Eviction Protection Grant Program: Vouchers, Performance Reports, and Microstrategy.
<table>
<thead>
<tr>
<th>Home</th>
<th>Grant Management</th>
<th>Financial</th>
<th>Compliance</th>
<th>Administration</th>
<th>Utilities</th>
</tr>
</thead>
</table>

Financial Module

Obligations | Program Income | Vouchers
Financial Module Overview: Three Main Components

1. **Program Income.** *If applicable*, Receipts and PI Accounts are dependent on Locked Grant.

2. **Obligations** are dependent on Locked Grant.

3. **Drawdowns (Vouchers)** are *not* dependent on Locked Grant.

Disaster Recovery Grant Reporting System

2013 NDR | B-13-DS-34-0002
Drawing Funds – Overview

• Drawdown Process
  1. Obligate Funds
  2. Create Draw Voucher
  3. Approve Draw Voucher

• Draw Corrections
  • Revise
  • Reject
  • Cancel

Remember to include support documents in Steps 2 or 3
### Vouchers – Create and Approve – Roles

**Voucher Line Items**

<table>
<thead>
<tr>
<th>Role</th>
<th>View</th>
<th>Create or Revise</th>
<th>Cancel</th>
<th>Approve or Reject</th>
<th>Revoke Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draw Requester</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Draw Approve</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Roles and Permissions**

- **View**: Allows viewing of vouchers.
- **Create or Revise**: Allows creating or revising vouchers.
- **Cancel**: Allows canceling vouchers.
- **Approve or Reject**: Allows approving or rejecting vouchers.
- **Revoke Approval**: Allows revoking approval of vouchers.
Drawing Funds – Voucher Process Detail

**VOUCHER CREATOR**

1.1) ACTIVITY OBLIGATION-
- Search Activity
1.2) Maintain

**VOUCHER APPROVER**

1.1) ACTIVITY OBLIGATION-
- Search Activity
1.2) Maintain

---

1) Select DRAWDOWN
   - Create Voucher
   A: Select/Add Activities (Pg.1)
   B: Submit Voucher (Pg.2)
   C: Confirm Voucher (P.3)
   D: Success Message (P.4)

---

**NEW VOUCHERS**

2.1) Select DRAWDOWN
    - Search Voucher
2.2) Maintain Voucher
2.3) Approve/Approve Selected

---

**EXISTING VOUCHERS**

1.1) Select DRAWDOWN
    - Search Voucher
1.2) Maintain Voucher
1.3) Approve/Approve Selected

---
Drawing Funds – HUD Role

• Approve action plan and remove drawdown block on grant
• If grantee updates Action Plan with new activities the updated plan must be approved before draws can occur on new activities too
• Assist with DRGR user roles to ensure grantees have at least one drawdown requestor and approver.
• Get help from CFO if grantee has missing Tax ID (TIN) or Bank Routing Information in LOCCS.
• Check activity status is UNDERWAY. Grantees cannot draw against activities in PLANNED or COMPLETE status
Drawing Funds – Obligations

Locked Grant

Activity Obligation
Search for Activities to Oblige
Search Criteria

Locked Grant

Activity Obligation
Search for Activities to Oblige
Search Criteria
Drawing Funds – Obligations

Activity Obligation
Add/Edit Obligation Line Item

<table>
<thead>
<tr>
<th>Grant #</th>
<th>Grantee Activity #</th>
<th>Responsible Organization</th>
<th>Activity Type</th>
<th>Activity Title</th>
</tr>
</thead>
</table>
| B-12-DT-34-0001 | 12-CDBG-DR-0278A-PF-UN | Cranford Township          | Rehabilitation or reconstruct | Cranford - Detention Basin/Parking Lot Reconst.

<table>
<thead>
<tr>
<th>Total Budget:</th>
<th>$500,000.00</th>
<th>Total Drawn Amount:</th>
<th>$500,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Obligated</td>
<td>$500,000.00</td>
<td>Total Program Funds</td>
<td>$500,000.00</td>
</tr>
<tr>
<td>Available for</td>
<td>$0.00</td>
<td>Total Program Income</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Obligation Amount: $500,000.00

Return to Search Obligation

Return to Search Obligation

Obligation Amount

Relevant Financial Info
Drawing Funds – Obligations

• Obligation amounts must be less than or equal to the **Total Activity Budget** and greater than or equal to the **Total Drawn Amount**.

\[
\text{Activity Budget} \geq \text{Obligation} \geq \text{Total Activity Drawn Amount (PF+PI)}
\]

\[
$1,000,000 \geq $500,000 \geq $200,000
\]

• Cannot decrease the obligation amount to less than the amount that has already been drawn down.

• Grantees must enter BOTH Program Funds and Program Income as part of the Total Activity Budgets and Activity Obligations.
Vouchers – Supporting Documentation

• Grantee must attach supporting documents to voucher:
  • Sufficient detail that the draw request was reviewed and approved in accordance with grantee procedures and conforms to grant requirements.
  • HUD GTR and HUD Grants Officer review and approve.
Vouchers – Block Draws

• Draws can be blocked:
  • By HUD at the Grant, Project and Activity level (see next slides); or
  • By the Grantee Admin at the Activity level.

• Grantee users cannot:
  • Create a voucher on or after a block drawdown date; or
  • Approve a voucher with a ‘submission date’ on or after a block drawdown date.

