO Grant Number: B-08-DN-99-0004

Information from Case Studies, this is not Denver, CO.

Data rows: 7 Data columns: 0

QPR Activity Location - Address	Location - City	Location - State	Location - Zip	Activity Number	Activity Type	Responsible Organization	QPR Report Period Begin Date
1240 Ohio St.	00	A	80220	<a href="#">NSP1-02 AR SF DAH</a>	Rehabilitation/reconstruction of residential structures		10/1/2011
146 Pearl St.	00	A	80238	<a href="#">NSP1-02 AR SF DAH</a>	Rehabilitation/reconstruction of residential structures		10/1/2011
152 Maine St.	00	A	80220	<a href="#">NSP1-01 AR MF DAH</a>	Rehabilitation/reconstruction of residential structures		10/1/2011
443 Dickens	00	A	80238	<a href="#">NSP1-02 AR SF DAH</a>	Rehabilitation/reconstruction of residential structures		10/1/2011

# QPR Checklist: Activity Progress

- Program funds:
  - Are the draws on track to meet NSP deadline?
  - Does the sum of the project budgets = grant amount?
  - Are drawdowns and expenditures reasonably close?
  - Are the administration budget and obligations at or under 10% of the total grant amount?
  - Is the Expenditure line item  $\geq$  Drawdown line item?

\*\*Remember:

Program Fund Drawdown + PI Drawdown = Total Draws



# QPR Checklist: Activity Progress (FinRept 7b)

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

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Fin Rept08a: CUM - Grant Funds Budget and Cumulative Data - Activity Level by Resp Org, Act Type and Nat Obj

File View Data Format Last update: 5/10/11 9:55:11 AM

PAGE-BY: Grantee: Grant Number: B-09-CN-AZ-0001

Data rows: 1 - 50 of 72 Data columns: 4

Activity Number	Responsible Organization	Activity Type	National Objective	Metrics	Activity Budget	Activity Obligation	Activity Disbursements	Activity Expenditures
<a href="#">01-300 CPLC National Admin</a>		Administration	N/A		\$4,495,666.52	\$1,386,562.47	\$1,386,562.47	\$1,100,993.98
<a href="#">11-300 CPLC AZ Admin</a>		Administration	N/A		\$2,283,875.78	\$984,399.74	\$984,399.74	\$1,119,815.62
<a href="#">11-310 CPLC Financing LMMI</a>		Homeownership Assistance to low- and moderate-income	NSP Only - LMMI		\$2,220,000.00	\$15,000.00	\$15,000.00	\$15,000.00
<a href="#">11-320 CPLC Demolition LMMI</a>		Clearance and Demolition	NSP Only - LMMI		\$1,080,000.00	\$0.00	\$0.00	\$0.00
<a href="#">11-330 CPLC Land Banking LMMI</a>		Land Banking - Acquisition (NSP Only)	NSP Only - LMMI		\$3,000,000.00	\$0.00	\$0.00	\$0.00
<a href="#">11-384 CPLC</a>		Rehabilitation/reconstruction of	NSP Only - LMMI 25%					

# 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>	

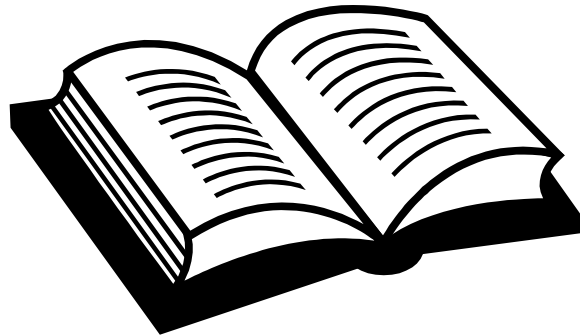
- [View Overall Progress Narrative](#) [View QPR Report](#)  
- [View Activities](#)  
- [06141984](#)  
- [View QPR History](#)

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

# QPR Checklist: Late QPRs

- First late QPR:
  - Send an email to the grantee noting the late submission and the next QPR date.
- Second consecutive late QPR:
  - Make a finding of noncompliance and send a letter.
  - Corrective action should include a warning that fund access might be limited if future reports are late.
- Third consecutive late QPR: Contact Headquarters CPD for guidance.

## Pull and Modify Reports: Round 2



# Common Issues & Troubleshooting

Pop Quiz  
Common Problem Areas



# 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.

# Common Issues

1. Administrative Issues
2. Moving Budgets and Draws
3. Accomplishments

***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.*

# 1. Administrative

- Problems:
  - Access to the system:
    - Getting locked out of the system
    - Access to Reports
    - User Roles and Certification Status
- How to know if you have this problem:
  - Error message when attempting to log on to DRGR or, in particular, activating the Reports Module.
- How to solve it:
  - If timed-out message or cannot access the Reports module, wait for at least 30 minutes. If still locked-out, call the DRGR Help Desk at 1-800-998-9999, and coordination with your field office.
  - If locked-out of the system, check with the Grantee Administrator to verify you are Active and Certified on each grant you need access to (if you are a Grant Administrator, check with your CPD Rep).
    - A quick way to check the status is to pull AdminReport 04b. If you need to change your user role, then submit to your CPD Rep the change along with your B#.



