

# 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
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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

Use	er Role: Grantee User	Menu Option: 💼 Manage My Grants Module
Pur	pose: Allow Grantee Users to access Performanc	e Report actions.
2	Complete the following steps to access the Ma	nage My Grants Module:
1	Select the Manage My Grants module, or	icon, located in the navigation menu.
	CPD DRGR B-11-DN-13-0001	🔒 🖌 🏦 - \$- 亞 - 🚱 - 🎍 - 🛓 - Misner, Glen



2 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.

ACTION PLANS		PROJECTS		ACTIVITIES		GRANTEE PROGRAMS		PERFORMANCE REPORTS	
Add Action Plan		Add Project		<ul> <li>Add Activity</li> </ul>		Add Grantee Program		🕼 Manage Performance Report	
Manage Action Plan		Q Search Projects	۲	<b>Q</b> Search Activities	•	Q Search Grantee Programs	•	<b>Q</b> Search Performance Reports	۲
<ul> <li>View Action Plan</li> </ul>				Restore Activities	٠			B Manage Addresses	
🛓 Download Action Plan									
Q Search Action Plans	٠								
🗙 Review Tools									
Q Lookup Consolidated Plans	•								

# A2. HUD | User Access

User Role: HUD User	Menu Option: 🔟 Manage My Grants Module
Purpose: Allow HUD Users to access Performance Re	eport actions.
Complete the following steps to access the Ma	nage My Grants Module:
1 In the DRGR System, select the Manage My C navigation menu.	Grants module, or 🟦 icon, located in the
CPD DRGR B-11-DN-13-0001	▲ ▲ ① 《 ① · \$- ④- €- 坐- ▲- Misner, Gien [TOT/GA]
2 This opens the dropdown menu items for the displays the relevant menu items based on user Manage My Grants	Manage My Grants module. The DRGR System type and user roles.
ACTION PLANS PROJECTS ACTIVITIES	GRANTEE PROGRAMS PERFORMANCE REPORTS  GRANTEE PROGRAMS  Q Search Grantee Programs  C Manage Performance Report  Review Performance Report  Q Search Performance Reports



# 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.

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

#### **Quarterly Performance Report Submission Dates**

### **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 subm	nit the DRGR Performance Report for HUD review.
Complete the following steps to submit a	DRGR Performance Report:
1 Navigate to the Manage My Grants module Grant bar. Locate the Performance Report Performance Report> link. The "Manage Performance Report	and ensure the decided Grant is locked in the Select rts menu. See Step A1 above. Select the <b><manage< b=""> rformance Report" page will load.</manage<></b>



Crai Grai App Acti Grai Crai Crai Crai Crai Crai Crai Crai C	saster Recovery Gran Manage Per nt Number: ntee Name: iropriation Code: ion Plan Status: nt Status: int Status: its by Reporting Pe ing Period 2022 - 03/31/2022 2021 - 12/31/2021 2021 - 09/30/2021	t Reporting Syst formance riod 4 <u>Due Date</u> 04/30/2022 01/30/2022 10/30/2022	em e Reports : : Original Submission Date	Z-21-TA-VA-0011	LOCCS Authorized Am Grant Award Amount: Total Estimated PI/RL I Total Budget:	斧 血- \$- 亟- € nount: Funds:	• 🔟 • 🚨 •
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01/01/20 10/01/20 07/01/20 04/01/20	022 - 03/31/2022 021 - 12/31/2021 021 - 09/30/2021 021 - 06/30/2021	04/30/2022 01/30/2022 10/30/2021				Final Performance	Report
10/01/20 07/01/20 04/01/20	021 - 12/31/2021 021 - 09/30/2021 021 - 06/30/2021	01/30/2022	01/28/2022		Original - In Progress		
07/01/20 04/01/20	021 - 09/30/2021 021 - 06/30/2021	10/30/2021	- 11-01-01-	01/28/2022	Submitted - Await for Review		
04/01/2	021 - 06/30/2021	07/20/2024	10/29/2021	10/29/2021	Reviewed and Approved		
		07/30/2021	09/27/2021	09/27/2021	Submitted - Await for Review		
Repo	ort> option <sup>-</sup>	to submi	t the Performand	ce Report to HUD.			
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\$36,150.49



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

	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 Incert Format Table
* Performance Report Submission	Enter Comments
Comments:	



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# 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

