

Capacity Building Grant Program (Section 4 and RCB) DRGR Roll Out

Creating an Action Plan Strategy

Overview

New for FY2015, HUD Community Planning Development (CPD) Capacity Building (CB) grantees will be using the Disaster Recovery Grants Reporting (DRGR) system to manage their grants. In the past CB grantees submitted paper documentation therefore the conversion to DRGR represents a significant transition for all program participants. This document will provide strategies to help CB grantees move from a paper format to the new DRGR digital format.

Work Plans Documents are Now DRGR Activities

The *DRGR System Introduction and Overview* document provides an outline of the DRGR system structure including the three key modules (Action Plan, Drawdown, and QPR) and the three Action Plan levels (Grant, Project, and Activity). In past years CB grantees submitted paper work plans to outline the specific work they planned to do with their grant funds. CB grantees will now be using the DRGR system to create Action Plans which will contain projects and activities. [For FY15 grants, DRGR activities will take the place of the paper work plans.](#)

Action Plan Development Strategies and Resources

As was the case with the paper work plan documents, DRGR activities will require grantees to clearly demonstrate how and where work will be implemented, who is responsible, what the timeline will be, and what will be accomplished. Therefore both past and new CB grantees are encouraged to use the following strategies and resources to build their Action Plan activities.

1. Capacity Building Work Plan Guidance

The *Capacity Building Grant Program (Section 4 and RCB) Work Plan Guidance* (“Work Plan Guidance”) was released to Grantees by OPDC on January 22, 2015. The Work Plan Guidance clearly outlines HUD’s expectations for work plan submissions and the specific components that should be included. Grantees should continue to use the Work Plan Guidance as a key resource in preparing their DRGR Action Plan.

a. Work Plan Categories and Components

Section A of the Work Plan Guidance outlines work plan categories and components. These items are essential to creating a comprehensive work plan and should be included in the DRGR Action Plan. Grantees should review the work plan components from the Work Plan Guidance and utilize the available checklist.

b. Have a Plan for Your Grant Funds

In Section D of the Work Plan Guidance there is a narrative on achieving a zero based budget. A zero based budget is reached when the entire grant award is allocated to approved work plans (DRGR Activities) leaving zero unbudgeted grant dollars. The DRGR

Action Plan is where all of a grantee's activities are entered and it should clearly and efficiently show how all of the grant funds are allocated.

An effective grant fund plan takes the work detailed in the awarded application and divides it into separate groupings that become the basis for DRGR activities. From the groupings, Grantees should develop an outline for activity implementation that includes the specified components from the Work Plan Guidance. In this initial outlining process, Grantees should pay special attention to the development of a funding strategy that allocates grant award, leverage and/or match funds into specific activities. Properly planning the activity components and budgets prior to the entries being made into DRGR will ease the transition from paper to digital. For more specifics on how data will be organized and inputted into the DRGR Action Plan, please review the *DRGR Action Plan Guidance*.

2. Utilize the DRGR Roll-Out Package and Available DRGR Training Resources on the HUD Exchange

The Office of Policy Development and Coordination (OPDC) have developed several DRGR guidance documents as part of the DRGR system Roll-Out. HUD encourages grantees to review these documents, especially the *DRGR Action Plan Module Guide* prior to entering the system, in order to develop a better understanding of the Action Plan expectations and data entry requirements.

DRGR has been used by several HUD programs and as a result there are many training resources available. Please utilize the following HUD Exchanges web links to access these resources:

- DRGR Guides, Tools, and webinars - <https://www.hudexchange.info/drgr/guides/>
- DRGR Data Upload Template - <https://www.hudexchange.info/resource/3703/drgr-data-upload-templates/>

3. Complete the Action Plan Planning Tool

Building off the Work Plan Guidance strategies, HUD has developed the Action Plan Planning Tool (see page 3). CB grantees should have this Planning Tool sheet filled out prior to building out an Action Plan in DRGR since it brings together several pieces of data that will be essential to the creation of projects and activities in the system.

4. Reach out to HUD

The transition to DRGR will likely result in questions and HUD encourages grantees to reach out to their HUD representative for DRGR assistance.

Action Plan Planning Tool

Application Narrative Summaries (for Grant Level Narrative Fields)

RF1 – Capacity (Grantee and Partners)

Insert 2-3 paragraph narrative summary of application narrative.

RF2 – Capacity Building Need

Insert 2-3 paragraph narrative summary of application narrative.

RF3 – Capacity Building Strategy (Approach)

Insert 2-3 paragraph narrative summary of application narrative.

RF4 – Match/Leverage

Insert 2-3 paragraph narrative summary of application narrative.

RF5 – Accomplishments and Evaluation

Insert 2-3 paragraph narrative summary of application narrative.

Match and Leverage Sources and Amounts

Insert a list of match and/or leverage sources and amounts

Project and Activity Outline

Project # and Title	Project Timeline (mm/yy – mm/yy)	Project Grant Fund Budget	Activity # and Title	Activity Timeline (mm/yy – mm/yy)	Activity Grant Fund Budget (Total Amount)	Match/Leverage Budget (Other Funds Amount)
BUDGET TOTALS		\$			\$	\$