# 1. Administrative

Disaster Recovery Grant Reporting System (DrqRep) - FY2008 - 001A > Shared Reports > Standard Reports > Grantee User Reports > Admin Rept04b: USERS - Grantee DRGR Users with System Role and Certification Status

File View Data Format Last update: 8/10/11 2:25:43 PM

PAGE-BY: State: Virginia Grantee: Corporate

Data rows: 15 Data columns: 6

User Name	User ID	User Email	Account Status	Recertification Status	Recertification Date	Recertification Approver	System Role
Jazmin			Active	Recertified	4/1/2011	B50941	GU Grantee User
Lisa			Active	Recertified	4/1/2011	B50941	GU Grantee User DD_R Drawdown Request User
Amy			Active	Recertified	4/1/2011	B50941	GU Grantee User
Farouq			Active	Recertified	4/1/2011	B50941	GU Grantee User DD_A Drawdown Approve User
Genell			Active	Recertified	4/1/2011	B50941	GU Grantee User
Long			Active	Recertified	4/1/2011	B50941	GU Grantee User
Kelly Margaret			Active	Recertified	4/1/2011	B50941	GU Grantee User
Kristen			Active	Recertified	4/1/2011	B50941	GU Grantee User
Jennifer			Active	Recertified	4/1/2011	B50941	GU Grantee User
Carrie Lynn			Active	Recertified	4/27/2011	H18890	GA Grantee Administrator DD_R Drawdown Request User

## 2. Moving Budgets and Draws

- Common Problems
  - Q1. How does a user revise a voucher line item?
  - Q2. How does a grantee get credit for funds spent on LH25 that were originally budgeted for LMMI?

## 2. Moving Budgets and Draws

- How to solve it:

Q1: In order to revise a voucher it must first be in a status of Open (not approved) or Completed (paid by Treasury).

- If the voucher line item is Open, the user with the Draw Approver role will reject the amount allowing the Draw Requester to resubmit with correct funding.
- If the voucher has been completed, the Voucher Creator will modify the voucher per line item and move the funding to another Activity under the same grant (assuming budget and obligation amounts are enough for the modification). The modifications need to be approved by the user with the Approver Role.

## 2. Moving Budgets and Draws (Q2)

- How to solve it:
  - Q2: If an activity was originally projected for LMMI, but ended up going towards LH25 and you would like to receive credit for this there are two options;
    1. If the entire amount that has been invoiced and budgeted for the activity can be changed to LH25, simply change the status on the first page of Add Activity (changes to Action Plan will trigger a resubmission of Action Plan for approval).
    2. The second option may require moving the invoiced and funding amounts to an existing or completely new activity. For this, follow the directions outlined for question 1 and utilize the Reports module to build out what you would like to move before changing information in DRGR. *Keep in mind that all Accomplishments will need to be moved as well.*

# 3. Accomplishments

- Common Potential Problems:
  - Q1: A Grantee does not see owner v renter or SF v MF (when reporting the actual measures in the QPR or when pulling reports)
  - Q2: Cumulative households, or housing units, appears to be over projected (as seen in the QPR or per reports pulled)
  - Q3: I continue to receive error messages when entering data in the QPR for a Direct Benefit Activity.

# 3. Accomplishments

- How to solve it:

Q1: A Grantee does not see owner v renter or SF v MF (when reporting the actual measures in the QPR or when pulling reports)

- Grantee did not complete required elements in the Action Plan and must enter all beneficiary data in the Action Plan for every applicable Activity (make a note in QPR)

Q2: Cumulative households, or housing units, appears to be over projected (as seen in the QPR or per reports pulled)

- Grantee may have entered total units completed to date in each quarter, rather than entering only the additional/incremental units completed that quarter. Grantee may need to manually correct data by entering negative numbers in certain data fields in the next QPR.

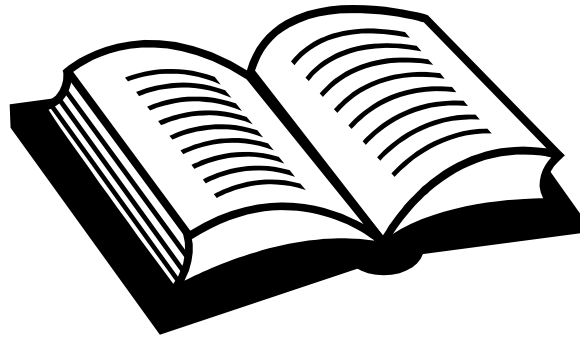
## 4. Accomplishments

- How to solve it:

Q3: I continue to receive error messages when entering data in the QPR for a Direct Benefit Activity.

- When a grantee modifies certain accomplishment data fields in the Action Plan (for example, modifying the household field so that the Activity is serving owners where it was previously reported as serving renters), there may be an error in reporting in that quarter's QPR if there is already data entered in prior quarters.
- DRGR automatically checks totals across categories and subcategories and will identify discrepancies. To rectify the error messages and complete prior-period corrections, a grantee must first identify the cumulative totals entered in prior QPRs and then determine the category(ies) and subcategory(ies) to be updated.

## Prior Period Corrections





# 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](http://www.hud.gov/nspta)
  - ‘Request Assistance’ section

# Additional Resources



DRGR Help e-mail  
([DRGR\\_Help@hud.gov](mailto: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. - - - - -

# Question & Answers

**Thanks for attending – please feel free to share any feedback you have with us!**