

[Admin](#)

[Action Plans](#)

[Drawdown](#)

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# Disaster Recovery Grant Reporting System Training for DR CDBG Users



# DRGR Reports

The Optional Module  
Standard Reports  
Modifying/Saving Reports  
Public Reports



# Reports

- Purpose:
  - Reports provide a relatively quick and easy way of accessing the most up-to-date information in DRGR related to user accounts, obligations and drawdowns, report status, etc.
- HUD FO:
  - Examine financial information and user account info
  - Determine AP/QPR review status.
- Grantee:
  - Examine financial information and user account info
  - Determine AP/QPR status.

***Which reports you can access will vary based on the type of account you have. It is a purely OPTIONAL module.***

# Accessing Reports

1.  **Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A**  
Project description unavailable
  2.  **Shared Reports**  
Run reports and share reports with others.
  3.  **Public Reports**  
**Owner:** Administrator  
**Modified:** 2/26/11 11:17:07 AM  
Available reports: n/a
- OR
-  **Standard Reports**  
**Owner:** Ivo Djoubrailov  
**Modified:** 2/26/09 4:03:42 PM  
Contains custom defined reports

# Public vs. Standard Reports

- **Public Report:** Interactive charts and graphs showing progress by grants, activity category or grantee projects. Contain any shared reports that can be accessed by all users.
- **Standard Reports:** Data files like spreadsheets used for tracking and quality control often containing data at the activity level. More commonly used by grantees.

# Standard Reports



- Administrative Reports
  - User information
  - Action Plan/QPR status
- Financial Reports
  - Budgets
  - Disbursements
  - Cumulative financial data
- Performance Reports
  - Beneficiary measures



## **Standard Reports**

**Owner:** Ivo Djoubrailov

**Modified:** 2/26/09 4:03:42 PM

Contains custom defined reports

# Standard Reports: Admin



## Admin Rept01a: DRGR Grant Status and CPD Contact

**Owner:** Mark Mitchell

**Modified:** 12/23/10 12:19:31 PM

This report shows grant status, including drawdown and obligation blocks. It also includes CPD contact for each grant.

[Subscriptions](#) [Export](#) [PDF](#)



## Admin Rept02b: Activity Status with Start and End Dates

**Owner:** Mark Mitchell

**Modified:** 12/23/10 12:38:55 PM

Performance data in this report is aggregated measure types so the numbers are not meaningful in themselves. It is only include as an indicator of whether accomplishments were entered or not.

[Subscriptions](#) [Export](#) [PDF](#)



## Admin Rept03b: QPR Exec Summary Progress Narrative

**Owner:** Mark Mitchell

**Modified:** 12/23/10 11:45:42 AM

This report shows the overall progress narrative at the grant level by QPR.

[Subscriptions](#) [Export](#) [PDF](#)



## Admin Rept04b: Grantee DRGR Users with System Role and Certification Status

**Owner:** Mark Mitchell

**Modified:** 12/6/10 3:53:28 PM

This report shows system role and recertification status for grantee users. Grantee admin users must be recertified by CPD representatives and other grantee users are certified by grantee admin users. Recertifications are required every 6 months.

[Subscriptions](#) [Export](#) [PDF](#)



## Admin Rept05: Responsible Organization List

**Owner:** Mark Mitchell

**Modified:** 12/23/10 12:22:30 PM

This organization is a master list of responsible organizations and associated data by grantee.

[Subscriptions](#) [Export](#) [PDF](#)



## Admin Rept02a: Action Plan Review Status

**Owner:** Mark Mitchell

**Modified:** 12/23/10 12:19:17 PM

This report shows whether grant is blocked from drawdowns as well as the date of the last DRGR AP approval and the current status of the DRGR AP.

[Subscriptions](#) [Export](#) [PDF](#)



## Admin Rept03a: QPR Report Status

**Owner:** Mark Mitchell

**Modified:** 12/23/10 12:19:58 PM

This report will only show the status of QPRs that have been added by grant. Grantees must add each QPR as they are due.

[Subscriptions](#) [Export](#) [PDF](#)



## Admin Rept04a: Grantee DRGR Users Account Status

**Owner:** Mark Mitchell

**Modified:** 12/6/10 3:52:14 PM

This is a master list of all grantee DRGR user accounts

[Subscriptions](#) [Export](#) [PDF](#)



## Admin Rept04c: Grantee DRGR Users Access by Grant

**Owner:** Mark Mitchell

**Modified:** 12/6/10 3:53:06 PM

This report will only show users assigned to grants by grantee system administrators. This step must be done when new grantee user accounts or grants are added to DRGR.

[Subscriptions](#) [Export](#) [PDF](#)



## Fin Rept01: Grant Budgets by National Objective - Activity Level

**Owner:** Mark Mitchell

**Modified:** 12/9/10 2:39:57 PM

This report can be used to create a master list of activities for each grant.

[Subscriptions](#) [Export](#) [PDF](#)

# Standard Reports (Admin Rept04b)

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Admin Rept04: USERS - Grantee DRGR Users with System Role and Certification Status

File View Data Format Corporate Last update: 5/10/11 9:27:30 AM

PAGE-BY: State: Louisiana Grantee: State of Louisiana

Data rows: 24 Data columns: 0

User Name	User ID	User Email	Account Status	Recertification Status	Recertification Date	Recertification Approver	System Role
Judith Morris	B50465		Active	Recertified	12/30/2010	B00893	GU Grantee User DD_A Drawdown Approve User
Belinda Olivier	C14638		Active	Recertified	12/30/2010	B00893	GU Grantee User DD_A Drawdown Approve User
John Pearce	B52806		Active	Recertified	12/30/2010	B00893	GU Grantee User
Avia Quebedeaux	B00176		Active	Recertified	12/30/2010	B00893	GU Grantee User DD_R Drawdown Request User
Brian Roberts	B50512		Active	Recertified	12/30/2010	B00893	GU Grantee User
Joseph Rossman	B52805		Active	Recertified	12/30/2010	B00893	GU Grantee User
Anthony Sanchez	B52470		Active	Expired	12/30/2010	B00893	GU Grantee User
Tracy Simmons	B52596		Active	Recertified	12/30/2010	B00893	GU Grantee User

# Standard Reports: Financial (Fin)



## Fin Rept02a: DRAWS - Voucher Status by Line Item - Grant Funds

**Owner:** Mark Mitchell

**Modified:** 5/3/11 8:54:53 AM

This report shows the status, approval dates, and LOCCS submit date for each voucher line item using GRANT FUNDS by project, activity, and responsible organization.

