

Capacity Building Grant Program (Section 4 and RCB) DRGR Guidance

DRGR Action Plan Module Guide

Background

Starting in Fiscal Year 2015 (FY15), Section 4 and Rural Capacity Building Program Grantees (“Grantee(s)”) will be required to submit their grant documents and complete drawdowns in HUD’s Disaster Recovery Grant Reporting (DRGR) system. DRGR is being deployed for these programs to standardize grantee submissions, increase transparency, and improve HUD’s ability to evaluate the programs’ accomplishments. DRGR has been used as a grants management system for several HUD programs and as a result, there is substantial training and technical assistance products available. To ease the transition from paper to digital documentation for Grantees, the Office of Policy Development and Coordination (OPDC) will be issuing DRGR guidance documents to clarify expectations specific to the Capacity Building Programs and draw parallels to past processes.

Overview

In DRGR, Grantees will be using three primary modules: Action Plan, Drawdown, and QPR (Reporting). This guidance document will focus solely on the Action Plan module.

Grantees that have had past capacity building awards are familiar with submitting paper work plans and HUD will continue to collect paper work plans for grant awards from FY14 and earlier. However, for FY15 awards, HUD will no longer collect paper work plans, but instead receive projects and activities within a DRGR Action Plan.

This DRGR Action Plan Guidance document is organized into two parts as outlined below:

- A. **Action Plan Components and Organization** – Outlines the organization and components of an Action Plan
- B. **Action Plan Implementation** – Describes how to build an Action Plan in DRGR

Several new terms will be used in line with the transition to DRGR. Please refer to **Attachment A** for a list of terms and definitions.

A. DRGR Action Plan Organization and Components

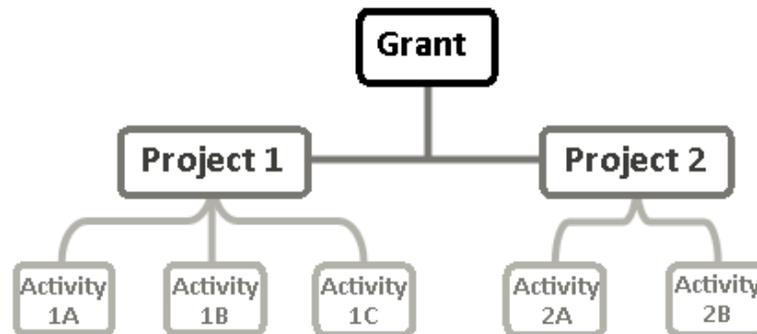
The Action Plan is the most critical document in the transition to DRGR, because the Action Plan is the basis for all drawdowns and reporting within the DRGR system. The Action Plan establishes a budget that makes funds available for drawdown and sets performance output projections that will be tracked in the semi-annual report. Grantees must have an approved Action Plan to drawdown funds and to submit performance reports.

This section will summarize the organization of the Action Plan and outline the data entry expectations for each Action Plan level. Where appropriate, the DRGR data entry field listed has been associated with a component from the *Work Plan Guidance* to clearly connect how these two resources will be utilized.

1. Action Plan Organization

The Action Plan is organized into three levels: grant, project, and activity. The grant level contains baseline information about the grantee, grant award, project partners, and awarded application. The project level is used to group similar activities and allocate grant funds. The activity level will communicate the specific work to be implemented. [For FY15 CB grant awards, DRGR activities will take the place of the old paper work plans.](#)

The three level Action Plan organization is illustrated in the diagram below:



2. Action Plan Components

Sections a-c below provides additional details on the Action Plan's three levels and the data entry expectations for each.

a. Grant Level

The grant level constitutes the first page that grantees see when opening or modifying an Action Plan. The top section of the grant level webpage lists out key baseline information about the grant award and grantee in addition to providing a tabular outline of Action Plan projects and activities. This opening webpage also has narrative fields in which Grantees will input summaries of its application rating factor responses. Additionally, the Grantee will provide a list of project partners on the grant level webpage. After viewing the grant level page, system users from HUD or the Grantee should have a clear understanding of the

grant's purpose, service area, and goals, in addition to what entities will be participating in the activity implementation.

At the Grant Level, Grantees are expected to complete the following data entry items:

Grant Level Data Entry Fields	Definition
Application Rating Factor Narrative Summaries	The grant level is the entry page for the Action Plan and five narrative fields completed by the Grantee provide a summary of the awarded application. The five narrative fields are divided into the five rating factors from the FY15 Program NOFA and Grantees are expected to populate the fields with 2-3 paragraph summaries.
Add Additional Funding Source	Data entry field to enter the name of leverage and match funding sources. Each organization or source entered should be tagged with a funding type classification from the associated dropdown.
Estimated PI/RL Funds (if applicable)	Place to enter the amount of Program Income (PI)/Revolving Loan (RL) collected through the grant so that it can be budgeted into the activities detailed in the document.

b. Project Level

Action Plan projects are used to group similar activities. The *Creating an Action Plan Strategy* document describes the need to outline projects and activities prior to entering data into DRGR. HUD recommends that Grantees organize their projects based on the eligible activity categories found in section III.C.1 of program NOFA. For example, all the training and technical assistance based activities would be organized into one project and all the financial activities into another project.

