

Manage Performance Reports

Grant Number:	S-H1-80-32-0000	LOCCS Authorized Amount:	\$5,321,723.00
Grantee Name:	Habitat for Humanity International Inc	Grant Award Amount:	\$5,321,723.00
Appropriation Code:			
Action Plan Status:			
Grant Status:			

Eviction Protection Grant Program: Vouchers, Performance Reports, and Microstrategy

Reports by Reporting Period 7

Reporting Period	Due Date	Original Submission Date	Latest Submission Date	Report Status	Final Performance Report	Actions
10/01/2021 - 03/31/2022	04/30/2022	---	---	Original - In Progress		↓ ✕ 👁
04/01/2021 - 09/30/2021	10/30/2021	10/28/2021	10/28/2021	Reviewed and Approved		↓ 👁 👁
10/01/2020 - 03/31/2021	04/30/2021	04/29/2021	04/29/2021	Reviewed and Approved		↓ 👁 👁
04/01/2020 - 09/30/2020	10/30/2020	10/29/2020	10/29/2020	Reviewed and Approved		↓ 👁 👁
10/01/2019 - 03/31/2020	04/30/2020	04/28/2020	04/28/2020	Reviewed and Approved		↓ 👁 👁
04/01/2019 - 09/30/2019	10/30/2019	04/24/2020	04/24/2020	Reviewed and Approved		↓ 👁 👁
10/01/2018 - 03/31/2019	04/30/2019	04/24/2020	04/24/2020	Reviewed and Approved		↓ 👁 👁

Key Main Navigation Bar Menus - 2020

Grant Number



Manage My Grants

ACTION PLANS

- + Add Action Plan
- Manage Action Plan
- View Action Plan
- Download Action Plan
- Search Action Plans
- Review Tools
- Lookup Consolidated Plans

GRANTEE PROGRAMS

- + Add Grantee Program
- Search Grantee Programs

PROJECTS

- + Add Project
- Manage Project
- Search Projects
- Upload Project

ACTIVITIES

- + Add Activity
- Manage Activity
- Search Activities

PERFORMANCE REPORTS

- Manage Performance Report
- Search Performance Reports
- Manage Addresses

GRANTS

- View Grant
- Search Grants
- Manage Workplan
- Search Workplans



Administration

MANAGE GRANTEES

- + Add Responsible Organizations
- Search Responsible Organizations
- Upload Responsible Organizations
- Edit Subordinates
- View Subordinates

UTILITIES

- Upload
- FAQs
- Subscriptions
- Manage FAQs



Manage My Financials

DRAWDOWN

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

PROGRAM INCOME

- + Create Receipt
- + Add PI Account
- Search/Edit PI Accounts
- + Search/Edit Receipts



Manage My Compliance

MANAGE FLAGS

- Search Flags

MONITORING/AUDIT/TA EVENTS

- + Add Events
- Search Events
- Search Event Topics

Home

Grant Management

Financial

Compliance

Administration

Utilities

Financial Module

Obligations | Program Income | Vouchers

Financial Module Overview: Three Main Components

1. **Program Income.** *If applicable*, Receipts and PI Accounts are dependent on Locked Grant.
2. **Obligations** are dependent on Locked Grant.
3. **Drawdowns (Vouchers)** are not dependent on Locked Grant.



Disaster Recovery Grant Reporting System

2013 NDR | B-13-DS-34-0002

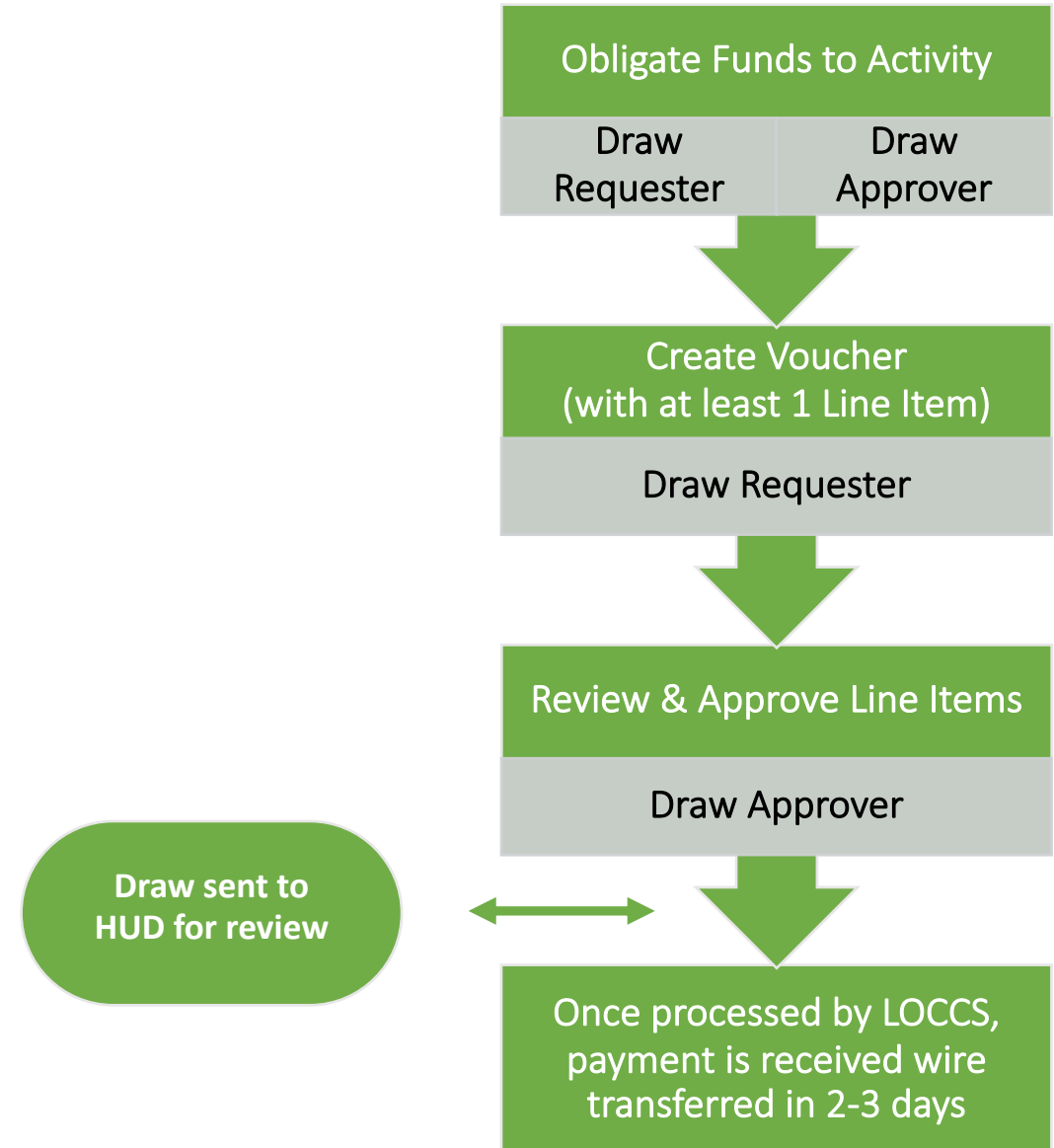
The screenshot shows the user interface of the Disaster Recovery Grant Reporting System. At the top is a dark blue navigation bar with links for Home, Grant Management, Financial, Compliance, Administration, Utilities, Kinnane, Diane [T028GR], and Logout. Below this is a light gray header area with a "Home" link on the left and a dropdown menu for the "Financial" module on the right. The dropdown menu is open, showing two columns of options: "Drawdown" and "Program Income". The "Drawdown" column includes "Search/Edit Obligation", "Create Voucher", and "Search/Maintain Vouchers". The "Program Income" column includes "Create Receipt", "Add PI Account", "Search/Edit PI Accounts", and "Search/Edit Receipts". The main content area below the header shows a "DRGR Update (05/19/2017)" and "R7.13 deployed on May 22, 2017", along with a link to "DRGR Guide, Tools and W...".