• Troubleshooting
  • Communicate with GTR if draw is blocked by HUD.
  • See Fact Sheet on HUD Exchange.
**Vouchers – Block Draws**

**Grants**

**View Grant**

<table>
<thead>
<tr>
<th>Grant Number:</th>
<th>Grant Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-11-DN-99-0001</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grant Amount:</th>
<th>State Grantee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000,000.00</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disaster:</th>
<th>Appropriation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSP</td>
<td>NSP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Award Date:</th>
<th>CFDA Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2011</td>
<td></td>
</tr>
</tbody>
</table>

**Block Grant Drawdown**

- Blocked

**Block Grant Obligation**

- Blocked

**Program Income Waiver Date:**

**HUD Voucher Approval Threshold:**

$0.00

**TIN #:**
Vouchers – Block Draws

Project Level

Activity Level

Project
View Project
Grant #: B-13-DS-36-0001
Project #: NY01Hug-R1
Project Title: A. Recreate NY Smart Home Repair & Reconstruction
Description: Disaster Recovery Housing Repair, Reconstruction and Mitigation
Project Budget Amount: $175,000,000.00
Project Status: Open

☐ HUD Block Drawdown
HUD Block Drawdown Date: 05/13/2015

Activity Level
Edit Activity - Page 1
Grant Number: B-13-DS-36-0001
*Indicates Required Field

Activity Type:
Rehabilitation/reconstruction of residential structures

Block Drawdown:
☐ Blocked by Grantee
 Block Drawdown Date: 05/13/2015
☐ Activity draw Block by HUD
☐ Project Draw Block by HUD
 Block Drawdown Date: 05/13/2015
Create Vouchers – Overview

Build the voucher in four steps:

1. Select Activities.
   1a. Search for Activities.
   1b. Select Fund Type (PF or PI).
2. Confirm Activities and enter Drawdown Amount per line items.
3. Confirm Voucher.
4. Verify voucher is confirmed.
Create Vouchers – Step 1: Select Activities

Necessary Role: Request Drawdown
Create Vouchers – Step 1a: Search for Activities

Search by Grant number, Activity Type, or just select Search to view all possible Activities.

Search Criteria

- **Grant #:**
  - Select
  
- **Grantee Activity Number:**

- **Project #:**

- **Receipt Fund Type:**
  - Select

- **Activity Title:**

- **Activity Type:**

- **Program Income Account Number:**

- **Responsible Organization:**

Search criteria should include the grant number if the user has access to more than one grant.

[Add Selected Activities to Voucher] [Return To Create Voucher (Page 1)]
Create Vouchers – Step 1b: Select Fund Type

Select Activities and Fund Type to include on voucher.
Create Vouchers – Step 2: Confirm Activities and Enter Amounts

**Drawdown**

*Create Voucher - Page 1 of 4 (Select Activities)*

<table>
<thead>
<tr>
<th>Voucher Items</th>
<th>Responsible Organization</th>
<th>Activity Type</th>
<th>Project #</th>
<th>Grantee Activity #</th>
<th>Title</th>
<th>Fund Type</th>
<th>Program Income Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-08-MN-99-0103</td>
<td>City and County of Denver-BH5</td>
<td>Administration</td>
<td>NSP1-B</td>
<td>Admin</td>
<td>Admin</td>
<td>PROGRAM FUND</td>
<td>City of Denver - PI Account</td>
</tr>
<tr>
<td>B-08-MN-99-0103</td>
<td>Denver Affordable Housing</td>
<td>Rehabilitation/reconstruction of residential structures</td>
<td>NSP1-B</td>
<td>Acq/Rehab</td>
<td>Acq/Rehab</td>
<td>PROGRAM FUND</td>
<td>DAH - PI Account</td>
</tr>
<tr>
<td>B-08-MN-99-0103</td>
<td>Greater Denver Housing Help</td>
<td>Rehabilitation/reconstruction of residential structures</td>
<td>NSP1-B</td>
<td>Acq/Rehab</td>
<td>Acq/Rehab</td>
<td>PROGRAM FUND</td>
<td>GH01 - PI Account</td>
</tr>
<tr>
<td>B-08-MN-99-0103</td>
<td>Denver Affordable Housing</td>
<td>Rehabilitation/reconstruction of residential structures</td>
<td>NSP1-B</td>
<td>Acq/Rehab</td>
<td>Acq/Rehab</td>
<td>PROGRAM FUND</td>
<td>DAH - PI Account</td>
</tr>
<tr>
<td>B-08-MN-99-0102</td>
<td>Greater Denver Housing Help</td>
<td>Rehabilitation/reconstruction of residential structures</td>
<td>NSP1-B</td>
<td>Acq/Rehab</td>
<td>Acq/Rehab</td>
<td>PROGRAM FUND</td>
<td>GH01 - PI Account</td>
</tr>
</tbody>
</table>

**Requested Submission**

Date:
01/10/2012

**Select to Remove**
Create Vouchers – Step 2 Confirm Activities and Enter Amounts

Program Income is drawn before Program Funds.
Create Vouchers – Program Fund Draws – Math Rules

• DRGR requires all PI Received in each RLF or PI account to be used before drawing Program Funds.

• Similar rules will apply to Activities outside RLF and PI accounts (General Account).

Total Available Activity Amount =

Obligated Amount

– (Activity Total Drawn Amt. (PI+PF) + Activity Draw Pending (PI+PF)

– Balance PI Available of Program Income (General/RLF/PI Account) + Pending PI Draws (General/RLF/PI Account)
Create Vouchers – Program Income Draws – Math Rules

• **Program Income** draws are subtracted from the Total Activity Budget.

