



Introduction to DRGR and Basic Navigation

Introduction to DRGR and Basic Navigation	1
1.1 Organization of User Manual	1
1.1.1 Notices Regarding User Manual	1
1.2 System Overview	2
1.3 System Technical Summary	2
1.3.1 DRGR Data Flows	2
1.3.1.1 Grant & Activity Setup / Funding.....	3
1.3.1.2 Activity Obligation & Drawdown	4
1.3.1.3 Quarterly Reporting.....	4
1.4 User Access Levels	4
1.4.1 Authorizations and Permissions	6
1.5 Login and Logout of DRGR System	6
1.5.1 DRGR Login Requirements and Conditions.....	7
1.5.2 DRGR Login Procedures	8
1.5.3 Logging Out of the DRGR System.....	9
1.5.4 Login Issues	9
1.6 DRGR Basic Navigation and System Modules	9
1.6.1 DRGR Basic Navigation.....	10
1.6.2 DRGR System Modules	11
1.7 Accessing Other CPD Systems	12
1.8 DRGR Frequently Asked Questions (FAQ)	12
1.9 DRGR Resources and Technical Assistance	12
1.9.1 HUD Exchange Resources	12
1.10 References	13
Appendix A: Key Terms	15
Appendix B: DRGR System Configuration	17



Introduction to DRGR and Basic Navigation

This section contains a general overview of this User Manual (UM) and the Disaster Recovery Grant Reporting (DRGR) System. It also contains information on the technical aspects of the DRGR System, points of contact, available resources, and references.

1.1 Organization of User Manual

The primary purpose of this UM is to provide DRGR users with a step-by-step guide on how to navigate the DRGR System and properly utilize the different components of the DRGR System. The following sections of this UM provide a description of the purpose, functions, and grant management capabilities of the DRGR System for communities and organizations that manage grants or cooperative agreements from the U.S. Department of Housing and Urban Development (HUD):

- *Section 1: Introduction to DRGR and Basic Navigation:* This section contains a general overview and technical aspects of the DRGR System, logging into and out of DRGR System, navigating the DRGR System, points of contact, available resources, and references.
- *Section 2: Home Screen:* This section contains information about navigating the DRGR System Home Screen, Updates/News, Action Items and flags.
- *Section 3: Admin Module:* This section contains procedures for adding/editing User Accounts, Sub-Grantees, Monitoring/Audit/TA Events, TA Staff Rates and TA Staff (and other personnel).
- *Section 4: Action Plans (not for TA Providers) Module:* This section contains procedures for adding/editing Action Plans, Projects, Activities, and Responsible Organizations. TA Providers should use *Section 11: Action Plans for TA Providers*.
- *Section 5: Drawdown Module:* This section contains procedures for adding/editing Obligations, Drawdowns, and Program Income.
- *Section 6: Quarterly Performance Reports (QPR) Module:* This section contains procedures for adding, editing and submitting Quarterly Performance Reports (QPRs).
- *Section 7: Reports Module:* This section contains information about navigating and utilizing MicroStrategy DRGR reports.
- *Section 8: Headquarters and Super Users:* This section contains information on HUD HQ Admin and HUD HQ Super User functions.
- *Section 9: Data Uploads:* This section describes how to upload various data elements into DRGR.
- *Section 10: Public Data Portal Overview:* This section contains information on the DRGR Public Data Portal, and the various DRGR reports and information available to the public.
- *Section 11: Action Plans for TA Providers:* This section applies to TA Providers only and contains procedures for adding/editing Action Plans, Projects, Activities, and TA Work Plans.

1.1.1 Notices Regarding User Manual

Users of this UM should note the following:

- **Unless this UM has already been cleared for publication and made available to the public by CPD,** it may not be disclosed to the public or published for three (3) months following the acceptance of the UM final version, unless the CPD office has given written permission.



- **The CPD office does not endorse products or manufacturers.** Trade or manufacturers' names appear herein solely because they are considered essential to the objective of this UM. Any copyrighted material in this UM is copyright protected. HUD requests that, if a commercial publisher intends to reprint portions of this UM, the publisher must make no changes to the material.

1.2 System Overview

The DRGR System is used by HUD's Office of Community Planning and Development (CPD) to manage grants awarded via the CDBG Disaster Recovery ("CDBG-DR") program and other special appropriations such as the Neighborhood Stabilization Program ("NSP") and the Self-Help Homeownership Program ("SHOP"). The System is also used to manage cooperative agreements awarded via the Community Compass Technical Assistance ("TA") program and the HUD Pay for Success ("PFS") program. All awards managed in DRGR are referred to as "Grants." The recipients of all awards managed in DRGR are referred to as ("Grantees"). Recipients of the TA and PFS programs are referred to as both "Grantees" and "TA Providers." All Grantees use the DRGR System to establish Action Plans that project the use of funds, and to report performance accomplishments. TA Providers also use the System to manage staff rates, TA work plans, and TA invoices from contractors. HUD staff use the System to review grant-funded activities, prepare reports to Congress and other interested parties, and monitor program compliance. The DRGR System is managed under the auspices of HUD's Community Planning and Development (CPD).

HUD collects information from the DRGR System to comply with Congressional reporting requirements with respect to the use of grant funds, and for other program management purposes. The use of DRGR for reporting purposes is mandatory, and information submitted to HUD via the DRGR System is public – with few exceptions.

1.3 System Technical Summary

The DRGR System is an online-based system used to gather, package, and provide access to a central database containing a wide body of information about Grantees and their projects. Using a secure user ID and password, users access the DRGR System via a Web browser interface.

