



Disaster Recovery Grant Reporting (DRGR) System including the Quarterly Performance Report (QPR)



Welcome and Speakers

- Welcome to HUD's webinar series on CDBG-DR basics
 - Webinars will focus on key rules and requirements for managing DR grants
 - Webinars will also share tips & lessons learned
- Speakers:
 - Ryan Flanery, U.S. Department of Housing and Urban Development (HUD)
 - Tyler Bridges, U.S. Department of Housing and Urban Development (HUD)
 - Janine Cuneo, ICF International

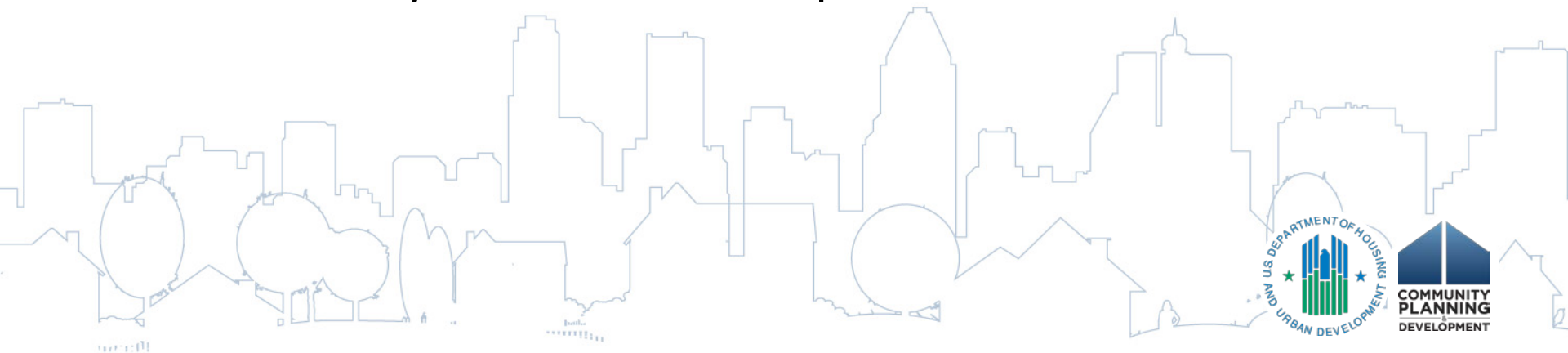
CDBG-DR Webinar Series

- This is the fourth in a series of webinars about CDBG-DR for CDBG-NDR grantees and CDBG-DR grantees
 - Specific guidance on NDR will not be covered in these webinars
- Upcoming webinar schedule:

Topic	Date
2016 Disaster Recovery Grant Reporting System	March 31, 2016 at TBD
2016 Duplication of Benefits	April 7, 2016 at TBD
2016 Environmental Review	April 21, 2016 at TBD

Polling and Asking Questions

- Webinar will include some polls
 - If you are attending as a group, feel free to briefly discuss before answering
- How to ask questions – Chantel Key, ICF
 - Questions will be taken at the end of the webinar
 - Written questions: Type questions into “Questions” box located on your GoToWebinar panel



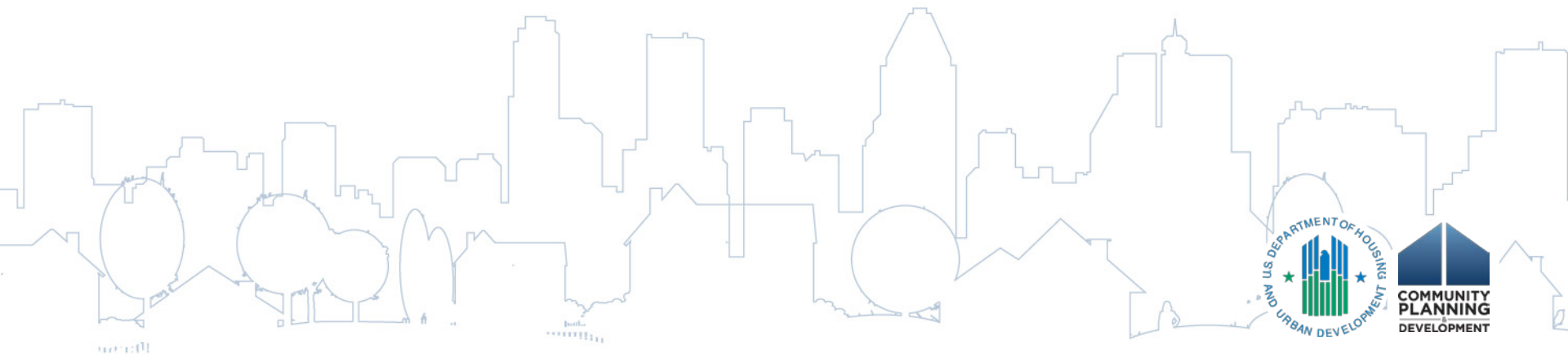
What you'll learn today!

- Overview of DRGR
 - Lay of the Land
 - Administrative options
- The Basics of...
 - Action Plan
 - QPR
 - Drawdowns
 - Report Functionality
- Questions and Resources

Quick Tips
embedded
throughout the
presentation!

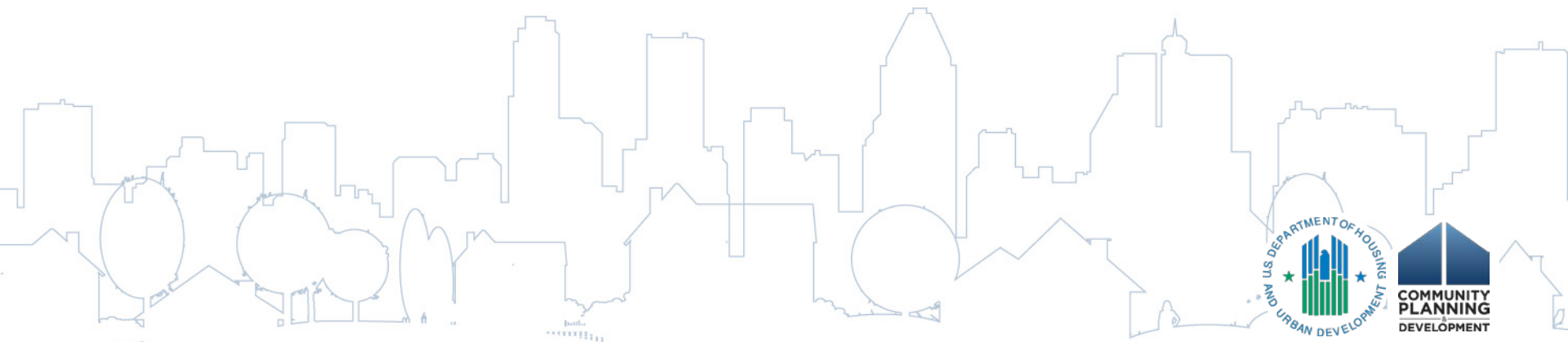
Poll #1a

- Do you consider yourself a staffer that works on the fiscal side or program side?
 - Fiscal
 - Program



Poll #1b

- Have you worked in DRGR before? If yes, how would you rate yourself?
 - Novice
 - Intermediate
 - Advanced

