

Disaster Recovery Grant Reporting System Training for NSP Users Day 2

Presented by:

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

Today's Agenda

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



User Role and Account Information

Registering a new HUD staff account

- Viewing grantee user reports

Registering a new HUD staff account

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

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

HUD Field Office DRGR Users

Admin Rep: HUD Field Office DRGR Users

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

The screenshot shows the 'Admin Rept6: HUD Field Office DRGR Users' report in the Disaster Recovery Grant Reporting System. The interface includes a navigation bar with 'Shared Reports', 'My Reports', 'Create Report', 'History List', 'Preferences', 'Search', 'Help', and 'Logout'. The breadcrumb trail is: Home > Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > HUD Field Office User Reports > Admin Rept6: HUD Field Office DRGR Users. The report is filtered by 'User Status: Active' and 'HUD Office: Miami Field Office'. The data is displayed in a table with 15 rows and 4 columns: User ID, User Name, User Email, and User Phone Number. The phone numbers are displayed in two columns: the first column shows the area code (305 or 0) and the second column shows the remaining digits (0 or a redacted number).

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

A Tip for Your Grantees

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

Grantee DRGR Users Account Status

Admin Rept: Grantee DRGR Users Account Status

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

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

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

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

PAGE-BY: none ? x

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

State	Grantee	First Name + Last Name	User ID	User Status
Michigan	Wayne County, MI	[REDACTED]	[REDACTED]	Deleted
		[REDACTED]	[REDACTED]	Deleted
	Westland, MI	[REDACTED]	[REDACTED]	Active
		[REDACTED]	[REDACTED]	Active
		[REDACTED]	[REDACTED]	Active
		[REDACTED]	[REDACTED]	Active
	Anoka County, MN	[REDACTED]	[REDACTED]	Active
		[REDACTED]	[REDACTED]	Active
		[REDACTED]	[REDACTED]	Active
		[REDACTED]	[REDACTED]	Active
		[REDACTED]	[REDACTED]	Deleted
		[REDACTED]	[REDACTED]	Active
	Dakota County, MN	[REDACTED]	[REDACTED]	Active
		[REDACTED]	[REDACTED]	Active
		[REDACTED]	[REDACTED]	Active

Grantee DRGR Users Access by Grant

Admin Rept: Grantee DRGR Users Access by Grant

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

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

Corporate

PAGE-BY: User Status: Active

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

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

Grantee DRGR Users with System Role

Admin Rept4: Grantee DRGR Users with System Role

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

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

PAGE-BY: User Status: Active

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

Grantee State	Grantee	User ID	User Name	User Email	System Role
Arkansas	State of Arkansas	[REDACTED]	[REDACTED]	[REDACTED]	GU Grantee User
		[REDACTED]	[REDACTED]	[REDACTED]	DD_R Drawdown Request User
		[REDACTED]	[REDACTED]	[REDACTED]	GU Grantee User
		[REDACTED]	[REDACTED]	[REDACTED]	DD_A Drawdown Approve User
	Alameda County, CA	[REDACTED]	[REDACTED]	[REDACTED]	GU Grantee User
		[REDACTED]	[REDACTED]	[REDACTED]	DD_R Drawdown Request User
		[REDACTED]	[REDACTED]	[REDACTED]	GU Grantee User
		[REDACTED]	[REDACTED]	[REDACTED]	DD_R Drawdown Request User
		[REDACTED]	[REDACTED]	[REDACTED]	GA Grantee Administrator
		[REDACTED]	[REDACTED]	[REDACTED]	GU Grantee User
		[REDACTED]	[REDACTED]	[REDACTED]	DD_A Drawdown Approve User
		[REDACTED]	[REDACTED]	[REDACTED]	GU Grantee User
		[REDACTED]	[REDACTED]	[REDACTED]	DD_A Drawdown Approve User

Practice ID Information

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

The

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

2010 .