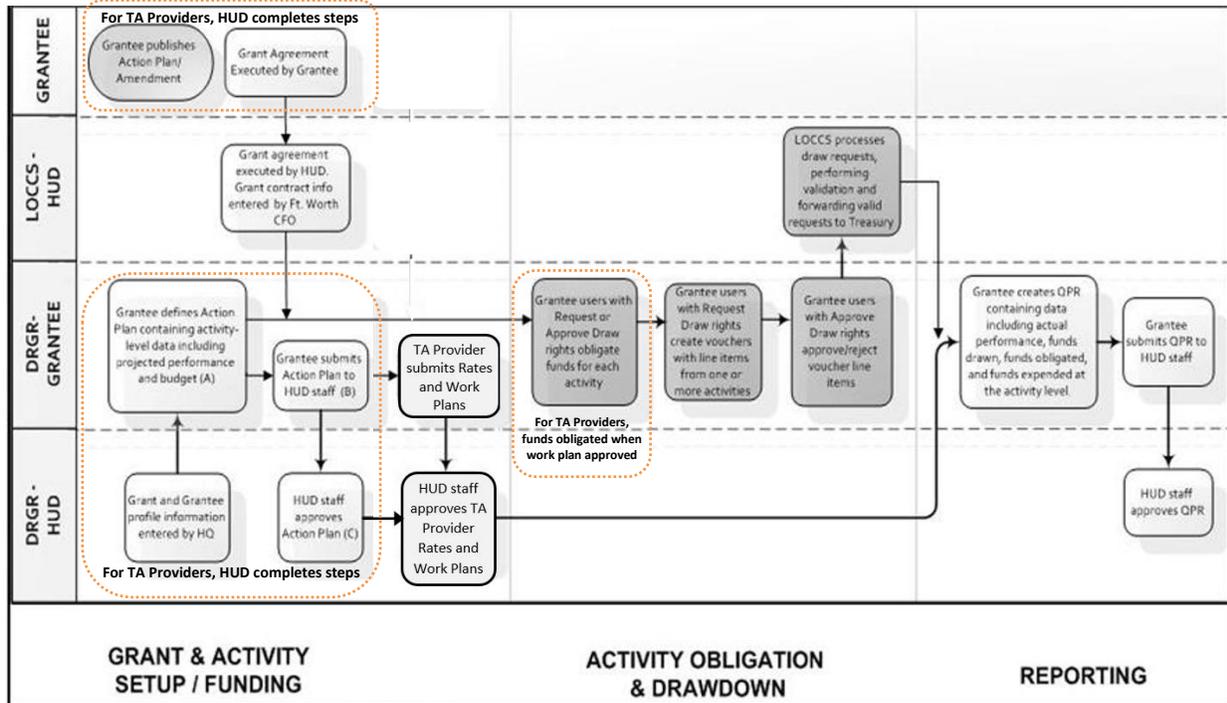
The DRGR System allows reporting across an integrated set of information. Data can be aggregated and analyzed in several forms convenient to HUD management. This, in turn, allows for comprehensive report generation and provides an accurate picture of the program when reporting to Congress. The system also provides a common format for capturing, storing, searching, and reporting DRGR System information while also providing a consistent data archive of historical information on program performance. Review Appendix B for DRGR System Configuration.

1.3.1 DRGR Data Flows

Figure 1-1: DRGR Data Flow Process provides a high-level overview diagram of the data flow process in the DRGR System.



Figure 1-1: DRGR Data Flow Process



1.3.1.1 Grant & Activity Setup / Funding

Some of the key steps for grant and activity set-up include:

1. HUD HQ staff load grant and grantee profiles into DRGR.
2. Ft. Worth CFO staff load account information after the grant agreement is signed.
3. Grantees request user accounts with appropriate roles to CPD field staff (via DRGR).
4. After DRGR accounts are created, DRGR grantee system administrators authorize access to each grant for all non-administrative user accounts.
5. DRGR grantee users create a DRGR Action Plan by:
 - a. Entering overall narratives.
 - b. Entering projects to group activities.
 - c. Entering activities with budgets and performance measures and assigning activities to a project.
6. DRGR grantee users submit the Action Plan once it is complete. Repeat steps 5a - 5c above when new activities must be added or changes need to be made to existing activities. For TA Providers, steps 5 and 6 (above) are completed by HUD, unless HUD directs otherwise.
7. HUD users review the DRGR Action Plan. If edits are needed, they reject the plan so the grantee users can edit it. If acceptable, they approve the plan and it is used as a template for the QPR.
8. After an Action Plan is setup, TA Providers create and submit TA staff rates for HUD approval. TA Providers also assign staff and other personnel to approve rates.
9. After TA staff rates are approved, TA Providers create and submit TA work plans for HUD approval. TA Work plans approved by HUD automatically populate the Action Plan as activities.



1.3.1.2 Activity Obligation & Drawdown

Authorized grantee users can create and approve vouchers to draw funds after Step 1 to Step 5c are completed and grantee users with draw authority have updated the activity obligations in the drawdown module. For TA Providers, grantee users are not required to obligate funds by activity; funds are automatically obligated for all TA work plans approved by HUD. So, grantee users with draw authority can create and approve vouchers to draw funds against any TA Work Plans approved by HUD. See the *Drawdown User Manual* for additional information.

1.3.1.3 Quarterly Reporting

DRGR automatically includes any activities in the DRGR QPR if any funds were drawn down or obligated for those activities during the report period. Grantee users create each DRGR QPR by:

