



U.S. Department of Housing and Urban Development

# Preparing QPRs for NSP Closeout

**May 29, 2014**  
**2:00 PM EDT**

Community Planning and Development

# Presenters and Q&A Format

- **Presenters**

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- **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.



# What Will Be Covered

1. Close-outs in DRGR
2. Clean-Up: Start Now!
3. Question & Answer



# Release 7.9 (March 7, 2014)

- Highlights include:
  - a change to who has the ability to submit QPRs and Action Plans.
  - Microstrategy was upgraded.
  - Uploading functions were also enhanced.
  - Drawdown users are now able to classify returned funds to be either applicant to the Line of Credit or not.
- Fact sheets: <https://www.onecpd.info/drgr/>

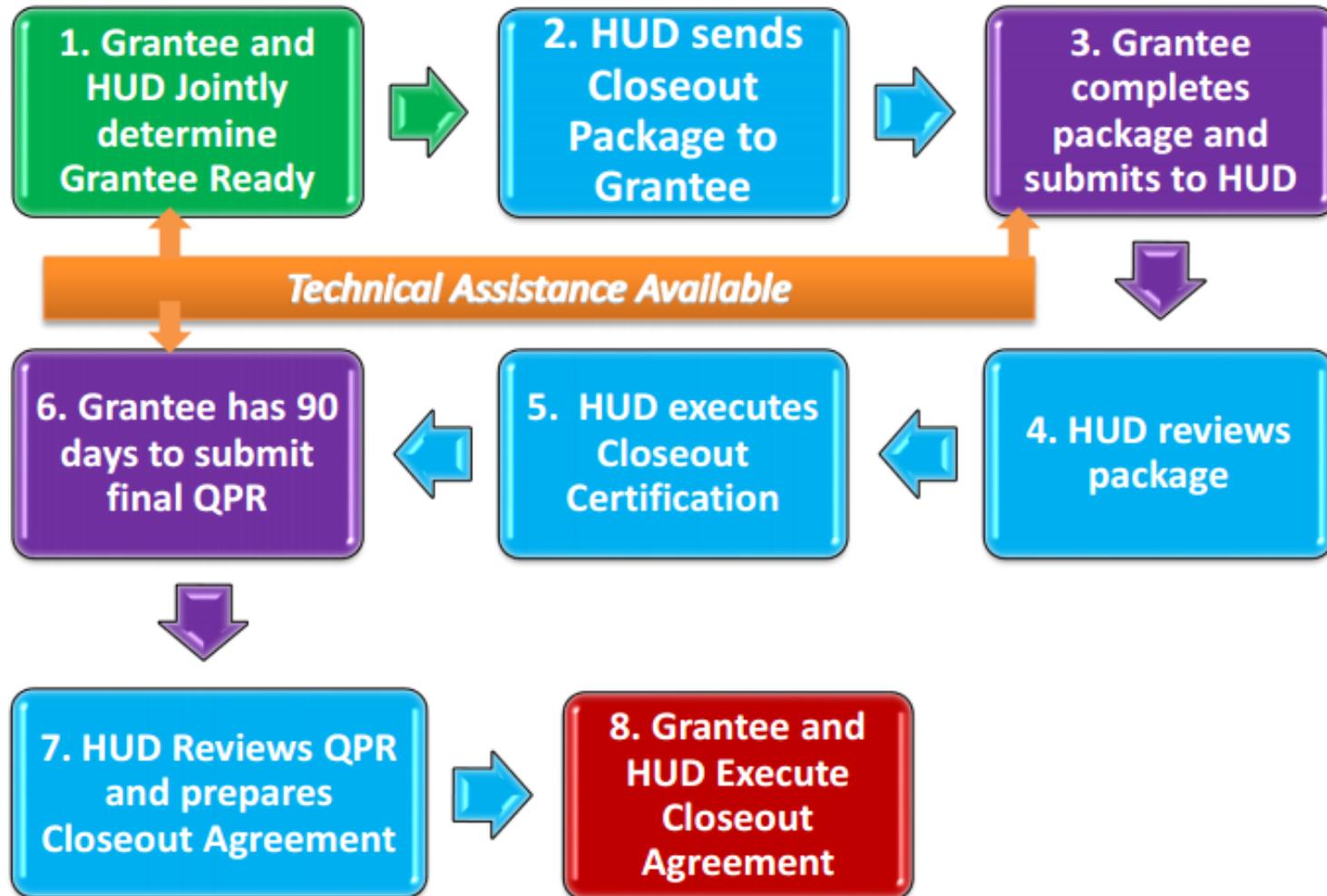


# When is a Grantee ready to closeout?

- A Grantee is ready to closeout when all projects funded with even a penny of Line of Credit Funds have met a National Objective
- Met the 25% Requirement