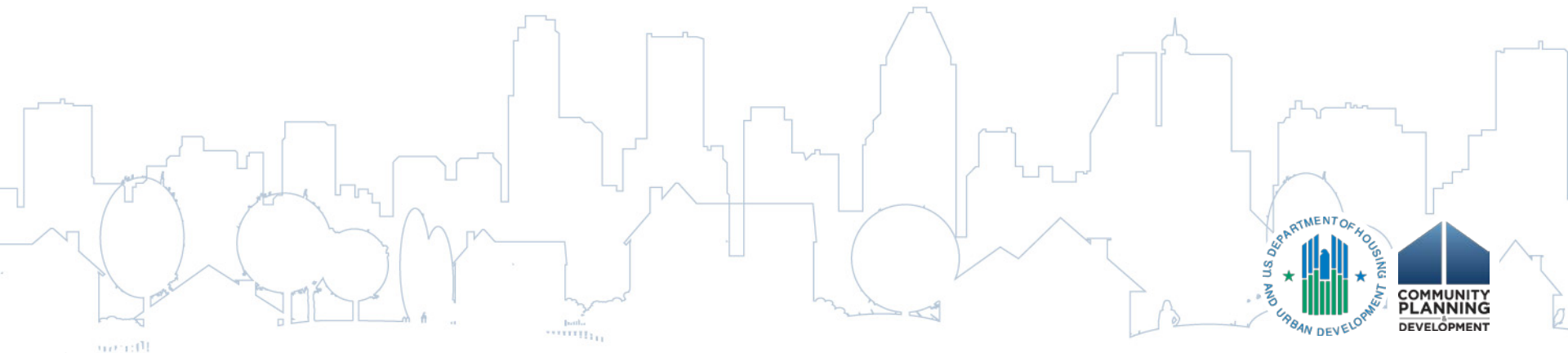


Overview

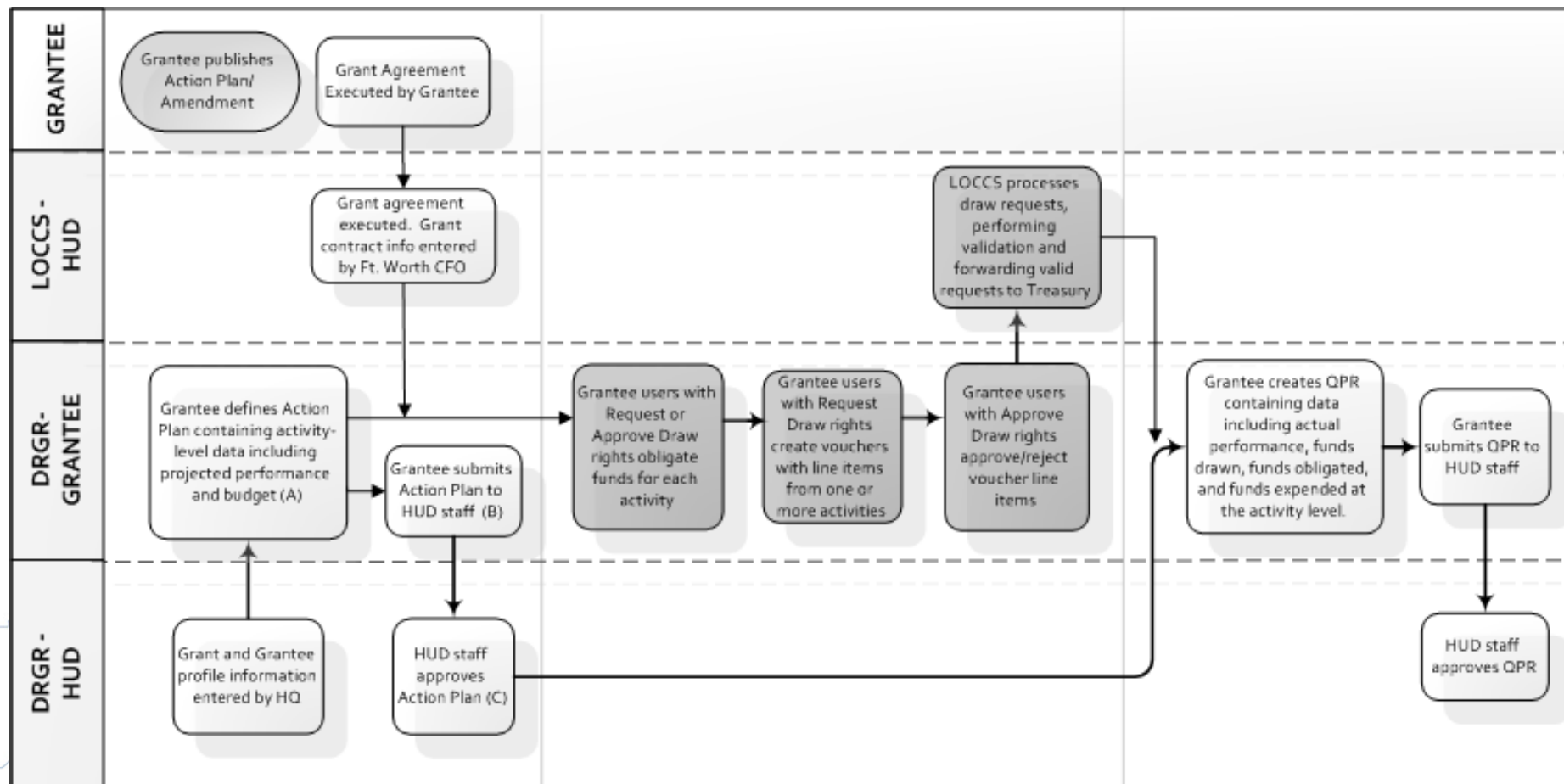


Overview

- What is DRGR?
 - Disaster Recovery Grant Reporting
- How does information flow?
 - Sequencing
 - 5 Modules
 - Math Rules



Sequencing



**GRANT & ACTIVITY
SETUP / FUNDING**

**ACTIVITY OBLIGATION
& DRAWDOWN**

REPORTING

DRGR Modules



Basic Layout



QUICK TIP

- Logout Using Logout Link.
- Use Internet Explore: Compatibility View Mode
- Save Early! Save Often!
- Navigate using DRGR tools, not your browser's buttons

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)



Module Navigation Menu

Login ID:B50975
Role:HQ View

Action Plan
- [Search](#)
- [View All](#)
- [Lookup Consolidated Plans](#)

Projects
- [Search Project](#)

TA Work Plans
- [Search/View TA Work Plan](#)

Responsible Organization
- [Search](#)

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

Main Navigation Bar

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

Action Plans — Module Title

View All Action Plans — Screen Title

1 Page 2 >

State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
MD	State of Maryland	B-05-DJ-24-0001	Active	Reviewed and Approved	Add/Edit QPRs
MD	State of Maryland	B-08-DN-24-0001	Active	Reviewed and Approved	Add/Edit QPRs

- Use **Main Navigation Bar** to Select Module.
- Use **Module Navigation Menu links** to select screens.
- Use **Logout Link**.



Module Navigation Menu

Admin

Admin

- **Grantee Admin**

Link only shows for Grantee Admin Users

Monitoring/Audit/TA

- [Add Monitoring/Audit/TA](#)
- [View All](#)
- [Search Monitoring/Audit/TA](#)
- [Search Findings or Concerns](#)

Monitoring and Audit links show for ALL users

Action Plans

Action Plan

- [View All](#)

Links show for ALL Grantee Users.

Projects

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

Responsible Organization

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

QUICK TIP

Searching in DRGR:

- Blank Search
- Partial Search – RECOMMENDED
- Exact Search



Module Navigation Menu Cont.

Drawdown

Activity Obligation

- [Search Activity](#)

Drawdown

- [Search Voucher](#)
- [Create Voucher](#)

Search Voucher – Link shows for ALL Users

Other Links – Only for Users with Draw Rights

QPR

QPRs

- [View All](#)

Link shows for ALL Grantee Users

Reports

Opens MicroStrategy in a new window

Grantee Basic & Additional Roles

- Basic Roles
 - Grantee Admin
 - Regular Grantee Issue
 - Grantee – View Only
- Additional Roles
 - Request (Create) Drawdown, OR
 - Approve Drawdown
 - Submit Action Plan
 - Submit QPR



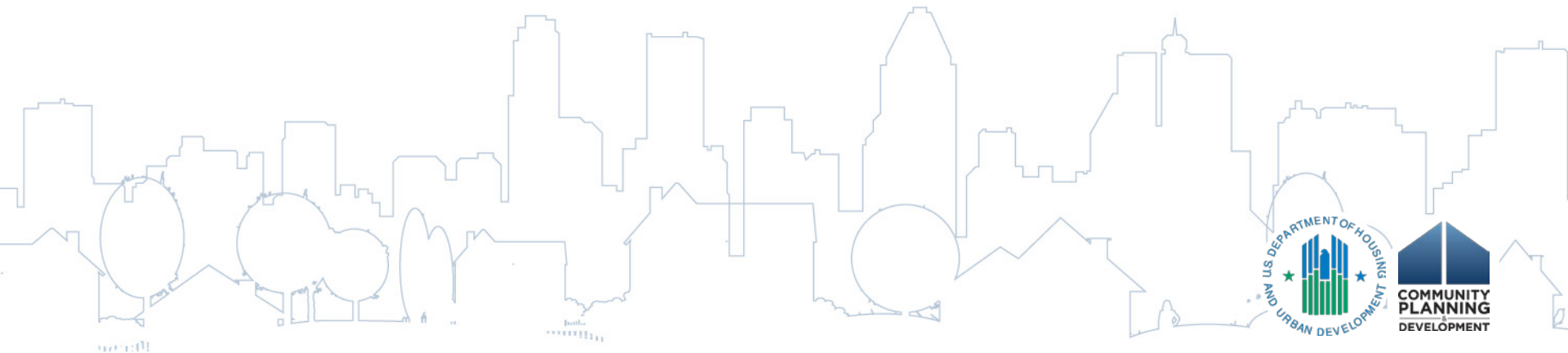
QUICK TIP

No Basic Role allows a grantee user to Request or Approve a Drawdown!

Check out page 1-6 of the [DRGR User Manual](#).

