



U.S. Department of Housing and Urban Development

Overview of DRGR Release 7.13

Community Planning and Development

Today's Hosts

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Garrett Lear**



Welcome to DRGR 7.13

- Significant enhancements and new features to make DRGR a more dynamic tool for managing grants.
- Release active on Friday May 19.
- DRGR Fact Sheets available.
- DRGR User Manual Update coming!



Today's Topics

Home Screen

- News
- To-Do
- Flags

Enhanced Action Plan/QPR Review

- Review Tools
- Enhanced Checklist
- Review Flags
- Track Changes



HOME SCREEN



Home Screen

- DRGR 7.13 features a new Home Screen “module.”
- The Home Screen includes:
 - A news section with the ability to include multiple news items that can be expanded for easier reading.
 - A to-do list to indicate tasks that need to be completed by the user in a “My Action Items” section. The tasks listed depend on the user’s role.
 - A new Flags feature that flags at risk items for grantees and HUD.



Home Screen

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 - A to-do list to indicate tasks that need to be completed by the user in a “My Action Items” section. The tasks listed depend on the user’s role.
 - A new Flags feature that allows flags at risk items for grantees and HUD>



HOME SCREEN

News



Home Screen: News

- The News section allows HUD to include multiple news items with a cleaner look.
- User can click on the blue arrow next to the news item to reveal more detailed information about the topic.



Home Screen: News

The News section is highlighted below.

Disaster Recovery Grant Reporting System (DRGR)

Login ID:T027GA
Role:Grantee Admin

Home Admin Action Plans Drawdown QPR Reports Grants

Welcome to the Disaster Recovery Grant Reporting System [Help?](#)

DRGR Update (04/25/2017)
R7.13 deployed on May 15, 2017

MY ACTION ITEMS
Grantee Draw Approvals (1)

Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage, or destruction of information residing on Federal computers.

Warning! Your working session will time out after 20 minutes if there is not any interaction with the application server. If JavaScript is enabled and all pop up blockers are turned off the system will provide a warning and ask you if you need more time 5 minutes prior to the expiration of the working session. Clicking 'Yes' will provide an additional 20 minutes.

DRGR
- Home
- Admin
- Action Plans
- Drawdown
- QPR
- Grants
- Flags

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

Links



HOME SCREEN To-Do Lists



Home Screen: To-Do Lists

- DRGR's Home Screen includes a section titled "My Action Items" that shows users pending tasks that need to be completed.
- The kinds of action items listed here might include:
 - User Requests/Certifications
 - Draw Approvals/Revisions
 - Flags
 - Action Plan/QPR Reviews
- A user's action items will be customized to their user role.



Home Screen: To-Do Lists

The My Action Items section is highlighted below.

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Login ID:T027GA
Role:Grantee Admin

Home Admin Action Plans Drawdown QPR Reports Grants

DRGR
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Home Screen: To-Do Lists

- As shown on the last slide, the total number of items for each category of tasks is shown in parentheses.
- The action item can also be expanded to reveal additional information.



Home Screen: To-Do Lists

- Clicking on the blue arrow icon will cause the system to display additional detail, including Days Pending.

MY ACTION ITEMS

 **Grantee Draw Approvals (1)**

<u>Grantee</u>	<u>Grant</u>	<u>Voucher</u>	<u>Submission Date</u>	<u>Days Pending</u>
New Jersey	B-12-DT-34-0001	351237	04/25/2017	22

- After completing the to-do list item shown in the My Action Items section, the Action Item is removed automatically from the Home screen.

HOME SCREEN Flags



Home Screen: Flags

- DRGR now scans and flags items in a manner similar to the activity flagging functionality available in IDIS Online.
- Items flagged in DRGR include activities, Action Plans, Quarterly Performance Reports (QPRs,) and Grants.
- Items are flagged in DRGR because they may be considered “At-Risk” or because they fail to meet HUD-specified compliance criteria.
- The flag criteria are configurable within the system, which means that HUD may add, remove, or fine-tune flag criteria at any time without requiring a new DRGR software release.

Home Screen: Flags

- Items in DRGR remain “actively” flagged until remedial action is taken by the grantee for that item and that item no longer meets the criteria that caused the flag.
- In this section we will discuss how to:
 - Search for Flags
 - Flag Status
 - Grantee Remediation Comments on Flags
 - HUD User Comments on Flags



Home Screen: Flags

- The HOME page includes the new “FLAGS” option on the left-hand menu. To search for flagged Items, click on the

Disaster Recovery Grant Reporting System (DRGR)

Login ID:T027GA
Role:Grantee Admin

Home Admin Action Plans Drawdown QPR Reports Grants

DRGR
- Home
- Admin
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Utilities
- Print Page
- Profile
- Subscriptions
- Help
- FAQ
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- Reports

Links

Welcome to the
Disaster Recovery Grant Reporting System [Help?](#)

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Home Screen: Flags

SEARCHING FOR FLAGS

- DRGR includes several configurable attributes that are available as filters in the **Basic** Search or **Advanced** Search parameters on the Flags page.

Login ID:T003GA
Role:Grantee Admin

DRGR

- [Home](#)
- [Admin](#)
- [Action Plans](#)
- [Drawdown](#)
- [QPR](#)
- [Grants](#)
- [Flags](#)

Utilities

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

Links

- [CPD Systems Login](#)
- [PDF Viewer](#)
- [Support](#)

Home | **Admin** | **Action Plans** | **Drawdown** | **QPR** | **Reports** | **Grants**

Manage Flagged Items

Search Criteria

Flag Status: Active ▾	Flag Type: Select one ▾	Flag Level: Select one ▾	Flag Category: Select one ▾
Flag Subcategory: Select one ▾	Flag Criteria: Select one ▾	Remediation Comments: Select one ▾	Grant: <input type="text"/>

[Advanced Search](#)



Home Screen: Flags

- The **Basic** search allows a user to search for ALL flags by simply clicking “SEARCH.”
- Users can narrow the flag search results by selecting options from the drop-down menus shown on the search screen or by clicking on the “ADVANCED” search link.
- The following tables show the available search criteria.



Home Screen: Flags

BASIC SEARCH CRITERIA	FUNCTIONS
Flag Status	Filters by Active, Completed, or Acknowledged flags. By default only active flags are displayed.
Flag Types	Filters by 'At-Risk' or 'Compliance' flags.
Flag Levels	Filters for flags at the 'Grant' or 'Activity' levels.
Flag Categories	Filters for flags in either 'Action Plan' or 'QPR' modules.
Flag Sub-Categories	Filters by subcategories of flags. HUD will communicate the rollout of new/updated flags and guidance on how to resolve them. The subcategories may be added/modified as new flags are rolled out. An example of a subcategory is "DRAWDOWN".
Flag Criteria	Filters by criteria of flags. As part of rollout of new/update of flags, new flag criteria may be added or existing criteria may be updated. An example of a flag criteria is "NO DRAW FOR 1 YEAR" to identify activities where the grantee has not initiated a draw for 1 year but there are funds remaining to be drawn on these activities.
Remediation Comments	Filters by flags that have had remediation comments entered. Choose "YES" for flags with remediation comments and "NO" for flags with no remediation comments.
Grant	Users may enter a grant number to search for flags related to a specific grant.



