



DRAFT

User Guide for DRGR Drawdowns Release 6.3

DRGR

Disaster Recovery Grant Reporting System

C08A

PCAS # 00252210

**U.S. Department of Housing and Urban
Development**

C08A

PCAS # 252220

December 29, 2008

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Introduction

This user guide is designed to accompany Release 6.3 of the Disaster Recovery Grant Reporting (DRGR) system. This release of DRGR provides the means for updating and reconciling grant award amounts, drawdown information, and current balances from Line of Credit Control System (LOCCS) via the DRGR system. Users now have the capability to view financial data based upon actual grant obligations and grantee draws.

More specifically, this release of DRGR provides users with the ability to create vouchers in DRGR; DRGR then reconciles the drawn amounts with LOCCS to ensure accuracy of financial balances. After the vouchers are processed via LOCCS, DRGR updates the status of the vouchers, enabling users to track the status of their drawdowns. Additionally, DRGR notifies users via email alerts of draws requiring approval.

Grantee and HUD staff that need access to DRGR for drawdown and reporting should contact HUD DRGR administrators through DRGR_Help@hud.gov. Information required for new accounts and training materials are available online at <http://www.hud.gov/offices/cpd/communitydevelopment/programs/drsi/drgrs.cfm>.

Purpose of This Guide

This guide describes the grant drawdown process and how authorized personnel can use DRGR to perform activities related to drawdowns, including the submission and approval of drawdowns. You should already be familiar with the basic operation of DRGR; this guide does not describe how to perform other DRGR functions.

Audience for This Guide

Users of DRGR can be divided into two categories, HUD users and Grantee Users.

HUD users consist of HUD HQ and field office personnel and include the following DRGR user roles:

- HQ User
- HQ Admin
- Super User

Grantee Users consist of grantees and typically have the following DRGR user roles:

- Grantee
- Grantee Admin

This guide is written for both groups of HUD and grantee DRGR users, but does not include HQ Admin or Super User screens. The following section describes how the guide is organized for each group of users. HUD Super Users can set an approval threshold for drawdowns from a specific grant: once this threshold has been reached, any subsequent voucher line items approved by a grantee user will also require approval by a HUD headquarters user.

How This Guide Is Organized

This main part of this guide is divided into two parts: the first part is written for Grantee Users; the second part is written for HUD users.

The first part describes how grantee users to perform the following tasks:

- Obligate funds to an activity
- Create a voucher

- Search for a voucher
- View a voucher or voucher line item
- Cancel a voucher line item
- Revise a voucher line item
- Approve or reject a voucher line item
- Revoke approval of a voucher line item
- Block an activity from drawdowns

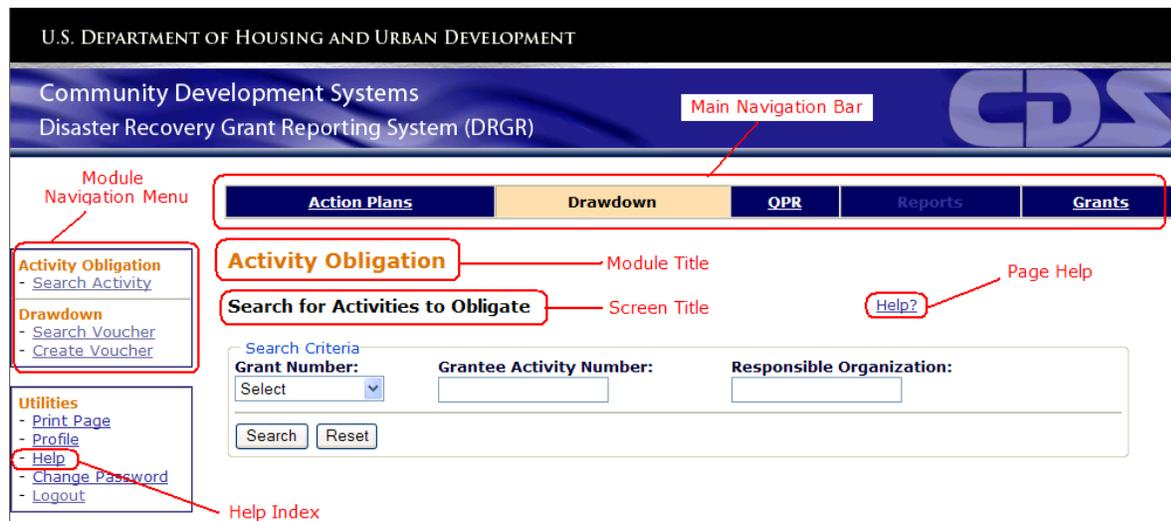
The second part describes how HUD DRGR users perform the following tasks:

- Search for a voucher
- View a voucher or voucher line item
- Approve or reject a voucher line item
- Revoke approval of a voucher line item
- Set a drawdown approval threshold (Super User Only)
- Block a grantee from drawdowns (Super User Only)
- Block a grant from drawdowns (Super User Only)
- Troubleshoot LOCCS transactions (Super User Only)

The first two tasks under HUD users are available to any HUD users that can view a grant. The ability to approve and revoke grantee vouchers are only available to HUD staff that have had these rights designated by HUD administrators for grants with draw thresholds. The last four tasks are available only to a limited number of HQ HUD Super Users that administer the DRGR system. If any of these tasks are needed for any reason, please contact DRGR_Help@hud.gov.

DRGR Organization and Navigation

The DRGR Drawdown Module is one of several areas in DRGR that can be reached through the main navigation bar shown that is displayed at the top of the DRGR web page along with Action Plans and Quarterly Performance Reports (QPRs).



The name of the module being used displays below the main navigation bar and the screen title displays just below that. DRGR users can navigate within a module by using the module navigation on the left above the Utilities Menu. Help topics specific to each web page can be accessed through the right help link below the main navigation bar. An index of help topics can be accessed through the help link in the Utilities Menu.

In addition to providing access to grant funds within the DRGR system, the new module represents a change in how information will be calculated and displayed in the QPRs. Prior to the release of the DRGR drawdown module in January of 2009, incremental information on obligations and funds drawn down for each activity (also known as grants received) was entered quarterly in each QPR along with other financial information such as program income received and expenditures. Grantees reported only the Disaster Recovery CDBG obligations and grant funds drawn down in each quarter and DRGR calculated cumulative totals.

With this new release, DRGR will no longer require this information to be entered in the QPR. Instead, the within-quarter and cumulative information entered in the drawdown module and recorded in previously will be calculated by DRGR and displayed in the QPR as read-only information. Based on this, grant funds received / drawn down will be updated through the new draws within the quarter and adjusted by any revisions to draws recorded within the quarter. Obligations will now be updated only as cumulative totals in the drawdown module rather than added incrementally within each QPR.

Overview of the Drawdown Process

A **drawdown**—also called a **voucher**—is a request for payment against a grantee's line of credit for services performed in support of one or more activities. Before a grantee can drawdown funds from a grant:

- The activity must have had grant funds committed from one or more funding sources. Funding sources can be CPD program grants, receipt funds, subfunds, or subgrants.
- The grantee organization must have HUD and DRGR authorization to create and approve drawdowns.

To drawdown grant funds, a process must be followed. Briefly, the process is as follows:

- Using DRGR, a grantee obligates grant funds to an activity.
- A grantee creates a voucher in DRGR to drawdown funds for one or more activities.
- When the drawdown request is generated, DRGR performs a preliminary validation of it, and then generates a voucher number. The voucher will not be sent to LOCCS until it is approved (next step).
- The authorized person in the grantee's organization approves each voucher line item (or the entire voucher). If the voucher has multiple line items, the authorized person can approve some of the line items and leave the rest for a later date.
- DRGR sends the approved line items to LOCCS that night (or on the future date that the approver specified). However, if a voucher line item exceeds a drawdown threshold, it is forwarded to HUD for approval before being submitted to LOCCS.
- LOCCS processes the vouchers overnight from a daily batch file submitted by DRGR. LOCCS approves or rejects all line items that were sent on one batch (this may not be all line items if the approver did not approve all line items on the voucher the same day). If approved by LOCCS, LOCCS sends the line items to the U.S. Treasury for payment. LOCCS also sends the status of the request back to DRGR. The drawdown results are reflected in DRGR the next day.
- Once received by Treasury, if Treasury accepts, electronic payment is made to the recipient. No status is sent back to DRGR. If rejected by Treasury, Treasury sends DRGR the rejection status and the grantee will have to create a new voucher for the rejected line items.

- If necessary, an authorized user can cancel a voucher line item that has not been sent to LOCCS; or revise the voucher.

Although the drawdown module follows a similar process to track the disbursement of program income received under grant programs, grantee users do not need to obligate program income in order to track them using the module. Another key difference is that no information is sent from LOCCS regarding program income. Instead, DRGR checks the total amount of pending and past program income disbursements against program income recorded in QPRs.

Part 1: Grantee User Tasks

Introduction

Depending on assigned privileges in DRGR, a Grantee User can perform the following tasks with regards to drawdowns:

- Create an obligation for an activity
- Create a voucher
- Search for a voucher
- View a voucher or voucher line item
- Cancel a voucher line item
- Revise a voucher line item
- Approve or reject a voucher line item
- Revoke approval of a voucher line item
- Block an activity from drawdowns

The following sections in this part describe how to perform each of these tasks.

Obligating Funds to an Activity

Obligating funds to an activity means to commit grant money to that activity. The obligated funds are then available for **drawdown**, that is, disbursement of the funds. The obligated amount must be less than or equal to the total budget amount. Note that you can obligate only Program Funds, not Program Income.

Only a grantee with one or both of the following privileges can obligate funds:

- Request Drawdown
- Approve Drawdown

To obligate funds to an activity:

1. Click the **Drawdown** link in the menu bar.

The **Search for Activities to Obligate** page is displayed. This page allows you to locate the activity for which you want to obligate funds.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM
Role:Grantee

Action Plans Drawdown QPR Reports Grants

Activity Obligation

Search for Activities to Obligate

Search Criteria
Grant Number: Grantee Activity Number: Responsible Organization:

Select

Search Reset

Enter search criteria

Activity Obligation
- Search Activity

Drawdown
- Search Voucher
- Create Voucher

Utilities
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- Logout

2. (Optional) Enter one or more search criteria:

- **Grant Number** – Select a grant number from the drop-down list. Only grants that you are assigned to are listed.
- **Grantee Activity Number** – Enter a grantee activity number. You can enter a full or partial number and use the percent sign (%) as a wildcard search character. Search is not case sensitive.
- **Responsible Organization** – Enter the name of the organization to whom the grant was awarded. You can enter a full or partial name and use the percent sign (%) as a wildcard search character. Search is not case sensitive.

3. Click **Search**.

The **Search** page is redisplayed, with the search results appearing in a table below the search criteria. Each table row represents an activity. The first ten matching activities are listed; additional results can be viewed by clicking a page link below the table. The default sort order is **Grant #**, **Responsible Organization**, and **Grantee Activity #**.

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Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM
Role:Grantee

Activity Obligation
- Search Activity

Drawdown
- Search Voucher
- Create Voucher

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Activity Obligation
Search for Activities to Obligate

Search Criteria
Grant Number: B-98-DU-51-0001
Grantee Activity Number:
Responsible Organization:

Search Reset

Results Page 1 of 2 (16 activities found)

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Action
B-98-DU-51-0001	97-41S3	Town of Glasgow	Relocation payments and assist	97-41S3	Maintain
B-98-DU-51-0001	97-43S2	Town of Tangier	Clearance and demolition	97-43S2	Maintain
B-98-DU-51-0001	97-41S2	Town of Glasgow	Clearance and demolition	97-41S2	Maintain
B-98-DU-51-0001	97-39S2	Town of Bridgewater	Clearance and demolition	97-39S2	Maintain
B-98-DU-51-0001	97-43S1	Town of Tangier	Administration e.g., general m	97-43S1	Maintain
B-98-DU-51-0001	97-42S2	Rockingham County	Administration e.g., general m	97-42S2	Maintain
B-98-DU-51-0001	97-41S1	Town of Glasgow	Administration e.g., general m	97-41S1	Maintain
B-98-DU-51-0001	97-40S1	City of Buena Vista	Administration e.g., general m	97-40S1	Maintain
B-98-DU-51-0001	97-39S1	Town of Bridgewater	Administration e.g., general m	97-39S1	Maintain
B-98-DU-51-0001	97-42S1	Rockingham County	Rehabilitation or reconstructi	97-42S1	Maintain

1 2 [Next 10 Results]

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Links to additional search results

Search results

4. If the activity for which you are searching is not displayed in the first page of results, do one of the following:

- To enter different search criteria, click the **Reset** button, and then enter new criteria.
- To view additional search results, click the one of the page links below the results table.
- To sort the search results, click on a column header.

5. When you locate the activity for which you want to obligate funds, click the **Maintain** link in the **Action** column on the right side of the activity's row.

The selected activity appears on the **Add-Edit Obligation Line Item** page.

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Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM
Role:Grantee

Action Plans Drawdown QPR Reports Grants

Activity Obligation
Add-Edit Obligation Line Item

Return to Search Obligation

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title
B-98-DU-51-0001	97-39S2	Town of Bridgewater	Clearance and demolition	97-39S2

Information about the selected activity

Total Budget:	Total Obligated Amount:	Available for Obligation:	Total Drawn Amount:
\$10,000.00	\$1,000.00	\$9,000.00	\$11.00

Budget information

Obligation Amount: \$1000.00

Save Amount Cancel Amount

Enter amount to be obligated

Return to Search Obligation

DRGR R6.3

Information about the selected activity (**Grant #**, **Grantee Activity #**, **Responsible Organization**, **Activity Type**, and **Activity Title**) appears at the top of the page. Below the activity information, the following grant budget information appears:

- **Total Budget** – This field displays the total amount of the grant fund that is allocated to this activity. You cannot obligate an amount greater than the amount that appears in this field.
- **Total Obligated Amount** – This field displays the amount previously obligated to this activity.
- **Available for Obligation** – This field displays the amount available for obligation to this activity, which is equal to the **Total Budget** amount minus the sum of the **Total Obligated Amount** and **Total Drawn Amount**.
- **Total Drawn Amount** – This field displays the amount that has already been drawn down from the obligated amount, plus any pending drawdowns.

6. Enter the total amount to be obligated in the **Obligation Amount** field.

If an amount has already been obligated, that amount will appear in the field. You can increase or decrease the obligation amount—whatever you enter in the field will be the new obligation amount. For example, if the amount displayed in **Obligation Amount** is **\$1000.00**, and you enter **\$400.00**, **Total Amount Obligated** will be decreased to **\$400.00**.

The **Obligation Amount** must meet the following criteria:

- It must be less than the **Total Budget** value.
- It must be greater than the **Total Drawn Amount** value. In other words, you cannot decrease the obligated amount to less than the amount that has already been drawn down.

7. Click **Save Amount**.

The **Add-Edit Obligation Line Item** page is redisplayed with the updated **Total Obligated Amount**. The **Available for Obligation** field is also updated.

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LoginID:DGRAHAM
Role:Grantee

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- Search Activity

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Action Plans | **Drawdown** | **QPR** | **Reports** | **Grants**

Activity Obligation

Add-Edit Obligation Line Item

[Return to Search Obligation](#)

• Obligation Amount successfully saved

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title
B-98-DU-51-0001	97-39S2	Town of Bridgewater	Clearance and demolition	97-39S2

Total Budget: \$10,000.00

Total Obligated Amount: \$400.00

Available for Obligation: \$9,600.00

Total Drawn Amount: \$11.00

Obligation Amount: \$400.00

[Save Amount](#) | [Cancel Amount](#)

[Return to Search Obligation](#)

Updated obligation fields

Updated amount to be obligated

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Creating a Voucher

A **voucher** is an electronic payment request that is sent from DRGR to LOCCS. Each **line item** on the voucher is a payment request for work performed, goods purchased, or some other expenditure for a specific activity. A voucher can contain requests for activities from different grants; however, the grants must all have the same grantee.

Each voucher line item identifies not only the grant, grantee, activity, and funding source, but also the specific amount requested (drawdown amount), submission date, and a line item status. The line item status is updated by DRGR as the voucher moves through the drawdown process.

After a voucher is created and approved in DRGR, it is submitted to LOCCS for processing. Once LOCCS processes a voucher, it authorizes disbursement of the funds for approved line items.

