



U.S. Department of Housing and Urban Development

# **DRGR Release 7.7 and Recent Updates**

**November 12, 2013  
2:00 PM EST**

Community Planning and Development

# Presenters and Q&A Format

- **Presenters**

- Ryan Flanery, Dept. of Housing and Urban Development, [ryan.d.flanery@hud.gov](mailto:ryan.d.flanery@hud.gov)
- Jim Yerdon, Dept. of Housing and Urban Development, [james.yerdon@hud.gov](mailto:james.yerdon@hud.gov)
- Janine Cuneo, ICF International, [janine.cuneo@icfi.com](mailto:janine.cuneo@icfi.com)

- **How to ask questions**

- **Questions Box:** You may enter your question into the question box at any time during the presentation. We will read question aloud and answer during allotted Q&A session.
- **Ask audible questions:** If listening to the presentation using computer mic and speakers, please raise your hand and we will unmute your line to speak. Make sure your computer speakers are unmuted so we can hear you. If listening to the presentation over the phone, make sure to press in your audio pin provided (#xx#). Raise your hand and we will unmute your line to ask your question.



# Recent Updates in DRGR

This release includes updates for;

- Post close out functionality
  - Adding/Editing address information
  - Long-term affordability data reporting
- New data upload features for Vouchers and QPRs
  - Grantees can use and share templates with organizations they fund to reduce manual data entry into DRGR.



# Recent Updates - Resources

- Facts sheets for new functions are posted in the ***What's New*** section of the DRGR info page:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/communitydevelopment/programs/drsi/drgrs](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/programs/drsi/drgrs)

**Disaster Recovery Grant Reporting System**

The Disaster Recovery Grant Reporting system was developed by HUD's Office of Community Planning and Development for the Disaster Recovery CDBG program and other special appropriations. Data from the system is used by HUD staff to review activities funded under these programs and for required quarterly reports to Congress.

The system was developed for grantees to identify activities funded under their Action Plans and Amendments along with budgets and performance goals for those activities. Once an Action Plan is submitted and approved, grantees can submit quarterly reports summarizing obligation, expenditures, drawdowns, and accomplishments for all their activities.

The following links and resources are available for accessing the DRGR system:

**DRGR Log-In and Help Resources**

- [Access the DRGR System](#)
- [DRGR Training Material, User Guides, and Fact Sheets](#)
- **Help Desk Resources** Grantees and HUD staff having DRGR issues now have access to TA resources for HUD CPD programs under the OneCPD Resource Exchange at <https://www.onecpd.info>. It is important to note that users no longer have access to a call-in number for contractors to provide DRGR assistance. Instead, questions will be submitted through the OneCPD Ask a Question (AAQ) system at <https://www.onecpd.info/ask-a-question/my-question/>, where TA providers will provide help with basic DRGR questions and troubleshooting. DRGR users will be able to enter contact information as well as provide a summary of issues and attachments, as needed. Standard responses will be sent via email; however, if your issue is complex or urgent, TA providers have the option of replying by phone. When submitting questions please make sure to indicate how urgent your request is and if you have a preference as to how you receive your reply. For users having problems with error messages, please describe what

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**Programs**

- ▶ Colonias
- ▶ Disaster Recovery Assistance
- ▶ CDBG Entitlement Communities
- ▶ CDBG Insular Areas
- ▶ Neighborhood Stabilization
- ▶ Non Entitlement CDBG Grants In Hawaii
- ▶ Section 108
- ▶ State Administered CDBG

**What's New**

DRGR Release 7.7 is scheduled to go into production in the evening of October 4, 2013. This release will include new functions for reporting Program Income and Affordability Periods for addresses under closed grants in the NSP programs. It will also include new data upload functions for setting up vouchers and creating QPR activity profiles. Facts sheets for new functions include:

- ▶ [Post-Closeout Reporting for NSP](#)
- ▶ [DRGR Data Uploads – Voucher Setup and QPR Activity Profiles](#)
- ▶ [Tracking Expenditure Deadlines in DRGR](#)
- ▶ [Subordinate Grantee Data Entry](#)

# Post-Closeout Reporting

1. Managing Addresses Across QPRs
2. Enter Support Data on QPR Addresses
3. Changing Report Cycles for Grants Closed with Active Program Income



# Post-Closeout – Address Data

- Grantees can now remove duplicate addresses, improve the accuracy of addresses through geocoding, or provide other edits to improve the quality of their addresses!
- And provide post-closeout data on addresses entered on each individual QPR, or across QPRs.