Available Activity Amount =

Sum of All PI Received for in General/RLF/PI Account

– Drawn PI (in General/RLF/PI Acct) + Pending PI Draws (in General/RLF/PI Acct)
Create Vouchers – Available Amount Detail

Click on “Available Amount” to understand how DRGR generated this number.

<table>
<thead>
<tr>
<th>Voucher #</th>
<th>Requested Submission Date</th>
<th>Voucher Created For</th>
<th>Created By</th>
</tr>
</thead>
<tbody>
<tr>
<td>16088</td>
<td>01/01/2012</td>
<td>Denver01, CO</td>
<td>T001GR T001GR</td>
</tr>
</tbody>
</table>

---

### Drawdown

#### Create Voucher - Page 2 of 4 (Submit)

<table>
<thead>
<tr>
<th>Grant #</th>
<th>Responsible Organization</th>
<th>Activity Type</th>
<th>Project #</th>
<th>Grantor Activity</th>
<th>Activity Title</th>
<th>Fund Type</th>
<th>Program Income Account</th>
<th>Available Amount</th>
<th>Drawdown Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-09-MN-99-0103</td>
<td>City and County of Denver-BRS</td>
<td>Administration</td>
<td>NSPI-1-Admin</td>
<td>NSPI-1-Admin</td>
<td>Admin</td>
<td>PROGRAM FUND</td>
<td>1,000,000.00</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8-09-MN-99-0103</td>
<td>Denver Affordable Housing</td>
<td>Rehabilitation/reconstruction of residential structures</td>
<td>NSPI-1-B-Acc/Rehab/AR SF</td>
<td>NSPI-1-B-Acc/Rehab/AR SF</td>
<td>Admin</td>
<td>PROGRAM FUND</td>
<td>400,000.00</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8-09-MN-99-0103</td>
<td>Denver Affordable Housing</td>
<td>Rehabilitation/reconstruction of residential structures</td>
<td>NSPI-1-B-Acc/Rehab/AR MH</td>
<td>NSPI-1-B-Acc/Rehab/AR MH</td>
<td>Admin</td>
<td>PROGRAM FUND</td>
<td>100,000.00</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8-09-MN-99-0103</td>
<td>Greater Denver Housing Corp</td>
<td>Rehabilitation/reconstruction of residential structures</td>
<td>NSPI-1-B-Acc/Rehab/MF</td>
<td>NSPI-1-B-Acc/Rehab/MF</td>
<td>Admin</td>
<td>PROGRAM MDH</td>
<td>2,375,000.00</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8-09-MN-99-0103</td>
<td>Greater Denver Housing Corp</td>
<td>Rehabilitation/reconstruction of residential structures</td>
<td>NSPI-1-B-Acc/Rehab/MF</td>
<td>NSPI-1-B-Acc/Rehab/MF</td>
<td>Admin</td>
<td>PROGRAM MDH</td>
<td>25,000.00</td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Create Vouchers – Available Amount Detail

- PI Available is calculated at the RLF and PI Account Level across activities.
- Program Funds Available is calculated within the activity based on total budgets, draws and PI availability.

## Drawdown

Create Voucher - Calculated Available Amounts

<table>
<thead>
<tr>
<th>Voucher #</th>
<th>Requested Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>169988</td>
<td>01/10/2012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Voucher Created For</th>
<th>Created by</th>
<th>Grant #</th>
<th>Responsible Organization</th>
<th>Project</th>
<th>Program Income Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denver01, CO</td>
<td>T001GR</td>
<td>B-08-MN-99-0103</td>
<td>Greater Denver Housing Help</td>
<td>NSP1-B-Acq/Rehab</td>
<td>GDHH - PI Account</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grantee Activity #</th>
<th>Activity Title</th>
<th>Fund Type</th>
<th>Program Income Account</th>
<th>Program Income - PI Account Level</th>
<th>Program Funds - Activity Level</th>
<th>Program Income - Activity Level</th>
<th>All Funds - Activity Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSP1-B A/R MF DHH LH25</td>
<td>Acq/Rehab Multifamily LH25</td>
<td>PROGRAM FUND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Income Account</th>
<th>Program Income - PI Account Level</th>
<th>Program Funds - Activity Level</th>
<th>Program Income - Activity Level</th>
<th>All Funds - Activity Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Budgeted</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$3,500,000.00</td>
</tr>
<tr>
<td>B - Obligated</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$3,000,000.00</td>
</tr>
<tr>
<td>C - Receipts</td>
<td>$25,000.00</td>
<td>-</td>
<td>$25,000.00</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>D - Drawn</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>E - Available</td>
<td>$25,000.00</td>
<td>$2,975,000.00</td>
<td>$25,000.00</td>
<td>$3,000,000.00</td>
</tr>
</tbody>
</table>
Create Vouchers – Available Amount Detail

- Note the error message displayed when trying to use Program Funds before Program Income.
- Check the Available Amount to review status of funds.
Create Vouchers – Update Available Amount

Recalculate Available Balance on Voucher screen based on amounts entered to draw.