Only grantees with the following privileges can create a voucher:

- Request Drawdown

Creating a voucher is a four-step process:

1. Select the activities to include in the voucher.
2. Enter the drawdown amounts for each activity.
3. Confirm the drawdown amounts.
4. View the finalized voucher.

DRGR guides you through this process by presenting pages that correspond to these steps.

To create a voucher:

1. Click the **Drawdown** link in the menu bar.

The **Search for Activities to Obligate** page appears.

2. In the left menu, click **Create Voucher** under **Drawdown**.

The page that appears, **Create Voucher – Page 1 of 4 (Select Activities)** is the first of the four voucher creation pages. In this page, you select the voucher submission date and the activities to be included in the voucher.

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LoginID:DGRAHAM
Role:Grantee

Action Plans **Drawdown** QPR Reports Grants

Drawdown
Create Voucher - Page 1 of 4 (Select Activities)

Continue

Voucher Created For:
State of Virginia

Requested Submission Date:
11/19/2008
Select Date (ex: mm/dd/yyyy)

Select the date to submit to LOCCS

Voucher Items

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

Add More Activities

Click this button to locate the activities to include in the voucher

Continue

DRGR R6.3

3. Select a submission date in the **Requested Submission Date** field:

- The submission date specifies when you would like the voucher to be submitted to LOCCS.
- You can manually enter a date, or select a date using the pop-up calendar.
- The date cannot be in the past and cannot be more than 90 days forward from the current date.
- The default value is the current date.

4. Click the **Add More Activities** button.

The **Search for Activities to Create Voucher** page is displayed. This page allows you to locate and add the activities to include in the voucher.

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Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM
Role:Grantee

Action Plans | **Drawdown** | QPR | Reports | Grants

Drawdown

Search for Activities to Create Voucher

Search Criteria

Grant #: Grantee Activity Number: Activity Title:

Activity Type: Responsible Organization:

|

|

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5. (Optional) Enter one or more search criteria:

- **Grant #** – Select a grant number from the drop-down list. Only grants to which you are assigned are listed.
- **Grantee Activity Number** – Enter a grantee activity number. You can enter a full or partial number and use the percent sign (%) as a wildcard search character.
- **Activity Title** – Enter an activity title. You can enter a full or partial title and use the percent sign (%) as a wildcard search character. Search is not case sensitive.
- **Activity Type** – Enter an activity type. You can enter a full or partial type and use the percent sign (%) as a wildcard search character. Search is not case sensitive.
- **Responsible Organization** – Enter the name of the organization to whom the grant was awarded. You can enter a full or partial name and use the percent sign (%) as a wildcard search character.

6. Click **Search**.

The **Search** page is redisplayed, with the search results appearing in a table below the search criteria. Each table row represents an activity. The first ten matching activities are listed; the default sort order is **Grant #**, **Responsible Organization**, and **Grantee Activity #**.

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Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM
Role:Grantee

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Drawdown

Search for Activities to Create Voucher

Search Criteria

Grant #: **Grantee Activity Number:** **Activity Title:**

Activity Type: **Responsible Organization:**

|

Results Page 1 of 2 (16 activities found)

Grant #	Responsible Organization	Activity Type	Grantee Activity #	Activity Title	Select
B-05-DJ-51-0001	York County	Construction/reconstruction of streets	YORK 05-DRP-07-#03K	YORK 05-DRP-07-#03K	<input type="checkbox"/>
B-05-DJ-51-0001	Local government: Town of Claremont.	Construction/reconstruction of water/sewer lines or systems	CLAREMONT 05-DRP-02: #03J	CLAREMONT 05-DRP-02: #03J	<input type="checkbox"/>
B-05-DJ-51-0001	City of Poquoson	Rehabilitation/reconstruction of residential structures	POQUOSON II 05-DRP-09: #14A	POQUOSON II 05-DRP-09: #14A	<input type="checkbox"/>
B-05-DJ-51-0001	City of Poquoson.	Rehabilitation/reconstruction of residential structures	POQUOSON I 05-DRP-05: #14A	POQUOSON I 05-DRP-05: #14A	<input type="checkbox"/>
B-05-DJ-51-0001	City of Richmond	Rehabilitation/reconstruction of residential structures	RICHMOND II 05-DRP-10: #14A	RICHMOND II 05-DRP-10: #14A	<input type="checkbox"/>
B-05-DJ-51-0001	City of Richmond.	Rehabilitation/reconstruction of residential structures	RICHMOND I 05-DRP-06: #14A	RICHMOND I 05-DRP-06: #14A	<input type="checkbox"/>
B-05-DJ-51-0001	James City County.	Rehabilitation/reconstruction of residential structures	JAMES CITY COUNTY 05-DRP-04: #14A	JAMES CITY COUNTY 05-DRP-04: #14A	<input type="checkbox"/>
B-05-DJ-51-0001	York County	Rehabilitation/reconstruction of residential structures	YORK 05-DRP-07-#14A	YORK 05-DRP-07-#14A	<input type="checkbox"/>
B-97-DU-51-0001	Town of Tangier, Virginia	Rehabilitation/reconstruction of residential structures	97-43S3	97-43S3	<input type="checkbox"/>
B-98-DD-51-0001	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	98-39S	<input type="checkbox"/>

1 | 2 | [\[Next 10 Results\]](#)

|

Search results table

Links to additional search results

7. If the activity for which you are searching is not displayed in the first page of results, do one of the following:
 - To enter different search criteria, click the **Reset** button, and then enter new criteria.
 - To view additional search results, click the one of the page links below the results table.
 - To sort the search results, click on a column header.

- 8. Select the activities to include in the voucher by checking the box in the **Select** column next to the activity title.

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Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM
Role:Grantee

Action Plans | **Drawdown** | **QPR** | **Reports** | **Grants**

Drawdown

Search for Activities to Create Voucher

Search Criteria

Grant #: | Grantee Activity Number: | Activity Title:

Activity Type: | Responsible Organization:

|

Results Page 1 of 2 (16 activities found)

Grant #	Responsible Organization	Activity Type	Grantee Activity #	Activity Title	Select
B-05-DJ-51-0001	York County	Construction/reconstruction of streets	YORK 05-DRP-07: #03K	YORK 05-DRP-07: #03K	<input checked="" type="checkbox"/>
B-05-DJ-51-0001	Local government: Town of Claremont.	Construction/reconstruction of water/sewer lines or systems	CLAREMONT 05-DRP-02: #03J	CLAREMONT 05-DRP-02: #03J	<input type="checkbox"/>
B-05-DJ-51-0001	City of Poquoson	Rehabilitation/reconstruction of residential structures	POQUOSON II 05-DRP-09: #14A	POQUOSON II 05-DRP-09: #14A	<input type="checkbox"/>
B-05-DJ-51-0001	City of Poquoson.	Rehabilitation/reconstruction of residential structures	POQUOSON I 05-DRP-05: #14A	POQUOSON I 05-DRP-05: #14A	<input type="checkbox"/>
B-05-DJ-51-0001	City of Richmond	Rehabilitation/reconstruction of residential structures	RICHMOND II 05-DRP-10: #14A	RICHMOND II 05-DRP-10: #14A	<input type="checkbox"/>
B-05-DJ-51-0001	City of Richmond.	Rehabilitation/reconstruction of residential structures	RICHMOND I 05-DRP-06: #14A	RICHMOND I 05-DRP-06: #14A	<input type="checkbox"/>
B-05-DJ-51-0001	James City County.	Rehabilitation/reconstruction of residential structures	JAMES CITY COUNTY 05-DRP-04: #14A	JAMES CITY COUNTY 05-DRP-04: #14A	<input type="checkbox"/>
B-05-DJ-51-0001	York County	Rehabilitation/reconstruction of residential structures	YORK 05-DRP-07: #14A	YORK 05-DRP-07: #14A	<input type="checkbox"/>
B-97-DU-51-0001	Town of Tangier, Virginia	Rehabilitation/reconstruction of residential structures	97-43S3	97-43S3	<input checked="" type="checkbox"/>
B-98-DD-51-0001	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	98-39S	<input checked="" type="checkbox"/>

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|

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Select activities to include

Click this button after selecting activities

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

CDS

LoginID:DGRAHAM
Role:Grantee

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Drawdown

Search for Activities to Create Voucher

Search Criteria

Grant #: **Grantee Activity Number:** **Activity Title:**

Activity Type: **Responsible Organization:**

|

Results Page 1 of 2 (16 activities found)

Grant #	Responsible Organization	Activity Type	Grantee Activity #	Activity Title	Select
B-05-DJ-51-0001	York County	Construction/reconstruction of streets	YORK 05-DRP-07: #03K	YORK 05-DRP-07: #03K	<input checked="" type="checkbox"/>
B-05-DJ-51-0001	Local government: Town of Claremont.	Construction/reconstruction of water/sewer lines or systems	CLAREMONT 05-DRP-02: #03J	CLAREMONT 05-DRP-02: #03J	<input type="checkbox"/>
B-05-DJ-51-0001	City of Poquoson	Rehabilitation/reconstruction of residential structures	POQUOSON II 05-DRP-09: #14A	POQUOSON II 05-DRP-09: #14A	<input type="checkbox"/>
B-05-DJ-51-0001	City of Poquoson.	Rehabilitation/reconstruction of residential structures	POQUOSON I 05-DRP-05: #14A	POQUOSON I 05-DRP-05: #14A	<input checked="" type="checkbox"/>
B-05-DJ-51-0001	City of Richmond	Rehabilitation/reconstruction of residential structures	RICHMOND II 05-DRP-10: #14A	RICHMOND II 05-DRP-10: #14A	<input checked="" type="checkbox"/>
B-05-DJ-51-0001	City of Richmond.	Rehabilitation/reconstruction of residential structures	RICHMOND I 05-DRP-06: #14A	RICHMOND I 05-DRP-06: #14A	<input type="checkbox"/>
B-05-DJ-51-0001	James City County.	Rehabilitation/reconstruction of residential structures	JAMES CITY COUNTY 05-DRP-04: #14A	JAMES CITY COUNTY 05-DRP-04: #14A	<input type="checkbox"/>
B-05-DJ-51-0001	York County	Rehabilitation/reconstruction of residential structures	YORK 05-DRP-07: #14A	YORK 05-DRP-07: #14A	<input type="checkbox"/>
B-97-DU-51-0001	Town of Tangier, Virginia	Rehabilitation/reconstruction of residential structures	97-43S3	97-43S3	<input type="checkbox"/>
B-98-DD-51-0001	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	98-39S	<input checked="" type="checkbox"/>

1 | 2. [\[Next 10 Results\]](#)

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9. Click the **Add Selected Activities to Voucher** button.

The **Create Voucher – Page 1 of 4 (Select Activities)** page is redisplayed. Each selected activity becomes a line item in the **Voucher Items** table. Basic voucher information appears in the top portion of the page.

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Community Development Systems
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Create Voucher - Page 1 of 4 (Select Activities)

Voucher Created For: State of Virginia

Requested Submission Date:
Select Date (ex: mm/dd/yyyy)

Voucher Items

Grant #	Responsible Organization	Activity Type	Grantee Activity #	Title	Fund Type	Select
B-05-DJ-51-0001	York County	Construction/reconstruction of streets	YORK 05-DRP-07:#03K	YORK 05-DRP-07:#03K	PROGRAM FUND	<input type="checkbox"/>
B-97-DU-51-0001	Town of Tangier, Virginia	Rehabilitation/reconstruction of residential structures	97-43S3	97-43S3	PROGRAM FUND	<input type="checkbox"/>
B-98-DD-51-0001	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	98-39S	PROGRAM FUND	<input type="checkbox"/>

|

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Basic voucher information

Selected activities appear in the Voucher Items table

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Create Voucher - Page 1 of 4 (Select Activities)

Voucher Created For: State of Virginia **Requested Submission Date:**
Select Date (ex: mm/dd/yyyy)

[Voucher Items](#)

Grant #	Responsible Organization	Activity Type	Grantee Activity #	Title	Fund Type	Select
B-05-DJ-51-0001	York County	Construction/reconstruction of streets	YORK 05-DRP-07: #03K	YORK 05-DRP-07: #03K	PROGRAM FUND	<input type="checkbox"/>
B-05-DJ-51-0001	City of Poquoson.	Rehabilitation/reconstruction of residential structures	POQUOSON I 05-DRP-05: #14A	POQUOSON I 05-DRP-05: #14A	PROGRAM FUND	<input type="checkbox"/>
B-05-DJ-51-0001	City of Richmond	Rehabilitation/reconstruction of residential structures	RICHMOND II 05-DRP-10: #14A	RICHMOND II 05-DRP-10: #14A	PROGRAM FUND	<input type="checkbox"/>
B-98-DD-51-0001	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	98-39S	PROGRAM FUND	<input type="checkbox"/>

|

DRGR R6.3

The **Voucher Items** table contains the following columns:

- Grant #
- Responsible Organization
- Activity Type
- Grantee Activity #
- Title
- Fund Type
- Select

10. To add more activities to the voucher, click the **Add More Activities** button, and then repeat Steps 7 through 9. Any activities that you have already selected to add to the voucher will not appear in the search results.

11. Once you have selected all of the activities to include in the voucher, select the fund type for each activity:

- **Program Fund** – Select this if the funds for the drawdown should come from HUD grant money.
- **Program Income** – Select this if the funds for the drawdown should come from program income received. **Note:** Program income is recorded by DRGR for tracking purposes but does not cause any money to be paid out through the LOCCS.

The default value is **Program Fund**.

TIP: To remove an activity from the table, check the box in the **Select** column next to the activity to be removed, and then click the **Remove Voucher Item** button.

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Create Voucher - Page 1 of 4 (Select Activities)

Continue

Voucher Created For: State of Virginia
Requested Submission Date: 11/19/2008
Select Date (ex: mm/dd/yyyy)

Grant #	Responsible Organization	Activity Type	Grantee Activity #	Title	Fund Type	Select
B-05-DJ-51-0001	York County	Construction/reconstruction of streets	YORK 05-DRP-07:#03K	YORK 05-DRP-07:#03K	PROGRAM FUND	<input type="checkbox"/>
B-97-DU-51-0001	Town of Tangier, Virginia	Rehabilitation/reconstruction of residential structures	97-43S3	97-43S3	PROGRAM FUND	<input type="checkbox"/>
B-98-DD-51-0001	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	98-39S	PROGRAM FUND	<input type="checkbox"/>
B-98-DU-51-0001	Town of Bridgewater	Acquisition - buyout of residential properties	97-39S3	97-39S3	PROGRAM FUND	<input type="checkbox"/>
B-98-DU-51-0001	Town of Buena Vista	Acquisition - buyout of residential properties	97-40S2	97-40S2	PROGRAM FUND	<input type="checkbox"/>
B-98-DU-51-0001	Town of Glasgow	Acquisition - buyout of residential properties	97-41S4	97-41S4	PROGRAM FUND	<input type="checkbox"/>

Add More Activities | Remove Voucher Line Item

Continue

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Create Voucher - Page 1 of 4 (Select Activities)

Voucher Created For: State of Virginia **Requested Submission Date:**
Select Date (ex: mm/dd/yyyy)

Voucher Items

Grant #	Responsible Organization	Activity Type	Grantee Activity #	Title	Fund Type	Select
B-05-DJ-51-0001	York County	Construction/reconstruction of streets	YORK 05-DRP-07: #03K	YORK 05-DRP-07: #03K	PROGRAM FUND	<input type="checkbox"/>
B-05-DJ-51-0001	City of Poquoson	Rehabilitation/reconstruction of residential structures	POQUOSON I 05-DRP-05: #14A	POQUOSON I 05-DRP-05: #14A	PROGRAM FUND	<input type="checkbox"/>
B-05-DJ-51-0001	City of Richmond	Rehabilitation/reconstruction of residential structures	RICHMOND II 05-DRP-10: #14A	RICHMOND II 05-DRP-10: #14A	PROGRAM FUND	<input type="checkbox"/>
B-98-DD-51-0001	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	98-39S	PROGRAM FUND	<input type="checkbox"/>
B-05-DJ-51-0001	City of Richmond and the Richmond Redevelopment Housing Authority.	Acquisition - buyout of residential properties	RICHMOND I 05-DRP-06: #01	RICHMOND I 05-DRP-06: #01	PROGRAM FUND	<input type="checkbox"/>
B-98-DU-51-0001	Town of Bridgewater	Acquisition - buyout of residential properties	97-39S3	97-39S3	PROGRAM FUND	<input type="checkbox"/>
B-98-DU-51-0001	Town of Buena Vista	Acquisition - buyout of residential properties	97-40S2	97-40S2	PROGRAM FUND	<input type="checkbox"/>
B-98-DU-51-0001	Town of Glasgow	Acquisition - buyout of residential properties	97-41S4	97-41S4	PROGRAM FUND	<input type="checkbox"/>

|

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This one shows Program Income selected:

In the following example, **Program Income** has been selected as the **Fund Type** for the fifth activity in the table.