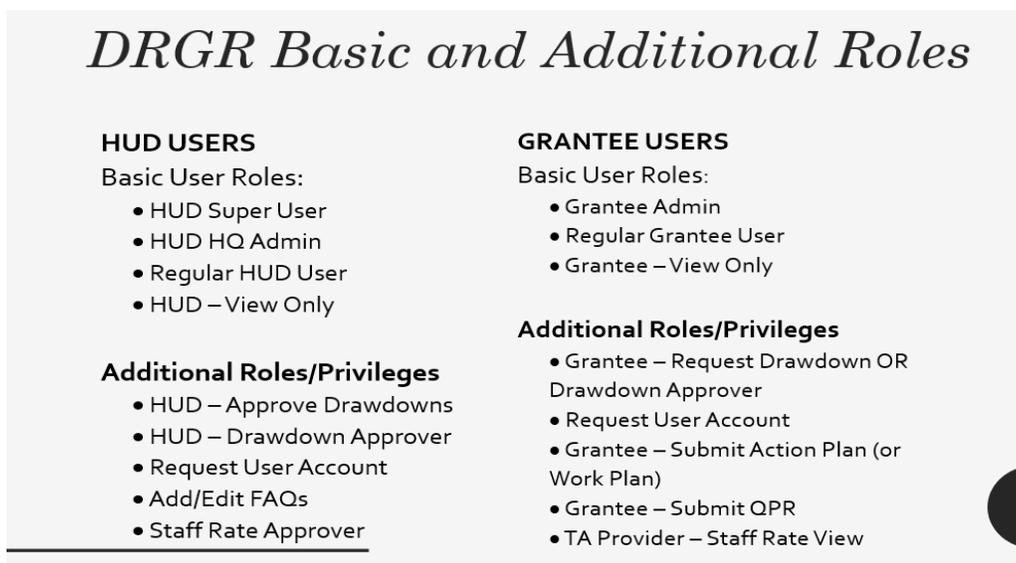
1. Adding the QPR for the upcoming due date.
2. Entering overall narrative to describe accomplishments across programs and projects.
3. Entering information on activities with activity progress narratives, addresses assisted (as applicable), performance accomplishments, and financial updates.
4. DRGR grantee users submit the QPR once it is complete. QPR submissions are typically due within 30 days after the end of each fiscal year quarter.

1.4 User Access Levels

- Grantee users access DRGR using approved user IDs and passwords obtained through the HUD HQ System Administrator (HHQ Admin). Only users with valid user IDs and passwords can access the DRGR System.
- DRGR also provides the *Public Data Portal* that does not require a DRGR user account. See the *Public Data Portal Manual* for more detail.

A User ID is qualified with one of several user types based on the assignments in Figure 1-2 that correspond to user access levels:

Figure 1-2: DRGR Basic and Additional Roles





User groups include eligible grantees as well as HUD users who must manage users, Action Plans, QPRs, drawdowns, TA Staff Rates, and/or TA Work Plans. The authorized roles can perform the functions listed in Figure 1-3.

Figure 1-3: DRGR User Roles

Grantee User Roles

Module	Activity	Basic Roles		Additional Roles			
		Regular Grantee	View Only	TA Staff Rates	Request User	Request Draw	Submit QPR
Admin	Certify Regular Grantee Users						
	Assign Users to Grants						
	Submit User Accounts				X		
	View/Submit TA Staff Rates			X			
	Associate TA Staff to Rates	X		X			
Action Plan	View Action Plans	X	X	X	X	X	X
	Edit Action Plans	X			X	X	X
	Submit Action Plans						
	View/Edit Rates on TA Work Plans			X			
	View TA Work Plans	X	X	X	X	X	X
	Submit TA Work Plans	X		X		X	X
Drawdown	Update Obligations					X	
	Create Draws					X	
	Approve Draws						
	View Receipts	X	X	X	X	X	X
	Create/Edit Receipts					X	
	View Program Income Accounts	X	X	X	X	X	X
	Create/Edit Program Income Accounts					X	
	Block Activities from Draws						
	View/Edit Rates on TA Invoices			X			
	View TA Invoices	X				X	
Submit TA Invoices	X				X		
QPR	View QPRs	X	X	X	X	X	X
	Edit QPRs	X			X		X
	Submit QPRs						X
Reports	View Microstrategy Reports	X	X	X	X	X	X

HUD User Roles

Module	Activity	Basic Roles		Additional Roles			
		Regular HUD User	View Only	HUD Field Manager	HUD Contact Assigned to Grant	HUD Approve Draw	HUD Super User
Admin	Certify Grantee Admin Users			X	X		X
	Certify HUD Field Office Users			X			X
	Submit User Accounts			X	X		X
	Approve TA Staff Rates				X		
	Associate TA Staff to Rates	X			X		
Action Plan	View Action Plans	X	X	X	X	X	X
	Review Action Plans	X		X	X	X	X
	View/Add Rates on TA Work Plans				X		
	View TA Work Plans	X	X	X	X	X	X
	Approve TA Work Plans	X			X		
Drawdown	Search/View Vouchers	X	X	X	X	X	X
	Approve Vouchers over Threshold					X	
	View Receipts	X	X	X	X	X	X
	View Program Income Accounts	X	X	X	X	X	X
	Block Activities from Draws				X		X
	View Rates on TA Invoices				X		
QPR	View TA Invoices	X		X	X	X	X
	View QPRs	X	X	X	X	X	X
Reports	Approve QPRs	X		X	X	X	
	View Microstrategy Reports	X	X	X	X	X	X



1.4.1 Authorizations and Permissions

The following uses of the DRGR System are authorized:

- **Only users with authorized IDs and passwords** can access the DRGR System. Each user is required to obtain a valid User ID and password from the HUD Headquarters (HQ) System Administrators (HHQ Admin).
- **Any unauthorized use of the DRGR System or copying of DRGR System data, software, reports or documents** is not permitted as designated by the Office of Community Planning and Development (CPD). Anyone in violation of these acts can be prosecuted to the fullest extent of the law.
- **Unless the CPD office has already made DRGR reports available to the public**, those entities in a cooperative relationship (grantees and holders of cooperative agreements) cannot publish reports for sixty (60) days after the acceptance of the full report unless written permission has been given by the grant or cooperative-agreement officer.
- **Any or all uses of the DRGR System and all files on this System** may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, HUD, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. **By using this System, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or HUD personnel.**
- **Unauthorized or improper use of this System may result in administrative disciplinary action and civil and criminal penalties.** By continuing to use this system, users indicate their awareness of, and consent to, these terms and conditions of use. LOG OFF IMMEDIATELY if the user does not agree to the conditions stated in this warning.

