



Chapter 12: Projects | Manage My Grants Module

Chapter 12: Projects Manage My Grants Module	1
A. Manage My Grants Module Access	1
A1. Grantee User Access	1
A2. HUD User Access.....	2
B. Manage Projects.....	3
B1. Grantee and HUD Search and View Project.....	4
B2. Grantee and HUD Add Project	5
B3. Grantee and HUD Edit Project	7
B4. Grantee and HUD Delete Project.....	9
C. Project Blocks and Restricted Projects	11
C1. Project Drawdown Blocks	11
C2. Restricted Projects.....	11



Chapter 12: Projects | Manage My Grants Module

This Chapter provides procedures to add, edit, and delete Projects contained in the **Manage My Grants** module. For Grantee Users associated with TA Providers, the add and edit functions for Projects are not applicable. Rather, the add and edit Project functions are applicable to HUD Users who oversee TA awards in DRGR. See Chapter 10 for additional information on the relationship between the Action Plan, Projects, Activities, and TA Work Plans.

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

Grantee Users

Menu Option	Subsection	Action
Add Project	B2	Add new Project to the Action Plan
Search Projects	B1, B3, B4	Search, edit, and delete existing Projects

HUD Users (non-TA)

Menu Option	Subsection	Action
Search Projects	B2	Search and view Grantee Projects

HUD Users Assigned to TA Awards

Menu Option	Subsection	Action
Search Projects	B2-B4	Search, view, edit, and delete Grantee Projects

A. Manage My Grants Module Access

The **Manage My Grants** module contains all Action Plan Project actions.

A1. Grantee | User Access

User Role: Grantee Users	Menu Option: Manage My Grants Module
Purpose: Allow Grantee Users to access Action Plan Project actions.	
Complete the following steps to access the Manage My Grants Module:	
1 In the DRGR System, select the Manage My Grants module, or icon, located in the navigation bar.	

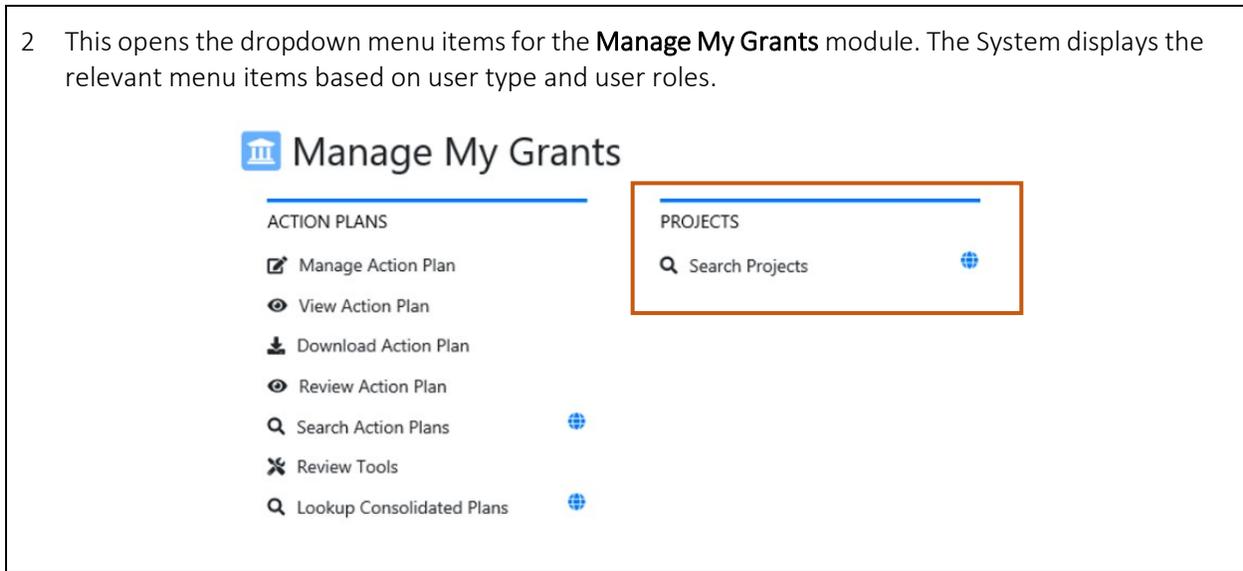


User Role: Grantee Users	Menu Option: Manage My Grants Module
<p>2 This opens the dropdown menu items for the Manage My Grants module. The System displays the relevant menu items based on user type and user roles.</p> <div style="text-align: center; margin: 20px 0;"> </div>	

A2. HUD | User Access

User Role: HUD User	Menu Option: Manage My Grants Module
Purpose: Allow HUD Users to access Action Plan Project actions.	
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 bar.</p>	

- 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.

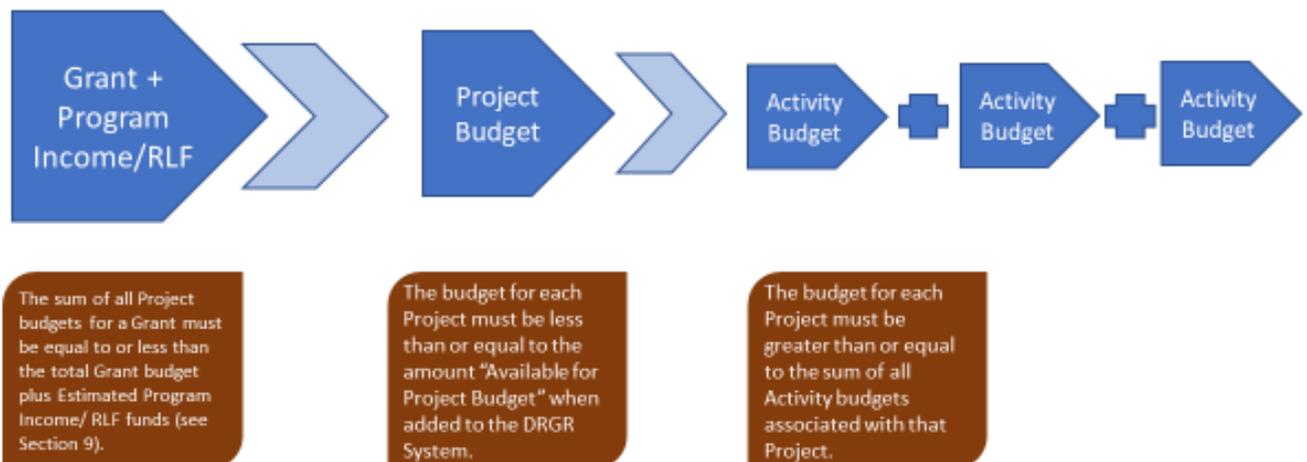


B. Manage Projects

The primary purpose of “Projects” is to group similar activities by categories such as major programs outlined by the TA Program, in the Disaster Recovery Published Plan (e.g., Housing, Economic Development, Infrastructure) or by Responsible Organization (see Chapter 6). Projects can also be used to track budgets for Responsible Organizations, contracts, subrecipient agreements, local account codes, or activity types.

TIP! The sum of Project Budgets should correlate with the high-level budgets contained in the Disaster Recovery Published Plan.

Project Budget Rules: The DRGR System enforces the following budget rules to ensure Grantees do not exceed award budget and spending authority:



* Note: For Technical Assistance Providers, the Activity Budget and TA Work Plan budget are one in the same.



B1. Grantee and HUD | Search and View Project

User Role: Grantee Users (including TA Providers) and HUD Users

Menu Option: Search Projects

Purpose: Allow Grantee Users (including TA Providers) and HUD Users to search and view an Action Plan Project.

Complete the following steps to search and view an Action Plan Project:

- 1 Navigate to the **Manage My Grants** module and locate the **Projects** menu. See Sections A1 and A2 above. Select **<Search Projects>**. The **“Search Projects”** page will load. Enter search criteria and select **<Search>**. Search results will load.

Search Projects

Search Criteria -

Project Number: Project Title:

Grant Number: Grantee Name:

Search Results **10**

Grantee	Project Number	Project Title	Grant Number	Project Budget Amount	Disbursed Amount	Project Status	Actions
Georgia	01- DCA-UAT Update	01- DCA-UAT Update 1	B-18-DP-13-0001	\$9,088,601.00	\$388,113.42	Open	View
Georgia	02- Multifamily	02- Multifamily	B-18-DP-13-0001	\$12,130,339.01	\$0.00	Open	View
Georgia	04- Brunswick	04- Brunswick	B-18-DP-13-0001	\$0.00	\$0.00	Open	View

- 2 Locate the desired Project and select **<View>** located in the **“Action”** column.

Search Projects

Search Criteria -

Project Number: Project Title:

Grant Number: Grantee Name:

Search Results **10**

Grantee	Project Number	Project Title	Grant Number	Project Budget Amount	Disbursed Amount	Project Status	Actions
Georgia	01- DCA-UAT Update	01- DCA-UAT Update 1	B-18-DP-13-0001	\$9,088,601.00	\$388,113.42	Open	View
Georgia	02- Multifamily	02- Multifamily	B-18-DP-13-0001	\$12,130,339.01	\$0.00	Open	View
Georgia	04- Brunswick	04- Brunswick	B-18-DP-13-0001	\$0.00	\$0.00	Open	View

- 3 The **“Manage Project”** page will load.

Disaster Recovery Grant Reporting System B-18-DP-13-0001

Manage Project + Back

Project Number: Project Designation: [Edit](#)

Project Title:

Appropriation Code: Revolving Loan Fund:

Grant Number: Project Effective Date:

Project Status: Project End Date:

Financials Details Measures Activities Upload

Financials

Grant Number	Project Budget	Activity Budgets	Activity Most Impacted and Distressed Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
B-18-DP-13-0001	\$350,000	\$130,000	\$50,000	\$0.00	\$0.00	\$0.00	\$0.00



4 Alternatively, Projects can be viewed directly from the “Manage Action Plan” page “Projects” tab.

Manage Action Plan ← Back [Submit Plan](#)

Grant Number: B-18-DP-13-0001
Grantee Name: Georgia
Appropriation Code: 2017 HIM
Action Plan Status: ✖ Modified - Resubmit When Ready

LOCCS Authorized Amount: \$37,943,000.00
Grant Award Amount: \$37,943,000.00
Total Estimated PI/RL Funds: \$590,000.00 [edit](#)
Total Budget: \$38,533,000.00

Financials Narratives Documents Measures Programs **Projects** Activities History Upload

Projects 10 [Add Project](#)

[Copy](#) [Print](#) [CSV](#) [Excel](#) Search:

Project Number	Project Title	Project Budget	Number of Activities	Activity Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn	Status	Actions
01- DCA-UAT Update	01- DCA-UAT Update 1	\$9,088,601.00	4	\$9,088,600.00	\$9,088,600.00	\$588,113.42	\$588,113.42	\$0.00	Open	edit
02- Multifamily	02- Multifamily	\$12,130,339.01	5	\$12,129,339.00	\$12,129,339.00	\$0.00	\$0.00	\$0.00	Open	edit
04- Brunswick	04- Brunswick	\$0.00	4	\$4,510,533.00	\$300,002.00	\$0.00	\$0.00	\$0.00	Open	edit

B2. Grantee and HUD | Add Project

User Role: Grantee Users (excluding TA Provider Users) and HUD TA Users

Menu Option: Add Project

Purpose: Allow Grantee Users (excluding TA Provider Users) to add a Project to an Action Plan.

Complete the following steps to add a Project to an Action Plan:

- 1 Navigate to the **Manage My Grants** module and locate the **Project** menu. See Section A1 above. Select **<Add Projects>**. The “**Add Project**” page will load. Complete, at minimum, all required fields marked with an asterisk (*).

Add Project x

Details

* Project Number:
 * Project Title:
 * Project Description:
 Project Designation:
 Fund: Revolving Loan Fund
 * Project Status:
 Project Effective Date:
 Project End Date:

Budget

* B-18-DP-13-0001
 Project Budget Amount: \$

Cancel Upload Project Save

\$4,510,533.00	4	\$4,510,533.00	\$300,002.00	\$0.00	\$0.00
\$3,000,000.00	1	\$3,000,000.00	\$0.00	\$0.00	\$0.00



User Role: Grantee Users (excluding TA Provider Users) and HUD TA Users
Menu Option: Add Project

2 The “Project Number,” “Project Title,” and “Project Description” are details designated by the Grantee.

3 The “Project Status” field should be designated as “Open.” The only other option is “Cancelled”.

4 The “Project Budget Amount” field must include both Program Funds (Grant funds) and Program Income.

5 Once complete, select the **<Save>** button on the bottom-right of the pop-up window to add the Project.



User Role: Grantee Users (excluding TA Provider Users) and HUD TA Users

Menu Option: Add Project

6 The **Manage Project** page will load and display the information entered.

Manage Project

Project Number: 7357
 Project Title: TEST
 Appropriation Code: 2017 HIM
 Grant Number: B-18-DP-13-0001
 Project Status: Open

Project Designation:
 Project Budget: \$100.00
 Revolving Loan Fund: No
 Project Effective Date:
 Project End Date:

Financials | Details | Measures | Activities | Upload

Grant Number	Project Budget	Activity Budgets	Activity Most Impacted and Distressed Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
B-18-DP-13-0001	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

7 Alternatively, Projects can be added by following the same steps after selecting **<Add Project>** from the **Manage Action Plan** “Projects” tab.

Manage Action Plan

Grant Number: B-18-DP-13-0001
 Grantee Name: Georgia
 Appropriation Code: 2017 HIM
 Action Plan Status: Modified - Resubmit When Ready

LOCCS Authorized Amount: \$37,943,000.00
 Grant Award Amount: \$37,943,000.00
 Total Estimated PI/RL Funds: \$590,000.00
 Total Budget: \$38,533,000.00

Financials | Narratives | Documents | Measures | Programs | **Projects** | Activities | History | Upload

Projects 10

Project Number	Project Title	Project Budget	Number of Activities	Activity Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn	Status	Actions
01- DCA-UAT Update	01- DCA-UAT Update 1	\$9,088,601.00	4	\$9,088,600.00	\$9,088,600.00	\$588,113.42	\$588,113.42	\$0.00	Open	
02- Multifamily	02- Multifamily	\$12,130,339.01	5	\$12,129,339.00	\$12,129,339.00	\$0.00	\$0.00	\$0.00	Open	
04- Brunswick	04- Brunswick	\$0.00	4	\$4,510,533.00	\$300,002.00	\$0.00	\$0.00	\$0.00	Open	

B3. Grantee and HUD | Edit Project

User Role: Grantee Users (excluding TA Provider Users) and HUD TA Users

Menu Option: Search Projects

Purpose: Allow Grantee Users (excluding TA Provider Users) and HUD TA Users to edit an existing Action Plan Project.

Complete the following steps to edit an existing Action Plan Project:

1 Follow steps in Section B1 to search for Projects that need to be edited.



- 2 From the “Manage Project” page, select <Edit> on the top right of the page to edit the Project. The “Edit Project” page will load.

Disaster Recovery Grant Reporting System

Manage Project

Project Number: [redacted] Project Designation: [redacted]
Project Title: [redacted] Project Budget: [redacted] No
Appropriation Code: [redacted] Revolving Loan Fund: [redacted]
Grant Number: [redacted] Project Effective Date: [redacted]
Project Status: [redacted] Project End Date: [redacted]

Back Edit

Financials Details Measures Activities Upload

Grant Number	Project Budget	Activity Budgets	Activity Most Impacted and Distressed Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
B-18-DP-13-0001	\$350.00	\$150.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00

- 3 From the “Edit Project” page, users may modify the Project details. When complete, select <Save>.

Disaster Recovery Grant Reporting System

Manage Project

Project Number: [redacted] Project Designation: [redacted]
Project Title: [redacted] Project Budget: [redacted] No
Appropriation Code: [redacted] Revolving Loan Fund: [redacted]
Grant Number: [redacted] Project Effective Date: [redacted]
Project Status: [redacted] Project End Date: [redacted]

Back Edit

Financials Details Measures Activities Upload

Grant Number	Project Budget	Activity Budgets	Activity Most Impacted and Distressed Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
B-09-LN-CA-0046	\$12,414,600.00						\$4,093,751.20

Edit Project

Details

* Project Number: 01 - Admin.
* Project Title: Administration
* Project Description: Program Administration
Project Designation: [redacted]
Fund: Revolving Loan Fund
* Project Status: Open
Project Effective Date: [redacted]
Project End Date: [redacted]

Budget

* B-09-LN-CA-0046
Project Budget Amount: \$ 12,414,600.00

Cancel Upload Project Save

- 4 Alternatively, Projects can be edited from the Manage Action Plan “Projects” tab.

Manage Action Plan

Back Submit Plan

Grant Number: B-18-DP-13-0001 LOCCS Authorized Amount: \$37,943,000.00
Grantee Name: Georgia Grant Award Amount: \$37,943,000.00
Appropriation Code: 2017 HIM Total Estimated PI/RL Funds: \$590,000.00
Action Plan Status: Modified - Resubmit When Ready Total Budget: \$38,533,000.00

Financials Narratives Documents Measures Programs **Projects** Activities History Upload

Projects 10 Add Project

Copy Print CSV Excel Search: [redacted]

Project Number	Project Title	Project Budget	Number of Activities	Activity Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn	Status	Actions
01- DCA-UAT Update	01- DCA-UAT Update	\$9,088,601.00	4	\$9,088,600.00	\$9,088,600.00	\$588,113.42	\$588,113.42	\$0.00	Open	[redacted]
02- Multifamily	02- Multifamily	\$12,130,339.01	5	\$12,129,339.00	\$12,129,339.00	\$0.00	\$0.00	\$0.00	Open	[redacted]
04- Brunswick	04- Brunswick	\$0.00	4	\$4,510,533.00	\$300,002.00	\$0.00	\$0.00	\$0.00	Open	[redacted]



B4. Grantee and HUD | Delete Project

Action Plan Projects can be deleted if they were erroneously created or are no longer needed. The following conditions must be met to delete a Project from the DRGR System. These conditions apply to Grantee Users who are not associated with TA Providers.

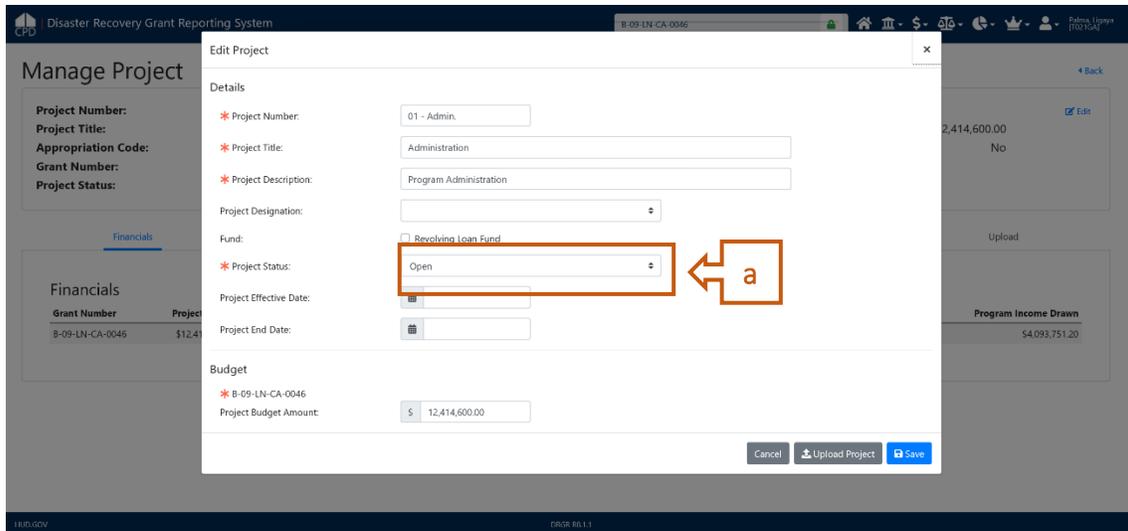
- All Activities associated with the Project must be in “Cancelled” status
- The Project must be in “Cancelled” status
- The Project budget must be \$0.00

User Role: Grantee Users (excluding TA Provider Users) and HUD TA Users	Menu Option: Search Projects
Purpose: Allow Grantee Users (excluding TA Provider Users) and HUD TA Users to delete an Action Plan Project.	
Complete the following steps to delete an Action Plan Project:	
1 Follow steps in Section B1 to search for Projects that need to be deleted.	
2 On the “ Manage Project ” page, elect <Edit> on the top right of the page to edit the Project.	
<p>The screenshot shows the 'Manage Project' interface. At the top, there's a navigation bar with 'Disaster Recovery Grant Reporting System' and a user ID '8-18-OP-13-0001'. Below that, the page title is 'Manage Project'. There are two columns of project information: Project Number, Title, Appropriation Code, Grant Number, and Status on the left; and Project Designation, Budget, Revolving Loan Fund, Effective Date, and End Date on the right. A '+ Back' button is in the top right, and an 'Edit' button is highlighted with a red box. Below the details is a tabbed interface with 'Financials' selected. A table shows financial data for grant number 8-18-OP-13-0001, with columns for Project Budget, Activity Budgets, Activity Most Impacted and Distressed Budgets, Activity Obligations, Total Drawn, Program Funds Drawn, and Program Income Drawn.</p>	

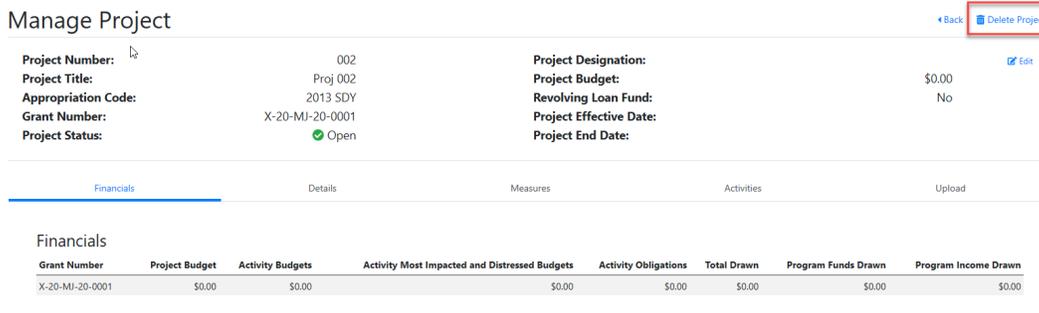
The remainder of this page intentionally left blank.



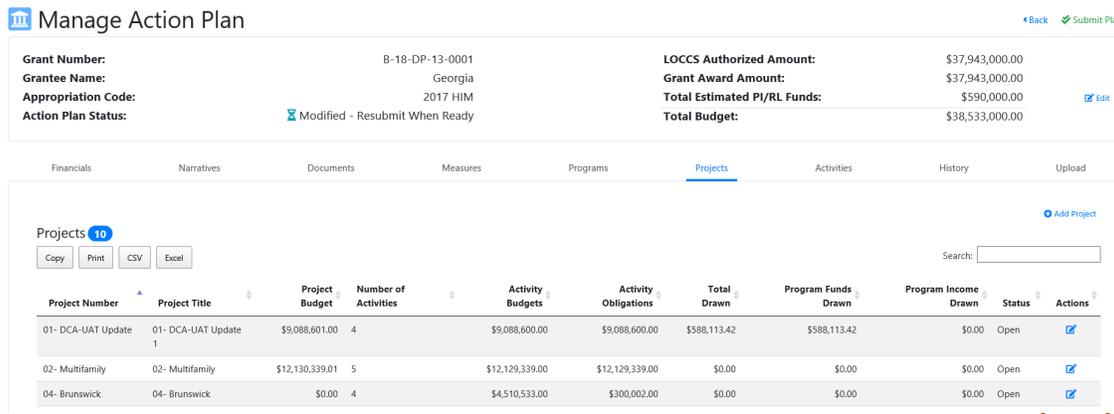
- 3 The “Edit Project” page will pop-up. Change the “Project Status” to “Cancelled” and the “Project Budget Amount” to \$0.00. When complete, select <Save>.



- 4 The “Manage Project” page will load. Select <Delete Project> on the upper-right of the page.



- 5 Alternatively, Projects can be edited and deleted from the “Manage Action Plan” page “Projects” tab. Follow steps 2 through 5 above after accessing the “Projects” tab as shown below.





C. Project Blocks and Restricted Projects

C1. Project Drawdown Blocks

HUD Superusers can block drawdowns at the Project (and Grant and Activity) level. When this occurs, Grantee Users are unable to drawdown funds for all Activities associated with that Project until the block is lifted. In addition, HUD may designate a future “Block Drawdown Date.” This automatically applies a drawdown block for all Activities associated with that Project on the designated date.

NOTE: The Project Drawdown Block feature, can be used by HUD to enforce expenditure deadlines, like the two- and six-year expenditure deadlines for Disaster Recovery grantees.

Grantees should contact their CPD Representative if unsure as to why a Project is blocked.

Manage Project

Project Number:	01- DCA-UAT Update	Project Designation:	
Project Title:	01- DCA-UAT Update 1	Project Budget:	\$9,088,601.00
Appropriation Code:	2017 HIM	Revolving Loan Fund:	No
Grant Number:	B-18-DP-13-0001	Project Effective Date:	07/11/2019
Project Status:	✔ Open	Project End Date:	07/11/2026

Financials	Details	Measures	Activities	Upload								
Project Description		All activities and cost related to carried out by the grantee (DCA) 1										
Drawdown Block		<table border="1"> <tr> <td>HUD Block Drawdown:</td> <td>Yes</td> </tr> <tr> <td>Blocked By:</td> <td>Jessie Kome</td> </tr> <tr> <td>HUD Block Drawdown Date:</td> <td>10/30/2020</td> </tr> <tr> <td>Blocked By:</td> <td>Kathleen Tremblay</td> </tr> </table>			HUD Block Drawdown:	Yes	Blocked By:	Jessie Kome	HUD Block Drawdown Date:	10/30/2020	Blocked By:	Kathleen Tremblay
HUD Block Drawdown:	Yes											
Blocked By:	Jessie Kome											
HUD Block Drawdown Date:	10/30/2020											
Blocked By:	Kathleen Tremblay											
Responsible Organization		<table border="1"> <tr> <td>Name of Organization Carrying Out Project:</td> <td>Georgia Department of Community Affairs</td> </tr> <tr> <td>Organization Category:</td> <td>State Agency</td> </tr> </table>			Name of Organization Carrying Out Project:	Georgia Department of Community Affairs	Organization Category:	State Agency				
Name of Organization Carrying Out Project:	Georgia Department of Community Affairs											
Organization Category:	State Agency											

C2. Restricted Projects

All Grants have a “Restricted Balance” Project pre-loaded into DRGR. This is a special project used by HUD to restrict Grantees from drawing a specific amount of the Grant award from LOCCS. The “Restricted Balance” Project is used by HUD to control the Grantees access to the Grant funds. HUD can restrict all grant funds or a portion of the grant funds. HUD may also use the “Restricted Balance” Project to recapture Grant funds, thereby prohibiting the funds from being budgeted and drawn from Activities.

The “Restricted Balance” Project budget represents the amount of Grant funds withheld from the Grantee’s total award. If the “Restricted Balance” Project budget is \$0.00, the Grantee has access to the entire award obligated in the Grant Agreement(s). Grantees are discouraged from associating Activities to the “Restricted Balance” Project because Grantees cannot drawdown funds from those activities until moved to another Grantee-created Project.



Only a DRGR Superuser in HUD Headquarters can reduce the “Restricted Balance” Project budget. Grantees should contact their CPD Representative if unsure as to why the “Restricted Balance” Project budget is greater than \$0.00.