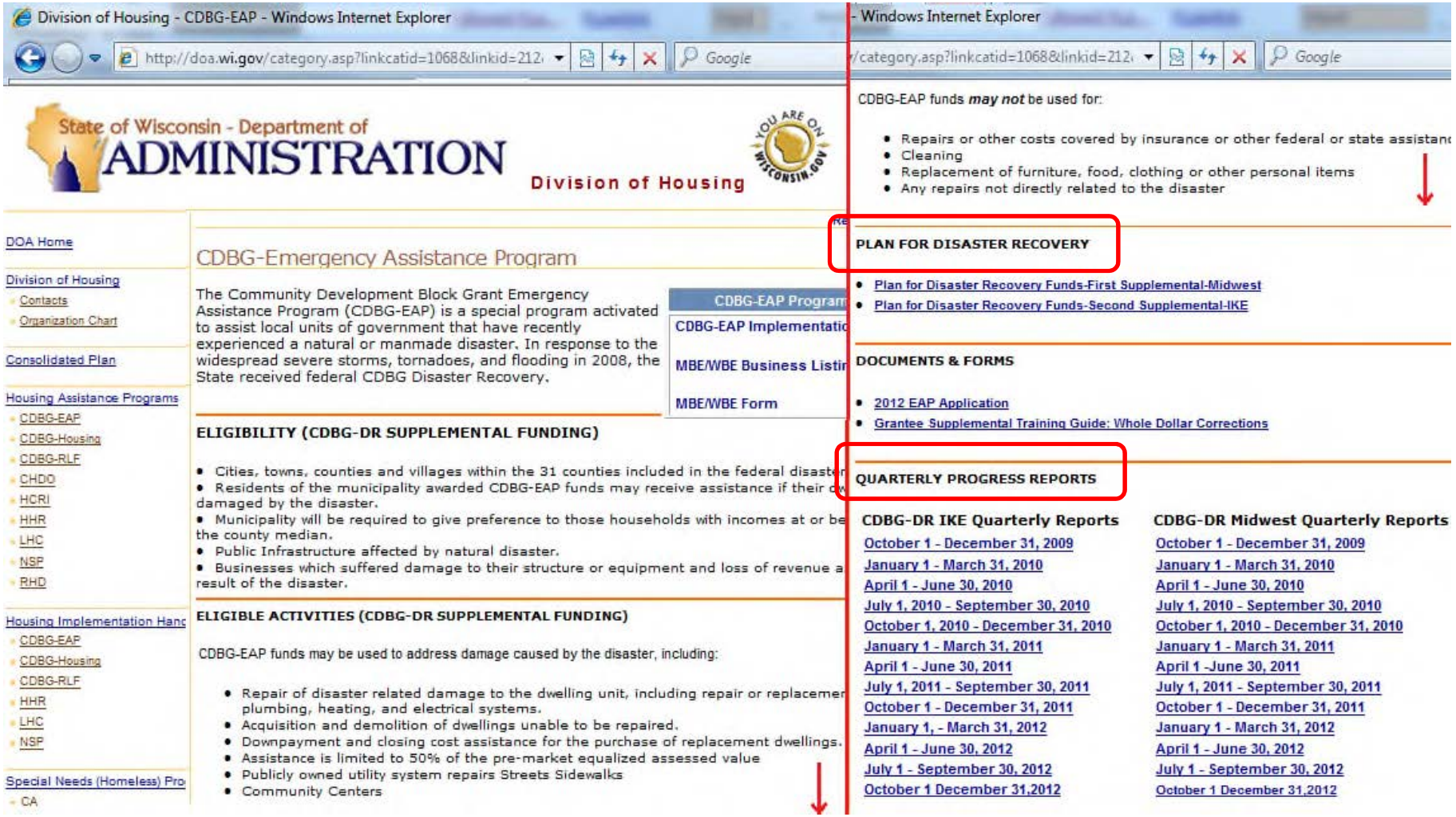
QPR Module

Purpose of QPRs
Show Progress: Grant Level
Show Progress: Activity Level
Prior Period Adjustments
Submission & Deadlines

QPR Overview

- Purpose
  - Report progress for quarter and cumulative basis by:
    - Identifying accomplishments once a national objective has been met
    - Pulling financial data as entered in the Drawdown Module
    - Detail, in narrative format, progress of the grant as a whole and per activity
- HUD FO role
  - Approval or rejection of the QPR in a timely manner
  - Provide and share comments with grantees (if desired)

QPRs on Grantee Website Allow Public to Compare Accomplishments to Published Action Plans



QPR-Action Plan Relationship

- QPRs cannot be submitted if changes have been made to the Action Plan such as:
  - Projects added
  - Activities added
  - Budgets changed
- Submit changes to Action Plan in advance of QPR due dates to allow time for review and approval
- QPR cannot be submitted if Action Plan is not “Reviewed and Approved”
- As of Release 7.11.1, the Action Plan data that is generated in the QPR is based on the last “Reviewed and Approved” Action Plan.

QPR Data: Sources

ACTION PLAN	Project Number and Title Activity Number and Title Activity Budget Activity Description and Location Activity Type and National Objective Performance goals
DRAWDOWN	Grant Fund obligations Grant Fund and Program Income (PI) draws completed Program Income Received
QPR	Activity Beneficiaries Assisted Activity Addresses Assisted Performance Accomplishments Expenditures Match Contribution
ADMIN	Visit count Report count

Show Progress: Grant Level

Report on BOTH the overall grant progress and per Activity

Grant Level

- Overall Progress Narrative
- Matching Funds
- Overall Financial Data (pulled from each Activity)

QPRs will track and display all Action Plan changes that occurred within that quarter, not after the end of the quarter

Show Progress: Grant Level

Financial Data at the Grant Level:

- Aggregate financial information that has been entered at the Activity to provide a grant level analysis (except Match)
- Only view this info once the QPR is 'downloaded' or 'view'.

Overall	This Report Period	To Date
Total Projected Budget from All Sources	N/A	$2,113,879,663.85
Total Budget	$0.00	$2,113,879,663.85
Total Obligated	$18,060,000.00	$1,134,145,510.65
Total Funds Drawdown	$36,938,814.02	$966,524,482.26
Program Funds Drawdown	$36,822,096.50	$965,528,100.89
Program Income Drawdown	$116,717.52	$996,381.37
Program Income Received	$116,717.52	$996,381.37
Total Funds Expended	$0.00	$1,132,968,781.96
Match Contributed	$0.00	$0.00

Limit on Public Services	$632,081,400.00	$203,344,568.03
Limit on Admin/Planning	$842,775,200.00	$51,214,166.37

Progress Toward National Objective Targets

National Objective	Target	Actual
Low/Mod	$2,106,938,000.00	$1,197,261,891.79

Show Progress: Grant Level

- Aggregate financial information that has been entered at the activity level to provide a grant level analysis
- Only view this info once the QPR is 'downloaded' or 'view'.