Notice to HUD Employee Computer Users

HUD Employees have available for use a Federal computer system computer, which is property of the United States Government. The computer is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy.

1.5 Login and Logout of DRGR System

This section provides the user with functional and operational tips for using the Disaster Recovery Grant Reporting (DRGR) System. It also provides instructions on how to log into and out of DRGR, and gives examples of the basic DRGR screen interface design.

Using an Internet browser, enter the address for the DRGR System <https://drgr.hud.gov/DRGRWeb>. The DRGR Login screen is displayed (Figure 1-4: DRGR Login Screen).



Figure 1-4: DRGR Login Screen

Homes & Communities
U.S. Department of Housing and Urban Development

Community Planning & Development

DRGR

- Log on to DRGR
- Getting Started
- Training
- Reporting and Guidance
- Library

USA.gov
Government Made Easy

Community Planning & Development

CPD Grants Portal Login

Please enter your Username (C*****, B***** or H*****) and Password to log in.

Username:

Password:

By using this U.S. Government information system you understand and consent to the following:

- The information system Rules of Behavior (RoB) provides the rules that govern the appropriate use of the information system for all government, contract personnel and other federally funded users. The RoB is intended to enhance and further define the specific rules each user must follow while accessing the information system and enforcing user understanding of:
 - HUD's policy requiring a separation of duties between the requestor and approver for financial transactions;
 - Prohibition from misusing the information system, i.e., exceeding their

I agree to the Terms of Service

[FOIA](#) [Privacy](#) [Web Policies and Important Links](#) [Home](#)

U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455
[Find the address of a HUD office near you](#)

1.5.1 DRGR Login Requirements and Conditions

The following is a list of DRGR Login requirements:

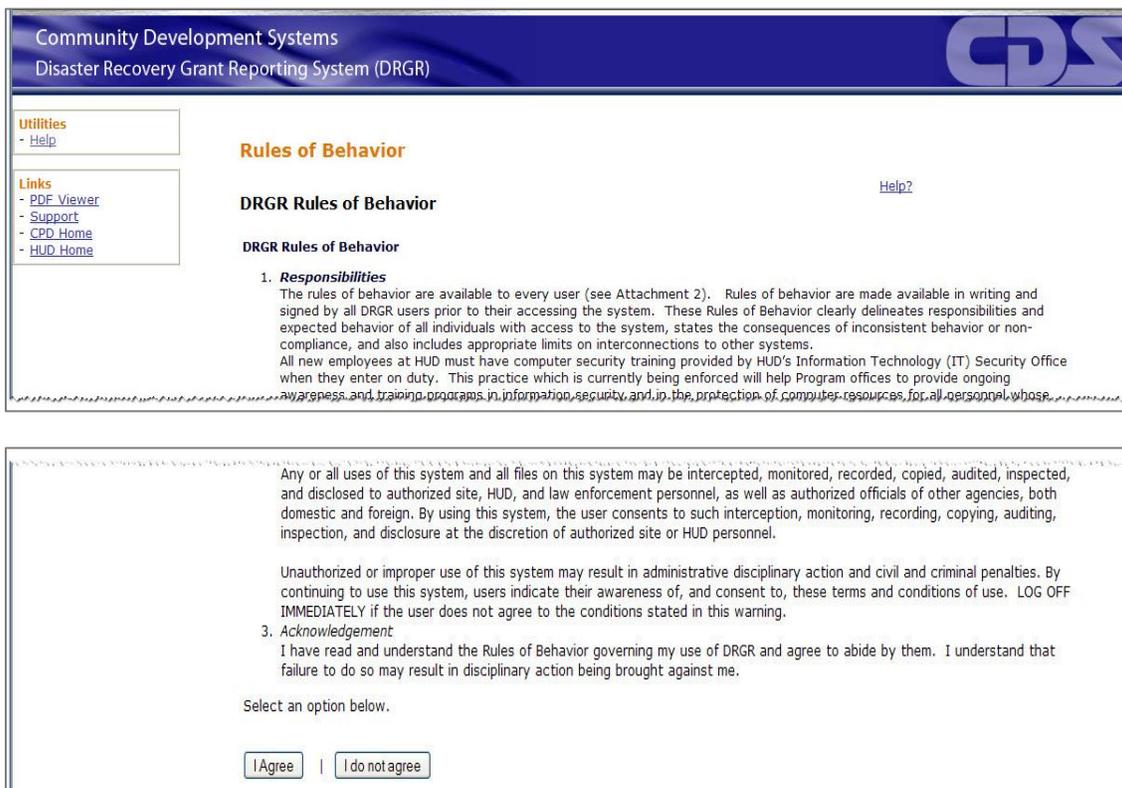
- The Login ID is the users “C”, “B” or “H” number that has been assigned by the HUD DRGR System Administrator (SA).
- A temporary Password is provided by the HUD DRGR SA. Following initial Login, the DRGR System requires users to change their password to their own unique Password, which:
 - Must be at least eight characters long
 - Must contain one upper case letter
 - Must contain one lower case letter
 - Must contain one number
 - May contain non-alphabetic/numeric character when other conditions have been met
- The System allows three login attempts with an invalid password. After the third failed login attempt, the System locks out the user. In such cases, the HUD DRGR SA must reset the user’s ID and password in order for the user to enter the DRGR System again.
- The System requires users to change their login password every 6 months.
- Users that have not accessed the System for more than 60 days are deemed inactive; their User IDs must be re-activated by the HUD DRGR SA.



- The “Rules of Behavior” screen opens the first time the user logs into DRGR. It lays out the Responsibilities, Application, and Organization Rules, and Acknowledgement of agreement with the Rules of Behavior governing the use of the DRGR System.

Note: You cannot continue into DRGR until after you have agreed to the Rules of Behavior. On first initial login, you must read and agree with the DRGR System ‘Rules of Behavior’ (Figure 1-5: DRGR Rules of Behavior Screen).

