

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)



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DRGR Fact Sheet – Review Checklists

Release 7.8

**U.S. Department of Housing and Urban Development
November 2013**

OVERVIEW OF REVIEW CHECKLISTS

In R7.8 HUD Reviewers are able to submit HUD review checklists as part of document reviews. The document reviews support basic checklists and upload of documents as attachments.

The system supports following checklists:

- Grant Closeout
- Action Plan
- QPR

GRANT CLOSEOUT CHECKLIST

The system supports following Grant Closeout workflow:

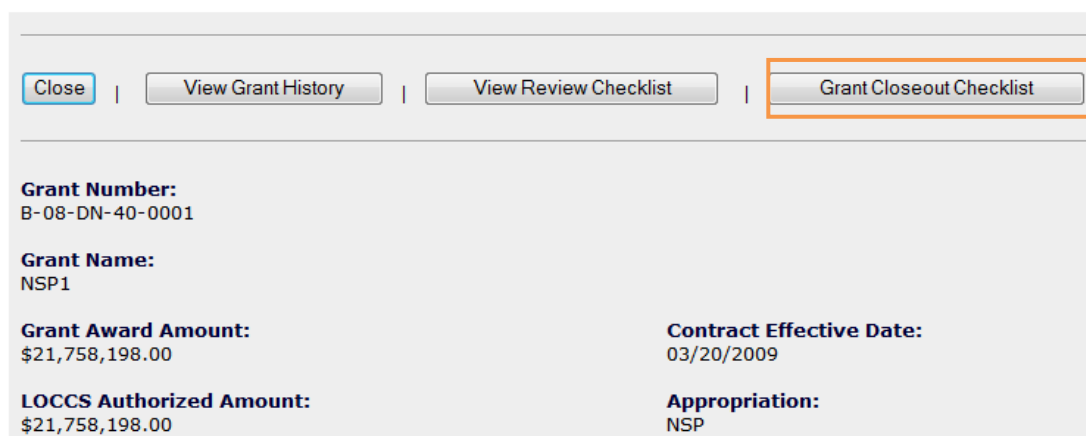
1. CPD Reps can enter the checklists, provide comments and upload relevant documents during the closeout document review.
2. CPD Rep notifies the appropriate Field Office Manager(s) and Super User(s) that the Review Checklist has been completed and is ready for their review. Note that CPD Rep cannot edit the Review Checklist after the Grant status is changed to “Ready to Close” or “Closed”.
3. Field Office Manager(s) and Super User(s) can review checklist, provide approver comments and also upload relevant documents. On Field Office Manager(s) approval of the Review Checklist the system changes the status of the Grant to “Ready for Closeout” and notifies the Super User(s).
4. Super Users are only allowed to change grant status to “Closed”.

Entering Review Checklist

CPD Reps can enter the checklists, provide comments and upload relevant documents during the closeout document review. CPD Rep has access to the “Grant Closeout Checklist” button on View Grant page for the Grants they are responsible for. Only CPD Rep of the Grant, Field Office Manager(s) and Super Users(s) are displayed the “Grant Closeout Checklist” button.

Grants

View Grant



Close	View Grant History	View Review Checklist	Grant Closeout Checklist
Grant Number: B-08-DN-40-0001		Contract Effective Date: 03/20/2009	
Grant Name: NSP1		Appropriation: NSP	
Grant Award Amount: \$21,758,198.00		LOCCS Authorized Amount: \$21,758,198.00	

On the selection of the “Grant Closeout Checklist” button the Review Checklist page is displayed. CPD Rep can enter the checklists, provide comments and upload documents. CPD can view Reviewer Comments but cannot edit them.

DRGR Fact Sheet – Review Checklists Under Release 7.8

Review Checklist

➤ Closeout Instructions - Section 1	Test	Test1	Edit
➤ Closeout Instructions - Section 2	Test	Test1	Edit

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](#)

Approve

Approve Comments:

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 |

On selection of the “Submit For Approve” checkbox the CPD Rep notifies the appropriate Field Office Manager(s) and Super User(s) that the Review Checklist has been completed and is ready for their review. Once the CPD Rep submits for Approve then they cannot access the Checklist for edit.