Poll #2

- One of these is not a DRGR Module. Which One?
 - Drawdown
 - Action Plan
 - Coordination
 - Admin

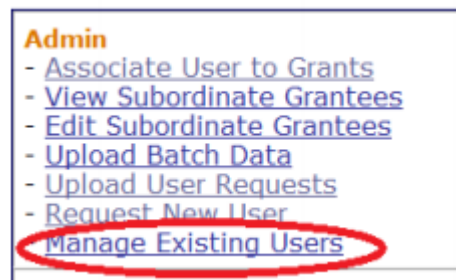
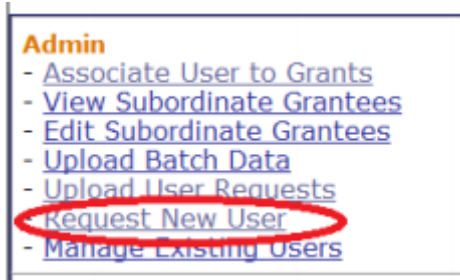


Admin



Account Registration/Mod

- New/Modified Account registration (R 7.10)
 - Submit requests via DRGR via your Grantee Admin user



- Search for user in IDIS or create new user request
- New User
 - Part 1: Contact information

Account Registration/Mod

- New User
 - Part 2: Select User Roles

***Select HUD and/or Grantee User Profile**

Grantee Profile:

Grantee	Agency	View Only	Grantee Admin	Request Drawdown	Approve Drawdown	Submit Action Plan	Submit Performance Reports	Staff Rate	Contractor	User Profile Request	Update FAQ
State of Louisiana ▼		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supporting Documents * Valid file extensions are: .png .gif .jpg .jpeg .doc .docx .xls .xlsx .ppt .pptx .pdf
None
[Add Additional Documents](#) | [Remove Selected Document](#)

Comments:

**Field Office Managers
CPD Representatives
Grantee Administrators**

**HUD TA Staff Administrators
TA Grantee Administrators**

**Field Office Managers
CPD Representatives
Grantee Administrators**

**HUD Super Users only
(currently)**

Assign/Remove Users (Admin)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

LoginID:H21803
Role:Super User -
Grantee Admin

Admin
- Grantee Admin

Change Role
- Grantee Simulator
- Super User - HQ
User

Utilities
- Print Page
- Profile
- Help
- Change Password
- Logout

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

Admin

Action Plans

QPR

Reports

Gr

Admin

Assign and Remove Users

Help?

Grant Number: B-06-DG-01-0001

Authorized Users:

AL - Donaldson, Sandra - C01XXX - State of Alabar
AL - Jones, Al - C01XXX - State of Alabama
AL - Olia, Shabbir - C01XXX - State of Alabama
AL - Patterson, Elaine - C01XXX - State of Alabama

<< Assign

Remove >>

Available Users:

AL - HELMS, MICHAEL - C01XXX - State of Alab

Save Changes

Cancel

(re)Certification of Users

Admin
Certify Grantee Users

Certified Users:

FL - Jones, Xavier	- BXXXX	- State of Florida
FL - Jones, Leticia	- BXXXX	- State of Florida
FL - Jones, Cathy	- BXXXX	- State of Florida
FL - Jones, Charles	- BXXXX	- State of Florida
FL - Jones, Ann	- BXXXX	- State of Florida

Users with Expiring Certifications:

FL - Jones, Lawrence	- BXXXX	- State of Florida
FL - Jones, Kathy	- BXXXX	- State of Florida
FL - Jones, Sharon	- BXXXX	- State of Florida
FL - Jones, Nancy	- BXXXX	- State of Florida
FL - Jones, Phillip	- BXXXX	- State of Florida

Buttons:

<< Certify
Decertify >>

Save Changes Cancel

Inactivate User
Activate User

Users Inactivated due to Expired Certifications

FL - Jones, Patricia	- BXXXX	- State of Florida
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- Recertification occurs every 6 months
- Grantee Admin Users certify regular grantee users
- HUD Reps certify Grant Admin

Monitor/Audit/TA Event

- Record monitoring, audit or technical assistance events you undertook: module is NOT a monitoring system.
 - Provides HUD with a summary of critical management and oversight actions that you have carried out to meet the appropriation requirements that requires grantees to identify how the are preventing fraud, waste and abuse.
- Required starting with Sandy DR grantees

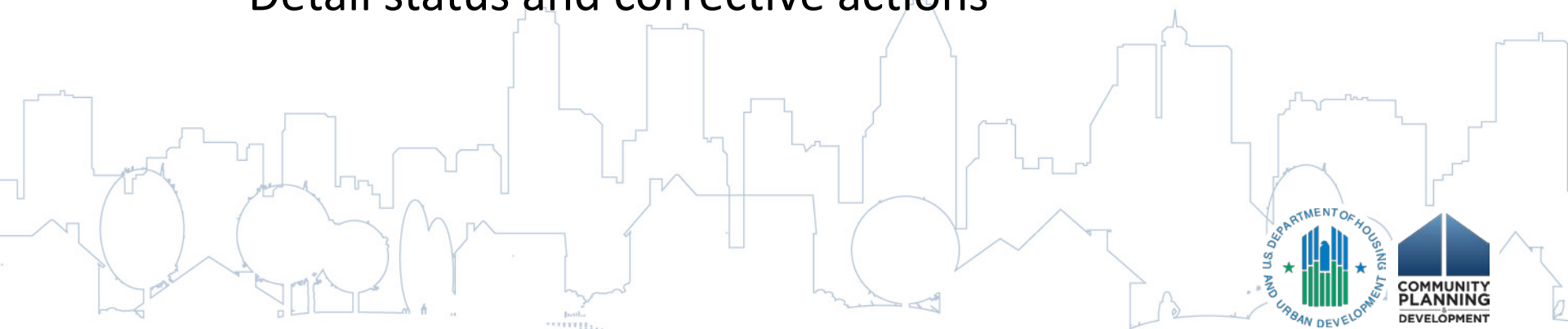
QPR Table of Inputs for the quarter/cumulative

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



Monitor/Audit/TA Event

- Two Basic Levels of Information:
 - Events/Reports
 - Basic data of the event (start/end date, categories/topics of info being reviewed, etc.)
 - Findings/Concerns/TA Topics
 - Identify findings and/or concerns
 - Detail status and corrective actions



Action Plan



What is a DRGR Action Plan?

- Purpose: DRGR 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.
 - Base of operations
 - Two Tier Hierarchy
 - Projects vs. Activities
 - Changes will happen
 - Based on your published plan: More granular info.



QUICK TIP

Key to reporting success: Set up the Action Plan properly!

It takes a village to set it up!

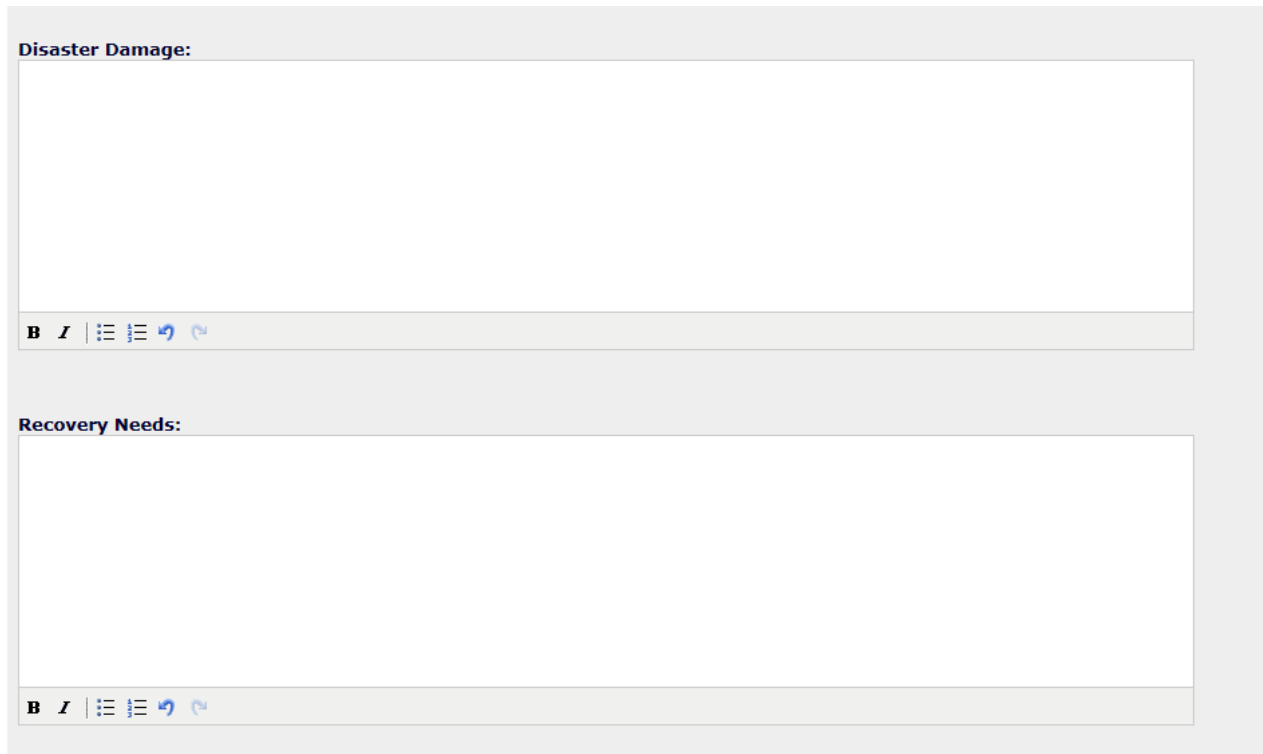


4 Key Actions

1. Add/edit information regarding your grant overall (directly related to your “paper-based” Action Plan)
2. Add/edit information on projects v activities (e.g. narrative description, budgets, national objectives)
3. Add/edit information on Responsible Organizations
4. Add/edit the PROPOSED Performance Measures/Accomplishments

Add/Edit Action Plan

- “Add” Action Plan
 - Follow easy steps in manual to “activate” your grant
- Once “activated,” edit overall grant-level information
 - Screens mimic your published plan



The screenshot displays a web form for adding or editing an action plan. It features two main text input areas, each with a rich text editor toolbar below it. The first section is titled "Disaster Damage:" and the second is titled "Recovery Needs:". Both sections are currently empty, showing only the text area and the toolbar. The toolbar for each section includes buttons for bold (B), italic (I), bulleted list, numbered list, link, and unlink.

