



Chapter 14: Activities | Manage My Grants Module

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Chapter 14: Activities | Manage My Grants Module

This Chapter provides procedures to add, edit, view, and delete Activities contained in the **Manage My Grants** module. DRGR users associated with a technical assistance (TA) provider should use the “View Procedures” within this Chapter. However, DRGR users associated with a TA provider must add, edit, and delete activities using the DRGR work plan functions in DRGR. Technical assistance providers should review Chapter 17 for procedures related to managing 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 Activity	C1	Add a new Activity to the Action Plan
Search Activities	C2 – I1	Search, view, and edit existing Activities
Restore Activities	I2	Restore Activities that were previously deleted

HUD Users

Menu Option	Subsection	Action
Search Activities	C2	Search and view Grantee Activities

A. Manage My Grants Module Access

The **Manage My Grants** module contains all actions related to Activities in DRGR.

A1. Grantee | User Access

User Role: Grantee Users	Menu Option: Manage My Grants Module
Purpose: Allow Grantee Users to access Action Plan Activity 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. The Manage My Grants module includes a menu for Activities.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p> Manage My Grants</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-bottom: 1px solid #ccc; padding-bottom: 5px;">ACTION PLANS</td> <td style="width: 20%; border-bottom: 1px solid #ccc; padding-bottom: 5px;">PROJECTS</td> <td style="width: 20%; border-bottom: 1px solid #ccc; padding-bottom: 5px; border: 2px solid orange;">ACTIVITIES</td> <td style="width: 20%; border-bottom: 1px solid #ccc; padding-bottom: 5px;">GRANTEE PROGRAMS</td> <td style="width: 20%; border-bottom: 1px solid #ccc; padding-bottom: 5px;">PERFORMANCE REPORTS</td> </tr> <tr> <td style="font-size: 0.8em;"> <ul style="list-style-type: none"> Add Action Plan Manage Action Plan View Action Plan Download Action Plan Search Action Plans Review Tools Lookup Consolidated Plans </td> <td style="font-size: 0.8em;"> <ul style="list-style-type: none"> Add Project Search Projects </td> <td style="font-size: 0.8em; border: 2px solid orange;"> <ul style="list-style-type: none"> Add Activity Search Activities Restore Activities </td> <td style="font-size: 0.8em;"> <ul style="list-style-type: none"> Add Grantee Program Search Grantee Programs </td> <td style="font-size: 0.8em;"> <ul style="list-style-type: none"> Manage Performance Report Search Performance Reports Manage Addresses </td> </tr> </table> </div> <p>TA Provider Users will see these menus:</p> <div style="display: flex; justify-content: space-between; font-size: 0.8em; margin-top: 10px;"> <table style="width: 20%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">ACTION PLANS</td></tr> <tr><td> Manage Action Plan</td></tr> <tr><td> View Action Plan</td></tr> <tr><td> Download Action Plan</td></tr> <tr><td> Search Action Plans </td></tr> <tr><td> Lookup Consolidated Plans </td></tr> </table> <table style="width: 20%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">PROJECTS</td></tr> <tr><td> Search Projects </td></tr> </table> <table style="width: 20%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">GRANTEE PROGRAMS</td></tr> <tr><td> Add Grantee Program</td></tr> <tr><td> Search Grantee Programs </td></tr> </table> <table style="width: 20%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">PERFORMANCE REPORTS</td></tr> <tr><td> Manage Performance Report</td></tr> <tr><td> Search Performance Reports </td></tr> <tr><td> Manage Addresses</td></tr> </table> <table style="width: 20%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">GRANTS</td></tr> <tr><td> Closeout Grant</td></tr> <tr><td> View Grant</td></tr> <tr><td> Search Grants </td></tr> </table> <table style="width: 20%; border-collapse: collapse; border: 2px solid orange;"> <tr><td style="border-bottom: 1px solid #ccc; padding-bottom: 5px;">WORK PLANS</td></tr> <tr><td> Add Work Plan</td></tr> <tr><td> Search/Edit Work Plan</td></tr> <tr><td> Upload Work Plan</td></tr> </table> </div>		ACTION PLANS	PROJECTS	ACTIVITIES	GRANTEE PROGRAMS	PERFORMANCE REPORTS	<ul style="list-style-type: none"> Add Action Plan Manage Action Plan View Action Plan Download Action Plan Search Action Plans Review Tools Lookup Consolidated Plans 	<ul style="list-style-type: none"> Add Project Search Projects 	<ul style="list-style-type: none"> Add Activity Search Activities Restore Activities 	<ul style="list-style-type: none"> Add Grantee Program Search Grantee Programs 	<ul style="list-style-type: none"> Manage Performance Report Search Performance Reports Manage Addresses 	ACTION PLANS	Manage Action Plan	View Action Plan	Download Action Plan	Search Action Plans	Lookup Consolidated Plans	PROJECTS	Search Projects	GRANTEE PROGRAMS	Add Grantee Program	Search Grantee Programs	PERFORMANCE REPORTS	Manage Performance Report	Search Performance Reports	Manage Addresses	GRANTS	Closeout Grant	View Grant	Search Grants	WORK PLANS	Add Work Plan	Search/Edit Work Plan	Upload Work Plan
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Closeout Grant																																		
View Grant																																		
Search Grants																																		
WORK PLANS																																		
Add Work Plan																																		
Search/Edit Work Plan																																		
Upload Work Plan																																		

A2. HUD | User Access

User Role: HUD User	Menu Option: Manage My Grants Module
<p>Purpose: Allow HUD Users to access Action Plan Activity actions.</p>	
<p> Complete the following steps to access the Manage My Grants Module:</p>	
<p>1 In the DRGR System, select the Manage My Grants module, or icon, located in the navigation bar.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> </div>	
<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. The Manage My Grants module includes a menu for Activities.</p>	



User Role: HUD User Menu Option:  Manage My Grants Module

 **Manage My Grants**

ACTION PLANS	PROJECTS	ACTIVITIES
 Manage Action Plan	 Search Projects 	 Search Activities 
 View Action Plan		
 Download Action Plan		
 Review Action Plan		
 Search Action Plans 		
 Review Tools		
 Lookup Consolidated Plans 		

B. Overview of Activities

DRGR Activities allow Grantees to, at minimum:

- Define and describe local, “on-the-ground” Grant-funded projects
- Demonstrate the activity is eligible per program regulations
- Demonstrate how the activity meets a National Objective
- Report the outcomes and accomplishments of the activity
- Drawdown funds from the Line of Credit Control System (LOCCS)
- Report on other program requirements

B1. Activity Details

Due to the importance of DRGR activities, there are several components Grantees must navigate to meet minimum reporting requirements in the DRGR System. The following figure depicts the required components of every DRGR activity (required fields are marked with an asterisk (*)). For activities associated with TA provider awards, when the users complete the Work Plans, these components are captured and populated on the “**Manage Activity**” page as read only data (see Chapter 17 – Technical Assistance Work Plans).

The remainder of this page is intentionally left blank.



Activity Details

Add Activity

Details

- * Project:
- * Activity Type:
- Environmental Assessment:
- * National Objective:
- Grantee Program:
- * Grantee Activity Number:
- * Activity Title:
- * Activity Description:

File Edit View Insert Format Tools Table

B *I* U |
- * Activity Status:
- * Projected Start Date:
- * Projected End Date:
- * Responsible Organization:

Budget

	Activity Budget	Activity MID Budget
* B-11-DN-13-0001	\$ <input type="text" value="Enter Budget ..."/>	\$ <input type="text" value="Enter MID Budget ..."/>



Activity Details

Project*	Every activity must be associated to a project (see Chapter 12). The sum of activity budgets within a project cannot exceed the total project budget.
Activity Type*	Activity types correlate to eligible activities as defined in program regulations or award terms and conditions. Available activities will depend on the eligible uses under a given appropriation. The selection of the correct activity type is important since it will dictate which unique performance measures can be reported for that activity. For example, the “Construction of New Housing” Activity Type will allow Grantees to report housing performance measures, whereas the “Economic Development” Activity will allow Grantees to report jobs creation and retention.
Environmental Assessment	Not required but recommended for awards not associated with the TA provider Grantee type in DRGR. The Environmental Assessment provides the status of the environmental review for the activity (Exempt, Underway, or Completed).
National Objective*	National Objectives are a requirement of the program statute or award terms and conditions. One hundred percent of CDBG-DR and NSP funds, for example, must meet a National Objective, with the exception of Administration and Planning costs. If a Grantee selects the “Low/Mod” National Objective for a single-family housing rehabilitation program, HUD expects to see only Low/Mod Households reported as beneficiaries for that activity (projected in the “Measures” Tab).
Grantee Program	Not required, and only available for select Grantees (see Chapter 13). Associating activities to Grantee Programs enables unique reporting that is meant to align with Grantees’ Published Action Plan more closely.
Grantee Activity Number*	Activity Numbers allow Grantees to create a unique numbering system for each DRGR activity. Activity Numbers can mirror local billing codes, for example, or describe the activity’s key characteristics (e.g., “SB-Housing-LMMI” = Santa Barbara County’s Housing Program for Low- and Moderate-Income Households). For activities associated with a TA provider Grantee type, the activity number must match the numbering convention directed by HUD.
Activity Title*	Activity Titles allow Grantees to create a unique title for each DRGR activity. Using the example above, the Activity Number may be “SB-Housing-LMMI” whereas the Activity Title may be “Santa Barbara County’s LMMI Housing Rehab Program.”
Activity Description*	Activity descriptions should provide a brief description of the activity the Grantee is proposing. This is the best opportunity to describe the “on-the-ground” Grant-funded project to HUD and the public.



<p>Activity Status*</p>	<p>The Activity Status includes: Planned, Underway, Completed, or Cancelled. Grantees can mark an activity as “Planned” if the Grantee is waiting for the completion of the environmental review or selection of a developer, for example. In contracts, an activity can be marked as “Completed” to indicate no further drawdowns or accomplishment reporting will take place. Grantees can only drawdown funds for activities in “Underway” status. For activities associated with a TA provider Grantee type, the activity status is based on the approval status of the work plan.</p>
<p>Projected Start Date*</p>	<p>The projected start date indicates when the activity is expected to start.</p>
<p>Projected End Date*</p>	<p>The projected end date indicates when the activity is expected to be completed. If a projected end date passes, Grantees must update the projected end date to avoid DRGR Flags (see Chapter 32). Projected End Dates also help measure the timely expenditure of funds and applicable expenditure deadlines. This information can be revised and updated.</p>
<p>Responsible Organization*</p>	<p>Every DRGR activity must have a single, Responsible Organization assigned (see Chapter 6). The Responsible Organization is the entity responsible for carrying out, or implementing, the activity. The Grantee may select itself, for example, as the Responsible Organization for an activity that is implemented directly, whereas, the Grantee may select a subrecipient as the Responsible Organization if a subrecipient is sub-awarded Grant funds to implement its own activity directly. Remember that Responsible Organizations need to be entered into DRGR by a Grantee just once and can be used across activities and Grants (see Chapter 6).</p>
<p>Budget*</p>	<p>The Activity Budget represents the amount of Grant Funds and Program Income committed to the DRGR Activity. The System prevents Grantees drawing funds in excess of the Activity Budget.</p>
<p>MID Budget</p>	<p>The Most Impacted and Distressed (MID) Budget is applicable to CDBG-DR Grantees only and represents the amount of the Activity Budget that is expected to be spent in MID Areas.</p>

B2. Additional Activity Details

In addition to the Activity Details described above, each DRGR activity has several other components that must be completed. After completing and saving the Details for an activity, users add the additional components from the **“Manage Activity”** page, which is accessible by following the steps described in Section C2 below to Edit Activities. The following tabs are available on the **“Manage Activity”** page. For activities associated with TA provider awards, when the users complete the Work Plans, these components are captured and populated on the **“Manage Activity”** page as read only data (see Chapter 17 – Technical Assistance Work Plans).