Overall	This Report Period	To Date
Total Projected Budget from All Sources	N/A	$131,852,954.00
Total Budget	$11,402,073.00	$131,852,954.00
Total Obligated	$8,438,003.00	$128,939,583.00
Total Funds Drawdown	$3,805,508.00	$90,851,412.29
Program Funds Drawdown	$3,805,508.00	$90,842,641.29
Program Income Drawdown	$0.00	$8,771.00
Program Income Received	$0.00	$8,771.00
Total Funds Expended	$3,759,457.00	$90,785,526.29
Match Contributed	$0.00	$0.00

Progress Toward Required Numeric Targets

Requirement	Required	To Date
Overall Benefit Percentage (Projected)		59.17%
Overall Benefit Percentage (Actual)		56.10%
Minimum Non-Federal Match	$0.00	$0.00
Limit on Public Services	$23,503,622.25	$2,500,538.29
Limit on Admin/Planning	$7,834,540.75	$5,695,975.00
Limit on State Admin	$0.00	$5,695,975.00

Show Progress: Grant /Project Level

Overall Progress Narrative:

The B-08-DF-19-0001 (Midwest Floods) grant is over 90% committed at this time, with the remaining funds of nearly $8 million primarily for Housing activities. Activities for 37 new single and multi-family units were added this quarter.

The first appropriation housing funds have been heavily devoted to the single family homeowner arena, with rental projects being funded from the second appropriation (Ike) funds.

Project Summary

Project #, Project Title	This Report Period	To Date	
	Program Funds Drawdown	Project Funds Budgeted	Program Funds Drawdown
08-DF Admin Local, Admin - Local	$68,518.00	$3,133,616.00	$995,836.00
08-DF Admin State, Admin - State	$0.00	$4,700,725.00	$4,700,139.00
08-DF Infrastructure, 08-DF Infrastructure	$2,263,791.00	$44,552,200.00	$23,550,499.29
08-DF-Business, 08-DF-Business	$0.00	$16,000,000.00	$14,827,768.00
08-DF-Housing, Housing	$1,473,199.00	$88,304,074.00	$46,768,399.00

Show Progress: Add/Edit a QPR

Quarterly Performance Report

Add/Edit QPRs - [redacted]

Help?

Grant Number: T-09-NN-36-0003

Contract Start Date: 10/08/2009

Grant Status: Active

Contract End Date:

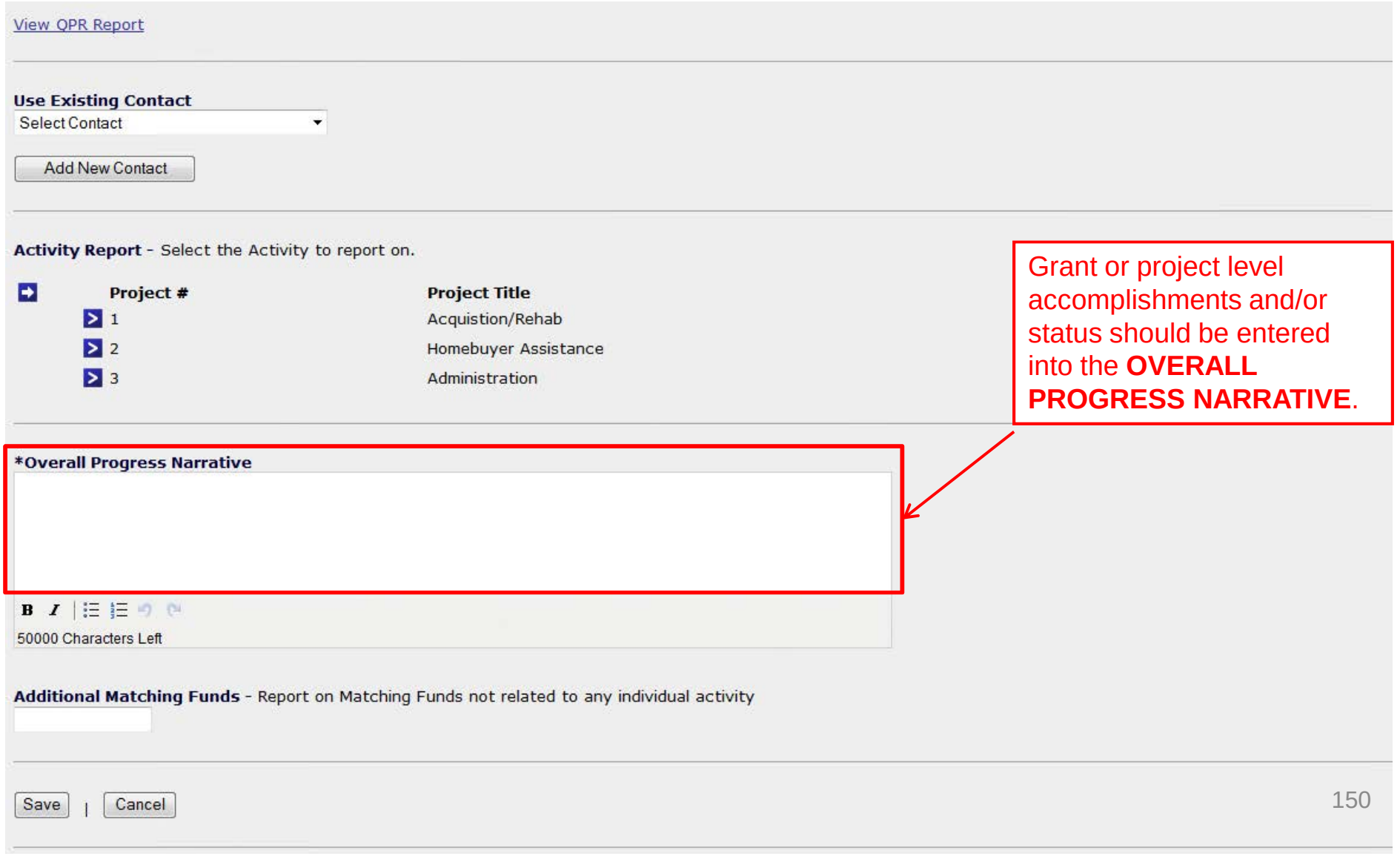
Grant Amount: $[redacted]

Due Date	Date Submitted	Action			Status
01/30/2012		Add			
10/30/2011		View	Download Print Version	Edit	Original - In Progress
07/30/2011	07/29/2011	View	Download Print Version		Reviewed and Approved
04/30/2011	04/29/2011	View	Download Print Version		Reviewed and Approved
01/30/2011	'01/29/2011	View	Download Print Version		Reviewed and Approved
10/30/2010	10/29/2010	View	Download Print Version		Reviewed and Approved

Show Progress: Add/Edit a QPR

- Data Entry Steps
  - From QPR Module
  - Select Contact Name
  - Provide Overall Narrative
  - Click on Grantee Activity Number to edit
  - Click Submit

Show Progress: Grant & Project Level



Grant or project level accomplishments and/or status should be entered into the **OVERALL PROGRESS NARRATIVE**.

