

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

DRGR Drawdown Module Guide

Overview

New for FY2015, HUD Community Planning Development (CPD) Capacity Building (CB) Grantees (“Grantees”) will be using the Disaster Recovery Grants Reporting (DRGR) system to manage its grants. In DRGR, grantees will submit drawdown vouchers for grant fund disbursement to its organizational account(s). This guide will provide the basic steps and rules for functions conducted in Drawdown Module. If more detailed guidance is needed grantees are encouraged to use the comprehensive Drawdown Module guidance available [here](#).

Grant Fund Drawdown in DRGR

1. Action Plan Activity Budget

Grantees must have activities built out in a HUD approved Action Plan before they can drawdown grant funds. Grantees cannot drawdown grant funds in excess of the budget in its HUD approved DRGR Action Plan. The Action Plan always comes before a drawdown in DRGR, so do not wait until a draw needs to be made to get an Action Plan entered and approved. For guidance on preparing an Action Plan please review the DRGR Rollout Package *Action Plan Module Guide*.

2. Grant Fund Obligation to DRGR Action Plan Activities

[In the DRGR System, the term “Program Funds” = Grant funds.](#)

Grantees establish the amount of program funds that can be drawn for a specific activity based on the budget entered into its HUD approved Action Plan; however, this step alone does not make program funds available to drawdown. Grantees must obligate program funds from its award to a specific Action Plan activity in order to have funds available to drawdown. Grantees should only obligate funds as they are needed to satisfy a program fund drawdown. All of the program funds budgeted for an Action Plan activity should not be obligated at once, because this creates additional steps when/if an activity budget needs to be revised.

To obligate grant funds to a DRGR activity, a Grantee Approve Drawdown or a Grantee Request Drawdown User must login to the DRGR system and go to the Drawdown Module, then follow these steps:

1. From the Drawdown Module Screen click on the “Search for Activities to Obligate” link along the left hand menu.
2. On the Search for Activities to Obligate screen, use the Grant Number dropdown to select the applicable grant award number then hit the “Search” button.

Search for Activities to Obligate screen – Selecting Search Criteria
Activity Obligation

Search for Activities to Obligate

[Help?](#)

Search Criteria

Grant Number: **Grantee Activity Number:** **Responsible Organization:**

- When the search results appear on the next screen, identify the row of the Action Plan activity, then follow across the row to the *Action* column and click on the “Maintain” link.

Search for Activities to Obligate screen – Search Results and Selecting an Activity
Activity Obligation

Search for Activities to Obligate

[Help?](#)

Search Criteria

Grant Number: **Grantee Activity # Number:** **Responsible Organization:**

Results Page 1 of 1 (5 activities found)

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Action
111	buyout1	City of Green Acres1	Acquisition for a public purpo	buyout1 title	Maintain
111	activity #1	responsible organization	Clearance and demolition	activity #1	Maintain
111	1.1.1	Rogco	Administration e.g., general m	Grant Admin	Maintain
111	Rehab1	Rogco	Rehabilitation or reconstructi	Rehab1	Maintain
111	test	Rogco	Clearance and demolition		Maintain

- On the Add-Edit Obligation Line Item screen Grantees enter a program fund amount to be obligated for drawdown (amount entered into “Obligation Amount” field) and then click “Save”. The obligated amount cannot exceed the amount listed as Available for Obligation.

* On the Add-Edit Obligation Line Item screen the Obligation Amount entered is additive. For example, if a Grantee entered \$50,000 into the Obligation Amount field for a February 3 voucher, then they will need to enter \$100,000 into the Obligation Amount to make an additional \$50,000 available for the April 15 voucher.

Add-Edit Obligation Line Item screen

Activity Obligation

Add-Edit Obligation Line Item

Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title
111	buyout1	City of Green Acres1	Acquisition for a public purpo	buyout1 title

Total Budget: \$787,878.00 **Total Drawn Amount:** \$0.00
Total Obligated Amount: \$0.00 **Total Program Funds Drawn:** \$0.00
Available for Obligation: \$787,878.00 **Total Program Income Drawn:** \$0.00

Obligation Amount:
 |

- To continue obligating program funds to other activities, click on the “Return to Search Obligation” link, otherwise proceed to create the drawdown voucher.