## Performance Report

Add/Edit QPRs - State [OFF TO ADDRESS](#)

Grant Number: [B-06-100-0000](#)

Grant Status: Active

Grant Award Amount: \$6, [100,000,000.00](#)

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

\* - Actual period does not match Reporting period

Due Date	Reporting Period	Action
04/30/2014	01/01/2014 - 03/31/2014	<a href="#">Add</a>
01/30/2014	10/01/2013 - 12/31/2013	<a href="#">View</a> <a href="#">Download</a>

# Post-Closeout – Address Data

- Grantees can search for and clean up any duplicate or incorrect address information.

## Maintain Addresses Across QPRs

[Help?](#)

Grant Number: B-06-DG-22-0001

Maintain Addresses - Search

<b>Responsible Organization:</b> <input type="text"/>	<b>Grantee Activity #:</b> <input type="text"/>	<b>Earliest Performance Report Begin Date:</b> <input type="text"/> <small>Select(mm/dd/yyyy)</small>
<b>Address:</b> <input type="text"/>	<b>City:</b> <input type="text"/>	<b>State:</b> Select Option ▼
		<b>Zip:</b> <input type="text"/>

Search

Reset

### Activity Number:Admin (SAAD) Activity Title:Admin (SAAD)

<input type="checkbox"/>	07/01/2006	LA	1201 [REDACTED] Street	Baton Rouge	70804	
<input checked="" type="checkbox"/>	01/01/2007	LA	1201 [REDACTED] Street	Baton Rouge	70802	
<input checked="" type="checkbox"/>	10/01/2006	LA	1201 [REDACTED] Street	Baton Rouge	70802	

### Activity Number:Small Rental (HSRP) Activity Title:Small Rental (HSRP)

<input type="checkbox"/>	10/01/2006	LA	1201 [REDACTED] Street	Baton Rouge	70802	
<input type="checkbox"/>	07/01/2012	LA	2222 [REDACTED]	New Orleans	70119-7510	(100%)

Add Address

Edit Address

Validate Selected

Delete Selected

Move Selected



# Post-Closeout – Address Data

## Maintain Addresses

\* Please validate the address before proceeding to View Detail or View Map.

155 Record(s) Displaying 1 through 10

First Prev **1** 2 3 4 5 6 7 8 9 10 Next Last

Select	QPR Start Date	State	Address	City	Zip	Status	Accept	View
<input type="checkbox"/>	01/01/2013	TX	[REDACTED]	Horizon City	79928-7039	(90%)	Y	<input type="button" value="View"/>
<input checked="" type="checkbox"/>	01/01/2012	TX	[REDACTED]	El Paso	79938-4844	(90%)	Y	<input type="button" value="View"/>
<input checked="" type="checkbox"/>	04/01/2012	TX	[REDACTED]	El Paso	79934-3218	(90%)	Y	<input type="button" value="View"/>
<input type="checkbox"/>	04/01/2012	TX	[REDACTED]	Horizon City	79928-6488	(90%)	Y	<input type="button" value="View"/>
<input type="checkbox"/>	04/01/2012	TX	[REDACTED]	El Paso	79938-4844	(90%)	Y	<input type="button" value="View"/>
<input type="checkbox"/>	10/01/2011	TX	[REDACTED]	El Paso	79938-		Y	<input type="button" value="View"/>
<input type="checkbox"/>	01/01/2013		[REDACTED]		-			
<input type="checkbox"/>	01/01/2013	TX	[REDACTED]	Horizon City	79928-	(90%)		
<input type="checkbox"/>	07/01/2012	TX	[REDACTED]	Horizon City	79928-	(90%)		
<input type="checkbox"/>	04/01/2012	TX	[REDACTED]	El Paso	79938-4487	(90%)		