Show Progress: Activity Level

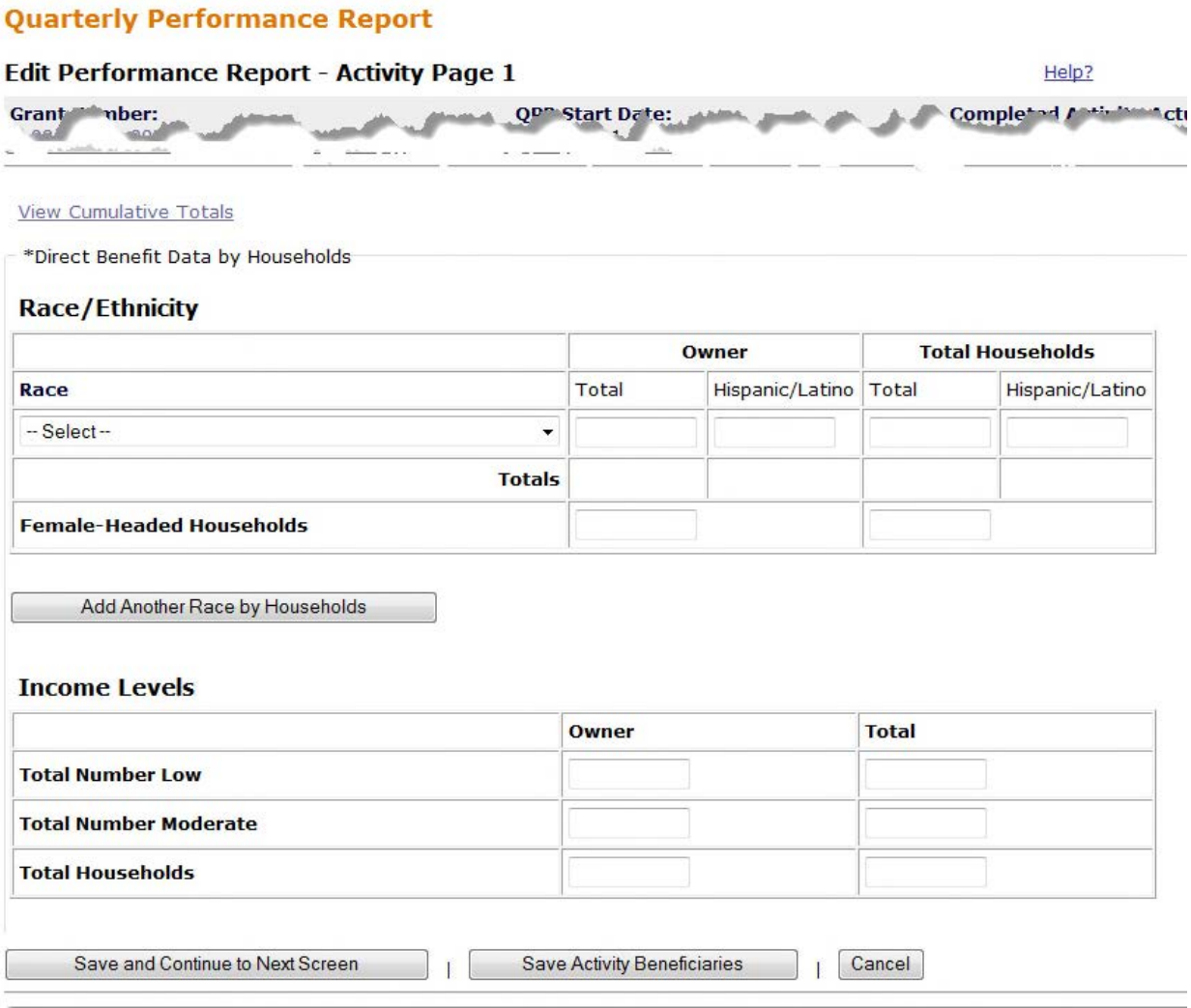
NOT required to report on each activity every quarter, only on the ones with financial or performance changes from the previous quarter

- Accomplishments: QPR will show all the measures for which grantees have entered estimates in the Action Plan.
  - Enter once an end use has been met for Addresses, Beneficiary Data, Accomplishments.
- Financial: all data pulled from the Drawdown EXCEPT
  - Expenditures
  - Matching Funds
- Activity Status

Show Progress: Activity Level

- Beneficiary & Accomplishments
  - Report HH assisted and Addresses once end-use has been met
  - Income and FHEO Race/Ethnicity Data for Direct Benefit
  - Prior Period Adjustments (negative #s allowed)
- Financial Data
  - Expenditure vs. Drawdown data
- Activity-specific narrative:
  - Special notes on activity status or accomplishments that don't fit into standard measures in DRGR (e.g. applications processed)
  - Supporting Documents

Show Progress: Activity Level – Beneficiary Data



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

	Owner		Total Households	
Race	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

Show Progress: Activity Level - Addresses

Grant Number: B-08-DI-05-0001
Grantee Name: Arkansas
QPR Start Date: 04/01/2015
QPR End Date: 06/30/2015
Completed Activity Actual End Date: Select Date (ex: mm/dd/yyyy)

Grantee Activity Number: 79400022
National Objective: Low/Mod
Activity Type: Rehabilitation/reconstruction of public facilities
Responsible Organization: STONE COUNTY

Save and Edit Previous Screen | Save QPR Activity | Cancel

View Cumulative Totals | Report Accomplishments | Report Beneficiaries

Maintain Address(s)

To enter address information click **'Maintain Address',** then **'Add Address'**