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Create Voucher - Page 1 of 4 (Select Activities)

Voucher Created For: State of Virginia **Requested Submission Date:**
Select Date (ex: mm/dd/yyyy)

Voucher Items

Grant #	Responsible Organization	Activity Type	Grantee Activity #	Title	Fund Type	Select
B-05-DJ-51-0001	York County	Construction/reconstruction of streets	YORK 05-DRP-07: #03K	YORK 05-DRP-07: #03K	PROGRAM FUND	<input type="checkbox"/>
B-05-DJ-51-0001	City of Poquoson.	Rehabilitation/reconstruction of residential structures	POQUOSON I 05-DRP-05: #14A	POQUOSON I 05-DRP-05: #14A	PROGRAM FUND	<input type="checkbox"/>
B-05-DJ-51-0001	City of Richmond	Rehabilitation/reconstruction of residential structures	RICHMOND II 05-DRP-10: #14A	RICHMOND II 05-DRP-10: #14A	PROGRAM FUND	<input type="checkbox"/>
B-98-DD-51-0001	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	98-39S	PROGRAM FUND	<input type="checkbox"/>
B-05-DJ-51-0001	City of Richmond and the Richmond Redevelopment Housing Authority.	Acquisition - buyout of residential properties	RICHMOND I 05-DRP-06: #01	RICHMOND I 05-DRP-06: #01	PROGRAM INCOME	<input type="checkbox"/>
B-98-DU-51-0001	Town of Bridgewater	Acquisition - buyout of residential properties	97-39S3	97-39S3	PROGRAM FUND	<input type="checkbox"/>
B-98-DU-51-0001	Town of Buena Vista	Acquisition - buyout of residential properties	97-40S2	97-40S2	PROGRAM FUND	<input type="checkbox"/>
B-98-DU-51-0001	Town of Glasgow	Acquisition - buyout of residential properties	97-41S4	97-41S4	PROGRAM FUND	<input type="checkbox"/>

|

Program Income selected as Fund Type

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12. Now that your selection of activities and fund types is complete, click the **Continue** button.

The **Create Voucher – Page 2 of 4 (Drawdown Amounts)** page is displayed. On this page, you will enter the drawdown amounts for each activity on the voucher. The first ten matching voucher lines items are listed; the default sort order is **Grant #, Responsible Organization, and Grantee Activity #**.

Two new fields now appear in the top portion of the page:

- **Voucher #** - DRGR has assigned a voucher number.
- **Created By** – Your DRGR user name appears here.

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Create Voucher - Page 2 of 4 (Submit)

Voucher #: 100585 **Requested Submission Date:** 11/19/2008

Voucher Created For: State of Virginia **Created by:** Debra Graham

Voucher Items

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount
B-05-DJ-51-0001	YORK 05-DRP-07: #03K	York County	Construction/reconstruction of streets	YORK 05-DRP-07: #03K	PROGRAM FUND	\$500.00	\$ <input type="text"/>
B-97-DU-51-0001	97-43S3	Town of Tangier, Virginia	Rehabilitation/reconstruction of residential structures	97-43S3	PROGRAM INCOME	\$0.00	\$ <input type="text"/>
B-98-DD-51-0001	98-39S	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	PROGRAM FUND	\$1,385.00	\$ <input type="text"/>
B-98-DU-51-0001	97-39S3	Town of Bridgewater	Acquisition - buyout of residential properties	97-39S3	PROGRAM FUND	\$3,496.00	\$ <input type="text"/>
B-98-DU-51-0001	97-40S2	Town of Buena Vista	Acquisition - buyout of residential properties	97-40S2	PROGRAM FUND	\$496.00	\$ <input type="text"/>
B-98-DU-51-0001	97-41S4	Town of Glasgow	Acquisition - buyout of residential properties	97-41S4	PROGRAM FUND	\$0.00	\$ <input type="text"/>

New fields

Click amounts to see how they were calculated

Enter drawdown amounts

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In addition, the **Voucher Items** table has two new columns:

- **Available Amount.** This column contains the amount available for drawdowns. You can click the amount to view the specific amounts used to calculate the **Available Amount**. The formulas used to calculate **Available Amount** are:

For Program Fund	Available Amount = (Obligated Amount – (Drawn Amount + Draw Pending Amount))
For Program Income	<p>Available Amount = Sum of all Program Income received associated with activities for a grant from prior quarters – (Grant Program Income Drawn Amount + Grant Program Income Draw Pending Amount)</p> <p>IMPORTANT: When Program Income is selected as the Fund Type for an activity, the amount shown in the Available Amount column represents the <u>total</u> amount available for the <u>entire grant</u>, not just for that particular activity. Thus, multiple activities from the same grant will all show the same amount in the Available Amount column when Program Income is selected.</p>

- **Drawdown Amount.** This column is where you will enter the amount to be disbursed.

13. Enter the drawdown amounts in the **Drawdown Amount** column.

- The **Drawdown Amount** cannot exceed the **Available Amount**.
- If the **Fund Type** is **Program Income**, the amount shown as available for drawdown represents the total amount available from program income for the entire grant. Thus, multiple activities from the same grant will all show the same amount available.

For example, if a grant has \$100,000 in program income and two activities from that grant are being funded by program income, the amount shown in the **Available Amount** column for each activity will be \$100,000. However, this does not mean that \$100,000 is available for each activity; rather, it means that \$100,000 is available to shared by both activities.

- If the **Available Amount** is zero, you need to obligate money to the activity first. See the *Obligating Funds to an Activity* procedure.

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Voucher #:
100585

Voucher Created For:
State of Virginia

Requested Submission Date:
11/19/2008

Created by:
Debra Graham

Voucher Items

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount
B-05-DJ-51-0001	YORK 05-DRP-07: #03K	York County	Construction/reconstruction of streets	YORK 05-DRP-07: #03K	PROGRAM FUND	\$500.00	\$ 300
B-97-DU-51-0001	97-4353	Town of Tangier, Virginia	Rehabilitation/reconstruction of residential structures	97-4353	PROGRAM INCOME	\$0.00	\$
B-98-DD-51-0001	98-39S	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	PROGRAM FUND	\$1,385.00	\$ 687
B-98-DU-51-0001	97-39S3	Town of Bridgewater	Acquisition - buyout of residential properties	97-39S3	PROGRAM FUND	\$3,496.00	\$ 1560
B-98-DU-51-0001	97-40S2	Town of Buena Vista	Acquisition - buyout of residential properties	97-40S2	PROGRAM FUND	\$496.00	\$ 200
B-98-DU-51-0001	97-41S4	Town of Glasgow	Acquisition - buyout of residential properties	97-41S4	PROGRAM FUND	\$0.00	\$

|

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14. Review each of the activities and the drawdown amounts:

- If an amount is incorrect, enter the correct amount.
- If you want to change the activities included in the voucher, click **Cancel Voucher**. A blank **Create Voucher – Page 1 of 4 (Select Activities)** page will be displayed and you can select new activities for the voucher.

15. Once you are satisfied with the selected activities, click **Submit Voucher**.

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After validating the drawdown amounts, DRGR displays the **Create Voucher – Page 3 of 4 (Confirm)** page. The page allows you to confirm the drawdown amounts.

Two new fields appear in the top portion of the page:

- **Voucher Total** – This amount represents the sum of the requested drawdowns.
- **Creation Date** – The current date appears as the voucher creation date.

The **Voucher Items** table is no longer editable. In addition, each selected activity has been assigned a voucher line item number and the drawdown subtotal for each grant appears below the table. The total for the entire voucher appears at the bottom of the table, below the grant subtotals.

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| |

Voucher #: 100585

Voucher Created For: State of Virginia

Voucher Total: \$2,747.00

Requested Submission Date: 11/19/2008

Creation Date: 11/19/2008

Created by: Debra Graham

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount
1	B-05-DJ-51-0001	YORK 05-DRP-07: #03K	York County	Construction/reconstruction of streets	YORK 05-DRP-07: #03K	PROGRAM FUND	\$500.00	\$300.00
							Grant Subtotal:	\$300.00
2	B-97-DU-51-0001	97-43S3	Town of Tangier, Virginia	Rehabilitation/reconstruction of residential structures	97-43S3	PROGRAM INCOME	\$0.00	\$0.00
							Grant Subtotal:	\$0.00
3	B-98-DD-51-0001	98-39S	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	PROGRAM FUND	\$1,385.00	\$687.00
							Grant Subtotal:	\$687.00
4	B-98-DU-51-0001	97-39S3	Town of Bridgewater	Acquisition - buyout of residential properties	97-39S3	PROGRAM FUND	\$3,496.00	\$1,560.00
5	B-98-DU-51-0001	97-40S2	Town of Buena Vista	Acquisition - buyout of residential properties	97-40S2	PROGRAM FUND	\$496.00	\$200.00
6	B-98-DU-51-0001	97-41S4	Town of Glasgow	Acquisition - buyout of residential properties	97-41S4	PROGRAM FUND	\$0.00	\$0.00
							Grant Subtotal:	\$1,760.00
							Voucher Total:	\$2,747.00

| |

16. Review each of the drawdown amounts to verify that you entered the proper amount for the right fund:

- If you need to change an amount, click the **Edit Voucher** button and the second page of the **Create Voucher** pages will be redisplayed. You can revise the amounts and then continue.
- Click **Cancel** if you decide not to complete the drawdown.

17. Once you are satisfied with the amounts, click the **Confirm Voucher** button.

IMPORTANT: Once you click the **Confirm Voucher** button, you cannot cancel the voucher creation.

DRGR sends email to all grantee users that have Approve Drawdown privileges to notify them that a voucher has been created. DRGR then displays the **Create Voucher – Page 4 of 4 (View)** page. This is a read-only confirmation page. Notice that any line item that did not have a non-zero dollar value in the **Drawdown Amount** field on Page 3 does not appear on this page.

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• **Voucher Created Successfully**

Return to Create Voucher

Voucher #: 100585	Voucher Total: \$2,747.00	Requested Submission Date: 11/19/2008
Voucher Created For: State of Virginia	Created by: Debra Graham	Creation Date: 11/19/2008

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount
1	B-05-DJ-51-0001	YORK 05-DRP-07: #03K	York County	Construction/reconstruction of streets	YORK 05-DRP-07: #03K	PROGRAM FUND	\$200.00	\$300.00
							Grant Subtotal:	\$300.00
2	B-98-DD-51-0001	98-39S	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	PROGRAM FUND	\$698.00	\$687.00
							Grant Subtotal:	\$687.00
3	B-98-DU-51-0001	97-39S3	Town of Bridgewater	Acquisition - buyout of residential properties	97-39S3	PROGRAM FUND	\$1,936.00	\$1,560.00
4	B-98-DU-51-0001	97-40S2	Town of Buena Vista	Acquisition - buyout of residential properties	97-40S2	PROGRAM FUND	\$296.00	\$200.00
							Grant Subtotal:	\$1,760.00
							Voucher Total:	\$2,747.00

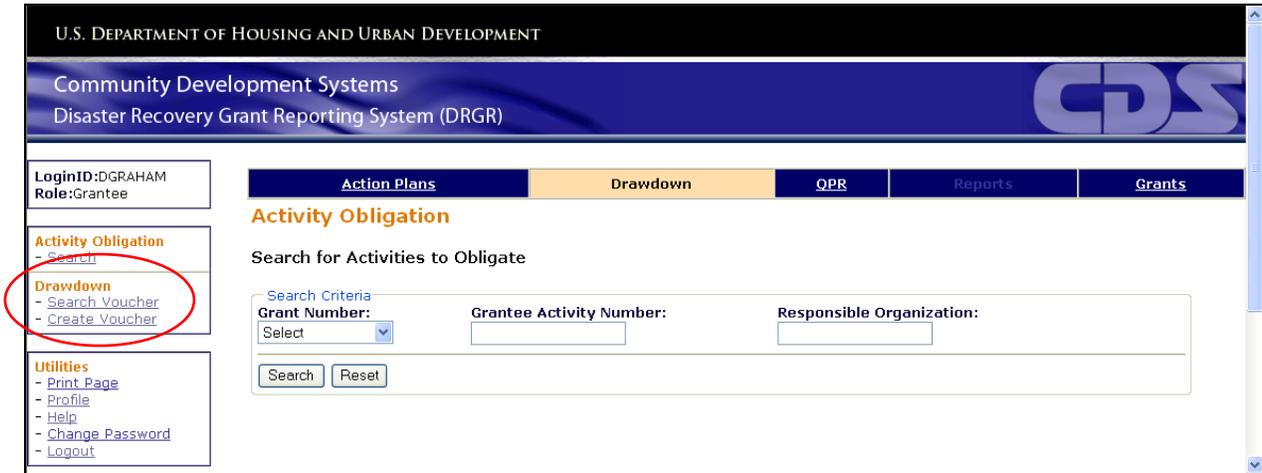
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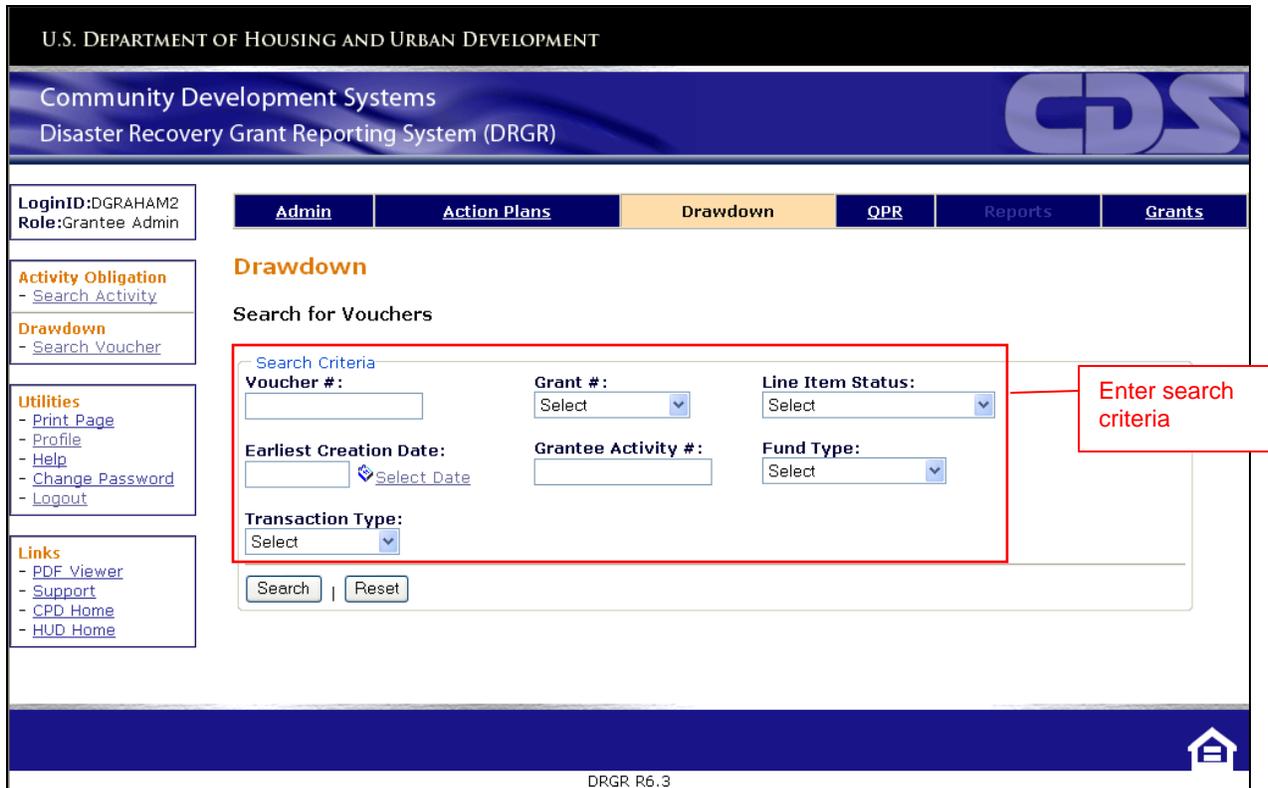
Searching for a Voucher

To search for a voucher:

1. Click the **Drawdown** link in the menu bar.
The **Search for Activities to Obligate** page appears.



2. In the left menu, click **Search Voucher** under **Drawdown**.
The **Search for Vouchers** page appears.



3. (Optional) Enter one or more search criteria:

- **Voucher #** – Enter a voucher number. You can enter a full or partial number and use the percent sign (%) as a wildcard search character.
- **Grant #** – Select a grant number from the drop-down list. Only grants that you are assigned to are listed.
- **Line Item Status**– Select a line item status to search for vouchers that contain a line item with the specified status. See *Appendix A* for more information about line item statuses.
- **Earliest Creation Date** – Enter a date, or select a date using the pop-up calendar.
- **Grantee Activity #** – Enter a grantee activity number. You can enter a full or partial number and use the percent sign (%) as a wildcard search character.
- **Fund Type** – Select a fund type to search for vouchers that contain a line item with the specified fund type.
- **Transaction Type** – Select the LOCCS transaction type:
 - Adjustment – Funds transferred from one grant to another.
 - Collection – Fund returned by grantee to LOCCS.
 - Manual Payment – Grantee-approved drawdown manually submitted from LOCCS.
 - Payment – Program Fund and Program Income drawdowns.

