



ECONOMIC DEVELOPMENT INITIATIVE COMMUNITY PROJECT FUNDING

DISASTER RECOVERY GRANT REPORTING (DRGR) SYSTEM QUICK GUIDE

VERSION 3

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**U.S. Department of Housing and Urban Development
Community Planning and Development
Office of Economic Development
Congressional Grants Division
Washington, DC 20410**

**ECONOMIC DEVELOPMENT INITIATIVE
COMMUNITY PROJECT FUNDING**

**DISASTER RECOVERY GRANT REPORTING (DRGR) SYSTEM
QUICK GUIDE**

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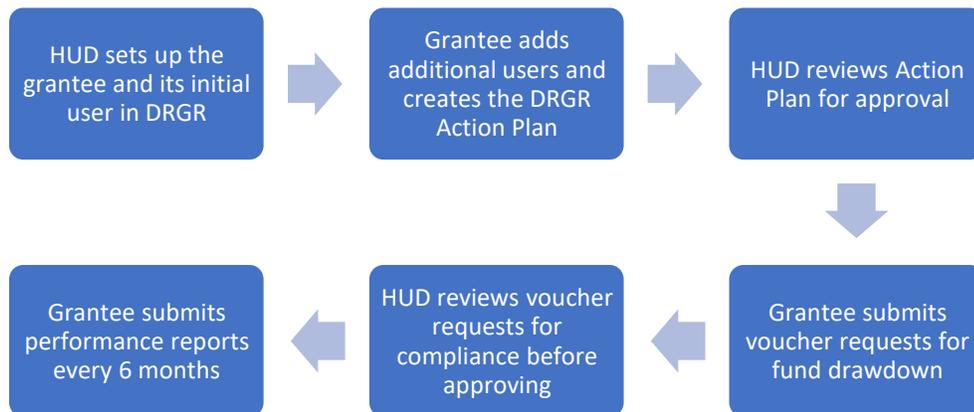
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DRGR Overview

The Economic Development Initiative/Community Project Funding (CPF) grant program utilizes the Disaster Recovery Grant Reporting (DRGR) system for processing payments and performance reporting. This Quick Guide outlines how you, the grantee, will set up user profiles, establish an Action Plan, create voucher requests for fund drawdown, and submit performance reports.

Please note that DRGR is a grants management system used across multiple HUD programs. HUD created the DRGR system to manage disaster grants, but later expanded it to include other special appropriations programs. CPF primarily uses DRGR to manage fund drawdown and collect grant accomplishment information so we can share the initiative's performance with Congress, the public, other government stakeholders, and you as the grantee.

After receiving your fully executed grant agreement, you will be able to establish user profiles and create an Action Plan. Grant Officers have at least ten (10) business days, but no more than thirty (30) calendar days, to review Action Plan submissions. Once your Action Plan is approved, you can begin requesting vouchers to drawdown funds and submitting performance reports due every six (6) months. Grant Officers have at least five (5) business days, but no more than thirty (30) calendar days, to review voucher requests and performance reports before approving them.



Logging into DRGR

Based on your response to Box #8f on your SF-424, we will establish the grantee's initial DRGR user account and give that individual 'Grantee Admin' permission. This initial user will then be able to request additional user account profiles for other staff. Recipient organizations must have at least two (2) active DRGR users.

Authorized CPF users will log onto <https://drgr.hud.gov/DRGRWeb>, using the ID and password provided by HUD. If you are the initial user and have not received your login information five (5) to seven (7) business days after receiving your fully executed grant agreement, please check your spam folder.

The DRGR System allows three (3) login attempts. After the third (3rd) failed login attempt, the DRGR system locks users from logging in again. To reset a password, call the HUD IT Help Desk at 1-888-297- 8689 (Option 9).

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

You can also try clearing your cache if you experience login difficulties. If you continue to experience an issue logging in, contact your Systems Officer.

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

Community Planning & Development

CPD Grants Portal Login

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

Username:

Password:

By using this U.S. Government Information system you understand and consent to the following:

- The information system Rules of Behavior (RoB) provides the rules that govern the appropriate use of the information system for all government, contract personnel and other federally funded users. The RoB is intended to enhance and further define the specific rules each user must follow while accessing the information system and enforcing user understanding of:
 - HUD's policy requiring a separation of duties between the requestor and approver for financial transactions;
 - Prohibition from misusing the information system, i.e., exceeding their

I agree to the Terms of Service

Login

EOIA Privacy Web Policies and Important Links Home

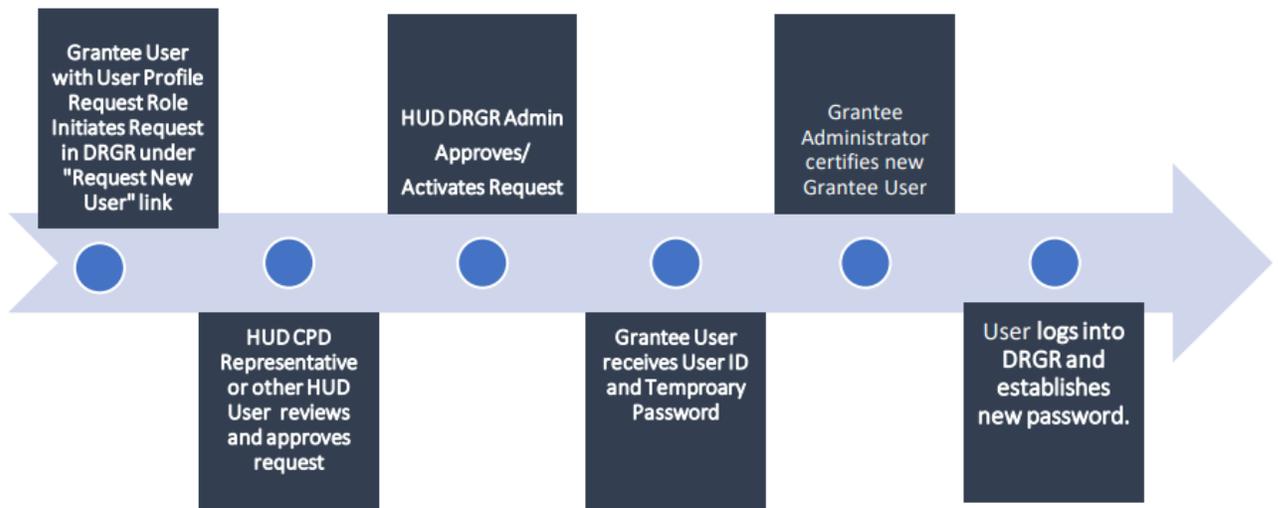
U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455
Find the address of a HUD office near you

For further guidance on DRGR, you may refer to HUD's DRGR User Manual. Please note that this guidance is broad and not specific to CPF grants. It should not replace the guidance in this document.

<https://www.hudexchange.info/resource/4915/dgrg-user-manual/>

Creating New DRGR User Accounts

Recipient organizations must have at least two (2) DRGR users. All new user accounts must be requested for HUD activation.



Disaster Recovery Grant Reporting (DRGR) System Quick Guide

Initial DRGR users can create additional user accounts by clicking the Crown icon and then “Request New User.”

If the individual user you are adding already has a DRGR or Integrated Disbursement and Information System (IDIS) account, that person can reuse those login account credentials to log into DRGR. If not, select the ‘No/Unknown/Unable to find’ option and fill in the requested user information.

The screenshot shows the 'Request New User' form in the DRGR system. The form is titled 'ADMIN Request New User' and includes a search section and a registration section. A red box highlights the registration section, and a red arrow points from the 'No/Unknown/Unable to find' radio button in the search section to the registration section.

ADMIN Request New User

* Does staff already have a HUD username in IDIS/DRGR? (e.g. C*****, B*****, H*****)

IDIS / DRGR No/Unknown/Unable to find

Please search for and select staff user below:

Search Criteria

Username: Name:

HUD Offices: State/Territory: Grantee Name:

ADMIN Request New User

*Includes Required Field

*First Name: Title:

*Last Name: Organization:

*Email: Phone Number: Ext:

Address 1: Fax:

Address 2: *PIN (five digits used in initial password):

Address 3: *PIN (re-enter):

*City:

* Zip Code:

State:

Please notify the user of the PIN connected to the user account. HUD will review all new user requests for approval.

Note: No one other than the person whose name is connected to the DRGR account is permitted to access that account. To protect your grant funds, please do not share your login information with anyone.

How to Assign User Roles in DRGR

A DRGR user’s specific roles and permissions are assigned when HUD or another DRGR user creates their profile. At minimum, recipient organizations must have at least two (2) users. One (1) user must have the ‘Approve Drawdown’ permission, and another must have the ‘Request Drawdown’ permission. DRGR does not allow a grantee user to create and approve a voucher request.

Other permissions include the ability to submit the Action Plan, submit performance reports, request new user profiles, and submit voucher documentation. Users may request permission changes by clicking on the ‘Manage Existing Users’ option and searching for the relevant user account.

Administration: User Management

Module	Menu	Submenu Options	Description
Administration	User Management	Associate Users to Grants	Grant DRGR Users permission to view and/or edit selected Grant(s)
		Certify Grantee Users	(Re)certify DRGR Users
		Request New Users	Request a New User be granted a DRGR User Account and/or Profile
		Manage Existing Users	Request edits to an existing DRGR User Profile
		Upload User Requests	Upload DRGR User data directly into DRGR

Grantee Profile:

Grantee	Agency	View Only	Grantee Admin	Request Drawdown	Approve Drawdown	Submit Action Plan	Submit Performance Reports	User Profile Request	Submit Voucher Docs to HUD	Active
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Only one draw role allowed per user
N/A
N/A
If these are required

Users with the 'Grantee Admin' role must recertify all other users semi-annually by January 1st and July 1st. See the visual below for more details on how to recertify users. If users are not recertified by those dates, they will not be able to access the DRGR system. HUD is responsible for recertifying all Grant Administrators for the CPF grants, while Grant Administrators are responsible for recertifying all other users associated with their organization.

Administration: User Certification

As part of the account request process other HUD or grantee admin users will "certify" the need for the user to access the system. HUD staff certify grantee admin users and then grantee admin users certify other grantee users.

Users have to be recertified each six months. If this does not occur users will not have access to DRGR. Grantee administrators can use this screen to remove staff access if they no longer work at the grantee or on the grants. They can also submit a separate deactivation request for the profile, as needed

User Role: Grantee Administrator

Menu Option: Certify Grantee Users

Flow Diagram: HUD Superuser → HUD Field Office Manager → HUD CPF Representative → Grantee Administrator → Grantee User

Interface Screenshot:

ADMIN
Certify Grantee Users

Certified Users:

- GA-Adams,Sally Green-T017GR - Georgia-
- GA-Bernhardt,Cindi-C22814 - Georgia-
- GA-Carter,Kimberly-B65849148346148346 - Georgia-
- GA-Dunn,Simonne-B67715 - Georgia-
- GA-Gallard,Crystal-B69152 - Georgia-
- GA-Lowman,Tammy-B67798 - Georgia-
- GA-SORIANO,ALICIA-T018GR - Georgia-
- GA-Shehly,Crystal-C22813 - Georgia-
- GA-Tremblay,Kathleen-B68510 - Georgia-
- SC-Test,John-test01 - Georgia-

Users with Expiring Certifications:

- GA-Jackson,Loreen-B60338 - Georgia-
- GA-Lovejoy,Mitchell-B69488 - Georgia-
- GA-Mrus,Sally-B66364 - Georgia-

Users inactivated due to Expired Certifications:

- GA-Mulkey,Nicholas-TMP_32490 - Georgia-
- GA-Mykytyn,Dana-B55502 - Georgia-
- GA-Robinson,Morrell S.-B00422 - Georgia-
- GA-Robinson,Steed Morales-C27185 - Georgia-
- GA-Rush,Tviche-TMP_33070 - Georgia-
- GA-Trullitt,Pam-C15515 - Georgia-

Buttons: Save Changes, Cancel, <<Certify, Decertify>>, Inactivate User, Activate User.

Action Plan Overview

For the purposes of CPF grant management, your Action Plan serves as the informational foundation for all subsequent DRGR tasks. The information included in your approved Action Plan will connect to your voucher requests and performance reports. The Action Plan should reflect the documentation submitted in your grant package, namely your approved narrative, approved budget, and Environmental Review Report, if applicable

You will create and submit your grant’s Action Plan for review. HUD will reject any incomplete or insufficient Action Plans. Please review this Quick Guide in detail to ensure a smooth approval process.

The DRGR system will notify you when the Action Plan is approved, or if we require changes. All rejection notifications will also include our comments. If we request revisions, please modify the Action Plan as recommended and resubmit a revised Action Plan for approval. Upon approval, the DRGR Action Plan is incorporated into the Terms and Conditions of the Grant Agreement.

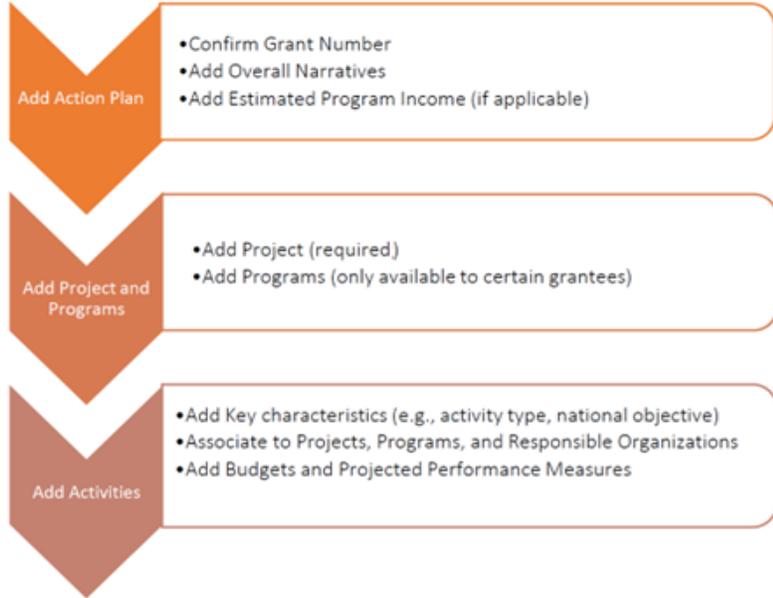
If you have amended your approved budget and/or narrative and your Grant Officer has approved that amendment, then you will need to modify your Action Plan to reflect any changes. Your Grant Officer will then re-review the Action Plan.

Note: Do NOT modify your Action Plan after it has been approved, unless necessary. Any changes made to your Action Plan after it has been approved will automatically flag a ‘Modified’ Action Plan status. You will not be able to request funds or submit performance reports until the Action Plan has been resubmitted and reapproved.

Action Plan Tabs

Financials	Provides a summary of grant- and project-level financial data; allows Grantees to add “Funding Sources.”
Narratives	Allows Grantees to enter grant-level narratives.
Documents	Allows Grantees to attach supporting documents to the action plan.
Measures	Provides a summary of proposed accomplishments and beneficiaries across all activities.
Programs	Allows Grantees to add/edit/delete Programs (see Chapter 13).
Projects	Allows Grantees to add/edit/delete Projects (see Chapter 12).
Activities	Allows Grantees to add/edit/delete Activities (see Chapter 14).
History	Provides links to previously approved versions of the Action Plan, including “Review Checklists Completed by HUD.”