At the Project Level, Grantees are expected to complete the following data entry items:

Project Level Data Entry Fields	Definition
Grant #	Grant number of award assigned in the executed grant agreement.
Project #	Grantee assigned number to identify the project.
Project Title	Grantee assigned name to identify the project.
Description	Narrative summary of the work to be completed across all project activities.
Project Budget Amount	Amount of grant funds budgeted to this project. The activities included under a project cannot have a combined budget in excess of the project budget.
Revolving Loan Fund Checkbox	Check box if project will contain a revolving loan fund activity.
Project Effective Date	Start date for project activities.

Project End Date	Anticipated date for the completion of all project activities.
Select Responsible Organization	Grantees must add all responsible organizations on the grant into the system. In most cases, the applicant for funds will be the responsible organization for Action Plan projects and activities because they are the accountable party for ensuring the eligible use of grant funds. Other responsible organizations may include consortium partners, contractors, or consultants. The designation of a responsible organization depends on the organization's scope and role in the specified project and/or activity.

c. Activity Level

For FY15 CB grant awards, DRGR activities will take the place of the old paper work plans.

The information entered and attached at the activity level should achieve HUD's work plan expectations as outlined in the *Work Plan Guidance*. At the activity level, data will be entered into the DRGR system (2 separate web pages) as well as into the Action Plan Activity Supplement (see Attachment B).

At the Activity Level, Grantees are expected to complete the following data entry items:

DRGR Add Activity - Page 1 ...

Activity Level Data Entry Fields	Definition	Associated Work Plan Guidance Component
Activity Type	HUD created categories to classify the eligible capacity building activities. The Grantee's selection of an activity type determines which performance outputs will be assigned by the system for Grantee data entry. Please reference Attachment C – DRGR Capacity Building Activity Types and Definitions for more information about the activity types.	DRGR requirement
National Objective	One choice is available in the dropdown. Always select "CB".	DRGR requirement
Grantee Activity #	Grantee assigned number to identify the activity.	DRGR requirement
Activity Title	Grantee assigned name to identify the activity.	Work Plan Name
Activity Status	Status of activity	DRGR requirement

	implementation, dropdown provides four choices: Cancelled, Completed, Planned, or Under Way.	
Environmental Assessment	Status of activity environmental assessment, dropdown provides three choices: Exempt, Completed, and Under Way.	Part 50 Requirement in Grant Agreement
Total Budget	Grant funds budgeted for the activity. Amount cannot exceed Project Budget Amount.	Grant Fund Budget Amount
Projected Start Date	Projected start date for activity work.	Work Plan Period of Performance
Projected End Date	Projected date to complete all activity work.	Work Plan Period of Performance
Project #/Project Title	Assignment of activity to a specific project, "select project" button will take users to a new web page to select the project.	DRGR requirement
Additional Funding Sources – indicate amount and whether it is match or leverage	Additional funding sources are added on the Action Plan entry page (Grant Level), but appear for data entry on activity page 1. If the funding source is applicable to the activity indicate the amount in the open field. If the amount is match, check the indicator box for match, if it is leverage; do not check the match indicator box.	Match/Leverage Budget, Total Work Plan Budget

DRGR Add Activity - Page 2 ...

Activity Level Data Entry Fields	Definition	Associated Work Plan Guidance Component
Question: Yes/No Indicator for Grantee Carrying Out Activity	Grantee is directed to choose yes or no whether they are carrying out the activity. Based on response the Grantee should select a corresponding classification from the dropdown menu: Grantee Employees, Contractor, or Grantee Employees and Contractor.	DRGR requirement
Responsible Organization	Selection of responsible organization to	Program Contact, Work Plan Contact

Assignment	manage/administer the activity. In most cases this organization should be the Grantee. For each responsible organization selected, the Grantee should assign an amount of grant funds that the organization is responsible for administering. The grant fund amount cannot exceed the activity's grant fund budget.	
Proposed Accomplishments	A catalogue of accomplishment outputs will appear on the activity page 2 based on the DRGR Activity Type selected. Grantee will input projected accomplishments for all applicable outputs. Place a zero in the field if the output will be zero or if the output is not applicable. (For Definitions of the DRGR performance outputs look at Attachment B in the <i>Work Plan Guidance</i>)	Performance Outputs
Location Description	Short description of the locations that will be served by this activity. Grantees will use the Action Plan Activity Supplement (Attachment B) to identify specific locations or the process used to select locations if they are not identified at the time of the activity creation. The Grantee will report on specific beneficiary addresses in the semi-annual report.	Location of Activities
Activity Description	Short description of work to be completed under the activity. Work will be spelled out in greater detail through the Action Plan Activity Supplement.	Work Plan Summary
Supporting Documentation Attachment	Use attachment feature at the bottom of activity page 2 to upload the Action Plan Activity Supplement and other applicable documents.	See Action Plan Activity Supplement

Action Plan Activity Supplement (refer to template in Attachment B) ...