Disaster Damage:

Recovery Needs:



Add/Edit Projects & Activities

Setting Up Projects vs. Activities

- Enter Projects
 - Group activities by categories such as major programs outlined in your Disaster Recovery Published Plan (Housing, EconDev, etc.)
- Enter Activities second since they must be assigned to projects

Project 1

Activity 1.A

Activity 1.B

Project 2

Activity 2.A

Activity 2.B

Add/Edit Projects & Activities (cont)

Project

View Project

• Project successfully added.

Financial Data:	
Grant Amount:	\$13,742,000.00
Grant Returned Amount:	\$0.00
Total Project Budget Amount:	\$600,000.00
Available for Project Budget:	\$13,142,000.00
Total Amount Budgeted to Activities in this Project:	\$0.00

Grant #:
B-94-DF-20-0001

Project #:
65342

Project Title:
Reconstruction

Description:
Reconstruction of housing for private victims

Project Budget Amount:
\$600,000.00

Project Status:
Open

Name of the Organization Carrying out Project:
EMPORIA

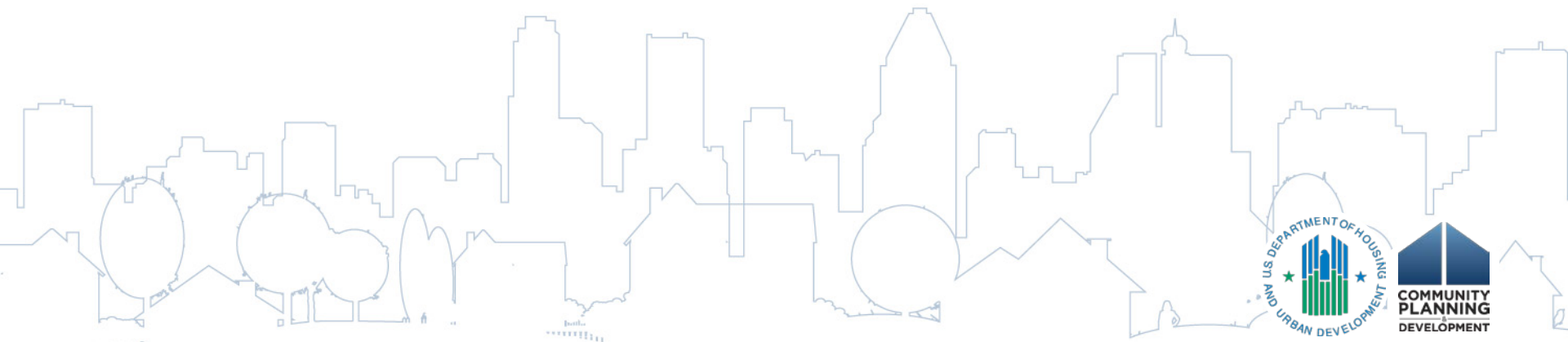
Organization Category:
Unknown

[View Activities](#)



Add/Edit Activity

- Four elements to consider when breaking out an Activity
 - Activity Type (assign to the “end use” of the activity)
 - Responsible Organization
 - National Objective
 - Multifamily (as applicable)



Example: Project - Housing

- Two Activity Types
 - Rehab Program
 - Acquisition – buyout program
- Three Responsible Organizations
 - County A
 - County B
 - City D
- All Single-Family Properties, except one MF complex
- Two National Objectives
 - Urgent Need
 - Low/Mod
- Three Responsible Organizations
 - **County A (Rehab – L/M; SF & 1 MF complex)**
 - **County B (Rehab – L/M; Buyout Program – L/M)**
 - **City D (Rehab – L/M; Buyout Program – UN, L/M)**

Example: Project - Housing

Breakdown

- **County A (Rehab – L/M; SF & 1 MF complex)**
- **County B (Rehab – L/M; Buyout Program – L/M)**
- **City D (Rehab – L/M; Buyout Program – UN, L/M)**

# of Activities	1	2	3	4	5	6	7
Activity Type	Rehab	Rehab	Rehab	Rehab	Buyout	Buyout	Buyout
Responsible Organization	County A	County A	County B	City D	County B	City D	City D
National Objective	L/M	L/M	L/M	L/M	L/M	L/M	UN
Housing Type	SF	1 MF	SF	SF	SF	SF	SF

Edit Activity Screen

Action Plans

Edit Activity - Page 1

*Indicates Required Field

Continue to Next Screen

Save Activity

Cancel

Grant Number:

B-08-DF-19-0001

*Activity Type:

Rehabilitation/reconstruction of residential structures

*National Objective:

Low/Mod

*Grantee Activity Number:

08-DRH-009-971

Activity Title:

Des Moines Repair/Rehab LMI

*Activity Status:

Completed

Environmental Assessment:

COMPLETED

Selected Activity Type will dictate the performance measure on Page 2

Boxes will be checked if activity is blocked for drawdowns

View Existing Activities:

Select Option

View Activity Details

Block Drawdown:

☐

Blocked by Grantee

☐

Blocked/Restricted by HUD

*Total Budget:

\$ 1,653,547.00 (ex: 999,999.99)

*Projected Start Date:

09/23/2008

Select Date (ex: mm/dd/yyyy)

*Projected End Date:

07/11/2012

Select Date (ex: mm/dd/yyyy)

* Project # / Project Title:

08-DF-Housing / Housing

Select Project

Adjust Project Budget:

☒

No

☐

Yes

Activity budgets include Program Income and Program Funds

Click here to assign activity to a project



Edit Activity Screen



QUICK TIP

- Two Ways to Add Responsible Orgs:
1. Add RO directly using links in the Action Plan Module navigation.
 2. Add an RO while entering their Activity (if not already listed in the system)

Login ID:MITCGA
Role:Grantee Admin

[Admin](#)

Action Plans

[Draw](#)

Action Plan

- [View All](#)

Projects

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

Responsible Organization

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

Utilities

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

Links

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

Action Plans

Edit Activity - Page 2

[Edit Previous Screen](#)

[Continue to Next Screen](#)

[Save Activity](#)

[Cancel](#)

Grant Number:

B-08-MN-48-0001

View Existing Activities:

Select Option

[View Activity Details](#)

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

Activity Type:

Acquisition - buyout of residential properties

Organization carrying out activity

Is this activity being carried out by the grantee?: Activity is being carried out by the grantee through

Either directly and/or through contractors

☒ No ☐ Yes

- Select -

* Name of the Organization Carrying out activity:

City of Arlington

[Select Responsible Organization](#)

Edit Activity Screen

[HUD Home](#)

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

City of Arlington

Select Responsible Organization

Proposed budgets for Organization carrying out activity :

Select [Responsible Organization Name](#)

[Organization Type](#)

[Proposed Budget](#)

☐

City of Arlington

Unknown

\$

50.00

Add Responsible Organization

Report Performance By: ☒ Area Benefit ☐ Direct Benefit

Performance Measure	Proposed Total	Low	Mod
# of Properties	5		
# of Parcels acquired by condemnation			
Total acquisition compensation to owners			
# of Parcels acquired by admin settlement			
# of Households benefitting			
# of Parcels acquired voluntarily			
# of housing units			

Activity: Propose Performance Measures

Area Benefit

*Census Screens
(Households)*

*Summary
(Persons)*

Enter Data only at AP

Automatic Actuals in QPR equals
Projected numbers

Direct Benefit

*FHEO Screens
(Households and/or Persons)*

*Households: Owners/Renters
Housing Units: Multifamily/
Single Family*

**Enter Data only
at QPR**

Projected #s equal
TOTAL Households

**Enter Data at both
the AP & QPR**

Example: Direct Benefit

Activity Type:

Rehabilitation/reconstruction of residential structures

Report Benefit Performance By:

Direct Benefit ☒

☒ Households

☐ Renter ☒ Owner

Housing Units ☒

☐ Multi Family ☒ Single Family

Proposed Accomplishments:

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

Proposed Beneficiaries:

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



QUICK TIPS

The Activity Type drives the Accomplishments and Measure options.



