

# **User Guide for DRGR Drawdown Module**

**Release 7.3**

**DRGR**

***Disaster Recovery Grant Reporting System***  
**C08A**

June 2012

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## 5.1 Introduction to the Drawdown Module

Starting with Release 6.3 in January of 2009, DRGR provides the means for updating and reconciling grant award amounts, drawdown information, and current balances from Line of Credit Control System (LOCCS) via the DRGR system. Prior to this, DRGR was used only for reporting and all grantees created vouchers in LOCCS or VRS. Users now have the capability to view financial data based upon actual grant obligations and grantee draws.

More specifically, Release 6.3 of DRGR provided users with the ability to create vouchers in DRGR; DRGR then reconciles the drawn amounts with LOCCS to ensure accuracy of financial balances. After the vouchers are processed via LOCCS, DRGR updates the status of the vouchers, enabling users to track the status of their drawdowns. Additionally, DRGR notifies users via email alerts of draws requiring approval.

Although Release 6.3 provided the ability for grantees to record program income draws as part of the same voucher process, grantees recorded amounts of program income disbursed quarterly in the QPR module. As part of our ongoing efforts to enhance DRGR, Release 7.3, deployed in December of 2011 had important changes in the management of program income, including:

- DRGR now uses a RECEIPT function similar to IDIS to identify each PI transaction rather than recording amounts quarterly
- Activity budgets and obligations include program income so the available amounts will be more interactive
- Grantees identify Revolving Loan Funds (RLF) using the PROJECT screen
- Grantees create Program Income (PI) Accounts that allow them to identify activities with organizations they fund that are allowed to retain their program income for other uses.
- DRGR will require all PI received in each RLF or PI account to be used before grant funds. Similar rules will apply to activities outside RLF and PI accounts.

### 5.1.1 Overview of the Drawdown Process

A **drawdown**—also called a **voucher**—is a request for payment against a grantee's line of credit for costs incurred in support of one or more activities. Before a grantee can drawdown funds from a grant:

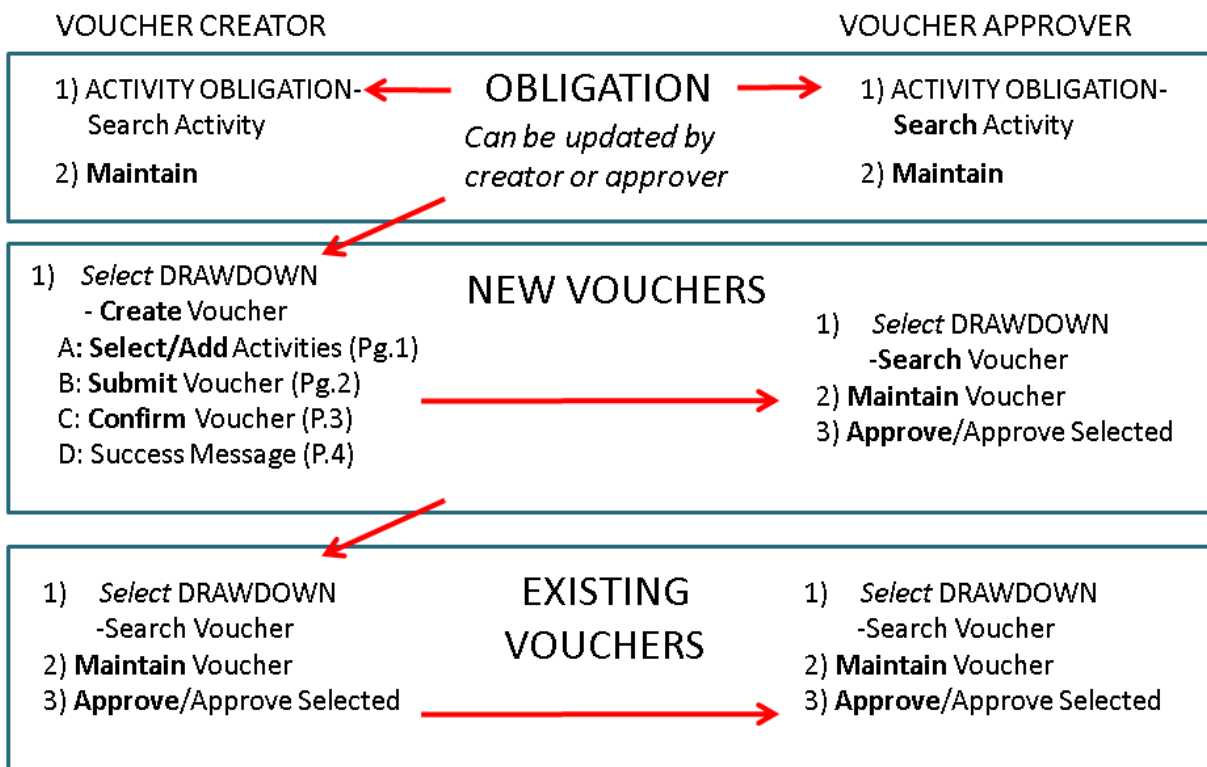
- The activity must have had grant funds committed from one or more funding sources. Funding sources can be CPD program grants and receipt funds for program income and RLFs.
- The grantee organization must have DRGR users authorized to both create and approve drawdowns.

To drawdown grant funds or record the disbursement of program income, a process must be followed. Briefly, the process is as follows:

- Using DRGR, a grantee obligates grant funds and program income to an activity.
- A grantee creates a voucher in DRGR to drawdown funds for one or more activities, specifying how much in grant funds or program income is being disbursed for each activity.
- When the drawdown request is generated, DRGR performs a preliminary validation of it, and then generates a voucher number. The voucher will not be sent to LOCCS until it is approved (next step).
- The authorized person in the grantee's organization approves each voucher line item (or the entire voucher). If the voucher has multiple line items, the authorized person can approve some of the line items and leave the rest for a later date.
- For grant funds, DRGR sends the approved line items to LOCCS that night (or on the future date that the approver specified). However, if a voucher line item exceeds a drawdown threshold, it is forwarded to HUD for approval before being submitted to LOCCS.

- LOCCS processes the vouchers for grant funds overnight from a daily batch file submitted by DRGR. LOCCS approves or rejects all line items that were sent on one batch (this may not be all line items if the approver did not approve all line items on the voucher the same day). If approved by LOCCS, LOCCS sends the line items to the U.S. Treasury for payment. LOCCS also sends the status of the request back to DRGR. The drawdown results are reflected in DRGR the next day.
- Once received by Treasury, if Treasury accepts, electronic payment is made to the recipient. No status is sent back to DRGR. If rejected by Treasury, Treasury sends DRGR the rejection status and the grantee will have to create a new voucher for the rejected line items.
- If necessary, an authorized user can cancel a voucher line item that has not been sent to LOCCS; or once a voucher has been paid by Treasury, revise the activity number or drawdown amount.

separately



### 5.1.2 Changes in Available Balance Calculations for Program Funds and Program Income

Before Release 7.3, available balance calculations for program funds and program income in DRGR were handled separately. Before Release 7.3, DRGR calculated available balance for grant funds (program funds) at the activity level and program income at the grant level. Under Release 7.3, if there is no program income under a grant, DRGR checks the amount of program funds already drawn and compares that to the amount of funds obligated at the activity level. If there is no program income involved, the available balance in these situations is a relatively simple calculation subtracting previous and pending draws for grant funds from the amount obligated.

General Account:	RLF Project	PI Account
All PI received on any unassigned activity must be disbursed before PF on any unassigned activity	All PI received in any activity in each RLF project must be disbursed before PF in the RLF project	All PI received in any activity in each PI Account must be disbursed before PF in the PI Account

Under Release 7.3, if the grant has program income, the calculation of available balances for program (grant) funds and program income is more complicated since there are rules regarding the use of program. If an activity is assigned to a RLF or Program Income account, each receipt recorded will affect the amount of program income available for any activity in the RLF Project or Program Income Account. If there are no RLF Projects or Program Income Accounts, the receipt will affect the program income for all activities under the grant. Program Income in each Program Income Account, RLF Project or unassigned in the General Account must be spent first before program (grant) funds in each of these groupings.

DRGR will check all receipts recorded with dates the same as the voucher or before and check completed program income disbursements in approved voucher line items within each RLF Project, PI Account, or the General Account based on where the activity is assigned. Section 5.4.2 includes more details on available balance calculations.

Based on these rules, it is especially important for grantees that will have program income to set up PI accounts and RLFs correctly and to make sure they have systems for accurately recording program income receipts and program income draws for each activity.

**Drawdown**

Create Voucher - Calculated Available Amounts [Help?](#)

[Go Back To Create Voucher \(Page 2\)](#)

Voucher #: \_\_\_\_\_ Requested Sub-: \_\_\_\_\_ Date: \_\_\_\_\_

Grant #: B-08-DN-12-0001 Responsible Organization: Alachua County Project: NSP #1 Program Income Account: GENERAL ACCOUNT

Grantee Activity #: Alachua Cnty 14A Activity Title: Rehabilitation - Single Family Fund Type: PROGRAM INCOME

Program Income Account	Program Income - PI Account Level	Program Funds - Activity Level	Program Income - Activity Level	All Funds - Activity Level
A - Budgeted	- - -	- - -	- - -	\$429,337.55
B - Obligated	- - -	- - -	- - -	\$429,337.55
C - Receipts	\$5,679,494.47	- - -	\$0.00	- - -
D - Drawn	\$4,947,661.81	\$296,771.00	\$0.00	\$296,771.00
E - Available	\$731,832.66	\$0.00	\$132,566.55	\$132,566.55

### 5.1.4 Changes in Program Funds and Program Income Outside the Drawdown module

**Action Plan Changes:** Under Release 7.3, DRGR allows users to draw from program income or program funds in an activity without adjusting activity obligations and budgets. This should permit grantees to make draws by either fund type without continuously adjusting activity budgets and obligations. Based on this, grantees must include estimated program income in their activity budget and obligations. In order to do this, grantees must calculate the amount of total activity budgets within each project and edit the project budget to a level that has enough funds. In order to increase project budgets to accommodate program income estimates, they must also estimate the total amount of program income and revolving loan funds that will be needed to support these budgets. This information has to be entered on the EDIT ACTION PLAN page.

**Grant Amount:**  
\$43,151,914.00

[Low Income Targeting](#)  
[Acquisition and Relocation](#)  
[Public Comment](#)

|  |  |

<b>Grant Amount:</b>	\$43,151,914.00
<b>Estimated PI/RLF:</b>	\$7,500,000.00
<b>Total Budget:</b>	\$50,651,914.00

If grantees have entered budgets without program income, they need to conduct the analysis starting at the activity level and ending at the grant level, but reverse this order when inputting the information.

	STEP 1	STEP 2	STEP 3
<b>ANALYSIS OF PROGRAM INCOME</b>	How much do <u>activity budgets</u> need to be increased for estimates of PI to be spent?	Based on totals of activity budgets, how much do <u>project budgets</u> need to be increased for estimates of PI to be spent?	Based on totals of activity/project budgets, how much <u>total program income will be spent at the grant level?</u>
<b>UPDATING DRGR TO INCLUDE PROGRAM INCOME</b>	Estimate PI/RL Funds on <u>EDIT ACTION PLAN</u> webpage	Increase <u>project budgets</u> , as needed, to INCLUDE but not specify PI	Increase <u>activity budgets</u> , as needed, to INCLUDE but not specify PI

**QPR Changes:** Under Release 7.3, program income received is recorded as receipts instead of entering the information quarterly on the QPR. DRGR now calculates the amount of program income received during the quarter based on these receipts and the information is shown as a READ ONLY field in the QPR. DRGR also now displays information on total funds drawdown since the amounts budgeted and obligated for an activity now include program income in addition to program funds.

Activity Funding	Jul 1 thru Sep 30, 2011	To Date
Total Projected Budget from All Sources:	N/A	\$15,052,984.00
Total Budget: <b>CHANGES DISPLAY</b>	\$10,052,984.00	\$15,052,984.00
Total Obligated:	(\$49,882.60)	\$15,050,084.00
Total Funds Drawdown	<b>GROUPED</b>	\$0.00
Program Funds Drawdown:	<b>TOGETHER</b>	\$14,461,367.00
Program Income Drawdown:	\$1,584.00	\$14,458,467.00
Program Income Received: <b>READ ONLY</b> →	\$15,824.00	\$2,900.00
Total Funds Expended:	\$0.00	\$25,511.75
Mississippi Development Authority	\$ 0.00	\$14,454,867.00
Match Contributed:	\$ 0.00	\$0.00

### 5.1.4 Organization of the Drawdown Module Guide

Although obligations and vouchers are the basic process for drawdowns in DRGR if a grant has no program income, this user guide now includes other two key functions involved in managing program income:

Receipts- Program income received is now recorded for each transaction rather than quarter in the QPR.

