



Chapter 4: Grants and Grantees | Manage My Grants and Administration Modules

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Chapter 4: Grants and Grantees

This Chapter provides information for Grants and Grantees contained in the **Administration** module and **Manage My Grants** module.

Grantees include state and local governments, non-profits, and technical assistance (TA) Providers. Each Grantee is associated with at least one grant or HUD-funded award in DRGR. Grantees use the DRGR System to create an Action Plan governing the use of grant funds and to report performance accomplishments. TA Providers also use the System to manage TA Staff Rate (or TA Personnel Rates), TA Staff (or TA Personnel), TA Work Plans, and TA Invoices. HUD staff use the DRGR System to review grant-funded activities, prepare reports to Congress and other interested parties, and monitor program compliance.

HUD collects information from the DRGR System to comply with Congressional reporting requirements with respect to the use of grant funds and for other program management purposes. The use of the DRGR System for reporting purposes is mandatory and information submitted to HUD via the DRGR System is public, with a few exceptions.

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

Grantee Users

Menu Option	Subsection	Action
Closeout Grant	--	See Section 29: Closeout
View Grant	D1	Manage My Grants: View Grants
Search Grants	D2	Manage My Grants: Search Grants

HUD Users

Menu Option	Subsection	Action
View Grant	D1	Manage My Grants: View Grants
Search Grants	D2	Manage My Grants: Search Grants
Search Grantees	D3	Administration: Search Grantees
Search/View Responsible Organizations	--	See Chapter 6: Responsible Organizations



A. Summary of Grantees and Grants

A1. Summary of Grantees

In the DRGR System, “Grantees:”

- Are recipients of an award from HUD for a specific purpose (e.g., Disaster Recovery, Technical Assistance)
- Can be states, counties, cities, non-profits, or TA Providers
- May have more than one Grant available for reporting
- Must be associated to a DRGR User Profile, thereby given access to the selected Grantee’s Grants
- Allow for user management and certification processes (see Chapter 5) to be separately managed within each Grantee’s organization
- Allow for TA Provider Users to see unique functions designed specifically for TA Providers

A2. Summary of Grants

In the DRGR System, “Grants:”

- Are awards from HUD for a specific public purpose (e.g. Neighborhood Stabilization Program)
- Represent fully executed Grant Agreements or Cooperative Agreements
- Directly link to the Line of Credit Control System (LOCCS), a federal web-based system administered by the U.S. Treasury Department allowing Grantees to request and receive funds obligated by HUD under cooperative agreements or Grant agreements
- Create a relationship between the Grant, Grantee, CPD Representative and Action Plan
- Identifies the HUD staff persons, including CPD Representative, responsible for oversight and approval actions in DRGR
- Contain other information that, in many instances, affects other pages across modules
- Must be selected in the Navigation Bar using the “Locked Grant” feature in order to report data for the Grant across modules

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B. Manage My Grants Module Access

The **Manage My Grants** module contains access to Grants.

B1. Grantee | Grants

User Role: Grantee User	Menu Option:  Manage My Grants Module
Purpose: Allow Grantee Users to access Grant actions.	
<input checked="" type="checkbox"/> Complete the following steps to access the Manage My Grants Module:	
1 In the DRGR System, navigate to the Manage My Grants module or icon,  located in the Navigation Bar.	
	
2 This opens the dropdown menu items for the Manage My Grants module with various subheadings. “Grants” appears to the very right of the dropdown menu. The System displays the relevant menu items based on user type and user roles.	
	

B2. HUD | Grants

User Role: HUD User	Menu Option:  Manage My Grants Module
Purpose: Allow HUD Users to access Grant actions.	
<input checked="" type="checkbox"/> Complete the following steps to access the Grant Management: Grants Module:	
1 In the DRGR System, navigate to the Manage My Grants module, or icon,  located in the Navigation Bar.	
	



- 2 This opens the dropdown menu items for the **Manage My Grants** module with various subheadings. The System displays the relevant menu items based on user type and user roles.