Example: Direct Benefit

Example 1

Report Benefit Performance By:

Direct Benefit ☒

☐ Persons

☒ Households

☐ Renter ☐ Owner

Proposed Beneficiaries:

Performance Measure	Proposed Total	Low	Mod
# of Households benefitting	19647		

Example 2

Report Benefit Performance By:

Direct Benefit ☒

☐ Persons

☒ Households

☒ Renter ☐ Owner

Proposed Beneficiaries:

Performance Measure	Proposed Total	Low	Mod
# of Renter			
# of Households benefitting	19647		

Example 3

Report Benefit Performance By:

Direct Benefit ☒

☐ Persons

☒ Households

☒ Renter ☒ Owner

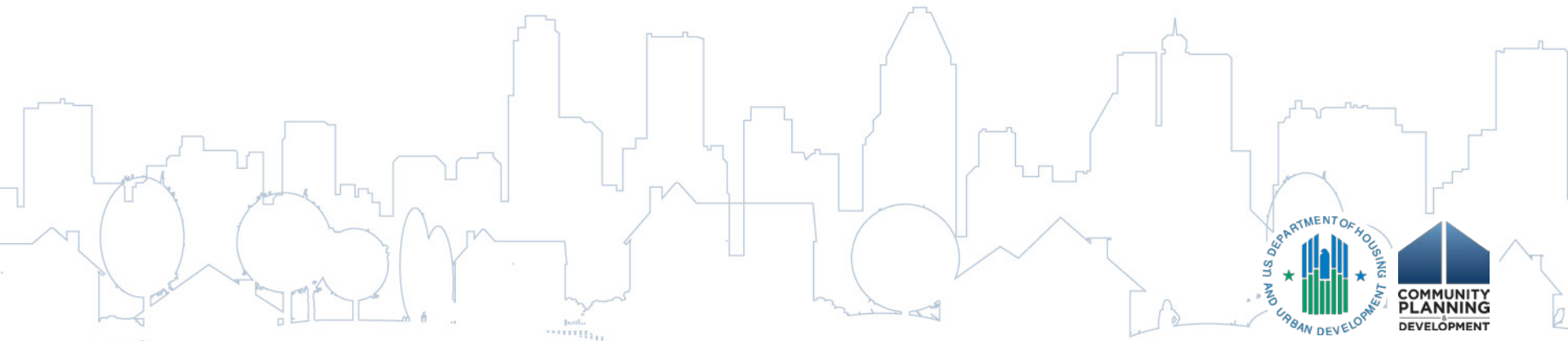
Proposed Beneficiaries:

Performance Measure	Proposed Total	Low	Mod
# of Renter			
# of Owner			
# of Households benefitting	19647		

Poll #3

True or False:

‘Activity Types’ have unique performance measures associated with them that are pre-populated by HUD.



Drawdowns



Drawdowns Overview

- Purpose: All financial transactions take place
- Two Must Haves:
 - User Roles
 - Create Vouchers
 - Approve Vouchers
 - Enough Funding to Obligate and Draw
- Three Primary Functions:
 - Obligate Funds: Search for activity, Click Maintain, Enter amount, save amount.
 - Create Vouchers: Select activities and \$\$, Enter amount, confirm amount
 - Review and Act on Voucher

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

New Obligation Screen Displays
Program Funds and Program
Income Drawn Amounts

Submitting Voucher

- Five-Step Process
 1. Select the activities to include in the voucher and the fund type (program funds and/or program income);
 2. Enter the drawdown amounts for each activity and fund type;
 3. Confirm the drawdown amounts; and
 4. View/download PDF the finalized voucher.
 5. Review & Approve Voucher (automatically sent to Treasury).
- Pre-Defined Threshold Vouchers
 - Approved Pending HQ

Revising Voucher

- Conditions:
 - Within same grant;
 - New activity(ies) must have enough funds obligated;
 - New activity(ies) must have status of “underway”; and
 - No activities associated with the revision can be blocked.

Maintain Voucher

Return to Search Voucher | Download PDF

Voucher #: 272833
Created By: TOS7GR - Rosalind Stevens
Voucher Created for: Chicago, IL
Creation Date: 03/07/2015

Line Item #	Grant#	Grant Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Action
1	B-13-M5-17-0001	Test2.1	City of Chicago	Affordable Rental Housing	Test2.1	PROGRAM FUND	\$100,000.00	Approved		03/16/2015	Cancel View
2	B-13-M5-17-0001	Test2.1	City of Chicago	Affordable Rental Housing	Test2.1	PROGRAM INCOME	\$50,000.00	Approved		03/16/2015	Revise Cancel View
Voucher Approved Total:							\$150,000.00				

Revising Voucher

Revise Voucher Line Item

[Help?](#)

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

Special Remarks:

Effective Date:

Line Item

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

Move Funds to Activities

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

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:

Revision Reason History:

Managing Program Income: Recipients, Vouchers, Accounts

- If you generate Program Income, you MUST track sources and uses in DRGR
- Managed in DRGR by:
 - DRGR users with Request Drawdown or Approve Drawdown roles (no monetary transaction though)
 - Budgeting Program Income at the Action Plan, Project, and Activity Level
 - Creating Program Income Receipts (typically against the activity that generated the PI)
 - Drawing Program Income on Vouchers (against the activity that expended the PI)
 - Optional: Creating Program Income Accounts and RLF Accounts (Optional)

QPR



QPR Overview

- Purpose: QPRs allow grantees to identify progress towards statutory requirements (expenditure milestones, achievement of national objectives) and tell their story on how investments are achieving results in their community.
- Report is based on your Action Plan set-up: cannot submit a QPR if changes to an Action Plan is pending with HUD.
- Report accomplishments for each quarter and on a cumulative basis at the grant and activity level by:
 - Identifying accomplishments once a national objective has been met
 - Pulling financial data as entered in the Drawdown Module
 - Providing narrative detail on progress of the grant as a whole and per Activity

QPR Requirements

- Report on 2 levels
 - Overall Progress of the Grant
 - Activity-by-Activity Progress
- Activities automatically populate in the QPR if:
 - Financial data entered that quarter, including obligations
 - Action Plan data changes (e.g. budgets, activity types, etc.).
- Grantee must include:
 - Activities where grantees need to identify accomplishments (once the National Objective has been met)
 - Activities where narrative detail will help to explain progress, even if the data isn't present.
 - Expenditures.

QPR Deadlines

- First QPR due: 30 days after the first full quarter after the initial grant agreement is signed.

Reporting Period End Date	Grantee QPR Submission Deadlines
31-March	30-April
30-June	30-July
30-September	30-October
31-December	30-January

QPR: Enter Data

- Basic Steps to enter data in the QPR:
 - Enter overall progress narrative (grant level) and any additional matching funds
 - Add Activity Level information
 - Narrative: describe progress (or lack of)
 - Add Addresses
 - Funds Expended
 - Match Contribution
 - Direct Benefit
 - FHEO Information: Race, Ethnicity
 - Housing units (type/tenure)
 - Area Benefit: no data required (e.g. FHEO) at QPR
 - Additional accomplishments: availability of accomplishments in the QPR depended on those that you proposed in the Action Plan.



QUICK TIPS

Direct Benefit Reporting: Enter ONLY For the quarter for which you are reporting.

DRGR will calculate the cumulative totals for you.

QPR: Direct Benefit

Quarterly Performance Report

Edit Performance Report - Activity Page 1

[Help?](#)

Grant Number: QPR Start Date: Completed Activities:

[View Cumulative Totals](#)

*Direct Benefit Data by Households

Race/Ethnicity

Race	Owner		Total Households	
	Total	Hispanic/Latino	Total	Hispanic/Latino
-- Select --				
Totals				
Female-Headed Households				

Add Another Race by Households

Income Levels

	Owner	Total
Total Number Low		
Total Number Moderate		
Total Households		

Save and Continue to Next Screen

Save Activity Beneficiaries

Cancel



QUICK TIP

Errors can be fixed by
conducting a Prior
Period Correction!



QPR: Add'l Accomplishments

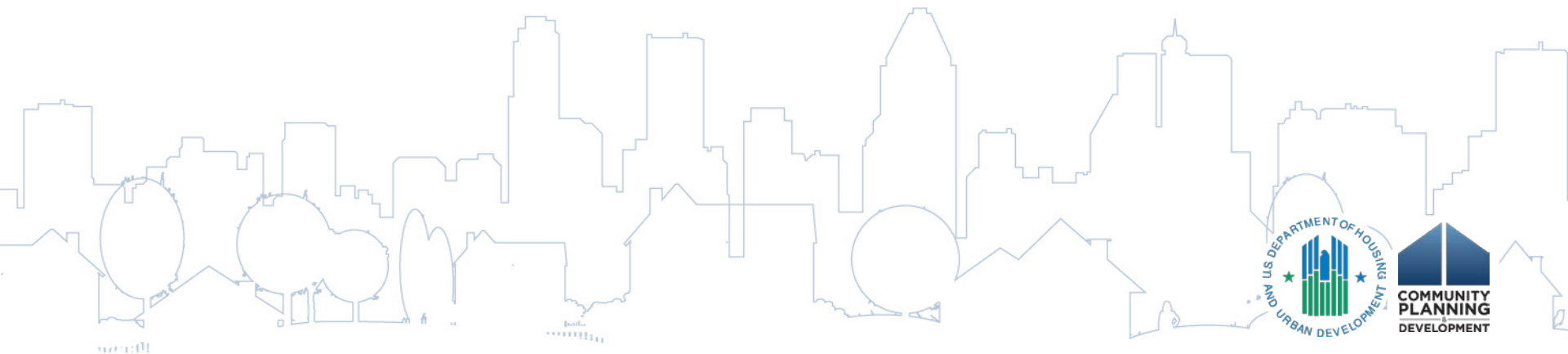
Actual Accomplishments	Actual Total
# of Properties	<input type="text"/>
#Energy Star Replacement Windows	<input type="text"/>
#Additional Attic/Roof Insulation	<input type="text"/>
#Efficient AC added/replaced	<input type="text"/>
#Replaced thermostats	<input type="text"/>
#Replaced hot water heaters	<input type="text"/>
#Light Fixtures (indoors) replaced	<input type="text"/>
#Light fixtures (outdoors) replaced	<input type="text"/>
#Refrigerators replaced	<input type="text"/>
#Clothes washers replaced	<input type="text"/>
#Dishwashers replaced	<input type="text"/>
#Units with solar panels	<input type="text"/>
#Low flow toilets	<input type="text"/>
#Low flow showerheads	<input type="text"/>

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

Poll #4

True or False:

Once you've entered in data on a QPR, it can not be corrected in future QPRs.

