
Disaster Recovery Grant Reporting System (DRGR) Quarterly Performance Report Module – Draft User Guide

May 9, 2011

DRGR 7.2 Release



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)



Table of Contents

6.0	QUARTERLY PERFORMANCE REPORT (QPR) MODULE.....	4
6.1	QPRS AND ACTION PLANS INTERRELATIONSHIP.....	5
6.2	SEARCH, VIEW, AND PRINT QPRS	6
6.2.1	<i>View All/Search QPR.....</i>	<i>6</i>
6.2.2	<i>View QPR.....</i>	<i>9</i>
6.2.3	<i>Print QPR</i>	<i>11</i>
6.3	ADD AND EDIT QPRS.....	12
6.3.1	<i>Add QPR.....</i>	<i>12</i>
6.4	ADD AND EDIT QPR ACTIVITIES	16
6.4.1	<i>Edit QPR Activity– Address and Performance Data</i>	<i>16</i>
6.4.2	<i>Edit QPR Activity– Financial Data and Progress Narrative.....</i>	<i>17</i>
6.4.3	<i>Edit QPR Activity– Beneficiary Data</i>	<i>18</i>
6.4.3.1	<i>Edit QPR Activity– Area Benefit.....</i>	<i>19</i>
6.4.3.2	<i>Edit QPR – Direct Benefit</i>	<i>21</i>
6.4.4	<i>Save QPR Activity.....</i>	<i>22</i>
6.5	SUBMITTING AND REVIEWING QPRS	23
6.5.1	<i>Save and Submit QPR.....</i>	<i>23</i>
6.5.2	<i>Review QPR.....</i>	<i>24</i>

Table of Figures

Figure 1: View QPR Activity	4
Figure 2: View QPR Activity	5
Figure 3: Action Plan / Reporting Process showing relationship among Grantee, HUD, AP, and QPR	6
Figure 4: View All Reports screen.....	6
Figure 5: Add/Edit QPRs) screen	7
Figure 6: View All QPRs screen	7
Figure 7: HUD Review Grant QPRs screen	8
Figure 8: Search for QPRs screen	8
Figure 9: Search QPR Results	9
Figure 10: View QPR screen – Grant level profile data	10
Figure 11: View QPR screen – Grant Level Financial Summary.....	11
Figure 12: QPR with Cumulative Totals section.....	11
Figure 13: Print PDF Version of QPR screen	12
Figure 14: Add/Edit QPRs screen	13
Figure 15: Grantee Add QPR Screen.....	14
Figure 16: Add New Contact for QPR.....	15
Figure 17: Add/Edit QPR - QPR Level Action Options.....	15
Figure 18: Edit QPR Screen – Links to Edit Activity Screens.....	15
Figure 19: Edit QPR Activity - Page 1 Address, Beneficiaries, and Accomplishments.....	16
Figure 20: Edit Activity - Financial Data.....	17
Figure 21: Area vs. Direct Benefit Beneficiary Data	19
Figure 22: Edit Performance Report – Activity Page 1 screen.....	19
Figure 23 : Edit Performance Report – Activity Page 1 (Direct Benefit – Household)	21
Figure 24: Edit Activity - Save/Cancel Options	22
Figure 25: Edit Performance Report screen with “Success ...saved” message.....	23
Figure 26: Add/Edit QPR - QPR Level Action Options.....	24
Figure 27: HUD QPR List Screen	24
Figure 28: Review QPR screen (top section)	25
Figure 29: Review QPR screen (center section)	25
Figure 30: Review QPR (bottom section)	26
Figure 31: Review QPR Status Screen.....	26

6.0 Quarterly Performance Report (QPR) Module

6.0 QUARTERLY PERFORMANCE REPORT (QPR) MODULE

The Quarterly Performance Report (QPR) enables grantee users to create and submit financial and performance data related to the each grant in the DRGR system along with progress narratives. HUD users review QPRs to check on grantee progress and review activities for compliance. Although grantees can submit information on the overall progress for a grant, much of the data is at the activity level.

Data from the QPR comes from a variety of sources. These include:

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

For financial and performance data, DRGR calculates information about the current quarter and also the total cumulative data based on all quarters up through the period for each quarter. Unless otherwise specified by an appropriation, QPRs are due within thirty days of the end of the quarter.

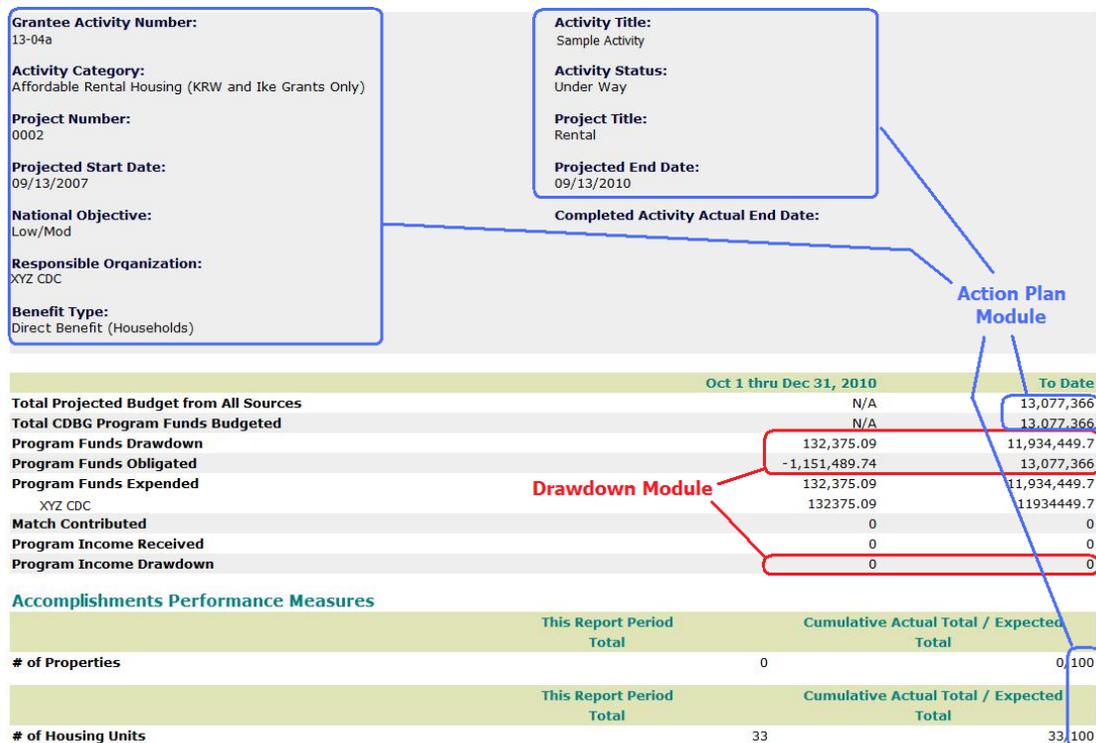


Figure 1: View QPR Activity

6.0 Quarterly Performance Report (QPR) Module

Beneficiaries Performance Measures

	This Report Period			Cumulative Actual Total / Expected		
	Low	Mod	Total	Low	Mod	Total Low/Mod%
# of Households	1	32	33	1/5	32/95	33/100 100
# Renter Households	1	32	33	1/5	32/95	33/100 100

Cumulative Race Total

Direct Benefit (Households)	This Report Period			Cumulative Actual Total		
	Owner	Renter	Total Households	Owner	Renter	Total Households
White	0	1	1	0	1	1
Black/African American	0	32	32	0	32	32

Activity Description:

§ The applicant proposes the new construction of 100 Single Family homes scattered throughout a planned sub division.

