



**Pilot Recovery Housing Program
DRGR Webinar
Recovery Housing Webinar Series**

Agenda

- Introductions and Learning Objectives
- Overview of the RHP Program and Action Plan
- Getting Ready to Use DRGR
- Entering Action Plan Narratives in DRGR
- Structuring and Entering Projects and Activities in DRGR
- Fund Obligation and Voucher preparation to draw funds in DRGR
- Performance Reports in DRGR

Introductions



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Session Learning Objectives

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

1. Complete the preliminary steps to enable use of the Disaster Recovery Grant Reporting (DRGR) System for RHP implementation.
2. Use the DRGR to enter and submit the RHP Action Plan.
3. Obligate funds and prepare Vouchers to draw funds in DRGR.
4. Identify key actions and requirements for accurate and complete DRGR Performance Reports.



RHP Program and Action Plan - Overview

SUPPORT Act Overview

Public Law 115-271 - SUPPORT for Patients and Communities Act October 24, 2018

- Establishes the Recovery Housing Program (RHP) in response to the opioid epidemic to provide funds for stable, temporary housing to individuals in recovery from a substance use disorder
- Eligible grantees are States and the District of Columbia
- Program design and operation based on CDBG under Title 1 of Housing and Community Development Act (1974, as amended)
- RHP follows basic CDBG program requirements for eligible activities and national objectives, as modified by the RHP Notices

Recovery Housing Program Funding

- FY 2020 Budget appropriated \$25 million to RHP (25 grantees)
- FY 2021 Budget appropriated a second round of \$25 million (27 grantees)
- The allocation formula includes unemployment rates (15%), labor force nonparticipation (15%), and the age-adjusted rates of drug overdose deaths (70%)
- Program rules, waivers, alternative requirements for the first allocation published in the Federal Register in November 2020
- Round 2 funding notice published in the Federal Register on [add]

RHP Action Plan

- The RHP Action Plan is the application for funds based on CDBG requirements, as modified by the statute and RHP Notices.
- The Action Plan provides HUD and the public basic information on recovery housing needs and the process for deciding the use of RHP funds.
- Other elements of the Action Plan address administrative requirements including expected outcomes, performance measures, partner coordination, and management and oversight of funded entities.
- Grantees enter the Action Plan in HUD's Disaster Recovery Grant Reporting (DRGR) system for HUD review and approval of its grant award and use DRGR to draw funds and report program results.



Getting
Ready to Use
DRGR

Poll Question

Question: Have you tried to access DRGR and/or your RHP grant via DRGR?

Responses (select one):

- No, I have not yet tried to access DRGR/my RHP grant.
- Yes, but I have not been successful.
- Yes, I was able to access my RHP grant in DRGR.

DRGR Preparation Actions

- At least two grantee staff as authorized DRGR Users
 - One Administrator
 - One or more General User(s)
- Administrator associates General User with the RHP grant
- Grantees with 2 RHP grants (FY 20 and FY21) will associate user(s) with the "parent grant" to prepare one Action Plan for all RHP awards
- Grantees with 1 RHP grant (FY 20 ONLY OR FY 21 ONLY) will associate user(s) with the grant award.
- In future, application for all additional RHP awards will be Substantial Amendments to the existing Action Plan.

DRGR Preparation Actions (cont.)

Grantee can begin entering information in DRGR when the following actions are complete:

- Conduct outreach and establish partnerships
- Determine and evaluate recovery housing needs and priorities
- Establish process for seeking proposed projects and activities
- Begin your activity selection process in preparation for Action Plan approval
- Determine Project – Activity structure and relationships
- Draft Action Plan narratives
- Plan for submission and HUD approval of project and activity specific information in order to draw funds.

