



DRGR REPORT FACT SHEET

Neighborhood Stabilization Program (NSP) Data Clean-Up Reports (version 3.0, May 2024)

Report Description and Purpose

To expedite grant closeout, grantees should correct DRGR data errors and reconcile DRGR data to local records. This involves two reconciliation processes:

Financial reconciliation: Grantees ensure that all expenditures and program income have been recorded in DRGR at the activity level and that all other financial data is consistent with the grantee's records.

Performance reconciliation: Actual accomplishment and beneficiary data for each activity should be entered and double-checked for errors. Corrections should be made in the grantee's most current QPR or Action Plan. Note: HUD will not open past QPRs that contain errors. All errors must be corrected in the current QPR through a process called "Prior Period Corrections." See "[HUD NSP Policy Alert: Clarification of Requirements for Quarterly Performance Reports](#)," and "[DRGR Fact Sheet: Prior Period Corrections for Beneficiary Data](#)."

To assist reconciliation, these reports identify conditions that indicate there may be inconsistent or incomplete data in DRGR. HUD has provided guidance to accompany each report that describes the conditions and the actions the grantee and field office can take to correct the condition. The reports flag conditions that require correction or may merit investigation for possible correction. Please note that these reports do not flag activities that have missing or incomplete household race, ethnicity, or head of household data.

Please note that grantees should work with HUD field office staff to determine the actual corrective action required. These reports are intended to be a tool to assist data cleanup and correction in the most general context. In some cases, it may not be necessary or possible to address the flagged condition.

Grantees should not wait until their final QPR to make these corrections and are advised to start this process early. What appears to be a small correction can sometimes require reconciliation across multiple fields in DRGR.

Action Plan and Activity Changes Necessary to Effect Corrections

Although as of Version 3.0 the reports generally do not flag issues to correct in the Action Plan, grantees may need to make changes to the Action Plan to be able to correctly report on program performance. Such changes may include proposing housing unit types in the Action Plan to populate the QPR with the housing unit type, changing the activity type so that the QPR is populated with the correct performance measures, adding new activities to correctly report accomplishments by national objective, or other such changes.

Grantees will also find it necessary to change an activity status to "underway" to be able to make changes to activity budgets and amounts drawn.

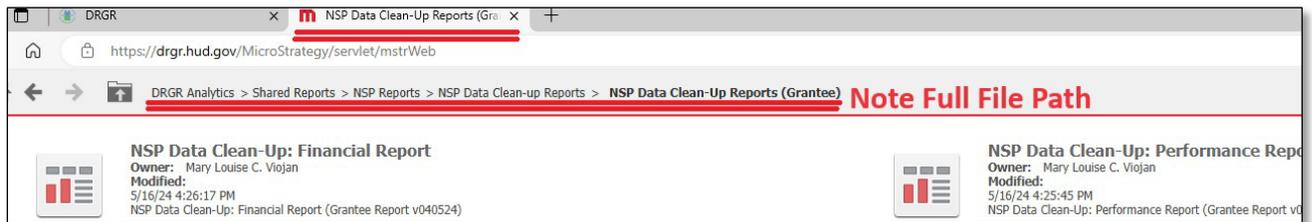
These changes will cause the Action Plan status to change to "Modified – Resubmit When Ready." Please see Chapter 16: Action Plan Submission and Approval of the [DRGR User Manual](#) on the HUD Exchange for instructions on submitting the Action Plan for HUD Field Office approval.

Accessing Reports

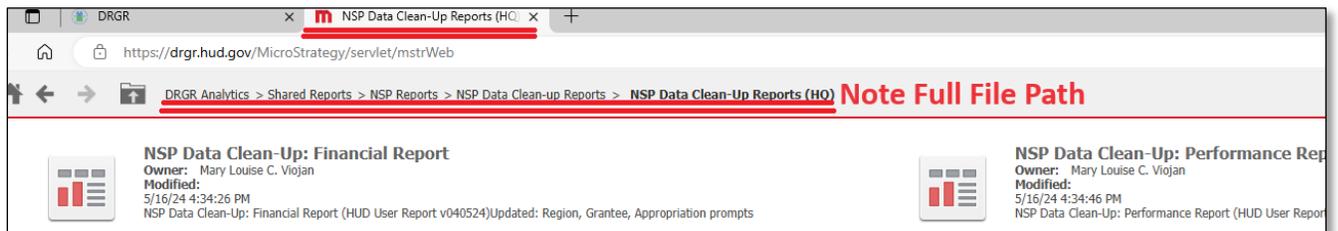
The reports are accessed in the DRGR Reports Module, MicroStrategy, under the Utilities tab in DRGR. Instructions on using the MicroStrategy application for DRGR can be found on the HUD Exchange: <https://www.hudexchange.info/programs/drgr/microstrategy/>.