3. DRGR Program Fund Drawdown Voucher Creation and Submission

Once program funds have been obligated to the DRGR activities, Grantees may proceed to create a voucher to drawdown the funds. [Drawdown vouchers can only be created and submitted by a Request Drawdown user.](#)

To create and submit a voucher in DRGR, complete the following steps:

- Login to the system and go to the Drawdown Module. Click on the “Create Voucher” link along the left hand side of the Drawdown Module screen.
- On the Create Voucher – Page 1 of 4 screen click on the “Add More Activities” button to add DRGR activities to your drawdown voucher.

Create Voucher – Page 1 of 4 – Before Activities are Added

Drawdown

Create Voucher - Page 1 of 4 (Select Activities)

[Help?](#)

Help?
Continue

Voucher Created For:
rogco

Requested Submission Date:

Select Date (ex: mm/dd/yyyy)

Voucher Items

Grant#	Responsible Organization	Activity Type	Project #	Grantee Activity #	Title	Fund Type	Program Income Account
No Activities Selected							

Add More Activities
Upload Voucher

Continue

- On the Search for Activities to Create Voucher, use the Grant # dropdown to select the grant award number. From the search results, identify the activities you would like to add to your voucher (more than one activity can be added), then select the Program Funds checkbox in the corresponding row. Click the “Add Selected Activities to Voucher” button to add the activities to the voucher and return to the Create Voucher – Page 1 of 4 screen.

Search for Activities to Create Voucher Screen

Drawdown

Search for Activities to Create Voucher [Help?](#)

Search Criteria

Grant #: Project #: Receipt Fund Type:

Grantee Activity Number: Activity Title: Activity Type:

|

Results Page 1 of 1 (5 activities found)

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Program Income Account #	Select Program Funds	Select Receipt Funds
111	City of Green Acres1	Acquisition - general	2-Rehab	buyout1	buyout1 title	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>
111	Rogco	Administration	1-Admin	1.1.1	Grant Admin	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>
111	Rogco	Clearance and Demolition	2-Rehab	test		GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>
111	Rogco	Rehabilitation/reconstruction of residential structures	2-Rehab	Rehab1	Rehab1	GENERAL ACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>
111	responsible organization	Clearance and Demolition	2-Rehab	activity #1	activity #1	Test PI Account	<input type="checkbox"/>	<input type="checkbox"/>

|

- If all the needed activities are now included in the voucher on the Create Voucher – Page 1 of 4 screen, click the “Continue” button. If more activities need to be added, repeat step 3.

Create Voucher – Page 1 of 4 – Activities Added

Drawdown

Create Voucher - Page 1 of 4 (Select Activities) [Help?](#)

Voucher Created For: rogco Requested Submission Date:
Select Date (ex: mm/dd/yyyy)

Grant#	Responsible Organization	Activity Type	Project #	Grantee Activity #	Title	Fund Type	Program Income Account	Select to Remove
111	City of Green Acres1	Acquisition - general	2-Rehab	buyout1	buyout1 title	PROGRAM FUND	GENERAL ACCOUNT	<input type="checkbox"/>
111	Rogco	Administration	1-Admin	1.1.1	Grant Admin	PROGRAM FUND	GENERAL ACCOUNT	<input type="checkbox"/>
111	Rogco	Clearance and Demolition	2-Rehab	test		PROGRAM FUND	GENERAL ACCOUNT	<input type="checkbox"/>
111	Rogco	Rehabilitation/reconstruction of residential structures	2-Rehab	Rehab1	Rehab1	PROGRAM FUND	GENERAL ACCOUNT	<input type="checkbox"/>
111	responsible organization	Clearance and Demolition	2-Rehab	activity #1	activity #1	PROGRAM FUND	Test PI Account	<input type="checkbox"/>

|

- On the Create Voucher – Page 2 of 4 screen, a voucher # has now been added in addition to a “created by” field. On this screen, the Grantee must enter drawdown amounts for each activity included in the voucher. The drawdown amount cannot exceed the available amount in the adjacent column. The available amount is determined based on the amount of program funds obligated to the activity and the activity budget from the Action Plan (see the obligation guidance in the prior section for more details). Once all the drawdown amounts are entered, click “Submit Voucher” to move to Page 3 of 4.