4. Click **Search**.

The **Search** page is redisplayed, with the search results appearing in a table below the search criteria. Each table row is a *voucher line item*. The first ten matching voucher line items are listed; additional results can be viewed by clicking a page link below the table. The default sort order is **Grant #, Responsible Organization, Grantee Activity #, Voucher #, and Line Item #**.

The voucher number for the associated voucher appears in the first column. If a voucher has more than one line item, each line item will appear as a separate row in the table.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM
Role:Grantee

Activity Obligation
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Drawdown
- [Search Voucher](#)
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Action Plans
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Grants

Drawdown

Search for Vouchers

Search Criteria

Voucher #: **Grant #:** **Line Item Status:**

Earliest Creation Date: **Grantee Activity #:** **Fund Type:**

Transaction Type:

Results Page 1 of 13 (124 voucher line items found)

Voucher #	Line Item #	Creation Date	Grant #	Grantee Activity #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status	Action
100269	1	10/29/2008	B-05-DJ-51-0001	HAMPTON 05-DRP-03	City of Hampton.	PROGRAM FUND	Payment	\$125.00	Approved Pending HQ	Maintain
100381	1	11/04/2008	B-05-DJ-51-0001	HAMPTON 05-DRP-03	City of Hampton.	PROGRAM FUND	Payment	\$1,000.00	Open	Maintain
100482	1	11/10/2008	B-05-DJ-51-0001	RICHMOND I 05-DRP-06: #21A	City of Richmond	PROGRAM FUND	Payment	\$100.00	Open	Maintain
100515	1	11/12/2008	B-05-DJ-51-0001	RICHMOND I 05-DRP-06: #21A	City of Richmond	PROGRAM FUND	Payment	\$10.00	Approved Pending HQ	Maintain
100526	1	11/13/2008	B-05-DJ-51-0001	RICHMOND I 05-DRP-06: #21A	City of Richmond	PROGRAM FUND	Payment	\$2.65	Approved	Maintain
100461	1	11/07/2008	B-05-DJ-51-0001	RICHMOND I 05-DRP-06: #01	City of Richmond and the Richmond Redevelopment Housing Authority.	PROGRAM FUND	Payment	\$800.00	Revised	Maintain
100461	2	11/07/2008	B-05-DJ-51-0001	RICHMOND I 05-DRP-06: #01	City of Richmond and the Richmond Redevelopment Housing Authority.	PROGRAM FUND	Payment	\$780.00	Pending	Maintain
100482	2	11/10/2008	B-05-DJ-51-0001	RICHMOND I 05-DRP-06: #01	City of Richmond and the Richmond Redevelopment Housing Authority.	PROGRAM FUND	Payment	\$100.00	Open	Maintain
100485	1	11/11/2008	B-05-DJ-51-0001	RICHMOND I 05-DRP-06: #01	City of Richmond and the Richmond Redevelopment Housing Authority.	PROGRAM FUND	Payment	\$100.00	Open	Maintain
100503	1	11/12/2008	B-05-DJ-51-0001	RICHMOND I 05-DRP-06: #01	City of Richmond and the Richmond Redevelopment Housing Authority.	PROGRAM FUND	Payment	\$100.00	Pending	Maintain

[1](#) [2](#) [3](#) [4](#) [5](#) [\[Next 10 Results\]](#)

Both of these line items are on the same voucher

Links to additional search results

Search results table

5. If the voucher for which you are searching is not displayed in the first page of results, do one of the following:
 - To enter different search criteria, click the **Reset** button, and then enter new criteria.
 - To view additional search results, click the one of the page links below the results table.
 - To sort the search results, click on a column header in the results table.

6. Once you locate a voucher line item associated with the voucher for which you are searching, click the **Maintain** link in the **Action** column next to the voucher line item to view the voucher.

The entire voucher is displayed in the **Maintain Voucher** page. General information about the selected voucher (**Voucher #**, **Created By**, **Voucher Created For**, and **Creation Date**) appears at the top of the page. Below the general information, all of the voucher line items (not just the line item that you selected) are listed in a table.

MENT OF HOUSING AND URBAN DEVELOPMENT

ty Development Systems
covery Grant Reporting System (DRGR)

Drawdown

Maintain Voucher

[Return to Search Voucher](#)

Voucher #: 100102 **Created By:** JPARKE
Voucher Created for: State of Virginia **Creation Date:** 10/20/2008

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
5	B-98-DU-51-0001	97-39S1	Town of Bridgewater	Administration	97-39S1	PROGRAM FUND	\$963.00	\$3.00	Approved	10/30/2008	Cancel View
Voucher Approved Total:								\$3.00			
3	B-98-DD-51-0001	98-38S	City of Chesapeake	Acquisition, construction, reconstruction of public facilities	98-38ST	PROGRAM INCOME	\$0.00	\$5.00	Cancelled	10/20/2008	View
Voucher Cancelled Total:								\$5.00			
4	B-98-DD-51-0001	98-40S	City of Portsmouth	Acquisition, construction, reconstruction of public facilities	98-40S	PROGRAM FUND	\$994.00	\$6.00	Completed	10/30/2008	View
Voucher Completed Total:								\$6.00			
2	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #21A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04: #21A	PROGRAM FUND	\$747.00	\$1.00	Open	10/30/2008	Revise Cancel View
6	B-98-DU-51-0001	97-39S2	Town of Bridgewater	Clearance and Demolition	97-39S2	PROGRAM FUND	\$993.00	\$4.00	Open	10/24/2008	Revise Cancel View
Voucher Open Total:								\$5.00			
1	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #14A	James City County.	Rehabilitation/reconstruction of residential structures	JAMES CITY COUNTY 05-DRP-04: #14A	PROGRAM FUND	\$899.00	(\$1.00)	Revised	10/20/2008	View
Voucher Revised Total:								(\$1.00)			
8	B-05-DJ-51-0001	ADMINISTRATION - Virginia State Office	Virginia Department of Housing and Community Development	Administration	ADMINISTRATION - Virginia State Office	PROGRAM FUND	(\$3.00)	(\$1.00)	Revision Approved		View
Voucher Revision Approved Total:								(\$1.00)			

[Return to Search Voucher](#)

DRGR R6.2

Information about the selected voucher

Options depend on the line item status and your user privileges

Voucher line items are grouped by status

The voucher line items are grouped according to their status and are listed in the following order:

- Approved voucher line items
- Cancelled voucher line items
- Completed voucher line items
- Open voucher line items
- Rejected voucher line items
- Revised voucher line items
- Approved revised voucher line items

Each line item represents an activity for which a drawdown has been requested. The following information is displayed for each line item:

Column	Description
Line Item #	A DRGR-assigned number identifying the line item.
Grant #	The grant number for the activity.
Grantee Activity #	The grantee activity number for the activity.
Responsible Organization	The organization responsible for performing the activity.
Activity Type	The type of activity that will be conducted.
Activity Title	The title of the activity.
Fund Type	The type of funds that are the source for this drawdown.
Available Amount	The amount that is available to drawdown for this activity.
Drawdown Amount	The amount that has already been drawdown for this activity. A negative amount occurs when there has been a collection or adjustment type of transaction.
Line Item Status	See <i>Appendix A</i> for a description of the possible statuses.
Submission Date	Whether this is editable depends on your user role: if you are a grantee user, it will not be editable; if you are a grantee user with approval privileges, it will be editable.
Action	The options that appear in this column depend on the Line Item Status and your user privileges.

The default sort order within each group of line items is **Grant #, Responsible Organization, Grantee Activity #, Voucher #, and Line Item #**.

At this point, you can click a link in the **Action** column or click the **Return to Search Voucher** button. The options available in the **Action** column depend on the status of the line item and the privileges assigned to your user role. See *Appendix A* for a description of voucher line item statuses.

The possible actions for a Grantee User are:

- View a voucher or voucher line item
- Cancel a voucher line item
- Revise a voucher line item
- Approve or reject a voucher line item
- Revoke approval of a voucher line item

For instructions on how to perform these tasks, refer to the following sections.

Viewing a Voucher or Voucher Line Item

To view a voucher or voucher line item:

1. Follow Steps 1-6 in the *Searching for a Voucher* section.

At the completion of Step 6, the entire voucher is displayed on the **Maintain Voucher** page. General information about the selected voucher (**Voucher #, Created By, Voucher Created For, and Creation Date**) appears at the top of the page. Below the general information, all of the voucher line items (not just the line item that you selected) are listed in a table.

MENT OF HOUSING AND URBAN DEVELOPMENT

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Action Plans **Drawdown** **QPR** **Reports** **Grants**

Drawdown

Maintain Voucher

[Return to Search Voucher](#)

Voucher #: 100102 **Created By:** JPARKE
Voucher Created for: State of Virginia **Creation Date:** 10/20/2008

Information about the selected voucher

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
5	B-98-DU-51-0001	97-39S1	Town of Bridgewater	Administration	97-39S1	PROGRAM FUND	\$963.00	\$3.00	Approved	10/30/2008	Cancel View
Voucher Approved Total:								\$3.00			
3	B-98-DD-51-0001	98-38S	City of Chesapeake	Acquisition, construction, reconstruction of public facilities	98-38ST	PROGRAM INCOME	\$0.00	\$5.00	Cancelled	10/20/2008	View
Voucher Cancelled Total:								\$5.00			
4	B-98-DD-51-0001	98-40S	City of Portsmouth	Acquisition, construction, reconstruction of public facilities	98-40S	PROGRAM FUND	\$994.00	\$6.00	Completed	10/30/2008	View
Voucher Completed Total:								\$6.00			
2	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #21A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04: #21A	PROGRAM FUND	\$747.00	\$1.00	Open	10/30/2008	Revise Cancel View
6	B-98-DU-51-0001	97-39S2	Town of Bridgewater	Clearance and Demolition	97-39S2	PROGRAM FUND	\$993.00	\$4.00	Open	10/24/2008	Revise Cancel View
Voucher Open Total:								\$5.00			
1	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #14A	James City County.	Rehabilitation/reconstruction of residential structures	JAMES CITY COUNTY 05-DRP-04: #14A	PROGRAM FUND	\$899.00	(\$1.00)	Revised	10/20/2008	View
Voucher Revised Total:								(\$1.00)			
8	B-05-DJ-51-0001	ADMINISTRATION - Virginia State Office	Virginia Department of Housing and Community Development	Administration	ADMINISTRATION - Virginia State Office	PROGRAM FUND	(\$3.00)	(\$1.00)	Revision Approved		View
Voucher Revision Approved Total:								(\$1.00)			

[Return to Search Voucher](#)

Options depend on the line item status and your user privileges

Voucher line items are grouped by status

DRGR R6.2

The voucher line items are grouped according to their status and are listed in the following order:

- Approved voucher line items
- Cancelled voucher line items
- Completed voucher line items
- Open voucher line items

- Rejected voucher line items
- Revised voucher line items
- Approved revised voucher line items

Each line item represents an activity for which a drawdown has been requested. The following information is displayed for each line item:

Column	Description
Line Item #	A DRGR-assigned number identifying the line item.
Grant #	The grant number for the activity.
Grantee Activity #	The grantee activity number for the activity.
Responsible Organization	The organization responsible for performing the activity.
Activity Type	The type of activity that will be conducted.
Activity Title	The title of the activity.
Fund Type	The type of funds that are the source for this drawdown.
Available Amount	The amount that is available to drawdown for this activity.
Drawdown Amount	The amount that has already been drawdown for this activity. A negative amount occurs when there has been a collection or adjustment type of transaction.
Line Item Status	See <i>Appendix A</i> for a description of the possible statuses.
Submission Date	Whether this is editable depends on your user role: if you are a grantee user, it will not be editable; if you are a grantee user with approval privileges, it will be editable.
Action	The options that appear in this column depend on the Line Item Status and your user privileges.

The default sort order within each group of line items is **Grant #, Responsible Organization, Grantee Activity #, Voucher #, and Line Item #**.

- To view the details of a line item, click the **View** link in the **Action** column for that line item.

The **View Voucher Line Item** page is displayed. Below the general voucher information, this page displays detailed information about the selected voucher line item, including the status of the batch in which the line item was packaged and sent to LOCCS.

The five primary areas of this page are:

- DRGR Information area
- LOCCS Update area
- LOCCS Confirmation Information area
- Line Item table
- Approver comments

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM
Role:Grantee

Activity Obligation
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Action Plans | **Drawdown** | **OPR** | **Reports** | **Grants**

Drawdown

View Voucher Line Item

[Return to Search Voucher](#) | [Return to Maintain Voucher](#)

Voucher Created For: State of Virginia **Voucher # / Line Item #:** 100102/2 **Grant #:** 8-05-DJ-51-0001 **Transaction Type:** Payment

Created By: JPARKE
Creation Date: 10/20/2008

DRGR Information

DRGR Status: Pending
Batch #: 1
Batch Date: 11/12/2008
LOCCS Control #: 100020
LOCCS Status: Voucher pending confirmation by LOCCS

LOCCS Update

Batch Updated By: LOCCS
Date Updated: 2008-11-12 11:59:00.0
Special Remarks:

LOCCS Confirmation Information

Confirm Batch #: 1
Confirm Batch Date: 11/12/2008
Confirmation Code: Ok
Pay Method:
Payment Date:
Schedule #:
Reschedule:
Effective Date:

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date
8-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #21A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04: #21A	PROGRAM FUND	\$1.00	Pending	2008-11-04

Grantee Approver (Debra Graham 2) Comments on 11/04/2008:
(None)

Grantee Approver Comments:
(None)

[Return to Search Voucher](#) | [Return to Maintain Voucher](#)

DRGR R6.3

Status of the line item in DRGR

Reflects batch processing results

Approver comments

Line-item specific batch information

Line item details

The following table describes these areas in more details.

Area	Field	Description
DRGR Information	DRGR Status	The status of this voucher item. Open Initial status Approved Voucher approved Pending Voucher pending receipt by LOCCS Canceled The grantee canceled an Open voucher Completed Voucher paid through LOCCS Revoked Grantee revoked voucher approval Revised Grantee revised HUD Activity Number drawing the funds from this voucher
	Batch #	The LOCCS batch number in which this line item was processed. If this field displays all zeros, the drawdown request has not yet been sent to LOCCS.
	Batch Date	The date that the batch was sent to LOCCS.
	LOCCS Control #	A LOCCS-assigned number used to identify the voucher line item after being processed by LOCCS.
	LOCCS Status	The status of this voucher in LOCCS. Voucher line item pending confirmation by LOCCS Voucher line item approved by LOCCS Voucher line item rejected by LOCCS Voucher line item rejected by Treasury On hold Cancelled by LOCCS Voucher line item rescheduled by LOCCS
LOCCS Update	Batch Updated By	Identifies LOCCS as the batch processor.
	Date Updated	The date that the batch processing results were received from LOCCS.
	Special Remarks	LOCCS-generated comments about voucher line items that needed special processing.
LOCCS Confirmation Information	Confirm Batch #	The LOCCS batch number in which this voucher line item was processed after it was received from the DRGR batch.
	Confirm Batch Date	The LOCCS batch date in which this voucher line item was processed after it was received from the DRGR batch.