Figure 1-5: DRGR Rules of Behavior Screen



Click <I Agree> button indicating that you agree to follow the DRGR System Rules of Behavior.

1.5.2 DRGR Login Procedures

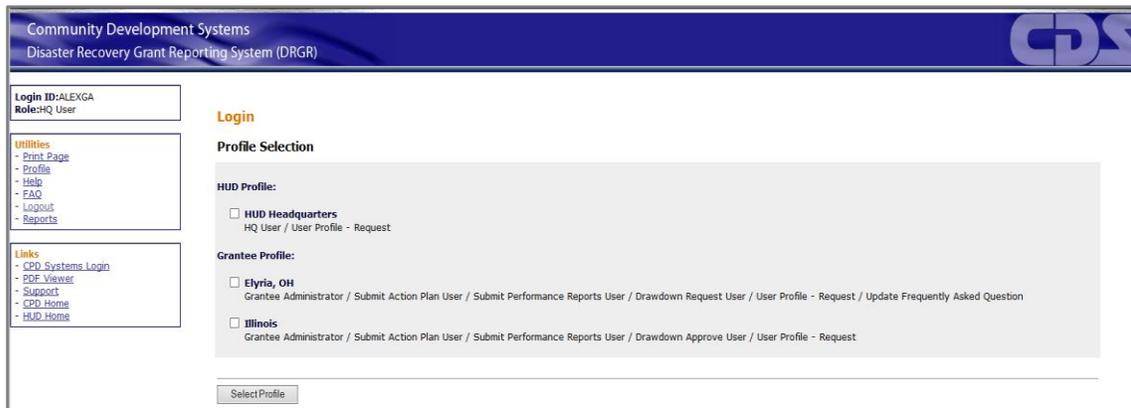
1. On the Login screen, click in the Login Username field and enter the correct Login Username (case-sensitive).
2. Either press the <Tab> key or click the cursor in the Password field.
3. Enter the correct password in the Password field (case-sensitive).
4. Select <I agree to the Terms of Service> button. See Figure 1-4 above.

Note: You cannot continue into DRGR until after you have agreed to the Terms of Service.

5. Click the <Login> button.
6. If a User has more than one User Profile, the screen in Figure 1-6 will be displayed. Click the “check box” next to the desired profile (Figure 1-6). Users with only one User Profile will automatically be directed to the next screen.



Figure 1-6: DRGR User Profile Selection



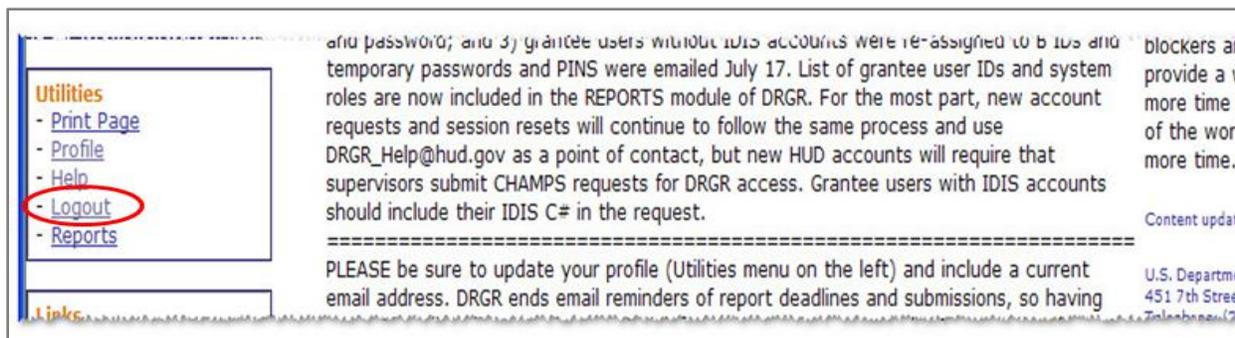
Click <Select Profile> button to log in to DRGR with that profile.

1.5.3 Logging Out of the DRGR System

How to Logout of the DRGR System:

1. Select <Logout> from the “Utilities” box of the left navigation column in any window (Figure 1-7) **Error! Reference source not found.**)
2. A screen opens stating that you are not logged into DRGR.
3. A second “DRGR Login” screen (Figure 1-4) opens immediately to enable you to re-login to DRGR.

Figure 1-7: Logging out of the DRGR System



1.5.4 Login Issues

If users experience an issue with their login or password, they can call the main HUD Help Desk at 1-888-297-8689 (Option 9). This includes if the user has been locked out of DRGR after three unsuccessful attempts to log into the System. If users require a “session reset”, they must contact DRGR_Help@hud.gov.

1.6 DRGR Basic Navigation and System Modules

This section provides the basic navigation of DRGR System modules after login. Figure 1-8 provides operational tips for the DRGR System.



