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Disaster Recovery Grant Reporting System Training for NSP Users

Release 7.10



Session Rules

- Ask lots of questions
- Set all cell phones to silent or vibrate.
- Raise your hand if you are having computer problems or fall behind. We are here to help!

Today's Agenda

- Quick overview of yesterday's material
- Items to be covered:
 - Drawdown Module
 - Admin TA Module
 - Reports Module
 - Telling Your NSP Story via DRGR
 - Common Issues & Troubleshooting
- Q&A Session

Admin

Action Plans

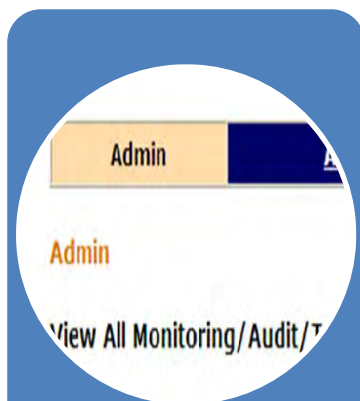
Drawdown

QPR

Reports

Grants

The Basics: DRGR Modules



Admin

Assign and certify users; add and track TA and Monitoring Events



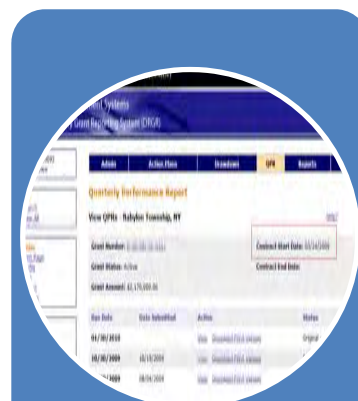
Action Plans

Identify activities to be funded by organization, activity type, and project.



Drawdowns

Obligate funds for draws; create, approve, edit vouchers; receipt program income



QPRs

Summarize drawdowns, expenditures, obligations, and achievements for the quarter



Reports

Look at financial, reporting, and user account information in an easy-to-read and exportable format

QPR Review

- 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)

DRGR Navigation Rules

- Navigate using DRGR Links, rather than your browser's.
- Never use your browser's BACK button.
- LOGOUT using the Logout link in Utilities – don't just close the window.
- Save early, save often! System times-out after 20 minutes.
- If you want to copy/paste text into DRGR, do so from Notepad or a file in .txt format.

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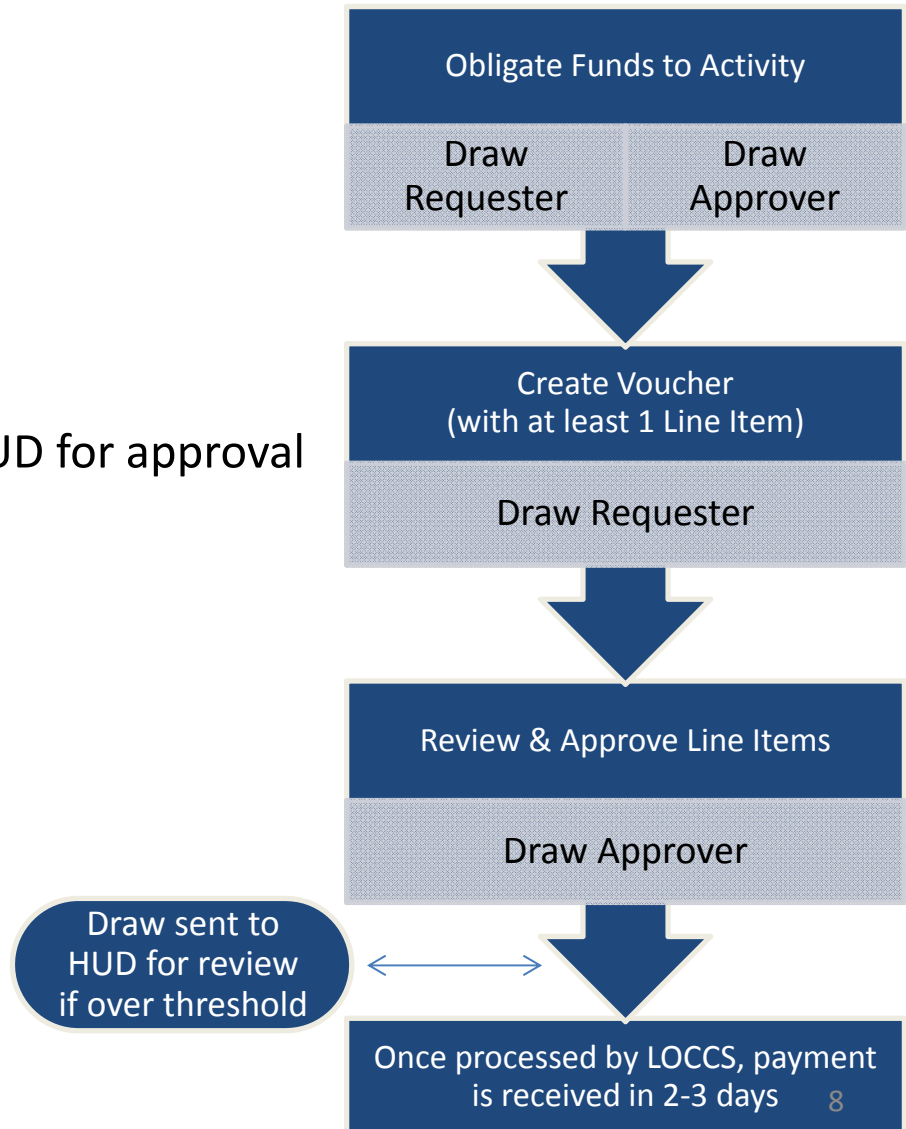
Drawdown Module

Obligating Funds
Program Income
Create Vouchers
Approve Vouchers
Voucher Corrections



Drawdown Module Overview

- Drawdown Process
 - Obligate Funds
 - Create Draw Voucher
 - Approve Draw Voucher
 - Over Threshold?
 - Yes – Send additional info to HUD for approval
 - No – wire transfer in 2-3 days
- Additional Functions
 - Draw Corrections
 - Revise
 - Reject
 - Cancel
 - Program Income



Drawdown Module Overview: Field Office Actions

- Give policy recommendations on when/how to obligate funds.
- Get help from CFO if grantee has missing Tax ID (TIN) or Bank Routing Information in LOCCS.
- Take action on draws over the threshold.

Obligate Funds

- All funds Obligated at Activity Level
 - Obligated funds include both Program Funds and Program Income
- Must meet NSP definition of Obligation
 - Examples include: opening escrow for acquisition, or approving a rehabilitation budget. Clarify with CPD Rep, as needed.
- Must have Request or Approve Drawdown role

Obligate Funds

- Necessary Roles: Request Drawdown or Approve Drawdown

Login ID:T001GA
Role:Grantee Admin

Drawdown

- [Search/Edit Obligation](#)
- [Search/Maintain Voucher](#)

Receipt and PI Accounts

- [Create Receipt](#)
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Activity Obligation

Search for Activities to Obligate [Help?](#)

Search Criteria

Grant Number:

Grantee Activity Number:

Responsible Organization:

Obligate Funds

Make sure you are
searching under the
correct grant #

Activity Obligation

Search for Activities to Obligate

[Help?](#)

Search Criteria

Grant Number: **Grantee Activity Number:** **Responsible Organization:**

Results Page 4 of 33 (321 activities found)

| Grant # | Grantee Activity # | Responsible Organization | Activity Type | Activity Title | Action |
|---------------------------------|---------------------------|--------------------------|--------------------------------|--|--------------------------|
| B-08-DI-17-0001 | 1800700021 08-357015 1000 | City of Grafton | Administration e.g., general m | Grafton Dredging Admin | Maintain |
| B-08-DI-17-0001 | 1800800601 08-358005 0100 | City of Grafton | Acquisition of residential rea | Grafton Buyout Res Acquisition LMI | Maintain |
| B-08-DI-17-0001 | 1800800602 08-358005 0102 | City of Grafton | Acquisition of residential rea | Grafton Buyout Res Acquisition URG | Maintain |
| B-08-DI-17-0001 | 1800800603 08-358005 0200 | City of Grafton | Clearance and demolition | Grafton Buyout Demo-Clearance LMI | Maintain |
| B-08-DI-17-0001 | 1800800604 08-358005 0202 | City of Grafton | Clearance and demolition | Grafton Buyout Demo-Clearance URG | Maintain |
| B-08-DI-17-0001 | 1800800605 08-358005 0302 | City of Grafton | Acquisition of non-residential | Grafton Buyout Non-Res Acquisition URG | Maintain |
| B-08-DI-17-0001 | 1800800606 08-358005 0800 | City of Grafton | Relocation payments and assist | Grafton Buyout Relocation LMI | Maintain |
| B-08-DI-17-0001 | 1800800607 08-358005 0802 | City of Grafton | Relocation payments and assist | Grafton Buyout Relocation URG | Maintain |
| B-08-DI-17-0001 | 1800800608 08-358005 1000 | City of Grafton | Administration e.g., general m | Grafton Buyout Admin | Maintain |
| B-08-DI-17-0001 | 1800300009 08-353005 0600 | City of Harvey | Construction/reconstruction of | 167th Street Improvements | Maintain |

[\[Previous 10 Results\]](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [\[Next 10 Results\]](#)

Obligate Funds

Activity Obligation

Add-Edit Obligation Line Item

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

| Grant # | Grantee Activity # | Responsible Organization | Activity Type | Activity Title |
|---------------------------|--------------------|--------------------------|--------------------------------|--|
| B-09-LN-C | | | Rehabilitation or reconstructi | Purchase with Rehab Rental 1-4 units 25% set-aside |

Total Budget: \$8,945,000.00**Total Drawn Amount:** \$768,158.98**Total Obligated Amount:** \$768,158.98**Total Program Funds Drawn:** \$768,158.98**Available for Obligation:** \$8,176,841.02**Total Program Income Drawn:** \$0.00**Obligation Amount:** \$ 768,158.98[Save Amount](#)[Cancel Amount](#)[Return to Search Obligation](#)

Obligation Screen Displays
Program Funds and Program
Income Drawn Amounts

Obligate Funds: Drawdown Math Rules



Obligation amounts must be less than or equal to the **Total Activity Budget** and greater than or equal to the **Total Drawn Amount** (can't decrease the obligation amount to less than the amount that has already been drawn down)

Activity Budget \geq Obligation \geq Total Activity Drawn Amount (PF+PI)

\$1,000,000 \geq \$500,000 \geq \$200,000

Grantees must enter BOTH Program Funds and Program Income as part of the Total Activity Budgets and Activity Obligations

Program Income (PI)

- If a Grantee anticipates receiving Program Income:
 - Activity budgets and obligations must include estimated program income.
 - PI transactions are recorded using “PI Receipts” and PI Vouchers.
 - Ensures compliance with requirements for spending PI before program funds are drawn.
 - Program Income Accounts allows grantees to “wall off” organizations that a grantee allows to retain PI, and not return to the grantee, for their own uses.
 - Grantees can designate Revolving Loan Funds (RLF) at the Project level.

Program Income: Prior to 7.3

- PI used to be entered into the QPR
- PI recorded prior to 7.3 was converted into receipts based on the QPR and Activity in which it was entered.
- Activity Budgets and Obligations may have been automatically increased if PI was previously receipted through those activities.
- By using the Search/Edit Receipt function, grantees can modify previously recorded PI to be associated with another Activity*.
(*Activity's budget might first need to be increased)

PI DRGR Functionality

- Budgets:** Add estimated PI at the grant level as a distinct line item. Add estimated PI as a component of the Project/Activity Budget.
- Draws:** To draw funds, DRGR *requires all Program Income received in each RLF or PI account to be used before Program Funds*. Similar rules apply to activities outside RLF and PI accounts (termed “General Account” for PI)
- PI Account:** *Add and Edit/Search Program Income Accounts* to identify activities with the organization they fund that are allowed to retain PI for their own uses.
- PI Receipt:** *Create and Edit/Search Program Income Receipts* to identify each PI transaction rather than recording amounts quarterly as in the past.

PI: Budgets at the Grant Level

Estimate the amount of Program Income the grant will receive over the grant. Re-evaluate regularly to ensure enough funds to accommodate project and activity budgets.

Action Plans

Edit Action Plan


Grant Number:




Grant Amount: \$10,000,000.00

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

| | |

| | |
|-------------------------------|---|
| Grant Amount: | \$10,000,000.00 |
| Estimated PI/RL Funds: | <input type="text" value="\$2,000,000.00"/> |
| Total Budget: | \$12,000,000.00 |

Note: Click  to drill down activities.

|  Project # | Project Title |
|---|----------------------------|
|  NSP1- Admin | Administration |
|  NSP1- Bldg/Rehab | Acquisition/Rehabilitation |

PI: Budgets for Project/Activity

- Total Project and Activity budgets must include program funds and **estimated program income**.
- Re-evaluate regularly to ensure enough funds to accommodate project and activity budgets.
- Math Rules:

Project/Activity Budget = Program Funds + Estimated PI

Total Budget (Grant Funds + Estimated PI/RL Funds) \geq
Sum of Total Project Budgets \geq
Sum of Total Activity Budgets (per Project)

PI Categories

PI will now be categorized as:

- *General Account*: Pool of all PI receipted that is not in any individual RLF or PI Account(s).
- *PI Account(s)*: Separate accounts created by grantee to identify Activities under their funding agreements with their organizations that allow these organizations to RETAIN and use PI on their own Activities. In effect, *PI Accounts allow users to “wall off” PI receipts for specific Responsible Organizations.*
- *Revolving Loan Fund(s)*: Projects to identify activities of a single Activity type where loan repayments are used to fund new loans

General Account

All PI received on any unassigned Activity must be disbursed before PF on any unassigned Activity

PI Account

All PI received in an any Activity in each PI Account must be disbursed before PF in the PI Account

RLF Project

All PI received in an any Activity in each RLF project must be disbursed before PF in the RLF Project

PI Receipts

PI received is recorded in the Drawdown Module as a “receipt” for individual PI transactions

Drawdown

- [Search/Edit Obligation](#)
- [Search/Maintain Voucher](#)

Receipt and PI Accounts

- [Create Receipt](#)
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- [Add PI Account](#)
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Receipt

Create Receipt

[Help?](#)**Receipt Created For:**

Denver01, CO

Receipt Created By:

T001GA T001GA

***Grant Number:**

B-08-MN-99-0103

***Activity:**

NSP1-B A/R MF DHH LH25

***Grantee Receipt #:**

SP1-B A/R MF DHH LH25 - 010912

***Receipt Date:**

01/09/2012

[Select Date](#) (ex: mm/dd/yyyy)***Amount:**

\$ 25,000 (ex: 999,999.99)

Comment:***Receipt Status:**

Open

[Save Receipt](#)[Cancel](#)

Associate PI Receipts

- Grantees can also associate two or more receipts for tracking purposes
- Typically used when one PI receipt is split among two or more activities in separate PI Accounts
- Example: Subrecipient is allowed to retain all but 10% of PI generated:
 - Receipt 90% against the activity that generated the PI
 - Receipt 10% against the administration activity
 - “Associate” the two receipts to establish the relationship

Associate PI Receipts

- Receipts can be “associated” in the Drawdown Module, Edit Receipt page.

Receipt

Edit Receipt

[Help?](#)

| | |
|---|--|
| Receipt Created For: State of Illinois | Receipt Created By: Jaysen Alexander |
| Grant Number: B-08-DI-17-0001 | *Activity: 1800300001 08-353001 0901 ▼ |
| *Grantee Receipt #: Test Receipt | *Receipt Date: 12/02/2011 Select Date (ex: mm/dd/yyyy) |
| *Amount: \$ 15,000 X (ex: 999,999.99) | Total Receipt Amount: \$11,188.27 |
| Comment: Initilization of receipts based on past QPR program funds received | |
| *Receipt Status: Open ▼ | |

Associated Receipts

[Associate New](#)[Save Receipt](#)[Cancel](#)

Associate PI Receipts

- Selecting the “Associate New” button directs users to the search/select receipt page:

Receipt

Associate Receipts

Receipt #: 18003001 08-353001_122011

10 Record(s) Displaying 1 through 10

First Prev 1 Next Last

| Select | Receipt# | Receipt Date | Status | Grant# | PIA Name | Project# | Activity# | Date Created | Amount | Action |
|-------------------------------------|-------------------------------|--------------|--------|-----------------|-----------------|----------------------------------|---------------------------|--------------|-----------|--|
| <input checked="" type="checkbox"/> | 08-353001 02032012 | 02/03/2012 | Open | B-08-DI-17-0001 | General Account | IKE Economic Development Program | 1800300001 08-353001 0901 | 02/03/2012 | 11132.97 | Edit View View Account |
| <input checked="" type="checkbox"/> | 08-353001 06082012 | 06/08/2012 | Open | B-08-DI-17-0001 | General Account | IKE Economic Development Program | 1800300001 08-353001 0901 | 06/08/2012 | 10918.21 | Edit View View Account |
| <input checked="" type="checkbox"/> | 08-353001 07172012 | 07/17/2012 | Open | B-08-DI-17-0001 | General Account | IKE Economic Development Program | 1800300001 08-353001 0901 | 07/17/2012 | 140563.26 | Edit View View Account |
| <input type="checkbox"/> | 08353001 005 | 12/15/2011 | Open | B-08-DI-17-0001 | General Account | IKE Economic Development Program | 1800300001 08-353001 0901 | 12/15/2011 | 11212.71 | Edit View View Account |
| <input type="checkbox"/> | 08353007 02182014 | 02/18/2014 | Open | B-08-DI-17-0001 | General Account | IKE Economic Development Program | 1800300012 08-353007 0600 | 02/18/2014 | 1100 | Edit View View Account |
| <input type="checkbox"/> | 1800300001 08-353001 021512 | 02/15/2012 | Open | B-08-DI-17-0001 | General Account | IKE Economic Development Program | 1800300001 08-353001 0901 | 02/15/2012 | 11111.11 | Edit View View Account |
| <input type="checkbox"/> | 1800300001 08-353001 04022012 | 04/02/2012 | Open | B-08-DI-17-0001 | General Account | IKE Economic Development Program | 1800300001 08-353001 0901 | 04/02/2012 | 10937.5 | Edit View View Account |
| <input type="checkbox"/> | 18003001 08-353001_032011 | 03/31/2011 | Open | B-08-DI-17-0001 | General Account | IKE Economic Development Program | 1800300001 08-353001 0901 | 12/02/2011 | 8333.33 | Edit View View Account |
| <input type="checkbox"/> | 18003001 08-353001_062011 | 06/30/2011 | Open | B-08-DI-17-0001 | General Account | IKE Economic Development Program | 1800300001 08-353001 0901 | 12/02/2011 | 15648.15 | Edit View View Account |
| <input type="checkbox"/> | 18003001 08-353001_092011 | 09/30/2011 | Open | B-08-DI-17-0001 | General Account | IKE Economic Development Program | 1800300001 08-353001 0901 | 12/02/2011 | 33928.76 | Edit View View Account |

[Search Again](#)

Save Association

Cancel

Associate PI Receipts

- Selecting “Save Association” directs users back to the Edit Receipt page with the associated receipts displayed:

Receipt

Edit Receipt

[Help?](#)

- Selected receipts have been associated successfully

Receipt Created For:
State of Illinois

Grant Number:
B-08-DI-17-0001

***Grantee Receipt #:**

18003001 08-353001_122011

***Amount:**

\$ 11,188.27 (ex: 999,999.99)

Comment:

Intilization of receipts based on past QPR program funds received

***Receipt Status:**

Open

Receipt Created By:
Jaysen Alexander

***Activity:**

1800300001 08-353001 0901

***Receipt Date:**

12/02/2011 [Select Date](#) (ex: mm/dd/yyyy)

Total Receipt Amount:

\$33,239.45

Associated Receipts

| Select | Receipt# | Receipt Date | Status | Grant# | PIA Name | Project# | Activity# | Date Created | Amount | Action |
|--------------------------|---------------------------|--------------|--------|-----------------|-----------------|----------------------------------|---------------------------|--------------|----------|--|
| <input type="checkbox"/> | 08-353001 02032012 | 02/03/2012 | Open | B-08-DI-17-0001 | General Account | IKE Economic Development Program | 1800300001 08-353001 0901 | 02/03/2012 | 11132.97 | Edit View View Account |
| <input type="checkbox"/> | 08-353001 06082012 | 06/08/2012 | Open | B-08-DI-17-0001 | General Account | IKE Economic Development Program | 1800300001 08-353001 0901 | 06/08/2012 | 10918.21 | Edit View View Account |
| <input type="checkbox"/> | 18003001 08-353001_122011 | 12/02/2011 | Open | B-08-DI-17-0001 | General Account | IKE Economic Development Program | 1800300001 08-353001 0901 | 12/02/2011 | 11188.27 | Edit View View Account |

Deassociate Selected

Associate New

PI Accounts: Set-Up

- Established by Responsible Organization with, typically, all of the Activities associated with that Responsible Org. in their own PI Account.
- Program Income generated by an Activity in this account can only be used for itself or other Activities in that same account.
- Any Activities not assigned to a PI Account will remain in a General PI Account.

Program Income Accounts: Set-up

Drawdown

- [Search/Edit Obligation](#)
- [Search/Maintain Voucher](#)

Receipt and PI Accounts

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Program Income Accounts

Add Program Income Account

[Help?](#)**Grant Number:**

B-08-MN-99-0103

Program Income Account Name:

GDHH - PI Account

Available Responsible Organizations:

City and County of Denver-BHS
Denver Affordable Housing
Greater Denver Housing Help
Housing for the People

Assign Org >>

<< Remove Org

Selected Responsible Organizations:**Available Activities:**

Assign Activity >>

<< Remove Activity

Selected Activities:

Save

Cancel

Program Income Accounts: Set UP

Program Income Accounts

Add Program Income Account

[Help?](#)

Grant Number:
B-08-MN-99-0103

Program Income Account Name:
GDHH - PI Account

Available Responsible Organizations:

City and County of Denver-BHS
Denver Affordable Housing
Housing for the People

Assign Org >>

<< Remove Org

Selected Responsible Organizations:

Greater Denver Housing Help

Available Activities:

Assign Activity >>

<< Remove Activity

Selected Activities:

NSP1-B A/R MF DHH LH25
NSP1-B A/R MF DHH LMMI

Save

Cancel

Program Income Accounts: Search/Edit

Drawdown

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Program Income Accounts

Search for Program Income Accounts

[Hel](#)

Search Criteria

Grant Number:

B-08-MN-99-0103 ▾

Program Income Account:**Grantee Activity Number:**

Results Page 1 of 1 (6 Program Income Accounts found)

| Grant Number | Program Income Account | Grantee Activity Number | Action |
|------------------------------|--|---|---|
| B-08-MN-99-0103 | City of Denver - PI Account | NSP1-E-Redev't MF City LMMI | Edit View |
| B-08-MN-99-0103 | City of Denver - PI Account | NSP1-Admin | Edit View |
| B-08-MN-99-0103 | City of Denver - PI Account | NSP1-C LB SF City | Edit View |
| B-08-MN-99-0103 | DAH - PI Account | NSP1-B A/R SF DAH LH25 | Edit View |
| B-08-MN-99-0103 | GDHH - PI Account | NSP1-B A/R MF DHH LMMI | Edit View |
| B-08-MN-99-0103 | GDHH - PI Account | NSP1-B A/R MF DHH LH25 | Edit View |

Program Income Accounts: Review

This is an example of a grantee that has set up PI Accounts according to their responsible organizations.
(Fin Report 05d)

Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Fin Rept05d: Program Income Account Summary

File View Data Format Last update: 1/30/12 12:11:43

PAGE-BY: Grantee: Corporate Grants Grant Number: B-08-DN-42-0001 Grant Program: NSP Appropriation: NSP ?

