

Telling Your DR CDBG Story

Action Plan Checklist
QPR Checklist



Action Plan Checklist

- Purpose: QC to make sure DRGR setup is adequate to track required information. Restructuring later is much more difficult after vouchers are processed.
- FO plays a key role: Approval process per each modification. If changed, grantee summary of changes can help expedite review.
- Usually reviewed in Print View format with additional reports pulled.
- Only reviewed if the AP status is: “Submitted – Await for Review.”



Action Plan Checklist

- Suitable # of Users and User Roles
- DRGR Action Plan consistent with Published Action Plan/Amendment
 - Project Budgets in DRGR Match Program Groupings in Published Plan/Amendment
 - Program Income in Published Plan/Amendment Included in DRGR
- Budget Caps/Goals: Admin, Percent Low-Mod

Action Plan Checklist

- Activity Programmatic Data
 - Activities are broken out by national objective, responsible organization, multifamily complex *, or activity type
 - Check for too few or too many activities
 - Are area and direct benefit classifications correct?
 - Are proposed accomplishments and beneficiaries sufficient for Nat Obj and Activity Type?
 - Are the location descriptions in the area impacted by the disaster

Approving/Rejecting Action Plans

Grant Number:
[B-08-MN-99-0104](#)

Grantee Name:
 Denver01, CO

Grant Amount:
 \$10,000,000.00

Estimated PI/RL Funds:
 \$2,000,000.00

Total Budget:
 \$12,000,000.00

- [Areas of Greatest Need](#)
- [Distribution and Uses of Funds](#)
- [Definitions and Descriptions](#)
- [Low Income Targeting](#)
- [Acquisition and Relocation](#)
- [Public Comment](#)
- [View Disaster Damage](#)
- [View Recovery Needs](#)
- [View Action Plan History](#)

Project #	Project Title	Grantee Activity #	Activity Title
9999	Restricted Balance	<i>No activities in this project</i>	
NSP1-Admin	Administration	NSP1-Admin	Administration
NSP1-B-Acq/Rehab	B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq-Rehab Multi-Family LH25
		NSP1-B A/R MF DHH LH25 929 Connecticut	Acq/Rehab Multi-Family LH25
		NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25
		NSP1-B A/R SF HP LH25	Acq/Rehab Single-Family LH25
NSP1-C-LB	C-Land Bank	NSP1-C LB SF City	Land Bank City LMMI
NSP1-E-Red't	E-Redevelopment	NSP1-E Redev't MF City LMMI	Redevelopment City LMMI

Status: Submitted - Await for Review

Public Information: Action Plan



- There are two options to view a grantee's Action Plan. The first is through DRGR and requires two steps,
 - A. Search for Action Plan then select "View Action Plan"
 - B. For PDF select "Download Print Version"

A.

Login ID: [redacted]
Role: Grantee Admin

Action Plan

- [View All](#)
- [View Action Plan](#)

Projects

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

Responsible Organization

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

Action Plans

Edit Action Plan

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

Grant Amount:

B.

Login ID: [redacted]
Role: FO User

Action Plan

- [Search](#)
- [View All](#)
- [Download Print Version](#)

Projects

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

Responsible Organization

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

Action Plans

View Action Plan

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

Grant Amount:

[Back to](#)

QPR Checklist



- Purpose: Provides a record of issue areas and approvals of the QPRs
- FO Role
 - Approval or rejection of the QPR in a timely manner
 - Share comments with grantees (if desired)
- Usually reviewed in Print View format
- Only reviewed if the QPR status is: “Submitted – Await for Review.”
- Four Sections of the Review
 - A. Overall Progress Review
 - B. Activity Progress Review
 - C. DR CDBG Specific Review Items
 - D. Further Guidance

Quarterly Performance Report

Review QPRs -

Grant Number: [B-08-DN-99-0004](#)

Contr

Grant Status: Active

Contr

Grant Amount: \$10,000,000.00

Due Date

Date Submitted

Action

01/30/2012

08/08/2011

[View](#)

[Download Print Version](#)



QPR Checklist: Overall Progress

- Is the Overall Progress Narrative sufficient to explain the progress or lack of progress of this grant?
- Does it, when combined with the grant-level financial data, provide enough information to determine if sufficient progress is being made?
 - Most CDBG-DR Congressional appropriations come with a specific timeline. Must review appropriation and Federal Register notice related to your disaster for specific timelines
- Program income funds:
 - Is it recorded in the QPR on the proper activity? Is it being drawdown?
 - If there is a growing balance of program income received relative to program income drawdown, is there a reason for this in activity descriptions and/or progress narratives?