Key Components of DRGR Action Plans



In DRGR, projects are used to group activities. If the Projects match the budget line items from a grant, the performance reports will roll up the budgets and spending by these projects so that it can be compared against the application/grant award documents.

Grantees also need to add Responsible Organizations before they add activities. If the grantee is managing the activity, they are the responsible organization. If there are subawards/subrecipients then users need to set up responsible organization profiles for each one.

How to Set-Up an Action Plan

Once in the DRGR system, select your grant in the top search bar. This will allow you to perform all DRGR tasks. To begin the Action Plan, click on the top building icon titled 'Manage My Grants' and then select 'Add Action Plan.'

The screenshot shows the 'Disaster Recovery Grant Reporting System' interface. At the top, a search bar contains the grant ID 'B-22-CP-XX-0000'. Below the search bar is the 'Manage My Grants' dashboard with several tabs: ACTION PLANS, PROJECTS, ACTIVITIES, GRANTEE PROGRAMS, PERFORMANCE REPORTS, and GRANTS. The 'Add Action Plan' option under the ACTION PLANS tab is highlighted with a red box. An 'Add Action Plan' modal window is open, displaying the following information:

Appropriation:	EDI-CPF FY22
Grant Number:	B-22-CP-XX-0000
Grant Award Amount:	\$1,000,000.00
Grant Status:	Active
Grant Description:	B-22-CP-XX-0000

At the bottom of the modal, there are 'Cancel' and 'Confirm Grant' buttons.

After this initial step, you can select the 'Manage Action Plan' option to access/edit the Action Plan.

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

To start, click on the 'Narrative' tab and add the text of your approved narrative. Once complete, click 'Save.' You may need to hit ctrl "C" and ctrl "V" to copy and paste text to the Narrative page.

Manage Action Plan Back Submit Plan

Grant Number:	B-22-CP-XX-0000	LOCCS Authorized Amount:	\$0.00
Grantee Name:	rogco	Grant Award Amount:	\$1,000,000.00
Appropriation Code:	EDI-CPF FY22	Total Estimated PI/RL Funds:	\$0.00 Edit
Action Plan Status:	Original - In Progress		

Narratives Documents Financials Measures Projects Activities History Upload

Narratives Summary

Project Description Edit

Next, go to the 'Documents' tab to attach your approved narrative and budget. Select 'Add Documents' and follow the instructions to upload the file. Please upload all documents as 'Public' unless they pertain to sensitive projects, such as a domestic violence shelter. You may choose to upload other pertinent documents to aid your Grant Officer in their review, such as your Environmental Report.

Manage Action Plan Back

Grant Number:	B-22-CP-XX-0000	LOCCS Authorized Amount:	\$0.00
Grantee Name:	rogco	Grant Award Amount:	\$1,000,000.00
Appropriation Code:	EDI-CPF FY22	Total Estimated PI/RL Funds:	\$0.00
Action Plan Status:	Reviewed and Approved		

Narratives **Documents** Financials Measures Projects Activities History Upload

Supporting Documents 0 Add Document

The file size limit is 3MB. Valid file extensions are: .png, .gif, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .csv, .ppt, .pptx, and .pdf.

No results found.

Supporting Links 0 Add Link

No results found.

How to Establish Project(s) in DRGR

In DRGR, “Projects” are defined as categories of your grant’s work split for tracking purposes. You may choose to set up one Project for the full grant amount or divide Projects by Responsible Organization, Activity type, approved budget spending categories, etc. When you use the Project function correctly, DRGR will automatically track spending by Project and summarize this at the top of each semi-annual performance report.

Enter Projects first and then Activities. Multiple Activities can fall under a single Project. As described in a later section, Activities should reflect your line-item budget.

To establish Project(s), click the building icon and select ‘Manage Action Plan.’ Then, select the ‘Projects’ tab. Click ‘Add Project’ on the right side of the screen.

Manage Action Plan ← Back ✔ Submit Plan

Grant Number: B-18-DP-13-0001 LOCCS Authorized Amount: \$37,943,000.00
 Grantee Name: Georgia Grant Award Amount: \$37,943,000.00
 Appropriation Code: 2017 HIM Total Estimated PI/RL Funds: \$590,000.00 ✎ Edit
 Action Plan Status: ✎ Modified - Resubmit When Ready Total Budget: \$38,533,000.00

Financials Narratives Documents Measures Programs **Projects** Activities History Upload

Projects 10 + Add Project

Copy Print CSV Excel Search:

Project Number	Project Title	Project Budget	Number of Activities	Activity Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn	Status	Actions
01- DCA-UAT Update	01- DCA-UAT Update 1	\$9,088,601.00	4	\$9,088,600.00	\$9,088,600.00	\$588,113.42	\$588,113.42	\$0.00	Open	✎
02- Multifamily	02- Multifamily	\$12,130,339.01	5	\$12,129,339.00	\$12,129,339.00	\$0.00	\$0.00	\$0.00	Open	✎
04- Brunswick	04- Brunswick	\$0.00	4	\$4,510,533.00	\$300,002.00	\$0.00	\$0.00	\$0.00	Open	✎

Complete, at a minimum, all required fields marked with a red asterisk (*). Input the appropriate Project Number, Project Title, and Project Description. The Project Status should be ‘Open.’ The Project Budget Amount should encompass the budgets for all Activities that will fall under the Project.

To edit a Project, go to the ‘Projects’ tab and click the blue icon below the ‘Actions’ column for the relevant Project.

Projects 10 Search:

Copy Print CSV Excel

Project Number	Project Title	Project Budget	Number of Activities	Activity Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn	Status	Actions
01- DCA-UAT Update	01- DCA-UAT Update 1	\$9,088,601.00	4	\$9,088,600.00	\$9,088,600.00	\$588,113.42	\$588,113.42	\$0.00	Open	✎
02- Multifamily	02- Multifamily	\$12,130,339.01	5	\$12,129,339.00	\$12,129,339.00	\$0.00	\$0.00	\$0.00	Open	✎
04- Brunswick	04- Brunswick	\$0.00	4	\$4,510,533.00	\$300,002.00	\$0.00	\$0.00	\$0.00	Open	✎

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

This will take you to the 'Manage Project' screen. Select 'Edit' to change the necessary information. To delete a Project that was erroneously created or no longer needed, edit the Project so that:

- The Project budget is \$0,
- The Project status is 'Cancelled,' and
- All Activities associated with the Project must be in 'Cancelled' status with a \$0 budget.

Manage Project

Project Number: 002
Project Title: Proj 002
Appropriation Code: 2013 SDY
Grant Number: X-20-MJ-20-0001
Project Status: Open

Project Designation:
Project Budget: \$0.00
Revolving Loan Fund: No
Project Effective Date:
Project End Date:

4 Back Delete Project Edit

Grant Number	Project Budget	Activity Budgets	Activity Most Impacted and Distressed Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
X-20-MJ-20-0001	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Note: You may see a pre-existing Project titled 'Restricted Balance.' This should not prevent you from establishing new Projects. Please contact your Systems Officer if its budget amount is greater than \$0.

How to Add Responsible Organization(s)

When entering an Activity, you must indicate which organization is responsible for administering the Activity. Most of the time, your organization is the Responsible Organization. If a subrecipient is implementing an Activity, you must add profiles for those organizations.

To do so, click the Crown icon and then 'Add Responsible Organization.' Next, click 'Lookup' and enter information into the search criteria field. Select the available SAM entity you wish to associate with the responsible organization and hit 'Save.'

Disaster Recovery Grant Reporting System

Administration

- USER MANAGEMENT
 - Associate Users to Grants
 - Certify Grantee Users
 - Request New Users
 - Manage Existing Users
 - Upload User Requests
- GRANTEES
 - Manage Grantee
 - Search/View Grantee Service Area
 - Add Responsible Organization**
 - Manage Responsible Organizations
 - Upload Responsible Organizations
- UTILITIES
 - Upload
 - FAQs

Add Responsible Organization

Please Select how to create the new Responsible Organization:

- Manually - Currently does not exist in SAM
- Lookup - Retrieve a record from SAM Database

Cancel Continue

SAM Profile Lookup

Select the available SAM Entity you wish to associate with this Responsible Organization.

Search Criteria

Entity Name: Enter Name ... Unique Entity Identifier: Enter Identifier ...
DUNS Number: Enter Number ... CADE Code: Enter Code ...

Reset Search Cancel Save

If you do not have subrecipients, then you do not have to complete this step.

How to Add Activities

In DRGR, Activities are defined as specific components of the work that grantees (and subrecipients) complete as part of the CPF grant award. DRGR Activities allow grantees to describe grant-funded actions, drawdown funds from the Line of Credit Control System (LOCCS), and report on performance measures.

Each Activity will fall under a Project. To ensure a smooth review process, the Activities should directly match the line items in your approved budget. This should include your Indirect Cost Rate. Please contact your Systems Officer if your approved budget is not conducive to DRGR Activities.

To add an Activity, click on the building icon and then 'Manage Action Plan.' Select the 'Activities' tab and then click on the blue 'Add Activity' text on the right side of the screen.

The screenshot shows the 'Manage Action Plan' page. At the top, there are summary statistics for the grant, including Grant Number (B-11-MN-06-0512), Grantee Name (Los Angeles, CA), and LOCCS Authorized Amount (\$9,875,577.00). The 'Action Plan Status' is 'Reviewed and Approved'. Below this is a navigation menu with tabs for Financials, Narratives, Documents, Measures, Projects, **Activities**, History, and Upload. The 'Activities' tab is selected, and a red circle highlights the 'Add Activity' button in the top right corner. Below the navigation menu is a search form titled 'Activities' with search criteria for Grantee Activity Number, Project Number, Activity Title, and Grantee Program Name. There are 'Reset' and 'Search' buttons at the bottom of the search form.

Next, complete the required fields highlighted with an asterisk (*). A key field is the 'Activity Type,' which will dictate the unique performance measures you will report on. For example, the "construction of new housing" Activity Type will allow you to report housing construction performance measures, whereas the "economic development" activity will allow you to report jobs creation. Activity Types should describe the individual Activity, not the overall grant purpose.

We have a pre-set list of Activity Types. All administrative and indirect cost Activities should have the 'Administration' Activity Type. If there is no exact match for your Activity, select the next best fit. Contact your Systems Officer if there is no good alternative.

Activity Fields Information Guide:

Required Field	What to Include
Project	Connect Activity to a Project
Activity Type	See note above
National Objective	EDI-CPF
Grant Activity Number	i.e. 001, 002, 003
Activity Title	Should be the same as your approved budget line-items
Activity Description	Brief description of the Activity
Activity Status	Must be in 'Underway' status to draw funds

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

Projected Start and End Date	General projections. Grantees will not be able to draw funds after the Projected End Date
Responsible Organization	Select your organization. If a subrecipient is completing the Activity, refer to the previous 'How to Add Responsible Organizations' section
Budget	Add Activity budget. The budgets for all Activities must total the full grant amount.

To access an Activity after it's been created, select the 'Activities' tab. Click the blue icon in the 'Action' column next to the desired Activity.

Search Activities ← Back

Search Criteria

Grant Number: <input type="text" value="B-18-DP-13-0001"/>	Project Number: <input type="text" value="Enter Project Number ..."/>
Grantee Program Name: <input type="text" value="Enter Grantee Program Name ..."/>	Grantee Activity Number: <input type="text" value="Enter Grantee Activity Number ..."/>
Activity Title: <input type="text" value="Enter Activity Title ..."/>	Activity Type: <input type="text" value="Enter Activity Type ..."/>
Responsible Organization: <input type="text" value="Enter Responsible Organization ..."/>	Activity Status: <input type="text" value="Select Activity Status ..."/>

Matching Results 32

Grantee Name	Grant Number	Grantee Activity Number	Activity Title	Activity Type	Responsible Organization	Project Number	Grantee Program Name	National Objective	Activity Status	Actions
Georgia	B-18-DP-13-0001	01 - DCA ADMIN	01 - DCA ADMIN	Administration	Georgia Department of Community Affairs	01- DCA-UAT Update		N/A	Under Way	🔗
Georgia	B-18-DP-13-0001	02- DCA Planning	02- DCA Planning	Planning	Georgia Department of Community Affairs	01- DCA-UAT Update		N/A	Under Way	🔗
Georgia	B-18-DP-13-0001	03- HRRP	03- HRRP	Rehabilitation/reconstruction of	Georgia Department of Community Affairs	01- DCA-UAT Update	Build it Right	Low/Mod	Under Way	🔗

Then, the 'Manage Activity' screen will load.

Manage Activity

[← Back](#)

Grant Number: B-18-DP-13-0001	Activity Number: 01 - DCA ADMIN	🔗 Edit
Grantee Name: Georgia	Activity Title: 01 - DCA ADMIN	
Appropriation Code: 2017 HIM	Activity Type: Administration	
National Objective: N/A	Projected Start & End Date: 2019-05-09 - 2025-05-09	
Project Number: 01- DCA-UAT Update	Benefit Report Type: N/A	
Project Title: 01- DCA-UAT Update 1	Responsible Organization: Georgia Department of Community Affairs	
Grantee Program:	Activity Status: ✔ Under Way	

[Financials](#)
[Details](#)
[Documents](#)
[Measures](#)
Environmental

Financials

Activity Budget

Grant Number	Activity Budget	Activity MID Budget	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
B-18-DP-13-0001	\$1,897,150.00	\$0.00	\$1,897,150.00	\$144,973.28	\$144,973.28	\$0.00

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

To edit an Activity, go to the 'Manage Activity' screen and select the 'Edit' button in blue text in the top right corner.

To delete an Activity, change the Activity Status to 'Canceled' and reduce its budget to \$0. You will then see the option to delete the Activity in red text.

How to Set-up Performance Measures

Performance measures help you communicate the story of your CPF grant to HUD and other stakeholders by tracking grant progress and accomplishments. Performance measures are automatically generated based on Activity Type. You will establish performance measures at the Activity level.

To enter performance measures, go to the 'Manage Activity' page for an Activity, as described in the previous section. Then, select the 'Measures' tab. There you will find the performance measures generated by the selected Activity Type.

Click the 'Edit' button beside the 'Projected Beneficiaries' and/or 'Projected Accomplishments' section and add projections for the pertinent measures. Skip any of the automatically generated measures that are not relevant to the Activity or your grant.

The screenshot displays the 'Manage Activity' interface. At the top, there is a header with the title 'Manage Activity' and a 'Back' button. Below the header, a summary card shows activity details: Grant Number (B-22-CP-XX-0000), Grantee Name (rogco), Activity Number (003), Activity Title (Gotham Shelter Improvements), Appropriation Code (EDI-CPF-FY22), Activity Type (EDI CPF - Homeless Facilities), National Objective (EDI-CPF), Projected Start & End Date (07/19/2022 - 12/08/2022), Project Number (002), Benefit Report Type (N/A), Project Title (Affordable Housing), Responsible Organization (Gotham City Housing), and Activity Status (Planned). Below this, a navigation bar includes tabs for 'Financials', 'Details', 'Documents', 'Measures' (highlighted with a red box), and 'Environmental'. The main content area is divided into 'Proposed Accomplishments' and 'Proposed Beneficiaries'. The 'Proposed Accomplishments' section lists performance measures such as '# of beds created in overnight shelter/other emergency housing', '# of homeless facilities constructed', and '# of Section 3 Labor Hours'. A red circle highlights an 'Edit' button next to the 'Proposed Total' column. An 'Edit Accomplishment Performances' modal is open, showing a table with columns for 'Performance Measure' and 'Proposed Total', with input fields for each measure. The modal also includes 'Cancel' and 'Save' buttons.

