



Pilot Recovery Housing Program DRGR Draws and Functionality Recovery Housing Webinar Series

Introductions



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Agenda

- Introductions and Learning Objectives
- Refresher of Prior RHP Webinars
- How to Obligate Funds and Process Voucher Drawdowns
- How to run MicroStrategy reports
- Questions & Answers

Session Learning Objectives

As a result of this webinar, participants will be able to:

- Better navigate through the DRGR screens
- Set up projects and activities in DRGR
- Perform financial drawdowns in the DRGR system
- Run reports from MicroStrategy

Poll Question 1:

How many grantees know how to obligate funds in DRGR?

Answer: Pick the appropriate response:

- I know how to obligate funds in DRGR
- I do not know how to obligate funds in DRGR
- I am unsure whether I know how to obligate funds in DRGR

Poll Question 2:

How many grantees have performed a DRGR drawdown before?

Answer: Pick the appropriate response:

- I have performed a DRGR drawdown before
- I have never performed a DRGR drawdown



RHP: DRGR Refresher

Refresher on Prior Sessions

Drafting and Submitting the Action Plan

DRGR Project and Activity Hierarchy

Creating the Project(s)

Creating the Activity(ies)

Creating Responsible Organizations

Working on the Annual Performance Report

Utilizing DRGR Upload Templates

Asking for Technical Assistance

When drafting the Action Plan, grantees can begin entering information in DRGR when the following have been completed: community outreach, assessment of recovery housing needs and priorities, draft of Action Plan narratives, and determination of the project and activity hierarchy.

If activities are not created prior to the initial AP submission, a grantee will need to amend their DRGR AP later to enter activities and requires HUD approval before changes take effect.

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Projects are the most common grouping of activities. Projects represent major programs or responsible organizations. At the project level, grantees should ensure project budgets (including Admin/TA) total to the RHP grant award(s).

Activities are associated with one project in DRGR. Activities contain the most information used by HUD to monitor for compliance with programmatic requirements. At the activity level, grantees should verify that activity budgets sum up to their related project level budgets and all activities sum up to the RHP grant award(s).

Refresher on Prior Sessions

Drafting and Submitting the Action Plan

DRGR Project and Activity Hierarchy

Creating the Project(s)

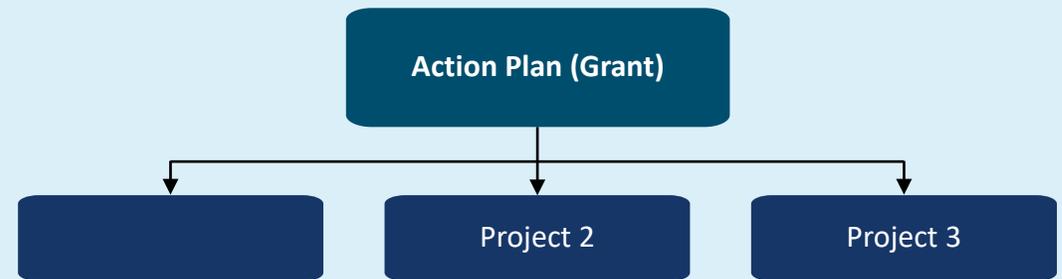
Creating the Activity(ies)

Creating Responsible Organizations

Working on the Annual Performance Report

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Asking for Technical Assistance



Refresher on Prior Sessions

Drafting and Submitting the Action Plan

DRGR Project and Activity Hierarchy

Creating the Project(s)