# Closeout Process



# Closeout Process. Step #6

- Grantee has 90 days to submit final QPR
  - The 90-days starts from the date the closeout certification is executed by HUD
- QPR should be Complete and Accurate
  - All #s add up
  - Tells a complete story about NSP
- TA Available



# Closeout Process. Step #6 (con't)

- 3 Ways to Submit Final QPR:
  1. If the QPR submitted BEFORE the Certification was signed by HUD was Complete and Accurate, and you have no additional PI, the data have not changed in any way, etc., then you do not need to submit another QPR.



# Closeout Process. Step #6 (con't)

2. If the Closeout Certification was signed by HUD, and a QPR is due before the 90 day timeframe has expired, you can submit a “regular” QPR and once it has been approved by HUD, and the grantee has made its final edits, submit the Final QPR.

3. You submit your Final QPR, and it acts as both the Final QPR and the “regular” QPR due for the quarter you are in.



# Preparing your final QPR

- Start NOW!!!
- NO such thing as ~~Perfect~~, Accuracy is the goal.
- Reconcile all data, and then reconcile again.
  - \$\$
  - Addresses
  - Performance Data
  - Beneficiary Data
- Narratives must “tell your story” and describe the numbers and key program design elements.



# NSP Closeout Guidance Review

To Closeout you need to:

- Draw and spend all of your Line of Credit
- Expend an amount equal to or greater than your original grant amount
- Complete and meet a National Objective for any project with every penny of Line of Credit funds
- Show that an amount equal to 25% of the original grant, made up any combination of PI and Line of Credit Funds was spent to meet the set-aside.



# Reminder: Math Rules

- 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)

# Budgets for Project/Activity

[Admin](#)

Action Plans

[Drawdown](#)

## Action Plans

### Edit Action Plan

Grant Number:

B- [REDACTED]

LOCCS Authorized Amount:

\$15, [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 Construct](#)
- [Vicinity Hiring](#)
- [Procedures for Preferences for Afford:](#)
- [Grantee Contact Information](#)

Upload Action Plan

Add Activity

Save

Submit Action Plan

Cancel

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

Note: Click  to drill down activities.



Project #

Project Title



NSP3 Admin

Administration

# Address Data

- Since 7.7, 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 of Louisiana

Grant Number: [B-06-0000000000](#)

Grant Status: Active

Grant Award Amount: \$6,000,000.00

[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>

# 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

Responsible Organization:

Grantee Activity #:

Earliest Performance Report Begin Date:

[Select\(mm/dd/yyyy\)](#)

Address:

City:

State:

Zip:

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



# 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
<b>Activity Number:</b> AcqOthers <b>Activity Title:</b> Other Developer Acquisition								
<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-09-01171-0010  
**QPR:** 01-JAN-12/ 31-MAR-12   
**Activity #:** AcqOthers   
**State:** Texas   
**Address:** [REDACTED] Dr  
**City:** El Paso  
**Zip:** 79938-4844

# Supporting Data: Period of Affordability

At closeout grantees will need to list the start and end date for all of their NSP properties.

- Generally, the affordability period begins when the unit is occupied with an eligible tenant.
- Multifamily rental's affordability period begins when the property reaches stabilized occupancy.
- DRGR Fact Sheet: Post Closeout Reporting for NSP - Release 7.7:  
<https://www.onecpd.info/resource/3218/drgr-fact-sheet-post-closeout-reporting-for-nsp/>



# 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>

[Add Address](#) [Edit Address](#) [Validate Selected](#) [Delete Selected](#) [Move Selected](#)

# Supporting Data, cont.

## Enter Required Address Info - Post Closeout

### Edit Address Support Information

**Grant Number:**

B-08

**Activity Type:**

Clearance and Demolition

**Grant Activity Number:**

NSP Demo

**Activity Title:**

NSP Demo

**\*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. It features two main sections: 'Grant Status' and 'Reactivate Date'. The 'Grant Status' dropdown is set to 'Closed with PI Active'. Below it, the '\*Post Closeout Date:' field is populated with '07/26/2013'. The 'Reactivate Date' dropdown is set to 'Select Option'. Below it, the '\*Post Closeout Report Cycle:' dropdown is open, showing a list of options: 'Select Option', 'Quarterly', 'Semi-Annually Calendar', 'Annually Calendar' (highlighted), 'Semi-Annually Fiscal', and 'Annually Fiscal'. A 'List/Edit Grant User Groups' button is visible at the bottom left.

