

# DRGR FACT SHEET: Release 7.13 Enhanced Closeout Checklists

## Background

The following information is for HUD users, but is helpful for grantees as well. With Release 7.13, the grant closeout checklist in DRGR has been enhanced so that question responses can be auto-computed by the system (if the question is solely dependent on DRGR data). Questions can be added/edited/removed and configured by HUD at any time, as necessary, to meet new requirements or correct errors/omissions.

## Accessing the Closeout Checklist

Primary and Back-up CPD Representatives access the closeout checklist by clicking on the grant number for a grant on the Action Plan, QPR, or Grants module.

State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
NJ	New Jersey	<a href="#">B-98-DD-34-0001</a>	Close	<a href="#">Submitted - Await for Review</a>	<a href="#">Review QPRs</a>
NJ	New Jersey	<a href="#">B-08-DN-34-0001</a>	Active	<a href="#">Modified - Resubmit When Ready</a>	<a href="#">Review QPRs</a>
NJ	Bergen County, NJ	<a href="#">B-08-UN-34-0101</a>	Active	<a href="#">Modified - Resubmit When Ready</a>	<a href="#">Review QPRs</a>
NJ	Jersey City, NJ	<a href="#">B-08-MN-34-0101</a>	Active	<a href="#">Modified - Resubmit When Ready</a>	<a href="#">Review QPRs</a>
NJ	Newark, NJ	<a href="#">B-08-MN-34-0102</a>	Active	<a href="#">Reviewed and Approved</a>	<a href="#">Review QPRs</a>
NJ	Paterson, NJ	<a href="#">B-08-MN-34-0103</a>	Active	<a href="#">Reviewed and Approved</a>	<a href="#">Review QPRs</a>
NJ	Union County, NJ	<a href="#">B-08-UN-34-0102</a>	Active	<a href="#">Submitted - Await for Review</a>	<a href="#">Review QPRs</a>

After clicking on the grant number, the grant screen displays, which contains a link to the Closeout Checklist.

**Grants**

**View Grant** [Help?](#)

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**Grant Number :**  
B-08-UN-34-0102

**Grant Name:**  
NSP1

**Grant Award Amount:**  
\$2,601,755.00

**LOCCS Authorized Amount:**  
\$2,601,755.00

**Contract Effective Date:**  
03/09/2009

**Appropriation:**  
NSP

**CFDA Number:**

By clicking on “Grant Closeout Checklist” the Closeout Checklist screen displays in a new window. Only Primary and Back-up CPD Representatives and Super Users can edit the checklist. (The Edit link is not selectable for all other users).

Click “EDIT” to enter the Closeout Checklist.

On selection of the “Edit” link, the following screen is displayed, which allows HUD users to complete the checklist. To the extent possible, question responses are auto-computed by the system.

The Grant Closeout Checklist enhancements include:

1. Mandatory questions are annotated on the edit checklist page with the following icon: (\*). Review checklists cannot be submitted if the user has not entered mandatory questions. Nearly all Closeout Checklists will be mandatory.
2. Questions that are mandatory and do not have a response will be displayed with a warning icon as follows: (⚠️).
3. Some question responses may be auto-computed by the system and are depicted with the following icon: (📄). If a response to a checklist question is auto-computed, then the system displays a non-editable answer. Although auto-computed responses may not be edited, the user can add comments.
4. Non-auto-computed question responses are depicted with the following icon: (🔗).
5. Some questions can be configured to display the supporting data, if applicable, to show the basis for the auto-computed responses. Supporting data will help the HUD user view DRGR data applicable to the question. Auto-computed responses with supporting data will be annotated with the following icon: (📎). On selection of this icon, the system will open a new window to display the supporting data.
6. Grantee and HUD users can view and download a PDF version of the Closeout Checklist.

## Submitting the Closeout Checklist to HUD HQ

The HUD user must complete the checklist and navigate to the previous screen to attach required “Supporting Documentation” (unique to each appropriation), check the “Submit For Approve” box, enter any additional review comments, and click “Save” in order for the closeout checklist to be transmitted to HUD HQ for final review.

The screenshot displays a web form titled "Review Checklist" with a "Help?" link in the top right. The form contains the following fields and elements:

- Review Checklist Name:** NSP Grant Closeout
- Effective Date:** 06/23/2014
- Grant Number:** B-08-UN-34-0101
- A navigation bar with a "Section 1" dropdown, an "NSP" link, and an "Edit" link.
- Fields for "Submitted Date:" and "Submitted By:".
- A checkbox labeled "Submit For Approve" which is highlighted with a red rectangular box.
- A "Review Comments:" text area with vertical scroll arrows.
- A "Supporting Documents" section with a list of valid file extensions (.png, .gif, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf) and a "None" option. Below this are links for "Add Additional Documents" and "Remove Selected Document".
- Fields for "Approved Date:" and "Approved By:".
- Radio buttons for "Approve" and "Disapprove" (partially visible).