

# DRGR Changes to Grant Closeout Process

## Disaster Recovery Grant Reporting (DRGR) System Release 7.15 Fact Sheet

Please submit all questions about this Fact Sheet to the DRGR Ask-A-Question (AAQ) <https://www.hudexchange.info/program-support/my-question/>

### Overview

This Fact Sheet is particularly relevant to NSP grantees, but the changes affect all CPD programs in DRGR.

The following changes were made to the grant closeout process in DRGR Release 7.15:

1. The post-closeout status ‘Closed with PI Active’ was renamed ‘Closed with Ongoing Reporting’.
2. Two new Annual Reporting cycles were added to allow annual performance report periods in DRGR to coincide with other reporting periods (e.g. CAPER).
3. **For HUD users only:** The closeout workflow was updated.

### Closed with Ongoing Reporting

The renaming of ‘Closed with PI Active’ to ‘Closed with Ongoing Reporting’ did not change any requirements related to Closeout. Rather, the name change was meant to reflect the reality that:

- NSP grantees have ongoing reporting requirements in DRGR related to Affordability Periods on DRGR screens that were inaccessible if the grant was in ‘Closed’ status.
- Many NSP grantees may generate program income after grant close-out, even if they did not anticipate generating any program income. This scenario would cause challenges in the DRGR system since the grant status would have to be modified and missing annual performance reports would have to be generated.

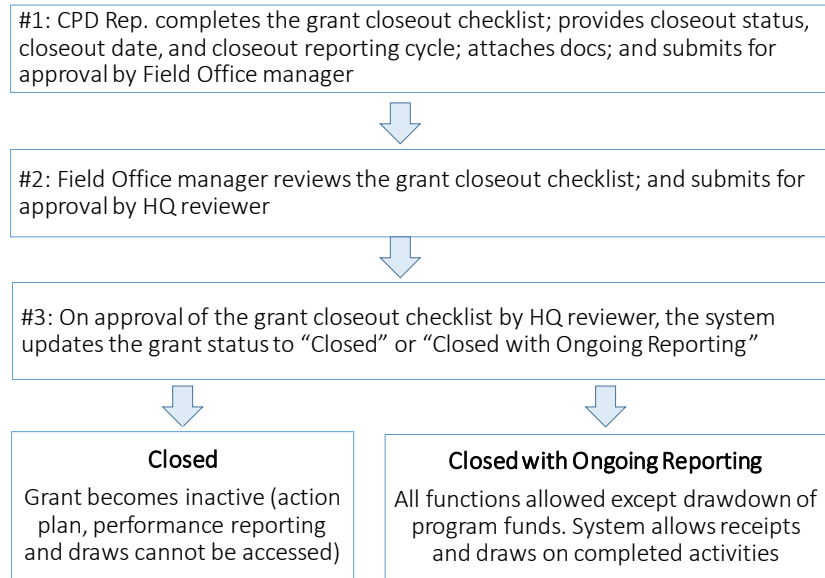
It is for these reasons that ALL NSP grants in DRGR, regardless of whether the grantee anticipates generating program income after grant close-out, will receive a grant status of “Closed with Ongoing Reporting” until all reporting requirements for program income, if applicable, and affordability periods have been met.

### New Annual Reporting Cycles

Prior to Release 7.15, only two annual reporting cycles existed. This was contrary to previous guidance allowing grantees to submit NSP DRGR annual performance reports for the same period as their CAPER. Many grantees have fiscal years that begin on July 1<sup>st</sup> and end on June 30<sup>th</sup> – one of the two periods DRGR did not support. To correct this, DRGR now supports annual reporting cycles that begin on January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup>. Grantees must inform their CPD representative of their preferred reporting cycle so their CPD representative can enter the information into DRGR.

