Admin	Action Plans	Drawdown	QPR	Reports	Grants

Disaster Recovery Grant Reporting System Training for NSP Users
Release 7.3

Session Rules

- Ask lots of questions

- Set all cell phones to silent or vibrate.

- Raise your hand if you are having computer problems or fall behind. We are here to help!

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
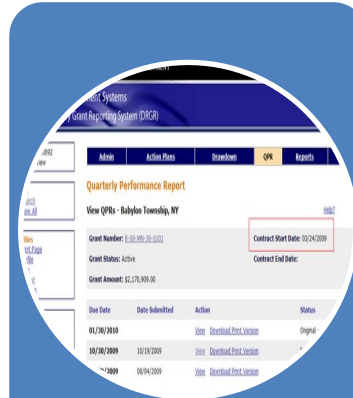
Action Plans

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

Performance Measure	NSP1	NSP2	NSP3
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.

6

QPR Review

- Purpose
  - Report progress for quarter and cumulative basis by:
    - Identifying <u>accomplishments</u> once a national objective has been met
    - Pulling <u>financial</u> data as entered in the Drawdown Module
    - Detail, in <u>narrative</u> 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

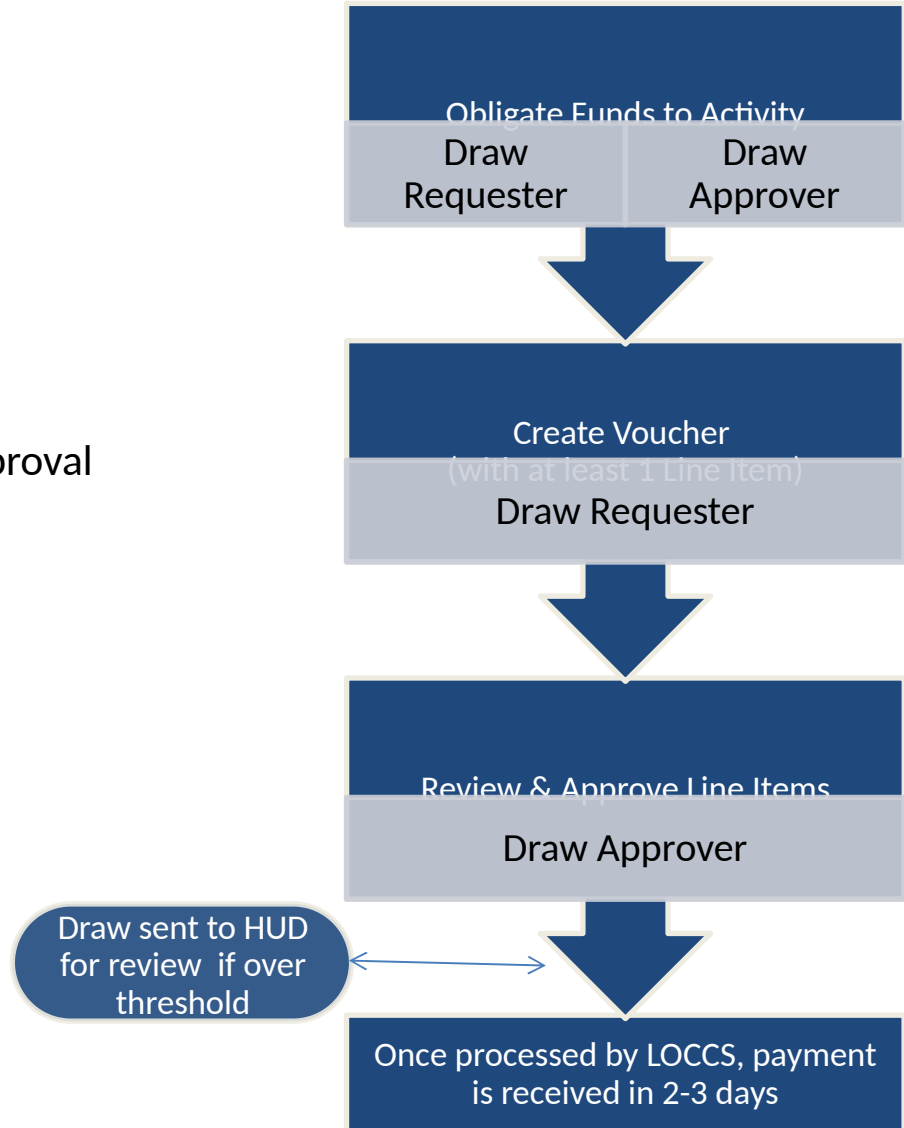Program Income

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

Obligate Funds to Activity

Draw Requester	Draw Approver

Create Voucher
(with at least 1 Line Item)

Draw Requester

Review & Approve Line Items

Draw Approver

Draw sent to HUD for review if over threshold

Once processed by LOCCS, payment is received in 2-3 days

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

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)

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

Obligate Funds

Activity Obligation

Add-Edit Obligation Line Item

Help?