Program Income Accounts and RLFs - If the grantee lets organizations retain program income for use on their activities, the establishment of PI accounts and RLFs is critical so that PI received for one organization do not affect program fund draw requests from other organizations, including the grantee.

Based on these two new functions, this module user guide is now organized as follows.

- Managing Program Income: Receipts, PI Accounts and RLFs
- Activity Obligations
- Vouchers
- HUD Drawdown Actions

## 5.2 Program Income: Receipts, PI Accounts, and RLFs

Prior to Release 7.3, program income received was recorded in the QPR quarterly and program income disbursed was recorded in the Drawdown Module as it was disbursed. Similar to IDIS, Release 7.3 allowed Program Income receipts to be created in the Drawdown Module for individual PI transactions. Because the grantee has set up Program Income Accounts and RLFs, the Program Income received will be associated with the Program Income Account or RLF the activity belongs to or to the General Account if the activity is not associated with a PI Account or RLF.

Under Release 7.3, grantees may allow other organizations to retain program income for use on existing activities and would be outlined in the funding agreements with these organizations. There are two methods for doing this:

- Revolving Loan Funds (RLF) Project
- Program Income account

In most cases, grantees will use PI accounts. However, if the grantee has funded revenue-generating activities (e.g., rehabilitation, economic development loans) being undertaken that provide new loans with the repayment of other loans and the process will be used for the same type of activity, these activities would probably be set up under a RLF project.

As with Receipts, only users with draw create or draw approve rights can create and edit PI accounts. All grantee and HUD users can search and View PI accounts. Most grantee users have the ability to edit Projects since this function is in the Action Plan module.

### 5.2.1 Add/Edit Receipts – Grantee Users

To create a receipt:

- select the grant;
- create a receipt number, (there is no required naming convention);
- select the activity that generated this PI (unless the funds are being returned to the grantee for use in admin- see below);
- enter the amount and the date receipted (note:- entering a date covered under an approved QPR will send notices to the CPD Representative and grantee administrators to just let them know the amounts of PI recorded in those QPRs has changed- no action is required on their part)
- the comment field is optional, but can be helpful to keep track of PI sources;
- hit the SAVE RECEIPT button.



**Drawdown**

- Search/Edit Obligation
- Search/Maintain Voucher

**Receipt and PI Accounts**

- Create Receipt
- Search/Edit Receipt
- Add PI Account
- Search/Edit PI Accounts

**Utilities**

- Print Page
- Profile
- Help
- Logout
- Reports

**Links**

- PDF Viewer
- Support
- CPD Home
- HUD Home

### Receipt

#### Create Receipt [Help?](#)

**Receipt Created For:**  
Denver01, CO

**\*Grant Number:**  
B-08-MN-99-0103

**\*Grantee Receipt #:**  
SP1-B A/R MF DHH LH25 - 010912

**\*Amount:**  
\$ 25,000 (ex: 999,999.99)

**Comment:**

**\*Receipt Status:**  
Open

[Save Receipt](#) | [Cancel](#)

**Receipt Created By:**  
T001GA T001GA

**\*Activity:**  
NSP1-B A/R MF DHH LH25

**\*Receipt Date:**  
01/09/2012 [Select Date](#) (ex: mm/dd/yyyy)

**Exception to the Rule for Recording PR on Activities that generate the Funds:** In general, PI is usually receipted against the activity that generated it. In the case of grantees with PI Accounts, this results in the PI receipted being subject to the rules of the PI Account to which it is associated. If a grantee requires a percentage of PI to be returned for general administration (or other purposes), the grantee would only create receipts against the activities that generated it for the percentage allowed to be retained by the subrecipient. The grantee would create receipts against their own admin activity for all funds being returned for general admin. This would associate these receipts in the grantee's own General Account and thus allow them to be used for admin and not require the transferred funds to be used on activities within the PI accounts. The grantee should make a note in the narrative fields for any receipt being returned for admin identifying the activity that actually generated the PI receipt. The grantee should also enter information on the QPR activity progress narrative for the original activity indicating how much of their PI was returned and assigned to the admin activity so that this information can also be seen in the QPR.

## 5.2.2 Search and Viewing Receipts- All Users

Both HUD and grantee users can search and view receipts. Grantee users with drawdown rights can edit receipts using the list of receipts generated by the search results.

**Login ID:**  
Role:Grantee Admin

**Drawdown**

- Search/Edit Obligation
- Create Voucher
- Search/Maintain Voucher

**Receipt and PI Accounts**

- Create Receipt
- Search/Edit Receipt
- Add PI Account
- Search/Edit PI Accounts

**TA Invoices**

- Add TA Invoice
- Search/Edit TA Invoice

**Admin** | **Action Plans** | **Drawdown** | **QPR** | **Reports**

### Receipt

#### Search for Receipts [Help?](#)

**Search Criteria**

**Grant Number:**  
Select

**Program Income Account Name:**

**Project Number:**

**Receipt Status:**  
Select

**Activity Number:**

**Grantee Receipt Number:**

**Earliest Receipt Date:**  
[Select Date](#)

[Search](#) | [Reset](#)

### 5.2.3 Add/Edit Program Income Accounts

If all organizations funded by a grant must return program income to the grantee, no program income accounts are needed. All activities not assigned to a program income account or RLF are listed as under a GENERAL ACCOUNT. In this case, any program income received on any activity under the grant must be spent before any program (grant) funds can be spent on any other activities.

If any organization funded under a grant is allowed to retain program income for use on the any of their activities funded under the grant, the grantee should create a program income account for each of these organizations. DRGR will not allow users to save the PI account if there are more PI disbursements than receipts for the activities. DRGR will allow PI to be drawn on activities other than those where the PI is received, but establishing a PI means those receipts have to be recorded on activities within the PI accounts.

Add Program Income Account [Help?](#)

Grant Number: B-06-DG-28-0001

Program Income Account Name:

**Available Responsible Organizations:**

- City of Lumberton
- City of Magnolia
- City of McComb
- City of Meridian
- City of Moss Point
- City of Pascagoula
- City of Pass Christian
- City of Philadelphia
- City of Picayune
- City of Poplarville

Assign Org >>

<< Remove Org

**Selected Responsible Organizations:**

- City of Ocean Springs

**Available Activities:**

- 0010 CE R1010111 - OCEAN SPRINGS
- 0010 CE R1010111 - OCEAN SPRINGS

Assign Activity >>

<< Remove Activity

**Selected Activities:**

- 0022 GCRIP R1020012 - OCEAN SPRINGS S24
- 0022 GCRIP R1020012 - OCEAN SPRINGS S24
- 0022 GCRIP R1020012 - OCEAN SPRINGS W21
- 0022 GCRIP R1020012 - OCEAN SPRINGS W21
- 0030 KCR R10328201KCR - OCEAN SPRINGS
- 0030 KCR R10328201KCR - OCEAN SPRINGS
- 0030 KCR R10928203KCR - OCEAN SPRINGS
- 0030 KCR R10928203KCR - OCEAN SPRINGS
- 0030 KP R10328201KP - OCEAN SPRINGS
- 0030 KP R10328201KP - OCEAN SPRINGS

Save Cancel

To set up a Program Income Account, go to the Drawdown Module and along the left navigation select Add PI Account.

- Select the grant and create a name for the account.
- Select the responsible organization. (NOTE: One Responsible Organization could have been entered into the system in a number of ways such as -The City of or -City of. To make sure you get all activities that are associated with that Responsible Organization the system allows the user to select multiple variations) Once this is selected, click Assign Org>>.
- Under Available Activities, check to make sure all of the activities for that Responsible Organization are appearing, then add the activities by clicking Assign Activities>>
- Once all activities that should be in the PI account show up on the bottom right, select SAVE..

If there is more program income disbursed on the activities that are assigned to the account than there are receipts, DRGR will not let users create the PI account and users will see an error message. DRGR users can run Fin Rept5b to check on program income received and program income disbursed before trying to create a PI account.

## Program Income Accounts

### Add Program Income Account

- Program Income Account could not be created successfully.  
Total Receipt Amount (x) Is Less Than the Drawdown Amount (y).

If users see an error message, it will list the amounts of PI receipts and PI draws for the activities that they tried to assign to the PI account. Users may need to adjust receipts to make sure they are recorded on the correct activities that generated the program income and check to make sure PI draws are also correctly recorded. Fin Rept02b shows PI draws. If draws are not correct, they can be revised. Fin Rept05c shows individual receipts. If receipts are not correct, they can be edited. Fin Rept05d shows financial data summarized by each PI account, but it is important to remember that it will not show any information on the General Account which is where all activities that have not been assigned to a PI account.

### 5.2.4 Search/View Program Income Accounts

All grantee and HUD users can search for and View PI Accounts. Users with create and approve voucher rights will also have an EDIT link. It is important to note that GENERAL ACCOUNT will not show up in the list since GENERAL ACCOUNT is just displayed when activities are not assigned to a PI Account or RLF.

**Drawdown**

- [Search/Edit Obligation](#)
- [Create Voucher](#)
- [Search/Maintain Voucher](#)

**Receipt and PI Accounts**

- [Create Receipt](#)
- [Search/Edit Receipt](#)
- [Add PI Account](#)
- [Search/Edit PI Accounts](#)

**Utilities**

- [Print Page](#)
- [Profile](#)
- [Help](#)
- [Logout](#)
- [Reports](#)

**Links**

- [PDF Viewer](#)
- [Support](#)
- [CPD Home](#)
- [HUD Home](#)

#### Program Income Accounts

**Search for Program Income Accounts** [Hel](#)

Search Criteria

<b>Grant Number:</b> B-08-MN-99-0103 ▼	<b>Program Income Account:</b> <input type="text"/>	<b>Grantee Activity Number:</b> <input type="text"/>
---	--	---

|

Results Page 1 of 1 (6 Program Income Accounts found)

Grant Number	Program Income Account	Grantee Activity Number	Action
B-08-MN-99-0103	City of Denver - PI Account	NSP1-E-Redev't MF City LMMI	<a href="#">Edit</a>   <a href="#">View</a>
B-08-MN-99-0103	City of Denver - PI Account	NSP1-Admin	<a href="#">Edit</a>   <a href="#">View</a>
B-08-MN-99-0103	City of Denver - PI Account	NSP1-C LB SF City	<a href="#">Edit</a>   <a href="#">View</a>
B-08-MN-99-0103	DAH - PI Account	NSP1-B A/R SF DAH LH25	<a href="#">Edit</a>   <a href="#">View</a>
B-08-MN-99-0103	GDHH - PI Account	NSP1-B A/R MF DHH LMMI	<a href="#">Edit</a>   <a href="#">View</a>
B-08-MN-99-0103	GDHH - PI Account	NSP1-B A/R MF DHH LH25	<a href="#">Edit</a>   <a href="#">View</a>

### 5.2.5 Add/Edit Revolving Loan Funds

Adding and editing Projects is actually in the Action Plan module rather than the drawdown module. Designating a project as an RLF is done using a checkbox. As indicated above, if the grantee has funded revenue-generating activities (e.g., rehabilitation, economic development loans) being undertaken that provide new loans with the repayment of other loans and the process will be used for the same type of activity, these activities would probably be set up under a RLF project.

## Project

### Edit Project

Financial Data	
Grant Amount:	\$5,058,185,000.00
Estimated PI/RLF Funding:	\$2,815.66
Total Project Budget Amount:	\$1,454,799,837.08
Available for Project Budget:	\$0.00
Total Amount Budgeted to Activities in this Project: \$1,376,481,583.08	

\* Grant #:

B-06-DG-28-0001

\* Project #:

0030

\* Project Title:

Economic Developmen

\* Description:

Economic Development

\* Project Budget Amount:

\$1,454,799,837.08

☒ Revolving Loans

## 5.2.6 Search and Viewing Projects- All Users

Both HUD and grantee users can search and view projects. Search options include project #, project title, grant #.

Login ID:  
Role:

Action Plan  
[Search](#)  
[View All](#)

Projects  
[Add Project](#)  
[Search/Edit Project](#)

Responsible Organization  
[Search](#)

Utilities  
[Print Page](#)  
[Profile](#)  
[Help](#)  
[Logout](#)  
[Reports](#)

Admin
Action Plans
Drawdown
OPR
Reports
Grantee

Project

Search for Projects
[Help?](#)

Search Criteria  
Project #: 
Project Title: 
Grant #: 
Grantee:

Search | Reset

Results Page 1 of 1 (1 projects found)

Grantee	Project #	Project Title	Grant #	Project Budget Amount	Disbursed Amount	Project Status	Action
Neighborhood Housing Services of South Florida, Inc.	004 (RLF)	RLF	B-09-CN-FL-0020	\$4,698,271.61	\$3,712,127.00	Open	<a href="#">Edit</a>   <a href="#">View</a>

## 5.3 Activity Obligations

### 5.3.1 Search and Viewing Obligations- All Users

Depending on assigned privileges in DRGR, a Grantee User can perform the following tasks with regards to drawdowns:

- Create an obligation for an activity
- Create a voucher
- Search for a voucher
- View a voucher or voucher line item
- Cancel a voucher line item
- Revise a voucher line item
- Approve or reject a voucher line item
- Revoke approval of a voucher line item
- Block an activity from drawdowns

The following sections describe how to perform each of these tasks.