## HUD User Closeout Process Workflow

This section is applicable to **HUD users only**. The following changes were made in DRGR to formalize and streamline the grant closeout process among HUD users in Field Offices and Headquarters, resulting in a three-step process as depicted in the figure below:



The closeout process is accessed by ‘locking’ the grant and navigating to the closeout screens by selecting Grant Management->Grant->Closeout as shown below:

**Disaster Recovery Grant Reporting System**

Grantee: NSP | B-08-DN-02-0001

Home Grant Management - Financial - Compliance - Administration - Utilities - Davis, Kim [T064FO] - Logout

Home	Action Plan	Project and Activities	Performance Reports	Grant
	View	Search/View Projects	Review	Closeout
DRGR	Download		View All	View
R7.13 d	Review		Search	View All
DRGR	Review Tools			Search
	View All			
The folk	Search			
navigati	Lookup Con Plans			
View DR				
	View DRGR User Manual			
	View DRGR Fact Sheets			
	View DRGR Data Upload Templates			
	View MicroStrategy Guides, Tools, and Webinars			
	<b>DRGR Trainings</b>			
	The following are upcoming and past training events			
	Upcoming DRGR trainings			
	Past DRGR trainings			

1. When the designated HUD user (the primary or back-up CPD representative assigned to the grant in DRGR) submits the grant close-out request in DRGR, along with completing the checklist and attaching supporting documents, the **HUD user must now also identify:**
  - a. The close-out status of the grant (either 'Closed' or 'Closed with Ongoing Reporting')
  - b. If 'Closed with Ongoing Reporting' is selected, the begin date of the annual reporting cycle (January 1, April 1, July 1, October 1)

Review Checklist

[View Review Checklist](#) | [Review Checklist PDF](#)

**Review Checklist Name:** NSP Grant Closeout  
**Effective Date:** 06/23/2014  
**Grant Number:** B-08-DN-02-0001

\*Grant Status:  Closeout Date:  Closeout Report Cycle:

Section 1 | NSP

**CPD Rep:**  
 Submitted Date: Submitted By:  
 Submit For Approve  
**Review Comments:**

**Supporting Documents** \* Valid file extensions are: .png .gif .jpg .jpeg .doc .docx .xls .xlsx .ppt .pptx .pdf  
 None  
[Add Additional Documents](#) | [Remove Selected Document](#)

**CPD Manager:**  
 Approved Date: Approved By:  
 Approve  Reject  
**Approve/Reject Comments:**

**HQ Approval:**  
 Approved Date: Approved By:  
 Approve  Reject

[Save Review Checklist](#) | [Close Page](#)

2. Next, a HUD user at the local Field Office designated as a **DRGR Field Office Manager must now approve the request** submitted in Step 1 before a HUD HQ user acts.

\*Grant Status:  Closeout Date:  Select Date (mm/dd/yyyy) Closeout Report Cycle:

Section 1 | NSP

**CPD Rep:**  
 Submitted Date: 08/01/2018 Submitted By: Kim Davis  
**Review Comments:** Submittal Comments

**Supporting Documents** \* Valid file extensions are: .png .gif .jpg .jpeg .doc .docx .xls .xlsx .ppt .pptx .pdf  
 None  
[Add Additional Documents](#) | [Remove Selected Document](#)

**CPD Manager:**  
 Approved Date: 08/01/2018 Approved By: Carma E. Reed  
 Approve  Reject  
**Approve/Reject Comments:** Completed

**HQ Approval:**  
 Approved Date: Approved By:  
 Approve  Reject

[Save Review Checklist](#) | [Close Page](#)

← Step 2

← Step 3

Alternatively, a HUD HQ user can also complete this step in-lieu of the DRGR Field Office Manager. At this step, the Field Office Manager or HUD HQ user has the option of changing the close-out status and annual reporting cycle, if applicable, and to also add approval comments.

3. The final step requires a predetermined HUD HQ user to approve the request. At this step, the HUD HQ user has the option of changing the close-out status and annual reporting cycle, if applicable, and to also add to or edit approval comments. **Changes at this step include:**
  - a. DRGR Superusers must give select HUD HQ users the ability to provide the final approval (at the appropriation level in DRGR).
  - b. Upon approval, the grant status is automatically updated without requiring an additional action by a DRGR Superuser.