[Subscriptions](#) [Export](#) [PDF](#)



## Fin Rept02b: DRAWS - Voucher Status by Line Item - Program Income

**Owner:** Mark Mitchell

**Modified:** 5/3/11 8:54:52 AM

This report shows the status and approval dates for each voucher line item using program income by project, activity, and responsible organization.

[Subscriptions](#) [Export](#) [PDF](#)



## Fin Rept03: DRAWS - Drawdown Voucher Line Item Status - Grant Funds

**Owner:** Mark Mitchell

**Modified:** 5/3/11 8:54:50 AM

This is a report showing the status and action dates of voucher line items (note: draws before Jan. 1, 2009 are simulated from QPRs) SORTED BY VOUCHER AND ITEM #

[Subscriptions](#) [Export](#) [PDF](#)



## Fin Rept04: DRAWS - Drawdown Voucher Line Item Status by Project - Grant Funds

**Owner:** Denise White

**Modified:** 5/3/11 8:54:51 AM

This is a report showing the status and action dates of voucher line items (note: draws before Jan. 1, 2009 are simulated from QPRs) SORTED BY PROJECT and ACTIVITY #

[Subscriptions](#) [Export](#) [PDF](#)



## Fin Rept05a: CUM - Program Income - Grant Level

**Owner:** Mark Mitchell

**Modified:** 5/3/11 8:54:51 AM

This is a report showing data at the grant level program income disbursements recorded in the drawdown module and program income received across all QPRs (regardless of QPR status)

[Subscriptions](#) [Export](#) [PDF](#)



## Fin Rept05b: CUM - Program Income - Activity Level

**Owner:** Mark Mitchell

**Modified:** 5/3/11 8:54:52 AM

This report shows data at the activity-level: a) grant funds budgeted, b) grant fund obligations and approved grant and program income disbursements recorded in the drawdown module and c) program income received across all QPRs

[Subscriptions](#) [Export](#) [PDF](#)



## Fin Rept06a: CUM - Fin Data - Grant Level

**Owner:** Mark Mitchell

**Modified:** 5/3/11 8:54:51 AM

This report shows grant-level financial data entered or calculated by quarter. It includes grant funds and program income. Grant obligations entered from Jan 09 are updated amounts rather than incremental.

[Subscriptions](#) [Export](#) [PDF](#)



## Fin Rept06b: CUM - Grant Funds Fin Summ - Project Level

**Owner:** Mark Mitchell

**Modified:** 5/3/11 8:54:51 AM

This is a report showing data at the project level from the latest DRGR Action Plan and across all QPRs (regardless of QPR status) SORTED BY STATE, GRANT # and PROJECT #.

[Subscriptions](#) [Export](#) [PDF](#)



## Fin Rept07a: CUM - Grant Funds Financial Summ - Activity Level by Project

**Owner:** Mark Mitchell

**Modified:** 5/3/11 8:54:50 AM

This is a report showing data at the activity level from the latest DRGR Action Plan and across all QPRs (regardless of QPR status) SORTED BY PROJECT AND ACTIVITY #

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## Fin Rept07b: CUM - Grant Funds Budget and Cumulative Data - Activity Level by Resp Org, Act Type and Nat Obj

**Owner:** Mark Mitchell

**Modified:** 5/3/11 8:54:50 AM

This is a report showing data at the activity level from the latest DRGR Action Plan and across all QPRs (regardless of QPR status) W/ RESP ORG, ACT TYPE AND NAT OBJ

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# Standard Reports: Financial (Fin Rept07b)

Shared Reports My Reports My Subscriptions History List Preferences Search Q Help Logout								
Disaster Recovery Grant Reporting System (DrGrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Fin Rept08a: CUM - Grant Funds Budget and Cumulative Data - Activity Level by Resp Org, Act Type and Nat Obj								
File View Data Format Corporate Last update: 5/10/11 9:55:11 AM								
PAGE-BY: Grantee: Grant Number: B-09-CN-AZ-0001								
Data rows: 1 - 50 of 72 Data columns: 4								
Activity Number	Responsible Organization	Activity Type	National Objective	Metrics	Activity Budget	Activity Obligation	Activity Disbursements	Activity Expenditures
<a href="#">01-300 CPLC National Admin</a>		Administration	N/A		\$4,495,666.52	\$1,386,562.47	\$1,386,562.47	\$1,100,993.98
<a href="#">11-300 CPLC AZ Admin</a>		Administration	N/A		\$2,283,875.78	\$984,399.74	\$984,399.74	\$1,119,815.62
<a href="#">11-310 CPLC Financing LMMI</a>		Homeownership Assistance to low- and moderate-income	NSP Only - LMMI		\$2,220,000.00	\$15,000.00	\$15,000.00	\$15,000.00
<a href="#">11-320 CPLC Demolition LMMI</a>		Clearance and Demolition	NSP Only - LMMI		\$1,080,000.00	\$0.00	\$0.00	\$0.00
<a href="#">11-330 CPLC Land Banking LMMI</a>		Land Banking - Acquisition (NSP Only)	NSP Only - LMMI		\$3,000,000.00	\$0.00	\$0.00	\$0.00
<a href="#">11-361 CPLC Rehab SF LH25</a>		Rehabilitation/reconstruction of residential structures	NSP Only - LH - 25% Set-Aside		\$3,670,712.05	\$1,195,381.83	\$1,195,381.83	\$1,124,024.27
<a href="#">11-361 CPLC Rehab SF LMMI</a>		Rehabilitation/reconstruction of residential structures	NSP Only - LMMI		\$8,612,136.17	\$2,850,011.26	\$2,664,076.99	\$2,107,982.41
<a href="#">11-381a CPLC Rehab MF LH25</a>		Rehabilitation/reconstruction of residential structures	NSP Only - LH - 25% Set-Aside		\$8,400,000.00	\$6,650,000.00	\$6,650,000.00	\$6,650,000.00
<a href="#">11-381a CPLC Rehab MF LMMI</a>		Rehabilitation/reconstruction of residential structures	NSP Only - LMMI		\$3,600,000.00	\$2,591,935.50	\$2,591,935.50	\$2,591,935.50
<a href="#">21-300 NEW Admin</a>		Administration	N/A		\$1,718,355.96	\$600,843.13	\$600,843.13	\$752,680.53
<a href="#">21-310 NEW Financing LMMI</a>		Homeownership Assistance to low- and moderate-income	NSP Only - LMMI		\$3,499,999.87	\$0.00	\$0.00	\$0.00

