

### 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 <u>accomplishments</u> once a national objective has been met
    - Pulling <u>financial</u> data as entered in the Drawdown Module
    - Detail, in <u>narrative</u> format, progress of the grant as a whole and per activity
- HUD FO role
  - Approval or rejection of the QPR in a timely manner
  - Provide and share comments with grantees (if desired)

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

Division of Housing -	CDBG-EAP - Windows Internet Explorer	And in the	- Windows Internet Explorer	- Names - Prove -
🕝 🔾 🗢 🖻 http://	/doa.wi.gov/category.asp7linkcatid=1068&linkid=212i 👻 😣 🦘 🗙	P Google	/category.asp?link.catid=1068&linkid=212.	▼ 🗟 4 🗙 👂 Google
State of Wisco	INISTRATION	Housing	CDBG-EAP funds <i>may not</i> be used for: • Repairs or other costs covered by • Cleaning • Replacement of furniture, food, c • Any repairs not directly related to	y insurance or other federal or state assistant clothing or other personal items the disaster
DOA Home	CDBG-Emergency Assistance Program		PLAN FOR DISASTER RECOVERY	
Division of Housing Contacts Organization Chart	The Community Development Block Grant Emergency Assistance Program (CDBG-EAP) is a special program activated to assist local units of government that have recently	CDBG-EAP Program	Plan for Disaster Recovery Funds-First Su     Plan for Disaster Recovery Funds-Second	ipplemental-Midwest Supplemental-IKE
Consolidated Plan	experienced a natural or manmade disaster. In response to the widespread severe storms, tornadoes, and flooding in 2008, the State received federal CDBG Disaster Recovery.	MBE/WBE Business Listin	DOCUMENTS & FORMS	
Housing Assistance Programs CDBG-EAP CDBG-Housing CDBG-Housing CDBG-RLF CDBO	ELIGIBILITY (CDBG-DR SUPPLEMENTAL FUNDING)  Cities, towns, counties and villages within the 31 counties includ  Residents of the municipality awarded CDBG-EAP funds may rec	MBE/WBE Form ed in the federal disaster eive assistance if their dy	2012 EAP Application     Grantee Supplemental Training Guide: Whe     QUARTERLY PROGRESS REPORTS	ole Dollar Corrections
HHR LHC NSP RHD	<ul> <li>damaged by the disaster.</li> <li>Municipality will be required to give preference to those househout the county median.</li> <li>Public Infrastructure affected by natural disaster.</li> <li>Businesses which suffered damage to their structure or equipment result of the disaster.</li> </ul>	olds with incomes at or be ant and loss of revenue a	CDBG-DR IKE Quarterly Reports October 1 - December 31, 2009 January 1 - March 31, 2010 April 1 - June 30, 2010	CDBG-DR Midwest Quarterly Reports October 1 - December 31, 2009 January 1 - March 31, 2010 April 1 - June 30, 2010
Housing Implementation Hand <u>CDBG-EAP</u> <u>CDBG-Housing</u> <u>CDBG-RLF</u> HHR	ELIGIBLE ACTIVITIES (CDBG-DR SUPPLEMENTAL FUNDING) CDBG-EAP funds may be used to address damage caused by the disaster, i • Repair of disaster related damage to the dwelling unit, inclu	ncluding: ding repair or replacemer	July 1, 2010 - September 30, 2010 October 1, 2010 - December 31, 2010 January 1 - March 31, 2011 April 1 - June 30, 2011 July 1, 2011 - September 30, 2011	<u>July 1, 2010 - September 30, 2010</u> October 1, 2010 - December 31, 2010 January 1 - March 31, 2011 April 1 -June 30, 2011 July 1, 2011 - September 30, 2011
Special Needs (Homeless) Pro	piumbing, heating, and electrical systems. Acquisition and demolition of dwellings unable to be repaire Downpayment and closing cost assistance for the purchase of Assistance is limited to 50% of the pre-market equalized as Publicly owned utility system repairs Streets Sidewalks Community Centers	d. of replacement dwellings. isessed value	January 1, - March 31, 2012 April 1 - June 30, 2012 July 1 - September 30, 2012 October 1 December 31,2012	January 1 - March 31, 2012 April 1 - June 30, 2012 July 1 - September 30, 2012 October 1 December 31,2012

# **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  $\bullet$ 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.

