



Chapter 19: Performance Report Overview | Manage My Grants Module

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Chapter 19: Performance Report Overview

This Chapter provides procedures for adding, editing, viewing, and downloading Performance Reports contained in the **Manage My Grants** module. This Chapter also summarizes the relationship between the Performance Report and the Action Plan, or in the case of technical assistance awards to technical assistance providers (TA Providers), the Performance Report and Work Plans.




Most Performance Reports are due quarterly, so DRGR pages often reference Quarterly Performance Reports (QPRs) instead of Performance Reports. The DRGR System, however, also supports semi-annual and annual Performance Reports.

This Chapter describes actions for Grantee Users and HUD Users, and is divided into subsections. The following actions are covered in this Chapter:

Grantee Users

Menu Option	Subsection	Action
 Manage Performance Report	C1	Add a New Performance Report
 Manage Performance Report	D1	Search for a Performance Report
 Manage Performance Report	D2	View a Performance Report
 Search Performance Reports	D3	Download a Performance Report PDF
 Manage Addresses	--	See Chapter 20
 Manage Performance Report	E1-E3	Edit Performance Report (Grant Level)
 Manage Performance Report	F1	Edit Performance Report (Activity - Direct Benefit)
 Manage Performance Report	F2	Edit Performance Report (Activity - Area Benefit)
 Manage Performance Report	F3	Prior Period Corrections

HUD Users





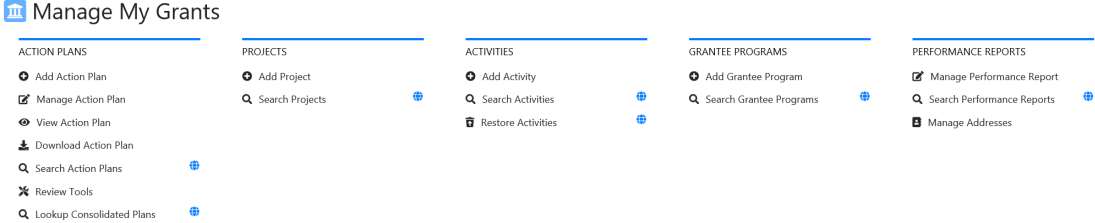
Menu Option	Subsection	Action
 Manage Performance Report	D1	Search for a Performance Report
 Manage Performance Report	D2	View a Performance Report
 Search Performance Reports	D3	Download a Performance Report PDF







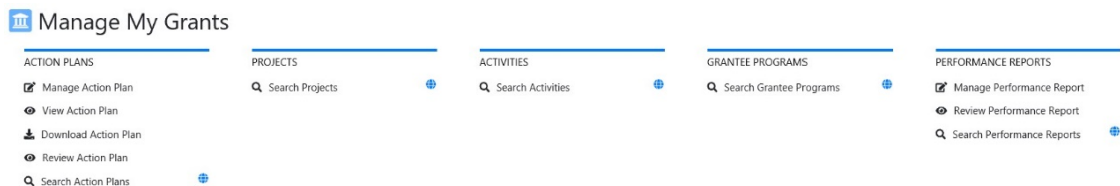
A. Manage My Grants Module Access

The **Manage My Grants** module contains access to Performance Report actions.

A1. Grantee | User Access

User Role: Grantee User	Menu Option:  Manage My Grants Module
Purpose: Allow Grantee Users to access Performance Report actions.	
 Complete the following steps to access the Manage My Grants Module:	
<p>1 Select the Manage My Grants module, or  icon, located in the navigation menu.</p> 	
<p>2 This opens the dropdown menu for the Manage My Grants module. The System displays the relevant menu items based on user type and user roles.</p> 	

A2. HUD | User Access

User Role: HUD User	Menu Option:  Manage My Grants Module
Purpose: Allow HUD Users to access Performance Report actions.	
 Complete the following steps to access the Manage My Grants Module:	
<p>1 In the DRGR System, select the Manage My Grants module, or  icon, located in the navigation menu.</p> 	
<p>2 This opens the dropdown menu items for the Manage My Grants module. The System displays the relevant menu items based on user type and user roles.</p> 	



B. Performance Report Summary

B1. Performance Report Overview

The DRGR Performance Report provides a tool and framework for communicating progress on the overall Grant program, as well as individual programs and activities to HUD and the public. Performance Reports measure Grantees' compliance with statutory and regulatory requirements related to their Grant appropriation, such as meeting National Objectives and expenditure milestones, and provide a vehicle for Grantees to tell their story of how investments are achieving results in their communities.

B2. Review Tools

Review tools offer Grantee and HUD Users features to aid with compliance (see Chapter 21 – Performance Report - Review Tools). The use of Review Tools as a Quality Assurance / Quality Control (QA/QC) tool is optional, but highly recommended.

B3. Relationship to Action Plan and Work Plans

The contents of the Performance Report are taken directly from the DRGR Action Plan. If an activity or, in the case of TA Providers, the work plan is not properly set-up in the Action Plan, missing components will not be available for reporting in the Performance Report. For example, if an accomplishment (e.g., households assisted in the case of direct benefit activities) is not proposed in the Action Plan activity, a corresponding field will not be available in the Performance Report to report on actual outcomes.

Further, to submit a Performance Report, the Grantee's Action Plan must be in 'Reviewed and Approved' status. For Grantees who revise and submit their Action Plans for HUD review and approval, Action Plan changes should be submitted well in advance of Performance Report submission deadlines to allow time for HUD to review and approve the modified Action Plan. See Chapter 16 – Action Plan Submission and Approval for more information. Grantees are encouraged to coordinate with their CPD Representative on the timing of Action Plan submissions to avoid interference with Performance Report submissions.





B4. HUD Review and Approval

Each Performance Report must be submitted to HUD for review and approval by the submission deadline. Note that failure to submit timely Performance Reports can result in findings. (See Chapter 22 – Performance Report Submission and Review) for the steps to submit Performance Reports in DRGR.

C. Edit Performance Reports

C1. Grantee | Edit New Performance Report

New Performance Reports on DRGR System will be generated automatically for all Grants at the beginning of their Reporting Period.

User Role: Grantee Users		Menu Option:  Manage Performance Report	
Purpose: Allow Grantee to edit new Performance Report.			
	Complete the following steps to edit a new Performance Report		
1	<p>The “Edit Performance Report” page will load allowing the Grantee to enter grant-level and activity-level/work plan-level reporting information including:</p> <ul style="list-style-type: none">a. Grantee Contactb. Overall Progress Narrativec. Grantee Submission Commentsd. SF-425 financial datae. Activity-level or Work Plan- level expenditure data and accomplishment/outcome data, as applicable. <p>See Sections E and F below for more detail on reporting on grant-level and activity/work plan-level information.</p> <p>Navigate to the Manage My Grants module and locate the Performance Reports menu. See Step A1 above. Select the <Manage Performance Report> link. The “Manage Performance Reports” page will load. Select the <Manage> link in the “Action” column next to the desired reporting period.</p>		



User Role: Grantee Users

Menu Option: Manage Performance Report

Disaster Recovery Grant Reporting System

B-11-DN-22-0001

Manage Performance Reports

Grant Number: B-11-DN-22-0001

Grantee Name: Louisiana

Appropriation Code: 2011 NSP3

Action Plan Status: Submitted - Await for Review

Grant Status: Active

LOCCS Authorized Amount: \$5,000,000.00

Grant Award Amount: \$5,000,000.00

Total Estimated PI/RL Funds: \$0.00

Total Budget: \$5,000,000.00

Reports by Reporting Period 29

Reporting Period	Due Date	Original Submission Date	Latest Submission Date	Report Status	Final Performance Report	Actions
01/01/2020 - 03/31/2020	04/30/2020	---	---	Original - In Progress		
10/01/2019 - 12/31/2019	01/30/2020	---	---	Original - In Progress		
07/01/2019 - 09/30/2019	10/30/2019	08/30/2019	08/30/2019	Reviewed and Approved		
04/01/2019 - 06/30/2019	07/30/2019	08/13/2019	08/13/2019	Reviewed and Approved		

“Manage Performance Report” page is displayed for the chosen Reporting Period:

Disaster Recovery Grant Reporting System

Z-21-TA-VA-0011

Manage Performance Report

Grant Number:

Grantee Name:

Appropriation Code:

Action Plan Status:

Grant Status: Active

LOCCS Authorized Amount:

Grant Award Amount:

Total Estimated PI/RL Funds:

Total Budget:

Contract Start Date: 06/22/2021

Contract End Date: 06/30/2024

Report Status: Submitted - Await for Review

Report Start Date: 01/01/2022

Report End Date: 03/31/2022

Report Contact:

Financials

Details

Narratives

Documents

Measures

Activities

History

Financials

Overall Progress Metrics

Overall	This Report Period	To Date
Total Projected Budget From All Sources		
Total Budget		
Total Obligated		
Total Funds Drawn		
Program Funds Drawn		
Program Income Drawn		
Program Income Received		

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D. Search, View, and Download Performance Reports

D1. Grantee and HUD | Search Performance Reports

User Role: Grantee and HUD Users	Menu Option: Search Performance Reports																																																																																								
Purpose: Allow Grantee and HUD Users to search for a Performance Report.																																																																																									
Complete the following steps to search for a Performance Report:																																																																																									
<p>1. Navigate to the Manage My Grants module and locate the Performance Reports menu. See Step A1 above. Select the <Search Performance Reports> link. The “Search Performance Reports” page will load. Enter search criteria and select <Search>. Search results will load.</p>																																																																																									
<div style="border: 1px solid #2c3e50; padding: 10px;"><div style="background-color: #2c3e50; color: white; padding: 5px; display: flex; justify-content: space-between;">CPD Disaster Recovery Grant Reporting SystemB-11-DN-22-0001</div><div style="padding: 10px;"><h3 style="margin: 0;">Search Performance Reports</h3><div style="display: flex; justify-content: space-between;"><div style="width: 48%;"><p>Search Criteria</p><p>Grantee Name: <input type="text" value="Enter Grantee Name ..."/></p><p>Appropriation Code: <input type="text" value="Enter Appropriation Code ..."/></p><p>Grant Status: <input type="text" value="Select Option"/></p><p>Performance Report Due Date From: <input type="text" value="mm/dd/yyyy"/></p><p>Performance Report Status: <input type="text" value="Select Option"/></p></div><div style="width: 48%;"><p>Program Name: <input type="text" value="Select Program Name ..."/></p><p>Grant Number: <input type="text" value="B-11-DN-22-0001"/></p><p>Action Plan Status: <input type="text" value="Select Option"/></p><p>Performance Report Due Date To: <input type="text" value="mm/dd/yyyy"/></p><p>Disaster: <input type="text" value="Select Option"/></p></div></div><div style="text-align: right; margin-top: 10px;"><input type="button" value="Reset"/> <input style="border: 2px solid red;" type="button" value="Search"/></div></div></div>																																																																																									
<p>2. On the “Search Results” page, select the icon in the “Action” column to view or edit the desired Performance Report.</p>																																																																																									
<div style="border: 1px solid #2c3e50; padding: 10px;"><div style="display: flex; justify-content: space-between; align-items: center;">Search Results 29</div><div style="display: flex; justify-content: space-between; margin-bottom: 5px;"><input type="button" value="Copy"/> <input type="button" value="Print"/> <input type="button" value="CSV"/> <input type="button" value="Excel"/></div><table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>State</th><th>Grantee Name</th><th>Grant Number</th><th>Performance Report Due Date</th><th>Grant Status</th><th>Action Plan Status</th><th>Performance Report Status</th><th>Actions</th></tr></thead><tbody><tr><td>Louisiana</td><td>Louisiana</td><td>B-11-DN-22-0001</td><td>04/30/2020</td><td>Active</td><td>Submitted - Await for Review</td><td>Original - In Progress</td><td></td></tr><tr><td>Louisiana</td><td>Louisiana</td><td>B-11-DN-22-0001</td><td>01/30/2020</td><td>Active</td><td>Submitted - Await for Review</td><td>Original - In Progress</td><td></td></tr><tr><td>Louisiana</td><td>Louisiana</td><td>B-11-DN-22-0001</td><td>10/30/2019</td><td>Active</td><td>Submitted - Await for Review</td><td>Reviewed and Approved</td><td></td></tr><tr><td>Louisiana</td><td>Louisiana</td><td>B-11-DN-22-0001</td><td>07/30/2019</td><td>Active</td><td>Submitted - Await for Review</td><td>Reviewed and Approved</td><td></td></tr><tr><td>Louisiana</td><td>Louisiana</td><td>B-11-DN-22-0001</td><td>04/30/2019</td><td>Active</td><td>Submitted - Await for Review</td><td>Reviewed and Approved</td><td></td></tr><tr><td>Louisiana</td><td>Louisiana</td><td>B-11-DN-22-0001</td><td>01/30/2019</td><td>Active</td><td>Submitted - Await for Review</td><td>Reviewed and Approved</td><td></td></tr><tr><td>Louisiana</td><td>Louisiana</td><td>B-11-DN-22-0001</td><td>10/30/2018</td><td>Active</td><td>Submitted - Await for Review</td><td>Reviewed and Approved</td><td></td></tr><tr><td>Louisiana</td><td>Louisiana</td><td>B-11-DN-22-0001</td><td>07/30/2018</td><td>Active</td><td>Submitted - Await for Review</td><td>Reviewed and Approved</td><td></td></tr><tr><td>Louisiana</td><td>Louisiana</td><td>B-11-DN-22-0001</td><td>04/30/2018</td><td>Active</td><td>Submitted - Await for Review</td><td>Reviewed and Approved</td><td></td></tr><tr><td>Louisiana</td><td>Louisiana</td><td>B-11-DN-22-0001</td><td>01/30/2016</td><td>Active</td><td>Submitted - Await for Review</td><td>Reviewed and Approved</td><td></td></tr></tbody></table><div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;">First Previous 1 2 3 Next LastShow 10 Rows</div></div>		State	Grantee Name	Grant Number	Performance Report Due Date	Grant Status	Action Plan Status	Performance Report Status	Actions	Louisiana	Louisiana	B-11-DN-22-0001	04/30/2020	Active	Submitted - Await for Review	Original - In Progress		Louisiana	Louisiana	B-11-DN-22-0001	01/30/2020	Active	Submitted - Await for Review	Original - In Progress		Louisiana	Louisiana	B-11-DN-22-0001	10/30/2019	Active	Submitted - Await for Review	Reviewed and Approved		Louisiana	Louisiana	B-11-DN-22-0001	07/30/2019	Active	Submitted - Await for Review	Reviewed and Approved		Louisiana	Louisiana	B-11-DN-22-0001	04/30/2019	Active	Submitted - Await for Review	Reviewed and Approved		Louisiana	Louisiana	B-11-DN-22-0001	01/30/2019	Active	Submitted - Await for Review	Reviewed and Approved		Louisiana	Louisiana	B-11-DN-22-0001	10/30/2018	Active	Submitted - Await for Review	Reviewed and Approved		Louisiana	Louisiana	B-11-DN-22-0001	07/30/2018	Active	Submitted - Await for Review	Reviewed and Approved		Louisiana	Louisiana	B-11-DN-22-0001	04/30/2018	Active	Submitted - Await for Review	Reviewed and Approved		Louisiana	Louisiana	B-11-DN-22-0001	01/30/2016	Active	Submitted - Await for Review	Reviewed and Approved	
State	Grantee Name	Grant Number	Performance Report Due Date	Grant Status	Action Plan Status	Performance Report Status	Actions																																																																																		
Louisiana	Louisiana	B-11-DN-22-0001	04/30/2020	Active	Submitted - Await for Review	Original - In Progress																																																																																			
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Louisiana	Louisiana	B-11-DN-22-0001	01/30/2016	Active	Submitted - Await for Review	Reviewed and Approved																																																																																			

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D2. Grantee and HUD | View Performance Reports

User Role: Grantee and HUD Users

Menu Option: Manage Performance Report

Purpose: Allow Grantee and HUD Users to view a Performance Report.

Complete the following steps to view a Performance Report:

1. Navigate to the **Manage My Grants** module and locate the **Performance Reports** menu. See Step A1 above. Select the **<Manage Performance Report>** link. The “Manage Performance Report” page will load. Select the **<Manage>** icon in the Action column for a chosen Reporting Period. The “Manage Performance Report” page will load. Select **<View Report>** on the top of the page.

