



Chapter 10: Action Plan Overview | Manage My Grants Module

Chapter 10: Action Plan Overview	1
A. Manage My Grants Module Access	2
A1. Grantee User Access	2
A2. HUD User Access	2
B. Action Plan Summary	3
B1. Action Plan Overview	3
B2. Relationship Between Grants and Action Plans	5
B3. Action Plan and Relationship to Projects, Grantee Programs, Activities and TA Work Plans...5	
B4. Review Tools	6
B5. Relationship to Performance Reporting	6
B6. HUD Review and Approval	6
C. Manage Action Plan	7
C1. Grantee Add Action Plan	7
C2. Grantee Edit Action Plan	10
C3. Grantee and HUD View Action Plan	11
C4. Grantee and HUD Download and Print Action Plan	12
C5. Grantee and HUD Search Action Plans.....	14
C6. Grantee and HUD Lookup Consolidated Plans (optional).....	15



Chapter 10: Action Plan Overview

This Chapter provides procedures to add, edit, and view DRGR Action Plans contained under **Manage My Grants**. This Chapter also summarizes the relationship between the Action Plan and the Projects, Grantee Programs, Activities, and TA Work Plans.

This Chapter describes actions for Grantee Users and HUD Users, and it is divided into subsections. The following actions are covered in this Chapter:

Grantee Users

Menu Option	Subsection	Action
Add Action Plan	C1	Add a new Action Plan
Manage Action Plan	C2	Edit an existing Action Plan
View Action Plan	C3	View an existing Action Plan
Download Action Plan	C4	Download Action Plan PDF
Search Action Plans	C5	Search for Action Plans
Review Tools	--	See Chapter 15
Lookup Consolidated Plans	C6	Lookup Consolidated Plans

HUD Users

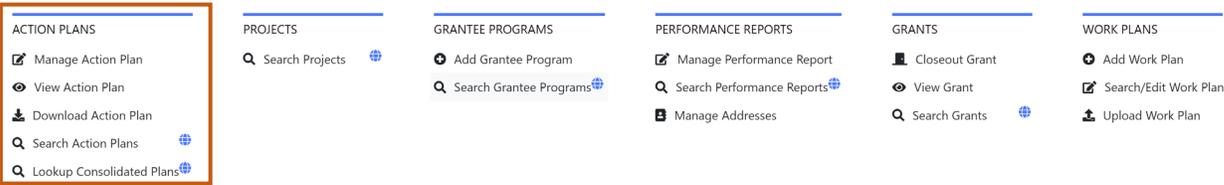
Menu Option	Subsection	Action
Manage Action Plan	C3	View an existing Action Plan
View Action Plan	C3	View an existing Action Plan
Download Action Plan	C4	Download Action Plan PDF
Review Action Plan	--	See Chapter 16
Search Action Plans	C5	Search for Action Plans
Review Tools	--	See Chapter 15
Lookup Consolidated Plans	C6	Lookup Consolidated Plans



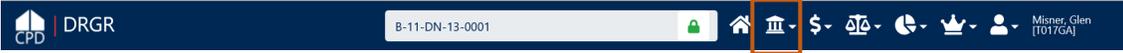
A. Manage My Grants Module Access

The **Manage My Grants** module contains access to Action Plan actions.

A1. Grantee | User Access

User Role: Grantee User	Menu Option: Manage My Grants Module
Purpose: Allow Grantee Users to access Action Plan actions.	
<input checked="" type="checkbox"/> Complete the following steps to access the Manage My Grants Module:	
<p>1 In the DRGR System, select the Manage My Grants module, or icon, located in the navigation menu.</p> 	
<p>2 This opens the dropdown menu items for the Manage My Grants module. The System displays the relevant menu items based on user type and user roles. While Manage My Grants includes seven menus, this Chapter discusses the first menu: “Action Plans.” Functions available under this menu are highlighted in the screenshot. The remaining menus under Manage My Grants are covered under subsequent Chapters in this Manual.</p> 	

A2. HUD | User Access

User Role: HUD User	Menu Option: Manage My Grants Module
Purpose: Allow HUD Users to access Action Plan actions.	
<input checked="" type="checkbox"/> Complete the following steps to access the Manage My Grants Module:	
<p>1 In the DRGR System, select the Manage My Grants module, or icon, located in the navigation menu.</p> 	
<p>2 This opens the dropdown menu items for the Manage My Grants module. The System displays the relevant menu items based on user roles. While Manage My Grants includes seven menus, this Chapter discusses the first menu: “Action Plans.” Functions available under this menu are highlighted in the screenshot. The remaining menus under Manage My Grants are covered under subsequent Chapters in this Manual.</p>	



User Role: HUD User	Menu Option:  Manage My Grants Module							
<div data-bbox="251 304 1485 546"> <p> Manage My Grants</p> <table border="0"> <tr> <td data-bbox="256 346 430 535"> <p>ACTION PLANS</p> <ul style="list-style-type: none">  Manage Action Plan  View Action Plan  Download Action Plan  Review Action Plan  Search Action Plans   Review Tools  Lookup Consolidated Plans  </td> <td data-bbox="462 346 576 420"> <p>PROJECTS</p> <ul style="list-style-type: none">  Add Project  Search Projects  </td> <td data-bbox="617 346 738 420"> <p>ACTIVITIES</p> <ul style="list-style-type: none">  Search Activities   Restore Activities  </td> <td data-bbox="771 346 917 399"> <p>GRANTEE PROGRAMS</p> <ul style="list-style-type: none">  Search Grantee Programs  </td> <td data-bbox="958 346 1112 451"> <p>PERFORMANCE REPORTS</p> <ul style="list-style-type: none">  Manage Performance Report  Review Performance Report  Search Performance Reports  </td> <td data-bbox="1153 346 1274 493"> <p>GRANTS</p> <ul style="list-style-type: none">  Add Grant  Manage Grant  Closeout Grant  View Grant  Search Grants  </td> <td data-bbox="1315 346 1469 399"> <p>WORK PLANS</p> <ul style="list-style-type: none">  Search/Review Work Plan  </td> </tr> </table> </div>		<p>ACTION PLANS</p> <ul style="list-style-type: none">  Manage Action Plan  View Action Plan  Download Action Plan  Review Action Plan  Search Action Plans   Review Tools  Lookup Consolidated Plans  	<p>PROJECTS</p> <ul style="list-style-type: none">  Add Project  Search Projects  	<p>ACTIVITIES</p> <ul style="list-style-type: none">  Search Activities   Restore Activities  	<p>GRANTEE PROGRAMS</p> <ul style="list-style-type: none">  Search Grantee Programs  	<p>PERFORMANCE REPORTS</p> <ul style="list-style-type: none">  Manage Performance Report  Review Performance Report  Search Performance Reports  	<p>GRANTS</p> <ul style="list-style-type: none">  Add Grant  Manage Grant  Closeout Grant  View Grant  Search Grants  	<p>WORK PLANS</p> <ul style="list-style-type: none">  Search/Review Work Plan 
<p>ACTION PLANS</p> <ul style="list-style-type: none">  Manage Action Plan  View Action Plan  Download Action Plan  Review Action Plan  Search Action Plans   Review Tools  Lookup Consolidated Plans  	<p>PROJECTS</p> <ul style="list-style-type: none">  Add Project  Search Projects  	<p>ACTIVITIES</p> <ul style="list-style-type: none">  Search Activities   Restore Activities  	<p>GRANTEE PROGRAMS</p> <ul style="list-style-type: none">  Search Grantee Programs  	<p>PERFORMANCE REPORTS</p> <ul style="list-style-type: none">  Manage Performance Report  Review Performance Report  Search Performance Reports  	<p>GRANTS</p> <ul style="list-style-type: none">  Add Grant  Manage Grant  Closeout Grant  View Grant  Search Grants  	<p>WORK PLANS</p> <ul style="list-style-type: none">  Search/Review Work Plan  		

