

→ Disaster Recovery Grant Reporting (DRGR) dictionary



As one of HUD's primary technical assistance providers, ICF is often called upon to help train CDBG-DR grantees and has developed tools such as the [HUD Exchange](#) and the [CDBG-DR Toolkits for Program Launch and Program Implementation](#).

This document is intended to be used as a guide for defining common terms about DRGR and named fields in the DRGR system. Each section references terms that may come up when using a specific module in DRGR. For more detailed procedures on how to navigate the DRGR system, refer to the latest User Manual published on the [HUD Exchange website](#).



Section 1 – Overall system knowledge

Term	Definition/description
DRGR	<p>DRGR refers to HUD’s Disaster Recovery Grant Reporting system. The DRGR System was developed for the CDBG Disaster Recovery (CDBG-DR) program, but the system is also used for other special appropriations such as:</p> <ul style="list-style-type: none"> • the Neighborhood Stabilization Program (NSP), • Rural Capacity Building, • Pay for Success, • Recovery Housing Program (RHP), • Rural Innovation Fund, • Self-Help Homeownership Opportunity Program (SHOP), • Veterans Housing Rehabilitation and Modification Pilot Program, and • Technical Assistance. <p>Additional info can be found here: https://www.hudexchange.info/programs/drgr/</p>
Grantee	The recipient of a grant from HUD.
HUD	U.S. Department of Housing and Urban Development is the principal federal agency responsible for programs concerned with the nation’s housing needs, fair housing opportunities, and improvement and development of the nation’s communities.
DRGR Module: Home	The homepage that loads after successful login to the DRGR System. Users can review useful resources, tasks based on the user’s role, and system flags.
DRGR Module: Manage My Grants	Under this module, users can search for open grants, add and edit Action Plan Programs, Activities, Projects, submit and review the Action Plan, edit and submit performance reports, and close out grants.
DRGR Module: Manage My Financials	<p>Under this module, users can:</p> <ul style="list-style-type: none"> • obligate funds • create, approve, and revise vouchers • receipt program income
DRGR Module: Manage My Compliance	Under this module, users can add actions done to oversee the grant and can resolve DRGR system flags.
DRGR Module: Data Analytics	Under this module, users can access, customize, and download MicroStrategy Reports. Users can also access reports on the DRGR Public Data Portal.
DRGR Module: Administration	Under this module, users can associate DRGR users to grants, (re)certify users, request new users, manage existing user accounts, add or edit responsible organizations, and upload data in-lieu of entering data manually.

Section 2 – Grants and action plans

Term	Definition/description
Grantee Signature Date	Date the grantee’s authorized representative signed the grant agreement or cooperative agreement. This is not always populated in DRGR.
Current Grant Contract Effective Date	The most current grant agreement execution date (changes based on LOCCS obligation actions).
Current Grant Contract End Date	The current end date of the grant agreement (changes based on grant agreement extensions).
Statutory Date	Expenditure deadline date based on congressional appropriation
Grant Number	The grant number assigned by HUD.
Grant Name	A description of the grant (e.g., associated Public Law Number)
Grantee	The grantee associated with the grant
Grant Award Amount	The grant award amount
CFDA Number	Stands for “Catalog of Federal Domestic Assistance Number” – also referred to as Assistance Listings. This number is assigned in the awarding document to most grants and cooperative agreements to identify federal programs.
HUD Voucher Approval Threshold	The minimum amount of funds drawn on a voucher that will automatically trigger HUD approval before funds can be released from the Treasury.
Block Grant Drawdown	If selected in DRGR, the ability to draw funds is blocked for the entire Grant
Block Grant Obligation	If selected in DRGR, the ability to obligate funds is blocked for the entire Grant
TIN #	Grantee’s Tax Identification Number
Primary HUD CPD Representative Contact	Designated HUD CPD Representative
Other HUD CPD Representative Contact	Back-up HUD CPD Representative(s)
HUD Office	The HUD Field Office responsible for managing the grant

Report Cycle	The submission frequency of performance reports
Grantee Closeout Request Flag	If selected in DRGR, the ability to request grant closeout is available for grantee
Grant Status	Status of the grant (e.g., Active, Closed)
Appropriation	A label assigned to group a set of grants authorized under the same appropriation(s)
Parent/Child Grant	Grant numbers may start with a "B" for a specific allocation or "P" if the grantee has received multiple allocations. P-grants are the parent grant that aggregates all the allocations received and B-grants refer to the child grants for each allocation.
Public Action Plan	The grantee's action plan for disaster recovery that identifies the proposed use of all funds. Note: The Public Action Plan is developed and submitted for HUD review and approval via the DRGR system, but the Plan has a separate review status from the DRGR Action Plan. Currently, the Public Action Plan is applicable to newer grantees receiving CDBG-DR funds since the Consolidated Notice.
Grantee Program	A representation of complex programs typically categorized by activity categories (e.g., Housing, Infrastructure, Economic Development, etc.). Grantee Programs will be another way to group activities at a higher level. Activities will be associated with Projects as well as the applicable Grant Programs.
DRGR Action Plan	A comprehensive description of projects and activities. HUD uses the DRGR Action Plan to monitor grantee's projects/ activities for compliance, spending, and performance. Note: The DRGR Action Plan has a separate review status from the Public Action Plan.
Projects	Method by which to group DRGR activities. Projects can represent a type of project (e.g., Housing), major programs from an Action Plan, or reflect specific work done by responsible organizations.
Activity	Specific work addressing a need, which is performed and reported by responsible organization. Activities are associated with one project and one Grantee Program (if Public Action Plan submission required) in DRGR. Activities contain detailed information used by HUD to monitor for compliance with programmatic requirements.
Low / Mod %	The minimum percentage of the grant amount that must be spent on Low Mod Persons
Public Service Cap	The maximum percentage of the grant amount that can be spent on Public Service activity types
Admin Plan Cap	The maximum percentage (20%) of the grant amount that can be spent on the combined Administration and Planning activities.
Admin Cap	The maximum percentage (5%) of the Grant Amount that can be spent on Administration activities.