Home Screen: Flags

ADVANCED SEARCH	FUNCTIONS
Program	Filters for NSP, DR CDBG, TA, RIP, NA, CB, or PFS grants.
Appropriation Code	Users may enter an appropriation code for grants that are related to specific appropriations.
Grant Status	Filters for Active, Closed, Closed with PI Active, Dormant, or Ready to Close. By default, only Active Grants are displayed.
Project	Users may enter the Project number to search by Project.
Grantee Activity #	Users may enter the Activity number to search by Activity.
QPR Date	Users may enter a date range for QPR periods using the format mm/dd/yyyy to search for flags applicable to a specific period.
Flag Completion Date	Users may enter a date range using the format mm/dd/yyyy to search for flags with completion dates in the specified range.
Flag Initiation Date	Users may enter a date range using the format mm/dd/yyyy to search for flags with initiation dates in the specified range.



Home Screen: Flags

FLAG STATUS

Three
Status
Types

Active

Flags are configured with conditions or criteria that, when met, will cause an item to be actively flagged. These flags will have a Flag Status of Active.

Complete

When the condition that caused the flag is resolved, then the Flag Status will be changed to **Completed**

Acknowledged

The Flag Status of **Acknowledged** is only applicable for QPR based flags. An active flag is automatically changed to Acknowledged when the QPR is approved.

Home Screen: Flags

- Flag Statuses will update automatically when a resolution action has been taken.
- The Flag Status is updated based on a flag schedule, which could be daily, weekly or once per month.
- Users can also update Flag Status manually:
 - Search for the Flag that has been resolved
 - Select it
 - Click on the “UPDATE SELECTED FLAGS” button at the bottom of the search results screen.

Home Screen: Flags

Manage Flagged Items

Search Criteria

Flag Status:
Flag Type:
Flag Level:
Flag Category:

Flag Subcategory:
Flag Criteria:
Remediation Comments:
Grant:

[Advanced Search](#)

43 Record(s) Displaying 1 through 10

First Prev 1 2 3 4 5 Next Last

Select	Grantee Name	Grant Number	Grantee Activity Number	QPR Start Date	Flag Category	Flag SubCategory	Flag Level	Flag Type	Flag Criteria
<input checked="" type="checkbox"/>	New Jersey	B-13-DS-34-0001	EPS-DCA-UN-R1-TOMS RIVER		ACTION-PLAN	TEST	ACTIVITY	AT RISK	ENVIRONMEN
<input type="checkbox"/>	New Jersey	B-13-DS-34-0001	EPS-DCA-UN-R2-BRICK TWP		ACTION-PLAN	TEST	ACTIVITY	AT RISK	ENVIRONMEN
<input type="checkbox"/>	New Jersey	B-13-DS-34-0001	EPS-DCA-UN-R3-SEA BRIGHT		ACTION-PLAN	TEST	ACTIVITY	AT RISK	ENVIRONMEN
<input type="checkbox"/>	New Jersey	B-13-DS-34-0001	EPS-DCA-UN-R1-PINELANDS BOE		ACTION-PLAN	TEST	ACTIVITY	AT RISK	ENVIRONMEN
<input type="checkbox"/>	New Jersey	B-13-DS-34-0001	LMP-HMFA-02756-LMI-R1		ACTION-PLAN	TEST	ACTIVITY	AT RISK	ENVIRONMEN
<input type="checkbox"/>	New Jersey	B-13-DS-34-0001	EPS-DCA-UN-R2-TOMS RIVER REG BOE		ACTION-PLAN	TEST	ACTIVITY	AT RISK	ENVIRONMEN
<input type="checkbox"/>	New Jersey	B-13-DS-34-0001	EPS-DCA-UN-R1-SEA BRIGHT		ACTION-PLAN	TEST	ACTIVITY	AT RISK	ENVIRONMEN
<input type="checkbox"/>	New Jersey	B-13-DS-34-0001	EPS-DCA-UN-R1B-SEA BRIGHT		ACTION-PLAN	TEST	ACTIVITY	AT RISK	ENVIRONMEN
<input type="checkbox"/>	New Jersey	B-13-DS-34-0001	EPS-DCA-LMI-R3-SEASIDE HEIGHTS		ACTION-PLAN	TEST	ACTIVITY	AT RISK	ENVIRONMEN
<input type="checkbox"/>	New Jersey	B-13-DS-34-0001	NEP-DCA-0066-LMI-R2-BALLANTINE MANSION		ACTION-PLAN	TEST	ACTIVITY	AT RISK	ENVIRONMEN

Home Screen: Flags

GRANTEE USER REMEDIATION COMMENTS

- After a Grantee user searches for flags, the user may also enter **Remediation Comments**.
- To enter Remediation Comments, grantee users:
 - Search for flags
 - Select the flag(s) to which Remediation Comments will be applied
 - Click “EDIT.”
- Clicking multiple boxes allows the user to comment on multiple activities on the same page.

Home Screen: Flags

Manage Flagged Items

Search Criteria

Flag Status:
 Flag Type:
 Flag Level:
 Flag Category:

Flag Subcategory:
 Flag Criteria:
 Remediation Comments:
 Grant:

[Advanced Search](#)

43 Record(s) Displaying 1 through 10

First Prev 1 2 3 4 5 Next Last

Select	Grantee Name	Grant Number	Grantee Activity Number	OPR Start Date	Flag Category	Flag SubCategory	Flag Level	Flag Type	Flag Criteria
<input checked="" type="checkbox"/>	New Jersey	B-13-DS-34-0001	EPS-DCA-UN-R1-TOMS RIVER		ACTION-PLAN	TEST	ACTIVITY	AT RISK	ENVIRONMEN
<input type="checkbox"/>	New Jersey	B-13-DS-34-0001	EPS-DCA-UN-R2-BRICK TWP		ACTION-PLAN	TEST	ACTIVITY	AT RISK	ENVIRONMEN
<input type="checkbox"/>	New Jersey	B-13-DS-34-0001	EPS-DCA-UN-R3-SEA BRIGHT		ACTION-PLAN	TEST	ACTIVITY	AT RISK	ENVIRONMEN
<input type="checkbox"/>	New Jersey	B-13-DS-34-0001	EPS-DCA-UN-R1-PINELANDS BOE		ACTION-PLAN	TEST	ACTIVITY	AT RISK	ENVIRONMEN
<input type="checkbox"/>	New Jersey	B-13-DS-34-0001	LMF-HMFA-02756-LMI-R1		ACTION-PLAN	TEST	ACTIVITY	AT RISK	ENVIRONMEN
<input type="checkbox"/>	New Jersey	B-13-DS-34-0001	EPS-DCA-UN-R2-TOMS RIVER REG BOE		ACTION-PLAN	TEST	ACTIVITY	AT RISK	ENVIRONMEN
<input type="checkbox"/>	New Jersey	B-13-DS-34-0001	EPS-DCA-UN-R1-SEA BRIGHT		ACTION-PLAN	TEST	ACTIVITY	AT RISK	ENVIRONMEN
<input type="checkbox"/>	New Jersey	B-13-DS-34-0001	EPS-DCA-UN-R1B-SEA BRIGHT		ACTION-PLAN	TEST	ACTIVITY	AT RISK	ENVIRONMEN
<input type="checkbox"/>	New Jersey	B-13-DS-34-0001	EPS-DCA-LMI-R3-SEASIDE HEIGHTS		ACTION-PLAN	TEST	ACTIVITY	AT RISK	ENVIRONMEN
<input type="checkbox"/>	New Jersey	B-13-DS-34-0001	NEP-DCA-0066-LMI-R2-BALLANTINE MANSION		ACTION-PLAN	TEST	ACTIVITY	AT RISK	ENVIRONMEN

Home Screen: Flags

- After clicking on “EDIT,” DRGR displays a screen on which comments may be entered in a narrative box.