Drawdown	Program Income
Search/Edit Obligation	Create Receipt
Create Voucher	Add PI Account
Search/Maintain Vouchers	Search/Edit PI Accounts
	Search/Edit Receipts

Drawing Funds – Overview

- Drawdown Process
 1. Obligate Funds
 2. Create Draw Voucher
 3. Approve Draw Voucher
- Draw Corrections
 - Revise
 - Reject
 - Cancel

Remember to include support documents in Steps 2 or 3



Vouchers – Create and Approve – Roles

Voucher Line Items

	View	Create or Revise	Cancel	Approve or Reject	Revoke Approval
ALL	X				
Draw Requester	X	X	X		
Draw Approve	X			X	X

Drawing Funds – Voucher Process Detail

VOUCHER CREATOR

- 1.1) ACTIVITY OBLIGATION-
-Search Activity
- 1.2) Maintain

VOUCHER APPROVER

- 1.1) ACTIVITY OBLIGATION-
-Search Activity
- 1.2) Maintain

OBLIGATION

*Can be updated by Creator
or Approver*

NEW VOUCHERS

- 1) *Select* DRAWDOWN
- **Create** Voucher
 - A: **Select/Add** Activities (Pg.1)
 - B: **Submit** Voucher (Pg.2)
 - C: **Confirm** Voucher (P.3)
 - D: Success Message (P.4)

- 2.1) *Select* DRAWDOWN
-**Search** Voucher
- 2.2) **Maintain** Voucher
- 2.3) **Approve/Approve** Selected

EXISTING VOUCHERS

- 1.1) *Select* DRAWDOWN
-**Search** Voucher
- 1.2) **Maintain** Voucher
- 1.3) **Approve/Approve** Selected

- 2.1) *Select* DRAWDOWN
-**Search** Voucher
- 2.2) **Maintain** Voucher
- 2.3) **Approve/Approve** Selected

Drawing Funds – HUD Role

- Approve action plan and remove drawdown block on grant
- If grantee updates Action Plan with new activities the updated plan must be approved before draws can occur on new activities too
- Assist with DRGR user roles to ensure grantees have at least one drawdown requestor and approver.
- Get help from CFO if grantee has missing Tax ID (TIN) or Bank Routing Information in LOCCS.
- Check activity status is UNDERWAY. Grantees cannot draw against activities in PLANNED or COMPLETE status

Drawing Funds – Obligations

Manage My Financials

DRAWDOWN

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

PROGRAM INCOME

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

Activity Obligation

Search for Activities to Obligate

Search Criteria

Grant Number:

B-13-DS-34-0002

Locked Grant

Grantee Activity # Number:

Responsible Organization:

Search Reset Upload Financial Data

Activity Obligation

Search for Activities to Obligate

Search Criteria

Grant Number:

B-13-DS-34-0002

Grantee Activity # Number:

Responsible Organization:

Search Reset Upload Financial Data

Results Page 1 of 2 (12 activities found)

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Action
B-13-DS-34-0002	1	ABERDEEN TOWNSHIP	Repair of a dike or dam or str		Maintain
B-13-DS-34-0002	NDR-DEP-RRGP-ADMIN	NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION	Administration e.g., general m	NDR DEP RRGF ADMIN	Maintain
B-13-DS-34-0002	NDR-DEP-RRGP-ECONOMIC-OV	NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION	Economic measures of outcomes	NDR DEP RRGF ECONOMIC OV	Maintain
B-13-DS-34-0002	NDR-DEP-RRGP-ENVIRONMENTAL-OV	NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION	Environmental measures of outc	NDR DEP RRGF ENVIRONMENTAL OV	Maintain
B-13-DS-34-0002	NDR-DEP-RRGP-PL	NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION	Planning e.g., urban environmen	NDR DEP RRGF PL	Maintain
B-13-DS-34-0002	NDR-DEP-RRGP-RESILIENCE-OV	NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION	Resilience measures of outcome	NDR DEP RRGF RESILIENCE OV	Maintain
B-13-DS-34-0002	NDR-DEP-RRGP-SOCIAL-OV	NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION	Social measures of outcomes re	NDR DEP RRGF SOCIAL OV	Maintain
B-13-DS-34-0002	NDR-DEP-RRGP	NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION	Planning e.g., urban environmen	NDR DEP RRGF	Maintain
B-13-DS-34-0002	NDR-DEP-TK	NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION	Planning e.g., urban environmen	NDR DEP TK	Maintain
B-13-DS-34-0002	NDR-DEP-TK-ADMIN	NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION	Administration e.g., general m	NDR DEP TK ADMIN	Maintain

Drawing Funds – Obligations

Activity Obligation

Add-Edit Obligation Line Item

[Return to Search Obligation](#)

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title
B-12-DT-34-0001	12-CDBG-DR-0278A-PF-UN	Cranford Township	Rehabilitation or reconstructi	Cranford - Detention Basin/Parking Lot Reconst.

Total Budget:	\$500,000.00	Total Drawn Amount:	\$500,000.00
Total Obligated Amount:	\$500,000.00	Total Program Funds Drawn:	\$500,000.00
Available for Obligation:	\$0.00	Total Program Income Drawn:	\$0.00

← Relevant Financial Info

Obligation Amount: \$500000.00

← Obligation Amount

[Return to Search Obligation](#)

Drawing Funds – Obligations

- Obligation amounts must be less than or equal to the **Total Activity Budget** and greater than or equal to the **Total Drawn Amount**.



Activity Budget \geq Obligation \geq Total Activity Drawn Amount (PF+PI)

\$1,000,000 \geq \$500,000 \geq \$200,000

- Cannot decrease the obligation amount to less than the amount that has already been drawn down.
- Grantees must enter BOTH Program Funds and Program Income as part of the Total Activity Budgets and Activity Obligations.

Vouchers – Supporting Documentation

- Grantee must attach supporting documents to voucher:
 - Sufficient detail that the draw request was reviewed and approved in accordance with grantee procedures and conforms to grant requirements.
- HUD GTR and HUD Grants Officer review and approve.

Vouchers – Block Draws

- Draws can be blocked:
 - By HUD at the Grant, Project and Activity level (see next slides); or
 - By the Grantee Admin at the Activity level.
- Grantee users cannot:
 - Create a voucher on or after a block drawdown date; or
 - Approve a voucher with a ‘submission date’ on or after a block drawdown date.
- Troubleshooting
 - Communicate with GTR if draw is blocked by HUD.
 - See Fact Sheet on HUD Exchange.

Vouchers – Block Draws

Grants

View Grant

Grant Level

|

[Grant Closeout Checklist](#)

Grant Number: B-11-DN-99-0001	State Grantee: No
Grant Name:	
Grant Amount: \$10,000,000.00	Appropriation: NSP
	CFDA Number:
Disaster: NSP	
Award Date: 07/01/2011	Grantee: ██████████
	HUD Voucher Approval Threshold: \$0.00
	TIN #
Block Grant Drawdown <input checked="" type="checkbox"/> Blocked	
Block Grant Obligation <input checked="" type="checkbox"/> Blocked	
Program Income Waiver Date:	HUD Office: Denver Regional Office

Vouchers – Block Draws

Project Level

Activity Level

Project

View Project

Grant #:
B-13-DS-36-0001

Project #:
NY01Hsg-R1

Project Title:
A. Recreate NY Smart Home Repair & Reconstruction

Description:
Disaster Recovery Housing Repair, Reconstruction and Mitigation

Project Budget Amount:
\$175,000,000.00

Project Status:
Open

Revolving Loan Fund

Project Effective Date:

HUD Block Drawdown

HUD Block Drawdown Date:
05/13/2015

Edit Activity - Page 1

*Indicates Required Field

Grant Number:
B-13-DS-36-0001

View Existing Activities:

Select Option

View Activity Details

***Activity Type:**

Rehabilitation/reconstruction of residential structures ▾

Block Drawdown:

Blocked by Grantee

Block Drawdown Date:

Activity Draw Block by HUD

05/13/2015

Project Draw Block by HUD

05/13/2015

Create Vouchers – Overview

Build the voucher in four steps:

1. Select Activities.
 - 1a. Search for Activities.
 - 1b. Select Fund Type (PF or PI).
2. Confirm Activities and enter Drawdown Amount per line items.
3. Confirm Voucher.
4. Verify voucher is confirmed.

Create Vouchers – Step 1: Select Activities

Necessary Role: Request Drawdown

Manage My Financials

Drawdown

Create Voucher - Page 1 of 4 (Select Activities)

Voucher Created For: Denver1, CO

Requested Submission Date: 08/22/2011
[Select Date](#) (ex: mm/dd/yyyy)

Voucher Items

Grant #	Responsible Organization	Activity Type	Grantee Activity #
No Activities Selected			

Create Vouchers – Step 1a: Search for Activities

Search by Grant number, Activity Type, or just select Search to view all possible Activities.

Drawdown

Search for Activities to Create Voucher

[Help?](#)

Search Criteria

Grant #: Select	Project #: <input type="text"/>	Receipt Fund Type: Select	Program Income Account Number: <input type="text"/>
Grantee Activity Number: <input type="text"/>	Activity Title: <input type="text"/>	Activity Type: <input type="text"/>	Responsible Organization: <input type="text"/>

Search | Reset

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

Search criteria should include the grant number if the user has access to more than one grant.

Create Vouchers – Step 1b: Select Fund Type

Drawdown

Search for Activities to Create Voucher

[Help?](#)

Search Criteria

Grant #: B-08-MN-99-0103

Project #:

Receipt Fund Type: Select

Program Income Account Number:

Grantee Activity Number:

Activity Title:

Activity Type:

Responsible Organization:

|

Results Page 1 of 1 (7 activities found)

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Program Income Account #	Select Program Funds	Select Receipt Funds
B-08-MN-99-0103	City and County of Denver-BHS	Administration	NSP1-Admin	NSP1-Admin	Admin	City of Denver - PI Account	X	<input type="checkbox"/>
B-08-MN-99-0103	City and County of Denver-BHS	Construction of new housing	NSP1-E-Red't	NSP1-E-Redev't MF City LMMI	Redevelopment MultiFamily LMMI	City of Denver - PI Account	X	X
B-08-MN-99-0103	City and County of Denver-BHS	Land Banking - Acquisition (NSP Only)	NSP1-C-LB	NSP1-C LB SF City	Land Banking Single-Family LMMI	City of Denver - PI Account	<input type="checkbox"/>	X
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	DAH - PI Account	<input type="checkbox"/>	X
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	GDHH - PI Account	X	<input type="checkbox"/>
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LMMI	Acq/Rehab Multifamily LMMI	GDHH - PI Account	X	X
B-08-MN-99-0103	Housing for the People	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF HP LH25	Acq/Rehab Single-Family LH25	GENERAL ACCOUNT	<input type="checkbox"/>	X

Select Activities and Fund Type to include on voucher.