Case Study #1

Checking the Status of Grantee User Accounts





Review of DRGR Modules

Action Plans • Drawdowns • QPRs •
Reports

Action Plans

Purpose

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

HUD FO role

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

What we'll review today

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

Drawdowns

Purpose

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

HUD FO role

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

What we'll review today

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

QPRs

Purpose

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

HUD FO role

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

What we'll review today

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

Reports

Purpose

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

HUD FO role

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

What we'll review today

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

Action Plans

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

Remember...

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

Action Plan Checks

Check that:

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

* If applicable

Action Plans Checks (continued)

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

Action Plan Narrative (for NSP)

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

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

Approving/Rejecting Action Plans

Admin	Action Plans	Drawdown	QPR	Reports	Grantee	Gr
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Action Plans

Search Action Plan Results

[Help?](#)

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

CA	Yuba County, CA	B-98-NU-06-0030	Active	Submitted - Await for Review	Review QPRs
CA	Sacramento County, CA	B-08-UN-06-0004	Active	Submitted - Await for Review	Review QPRs
CA	Sacramento, CA	B-08-MN-06-0007	Active	Submitted - Await for Review	Review QPRs
CA	Lancaster, CA	B-08-MN-06-0510	Active	Submitted - Await for Review	Review QPRs
CA	Pomona, CA	B-08-MN-06-0516	Active	Submitted - Await for Review	Review QPRs
CA	Palmdale, CA	B-08-MN-06-0515	Active	Submitted - Await for Review	Review QPRs

Approving/Rejecting Action Plans

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

Grantee Name:

Grant Amount:
\$6,983,533.00

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

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

Status:

Submitted - Await for Review

Save Review

Cancel

Action Plan Comments

Location Description:

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

Activity Description:

Administration of the NSP Grant.

Comment on Activity

Activity Comments

Comment

Comment on Action Plan

Action Plan Comments

Reviewer -
Reviewer -

Action Plan Comments

At the bottom of the Action Plan screen...

Action Plan Comments

Action Plan History

Version	Date
B-08-MN-06-0510 AP#1	07/31/2009

[Back to Previous Screen](#)

Case Study #2

Take Action on the Action Plan



Determining Action Plan Status

Admin	Action Plans	Drawdown	QPR	Reports	Grantee	Grants
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Action Plans

Search Action Plan Results

[Help?](#)


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

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


Determining Action Plan Status

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


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



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




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




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


Lists AP status for all grantees in your Field Office.




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




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



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



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



Fin Rept: Budget by National Objective - Activity Level

Grant and DRGR AP Review Status

Admin Rept: Grant and DRGR Action Plan Review Status

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

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

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

DRGR Action Plan Comment Report

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

Corporate

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

Data rows: 39 Data columns: 0

Action Plan Review Hist.Comments	Activity.Grantee Activity Number	Activity Comment Hist.Comments
	281-NS09-021A-0129	
	281-NS09-021A-0220	
	281-NS09-0001-0305	
	281-NS09-014A-0305	
	281-NS09-0013-0305	

DRGR AP Budget by Nat'l Objective -

Activity Level

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

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

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

Grant Funds Cumulative Financial Summary – Activity Level by Project

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

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

Data rows: 14 Data columns: 4

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

Case Study #3

Check on Activity Budgets



Projected vs. Cumulative Totals for Performance Measure

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

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

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

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

Obligations & Drawdowns

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

Obligations in DRGR

How does HUD determine when NSP funds have been obligated?

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

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

Obligations in DRGR

How does HUD determine when NSP funds have been obligated?

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

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

Obligations in DRGR (continued)

How does HUD determine when NSP funds have been obligated?