Maintain Addresses - Search

Responsible Organization: | **Grantee Activity #:**

Address: | **City:**

Search | Reset | Add Address

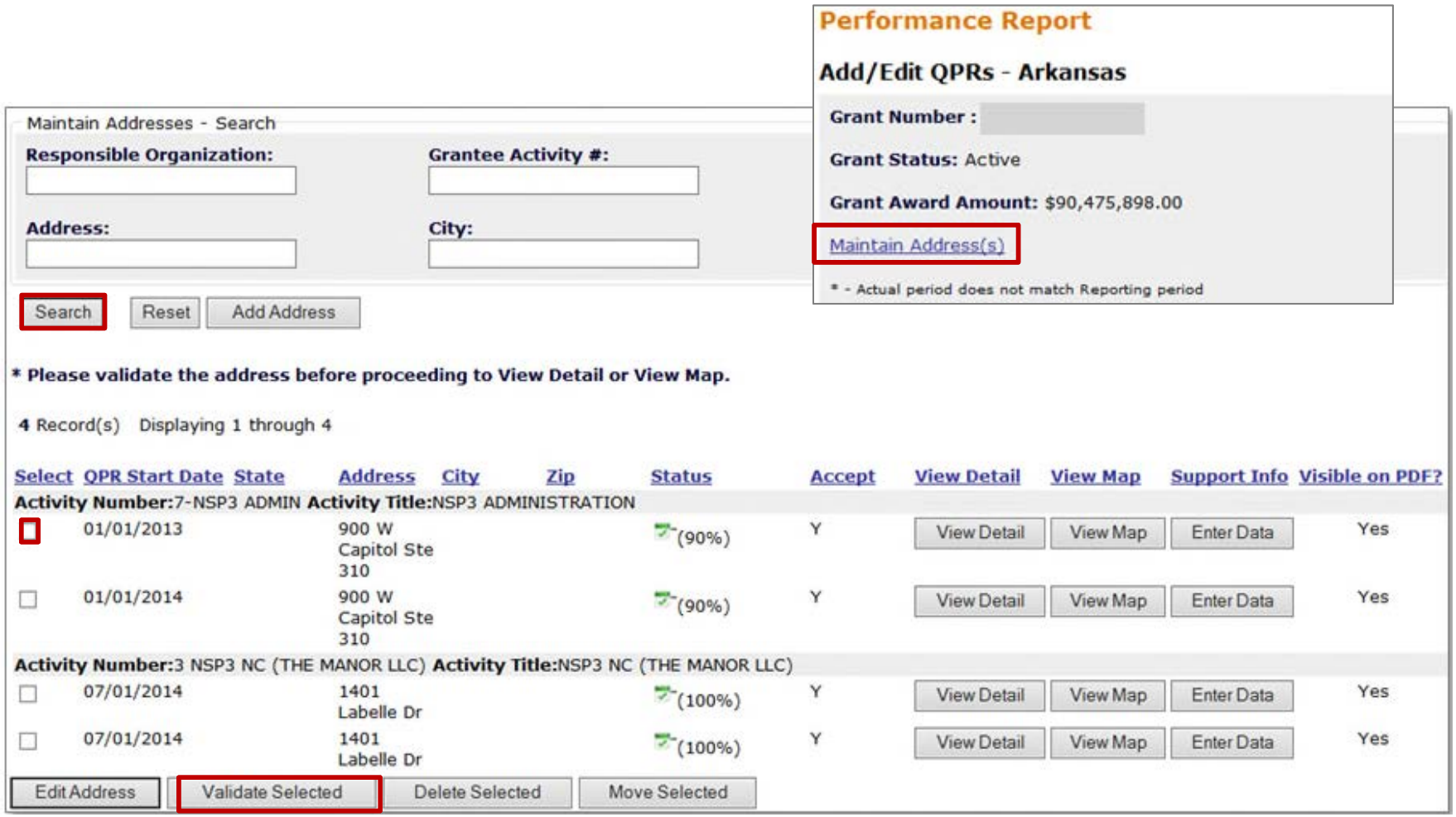
Add Address

Grant #: B-08-DI-05-0001
***Activity #:** 79400022
***State:** Select
***Address:**
***City:**
***Zip:**
Visible on PDF?: Yes No

Save Address | Return to Maintain Addresses

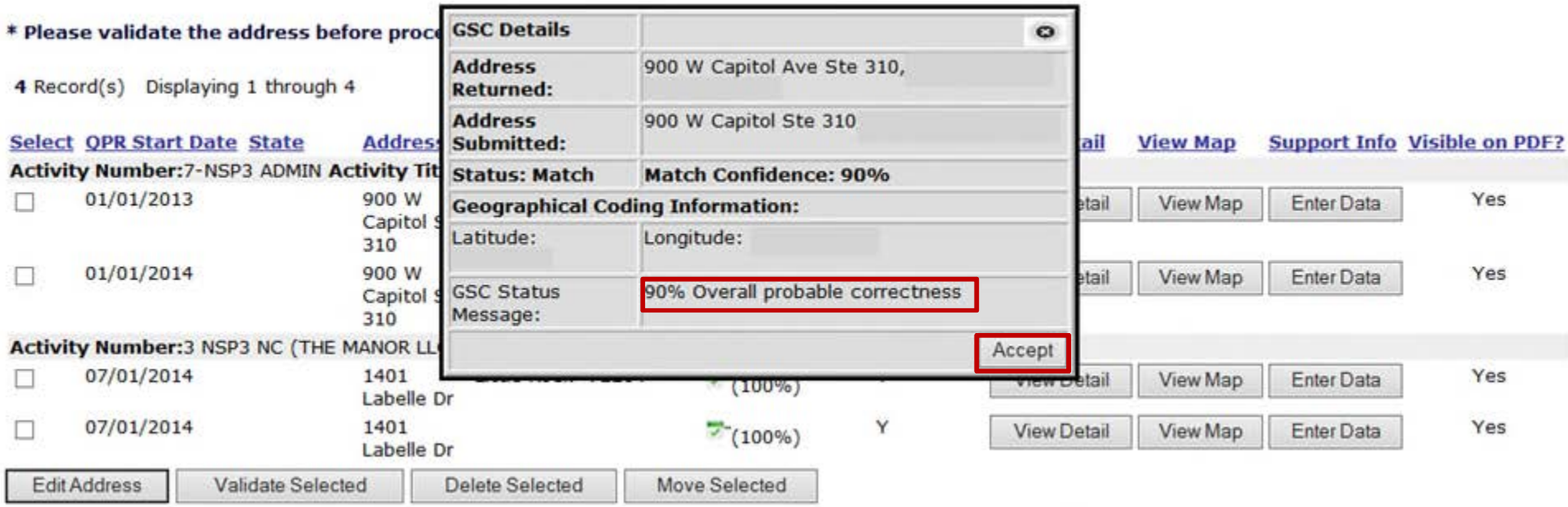
Address information can be entered and saved on the **Add Address** screen