<table>
<thead>
<tr>
<th>Grant #</th>
<th>Responsible Organization</th>
<th>Activity Type</th>
<th>Project #</th>
<th>Grantee Activity #</th>
<th>Activity Title</th>
<th>Fund Type</th>
<th>Program Income Account</th>
<th>Available Amount</th>
<th>Drawdown Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-11-UN-66-0507</td>
<td>County of Imperial</td>
<td>Rehabilitation/reconstruction of residential structures</td>
<td>1</td>
<td>NSP3 Activity 1(a)</td>
<td>Affordable Housing</td>
<td>PROGRAM FUND</td>
<td>NSP3 Program Income</td>
<td>$450,000.00</td>
<td>$50,000</td>
</tr>
<tr>
<td>B-11-UN-66-0507</td>
<td>County of Imperial</td>
<td>Rehabilitation/reconstruction of residential structures</td>
<td>1</td>
<td>NSP3 Activity 1(a)</td>
<td>Affordable Housing</td>
<td>PROGRAM FUND</td>
<td>NSP3 Program Income</td>
<td>$50,000</td>
<td>$100,000</td>
</tr>
<tr>
<td>B-11-UN-66-0507</td>
<td>County of Imperial</td>
<td>Homeownership Assistance to low- and moderate-income</td>
<td>2</td>
<td>NSP3 Activity 2(a)</td>
<td>Homebuyer Assistance Program</td>
<td>PROGRAM INCOME</td>
<td>NSP3 Program Income</td>
<td>$459,475.00</td>
<td>$25,000</td>
</tr>
<tr>
<td>B-11-UN-66-0507</td>
<td>County of Imperial</td>
<td>Homeownership Assistance to low- and moderate-income</td>
<td>2</td>
<td>NSP3 Activity 2(a)</td>
<td>Homebuyer Assistance Program</td>
<td>PROGRAM INCOME</td>
<td>NSP3 Program Income</td>
<td>$30,000</td>
<td>$250,000</td>
</tr>
</tbody>
</table>
Create Vouchers – Update Available Amount

<table>
<thead>
<tr>
<th>Voucher #</th>
<th>Requested Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>239627</td>
<td>11/08/2013</td>
</tr>
</tbody>
</table>

**Voucher Created For:** Imperial County, CA

**Created by:** Josh Menville

---

### Voucher Items

<table>
<thead>
<tr>
<th>Grant #</th>
<th>Responsible Organization</th>
<th>Activity Type</th>
<th>Project #</th>
<th>Grantee Activity #</th>
<th>Activity Title</th>
<th>Fund Type</th>
<th>Program Income Account</th>
<th>Available Amount</th>
<th>Drawdown Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-11-UN-06-0507</td>
<td>County of Imperial</td>
<td>Rehabilitation/reconstruction of residential structures</td>
<td>1</td>
<td>NSP3 Activity 1(a)</td>
<td>Affordable Housing</td>
<td>PROGRAM FUND</td>
<td>NSP3 Program Income</td>
<td>$100.00</td>
<td>$50,000</td>
<td></td>
</tr>
<tr>
<td>B-11-UN-06-0507</td>
<td>County of Imperial</td>
<td>Rehabilitation/reconstruction of residential structures</td>
<td>1</td>
<td>NSP3 Activity 1(a)</td>
<td>Affordable Housing</td>
<td>PROGRAM FUND</td>
<td>NSP3 Program Income</td>
<td>$100.00</td>
<td>$100,000</td>
<td></td>
</tr>
<tr>
<td>B-11-UN-06-0507</td>
<td>County of Imperial</td>
<td>Homeownership Assistance to low- and moderate-income</td>
<td>2</td>
<td>NSP3 Activity 2(a)-FTHB</td>
<td>Homebuyer Assistance Program</td>
<td>PROGRAM FUND</td>
<td>NSP3 Program Income</td>
<td>$566,475.00</td>
<td>$25,000</td>
<td></td>
</tr>
<tr>
<td>B-11-UN-06-0507</td>
<td>County of Imperial</td>
<td>Homeownership Assistance to low- and moderate-income</td>
<td>2</td>
<td>NSP3 Activity 2(a)-FTHB</td>
<td>Homebuyer Assistance Program</td>
<td>PROGRAM FUND</td>
<td>NSP3 Program Income</td>
<td>$100.00</td>
<td>$100,000</td>
<td></td>
</tr>
</tbody>
</table>
### Create Vouchers – Step 3: Confirm Voucher

#### Drawdown

**Create Voucher – Page 3 of 4 (Confirm)**

- **Confirm Voucher** | **Edit Voucher** | **Return To Create Voucher (Page 1)** | **Cancel**

**Voucher #:** 169650  
**Voucher Total:** $30,000.00  
**Requested Submission Date:** 08/23/2011

- **Voucher Created For:** Denver1, CO  
- **Created by:** T001GR T001GR  
- **Creation Date:** 08/23/2011

<table>
<thead>
<tr>
<th>Line Item #</th>
<th>Grant #</th>
<th>Grantee Activity #</th>
<th>Responsible Organization</th>
<th>Activity Type</th>
<th>Activity Title</th>
<th>Fund Type</th>
<th>Available Amount</th>
<th>Drawdown Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>B-08-DN-99-0013</td>
<td>NSPI-01 LB</td>
<td>City and County of Denver-BHS</td>
<td>Land Banking - Acquisition (NSP Only)</td>
<td>Land Banking</td>
<td>PROGRAM FUND</td>
<td>$16,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>2</td>
<td>B-08-DN-99-0013</td>
<td>NSPI-03 Redevelopment</td>
<td>City and County of Denver-BHS</td>
<td>Construction of new housing</td>
<td>Redevelopment 525 California</td>
<td>PROGRAM FUND</td>
<td>$25,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>3</td>
<td>B-08-DN-99-0013</td>
<td>NSPI-02 AR SF DAH</td>
<td>Denver Affordable Housing</td>
<td>Rehabilitation/reconstruction of residential structures</td>
<td>Acq/Rehab Single Fam Denver Affordable Housing</td>
<td>PROGRAM FUND</td>
<td>$32,000.00</td>
<td>$15,000.00</td>
</tr>
</tbody>
</table>