B. Action Plan Summary

B1. Action Plan Overview

The DRGR Action Plan is a detailed outline of the proposed activities associated with an award in DRGR. The activities are grouped by Project and by Grantee Program, if applicable. The DRGR Action Plan is typically completed by Grantees after approval of their Published Plan and execution of the Grant Agreement. The proposed activities on the Action Plan serve as the basis for reporting actual performance and the basis for financial transactions. .

TIP! To avoid corrections and reconciliations throughout the lifecycle of a grant in DRGR, the Action Plans must properly outline proposed activities.

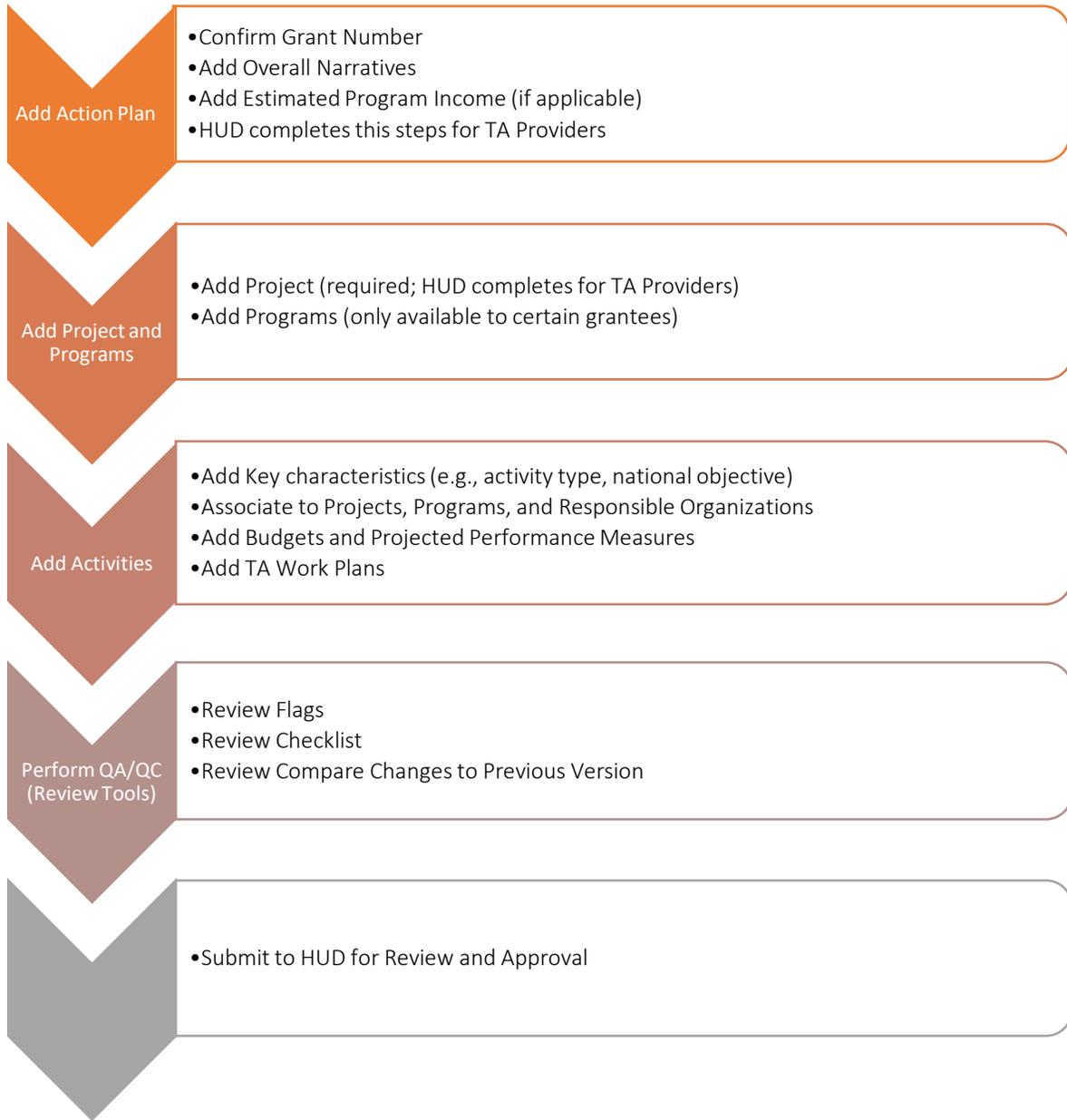
For non-TA awards in DRGR, the DRGR Action Plan must be substantially similar to a Grantee’s Published Action Plan or Substantial Amendment (e.g., Disaster Recovery and NSP, respectively.) Note that as a Grantee amends its Published Action Plan or Substantial Amendment, corresponding changes should be made in DRGR and submitted to HUD for approval. While the published plan often contains high level budgets for eligible activity categories (e.g., Housing, Economic Development), the DRGR Action Plan contains granular level detail on eligible activity types (e.g., housing new construction or housing rehabilitation). For awards associated with TA Providers in DRGR, the Action Plan is initially setup by HUD after the TA Provider signs the award documents and HUD’s Forth Worth Accounting Center enters the primary Grant data into LOCCS. TA Provider Action Plans do not typically require re-approval by HUD. Action Plans can be added by TA Providers as well, at HUD’s direction. TA Providers should follow the steps in this Chapter for adding Action Plans to Grants, if directed by HUD.