The NSP Data Clean-Up Reports are located in the following MicroStrategy folders. Note that there is a version set up for NSP grantees and another setup for HUD Field Office staff. What one sees in MicroStrategy will depend on the user's role and privileges in MicroStrategy.

Grantee version: DRGR Analytics > Shared Reports > NSP Data Clean-up Reports > NSP Data Clean-Up Reports (Grantee)



HUD Version: DRGR Analytics > Shared Reports > NSP Data Clean-up Reports > NSP Data Clean-Up Reports (HQ)



Creating and Viewing Reports

Clicking on the report name will generate the report. Please note the drop-down selection for selecting the grant if a grantee has more than one grant.

The reports can be previewed in the MicroStrategy application. Remember to keep an active session in the DRGR application by refreshing your session at least every 20 minutes. This can be done by clicking on any of the DRGR navigation bar headers.

When previewing the NSP Data Clean-Up Reports in MicroStrategy, it may be necessary to use the browser scroll bars to view all rows and columns of the report.

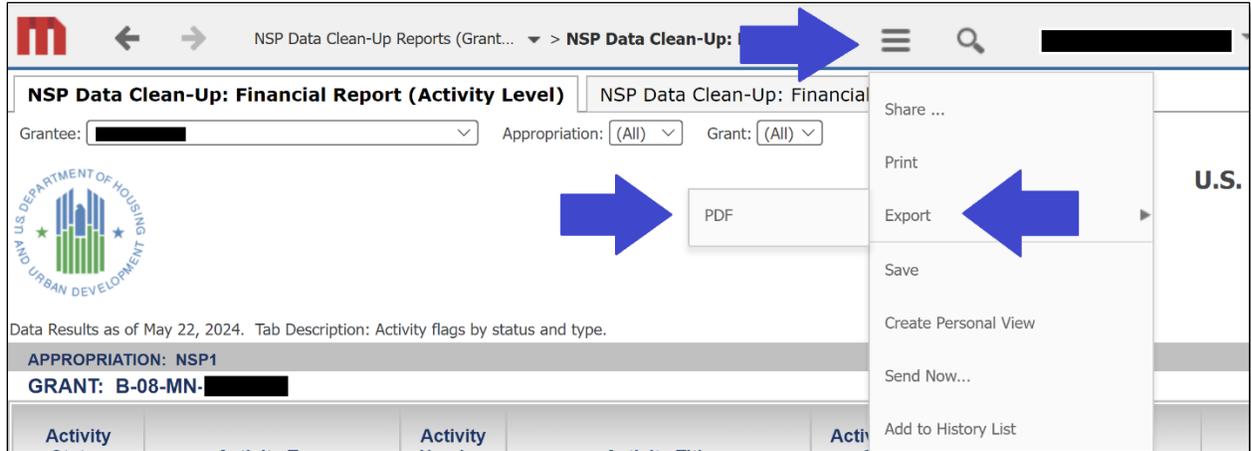
Report Layout

Reports will have more than one tab. In each tab, the reports display the activities for each grant along with selected cumulative metrics for each activity. In the financial report, the first tab flags activity-level conditions. The second tab of the financial report flags grant-level conditions. In the performance report, the first tab flags general-compliance conditions. The second tab of the performance report flags conditions related to housing units, and the third tab flags conditions related to households. Note that the second and third tabs only display housing activities and exclude canceled activities. Please also note that depending on user display size and settings, some

reports may be longer or wider than the browser frame in view at 100% scale. Users may need to scroll and pan withing the report frame to see all rows and columns.

Exporting Reports

To export the reports to PDF, select the “drawer” menu in the upper right corner of the MicroStrategy frame to expand the menu. Select “Export” from the menu, then select the “PDF” export option.



Closeout Resources

Please see the NSP Closeout Process and Guidance Closeout Process Review “Prepare” section for resources on preparing for closeout and making corrections in DRGR:

<https://www.hudexchange.info/programs/nsp/nsp-closeout-guidance/closeout-process-overview/>

Questions or Comments

If you have comments or questions about using the NSP Data Cleanup Reports, please email: DRGRteam@cloudburstgroup.com

If you are having trouble accessing DRGR or accessing the MicroStrategy reporting module, please submit an Ask-A-Question:

<https://www.hudexchange.info/program-support/my-question/>