



U.S. Department of Housing and Urban Development

# NSP2 Reporting Requirements

Reporting requirements under DRGR,  
Federalreporting.gov, and RAMPS

Community Planning and Development

# Welcome and Introductions

- Presenters
  - Hugh Allen
  - Njeri Santana
  - James Yerdon
  - Jeff Little
- Purpose of the Webinar
  - [Federalreporting.gov](http://Federalreporting.gov)
  - Recovery Act Management and Performance Management Systems (RAMPS)
  - Disaster Recovery Grant Reporting (DRGR)



# Part One

# Federalreporting.gov



# Federalreporting.gov Requirements

- Section 1512 of the Recovery Act requires reporting on jobs, expenditures, and activities
- The collected data is available for public viewing at [www.recovery.gov](http://www.recovery.gov)

# FederalReporting.gov Requirements

- Why is it important?
  - Precedent-setting level of transparency
  - Public responsibility
- Who is using this data?
  - HUD
  - White House
  - Congress
  - Media and Public

# FederalReporting.gov Requirements

- Before you register in Federalreporting.gov, you must register in the Central Contractor Registration (CCR) database
  - [CCR Registration](#)
- After you've completed CCR Registration, you can register for Federalreporting.gov
  - [Federal reporting Registration](#)
- **Where can I get more information**
  - Consult the [User Guide](#) or the list of [Frequently Asked Questions](#)

# Federalreporting.gov Requirements

- [Reporting Timeline and Activities](#)
  - April 1 – 10: Recipients Enter Report
    - April 11 – 12: NSP2 Lead Grantees Review Data
    - April 13 – 29: HUD Reviews
    - April 30: Data is published on Recovery.gov

# Federalreporting.gov Requirements

## Standard Fields for all NSP2 Grantees

- Award Type: **Grant**
- Funding Agency Code: **8600**
- Awarding Agency Code: **8600**
- Award Date: **2/11/2010**
- CFDA Number: **14.256**
- Program Source TAS: **86-0161**

## Activity Codes

- Eligible Use A: **L82 - NTEE**
- Eligible Use B: **L21 - NTEE**
- Eligible Use C: **L99 - NTEE**
- Eligible Use D: **238910**
- Eligible Use E: **L20 - NTEE**
- Housing Counseling: **L80 - NTEE**





# Federalreporting.gov Requirements

## Standard Fields for all NSP2 Grantees (Cond.)

- **Award Description:** Award title (NSP2) and description that captures the overall purpose of the award
- **Project Description:** brief descriptive title of the project or activity funded in whole or in part with NSP2 funds (financing mechanisms, acquisition, rehab, land banks, demolition, redevelopment)
- **Quarterly Activities/Project Description:** A description of the overall purpose and expected outputs (# of units acquired/rehabbed, # of units demolished, etc...) and outcomes or results of the award including significant deliverables. For an award that funds multiple projects the purpose and outcomes or results may be stated in broad terms

# Federalreporting.gov Requirements

## Standard Fields for all NSP2 Grantees (Cond.)

- **Project Status:** Evaluation of completion status of the project, activity, or federally awarded contract action funded by the Recovery Act. The status of the work that has been completed. This evaluation should be based on performance progress reports and other relevant non-financial performance information.
  - Options for selection: Not started; Less than 50% completed; Completed 50% or more; Fully Completed.
  - For awards funding multiple projects, provide your best estimate of completion of all projects based on any aggregate data and information

# Federalreporting.gov Requirements

## Standard Fields for all NSP2 Grantees (Cond.)

- **Number of Jobs:**

- NSP2 grantees must report on Full-Time Equivalents (FTEs), not the number of persons employed
- NSP2 grantees should simply include all jobs that are funded by the NSP2 and exclude all other jobs
- Jobs funded partially with NSP2 funds must only be counted based on the proportion funded by NSP2

- [Job Counting Guidance](#)



The City's Lead Safe Program consists of a Project Director, Program Manager, Risk Assessor, Health Educator and a Contracting firm.