Home	Admin	Action Plans	Drawdown
Edit Remediation Comments:			
Grantee Activity Number EPS-DCA-UN-R1-TOMS RIVER Edit Activity	Project Number S01GovEntR1	Grantee New Jersey	Program DR CDBG
Appropriation SDY	Grant# B-13-DS-34-0001	QPR Start Date	QPR End Date
Flag Category ACTION-PLAN	Flag Subcategory TEST	Flag Level ACTIVITY	Flag Type AT RISK
Flag Criteria ENVIRONMENT	Flag Status Active	Flagged Since 04/25/2017	Flag Closed Date
Remediation Comments Last Edited by Leszczynski , Rita, T027GA on 04/25/2017 18:30 <input type="button" value="Copy comment (to all activities on page)"/>			
Test JR			
Reviewer Comments Last Edited by Higginbotham , Steven, H17322 on 01/25/2017 07:57			

Note that users can also copy the comment to all activities listed on the page by clicking the “COPY COMMENT (TO ALL ACTIVITIES ON PAGE)” link.

Home Screen: Flags

HUD USER COMMENTS ON FLAGS

- HUD Users can add comments to flagged activities in the **Action Plan or QPR module**.
- Active flags are displayed on the Action Plan Review Screen and QPR Review Screen



Home Screen: Flags

- HUD Users can also click the button to display all flags
- Users can also choose from the available filters prior to clicking “SEARCH” to narrow the results.

The screenshot displays the 'Flags' section of a web application. It features a search interface with several filters: 'Flagged Activities' (dropdown), 'Project Number' and 'Grantee Activity Number' (text inputs), 'Review Comments' (dropdown), 'Flag SubCategory' (dropdown), 'Flag Criteria' (dropdown), 'Flag Level' (dropdown), and 'Flag Type' (dropdown). Below these filters are two buttons: 'Search Activity' and 'Display All Flagged Items', which are highlighted with a red box. The results section shows 12 records, displaying 1 through 10. The table has columns for 'Select', 'Project#', 'Activity#', 'Flag SubCategory', 'Flag Level', 'Flag Type', 'Flag Criteria', 'Flag Since', 'Comments', 'Review Comments', and 'Last Updated'. The first row is selected, showing Project# NSP-3 and Activity# NSP-3.5. Other rows include NSP-1, NSP-2, and NSP-3 with various activity numbers. At the bottom, there is an 'Edit Activity Comments' button.

Select	Project#	Activity#	Flag SubCategory	Flag Level	Flag Type	Flag Criteria	Flag Since	Comments	Review Comments	Last Updated
<input checked="" type="checkbox"/>	NSP-3	NSP-3.5							N	
<input type="checkbox"/>	NSP-1	NSP-1.1							N	
<input type="checkbox"/>	NSP-2	NSP-2.2							N	
<input type="checkbox"/>	NSP-2	NSP-2.3							N	
<input type="checkbox"/>	NSP-2	NSP-2.4							N	
<input type="checkbox"/>	NSP-2	NSP-2.5							N	
<input type="checkbox"/>	NSP-3	NSP-3.1							N	
<input type="checkbox"/>	NSP-3	NSP-3.2							N	
<input type="checkbox"/>	NSP-3	NSP-3.3							N	
<input type="checkbox"/>	NSP-3	NSP-3.4							N	

Home Screen: Flags

Users can comment on flags by selecting a flag from the search results and clicking on “EDIT ACTIVITY COMMENTS” at the bottom of the screen.

Flags

Search Activities For Adding Comments

Flagged Activities: OR Project Number: Grantee Activity Number: Review Comments:

Flag SubCategory: Flag Criteria: Flag Level: Flag Type:

|

12 Record(s) Displaying 1 through 10

First Prev 1 2 Next Last

Select	Project#	Activity#	Flag SubCategory	Flag Level	Flag Type	Flag Criteria	Flag Since	Comments	Review Comments	Last Updated
<input checked="" type="checkbox"/>	NSP-3	NSP-3.5							N	
<input type="checkbox"/>	NSP-1	NSP-1.1							N	
<input type="checkbox"/>	NSP-2	NSP-2.2							N	
<input type="checkbox"/>	NSP-2	NSP-2.3							N	
<input type="checkbox"/>	NSP-2	NSP-2.4							N	
<input type="checkbox"/>	NSP-2	NSP-2.5							N	
<input type="checkbox"/>	NSP-3	NSP-3.1							N	
<input type="checkbox"/>	NSP-3	NSP-3.2							N	
<input type="checkbox"/>	NSP-3	NSP-3.3							N	
<input type="checkbox"/>	NSP-3	NSP-3.4							N	

Home Screen: Flags

- As with Grantee user comments, the screen allows the user to comment on one or multiple activities if more than one was selected prior to clicking “EDIT.”
- Any Grantee user comments will also show on this screen under Remediation Comments.

Home **Admin** **Action Plans** **Drawdown** **QPR** **Reports** **Grants**

Edit Reviewer Comments:

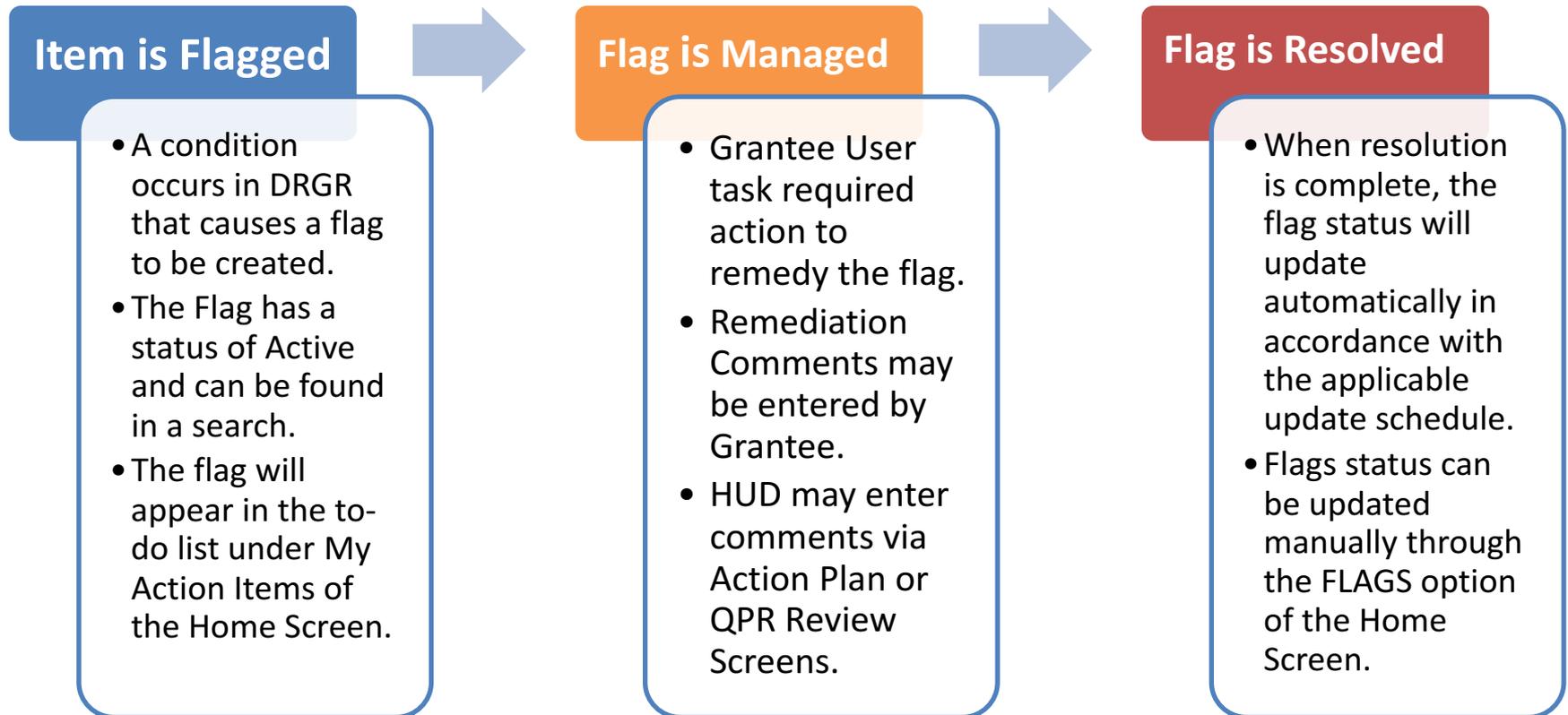
Grantee Activity Number NSP 3.5	Project Number NSP-3	Grantee Union County, NJ	Program NSP
Appropriation NSP	Grant# 8-08-UN-34-0102	QPR Start Date	QPR End Date
Flag Category	Flag Subcategory	Flag Level	Flag Type
Flag Criteria	Flag Status	Flagged Since	Flag Closed Date

Remediation Comments
Last Edited by:

Reviewer Comments
Last Edited by:

Home Screen- Flags

SUMMARY



ENHANCED ACTION PLAN/QPR REVIEW



Enhanced Action Plan/QPR Review

- Tools to help users review Action Plans and QPRs have been added and enhanced.
- Grantee users with Submit Action Plan or Submit QPR roles can now provide **submission comments** to summarize changes or other relevant information to the HUD reviewer.
- HUD reviewers (Super Users, Primary and Backup CPD Reps) can see all **active flags** related to an Action Plan or QPR on the Review Action Plan or Review QPR Screen.



Enhanced Action Plan/QPR Review

- HUD reviewers now can provide **review comments** on Action Plans/QPRs and activities.
- HUD reviewers can edit the **Action Plan/QPR Review Checklists** within DRGR.
- HUD reviewers can **attach supporting documents** to the Action Plan/QPR Reviews.
- HUD reviewers can **update the status of an Action Plan and QPR.**



Enhanced Action Plan/QPR Review

- HUD and Grantee users can **View' Action Plan/QPR Reviews comments and Review Checklists.**
- HUD and Grantee users can **view a “red-lined” comparison** of the current and previous versions of an Action Plan.



Enhanced Action Plan/QPR Review

In this section, we will cover the following topics in the Action Plan and QPR modules, as applicable.

(Note that the functions work largely the same in each module, and we will point out any differences.)

- Accessing New Review Tools
- Comments and Supporting Documents
- Enhanced Checklists
- Review Flags
- Display Changes (DRGR's Tracked Changes!)
- Putting the Review Tools to Practice



ACCESSING REVIEW TOOLS



Enhanced Action Plan/QPR Review

REVIEW TOOLS

- A new “REVIEW TOOLS” link is available in the Action Plan and QPR.
- The Review Tools feature is home to the following resources:
 - Grantee Submission Comments
 - HUD Review Comments
 - HUD Review Supporting Documents
 - Review Checklists
 - Flags
 - Display Changes (Action Plans Only)



Enhanced Action Plan/QPR Review

Below is a screenshot of the Review Tool for Action Plans

Review Tools

Grant Number:
8-98-DD-34-0001

Grantee Name:
New Jersey

Grantee Submission Comments:
None

HUD Review Comments:
None

HUD Review Supporting Documents:
None

Display Changes
[Display changes from prior approved review](#)

Review Checklist
[Review Checklist](#)

Flags

Active Action Plan Flags:
None

Active Project and Activity Flags:
None



Enhanced Action Plan/QPR Review

Below is a screenshot of the Review Tool for QPRs

Review Tools

Oct 1, 2016 thru Dec 31, 2016 Performance Report

Grant Number:
B-12-DT-34-0001

Grantee Name:
New Jersey

Grantee submission Comments

None

HUD Review Comment:

None

HUD Review Supporting Documents:

None

Review Checklist

[Review Checklist](#)

Flags

Active QPR Flags:

None

Active Project and Activity Flags:

None



Enhanced Action Plan/QPR Review

- Grantee users should use these tools to assist them in submitting complete Action Plans and QPRs.
- HUD representatives should use these tool to assist in their Action Plan and QPR reviews.
- Reaching the Review Tools link is different in the Action Plan and QPR and slightly different for grantee users and HUD users.



Enhanced Action Plan/QPR Review

ACCESSING THE ACTION PLAN REVIEW TOOL

- To access the “REVIEW TOOLS” link in the Action Plan, begin in the Action Plan module.
 - Click the link in the Action Plan Status column
 - The Edit Action Plan Screen for grantee users or the Review Action Plan Screen for HUD users will load.
 - The “REVIEW TOOLS” link is available in all Action Plans regardless of the Action Plan Status.



Enhanced Action Plan/QPR Review

- The screen shot below highlights the Action Plan Status column.

Home	Admin	Action Plans	Drawdown	QPR	Reports	Grants
Action Plans						
View All Action Plans						Help?
1 Page 2 >						
State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR	
NJ	New Jersey	B-98-DD-34-0001	Close	Submitted - Await for Review	Review QPRs	
NJ	New Jersey	B-08-DN-34-0001	Active	Modified - Resubmit When Ready	Review QPRs	
NJ	Bergen County, NJ	B-08-UN-34-0101	Active	Modified - Resubmit When Ready	Review QPRs	
NJ	Jersey City, NJ	B-08-MN-34-0101	Active	Modified - Resubmit When Ready	Review QPRs	
NJ	Newark, NJ	B-08-MN-34-0102	Active	Reviewed and Approved	Review QPRs	
NJ	Paterson, NJ	B-08-MN-34-0103	Active	Reviewed and Approved	Review QPRs	
NJ	Union County, NJ	B-08-UN-34-0102	Active	Submitted - Await for Review	Review QPRs	
NJ	Newark, NJ	B-09-CN-NJ-0009	Active	Reviewed and Approved	Review QPRs	
NJ	Housing Authority of Camden City	B-09-CN-NJ-0010	Active	Reviewed and Approved	Review QPRs	
NJ	Camden Redevelopment Agency	B-09-CN-NJ-0008	Active	Modified - Resubmit When Ready	Review QPRs	



Enhanced Action Plan/QPR Review

When the Edit Action Plan Screen for grantee users or Review Action Plan screen for HUD users loads for the selected grant, the user sees the “REVIEW TOOLS” link in the left-hand menu.