On selecting the “Edit” link the review checklist is displayed where CPD Rep can provide answers and comments to the checklist questions. In the cases where there is no Checklists the user will not be displayed any section/questions but can still provide comments and upload documents.

Review Checklist:

Section Name: Closeout Instructions - Section 1

Checklist Name: Grant Closeout Procedure Checklist for NSP

Please Answer the following questions

Seq	Question	User Comments	Yes	No	Test	Test1
1	Has the local government incurred all costs to be paid with CDBG funds, with the exception of closeout costs (e.g., audit costs) and costs resulting from contingent liabilities to be described in the closeout agreement? Contingent liabilities include, but	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test	Test1
2	With respect to activities (such as rehabilitation of privately owned properties) which are financed by means of escrow accounts, loan guarantees, or similar mechanisms, has the work to be assisted with CDBG funds (but excluding program income) actually	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test	Test1
3	Have all other responsibilities of the recipient under the grant agreement and applicable laws and regulations been carried out?	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test	Test1
4	Has the final DRGR quarterly report been submitted to HUD?	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test	Test1
5	Has the final financial summary report been submitted in DRGR to HUD?	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test	Test1
6	Has the final Federal Cash Transaction Report been submitted to HUD?	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test	Test1

|
 |

CPD Rep must enter the checklist as per the guidelines that can be accessed by selecting the URL(s) associated with the Sections and/or each associated question. CPD Rep can also provide user comments in the area associated with each question.

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Approving Review Checklist

Field Office Manager(s) and Super User(s) can review checklist, provide approver comments and also upload relevant documents. On Field Office Manager(s) approval of the Review Checklist the system changes the status of the Grant to “Ready for Closeout” and notifies the Super User(s) via email that the Grant status has been modified. Field Office Manager(s) can access the page where they can approve the Review Checklist via the “Grant closeout checklist” on the View Grant page.

Grants

View Grant

The screenshot shows a web interface for viewing a grant. At the top, there are four buttons: "Close", "View Grant History", "View Review Checklist", and "Grant Closeout Checklist". The "Grant Closeout Checklist" button is highlighted with an orange border. Below the buttons, the grant details are displayed in a structured layout:

Grant Number: B-08-DN-40-0001	
Grant Name: NSP1	
Grant Award Amount: \$21,758,198.00	Contract Effective Date: 03/20/2009
LOCCS Authorized Amount: \$21,758,198.00	Appropriation: NSP

The Field Office Manager(s) provide their comments on the Approve Comments narrative section. On the selection of the “Approve” the system will change the status of the Grant and lock the screen for any further edits. Note that if the CPD Rep is also the Field Office Manager then the system will allow the user to enter both review and approve comments.

Review Checklist

The screenshot shows the "Review Checklist" page. It features two sections for closeout instructions, each with a "Test" link and an "Edit" link. Below these is a checkbox for "Submit For Approve". The "Review Comments" section contains a text area with the text "Test Reviewer Comments". The "Supporting Documents" section includes a list of valid file extensions and a "None" option, with links for "Add Additional Documents" and "Remove Selected Document". The "Approve" section, highlighted with an orange border, contains a checkbox for "Approve" and a text area for "Approve Comments". At the bottom of this section are buttons for "Save", "Cancel", and "Return to Previous Page".

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View Reviewer Checklist

All users except Grantee Public users have access to the “View Review Checklist” button.

Grants

View Grant

Grant Number: B-08-DN-40-0001	Contract Effective Date: 03/20/2009
Grant Name: NSP1	Appropriation: NSP
Grant Award Amount: \$21,758,198.00	
LOCCS Authorized Amount: \$21,758,198.00	

On selection of the “View Review Checklist” button the system displays the review checklist with the answers, reviewer/approver comments and the uploaded documents.