Action Plan Activity (Work Plan) Supplement Fields	Definition	Work Plan Component
DRGR Action Plan Activity Information	Chart where Grantee will fill in project and activity identifiers from DRGR in order to clearly connect the supplement to a DRGR Action Plan activity.	Connection to DRGR Requirements
Activity Contact Information	Chart summarizing Grant and Activity contacts including phone and email.	Program Contact, Work Plan Contact
Question: Indicate work plan eligible activity (A,B, or C)	Identify applicable eligible categories that align with work completed under this activity.	Eligible Activity Category
Question: Work Plan (activity) is consistent with application (indicate application page reference)?	Confirm that activity is consistent with strategy outlined in the application. Provide page reference for application narrative.	Requirement from Executed Grant Agreement
Implementation Task Chart	Lay out specific implementation tasks for the delivery of the activity and identify the corresponding responsible organizations and timelines.	Tasks, Responsible Organization, Timeline
Detailed Budget	Complete detailed budget table using provided template.	Detailed Budget
Budget Narrative	Narrative description of detailed budget line items. Provides a summary of the assumptions and rationale for expected expenditures.	Budget Narrative
Organizations Served or Methodology for Selecting Organizations	Identification of organizations to be served or a summary of the method in which organizations will be selected. This information could be attached to the DRGR activity as a spreadsheet if the quantity of data is too large for the Action Plan Activity Supplement.	Communities, Populations, and Organizations to be Served
Locations Served or Methodology for Selecting Locations	Identification of locations to be served or a summary of the method in which locations will be selected. This information could be attached to the DRGR	Locations of Activities

	activity as a spreadsheet if the quantity of data is too large for the Action Plan Activity Supplement.	
Project Evaluation and Additional Output Projections	Summary describing how the activity will be evaluated and identification of any additional performance outputs that will be tracked that were not available in DRGR. Include projections and unit of measure for all additional performance outputs.	Procedures and Tools for Evaluating Progress, Performance Outputs

B. Action Plan Implementation

The prior section of this guidance document outlined the data entry expectations for each Action Plan tier. This section shows how to build the Action Plan and the DRGR screens that will be encountered. DRGR assists users with system navigation by maintaining a consistent screen (webpage) design and providing screen names for every webpage. On the sample DRGR screen below (Sample DRGR Screen), notice that in top left corner are the ID for the user logged in and their individual role. Along the top of the webpage is a menu bar, which is used to access the different DRGR modules (in screen shot below "Action Plans" is tan because the sample webpage was taken from the Action Plan module). Beneath the menu bar are two text lines. The one in orange ("Action Plans") identifies the name of the DRGR module and the one in black ("Edit Action Plan") identifies the name of the screen (webpage). Running along the left hand side of the screen are links to specific system features, these links will vary based on the module and the role of the DRGR user.

Sample DRGR Screen

The screenshot displays the DRGR web application interface. At the top, it identifies the user as 'Login ID: H47410' with the role of 'Grantee Admin'. The main navigation bar includes 'Admin', 'Action Plans', 'Drawdown', 'QPR', 'Reports', and 'Grants'. The 'Action Plans' module is selected, showing a sub-menu with 'View All', 'Lookup Consolidated Plans', 'View Action Plan', and 'Download Action Plan'. Below this, there are sections for 'Projects' (Add Project, Search/Edit Project, Upload Project), 'Responsible Organization' (Add, Search, Upload), 'Utilities' (Print Page, Profile, Subscriptions, Help, FAQ, Logout, Reports), and 'Links' (CPD Systems Login, PDF Viewer, Support, CPD Home, HUD Home). The main content area shows 'Action Plans' and 'Edit Action Plan' with a 'Help?' link.

Grantees should use the Action Plan Planning Tool provided in the *Creating an Action Plan Strategy* guidance document to lay out their Action Plan design and to guide conversation with the assigned HUD representative, so that both parties are in agreement on how the Action Plan will be organized.

ONE OF THE MOST IMPORTANT THINGS TO REMEMBER WHEN WORKING IN DRGR IS TO SAVE YOUR WORK. ALWAYS CLICK the “SAVE” BUTTON ON THE EDIT ACTION PLAN SCREEN BEFORE EXITING AN ACTION PLAN TO ENSURE THAT ALL ENTRIES AND REVISIONS ARE SAVED!

1. Creating an Action Plan

When the Grantee enters DRGR they will see a welcome page that provides general information about the system. To create an Action Plan, click on “Action Plans” on the module menu bar. When clicked the “Action Plans” box on the module menu bar will turn tan signifying that the Grantee is now inside of the Action Plan module. Using the links on the left go to the Action Plan box and click on “View All” link (see screen shot below). The “View All” link will open the View All Action Plans screen displaying the all the grants that are associated with the Grantee user’s account.