Employee Job Title	Funded by the Recovery Act (Yes/No)	Total Hours Worked	% Funded by ARRA	Hours Funded by ARRA	FTE for Job Count Reporting on FederalReporting.gov
Project Director	No	520	0%	0	0.00
Program Manager	Yes	520	75%	390	0.75
Risk Assessor	Yes	375	100%	375	0.72
Health Educator	Yes	520	50%	260	0.50
Contracting Firm	Yes	840	100%	840	1.62
Total Hours Worked in Quarter		2775		1865	
<b>Total FTEs for the Quarter to be Reported Using FederalReporting.gov</b>					<b>3.59</b>

The Lead Safe Program will report a total of **3.59 FTEs** in the total "Number of Jobs" Created and Retained data field at [FederalReporting.gov](http://FederalReporting.gov). The total number of Jobs Created or Retained for the quarter is based on the following calculations:

The City's Lead Program hires a new Program Manager to work on the Lead Hazard Control Program grant at 75% of the time with funds awarded under the ARRA Lead-based Paint Hazard Control grant competition. (Note that only a position for which wages or salaries are either paid for or will be reimbursed with Recovery Act funding should be reported.) The remaining 25% of the Program Manager's time is dedicated to coordinating CDBG Rehabilitation for the City. Using a standard work-week of 40 hours, the City reports **quarterly** as follows:

$$\frac{390 \text{ Recovery Act Hours Worked and Funded by Recovery Act Money}}{520 \text{ Hours in Full-time Quarter}} = 0.75 \text{ FTE}$$

The City will include **0.75 FTEs** into the total "Number of Jobs" data field at [FederalReporting.gov](http://FederalReporting.gov).

# Federalreporting.gov Requirements

## Federalreporting.gov (cond.)

- FederalReporting.gov registration and help desk resources: [www.federalreporting.gov](http://www.federalreporting.gov)
- HUD Recovery Call Center:
  - Phone: 1-800-998-9999
  - e-mail: [recovery@comcon.org](mailto:recovery@comcon.org)



# Part Two

# Recovery Act Management and Performance System (RAMPS)



# RAMPS Reporting

## Overview – What is RAMPS?

- RAMPS is an online computer system for HUD staff and grantees, which stands for Recovery Act Management Performance System
- Each state or local government grantee, or consortia with state or local government consortium members receiving NSP2 funds, are subject to the environmental review requirements found in 24 CFR Part 58 and must complete the NEPA (National Environmental Policy Act of 1969) reporting portion on RAMPS.



# RAMPS Reporting

- Non-profit NSP2 awardees that are not in consortium with a state, Indian tribe, or unit of general local government with jurisdiction over a project are subject to environmental reviews found in 24 CFR Part 50, and must have HUD complete the NEPA reporting requirements in RAMPS
- To find the closest HUD staff person to you, please click on the following link:

<http://www.hud.gov/offices/cpd/environment/contact/localcontacts/>





# Requesting RAMPS Access

- Requesting a Grantee RAMPS Account: Register for access to RAMPS at <http://www.hud.gov/recovery/ramps/index.cfm> Your supervisor will need to authorize this by emailing a brief note with their contact information to: [Julia.M.NeideckerGonzales@hud.gov](mailto:Julia.M.NeideckerGonzales@hud.gov)
- Requesting a HUD RAMPS Account: All HUD employees are required to use the CHAMP process at <http://useraccess.hud.gov/apps.htm> Your supervisor will need to authorize this.
- Most recipient organizations now have at least one person registered to use RAMPS. If you are uncertain as to who at your organization is registered, please call **HUD's Recovery Call Center at (800) 998-9999**. You will need to provide your HUD ID and/or organization **TAX ID** for information on who at your organization is registered.