Add Selected Activities to Voucher

Return To Create Voucher (Page 1)

Create Vouchers – Step 2: Confirm Activities and Enter Amounts

Drawdown

Create Voucher - Page 1 of 4 (Select Activities)

[Help?](#)

Continue

Voucher Created For:

Denver01, CO

Requested Submission Date:

01/10/2012

[Select Date](#) (ex: mm/dd/yyyy)

Voucher Items

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Title	Fund Type	Program Income Account	Select to Remove
B-08-MN-99-0103	City and County of Denver-BHS	Administration	NSP1-Admin	NSP1-Admin	Admin	PROGRAM FUND	City of Denver - PI Account	<input type="checkbox"/>
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM FUND	DAH - PI Account	<input type="checkbox"/>
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM FUND	GDHH - PI Account	<input type="checkbox"/>
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM INCOME	DAH - PI Account	<input type="checkbox"/>
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM INCOME	GDHH - PI Account	<input type="checkbox"/>

Add More Activities

Remove Voucher Line Item

Continue



Create Vouchers – Step 2 Confirm Activities and Enter Amounts

Drawdown

Create Voucher - Page 2 of 4 (Submit)

[Help?](#)

|
 |

Voucher #:

169889

Requested Submission Date:

01/10/2012

Voucher Created For:

Denver01, CO

Created by:

T001GR T001GR

Program Income is drawn before Program Funds.

Voucher Items

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount	Status
B-08-MN-99-0103	City and County of Denver-BHS	Administration	NSP1-Admin	NSP1-Admin	Admin	PROGRAM FUND	City of Denver - PI Account	\$1,000,000.00	\$ 10000	
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM FUND	DAH - PI Account	\$400,000.00	\$ 25000	
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM INCOME	DAH - PI Account	\$100,000.00	\$ 100000	
B-08-MN-99-0103	Greater Denver	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF	Acq/Rehab Multifamily	PROGRAM FUND	GDHH - PI	\$2,975,000.00	\$ 10000	

Create Vouchers – Program Fund Draws – Math Rules

- DRGR requires all PI Received in each RLF or PI account to be used before drawing **Program Funds**.
- Similar rules will apply to Activities outside RLF and PI accounts (General Account).



Total Available Activity Amount =

Obligated Amount

- (Activity Total Drawn Amt. (PI+PF) +Activity Draw Pending (PI+PF)
- Balance PI Available of Program Income (General/RLF/PI Account) + Pending PI Draws (General/RLF/PI Account)

Create Vouchers – Program Income Draws – Math Rules

- Program Income draws are subtracted from the Total Activity Budget.



Available Activity Amount =

Sum of All PI Received for in General/RLF/PI Account

- Drawn PI (in General/RLF/PI Acct) + Pending PI Draws (in General/RLF/PI Acct)

Create Vouchers – Available Amount Detail

Drawdown

Create Voucher - Page 2 of 4 (Submit)

[Help?](#)

Submit Voucher | Return To Create Voucher (Page 1) | Cancel Voucher

Voucher #: 169888
Requested Submission Date: 01/10/2012
Voucher Created For: Denver01, CO
Created by: T001GR T001GR

Click on "Available Amount" to understand how DRGR generated this number.

Voucher Items

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount	Status
B-08-MN-99-0103	City and County of Denver-BHS	Administration	NSP1-Admin	NSP1-Admin	Admin	PROGRAM FUND	City of Denver - PI Account	1,000,000.00	\$	
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM FUND	DAH - PI Account	400,000.00	\$	
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM INCOME	DAH - PI Account	100,000.00	\$	
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamil LH25	PROGRAM FUND	GDHH - PI Account	2,975,000.00	\$	
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamil LH25	PROGRAM INCOME	GDHH - PI Account	25,000.00	\$	

Submit Voucher | Return To Create Voucher (Page 1) | Cancel Voucher

Create Vouchers – Available Amount Detail

- PI Available is calculated at the RLF and PI Account Level across activities.
- Program Funds Available is calculated within the activity based on total budgets, draws and PI availability.

Drawdown

Create Voucher - Calculated Available Amounts

[Help?](#)
[Go Back To Create Voucher \(Page 2\)](#)

Voucher #:	Requested Submission Date:		
169888	01/10/2012		
Voucher Created For:	Created by:		
Denver01, CO	T001GR T001GR		
Grant #:	Responsible Organization:	Project:	Program Income Account:
B-08-MN-99-0103	Greater Denver Housing Help	NSP1-B-Acq/Rehab	GDHH - PI Account
Grantee Activity #:	Activity Title:	Fund Type:	
NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM FUND	

Program Income Account	Program Income - PI Account Level	Program Funds - Activity Level	Program Income - Activity Level	All Funds - Activity Level
A - Budgeted	- - -	- - -	- - -	\$3,500,000.00
B - Obligated	- - -	- - -	- - -	\$3,000,000.00
C - Receipts	\$25,000.00	- - -	\$25,000.00	- - -
D - Drawn	\$0.00	\$0.00	\$0.00	\$0.00
E - Available	\$25,000.00	\$2,975,000.00	\$25,000.00	\$3,000,000.00

Create Vouchers – Available Amount Detail

- Note the error message displayed when trying to use Program Funds before Program Income.
- Check the Available Amount to review status of funds.

Drawdown

Create Voucher - Page 2 of 4 (Submit)

• Drawdown Errors: Please see the status on Voucher Items to view the errors

Submit Voucher | Return To Create Voucher (Page 1) | Cancel Voucher

Voucher #: 169888
 Requested Submission Date: 01/10/2012
 Voucher Created For: Denver01, CO
 Created by: T001GR T001GR

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount	Status
B-08-MN-99-0103	City and County of Denver-BHS	Administration	NSP1-Admin	NSP1-Admin	Admin	PROGRAM FUND	City of Denver - PI Account	\$1,000,000.00	\$ 10000	
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM FUND	DAH - PI Account	\$400,000.00	\$ 10000	⚠
B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM INCOME	DAH - PI Account	\$100,000.00	\$ 50000	⚠
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM FUND	GDHH - PI Account	\$2,975,000.00	\$ 200000	⚠
B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM INCOME	GDHH - PI Account	\$25,000.00	\$ 5000	⚠

Submit Voucher | Return To Create Voucher (Page 1) | Cancel Voucher

Available Amount	Drawdown Amount	Status
\$1,000,000.00	\$ 10000	
\$400,000.00	\$ 10000	⚠
\$100,000.00	\$ 50000	⚠
\$2,975,000.00	\$ 200000	⚠

Use PI Account and/or RL Fund Before using Program Fund

Create Vouchers – Update Available Amount

Create Voucher - Page 2 of 4 (Submit)

[Help?](#)

|
 |
 |

Voucher #:
239627

Requested Submission Date:
11/08/2013

Voucher Created For:
Imperial County, CA

Created by:
Josh Menvielle

Recalculate Available Balance on Voucher screen based on amounts entered to draw.

Voucher Items

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount	Status
B-11-UN-06-0507	County of Imperial	Rehabilitation/reconstruction of residential structures	1	NSP3 Activity 1(a)-Affordable Housing	Affordable Housing	PROGRAM FUND	NSP3 Program Income	\$50,000.00	\$ 50,000	
B-11-UN-06-0507	County of Imperial	Rehabilitation/reconstruction of residential structures	1	NSP3 Activity 1(a)-Affordable Housing	Affordable Housing	PROGRAM INCOME	NSP3 Program Income	\$0.00	\$ 100,000	
B-11-UN-06-0507	County of Imperial	Homeownership Assistance to low- and moderate-income	2	NSP3 Activity 2(a)-FTHB	Homebuyer Assistance Program	PROGRAM FUND	NSP3 Program Income	\$591,475.00	\$ 25,000	
B-11-UN-06-0507	County of Imperial	Homeownership Assistance to low- and moderate-income	2	NSP3 Activity 2(a)-FTHB	Homebuyer Assistance Program	PROGRAM INCOME	NSP3 Program Income	\$0.00	\$	

|
 |
 |

Create Vouchers – Update Available Amount

Create Voucher - Page 2 of 4 (Submit)

[Help?](#)

|
 |
 |

Voucher #:
239627

Requested Submission Date:
11/08/2013

Voucher Created For:
Imperial County, CA

Created by:
Josh Menvielle

Available Amount updates.