# Standard Reports: Performance (Perf)



## Fin Rept07c: QPR - Fin Data by Activity and Quarter

**Owner:** Mark Mitchell

**Modified:** 5/3/11 8:54:51 AM

This report shows activity-level financial data entered or calculated by quarter. This can be used to troubleshoot data entry errors across quarters. Obligations entered from Jan 09 are updated amounts rather than incremental.

[Subscriptions](#) [Export](#) [PDF](#)



## Perf Rept02: CUM - Projected vs Cum Totals for Performance Measure Sorted by Resp Org and Activity Type

**Owner:** Mark Mitchell

**Modified:** 5/3/11 8:54:50 AM

This reports shows data from the latest DRGR Action Plan and all QPRs (regardless of QPR status)

[Subscriptions](#) [Export](#) [PDF](#)



## Perf Rept02b: QPR - Actual Accomplishments by Quarter

**Owner:** Mark Mitchell

**Modified:** 5/3/11 8:54:52 AM

This reports shows data from each QPRs (regardless of QPR status) and can be used to troubleshoot data entry problems. Note: Do not add performance measures across activity types

[Subscriptions](#) [Export](#) [PDF](#)



## Perf Rept04a: ACTPLN - Beneficiary and Hsg Measure Types Selected - Activity Level

**Owner:** Mark Mitchell

**Modified:** 5/3/11 8:54:53 AM

This report shows the types of beneficiary measures selected for an activity: Direct vs. Area; Census vs. Survey; Households vs. Persons; Housing Units; SF and/or MF

[Subscriptions](#) [Export](#) [PDF](#)



## Perf Rept05: ACTPLN - Area Benefit Census Method - Low Mod Calculations and CTBGs - Activity Level

**Owner:** Mark Mitchell

**Modified:** 5/3/11 8:54:53 AM

If an activity has been designated as area benefit- census method, this report shows the summary calculation and a list of the census counties, places, tracts, and block groups for each activity.

[Subscriptions](#) [Export](#) [PDF](#)



## Perf Rept01: CUM - Projected vs Cum Totals for Performance Measure Sorted by Activity Number

**Owner:** Mark Mitchell

**Modified:** 5/3/11 8:54:50 AM

This reports shows data from the latest DRGR Action Plan and all QPRs (regardless of QPR status)

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## Perf Rept02b: Actual Accomplishments by Quarter HH and HU Only

**Owner:** Mark Mitchell

**Modified:** 5/3/11 8:54:53 AM

This reports shows household and housing unit data from each QPR (regardless of QPR status) and can be used to troubleshoot data entry problems. Note: Do not add performance measures across activity types

[Subscriptions](#) [Export](#) [PDF](#)



## Perf Rept03: QPR - Addresses by Activity and Responsible Organization

**Owner:** Mark Mitchell

**Modified:** 5/3/11 8:54:50 AM

This report is intended to show addresses across activities and QPRs. Each QPR normally only shows addresses entered in that report.

[Subscriptions](#) [Export](#) [PDF](#)



## Perf Rept04b: ACTPLN - Area Benefit Type Selected- Census vs Survey - Activity Level

**Owner:** Mark Mitchell

**Modified:** 5/3/11 8:54:53 AM

If Area Benefit is selected as the Benefit Type, this report lists activities by whether CENSUS data has been manually selected in DRGR or summary data has been entered using the SURVEY method

[Subscriptions](#) [Export](#) [PDF](#)



## Perf Rept06: QPR - Direct Benefit Activities - Beneficiary Statistics by Household Type

**Owner:** Mark Mitchell

**Modified:** 5/3/11 8:54:53 AM

For direct benefit activities, this report shows the distribution of households and/or persons by race/ethnicity and Hispanic status

[Subscriptions](#) [Export](#) [PDF](#)

# Standard Reports: Performance (Perf Rept01)

Shared Reports My Reports My Subscriptions History List Preferences Search Help Logout

Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Perf Rept01: CUM - Projected vs Cum Totals for Performance

Measure Sorted by Activity Number

File View Data Format Corporate

Grantee: Grant Number: B-08-MN-06-0512

1 2 3 of 3 page(s) Data rows: 1 - 50 of 125 Data columns: 6

Activity Number	Activity Type	Responsible Organization	Measure Type	Measure Category	Low		Mod		Total	
					Projected	Actual	Projected	Actual	Projected	Actual
<a href="#">02 Homeownership Assistance - Walk-In Program</a>	Homeownership Assistance to low- and moderate-income		# Owner Households		0	0	9	9	17	17
			# of Households		0	0	9	9	17	17
			# of Housing Units		0	0	0	0	17	17
			# of Singlefamily Units		0	0	0	0	17	17
<a href="#">03 Homeownership Assistance - RNLA</a>	Rehabilitation/reconstruction of residential structures		# Owner Households		0	0	51	2	102	2
			# of Households		0	0	51	2	102	2
			# of Housing Units		0	0	0	0	102	2
			# of Singlefamily Units		0	0	0	0	102	2
			#Additional Attic/Roof Insulation		0	0	0	0	82	2
			#Clothes washers replaced		0	0	0	0	82	2
			#Dishwashers replaced		0	0	0	0	102	2
			#Efficient AC added/replaced		0	0	0	0	102	2
			#Energy Star Replacement Windows		0	0	0	0	1,000	19
			#High efficiency heating plants		0	0	0	0	102	2
			#Light fixtures (outdoors) replaced		0	0	0	0	408	11
			#Light Fixtures (indoors) replaced		0	0	0	0	1,326	30
			#Low flow showerheads		0	0	0	0	184	4
			#Low flow toilets		0	0	0	0	184	4
#Refrigerators replaced		0	0	0	0	102	2			