DRGR Roles

*Select Grantee User Profile

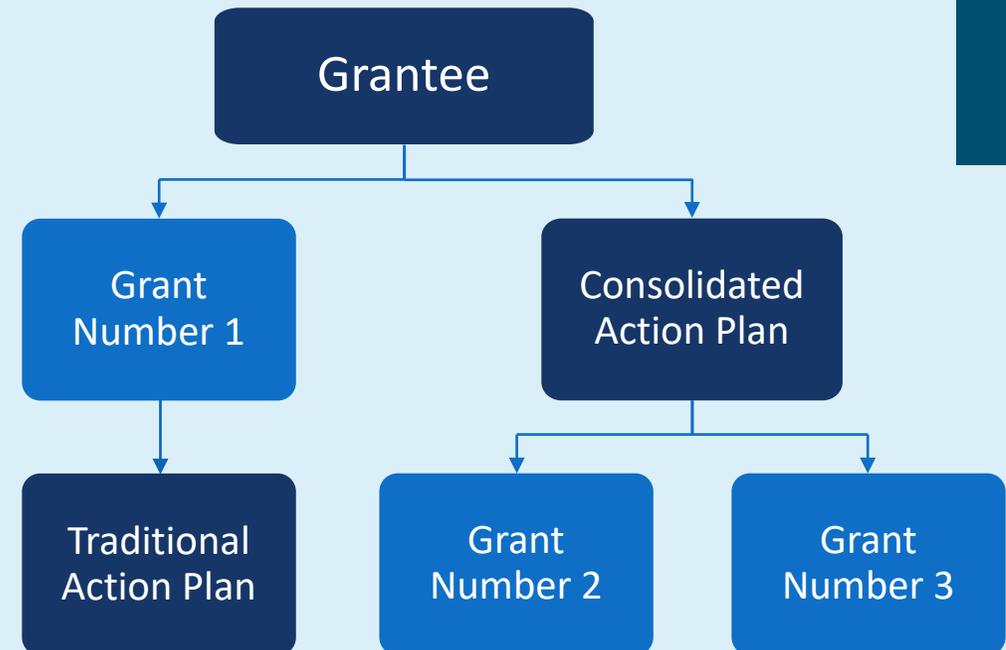
Grantee Profile:

Grantee	Agency	View Only	Grantee Admin	Request Drawdown	Approve Drawdown	Submit Action Plan	Submit Performance Reports	Staff Rate	Contractor	User Profile Request	Update FAQ	Submit Voucher Docs to HUD	Active
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Add Grantee Profile