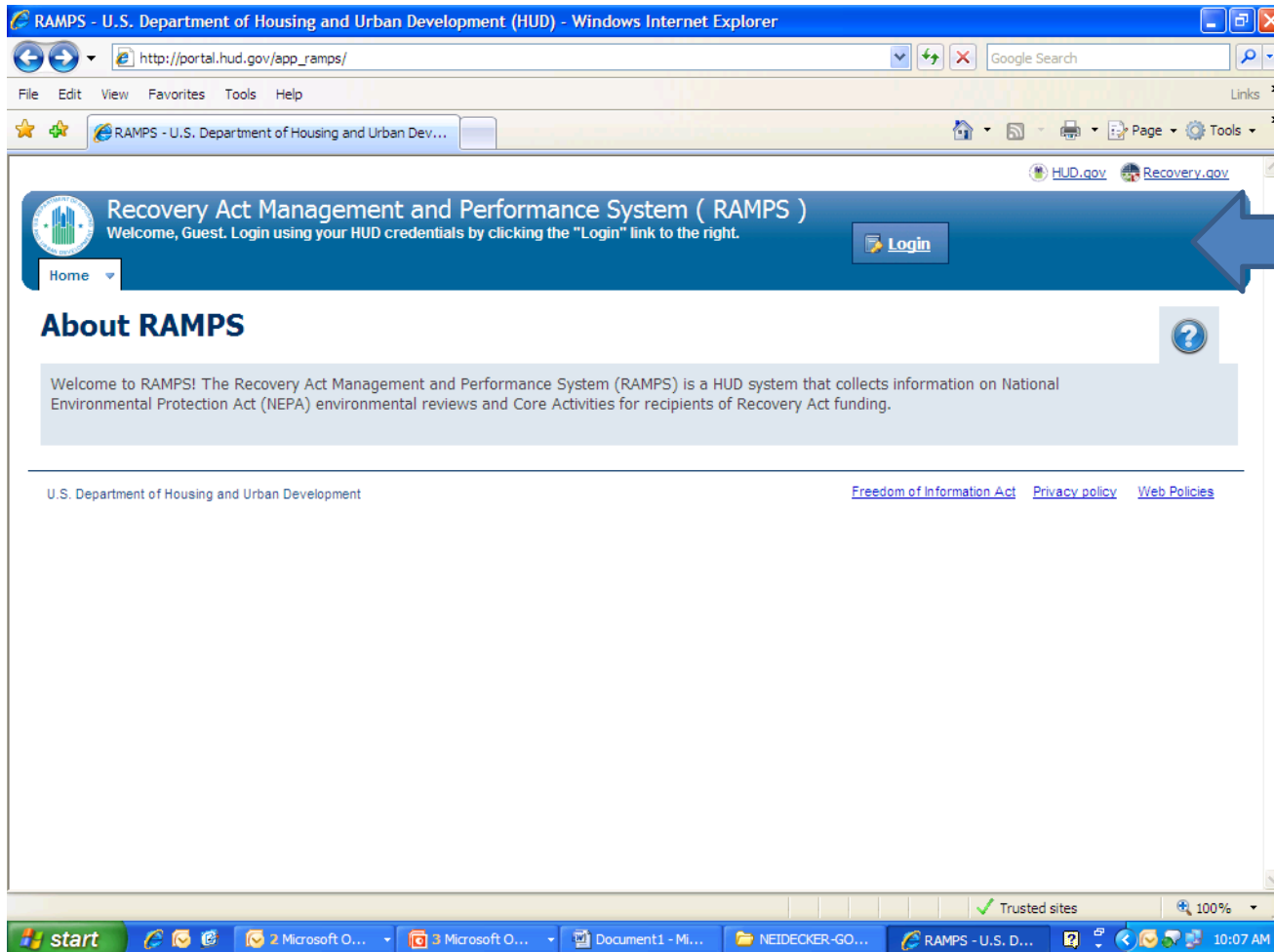


# Procedures for RAMPS Access

- Once on the RAMPS website, click on “Login” link at the center top of the page.
- Provide your assigned HUD credentials – HUD ID and password.
- User registration and additional help can be found by going to: [www.hud.gov/Recovery](http://www.hud.gov/Recovery) Then click on “Reporting” tab at the top right
- If you are unable to gain access, please contact [Julia.M.NeideckerGonzales@hud.gov](mailto:Julia.M.NeideckerGonzales@hud.gov), Tel. 202.402-5756 and she will expedite your registration.