Fuerte Dr

### Edit Address

**Grant #:** B-09-0117-0010  
**QPR:** 01-JAN-12/ 31-MAR-12   
**Activity #:** AcqOthers   
**State:** Texas   
**Address:** [REDACTED] Dr  
**City:** El Paso  
**Zip:** 79938-4844



# Post-Closeout – Supporting Data

- Addresses needing support data on affordability might be entered on QPRs that are already approved. Since those QPRs cannot be edited, DRGR will now let users search for and edit addresses across all QPRs.

## Maintain Addresses

\* Please validate the address before proceeding to View Detail or View Map.

First Prev 1 2 3 4 5 6 Next Last

Select	QPR Start Date	State	Address	City	Zip	Status	Accept	View Detail	View Map	Support Info
<b>Activity Number:Admin (SAAD) Activity Title:Admin (SAAD)</b>										
<input type="checkbox"/>	07/01/2006	LA	[REDACTED]	Baton Rouge	70804			<a href="#">View Detail</a>	<a href="#">View Map</a>	<a href="#">Enter Data</a>
<input type="checkbox"/>	01/01/2007	LA	[REDACTED]	Baton Rouge	70802			<a href="#">View Detail</a>	<a href="#">View Map</a>	<a href="#">Enter Data</a>
<input type="checkbox"/>	10/01/2006	LA	[REDACTED]	Baton Rouge	70802			<a href="#">View Detail</a>	<a href="#">View Map</a>	<a href="#">Enter Data</a>
<b>Activity Number:Small Rental (HSRP) Activity Title:Small Rental (HSRP)</b>										
<input type="checkbox"/>	10/01/2006	LA	[REDACTED]	Baton Rouge	70802			<a href="#">View Detail</a>	<a href="#">View Map</a>	<a href="#">Enter Data</a>
<input type="checkbox"/>	07/01/2012	LA	[REDACTED]	New Orleans	70119-7510	(100%)	Y	<a href="#">View Detail</a>	<a href="#">View Map</a>	<a href="#">Enter Data</a>

# Post-Closeout – Supporting Data, cont.

## Enter Required Address Info - Post Closeout

### Edit Address Support Information

**Grant Number:**

B-08 [REDACTED]

**Activity Type:**

Clearance and Demolition

**Grant Activity Number:**

NSP Demo [REDACTED]

**Activity Title:**

NSP Demo [REDACTED]

**\*Property Status: Affordability Start Date: Affordability End Date:**

Select ▼

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

**Description of Affordability Method (Resale, Recapture, Rental or Other):**

**\*Activity Type for End Use:**

Select ▼

**Projected Disposition Date: Actual Disposition Date:**

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

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

**\*National Objective for End Use: Date National Objective is met: Deadline Date:**

Select ▼

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

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

**Description of End Use:**

**Total Expenditure Amount #:**



# Reporting Program Income

- Previously, once a grant status was changed to *Closed* in DRGR, grantees could not submit any additional QPRs.
- With NSP, grantees are still required to submit reports on the use of program income and document the affordability periods.
- As of Release 7.7, when grants are Closed HUD can select the grant status “Closed with PI Active” and change the report cycle from **Quarterly** to **Annual**.

The screenshot displays a web interface for managing grant information. On the left, the 'Grant Status' dropdown is set to 'Closed with PI Active'. Below it, the '\*Post Closeout Date:' field contains '07/26/2013'. On the right, the '\*Post Closeout Report Cycle:' dropdown is open, showing a list of options: 'Select Option', 'Quarterly', 'Semi-Annually Calendar', 'Annually Calendar' (highlighted in blue), 'Semi-Annually Fiscal', and 'Annually Fiscal'. A 'Grant User Groups' button is visible at the bottom left.