PERFORMANCE REPORTS

- ✍ Manage Performance Report
- 👁 Review Performance Report
- 🔍 Search Performance Reports

GRANTS

- 👁 View Grant
- 🔍 Search Grants

C. Administration Module Access

The **Administration** module contains access to Grantees.

User Role: HUD User

Menu Option: Administration Module

Purpose: Allow HUD Users to access Grantee actions.

Complete the following steps to access the Administration Module: Manage Grantees:

- 1 In the DRGR System, select the **Administration** module, or icon, located in the navigation menu.



- 2 This opens the dropdown menu items for the **Administration** module. The System displays the relevant menu items based on user type and user roles.

MANAGE GRANTEES

- 🔍 Search Grantees
- 🔍 Search/View Responsible Organizations

UTILITIES

- 📁 Upload
- 🔗 FAQs



D. Search and View Grants and Grantees

This action allows Grantee Users and HUD Users to search and view Grants and Grantees.

TIP! Refer to Data Analytics Reports - Global Admin folder - A13 to view Grants assigned to Grantees.

D1. Grantee and HUD | View Grants

User Role: Grantee User or HUD User	Menu Option: View Grant
--	--------------------------------

Purpose: Allow Grantee Users and HUD Users to view the “Grant” page.

Complete the following steps to access the View Grant page:

1. Navigate to the **Manage My Grants** module as described in Section B above and locate the **Grants** menu. Select the **<View Grant>** link. The “View Grant” page will load for the “Selected Grant” in the Navigation Bar. The data fields on the “View Grant” page is described below.

View Grant History
View Review Checklist
Review Checklist PDF
Grant Closeout Checklist

<p>Grant Number : 8-08-09-12-0003</p> <p>Grant Name: HSP</p> <p>Grant Award Amount: \$91,141,478.00</p> <p>LOCCS Authorized Amount: \$91,141,478.00</p> <p>Disaster: HSP</p> <p>Award Date:</p> <p>HUD Voucher Approval Threshold: \$5,000,000.00</p> <p>Block Grant Drawdown <input type="checkbox"/> Blocked</p> <p>Block Grant Obligation <input type="checkbox"/> Blocked</p> <p>IRI *</p> <p>Program Income Waiver Date:</p> <p>Primary HUD CFO Representative Contact: Carlin, Ian (703520)</p> <p>Other HUD CFO Representative Contacts:</p> <p>Grantee Signature Date: 10/13/2009</p> <p>Current Grant Contract Effective Date : 10/03/2009</p> <p>Current Grant Contract End Date :</p> <p>Statutory Date:</p> <p>Report Cycle: Quarterly</p> <p>Grantee Closeout Request Flag <input type="checkbox"/> Enabled</p> <p>Grant Status: Active</p>	<p>Contract Effective Date: 09/02/2009</p> <p>Appropriation: 2008 HSP1</p> <p>CFDA Number:</p> <p>Action Template use is required <input type="checkbox"/> Yes, Grantees must use the Designated Action Plan Template.</p> <p>Grantee: Florida</p> <p>Voucher Items Supporting Documents at Appropriation Level: Disabled</p> <p>Voucher Items Supporting Documents at Grant Level <input type="checkbox"/> Default to Appropriation <input type="checkbox"/> Enable <input type="checkbox"/> Disable</p> <p>Banking Set-Up In LOCCS Y</p> <p>HUD Office: JACKSONVILLE</p> <p>Low / Mod: 95.95%</p> <p>Public Service Cap: 13%</p> <p>Admin Plan Cap: 10%</p> <p>Admin Cap: 0%</p> <p>Metrics: 0%</p> <p>Most Impacted and Distressed Threshold: 0%</p> <p>Reactivate Date:</p>
--	---