The performance measures for all Activities are cumulative. Therefore, if you have two (2) Activity Types that generate the '# of buildings constructed' performance measure and you are using the grant to construct one (1) building, you only need to enter that performance measure once.

Please see [Appendix 3](#) for more information on Section 3 requirements.

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

To view the total performance measures input for all Activities, go to the Action Plan's 'Measures' tab.

The screenshot shows the 'Measures' tab in the DRGR system. At the top, there is a navigation bar with tabs for Narratives, Documents, Financials, Measures (highlighted in blue), Projects, Activities, History, and Upload. Below the navigation bar, the page title is 'Performance Measures' and a red text overlay reads 'Summary across projects and activities'. The main content is divided into two sections: 'Proposed Accomplishments' and 'Beneficiaries'. Each section contains a table of performance measures with columns for the measure name and projected totals.

Performance Measure	Projected Total
# of Properties	0
# of Section 3 Labor Hours	0
# of Targeted Section 3 Labor Hours	0
# of Total Labor Hours	0

Performance Measure	Projected Total
# of Housing Units	11
# of Multifamily Units	11
# of Singlefamily Units	0

Performance Measure	Projected Low/Mod	Projected Total
No Results Found		
# of Households	0/13	13
# Owner Households	0/0	0
# Renter Households	0/13	13

How to Assign Funds to Each Activity

Assigning (or, for the purpose of DRGR, obligating) funds to an activity means that funds have been committed to that Activity. Once the funds are obligated, you can create vouchers to reimburse your organization for expenses incurred. An activity obligation must be less than or equal to the cumulative amount drawn towards an activity. The obligation amount is the amount of funds available for drawdown.

To assign funds, click the '\$' symbol and then 'Search/Edit Obligation.'

The screenshot shows the 'Manage Action Plan' page in the DRGR system. The page header includes the system name 'Disaster Recovery Grant Reporting System' and the user 'Szymanski, Marcia [877883]'. The main content area displays the 'Manage Action Plan' details for Grant Number B-22-CP-, Grantee Name EDI-CPF FY22, and Action Plan Status Original - In Progress. A dropdown menu titled 'Manage Financials' is open, showing options for 'DRAWDOWN' (Search/Edit Obligation, Create a Voucher, Search/Maintain Vouchers) and 'PROGRAM INCOME' (Create Receipt, Add Program Income Account, Search/Edit PI Accounts, Search/Edit Receipts). A red arrow points to the '\$' symbol in the top navigation bar, and another red arrow points to the 'Search/Edit Obligation' option in the dropdown menu.

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

Click the 'Search' button without adjusting the search criteria. You will then see all your Activities.

Disaster Recovery Grant Reporting System | B-22-CP-MA-0367

ACTIVITY OBLIGATION
Search for Activities to Obligate

Search Criteria

Grant Number: B-22-CP-MA-0367 | Grantee Activity # Number: | Responsible Organization: |

Search | Reset | Upload Financial Data

Then, select 'Maintain' next to the appropriate Activity to access the Add-Edit Obligation page.

Disaster Recovery Grant Reporting System | B-22-CP-MA-0367

ACTIVITY OBLIGATION
Search for Activities to Obligate

Search Criteria

Grant Number: B-22-CP-MA-0367 | Grantee Activity # Number: | Responsible Organization: |

Search | Reset | Upload Financial Data

Results Page 1 of 1 (2 activities found)

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Action
B-22-CP-MA-0367	0001	NEW HOPE, INC.	Administration	Administration	Maintain
B-22-CP-MA-0367	0002	NEW HOPE, INC.	EDI CPF - Homeless Facilities	Construction	Maintain

In the Obligation Amount box, input the Activity's budget. Then, press 'Save Amount' and repeat.

Disaster Recovery Grant Reporting System | B-22-CP-XX-0000

ACTIVITY OBLIGATION
Add-Edit Obligation Line Item

Return to Search Obligation

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title
B-22-CP-XX-0000	001	Rogco	Administration e.g., general m	Administration

Total Budget: \$200,000.00 | Total Drawn Amount: \$0.00
 Total Obligated Amount: \$200,000.00 | Total Program Funds Drawn: \$0.00
 Available for Obligation: \$0.00 | Total Program Income Drawn: \$0.00

Obligation Amount: \$
200000.00
Save | Cancel

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-22-CP-XX-0000	004	Stars Hollow Affordable Housing Corporation	EDI CPF - Construction of New	Main Street Apartments

Total Budget: \$140,000.00 | Total Drawn Amount: \$0.00
 Total Obligated Amount: \$80,000.00 | Total Program Funds Drawn: \$0.00
 Available for Obligation: \$60,000.00 | Total Program Income Drawn: \$0.00

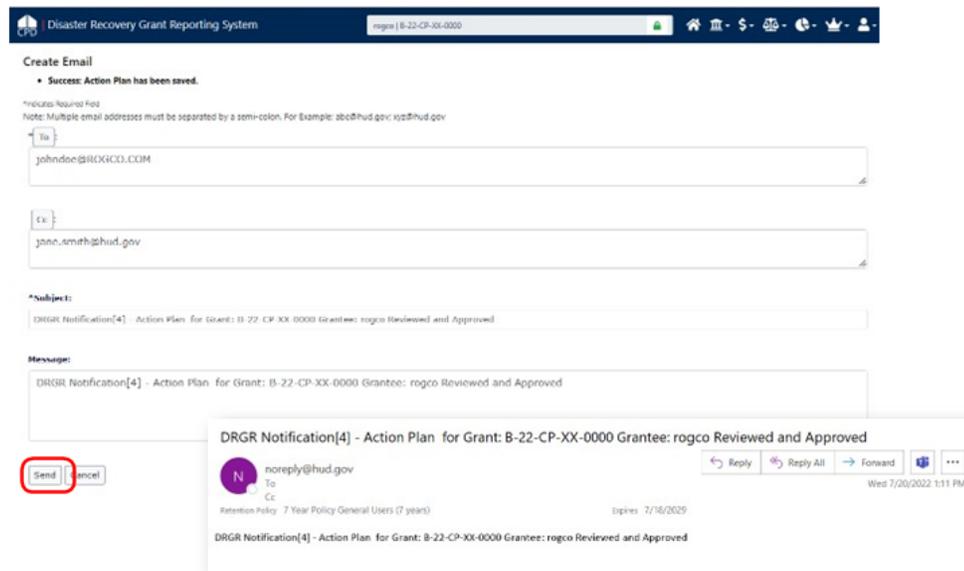
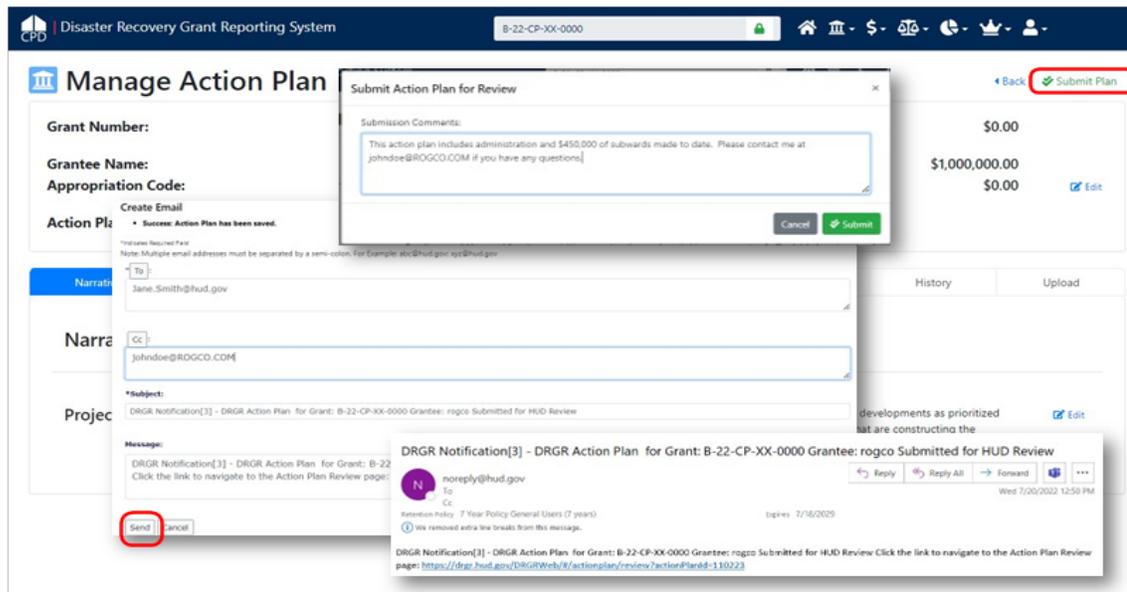
Obligation Amount: \$
80000
Save | Cancel

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

Note: The Add-Edit Obligation screen displays the amount available for obligation and shows funds drawn for both program funds and program income. Obligations can be added or increased up to the activity budget amount and down to the amount prior draws.

How to Submit an Action Plan for Review

Once the Action Plan is complete, you must submit it for your Grant Officer's review and approval. To submit it, go to your Action Plan and select 'Submit Plan' in the upper right corner. You will then see the option to include submission comments. We recommend you add comments that will assist in our review. You can add email addresses for additional staff to receive email notifications when an Action Plan is submitted. All listed emails are notified when the Action Plan is submitted, approved, or rejected.



Disaster Recovery Grant Reporting (DRGR) System Quick Guide

Your Grant Officer will review the Action Plan and either reject or approve it. After the Action Plan has been approved, users associated with your organization will be able to submit performance reports and voucher requests.

Disaster Recovery Grant Reporting System | rogco | B-22-CP-XX-0000

Manage Action Plan Back

Grant Number:	B-22-CP-XX-0000	LOCCS Authorized Amount:	\$0.00
Grantee Name:	rogco	Grant Award Amount:	\$1,000,000.00
Appropriation Code:	EDI-CPF FY22	Total Estimated PI/RL Funds:	\$0.00
Action Plan Status:	✔ Reviewed and Approved		

- Narratives
- Documents
- Financials
- Measures
- Projects
- Activities
- History
- Upload

Narratives Summary

Project Description

Funding would be used for site acquisition, construction and capital improvements of affordable housing developments as prioritized by the Springfield Valley Board of Directors. Subgrantees are restricted to nonprofit developers or cities that are constructing the homeless housing or affordable housing projects. The State is facing an acute shortage of affordable housing units and homeless shelter beds. The Springfield Valley affordable housing project pipeline identifies 2,400 units of affordable housing in developments proposed in 10 Springfield Valley cities that could advance to construction if provided relatively modest federal funding.

If your Grant Officer rejects your Action Plan, you should receive their comments explaining what changes are needed via automated email. You can also view those comments in DRGR. To do so, click on the building icon titled 'Manage My Grants' and then select 'View Action Plan.' Then, scroll to the bottom of the page or click 'View Action Plan Comments.'

Manage My Grants

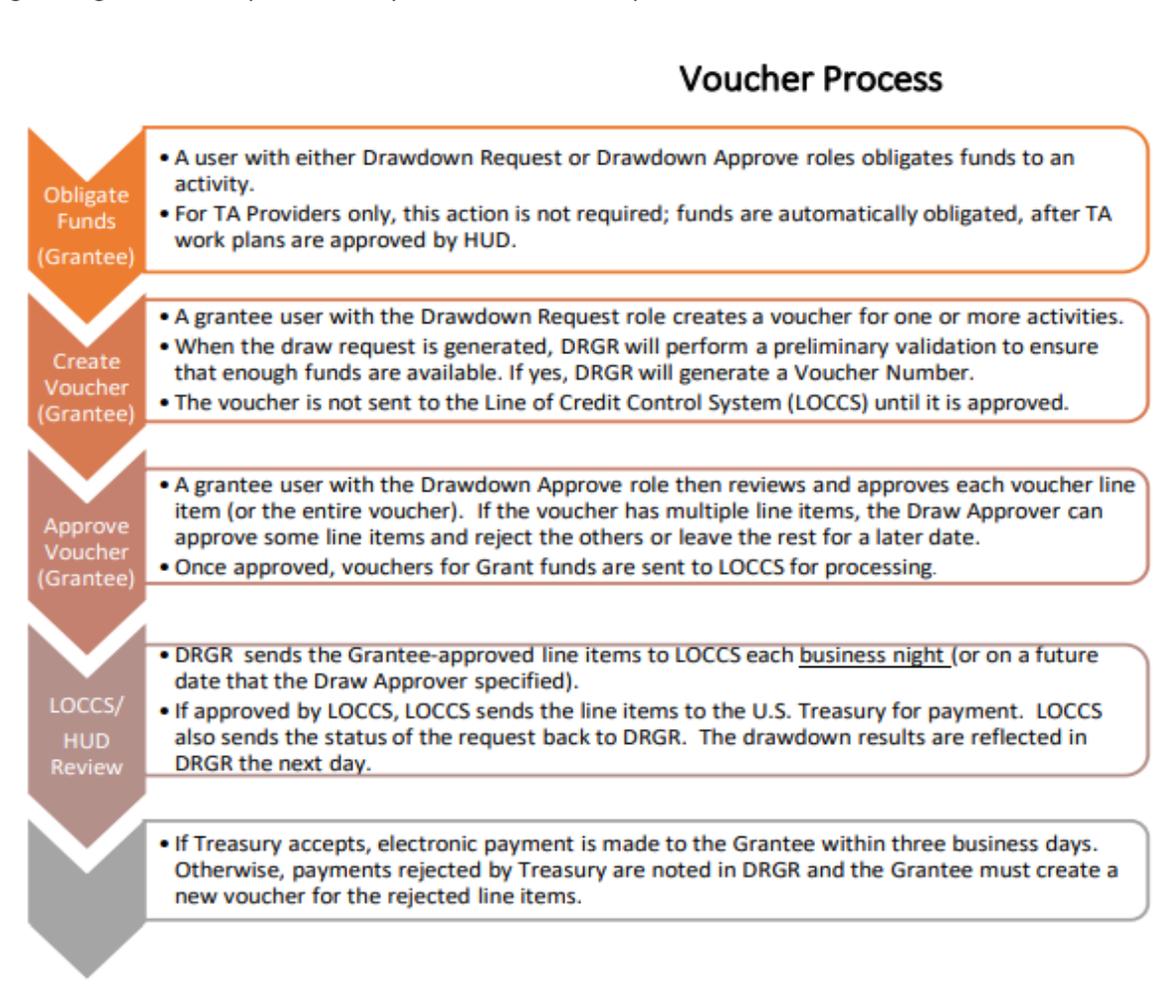
- ACTION PLANS**
- Manage Action Plan
- View Action Plan**
- Download Action Plan
- Review Action Plan
- Search Action Plans
- Review Tools
- Lookup Consolidated Plans

- PROJECTS**
- Search Projects

Voucher Request/Cost Reimbursement Overview:

One of DRGR's grant management functions is to automate the management of voucher payments issued by HUD. After your grant's Action Plan is approved, you can create and approve vouchers, also called drawdowns.

DRGR is directly linked to the Line of Credit Control System (LOCCS), a federal web-based system administered by the U.S. Department of Treasury that allows grantees to request and receive funds obligated by HUD under grant agreement as permitted by 2 CFR Part 200 Subpart E.