<u>Reports</u>

### **QPR** Data: Sources

Project Number and Title
Activity Number and Title
Activity Budget
Activity Description and Location
Activity Type and National Objective
Performance goals
Grant Fund obligations
Grant Fund and Program Income (PI) draws completed
Program Income Received
Activity Beneficiaries Assisted
Activity Addresses Assisted
Performance Accomplishments
Expenditures
Match Contribution
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 <u>within that quarter</u>, 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 Target	ts	
National Objective	Targe	t 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 Program Funds Drawdown	\$3,805,508.00 \$3,805,508.00	\$90,851,412.29 \$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

Grants

Reports

### 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 (lke) funds.

#### **Project Summary**

Project #, Project Title	This Report Period	To Da	te
	Program Funds Drawdown	Project Funds Budgeted	Program Funds Drawdown
08-DF Admin Local, Admin - Local	\$68,518.00	\$3,133,816.00	\$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 -

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

Grant Status: Active

Grant Amount: \$

Contract Start Date: 10/08/2009

Contract End Date:

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

Help?

### 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

View OPR Report **Use Existing Contact** Select Contact -Add New Contact Activity Report - Select the Activity to report on. Grant or project level -> Project # **Project Title** accomplishments and/or > 1 Acquistion/Rehab status should be entered > 2 Homebuyer Assistance into the **OVERALL** > 3 Administration **PROGRESS NARRATIVE.** \*Overall Progress Narrative B I E E 9 N 50000 Characters Left Additional Matching Funds - Report on Matching Funds not related to any individual activity

Cancel

Grants

Reports

# 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 <u>all</u> 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

irant wher:	Start Date	and a second s	300	Completed / History
View Cumulative Totals				
Direct Benefit Data by Households				
Race/Ethnicity		Owner	Tota	Households
Race/Ethnicity Race	Total	Owner Hispanic/Latino	<b>Tota</b>	<b>Households</b>
Race/Ethnicity Race	Total	Owner Hispanic/Latino	Total	Households Hispanic/Lating
Race/Ethnicity Race Select	Total	Owner Hispanic/Latino	Total	Households Hispanic/Lating

#### **Income Levels**

	Owner	Total
Total Number Low		
Total Number Moderate		
Total Households		

Cancel

how Drog	rocci Activ	<i>i</i> +, <i>i</i> / <i>i</i>		Adro.	
nt Number:	OPR Start Date:	VILY LE			55t
08-DI-05-0001	04/01/2015				
ansas	06/30/2015		<u>Select Date</u> (ex: mr	n/dd/yyyy)	
antee Activity Number: 400022			Activity Type: Rehabilitation/re	construction of public fa	cilities
it <mark>ional Objective:</mark> w/Mod			Responsible Or	ganization:	
aintain Address(s)	plishments. Report Beneficiaries	click <b>'Maint</b>	ain Address'	then <b>'Add Ac</b>	dres
aw Cumulative Totals Report Accom	er address information	click 'Maint	ain Address',	then <b>'Add Ac</b>	ddres
w Cumulative Totals Report Accom intain Address(s) To enter Maintain Addresses - Secch Responsible Organiza	er address information	click 'Mainta Add Addre	ain Address', ss	then <b>'Add Ac</b>	ddres
aw Cumulative Totals Report Accom aintain Address(s) To enter Maintain Addresses - See ch Responsible Organiza n:	er address information	click 'Mainta Add Addre Grant #:	ain Address', ss B-08-DI-05-0001	then <b>'Add Ac</b>	ddres
w Cumulative Totals Report Accom intain Address(s) To enter Maintain Addresses - Seach Responsible Organization: Address:	er address information	click 'Mainta Add Addre Grant #: *Activity #:	ain Address', ss B-08-DI-05-0001 79400022	then <b>'Add Ac</b>	dres
w Cumulative Totals Report Accom intain Address(s) To enter Maintain Addresses - Seach Responsible Organization: Address:	er address information	click 'Mainta Add Addre Grant #: *Activity #: *State:	ain Address', ss B-08-DI-05-0001 79400022 Select	then ' <b>Add Ac</b>	dres
aw Cumulative Totals       Report Accom         aintain Address(s)       To entername         Maintain Addresses - Search       Responsible Organization n:         Address:       Addresses         Search       Reset       Add Address	er address information	click 'Mainta Add Addre Grant #: *Activity #: *State: *Address: *Cibu	ain Address', ss B-08-DI-05-0001 79400022 Select	then <b>'Add Ad</b>	dres
ew Cumulative Totals       Report Accom         aintain Address(s)       To entername         Maintain Addresses - Seach       Responsible Organization         Address:       Addresse         Search       Reset       Add Address	er address information	Click 'Mainta Add Addre Grant #: *Activity #: *State: *Address: *City: *7:	ain Address', ss B-08-DI-05-0001 79400022 Select	then 'Add Ad	dres

