



U.S. Department of Housing and Urban Development

Neighborhood Stabilization Program Preparing for Closeout Using DRGR Reports

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Community Planning and Development

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Today's Topics

- Why the Disaster Recovery Grant Reporting System (DRGR) Is Important
- Where does DRGR get its information?
- How to Use DRGR Reports To Prepare For Closeout
- Questions



Why DRGR Is Important

- DRGR is where data is stored.
- Data is used to assess performance and compliance.
- Action Plans and QPRs are where grantees can tell their story.
- Reports are used by HUD, Congress, and Media.
- Information is available to the public through the DRGR Public Portal.



Where does DRGR get its information?

- DRGR is a reporting system; it only knows what the grantee tells it.
- Information is collected as the grantee builds out its activities in the Action Plan Module and processes vouchers and Program Income (PI) receipts in the Drawdown module.
- Accomplishment and expenditure data is also added each quarter when the grantee completes its Quarterly Performance Report (QPR).



Action Plan Information

- The Action Plan is the foundation of all information in DRGR.
- The Action Plan contains grant level program income estimates, project and activity budgets and narratives, activity proposed accomplishments, and activity status, among other information.
- Most grantees have adjusted their Action Plans along the way and will not need to make substantial changes in advance of closeout, but some Action Plan modifications will likely be necessary.

Understanding QPRs

- DRGR automatically pulls information into the QPR from the Drawdown and Action Plan Modules to populate descriptive and financial data.
- Other information related to actual accomplishments is reported by the grantee at the grant and activity levels in the QPR.
- It's important to understand the source of information in the QPR so that you know where to go to make corrections.
- The following chart shows DRGR data sources.

Understanding QPRs

DRGR Data Sources

ACTION PLAN	Project Number and Title Activity Number and Title Activity Budget Activity Description and Location Activity Type and National Objective Performance goals
DRAWDOWN	Grant Fund obligations Grant Fund and Program Income (PI) draws completed Program Income Received
QPR	Activity Beneficiaries Assisted Activity Addresses Assisted Performance Accomplishments Expenditures Match Contribution
ADMIN	Visit count Report count

Understanding QPRs

- Three types of information are reported:
 - Narratives- Describe progress at the grant and activity levels. Narratives should be complete and tell the program's story. Consult field office (FO) representative for guidance.
 - Financial- Most information pulled into QPR by DRGR from information entered previously in Drawdown and Action Plan modules; Grantee enters only Expenditure data.
 - Accomplishments- Grantee enters after National Objective is met.
- Any errors are corrected in the current quarter QPR. Old QPRs are NOT reopened.



How to know what data is in DRGR

Review Draft Final QPR

- Provides cumulative summaries of financial data and accomplishments for ALL activities, including narratives.
- Accessed through DRGR Reports Module or DRGR Public Portal.
- To access through DRGR Reports Module go to the following folder trail:
 - DRGR OLAP>Shared Reports>Standard Reports>Grantee User Reports>NSP Closeout Reports
 - Click on Final Performance Report



How to know what data is in DRGR

Pull Microstrategies Reports from the Reports Module in DRGR

- Provides most current cumulative information across three report categories: Administrative, Financial, and Performance
- Information can be filtered and exported.
- Updates once daily.



Report Review

- REMINDER!
 - DRGR is a reporting system. It only knows what you have told it!
- RECONCIATION!
 - Your files will contain more data than DRGR, but your files and the information in DRGR should be consistent.
- BE A DETECTIVE!
 - As you review the reports or Draft Final QPR, act as a detective looking for places where information is not complete or is inaccurate.

Report Review

- If grantee needs assistance, then submit questions to AAQ or contact field office for assistance.
 - On-call TA available for significant DRGR needs.
 - DRGR Office Hours- Available soon. . . . By referral only; Targeted for grantees who have identified trouble areas in their DRGR data but may need assistance completing functions. Talk to FO for referral.
- If assigned to work on closeout with a TA provider, then the TA provider will also help with reviewing reports but you can get started now
- Clean up can sometimes be time consuming!