Your CPF grant is a cost-reimbursement award. All grantees shall be reimbursed for costs incurred in the performance of work in an amount not to exceed the obligated amount shown on the *Assistance Award/Amendment* (HUD-1044) form. Prior to submitting a voucher to your Grant Officer for approval, review your most recent approved budget and ensure that the costs to be submitted to HUD are for CPF approved activities. Additionally, take note if the costs were incurred after the Letter of Invitation (LOI) for the award.

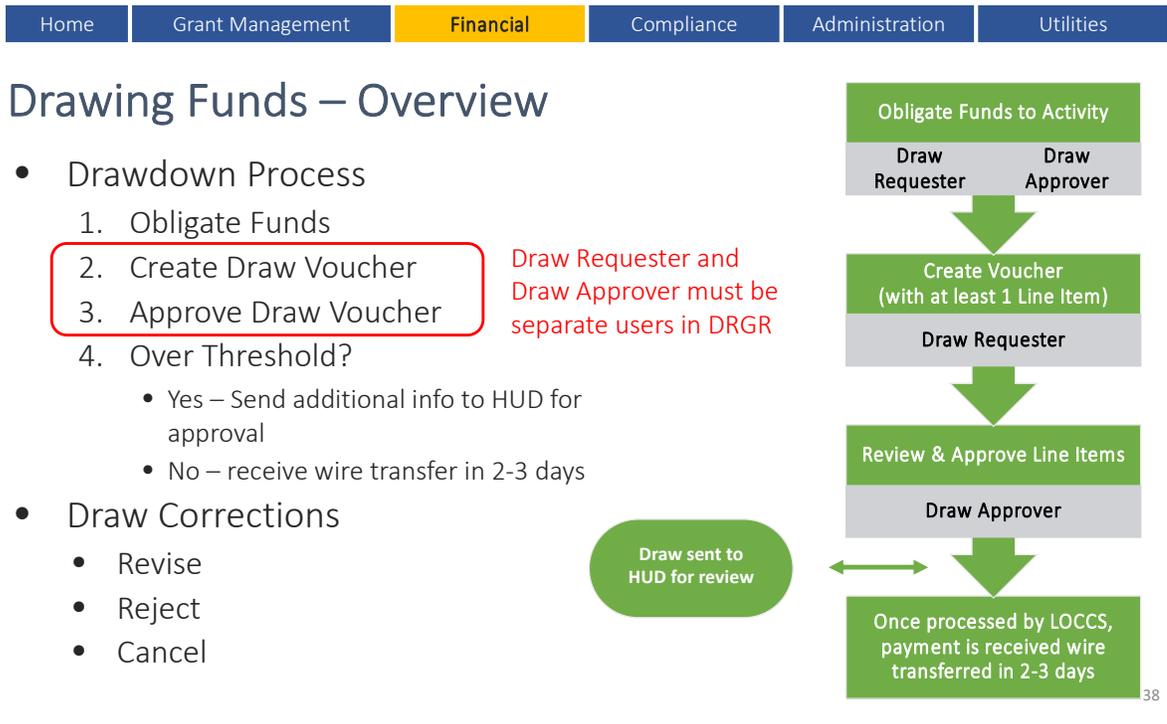
If you would like to be reimbursed for new line items, you must submit a budget amendment request to your Grant Officer for review and approval. New line items must continue to follow the same requirements as previously approved line items, including being aligned with the Congressionally-directed project description. After HUD approves the budget amendment, the grantee will need to adjust their DRGR Action Plan to reflect

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

the changes. Grantees will not be able to submit voucher requests or performance reports until their Action Plan has been resubmitted and reapproved.

In the event you incur costs over the prescribed amount, the excess shall be borne entirely by you. HUD shall reimburse you for costs incurred in the performance of this award, which is determined by your Grant Officer to be allowable, allocable, and reasonable in accordance with applicable Federal cost principles. Additional details can be found in your Grant Guide.

In the 'Manage My Financial' module under the '\$' icon, you can create, approve, and revise vouchers. Vouchers include both requests for payments you made against your United States Treasury line of credit (also known as the Grant Award Amount or LOCCS amount) for grant fund payments for services performed in support of one (1) or more Activities.



Voucher requests must connect to your approved budget appended to your fully executed grant agreement. Costs that were not approved by HUD in your CPF Project Budget cannot be part of the voucher request. Prior to submitting a voucher to the Grant Officer, review your most recent approved budget and ensure that the costs to be submitted to HUD are for CPF approved activities.

Before you can create a voucher, you must ensure that:

- The Action Plan is approved,
- The environmental review is completed for hard cost,
- The grant does not have overdue performance reports,
- The costs are in the approved budget,
- The activities were performed after the date of enactment,
- The Activity you wish to draw from has an 'Underway' status,

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

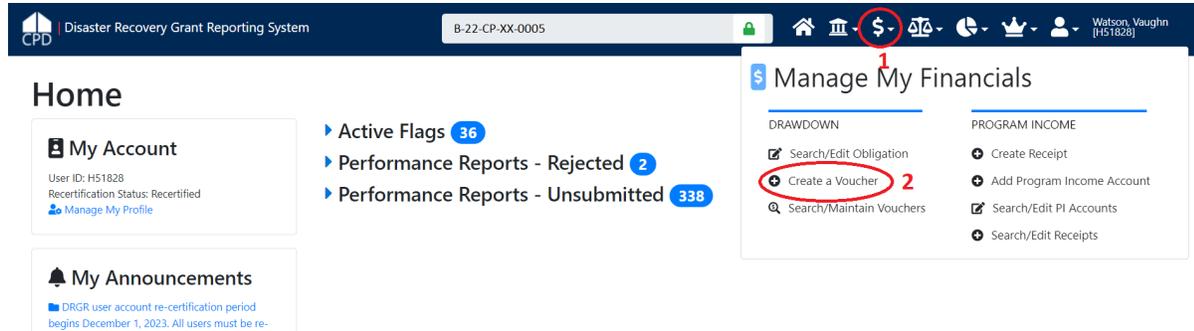
- The relevant Activity has funds budgeted and available in DRGR,
- The relevant Activity obligation amount is sufficient to cover the voucher amount,
- The grantee has two (2) DRGR users- one with permission to request vouchers, and another with permission to approve vouchers, and
- You have gathered the required supporting documentation. Supporting documentation can include but not limited to a combination of bills, invoices, receipts, contracts, American Institute of Architects (AIA) reports, purchase orders, lease payments (along with the leasing contract), purchase agreements, sales slips, and pay stubs and timesheets. When uploading supporting documentation, please ensure:
 - It is clear and legible.
 - Date(s) of service for activities which you are requesting reimbursement are present.
 - Documents submitted are official documentation.
 - Excel spreadsheets (i.e., .csv, .xls, .xlsx) and Word documents (i.e., .doc, .docx) are unacceptable supporting documentation unless they are associated with official documentation (e.g., receipts, invoices, timesheets, etc.).
 - It is provided for each voucher line item.
 - Applicable costs are highlighted, underlined, or circled on the corresponding supporting documentation to clearly identify the appropriate activities aligned with the request.
 - In the limited circumstances where the supporting documentation alone cannot clearly identify the appropriate activities aligned with the request, please contact your Grant Officer to discuss how to address this submission.
 - Any AIA documentation includes all pages with highlighted line-items/amount for current voucher request.
 - Supporting documentation for personnel costs includes documentation of the hours worked by the staff (i.e., timesheets) and hourly wages that correspond to hours worked. Federal awards for salaries and wages must be based on records that accurately reflect the work performed. Please ensure that voucher requests for personnel reimbursements show that federal income taxes are not included in the total. See [Appendix 2](#) for sample supporting documentation for personnel costs.

Note: Please see your respective Grant Guide Section: 3.3.4 Questions and Answer/Project Scenarios for more information on eligible soft and hard costs for the CPF grant program. Your Grant Guide can also direct you to other compliance requirements and cost eligibility guidance.

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

How to Request Vouchers/Cost Reimbursement:

To request a voucher, the DRGR with the 'Request Drawdown' permission should first click the '\$' symbol and then select 'Create a Voucher.'



Home

My Account
User ID: H51828
Recertification Status: Recertified
Manage My Profile

Active Flags 36
Performance Reports - Rejected 2
Performance Reports - Unsubmitted 338

My Announcements
DRGR user account re-certification period begins December 1, 2023. All users must be re-

Manage My Financials

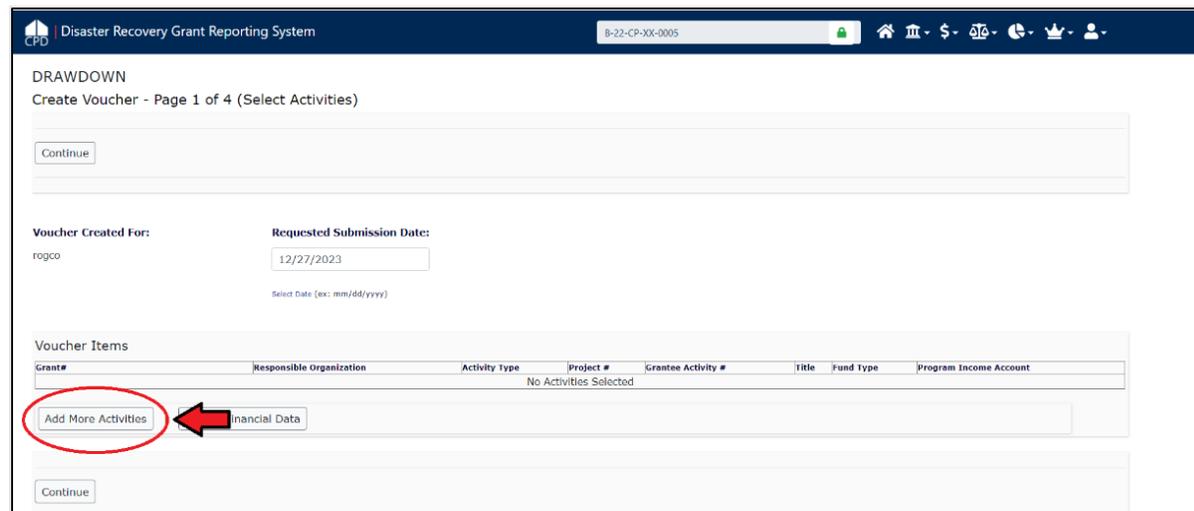
DRAWDOWN

- Search/Edit Obligation
- Create a Voucher 2
- Search/Maintain Vouchers

PROGRAM INCOME

- Create Receipt
- Add Program Income Account
- Search/Edit PI Accounts
- Search/Edit Receipts

Next, click 'Add More Activities.'



DRAWDOWN

Create Voucher - Page 1 of 4 (Select Activities)

Continue

Voucher Created For: rogco
Requested Submission Date: 12/27/2023
Select Date (ex: mm/dd/yyyy)

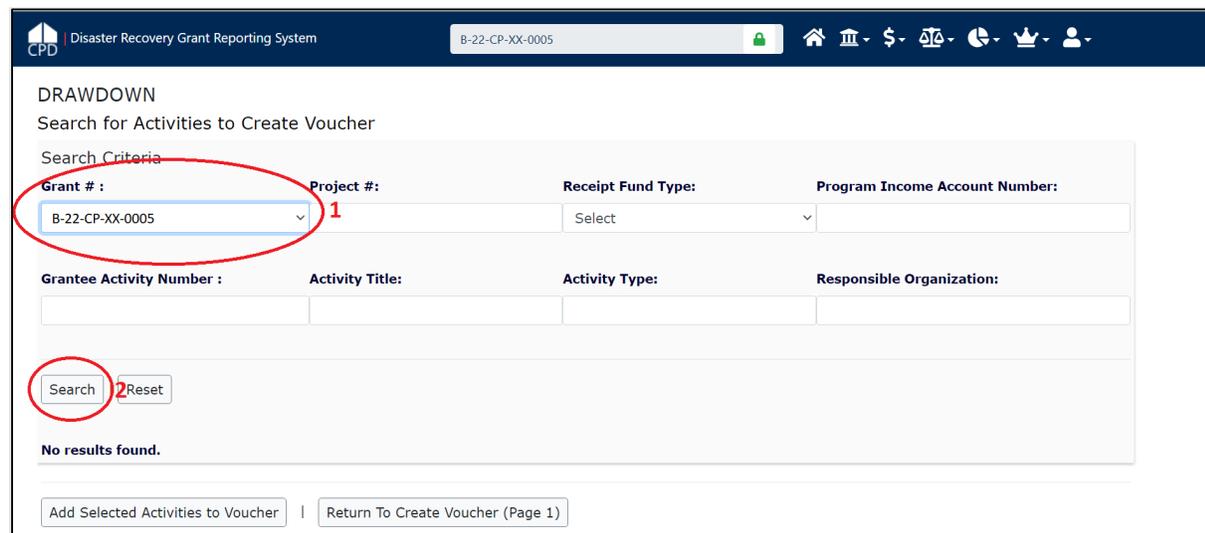
Voucher Items

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Title	Fund Type	Program Income Account
No Activities Selected							

Add More Activities

Continue

Confirm the Grant number is correct, then click 'Search.'



DRAWDOWN

Search for Activities to Create Voucher

Search Criteria

Grant #: B-22-CP-XX-0005 1
Project #:
Receipt Fund Type: Select
Program Income Account Number:

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

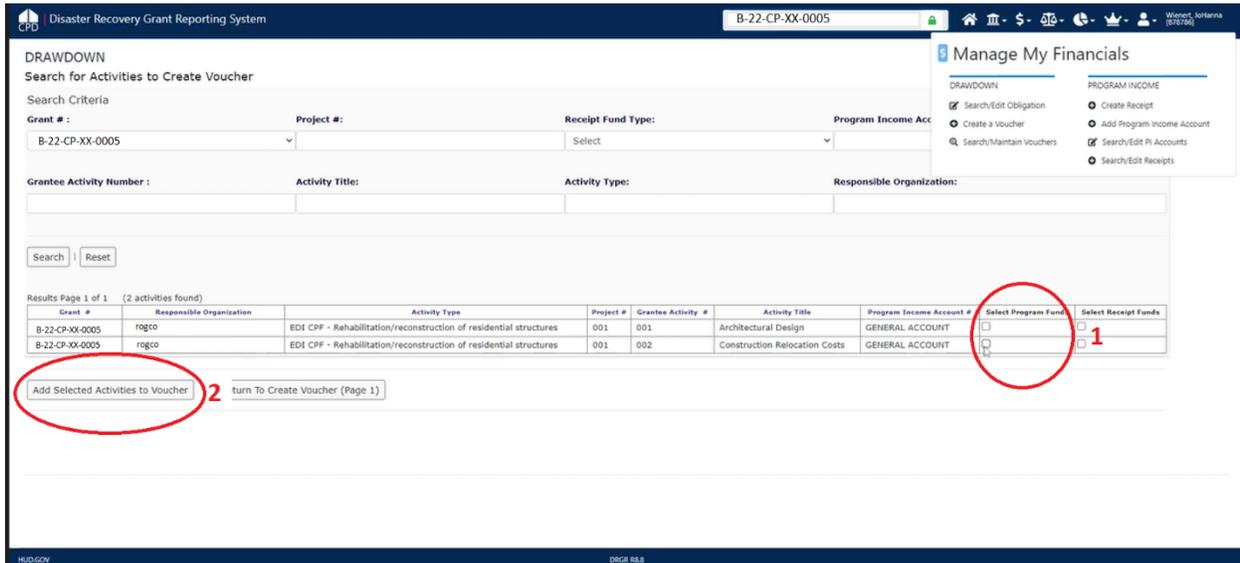
Search 2 Reset

No results found.