Area	Field	Description
	Confirmation Code	The LOCCS confirmation code for this batch: P00 Processed R01 Rejected, bad batch header R02 Rejected, batch count off R03 Rejected, batch total off R03 Rejected, RCD-BCH-NO does not equal batch R05 Rejected, out of sequence on RCD-NO R50 Rejected, invalid grantee/grant/program R51 Rejected, insufficient funds R52 Rejected, detail total does not equal voucher total R53 Rejected, out of sequence on voucher line number R54 Rejected, duplicate voucher number R55 Rejected, failed conversion edits R59 Rejected, other voucher lines failed edits R99 Rejected, missing required information H01 Held, missing payment information H02 Held, suspension H03 Held, funding problem
	Pay Method	Identifies method of payment (check or direct deposit).
	Payment Date	Date that the payment will be issued.
	Schedule #	Number used to identify payment.
	Reschedule	Identifies whether the payment was rescheduled.
	Effective Date	Identifies reschedule date.

Cancelling a Voucher Line Item

If a voucher line item was created in error, you can cancel it. A line item can be cancelled only if it has a status of **Open** (has not been approved), **Approved**, **Approved Pending HQ**, or **Approved by HQ**.

Only a grantee with following privileges can cancel a voucher line item:

- Request Drawdown

The user cancelling the voucher line item does not have to be the same user as the one who created it.

After a voucher line item has been cancelled, it will still appear on the voucher; however, its status will be **Cancelled** and no further actions can be performed on the line item.

To cancel a voucher line item:

1. Follow Steps 1-6 in the *Searching for a Voucher* section to locate the voucher containing the voucher line item you want to cancel.

At the completion of Step 6, the **Maintain Voucher** page will display the voucher containing the voucher line item you want to cancel. The voucher line items are grouped according to their status and appear in the following order:

- Approved voucher line items

- Cancelled voucher line items
- Completed voucher line items
- Open voucher line items
- Rejected voucher line items
- Revised voucher line items
- Approved revised voucher line items

The options available in the **Action** column depend on the status of the line item and the privileges assigned to your user role. See *Appendix A* for a description of voucher line item statuses.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 Community Development Systems
 Disaster Recovery Grant Reporting System (DRGR)

ID: DGRAHAM
 Grantee

Action Plans | **Drawdown** | **QPR** | **Reports** | **Grants**

Drawdown
 Maintain Voucher

[Return to Search Voucher](#)

Voucher #: 100198
 Created By: DGRAHAM
 Voucher Created for: State of Virginia
 Creation Date: 10/23/2008

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
4	B-05-DJ-51-0001	YORK 05-DRP-07: #14A	York County	Rehabilitation/reconstruction of residential structures	YORK 05-DRP-07: #14A	PROGRAM FUND	\$3,070.00	\$50.00	Approved Pending HQ	11/26/2008	Cancel View
Voucher Approved Pending HQ Total:								\$50.00			
3	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #21A	James City County,	Administration	JAMES CITY COUNTY 05-DRP-04: #21A	PROGRAM FUND	\$704.50	\$200.00	Open	10/23/2008	Revise Cancel View
Voucher Open Total:								\$200.00			
1	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #14A	James City County,	Rehabilitation/reconstruction of residential structures	JAMES CITY COUNTY 05-DRP-04: #14A	PROGRAM FUND	\$999.00	\$100.00	Rejected	11/27/2008	View
Voucher Rejected Total:								\$100.00			
2	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #21A	James City County,	Administration	JAMES CITY COUNTY 05-DRP-04: #21A	PROGRAM FUND	\$704.50	\$250.00	Revised	10/23/2008	View
Voucher Revised Total:								\$250.00			

[Return to Search Voucher](#)

DRGR R6.3

Only line items with a status of **Open**, **Approved**, **Approved Pending HQ**, or **Approved by HQ** can be cancelled

- Click the **Cancel** link in the **Action** column next to the line item you want to cancel.

The **Maintain Voucher** page is redisplayed. A message confirming the cancellation appears at the top of the page and the status of the line item is now **Cancelled**.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM
Role:Grantee
Action Plans
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Reports
Grants

Drawdown

Maintain Voucher

- Voucher cancelled successfully

[Return to Search Voucher](#)

Voucher #:
100102

Voucher Created for:
State of Virginia

Created By:
JPARKE

Creation Date:
10/20/2008

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date	Action
3	B-98-DD-51-0001	98-38S	City of Chesapeake	Acquisition, construction, reconstruction of public facilities	98-38S	PI	\$5.00	Cancelled	10/20/2008	View
Voucher Cancelled Total:								\$5.00		
5	B-98-DU-51-0001	97-39S1	Town of Bridgewater	Administration	97-39S1	PF	\$3.00	Open	10/20/2008	Revise Cancel View
4	B-98-DD-51-0001	98-40S	City of Portsmouth	Acquisition, construction, reconstruction of public facilities	98-40S	PF	\$6.00	Open	10/20/2008	Revise Cancel View
2	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #21A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04: #21A	PF	\$1.00	Open	10/20/2008	Revise Cancel View
6	B-98-DU-51-0001	97-39S2	Town of Bridgewater	Clearance and Demolition	97-39S2	PF	\$4.00	Open	10/20/2008	Revise Cancel View
1	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #14A	James City County.	Rehabilitation/reconstruction of residential structures	JAMES CITY COUNTY 05-DRP-04: #14A	PF	\$2.00	Open	10/20/2008	Revise Cancel View
Voucher Open Total:								\$16.00		

[Return to Search Voucher](#)

Status is changed to **Cancelled**

DRGR R6.2

Revising a Voucher Line Item

You can revise the activity and dollar amount for a voucher line item that has a status of **Open** (not yet approved by grantee approver) or a voucher line item that has a status of **Completed** (paid by Treasury).

There are a number of reasons why you may need to revise a voucher line item:

- The activity ID you selected when you created the voucher is incorrect.
- You drew too many dollars for one activity when you created the voucher and now need to move a portion of the dollars to another activity within the same program and of the same fund type.
- Funds for a draw were issued incorrectly and the recipient returned the funds to the U.S. Treasury. When funds are returned to the U.S. Treasury, DRGR does not process them against an activity. Instead, it credits them to a generic adjustment activity under the project:

Revising a voucher line item is necessary when a disbursement needs to be moved from one activity to another. When revising a voucher line item, you can transfer all or a portion of the original drawdown amount to a different activity. However, a line item can be revised only in two situations:

- (1) The line item has a status of **Open** (not yet approved).
- (2) The line item has a status of **Completed** status (paid by Treasury). (One exception: If the line item has a transaction type of **Collection**; it cannot be revised.

In both situations, the following conditions also apply:

- Both activities must be part of the same grant.
- The new activity must have enough money obligated to allow the drawdown.
- The activity to which the drawdown is being shifted must not be a cancelled activity.
- Neither activity is blocked.

Only a grantee with following privileges can revise a voucher line item:

- Request Drawdown

The user revising the voucher line item does not have to be the same user as the one who created it.

Revising a voucher line item causes new line items to be created for that voucher:

- If all of the money is moved to a different activity, DRGR creates one new voucher line item. This new line item is for the activity to which the drawdown funds are being transferred. The status of the new line item will be **Open**.
- If only part of the money is moved to a different activity, DRGR creates two new voucher line items. One of the new line items is for the activity receiving the transferred drawdown. The second line item created is a new version of the original voucher line item. The status of both new line items will be **Open**.

The original line item remains on the voucher but its status is changed to **Revised**. It can no longer be worked with unless the new voucher line items are not approved.

To revise a voucher line item:

1. Follow Steps 1-6 in the *Searching for a Voucher* section to locate the voucher containing the voucher line item you want to revise.

At the completion of Step 6, the **Maintain Voucher** page will display the voucher containing the voucher line item you want to revise. General information about the selected voucher (**Voucher #**, **Created By**, **Voucher Created For**, and **Creation Date**) appears at the top of the page. Below the general information, all of the voucher line items (not just the line item that you selected) are listed in a table.

The voucher line items are grouped according to their status and appear in the following order:

- Approved voucher line items
- Cancelled voucher line items
- Completed voucher line items
- Open voucher line items
- Rejected voucher line items
- Revised voucher line items
- Approved revised voucher line items

The options available in the **Action** column depend on the status of the line item and the privileges assigned to your user role. See *Appendix A* for a description of voucher line item statuses.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

loginID:TCGR
role:Grantee

Activity Obligation
Search Activity

Drawdown
Search Voucher
Create Voucher

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Action Plans Drawdown **DRP** Reports Grants

Drawdown

Maintain Voucher [Help?](#)

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Voucher #: 100011
Created By: TCGR
Voucher Created for: State of Virginia
Creation Date: 12/22/2008

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
2	B-05-D3-51-0001	CHESAPEAKE II 05-DRP-08: #03I	City of Chesapeake	Dike/dam/stream-river bank repairs	CHESAPEAKE II 05-DRP-08: #03I	PROGRAM INCOME	\$995.00	\$4.00	Open	12/22/2008	Revise Cancel View
3	B-05-D3-51-0001	YORK 05-DRP-07: #03K	York County	Construction/reconstruction of streets	YORK 05-DRP-07: #03K	PROGRAM INCOME	\$995.00	\$1.00	Open	12/22/2008	Revise Cancel View
Voucher Open Total:							\$5.00				
1	B-05-D3-51-0001	CHESAPEAKE II 05-DRP-08: #03I	City of Chesapeake	Dike/dam/stream-river bank repairs	CHESAPEAKE II 05-DRP-08: #03I	PROGRAM INCOME	\$995.00	\$5.00	Revised	12/22/2008	View
Voucher Revised Total:							\$5.00				

[Return to Search Voucher](#)

DRGR_6.3

- Click the **Revise** link in the **Action** column for the line item you want to revise.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

loginID:TCGR
Title:Grantee

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Drawdown

Maintain Voucher [Help?](#)

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Voucher #: 100011
Created By: TCGR
Voucher Created for: State of Virginia
Creation Date: 12/22/2008

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
2	8-05-DJ-S1-0001	CHESAPEAKE II 05-DRP-09: #021	City of Chesapeake	Dike/dam/stream-river bank repairs	CHESAPEAKE II 05-DRP-09: #031	PROGRAM INCOME	\$995.00	\$4.00	Open	12/22/2008	Revise Cancel View
3	8-05-DJ-S1-0001	YORK 05-DRP-07: #03K	York County	Construction/reconstruction of streets	YORK 05-DRP-07: #03K	PROGRAM INCOME	\$995.00	\$1.00	Open	12/22/2008	Revise Cancel View
Voucher Open Total:								\$5.00			
1	8-05-DJ-S1-0001	CHESAPEAKE II 05-DRP-08: #031	City of Chesapeake	Dike/dam/stream-river bank repairs	CHESAPEAKE II 05-DRP-08: #031	PROGRAM INCOME	\$995.00	\$5.00	Revised	12/22/2008	View
Voucher Revised Total:								\$5.00			

[Return to Search Voucher](#)

DRGR 6.3

Only line items with a status of **Open** or **Completed** can be revised

The **Revise Voucher Line Item** page is displayed.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM
Role:Grantee

Action Plans | **Drawdown** | QPR | Reports | Grants

Drawdown

Revise Voucher Line Item

Save | Return to Maintain Voucher

Voucher Created For: State of Virginia | Voucher # / Line Item #: 100198/1 | Grant #: B-05-DJ-51-0001 | Transaction Type: Payment

Created By: DGRAHAM
Creation Date: 10/23/2008

DRGR Information
DRGR Status: Open
Batch #: | Batch Date: | LOCCS Control #: | LOCCS Status: Blank

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

LOCCS Update
Batch Updated By: DGRAHAM
Date Updated: 2008-10-23 00:00:00.0
Special Remarks:

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date
B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04-#14A	James City County.	Rehabilitation/reconstruction of residential structures	JAMES CITY COUNTY 05-DRP-04-#14A	PROGRAM FUND	\$100.00	Open	2008-10-23

Move Funds to Another Activity

Activity # / Activity Title | Amount

ADMINISTRATION - Virginia State Office / ADMINISTRATION - Virginia State Office | \$

Grantee Approver Comments: (None)

Grantee Approver Comments: (None)

Save | Return to Maintain Voucher

DRGR R6.2

Select activity to transfer drawdown to

Enter drawdown amount to transfer to other activity

- From the **Activity # / Activity Title** drop-down list, select the activity to which you want to move the funds.
Only activities that are part of the same grant and are not cancelled will be listed.
- Enter the amount you want to move in the **Amount** box.
The revision amount cannot exceed the **Available Amount** for the selected activity.
- Click **Save**.

The **Maintain Voucher** page is redisplayed. Notice that in the following example, two new line items have been added to the voucher. They both have a status of the **Open** and the original item has a status of **Revised**.

Approving or Rejecting a Voucher Line Item

After a voucher is created and submitted by a grantee, the voucher line items must be reviewed and approved by a grantee with approval privileges, specifically, with the **Approve Drawdown** privilege. Approval is on a line item basis rather than a voucher basis; each line item must be individually approved or rejected. The user approving a line item cannot be the same user that created the line item.

If a line item is approved, it is either sent to LOCCS for processing in a batch file on the specified submission date, or, if the grant drawdown threshold has been reached, it is sent to HUD headquarters for approval before it can be submitted to LOCCS. The status of the line item becomes **Approved**, **Pending** (when sent to LOCCS), or **Approved Pending HQ** (if sent to HUD).'

If a line item is rejected, it will remain on the voucher; however, its status will be **Rejected** and no further actions can be performed on the line item.

Any voucher line item still waiting for approval ninety days after the creation date will be cancelled automatically by DRGR.

To approve or reject a voucher line item:

1. Follow Steps 1-6 in the *Searching for a Voucher* section to locate the voucher line item to be approved or rejected.

At the completion of Step 6, the **Maintain Voucher** page will display the voucher containing the voucher line item you want to approve or reject. General information about the selected voucher (**Voucher #**, **Created By**, **Voucher Created For**, and **Creation Date**) appears at the top of the page. Below the general information, all of the voucher line items (not just the line item that you selected) are listed in a table.

The voucher line items are grouped according to their status and appear in the following order:

- Approved voucher line items
- Cancelled voucher line items
- Completed voucher line items
- Open voucher line items
- Rejected voucher line items
- Revised voucher line items
- Approved revised voucher line items

The options available in the **Action** column depend on the status of the line item and the privileges assigned to your user role. See *Appendix A* for a description of voucher line item statuses.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

DGRAHAM2
Voucher Admin

Admin Action Plans **Drawdown** QPR Reports Grants

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Drawdown
Maintain Voucher

Return to Search Voucher

Voucher #: 100483
Created By: DGRAHAM
Voucher Created for: State of Virginia
Creation Date: 11/10/2008

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
<input type="checkbox"/>	1	B-98-DD-51-0001	3476-1	City of Chesapeake	Energy conservation and renewable energy resources	Administration	PROGRAM FUND	\$44.00	\$56.00	Open	11/10/2008	Approve Reject View
<input type="checkbox"/>	2	B-98-DD-51-0001	98-39S	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	PROGRAM FUND	\$1,385.00	\$6,600.00	Open	11/10/2008	Approve Reject View
<input type="checkbox"/>	3	B-98-DD-51-0001	98-40S	City of Portsmouth	Acquisition, construction, reconstruction of public facilities	98-40S	PROGRAM FUND	\$3,927.00	\$3,567.00	Open	11/10/2008	Approve Reject View
<input type="checkbox"/>	4	B-98-DD-51-0001	98-41S	City of Suffolk	Acquisition, construction, reconstruction of public facilities	98-41S	PROGRAM FUND	\$2,432.00	\$2,564.00	Open	11/10/2008	Approve Reject View
<input type="checkbox"/>	5	B-98-DD-51-0001	Test	Commonwealth of Virginia	Clearance and Demolition	Tester	PROGRAM FUND	\$901.00	\$99.00	Open	11/10/2008	Approve Reject View
<input type="checkbox"/>	6	B-98-DD-51-0001	Test2	Commonwealth of Virginia	Dike/dam/stream-river bank repairs	Tester2	PROGRAM FUND	\$1,103.00	\$897.00	Open	11/10/2008	Approve Reject View
<input type="checkbox"/>	7	B-98-DD-51-0001	98-38S	test	Acquisition, construction, reconstruction of public facilities	98-38S	PROGRAM FUND	\$5,379.98	\$4,500.00	Open	11/10/2008	Approve Reject View
								Voucher Open Total:	\$18,283.00			

Grantee Approver Comments:

Approve Selected | Reject Selected

Return to Search Voucher

DRGR R6.3

You can select all **Open** line items by clicking **All**

Only line items with a status of **Open** can be approved or rejected

To approve or reject multiple line items, click the **Select** checkbox before clicking the **Approve Selected** or **Reject Selected** button

- (Optional) To view the details of a line item before approving or rejecting it, click the **View** link in the **Action** column next to the line item; after viewing it, click the **Return to Maintain Voucher** button.
- Change the submission date for the voucher line item if necessary:
 - The submission date specifies when you would like the voucher to be submitted to LOCCS.
 - You can manually enter a date, or select a date using the pop-up calendar.
 - The date must be greater than or equal to today's date.
 - The date cannot be more than 90 days after the voucher creation date.