<ul> <li>Purpose: Allow HUD Users to review and approve or reject the DRGR Performance Report.</li> <li>Complete the following steps to review and approve or reject a DRGR Performance Report</li> <li>Navigate to the Manage My Grants module and locate the Performance Reports menu. Performance Report&gt; link. See Step A2 above. The "Review Performance Report" page</li> <li>On the "Review Performance Reports" page, select the Manage action for the Performance been submitted for review.</li> </ul>	eport: Select the <b><review< b=""> will load. nce Report that has</review<></b>
<ul> <li>Complete the following steps to review and approve or reject a DRGR Performance Reports</li> <li>Navigate to the Manage My Grants module and locate the Performance Reports menu.</li> <li>Performance Report&gt; link. See Step A2 above. The "Review Performance Report" page</li> <li>On the "Review Performance Reports" page, select the Manage action for the Performance been submitted for review.</li> </ul>	eport: Select the <b><review< b=""> will load. nce Report that has</review<></b>
<ol> <li>Navigate to the Manage My Grants module and locate the Performance Reports menu. Performance Report&gt; link. See Step A2 above. The "Review Performance Report" page</li> <li>On the "Review Performance Reports" page, select the Manage action for the Performance been submitted for review.</li> </ol>	Select the <b><review< b=""> will load. nce Report that has</review<></b>
1 On the <b>"Review Performance Reports"</b> page, select the <b>Manage</b> action for the Performan been submitted for review.	nce Report that has
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Action Plan Status: Grant Status: Active Active Active	\$
Reports by Reporting Period <b>5</b>	
1         Control         Control         Control         Control         Control         Report Contro	the page.



ser Role: HUD User		Men	u Option:	Review Performa	nce Report	
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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:	📀 Submitte	d - Await for Review		Report Contact:		
Financials	Details	Narratives	Documents	Measures	Activities	History
a. Review Submiss	ion Comments	from the Grai	ntee			
CPD Disaster Recovery Grant Repo	orting System		Georgia   B	08-DN-13-0001	🔒 谷 血- \$- 亟- &- እ	🛓 - 💄 - Bodford William
PERFORMANCE REPORT Review QPR						
Grant Number: B-08-DN-13-0001		Contract Start Date: 03/05/2009		QPR Start Da 10/01/2019	te:	
Grantee Name:		Contract End Date:		QPR End Dat	e:	

c	bhΔ	sunnorting	documents to	the review.	and
ι.	Auu	supporting	uocuments to	the review,	anu

Contact Email:

d. Access the "Review Checklist" and flags.

Contact Name

Status:

 Submitted - Await for Review

 Save Review
 I

 Cancel Review QPR

SUBMISSION COMMENTS

b. Add review comments

top Review Con					
DD DOCUM	MENTS IN SUPPORT OF REVIEW				
ADD DOCUM	MENTS IN SUPPORT OF REVIEW				
ADD DOCUM	MENTS IN SUPPORT OF REVIEW	ptx .pdf			
ADD DOCUM Supporting Doce	MENTS IN SUPPORT OF REVIEW	pix .pdf			
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User Role: HUD User	Menu Option:      Review Performance Report
FLAGS Search Activities For Adding Comments	
blagged Activities: OR Project Number: Grantee Activity N Select 🗹	umber: Keview Comments Seloci 🖉
Flag SubCategory:     Flag Criterie:     Flag Level:       Select     V     Select     V	Flag Type: Select 🕑
Search Activity     I     Display All Plagged Items       Ø Record(s)     No more Record(s) on this page       No records are found.       I-dit Activity Comments.	
QPR Review Version History	
Date Logisld State	15 User Connotets
Satus Date Active In Progress Review Checklish History	Action View 1 FG#
Save Review I Cancel Review QPR	
<ul> <li>After completing the review, the HUD use or Rejected using the status dropdown op can view review comments, updates to th the Review Tools feature. For more inforr</li> <li>Claster Recovery Grant Reporting System</li> </ul>	In can change the status of the Performance Report to Approved otions. Select <b><save review=""></save></b> to save the changes. Grantee Users e Review Checklist, and supporting documents added by HUD in mation, see Chapter 21 – Performance Report Review Tools.
PERFORMANCE REPORT	
Contract Start Date: 0-08-08-13-0001 02/05/2020	<b>QPR Shaft bate:</b> 18/91/2019
Grantee Name: Contract End Date: Georgia	QHI 1 HA Date: 22/3/2023
Contact Name: Contact Finail:	
Status: Submitted - Await for Review Steve Raview J   Concel Haview QHL	<b>X</b>
SUBMISSION COMMENTS Grantee Submission Comments: None	