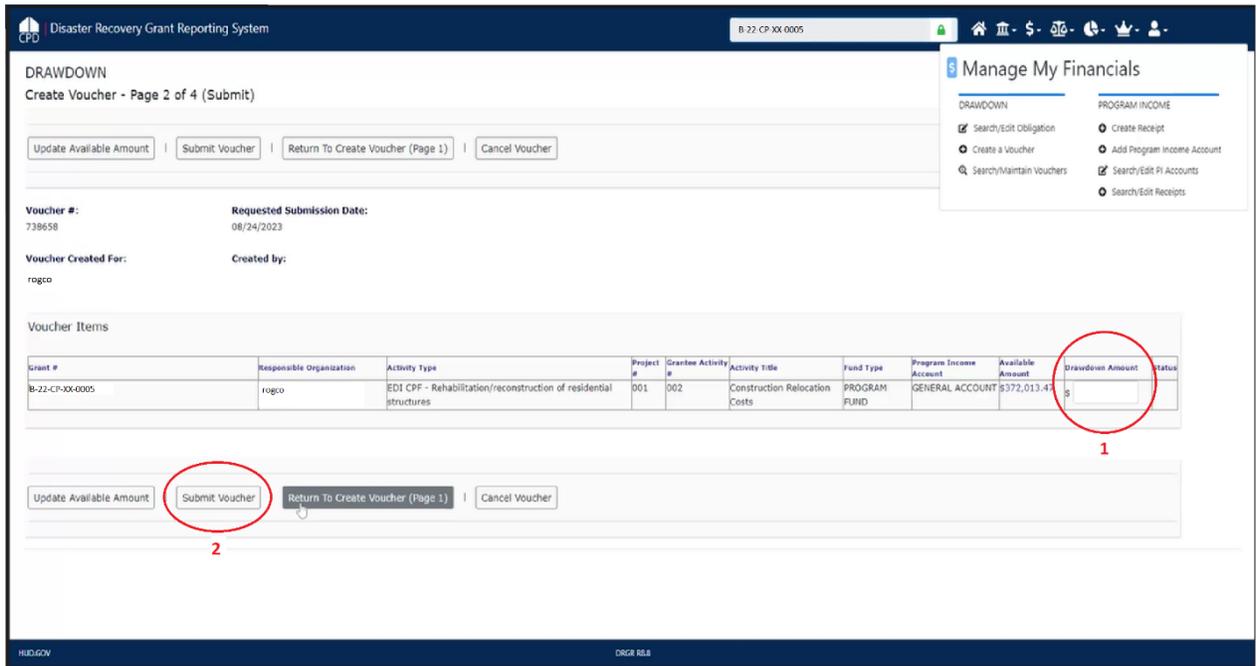
Add Selected Activities to Voucher | Return To Create Voucher (Page 1)

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

Next, click the check box under 'Select Program Fund' for each line activity to be included in the voucher request, then click 'Add Selected Activities to Voucher.'



You should now see 'Page 2 of 4' for the Create Voucher module. In 'Drawdown Amount' section, type in the amount being requested for each activity line listed, then click 'Submit Voucher.'



You should now see 'Page 3 of 4' for the Create Voucher module. Here, click the check box for the 'Line Item #' to add the supporting documentation for the line activity. Click the 'Attach' button and follow the prompts to attach supporting documentation. Repeat prior steps for each activity line.

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

If your voucher has a large number of activity line items, please include an Excel spreadsheet or Word document listing these items and amounts. This will help your Grant Officer with the calculation and expediate your voucher's review and approval.

Once supporting documentation has been added for each activity line item, scroll down to the comments section, and provide information for each activity line drawn requested. Comments are required for each line item listed in the voucher request. Please also provide a summary of the voucher request in the 'Grantee Requestor Comments' section of the voucher request.

Once completed, click 'Confirm Voucher.'

DRAWDOWN
Create Voucher - Page 3 of 4 (Confirm)

Manage My Financials

DRAWDOWN

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

PROGRAM INCOME

- Create Receipt
- Add Program Income Account
- Search/Edit PI Accounts
- Search/Edit Receipts

| | |

5

Voucher #: 738660	Voucher Total: \$12,127.70	Requested Submission Date: 08/24/2023
Voucher Created For: rogco	Created by:	Creation Date: 08/24/2023

Select All	Line Item #	Grant#	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount
<input type="checkbox"/>	1	B-22-CP-XX-0005	rogco	EDI CPF - Rehabilitation/reconstruction of residential structures	001	001	Architectural Design	PROGRAM FUND	GENERAL ACCOUNT	\$41,011.30	\$12,127.70
Grant Subtotal:										\$12,127.70	
Voucher Total:										\$12,127.70	

2

Voucher Item Supporting Documents

Line Item View
 Documents View

Line Item Comments:

Line Item #	Grant	Grantee Activity #	Comments
1	B-22-CP-OR-0747	001	

3

Grantee Requestor Comments:

4

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

After a voucher is created, an email notification will be sent to the user with 'Approve Drawdown' permissions to review the voucher for approval. You can review the voucher information on Page 4 of 4.

DRAWDOWN
Create Voucher - Page 4 of 4 (View)

• Success: The email has been sent.

[Return to Create Voucher](#) | [Download PDF](#)

Voucher #: 738660 **Voucher Total:** **\$12,127.70** **Requested Submission Date:** 08/24/2023

Voucher Created For: Rogco **Created by:** EDI-CPF Staff **Creation Date:** 08/24/2023

Line Item #	Grant#	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount
1	B-22-CP-XX-0005	NORTHWEST COASTAL HOUSING	EDI CPF - Rehabilitation/reconstruction of residential structures	001	001	Architectural Design	PROGRAM FUND	GENERAL ACCOUNT	\$41,011.30	\$12,127.70
Grant Subtotal:									\$12,127.70	
Voucher Total:									\$12,127.70	

Line Item Comments:

Voucher Item Supporting Documents

Line Item View

Documents View

Grantee Requester Comments:

Manage My Financials

DRAWDOWN

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

PROGRAM INCOME

- Create Receipt
- Add Program Income Account
- Search/Edit PI Accounts
- Search/Edit Receipts

Once confirmed, vouchers cannot be modified. If you need to make changes to the voucher amounts or any other details, you must cancel the voucher. To do so, click the '\$' icon and select 'Search/Maintain Voucher.' Click 'Maintain' in the Action column next to the voucher you'd like to cancel. Then, you will see all line items for that voucher listed. You should see the option to 'Cancel' the line item in the right column. To cancel the full voucher, cancel each listed line item.

How to Approve Vouchers/Cost Reimbursement:

After the steps in the previous section have been completed, the user with the 'Approve Drawdown' permission must approve vouchers before the request is routed to your Grant Officer for final review and approval.

The voucher awaiting grantee approval should appear on the 'Approver's' DRGR home screen. If not, click the '\$' icon and then select 'Search/Maintain Voucher.' Then, click 'Search' to see all vouchers and voucher requests for your grant. Click 'Maintain' next to the voucher you'd like to review.

You will then see the entire voucher. Here you can: a) view the details for each line item in the voucher, b) add comments, if necessary, c) change the submission date for a line item, if necessary (this is rarely needed), and d) either approve or reject the voucher. You can approve or reject all voucher line items at once by ticking all boxes in the far left 'Select' column, or you can approve and reject voucher line items one-by-one by selecting the desired option in the far right 'Action' column.

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

Voucher #: 169890
 Created By: T001GR
 Voucher Created for: Denver01, CO
 Creation Date: 01/11/2012

Approve all line items at once

Approve, Reject, or View per line item

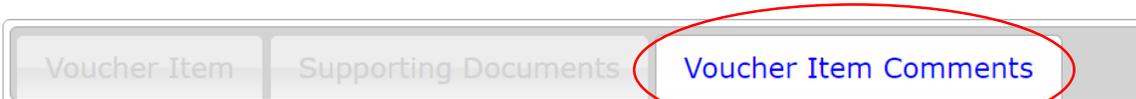
Select (All)	Line Item	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date	Action
<input checked="" type="checkbox"/>	1	B-08-MN-99-0103	NSP1-Admin	City and County of Denver-BHS	Administration	Admin	PROGRAM FUND	\$10,000.00	Open	01/11/2012 <small>(mm/dd/yyyy)</small>	Approve Reject View
<input checked="" type="checkbox"/>	2	B-08-MN-99-0103	NSP1-B A/R SF DAH LH25	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	Acq/Rehab Single-Family LH25	PROGRAM FUND	\$25,000.00	Open	01/11/2012 <small>(mm/dd/yyyy)</small>	Approve Reject View
<input checked="" type="checkbox"/>	3	B-08-MN-99-0103	NSP1-B A/R SF DAH LH25	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	Acq/Rehab Single-Family LH25	PROGRAM INCOME	\$100,000.00	Open	01/11/2012 <small>(mm/dd/yyyy)</small>	Approve Reject View
<input checked="" type="checkbox"/>	4	B-08-MN-99-0103	NSP1-B A/R MF DHH LH25	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	Acq/Rehab Multifamily LH25	PROGRAM FUND	\$10,000.00	Open	01/11/2012 <small>(mm/dd/yyyy)</small>	Approve Reject View
<input checked="" type="checkbox"/>	5	B-08-MN-99-0103	NSP1-B A/R MF DHH LH25	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	Acq/Rehab Multifamily LH25	PROGRAM INCOME	\$25,000.00	Open	01/11/2012 <small>(mm/dd/yyyy)</small>	Approve Reject View
Voucher Open Total:								\$170,000.00			

Grant Approver Comments:

Voucher Comments:

After the 'Approver' has completed the above steps, your Grant Officer will review the voucher request. The Grant Officer will either approve it or reject it with recommended changes.

To access your Grant Officer's rejection comments in DRGR, click the '\$' icon and select 'Search/Maintain Voucher.' Click 'Maintain' in the Action column next to the relevant voucher. Then, you will see the voucher information organized in three tabs. You will automatically land on the 'Voucher Item' tab. To see voucher comments, select the 'Voucher Item Comments' tab.



DRAWDOWN

Voucher Item Comments

Performance Report Overview

DRGR Performance Reports communicate your grant progress to HUD. You will submit reports semi-annually, January 30th and July 30th. The data collected in the report is aggregated to be sent to Congress and input into the DRGR Public Data Portal. You must submit performance reports for each reporting period ***even if you did not draw funds within that time frame.***

Performance Reports are integrally connected to the Action Plan. Performance measures are generated based on the selected 'Activity Type' selected for each Activity. In your semi-annual report, you will report on financials and projected accomplishments you established while creating your Action Plan. If a grant action is not aligned with an Activity in the Action Plan, it will not be available in the performance report. Likewise, if an accomplishment is not proposed in the Action Plan, it will not be available for reporting.

Home	Manage My Grants	Manage My Financials	Manage My Compliance	Administration	Data Analytics	My Profile
------	------------------	----------------------	----------------------	----------------	----------------	------------

Performance Report - Sources

ACTION PLAN	Project Number and Title Activity Number and Title Activity Budget Activity Description and Location Activity Type Performance goals	Data feed from last approved action plan based as of the report due date/submission date
DRAWDOWN	Grant Fund obligations Grant Fund draws completed	Data feed from financial module based on the last date of report period
PERFORMANCE REPORT	Activity Beneficiaries Assisted Performance Accomplishments Expenditures Progress Narratives	Manual entry in the performance report by grantee staff

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How to Submit Performance Report

To submit a performance report, click on the building icon and then select the 'Manage Performance Report.' Find the appropriate performance report and click the "Manage" link in the action column.

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

Manage My Grants

- ACTION PLANS**
 - Manage Action Plan
 - View Action Plan
 - Download Action Plan
 - Download Word Action Plan
 - Search Action Plans
 - Review Tools
 - Lookup Consolidated Plans
- PROJECTS**
 - Add Project
 - View Projects/Activities
 - Download Projects/Activities
 - Search Projects
- ACTIVITIES**
 - Add Activity
 - Search Activities
 - Restore Activities
- GRANTEE PROGRAMS**
 - Add Grantee Program
 - Search Grantee Programs
- PERFORMANCE REPORTS**
 - Manage Performance Report**
 - Search Performance Reports
 - Manage Addresses
- GRANTS**
 - Closeout Grant
 - View Grant
 - Search Grants

Manage Performance Reports

Grant Number: B-22-CP-XX-0000
Grantee Name: rogco
Appropriation Code: EDI-CPF FY22
Action Plan Status: Reviewed and Approved
Grant Status: Active

LOCCS Authorized Amount: \$0.00
Grant Award Amount: \$1,000,000.00
Total Estimated PI/RL Funds: \$0.00
Total Budget: \$1,000,000.00

Reports by Reporting Period 1

Reporting Period	Due Date	Original Submission Date	Latest Submission Date	Report Status	Final Performance Report	Actions
07/01/2022 - 12/31/2022	01/30/2023	---	---	Original - In Progress		

Then, click 'Narratives' tab and select 'Edit.'

Manage Performance Report

Grant Number: B-22-CP-XX-0005
Grantee Name: rogco
Appropriation Code: EDI-CPF FY22
Action Plan Status: Reviewed and Approved
Grant Status: Active

LOCCS Authorized Amount: \$0.00
Grant Award Amount: \$1,000,000.00
Total Estimated PI/RL Funds: \$0.00
Total Budget: \$1,000,000.00

Contract Start Date: 10/01/2022
Contract End Date: ---
Report Status: Original - In Progress

Report Start Date: 07/01/2022
Report End Date: 12/31/2022
Report Contact: ---

Financials | Details | **Narratives** | Documents | Measures | Activities | History | Upload

Progress Narratives

- * Overall Progress Narrative

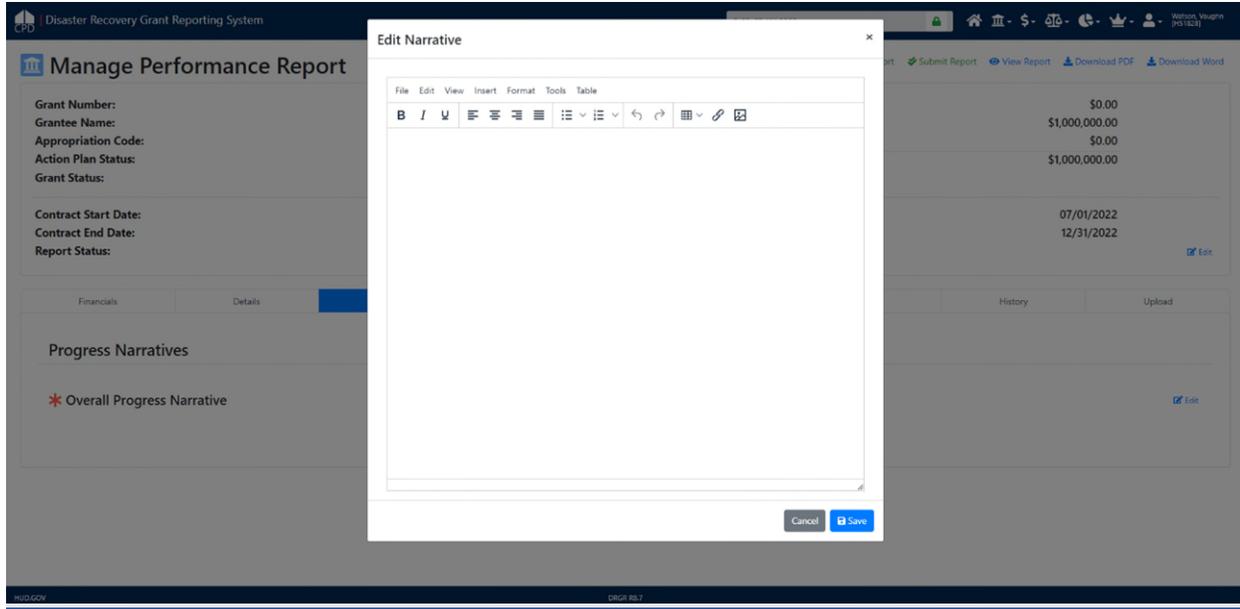
Here, you can add the performance report Narrative.