View All (Action Plans) link



View All Action Plans Screen

Admin	Action Plans	Drawdown	QPR	Reports	Grants
Action Plans					
View All Action Plans Help?					
State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
	rogco	111	Active	Modified - Resubmit When Ready	Add/Edit QPRs
	rogco	B-08-UN-24-0110	Close		
	rogco	B-08-MN-24-0110	Close		
	rogco	B-25-DS-00-0001	Active	Original - In Progress	Add/Edit QPRs
	rogco	R-11-XX-XX-0001	Active	Modified - Resubmit When Ready	Add/Edit QPRs
	rogco	SubgrantExample	Active	Original - In Progress	Add/Edit QPRs
	rogco	B-AA-BA-BA-BAAA	Active	Modified - Resubmit When Ready	Add/Edit QPRs
	rogco	CB-15-XX-0001	Active	Original - In Progress	Add/Edit QPRs
	rogco	RCB-15-XX-0002	Active	Over Due	

From the View All Action Plans screen find the grant number associated with the FY2015 capacity building grant award and click on blue link in the “Action Plan Status” column. The sample grant used to display the resulting screens is RCB-15-XX-0002. When the Action Plan is initially created the status will read “Add” and when the blue link is clicked, it will bring the Grantee to the Add Action Plan – Page 1 screen (see below). On the Add Action Plan – Page 1, the Grantee should confirm the grant number and authorized FY2015 capacity building award amount. If the award amount is inaccurate please contact a HUD representative.

Add Action Plan – Page 1 Screen

Admin	Action Plans	Drawdown	QPR	Reports
Action Plans				
Add Action Plan - Page 1 Help?				
Please confirm that you want to Add an Action Plan for the Grant listed below.				
Grant Number	Grant Description	LOCCS Authorized Amount		
RCB-15-XX-0002		\$0.00		
<input type="button" value="Confirm Grant"/>	<input type="button" value="Select New Grant"/>			

Once the information on the Add Action Plan – Page 1 screen has been validated, click on the “Confirm Grant” button to proceed to the Add Action Plan Page 2 screen (also known as the Edit Action Plan screen).

2. Grant Level (Add/Edit Action Plan Entry Page)

Section A.2.a outlines the components of the Action Plan Entry page. The Action Plan Entry page is known as the Add Action Plan – Page 2 screen when the Action Plan is first created and then switches to the Edit Action Plan screen for all subsequent entries into the Action Plan. Each of the data entry components described in section A.2.a is covered and displayed in the sub-sections below.

a. Grantee and Grant Award Information and Project/Activity Outline

At the top of the Edit Action Plan screen is some baseline information about the Grantee and Grant Award. The screen below (Edit Action Plan Screen) has fewer fields than normal, because this is a sample grant. Below this information are buttons to “Add Activity” (create a new Action Plan activity), “Save” the Action Plan, “Submit the Action Plan”, and “Cancel” the Action Plan changes. Below the buttons are a summary of the grant award funds and program income (PI) funds, followed by a table of the Action Plan projects and activities. In this summary of funds there is a white field where the Grantee will enter its PI, if PI is collected from the grant activities. In the projects and activities table, the Activity Number is highlighted in blue. This blue hyperlink can be used to access the activity pages when the Grantee needs to make modifications.

Edit Action Plan Screen

The screenshot shows the 'Edit Action Plan' screen with a navigation bar at the top containing 'Admin', 'Action Plans', 'Drawdown', 'QPR', and 'Reports'. Below the navigation bar, there are several sections:

- Action Plans**: A sub-header with a 'Help?' link.
- Edit Action Plan**: A section containing:
 - Grant Number: CB-15-XX-0001
 - LOCCS Authorized Amount: \$0.00
 - Buttons: Upload Action Plan, Add Activity, Save, Submit Action Plan, Cancel
 - Summary Table:

LOCCS Authorized Amount:	\$0.00
Grant Award Amount:	\$5,000,000.00
Estimated PI/RL Funds:	
Total Budget:	\$5,000,000.00
 - Note: Click [drill down icon] to drill down activities.
 - Table of Projects and Activities:

Project #	Project Title	Project Budget
S4CB-001	Direct Engagement and Education	\$500,000.00
1A	Rural Housing Development Peer Mentor Program	\$100,000.00
S4CB-002	Financial Support for Capacity Building	\$4,500,000.00
2A	Assessment and Grants for Improved Community Health	\$500,000.00
2B	Organizational Affiliates Grants to CDCs and CHDOs	\$4,000,000.00

b. Adding Funding Sources

Further down the “Edit Action Plan” screen is a tool to add funding sources. Funding sources are those entities that are providing match or leverage funds. In the fields provided

d. Adding a Responsible Organizations

Along the left side of any DRGR Action Plan screen is a series of links. Once the grantee has completed the fields on the "Edit Action Plan" screen, the Grantee should enter the responsible organizations for its grant award implementation. The Grantee should add all organizations that will be assigned responsibility for managing a project or activity as outlined in its DRGR Action Plan. The resulting screen shots below show the location of the Responsible Organization links on the left hand side of the screen and the resulting "Add Organization" screen that Grantees will utilize to add a responsible organization to the system. If you are unsure whether responsible organizations have been added then use the "Search Responsible Organization" screen.

