



Chapter 3: Home Page and Resources | Administration Module

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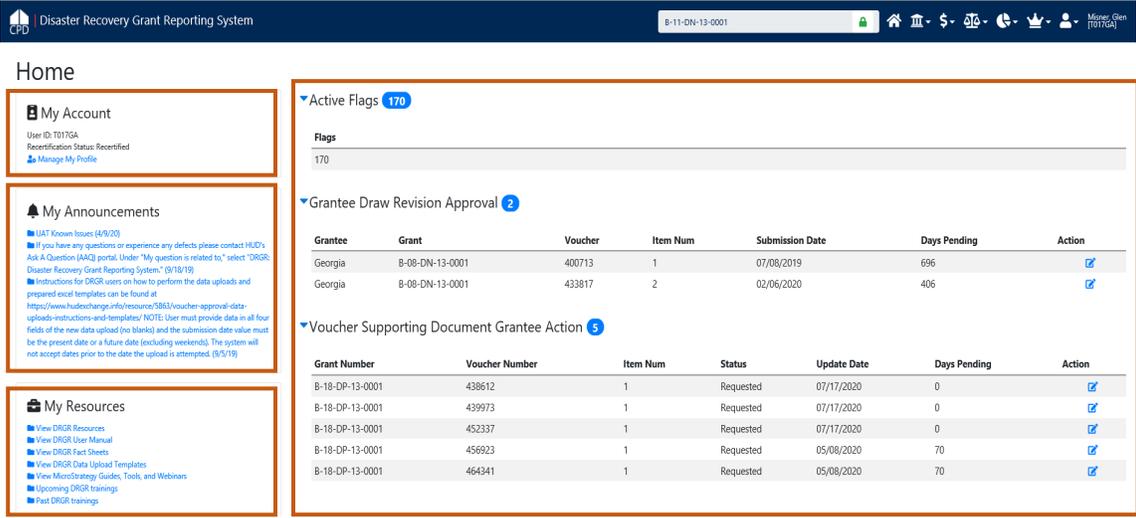


A. Chapter 3: Home Page and Resources

This section provides information on the purpose and features of the “Home” page. The “Home” page is the page that loads after successful login to the DRGR System. The “Home” page provides access to key features such as “My Announcements,” “My Resources,” and “My Action Items.” It also provides information on the user’s DRGR User Account under the “My Account” heading and a link to the **My Profile** module, which is further described in Chapter 7.

A1. Access the Home Page

The “Home” page serves as the landing page of the DRGR System after a user has successfully logged in.

User Role: Grantee Users and HUD Users	Menu Option:
Purpose: Allow Grantee Users and HUD Users to access the “Home” page of the DRGR System.	
<input checked="" type="checkbox"/> Complete the following steps to access the “Home” page of the DRGR System:	
1 In the DRGR System, select the Home module, or icon located in the Navigation Bar.	
	
2 The “Home” page will load providing users access to the following key features: “My Account”, “My Announcements” (See Section B1), “My Action Items” (See Section B2), and “My Resources” (See Section B3).	
	



B. Home Page Features

Feature	Description
My Announcements	“My Announcements” provides links to important DRGR System news with the most current news appearing first.
My Resources	“My Resources” provides links to DRGR System resources, including this DRGR User Manual, Fact Sheets, Data Upload Templates, as well as upcoming and past training materials.
<ul style="list-style-type: none"> ▼ Active Flags 815 ▼ Collections and Adjustments requiring Approval 4 	“My Action Items” display a list of pending items that require completion and are specific to the role(s) and privilege(s) of the DRGR User.

B1. My Announcements

User Role: Grantee Users and HUD Users	Menu Option: My Announcements
Purpose: Allow users to view further information on a particular announcement.	
<input checked="" type="checkbox"/> Complete the following steps to view further information on a particular announcement:	
<ol style="list-style-type: none"> In the DRGR System, announcements are in collapsed view under the “My Announcements” feature. To view further information, select the desired link. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>The screenshot shows the DRGR Home page. On the left, there is a 'My Account' section with user ID T017GA and a 'Recertification Status: Recertified' message. Below it, the 'My Announcements' section is highlighted with an orange border. It contains a bell icon, the text 'My Announcements', and a list of links: 'UAT Known Issues (4/9/20)', 'If you have any questions or experience any defects please contact HUD's Ask A Question (AAQ) portal. Under "My question is related to," select "DRGR: Disaster Recovery Grant Reporting System." (9/18/19)', and 'Instructions for DRGR users on how to perform the data uploads and prepared excel templates can be found at https://www.hudexchange.info/resource/5863/voucher-approval-data-uploads-instructions-and-templates/'. A note states: 'NOTE: User must provide data in all four fields of the new data upload (no blanks) and the submission date value must be the present date or a future date (excluding weekends). The system will not accept dates prior to the date the upload is attempted. (9/5/19)'. To the right of the 'My Announcements' section, there are three expandable sections: 'Active Flags' with a count of 170, 'Grantee Draw Revision Approval' with a count of 2, and 'Voucher Supporting Document Grantee Action' with a count of 5. Below these are two tables. The first table has columns for Grantee, Grant, Voucher, and Item Nu, with two rows of data for Georgia. The second table has columns for Grant Number, Voucher Number, and Item Num.</p> </div> 	
<ol style="list-style-type: none"> The “Announcement” page will load, allowing users to read additional information regarding that announcement. 	