**Grant Status:**  
Closed with PI Active

**\*Post Closeout Date:**  
07/26/2013  
Select Date (ex: mm/dd/yyyy)

**Reactivate Date:**  
Select Option

**\*Post Closeout Report Cycle:**  
Select Option  
Quarterly  
Semi-Annually Calendar  
Annually Calendar  
Semi-Annually Fiscal  
Annually Fiscal

List/Edit Grant User Groups  
Grant User Groups

# 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.

- Regular data uploads that were released in Release 7.7 requiring the data to be uploaded by "type" (e.g., performance measure, addresses, beneficiaries, etc.)
- PowerUser data uploads (Grantee Administrators Only) which is new in Release 7.9. This feature allows the Grantee Administrators to upload different data uploads within one file.

**\*\*All uploads must be from Excel files saved as CSV FILES.**



# Data Uploading Templates, cont.

Check-Out Upload Types and Fields:

<https://www.onecpd.info/resources/documents/DRGR-Fact-Sheet-Batch-Uploads-Release-7-9.pdf>



# 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: 08/07/2013  
[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 (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 (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","Metri							
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 - QPRs

Since 7.9 release, users can upload data directly to the QPR instead of through each Activity, by using multiple QPR templates. Some of the uploaded file information includes:

- QPR Address
- QPR Address Support Info

## Performance Report

### Add/Edit QPRs - State of Louisiana

Grant Number : <a href="#">X6455REGTEST</a>	Cont
Grant Status: Active	Cont
Grant Award Amount: \$120,000,000.00	LOC
<a href="#">Maintain Address(s)</a>	
* - Actual period does not match Reporting period	

Due Date	Reporting Period	Action	Date S
07/30/2014	04/01/2014 - 06/30/2014	<a href="#">View</a> <a href="#">Download Print Version</a>	03/05/2
04/30/2014	01/01/2014 - 03/31/2014	<a href="#">View</a> <a href="#">Download Print Version</a> <a href="#">Edit</a>	

## Performance Report

### Edit Performance Report

\*Indicates Required Field

Grant Number: <a href="#">X6455REGTEST</a>	Contract St 12/01/2011
Grantee Name: State of Louisiana	Contract E 12/01/2015

[Save](#) | [Submit](#) | [Cancel](#) | [Upload QPR Data](#)

[View QPR Report](#)



# Uploading Templates - QPRs

## DRGR Data Upload

### Step 1. Select Upload Type

Please select the Upload Type

Select Upload Type

- AddressSupportInfo
- QPRAccomplishments
- QPRAccomplishmentsLM
- QPRAddress

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

Select button to get specific DRGR data

Supporting Info

Please select the file to upload

Supporting Info Link: Generates and Exports Microstrategy report to Excel.

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

### Step 2. Select a File

### Step 3. Upload File

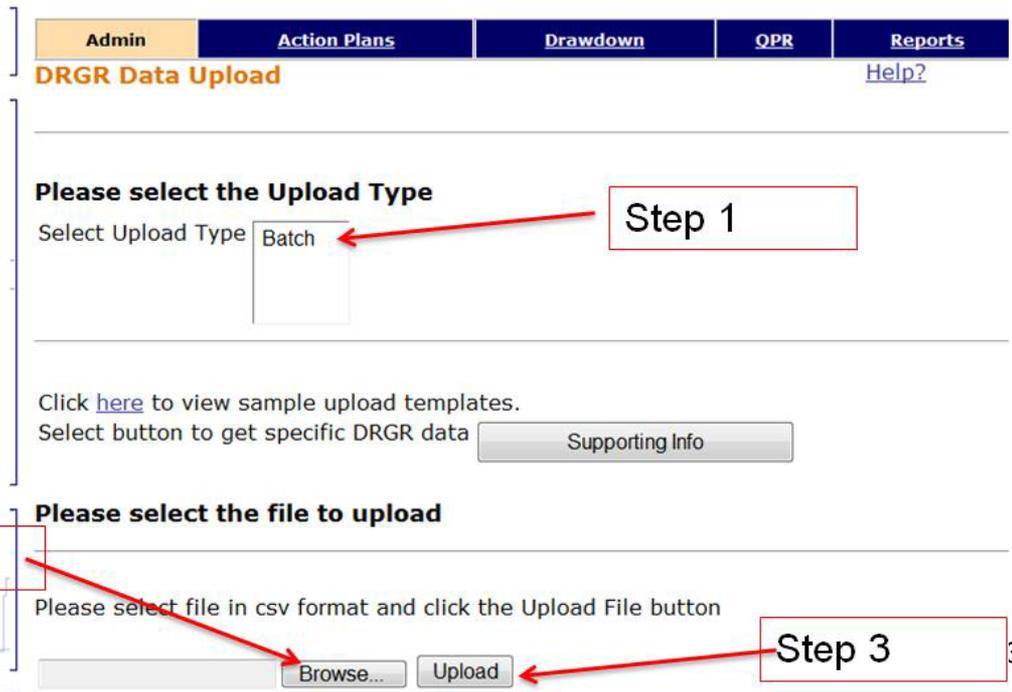
[Return to QPR Page](#)