The screenshot displays the 'Manage Performance Report' interface. At the top, there's a navigation bar with 'Back', 'View Report', 'Download PDF', and 'Download Word' links. Below this, a summary section provides key information: Grant Number, Grantee Name, Appropriation Code, Action Plan Status (Active), LOCCS Authorized Amount, Grant Award Amount, Total Estimated PI/RL Funds, and Total Budget. Contract dates (Start: 06/22/2021, End: 06/30/2024) and report dates (Start: 01/01/2022, End: 03/31/2022) are also shown. The report status is 'Submitted - Await for Review'. A tabbed interface at the bottom allows switching between 'Financials', 'Details', 'Narratives', 'Documents', 'Measures', 'Activities', and 'History'. The 'Financials' tab is active, showing 'Overall Progress Metrics' with a table comparing 'This Report Period' and 'To Date' data for various financial items like Total Projected Budget, Total Budget, Total Obligated, Total Funds Drawn, Program Funds Drawn, Program Income Drawn, and Program Income Received.

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User Role: Grantee and HUD Users

Menu Option: Manage Performance Report

- 2 A new browser tab or window will open and display information relevant to the Performance Report for the selected reporting period. DRGR Users may select the hyperlinks to jump to desired activities.

Limit on Admin/Planning	\$1,897,150	\$144,973.28
Limit on Admin	\$7,588,600	\$0
Most Impacted and Distressed Threshold (Projected):	\$24,283,520.00	\$25,354,856.00

Overall Progress Narrative:

Project Summary

Project#, Project Title	This Report Period Program Funds Drawdown	To Date Project Funds Budgeted	Program Funds Drawdown
01- DCA-UAT Update, 01- DCA-UAT Update 1	0	9,088,600	588,113.42
02- Multifamily, 02- Multifamily	0	12,129,339	0
04- Brunswick, 04- Brunswick	0	4,510,533	0
05- Dougherty, 05- Dougherty	0	4,703,995	0
06- Glynn, 06- Glynn	0	0	0
07- Kingsland/ Camden, 07- Kingsland/ Camden	0	4,510,533	0
08 - HMGP Match, HMGP Match	0	3,000,000	0
7357, TEST	0	0	0
9999, Restricted Balance	0	0	0
test, test	0	0	0

Project/ Activity Index:

Project #	Project Title	Grantee Activity #	Activity Title	Grantee Program
01- DCA-UAT Update	01- DCA-UAT Update 1	01 - DCA ADMIN	01 - DCA ADMIN	
01- DCA-UAT Update	01- DCA-UAT Update 1	02- DCA Planning	02- DCA Planning	
01- DCA-UAT Update	01- DCA-UAT Update 1	03- HRRP	03- HRRP	
01- DCA-UAT Update	01- DCA-UAT Update 1	04- Buyout	04- Buyout	
02- Multifamily	02- Multifamily	2019-073 Kingsland Multifamily	2019-073 Kingsland Multifamily (Arbours)	
02- Multifamily	02- Multifamily	2019-075 Brunswick Multifamily	2019-075 Brunswick Multifamily (Perry Place)	
02- Multifamily	02- Multifamily	2019-077 Kingsland Multifamily	2019-077 Kingsland Multifamily (Grove Park)	
02- Multifamily	02- Multifamily	2019-080 Albany Multifamily	2019-080 Albany Multifamily (Havenwood)	
02- Multifamily	02- Multifamily	TEST UAT	TEST HMN	

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D3. Grantee and HUD | Download Performance Reports

User Role: Grantee and HUD Users

Menu Option: Manage Performance Report

Purpose: Allow Grantee and HUD Users to download a Performance Report

Complete the following steps to download a Performance Report:

1. Navigate to the **Manage My Grants** module and locate the **Performance Reports** menu. See Step A1 above. Select the **<Manage Performance Report>** link. The “Manage Performance Report” page will load. Select the **<Manage>** icon in the Action column for a chosen Reporting Period. The “Manage Performance Report” page will load. Select **<Download Word>** on top of the page to download the report in Microsoft Word format. Select **<Download PDF>** on top of the page to download the report in PDF format.

The screenshot displays the 'Manage Performance Report' interface. At the top, there's a navigation bar with 'Back', 'View Report', 'Download PDF', and 'Download Word' links. Below this, a summary section provides key information: Grant Number, Grantee Name, Appropriation Code, Action Plan Status, Grant Status (Active), LOCCS Authorized Amount, Grant Award Amount, Total Estimated PI/RL Funds, and Total Budget. A table below lists dates: Contract Start Date (06/22/2021), Contract End Date (06/30/2024), Report Start Date (01/01/2022), and Report End Date (03/31/2022). The Report Status is 'Submitted - Await for Review'. A tabbed interface at the bottom shows 'Financials' as the active tab, with other tabs for Details, Narratives, Documents, Measures, Activities, and History. The Financials section displays 'Overall Progress Metrics' with a table comparing 'This Report Period' and 'To Date' for various metrics like Total Projected Budget, Total Budget, Total Obligated, Total Funds Drawn, Program Funds Drawn, Program Income Drawn, and Program Income Received.

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User Role: Grantee and HUD Users	Menu Option: Manage Performance Report
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2 A new tab will open with a PDF version of the selected performance report. This file can be printed.

Grantee: Georgia

Grant: B-18-DP-13-0001

July 1, 2020 thru September 30, 2020 Performance

Grant Number: B-18-DP-13-0001	Obligation Date:	Award Date:
Grantee Name: Georgia	Contract End Date:	Review by HUD: Original - In Progress
Grant Award Amount: \$37,943,000.00	Grant Status: Active	QPR Contact: No QPR Contact Found
LOCCS Authorized Amount: \$37,943,000.00	Estimated PI/RL Funds: \$590,000.00	
Total Budget: \$38,533,000.00		

Disasters:

Declaration Number
FEMA-4338-GA

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E. Manage Performance Report – Grant Level

This section provides procedures for navigating the “Manage Performance Report” page to complete each component of grant-level information.

E1. Grantee | Select Performance Report Contact

User Role: Grantee Users	Menu Option: Manage Performance Report
---------------------------------	---

Purpose: Allow Grantee Users to select a Performance Report contact

Complete the following steps to select a Performance Report contact:

- Navigate to the “**Manage Performance Reports**” page and select the **<Manage>** icon in the Action column for the chosen Reporting Period to display “Manage Performance Reports” page for the selected Reporting Period. Then select **<Edit>** next to Report Contact.

Manage Performance Report

Grant Number: B-11-DN-22-0001
Grantee Name: Louisiana
Appropriation Code: 2011 NSP3
Action Plan Status: Submitted - Await for Review
Grant Status: Active

Contract Start Date: 03/10/2011
Contract End Date:
Report Start Date: 01/01/2020
Report End Date: 03/31/2020
Report Status: Original - In Progress

LOCCS Authorized Amount: \$5,000,000.00
Grant Award Amount: \$5,000,000.00
Total Estimated PI/RL Funds: \$0.00
Total Budget: \$5,000,000.00

Edit

- The Edit Performance Report Contact modal will load. Select the **<Use Existing Contact>** dropdown menu and select the desired contact displayed.

Edit Performance Report Contact

Use an Existing Contact:

*Select Contact: None
None
Agnes Chambers (sunil.rekhi@hud.gov)
Amanda Clark (sunil.rekhi@hud.gov)
Amy Noll (sunil.rekhi@hud.gov)
Andrea Lewis (sunil.rekhi@hud.gov)
Anita Minor (sunil.rekhi@hud.gov)
Ann C Landry (sunil.rekhi@hud.gov)
Anthony Sanchez (sunil.rekhi@hud.gov)
Avia Quebedeaux (T023GR@dminc.com)
Belinda Olivier (sunil.rekhi@hud.gov)
Belinda Olivier (sunil.rekhi@hud.gov)
Bianca Broussard (sunil.rekhi@hud.gov)
Brandi Robertson (sunil.rekhi@hud.gov)
Brian Roberts (sunil.rekhi@hud.gov)
Buckli Stanga (sunil.rekhi@hud.gov)
Cartina Little (sunil.rekhi@hud.gov)
Chantel Jefferson (sunil.rekhi@hud.gov)

Create a New Contact:

*First Name:
*Last Name:
*Contact Email:
*Contact Phone:

Save



User Role: Grantee Users	Menu Option: Manage Performance Report
<p>3 If the desired contact is not displayed in the “Use Existing Contact” dropdown menu, select <Create a New Contact>.</p> <div><div>Edit Performance Report Contact ×</div><div><div><input type="radio"/> Use an Existing Contact:</div><div><div><div>*Select Contact:</div><div>None</div></div></div><div><div><input checked="" type="radio"/> Create a New Contact</div><div><div><div>*First Name:</div><div>Enter First Name ...</div></div><div><div>*Last Name:</div><div>Enter Last Name ...</div></div><div><div>*Contact Email:</div><div>Enter Contact Email ...</div></div><div><div>*Contact Phone:</div><div>Enter Contact Phone ...</div></div></div><div><div>Cancel</div><div>Save</div></div></div></div><p>4 Complete, at minimum, all required fields marked with an asterisk (*) and select <Save>.</p></div>	

E2. Grantee | SF-425 Report (optional)

This feature may not be available to all Grantees depending on Grant appropriation. Users should check with their HUD CPD Representative for guidance, if needed. For Grantees, who must submit an SF-425, users can submit SF-425 reports via DRGR instead of submitting the report by other methods. For more information on SF-425 Reports, review the following Fact Sheets on the HUD Exchange:

- SF-425 Report
- Changes to SF-425 Report
- SF 425 for TA Providers (updated 11/2019)

Most of the data necessary to populate the SF-425 report can be obtained from the data already collected by the DRGR System. The steps below describe how Grantees can override certain data populated by the DRGR System.



User Role: Grantee Users

Menu Option: Manage Performance Report

Purpose: Allow Grantee Users to complete and edit SF-424 Report as needed.

Complete the following steps to complete and edit SF 424 Report as needed.

- 1 Navigate to the **Manage My Grants** module and locate the **Performance Reports** menu. Select the **<Manage Performance Report>** link. See Step A1 above. The “Manage Performance Report” page will load. Select the **<Manage>** icon in the “Action” column next to the desired reporting period. The “Manage Performance Report” page will load. Select the Details tab.

Disaster Recovery Grant Reporting System

Manage Performance Report

Grant Number: [REDACTED]
Grantee Name: [REDACTED]
Appropriation Code: [REDACTED]
Action Plan Status: [REDACTED]
Grant Status: Active

LOCCS Authorized Amount: [REDACTED]
Grant Award Amount: [REDACTED]
Total Estimated PI/RL Funds: [REDACTED]
Total Budget: [REDACTED]

Contract Start Date: 06/22/2021
Contract End Date: 06/30/2024
Report Status: Submitted - Await for Review

Report Start Date: 01/01/2022
Report End Date: 03/31/2022
Report Contact: [REDACTED]

Financials Details Narratives Documents Measures Activities History

- 2 The Details tab on the “Manage Performance Report” page contains the following table. Review the information in the “Metric Value” for accuracy and completeness. To revise, select **<Edit>** next to the table. The Edit modal window will open. Enter information into the Adjusted Value column for the desired line item and select **<Save>**. The “Adjusted Value” will be displayed on the table.

SF-425: Federal Cash	Metrics Name	Metrics Value	Adjusted Value	
	10a: Cash Receipts	\$21,317,642.66		
	10b: Cash Disbursements	\$0.00		
	10c: Cash on Hand	\$21,317,642.66		

SF-425: Program Income	Metrics Name	Metrics Value	Adjusted Value	
	10i: Total Federal program income earned	\$0.00		
	10m: Program Income expended in accordance with the deduction alternative	NA		
	10n: Program income expended in accordance with the addition alternative	\$0.00		

SF-425: Unexpended program income	Metrics Name	Metrics Value	Adjusted Value	
	10o: Unexpended program income	\$0.00		

SF-425 Comments	
-----------------	--

- 3 Current and prior SF-425 reports in PDF format are retrievable from MicroStrategy (see Chapter 35 – MicroStrategy Reports for more information on using Microstrategy).



E3. Grantee | Overall Progress Narrative and Submission Comments

Note that the Overall Progress Narrative is required and must be saved before the System will display activities for reporting. Begin by populating the Overall Progress Narrative and saving the Performance Reports before moving on to report on activities.

User Role: Grantee Users

Menu Option: Manage Performance Report

Purpose: Allow Grantee Users to enter Overall Progress Narrative and Submission Comments

Complete the following steps to enter Overall Progress Narrative and Submission Comments.

1. Navigate to the **Manage My Grants** module and locate the **Performance Reports** menu. See Step A1 above. Select the **<Manage Performance Report>** link. The “Manage Performance Report” page will load. Select the **<Manage>** icon in the Action column next to the desired reporting period. The “Manage Performance Report” page for the chosen reporting period will load. Select the **<Narratives>** tab.

Disaster Recovery Grant Reporting System

Manage Performance Report

Grant Number: Z-21-TA-VA-0011

Grantee Name: ICF Incorporated

Appropriation Code: 2021 American Rescue Plan TA

Action Plan Status: Reviewed and Approved

Grant Status: Active

Contract Start Date: 06/22/2021

Contract End Date: 06/30/2024

Report Status: Submitted - Await for Review

LOCCS Authorized Amount: \$2,500,000.00

Grant Award Amount: \$2,500,000.00

Total Estimated PI/RL Funds: \$10,000.00

Total Budget: \$2,510,000.00

Report Start Date: 01/01/2022

Report End Date: 03/31/2022

Report Contact:

Financials Details **Narratives** Documents Measures Activities History

2. To enter the Overall Progress Narrative, select **<Edit>** next to the Overall Progress Narrative section. The “Edit Narrative” dialogue box will open. Enter information on overall grant-level accomplishments for the reporting period. Note that the “Overall Progress Narrative” is required to save the Performance Report. Once complete, select **<Save>**.

The remainder of this page intentionally left blank.



User Role: Grantee Users

Menu Option: Manage Performance Report

Edit Narrative

File Edit View Insert Format Tools Table

B *I* U

Cancel

Save

F. Manage Performance Report – Activity or Work Plan Level

This section provides procedures for Grantee Users to navigate the “Manage Performance Report – Activity” pages. It is important to note that Grantees should only report accomplishments that were completed during the reporting period. If users enter the total cumulative accomplishments for an activity in each Performance Report, the System will aggregate all reported totals and have an inaccurate and inflated accomplishment value for the activity.



- ***Accomplishments and Beneficiaries:*** All programs managed in DRGR require reporting of accomplishments. Accomplishments are entered on the “Manage Performance Report – Activity” page, Measures tab by selecting **<Edit>** next to Accomplishments. For the **<Edit>** link to be enabled here, the Measures must be entered on the Measures tab of the “Manage Activity” page in the Action Plan.

For some programs, activities are designated either as Direct Benefit or Area Benefit Activities based on the Activity Type and National Objective selected in the Action Plan:

- For Direct Benefit activities, beneficiary data will be entered on the “Manage Performance Report – Activity” page, Measures tab by selecting **<Edit>** next to Beneficiary sections.
- Area Benefit activities differ from Direct Benefit activities in that the beneficiaries of the activity are determined by the service area entered in the DRGR Action Plan. Therefore, Area Benefit activities only report on accomplishment and financial data.

Measures, Outcomes, and Progress Narratives for Technical Assistance Awards: As described in Chapter 17 of this Manual, TA Providers set up work plans (also known as Activities) in DRGR. In the Performance Reports on the “Manage Performance Report - Activity” page, TA Providers are required to report accomplishments on the Measures tab, outcomes on the Outcomes tab, and provide progress narratives for the individual work plan as well as each task within the work plan on the Narratives tab.

Expenditures: Grantee users must enter expenditures at two levels:

- Activity expenditures, which should be equal to the amount of funds the Grantee expended that quarter, regardless of the amount drawn; and
- Most Impacted and Distressed (MID) expenditures (CDBG-DR Grantees only) for each activity that count toward the MID expenditure requirement. If an activity is exclusively available in MID areas, then the MID expenditures should equal the total Activity expenditures. If an activity is available inside and outside of MID areas, then the MID expenditures should equal the amount of funds expended in the MID areas. If an activity is not available in MID areas, then the MID expenditures should be left blank.



If the field for a performance measure or outcome is missing (e.g., “Number of Rental Households”), it is likely because the Grantee forgot to enter projections for that performance measure or outcome, as applicable, in the DRGR Action Plan Activity or Work Plan set up. In these instances, the Grantee must edit and resubmit the Action Plan for HUD approval prior to being able to submit a Performance Report with the performance measure or outcome included (see Chapter 14 – Action Plan Activities and Chapter 17 – Technical Assistance Work Plans).

