

Capacity Building Grant Program (Section 4 and RCB) DRGR Roll Out

DRGR System Introduction and Overview

What is DRGR?

DRGR stands for Disaster Recovery Grant Reporting (DRGR) system. DRGR is a grants management system used to outline grant activities, budget grant funds, draw grant funds, and report on activity accomplishments. DRGR will be the vehicle used to transition Capacity Building (CB) grant files from a paper format to a digital format starting with FY2015 grant awards.

How will DRGR Improve Management of CB Grants?

Through the transition to DRGR, HUD and the CB grantees will realize several benefits to their management of CB grants including ...

- Standardized format for submissions and clear expectations of what is required for approval;
- Centralized records (DRGR pulls together activities, vouchers, and reports into one location);
- Standardized performance outputs (Catalogue of performance outputs were outlined in the NOFA and will allow HUD to market program wide accomplishments);
- Improved grant award tracking (reporting format makes it easier for HUD and Awardees to ensure that grant activities are on target, on budget, and on time); and
- Access to program wide reporting features (DRGR allows for the ability to run financial and performance reports on all submissions, which will aide grant and program tracking).

DRGR System Organization

DRGR is split up into modules. CB grantees will primarily utilize the Action Plan, Drawdown, and QPR modules. A fourth module called Admin will only be used by CB grantees to manage individual user accounts and which grantee users have access to the grant files.

The Action Plan module is home to the Action Plan document. The Action Plan provides a summary of what the CB grantee intends to do with its entire award and how grant funds will be distributed. Information in the Action Plan is communicated at three levels: *Grant*, *Project*, and *Activity*. Action Plan guidance is provided as part of the DRGR Roll Out Package.

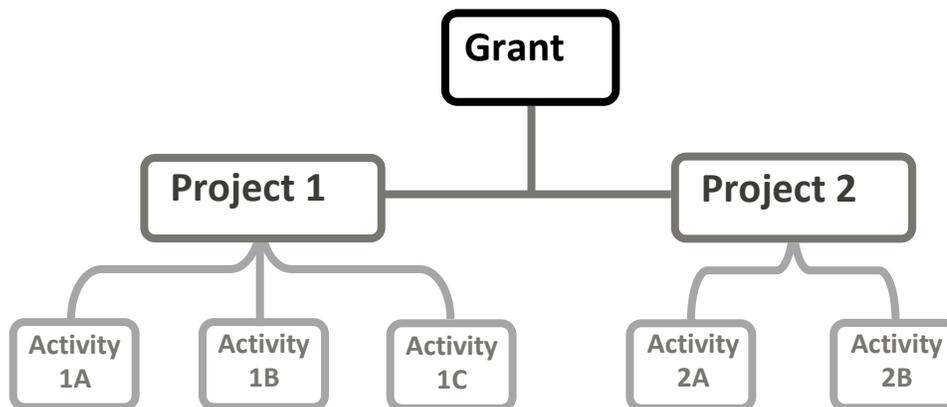
The first Action Plan level is the *Grant level*. The Grant level pertains to the entry page in the Action Plan. At the Grant level, DRGR will automatically produce some baseline data about the grant (i.e. grantee, award amount, grant number, etc...) then the CB grantee will be responsible for completing short narrative summaries for each of the five rating factors from their awarded application, a list of additional funding sources (partners), and, if applicable, a projected amount of program income (PI). If PI is created then DRGR grantees can input the amount into the "Estimated PI/RL" field in order to make PI funds available to budget across the Action Plan projects and activities.

The second Action Plan level is the *Project level*. The Project level entails the creation of Action Plan projects. Projects are used to group activities (third level). CB grantees are encouraged to create projects that align with the eligible activity categories from the NOFA, such that project 1 could be training, education, and technical assistance and project 2 could be loans, grants, and

other direct financial assistance. Grant funds must first be allocated at the project level before they can be budgeted into an activity. The Project level requires some additional data entry, such as project description, start date, end date, and responsible organization.

The third Action Plan level is the *Activity level*. The Activity level will be area in DRGR work plans are entered. [Work plans will now be referred to as DRGR activities](#). At the Activity level, information will be entered into DRGR in two ways. The first way is data entry in the DRGR activity pages and fields, which will collect data such as the budget (grant funds and match/leverage commitments), performance output projections, timeline, and narrative. The second way is a required activity supplement attachment. The supplement is a template form that is discussed in further detail in the Action Plan Module Guide. The supplement will summarize essential activity information that cannot be collected in DRGR, but is critical for HUD to know prior to activity approval. The supplement will fill the gaps such that the DRGR activity will meet the standards of the Work Plan Guidance.

The graphic provided below outlines the three level Action Plan structure discussed above.



HUD Approval of Action Plan Activities

As detailed above, DRGR Activities will take the place of work plans and DRGR activities are components in an Action Plan. HUD issues approval for Action Plans, not activities. Therefore when a new project or activity is created or modified it will revise the Action Plan. The CB grantee will be responsible for submitting the revised Action Plan to HUD, and HUD will review the changes and approve/reject the modified Action Plan. The DRGR system maintains archives of all approved Action Plans and has a narrative field for HUD to issue comments about the Action Plan, which will create an administrative record. Once an Action Plan is approved or rejected by HUD, an email explaining next steps will be sent from HUD to the grantee (i.e. acceptance of changes or required revisions).

Accessing Grant Funds through DRGR

CB grantees will request grant funds via the Drawdown Module. [For FY15 CB grants, grantees will no longer drawdown funds from eLOCCS](#). CB grantees will provide a bank account for the deposit of their grant funds and the DRGR system will be set up to communicate with LOCCS, so that grant funds are deposited into the designated account.

Through the Action Plan, CB grantees will budget grant funds at the *Project level* and then the *Activity level*. Grantees will create vouchers in the Drawdown module to draw funds for the activities created in their Action Plan. A voucher can include grant fund requests for multiple activities;

however each activity will be a separate line item in the voucher. Line item requests in the voucher will not be able to exceed the activity budget entered into the approved Action Plan. If a CB grantee has PI budgeted to an activity, it can create a PI voucher in order to demonstrate the expenditure of program income on a specific activity.

All vouchers requests will be archived in the system and can be searched by multiple terms including grantee name, grant number, project number, and activity number.

Completing Performance Reports in DRGR

CB grantees will complete performance reports in the QPR Module. QPR stands for Quarterly Performance Report; however the QPR module will be customized to allow for reporting every 6 months in line with the CB program requirements. Reporting will be completed based on the Federal fiscal year calendar. For each report submitted in the QPR module, the grantee will only report on what was completed in the last six months, the DRGR system will automatically calculate cumulative financial and performance output totals across all reporting periods.

In the QPR module, the DRGR system will generate templates for the performance reports. The templates will be developed based on the approved Action Plan; therefore the CB grantees will be required to provide updates on all approved Action Plan activities. Grantees are required to provide updates on performance outputs and financial (grant fund expenditure and match/leverage contribution) line items, in addition to a narrative update on any changes, delays, or unique accomplishments that are not clearly communicated through the output and financial data entry fields. CB grantees have the ability to include attachments on their report. A required attachment for all CB grantees is the Federal Financial Report (SF-425).