Report Review

- Access your reports through the Reports Module in DRGR (Microstrategies)
 - *Preferred Method for Grantees!*
- Reports also available on the DRGR Public Site (Data will need to be filtered for your grant)
 - Access Draft Final QPR on DRGR Public under “Reports” here:
<https://drgr.hud.gov/public/downloads/reports/Final%20Performance%20Report%20-%20NSP1.pdf>
 - Access All Other DRGR Reports at DRGR Public under “Data Downloads” here:
https://drgr.hud.gov/public/data_downloads.html
 - Draft Final QPR updates weekly; Data Downloads update daily



Report Review

- Draft Final QPR
- Admin Report 2b – Activities Summary
- Fin Rpt 7a – Financial Summary
- NSP Closeout - LH25 Report
- Perf Rpt 01 – Performance Measures (Income, Units, Green Measures)
- Perf Rpt 03 – Addresses
- Perf Rpt 06 – Beneficiary Statistics (Race, Ethnicity, Female Headed Households)
- Support Data for Addresses – Affordability information for Management Plan for Continued Affordability



Report Review

Draft Final QPR

- Review for a cumulative summary of grantee QPRs.
- Use to review narratives closely.
- To access reports follow the following folder chain:
 - DRGR OLAP>Shared Reports>Standard Reports> Grantee User Reports>NSP Closeout Reports
 - Click on Final Performance Report
- May want to rely on Microstrategies Reports for reviewing financial and performance data rather than summaries in the Draft Final QPR because they provide the most comprehensive information.



Report Review

Admin Rpt 2b- Use this report to review Activity Types and Activity Status with Start and End Dates. This information is pulled from the Action Plan module.

- Activity Types:

Activities with the “Acquisition General” activity type should be changed to a type that reflects the activity’s end use, where applicable (ex. Rehab/Reconstruction of Residential Structures).

- Activity Types are changed in the Action Plan using dropdown menu; Changes to Action Plan require HUD approval.
- May result in a need to update DRGR accomplishments in the QPR depending on the activity type that is chosen.



Report Review

Admin Rpt 2b- Use this report to review Activity Types and Activity Status with Start and End Dates.

- Activity Status:

Activity Status must be changed to Completed at time of Submission of Closeout Package unless field office is consulted.

- Do not change prior to submission unless Activity is truly complete or Grantee will not be able to receipt PI, report accomplishments, etc.
- Activity Status is changed in Action Plan using drop down menu; Changes to Action Plan require HUD approval.

Report Review

Admin Rpt 2b- Use this report to review Activity Types and Activity Status with Start and End Dates.

Action Plans

Edit Activity - Page 1

*Indicates Required Field

Continue to Next Screen | Save Activity | Cancel

Grant Number: B-08-DF-19-0001	View Existing Activities: Select Option View Activity Details
*Activity Type: Rehabilitation/reconstruction of residential structures	Block Drawdown: <input type="checkbox"/> Blocked by Grantee <input type="checkbox"/> Blocked/Restricted by HUD
*National Objective: Low/Mod	*Total Budget: \$ 1,653,547.00 (ex: 999,999.99)
*Grantee Activity Number: 08-DRH-009-971	*Projected Start Date: 09/23/2008 Select Date (ex: mm/dd/yyyy)
Activity Title: Des Moines Repair/Rehab LMI	*Projected End Date: 07/11/2012 Select Date (ex: mm/dd/yyyy)
*Activity Status: Completed	*Project # / Project Title: 08-DF-Housing / Housing Select Project
Environmental Assessment: COMPLETED	Adjust Project Budget: <input checked="" type="radio"/> No <input type="radio"/> Yes



Report Review

Admin Rpt 2b- Use this report to review Activity Types and Activity Status with Start and End Dates.

- For assistance with editing activities, see DRGR User Manual at Section 4.2.3.1.

<https://www.hudexchange.info/onecpd/assets/File/DRGR-User-Manual-Section-4-Action-Plan.pdf>



Report Review

Fin Rpt 7a – Use to review financial summary by project and activity

- Information is listed by activity for budgets, obligations, program fund draws, PI receipts, PI draws, and expenditures.
- With the exception of expenditures, all information is pulled from the Action Plan and Drawdown modules.
- Expenditures data represents what grantee has entered into QPR over time.
- Download from Microstrategies in Excel to work with data, add your own, etc.



Report Review

Fin Rpt 7a - Use to review financial summary by project and activity

- This information is used to determine:
 - Whether all Line of Credit (i.e. Program Funds) have been disbursed.
 - To ensure grantee spent no more than 10% on admin costs.
 - How much PI has been receipted, drawn, and remains on hand.
 - Whether all funds disbursed have been reported as Expenditures.
 - If not, then QPR reconciliation is needed.