Figure 1-8: Welcome/News screen with Navigation Bar

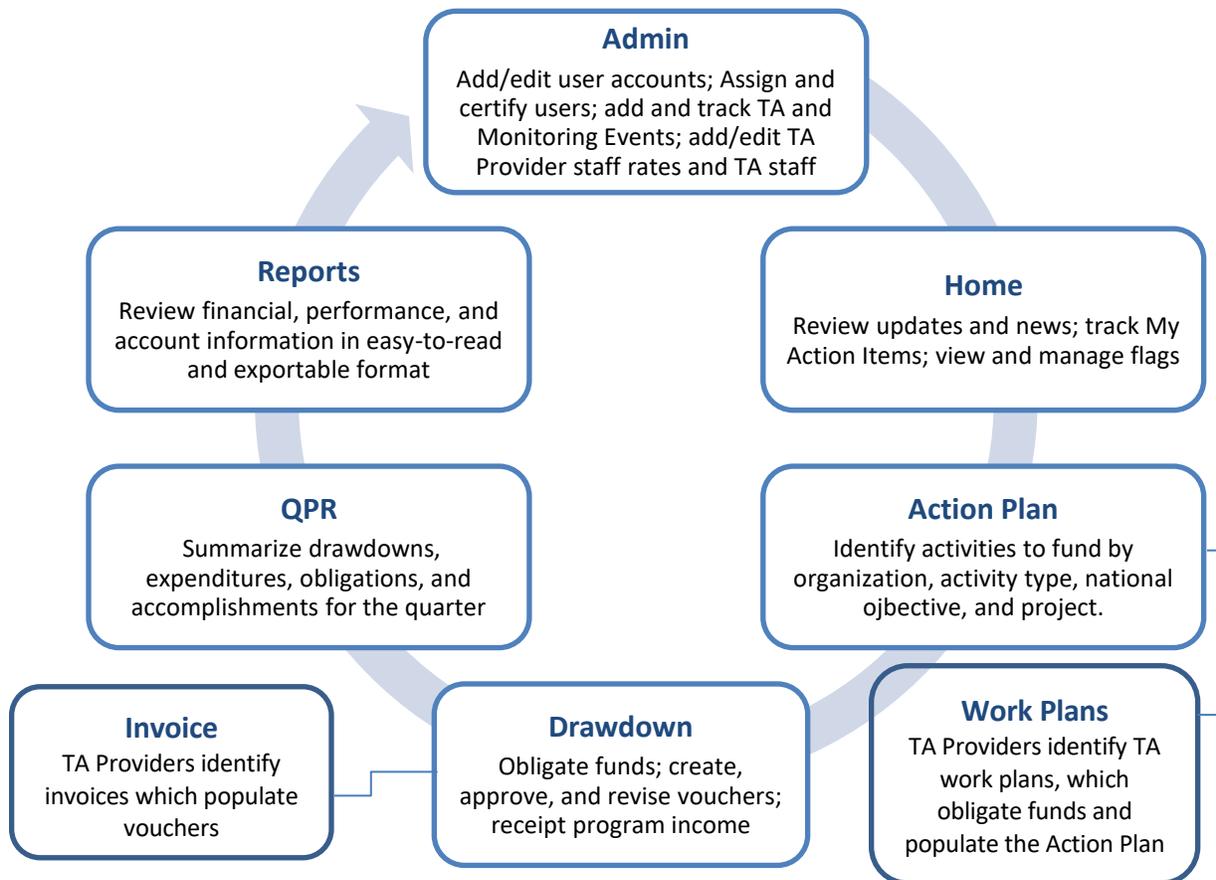
DRGR Tips

- Navigate using DRGR Links, rather than your browser’s.
- Never use your browser’s BACK button.
- Logout using the Logout link in Utilities – don’t just close the window.
- Save early, save often! System times-out after 20 minutes.
- If you want to copy/paste text into DRGR, do so from WordPad or a file in .txt format.

1.6.1 DRGR Basic Navigation

After login, it is important to review information that can be submitted in each system modules and as information is public. below depicts a representation of the type of information included in DRGR System.

Figure 1-9: Information in DRGR System





1.6.2 DRGR System Modules

The DRGR System contains the System modules shown in Figure 1-10. The Links within each module vary depending on the User’s role and privileges.

Figure 1-10: DRGR System Modules

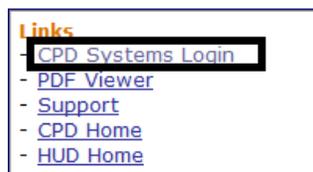
<p>Home</p>	<p>DRGR</p> <ul style="list-style-type: none"> - Home - Admin - Action Plans - Drawdown - QPR - Grantee - Grants - Flags 	<p>View News/Updates</p> <p>View My Action Items</p> <p>Manage Flags</p>
<p>Admin</p>	<p>Admin</p> <ul style="list-style-type: none"> - Manage FAQ - Associate User to Grants - Certify Grantee Users - View Subordinate Grantees - Edit Subordinate Grantees - Upload Batch Data - Upload User Requests - Request New User - Manage Existing Users <p>Monitoring/Audit/TA</p> <ul style="list-style-type: none"> - Add Monitoring/Audit/TA - View All Monitoring/Audit/TA - Search Monitoring/Audit/TA - Search Event Topics <p>Staff</p> <ul style="list-style-type: none"> - Manage Staff Types - Manage TA Staff - Upload Staff Data 	<p>Associate User to Grants Link shows only for Grantee Admin Users</p> <p>Other Links – Show for users based on assigned roles</p> <p>Monitoring and Audit Links show for ALL Users</p> <p>TA Providers add/edit Staff Rates and TA Staff</p>
<p>Action Plans</p>	<p>Action Plan</p> <ul style="list-style-type: none"> - View All - Lookup Consolidated Plans <p>Projects</p> <ul style="list-style-type: none"> - Add Project - Search/Edit Project - Upload Project <p>Responsible Organization</p> <ul style="list-style-type: none"> - Add - Search - Upload <p>TA WorkPlans</p> <ul style="list-style-type: none"> - Add TA WorkPlan - Search/Edit TA Workplan 	<p>Link shows for ALL Grantee Users</p> <p>Link to work plans for TA Providers only</p>
<p>Drawdown</p>	<p>Drawdown</p> <ul style="list-style-type: none"> - Search/Edit Obligation - Create Voucher - Search/Maintain Voucher <p>Receipt and PI Accounts</p> <ul style="list-style-type: none"> - Create Receipt - Search/Edit Receipt - Add PI Account - Search/Edit PI Accounts 	<p>Search – Link shows for ALL Users</p> <p>Other Links – Only for Users with Draw Rights.</p> <p>Link to invoices for TA Providers only</p>
<p>QPR</p>	<p>QPRs</p> <ul style="list-style-type: none"> - View All 	<p>Link shows for ALL Grantee Users</p>
<p>Reports</p>	<p>Opens MicroStrategy in a new window</p>	



1.7 Accessing Other CPD Systems

DRGR users who are authorized to access other CPD systems such as IDIS or HEROS can now do so from within DRGR. They do not have to invoke a new URL. On selection of the “CPD Systems Login” (see Figure 1-11) the System displays another browser window or tab (based on the configuration of the browser) with a consolidated CPD profile selection page.