The following figure contains the key actions and processes related to the DRGR Action Plan:

The remainder of this page is intentionally left blank.



DRGR Action Plan Workflow



The remainder of this page is intentionally left blank.



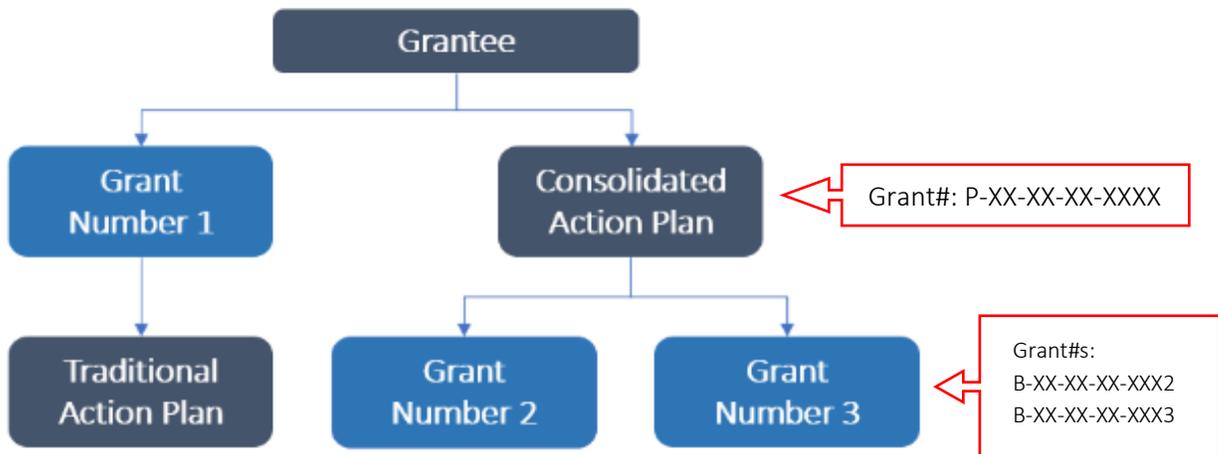
B2. Relationship Between Grants and Action Plans

In the DRGR System, there are two types of relationships between Grants and Action Plans:

- For most Grantees, there is a one-for-one relationship between a Grant and an Action Plan. This means that Grantees report on one Grant at a time.
- In some instances, an Action Plan may be related to more than one Grant. This is referred to as a “Consolidated Action Plan”. In these instances, even though the Grantee has one Action Plan and set of QPRs for the group of Grants in a Consolidated Action Plan, Grantees must report financial data for each Grant individually (in the Action Plan budgets, in the **Manage My Financials** module, and in expenditures reported in the performance reports).

TIP! If two or more grants are consolidated under a single Action Plan (“Consolidated Action Plan”), the Action Plan is accessible from the Navigation Bar’s “Select Grant” field under a unique Grant Number that begins with a “P” for Parent. The actual Grants that represent an executed Grant agreement are referred to as “Children Grants” under this Parent Grant.

Relationship between Grants and Action Plan in a Consolidated Action Plan



B3. Action Plan and Relationship to Projects, Grantee Programs, Activities and TA Work Plans

The Action Plan in DRGR outlines proposed activities and groups those activities by Project and by Grantee Programs. TA Work Plans apply to the users associated with TA Providers and populate the Action Plan as activities. As such, activities and TA work plans are one and the same in DRGR.

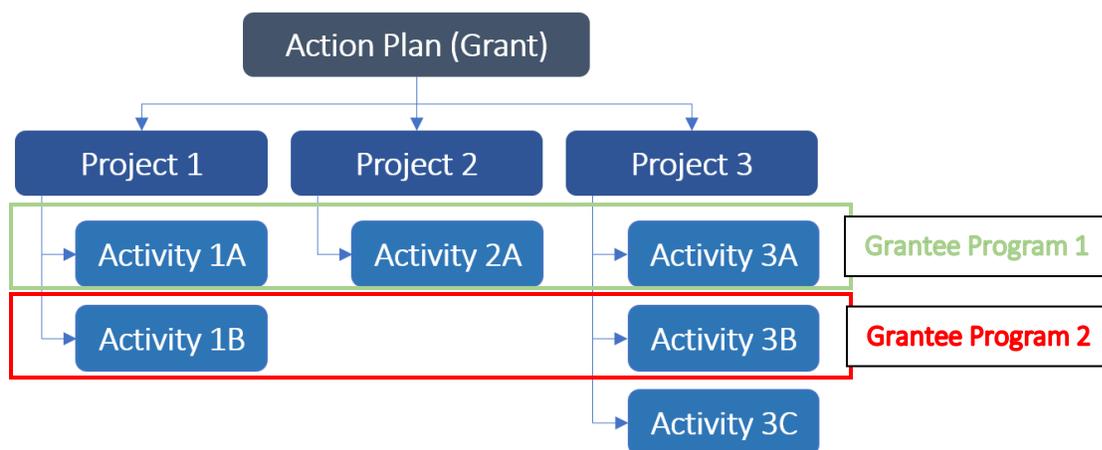
- Project – presented in detail in Chapter 12 of this User Manual – is the more common grouping of activities. Projects are entered by Grantee Users in DRGR. Projects usually represent major programs, either outlined in the Disaster Recovery Published Plan (e.g., Housing, Economic Development, Infrastructure) or outlined in the TA award. Projects may also represent Responsible Organizations (see Chapter 6). For grants associated with TA Providers, Projects are setup by HUD. For all other grants, Projects are established by the Grantee.
- Grantee Program – presented in detail in Chapter 13 of this Manual – is available if HUD flags an award or an appropriation as needing the additional information. This option is used in limited instances, typically those with large awards and complex programs (e.g., Disaster Recovery



Grantees). DRGR Programs offer a unique way to group and report cumulative data in illustrative dashboards.