User Groups:	Sequence	User Group	Type	Users	Approver Source
Component GRANT_CLOSEOUT_APPROVE	1	HQ HSP Closeout user	Any	H32823 - Edwards, Steven H46624 - Harms, Marilee	Appropriation Appropriation
VOUCHER_APPROVE	1	HUD Voucher Approval	Any	H58603 - Santana, Njori T00150 - Kome, Jessie	Appropriation Appropriation

View Grant History

The following table describes the fields on the left side of the “View Grant” page:



View Grant Page Data Fields (left side)

Data Field	Description
Grant Number	The Grant Number assigned by HUD
Grant Name	A description of the Grant (e.g., associated Public Law Number)
Grant Award Amount	The Grant Award Amount
LOCCS Authorized Amount	The Grant Award Amount as reported in LOCCS
Disaster	The associated FEMA disaster declaration(s)
Award Date	The date the Grant award was awarded, if applicable (not always populated)
HUD Voucher Approval Threshold	The minimum amount of fund on a Voucher Line Item that will automatically trigger HUD approval
Block Grant Drawdown	If selected, the ability to draw funds is blocked for the entire Grant
Block Grant Obligation	If selected, the ability to obligate funds is blocked for the entire Grant
TIN #	Grantee Tax Identification Number
Program Income Waiver Date	The date a Program Income Waiver was approved by HUD, if applicable
Primary HUD CPD Representative Contact	Designated CPD Representative
Other HUD CPD Representative Contact	Back-up CPD Representative(s)
Grantee Signature Date	Date Grantee's authorized representative signed the Grant agreement or cooperative agreement (not always populated)
Current Grant Contract Effective Date	The most current Grant agreement execution date (changes based on LOCCS obligation actions)
Current Grant Contract End Date	The current end date of the Grant agreement (changes based on grant agreement extensions)
Statutory Date	Expenditure deadline date based on Congressional appropriation
Report Cycle	The submission frequency of performance reports



Grantee Closeout Request Flag	If selected, the ability to request Grant closeout is available for Grantee
Grant Status	Status of the Grant (e.g., Active, Closed)

The following table describes the fields on the right side of the “View Grant” page:

View Grant Page Data Fields (right side)

Data Field	Description
Contract Effective Date	The initial Grant agreement execution date
Appropriation	A label assigned to group a set of Grants authorized under the same appropriation(s)
CFDA Number	Catalog of Federal Domestic Assistance Number
Grantee	The Grantee associated with the Grant
Voucher Item Supporting Documents at Appropriation Level	If selected, the Appropriation allows for attaching supporting documents to vouchers at the line item level
Voucher Item Supporting Documents at Grant Level	If enabled, the Grant allows for attaching supporting documents to vouchers at the line item level
Banking Set-Up in LOCCS	Displays “Y” or “N” to note if LOCCS bank account was setup when Grantee first appeared in DRGR. Since this is a one-time data transfer from LOCCS, and does not always represent the Grantee’s current ability to successfully draw funds for the Grant from LOCCS
HUD Office	The HUD Field Office responsible for managing the Grant
Low / Mod %	The minimum percentage of the Grant Amount that must be spent on Low Mod Persons
Public Service Cap	The maximum percentage of the Grant Amount that can be spent on Public Service Activity Types
Admin Plan Cap	The maximum percentage of the Grant Amount that can be spent on the combined Administration and Planning Activity Types



State Admin Plan Cap	The maximum percentage of the Grant Amount that can be spent on Administration Activity Types
Match	The minimum percentage of the Grant Amount that must be matching contributions by other funding sources
Reactive Date	The date Grant reactivated if closed in error, if applicable
User Groups	A list of user groups, user group types, and DRGR users allowed to take approval actions for the Grant or the Appropriation associated with the Grant (see the Approver Source column) These groups are setup by HUD Super User or Manager (see HUD specific Chapter 37 of this User Manual)

D2. Grantee and HUD | Search Grants

User Role: Grantee User or HUD User	Menu Option: Search Grants
Purpose: Allow Grantee Users and HUD Users to search for Grants.	
Complete the following steps to search for a Grant to view:	
<ol style="list-style-type: none"> Navigate to the Manage My Grants module as described in Section B above and locate the Grants menu. Select the <Search Grants> link. The “Search Grants” page loads. Enter search criteria and select <Search>. The search criteria are described below. <div data-bbox="243 1344 1372 1638" data-label="Form"> </div> Search results will be displayed. Select <View> in the “Action” column to the right of the desired Grant to load the “View Grant” page. 	



