

**Disaster Recovery Grant Reporting System (DRGR)
Quarterly Performance Report (QPR) Checklist**

Guide for Review of a QPR in DRGR			
Name of Grantee:			
QPR Date Range(s):			
Reviewer(s):			
Program Manager:			
Date Performed:			
<input type="checkbox"/> Overall Review	<input type="checkbox"/> NSP-1 Specific Review	<input type="checkbox"/> See Attached Comments	<input type="checkbox"/> Satisfactory
<input type="checkbox"/> Activity Review	<input type="checkbox"/> All Reviewed		<input type="checkbox"/> Unsatisfactory

NOTE: There are three ways to look at a Quarterly Performance Report (QPR) in the Disaster Recovery Grant Reporting System (DRGR): (1) *View* – official “submitted” version with calculated fields; (2) *Download* – PDF file of official submitted version; (3) *Review* – to record your comments and change status to *Rejected* or *Approved*. The only way to comment on a QPR is under *Review*. Also, there are two ways you may “approve” a QPR, under *Review* and on the *Search QPR* results screen.

Instructions: Log in to DRGR and click on the *QPR* tab in the navigation bar on the top of the page. Find the grant you want and click *Review QPR* in the far right column in that row. The Exhibit is divided into 4 sections: Overall Progress Review; Activity Progress Review; NSP Specific Review Items; and Further Guidance.

Questions:

A. Overall Progress Review

1.

Read the Overall Progress Narrative. Is this sufficient to explain the progress or lack of progress of this grant? * <u>Note:</u> Always put “Reviewed by” and your initials in the overall comment field. Save. Put overall Review Comments here. If you reject the QPR, you will also briefly describe why here. Save.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:		

2.

If there are grant conditions, are they discussed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			

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3.

Has the grantee submitted this report? [FR Vol. 73. No. 194; 10/06/08; §(II)(O)] P.58341 * <u>Note:</u> If the status reads <i>Original in Progress</i> or <i>Modified-Resubmit</i>	<input type="checkbox"/> <input type="checkbox"/> Yes No
Comments:	

4.

Was the QPR received on time? [FR Vol. 73. No. 194; 10/06/08; §(II)(O)] P.58341 * <u>Note:</u> Submitted within 30-days of the end of the calendar quarter	<input type="checkbox"/> <input type="checkbox"/> Yes No
Comments:	

5.

If no, was the grantee late on any previous QPR submissions? * <u>Note:</u> See Section D “Further Guidance”, Subpart 33 “What to do if you find a problem,” for the process of handling consecutively late QPR’s	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Comments:	

6.

Is there information in the following fields: obligation date, award date, and contract end date? [FR Vol. 73. No. 194; 10/06/08; §(II)(O)] P.58341 * <u>Note:</u> If not, email the information to DRGR_Help@hud.gov. This information is not required for QPR approval. HQ staff will enter this data as time permits.	<input type="checkbox"/> <input type="checkbox"/> Yes No
Comments:	

7.

Is there a “submitter” listed? * <u>Note:</u> If not, remind the grantee to enter this field in the future.	<input type="checkbox"/> <input type="checkbox"/> Yes No
Comments:	

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8.

<p>Review the summary financial information. Does the grantee appear to be budgeting, obligating, drawing, and expending funds quickly enough to achieve compliance with the obligation and expenditure deadlines?</p> <p>* <u>Note:</u> Obligations should comply with the policy definitions outlined at http://www.hud.gov/offices/cpd/community_development/programs/neighborhoodspg/pdf/nsp_faq_timeliness.pdf. If the amount obligated is close to the grant amount but the amount expended/drawdown is much lower, the activity-level obligations should be examined.</p>	<table border="0"> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td align="center">Yes</td> <td align="center">No</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>				
Yes	No				
<p>Comments:</p>					

9.

<p>Review the summary financial information. Is program income received being recorded in the QPR so it can be recorded as “drawdown” in the financial module? [FR Vol. 73. No. 194; 10/06/08; §(II)(O)] P.58341</p>	<table border="0"> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td align="center">Yes</td> <td align="center">No</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>				
Yes	No				
<p>Comments:</p>					

10.

<p>If yes, does the amount of program income received seem reasonable?</p>	<table border="0"> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td align="center">Yes</td> <td align="center">No</td> <td align="center">N/A</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Yes	No	N/A					
<p>Comments:</p>							

11.

<p>Review the summary financial information. Has any program income been “drawdown” in the financial module? [FR Vol. 74. No. 117; 06/19/09; §(Substantive Revisions) (N)] P.29224</p>	<table border="0"> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td align="center">Yes</td> <td align="center">No</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>				
Yes	No				
<p>Comments:</p>					

12.

<p>If yes, does the amount of program income drawdown seem reasonable?</p> <p>* <u>Note:</u> If there is a growing balance of program income received relative to program income drawdown, the reason for this should be noted in activity descriptions and/or progress narratives.</p>	<table border="0"> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td align="center">Yes</td> <td align="center">No</td> <td align="center">N/A</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Yes	No	N/A					
<p>Comments:</p>							

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13.