Voucher Items

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount	Status
B-11-UN-06-0507	County of Imperial	Rehabilitation/reconstruction of residential structures	1	NSP3 Activity 1(a)-Affordable Housing	Affordable Housing	PROGRAM FUND	NSP3 Program Income	\$0.00	\$ 50,000	
B-11-UN-06-0507	County of Imperial	Rehabilitation/reconstruction of residential structures	1	NSP3 Activity 1(a)-Affordable Housing	Affordable Housing	PROGRAM INCOME	NSP3 Program Income	\$0.00	\$ 100,000	
B-11-UN-06-0507	County of Imperial	Homeownership Assistance to low- and moderate-income	2	NSP3 Activity 2(a)-FTHB	Homebuyer Assistance Program	PROGRAM FUND	NSP3 Program Income	\$566,475.00	\$ 25,000	
B-11-UN-06-0507	County of Imperial	Homeownership Assistance to low- and moderate-income	2	NSP3 Activity 2(a)-FTHB	Homebuyer Assistance Program	PROGRAM INCOME	NSP3 Program Income	\$0.00	\$	

|
 |
 |

Create Vouchers – Step 3: Confirm Voucher

Drawdown

Create Voucher - Page 3 of 4 (Confirm)

[Help?](#)

Voucher #:

169650

Voucher Total:
\$30,000.00
Requested Submission Date:

08/23/2011

Voucher Created For:

Denver1, CO

Created by:

T001GR T001GR

Creation Date:

08/23/2011

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount
1	B-08-DN-99-0013	NSP1-01 LB	City and County of Denver-BHS	Land Banking - Acquisition (NSP Only)	Land Banking	PROGRAM FUND	\$16,000.00	\$10,000.00
2	B-08-DN-99-0013	NSP1-03 Redevelopment	City and County of Denver-BHS	Construction of new housing	Redevelopment 525 California	PROGRAM INCOME	\$25,000.00	\$5,000.00
3	B-08-DN-99-0013	NSP1-02 AR SF DAH	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	Acq/Rehab Single Fam Denver Affordable Housing	PROGRAM FUND	\$82,000.00	\$15,000.00
							Grant Subtotal:	\$30,000.00
							Voucher Total:	\$30,000.00

Create Vouchers – Step 3: Confirm Voucher

Drawdown

Create Voucher - Page 4 of 4 (View)

[Help?](#)

• Voucher Created Successfully

Users can download a pdf of the voucher.

[Return to Create Voucher](#)

[Download PDF](#)

Voucher #: 169890
Voucher Total: \$170,000.00
Requested Submission Date: 01/11/2012

Voucher Created For: Denver01, CO
Created by: T001GR T001GR
Creation Date: 01/11/2012

Line Item #	Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	D	A
1	B-08-MN-99-0103	City and County of Denver-BHS	Administration	NSP1-Admin	NSP1-Admin	Admin	PROGRAM FUND	City of Denver - PI Account	\$990,000.00	\$	
2	B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM FUND	DAH - PI Account	\$375,000.00	\$	
3	B-08-MN-99-0103	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R SF DAH LH25	Acq/Rehab Single-Family LH25	PROGRAM INCOME	DAH - PI Account	\$0.00	\$	
4	B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM FUND	GDHH - PI Account	\$2,965,000.00	\$	
5	B-08-MN-99-0103	Greater Denver Housing Help	Rehabilitation/reconstruction of residential structures	NSP1-B-Acq/Rehab	NSP1-B A/R MF DHH LH25	Acq/Rehab Multifamily LH25	PROGRAM INCOME	GDHH - PI Account	\$0.00	\$	
									Grant Subtotal:	\$	
									Voucher Total:	\$	

Voucher Comments:

and support documents

DRGR Voucher Report

Voucher Number: 169890 Voucher Created For: Denver01, CO Created by: T001GR T001GR Creation Date: 01/11/2012 Print Date: 01/11/2012

Line Item #	Grant #	Grantee Activity #	Activity Type	Responsible Organization	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date	Payment Code	Paid Date
1	B-08-MN-99-0103	NSP1-Admin	Administration	City and County of Denver-BHS	Admin	PROGRAM FUND	\$ 10,000.00	Open	01/11/2012		
2	B-08-MN-99-0103	NSP1-B A/R SF DAH LH25	Rehabilitation/reconstruction of residential structures	Denver Affordable Housing	Acq/Rehab Single-Family LH25	PROGRAM FUND	\$ 25,000.00	Open	01/11/2012		
3	B-08-MN-99-0103	NSP1-B A/R SF DAH LH25	Rehabilitation/reconstruction of residential structures	Denver Affordable Housing	Acq/Rehab Single-Family LH25	PROGRAM INCOME	\$ 100,000.00	Open	01/11/2012		
4	B-08-MN-99-0103	NSP1-B A/R MF DHH LH25	Rehabilitation/reconstruction of residential structures	Greater Denver Housing Help	Acq/Rehab Multifamily LH25	PROGRAM FUND	\$ 10,000.00	Open	01/11/2012		

1

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

Voucher Support Documents

Voucher Item: **Supporting Documents**

DRAWDOWN
Maintain Supporting Documents

Return to Search Voucher | Download PDF

Voucher #: 470954
Voucher Created for: ICF Incorporated

Select All	Line Item #	Grant#	Grantee Activity #	Responsible Organization	Activity Type
<input type="checkbox"/>	1	C-14-TA-VA-0011	ICF-O-14-042 HOME Notices Webinars	ICF International	TA Web-based learning/webinar
<input checked="" type="checkbox"/>	2	C-14-TA-VA-0011	ICF-O-14-049 - MTW Expansion Trainings	ICF International	TA Web-based learning/webinar

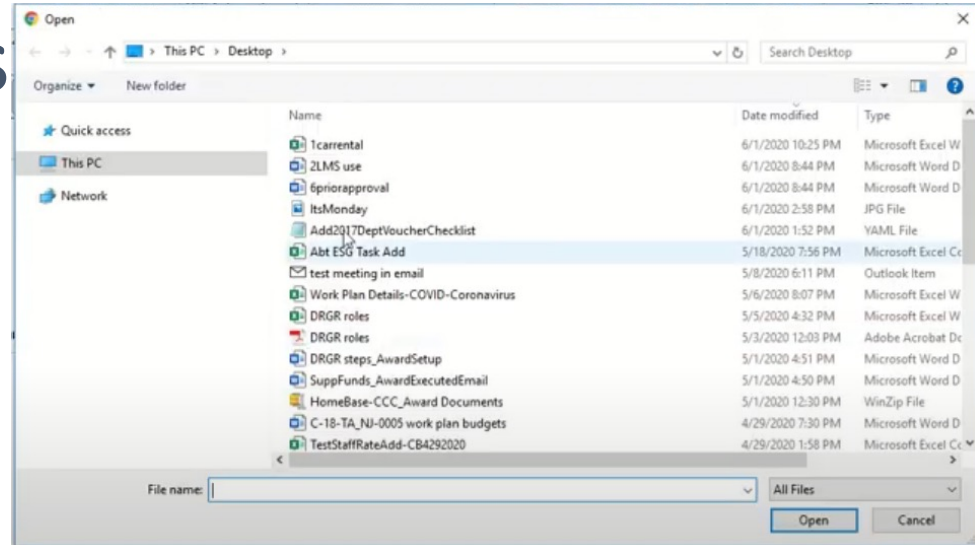
Attach | Submit Supporting Documents | Undo Submit | Save Supporting Documents

Display Supporting Documents by:

Line Item View

Documents View

Submit Supporting Documents to HUD Comments:



Select All	Line Item #	Grant#	Grantee Activity #	Responsible Organization	Activity Type
<input type="checkbox"/>	1	C-14-TA-VA-0011	ICF-O-14-042 HOME Notices Webinars	ICF International	TA Web-based learning/webinar
<input checked="" type="checkbox"/>	2	C-14-TA-VA-0011	ICF-O-14-049 - MTW Expansion Trainings	ICF International	TA Web-based learning/webinar

Attach | Submit Supporting Documents | Undo Submit | Save Supporting Documents

Display Supporting Documents by:

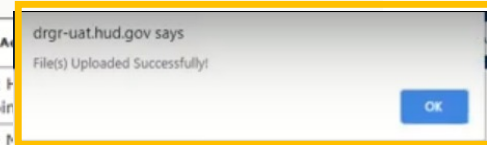
Line Item View

Item Number	File Name
2	2LMS use.docx X

Documents View

Submit Supporting Documents to HUD Comments:

Add comments



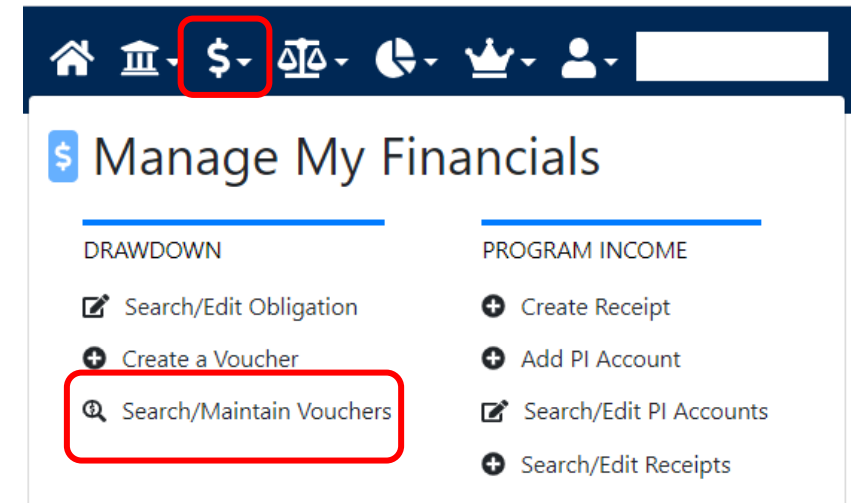
Voucher Support Documents - Examples

<u>Job Title</u>	<u>Employee Name</u>	<u>Incur Date</u>	<u>Billed Hours/Qty</u>	<u>Amount</u>	<u>Total Billed Amount</u>
HUD - EPGP - Staff Attorney	Arendelle, Elsa O	4/4/2022	8.0000	35.00	280.00
HUD - EPGP - Staff Attorney	Arendelle, Elsa O	4/5/2022	6.0000	35.00	210.00
HUD - EPGP - Staff Attorney	Arendelle, Elsa O	4/6/2022	8.0000	35.00	280.00
HUD - EPGP - Staff Attorney	Arendelle, Elsa O	4/7/2022	9.0000	35.00	315.00
HUD - EPGP - Staff Attorney	Arendelle, Elsa O	4/8/2022	8.0000	35.00	280.00
HUD - EPGP - Staff Attorney	Arendelle, Elsa O	4/11/2022	6.0000	35.00	210.00
HUD - EPGP - Staff Attorney	Arendelle, Elsa O	4/12/2022	8.0000	35.00	280.00
HUD - EPGP - Staff Attorney	Arendelle, Elsa O	4/13/2022	5.0000	35.00	175.00
HUD - EPGP - Paralegal	Snow, Olaf F	4/4/2022	8.0000	22.00	176.00
HUD - EPGP - Paralegal	Snow, Olaf F	4/5/2022	8.0000	22.00	176.00
HUD - 3DCP - Paralegal	Snow, Olaf F	4/6/2022	4.2500	22.00	93.50
HUD - 3DCP - Paralegal	Snow, Olaf F	4/7/2022	6.0000	22.00	132.00
HUD - 3DCP - Paralegal	Snow, Olaf F	4/8/2022	8.0000	22.00	176.00
HUD - 3DCP - Paralegal	Snow, Olaf F	4/11/2022	1.5000	22.00	33.00
HUD - 3DCP - Paralegal	Snow, Olaf F	4/12/2022	6.0000	22.00	132.00

<u>Object Class</u>	<u>Current Period</u>
-Salary & Wages	\$5,260.11
Fringe	\$2,105.10
Overhead	\$3,224.49
Meetings & Conferences	\$0.00
Other Expenses	\$0.00
Professional Services	\$0.00
Travel	\$0.00
Sum of Billed Amount	Customer Invoice Document
Spend Category	Worker
Supplier	Initiating Spend Transaction
Customer Invoice: CINV-001116	
<u>Allocated Benefits - Projects</u>	2,105.10
<u>Allocated OH - Projects</u>	3,224.49
Salaries and Wages - General	
Ayate T... (102474)	2,266.68
Laurie S... (100353)	415.43
Rachel G... (100782)	2,578.00
Stephany R... (100492)	
Salaries and Wages - General Total	5,260.11

Approve Vouchers – Overview

- After the Voucher has been created and submitted to Draw Approver, Draw Approver will:
 1. Find the voucher
 - All users can Search for Voucher.
 - Search by Status.
 2. Approve Voucher
 - Must have Draw Approval role to approve.
 - Approve / Reject entire voucher.
 - Approve / Reject on line item basis.
 - Provide comments for approval or rejection.



Approve Vouchers – Step 1: Find Voucher

- After searching for vouchers using search fields, results are displayed.
- Click “Maintain” on any voucher line item to open the entire voucher on which that line item appears.
- TIP: Search using Grant Number and Line Item Status to narrow results.

Drawdown

Search for Vouchers

[Help?](#)

Search Criteria

Voucher #:

Grant #: B-08-MN-99-0103 ▼

Line Item Status: Select ▼

Earliest Creation Date: [Select Date](#)

Grantee Activity #:

Fund Type: Select ▼

Transaction Type: Select ▼

|

Results Page 1 of 1 (5 voucher line items found)

Voucher #	Line Item #	Creation Date	Grant #	Grantee Activity #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status	Action
169890	1	01/11/2012	B-08-MN-99-0103	NSP1-Admin	City and County of Denver-BHS	PROGRAM FUND	Payment	\$10,000.00	Open	Maintain
169890	2	01/11/2012	B-08-MN-99-0103	NSP1-B A/R SF DAH LH25	Denver Affordable Housing	PROGRAM FUND	Payment	\$25,000.00	Open	Maintain
169890	3	01/11/2012	B-08-MN-99-0103	NSP1-B A/R SF DAH LH25	Denver Affordable Housing	PROGRAM INCOME	Payment	\$100,000.00	Open	Maintain
169890	4	01/11/2012	B-08-MN-99-0103	NSP1-B A/R MF DHH LH25	Greater Denver Housing Help	PROGRAM FUND	Payment	\$10,000.00	Open	Maintain
169890	5	01/11/2012	B-08-MN-99-0103	NSP1-B A/R MF DHH LH25	Greater Denver Housing Help	PROGRAM INCOME	Payment	\$25,000.00	Open	Maintain

Approve Vouchers – Step 2: Approve Voucher

- Necessary Role: Draw Approver

Drawdown

Maintain Voucher [Help?](#)

Voucher #: 169890 **Created By:** T001GR

Voucher Created for: Denver01, CO **Creation Date:** 01/11/2012

Approve or Reject all at once.

Approve, Reject, or View per voucher 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 (mm/dd/yyyy)	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 (mm/dd/yyyy)	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 (mm/dd/yyyy)	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 (mm/dd/yyyy)	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 (mm/dd/yyyy)	Approve Reject View
Voucher Open Total:								\$170,000.00			

Grantee Approver Comments:

| |

Voucher Comments:

View Voucher Line Items

- By clicking View, voucher information is displayed.
- Users can also view voucher line items on Shared Global Finance Reports F44 or F45.

Drawdown

View Voucher Line Item [Help?](#)

Return to Search Voucher Return to Maintain Voucher

Voucher Created For: Denver01, CO Voucher # / Line Item #: 169890/2 Grant #: B-08-MN-99-0103 Transaction Type: Payment

Created By: T001GR
Creation Date: 01/11/2012

DRGR Information
DRGR Status: Rejected
Batch #:
Batch Date:
LOCCS Control #:
LOCCS Status: Blank
LOCCS Pay Code Description:

LOCCS Confirmation Information
Confirm Batch #:
Confirm Batch Date:
Confirmation Code:
Pay Method:
Payment Date:
Schedule #:
Reschedule:
Effective Date:

LOCCS Update
Batch Updated By: T001GA
Date Updated: 2012-01-11 11:58:40.0
Special Remarks:

Line Item

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date
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	Rejected	2012-01-11

Revision Reason History:

Revision Comment History:

Grantee Approver (T001GA - T001GA T001GA) Comments:
(None)

HQ Approver Comments:
(None)

Return to Search Voucher Return to Maintain Voucher

The screenshot shows the 'Data Analytics' dashboard. A yellow box highlights the 'Reports' link in the top navigation bar. Below it, another yellow box highlights the 'DRGR Analytics' folder icon. A third yellow box highlights the 'Shared Reports' link in the main navigation bar. A red arrow points from the 'Shared Reports' link to the 'Global Finance' report card in the 'Shared Reports' section. The 'Global Finance' report card shows the owner as Administrator and the modified date as 11/2/21 11:42:06 AM.

Voucher Corrections

- Corrected on a line item basis.
- Users can make multiple line item corrections at one time.
- Voucher Status will determine which function to use.
- Three options:
 1. Revoke Approval
 2. Cancelling a Voucher Line Item
 3. Revising A Voucher Line Item

Voucher Corrections

Drawdown

Maintain Voucher

[Help](#)
[Return to Search Voucher](#)

Voucher #:
169651

Created By:
T001GR

Voucher Created for:
Denver1, CO

Creation Date:
08/23/2011

Voucher line item status and fund type will determine the available options for each line item

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
1	B-08-DN-99-0013	NSP1-01 LB	City and County of Denver-BHS	Land Banking - Acquisition (NSP Only)	Land Banking	PROGRAM FUND	\$6,000.00	\$10,000.00	Approved	08/23/2011	Cancel View
2	B-08-DN-99-0013	NSP1-03 Redevelopment	City and County of Denver-BHS	Construction of new housing	Redevelopment 525 California	PROGRAM INCOME	\$20,000.00	\$5,000.00	Approved	08/23/2011	Revise Cancel View
3	B-08-DN-99-0013	NSP1-02 AR SF DAH	Denver Affordable Housing	Rehabilitation/reconstruction of residential structures	Acq/Rehab Single Fam Denver Affordable Housing	PROGRAM FUND	\$67,000.00	\$15,000.00	Approved	08/23/2011	Cancel View
Voucher Approved Total:								\$30,000.00			

[Return to Search Voucher](#)

Voucher Corrections – Revising Vouchers

- Grantee may need to revise a voucher for numerous reasons:
 - Voucher not created for the correct Activity.
 - Error in accounting and costs need to be moved to another Activity.
 - HUD deemed costs ineligible.
- Grantee has two options:
 1. Revise original voucher to an activity with an eligible cost.
 2. Wire funds back to LOCCS.

Contact your GTR before wiring funds back. Once the funds are processed by LOCCS, a collection voucher will appear in DRGR. The grantee must then revise the collection voucher to the activity where the original draw took place.

Voucher Corrections – Revising Vouchers

- Roles
 - To revise: Draw Requester
 - To approve the revisions: Draw Approver
- Conditions
 - Both activities funded from same grant
 - Both activities have the status 'Underway'
 - Destination activity has sufficient balance (budget and obligation)
 - Neither activity is blocked
- Total amount of voucher does not change; only the amount charged to each activity changes.