**Grant Subtotal:** $30,000.00  
**Voucher Total:** $30,000.00

- **Confirm Voucher** | **Edit Voucher** | **Return To Create Voucher (Page 1)** | **Cancel**

29
Users can download a pdf of the voucher.

and support documents
Voucher Support Documents

Supporting Documents

DRAWDOWN
Maintain Supporting Documents

Return to Search Voucher  Download PDF

Voucher #: 470954

Voucher Created for: ICF Incorporated

<table>
<thead>
<tr>
<th>Select</th>
<th>Line Item #</th>
<th>Grant#</th>
<th>Grantee Activity #</th>
<th>Responsible Organization</th>
<th>Activity Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>C-14-TA-VA-0011</td>
<td>ICF-O-14-042 HOME Notices Webinars</td>
<td>ICF International</td>
<td>TAH Web-based learning/webinar</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>C-14-TA-VA-0011</td>
<td>ICF-O-14-049 MTW Expansion Trainings</td>
<td>ICF International</td>
<td>TAH Web-based learning/webinar</td>
</tr>
</tbody>
</table>

Submit Supporting Documents

Display Supporting Documents by:

- Line Item View
- Documents View

Submit Supporting Documents to HUD Comments:

Add comments

[File(s) Uploaded Successfully!]

[Open]
[Cancel]

drag-n-drop-hud.gov says

31
## Voucher Support Documents - Examples

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Employee Name</th>
<th>Incur Date</th>
<th>Billed Hours/Qty</th>
<th>Amount</th>
<th>Total Billed Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUD - EPGP - Staff Attorney</td>
<td>Arendelle, Elsa O</td>
<td>4/4/2022</td>
<td>8.0000</td>
<td>35.00</td>
<td>280.00</td>
</tr>
<tr>
<td>HUD - EPGP - Staff Attorney</td>
<td>Arendelle, Elsa O</td>
<td>4/5/2022</td>
<td>6.0000</td>
<td>35.00</td>
<td>210.00</td>
</tr>
<tr>
<td>HUD - EPGP - Staff Attorney</td>
<td>Arendelle, Elsa O</td>
<td>4/6/2022</td>
<td>8.0000</td>
<td>35.00</td>
<td>280.00</td>
</tr>
<tr>
<td>HUD - EPGP - Staff Attorney</td>
<td>Arendelle, Elsa O</td>
<td>4/7/2022</td>
<td>9.0000</td>
<td>35.00</td>
<td>315.00</td>
</tr>
<tr>
<td>HUD - EPGP - Staff Attorney</td>
<td>Arendelle, Elsa O</td>
<td>4/8/2022</td>
<td>8.0000</td>
<td>35.00</td>
<td>280.00</td>
</tr>
<tr>
<td>HUD - EPGP - Staff Attorney</td>
<td>Arendelle, Elsa O</td>
<td>4/11/2022</td>
<td>6.0000</td>
<td>35.00</td>
<td>210.00</td>
</tr>
<tr>
<td>HUD - EPGP - Staff Attorney</td>
<td>Arendelle, Elsa O</td>
<td>4/12/2022</td>
<td>8.0000</td>
<td>35.00</td>
<td>280.00</td>
</tr>
<tr>
<td>HUD - EPGP - Staff Attorney</td>
<td>Arendelle, Elsa O</td>
<td>4/13/2022</td>
<td>5.0000</td>
<td>35.00</td>
<td>175.00</td>
</tr>
<tr>
<td>HUD - EPGP - Paralegal</td>
<td>Snow, Olaf F</td>
<td>4/4/2022</td>
<td>8.0000</td>
<td>22.00</td>
<td>176.00</td>
</tr>
<tr>
<td>HUD - EPGP - Paralegal</td>
<td>Snow, Olaf F</td>
<td>4/5/2022</td>
<td>8.0000</td>
<td>22.00</td>
<td>176.00</td>
</tr>
<tr>
<td>HUD - 3DCP - Paralegal</td>
<td>Snow, Olaf F</td>
<td>4/6/2022</td>
<td>4.2500</td>
<td>22.00</td>
<td>93.50</td>
</tr>
<tr>
<td>HUD - 3DCP - Paralegal</td>
<td>Snow, Olaf F</td>
<td>4/7/2022</td>
<td>6.0000</td>
<td>22.00</td>
<td>132.00</td>
</tr>
<tr>
<td>HUD - 3DCP - Paralegal</td>
<td>Snow, Olaf F</td>
<td>4/8/2022</td>
<td>8.0000</td>
<td>22.00</td>
<td>176.00</td>
</tr>
<tr>
<td>HUD - 3DCP - Paralegal</td>
<td>Snow, Olaf F</td>
<td>4/11/2022</td>
<td>1.5000</td>
<td>22.00</td>
<td>33.00</td>
</tr>
<tr>
<td>HUD - 3DCP - Paralegal</td>
<td>Snow, Olaf F</td>
<td>4/12/2022</td>
<td>6.0000</td>
<td>22.00</td>
<td>132.00</td>
</tr>
</tbody>
</table>

### Object Class - Current Period

<table>
<thead>
<tr>
<th>Object Class</th>
<th>Current Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Salary &amp; Wages</td>
<td>$5,260.11</td>
</tr>
<tr>
<td>- Fringe</td>
<td>$2,105.10</td>
</tr>
<tr>
<td>- Overhead</td>
<td>$3,224.49</td>
</tr>
<tr>
<td>- Meetings &amp; Conferences</td>
<td>$0.00</td>
</tr>
<tr>
<td>- Other Expenses</td>
<td>$0.00</td>
</tr>
<tr>
<td>- Professional Services</td>
<td>$0.00</td>
</tr>
<tr>
<td>- Travel</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Sum of Billed Amount