Data rows: 29 Data columns

| PI Account | Metrics | Activity Budgets | Activity Obligations | Program Income Received | Program Income Disbursed | Program Income Balance |
|------------------------|---------|------------------|----------------------|-------------------------|--------------------------|------------------------|
| City of Carbondale | | \$750,000.00 | \$750,000.00 | \$87,250.00 | \$87,250.00 | \$0. |
| Beaver County | | \$1,291,682.00 | \$1,291,682.00 | \$0.00 | \$0.00 | \$0. |
| Butler County | | \$500,000.00 | \$500,000.00 | \$0.00 | \$0.00 | \$0. |
| Cambria County | | \$3,516,393.00 | \$3,516,393.00 | \$0.00 | \$0.00 | \$0. |
| Chester County | | \$1,960,617.35 | \$1,960,617.35 | \$241,431.76 | \$241,431.76 | \$0. |
| City of Easton | | \$604,390.00 | \$604,390.00 | \$104,390.00 | \$104,390.00 | \$0. |
| Bristol Township | | \$2,037,361.53 | \$2,037,361.53 | \$214,554.29 | \$214,554.29 | \$0. |
| City of Erie | | \$2,089,416.00 | \$2,089,416.00 | \$136,856.47 | \$8,476.82 | \$128,379. |
| City of New Kensington | | \$1,467,000.00 | \$1,467,000.00 | \$519.50 | \$519.50 | \$0. |
| City of Philadelphia | | \$7,556,732.32 | \$7,556,732.32 | \$691,679.62 | \$456,732.32 | \$234,947. |
| City of Pittsburgh | | \$4,050,000.00 | \$4,050,000.00 | \$39,466.25 | \$0.00 | \$39,466. |
| City of Scranton | | \$2,633,424.21 | \$2,633,424.21 | \$589,018.17 | \$494,883.96 | \$94,134. |
| City of Sharon | | \$3,696,471.00 | \$3,696,471.00 | \$0.00 | \$0.00 | \$0. |
| City of Williamsport | | \$275,000.00 | \$275,000.00 | \$0.00 | \$0.00 | \$0. |
| Clearfield County | | \$426,318.00 | \$426,318.00 | \$0.00 | \$0.00 | \$0. |
| Delaware County | | \$7,168,000.00 | \$7,168,000.00 | \$0.00 | \$0.00 | \$0. |
| Erie County | | \$575,900.00 | \$575,900.00 | \$0.00 | \$0.00 | \$0. |
| Fayette County | | \$3,315,472.30 | \$3,277,972.30 | \$1,254,822.25 | \$923,072.30 | \$331,749. |
| Huntingdon County | | \$171,000.00 | \$171,000.00 | \$0.00 | \$0.00 | \$0. |
| Lawrence County | | \$1,525,208.93 | \$1,525,208.93 | \$197,175.29 | \$133,485.07 | \$63,690. |

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Program Income Review (FinRept05b)

Disaster Recovery Grant Reporting System (DgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > **Fin Rept05b: CUM - Program Income - Activity Level**

File View Data Format Last update: 5/10/11 10:52:21 AM

PAGE-BY: Grant Status: Active Grantee: Kansas City, MO Grant Number: B-08-MN-29-0001

Data rows: 13 Data columns: 5

| Project Number | Project Title | Activity Type | Activity Number | Responsible Organization | Metrics | Grant Funds Budgeted | Grant Funds Obligated | Grant Funds Disbursed | Program Income Received | Program Income Disbursed |
|----------------|------------------------------|---|------------------------------|----------------------------------|---------|-----------------------|-----------------------|-----------------------|-------------------------|--------------------------|
| B | B-Acquisition/Rehabilitation | Rehabilitation/reconstruction of residential structures | BEDCLMMI | Economic Development Corporation | | \$4,552,854.00 | \$4,552,854.00 | \$3,502,373.61 | \$961,156.30 | \$755,740.47 |
| | | | BEDCLH25 | Economic Development Corporation | | \$1,051,279.00 | \$1,051,279.00 | \$692,209.64 | \$325,639.07 | \$106,545.31 |
| 2009-01 | Administration | Administration | AdminCity | City of Kansas City | | \$462,373.00 | \$462,373.00 | \$33,575.97 | \$0.00 | \$0.00 |
| | | | AdminEDC | Economic Development Corporation | | \$270,000.00 | \$270,000.00 | \$226,176.87 | \$0.00 | \$64,057.42 |
| Cancelled D | Cancelled D | Administration | Cancelled D | Economic Development Corporation | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Cancelled B | Cancelled B | Land Banking - Disposition (NSP Only) | Cancelled | Economic Development Corporation | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Cancelled | Cancelled | Administration | Cancelled B | City of Kansas City | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| B | B-Acquisition/Rehabilitation | Rehabilitation/reconstruction of residential structures | BHabitatLH25 | Habitat for Humanity | | \$163,228.00 | \$163,228.00 | \$28,098.42 | \$0.00 | \$24,207.49 |
| Cancelled E | Cancelled E | Administration | Cancelled C | Economic Development Corporation | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Cancelled G | Cancelled G | Administration | Cancelled F | City of Kansas City | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Cancelled | Cancelled | Administration | Cancelled E | Habitat for Humanity | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E | E-Redevelopment | Construction of new housing | EHabitatLH25 | Habitat for Humanity | | \$824,000.00 | \$824,000.00 | \$169,001.35 | \$0.00 | \$35,985.24 |
| Total | | | | | | \$7,323,734.00 | \$7,323,734.00 | \$4,651,435.86 | \$1,286,795.37 | \$986,535.93 |

Case Study 11, 12 & 13

- 11. Obligate Funds
- 12. Create a Program Income Account &
Estimate PI Budgets
- 13. Create a PI Receipt

[Admin](#)

[Action Plans](#)

[Drawdown](#)

[QPR](#)

[Reports](#)

[Grants](#)

Program Income Review

- Budgets and obligations must include estimated PI.
- Complies with requirement to spend PI before drawing program funds.
- Grantees can set up PI Accounts to allow their organizations to retain PI.
- PI is recorded in Drawdown module.
- Revolving Loan Funds (RLF) can be created at the Project Level.

Create/Approve Vouchers

Funds Drawn at Activity Level.

Two Step Process for a Grantee:

Step 1: Create the Voucher

- Must have Draw Request Role
- Determine Program Funds v. Program Income Funds
- Select Activities, amounts, and enter comments

Step 2: Approve Voucher

- Must have Draw Approval Role to approve
- Approve / Reject entire voucher
- Approve / Reject on line-item basis
- Provide comments for approval or rejection

Create/Approve Vouchers: Roles

| | View a Voucher Line Item | Approve/Reject a Voucher Line Item | Revise a Voucher Line Item | Cancel Voucher Line Item | Revoke Approval of a Voucher Line Item |
|----------------|--------------------------|------------------------------------|----------------------------|--------------------------|--|
| ALL | X | | | | |
| Draw Requester | X | | X | X | |
| Draw Approve | X | X | | | X |

Create/Approve Vouchers: Daily Draw Thresholds

- Normally = \$5 million daily per VOUCHER
- If threshold exceeded, status = Approved Pending HQ
- Grantee must e-mail supporting info to HUD Rep
 - sufficient detail that the draw request was reviewed and approved in accordance with grantee procedures: should include support documentation with two grantee staff signatures/initials.
- HUD Review (by HUD HQ users with Draw Approval rights)
 - CPD Representatives must consult with HHQ prior to taking any action on a voucher.
 - Rely on HHQ for Guidance

Create/Approve Vouchers: Block Draws

- Draws can be blocked
 - at the Grant, Project and Activity level by HUD (see next slides) or
 - at the Activity level by the Grantee Admin
- Communicate with FO if draw is blocked by HUD
- Check for Restricted Balance projects

Blocked Draws – Grant Level

Grants

View Grant

[Close](#) | [View Grant History](#) [Grant Closeout Checklist](#)

| | |
|--|--|
| Grant Number: B-11-DN-99-0001 | State Grantee: No |
| Grant Name: | |
| Grant Amount: \$10,000,000.00 | Appropriation: NSP |
| | CFDA Number: |
| Disaster: NSP | |
| Award Date: 07/01/2011 | Grantee: [REDACTED] |
| | HUD Voucher Approval Threshold: \$0.00 |
| Block Grant Drawdown <input checked="" type="checkbox"/> Blocked | TIN # |
| Block Grant Obligation <input checked="" type="checkbox"/> Blocked | |
| Program Income Waiver Date: | HUD Office: Denver Regional Office |

Blocked Draws – Project/Activity Level

Project

View Project

Grant #:

B-13-DS-36-0001

Project #:

NY01Hsg-R1

Project Title:

A. Recreate NY Smart Home Repair & Reconstruction

Description:

Disaster Recovery Housing Repair, Reconstruction and Mitigation

Project Budget Amount:

\$175,000,000.00

Project Status:

Open

☐ Revolving Loan Fund**Project Effective Date:**☐ HUD Block Drawdown**HUD Block Drawdown Date:**

05/13/2015

Edit Activity - Page 1

*Indicates Required Field

Grant Number:

B-13-DS-36-0001

View Existing Activities:

Select Option

[View Activity Details](#)***Activity Type:**

Rehabilitation/reconstruction of residential structures ▼

Block Drawdown:☐ Blocked by Grantee**Block Drawdown Date:**☐ Activity Draw Block by HUD

05/13/2015

☐ Project Draw Block by HUD

05/13/2015

Create Voucher

Build the voucher in four steps:

1. Select Activities
 - 1a. Search for Activities
 - 1b. Select Fund Type (PF or PI)
2. Enter Drawdown Amount per line items
3. Confirm Voucher
4. Verify voucher is confirmed

Step 1: Select Activities

- Necessary Role: Request Drawdown

Drawdown

- [Search/Edit Obligation](#)
- [Create Voucher](#)
- [Search/Maintain Voucher](#)

Receipt and PI Accounts

- [Create Receipt](#)
- [Search/Edit Receipt](#)
- [Add PI Account](#)
- [Search/Edit PI Accounts](#)

Utilities

- [Print Page](#)
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Links

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

Drawdown

Create Voucher - Page 1 of 4 (Select Activities)

[Continue](#)**Voucher Created For:**

Denver1, CO

Requested Submission Date:

08/22/2011

[Select Date](#) (ex: mm/dd/yyyy)

Voucher Items

| Grant # | Responsible Organization | Activity Type | Grantee Activity # |
|------------------------|--------------------------|---------------|--------------------|
| No Activities Selected | | | |

[Add More Activities](#)[Continue](#)

Step 1a: Search for Activities

- Search by Grant number, Activity Type, or just select Search to view all possible Activities

Drawdown

Search for Activities to Create Voucher

Search criteria should include the grant number if the user has access to more than one grant.

Search Criteria

| | | | |
|---|--|--|---|
| Grant #: <input type="text" value="Select"/> | Project #: <input type="text"/> | Receipt Fund Type: <input type="text" value="Select"/> | Program Income Account Number: <input type="text"/> |
| Grantee Activity Number: <input type="text"/> | Activity Title: <input type="text"/> | Activity Type: <input type="text"/> | Responsible Organization: <input type="text"/> |

|

Add Selected Activities to Voucher



Return To Create Voucher (Page 1)

Step 1b: Select Fund Type

Drawdown

Search for Activities to Create Voucher [Help?](#)

Search Criteria

Grant #: B-08-MN-99-0103 Project #: Receipt Fund Type: Select Program Income Account Number:

Grantee Activity Number: Activity Title: Activity Type: Responsible Organization:

Search | Reset

Select activities to include in the voucher

Results Page 1 of 1 (7 activities found)

| Grant # | Responsible Organization | Activity Type | Project # | Grantee Activity # | Activity Title | Program Income Account # | Select Program Funds | Select Receipt Funds |
|-----------------|-------------------------------|---|------------------|-----------------------------|---------------------------------|-----------------------------|--------------------------|--------------------------|
| B-08-MN-99-0103 | City and County of Denver-BHS | Administration | NSP1-Admin | NSP1-Admin | Admin | City of Denver - PI Account | X | <input type="checkbox"/> |
| B-08-MN-99-0103 | City and County of Denver-BHS | Construction of new housing | NSP1-E-Red't | NSP1-E-Redev't MF City LMMI | Redevelopment MultiFamily LMMI | City of Denver - PI Account | X | X |
| B-08-MN-99-0103 | City and County of Denver-BHS | Land Banking - Acquisition (NSP Only) | NSP1-C-LB | NSP1-C LB SF City | Land Banking Single-Family LMMI | City of Denver - PI Account | <input type="checkbox"/> | X |
| B-08-MN-99-0103 | Denver Affordable Housing | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R SF DAH LH25 | Acq/Rehab Single-Family LH25 | DAH - PI Account | <input type="checkbox"/> | X |
| B-08-MN-99-0103 | Greater Denver Housing Help | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R MF DHH LH25 | Acq/Rehab Multifamily LH25 | GDHH - PI Account | X | <input type="checkbox"/> |
| B-08-MN-99-0103 | Greater Denver Housing Help | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R MF DHH LMMI | Acq/Rehab Multifamily LMMI | GDHH - PI Account | X | X |
| B-08-MN-99-0103 | Housing for the People | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R SF HP LH25 | Acq/Rehab Single-Family LH25 | GENERAL ACCOUNT | <input type="checkbox"/> | X |

Add Selected Activities to Voucher | Return To Create Voucher (Page 1)

Step 2: Enter Drawdown Amount per line items

Drawdown

Create Voucher - Page 1 of 4 (Select Activities)

[Help?](#)

[Continue](#)

Voucher Created For:

Denver01, CO

Requested Submission
Date:

01/10/2012

[Select Date](#) (ex: mm/dd/yyyy)

Voucher Items

| Grant # | Responsible Organization | Activity Type | Project # | Grantee Activity # | Title | Fund Type | Program Income Account | Select to Remove |
|-----------------|-------------------------------|---|------------------|------------------------|------------------------------|----------------|-----------------------------|--------------------------|
| B-08-MN-99-0103 | City and County of Denver-BHS | Administration | NSP1-Admin | NSP1-Admin | Admin | PROGRAM FUND | City of Denver - PI Account | <input type="checkbox"/> |
| B-08-MN-99-0103 | Denver Affordable Housing | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R SF DAH LH25 | Acq/Rehab Single-Family LH25 | PROGRAM FUND | DAH - PI Account | <input type="checkbox"/> |
| B-08-MN-99-0103 | Greater Denver Housing Help | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R MF DHH LH25 | Acq/Rehab Multifamily LH25 | PROGRAM FUND | GDHH - PI Account | <input type="checkbox"/> |
| B-08-MN-99-0103 | Denver Affordable Housing | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R SF DAH LH25 | Acq/Rehab Single-Family LH25 | PROGRAM INCOME | DAH - PI Account | <input type="checkbox"/> |
| B-08-MN-99-0103 | Greater Denver Housing Help | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R MF DHH LH25 | Acq/Rehab Multifamily LH25 | PROGRAM INCOME | GDHH - PI Account | <input type="checkbox"/> |

[Add More Activities](#) | [Remove Voucher Line Item](#)

[Continue](#)



Step 2 (cont.)

Drawdown

Create Voucher - Page 2 of 4 (Submit)

[Help?](#)**Voucher #:**

169889

**Requested Submission
Date:**

01/10/2012

Voucher Created For:

Denver01, CO

Created by:

T001GR T001GR

All Program Income
Available is being used
before Program Funds

Voucher Items

| <u>Grant #</u> | <u>Responsible Organization</u> | <u>Activity Type</u> | <u>Project #</u> | <u>Grantee Activity #</u> | <u>Activity Title</u> | <u>Fund Type</u> | <u>Program Income Account</u> | <u>Available Amount</u> | <u>Drawdown Amount</u> | <u>Status</u> |
|-----------------|---------------------------------|---|------------------|---------------------------|------------------------------|------------------|-------------------------------|--------------------------------|------------------------|---------------|
| B-08-MN-99-0103 | City and County of Denver-BHS | Administration | NSP1-Admin | NSP1-Admin | Admin | PROGRAM FUND | City of Denver - PI Account | \$1,000,000.00 | \$ 10000 | |
| B-08-MN-99-0103 | Denver Affordable Housing | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R SF DAH LH25 | Acq/Rehab Single-Family LH25 | PROGRAM FUND | DAH - PI Account | \$400,000.00 | \$ 25000 | |
| B-08-MN-99-0103 | Denver Affordable Housing | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R SF DAH LH25 | Acq/Rehab Single-Family LH25 | PROGRAM INCOME | DAH - PI Account | \$100,000.00 | \$ 100000 | |
| B-08-MN-99-0103 | Greater Denver | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R MF | Acq/Rehab Multifamily | PROGRAM FUND | GDHH - PI | \$2,975,000.00 | \$ 10000 | |

Create Voucher: PF Draw Math Rules



PROGRAM FUNDS

DRGR requires all PI Received in each RLF or PI account to be used before grants funds. Similar rules will apply to Activities outside RLF and PI accounts (General Account)

Total Available Activity Amount =

Obligated Amount

- (Activity Total Drawn Amt. (PI+PF) + Activity Draw Pending (PI+PF)
- Balance PI Available of Program Income (General/RLF/PI Account) + Pending PI Draws (General/RLF/PI Account).

Create Voucher: PI Draw Math Rules



PI FUNDS

PI draws are subtracted from the Total Activity Budget.

Available Activity Amount =

Sum of All PI Received for in General/RLF/PI Account

–Drawn PI (for in General/RLF/PI Acct) + Pending PI Draws (in General/RLF/PI Acct)

Available Amount: Draw Calculation

Drawdown

Create Voucher - Page 2 of 4 (Submit)

[Help?](#)

Submit Voucher

Return To Create Voucher (Page 1)

Cancel Voucher

Voucher #:

169888

Requested Submission
Date:

01/10/2012

Voucher Created For:

Denver01, CO

Created by:

T001GR T001GR

Click on the Available Amount to understand how the system generated this number.

Voucher Items

| Grant # | Responsible Organization | Activity Type | Project # | Grantee Activity # | Activity Title | Fund Type | Program Income Account | Available Amount | Drawdown Amount | Status |
|-----------------|-------------------------------|---|------------------|------------------------|------------------------------|----------------|-----------------------------|--------------------------------|-----------------|--------|
| B-08-MN-99-0103 | City and County of Denver-BHS | Administration | NSP1-Admin | NSP1-Admin | Admin | PROGRAM FUND | City of Denver - PI Account | \$1,000,000.00 | \$ | |
| B-08-MN-99-0103 | Denver Affordable Housing | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R SF DAH LH25 | Acq/Rehab Single-Family LH25 | PROGRAM FUND | DAH - PI Account | \$400,000.00 | \$ | |
| B-08-MN-99-0103 | Denver Affordable Housing | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R SF DAH LH25 | Acq/Rehab Single-Family LH25 | PROGRAM INCOME | DAH - PI Account | \$100,000.00 | \$ | |
| B-08-MN-99-0103 | Greater Denver Housing Help | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R MF DHH LH25 | Acq/Rehab Multifamily LH25 | PROGRAM FUND | GDHH - PI Account | \$2,975,000.00 | \$ | |
| B-08-MN-99-0103 | Greater Denver Housing Help | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R MF DHH LH25 | Acq/Rehab Multifamily LH25 | PROGRAM INCOME | GDHH - PI Account | \$25,000.00 | \$ | |

Submit Voucher

Return To Create Voucher (Page 1)

Cancel Voucher

Available Amount: Draw Calculation

Drawdown

Create Voucher - Calculated Available Amounts

[Help?](#)[Go Back To Create Voucher \(Page 2\)](#)**Voucher #:**

169888

Requested Submission Date:

01/10/2012

Voucher Created For:

Denver01, CO

Created by:

T001GR T001GR

Grant #:

B-08-MN-99-0103

Responsible Organization:

Greater Denver Housing Help

Project:

NSP1-B-Acq/Rehab

Program Income Account:

GDHH - PI Account

Grantee Activity #:

NSP1-B A/R MF DHH LH25

Activity Title:

Acq/Rehab Multifamily LH25

Fund Type:

PROGRAM FUND

| Program Income Account | Program Income - PI Account Level | Program Funds - Activity Level | Program Income - Activity Level | All Funds - Activity Level |
|------------------------|-----------------------------------|--------------------------------|---------------------------------|----------------------------|
| A - Budgeted | - - - | - - - | - - - | \$3,500,000.00 |
| B - Obligated | - - - | - - - | - - - | \$3,000,000.00 |
| C - Receipts | \$25,000.00 | - - - | \$25,000.00 | - - - |
| D - Drawn | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| E - Available | \$25,000.00 | \$2,975,000.00 | \$25,000.00 | \$3,000,000.00 |

PI Available is
calculated at the RLF
and PI Account Level
across activities

Program Funds
Available is calculated
within the activity
based on total
budgets, draws and PI
availability

Available Amount: Error Message

[Available](#) [Drawdown](#) [Status](#)

Drawdown

Create Voucher - Page 2 of 4 (Submit)

[Help?](#)

- Drawdown Errors: Please see the status on Voucher Items to view the errors

Submit Voucher

Return To Create Voucher (Page 1)

Cancel Voucher

Voucher #:

169888

Requested Submission Date:

01/10/2012

Voucher Created For:

Denver01, CO

Created by:

T001GR T001GR

Voucher Items

| Grant # | Responsible Organization | Activity Type | Project # | Grantee Activity # | Activity Title | Fund Type | Program Income Account | Available Amount | Drawdown Amount | Status |
|-----------------|-------------------------------|---|------------------|------------------------|------------------------------|----------------|-----------------------------|------------------|-----------------|--------|
| B-08-MN-99-0103 | City and County of Denver-BHS | Administration | NSP1-Admin | NSP1-Admin | Admin | PROGRAM FUND | City of Denver - PI Account | \$1,000,000.00 | \$ 10000 | |
| B-08-MN-99-0103 | Denver Affordable Housing | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R SF DAH LH25 | Acq/Rehab Single-Family LH25 | PROGRAM FUND | DAH - PI Account | \$400,000.00 | \$ 10000 | ⚠ |
| B-08-MN-99-0103 | Denver Affordable Housing | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R SF DAH LH25 | Acq/Rehab Single-Family LH25 | PROGRAM INCOME | DAH - PI Account | \$100,000.00 | \$ 5000 | ⚠ |
| B-08-MN-99-0103 | Greater Denver Housing Help | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R MF DHH LH25 | Acq/Rehab Multifamily LH25 | PROGRAM FUND | GDHH - PI Account | \$2,975,000.00 | \$ 200000 | ⚠ |
| B-08-MN-99-0103 | Greater Denver Housing Help | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R MF DHH LH25 | Acq/Rehab Multifamily LH25 | PROGRAM INCOME | GDHH - PI Account | \$25,000.00 | \$ 5000 | ⚠ |

Use PI Account and/or RL Fund Before using Program Fund

Submit Voucher

Return To Create Voucher (Page 1)

Cancel Voucher

Recalculate Available Balance

- Recalculate Available Balance on Voucher screen based on amounts entered to draw
- Fix error messages when attempting to draw PI and PF across multiple activities within the same PI account (and General Account)
- Draw available PF for multiple activities on the same voucher once PI is drawn

Recalculate Available Balance

Create Voucher - Page 2 of 4 (Submit)

[Help?](#)

- Drawdown Errors: Please see the status on Voucher Items to view the errors

Update Available Amount

Submit Voucher

Return To Create Voucher (Page 1)

Cancel Voucher

Voucher #:

239627

Requested Submission Date:

11/08/2013

Voucher Created For:

County, CA

Created by:

Voucher Items

| Grant # | Responsible Organization | Activity Type | Project # | Grantee Activity # | Activity Title | Fund Type | Program Income Account | Available Amount | Drawdown Amount | Status |
|----------------|--------------------------|---|-----------|--|------------------------------|----------------|------------------------|------------------------------|-----------------|--------|
| B-11-UN- -0507 | County of | Rehabilitation/reconstruction of residential structures | 1 | NSP3 Activity 1(a)- Affordable Housing | Affordable Housing | PROGRAM FUND | NSP3 Program Income | \$419,784.22 | \$ 50,000 | |
| B-11-UN- -0507 | County of | Rehabilitation/reconstruction of residential structures | 1 | NSP3 Activity 1(a)- Affordable Housing | Affordable Housing | PROGRAM INCOME | NSP3 Program Income | \$100,000.00 | \$ 100,000 | |
| B-11-UN- -0507 | County of | Homeownership Assistance to low- and moderate-income | 2 | NSP3 Activity 2(a)-FTHB | Homebuyer Assistance Program | PROGRAM FUND | NSP3 Program Income | \$591,475.00 | \$ 25,000 | ⚠ |
| B-11-UN- -0507 | County of | Homeownership Assistance to low- and moderate-income | 2 | NSP3 Activity 2(a)-FTHB | Homebuyer Assistance Program | PROGRAM INCOME | NSP3 Program Income | \$100,000.00 | | |

PI/RLF must be expended before PF on this grant; Either do not draw PF or expend all available PI/RLF in this voucher. See 'Available Account' link.