F1. Grantee | Edit Performance Report

User Role: Grantee Users

Menu Option: Manage Performance Report

Purpose: Allow Grantee Users to edit Performance Reports.

Complete the following steps to edit Performance Reports:

- Navigate to the **Manage My Grants** module and locate the **Performance Reports** menu. See Step A1 above. Select the **<Manage Performance Report>** link. The **“Manage Performance Reports”** page will load. Select the **<Manage>** icon in the “Action” column next to the desired reporting period. The **“Manage Performance Report”** page will load.

Disaster Recovery Grant Reporting System

B-11-DN-22-0001

Quebec, Anita [1023GR]

Manage Performance Reports

Grant Number: B-11-DN-22-0001

Grantee Name: Louisiana

Appropriation Code: 2011 NSP3

Action Plan Status: Submitted - Await for Review

Grant Status: Active

LOCCS Authorized Amount: \$5,000,000.00

Grant Award Amount: \$5,000,000.00

Total Estimated PI/RL Funds: \$0.00

Total Budget: \$5,000,000.00

Reports by Reporting Period 23

Reporting Period	Due Date	Original Submission Date	Latest Submission Date	Report Status	Final Performance Report	Actions
01/01/2020 - 03/31/2020	04/30/2020	---	---	Original - In Progress		
10/01/2019 - 12/31/2019	01/30/2020	---	---	Original - In Progress		
07/01/2019 - 09/30/2019	10/30/2019	08/30/2019	08/30/2019	Reviewed and Approved		
04/01/2019 - 06/30/2019	07/30/2019	08/13/2019	08/13/2019	Reviewed and Approved		

- On the “Manage Performance Report” page, to edit an individual activity, or work plan in the case of technical assistance awards, select the Activities tab. The Activity Search section will display on Activity tab.

Disaster Recovery Grant Reporting System

Z-21-TA-VA-0011

T0180ALast, T0190AFire [1019GA]

Manage Performance Report

Grant Number: Z-21-TA-VA-0011

Grantee Name: ICF Incorporated

Appropriation Code: 2021 American Rescue Plan TA

Action Plan Status: Reviewed and Approved

Grant Status: Active

LOCCS Authorized Amount: \$2,500,000.00

Grant Award Amount: \$2,500,000.00

Total Estimated PI/RL Funds: \$10,000.00

Total Budget: \$2,510,000.00

Contract Start Date: 06/22/2021

Contract End Date: 06/30/2024

Report Status: Submitted - Await for Review

Report Start Date: 01/01/2022

Report End Date: 03/31/2022

Report Contact:

Financials

Details

Narratives

Documents

Measures

Activities

History



User Role: Grantee Users

Menu Option: Manage Performance Report

- 3 Select the desired **<Manage>** icon in the “Action” column on the Search Results. The “Manage Performance Report” page will load. Note: The “Show All Activities” search option includes “Yes” or “No” as dropdown selections. Selecting “No” will only display activities in which financial transactions have taken place during the performance report reporting period, and “Yes” will display all activities.

Disaster Recovery Grant Reporting System X-20-R-8-15540

Activity Reports

Search Criteria

Grantee Activity Number: Enter Grantee Activity Number ...

Project Number: Enter Project Number ...

Activity Type: Enter Activity Type ...

Activity Title: Enter Activity Title ...

Grantee Program Name: Enter Grantee Program Name ...

Show All Activities: No

Search Results 5

Grantee Activity Number	Activity Title	Activity Type	Primary Activity Number	Responsible Organization	Project Number	Project Title	Grantee Program	National Objective	Status	Actions
Activity 3	Activity 3	Affordable Rental Housing		1026 Constance, LLC	Project 2	Project 2		N/A	Under Way	
Activity 4	Activity 4	Construction of new housing		1026 Constance, LLC	Project 3	Project 3		N/A	Under Way	
Activity 1	Activity 1	Acquisition - general		1026 Constance, LLC	Project 1	Project 1	Automated Test Grantee Program 20350	N/A	Under Way	
Activity 2	Activity 2	Administration		1026 Constance, LLC	Project 2	Project 2	Automated Test Grantee Program 20350	N/A	Under Way	
Activity 1-11242020133556	Activity 1	Acquisition - general		1026 Constance, LLC				N/A	Deleted	

Show 10 Rows

On the “Manage Performance Report – Activity” page, select the Measures tab.

Disaster Recovery Grant Reporting System X-21-DMI-MJ-0319

Manage Performance Report—Activity

Activity Number: JM ACT Direct(HH Renter/Owner) 4

Project Number/Title: ADMI_04

Appropriation Code: 2013 SDY

Grant Number: X-21-DMI-MJ-0319

Activity Status: Planned

Responsible Organization: Louisiana Housing Corporation

Activity Title: BMJ ACT 4 test

Activity Type: Construction of new housing

National Objective: Low/Mod

Performance Report Start Date: 04/01/2021

Performance Report End Date: 06/30/2021

Completed Activity Actual End Date:

Financials Narratives Documents **Measures** Addresses

Performance Measures

Benefit Reporting Performance

Benefit Report Type: Housing Units

Direct Benefit - HH - Renter/Owner Housing Units - Single/Multi Family

- 4 On the Measures tab of the “Manage Performance Report – Activity” page, enter “Actual Accomplishments.” Select **<Edit>** next to the Accomplishments section to populate data.



User Role: Grantee Users

Menu Option: Manage Performance Report

Financials	Narratives	Documents	Measures	Addresses
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Performance Measures

Benefit Reporting Performance

Benefit Report Type: Direct Benefit - Persons
Benefit Report Type: Direct Benefit - HH - Renter/Owner
Housing Units: Housing Units - Single/Multi Family

Accomplishments Edit

Performance Measure	Projected	This Report Period	To Date
# of Elevated Structures	10	0	0
# of Linear feet of Public Improvement	10	0	0
# of Linear miles of Public Improvement	10	0	0
# of cable feet of public utility	10	0	0
Activity funds eligible for DREF (Ike Only)	10	0	0

The modal window for **<Edit Accomplishments>** will open once the User selects **<Edit>**. Enter accomplishments for this period in the field provided. The page also displays projected accomplishments and cumulative totals of accomplishments reported to date.

Edit Accomplishments

Enter the values and click save.

Performance Measure	Projected	This Report Period	To Date
# of Elevated Structures	10	<input type="text" value="0"/>	0
# of Linear feet of Public Improvement	10	<input type="text" value="0"/>	0
# of Linear miles of Public Improvement	10	<input type="text" value="0"/>	0
# of cable feet of public utility	10	<input type="text" value="0"/>	0
Activity funds eligible for DREF (Ike Only)	10	<input type="text" value="0"/>	0

Performance Measure	Projected	This Report Period	To Date
# of Housing Units	10	<input type="text" value="0"/>	0
# of Multifamily Units	7	<input type="text" value="0"/>	0
# of Singlefamily Units	3	<input type="text" value="0"/>	0

Cancel

Save

- To enter beneficiary data, where required, select **<Edit>** next to the Beneficiaries section on the Measures tab of the “Manage Performance Report – Activity” page.



User Role: Grantee Users

Menu Option: Manage Performance Report

PROGRAM PROCESS RECOMMENDATION: Some, but not all, programs managed in DRGR require the entry of beneficiary data, including fair housing and equal opportunity information.

Consult your program guidelines or your HUD CPD Representatives for the requirements of your program. Follow steps 5 through 8 in this Section to enter beneficiary information when it is required.