# Reporting Program Income, cont.

- After the Grant is “Closed with PI Active” the system generates a new performance report with type of “Closeout”. The Reporting Period is displayed for each period.

## Performance Report

### Add/Edit QPRs

Grant Number: [B-08-DN-LJ-0001](#)

Contract Start Date: 03/17/2009

Grant Status: Closed with PI Active

Contract End Date:

Grant Award Amount: \$38,749,931.00

LOCCS Authorized Amount: \$38,749,931.00

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

\* - Actual period does not match Reporting period

Grantees will not be able to create any new program fund vouchers, but can still record PI receipts and vouchers to be tracked and include in the post-closeout reports.

Due Date	Reporting Period	Action	Date Submitted	Type
10/30/2014	10/01/2013 - 09/30/2014	<a href="#">Add</a>		Closeout
10/30/2013	10/01/2012 - 09/30/2013 *	<a href="#">View</a> <a href="#">Download Print Version</a> <a href="#">Edit</a>		Closeout
10/30/2013	07/01/2013 - 09/30/2013 *	<a href="#">View</a> <a href="#">Download Print Version</a> <a href="#">Edit</a>		

# Data Uploading Templates

- Grantees can create Vouchers and populate QPRs by uploading templates into DRGR.
- DRGR provides these standard templates that can be distributed to responsible organizations or subrecipients to complete for grantees.
- Can save time and effort!
  - Most beneficial to grantees with a substantial amount of activities.



# Data Uploading Templates, cont.

- Only specific fields are required for each template and columns of the template must be in the correct order.
- All information must be entered exactly as it is in DRGR.
  - For example, “NSP1-B A/R MF DHH LH25” must be entered as such or the entire template will not populate.
- The QPR must be populated in sections, you cannot use just one template for the entire QPR. Sections include;
  - QPR Address
  - QPR Beneficiary
  - QPR Expenditures
- Template must be in CSV format only



# Uploading Templates - Vouchers

Voucher Requestors can create vouchers with multiple activities, with different grants, and fund types rather than having to manually input them one by one in the Create Voucher – Page 1 and 2 screens.

**Drawdown**

Create Voucher - Page 1 of 4 (Select Activities) [Help?](#)

Voucher Created For: American Institutes for Research

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

**Voucher Items**

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Title	Fund Type	Program
No Activities Selected							

**DRGR Data Upload**

**Please select the Upload Type**

Select Upload Type

Get the template for Upload

**Please select the file to upload**

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

[Return to Prepare Voucher](#)

# Uploading Templates - Vouchers

1. After clicking on “Download Template”, the user will see a list of available grants.

Help  
Export

**Grant Number <sup>\*</sup>(Required)**

Choose elements of Grant Number.  
This prompt requires at least one selection.

Search for:   Match case

Available:

- B-08-...
- B-08-...

Selected:

--- none ---

[Report Name:] Voucher Report

2. Select the grant and using the arrow, move it to the Selected list.

**Grant Number <sup>\*</sup>(Required)**

Choose elements of Grant Number.  
This prompt requires at least one selection.

Search for:   Match case

Available:

- B-08-...

Selected:

- B-08-...

[Report Name:] Voucher Report

Export Cancel



# Uploading Templates - Vouchers

## 3. Export as CSV file

Help  
Export Options

Voucher Report

Export: Whole report

Export Header and Footer: [Edit Custom Settings...](#)

Excel with plain text  
 **CSV file format**  
 Excel with formatting  
 HTML  
 Plain text

Delimiter: Comma

Export Report Title  
 Export filter details

Remove extra column: Automatic

Do not prompt me again.

