

## DRGR REPORT FACT SHEET

### Neighborhood Stabilization Program (NSP) Data Clean-Up Reports (version 2.1, June 2020)

#### Report Description and Purpose

In order 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:** Accomplishment and Beneficiary data for each activity should be entered and double-checked for any errors. Corrections should be made in the grantee's QPR or Action Plan—whichever is appropriate. 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](#)."

In order to assist reconciliation, these reports identify conditions that indicate inconsistent or incomplete data in DRGR. In addition, they provide cumulative values at the activity level. 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 merit investigation for possible correction. Please note that this report does not flag activities that have missing or incomplete household race, ethnicity, or head of household data.

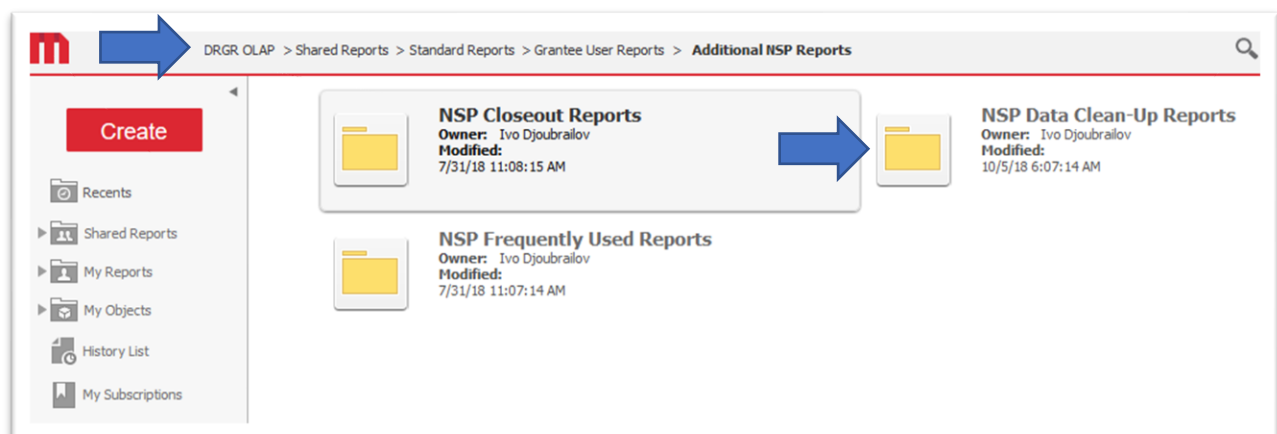
Grantees should not wait until their final QPR to make these corrections and are advised to start this process early because what appears to be a small correction can sometimes require reconciliation across multiple fields in DRGR.

#### 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/>.

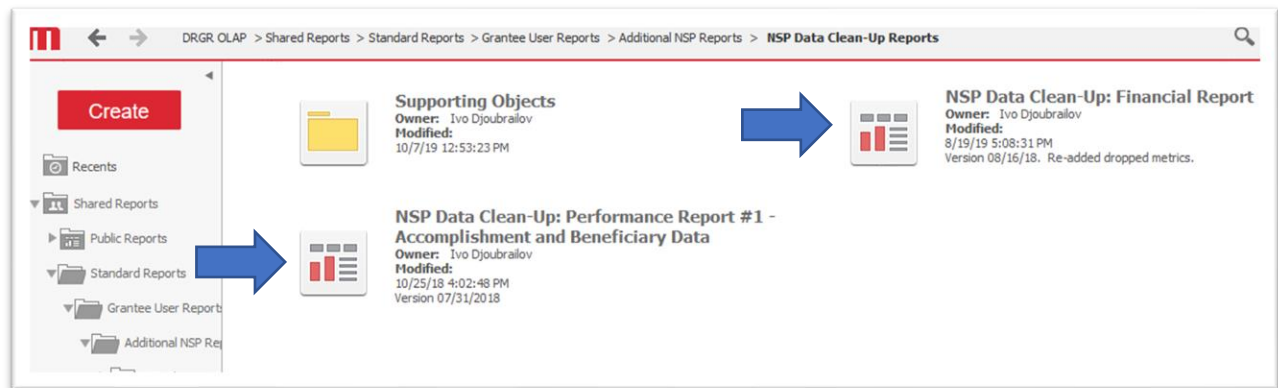
The NSP Data Clean-Up Reports are located in the following MicroStrategy folders:

**Grantee users:** DRGR OLAP > Shared Reports > Grantee User Reports > Additional NSP Reports > NSP Data Clean-Up Reports



HUD Field Office users: DRGR OLAP > Shared Reports > HUD Field Office User Reports > Additional NSP Reports > NSP Data Clean-Up Reports

There are two reports in the folder.



