



# Disaster Recovery and Grant Reporting (DRGR) System

DRGR Release 8.1 | Overview | CDBG-DR and CDBG-MIT Webinar Series – Summer 2020



## Presenters

HUD

Steven Edwards, DRGR Specialist

Hana Nelson, CPD Specialist

TDA

Jennifer Alpha, Senior Consultant

# Training Objectives

- Accessing and navigating the DRGR modules and reports
- Creating and editing DRGR Action Plans
- Editing and submitting Quarterly Performance Reports (QPRs)
- Creating and approving drawdown vouchers
- Finding resources on DRGR

# Format

- Most of presentation will be a live demonstration
  - This is a high-level tutorial most suitable for beginners or those hoping to become more familiar with the new look of DRGR, however, we will discuss tips and tricks!
- Questions can be asked in the Q&A feature
- Breaks will be taken between sections to answer questions
  - We may not get to answer everyone's question verbally but will do our best to answer in written form.

## DRGR Navigation

1. DRGR allows users to choose a grant and “lock” the system to that grant for certain functions so that users can navigate efficiently.
2. The system will default to the most recently accessed grant upon log in. To work on a different grant, click in the grant box or on the lock icon to select the preferred grant from the list in the dropdown menu.
3. When working within a grant, the system will display an alert if a new grant is chosen from the locked grant bar.





# DRGR Navigation



Grant Number



Munoz, David  
[865428]

## Home

### My Account

User ID: 866428

Recertification Status: Recertified

[Manage My Profile](#)

### My Announcements

**DRGR System Outage Notification** - DRGR was down yesterday (7/1/2020) from 11:30 AM EST through close of business. The system back up was completed at 2:00 AM EST on 7/2/2020 with data as of 7/1/2020 6:00 AM EST. Any updates made between 6:00 AM EST and 11:30 AM EST must be completed again. We apologize for the inconvenience. (7/1/20)

**User re-certification is extended through August 31, 2020.** Users are currently unable to save user certification changes, due to an issue caused by DRGR Release 8.1. HUD expects to resolve the issue by July 24, 2020. Users who were NOT re-certified between June 1, 2020 and June 27, 2020 must be re-certified by August 31, 2020, to avoid a lapse in access to DRGR. (6/30/20)

**With Release 8.1, a system error exists when grantee users attempt to add a MONITORING/AUDIT/TA event record.** Another Release will be scheduled within the next 30 days to resolve this issue and this notice will be updated accordingly. Thank you for your patience. (6/25/20)

**If you have any questions or experience any defects please contact HUD's Ask A Question (AAQ) portal.** Under "My question is related to," select "DRGR: Disaster Recovery Grant Reporting System." (9/18/19)

**Instructions for DRGR users on how to perform the data uploads and prepared excel templates can be found at** <https://www.hudexchange.info/resource/5863/voucher-approval-data-uploads-instructions-and-templates/> NOTE: User must provide data in all four fields of the new data upload (no blanks) and the submission date value must be the present date or a future date (excluding weekends). The system will not accept dates prior to the date the upload is attempted. (9/5/19)

### Active Flags 8

#### Flags

8

### Grantee users pending Certifications 1

#### Certifications

1

## DRGR Navigation

- The system defaults to the grant that is ‘locked’ in the grant box as the user navigates the functions in the system.
- Navigate across the modules by clicking on the icons along the top menu bar.



# DRGR Navigation



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### Active Flags 8

#### Flags

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### Grantee users pending Certifications 1








#### Certifications

1



# DRGR Navigation

- The icons correspond to the modules as noted below.

ICON	MODULE	ICON	MODULE
	Home Page		Administration
	Manage My Grants		Data Analytics
	Manage My Financials		My Profile
	Manage My Compliance		

- Selecting each module reveals a dropdown menu of functions available in that module. The following slides show the menus for each module. The remainder of this presentation will be a live demonstration of some key functions across DRGR.