# Uploading Templates – PowerUser (7.9)

- PowerUser Data Uploads: found in ADMIN module.



- Three basic steps to Upload.



# Modify Activity Type (7.9)

- The system prior to Release 7.9 did not always allow users to change the Activity Types on Edit Activity pages.
- Why?
  - In DRGR performance measures are customized by Activity Type
  - The system did not allow the change if there were performance measures associated with prior Activity Type that were not associated with new Activity Type

# Modify Activity Type (7.9)

- If you require an Activity Type change, performance measures will be lost on change.

\*\*Old QPRs will still show previous reported PMs, but new QPRs will show current data.

# Release 7.10

- 4 major functionality improvements on the following items:
  - User Admin
  - Action Plans
  - Performance Reports
  - Public Reports (Dashboards)



# DRGR Resource Page

Submit your DRGR questions to  
OneCPD Ask A Question

<https://www.onecpd.info/ask-a-question/>

## Ask A Question

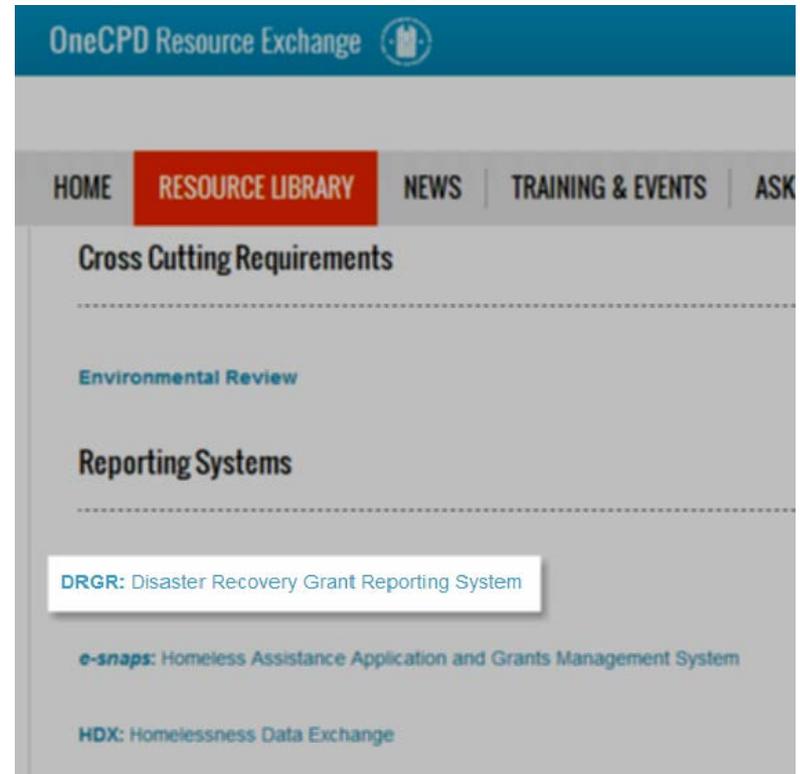


I am  in need of help

If you are a veteran and in need of housing assistance or services available. HUD, the VA, and other Federal agencies fund programs of assistance with housing, health care, employment, mental health, and more.

Call 1-877-4AID-VET (877-424-3838) to receive immediate range of services and assistance, including housing, health care, employment, mental health, and more.

[I am an Organization with HUD Program, Policy, or Reporting System Questions](#)



DRGR Resource Page

<https://www.onecpd.info/resource-library/>

# Questions?

## How to ask questions

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# 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="https://www.onecpd.info/drgr/guides/">https://www.onecpd.info/drgr/guides/</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>

# Please Give Us Your Feedback

- Answer a few short questions
- Link:  
[https://www.surveymonkey.com/s/QPR\\_Closeout](https://www.surveymonkey.com/s/QPR_Closeout)