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

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

SOURCE: NSP-1 TIMELINESS FAQs

http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/nsp_faq_timeliness.pdf

Obligation Policy & Addresses:

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

There is no way to attach individual addresses to draws

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

The same attachment would not be possible in the case of

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

Draws Over the Threshold

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

Blocked Draws

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

Blocked Draws – Grant Level

[Admin](#) | [Action Plans](#) | [Drawdown](#) | [OPR](#) | [Reports](#) |

Grants

View Grant

[Help?](#)

[Close](#)

[View Grant History](#)

[Grant Closeout Checklist](#)

Grant Number:

B-98-NU-39-0002

State Grantee: No

Grant Name:

DRI 1997 (Scioto County, OH)

Grant Amount:

\$588,670.00

Appropriation:

868/00162

CFDA Number:

Disaster:

FEMA-DR-1164-OH

Award Date:

Grantee:

Scioto County, OH

HUD Voucher Approval Threshold:

Block Grant Drawdown

Blocked

TIN #

Data Used for calculating Area Benefit:

Current DRGR Release

6.4

Acceptable Vouchers

Admin	Action Plans	Drawdown	QPR	Reports	Grantee	Grants
-----------------------	------------------------------	-----------------	---------------------	-------------------------	-------------------------	------------------------

Drawdown

Maintain Voucher

[Help?](#)

[Return to Search Voucher](#)

Voucher #:
112606

Created By:
B00183

Voucher Created for:
Empire State Development Corporation (NYS)

Creation Date:
12/07/2009

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

Voucher Line Item Status - Grant Funds

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[Fin Rept: Voucher Line Item Status - Funds](#)

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

Corporate

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

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

Case Study #4

Pull Drawdown Voucher Line Item Status Report



Quarterly Performance Reports (QPRs)

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

QPR Deadlines

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

QPR Checks – NSP Checks

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

QPR Checks – Financial

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

QPR Checks – Narrative

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

QPR Checks – Activity Progress

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

QPR Comments

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

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

QPR Comments

C & D are correct.

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

QPR Review

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

Quarterly Performance Report

Review QPRs - State of Florida

[Help?](#)

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

Contract Start Date: 04/11/2005

Grant Status: Active

Contract End Date: 04/11/2009

Grant Amount: \$100,915,626.00

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

Current DRGR Release
6.4

Approving/Rejecting the QPR

Login ID:TS29FO
Role:FO User

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

Quarterly Performance Report

Review QPR [Help?](#)

Grant Number: Grant29	Contract Start Date: 01/26/2010	QPR Start Date: 01/01/2010
Grantee Name: Grantee29, SD	Contract End Date: 01/31/2011	QPR End Date: 03/31/2010
Contact Name:	Contact Email:	

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

Status: Submitted - Await for Review |

Where to Make QPR Comments

Status:

Submitted - Await for Review



Save Review



Cancel

Overall Progress Narrative:

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

QPR Comment:

Previous QPR Comments:

Where to Make QPR Comments

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

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

Activity Comment:

Enter QPR comments on the activity level here.

Case Study #5

Review the QPR



QPR Comment Report

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

Corporate

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

Data rows: 39 Data columns: 0

Action Plan Review Hist.Comments	Activity.Grantee Activity Number	Activity Comment Hist.Comments
	281-NS09-021A-0129	
	281-NS09-021A-0220	
	281-NS09-0001-0305	
	281-NS09-014A-0305	
	281-NS09-0013-0305	

QPR Report Status

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

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

PAGE-BY: HUD Office: Philadelphia Field Office

1 of 2 page(s) Data rows: 1 - 50 of 62 Data columns: 0

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

Program Income - Activity Level

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Fin Rept: Program Income - Activity Level

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

Corporate

PAGE-BY: Grantee: Grant Number:

Data rows: 5 Data columns: 4

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

Addresses by Activity and Responsible Organization

PERF REPT: Addresses by Activity and Responsible Organization

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

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

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

Data rows: 12 Data columns: 0

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

Case Study #6

Modify the 'Addresses by Activity' Report



Troubleshooting Jeopardy

Please organize into teams of three or four.

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

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

Questions?

Thank you!

Our training session is now complete.

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

For additional support contact Community Connections at:

1-800-998-9999, Option 3

or

DRGR_Help@hud.gov