**Obligating** funds to an activity means to commit grant funds or program income to that activity. The obligated funds are then available for **drawdown**, that is, disbursement of the funds. The obligated amount must be less than or equal to the total budget amount. Under Release 7.3, it is important to remember that the activity obligation includes both program income and program funds just like the activity budget. Neither require grantee users to identify how much is budgeted or allocated across the funds type, however. Grantees do not have to distinguish fund types until they record vouchers.

Only a grantee with one or both of the following privileges can obligate funds:

- Request Drawdown
- Approve Drawdown

To obligate funds to an activity:

1. Click the **Drawdown** link in the menu bar.

The **Search for Activities to Obligate** page is displayed. This page allows you to locate the activity for which you want to obligate funds.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems  
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM  
Role:Grantee

**Activity Obligation**  
- [Search Activity](#)

**Drawdown**  
- [Search Voucher](#)  
- [Create Voucher](#)

**Utilities**  
- [Print Page](#)  
- [Profile](#)  
- [Help](#)  
- [Change Password](#)  
- [Logout](#)

**Action Plans** **Drawdown** **QPR** **Reports** **Grants**

**Activity Obligation**

Search for Activities to Obligate

Search Criteria

Grant Number:  Grantee Activity Number:  Responsible Organization:

Enter search criteria

2. (Optional) Enter one or more search criteria:

- **Grant Number** – Select a grant number from the drop-down list. Only grants that you are assigned to are listed.
- **Grantee Activity Number** – Enter a grantee activity number. You can enter a full or partial number and use the percent sign (%) as a wildcard search character. Search is not case sensitive.
- **Responsible Organization** – Enter the name of the organization to whom the grant was awarded. You can enter a full or partial name and use the percent sign (%) as a wildcard search character. Search is not case sensitive.

3. Click **Search**.

The **Search** page is redisplayed, with the search results appearing in a table below the search criteria. Each table row represents an activity. The first ten matching activities are listed; additional results can be viewed by clicking a page link below the table. The default sort order is **Grant #**, **Responsible Organization**, and **Grantee Activity #**.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems  
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM  
Role:Grantee

**Activity Obligation**  
- Search Activity

**Drawdown**  
- Search Voucher  
- Create Voucher

**Utilities**  
- Print Page  
- Profile  
- Help  
- Change Password  
- Logout

**Links**  
- PDF Viewer  
- Support  
- CPD Home  
- HUD Home

**Action Plans** **Drawdown** **QPR** **Reports** **Grants**

**Activity Obligation**

Search for Activities to Obligate

Search Criteria  
Grant Number: B-98-DU-51-0001 Grantee Activity Number: Responsible Organization:

Search Reset

Results Page 1 of 2 (16 activities found)

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Action
B-98-DU-51-0001	97-41S3	Town of Glasgow	Relocation payments and assist	97-41S3	<a href="#">Maintain</a>
B-98-DU-51-0001	97-43S2	Town of Tangier	Clearance and demolition	97-43S2	<a href="#">Maintain</a>
B-98-DU-51-0001	97-41S2	Town of Glasgow	Clearance and demolition	97-41S2	<a href="#">Maintain</a>
B-98-DU-51-0001	97-39S2	Town of Bridgewater	Clearance and demolition	97-39S2	<a href="#">Maintain</a>
B-98-DU-51-0001	97-43S1	Town of Tangier	Administration e.g., general m	97-43S1	<a href="#">Maintain</a>
B-98-DU-51-0001	97-42S2	Rockingham County	Administration e.g., general m	97-42S2	<a href="#">Maintain</a>
B-98-DU-51-0001	97-41S1	Town of Glasgow	Administration e.g., general m	97-41S1	<a href="#">Maintain</a>
B-98-DU-51-0001	97-40S1	City of Buena Vista	Administration e.g., general m	97-40S1	<a href="#">Maintain</a>
B-98-DU-51-0001	97-39S1	Town of Bridgewater	Administration e.g., general m	97-39S1	<a href="#">Maintain</a>
B-98-DU-51-0001	97-42S1	Rockingham County	Rehabilitation or reconstructi	97-42S1	<a href="#">Maintain</a>

1 2 [Next 10 Results]

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Links to additional search results

Search results

- If the activity for which you are searching is not displayed in the first page of results, do one of the following:
  - To enter different search criteria, click the **Reset** button, and then enter new criteria.
  - To view additional search results, click the one of the page links below the results table.
  - To sort the search results, click on a column header.
- When you locate the activity for which you want to obligate funds, click the **Maintain** link in the **Action** column on the right side of the activity's row.

### 5.3.2 Obligating Funds to an Activity – Grantee Users with Drawdown Rights

The selected activity appears on the **Add-Edit Obligation Line Item** page.

## Activity Obligation

## Add-Edit Obligation Line Item

[Help?](#)

[Return to Search Obligation](#)

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title
<a href="#">B-08-DN-28-0001</a>	N180709025HB01 B	Mississippi Development Authority	Acquisition for a public purpo	Mississippi Home Corporation (Below 50%)

**Total Budget:** \$2,719,744.00

**Total Obligated Amount:** \$2,719,744.00

**Available for Obligation:** \$0.00

**Obligation Amount:** \$ 2719744.00

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

< TOTAL BUDGET

> TOTAL DRAWN

**Total Drawn Amount:** \$2,719,744.00

**Total Program Funds Drawn:** \$2,318,223.00

**Total Program Income Drawn:** \$ 401,521.00

[Return to Search Obligation](#)

Under Release 7.3, activity budgets and obligations will include, but not specify, program income expected to be used in addition to grant funds. This will allow users to identify aggregate budgets and obligations so that they only have to distinguish between program funds and program income during the voucher process. In this way, grantees should have to spend less time adjusting activity budgets to accommodate program income.

Math rules for budgets and obligations will now use TOTAL DRAWN instead of PROGRAM FUNDS DRAWN. Grantees can increase obligations up to the amount of the activity budget as always, but they can only reduce obligations down to the total amount drawn. If the amount of funds obligated appears to be insufficient to support estimated draws from program income and program (grant) funds, grantees may need to update activity budgets to include the amount of program income they expect to disburse on the activity.

Information about the selected activity (**Grant #**, **Grantee Activity #**, **Responsible Organization**, **Activity Type**, and **Activity Title**) appears at the top of the page. Below the activity information, the following grant budget information appears:

- **Total Budget** – This field displays the total amount of the grant fund that is allocated to this activity. You cannot obligate an amount greater than the amount that appears in this field.
- **Total Obligated Amount** – This field displays the amount previously obligated to this activity.
- **Available for Obligation** – This field displays the amount available for obligation to this activity, which is equal to the **Total Budget** amount minus the sum of the **Total Obligated Amount** and **Total Drawn Amount**.
- **Total Drawn Amount** – This field displays the amount that has already been drawn down from the obligated amount, plus any pending drawdowns.

1. Enter the total amount to be obligated in the **Obligation Amount** field.

If an amount has already been obligated, that amount will appear in the field. You can increase or decrease the obligation amount—whatever you enter in the field will be the new obligation amount. For example, if the amount displayed in **Obligation Amount** is **\$1000.00**, and you enter **\$400.00**, **Total Amount Obligated** will be decreased to **\$400.00**.

The **Obligation Amount** must meet the following criteria:

- It must be less than the **Total Budget** value.
- It must be greater than the **Total Drawn Amount** value. In other words, you cannot decrease the obligated amount to less than the amount that has already been drawn down.

2. Click **Save Amount**.



The **Add-Edit Obligation Line Item** page is redisplayed with the updated **Total Obligated Amount**. The **Available for Obligation** field is also updated.

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Community Development Systems  
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LoginID:DGRAHAM  
Role:Grantee

**Activity Obligation**  
- [Search Activity](#)

**Drawdown**  
- [Search Voucher](#)  
- [Create Voucher](#)

**Utilities**  
- [Print Page](#)  
- [Profile](#)  
- [Help](#)  
- [Change Password](#)  
- [Logout](#)

**Links**  
- [PDF Viewer](#)  
- [Support](#)  
- [CPD Home](#)  
- [HUD Home](#)

**Action Plans** **Drawdown** **QPR** **Reports** **Grants**

### Activity Obligation

#### Add-Edit Obligation Line Item

[Return to Search Obligation](#)

• Obligation Amount successfully saved

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title
B-98-DU-51-0001	97-39S2	Town of Bridgewater	Clearance and demolition	97-39S2

Total Budget: \$10,000.00	Total Obligated Amount: \$400.00	Available for Obligation: \$9,600.00	Total Drawn Amount: \$11.00
------------------------------	-------------------------------------	---	--------------------------------

Obligation Amount: \$

[Save Amount](#) | [Cancel Amount](#)

[Return to Search Obligation](#)

Updated obligation fields

Updated amount to be obligated

DRGR R6.3

## 5.4 Voucher Actions

### 5.4.1 Searching, Viewing, and Printing Vouchers- All Users

To search for a voucher:

1. Click the **Drawdown** link in the menu bar.

The **Search for Activities to Obligate** page appears.

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LoginID:DGRAHAM  
Role:Grantee

**Activity Obligation**

**Drawdown**

Search for Activities to Obligate

Search Criteria

Grant Number: Select

Grantee Activity Number:

Responsible Organization:

Search Reset

2. In the left menu, click **Search Voucher** under **Drawdown**.

The **Search for Vouchers** page appears.

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LoginID:DGRAHAM2  
Role:Grantee Admin

**Drawdown**

Search for Vouchers

Search Criteria

Voucher #:

Grant #: Select

Line Item Status: Select

Earliest Creation Date: Select Date

Grantee Activity #:

Fund Type: Select

Transaction Type: Select

Search Reset

Enter search criteria

DRGR R6.3

## 3. (Optional) Enter one or more search criteria:

- **Voucher #** – Enter a voucher number. You can enter a full or partial number and use the percent sign (%) as a wildcard search character.
- **Grant #** – Select a grant number from the drop-down list. Only grants that you are assigned to are listed.
- **Line Item Status** – Select a line item status to search for vouchers that contain a line item with the specified status. See *Appendix A* for more information about line item statuses.
- **Earliest Creation Date** – Enter a date, or select a date using the pop-up calendar.
- **Grantee Activity #** – Enter a grantee activity number. You can enter a full or partial number and use the percent sign (%) as a wildcard search character.
- **Fund Type** – Select a fund type to search for vouchers that contain a line item with the specified fund type.
- **Transaction Type** – Select the LOCCS transaction type:
  - Adjustment – Funds transferred from one grant to another.
  - Collection – Fund returned by grantee to LOCCS.
  - Manual Payment – Grantee-approved drawdown manually submitted from LOCCS.
  - Payment – Program Fund and Program Income drawdowns.

4. Click **Search**.

The **Search** page is redisplayed, with the search results appearing in a table below the search criteria. Each table row is a *voucher line item*. The first ten matching voucher line items are listed; additional results can be viewed by clicking a page link below the table. The default sort order is **Grant #, Responsible Organization, Grantee Activity #, Voucher #, and Line Item #**.

The voucher number for the associated voucher appears in the first column. If a voucher has more than one line item, each line item will appear as a separate row in the table.

## 5. If the voucher for which you are searching is not displayed in the first page of results, do one of the following:

- To enter different search criteria, click the **Reset** button, and then enter new criteria.
- To view additional search results, click the one of the page links below the results table.
- To sort the search results, click on a column header in the results table.

6. Once you locate a voucher line item associated with the voucher for which you are searching, click the **Maintain** link in the **Action** column next to the voucher line item to view the voucher.

The entire voucher is displayed in the **Maintain Voucher** page. General information about the selected voucher (**Voucher #, Created By, Voucher Created For, and Creation Date**) appears at the top of the page. Below the general information, all of the voucher line items (not just the line item that you selected) are listed in a table.

