



## PERFORMANCE REPORTING

### SUMMARY

The pilot Recovery Housing Program (RHP) was authorized by the 2018 SUPPORT for Patients and Communities Act (SUPPORT Act). The intent of RHP is to support individuals in recovery from substance use disorders (SUD) on a path to self-sufficiency by providing stable, temporary recovery housing. Most RHP grantees are now implementing their RHP activities. This Quick Guide incorporates the guidance provided in the [RHP Webinar on Performance Reporting](#) presented on October 6, 2022.

RHP is governed by [Community Development Block Grant \(CDBG\)](#) program regulations, as modified by RHP requirements. The [RHP Federal Register Notice \(85 FR 75361, published November 25, 2020\)](#) (the “Program Notice”) provides program rules, waivers, and alternative requirements. HUD extended the application deadline for Fiscal Year (FY) 2020 RHP funds and provided additional instructions for grantees in a subsequent Federal Register Notice ([86 FR 38496, published July 21, 2021](#)) (collectively, the “RHP Notices”). The Program Notice requires that grantees submit an annual performance report no later than 30 days following the end of each federal fiscal year, beginning with the federal fiscal year in which a grant agreement is executed. For example, for each RHP grant with an executed RHP grant agreement between October 1, 2020, and September 30, 2021, the initial performance report was due by October 30, 2021. Like the RHP Action Plan, each grantee submits a single RHP performance report covering all RHP grants with an executed grant agreement. The RHP performance report is separate from a grantee’s Consolidated Annual Performance and Evaluation Report (CAPER) that it submits for other HUD Community Planning and Development (CPD) funding.

The RHP Notices include specific provisions and details regarding reporting. The following table notes key elements of the RHP reporting process:

<b>Frequency:</b>	Annual
<b>Reporting Period:</b>	October 1 to September 30
<b>Public Comment Period:</b>	15 calendar days (minimum)
<b>Due Date:</b>	October 30
<b>HUD Reporting System:</b>	Disaster Recovery Grant Reporting (DRGR) system

For convenience, an excerpt from the RHP Notice containing the provisions on reporting is one of the Attachments to this Quick Guide.

## REPORTING BENCHMARKS — ACTION PLAN AND PERFORMANCE MEASURES

The RHP Action Plan and the activities funded by RHP provide the framework for reporting progress and results to the public and to HUD. Specifically, the RHP Action Plan's activity details and anticipated outcomes are auto-populated in the RHP performance report for grantees to provide updates on overall grant- and activity-level progress, expenditures, and outcomes. Therefore, if an activity is not properly set up in the RHP Action Plan, the missing components will not be available for reporting in the current RHP performance report.

The RHP Action Plan includes information on:

- **Resources:** RHP funds and other federal and non-federal resources.
- **Expenditure Plan:** Expenditure timeliness and limit on administrative costs.
- **Anticipated Outcomes:** RHP has two required anticipated performance measures (see below); HUD also encourages grantees to consider incorporating other performance measures to provide insight into program effectiveness.

Activities identified in the RHP Action Plan provide greater detail on how the grantee is using RHP funds. Activity information in DRGR includes:

- Activity Type
- National Objective
- Activity Status
- Responsible Organization
- Start Date
- End Date
- Budget
- Activity Performance Measures

### Performance Measures

**Mandatory** – A grantee must report the number of individuals assisted in RHP activities, and the number of individuals able to transition to permanent housing through RHP-assisted temporary housing.

- When setting up an activity in DRGR, an RHP grantee must enter a number for the mandatory performance measures: persons assisted with RHP funds and persons assisted with RHP funds able to transition to permanent housing.

**Optional** – A grantee may establish additional performance measures (outcomes) that will assist in evaluating how well its RHP activities are meeting its needs and enhancing recovery from SUD.

- These measures will prove most useful when they are clearly defined and there is an efficient process for collecting and transmitting the data.

## REPORTING PROCESS AND TIMELINE OVERVIEW

Date	Action
September - October 13	Begin to assemble required data and draft narratives as early as practicable to enable providing accurate data as of September 30. A grantee has approximately two weeks (October 1-13) after the end of the reporting period to gather data and information needed to complete its performance report.
October 14-29	Post the draft annual performance report for public comment for at least 15 days. Post the report in the manner specified in your Citizen Participation Plan for public comment on performance reports.
October 29	Public comment period ends. Summarize comments and revise the report as needed.
October 30	Submit the annual performance report to HUD via DRGR. Note: DRGR requires that an RHP Action Plan must be in the “Reviewed and Approved” status as a prerequisite to completing the report submission process.

