



Chapter 22: Performance Report – Submission and Approval | Manage My Grants Module

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Chapter 22: Performance Report – Submission and Approval | Manage My Grants Module

This Chapter provides instruction to Grantee Users, to submit Performance Reports to HUD for approval, within the **Manage My Grants** module. This Chapter also explains the process for HUD Users to review Performance Reports.

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

Grantee Users

Menu Option	Subsection	Action
Manage Performance Report	B4	Edit and Submit Performance Report for review

HUD Users

Menu Option	Section	Action
Review Performance Report	C1	Review Performance Report

A. Manage My Grants Module Access

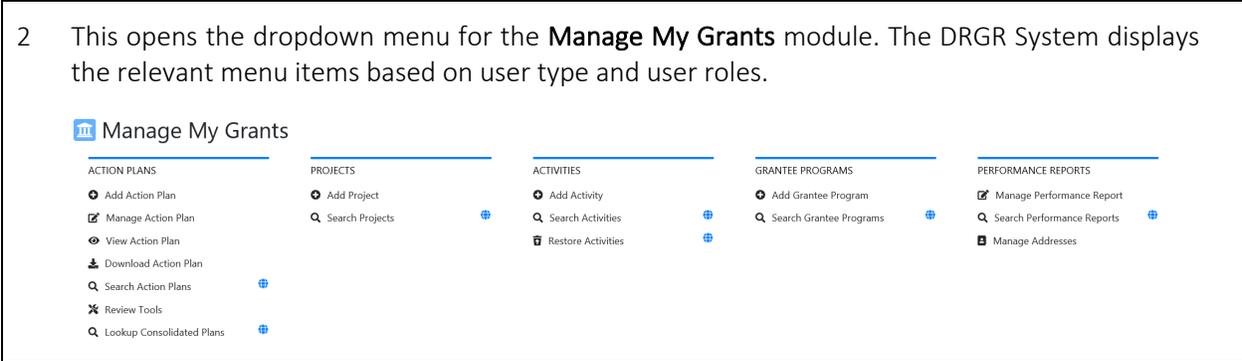
The **Manage My Grants** module contains access to Performance Report actions, for both Grantee and HUD users.

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:	
1 Select the Manage My Grants module, or icon, located in the navigation menu.	



- This opens the dropdown menu for the **Manage My Grants** module. The DRGR System displays the relevant menu items based on user type and user roles.

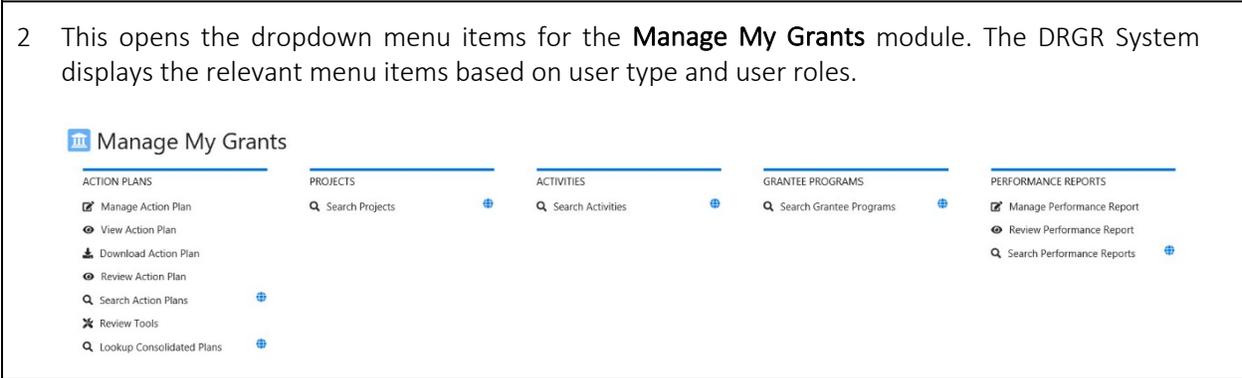


A2. HUD | User Access

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:	
<ol style="list-style-type: none"> In the DRGR System, select the Manage My Grants module, or icon, located in the navigation menu. 	



- This opens the dropdown menu items for the **Manage My Grants** module. The DRGR System displays the relevant menu items based on user type and user roles.





B. Performance Report Submissions

Timely submission of Performance Reports in the DRGR System is an important step in reporting accomplishments and complying with Grant award requirements. Performance Reports are due no more frequently than 30 days after the end of each quarter for HUD review and approval, as noted in the table below. However, Grantees should consult the award terms and conditions for specific due dates.

Quarterly Performance Report Submission Dates

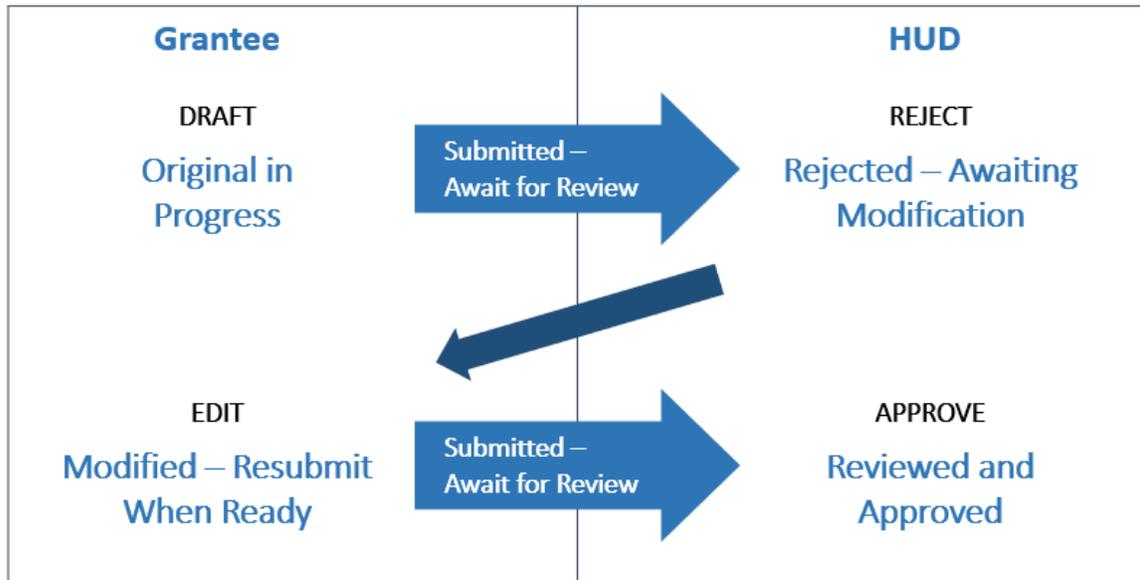
Reporting Period End Date	Grantee Submission Deadlines
31-March	30-Apr
30-Jun	30-Jul
30-Sep	30-Oct
31-Dec	30-Jan

B1. Performance Report Status

The DRGR System workflow for a Performance Report is illustrated in the figure below titled, “Performance Report Submission and Review Workflow.” The illustrated workflow of the Performance Report includes both a Grantee and HUD, and the various statuses of the Performance Report throughout the workflow. The Performance Report starts in “Original—In Progress” status. Performance Reports stay in this status until submitted to HUD, at which time the status changes to “Submitted—Await for Review.” At this point, HUD CPD Representatives review the Performance Report and either approve the report or reject the Report. If rejected, the Performance Report is changed to a status of “Rejected—Await for Modification” and returned to the Grantee to edit and resubmit. When the Grantee edits the Report, the status is changed to “Modified—Resubmit when Ready” until the plan is resubmitted to HUD for review by the Grantee. If HUD approves the Report, the Report status shows as “Reviewed and Approved.”



Performance Report Submission and Review Workflow



B2. Review Tools

Performance Report Review Tools allow a Grantee User to check compliance with required elements of the plan and review the plan’s content for accuracy and completeness. The Grantee’s HUD CPD Representative uses these same Review Tools in conducting the Performance Report review. Chapter 21 – Performance Report Review Tools discusses Grantee User and HUD User Review Tools functions. Using the tools in advance of the Performance Report submission can make for an easier and faster HUD review, and reduce the number of report rejections by HUD. The Review Tools allow Grantees and HUD to review compliance elements in the Performance Report checklist and displays any active flags.

B3. Troubleshooting

It is important for Grantees to keep some DRGR rules in mind when attempting to submit a Performance Report for HUD review. If a Grantee user is unable to edit and/or submit the Performance Report, then it is likely because one of the following common situations:

- **A Grantee User cannot edit a Performance Report that has been submitted for review.** To edit the Performance Report, a HUD User that can view the Grant (e.g. your CPD Representative) will need to reject the Performance Report so that the Grantee User can make the changes.



- A Grantee User cannot submit a Performance Report unless the User has the “Submit Performance Report” role. Only users with the “Submit Performance Report” role can submit Performance Reports. Grantee Users can, however, edit Performance Reports, even without the “Submit Performance” role. See Chapter 5 – User Management and Certification for instructions on adding additional user roles.
- A Grantee User cannot submit a Performance Report unless the Action Plan has a status of “Reviewed and Approved.” If a Grantee User has modified the Action Plan, a HUD User that can view the Grant (e.g. your CPD Representative) must approve the Action Plan before Grantee User can submit the Performance Report. To resolve this issue, contact your CPD Representative.
- Reasons a Grantee User cannot edit a Performance Report may include (1) the Grantee User is not active, or (2) the Grant is not active, or (3) the Grantee User does not have edit capabilities. Grantee User accounts designated as “View Only” cannot edit Performance Reports, however, Regular Grantee Users associated to a Grant can edit the Performance Report without additional roles. Grantee User should have their Grantee Administrator confirm that their DRGR account is active and certified. See Chapter 5 – User Management and Certifications for these processes. To confirm if Grant is inactive in DRGR, navigate to the **Manage My Grants** module and locate the **Grants** menu. Select the **<View Grant>** link. The “View Grant” page will load. The status field will indicate whether the Grant is active. If the status is incorrect, contact your CPD Representative or DRGRHelp@hud.gov.

B4. Grantee | Submit Performance Report

This action allows the Grantee User to submit the Performance Report to HUD for review and approval.

User Role: Grantee User	Menu Option:  Manage Performance Report
Purpose: Allow Grantee Users to edit and submit the DRGR Performance Report for HUD review.	
<input checked="" type="checkbox"/> Complete the following steps to submit a DRGR Performance Report:	
<ol style="list-style-type: none"> 1 Navigate to the Manage My Grants module and ensure the decided Grant is locked in the Select Grant bar. Locate the Performance Reports menu. See Step A1 above. Select the <Manage Performance Report> link. The “Manage Performance Report” page will load. 	



- 2 Select the pencil icon in the “Actions” column for the desired reporting period.

TIP: Grantee Users should ensure that Performance Reports are submitted in order. Complete the Performance Report for the most recently ended quarter before submitting the next Performance Report.

Manage Performance Reports

Grant Number: [Redacted] LOCCS Authorized Amount: \$ [Redacted]
 Grantee Name: [Redacted] Grant Award Amount: \$ [Redacted]
 Appropriation Code: [Redacted] Total Estimated PI/RL Funds: [Redacted]
 Action Plan Status: [Redacted] Total Budget: [Redacted]
 Grant Status: [Redacted]

Reports by Reporting Period

Reporting Period	Due Date	Original Submission Date	Latest Submission Date	Report Status	Final Performance Report
01/01/2022 - 03/31/2022	04/30/2022	---	---	Original - In Progress	
10/01/2021 - 12/31/2021	01/30/2022	01/28/2022	01/28/2022	Submitted - Await for Review	
07/01/2021 - 09/30/2021	10/30/2021	10/29/2021	10/29/2021	Reviewed and Approved	
04/01/2021 - 06/30/2021	07/30/2021	09/27/2021	09/27/2021	Submitted - Await for Review	

- 3 Once all Performance Report data has been entered into the DRGR System (See Chapter 19 – Performance Report Overview), select <Save>. Authorized Grantee Users can use the <Submit Report> option to submit the Performance Report to HUD.

Manage Performance Report

Grant Number: [Redacted] LOCCS Authorized Amount: [Redacted]
 Grantee Name: [Redacted] Grant Award Amount: [Redacted]
 Appropriation Code: [Redacted] Total Estimated PI/RL Funds: [Redacted]
 Action Plan Status: [Redacted] Total Budget: [Redacted]
 Grant Status: [Redacted]

Contract Start Date: [Redacted] Report Start Date: [Redacted]
 Contract End Date: [Redacted] Report End Date: [Redacted]
 Report Status: [Redacted] Report Contact: [Redacted]

Financials

Overall Progress Metrics

Overall	This Report Period
Total Projected Budget From All Sources	\$112,109.15
Total Budget	\$112,109.15
Total Obligated	\$111,909.15
Total Funds Drawn	\$36,150.49



- 4 Selecting <Submit Report> will open a window with the information shown below. Enter Overall Progress Narrative and Performance Report Submission comments and select <Submit>.

Submit Performance Report

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

Grantee Name: ICF Incorporated

Contract Start Date: 06/22/2021

Contract End Date: 06/30/2024

Performance Report Start Date: 01/01/2022

Performance Report End Date: 03/31/2022

* Overall Progress Narrative:

File Edit View Insert Format Tools Table

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

[Empty Text Area]

* Performance Report Submission Comments: Enter Comments ...

Cancel

- 5 Successful submission results in an email creation process that alerts the Grantee’s HUD Representative that the Performance Report has been submitted.



Create Email

- **Success: QPR has been saved.**

*Indicates Required Field
 Note: Multiple email addresses must be separated by a semi-colon. For Example: abc@hud.gov; xyz@hud.gov

*To :

Cc :

***Subject:**
 DRGR Notification[1] - QPR 01/01/2022-03/31/2022 for Grant: Z-21-TA-VA-0011 Grantee [redacted] d for HUD Review

Message:
 DRGR Notification - QPR 01/01/2022-03/31/2022 for Gran [redacted] Submitted for HUD Review
 Click the link to navigate to the Performance Review page: <https://drgr-uat.hud.gov/DRGRWeb/#/perf-report/manage?id=254652>

Send Cancel

6 If email was sent successfully, the page will display a “Email sent successfully” message.

Email sent successfully.

Manage Performance Report Back View Report Download PDF Download Word

Grant Number:	[redacted]	LOCCS Authorized Amount:	[redacted]
Grantee Name:	[redacted]	Grant Award Amount:	[redacted]
Appropriation Code:	[redacted]	Total Estimated PI/RL Funds:	[redacted]
Action Plan Status:	[redacted]	Total Budget:	[redacted]
Grant Status:	[redacted]		
Contract Start Date:	[redacted]	Report Start Date:	[redacted]
Contract End Date:	[redacted]	Report End Date:	[redacted]
Report Status:	[redacted]	Report Contact:	[redacted]

Financials Details Narratives Documents Measures Activities History

C. Performance Report Reviews

HUD Reviewers review and approve or reject submitted Performance Reports, within 30 days or less if possible. HUD review is specific to the Grant appropriation and is focused on the Grantee’s compliance



with the Grant requirements as well as the accuracy and completeness of information. The review allows the CPD Representative to understand how the Grant program is progressing.

As part of this review, HUD Reviewers utilize the “Review Screen” and “Review Tools” feature to access the Performance Report Checklist, provide comments on active activities and flags, enter overall review comments, and attach supporting documents (See Chapter 21 – Performance Report Review Tools). Grantees should use these same Review Tools prior to submitting their Performance Report to ensure a smooth and efficient HUD review.

C1. HUD | Review Performance Report

User Role: HUD User	Menu Option: Review Performance Report
Purpose: Allow HUD Users to review and approve or reject the DRGR Performance Report.	
<input checked="" type="checkbox"/> Complete the following steps to review and approve or reject a DRGR Performance Report:	
1. Navigate to the Manage My Grants module and locate the Performance Reports menu. Select the <Review Performance Report> link. See Step A2 above. The “Review Performance Report” page will load.	
1. On the “Review Performance Reports” page, select the Manage action for the Performance Report that has been submitted for review.	
2. The “Manage Performance Report” page loads. Select <Review Report> from the top of the page.	



User Role: HUD User

Menu Option: Review Performance Report

Disaster Recovery Grant Reporting System | Abt Associates Inc | C-20-TA-MD-0001

Manage Performance Report

[Back](#) | [Comments](#) | **[Review Report](#)** | [View Report](#) | [Download PDF](#) | [Download Word](#)

Grant Number:	LOCCS Authorized Amount:
Grantee Name:	Grant Award Amount:
Appropriation Code:	Total Estimated PI/RL Funds:
Action Plan Status:	Total Budget:
Grant Status:	
Contract Start Date:	Report Start Date:
Contract End Date:	Report End Date:
Report Status: ✔ Submitted - Await for Review	Report Contact:

[Financials](#) | [Details](#) | [Narratives](#) | [Documents](#) | [Measures](#) | [Activities](#) | [History](#)

a. Review Submission Comments from the Grantee

Disaster Recovery Grant Reporting System | Search | 8:08 PM, 11/20/21

PERFORMANCE REPORT

Review QPR

Grant Number: D-09-CN-13-0001	Contract Start Date: 03/05/2009	QPR Start Date: 10/01/2019
Grantee Name: Georgia	Contract End Date:	QPR End Date: 12/31/2019
Contact Name:	Contact Email:	

Status: Submitted - Await for Review

[Save Review](#) | [Cancel Review QPR](#)

SUBMISSION COMMENTS

Grantee Submission Comments: None

b. Add review comments

c. Add supporting documents to the review; and

d. Access the "Review Checklist" and flags.

HHID Review Comments:

Empty text box for review comments

ADD DOCUMENTS IN SUPPORT OF REVIEW

Supporting Documents * Valid file extensions are: .png .gif .jpg .jpeg .doc .docx .xls .xlsx .ppt .pptx .pdf

None

[Add Additional Documents](#) | [Remove Selected Document](#)

Review Checklist

- Overall Progress Review [edit](#) NSP
- Activity Progress Review [edit](#) NSP
- NSP 1 Specific Requirements [edit](#) NSP



User Role: HUD User	Menu Option: Review Performance Report
----------------------------	---

FLAGS
Search Activities For Adding Comments

OR

|

0 Record(s) No more Record(s) on this page
No records are found.

QPR Review Version History

Date	Logfile	Status	User	Comments
No records found.				

|

- After completing the review, the HUD user can change the status of the Performance Report to Approved or Rejected using the status dropdown options. Select **<Save Review>** to save the changes. Grantee Users can view review comments, updates to the Review Checklist, and supporting documents added by HUD in the Review Tools feature. For more information, see Chapter 21 – Performance Report Review Tools.

Disaster Recovery Grant Reporting System Georgia | 8:08 PM | 15,000

PERFORMANCE REPORT

Review QPR

Grant Number: D-08-OR-13-0001	Contract Start Date: 03/05/2009	QPR Start Date: 10/01/2019
Grantee Name: Georgia	Contract End Date:	QPR End Date: 12/31/2019
Contact Name:	Contact Email:	

Status:
Submitted - Awaiting Review

|

SUBMISSION COMMENTS

Grantee Submission Comments:
None