Report Review

Fin Rpt 7a - Use to review financial summary by project and activity

If corrections are needed to the expenditure amounts, then QPR reconciliation is needed.

- Remember to make all positive and negative adjustments in current quarter's QPR!
- See DRGR Manual at Section 6.2.2.2.

Activity Funding	Apr 1 thru Jun 30, 2011	To Date
Total Projected Budget from All Sources:	N/A	\$9,181,844.95
Total Budget:	\$0.00	\$9,181,844.95
Total Obligated:	\$0.00	\$9,069,404.17
Total Funds Drawdown	\$217,879.14	\$4,838,204.69
Program Funds Drawdown:	\$135,101.84	\$4,725,763.91
Program Income Drawdown:	\$82,777.30	\$112,440.78
Program Income Received:	\$0.00	\$0.00
Total Funds Expended:	\$0.00	\$4,594,745.76
Restore Neighborhoods L.A., Inc. (RNLA)	\$ 0.00	\$4,594,745.76
Match Contributed:	\$ 0.00	\$0.00

Report Review

NSP Closeout LH-25 Report

- This report provides a summary of expenditures on LH25 activities at the grant level to help you assess whether you have met the LH25 requirement.
- To access reports follow the following folder chain:
 - DRGR OLAP>Shared Reports>Standard Reports>Grantee User Reports>NSP Closeout Reports
 - Click on NSP Closeout LH-25
- Note that this report is based on EXPENDITURES. Therefore, if expenditures have been inaccurately reported, then this report will not be accurate.

Report Review

NSP Closeout LH-25 Report

- Grantees can also use the draw data for LH25 activities in Financial Report 7a with some additional calculations.
 - Create a column that calculates total funds disbursed (PF+PI).
 - Sum all total disbursements for LH 25 Activities.
 - Compare to amount needed to meet 25% Set-Aside Requirements.

Report Review

NSP Closeout LH-25 Report

If grantee has not met the 25% Set-Aside Requirement, then review LMMI activities to see if there are beneficiaries that were miscategorized.

- Moving units from LMMI to LH25 activities may require a number of steps including setting up new activities in the Action Plan; adjusting budgets in the Action Plan; adjusting obligations and revising vouchers in the Drawdown Module; and adjusting beneficiary data in QPR.
- See the Action Plan, Drawdown, and QPR sections of the DRGR Manual.
- Remember- TA is available for complicated reconciliation! Consult HUD representative.



Report Review

Perf Rpt 01– Performance Measures (Income, Units, Green Measures)

- Information on this report is pulled from the QPR data that the grantee has entered over time.
- Purpose of review is to confirm performance measures are being reported completely and accurately.
- Grantee should review this report against its own records to be sure information matches.
- Check to see if there are any activities with no information reported or where the number of accomplishments reported is inconsistent with grantee records.



Report Review

Perf Rpt 01– Performance Measures (Income, Units, Green Measures)

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

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Perf Rpt01: CUM - Projected vs Cum Totals for Performance

Measure Sorted by Activity Number

File View Data Format Corporate

Grantee: Los Angeles, CA Grant Number: B-08-MN-06-0512

Data rows: 1 - 50 of 125 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	Los Angeles Housing Department	# Owner Households		0	0	9	9	17	17
			# 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
03 Homeownership Assistance - RNLA	Rehabilitation/reconstruction of residential structures	Restore Neighborhoods L.A., Inc. (RNLA)	# Owner Households		0	0	51	2	102	2
			# of Households		0	0	51	2	102	2
			# of Housing Units		0	0	0	0	102	2
			# of Singlefamily Units		0	0	0	0	102	2
			#Additional Attic/Roof Insulation		0	0	0	0	82	2
			#Clothes washers replaced		0	0	0	0	82	2
			#Dishwashers replaced		0	0	0	0	102	2
			#Efficient AC added/replaced		0	0	0	0	102	2
			#Energy Star Replacement Windows		0	0	0	0	1,000	19
			#High efficiency heating plants		0	0	0	0	102	2
			#Light fixtures (outdoors) replaced		0	0	0	0	408	11
			#Light Fixtures (indoors) replaced		0	0	0	0	1,326	30
			#Low flow showerheads		0	0	0	0	184	4
			#Low flow toilets		0	0	0	0	184	4
			#Refrigerators replaced		0	0	0	0	102	2