Review the summary financial information. Are the administration budget and obligations at or under than 10% of the total grant amount? [FR Vol. 73. No. 194; 10/06/08; §(II)(O)] P.58341	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:		

14.

Review the Project Summary information. Examine the amounts budgeted and drawn down. Do the projects add up to the grant amount? * <u>Note</u> : If they do not, remind the grantee to amend its Action Plan before the next QPR cycle to list all activities awarded and note the status of any unawarded balances in their overall progress narrative in their QPR wherever possible.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:		

15.

This information is a snapshot as of the last day of the reporting period. Does the information appear reasonable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:		

16.

Have you added and saved your comments in the Overall Comments field, including your initials (OIG recommendation)? * <u>Note</u> : The grantee cannot see your comments here; if you want the grantee to see these, cut and paste them from the HUD staff view QPR page into the email when you click <i>Approve</i> or <i>Reject</i> . The HUD QPR comments are also available to HUD staff in an ADMIN report in the REPORTS module. Also, assume you will not be the reviewer next quarter and place anything the next reviewer would need to know in the Overall Comments.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:		

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B. Activity Progress Review

Review: Activity by Activity Instructions: Log in to DRGR and click on the *QPR* tab in the navigation bar on the top of the page. Find the grant you want and click *Review QPR* in the far right column in that row. If your grantee has a lot of activities, you can click directly to each one using the link list on the screen. Remember; do not use the back button in DRGR. Also, remember to **Save** your review every 10 minutes or so (bottom of screen).

17.

Does the grantee have any activities that are not listed in the QPR?	<input type="checkbox"/>	<input type="checkbox"/>
* <u>Note:</u> Review the grantee's Action Plan. A grantee is not required to report on each activity every quarter, only the activities with changes from the previous quarter. DRGR automatically populates the QPR for any activity with a drawdown or obligation update during the quarter.	Yes	No
Comments:		

18.

For the activities that do not appear in the QPR, do you have any information that would indicate the reason for the lack of progress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* <u>Note:</u> If not, discuss this activity or activities with the grantee during the quarter.	Yes	No	N/A
Comments:			

19.

Select an activity to review. Is the Responsible Organization listed as the one carrying-out the activity? [FR Vol. 73. No. 194; 10/06/08; §(II)(O)] P.58341	<input type="checkbox"/>	<input type="checkbox"/>
* <u>Note:</u> Must use the <i>View</i> or <i>Download Print Version</i> to see.	Yes	No
Comments:		

20.

Select an activity to review. Is there only one Responsible Organization discussed in the activity? [FR Vol. 73. No. 194; 10/06/08; §(II)(O)] P.58341	<input type="checkbox"/>	<input type="checkbox"/>
* <u>Note:</u> Must use the <i>View</i> or <i>Download Print Version</i> to see.	Yes	No
Comments:		

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21.

<p>Select an activity to review. Examine the performance measure(s) for completions during the quarter: (1) Low = 50% of area median income; (2) Mod = 80% of area median income; (3) Actual = total units (all must be at or under 120% AMI). Are the right performance measures showing for this activity? If not, reject the QPR and have the grantee amend the action plan and submit it for review. [FR Vol. 73. No. 194; 10/06/08; §(II)(O)] P.58341</p> <p>* <u>Note:</u> If grantees did not enter projected performance measures in the QPR, those measure types will not be available in the QPR. They will first need to update the projected accomplishments in the Action Plan.</p>	<p align="center"> <input type="checkbox"/> <input type="checkbox"/> Yes No </p>
<p>Comments:</p>	

22.

<p>Are there any activities that you expect to generate program income (e.g. loans, disposition, etc.)?</p>	<p align="center"> <input type="checkbox"/> <input type="checkbox"/> Yes No </p>
<p>Comments:</p>	

23.

<p>If yes, is program income received being recorded to the activities that have earned it in the QPR?</p> <p>* <u>Note:</u> In order to record program income drawdown in the DRGR drawdown module, grantees must have at least recorded that amount or more in the QPRs. DRGR will include data entered into approved and draft QPRs.</p>	<p align="center"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A </p>
<p>Comments:</p>	

24.

<p>Are the Drawdown and Expenditure numbers close?</p> <p>* <u>Note:</u> Drawdowns do NOT need to equal reported expenditures (e.g. 3-day rule). But raise questions if the two numbers are not very close. Also, the <i>Review</i> screen just shows what happened within the quarter. <i>View and Download</i> show cumulative totals.</p>	<p align="center"> <input type="checkbox"/> <input type="checkbox"/> Yes No </p>
<p>Comments:</p>	

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25.