Update Available Amount

Submit Voucher

Return To Create Voucher (Page 1)

Cancel Voucher

Recalculate Available Balance

Create Voucher - Page 2 of 4 (Submit)[Help?](#)[Update Available Amount](#)[Submit Voucher](#)[Return To Create Voucher \(Page 1\)](#)[Cancel Voucher](#)**Voucher #:**

239627

Requested Submission Date:

11/08/2013

Voucher Created For:

County, CA

Created by:**Voucher Items**

| Grant # | Responsible Organization | Activity Type | Project # | Grantee Activity # | Activity Title | Fund Type | Program Income Account | Available Amount | Drawdown Amount | Status |
|-------------------------|--|---|---------------------------|--|--------------------------------|---------------------------|--|----------------------------------|---------------------------------|------------------------|
| B-11-UN- -0507 | County of | Rehabilitation/reconstruction of residential structures | 1 | NSP3 Activity 1(a)- Affordable Housing | Affordable Housing | PROGRAM FUND | NSP3 Program Income | \$50,000.00 | \$ 50,000 | |
| B-11-UN- -0507 | County of | Rehabilitation/reconstruction of residential structures | 1 | NSP3 Activity 1(a)- Affordable Housing | Affordable Housing | PROGRAM INCOME | NSP3 Program Income | \$0.00 | \$ 100,000 | |
| B-11-UN- -0507 | County of | Homeownership Assistance to low- and moderate-income | 2 | NSP3 Activity 2(a)-FTHB | Homebuyer Assistance Program | PROGRAM FUND | NSP3 Program Income | \$591,475.00 | \$ 25,000 | |
| B-11-UN- -0507 | County of | Homeownership Assistance to low- and moderate-income | 2 | NSP3 Activity 2(a)-FTHB | Homebuyer Assistance Program | PROGRAM INCOME | NSP3 Program Income | \$0.00 | \$ | |

[Update Available Amount](#)[Submit Voucher](#)[Return To Create Voucher \(Page 1\)](#)[Cancel Voucher](#)

Step 3: Confirm Voucher

Drawdown

Create Voucher - Page 3 of 4 (Confirm)

[Help?](#)**Voucher #:**

169650

Voucher Total:**\$30,000.00****Requested Submission
Date:**

08/23/2011

Voucher Created For:

Denver1, CO

Created by:

T001GR T001GR

Creation Date:

08/23/2011

| Line Item # | Grant # | Grantee Activity # | Responsible Organization | Activity Type | Activity Title | Fund Type | Available Amount | Drawdown Amount |
|-------------|-----------------|-----------------------|-------------------------------|---|--|----------------|------------------|-----------------|
| 1 | B-08-DN-99-0013 | NSP1-01 LB | City and County of Denver-BHS | Land Banking - Acquisition (NSP Only) | Land Banking | PROGRAM FUND | \$16,000.00 | \$10,000.00 |
| 2 | B-08-DN-99-0013 | NSP1-03 Redevelopment | City and County of Denver-BHS | Construction of new housing | Redevelopment 525 California | PROGRAM INCOME | \$25,000.00 | \$5,000.00 |
| 3 | B-08-DN-99-0013 | NSP1-02 AR SF DAH | Denver Affordable Housing | Rehabilitation/reconstruction of residential structures | Acq/Rehab Single Fam Denver Affordable Housing | PROGRAM FUND | \$82,000.00 | \$15,000.00 |

Grant Subtotal: \$30,000.00

Voucher Total: \$30,000.00

Step 4: Confirm Voucher-Printing

Drawdown

Create Voucher - Page 4 of 4 (View)

[Help?](#)

• Voucher Created Successfully

Users can now download a PDF of this voucher for you records. See next slide.

[Return to Create Voucher](#)

[Download PDF](#)

Voucher #:

169890

Voucher Total:

\$170,000.00

Requested Submission Date:

01/11/2012

Voucher Created For:

Denver01, CO

Created by:

T001GR T001GR

Creation Date:

01/11/2012

| Line Item # | Grant # | Responsible Organization | Activity Type | Project # | Grantee Activity # | Activity Title | Fund Type | Program Income Account | Available Amount | Drawdown Amount |
|-----------------------|---------------------------------|-------------------------------|---|------------------|------------------------|------------------------------|----------------|-----------------------------|---------------------|-----------------|
| 1 | B-08-MN-99-0103 | City and County of Denver-BHS | Administration | NSP1-Admin | NSP1-Admin | Admin | PROGRAM FUND | City of Denver - PI Account | \$990,000.00 | \$10,000.00 |
| 2 | B-08-MN-99-0103 | Denver Affordable Housing | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R SF DAH LH25 | Acq/Rehab Single-Family LH25 | PROGRAM FUND | DAH - PI Account | \$375,000.00 | \$25,000.00 |
| 3 | B-08-MN-99-0103 | Denver Affordable Housing | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R SF DAH LH25 | Acq/Rehab Single-Family LH25 | PROGRAM INCOME | DAH - PI Account | \$0.00 | \$100,000.00 |
| 4 | B-08-MN-99-0103 | Greater Denver Housing Help | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R MF DHH LH25 | Acq/Rehab Multifamily LH25 | PROGRAM FUND | GDHH - PI Account | \$2,965,000.00 | \$10,000.00 |
| 5 | B-08-MN-99-0103 | Greater Denver Housing Help | Rehabilitation/reconstruction of residential structures | NSP1-B-Acq/Rehab | NSP1-B A/R MF DHH LH25 | Acq/Rehab Multifamily LH25 | PROGRAM INCOME | GDHH - PI Account | \$0.00 | \$25,000.00 |
| Grant Subtotal: | | | | | | | | | \$170,000.00 | |
| Voucher Total: | | | | | | | | | \$170,000.00 | |

Voucher Comments:

Voucher Comment Field

Step 4: Verify Voucher is Confirmed.

DRGR Voucher Report

Voucher Number:
169890

Voucher Created For:
Denver01, CO

Created by:
T001GR T001GR

Creation Date:
01/11/2012

Print Date:
01/11/2012

| Line Item # | Grant # | Grantee Activity # | Activity Type | Responsible Organization | Activity Title | Fund Type | Drawdown Amount | Line Item Status | Submission Date | Payment Code | Paid Date |
|-------------|-----------------|------------------------|---|-------------------------------|------------------------------|----------------|-----------------|------------------|-----------------|--------------|-----------|
| 1 | B-08-MN-99-0103 | NSP1-Admin | Administration | City and County of Denver-BHS | Admin | PROGRAM FUND | \$ 10,000.00 | Open | 01/11/2012 | | |
| 2 | B-08-MN-99-0103 | NSP1-B A/R SF DAH LH25 | Rehabilitation/reconstruction of residential structures | Denver Affordable Housing | Acq/Rehab Single-Family LH25 | PROGRAM FUND | \$ 25,000.00 | Open | 01/11/2012 | | |
| 3 | B-08-MN-99-0103 | NSP1-B A/R SF DAH LH25 | Rehabilitation/reconstruction of residential structures | Denver Affordable Housing | Acq/Rehab Single-Family LH25 | PROGRAM INCOME | \$ 100,000.00 | Open | 01/11/2012 | | |
| 4 | B-08-MN-99-0103 | NSP1-B A/R MF DHH LH25 | Rehabilitation/reconstruction of residential structures | Greater Denver Housing Help | Acq/Rehab Multifamily LH25 | PROGRAM FUND | \$ 10,000.00 | Open | 01/11/2012 | | |

Program Income: Common Issues

1. Accounting for a Revolving Loan Fund (RLF)
2. Adding a PI Account vs. RLF
3. How does the grantee identify activities with the organizations they fund that are allowed to retain their program income?
4. PI previously entered under the wrong Activity
5. Error message when attempting to drawdown PI

1. PI: Common Issues

- Accounting for a Revolving Loan Fund.

Solution: Grantees will be able to identify Revolving Loan Funds (RLF) using the PROJECT screen. Each RLF will allow users to identify activities where receipts will be recorded and PI will be disbursed under the RLF. RLF projects can only include activities with a single activity type.

2. PI: Common Issues

➤ Adding a PI Account vs. RLF

Solution: Grantees should set up a PI Account in situations where the program income for just one Responsible Organization needs to be “walled off” from the other activities.

Grantees should set up an RLF if more than one Responsible Organization will be assigned, and if the account meets HUD’s definition of a NSP RLF.

3. PI: Common Issues

- A grantee has five organizations for their grant. Of that, two of the organizations are allowed to retain their PI and three have to return their PI to the grantee. How does the grantee identify activities with the organizations they fund that are allowed to retain their program income?

Solution: Grantees are able to create PI accounts that allow them to identify activities and by Responsible Organization. Through these accounts, organizations can retain and use program income on their activities if allowed. Each PI account will allow users to identify activities where receipts will be recorded and program income will be disbursed. The grantee can also receipt PI received in a General Account to be used for other purposes.

4. PI: Common Issues

- If a grantee receipted PI against the wrong activity (either in the QPR prior to 7.3 or in the “Create Receipt” screens), they may have difficulties creating a voucher for program income.

Solutions:

- Edit the RECEIPTS in the drawdown module by a user with draw rights
- Create RLFs and/or PI Account(s), if necessary
- Increase/Decrease Projects and Activity budgets as needed

5. PI: Common Issues

- Error message when attempting to drawdown PI.

Solution: If a grantee has already drawn all of the estimated PI/RL funding (from Edit Action Plan screen), a grantee must increase the estimated amount. Then, they must increase the Project Budget and Activity Budget associated with the PI received.

To drawdown those funds, a grantee will also need to increase the obligated amount of the Activity.

Data Upload: Voucher & Obligation

- Upload data to add/edit Activity Obligations
- Upload data to Create a Voucher:
 - For multiple activities
 - Among different grants and
 - Using different fund types (PF and PI)

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

Data Upload: Voucher & Obligation

Login ID:
Role:Grantee

Drawdown

- [Search/Edit Obligation](#)
- [Create Voucher](#)
- [Search/Maintain Voucher](#)

Receipt and PI Accounts

- [Create Receipt](#)
- [Search/Edit Receipt](#)
- [Add PI Account](#)
- [Search/Edit PI Accounts](#)

Utilities

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

Links

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

[Admin](#)[Action Plans](#)[Drawdown](#)[QPR](#)[R](#)

Activity Obligation

Search for Activities to Obligate

[Help?](#)

Search Criteria

Grant Number:

Select

Grantee Activity Number:

Responsible Organization:

Search

Reset

Upload Financial Data

Data Upload: Voucher & Obligation

Login ID:
Role:Grantee

Drawdown

- [Search/Edit Obligation](#)
- [Create Voucher](#)
- [Search/Maintain Voucher](#)

Receipt and PI Accounts

- [Create Receipt](#)
- [Search/Edit Receipt](#)
- [Add PI Account](#)
- [Search/Edit PI Accounts](#)

Utilities

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

Links

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

[Admin](#)

[Action Plans](#)

[Drawdown](#)

[QPR](#)

DRGR Data Upload

Please select the Upload Type

Select Upload Type

ActivityObligation
Voucher

← Select Data to Edit

Click [here](#) to view sample upload templates.

Select button to get specific DRGR data

Supporting Info

← Download Existing Data

Please select the file to upload

Please select file in csv format and click the Upload File button

Browse...

Upload

← Upload CSV File

[Return to Prepare Voucher](#)

Drawdown: Additional Functions

- Approve Voucher
- View Voucher Line Item
- Voucher Corrections
 - Cancel
 - Revoke
 - Revise

NEXT STEP: Approve Voucher

After the Voucher has been created and 'submitted'

1. Find the voucher

- All users can Search for Voucher
- Search by Status

2. Approve Voucher

- Must have Draw Approval role to approve
- Approve / Reject entire voucher
- Approve / Reject on line item basis
- Provide comments for approval or rejection

Approve Voucher

Drawdown

Search for Vouchers

[Help?](#)

Search Criteria

Voucher #:

Grant #:

Line Item Status:

Earliest Creation Date:
 [Select Date](#)
Grantee Activity #:

Fund Type:

Transaction Type:

Results Page 1 of 1 (5 voucher line items found)

| <u>Voucher #</u> | <u>Line Item #</u> | <u>Creation Date</u> | <u>Grant #</u> | <u>Grantee Activity #</u> | <u>Responsible Organization</u> | <u>Fund Type</u> | <u>Transaction Type</u> | <u>Drawdown Amount</u> | <u>Line Item Status</u> | <u>Action</u> |
|------------------|--------------------|----------------------|-----------------|---------------------------|---------------------------------|------------------|-------------------------|------------------------|-------------------------|--------------------------|
| 169890 | 1 | 01/11/2012 | B-08-MN-99-0103 | NSP1-Admin | City and County of Denver-BHS | PROGRAM FUND | Payment | \$10,000.00 | Open | Maintain |
| 169890 | 2 | 01/11/2012 | B-08-MN-99-0103 | NSP1-B A/R SF DAH LH25 | Denver Affordable Housing | PROGRAM FUND | Payment | \$25,000.00 | Open | Maintain |
| 169890 | 3 | 01/11/2012 | B-08-MN-99-0103 | NSP1-B A/R SF DAH LH25 | Denver Affordable Housing | PROGRAM INCOME | Payment | \$100,000.00 | Open | Maintain |
| 169890 | 4 | 01/11/2012 | B-08-MN-99-0103 | NSP1-B A/R MF DHH LH25 | Greater Denver Housing Help | PROGRAM FUND | Payment | \$10,000.00 | Open | Maintain |
| 169890 | 5 | 01/11/2012 | B-08-MN-99-0103 | NSP1-B A/R MF DHH LH25 | Greater Denver Housing Help | PROGRAM INCOME | Payment | \$25,000.00 | Open | Maintain |

Approve Voucher Line Items

Necessary
Role:
Approve
Drawdown

Drawdown

Maintain Voucher

[Help?](#)
[Return to Search Voucher](#)
[Download PDF](#)

Voucher #:
169890

Created By:
T001GR

Voucher Created for:
Denver01, CO

Creation Date:
01/11/2012

Approve all line items at once

Approve, Reject, or View per line item

| Select (All) | Line Item # | Grant # | Grantee Activity # | Responsible Organization | Activity Type | Activity Title | Fund Type | Drawdown Amount | Line Item Status | Submission Date | Action |
|-------------------------------------|-------------|-----------------|------------------------|-------------------------------|---|------------------------------|----------------|----------------------------|---------------------|-------------------------|---|
| <input checked="" type="checkbox"/> | 1 | B-08-MN-99-0103 | NSP1-Admin | City and County of Denver-BHS | Administration | Admin | PROGRAM FUND | \$10,000.00 | Open | 01/11/2012 (mm/dd/yyyy) | Approve Reject View |
| <input checked="" type="checkbox"/> | 2 | B-08-MN-99-0103 | NSP1-B A/R SF DAH LH25 | Denver Affordable Housing | Rehabilitation/reconstruction of residential structures | Acq/Rehab Single-Family LH25 | PROGRAM FUND | \$25,000.00 | Open | 01/11/2012 (mm/dd/yyyy) | Approve Reject View |
| <input checked="" type="checkbox"/> | 3 | B-08-MN-99-0103 | NSP1-B A/R SF DAH LH25 | Denver Affordable Housing | Rehabilitation/reconstruction of residential structures | Acq/Rehab Single-Family LH25 | PROGRAM INCOME | \$100,000.00 | Open | 01/11/2012 (mm/dd/yyyy) | Approve Reject View |
| <input checked="" type="checkbox"/> | 4 | B-08-MN-99-0103 | NSP1-B A/R MF DHH LH25 | Greater Denver Housing Help | Rehabilitation/reconstruction of residential structures | Acq/Rehab Multifamily LH25 | PROGRAM FUND | \$10,000.00 | Open | 01/11/2012 (mm/dd/yyyy) | Approve Reject View |
| <input checked="" type="checkbox"/> | 5 | B-08-MN-99-0103 | NSP1-B A/R MF DHH LH25 | Greater Denver Housing Help | Rehabilitation/reconstruction of residential structures | Acq/Rehab Multifamily LH25 | PROGRAM INCOME | \$25,000.00 | Open | 01/11/2012 (mm/dd/yyyy) | Approve Reject View |
| | | | | | | | | Voucher Open Total: | \$170,000.00 | | |

Grantee Approver Comments:

[Approve Selected](#)
[Reject Selected](#)
[Submission Date](#)

Voucher Comments:

[Return to Search Voucher](#)

View a Voucher Line Item

Drawdown

View Voucher Line Item

[Help?](#)

[Return to Search Voucher](#)

[Return to Maintain Voucher](#)

Voucher Created For:
Denver01, CO

Voucher # / Line Item #:
169890/2

Grant #:
B-08-MN-99-0103

Transaction Type:
Payment

Created By:
T001GR

Creation Date:
01/11/2012

DRGR Information

DRGR Status: Rejected
Batch #:
Batch Date:
LOCCS Control #:
LOCCS Status: Blank
LOCCS Pay Code Description:

LOCCS Update

Batch Updated By: T001GA
Date Updated: 2012-01-11 11:58:40.0
Special Remarks:

LOCCS Confirmation Information

Confirm Batch #:
Confirm Batch Date:
Confirmation Code:
Pay Method:
Payment Date:
Schedule #:
Reschedule:
Effective Date:

Line Item

| Grant # | Grantee Activity # | Responsible Organization | Activity Type | Activity Title | Fund Type | Drawdown Amount | Line Item Status | Submission Date |
|-----------------|------------------------------|---------------------------------|--|-------------------------------------|-----------------|-----------------|------------------|-----------------|
| B-08-MN-99-0103 | NSP1-B A/R SF DAH LH25 | Denver Affordable Housing | Rehabilitation/reconstruction of residential structures | Acq/Rehab Single- Family LH25 | PROGRAM FUND | \$25,000.00 | Rejected | 2012-01-11 |

Revision Reason History:

Revision Comment History:

Grantee Approver (T001GA - T001GA T001GA) Comments:
(None)

HQ Approver Comments:
(None)

[Return to Search Voucher](#)

[Return to Maintain Voucher](#)

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

View a Voucher Line Item (FinRept04)

Disaster Recovery Grant Reporting System (DgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Fin Rept04: DRAWS - Voucher Line Item Status by Project - Grantee/Grant Level Reports

File View Data Format Last update: 5/10/11 10:39:23 AM

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

Data rows: 1 - 50 of 504 Data columns: 5

| Project Number | Project Title | Activity Number | Voucher Number | Voucher Item Number | LOCCS Code | LOCCS Submit Date | Grantee Drawdown Approval Date | LOCCS Transaction Date | Status | Cancelled | Completed | Rejected | Revised | Total |
|----------------|---------------|-------------------------------------|----------------|---------------------|------------|-------------------|--------------------------------|------------------------|---------|-------------|--------------|-------------|-------------|--------------|
| | | | | | | | | | Metrics | Grant Funds | Grant Funds | Grant Funds | Grant Funds | Grant Funds |
| | | | 128052 | 1 | P00 | 6/25/2010 | 6/25/2010 | 6/26/2010 | | \$0.00 | \$120,040.00 | \$0.00 | \$0.00 | \$120,040.00 |
| | | | 129621 | 1 | P00 | 7/9/2010 | 7/9/2010 | 7/10/2010 | | \$0.00 | \$176,656.00 | \$0.00 | \$0.00 | \$176,656.00 |
| | | | 132551 | 1 | P00 | 8/9/2010 | 8/9/2010 | 8/10/2010 | | \$0.00 | \$38,937.00 | \$0.00 | \$0.00 | \$38,937.00 |
| | | | 134242 | 1 | P00 | 8/25/2010 | 8/25/2010 | 8/26/2010 | | \$0.00 | \$143,272.00 | \$0.00 | \$0.00 | \$143,272.00 |
| | | | 137185 | 1 | P00 | 9/20/2010 | 9/20/2010 | 9/21/2010 | | \$0.00 | \$45,360.00 | \$0.00 | \$0.00 | \$45,360.00 |
| | | | 138848 | 1 | P00 | 10/5/2010 | 10/5/2010 | 10/6/2010 | | \$0.00 | \$78,885.00 | \$0.00 | \$0.00 | \$78,885.00 |
| | | | 141781 | 1 | P00 | 11/8/2010 | 11/8/2010 | 11/9/2010 | | \$0.00 | \$172,677.06 | \$0.00 | \$0.00 | \$172,677.06 |
| | | | 143968 | 1 | P00 | 12/6/2010 | 12/6/2010 | 12/7/2010 | | \$0.00 | \$72,395.19 | \$0.00 | \$0.00 | \$72,395.19 |
| | | | 146495 | 1 | P00 | 1/5/2011 | 1/5/2011 | 1/6/2011 | | \$0.00 | \$117,228.52 | \$0.00 | \$0.00 | \$117,228.52 |
| | | | 147989 | 1 | P00 | 1/26/2011 | 1/26/2011 | 1/27/2011 | | \$0.00 | \$23,102.74 | \$0.00 | \$0.00 | \$23,102.74 |
| | | | 148506 | 2 | P00 | 2/2/2011 | 2/2/2011 | 2/3/2011 | | \$0.00 | \$22,584.47 | \$0.00 | \$0.00 | \$22,584.47 |
| | | | 149534 | 1 | P00 | 2/16/2011 | 2/16/2011 | 2/17/2011 | | \$0.00 | \$53,202.00 | \$0.00 | \$0.00 | \$53,202.00 |
| | | | 150414 | 1 | P00 | 2/25/2011 | 2/25/2011 | 2/26/2011 | | \$0.00 | \$36,654.00 | \$0.00 | \$0.00 | \$36,654.00 |
| | | | 154149 | 1 | P00 | 4/12/2011 | 4/12/2011 | 4/13/2011 | | \$0.00 | \$239,177.11 | \$0.00 | \$0.00 | \$239,177.11 |
| | | | 155982 | 1 | P00 | 5/4/2011 | 5/4/2011 | 5/5/2011 | | \$0.00 | \$46,391.38 | \$0.00 | \$0.00 | \$46,391.38 |
| | | 01-300 CPLC National Admin | 137185 | 2 | P00 | 9/20/2010 | 9/20/2010 | 9/21/2010 | | \$0.00 | \$61,835.38 | \$0.00 | \$0.00 | \$61,835.38 |
| | | | 137947 | 1 | P00 | 9/27/2010 | 9/27/2010 | 9/28/2010 | | \$0.00 | \$27,306.17 | \$0.00 | \$0.00 | \$27,306.17 |
| | | | 141781 | 2 | P00 | 11/8/2010 | 11/8/2010 | 11/9/2010 | | \$0.00 | \$60,785.03 | \$0.00 | \$0.00 | \$60,785.03 |
| | | | 142070 | 1 | P00 | 11/11/2010 | 11/11/2010 | 11/13/2010 | | \$0.00 | \$28,944.36 | \$0.00 | \$0.00 | \$28,944.36 |
| | | | 143651 | 1 | P00 | 12/1/2010 | 12/1/2010 | 12/2/2010 | | \$0.00 | \$16,977.98 | \$0.00 | \$0.00 | \$16,977.98 |

