



# DRGR Fact Sheet

## New Roles

### Submit Action Plan

### Submit Performance Report

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Release 7.9

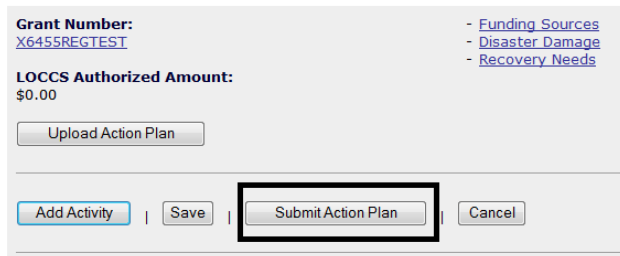
U.S. Department of Housing and Urban Development  
April 2014

## User Roles to submit Action Plans and Quarterly Performance Reports

Prior to R7.9 any Grantee user had the ability to submit Action Plans and Quarterly Performance Reports (QPRs). With R7.9 only Grantee users with the "Submit Action Plan" role are authorized to submit Action Plans. Likewise, only Grantee users with the "Submit QPR" role are authorized to submit QPRs. R7.9, provided all existing Grantee Administrators the "Submit Action Plan" and "Submit QPR" roles by default. New DRGR users after R7.9 will not automatically be provided this role except upon request.

### Action Plans

#### Edit Action Plan



### Performance Report

#### Edit Performance Report



Grantee Administrators wishing to add these roles for their other regular users should contact their HUD Representative. Send the following information for each user:

Send an email message to your field office requesting DRGR access. Field staff will review the request for accuracy and completeness and forward it to Send an email message to [DRGR\\_Help@hud.gov](mailto:DRGR_Help@hud.gov). Please ensure Grantee name entered matches exactly with the name in DRGR before you submit it for processing.. Requests are processed in the order that they have been received: First in First out (FIFO). Your request will be evaluated for completion, and if it is not complete, accurate, or has any missing information, you will be notified. Please note that this will delay processing your request

- o Full name of user
- o Grantee Name
- o C# assigned for IDIS User ID (if current IDIS user)
- o Address
- o Phone number with extension
- o Fax number
- o Email address
- o Whether you will be the primary DRGR system administrator for your community
- o Whether you are authorized to request or to approve drawdowns
- o Whether you are authorized to submit QPRs
- o Whether you are authorized to submit Action Plans
- o For grantee users that do not have a current IDIS account - Five digits you can always remember for your PIN (which will be used by the HUD help desk for help tickets)