- (Optional) Enter a comment in the **Grantee Approver Comments** box.
- Click the **Approve** or **Reject** link in the **Action** column next to a line item.

The **Maintain Voucher** page is redisplayed. A message confirming the approval or rejection appears at the top of the page. The status of the line item is updated and the line item appears in the group of line items with the same status. The submission date and comments are now read-only.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
 Community Development Recovery Grant Reporting System (DRGR)

GRAHAM2
 e Admin

Admin **Action Plans** **Drawdown** **QPR** **Reports** **Grants**

Drawdown

Maintain Voucher

- Voucher line item approved successfully. Voucher approved total: \$56.00. Approver comment: ""

[Return to Search Voucher](#)

Voucher #: 100483 Created By: DGRAHAM

Voucher Created for: State of Virginia Creation Date: 11/10/2008

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
<input type="checkbox"/>	1	B-98-DD-51-0001	3476-1	City of Chesapeake	Energy conservation and renewable energy resources	Administration	PROGRAM FUND	\$44.00	\$56.00	Approved	11/18/2008	Revoke View
Voucher Approved Total:									\$56.00			
<input type="checkbox"/>	2	B-98-DD-51-0001	98-39S	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	PROGRAM FUND	\$1,385.00	\$6,600.00	Open	11/10/2008	Approve Reject View
<input type="checkbox"/>	3	B-98-DD-51-0001	98-40S	City of Portsmouth	Acquisition, construction, reconstruction of public facilities	98-40S	PROGRAM FUND	\$3,927.00	\$3,567.00	Open	11/10/2008	Approve Reject View
<input type="checkbox"/>	4	B-98-DD-51-0001	98-41S	City of Suffolk	Acquisition, construction, reconstruction of public facilities	98-41S	PROGRAM FUND	\$2,432.00	\$2,564.00	Open	11/10/2008	Approve Reject View
<input type="checkbox"/>	5	B-98-DD-51-0001	Test	Commonwealth of Virginia	Clearance and Demolition	Tester	PROGRAM FUND	\$901.00	\$99.00	Open	11/10/2008	Approve Reject View
<input type="checkbox"/>	6	B-98-DD-51-0001	Test2	Commonwealth of Virginia	Dike/dam/stream-river bank repairs	Tester2	PROGRAM FUND	\$1,103.00	\$897.00	Open	11/10/2008	Approve Reject View
<input type="checkbox"/>	7	B-98-DD-51-0001	98-38S	test	Acquisition, construction, reconstruction of public facilities	98-38S	PROGRAM FUND	\$5,379.98	\$4,500.00	Open	11/10/2008	Approve Reject View
Voucher Open Total:									\$18,227.00			

Grantee Approver Comments:

[Approve Selected](#) | [Revoke Selected](#) | [Reject Selected](#)

[Return to Search Voucher](#)

DRGR R6.3

Status is updated

Group subtotals are updated

Revoking Approval of a Voucher Line Item

If a voucher line item was approved in error, you can revoke the approval as long as the line item has not yet been submitted to LOCCS and has a status of **Approved**. After approval is revoked, the line item will have a status of **Open**.

If you want to rescind the approval of a line item after it has been submitted to LOCCS, you must contact HUD HQ for manual intervention.

Only a grantee with following privileges can revoke approval of a voucher line item:

- Approve Drawdown

The user revoking the approval must be the same user that approved it.

To revoke approval of a voucher line item:

1. Follow Steps 1-6 in the *Searching for a Voucher* section to locate the voucher containing the voucher line item for which you want to revoke approval.

At the completion of Step 6, the **Maintain Voucher** page will display the voucher containing the voucher line item for which you want to revoke approval. General information about the selected voucher (**Voucher #**, **Created By**, **Voucher Created For**, and **Creation Date**) appears at the top of the page. Below the general information, all of the voucher line items (not just the line item that you selected) are listed in a table.

The voucher line items are grouped according to their status and appear in the following order:

- Approved voucher line items
- Cancelled voucher line items
- Completed voucher line items
- Open voucher line items
- Rejected voucher line items
- Revised voucher line items
- Approved revised voucher line items

The options available in the **Action** column depend on the status of the line item and the privileges assigned to your user role. See *Appendix A* for a description of voucher line item statuses.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 Community Development Systems
 Disaster Recovery Grant Reporting System (DRGR)

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Drawdown

Maintain Voucher

[Return to Search Voucher](#)

Voucher #:
100483

Voucher Created for:
State of Virginia

Created By:
DGRAHAM

Creation Date:
11/10/2008

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
<input type="checkbox"/>	1	B-98-DD-51-0001	3476-1	City of Chesapeake	Energy conservation and renewable energy resources	Administration	PROGRAM FUND	\$44.00	\$56.00	Approved	11/18/2008	Revoke View
Voucher Approved Total:									\$56.00			
<input type="checkbox"/>	2	B-98-DD-51-0001	98-39S	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	PROGRAM FUND	\$1,385.00	\$6,600.00	Open	11/10/2008	Approve Reject View
<input type="checkbox"/>	3	B-98-DD-51-0001	98-40S	City of Portsmouth	Acquisition, construction, reconstruction of public facilities	98-40S	PROGRAM FUND	\$3,927.00	\$3,567.00	Open	11/10/2008	Approve Reject View
<input type="checkbox"/>	4	B-98-DD-51-0001	98-41S	City of Suffolk	Acquisition, construction, reconstruction of public facilities	98-41S	PROGRAM FUND	\$2,432.00	\$2,564.00	Open	11/10/2008	Approve Reject View
<input type="checkbox"/>	5	B-98-DD-51-0001	Test	Commonwealth of Virginia	Clearance and Demolition	Tester	PROGRAM FUND	\$901.00	\$99.00	Open	11/10/2008	Approve Reject View
<input type="checkbox"/>	6	B-98-DD-51-0001	Test2	Commonwealth of Virginia	Dike/dam/stream-river bank repairs	Tester2	PROGRAM FUND	\$1,103.00	\$897.00	Open	11/10/2008	Approve Reject View
<input type="checkbox"/>	7	B-98-DD-51-0001	98-38S	test	Acquisition, construction, reconstruction of public facilities	98-38S	PROGRAM FUND	\$5,379.98	\$4,500.00	Open	11/10/2008	Approve Reject View
Voucher Open Total:									\$18,227.00			

Grantee Approver Comments:

[Approve Selected](#)
[Revoke Selected](#)
[Reject Selected](#)

[Return to Search Voucher](#)

DRGR R6.3

2. (Optional) To view a line item before revoking it, click the **View** link in the **Action** column; after viewing it, click the **Return to Maintain Voucher** button.
3. Click the **Revoke** link in the **Action** column next to the line item for which you want to revoke approval.

The **Maintain Voucher** page is redisplayed. A message confirming the revocation appears at the top of the page. The status of the line item has been updated to **Open** and the line item appears in the group of line items with the **Open** status. The submission date and comments are now editable.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

DGRAHAM2
Grantee Admin

Admin Action Plans **Drawdown** QPR Reports Grants

Drawdown

Maintain Voucher

- Voucher line item revoked successfully

[Return to Search Voucher](#)

Voucher #: 100483 Created By: DGRAHAM

Voucher Created for: State of Virginia Creation Date: 11/10/2008

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
<input type="checkbox"/>	1	B-98-DD-51-0001	3476-1	City of Chesapeake	Energy conservation and renewable energy resources	Administration	PROGRAM FUND	\$44.00	\$56.00	Open	11/18/2008	Approve Reject View
<input type="checkbox"/>	2	B-98-DD-51-0001	98-39S	City of Norfolk	Acquisition, construction, reconstruction of public facilities	98-39S	PROGRAM FUND	\$1,385.00	\$6,600.00	Open	11/10/2008	Approve Reject View
<input type="checkbox"/>	3	B-98-DD-51-0001	98-40S	City of Portsmouth	Acquisition, construction, reconstruction of public facilities	98-40S	PROGRAM FUND	\$3,927.00	\$3,567.00	Open	11/10/2008	Approve Reject View
<input type="checkbox"/>	4	B-98-DD-51-0001	98-41S	City of Suffolk	Acquisition, construction, reconstruction of public facilities	98-41S	PROGRAM FUND	\$2,432.00	\$2,564.00	Open	11/10/2008	Approve Reject View
<input type="checkbox"/>	5	B-98-DD-51-0001	Test	Commonwealth of Virginia	Clearance and Demolition	Tester	PROGRAM FUND	\$901.00	\$99.00	Open	11/10/2008	Approve Reject View
<input type="checkbox"/>	6	B-98-DD-51-0001	Test2	Commonwealth of Virginia	Dike/dam/stream-river bank repairs	Tester2	PROGRAM FUND	\$1,103.00	\$897.00	Open	11/10/2008	Approve Reject View
<input type="checkbox"/>	7	B-98-DD-51-0001	98-38S	test	Acquisition, construction, reconstruction of public facilities	98-38S	PROGRAM FUND	\$5,279.98	\$4,500.00	Open	11/10/2008	Approve Reject View
								Voucher Open Total:	\$18,283.00			

Grantee Approver Comments:

[Approve Selected](#) | [Reject Selected](#)

[Return to Search Voucher](#)

DRGR R6.3

Status is updated

Group subtotals are updated

Blocking an Activity from Drawdowns

Occasionally, it can be necessary to prevent users from creating drawdowns for a specific activity. When this is necessary, you can set a block on the activity, which will remain in effect until you unblock it. The action plan containing the activity must have the status of **Original – In Progress** and the grant must be in **Active** status. As long as the activity is blocked, when a grantee is creating a voucher, the blocked grant will not appear in search results for creating a voucher.

Only a grantee with the following privilege can block an activity from drawdowns:

- Grantee Admin

To block or unblock drawdowns for an activity:

1. Click the **Action Plans** link in the menu bar.

The **View All Action Plans** page is displayed.

2. Click the link in the **Action Plan Status** column for the action plan containing the activity you want to block.

The **Edit Action Plan** page is displayed.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM2
Role:Grantee Admin

Admin | **Action Plans** | Drawdown | QPR | Reports | Grants

Action Plans

Edit Action Plan [Help?](#)

Grant Number: B-98-DD-51-0001 [Funding Sources](#)
[Disaster Damage](#)
[Recovery Needs](#)

Grant Amount: \$1,465,255.00

| | |

Note: Click Activity Number to Edit.

Grantee Activity Number	Activity Type	Total Budget, Disaster Recovery Grant
3476-1	Energy conservation and renewable energy resources	\$11.00
98-388	Acquisition, construction, reconstruction of public facilities	\$10,100.00
98-398	Acquisition, construction, reconstruction of public facilities	\$10,000.00

3. Click the link in the **Grantee Activity Number** column for the activity you want to block.

The **Edit Activity – Page 1** page is displayed.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

CDS

LoginID:DGRAHAM2
Role:Grantee Admin

Admin

Action Plans

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Action Plans

Edit Activity - Page 1 [Help?](#)

- Warning: Editing an activity may affect any QPR's with a status of 'In Progress' or 'Rejected'.

*Indicates Required Field

Continue to Next Screen

Save Activity

Cancel

Grant Number:
B-98-DD-51-0001

View Existing Activities:

Block Drawdown:
 Blocked

Check this box to block drawdowns for this activity

***ActivityType:**

***National Objective:**

***Grantee Activity Number:**

Activity Title:

***Activity Status:**

***Total Budget, Disaster Recovery Grant:**
 (ex: 999,999.99)

***Projected Start Date:**

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

***Projected End Date:**

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

*** Project # :**

Funding Source Name	Funding Type	Matching Funds	Fund Amount
City of Chesapeake	City Funds	<input type="checkbox"/> Yes	\$ <input type="text"/>
City of Norfolk	City Funds	<input type="checkbox"/> Yes	\$ <input type="text"/>
City of Portsmouth	City Funds	<input type="checkbox"/> Yes	\$ <input type="text"/>
City of Suffolk	City Funds	<input checked="" type="checkbox"/> Yes	\$ 745,000.00
Matching Funds Subtotal			\$ 745,000.00
Other Funds Total			\$ 745,000.00

Continue to Next Screen

Save Activity

Cancel

DRGR R6.3

4. Check or uncheck the **Blocked** checkbox under the **Block Drawdown** heading.
 - If checked, drawdowns are blocked.
 - If unchecked, drawdowns are permitted.
5. Click the **Save Activity** button.

Part 2: HUD User Tasks

Introduction

Depending on assigned privileges in DRGR, a HUD user can perform one or more of the following tasks with regards to drawdowns:

- View a voucher or voucher line item
- Approve or reject a voucher line item
- Revoke approval of a voucher line item
- Set a drawdown approval threshold – Define a threshold for drawdowns on a grant; once the threshold is exceeded, drawdowns will require HUD approval.
- Block a grant drawdown – Block all drawdowns from being performed on a grant.
- Block a grantee drawdown – Block a grantee from performing drawdown actions on a particular grant.

To perform any of these tasks, the user must first locate the voucher to be acted upon. The next section describes how to search for and select a voucher and its associated line items. The remaining sections describe the other tasks.

Searching for a Voucher

To search for a voucher:

1. Click the **Drawdown** link in the menu bar.

The **Search for Vouchers** page appears.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM3
Role:HQ User

Admin Action Plans **Drawdown** QPR Reports Grantee Grants

Drawdown
- Search Voucher

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- PDF Viewer
- Support
- CPD Home
- HUD Home

Search for Vouchers

Search Criteria

Voucher #:

Grant #:

Line Item Status:

Earliest Creation Date: [Select Date](#)

Grantee Activity #:

Fund Type:

Transaction Type:

Enter search criteria

DRGR R6.3

2. (Optional) Enter one or more search criteria:

- **Voucher #** – Enter a voucher number. You can enter a full or partial number and use the percent sign (%) as a wildcard search character.

- **Grant #** – Enter a grant number in the box. You can enter a full or partial number and use the percent sign (%) as a wildcard search character.
 - **Line Item Status**– Select a line item status to search for vouchers that contain a line item with the specified status. See *Appendix A* for more information about line item statuses.
 - **Earliest Creation Date** – Enter a date, or select a date using the pop-up calendar.
 - **Grantee Activity #** – Enter a grantee activity number. You can enter a full or partial number and use the percent sign (%) as a wildcard search character.
 - **Fund Type** – Select a fund type to search for vouchers that contain a line item with the specified fund type.
 - **Transaction Type** – Select the LOCCS transaction type:
 - Adjustment – Whenever amount paid by LOCCS differs from the drawdown amount approved by LOCCS via the PAS, this transaction sends a credit amount. An adjustment is triggered by a transaction that occurred in PAS or LOCS that resulted from the need to transfer draws from one grant to another grant.
 - Collection – Fund returned by Grantee to LOCCS.
 - Manual Payment – Grantee-approved drawdown manually submitted from LOCS.
 - Payment – Program Fund and Program Income drawdowns.
3. Click **Search**.

The **Search** page is redisplayed, with the search results appearing in a table below the search criteria. Each table row is a *voucher line item*. The first ten matching voucher line items are listed; additional results can be viewed by clicking a page link below the table. The default sort order is **Grant #, Responsible Organization, and Grantee Activity #**.