§ Five designated units must be set-aside for extremely low income households whose annual income does not exceed thirty percent (30%) of the area median family income for the area as determined by HUD

§ The remaining designated units, i.e. 95, must be set-aside for Low-Moderate Income Households whose annual income does not exceed eighty percent (80%) of the median income for the area, as determined by HUD

Location Description:

100 Scattered sites on 25 Acres at Ray Avenue,

Activity Progress Narrative:

Type in information here about any progress (or lack of progress) as well as financial and/or performance data adjustments made to activities

Activity Location:

Address	City	State	Zip
No Activity Locations Found			

Figure 2: View QPR Activity

6.1 QPRs and Action Plans Interrelationship

Like DRGR Action Plans, the status of new QPRs shows as “Original in Progress.” Once a QPR has been submitted, it cannot be edited by the grantee. If changes are needed, HUD staff will reject the QPR to return it for editing. Once any edits are made, the status of rejected QPRs will change to “Modified – Resubmit When Ready.” After a QPR is approved, it can no longer be edited. If any further changes are needed, CPD representatives would contact HUD HQ through DRGR_Help@hud.gov.

Since QPRs depend on Action Plans for some of their data, QPRs are integrally tied to the Action Plan / Reporting Process (Figure 1). Consequently, there are some basic rules about the relationship of DRGR Action Plans and QPRs.

- New QPRs may be submitted without the approval of prior QPRs, but **may not be submitted if changes have been made to the Action Plan** such as adding projects/activities, changing budgets, or changing performance goals.
- **Action Plan changes should be submitted in advance of QPR due dates** to allow review of Action Plan changes.
- If Action Plans are in approved status, grantees can continue to add and submit QPRs for approval regardless of the status of prior QPRs. However, **HUD staff must approve QPRs in order** since the data is cumulative based on prior QPRs.
- **Action Plans cannot be edited when there are one or more QPRs in submitted status.**

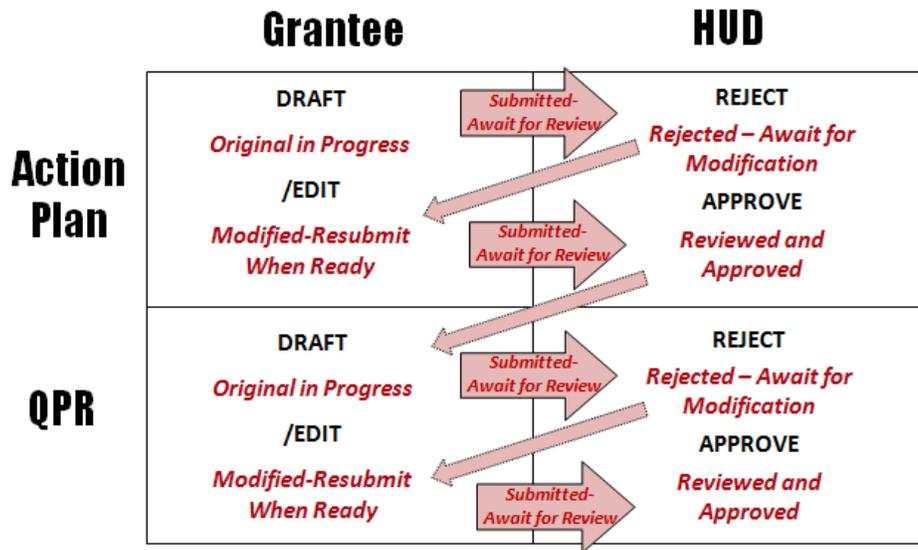


Figure 3: Action Plan / Reporting Process showing relationship among Grantee, HUD, AP, and QPR

6.2 Search, View, and Print QPRs

Any DRGR user can search, view, and print QPRs regardless of system role. Basic QPR Actions show up in the right column. Grantee users will be able to see Add/Edit links while HUD users will see Review QPR links. QPRs are all grant-specific. Viewing and printing QPRs are accessed by using the link on the correct row.

6.2.1 View All/Search QPR

As indicated above, grantee users wanting to see QPR for a grant should select the Add/Edit QPRs link on the row for that grant.

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

Login ID:
Role:

QPRs
- [View All](#)

Utilities
- [Print Page](#)
- [Profile](#)
- [Help](#)
- [Logout](#)
- [Reports](#)

Links
- [PDF Viewer](#)
- [Support](#)
- [CPD Home](#)
- [HUD Home](#)

Admin	Action Plans	Drawdown	QPR	Reports	
Quarterly Performance Report					
View All Reports Help?					
State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
MA	Boston, MA	B-98-MU-25-0002	Close	Original - In Progress	Add/Edit QPRs
MA	Boston, MA	B-08-MN-25-0001	Active	Reviewed and Approved	Add/Edit QPRs
MA	Boston, MA	B-09-LN-MA-0005	Active	Modified - Resubmit When Ready	Add/Edit QPRs

Figure 4: View All Reports screen

6.0 Quarterly Performance Report (QPR) Module

Grantee users will then see VIEW and DOWNLOAD PRINT VERSION of any existing QPRs. Grantee users will see an EDIT link for any QPR that shows with the status of ‘Original in Progress’ or ‘Modified – Resubmit When Ready.’ QPRs due dates show in DRGR as thirty days after then end of the quarter. DRGR will only prompt grantees to add one QPR at a time. If one is not added, future QPRs will not be prompted.

Quarterly Performance Report

Add/Edit QPRs - Boston, MA

[Help?](#)

Grant Number: B-08-MN-25-0001	Contract Start Date: 03/18/2009
Grant Status: Active	Contract End Date:
Grant Amount: \$4,230,191.00	

Due Date	Date Submitted	Action	Status	Submitter
10/30/2011		Add		
07/30/2011		View Download Print Version Edit	Original - In Progress	
04/30/2011	04/07/2011	View Download Print Version	Reviewed and Approved	
01/30/2011	02/11/2011	View Download Print Version	Reviewed and Approved	
10/30/2010	10/29/2010	View Download Print Version	Reviewed and Approved	
07/30/2010	07/30/2010	View Download Print Version	Reviewed and Approved	
04/30/2010	04/15/2010	View Download Print Version	Reviewed and Approved	
01/30/2010	01/11/2010	View Download Print Version	Reviewed and Approved	
10/30/2009	11/19/2009	View Download Print Version	Reviewed and Approved	
07/30/2009	09/22/2009	View Download Print Version	Reviewed and Approved	

Figure 5: Add/Edit QPRs) screen

HUD users can access QPRs by selecting the ‘Review QPRs’ link on the correct grant. As with DRGR Action Plans, HUD users will only see grants and associated QPRs assigned to their field office. HUD HQ users will see all grants.

Login ID:
Role:

QPRs
- Search
- [View All](#)

Utilities
- [Print Page](#)
- [Profile](#)
- [Help](#)
- [Logout](#)
- [Reports](#)

Links
- [PDF Viewer](#)
- [Support](#)
- [CPD Home](#)
- [HUD Home](#)

Admin	Action Plans	Drawdown	QPR	Reports	Grantee
Quarterly Performance Report					
View All Reports Help?					
<Page 10 11 Page 12 >					
State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
CA	Corona, CA	B-08-MN-06-0506	Active	Reviewed and Approved	Review QPRs
CA	Elk Grove, CA	B-08-MN-06-0002	Active	Reviewed and Approved	Review QPRs
CA	Fontana, CA	B-08-MN-06-0507	Active	Reviewed and Approved	Review QPRs
CA	Fresno, CA	B-08-MN-06-0003	Active	Reviewed and Approved	Review QPRs
CA	Fresno County, CA	B-08-UN-06-0003	Active	Reviewed and Approved	Review QPRs

Figure 6: View All QPRs screen

6.0 Quarterly Performance Report (QPR) Module

When HUD users with review rights (beyond VIEW ONLY) access a grant through the ‘Review QPRs’ link, they will see VIEW and DOWNLOAD PRINT VERSION for any existing QPRs. REVIEW links will only show for QPRs with the status of ‘Submitted – Await for Review.’

Admin	Action Plans	Drawdown	QPR	Reports	Grantee
-------	--------------	----------	-----	---------	---------

Quarterly Performance Report

Review QPRs - State of Missouri [Help?](#)

Grant Number: [B-08-DN-29-0001](#) Contract Start Date: 03/13/2009
 Grant Status: Active Contract End Date:
 Grant Amount: \$42,664,187.00

Due Date	Date Submitted	Action	Status	Submitter
07/30/2011		View Download Print Version	Original - In Progress	
04/30/2011	04/14/2011	View Download Print Version Review	Submitted - Await for Review	
01/30/2011	02/10/2011	View Download Print Version	Reviewed and Approved	
10/30/2010	10/26/2010	View Download Print Version	Reviewed and Approved	
07/30/2010	08/02/2010	View Download Print Version	Reviewed and Approved	
04/30/2010	07/30/2010	View Download Print Version	Reviewed and Approved	
01/30/2010	07/30/2010	View Download Print Version	Reviewed and Approved	
10/30/2009	10/09/2009	View Download Print Version	Reviewed and Approved	
07/30/2009	07/21/2009	View Download Print Version	Reviewed and Approved	

Figure 7: HUD Review Grant QPRs screen

HUD users also have the option to SEARCH for QPRs. Helpful search terms include state/territory, grant number, QPR status, and QPR due dates.

Admin	Action Plans	Drawdown	QPR	Reports	Grantee
-------	--------------	----------	-----	---------	---------

QPR [Help?](#)

Search for QPR

State/Territory:

HUD Office:

Grant Status:

Action Plan Status:

Disaster:

Grant Number:

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

QPR Due Date: From: To:
[Select Date](#) (ex: mm/dd/yyyy) [Select Date](#) (ex: mm/dd/yyyy)

QPR Status:

|

Figure 8: Search for QPRs screen

6.0 Quarterly Performance Report (QPR) Module

The results of this page show up differently in the QPR STATUS column than the regular REVIEW QPR webpage. QPR status in the SEARCH page allows status to be changed for more than one QPR at a time. This function is available in case grantees have made errors on older QPRs and have asked all subsequent QPRs to be unapproved for edits. Any time a change is made to an older QPR on financial or performance data, it may affect all subsequent QPRs. This allows HUD users to re-approve QPRs in bulk when these types of changes have been made.

|

Results Page 1 of 11 (104 QPR found)

State	Grantee Name	Grant Number	QPR Due Date	Grant Status	Action Plan Status	QPR Status	QPR Action
MA	Boston, MA	B-08-MN-25-0001	07/31/2009	Active	Reviewed and Approved	Reviewed and Approved	Review QPRs
MA	Boston, MA	B-08-MN-25-0001	10/31/2009	Active	Reviewed and Approved	Reviewed and Approved	Review QPRs
MA	Boston, MA	B-08-MN-25-0001	01/31/2010	Active	Reviewed and Approved	Reviewed and Approved	Review QPRs
MA	Boston, MA	B-08-MN-25-0001	04/30/2010	Active	Reviewed and Approved	Reviewed and Approved	Review QPRs
MA	Boston, MA	B-08-MN-25-0001	07/31/2010	Active	Reviewed and Approved	Reviewed and Approved	Review QPRs
MA	Boston, MA	B-08-MN-25-0001	10/31/2010	Active	Reviewed and Approved	Reviewed and Approved	Review QPRs
MA	Boston, MA	B-08-MN-25-0001	01/31/2011	Active	Reviewed and Approved	Reviewed and Approved	Review QPRs
MA	Boston, MA	B-08-MN-25-0001	04/30/2011	Active	Reviewed and Approved	Reviewed and Approved	Review QPRs
MA	Boston, MA	B-08-MN-25-0001	07/31/2011	Active	Reviewed and Approved	Original - In Progress	Review QPRs
MA	Boston, MA	B-09-LN-MA-0005	04/30/2010	Active	Modified - Resubmit When Ready	Reviewed and Approved	Review QPRs

1 2 3 4 5 [Next 10 Results]

Figure 9: Search QPR Results

6.2.2 View QPR

- To View a Quarterly Performance Report, click the <View> link in the “Action” column for the QPR desired.
 - The action opens the “Performance Report” screen for the quarter, grant, and grantee selected (Figures 22, 23 and 24).

6.0 Quarterly Performance Report (QPR) Module

Jul 1, 2010 thru Sep 30, 2010 Performance Report

Grant Number: Grant1-ESDC	Obligation Date: 09/15/2003
Grantee Name: GranteeP1, ESDC	Award Date:
Grant Amount: \$783,000,000.00	Contract End Date:
Grant Status: Active	Reviewed By HUD: Original - In Progress
QPR Contact: No QPR Contact Found	

Disasters:

Declaration Number

FEMA-DR-1391-NY

Disaster Damage:

The Lower Manhattan Development Corporation was created in the aftermath of September 11, 2001 by Governor Pataki and then-Mayor Giuliani to help plan and coordinate the rebuilding and revitalization of Lower Manhattan, defined as everything south of Houston Street. The LMDC is a joint State-City corporation governed by a 16-member Board of Directors, half appointed by the Governor of New York and half by the Mayor of New York. LMDC is charged with ensuring Lower Manhattan recovers from the attacks and emerges even better than it was before. The World Trade Center attacks resulted in a staggering loss of life and extensive physical destruction to Lower Manhattan. Approximately 30 million square feet of commercial space was damaged or eliminated, and seven buildings in the World Trade Center site were completely leveled. Critical transportation infrastructure was disrupted or obliterated, including the PATH station, the 1/9 subway line and sections of Route 9A and Church Street. Vehicular access to the area south of Canal Street was prohibited for seven days. As a result of the tragedy, residential occupancy rates in the immediate region dropped to 60%, over 100,000 jobs were displaced, and small and large businesses struggled to maintain viability. The World Trade Center attacks inflicted widespread destruction upon the energy (electric, gas, and steam) and telecommunications utility infrastructure, resulting in extensive disruptions in service to

Figure 10: View QPR screen – Grant level profile data

As with the action plan, the quarterly report displays some basic grant and contract information

At the top of the report, the cumulative funding totals are displayed across activities for the quarter and to date. The system will also calculate required funding and benefit levels versus progress today. If the individual activities are correctly categorized in the action plan, the system will also display expenditures for cumulative public services, state administration, and overall admin / planning / TA to compare against caps at the grant level.

Plan Description:

Recovery Needs:

Overall	This Report Period	To Date
Total Projected Budget from All Sources	N/A	0
Total CDBG Disaster Recovery Grant Funds Budgeted	N/A	0
Obligated CDBG DR Funds	0	0
Expended CDBG DR Funds	0	0
Match Contributed	0	0
Program Income Received	0	0

Progress Toward Required Numeric Targets

Requirement	Required	To Date
Minimum Overall Benefit Percentage	50	0
Minimum Non-Federal Match	0	0
Limit on Public Services	758,727,750	0
Limit on Admin/Planning	1,011,637,000	0
Limit on State Admin	0	0

Overall Progress Narrative:

During the quarter, RFPs were issued for several of the housing assistance activities and environmental reviews were completed for infrastructure programs.

6.0 Quarterly Performance Report (QPR) Module

Figure 11: View QPR screen – Grant Level Financial Summary

The reports will also show expenditures and accomplishments by individual activities depending on whether the grantee has included them in the QPR. DRGR automatically includes an activity that had obligation updates or draws during the quarter. Grantees must manually select other activities and report accomplishments or progress narrative for those activities to show in a QPR.

The QPR displays activity-level data in columns for the current quarter and cumulative totals to date. Financial data such as obligations, program income drawn down, and grant fund drawn down are calculated by DRGR based on data from the drawdown module. All other financial and performance data is entered manually by grantee staff for data in the current quarter. The cumulative totals showing under the ‘To Date’ are calculated using the in-quarter data entered in the current and previous QPRs. This includes beneficiary data and other performance accomplishments. Only address entered in the current QPR will be displayed in the QPR.

Grantee Activity ID: BC-14A	Projected Start Date: 08/20/2005
Activity Category: Rehabilitation/reconstruction of residential structures	Projected End Date: 08/19/2007
Activity Status: Under Way	National Objective: Low/Mod
Responsible Organization: Brevard County	

	This Report Period	To Date
Total Projected Budget from All Sources	N/A	935,000
Total CDBG Disaster Recovery Grant Funds Budgeted	N/A	935,000
Obligated CDBG DR Funds	0	935,000
Expended CDBG DR Funds	30,000	60,000
Match Contributed	0	0
Program Income Received	0	0

	This Report Period			Cumulative Actual Total / Expected		
	Low	Mod	Total	Low	Mod	Total
# of housing units	0	0	0	0/0	0/0	0/34
# of Households benefitting	0	0	0	0/0	0/34	0/34

Figure 12: QPR with Cumulative Totals section

6.2.3 Print QPR

As with the View QPR links, users can also click on the <Download Print Version> link in the “Action” column when they are on the Add/Edit QPRs, View QPRs or Review All QPRs index pages. This action opens the QPR in PDF printable format in a new window.

6.0 Quarterly Performance Report (QPR) Module

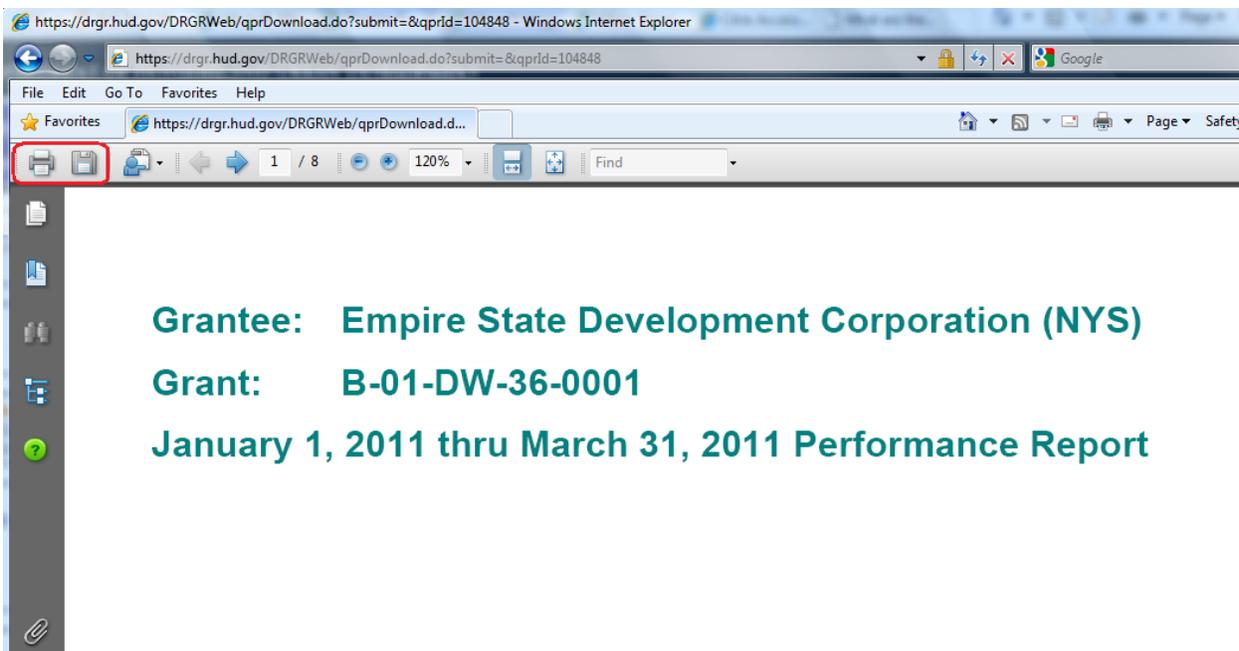


Figure 13: Print PDF Version of QPR screen

6.3 Add and Edit QPRs

Any grantee user with edit rights can add and edit QPRs as long as they are authorized by DRGR grantee administrators to access a grant. The only grantee users that cannot perform these functions are grantee users with VIEW ONLY rights.

6.3.1 Add QPR

The Add link for QPRs shows on the Add/Edit QPR page for each grant. As indicated above, DRGR will only prompt grantees to add one QPR at a time. QPRs due dates show in DRGR as thirty days after then end of the quarter. If one is not added, future QPRs will not be prompted. After a QPR has been successfully added, it's status will be shown as 'Original - In Progress' and it can be accessed using the Edit link. In the graphic above, the QPR showing as due 7/30/2011 would cover the period of April 1, 2011 – June 30, 2010.

6.0 Quarterly Performance Report (QPR) Module

Quarterly Performance Report

Add/Edit QPRs - Boston, MA

[Help?](#)

Grant Number: B-08-MN-25-0001	Contract Start Date: 03/18/2009
Grant Status: Active	Contract End Date:
Grant Amount: \$4,230,191.00	

Due Date	Date Submitted	Action	Status	Submitter
10/30/2011		Add		
07/30/2011		View Download Print Version Edit	Original - In Progress	
04/30/2011	04/07/2011	View Download Print Version	Reviewed and Approved	
01/30/2011	02/11/2011	View Download Print Version	Reviewed and Approved	
10/30/2010	10/29/2010	View Download Print Version	Reviewed and Approved	
07/30/2010	07/30/2010	View Download Print Version	Reviewed and Approved	
04/30/2010	04/15/2010	View Download Print Version	Reviewed and Approved	
01/30/2010	01/11/2010	View Download Print Version	Reviewed and Approved	
10/30/2009	11/19/2009	View Download Print Version	Reviewed and Approved	
07/30/2009	09/22/2009	View Download Print Version	Reviewed and Approved	

Figure 14: Add/Edit QPRs screen

Although it is mentioned above, it is important to remember there are a few rules that govern whether a QPR can be added, edited, or submitted. Grantees can add, edit and even submit QPRs even if prior QPRs are not yet approved, but the Action Plan has to be in approved status for new QPRs to be edited or submitted. Grantees can submit QPRs even if old ones are not approved, but since new QPRs have cumulative totals for financial and performance information, they can only be approved in chronological order.

There are a few other rules that affect QPRs. The Quarterly Performance Report (QPR) must be saved with some text in the Overall Progress Narrative before an individual Activity can be reported. After the QPR is saved, each of the grantee activity numbers will have hyperlinks. DRGR will automatically include any activity that had an obligation update or draw completed during the quarter in the QPR regardless of whether these links are selected. If grantees want to include any other activities, they must select the grantee activity number for each one. Then, they can add accomplishments and/or progress narrative for each one they want included.

1. You may now select a contact from the <Use Existing Contact> dropdown list, or add a new contact by clicking on the <Add New Contact> button.

6.0 Quarterly Performance Report (QPR) Module

Login ID:
Role:

QPRs
- [View All](#)

Utilities
- [Print Page](#)
- [Profile](#)
- [Help](#)
- [Logout](#)
- [Reports](#)

Links
- [PDF Viewer](#)
- [Support](#)
- [CPD Home](#)
- [HUD Home](#)

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

Quarterly Performance Report

Add Performance Report [Help?](#)

*Indicates Required Field

Grant Number: B-01-DW-36-0001 **Contract Start Date:** 02/13/2002 **QPR Start Date:** 04/01/2011

Grantee Name: Empire State Development Corporation (NYS) **Contract End Date:** **QPR End Date:** 06/30/2011

| |

Use Existing Contact
Select Contact

Activity Report -
Note: The QPR must be saved before an individual Activity can be reported on. Click the "Save" button to continue.

Grantee Activity Number	Activity Type	Total Budget, Program Funds
ADMIN	Administration	\$15,485,455.00
BIP	Econ. development or recovery activity that creates/retains jobs	\$4,750,000.00
BRG	Payment for compensation for economic losses (WTC-only)	\$339,856,232.50
BRG2	Payment for compensation for economic losses (WTC-only)	\$13,004,544.80
BRIDGE	Econ. development or recovery activity that creates/retains jobs	\$4,511,500.00
BRLF	Econ. development or recovery activity that creates/retains jobs	\$42,638,500.00
JCRP	Econ. development or recovery activity that creates/retains jobs	\$170,000,000.00
LMDC	Planning	\$0.00
SFARG	Econ. development or recovery activity that creates/retains jobs	\$103,774,779.77
TA	Econ. development or recovery activity that creates/retains jobs	\$4,750,000.00
Total		\$698,771,012.07

***Overall Progress Narrative**

B **I** **L** |

50000 Characters Left

Additional Matching Funds - Report on Matching Funds not related to any individual activity

| |

Figure 15: Grantee Add QPR Screen

2. Enter an "Overall Progress Narrative" in the text box (required).
3. Clicking on the <Add New Contact> button opens a new "Add Performance Report" screen (Figure 5) where you are now able to enter the name and contact information of a new contact.

6.0 Quarterly Performance Report (QPR) Module

Add New Contact

*First Name:

*Last Name:

*Contact Email:

*Contact Phone:

Figure 16: Add New Contact for QPR

4. If there are “Additional Matching Funds,” enter these dollar amounts in the textbox provided. (Example: 22,000.00)
5. The <Save> button saves all entered information about the Performance Report.
 - This action returns you to the “Add/Edit QPRs –State of (Name of State)” screen where the ‘Add’ status in the ‘Action’ column is changed to ‘[Edit](#)’. After the QPR has been saved the first time, the Grantee Activity Numbers will show with hyperlinks so that they can be edited.
6. The <Cancel> button cancels all information that has been changed since the Performance Report was previously saved.
 - This action returns you to the “Add/Edit QPRs –State of (Name of State)” screen.
7. The <Submit> button will send the QPR to HUD for review.
 - Please note: The Submit button will not show if the DRGR Action Plan is not in approved status.

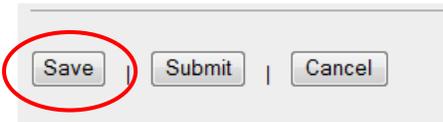


Figure 17: Add/Edit QPR - QPR Level Action Options

Activity Report - Select the Activity to report on.

Grantee Activity Number	Activity Type	Total Budget, Program Funds
ADMIN	Administration	\$15,485,455.00
BIP	Econ. development or recovery activity that creates/retains jobs	\$4,750,000.00
BRG	Payment for compensation for economic losses (WTC-only)	\$339,856,232.50
BRG2	Payment for compensation for economic losses (WTC-only)	\$13,004,544.80
BRIDGE	Econ. development or recovery activity that creates/retains jobs	\$4,511,500.00
BRLE	Econ. development or recovery activity that creates/retains jobs	\$42,638,500.00
JCRP	Econ. development or recovery activity that creates/retains jobs	\$170,000,000.00
LMDC	Planning	\$0.00
SFARG	Econ. development or recovery activity that creates/retains jobs	\$103,774,779.77
TA	Econ. development or recovery activity that creates/retains jobs	\$4,750,000.00
Total		\$698,771,012.07

Figure 18: Edit QPR Screen – Links to Edit Activity Screens

6.0 Quarterly Performance Report (QPR) Module

6.4 Add and Edit QPR Activities

Grantee users enter a combination of financial, performance, and beneficiary data and also update progress narrative each quarter that an activity is active. The “Completed Activity Actual End Date” field should be filled in at completion of the Activity if the activity has been completed and all required beneficiary, performance and financial information has been entered on the activity. The STATUS of the activity is changed to COMPLETE in the Action Plan Module.

DRGR will automatically include any activities with draws or obligations, but it will not populate any other information for those activities. Grantees can include any other activities in the QPR by selecting the activity number and entering some data for that activity or a progress narrative for the activity.

6.4.1 Edit QPR Activity– Address and Performance Data

Starting in DRGR Release 7.0 in September 2010, beneficiary data and information on housing units was pulled into separate screens from non-beneficiary performance data. This was done in part to allow grantees to enter beneficiary data for area benefit activities in the Action Plan and so that other information on direct benefit activities could have subcategories such as race/ethnicity in addition to income levels.

Although this beneficiary data is required, grantees should select other applicable performance measures based on the activity type. Examples might include linear feet or miles for infrastructure activities or businesses assisted and jobs created for economic development activities.

Admin	Action Plans	Drawdown	QPR	Reports
-------	--------------	----------	-----	---------

Quarterly Performance Report

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

Grant Number: B-06-DG-12-0001	QPR Start Date: 01/01/2011	Completed Activity Actual End Date: <input type="text"/>
Grantee Name: State of Florida	QPR End Date: 03/31/2011	Select Date (ex: mm/dd/yyyy)

Grantee Activity Number: SL-03K	Activity Type: Construction/reconstruction of streets	National Objective: Low/Mod
---	---	---------------------------------------

|

[View Cumulative Totals](#)

Street	City	County	Zip	Delete
<input type="text"/>	<input type="text"/>	Select County	<input type="text"/> - <input type="text"/>	<input type="checkbox"/>

Actual Accomplishments	Actual Total
# of Linear feet of Public Improvement	<input type="text" value="0"/>

Actual Beneficiaries	Actual Total	Low	Mod
# of Persons	1624		969

Figure 19: Edit QPR Activity - Page 1 Address, Beneficiaries, and Accomplishments

1. **Activity Addresses** – Enter the address where the activity is being conducted.
2. To enter an additional address, click the **<Add Additional Address>** button), which adds another line to the ‘Activity Address’ table to enter additional street, city, county, and zip information.

6.0 Quarterly Performance Report (QPR) Module

- Under **Actual Accomplishments/Actual Totals**, enter the data for the current quarter for this Activity and Measure Type. The measure types available in the QPR depend on a) what measure types are available and b) which measure types grantees entered estimates in (or zeroes) in the activity profile in the DRGR Action Plan. If a measure type does not show in the QPR, grantees can add them in the Action Plan.

6.4.2 Edit QPR Activity– Financial Data and Progress Narrative

DRGR automatically calculates some information from the drawdown module for data during the period covered under the quarter and will display cumulative totals through the end of the quarter. This includes:

- Program Funds Drawdown: This figure is calculated from the amount of all completed and revised grant fund vouchers during the quarter.
- Program Funds Obligated: This figure is based on the last saved obligation during the quarter.
- Program Income Drawdown: This figure will be calculated from the amount of all completed and revised program income vouchers during the quarter.

Again, DRGR will automatically include any activities with draws or obligations, but it will not populate any other information for those activities. Other financial information is entered manually into DRGR. In the quarterly report, the accomplishments, expenditures, match funds contributed, or program income received should be listed ONLY FOR THE QUARTER being reported. The computer will calculate all cumulative amounts from the current and prior reports. These amounts are not shown in this screen. It helps to print the prior QPR.

Activity Funding	Jan 1 thru Mar 31, 2011	To Date
Projected Activity Budget:	N/A	\$194,600.00
Total Budget, Program Funds:	N/A	\$194,600.00
Program Funds Drawdown:	\$ 0.00	\$ 0.00
Program Funds Obligated:	\$ 0.00	\$ 0.00
Program Funds Expended:		
Atlanta, City of	\$ 0.00	\$ 0.00
Program Funds Expended Total:	\$ 0.00	\$ 0.00
Match Contributed:	\$	\$ 0.00
Total Expended:	\$ 0.00	\$ 0.00
Program Income Received:		
Program Income Drawdown:	\$ 0.00	\$ 0.00

Activity Narrative

Save QPR Activity | Cancel

Data from the Drawdown Module

Figure 20: Edit Activity - Financial Data

6.0 Quarterly Performance Report (QPR) Module

1. In the '**Program Funds Expended**' text field, enter the dollar amount of the DRGR HUD funds that have been expended in this quarter. The Program Fund Expended is provided by each Responsible Organization entered on the Add/Edit Activity-2 screens. The 'Program Funds Expended Total' is sum of all Program Fund Expended by Responsible Organizations.
2. In the '**Match Contributed**' text field, enter the dollar amount of any matching funds that have been added this quarter.
3. In the '**Program Income Received**' text field, enter the dollar amount showing the total income that has been received for the program.
4. **Activity Narrative (Text Field)** – Enter information about the progress and status of the activity.
 - The activity progress narrative is especially helpful to report on status for activities before expenditures start such as # of contracts awarded/agreements signed, pending environmental review or procurement, etc. This can help to communicate why it doesn't look like progress is being made. The level of detail is up to the grantee.
 - This space can also be used to report other accomplishments for programs that don't fit into performance measures. These could include special accomplishments under the activity like community outreach or special performance measure accomplishments beyond standard measures.
5. The <**Save QPR Activity**> button saves all of the information entered about the activity.
 - This action returns you to the "Edit Performance Report" screen with a 'Success: QPR Activity has been added' message (Figure 10).
6. The <**Cancel**> button cancels any of the information entered into the report since the last save took place.
 - This action returns you to the "Edit Performance Report" screen with no changes.

6.4.3 **Edit QPR Activity– Beneficiary Data**

While beneficiary data on persons by income for area benefit activities is populated from data entered in the Action Plan, grantees enter beneficiary data manually in the QPR. Key subcategories include:

- Income levels – Low (0-50% AMI), Mod 51-80% AMI) and Total
- Race/ethnicity categories for persons/households
- Own/Rent for households
- Single Family and Multifamily for Housing Units

6.0 Quarterly Performance Report (QPR) Module

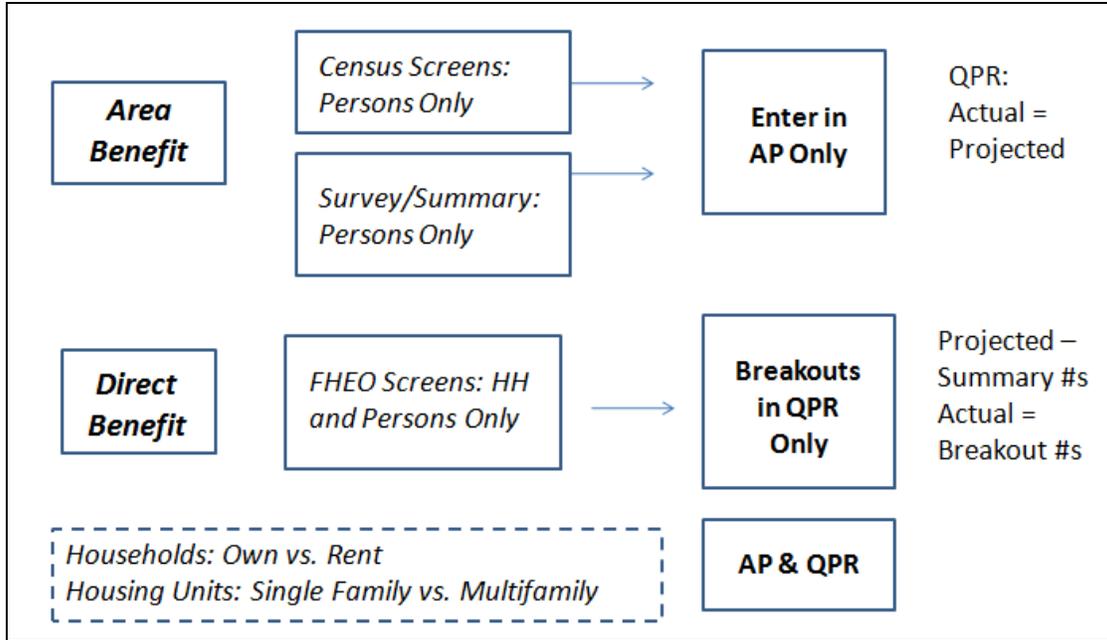


Figure 21: Area vs. Direct Benefit Beneficiary Data

6.4.3.1 Edit QPR Activity– Area Benefit

7. Select the Grantee QPR you want to edit from the left column ‘Grantee Activity Number.’
- This action opens the “Edit Performance Report – Activity Page 1” screen (Figure 9).

The screenshot shows the 'Edit Performance Report - Activity Page 1' interface. It includes a navigation bar with 'Admin', 'Action Plans', 'Drawdown', 'QPR', and 'Reports'. The main content area displays the following information:

- Grant Information:** Grant Number: B-06-DG-12-0001, Grantee Name: State of Florida, QPR Start Date: 01/01/2011, QPR End Date: 03/31/2011, Completed Activity Actual End Date: [Field]
- Activity Details:** Grantee Activity Number: SL-03K, Activity Type: Construction/reconstruction of streets, National Objective: Low/Mod
- Buttons:** Save QPR Activity, Cancel
- Address Fields:** Street, City, County (dropdown), Zip, Delete
- Table 1: Actual Accomplishments**

Actual Accomplishments	Actual Total
# of Linear feet of Public Improvement	0
- Table 2: Actual Beneficiaries**

Actual Beneficiaries	Actual Total	Low	Mod
# of Persons	1624		969

Figure 22: Edit Performance Report – Activity Page 1 screen

8. The “Completed Activity Actual End Date” field should be filled in at completion of the Activity.
9. **Activity Addresses** – Enter the address where the activity is being conducted.

6.0 Quarterly Performance Report (QPR) Module

10. To enter an additional address, click the <**Add Additional Address**> button), which adds another line to the ‘Activity Address’ table to enter additional street, city, county, and zip information.
 11. Under **Actual Accomplishments/Actual Totals**, enter the total “# of Housing Units” for this Activity.
 12. **Activity Narrative (Text Field)** – Enter information about the progress and status of the activity.
 13. The <**Save QPR Activity**> button saves all of the information entered about the activity.
 - This action returns you to the “Edit Performance Report” screen with a ‘Success: QPR Activity has been added’ message (Figure 10).
 14. The <**Cancel**> button cancels any of the information entered into the report since the last save took place.
 - This action returns you to the “Edit Performance Report” screen with no changes.
-
1. **Race / Ethnicity: and Income Levels:** Enter the appropriate numbers.
 2. **% Low/Mod** – Automatically calculates the Low/Moderate percentage numbers against the total.
 3. Click on <**Continue to Next Screen**> to continue the editing process for this activity.
 - This action opens the “Edit Performance Report – Activity Page 2” screen (Figure 15 below).
 4. [Click on <**Cancel**> to cancel the process and erase all entries for this edit.]
-
22. The <**Edit Previous Screen**> button allows you to return to the “Edit Performance Report – Activity Page 1” to carry out any edits on the values entered on that page.
 23. The <**Save QPR Activity**> button saves all of the information entered about the activity.
 - This action returns you to the “Edit Performance Report” screen with a ‘Success: QPR Activity has been added’ message.
 24. The <**Cancel**> button cancels any of the information entered into the report since the last save took place.
 - This action returns you to the “Edit Performance Report” screen with no changes.

6.0 Quarterly Performance Report (QPR) Module

6.4.3.2 Edit QPR – Direct Benefit

Most housing activities should have selected HOUSEHOLDS in the DRGR Action Plan along with Own/Rent as applicable. Housing activities should also have Single Family vs. Multifamily selection under Housing Units. In some cases such as public service, PERSONS may have been selected. The **'Edit Performance Report – Activity Page 2'** screen (Figure 18 below) allows the user to report each housing and beneficiary accomplishments during a specific quarter. Performance Reports are used to determine the status of the overall action plan and the individual activities.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

Login ID:T001GA
Role:Grantee Admin

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

Quarterly Performance Report

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

• Success: QPR Activity has been saved.

Grant Number: Grant1-ESDC | QPR Start Date: 07/01/2010 | Completed Activity Actual End Date:
 Grantee Name: GranteeP1, ESDC | QPR End Date: 09/30/2010 | Selected Date (ex: mm/dd/yyyy)

Grantee Activity Number: CAT7-207 | Activity Type: Construction of new housing | National Objective: Urgent Need

| |

[View Cumulative Totals](#)

*Direct Benefit Data by Households

Race/Ethnicity		Owner		Renter		Total Households	
Race	Total	Hispanic/Latino	Total	Hispanic/Latino	Total	Hispanic/Latino	
White	<input type="text" value="23"/>	<input type="text" value="13"/>	<input type="text" value="12"/>	<input type="text" value="6"/>	<input type="text" value="35"/>	<input type="text" value="19"/>	
Totals	23	13	12	6	35	19	
Female-Headed Households	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	

Income Levels		Owner	Renter	Total
Total Number Low	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="5"/>	
Total Number Moderate	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="5"/>	
Total Population	23	12	35	

| |

Must be equal values

Figure 23 : Edit Performance Report – Activity Page 1 (Direct Benefit – Household)

6.0 Quarterly Performance Report (QPR) Module

1. Enter **Race / Ethnicity** and **Income Level** information.
2. **<Continue to Next Screen>** – Enables you to go to the Page 2 screen for editing.
 - This action opens the “Edit Performance Report – Activity Page 2” screen (Figure 18).
4. **<Save Activity Beneficiaries>** – Saves your entries.
5. **<Cancel>** – Cancels the process erasing all entries for this edit.
6. Under “**Actual Beneficiaries**,” the totals from Activity Page 1 have been automatically entered.
7. In the ‘**Program Funds Expended**’ text field, enter the dollar amount of the DRGR HUD funds that have been expended in this quarter. The Program Fund Expended is provided by each Responsible Organization entered on the Add/Edit Activity-2 screens. The ‘Program Funds Expended Total’ is sum of all Program Fund Expended by Responsible Organizations.
8. In the ‘**Match Contributed**’ text field, enter the dollar amount of any matching funds that have been added this quarter.
9. In the ‘**Program Income Received**’ text field, enter the dollar amount showing the total income that has been received for the program.
10. **Activity Narrative (Text Field)** – Enter information about the progress and status of the activity.

6.4.4 Save QPR Activity

As outlined above, each area benefit activity has one page of data in a QPR and each direct benefit activity has two pages, including the second page with beneficiary data. Grantee users can save the edits for each activity on any Edit Activity page.

Area Benefit Activities:	<p>Edit Performance Report - Activity Page 1</p> <p>Save QPR Activity Cancel</p>
Direct Benefit Activities:	<p>Edit Performance Report - Activity Page 1</p> <p>Save and Continue to Next Screen Save Activity Beneficiaries Cancel</p> <p>Edit Performance Report - Activity Page 2</p> <p>Save and Edit Previous Screen Save QPR Activity Cancel</p>

Figure 24: Edit Activity - Save/Cancel Options

6.0 Quarterly Performance Report (QPR) Module

1. The <**Save and Edit Previous Screen**> button allows you to save your current entries on Page 2, and return to the “Edit Performance Report – Activity Page 1” to carry out any edits on the values entered on that page.
2. The <**Save QPR Activity**> button saves all of the information entered about the activity.
 - This action returns you to the “Edit Performance Report” screen with a ‘Success: QPR Activity has been saved’ message (Figure 19).
3. The <**Cancel**> button cancels any of the information entered into the report since the last save took place.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

Login ID:T001GA
Role:Grantee Admin

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

Quarterly Performance Report

Edit Performance Report [Help?](#)

• Success: QPR Activity has been saved.

*Indicates Required Field

Grant Number: Grant1-ESDC	Contract Start Date: 09/15/2003	QPR Start Date: 07/01/2010
Grantee Name: GranteeP1, ESDC	Contract End Date:	QPR End Date: 09/30/2010

Figure 25: Edit Performance Report screen with “Success ...saved” message

6.5 Submitting and Reviewing QPRs

Once grantees have entered all relevant information on the progress of the grants and activities, the QPR can be saved and submitted. Once submitted, it is no longer available for editing. Grantees need to remember that the QPR cannot be submitted unless the DRGR Action Plan is in approved status. I

6.5.1 Save and Submit QPR

1. The <**Save**> button saves all entered information about the Performance Report.
2. The <**Submit**> button will send the QPR to HUD for review.
 - Please note: The Submit button will not show if the DRGR Action Plan is not in approved status.

6.0 Quarterly Performance Report (QPR) Module



Figure 26: Add/Edit QPR - QPR Level Action Options

6.5.2 Review QPR

1. HUD users select <QPR> link in the main navigation bar.
 - This opens the “Review QPRs” screen (Figure 26).

Admin	Action Plans	Drawdown	QPR	Reports	Grants
Quarterly Performance Report					
Review QPRs - State of Florida Help?					
Grant Number: B-05-DJ-12-0001		Contract Start Date: 04/11/2005			
Grant Status: Active		Contract End Date: 04/11/2009			
Grant Amount: \$100,915,626.00					
Due Date	Date Submitted	Action	Status	Submitter	
07/30/2009		View Download Print Version	Original - In Progress		
04/30/2009		View Download Print Version	Original - In Progress		
01/30/2009	02/11/2009	View Download Print Version Review	Submitted - Await for Review		
10/30/2008	10/29/2008	View Download Print Version Review	Submitted - Await for Review		

Figure 27: HUD QPR List Screen

2. Click on the <Review> link located in the ‘Action’ column for the quarter desired.
 - This opens the “Review QPR” screen (Figures 27, 28 and 29).

6.0 Quarterly Performance Report (QPR) Module

The screenshot shows the top portion of the 'Review QPR' screen. At the top, there is a header for the U.S. Department of Housing and Urban Development, followed by the title 'Community Development Systems Disaster Recovery Grant Reporting System (DRGR)'. Below this is a navigation menu with tabs for 'Admin', 'Action Plans', 'Drawdown', 'QPR' (which is highlighted), and 'Reports'. On the left side, there are three utility boxes: 'Login ID: MITCFO Role: FO User', 'QPRs' with links for 'Search' and 'View All', and 'Utilities' with links for 'Print Page', 'Profile', 'Help', 'Logout', and 'Reports'. Below these are 'Links' for 'PDF Viewer', 'Support', 'CPD Home', and 'HUD Home'. The main content area is titled 'Quarterly Performance Report' and 'Review QPR'. It contains a table with the following information:

Grant Number: B-05-DJ-12-0001	Contract Start Date: 04/11/2005	QPR Start Date: 10/01/2008
Grantee Name: State of Florida	Contract End Date: 04/11/2009	QPR End Date: 12/31/2008
Contact Name:	Contact Email:	

Below the table, there are links for 'View Overall Progress Narrative', 'View Activities', and 'View QPR Report'. There are also sub-links for 'A-03J', 'A-21A', and 'A-21B'.

Figure 28: Review QPR screen (top section)

The screenshot shows the center portion of the 'Review QPR' screen. It features a list of navigation links on the left, including '18A-01 Economic Development Grants/Loans', '18A-02 Community Revitalization', '18A-03 Community Planning', '21A-R106 Homeowner Assistance Administration', 'State Administration', and 'View QPR History'. Below the links is a 'Status' dropdown menu set to 'Submitted - Await for Review', with 'Save Review' and 'Cancel' buttons. The main content area is titled 'Overall Progress Narrative:' and contains a paragraph of text describing the state of Mississippi's efforts to assist citizens affected by Hurricane Katrina. Below the narrative is a 'QPR Comment:' text area, which is circled in red. At the bottom, there is a section for 'Previous QPR Comments:'.

Figure 29: Review QPR screen (center section)

3. HUD staff can enter overall comments at the top of the screens for QPR review.

6.0 Quarterly Performance Report (QPR) Module

# of Cases closed	7
-------------------	---

Activity Funding	Current Quarter
Projected Activity Budget:	\$5,000,000.00
Program Funds Received:	\$304,045.59
Program Funds Obligated:	
Program Funds Expended:	\$304,045.59
Match Contributed:	
Total Expended:	\$304,045.59
Program Income Received:	

Activity Narrative:

Activity Comment:

Activity Comments

Figure 30: Review QPR (bottom section)

4. HUD staff can also enter in comments at the activity level.
 - When HUD users access the VIEW QPR webpage, these comments should display just below each activity profile. Grantees will not be able to see comments. If HUD staff wants to share these comments with grantees, they can copy them into an email or download a QPR comment report in the Microstrategy REPORTS tab.

Admin	Action Plans	Drawdown	QPR	Reports
-------	--------------	----------	-----	---------

Quarterly Performance Report

Review QPR

Grant Number: B-01-DW-36-0001	Contract Start Date: 02/13/2002
Grantee Name: Empire State Development Corporation (NYS)	Contract End Date:
Contact Name:	Contact Email:

- [View Overall Progress Narrative](#)
- [View Activities](#)

Status: Submitted - Await for Review | Save Review | Cancel

Overall Progress Narrative:

Figure 31: Review QPR Status Screen

6.0 Quarterly Performance Report (QPR) Module

5. When comments are complete, HUD users have the option of changing the status to 'Reviewed and Approved' or 'Rejected – Await for Modification. The first option locks down the QPR, except for draw revisions completed by grantees. The second option returns the QPR to grantees for editing.
- Note: When the QPR is in SUBMITTED status, grantees are unable to edit the DRGR Action Plan. If grantees need to add activities urgently to draw against them while the QPR is being reviewed, they should consider requesting that the CPD representative reviewing the QPR reject the QPR for those Action Plan edits to be made. This adds extra steps and time for the QPR review, so every effort should be made to add activities and submit any DRGR Action Plan edits well in advance of QPR due dates to allow for adequate review of the DRGR Action Plan.