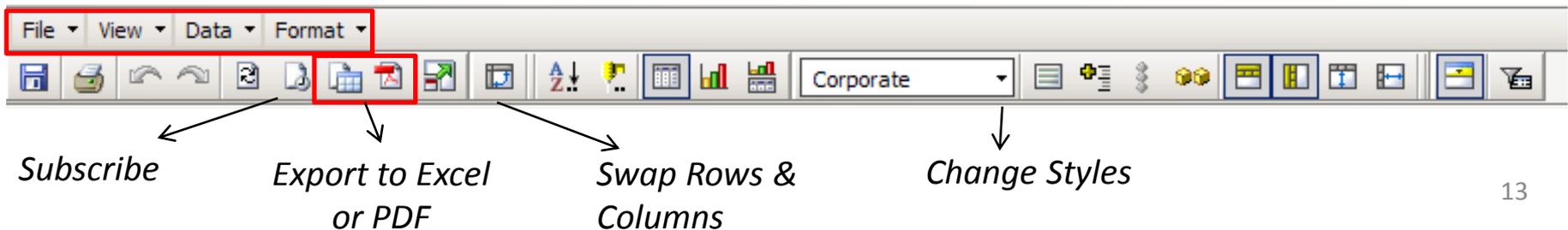
# Modifying Reports

Common modifications users perform:

- Move and Sort Columns
- Grouping Columns
- Adding Filters

Three ways to modify reports:

1. Use the ribbon (below)
2. Drag objects
3. Right click over the object for different options



# Modifying Reports: Moving Columns

Shared Reports My Reports My Subscriptions History List Preferences Search Help Logout

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Fin Rept05b: C

File View Data Format

Corporate

PAGE-BY: Grant Status: Active Grantee: Grant Number: B-08-MN-06-0512

Project Number	Project Title	Activity Type	Activity Number	Responsible Organization	Metrics	Grant Budget	Grant Funds Obligated	Grant Disb
001	NSP Homeownership	Rehabilitation/reconstruction of residential structures	03 Homeownership Assistance - RNLA	[REDACTED]		\$12,629,517.85	\$12,629,517.85	\$12,629,517.85
		Homeownership Assistance to low- and moderate-income	02 Homeownership Assistance - Walk-In Program		\$1,715,658.00	\$1,715,658.00	\$1,715,658.00	
			08 Homeownership Walk-In 25% set-aside		\$253,615.50	\$253,615.50	\$253,615.50	
		Rehabilitation/reconstruction of residential structures	09 Homeownership RNLA 25% set-aside		\$975,991.65	\$975,991.65	\$975,991.65	
			06 Rental Hsg 1 (5+ units)		\$0.00	\$0.00	\$0.00	
			07 Rental-25% Somerville		\$748,061.17	\$748,061.17	\$748,061.17	
			04 Rental Housing (1-4 units)		\$0.00	\$0.00	\$0.00	

Sort Move Rename... Right

# Modifying Reports: Sorting Columns

Shared Reports My Reports My Subscriptions History List Preferences Search Help Logout

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Fin Rept05b: CUM - Progra

File View Data Format

Corporate

PAGE-BY: Grant Status: Active Grantee: Grant Number: B-08-MN-06-0512

Project Number	Project Title	Activity Type	Activity Number	Responsible Organization	Metrics	Grant Budget	Grant Funds Disbursed	
001	NSP Homeownership	Rehabilitation/reconstruction of residential structures	<a href="#">03 Homeownership Assistance - RNLA</a>			\$12,629,517.85	\$12,629,517.85	
		Homeownership Assistance to low- and moderate-income	<a href="#">02 Homeownership Assistance - Walk-In Program</a>			\$1,715,658.00	\$1,715,658.00	\$1,510,422.93
			<a href="#">08 Homeownership Walk-In 25% set-aside</a>			\$253,615.50	\$253,615.50	\$169,186.00
		Rehabilitation/reconstruction of residential structures	<a href="#">09 Homeownership RNLA 25% set-aside</a>			\$975,991.65	\$975,991.65	\$0.00
			<a href="#">06 Rental Hsg 1 (5+ units)</a>			\$0.00	\$0.00	\$0.00
			<a href="#">07 Rental 25%</a>					

Sort: Ascending, Descending

Move, Rename...

# Modifying Reports: Sorting Columns

Shared Reports My Reports My Subscriptions History List Preferences Search Help Logout

Disaster Recovery Grant Reporting System (DrrgRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Fin Rept05b: CUM - Program Income - Activity Level

File View Data Format Corporate

PAGE-BY: Grant Status: Active Grantee: Grant Number: B-08-MN-06-0512

Data rows: 16 Data columns: 5

Project Number	Project Title	Activity Type	Activity Number	Responsible Organization	Metrics	Grant Funds Budgeted	Grant Funds Obligated	Grant Funds Disbursed	Program Income Received	Program Income Disbursed	
001	NSP Homeownership	Rehabilitation/reconstruction of residential structures	02 Homeownership Restored Neighborhoods					\$5	\$12,265,792.02	\$509,946.06	\$428,327.75
		Homeownership A low- and moderate						00	\$1,510,422.93	\$41,924.25	\$3,504.00
		Rehabilitation/reconstruction of residential structures						50	\$169,186.00	\$0.00	\$0.00
								85	\$0.00	\$0.00	\$0.00
									\$0.00	\$0.00	\$0.00
									\$0.00	\$0.00	\$0.00
									\$748,061.17	\$748,061.17	\$694,080.83
									\$0.00	\$0.00	\$0.00
									\$9,069,404.17	\$9,069,404.17	\$4,647,492.22
									\$1,286,000.00	\$1,286,000.00	\$1,101,670.75

Sort

1. Sort by: Program Income Received  Ascending  Descending

2. Then by: Program Income Received  Ascending  Descending

3. Then by:  Ascending  Descending

Project Number (ID)  
Project Number (DESC)  
Project Title  
Activity Type (ID)  
Activity Type (Abbreviation)  
Activity Number (ID)  
Activity Number (DESC)  
Responsible Organization (ID)  
Responsible Organization (Name)  
Grant Funds Budgeted  
Grant Funds Obligated  
Grant Funds Disbursed  
Program Income Received  
Program Income Disbursed