# Manage My Grants Menu



## Manage My Grants

### ACTION PLANS

- Manage Action Plan
- View Action Plan
- Download Action Plan
- Search Action Plans
- Review Tools
- Lookup Consolidated Plans

### PROJECTS

- Add Project
- View Projects/Activities
- Download Projects/Activities
- Search Projects

### ACTIVITIES

- Add Activity
- Search Activities
- Restore Activities

### GRANTEE PROGRAMS

- Add Grantee Program
- Search Grantee Programs

### PERFORMANCE REPORTS

- Manage Performance Report
- Search Performance Reports
- Manage Addresses

### GRANTS



- Closeout Grant
- View Grant
- Search Grants







# Manage My Financials Menu

## Manage My Financials

### DRAWDOWN

-  Search/Edit Obligation
-  Search/Maintain Vouchers

### PROGRAM INCOME

-  Create Receipt
-  Add Program Income Account
-  Search/Edit PI Accounts
-  Search/Edit Receipts



# Manage My Compliance Menu



## Manage My Compliance

### MANAGE FLAGS

Search Flags

### MONITORING/AUDIT/TA EVENTS

Add Event

Search Events

Search Event Topics








# Administration Menu






## Administration




### USER MANAGEMENT

-  Associate Users to Grants
-  Certify Grantee Users
-  Request New Users
-  Manage Existing Users
-  Upload User Requests

### MANAGE GRANTEES

-  Add Responsible Organizations
-  Search Responsible Organizations
-  Upload Responsible Organizations

### UTILITIES

-  Upload
-  FAQs
-  Manage FAQs



# My Profile Menu



## My Profile

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### ACCOUNT SETTINGS



Logout



Manage My Account



Manage My Subscriptions



## Data Analytics Menu

- DRGR reports are accessed via the Data Analytics module, which connects users to MicroStrategy.
- Users will see a folder for DRGR OLAP and for Data Analytics. DRGR OLAP contains the old format of DRGR reports, or “Legacy” reports. HUD encourages users to use the reports in the new format under DRGR Analytics.
- Users can find a crosswalk of Legacy reports to Data Analytics reports in the Fact Sheet entitled “Data Analytics (Reports)” under Release 8.0 on the HUD Exchange Fact Sheets page. Link below:
  - <https://files.hudexchange.info/resources/documents/DRGR-Fact-Sheet-R-8-0-Analytics-Reports.pdf>



# Data Analytics Menu


To access reports,


- (1) Select <Reports> under the Analytics menu of the Data Analytics module.
- (2) Choose the DRGR Analytics folder on the page that loads.

## Data Analytics

ANALYTICS

1

 Reports

 Public Data Portal



Welcome tempuser0020 T018GA. ( If you are not tempuser0020 T018GA, [click here.](#) )



### DRGR OLTP

Project description unavailable

Server name HDCBLAT0397/HDCBLAT0398



### PIH OpFund

Project description unavailable

Server name HDCBLAT0397/HDCBLAT0398



### DRGR OLAP

DRGR OLAP – Version 7.13

Server name HDCBLAT0397/HDCBLAT0398

2



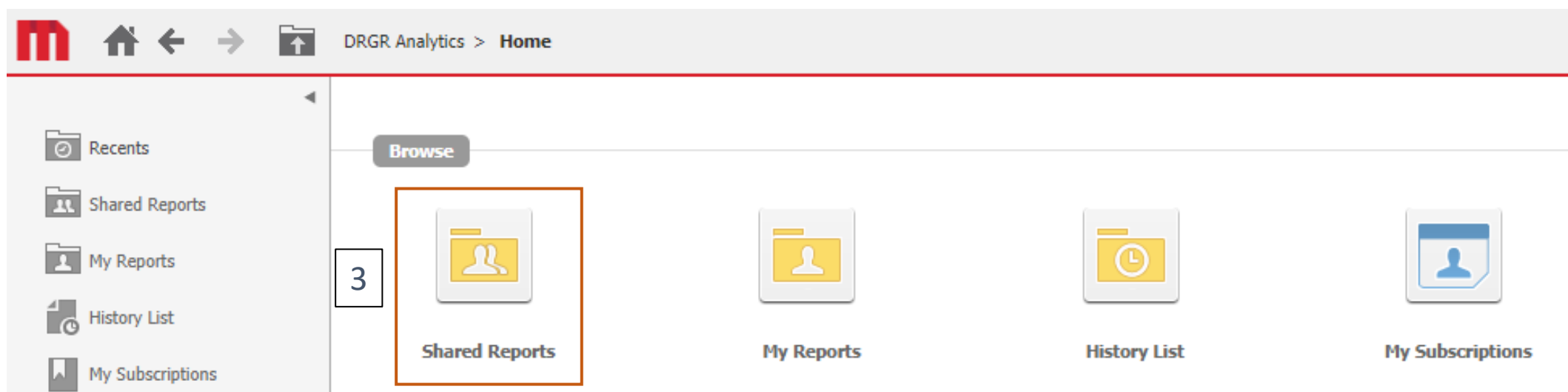
### DRGR Analytics

Project description unavailable

Server name HDCBLAT0397/HDCBLAT0398

# Data Analytics Menu

(3) Select Shared Reports.