Show Progress: Activity Level - Addresses



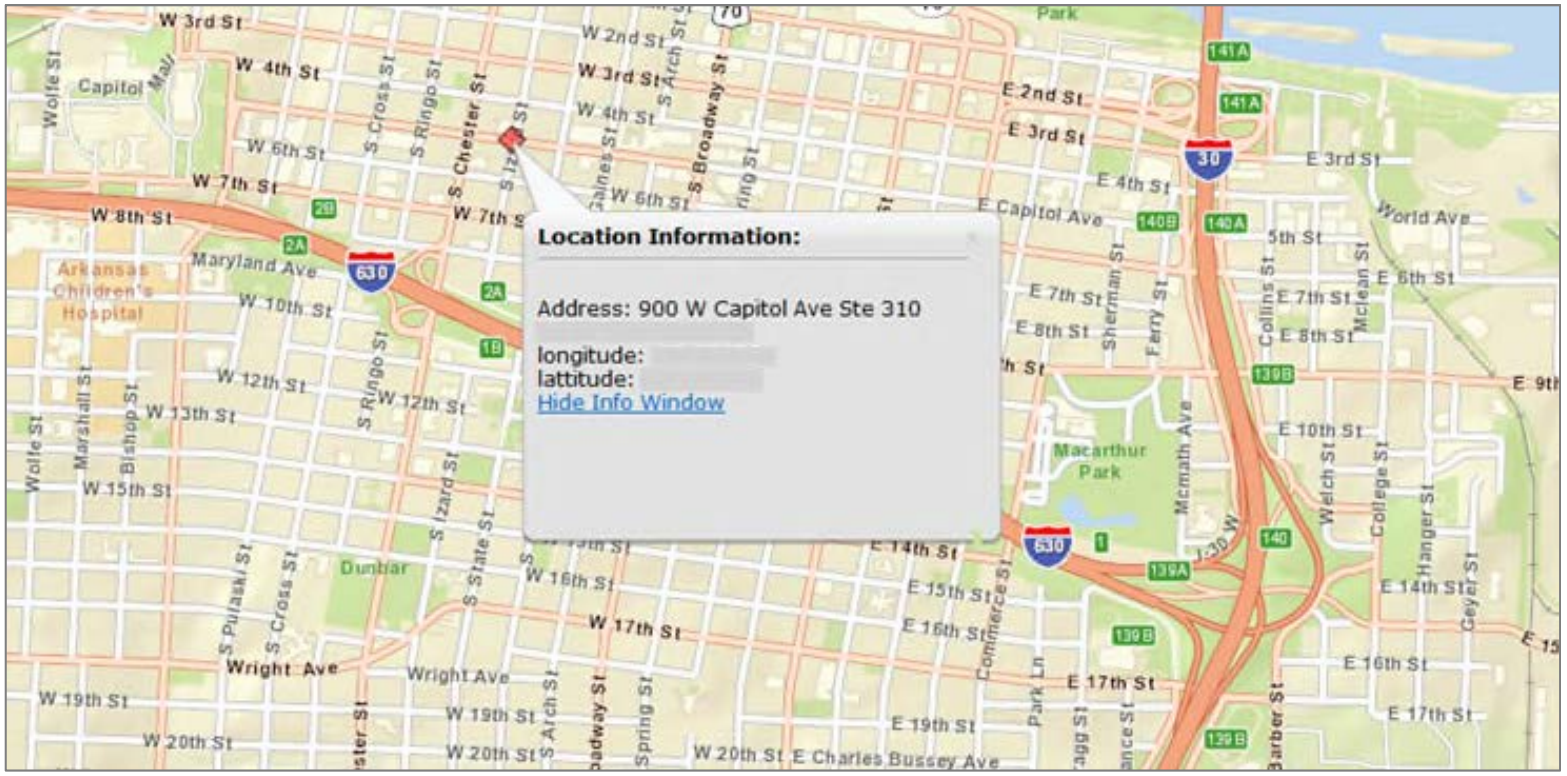
Show Progress: Activity Level - Addresses

- Using HUD's Geocode Service Center (GSC), DRGR will check the addresses you have entered and confirm whether or not they are valid.

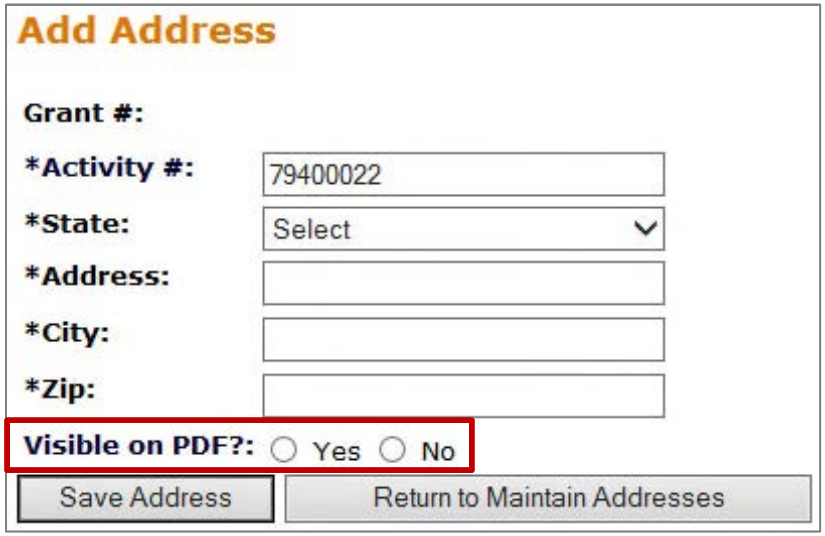


Show Progress: Activity Level - Addresses

Select	QPR Start Date	State	Address	City	Zip	Status	Accept	View Detail	View Map	Support Info	Visible on PDF?
Activity Number:7-NSP3 ADMIN **Activity Title:**NSP3 ADMINISTRATION											
☐	01/01/2013	AR	900 W Capitol Ste 310			(90%)	Y	View Detail	View Map	Enter Data	Yes



Action Plan/QPR Address Display



Users have the option to display or conceal address information located in Action Plan and QPR PDF downloads

Select	QPR Start Date	State	Address	City	Zip	Status	Accept	View Detail	View Map	Support Info	Visible on PDF?
Activity Number:7-NSP3 ADMIN **Activity Title:**NSP3 ADMINISTRATION											
☐	01/01/2013		900 W Capitol Ste 310			(90%)	Y	View Detail	View Map	Enter Data	Yes
☐	01/01/2014		900 W Capitol Ste 310			(90%)	Y	View Detail	View Map	Enter Data	Yes
Activity Number:3 NSP3 NC (THE MANOR LLC) **Activity Title:**NSP3 NC (THE MANOR LLC)											
☐	07/01/2014		1401 Labelle Dr			(100%)	Y	View Detail	View Map	Enter Data	Yes
☐	07/01/2014		1401 Labelle Dr			(100%)	Y	View Detail	View Map	Enter Data	Yes

Edit Address | Validate Selected | Delete Selected | Move Selected

Show Progress: Activity Level– Accomplishments

[redacted]

#Refrigerators replaced	
#Energy Star Replacement Windows	
# ELI Households (0-30% AMI)	
#Light Fixtures (indoors) replaced	
#Low flow showerheads	
#Additional Attic/Roof Insulation	
Activity funds eligible for DREF (Ike Only)	
#Units deconstructed	
#Replaced thermostats	

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

Proposed Beneficiaries:

Performance Measure	Proposed Total	Low	Mod
# of Elevated Structures			

The 'Actual Accomplishments' fields included in the QPR are determined by the fields entered in the Action Plan under 'Proposed Accomplishments.'

Show Progress: Activity Level- Accomplishments

	Actual Total
# of Singlefamily Units	
# of Housing Units	

Actual Beneficiaries	Actual Total	Low	Mod
# Renter Households			
# Owner Households			
# of Households			

For Direct Benefit activities, the Actual Beneficiary section is pulled from Edit Performance Report – Activity Page 1.