Voucher Corrections – Revising Vouchers

Revise Voucher Line Item

[Help?](#)

Updated: 2022-01-11 12:22:59.0

Special Remarks:

Effective Date:

Line Item

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date
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	Approved	2012-01-11

Move Funds to Activities

Delete	Activity # / Activity Title / Available Amount	Amount
<input type="checkbox"/>	NSP1-B A/R MF DHH LMMI / Acq/Rehab Multifamily LMMI / \$500,000.00	\$ 5000
<input type="checkbox"/>	<--Select-->	\$ 0

Add Activity

Delete Activity

Recalculate Balance

Total Funds moved to other activities: \$ 5000.00

Balance Remaining on Activity # NSP1-B A/R MF DHH LH25: \$ 20000.00

*Revision Reason:

<--Select-->

Enter Reviser Comment:

Text area for entering reviser comment.

Revision Reason History:

Users select Revision Reason and add comments to explain reason for revision.

TIP! Use Shared Global Finance Reports F67, F68, or F69 to confirm destination budget amounts are sufficient.

The screenshot shows the 'Data Analytics' dashboard. Under the 'ANALYTICS' section, the 'Reports' link is highlighted with a yellow box. Below this, the 'DRGR Analytics' section is visible, listing reports like 'Global Admin' and 'Global Finance'. The 'Global Finance' report is highlighted with a yellow box and a red arrow pointing from the tip text.

Voucher Corrections – Revising Vouchers

Drawdown

Maintain Voucher

[Help?](#)

• Voucher line item revised successfully

|

Voucher #: 218543

Created By:

Voucher Created for: CLODBURST CONSULTING GROUP

Creation Date: 02/25/2013

--FROM INVOICE--

Line Item #	Award#	Grantee Work Plan #	Responsible Organization	Work Plan Type	Work Plan Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Invoice	Invoice Status	Action
1	C-10-TA-MD-0003	1082-100	Cloudburst Consulting Group, Inc	Administration	Administration	PROGRAM FUND		Revised		02/28/2013	C-10-TA-MD-0003 - 1082-100		
Voucher Revised Total:													
2	C-10-TA-MD-0003	1082-100	Cloudburst Consulting Group, Inc	Administration	Administration	PROGRAM FUND		Revised Pending Approval	1	02/28/2013			
3	C-10-TA-MD-0003	1082.601	Cloudburst Consulting Group, Inc	TA -Direct TA (practitioner support)	OneCPD ER ? Scenario-Based Learning	PROGRAM FUND		Revised Pending Approval	1	02/28/2013			
Voucher Revised Pending Approval Total:													

Voucher Number: 218543 **Voucher Created For:** CLODBURST CONSULTING **Print Date:** 01/16/2014
Created by: **Creation Date:** 02/25/2013

Line Item #	Award #	Grantee Work Plan #	Work Plan Type	Responsible Organization	Work Plan Title	Fund Type	Drawdown Amount	Line Item Status	Revised From Line Item #	Submission Date	Payment Code	Paid Date
1	C-10-TA-MD-0003	1082-100	Administration	Cloudburst Consulting Group, Inc	Administration	PROGRAM FUND		Revised		02/28/2013	P00	03/01/2013
Voucher Revised Total:												
2	C-10-TA-MD-0003	1082-100	Administration	Cloudburst Consulting Group, Inc	Administration	PROGRAM FUND		Revised Pending Approval	1	02/28/2013	P00	03/01/2013
3	C-10-TA-MD-0003	1082.601	TA -Direct TA (practitioner support)	Cloudburst Consulting Group, Inc	OneCPD ER ? Scenario-Based Learning	PROGRAM FUND		Revised Pending Approval	1	02/28/2013	P00	03/01/2013
Voucher Revised Pending Approval Total:												

Voucher revisions show the voucher line item from which the revision originated.

Home

Manage My Grants

Manage My
Financials

Manage My Compliance

Administration

Data Analytics

My Profile

QPRs

Add, Edit, Submit | Grant Level | Activity Level | Addresses

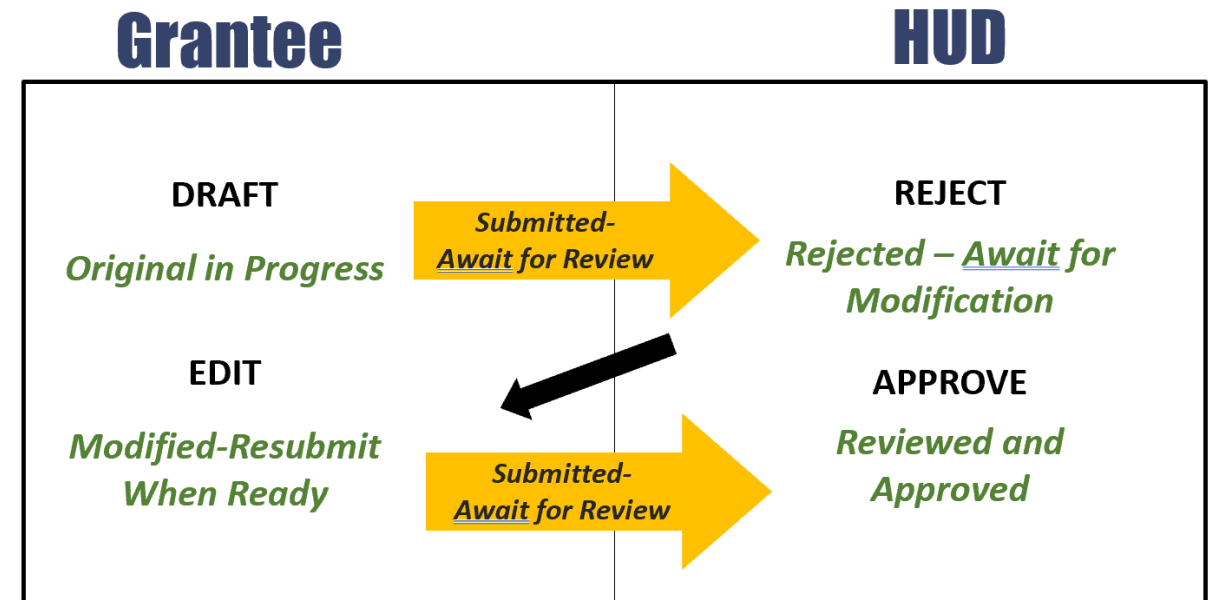
Quarterly Performance Report (QPR) – Overview

- Purpose: Report progress for calendar quarter by:
 - Displaying financial data entered in the Financial Module.
 - Detailing, in narrative format, activities and accomplishments of the grant as a whole and per activity.
 - Uploading client-level data of cases closed during the quarter.
- HUD role
 - Approve or reject the QPR in a timely manner.
 - Provide and share comments with grantees (as needed).

TIP! See Section II.37 of the Grant Terms & Conditions for required QPR content

Quarterly Performance Report (QPR) – Overview

- QPR cannot be submitted if Action Plan is not “Reviewed and Approved.”
- Any change will trigger the Action Plan to switch to modified status:
 - Projects added
 - Activities added
 - Budgets changed
 - Minor narrative revisions



- Submit changes to Action Plan in advance of QPR due dates to allow time for review and approval.
- Action Plan data in the QPR (e.g. budgets) is based on the last “Reviewed and Approved” Action Plan, even if changes are made after the quarter ended.
- The QPR reflects financial data for that quarter and cumulative totals.

Quarterly Performance Report (QPR) – Data Sources

ACTION PLAN	Project Number and Title Activity Number and Title Activity Budget Activity Description and Location Activity Type and National Objective Performance goals
DRAWDOWN	Grant Fund obligations Grant Fund and Program Income (PI) draws completed Program Income Received
QPR	Activity Beneficiaries Assisted Performance Accomplishments Expenditures Match Contribution

Some data in QPRs is fed from the action plan

Some data is a snapshot from the financial module

Other data is manually entered

Draws and expenditures will also be reflected on the SF 425

Quarterly Performance Report (QPR) – Overview

- Grantees are expected to report on each activity every quarter.
 - Report financial and performance updates each quarter.
 - Describe status of activity or obstacles encountered if no action was taken during the quarter.
- Accomplishments
 - QPR will show all ‘projections’ from the Action Plan.
 - Enter ‘actuals’ for cases closed during the quarter.
- Financial: all data pulled from the Financial Module EXCEPT:
 - MID Expenditures. **(IGNORE - FOR DISASTER GRANTEEES ONLY)**
 - Expenditures.
 - Matching Funds.

QPR – Steps to Complete

Data Entry Steps for Submitting QPRs include:

- Provide Overall Narrative.
- Add accomplishments for individual activities.
- Provide Activity Level Progress Narratives
- Upload required data
- Use Review Tools for quality assurance.
- Add Submission Comments.
- Click Submit! (User must have Submit QPR role)
- Tell your story! (Put notes, as needed, to avoid returned QPRs)

QPR – Elements to Include

1. Quarterly narrative report:

- ✓ activities undertaken, obstacles encountered, solutions achieved, and accomplishments
- ✓ quantitative summary of clients served, services provided, and outcomes for cases closed during the quarter, as measured by the HUD Form 52698 Client Services and Outcomes Report
- ✓ Submit as attachments: Contracts, training materials, protocols, rosters (description) of persons trained, outreach and educational materials prepared, policies for allocating services, and other significant products developed to implement, analyze, or control the project or disseminate information

2. Client activity report:

- ✓ **Submit as an attachment!**
- ✓ This is an Excel spreadsheet detailing client-level data from the HUD Form 52698 Client Services and Outcomes Report for cases closed during the calendar quarter

3. Federal Financial Report SF 425

- ✓ **This form is generated by DRGR!**
- ✓ Include schedule of achievements and deliverables as a comment or attachment.