Return to Search Obligation

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title
B-09-LN-C			Rehabilitation or reconstructi	Purchase with Rehab Rental 1-4 units 25% set-aside

Total Budget: $8,945,000.00   **Total Drawn Amount:** $768,158.98

Total Obligated Amount: $768,158.98   **Total Program Funds Drawn:** $768,158.98

Available for Obligation: $8,176,841.02   **Total Program Income Drawn:** $0.00

Obligation Amount: $ 768,158.98

Save Amount | Cancel Amount

New Obligation Screen Displays Program Funds and Program Income Drawn Amounts

Return to Search Obligation

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 ≥ Obligation ≥ Total Activity Drawn Amount (PF+PI)

$1,000,000 ≥ $500,000 ≥ $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
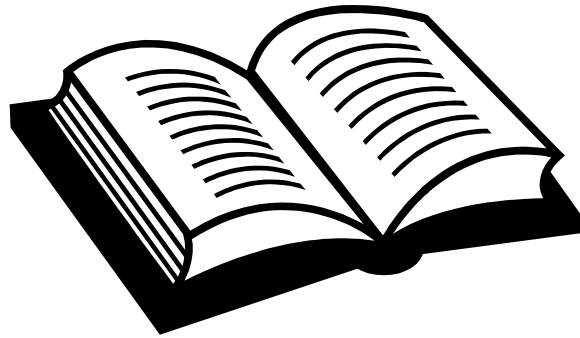
Program Income (PI)

- 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.

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) ≥
> Sum of Total Project Budgets ≥
> Sum of Total Activity Budgets (per Project)

22

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	**PI Account**	**RLF Project**
All PI received on any unassigned Activity must be disbursed before PF on any unassigned Activity	All PI received in an any Activity in each PI Account must be disbursed before PF in the PI Account	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
- 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

Receipt

Create Receipt   Help?

Receipt Created For: **Receipt Created By:**
Denver01, CO   T001GA T001GA

*Grant Number: ***Activity:**
B-08-MN-99-0103 ▾   NSP1-B A/R MF DHH LH25 ▾

*Grantee Receipt #:   ***Receipt Date:**
SP1-B A/R MF DHH LH25 - 010912   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

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 >>]

[<< Remove Org]

Selected Responsible Organizations:

Available Activities:

[Assign Activity >>]

[<< 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

Assign Org >>

<< Remove Org

Selected Responsible Organizations:
Greater Denver Housing Help

Available Activities:

Assign Activity >>

<< Remove Activity

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

Save   Cancel

27

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
- Profile
- 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:**
B-08-MN-99-0103 ▾		

[Search] | [Reset]

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

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

28

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 (DrgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > **Fin Rept05d: Program Income Account Summary**

File ▾ View ▾ Data ▾ Format ▾   Last update: 1/30/12 12:11:43

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

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 ▾   Last update: 5/10/11 10:52:21 AM

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	BEDCLMMI			$4,552,854.00	$4,552,854.00	$3,502,373.61	$961,156.30	$755,740.47
			BEDCLH25			$1,051,279.00	$1,051,279.00	$692,209.64	$325,639.07	$106,545.31
2009-01	Administration	Administration	AdminCity			$462,373.00	$462,373.00	$33,575.97	$0.00	$0.00
			AdminEDC			$270,000.00	$270,000.00	$226,176.87	$0.00	$64,057.42
Cancelled D	Cancelled D	Administration	Cancelled D			$0.00	$0.00	$0.00	$0.00	$0.00
Cancelled B	Cancelled B	Land Banking - Disposition (NSP Only)	Cancelled			$0.00	$0.00	$0.00	$0.00	$0.00
Cancelled	Cancelled	Administration	Cancelled B			$0.00	$0.00	$0.00	$0.00	$0.00
B	B-Acquisition/Rehabilitation	Rehabilitation/reconstruction of residential structures	BHabitatLH25			$163,228.00	$163,228.00	$28,098.42	$0.00	$24,207.49
Cancelled E	Cancelled E	Administration	Cancelled C			$0.00	$0.00	$0.00	$0.00	$0.00
Cancelled G	Cancelled G	Administration	Cancelled F			$0.00	$0.00	$0.00	$0.00	$0.00
Cancelled	Cancelled	Administration	Cancelled E			$0.00	$0.00	$0.00	$0.00	$0.00
E	E-Redevelopment	Construction of new housing	EHabitatLH25			$824,000.00	$824,000.00	$169,001.35	$0.00	$35,985.24
Total						**$7,323,734.00**	**$7,323,734.00**	**$4,651,435.86**	**$1,286,795.37**	**$986,535.93**

Case Study 9 & 10

9. Create a Program Income Account & Estimate PI Budgets
10. Create a PI Receipt
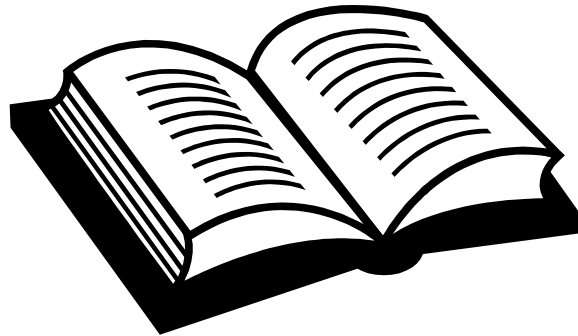
Program Income Review

- 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

34

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
ALL	X				
Draw Requester	X		X	X	
Draw Approve	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

38

Blocked Draws – Activity Level

Action Plans

Edit Activity - Page 1

*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]

39

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
- 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: **Requested Submission Date:**

Denver1, CO   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 should include the grant number if the user has access to more than one grant.