QPR Checklist: Activity Progress

- DR CDBG Performance Measures are entered after an end-use has been met.
 - Appropriate performance measures based on activity types?
 - HSG→Rent/Own HH, SF/MF HU;
 - INF→LF of Pub Impr,
 - ED→Created/Retained Jobs, Businesses Asstd)
 - Income & Race/Ethnicity for HSG/ED?
 - Accomplishments entered comparable to spending?
 - Grantees must estimate performance measures in the Action Plan before they can report on them in the QPR.
- Additional review items:
 - Addresses entered have not been previously reported.
 - For activities that do not appear in the QPR, is their enough information over time to indicate the reason for the lack of demonstrated progress?

QPR Checklist: Activity Progress (PerfReport03: Addresses)

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > Grantee User Reports > Perf Rept03: Addresses by Activity and Responsible Organization

File View Data Format Last update: 8/10/11 3:43:43 PM

PAGE-BY: Grantee: Denver, CO Grant Number: B-08-DN-99-0004

Information from Case Studies, this is not Denver, CO.

Data rows: 7 Data columns: 0

QPR Activity Location - Address	Location - City	Location - State	Location - Zip	Activity Number	Activity Type	Responsible Organization	QPR Report Period Begin Date
1240 Ohio St.	0 0 Denver	NA	80220	NSP1-02 AR SF DAH	Rehabilitation/reconstruction of residential structures	Denver Affordable Housing	10/1/2011
146 Pearl St.	0 0 Denver	NA	80238	NSP1-02 AR SF DAH	Rehabilitation/reconstruction of residential structures	Denver Affordable Housing	10/1/2011
152 Maine St.	0 0 Denver	NA	80220	NSP1-01 AR MF DAH	Rehabilitation/reconstruction of residential structures	Denver Affordable Housing	10/1/2011
443 Dickens	0 0 Denver	NA	80238	NSP1-02 AR SF DAH	Rehabilitation/reconstruction of residential structures	Denver Affordable Housing	10/1/2011

QPR Checklist: Activity Progress

- Program funds:
 - Budgeting, obligating, drawing, and expending funds at a reasonable pace?
 - Any significant discrepancy between Total Funds Drawdown and the amount of Total Funds Expended?
 - Program Income spent before Program Funds (subject to PI Accounts) or growing balance?
 - Activities with all funds expended marked as complete?

*Remember: Program Fund Drawdown + PI Drawdown = Total Draws

QPR Checklist: Activity Progress (FinRept 7b)

Shared Reports My Reports My Subscriptions History List Preferences Search Help Logout

Disaster Recovery Grant Reporting System (DrGrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Fin Rept08a: CUM - Grant Funds Budget and Cumulative Data - Activity Level by Resp Org, Act Type and Nat Obj

File View Data Format Last update: 5/10/11 9:55:11 AM

PAGE-BY: Grantee: Chicanos Por La Causa, Inc. Grant Number: E-09-CN-AZ-0001

Data rows: 1 - 50 of 72 Data columns: 4

Activity Number	Responsible Organization	Activity Type	National Objective	Metrics	Activity Budget	Activity Obligation	Activity Disbursements	Activity Expenditures
01-300 CPLC National Admin	Chicanos Por La Causa, Inc.	Administration	N/A		\$4,495,666.52	\$1,386,562.47	\$1,386,562.47	\$1,100,993.98
11-300 CPLC AZ Admin	Chicanos Por La Causa, Inc.	Administration	N/A		\$2,283,875.78	\$984,399.74	\$984,399.74	\$1,119,815.62
11-310 CPLC Financing LMMI	Chicanos Por La Causa, Inc.	Homeownership Assistance to low- and moderate-income	NSP Only - LMMI		\$2,220,000.00	\$15,000.00	\$15,000.00	\$15,000.00
11-320 CPLC Demolition LMMI	Chicanos Por La Causa, Inc.	Clearance and Demolition	NSP Only - LMMI		\$1,080,000.00	\$0.00	\$0.00	\$0.00
11-330 CPLC Land Banking LMMI	Chicanos Por La Causa, Inc.	Land Banking - Acquisition (NSP Only)	NSP Only - LMMI		\$3,000,000.00	\$0.00	\$0.00	\$0.00
11-384 CPLC		Rehabilitation/reconstruction of	NSP Only - LMMI 25%					