- Allocated Benefits - Projects
- Allocated OH - Projects
- Salaries and Wages - General
- Salaries and Wages - General Total

Customer Invoice: CNV-000110

<table>
<thead>
<tr>
<th>Worker</th>
<th>Supplier</th>
<th>Initiating Spend Transaction</th>
<th>Customer Invoice:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aplate</td>
<td></td>
<td>CNV-000110</td>
</tr>
<tr>
<td></td>
<td>Batista</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Snow, Olaf F</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Approve Vouchers – Overview

After the Voucher has been created and submitted to Draw Approver, Draw Approver will:

1. Find the voucher
   - All users can Search for Voucher.
   - Search by Status.

2. Approve Voucher
   - Must have Draw Approval role to approve.
   - Approve / Reject entire voucher.
   - Approve / Reject on line item basis.
   - Provide comments for approval or rejection.
Approve Vouchers – Step 1: Find Voucher

- After searching for vouchers using search fields, results are displayed.
- Click “Maintain” on any voucher line item to open the entire voucher on which that line item appears.
- TIP: Search using Grant Number and Line Item Status to narrow results.
Approve Vouchers – Step 2: Approve Voucher

- Necessary Role: Draw Approver
**View Voucher Line Items**

- By clicking View, voucher information is displayed.
- Users can also view voucher line items on Shared Global Finance Reports F44 or F45.
Voucher Corrections

• Corrected on a line item basis.
• Users can make multiple line item corrections at one time.
• Voucher Status will determine which function to use.
• Three options:
  1. Revoke Approval
  2. Cancelling a Voucher Line Item
  3. Revising A Voucher Line Item
Voucher Corrections

Voucher line item status and fund type will determine the available options for each line item.
Voucher Corrections – Revising Vouchers

• Grantee may need to revise a voucher for numerous reasons:
  • Voucher not created for the correct Activity.
  • Error in accounting and costs need to be moved to another Activity.
  • HUD deemed costs ineligible.

• Grantee has two options:
  1. Revise original voucher to an activity with an eligible cost.
  2. Wire funds back to LOCCS.

Contact your GTR before wiring funds back. Once the funds are processed by LOCCS, a collection voucher will appear in DRGR. The grantee must then revise the collection voucher to the activity where the original draw took place.
Voucher Corrections – Revising Vouchers

• Roles
  • To revise: Draw Requester
  • To approve the revisions: Draw Approver

• Conditions
  • Both activities funded from same grant
  • Both activities have the status ‘Underway’
  • Destination activity has sufficient balance (budget and obligation)
  • Neither activity is blocked

• Total amount of voucher does not change; only the amount charged to each activity changes.
Voucher Corrections – Revising Vouchers

Users select Revision Reason and add comments to explain reason for revision.

TIP! Use Shared Global Finance Reports F67, F68, or F69 to confirm destination budget amounts are sufficient.
Voucher Corrections – Revising Vouchers

Voucher revisions show the voucher line item from which the revision originated.
Quarterly Performance Report (QPR) – Overview

• Purpose: Report progress for calendar quarter by:
  • Displaying financial data entered in the Financial Module.
  • Detailing, in narrative format, activities and accomplishments of the grant as a whole and per activity.
  • Uploading client-level data of cases closed during the quarter.

• HUD role
  • Approve or reject the QPR in a timely manner.
  • Provide and share comments with grantees (as needed).

TIP! See Section II.37 of the Grant Terms & Conditions for required QPR content
Quarterly Performance Report (QPR) – Overview

• QPR cannot be submitted if Action Plan is not “Reviewed and Approved.”

• Any change will trigger the Action Plan to switch to modified status:
  - Projects added
  - Activities added
  - Budgets changed
  - Minor narrative revisions

• Submit changes to Action Plan in advance of QPR due dates to allow time for review and approval.

• Action Plan data in the QPR (e.g. budgets) is based on the last “Reviewed and Approved” Action Plan, even if changes are made after the quarter ended.

• The QPR reflects financial data for that quarter and cumulative totals.
### Quarterly Performance Report (QPR) – Data Sources

<table>
<thead>
<tr>
<th><strong>ACTION PLAN</strong></th>
<th>Project Number and Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Activity Number and Title</td>
</tr>
<tr>
<td></td>
<td>Activity Budget</td>
</tr>
<tr>
<td></td>
<td>Activity Description and Location</td>
</tr>
<tr>
<td></td>
<td>Activity Type and National Objective</td>
</tr>
<tr>
<td></td>
<td>Performance goals</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DRAWDOWN</strong></th>
<th>Grant Fund obligations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Grant Fund and Program Income (PI) draws completed</strong></td>
</tr>
<tr>
<td></td>
<td>Program Income Received</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>QPR</strong></th>
<th>Activity Beneficiaries Assisted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Performance Accomplishments</td>
</tr>
<tr>
<td></td>
<td><strong>Expenditures</strong></td>
</tr>
<tr>
<td></td>
<td>Match Contribution</td>
</tr>
</tbody>
</table>

- Some data in QPRs is fed from the action plan.
- Some data is a snapshot from the financial module.
- Other data is manually entered.
- Draws and expenditures will also be reflected on the SF 425.
Quarterly Performance Report (QPR) – Overview

- Grantees are expected to report on each activity every quarter.
  - Report financial and performance updates each quarter.
  - Describe status of activity or obstacles encountered if no action was taken during the quarter.