User Role: Grantee Users and HUD Users	Menu Option: My Announcements

B2. My Action Items

The tasks that appear in “My Action Items” are dependent on the user’s role. All users in an organization with the same User Profile Roles will receive the same Action Items for that role (User Profile Roles are described in Chapter 5). Once any user completes an action item, that item is cleared from the list of all users with that role. Further information on which Action Items are displayed for each User Profile Role can be found here in the Fact Sheet entitled, “DRGR Action Items Quick Guide.” Fact Sheets can be accessed under the “My Resources” section of the “Home” page.

TIP! “My Action Items” are a great way to review tasks awaiting your attention that you may have missed in your email inbox.

The remainder of this page is intentionally left blank.



User Role: Grantee Users and HUD Users

Menu Option: Active Flags 170
Collections and Adjustments requiring Approval 4

Purpose: Allow users to view the “My Action Items” detail and actions.

Complete the following steps to view “My Action Items” detail and actions.

1 In the DRGR System, pending tasks are displayed under the “My Action Items” feature.

The screenshot shows a user interface with a top navigation bar containing a search field with 'B-11-DN-13-0001' and various utility icons. Below the navigation bar, there are three expandable menu items: 'Active Flags 170', 'Grantee Draw Revision Approval 2', and 'Voucher Supporting Document Grantee Action 5'. The 'Grantee Draw Revision Approval' menu is expanded, showing a table with the following data:

Grantee	Grant	Voucher	Item Num	Submission Date	Days Pending	Action
Georgia	B-08-DN-13-0001	400713	1	07/08/2019	696	Action
Georgia	B-08-DN-13-0001	433817	2	02/06/2020	406	Action

Below this table, the 'Voucher Supporting Document Grantee Action' menu is expanded, showing another table:

Grant Number	Voucher Number	Item Num	Status	Update Date	Days Pending	Action
B-18-DP-13-0001	438612	1	Requested	07/17/2020	0	Action
B-18-DP-13-0001	439973	1	Requested	07/17/2020	0	Action

2 To expand and collapse “My Action Items” detail, select the ▶ button.

This close-up shows the three menu items from the previous screenshot, each with a right-pointing triangle (▶) button next to it, indicating they can be expanded or collapsed. The items are: 'Active Flags 170', 'Grantee Draw Revision Approval 2', and 'Voucher Supporting Document Grantee Action 5'.

3 The “My Action Items” detail will be displayed.

This screenshot shows the same interface as before, but with the three menu items expanded. An orange box highlights the expanded state of the 'Active Flags 170', 'Grantee Draw Revision Approval 2', and 'Voucher Supporting Document Grantee Action 5' sections. The data tables from the previous screenshot are visible within these expanded sections. The 'Grantee Draw Revision Approval' table shows two rows of data, and the 'Voucher Supporting Document Grantee Action' table shows two rows of data.



User Role: Grantee Users and HUD Users	Menu Option: Active Flags 815 Collections and Adjustments requiring Approval 4																					
<p>4 To complete a task in the “My Action Items” list, select the edit icon under the “Action” column, next to the desired task.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Active Flags 170</p> <p>Grantee Draw Revision Approval 2</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="text-align: left;">Grantee</th> <th style="text-align: left;">Grant</th> <th style="text-align: left;">Voucher</th> <th style="text-align: left;">Item Num</th> <th style="text-align: left;">Submission Date</th> <th style="text-align: left;">Days Pending</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td>Georgia</td> <td>B-08-DN-13-0001</td> <td>400713</td> <td>1</td> <td>07/08/2019</td> <td>696</td> <td style="text-align: right;"></td> </tr> <tr> <td>Georgia</td> <td>B-08-DN-13-0001</td> <td>433817</td> <td>2</td> <td>02/06/2020</td> <td>406</td> <td style="text-align: right;"></td> </tr> </tbody> </table> </div>		Grantee	Grant	Voucher	Item Num	Submission Date	Days Pending	Action	Georgia	B-08-DN-13-0001	400713	1	07/08/2019	696		Georgia	B-08-DN-13-0001	433817	2	02/06/2020	406	
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B3. My Resources

DRGR Users have access to several resources regarding the DRGR System including guides, fact sheets, tools, and training materials. Resources are found on the HUD Exchange and are linked in DRGR on the “Home” page under the “My Resources” section. The following steps describe how to access “My Resources.”