## 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.

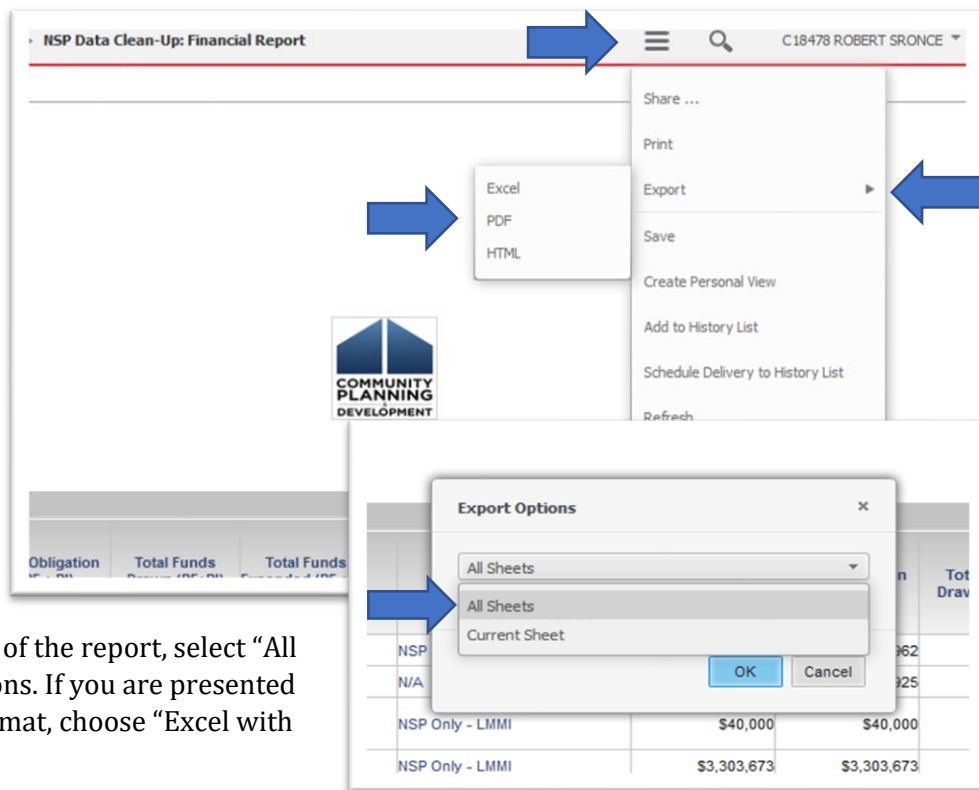
## Report Layout

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. The third tab flags conditions related to households. Note that the second and third tabs only display housing activities and exclude canceled activities.

## Exporting Reports

**To export the reports to PDF,** select the “drawer” menu in the upper right corner of the MicroStrategy frame. Select “Export,” then “PDF.” To download all tabs of the report, select “All Sheets” from the export options.

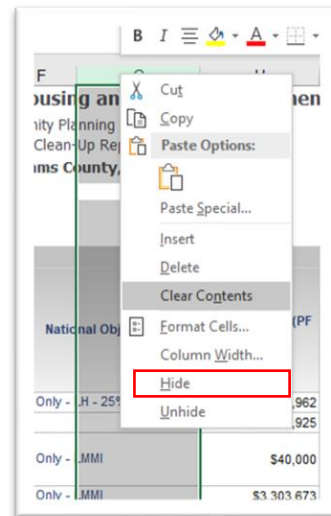
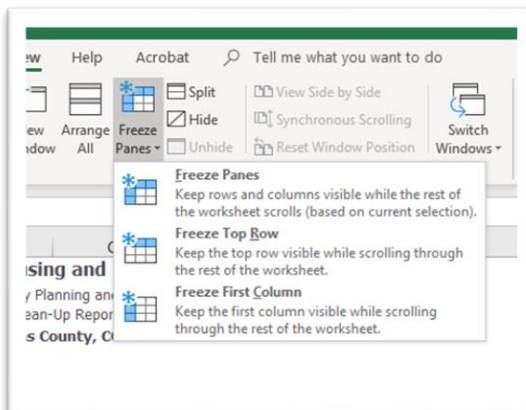
**To export reports to Excel,** select the “drawer” menu in the upper right corner of the MicroStrategy frame. Select “Export,” then “Excel.” To download all tabs of the report, select “All Sheets” from the export options. If you are presented with options for Excel file format, choose “Excel with formatting.”



## Working with Reports in Excel

Excel is the recommended file format for exporting these reports. Here are a few helpful hints for working with these reports in Excel:

- Use “Freeze Panes” (in the “View” menu) to keep the header row and some activity columns in view while scrolling through the report.
- Select columns you are not working with and hide them from view. Select the column, right-click, and select “Hide” from the menu.



- Filter the report by row values. Turn on filter in the “Data” menu. Be sure to first select the header row so that Excel knows where to place the filters.
- When printing from Excel, make use of the setting to repeat columns on each page as row headings, and scale the report to the paper/page size selected.
- The report can be edited in Excel to introduce your own calculations across rows and columns, and to introduce subtotals.

Plentiful guidance on using these and other Excel features can be found on the internet. Please consult your local IT staff if you need assistance with Excel.

### 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](mailto: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/>