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**Action Plans** **Drawdown** **QPR** **Reports** **Grants**

**Drawdown**

Maintain Voucher

[Return to Search Voucher](#)

**Voucher #:** 100102 **Created By:** JPARKE  
**Voucher Created for:** State of Virginia **Creation Date:** 10/20/2008

Information about the selected voucher

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
5	B-98-DU-51-0001	97-39S1	Town of Bridgewater	Administration	97-39S1	PROGRAM FUND	\$963.00	\$3.00	Approved	10/30/2008	<a href="#">Cancel</a>   <a href="#">View</a>
<b>Voucher Approved Total:</b>								<b>\$3.00</b>			
3	B-98-DD-51-0001	98-38S	City of Chesapeake	Acquisition, construction, reconstruction of public facilities	98-38ST	PROGRAM INCOME	\$0.00	\$5.00	Cancelled	10/20/2008	<a href="#">View</a>
<b>Voucher Cancelled Total:</b>								<b>\$5.00</b>			
4	B-98-DD-51-0001	98-40S	City of Portsmouth	Acquisition, construction, reconstruction of public facilities	98-40S	PROGRAM FUND	\$994.00	\$6.00	Completed	10/30/2008	<a href="#">View</a>
<b>Voucher Completed Total:</b>								<b>\$6.00</b>			
2	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #21A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04: #21A	PROGRAM FUND	\$747.00	\$1.00	Open	10/30/2008	<a href="#">Revise</a>   <a href="#">Cancel</a>   <a href="#">View</a>
6	B-98-DU-51-0001	97-39S2	Town of Bridgewater	Clearance and Demolition	97-39S2	PROGRAM FUND	\$993.00	\$4.00	Open	10/24/2008	<a href="#">Revise</a>   <a href="#">Cancel</a>   <a href="#">View</a>
<b>Voucher Open Total:</b>								<b>\$5.00</b>			
1	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #14A	James City County.	Rehabilitation/reconstruction of residential structures	JAMES CITY COUNTY 05-DRP-04: #14A	PROGRAM FUND	\$899.00	(\$1.00)	Revised	10/20/2008	<a href="#">View</a>
<b>Voucher Revised Total:</b>								<b>(\$1.00)</b>			
8	B-05-DJ-51-0001	ADMINISTRATION - Virginia State Office	Virginia Department of Housing and Community Development	Administration	ADMINISTRATION - Virginia State Office	PROGRAM FUND	(\$3.00)	(\$1.00)	Revision Approved		<a href="#">View</a>
<b>Voucher Revision Approved Total:</b>								<b>(\$1.00)</b>			

Voucher line items are grouped by status

Options depend on the line item status and your user privileges

[Return to Search Voucher](#)

DRGR R6.2

The voucher line items are grouped according to their status and are listed in the following order:

- Approved voucher line items
- Cancelled voucher line items
- Completed voucher line items
- Open voucher line items
- Rejected voucher line items
- Revised voucher line items
- Approved revised voucher line items

Each line item represents an activity for which a drawdown has been requested. The following information is displayed for each line item:

Column	Description
Line Item #	A DRGR-assigned number identifying the line item.
Grant #	The grant number for the activity.
Grantee Activity #	The grantee activity number for the activity.
Responsible Organization	The organization responsible for performing the activity.
Activity Type	The type of activity that will be conducted.
Activity Title	The title of the activity.
Fund Type	The type of funds that are the source for this drawdown.
Available Amount	The amount that is available to drawdown for this activity.
Drawdown Amount	The amount that has already been drawdown for this activity. A negative amount occurs when there has been a collection or adjustment type of transaction.
Line Item Status	See <i>Appendix A</i> for a description of the possible statuses.
Submission Date	Whether this is editable depends on your user role: if you are a grantee user, it will not be editable; if you are a grantee user with approval privileges, it will be editable.
Action	The options that appear in this column depend on the <b>Line Item Status</b> and your user privileges.

The default sort order within each group of line items is **Grant #, Responsible Organization, Grantee Activity #, Voucher #, and Line Item #**.

At this point, you can click a link in the **Action** column or click the **Return to Search Voucher** button. The options available in the **Action** column depend on the status of the line item and the privileges assigned to your user role. See *Appendix A* for a description of voucher line item statuses.

The possible actions for a Grantee User are:

- View a voucher or voucher line item
- Cancel a voucher line item
- Revise a voucher line item
- Approve or reject a voucher line item
- Revoke approval of a voucher line item

For instructions on how to perform these tasks, refer to the following sections.

To view the details of a line item, click the **View** link in the **Action** column for that line item. The **View Voucher Line Item** page is displayed. Below the general voucher information, this page displays detailed information about the selected voucher line item, including the status of the batch in which the line item was packaged and sent to LOCCS.

The five primary areas of this page are:

- DRGR Information area
- LOCCS Update area
- LOCCS Confirmation Information area
- Line Item table
- Approver comments

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Role:Grantee

Activity Obligation  
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**Action Plans** **Drawdown** **QPR** **Reports** **Grants**

**Drawdown**

View Voucher Line Item

Return to Search Voucher | Return to Maintain Voucher

Voucher Created For: State of Virginia      Voucher # / Line Item #: 100102/2      Grant #: B-05-DJ-51-0001      Transaction Type: Payment

Created By: JPARKE

Creation Date: 10/20/2008

**DRGR Information**  
 DRGR Status: Pending  
 Batch #: 1  
 Batch Date: 11/12/2008  
 LOCCS Control #: 100020  
 LOCCS Status: Voucher pending confirmation by LOCCS

**LOCCS Confirmation Information**  
 Confirm Batch #: 1  
 Confirm Batch Date: 11/12/2008  
 Confirmation Code: Ok  
 Pay Method:  
 Payment Date:  
 Schedule #:  
 Reschedule:  
 Effective Date:

**LOCCS Update**  
 Batch Updated By: LOCCS  
 Date Updated: 2008-11-12 11:59:00.0  
 Special Remarks:

Line Item

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date
B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #21A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04: #21A	PROGRAM FUND	\$1.00	Pending	2008-11-04

Grantee Approver (Debra Graham 2) Comments on 11/04/2008:  
(None)

Grantee Approver Comments:  
(None)

Return to Search Voucher | Return to Maintain Voucher

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Status of the line item in DRGR

Reflects batch processing results

Approver comments

Line-item specific batch information

Line item details

The following table describes these areas in more details.

Area	Field	Description
DRGR Information	DRGR Status	The status of this voucher item. Open Initial status Approved Voucher approved Pending Voucher pending receipt by LOCCS Canceled The grantee canceled an Open voucher Completed Voucher paid through LOCCS Revoked Grantee revoked voucher approval Revised Grantee revised HUD Activity Number drawing the funds from this voucher
	Batch #	The LOCCS batch number in which this line item was processed. If this field displays all zeros, the drawdown request has not yet been sent to LOCCS.
	Batch Date	The date that the batch was sent to LOCCS.
	LOCCS Control #	A LOCCS-assigned number used to identify the voucher line item after being processed by LOCCS.
	LOCCS Status	The status of this voucher in LOCCS. Voucher line item confirmation file currently processing (Open) Voucher line item pending confirmation by LOCCS Voucher line item approved by LOCCS Voucher line item rejected by LOCCS Voucher line item rejected by Treasury On hold Cancelled by LOCCS Voucher line item rescheduled by LOCCS
LOCCS Update	Batch Updated By	Identifies LOCCS as the batch processor.
	Date Updated	The date that the batch processing results were received from LOCCS.
	Special Remarks	LOCCS-generated comments about voucher line items that needed special processing.
LOCCS Confirmation Information	Confirm Batch #	The LOCCS batch number in which this voucher line item was processed after it was received from the DRGR batch.
	Confirm Batch Date	The LOCCS batch date in which this voucher line item was processed after it was received from the DRGR batch.

Area	Field	Description
	Confirmation Code	The LOCCS confirmation code for this batch: P00      Processed R01      Rejected, bad batch header R02      Rejected, batch count off R03      Rejected, batch total off R03      Rejected, RCD-BCH-NO does not equal batch R05      Rejected, out of sequence on RCD-NO R50      Rejected, invalid grantee/grant/program R51      Rejected, insufficient funds R52      Rejected, detail total does not equal voucher total R53      Rejected, out of sequence on voucher line number R54      Rejected, duplicate voucher number R55      Rejected, failed conversion edits R59      Rejected, other voucher lines failed edits R99      Rejected, missing required information H01      Held, missing payment information H02      Held, suspension H03      Held, funding problem
	Pay Method	Identifies method of payment (check or direct deposit).
	Payment Date	Date that the payment will be issued.
	Schedule #	Number used to identify payment.
	Reschedule	Identifies whether the payment was rescheduled.
	Effective Date	Identifies reschedule date.

Release 7.3 of DRGR allows users to create PDFs of vouchers with all information such as the identity of the users making draw requests, approvals, and comments.

**Login**  
**ID:**  
**Role:**

[Admin](#)
[Action Plans](#)

**Drawdown**  
- [Search/Maintain Voucher](#)  
- [Search/Edit Receipt](#)

**Utilities**  
- [Print Page](#)  
- [Profile](#)

**Maintain Voucher**  

[Return to Search Voucher](#)
[Download PDF](#)

**Voucher #:**  
167368

**Created By:**

**Voucher Created for:**

**Creation Date:**



Line Item #	Grant #	Grantee Activity #	Activity Type	Responsible Organization	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date	Payment Code	Paid Date
1	B-06-DG-28-0001	0030 KCR R10311202KCR - BAY ST. LOUIS	Rehabilitation/reconstruction of public facilities	City of Bay St. Louis	0030 KCR R10311202KCR - BAY ST. LOUIS	PROGRAM FUND	\$ 11,795.53	Completed	09/21/2011	P00	09/22/2011
2	B-06-DG-28-0001	0030 KED R10318501KED - CITY OF FLOWOOD	Econ. development or recovery activity that creates/retains jobs	City of Flowood	FLOWOOD - U.S. FOODSERVICE, INC.	PROGRAM FUND	\$ 165,449.72	Completed	09/21/2011	P00	09/22/2011
3	B-06-DG-28-0001	0030 KCR R10326801KCR - MOSS POINT	Rehabilitation/reconstruction of public facilities	City of Moss Point	0030 KCR R10326801KCR - MOSS POINT	PROGRAM FUND	\$ 152,424.26	Completed	09/21/2011	P00	09/22/2011

### 5.4.2 Creating a Voucher

A **voucher** is an electronic payment request that is sent from DRGR to LOCCS. Each **line item** on the voucher is a payment request for work performed, goods purchased, or some other expenditure for a specific activity. A voucher can contain requests for activities from different grants; however, the grants must all have the same grantee.

Each voucher line item identifies not only the grant, grantee, activity, and funding source, but also the specific amount requested (drawdown amount), submission date, and a line item status. The line item status is updated by DRGR as the voucher moves through the drawdown process.

After a voucher is created and approved in DRGR, it is submitted to LOCCS for processing. Once LOCCS processes a voucher, it authorizes disbursement of the funds for approved line items.

Only grantees with the following privileges can create a voucher:

- Request Drawdown

Creating a voucher is a four-step process:

1. Select the activities to include in the voucher.
2. Enter the drawdown amounts for each activity.
3. Confirm the drawdown amounts.
4. View the finalized voucher.

DRGR guides you through this process by presenting pages that correspond to these steps.

To create a voucher:

1. Click the **Drawdown** link in the menu bar.

The **Search for Activities to Obligate** page appears.

2. In the left menu, click **Create Voucher** under **Drawdown**.

The page that appears, **Create Voucher – Page 1 of 4 (Select Activities)** is the first of the four voucher creation pages. In this page, you select the voucher submission date and the activities to be included in the voucher.

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Community Development Systems  
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM  
Role:Grantee

**Action Plans** **Drawdown** QPR Reports Grants

**Activity Obligation**  
- [Search Activity](#)

**Drawdown**  
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**Links**  
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- [Support](#)  
- [CPD Home](#)  
- [HUD Home](#)

**Drawdown**

Create Voucher - Page 1 of 4 (Select Activities)

[Continue](#)

Voucher Created For:  
State of Virginia

**Requested Submission Date:**  
11/19/2008  
[Select Date](#) (ex: mm/dd/yyyy)

Select the date to submit to LOCCS

**Voucher Items**

Grant #	Responsible Organization	Activity Type	Grantee Activity #	Title	Fund Type
No Activities Selected					

[Add More Activities](#)

Click this button to locate the activities to include in the voucher

[Continue](#)

DRGR R6.3

3. Select a submission date in the **Requested Submission Date** field:

- The submission date specifies when you would like the voucher to be submitted to LOCCS.
- You can manually enter a date, or select a date using the pop-up calendar.
- The date cannot be in the past and cannot be more than 90 days forward from the current date.
- The default value is the current date.

4. Click the **Add More Activities** button.

The **Search for Activities to Create Voucher** page is displayed. This page allows you to locate and add the activities to include in the voucher.

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Disaster Recovery Grant Reporting System (DRGR)

LoginID: DGRAHAM  
Role: Grantee

**Drawdown**

Search for Activities to Create Voucher

**Search Criteria**

Grant #:

Grantee Activity Number:

Activity Title:

Activity Type:

Responsible Organization:

|

DRGR R6.3

5. (Optional) Enter one or more search criteria:

- **Grant #** – Select a grant number from the drop-down list. Only grants to which you are assigned are listed.
- **Grantee Activity Number** – Enter a grantee activity number. You can enter a full or partial number and use the percent sign (%) as a wildcard search character.
- **Activity Title** – Enter an activity title. You can enter a full or partial title and use the percent sign (%) as a wildcard search character. Search is not case sensitive.
- **Activity Type** – Enter an activity type. You can enter a full or partial type and use the percent sign (%) as a wildcard search character. Search is not case sensitive.
- **Responsible Organization** – Enter the name of the organization to whom the grant was awarded. You can enter a full or partial name and use the percent sign (%) as a wildcard search character.