Voucher Item Supporting Documents at Appropriation Level	If selected in DRGR, the appropriation allows for attaching supporting documents to vouchers at the line-item level.
Voucher Item Supporting Documents at Grant Level	If enabled in DRGR, the grant allows for attaching supporting documents to vouchers at the line-item level.
Voucher Mandatory Options	There are two checkboxes: one check requires line-item comments on the voucher and the other check requires attachments for voucher revisions on the voucher.
Banking Set-Up in LOCCS	Displays “Y” or “N” to note if a LOCCS bank account was set up when the grantee first appeared in DRGR. This is a one-time data transfer from LOCCS, and it does not always represent the grantee’s current ability to successfully draw funds for the grant from LOCCS.
Reactivate Date	The date grant reactivated if closed in error, if applicable.
User Groups	A list of user groups, user group types, and DRGR users allowed to take approval actions for the grant or the appropriation associated with the grant. These groups are set up by a HUD Super User or Manager (see HUD specific Chapter 37 of this User Manual).

Section 3 – DRGR vouchers and QPR

Term	Definition/description
LOCCS	Refers to the Line of Credit Control System. HUD’s primary grant disbursement system, handling disbursements for the majority of HUD programs.
LOCCS Authorized Amount	The grant amount as reported in LOCCS. Should be the same as the “Grant Award Amount.”
Voucher(s)	A request for payment to HUD. The voucher in the DRGR System replaces the Standard Form (SF) 270 and (SF) 271 .
Obligation	An action to commit grant funding to allow users to draw down funding through vouchers.
Payment	Can also be referred to as a drawdown. A disbursement of funds to the grantee to carry out an approved project or activity.

Program Fund (PF)	Equivalent to the grant funding that the grantee has available to draw down.
Program Income (PI)	Gross income that is directly generated from a CDBG-funded activity.
Quarterly Performance Report (QPR)	A QPR report from the grantee depicts the progress that has been made toward recovery activities. Summarizes drawdowns, expenditures, obligations, and accomplishments for the reporting quarter. Note: Performance reports may have different submission cycles other than quarterly depending on the appropriation and life cycle of the grant. Generally, these reports are called Performance Reports.
Performance Measures	HUD’s method for gathering information to determine how well programs and activities are meeting established needs and goals. Measures should reflect the grantee’s intended outcomes from funding activities.
Beneficiaries	Refers to individuals, households, businesses, and communities that are served or benefiting from CDBG-funded activities.
Head of Household	The adult member of the family who is the head of the household for purposes of determining income eligibility and rent. “Female” Head of Household reflects households headed by women.

Section 4 – Compliance and reporting

Term	Definition/description
Monitoring, Audit, and Technical Assistance Events	Grantees can record monitoring, audit, and technical assistance events to provide a summary of critical management and oversight actions they carry out as part of meeting their responsibilities for day-to-day management of their Grant programs.
Flags	Flags are automatically generated by DRGR to alert users of actions that need to be corrected to achieve compliance based on data entered by grantees.
Data Analytics – MicroStrategy	An analytics platform used to pull and aggregate data from the DRGR system for data analysis. MicroStrategy is used by Grantees, HUD, and HUD OIG, and multiple HUD systems (DRGR, IDIS, GMP, etc.). Reports can be incredibly useful to determine the status of users, activities, financial information, and several other data points entered by grantees in DRGR. Training: MicroStrategy Training for DRGR System Users Document: MicroStrategy Knowledgebase FAQ

Section 5 – Administration

Term	Definition/description
Responsible Organizations	The organization responsible for implementing, or carrying out, the DRGR activity. A Responsible Organization can be the Grantee or a subgrantee. Grantees should only enter each Responsible Organization into DRGR once to avoid creating erroneous duplicates.
Superuser	A Superuser is a HUD Headquarters administrator of the DRGR system
User Roles	User roles determine a user’s ability to access and complete certain tasks in DRGR. Grantees must have at least two DRGR users (reviewer and approver) but at least four (as backups) are recommended.

Learn more

Our team of over 500 grant and financial management experts has managed over \$63 billion in federal grant funds. With over 20 years of experience supporting grant management and related technical assistance requests, our team can apply our expertise to support efficient delivery of your disaster recovery objectives.



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