The voucher number for the associated voucher appears in the first table column. If a voucher has more than a single line item, each line item will appear as a separate row in the table.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM3
Role:HQ User

Admin | **Action Plans** | **Drawdown** | **QPR** | **Reports** | **Grantee** | **Grants**

Drawdown
- Search Voucher

Utilities
- Print Page
- Profile
- Help
- Change Password
- Logout

Links
- PDF Viewer
- Support
- CPD Home
- HUD Home

Search for Vouchers

Search Criteria

Voucher #: Grant #: Line Item Status:

Earliest Creation Date: Select Date Grantee Activity #: Fund Type:

Transaction Type:

Results Page 1 of 11 (105 voucher line items found)

Voucher #	Line Item #	Creation Date	Grant #	Grantee Activity #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status	Action
100001	1	10/14/2008	B-98-DU-51-0001			PROGRAM FUND	Payment	\$15.00	Revised	Maintain
100001	2	10/28/2008	B-98-DU-51-0001			PROGRAM FUND	Payment	\$10.00	Completed	Maintain
100001	3	10/28/2008	B-98-DU-51-0001	97-41S3	Town of Glasgow	PROGRAM FUND	Payment	\$5.00	Completed	Maintain
100041	1	10/15/2008	B-98-DU-51-0001			PROGRAM FUND	Payment	\$1,000.00	Revised	Maintain
100041	2	10/29/2008	B-98-DU-51-0001			PROGRAM FUND	Payment	\$990.00	Completed	Maintain
100041	3	10/29/2008	B-98-DU-51-0001	97-39S1	Town of Bridgewater	PROGRAM FUND	Payment	\$10.00	Revised	Maintain
100041	4	10/31/2008	B-98-DU-51-0001	97-39S1	Town of Bridgewater	PROGRAM FUND	Payment	\$6.00	Revised	Maintain
100041	5	10/31/2008	B-98-DU-51-0001	97-39S2	Town of Bridgewater	PROGRAM FUND	Payment	\$4.00	Completed	Maintain
100041	6	11/10/2008	B-98-DU-51-0001	97-39S1	Town of Bridgewater	PROGRAM FUND	Payment	\$5.00	Revised Pending Approval	Maintain
100041	7	11/10/2008	B-98-DU-51-0001	97-39S2	Town of Bridgewater	PROGRAM FUND	Payment	\$1.00	Revised Pending Approval	Maintain

1 2 3 4 5 [Next 10 Results]

DRGR R6.3

All of these line items are on the same voucher

Links to additional search results

Search results table

4. If the voucher for which you are searching is not displayed on the first page of results, do one of the following.

- To enter different search criteria, click the **Reset** button, and then enter new criteria.
- To view additional search results, click the one of the page links below the results table.
- To sort the search results, click on a column header in the results table.

- Once you locate a voucher line item associated with the voucher for which you are searching, click the **Maintain** link in the **Action** column next to the voucher line item to view the voucher.

The selected voucher is displayed in the **Maintain Voucher** page. General information about the selected voucher (**Voucher #**, **Created By**, **Voucher Created For**, and **Creation Date**) appears at the top of the page. Below the general information, all of the voucher line items (not just the line item that you selected) are listed in a table.

The voucher line items are grouped according to their status and appear in the following order:

- Approved voucher line items
- Cancelled voucher line items
- Completed voucher line items
- Open voucher line items
- Rejected voucher line items
- Revised voucher line items
- Approved revised voucher line items

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

Maintain Voucher

Return to Search Voucher

Voucher #: 100011
Created By: TCOR
Voucher Created for: State of Virginia
Creation Date: 12/22/2008

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
2	B-05-DJ-51-0001	CHESAPEAKE II 05-DRP-08: #031	City of Chesapeake	Dike/dam/stream-river bank repairs	CHESAPEAKE II 05-DRP-08: #031	PROGRAM INCOME	\$995.00	\$4.00	Open	12/22/2008	Revise Cancel View
3	B-05-DJ-51-0001	YORK 05-DRP-07: #03K	York County	Construction/reconstruction of streets	YORK 05-DRP-07: #03K	PROGRAM INCOME	\$995.00	\$1.00	Open	12/22/2008	Revise Cancel View
Voucher Open Total:								\$5.00			
1	B-05-DJ-51-0001	CHESAPEAKE II 05-DRP-08: #031	City of Chesapeake	Dike/dam/stream-river bank repairs	CHESAPEAKE II 05-DRP-08: #031	PROGRAM INCOME	\$995.00	\$5.00	Revised	12/22/2008	View
Voucher Revised Total:								\$5.00			

Return to Search Voucher

DRGR B6.3

Each line item represents an activity for which a drawdown has been requested. The following information is displayed for each line item:

The table of voucher line items contains the following columns:

Column	Description
Line Item #	A DRGR-assigned number identifying the line item.
Grant #	The grant number for the activity.
Grantee Activity #	The grantee activity number for the activity.
Responsible Organization	The organization responsible for performing the activity.
Activity Type	The type of activity that will be conducted.
Activity Title	The title of the activity.
Fund Type	The type of funds that are the source for this drawdown.
Available Amount	The amount that is available to drawdown for this activity.
Drawdown Amount	The amount that has already been drawdown for this activity. A negative amount occurs when there has been a collection or adjustment type of transaction.
Line Item Status	See <i>Appendix A</i> for a description of the possible statuses.
Submission Date	Whether this is editable depends on your user role: if you are a grantee user, it will not be editable; if you are a grantee user with approval privileges, it will be editable.
Action	The options that appear in this column depend on the Line Item Status and your user privileges.

At this point, you can click a link in the **Action** column or click the **Return to Search Voucher** button. The options available in the **Action** column depend on the status of the line item and the privileges assigned to your user role. See *Appendix A* for a description of voucher line item statuses

The possible actions for a HUD user are:

- View a voucher or voucher line item
- Approve or reject a voucher line item
- Revoke approval of a voucher line item

For instructions on how to perform these tasks, see the following sections.

Viewing a Voucher or Voucher Line Item

To view a voucher or voucher line item:

1. Follow Steps 1-5 in the *Searching for a Voucher* section.

At the completion of Step 5, the entire voucher is displayed on the **Maintain Voucher** page.

The selected voucher is displayed in the **Maintain Voucher** page. General information about the selected voucher (**Voucher #**, **Created By**, **Voucher Created For**, and **Creation Date**) appears at the top of the page. Below the general information, all of the voucher line items (not just the line item that you selected) are listed in a table.

The voucher line items are grouped according to their status and appear in the following order:

- Approved voucher line items
- Cancelled voucher line items

- Completed voucher line items
- Open voucher line items
- Rejected voucher line items
- Revised voucher line items
- Approved revised voucher line items

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

CDS

LoginID:DGRAHAM3
Role:HQ User

Drawdown
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Admin
Action Plans
Drawdown
QPR
Reports
Grantee
Grants

Drawdown

Maintain Voucher

[Return to Search Voucher](#)

Voucher #:
100041

Voucher Created for:
State of Virginia

Created By:
SREKHIGR

Creation Date:
10/15/2008

Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
2	B-98-DU-51-0001					PROGRAM FUND	\$0.00	\$990.00	Completed		View
5	B-98-DU-51-0001	97-39S2	Town of Bridgewater	Clearance and Demolition	97-39S2	PROGRAM FUND	\$990.00	\$4.00	Completed		View
Voucher Completed Total:								\$994.00			
3	B-98-DU-51-0001	97-39S1	Town of Bridgewater	Administration	97-39S1	PROGRAM FUND	\$964.00	\$10.00	Revised		View
4	B-98-DU-51-0001	97-39S1	Town of Bridgewater	Administration	97-39S1	PROGRAM FUND	\$964.00	\$6.00	Revised	11/10/2008	View
1	B-98-DU-51-0001					PROGRAM FUND	\$0.00	\$1,000.00	Revised	10/30/2008	View
Voucher Revised Total:								\$1,016.00			
6	B-98-DU-51-0001	97-39S1	Town of Bridgewater	Administration	97-39S1	PROGRAM FUND	\$964.00	\$5.00	Revised Pending Approval	11/10/2008	View
7	B-98-DU-51-0001	97-39S2	Town of Bridgewater	Clearance and Demolition	97-39S2	PROGRAM FUND	\$990.00	\$1.00	Revised Pending Approval	11/10/2008	View
Voucher Revised Pending Approval Total:								\$6.00			

[Return to Search Voucher](#)

DRGR R6.3

2. To view the details of a line item, click the **View** link in the **Action** column for that line item.

The **View Voucher Line Item** page is displayed. Below the general voucher information, this page displays detailed information about the selected voucher line item, including the status of the batch in which the line item was packaged and sent to LOCCS.

The five primary areas of this page are:

- DRGR Information area
- LOCCS Update area
- LOCCS Confirmation Information area
- Line item details
- Approver comments

The screenshot shows the 'View Voucher Line Item' page in the HUD DRGR system. The page header includes 'U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT' and 'Community Development Systems Disaster Recovery Grant Reporting System (DRGR)'. A navigation menu at the top includes 'Admin', 'Action Plans', 'Drawdown', 'QPR', 'Reports', 'Grantee', and 'Grants'. The 'Drawdown' section is active, showing 'View Voucher Line Item' with buttons for 'Return to Search Voucher' and 'Return to Maintain Voucher'.

Key information displayed includes:

- Voucher Created For:** State of Virginia
- Voucher # / Line Item #:** 100041/6
- Grant #:** B-98-DU-51-0001
- Transaction Type:** Payment
- Created By:** SREKHIGR
- Creation Date:** 11/10/2008

Five callout boxes highlight specific areas:

- Status of the line item in DRGR:** Points to the 'DRGR Information' section showing 'DRGR Status: Revised Pending Approval'.
- Status of the batch with regards to LOCCS:** Points to the 'LOCCS Confirmation Information' section showing 'LOCCS Status: Voucher approved by LOCCS'.
- Status of the batch with regards to LOCCS:** Points to the 'LOCCS Update' section showing 'Batch Updated By: JPARKE' and 'Date Updated: 2008-11-10 13:18:47.0'.
- Approver comments:** Points to the 'Grantee Approver Comments' and 'Grantee Approver Comments' sections, both showing '(None)'. Note that the screenshot shows 'Grantee Approver Comments' instead of 'Approver comments' as mentioned in the text.
- Line item details:** Points to the 'Line Item' table below.

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Drawdown Amount	Line Item Status	Submission Date
B-98-DU-51-0001	97-39S1	Town of Bridgewater	Administration	97-39S1	PROGRAM FUND	\$5.00	Revised Pending Approval	2008-11-10

At the bottom, there are buttons for 'Return to Search Voucher' and 'Return to Maintain Voucher', and a footer with 'DRGR R6.3' and a home icon.

The following table describes these areas in more details.

Area	Field	Description
DRGR Information	DRGR Status	The status of this voucher. Open Initial status Approved Voucher approved Pending Voucher pending receipt by LOCCS Canceled The Grantee canceled an Open voucher Completed Voucher paid through LOCCS Revoked Grantee revoked voucher approval Revised Grantee revised HUD Activity Number drawing the funds from this voucher
	Batch #	The LOCCS batch number in which this line item was processed. If this field displays all zeros, the drawdown request has not yet been sent to LOCCS.
	LOCCS Control #	
	LOCCS Status	The status of this voucher in LOCCS. Voucher line item pending confirmation by LOCCS Voucher line item approved by LOCCS Voucher line item rejected by LOCCS Voucher line item rejected by Treasury On hold Cancelled by LOCCS Voucher line item rescheduled by LOCCS
LOCCS Update	Batch Updated By	
	Date Updated	
	Special Remarks	
LOCCS Confirmation Information	Confirm Batch #	The LOCCS batch number in which this voucher line item was processed after it was received from the DRGR batch.
	Confirm Batch Date	The LOCCS batch date in which this voucher line item was processed after it was received from the DRGR batch.

Area	Field	Description
	Confirmation Code	The LOCCS confirmation code for this batch: P00 Processed R01 Rejected, bad batch header R02 Rejected, batch count off R03 Rejected, batch total off R03 Rejected, RCD-BCH-NO does not equal batch R05 Rejected, out of sequence on RCD-NO R50 Rejected, invalid grantee/grant/program R51 Rejected, insufficient funds R52 Rejected, detail total does not equal voucher total R53 Rejected, out of sequence on voucher line number R54 Rejected, duplicate voucher number R55 Rejected, failed conversion edits R59 Rejected, other voucher lines failed edits R99 Rejected, missing required information H01 Held, missing payment information H02 Held, suspension H03 Held, funding problem
	Pay Method	
	Payment Date	
	Schedule #	
	Reschedule	
	Effective Date	

Approving or Rejecting a Voucher Line Item

Generally, most voucher line items do not require HUD headquarters approval. However, when the grant threshold for the associated grant has been reached, that is, if the total amount of approved line items exceeds a predefined threshold, HUD HQ approval is required. In addition, only voucher line items funded by Program Funds would require approval by HUD headquarters.

Once the grant drawdown threshold has been reached for a grant, any line items that are approved by a grantee approver will be flagged and sent to HUD for approval. The status of the line item requiring HUD headquarters approval is **Approved Pending HQ**.

To approve a voucher line item:

1. Follow Steps 1-5 in the *Searching for a Voucher* section to locate the voucher line item to be approved or rejected.

At the completion of Step 5, the **Maintain Voucher** page will display the voucher containing the voucher line item you want to approve or reject. The options available in the **Action** column depend on the status of the line item and the privileges assigned to your user role. See *Appendix A* for a description of voucher line item statuses.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
 Community Development Systems
 Disaster Recovery Grant Reporting System (DRGR)

LoginID:TCGA
 Role:Grantee Admin

Activity Obligation
 - Search Activity

Drawdown
 - Search Voucher

Utilities
 - Print Page
 - Profile
 - Help
 - Change Password
 - Logout

Admin Action Plans **Drawdown** QRS Reports Grants

Drawdown
 Maintain Voucher Help?

Return to Search Voucher

Voucher #: 100011
 Voucher Created for: State of Virginia

Created By: TCGR
 Creation Date: 12/22/2008

Select (all)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date (mm/dd/yyyy)	
<input type="checkbox"/>	2	B-05-DJ-S1-0001	CHESAPEAKE II 05-DRP-08: #031	City of Chesapeake	Dike/dam/stream-river bank repairs	CHESAPEAKE II 05-DRP-08: #031	PROGRAM INCOME	\$995.00	\$4.00	Open	12/22/2008	App
<input type="checkbox"/>	3	B-05-DJ-S1-0001	YORK 05-DRP-07: #03K	York County	Construction/reconstruction of streets	YORK 05-DRP-07: #03K	PROGRAM INCOME	\$995.00	\$1.00	Open	12/22/2008	App
									Voucher Open Total:	\$5.00		
<input type="checkbox"/>	1	B-05-DJ-S1-0001	CHESAPEAKE II 05-DRP-08: #031	City of Chesapeake	Dike/dam/stream-river bank repairs	CHESAPEAKE II 05-DRP-08: #031	PROGRAM INCOME	\$995.00	\$5.00	Revised	12/22/2008	View
									Voucher Revised Total:	\$5.00		

Grantee Approver Comments:

Approve Selected Reject Selected

Return to Search Voucher

You can select all **Approved Pending HQ** line items by clicking **All**

Only line items with a status of **Open** can be approved or rejected

To approve or reject multiple line items, click the **Select** checkbox for the desired line items before clicking the **Approve Selected** or **Rejected Selected** button

- (Optional) To view the details of a line item before approving or rejecting it, click the **View** link in the **Approve** link in the **Action** column; after viewing it, click the **Return to Maintain Voucher** button.

3. Change the submission date for the voucher line item if necessary:
 - The submission date specifies when the voucher information should be submitted to LOCCS.
 - You can manually enter a date, or select a date using the pop-up calendar.
 - The date must be greater than or equal to today's date.
 - The date cannot be more than 90 days after the voucher creation date.

4. (Optional) Enter a comment in the **HUD Approver Comments** box.

5. Click the **Approve** or **Reject** link in the **Action** column next to a line item.

The **Maintain Voucher** page is redisplayed. A message confirming the approval or rejection appears at the top of the page. The status of the line item is updated and the line item appears in the group of line items with the same status. The submission date and comments are now read-only.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM3
Role:HQ User

Admin Action Plans Drawdown QPR Reports Grantee Grants

Drawdown
- Search Voucher

Utilities
- Print Page
- Profile
- Help
- Change Password
- Logout

Links
- PDF Viewer
- Support
- CPD Home
- HUD Home

Maintain Voucher

- Voucher item approved successfully. Voucher approved total: \$100.00. Approver comment: ""

Return to Search Voucher

Voucher #: 100198
Created By: DGRAHAM

Voucher Created for: State of Virginia
Creation Date: 10/23/2008

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	
<input type="checkbox"/>	1	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #14A	James City County.	Rehabilitation/reconstruction of residential structures	JAMES CITY COUNTY 05-DRP-04: #14A	PROGRAM FUND	\$899.00	\$100.00	Approved by HQ	11/27/2008	Revoke View
									Voucher Approved by HQ Total:	\$100.00		
	3	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #21A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04: #21A	PROGRAM FUND	\$704.50	\$200.00	Open	10/23/2008	View
	4	B-05-DJ-51-0001	YORK 05-DRP-07: #14A	York County	Rehabilitation/reconstruction of residential structures	YORK 05-DRP-07: #14A	PROGRAM FUND	\$3,070.00	\$50.00	Open	10/23/2008	View
									Voucher Open Total:	\$250.00		
	2	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04: #21A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04: #21A	PROGRAM FUND	\$704.50	\$250.00	Revised	10/23/2008	View
									Voucher Revised Total:	\$250.00		

HUD Approver Comments:

Revoke Selected

Return to Search Voucher

DRGR R6.3

Group subtotals are updated

Status is updated

Revoking Approval of a Voucher Line Item

If a voucher line item was approved in error, you can revoke the approval if the line item has not yet been submitted to LOCCS. Only items with a status of **Approved by HQ** can have their approval revoked. After approval is revoked, the line item will have a status of **Approved Pending HQ**.