At a **minimum**, the performance report Narrative is required to include detailed description of work accomplished, explanation of the financial expenditure shown in the 'Financials' tab, a comparison of actual to proposed accomplishments, and, if appropriate, the reasons why established goals were not met during the reporting period.

You may also address the status of your grant agreement, environmental review, any non-CPF funded activities related to the project, and any other steps taken towards project completion. If the required information is not provided, HUD will reject the report.

Please see the following section for information on the reporting requirements for the ([Race and Ethnic Data Reporting Form \(HUD-27061\)](#)).

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

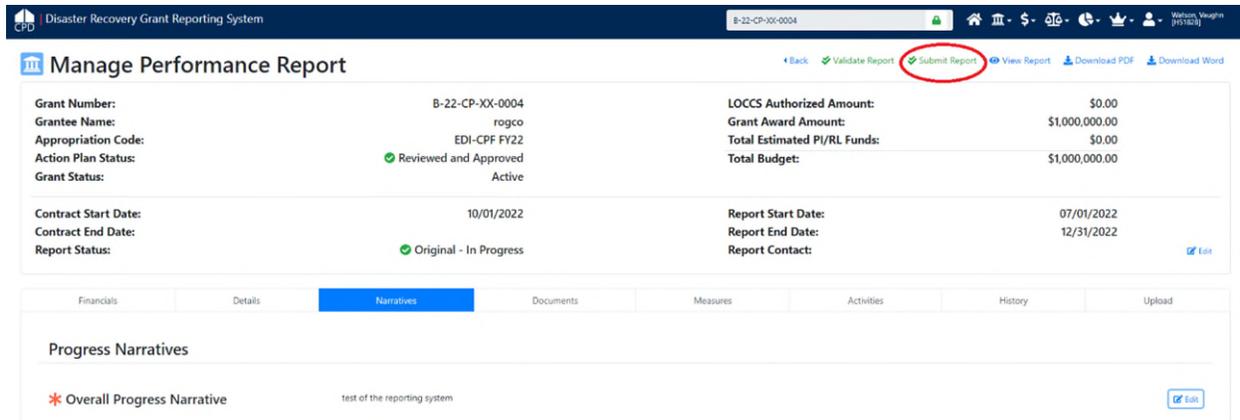


Once all information has been entered, select 'Save.'

Next, navigate to the 'Measures' tab and add the performance measures accomplished during the pertinent reporting period. Please note that these performance measures were automatically generated based on the Activity Types selected while setting up your Action Plan. You only need to report on performance measures that are relevant to your project. See Appendix 3 for more information about reporting Section 3 hours.

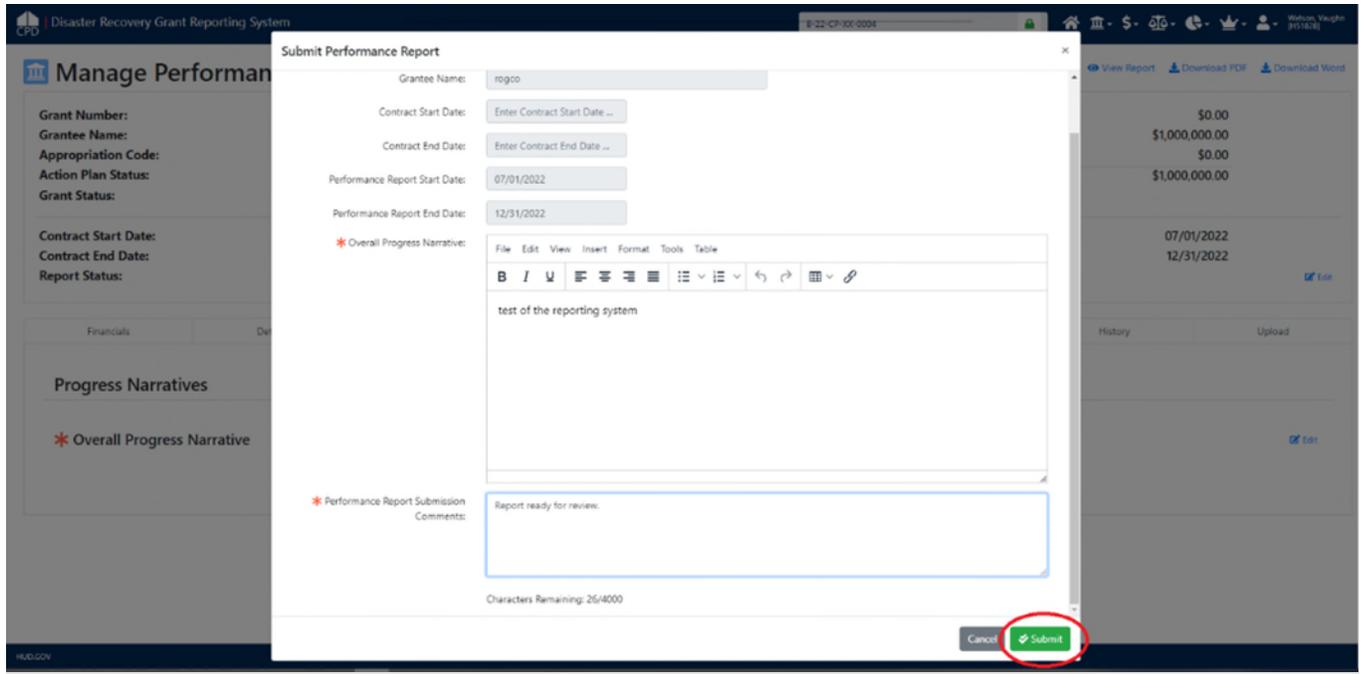
If there are pertinent documents or website links that you would like to attach to your performance report (i.e. photos, articles, reports, etc.), you may attach them in the 'Documents' section.

When ready, click 'Submit Report.'

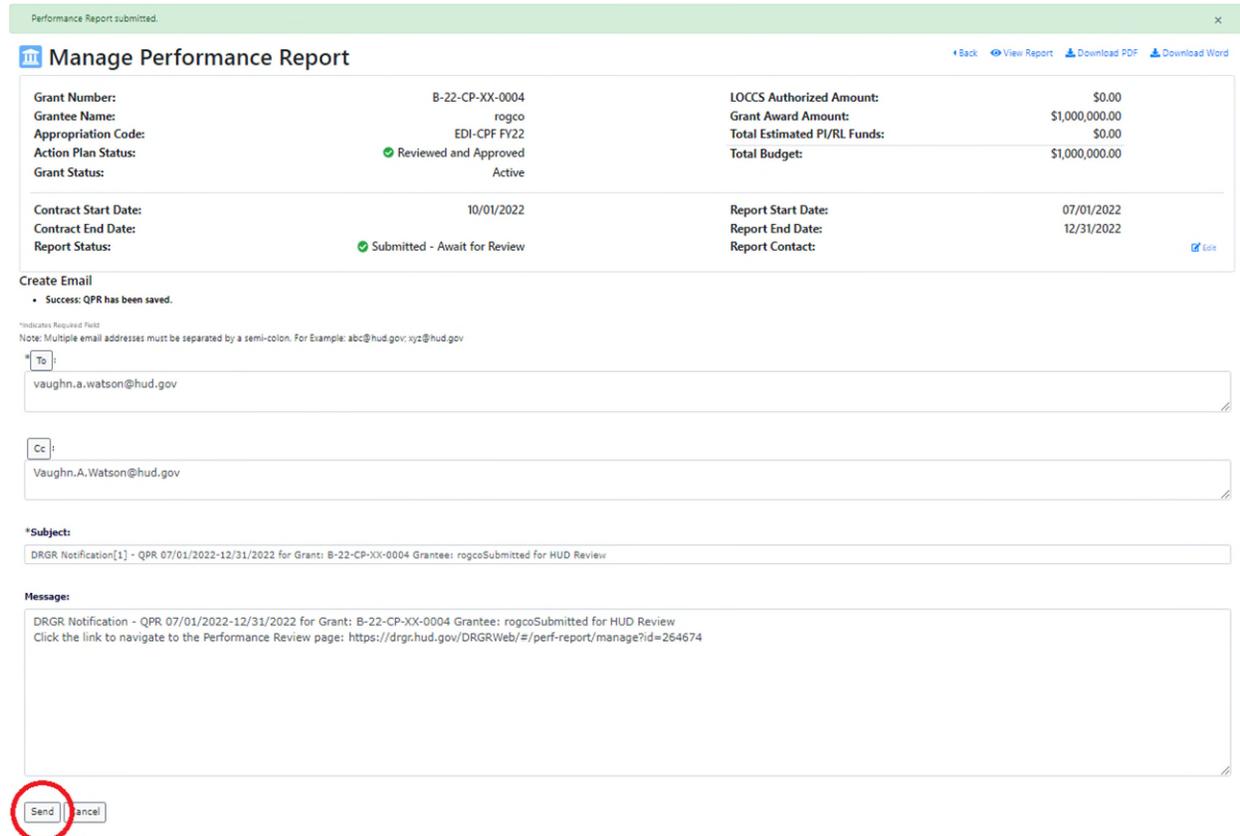


Confirm the report information and add the required Performance Report Submission Comments before clicking 'Submit.'

Disaster Recovery Grant Reporting (DRGR) System Quick Guide



DRGR will load the “create email” page which will allow grantees to notify the reviewers that the Performance Report is ready for review. After you select ‘send,’ the Performance Report is complete.



Note: Grantees will receive reminders of past due performance reports.

Reporting Requirements on Race and Ethnicity

Data on the race and or ethnicity of beneficiaries of programs funded by the award is collected using the [Race and Ethnic Data Reporting Form \(HUD -27061\)](#). The information is collected through HUD's standardized Form for the Collection of Race and Ethnic Data tool. You must report data on the, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of your Project, consistent with the instructions and forms provided by HUD in order to carry out its responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987, This data is part of HUD's Nondiscrimination in Federally Assisted Programs of the Department of Housing and Urban Development, Effectuation of the Title VI of the Civil Rights Act of 1964. HUD's Title VI regulations, specifically 24 CFR Part 1.6.

This regulation requires recipients of Federal financial assistance to maintain and submit racial and ethnic data so HUD may determine whether such programs comply with Title VI data collection requirements. HUD must offer individuals who are responding to agency data requests for race the option of selecting one (1) or more of five (5) racial categories. HUD must also treat ethnicity as a category separate from race. Title VI requires recipients of HUD funding to maintain records, make them available to responsible Department officials, and if requested, submit compliance reports. For example, HUD grant programs may request information during program monitoring and compliance reviews to ensure compliance with the nondiscrimination requirements of Title VI.

The [HUD-27061](#) must be completed annually, in January of each calendar year to report on the previous year's data. For example, a report submitted in January 2024 reports data collected for the period between January 1, 2023, and December 31, 2023. The completed [HUD-27061](#) must be attached to the January's semi-annual performance report in the "Documents" tab.

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

Blank Race and Ethnicity Data Reporting Form Example:

Race and Ethnic Data Reporting Form

U.S. Department of Housing and Urban Development

OMB Approval No. 2535-0113
Expiration Date: 06/30/2026

HUD Program Title:

Grantee/Recipient UEI:

Grantee/Recipient Name:

Grantee Reporting Organization:

Reporting Period From: (mm/dd/yyyy)

Reporting Period To: (mm/dd/yyyy)

Racial Categories	Total Number of Race Responses	Total Number of Hispanic or Latino Responses
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
American Indian or Alaska Native <i>and</i> White		
Asian <i>and</i> White		
Black or African American <i>and</i> White		
American Indian or Alaska Native <i>and</i> Black or African American		
* Other multiple race combinations greater than one percent: [Per the form instructions, write in a description using the box on the right]		
Balance of individuals reporting more than one race		
Total:		
<small>* If the aggregate count of any reported multiple race combination that is not listed above exceeds 1% of the total population being reported, you should separately indicate the combination. See detailed instructions under "Other multiple race combinations."</small>		

Appendix 1: Further Questions?

Please contact your Systems Officer with DRGR-related questions and your Grant Officer for substantive questions related to your grant.

We have a [video series](#) explaining several DRGR tasks. More DRGR resources can be found on the [CPF Grant's HUD Exchange webpage](#).

Additional questions can be sent to HUD's [Ask A Question \(AAQ\) portal](#). Under "My question is related to," select "DRGR: Disaster Recovery Grant Reporting System."

Appendix 2: Voucher Supporting Documentation

Summary Examples:

To clarify or summarize supporting documentation that cannot clearly identify the appropriate activities aligned with the request on its own, you may provide a summary of the costs requested on a separate document (i.e., a summary of the costs submitted to HUD by activity in accordance with the approved CPF budget or a summary of costs charged per budget line item in accordance with the approved CPF budget. You can upload the summary with your official supporting documentation.

An example of summarizing costs by activity in the approved budget:

Activity Number	Activity Name	Description	Cost
001	Personnel	Martinez, Mel (3/1/2023 – 4/31/2023)	\$593.40
001	Personnel	Harris, Patricia (3/1/2023 – 4/31/2023)	\$1,137.60
		Total:	\$1,731.00
002	Construction	Construction LLC March 2023 Invoice	\$125,000.00
002	Construction	Construction LLC April 2023 Invoice	\$95,000.00
		Total:	\$220,000.00
003	Furniture/Equipment	HUD-Mart Receipt 1/23/23	\$43.12
		Total:	\$43.12
		Total Drawdown Amount	\$221,774.12

The table shown above was not obtained from an EDI-CPF grantee's voucher.

An example of summarizing costs by line item in the approved budget:

	CPF Budget	Prior Costs	Current Voucher	Remaining Costs
Personnel Costs	\$30,000	\$13,754.23	\$5,432.47	\$10,813.30
Construction	\$500,000	\$325,735.98	\$93,284.34	\$80,979.68
Furniture/Equipment	\$25,000	\$4,736.25	\$345.98	\$19,917.77
Environmental	\$3,000	\$3,000.00	\$0	\$0.00
Indirect Costs (10%)	\$55,800	\$34,722.65	\$9,906.28	\$11,171.07
Total	\$613,800	\$381,949.11	\$108,969.07	\$122,881.82

The table shown above was not obtained from an EDI-CPF grantee's voucher.

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

An example of supporting documentation with relevant and eligible costs clearly indicated:



The image shown above was not obtained from an EDI-CPF grantee's voucher.