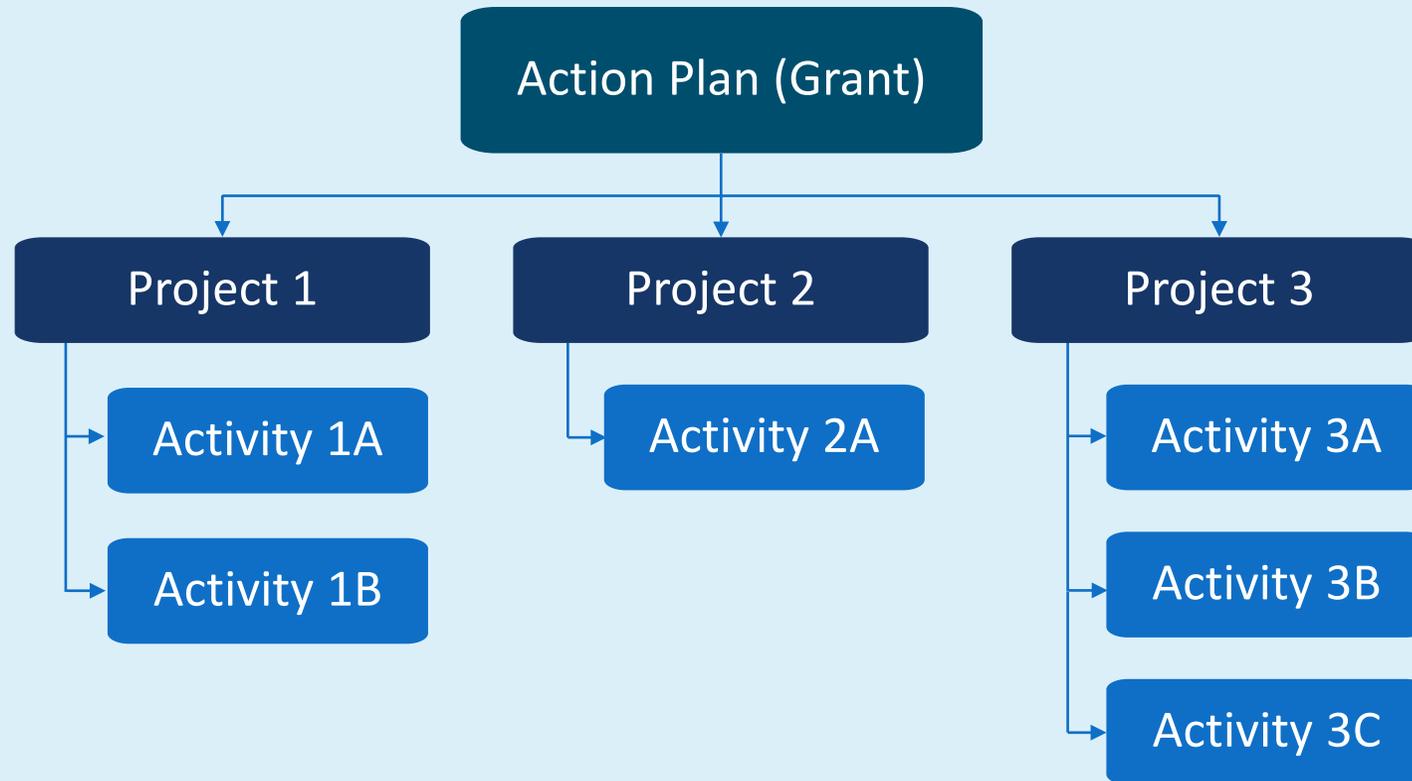
DRGR Consolidated Action Plan

- A Consolidated Action Plan is when a single Action Plan relates to more than one grant, e.g., both the FY 2020 and FY 2021 RHP grant.
- RHP will use the Consolidated Action Plan format for all grantees that receive multiple RHP grants.
- Grantees must still report financial data for each Grant individually (in the Action Plan budgets, in the Manage My Financials module, and in expenditures reported in Performance Reports).



DRGR Concepts - Hierarchy

Grant(s) – Project(s) – Activity(ies)



DRGR Concepts – Math Rules

Action Plan Level

HUD RHP Grant Award
+ Program Income (*if any*)
+ Revolving Loan Funds (NA)
Total RHP Grant Budget

Project Level

RHP Project #1
+ RHP Project #2
+ RHP Project #3
Total RHP Grant Budget

Activity Level

RHP Activities #1
+ RHP Activities #2
+ RHP Activities #3
RHP Project #1 Budget

Once all projects and activities are selected

1. At the project level, grantees should ensure project budgets (including Admin/TA) total to the RHP grant award(s).
2. At the activity level, grantees should verify that all activity budgets sum up to the RHP grant award(s).

DRGR Hints

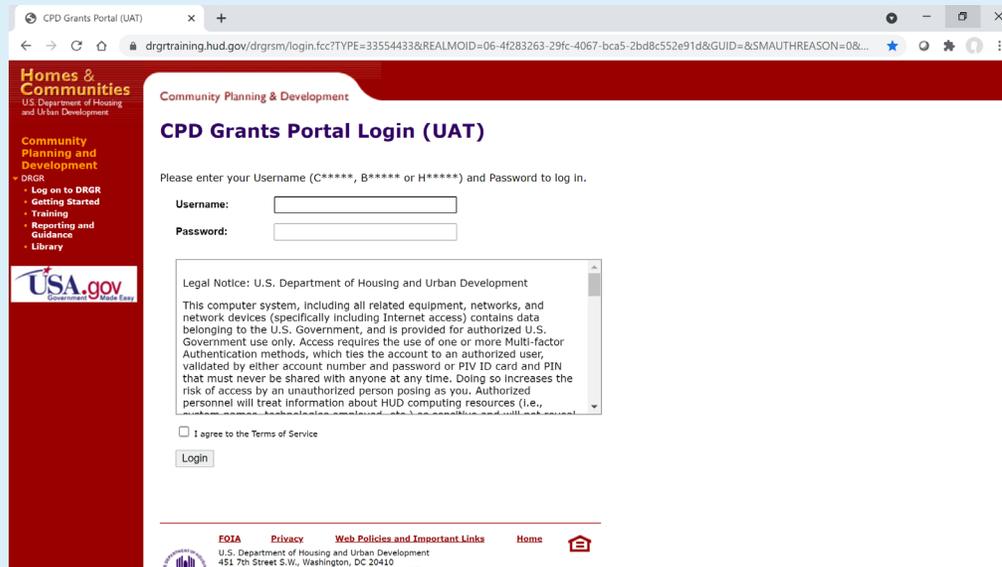
- DRGR works best using the Google Chrome browser
- Navigate in DRGR by directly selecting the function you want to work on; do NOT use your browser “BACK” function
- Do not let the system sit idle for more than 20 minutes or it will lock you out
- When leaving your DRGR session, always Log Out (found under the User Profile tab) before closing your browser