Additional Activity Details

Manage Activity

[← Back](#)

Grant Number:	B-18-DP-13-0001	Activity Number:	01 - DCA ADMIN	Edit
Grantee Name:	Georgia	Activity Title:	01 - DCA ADMIN	
Appropriation Code:	2017 HIM	Activity Type:	Administration	
National Objective:	N/A	Projected Start & End Date:	2019-05-09 - 2025-05-09	
Project Number:	01- DCA-UAT Update	Benefit Report Type:	N/A	
Project Title:	01- DCA-UAT Update 1	Responsible Organization:	Georgia Department of Community Affairs	
Grantee Program:		Activity Status:	✔ Under Way	

- [Financials](#)
- [Details](#)
- [Documents](#)
- [Measures](#)
- [Environmental](#)

Financials

Activity Budget

Grant Number	Activity Budget	Activity MID Budget	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
B-18-DP-13-0001	\$1,897,150.00	\$0.00	\$1,897,150.00	\$144,973.28	\$144,973.28	\$0.00

Additional Activity Details

Financials Tab	Activity Budget	Provides a summary of financial data and transactions. Note that the Activity Budget is edited on the “Activity Details” page described above.
	Activity Funding Sources	Not required but recommended. Allows Grantees to report match and leveraged sources of funds.
	Activity Responsible Organization Budgets	Optional. The DRGR System defaults to assigning the entire Activity Budget to the selected Responsible Organization. Grantees may assign a portion of the Activity Budget to one or more “subordinate responsible organizations” to report the budgets for partners and other key organizations involved in implementing the activity.
Details Tab	Activity Description	Activity descriptions should provide a brief description of the activity the Grantee is proposing. This is the best opportunity to describe the “on-the-ground” Grant-funded project to HUD and the public.
	Activity Location	Provide a brief description of the activity location (e.g., King County or the Joplin Senior Center).



	Activity Drawdown Blocks	Optional. Allows Grantee Administrators to block other Grantee Users from creating and approving vouchers for the activity. Also displays if HUD has placed a current or future block, preventing all Grantee Users from creating and approving vouchers for the activity.
	Associate Activities	Optional. Allows Grantees to display related activities in the DRGR Action Plan and QPR. For example, if a Grantee is implementing a housing rehabilitation program that meets the “Low/Mod” and “Urgent Need” National Objectives, necessitating two DRGR activities for the same program separated by National Objective, the Grantee may “Associate” the two activities to show the relationship.
Documents Tab	Activity Supporting Documents	Optional. Allows Grantees to upload documents (e.g., Service Area map) to support the DRGR activity. These documents are only viewable in the DRGR System.
Measures Tab*	Benefiting Reporting Performance	These measures are key to demonstrating compliance with the eligible Activity Type and National Objective (e.g., “Number of Owner Households” for an owner-occupied housing rehab program, or “Number of Multifamily Units” if the activity will result in the creation of new multifamily units).
	Proposed Accomplishments	These measures typically represent the physical outcomes of the activity (e.g., “Number of Single-Family Housing Units” created, or “Number of Substantial Rehabilitations” completed.) Grantees are only required to provide projections for the measures required by program regulations. Any measures projected in the Action Plan will show up in the QPR for reporting. This is true even for entries of “0”. Leave accomplishments blank if not required.
	Proposed Beneficiaries	These measures represent the beneficiaries of the activity (e.g., the “Number of Renter Households” assisted or “Number of New Jobs” created.)
Environmental Tab	Environmental Assessment	Optional but recommended. Grantees should select either Exempt, Competed, or Underway based on the status of the environmental review.
	Environmental Reviews	Optional; not available to State Grantees. Allows Grantees to associate the activity with a HEROS Environmental Review.

**Failure to select and propose accomplishments in the Activity “Measures” Tab will prevent Grantees from being able to report those accomplishments in the performance report (see Chapter 19).*



C. Add, Edit, and View Activities

After Projects are added in DRGR, users can then add Activities and associated the Activities with Projects. The primary purpose of Activities is to report accomplishment data and conduct financial transactions.

Grantees should work with their CPD Representative to map out how their Projects and Activities will be structured to ensure the most efficient and effective programmatic and financial reporting prior to setting up their Projects and Activities in DRGR.

TIP! Grantees cannot drawdown funds for a newly created DRGR activity until the Action Plan is reviewed and approved by HUD.

Reminder: DRGR users associated with a technical assistance provider should refer to Chapter 17 to manage work plans, which serve to populate the Action Plan as activities. As such, unless otherwise noted, only the view and search functions apply throughout this section.

C1. Grantee | Add Activity

User Role: Grantee Users (excluding TA Provider Users)	Menu Option: Add Activity
Purpose: Allow Grantee Users (excluding TA Provider Users) to add an Activity to an Action Plan.	
Complete the following steps to add an Activity to an Action Plan:	
<ol style="list-style-type: none"> Navigate to the Manage My Grant module and locate the Activities menu. Select <Add Activity> and the "Add Activity" page will load. Complete, at minimum, all required fields marked with an asterisk (*). 	
<ol style="list-style-type: none"> The "Project" field opens a dropdown of Projects already created for the current Action Plan. Select the desired Project for the Activity. Grantees must first create Projects before creating Activities (see Chapter 12). 	



User Role: Grantee Users (excluding TA Provider Users) Menu Option: Add Activity

Add Activity

Details

* Project:

* Activity Type:

Environmental Assessment:

* National Objective:

Grantee Program:

* Grantee Activity Number:

3 The “Activity Type” field opens a dropdown menu based on eligible uses associated with the appropriation. Select the Activity type based on the “end use” of the Activity.

Details

* Project:

* Activity Type:

Environmental Assessment:

* National Objective:

4 The “National Objective” field opens a dropdown menu of National Objectives associated with the appropriation. Select the desired National Objective. “N/A” should be selected for Administration and Planning activities only.

Details

* Project:

* Activity Type:

Environmental Assessment:

* National Objective:



User Role: Grantee Users (excluding TA Provider Users) **Menu Option:** Add Activity

5 The “Grantee Activity Number,” “Activity Title,” and “Activity Description” are details customized by the Grantee. See Section B2 above for tips on naming conventions.

* Grantee Activity Number:

* Activity Title:

* Activity Description:

File Edit View Insert Format Tools Table

B *I* U

The administrative budget for the NSP3 program includes funds for HCIDLA staff positions and contractual services. HCIDLA and RNLA will share NSP3 program administration funds.

6 The “Activity Status” field opens a dropdown menu. Users must select “Planned,” “Under Way,” “Cancelled,” or “Completed.” See tips in Section B2 above for selecting the appropriate status.

* Activity Status:

* Projected Start Date:

* Projected End Date:

* Responsible Organization:

7 The “Projected Start Date” and “Projected End Date” should be entered in the appropriate fields using the following format “YYYY-MM-DD.”

* Activity Status:

* Projected Start Date:

* Projected End Date:

* Responsible Organization:



User Role: Grantee Users (excluding TA Provider Users) Menu Option: Add Activity

8 The “Responsible Organization” field opens a dropdown of Responsible Organizations that were added prior to designation at the Activity level (see Chapter 6). Select the desired Responsible Organization.

* Activity Status: Under Way ▾

* Projected Start Date: 2011-03-02

* Projected End Date: 2015-02-28

* Responsible Organization: Los Angeles Housing and Community Investment Department × ▾

9 The “Activity Budget” and “Activity MID Budget” (CDBG-DR Grantees only) should be entered into the appropriate fields and must include Program Funds (Grant funds) and Program Income.

Budget

	Activity Budget	Activity MID Budget
* X-20-R-8-18032	\$ 0.00	\$ 0.00

Cancel Save

10 Select the **<Save>** button on the bottom right of the screen once all information has been added.

Budget

	Activity Budget	Activity MID Budget
* X-20-R-8-18032	\$ 0.00	\$ 0.00

Cancel **Save**

11 Alternatively, Activities may be added from the “Manage Action Plan” page’s “Activities” tab by selecting **<Add Activity>**. To access the “Manage Action Plan” page, navigate to the **Manage My Grant** module, locate the **Action Plan** menu, and select the **<Manage Action Plan>** link. The “Manage Action Plan” page will load.



User Role: Grantee Users (excluding TA Provider Users)	Menu Option: Add Activity
---	----------------------------------

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

Grant Number: B-11-MN-06-0512	LOCCS Authorized Amount: \$9,875,577.00
Grantee Name: Los Angeles, CA	Grant Award Amount: \$9,875,577.00
Appropriation Code: 2011 NSP3	Total Estimated PI/RL Funds: \$3,771,724.29 Edit
Action Plan Status: ✔ Reviewed and Approved	Total Budget: \$13,647,301.29

[Financials](#) [Narratives](#) [Documents](#) [Measures](#) [Projects](#) **[Activities](#)** [History](#) [Upload](#)

Activities [Add Activity](#)

Search Criteria -

Grantee Activity Number: <input type="text" value="Enter Grantee Activity Number ..."/>	Activity Title: <input type="text" value="Enter Activity Title ..."/>
Project Number: <input type="text" value="Enter Project Number ..."/>	Grantee Program Name: <input type="text" value="Enter Grantee Program Name ..."/>

C2. Grantee and HUD | Search and View Activity

User Role: Grantee and HUD Users	Menu Option: Search Activities
---	---------------------------------------

Purpose: Allow Grantee and HUD Users to search and view an existing Activity.

Complete the following steps to search for an existing Activity:

1. Navigate to the **Manage My Grant** module, locate the **Activities** menu, and select **<Search Activities>**. The **"Search Activities"** page will load. Enter search criteria and select **<Search>**. Search results will load. To view an existing Activity, select the **<Action>** next to the desired Activity. The **"Manage Activity"** page will load.

Search Activities [Back](#)

Search Criteria -

Grant Number: <input type="text" value="B-18-DP-13-0001"/>	Project Number: <input type="text" value="Enter Project Number ..."/>
Grantee Program Name: <input type="text" value="Enter Grantee Program Name ..."/>	Grantee Activity Number: <input type="text" value="Enter Grantee Activity Number ..."/>
Activity Title: <input type="text" value="Enter Activity Title ..."/>	Activity Type: <input type="text" value="Enter Activity Type ..."/>
Responsible Organization: <input type="text" value="Enter Responsible Organization ..."/>	Activity Status: <input type="text" value="Select Activity Status ..."/>

Matching Results 32

Grantee Name	Grant Number	Grantee Activity Number	Activity Title	Activity Type	Responsible Organization	Project Number	Grantee Program Name	National Objective	Activity Status	Actions
Georgia	B-18-DP-13-0001	01 - DCA ADMIN	01 - DCA ADMIN	Administration	Georgia Department of Community Affairs	01- DCA-UAT Update		N/A	Under Way	Action
Georgia	B-18-DP-13-0001	02- DCA Planning	02- DCA Planning	Planning	Georgia Department of Community Affairs	01- DCA-UAT Update		N/A	Under Way	Action
Georgia	B-18-DP-13-	03- HDBP	03- HDBP	Rehabilitation/renovation of	Georgia Department of	01- DCA-11&T	Build it Right	Low/Med	Under Way	Action



User Role: Grantee and HUD Users **Menu Option:** Search Activities

2 On the **“Manage Activity”** page, navigate the edit function or Activity tabs to view components of the activity.

Manage Activity [← Back](#)

Grant Number: B-18-DP-13-0001	Activity Number: 01 - DCA ADMIN Edit
Grantee Name: Georgia	Activity Title: 01 - DCA ADMIN
Appropriation Code: 2017 HIM	Activity Type: Administration
National Objective: N/A	Projected Start & End Date: 2019-05-09 - 2025-05-09
Project Number: 01- DCA-UAT Update	Benefit Report Type: N/A
Project Title: 01- DCA-UAT Update 1	Responsible Organization: Georgia Department of Community Affairs
Grantee Program:	Activity Status: ✔ Under Way

[Financials](#) [Details](#) [Documents](#) [Measures](#) [Environmental](#)

Financials

Activity Budget

Grant Number	Activity Budget	Activity MID Budget	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
B-18-DP-13-0001	\$1,897,150.00	\$0.00	\$1,897,150.00	\$144,973.28	\$144,973.28	\$0.00

Funding Sources

Funding Source Name	Funding Type	Matching Fund Amount	Other Fund Amount
Edit			

C3. Grantee | Edit Activity

User Role: Grantee Users (excluding TA Provider Users) **Menu Option:** Search Activities

Purpose: Allow Grantee Users to edit an existing Activity.