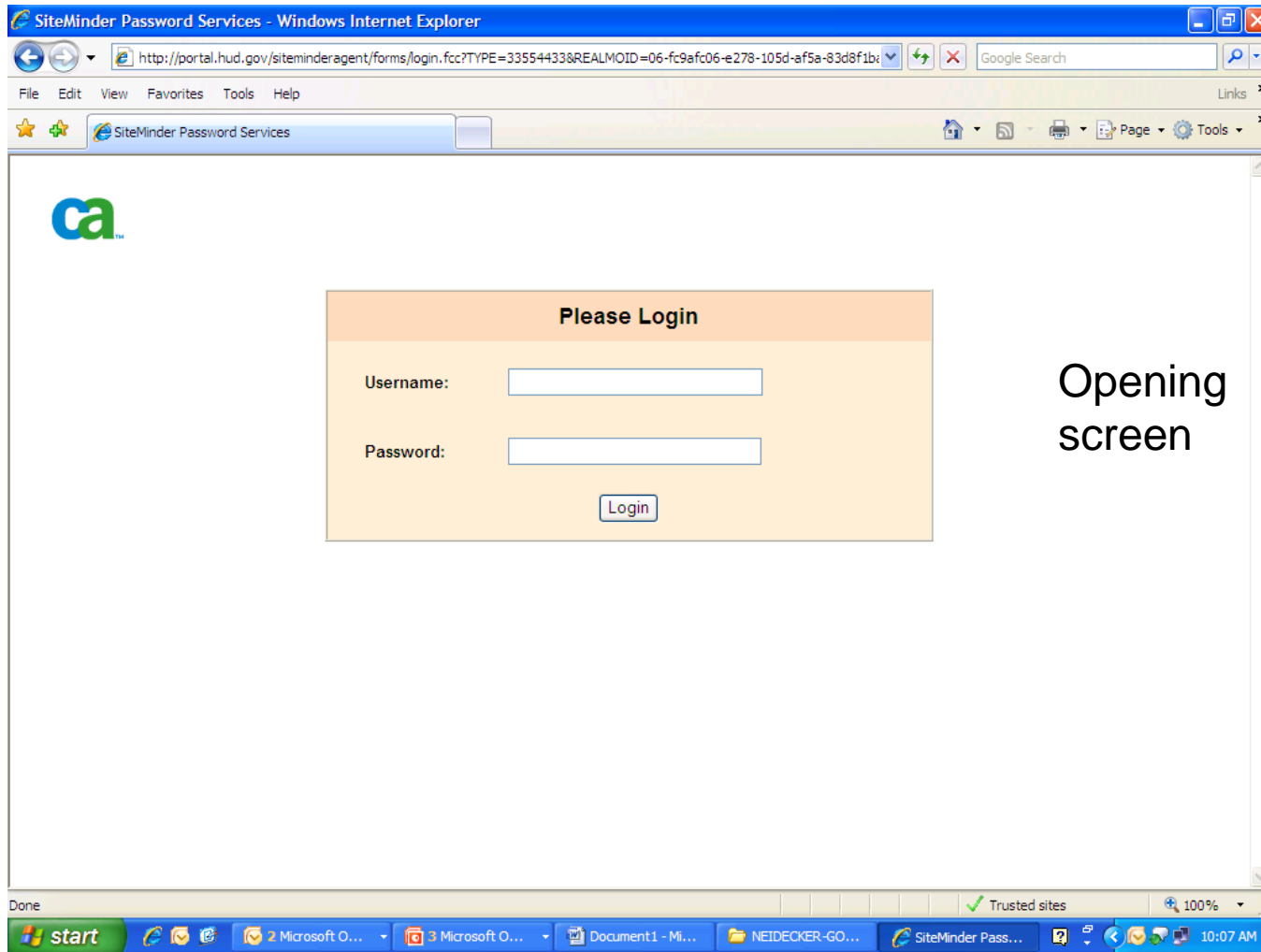
# Logon to RAMPS: [http://portal.hud.gov/app\\_ramps/](http://portal.hud.gov/app_ramps/)



Login  
Screen



# RAMPS



Opening  
screen



# RAMPS

## Award List Page

- Awards to your organization are listed by Award ID (Grant ID)
  - Award = Grant
- A link is available on each award line to allow access to the award detail
- By selecting an award, a list of environmental review projects will be presented

# NEPA Reporting– RAMPS

RAMPS - U.S. Department of Housing and Urban Development (HUD) - Windows Internet Explorer

http://demo.citizant.com:8080/ramps/awardList.do?cmd=doInit&formId=NEPA

dr. ashesh patel

File Edit View Favorites Tools Help

Section 1512/HU... http://portal.hud... RAMPS - U.S. De... RAMPS - U.S.... List of My Report...

HUD.gov Recovery.gov Help System

Recovery Act Management and Performance System ( RAMPS )

TESTUSER, Welcome back!

TESTUSER

Logout

Home NEPA Reporting Core Activity

- Award List

## NEPA Reporting Instructions

**Paperwork Reduction Act Statement.** The information collection requirements contained in this document have been approved by the OMB under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB Control Number (2506-0187). In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number. The public reporting burden for the collection of information is estimated to average 2 hours per annum per respondent.

The American Recovery and Reinvestment Act (ARRA) was signed into law on February 17, 2009, with the goal of stimulating the economy by providing billions of dollars for federal agencies to allocate through grants and loans. According to ARRA Section 1609 (c), organizations receiving grants must provide information about the environmental impact of their projects and how they comply with the requirements of the National Environmental Policy Act (NEPA) Environmental Review.

To make it easy for grant recipients, like you, to provide NEPA compliance information related to your projects, HUD built the Recovery Act Management and Performance System (RAMPS). RAMPS allows users to provide the required information quickly and