Figure 1-11: Accessing Other CPD Systems



1.8 DRGR Frequently Asked Questions (FAQ)

While logged into the DRGR System, users can also access the DRGR Help Desk Frequently Asked Questions (FAQ) lookup system. The “FAQ” link is listed under “Utilities”. The FAQ link allows users to search for existing questions and answers using the “Search by keyword” field – see Figure 1-12. The keyword search displays the matching FAQ content sorted by ranking of the match. The matching search results are listed under the “Category” and “Question” columns. The actual content of the FAQ is displayed by selecting the “View FAQ” link.

Figure 1-12: Frequently Asked Questions

Frequently Asked Questions (FAQ)

*Search by keyword:

Searches Categories, Questions or Answers

Category	Question	View FAQ
FAQ	How to search for frequently asked questions	View
Activity Obligations	When should NSP funds be recorded as obligated for activities in DRGR?	View
Additional Voucher Functions	How do I print paper copy of a voucher for my files?	View
Program Income ? Receipts, RLFs, and PI Accounts	What is the General Account listed under the Program Income account under a voucher available amount calculation?	View
Admin	Where can I find training materials for DRGR or get more help?	View
Program Income ? Receipts, RLFs, and PI Accounts	How does program income work differently since DRGR Release 7.3?	View
Program Income ? Receipts, RLFs, and PI Accounts	What is a Program Income Account and when should I use it?	View
Adding/Editing Activities	In the DRGR system, where do I enter land banking activities?	View
QPRs - General	Are NSP1 grantees required to submit quarterly reports in the system used for American Recovery and Reinvestment Act (ARRA) funding in addition to the quarterly reports submitted in DRGR?	View
Program Income ? Receipts, RLFs, and PI Accounts	There are receipts in DRGR I did not enter. Where did they come from?	View
Program Income ? Receipts, RLFs, and PI Accounts	When should a Grantee setup a Revolving Loan Fund (RLF) Project versus a Program Income Account?	View
Basic Voucher Functions	What do I do if my voucher has a status of 'Approved Pending HQ'?	View
QPRs - General	Why can't I submit my QPR?	View
Admin	How do you request a new grantee account or change/add a user role in DRGR?	View
Adding/Editing Activities	How do NSP grantees track the 25 percent low-income set-aside as a separate activity in DRGR?	View
Adding/Editing Activities	What should I enter on page 2 of the Edit Activity screen regarding NSP funds that are benefitting people with >80% - 120% AMI)?	View

1.9 DRGR Resources and Technical Assistance

1.9.1 HUD Exchange Resources

Grantees and HUD staff have access to a wide array of Technical Assistance (TA) and other resources for HUD CPD programs via the HUD Exchange at <https://www.hudexchange.info>. Resources include a



variety of CPD Notices, FAQs, training materials, and other resources. In addition, the following two TA resources are available:

- Questions can be submitted 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 will help with basic DRGR navigation and troubleshooting, typically within three business days.
- Grantees can also request direct or remote TA for more complex troubleshooting needs, which requires the approval of their HUD Rep at <https://www.hudexchange.info/technical-assistance/>.

1.10 References

The following references were used in the development of the DRGR System and for this User Manual:

- Computer Fraud and Abuse Act of 1986, as amended
- Privacy Act of 1987
- Federal Information Processing Standard 199
- NIST SP 800-18 Rev. 1 - Guide for Developing Security Plans for Federal Information Systems, February 2006
- NIST SP 800-30 - Risk Management Guide for Information Technology Systems, July 2002
- NIST SP 800-34 - Contingency Planning Guide for Information Technology Systems, June 2002
- NIST SP 800-37 – Guide for the Security Certification and Accreditation of Federal Information Systems, May 2004
- NIST SP 800-53 Rev. 2– Recommended Security Controls for Federal Information Systems, December 2007
- NIST SP 800-60 Volume I and II- Guide for Mapping Types of Information and Information Systems to Security Categories, June 2004
- Office of Management and Budget (OMB) Circular A-110 - Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations
- OMB Circular No. A-123, Management’s Responsibility for Internal Control, Revised, December 21, 2004
- Appendix III to OMB Circular No. A-130, Security of Federal Automated Information Resources, November 28, 2000
- Homeland Security Presidential Directive (HSPD)-7, Critical Infrastructure Protection Plans to Protect Federal Critical Infrastructures and Key Resources, December 17, 2003
- Federal Information System Controls Audit Manual (FISCAM), GAO/AIMD-12.19.6, January 1999
- HUD Certification and Accreditation Process Guide, April 2005
- HUD IT System Certification and Accreditation Inventory Guide, April 2005
- HUD System Development Methodology Release 6
- HUD IT Security Policy Handbook
- HUD Acquisition Regulation (48 CFR Part 24)



- HUD System Development Methodology (SDM)
- HUD SDM Documentation Templates and Checklists
- HUD Handbook 2210.3 Rev 9, Procurement Policies and Procedures
- HUD Handbook 2400.25 Version 1, HUD Computer Security Policy Handbook
- Department of Veterans Affairs, HUD, and Independent Agencies Appropriation Act of 1999
- Federal Acquisition Regulation (Code of Federal Regulations 48 (48 CFR) Chapter 1)
- General Accounting Office (GAO) Federal Information Systems Controls Audit Manual GAO/AIMD-12.19.6 Vol.1



Appendix A: Key Terms

Table A-1 lists the definitions for relevant acronyms and terms used in this document.