Apply OK Cancel

# Modifying Reports: Creating a Filter

Shared Reports My Reports My Subscriptions History List Preferences Search Help Logout

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Fin Rept05b: CUM - Program I

File View Data Format

Corporate

PAGE-BY: Grant Status: Active Grantee: Grant Number: B-08-MN-06-0512 **Activity Type**

Project Number	Project Title	Activity Type	Activity Number	Responsible Organization	Metrics	Grant Funds Budgeted	Grant Funds Obligated	Grant Funds Disbursed
001	NSP Homeownership	Rehabilitation/reconstruction of residential structures	<a href="#">03 Homeownership Assistance - RNLA</a>			\$12,629,517.85	\$12,629,517.85	\$12,265,792.02
		Homeownership Assistance to low- and moderate-income	<a href="#">02 Homeownership Assistance - Walk-In Program</a>			\$1,715,658.00	\$1,715,658.00	\$1,510,422.93
			<a href="#">08 Homeownership Walk-In 25% set-aside</a>			\$253,615.50	\$253,615.50	\$169,186.00
		Rehabilitation/reconstruction of residential structures	<a href="#">09 Homeownership RNLA 25% set-aside</a>			\$975,991.65	\$975,991.65	\$0.00
			06 Rental Hsq 1					

# Modifying Reports: Creating a Filter

Shared Reports My Reports My Subscriptions History List Preferences Search Help Logout

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Lev

File View Data Format

Corporate

PAGE-BY: Grant Status: Active Grantee: Grant Number: B-08-MN-06-01

Activity Type: Homeownership Assistance to low- and moderate-income

Project Number	Project Title	Activity Number	Responsible Organization	Metrics	Grant Funds Budgeted	Grant Funds Obligated
001	NSP Homeownership	02 Homeownership Assistance - Walk-In Program			\$1,715,658.00	\$1,715,6
		08 Homeownership Walk-In 25% set-aside			\$253,615.50	\$253,6
<b>Total</b>					<b>\$1,969,273.50</b>	<b>\$1,969,2</b>

# Modifying Reports: Grouping Columns (Example: Activity #)

Shared Reports My Reports My Subscriptions History List Preferences Search Help Logout

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Lev

File View Data Format

Corporate

PAGE-BY: Grant Status: Active Grantee: Grant Number: B-08-MN-06-0

Activity Type: Homeownership Assistance to low- and moderate-income

Project Number	Project Title	Activity Number	Responsible Organization	Metrics	Grant Funds Budgeted	Grant Funds Obligated
001	NSP Homeownership	02 Homeownership Assistance Program	...	...	\$1,715,658.00	\$1,715,658.00
		08 Homeownership Walk-In 25% set-aside	...	...	\$253,615.50	\$253,615.50
<b>Total</b>					<b>\$1,969,273.50</b>	<b>\$1,969,273.50</b>

Context menu for Activity Number column:

- Sort
- Move
- Rename...
- Attribute Forms...
- To Page-by Axis
- To Columns
- Left
- Right

# Modifying Reports: Grouping Columns (Example: Activity #)

Shared Reports My Reports My Subscriptions History List Preferences Search Help Logout

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Fin Rept05b: CUM - Program Income - Activity Level

File View Data Format Corporate

PAGE-BY: Grant Status: Active Grantee: Loan Guaranty Grant Number: B-08-MN-06-0512

Activity Type: Homeownership Assistance to low- and moderate-income

Data rows: 2 Data columns: 12

Project Number	Project Title	Responsible Organization	Activity Number	02 Homeownership Assistance - Walk-In Program					08 Homeownership Walk-In 25% set-aside				
				Grant Funds Budgeted	Grant Funds Obligated	Grant Funds Disbursed	Program Income Received	Program Income Disbursed	Grant Funds Budgeted	Grant Funds Obligated	Grant Funds Disbursed	Program Income Received	Program Income Disbursed
001	NSP Homeownership			\$1,715,658.00	\$1,715,658.00	\$1,510,422.93	\$41,924.25	\$3,504.00	\$253,615.50	\$253,615.50	\$169,186.00	\$0.00	
<b>Total</b>				<b>\$1,715,658.00</b>	<b>\$1,715,658.00</b>	<b>\$1,510,422.93</b>	<b>\$41,924.25</b>	<b>\$3,504.00</b>	<b>\$253,615.50</b>	<b>\$253,615.50</b>	<b>\$169,186.00</b>	<b>\$0.00</b>	

# Modifying Reports: Grouping Columns (Example: Organization)

Shared Reports My Reports My Subscriptions History List Preferences Search Help Logout

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > F

File View Data Format

Corporate

PAGE-BY: Grant Status: Active Grantee: Grant Number: B-08-MN-06-0512

Activity Type: Homeownership Assistance to low- and moderate-income

Project Number	Activity Number	Project Title	Responsible Organization	Grant Funds Budgeted	Grant Funds Obligated	Grant Disbursed
001	<a href="#">02 Homeownership Assistance - Walk-In Program</a>	NSP Homeownership		.00	\$1,715,658.00	
	<a href="#">08 Homeownership Walk-In 25% set-aside</a>	NSP Homeownership		\$253,615.50	\$253,615.50	
<b>Total</b>				<b>\$1,969,273.50</b>	<b>\$1,969,273.50</b>	

Sort  
Move  
Rename...  
Attribute Forms...