User Role: Grantee User or HUD User
Menu Option: Search Grants

Matching Results

Copy Print CSV Excel

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

3 Above the search results, users can also select for **<Copy>**, **<Print>**, **<CSV>**, and **<Excel>**.

- Select **<Copy>** to copy the search results to paste into another application (e.g., MS Excel or Word). Select **<Print>** to print the search results.
- Select **<CSV>** to download the search results into a CSV file.
- Select **<Excel>** to download the search results into an Excel file.

Search Grants Page Data Fields

Data Field	Description
HUD Office	The HUD Field Office responsible for managing the Grant
State/Territory	State or Territory
Program Name	The Program Name
Appropriation	A label assigned to group a set of Grants authorized under the same appropriation(s)
Grant Number	The Grant Number
Grantee Name	The Grantee associated with the Grant
Obligation Date From	Beginning date for searching obligation
Obligation Date To	End date for searching obligation
Grant Status	Status of the Grant (e.g., Active, Closed)
Disaster	The associated FEMA disaster declaration(s)



D3. HUD | Search and View Grantee Information

Complete the following steps to search for and view Grantee information.

User Role: HUD User	Menu Option: Search Grantees
Purpose: Allow HUD Users to search and view Grantee information.	
Complete the following steps to search and view Grantee information:	
<ol style="list-style-type: none"> Navigate to the Administration module as described in Section C above and locate the Manage Grantees menu. Select the <Search Grantees> link. The "Search" page loads. Enter search criteria and select <Search>. The search criteria are described below. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>SEARCH</p> <p>Search for: <input type="radio"/> Grant <input checked="" type="radio"/> Grantee</p> <p>HUD Office: <input type="text" value="Select Option"/> State/Territory: <input type="text" value="Select Option"/> Grantee Name: <input type="text"/></p> <p>Program Name: <input type="text" value="Select Option"/> Appropriation: <input type="text"/></p> <p>Grant Number: <input type="text"/> Grant Status: <input type="text" value="Select Option"/> Obligation Date: From: <input type="text"/> <small>Select Date (ex: mm/dd/yyyy)</small> To: <input type="text"/> <small>Select Date (ex: mm/dd/yyyy)</small></p> <p>Disaster: <input type="text" value="Select Option"/></p> <p style="text-align: right;"><input type="button" value="Search"/></p> </div> 	

- Search results will be displayed with various information and links to other DRGR pages associated with the Grantee.

GRANTEE

[View All Grantees](#)

State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
GA	Georgia	B-08-DI-13-0001	Close	Reviewed and Approved	Review Performance Reports
GA	Georgia	B-08-DN-13-0001	Active	Modified - Resubmit When Ready	Review Performance Reports
GA	Georgia	B-98-DD-13-0001	Close	Submitted - Await for Review	Review Performance Reports
GA	Georgia	B-11-DN-13-0001	Active	Modified - Resubmit When Ready	Review Performance Reports
GA	Georgia	B-94-DA-13-0001	Close	Original - In Progress	Review Performance Reports
GA	Georgia	B-96-DR-13-0001	Close	Original - In Progress	Review Performance Reports
GA	Georgia	B-18-DP-13-0001	Active	Modified - Resubmit When Ready	Review Performance Reports
GA	Albany, GA	B-94-MA-13-0001	Close	Original - In Progress	Review Performance Reports
GA	Macon, GA	B-94-MA-13-0005	Close	Original - In Progress	Review Performance Reports
GA	Macon, GA	B-11-MN-13-0005	Active	Reviewed and Approved	Review Performance Reports
GA	Savannah, GA	B-08-MN-13-0004	Active	Reviewed and Approved	Review Performance Reports
GA	Savannah, GA	B-94-MA-13-0006	Close	Original - In Progress	Review Performance Reports
GA	Savannah, GA	B-11-MN-13-0004	Active	Reviewed and Approved	Review Performance Reports
GA	Warner Robins, GA	B-94-MA-13-0008	Close	Original - In Progress	Review Performance Reports
GA	Dekalb County, GA	B-08-UN-13-0003	Active	Modified - Resubmit When Ready	Review Performance Reports
GA	Dekalb County, GA	B-11-UN-13-0003	Active	Modified - Resubmit When Ready	Review Performance Reports