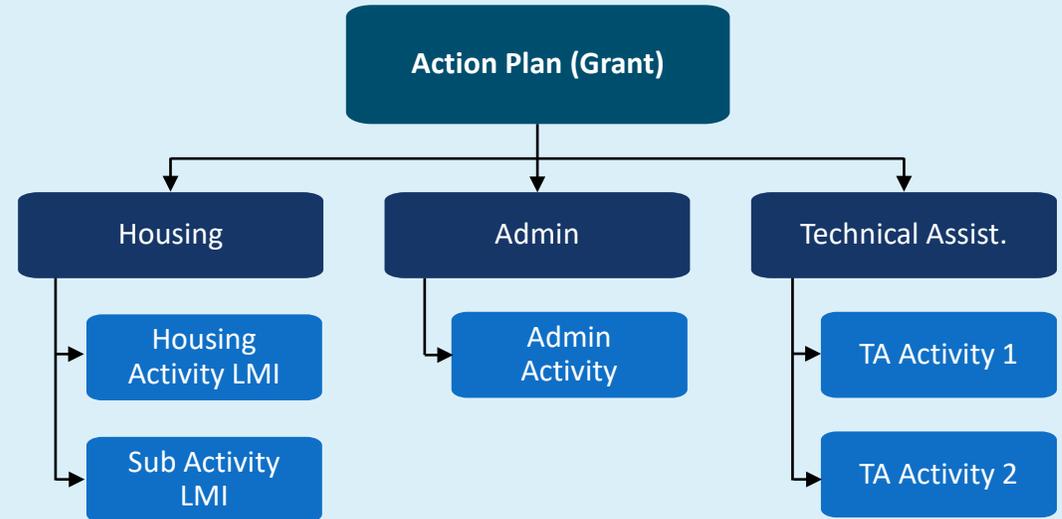
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Refresher on Prior Sessions

Drafting and Submitting the Action Plan

DRGR Project and Activity Hierarchy

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Asking for Technical Assistance

Make sure to determine the structure and relationship of projects and activities:

- Project 1: FY 2020 Administration and T.A.
 - Activity 1A: FY 2020 Administration
 - Activity 1B: FY 2020 Technical Assistance
- Project 1: Administration and Technical Assistance
 - Activity 1A: FY20 Admin
 - Activity 1B: FY21 Admin
 - Activity 1C: FY20 Technical Assistance
 - Activity 1D: FY21 Technical Assistance

Refresher on Prior Sessions

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Asking for Technical Assistance

Make sure to determine the structure and relationship of projects and activities:

- Project 2: Development of Recovery Housing Units
 - Activity 2A: Metro Recovery Housing: Acquisition and Rehabilitation of Property
 - Activity 2B: Western Valley Recovery Housing: Acquisition and Rehabilitation of Property
- Project 1: Metro Recovery Housing
 - Activity 2A: Metro Recovery Housing: Acquisition and Rehabilitation of Property
- Project 2: Western Valley Recovery Housing
 - Activity 3A: Western Valley Recovery Housing: Acquisition and Rehabilitation of Property

Refresher on Prior Sessions

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Asking for Technical Assistance

Add Project

Details

* Project Number:

* Project Title:

* Project Description:

Project Designation:

Fund: Revolving Loan Fund

* Project Status:

Project Effective Date:

Project End Date:

Budget

Available for Project Budget: \$ 651,700.00

* B-19-DV-48-0001
Project Budget Amount: \$ Proposed Budget ...

* B-19-DV-48-0002
Project Budget Amount: \$ Proposed Budget ...

Total: \$ 0.00

Refresher on Prior Sessions

Drafting and Submitting the Action Plan

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Asking for Technical Assistance

Add Activity

Details

* Project: Select One

* Activity Type: [Dropdown]

Environmental Assessment: [Dropdown]

* National Objective: [Dropdown]

Grantee Program: [Dropdown]

* Grantee Activity Number: Enter Activity Number ...

* Activity Title: Enter Activity Title ...

* Activity Description: [Rich Text Editor]

* Activity Status: [Dropdown]

* Projected Start Date: mm/dd/yyyy

* Projected End Date: mm/dd/yyyy

* Responsible Organization: Select Responsible Organization ...

Budget

	Activity Budget	Activity MID Budget
* B-19-DV-48-0001	\$ Enter Budget ...	\$ Enter MID Budget ...
* B-19-DV-48-0002	\$ Enter Budget ...	\$ Enter MID Budget ...
TOTAL:	\$ 0.00	\$ 0.00

Refresher on Prior Sessions

Drafting and Submitting the Action Plan

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Asking for Technical Assistance

Profile

*Organization Name:

*Organization Type:

*DUNS #: Ext:

System for Award Management: 

Entity Status:

Entity DUNS#: CAGE Code:
Has Active Exclusion? DoDAAC:
Expiration Date: Delinquent Federal Debt?