Search Criteria

Grant #:
Select

Project #:

Receipt Fund Type:
Select

Program Income Account Number:

Grantee Activity Number:

Activity Title:

Activity Type:

Responsible Organization:

Search | Reset

Add Selected Activities to Voucher | Return To Create Voucher (Page 1)

Step 1b: Select Fund Type

Drawdown

Search for Activities to Create Voucher   Help?

Search Criteria

Grant #:	Project #:	Receipt Fund Type:	Program Income Account Number:
B-08-MN-99-0103		Select	

Grantee Activity Number:	Activity Title:	Activity Type:	Responsible Organization:

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	☐	☐
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	☐	☐
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	☐	☐
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	☐	☐
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	☐	☐
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	☐	☐
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	☐	☐

Add Selected Activities to Voucher | Return To Create Voucher (Page 1)

43

Step 2: Enter Drawdown Amount per line items

Drawdown

Create Voucher - Page 1 of 4 (Select Activities)   Help?

Continue

Voucher Created For: **Requested Submission Date:**

Denver01, CO   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	☐
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	☐
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	☐
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	☐
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	☐

Add More Activities | Remove Voucher Line Item

Continue

44

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?

| Confirm Voucher | | Edit Voucher | | Return To Create Voucher (Page 1) | | Cancel |

Voucher #:   **Voucher Total:**   **Requested Submission Date:**

169650 $30,000.00   08/23/2011

Voucher Created For: **Created by:**   **Creation Date:**
Denver1, CO   T001GR T001GR   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

| Confirm Voucher | | Edit Voucher | | Return To Create Voucher (Page 1) | | Cancel |

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 #:   **Voucher Total:**   **Requested Submission Date:**

169890   **$170,000.00**   01/11/2012

Voucher Created For: **Created by:**   **Creation Date:**

Denver01, CO   T001GR T001GR   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	B-08-MN-99-0103	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	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	$375,000.00	$25,000.00
3	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	$0.00	$100,000.00
4	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	$2,965,000.00	$10,000.00
5	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	$0.00	$25,000.00
								Grant Subtotal:		$170,000.00
								Voucher Total:		$170,000.00

Voucher Comments:

Voucher Comment Field

Step 4: Verify Voucher is Confirmed

DRGR Voucher Report

Voucher Number:	Voucher Created For:	Created by:	Creation Date:	Print Date:
169890	Denver01, CO	T001GR T001GR	01/11/2012	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		

1

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

Available Amount: Draw Calculation

PI Available is calculated at the RLF and PI Account Level <u>across activities</u>

(Left Column)

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

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

Program Income Account: GDHH - PI Account

Grantee Activity #: NSP1-B A/R MF DHH LH25

Activity Title: Acq/Rehab Multifamily LH25

Fund Type: PROGRAM FUND

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

52

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 <u>PI Account </u>: $5,679,494.47 Receipts – $4,947,661.810 PI Draws = $731,832.66
    (General Account)
2) Total Drawn for <u>Activity</u>: $296,771 PF Drawn + $0 PI Drawn   = $296,771.00
3) Total Available for <u>Activity</u>: $429,337.55 Obligated – $296,771 Drawn   = $132,566.55
4) PF available for <u>Activity</u>: $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	$5,679,494.47		$0.00	- - -
D – Drawn	$4,947,661.81	$296,771.00	$0.00	$296,771.00
E - Available	$731,832.66	$0.00	$132,566.55	$132,566.55

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 <u>PI Account</u> : $350,000 Receipts – $210,000 PI Draws   = $140,000.00

2) Total Drawn for <u>Activity</u>: $1,750,000 PF Drawn + $120,000 PI Drawn   = $1,870,000.00

3) Total Available for <u>Activity</u>: $2,500,000 Obligated – $1,870,000 Drawn   = $630,000.00

4) PF available for <u>Activity</u>: $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

General Account			$2,728,870.00	$2,728,870.00	$778,887.64	$31,740.00	$19,555.00
PI Account 1			$1,074,075.53	$1,074,075.53	$744,374.78	$79,137.28	$72,039.09
PI Account 2			$500,000.00	$500,000.00	$439,408.82	$0.00	$0.00
Revolving Loan Fund			$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

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.
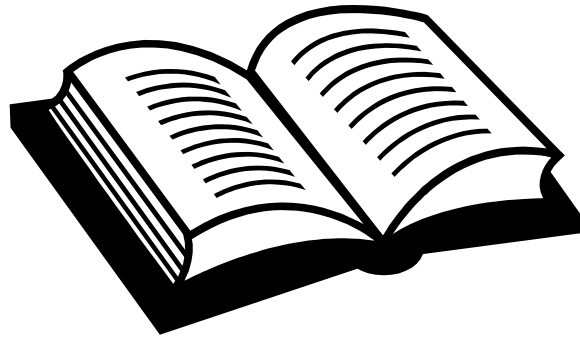
4. PI: Common Issues

➢ 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 #:
B-08-MN-99-0103 ▾

Line Item Status:
Select ▾

Earliest Creation Date:
✎ Select Date

Grantee Activity #:

Fund Type:
Select ▾

Transaction Type:
Select ▾

Search | Reset

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

Voucher #	Line Item #	Creation Date	Grant #	Grantee Activity #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status	Action
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	Maintain
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	Maintain
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	Maintain
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	Maintain
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	Maintain

66

Approve Voucher Line Items

Necessary Role: Approve Drawdown

View a Voucher Line Item

View a Voucher Line Item (FinRept04)

								Status △					
Project Number △	Project Title △	Activity Number △	Voucher Number △	Voucher Item Number △	LOCCS Code △	LOCCS Submit Date △	Grantee Drawdown Approval Date △	LOCCS Transaction Date △	Cancelled	Completed	Rejected	Revised	Total
									Grant Funds ▽	Grant Funds ▽	Grant Funds ▽	Grant Funds ▽	Grant Funds ▽
		01-300 CPLC National Admin	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
			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

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)

Voucher Corrections

Revise Voucher Line Item   Help?

Updated: 20.. .01-11 12:22:59.0   **Effective Date:**
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 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
☐	NSP1-B A/R MF DHH LMMI / Acq/Rehab Multifamily LMMI / $500,000.00 ▼	$ 5000
☐	<---Select---> ▼	$ 0

[Add Activity]   [Delete Activity]   [Recalculate Balance]

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**

OBLIGATION

Can be updated by Creator or Approver

DRAWDOWN REQUESTER

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

1.2) **Maintain**

DRAWDOWN APPROVER

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

1.2) **Maintain**

NEW VOUCHERS

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)

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

EXISTING VOUCHERS

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

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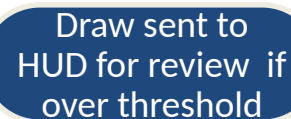
Drawdown Module Review

- 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 FINMGT	NSP Financial Management
NSP OBLIG	NSP Obligations
NSP PA	NSP Program Administration
NSP PD	NSP Program Design
PROJFIN	Project Financing

83

1ˢᵗ 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

1st Level: Add/Edit Event

Admin

Add/Edit Monitoring/Audit/TA Event

- **Monitoring/Audit/TA has been saved.**

Originator: T001GA T001GA

*Reference Number: 2011-SF

*Event Type: ○ Monitoring ○ Audit ○ Technical Assistance ● Monitoring/Technical Assistance

*Organization Reviewed/Assisted : [Select]
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: 01/02/2012 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

[Delete Selected] [Add Finding] [Add Concern] [Add Audit Topic] [Add TA Topic]

[Save] | [Cancel]

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)

85

2nd 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

2ⁿᵈ Level: Add/Edit Finding

Admin

Add/Edit Finding

*Indicates required fields

Originator: T001GA T001GA

Reference Number: 2011-SF

Organization Reviewed/Assisted :

*Program Requirement Category: LH25

*Activities:

Select	Grant #	Activity #
None		

[Delete Selected] [Select Activities]

2ⁿᵈ Level: Add/Edit Finding

*Finding Id: 001

Finding Title: Allowable Cost

*Corrective Action Type: Reimburse

Description of Finding, including Regulatory Citation:
Not Allowable

Corrective Action:
Reimburse

Amount Requested: $ 250

Amount Recovered: $

Is this closed Finding subject to future verification: ○ Yes ● No

*Response Deadline Date: 10/01/2011 Select Date

*Status: ● Open ○ Closed ***Closed Date:** Select Date

Follow Up:

Save Cancel

2nd 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

2ⁿᵈ Level: Add/Edit Concern

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

2nd Level: Add/Edit Concern

Admin

Add/Edit Concern

Organization Reviewed :

*Program Requirement Category: ELIG USE

*Activities:

Select	Grant #	Activity #
☐	B-08-MN-99-0103	NSP1-B A/R MF DHH LMMI
☐	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]

91

2nd 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

2ⁿᵈ Level: Add/Edit Audit Topic

Admin

Add/Edit Audit Topic

*Indicates required fields

Organization Reviewed :

Responsible Organization Conducting Audit Topic: [Select]

*Program Requirement Category: ELIG ACTIV ▼

*Activities:

Select	Grant #	Activity #
☐	B-08-DN-99-0003	NSP1-02 AR MF Set Aside

[Delete Selected] [Select Activities]

93

2ⁿᵈ Level: Add/Edit Audit Topic

*Audit Topic Id:

Audit Topic Title: Funds spent on ineligible activities

*Corrective Action Type: Reimburse ▼

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:

Save | Cancel

94

2nd 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

2nd Level: Add/Edit TA Topic

Admin

Add/Edit TA Topic

~~dicates re~~ ~~ld~~

~~Number~~ ~~2011-DAH~~

Organization Reviewed/Assisted : ▓▓▓▓▓▓▓▓▓▓▓g

Responsible Organizations in Attendance:

[   ] [Edit]

*Program Requirement Category: [LH25   ▼]

*Activities:

Select	Grant #	Activity #
☐	B-08-DN-99-0003	NSP1-02 AR SF DAH

[Delete Selected] [Select Activities]

2nd Level: Add/Edit TA Topic

*TA Topic Id: PPA

TA Topic Title: Partnerships and Program Admin

*Rationale: Preventative ▾

*TA Topic Provider:

☑ **Grantee Staff**

☐ **Contractor's Responsible Organization:**   Select

Description:

Conclusion:

Save | Cancel

97

Search Events

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   To: ___ Select Date
                                      (ex: mm/dd/yyyy)   (ex: mm/dd/yyyy)

Monitoring/TA Report/Letter Date: From: ___ Select Date   To: ___ Select Date
                                      (ex: mm/dd/yyyy)   (ex: mm/dd/yyyy)

Event Status: **Finding Response/Deadline Date:**   **Finding Close Date:**
Select Option ▼   ___ Select Date   ___ Select Date
                                      (ex: mm/dd/yyyy)   (ex: mm/dd/yyyy)

Search | Reset

Public View: Summary (QPR)

Monitoring, Audits, and Technical Assistance

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

99

Monitoring, Audit, and Technical Assistance
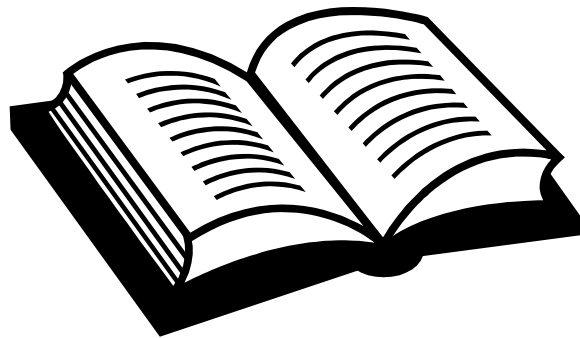
Admin Module Review

- 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.

103

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: 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 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 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 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 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 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 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 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 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 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 (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 ▾   Last update: 1/27/12 2:12:38 PM

PAGE-BY: Grant Status: Active ▾ →↻↺   Grantee: Chicanos Por La Causa, Inc. ▾ ←→↻↺   Grant Number: B-08-CN-AZ-0001 ▾ ←↻↺   ? ✕

⊮ ◀ 1 2 of 2 page(s) ▶ ⊯   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 ▽
		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
360	Aq&Rehab SF	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 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 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 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 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 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 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 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 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 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

Perf Rept09: ACTPLN - DREF Activity Budgets and Descriptions
This report shows activities under Ike only grants which have performance measures entered for DREF

Standard Reports: Performance (Perf Rept01)

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

Subscribe   *Export to Excel or PDF*   *Swap Rows & Columns*   *Change Styles*
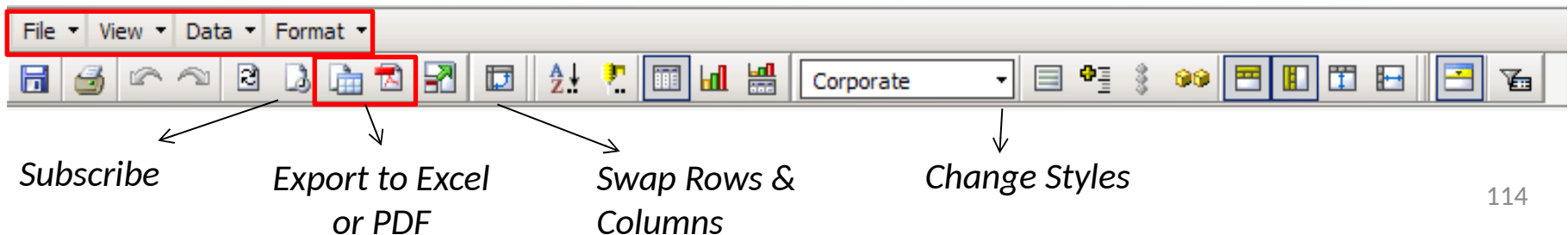
Modifying Reports: Moving Columns

Modifying Reports: Sorting Columns

Modifying Reports: Sorting Columns

Modifying Reports: Creating a Filter

Modifying Reports: Creating a Filter

Modifying Reports: Grouping Columns (Example: Activity #)

Modifying Reports: Grouping Columns (Example: Activity #)

Modifying Reports: Grouping Columns (Example: Organization)

Modifying Reports: Grouping Columns (Example: Organization)

Modifying Reports: Grid and/or Graph

Saving Reports: 'My Reports'