To Page-by Axis  
To Columns  
Left

# Modifying Reports: Grouping Columns

## (Example: Organization)

Shared Reports My Reports My Subscriptions History List Preferences Search Help Logout

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grantee/Grant Level Reports > Fin Rept05b: CUM - Program Income - Activity Level

File View Data Format Corporate Last update: 5/11/11 8:38:06 AM

PAGE-BY: Grant Status: Active Grantee: Grant Number: B-08-MN-06-0512 Activity Type: Homeownership Assistance to low- and moderate-income

Project Number	Activity Number	Project Title	Responsible Organization	Housing Department					Grant Funds Budgeted	Grant Funds Obligated
				Grant Funds Budgeted	Grant Funds Obligated	Grant Funds Disbursed	Program Income Received	Program Income Disbursed		
001	02 <a href="#">Homeownership Assistance - Walk-In Program</a>	NSP Homeownership		\$1,715,658.00	\$1,715,658.00	\$1,510,422.93	\$41,924.25	\$3,504.00	\$1,715,658.00	\$1,715,658.00
	08 <a href="#">Homeownership Walk-In 25% set-aside</a>	NSP Homeownership		\$253,615.50	\$253,615.50	\$169,186.00	\$0.00	\$0.00	\$253,615.50	\$253,615.50
<b>Total</b>				<b>\$1,969,273.50</b>	<b>\$1,969,273.50</b>	<b>\$1,679,608.93</b>	<b>\$41,924.25</b>	<b>\$3,504.00</b>	<b>\$1,969,273.50</b>	<b>\$1,969,273.50</b>

# Modifying Reports: Grid and/or Graph

Shared Reports My Reports My Subscriptions History List Preferences Search Help Logout

Disaster Recovery Grant Reporting System (DrarRep) - FY2008 - 001A > Shared Reports > Standard Reports > View Only User Reports > Grant Activity Level by Resp Org, Act Type and Nat Obj

File View Data Format

Grid  
Graph  
**Grid and Graph**  
Report Filter  
Toolbars  
Pivot Buttons  
Sort Buttons  
Page-by Axis  
Related Reports  
Full Screen Mode F12

Corporate

Categories: 50 Series: 10

Grant Number: B-08-MN-29-0001

Funds Budget and Cumulative Data - Activity Level by Resp Org, Act Type and Nat Obj

Activity Budget  
Activity Obligation  
Activity Disbursements  
Activity Expenditures

Activity Number	Responsible Organization	Activity Type	National Objective	Metrics
	AdminCity			
	City of Kansas City Administration			
	N/A			
	BHabitatLH25			
	Habitat for Humanity Rehabilitation...			
	Cancelled D			
	Economic Development Corporation			
	...			

# Saving Reports: 'My Reports'

Shared Reports My Reports My Subscriptions History List Preferences Search

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports

**Cum Fin Summ Report**

File View Data Format

Save FILTER The filter is empty.

PAGE-BY: Grantee.Name: State of Mississippi Grants.Grant Number: B-06-DG

1 2 3 4 5 of 6 page(s)

Project ID	Project Title	Project Activity Number	Grantee Activity Title
		0001 HAP PHASE I (LESS LOW/MOD)	0001 HAP (LESS LOW)
		0001 HAP ELEVATION	0001 HAP

Shared Reports My Reports My Subscriptions History List Preferences Search

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A > Shared Reports > Standard Reports > **Grant Level - Cum Fin Summ Report**

**Save As**

Save in: My Reports

- Grant Level - Cum Fin Summ Report - Demo 4/22/09
- Report for Grantees - created 4/22
- Voucher Status NP Grouped by Voucher Number

Name: Grant Level - Cum Fin Summ Report

Description: This is a fully prompted report that can be used as a template for building other reports

OK Cancel

# Saving Reports: History List

The screenshot shows the MicroStrategy application window. The title bar includes the MicroStrategy logo and the text "Disaster Recovery Grant Reporting System (DrqrRep) - FY2008 - 001A". The main menu bar contains "Shared Reports", "My Reports", "My Subscriptions", "History List", "Preferences", "Search", "Help", and "Logout". The breadcrumb navigation shows the path: "Shared Reports > Standard Reports > Grantee User Reports > Activity Local". The "File" menu is open, with a red circle highlighting the "Add to History List" option. Other menu items include "Save As...", "Subscribe to History List...", "Print...", "Export...", and "PDF...". The toolbar contains various icons for file operations and data manipulation. Below the toolbar, there are dropdown menus for "TX" and "Grants Grant Number: B-08-MN-48-0001". The main data area displays a table with the following content:

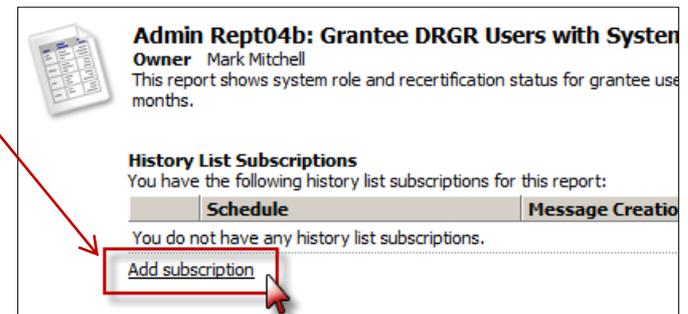
SS			Activity Title
807 Bracken Place	0	0	Homebuyers' Assistance <50
1052 Enfilar Lane	0	0	Homebuyers' Assistance <50
6003 Fenwick Lane	0	0	Homebuyers' Assistance <120

# Subscribing to Reports

1. Click on link under report title
2. Select ADD SUBSCRIPTION
3. Specify frequency for the report



**Admin Rept04b: Grantee DRGR Users with System Role and Certification Status**  
Owner: Mark Mitchell  
Modified: 3/23/11 6:44:17 PM  
This report shows system role and recertification status for grantee users. Grantee admin users must be recertified by CPD representatives and other grantee users are certified by grantee admin users. Recertifications are required every 6 months.  
[Subscriptions](#) [Export](#) [PDF](#)



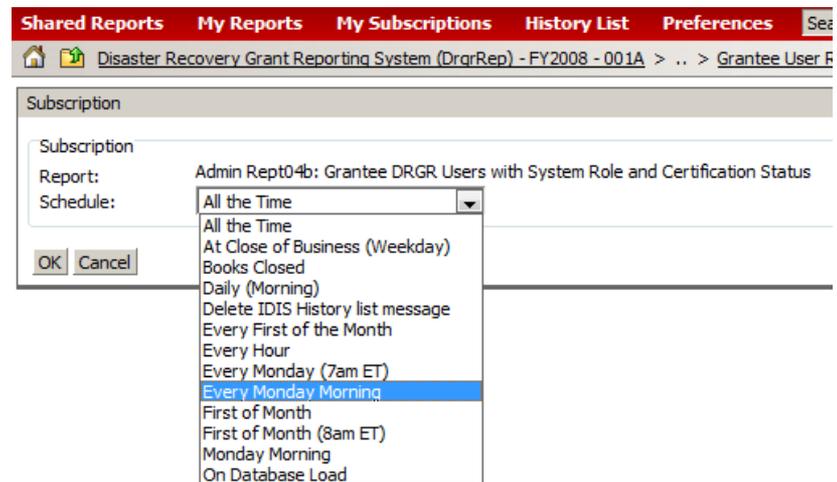
**Admin Rept04b: Grantee DRGR Users with System**  
Owner: Mark Mitchell  
This report shows system role and recertification status for grantee users every 6 months.