Complete the following steps to edit an existing Activity:

1 Follow the steps in Section C2 to search for an activity.

The remainder of this page is intentionally left blank.



User Role: Grantee Users (excluding TA Provider Users) | **Menu Option:** Search Activities

2 On the **“Manage Activity”** page, select **<Edit>** to modify Activity Details. Navigate the Activity tabs to edit components of the activity.

Manage Activity [← Back](#)

Grant Number: B-18-DP-13-0001	Activity Number: 01 - DCA ADMIN	Edit
Grantee Name: Georgia	Activity Title: 01 - DCA ADMIN	
Appropriation Code: 2017 HIM	Activity Type: Administration	
National Objective: N/A	Projected Start & End Date: 2019-05-09 - 2025-05-09	
Project Number: 01- DCA-UAT Update	Benefit Report Type: N/A	
Project Title: 01- DCA-UAT Update 1	Responsible Organization: Georgia Department of Community Affairs	
Grantee Program:	Activity Status: ✔ Under Way	

[Financials](#) | [Details](#) | [Documents](#) | [Measures](#) | [Environmental](#)

Financials

Activity Budget

Grant Number	Activity Budget	Activity MID Budget	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
B-18-DP-13-0001	\$1,897,150.00	\$0.00	\$1,897,150.00	\$144,973.28	\$144,973.28	\$0.00

Funding Sources

Funding Source Name	Funding Type	Matching Fund Amount	Other Fund Amount	Edit
---------------------	--------------	----------------------	-------------------	----------------------

D. Manage Activity: Financials

This Section provides procedures for navigating the “Financials” tab of the **“Manage Activity”** page. In this Section, the edit functions are not applicable to DRGR users associated with a technical assistance provider.

User Role: Grantee Users | **Menu Option:** Search Activities

Purpose: Allow Grantee Users to access the **“Manage Activity”** page.

Complete the following steps to access the **“Manage Activity”** page:

- 1 Navigate to the **Manage My Grant** module, locate the **Activities** menu, and select **<Search Activities>**. The **“Search Activities”** page will load. Enter search criteria and select **<Search>**. Search results will load. To view an existing Activity, select the **<Action>** next to the desired Activity.



User Role: Grantee Users
Menu Option: Search Activities

Search Activities
[← Back](#)

Search Criteria ▾

Grant Number: <input type="text" value="B-18-DP-13-0001"/>	Project Number: <input type="text" value="Enter Project Number ..."/>
Grantee Program Name: <input type="text" value="Enter Grantee Program Name ..."/>	Grantee Activity Number: <input type="text" value="Enter Grantee Activity Number ..."/>
Activity Title: <input type="text" value="Enter Activity Title ..."/>	Activity Type: <input type="text" value="Enter Activity Type ..."/>
Responsible Organization: <input type="text" value="Enter Responsible Organization ..."/>	Activity Status: <input type="text" value="Select Activity Status ..."/>

Matching Results 32

Copy Print CSV Excel

Grantee Name	Grant Number	Grantee Activity Number	Activity Title	Activity Type	Responsible Organization	Project Number	Grantee Program Name	National Objective	Activity Status	Actions
Georgia	B-18-DP-13-0001	01 - DCA ADMIN	01 - DCA ADMIN	Administration	Georgia Department of Community Affairs	01- DCA-UAT Update		N/A	Under Way	Edit
Georgia	B-18-DP-13-0001	02- DCA Planning	02- DCA Planning	Planning	Georgia Department of Community Affairs	01- DCA-UAT Update		N/A	Under Way	Edit
Georgia	B-18-DP-13-	03- HRBP	03- HRBP	Rehabilitation/reconstruction of	Georgia Department of	01- DCA-IAT	Build it Right	Low/Mnd	Under Way	Edit

- The **“Manage Activity”** page will load and default to the **“Financials”** tab. From this tab, users can edit Funding Sources by selecting **<Edit>** next to **“Funding Sources.”** Note that the Activity Budget and MID Budget are view only on the **“Financials”** tab and can be edited by selecting **<Edit>** next to the **“Manage Activity”** Title Bar.

Manage Activity
[← Back](#)

Grant Number:	B-18-DP-13-0001	Activity Number:	01 - DCA ADMIN	Edit
Grantee Name:	Georgia	Activity Title:	01 - DCA ADMIN	
Appropriation Code:	2017 HIM	Activity Type:	Administration	
National Objective:	N/A	Projected Start & End Date:	2019-05-09 - 2025-05-09	
Project Number:	01- DCA-UAT Update	Benefit Report Type:	N/A	
Project Title:	01- DCA-UAT Update 1	Responsible Organization:	Georgia Department of Community Affairs	
Grantee Program:		Activity Status:	✔ Under Way	

Financials
Details
Documents
Measures
Environmental

Financials

Activity Budget

Grant Number	Activity Budget	Activity MID Budget	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
B-18-DP-13-0001	\$1,897,150.00	\$0.00	\$1,897,150.00	\$144,973.28	\$144,973.28	\$0.00

Funding Sources	Funding Source Name	Funding Type	Matching Fund Amount	Other Fund Amount	Edit

D1. Grantee | Activity Budget

User Role: Grantee Users
Menu Option: Search Activities

Purpose: Allow Grantee Users to manage an Activity’s budget.



User Role: Grantee Users	Menu Option: Search Activities
---------------------------------	---------------------------------------

Complete the following steps to manage an Activity’s budget:

- 1 Follow the steps in Section C2 to search for an activity.
- 2 On the **“Manage Activity”** page, select **<Edit>** next to the “Manage Activity” Title Bar. The **“Edit Activity Details”** page will load. Scroll down to the “Budget” section. If the Project for the Activity was changed, and you would like the giving and receiving Project Budgets to be adjusted by the Activity Budget, select the **<Yes>** radio button next to “Adjust Project Budget.” This will reduce the original Project Budget by the Activity Budget amount and increase the new Project Budget by the Activity Budget amount. Only select this option if the new Project Budget does not already account for the incoming Activity Budget.

Budget

Adjust Project Budget: Yes No

	Activity Budget	Activity MID Budget
* X-20-R-8-18032	\$ 50,000.00	\$ 20,000.00

- 3 Enter the revised “Activity Budget” and/or “Activity MID Budget” (if applicable) and select **<Save>**.

Budget

Adjust Project Budget: Yes No

	Activity Budget	Activity MID Budget
* X-20-R-8-18032	\$ 50,000.00	\$ 20,000.00

D2. Grantee | Activity Funding Source

User Role: Grantee Users	Menu Option: Search Activities
---------------------------------	---------------------------------------

Purpose: Allow Grantee Users to manage an Activity’s funding source(s).

Complete the following steps to manage an Activity’s funding source(s):

- 1 Follow the steps in Section C2 to search for an activity.



User Role: Grantee Users

Menu Option: Search Activities

- On the “Manage Activity” page, select the “Financials” tab, followed by selecting <Edit> next to “Funding Sources”.

Disaster Recovery Grant Reporting System

Manage Activity

Grant Number: B-11-MN-06-0512
 Grantee Name: Los Angeles, CA
 Appropriation Code: 2011 NSP3
 National Objective: N/A
 Project Number: 100 - Admin
 Project Title: Administration

Activity Number: 101 HCIDLA Admin
 Activity Title: HCIDLA Administration
 Activity Type: Administration
 Projected Start & End Date: 2011-03-02 - 2015-02-28
 Benefit Report Type: N/A
 Responsible Organization: Los Angeles Housing and Community Investment Department
 Activity Status: Under Way

Financials (highlighted)

Activity Budget	Grant Number	Activity Budget	Activity MID Budget	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
	B-11-MN-06-0512	\$81,014.14	\$0.00	\$81,014.14	\$40,000.00	\$74,447.57	\$56,866.72

Funding Sources (highlighted)

No Results Found

Proposed Budgets for Organizations Carrying Out Activity	Responsible Organization	Organization Type	Proposed Budget	Actions
	Los Angeles Housing and Community Investment Department	Local Government	\$81,014.14	
TOTAL:			\$81,014.14	

- The “Edit Funding Source” page will load. Enter the amount for each desired funding source. If the funding source is not match funding, select <No>. When complete, select <Save>.

Edit Funding Source

Enter the values and click save.

Funding Source Name	Funding Type	Matching Funds	Fund Amount
Funding Source 1	City Funds	<input type="radio"/> No	(\$) Enter Fund Amount ...
Funding Source 2	County Funds	<input type="radio"/> No	(\$) Enter Fund Amount ...
TOTAL:			\$0.00

Cancel Save

The remainder of this page intentionally left blank.