Voucher Corrections

- Corrected on a line item basis
- Users can make multiple line item corrections at one time
- Voucher Status will determine which function to use. Three options:
 - Revoke Approval
 - Cancelling a Voucher Line Item
 - Revising A Voucher Line Item

Voucher Corrections: Cancel Voucher Line Items

- Necessary Role: Request Drawdown

Drawdown

Maintain Voucher

[Help?](#)[Return to Search Voucher](#)

Voucher #:
169651

Created By:
T001GR

Voucher Created for:
Denver1, CO

Creation Date:
08/23/2011

Only line items with a status of **Open**, **Approved**, **Approved Pending HQ**, or **Approved by HQ** can be cancelled.

| Line Item # | Grant # | Grantee Activity # | Responsible Organization | Activity Type | Activity Title | Fund Type | Available Amount | Drawdown Amount | Line Item Status | Submission Date | Action |
|-------------------------|-----------------|-----------------------|--------------------------|---|--|----------------|------------------|-----------------|------------------|-----------------|--|
| 1 | B-08-DN-99-0013 | NSP1-01 LB | | Land Banking - Acquisition (NSP Only) | Land Banking | PROGRAM FUND | \$6,000.00 | \$10,000.00 | Approved | 08/23/2011 | Cancel View |
| 2 | B-08-DN-99-0013 | NSP1-03 Redevelopment | | Construction of new housing | Redevelopment 525 California | PROGRAM INCOME | \$20,000.00 | \$5,000.00 | Approved | 08/23/2011 | Revise Cancel View |
| 3 | B-08-DN-99-0013 | NSP1-02 AR SF DAH | | Rehabilitation/reconstruction of residential structures | Acq/Rehab Single Fam Denver Affordable Housing | PROGRAM FUND | \$67,000.00 | \$15,000.00 | Approved | 08/23/2011 | Cancel View |
| Voucher Approved Total: | | | | | | | | \$30,000.00 | | | |

[Return to Search Voucher](#)

Voucher Corrections: Revising A Voucher





- Grantee may need to revise an original voucher for numerous reasons:
 - Original costs incurred are not for the correct Activity
 - Error in accounting and costs need to be moved to another Activity
 - HUD deemed costs ineligible
- Grantee has two options:
 - Revise original voucher in DRGR AND off set next draw
 - Wire funds back to LOCCS
 - This option is used sparingly. Contact your CPD rep before wiring funds back. And, once a the wired funds is processed by HUD's CFO staff (out of Ft. Worth), there will show a negative draw on the grant and the grantee must assign the negative draw to the desired Activity.
 - ***When funds are returned to DRGR through wires or offsetting draws, users can now categorize these as collections and recaptures when assigning funds to new activities through the revisions.***

Voucher Corrections: Revising A Voucher Line Item



- Roles
 - To revise: Draw Requester
 - To approve the revisions: Draw Approver
- Conditions
 - Both activities funded from same grant
 - Both activities have the status 'Underway'
 - Destination activity has sufficient balance (budget and obligation)
 - Neither activity is blocked.
- Total amount of voucher does not change: only the amount charged to each activity changes

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

Voucher Corrections: Verifying sufficient balance (Fin Rept07b)













Fin Rept07b: CUM - Cumulative Data - Activi...



Search: All folders  

Home ▾ Tools ▾ Data ▾ Grid Format ▾




Last update: 3/14/14 5:20:58 PM



 *JavaScript errors were encountered on this page.* Click here for more details.


REPORT DETAILS  

Report Filter:
({{Grant Status}} = Active, Ready to Close) And ((({{Activity.HUD Fund}} > 0) Or ({{Activity Obligation.Obligation Amount at Activity Level}} >= 0) Or ({{Activity.Drawn Amount at Activity Level}} > 0) Or ({{QPR Activity Program Income Received}} > 0) Or ({{Activity Program Income Drawn Amount}} > 0) Or ({{QPR Activity.HUD Fund Expended}} > 0))

PAGE-BY: Grantee Name: State: Program: Appropriation: Grant Number:   

Data rows: 9 | Data columns: 6

| Activity Number | Activity Title | Activity Type | National Objective | Responsible Org | Metrics | Total Budget (PF & PI) | Total Obligation (PF & PI) | Grant Fund Disbursed (PF) | QPR Activity Program Income Received | Program Income Disbursed | Total Expended (PF & PI) |
|-------------------------------|---|---|-------------------------------|-----------------|---------|------------------------|----------------------------|---------------------------|--------------------------------------|--------------------------|--------------------------|
| Z | Program Planning and Administration | Administration | N/A | | | \$801,905.00 | \$801,905.00 | \$441,864.58 | \$39,932.47 | \$294,317.41 | \$910,090.34 |
| 8a | Pacifica Ave Homes | Construction of new housing | NSP Only - LH - 25% Set-Aside | | | \$1,000,000.00 | \$305,000.00 | \$0.00 | \$0.00 | \$10,760.42 | \$10,760.42 |
| 8b | Tabora Gardens | Construction of new housing | NSP Only - LH - 25% Set-Aside | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Habitat for Humanity East Bay | Revolving Fund for Purchase & Self Help Rehab | Rehabilitation/reconstruction of residential structures | NSP Only - LH - 25% Set-Aside | | | \$1,881,257.30 | \$1,800,000.00 | \$869,654.44 | \$124,353.17 | \$891,602.86 | \$1,681,357.30 |
| HHC | Heart and Hands of Compassion | Rehabilitation/reconstruction of residential structures | NSP Only - LMMI | | | \$2,244,228.72 | \$2,140,000.00 | \$1,366,654.02 | \$1,479,732.25 | \$752,170.70 | \$2,184,169.30 |
| Homebricks/BRIDGE | Homebricks/BRIDGE | Rehabilitation/reconstruction of residential structures | NSP Only - LMMI | | | \$938,256.47 | \$938,256.47 | \$869,771.20 | \$545,304.32 | \$68,485.27 | \$938,256.47 |
| Homeownership Assistance | Downpayment Assistant/Shared Appreciation Loans | Homeownership Assistance to low- and moderate-income | NSP Only - LMMI | | | \$438,910.82 | \$375,000.00 | \$149,273.62 | \$16,400.00 | \$174,325.82 | \$352,819.44 |
| Parkway Housing/CHDC | Community Housing Development Corp N Richmond | Rehabilitation/reconstruction of residential structures | NSP Only - LMMI | | | \$1,179,802.73 | \$1,085,000.00 | \$669,587.99 | \$737,451.99 | \$412,978.13 | \$1,104,896.00 |
| Total | | | | | | \$8,484,361.04 | \$7,445,161.47 | \$4,366,805.85 | \$2,943,174.20 | \$2,604,640.61 | \$7,182,349.27 |

DRGR OLAP > Shared Reports > Standard Reports > View Only User Reports > Fin Rept07b: CUM - Cumulative Data - Activity Level by Resp Org, Act Type and Nat Obj 

Voucher Corrections

Revise Voucher Line Item

[Help?](#)

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

Effective Date:

Line Item

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

Move Funds to Activities

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

Add Activity

Delete Activity

Recalculate Balance

Total Funds moved to other activities: \$ 5000.00

Balance Remaining on Activity # NSP1-B A/R MF DHH LH25: \$ 20000.00

*Revision Reason:

<---Select-->

Enter Reviser Comment:

Users can now select Revision Reasons and add comments about why the items were revised.

Revision Reason History:

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

Voucher Corrections: Line Items Displayed

Drawdown

Maintain Voucher

- Voucher line item revised successfully

[Return to Search Voucher](#)

[Download PDF](#)

Voucher #:
218543

Created By:

Voucher Created for:
CLODBURST CONSULTING GROUP

Creation Date:
02/25/2013

--FROM INVOICE--

| Line Item # | Award # | Grantee Work Plan # | Responsible Organization | Work Plan Type | Work Plan Title | Fund Type | Drawdown Amount | Line Item Status | Revised From Line Item # | Submission Date | Invoice | Invoice Status | Action |
|---|-----------------|---------------------|----------------------------------|--------------------------------------|------------------------------------|--------------|-----------------|--------------------------|--------------------------|-----------------|---------------------------------------|----------------|----------------------|
| 1 | C-10-TA-MD-0003 | 1082-100 | Cloudburst Consulting Group, Inc | Administration | Administration | PROGRAM FUND | | Revised | | 02/28/2013 | C-10-TA-MD-0003 - 1082-100 - 2013 - 1 | Submitted | View |
| Voucher Revised Total: | | | | | | | | | | | | | |
| 2 | C-10-TA-MD-0003 | 1082-100 | Cloudburst Consulting Group, Inc | Administration | Administration | PROGRAM FUND | | Revised Pending Approval | 1 | 02/28/2013 | | | View |
| 3 | C-10-TA-MD-0003 | 1082.601 | Cloudburst Consulting Group, Inc | TA -Direct TA (practitioner support) | OneCPD ER ? Scenano-Based Learning | PROGRAM FUND | | Revised Pending Approval | 1 | 02/28/2013 | | | View |
| Voucher Revised Pending Approval Total: | | | | | | | | | | | | | |

Voucher Number:
218543

Voucher Created For:
CLODBURST CONSULTING

Print Date:
01/16/2014

Created by:

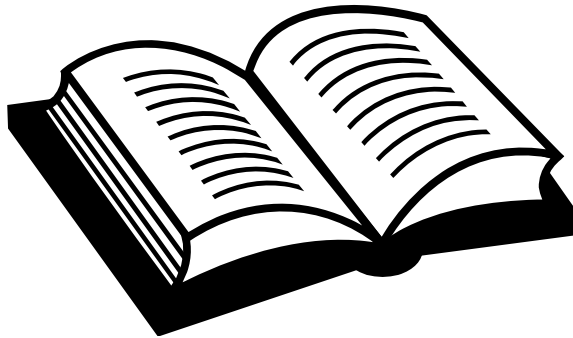
Creation Date:
02/25/2013

Voucher revisions show the voucher line item from which the revision originated.

| Line Item # | Award # | Grantee Work Plan # | Work Plan Type | Responsible Organization | Work Plan Title | Fund Type | Drawdown Amount | Line Item Status | Revised From Line Item # | Submission Date | Payment Code | Paid Date |
|---|-----------------|---------------------|--------------------------------------|----------------------------------|-------------------------------------|--------------|-----------------|--------------------------|--------------------------|-----------------|--------------|------------|
| 1 | C-10-TA-MD-0003 | 1082-100 | Administration | Cloudburst Consulting Group, Inc | Administration | PROGRAM FUND | | Revised | | 02/28/2013 | P00 | 03/01/2013 |
| Voucher Revised Total: | | | | | | | | | | | | |
| 2 | C-10-TA-MD-0003 | 1082-100 | Administration | Cloudburst Consulting Group, Inc | Administration | PROGRAM FUND | | Revised Pending Approval | 1 | 02/28/2013 | P00 | 03/01/2013 |
| 3 | C-10-TA-MD-0003 | 1082.601 | TA -Direct TA (practitioner support) | Cloudburst Consulting Group, Inc | OneCPD ER ? Scenario-Based Learning | PROGRAM FUND | | Revised Pending Approval | 1 | 02/28/2013 | P00 | 03/01/2013 |
| Voucher Revised Pending Approval Total: | | | | | | | | | | | | |

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Case Study 14, 15 & 16



- 14. Create a Voucher
- 15. Approve a Voucher
- 16. Revise a Voucher

Voucher Process Review

VOUCHER CREATOR

VOUCHER APPROVER

- 1.1) ACTIVITY OBLIGATION-
-**Search** Activity
1.2) **Maintain**

OBLIGATION
*Can be updated by
Creator or Approver*

- 1.1) ACTIVITY OBLIGATION-
-**Search** Activity
1.2) **Maintain**

- 1) *Select* DRAWDOWN
- **Create** Voucher
A: **Select/Add** Activities (Pg.1)
B: **Submit** Voucher (Pg.2)
C: **Confirm** Voucher (P.3)
D: Success Message (P.4)

NEW VOUCHERS

- 2.1) *Select* DRAWDOWN
-**Search** Voucher
2.2) **Maintain** Voucher
2.3) **Approve/Approve**
Selected

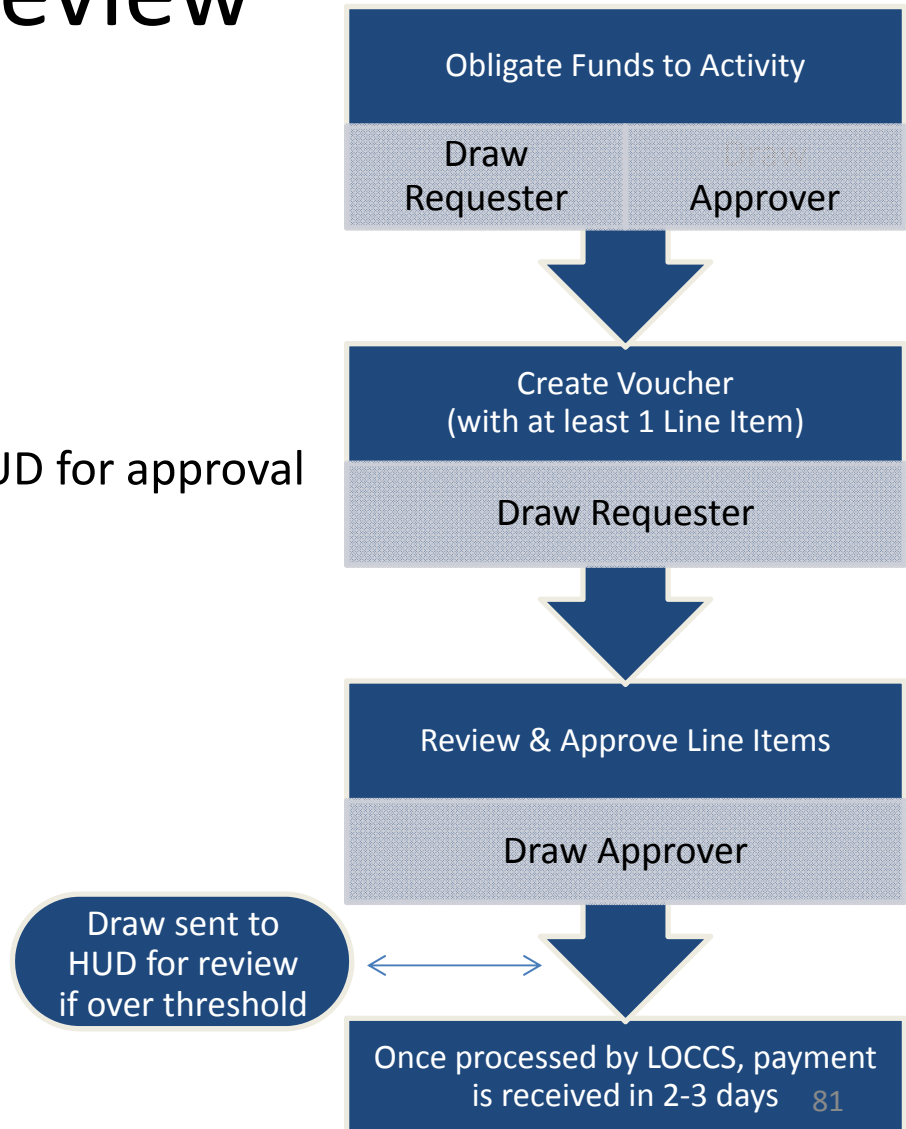
- 1.1) *Select* DRAWDOWN
-**Search** Voucher
1.2) **Maintain** Voucher
1.3) **Approve/Approve** Selected

**EXISTING
VOUCHERS**

- 2.1) *Select* DRAWDOWN
-**Search** Voucher
2.2) **Maintain** Voucher
2.3) **Approve/Approve** Selected

Drawdown Module Review

- Drawdown Process
 - Obligate Funds
 - Create Draw Voucher
 - Approve Draw Voucher
 - Over Threshold?
 - Yes – Send additional info to HUD for approval
 - No – wire transfer in 2-3 days
- Additional Functions
 - Draw Corrections
 - Revise
 - Reject
 - Cancel
 - Program Income



Admin Module

Monitoring, Audit and Technical Assistance

- Demonstrate oversight efforts
- Adding/Editing Events
- Adding/Editing Event Topics
- Public View



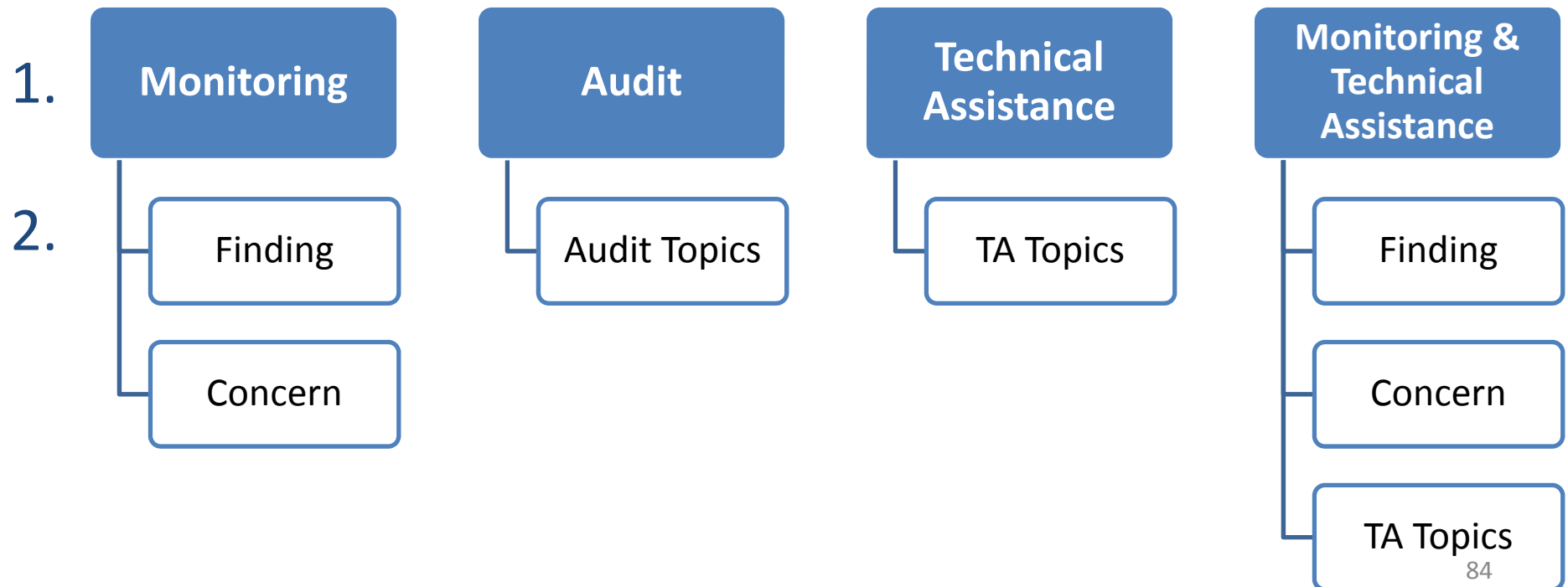
Admin Module Overview

- Purpose
 - Control user access to grants (via Grantee Admin user)
 - Helps grantees keep track of their oversight activities (optional)
 - Document monitoring, audit, and technical assistance activities
 - Record findings, concerns
 - Keeps HUD informed of grantee monitoring and TA actions (optional)
- HUD FO role:
 - Can review grantee's activities
 - NOT for HUD staff to report on HUD's monitoring activities

Monitoring/Audit/TA Flow Chart








Two Basic Levels:

1. Events (4 different types of Events to chose from)
2. Findings, Concerns and/or Topics



Categories: Program Requirement

- Drop down menu of Program Requirement Category codes are unique to each appropriation.
- Example includes NSP category code options:

| Program Requirement Category.Code △ | Program Requirement Category.Name △ |
|---|---|
|     |    |
| CONSTRUCT | Construction Management |
| ELIG ACTIV | Eligible Activity |
| ELIG USE | Eligible Uses and Activities |
| ENVIR | Environmental |
| FHEO | Fair Housing & Equal Opportunity |
| FINMGMT | Financial Management |
| LABOR | Davis Bacon Wage Requirements |
| LH25 | LH25 at 50% for NSP |
| LMMI | NSP Low-Mod-Middle-Income |
| NSP FINMGMT | NSP Financial Management |
| NSP OBLIG | NSP Obligations |
| NSP PA | NSP Program Administration |
| NSP PD | NSP Program Design |
| PROJFIN | Project Financing |

1st Level: Add/Edit Event

- What: Event Type
 - Monitoring
 - Audit
 - Technical Assistance
 - Monitoring/Technical Assistance
- Funding Type: Grant #
- Who: Responsible Org
- Where: Onsite or Remote
- When: Start, End, and Report Date
- Result:
 - Finding or Concern
 - TA or Audit Topic

1st Level: Add/Edit Event

Admin

Add/Edit Monitoring/Audit/TA Event

- Monitoring/Audit/TA has been saved.