Saving Reports: History List

Subscribing to Reports

1. Click on link under report title

2. Select ADD SUBSCRIPTION

3. Specify frequency for the report

Exporting Reports

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

  - ### After modifying the report

Exporting Reports to Excel

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
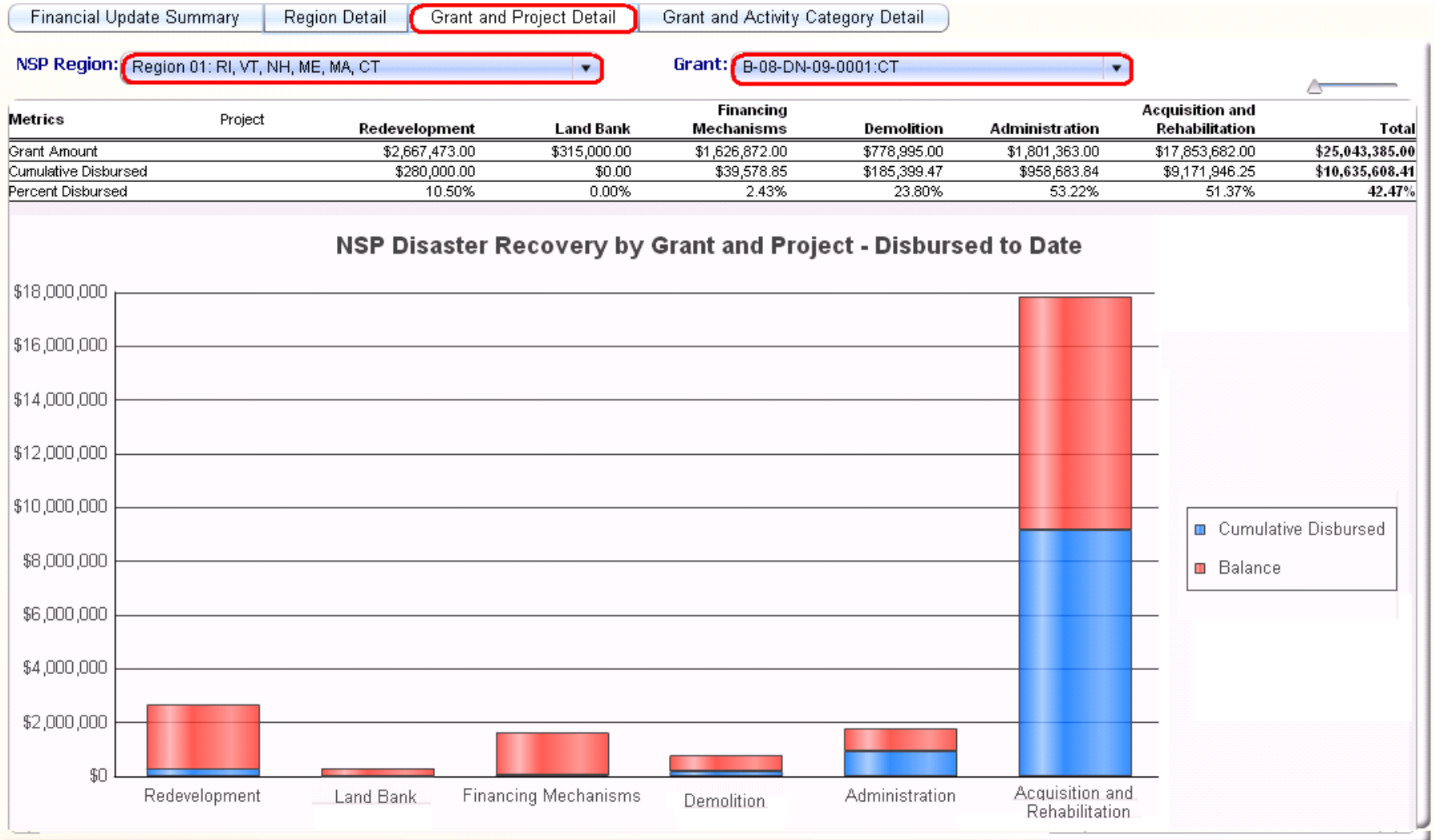
Public Reports: Quarterly Disbursements Analysis
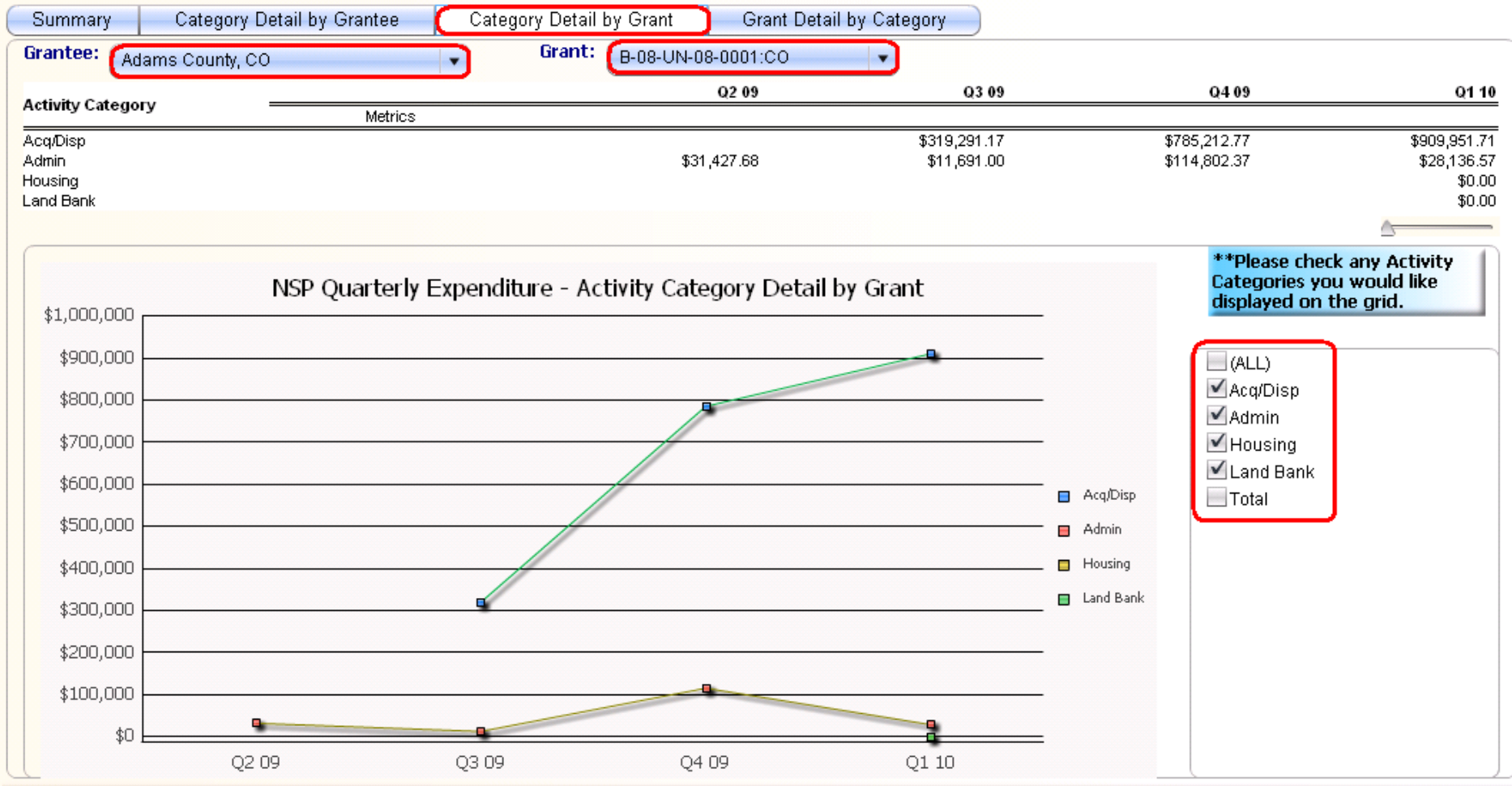
Public Reports: How to Save
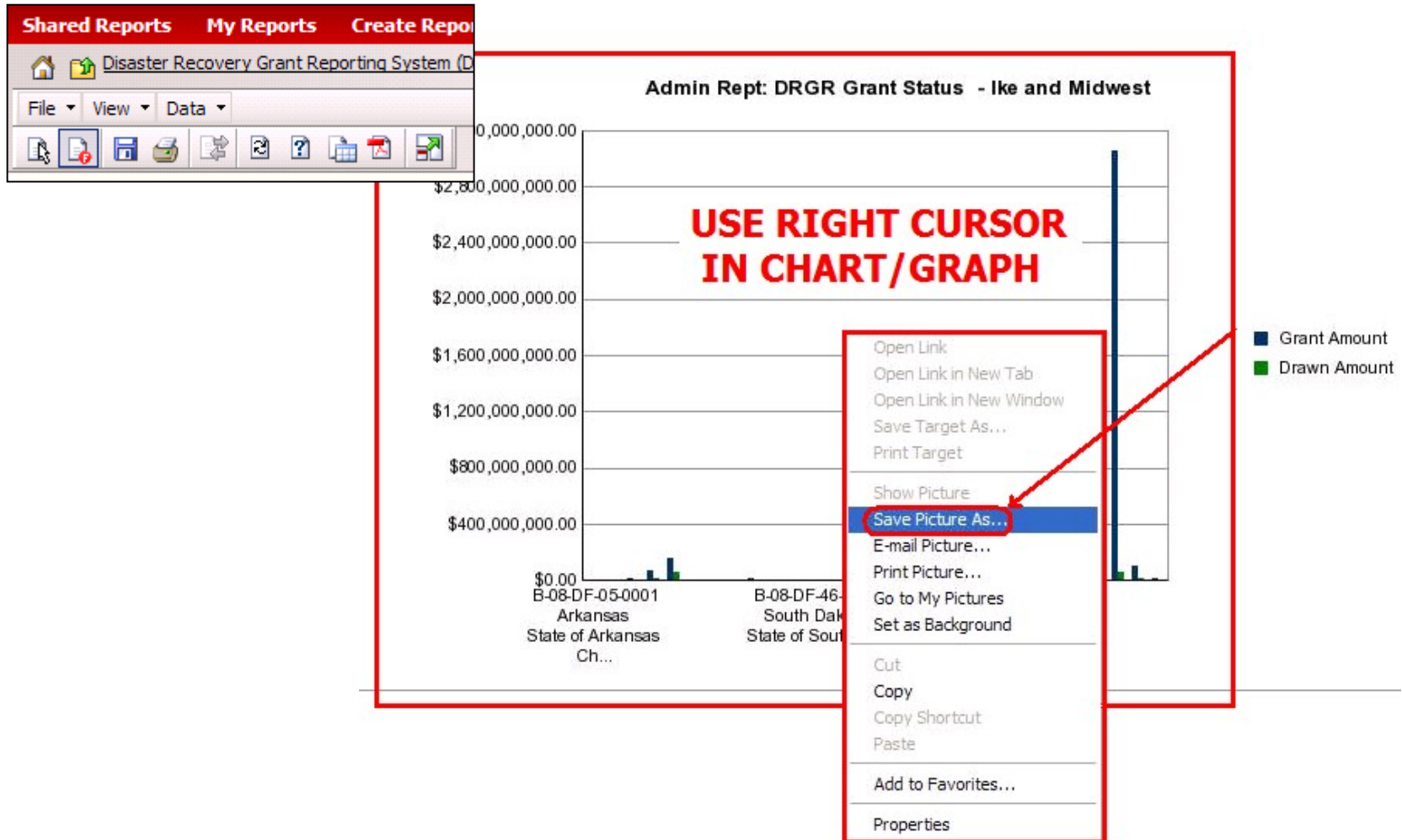
Pull and Modifying Reports