## Award List

Award ID	Appropriation Code	Award Amount (HUD Obligation)	
<a href="#">08SH0116100</a>	0327	\$208,342	<a href="#">NEPA Projects</a>
<a href="#">AK06S00150109</a>	0305	\$3,306,953	<a href="#">NEPA Projects</a>
<a href="#">B-09-MY-06-0592</a>	0161	\$114,977	<a href="#">NEPA Projects</a>
<a href="#">CALHH0181-08</a>	0177	\$875,000	<a href="#">NEPA Projects</a>
<a href="#">HCS1551</a>	0306	\$3,918,000	<a href="#">NEPA Projects</a>
<a href="#">KS16T861014-09I</a>	0303	\$203,340	<a href="#">NEPA Projects</a>
<a href="#">M09-ES010100</a>	0203	\$31,952,086	<a href="#">NEPA Projects</a>
<a href="#">MD06S00650109</a>	0305	\$2,245,973	<a href="#">NEPA Projects</a>
<a href="#">PA26S05250109</a>	0305	\$835,356	<a href="#">NEPA Projects</a>
<a href="#">S09-DY-01-0001</a>	0193	\$13,328,942	<a href="#">NEPA Projects</a>

Page 1 of 2 [Next >](#) [Last >>](#)

Internet 100%

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# NEPA Reporting– RAMPS

- Reports in RAMPS should only be submitted as NEPA actions are taken.
- Input Grant Award Number
- Enter Environmental Compliance Review for each project
- Add/Edit Projects
- Add/Edit Activities
- Separate RAMPS submissions are required for environmental reviews funded in any part by HUD Recovery Act funds.

# NEPA Reporting– RAMPS

RAMPS - U.S. Department of Housing and Urban Development (HUD) - Windows Internet Explorer

http://demo.cizant.com:8080/ramps/flow.do?cmd=doViewStatus&formId=NEPA&mode=EDIT&awardId=08SH0116100&pro

dr. ashesh patel

File Edit View Favorites Tools Help

Reporting/HUD Information ... RAMPS - U.S. Department of ... RAMPS - U.S. Departmen...

HUD.gov Recovery.gov Help System

Recovery Act Management and Performance System ( RAMPS )  
TESTUSER, Welcome back!

TESTUSER  
Logout

Home NEPA Reporting Core Activity

Award List

## Section Overview

OMB CONTROL NUMBER: 2506-0187  
EXPIRATION DATE: XX/XX/XXXX

[Go Back to Project List](#)

Section Overview

[Recipient Information](#)

[Environmental Review Project Information](#)

[NEPA Review Level](#)

[Environmental Reviews](#)

[Environmental Review Status](#)

[Section Review and Submission](#)

Section Overview provides a quick look at the status of all sections. The Section Overview also allows the user to visit a section of the form for completion or review. Possible section statuses are New, Incomplete, Complete and Not Required.

Ensure that all sections below are marked "Complete". Any incomplete sections should be completed before submission.

Completion status on the Section Overview page refers to completed sections and not completed environmental review projects.

Last Submitted: 04/02/2010 Fri 11:19AM EDT By test, Data\_testuser\_f

### Section Progress

Recipient Information	Complete	<a href="#">Visit</a>
Environmental Review Project Information	Complete	<a href="#">Visit</a>
NEPA Review Level	Complete	<a href="#">Visit</a>
Environmental Reviews	Complete	<a href="#">Visit</a>
Environmental Review Status	Complete	<a href="#">Visit</a>

Done

Internet 100%

start 3 Mi... 6 Mi... RAMP... Micro... 2 Mi... 9 Mi... REGI... Desktop 12:18 PM





# NEPA Reporting– RAMPS

- Entry of the information should occur as soon as possible after completion of an environmental review action and should be updated as soon as the review action status changes
- If you have not started any environmental reviews, you do not need to report in the NEPA module
- Separate RAMPS submissions are required for each single environmental review funded in any part by HUD Recovery Act funds
- If the project is receiving multiple Recovery Act funding from different federal agencies, enter only the HUD Recovery Act program portion of the funding into the environmental portion of the HUD RAMPS system

# Non Profit Reporting - RAMPS

## HUD Field Contacts for Environmental Reviews

- An excel file is attached with those non-profit grantees who must have a HUD staff person conduct an environmental review.
- To find the closest HUD staff person to you, please click on the following link:

<http://www.hud.gov/offices/cpd/environment/contact/localcontacts/>



**LEGEND**

- CHANGES / REVISIONS
- TIME ZONES
- NO D.S.T. = No Daylight Savings Time\*
- REGIONAL ENVIR. OFFICER
- ENVIRONMENTAL OFFICER
- PRINCIPLE HUD HQ STAFF

Version: MARCH 2010

**U.S. Department of Housing and Urban Development - Environmental Officers****OFFICE OF ENVIRONMENT AND ENERGY**
<http://www.hud.gov/offices/ceel/environment/index.cfm>
**HEADQUARTER STAFF**