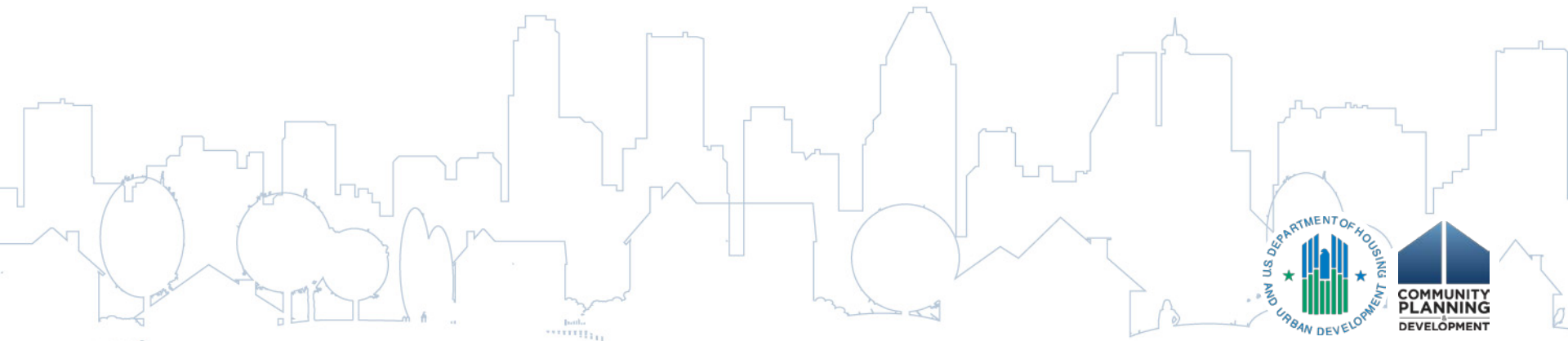


Reports



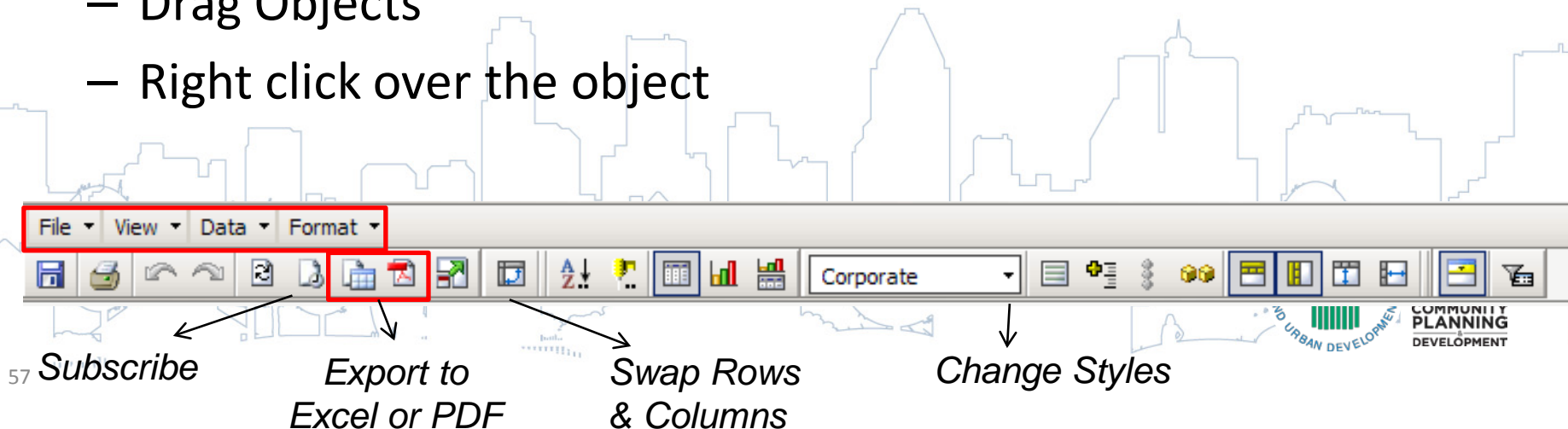
Reports Overview

- Purpose: Reports provide a relatively quick and easy way of accessing the most up-to-date info in DRGR
- Access: Which reports you can access will vary based on the type of account you have.
- OPTIONAL module, but HIGHLY useful



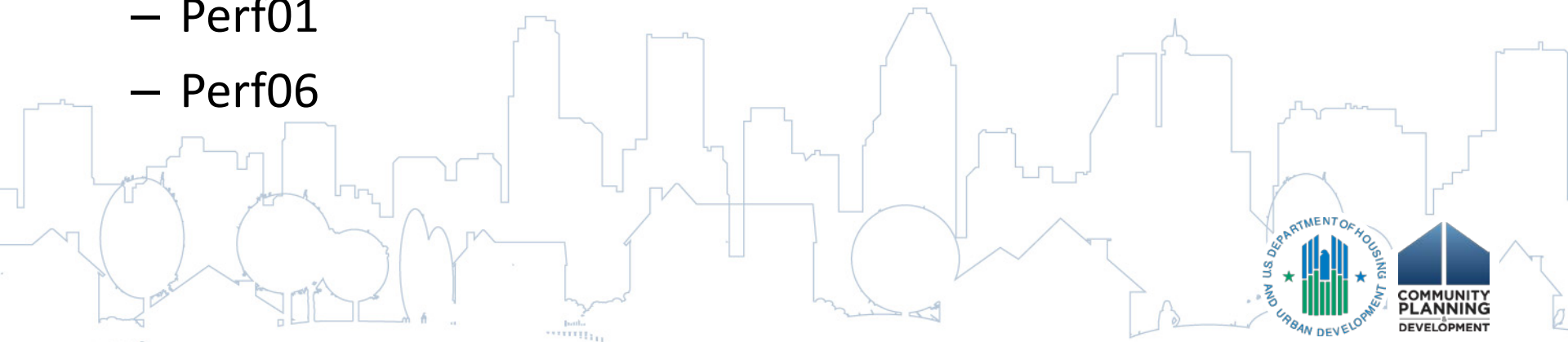
Basic Functionality

- Common modifications users perform:
 - Move and Sort Columns
 - Grouping Columns
 - Adding Filters
- Three ways to modify reports:
 - Use the ribbon (below)
 - Drag Objects
 - Right click over the object



Popular Reports

- Administration: User Info, AP/QPR Status
 - Admin04b
- Financial: Budgets, Disbursements, Cumulative \$\$ Data
 - Fin04b
 - Fin07b
- Performance: Beneficiary Measures
 - Perf01
 - Perf06



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



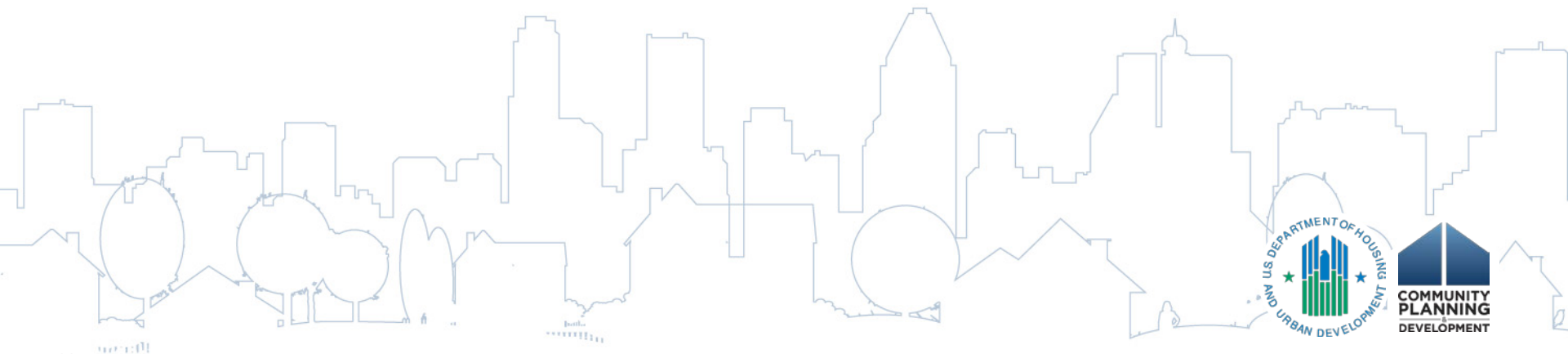
Standard Reports

Owner: Administrator






Modified: 12/4/10 9:20:25 AM

Contains custom defined reports


Live Demonstration



Page-by (aka Filtering)














