Disaster Recovery Grant Reporting System (DRGR)
**NSP2 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:** | | | |
| __ Overall Review<br>__ Activity Review | __ NSP2 Specific Requirements<br>__ All Reviewed | __ See Attached Comments | __ Satisfactory<br>__ 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.

| | Yes | No |
|---|---|---|
| Read the Overall Progress Narrative. Is this sufficient to explain the progress or lack of progress of this grant?<br><br>* Note: 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**. | ☐ | ☐ |
| **Comments:** | | |

2.

| | Yes | No | N/A |
|---|---|---|---|
| If there are grant conditions, are they discussed? | ☐ | ☐ | ☐ |
| **Comments:** | | | |

Disaster Recovery Grant Reporting System (DRGR)
**NSP2 Quarterly Performance Report (QPR) Checklist**

3.

| | Yes | No |
|---|---|---|
| Has the grantee submitted this report?<br><br>* Note: If the status reads *Original in Progress* or *Modified-Resubmit* they have not. | ☐ | ☐ |
| **Comments:** | | |

4.

| | Yes | No |
|---|---|---|
| Was the QPR received on time?<br><br>* Note: Submitted within 10-days of the end of the calendar quarter | ☐ | ☐ |
| **Comments:** | | |

5.

| | Yes | No | N/A |
|---|---|---|---|
| If no, was the grantee late on any previous QPR submissions?<br><br>* Note: See Section D "Further Guidance", Subpart 33 "What to do if you find a problem," for the process of handling consecutively late QPR's.  Please inform the grantee that two successive late QPR submissions will result in a finding of noncompliance and request that it submit the QPR within 10 days. | ☐ | ☐ | ☐ |
| **Comments:** | | | |

6.

| | Yes | No |
|---|---|---|
| Is there information in the following fields: obligation date, award date, and contract end date?<br><br>* Note: 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. | ☐ | ☐ |
| **Comments:** | | |

7.

| | Yes | No |
|---|---|---|
| Is there a "submitter" listed?<br><br>* Note: If not, remind the grantee to enter this field in the future. | ☐ | ☐ |
| **Comments:** | | |

Disaster Recovery Grant Reporting System (DRGR)
## NSP2 Quarterly Performance Report (QPR) Checklist

8.

| | Yes | No |
|---|---|---|
| Review the summary financial information. Does the grantee appear to be budgeting, obligating, drawing, and expending funds quickly enough to achieve compliance with the expenditure deadlines?<br><br>* Note: The 24 month expenditure deadline to expend 50% of its funds and the 36 month expenditure deadline to expend 100% of its funds. | ☐ | ☐ |
| **Comments:** | | |

9.

| | Yes | No |
|---|---|---|
| Review the summary financial information. Is program income received being recorded in the QPR so it can be recorded as "drawndown" in the financial module? | ☐ | ☐ |
| **Comments:** | | |

10.

| | Yes | No | N/A |
|---|---|---|---|
| If yes, does the amount of program income received seem reasonable? | ☐ | ☐ | ☐ |
| **Comments:** | | | |

11.

| | Yes | No |
|---|---|---|
| Review the summary financial information. Has any program income been "drawndown" in the financial module?<br><br>*Note: Please inform the grantee that program income is to be expended in advance of program funds, but does not count towards the expenditure deadlines. | ☐ | ☐ |
| **Comments:** | | |

12.

| | Yes | No | N/A |
|---|---|---|---|
| If yes, does the amount of program income drawndown seem reasonable?<br><br>* Note: If there is a growing balance of program income received relative to program income drawndown, the reason for this should be noted in activity descriptions and/or progress narratives. | ☐ | ☐ | ☐ |
| **Comments:** | | | |

# Disaster Recovery Grant Reporting System (DRGR)
## NSP2 Quarterly Performance Report (QPR) Checklist

13.

| | Yes | No |
|---|---|---|
| Review the summary financial information.  Are the administration budget and obligations at or under than 10% of the total grant amount? | ☐ | ☐ |
| **Comments:** | | |

14.

| | Yes | No |
|---|---|---|
| Review the Project Summary information.  Examine the amounts budgeted and drawn down.  Do the projects add up to the grant amount?  * Note: 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. | ☐ | ☐ |
| **Comments:** | | |

15.

| | Yes | No |
|---|---|---|
| This information is a snapshot as of the last day of the reporting period. Does the information appear reasonable? | ☐ | ☐ |
| **Comments:** | | |

16.

| | Yes | No |
|---|---|---|
| Have you added and saved your comments in the Overall Comments field, including your initials (OIG recommendation)?  * Note: 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 *Approve* or *Reject*.  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. | ☐ | ☐ |
| **Comments:** | | |

# Disaster Recovery Grant Reporting System (DRGR)
## NSP2 Quarterly Performance Report (QPR) Checklist

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.

| | Yes | No |
|---|---|---|
| Does the grantee have any activities that are not listed in the QPR?<br><br>* Note: 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. | ☐ | ☐ |
| **Comments:** | | |