Report Review

Perf Rpt 01– Performance Measures (Income, Units, Green Measures)

- Helpful reconciliation resources:
 - DRGR Manual at section 6.2.2.4
<https://www.hudexchange.info/onecpd/assets/File/DRGR-User-Manual-Section-6-Quarterly-Performance-Report.pdf>
 - Prior Period Corrections Fact Sheet and Tool
<https://www.hudexchange.info/resource/127/drgr-direct-benefit-data-entering-prior-period-corrections-for-breakout/>



Prior Period Adjustments Tool

Step C. Automatically sums totals for grantee to enter into current APR
(combines in-quarter data and prior period corrections)

Rent	Own	Total		HOUSING UNITS	
0	0	0		SF	146
0	11	11		MF	0
0	11	11		TOTAL	11

=

Rent		Own		Total	
Total	Hisp	Total	Hisp	Total	Hisp
0	0	119	40	119	40
0	0	12	1	12	1
0	0	4	0	4	0
0	0	0	0	0	0
0	0	1	0	1	0
0	0	8	1	8	1
0	0	0	0	0	0
0	0	0	0	0	0
0	0	2	0	2	0
0	0	0	0	0	0
0	0	146	42	146	42
0		-2		-2	



Report Review

Perf Rpt 01– Performance Measures (Income, Units, Green Measures)

- Green measures are required for NSP2 and NSP3.
 - Reconciliation is needed if they have not been reported or were reported incorrectly.
 - Except for some standards on multi-family buildings under NSP2, there are no requirements as to the *specific kinds* of green features that must have been used, but grantees must report on the green measures that were incorporated into the grantee's program.



Report Review

Perf Rpt 01– Performance Measures (Income, Units, Green Measures)

- Green measures reconciliation for NSP2 and NSP3 grantees:
 - If data fields for green measures are listed on the edit QPR screens but no accomplishments appear on the report, then report all accomplishments in the current quarter QPR.
 - If NO data fields for green measures are listed on the edit QPR screens, then grantee will need to edit its Action Plan to add the proposed measures so that the fields appear in the QPR. All accomplishments can then be reported in the current quarter QPR.
 - See DRGR Manual on Action Plan activity edits at Section 4.2.3.1 and QPR corrections at Section 6.2.2.4.



Report Review

Perf Rpt 01– Performance Measures (Income, Units, Green Measures)

- Double check income reporting.
 - Have you served households between 80-120% AMI (Middle Income)?
 - If yes, make sure those households are included in the TOTAL rather than in another category like Moderate. Middle Income is not reported separately; it is ONLY reflected in the Total.

Example: Report shows 5 low income and 5 moderate income households for a total of 10. You know that 2 of the 10 are actually middle income, 5 are low, and 3 are moderate. Reconciliation is needed. Insert -2 for moderate income in this quarter's QPR.



Report Review

Quarterly Performance Report

Edit Performance Report - Activity Page 1

[Help?](#)

Grant Number: QPR Start Date: Completed Activity Act

[View Cumulative Totals](#)

*Direct Benefit Data by Households

Race/Ethnicity

Race	Owner		Total Households	
	Total	Hispanic/Latino	Total	Hispanic/Latino
-- Select --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Female-Headed Households	<input type="text"/>		<input type="text"/>	

Add Another Race by Households

Income Levels

	Owner	Total
Total Number Low	<input type="text"/>	<input type="text"/>
Total Number Moderate	<input type="text"/>	<input type="text"/>
Total Households	<input type="text"/>	<input type="text"/>

Save and Continue to Next Screen

Save Activity Beneficiaries

Cancel



Report Review

Perf Rpt 06 – Beneficiary Statistics-

- Summary of Race, Ethnicity, and Female Headed Household Information
- Information on this report is pulled from the QPR data that the grantee has entered over time.
- Purpose of review is to confirm performance measures are being reported completely and accurately.
- Grantee should review this report against its own records to be sure information matches.
- Check to see if there are any activities with no information reported or where the number of accomplishments reported is inconsistent with grantee records.
- All beneficiaries should be reported with proper race data, not as “unknown.”