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

Search: All folders 

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Home ▾ Tools ▾ Data ▾ **Grid** Format ▾

Last update: 3/29/16 12:00:18 PM



Related Reports ? X













- Admin 02b - with Act Start and End dat
- Admin Rept01a: GRANT- DRGR Grant S
- Admin Rept02a: ACTPLN- Action Plan R
- Admin Rept02b - with Act Start and Enc
- Admin Rept02c: ACTPLN- Activity Descr
- Admin Rept02d: ACTPLN - Community I
- Admin Rept03a: QPR - Report Status
- Admin Rept03b: QPR - Exec Summary I
- Admin Rept03c: QPR Activity Progress I
- Admin Rept03d: QPR - Reviewer Comm
- Admin Rept04a: USERS - Grantee DRGF
- Admin Rept04b: USERS - Grantee DRGF
- Admin Rept04d: USERS - HUD Field Off
- Admin Rept04e: HUD Field Office Mana
- Admin Rept04f: USERS - DRGR Authori
- Admin Rept05a: ADMIN - Responsible C
- Admin Rept05b: ADMIN - Oversight Eve
- Admin Rept05c: ADMIN - Oversight Eve
- Fin Rept01: ACTPLN - Grant Budgets by
- Fin Rept01b: ACTPLN - DRGR Grant Act
- Fin Rept01c: DRAWS- Budget and Disb
- Fin Rept02a: DRAWS- Voucher Status b
- Fin Rept02b: DRAWS - Voucher Status I
- Fin Rept02c: Voucher Revision Report -
- Fin Rept02d: Voucher Revision Reasons

REPORT DETAILS ? X






Report Filter:
(({Activity.HUD Fund Activity Level} > 0) Or ({Activity Obligation.Obligation Amount at Activity Level} >= 0) Or ({Activity.Drawn Amount at Activity Level} > 0) Or ({QPR Activity Program Income Received} > 0) Or ({Activity Program Income Drawn Amount at Activity Level} > 0) Or ({QPR Activity.HUD Fund Expended} > 0))

PAGE-BY: Grantee Name: Puerto Rico ▾ ⏪ ⏩ ⏴ ⏵ State: Puerto Rico ▾ ⏪ ⏩ ⏴ ⏵
Program: DR CDBG ▾ ⏪ ⏩ ⏴ ⏵ Appropriation: 05J ▾ ⏪ ⏩ ⏴ ⏵ Grant Number: B-05-DJ-72-0001 ▾ ⏪ ⏩ ⏴ ⏵


Data rows: 23 | Data columns: 6

Activity Number	Activity Title	Activity Type	National Objective	Responsible Org	Metrics	Total Budget (PF & PI)	Total Obligation (PF & PI)	Grant Fund Disbursed (PF)	QPR Activity Program Income Received	Program Income Disbursed	Total Expended (PF & PI)
											
05-DR-13-001-OCAM Cayey	05-DR-13-001-OCAM	Rehabilitation/reconstruction of residential structures	Low/Mod	Local Government,municipality of Cayey.		\$126,815.50	\$126,815.50	\$126,815.34	\$0.00	\$0.00	\$126,815.34
05-DR-18-002-OCAM Coamo	05-DR-18-002-OCAM	Rehabilitation/reconstruction of residential structures	Low/Mod	Local Government,municipality of Coamo.		\$400,000.00	\$400,000.00	\$397,410.45	\$0.00	\$0.00	\$397,410.45
05-DR-25-003-OCAM Guanica	05-DR-25-003-OCAM	Rehabilitation/reconstruction of residential structures	Low/Mod	Local Government,municipality of Guanica.		\$400,000.00	\$399,938.32	\$399,938.32	\$0.00	\$0.00	\$399,938.32
05-DR-26-004-OCAM Guayama	05-DR-26-004-OCAM	Acquisition of property for replacement housing	Low/Mod	Local Government, municipality of Guayama.		\$400,000.00	\$400,000.00	\$400,000.00	\$0.00	\$0.00	\$400,000.00
05-DR-28-019-OCAM Gurabo	05-DR-28-019-OCAM	Rehabilitation/reconstruction of residential structures	Low/Mod	Local Government,municipality of Gurabo.		\$400,000.00	\$400,000.00	\$400,000.00	\$0.00	\$0.00	\$400,000.00
05-DR-35-005-OCAM Juncos	05-DR-35-005-OCAM	Rehabilitation/reconstruction of residential structures	Low/Mod	Local Government,municipality of Juncos.		\$375,000.00	\$375,000.00	\$374,992.01	\$0.00	\$0.00	\$374,992.01
05-DR-36-006-OCAM Lajas	05-DR-36-006-OCAM	Rehabilitation/reconstruction of residential structures	Low/Mod	Local Government,municipality of Lajas.		\$400,000.00	\$377,390.96	\$371,615.65	\$0.00	\$0.00	\$371,615.65
05-DR-37-021-OCAM Lares	05-DR-37-021-OCAM	Acquisition of property for replacement housing	Low/Mod	Local Government,municipality of Lares.		\$190,350.00	\$190,350.00	\$190,350.00	\$0.00	\$0.00	\$190,350.00
05-DR-39-007-OCAM	05-DR-39-007-OCAM	Rehabilitation/reconstruction	Low/Mod	Local Government,municipality		\$220,000.00	\$220,000.00	\$219,800.00	\$0.00	\$0.00	\$219,800.00

Page-by (aka Filtering)



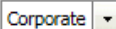





Fin Rept07b: CUM - Cumulative Data - Activity Level by Resp Org, Act Type and Nat Obj

Search: All folders 

?

Home ▾ Tools ▾ Data ▾ **Grid** Format ▾

Last update: 3/29/16 12:00:18 PM



Related Reports ? X

- Admin 02b - with Act Start and End date
- Admin Rept01a: GRANT- DRGR Grant S
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- Admin Rept02b - with Act Start and Enc
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- Admin Rept02d: ACTPLN - Community I
- Admin Rept03a: QPR - Report Status
- Admin Rept03b: QPR - Exec Summary F
- Admin Rept03c: QPR Activity Pro **Program**
- Admin Rept03d: QPR - Reviewer Comm
- Admin Rept04a: USERS - Grantee DRGF
- Admin Rept04b: USERS - Grantee DRGF
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- Fin Rept02a: DRAWS- Voucher Status b
- Fin Rept02b: DRAWS - Voucher Status I
- Fin Rept02c: Voucher Revision Report -
- Fin Rept02d: Voucher Revision Reasons

REPORT DETAILS ? X

Report Filter:
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PAGE-BY: Grantee Name: Puerto Rico State: Puerto Rico
Program: DR CDBG Appropriation: 05J Grant Number: B-05-DJ-72-0001

Data rows: 23 | Data columns: 6

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05-DR-28-019-OCAM Gurabo	05-DR-28-019-OCAM	Rehabilitation/reconstruction of residential structures	Low/Mod	Local Government,municipality of Gurabo.		\$400,000.00	\$400,000.00	\$400,000.00	\$0.00	\$0.00	\$400,000.00
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Page-by (aka Filtering)

Admin Rept02a: ACTPLN- Action Plan R											
Admin Rept02b - with Act Start and End											
Admin Rept02c: ACTPLN- Activity Descr											
Admin Rept02d: ACTPLN - Community I											
Admin Rept03a: QPR - Report Status											
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Fin Rept02e: DRAWS - Voucher Comme											
Fin Rept03: DRAWS - Drawdown Vouch											
Fin Rept04: DRAWS - Drawdown Vouch											
Fin Rept04b: DRAWS - Drawdown Vouch											
Fin Rept05a: CUM - Program Income -											
Fin Rept05b: CUM - Program Income -											
Fin Rept05c: Receipts by Project and Ac											
Fin Rept05d: Program Income Account											
Fin Rept06a: CUM - Fin Data - Grant Le											
Fin Rept06b: CLIM - Grant Funds Fin S											