## DRGR AND REPORTING

### Entering Narratives

- The “Overall Progress Narrative” section allows a grantee to tell its story of how RHP funding is achieving results in the communities.
- The Overall Progress Narrative is required and must be saved before DRGR will display activities for reporting.
  - Begin by populating the Overall Progress Narrative and saving the performance report before moving on to report on activities.
- When completing activity-level reporting, a grantee should also enter an activity-specific narrative in the “Activity Progress Narrative” dialogue box describing each applicable activity’s progress and status.

### Reviewing SF-425 Financial Data Details

- This section requires a grantee to enter information for the SF-425. The [SF-425](#) is used by grant recipients to submit reports on their grant’s (or grants’) financial progress. DRGR may generate the financial information for the grantee to review.
- Review the SF-425 information for accuracy and completeness. Grantees may override certain data populated by the DRGR system by entering the correct value under the “Adjusted Value” column. Grantees may also work with HUD if the information has not auto-populated correctly.

### Reviewing and Verifying Grant Expenditures

- Grantees are required to report financial information, such as obligations and expenditures, in DRGR.
  - Each October 1, DRGR will pre-populate grant expenditure information for the reporting period in the financial progress tables in the “Total Drawdowns” field. The “Total Funds Expended” field for each activity should be manually updated periodically by the grantee to reflect the amount of funds the grantee has expended during the reporting period, regardless of the amount drawn.

- A grantee should review its financial data for accuracy and verify that the DRGR information matches the information in its internal systems or reports.
- Note that any drawdown submitted to LOCCS on September 30 will not be populated in the grantee's performance report generated the next day, October 1; rather, it will be included in the following fiscal year's performance report.
- HUD requires grantees to submit accurate reports. Therefore, DRGR should always match the grantee's records. Use this opportunity to reconcile financial data if necessary.

### Reporting Actual Outcomes

- Grantees are required to report actual outcomes for RHP activities.
  - At a minimum, a grantee must report on the actual number of individuals assisted in each RHP activity and the actual number of individuals able to transition to permanent housing through RHP-assisted temporary housing. Otherwise, the grantee must explain why progress was not made toward meeting goals and objectives.
  - If an activity is not properly set up in the Action Plan, missing components will not be available for reporting in the performance report. For example, if an accomplishment (e.g., number of individuals assisted) is not proposed in the Action Plan activity, a corresponding field will not be available in the performance report to report on actual outcomes.
- If the exact outcomes are unknown at the time of activity setup, select the appropriate anticipated measures/outcomes then enter "0" so they will populate in the performance report for reporting purposes.
  - Grantees can update projections as more information becomes available. Note that these types of changes require a non-substantial amendment to the RHP Action Plan.
- Grantees can report on other measures not currently available in DRGR.
  - Coordinate with HUD to have specific measures added to DRGR, if needed.
- Grantees only report accomplishments that were completed during the reporting period.
  - If users enter the total *cumulative* accomplishments for an activity in each annual performance report, the system will aggregate all reported totals and have an inaccurate and inflated accomplishment value for the activity.

### DRGR Upload Templates

- To avoid a lot of manual data entry, grantees can use DRGR data upload templates found [here](#).
- Templates can be used to upload data for accomplishments, activity progress, beneficiary, expenditures, and more.

### DRGR Tips

- The RHP Action Plan must be in "Reviewed and Approved" status to submit the performance report.
  - A grantee can work on its performance report but won't be able to submit it until HUD approves its RHP Action Plan.
  - If new or revised activities and activity budgets are still awaiting HUD approval, those changes also won't display until the RHP Action Plan is approved.
- Do not let DRGR sit idle for more than 20 minutes or it will lock you out.
  - Always Log Out before closing your browser.

### Report Processing

- HUD will review performance reports to ensure compliance, accuracy, and completeness of the information.

## HELPFUL RESOURCES

[RHP Notice Excerpt on Reporting](#)

RHP Webinar Series: [DRGR for RHP Grantees](#)

Recovery Housing Program Webinar Series: [Performance Reporting](#)

References to Applicable Chapters in the DRGR Manual

- Chapter 19: [Performance Report Overview](#)
- Chapter 21: [Performance Report Review Tools](#)
- Chapter 22: [Performance Report – Submission and Approval](#)