**History List Subscriptions**  
You have the following history list subscriptions for this report:

[Schedule](#) [Message Creation](#)

You do not have any history list subscriptions.

[Add subscription](#)



Shared Reports My Reports My Subscriptions History List Preferences

Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A > .. > Grantee User F

Subscription

Subscription: Admin Rept04b: Grantee DRGR Users with System Role and Certification Status

Report: Admin Rept04b: Grantee DRGR Users with System Role and Certification Status

Schedule: All the Time

OK Cancel

- All the Time
- At Close of Business (Weekday)
- Books Closed
- Daily (Morning)
- Delete IDIS History list message
- Every First of the Month
- Every Hour
- Every Monday (7am ET)
- Every Monday Morning
- First of Month
- First of Month (8am ET)
- Monday Morning
- On Database Load

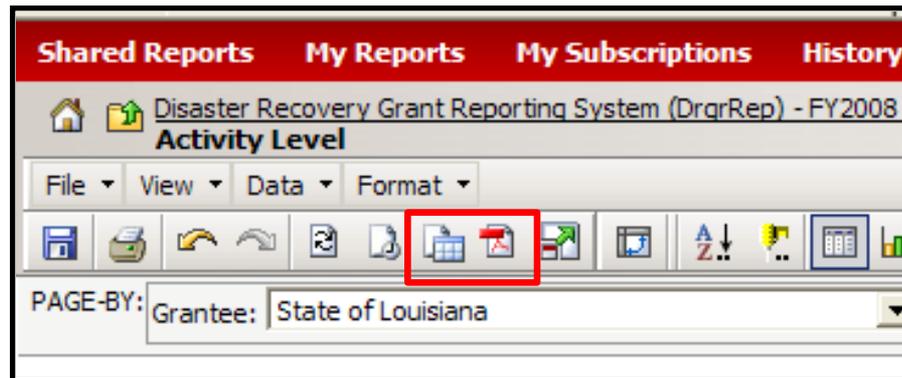
# Exporting Reports

- When to Export
  - When selecting the report (only access to one grant)



**Fin Rept07c: QPR - Fin Data by Activity and Quarter**  
Owner: Mark Mitchell  
Modified: 5/3/11 8:54:51 AM  
This report shows activity-level financial data entered or calculated by quarter. This can be used to troubleshoot data entry errors across quarters. Obligations entered from Jan 09 are updated amounts rather than incremental.  
[Subscriptions](#) [Export](#) [PDF](#)

- After modifying the report



Shared Reports My Reports My Subscriptions History

Disaster Recovery Grant Reporting System (DrqrRep) - FY2008  
Activity Level

File View Data Format

PAGE-BY: Grantee: State of Louisiana

# Exporting Reports to Excel

**Help**

**Export Options**

Admin Rept04b: USERS - Grantee DRGR Users with System Role and Certification Status

Export:

Excel with plain text

CSV file format

Excel with formatting

HTML

Plain text    Delimiter:

Export metric values as text<sup>(1)</sup>

Export headers as text<sup>(1)</sup>

Export filter details

Expand all page-by fields<sup>(2)</sup>

Place each page on a separate sheet<sup>(2)</sup>

Remove extra column from exported grid<sup>(2)</sup>

(1) Excel only  
(2) Excel with formatting only

Do not prompt me again. Export

# Accessing Public Reports

1.  **Disaster Recovery Grant Reporting System (DrgrRep) - FY2008 - 001A**  
Project description unavailable

2.  **Shared Reports**  
Run reports and share reports with others.

3.  **Public Reports**  
**Owner:** Administrator  
**Modified:** 2/26/11 11:17:07 AM  
Available reports: n/a

4.  **Financial Update Dashboards**  
**Owner:** Ivo Djoubrailov  
**Modified:** 8/6/10 1:19:16 PM

OR

-  **Quarterly Expenditure Analysis**  
**Owner:** Ivo Djoubrailov  
**Modified:** 8/6/10 1:19:36 PM