Approving/Rejecting the QPR

Login ID:TS29FO
Role:FO User

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

Quarterly Performance Report

Review QPR [Help?](#)

Grant Number: Grant29	Contract Start Date: 01/26/2010	QPR Start Date: 01/01/2010
Grantee Name: Grantee29, SD	Contract End Date: 01/31/2011	QPR End Date: 03/31/2010
Contact Name:	Contact Email:	

[View Overall Progress Narrative](#) [View QPR Report](#)
[View Activities](#)
- [06141984](#)
[View QPR History](#)

Status: |

QPR Checklist: Late QPRs

- First late QPR:
 - Send an email to the grantee noting the late submission and the next QPR date.
- Second consecutive late QPR:
 - FO Rep may make a finding of noncompliance and send a letter.
 - Corrective action should include a warning that fund access might be limited if future reports are late.
- Third consecutive late QPR:
 - Contact Headquarters CPD for guidance.

Approving/Rejecting the QPR

Login ID: TS29FO Role: FO User	Action Plans	Drawdown	QPR	Reports	Grants
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QPRs <ul style="list-style-type: none">SearchView All	<h2>Quarterly Performance Report</h2> <p>Review QPR Help?</p> <table border="1"><tr><td>Grant Number: Grant29</td><td>Contract Start Date: 01/26/2010</td><td>QPR Start Date: 01/01/2010</td></tr><tr><td>Grantee Name: Grantee29, SD</td><td>Contract End Date: 01/31/2011</td><td>QPR End Date: 03/31/2010</td></tr><tr><td>Contact Name:</td><td>Contact Email:</td><td></td></tr></table> <p>View Overall Progress Narrative View QPR Report View Activities - 06141984 View QPR History</p> <p>Status: Submitted - Await for Review <input type="button" value="Save Review"/> <input type="button" value="Cancel"/></p>	Grant Number: Grant29	Contract Start Date: 01/26/2010	QPR Start Date: 01/01/2010	Grantee Name: Grantee29, SD	Contract End Date: 01/31/2011	QPR End Date: 03/31/2010	Contact Name:	Contact Email:	
Grant Number: Grant29	Contract Start Date: 01/26/2010	QPR Start Date: 01/01/2010								
Grantee Name: Grantee29, SD	Contract End Date: 01/31/2011	QPR End Date: 03/31/2010								
Contact Name:	Contact Email:									

Common Issues & Troubleshooting

Common Problem Areas



Common Issues

1. Administrative Issues
2. Moving Budgets and Draws
3. Accomplishments

1. Administrative

- Problems:
 - Access to the system:
 - Getting locked out of the system
 - Access to Reports
 - User Roles and Certification Status
- How to know if you have this problem:
 - Error message when attempting to log on to DRGR or, in particular, activating the Reports Module.
- How to solve it:
 - If timed-out message or cannot access the Reports module, wait for at least 30 minutes. If still locked-out, email DRGR_Help@hud.gov and coordinate with your field office.
 - If locked-out of the system, check with the Grantee Administrator to verify you are Active and Certified on each grant you need access to (if you are a Grant Administrator, check with your CPD Rep).
 - A quick way to check the status is to pull AdminReport 04b. If you need to change your user role, then submit to your CPD Rep the change along with your B# or C#.