<p>Read each activity narrative. Do the narratives provide HUD with enough information to determine if sufficient progress is being made on this activity to enable the grantee to meet the 18-month and 4-year deadlines?</p> <p>* <u>Note:</u> Provide comments for any activity that has an insufficient or unclear narrative. Initial your comments.</p>	<p align="center"> <input type="checkbox"/> <input type="checkbox"/> Yes No </p>
<p>Comments:</p>	

C. NSP-1 Specific Review Items

26.

<p>Has the grantee submitted the QPR within 30-days of the end of the calendar quarter?</p> <p>* <u>Note:</u> See Section D “Further Guidance”, Subpart 15 “What to do if you find a problem,” for the process of handling consecutively late QPR’s.</p>	<p align="center"> <input type="checkbox"/> <input type="checkbox"/> Yes No </p>
<p>Comments:</p>	

27.

<p>If single-family, has the grantee entered in addresses for each acquisition, demolition, and/or rehabilitation activity for which funds are obligated or drawn down? [FR Vol. 73. No. 194; 10/06/08; §(II)(O)] P.58341</p> <p>* <u>Note:</u> The QPR will only show addresses entered in the individual quarter covered by the QPR. A master list of addresses is available in the DRGR Reports Module.</p>	<p align="center"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A </p>
<p>Comments:</p>	

28.

<p>If multifamily, has each multifamily complex been entered as a separate activity and has the address for each recorded in the Action Plan’s location field? [FR Vol. 73. No. 194; 10/06/08; §(II)(O)] P.58341</p>	<p align="center"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A </p>
<p>Comments:</p>	

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29.

Has the grantee entered in the number of units, households, etc. for this period? [FR Vol. 73. No. 194; 10/06/08; §(II)(O)] P.58341	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	

30.

Based on your review, will the grantee meet or exceed the 25% at 50% housing requirement? [FR Vol. 74. No. 117; 06/19/09; §(Technical Corrections) to (E)(2)(e)] P.29227	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	

31.

Did the grantee create two separate DRGR activities for each single DRGR project that will provide benefit to both households above 50% AMI and to households below 50% AMI? * <u>Note:</u> To get credit for the 25% at 50% units, the grantee must separate costs for these units into a separate activity with LH25 national objective.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	

32.

Is there an outstanding/growing balance of program income received versus program income drawdown? [? [FR Vol. 74. No. 117; 06/19/09; §(Substantive Revisions) (N)] P.29224 * <u>Note:</u> Program income must be disbursed prior to grant funds unless funds are returned to the grantee for other uses or retained by the responsible organization for activities such as a revolving loan fund. Grantees need to record program income drawdown in the DRGR drawdown module when they offset draws from grant funds.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	

D. Further Guidance

33. What to do if you find a problem:

- If the QPR is missing *required* information, reject the QPR and send an email to the grantee requesting a correction within 10 days.
- If the QPR review raises questions, note them in the comments field and discuss with the grantee before the next QPR is due.

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- If review of the QPR reveals that the Action Plan needs updating, you may accept the QPR with a note to the comment field, or you may reject the QPR and require the plan corrections prior to resubmission of the QPR.
- For a first late QPR send an email to the grantee noting the late submission and the next QPR date. For a second late QPR in a row, make a finding of noncompliance and send a letter. Corrective action should include a warning that fund access might be limited if future reports are late. For a third late QPR in a row, contact Headquarters CPD for guidance.

34. QPR Tips:

- HUD staff cannot complete reviews of QPRs and enter comments unless the QPR is in SUBMITTED status. Grantees cannot submit QPRs unless the Action Plan is in APPROVED status when they try to submit the QPR.
- To see a single grantee's QPRs or a list of all the QPRs in your office by status, use the *QPR Search* screen or see the ADMIN report showing QPR status in the DRGR REPORTS module.
- Make sure to set a wide enough date range in the QPR due date field (see next slide)
- You will only be able to search for grants assigned to you or your office.
- Status reports, financial summary data, and performance data for QPRs can be exported into spreadsheets for analysis as needed using the DRGR REPORTS module.

35. Completing the review:

- Until the 15th month after the effective date of the grant agreement and after month 18
 - NSP1 QPRs are due no more than 30 days following the end of each calendar quarter.
 - Complete review and approval of an NSP1 QPR within 30 days of submission
- From month 15-18
 - Each grantee that has not already met the NSP-1 obligation deadline creates the QPR for the quarter during month 15, then updates and saves, but does not submit, it monthly
 - Complete review of **obligations** reported in the saved QPR within 5 days of submission
 - Further instructions will be provided on tracking during this period.
- After you have completed your review and saved all your comments (with your initials), you may change the status of the QPR from Submitted- Await for Review using the pulldown menu on the Search QPR screen or within the Review QPR screen
- Rejected – Await for Modification unlocks the QPR so the grantee can edit it and make corrections
- Reviewed and Approved leaves the QPR locked and stored as the report of record.
- **Save** after changing the status.

36. Questions:

- See the NSP and DRGR guidance at www.hud.gov/nsp
- Send questions to DRGR_help@hud.gov or to NSP-questions@hud.gov