Accessing Performance Report features

1. Begin in the Manage My Grants Module



Manage My Grants

ACTION PLANS

- + Add Action Plan
- ✍ Manage Action Plan
- 👁 View Action Plan
- 📄 Download Action Plan
- 🔍 Search Action Plans
- ✂ Review Tools
- 🔍 Lookup Consolidated Plans

PROJECTS

- + Add Project
- 🔍 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

2. From the menu, select Manage Performance Report to begin reporting in QPR.

Ignore Address Function – this is for other grant programs









Access QPR

Manage Performance Reports

[Back](#)

Grant Number:	B-11-DN-22-0001	LOCCS Authorized Amount:	\$5,000,000.00
Grantee Name:	Louisiana	Grant Award Amount:	\$5,000,000.00
Appropriation Code:	2011 NSP3	Total Estimated PI/RL Funds:	\$0.00
Action Plan Status:	 Submitted - Await for Review	Total Budget:	\$5,000,000.00
Grant Status:	Active		

Reports by Reporting Period 29

Reporting Period	Due Date	Original Submission Date	Latest Submission Date	Report Status	Final Performance Report	Actions
01/01/2020 - 03/31/2020	04/30/2020	---	---	Original - In Progress		 
10/01/2019 - 12/31/2019	01/30/2020	---	---	Original - In Progress		 
07/01/2019 - 09/30/2019	10/30/2019	08/30/2019	08/30/2019	Reviewed and Approved		  
04/01/2019 - 06/30/2019	07/30/2019	08/13/2019	08/13/2019	Reviewed and Approved		

On the Manage Performance Reports page, reports will be listed by quarter.

These icons allow users to Download the QPR, Edit the QPR, and access the Review Tools. Choose the Edit option (pencil icon) to begin editing the QPR.

Manage Performance Report Page

Disaster Recovery Grant Reporting System B-11-DN-22-0001

Manage Performance Report Back View Report Download Report

Grant Number:	B-11-DN-22-0001	LOCCS Authorized Amount:	\$5,000,000.00
Grantee Name:	Louisiana	Grant Award Amount:	\$5,000,000.00
Appropriation Code:	2011 NSP3	Total Estimated PI/RL Funds:	\$0.00
Action Plan Status:	✔ Submitted - Await for Review	Total Budget:	\$5,000,000.00
Grant Status:	Active		
Contract Start Date:	03/10/2011	Report Start Date:	01/01/2020
Contract End Date:		Report End Date:	03/31/2020
Report Status:	✔ Original - In Progress	Report Contact:	Edit

[Financials](#) | [Details](#) | [Narratives](#) | [Documents](#) | [Measures](#) | [Activities](#) | [History](#) | [Upload](#)

Financials
Overall Progress Metrics

Select Edit to modify contact information.

Navigate each Tab to view summary information for the quarter and enter reporting information. Most of your work will be done in the Activities tab to report on individual activities.

Grant Level and Activity Level Reporting

Report on the overall grant progress and per activity (with progress or lack thereof).

Add the Overall Progress Narrative in the Narrative tab.

Report on each Activity through the Activities tab.

Disaster Recovery Grant Reporting System | B-16-DL-22-0001

Manage Performance Report

Grant Number: B-16-DL-22-0001
 Grantee Name: Louisiana
 Appropriation Code: 2016 LTW
 Action Plan Status: ✔ Modified - Resubmit When Ready
 Grant Status: Active

LOCCS Authorized Amount: \$1,708,407,000.00
 Grant Award Amount: \$1,708,407,000.00
 Total Estimated PI/RL Funds: \$0.00
 Total Budget: \$1,708,407,000.00

Contract Start Date: 04/04/2017
 Contract End Date:
 Report Status: ✔ Original - In Progress

Report Start Date: 10/01/2020
 Report End Date: 12/31/2020
 Report Contact:

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[Financials](#) [Details](#) **[Narratives](#)** [Documents](#) [Measures](#) [Activities](#) [History](#) [Upload](#)

Progress Narratives

* Overall Progress Narrative [Edit](#)

Disaster Recovery Grant Reporting System | X-20-R-8-15540

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 Status: ✔ Original - In Progress

Report Start Date: 10/01/2020
 Report End Date: 12/31/2020
 Report Contact:

[Back](#) [View Report](#) [Download Report](#)

[Financials](#) [Details](#) [Narratives](#) [Documents](#) [Measures](#) **[Activities](#)** [History](#) [Upload](#)

Activity Reports

Search Criteria ▾

Grantee Activity Number: Activity Title:

Activity Level Reporting

Manage Performance Report—Activity

[Back](#)

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

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Performance Measures

Benefit Reporting Performance

Benefit Report Type:
Housing Units:

Direct Benefit - HH - Renter/Owner
Housing Units - Single/Multi Family

Activity Level Reporting – Accomplishments and Beneficiaries

- From the Measures tab, select Edit links to add information on Accomplishments
Tell your story!

Remember: Only submit income categories in performance measure section. Only fill out TOTAL in beneficiary section

Financials
Narratives
Documents
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Addresses

Performance Measures

Benefit Reporting Performance

Benefit Report Type: Direct Benefit - Persons
 Benefit Report Type: Direct Benefit - HH - Renter/Owner
 Housing Units: Housing Units - Single/Multi Family

Accomplishments

[Edit](#)

Performance Measure	Projected	This Report Period	To Date
# of Elevated Structures	10	0	0
# of Linear feet of Public Improvement	10	0	0
# of Linear miles of Public Improvement	10	0	0
# of cable feet of public utility	10	0	0
Activity funds eligible for DREF (Ike Only)	10	0	0

Performance Measure	Projected	This Report Period	To Date
# of Housing Units	10	0	0
# of Multifamily Units	7	0	0
# of Singlefamily Units	3	0	0

Beneficiaries

[Edit](#)

Performance Measure	Projected Total	Projected Low	Projected Mod	This Report Period Total	This Report Period Low	This Report Period Mod	To Date Total	To Date Low	To Date Mod
# Owner Households	5	2	3	0	0	0	0	0	0
# Renter Households	5	3	2	0	0	0	0	0	0
# of Households	10	2	8	0	0	0	0	0	0
# of Persons	1	1	0	0	0	0	0	0	0

Performance Measure	Projected Total	Projected Low	Projected Mod	This Report Period Total	This Report Period Low	This Report Period Mod	To Date Total	To Date Low	To Date Mod
No Results Found									

Race/Ethnicity

Direct Benefit (Households)—This Report Period	Owner Total	Owner Hispanic/ Latino	Renter Total	Renter Hispanic/Latino	Household Total	Household Hispanic/Latino
No Results Found						

Direct Benefit (Households)—To Date	Owner Total	Owner Hispanic/ Latino	Renter Total	Renter Hispanic/Latino	Household Total	Household Hispanic/Latino
No Results Found						

Activity Level Reporting – Accomplishments

- Remember that you'll only have the option to report on accomplishments that were proposed in your Action Plan Activity set up.

Edit Accomplishments
✕

Enter the values and click save.

Performance Measure	Projected	This Report Period	To Date
# of Elevated Structures	10	<input type="text" value="0"/>	0
# of Linear feet of Public Improvement	10	<input type="text" value="0"/>	0
# of Linear miles of Public Improvement	10	<input type="text" value="0"/>	0
# of cable feet of public utility	10	<input type="text" value="0"/>	0
Activity funds eligible for DREF (Ike Only)	10	<input type="text" value="0"/>	0

Performance Measure	Projected	This Report Period	To Date
# of Housing Units	10	<input type="text" value="0"/>	0
# of Multifamily Units	7	<input type="text" value="0"/>	0
# of Singlefamily Units	3	<input type="text" value="0"/>	0

Cancel
Save

Activity Level Reporting – Beneficiaries

- Enter beneficiaries in TOTAL column only then by race and ethnicity.
- For Beneficiary information, the total must be entered manually to capture middle income households, which do not have their own column.

Edit Beneficiaries
✕

Enter the values and click save.