Originator: T001GA T001GA

*Reference Number: 2011-SF

*Event Type: ☐ Monitoring ☐ Audit ☐ Technical Assistance ☒ Monitoring/Technical Assistance

*Organization Reviewed/Assisted:
Greater Denver Housing Help

*Event Conducted: ☐ On-Site ☒ Remote

*Grants:

| |
|-----------------|
| B-08-MN-99-0106 |
| B-08-MN-99-0105 |
| B-08-MN-99-0104 |
| B-08-MN-99-0103 |
| B-08-MN-99-0102 |

*Program Requirement Categories:

| |
|------------|
| CONSTRUCT |
| ELIG ACTIV |
| ELIG USE |
| ENVIR |
| FHEO |

*Start Date: 01/02/2012 [Select Date](#) (ex: mm/dd/yyyy)

End Date: [Select Date](#) (ex: mm/dd/yyyy)

Report/Letter Date: [Select Date](#) (ex: mm/dd/yyyy)

Event Description:

Event Topics:

| Select | Monitoring Type | Id | Status | Response/Deadline Date | Action |
|--|--|--|--|---|--------|
| <input type="button" value="Delete Selected"/> | <input type="button" value="Add Finding"/> | <input type="button" value="Add Concern"/> | <input type="button" value="Add Audit Topic"/> | <input type="button" value="Add TA Topic"/> | |

|

As of Release 7.3, grants are selected at the Event Level.

Event Type selected corresponds with the sub category options activated below (Finding, Concern, Topic)

2nd Level: Add/Edit Finding

- Finding ID & Title
- Description of Finding, including regulatory citation
- Activities
- Program Requirement
- Corrective Action
- Amount Requested
- Amount Recovered
- Status: Open or Closed
- Follow Up Action

2nd Level: Add/Edit Finding

Admin

Add/Edit Finding

*Indicates required fields

Originator: T001GA T001GA

Reference Number: 2011-SF

Organization Reviewed/Assisted :

***Program Requirement Category:** LH25 ▼

***Activities:**

| Select | Grant # | Activity # |
|--------|---------|------------|
|--------|---------|------------|

None

Delete Selected

Select Activities



2nd Level: Add/Edit Finding

***Finding Id:** 001

Finding Title: Allowable Cost

***Corrective Action Type:** Reimburse

Description of Finding, including Regulatory Citation:
Not Allowable

Corrective Action:
Reimburse

Amount Requested: \$ 250

Amount Recovered: \$

Is this closed Finding subject to future verification: ☐ Yes ☒ No

***Response Deadline Date:** 10/01/2011 [Select Date](#)

***Status:** ☒ Open ☐ Closed ***Closed Date:** [Select Date](#)

Follow Up:

2nd Level: Findings - Corrective Action

- No Action Required
- Corrective Actions
 - Reprogram Funds
 - Reimburse
 - Change Payment
 - End/Alter
 - Future Grant
 - Other
- Sanctions
 - Hearing
 - Reduce/Suspend/ De-obligate Funds
 - Reduce future grant
 - Terminate grant
 - Other


2nd Level: Add/Edit Concern

- ID & Title
- Activities
- Program Requirement
- Description
- Recommended Action
- Status: Open or Closed

2nd Level: Add/Edit Concern

Admin

Add/Edit Concern

Organization Reviewed : 

*Program Requirement Category:

*Activities:

| Select | Grant # | Activity # |
|--------------------------|-----------------|------------------------|
| <input type="checkbox"/> | B-08-MN-99-0103 | NSP1-B A/R MF DHH LMMI |
| <input type="checkbox"/> | B-08-MN-99-0103 | NSP1-B A/R MF DHH LH25 |

Delete Selected

Select Activities

*Concern Id:

Concern Title:

Description of Concern:

Recommended Action:

*Status: ☒ Open ☐ Closed

Save

Cancel

2nd Level: Add/Edit Audit Topic

- Audit Topic ID & Title
- Description of Audit, including regulatory citation
- Activities
- Program Requirement Category
- Corrective Action
- Amount Requested
- Amount Recovered
- Status: Open or Closed
- Follow Up Action

2nd Level: Add/Edit Audit Topic

Admin

Add/Edit Audit Topic

*Indicates required fields

Origin to:

Organization Reviewed :

Responsible Organization Conducting Audit Topic:

Select

*Program Requirement Category: ELIG ACTIV ▼

*Activities:

| Select | Grant # | Activity # |
|--------------------------|-----------------|-------------------------|
| <input type="checkbox"/> | B-08-DN-99-0003 | NSP1-02 AR MF Set Aside |

Delete Selected

Select Activities

2nd Level: Add/Edit Audit Topic

***Audit Topic Id:**

Audit Topic Title:

***Corrective Action Type:**

Description of Audit Topic:

Corrective Action:

Amount Requested: \$

Amount Recovered: \$

Is this closed Audit Topic subject to future verification: ☐ Yes ☒ No

***Response Deadline Date:** [Select Date](#)

***Status:** ☒ Open ☐ Closed ***Closed Date:** [Select Date](#) (ex: mm/dd/yyyy)

Follow Up:

|

2nd Level: Add/Edit TA Topic

- TA Topic ID & Title
- Description of TA, including regulatory citation
- Activities
- Include additional Organizations Assisted
- Program Requirement Category
- Rationale
- TA Topic Provider
- Conclusion

2nd Level: Add/Edit TA Topic

Admin

Add/Edit TA Topic

Indicates reviewed/assisted by

Review Number: 2011-DAH

Organization Reviewed/Assisted : [REDACTED]

Responsible Organizations in Attendance:

*Program Requirement Category: LH25

*Activities:

Select

Grant #

Activity #

☐

B-08-DN-99-0003

NSP1-02 AR SF DAH

2nd Level: Add/Edit TA Topic

***TA Topic Id:**

TA Topic Title:

***Rationale:**

***TA Topic Provider:**

☒ **Grantee Staff**

☐ **Contractor's Responsible Organization:**

Description:

Conclusion:

Search Events

Admin

Search Event Topics

[Help?](#)

Search Criteria

Reference Number:**Event Topics Selection:**

Finding
Concern
TA Topic
Audit Topic

Responsible Organization:**Grant Number:****Grantee Activity Number:****Program Requirement Category:****ID:****Monitoring/TA Start Date:**

From: [Select Date](#)
(ex: mm/dd/yyyy)

To: [Select Date](#)
(ex: mm/dd/yyyy)

Monitoring/TA Report/Letter Date:

From: [Select Date](#)
(ex: mm/dd/yyyy)

To: [Select Date](#)
(ex: mm/dd/yyyy)

Event Status:

Select Option ▼

Finding Response/Deadline Date:

[Select Date](#)
(ex: mm/dd/yyyy)

Finding Close Date:

[Select Date](#)
(ex: mm/dd/yyyy)

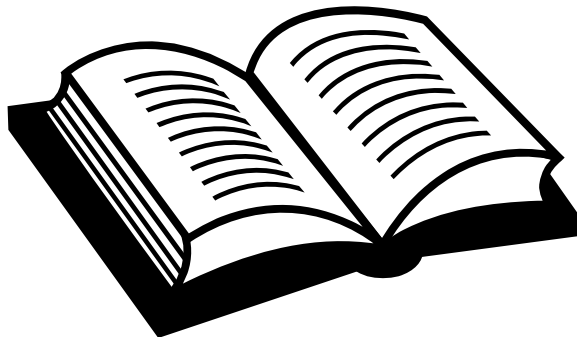
Public View: Summary (QPR)

Monitoring, Audits, and Technical Assistance

| | This Report Period | To Date |
|--|--------------------|---------|
| Monitoring Visits | 4 | 12 |
| Audit Visits | 2 | 5 |
| Technical Assistance Visits | 3 | 9 |
| Monitoring/Technical Assistance Visits | 1 | 2 |
| Report/Letter Issued | 6 | 14 |

Case Study 17

Monitoring, Audit, and Technical Assistance



[Admin](#)

[Action Plans](#)

[Drawdown](#)

[QPR](#)

[Reports](#)

[Grants](#)

Admin Module Review

- Module helps grantees demonstrate and detail oversight efforts
- Tracks grantees, not HUD's, oversight efforts
- Not a monitoring system – only captures summary data.
- Only summary info available on QPR; more detail available in Admin module

[Admin](#)

[Action Plans](#)

[Drawdown](#)

[QPR](#)

[Reports](#)

[Grants](#)

DRGR Reports

The Optional Module
Standard Reports
Modifying/Saving Reports
Public Reports



Reports

- Purpose:
 - Reports provide a relatively quick and easy way of accessing the most up-to-date information in DRGR related to user accounts, obligations and drawdowns, report status, etc.
- HUD FO:
 - Examine financial information and user account info
 - Determine AP/QPR review status.
- Grantee:
 - Examine financial information and user account info
 - Determine AP/QPR status.

Which reports you can access will vary based on the type of account you have. It is a purely OPTIONAL module.

Accessing Reports

1.



Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A

Project description unavailable

Server name HWVAUAP1364.HUD.GOV

2.



Shared Reports

Run reports and share reports with others.

3.



Public Reports

Owner: Administrator

Modified: 5/4/12 12:00:12 PM

Available reports: n/a

OR



Standard Reports

Owner: Administrator

Modified: 5/18/12 11:31:13 AM

Contains custom defined reports

4.



Grantee User Reports

Owner: Administrator

Modified: 6/12/12 6:55:01 PM

OR



HUD Field Office User Reports

Owner: Administrator

Modified: 5/18/12 6:05:47 PM

Public vs. Standard Reports

- Public Report: Interactive charts and graphs showing progress by grants, activity category or grantee projects. Contain any shared reports that can be accessed by all users.
- Standard Reports: Data files like spreadsheets used for tracking and quality control often containing data at the activity level. More commonly used by grantees.

Standard Reports



- Administrative Reports
 - User information
 - Action Plan/QPR status
- Financial Reports
 - Budgets
 - Disbursements
 - Cumulative financial data
- Performance Reports
 - Beneficiary measures
- NSP Closeout Reports



Standard Reports: Admin

Admin Rept01a: GRANT - DRGR Grant Status and CPD Contact

This report shows grant status, including drawdown and obligation blocks. It also includes CPD contact for each grant. If info needs to be updated, please send to DRGR_Help@hud.gov

Admin Rept02b: ACTPLN - Activity Status with Start and End Dates

Performance data in this report is aggregated measure types so the numbers are not meaningful in themselves. It is only include as an indicator of whether accomplishments were entered or not.

Admin Rept03b: QPR - Exec Summary Progress Narrative

This report shows the overall progress narrative at the grant level by QPR

Admin Rept04a: USERS - Grantee DRGR Users Account Status

This is a master list of all grantee DRGR user accounts.

Admin Rept04b: USERS - Grantee DRGR Users with System Role and Certification Status

This report shows system role and recertification status for grantee users. Grantee admin users must be recertified by CPD representatives and other grantee users are certified by grantee admin users. Recertifications are required every 6 months.

Admin Rept05a: ADMIN - Responsible Organization List

This report is a master list of responsible organizations and associated data by grantee.

Admin Rept05c: ADMIN- Oversight Events - Topic Level

This is a fully prompted report that can be used as a template for building other reports.

Admin Rept02a: ACTPLN - Grant and DRGR Action Plan Review Status

This report shows whether grant is blocked from drawdowns as well as the date of the last DRGR AP approval and the current status of the DRGR AP.

Admin Rept03a: QPR - Report Status

This report will only show the status of QPRs that have been added by grant. Grantees must add each QPR as they are due.

Admin Rept04a: USERS - Grantee DRGR Users Account Status

This is a master list of all Grantee DRGR user accounts.

Admin Rept04b: USERS - Grantee Users with System Role and Certification Status

This report shows system role and recertification status for grantee users. Grantee Admin users must be recertified by CPD representatives and other grantee users are certified by grantee admin users. Recertifications are required every six months.

Admin Rept04c: USERS - Grantee DRGR Users Access by Grant

This report will only show users assigned to grants by grantee system administrators. This step must be done when new grantee user accounts or grants are added to DRGR.

Admin Rept05b: ADMIN- Oversight Events - Event Level

This is a fully prompted report that can be used as a template for building other reports.

Standard Reports (Admin Rept04b)

Shared Reports My Reports History List My Subscriptions Create Report Preferences

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

Home Tools Data Grid Format

REPORT DETAILS

Report Filter:
{Role.Description - No security filter} = GA:Grantee Administrator, DD_R:Drawdown Request User, GU:Grantee User, GP:Grantee Public privileges, DD_A:Drawdown Approve User

PAGE-BY: State: Louisiana Grantee: State of Louisiana

1 2 of 2 pages

Data rows: 1 -

| User Name | User ID | User Email | Account Status | Recertification Status | Recertification Date | Recertification Approver | System Role |
|-----------------|---------|------------|----------------|------------------------|----------------------|--------------------------|--|
| Susan Elkins | C22001 | | Inactive | Expired | 12/22/2011 | H21447 Hunter Kurtz | GA Grantee Administrator |
| Donna Ramirez | C22002 | | Active | Recertified | 1/18/2012 | H07637 Diane Lobasso | GA Grantee Administrator |
| Stacy Bonaffons | C22003 | | Active | Recertified | 1/18/2012 | H07637 Diane Lobasso | GA Grantee Administrator |
| Sandra Smith | C22004 | | Active | Expired | 1/18/2012 | H07637 Diane Lobasso | GU Grantee User |
| Starr Moore | C22005 | | Active | Recertified | 1/18/2012 | H07637 Diane Lobasso | GA Grantee Administrator |
| Laurie Brown | B00893 | | Active | Recertified | 1/18/2012 | H07637 Diane Lobasso | GA Grantee Administrator DD_R Drawdown Request User |
| Gene Knecht | C22007 | | Inactive | Expired | 12/12/2011 | B00893 Laurie Brown | GP Grantee Public privileges |
| Laurie Brown | B50011 | | Deleted | Expired | 12/22/2011 | H21447 Hunter Kurtz | GA Grantee Administrator |
| Thomas Brennan | C22008 | | Active | Recertified | 1/18/2012 | H07637 Diane Lobasso | GU Grantee User |
| Jennifer Santos | B00380 | | Active | Expired | 1/18/2012 | H07637 Diane Lobasso | GU Grantee User |
| Wanda Walton | C14729 | | Active | Expired | 1/18/2012 | H07637 Diane Lobasso | GU Grantee User DD_R Drawdown Request User |
| Megan Meche | B00854 | | Inactive | Recertified | 1/12/2012 | H21803 Mark Mitchell | GU Grantee User DD_R Drawdown Request User |
| Belinda Olivier | C14638 | | Active | Recertified | 1/18/2012 | H07637 Diane Lobasso | GU Grantee User DD_A Drawdown Approve User |
| Anita Minor | C27844 | | Active | Recertified | 1/18/2012 | H07637 Diane Lobasso | GU Grantee User DD_A Drawdown Approve User |
| Avia Quebedeaux | B00176 | | Active | Expired | 1/18/2012 | H07637 Diane Lobasso | GU Grantee User DD_R Drawdown Request User |

Standard Reports: Financial (Fin.1)

Fin Rept01a: ACTPLN- Grant Budgets by National Objective - Activity Level

This report can be used to create a master list of activities for each grant.

Fin Rept01c: DRAWS- Budget and Disbursements by National Objective - Grant Level

This is a summary report at the grant level. It will only show amounts budgeted and disbursed from activities entered into DRGR.

Fin Rept02b: DRAWS- Voucher Status by Line Item - Program Income

This report shows the status and approval dates for each voucher line item using program income by project, activity, and responsible organization.

Fin Rept03: DRAWS - Voucher Status by Line Item - Grant Funds

This is a report showing the status and action dates of voucher line items (note: draws before Jan.1, 2009 are simulated from QPRs).
SORTED BY VOUCHER AND VOUCHER ITEM #

Fin Rept05a: CUM - Program Income - Grant Level

This is a report showing data at the grant level program income disbursements recorded in the drawdown module and program income received across all QPRs (regardless of QPR status)

Fin Rept01b: ACTPLN - DRGR Grant Activity Budgets by Project

This report shows activities and their budgets by project. NOTE: Since this is an activity level report, project budgets will repeat on each activity row within the project.

Fin Rept02a: DRAWS- Voucher Status by Line Item and QPR Begin Date- Grant Funds

This report shows the status, approval dates, and LOCCS submit date for each voucher line item using GRANT FUNDS by project, activity, and responsible organization. The report now includes a dropdown for QPR BEGIN DATE and GRANT PROGRAM.

Fin Rept02c: Voucher Revision Report - Grant Funds

This report shows the amount of funds distributed across activities on REVISED voucher line items for activities with grant funds. It includes creation and approval users/dates.

Fin Rept04: DRAWS - Voucher Line Item Status by Project - Grant Funds

This is a report showing the status and action dates of voucher line items (note: draws before Jan.1, 2009 are simulated from QPRs)
SORTED BY PROJECT and ACTIVITY #

Fin Rept05b: CUM - Program Income - Activity Level

This report shows data at the activity-level: a) grant funds budgeted, b) grant fund obligations and approved grant and program income disbursements recorded in the drawdown module and c) program income received across all QPRs

Standard Reports: Financial (Fin. 2)

Fin Rept05c: Receipts by Project and Activity

This report shows Receipts in the Drawdown module recorded for Program Income and RLFs. (Note: Receipts before Dec.3, 2011 are simulated PI Received amounts recorded in QPRs from before that date)

Fin Rept06: CUM - Fin Data - Grant Level

This report shows grant-level financial data entered or calculated by quarter. It includes grant funds and program income. Grant obligations entered from Jan 09 are updated amounts rather than incremental.

Fin Rept07a: CUM - Grant Funds Financial Summ – Activity Level by Project

This is a report showing data at the project level from the latest DRGR Action Plan and across all QPRs (regardless of QPR status) SORTED BY STATE, GRANT # and PROJECT #.

Fin Rept07c: QPR - Fin Data by Activity and Quarter

This report shows activity-level financial data entered or calculated by quarter. This can be used to troubleshoot data entry errors across quarters. Report updated to include project # and title. QPRs only show if financial activity during quarter.

Fin Rept08b: CUM - Grant Funds Financial Summ - Activity Level by Project

This is a report showing data at the activity level from the latest DRGR Action Plan and across all QPRs (regardless of QPR status) SORTED BY PROJECT AND ACTIVITY #

Fin Rept09b: QPR - Fin Data by Activity and Quarter

This report shows activity-level financial data entered or calculated by quarter. This can be used to troubleshoot data entry errors across quarters. Obligations entered from Jan 09 are updated amounts rather than incremental.

Fin Rept05d: Program Income Account Summary

This report shows the sum of activity budgets, obligations, program income received, and program income disbursed within each PI account. It does not include any activities not assigned to a PI account.

Fin Rept06b: CUM - NSP Financial Summ - Grant Level - LH25

This report shows a grant-level snapshot of financial activity for activities benefiting households below 50% AMI

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

This report shows activity-level financial data entered or calculated by quarter. This can be used to troubleshoot data entry errors across quarters. Obligations entered from Jan 09 are updated amounts rather than incremental.

Fin Rept08a: CUM - Grant Funds Budget and Cumulative Data - Activity Level by Resp Org, Act Type and Nat Obj

This is a report showing data at the activity level from the latest DRGR Action Plan and across all QPRs (regardless of QPR status) W/ RESP ORG, ACT TYPE AND NAT OBJ

Fin Rept09a: QPR - Fin Data by Quarter - Grant Level

This report shows grant-level financial data entered or calculated by quarter. Obligations entered since Jan 09 are updated amounts rather than incremental.

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

Standard Reports: Financial (Fin Rept05b)

| Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > HUD Field Office User Reports > Fin Rept05b: CUM - Program Income - Activity Level | | | | | | | | | | |
|---|---------------|---|-------------------------------|--------------------------|---------|----------------------|-----------------------|-----------------------|-------------------------|--------------------------|
| Home Tools Data Grid Format | | | | | | | | | | |
| REPORT DETAILS | | | | | | | | | | |
| Report Filter: Empty Filter | | | | | | | | | | |
| PAGE-BY: Grant Status: Active Grantee: Grant Number: | | | | | | | | | | |
| Data rows: 1 - 50 of 93 Data columns: 5 | | | | | | | | | | |
| Project Number | Project Title | Activity Type | Activity Number | Responsible Organization | Metrics | Grant Funds Budgeted | Grant Funds Obligated | Grant Funds Disbursed | Program Income Received | Program Income Disbursed |
| 360 | Aq&Rehab SF | Rehabilitation/reconstruction of residential structures | 21-361 NEW Rehab SF LMMI | New Economics For Women | | \$20,468,653.00 | \$15,670,975.99 | \$13,643,336.70 | \$6,556,391.65 | \$2,027,639.29 |
| | | | 31-361 CRHDC Rehab SF LMMI | | | \$13,656,129.00 | \$10,344,104.68 | \$7,975,336.93 | \$3,002,711.63 | \$2,368,767.75 |
| | | | 11-361 CPLC Rehab SF LMMI | | | \$13,275,536.00 | \$12,100,494.57 | \$9,227,221.50 | \$2,812,929.59 | \$2,873,273.07 |
| | | | 33-361 DelNorte Rehab SF LMMI | | | \$5,221,000.00 | \$4,233,405.66 | \$3,133,582.72 | \$2,220,883.46 | \$1,099,822.94 |
| | | | 51-361 TDS Rehab SF LMMI | | | \$6,739,021.00 | \$4,353,613.21 | \$3,604,263.20 | \$1,382,541.37 | \$749,350.01 |
| | | | 21-361 NEW Rehab SF LH25 | | | \$3,041,451.00 | \$2,401,876.96 | \$2,187,943.64 | \$1,240,720.10 | \$213,933.32 |
| | | | 33-361 DelNorte Rehab SF LH25 | | | \$3,420,000.00 | \$1,888,468.56 | \$1,480,809.77 | \$1,207,200.52 | \$407,658.79 |
| | | | 31-361 CRHDC Rehab SF LH25 | | | \$4,552,044.00 | \$1,927,665.35 | \$1,745,559.88 | \$1,094,912.79 | \$182,105.47 |
| | | | 11-361 CPLC Rehab SF LH25 | | | \$6,652,312.00 | \$1,561,093.47 | \$1,449,083.83 | \$804,198.29 | \$112,009.64 |
| | | | 52-361 YES Rehab SF LH25 | | | \$1,088,142.00 | \$905,815.55 | \$770,879.59 | \$680,417.95 | \$134,935.96 |
| 310 | Financing | Homeownership Assistance to low- and moderate-income | 73-310 EPCUSO Financing LMMI | | | \$3,420,642.00 | \$730,900.00 | \$330,500.00 | \$600,000.00 | \$400,400.00 |
| 360 | Aq&Rehab SF | Rehabilitation/reconstruction of residential structures | 72-361 AHSTI Rehab SF LMMI | | | \$1,432,382.00 | \$845,426.97 | \$572,554.44 | \$448,336.27 | \$272,872.53 |

Standard Reports: Performance (Perf)

Perf Rept01: CUM - Projected vs Cum Totals for Performance Measure Sorted by Activity Number

This reports shows data from the latest DRGR Action Plan and all QPRs (regardless of QPR status) Note: Do not add performance measures across activity types

Perf Rept02b: CUM – Actual Accomplishments by Quarter HH and HU Only

This reports shows data from the latest DRGR Action Plan and all QPRs (regardless of QPR status) Note: Do not add performance measures across activity types

Perf Rept02d: QPR - Actual Accomplishments by Quarter HH and HU Only
This reports shows household and housing unit data from each QPR (regardless of QPR status) and can be used to troubleshoot data entry problems. Note: Do not add performance measures across activity types

Perf Rept04a: ACTPLN - Beneficiary and Hsg Measure Types Selected - Activity Level

This report shows the types of beneficiary measures selected for an activity: Direct vs. Area; Census vs. Survey; Households vs. Persons; Housing Units; SF and/or MF

Perf Rept05: ACTPLN - Area Benefit Census Method - Low Mod Calculations and CTBGs - Activity Level

If an activity has been designated as area benefit- census method, this report shows the summary calculation and a list of the census counties, places, tracts and block groups for each activity.