Report Review

Perf Rpt 06– Beneficiary Statistics

- Helpful reconciliation resources:
 - DRGR Manual at section 6.2.2.4
<https://www.hudexchange.info/onecpd/assets/File/DRGR-User-Manual-Section-6-Quarterly-Performance-Report.pdf>
 - Prior Period Corrections Fact Sheet and Tool
<https://www.hudexchange.info/resource/127/drgr-direct-benefit-data-entering-prior-period-corrections-for-breakout/>



Report Review

Perf Rpt 03 – Addresses

- All information in this report is pulled from information entered into the QPR by the grantee over time.
- Note that addresses are linked to activities in DRGR not to beneficiaries. However, if you have reported beneficiary data for a unit then you should have reported an address as well.
- Use this report to check for:
 - Duplications
 - Addresses that appear under multiple activities or the wrong activity
 - Missing addresses



Report Review

Perf Rpt 03 – Addresses

- For addresses that appear under multiple activities:
 - If this is an error, then the address can be deleted from the incorrect activity using the Maintain Address Function in DRGR.
 - If this is the case because work on the unit at the address was completed under multiple DRGR activities, then it may be necessary to associate the activities in DRGR so that the addresses are not double counted. Speak with your HUD representative and consult DRGR Manual Section 4.2.3.2.

Report Review

Perf Rpt 03 – Addresses

- When making corrections to add, delete, or move addresses, grantees can use the Maintain Address feature to make corrections to individual addresses. See DRGR Manual at Section 6.2.5.

Performance Report

Add/Edit QPRs - State of Virginia [Help?](#)

Grant Number : [B-08-DN-51-0001](#) Contract Start Date: 03/17/2009
 Grant Status: 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

Due Date	Reporting Period	Action	Date Submitted	Type	Status
10/30/2014	07/01/2014 - 09/30/2014	Add			
07/30/2014	04/01/2014 - 06/30/2014	View Delete Download Print Version Edit	05/02/2014		Rejected - Await for Modification
04/30/2014	01/01/2014 - 03/31/2014	View Delete Download Print Version	05/02/2014		Reviewed and Approved
01/30/2014	10/01/2013 - 12/31/2013	View Delete Download Print Version	02/11/2014		Reviewed and Approved



Report Review

Perf Rpt 03 – Addresses

Use Maintain Addresses to add, delete, or move addresses.

Grant Number: B-08-DN-XX-0001

Maintain Addresses - Search

Responsible Organization: Grantee Activity #: Earliest Performance Report Begin Date:

Address: City: State:

Maintain Addresses

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

670 Record(s) Displaying 91 through 100

[First](#) [Prev](#) [5](#) [6](#) [7](#) [8](#) [9](#) **10** [11](#) [12](#) [13](#) [14](#) [Next](#) [Last](#)

Select	QPR	Start Date	State	Address	City	Zip	Status	Accept	View Detail	View Map	Support Info
<input type="checkbox"/>	04/01/2010	NA	4609	Woodmark Trail	[REDACTED]	[REDACTED]			<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>
<input type="checkbox"/>	04/01/2010	NA	2807 Omar	[REDACTED]	[REDACTED]	[REDACTED]			<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>

Add Address

Grant #: B-08-DN-51-0001

*QPR: 01-JUL-10/30-SEP-10

*Activity #: Select

*State: Select

*Address:

*City:

*Zip:

Visible on PDF?: Yes No



Report Review

Perf Rpt 03 – Addresses

- If there are significant problems with addresses, then the grantee may want to delete all addresses previously entered and use a data upload template to repopulate the addresses with correct information.
- Fact Sheets on data uploads and all upload templates can be found here:
<https://www.hudexchange.info/resource/3703/drgr-data-upload-templates/>
- More information on data uploads is available in the DRGR Manual at Section 9.



Report Review

Support Data for Addresses

- Access this report by the following folder thread in DRGR Reports module:
 - DRGR OLAP>Shared Reports>Standard Reports>Grantee User Reports>NSP Closeout Reports
 - Click on Support Data for Addresses
- This report includes information entered by the grantee in the QPR module under the Maintain Addresses function on the “Additional Supporting Information” screen in DRGR.

Report Review

Support Data for Addresses

To access screen to enter Support Data click on “Enter Data” for the applicable address.