# Data Analytics Menu

(4) Choose the folder for the report type you would like to access.

DRGR Analytics > Shared Reports

- Recents
- Shared Reports
- My Reports
- My Objects
- History List
- My Subscriptions

**4**

Report Type	Owner	Modified
Global Admin	Administrator	3/24/20 12:47:05 AM
Global Finance	Administrator	4/9/20 3:25:04 PM
Global Performance	Administrator	4/2/20 3:46:22 AM
Global Compliance	Administrator	10/17/19 10:40:11 PM
Global History	Administrator	4/2/20 3:46:22 AM
Standard Reports	Administrator	3/24/20 12:46:39 AM



# Data Analytics Menu

(5) Choose the report.

The screenshot shows the DRGR Analytics > Shared Reports > Global Finance menu. The left sidebar contains a list of navigation items: Recents, Shared Reports, My Reports, My Objects, History List, and My Subscriptions. The main content area displays a list of reports, each with a report icon, title, owner, modified date, and description. The report 'F67 - CUM - Grant Financial Summary by Activity, Resp Org, Act Type & National Objective' is highlighted with a red box. A red box with the number 5 is also present in the bottom left corner of the screenshot.

Report Title	Owner	Modified	Description
F43 - DRAWS - Voucher Line Items by Activity and Project Incl Status - Program Income	Administrator	11/12/19 10:34:26 AM	Fin Rept02b: DRAWS - Voucher Status by Line Item - Program Income
F45 - DRAWS - Drawdown Voucher Line Item Status by Project - Grant Funds and Program Income	Administrator	4/2/20 3:46:30 AM	Fin Rept04: DRAWS - Drawdown Voucher Line Item Status by Project - Grant Funds
F61 - CUM - Program Income - Grant Level	Administrator	11/26/19 6:32:31 PM	Fin Rept05a: CUM - Program Income - Grant Level
F63 - CUM - Fin Data - Grant Level	Administrator	5/11/20 9:22:28 AM	Fin Rept06a: CUM - Fin Data - Grant Level
F65 - CUM - Grant Financial Summary - by Project & Activity	Administrator	5/14/20 2:23:39 AM	Fin Rept07a: CUM - Grant Funds Financial Summ - Activity Level by Project
F67 - CUM - Grant Financial Summary by Activity, Resp Org, Act Type & National Objective	Administrator	11/26/19 6:32:31 PM	Fin Rept07b: CUM - Cumulative Data - Activity Level by Resp Org, Act Type and Nat Obj



## Data Analytics Menu

(6) The report loads.

DRGR Analytics > Shared Reports > Global Finance > F67 - CUM - Grant Financial Summary by Activity, Resp Org, Act Type & National Objective

tempuser0020 T018G4

Last update: 9/10/20 3:29:2

REPORT HOME TOOLS DATA GRID FORMAT

RELATED REPORTS

F01 - DASH - Financial Update Dashboard

F02 - DASH - Quarterly Disbursement Data

F04 - FORM - SF-425 Financial Report

F11 - GEN - Program Income Receipts by Activity

F12 - GEN - Program Income Account Statement

F13 - GEN - Program Income Receipts by Activity

F14 - GEN - MID Threshold Report

F15 - GEN - Carryout Expenditure Data by Activity

F16 - GEN - Carryout Budgets and Expenditures

F17 - GEN - Revolving Loan Summary

F21 - AP - Grant Budgets by National Objective

F22 - AP - DRGR Grant Activity Budgets by Activity

F31 - QPR - Fin Data by Project, Activity, and Quarter

F32 - QPR - Fin Data by Activity Type

F33 - QPR - Fin Data by Quarter & Project

F34 - QPR - Fin Data by Quarter & Activity

F41 - DRAWS - Budget and Disbursement by Activity

F42 - DRAWS - Voucher Line Items by Activity

F43 - DRAWS - Voucher Line Items by Activity

F44 - DRAWS - Voucher Line Items by Activity

F45 - DRAWS - Drawdown Voucher Line Items

F46 - DRAWS - Voucher Comments

F61 - CUM - Program Income - Grant Level

F62 - CUM - Program Income - Activity Level

F63 - CUM - Fin Data - Grant Level

F64 - CUM - Grant Funds Fin Summary - Grant Level

F65 - CUM - Grant Financial Summary - Grant Level

F66 - CUM - PL 113-2 Grant Funds Financial Summary

F67 - CUM - Grant Financial Summary

F68 - CUM - Grant Funds Budget and Disbursement

F69 - CUM - Grant Funds Financial Summary

F71 - REV - Voucher Revision Report - Grant Level

REPORT DETAILS

Report Filter:  
{Grant Level} <> Parent

PAGE-BY: Program: DR CDBG Appropriation: 2008 IKE:2008 Hurricane Ike and Other Events Grantee: Georgia Grant: B-08-DI-13-0001