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

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 <u>User Roles</u>

- <u>Narratives</u> in line with Substantial Amendment

- Projects & Activity <u>Budget Set-Up</u>
  - 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 <u>Programmatic Data</u>
  - 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

140

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 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	No activities in this project	
NSP1-Admin	Administration	NSP1-Admin	Administration
NSP1-B-Acq/Rehab	B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq-Rehab Multi-Family LH25
		NSP1-B A/R MF DHH LH25 929 Connecticut	Acq/Rehab Multi-Family LH25
		NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25
		NSP1-B A/R SF HP LH25	Acq/Rehab Single-Family LH25
NSP1-C-LB	C-Land Bank	NSP1-C LB SF City	Land Bank City LMMI
NSP1-E-Red't	E-Redevelopment	NSP1-E Redev't MF City LMMI	Redevelopment City LMMI

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.

Login ID:
Role: Grantee Admin

Action Plan
- View All
- View Action Plan

Projects
- Add
- Search

Responsible Organization
- Add
- Search

Admin

Action Plans

Edit Action Plan

Grant Number:
B-08-DN-99-001

Grant Amount:

B.

Login ID:
Role: FO User

Action Plan
- Search
- View All
- Download Print Version

Projects
- Add
- Search

Responsible Organization

Admin

Action Plan

View Action

Back to

Public Information: Action Plan

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

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 –

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	View Download Print Version

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 <u>after</u> 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?

146

QPR Checklist: Activity Progress (PerfReport03: Addresses)

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 ≥ 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   Help   Logout

Disaster Recovery Grant Reporting System (DrgrRep) - 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

? ×

◄ ◄ 1 2 of 2 page(s) ► ►

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 ▽
01-300 CPLC National Admin		Administration	N/A		$4,495,666.52	$1,386,562.47	$1,386,562.47	$1,100,993.98
11-300 CPLC AZ Admin		Administration	N/A		$2,283,875.78	$984,399.74	$984,399.74	$1,119,815.62
11-310 CPLC Financing LMMI		Homeownership Assistance to low- and moderate-income	NSP Only - LMMI		$2,220,000.00	$15,000.00	$15,000.00	$15,000.00
11-320 CPLC Demolition LMMI		Clearance and Demolition	NSP Only - LMMI		$1,080,000.00	$0.00	$0.00	$0.00
11-330 CPLC Land Banking LMMI		Land Banking - Acquisition (NSP Only)	NSP Only - LMMI		$3,000,000.00	$0.00	$0.00	$0.00
11-361 CPLC		Rehabilitation/reconstruction of	NSP Only - LH - 25%					

Approving/Rejecting the QPR

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
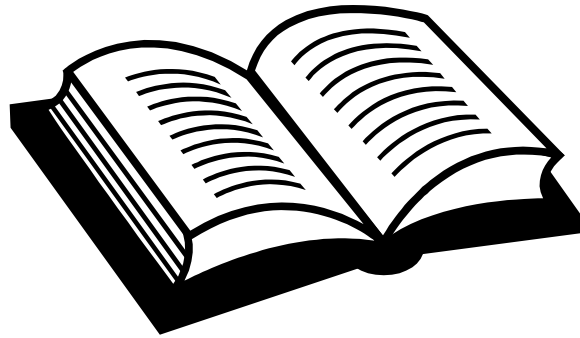
Common Issues & Troubleshooting

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

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.

161

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.
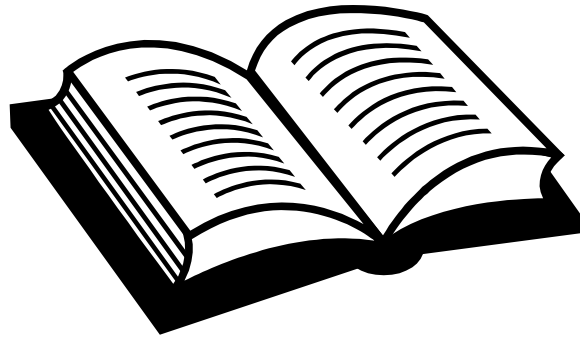
4. Accomplishments

- 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 <u>if</u> 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

  – 'Request Assistance' section

Additional Resources

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

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

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

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

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

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

Admin

Welcome to the
Disaster Recovery Grant Reporting System

DRGR News:
March 29, 2011: Known Issues with Area Benefit Data Duplication: Release 7.0 from Sept 2010 was supposed to make the number of CUMULATIVE ACTUAL PERSONS = PROJECTED PERSONS for the area benefit activities regardless of whether data is entered using the CENSUS or SURVEY methods in the DRGR Action Plan. We recently noticed it has been built where in 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!**