Maintain Addresses - Search

Responsible Organization: Grantee Activity #: Earliest Performance Report Begin Date: [Select\(mm/dd/yyyy\)](#)

Address: City: State: Zip:

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

4 Record(s) Displaying 1 through 4

Select	QPR Start Date	State	Address	City	Zip	Status	Accept	View Detail	View Map	Support Info	Visible on PDF?
Activity Number:7-NSP3 ADMIN Activity Title:NSP3 ADMINISTRATION											
<input type="checkbox"/>	01/01/2013		900 W Capitol Ste 310			(90%)	Y	<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	Yes
<input type="checkbox"/>	01/01/2014		900 W Capitol Ste 310			(90%)	Y	<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	Yes
Activity Number:3 NSP3 NC (THE MANOR LLC) Activity Title:NSP3 NC (THE MANOR LLC)											
<input type="checkbox"/>	07/01/2014		1401 Labelle Dr			(100%)	Y	<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	Yes
<input type="checkbox"/>	07/01/2014		1401 Labelle Dr			(100%)	Y	<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	Yes



Report Review

Support Data for Addresses

Enter Required Address Info - Post Closeout

Edit Address Support Information

Grant Number:
B-08-DN-XX-0001

Grant Activity Number:

Activity Type:
Acquisition - general

Activity Title:
Acquisition

***Property Status:** Under Way

Affordability Start Date: 09/19/2013

Affordability End Date: 09/19/2013

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:** Rehabilitation/reconstruction of residential structures

Projected Disposition Date: 09/19/2013

Actual Disposition Date: 09/19/2013

Select Date (ex: mm/dd/yyyy) Select Date (ex: mm/dd/yyyy)

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

NSP Only - LH - 25% Set-Aside

09/19/2013

09/19/2013

Select Date (ex: mm/dd/yyyy) Select Date (ex: mm/dd/yyyy)

Description of End Use:

Total Expenditure Amount #:

|

Report Review

Support Data for Addresses

- Some information corresponds to the Closeout Package's Management Plan for Continued Affordability (MPCA). That information is required. Every address with a unit that received NSP funds must be reported on the MPCA. Required MPCA information is:
 - Address
 - Affordability Period Start and End Dates
 - Method of Affordability (Resale, Recapture, Rental)
- A report can be pulled from DRGR once this information is added and used as an attachment for the MPCA.

Report Review

Support Data for Addresses

- There is a data upload template that can make this process easier for grantees that have many addresses.
- Note that the template ADDS information to DRGR. As a result, if you use the template then all addresses will be added, and it may result in duplication of information entered previously.
 - If grantee chooses to use the data upload template to add Supporting Information to any addresses that are already in DRGR, then the existing addresses in DRGR should be deleted before the upload to avoid duplication.

Resources

NSP

- NSP on the HUD Resource Exchange:

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

- NSP Closeout Guidance:

<https://www.hudexchange.info/resource/3811/nsp-closeout-guide/>

- NSP Webinars- Search here. . .

<https://www.hudexchange.info/training-events/>



More Resources

Ask-A-Question for NSP and DRGR

<https://www.hudexchange.info/get-assistance/>

NSP Questions Mailbox

nsp-questions@hud.gov

TA Requests

<https://www.hudexchange.info/get-assistance/>



Where can I find help?

- HUD Exchange 2016 DRGR User Manual:
<https://www.hudexchange.info/programs/drgr/guides/>
- DRGR Ask-A-Question at:
<https://www.hudexchange.info/get-assistance/my-question/>
 - TIP: Include screenshots and a description of actions you are trying to complete in DRGR along with specifics such as grant and activity numbers
- DRGR Office Hours- *Coming!*



More Resources

DRGR Frequently Asked Questions (FAQ):

<https://www.hudexchange.info/resource/134/drgr-knowledgebase-faqs/>

Or from within DRGR. . .

The screenshot displays the DRGR user interface. On the left, a sidebar menu is visible with the following sections:

- 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](#) (highlighted with a red box)
 - [Logout](#)
 - [Reports](#)

On the right, the main content area shows the **Frequently Asked Questions (FAQ)** section. It includes a search bar with the text ***Search by keyword:** and buttons for **Submit** and **Reset**. Below the search bar, it states "Searches Categories, Questions or Answers". A table header is visible with columns: **Category**, **Question**, **Answer**, and **View FAQ**.

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

- Include “Session Reset” I subject line and User ID in body of email.



QUESTIONS?