1. Administrative

Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > Grantee User Reports > Admin Rept04b: USERS - Grantee DRGR Users with System Role and Certification Status

File View Data Format Last update: 8/10/11 2:25:43 PM

PAGE-BY: State: Virginia Grantee: ? >

Data rows: 15 Data columns: 8

User Name	User ID	User Email	Account Status	Recertification Status	Recertification Date	Recertification Approver	System Role
Jazmin			Active	Recertified	4/1/2011	B50941	GU Grantee User
Lisa			Active	Recertified	4/1/2011	B50941	GU Grantee User DD_R Drawdown Request User
Amy			Active	Recertified	4/1/2011	B50941	GU Grantee User
Farouq			Active	Recertified	4/1/2011	B50941	GU Grantee User DD_A Drawdown Approve User
Genell			Active	Recertified	4/1/2011	B50941	GU Grantee User
Long			Active	Recertified	4/1/2011	B50941	GU Grantee User
Kelly Margaret			Active	Recertified	4/1/2011	B50941	GU Grantee User
Kristen			Active	Recertified	4/1/2011	B50941	GU Grantee User
Jennifer			Active	Recertified	4/1/2011	B50941	GU Grantee User
Carrie Lynn			Active	Recertified	4/27/2011	H18890	GA Grantee Administrator DD_R Drawdown Request User

2. Moving Budgets and Draws

- Common Problems
 - Q1. How does a user revise a voucher line item?
 - Q2. How does a grantee get credit for funds spent on Low/Mod that were originally budgeted for Urgent Need?

2. Moving Budgets and Draws

- How to solve it:

Q1: In order to revise a voucher it must first be in a status of Open (not approved) or Completed (paid by Treasury).

- If the voucher line item is Open, the user with the Draw Approver role will reject the amount allowing the Draw Requester to resubmit with correct funding.
- If the voucher has been completed, the Voucher Creator will modify the voucher per line item and move the funding to another Activity under the same grant (assuming budget and obligation amounts are enough for the modification). The modifications need to be approved by the user with the Approver Role.

3. Moving Budgets and Draws (Q2)

- How to solve it:
 - Q2: If an activity was originally projected for Urgent Need but ended up going towards Low/Mod and you would like to receive credit for this there are two options;
 1. If the entire amount that has been invoiced and budgeted for the activity can be changed to Low/Mod, simply change the status on the first page of Add Activity (changes to Action Plan will trigger a resubmission of Action Plan for approval).
 2. The second option may require moving the invoiced and funding amounts to an existing or completely new activity. For this, follow the directions outlined for question 1 and utilize the Reports module to build out what you would like to move before changing information in DRGR. *Keep in mind that all Accomplishments will need to be moved as well.*

3. Accomplishments

- Common Potential Problems:
 - Q1: A Grantee does not see owner v renter or SF v MF (when reporting the actual measures in the QPR or when pulling reports)
 - Q2: Cumulative households, or housing units, appears to be over projected (as seen in the QPR or per reports pulled)
 - Q3: I continue to receive error messages when entering data in the QPR for a Direct Benefit Activity.

3. Accomplishments

- How to solve it:

Q1: A Grantee does not see owner v renter or SF v MF (when reporting the actual measures in the QPR or when pulling reports)

- Grantee did not complete required elements in the Action Plan and must enter all beneficiary data in the Action Plan for every applicable Activity (make a note in QPR)

Q2: Cumulative households, or housing units, appears to be over projected (as seen in the QPR or per reports pulled)

- Grantee may have entered total units completed to date in each quarter, rather than entering only the additional/incremental units completed that quarter. Grantee may need to manually correct data by entering negative numbers in certain data fields in the next QPR.

3. Accomplishments

- How to solve it:

Q3: I continue to receive error messages when entering data in the QPR for a Direct Benefit Activity.

- When a grantee modifies certain accomplishment data fields in the Action Plan (for example, modifying the household field so that the Activity is serving owners where it was previously reported as serving renters), there may be an error in reporting in that quarter's QPR if there is already data entered in prior quarters.
- DRGR automatically checks totals across categories and subcategories and will identify discrepancies. To rectify the error messages and complete prior-period corrections, a grantee must first identify the cumulative totals entered in prior QPRs and then determine the category(ies) and subcategory(ies) to be updated.