- Accomplishments
  - QPR will show all ‘projections’ from the Action Plan.
  - Enter ‘actuals’ for cases closed during the quarter.

- Financial: all data pulled from the Financial Module EXCEPT:
  - MID Expenditures. (IGNORE - FOR DISASTER GRANTEES ONLY)
  - Expenditures.
  - Matching Funds.
QPR – Steps to Complete

Data Entry Steps for Submitting QPRs include:

- Provide Overall Narrative.
- Add accomplishments for individual activities.
- Provide Activity Level Progress Narratives
- Upload required data
- Add Submission Comments.
- Click Submit! (User must have Submit QPR role)
- Tell your story! (Put notes, as needed, to avoid returned QPRs)
QPR – Elements to Include

1. Quarterly narrative report:
   - ✔ activities undertaken, obstacles encountered, solutions achieved, and accomplishments
   - ✔ quantitative summary of clients served, services provided, and outcomes for cases closed during the quarter, as measured by the HUD Form 52698 Client Services and Outcomes Report
   - ✔ Submit as attachments: Contracts, training materials, protocols, rosters (description) of persons trained, outreach and educational materials prepared, policies for allocating services, and other significant products developed to implement, analyze, or control the project or disseminate information

2. Client activity report:
   - ✔ Submit as an attachment!
   - ✔ This is an Excel spreadsheet detailing client-level data from the HUD Form 52698 Client Services and Outcomes Report for cases closed during the calendar quarter

   - ✔ This form is generated by DRGR!
   - ✔ Include schedule of achievements and deliverables as a comment or attachment.
Accessing Performance Report features

1. Begin in the Manage My Grants Module

2. From the menu, select Manage Performance Report to begin reporting in QPR.
   Ignore Address Function – this is for other grant programs
Access QPR

On the Manage Performance Reports page, reports will be listed by quarter.

These icons allow users to Download the QPR, Edit the QPR, and access the Review Tools. Choose the Edit option (pencil icon) to begin editing the QPR.
**Manage Performance Report Page**

Navigate each Tab to view summary information for the quarter and enter reporting information. Most of your work will be done in the Activities tab to report on individual activities.

Select Edit to modify contact information.

---

<table>
<thead>
<tr>
<th>Grant Number:</th>
<th>B-11-DN-22-0001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grantee Name:</td>
<td>Louisiana</td>
</tr>
<tr>
<td>Appropriation Code:</td>
<td>2011 NSF3</td>
</tr>
<tr>
<td>Action Plan Status:</td>
<td>Submitted - Await for Review</td>
</tr>
<tr>
<td>Grant Status:</td>
<td>Active</td>
</tr>
<tr>
<td>Contract Start Date:</td>
<td>03/10/2011</td>
</tr>
<tr>
<td>Contract End Date:</td>
<td></td>
</tr>
<tr>
<td>Report Status:</td>
<td>Original - In Progress</td>
</tr>
<tr>
<td>LOCS Authorized Amount:</td>
<td>$5,000,000.00</td>
</tr>
<tr>
<td>Grant Award Amount:</td>
<td>$5,000,000.00</td>
</tr>
<tr>
<td>Total Estimated PI/RL Funds:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Budget:</td>
<td>$5,006,000.00</td>
</tr>
<tr>
<td>Report Start Date:</td>
<td>01/01/2020</td>
</tr>
<tr>
<td>Report End Date:</td>
<td>03/31/2020</td>
</tr>
<tr>
<td>Report Contact:</td>
<td></td>
</tr>
</tbody>
</table>

---

Financials

Overall Progress Metrics
Grant Level and Activity Level Reporting

Report on the overall grant progress and per activity (with progress or lack thereof).

Add the Overall Progress Narrative in the Narrative tab.

Report on each Activity through the Activities tab.
## Activity Level Reporting

### Manage Performance Report—Activity

<table>
<thead>
<tr>
<th>Activity Number:</th>
<th>JM ACT Direct(HH Renter/Owner) 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number/Title:</td>
<td>ADMI_04</td>
</tr>
<tr>
<td>Appropriation Code:</td>
<td>2013 SDY</td>
</tr>
<tr>
<td>Grant Number:</td>
<td>X-21-DMI-MJ-0319</td>
</tr>
<tr>
<td>Activity Status:</td>
<td>Planned</td>
</tr>
<tr>
<td>Responsible Organization:</td>
<td>Louisiana Housing Corporation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity Title:</th>
<th>BMJ ACT 4 test</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Objective:</td>
<td>Construction of new housing</td>
</tr>
<tr>
<td>Performance Report Start Date:</td>
<td>04/01/2021</td>
</tr>
<tr>
<td>Performance Report End Date:</td>
<td>06/30/2021</td>
</tr>
<tr>
<td>Completed Activity Actual End Date:</td>
<td></td>
</tr>
</tbody>
</table>

#### Performance Measures

<table>
<thead>
<tr>
<th>Benefit Reporting Performance</th>
<th>Benefit Report Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Direct Benefit - HH - Renter/Owner</td>
</tr>
<tr>
<td></td>
<td>Housing Units - Single/Multi Family</td>
</tr>
</tbody>
</table>
Activity Level Reporting – Accomplishments and Beneficiaries

- From the Measures tab, select Edit links to add information on Accomplishments

Tell your story!