Create Voucher – Page 2 of 4 – Adding Program Fund Amounts

Drawdown

Create Voucher - Page 2 of 4 (Submit) [Help?](#)

Update Available Amount | Submit Voucher | Return To Create Voucher (Page 1) | Cancel Voucher

Voucher #: 269258 **Requested Submission Date:** 06/05/2014

Voucher Created For: rogco **Created by:** Jaysen Alexander

Voucher Items

Grant #	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount	Status
111	City of Green Acres1	Acquisition - general	2-Rehab	buyout1	buyout1 title	PROGRAM FUND	GENERAL ACCOUNT	\$0.00	\$	
111	Rogco	Administration	1-Admin	1.1.1	Grant Admin	PROGRAM FUND	GENERAL ACCOUNT	\$0.00	\$	
111	Rogco	Rehabilitation/reconstruction of residential structures	2-Rehab	Rehab1	Rehab1	PROGRAM FUND	GENERAL ACCOUNT	\$0.00	\$	
111	Rogco	Clearance and Demolition	2-Rehab	test		PROGRAM FUND	GENERAL ACCOUNT	\$0.00	\$	
111	responsible organization	Clearance and Demolition	2-Rehab	activity #1	activity #1	PROGRAM FUND	Test PI Account	\$0.00	\$	
111	responsible organization	Clearance and Demolition	2-Rehab	activity #1	activity #1	PROGRAM INCOME	Test PI Account	\$2.00	\$	

Update Available Amount | Submit Voucher | Return To Create Voucher (Page 1) | Cancel Voucher

- On the Create Voucher – Page 3 of 4 screen, review the contents of the table to confirm the drawdown amounts. If the amounts are correct, click the “Confirm Voucher” screen, if the amounts need to be revised click the “Edit Voucher” button. On this screen the Grantee may also add comments about the voucher’s purpose or supporting documents to outline the items being reimbursed.

Create Voucher – Page 3 of 4 – Confirming Voucher

Drawdown

Create Voucher - Page 3 of 4 (Confirm) [Help?](#)

Confirm Voucher | Edit Voucher | Return To Create Voucher (Page 1) | Cancel

Voucher #: 269258 **Voucher Total:** \$2.00 **Requested Submission Date:** 06/05/2014

Voucher Created For: rogco **Created by:** Jaysen Alexander **Creation Date:** 06/05/2014

Line Item #	Grant#	Responsible Organization	Activity Type	Project #	Grantee Activity #	Activity Title	Fund Type	Program Income Account	Available Amount	Drawdown Amount
1	111	responsible organization	Clearance and Demolition	2-Rehab	activity #1	activity #1	PROGRAM INCOME	Test PI Account	\$18.00	\$2.00
Grant Subtotal: \$2.00									Voucher Total: \$2.00	

Voucher Comments:

Supporting Documents * Valid file extensions are: .png .gif .jpg .jpeg .doc .docx .xls .xlsx .ppt .pptx .pdf

None

[Add Additional Documents](#) | [Remove Selected Document](#)

Confirm Voucher | Edit Voucher | Return To Create Voucher (Page 1) | Cancel

7. The final step in the voucher creation is the confirmation screen. On the Create Voucher – Page 4 of 4 screen, the Grantee can review the voucher that was created and download a pdf.

4. DRGR Drawdown Voucher Review and Approval

Once a program fund voucher has been created, Grantees may proceed to approve the voucher to complete the drawdown and send request to LOCCS for direct deposit of funds into the Grantee account. [Drawdown vouchers can only be approved by an Approve Drawdown user.](#)

To search and approve a voucher in DRGR, complete the following steps:

1. Login to DRGR and go to the Drawdown module.
2. On the Drawdown Module screen, click on the “Search/Maintain Voucher” link along the left side of the screen.

