

DRGR FACT SHEET: Release 7.13 QPR Review

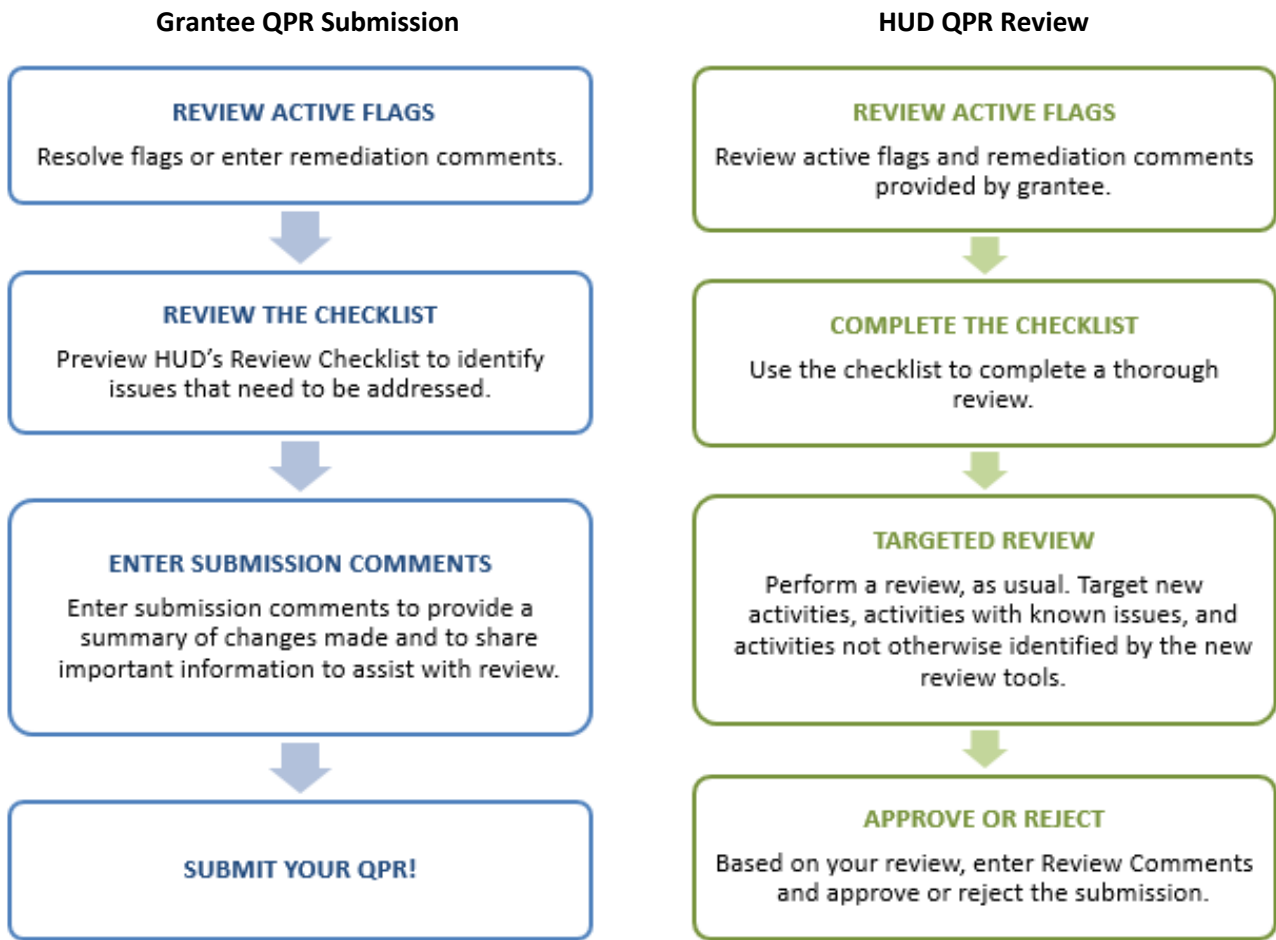
Background

With Release 7.13, several new tools were added to aid both grantee and HUD users with submission and approval of quality, accurate, and compliant Action Plans and QPRs. This Fact Sheet focuses on QPRs, but most concepts and functions apply to Action Plans as well (see separate Action Plan QPR Fact Sheet).