Appropriation Code: NSP

Component: GRANT_CLOSEOUT

Name: Grant Closeout Procedure Checklist for NSP

Program Requirement Category: PSPECRULES

Effective Date: 10/30/2013

Mandatory: No

Section: Closeout Instructions - Section 1 [Support Info: Notice CPD-12-013](#) [test1](#)

Questions:

- 1 Has the local government incurred all costs to be paid with CDBG funds, with the exception of closeout costs (e.g., audit costs) and costs resulting from contingent liabilities to be described in the closeout agreement? Contingent liabilities include, but are not limited to, third-party claims against the recipient, as well as related administrative costs. Yes No

Comments 1

- 2 With respect to activities (such as rehabilitation of privately owned properties) which are financed by means of escrow accounts, loan guarantees, or similar mechanisms, has the work to be assisted with CDBG funds (but excluding program income) actually been Yes No

...

Section: Closeout Instructions - Section 2 [Support Info: Test1](#) [Test1](#)

Questions:

- 1 Identify any closeout costs or contingent liabilities subject to payment with CDBG funds after the closeout agreement is signed. [Test1](#) [Test1](#)
- 2 Identify the amount of any unused grant funds to be canceled by HUD. [Test1](#) [Test1](#)
- 3 Identify any program income on deposit in financial institutions. [Test1](#) [Test1](#)
- 4 Identify any real property assisted with CDBG funds (as described in 570.505) whose address was not previously listed in DRGR. [Test1](#) [Test1](#)

Supporting Documents

None

Comments

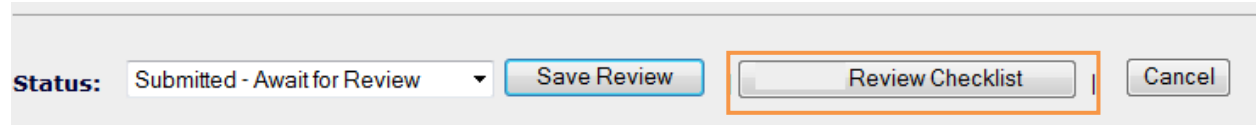
Test Reviewer Comments

[Close](#)

ACTION PLAN REVIEW CHECKLIST

Entering Review Checklist

HUD Reviewers access the Action Plan Review Checklists from the “Review Action Plan” page. The system allows the reviewers to provide checklists/comments to every user submission.



On selection of the “Review Checklist” button the Review Checklist page is displayed where the user can enter the checklist, provide comments and upload documents.

Review Checklist

Check To Drill Down Review Sections

<input checked="" type="checkbox"/> Areas of Greatest Need	Test	Test1	Edit
<input checked="" type="checkbox"/> Distribution and Use of Funds	Test	Test1	Edit
<input checked="" type="checkbox"/> Definitions and Descriptions	Test	Test1	Edit
<input checked="" type="checkbox"/> Housing Market Conditions	Test	Test1	Edit
<input checked="" type="checkbox"/> Information By Activity	Test	Test1	Edit
<input checked="" type="checkbox"/> Specific Activity Requirements	Test	Test1	Edit
<input checked="" type="checkbox"/> Low Income Targeting	Test	Test1	Edit
<input checked="" type="checkbox"/> Demolition or Conversion of Low- And Moderate-Income Units	Test	Test1	Edit
<input checked="" type="checkbox"/> Public Comment Period	Test	Test1	Edit
<input checked="" type="checkbox"/> Website Publication	Test	Test1	Edit
<input checked="" type="checkbox"/> SF424	Test	Test1	Edit
<input checked="" type="checkbox"/> Certifications	Test	Test1	Edit

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](#)

| |

DRGR Fact Sheet – Review Checklists Under Release 7.8

In the cases where there is no Checklists the user will not be displayed any section/questions but can still provide comments and upload documents.

Review Checklist

The screenshot shows a web form titled "Review Checklist". At the top, there is a "Review Comments:" label followed by a large, empty text area with a vertical scrollbar. Below this is a section for "Supporting Documents" with a note: "* Valid file extensions are: .png .gif .jpg .jpeg .doc .docx .xls .xlsx .ppt .pptx .pdf". The current selection is "None". There are two links: "Add Additional Documents" and "Remove Selected Document". At the bottom of the form are three buttons: "Save Checklist" (highlighted in blue), "Cancel", and "Return to Previous Page".