Personnel Cost Supporting Documentation Examples:

Sample Timesheet – The sample timesheet as shown below is an example of how records of different cost objectives are maintained and separated. The sample timesheet displayed is not to be used as a recommendation for an organizational process change by HUD. At minimum, provide the time spent (i.e. hours and minutes) on the CPF project and attributable costs. Official documentation may be retained by the organization unless requested by HUD. If the CPF-funded project overlaps with another cost objective, do not double charge costs. Speak with your Grant Officer to determine how costs can be allocated.

EMPLOYEE NAME:		HILLS, CARLA A		ACTIVITY CODE		HOURS		GROSS PAY	
ADDRESS:		123 SYCAMORE STREET ANYTOWN, USA, 00000		EDI-CPF		18		\$ 618.41	
TITLE: ANALYST		HOURLY RATE: \$ 25.71		CD BG		18		\$ 618.41	
FRINGE RATE: 33.63%		PAY PERIOD: 20 FISCAL YEAR: 24		HOME		24		\$ 824.55	
				HO PWA		10		\$ 343.56	
				TOTAL		70		\$ 2,404.94	

SUNDAY	MM/DD/YYYY	MONDAY	MM/DD/YYYY	TUESDAY	MM/DD/YYYY	WEDNESDAY	MM/DD/YYYY	THURSDAY	MM/DD/YYYY	FRIDAY	MM/DD/YYYY	SATURDAY	MM/DD/YYYY
Activity Code	Hours Worked												
		EDI-CPF	4.5	EDI-CPF	0	EDI-CPF	0	EDI-CPF	0	EDI-CPF	4.5		
		CD BG	0	CD BG	3	CD BG	3	CD BG	3	CD BG	0		
		HOME	1.5	HOME	3	HOME	3	HOME	3	HOME	1.5		
		HO PWA	1										
TOTAL	0	TOTAL	7	TOTAL	0								

SUNDAY	MM/DD/YYYY	MONDAY	MM/DD/YYYY	TUESDAY	MM/DD/YYYY	WEDNESDAY	MM/DD/YYYY	THURSDAY	MM/DD/YYYY	FRIDAY	MM/DD/YYYY	SATURDAY	MM/DD/YYYY
Activity Code	Hours Worked												
		EDI-CPF	4.5	EDI-CPF	0	EDI-CPF	0	EDI-CPF	0	EDI-CPF	4.5		
		CD BG	0	CD BG	3	CD BG	3	CD BG	3	CD BG	0		
		HOME	1.5	HOME	3	HOME	3	HOME	3	HOME	1.5		
		HO PWA	1										
TOTAL	0	TOTAL	7	TOTAL	0								

I affirm that the hours reported above are accurate and complete. I further understand that misstatements on the timesheet may result in disciplinary action up to and including termination of employment.

EMPLOYEE SIGNATURE: *Carla A Hills* DATE: MM/DD/YYYY

EMPLOYER SIGNATURE: *John Adams* DATE: MM/DD/YYYY

The image shown above was not obtained from an EDI-CPF grantee's voucher.

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

Personnel Report – Summary of time spent and costs attributable to the EDI-CPF award. While the grantee does not have to use the example provided as a format to provide HUD on personnel costs incurred on the project, the grantee will need to provide records that are accurate and are incorporated into the entity’s official records.



September 21, 2023

RE: B-2X-CP-XX-0000

To Whom It May Concern:

During the 7/30/23 to 8/12/23 pay period, the following personnel costs were incurred on the EDI-CPF project:

Name	Title	Date	Hourly Rate	Fringe Rate	Hours Worked	Total Amount
Landrieu, Moon	Analyst	7/31/2023	\$25.71	33.63%	2.5	\$85.89
Landrieu, Moon	Analyst	8/1/2023	\$25.71	33.63%	2.5	\$85.89
Landrieu, Moon	Analyst	8/2/2023	\$25.71	33.63%	2.5	\$85.89
Landrieu, Moon	Analyst	8/3/2023	\$25.71	33.63%	2.5	\$85.89
Landrieu, Moon	Analyst	8/4/2023	\$25.71	33.63%	2.5	\$85.89
Landrieu, Moon	Analyst	8/7/2023	\$25.71	33.63%	2.5	\$85.89
Landrieu, Moon	Analyst	8/8/2023	\$25.71	33.63%	2.5	\$85.89
Landrieu, Moon	Analyst	8/9/2023	\$25.71	33.63%	2.5	\$85.89
Landrieu, Moon	Analyst	8/10/2023	\$25.71	33.63%	2.5	\$85.89
Landrieu, Moon	Analyst	8/11/2023	\$25.71	33.63%	2.5	\$85.89
					25	\$858.91

For questions, you may contact me at (555) 555-5555.

Sincerely,

Jack F. Kemp
Director of Personnel

The image shown above was not obtained from an EDI-CPF grantee’s voucher.

Appendix 3: DRGR and Section 3

DRGR Guidance on Reporting Section 3 Labor Hours

Disaster Recovery Grant Reporting (DRGR) System **Section 3 Reporting Fact Sheet**

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

Overview and Purpose

This fact sheet applies to grantee users of DRGR who are required to report compliance with Section 3 rules (24 CFR Part 75.) HUD has created new performance measures in DRGR to allow grantees to report Section 3

labor hour requirements. Grantees must now enter the “# of Total Labor Hours”, “# of Section 3 Labor Hours” and “# of Targeted Section 3 Labor Hours” for all applicable construction activities.

The addition of these performance measures provides identifiable metrics for grantees to report on compliance with Section 3 requirements and will enhance both HUD’s and grantees’ ability to demonstrate how employment and other economic opportunities are generated by HUD financial assistance. HUD staff will now be able to mine data reported in DRGR to analyze grantee progress towards meeting Section 3 requirements and to inform on-site and remote monitoring engagements. Further, these data fields will appear in grantees’ Performance Reports for public dissemination and will be used in HUD’s analysis endeavors.

Applicability, Thresholds and Reporting Section 3 Labor Hours

Benchmarks for Section 3 projects cover housing rehabilitation, housing construction, and other public construction projects assisted under HUD programs that provide housing and community development financial assistance where the amount of assistance to the project (applicable DRGR activity) exceeds *a threshold of \$200,000*. This funding threshold is the minimum dollar amount that triggers Section 3 requirements.

DRGR Section 3 Reporting will focus on reporting labor hours. For housing and community development financial assistance projects, the benchmark for Section 3 workers is set at *25 percent* or more of the total number of labor hours worked by all workers on a Section 3 project.

Section 3 labor hours are defined as hours worked by all workers employed on a Section 3 project (DRGR activity.)

A **Section 3 worker** is any worker who currently fits, or when hired within the past five years fit, at least one of the following categories, as documented:

- (1) The worker’s income for the previous or annualized calendar year is at or below the income limit established by HUD;
- (2) The worker is employed by a Section 3 business concern;
- (3) The worker is a YouthBuild participant.

A **Targeted Section 3 worker**:

- (1) A worker employed by a Section 3 business concern; or
- (2) A worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years:

(i) Living within the service area or the neighborhood of the project, (service area or the neighborhood of the project means an area within one mile of the Section 3 project or, if fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census); or

(ii) A YouthBuild participant.

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

The benchmark for Targeted Section 3 workers is set at **5 percent** or more of the total number of labor hours worked by all workers employed with public housing financial assistance or other recipient's fiscal year. This means that the **5 percent** is included as part of the **25 percent** threshold.

$$\frac{\text{Section 3 labor hours}}{\text{Total labor hours}} = 25\% \text{ AND } \frac{\text{Targeted Section 3 labor hours}}{\text{Total labor hours}} = 5\%$$

Instructions

The “# of Total Labor Hours”, “# of Section 3 Labor Hours” and “# of Targeted Section 3 Labor Hours” fields will be a required performance measure for grantees funded under applicable appropriations, and will be reported, to the extent applicable, under the following DRGR activity types:

- *Acquisition, construction, reconstruction of public facilities*
- *Affordable Rental Housing*
- *Clearance and Demolition*
- *Construction of buildings for the general conduct of government*
- *Construction of new housing*
- *Construction of new replacement housing*
- *Construction/reconstruction of streets*
- *Construction/reconstruction of water lift stations*
- *Construction/reconstruction of water/sewer lines or systems*
- *Dike/dam/stream-river bank repairs*
- *MIT - Public Facilities and Improvements-Covered Projects Only*
- *MIT - Public Facilities and Improvements-Non-Covered Projects*
- *MIT - Rehabilitation/reconstruction of residential structures*
- *MIT - Residential New Construction*
- *Privately owned utilities*
- *Rehabilitation/reconstruction of a public improvement*
- *Rehabilitation/reconstruction of other non-residential structures*
- *Rehabilitation/reconstruction of public facilities*
- *Rehabilitation/reconstruction of public housing*
- *Rehabilitation/reconstruction of residential structures*

To report on these measures in the Performance Report, a grantee must review activities with the activity types listed above and threshold requirements, identify if the activity is “Subject to Section 3 Requirements” and provide projected accomplishments in the DRGR Action Plan. When setting up new activities with the activity types mentioned above, grantees should enter projected accomplishments if the activity meets the threshold requirements. Once projected measures are entered, the proposed measures will appear in the data tables in the Performance Report as a row in the Proposed Accomplishments section. In instances where projections are unavailable at the time of activity selection, a grantee may enter “0” as a placeholder until actual projections are available for entry. Accomplishments will then be entered in the Performance Report upon meeting a National Objective.

Action Plan – Proposing Section 3 Performance Accomplishments

This section provides general guidance on navigating the activity “Details” and “Measures” functions to identify applicable activities and enter Section 3 performance accomplishment projections in the DRGR Action Plan. The “Measures” applicable to a grant will depend on the appropriation and the chosen “Activity Type.” The following provides an example of how to identify a Section 3 activity under the DRGR Action Plan: Activity – Details” tab and projecting Section 3 performance accomplishments under the “DRGR Action Plan: Activity - Measures” tab for a construction related activity where Section 3 reporting is required.

Note: Review the *DRGR User Manual - Action Plan Activities* chapter for step-by-step instructions and additional details on activity setup and proposing accomplishments.

1. From the Action Plan “Manage Activity” page, select the “Details” tab followed by selecting “Edit” located next to “Subject to Section 3 Requirements.” Selecting to edit this field will allow grantees to identify an activity as “Yes” or “No” if subject to Section 3 requirements.

The screenshot displays the 'Manage Activity' interface. At the top, there are two columns of activity information. The left column includes: Grant Number (B-18-DP-48-0002), Grantee Name (Texas - GLO), Appropriation Code (2018 MIT), National Objective (Urgent Need Mitigation), Project Number (0010), and Project Title (Resilient Home Program). The right column includes: Activity Number (RHP[CBCOG]_SMID_UN[MIT]), Activity Title (MIT Resilient Home Program), Activity Type (MIT - Rehabilitation/reconstruction of residential structures), Projected Start & End Date (03/30/2020 - 03/30/2026), Benefit Report Type (Direct: Households), Responsible Organization (Texas General Land Office), and Activity Status (Under Way). Below this is a navigation bar with tabs: Financials, Details (highlighted with a red box), Documents, Measures, and Environmental. Under the 'Additional Details' section, there are two fields: 'Activity Description' (The Resilient Housing Program (RHP) will replace owner-occupied single family homes damaged by Hurricane Harvey with a reconstructed home that meets additional resiliency and mitigation standards required of the RHP.) and 'Location Description' (Activities shall take place in a 2017 Hurricane Harvey CDBG-DR eligible county.). At the bottom, the 'Subject to Section 3 Requirements' field is highlighted with a red box, and an 'Edit' button next to it is also highlighted with a red box.

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

- From the Action Plan “Manage Activity” page, select the “Measures” tab followed by selecting “Edit” located next to “Proposed Accomplishments.”

Manage Activity

Grant Number: B-16-ND-01-0001 Activity Number: 542021
Grantee Name: rogco Activity Title: Bayou Buyout 2021
Appropriation Code: 2013 NDR Activity Type: Rehabilitation/reconstruction of residential structures
National Objective: Urgent Need Projected Start & End Date: 2021-05-02 - 2021-08-21
Project Number: NDR-04 Benefit Report Type: N/A
Project Title: CDBG-DR Funded Project 02 Responsible Organization: City of Green Acres1
Activity Status: Under Way

Financials Details Documents **Measures** Environmental

Performance Measures

Benefit Reporting Performance

Proposed Accomplishments

Performance Measure	Proposed Total
# of Properties	
#Energy Star Replacement Windows	
#Additional Attic/Roof Insulation	
#High efficiency heating plants	
#Efficient AC additional	

- The “Edit Performance Measures” page will load. The pre-populated “Performance Measures” are related to the “Activity Type” selected. If an “Activity Type” is selected where Section 3 compliance is required, grantee users will have the option to enter the proposed total for each Section 3 performance measure (“# of Total Labor Hours”, “# of Section 3 Labor Hours” and “# of Targeted Section 3 Labor Hours”) where appropriate. When complete, select <Save>.

Disaster Recovery

Manage

Grant Number: 021
Grantee Name: 021
Appropriation Co: tial
National Objectiv: res
Project Number: -21
Project Title: /A
 es1
 ay

Financials

Performance

Benefit Repo

Proposed Ac

#Units with solar panels	Total...
#Low flow toilets	Total...
#Low flow showerheads	Total...
#Units with bus/rail access	Total...
#Units exceeding Energy Star	Total...
#Sites re-used	Total...
#Units deconstructed	Total...
#Units with other green	Total...
Activity funds eligible for DREF (Ike Only)	Total...
# ELI Households (0-30% AMI)	Total...
# of Substantially Rehabilitated Units	Total...
# of Elevated Structures	Total...
# of Total Labor Hours	100
# of Section 3 Labor Hours	50
# of Targeted Section 3 Labor Hours	10

Cancel **Save**

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

- Once the grantee user selects “Save”, a green success message will populate at the top of the screen and Section 3 projections will populate to the applicable DRGR Action Plan activity.

“Measures” tab under “Proposed Accomplishments.” Grantees will then have the ability to report Section 3 accomplishment actuals within its Performance Report, when applicable.

Note: Failure to propose Section 3 accomplishments in the activity “Measures” Tab will prevent grantees from being able to report actual accomplishments in the Performance Report. Additionally, entering even a zero for an accomplishment as a placeholder will result in that measure appearing in the Performance Report for actual Section 3 labor hours data.

The screenshot shows the Disaster Recovery Grant Reporting System interface. At the top, there is a navigation bar with the CPD logo, the system name, a user ID (R-16-ND-01-0001), and a green "Saved" notification box. Below the navigation bar is a list of performance measures, including:

- #Clothes washers replaced
- #Dishwashers replaced
- #Units with solar panels
- #Low flow toilets
- #Low flow showerheads
- #Units with bus/rail access
- #Units exceeding Energy Star
- #Sites re-used
- #Units deconstructed
- #Units with other green
- Activity funds eligible for DREF (like Only)
- # ELI Households (0-30% AMI)
- # of Substantially Rehabilitated Units
- # of Elevated Structures

Below the list, a table is displayed with three rows of labor hours data, highlighted with a red border:

# of Total Labor Hours	100
# of Section 3 Labor Hours	50
# of Targeted Section 3 Labor Hours	10

At the bottom of the interface, there is a section for "Proposed Beneficiaries" with a table header:

Performance Measure	Proposed Total	Low	Mod
No Proposed Beneficiaries selected			

Performance Report – Reporting Actual Section 3 Accomplishments

This section describes entering actual accomplishments on a quarterly basis as progress is made for Section 3 requirements and benchmarks. “Projected Accomplishment” entries made at the activity level in the DRGR Action Plan drive the reporting of actual Section 3 performance measures accomplished in the Performance Report. As mentioned earlier, the Performance Report only shows measures for Section 3 accomplishment reporting if grantees have entered projections of Section 3 labor hours in the DRGR Action Plan.