Eric Axelrod	202.402.2275	Ted Leavengood	202.402.4451
Charles Bien	202.402.4462	James M. Potter	202.402.4610
David G. Blick	202.402.5718	Nelson A. Rivera	202.402.4455
Joseph Devlin	202.402.5117	Jeremiah J. Sanders	202.402.4571
Robert Groberg	202.402.4642	Danielle L. Schopp	202.402.4442
Christopher Hartenau	202.402.5189	Antoinette Sebastian	202.402.4458

**REGION X**

ALASKA TIME: 9:30

ALEUTIAN TIME: 8:30

**REGION 10 - NW / ALASKA**

Seattle - (WA-ID-OR-AK)

Deborah Peavler-Stewart - REO  
Tel: 206.220.5414 / Fax: 206.220.5108Sam Jensen  
Tel: 206.220.5225 / Fax: 206.220.5403
[www.hud.gov/local/states/working/46/environ/index.cfm?state=wa](http://www.hud.gov/local/states/working/46/environ/index.cfm?state=wa)
**REGION 9 - PACIFIC / HAWAII**San Francisco - (AZ-No.CA-NV- HI-Guam)  
Ernest Molins - REO  
Tel: 415.489.6731 / Fax: 415.489.6732Michelle Simmons (So.CA)  
Tel: 213.534.2772 / Fax: 213.894.8129  
*(Serving Los Angeles, Ventura, Orange, Riverside, Santa Barbara, San Luis, San Bernardino, San Diego, Obispo, Kern and Imperial Counties)*Los Angeles - (So.CA.)  
Elizabeth L. McDargh  
Tel: 213.634.9278 / Fax: 313.840.8430  
*Liz McDargh will be working on HUD union business until further notice.***REGION 8 - ROCKY MOUNTAINS**Denver  
Paul F. Mohr - REO (So/Region 7)  
Tel: 913.551.5818  
Fax: 913.551.5499Denver - (CO-MT-ND-SO-UT-WY)  
David Rignozzi  
Tel: 303.672.5016  
Fax: 303.672.5150**REGION 7 - GREAT PLAINS**Kansas City - (KS-NE-IA-MO)  
Paul F. Mohr - REO (So/Region 8)  
Tel: 913.551.5818  
Fax: 913.551.5499St. Louis  
**VACANCY****REGION 6 - SOUTHWEST**Fort Worth - (Serving Houston San Antonio- NM)  
Lester H. Berman - REO  
Tel: 817.978.5983  
Fax: 817.978.5569San Antonio - Dallas Ft Worth Lubbock-OK  
Jack L. Pipkin  
Tel: 817.978.5985  
Fax: 817.978.5569New Orleans - (LA-AR)  
Shelia H. Perne  
Tel: 504.671.3757  
Fax: 504.589.4089**REGION 5 - MIDWEST**Chicago - (IL-IN)  
Steve Vahl - REO  
Tel: 312.913.8728  
Fax: 312.353.0121Detroit - (MI)  
Carmen Reveron  
Tel: 313.226.7900 X.8194  
Fax: 313.226.5611Columbus - (OH)  
Ross Carlson  
Tel: 614.469.5737 X.8252  
Fax: 614.469.2237Milwaukee - (MN-WI)  
Kathleen A. Schmidt  
Tel: 414.297.3214 X.8108  
Fax: 414.297.3202**REGION 4 - SOUTHEAST / CARIBBEAN**Atlanta  
Linda P. Poytress - REO  
Tel: 678.732.2857  
Fax: 404.730.2853Atlanta - (AL-KY-MS)  
Sandra L. Fyfe  
Tel: 678.732.2727  
Fax: 404.730.2853Miami - (FL)  
Al Cazzoli  
Tel: 305.520.5005  
Fax: 305.536.5765Atlanta - (GA-TN)  
Juan Roman  
Tel: 678.732.2543  
Fax: 404.730.2853San Juan - (PR-USVI)  
Roberto Corles-Colon  
Tel: 787.766.5400 X.2039  
Fax: 787.766.5995Greensboro - (NC-SC)  
Lerwood E. Smith  
Tel: 336.547.4000 X.2054  
Fax: 336.547.4138
[www.hud.gov/local/states/working/46/environ/index.cfm?state=ga](http://www.hud.gov/local/states/working/46/environ/index.cfm?state=ga)
**REGION VIII****REGION VIII**