On selecting the "Edit" link the user is displayed the "Review Checklist" page where the user can fill in the checklist. NOTE: If the "Edit" link is greyed out then saving and reloading the page will enable the link.

Review Checklist:

Section Name: Definitions and Descriptions

Checklist Name: NSP Substantial Amendment/Abbreviated Plan Checklist

Please Answer the following questions

Seq	Question	User Comments	Yes	No	Verification
1	A definition of blighted structure in the context of state or local law	entering the textual data on the page.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	A definition of affordable rents		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	A description of how the grantee will ensure continued affordability for NSP3 assisted housing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	A description of housing rehabilitation standards that provide for improvements to increase energy efficiency or conservation of such homes and properties or to provide for a renewable energy source or sources on homes or properties that will apply to		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	A description of how the grantee will comply with rental housing preference		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	A description of how the grantee will meet the vicinity hiring requirement	Not applicable	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

At the bottom of the form are three buttons: "Save Checklist", "Cancel", and "Return to Previous Page".

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Viewing Reviewer Checklist

All users except public users have access to the Action Plan Review Checklist. The Review/View Action Plan page displays the Review Checklist History link as shown below. The system tracks Review Checklists for each status of the review – Active (~In Progress), Approved or Rejected.

View Action Plan [Help?](#)

[Back to Previous Screen](#)

Grant Number: B-08-DN-40-0001
- [Areas of Greatest Need](#)
- [Distribution and Uses of Funds](#)
- [Definitions and Descriptions](#)

Grantee Name: Oklahoma State Program
- [Low Income Targeting](#)
- [Acquisition and Relocation](#)
- [Public Comment](#)

LOCCS Authorized Amount: \$21,758,198.00
- [View Disaster Damage](#)
- [View Recovery Needs](#)
- [View Action Plan Comments](#)
- [View Action Plan History](#)

Grant Award Amount: \$21,758,198.00
- [View Review Checklist History](#)

Estimated PI/RL Funds:	Project #	Project Title	Grantee Activity #	Activity Title
\$11,000,000.00	13555	Oklahoma City, City of	B-01 25% Oklahoma City 13555	Pur & Rehab - Acquisition
Total Budget: \$32,758,198.00			B-01 Oklahoma City 13555	Pur & Rehab - Acquisition

Review Checklist History	
Status	Date
Active	In Progress

Note that Active refers to the review in progress.

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On selection of the “In progress” or the Date when the review was closed the system displays the checklist along with user entered data:

Questions:

- 1 Does the submission contain a narrative describing how the distribution and uses of the grantee’s NSP3 funds will meet the requirements of Section 2301(c)(2) of HERA, that funds be distributed to the areas of greatest need, including those with the greatest percentage of home foreclosures, with the highest percentage of homes financed by a subprime mortgage related loan, and identified by the grantee as likely to face a significant rise in the rate of home foreclosures? [Test](#) [Test1](#) Yes No

Section: Definitions and Descriptions Support Info:

Questions:

- 1 A definition of blighted structure in the context of state or local law [Test](#) [Test1](#) Yes No
- This is a Test for entering the textual data on the page.
- 2 A definition of affordable rents [Test](#) [Test1](#) Yes No
- none
- 3 A description of how the grantee will ensure continued affordability for NSP3 assisted housing [Test](#) [Test1](#) Yes No
- none