**DRGR
Demonstration:
Action Plan**

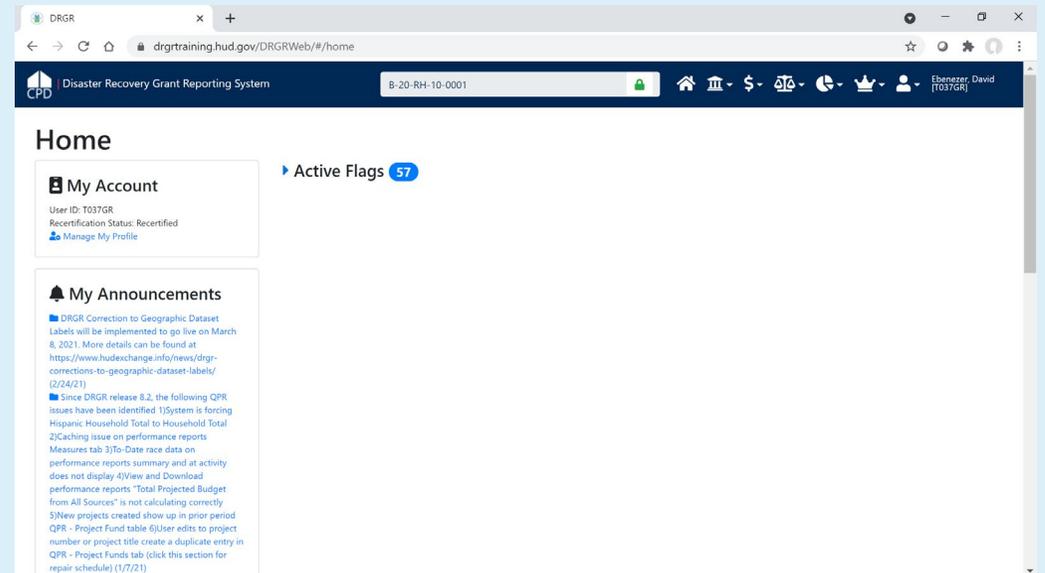
DRGR: Getting Started

DRGR Log In Screen



The screenshot shows the 'CPD Grants Portal Login (UAT)' page. The page has a red header with 'Homes & Communities' and 'U.S. Department of Housing and Urban Development' on the left. The main content area is white with a red border. It features a login form with fields for 'Username' and 'Password'. Below the form is a 'Legal Notice' section with a scrollable text area. At the bottom, there is a 'Login' button and a footer with 'FOIA Privacy Web Policies and Important Links Home' and the address 'U.S. Department of Housing and Urban Development, 451 7th Street S.W., Washington, DC 20410'.

DRGR Home Screen



The screenshot shows the 'DRGR Home' page. The page has a dark blue header with 'Disaster Recovery Grant Reporting System' and 'B-20-RH-10-0001'. The main content area is white. It features a 'Home' section with 'My Account' and 'My Announcements'. The 'My Account' section shows 'User ID: T037GR' and 'Recertification Status: Recertified'. The 'My Announcements' section lists several items, including 'DRGR Correction to Geographic Dataset' and 'DRGR release 8.2'. There is also an 'Active Flags' section with a count of 57.

