

# DRGR Training Agenda

## Day 1 – HUD Field Office Staff & DRGR NSP Grantees

**Full Day:** 9:00 AM – 4:30 PM

Timeline	Activity & Description
9:00 – 9:15 AM	Introduction and Welcome
9:15 – 9:35 AM	Overview of DRGR
9:35 – 11:05 AM	Review of Action Plan Module
11:05 – 12:30 PM	Review of Drawdown Module
12:30 – 1:30 PM	Lunch
1:30 – 1:45 PM	Monitoring/TA/Audit Screens
1:45 – 2:30 PM	Review of QPR Module
2:30 – 2:40 PM	Short Break
2:40 – 3:40 PM	Review of Reports Module
3:40 – 4:05 PM	Common Problems with DRGR
4:05 – 4:30 PM	Question and Answer/Discussion

## Day 2 – HUD Field Office Staff ONLY

**Half Day:** 9:00 AM – 12:30 PM

Timeline	Activity & Description
9:00 – 9:30	Welcome, Review, and User Account Issues
9:30 – 10:15	Taking Action on Action Plans (Reviewing, Approving, Rejecting)
10:15 – 10:40	Obligation & Drawdown Issues
10:40 – 11:30	Reviewing and Commenting on QPRs
11:30 – 12:00	Referral/Troubleshooting Activity
12:00 – 12:30	Question and Answer/Discussion

# Day 1 – HUD Field Office Staff & Select Grantees

## Introduction and Welcome

### Overview of DRGR

- What information is in DRGR?
- Why is NSP in DRGR?
- Registering a new account
- DRGR Roles
- System Layout
- Action Plan vs. QPR status
- Role of the System Administrator
- User Account reports

### Review of Action Plan Module

- Adding the Action Plan to a grant
- Setting up and editing projects and activities
- Entering Responsible Organization data
- Entering Census Tract & Block Group data
- Deleting projects and activities
- Re-assigning activities to new projects
- Action Plan examples
- Action Plan tips and reports

### Review of Drawdown Module

- Obligating funds
- Creating a voucher
- Searching for a voucher
- Approving/rejecting a voucher line item
- Revoking approval of a voucher line item
- Revising a voucher line item
- Viewing status of a voucher line item
- Dealing with large-scale draws
- Canceling a voucher line item
- Reporting on Program Income

- Drawdown reports

### **Monitoring & Audit Screens**

- Monitoring flow chart
- Review of new screens

### **Review of QPR Module**

- Adding and editing a QPR
- Data entry on FHEO screens
- Submitting a QPR
- QPR tips
- QPR reports

### **Review of Reports Module**

- Accessing reports
- Exporting reports
- Modifying reports
- Subscribing to reports

### **Common Problems**

### **Additional Resources**

### **Question and Answer Period**

### *Conclusion of Day 1 Session*

# Day 2 – HUD Field Office Staff only

## Welcome and Review of Day 1 Material

- Review of User Roles and Reports
- Brief Review of Action Plans, Drawdowns, QPRs, Reports

## Taking Action on Action Plans

- Action Plan Checks
- How to Approve or Reject an Action Plan
- Action Plan Comments
- Determining Action Plan Status
- Reports on Action Plans

## Obligations and Drawdowns

- Obligation Issues
- Draws over the DRGR Daily Threshold
- Blocked Grants/Drawdowns
- Reports on Drawdowns

## Quarterly Performance Reports (QPRs)

- QPR Deadlines
- QPR Checklist
- Approving and Rejecting QPRs
- Commenting on QPRs
- Reports on QPRs

## Reports

- Modify a report

## Referral and Troubleshooting Activity

## Q & A Session

## *Conclusion of Training*