Left-hand menu:

- Login ID: T027GA, Role: Grantee Admin
- Action Plan
 - View All
 - Lookup Consolidated Plans
 - View Action Plan
 - Download Action Plan**
 - Review Tools**
- Projects
 - Add Project
 - Search/Edit Project
 - Upload Project
- Responsible Organization
 - Add
 - Search
 - Upload
- Utilities
 - Print Page
 - Profile
 - Subscriptions
 - Help
 - FAQ
 - Logout
 - Reports
- Links
 - CPD Systems Login
 - PDF Viewer
 - Support
 - CPD Home
 - HUD Home

Top Navigation: Home | Admin | **Action Plans** | Drawdown | QPR | Reports | Grants

Action Plans

Edit Action Plan [Help?](#)

Grant Number: B-08-DN-34-0001

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

LOCCS Authorized Amount: \$51,470,620.00

| | |

LOCCS Authorized Amount:	\$51,470,620.00
Grant Award Amount:	\$51,470,620.00
Estimated PI/RL Funds:	\$1,242,779.93
Total Budget:	\$52,713,399.93

Note: Click to drill down activities.

Project #	Project Title	Project Budget
1	NSP Rehabilitation	\$21,815,709.70
2	NSP Acquisition	\$13,361,192.25



Enhanced Action Plan/QPR Review

ACCESSING THE QPR REVIEW TOOLS

- To reach the “REVIEW TOOLS” link for QPRs, begin in the QPR module and access the list of QPRs for a particular grant by
 - Clicking on the “ADD/EDIT QPR” link for grantee users; or
 - Clicking on the “REVIEW QPRs” link for HUD users.



Enhanced Action Plan/QPR Review

Grantee users click the Add/Edit QPR link.

Home	Admin	Action Plans	Drawdown	QPR	Reports	Grants
Quarterly Performance Report						
View All Reports						Help?
State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR	
NJ	New Jersey	B-98-DD-34-0001	Close	Submitted - Await for Review	Add/Edit QPRs	
NJ	New Jersey	B-08-DN-34-0001	Active	Modified - Resubmit When Ready	Add/Edit QPRs	
NJ	New Jersey	B-11-DN-34-0001	Active	Reviewed and Approved	Add/Edit QPRs	
NJ	New Jersey	B-12-DT-34-0001	Active	Modified - Resubmit When Ready	Add/Edit QPRs	
NJ	New Jersey	B-13-DS-34-0001	Active	Submitted - Await for Review	Add/Edit QPRs	
NJ	New Jersey	B-13-DS-34-0002	Active	Rejected - Await for Modification	Add/Edit QPRs	



Enhanced Action Plan/QPR Review

HUD users click the Review QPRs link.

Home	Admin	Action Plans	Drawdown	QPR	Reports	Grants
Quarterly Performance Report						
View All Reports						Help?
1 Page 2 >						
State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR	
NJ	New Jersey	B-98-DD-34-0001	Close	Submitted - Await for Review	Review QPRs	
NJ	New Jersey	B-08-DN-34-0001	Active	Modified - Resubmit When Ready	Review QPRs	
NJ	Bergen County, NJ	B-08-UN-34-0101	Active	Modified - Resubmit When Ready	Review QPRs	
NJ	Jersey City, NJ	B-08-MN-34-0101	Active	Modified - Resubmit When Ready	Review QPRs	
NJ	Newark, NJ	B-08-MN-34-0102	Active	Reviewed and Approved	Review QPRs	
NJ	Paterson, NJ	B-08-MN-34-0103	Active	Reviewed and Approved	Review QPRs	
NJ	Union County, NJ	B-08-UN-34-0102	Active	Submitted - Await for Review	Review QPRs	
NJ	Newark, NJ	B-09-CN-NJ-0009	Active	Reviewed and Approved	Review QPRs	
NJ	Housing Authority of Camden City	B-09-CN-NJ-0010	Active	Reviewed and Approved	Review QPRs	
NJ	Camden Redevelopment Agency	B-09-CN-NJ-0008	Active	Modified - Resubmit When Ready	Review QPRs	



Enhanced Action Plan/QPR Review

A list of QPRs will be displayed and the links shown will be different depending on the status of the Action Plan or QPR and the user accessing the system.

For **grantee users**, the “REVIEW TOOLS” link is shown for Action Plan or QPRs in Submitted or Approved Status. The “EDIT” link is shown for APs and QPRs in Original, Modified, or Rejected Status.

Performance Report

Add/Edit QPRs - New Jersey [Help?](#)

Grant Number : [B-12-DT-34-0001](#) Contract Start Date: 10/04/2012

Grant Status: Active Contract End Date:

Grant Award Amount: \$15,598,506.00 LOCCS Authorized Amount: \$15,598,506.00

[Maintain Address\(s\)](#)

* - Actual period does not match Reporting period

Due Date	Reporting Period	Action	Date Submitted	Type	Status
10/30/2017	07/01/2017 - 09/30/2017	Add			
07/30/2017	04/01/2017 - 06/30/2017	View Delete Download Print Version Edit			Original - In Progress
04/30/2017	01/01/2017 - 03/31/2017	View Delete Download Print Version Edit			Original - In Progress
01/30/2017	10/01/2016 - 12/31/2016	View Delete Download Print Version Review Tools	01/30/2017		Reviewed and Approved
10/30/2016	07/01/2016 - 09/30/2016	View Delete Download Print Version Review Tools	10/28/2016		Reviewed and Approved



Enhanced Action Plan/QPR Review

For **HUD users**, the “REVIEW TOOLS” link is shown for Action Plans or QPRs in Original, Modified, Approved, or Rejected Status. The “REVIEW” link is shown for APs and QPRs in Submitted Status.

Performance Report

Review QPRs - Union County, NJ [Help?](#)

Grant Number : [B-08-UN-34-0102](#) Contract Start Date: 03/09/2009

Grant Status: Active Contract End Date:

Grant Award Amount: \$2,601,755.00 LOCCS Authorized Amount: \$2,601,755.00

* - Actual period does not match Reporting period

Due Date	Reporting Period	Action	Date Submitted	Type	Status
10/30/2014	07/01/2014 - 09/30/2014	View Delete Download Print Version Review Tools			Original - In Progress
07/30/2014	04/01/2014 - 06/30/2014	View Delete Download Print Version Review	09/11/2014		Submitted - Await for Review
04/30/2014	01/01/2014 - 03/31/2014	View Delete Download Print Version Review	09/11/2014		Submitted - Await for Review
01/30/2014	10/01/2013 - 12/31/2013	View Delete Download Print Version Review	09/11/2014		Submitted - Await for Review
10/30/2013	07/01/2013 - 09/30/2013	View Delete Download Print Version Review Tools	10/31/2013		Reviewed and Approved



Enhanced Action Plan/QPR Review

- When the “EDIT” link is chosen by a grantee user or a “REVIEW” link is chosen by a HUD user, the Edit or Review screen for the selected grant is shown.
- On either the Edit or Review screen, the user will see the “REVIEW TOOLS” link in the left-hand menu.