DRGR Demonstration

Manage Action Plan

Grant Number: 1 P-19-TX-48-ODD2

Grantee Name: Texas - GLO

Appropriation Code: 2018 DD2

Action Plan Status: ✔ Reviewed and Approved

LOCCS Authorized Amount: \$0.00

Grant Award Amount: \$72,913,000.00

Total Estimated PI/RL Funds: \$0.00 ✎ Edit

Narratives
Documents
Financials
Measures
Projects
Activities
History
Upload

Financials

Grant Funding

	Grant Type	Grant Number	LOCCS Authorized Amount	Grant Award Amount	Total Estimated PI/RL Funds	Restricted Budget	Available To Budget	Activity Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
	Parent	P-19-TX-48-ODD2	\$0.00	\$72,913,000.00	\$0.00	\$0.00	\$651,700.00	\$72,261,300.00	\$0.00	\$0.00	\$0.00	\$0.00
	Child	B-19-DV-48-0002	\$26,513,000.00	\$26,513,000.00	\$0.00	\$0.00	\$0.00	\$26,513,000.00	\$0.00	\$0.00	\$0.00	\$0.00
	Child	B-19-DV-48-0001	\$46,400,000.00	\$46,400,000.00	\$0.00	\$0.00	\$651,700.00	\$45,748,300.00	\$0.00	\$0.00	\$0.00	\$0.00

Funding Sources

No Results Found ➕ Add Funding Source

Project Funding

Project Number	Project Title	Project Budget	Available To Budget	Activity Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
0001	Homeowner Assistance Program	\$31,700,000.00	\$0.00	\$31,700,000.00	\$0.00	\$0.00	\$0.00	\$0.00
0002	Homeowner Reimbursement Program	\$3,470,000.00	\$0.00	\$3,470,000.00	\$0.00	\$0.00	\$0.00	\$0.00

1. For grantees with multiple appropriations, this will be the "parent" grant number.

2. For grantees with multiple appropriations, the Financial tab will show this concept of parent/child grant and corresponding budgets, obligations, etc.

Manage Action Plan Financials

- Total available resources = RHP Grant amount
 - Total of Project Budgets (Administration and Technical Assistance Project and all other Projects) = RHP grant amount
 - Determine allocation for Administration (up to 5%) and Technical Assistance (up to 3%)
 - Remainder of RHP grant available to allocate to RHP Projects
- If no Program Income anticipated, no entry required in DRGR
- Revolving Loan Funds are not applicable to RHP

RHP Action Plan Projects

Administration and Technical Assistance

- Add a Project for both Administration and Technical Assistance
- For Consolidated Action Plan, may add separate Projects for Administration and Technical Assistance for each FY award
 - One Admin-TA Project designated FY2020
 - One Admin-TA Project designated FY2021

RHP Action Plan Projects (cont)

Determine Structure and Relationship of Action Plan Projects and Activities

- The Administration and Technical Assistance “Project” will have an Administration “Activity” and may include an “Activity” for Technical Assistance (if funds allocated for TA)
- Consider options for organizing the structure and relationship of other RHP Projects and Activities

Examples

Project 1 FY 2020 Administration and Technical Assistance

- Activity 1 A FY 2020 Administration
- Activity 1 B FY 2020 Technical Assistance

OR Project 1 Administration and Technical Assistance

- FY20 Admin, FY21 Admin, FY20 TA, FY21 TA

RHP Action Plan Projects (cont)

Option for Project Activity Structure and Relationship

- One Project for each “type” of Activity, e.g., Development of Recovery Housing Units
- Each “Activity” that involves the development of RH units will be a separate “Activity” associated with this “Project”

Example

Project 2 Development of Recovery Housing Units

- Activity 2 A Metro Recovery Housing: Acquisition and Rehabilitation of Property
- Activity 2 B Western Valley Recovery Housing: Acquisition and Rehabilitation of Property

RHP Action Plan Projects (cont)

Option for Project Activity Structure and Relationship

- One Project for each Responsible Organization designated to receive RHP funds
- Each “Activity” carried out by that organization is a separate “Activity” associated with this “Project”

Example

Project 2 Metro Recovery Housing

- Activity 2 A Metro Recovery Housing: Acquisition and Rehabilitation of Property

Project 3 Western Valley Recovery Housing

- Activity 3 A Western Valley Recovery Housing: Acquisition and Rehabilitation of Property

Entering RHP Projects

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

- **Project Number and Project Title:** input can be the same (e.g., Public Services or Administration).
- **Project Description:** brief sentence on what the project is.
- **Project Status:** open or cancelled?
- **Project Budget Amount:** enter total amount.