Refresher on Prior Sessions

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Asking for Technical Assistance

The screenshot displays the 'Manage Performance Report' interface. At the top, there are navigation links: 'Back', 'View Report', 'Download PDF', and 'Download Word'. The main content is organized into two columns of key-value pairs. The left column includes: Grant Number (RHP-PA), Grantee Name (Pennsylvania), Appropriation Code (Support Act 8071), Action Plan Status (Modified - Resubmit When Ready), Grant Status (Active), Contract Start Date (08/16/2021), Contract End Date, and Report Status (Reviewed and Approved). The right column includes: LOCCS Authorized Amount (\$0.00), Grant Award Amount (\$3,359,468.00), Total Estimated PI/RL Funds (\$0.00), and Total Budget (\$3,359,468.00). Below this is a horizontal navigation bar with tabs for 'Financials', 'Details', 'Narratives' (which is highlighted in blue), 'Documents', 'Measures', 'Activities', and 'History'. Under the 'Narratives' tab, there is a section for 'Progress Narratives' with a sub-section for '* Overall Progress Narrative'. A small text note at the bottom of this section states: 'The Action Plan for the Recovery Housing Program (RHP) was completed and forwarded to HUD in August 2021. All applicable action plan data to this point was uploaded into DRGR.'

Refresher on Prior Sessions

Drafting and Submitting the Action Plan

DRGR Project and Activity Hierarchy

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Utilizing DRGR Upload Templates

Asking for Technical Assistance

DRGR Data Upload Templates

Date Published: May 2022

Description

These templates are intended for grantees to use to upload data in the Disaster Recovery Grant Reporting (DRGR) System.

Public Action Plan Module: Grantee Program

[GP Expenditure Projection Add/Edit](#)

[GP Outcome Projection Add/Edit](#)

Action Plan Module: Action Plan

[Estimated Program Income Revolving Loan \(PIRL\) Amount](#)

[Funding Sources](#)

[Narratives](#)

Quarterly Performance Report Module

Accomplishments

[Accomplishment LM](#)

[Activity Progress](#)

[Address](#)

[Address Supporting Information](#)

[Beneficiary](#)

[Expenditures](#)

[Edit MID Activity](#)

Refresher on Prior Sessions

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Asking for Technical Assistance

Reach out to HUD or submit a Technical Assistance request for additional assistance on anything covered in the previous webinars and related to the RHP program.

Refresher on Prior Sessions

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Asking for Technical Assistance

The DRGR recertification process occurs every six months (January 1 and July 1), requiring every DRGR user to be recertified by a higher-level user. If a DRGR user's certification expires, they will be unable to login until the recertification process is completed.

It's recertification time for HUD grantees. HUD grantees needs to recertify before January 1st to prevent losing DRGR access.

Poll Question 3:

Do grantees have a process for reviewing an invoice before requesting reimbursement?

Answer: Pick the appropriate response:

- I have a process for reviewing an invoice before requesting reimbursement.
- I do not have a process for reviewing an invoice before requesting reimbursement.

Poll Question 4:

How many grantees know how to revise a voucher?

Answer: Pick the appropriate response:

- I know how to revise a voucher in DRGR
- I do not know how to revise a voucher in DRGR
- I am unsure whether I know how to revise a voucher in DRGR

Poll Question 5:

How many grantees expect to receive program income?

Answer: Pick the appropriate response:

- I expect to receive program income.
- I do not expect to receive program income.



**DRGR
Drawdowns:
Processing
Vouchers**

DRGR: Managing Financials

What are vouchers? What is included in a voucher?

Obligation of Funds

Voucher Creation Process – Step 1

Voucher Creation Process – Step 2

Voucher Creation Process – Step 3

DRGR vouchers reflect requests for payment made by the Grantee against the Treasury line of credit. They are the financial transactions that HUD can see to measure progress on timely expenditures.

Grantee files and local accounting system must contain supporting documentation for each voucher, such as invoices, list of expenditures, summary of how a grantee is charging costs to DRGR activities, etc. This documentation must be made available to HUD upon request.

Grantee should have two DRGR Users with “Drawdown Roles”- one to request or create the voucher and another to approve the voucher.

After a voucher is created, Draw Requestors can also revise open vouchers and vouchers that have been approved.

DRGR: Managing Financials

What are vouchers? What is included in a voucher?

Obligation of Funds

Voucher Creation Process – Step 1

Voucher Creation Process – Step 2

Voucher Creation Process – Step 3

To use funds, grantees must obligate funds at the activity level. There must be an obligation before creating a DRGR voucher.

All vouchers are created at the activity level. Grantees cannot create a voucher for an activity not yet approved by HUD. If a grantee creates a new activity, a RHP Action Plan approval is required from HUD.