User Role: Grantee Users and HUD Users	Menu Option: My Resources
Purpose: Allow users to access additional resources regarding the DRGR System.	
<input checked="" type="checkbox"/> Complete the following steps to access additional resources regarding the DRGR System.	
<p>1 Select the link for the desired resource under the “My Resources” heading.</p> <div style="border: 2px solid orange; padding: 10px; margin: 10px auto; width: 80%; text-align: center;"> <p> My Resources</p> <ul style="list-style-type: none"> View DRGR Resources View DRGR User Manual View DRGR Fact Sheets View DRGR Data Upload Templates View MicroStrategy Guides, Tools, and Webinars Upcoming DRGR trainings Past DRGR trainings </div>	
<p>2 This will load a separate window with the HUD Exchange website’s DRGR page, which contains all available DRGR resources to date. Scroll down on the HUD Exchange page to review available materials.</p>	



User Role: Grantee Users and HUD Users

Menu Option: My Resources

Resources and assistance to support HUD's community partners

HUD EXCHANGE

Programs Resources Trainings Program Support Grantees News

Home > Programs > DRGR: Disaster Recovery Grant Reporting System

Disaster Recovery Grant Reporting System

The Disaster Recovery Grant Reporting (DRGR) system was developed by HUD's Office of Community Planning and Development (CPD) for the CDBG Disaster Recovery (CDBG-DR) program and other special appropriations such as the Neighborhood Stabilization Program (NSP). The DRGR system is primarily used by grantees to access grant funds and report performance accomplishments for grant-funded activities. The DRGR system is used by HUD staff to review grant-funded activities, prepare reports to Congress and other interested parties, and monitor program compliance. The DRGR system contains five modules:

- Admin Module – User management and monitoring
- Action Plan Module – Funded project and activities
- Drawdown Module – Access grant fund and program income
- QPR Module – Report accomplishments
- Reports Module – Data analytics tool (Microstrategy)

DRGR Guides, Tools, and Webinars

Guides, tools, webinars, and other resources are provided to assist grantees and program partners in designing and implementing their programs.

[View DRGR Guides, Tools, and Webinars](#)

[Join a Mailing List](#)

[View DRGR FAQs](#)

[Ask a DRGR Question](#)

Log-in or Registration

[DRGR Log-in](#)

[DRGR Account Registration, Modification, or Deactivation](#)

Note that the HUD Exchange and HUD.gov also includes other useful links to assist Grantees. On the right side of the DRGR page under “Ask a DRGR Question,” questions can be submitted by Grantees to help troubleshoot the DRGR System through the HUD Exchange Ask a Question (AAQ) system at <https://www.hudexchange.info/get-assistance/my-question/>. Once the question is submitted, a TA provider or HUD staff member will provide a response, typically within three (3) business days.

TIP! The HUD Exchange and HUD.gov provide additional resources for Grantees on HUD programs and requirements, including DRGR functionality and news about DRGR updates.

Grantees can also request direct or remote TA through the HUD Exchange for more complex troubleshooting needs at <https://www.hudexchange.info/technical-assistance/>. Grantees should consult with field office staff before submitting TA requests. The CPD Technical Assistance Division determines approval of all submitted TA requests.

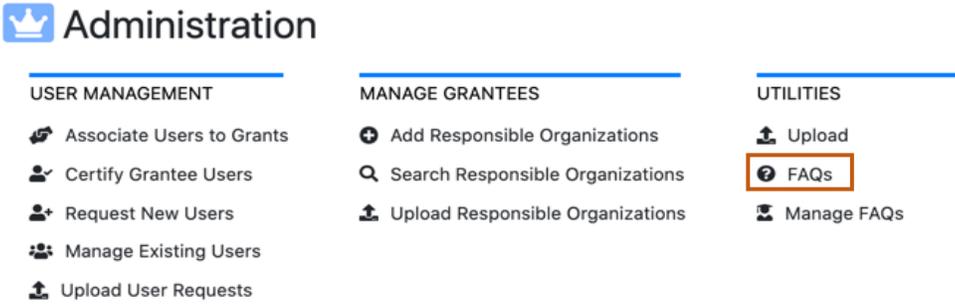
All DRGR Users are encouraged to sign-up for the HUD Exchange DRGR Mail List (<https://www.hudexchange.info/maillinglist/subscribe/>) and the HUD.gov mailing list (<https://www.hud.gov/subscribe/maillinglist>) to receive announcements related to future DRGR System releases and technical assistance resources.

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C. DRGR Frequently Asked Questions (FAQ)

The DRGR FAQ is an archive of previously submitted questions and answers, organized by DRGR Module, and includes step-by-step instructions to navigate the DRGR System.

User Role: Grantee Users and HUD Users	Menu Option: ? FAQs
Purpose: Allow Grantee Users to access DRGR Help Desk Frequently Asked Questions (FAQ).	
<input checked="" type="checkbox"/>	
<p>1 In the DRGR System, select the Administration module, or icon, located in the navigation menu.</p>	
	
<p>2 This opens up the dropdown menu items for the Administration module. Below the Utilities menu, select the <FAQs> option.</p>	
	
<p>3 The "FAQ" page allows users to search for existing questions and answers. Enter text in the "Search by Keyword" field and select <Submit>. The search results are sorted by category and question relevance. To view the FAQ, select the <View> link for the desired FAQ.</p>	