Drawdown Module screen – Link to Search/Maintain Voucher screen

3. On the Search for Vouchers screen use the Voucher # field to search by voucher number or use the dropdown in the Grant # field to select the grant award number.

Search/Maintain Voucher screen

4. On resulting screen of voucher results, identify the voucher in need of approval and scroll to the Action column and click the “Maintain” link.

Search/Maintain Voucher screen – Search Results

Drawdown

Search for Vouchers [Help?](#)

Search Criteria

Voucher #: Grant #: Line Item Status:

Earliest Creation Date: [Select Date](#) Grantee Activity #: Fund Type:

Transaction Type:

Results Page 1 of 1 (5 voucher line items found)

Voucher #	Line Item #	Creation Date	Grant #	Grantee Activity #	Responsible Organization	Fund Type	Transaction Type	Drawdown Amount	Line Item Status	Action
100514	1	02/09/2009	111	activity #1	responsible organization	PROGRAM FUND	Payment	\$1.00	Completed	Maintain
100823	1	02/09/2009	111	activity #1	responsible organization	PROGRAM FUND	Payment	\$1.00	Completed	Maintain
100824	1	02/09/2009	111	activity #1	responsible organization	PROGRAM FUND	Payment	\$3.00	Completed	Maintain
102857	1	02/09/2009	111	activity #1	responsible organization	PROGRAM FUND	Payment	\$1.00	Completed	Maintain
269259	1	06/05/2014	111	activity #1	responsible organization	PROGRAM INCOME	Payment	\$2.00	Cancelled	Maintain

5. On the Maintain Voucher screen, use the Select column to check off line items for approval/rejection or click the “Approve”/”Reject” links in the Action column. Once all the line items have been checked, click the “Approve Selected” button to approve the voucher line items. The Approve Drawdown user can partially approve or partially reject a voucher if revisions need to be made.

Maintain Voucher – Approving/Rejecting Voucher Line Items

Drawdown

Maintain Voucher [Help?](#)

Return to Search Voucher

Voucher #: 144531
 Voucher Created for: State of Virginia

Created By: MITCGR
 Creation Date: 09/09/2010

You can select all Open line items by clicking (All) under 'Select.'

Only Line Items with 'Open' status can be Approved or Rejected.

Select (All)	Line Item #	Grant #	Grantee Activity #	Responsible Organization	Activity Type	Activity Title	Fund Type	Available Amount	Drawdown Amount	Line Item Status	Submission Date	Action
<input type="checkbox"/>	1	B-08-DN-51-0001	08-NSP-02 - Caroline/Spotsylvania - Acquisition	CVHC	Acquisition - general	Acquisition	PROGRAM FUND	\$157,799.00	\$1.00	Open	09/09/2010 (mm/dd/yyyy)	Approve Reject View
<input type="checkbox"/>	2	B-08-DN-51-0001	08-NSP-03 - Fredericksburg/Stafford - Acquisition	CVHC	Acquisition - general	Acquisition	PROGRAM FUND	\$212,299.00	\$1.00	Open	09/09/2010 (mm/dd/yyyy)	Approve Reject View
<input type="checkbox"/>	3	B-08-DN-51-0001	08-NSP-16 - Catholics for Housing - Acquisition	Catholics for Housing	Acquisition - general	Acquisition	PROGRAM FUND	\$151,126.00	\$1.00	Open	09/09/2010 (mm/dd/yyyy)	Approve Reject View
<input type="checkbox"/>	4	B-08-DN-51-0001	08-NSP-17 - Chesapeake - Acquisition	Chesapeake RHA	Acquisition - general	Acquisition	PROGRAM FUND	\$251,128.39	\$1.00	Open	09/09/2010 (mm/dd/yyyy)	Approve Reject View
Voucher Open Total:									\$4.00			

Grantee Approver Comments:

To approve or reject multiple line items, click 'Select' checkbox before clicking <Approved Selected> or <Reject Selected>.

Before Approving or Rejecting, date must be changed to today or any date fewer than 90 days from the Creation Date.

Approve Selected | Reject Selected

Return to Search Voucher

- Once an approval/rejection decision has been made then the Line Item Status will update and if approved, the request for fund disbursement will travel to LOCCS.