Before creating a voucher, the grantee should verify that the activity obligation amount is sufficient to cover the intended drawdown amount for the voucher.

DRGR: Managing Financials

What are vouchers? What is included in a voucher?

Obligation of Funds

Voucher Creation Process – Step 1

Voucher Creation Process – Step 2

Voucher Creation Process – Step 3

Activity Budget

- Amount Drawn to Date (PF + PI)

Total Available to Obligate

Obligated Amount

- Total Approved Drawdowns

- Pending Amount Drawn (PF + PI)

**Total Program Funds Available to
Drawdown from an Activity**

DRGR: Managing Financials

What are vouchers? What is included in a voucher?

Obligation of Funds

Voucher Creation Process – Step 1

Voucher Creation Process – Step 2

Voucher Creation Process – Step 3

Once funds are obligated, grantees will go to “Search and Create a Voucher” under “Manage My Financials.” Then search for and select a DRGR activity. A grantee user with the Drawdown Request role creates a voucher for one or more activities.

When the draw request is generated, DRGR will perform a preliminary validation to ensure that enough funds are available. If yes, DRGR will generate a Voucher Number.

The voucher is not sent to the Line of Credit Control System (LOCCS) until it is approved.

DRGR: Managing Financials

What are vouchers? What is included in a voucher?

Obligation of Funds

Voucher Creation Process – Step 1

Voucher Creation Process – Step 2

Voucher Creation Process – Step 3

A grantee user with the Drawdown Approve role then reviews and approves each voucher line item (or the entire voucher).

If the voucher has multiple line items, the Draw Approver can approve some line items and reject the others or leave the rest for a later date.

Once approved, vouchers for Grant funds are sent to LOCCS for processing.

DRGR: Managing Financials

What are vouchers? What is included in a voucher?

Obligation of Funds

Voucher Creation Process – Step 1

Voucher Creation Process – Step 2

Voucher Creation Process – Step 3

If Treasury accepts the voucher, an electronic payment is made to the grantee within three business days.

Otherwise, payments rejected by Treasury are noted in DRGR and the Grantee must create a new voucher for the rejected line items.

Live Demonstration!

DRAWDOWN

Create Voucher - Page 2 of 4 (Submit)

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

Voucher #:

533720

Requested Submission Date:

07/07/2021

Voucher Created For:

Texas - GLO

Created by:

Maria M Johnson

Voucher Items

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount	Status
B-17-DM-48-0001	Alvin, City of	Construction/reconstruction of water/sewer lines or systems	0006	INF_HMID_LMI_20-065-060-C175_Alvin_SF	Sewer Facilities	PROGRAM FUND	GENERAL ACCOUNT	\$363,263.04	\$	
B-17-DM-48-0001	Alvin, City of	Construction/reconstruction of water/sewer lines or systems	0006	INF_HMID_LMI_20-065-060-C175_Alvin_WF	Water Facilities	PROGRAM FUND	GENERAL ACCOUNT	\$434,372.82	\$	

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

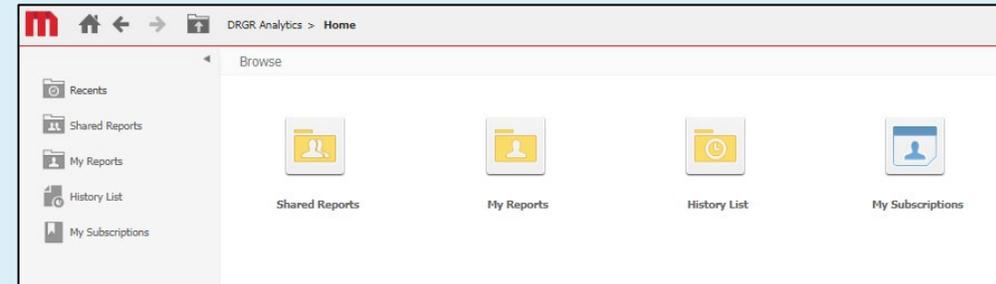
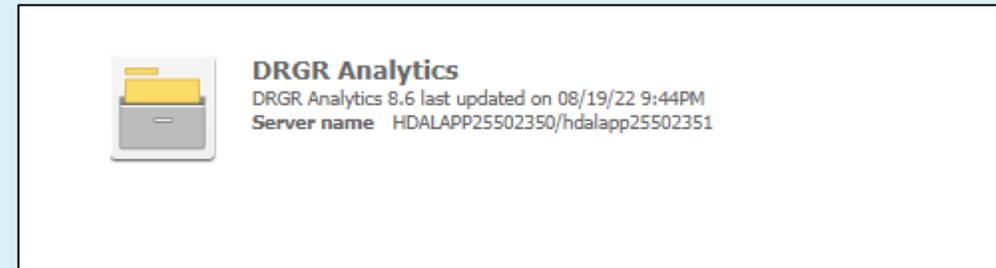