Supporting Documents

None

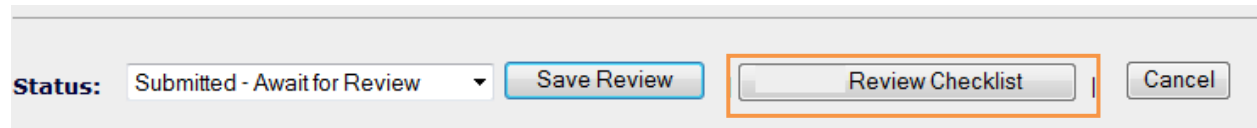
Comments

Close

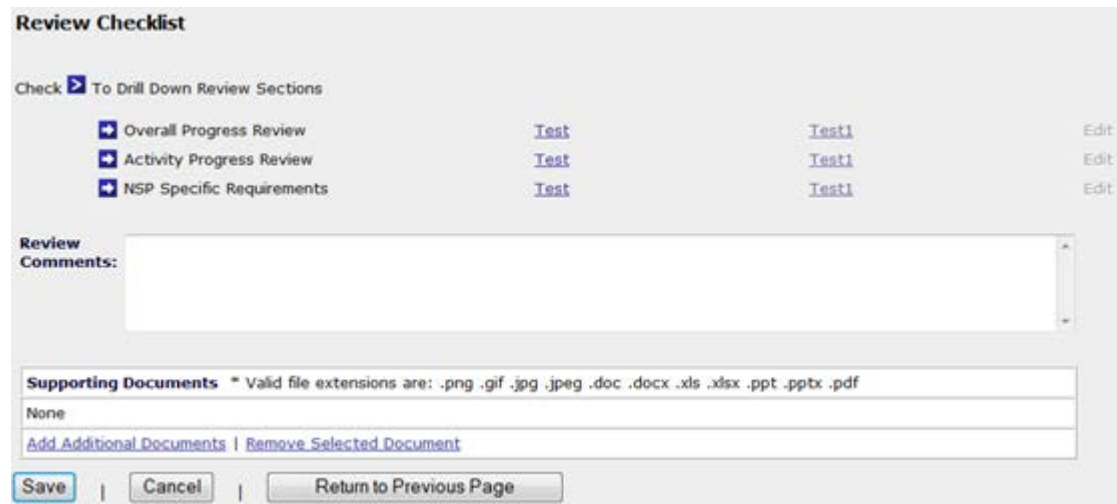
QPR REVIEW CHECKLIST

Entering Review Checklist

HUD Reviewers access the QPR Review Checklists from the “Review Action Plan” page. The system allows the reviewers to provide checklists/comments to every user submission.



On selection of the “Review Checklist” button the Review Checklist page is displayed where the user can enter the checklist, provide comments and upload documents.



In the cases where there is no Checklists the user will not be displayed any section/questions but can still provide comments and upload documents.

On selecting the “Edit” link the user is displayed the “Review Checklist” page where the user can fill in the checklist. NOTE: If the “Edit” link is greyed out then saving and reloading the page will enable the link.

DRGR Fact Sheet – Review Checklists Under Release 7.8

Review Checklist:

Section Name: Overall Progress Review

Checklist Name: NSP Quarterly Performance Report Checklist

Please Answer the following questions

Seq	Question	User Comments	Yes	No	Test	Test1
1	Read the Overall Progress Narrative. Is this sufficient to explain the progress or lack of progress of this grant?	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test	Test1
2	If there are grant conditions, are they discussed?	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test	Test1
3	Has the grantee submitted this report? (If the status reads Original in Progress or Modified.Resubmit they have not)	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test	Test1
4	Was the QPR received on time? (Submitted within 10.days of the end of the calendar quarter)	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test	Test1
5	If no, was the grantee late on any previous QPR submissions? (Please inform the grantee that two successive late QPR submissions will result in a finding of noncompliance and request that it submit the QPR within 10 days)	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test	Test1
6	Is there information in the following fields: obligation date, award date, and contract end date?	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test	Test1
7	Is there a submitter listed?	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test	Test1
...						
...						
15	This information is a snapshot as of the last day of the reporting period. Does the information appear reasonable?	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test	Test1
16	Have you added and saved your comments in the Overall Comments field, including your initials (OIG recommendation)?	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test	Test1

View Reviewer Checklist

All users except public users have access to the QPR Review Checklist. The Review/View QPR page displays the Review Checklist History link as shown below. The system tracks Review Checklists for each status of the review – Active (~In Progress), Approved or Rejected.