Show Progress: Activity Level - Financial

Activity Funding	Apr 1 thru Jun 30, 2011	To Date
Total Projected Budget from All Sources:	N/A	$9,181,844.95
Total Budget:	$0.00	$9,181,844.95
Total Obligated:	$0.00	$9,069,404.17
Total Funds Drawdown	$217,879.14	$4,838,204.69
Program Funds Drawdown:	$135,101.84	$4,725,763.91
Program Income Drawdown:	$82,777.30	$112,440.78
Program Income Received:	$0.00	$0.00
Total Funds Expended:	$0.00	$4,594,745.76
Restore Neighborhoods L.A., Inc. (RNLA)	$ 0.00	$4,594,745.76
Match Contributed:	$ 0.00	$0.00

Read Only (info from Drawdown Module & AP): this information is automatically taken from the system on the last day of the quarter.

Show Progress: Activity Level - Financial

Activity Funding	Apr 1 thru Jun 30, 2011	To Date
Total Projected Budget from All Sources:	N/A	$9,181,844.95
Total Budget:	$0.00	$9,181,844.95
Total Obligated:	$0.00	$9,069,404.17
Total Funds Drawdown	$217,879.14	$4,838,204.69
Program Funds Drawdown:	$135,101.84	$4,725,763.91
Program Income Drawdown:	$82,777.30	$112,440.78
Program Income Received:	$0.00	$0.00
Total Funds Expended:	$0.00	$4,594,745.76
Restore Neighborhoods L.A., Inc. (RNLA)	$ 0.00	$4,594,745.76
Match Contributed:	$ 0.00	$0.00

Record funds that have been EXPENDED during the quarter. Expended means outlays for either internal costs or external (subgrantee, developer, contractor) payments of goods and services. These may or may not have been drawn yet.

Showing Progress: Activity Example

Grantee Activity Number:	**08-DRH-001-871**
Activity Title:	**Black Hawk Co SFNC LMI**

Activitiy Category:
Construction of new housing

Activity Status:
Under Way

Project Number:
08-DF-Housing

Project Title:
Housing

Projected Start Date:
09/23/2008

Projected End Date:
03/31/2014

Benefit Type:
Direct (HouseHold)

Completed Activity Actual End Date:

National Objective:
Low/Mod

Responsible Organization:
Black Hawk County

Overall	Jul 1 thru Sep 30, 2012	To Date
Total Projected Budget from All Sources	N/A	$2,060,492.00
Total Budget	$1,832,702.00	$2,060,492.00
Total Obligated	$0.00	$227,790.00
Total Funds Drawdown	$0.00	$227,790.00
Program Funds Drawdown	$0.00	$227,790.00
Program Income Drawdown	$0.00	$0.00
Program Income Received	$0.00	$0.00
Total Funds Expended	$0.00	$227,790.00
Black Hawk County	$0.00	$227,790.00
Match Contributed	$0.00	$0.00

Showing Progress: Activity Example

Activity Description:

Construction of 4 new single family housing units.
Activity is completed. 09/29/11
Activity underway. Budget increased to $2,060,492; performance target increased to 49 units; Contract End Date extended to 3/31/14. (Amendment 18)

Location Description:

Black Hawk County

Activity Progress Narrative:

Budget increased per Amendment #18. No new accomplishments this quarter; 4 units completed total.

Accomplishments Performance Measures

	This Report Period	Cumulative Actual Total / Expected
	Total	Total
# of Housing Units	0	4/49
# of Singlefamily Units	0	4/49

Beneficiaries Performance Measures

	This Report Period			Cumulative Actual Total / Expected			
	Low	Mod	Total	Low	Mod	Total	Low/Mod%
# of Households	0	0	0	0/49	4/0	4/49	100.00
# Owner Households	0	0	0	0/49	4/0	4/49	100.00

Prior Period Adjustments (Direct Benefit Activity)

- DRGR will check the cumulative totals for total households from the race/ethnicity data and compare it to the cumulative totals by income level. Additionally, it checks cumulative totals by tenure and by housing unit.
- **If there is an inconsistency, DRGR will display an error message and a user must make prior-period corrections.**
- Error message example:

Cumulative sum of income levels for 'Households - Total' must be equal to cumulative sum of 'Owner – Total' <Number>

Prior Period Adjustments (Direct Benefit Activity)

Common reasons for a grantee needing to make prior period adjustments:

- In the Action Plan during the quarter, a new benefit type was selected. However, in prior QPRs, the grantee has already reported accomplishment data.
- In the Action Plan during the quarter, benefit measures (i.e. owner/renter, single-family/multi-family) are added or modified. However, in prior QPRs, the grantee has already reported accomplishment data.
- Backing out incorrect data

Prior Period Adjustments

Purpose:

Bring key categories and subcategories into balance depending on what has already been reported in prior QPRs.

How to:

- Step A: Determine the correct ACTUAL cumulative data for that Activity (regardless of what DRGR shows).
- Step B: Determine the cumulative data showing in the DRGR (based on information from the immediately prior QPR).
- Step C: Adding Step A and Step B together, calculate the IN QUARTER data to be entered in the QPR.

Prior Period Adjustments

For Step B. Two methods to review and analyze data already in DRGR:

- Pull DRGR PerfReport 1 and PerfReport 6
- 'View Cumulative Totals' Link

Beneficiaries Performance Measures

	This Report Period			Cumulative Actual Total / Expected			
	Low	Mod	Total	Low	Mod	Total Low/Mod%	
# of Households	0	0	0	19/0	106/100	125/100	100
# Owner Households	0	0	0	19/0	106/10(	125/10(	100

Cumulative Race Total

	This Report Period						Cumulative Actual Total					
	Owner		Renter		Total Households		Owner		Renter		Total Households	
Direct Benefit (Households)	Total	Hispanic/Latino	Total	Hispanic/Latino	Total	Hispanic/Latino	Total	Hispanic/Latino	Total	Hispanic/Latino	Total	Hispanic/Latino
White	0	0	0	0	0	0	100	38	0	0	100	38
Black/African American	0	0	0	0	0	0	10	1	0	0	10	1
Asian	0	0	0	0	0	0	4	0	0	0	4	0
American Indian/Alaskan Native	0	0	0	0	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander	0	0	0	0	0	0	1	0	0	0	1	0
Asian and White	0	0	0	0	0	0	1	0	0	0	1	0
Black/African American and White	0	0	0	0	0	0	2	0	0	0	2	0
Other multi-racial	0	0	0	0	0	0	7	1	0	0	7	1
Households Female	0		0		0		38		0		38	

Prior Period Adjustments

Step A. Identify and enter totals from grantee's own data tracking

HOUSEHOLDS	Rent	Own	Total
Low Income		29	29
Moderate Income		117	117
TOTAL		146	146