# Public Reports: Financial Update Dashboards

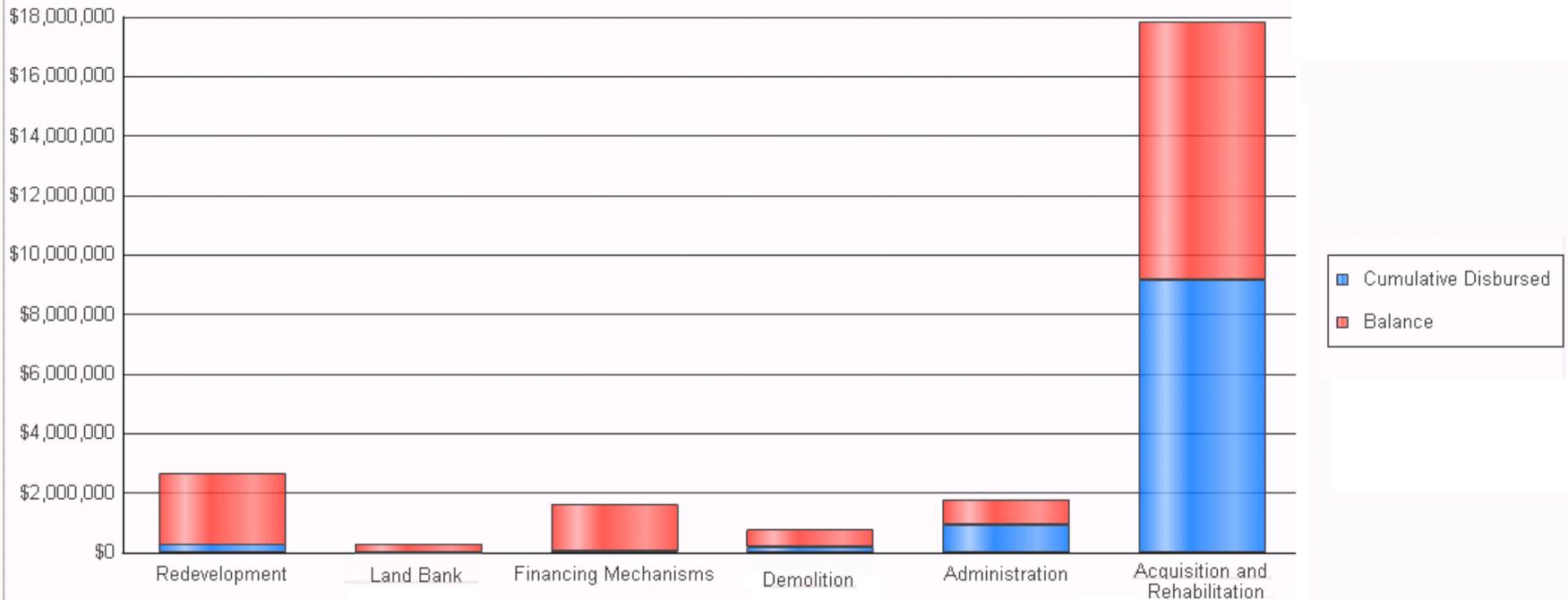
Financial Update Summary    Region Detail    **Grant and Project Detail**    Grant and Activity Category Detail

NSP Region: **Region 01: RI, VT, NH, ME, MA, CT**

Grant: **B-08-DN-09-0001:CT**

Metrics	Project	Redevelopment	Land Bank	Financing Mechanisms	Demolition	Administration	Acquisition and Rehabilitation	Total
Grant Amount		\$2,667,473.00	\$315,000.00	\$1,626,872.00	\$778,995.00	\$1,801,363.00	\$17,853,682.00	\$25,043,385.00
Cumulative Disbursed		\$280,000.00	\$0.00	\$39,578.85	\$185,399.47	\$958,683.84	\$9,171,946.25	\$10,635,608.41
Percent Disbursed		10.50%	0.00%	2.43%	23.80%	53.22%	51.37%	42.47%

NSP Disaster Recovery by Grant and Project - Disbursed to Date

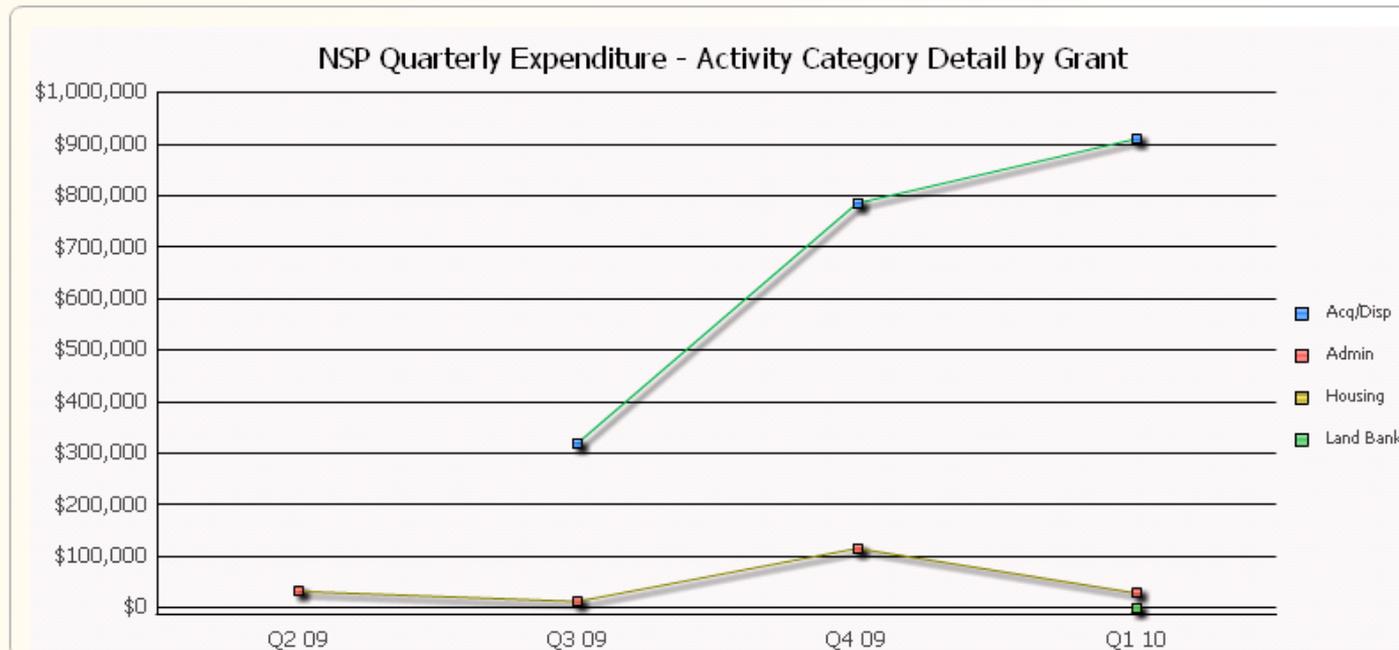


# Public Reports: Quarterly Disbursements Analysis

Summary | Category Detail by Grantee | **Category Detail by Grant** | Grant Detail by Category

Grantee: **Adams County, CO** Grant: **B-08-UN-08-0001:CO**

Activity Category	Q2 09	Q3 09	Q4 09	Q1 10
Acq/Disp		\$319,291.17	\$785,212.77	\$909,951.71
Admin	\$31,427.68	\$11,691.00	\$114,802.37	\$28,136.57
Housing				\$0.00
Land Bank				\$0.00



**\*\*Please check any Activity Categories you would like displayed on the grid.**

- (ALL)
- Acq/Disp
- Admin
- Housing
- Land Bank
- Total

# Public Reports: How to Save