These new tools should be used regularly to reduce and eliminate active flags and other issues identified in review checklists. The new features will not prevent grantees from submitting QPRs. For HUD users, mandatory functions will be clearly displayed for review and approval of QPRs.

The following figures depict the basic work flow of QPR submission (grantee user) and review (HUD user).

NEW QPR WORK FLOW



The following table describes the new QPR Work Flow features in greater detail:

LOCATION GRANTEE	LOCATION HUD	FEATURE	FUNCTION
Edit QPR - Review Tools Screen	QPR Review Screen	Active Flags	Grantee users can see a summary of flags from the Review Tools function. Note that grantee users edit Flags from the HOME module. HUD reviewers can see all active flags related to the QPR and provide comments on those flags. See Fact Sheet on Flags.
		QPR Review Checklist	Grantee users can view the checklists and see any auto-populated answers that may warrant fixes prior to QPR submission. HUD reviewers can edit the QPR Review Checklists. Comment boxes are provided and some questions are auto-completed. Additionally, some questions may be mandatory and will need to be completed prior to submission.
		View Functions	Grantee users can 'View' QPR Submission and Review Comments, Review Checklists, and Flags in the Review Tools link. HUD users can 'View' QPR Submission and Review Comments, Review Checklists, and Flags on the Review QPR screen.
Edit QPR Screen	N/A	Submission Comments	Grantee users can provide submission comments when they submit their QPR (no change). The submission comments will enable grantees to provide a summary of changes in the new or updated QPR, and/or convey any other information they deem relevant to the HUD reviewer.
N/A	Review QPR Screen	Review Comments	HUD reviewers can provide review comments on QPRs and activities to communicate information to grantees or request specific edits to the QPR prior to approving or rejecting the QPR.
		Supporting Documents	HUD reviewers can attach supporting documents to the QPR Review to supplement documentation or share information.
		QPR Status	HUD reviewers update the status of an QPR from the "Review QPR screen" (no change in Release 7.13).

This Fact Sheet covers all QPR Review components listed above except Flags, which are covered in a separate Fact Sheet.

Accessing Grantee Review Tools

DRGR includes a "REVIEW TOOLS" link that is home to many of the functions described in this Fact Sheet. These tools are provided to grantees to aid in performing QA/QC prior to QPR submission. The "REVIEW TOOLS" link is located on the Edit QPR screen. To reach the "REVIEW TOOLS" link:

- Begin in the QPR module.
- Click on the link in the QPR column to reach the Edit QPR Screen.
- Once the new screen loads, the “REVIEW TOOLS” link is available for QPRs in “Reviewed and Approved” or “Submitted” status. QPRs in “Original,” “Modified,” or “Rejected” status show the “Edit” link. Clicking on the Edit link opens the QPR and the “REVIEW TOOLS” link is shown on the left menu of the Edit QPR Screen.

Home	Admin	Action Plans	Drawdown	QPR	Reports	Grants
Quarterly Performance Report						
View All Reports						Help?
State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR	
NJ	New Jersey	B-98-DD-34-0001	Close	Submitted - Await for Review	Add/Edit QPRs	
NJ	New Jersey	B-08-DN-34-0001	Active	Modified - Resubmit When Ready	Add/Edit QPRs	
NJ	New Jersey	B-11-DN-34-0001	Active	Reviewed and Approved	Add/Edit QPRs	
NJ	New Jersey	B-12-DT-34-0001	Active	Modified - Resubmit When Ready	Add/Edit QPRs	
NJ	New Jersey	B-13-DS-34-0001	Active	Submitted - Await for Review	Add/Edit QPRs	
NJ	New Jersey	B-13-DS-34-0002	Active	Rejected - Await for Modification	Add/Edit QPRs	

Performance Report						
Add/Edit QPRs - New Jersey						Help?
Grant Number : B-12-DT-34-0001			Contract Start Date: 10/04/2012			
Grant Status: Active			Contract End Date:			
Grant Award Amount: \$15,598,506.00			LOCCS Authorized Amount: \$15,598,506.00			
Maintain Address(s)						
* - Actual period does not match Reporting period						
Due Date	Reporting Period	Action	Date Submitted	Type	Status	
10/30/2017	07/01/2017 - 09/30/2017	Add				
07/30/2017	04/01/2017 - 06/30/2017	View Delete Download Print Version Edit			Original - In Progress	
04/30/2017	01/01/2017 - 03/31/2017	View Delete Download Print Version Edit			Original - In Progress	
01/30/2017	10/01/2016 - 12/31/2016	View Delete Download Print Version Review Tools	01/30/2017		Reviewed and Approved	
10/30/2016	07/01/2016 - 09/30/2016	View Delete Download Print Version Review Tools	10/28/2016		Reviewed and Approved	