Responsible Organization Links

Responsible Organization

- [Add](#)
- [Search](#)
- [Upload](#)

Add Organization Screen



Responsible Organization

Add Organization

* Please select save button to enable SAM lookup.

|

* Indicates required field

Profile

***Organization Name:**

***Organization Type:**

***DUNS #: Ext:**

System for Award Management:

Entity Status:

Entity DUNS#: CAGE Code:

Has Active Exclusion? DoDAAC:

Expiration Date: Delinquent Federal Debt?

Address Line 1:

Address Line 2:

*City: <input type="text"/>	*State/Territory: <input type="text" value="-- Select --"/>
Zip Code: <input type="text"/> - <input type="text"/>	

Contact Information	
First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text"/>
Title:	<input type="text"/>
Email:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="-- Select --"/>
Zip Code:	<input type="text"/> - <input type="text"/>
Telephone:	<input type="text"/>
Ext:	<input type="text"/>

Associated Grantee	
Grantee:	<input type="text" value="-- Select --"/>

<input type="button" value="Save"/>		<input type="button" value="Cancel"/>
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2. Project Level

The projects and activities table shown on page 10 in the Edit Action Plan screen shot was created as part of a sample Action Plan to be used during training. Throughout this Project level sub-section and continuing into the Activity level sub-section, these same sample projects and activities will be utilized to demonstrate the construction and data entry process for creating an Action Plan.

Utilizing the Action Plan Planning Tool from the *Creating an Action Plan Strategy* document, a summary of the sample projects and activities has been provided in the table below. For this example, the sample grantee S4 Partners, Inc. received a \$5,000,000 capacity building award. At this stage of Action Plan development S4 Partners has allocated \$4,600,000 to two projects and three activities. The project budget for project # S4CB-001 is fully allocated to across the two activities; however \$400,000 from project # S4CB-0002 is still available for allocation to eligible activities from the awarded application.

Project #	Project Timeline (mm/yy – mm/yy)	Project Grant Fund Budget	Activity # and Title	Activity Timeline (mm/yy – mm/yy)	Activity Grant Fund Budget (Total Budget, Program Funds)	Match/Leverage Budget (Other Funds Amount)
S4CB-001	10/1/15 – 9/30/19	\$500,000	1A Rural Housing Development Peer Mentor Program	11/1/15 – 6/30/17	\$100,000	
S4CB-002	10/1/15 – 9/30/19	\$4,500,000	2A Assessment and Grants for Improved Community Health	11/1/15 – 10/31/17	\$500,000	
			2B Organizational Affiliate Grants to CDCs and CHDOs	10/1/15 – 6/30/19	\$4,000,000	
BUDGET TOTALS		\$5,000,000			\$4,600,000	\$

a. Adding a Project

Projects must be added and assigned grant funds before activities can be created. To add a project to the Action Plan use the link in the “Projects” box along the left hand side of the DRGR Action Plan module screen (see below).

Projects Links

Projects
- [Add Project](#)
- [Search/Edit Project](#)
- [Upload Project](#)

b. Data Entry Fields

As described in section A.2.b of this document, specific data entry fields must be completed in order to add a project to the system. A list of the fields and their definitions was presented in section A.2.b and below is a screen shot of the Add Project screen. The sample Add Project screen below shows the data entry that was inputted for project # S4CB-002 from the chart at the top of this page.

If an existing Project needs to be edited, then use the “Search/Edit Project” link shown in the Project Links screen shot above.

Add Project Screen

Admin	Action Plans	Drawdown	QPR	Reports
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Project

Add Project [Help?](#)

Financial Data	
LOCCS Authorized Amount:	\$0.00
Grant Award Amount:	\$5,000,000.00
Estimated PI/RL Funds:	\$0.00
Total Project Budget Amount:	\$4,500,000.00
Available for Project Budget:	\$0.00
Total Amount Budgeted to Activities in this Project:	\$4,500,000.00

* Grant #: CB-15-XX-0001

* Project #: S4CB-002

* Project Title: Financial Support for C4

* Description: Delivery of sub-grants and direct TA to CDCs and CHDOs to improve their capacity to deliver community service, improve housing options, and increase

Designation: ⚠

* Project Budget Amount: \$4,500,000.00 Revolving Loan Fund

Project Effective Date: 10/01/2015
Select Date (ex: mm/dd/yyyy)

Project End Date: 09/30/2019
Select Date (ex: mm/dd/yyyy)

* Project Status: Open

HUD Block Drawdown Blocked by: HUD Block Drawdown Date: Blocked by:

Name of the Organization Carrying out Project: |

Organization Category:

Save | Return to Search Projects | View History | View Activities

3. Activity Level

[For FY15 CB grant awards, DRGR activities will take the place of the old paper work plans.](#) Since DRGR activities are synonymous with work plans then it is clear that the activities, compared to the projects, will include the most detailed information about the work that will be conducted with the capacity building grant award. Activities must be assigned to an Action Plan project and sufficient grant funds must be allocated to the project in order to cover the needed allocation for all associated activities. Grantees are directed to utilize the *Work Plan Guidance* when constructing its DRGR activities.

a. Adding an Activity

As explained in Section A.2.c of this document, a DRGR activity for CB Grantees has three components for completion: add activity – page 1, add activity – page 2, and the Action Plan Activity Supplement (see Attachment B). Grantees can add activities to an Action Plan by clicking on the “Add Activity” button on the Edit Action Plan Screen (see below). Clicking the “Add Activity” will take Grantees to the Add Activity – Page 1 screen.

Add Activity Button – Edit Action Plan Screen

Action Plans

Edit Action Plan

Grant Number:
CB-15-XX-0001

LOCCS Authorized Amount:
\$0.00

Upload Action Plan

Add Activity | Save | Submit Action Plan | Cancel

b. Add Activity - Page 1

The data entry requirements and definitions for the fields on the Add Activity – Page 1 are summarized on pages 4-5 of this document. As discussed in prior sections Grantees should enter responsible organizations and additional funding sources into the system prior to building out activities because those entities are associated with the specific activity on Add Activity – Page 1. DRGR activities can be edited by clicking the blue activity # hyperlinks on the Edit Action Plan screen as discussed on page 9. The Add Activity – Page 1 screen shot below shows data entered for the sample activity # 2A from the chart on page 13. Once a Grantee has completed all the data entry on the Add Activity – Page 1 screen, they will click the “Continue to Next Screen” button to go to page 2. If there are any errors on page 1 when proceeding to page 2, the system will identify them in red text below the screen name.

Add Activity – Page 1 Screen

Admin	Action Plans	Drawdown	OPR	Reports	Grants
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Action Plans

Add Activity - Page 1 [Help?](#)

Warning: Editing an activity may affect any OPR's with a status of 'In Progress' or 'Rejected'.

*Indicates Required Field

Continue to Next Screen | Save Activity | Cancel

Grant Number:
CB-15-XX-0001

View Existing Activities:
Select Option
View Activity Details

*Activity Type:
CB - Grants

Block Drawdown:
 Blocked by Grantee
 Activity Draw Block by HUD
 Project Draw Block by HUD

Blocked by: _____ Block Drawdown Date: _____ Blocked by: _____

*National Objective:
CB

*Total Budget:
\$ 500,000.00 (ex: 999,999.99)

*Grantee Activity Number:
2A

*Projected Start Date:
11/01/2015
start.Date (ex: mm/dd/yyyy)

*Projected End Date:
10/31/2017
end.Date (ex: mm/dd/yyyy)

Activity Title:
Assessment and Grants for Impro

* Project # / Project Title:
S4CB-002 / Financial Support for Capacity Building
Select Project

*Activity Status:
Under Way

Adjust Project Budget:
 No Yes

Environmental Assessment:
EXEMPT

Funding Source Name	Funding Type	Matching Funds	Fund Amount
Health Directives United	Other Federal Funds	<input type="checkbox"/> Yes	\$ 100,000.00
AZ Partners Inc	Other Private Funds	<input type="checkbox"/> Yes	\$
S4 Partners Inc	Other Private Funds	<input checked="" type="checkbox"/> Yes	\$ 50,000.00
XYZ Community Partners	Other Private Funds	<input type="checkbox"/> Yes	\$
Matching Funds Subtotal			\$ 50,000.00
Other Funds Total			\$ 150,000.00

Continue to Next Screen | Save Activity | Cancel

c. Add Activity Page 2

The data entry requirements and definitions for the fields on the Add Activity – Page 2 screen are summarized on pages 5-6 of this document. Grantees are encouraged to review the Work Plan Guidance for insight on the performance outputs and their definitions. As mentioned before, the performance outputs displayed on the Add Activity – Page 2 screen are dependent on the activity type selected on the Add Activity – Page 1 screen. The screen shot below displays the data entered for sample activity # 2A on the Add Activity – Page 2 screen.