If you want to revoke the approval of a line item after it has been submitted to LOCCS, you must contact HUD HQ for manual intervention.

Only a HUD user with following privileges can revoke approval of a voucher line item:

- Approve Drawdown

The user revoking the approval must be the same user that approved it.

To revoke approval of a voucher line item:

1. Follow Steps 1-5 in the *Searching for a Voucher* section to locate the voucher containing the voucher line item for which you want to revoke approval.

At the completion of Step 5, the **Maintain Voucher** page will display the voucher containing the voucher line item for which you want to revoke approval. The options listed in the **Action** column depend on the status of the line item and the privileges assigned to your user role. See *Appendix A* for a description of voucher line item statuses.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

CDS

LoginID:DGRAHAM3
Role:HQ User

Admin

Action Plans

Drawdown

QPR

Reports

Grantee

Grants

Drawdown

- Search Voucher

Drawdown

Maintain Voucher

Return to Search Voucher

Voucher #:

100198

Created By:

DGRAHAM

Voucher Created for:

State of Virginia

Creation Date:

10/23/2008

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
<input type="checkbox"/>	1	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04-#14A	James City County.	Rehabilitation/reconstruction of residential structures	JAMES CITY COUNTY 05-DRP-04-#14A	PROGRAM FUND	\$899.00	\$100.00	Approved by HQ	11/27/2008	Revoke View
Voucher Approved by HQ Total:									\$100.00			
	3	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04-#21A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04-#21A	PROGRAM FUND	\$704.50	\$200.00	Open	10/23/2008	View
	4	B-05-DJ-51-0001	YORK 05-DRP-07-#14A	York County	Rehabilitation/reconstruction of residential structures	YORK 05-DRP-07-#14A	PROGRAM FUND	\$3,070.00	\$50.00	Open	10/23/2008	View
Voucher Open Total:									\$250.00			
	2	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04-#21A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04-#21A	PROGRAM FUND	\$704.50	\$250.00	Revised	10/23/2008	View
Voucher Revised Total:									\$250.00			

HUD Approver Comments:

Revoke Selected

Return to Search Voucher

DRGR R6.3

- (Optional) To view a line item before revoking it, click the **View** link in the **Action** column; after viewing it, click the **Return to Maintain Voucher** button.
- Click the **Revoke** link in the **Action** column next to the voucher line item whose approval you want to revoke.

The **Maintain Voucher** page is redisplayed. A message confirming the revocation appears at the top of the page. The status of the line item has been updated to **Approved Pending HQ** and the line item appears in the group of line items with the **Approved Pending HQ** status. The submission date and comments are now editable.

J.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

UserID: DGRAHAM3
Name: HQ User

Admin
Action Plans
Drawdown
QPR
Reports
Grantee
Grants

Drawdown

[Search Voucher](#)

Maintain Voucher

- Voucher item revoked successfully

[Return to Search Voucher](#)

Voucher #:
100198

Voucher Created for:
State of Virginia

Created By:
DGRAHAM

Creation Date:
10/23/2008

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
<input type="checkbox"/>	1	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04-#14A	James City County.	Rehabilitation/reconstruction of residential structures	JAMES CITY COUNTY 05-DRP-04-#14A	PROGRAM FUND	\$899.00	\$100.00	Approved Pending HQ	10/27/2008	Approve Reject View
									Voucher Approved Pending HQ Total:	\$100.00		
	3	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04-#21A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04-#21A	PROGRAM FUND	\$704.50	\$200.00	Open	10/23/2008	
	4	B-05-DJ-51-0001	YORK 05-DRP-07-#14A	York County	Rehabilitation/reconstruction of residential structures	YORK 05-DRP-07-#14A	PROGRAM FUND	\$3,070.00	\$50.00	Open	10/23/2008	
									Voucher Open Total:	\$250.00		
	2	B-05-DJ-51-0001	JAMES CITY COUNTY 05-DRP-04-#21A	James City County.	Administration	JAMES CITY COUNTY 05-DRP-04-#21A	PROGRAM FUND	\$704.50	\$250.00	Revised	10/23/2008	View
									Voucher Revised Total:	\$250.00		

HUD Approver Comments:

[Approve Selected](#)
[Reject Selected](#)

[Return to Search Voucher](#)

DRGR R6.3

Status is updated

Group subtotals are updated

Setting a Drawdown Approval Threshold

You can set an approval threshold for drawdowns from a specific grant: once this threshold has been reached, any subsequent voucher line items approved by a grantee user will also require approval by a HUD headquarters user.

Only a HUD user with the following privileges can set a grant approval threshold:

- Super User

To set a drawdown approval threshold:

1. Click the **Grants** link in the menu bar.
The **View All Grants** page is displayed.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

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Grants

View All Grants [Help?](#)

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State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
KS	Leavenworth, KS	B-94-MF-20-0006	Close	Original - In Progress	Review QPRs
MO	Independence, MO	B-94-MF-29-0002	Close	Original - In Progress	Review QPRs
MO	St. Joseph, MO	B-93-MF-29-0004	Close	Original - In Progress	Review QPRs
KY	Shepherdsville/Bullitt County, KY	B-97-NU-21-0006	Close	Reviewed and Approved	Review QPRs
CA	Sacramento County, CA	B-98-UU-06-0005	Active	Reviewed and Approved	Review QPRs
NC	Goldsboro, NC	B-98-MU-37-0019	Close	Rejected - Await for Modification	Review QPRs
NV	Reno, NV	B-98-MU-32-0002	Active	Reviewed and Approved	Review QPRs
WA	Yakima, WA	B-97-MU-53-0008	Active	Original - In Progress	Review QPRs
WV	Kanawha County, WV	B-98-NU-54-0001	Active	Reviewed and Approved	Review QPRs
WI	Milwaukee, WI	B-98-MU-55-0006	Active	Reviewed and Approved	Review QPRs

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2. Click **Search** under **Grants** in the left menu.
The **Search** page is displayed.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM3
Role:HQ User

Admin | Action Plans | Drawdown | QPR | Reports | Grantee | Grants

Search

Search [Help?](#)

Search for:
 Grant
 Grantee

State/Territory:
Select Option

Grant Number:
[Text Input]

HUD Office:
Select Option

Obligation Date:
From: [Text Input] [Select Date](#) (ex: mm/dd/yyyy)
To: [Text Input] [Select Date](#) (ex: mm/dd/yyyy)

Grant Status:
Select Option

Disaster:
Select Option

Search

- (Optional) Enter search criteria.
- Click **Search**.

The **Search Grant Results** page is displayed.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM3
Role:HQ User

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Grants
 - [Search](#)
 - [Add](#)
 - [View All](#)

Grants

Search Grant Results [Help?](#)

• Search by [State/Territory VA]

State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
VA	State of Virginia	B-96-DR-51-0001	Close	Original - In Progress	Review QPRs
VA	State of Virginia	B-98-DD-51-0001	Active	Original - In Progress	Review QPRs
VA	State of Virginia	B-97-DU-51-0001	Active	Reviewed and Approved	Review QPRs
VA	State of Virginia	B-05-DJ-51-0001	Active	Reviewed and Approved	Review QPRs
VA	State of Virginia	B-98-DU-51-0001	Active	Modified - Resubmit When Ready	Review QPRs

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DRGR R6.3

5. Click the link in the **Grant Number** column of the grant for which you want to set a threshold.

6. Click **Edit** under **Grants** in the left menu.

The **Edit Grant** page is displayed.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
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LoginID:DGRAHAM3
Role:HQ User

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Grants

Edit Grant [Help?](#)

*Indicates Required Field

Save | View Grant History | Add Sub Grant | Cancel

Remove Grant:
 Remove
 State Grantee
Block Grant Drawdown
 Blocked

*Grant Number:
B-98-DD-51-0001

Grant Name:
DRI 1998 (Virginia)

Grant Amount: (ex: 999,999.99)
\$1,465,255.00

Appropriation Name:
[Empty]

Appropriation Code:
868/10162

HUD Drawdown Approval Threshold: (ex: 999,999.99)
\$ [Empty]

Disaster:
FEMA-DR-1134-NC - Hurricane Fran (North Carolina)
FEMA-DR-1135-VA - Hurricane Fran and storms (Virginia)
FEMA-DR-1136-PR - Hurricane Hortense (Puerto Rico)
FEMA-DR-1137-WV - Hurricane Fran and flooding (West Virginia)
FEMA-DR-1138-PA - Flooding from Tropical Depression Fran (Pennsylvania)

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

Grantee:
State of Virginia

Program Income Waiver Date:
[Empty]
[Select Date](#) (ex: mm/dd/yyyy)

HUD Office:
Virginia State Office

Grantee Signature Date:
09/25/2000
[Select Date](#) (ex: mm/dd/yyyy)

Low / Mod:
[Empty] (%)

Contract Effective Date:
09/25/2000
[Select Date](#) (ex: mm/dd/yyyy)

Public Service Cap:
[Empty] (%)

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

Admin Plan Cap:
[Empty] (%)

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

State Admin Plan Cap:
[Empty] (%)

*Report Cycle:
Quarterly

Match:
[Empty] (%)

Note: If the Grant Status is set to Dormant the Reactivate Date must be set.

Grant Status:
Active

Reactivate Date:
[Select Option](#)

Save | View Grant History | Add Sub Grant | Cancel

DRGR R6.2

7. Enter a value in the **HUD Drawdown Approval Threshold** field.

The amount you enter should not exceed the grant amount.

8. Click **Save**.

The **View All Grants** page is redisplayed. A confirmation message appears at the top of the page.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
GDS

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM3
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View All Grants [Help?](#)

• Success: Grant has been saved.

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State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
KS	Leavenworth, KS	B-94-MF-20-0006	Close	Original - In Progress	Review QPRs
MO	Independence, MO	B-94-MF-29-0002	Close	Original - In Progress	Review QPRs
MO	St. Joseph, MO	B-93-MF-29-0004	Close	Original - In Progress	Review QPRs
KY	Shepherdsville/Bullitt County, KY	B-97-NU-21-0006	Close	Reviewed and Approved	Review QPRs
CA	Sacramento County, CA	B-98-UU-06-0005	Active	Reviewed and Approved	Review QPRs
NC	Goldsboro, NC	B-98-MU-37-0019	Close	Rejected - Await for Modification	Review QPRs
NV	Reno, NV	B-98-MU-32-0002	Active	Reviewed and Approved	Review QPRs
WA	Yakima, WA	B-97-MU-53-0008	Active	Original - In Progress	Review QPRs
WV	Kanawha County, WV	B-98-NU-54-0001	Active	Reviewed and Approved	Review QPRs
WI	Milwaukee, WI	B-98-MU-55-0006	Active	Reviewed and Approved	Review QPRs

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Blocking a Grant Drawdown

Occasionally, it may be necessary to prevent users from creating any drawdowns for a specific grant. When this is necessary, you can set a block on that grant, which will remain in effect until you unblock it.

If you block a grant, you won't be allowed to create vouchers.

Only a HUD user with the following privilege can block a grant from drawdowns:

- Super user

To block or unblock drawdowns for a grant:

1. Click the **Grants** link in the menu bar.

The **View All Grants** page is displayed.

2. Click **Search** under **Grants** in the left menu.

The **Search** page is displayed.

3. (Optional) Enter search criteria.

4. Click **Search**.

The **Search Grant Results** page is displayed.

5. Click the link in the **Grant Number** column of the grant that you want to block.

The **View Grant** page is displayed.

6. Click **Edit** in the left menu.

The **Edit Grant** page is displayed.

7. In the **Blocked** checkbox under the **Block Drawdown** heading, do one of the following:

- Check the box to block drawdowns.
- Uncheck the box to permit drawdowns.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
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Role:HQ User

Admin | Action Plans | Drawdown | OPR | Reports | Grantee | **Grants**

Grants

Admin | Action Plans | Drawdown | OPR | Reports | Grantee | Grants

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Edit Grant [Help?](#)

*Indicates Required Field

Save | View Grant History | Add Sub Grant | Cancel

***Grant Number:**
B-94-MF-20-0006

Remove Grant:
 Remove
 State Grantee

Grant Name:
Leavenworth, KS 1993 Floods

Appropriation Name:

Grant Amount: (ex: 999,999.99)
\$ 491,000.00

Appropriation Code:
864/60162

HUD Drawdown Approval Threshold: (ex: 999,999.99)
\$ 10,000.00

Block Grant Drawdown
 Blocked

Returned Amount:
\$0.00

Disaster:
FEMA-DR-1134-NC - Hurricane Fran (North Carolina)
FEMA-DR-1135-VA - Hurricane Fran and storms (Virginia)
FEMA-DR-1136-PR - Hurricane Hortense (Puerto Rico)
FEMA-DR-1137-WV - Hurricane Fran and flooding (WestVirginia)
FEMA-DR-1138-PA - Flooding from Tropical Depression Fran (Pennsylvania)

Award Date:

Select Date (ex: mm/dd/yyyy)

Grantee:
Leavenworth, KS

Program Income Waiver Date:

Select Date (ex: mm/dd/yyyy)

HUD Office:
Kansas/Missouri State Office

Grantee Signature Date:
06/29/1994
Select Date (ex: mm/dd/yyyy)

Low / Mod:
 (%)

Contract Effective Date:
06/29/1994
Select Date (ex: mm/dd/yyyy)

Public Service Cap:
 (%)

Contract End Date:

Select Date (ex: mm/dd/yyyy)

Admin Plan Cap:
 (%)

Statutory Date:

Select Date (ex: mm/dd/yyyy)

State Admin Plan Cap:
 (%)

***Report Cycle:**
Quarterly

Match:
 (%)

Note: If the Grant Status is set to Dormant the Reactivate Date must be set.

Grant Status:
Close

Reactivate Date:
Select Option

Save | View Grant History | Add Sub Grant | Cancel

DRGR R6.3

Select this box to block a grant from drawdowns

8. Click **Save**.

Blocking a Grantee Drawdown

Occasionally, it may be necessary to prevent a specific grantee from creating drawdowns. When this is necessary, you can set a block on that grantee, which will remain in effect until you unblock it. As long as the grantee is blocked, the grantee will not be able to create any vouchers.

Only a HUD user with the following privilege can block a grantee from creating drawdowns:

- Super user

To block or unblock drawdowns for a grantee:

1. Click the **Grantee** link in the menu bar.
The **View All Grantees** page is displayed.
2. Click **Search** under **Grantee** in the left menu.
The **Search** page is displayed.
3. (Optional) Enter search criteria.
4. Click **Search**.
The **Search Grantee Results** page is displayed.
5. Click the link in the **Grantee Name** column of the grant that you want to block.
The **View Grantee** page is displayed.
6. Click **Edit** in the left menu.
The **Edit Grantee** page is displayed.
7. In the **Blocked** checkbox under the **Block Drawdown** heading, do one of the following:
 - Check the box to block drawdowns.
 - Uncheck the box to permit drawdowns.

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Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

LoginID:DGRAHAM3
Role:HQ User

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Grantee

Edit Grantee [Help?](#)

* Indicates Required Field

Save | Cancel

*Grantee Name:
Pulaski County/College Station, AR

Status: Active Remove

Remove Grantee: Block Drawdown: Blocked

*DRGR Grantee ID:
00000059119

Email:
rqullin@aristotle.net

DUNS #:

Address 1:
201 S. Broadway, Suite 440

TIN #:

Select this box to block a grantee from making drawdowns

8. Click **Save**.

The **View Grantee** page is displayed.

9. Click **Close**.