- 3 Information displayed on the **“Search Results”** page includes:
- The first column labeled **“State”** displays the Grantee State.
 - The second column labeled **“Grantee Name”** provides a link to the **“View Grantee Profile”** page.
 - The third column labeled **“Grant Number”** provides a link to the **“View Grant”** page.
 - The fourth column labeled **“Grant Status”** displays the status of the Grant.
 - The fifth column labeled **“Action Plan Status”** displays the status of the Action Plan and provides a link to the **“Review/View Action Plan”** page.
 - The sixth column labeled **“QPR”** provides a link to the **“Review/View QPR”** page.

Search Grantee Page Data Fields

Data Field	Description
Search for Grant or Grantee	Select the appropriate radio button to search for Grants or Grantees
HUD Office	The HUD Field Office responsible for managing the Grant
State/Territory	State or Territory
Program Name	The Program Name
Appropriation	A label assigned to group a set of Grants authorized under the same appropriation(s)
Grant Number	The Grant Number
Grantee Name	The Grantee associated with the Grant
Obligation Date From	Beginning date for searching obligation
Obligation Date To	End date for searching obligation
Grant Status	Status of the Grant (e.g., Active, Closed)
Disaster	The associated FEMA disaster declaration(s)



GRANTEE
View Grantee

Close

Delete

Grantee Name:

Georgia

Status:

Active

Block Drawdown:

Blocked

Email:

asorino@gema.state.ga.us

DRGR Grantee ID:

Address 1:

935 E. Confederate Ave.; P.O. Box 18055

DUNS #:

TIN #:

System for Award Management:

Entity

Status:

Entity DUNS #:

CAGE Code:

Has Active Exclusion?

DoDAAC:

Expiration Date:

Delinquent Federal Debt?

Address 2:

Address 3:

Phone Number: Ext:

4046357235

City:

Atlanta

Fax:

4046357205

State:

GA

Grantee Type:

State

Zip Code:

30316-0055

Chief Executive Officer

First Name:

Last Name:

Title:

Email:

Phone Number:

Fax:

Address 1:

Address 2:

Address 3:

City:

State:

Zip Code:

Primary Point of Contact

First Name:

Last Name:

Title:

Email:

Phone Number:

Fax:

Address 1:

Address 2:

Address 3:

City:

State:

Zip Code:

Executed Grant	Grant Status	Action Plan	Action Plan Status	OPR
3-08-01-13-0001	Close	View Action Plan	Reviewed and Approved	01/02/2018 10/02/2017 03/01/2017 04/02/2017

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Data Field	Description
Grantee Name	The name of Grantee associated with the Grant
Status	Status of the Grantee (e.g., Active, Closed)
HUD Office	The HUD Field Office responsible for managing the Grant
State/Territory	State or Territory
Program Name	The Program Name
Appropriation	A label assigned to group a set of Grants authorized under the same appropriation(s)
Grant Number	The Grant Number
Grantee Name	The Grantee associated with the Grant
Obligation Date From	Beginning date for searching obligation
Obligation Date To	End date for searching obligation
Disaster	The associated FEMA disaster declaration(s)

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