Save Address

Return to Maintain Addresses

dmi	<u>n A</u>	ction Plans	<u>Draw</u>	<u>down</u>	QPR	<u>R</u>	<u>leports</u>	<u>Gran</u>
sh	low Pr	ogress:	Activ	vity Le	evel	- Ac	ddre	esses
				Perfo Add/E	ermance Re Edit QPRs - A	port rkansas		
Mai	ntain Addresses - Search			Grant	Number :			
Res	ponsible Organization:	Grantee A	ctivity #:	Grant	Status: Active			
L				Grant	Award Amount:	\$90,475,898	.00	
Add	iress:	City:		Mainta	in Address(s)			
				Mainta	III. Add(635(5)		contra a	
* Ple 4 Re	ase validate the addres	s before proceeding to Vie	w Detail or View M	ap.				
Sele	vity Number: 7-NSP3 ADM	Address City		s <u>Accept</u>	View Detail	<u>View Map</u>	Support Info	Visible on PD
	01/01/2013	900 W Capitol Ste	7-(90	)%) Y	View Detail	View Map	Enter Data	Yes
		310						
	01/01/2014	310 900 W Capitol Ste 310	₹-(90	9%) Y	View Detail	View Map	Enter Data	Yes
Activ	01/01/2014 vity Number:3 NSP3 NC (	310 900 W Capitol Ste 310 THE MANOR LLC) <b>Activity Ti</b>	₹(90	9%) Y ANOR LLC)	View Detail	View Map	Enter Data	Yes
	01/01/2014 <b>/ity Number:</b> 3 NSP3 NC ( 07/01/2014	310 900 W Capitol Ste 310 THE MANOR LLC) Activity Ti 1401 Labelle Dr	₹(90 tle:NSP3 NC (THE M	9%) Y ANOR LLC) 90%) Y	View Detail View Detail	View Map View Map	Enter Data	Yes
Activ	01/01/2014 <b>vity Number:</b> 3 NSP3 NC ( 07/01/2014 07/01/2014	310 900 W Capitol Ste 310 THE MANOR LLC) <b>Activity Ti</b> 1401 Labelle Dr 1401 Labelle Dr	₹(90 ttle:NSP3 NC (THE M ₹(10 ₹(10	9%) Y ANOR LLC) 90%) Y 90%) Y	View Detail View Detail View Detail	View Map View Map View Map	Enter Data Enter Data Enter Data	] Yes ] Yes ] Yes