Table A-1: 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
CDBG	Community Development Block Grant
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 Quarterly Performance Reports, 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).
Grantee	The recipient of a grant from HUD. In DRGR, a TA Provider are also referred to as a Grantee.
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, modems) under some form of standard control
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



Acronym / Term	Definition
TA Provider	A type of Grantee in DRGR. TA Providers use the TA functions in DRGR; these funds are not used by other Grantees.
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.
Work Plan	A plan to implement technical assistance. The work plan in DRGR is used by TA Providers only.
Workstation	A personal computer connected to the LAN.

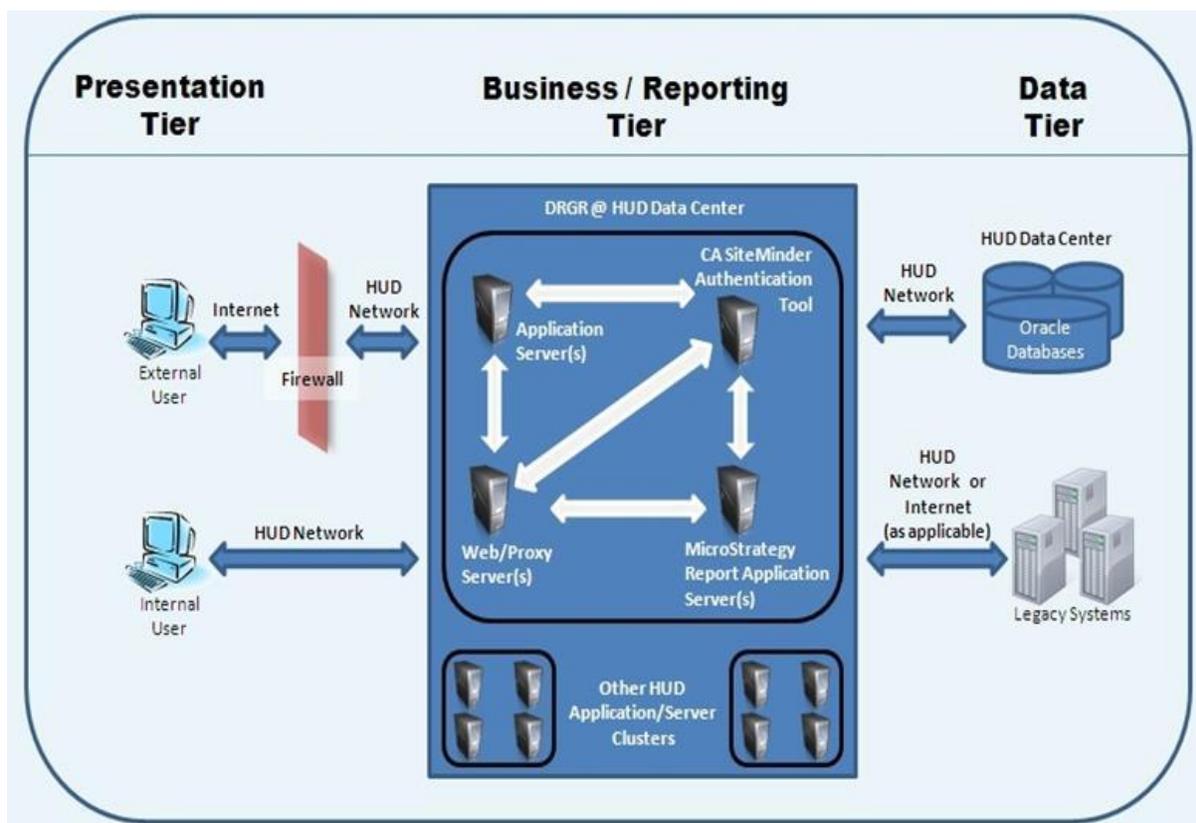


Appendix B: DRGR System Configuration

The DRGR System components are comprised of both client and server modules. The client module can be any personal computer running a browser that has Internet connectivity. The HUD Headquarters (HQ) and Field Offices access the DRGR System via HUD’s Local Area Network (LAN) and Wide Area Network (WAN) connectivity. The minimum requirements for a personal computer are to have an internet connection and Internet Explorer (IE) version 8 or later.

The DRGR System is located in HUD’s Production web application environment where the web server and application server are separated by a firewall. Figure B-1 provides a summary diagram of the DRGR communications network:

Figure B-1: DRGR Communications Network Diagram



The server portion of the system consists of a web server, an application server, and a Relational Database Management System (RDBMS).

Contingencies and Alternate Modes of Operation

DRGR relies on an active Internet connection to provide the backbone for communications between the client and the server. The DRGR System does not function without an active Internet connection. HUD production support is tasked with maintaining the hardware and communications environment for the DRGR System.



Points of Contact: Information

Table B-1 lists the points of contact for any questions related to this UM.

Table B-1: Points of Contact

Contact Name	Organization	Position	Email
George H. Eakin	GMBS	Customer Relationship Coordinator	george.h.eakin@hud.gov
Howard Hong	OCRPM	Project Leader, OCIO	howard.hong@hud.gov
Jessie H. Kome	OBGA	Deputy Director	jessie.handforth.kome@hud.gov
Mark Mitchell	CPD	System Owner	Mark.Mitchell@hud.gov
Valerie D. Coleman	SDED	Director	valerie.d.coleman@hud.gov
Diane Schroeder	DMI	Program Manager	dschroeder@dminc.com
Mark Galletta	DMI	Project Manager	mgalletta@dmi.com

Coordination

The following organizations have oversight of various aspects of DRGR:

- Office of Information Technology (OIT)
- Office of Community Planning and Development (CPD)
- Office of Departmental Policy and Oversight Support (ODPOS)
- Change Control Board (CCB)
- Computer Services, Operations, and Maintenance Group (CSOMG)
- Office of the Chief Information Officer (OCIO)
- Office of the Chief Financial Officer (OCFO)
- Systems Integrity Quality Assurance Division (SIQAD)