PACIFIC TIME: 10:30

MOUNTAIN TIME: 11:30

**REGION IX**HAWAIIAN TIME: 7:30 *NO D.S.T.\****REGION VI**

CENTRAL TIME: 12:30

**REGION IV****REGION VII****REGION V****REGION II**

EASTERN TIME: 1:30

**REGION 2 - NEW YORK / NEW JERSEY**New York - (So. NYS-NYC)  
Therese Fretwell - REO  
Tel: 212.542.7445  
Fax: 212.264.0993Buffalo - (No. NYS)  
Ronald Monti  
Tel: 716.551.5755 X.5813  
Fax: 716.551.5634Newark - (NJ)  
Michael R. Furts  
Tel: 973.776.7202  
Fax: 973.645.2323**REGION 3 - MID-ATLANTIC**Philadelphia - (E.PA-DE)  
Paul J. Lehmann - REO  
Tel: 215.430.6636  
Fax: 215.656.3445Pittsburgh - (W.PA-WV)  
Michael E. Whitelock  
Tel: 412.644.6932  
Fax: 412.644.2678Baltimore - (MD-Wash.DC)  
Susanne Solichos  
Tel: 410.209.6546  
Fax: 410.209.6672Richmond - (VA)  
Kery Johnson  
Tel: 804.822.4803  
Fax: 804.822.4984**REGION 1 - NEW ENGLAND**Boston - (MA-ME-NH-VT-CT-RI)  
Therese Fretwell - REO  
Tel: 212.542.7445  
Fax: 212.264.0993Hartford  
**VACANCY****REGION I****REGION II****REGION III****REGION IV**

GREENSBORO

# Non-Profit Reporting -RAMPS

Recent Changes to HUD staff coverage of NSP2 projects for non-profits under provisions of 24 CFR Part 50 that are not listed on the website:

- New England

Therese Fretwell NSP 2 Part 50 projects in MA,ME,VT, NH

Michael Furda NSP@ Part 50 projects in CT, RI

- Habitat for the Humanity

All NSP 2 Part 50 projects go to the Atlanta and the Region 4 Environment Team under the direction of the Regional Environmental Officer Linda Poythress.

- Neighborhood Housing Services

All NHS NSP 2 Part 50 California projects go to Seattle and the Region 10 Environment Team under the direction of Regional Environmental Officer Deborah Peavler-Stewart.



# RAMPS – Quarterly Performance Reports

- For NSP2 Grants, Quarterly Performance Reports are due on the 10<sup>th</sup> of April, July, October and January.
- The quarterly reports are forwarded to the Council on Environmental Quality (CEQ) and then on to Congress. Data is taken from whatever information is in the system on the date the report is submitted to CEQ.
- **RAMPS due 4/10/10 – If environmental reviews have been started**

# RAMPS Resources

- HUD Environmental Compliance Review Web Based Training. Go to:  
[www.hud.gov/offices/cpd/environment/training](http://www.hud.gov/offices/cpd/environment/training)
- Then at the bottom of the page, click on
  - “Overview of Conducting an Environmental Review”
  - Also go to [www.hudnsphelp.info](http://www.hudnsphelp.info) for FAQs and a wide variety of NSP resources



## Part Three

# Disaster Recovery Grant Reporting (DRGR)



# Disaster Recovery Grant Reporting (DRGR)

## Overview—What is DRGR?

- Grantees can use DRGR to:
  - Submit information on activities funded under Action Plans (APs)
  - Group and track activities by Projects
  - Create and approve NSP2 vouchers to draw down funding for activities as needed
  - Submit Quarterly Performance Reports (QPRs)
- HUD staff will review and accept or reject APs and QPRs



# Requesting DRGR Access

- Requesting a Grantee DRGR Account: Send the following information to CPD Field Office staff:
  - User Name
  - Grantee
  - Address, Phone/Fax, and Email
  - 5-digit number you can remember for your PIN
  - Your roles (a) Grantee System Admin, (b) Request or Approve Drawdowns
  - **If you already have a C ID for IDIS, please provide this number**
- CPD Field Office staff will forward authorized requests to [DRGR\\_Help@hud.gov](mailto:DRGR_Help@hud.gov)



# Logon to DRGR

<https://drgr.hud.gov/DRGRWeb/>

**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Community Planning and Development**

**USA.gov**  
Government Made Easy

Community Planning & Development

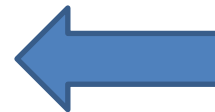
## DRGR Login

Please enter your Username (C\*\*\*\*\* or H\*\*\*\*\*) and Password to log in.

Username:

Password:

Login



Login Screen

Opening screen



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems  
Disaster Recovery Grant Reporting System (DRGR)

**Utilities**  
- [Help](#)

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

**Disclaimer**  
[Help?](#)

**Review Data Collection Policy**

You are accessing a U.S. Government information system. System usage may be monitored, recorded, and subject to audit. Unauthorized use of this system is prohibited and subject to criminal and civil penalties. Use of this system indicates consent to monitoring and recording.