6. Click **Search**.

The **Search** page is redisplayed, with the search results appearing in a table below the search criteria. Each table row represents an activity. The first ten matching activities are listed; the default sort order is **Grant #**, **Responsible Organization**, and **Grantee Activity #**.

**Drawdown**

**Search for Activities to Create Voucher** [Help?](#)

Search Criteria

**Grant #:** B-08-MN-99-0103 **Project #:**  **Receipt Fund Type:** Select **Program Income Account Number:**

**Grantee Activity Number:**  **Activity Title:**  **Activity Type:**  **Responsible Organization:**

Results Page 1 of 1 (7 activities found)

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Program Income Account #	Select Program Funds	Select Receipt Funds
B-08-MN-99-0103	City and County of Denver-BHS	Administration	NSP1-Admin	NSP1-Admin	Admin	City of Denver - PI Account	<input type="checkbox"/>	<input type="checkbox"/>
B-08-MN-99-0103	City and County of Denver-BHS	Construction of new housing	NSP1-E-Red't	NSP1-E-Redev't MF City LMMI	Redevelopment MultiFamily LMMI	City of Denver - PI Account	<input type="checkbox"/>	<input type="checkbox"/>
B-08-MN-99-0103	City and County of Denver-BHS	Land Banking - Acquisition (NSP Only)	NSP1-C-LB	NSP1-C LB SF City	Land Banking Single-Family LMMI	City of Denver - PI Account	<input type="checkbox"/>	<input type="checkbox"/>
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	DAH - PI Account	<input type="checkbox"/>	<input type="checkbox"/>
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	GDHH - PI Account	<input type="checkbox"/>	<input type="checkbox"/>
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LMMI	Acq/Rehab Multifamily LMMI	GDHH - PI Account	<input type="checkbox"/>	<input type="checkbox"/>
B-08-MN-99-0103	Housing for the People	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF HP LH25	Acq/Rehab Single-Family LH25	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>

7. If the activity for which you are searching is not displayed in the first page of results, do one of the following:
  - To enter different search criteria, click the **Reset** button, and then enter new criteria.
  - To view additional search results, click the one of the page links below the results table.
  - To sort the search results, click on a column header.
8. Select the activities to include in the voucher by checking the box in the **Select** column next to the activity title.
9. Click the **Add Selected Activities to Voucher** button.

The **Create Voucher – Page 1 of 4 (Select Activities)** page is redisplayed. Each selected activity becomes a line item in the **Voucher Items** table. Basic voucher information appears in the top portion of the page.

The **Voucher Items** table contains the following columns:

- Grant #
- Responsible Organization
- Activity Type
- Grantee Activity #
- Title
- Fund Type
- Select

10. To add more activities to the voucher, click the **Add More Activities** button, and then repeat Steps 7 through 9. Any activities that you have already selected to add to the voucher will not appear in the search results.

11. Once you have selected all of the activities to include in the voucher, select the fund type for each activity:

- **Program Fund** – Select this if the funds for the drawdown should come from HUD grant money.
- **Program Income** – Select this if the funds for the drawdown should come from program income received. **Note:** Program income is recorded by DRGR for tracking purposes but does not cause any money to be paid out through the LOCCS.

The default value is **Program Fund**.

**TIP:** To remove an activity from the table, check the box in the **Select** column next to the activity to be removed, and then click the **Remove Voucher Item** button.

12. Now that your selection of activities and fund types is complete, click the **Continue** button.

The **Create Voucher – Page 2 of 4 (Drawdown Amounts)** page is displayed. On this page, you will enter the drawdown amounts for each activity on the voucher. The first ten matching voucher lines items are listed; the default sort order is **Grant #**, **Responsible Organization**, and **Grantee Activity #**.

Two new fields now appear in the top portion of the page:

- **Voucher #** - DRGR has assigned a voucher number.
- **Created By** – Your DRGR user name appears here.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems  
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM  
Role:Grantee

**Action Plans** | **Drawdown** | QPR | Reports | Grants

**Drawdown**

Create Voucher - Page 2 of 4 (Submit)

Submit Voucher | Cancel Voucher

**Voucher #:** 100585  
**Requested Submission Date:** 11/19/2008

**Voucher Created For:** State of Virginia  
**Created by:** Debra Graham

**Voucher Items**

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount
B-05-DJ-51-0001	YORK 05-DRP-07: #03K	York County	Construction/reconstruction of streets	YORK 05-DRP-07: #03K	PROGRAM FUND	\$500.00	\$
B-97-DU-51-0001	97-43S3	Town of Tangier, Virginia	Rehabilitation/reconstruction of residential structures	97-43S3	PROGRAM INCOME	\$0.00	\$
B-98-DD-51-0001	98-39S	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	PROGRAM FUND	\$1,385.00	\$
B-98-DU-51-0001	97-39S3	Town of Bridgewater	Acquisition - buyout of residential properties	97-39S3	PROGRAM FUND	\$3,496.00	\$
B-98-DU-51-0001	97-40S2	Town of Buena Vista	Acquisition - buyout of residential properties	97-40S2	PROGRAM FUND	\$496.00	\$
B-98-DU-51-0001	97-41S4	Town of Glasgow	Acquisition - buyout of residential properties	97-41S4	PROGRAM FUND	\$0.00	\$

Submit Voucher | Cancel Voucher

Click amounts to see how they were calculated

Enter drawdown amounts

DRGR R6.3

In addition, the **Voucher Items** table has two new columns:

- **Available Amount.** This column contains the amount available for drawdowns. You can click the amount to view the specific amounts used to calculate the **Available Amount**. The formulas used to calculate **Available Amount** are:

For **Program Fund** (shown in the far RIGHT column on the Available Amount page)

Available Amount = (Total Obligated Amount – (Total Drawn Amount + Draw Pending Amount)) within each activity. Total amounts include PF and PI. ***If PI is available the activity under a PI account, RLF or the General Account, this can make the AVAILABLE AMOUNT for PF display as ZERO since DRGR requires the use of PI first within each of these groupings.***

For **Program Income** (shown in the far LEFT column on the Available Amount page)

Available Amount = Sum of all Program Income received associated with activities under a PI account, RLF or in the general account from prior quarters – ( Program Income Drawn Amount + Grant Program Income Draw Pending Amount)

**IMPORTANT:** When **Program Income** is selected as the **Fund Type** for an activity, the amount shown in the **Available Amount** column represents the total amount available for the activities under each PI Account, RLF, or the General Account, as applicable, not just for that particular activity. Thus, multiple activities from the same grouping will all show the same amount in the **Available Amount** column when **Program Income** is selected.

- **Drawdown Amount.** This column is where you will enter the amount to be disbursed.

### Drawdown

#### Create Voucher - Calculated Available Amounts

[Help?](#)

[Go Back To Create Voucher \(Page 2\)](#)

**Voucher #:**  
169888

**Requested Submission Date:**  
01/10/2012

**Voucher Created For:**  
Denver01, CO

**Created by:**  
T001GR T001GR

**Grant #:**  
B-08-MN-99-0103

**Responsible Organization:**  
Greater Denver Housing Help

**Project:**  
NSP1-B-Acq/Rehab

**Program Income Account:**  
GDHH - PI Account

**Grantee Activity #:**  
NSP1-B A/R MF DHH LH25

**Activity Title:**  
Acq/Rehab Multifamily LH25

**Fund Type:**  
PROGRAM FUND

Program Income Account	Program Income - PI Account Level	Program Funds - Activity Level	Program Income - Activity Level	All Funds - Activity Level
A - Budgeted	---	---	---	\$3,500,000.00
B - Obligated	---	---	---	\$3,000,000.00
C - Receipts	\$25,000.00	---	\$25,000.00	---
D - Drawn	\$0.00	\$0.00	\$0.00	\$0.00
E - Available	\$25,000.00	\$2,975,000.00	\$25,000.00	\$3,000,000.00

13. Enter the drawdown amounts in the **Drawdown Amount** column.

- The **Drawdown Amount** cannot exceed the **Available Amount**.
- If the **Fund Type** is **Program Income** and **no PI accounts have been created**, the amount shown as available for drawdown represents the total amount available from program income for the entire grant. Thus, multiple activities from the same grant will all show the same amount available.

For example, if a grant has \$100,000 in program income and two activities from that grant are being funded by program income, the amount shown in the **Available Amount** column for



each activity will be \$100,000. However, this does not mean that \$100,000 is available for each activity; rather, it means that \$100,000 is available to be shared by both activities.

If the **Available Amount** is zero, you need to obligate money to the activity first. See the *Obligating Funds to an Activity* procedure.

**Drawdown**

Create Voucher - Page 2 of 4 (Submit)

• Drawdown Errors: Please see the status on Voucher Items to view the errors

Submit Voucher | Return To Create Voucher (Page 1) | Cancel Voucher

**Voucher #:** 169888  
**Requested Submission Date:** 01/10/2012

**Voucher Created For:** Denver01, CO  
**Created by:** T001GR T001GR

Voucher Items

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Income Account	Available Amount	Drawdown Amount	Status
B-08-MN-99-0103	City and County of Denver-BHS	Administration	NSP1-Admin	NSP1-Admin	Admin	PROGRAM FUND	City of Denver - PI Account	\$1,000,000.00	\$ 10000	
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM FUND	DAH - PI Account	\$400,000.00	\$ 10000	⚠
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM INCOME	DAH - PI Account	\$100,000.00	\$ 50000	⚠
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM FUND	GDHH - PI Account	\$2,975,000.00	\$ 200000	⚠
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM INCOME	GDHH - PI Account	\$25,000.00	\$ 5000	⚠

Submit Voucher | Return To Create Voucher (Page 1) | Cancel Voucher

Use PI Account and/or RL Fund Before using Program Fund

If grantees are allowed to retain PI, then available amount calculations are done at the PI account level. DRGR will force the PI funds to be drawn first within PIs. PF can be drawn within the same voucher, but the PI must be used up in the voucher before the PF will even show as available. DRGR should show the available amount within each line item to be the lower amount of program income at the account level vs. total funds available at the activity level. Under Release 7.3.2, the available balance should be the lower amount of a) program income at the account level or b) total funds available at the activity level.

If there are problems with the voucher, DRGR will display specific error messages in each status column. Users can put the cursor over the alert icons and it will display specific suggestions regarding each line item. The following table shows all the possible alert messages:

Voucher Line Item - Condition	Status Column - Alert Error Message
Individual Voucher Item Drawdown Amount entered for PF > Available Amount	Entered PF drawn amounts cannot be greater than "Program Funds – Activity Level". See —Available Account" link.
Individual Voucher Item Drawdown Amount entered for PI > Available Amount	Entered PI drawn amounts cannot be greater than "Program Income – Activity Level". See —Available Account" link.
Individual Voucher Item Drawdown	Entered RLF drawn amounts cannot be greater than



Amount entered for RLF > Available Amount	–Revolving Loan – Activity Level”. See –Available Account” link.
Sum of all Individual PI Voucher Items Drawdown Amount entered exceeds Program Income – PI Account Level	Sum of all entered PI drawn amounts in the Voucher exceeds –Program Income – PI Account Level”; Reduce entered PI drawn amounts. See –Available Account” link.
Sum of all Individual RLF Voucher Items Drawdown Amount entered exceeds Revolving Loan Funds – Project Level	Sum of all entered RLF drawn amounts in the Voucher exceeds –Revolving Loan Funds – Project Level”; Reduce entered RLF drawn amounts. See –Available Account” link.
User tries to draw PF before expending PI; this message shows on the PI Voucher Item	PI must be expended before PF on this grant ; Either do not draw PF or expend all available PI in this voucher. See –Available Account” link.
User tries to draw PF before expending RLF; this message shows on the RLF Voucher Item	RLF must be expended before PF; Either do not draw PF or expend all available RLF in this voucher. See –Available Account” link.
User tries to draw PF before expending PI/RLF; this message shows on the PF Voucher Item	PI/RLF must be expended before PF on this grant; Either do not draw PF or expend all available PI/RLF in this voucher. See –Available Account” link.

14. Review each of the activities and the drawdown amounts:

- If an amount is incorrect, enter the correct amount.
- If you want to change the activities included in the voucher, click **Cancel Voucher**. A blank **Create Voucher – Page 1 of 4 (Select Activities)** page will be displayed and you can select new activities for the voucher.

15. Once you are satisfied with the selected activities, click **Submit Voucher**.

After validating the drawdown amounts, DRGR displays the **Create Voucher – Page 3 of 4 (Confirm)** page. The page allows you to confirm the drawdown amounts.