HOUSING UNITS	
SF	146
MF	
TOTAL	146

HOUSEHOLDS	Rent		Own		Total	
	Total	Hisp	Total	Hisp	Total	Hisp
White			119	40	119	40
Black/ African American			12	1	12	1
Asian			4		4	
American Indian / Alaska Native						
Native Hawaiian/ Other Pacific Islander			1		1	
Asian & White			8	1	8	1
American Indian / Alaska Native & White						
Native Hawaiian/ Other Pacific Islander & White						
Black/ African American & White			2		2	
American Indian / Alaska Native & Black/African American						
TOTAL	0	0	146	42	146	42
Female Headed Households			27		27	

+

Step B. Identify data already in DRGR
(Use last approved QPR for cumulative totals)

Rent	Own	Total
	29	29
	106	106
	135	135

HOUSING UNITS	
SF	0
MF	
TOTAL	135

Rent		Own		Total	
Total	Hisp	Total	Hisp	Total	Hisp
		29		29	

Prior Period Adjustments

Step C. Automatically sums totals for grantee to enter into current APR
(combines in-quarter data and prior period corrections)

Rent	Own	Total
0	0	0
0	11	11
0	11	11

HOUSING UNITS	
SF	146
MF	0
TOTAL	11

=

Rent		Own		Total	
Total	Hisp	Total	Hisp	Total	Hisp
0	0	119	40	119	40
0	0	12	1	12	1
0	0	4	0	4	0
0	0	0	0	0	0
0	0	1	0	1	0
0	0	8	1	8	1
0	0	0	0	0	0
0	0	0	0	0	0
0	0	2	0	2	0
0	0	0	0	0	0
0	0	146	42	146	42
0		-2		-2	

Prior Period Adjustments

Issue	Guidance
New benefit measure selected with existing data in old QPRs	The "HOUSING UNIT" data in yellow demonstrates an example where 135 housing units were entered through the prior QPR, but the grantee had not entered any data in "SF" (i.e., single-family). If the grantee selected SINGLE FAMILY in the Action Plan during the last quarter and another 14 units were completed, they would enter 11 in HOUSING UNITS and 146 in SF HOUSING UNITS.
Backing out old data	Grantees can enter negative numbers in QPRs in different beneficiary data fields as long as cumulative totals equal.
Regular data entry (categories and subcategories already selected in prior QPRs)	If there is only one subcategory and it was selected before the last QPR, then there is a low likelihood for prior period corrections needed. In this case, there are 11 new households showing and 11 new owner households.

Submission

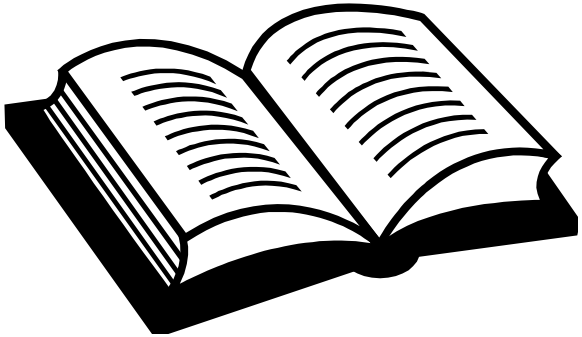
Prior to submitting the QPR, review the following:

- Make sure Action Plan is not under review
- Are you in compliance of funding restrictions?
- Is Overall Progress Narrative sufficient to explain the progress or lack of progress?
- When reviewed as a whole, does QPR provide HUD enough information to show sufficient progress?
- Are all the performance metrics entered in compliance? Have they met an end-use?

Deadlines

- First QPR is due: 30 days after the first full quarter after the grant agreement is executed.
- If a QPR has been rejected, a grantee has 10 days to remedy the issue and resubmit. Second consecutive late QPR = finding
- HUD QPR review is due within 30 days of QPR submission.

Case Study 8-10



8. Add/Edit/Save QPR
9. Prior Period Corrections
10. Data Upload: Addresses

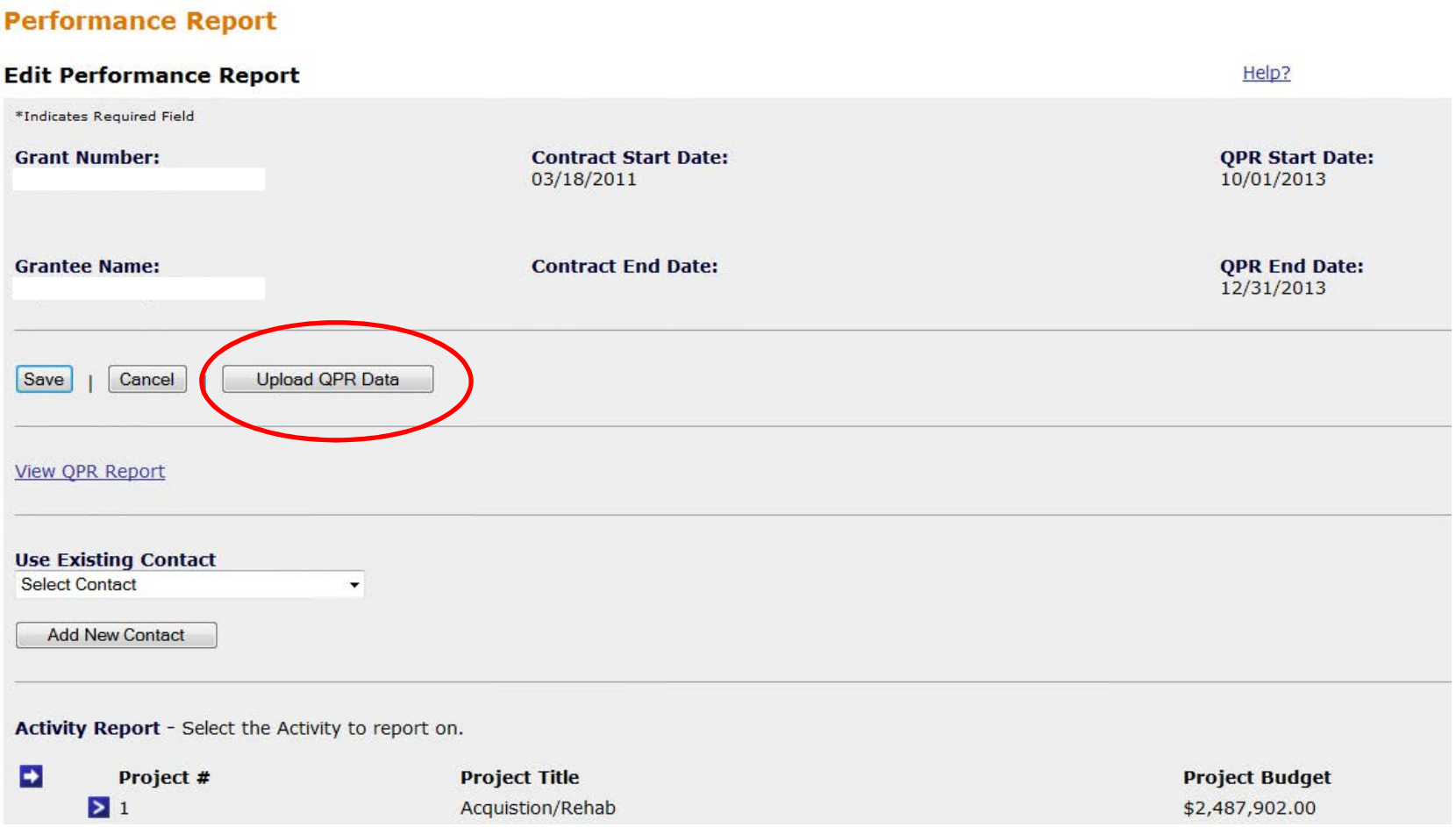
Data Uploads: QPR Data

- Upload multiple activity records into QPR
- Preloaded QPR Templates
- Use to distribute to subordinate organizations for data collection and reporting