Financials	Narratives	Documents	Measures	Addresses
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Performance Measures

Benefit Reporting Performance

Benefit Report Type:
Benefit Report Type:
Housing Units:

Direct Benefit - Persons
Direct Benefit - HH - Renter/Owner
Housing Units - Single/Multi Family

Accomplishments

Edit

Performance Measure	Projected	This Report Period	To Date
# of Elevated Structures	10	0	0
# of Linear feet of Public Improvement	10	0	0
# of Linear miles of Public Improvement	10	0	0
# of cable feet of public utility	10	0	0
Activity funds eligible for DREF (like Only)	10	0	0

Performance Measure	Projected	This Report Period	To Date
# of Housing Units	10	0	0
# of Multifamily Units	7	0	0
# of Singlefamily Units	3	0	0

Beneficiaries

Edit

Performance Measure	Projected Total	Projected Low	Projected Mod	This Report Period Total	This Report Period Low	This Report Period Mod	To Date Total	To Date Low	To Date Mod
# Owner Households	5	2	3	0	0	0	0	0	0
# Renter Households	5	3	2	0	0	0	0	0	0
# of Households	10	2	8	0	0	0	0	0	0
# of Persons	1	1	0	0	0	0	0	0	0

Performance Measure	Projected Total	Projected Low	Projected Mod	This Report Period Total	This Report Period Low	This Report Period Mod	To Date Total	To Date Low	To Date Mod
No Results Found									

Race/Ethnicity

Direct Benefit (Households)—This Report Period	Owner Total	Owner Hispanic/ Latino	Renter Total	Renter Hispanic/Latino	Household Total	Household Hispanic/Latino
No Results Found						

Direct Benefit (Households)—To Date	Owner Total	Owner Hispanic/ Latino	Renter Total	Renter Hispanic/Latino	Household Total	Household Hispanic/Latino
No Results Found						

Enter “Race/Ethnicity” data by selecting the appropriate racial category from the <Race> dropdown menu followed by entering the numeric value in the “Household” fields. Values must also be entered for any households that are ‘Hispanic/Latino’ in the respective fields.

NOTE: Values should be aggregated. So for instance, if a Grantee wants to report two (2) White, low-income households and one (1) White moderate-income household that is also hispanic, then



User Role: Grantee Users

Menu Option: Manage Performance Report

the Grantee will add just one line for White race and in it report three (3) Total households with one (1) Hispanic/Latino.

Edit Beneficiaries

Enter the values and click save.

Beneficiaries

Performance Measure	Projected Total	Projected Low	Projected Mod	This Report Period Total	This Report Period Low	This Report Period Mod	To Date Total	To Date Low	To Date Mod
# Owner Households	5	2	3	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	0
# Renter Households	5	3	2	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	0
# of Households	10	2	8	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	0
# of Persons	1	1	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	0

Race/Ethnicity

Add Another Race by Household

Direct Benefit (Households)—This Report Period	Owner Total	Owner Hispanic/ Latino	Renter Total	Renter Hispanic/Latino	Household Total	Household Hispanic/Latino
--Select--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Direct Benefit (Households)—To Date	Owner Total	Owner Hispanic/ Latino	Renter Total	Renter Hispanic/Latino	Household Total	Household Hispanic/Latino
--Select--						

Cancel

Save

- 6 To enter race data, where required, select **<Add another Race by Household>** to add another racial category line item.

Edit Beneficiaries

Enter the values and click save.

Beneficiaries

Performance Measure	Projected Total	Projected Low	Projected Mod	This Report Period Total	This Report Period Low	This Report Period Mod	To Date Total	To Date Low	To Date Mod
# Owner Households	5	2	3	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	0
# Renter Households	5	3	2	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	0
# of Households	10	2	8	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	0
# of Persons	1	1	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	0

Race/Ethnicity

Add Another Race by Household

Direct Benefit (Households)—This Report Period	Owner Total	Owner Hispanic/ Latino	Renter Total	Renter Hispanic/Latino	Household Total	Household Hispanic/Latino
--Select--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Direct Benefit (Households)—To Date	Owner Total	Owner Hispanic/ Latino	Renter Total	Renter Hispanic/Latino	Household Total	Household Hispanic/Latino
--Select--						



User Role: Grantee Users

Menu Option: Manage Performance Report

- 7 To enter female headed household data, where required, enter aggregate values for “Female Headed Households” by selecting Households Female by selecting **<Add Another Race by Household>** and then selecting from the dropdown menu.

Race/Ethnicity

Add Another Race by Household

Direct Benefit (Households)—This Report Period	Owner Total	Owner Hispanic/Latino	Renter Total	Renter Hispanic/Latino	Household Total	Household Hispanic/Latino
Households Female	<input type="text"/>		<input type="text"/>		<input type="text"/>	
Unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

- 8 Enter “Income Levels” data in the appropriate fields, as required. The total values entered for “Race/Ethnicity” must match the total values entered in “Income Levels” in order to move to the next page. For instance, if three (3) households have been entered under the race data section, then three (3) households must be entered in the income data section. Failure to match these values will result in an error message.

Beneficiaries

Performance Measure	Projected Total	Projected Low	Projected Mod	This Report Period Total	This Report Period Low	This Report Period Mod	To Date Total	To Date Low	To Date Mod
# of Persons	2	1	1	0	0	0	0	0	0
# of Permanent Jobs Created	2	1	1	0	0	0	0	0	0

Race/Ethnicity

Direct Benefit (Households)—This Report Period	Owner Total	Owner Hispanic/Latino	Renter Total	Renter Hispanic/Latino	Household Total	Household Hispanic/Latino
No Results Found						
Direct Benefit (Households)—To Date	Owner Total	Owner Hispanic/Latino	Renter Total	Renter Hispanic/Latino	Household Total	Household Hispanic/Latino
No Results Found						

Select **<Edit>** next to Beneficiaries section in the link highlighted in screenshot above. The Edit Beneficiaries modal window will open. Enter Income data in the input boxes highlighted in screenshot below.

Edit Beneficiaries

Enter the values and click save.

Beneficiaries

Performance Measure	Projected Total	Projected Low	Projected Mod	This Report Period Total	This Report Period Low	This Report Period Mod	To Date Total	To Date Low	To Date Mod
# of Persons	2	1	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0
# of Permanent Jobs Created	2	1	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0	0



User Role: Grantee Users

Menu Option: Manage Performance Report

- 9 TA Providers must also report on outcomes. On the Outcomes tab, enter a narrative describing the progress and status of each outcome. To enter narratives, use the arrow to expand each section.

PROGRAM PROCESS RECOMMENDATION:

TA Providers also report on Outcomes for each Work Plan on the Outcomes tab of the “Manage Performance Report Activity” page.

Manage Performance Report—Activity

[Back](#)

Activity Number:	ICF-C-18-033 - MTW Cohort 2 TTA	Activity Title:	ICF-C-18-033 - MTW Cohort 2 TTA
Project Number/Title:	Moving to Work	Activity Type:	TA - Direct
Appropriation Code:	2018 Departmental	National Objective:	TA
Grant Number:	C-18-TA-VA-0011	Performance Report Start Date:	07/01/2021
Activity Status:	Under Way	Performance Report End Date:	09/30/2021
Responsible Organization:		Completed Activity Actual End Date:	

[Edit](#)

Financials	Narratives	Documents	Measures	Outcomes
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Outcomes

Resource Curation HUD Outcome Category #3: Improved capacity to deliver projects, programs or systems that address community needs

TA for Best Change Management Practices HUD Outcome Category #3: Improved capacity to deliver projects, programs or systems that address community needs

Then select **<Edit>** next to each outcome to add progress data. The Edit Outcome modal will open.

Manage Performance Report—Activity

[Back](#)

Activity Number:	ICF-C-18-033 - MTW Cohort 2 TTA	Activity Title:	ICF-C-18-033 - MTW Cohort 2 TTA
Project Number/Title:	Moving to Work	Activity Type:	TA - Direct
Appropriation Code:	2018 Departmental	National Objective:	TA
Grant Number:	C-18-TA-VA-0011	Performance Report Start Date:	07/01/2021
Activity Status:	Under Way	Performance Report End Date:	09/30/2021
Responsible Organization:		Completed Activity Actual End Date:	

[Edit](#)

Financials	Narratives	Documents	Measures	Outcomes
------------	------------	-----------	----------	----------

Outcomes

Resource Curation HUD Outcome Category #3: Improved capacity to deliver projects, programs or systems that address community needs

3B: Improved administrative processes or infrastructure (e.g., improved cost and participant eligibility verification procedures, instituted new policies and procedures to improve consistency of operations or decision-making, streamlined process steps that reduce application processing times, established new systems for monitoring conditions of assets or obligating funds, implemented new sub-recipient risk assessment and monitoring protocols)

ACTION PLAN DESCRIPTION:

Improvements in staff ability to implement and QC MTW rent reform policies will enable the PHA to apply MTW rent policies more consistently.

Enter Performance Report Outcome narrative

[Edit](#)

On the Edit Outcome modal, enter the performance report narrative, then select **<Save>**.



User Role: Grantee Users

Menu Option: Manage Performance Report

Edit Outcome

x

File Edit View Insert Format Tools Table

B *I* U [List Icons] [Undo] [Redo] [Table Icon] [Link Icon] [Image Icon]

Enter Performance Report Outcome narrative

[Cancel](#) [Save](#)

- 10 All Users should review the pre-populated financial data for accuracy and enter the “Total Funds Expended,” “Match Contribution” (as applicable), and “Most Impacted and Distressed Expenditures (MID)” (as applicable) for the reporting period.

Manage Performance Report—Activity

[Back](#)

Activity Number:	65FDFM6401	Activity Title:	Public Improvement Cost Share AREA LMI
Project Number/Title:	3098	Activity Type:	Rehabilitation/reconstruction of a public improvement
Appropriation Code:	2016 LTW	National Objective:	Low/Mod
Grant Number:	B-16-DL-22-0001	Performance Report Start Date:	10/01/2020
Activity Status:	Under Way	Performance Report End Date:	12/31/2020
Responsible Organization:	Office of Community Development - Disaster Recovery Unit (Restore La Grants)	Completed Activity Actual End Date:	

[Edit](#)

Financials

Narratives

Documents

Measures

Addresses

Overall

Overall	This Report Period	To Date
Total Projected Budget From All Sources	\$0.00	\$2,000,000.00
Total Budget	\$0.00	\$2,000,000.00
Total Obligated	\$0.00	\$2,000,000.00
Total Funds Drawn	\$55,365.62	\$85,225.23
Program Funds Drawn	\$55,365.62	\$85,225.23
Program Income Drawn	\$0.00	\$0.00
Program Income Received	\$0.00	\$0.00
Total Funds Expended	\$0.00	\$29,859.61
HUD identified Most Impacted and Distressed Expended	\$0.00	\$0.00
Other Funds	\$0.00	\$0.00
Match Funds	\$0.00	\$0.00
Non-Match Funds	\$0.00	\$0.00

Funds Expended

Overall	This Report Period	To Date
Office of Community Development - Disaster Recovery Unit (Restore La Grants)	\$0.00	\$29,859.61

HUD identified Most Impacted and Distressed Expended

Overall	This Report Period	To Date
Total HUD identified Most Impacted and Distressed Expended	\$0.00	\$0.00

Other Funds

No Results Found

Edit

Edit

[Edit](#)

[Edit](#)



User Role: Grantee Users

Menu Option: Manage Performance Report

- 11 Users have the option of attaching documents and images as supporting information for the activity (e.g. a photo of completed housing rehabilitation) by navigating to the Documents tab. Selecting **<Add Document>** allows user to add documents with Public or Private access. Selecting **<Add Link>** allows user to add hyperlinks for future reference.

Disaster Recovery Grant Reporting System | Z-21-TA-VA-0011 | T019GAFirst, T019GAFirst [T019GA]

Manage Performance Report—Activity

Activity Number: ICF-Z-21-001
Project Number/Title: Administration
Appropriation Code: 2021 American Rescue Plan TA
Grant Number: Z-21-TA-VA-0011
Activity Status: Under Way
Responsible Organization:
Activity Title: Administration
Activity Type: PFS - Administration
National Objective: TA
Performance Report Start Date: 07/01/2021
Performance Report End Date: 09/30/2021
Completed Activity Actual End Date:

Financials | Narratives | **Documents** | Measures | Outcomes | History

Supporting Documents 0
The file size limit is 3MB. Valid file extensions are: .png, .gif, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .csv, .ppt, .pptx, and .pdf.
No results found. [Add Document](#)

Supporting Links 0
No results found. [Add Link](#)

- 12 Enter a narrative describing the progress and status of the activity by navigating to the **<Narratives>** tab. Users will see different options depending on their award.

Most users will be prompted to enter an activity progress narrative as shown below. Select **<Edit>** to open the modal and enter the progress information.

Disaster Recovery Grant Reporting System | B-16-DL-22-0001 | [User Name]

Manage Performance Report—Activity

Activity Number: 65DFM6401
Project Number/Title: 3098
Appropriation Code: 2016 LTW
Grant Number: B-16-DL-22-0001
Activity Status: Under Way
Responsible Organization: Office of Community Development - Disaster Recovery Unit (Restore LA Grants)
Activity Title: Public Improvement Cost Share AREA LMI
Activity Type: Rehabilitation/reconstruction of a public improvement
National Objective: Low/Mod
Performance Report Start Date: 10/01/2020
Performance Report End Date: 12/31/2020
Completed Activity Actual End Date:

Financials | **Narratives** | Documents | Measures | Addresses

Narratives

Activity Progress [Edit](#)

TA providers will see options for entering a Work Plan Progress narrative and information on Task Progress.

To enter a Work Plan Progress narrative, select **<Edit>** to open the model and entire progress information for the overall work plan. To enter Task Progress information, click on the arrow to expand the task.



User Role: Grantee Users

Menu Option: Manage Performance Report

Manage Performance Report—Activity

Activity Number:ICF-C-18-033 - MTW Cohort 2 TTA

Project Number/Title:Moving to Work

Appropriation Code:2018 Departmental

Grant Number:C-18-TA-VA-0011

Activity Status:Under Way

Responsible Organization:

Activity Title:ICF-C-18-033 - MTW Cohort 2 TTA

Activity Type:TA - Direct

National Objective:TA

Performance Report Start Date:07/01/2021

Performance Report End Date:09/30/2021

Completed Activity Actual End Date:

Back

Edit

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Work Plan Progress

Task Progress

Task 1: Resource Curation

Task 2: TA for Best Change Management Practices

Task 3: TA for Rent Policy Administration

Task 4: TA for Rent Policy Quality Control & Retraining

Task 5: WP Development and Management

Start/End Date:06/30/2021 - 06/29/2022

Estimated Hours:188

Estimated Cost:\$24,409.00

Status:In Progress

Start/End Date:06/30/2021 - 06/29/2022

Estimated Hours:260

Estimated Cost:\$36,130.00

Status:In Progress

Start/End Date:06/30/2021 - 06/29/2022

Estimated Hours:558

Estimated Cost:\$82,684.00

Status:In Progress

Start/End Date:06/30/2021 - 06/29/2022

Estimated Hours:658

Estimated Cost:\$89,911.00

Status:In Progress

Start/End Date:06/30/2021 - 07/29/2022

Estimated Hours:482

Estimated Cost:\$76,078.00

Status:In Progress

After the task expands, select **<Edit>** next to the Task Progress field.

Task Progress

Task 1: Resource Curation

Start/End Date:06/30/2021 - 06/29/2022

Estimated Hours:188

Estimated Cost:\$24,409.00

Status:In Progress

TASK DESCRIPTION:

This task will include activities such as: Provide regular communication to ensure MTW Cohort 2 agencies are aware of the TTA materials available to them. Help identify an appropriate location for making Cohort 2 rent reform technical assistance materials readily available to MTW Cohort 2 agencies (HUD Exchange page or HUD.gov resource page) Provide training materials and job tools for posting to the identified site

TASK PROGRESS:

Edit

The Edit Narrative modal will open for recording the Task Progress narrative. Enter the narrative and select **<Save.>**

Edit Narrative

File Edit View Insert Format Tools

B I U

Text alignment icons

List and link icons

Rich text editor area

Cancel

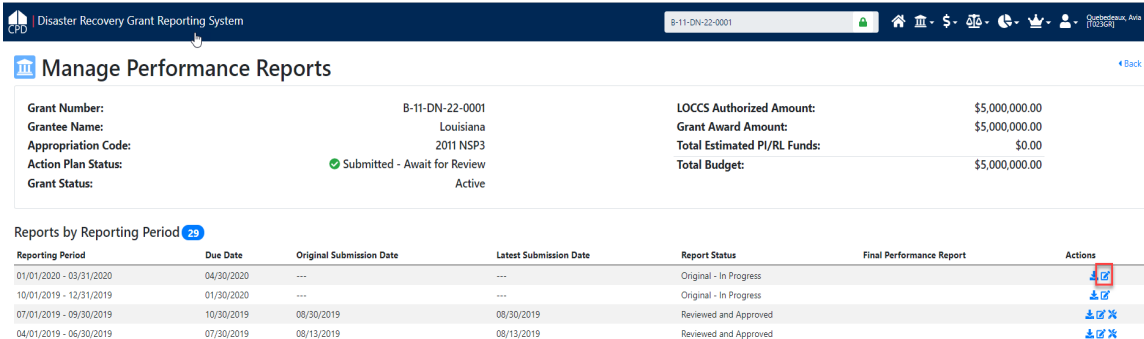
Save



F2. Grantee | Edit Performance Report – Prior Period Corrections

DRGR should always match the Grantee's local records. In some instances, Grantees will need to remove accomplishments previously reported in prior Performance Reports (e.g., due to data entry error) to correct over-reporting. In those instances, Grantees may use negative numbers in the current Performance Report to reduce the cumulative total to match actual, correct local records for accomplishments and expenditures. Grantees may also need to add data on accomplishments that were omitted erroneously in previous reports to bring cumulative totals to the correct value. Grantees will never open a previous Performance Report to make corrections. All corrections are made in the current Performance Report.

The following tool can provide assistance in instances where Grantees need to make significant and/or complicated changes to existing data reported in prior Performance Reports.

User Role: Grantee Users	Menu Option: Manage Performance Report
Purpose: Allow Grantee Users to utilize the Prior Period Correction tool to correct data entered in prior Performance Reports.	
Complete the following steps to complete the Prior Period Correction Tool:	
<p>1. Navigate to the Manage My Grants module and locate the Performance Reports menu. Select the <Manage Performance Report> link. See Step A1 above. The “Manage Performance Report” page will load. Select the <Manage> icon in the “Action” column next to the desired reporting period. The “Manage Performance Report” page for chosen reporting period will load.</p> 	
<p>2. On the “Manage Performance Report” page, to edit an individual activity or work plan, select the Activity tab and then search for the Activity or Work Plan.</p>	



User Role: Grantee Users

Menu Option: Manage Performance Report

Disaster Recovery Grant Reporting System

5-16-DL-22-0001

Manage Performance Report

[Back](#) [Submit Report](#) [View Report](#) [Download Report](#)

Grant Number: B-16-DL-22-0001

Grantee Name: Louisiana

Appropriation Code: 2016 LTW

Action Plan Status: Reviewed and Approved

Grant Status: Active

LOCCS Authorized Amount: \$1,708,407,000.00

Grant Award Amount: \$1,708,407,000.00

Total Estimated PI/RL Funds: \$0.00

Total Budget: \$1,708,407,000.00

Contract Start Date: 04/04/2017

Contract End Date: 09/30/2020

Report Status: Original - In Progress

Report Start Date: 07/01/2020

Report End Date: 09/30/2020

Report Contact: [Edit](#)

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Activities

History

Upload

Activity Reports

Search Criteria

Grantee Activity Number:

Project Number:

Activity Type:

Activity Title:

Grantee Program Name:

Show All Activities:

Reset

Search

3 Click on the <View/Edit> icon under Actions column. This will load the “Manage Performance Report – Activity” page.

Disaster Recovery Grant Reporting System

5-16-DL-22-0001

Activity Reports

Search Criteria

Grantee Activity Number:

Project Number:

Activity Type:

Activity Title:

Grantee Program Name:

Show All Activities:

Reset

Search

Search Results 73

Copy

Print

CSV

Excel

Grantee Activity Number	Activity Title	Activity Type	Primary Activity Number	Responsible Organization	Project Number	Project Title	Grantee Program	National Objective	Status	Actions
65FDRP4401	Resilient and Mixed Income Piggyback Prog	Affordable Rental Housing		Louisiana Housing Corporation	3096	Restore LA Rental Housing		Low/Mod	Under Way	
65FDRP4502	Flood Insurance Asst-UN	Homeownership Assistance (with waiver only)		Office of Community Development - Disaster Recovery Unit (Restore LA Grants)	3084	Restore LA Homeowner		Urgent Need	Under Way	
17FDRP58303	East Side Fire Protection Distr 5	Public services		Eastside Fire Protection District Number 5	3099	First Responders Public Services Program		Urgent Need	Under Way	

4 On the “Manage Performance Report – Activity” page, select the Measures tab.

Disaster Recovery Grant Reporting System

5-16-DL-22-0001

Manage Performance Report—Activity

[Back](#)

Activity Number: 65FDRP4401

Project Number/Title: 3096

Appropriation Code: 2016 LTW

Grant Number: B-16-DL-22-0001

Activity Status: Under Way

Responsible Organization: Louisiana Housing Corporation

Activity Title: Resilient and Mixed Income Piggyback Prog

Activity Type: Affordable Rental Housing

National Objective: Low/Mod

Performance Report Start Date: 07/01/2020

Performance Report End Date: 09/30/2020

Completed Activity Actual End Date: [Edit](#)

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Performance Measures

5 Select <Edit> to open the Edit modal to enter numbers for chosen report. User can make corrections to current or prior reporting periods by entering data into the Edit modal.

User Role: Grantee Users

Menu Option:  Manage Performance Report

Performance Measures

Benefit Reporting Performance

Benefit Report Type:
Housing Units:

Direct Benefit - HH - Renter
Housing Units - Single/Multi Family

Accomplishments

Performance Measure	Projected	This Report Period	To Date
# of Properties	6	0	0
Activity funds eligible for DREF (like Only)	0	0	0

Performance Measure	Projected	This Report Period	To Date
# of Housing Units	300	0	0
# of Multifamily Units	300	0	0

Beneficiaries

Performance Measure	Projected Total	Projected Low	Projected Mod	This Report Period Total	This Report Period Low	This Report Period Mod	To Date Total	To Date Low	To Date Mod
# Renter Households	300	150	150	0	0	0	0	0	0
# of Households	300	150	150	0	0	0	0	0	0

Performance Measure	Projected Total	Projected Low	Projected Mod	This Report Period Total	This Report Period Low	This Report Period Mod	To Date Total	To Date Low	To Date Mod
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No Results Found

Race/Ethnicity

Direct Benefit (Households)—This Report Period	Owner Total	Owner Hispanic/ Latino	Renter Total	Renter Hispanic/Latino	Household Total	Household Hispanic/Latino
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No Results Found

Direct Benefit (Households)—To Date	Owner Total	Owner Hispanic/ Latino	Renter Total	Renter Hispanic/Latino	Household Total	Household Hispanic/Latino
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No Results Found

- 6 On the Prior Period Corrections Tool, which can be found at the link below, enter the actual correct data that DRGR should show (the data from the Grantee’s local records) in “Step 1.” Enter the data collected in Step 5 “This Report Period Total” page into “Step 2” of the spreadsheet. The data that must be entered into the current Performance Report in order for DRGR to reflect the Grantee’s local records will be auto-populated in “Step 3” of the spreadsheet.

Prior Period Corrections Tool: <https://www.hudexchange.info/resource/127/drgr-direct-benefit-data-entering-prior-period-corrections-for-breakout/>

Step 1. Identify and enter totals from grantee's own data tracking

HOUSEHOLDS	Rent	Own	Total	HOUSING UNITS	
Low Income		29	29	SF	14
Moderate Income		117	117	MF	
TOTAL		146	146	TOTAL	14

HOUSEHOLDS	Rent		Own		Total	
	Total	Hip	Total	Hip	Total	Hip
White			119	40	119	4
Black/ African American			12	1	12	
Asian			4		4	
American Indian / Alaska Native						
Native Hawaiian/ Other Pacific Islander			1		1	
Asian & White			8	1	8	
American Indian / Alaska Native & White						
Native Hawaiian/ Other Pacific Islander & White						
Black/ African American & White			2		2	
American Indian / Alaska Native & Black/African American						
TOTAL	0	0	146	42	146	4
Female Headed Households			27		27	

Step 2. Identify data already in DRGR
(Use last approved QPR for cumulative totals)

Rent	Own	Total	HOUSING UNITS	
	29	29	SF	
	106	106	MF	
	135	135	TOTAL	25

[illegible]

Step 3. Automatically sums totals for grantee to enter into current QPR
(combines in-quarter data and prior period corrections)

Rent	Own	Total
0	0	0
0	11	11
0	11	11

Rent		Own		Total	
Total	Miss	Total	Miss	Total	Miss
0	0	119	40	119	40
0	0	12	1	12	1
0	0	4	0	4	0
0	0	0	0	0	0
0	0	1	0	1	0
0	0	8	1	8	1
0	0	0	0	0	0
0	0	0	0	0	0
0	0	2	0	2	0
0	0	0	0	0	0
0	0	140	41	140	42
0		-2		-2	