18.

| | Yes | No | N/A |
|---|---|---|---|
| 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?<br><br>* Note: If not, discuss this activity or activities with the grantee during the quarter. | ☐ | ☐ | ☐ |
| **Comments:** | | | |

19.

| | Yes | No |
|---|---|---|
| Select an activity to review.  Is the Responsible Organization listed as the one carrying-out the activity?<br><br>* Note: Must use the *View* or *Download Print Version* to see. | ☐ | ☐ |
| **Comments:** | | |

20.

| | Yes | No |
|---|---|---|
| Select an activity to review.  Is there only one Responsible Organization discussed in the activity?<br><br>* Note: Must use the *View* or *Download Print Version* to see. | ☐ | ☐ |
| **Comments:** | | |

Disaster Recovery Grant Reporting System (DRGR)
## NSP2 Quarterly Performance Report (QPR) Checklist

21.

| | Yes | No |
|---|---|---|
| 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 performance measures logically related to the Activity Type? <br><br> If not, please reject the QPR and request the grantee to amend its Action Plan to show logical performance measurements and to complete the QPR within 10 days. <br><br> * Note: If grantee did not enter projected performance measures in the Action Plan, those measure types will not be available in the QPR. They will first need to update the projected accomplishments in the Action Plan. | ☐ | ☐ |

**Comments:**


22.

| | Yes | No |
|---|---|---|
| Are there any activities that you expect to generate program income (e.g. loans, disposition, etc.)? | ☐ | ☐ |

**Comments:**


23.

| | Yes | No | N/A |
|---|---|---|---|
| If yes, is program income received being recorded to the activities that have earned it in the QPR? <br><br> * Note: 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. | ☐ | ☐ | ☐ |

**Comments:**


24.

| | Yes | No |
|---|---|---|
| Are the Drawdown and Expenditure numbers close? <br><br> * Note: 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 *Review* screen just shows what happened within the quarter.  View and *Download* show cumulative totals. | ☐ | ☐ |

**Comments:**

Disaster Recovery Grant Reporting System (DRGR)
**NSP2 Quarterly Performance Report (QPR) Checklist**

25.

| 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 24-month and 36-month deadlines?<br><br>* <u>Note:</u> Provide comments for any activity that has an insufficient or unclear narrative. Initial your comments. | ☐ Yes | ☐ No |
|---|---|---|
| **Comments:** | | |

C. <u>NSP2 Specific Requirements</u>

26.

| Has the grantee submitted the QPR within 10 days of the end of the calendar quarter?<br><br>* <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 QPRs. | ☐ Yes | ☐ No |
|---|---|---|
| **Comments:** | | |

27.

| Has the grantee submitted their required Quarterly Reports in FederalReporting.gov? Has the grantee entered or updated their environmental review information in RAMPS?<br><br>* <u>Note:</u> Section 1512 of the Recovery Act requires that all recipients, sub-recipients and contractors of Recovery Act funding report on a number of data elements, such as jobs and dollars spent on a quarterly basis. If a grantee is not reporting, determine the specific reasons a recipient failed to submit a report and provide additional assistance to ensure compliance during the next reporting cycle. | ☐ Yes | ☐ No |
|---|---|---|
| **Comments:** | | |

Disaster Recovery Grant Reporting System (DRGR)
**NSP2 Quarterly Performance Report (QPR) Checklist**

28.

| Has the grantee entered in the number of units, households, etc. for this period? | ☐ **Yes** | ☐ **No** |
|---|---|---|
| **Comments:** | | |

29.

| Is the grantee making sufficient progress on achieving the requirement that it either return a minimum of 100 abandoned or foreclosed homes back to productive use or otherwise eliminate or mitigate their negative effects on the stability of the target geography? | ☐ **Yes** | ☐ **No** |
|---|---|---|
| **Comments:** | | |

30.

| Based on your review, will the grantee meet or exceed the 25% set-aside housing requirement? | ☐ **Yes** | ☐ **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? <br><br> * <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. | ☐ **Yes** | ☐ **No** |
|---|---|---|
| **Comments:** | | |

### Disaster Recovery Grant Reporting System (DRGR)
## NSP2 Quarterly Performance Report (QPR) Checklist

32.

| | Yes | No |
|---|---|---|
| Is there an outstanding/growing balance of program income received versus program income drawndown? <br><br> * <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 the same activity using a revolving loan fund. Grantees need to record program income drawndown in the DRGR drawdown module when they offset draws from grant funds. | ☐ | ☐ |
| **Comments:** | | |

D.  <u>Further Guidance</u>

33. <u>What to do if you find a problem:</u>
- 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.

- 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. <u>QPR Tips:</u>
- 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.

# Disaster Recovery Grant Reporting System (DRGR)
## NSP2 Quarterly Performance Report (QPR) Checklist

35. Completing the review:
- 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