D3. Grantee | Activity Responsible Organization Budgets

User Role: Grantee Users	Menu Option: Search Activities																																											
Purpose: Allow Grantee Users to manage the Activity’s Responsible Organization budgets.																																												
<input checked="" type="checkbox"/> Complete the following steps to manage the Activity’s Responsible Organization budgets:																																												
1 Follow the steps in Section C2 above to search for an activity.																																												
2 On the “Manage Activity” page, select the “Financials” tab, followed by selecting <Add Organization Budget> next to “Proposed Budgets for Organizations Carrying Out Activity.”																																												
Note: the responsible organization defaults to name of the Grantee, for Activities associated with a technical assistance provider. Edits are allowed.																																												
<div style="border: 1px solid #ccc; padding: 10px;"> <p>Manage Activity + Roll</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Grant Number: B-11-MN-06-0512</td> <td style="width: 33%;">Activity Number: 101 HCIDLA Admin</td> <td style="width: 33%; text-align: right;">Edit</td> </tr> <tr> <td>Grantee Name: Los Angeles, CA</td> <td>Activity Title: HCIDLA Administration</td> <td></td> </tr> <tr> <td>Appropriation Code: 2011 NSP3</td> <td>Activity Type: Administration</td> <td></td> </tr> <tr> <td>National Objective: N/A</td> <td>Projected Start & End Date: 2011-03-02 - 2015-02-28</td> <td></td> </tr> <tr> <td>Project Number: 100 - Admin</td> <td>Benefit Report Type: N/A</td> <td></td> </tr> <tr> <td>Project Title: Administration</td> <td>Responsible Organization: Los Angeles Housing and Community Investment Department</td> <td></td> </tr> <tr> <td></td> <td>Activity Status: ✔ Under Way</td> <td></td> </tr> </table> <p style="margin-top: 10px;"> Financials Details Documents Measures Environmental </p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Financials</p> <p>Activity Budget</p> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="text-align: left;">Grant Number</th> <th style="text-align: right;">Activity Budget</th> <th style="text-align: right;">Activity MID Budget</th> <th style="text-align: right;">Activity Obligations</th> <th style="text-align: right;">Total Drawn</th> <th style="text-align: right;">Program Funds Drawn</th> <th style="text-align: right;">Program Income Drawn</th> </tr> </thead> <tbody> <tr> <td>B-11-MN-06-0512</td> <td style="text-align: right;">\$81,213.13</td> <td style="text-align: right;">5000</td> <td style="text-align: right;">\$81,213.13</td> <td style="text-align: right;">\$82,819.29</td> <td style="text-align: right;">\$74,442.57</td> <td style="text-align: right;">\$56,866.72</td> </tr> </tbody> </table> <p style="margin-top: 5px;">Funding Sources + Roll</p> <p style="margin-top: 5px;">No Results Found</p> </div> <div style="margin-top: 10px;"> <p>Proposed Budgets for Organizations Carrying Out Activity</p> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="text-align: left;">Responsible Organization</th> <th style="text-align: left;">Organization Type</th> <th style="text-align: right;">Proposed Budget</th> <th style="text-align: center;">Actions</th> </tr> </thead> <tbody> <tr> <td>Los Angeles Housing and Community Investment Department</td> <td>Local Government</td> <td style="text-align: right;">\$81,213.13</td> <td style="text-align: center;">Add Organization Budget Edit</td> </tr> </tbody> </table> </div> </div>		Grant Number: B-11-MN-06-0512	Activity Number: 101 HCIDLA Admin	Edit	Grantee Name: Los Angeles, CA	Activity Title: HCIDLA Administration		Appropriation Code: 2011 NSP3	Activity Type: Administration		National Objective: N/A	Projected Start & End Date: 2011-03-02 - 2015-02-28		Project Number: 100 - Admin	Benefit Report Type: N/A		Project Title: Administration	Responsible Organization: Los Angeles Housing and Community Investment Department			Activity Status: ✔ Under Way		Grant Number	Activity Budget	Activity MID Budget	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn	B-11-MN-06-0512	\$81,213.13	5000	\$81,213.13	\$82,819.29	\$74,442.57	\$56,866.72	Responsible Organization	Organization Type	Proposed Budget	Actions	Los Angeles Housing and Community Investment Department	Local Government	\$81,213.13	Add Organization Budget Edit
Grant Number: B-11-MN-06-0512	Activity Number: 101 HCIDLA Admin	Edit																																										
Grantee Name: Los Angeles, CA	Activity Title: HCIDLA Administration																																											
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Grant Number	Activity Budget	Activity MID Budget	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn																																						
B-11-MN-06-0512	\$81,213.13	5000	\$81,213.13	\$82,819.29	\$74,442.57	\$56,866.72																																						
Responsible Organization	Organization Type	Proposed Budget	Actions																																									
Los Angeles Housing and Community Investment Department	Local Government	\$81,213.13	Add Organization Budget Edit																																									
3 The “Add Organization Budget” page will load. Select the desired organization from the “Responsible Organization” dropdown menu. Enter the budget in the “Proposed Budget” field. Select the <Save> button when complete. See Chapter 6 – Responsible Organizations for more information.																																												



User Role: Grantee Users Menu Option: Search Activities

Add Organization Budget ✕

Enter the values and click save.

* Responsible Organization:

* Proposed Budget:

- To **Edit an existing Activity Responsible Organization Budget**: From the “Manage Activity” page, select the “Financials” tab, followed by selecting **<Edit>** under the “Action” column for the Responsible Organization Budget you wish to edit.

Manage Activity ← Back

Grant Number: B-11-MN-06-0512	Activity Number: 101 HCIDLA Admin
Grantee Name: Los Angeles, CA	Activity Title: HCIDLA Administration
Appropriation Code: 2011 NSP3	Activity Type: Administration
National Objective: N/A	Projected Start & End Date: 2011-03-02 - 2015-02-28
Project Number: 100 - Admin	Benefit Report Type: N/A
Project Title: Administration	Responsible Organization: Los Angeles Housing and Community Investment Department
	Activity Status: ✔ Under Way

Financials Details Documents Measures Environmental

Financials

Activity Budget	Grant Number	Activity Budget	Activity MID Budget	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
	R 11 MN 06 0512	\$81,213.13	\$0.00	\$41,013.13	\$42,800.29	\$24,442.57	\$56,866.72

Funding Sources ↗ Edit

No Results found

Proposed Budgets for Organizations Carrying Out Activity Add Organization Budget

Responsible Organization	Organization Type	Proposed Budget	Actions
Los Angeles Housing and Community Investment Department	Local Government	\$81,213.13	✎

- The “**Edit Organization Budget**” page will load. Select the desired organization from the “Responsible Organization” dropdown menu to change the existing Responsible Organization. Enter the revised budget in the “Proposed Budget” field. Select the **<Save>** button when complete.



User Role: Grantee Users
Menu Option: Search Activities

Edit Organization Budget
✕

Enter the values and click save.

* Responsible Organization:

* Proposed Budget:

Cancel

Save

E. Manage Activity: Details

This Section provides procedures for navigating the “Details” Tab of the “Manage Activity” page. In this Section, the edit functions are not applicable to DRGR users associated with a technical assistance provider.

User Role: Grantee Users
Menu Option: Search Activities

Purpose: Allow Grantee Users to access the “Manage Activity - Details” page.

Complete the following steps to access the “Manage Activity - Details” page:

- 1 Follow the steps in Section C2 to search for an activity.
- 2 On the “Manage Activity” page, select the “Details” Tab to edit Activity details. The Activity Narrative can be edited by selecting **<Edit>** next to the “Manage Activity” Title Bar.

Manage Activity
← Back

Grant Number: B-18-DP-13-0001

Grantee Name: Georgia

Appropriation Code: 2017 HIM

National Objective: N/A

Project Number: 01- DCA-UAT Update

Project Title: 01- DCA-UAT Update 1

Grantee Program:

Activity Number: 01 - DCA ADMIN

Activity Title: 01 - DCA ADMIN

Activity Type: Administration

Projected Start & End Date: 2019-05-09 - 2025-05-09

Benefit Report Type: N/A

Responsible Organization: Georgia Department of Community Affairs

Activity Status: ✔ Under Way

Financials
Details
Documents
Measures
Environmental

Financials

Activity Budget

Grant Number	Activity Budget	Activity MID Budget	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
B-18-DP-13-0001	\$1,897,150.00	\$0.00	\$1,897,150.00	\$144,973.28	\$144,973.28	\$0.00

Funding Sources

Funding Source Name	Funding Type	Matching Fund Amount	Other Fund Amount
Edit			

E1. Grantee | Activity Description

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Page 21



User Role: Grantee Users	Menu Option: Search Activities
Purpose: Allow Grantee Users to manage an Activity's description.	
Complete the following steps to manage an Activity's description:	
1 Follow the steps in Section C2 to search for an activity.	
2 On the "Manage Activity" page select <Edit> next to the "Manage Activity" Title Bar. The "Edit Activity Details" page will load. Scroll down to the "Activity Description" section and add or edit the text. Select <Save> when complete.	

Edit Activity Details

Details

- * Project: 01- DCA-UAT Update 1
- * Activity Type: Rehabilitation/reconstruction of residential structures
- Environmental Assessment: COMPLETED
- * National Objective: Low/Mod
- Grantee Program: Build It Right
- * Grantee Activity Number: 03- HRRP
- * Activity Title: 03- HRRP
- * Activity Description:

File Edit View Insert Format Tools Table

B *I* U [List Icons] [Undo] [Redo] [Grid] [Link]

This activity has been established to bill DCA's ADCs to related to the Homeowner Rehabilitation and Reconstruction Program.
- * Activity Status: Under Way
- * Projected Start Date: 2019-08-08
- * Projected End Date: 2024-08-08
- * Responsible Organization: Georgia Department of Community Affairs

Budget

Adjust Project Budget: Yes No

	Activity Budget	Activity MID Budget
* B-18-DP-13-0001	\$ 1,000,000.00	\$ 1,000,000.00

E2. Grantee | Activity Location



User Role: Grantee Users (excluding TA Provider users)

Menu Option: Search Activities

Purpose: Allow Grantee Users to manage an Activity's location description.

Complete the following steps to manage an Activity's location description:

- 1 Follow the steps in Section C2 to search for an activity.
- 2 On the “Manage Activity” page, select the “Details” tab, followed by selecting <Edit> next to “Location Description”.

Manage Activity + Back

Grant Number:	X-20-R-8-18032	Activity Number:	Activity 1
Grantee Name:	Louisiana	Activity Title:	Activity 1
Appropriation Code:	2013 SDY	Activity Type:	Acquisition - general
National Objective:	N/A	Projected Start & End Date:	2020-01-01 - 2020-12-31
Project Number:	Project 1	Benefit Report Type:	N/A
Project Title:	Project 1	Responsible Organization:	1026 Constance, LLC
Grantee Program:	Automated Test Grantee Program 25237	Activity Status:	✔ Planned

Francis | **Details** | Documents | Measures | Environmental

Additional Details

Activity Description:

Location Description:

Drawdown Block:

- 3 The “Edit Location Description” page will load. Enter the location description in the dialogue box. When complete, select the <Save> button.

Edit Location Description ✕

File Edit View Insert Format Tools Table

B *I* U | | |

The activities will be carried out in the HUD identified MID Zipcodes. 31705, 31520, and 31548.

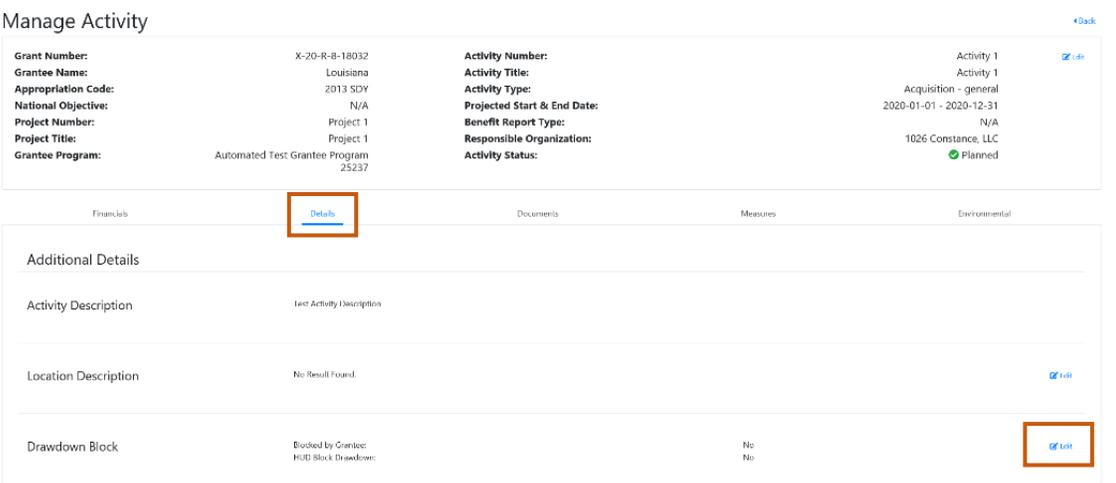
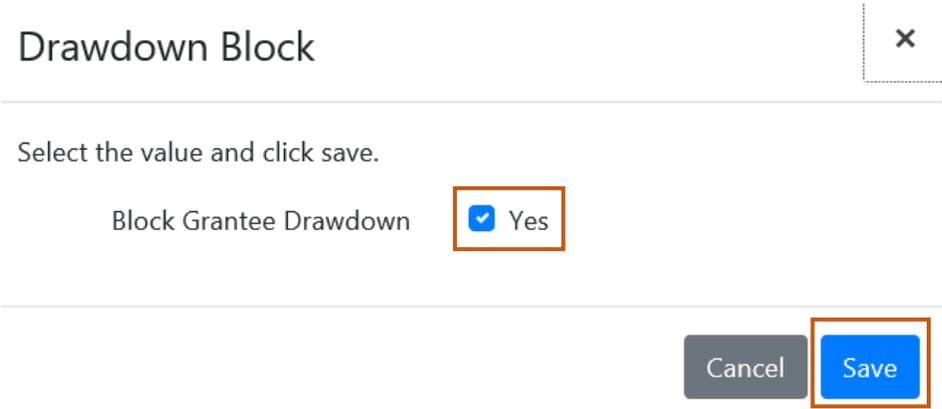


User Role: Grantee Users (excluding TA Provider users)	Menu Option:  Search Activities





E3. Grantee | Activity Drawdown Blocks

User Role: Grantee Administrators	Menu Option: Search Activities
Purpose: Allow Grantee Administrators to block and unblock drawdowns for an Activity.	
Complete the following steps to block and unblock drawdowns for an Activity:	
1 Follow the steps in Section C2 to search for an activity.	
2 On the “Manage Activity” page, select the “Details” tab, followed by selecting <Edit> next to “Drawdown Block.”	
	