Add Activity – Page 2 Screen

Admin | **Action Plans** | Drawdown | OPR | Reports | Grants

Action Plans

Edit Activity - Page 2 [Help?](#)

| |

Grant Number: CB-15-XX-0001
Grantee Activity Number: 2A
Activity Title: Assessment and Grants for Improved Community Health
Activity Type: CB - Grants

Organization carrying out activity
 Is this activity being carried out by the grantee?
 Either directly and/or through contractors
 No Yes

View Existing Activities:
 Select Option

- Responsible Organization
 - Location Description
 - Activity Description

Name of the Primary Responsible Organization Carrying out activity:
 Set Partners, Inc.
 |

Proposed budgets for Organizations carrying out activity:

Select	Organization Name	Organization Type	Proposed Budget
<input type="checkbox"/>	Set Partners, Inc.	Non-Profit	\$ 500,000.00

|

Proposed Accomplishments:

Performance Measure	Proposed Total
\$ invested into community programs	300000
# of CDCs/CHDOs served	5
# of RHDOs, Tribes, and Local Govts served	
# of community programs supported	5
# of businesses assisted	
# of organizations served	5
# of new CDCs or CHDOs created	
\$ invested into community development projects	
# of community development projects supported	
# of jobs created	
# of housing units put in the development process	25
\$ of grants awarded	375000
\$ of new or expanded Federal funding received	150000
# of data portal and web visits	
# of jobs retained	
# of businesses created	
# of Organizations newly accessing or expanding Federal funding	3
# of new housing units created	
# of grants awarded	5
# of new community partnerships developed	8
# of housing units sustained, repaired, or rehabbed	50

Location Description: Investment Location
 Partners and affiliates will recommend organizations for this opportunity and the responsible will select the organization to be assisted using the criteria outlined in the work plan attachment. Selected organizations/communities will be identified in the subsequent semi-annual/annual reports.

Activity Description:
 This work plan will address health outcomes at the community level by assisting CDCs and CHDOs in conducting housing and community health assessments. After the assessment the organizations will receive grants to support the hiring or retention of key staff and to develop new programs and practices that tie housing efforts to improved health outcomes. Five organizations are expected to be served with an average grant award of \$75,000 and grantee staff and consultants will provide on-site and distant support through the assessment and grant implementation process. Leverage and match funds will support the development of community health programs at the local level and fund new housing and business rehab to create healthier living environments.

Supporting Documents * Valid file extensions are: .png .gif .jpg .jpeg .doc .docx .xls .xlsx .ppt .pptx .pdf
 None
[Add Additional Documents](#) | [Remove Selected Document](#)

| |

d. DRGR Activity Supplement

The DRGR Activity Supplement was designed by the Office of Policy Development and Coordination to capture information about the capacity building grant activities that is essential knowledge but cannot be input into the system's standardized fields. The template document for the DRGR Activity Supplement is provided in Attachment B and the specific requirements for the supplement are summarized on pages 7-8 of this document. The DRGR Activity Supplement will be attached to the specified DRGR activity by clicking the "Add Additional Documents" button under the Supporting Documents feature on the Add Activity – Page 2 screen (see screen shot on page 17). The preferred format for the supplement attachment is a word document file (.doc or .docx) or a pdf file.

e. Adding Additional Supporting Documents

Grantees may have the need to provide additional supporting documents beyond the DRGR Activity Supplement. Such documents may include such items as a database of locations or organizations to be served, a contract or MOU with a partnering organization, or data collection/evaluation form. Grantees are encouraged to attach these additional supporting documents to the corresponding activity and should use the "Add Additional Documents" button as discussed above.

f. Action Plan Submission and HUD Review/Approval

Grantees are not allowed to commence or expend funds for a FY15 capacity building grant activity until the specific activity is approved by HUD in its DRGR Action Plan. Furthermore, the Grantees cannot drawdown grant funds on a FY15 capacity building grant activity until it has been approved by HUD as part of the Grantee's DRGR Action Plan.

When the grantee is ready to submit an Action Plan, they must first "Save" the Action Plan then click the "Submit" button on the Edit Action Plan screen (see below).

Submit Action Plan Button – Edit Action Plan Screen

Action Plans

Edit Action Plan

The screenshot shows a web interface for editing an action plan. It includes the following elements:

- Grant Number:** CB-15-XX-0001
- LOCCS Authorized Amount:** \$0.00
- Upload Action Plan** button
- Add Activity** | **Save** | **Submit Action Plan** | **Cancel** buttons

Once the Action Plan has been submitted, grantees will not be able to update or edit the Action Plan until HUD issues an approval or rejection. Grantees are encouraged to email HUD when they submit an Action Plan and if the Grantee has not already been discussing the Action Plan with its HUD representative, the Grantee should include a summary of Action Plan additions/updates in its email to HUD.

When HUD issues an approval or recommendation on the submitted Action Plan, the HUD representative will send a follow-up email either confirming the approval or summarizing the reasons for the rejection. If the Action Plan is rejected the HUD representative will seek to communicate the needed revisions to the Action Plan in order to obtain HUD approval.

To ensure a timely and efficient HUD review, the Grantees are encouraged to maintain an open dialogue with its HUD representative so that there are minimal surprises or points of confusion.