Remember: Only submit income categories in performance measure section. Only fill out TOTAL in beneficiary section
Activity Level Reporting – Accomplishments

- Remember that you’ll only have the option to report on accomplishments that were proposed in your Action Plan Activity set up.
Activity Level Reporting – Beneficiaries

- Enter beneficiaries in TOTAL column only then by race and ethnicity.
- For Beneficiary information, the total must be entered manually to capture middle income households, which do not have their own column.
Activity Level Reporting – Attachments

- Program materials and policies
- Client activity spreadsheet
- Schedule of achievements and deliverables

Sample excerpt of client activity report

<table>
<thead>
<tr>
<th>1a. Client Unique ID</th>
<th>1b. LEP</th>
<th>1c. Gender Identity Female</th>
<th>1c. Gender Identity Male</th>
<th>1c. Gender Identity Transgender</th>
<th>1c. Gender Identity Non-binary</th>
<th>1c. Gender Identity No response</th>
<th>2d. Race White</th>
<th>2d. Race Black or African American</th>
<th>2d. Race American Indian or Alaska Native</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000001</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>0000002</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>0000003</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>0000004</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>0000005</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>0000006</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>0000007</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>0000008</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>0000009</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>0000010</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
Activity Level Reporting – Expenditures

- Most information on the Financials tab is summary information about financial progress to date and during the quarter.
- Grantees will enter expenditure data for the activity overall.
- Ignore amounts expended in the Most Impacted and Distressed Areas – DISASTER ONLY.
QPR – SF-425 Report

- Submittal of QPR = Submittal of SF-425 Report
- Enter/confirm SF-425 data on the Edit QPR screen (more info in Reports Module)!

TIP! Include schedule of milestones achieved/deliverables submitted in comments or as an attachment.

Metrics is data from draws and expenditures. Grantees can adjust data through ADJUSTED VALUE columns.
QPR – Submission

- Once all the edits/additions to the QPR have been completed, Grantees must submit the QPR to HUD for review and approval.

- Must have the Submit QPR role

- Enter Submission Comments before submitting the QPR to HUD (not viewable on PDFs from DOWNLOAD QPR).

- Once entered, the Grantee Submission Comments will appear on the Review Tools display for both HUD and grantee users.
QPR – Submission

Prior to submitting the QPR, review the following:

• Make sure Action Plan is Reviewed and Approved.
• Are you in compliance with funding restrictions?
• Did you upload necessary attachments, including client activity report?
• Did you use the Review Tools?
• Is Overall Progress Narrative sufficient to explain the progress, or lack of progress?
• When reviewed as a whole, does QPR provide HUD enough information to show sufficient progress?
• Did you enter all performance measures?
QPR – Submission – Deadlines

• First QPR is due: 30 days after the first calendar quarter ends following grant agreement execution.

• Failure to submit timely QPRs will result in not having vouchers approved by HUD for payment until the report is submitted!

• If a QPR has been rejected, the grantee must promptly remedy the issue and resubmit.

• HUD QPR review is due within 30 days of QPR submission.
QPR – Review

• Direct relationship between Action Plan and QPR:
  • Only selections in the Action Plan will appear in the QPR.
  • Action Plan must be Reviewed and Approved to submit QPR.

• QPRs are crucial for showing progress – both financial and performance!

• HUD uses this data for research and demonstration purposes and to provide information to Congress about program progress

• Timing
  • Due 30 days after the end of the quarter.
  • Do not be late in submission!
  • Plan out timing for changes to Action Plan.
DRGR Resources – HUD Exchange

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
View DRGR Data Upload Template

MicroStrategy Guides, Tools, and Webinars
Guides, tools, webinars, and other resources are provided to assist grantees and program partners with navigating and utilizing MicroStrategy.

View MicroStrategy Guides, Tools, and Webinars

DRGR Fact Sheets
Information and Fact Sheets for the latest DRGR releases.

View DRGR release information and fact sheets

DRGR Public Data Portal
View publicly available MicroStrategy financial and performance data for multiple appropriations.

View the Public Data Portal

Help Desk

Ask a Question: DRGR users should submit questions through Ask a Question. TA providers will provide help with basic DRGR questions and troubleshooting. When submitting questions, indicate the urgency of your request and if you prefer to receive a response via phone or email. For users having problems with error messages, please include the error message, identity grant and activity numbers, and provide screenshots of actions that lead to the error message.

Password Resets: DRGR users that receive the error message "you cannot access your account because you have exceeded your login attempts" or cannot access DRGR due to password issues, should contact the HITS Help Desk at 1-888-297-8069 (Option 9). Have your USER ID and PIN ready.

Session Resets: DRGR users that receive the error message “you are already logged into DRGR, please wait 30 minutes” should wait 30 minutes and try to login again. If the error
Resources

- **Password Resets**
  - HITS Help Desk @ 1-888-297-8689 option 9.
  - TIP: Be ready to provide your user ID and PIN to the Help Desk staff. Please keep track of the service desk ticket # they provide you.

- **Session Resets**
  - Send email to DRGR_Help@hud.gov
  - Subject line: Session Reset; Include user ID

- **Missing information in LOCCS (TIN or Bank Routing Information)**
  - Talk with your HUD Representatives!
Resources

• HUD Exchange Frequently Asked Questions (FAQ)
  • https://www.hudexchange.info/resource/134/drgr-knowledgebase-faqs/

• HUD Exchange DRGR User Manual
  • https://www.hudexchange.info/programs/drgr guides/

• DRGR AAQ
  • DRGR Ask-A-Question at: https://www.hudexchange.info/get-assistance/my-question/
  • Include screenshots along with a description of actions you are trying to complete in DRGR along with specifics such as grant and activity numbers.