DRGR Reporting: Using MicroStrategy

DRGR Reports (MicroStrategy)

To navigate to DRGR reports, go to DRGR Analytics. Then click on Shared Reports. There will be several folders to choose from based on what the grantee is looking for. Each folder has series of standard reports that can be run.

For grantees familiar to DRGR's prior reports through "DRGR OLAP", be aware that the functionality expired mid-2021.



DRGR Reports (MicroStrategy)

Admin: A12 – Responsible Organization List

Admin: A31 – Executive Summary Progress Narrative

Admin: A42 – Grantee DRGR Users with System Role and Certification Status

Finance: F44 – Voucher Line Items by Status - Grant Funds

Finance: F45 – Drawdown Voucher Line-Item Status by Project - Grant Funds and Program Income

Finance: F67 – Grant Financial Summary – Cumulative by Activity, Responsible Org, Activity Type and Nat Obj

Performance: P42 – Projected vs Cumulative Totals for Performance Measure Sorted by Responsible Org and Activity Type

The “Responsible Organization List” provides a list of all Responsible Organizations created in the system for your particular grant. Fields will include name of the organization, address info, and DUNS.

DRGR Reports (MicroStrategy)

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Admin: A31 – Executive Summary Progress Narrative

Admin: A42 – Grantee DRGR Users with System Role and Certification Status

Finance: F44 – Voucher Line Items by Status - Grant Funds

Finance: F45 – Drawdown Voucher Line-Item Status by Project - Grant Funds and Program Income

Finance: F67 – Grant Financial Summary – Cumulative by Activity, Responsible Org, Activity Type and Nat Obj

Performance: P42 – Projected vs Cumulative Totals for Performance Measure Sorted by Responsible Org and Activity Type

The “Executive Summary Progress Narrative” exports the narrative entered into the executive summary of the Performance Report.

Helpful to pull around reporting period for quick refresher on what happened previous reporting periods. Grantees can also find out the same information by downloading the last report.

A32 – Activity Progress Narratives is a similar report but at the activity level.

DRGR Reports (MicroStrategy)

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Admin: A31 – Executive Summary Progress Narrative

Admin: A42 – Grantee DRGR Users with System Role and Certification Status

Finance: F44 – Voucher Line Items by Status - Grant Funds

Finance: F45 – Drawdown Voucher Line-Item Status by Project - Grant Funds and Program Income

Finance: F67 – Grant Financial Summary – Cumulative by Activity, Responsible Org, Activity Type and Nat Obj

Performance: P42 – Projected vs Cumulative Totals for Performance Measure Sorted by Responsible Org and Activity Type

A report like A42 (or A44: DRGR Authorized Users Access by Grant) is good for grantees to troubleshoot their staff's access issues.

DRGR Reports (MicroStrategy)

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Admin: A31 – Executive Summary Progress Narrative

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Finance: F44 – Voucher Line Items by Status - Grant Funds

Finance: F45 – Drawdown Voucher Line-Item Status by Project - Grant Funds and Program Income

Finance: F67 – Grant Financial Summary – Cumulative by Activity, Responsible Org, Activity Type and Nat Obj

Performance: P42 – Projected vs Cumulative Totals for Performance Measure Sorted by Responsible Org and Activity Type

The “Voucher Line Items by Status” exports a reports that shows overall expenditure and reimbursement at the grant award level. Similar to F45 but is a different grouping of the same financial data.

DRGR Reports (MicroStrategy)

Admin: A12 – Responsible Organization List

Admin: A31 – Executive Summary Progress Narrative

Admin: A42 – Grantee DRGR Users with System Role and Certification Status

Finance: F44 – Voucher Line Items by Status - Grant Funds

Finance: F45 – Drawdown Voucher Line-Item Status by Project - Grant Funds and Program Income

Finance: F67 – Grant Financial Summary – Cumulative by Activity, Responsible Org, Activity Type and Nat Obj

Performance: P42 – Projected vs Cumulative Totals for Performance Measure Sorted by Responsible Org and Activity Type

The “Drawdown Voucher Line-Item Status by Project” exports financial details per DRGR voucher line items. Report is very useful if grantees want to extract voucher details as F44 will be too high-level.