Data rows: 27 | Data columns:

Activity Number ▲	Activity Type ▲	Activity National Objective ▲	Activity Responsible Org ▲	Total Budget (PF & PI) ▼	Total Obligation (PF & PI) ▼	QPR Activity Program Income Received \$ ▼	Program Income Disbursed ▼	Total Disbursed (PF & PI) ▼	Total Expended (PF+PI) ▼	Disbursed % ▼	Activity Budget Available (PF + PI) \$ ▼
Total				\$5,209,459.82	\$5,209,459.82	\$0.00	\$0.00	\$5,209,459.82	\$5,209,459.82	100%	\$0.00
5186-001-Cartersville	Acquisition - buyout of residential properties	Low/Mod	Cartersville, City of	\$88,607.68	\$88,607.68	\$0.00	\$0.00	\$88,607.68	\$88,607.68	100%	\$0.00
5186-003-Cartersville	Debris removal	Low/Mod	Cartersville, City of	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$7,500.00	100%	\$0.00
5186-004-Cartersville	Clearance and Demolition	Low/Mod	Cartersville, City of	\$24,598.50	\$24,598.50	\$0.00	\$0.00	\$24,598.50	\$24,598.50	100%	\$0.00
5186-012-01-Cartersville	Affordable Rental Housing	Low/Mod	Cartersville, City of	\$100,460.00	\$100,460.00	\$0.00	\$0.00	\$100,460.00	\$100,460.00	100%	\$0.00
5186-012-Cartersville	Construction of new housing	Low/Mod	Cartersville, City of	\$501,354.82	\$501,354.82	\$0.00	\$0.00	\$501,354.82	\$501,354.82	100%	\$0.00
5186-21A-Cartersville	Administration	N/A	Cartersville, City of	\$23,376.00	\$23,376.00	\$0.00	\$0.00	\$23,376.00	\$23,376.00	100%	\$0.00
5189-001-Atlanta	Acquisition - buyout of residential properties	Low/Mod	Atlanta, City of	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
5189-14A-Atlanta	Affordable Rental Housing	Low/Mod	Atlanta, City of	\$710,741.81	\$710,741.81	\$0.00	\$0.00	\$710,741.81	\$710,741.81	100%	\$0.00
5189-21A-Atlanta	Administration	N/A	Atlanta, City of	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	100%	\$0.00
5212-18A-Macon/Bibb	Construction of new housing	Slums and Blight	City of Macon	\$1,437,846.86	\$1,437,846.86	\$0.00	\$0.00	\$1,437,846.86	\$1,437,846.86	100%	\$0.00
5212-21A-Macon/Bibb	Administration	N/A	City of Macon	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$45,000.00	\$45,000.00	100%	\$0.00
5213-001-Darien	Acquisition - general	Low/Mod	Darien, City of	\$103,582.00	\$103,582.00	\$0.00	\$0.00	\$103,582.00	\$103,582.00	100%	\$0.00
5213-012-01-Darien	Affordable Rental Housing	Low/Mod	Darien, City of	\$129,910.00	\$129,910.00	\$0.00	\$0.00	\$129,910.00	\$129,910.00	100%	\$0.00
5213-012-Darien	Construction of new housing	Low/Mod	Darien, City of	\$602,915.00	\$602,915.00	\$0.00	\$0.00	\$602,915.00	\$602,915.00	100%	\$0.00
5213-03J-Darien	Construction/reconstruction of water/sewer lines or systems	Low/Mod	Darien, City of	\$155,188.30	\$155,188.30	\$0.00	\$0.00	\$155,188.30	\$155,188.30	100%	\$0.00
5213-03K-Darien	Construction/reconstruction of streets	Low/Mod	Darien, City of	\$255,568.20	\$255,568.20	\$0.00	\$0.00	\$255,568.20	\$255,568.20	100%	\$0.00
5213-21A-Darien	Administration	N/A	Darien, City of	\$39,446.95	\$39,446.95	\$0.00	\$0.00	\$39,446.95	\$39,446.95	100%	\$0.00
5214-001-Brunswick	Acquisition - buyout of residential properties	Slums and Blight	Brunswick, City of	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
5214-004-Brunswick	Clearance and Demolition	Slums and Blight	Brunswick, City of	\$220,000.00	\$220,000.00	\$0.00	\$0.00	\$220,000.00	\$220,000.00	100%	\$0.00
5214-012-Brunswick	Construction of new housing	Slums and Blight	Brunswick, City of	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00

6





## Resources

Access DRGR Resources on the HUD Exchange at .