Export

4. Use exported template to upload additional information

	A	B	C	D	E	F	G	H
1	Voucher Report							
2								
3	Grant #,"Activity #","Responsible Organization","Project Description","Receipt Pool","Metr							
4	B-08-05-18-0001,"08-0001-001-101","Administration of Regional Councils","Adminis							
5	B-08-05-18-0001,"08-0001-001-102","Projects that assist businesses in thei							
6	B-08-05-18-0001,"08-0001-001-103","Projects that assist businesses in the							
7	B-08-05-18-0001,"08-0001-001-104","Administration for local services","GI							
8	B-08-05-18-0001,"08-0001-001-105","Administration for local servic							
9	B-08-05-18-0001,"08-0001-001-106","Administration for local servic							
10	B-08-05-18-0001,"08-0001-001-107","All housing activites for owner							
11	B-08-05-18-0001,"08-0001-001-108","All housing activites for owner							
12	B-08-05-18-0001,"08-0001-001-109","All housing activites for owner							
13	B-08-05-18-0001,"08-0001-001-110","All housing activites for owner							
14	B-08-05-18-0001,"08-0001-001-111","All housing activites for owner							
15	B-08-05-18-0001,"08-0001-001-112","Administration for local servi							
16	B-08-05-18-0001,"08-0001-001-113","Administration for local servi							
17	B-08-05-18-0001,"08-0001-001-114","Administration for local servi							
18	B-08-05-18-0001,"08-0001-001-115","Administration for local servi							
19	B-08-05-18-0001,"08-0001-001-116","Administration for local services","GE							
20	B-08-05-18-0001,"08-0001-001-117","All housing activites for owner							



# Uploading Templates - Vouchers

- Kyle is about to upload his list of vouchers. What's wrong with his voucher template?

	A	B	C	D
1	Grant #	Activity #	Fund Type	Amount
2	B-06-DG-28-0001	0030 POG R1150602 - MS STATE PORT	PF	1,000,000.00
3	<b>B-06 DG-28-0001</b>	0030 KED Planned Economic Developme	PF	50,000.00
4	B-06-DG-28-0001	0099 ADMIN	PF	38,000.00
5	B-06-DG-28-0001	0001 NHP RESERVE FOR NHP	PF	100,000.00

# Uploading Templates - QPRs

Users can upload data through multiple QPR templates in various sections of the QPR instead of manually entering the data. Some of the sections include;

- QPR Address
- QPR Beneficiary
- QPR Expenditures

## Performance Report

### Edit Performance Report - Activity Page 1

<b>Grant Number:</b> B-06-DG-22-0002	<b>QPR Start Date:</b> 04/01/2013	<b>Completed Activity A</b> <input type="text"/>
<b>Grantee Name:</b> State of Louisiana	<b>QPR End Date:</b> 06/30/2013	<a href="#">Select Date</a> (ex: mm/dd/yyyy)
<b>Grantee Activity Number:</b> Acadia Parish Revitalization	<b>Activity Type:</b> Planning	<b>National Objective:</b> Urgent Need

|

[View Cumulative Totals](#) | [Upload QPR Data](#)

## DRGR Data Upload

Please select the Upload Family

Select Upload Family

QPR

Please select the Upload Type

Select Upload Type

QPRAddress

QPRBeneficiaries

QPRExpenditures

QPRProgress

Please select the file to upload

Please Select file and Press Submit to Upload via Form Processing

C:\Upload\QPRProgressE\

# Uploading Templates - QPRs

- Loretta is ready to upload the following excel documents she just received from her last two responsible organizations.

What is she forgetting?

1. South County\_QPR Narratives.xlsx
2. Springfield\_QPR Narratives.xlsx

	A	B	C
1	GranteeActivity#	ProgressNarrative	CompletionDate
2	ILTR - 00163	Applications are being processed. No awards have been made to date	
3	ILOC - 00015	This activity is now complete	8/1/2013
4	IEDU - 00004	Funds obligated this quarter.	
5	IEDU - 00056	Construction and design have begun	
6	IFIS - 00021	Action Plan 1, Amendment 26 approved by HUD the 4th quarter of 2008, giving \$9,750,000.00 in additional funding	

# Other Updates & Release 7.8

- Action Plan upload templates
- Voucher enhancements with the addition of a recalculate button
- New version of Microstrategy
- Subordinate Organizations
  - DRGR allows users to authorize restricted access to users from subordinate grantees using the responsible org. screen at the primary grantee level.