Who do I 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

Additional Resources: FAQ Function

Login ID:T007GA
Role:Grantee Admin

Admin

- [Associate User to Grants](#)
- [Certify Grantee Users](#)
- [View Subordinate Grantees](#)
- [Edit Subordinate Grantees](#)
- [Upload Batch Data](#)
- [Upload User Requests](#)
- [Request New User](#)
- [Manage Existing Users](#)

Monitoring/Audit/TA

- [Add Monitoring/Audit/TA](#)
- [View All Monitoring/Audit/TA](#)
- [Search Monitoring/Audit/TA](#)
- [Search Event Topics](#)

Utilities

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

[Admin](#)[Action Plans](#)

Frequently Asked Questions (FAQ)

*Search by keyword:

Searches Categories, Questions or Answers

Category	Question	Answer	View FAQ
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View FAQ

Category: QPRs - General

Question: How do you Add a missing QPR if the grantee has not registered any financial transactions during the reporting quarter?

Answer: Updated: 9/27/2012

In DRGR, QPRs will not automatically be created if there are no financial transactions such as obligation updates or vouchers completed during the quarter. Grantees are normally prompted to report after each full quarter after grant agreements are signed. If this does not occur, please contact your CPD representative to work with DRGR_Help@hud.gov to make sure the correct contract date is entered so grantee staff can add QPRs for the period.

Even with the contract dates, sometimes DRGR may skip a period when there are no financial transactions. If there is a missing QPR, then a box below the list of QPRs will appear. Select the box and the missing QPR(s) will be created.

Source: HUD Staff

Keywords: add QPR, DRGR, missing QPR, QPR, unable to add QPR, work-around

Supporting Documents

Document

[DRGR FAQ FINAL 03-16-15_00164.pdf](#)

Where can I find...

- DRGR Training materials, information on system updates and other news?
 - HUD Exchange:
<https://www.hudexchange.info/drgr>
- DRGR information that is available to the public?
 - DRGR Public Data Portal:
<https://drgr.hud.gov/public>

DRGR Public

The screenshot shows the homepage of the DRGR Public Data Portal. At the top, there is a navigation bar with the URL drgr.hud.gov/public and menu items: Home, About, Contact, and Program Data. A search bar is located on the right side of the navigation bar, labeled "Organization Name or DUNS" with a magnifying glass icon. Below the navigation bar, a blue banner contains the text "Community Development Systems Disaster Recovery Grant Reporting System (DRGR)". The main content area features a large heading "Welcome to the DRGR Public Data Portal" followed by a paragraph explaining the system's purpose. Below this is a search section with the text "Search for a Grantee or Responsible Organization of HUD Funds" and an information icon. A search input field is labeled "Organization Name or DUNS Number" and has a "Search" button. The page is divided into three columns: "Data Downloads" with a thumbnail of an Excel spreadsheet and a "View downloads" button; "Reports" with a thumbnail of a report showing a bar chart and a "View reports" button; and "Data Visualizations" with a thumbnail of a financial summary interface and a "View data" button.

drgr.hud.gov/public Home About Contact Program Data - Organization Name or DUNS

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

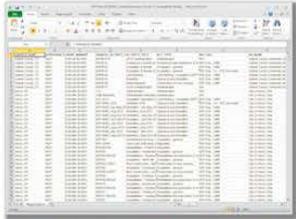
Welcome to the DRGR Public Data Portal

The [Disaster Recovery Grant Reporting](#) system was developed to review activities funded under the Disaster Recovery CDBG program and other special appropriations. The DRGR Public Data Portal was developed to make DRGR reports and data available to the public.

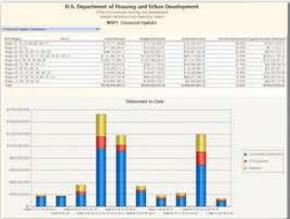
Search for a Grantee or Responsible Organization of HUD Funds [i](#)

Organization Name or DUNS Number

Data Downloads



Bulk data downloads for research and ad hoc reporting.

Reports

Pre-generated reports.

Data Visualizations

Interactive data visualization tool to view and navigate DRGR's financial data.

<https://drgr.hud.gov/public>

Question & Answers

Thanks for attending – please feel free to share any feedback you have with us!