<https://www.hudexchange.info/programs/drgr/> .

### Disaster Recovery Grant Reporting System

The Disaster Recovery Grant Reporting (DRGR) system was developed by HUD's Office of Community Planning and Development (CPD) for the CDBG Disaster Recovery (CDBG-DR) program and other special appropriations such as the Neighborhood Stabilization Program (NSP). The DRGR system is primarily used by grantees to access grant funds and report performance accomplishments for grant-funded activities. The DRGR system is used by HUD staff to review grant-funded activities, prepare reports to Congress and other interested parties, and monitor program compliance. The DRGR system contains five modules:

- Admin Module - User management and monitoring
- Action Plan Module - Funded project and activities
- Drawdown Module - Access grant fund and program income
- QPR Module - Report accomplishments
- Reports Module - Data analytics tool (Microstrategy)

#### DRGR Guides, Tools, and Webinars

Guides, tools, webinars, and other resources are provided to assist grantees and program partners in designing and implementing their programs.

[View DRGR Guides, Tools, and Webinars](#)

[View DRGR Data Upload Templates](#)

#### MicroStrategy Guides, Tools, and Webinars

Guides, tools, webinars, and other resources are provided to assist grantees and program partners with navigating and utilizing MicroStrategy.

[View MicroStrategy Guides, Tools, and Webinars](#)

#### DRGR Fact Sheets

Information and Fact Sheets for the latest DRGR releases.

[View DRGR release information and fact sheets](#)

#### DRGR Public Data Portal

View publicly available MicroStrategy financial and performance data for multiple appropriations.

[View the Public Data Portal](#)

#### DRGR News & Announcements

DRGR Release 7.17 Additional Fact Sheet On Voucher Supporting Documentation Available  
Date Posted: September 03, 2020

DRGR Video Tutorials and Release 8.1.1 Fact Sheet Now Available  
Date Posted: July 31, 2020

DRGR Release 8.1 Fact Sheets Now Available  
Date Posted: June 29, 2020

NSP Closeout: HUD Releases Updated NSP Data Clean-Up Reports  
Date Posted: June 18, 2020

Postponed: 2020 DRGR Workshop for Disaster Recovery Grantees - San Francisco, CA - March 24-25, 2020  
Date Posted: March 18, 2020

New DRGR Flags Available  
Date Posted: February 05, 2020

[View All DRGR News & Announcements](#)

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[View DRGR FAQs](#)

[Ask a DRGR Question](#)

#### Log-in or Registration

[DRGR Log In](#)

[DRGR Account Registration, Modification, or Deactivation](#)

#### Help Desk

**AAQ:** DRGR users should submit questions through Ask A Question (AAQ). HUD's DRGR Team or TA Providers may help with carrying out and managing HUD programs using DRGR. System errors or troubleshooting requests maybe submitted through AAQ, and will be directed to HUD's DRGR Team.

When submitting questions, indicate the urgency of your request and if you prefer to receive a response via phone or email. For users having problems with error messages, please include the error message, identify grant and activity numbers, and provide screenshots of actions that lead to the error message.

**Password Resets:** DRGR users that receive the error message "you cannot access your account because you have exceeded your login attempts" or cannot access DRGR due to password issues, should contact the HITS Help Desk at 1-888-297-8689 (Option 9). Have your USER ID and PIN ready.

**Session Resets:** DRGR users that receive the error message "you are already logged into DRGR, please wait 30 minutes" should wait 30 minutes and try to login again. If the error message persists, please email [DRGR\\_help@hud.gov](mailto:DRGR_help@hud.gov) to request a session reset (not a password reset). Please include SESSION RESET and your USER ID in the subject line.

**Urgent Requests:** DRGR users with urgent requests should send an email to [DRGR\\_Help@hud.gov](mailto:DRGR_Help@hud.gov) with the word "URGENT:" in the subject line.



THANK YOU!