



Chapter 1: Get Started

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A. Background

The Disaster Recovery Grant Reporting (DRGR) System (DRGR or System) is a web-based system used to automate the management of program requirements and voucher payments issued by the Department of Housing and Urban Development (HUD). The System was initially created for HUD’s Community Development Block Grant - Disaster Recovery (CDBG-DR) awards, but is now available for many other HUD programs, including those administered through both grants and cooperative agreements. See Section B3 for a list of programs managed in the DRGR System.

The System improves efficiency and data transparency by reducing the time between submission of program requirements and HUD approval of the submission. The System also offers a variety of reporting capabilities.

The DRGR System is available 24 hours a day and seven days a week. System maintenance occurs after advance notice is provided to all users.

B. Overview

This DRGR System User Manual is a technical guide for users to navigate the System and properly utilize the different components of the System. This User Manual is for both Grantee and HUD users of the DRGR System (collectively referred to as DRGR users). This Manual is not intended to address program-specific regulations or individual program business processes.

Additional technical resources related to the DRGR System are available online at <https://www.hudexchange.info/DRGR>.

B1. Organization of User Manual

The content of this User Manual is organized by chapters. Each chapter describes the technical aspects of the DRGR System. A summary of the chapters is provided in the table below.

Summary of DRGR User Manual Chapters and Applicable DRGR Modules

DRGR Module	User Manual Chapter
 N/A	Chapter 1: Get Started Provides an overview of the User Manual and the technical aspects of the DRGR System.
 N/A	Chapter 2: Access and Navigate the System Provides procedures to login, logout, and navigate the DRGR System.
 Home	Chapter 3: Home Page and Resources Provides procedures to navigate the DRGR Home page, My Action Items, and My Announcements.



DRGR Module	User Manual Chapter
 Manage My Grants	Chapter 4: Grants and Grantees Provides procedures to add and view Grants and Grantees.
 Administration	Chapter 5: User Management and Certification Provides procedures to associate DRGR users to grants, (re)certify users, request new users, and manage existing user accounts, including user role management.
 Administration	Chapter 6: Responsible Organizations Provides procedures to add and edit Responsible Organizations and Subordinate Organizations.
 My Profile	Chapter 7: My Profile Provides procedures to manage your DRGR user account and subscriptions.
 Administration	Chapter 8: Technical Assistance (TA) Staff and Rates Provides procedures to create, submit, and approve TA Personnel and Rates.
	Chapter 9: RESERVED
 Manage My Grants	Chapter 10: Action Plan – Overview Provides procedures to add and edit Action Plans.
	Chapter 11: RESERVED
 Manage My Grants	Chapter 12: Projects Provides procedures to add and edit Action Plan Projects.
 Manage My Grants	Chapter 13: Programs Provides procedures to add and edit Action Plan Programs.
 Manage My Grants	Chapter 14: Activities Provides procedures to add and edit Action Plan Activities.
 Manage My Grants	Chapter 15: Action Plan – Review Tools Provides information on how to access the Action Plan Review Tools and its various features.
 Manage My Grants	Chapter 16: Action Plan – Submission/Approval Provides procedures to submit, review, and approve the Action Plan.



DRGR Module	User Manual Chapter
 Manage My Grants	Chapter 17: Technical Assistance (TA) Work Plan Provides procedures to add, edit, and submit TA Work Plans.
 Manage My Grants	Chapter 18: HUD Technical Assistance (TA) Work Plan Approval Provides procedures to review and approve TA Work Plans.
 Manage My Grants	Chapter 19: Performance Report – Overview Provides an overview of the Performance Report and its relationship with the Action Plan. This Chapter also provides procedures to add and edit performance reports.
 Manage My Grants	Chapter 20: Performance Report – Addresses Provides procedures to add and edit Addresses.
 Manage My Grants	Chapter 21: Performance Report – Review Tools Provides information on how to access the Performance Report Review Tools and its various features.
 Manage My Grants	Chapter 22: Performance Report – Submission/Approval Provides procedures for Grantees to submit and HUD users to approve performance reports.
 Manage My Financials	Chapter 23: Financial – Overview and Roles Provides an overview of the Financial Module and procedures to navigate financial functions within the DRGR System.
 Manage My Financials	Chapter 24: Financial – Obligations and Vouchers Provides procedures to obligate funds to an activity and create, approve, and revise vouchers.
 Manage My Financials	Chapter 25: Financial – Program Income Provides procedures to add and edit Program Income Accounts and Receipts.
 Manage My Financials	Chapter 26: Financial – Activity Blocks and Returned Funds Provides procedures to block activities from drawdown and return funds to U.S. Treasury.
	Chapter 27 RESERVED.
 Manage My Financials	Chapter 28: Financial – HUD Voucher Approval



DRGR Module	User Manual Chapter
	Provides procedures to approve Over Threshold Vouchers and TA Invoices.
 Manage My Financials	Chapter 29: Financial – Voucher Supporting Documentation Provides procedures to add, edit, and submit supporting documents for Voucher Line Items.
 Manage My Financials	Chapter 30: RESERVED
 Manage My Grants	Chapter 31: Closeout Provides procedures to closeout a grant.
 Manage My Compliance	Chapter 32: Compliance – Flags Provides procedures to remediate and resolve DRGR Flags.
 Manage My Compliance	Chapter 33: Compliance – Monitoring/Audit/Technical Assistance Events Provides procedures to add and edit Monitoring, Technical Assistance (TA), and Audit Events.
 Administration	Chapter 34: Data Uploads Provides procedures to upload data in-lieu of entering data manually on DRGR System pages.
 Data Analytics	Chapter 35: Reports Provides procedures to access, customize, and download MicroStrategy Reports.
 Data Analytics	Chapter 36: Public Data Portal Provides procedures to access reports on the DRGR Public Data Portal.
 N/A	Chapter 37: HUD Admin and Superuser Provides procedures to manage the DRGR System and user accounts at HUD Headquarters.