3 The “Drawdown block” page will load. Select <Yes> to block all drawdowns for this activity or unselect <Yes> to remove the drawdown block. When complete, select <Save> .	
	



E4. Grantee | Associate Activities

User Role: Grantee Users (excluding TA Provider users)	Menu Option: Search Activities																																
Purpose: Allow Grantee Users to manage Activity associations.																																	
Complete the following steps to manage Activity associations:																																	
1 Follow the steps in Section C2 to search for an activity.																																	
2 On the “Manage Activity” page, select the “Details” tab, followed by selecting <Associate Activity> located next to “Associated Activities.”																																	
<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Project Title: Project 2 Responsible Organization: 1026 Constance, LLC</p> <p>Grantee Program: Activity Status: ✔ Planned</p> <p style="text-align: center;"> Financials Details Documents Measures Environmental </p> <p>Additional Details</p> <p>Activity Description: Test Activity Description</p> <p>Location Description: This activity will be carried out in the HUD identified MID zipcodes: 31705, 31520, and 31548. Edit</p> <p>Drawdown Block: Blocked by Grantee: HUD Block Drawdown: No No Edit</p> <p>Associated Activities</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Responsible Organization</th> <th>Activity Type</th> <th>Project Number</th> <th>Activity Number</th> <th>Activity Title</th> <th>PIA Name</th> <th>Primary Activity</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td colspan="8" style="text-align: center;">No Results Found</td> </tr> </tbody> </table> </div>		Responsible Organization	Activity Type	Project Number	Activity Number	Activity Title	PIA Name	Primary Activity	Actions	No Results Found																							
Responsible Organization	Activity Type	Project Number	Activity Number	Activity Title	PIA Name	Primary Activity	Actions																										
No Results Found																																	
3 The “Associate Activity” page will load. Select the desired activity to associate from the “Activity Number” dropdown menu. Select <Yes> for “Primary Activity” if the selected activity is the main activity in the association. Do not select <Yes> for “Primary Activity” if the selected activity is a secondary activity to the main/primary activity. When complete, select <Save> . Repeat steps 1 and 2 to associate another Activity, if applicable.																																	
<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Associate Activity ✕</p> <div style="border: 2px solid orange; padding: 5px; margin-bottom: 5px;"> * Activity Number: Activity 1 </div> <div style="border: 2px solid orange; padding: 5px; margin-bottom: 5px;"> Primary Activity: <input type="checkbox"/> Yes </div> <div style="text-align: right; margin-top: 10px;"> Cancel Save </div> </div>																																	
4 To edit which associated activity is “Primary,” from the “Manage Activity” page, select the “Details” tab, followed by selecting <Edit> next the desired activity.																																	
<p>Associated Activities</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Responsible Organization</th> <th>Activity Type</th> <th>Project Number</th> <th>Activity Number</th> <th>Activity Title</th> <th>PIA Name</th> <th>Primary Activity</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Georgia Department of Community Affairs</td> <td>Affordable Rental Housing</td> <td>02- Multifamily</td> <td>2019-080 Albany Multifamily</td> <td>2019-080 Albany Multifamily (Havenwood)</td> <td></td> <td></td> <td style="border: 2px solid orange;"></td> </tr> <tr> <td>Glynn County</td> <td>Acquisition - buyout of residential properties</td> <td>06- Glynn</td> <td>06-Glynn Buyout UN</td> <td>06-Glynn Buyout UN</td> <td></td> <td>Y</td> <td></td> </tr> <tr> <td>Georgia Department of Community Affairs</td> <td>Rehabilitation/reconstruction of residential structures</td> <td>01- DCA-UAT Update</td> <td>03- HRRP</td> <td>03- HRRP</td> <td></td> <td></td> <td style="border: 2px solid orange;"></td> </tr> </tbody> </table>		Responsible Organization	Activity Type	Project Number	Activity Number	Activity Title	PIA Name	Primary Activity	Actions	Georgia Department of Community Affairs	Affordable Rental Housing	02- Multifamily	2019-080 Albany Multifamily	2019-080 Albany Multifamily (Havenwood)				Glynn County	Acquisition - buyout of residential properties	06- Glynn	06-Glynn Buyout UN	06-Glynn Buyout UN		Y		Georgia Department of Community Affairs	Rehabilitation/reconstruction of residential structures	01- DCA-UAT Update	03- HRRP	03- HRRP			
Responsible Organization	Activity Type	Project Number	Activity Number	Activity Title	PIA Name	Primary Activity	Actions																										
Georgia Department of Community Affairs	Affordable Rental Housing	02- Multifamily	2019-080 Albany Multifamily	2019-080 Albany Multifamily (Havenwood)																													
Glynn County	Acquisition - buyout of residential properties	06- Glynn	06-Glynn Buyout UN	06-Glynn Buyout UN		Y																											
Georgia Department of Community Affairs	Rehabilitation/reconstruction of residential structures	01- DCA-UAT Update	03- HRRP	03- HRRP																													



User Role: Grantee Users (excluding TA Provider users) | **Menu Option:** Search Activities

5 The **“Edit Activity Association”** page will load. Select **<Yes>** for **“Primary Activity”** if the selected activity is the main activity in the association. Unselect **<Yes>** for **“Primary Activity”** if the selected activity is a secondary activity to the primary activity. When complete, select the **<Save>** button.

6 To **delete an existing Activity Association**, from the **“Manage Activity”** page, select the **“Details”** tab, followed by selecting **<Delete>** next the desired activity. The page will refresh and the activity will no longer be displayed.

Responsible Organization	Activity Type	Project Number	Activity Number	Activity Title	PIA Name	Primary Activity	Actions
Georgia Department of Community Affairs	Affordable Rental Housing	02- Multifamily	2019-080 Albany Multifamily	2019-080 Albany Multifamily (Havenwood)			
Glynn County	Acquisition - buyout of residential properties	06- Glynn	06-Glynn Buyout UN	06-Glynn Buyout UN		Y	
Georgia Department of Community Affairs	Rehabilitation/reconstruction of residential structures	01- DCA-UAT Update	03- HRRP	03- HRRP			

F. Manage Activity: Documents

This Section provides procedures for navigating the **“Documents”** tab of the **“Manage Activity”** page.

User Role: Grantee Users | **Menu Option:** Search Activities

Purpose: Allow Grantee Users to access the **“Manage Activity - Documents”** page.

Complete the following steps to access the **“Manage Activity - Documents”** page:

- 1 Follow the steps in Section C2 to search for an activity.
- 2 **On the “Manage Activity”** page, select the **“Documents”** Tab to add/edit supporting documents.



User Role: Grantee Users **Menu Option:** Search Activities

Manage Activity

[Back](#)

Grant Number: B-18-DP-13-0001	Activity Number: 01 - DCA ADMIN	Edit
Grantee Name: Georgia	Activity Title: 01 - DCA ADMIN	
Appropriation Code: 2017 HIM	Activity Type: Administration	
National Objective: N/A	Projected Start & End Date: 2019-05-09 - 2025-05-09	
Project Number: 01- DCA-UAT Update	Benefit Report Type: N/A	
Project Title: 01- DCA-UAT Update 1	Responsible Organization: Georgia Department of Community Affairs	
Grantee Program:	Activity Status: ● Under Way	

[Financials](#) | [Details](#) | **[Documents](#)** | [Measures](#) | [Environmental](#)

Financials

Activity Budget

Grant Number	Activity Budget	Activity MID Budget	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
B-18-DP-13-0001	\$1,897,150.00	\$0.00	\$1,897,150.00	\$144,973.28	\$144,973.28	\$0.00

Funding Sources

Funding Source Name	Funding Type	Matching Fund Amount	Other Fund Amount	Edit

F1. Grantee | Activity Supporting Documents

User Role: Grantee Users **Menu Option:** Search Activities

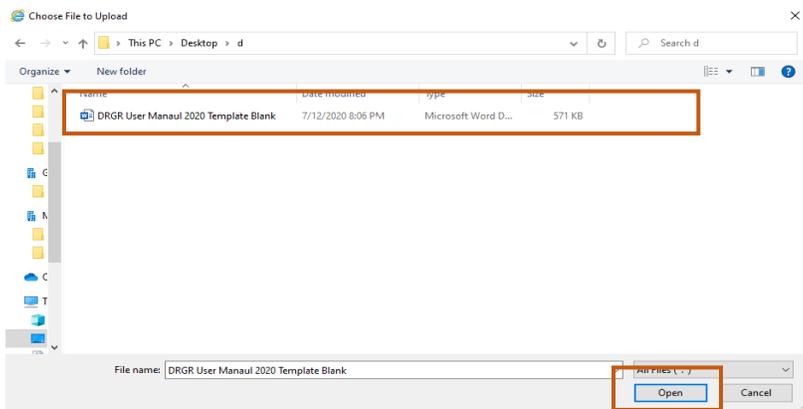
Purpose: Allow Grantee Users to manage Activity supporting documents.

Complete the following steps to manage Activity supporting documents:

- Follow the steps in Section C2 to search for an activity.
- From the **“Manage Activity”** page, select the **“Documents”** tab followed by **<Add Document>**.

The screenshot shows the 'Manage Activity' page for activity X-20-R-8-18032. The 'Documents' tab is selected and highlighted with a red box. Below the tabs, the 'Supporting Documents' section shows 'No results found.' The 'Add Document' button is highlighted with a red box.

3 A file upload page will load. Select the desired document to upload and select <Open>.



4 Upon successful upload, the document will appear in the “Supporting Documents” table.

Manage Activity Back

Grant Number:	B-18-DP-13-0001	Activity Number:	03- HRRP	Edit
Grantee Name:	Georgia	Activity Title:	03- HRRP	
Appropriation Code:	2017 HIM	Activity Type:	Rehabilitation/reconstruction of residential structures	
National Objective:	Low/Mod	Projected Start & End Date:	2019-08-08 - 2024-08-08	
Project Number:	01- DCA-UAT Update	Benefit Report Type:	Direct: Households	
Project Title:	01- DCA-UAT Update 1	Responsible Organization:	Georgia Department of Community Affairs	
Grantee Program:	Build it Right	Activity Status:	Under Way	

Financials Details Documents Measures Environmental

Supporting Documents Add Document

The file size limit is 3MB. Valid file extensions are: png, gif, jpg, jpeg, doc, docx, xls,xlsx, csv, ppt, pptx, and pdf.

Name	Date	Type	Uploaded By	Actions
HUD logo.jpg	04/23/2020	JPG	Glen Misner	View Delete
add activity test.csv	04/23/2020	CSV	Glen Misner	View Delete

5 To delete a document, select <Delete> for the desired document in the “Actions” column.

Manage Activity Back

Grant Number:	B-18-DP-13-0001	Activity Number:	03- HRRP	Edit
Grantee Name:	Georgia	Activity Title:	03- HRRP	
Appropriation Code:	2017 HIM	Activity Type:	Rehabilitation/reconstruction of residential structures	
National Objective:	Low/Mod	Projected Start & End Date:	2019-08-08 - 2024-08-08	
Project Number:	01- DCA-UAT Update	Benefit Report Type:	Direct: Households	
Project Title:	01- DCA-UAT Update 1	Responsible Organization:	Georgia Department of Community Affairs	
Grantee Program:	Build it Right	Activity Status:	Under Way	

Financials Details Documents Measures Environmental

Supporting Documents Add Document

The file size limit is 3MB. Valid file extensions are: png, gif, jpg, jpeg, doc, docx, xls,xlsx, csv, ppt, pptx, and pdf.

Name	Date	Type	Uploaded By	Actions
HUD logo.jpg	04/23/2020	JPG	Glen Misner	View Delete
add activity test.csv	04/23/2020	CSV	Glen Misner	View Delete



G. Manage Activity: Measures

This Section provides procedures for navigating the “Measures” tab of the “Manage Activity” page. The measures available to select depend on the Grant appropriation and an Activity’s “Activity Type.” Users complete three possible measures types, as applicable to the appropriation and Activity Type.

Summary of Activity Measures

Performance Measures	Measure Values	Subsection
Benefit Reporting	Direct Benefit. Used to identify the beneficiaries of the Activity to demonstrate meeting the Low/Mod Households (LMH), Low/Mod Clientele (LMC), or Low/Mod Jobs (LMJ) National Objective. For housing activities, housing tenure (renter or owner) and housing unit type (single family or multifamily) must also be selected.	G1
	Area Benefit – Census. Used to identify the Low/Mod percentage of the Activity service area to demonstrate meeting the Low/Mod Area (LMA) National Objective.	G2
	Area Benefit – Survey. Used to identify the Low/Mod percentage of the Activity service area to demonstrate meeting the Low/Mod Area (LMA) National Objective.	G3
Proposed Accomplishments	The System provides multiple accomplishments (e.g. “Number of Housing Units,” “Number of Public Facility Improvements,” “Number of organizations served,” “Number of jobs created,” etc.) to select from based on the Activity Type.	G4
Proposed Beneficiaries	Number of Persons. Used to demonstrate meeting the Low/Mod Clientele (LMC) National Objective.	G5
	Number of Jobs Created/Retained. Used to demonstrate meeting the Low/Mod Jobs (LMJ) National Objective.	
	Number of Households. Used to demonstrate meeting the Low/Mod Households (LMH National Objective.)	

Failure to select and propose accomplishments in the Activity “Measures” Tab will prevent Grantees from being able to report those accomplishments in the performance report (see Chapter 19). Additionally, entering even a zero for an accomplishment will result in that measure appearing in the Performance Report for completion.



G1. Grantee | Activity Benefitting Reporting Performance – Direct Benefit

This Section provides general guidance on navigating the Measures functions. The Measures applicable to a Grant will depend on the appropriation and the chosen Activity Type. This section provides an example of completion of Measures for a Direct Benefit activity such as those that may be included in CDBG-DR, NSP, or RIF program delivery, however, the basic steps for navigating to the Measures functions in the Activity are useful for most users.

User Role: Grantee Users	Menu Option: Search Activities																																					
Purpose: Allow Grantee Users to select the Direct Benefit Reporting Performance.																																						
Complete the following steps to select the Direct Benefit Reporting Performance:																																						
1 Follow the steps in Section C2 to search for an activity.																																						
2 From the “Manage Activity” page, select the “Measures” tab followed by <Edit> located next to “Benefit Reporting Performance.”																																						
<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Manage Activity ← Back </div> <table style="width: 100%; font-size: x-small; border-collapse: collapse;"> <tr> <td style="width: 33%;">Grant Number: X-20-R-8-18032</td> <td style="width: 33%;">Activity Number: Activity 3</td> <td style="width: 33%; text-align: right;">✎ Edit</td> </tr> <tr> <td>Grantee Name: Louisiana</td> <td>Activity Title: Activity 3</td> <td></td> </tr> <tr> <td>Appropriation Code: 2013 SDY</td> <td>Activity Type: Affordable Rental Housing</td> <td></td> </tr> <tr> <td>National Objective: N/A</td> <td>Projected Start & End Date: 2020-01-01 - 2020-12-31</td> <td></td> </tr> <tr> <td>Project Number: Project 2</td> <td>Benefit Report Type: N/A</td> <td></td> </tr> <tr> <td>Project Title: Project 2</td> <td>Responsible Organization: 1026 Constance, LLC</td> <td></td> </tr> <tr> <td>Grantee Program:</td> <td>Activity Status: ✔ Planned</td> <td></td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Financials Details Documents Measures Environmental </div> <div style="margin-top: 10px;"> <p>Performance Measures</p> <p>Benefit Reporting Performance ✎ Edit</p> <hr/> <p>Proposed Accomplishments</p> <table style="width: 100%; font-size: x-small;"> <thead> <tr> <th style="width: 70%;">Performance Measure</th> <th style="width: 30%;">Proposed Total</th> <th style="text-align: right; font-size: x-small;">✎ Edit</th> </tr> </thead> <tbody> <tr> <td>Activity Funds eligible for 150% (see Only) of Properties</td> <td style="background-color: #eee;"></td> <td></td> </tr> </tbody> </table> <hr/> <p>Proposed Beneficiaries</p> <table style="width: 100%; font-size: x-small;"> <thead> <tr> <th style="width: 60%;">Performance Measure</th> <th style="width: 20%;">Proposed Total</th> <th style="width: 10%;">Low</th> <th style="width: 10%;">Mod</th> <th style="text-align: right; font-size: x-small;">✎ Edit</th> </tr> </thead> <tbody> <tr> <td>No Proposed Beneficiaries selected</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> </div>		Grant Number: X-20-R-8-18032	Activity Number: Activity 3	✎ Edit	Grantee Name: Louisiana	Activity Title: Activity 3		Appropriation Code: 2013 SDY	Activity Type: Affordable Rental Housing		National Objective: N/A	Projected Start & End Date: 2020-01-01 - 2020-12-31		Project Number: Project 2	Benefit Report Type: N/A		Project Title: Project 2	Responsible Organization: 1026 Constance, LLC		Grantee Program:	Activity Status: ✔ Planned		Performance Measure	Proposed Total	✎ Edit	Activity Funds eligible for 150% (see Only) of Properties			Performance Measure	Proposed Total	Low	Mod	✎ Edit	No Proposed Beneficiaries selected				
Grant Number: X-20-R-8-18032	Activity Number: Activity 3	✎ Edit																																				
Grantee Name: Louisiana	Activity Title: Activity 3																																					
Appropriation Code: 2013 SDY	Activity Type: Affordable Rental Housing																																					
National Objective: N/A	Projected Start & End Date: 2020-01-01 - 2020-12-31																																					
Project Number: Project 2	Benefit Report Type: N/A																																					
Project Title: Project 2	Responsible Organization: 1026 Constance, LLC																																					
Grantee Program:	Activity Status: ✔ Planned																																					
Performance Measure	Proposed Total	✎ Edit																																				
Activity Funds eligible for 150% (see Only) of Properties																																						
Performance Measure	Proposed Total	Low	Mod	✎ Edit																																		
No Proposed Beneficiaries selected																																						
3 The “Edit Benefit Report Performance By” page will load. The “Benefit Report Type” and “Housing Units” (housing activities only) dropdown menus contain values related to the “Activity Type” selected. Select the desired value for each field, followed by <Save> .																																						
<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Edit Benefit Report Performance By × </div> <p style="font-size: x-small; margin-top: 5px;">Select the values and click save.</p> <div style="margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; font-size: x-small;">Benefit Report Type:</td> <td style="border: 2px solid orange; padding: 5px;"><input style="width: 90%;" type="text"/></td> </tr> <tr> <td style="font-size: x-small;">Housing Units:</td> <td style="border: 2px solid orange; padding: 5px;"><input style="width: 90%;" type="text"/></td> </tr> </table> </div> <div style="text-align: right; margin-top: 10px;"> Cancel Save </div> </div>		Benefit Report Type:	<input style="width: 90%;" type="text"/>	Housing Units:	<input style="width: 90%;" type="text"/>																																	
Benefit Report Type:	<input style="width: 90%;" type="text"/>																																					
Housing Units:	<input style="width: 90%;" type="text"/>																																					



G2. Grantee | Activity Benefitting Reporting Performance – Area Benefit (Census)

This Section provides general guidance on navigating the Measures functions. The Measures applicable to a Grant will depend on the appropriation and the chosen Activity Type. This section provides an example of completion of Measures for an Area Benefit activity using the census method such as those that may be included in CDBG-DR, NSP, or RIF program delivery, however, the basic steps for navigating to the Measures functions in the Activity are useful for most users.

User Role: Grantee Users	Menu Option: Search Activities																					
Purpose: Allow Grantee Users to select the Area Benefit (Census) Reporting Performance.																						
Complete the following steps to select the Area Benefit (Census) Reporting Performance:																						
1 Follow the steps in Section C2 above to search for an activity.																						
2 From the “Manage Activity” page, select the “Measures” tab followed by <Edit> located next to “Benefit Reporting Performance.”																						
<div style="border: 1px solid #ccc; padding: 10px;"> <p>Manage Activity ← Back</p> <table style="width: 100%; font-size: x-small;"> <tr> <td style="width: 33%;">Grant Number: X-20-R-8-18032</td> <td style="width: 33%;">Activity Number: Activity 3</td> <td style="width: 33%; text-align: right;">Edit</td> </tr> <tr> <td>Grantee Name: Louisiana</td> <td>Activity Title: Activity 3</td> <td style="text-align: right;">Edit</td> </tr> <tr> <td>Appropriation Code: 2013 SDY</td> <td>Activity Type: Affordable Rental Housing</td> <td></td> </tr> <tr> <td>National Objective: N/A</td> <td>Projected Start & End Date: 2020-01-01 - 2020-12-31</td> <td></td> </tr> <tr> <td>Project Number: Project 2</td> <td>Benefit Report Type: N/A</td> <td></td> </tr> <tr> <td>Project Title: Project 2</td> <td>Responsible Organization: 1026 Constance, LLC</td> <td></td> </tr> <tr> <td>Grantee Program:</td> <td>Activity Status: ✔ Planned</td> <td></td> </tr> </table> <p style="text-align: center; font-size: x-small; margin-top: 5px;">Financials Details Documents Measures Environmental</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Performance Measures</p> <hr/> <p>Benefit Reporting Performance Edit</p> </div> </div>		Grant Number: X-20-R-8-18032	Activity Number: Activity 3	Edit	Grantee Name: Louisiana	Activity Title: Activity 3	Edit	Appropriation Code: 2013 SDY	Activity Type: Affordable Rental Housing		National Objective: N/A	Projected Start & End Date: 2020-01-01 - 2020-12-31		Project Number: Project 2	Benefit Report Type: N/A		Project Title: Project 2	Responsible Organization: 1026 Constance, LLC		Grantee Program:	Activity Status: ✔ Planned	
Grant Number: X-20-R-8-18032	Activity Number: Activity 3	Edit																				
Grantee Name: Louisiana	Activity Title: Activity 3	Edit																				
Appropriation Code: 2013 SDY	Activity Type: Affordable Rental Housing																					
National Objective: N/A	Projected Start & End Date: 2020-01-01 - 2020-12-31																					
Project Number: Project 2	Benefit Report Type: N/A																					
Project Title: Project 2	Responsible Organization: 1026 Constance, LLC																					
Grantee Program:	Activity Status: ✔ Planned																					
3 The “Edit Benefit Report Performance By” page will load. The “Benefit Report Type” and “Housing Units” (housing activities only) dropdown menus contain values related to the “Activity Type” selected. Select “Area Benefit – Census” , followed by <Save> .																						
<div style="border: 1px solid #ccc; padding: 10px;"> <p>Edit Benefit Report Performance By ✕</p> <p style="font-size: x-small;">Select the values and click save.</p> <div style="border: 2px solid orange; padding: 5px; margin: 5px 0;"> <p>Benefit Report Type: AreaBenefit - Census</p> <p>Housing Units: Housing Units - Single/Multi Family</p> </div> <div style="text-align: right; margin-top: 10px;"> Cancel Save </div> </div>																						



User Role: Grantee Users **Menu Option:** Search Activities

4 After selecting “Area Benefirt – Census”, a new “Geography” tab will appear on the “**Manage Activity**” page.

Manage Activity ← Back

Grant Number:	B-18-DP-13-0001	Activity Number:	04- Brunswick Buyout LM	edit
Grantee Name:	Georgia	Activity Title:	04-Brunswick Buyout LM	
Appropriation Code:	2017 HIM	Activity Type:	Acquisition - buyout of residential properties	
National Objective:	Low/Mod	Projected Start & End Date:	2020-01-01 - 2025-01-01	
Project Number:	04- Brunswick	Benefit Report Type:	Area Benefit: Census	
Project Title:	04- Brunswick	Responsible Organization:	Brunswick, City of	
Grantee Program:		Activity Status:	● Planned	

Financials Details Documents Measures Environmental **Geography**

Performance Measures

Benefit Reporting Performance Benefit Report Type: Housing Units AreaBenefit - Census Housing Units - Single/Multi Family [edit](#)

5 Select the “Georgraphy” tab, then select the desired and applicable “LMISD” dataset from the dropdown menu.

Financials Details Documents Measures Environmental Geography

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

***Area Benefit Data**

LMISD:
2015 ACS ▼

<input type="checkbox"/> Service Area is City or County-wide		
County Code/County Name	Add/Edit Census Tracts	Delete
Select Option ▼	⊕	
<input type="button" value="Add Another"/>	<input type="button" value="Add/Edit Census Tracts"/>	<input type="button" value="Delete Tract"/>

6 If the Activity’s “Service Area is City or County-wide,”select the box. In most instances, this is not the case. If the Activity’s Service Area is not City or County-wide, unselect the box.

Financials Details Documents Measures Environmental Geography

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

***Area Benefit Data**

LMISD:
2015 ACS ▼

Service Area is City or County-wide

<input type="checkbox"/> Service Area is City or County-wide		
County Code/County Name	Add/Edit Census Tracts	Delete
Select Option ▼	⊕	
<input type="button" value="Add Another"/>	<input type="button" value="Add/Edit Census Tracts"/>	<input type="button" value="Delete Tract"/>

7 To add Census Tracts and Block Groups, select the “County Code / County Name” followed by selecting the **<Add/Edit Census Tracts>** radio button and and **<Add/Edit Census Tracts>** button.



User Role: Grantee Users Menu Option: Search Activities

8 Select the desired Census Tracts from the “Available Census Tract(s)” box followed by selecting **<Select>** to move the Census Tracts into the “Selected Census Tract(s)” box.

9 Select one or more Census Tracts in “Selected Census Tract(s)” box then select **<Select Block Groups>** to choose specific block groups within the selected census tracts.

10 Either select **<All Block Groups>** to select every Block Group in the Census Tract, or unselect the box to select the desired block Groups.



User Role: Grantee Users
Menu Option: Search Activities

County: 007 / Baker County

***Area Benefit Data**

Census Tract	All Block Groups	Block Groups									
		01	02	03	04	05	06	07	08	09	10
960100	<input checked="" type="checkbox"/>	<input type="checkbox"/>									
960200	<input checked="" type="checkbox"/>	<input type="checkbox"/>									

11 Select **<Calculate % Low/Mod>** to obtain the Low/Mod percentage. Once the percentage is displayed, select **<Save Activity>**.

- Successfully calculated % low/mod.

County: 007 / Baker County

***Area Benefit Data**

Census Tract	All Block Groups	Block Groups									
		01	02	03	04	05	06	07	08	09	10
960100	<input checked="" type="checkbox"/>	<input type="checkbox"/>									
960200	<input checked="" type="checkbox"/>	<input type="checkbox"/>									

LMF%:
53.01

Calculate % Low/Mod

View Details

G3. Grantee | Activity Benefitting Reporting Performance – Area Benefit (Survey)

This Section provides general guidance on navigating the Measures functions. The Measures applicable to a Grant will depend on the appropriation and the chosen Activity Type. This section provides an example of completion of Measures for an Area Benefit activity using the survey method such as those that may be included in CDBG-DR, NSP, or RIF program delivery, however, the basic steps for navigating to the Measures functions in the Activity are useful for most users.

User Role: Grantee Users
Menu Option: Search Activities

Purpose: Allow Grantee Users to select the Area Benefit - Survey Reporting Performance.

Complete the following steps to select the Area Benefit – Survey Benefit Reporting Performance:

- 1 Follow the steps in Section C2 to search for an activity.

The remainder of this page intentionally left blank.



User Role: Grantee Users	Menu Option:																														
<p>2 From the “Manage Activity” page, select the “Measures” tab followed by <Edit> located next to “Benefit Reporting Performance”.</p> <div data-bbox="267 415 1388 934"><p>Manage Activity ← Back</p><table border="0"><tr><td>Grant Number: X-20-R-8-18032</td><td>Activity Number: Activity 3</td></tr><tr><td>Grantee Name: Louisiana</td><td>Activity Title: Activity 3</td></tr><tr><td>Appropriation Code: 2013 SDY</td><td>Activity Type: Affordable Rental Housing</td></tr><tr><td>National Objective: N/A</td><td>Projected Start & End Date: 2020-01-01 - 2020-12-31</td></tr><tr><td>Project Number: Project 2</td><td>Benefit Report Type: N/A</td></tr><tr><td>Project Title: Project 2</td><td>Responsible Organization: 1026 Constance, LLC</td></tr><tr><td>Grantee Program:</td><td>Activity Status: ✔ Planned</td></tr></table><p>Financials Details Documents Measures Environmental</p><p>Performance Measures</p><p>Benefit Reporting Performance ✎ Edit</p><p>Proposed Accomplishments</p><table border="0"><thead><tr><th>Performance Measure</th><th>Proposed Total</th><th>✎ Edit</th></tr></thead><tbody><tr><td>Activity funds eligible for DDH (see Chdg. v of Properties)</td><td></td><td></td></tr></tbody></table><p>Proposed Beneficiaries</p><table border="0"><thead><tr><th>Performance Measure</th><th>Proposed Total</th><th>Low</th><th>Mod</th><th>✎ Edit</th></tr></thead><tbody><tr><td>No Proposed Beneficiaries selected</td><td></td><td></td><td></td><td></td></tr></tbody></table></div>		Grant Number: X-20-R-8-18032	Activity Number: Activity 3	Grantee Name: Louisiana	Activity Title: Activity 3	Appropriation Code: 2013 SDY	Activity Type: Affordable Rental Housing	National Objective: N/A	Projected Start & End Date: 2020-01-01 - 2020-12-31	Project Number: Project 2	Benefit Report Type: N/A	Project Title: Project 2	Responsible Organization: 1026 Constance, LLC	Grantee Program:	Activity Status: ✔ Planned	Performance Measure	Proposed Total	✎ Edit	Activity funds eligible for DDH (see Chdg. v of Properties)			Performance Measure	Proposed Total	Low	Mod	✎ Edit	No Proposed Beneficiaries selected				
Grant Number: X-20-R-8-18032	Activity Number: Activity 3																														
Grantee Name: Louisiana	Activity Title: Activity 3																														
Appropriation Code: 2013 SDY	Activity Type: Affordable Rental Housing																														
National Objective: N/A	Projected Start & End Date: 2020-01-01 - 2020-12-31																														
Project Number: Project 2	Benefit Report Type: N/A																														
Project Title: Project 2	Responsible Organization: 1026 Constance, LLC																														
Grantee Program:	Activity Status: ✔ Planned																														
Performance Measure	Proposed Total	✎ Edit																													
Activity funds eligible for DDH (see Chdg. v of Properties)																															
Performance Measure	Proposed Total	Low	Mod	✎ Edit																											
No Proposed Beneficiaries selected																															
<p>3 The “Edit Benefit Report Performance By” page will load. The “Benefit Report Type” and “Housing Units” (housing activities only) dropdown menus contain values related to the “Activity Type” selected. Select <Area Benefit – Survey>, followed by <Save>.</p> <div data-bbox="381 1186 1274 1396"><p>Edit Benefit Report Performance By ✕</p><p>Select the values and click save.</p><table border="0"><tr><td>Benefit Report Type:</td><td><input type="text"/></td></tr><tr><td>Housing Units:</td><td><input type="text"/></td></tr></table><p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Save"/></p></div>		Benefit Report Type:	<input type="text"/>	Housing Units:	<input type="text"/>																										
Benefit Report Type:	<input type="text"/>																														
Housing Units:	<input type="text"/>																														
<p>4 Unlike “Area Benefit – Census,” Grantees are not required to select Census Tracts and Block Groups for the service area. The number of Low/Mod persons obtained from the Survey are entered in “Proposed Beneficiaries” (see subsection G5).</p>																															

The remainder of this page intentionally left blank.



G5. Grantee | Proposed Beneficiaries

User Role: Grantee Users	Menu Option: Search Activities																																											
Purpose: Allow Grantee Users to select Proposed Beneficiaries for the Activity.																																												
Complete the following steps to select Proposed Beneficiaries:																																												
1 Follow the steps in Section C2 to search for an activity.																																												
2 From the “Manage Activity” page, select the “Measures” tab followed by <Edit> located next to “Proposed Beneficiaries.”																																												
<div style="border: 1px solid #ccc; padding: 10px;"> <p style="margin: 0;">Manage Activity +Back</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Grant Number: X-20-R-8-18032</td> <td style="width: 33%; border: none;">Activity Number: Activity 3</td> <td style="width: 33%; border: none; text-align: right;">+Edit</td> </tr> <tr> <td style="border: none;">Grantee Name: Louisiana</td> <td style="border: none;">Activity Title: Activity 3</td> <td></td> </tr> <tr> <td style="border: none;">Appropriation Code: 2013 SDY</td> <td style="border: none;">Activity Type: Affordable Rental Housing</td> <td></td> </tr> <tr> <td style="border: none;">National Objective: N/A</td> <td style="border: none;">Projected Start & End Date: 2020-01-01 - 2020-12-31</td> <td></td> </tr> <tr> <td style="border: none;">Project Number: Project 2</td> <td style="border: none;">Benefit Report Type: N/A</td> <td></td> </tr> <tr> <td style="border: none;">Project Title: Project 2</td> <td style="border: none;">Responsible Organization: 1026 Constance, LLC</td> <td></td> </tr> <tr> <td style="border: none;">Grantee Program:</td> <td style="border: none;">Activity Status: Planned</td> <td></td> </tr> </table> <p style="margin: 5px 0 0 0; font-size: small; text-align: center;"> Financials Details Documents Measures Environmental </p> <div style="margin-top: 10px;"> <p>Performance Measures</p> <p>Benefit Reporting Performance +Edit</p> <hr/> <p>Proposed Accomplishments</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Performance Measure</td> <td style="width: 40%; border: none;">Proposed Total</td> <td style="width: 20%; border: none;"></td> <td style="width: 20%; border: none; text-align: right;">+Edit</td> </tr> <tr> <td style="border: none; font-size: x-small;">Activity Funds eligible for EDRP (Use Only)</td> <td style="border: none; background-color: #eee; width: 150px;"></td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none; font-size: x-small;"># of Properties</td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> </table> <hr/> <p>Proposed Beneficiaries</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Performance Measure</td> <td style="width: 20%; border: none;">Proposed Total</td> <td style="width: 10%; border: none;">Low</td> <td style="width: 10%; border: none;">Mod</td> <td style="width: 10%; border: none; text-align: right;">+Edit</td> </tr> <tr> <td style="border: none; font-size: x-small;">No Proposed Beneficiaries selected</td> <td style="border: none; background-color: #eee; width: 150px;"></td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> </table> </div> </div>		Grant Number: X-20-R-8-18032	Activity Number: Activity 3	+Edit	Grantee Name: Louisiana	Activity Title: Activity 3		Appropriation Code: 2013 SDY	Activity Type: Affordable Rental Housing		National Objective: N/A	Projected Start & End Date: 2020-01-01 - 2020-12-31		Project Number: Project 2	Benefit Report Type: N/A		Project Title: Project 2	Responsible Organization: 1026 Constance, LLC		Grantee Program:	Activity Status: Planned		Performance Measure	Proposed Total		+Edit	Activity Funds eligible for EDRP (Use Only)				# of Properties				Performance Measure	Proposed Total	Low	Mod	+Edit	No Proposed Beneficiaries selected				
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3 The “Edit Beneficiary Performances” page will load. Enter the proposed total, including totals for Low and Mod, for each performance measure where appropriate. When complete, select <Save> .																																												
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H. Manage Activity | Environmental

This Section provides procedures for navigating the “Environmental” tab of the “Manage Activity” page. This section is not applicable for RCB, Section 4, and DRGR users associated with a technical assistance provider.

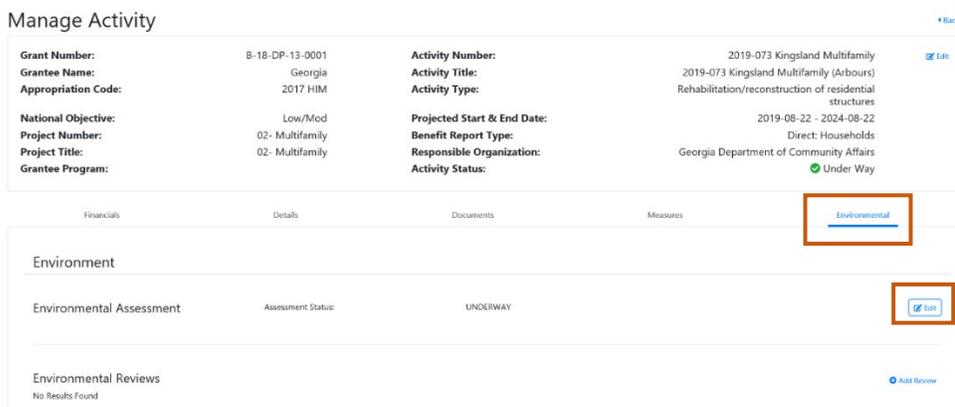
H1. Grantee | Environmental Assessment

User Role: Grantee Users (excluding TA Provider Users)	Menu Option: Search Activities
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Purpose: Allow Grantee Users to manage Activity Environmental Assessment records.

Complete the following steps to manage Activity Environmental Assessment records:

- 1 Follow the steps in Section C2 to search for an activity.
- 2 From the “Manage Activity” page, select the “Environmental” tab followed by **<Edit>** located next to “Environmental Assessment.”



- 3 The “Edit Environmental Assessment” page will load. Select “Exempt”, “Completed”, or “Underway” from the dropdown menu. When complete, select **<Save>**.





H2. Grantee | Environmental Reviews

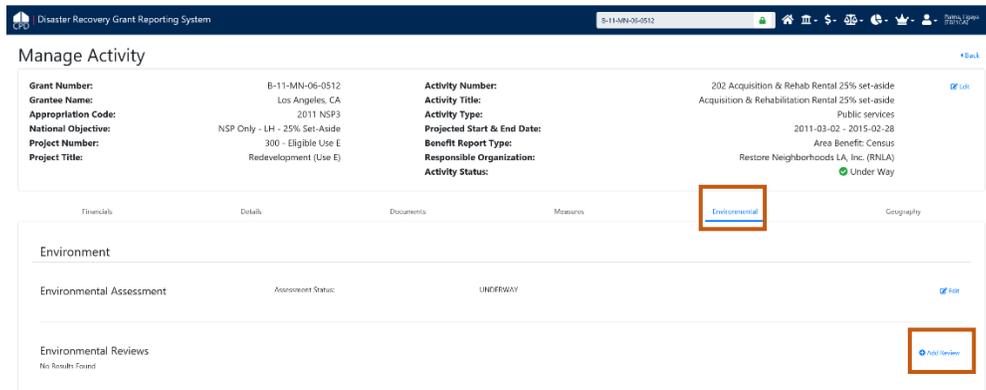
User Role: Grantee Users (excluding TA Provider Users)

Menu Option: Search Activities

Purpose: Allow Grantee Users to manage Activity Environmental Review records.

Complete the following steps to manage Activity Environmental Review records:

- 1 Follow the steps in Section C2 to search for an activity.
- 2 From the **“Manage Activity”** page, select the **“Environmental”** tab followed by **<Add Review>** located next to **“Environmental Reviews.”**



- 3 The **“Add Environmental Review”** page will load. Enter search criteria and select **<Search>** to search for the HEROS Environmental Review.

Add Environmental Review ✕

Search Criteria ▾

HUD Program:	Select Option ▾	ER Status:	Select Option ▾
Level Of Review:	Select Option ▾	Review Type:	Select Option ▾
ER-ID:	<input type="text"/>	Year of Review:	<input type="text"/>
Project Name:	<input type="text"/>	Responsible Entity:	<input type="text"/>
Partner:	<input type="text"/>	City:	<input type="text"/>
State:	Select Option ▾		



User Role: Grantee Users (excluding TA Provider Users)	Menu Option: Search Activities
4 Select the desired Environmental Review from the search results followed by selecting <Add Selected> .	

I. Delete and Restore Activities

Grantees have the option of deleting activities that were inadvertently created or are no longer in use. Deleting an activity will result in the activity no longer appearing in the Action Plan, QPRs, and MicroStrategy Reports. Before deleting an activity, all vouchers associated with the activity must be revised to other activities. The activity status must be changed to cancelled and the total drawdown amount must be zero. Note that deleted activities can be restored and edited for proper use. This section is not applicable for DRGR users associated with a technical assistance provider. See Chapter 17 – Technical Assistance Work Plans to delete and restore activities using the work plan functions.

11. Grantee | Delete Activity

User Role: Grantee Users	Menu Option: Search Activities
Purpose: Allow Grantee Users to delete an existing Activity.	
Complete the following steps to delete an existing Activity:	
1 Follow the steps in Section C2 to search for an activity.	
2 On the “Manage Activity” page, select the <Edit> link on the top right corner of the page.	
<p>The screenshot shows the 'Manage Activity' page for activity B-18-DP-13-0001. The 'Activity Status' is 'Under Way'. An 'Edit' button is highlighted with a red box in the top right corner of the activity details section.</p>	



User Role: Grantee Users	Menu Option: Search Activities
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- 3 The “**Edit Activity Details**” page will load. Change the “Activity Status” to “Cancelled” and edit the “Activity Budget” to \$0.00. When complete, select **<Save>**.

* Activity Status: Cancelled

* Projected Start Date: 2018-03-11

* Projected End Date: 2022-07-31

* Responsible Organization: Carroll County/City of Carrollton

Budget

Adjust Project Budget: Yes No

Activity Budget: \$ 0.00 Activity MID Budget: \$ 0.00

Cancel **Save**

- 4 The “**Manage Activity**” page will load. Select **<Delete Activity>** on the top right corner of the page. A prompt will load confirming the intent to delete the Activity. Select **<Ok>** to complete the process.

Manage Activity + Back **Delete Activity**

Grant Number: B-11-MN-06-0512	Activity Number: 202 Acquisition & Rehab Rental 25% set-aside
Grantee Name: Los Angeles, CA	Activity Title: Acquisition & Rehabilitation Rental 25% set-aside
Appropriation Code: 2011 NSP3	Activity Type: Public services
National Objective: NSP Only - LH - 25% Set-Aside	Projected Start & End Date: 2011-03-01 - 2015-02-27
Project Number: 300 - Eligible Use E	Benefit Report Type: Area Benefit: Census
Project Title: Redevelopment (Use E)	Responsible Organization: Restore Neighborhoods LA, Inc. (RNLA)
	Activity Status: Cancelled

12. Grantee | Restore Deleted Activity

User Role: Grantee Administrators	Menu Option: Restore Activities
--	--

Purpose: Allow Grantee Administrators to restore a deleted an existing Activity.

Complete the following steps to restore a deleted an existing Activity:



User Role: Grantee Administrators **Menu Option:** Restore Activities

1. Navigate to the **Manage My Grant** module, locate the **Activities** menu, and select **<Search Activities>**. The **“Search Activities”** page will load. Enter search criteria and select **<Search>**. Search results will load.

To restore an existing deleted Activity, select the checkbox next to the desired activity and select **<Restore Activity>**.

RESTORE DELETED ACTIVITIES
Search for Activities
Search Criteria

Grantee Name: Georgia **Grant Number:** B-08-DN-13-0001

Search

1 Record(s) Displaying 1 through 1

Select	Grantee Name	Grant #	Grantee Activity #
<input type="checkbox"/>	Georgia	B-08-DN-13-0001	5050-012-E-H Carrollton-07282020164559

Restore Activity

2. A prompt will load confirming the intent to restore the deleted Activity. Select **<Ok>** to complete the process.

RESTORE DELETED ACTIVITIES
Search for Activities
Search Criteria

Grantee Name: Georgia **Grant Number:** B-08-DN-13-0001

Search

1 Record(s) Displaying 1 through 1

Select	Grantee Name	Grant #	Grantee Activity #
<input checked="" type="checkbox"/>	Georgia	B-08-DN-13-0001	

Restore Activity

Message from webpage

Are you sure you want to restore? Select OK to restore.

OK Cancel

3. The activity will be assigned to the **“9999 Restricted Balance Project”**. Navigate to **“Edit Activity Details”** to assign the activity to the desired project.