Two new fields appear in the top portion of the page:

- **Voucher Total** – This amount represents the sum of the requested drawdowns.
- **Creation Date** – The current date appears as the voucher creation date.

The **Voucher Items** table is no longer editable. In addition, each selected activity has been assigned a voucher line item number and the drawdown subtotal for each grant appears below the table. The total for the entire voucher appears at the bottom of the table, below the grant subtotals.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems  
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM  
Role:Grantee

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**Drawdown**

Create Voucher - Page 3 of 4 (Confirm)

|  |

**Voucher #:**  
100585

**Voucher Created For:**  
State of Virginia

**Voucher Total:**  
\$2,747.00

**Created by:**  
Debra Graham

**Requested Submission Date:**  
11/19/2008

**Creation Date:**  
11/19/2008

**New fields**

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount
1	8-05-DJ-51-0001	YORK 05-DRP-07: #03K	York County	Construction/reconstruction of streets	YORK 05-DRP-07: #03K	PROGRAM FUND	\$500.00	\$300.00
							Grant Subtotal:	\$300.00
2	8-97-DU-51-0001	97-43S3	Town of Tangier, Virginia	Rehabilitation/reconstruction of residential structures	97-43S3	PROGRAM INCOME	\$0.00	\$0.00
							Grant Subtotal:	\$0.00
3	8-98-DD-51-0001	98-39S	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	PROGRAM FUND	\$1,385.00	\$687.00
							Grant Subtotal:	\$687.00
4	8-98-DU-51-0001	97-39S3	Town of Bridgewater	Acquisition - buyout of residential properties	97-39S3	PROGRAM FUND	\$3,496.00	\$1,560.00
5	8-98-DU-51-0001	97-40S2	Town of Buena Vista	Acquisition - buyout of residential properties	97-40S2	PROGRAM FUND	\$496.00	\$200.00
6	8-98-DU-51-0001	97-41S4	Town of Glasgow	Acquisition - buyout of residential properties	97-41S4	PROGRAM FUND	\$0.00	\$0.00
							Grant Subtotal:	\$1,760.00
							<b>Voucher Total:</b>	<b>\$2,747.00</b>

**Line item numbers are assigned**

**The drawdown amounts are subtotaled for each grant**

**Voucher total**

|  |

DRGR R6.3

16. Review each of the drawdown amounts to verify that you entered the proper amount for the right fund:

- If you need to change an amount, click the **Edit Voucher** button and the second page of the **Create Voucher** pages will be redisplayed. You can revise the amounts and then continue.
- Click **Cancel** if you decide not to complete the drawdown.

17. Once you are satisfied with the amounts, click the **Confirm Voucher** button.

**IMPORTANT:** Once you click the **Confirm Voucher** button, you cannot cancel the voucher creation.

DRGR sends email to all grantee users that have Approve Drawdown privileges to notify them that a voucher has been created. DRGR then displays the **Create Voucher – Page 4 of 4 (View)** page. This is a read-only confirmation page. Notice that any line item that did not have a non-zero dollar value in the **Drawdown Amount** field on Page 3 does not appear on this page.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
 Community Development Systems  
 Disaster Recovery Grant Reporting System (DRGR)

**LoginID:**DGRAHAM  
**Role:**Grantee

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Action Plans
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### Drawdown

Create Voucher - Page 4 of 4 (View)

• Voucher Created Successfully

[Return to Create Voucher](#)

**Voucher #:**  
100585

**Voucher Total:**  
\$2,747.00

**Requested Submission Date:**  
11/19/2008

**Voucher Created For:**  
State of Virginia

**Created by:**  
Debra Graham

**Creation Date:**  
11/19/2008

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount
1	B-05-DJ-51-0001	YORK 05-DRP-07: #03K	York County	Construction/reconstruction of streets	YORK 05-DRP-07: #03K	PROGRAM FUND	\$200.00	\$300.00
Grant Subtotal:							\$300.00	
2	B-98-DD-51-0001	98-39S	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	PROGRAM FUND	\$698.00	\$687.00
Grant Subtotal:							\$687.00	
3	B-98-DU-51-0001	97-39S3	Town of Bridgewater	Acquisition - buyout of residential properties	97-39S3	PROGRAM FUND	\$1,936.00	\$1,560.00
4	B-98-DU-51-0001	97-40S2	Town of Buena Vista	Acquisition - buyout of residential properties	97-40S2	PROGRAM FUND	\$296.00	\$200.00
Grant Subtotal:							\$1,760.00	
<b>Voucher Total:</b>							<b>\$2,747.00</b>	

[Return to Create Voucher](#)

DRGR R6.3

### 5.4.3 Cancelling a Voucher Line Item

If a voucher line item was created in error, you can cancel it. A line item can be cancelled only if it has a status of **Open** (has not been approved), **Approved**, **Approved Pending HQ**, or **Approved by HQ**.

Only a grantee with following privileges can cancel a voucher line item:

- Request Drawdown

The user cancelling the voucher line item does not have to be the same user as the one who created it.

After a voucher line item has been cancelled, it will still appear on the voucher; however, its status will be **Cancelled** and no further actions can be performed on the line item.

To cancel a voucher line item:

1. Follow Steps 1-6 in the *Searching for a Voucher* section to locate the voucher containing the voucher line item you want to cancel.

At the completion of Step 6, the **Maintain Voucher** page will display the voucher containing the voucher line item you want to cancel. The voucher line items are grouped according to their status and appear in the following order:

- Approved voucher line items
- Cancelled voucher line items
- Completed voucher line items
- Open voucher line items
- Rejected voucher line items
- Revised voucher line items
- Approved revised voucher line items

The options available in the **Action** column depend on the status of the line item and the privileges assigned to your user role. See *Appendix A* for a description of voucher line item statuses.

S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems  
Disaster Recovery Grant Reporting System (DRGR)

ID: DGRAHAM  
Grantee

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**Drawdown**

**Maintain Voucher**

[Return to Search Voucher](#)

**Voucher #:** 100198  
**Voucher Created for:** State of Virginia

**Created By:** DGRAHAM  
**Creation Date:** 10/23/2008

Only line items with a status of **Open**, **Approved**, **Approved Pending HQ**, or **Approved by HQ** can be cancelled

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
4	B-05-DJ-51-0001	YORK 05-DRP-07: #14A	York County	Rehabilitation/reconstruction of residential structures	YORK 05-DRP-07: #14A	PROGRAM FUND	\$3,070.00	\$50.00	Approved Pending HQ	11/26/2008	<a href="#">Cancel</a>   <a href="#">View</a>
<b>Voucher Approved Pending HQ Total:</b>								<b>\$50.00</b>			
3	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #21A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04: #21A	PROGRAM FUND	\$704.50	\$200.00	Open	10/23/2008	<a href="#">Revise</a>   <a href="#">Cancel</a>   <a href="#">View</a>
<b>Voucher Open Total:</b>								<b>\$200.00</b>			
1	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #14A	James City County.	Rehabilitation/reconstruction of residential structures	JAMES CITY COUNTY 05-DRP-04: #14A	PROGRAM FUND	\$999.00	\$100.00	Rejected	11/27/2008	<a href="#">View</a>
<b>Voucher Rejected Total:</b>								<b>\$100.00</b>			
2	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #21A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04: #21A	PROGRAM FUND	\$704.50	\$250.00	Revised	10/23/2008	<a href="#">View</a>
<b>Voucher Revised Total:</b>								<b>\$250.00</b>			

[Return to Search Voucher](#)

DRGR R6.3

- Click the **Cancel** link in the **Action** column next to the line item you want to cancel.

The **Maintain Voucher** page is redisplayed. A message confirming the cancellation appears at the top of the page and the status of the line item is now **Cancelled**.

Need to redo screenshot to match previous shot.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)
CDS

LoginID:DGRAHAM  
Role:Grantee

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### Drawdown

Maintain Voucher

- Voucher cancelled successfully

Return to Search Voucher

**Voucher #:**  
100102

**Created By:**  
JPARKE

**Voucher Created for:**  
State of Virginia

**Creation Date:**  
10/20/2008

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date	Action
3	B-98-DD-51-0001	98-38S	City of Chesapeake	Acquisition, construction, reconstruction of public facilities	98-38S	PI	\$3.00	Cancelled	10/20/2008	<a href="#">View</a>
Voucher Cancelled Total:								\$5.00		
5	B-98-DU-51-0001	97-39S1	Town of Bridgewater	Administration	97-39S1	PF	\$3.00	Open	10/20/2008	<a href="#">Revise</a>   <a href="#">Cancel View</a>
4	B-98-DD-51-0001	98-40S	City of Portsmouth	Acquisition, construction, reconstruction of public facilities	98-40S	PF	\$6.00	Open	10/20/2008	<a href="#">Revise</a>   <a href="#">Cancel View</a>
2	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #21A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04: #21A	PF	\$1.00	Open	10/20/2008	<a href="#">Revise</a>   <a href="#">Cancel View</a>
6	B-98-DU-51-0001	97-39S2	Town of Bridgewater	Clearance and Demolition	97-39S2	PF	\$4.00	Open	10/20/2008	<a href="#">Revise</a>   <a href="#">Cancel View</a>
1	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #14A	James City County.	Rehabilitation/reconstruction of residential structures	JAMES CITY COUNTY 05-DRP-04: #14A	PF	\$2.00	Open	10/20/2008	<a href="#">Revise</a>   <a href="#">Cancel View</a>
Voucher Open Total:								\$16.00		

Return to Search Voucher

Status is changed to Cancelled

DRGR R6.2

DRGR 7 3 User Guide for Drawdowns- Draft July 2012

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### 5.4.4 Approving or Rejecting a Voucher Line Item

After a voucher is created and submitted by a grantee, the voucher line items must be reviewed and approved by a grantee user with approval privileges, specifically, with the **Approve Drawdown** privilege. Approval is on a line item basis rather than a voucher basis; each line item must be individually approved or rejected. The user approving a line item cannot be the same user that created the line item.

If a line item is approved, it is either sent to LOCCS for processing in a batch file on the specified submission date, or, if the grant drawdown threshold has been reached, it is sent to HUD headquarters for approval before it can be submitted to LOCCS. The status of the line item becomes **Approved**, **Pending** (when sent to LOCCS), or **Approved Pending HQ** (if sent to HUD).

If a line item is rejected, it will remain on the voucher; however, its status will be **Rejected** and no further actions can be performed on the line item.

Any voucher line item still waiting for approval ninety days after the creation date will be cancelled automatically by DRGR.

To approve or reject a voucher line item:

1. Follow Steps 1-6 in the *Searching for a Voucher* section to locate the voucher line item to be approved or rejected.

At the completion of Step 6, the **Maintain Voucher** page will display the voucher containing the voucher line item you want to approve or reject. General information about the selected voucher (**Voucher #**, **Created By**, **Voucher Created For**, and **Creation Date**) appears at the top of the page. Below the general information, all of the voucher line items (not just the line item that you selected) are listed in a table.

The voucher line items are grouped according to their status and appear in the following order:

- Approved voucher line items
- Cancelled voucher line items
- Completed voucher line items
- Open voucher line items
- Rejected voucher line items
- Revised voucher line items
- Approved revised voucher line items

The options available in the **Action** column depend on the status of the line item and the privileges assigned to your user role. See *Appendix A* for a description of voucher line item statuses.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems  
Disaster Recovery Grant Reporting System (DRGR)

DGRAHAM2  
Grantee Admin

**Admin** | **Action Plans** | **Drawdown** | **QPR** | **Reports** | **Grants**

**Drawdown**

Maintain Voucher

[Return to Search Voucher](#)

Voucher #: 100483  
Created By: DGRAHAM

Voucher Created for: State of Virginia  
Creation Date: 11/10/2008

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
<input type="checkbox"/>	1	B-98-DD-51-0001	3476-1	City of Chesapeake	Energy conservation and renewable energy resources	Administration	PROGRAM FUND	\$44.00	\$56.00	Open	11/10/2008	<a href="#">Approve</a>   <a href="#">Reject</a>   <a href="#">View</a>
<input type="checkbox"/>	2	B-98-DD-51-0001	98-39S	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	PROGRAM FUND	\$1,385.00	\$6,600.00	Open	11/10/2008	<a href="#">Approve</a>   <a href="#">Reject</a>   <a href="#">View</a>
<input type="checkbox"/>	3	B-98-DD-51-0001	98-40S	City of Portsmouth	Acquisition, construction, reconstruction of public facilities	98-40S	PROGRAM FUND	\$3,927.00	\$3,567.00	Open	11/10/2008	<a href="#">Approve</a>   <a href="#">Reject</a>   <a href="#">View</a>
<input type="checkbox"/>	4	B-98-DD-51-0001	98-41S	City of Suffolk	Acquisition, construction, reconstruction of public facilities	98-41S	PROGRAM FUND	\$2,432.00	\$2,564.00	Open	11/10/2008	<a href="#">Approve</a>   <a href="#">Reject</a>   <a href="#">View</a>
<input type="checkbox"/>	5	B-98-DD-51-0001	Test	Commonwealth of Virginia	Clearance and Demolition	Tester	PROGRAM FUND	\$901.00	\$99.00	Open	11/10/2008	<a href="#">Approve</a>   <a href="#">Reject</a>   <a href="#">View</a>
<input type="checkbox"/>	6	B-98-DD-51-0001	Test2	Commonwealth of Virginia	Dike/dam/stream-river bank repairs	Tester2	PROGRAM FUND	\$1,103.00	\$897.00	Open	11/10/2008	<a href="#">Approve</a>   <a href="#">Reject</a>   <a href="#">View</a>
<input type="checkbox"/>	7	B-98-DD-51-0001	98-38S	test	Acquisition, construction, reconstruction of public facilities	98-38S	PROGRAM FUND	\$5,379.98	\$4,500.00	Open	11/10/2008	<a href="#">Approve</a>   <a href="#">Reject</a>   <a href="#">View</a>
<b>Voucher Open Total:</b>									<b>\$18,283.00</b>			

Grantee Approver Comments:

[Approve Selected](#) | [Reject Selected](#)

[Return to Search Voucher](#)

DRGR R6.3

You can select all **Open** line items by clicking **All**

Only line items with a status of **Open** can be approved or rejected

To approve or reject multiple line items, click the **Select** checkbox before clicking the **Approve Selected** or **Reject Selected** button

- (Optional) To view the details of a line item before approving or rejecting it, click the **View** link in the **Action** column next to the line item; after viewing it, click the **Return to Maintain Voucher** button.
- Change the submission date for the voucher line item if necessary:
  - The submission date specifies when you would like the voucher to be submitted to LOCCS.
  - You can manually enter a date, or select a date using the pop-up calendar.
  - The date must be greater than or equal to today's date.
  - The date cannot be more than 90 days after the voucher creation date.