Left-hand menu:

- Login ID: T027GA
Role: Grantee Admin
- Action Plan
 - View All
 - Lookup Consolidated Plans
 - View Action Plan
 - Download Action Plan
 - Review Tools**
- Projects
 - Add Project
 - Search/Edit Project
 - Upload Project
- Responsible Organization
 - Add
 - Search
 - Upload
- Utilities
 - Print Page
 - Profile
 - Subscriptions
 - Help
 - FAQ
 - Logout
 - Reports
- Links
 - CPD Systems Login
 - CPD Viewer
 - Support
 - CPD Home
 - HUD Home

Top Navigation: Home | Admin | **Action Plans** | Drawdown | QPR | Reports | Grants

Action Plans

Edit Action Plan

Grant Number: B-08-DN-39-0001

LOCCS Authorized Amount: \$51,470,620.00

Upload Action Plan

Add Activity | Save | Submit Action Plan | Cancel Edit Action Plan

LOCCS Authorized Amount: \$51,470,620.00
Grant Award Amount: \$51,470,620.00
Estimated PI/RL Funds: \$1,242,779.93
Total Budget: \$52,713,399.93

Note: Click to drill down activities.

Project #	Project Title	Project Budget
1	NSP Rehabilitation	\$21,815,709.70
2	NSP Acquisition	\$13,361,192.25

Enhanced Action Plan/QPR Review

Review Tools

Grant Number:
B-98-DD-34-0001

Grantee Name:
New Jersey

Grantee Submission Comments:
None

HUD Review Comments:
None

HUD Review Supporting Documents:
None

Display Changes
[Display changes from prior approved review](#)

Review Checklist
[Review Checklist](#)

Flags

Active Action Plan Flags:
None

Active Project and Activity Flags:
None

Review Tools

Oct 1, 2016 thru Dec 31, 2016 Performance Report

Grant Number:
B-12-DT-34-0001

Grantee Name:
New Jersey

Grantee submission Comments
None

HUD Review Comment:
None

HUD Review Supporting Documents:
None

Review Checklist
[Review Checklist](#)

Flags

Active QPR Flags:
None

Active Project and Activity Flags:
None



Enhanced Action Plan/QPR Review

- The Review Tools feature is home to the following resources:
 - Grantee Submission Comments
 - HUD Review Comments
 - HUD Review Supporting Documents
 - Review Checklists
 - Flags
 - Display Changes (Action Plans Only)

COMMENTS, SUPPORTING DOCUMENTS, FLAGS



Enhanced Action Plan Review

GRANTEE SUBMISSION COMMENTS

- Grantee users with the Submit Action Plan or Submit QPR role can enter submission comments prior to submitting their Action Plan or QPR to HUD.
- The Submission Comments text box is located on the Edit Action Plan and Edit QPR screens as shown in the following slides.
- Once entered, the Grantee Submission Comments will appear on the Review Tools display for both HUD and grantee users.

Enhanced Action Plan Review

The Action Plan Submission Comments box is found near the bottom of the Edit Action Plan Screen.

Login ID: T027GA
Role: Grantee Admin

Action Plan
- [View All](#)
- [Lookup Consolidated Plans](#)
- [View Action Plan](#)
- [Download Action Plan](#)
- [Review Tools](#)

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

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

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

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

Home | **Admin** | **Action Plans** | **Drawdown** | **QPR** | **Reports** | **Grants**

Action Plans

Edit Action Plan [Help?](#)

Grant Number: R-08-DN-34-0001

LOCCS Authorized Amount: \$51,470,620.00

[Upload Action Plan](#)

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

LOCCS Authorized Amount:	\$51,470,620.00
Grant Award Amount:	\$51,470,620.00
Estimated PI/RL Funds:	\$1,242,779.93
Total Budget:	\$52,713,399.93

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

Project #	Project Title
X 1	NSP Rehabilitation
X 2	NSP Acquisition

Action Plan Submission Comments:

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

Enhanced Action Plan/QPR Review

The QPR Submission Comments box is found the Overall Progress Narrative box.

The screenshot displays the HUD QPR Review interface. At the top, there are navigation tabs: Home, Admin, Action Plans, Drawdown, and QPR (highlighted). A sidebar on the left contains the following sections:

- Login ID:** T027GA
Role: Grantee Admin
- QPRs**
 - [View All](#)
 - [View QPR](#)
 - [Download QPR](#)
 - [Review Tools](#)
- Utilities**
 - [Print Page](#)
 - [Profile](#)
 - [Subscriptions](#)
 - [Help](#)
 - [FAQ](#)
 - [Logout](#)
 - [Reports](#)
- Links**
 - [CPD Systems Login](#)
 - [PDF Viewer](#)
 - [Support](#)
 - [CPD Home](#)
 - [HUD Home](#)

The main content area is titled "Performance Report" and "Edit Performance Report". It includes a "Help" link and a note: "*Indicates Required Field".

Grant Number: B-12-DT-34-0001	Contract Start Date: 10/04/2012	QPR St: 01/01/2
Grantee Name: New Jersey	Contract End Date:	QPR En

Below the table are "Save" and "Cancel Edit QPR" buttons, and a "View QPR Report" link.

The "QPR Submission Comments:" section is a large text area with a scroll bar.

The "*Overall Progress Narrative" section is another large text area.

Enhanced Action Plan/QPR Review

HUD USER COMMENTS AND SUPPORTING DOCUMENTS

- HUD users can add Submission Comments and Supporting Documents in support of their review of the grantee's Action Plan or QPR.
- To add these items, HUD users will access the Review Action Plan or Review QPR Screen.
- Note that HUD users must be assigned to the grant and the Action Plan or QPR must be in Submitted- Await for Review status in order to use these features.



Enhanced Action Plan/QPR Review

The following screen shots show the where these functions are located on the Review Action Plan and Review QPR screens.

- The Submission comments field is a narrative text box.
- Supporting documents are added by clicking “ADD ADDITIONAL DOCUMENTS.” Documents that were added can also be removed.
- The status of the Action Plan or QPR is changed by choosing a new status from the dropdown menu.



Enhanced Action Plan/QPR Review

The screenshot below shows the locations of the enhanced HUD user review functions for Action Plans.

The screenshot displays the HUD Action Plan Review interface. The left sidebar contains navigation links for Action Plans, Projects, TA Work Plans, Responsible Organization, Utilities, and Links. The main content area shows the 'Review Action Plan' page with a top navigation bar (Home, Admin, Action Plans, Dashboard) and a detailed view of a grant. Key elements include:

- Grant Details:** Grant Number (R-08-101-24-0102), LOCCS Authorized Amount (\$2,601,755.00), Estimated PI/RL Funds (\$0.00), Grantee Name (Union County, NJ), Grant Award Amount (\$2,601,755.00), and Total Budget (\$2,601,755.00).
- Status:** A dropdown menu is set to 'Submitted - Awaiting for Review', with a 'Save' button next to it.
- Submissions Comments:** A section titled 'Action Plan Review Comments' contains a comment: 'Added via data correction. This row should have existed'.
- Documents:** A section titled 'Add documents in support of Review' includes a text input field and buttons for 'Add Additional Documents' and 'Remove Selected Document'.