Perf Rept09: ACTPLN - DREF Activity Budgets and Descriptions

This report shows activities under Ike only grants which have performance measures entered for DREF

Perf Rept02a: CUM - Projected vs Cum Totals for Performance Measure Sorted by Resp Org and Activity Type

This reports shows data from the latest DRGR Action Plan and all QPRs (regardless of QPR status) Note: Do not add performance measures across activity types

Perf Rept02c: QPR - Actual Accomplishments by Quarter

This reports shows data from each QPRs (regardless of QPR status) and can be used to troubleshoot data entry problems. Note: Do not add performance measures across activity types

Perf Rept03: QPR - Addresses by Activity and Responsible Organization

This report is intended to show addresses across activities and QPRs. Each QPR normally only shows addresses entered in that report.

Perf Rept04b: ACTNPLN - Area Benefit Type Selected- Census vs Survey - Activity Level

If Area Benefit is selected as the Benefit Type, this report lists activities by whether CENSUS data has been manually selected in DRGR or summary data has been entered using the SURVEY method

Perf Rept06: QPR - Direct Benefit Activities - Beneficiary Statistics by Household Type

For direct benefit activities, this report shows the distribution of households and/or persons by race/ethnicity and Hispanic status

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

Standard Reports: Performance (Perf Rept01)

| Disaster Recovery Grant Reporting System (DgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > Grantee User Reports > Perf Rept01: CUM - Projected vs Cum Totals for Performance Measure Sorted by Activity Number | | | | | | | | | | | |
|---|---|---------------------------|-------------------------------------|-------------------|------------|---------|------------|---------|------------|---------|--|
| REPORT DETAILS | | | | | | | | | | | |
| Report Filter: ((Grants.Status) = Active) And (((Activity Measure.Projected Quantity) > 0) Or ((QPR Measure.Actual Quantity) > 0)) | | | | | | | | | | | |
| PAGE-BY: Grantee: Grant Number: B-08-MH-06-0512 | | | | | | | | | | | |
| Data rows: 1 - 50 of 130 Data columns: 6 | | | | | | | | | | | |
| Activity Number△ | Activity Type△ | Responsible Organization△ | Measure Type△ | Measure Category△ | Low | | Mod | | Total | | |
| | | | | | Projected▽ | Actual▽ | Projected▽ | Actual▽ | Projected▽ | Actual▽ | |
| 02 Homeownership Assistance - Walk-In Program | Homeownership Assistance to low- and moderate-income | | # of Households | | 0 | 0 | 9 | 9 | 17 | 17 | |
| | | | # of Housing Units | | 0 | 0 | 0 | 0 | 17 | 17 | |
| | | | # of Singlefamily Units | | 0 | 0 | 0 | 0 | 17 | 17 | |
| | | | # Owner Households | | 0 | 0 | 9 | 9 | 17 | 17 | |
| 03 Homeownership Assistance - RNLA | Rehabilitation/reconstruction of residential structures | | # of Households | | 0 | 1 | 51 | 14 | 102 | 21 | |
| | | | # of Housing Units | | 0 | 0 | 0 | 0 | 102 | 21 | |
| | | | # of Singlefamily Units | | 0 | 0 | 0 | 0 | 102 | 21 | |
| | | | # Owner Households | | 0 | 1 | 51 | 14 | 102 | 21 | |
| | | | #Additional Attic/Roof Insulation | | 0 | 0 | 0 | 0 | 82 | 21 | |
| | | | #Clothes washers replaced | | 0 | 0 | 0 | 0 | 82 | 21 | |
| | | | #Dishwashers replaced | | 0 | 0 | 0 | 0 | 102 | 21 | |
| | | | #Efficient AC added/replaced | | 0 | 0 | 0 | 0 | 102 | 21 | |
| | | | #Energy Star Replacement Windows | | 0 | 0 | 0 | 0 | 1,000 | 208 | |
| | | | #High efficiency heating plants | | 0 | 0 | 0 | 0 | 102 | 21 | |
| | | | #Light fixtures (outdoors) replaced | | 0 | 0 | 0 | 0 | 408 | 83 | |
| | | | #Light Fixtures (indoors) replaced | | 0 | 0 | 0 | 0 | 1,326 | 263 | |
| | | | #Low flow showerheads | | 0 | 0 | 0 | 0 | 184 | 35 | |
| | | | #Low flow toilets | | 0 | 0 | 0 | 0 | 184 | 35 | |
| | | | #Refrigerators replaced | | 0 | 0 | 0 | 0 | 102 | 21 | |
| | | | #Replaced hot water heaters | | 0 | 0 | 0 | 0 | 102 | 21 | |

Modifying Reports

Common modifications users perform include:

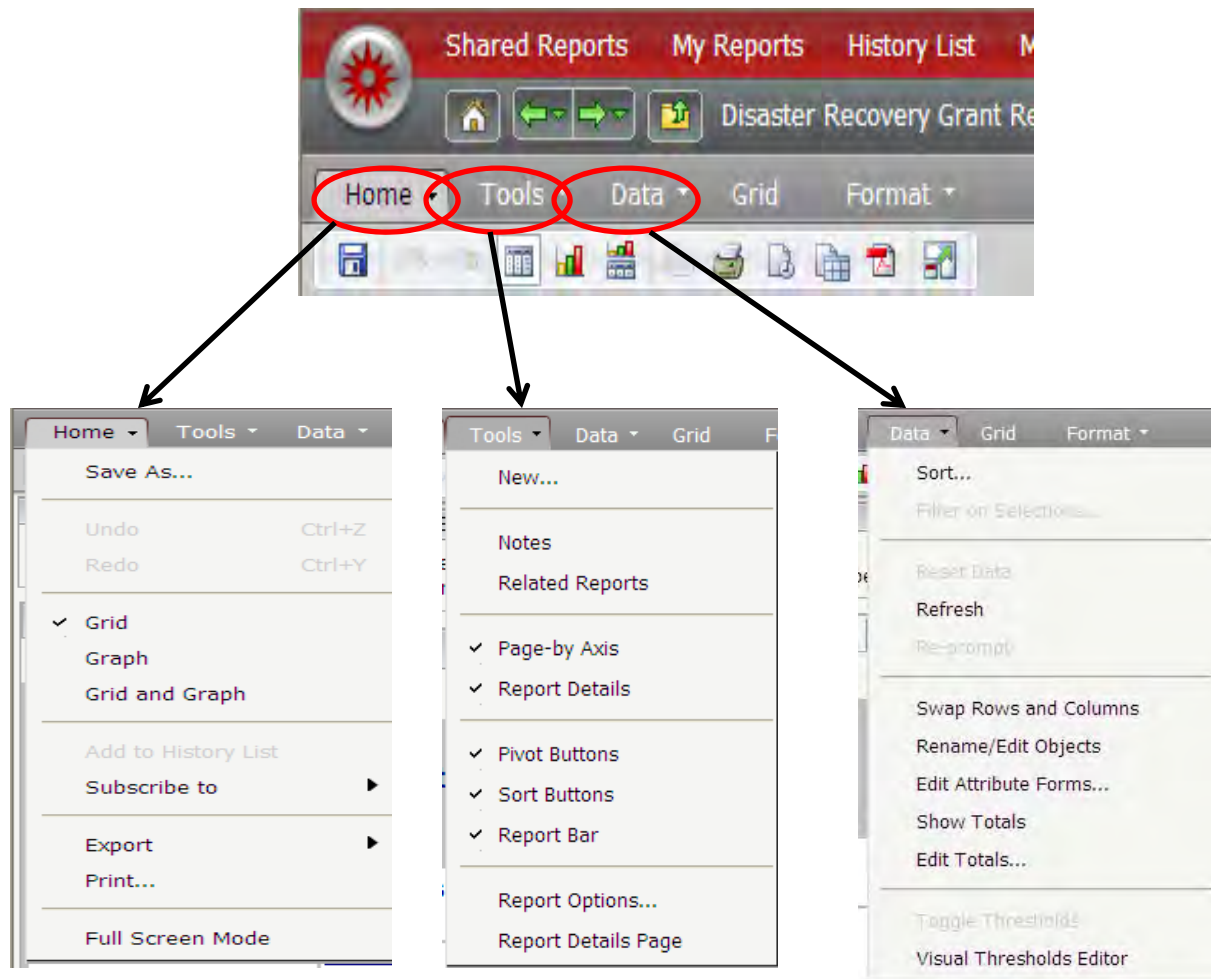
- Move and Sort Columns
- Grouping Columns
- Filtering Data

There are three ways to modify reports:

1. Use the drop-down menus and associated tool bars
2. Drag objects
3. Right click over the object for different options

Modifying Reports

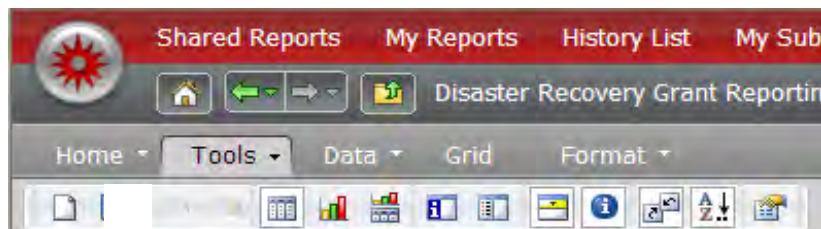
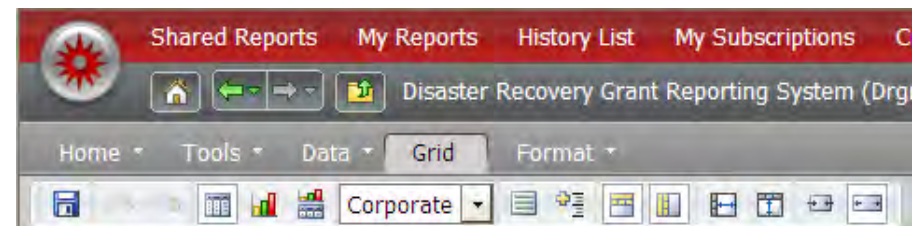
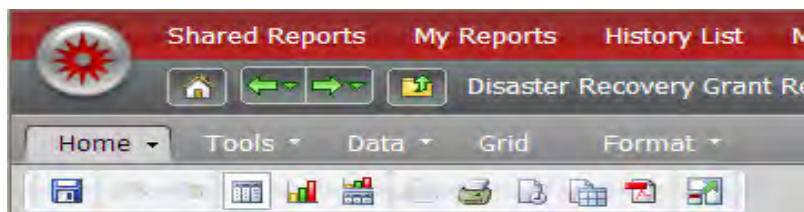
The different tabs show different icons (see next slide). The Home/ Tools/ and Data tabs also have drop-down menus. The Grid/ Format tabs have icons only.



Modifying Reports

When you select one of the tabs the toolbar will change. Several icons are consistent across some or all tabs, while others are unique to that tab.

The first four icons (Save As, Grid display, Graph display and Grid and Graph display) are the same for each tab. Explore the other options at your office. The modifications will not be permanent.



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Modifying Reports: Moving Columns

Shared Reports My Reports History List My Subscriptions Create Report Preferences

Disaster Recovery Grant Reporting System (DgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > Grantee User Reports > Perf Rept01: CUM - Projected vs Cum Totals for Performance Measure Sorted by Activity Number

Home Tools Data Grid Format

REPORT DETAILS

Report Filter:
{{Grants.Status} = Active} And (((Activity Measure.Projected Quantity} > 0} Or {{QPR Measure.Actual Quantity} > 0})

PAGE-BY: Grant Number: B-08-MN-06-0512

Data rows: 1 - 50 of 130 | Data columns: 6

| Activity Number | Activity Type | Responsible Organization | Measure Type | Measure Category | Mod | Total |
|---|--|--------------------------|-------------------------------------|------------------|-----------|--------|
| | | | | | Projected | Actual |
| 02 Homeownership Assistance - Walk-In Program | Homeownership Assistance to low- and moderate-income | | # of Households | | 9 | 9 |
| | | | # of Housing Units | | 0 | 0 |
| | | | # of Singlefamily Units | | 0 | 0 |
| | | | # Owner Households | | 9 | 9 |
| | | | # of Households | | 0 | 1 |
| | | | # of Housing Units | | 0 | 0 |
| | | | # of Singlefamily Units | | 0 | 0 |
| | | | # Owner Households | | 0 | 1 |
| | | | #Additional Attic/Roof Insulation | | 0 | 0 |
| | | | #Clothes washers replaced | | 0 | 0 |
| | | | #Dishwashers replaced | | 0 | 0 |
| | | | #Efficient AC added/replaced | | 0 | 0 |
| | | | #Energy Star Replacement Windows | | 0 | 0 |
| | | | #High efficiency heating plants | | 0 | 0 |
| | | | #Light fixtures (outdoors) replaced | | 0 | 0 |
| | | | #Light Fixtures (indoors) replaced | | 0 | 0 |
| | | | #Low flow showerheads | | 0 | 0 |
| | | | #Low flow toilets | | 0 | 0 |
| | | | #Refrigerators replaced | | 0 | 0 |
| | | | #Replaced hot water heaters | | 0 | 0 |

Modifying Reports: Sorting Columns

| Shared Reports My Reports History List My Subscriptions Create Report Preferences Search Help Logout | | | | | | | | | |
|--|---|---------------------------|-------------------------------------|-------------------|------------|---------|------------|---------|-------|
| Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > Grantee User Reports > Perf Rept01: CUM - Projected vs Cum Totals for Performance Measure Sorted by Activity Number | | | | | | | | | |
| Home Tools Data Grid Format Last update: 6/18/12 6:29:09 PM | | | | | | | | | |
| REPORT DETAILS | | | | | | | | | |
| Report Filter: {{Grants.Status} = Active} And ((({Activity Measure.Projected Quantity} > 0) Or ({QPR.Measure.Actual Quantity} > 0)) | | | | | | | | | |
| PAGE-BY: Grantee: Grant Number: B-08-MN-06-0512 | | | | | | | | | |
| Data rows: 1 - 50 of 130 Data columns: 6 | | | | | | | | | |
| Activity Number△ | Activity Type△ | Responsible Organization△ | Measure Type△ | Measure Category△ | Mod | Total | | | |
| | | | | | Projected▽ | Actual▽ | Projected▽ | Actual▽ | |
| 02 Homeownership Assistance - Walk-In Program | Homeownership Assistance to low- and moderate-income | | # of Households | | 0 | 0 | 9 | 9 | 17 |
| | | | # of Housing Units | | 0 | 0 | 0 | 0 | 17 |
| | | | # of Singlefamily Units | | 0 | 0 | 0 | 0 | 17 |
| | | | # Owner Households | | 0 | 0 | 9 | 9 | 17 |
| 03 Homeownership Assistance - RNLA | Rehabilitation/reconstruction of residential structures | | # of Households | | 0 | 1 | 51 | 14 | 102 |
| | | | # of Housing Units | | 0 | 0 | 0 | 0 | 102 |
| | | | # of Singlefamily Units | | 0 | 0 | 0 | 0 | 102 |
| | | | # Owner Households | | 0 | 1 | 51 | 14 | 102 |
| | | | #Additional Attic/Roof Insulation | | 0 | 0 | 0 | 0 | 82 |
| | | | #Clothes washers replaced | | 0 | 0 | 0 | 0 | 82 |
| | | | #Dishwashers replaced | | 0 | 0 | 0 | 0 | 102 |
| | | | #Efficient AC added/replaced | | 0 | 0 | 0 | 0 | 102 |
| | | | #Energy Star Replacement Windows | | 0 | 0 | 0 | 0 | 1,000 |
| | | | #High efficiency heating plants | | 0 | 0 | 0 | 0 | 102 |
| | | | #Light fixtures (outdoors) replaced | | 0 | 0 | 0 | 0 | 408 |
| | | | #Light Fixtures (indoors) replaced | | 0 | 0 | 0 | 0 | 1,326 |
| | | | #Low flow showerheads | | 0 | 0 | 0 | 0 | 184 |
| | | | #Low flow toilets | | 0 | 0 | 0 | 0 | 184 |
| | | | #Refrigerators replaced | | 0 | 0 | 0 | 0 | 102 |
| | | | #Replaced hot water heaters | | 0 | 0 | 0 | 0 | 102 |

Modifying Reports: Sorting Columns

Shared Reports My Reports History List My Subscriptions Create Report Preferences

Disaster Recovery Grant Reporting System (DgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > Grantee User Reports > Fin Rept05b: CUM - Program Income - Activity Level

Home Tools **Data** Grid Format

Report Filter: Empty Filter

PAGE-BY: Grant Status: Active Grantee: Grant Number: B-08-MN-06-0512

Data rows: 23 | Data columns: 5

| Responsible Organization | Project Number | Project Title | Activity Type | Activity Number | Metrics | Total Budget (PI + PF) | Total Obligation (PI + PF) | Grant Funds Disbursed | Program Income Received | Program Income Disbursed |
|--------------------------|----------------|------------------------|---|---|---------|------------------------|----------------------------|-----------------------|-------------------------|--------------------------|
| | 003 | Program Administration | Administration | | | | \$3,286,087.00 | \$1,922,612.67 | \$0.00 | \$232,543.97 |
| | 002 | NSP Rental Housing | Rehabilitation/reconstruction of residential structures | | | | \$748,061.17 | \$694,080.83 | \$0.00 | \$0.00 |
| | | | | | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | 001 | NSP Homeownership | Homeownership Assistance and moderate-income | | | | \$1,640,549.28 | \$1,435,314.21 | \$41,994.25 | \$6,504.00 |
| | | | | | | | \$244,294.72 | \$244,294.72 | \$0.00 | \$0.00 |
| | | | | | | | \$928,845.70 | \$498,461.98 | \$0.00 | \$430,383.72 |
| | 002 | NSP Rental Housing | Rehabilitation/reconstruction of residential structures | 04 Rental Housing (1-4 units) | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | | 05 Rental Housing 25% set-aside (1-4 units) | | \$6,409,287.60 | \$5,654,632.51 | \$3,916,823.03 | \$215,823.76 | \$615,713.27 |
| | 001 | NSP Homeownership | Rehabilitation/reconstruction of residential structures | 03 Homeownership Assistance - RNLA | | \$15,582,460.98 | \$14,937,380.39 | \$12,449,754.72 | \$3,605,070.58 | \$1,709,997.48 |
| | | | | 09 Homeownership RNLA 25% set-aside | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

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SORT

Row Column

1. Sort by: Program Income Received ☒ Ascending ☐ Descending

2. Then by: Program Income Disbursed ☒ Ascending ☐ Descending

3. Then by: Activity Number (DESC) ☒ Ascending ☐ Descending

Apply OK Cancel

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Modifying Reports: Creating a Filter

Shared Reports My Reports History List My Subscriptions Create Report Preferences

Disaster Recovery Grant Reporting System (DgrgRep) - FY2008 - 001A > Shared Reports > Standard Reports > Grantee User Reports > Fin Rept05b: CUM - Program Income - Activity Level

Home Tools Data Grid Format

REPORT DETAILS

Report Filter:
Empty Filter

PAGE-BY: Grant Status: Active Grantee: Grant Number: B-08-MN-06-0512 **Activity Type**

| Responsible Organization | Project Number | Project Title | Activity Type | Activity Number | Metrics | Total Budget (PI + PF) | Total Obligation (PI + PF) |
|--------------------------|----------------|------------------------|---|--|---------|--------------------------------|----------------------------|
| | 003 | Program Administration | Administration | 01 Program Administration | | \$3,286,087.00 | \$3,286,087.00 |
| | 002 | NSP Rental Housing | Rehabilitation/reconstruction of residential structures | 07 Rental-25% Somerville 41 Rental-25% Project | | \$748,061.17 \$1,500,000.00 | \$748,061.17 \$0.00 |
| | 001 | NSP Homeownership | Homeownership Assistance to low- and moderate-income | 02 Homeownership Assistance - Walk-In Program | | \$1,640,549.28 | \$1,640,549.28 |
| | | | | 08 Homeownership Walk-In 25% set-aside | | \$244,294.72 | \$244,294.72 |
| | | | | 33 Homeownership Assistance - RNLA 203(k) | | \$1,115,754.52 | \$928,845.70 |
| | 002 | NSP Rental Housing | Rehabilitation/reconstruction of residential structures | 04 Rental Housing (1-4 units) 05 Rental Housing 25% set-aside (1-4 units) | | \$0.00 \$6,409,287.60 | \$0.00 \$5,654,632.51 |
| | 001 | NSP Homeownership | Rehabilitation/reconstruction of residential structures | 03 Homeownership Assistance - RNLA | | \$15,582,460.98 | \$14,937,380.39 |
| | | | | 09 Homeownership RNLA 25% set-aside | | \$0.00 | 122 \$0.00 |

Modifying Reports: Creating a Filter

Shared Reports My Reports History List My Subscriptions Create Report Preferences

Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > Grantee User Reports > Fin Rept05b: CUM - Program Income - Activity Level

Home * Tools * Data * Grid Format *

REPORT DETAILS

Report Filter:
Empty Filter

PAGE-BY: Grant Status: Active Grantee: Grant Number: B-08-MN-06-0512 Activity Type: Homeownership Assistance to low- and moderate-income

| Responsible Organization△ | Project Number▽ | Project Title△ | Activity Number△ | Metrics | Total Budget (PI + PF)▽ | Total Obligation (PI + PF)▽ | Grant Funds Disbursed▽ | Program Income Received |
|---------------------------|-----------------|-------------------|---|---------|-------------------------|-----------------------------|------------------------|-------------------------|
| | 001 | NSP Homeownership | 02 Homeownership Assistance - Walk-In Program | | \$1,640,549.28 | \$1,640,549.28 | \$1,435,314.21 | \$ |
| | | | 08 Homeownership Walk-In 25% set-aside | | \$244,294.72 | \$244,294.72 | \$244,294.72 | |
| | | | 33 Homeownership Assistance - RNLA 203(k) | | \$1,115,754.52 | \$928,845.70 | \$498,461.98 | |
| Total | | | | | \$3,000,598.52 | \$2,813,689.70 | \$2,178,070.91 | \$ |