- Activities – presented in detail in Chapter 14 of this Manual – are associated with one Project and may be associated with one Grantee Program. Activities in DRGR contain most of the information used by HUD to monitor for compliance with program requirements. For awards associated with TA Providers, activities and work plans are one in the same and are populated based on TA work plan details.

DRGR Action Plan Hierarchy for an Action Plan Related to One Grant Only



B4. Review Tools

Review Tools offer Grantee and HUD Users functions to aid with compliance. The use of Review Tools as a quality assurance/quality control function is optional, but highly recommended. See Chapter 15 of this User Manual for more information on Review Tools.

B5. Relationship to Performance Reporting

The Action Plan establishes the template for reporting accomplishments in the performance reports. See Chapters 19-22 for more information on QPRs. If information is not established in the Action Plan (e.g., projected rental households assisted), it will not be available to report on in the QPR. Further, Grantees cannot submit a QPR until the action plan is approved by HUD.

TIP! *Proposed* accomplishments are established in the action plan. *Actual* accomplishments are reported in the QPR. Set up the action plan properly to ensure accurate reporting!

B6. HUD Review and Approval

For awards other than TA awards, the initial Action Plan and every subsequent edit to the Action Plan requires submission to HUD for review and approval. The required submission to HUD may include minor and significant edits that constitute a Substantial Amendment. See Chapter 16 for more information.

TIP! A Grantee will make many edits to its action plan over the course of a grant lifecycle.



C. Manage Action Plan

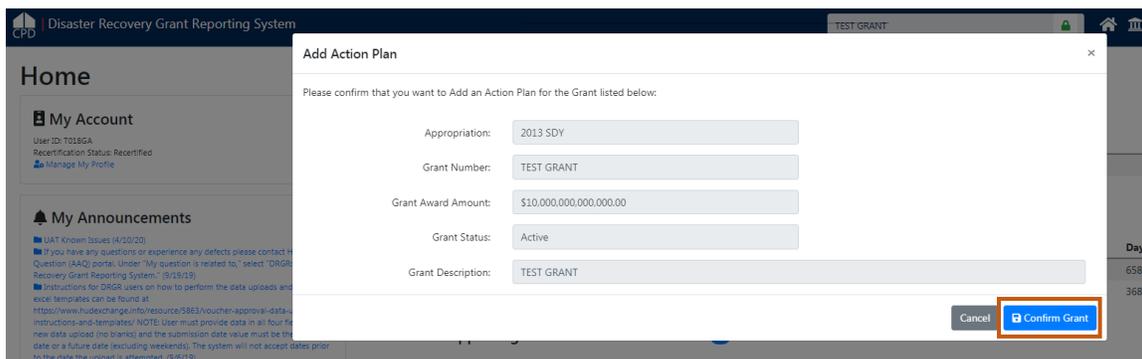
C1. Grantee | Add Action Plan

User Role: Grantee User (excluding TA Provider User)	Menu Option: Add Action Plan
---	-------------------------------------

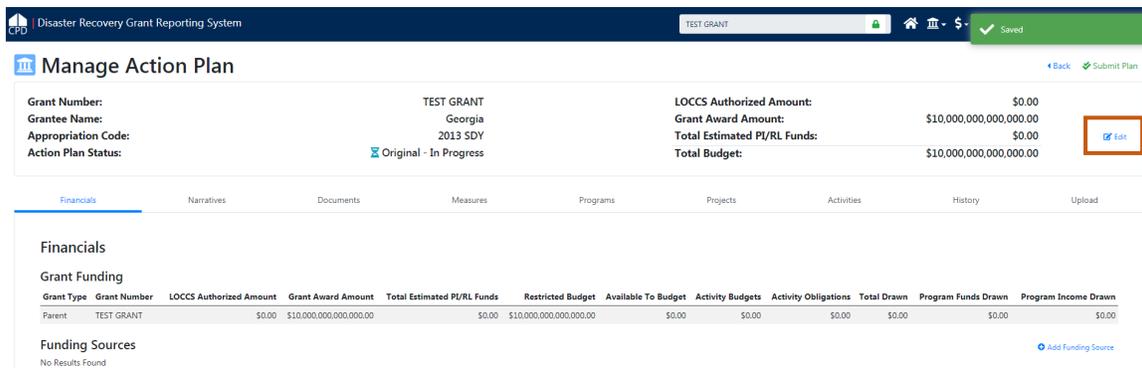
Purpose: Allow Grantee Users (excluding TA Provider Users) to add a DRGR Action Plan (required one time only).

Complete the following steps to add a DRGR Action Plan and Estimate Program Income:

1. Navigate to the **Manage My Grants** module and locate the **Action Plan** menu. See Section A1. Select **<Add Action Plan.>** The **“Add Action Plan”** page will load. Review the information and select **<Confirm Grant>**. If the information is incorrect, contact your CPD Representative. The **“Manage Action Plan”** page will load.

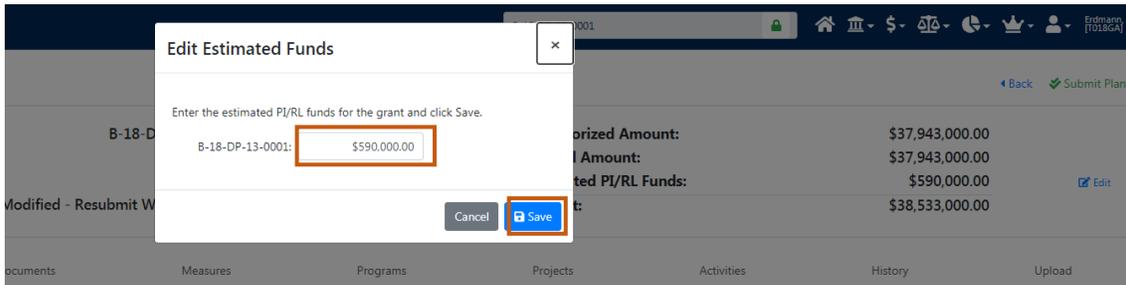


2. On the **“Manage Action Plan”** page, summary details about the Grant will be displayed at the top of the page. Functions for **“Financials”**, **“Narratives”**, **“Documents”**, **“Measures”**, **“Programs”**, **“Projects”**, **“Activities”**, **“History”**, and **“Upload”** are found in the tabs below. See Section C2 below for more information on Action Plan tabs. To add **“Estimated PI/RLF Funds”** (if applicable), select **<Edit>** to the right of the Grant details.





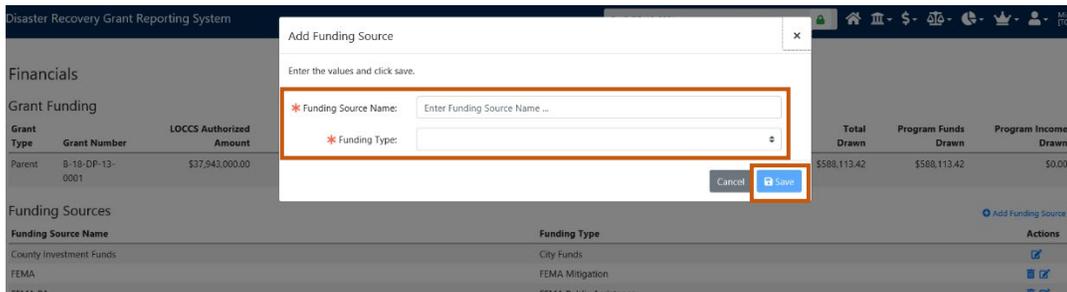
3 Enter the Estimated PI/RLF Funds and select <Save>.



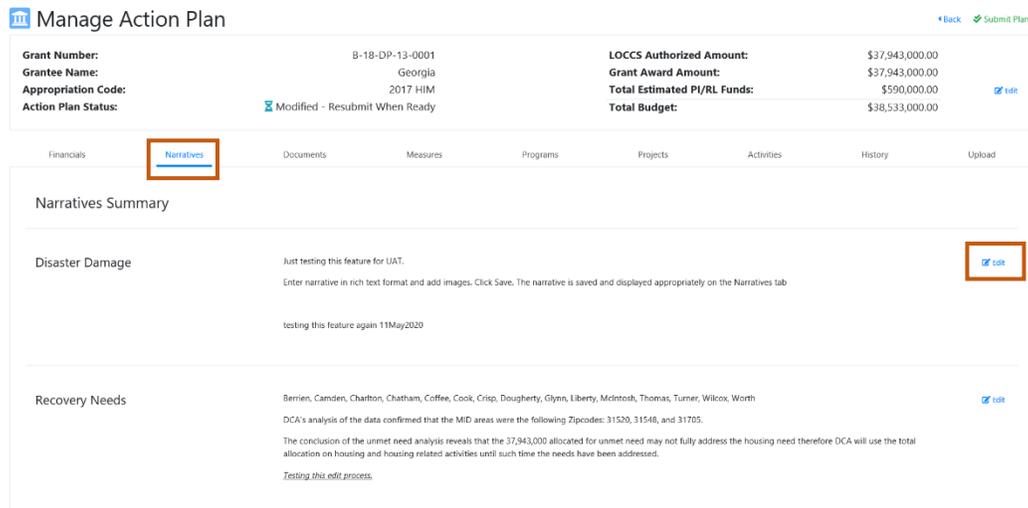
4 To add “Funding Sources” (if required or desired), in the <Financials> tab, select <Add Funding Sources> to the right of the “Funding Sources” table.



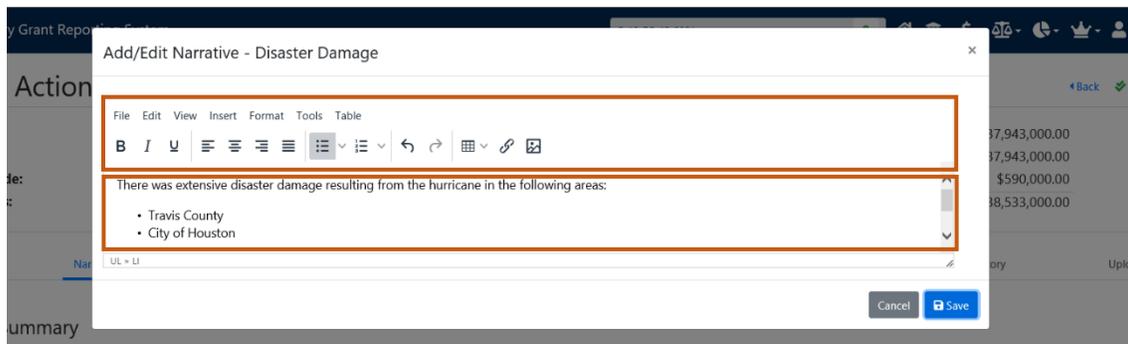
5 Enter a “Funding Source Name,” select a <Funding Type> from the dropdown menu and select <Save>. This funding source will now be available to report activity-level match or leverage funding.



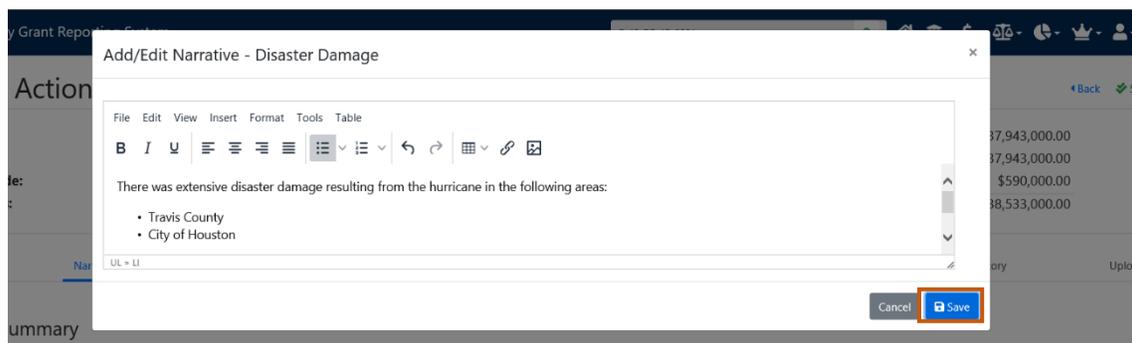
- To enter “Overall Narratives” (required) in the action plan, select the <Narratives> Tab, then select <Edit> next to each Narrative heading.



- Enter the Narrative (usually borrowed from the Published Plan). Utilize the menu options that appear above the text field to format the text, insert images and tables, etc.



- Once completed, select <Save> to return to the “Manage Action Plan” page.





- 9 This completes the “Action Plan-level” actions (i.e. confirming the Grant, adding/editing estimated PI, and adding/editing Action Plan narratives). Additional steps, including adding project and activities and submitting the Action Plan to HUD are described in Chapters 10-18.

C2. Grantee | Edit Action Plan

The DRGR Action Plan is fluid and may change often. Nearly all Grantees will, at some point, need to revisit the information in the Action Plan and make changes. It is important to understand that those changes, even if minor, will require resubmission of the Action Plan to HUD for review and approval. If a Grantee is making several changes to their Action Plan, they may wait until all of the changes are made and submit the Action Plan at once (instead of incrementally) to their HUD Representative for review.

TIP! Since the DRGR Action Plan must be substantially similar to the Published Plan, certain changes to the Action Plan may trigger additional public participation requirements. Grantees should work with their CPD Rep to determine if additional public participation is required.

User Role: Grantee User (excluding TA Provider User)	Menu Option: Manage Action Plan
---	--

Purpose: Allow Grantee Users (excluding TA Provider Users) to edit the DRGR Action Plan.

Complete the following steps to edit a DRGR Action Plan:

- 1 Navigate to the **Manage My Grants** module and locate the **Action Plan** menu. See Section A1. Select **<Manage Action Plan>**. The “**Manage Action Plan**” page will load. Select one of the nine (9) tabs from the “**Manage Action Plan**” page to edit components of the Action Plan. See “Components of the DRGR Action Plan” table below for an overview of each tab’s functions. Each tab will load additional edit capabilities unique to that tab.



Components of the DRGR Action Plan

Financials	Provides a summary of grant- and project-level financial data; allows Grantees to add “Funding Sources.”
Narratives	Allows Grantees to enter grant-level narratives.
Documents	Allows Grantees to attach supporting documents to the action plan.
Measures	Provides a summary of proposed accomplishments and beneficiaries across all activities.
Programs	Allows Grantees to add/edit/delete Programs (see Chapter 13).
Projects	Allows Grantees to add/edit/delete Projects (see Chapter 12).
Activities	Allows Grantees to add/edit/delete Activities (see Chapter 14).
History	Provides links to previously approved versions of the Action Plan, including “Review Checklists Completed by HUD.”
Upload	Allows Grantees to upload Action Plan data (see Chapter 34).
Estimated PI/RLF Funds	Accessible from the top right of the “ Manage Action Plan ” page. Allows Grantee to add/edit Estimated PI/RLF Funds.

C3. Grantee and HUD | View Action Plan

The “View Action Plan” feature allows the Grantee and HUD Users to view all the components of a DRGR Action Plan (e.g., Projects and Activities) in one location. These steps apply to TA Provider Users and HUD Users who manage TA awards.

User Role: Grantee and HUD User	Menu Option: View Action Plan
Purpose: Allow Grantee and HUD Users to view a DRGR Action Plan.	
Complete the following steps to view a DRGR Action Plan:	
<ol style="list-style-type: none"> 1 Navigate to the Manage My Grant module and locate the Action Plan menu. See Section A1 and A2. Select <View Action Plan>. The “View Action Plan” page will load. Choose a hyperlink to jump to the desired section of the DRGR Action Plan. 	



User Role: Grantee and HUD User	Menu Option: View Action Plan																																						
<p>View Action Plan</p> <hr/> <p>Grant Number: B-18-DP-13-0001 Grantee Name: Georgia LOCCS Authorized Amount: \$37,943,000.00 Grant Award Amount: \$37,943,000.00 Estimated PI/RL Funds: \$590,000.00 Total Budget: \$38,533,000.00</p> <ul style="list-style-type: none"> - Disaster Damage - Recovery Needs - Mitigation Proposed - UAT 8.1 results - Test HMN #1 - Test HMN #2 - View Action Plan History - View Review Checklist History <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">Project #</th> <th style="width: 20%;">Project Title</th> <th style="width: 30%;">Grantee Activity #</th> <th style="width: 40%;">Activity Title</th> </tr> </thead> <tbody> <tr> <td rowspan="4">01- DCA-UAT Update</td> <td rowspan="4">01- DCA-UAT Update 1</td> <td>01 - DCA ADMIN</td> <td>01 - DCA ADMIN</td> </tr> <tr> <td>02- DCA Planning</td> <td>02- DCA Planning</td> </tr> <tr> <td>03- HRRP</td> <td>03- HRRP</td> </tr> <tr> <td>04- Buyout</td> <td>04- Buyout</td> </tr> <tr> <td rowspan="6">02- Multifamily</td> <td rowspan="6">02- Multifamily</td> <td>2019-073 Kingsland Multifamily</td> <td>2019-073 Kingsland Multifamily (Arbours)</td> </tr> <tr> <td>2019-075 Brunswick Multifamily</td> <td>2019-075 Brunswick Multifamily (Perry Place)</td> </tr> <tr> <td>2019-077 Kingsland Multifamily</td> <td>2019-077 Kingsland Multifamily (Grove Park)</td> </tr> <tr> <td>2019-080 Albany Multifamily</td> <td>2019-080 Albany Multifamily (Havenwood)</td> </tr> <tr> <td>TEST UAT</td> <td>TEST HMN</td> </tr> <tr> <td>04- Brunswick</td> <td>04- Brunswick</td> <td>04-Brunswick Buyout LM</td> <td>04-Brunswick Buyout LM</td> </tr> <tr> <td></td> <td></td> <td>04-Brunswick Buyout UN</td> <td>04-Brunswick Buyout UN</td> </tr> <tr> <td></td> <td></td> <td>04-Brunswick HRRP LM</td> <td>04-Brunswick HRRP LM</td> </tr> </tbody> </table>		Project #	Project Title	Grantee Activity #	Activity Title	01- DCA-UAT Update	01- DCA-UAT Update 1	01 - DCA ADMIN	01 - DCA ADMIN	02- DCA Planning	02- DCA Planning	03- HRRP	03- HRRP	04- Buyout	04- Buyout	02- Multifamily	02- Multifamily	2019-073 Kingsland Multifamily	2019-073 Kingsland Multifamily (Arbours)	2019-075 Brunswick Multifamily	2019-075 Brunswick Multifamily (Perry Place)	2019-077 Kingsland Multifamily	2019-077 Kingsland Multifamily (Grove Park)	2019-080 Albany Multifamily	2019-080 Albany Multifamily (Havenwood)	TEST UAT	TEST HMN	04- Brunswick	04- Brunswick	04-Brunswick Buyout LM	04-Brunswick Buyout LM			04-Brunswick Buyout UN	04-Brunswick Buyout UN			04-Brunswick HRRP LM	04-Brunswick HRRP LM
Project #	Project Title	Grantee Activity #	Activity Title																																				
01- DCA-UAT Update	01- DCA-UAT Update 1	01 - DCA ADMIN	01 - DCA ADMIN																																				
		02- DCA Planning	02- DCA Planning																																				
		03- HRRP	03- HRRP																																				
		04- Buyout	04- Buyout																																				
02- Multifamily	02- Multifamily	2019-073 Kingsland Multifamily	2019-073 Kingsland Multifamily (Arbours)																																				
		2019-075 Brunswick Multifamily	2019-075 Brunswick Multifamily (Perry Place)																																				
		2019-077 Kingsland Multifamily	2019-077 Kingsland Multifamily (Grove Park)																																				
		2019-080 Albany Multifamily	2019-080 Albany Multifamily (Havenwood)																																				
		TEST UAT	TEST HMN																																				
		04- Brunswick	04- Brunswick	04-Brunswick Buyout LM	04-Brunswick Buyout LM																																		
		04-Brunswick Buyout UN	04-Brunswick Buyout UN																																				
		04-Brunswick HRRP LM	04-Brunswick HRRP LM																																				

2 The DRGR System will automatically navigate to that component of the Action Plan.

Grantee Activity Number: 2019-075 Brunswick Multifamily			
Activity Title: 2019-075 Brunswick Multifamily (Perry Place)		Project #/Project Title: 02- Multifamily / 02- Multifamily	
Grantee Program:			
Activity Type: Affordable Rental Housing		Activity Status: Under Way	
National Objective: Low/Mod: Benefit to low- and moderate-income persons/families			
Projected Start Date: 08/22/2019		Total Budget: \$2,000,000.00	
Projected End Date: 08/22/2024		Most Impacted and Distressed Budget: \$2,000,000.00	
		Other Funds Total: \$0.00	
		Total Funds Amount: \$2,000,000.00	
Block Drawdowns: <input type="checkbox"/> Blocked by Grantee <input type="checkbox"/> Activity Draw Block by HUD <input type="checkbox"/> Project Draw Block by HUD		Blocked by:	
Benefit Report Types: Direct(Households)		Block Drawdown Date:	
		Blocked by:	
Proposed Beneficiaries	Total	Low	Mod
# of Households	56	26	30
# Renter Households	56	26	30
			Low/Mod%
			100.00%
			100.00%
Proposed Accomplishments			Total
# of Housing Units			56
# of Multifamily Units			56
# of Properties			1
Activity is being carried out by the Grantee: No		Activity is being carried out through:	
		Organization carrying out Activity: Georgia Department of Community Affairs	

C4. Grantee and HUD | Download and Print Action Plan

The PDF version of the Action Plan can be saved for the Grantee’s records and/or posted on the Grantee’s website for disaster recovery. The PDF will appear in a separate window of the internet browser. These steps apply to TA Provider Users and HUD Users who manage TA awards.

User Role: Grantee and HUD User	Menu Option: Download Action Plan
Purpose: Allow Grantee and HUD Users to download and print a PDF version of the DRGR Action Plan.	



User Role: Grantee and HUD User	Menu Option: Download Action Plan
--	--

Complete the following steps to download and print the DRGR Action Plan:

1. Navigate to the **Manage My Grant** module and locate the **Action Plan** menu. See Section A1 and A2 above. Select **<Download Action Plan>**. This will open a PDF of the Action Plan in a new window. To save the Action Plan PDF, select the **<Save>** or icon on the bottom of the page.

Action Plan

Grantee: Georgia

Grant: B-18-DP-13-0001

LOCCS Authorized Amount:	\$ 37,943,000.00
Grant Award Amount:	\$ 37,943,000.00
Status:	Modified - Resubmit When Ready
Estimated PI/RL Funds:	\$ 590,000.00
Total Budget:	\$ 38,533,000.00

Funding Sources

Funding Source	Funding Type
County Investment Funds	City Funds
FEMA	FEMA Mitigation
FEMA PA	FEMA Public Assistance

Narratives

Disaster Damage:

There was extensive disaster damage resulting from the hurricane in the following areas:

2. To print the action plan PDF, select the **<Print>** or icon on the bottom of the page.

The remainder of this page is intentionally left blank.



C5. Grantee and HUD | Search Action Plans

The “Search Action Plan” feature allows Grantee and HUD Users to view every DRGR Action Plan in their portfolio. From this page, users can also navigate to the desired Action Plan, even if not selected in the Navigation Bar. These steps apply to TA Provider Users and HUD Users who manage TA awards.

User Role: Grantee and HUD User	Menu Option: Search Action Plans
--	---

Purpose: Allow Grantee and HUD Users to access all Action Plans within their portfolio.

Complete the following steps to search and access DRGR Action Plans:

1. Navigate to the **Manage My Grant** module and locate the **Action Plan** menu. See Section A1 and A2 above. Select **<Search Action Plan>**. The “**Search Action Plan**” page will load. Enter search criteria and select **<Search>**. Search results will load.

Search Action Plans Back

Search Criteria -

Grantee Name: Grant Number:

Action Plan Status:

Matching Results 8

State	Grantee Name	Grant Number	Grant Status	Action Plan Status	Actions
GA	Georgia	B-08-DI-13-0001	Close	Reviewed and Approved	
GA	Georgia	B-08-DN-13-0001	Active	Modified - Resubmit When Ready	
GA	Georgia	B-11-DN-13-0001	Active	Modified - Resubmit When Ready	
GA	Georgia	B-18-DP-13-0001	Active	Modified - Resubmit When Ready	
GA	Georgia	B-94-DA-13-0001	Close	Original - In Progress	
GA	Georgia	B-96-DR-13-0001	Close	Original - In Progress	
GA	Georgia	B-98-DD-13-0001	Close	Submitted - Await for Review	
GA	Georgia	TEST GRANT	Active	Submitted - Await for Review	

First Previous 1 Next Last Show 10 Rows

2. Select the desired Action Plan under the “Action” column to navigate to the Action Plan. Users also have the option of copying, printing, or downloading the search results via MS Excel or CSV.

Search Action Plans Back

Search Criteria -

Grantee Name: Grant Number:

Action Plan Status:

Matching Results 8

State	Grantee Name	Grant Number	Grant Status	Action Plan Status	Actions
GA	Georgia	B-08-DI-13-0001	Close	Reviewed and Approved	
GA	Georgia	B-08-DN-13-0001	Active	Modified - Resubmit When Ready	
GA	Georgia	B-11-DN-13-0001	Active	Modified - Resubmit When Ready	
GA	Georgia	B-18-DP-13-0001	Active	Modified - Resubmit When Ready	



C6. Grantee and HUD | Lookup Consolidated Plans (optional)

The “Lookup Consolidated Plans” feature is optional and is for informational purposes only.

User Role: Grantee and HUD User	Menu Option: 🔍 Lookup Consolidated Plans								
Purpose: Allow Grantee and HUD Users to look up and view Consolidated Plans.									
Complete the following steps to look up and view Consolidated Plans:									
<ol style="list-style-type: none"> Navigate to the Manage My Grant module and locate the Action Plan menu. See Section A1 and A2 above. Select <Lookup Consolidated Plan>. The “View Consolidated Plans” page will load. Enter search criteria and select <Search Plans>. <div style="margin-top: 20px;"> <p>VIEW CONSOLIDATED PLANS:</p> <div style="border: 2px solid orange; padding: 10px; margin: 10px 0;"> <p>Search Fields</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Program Year (YYYY): <input type="text"/></td> <td style="width: 50%;">End Year (YYYY): <input type="text"/></td> </tr> <tr> <td>Plan Type: <input type="text"/></td> <td>Grantee Type: <input type="text"/></td> </tr> <tr> <td>Grantee DUNS/DUNS+4: <input type="text"/></td> <td>Grantee Name: <input type="text"/></td> </tr> <tr> <td>State (2digit, ex: TX): <input type="text"/></td> <td></td> </tr> </table> <div style="margin-top: 10px; text-align: center;"> <input type="button" value="Search Plans"/> </div> </div> </div> 		Program Year (YYYY): <input type="text"/>	End Year (YYYY): <input type="text"/>	Plan Type: <input type="text"/>	Grantee Type: <input type="text"/>	Grantee DUNS/DUNS+4: <input type="text"/>	Grantee Name: <input type="text"/>	State (2digit, ex: TX): <input type="text"/>	
Program Year (YYYY): <input type="text"/>	End Year (YYYY): <input type="text"/>								
Plan Type: <input type="text"/>	Grantee Type: <input type="text"/>								
Grantee DUNS/DUNS+4: <input type="text"/>	Grantee Name: <input type="text"/>								
State (2digit, ex: TX): <input type="text"/>									
<p>Consolidated Plans File Info:</p> <hr/> <p><small>Note: Systems displays 100 consolidated plans maximum, Please narrow search criteria</small> Prog Year End Year Time Review Plan Type Grantee Type DUNS Name State Link</p>									

2 Search results will load. To view a Consolidated Plan, select the desired Consolidated Plan.

VIEW CONSOLIDATED PLANS:																																																							
Search Fields																																																							
Program Year (YYYY): <input type="text"/>	End Year (YYYY): <input type="text"/>																																																						
Plan Type: <input type="text"/>	Grantee Type: <input type="text"/>																																																						
Grantee DUNS/DUNS+4: <input type="text"/>	Grantee Name: <input type="text" value="richland"/>																																																						
State (2digit, ex: TX): <input type="text"/>																																																							
<input type="button" value="Search Plans"/>																																																							
Consolidated Plans File Info:																																																							
<p><small>Note: Systems displays 100 consolidated plans maximum, Please narrow search criteria</small></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>Prog Year</th> <th>End Year</th> <th>Time Review</th> <th>Plan Type</th> <th>Grantee Type</th> <th>DUNS</th> <th>Name</th> <th>State</th> <th>Link</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>2016</td> <td>201607081822</td> <td>AAPCP</td> <td>CNSRT</td> <td>071850283XXXX</td> <td>RICHLAND</td> <td>WA</td> <td>Download File</td> </tr> <tr> <td>2016</td> <td>2016</td> <td>201608031214</td> <td>CAPER</td> <td>CNSRT</td> <td>071850283XXXX</td> <td>RICHLAND</td> <td>WA</td> <td>Download File</td> </tr> <tr> <td>2016</td> <td>2016</td> <td>201607081822</td> <td>CONPL</td> <td>CNSRT</td> <td>071850283XXXX</td> <td>RICHLAND</td> <td>WA</td> <td>Download File</td> </tr> <tr> <td>2016</td> <td>2016</td> <td>201609301510</td> <td>AAPCP</td> <td>CNSRT</td> <td>071850283XXXX</td> <td>RICHLAND</td> <td>WA</td> <td>Download File</td> </tr> <tr> <td>2016</td> <td>2016</td> <td>201710181712</td> <td>CAPER</td> <td>CNSRT</td> <td>071850283XXXX</td> <td>RICHLAND</td> <td>WA</td> <td>Download File</td> </tr> </tbody> </table>		Prog Year	End Year	Time Review	Plan Type	Grantee Type	DUNS	Name	State	Link	2016	2016	201607081822	AAPCP	CNSRT	071850283XXXX	RICHLAND	WA	Download File	2016	2016	201608031214	CAPER	CNSRT	071850283XXXX	RICHLAND	WA	Download File	2016	2016	201607081822	CONPL	CNSRT	071850283XXXX	RICHLAND	WA	Download File	2016	2016	201609301510	AAPCP	CNSRT	071850283XXXX	RICHLAND	WA	Download File	2016	2016	201710181712	CAPER	CNSRT	071850283XXXX	RICHLAND	WA	Download File
Prog Year	End Year	Time Review	Plan Type	Grantee Type	DUNS	Name	State	Link																																															
2016	2016	201607081822	AAPCP	CNSRT	071850283XXXX	RICHLAND	WA	Download File																																															
2016	2016	201608031214	CAPER	CNSRT	071850283XXXX	RICHLAND	WA	Download File																																															
2016	2016	201607081822	CONPL	CNSRT	071850283XXXX	RICHLAND	WA	Download File																																															
2016	2016	201609301510	AAPCP	CNSRT	071850283XXXX	RICHLAND	WA	Download File																																															
2016	2016	201710181712	CAPER	CNSRT	071850283XXXX	RICHLAND	WA	Download File																																															