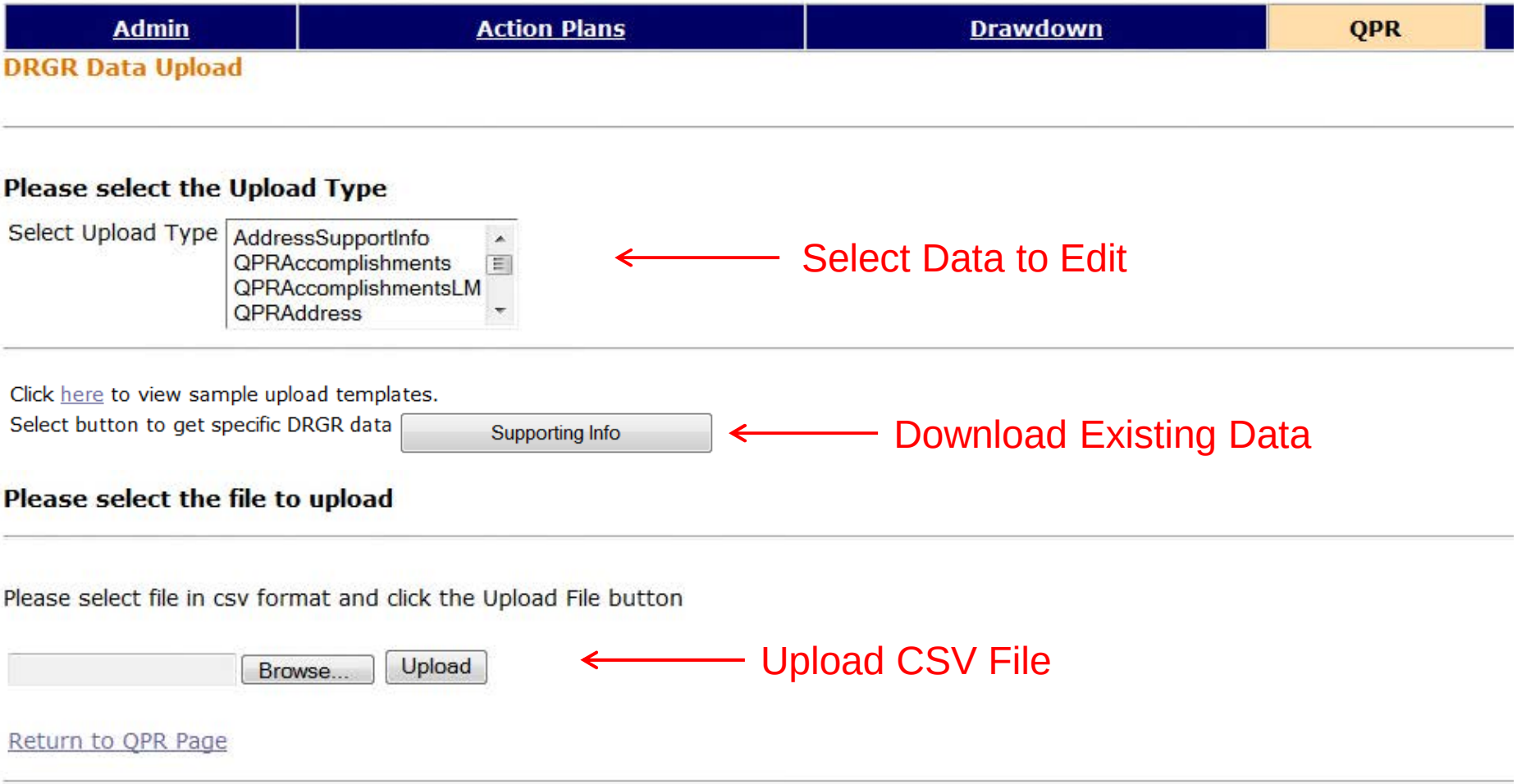
Data Uploads: QPR Data

- Add/modify:
  - Activity Progress Narrative
  - Addresses
  - Address Supporting Information
    - Affordability Monitoring Data
  - Accomplishments and Beneficiaries
  - Expenditures

Data Uploads: QPR Data



Data Uploads: QPR Data



QPR Review

- QPRs are crucial for showing progress – both financial and performance!
- Performance Measure data is directly tied to the Activity Type entered in the Action Plan.
- Timing
  - Due within 30 days
  - Do not be late in submission!
  - Plan out timing for changes to Action Plan

Key Basics

- 5 Modules of DRGR
- User Roles
- Elements of the Action Plan
  - Projects
  - Activities
  - Benefit Type and Projected Accomplishments
- QPR Reporting
  - Enter accomplishments and narratives
  - Prior Period Corrections

Who do I to talk to if…

- …I need a password reset or the DRGR system is down?
  - HITS Help Desk @ 1-888-297-8689 option 9.

    TIP: Be ready to provide your user ID and PIN to the Help Desk staff. Please keep track of the service desk ticket # they provide you.

- …I need a session reset from error message MULTIPLE SESSIONS and/or other user account access issues?
  - E-mail: DRGR_Help@hud.gov

- …I am a grantee and am missing information in LOCCS (TIN or Bank Routing Information).
  - Your HUD CPD Representatives!

Who can I find answers to…

- General DRGR How To questions
  - HUD Exchange Frequently Asked Questions (FAQ): https://www.hudexchange.info/resource/134/drgr-knowledgebase-faqs/
  - HUD Exchange 2016 DRGR User Manual: https://www.hudexchange.info/programs/drgr/guides/
- …I have more than a quick question or our DRGR team needs some one-on-one technical assistance?
  - DRGR Ask-A-Question at: https://www.hudexchange.info/get-assistance/my-question/

TIP: Include screenshots along with a description of actions you are trying to complete in DRGR along with specifics such as grant and activity numbers

End of 1st Day Session

- Additional Questions…
- Thanks for attending – please feel free to share any feedback you have with us!
- Items we'll be covering tomorrow:
  - Admin Module
  - Drawdown Module
  - Reports Module
  - Telling Your DR CDBG Story via DRGR
  - Common Issues & Troubleshooting