Modifying Reports: Grouping Columns (Example: Activity #)

Shared Reports My Reports History List My Subscriptions Create Report Preferences

Disaster Recovery Grant Reporting System (DgrgRep) - FY2008 - 001A > Shared Reports > Standard Reports > Grantee User Reports > Fin Rept05b: CUM - Program Income - Activity Level

Home Tools Data Grid Format

REPORT DETAILS

Report Filter:
Empty Filter

PAGE-BY: Grant Status: Active Grantee: Grant Number: B-08-MIN-06-0512 Activity Type: Rehabilitation/reconstruction of residential structures

| Responsible Organization | Project Number | Project Title | Activity | Total Budget (PI + PF) | Total Obligation (PI + PF) | Grant Funds Disbursed | Proj Re |
|--------------------------|----------------|--------------------|---|------------------------|----------------------------|-----------------------|---------|
| | 002 | NSP Rental Housing | 07 Rental Housing | \$748,061.17 | \$748,061.17 | \$694,080.83 | |
| | | | 41 Rental Housing | \$500,000.00 | \$0.00 | \$0.00 | |
| | 002 | NSP Rental Housing | 04 Rental Housing (1-4 units) | \$0.00 | \$0.00 | \$0.00 | |
| | | | 05 Rental Housing 25% set-aside (1-4 units) | \$6,409,287.60 | \$5,654,632.51 | \$3,916,823.03 | |
| | 001 | NSP Homeownership | 03 Homeownership Assistance - RNLA | \$15,582,460.98 | \$14,937,380.39 | \$12,449,754.72 | |
| | | | 09 Homeownership RNLA 25% set-aside | \$0.00 | \$0.00 | \$0.00 | |

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Modifying Reports: Grouping Columns (Example: Activity #)

Shared Reports My Reports History List My Subscriptions Create Report Preferences

Disaster Recovery Grant Reporting System (DgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > Grantee User Reports > Fin Rept05b: CUM - Program Income - Activity Level

Home Tools Data Grid Format

REPORT DETAILS

Report Filter:
Empty Filter

PAGE-BY: Grant Status: Active Grantee: Grant Number: B-08-MN-06-0512 Activity Type: Homeownership Assistance to low- and moderate-income

| Responsible Organization | Project Number | Project Title | Activity Number | 02 Homeownership Assistance - Walk-In Program | | | | | 08 Homeownership Walk-In Program | |
|--------------------------|----------------|-------------------|-----------------|---|----------------------------|-----------------------|-------------------------|--------------------------|----------------------------------|----------------------------|
| | | | | Total Budget (PI + PF) | Total Obligation (PI + PF) | Grant Funds Disbursed | Program Income Received | Program Income Disbursed | Total Budget (PI + PF) | Total Obligation (PI + PF) |
| | 001 | NSP Homeownership | | \$1,640,549.28 | \$1,640,549.28 | \$1,435,314.21 | \$41,994.25 | \$6,504.00 | \$244,294.72 | \$244,294.72 |
| Total | | | | \$1,640,549.28 | \$1,640,549.28 | \$1,435,314.21 | \$41,994.25 | \$6,504.00 | \$244,294.72 | \$244,294.72 |

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Modifying Reports: Grouping Columns (Example: Organization)

Shared Reports My Reports History List My Subscriptions Create Report Preferences

Disaster Recovery Grant Reporting System (DgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > Grantee User Reports > Perf Rept01: CUM - Projected vs Cum Totals for Performance Measure Sorted by Activity Number

Home Tools Data Grid Format Last update: 6/18/12 6:29:09 PM

REPORT DETAILS


Report Filter:
 (({Grants.Status} = Active) And ((({Activity Measure.Projected Quantity} > 0) Or ({QPR Measure.Actual Quantity} > 0)))

PAGE-BY: Grantee: Grant Number: B-08-MIN-06-0512 Activity Type: Homeownership Assistance to low- and moderate-income

Data rows: 12 | Data columns: 6

| Activity Number | Responsible | Measure Type | Measure Category | Low | | Mod | | Total | |
|---|-------------|-------------------------|------------------|-----------|--------|-----------|--------|-----------|--------|
| | | | | Projected | Actual | Projected | Actual | Projected | Actual |
| 02 Homeownership Assistance - Walk-In Program | | # of Singlefamily Units | | 0 | 0 | 9 | 9 | 17 | 17 |
| | | # Owner Households | | 0 | 0 | 0 | 0 | 17 | 17 |
| | | # of Households | | 0 | 0 | 0 | 0 | 17 | 17 |
| 08 Homeownership Walk-In 25% set-aside | | # of Housing Units | | 3 | 3 | 0 | 0 | 3 | 3 |
| | | # of Singlefamily Units | | 0 | 0 | 0 | 0 | 3 | 3 |
| | | # Owner Households | | 3 | 3 | 0 | 0 | 3 | 3 |
| 33 Homeownership Assistance - RNLA 203(k) | | # of Households | | 0 | 0 | 0 | 0 | 5 | 0 |
| | | # of Housing Units | | 0 | 0 | 0 | 0 | 5 | 0 |
| | | # of Singlefamily Units | | 0 | 0 | 0 | 0 | 5 | 0 |
| | | # Owner Households | | 0 | 0 | 0 | 0 | 5 | 0 |

Modifying Reports: Grouping Columns (Example: Organization)

| | | | | | | | | | |
|---|--|--|--|------------|---------|------------|---------|------------|---------|
| <div>  Shared Reports My Reports History List My Subscriptions Create Report Preferences </div> <div> <input type="text" value="Search"/> Help Logout </div> | | | | | | | | | |
| Disaster Recovery Grant Reporting System (DgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > Grantee User Reports > Perf Rept01: CUM - Projected vs Cum Totals for Performance Measure Sorted by Activity Number | | | | | | | | | |
| Home * Tools * Data * Grid Format * Last update: 6/18/12 6:29:09 PM | | | | | | | | | |
| REPORT DETAILS ? X | | | | | | | | | |
| Report Filter: ((Grants.Status) = Active) And (((Activity Measure.Projected Quantity) > 0) Or ((QPR Measure.Actual Quantity) > 0)) | | | | | | | | | |
| PAGE-BY: Grantee: [Redacted] Grant Number: B-08-MH-06-0512 Activity Type: Homeownership Assistance to low- and moderate-income | | | | | | | | | |
| <div> <div> <div>Activity Number△</div> <div>Measure Type△</div> <div>Measure Category△</div> <div>Metrics</div> </div> <div> <div>Responsible Organization△</div> <div>Housing Department</div> </div> </div> | | | | | | | | | |
| | | | | Low | | Mod | | Total | |
| | | | | Projected▽ | Actual▽ | Projected▽ | Actual▽ | Projected▽ | Actual▽ |
| | | | | + | + | + | + | + | + |
| | | | | 0 | 0 | 9 | 9 | 17 | 17 |
| | | | | 0 | 0 | 0 | 0 | 17 | 17 |
| | | | | 0 | 0 | 0 | 0 | 17 | 17 |
| | | | | 0 | 0 | 9 | 9 | 17 | 17 |
| | | | | 3 | 3 | 0 | 0 | 3 | 3 |
| | | | | 0 | 0 | 0 | 0 | 3 | 3 |
| | | | | 0 | 0 | 0 | 0 | 3 | 3 |
| | | | | 3 | 3 | 0 | 0 | 3 | 3 |
| | | | | 0 | 0 | 0 | 0 | 5 | 0 |
| | | | | 0 | 0 | 0 | 0 | 5 | 0 |
| | | | | 0 | 0 | 0 | 0 | 5 | 0 |
| | | | | 0 | 0 | 0 | 0 | 5 | 0 |

Saving Reports: History List

The screenshot shows the Disaster Recovery Grant Reporting System (DgrRep) interface. The top navigation bar includes links for Shared Reports, My Reports, History List, My Subscriptions, Create Report, and Preferences. The breadcrumb trail indicates the current location: Shared Reports > Standard Reports > Grantee User Reports > Fin Rept05c: Receipts by Project and Activity. The left sidebar contains a menu with options like Save As..., Undo, Close, Grid, Graph, Grid and Graph, Subscribe to, Export, Print..., and Full Screen Mode. The 'Subscribe to' option is highlighted with a red circle, and a sub-menu is open showing 'History List...'. The main content area displays a table with columns: Activity ID, Activity Title, Responsible Organization, Activity Type, Receipt Date, Status Metrics, and Open Amount. The table lists several activities, including 'Financing Mechanism for First-Time Homebuyers' and 'Acquisition/Rehabilitation/Rental-City View Apts'. The 'Responsible Organization' column is redacted with a grey box.

| Activity ID | Activity Title | Responsible Organization | Activity Type | Receipt Date | Status Metrics | Open Amount |
|-------------|---|--------------------------|--|--------------|----------------|--------------|
| | Financing Mechanism for First-Time Homebuyers | | Homeownership Assistance to low- and moderate-income | 3/31/2010 | | \$3,314.67 |
| | | | | 6/30/2011 | | \$0.01 |
| | | | | 12/12/2011 | | \$115,991.08 |
| | NSP-2A Acquisition/Rehabilitation/Rental-City View Apts | | Acquisition - general | 12/31/2010 | | \$0.01 |
| | | | | 6/30/2011 | | \$0.01 |
| 0002 | NSP Eligible Use B | | | 3/31/2010 | | \$190,920.00 |
| | | | | 6/30/2010 | | \$960,816.64 |
| | NSP-2B Acquisition/Rehabilitation-LMMI | | Acquisition - general | 12/31/2010 | | \$160.76 |
| | | | | 6/30/2011 | | \$150,727.57 |
| | | | | 9/30/2011 | | \$0.01 |

Saving Reports: 'My Reports'

The screenshot shows the Disaster Recovery Grant Reporting System (DgrRep) interface. The top navigation bar includes links for Admin, Action Plans, Drawdown, QPR, Reports, and Grants. The main content area displays a table of activity numbers and measures. A 'Save As' dialog box is open, showing a list of reports saved in 'My Reports'. The report 'Perf Rept01: CUM - Projected vs Cum Total' is selected. The dialog box also shows the name and description of the selected report.

Save As Dialog Box:

- Save in: My Reports
- 5 item(s) found
- Name: Perf Rept01: CUM - Projected vs Cum Total
- Description: This reports shows data from the latest DRGR Action Plan and all QPRs (regardless of QPR status)

Background Table:

| Activity Number | Measure Type |
|---|----------------|
| 02 Homeownership Assistance - Walk-In Program | # of Household |
| 08 Homeownership Walk-In 25% set-aside | # of Housing I |
| 33 Homeownership Assistance - RNLA 203(k) | # of Singlefan |
| | # Owner Hou |
| | # of Household |
| | # of Housing I |
| | # of Singlefan |
| | # Owner Hou |
| | # of Household |
| | # of Housing I |
| | # of Singlefan |
| | # Owner Hou |


Saving Reports: History List

The screenshot displays the Disaster Recovery Grant Reporting System (DgrRep) interface. The top navigation bar includes links for Shared Reports, My Reports, History List, My Subscriptions, Create Report, and Preferences. The breadcrumb trail indicates the current location: Disater Recovery Grant Reporting System (DgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > Grantee User Reports > Perf Rept01: CUM - Projected vs Cum. The main menu on the left is open, and the 'History List...' option under the 'Subscribe to' menu is highlighted. The main content area shows a table with columns for Activity Type, Responsible Organization, Measure Type, and Measure Category. The table contains data for various measures, including # of Households, # of Housing Units, # of Singlefamily Units, # Owner Households, and #Additional Attic/Roof Insulation.

| Activity Type | Responsible Organization | Measure Type | Measure Category |
|------------------------------------|--------------------------|-----------------------------------|------------------|
| Partnership Assistance to low- and | | # of Households | |
| | | # of Housing Units | |
| | | # of Singlefamily Units | |
| | | # Owner Households | |
| | | # of Households | |
| | | # of Housing Units | |
| | | # of Singlefamily Units | |
| | | # Owner Households | |
| | | #Additional Attic/Roof Insulation | |

Subscribing to Reports

1. Click on link under report title
2. Select ADD SUBSCRIPTION (to History List, Email, File or Print)
3. Specify frequency for the report



Admin Rept04b: USERS - Grantee DRGR Users with System Role and Certification Status
Owner: Administrator
Modified: 5/18/12 11:00:18 AM
This report shows system role and recertification status for granteeusers. Grantee Admin users must be recertified by CPD representatives and other grantee users are certified by grantee admin users. Recertifications are required every six months.
[Subscriptions](#) [Export](#) [PDF](#)

History List

| Subscription Name |
|--|
| You do not have any history list subscriptions |
| Add history list subscription |

Email

| Subscription Name |
|---|
| You do not have any email subscriptions |
| Add email subscription |

File

| Subscription Name |
|--|
| You do not have any file subscriptions |
| Add file subscription |

Print

| Subscription Name |
|---|
| You do not have any print subscriptions |
| Add print subscription |

Shared Reports My Reports History List My Subsc

Disaster Recovery Grant Reporting

Subscription

History List Subscription

Name: Admin Rept04b: USERS - Grantee DF

Report: Admin Rept04b: USERS - Grantee DR Status

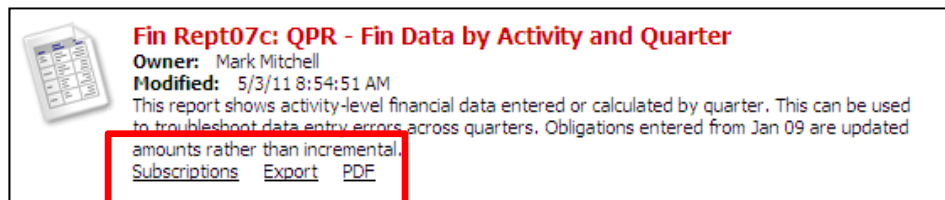
Schedule: Every Monday Morning

To: Every Monday Morning

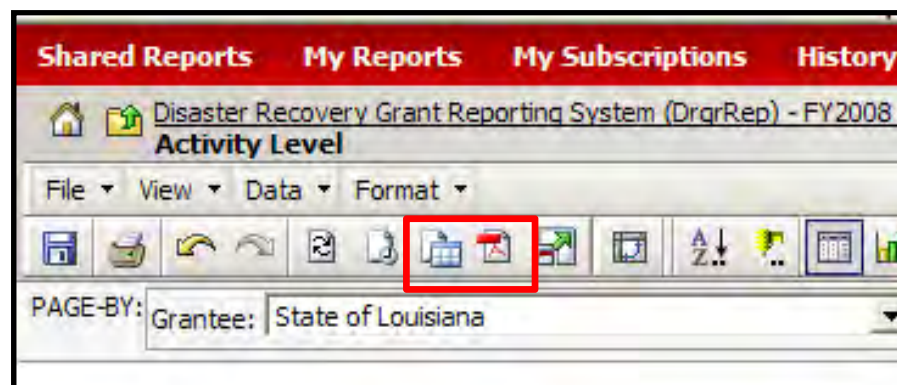
☐ Run subscription immediately

Exporting Reports

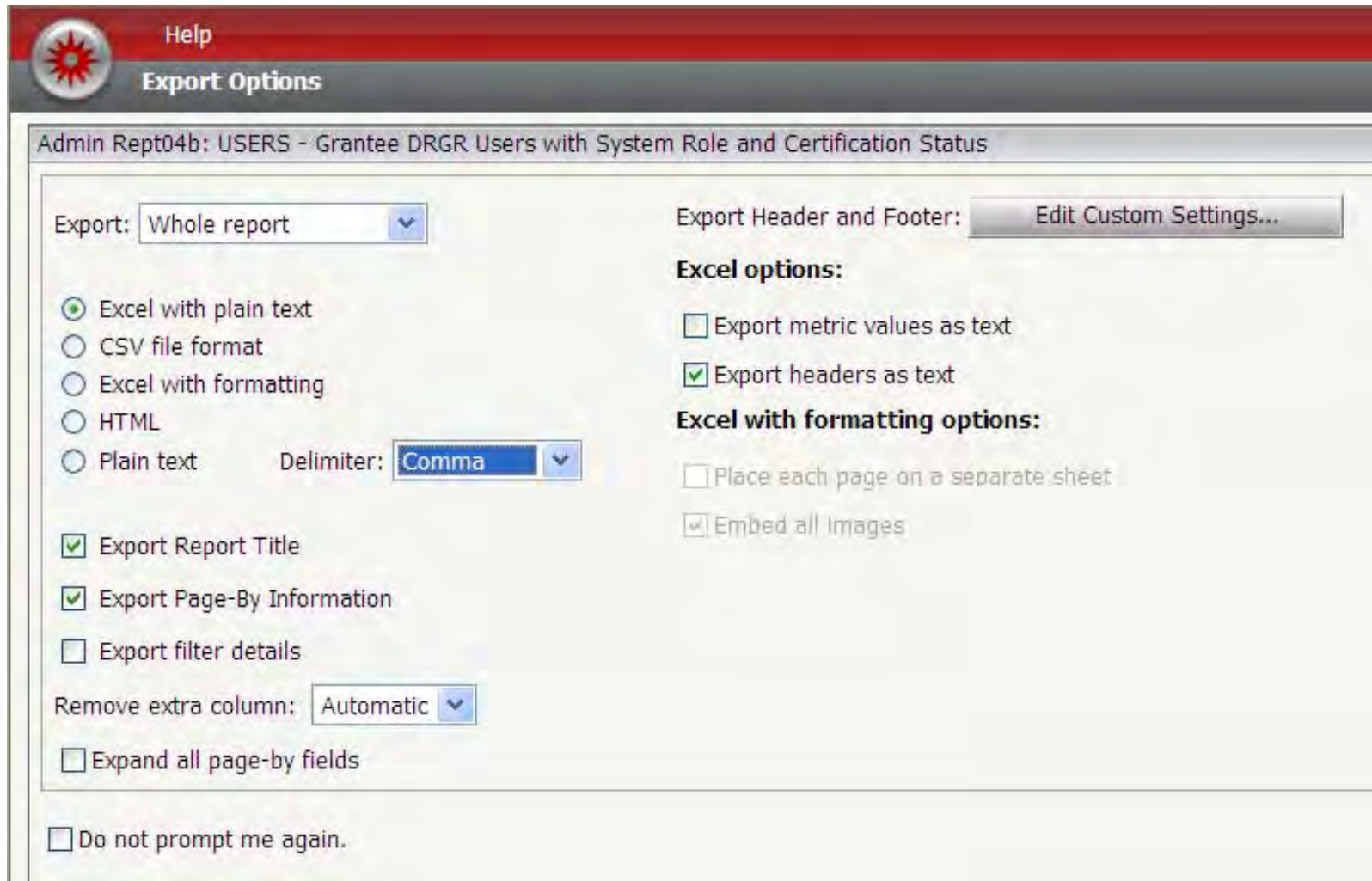
- When to Export
 - When selecting the report (only access to one grant)



- After modifying the report



Exporting Reports to Excel



Help

Export Options

Admin Rept04b: USERS - Grantee DRGR Users with System Role and Certification Status

Export: Whole report

☒ Excel with plain text

☐ CSV file format

☐ Excel with formatting

☐ HTML

☐ Plain text

Delimiter: Comma

☒ Export Report Title

☒ Export Page-By Information

☐ Export filter details

Remove extra column: Automatic

☐ Expand all page-by fields

Export Header and Footer: Edit Custom Settings...

Excel options:

☐ Export metric values as text

☒ Export headers as text

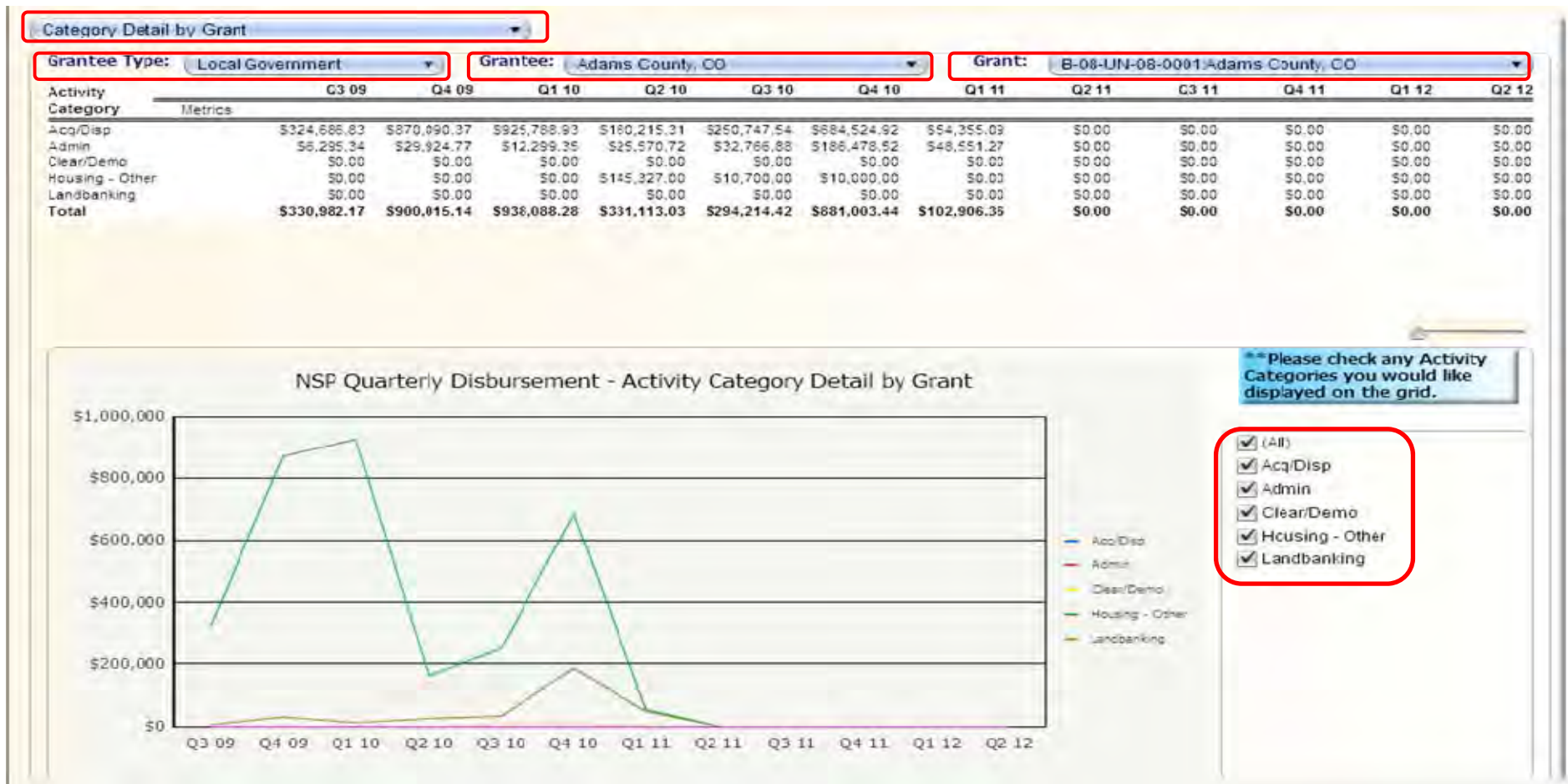
Excel with formatting options:

☐ Place each page on a separate sheet

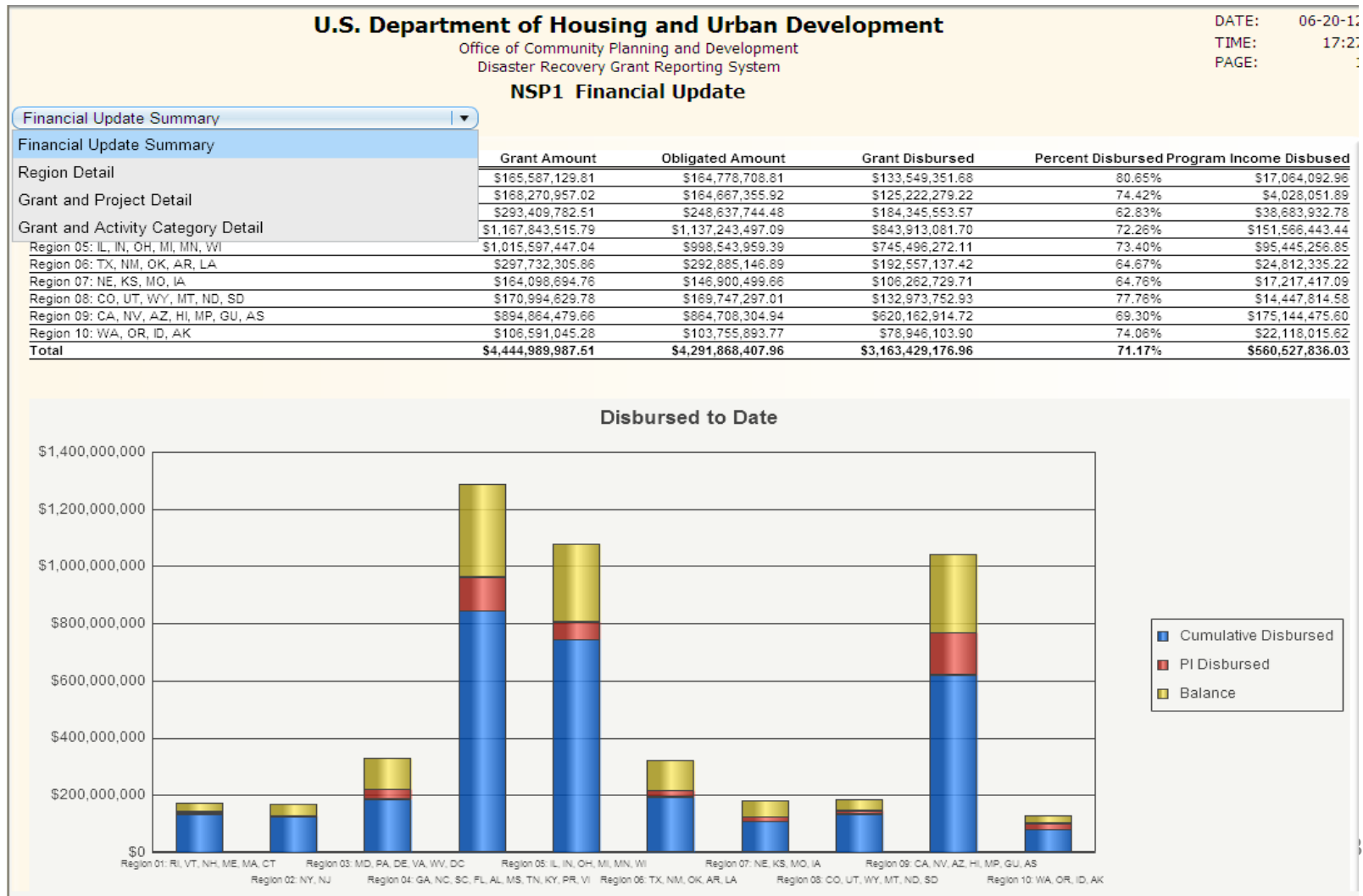
☒ Embed all Images

☐ Do not prompt me again.

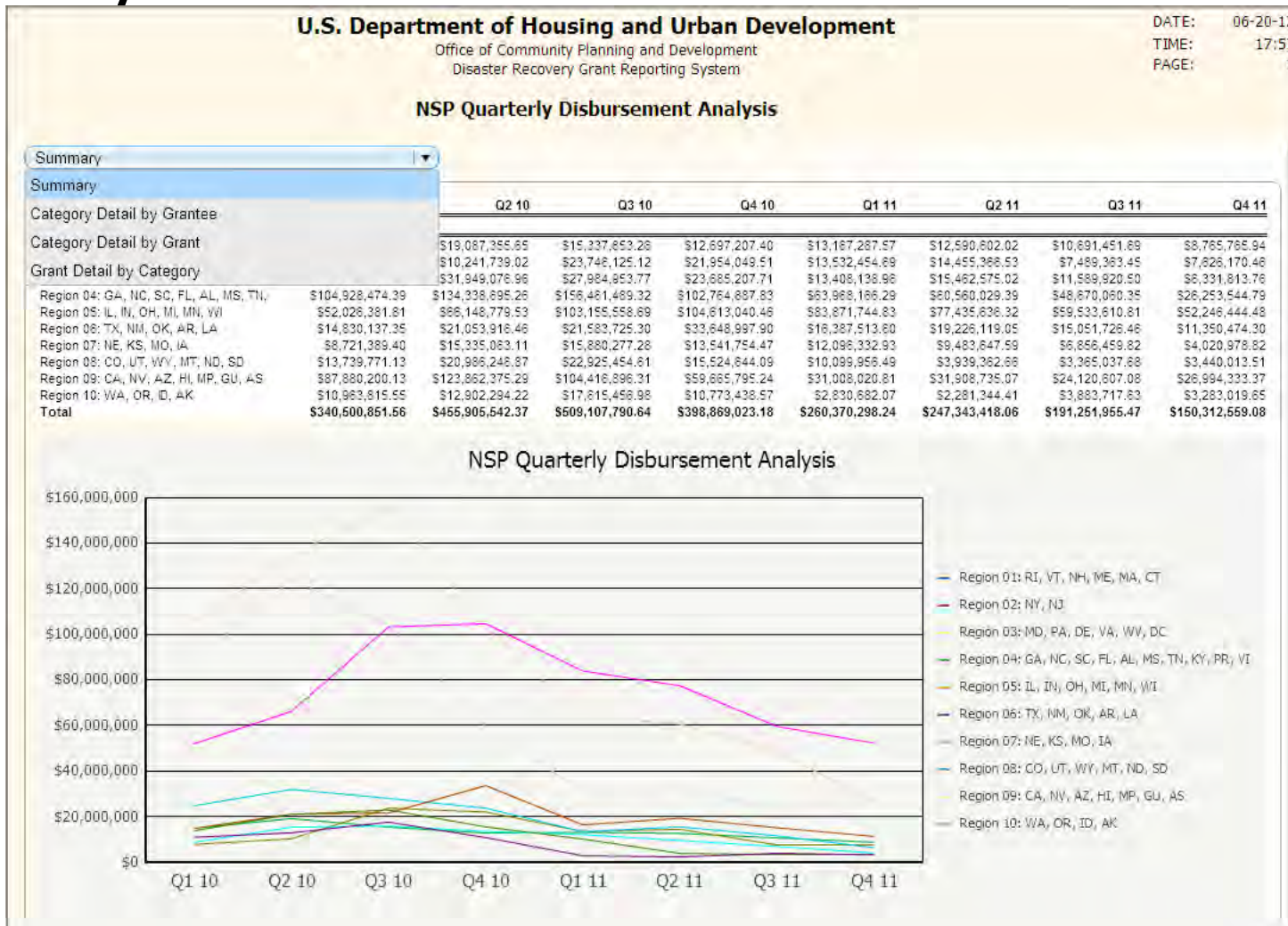
Public Reports: Quarterly Disbursements Analysis



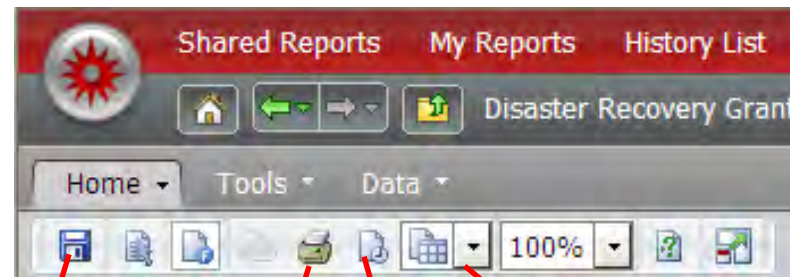
Public Reports: Financial Update Dashboards



Public Reports: Quarterly Disbursements Analysis



Public Reports: How to Save



Save As will save this report to your My Reports folder

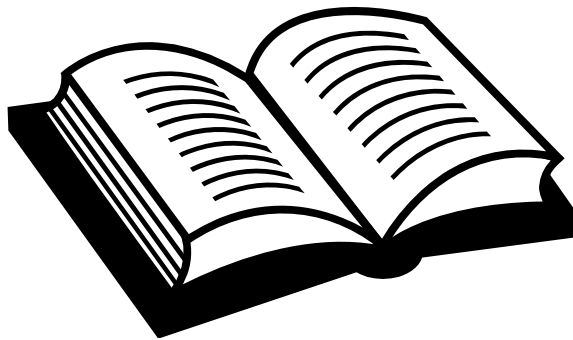
You can send this report directly to the printer

Schedule delivery to your History List

Export either as an Excel file or an Adobe pdf file

Case Study 18

Pull and Modify Reports



[Admin](#)

[Action Plans](#)

[Drawdown](#)

[QPR](#)

[Reports](#)

[Grants](#)

Reports Review

- Do you know...
 - ...how to access reports?
 - ...how to modify reports?
 - ...how to export reports?
 - ...the difference between Shared Reports and My Reports?

[Admin](#)

[Action Plans](#)

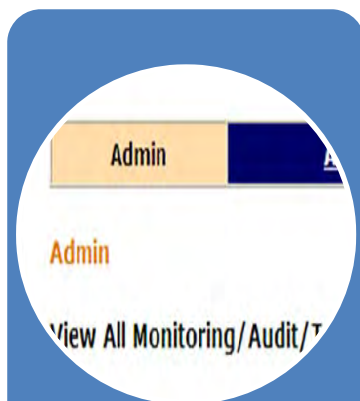
[Drawdown](#)

[QPR](#)

[Reports](#)

[Grants](#)

The Basics: DRGR Modules



Admin

Assign and certify users; add and track TA and Monitoring Events



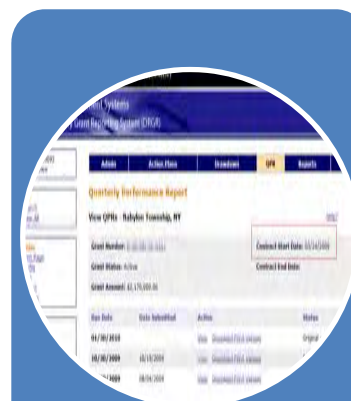
Action Plans

Identify activities to be funded by organization, activity type, and project.



Drawdowns

Obligate funds for draws; create, approve, edit vouchers; receipt program income



QPRs

Summarize drawdowns, expenditures, obligations, and achievements for the quarter



Reports

Look at financial, reporting, and user account information in an easy-to-read and exportable format



Telling Your NSP 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, LH25 requirement

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 designated NSP3 target areas?

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 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 | No activities in this project | |
| 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

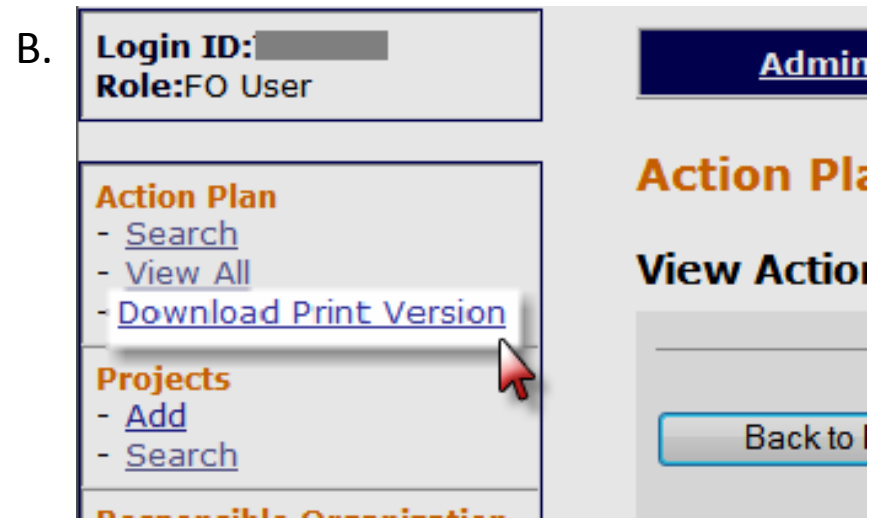
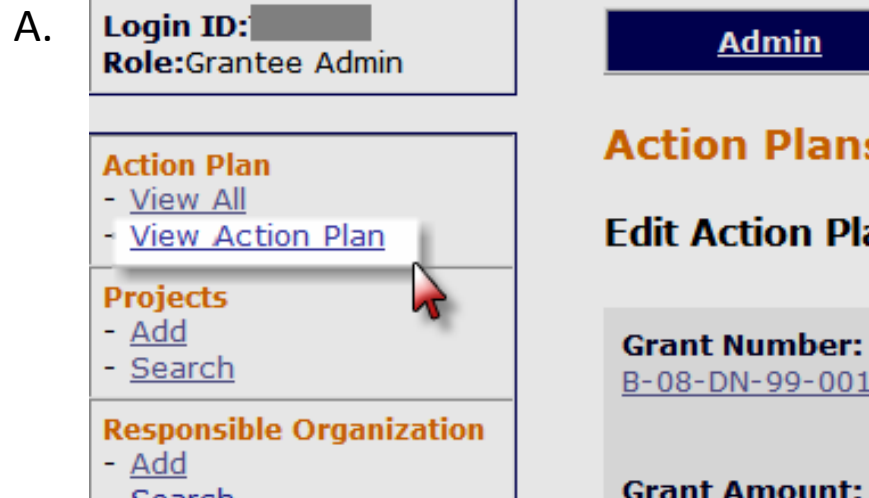
Save Review

Cancel

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"



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. NSP 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?
 - Statutory Timelines
 - NSP1: Expend amount equal to or greater than allocation within 4 yrs
 - NSP2 and NSP3:
 - Expend at least 50 percent of allocated funds within 2 years
 - Expend 100 percent within 3 years of such date.
- 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

- Performance measures are entered after an end-use has been met.
 - There may be a lag between quarters when funds are drawn for an activity to when performance measures are entered.
 - 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.
 - 25% Set-Aside metrics are properly identified in the LH25 activities.
 - For activities that do not appear in the QPR, is there 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 (DrgrRep) - 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:
 - Are the draws on track to meet NSP deadline?
 - Does the sum of the project budgets = grant amount?
 - Are drawdowns and expenditures reasonably close?
 - Are the administration budget and obligations at or under 10% of the total grant amount?
 - Is the Expenditure line item \geq Drawdown line item?

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

QPR Checklist: Activity Progress (FinRept 7b)

Shared ReportsMy ReportsMy SubscriptionsHistory ListPreferencesSearchHelpLogout

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

FileViewDataFormatCorporateLast update: 5/10/11 9:55:11 AM

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

of 2 page(s)

Data rows: 1 - 50 of 72Data 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 |
| 11-381 CPLC | | Rehabilitation/reconstruction of | NSP Only - LMMI 25% | | | | | |

Approving/Rejecting the QPR

Login ID:TS29FO
Role:FO User

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

QPRs

- [Search](#)
- [View All](#)

Utilities

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

Links

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

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 Activities](#)
 - [06141984](#)
- [View QPR History](#)

[View QPR Report](#)

Status: Submitted - Await for Review

[Save Review](#)[Cancel](#)

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:
 - 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](#)

QPRs

- [Search](#)
- [View All](#)

Utilities

- [Print Page](#)
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- [Reports](#)

Links

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

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 Activities](#)
 - [06141984](#)
- [View QPR History](#)

[View QPR Report](#)

Status: Submitted - Await for Review

[Save Review](#)[Cancel](#)

[Admin](#)

[Action Plans](#)

[Drawdown](#)

[QPR](#)

[Reports](#)

[Grants](#)

Common Issues & Troubleshooting

Pop Quiz
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 (DrqrRep) - 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: Corporate

Data rows: 15 Data columns: (

| 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 |
| Amy | | | Active | Recertified | 4/1/2011 | B50941 | DD_R Drawdown Request User |
| Farouq | | | Active | Recertified | 4/1/2011 | B50941 | GU Grantee 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 LH25 that were originally budgeted for LMMI?

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 LMML, but ended up going towards LH25 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 LH25, 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/>
 - DRGR FAQs (see next slide)
 - ...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](#)
- [Help](#)
- [FAQ](#)
- [Logout](#)
- [Reports](#)

Frequently Asked Questions (FAQ)

*Search by keyword:

Searches Categories, Questions or Answers

| Category | Question | Answer | View FAQ |
|----------|----------|--------|----------|
|----------|----------|--------|----------|

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 DRGR Public Data Portal homepage. At the top is a dark navigation bar with the URL 'drgr.hud.gov / public' and links for 'Home', 'About', 'Contact', and 'Program Data'. A search bar on the right of the navigation bar is labeled 'Organization Name or DUNS'. Below the navigation bar is a blue header with the text 'Community Development Systems' and 'Disaster Recovery Grant Reporting System (DRGR)'. The main content area has a light gray background. It features a large heading 'Welcome to the DRGR Public Data Portal' followed by a paragraph explaining the system. Below this is a search section with the text 'Search for a Grantee or Responsible Organization of HUD Funds' and a search bar labeled 'Organization Name or DUNS Number' with a 'Search' button. At the bottom, there are three columns: 'Data Downloads' showing a spreadsheet preview with a 'View downloads »' button; 'Reports' showing a bar chart preview with a 'View reports »' button; and 'Data Visualizations' showing a financial summary table preview with 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 Search

Data Downloads

Bulk data downloads for research and ad hoc reporting.

[View downloads »](#)

Reports

Pre-generated reports.

[View reports »](#)

Data Visualizations

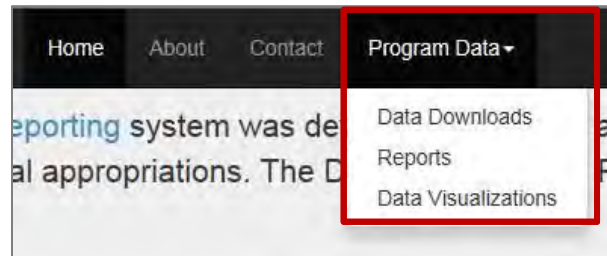
Interactive data visualization tool to view and navigate DRGR's financial data.

[View data »](#)

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

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

DRGR Public



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

151 results for "New "

Grantees

New Hampshire

New Jersey

Summary tab grouped data by State, Grantee, and Grant
Detailed tab for Activity level information

Interactive Grantee and Responsible Organization Data

Users can filter data by State and/or Grantee

Interactive Data Cloud listing associated Responsible Organizations. Users can drill down by clicking a Responsible Organization

Select a State or a Grantee

Alabama (All)

Financial Summary by Grantee and Appropriation

| Grantee | State | Appropriation | Total Budget | Total Obligation | Grant Fund Disbursed |
|----------------------------|---------------|---------------|------------------|------------------|----------------------|
| Birmingham, AL | Alabama | DF3 | \$6,308,325 | \$2,969,316 | \$1,712,750.93 |
| | | NSP1 | \$2,790,560 | \$2,790,560 | \$2,580,214.00 |
| | | NSP2 | \$2,792,090 | \$2,792,090 | \$2,058,028.36 |
| | | SANDY | \$4,465,452 | \$212,641 | \$693.94 |
| | | Total | \$16,414,427 | \$8,664,607 | \$6,351,687.23 |
| Jefferson County, AL | Alabama | DF3 | \$904,354 | \$634,354 | \$372,482.89 |
| | | NSP1 | \$2,237,876 | \$2,237,876 | \$2,237,876.00 |
| | | NSP2 | \$3,643,652 | \$199,061 | \$17,611.76 |
| | | SANDY | \$6,785,882 | \$3,071,291 | \$2,627,970.65 |
| | | Total | \$22,066,563 | \$20,676,053 | \$20,000,000.00 |
| Prichard Housing Authority | Alabama | DF3 | \$24,697,966 | \$22,381,171 | \$3,839,128.38 |
| | | KRW | \$95,613,574 | \$95,613,574 | \$95,592,720.83 |
| | | NSP1 | \$39,643,814 | \$39,643,814 | \$36,083,514.01 |
| | | NSP2 | \$5,000,000 | \$5,000,000 | \$5,000,000.00 |
| | | SANDY | \$32,110,019 | \$16,150,862 | \$621,445.44 |
| Total | \$197,065,373 | \$178,789,421 | \$141,136,608.00 | | |

Financial Summary by Responsible Organization and Grant

| Responsible Organization | Grant Number | Grantee | Total Budget | Total Obligated | Grant Fund Disbursed |
|--------------------------|-----------------|------------------|--------------|-----------------|----------------------|
| City of Noulton | B-12-DT-01-0001 | State of Alabama | \$375,000 | \$375,000 | \$0.00 |
| | B-13-D6-01-0001 | State of Alabama | \$593,480 | \$0 | \$0.00 |

Available Responsible Organizations

ADECA ALABAMA ASSOCIATION OF HABITAT AFFILIATES
ALETHEIA HOUSE Baldwin County Bayou La Batre
BIRMINGHAM COUNTY COMMISSION Chickasaw City of Bayou La Batre CITY OF BESSEMER
City of Birmingham CITY OF BIRMINGHAM
City of Birmingham - Birmingham Development CITY OF BIRMINGHAM City of Phenix
City of Cordova CITY OF GULFPORT City of Gulfport City of Mobile
CITY OF MOBILE CITY OF MONTGOMERY City of Prichard
City of Tuscaloosa City of Tuscaloosa
Franklin County Commission GREATER BIRMINGHAM Responsible Organization: City of Moulton
Franklin County Commission GREATER BIRMINGHAM Total Budget: \$968,480.00
Housing Authority of the City of Phenix
Jefferson County Commission JEFFERSON COUNTY COMMISSION
Jefferson County Commission for Economic Development (JECED) Jefferson County Community Development Authority Office of Community & Economic Development Marion County Commission
MOBILE COUNTY COMMISSION Mobile County Mobile County Commission
MOBILE COUNTY COMMISSION Mount Vernon Township Bayou La Batre Bayou La Batre
State of Alabama-ADECA The Mitchell Company Town of Dauphin Island
Town of Hackleburg Town of Phil Campbell Tuscaloosa County
Tuscaloosa Habitat for Humanity Tuscaloosa Housing Authority
Tuscaloosa Park and Recreation Authority Tuscaloosa County WINSTON COUNTY COMMISSION

Question & Answers

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