### 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.

* Pleas	se validate the address be	fore proce	GSC Details			0	1			
4 Reco	ord(s) Displaying 1 through	4	Address Returned:	900 W Capitol Ave S	ite 310,					
Select	OPR Start Date State	Addres	Address Submitted:	900 W Capitol Ste 3	10		ail	View Map	Support Info	Visible on PDF?
Activit	ty Number: 7-NSP3 ADMIN A	ctivity Tit	Status: Match	Match Confidence:	90%					
	01/01/2013	900 W	Geographical Co	oding Information:			etail	View Map	Enter Data	Yes
		310	Latitude:	Longitude:						
	01/01/2014	900 W Capitol 9 310	GSC Status Message:	90% Overall probable	e correctness		etail	View Map	Enter Data	Yes
Activit	ty Number:3 NSP3 NC (THE	MANOR LL				Accept				
	07/01/2014	1401 Labelle D	)r	* (100%)		VIEWE	etail	View Map	Enter Data	Yes
	07/01/2014	1401 Labelle (	)r	7-(100%)	Y	View D	)etail	View Map	Enter Data	Yes
Edit /	Address Validate Select	led	Delete Selected	Move Selected						

### Show Progress: Activity Level - Addresses



<u>Grants</u>

# Action Plan/QPR Address Display

Add Addre	SS		
Grant #:			
*Activity #:	79400022		Users have the
*State:	Select	~	option to display or
*Address:			conceal address
*City:			Information located in
*Zip:			PDF downloads
Visible on PDF	?: 🔿 Yes 🔿 No		
Save Address	Return to Maintain A	ddresses	

Selec	t OPR Start Date State	Address	City	Zip	Status	Accept	View Detail	View Map	Support Info	Visible on PDF?
Activ	ity Number:7-NSP3 ADMIN	Activity Title	NSP3 ADMINI	STRATION						
	01/01/2013	900 W Capitol Sto 310	3		₹-(90%)	Y	View Detail	View Map	Enter Data	Yes
	01/01/2014	900 W Capitol Ste 310	9		<sup>,</sup> (90%)	Y	View Detail	View Map	Enter Data	Yes
Activ	ity Number:3 NSP3 NC (THE	MANOR LLC)	Activity Title	NSP3 NC (1	THE MANOR LI	.C)				
	07/01/2014	1401 Labelle Dr			7 (100%)	Y	View Detail	View Map	Enter Data	Yes
	07/01/2014	1401 Labelle Dr			7(100%)	Y	View Detail	View Map	Enter Data	Yes
Edi	Address Validate Sele	cted D	elete Selected	Move	Selected					

### Show Progress: Activity Level– Accomplishments

#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	

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

Reports

#### Proposed Beneficiaries:

Performance Measure	Proposed Total	Low	Mod
# of Elevated Structures			

### Show Progress: Activity Level-Accomplishments

	Actual Total		
# of Singlefamily Units			
# of Housing Units			
Actual Beneficiaries	Actual Total	Low	Mod
# Renter Households			
# Owner 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.

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Reports

# 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.

Grants

Reports

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

Activitiy Category: Construction of new housing Project Number: 08-DF-Housing Projected Start Date: 09/23/2008 Benefit Type: Direct (HouseHold)

National Objective: Low/Mod

#### Overall

Total Projected Budget from All Sources Total Budget Total Obligated Total Funds Drawdown Program Funds Drawdown Program Income Drawdown Program Income Received Total Funds Expended Black Hawk County Match Contributed Activity Status: Under Way Project Title: Housing Projected End Date: 03/31/2014 Completed Activity Actual End Date:

Responsible Organization: Black Hawk County

Jul 1 thru Sep 30, 2012	To Date
N/A	\$2,060,492.00
\$1,832,702.00	\$2,060,492.00
\$0.00	\$227,790.00
\$0.00	\$227,790.00
\$0.00	\$227,790.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$227,790.00
\$0.0 <mark>0</mark>	\$227,790.00
\$0.00	\$0.00

Grants

### 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 guarter; 4 units completed total.

#### Accomplishments Performance Measures

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

#### **Beneficiaries Performance Measures**

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

### Prior Period Adjustments (Direct Benefit Activity)

- DRGR will check the <u>cumulative</u> 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 priorperiod 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