# Other Updates & Release 7.8

**Admin** | **Action Plans** | **Drawdown**


## Action Plans

### Edit Action Plan

**Grant Number:**  
B- [REDACTED]


- [Funding Sources](#)
- [Summary of Distribution and Uses of](#)
- [How Fund Use Addresses Market Con](#)
- [Ensuring Continued Affordability](#)
- [Definition of Blighted Structure](#)
- [Definition of Affordable Rents](#)
- [Housing Rehabilitation/New Construc](#)
- [Vicinity Hiring](#)
- [Procedures for Preferences for Afford](#)
- [Grantee Contact Information](#)



**LOCCS Authorized Amount:**  
\$15, [REDACTED]

**Upload Action Plan** 

Add Activity | Save | Submit Action Plan | Cancel

<b>LOCCS Authorized Amount:</b>	\$15, [REDACTED]
<b>Grant Award Amount:</b>	\$15, [REDACTED]
<b>Estimated PI/RL Funds:</b>	
<b>Total Budget:</b>	\$15, [REDACTED]

**Note:** Click  to drill down activities.

 Project #	Project Title
 NSP3 Admin	Administration

**Login ID:** B [REDACTED]  
**Role:** Grantee Admin

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

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

**Admin** | **Action Plans**

## DRGR Data Upload

**Please select the Upload Type**

Select Upload Type

- ResponsibleOrgAdd
- ResponsibleOrgContactData
- ResponsibleOrgEdit

Get the template for Upload **Download Template**



# Common Questions

**Q.** Why do I keep getting an error message when I save my data?

**A.** These errors messages are often the result of the type of Browser you are using.

- DRGR likes Internet Explorer 7, 8, or 9 the most, and we like when DRGR is happy.



# Common Questions, cont.

**Q.** Why is my data the same even after making a draw?

**A.** DRGR reconciles its data daily. The timing of this reconciliation will vary so there could be a short period of time when your data is showing discrepancies.

**Q.** What happened to my Microstrategies Reports??

**A.** The Microstrategy report folders were consolidated, but any customized reports users had created/saved in **My Reports** were not moved over and will need to be rebuilt.





# Questions?

## How to ask questions

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- **Ask audible questions:**
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  - If listening to the presentation over the phone, make sure to press in your audio pin provided (#xx#). Raise your hand and we will unmute your line to ask your question.



# Resource Links

Resource	Link
Search the Resource Library	<a href="https://www.onecpd.info/search/">https://www.onecpd.info/search/</a>
Search the DRGR FAQs	<a href="https://www.onecpd.info/resource/134/drgr-knowledgebase-faqs/">https://www.onecpd.info/resource/134/drgr-knowledgebase-faqs/</a>
View All Training Materials	<a href="http://hudnsphelp.info/learning">http://hudnsphelp.info/learning</a> <a href="https://www.onecpd.info/training-events/courses">https://www.onecpd.info/training-events/courses</a>
Submit a Question via Ask A Question	<a href="https://www.onecpd.info/ask-a-question/">https://www.onecpd.info/ask-a-question/</a>
Request Technical Assistance	<a href="https://www.onecpd.info/technical-assistance/">https://www.onecpd.info/technical-assistance/</a>

## Connect with NSP

Join the Listserv	<a href="https://www.onecpd.info/maillinglist/">https://www.onecpd.info/maillinglist/</a>
Visit the NSP Flickr Gallery	<a href="http://www.flickr.com/photos/nspresourceexchange">http://www.flickr.com/photos/nspresourceexchange</a>
Visit the NSP YouTube Channel	<a href="http://www.youtube.com/user/NSPResourceExchange">http://www.youtube.com/user/NSPResourceExchange</a>



# Please Give Us Your Feedback

- Answer a few short questions
- Link:  
[https://www.surveymonkey.com/s/DRGR\\_11122013](https://www.surveymonkey.com/s/DRGR_11122013)