<div> <div>PAGE-BY:</div> <div> Grantee Name: Puerto Rico State: Puerto Rico Appropriation: 05J </div> </div> <div> Grant Number: B-05-DJ-72-0001 </div>											
<div> <div> <div>Program</div> <div>Activity Number</div> <div>Activity Title</div> <div>Activity Type</div> <div>National Objective</div> <div>Responsible Org</div> <div>Metrics</div> <div>Total Budget (PF & PI)</div> <div>Total Obligation (PF & PI)</div> <div>Grant Fund Disbursed (PF)</div> <div>QPR Activity Program Income Received</div> <div>Program Income Disbursed</div> <div>Total Expended (PF & PI)</div> </div> <div> <div>05-DR-13-001-OCAM Cayey</div> <div>05-DR-18-002-OCAM Coamo</div> <div>05-DR-25-003-OCAM Guanica</div> <div>05-DR-26-004-OCAM Guayama</div> <div>05-DR-28-019-OCAM Gurabo</div> <div>05-DR-35-005-OCAM Juncos</div> <div>05-DR-36-006-OCAM Lajas</div> <div>05-DR-37-021-OCAM Lares</div> <div>05-DR-39-007-OCAM Las Piedras</div> <div>05-DR-44-008-OCAM Maunabo</div> <div>05-DR-46-020-OCAM Morovis</div> <div>05-DR-47-009-OCAM Naguabo</div> <div>05-DR-48-017-OCAM Naranjito</div> <div>05-DR-49-018-OCAM Orocovis</div> </div> <div> <div>Rehabilitation/reconstruction of residential structures</div> <div>Rehabilitation/reconstruction of residential structures</div> <div>Rehabilitation/reconstruction of residential structures</div> <div>Acquisition of property for replacement housing</div> <div>Rehabilitation/reconstruction of residential structures</div> <div>Rehabilitation/reconstruction of residential structures</div> <div>Acquisition of property for replacement housing</div> <div>Rehabilitation/reconstruction of residential structures</div> <div>Rehabilitation/reconstruction of residential structures</div> <div>Rehabilitation/reconstruction of residential structures</div> <div>Rehabilitation/reconstruction of residential structures</div> <div>Rehabilitation/reconstruction of residential structures</div> <div>Rehabilitation/reconstruction of residential structures</div> </div> <div> <div>Low/Mod</div> <div>Low/Mod</div> <div>Low/Mod</div> <div>Low/Mod</div> <div>Low/Mod</div> <div>Low/Mod</div> <div>Low/Mod</div> <div>Low/Mod</div> <div>Low/Mod</div> <div>Low/Mod</div> <div>Low/Mod</div> <div>Low/Mod</div> </div> <div> <div>Local Government,municipality of Cayey.</div> <div>Local Government,municipality of Coamo.</div> <div>Local Government,municipality of Guanica.</div> <div>Local Government,municipality of Guayama.</div> <div>Local Government,municipality of Gurabo.</div> <div>Local Government,municipality of Juncos.</div> <div>Local Government,municipality of Lajas.</div> <div>Local Government,municipality of Lares.</div> <div>Local Government,municipality of Las Piedras.</div> <div>Local Government,municipality of Maunabo.</div> <div>Local Government,municipality of Morovis.</div> <div>Local Government,municipality of Naguabo.</div> <div>Local Government,municipality of Naranjito.</div> <div>Local Government,municipality of Orocovis.</div> </div> <div> <div>\$126,815.50</div> <div>\$400,000.00</div> <div>\$400,000.00</div> <div>\$400,000.00</div> <div>\$400,000.00</div> <div>\$375,000.00</div> <div>\$400,000.00</div> <div>\$190,350.00</div> <div>\$220,000.00</div> <div>\$400,000.00</div> <div>\$628,185.00</div> <div>\$300,000.00</div> <div>\$400,000.00</div> <div>\$624,825.06</div> </div> <div> <div>\$126,815.50</div> <div>\$400,000.00</div> <div>\$399,938.32</div> <div>\$400,000.00</div> <div>\$400,000.00</div> <div>\$374,992.01</div> <div>\$377,390.96</div> <div>\$190,350.00</div> <div>\$219,800.00</div> <div>\$372,654.92</div> <div>\$549,271.77</div> <div>\$300,000.00</div> <div>\$331,525.79</div> <div>\$622,032.94</div> </div> <div> <div>\$126,815.34</div> <div>\$397,410.45</div> <div>\$399,938.32</div> <div>\$400,000.00</div> <div>\$400,000.00</div> <div>\$374,992.01</div> <div>\$371,615.65</div> <div>\$190,350.00</div> <div>\$219,800.00</div> <div>\$372,654.92</div> <div>\$549,271.77</div> <div>\$300,000.00</div> <div>\$331,525.79</div> <div>\$622,032.94</div> </div> <div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> </div> <div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> <div>\$0.00</div> </div> <div> <div>\$126,815.34</div> <div>\$397,410.45</div> <div>\$399,938.32</div> <div>\$400,000.00</div> <div>\$400,000.00</div> <div>\$374,992.01</div> <div>\$371,615.65</div> <div>\$190,350.00</div> <div>\$219,800.00</div> <div>\$372,654.92</div> <div>\$549,271.77</div> <div>\$300,000.00</div> <div>\$331,525.79</div> <div>\$622,032.94</div> </div> </div>											

DR											
CDBG											

DEVELOPMENT											
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Page-by (aka Filtering)

Home ▾ Tools ▾ Data ▾ **Grid** Format ▾ Last update: 3/29/16 12:00:18 PM

Related Reports ? X

- Admin 02b - with Act Start and End date
- Admin Rept01a: GRANT- DRGR Grant S
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- Admin Rept05a: ADMIN - Responsible C
- Admin Rept05b: ADMIN - Oversight Eve

REPORT DETAILS ? X

Report Filter:
 (({Activity.HUD Fund Activity Level} > 0) Or ({Activity.Obligation,Obligation Amount at Activity Level} >= 0) Or ({Activity.Drawn Amount at Activity Level} > 0) Or ({QPR Activity Program Income Received} > 0) Or ({Activity.Program Income Received at Activity Level} > 0) Or ({QPR Activity HUD Fund Expended} > 0))

PAGE-BY: Grantee Name: Puerto Rico ▾ State: Puerto Rico ▾ Appropriation: 05J ▾
 Grant Number: B-05-DJ-72-0001 ▾ Activity Type: Acquisition of property for replacement housing ▾

Program	Activity Number	Activity Title	National Objective	Responsible Org	Metrics	Total Budget (PF & PI)	Total Obligation (PF & PI)	Grant Fund Disbursed (PF)	QPR Activity Program Income Received	Program Income Disbursed	Total Expended (PF & PI)
DR CDBG	05-DR-26-004-OCAM Guayama	05-DR-26-004-OCAM	Low/Mod	Local Government, municipality of Guayama.		\$400,000.00	\$400,000.00	\$400,000.00	\$0.00	\$0.00	\$400,000.00
	05-DR-37-021-OCAM Lares	05-DR-37-021-OCAM	Low/Mod	Local Government, municipality of Lares.		\$190,350.00	\$190,350.00	\$190,350.00	\$0.00	\$0.00	\$190,350.00
	05-DR-56-012-OCAM Salinas	05-DR-56-012-OCAM	Low/Mod	Local Government, municipality of Salinas.		\$400,000.00	\$400,000.00	\$377,164.35	\$0.00	\$0.00	\$400,000.00
	05-DR-65-015-OCAM Vieques	05-DR-65-015-OCAM	Low/Mod	Local Government, municipality of Vieques		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total						\$990,350.00	\$990,350.00	\$967,514.35	\$0.00	\$0.00	\$990,350.00

Data Uploads





[Home](#) > [Manage A Program](#) > [Disaster Recovery Grant Reporting System](#)

Disaster Recovery Grant Reporting System

The Disaster Recovery Grant Reporting (DRGR) system was developed by HUD's Office of Community Planning and Development for the CDBG Disaster Recovery (CDBG-DR) program and other special appropriations such as the Neighborhood Stabilization Program (NSP). Grantees use the system to drawdown funds and report program income. In addition, each grantee is required to submit an Action Plan in DRGR describing the process that will be used to determine the areas of greatest need; the distribution and eligible uses of funds; a program budget; and the expected outcomes and benefits to low-, moderate-, and middle- income families. Once an Action Plan is approved and the program launched, grantees begin submitting Quarterly Performance Reports (QPRs), which contain information about the uses of funds, activity types, demographics of households benefitted, budgets and locations of activities. QPRs are submitted via DRGR, and the data can then be used by HUD staff to review funded activities, prepare reports to Congress and other interested parties, and monitor program compliance.

DRGR Guides, Tools, and Webinars

Guides, tools, webinars, and other resources are provided to assist grantees and program partners in designing and implementing their programs.

[View DRGR Guides, Tools, and Webinars](#)

[View DRGR Data Upload Templates](#)



DRGR Release 7.11.1

DRGR Release 7.11.1 was deployed on October 10, 2015. Multiple defects were corrected. Key changes include:



Tools and Templates

DRGR Data Upload Templates

Date Published: August 2014

Description

These templates are intended for grantees to use to upload data in the Disaster Recovery Grant Reporting System (DRGR).

Action Plan Module: Action Plan

[Estimated Program Income Revolving Loan \(PIRL\) Amount](#)

[Funding Sources](#)

[Narratives](#)

Action Plan Module: Activity

[Activity Service Area](#)

[Activity Service Area Remove](#)

[Accomplishments](#)

[Add Activities](#)

[Address](#)

[Beneficiary](#)

[Edit Activities](#)

[Funding Sources](#)

[Responsible Organization Budgets](#)

Action Plan Module: Project

[Add Project](#)

[Edit Project](#)



QUICK TIP

Work as a team:
program and fiscal staff!



Questions and Resources



Other Resources

- Upcoming webinars in this series:
<https://www.hudexchange.info/news/2016-cdbg-dr-webinar-series/>
- DRGR Website at HUD Exchange:
<https://www.hudexchange.info/programs/drgr>
 - DRGR Release (summary, fact sheets)
 - DRGR FAQ
 - DRGR Guides, Tools, and Webinars (subpage)
<https://www.hudexchange.info/programs/drgr/guides/>
 - 2016 DRGR Manual (entire document or per chapter)

Thank you!