Throughout this Manual, callout boxes with the word “Note” or “Tip” written in the header highlight important information about using the System.

This Manual also has callout boxes that include “Program Process Recommendations.” These captions highlight functionality within the System that is used differently depending on the HUD program.



Examples of these types of callout boxes are below:

CALL OUT BOX TYPE	EXAMPLE
Tips and Notes	
Program Process Recommendations	

B2. Key Programs and Terms

The following table provides a list of CPD programs that utilize the DRGR System.

Key Programs

Acronym	Program
CDBG-DR	Community Development Block Grant – Disaster Recovery
NSP	Neighborhood Stabilization Program
PFS	HUD Pay for Success
RCB	Rural Capacity Building for Community Development and Affordable Housing Program
RHP	Recovery Housing Program
Section 4	Capacity Building for Affordable Housing and Community Development Program (also known as Section 4 of the HUD Demonstration Act of 1993)
SHOP	Self-Help Homeownership Program
TA	Community Compass Technical Assistance



VHRMP	Veterans Housing Rehabilitation and Modification Pilot Program
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The following “Key Terms” table provides a list of terms and acronyms used throughout the DRGR User Manual.

Key Terms

Acronym / Term	Definition
Action Plan	A comprehensive description of projects, including activities, accomplishments, sources of funds, and users of funding.
Activity	A specific project addressing a need, which is performed and reported by the Grantee.
Collection	Funds returned by a Grantee due to overpayment of some kind.
CPD	Community Planning and Development
CM	Configuration Management
DBA	Database Administrator
FEMA	Federal Emergency Management Agency
Field Office	HUD Field Office staff members are responsible for reviewing and approving the Action Plan and QPRs and providing Technical Assistance to Grantees.
Firewall	Safety feature implemented to protect internal networks connected to the Internet. The firewall restricts outside user’s access of internal network resources.
GUI	Graphical User Interface: A generic name for any human computer interface that substitutes graphic menus, activated by keyboard/mouse, for characters (i.e. MS Windows desktop manager).
GMP	The DRGR module for HUD to document oversight and monitoring events. The GMP module is not covered in this Manual.
Grants Management Portal (GM Portal)	A single login page available for all users of CPD grant management systems to navigate between the systems quickly. The login page is accessed at https://cpd.hud.gov/gmportal/ .
Grant	A financial award issued by HUD to carry out an approved project or activity. References to “Grant” include cooperative funding agreements.
Grantee	A classification used in DRGR to identify a non-HUD entity.



Acronym / Term	Definition
HTML	Hypertext Markup Language
HUD	U.S. Department of Housing and Urban Development
HTTP	Hypertext Transfer Protocol: The communication protocol utilized for communication between the Web Server and the Browser.
ISP	Internet Service Provider: A vendor who provides direct access to the Internet, email, and FTP.
LAN	Local Area Network: A short distance data communications network (typically within a building or campus) used to link computers and peripheral devices (such as printers, CD-ROMs, and modems) under some form of standard control.
Line of Credit Control System (LOCCS)	HUD's primary grant disbursement system, handling disbursements for the majority of HUD programs.
Monitoring/TA	DRGR functions for Grantees to document oversight and monitoring events.
Obligation	An action in DRGR's Manage My Financials module to evidence incurred costs and allow funding of such commitments through the creation of vouchers.
Payment	A disbursement of funds to the Grantee to carry out an approved project or activity.
POC	Points of Contact
QPR	Quarterly Performance Report: A report from the Grantee which depicts the progress toward recovery activities.
Performance Review	Review of the performance report submitted by the Grantee and conducted by Disaster Recovery Management at HUD.
SMTP	Simple Mail Transfer Protocol
SQA	Software Quality Assurance
SA	System Administrator
TA	Technical Assistance (usually used in DRGR functions used by TA Providers). Grantees see Monitoring/TA.
TA Provider	A type of Grantee in DRGR. TA Providers use the TA functions in DRGR; these functions are not used by other Grantee types.



Acronym / Term	Definition
TCP/IP	Transmission Control Protocol/Internet Protocol: Two popular protocols that provide communication across interconnected networks between computers with diverse hardware architectures and various operating systems.
UITP	Unit and Integration Test Plan
WAN	Wide Area Network: A data network typically extending a LAN (local area network) outside the building, over telephone common carrier lines to link to other LANs in remote buildings in possibly remote cities. The WAN uses common-carrier lines. The jump between a LAN and a WAN is made through a bridge/router.
TA Work Plan	A plan to implement technical assistance. The TA Work Plan in DRGR is used only by users associated with TA Providers.
Voucher	A request for payment. The Voucher in the DRGR System replaces the Standard Form (SF) 270 and (SF) 271.
Workstation	A personal computer connected to the LAN.