Grants

**QPR** 

### 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 Re	Cumulative Actual Total / Expected					
	Low	Mod	Total	Low	Mod	Total Low	/Mod%
# of Households	0	0	0	190	106/100	125/100	100
# Owner Households	0	0	0	19,0	106/100	125/100	100

#### **Cumulative Race Total**

	This Report Period						Cumulative Actual Total					
	Owner		Renter	т	otal Households	1	Owner		Renter	To	tal Households	
Direct Benefit (Households)	Total Hispanic/Latino	Total	Hispanic/Latino	Tot	al Hispanic/Latino	1	Total Hispanic/Latino	otal	Hispanic/Latino	Tota	I Hispanic/Latino	
White	0	0 0	(	D	0 (	0	100 38	0	0	10	0 3	8
Black/African American	0	0 0	(	D	0 0	٥	10 1	0	0	1	0	1
Asian	0	0 0	(	D	0 0	0	4 0	0	0		4	0
American Indian/Alaskan Native	0	0 0	(	D	0 0	0	0 0	0	0		0	0
Native Hawaiian/Other Pacific Islander	0	0 0	(	D	0 0	0	1 0	0	0		1	0
Asian and White	0	0 0	(	0	0 0	o I	1 0	0	0		1	0
Black/African American and White	0	0 0	(	D	0 0	0	2 0	0	0		2	0
Other multi- racial	0	0 0		D	0	0	7 1	0	0		7	1
Households	0	0			0	l	38	0		3	8	

### **Prior Period Adjustments**



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

			-			
HOUSEHOLDS	Rent	Own	Total		HOUSIN	G UNITS
Low Income		29	29		SF	146
Moderate Income		117	117		MF	
TOTAL		146	146		TOTAL	146
	Rent		0\	vn	Total	
noosenolos	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 OPR for cumulative totals)

Rent	Own	Total		HOUSI	NG UNITS	
	29	29		SF	0	
	106	106		MF		
	135	135		TOTAL	135	
Re	ent	Ov	vn	Total		
Total	Hisp	Total	Hisp	Total	Hisp	
		29		29	16	

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<u>Admin</u>

### **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		HOUSING UNITS		
0	0	0		SF	146	
0	11	11		MF	0	
0	11	11		TOTAL	11	
Re	nt	0\	wn	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		



<u>Reports</u>

### **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?

- 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

<u>Reports</u>

### Data Uploads: QPR Data

#### **Performance Report**

Edit Performance Report		Help?
*Indicates Required Field		
Grant Number:	Contract Start Date: 03/18/2011	<b>QPR Start Date:</b> 10/01/2013
Grantee Name:	Contract End Date:	<b>QPR End Date:</b> 12/31/2013
Save   Cancel Upload QP	PR Data	
View QPR Report		
Use Existing Contact		
Select Contact	▼	
Add New Contact		
Activity Report - Select the Activity	to report on.	
Project #	Project Title	Project Budget
> 1	Acquistion/Rehab	\$2,487,902.00

<u>Reports</u>

### Data Uploads: QPR Data

Admin Act		Action Plans	Drawdown	QPR
DRGR Data Uploa	d			
Please select the	Upload Type			
Select Upload Type	AddressSupportInfo QPRAccomplishments QPRAccomplishmentsLM QPRAddress	* <b>*</b>	<ul> <li>Select Data to Edit</li> </ul>	
Click <u>here</u> to view sam Select button to get s	nple upload templates. pecific DRGR data	Supporting Info	Download Existing Da	ıta
Please select the	file to upload			
Please select file in c	sv format and click the	Upload File button	Unload CSV File	
Return to QPR Page	Browse Upload		Upidad Cov File	



### **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

### Day 1 Review

### **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: <u>DRGR\_Help@hud.gov</u>
- …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): <u>https://www.hudexchange.info/resource/134/drgr-knowledgebase-faqs/</u>
  - HUD Exchange 2016 DRGR User Manual: <u>https://www.hudexchange.info/programs/drgr/guides/</u>
- ...I have more than a quick question or our DRGR team needs some oneon-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 1<sup>st</sup> 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