Attachment A – DRGR Term Glossary

Term	Definition
Action Plan Module	Section of DRGR used to build out and submit the Grantee Action Plan including projects and activities.
Drawdown Module	Section of DRGR used to create grant fund and program income drawdown vouchers. Module features can only be used by grantee users with drawdown requester or drawdown approval roles.
QPR Module	QPR = Quarterly Performance Report Section of DRGR used to create and submit the semi-annual performance reports.
Action Plan Activity	The activity is the most detailed section of the Action Plan. For FY15 capacity building grants, DRGR Action Plan activities will be taking the place of the old paper work plans.
Action Plan Project	Projects are used to group Action Plan activities. Grantees must create and allocate grant funds to projects before building out its activities.
Proposed Accomplishment	Proposed accomplishments are equivalent to performance outputs. Grantees are directed to review the <i>Work Plan Guidance</i> for a list of DRGR system performance outputs and their corresponding definition.
Total Funds Amount	Total Funds Amount is a DRGR activity level term for the amount of grant funds budgeted to an activity. Please reference section A.2.c of this document for more details.
Other Funds Total	Other Funds Total is a DRGR activity level term for the amount of leverage and/or match funds provided by the other funding sources associated with the DRGR activity. Please reference section A.2.c of this document for more details.
Total Budget Amount	Total Budget Amount is a DRGR activity level term for the amount of grant funds, match funds, and leverage funds budgeted to a DRGR activity. The DRGR summates the Total Funds Amount and the Other Funds Amount to get the Total Budget Amount number. Please reference section A.2.c of this document for more details.
Additional Funding Source	Match or Leverage contributor that will be documented as providing funds in support of specific activities.

Attachment B – Action Plan Activity Supplement

FY2015 Insert Program Insert Grantee DRGR Action Plan Activity Supplement

DRGR Action Plan Activity Information

Activity Name	
Activity #	
Activity Type	
Project #	
Project Name	

Activity Contact Information

Grant Project Contact [include phone and email]	
Activity (Work Plan) Contact [include phone and email]	

DRGR Activity Eligibility Certification

DRGR Activity is eligible under NOFA Eligible Activity (indicate A, B, or C):

DRGR Activity is consistent with the application (answer y/n, if “y” then indicate application page number)

Implementation Tasks Chart

#	Task/Description	Responsible Organization	Start Date – End Date (mm/yy – mm/yy)
1	Task in Bold Description not bolded		

2			
3			
4			
5			
6			

Detailed Budget

	Personnel Salary	-
	<i>Position 1</i>	-
	<i>Position 2</i>	-
	<i>Position 3</i>	-
	Personnel Fringe Benefits	-
	<i>Position 1 (%)</i>	-
	<i>Position 2 (%)</i>	-
	<i>Position 3 (%)</i>	-
	Contractors and Consultants	-
	<i>Contractor/Consultant 1</i>	-
	<i>Contractor/Consultant 2</i>	-
	<i>Contractor/Consultant 3</i>	-
	Sub-Recipient Grant Awards (4 Awards)	-
	Sub-Recipient Loans (2 Loans)	-
	Travel Expenses	-
	Equipment and Supplies	-
	Facilities	-
	Direct Costs Sub-Total	-
	Indirect Costs (__ % indirect cost rate)	-
	Indirect Costs Sub-Total	-
	Administrative costs	-
	Administrative costs Sub-Total	-
	Grant Fund Total	-
	KPW Foundation	-
	HYB Development Corp	-
	PJX Foundation	-

Match/Leverage Sub-Total	-
Match/Leverage Total	-
DRGR Activity Budget Total	-

Budget Narrative

Insert text

Organizations Served or Methodology for Selecting Organizations

Locations Served or Methodology for Selecting Locations

Plan for Project Evaluation and Additional Output Projections (outputs beyond those depicted in DRGR)

Performance Output	Unit of Measure	Output Projection

Attachment C - DRGR Capacity Building Activity Types and Definitions

The DRGR activity type categories for capacity building Grantees are ...

1. **Administration** – general grants management, financials, reporting, and compliance.
2. **Indirect Cost** – expenditures for indirect costs, may not exceed approved rate.
3. **Conferences and Peer Exchange Events** (Eligible Activity A) – nationwide or regional training conferences and peer exchange events.
4. **Training and Education** (Eligible Activity A) – in-person or online training on specific capacity building topic, can range from national (only online) to organization/individual level.
5. **Direct Engagement** (Eligible Activity A) – includes TA efforts and other direct interactions with organizations or individuals to provide capacity building support.
6. **Other Capacity Building Support Activities and Engagements** (Eligible Activities A and C) – collect remaining Eligible Activity A activities, examples include development of web based data portals and production of newsletters or publications.
7. **Pass Through Grants** (Eligible Activity B) – pass through grants to organizations to support operational expenses, expanding services, housing, and community development.
8. **Loans and Loan Funds** (Eligible Activity B) – loan capital or loan fund setup, plus funds for loan marketing, loan review, and loan servicing.
9. **Other Capacity Building Financial Assistance** (Eligible Activities B and C) – collect remaining Eligible Activity B activities, such as direct development assistance or acquisition.
10. **Placed Based Capacity Building Activities** (Eligible Activities A, B, and C) – place holder for FY10-FY12 place based set aside activities or any future place based requirements.