Beneficiaries

Performance Measure	Projected Total	Projected Low	Projected Mod	This Report Period Total	This Report Period Low	This Report Period Mod	To Date Total	To Date Low	To Date Mod
# Owner Households	5	2	3	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	0
# Renter Households	5	3	2	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	0
# of Households	10	2	8	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	0
# of Persons	1	1	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	0

Race/Ethnicity

+ Add Another Race by Household

Direct Benefit (Households)—This Report Period	Owner Total	Owner Hispanic/Latino	Renter Total	Renter Hispanic/Latino	Household Total	Household Hispanic/Latino
--Select--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Direct Benefit (Households)—To Date	Owner Total	Owner Hispanic/Latino	Renter Total	Renter Hispanic/Latino	Household Total	Household Hispanic/Latino
--Select--						

Cancel Save

Activity Level Reporting – Attachments

- Program materials and policies
- Client activity spreadsheet
- Schedule of achievements and deliverables

Manage Performance Report—Activity

[← Back](#)

Activity Number:	65FDFM6401	Activity Title:	Public Improvement Cost Share AREA LMI
Project Number/Title:	3098	Activity Type:	Rehabilitation/reconstruction of a public improvement
Appropriation Code:	2016 LTW	National Objective:	Low/Mod
Grant Number:	B-16-DL-22-0001	Performance Report Start Date:	10/01/2020
Activity Status:	Under Way	Performance Report End Date:	12/31/2020
Responsible Organization:	Office of Community Development - Disaster Recovery Unit (Restore La Grants)	Completed Activity Actual End Date:	

[Edit](#)

Financials	Narratives	Documents	Measures	Addresses
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Sample excerpt of client activity report

<u>1a. Client Unique ID</u>	<u>1b. LEP</u>	<u>1c. Gender Identity</u> Female	<u>1c. Gender Identity</u> Male	<u>1c. Gender Identity</u> Transgender	<u>1c. Gender Identity</u> Non-binary	<u>1c. Gender Identity</u> No response	<u>1d. Race</u> White	<u>1d. Race</u> Black or African American	<u>1d. Race</u> American Indian or Alaska Native
0000001	Yes	Yes	No	No	No	No	No	No	Yes
0000002	Yes	No	Yes	No	No	No	No	No	No
0000003	No	Yes	No	Yes	No	No	Yes	No	No
0000004	No	No	No	No	Yes	No	Yes	Yes	No
0000005	No	No	No	No	No	Yes	No	Yes	No
0000006	Yes	Yes	No	No	No	No	No	No	No
0000007	No	No	Yes	No	No	No	No	No	No
0000008	Yes	Yes	No	Yes	No	No	Yes	No	Yes
0000009	No	No	No	No	Yes	No	No	Yes	Yes
0000010	No	No	No	No	No	Yes	No	No	No

Activity Level Reporting – Expenditures

- Most information on the Financials tab is summary information about financial progress to date and during the quarter.
- Grantees will enter expenditure data for the activity overall
- Ignore amounts expended in the Most Impacted and Distressed Areas – DISASTER ONLY

Manage Performance Report—Activity

[← Back](#)

Activity Number:	65DFDM6401	Activity Title:	Public Improvement Cost Share AREA LMI
Project Number/Title:	3098	Activity Type:	Rehabilitation/reconstruction of a public improvement
Appropriation Code:	2016 LTW	National Objective:	Low/Mod
Grant Number:	B-16-DL-22-0001	Performance Report Start Date:	10/01/2020
Activity Status:	Under Way	Performance Report End Date:	12/31/2020
Responsible Organization:	Office of Community Development - Disaster Recovery Unit (Restore La Grants)	Completed Activity Actual End Date:	

[Edit](#)

Financials

Narratives

Documents

Measures

Addresses

Overall

Overall	This Report Period	To Date
Total Projected Budget From All Sources	\$0.00	\$2,000,000.00
Total Budget	\$0.00	\$2,000,000.00
Total Obligated	\$0.00	\$2,000,000.00
Total Funds Drawn	\$55,365.62	\$85,225.23
Program Funds Drawn	\$55,365.62	\$85,225.23
Program Income Drawn	\$0.00	\$0.00
Program Income Received	\$0.00	\$0.00
Total Funds Expended	\$0.00	\$29,859.61
HUD identified Most Impacted and Distressed Expended	\$0.00	\$0.00
Other Funds	\$0.00	\$0.00
Match Funds	\$0.00	\$0.00
Non-Match Funds	\$0.00	\$0.00

Funds Expended

Overall	This Report Period	To Date
Office of Community Development - Disaster Recovery Unit (Restore La Grants)	\$0.00	\$29,859.61

[Edit](#)

HUD identified Most Impacted and Distressed Expended

Overall	This Report Period	To Date
Total HUD identified Most Impacted and Distressed Expended	\$0.00	\$0.00

Other Funds

No Results Found

[Edit](#)

QPR – SF-425 Report

- Submittal of QPR = Submittal of SF-425 Report
- Enter/confirm SF-425 data on the Edit QPR screen (more info in Reports Module)!

Section Title	Metrics Name	Metrics Value	Adjusted Value
SF-425: Federal Cash			
	10a: Cash Receipts	\$3,111,728,779	
	10b: Cash Disbursements	\$3,105,000,000	
	10c: Cash on Hand	\$1,242,000,000	
SF-425: Program Income			
	10l: Total Federal program income	\$2,484,000,000	
	10n: Program income expended in :	\$3,726,000,000	
	10o: Unexpended program income	\$4,347,000,000	
Misc			
	Number of Applications	100	

SF425 Comments:

Metrics is data from draws and expenditures. Grantees can adjust data through ADJUSTED VALUE columns

TIP! Include schedule of milestones achieved/deliverables submitted in comments or as an attachment.

QPR – Submission

- Once all the edits/additions to the QPR have been completed, Grantees must submit the QPR to HUD for review and approval.
- Must have the Submit QPR role
- Enter Submission Comments before submitting the QPR to HUD (not viewable on PDFs from DOWNLOAD QPR).
- Once entered, the Grantee Submission Comments will appear on the Review Tools display for both HUD and grantee users.

The screenshot displays a web form with two text input areas. The top area is titled "QPR Submission Comments:" and is currently empty. The bottom area is titled "*Overall Progress Narrative" and is also empty. Both areas have a light gray background and a thin border. The top area has a vertical scrollbar on the right side.

QPR – Submission

Prior to submitting the QPR, review the following:

- Make sure Action Plan is Reviewed and Approved.
- Are you in compliance with funding restrictions?
- Did you upload necessary attachments, including client activity report?
- Did you use the Review Tools?
- Is Overall Progress Narrative sufficient to explain the progress, or lack of progress?
- When reviewed as a whole, does QPR provide HUD enough information to show sufficient progress?
- Did you enter all performance measures?

QPR – Submission – Deadlines

- First QPR is due: 30 days after the first calendar quarter ends following grant agreement execution.
- Failure to submit timely QPRs will result in not having vouchers approved by HUD for payment until the report is submitted!
- If a QPR has been rejected, the grantee must promptly remedy the issue and resubmit.
- HUD QPR review is due within 30 days of QPR submission.

QPR – Review

- Direct relationship between Action Plan and QPR:
 - Only selections in the Action Plan will appear in the QPR.
 - Action Plan must be Reviewed and Approved to submit QPR.
- QPRs are crucial for showing progress – both financial and performance!
- HUD uses this data for research and demonstration purposes and to provide information to Congress about program progress
- Timing
 - Due 30 days after the end of the quarter.
 - Do not be late in submission!
 - Plan out timing for changes to Action Plan.

DRGR Resources – HUD Exchange



HUD EXCHANGE
Secretary Ben Carson

[My HUD Exchange](#)[Programs](#) ▾[Resources](#) ▾[Trainings](#)[Program Support](#) ▾

DRGR Guides, Tools, and Webinars

Guides, tools, webinars, and other resources are provided to assist grantees and program partners in designing and implementing their programs.

[View DRGR Guides, Tools, and Webinars](#)[View DRGR Data Upload Templates](#)

MicroStrategy Guides, Tools, and Webinars

Guides, tools, webinars, and other resources are provided to assist grantees and program partners with navigating and utilizing MicroStrategy.

[View MicroStrategy Guides, Tools, and Webinars](#)

DRGR Fact Sheets

Information and Fact Sheets for the latest DRGR releases.

[View DRGR release information and fact sheets](#)

DRGR Public Data Portal

View publicly available MicroStrategy financial and performance data for multiple appropriations.

[View the Public Data Portal](#)

Help Desk

Ask a Question: DRGR users should submit questions through [Ask a Question](#). TA providers will provide help with basic DRGR questions and troubleshooting. When submitting questions, indicate the urgency of your request and if you prefer to receive a response via phone or email. For users having problems with error messages, please include the error message, identify grant and activity numbers, and provide screenshots of actions that lead to the error message.

Password Resets: DRGR users that receive the error message “you cannot access your account because you have exceeded your login attempts” or cannot access DRGR due to password issues, should contact the HITS Help Desk at 1-888-297-8689 (Option 9). Have your USER ID and PIN ready.

Session Resets: DRGR users that receive the error message “you are already logged into DRGR, please wait 30 minutes” should wait 30 minutes and try to login again. If the error

Resources

- Password Resets
 - HITS Help Desk @ 1-888-297-8689 option 9.
 - TIP: Be ready to provide your user ID and PIN to the Help Desk staff. Please keep track of the service desk ticket # they provide you.
- Session Resets
 - Send email to DRGR_Help@hud.gov
 - Subject line: Session Reset; Include user ID
- Missing information in LOCCS (TIN or Bank Routing Information)
 - Talk with your HUD Representatives!

Resources

- HUD Exchange Frequently Asked Questions (FAQ)
 - <https://www.hudexchange.info/resource/134/drgr-knowledgebase-faqs/>
- HUD Exchange DRGR User Manual
 - <https://www.hudexchange.info/programs/drgr/guides/>
- DRGR AAQ
 - DRGR Ask-A-Question at: <https://www.hudexchange.info/get-assistance/my-question/>
 - Include screenshots along with a description of actions you are trying to complete in DRGR along with specifics such as grant and activity numbers.