Note: Review the *DRGR User Manual - Performance Report Overview* chapter for step-by-step instructions and additional details on reporting performance accomplishments.

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

1. On the “Manage Performance Report” page, to edit an individual activity, click on “Activities” tab. “Activity Search” section will display on “Activity” tab.

Disaster Recovery Grant Reporting System

Manage Performance Report

Grant Number: X-20-R-8-15540
Grantee Name: Louisiana
Appropriation Code: 2013 SDY
Action Plan Status: Modified - Resubmit When Ready
Grant Status: Active

LOCCS Authorized Amount: \$10,000,000.00
Grant Award Amount: \$10,000,000.00
Total Estimated PI/RL Funds: \$100,000.00
Total Budget: \$10,100,000.00

Contract Start Date: 01/01/2019
Contract End Date:
Report Start Date: 10/01/2020
Report End Date: 12/31/2020
Report Status: Original - In Progress
Report Contact:

Financials | Details | Narratives | Documents | Measures | **Activities** | History | Upload

Activity Reports

Search Criteria -

Grantee Activity Number: Activity Title:

2. Select the desired “Actions” icon on the “Activity Reports- Search Results” page. The “Manage Performance Report – Activity” page will load.

Disaster Recovery Grant Reporting System

Activity Reports

Search Criteria -

Grantee Activity Number: Activity Title:

Project Number: Grantee Program Name:

Activity Type: Show All Activities: No

Reset Search

Search Results 1

Copy Print CSV Back

Grantee Activity Number	Activity Title	Activity Type	Primary Activity Number	Responsible Organization	Project Number	Project Title	Grantee Program	National Objective	Status	Actions
Activity 3	Activity 3	Affordable Rental Housing		1026 Constance, LLC	Project 2	Project 2		N/A	Under Way	
Activity 4	Activity 4	Construction of new housing		1026 Constance, LLC	Project 3	Project 3		N/A	Under Way	
Activity 1	Activity 1	Acquisition - general		1026 Constance, LLC	Project 1	Project 1	Automated Test Grantee Program 20350	N/A	Under Way	
Activity 2	Activity 2	Administration		1026 Constance, LLC	Project 2	Project 2	Automated Test Grantee Program 20350	N/A	Under Way	
Activity 1-11243020133556	Activity 1	Acquisition - general		1026 Constance, LLC				N/A	Deleted	

First Previous Next Last Show 12 Rows

3. On the “Manage Performance Report – Activity” page, click on “Measures” tab.

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

Disaster Recovery Grant Reporting System | 5-21-08-MJ-0319

Manage Performance Report—Activity

Activity Number: JM ACT Direct(HH Renter/Owner) 4 | Activity Title: BMJ ACT 4 test

Project Number/Title: ADMJ_04 | Activity Type: Construction of new housing

Appropriation Code: 2013 SDY | National Objective: Low/Mod

Grant Number: X-21-DMI-MJ-0319 | Performance Report Start Date: 04/01/2021

Activity Status: Planned | Performance Report End Date: 06/30/2021

Responsible Organization: Louisiana Housing Corporation | Completed Activity Actual End Date: [Edit]

Financials | Narratives | Documents | **Measures** | Addresses

Performance Measures

Benefit Reporting Performance | Benefit Report Type: Housing Units | Direct Benefit - HH - Renter/Owner Housing Units - Single/Multi Family

Disaster Recovery Grant Reporting System | 5-16-ND-01-0001

Financials | Narratives | Documents | **Measures** | Addresses

Performance Measures

Benefit Reporting Performance

Accomplishments

[Edit]

Performance Measure	Projected	This Report Period	To Date
# EJL Households (0-30% AMI)	0	0	0
# of Elevated Structures	0	0	0
# of Properties	0	0	0
# of Section 3 Labor Hours	50	25	35
# of Substantially Rehabilitated Units	0	0	0
# of Targeted Section 3 Labor Hours	10	5	7
# of Total Labor Hours	100	100	120
#Additional Attic/Roof Insulation	0	0	0
#Clothes washers replaced	0	0	0
#Dishwashers replaced	0	0	0
#Efficient AC added/replaced	0	0	0

- To enter Section 3 performance accomplishment data, click on the “Edit” link next to the Accomplishments section on the “Measures” tab of the “Manage Performance Report – Activity” page (shown above) and the “Edit Accomplishment” screen below will load.

Disaster Recovery Grant Reporting (DRGR) System Quick Guide

Performance Measure	Projected	This Report Period	To Date
# of Section 3 Labor Hours	50	25	35
# of Substantially Rehabilitated Units	0	0	0
# of Targeted Section 3 Labor Hours	10	5	7
# of Total Labor Hours	100	100	120

- Once grantee users enter all applicable actual financials, performance measure accomplishments and progress narratives for activities that quarter, the grantee will “Submit” its Performance Report for HUD review and approval. Entry of Section 3 actual performance accomplishments will be available for HUD and the public to review.

Note: As stated in the new Section 3 rule notice (24 CFR Part 75) and FAQs, if a grantee activity identified in DRGR is subject to Section 3 does **NOT** meet the identified benchmarks, but the grantee can provide evidence that it has made qualitative efforts to provide low- and very low-income persons with employment and training opportunities, then HUD will consider the grantee complaint with Section 3, absent evidence to the contrary. 24 CFR 75.25 provides a list of 16 qualitative efforts responses for grantees to reference.

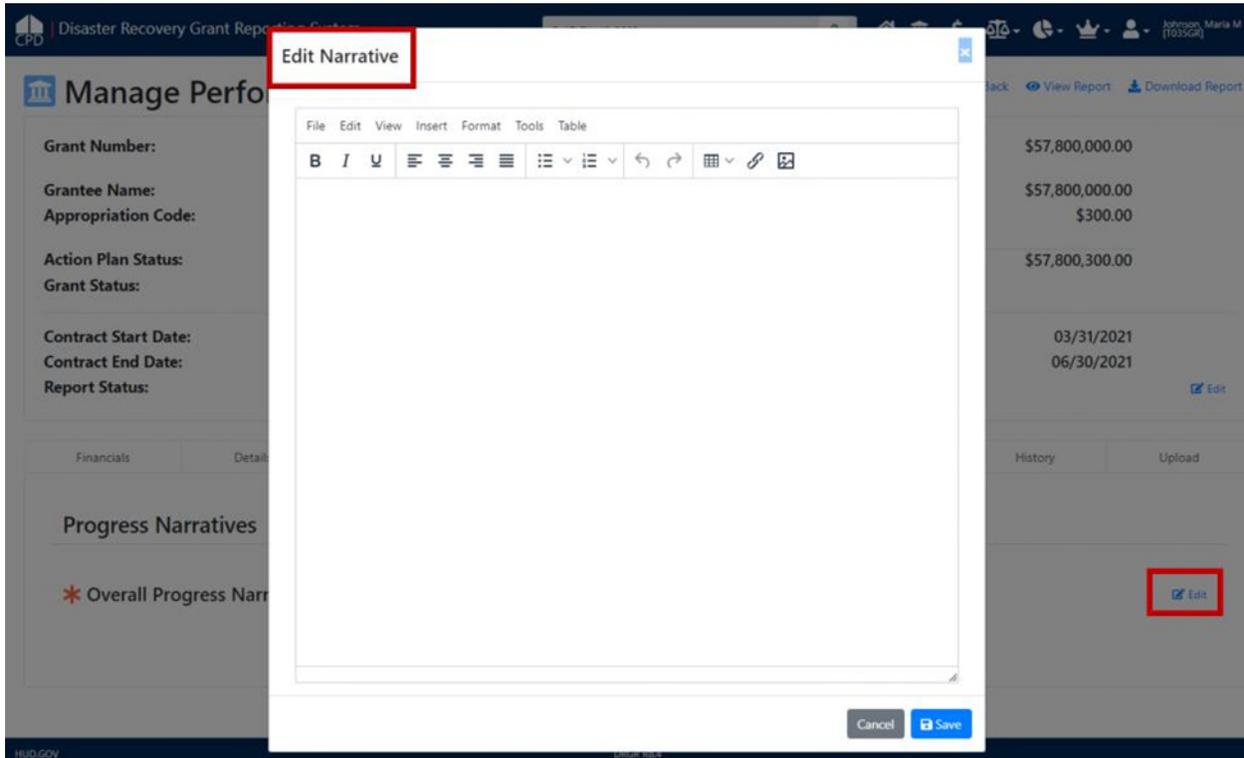
Grantees should include a qualitative efforts narrative within the DRGR QPR or Performance Report at the activity level to describe failure to meet the proposed Section 3 benchmark. The grantee must clearly identify at least one option from the list that best describes the grantees efforts or enter “Other” followed by narrative describing efforts not included in the list of qualitative efforts.

Note: HUD will introduce a “Section 3 Qualitative Efforts” comments box within the DRGR Performance Report in FY 2022, which will replace the requirement of entering qualitative efforts within the Performance Report “Activity – Overall Progress Narrative.”

- On the “Manage Performance Report- Activity” screen, select the “Edit” option for “Overall Progress Narrative.” The “Edit Narrative” box will populate, where grantees should enter qualitative efforts data when an activity fails to meet the benchmark. Grantees should clearly notate within the text box that the activity is subject to Section 3 requirements, but the activity has not met the Section 3 benchmarks. The grantee will list the applicable qualitative efforts.

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Note: Grantees can also upload supporting documentation, if necessary, to provide additional information to describe qualitative efforts.



Reports Module (MicroStrategy) – Section 3 Benchmarks Report

The Reports Module (MicroStrategy) provides grantees and HUD access to the various DRGR reports. This section describes how to access the MicroStrategy report developed to assist grantees and HUD evaluate a grantee’s progress toward meeting the Section 3 benchmarks for applicable activities.

This report will utilize the data entered in DRGR (no data entry takes place in MicroStrategy) by grantees.

Note: Review the *DRGR User Manual - Reports* chapter for step-by-step instructions on basic navigation and additional details on how to review data in the Reports (MicroStrategy) module.

1. To access the Reports module in DRGR, select the Data Analytics module, or pie chart icon, located in the navigation bar.



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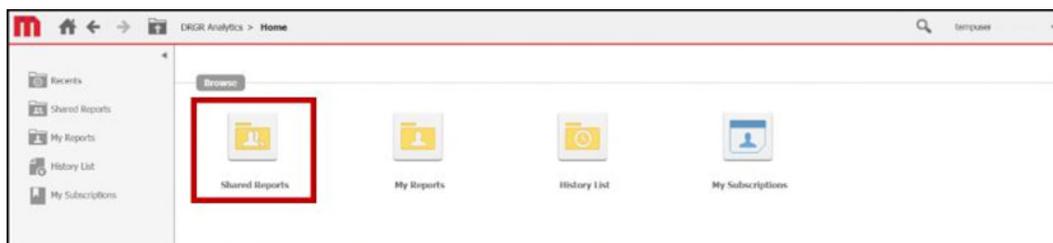
2. This opens the dropdown menu for the “Data Analytics” module. Select “Reports” to access the “Reports (MicroStrategy)” module.



3. Once MicroStrategy loads in a new browser window or tab, one or more of the following Reports folders will be displayed. Select the “DRGR Analytics” folder.

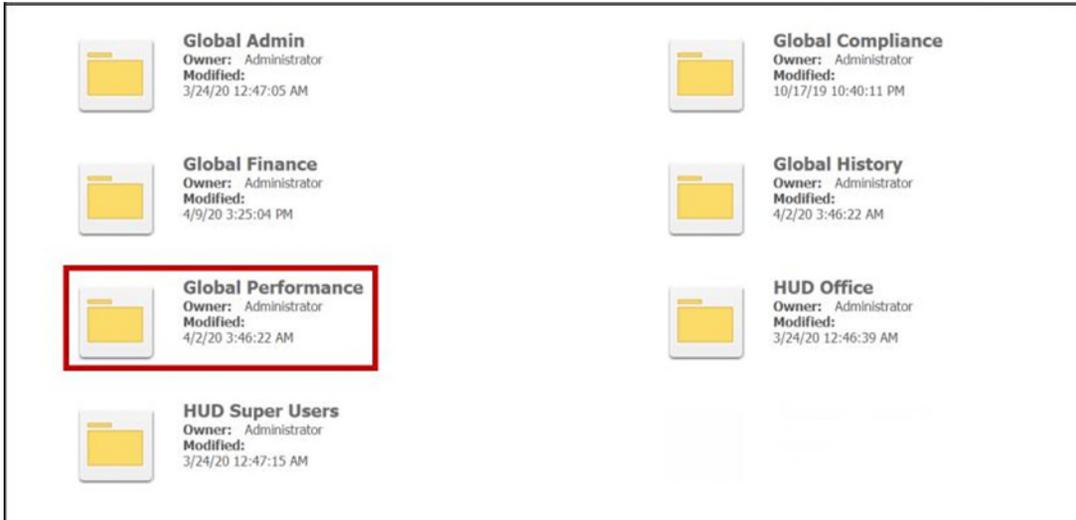


4. The “Home” page will load. From this page, all reporting actions are available. Select “Shared Reports.”



5. The “Shared Reports” page will load and display a set of folders. Select the “Global Performance” folder to access applicable Section 3 Labor Hours Report.

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- Select report “P35 – QPR – Section 3 Hours” to evaluate the Section 3 cumulative totals entered by activity in Performance Reports by grantee/grant.

DRGR Analytics > Shared Reports > HUD Super Users > In Development > In Review - P35 – QPR – Section 3 Hours

REPORT HOME | TOOLS | DATA | GRID | FORMAT

REPORT DETAILS

Report Filter:
 ((Grant Status) = Active) And ((Grant Level) <-> Child Grant) And (Set of (Activity Measure Type, Activity Measure Category, Activity Id) where ((Activity Projected) > 0) Or Set of (Activity Measure Type, Activity Measure Category, Activity Id) where ((QPR Actual Mean...

View Filter:
 (Program = DR CDBG) And ((Activity Measure Type) = # of Total Labor Hours, # of Section 3 Labor Hours, # of Targeted Section 3 Labor Hours) And (Grantee = rogo)

PAGE-BY: Appropriation: 2013 NDR:2013 National Disaster Resilience | Programs: DR CDBG | Grantees: rogo | Grants: B-16-ND-01-0001

Activity Number	Activity Title	Activity Type	Activity Responsible Org	Projected - Total Labor Hours	Projected - Section 3 Hours	Projected % - Section 3 Hours (Min. 25%)	Projected - Targeted Section 3 Hours	Projected % - Targeted Section 3 Hours (Min. 5%)	Actual - Total Labor Hours	Actual - Section 3 Hours	Actual % - Section 3 Hours (Min. 25%)	Actual - Targeted Section 3 Hours	Actual % - Targeted Section 3 Hours (Min. 5%)
S42021	Bayou Buyout 2021	Rehabilitation/reconstruction of residential structures	City of Green Acres1	100	50	50%	10	10%	125	45	36%	27	22%
Section 3 Testing	Florida Pledge Program 2021	Rehabilitation/reconstruction of residential structures	City of Green Acres2	10,000	1,000	10%	500	5%	1,000	100	10%	50	5%