[- View Review Checklist History](#)

Status: Submitted - Await for Review |

Review Checklist

Check To Drill Down Review Sections

Review Checklist History

Status	Date
Active	In Progress

DRGR Fact Sheet – Review Checklists Under Release 7.8

On selection of the “In progress” or the Date when the review was closed the system displays the checklist along with user entered data:

Questions:

1 Does the grantee have any activities that are not listed in the QPR? [Test](#) [Test1](#) Yes No

Test

2 For the activities that do not appear in the QPR, do you have any information that would indicate the reason for the lack of progress? [Test](#) [Test1](#) Yes No

na

Supporting Documents

None

Comments

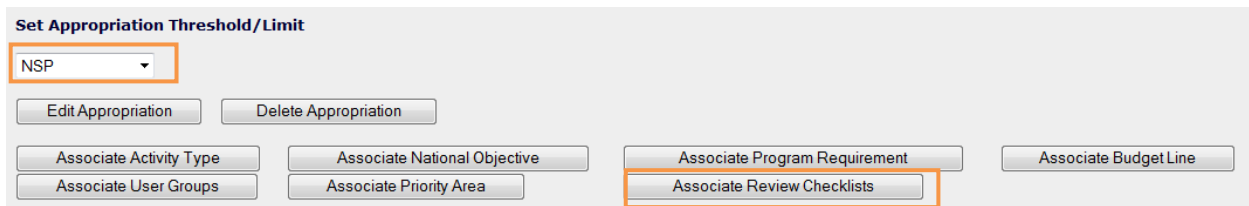
Close

MANAGING CHECKLISTS

HUD Super Users can view the Review Checklists by Appropriation by going to the Admin->Appropriation link.



The system supports customized Review Checklists by Appropriation. In R7.8 HUD Super Users cannot build a new Checklist. For adding new checklists or customizing existing checklists contact DRGR support.



To view checklists select the appropriation and then click on the “Associate Review Checklists” button. The “Appropriation – View Review Checklists” page is displayed listing specific checklists.

Admin

Appropriation - View Review Checklists

Appropriation Code: NSP

3 Record(s) Displaying 1 through 3

<u>Workflow Component</u>	<u>Program Rqrmnt Ctgry</u>	<u>Review Checklist</u>	<u>Effective Date</u>	<u>Mandatory</u>	<u>Action</u>
QPR_REVIEW	Program Specific Rules and Requirements	NSP Quarterly Performance Report Checklist	11/03/2013	No	View
GRANT_CLOSEOUT	Program Specific Rules and Requirements	Grant Closeout Procedure Checklist for NSP	10/30/2013	No	View
ACTION_PLAN_REVIEW	Program Specific Rules and Requirements	NSP Substantial Amendment/Abbreviated Plan Checklist	10/30/2013	No	View

[Return to Previous Page](#)

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On “View” the relevant checklists structure is displayed:

Appropriation Code: NSP
Component: GRANT_CLOSEOUT
Name: Grant Closeout Procedure Checklist for NSP
Program Requirement Category: PSPECRULES
Effective Date: 10/30/2013
Mandatory: No

Section: Closeout Instructions - Section 1 **Support Info:** [Test](#) [Test1](#)

Questions:

1	Has the local government incurred all costs to be paid with CDBG funds, with the exception of closeout costs (e.g., audit costs) and costs resulting from contingent liabilities to be described in the closeout agreement? Contingent liabilities include, but are not limited to, third-party claims against the recipient, as well as related administrative costs. Test Test1	OneOfMany (Yes;No)
2	With respect to activities (such as rehabilitation of privately owned properties) which are financed by means of escrow accounts, loan guarantees, or similar mechanisms, has the work to be assisted with CDBG funds (but excluding program income) actually been completed? Test Test1	OneOfMany (Yes;No)
3	Have all other responsibilities of the recipient under the grant agreement and applicable laws and regulations been carried out? Test Test1	OneOfMany (Yes;No)
4	Has the final DRGR quarterly report been submitted to HUD? Test Test1	OneOfMany (Yes;No)
5	Has the final financial summary report been submitted in DRGR to HUD? Test Test1	OneOfMany (Yes;No)
6	Has the final Federal Cash Transaction Report been submitted to HUD? Test Test1	OneOfMany (Yes;No)

Section: Closeout Instructions - Section 2 **Support Info:** [Test](#) [Test1](#)

Questions: