

Capacity Building Grant Programs (Section 4 and RCB) DRGR Guidance

DRGR QPR Module Guide

Background

Starting in Fiscal Year 2015 (FY15), Section 4 and Rural Capacity Building Program Grantees (“Grantee(s)”) will be required to submit their grant documents and complete drawdowns in HUD’s Disaster Recovery Grant Reporting (DRGR) system. DRGR is being deployed for these programs to standardize grantee submissions, increase transparency, and improve HUD’s ability to evaluate the programs’ accomplishments. DRGR has been used as a grants management system for several HUD programs and as a result, there is substantial training and technical assistance products available. To ease the transition from paper to digital documentation for Grantees, the Office of Policy Development and Coordination (OPDC) will be issuing DRGR guidance documents to clarify expectations specific to the Capacity Building Programs and draw parallels to past processes. For comprehensive guidance on the QPR Module please refer to the Completed DRGR QPR User Manual on the HUD Exchange - <https://www.hudexchange.info/onecpd/assets/File/DRGR-User-Manual-Section-6-Quarterly-Performance-Report.pdf>.

Overview

In DRGR, Grantees will be using three primary modules: Action Plan, Drawdown, and QPR (Reporting). This guidance document will focus solely on the QPR module. QPR stands for Quarterly Performance Report, but despite the title Capacity Building grantees will be using the QPR module to report semi-annually as outlined in the NOFAs and grant agreements.

Grantees that have had past capacity building awards are familiar with submitting paper semi-annual reports and HUD will continue to collect paper semi-annual reports for grant awards from FY14 and prior years. However, whether the award management is paper or DRGR based, Grantees will be held to the reporting expectations outlined in the Capacity Building Programs (Section 4 and Rural) Reporting Guidance.

This DRGR QPR Guide document is organized into two parts as outlined below:

- A. **QPR Module Components and Organization** – Outlines the organization and components of the QPR Module
- B. **Building Out a Semi-Annual Report in DRGR** – Describes how to build a semi-annual report in the QPR Module

Several new terms will be used in line with the transition to DRGR. Please refer to **Attachment A** for a list of terms and definitions.

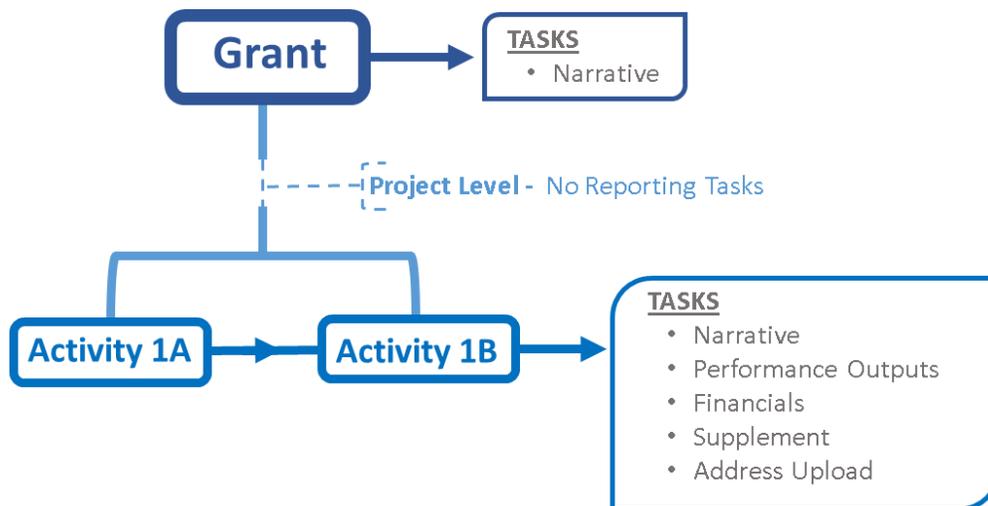
A. QPR Module Organization and Components

For the Capacity Building grant programs QPR (Quarterly Performance Report) equals semi-annual report, because Grantees report out on a six-month basis as opposed to every three months.

1. QPR Module Organization

The QPR Module is one of the three core modules in DRGR. Grantees will be completing their semi-annual reports in the QPR Module. The QPR Module adapts to changes in the Action Plan module and Drawdown module ensuring that each semi-annual report is templated with the correct projects, activities, and financial data. It is therefore critical to be cognizant of the interconnection between modules in DRGR.

Like the Action Plan, each semi-annual report in the QPR module is organized into levels. The two levels in the QPR module are the grant Level and the activity level. The two level QPR module structure and required tasks for each level are illustrated in the diagram below:



2. QPR Components

Sections a and b below provide additional details on the QPR's two levels and the data entry expectations for each.

a. Grant Level

The grant level consists of the first page that grantees see when opening or modifying a QPR, this webpage is called "Add/Edit Performance Report". The top section of the grant level webpage lists out key baseline information about the grant award and grantee in addition to providing a tabular outline of Action Plan projects and activities. This opening webpage also has the functional buttons to save, submit, and cancel a QPR.

On the "Add/Edit Performance Report" webpage there is one primary data field that must be completed by the Grantee. This field is the Overall Progress Narrative. The Summary entered into the

Overall Progress Narrative should comply with the Grant Level Narrative expectations outlined in section B.3.a of the *Capacity Building Programs Reporting Guidance*.

b. *Activity Level*

For completing the activity level components of the semi-annual report in the QPR Module, Grantees are advised to refer to Section B.3.b of the *Capacity Building Programs Reporting Guidance* for insight on HUD’s reporting expectations. The activity level reporting tasks will be completed from the “Edit Performance Report – Activity Page 1” screen, either through direct data entry or upload of supplemental files. The specific activity level reporting tasks to be completed are ...

Activity Level Reporting Task	Summary of Work to be Completed
Activity Narrative	In the DRGR QPR module, the activity narrative appears as a text field on the “Edit Performance Report – Activity Page 1”. In this field, Grantees should address all of the activity level reporting components from section B.3.b of the <i>Capacity Building Programs Reporting Guidance</i> , except for the beneficiary organization summaries. The beneficiary organization summaries will be included in the QPR Activity Supplement, see template in Attachment B .
Performance Outputs	Grantees shall enter their actual numerical accomplishments to date for each output in which they have previously established a projection in the approved Action Plan. If the Grantee provided additional output measures in their Action Plan Activity Supplement, then the Grantee shall report actuals for those outputs in the QPR Activity Supplement.
Financials	Grantees shall enter activity level data values for Total Funds Expended (grant funds expended) and Match Contributed (total match/leverage contributed). Remaining data including budgets and drawdowns will automatically show up in the semi-annual report.
QPR Activity Supplement	Activity level attachment used to capture additional reporting contents that is not easily fit into an available DRGR field or box.
Address (Beneficiary) Upload	Uploading feature used to collect the location (by address) of award beneficiaries.

B. Building Out a Semi-Annual Report in DRGR

The prior section of this guidance document outlined the tasks that need to be completed at each QPR level to successfully complete the semi-annual report. This section shows how to build out the semi-annual report in the QPR Module and the DRGR screens that will be encountered. DRGR assists users with system navigation by maintaining a consistent screen (webpage) design and providing screen names for every webpage. On the sample DRGR screen below (Sample DRGR Screen), notice in the top left corner are the ID for the user logged in and their individual role. Along the top of the webpage is a menu bar, which is used to access the different DRGR modules (in screen shot below “Action Plans” is tan because the sample webpage was taken from the Action Plan module). Beneath the menu bar are two text lines. The one in orange (“Action Plans”) identifies the name of the DRGR module and the one in black (“Edit Action Plan”) identifies the name of the screen (webpage). Running along the left hand side of the screen are links to specific system features, these links will vary based on the module and the role of the DRGR user.

Sample DRGR Screen

The screenshot displays the DRGR web application interface. At the top, it identifies the user as 'Login ID:H47410' and 'Role:Grantee Admin'. The navigation menu includes 'Admin', 'Action Plans' (the active module), 'Drawdown', 'QPR', 'Reports', and 'Grants'. The left-hand navigation pane lists various system functions categorized into Action Plan, Projects, Responsible Organization, Utilities, and Links. The main content area is titled 'Action Plans' and 'Edit Action Plan', with a 'Help?' link available.

ONE OF THE MOST IMPORTANT THINGS TO REMEMBER WHEN WORKING IN DRGR IS TO SAVE YOUR WORK. ALWAYS CLICK THE “SAVE” BUTTON ON THE EDIT PERFORMANCE REPORT SCREEN BEFORE EXITING A QPR TO ENSURE THAT ALL ENTRIES AND REVISIONS ARE SAVED!

1. Creating a Semi-Annual Report in the QPR Module

Upon entering DRGR, the Grantee will see a welcome page that provides general information about the system. To create a semi-annual report, click on “QPR” on the module menu bar. When clicked the “QPR” box on the module menu bar will turn tan signifying that the Grantee is now inside of the QPR module. Using the links on the left go to the QPR box and click on the “View All” link. The “View All” link will open the “View All Reports” screen displaying the all the grants that are associated with the Grantee user’s account (see next page for screen shots).

View All (QPR) link

QPRs
[- Search](#)
[- View All](#)

View All Reports Screen

Quarterly Performance Report

View All Reports [Help?](#)

State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
VA	State of Virginia	B-96-DR-51-0001	Close	Original - In Progress	Add/Edit QPRs
VA	State of Virginia	B-98-DD-51-0001	Close	Reviewed and Approved	Add/Edit QPRs
VA	State of Virginia	B-97-DU-51-0001	Close	Reviewed and Approved	Add/Edit QPRs
VA	State of Virginia	B-98-DU-51-0001	Close	Modified - Resubmit When Ready	Add/Edit QPRs
VA	State of Virginia	B-05-DJ-51-0001	Close	Reviewed and Approved	Add/Edit QPRs
VA	State of Virginia	B-08-DN-51-0001	Active	Reviewed and Approved	Add/Edit QPRs

From the “View All Reports” screen select the “Add/Edit QPRs” link for a specific grant to move onto the “Add/Edits QPRs -” screen (see below). The “Add/Edits QPRs -” screen should have a list of all the QPRs associated with a specific grant award. Look for the most current date and click the “Add” link to start a new report from scratch or hit the “Edit” link to return to an existing report. If there is not a report listed for the current reporting period, use the “Add Missing QPRs” button on the lower left side of the screen to add a report template for the current reporting period.

Add/Edit QPRs Screen

Quarterly Performance Report

Add/Edit QPRs - [Help?](#)

Grant Number: [T-09-NN-36-0003](#) Contract Start Date: 10/08/2009
 Grant Status: Active Contract End Date:
 Grant Amount: \$

Due Date	Date Submitted	Action	Status
01/30/2012		Add	
10/30/2011		View Download Print Version Edit	Original - In Progress
07/30/2011	07/29/2011	View Download Print Version	Reviewed and Approved
04/30/2011	04/29/2011	View Download Print Version	Reviewed and Approved
01/30/2011	01/29/2011	View Download Print Version	Reviewed and Approved
10/30/2010	10/29/2010	View Download Print Version	Reviewed and Approved

[Add Missing QPRs](#)

2. Completing Grant Level Data Entry in a Semi-Annual Report in the QPR Module

Clicking the “Add” link or “Edit” link on the “Add/Edit QPRs” screen will send Grantees to the “Add/Edit Performance Report” screen (see screen shot on the top of the next page). As indicated in the diagram in Section A.1, the primary task to complete at the grant level is the Overall Progress Narrative. Grantees should author their Overall Progress Narrative in line with the Grant Level Narrative expectations outlined in section B.3.a of the *Capacity Building Programs Reporting*

beneficiaries. The beneficiary summaries are to be included in the QPR Activity Supplement (see Attachment B).

Edit Performance Report – Activity Page 1 Screen

Admin	Action Plans	Drawdown	QPR	Reports	Grantee	Grants
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Performance Report

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

Grant Number: CB-15-XX-0001	QPR Start Date: 10/01/2015	Completed Activity Actual End Date: <input type="text"/>
Grantee Name: rogco	QPR End Date: 03/31/2016	Select Date (see: mm/dd/yyyy)

Grantee Activity Number: ZA	Activity Type: CB - Grants
National Objective: CB	Responsible Organization: S4 Partners Inc

|

[View Cumulative Totals](#) | [Report Accomplishments](#) | [Report Beneficiaries](#)

Maintain Address(s) (clickable after Qpr Activity is created)

	Actual Total
# of organizations served	0
# of CDCs/CHDOs served	0
# of Organizations newly accessing or expanding Federal funding	0
\$ of new or expanded Federal funding received	0
# of community programs supported	0
\$ invested into community programs	0
# of new community partnerships developed	0
# of grants awarded	0
\$ of grants awarded	0
# of housing units put in the development process	0
# of housing units sustained, repaired, or rehabbed	0

Activity Funding	Oct 1 thru Mar 31, 2016	To Date
Total Projected Budget from All Sources:	N/A	\$500,000.00
Total Budget:	\$500,000.00	\$500,000.00
Total Obligated:	\$0.00	\$0.00
Total Funds Drawdown	\$0.00	\$0.00
Program Funds Drawdown:	\$0.00	\$0.00
Program Income Drawdown:	\$0.00	\$0.00
Program Income Received:	\$0.00	\$0.00
Total Funds Expended:	\$0.00	\$0.00
S4 Partners Inc	\$ <input type="text" value="0.00"/>	\$0.00
Match Contributed:	\$ <input type="text" value="0.00"/>	\$0.00

Supporting Documents * Valid file extensions are: .png .gif .jpg .jpeg .doc .docx .xls .xlsx .ppt .pptx .pdf
 None
[Add Additional Documents](#) | [Remove Selected Document](#)

Activity Narrative

|

b. Performance Outputs

Performance outputs are entered in two ways at the activity level. On the “Edit Performance Report – Activity Page 1” screen, Grantees will enter actual measures for all outputs in which they logged a projection in the Action Plan activity. The actual measures entered should reflect accomplishments achieved over the last six months. Do not enter cumulative measures, the DRGR system will cumulate

the measures based on the data entry for the current reporting period. If a Grantee included performance outputs in Action Plan activity supplement, then they are responsible for reporting actuals in the QPR Activity Supplement see Attachment B of this document and section B.2 of the *Capacity Building Programs Reporting Guidance*.

c. Financials

Grantees are required to provide two pieces of financial data at the activity level. The first data point is the “Total Funds Expended”. The “Total Funds Expended” is the amount of grant funds the Grantee has expended on this award activity during the six-month reporting period. This “Total Funds Expended” line item works as reconciliation against the “Total Budget” line item (extracted from the Action Plan Module) and the “Total Obligated” and “Total Funds Drawdown” line items (extracted from the Drawdown Module).

The second data point is the “Match Contributed” line item. For Section 4 grantees, they will use the match contributed line item to report the combined match and leverage funds contributed to the activity during the six-month reporting period. In follow-up to this number, Section 4 grantees will give a break out of match and leverage contributions by source in the QPR Activity Supplement (refer to Attachment B). For RCB grantees, they will use the “Match Contributed” line item to report on the leverage funds contributed during the six-month reporting period. The goal of this line item is to reconcile the total contribution of outside funds against the sum of the Other Funding Sources amount projected in the Action Plan.

d. QPR Activity Supplement

The QPR Activity Supplement will only be used to satisfy a few reporting requirements, and in some cases a supplement will not even be needed. Specifically, the QPR Activity Supplement will be used to capture the following components ...

- Beneficiary narrative summaries,
- Additional performance outputs, and
- Match and leverage contributions by source (only for Section 4 grantees).

The QPR Activity Supplement is to be attached to the activity using the “Add Additional Documents” link in the Supporting Documents Field on the “Edit Performance Report - Page 1” screen.

e. Address Upload

In DRGR beneficiary addresses can be added individually or in bulk using an upload template. To upload addresses individually, click on the “Maintain Addresses” link on the “Add/Edit QPRs” screen or the “Edit Performance Report – Activity Page 1”. Click on the “Add Address” button on the subsequent screen and then complete the fields and finish by clicking “Save Address” (see screens on the next page).

Edit Performance Report – Activity Page 1 Screen - Maintain Address(es) Feature

Save QPR Activity	Cancel
View Cumulative Totals Report Accomplishments Report Ben	
Maintain Address(s)	

Maintain Addresses for Performance Period Screen - Add Address Button

Maintain Addresses For Performance Period: 10/01/2015 - 03/31/2016

Grant Number: CB-15-XX-0001 [Help?](#)

Maintain Addresses - Search

Responsible Organization: <input type="text"/>	Grantee Activity #: <input type="text" value="2A"/>	Earliest Performance Report Begin Date: <input type="text"/> <small>Select(mm/dd/yyyy)</small>	
Address: <input type="text"/>	City: <input type="text"/>	State: Select Option <input type="text"/>	Zip: <input type="text"/>

*** Please validate the address before proceeding to View Detail or View Map.**

Add Address Screen

Add Address

Grant #: CB-15-XX-0001

***Activity #:**

***State:**

***Address:**

***City:**

***Zip:**

Visible on PDF?: Yes No

To upload and add many addresses use the Address data upload template found under the Quarterly Performance Report Module grouping on the following HUD Exchange webpage - <https://www.hudexchange.info/resource/3703/drgr-data-upload-templates/>. Fill out all the data in the excel spreadsheet then save as a csv file. When saving the data, leave the last column "DisplayPublicFlag" blank. Once ready, navigate to the "Edit Performance Report" screen in DRGR and click on the "Upload QPR Data" screen. This will bring up the DRGR Data Upload screen. On this screen select the file to be uploaded – "QPRAddress", use the browse button to select the csv file, then click the "Upload" button. The resulting screen will confirm the status of the upload and identify how many addresses were accurately read and geocoded. If there are issues, please double check the csv file or contact a HUD representative for assistance (see screens on the next page).

Edit Performance Report Screen - Upload QPR Data Button

Admin	Action Plans
Performance Report	
Edit Performance Report	
<small>*Indicates Required Field</small>	
Grant Number:	CB-15-XX-0001
Grantee Name:	rogco
<input type="button" value="Save"/>	<input type="button" value="Cancel"/> <input type="button" value="Upload QPR Data"/>

DRGR Data Upload Screen – Selecting and Uploading a File

Admin	Action Plans
DRGR Data Upload	
Please select the Upload Type	
Select Upload Type	<input type="text" value="AddressSupportInfo"/> <input type="text" value="QPRAccomplishments"/> <input type="text" value="QPRAccomplishmentsLM"/> <input type="text" value="QPRAddress"/>
Click here to view sample upload templates.	
Select button to get specific DRGR data	<input type="button" value="Supporting Info"/>
Please select the file to upload	
Please select file in csv format and click the Upload File button	
C:\Users\H47410\Deskt	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Return to QPR Page	

DRGR Data Upload Screen – Address Processing Results

DRGR Data Upload
Return to Upload Page
File Upload Results Info:
Total number of file rows: 3
Uploaded number of rows: 3
Status of the Uploading: Completed Successfully
Return to QPR Page
Download Upload Details
<input type="button" value="View Upload Data"/>

For more information about address entry or data upload templates in DRGR, please refer to Section 6 and Section 9 of the DRGR Manual on the HUD Exchange -

<https://www.hudexchange.info/programs/drgr/guides/>.

4. Submitting a Semi-Annual Report for HUD Approval.

Once the semi-annual report is completed, a Grantee can submit the report by clicking on the “submit” button on the “Edit Performance Report” screen. Only Grantee DRGR users that have rights to submit QPRs will be able to see and click the “Submit” button. Please note, Grantees will not be able to submit a semi-annual report in DRGR if past reports have not been completed or if the Action Plan has a status that is not “Reviewed and Approved”.

When HUD receives a semi-annual report, they will review the report in accordance with section C.1 of the *Capacity Building Programs Reporting Guidance*. If HUD determines that the report is incomplete, they will reject the report in DRGR and send comments by email with follow-up by phone. Grantees will then be responsible for editing the report in accordance with HUD comments. The semi-annual report is not considered complete until the status reads “Reviewed and Approved” in DRGR.

Attachment A – DRGR Term Glossary

Term	Definition
Action Plan Module	Section of DRGR used to build out and submit the Grantee Action Plan including projects and activities.
Drawdown Module	Section of DRGR used to create grant fund and program income drawdown vouchers. Module features can only be used by grantee users with drawdown requester or drawdown approval roles.
QPR Module	QPR = Quarterly Performance Report Section of DRGR used to create and submit the semi-annual performance reports.
Action Plan Activity	The activity is the most detailed section of the Action Plan. For FY15 capacity building grants, DRGR Action Plan activities will be taking the place of the old paper work plans.
Action Plan Project	Projects are used to group Action Plan activities. Grantees must create and allocate grant funds to projects before building out its activities.
Proposed Accomplishment	Proposed accomplishments are equivalent to performance outputs. Grantees are directed to review the <i>Work Plan Guidance</i> for a list of DRGR system performance outputs and their corresponding definition.
Total Funds Amount	Total Funds Amount is a DRGR activity level term for the amount of grant funds budgeted to an activity. Please reference section A.2.c of this document for more details.
Other Funds Total	Other Funds Total is a DRGR activity level term for the amount of leverage and/or match funds provided by the other funding sources associated with the DRGR activity. Please reference section A.2.c of this document for more details.
Total Budget Amount	Total Budget Amount is a DRGR activity level term for the amount of grant funds, match funds, and leverage funds budgeted to a DRGR activity. The DRGR summates the Total Funds Amount and the Other Funds Amount to get the Total Budget Amount number. Please reference section A.2.c of this document for more details.
Additional Funding Source	Match or Leverage contributor that will be documented as providing funds in support of specific activities.

Attachment B – QPR Activity Supplement

FY2015 Insert Program Insert Grantee DRGR QPR Activity Supplement

DRGR QPR Activity Information

Activity Name	
Activity #	
Activity Type	
Project #	
Project Name	

Activity Contact Information

Grant Project Contact [include phone and email]	
Activity (Work Plan) Contact [include phone and email]	

Beneficiary Summary Narratives

Insert Beneficiary Name

Insert beneficiary narrative summary

Additional Performance Output Accomplishments (outputs beyond those depicted in DRGR)

Performance Output	Projected	Actual (Cumulative)	% Completion

Match and Leverage Source Contribution Table (Section 4 only)

	Committed	Contributed (Cumulative)
Match Sources		
<i>Match Source 1</i>		
<i>Match Source 2</i>		
<i>Match Source 3</i>		
Total Match		
Leverage Sources		
<i>Leverage Source 1</i>		
<i>Leverage Source 2</i>		
<i>Leverage Source 3</i>		
Total Leverage		
Combined Match/Leverage Contribution		