Select an option below.

|



# DRGR

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems  
Disaster Recovery Grant Reporting System (DRGR)



Login ID: MITCGR  
Role: Grantee

#### DRGR

- [Action Plans](#)
- [QPR](#)
- [Drawdown](#)
- [Reports](#)
- [Grants](#)

#### Utilities

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

#### Links

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

[Action Plans](#)

[Drawdown](#)

[QPR](#)

[Reports](#)

[Grants](#)

[Help?](#)

## Welcome to the Disaster Recovery Grant Reporting System

#### DRGR News:

=====

SYSTEM UPDATE: A new version of DRGR will be released on Jan. 5, 2008 that includes a drawdown module. Any existing DRGR accounts that need to be modified to allow users to request or approve draws should have their supervisors email their CPD field office and DRGR\_Help@hud.gov to update their account. Training resources for DRGR are located at <http://www.hud.gov/offices/cpd/communitydevelopment/programs/drsi/drgrs.cfm>. These include a flash video and PDF versions of a powerpoint presentation on working with Action Plans and Quarterly Performance Reports (QPRs). For NSP grantees, HUD has also posted additional guidelines and resources at <http://www.hud.gov/nsp>.

=====

PLEASE be sure to update your profile (Utilities menu on the left) and include a current email address. DRGR ends email reminders of report deadlines and submissions, so having current emails will help make sure this information gets to you. If you have trouble accessing any part of DRGR or need a password reset, you can send an email to DRGR\_Help@hud.gov. Otherwise, you can call in a trouble ticket to the Help Desk at 1-866-HUD-CPD1 (866-483-2731).

#### Warning!

Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage, or destruction of information residing on Federal

**Use links available – DO NOT USE THE “BACK” BUTTON!**



# Navigating in DRGR

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems  
Disaster Recovery Grant Reporting System (DRGR)

**Main Navigation Bar**

Login ID:MITCGR  
Role:Grantee

**Module Navigation Menu**

- Action Plan
  - [View All](#)
- Projects
  - [Add](#)
  - [Search](#)
- Utilities
  - [Print Page](#)
  - [Profile](#)
  - [Help](#) — **Help Index**
  - [Logout](#)
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MD	State of Maryland	<a href="#">B-05-DJ-24-0001</a>	Active	<a href="#">Reviewed and Approved</a>	<a href="#">Add/Edit QPRs</a>
MD	State of Maryland	<a href="#">B-08-DN-24-0001</a>	Active	<a href="#">Reviewed and Approved</a>	<a href="#">Add/Edit QPRs</a>

- Use Main Navigation Bar to Select Module
- Use Module Navigation Menu links to select screens
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**Use links available – DO NOT USE THE “BACK” BUTTON!**

# ACTION PLAN – KEY STEPS

- QPR Reporting in DRGR occurs only after the Action Plan has been entered and approved by HUD
  - Add Plan - Confirm Grant
  - Enter Narrative on Needs (Factor 1 from NSP2 application)
  - Add/Edit Projects (Projects are based on the eligible NSP uses)
  - Add/Edit Activities (Activities are based on National Objective – LMMI or LH25, and separated out for each multi-family property)

**NOTE: DO NOT COPY FORMATTED TEXT INTO DRGR – BUT YOU CAN COPY PLAIN TEXT**



# DRGR PROJECTS VS. ACTIVITIES

- Separate DRGR activities are required for separate national objectives, for DRGR project types, and for each multifamily property
- Projects are used to group activities by eligible use categories for NSP (Fin. mechanism, acq/rehab, landbanking, demolition, etc.)
- Projects are entered first. Activities are entered second since they must be assigned to projects
- Specific addresses are entered ONLY when the National Objective has been met (e.g. the Activity has been completed)

# DRGR - Quarterly Performance Reports

- For NSP2 Grants, Quarterly Performance Reports are due on the 10<sup>th</sup> of April, July, October and January.
- Quarterly Performance Reports pull data from Activities that have had action during the quarter.
  - Narratives required include an Overall Progress Narrative, and separate Activity Narratives
  - Data will reflect performance measurements and funds disbursed.

# DRGR Resources

## [DRGR Website](#)

- Step-by-step instructions on how to create an Action Plan, Projects and Activities are found at the DRGR Website as
  - [DRGR Training Powerpoint Slides \(PDF\)](#)
- Also go to [www.hudnsphelp.info](http://www.hudnsphelp.info) for FAQs and a wide variety of NSP resources



# NSP2 Reporting

# QUESTIONS?



# Give us your Feedback

- Answer 6 short questions
- Link: <http://www.surveymonkey.com/s/Feedback-4-6-10NSP2ReportingWebSeminar>

