

DRGR System Reporting Procedures – SOP

The DRGR Reporting system allows for the City of Columbia to submit the Action Plan, its Quarterly Reports and complete financial draws for approved activities.

The following are the Standard Operating Procedures (SOP) and points of contact to operate and complete work for this system:

- **Action Plans and QPR's are submitted by the City of Columbia's CD Department Staff to HUD.**
- **Landmark submits narrative and demographic updates to the City for the QPR's. These are provided to the CD Department via an email report to allow the City a timely completion of the QPR for quarterly submission. These reports are due by January 30th, April 30th, July 30th, October 30th to HUD for approval.**
- **If HUD rejects for additional information, the City along with Landmark if deemed appropriate will revise and resubmit for subsequent approval.**
- **For Action Plans, a SME or Subject Matter Expert will provide updates for the Substantial and/or Non-substantial amendments to the Action Plan. These updates are directed by the City under executed Task Orders between the City and Landmark.**
- **Draw downs within the DRGR system are addressed monthly by the City's Community Development with two-step procedural draw (voucher creation and approval) completed by the City's Finance Department.**