Enhanced Action Plan/QPR Review

The screenshot below shows locations of the enhanced HUD user review functions for QPRs.

Performance Report

Review QPR

Grant Number: R-08-WN-35-0102	Contract Start Date: 03/09/2009
Grantee Name: Union County, NJ	Contract End Date:
Contact Name: James Heim	Contact Email: sunil.rekhi@hud.gov

Status: Submitted - Await for Review | |

Submission Comments

Grantee Submission Comments:
None

HUD Review Comments:

Add documents in support of Review

Supporting Documents * Valid file extensions are: .png .gif .jpg .jpeg .doc .docx .xls .xlsx .ppt .pptx .pdf

[Add Additional Documents](#) | [Remove Selected Document](#)



Enhanced Action Plan/QPR Review

- Note that as we discussed in the section on Flags HUD reviewers can also access flags by scrolling further down on the Review Action Plan screen and choosing to search for flags.
- Finally, any review comments and additional supporting documents appear on the Review Tools display under for both HUD and grantee users.



ENHANCED CHECKLISTS



Enhanced Action Plan/QPR Review

REVIEW CHECKLISTS:

As noted above, by clicking on the “REVIEW TOOLS” links in the Action Plan and QPR, reveal a new window that contains a link for “REVIEW CHECKLIST.”

Review Tools

Grant Number:
B-98-DD-34-0001

Grantee Name:
New Jersey

Grantee Submission Comments:
None

HUD Review Comments:
None

HUD Review Supporting Documents:
None

Display Changes
[Display changes from prior approved review](#)

Review Checklist
[Review Checklist](#)

Enhanced Action Plan/QPR Review

By clicking on the “REVIEW CHECKLIST” link, the user sees all checklist items for either the Action Plan or QPR displayed in a pop out box as shown below.

ACTION PLAN:

Review Checklist (Action Plan):

Grant Number: B-08-UN-34-0102

LEGEND:
▲ Warning
📄 Pre-calculated
👤 Manual Input
📎 View Supporting Data
★ Mandatory

Status	Seq	Question Text/Answer/Comments
		Section: Areas of Greatest Need
	1	<p>Does the submission identify a neighborhood or neighborhoods as being areas of greatest need with an individual or average combined index score for the grantees identified target geography that is not less than</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Verification on Page</p> <p>Comments</p>
		Section: Distribution and Use of Funds

QPR:

Review Checklist (QPR):

Grant Number: B-08-UN-34-0102

QPR Performance Report Period: 07/01/2013 - 09/30/2013

LEGEND:
▲ Warning
📄 Pre-calculated
👤 Manual Input
📎 View Supporting Data
★ Mandatory

Status	Seq	Question Text/Answer/Comments
		Section: Overall Progress Review
	1	<p>Read the Overall Progress Narrative. Is this sufficient to explain the progress or lack of progress of this grant?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comments</p>
	2	<p>If there are grant conditions, are they discussed?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Enhanced Action Plan/QPR Review

- In both the Action Plan and QPR checklists, the functionality is similar to prior releases, except now questions are configured as mandatory or optional.
- NOTE! HUD users will no longer be allowed to submit Review Checklists if the user has not answered mandatory questions.
- Also, where feasible, question responses are now auto-computed by the system.
- HUD and grantee users can view and download a PDF version of the Review Checklists.

Enhanced Action Plan/QPR Review

- Mandatory questions will be annotated on the edit checklist page with this icon (*).
 - A mandatory question that has been completed will be noted with the following icon: 
 - Questions that are mandatory and do not have a response will be displayed with a warning icon: 
- Non-auto-computed question responses are depicted with the following icon: 

Enhanced Action Plan/QPR Review

- Some question responses may be auto-computed by the system and are depicted with the following icon:
 - If a response to a checklist question is auto-computed, then the system displays a non-editable answer.
 - Although auto-computed responses may not be edited, the user can add comments.

Enhanced Action Plan/QPR Review

- Some questions can be configured to display the supporting data, if applicable, to show the basis for the auto-computed responses.
 - Auto-computed responses with supporting data will be annotated with the following icon: 
 - On selection of this icon, the system will open a new window to display the supporting data.

Enhanced Action Plan/QPR Review

CLOSEOUT CHECKLISTS:

- Note that Closeout Checklists have been updated with the same functionality as the Action Plan and QPR Review Checklists.
- HUD CPD representatives assigned to a grant and Super Users can access the closeout checklist by clicking on the grant number for a particular grant upon entering either the Action Plan, QPR, or Grants module.

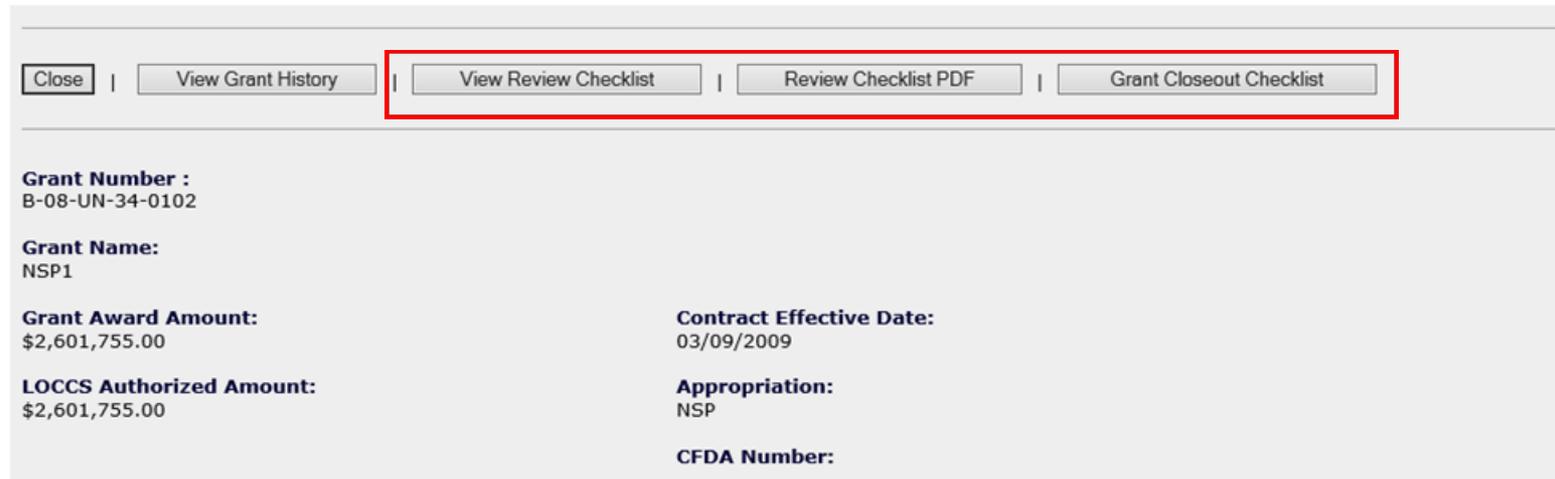
Enhanced Action Plan/QPR Review

- After clicking on the grant number, the user will see the pop out box shown below that includes options for Review Checklists and Closeout Checklists.