4. (Optional) Enter a comment in the **Grantee Approver Comments** box.
5. Click the **Approve** or **Reject** link in the **Action** column next to a line item.

The **Maintain Voucher** page is redisplayed. A message confirming the approval or rejection appears at the top of the page. The status of the line item is updated and the line item appears in the group of line items with the same status. The submission date and comments are now read-only.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems  
Recovery Grant Reporting System (DRGR)

RAHAM2  
e Admin

Drawdown

Maintain Voucher

- Voucher line item approved successfully. Voucher approved total: \$56.00. Approver comment: ""

[Return to Search Voucher](#)

Voucher #: 100483  
Created By: DGRAHAM  
Voucher Created for: State of Virginia  
Creation Date: 11/10/2008

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
<input type="checkbox"/>	1	B-98-DD-51-0001	3476-1	City of Chesapeake	Energy conservation and renewable energy resources	Administration	PROGRAM FUND	\$44.00	\$56.00	Approved	11/18/2008	<a href="#">Revoke</a>   <a href="#">View</a>
<b>Voucher Approved Total:</b>									<b>\$56.00</b>			
<input type="checkbox"/>	2	B-98-DD-51-0001	98-39S	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	PROGRAM FUND	\$1,385.00	\$6,600.00	Open	11/10/2008	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input type="checkbox"/>	3	B-98-DD-51-0001	98-40S	City of Portsmouth	Acquisition, construction, reconstruction of public facilities	98-40S	PROGRAM FUND	\$3,927.00	\$3,567.00	Open	11/10/2008	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input type="checkbox"/>	4	B-98-DD-51-0001	98-41S	City of Suffolk	Acquisition, construction, reconstruction of public facilities	98-41S	PROGRAM FUND	\$2,432.00	\$2,564.00	Open	11/10/2008	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input type="checkbox"/>	5	B-98-DD-51-0001	Test	Commonwealth of Virginia	Clearance and Demolition	Tester	PROGRAM FUND	\$901.00	\$99.00	Open	11/10/2008	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input type="checkbox"/>	6	B-98-DD-51-0001	Test2	Commonwealth of Virginia	Dike/dam/stream-river bank repairs	Tester2	PROGRAM FUND	\$1,103.00	\$897.00	Open	11/10/2008	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input type="checkbox"/>	7	B-98-DD-51-0001	98-38S	test	Acquisition, construction, reconstruction of public facilities	98-38S	PROGRAM FUND	\$5,379.98	\$4,500.00	Open	11/10/2008	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<b>Voucher Open Total:</b>									<b>\$18,227.00</b>			

Grantee Approver Comments:

[Approve Selected](#) | [Revoke Selected](#) | [Reject Selected](#)

[Return to Search Voucher](#)

DRGR R6.3

### 5.4.5 Revising a Voucher Line Item

You can revise the activity and dollar amount for a voucher line item that has a status of **Open** (not yet approved by grantee approver) or a voucher line item that has a status of **Completed** (paid by Treasury).

There are a number of reasons why you may need to revise a voucher line item:

- The activity ID you selected when you created the voucher is incorrect.
- You drew too many dollars for one activity when you created the voucher and now need to move a portion of the dollars to another activity within the same program and of the same fund type.
- Funds for a draw were issued incorrectly and the recipient returned the funds to the U.S. Treasury. When funds are returned to the U.S. Treasury, DRGR does not process them against an activity. Instead, it credits them to a generic adjustment activity under the project:

Revising a voucher line item is necessary when a disbursement needs to be moved from one activity to another. When revising a voucher line item, you can transfer all or a portion of the original drawdown amount to a different activity. However, a line item can be revised only in two situations:

- (1) The line item has a status of **Open** (not yet approved).
- (2) The line item has a status of **Completed** status (paid by Treasury). (One exception: If the line item has a transaction type of **Collection**; it cannot be revised.

In both situations, the following conditions also apply:

- Both activities must be part of the same grant.
- The new activity must have enough money obligated to allow the drawdown.
- The activity to which the drawdown is being shifted must not be a cancelled activity.
- Neither activity is blocked.

Only a grantee with following privileges can revise a voucher line item:

- Request Drawdown

The user revising the voucher line item does not have to be the same user as the one who created it.

Revising a voucher line item causes new line items to be created for that voucher:

- If all of the money is moved to a different activity, DRGR creates one new voucher line item. This new line item is for the activity to which the drawdown funds are being transferred. The status of the new line item will be **Open**.
- If only part of the money is moved to a different activity, DRGR creates two new voucher line items. One of the new line items is for the activity receiving the transferred drawdown. The second line item created is a new version of the original voucher line item. The status of both new line items will be **Open**.

The original line item remains on the voucher but its status is changed to **Revised**. It can no longer be worked with unless the new voucher line items are not approved.

To revise a voucher line item:

1. Follow Steps 1-6 in the *Searching for a Voucher* section to locate the voucher containing the voucher line item you want to revise.

At the completion of Step 6, the **Maintain Voucher** page will display the voucher containing the voucher line item you want to revise. General information about the selected voucher (**Voucher #**, **Created By**, **Voucher Created For**, and **Creation Date**) appears at the top of the page. Below the general information, all of the voucher line items (not just the line item that you selected) are listed in a table.

The voucher line items are grouped according to their status and appear in the following order:

- Approved voucher line items
- Cancelled voucher line items
- Completed voucher line items
- Open voucher line items
- Rejected voucher line items
- Revised voucher line items
- Approved revised voucher line items

The options available in the **Action** column depend on the status of the line item and the privileges assigned to your user role. See *Appendix A* for a description of voucher line item statuses.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems  
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM  
Role:Grantee

**Action Plans** **Drawdown** **QPR** **Reports** **Grants**

**Drawdown**

Maintain Voucher

[Return to Search Voucher](#)

**Voucher #:**  
100198

**Created By:**  
DGRAHAM

**Voucher Created for:**  
State of Virginia

**Creation Date:**  
10/23/2008

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
1	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #14A	James City County.	Rehabilitation/reconstruction of residential structures	JAMES CITY COUNTY 05-DRP-04: #14A	PROGRAM FUND	\$899.00	\$100.00	Open	10/23/2008	<a href="#">Revise</a>   <a href="#">Cancel View</a>
2	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #21A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04: #21A	PROGRAM FUND	\$747.00	\$250.00	Open	10/23/2008	<a href="#">Revise</a>   <a href="#">Cancel View</a>
<b>Voucher Open Total:</b>								<b>\$350.00</b>			

[Return to Search Voucher](#)

DRGR R6.2

Only line items with a status of **Open** or **Completed** can be revised

2. Click the **Revise** link in the **Action** column for the line item you want to revise.

The **Revise Voucher Line Item** page is displayed.

- From the **Activity # / Activity Title** drop-down list, select the activity to which you want to move the funds.

Only activities that are part of the same grant and are not cancelled will be listed.

- Enter the amount you want to move in the **Amount** box.

The revision amount cannot exceed the **Available Amount** for the selected activity.

- Click **Save**.

The **Maintain Voucher** page is redisplayed. Notice that in the following example, two new line items have been added to the voucher. They both have a status of the **Open** and the original item has a status of **Revised**.

Before Release 7.3, DRGR would only allow users to specify individual revisions from one activity to another one at a time. Release 7.3, DRGR allows users to identify multiple revisions to each line item at once. So if a draw line item needed to be split across 7 activities, this can be done with a single revision request and approval rather than 7 requests and approvals.

Revise Voucher Line Item

[Help?](#)

---

**Voucher Created For:** State of Mississippi     
**Voucher # / Line Item #:** 155618/1     
**Grant #:** B-06-DG-28-0001     
**Transaction Type:** Payment

---

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date
B-06-DG-28-0001	0022 GCRIP R1020012 - JACKSON W20	Jackson County Utility Authority	Construction/reconstruction of water/sewer lines or systems	JACKSON W20	PROGRAM FUND	\$19,033,152.02	Completed	2011-04-29

Move Funds to Activities

Delete	Activity # / Activity Title	Available Amount	Amount
<input type="checkbox"/>	0022 GCRIP R1020012 - JACKSON S23 / JACKSON S23	\$3,189,194.00	\$1324198
<input type="checkbox"/>	0022 GCRIP R1020012 - HARRISON W18 / HARRISON W18	\$5,879,505.00	\$789264
<input type="checkbox"/>	0022 GCRIP R1020012 - HARRISON S21 / HARRISON S21	\$1,032,585.00	\$508612

Total Funds moved to other activities: \$ 2622074.00  
Balance Remaining on Activity # 0022 GCRIP R1020012 - JACKSON W20: \$ 16411078.02

Enter Reviser Comment:

**Revision Reason:**

Recapture - Ineligible Use

Grantees will also be able to designate the reason for revisions such as repayment of interest, funds returned by households or businesses that have declined assistance, or recapture of funds from monitoring. They can also enter comments to provide a better description of why and how the vouchers have been revised.

If a revision is being done from funds wired back to HUD for ineligible activities, interest earned, or funds returned from beneficiaries, this process may take weeks to complete so the funds will not show up to be revised in DRGR until that process is complete. Once it goes to your account in LOCCS, it should create a collection voucher in DRGR showing as a status: **Completed (Needs Revision)**. However, LOCCS does not provide information on the activity number when the funds are made available in DRGR. A DRGR grantee user with draw approval rights must search for the voucher which shows as a COLLECTION transaction type. The amount will show as negative in the results table and the user would then use the **MAINTAIN** link in the **ACTION** column to access the **REVISE DRAW** screen to assign the funds to the correct DRGR activity number. As with other voucher revisions, the voucher revision will also require a grantee draw approval by an authorized user.

**Admin** **Action Plans** **Drawdown** **OPR** **Reports** **Grantee** **Gr**

**Drawdown**

Search for Vouchers [Help?](#)

Search Criteria

Voucher #:  Grant #:  Line Item Status:

Earliest Creation Date:  Select Date Grantee Activity #:  Fund Type:

Transaction Type:

Results Page 1 of 31 (308 voucher line items found)

Voucher #	Line Item #	Creation Date	Grant #	Grantee Activity #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status	Action
180740	1	02/08/2012	B-10-DF-44-0001			PROGRAM FUND	Collection	(\$208,750.71)	Completed (Needs Revision)	<a href="#">Maintain</a>

Once the revision assigning returned funds back to the activity is complete, this will reduce the amount drawn for that activity and increase the available balance

### 5.4.6 Revoking Approval of a Voucher Line Item

If a voucher line item was approved in error, you can revoke the approval as long as the line item has not yet been submitted to LOCCS and has a status of **Approved**. After approval is revoked, the line item will have a status of **Open**.

If you want to rescind the approval of a line item after it has been submitted to LOCCS, you must contact HUD HQ for manual intervention.

Only a grantee with following privileges can revoke approval of a voucher line item:

- Approve Drawdown

The user revoking the approval must be the same user that approved it.

To revoke approval of a voucher line item:

1. Follow Steps 1-6 in the *Searching for a Voucher* section to locate the voucher containing the voucher line item for which you want to revoke approval.