DRGR Demonstration – Responsible Organizations

- Before proceeding to enter an Activity, determine if Responsible Organization is in DRGR (Microstrategy report A12)
- If not, add by going to “Administration” – “Add Responsible Organization”

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?

Entering RHP Activities

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:** [Calendar] mm/dd/yyyy

* **Projected End Date:** [Calendar] 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

- **Project:** Relate back to created project(s)
- **Activity Type:** 10 eligible activities (from Notice)
- **National Objective:** Limited Clientele
- **Grantee Activity Number:** enter a unique tracking number
- **Activity Title:** enter a unique title
- **Activity Description:** brief description of activity
- **Activity Status:** planned, underway, cancelled, completed?
- **Projected Start Date:** enter start date or date grant is signed with HUD
- **Projected End Date:** enter grant or specific activity deadline
- **Responsible Organization:** relate to created organization(s)
- **Activity Budget:** enter budget amount

Establishing Performance Measures

- Required Performance Measures
 - Persons served
 - Persons moving to permanent housing
- Other optional performance measures

DRGR Data Upload Templates

- Templates to upload data into DRGR
 - Action Plan Module
 - Add/Edit Projects
 - Add/Edit Activity information
 - Add/Edit Responsible Organization
 - Drawdown Module
- DRGR Data Upload Templates

Live Demonstration!

- Action Plan Narratives
- Add Project
- Add Activity

Completing the RHP Action Plan

- Submit signed documents directly to your HUD Field Office
 - Application for Federal Assistance ([SF-424](#))
 - Assurances for Construction Programs ([SF-424D](#))
 - RHP Action Plan Certifications ([link](#))



**DRGR
Demonstration:
Manage My
Financials \$**

DRGR Vouchers

- What are vouchers
- What is included in a voucher

Obligation of Funds

- Create Obligation at the Activity level
- There must be an Obligation before creating a Voucher

Obligated Amount

- Total Approved

- Pending Amount Drawn (PF + PI)

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

Voucher Process – Step 1

Four Steps for Voucher Creation

Step 1 – Select Activity

- Draw Requester creates a voucher

Voucher Process – Step 2

Step 2 – Voucher Approver

- Select Line Item
- Appropriate Action – Approve
- Approve Selected

Voucher Process – Step 3

Step 3 – LOCCS/HUD Review

- Know your HUD Voucher Approval Threshold (*should be zero for RHP grants*)

Grant Number :	P-19-TX-48-0DD2
Grant Name:	P.L. 115-254, P.L. 116-20
Grant Award Amount:	\$72,913,000.00
LOCCS Authorized Amount:	
Disaster:	FEMA-4377-TX
Award Date:	
HUD Voucher Approval Threshold:	\$0.01
Block Grant Drawdown	<input checked="" type="checkbox"/> Blocked
Voucher Mandatory Options:	<input type="checkbox"/> Line Item Comments are required upon Voucher Creation
Block Grant Obligation	<input checked="" type="checkbox"/> Blocked
TIN #	

Voucher Process Step 4

Step 4 – View approved voucher

- Payment in three business days

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: Performance Reports

Performance Reports

- Annual Report
- Due 30 days after the end of each federal fiscal year (i.e., October 30)
- Compare proposed v. actual outcomes
- Financial report – obligations, expenditures

DRGR (MicroStrategy) Reports

Commonly Used Reports

- A12 - GEN- Resp Org List
- F45 - DRAWS - Drawdown Voucher Line Item Status by Project - Grant Funds and Program Income
- F67 - CUM - Grant Financial Summary – Cumulative by Activity, Responsible Org, Activity Type and Nat Obj
- P31 - QPR - Actual Accomplishments by Quarter
- P42 - CUM - Projected vs Cumulative Totals for Performance Measure Sorted by Responsible Org and Activity Type



Q & A

Resources

- [SUPPORT Act](#)
- **HUD Exchange** [Recovery Housing Program \(RHP\) Page](#)
- [HUD Exchange DRGR](#)





Thank you for attending!

[Visit RHP Page on HUD Exchange](#)