Grants

View Grant

[Help?](#)



The screenshot shows a web interface for viewing grant details. At the top, there are four buttons: 'Close', 'View Grant History', 'View Review Checklist', and 'Review Checklist PDF', followed by 'Grant Closeout Checklist'. A red rectangular box highlights the 'View Review Checklist', 'Review Checklist PDF', and 'Grant Closeout Checklist' buttons. Below the buttons, the following information is displayed:

Grant Number : B-08-UN-34-0102	
Grant Name: NSP1	
Grant Award Amount: \$2,601,755.00	Contract Effective Date: 03/09/2009
LOCCS Authorized Amount: \$2,601,755.00	Appropriation: NSP
	CFDA Number:



Enhanced Action Plan/QPR Review

- By clicking on “GRANT CLOSEOUT CHECKLIST” the pop out box on the next slide will display, including an “EDIT” link to begin editing the checklist.
- Note only Super Users and HUD CPD Representatives are able to edit the checklist. If the HUD user is not a Super User or HUD CPD Representative, then the Edit link is not selectable.



Enhanced Action Plan/QPR Review

Review Checklist

[Help?](#)

Review Checklist Name: NSP Grant Closeout

Effective Date: 06/23/2014

Grant Number: B-08-UN-34-0101

 Section 1 

[NSP](#)

[Edit](#)

Submitted Date: Submitted By:

Submit For Approve

**Review
Comments:**

^
v

Supporting Documents * Valid file extensions are: .png .gif .jpg .jpeg .doc .docx .xls .xlsx .ppt .pptx .pdf

None

[Add Additional Documents](#) | [Remove Selected Document](#)

Approved Date: Approved By:

Approve



Enhanced Action Plan/QPR Review

On selection of the “EDIT” link, the following screen is displayed which allows users to enter the checklist.

These checklist functions are the same as those covered in the Action Plan.



DISPLAY CHANGES



Enhanced Action Plan/QPR Review

DISPLAY CHANGES

- Release 7.13 includes a track changes tool for Action Plans.
- This tool provides a comparison of the last submitted Action Plan to the current Action Plan to more easily identify modifications made by the grantee.
- This tool is available to both HUD users and grantee users.



Enhanced Action Plan/QPR Review

By clicking on the “REVIEW TOOLS” link in the Action Plan or QPR, the user sees a link to “DISPLAY CHANGES FROM PRIOR APPROVED REVIEW.”

Review Tools
Grant Number: B-98-DD-34-0001
Grantee Name: New Jersey
Grantee Submission Comments: None
HUD Review Comments: None
HUD Review Supporting Documents: None
Display Changes Display changes from prior approved review
Review Checklist Review Checklist



Enhanced Action Plan Review

By clicking on the “DISPLAY CHANGES FROM PRIOR APPROVED REVIEW” link, the user sees a side-by-side comparison of the Action Plan comparing the current Action Plan to the previously submitted Action Plan

Number of differences: 60 differences from 25 lines.

Current		Prior	
- 1	Action Plan	1	Action Plan
2		2	
3	Grantee: New Jersey	3	Grantee: New Jersey
4		4	
5	Grant: B-08-DN-34-0001	5	Grant: B-08-DN-34-0001
6	Grant Award Amount: 51,470,620.00	6	Grant Award Amount: 51,470,620.00
7	LOCCS Grant Amount: 51,470,620.00	7	LOCCS Grant Amount: 51,470,620.00
- 8	Estimated PI: 1,242,779.93	8	Estimated PI: 1,241,779.93
- 9	Total Budget: 52,712,399.93	9	Total Budget: 52,712,399.93
10		10	

Enhanced Action Plan/QPR Review

- As shown below, the top of the screen will provide a total of all differences in the comparison and the individual changes will be highlighted.
- In this screen shot, a change to the estimated Program Income (PI) was made to change the amount from \$1,242, 779.93 to \$1,241,799.93.

Current		Prior	
- 1	Action Plan	1	Action Plan
2		2	
3	Grantee: New Jersey	3	Grantee: New Jersey
4		4	
5	Grant: B-08-DN-34-0001	5	Grant: B-08-DN-34-0001
6	Grant Award Amount: 51,470,620.00	6	Grant Award Amount: 51,470,620.00
7	LOCCS Grant Amount: 51,470,620.00	7	LOCCS Grant Amount: 51,470,620.00
- 8	Estimated PI: 1,242,779.93	8	Estimated PI: 1,241,799.93
- 9	Total Budget: 52,712,399.93	9	Total Budget: 52,712,399.93
10		10	

Number of differences: 60 differences from 25 lines.



PUTTING REVIEW TOOLS TO PRACTICE



Putting the Review Tools to Practice

- The Review Tools feature is home to the following resources:
 - Grantee Submission Comments
 - HUD Review Comments
 - HUD Review Supporting Documents
 - Review Checklists
 - Flags
 - Display Changes (Action Plans Only)

Putting the Review Tools to Practice

Grantees can use Review Tools to increase the quality and completeness of their Action Plan and QPR submissions.

- Start by resolving or commenting on active Action Plan and QPR flags.
- User Review Tools to do a thorough quality control review.



Putting the Review Tools to Practice

Grantee Submission Tips



- REVIEW ACTIVE FLAGS

- Resolve flags or remediate flags by adding comments.



- REVIEW THE CHECKLIST

- Use HUD's Review Checklist to identify issues that need to be addressed.



- FOR ACTION PLANS, USE THE DISPLAY CHANGES FEATURE

- Review the tracked changes to identify any errors and familiarize yourself with what your HUD Representative will be reviewing.



- ENTER SUBMISSION COMMENTS

- Use the Submission Comments boxes to provide background information on changes and share important information with HUD to assist review.



- SUBMIT YOUR ACTION PLAN OR QPR!

Putting the Review Tools to Practice

HUD Users can use Review Tools to increase the quality and completeness of their Action Plan and QPR reviews.

- Review Active Flags
- Review Grantee Submission Comments in the Action Plan and QPR
- Use the Display Changes Feature in the Action Plan
- Answer checklist questions to ensure a thorough review.



Putting the Review Tools to Practice

HUD REVIEW TIPS

- REVIEW ACTIVE FLAGS

- Review flags and any remediation comments provided by grantee. Enter your own comments to provide guidance or clarity.

- REVIEW SUBMISSION COMMENTS

- Review submission comments provided by the Grantee.

- FOR ACTION PLANS, USE THE DISPLAY CHANGES FEATURE

- Review the tracking that shows changes since the grantee's last submission.

- COMPLETE THE CHECKLIST

- Use the checklist as a guide to complete a thorough AP or QPR Review. Answer mandatory questions and use comments boxes.

- ENTER REVIEW COMMENTS

- Use the Review Comment boxes on the Review AP and Review QPR screens.

- APPROVE OR REJECT

- Based on your review, approve or reject the Action Plan or QPR.

More Resources

HUD Exchange Frequently Asked Questions (FAQ)

<https://www.hudexchange.info/resource/134/drgr-knowledgebase-faqs/>

HUD Exchange 2016 DRGR User Manual – Update Coming!

<https://www.hudexchange.info/programs/drgr/guides/>

Ask-A-Question for NSP, DRGR, and IDIS

<https://www.hudexchange.info/get-assistance/>



QUESTIONS?