Clicking on the “REVIEW TOOLS” link reveals the information listed below and shown in the following screen shot:

- Grant Submission Comments
- HUD Review Comments
- HUD Review Supporting Documents
- Review Checklist link
- List of Active Flags

Review Tools

Oct 1, 2016 thru Dec 31, 2016 Performance Report

Grant Number:
B-12-DT-34-0001

Grantee Name:
New Jersey

Grantee submission Comments

None

HUD Review Comment:

None

HUD Review Supporting Documents:

None

Review Checklist

[Review Checklist](#)

Flags

Active QPR Flags:

None

Active Project and Activity Flags:

None

Note: HUD users can also access Review Tools prior to QPR submission on the HUD review screens.

Each of these review features is described in more detail below.

Grantee Submission Comments

Grantee users can enter submission comments prior to submitting their QPR to HUD. This enables a grantee to communicate important information to its CPD Representative directly through DRGR. The Submission Comments text box is located at the bottom of the Edit QPR screen as shown in the screen shot below.

Once entered, the Grantee Submission Comments appear on the Review Tools display for both HUD users and grantee users.

Login ID:T027GA
Role:Grantee Admin

QPRs

- View All
- View QPR
- Download QPR
- Review Tools

Utilities

- Print Page
- Profile
- Subscriptions
- Help
- FAQ
- Logout
- Reports

Links

- CPD Systems Login
- PDF Viewer
- Support
- CPD Home
- HUD Home

Home
Admin
Action Plans
Drawdown
QPR

Performance Report

Edit Performance Report [Help?](#)

*Indicates Required Field

Grant Number:
B-12-DT-34-0001

Grantee Name:
New Jersey

Contract Start Date:
10/04/2012

QPR St:
01/01/2

QPR Submission Comments:

***Overall Progress Narrative**

Save
Cancel Edit QPR
Upload QPR Data

[View QPR Report](#)

New HUD Review Screen

The HUD review screen has been redesigned to feature the new Review Tools. No changes have been made to the process for accessing the Review Screen.

Home	Admin	Action Plans	Drawdown	QPR	Reports	Grants
Quarterly Performance Report						
View All Reports Help?						
1 Page 2 >						
State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR	
NJ	New Jersey	B-98-DD-34-0001	Close	Submitted - Await for Review	Review QPRs	
NJ	New Jersey	B-08-DN-34-0001	Active	Modified - Resubmit When Ready	Review QPRs	
NJ	Bergen County, NJ	B-08-UN-34-0101	Active	Modified - Resubmit When Ready	Review QPRs	
NJ	Jersey City, NJ	B-08-MN-34-0101	Active	Modified - Resubmit When Ready	Review QPRs	
NJ	Newark, NJ	B-08-MN-34-0102	Active	Reviewed and Approved	Review QPRs	
NJ	Paterson, NJ	B-08-MN-34-0103	Active	Reviewed and Approved	Review QPRs	
NJ	Union County, NJ	B-08-UN-34-0102	Active	Submitted - Await for Review	Review QPRs	
NJ	Newark, NJ	B-09-CN-NJ-0009	Active	Reviewed and Approved	Review QPRs	
NJ	Housing Authority of Camden City	B-09-CN-NJ-0010	Active	Reviewed and Approved	Review QPRs	
NJ	Camden Redevelopment Agency	B-09-CN-NJ-0008	Active	Modified - Resubmit When Ready	Review QPRs	

Performance Report

Review QPRs - Union County, NJ [Help?](#)

Grant Number : [B-08-UN-34-0102](#)

Grant Status: Active

Grant Award Amount: \$2,601,755.00

* - Actual period does not match Reporting period

Contract Start Date: 03/09/2009

Contract End Date:

LOCCS Authorized Amount: \$2,601,755.00

Due Date	Reporting Period	Action	Date Submitted	Type	Status
10/30/2014	07/01/2014 - 09/30/2014	View Delete Download Print Version Review Tools			Original - In Progress
07/30/2014	04/01/2014 - 06/30/2014	View Delete Download Print Version Review	09/11/2014		Submitted - Await for Review
04/30/2014	01/01/2014 - 03/31/2014	View Delete Download Print Version Review	09/11/2014		Submitted - Await for Review
01/30/2014	10/01/2013 - 12/31/2013	View Delete Download Print Version Review	09/11/2014		Submitted - Await for Review
10/30/2013	07/01/2013 - 09/30/2013	View Delete Download Print Version Review Tools	10/31/2013		Reviewed and Approved

However, HUD users now see a link to either Review QPRs in “Submitted” status or to use the Review Tools link for QPRs in all other statuses as shown in the screen shot above.

HUD users are still able to access the View QPR screen and a PDF version of the QPR to aid in their review. The new HUD review screen includes:

- **Change QPR status (unchanged).** The status of the QPR is changed by choosing a new status from the dropdown menu.
- **Enter Review Comments.** The comments field is a narrative text box.
- **Attach Supporting Documents.** Supporting documents are added by clicking the “ADD ADDITIONAL DOCUMENTS” link. Documents that are added can also be removed.
- **Edit Review Checklist.** View auto-populated answers and complete applicable questions.
- **Provide comments on Activities and Flags.** Activity-level detail and Flags are accessed by scrolling further down on the Review QPR screen and choosing to search for activities or flags. For more information on Flags, see the Flags Fact Sheet.

Note that HUD users must be assigned to the grant and the QPR must be in Submitted- Await for Review status in order to use these features.

The screenshot shows the 'Performance Report' interface for reviewing a QPR. The 'Review QPR' section contains fields for Grant Number (B-08-JOB-34-0102), Contract Start Date (03/09/2009), Grantee Name (Union County, NJ), Contract End Date (highlighted with a red box), Contact Name (James Heim), and Contact Email (sunil.rekhi@hud.gov). The Status is set to 'Submitted - Await for Review' (highlighted with a red box), with 'Save Review' and 'Cancel Review QPR' buttons. Below this is the 'Submission Comments' section, which includes a 'HUD Review Comments' text box (highlighted with a red box) and an 'Add documents in support of Review' button (highlighted with a red box). A 'Supporting Documents' section at the bottom lists valid file extensions and provides links for 'Add Additional Documents' and 'Remove Selected Document'. A callout box on the right contains three instructions: 'Change QPR status using this drop down.', 'Enter Review Comments in this text box.', and 'Add supporting documents using the link'. Blue arrows point from these instructions to the corresponding UI elements.

QPR Review Checklist (HUD and Grantee users)

As noted above, by clicking on the “REVIEW TOOLS” link in the left-hand menu of either the Edit QPR screen for grantee users or the Review QPR screen for HUD users, the user sees a link for “REVIEW CHECKLIST.” See Screen shot below.

Review Tools

Oct 1, 2016 thru Dec 31, 2016 Performance Report

Grant Number:
B-12-DT-34-0001

Grantee Name:
New Jersey

Grantee submission Comments

None

HUD Review Comment:

None

HUD Review Supporting Documents:

None

Review Checklist

[Review Checklist](#)

Flags

Active QPR Flags:

None

Active Project and Activity Flags:

None






After clicking on the “REVIEW CHECKLIST” link, a new screen opens and the user sees all checklist items. Grantee users can use this function to view the checklist. HUD users can use this function to manage the checklist. Checklist features allow them to complete questions and add comments to ensure their reviews are complete and well-documented. The checklists in Release 7.13 contain some mandatory questions and some questions are auto-completed by the system. Icons have been added to indicate these categories. The screen shot below shows the checklist and a legend of icons.





Review Checklist (QPR):

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





QPR Performance Report Period: 07/01/2013 - 09/30/2013

LEGEND:

-  Warning
-  Pre-calculated
-  Manual Input
-  View Supporting Data
-  Mandatory

Status	Seq	Question Text/Answer/Comments
Section: Overall Progress Review		
	1	 Read the Overall Progress Narrative. Is this sufficient to explain the progress or lack of progress of this grant? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Comments <input type="text"/>
	2	 If there are grant conditions, are they discussed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

The QPR Review 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.
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 associated with the question, if applicable, to show the basis for the auto-computed responses. 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 QPR Review Checklist.