Fields include Voucher Number, Voucher Item Number, Voucher Item History, LOCCS Submit Date, Grantee Drawdown Approval Date, Voucher Status, etc.

DRGR Reports (MicroStrategy)

Admin: A12 – Responsible Organization List

Admin: A31 – Executive Summary Progress Narrative

Admin: A42 – Grantee DRGR Users with System Role and Certification Status

Finance: F44 – Voucher Line Items by Status - Grant Funds

Finance: F45 – Drawdown Voucher Line-Item Status by Project - Grant Funds and Program Income

Finance: F67 – Grant Financial Summary – Cumulative by Activity, Responsible Org, Activity Type and Nat Obj

Performance: P42 – Projected vs Cumulative Totals for Performance Measure Sorted by Responsible Org and Activity Type

The “Grant Financial Summary” report shows cumulatively the total amount the grantee has expended and drawn down by DRGR Activity, Responsible Organization, Activity Type, and National Objective.

Fields include Grant info, Activity Number, Activity Title, Activity Type, Activity National Objective, Activity Status, Activity Responsible Org, Total Budget (PF & PI), Total Obligation (PF & PI), Grant Fund Disbursed (PF), Program Income Disbursed, Total Disbursed (PF & PI), Total Expended (PF+PI), Disbursed %, and Activity Budget Available (PF + PI) \$

DRGR Reports (MicroStrategy)

Admin: A12 – Responsible Organization List

Admin: A31 – Executive Summary Progress Narrative

Admin: A42 – Grantee DRGR Users with System Role and Certification Status

Finance: F44 – Voucher Line Items by Status - Grant Funds

Finance: F45 – Drawdown Voucher Line-Item Status by Project - Grant Funds and Program Income

Finance: F67 – Grant Financial Summary – Cumulative by Activity, Responsible Org, Activity Type and Nat Obj

Performance: P42 – Projected vs Cumulative Totals for Performance Measure Sorted by Responsible Org and Activity Type

The “Projected vs Cumulative Totals for Performance Measure” exports proposed accomplishments against actual reported accomplishments filtered by Responsible Organization and Activity Type.

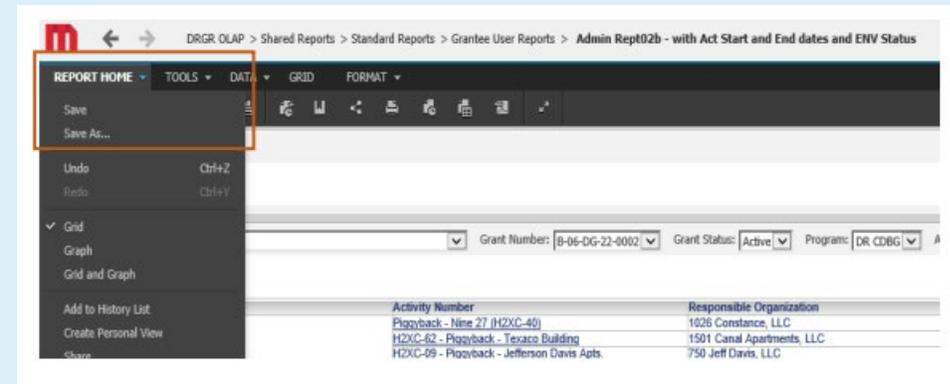
The P31 report (Actual Accomplishments by Quarter) is a similar reconciliation report but doesn’t display activities with zero actual accomplishments.

DRGR Reports (MicroStrategy)

Grantees can save reports in a variety of ways.

Grantees can save reports to their personal folder, to a history list for later reference, or subscribe to specific reports that can be emailed to them at a set frequency.

Refer to [Chapter 35](#) (pgs. 15 - 17) for details.





Q & A

Resources

- [SUPPORT Act](#)
- HUD Exchange [Recovery Housing Program \(RHP\) Page](#)
- [HUD Exchange DRGR](#)
- [HUD's DRGR Manual](#)
- [Request HUD TA](#) when needed!





Thank you for attending!

[Visit RHP Page on HUD Exchange](#)