At the completion of Step 6, the **Maintain Voucher** page will display the voucher containing the voucher line item for which you want to revoke approval. General information about the selected voucher (**Voucher #**, **Created By**, **Voucher Created For**, and **Creation Date**) appears at the top of the page. Below the general information, all of the voucher line items (not just the line item that you selected) are listed in a table.

The voucher line items are grouped according to their status and appear in the following order:

- Approved voucher line items
- Cancelled voucher line items
- Completed voucher line items
- Open voucher line items
- Rejected voucher line items
- Revised voucher line items
- Approved revised voucher line items

The options available in the **Action** column depend on the status of the line item and the privileges assigned to your user role. See *Appendix A* for a description of voucher line item statuses.

- (Optional) To view a line item before revoking it, click the **View** link in the **Action** column; after viewing it, click the **Return to Maintain Voucher** button.
- Click the **Revoke** link in the **Action** column next to the line item for which you want to revoke approval.

The **Maintain Voucher** page is redisplayed. A message confirming the revocation appears at the top of the page. The status of the line item has been updated to **Open** and the line item appears in the group of line items with the **Open** status. The submission date and comments are now editable.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems  
Disaster Recovery Grant Reporting System (DRGR)

DGRAHAM2  
Grantee Admin

**Admin**   **Action Plans**   **Drawdown**   **QPR**   **Reports**   **Grants**

**Drawdown**

**Maintain Voucher**

- Voucher line item revoked successfully

[Return to Search Voucher](#)

**Voucher #:**  
100483

**Created By:**  
DGRAHAM

**Voucher Created for:**  
State of Virginia

**Creation Date:**  
11/10/2008

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
<input type="checkbox"/>	1	B-98-DD-51-0001	3476-1	City of Chesapeake	Energy conservation and renewable energy resources	Administration	PROGRAM FUND	\$44.00	\$56.00	Open	11/18/2008	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input type="checkbox"/>	2	B-98-DD-51-0001	98-39S	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	PROGRAM FUND	\$1,385.00	\$6,600.00	Open	11/10/2008	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input type="checkbox"/>	3	B-98-DD-51-0001	98-40S	City of Portsmouth	Acquisition, construction, reconstruction of public facilities	98-40S	PROGRAM FUND	\$3,927.00	\$3,567.00	Open	11/10/2008	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input type="checkbox"/>	4	B-98-DD-51-0001	98-41S	City of Suffolk	Acquisition, construction, reconstruction of public facilities	98-41S	PROGRAM FUND	\$2,432.00	\$2,564.00	Open	11/10/2008	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input type="checkbox"/>	5	B-98-DD-51-0001	Test	Commonwealth of Virginia	Clearance and Demolition	Tester	PROGRAM FUND	\$901.00	\$99.00	Open	11/10/2008	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input type="checkbox"/>	6	B-98-DD-51-0001	Test2	Commonwealth of Virginia	Dike/dam/stream-river bank repairs	Tester2	PROGRAM FUND	\$1,103.00	\$897.00	Open	11/10/2008	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
<input type="checkbox"/>	7	B-98-DD-51-0001	98-38S	test	Acquisition, construction, reconstruction of public facilities	98-38S	PROGRAM FUND	\$5,379.98	\$4,500.00	Open	11/10/2008	<a href="#">Approve</a>   <a href="#">Reject</a> <a href="#">View</a>
									<b>Voucher Open Total:</b>	<b>\$18,283.00</b>		

**Grantee Approver Comments:**

[Approve Selected](#) | [Reject Selected](#)

[Return to Search Voucher](#)

DRGR R6.3

Status is updated

Group subtotals are updated

### 5.4.7 Blocking an Activity from Drawdowns

Occasionally, it can be necessary to prevent other users from creating drawdowns for a specific activity. An example of this might be that the program staff for a grantee have issued a monitoring report with findings saying an activity is ineligible for funding and prohibiting draws. However, this information may not have reached financial staff that process draws and they may have invoices or other draw requests from the grantee.

To prevent draws on any activity, GRANTEE ADMIN USERS can set a block on the activity, which will remain in effect until you unblock it. The action plan containing the activity must have the status of **Original – In Progress** and the grant must be in **Active** status. As long as the activity is blocked, when a grantee is creating a voucher, the blocked grant will not appear in search results for creating a voucher.

To block or unblock drawdowns for an activity:

1. Click the **Action Plans** link in the menu bar.

The **View All Action Plans** page is displayed.

2. Click the link in the **Action Plan Status** column for the action plan containing the activity you want to block.

The **Edit Action Plan** page is displayed.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems  
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM2  
Role:Grantee Admin

Admin Action Plans Drawdown QPR Reports Grants

**Action Plans**

Edit Action Plan [Help?](#)

Grant Number:  
B-98-DD-S1-0001

Grant Amount:  
\$1,465,255.00

[Funding Sources](#)  
[Disaster Damage](#)  
[Recovery Needs](#)

[Add Activity](#) | [Save](#) | [Submit Action Plan](#) | [Cancel](#)

**Note: Click Activity Number to Edit.**

Grantee Activity Number	Activity Type	Total Budget, Disaster Recovery Grant
<a href="#">3476-1</a>	Energy conservation and renewable energy resources	\$11.00
<a href="#">98-38S</a>	Acquisition, construction, reconstruction of public facilities	\$10,100.00
<a href="#">98-39S</a>	Acquisition, construction, reconstruction of public facilities	\$10,000.00

3. Click the link in the **Grantee Activity Number** column for the activity you want to block.

The **Edit Activity – Page 1** page is displayed.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems  
Disaster Recovery Grant Reporting System (DRGR)

LoginID:  
Role:Grantee Admin

**Action Plan**  
- [View All](#)

**Projects**  
- [Add](#)  
- [Search](#)

**Utilities**  
- [Print Page](#)  
- [Profile](#)  
- [Help](#)  
- [Change Password](#)  
- [Logout](#)

**Links**  
- [PDF Viewer](#)  
- [Support](#)  
- [CPD Home](#)  
- [HUD Home](#)

**Admin** | **Action Plans** | **Drawdown** | **OPR** | **Reports** | **Grants**

**Action Plans**

Edit Activity - Page 1 [Help?](#)

[Continue to Next Screen](#) | [Save Activity](#) | [Cancel](#)

**Grant Number:**  
B-98-DD-51-0001

**View Existing Activities:**  
Select Option [View Activity Details](#)

**\*ActivityType:**  
Acquisition, construction, reconstruction of public facilities

**\*National Objective:**  
Low/Mod

**\*Grantee Activity Number:**  
98-41S

**Activity Title:**  
98-41S

**\*Activity Status:**  
Under Way

**Block Drawdown:**  
☐ Blocked

**\*Total Budget, Disaster Recovery Grant:**  
\$ 375,000.00 (ex: 999,999.99)

**\*Projected Start Date:**  
03/01/2001  
[Select Date](#) (ex: mm/dd/yyyy)

**\*Projected End Date:**  
03/01/2003  
[Select Date](#) (ex: mm/dd/yyyy)

**\*Project #:**  
[Select Project](#)

Check this box to block drawdowns for this activity

4. Check or uncheck the **Blocked** checkbox under the **Block Drawdown** heading.
  - If checked, drawdowns are blocked.
  - If unchecked, drawdowns are permitted.
5. Click the **Save Activity** button.



## 5.5 HUD Drawdown Actions

Depending on assigned privileges in DRGR, a HUD user can perform one or more of the following tasks with regards to drawdowns:

- View a voucher or voucher line item
- Approve or reject a voucher line item
- Revoke approval of a voucher line item
- Set a drawdown approval threshold – Define a threshold for drawdowns on a grant; once the threshold is exceeded, drawdowns will require HUD approval.
- Block a grant drawdown – Block all drawdowns from being performed on a grant.
- Block a grantee drawdown – Block a grantee from performing drawdown actions on a particular grant.

With the exception of searching and viewing a voucher, HUD drawdown actions are limited to HQ system administrators. If it appears that a grantee or grant profile has been blocked to prevent draws, please contact the CPD representative or other HUD contact that oversees your grant and/or [DRGR\\_Help@hud.gov](mailto:DRGR_Help@hud.gov).

### 5.5.1 HUD Blocks of Grantees and Grants

Grants start as blocked from drawdowns even after the DRGR Action Plan has been reviewed and approved in the system. Many of the HUD programs have DRGR Action Plan review checklists to make sure that activities are structured in DRGR in a way that will track all required information. HUD staff may also block grantees, grants, or activities if there are findings or other compliance problems.

If your DRGR user account has draw rights and you try to create a voucher under a blocked grant, you will see the message: 'Grants have been blocked to process Drawdowns or Status is Closed or Dormant.' If you get this message, please check with your local CPD representative to see if they have contacted HUD HQ staff regarding the status of their reviews of the DRGR versions of Action Plans.

For NSP and Disaster Recover CDBG grantees, these checklists are used to verify that the DRGR Action Plans are structured consistently with published Action Plans and Amendments that have been approved by HUD. They verify that the overall amounts for administration, by national objective, and activity types at the grant level such as public service, are in accordance with program requirements. This includes any special requirements specific to the appropriation.

At the activity level, HUD representatives check the following items:

- Responsible Organization - In some cases, a grantee may undertake an activity themselves. In other cases, the money may be distributed to other organizations. State governments may fund local governments directly or indirectly through other agencies. State and local governments may also fund other organizations or subrecipients. If funds are passed to these other organizations and they are directly responsible for the administration of an activity, each should be listed separately.
- National Objective - There are overall spending tests by the Low-Mod national objective under the Disaster Recovery CDBG grants and by LH25 under NSP grants. In order to calculate spending, grantees have to correctly break out their programs as separate activities to track this information. Grantees may also have to break out activities for HUD to check whether their beneficiary data qualifies under the national objective listed. This may result in single family activities such as housing rehabilitation or new construction listing two separate activities for each local program. For infrastructure, this means there must be a separate activity based on the service area of each water, sewer, stormwater and/or street project.
- Activity Type – Grantees may fund a variety of activities that have very different beneficiaries and performance data. These are grouped by activity types in DRGR. These are somewhat similar to

IDIS matrix codes. If a local organization is provided funds for different activity types, these should be listed separately in DRGR. One exception would be if acquisition is an integral part of another activity, such as rehabilitation/reconstruction. In this case, the acquisition costs and accomplishments may be incorporated into the other activity type. Acquisition is often listed separately if the end use of the property is not known at the time of the acquisition, or when DRGR-related funds are being used for the acquisition only, such as in a buyer-driven home purchase program.

- **Multifamily** – As with the regular CDBG program, each multifamily complex is often listed as a separate activity in DRGR so the number of households can be examined by income level to determine whether the national objective has been met for the complex.

Reviews also check to make sure all key performance measures are listed the activity level. Once their review is complete, your CPD field Representative or other HUD contact should send a complete review checklist to [DRGR\\_Help@hud.gov](mailto:DRGR_Help@hud.gov) to have the block removed.

If a HUD block shows at the grant or activity level after a grant has previously been successfully completing draws, please contact your CPD representative or other HUD contact to determine if there is a reason this block has been added or whether a mistake has been made. In both cases, they will have to work with DRGR system administrators.

### ***5.5.2 HUD Approval of Draws Exceeding Voucher Thresholds***

If a voucher has a status of 'Approved Pending HQ', this means that the voucher will require action by HUD headquarters in order to be approved. HUD sets a maximum daily threshold for draw requests in a voucher in DRGR. For example, the draw limit for NSP1 is \$5 million. Once voucher line items exceed this threshold, DRGR will require an additional approval from HUD DRGR Administrators to complete the voucher. DRGR Administrators and other HUD staff may lower the threshold based on outstanding findings, concerns, or poor performance. Conversely, DRGR Administrators may raise the threshold upon request after reviewing support materials for successful performance of voucher submission and reviews by grantees and their CPD representatives.

For any voucher line item that shows the status 'Approved Pending HQ', grantees must submit support documentation such as an invoice or purchase order. These documents must provide sufficient detail to demonstrate that the DRGR draw request was created and reviewed by two separate staff persons at the grantee, and approved in accordance with grantee procedures. These signatures should not include contractors. For many grantees, the scanned support documents show initials or an actual signature plus dates of two separate grantee staff persons. However, these do not have to be the same grantee staff persons that created and approved the voucher in DRGR. For other grantees whose financial reviews are totally automated, they may forward a printout from their system that shows the approval trail and, usually, dates. In most cases, these documents are submitted as PDFs to [DRGR\\_Help@hud.gov](mailto:DRGR_Help@hud.gov) or directly to the person designated by the HUD grant program office.

Please note that the relationship of amounts shown in voucher line items must clearly relate to the amounts shown on the signed support documents. In some cases, grantees may structure DRGR activities in different groupings on support documents. In these cases, it may be helpful to include a table showing how individual amounts shown on support documents add up to the amounts shown on the support documents.