Action Plan for TA Providers

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4. Action Plans Module

This section provides information on the purpose and function of the Action Plan Module. It explains how to access the Action Plan Module, and the contents of the module (Projects, Activities, and Work Plans). This section is applicable to Grantee and Grantee Admin users of TA Provider organizations in DRGR.

Below are the key actions and processes related to DRGR Action Plans:

- Add the Action Plan
- Confirm Grant Number
- Add the Overall Narrative data
- Add and edit information on 'Projects'
- Add and edit information on 'Work Plans'
  - Scope, Tasks, & Key Features
  - TA Organizations Assisted
  - Budgets
  - Milestones
  - Measures
- View Activities/Work Plans on the Action Plan
- Perform quality check using Review Tools (not yet in use by TA Providers)
  - Review Flags
  - Review Checklist
  - Review Compare Changes to Previous Version

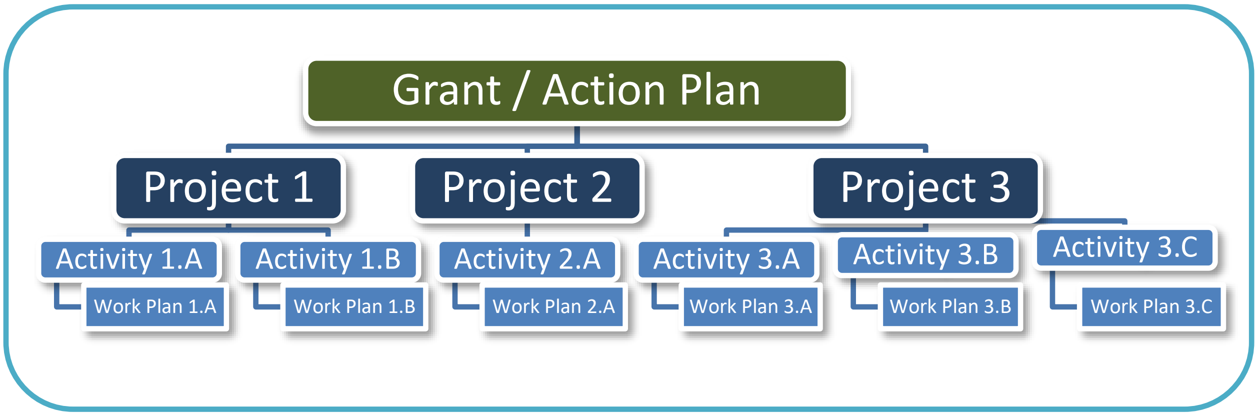
4.1 Action Plans

The Action Plan is a concise summary of the actions, Projects, Activities/Work Plans and associated funds that will be used to address TA priority needs and specific goals in the TA program. The Action Plan set up forms the basis for work plans in DRGR, and allows users to access grant funds. In addition, the Action Plan in DRGR establishes a template for information that goes into the Quarterly Performance Report (QPR). If information is not established in the Action Plan, it will not be available to report on in the QPR. TA Providers are not generally required to setup the Action Plan; Action Plan setup is completed by HUD on behalf of TA Providers. As such, the "Add" and "Edit" functions related to the Action Plan do not generally apply to the TA Provider, unless HUD directs the TA Providers to add or edit the Action Plans. TA Providers can "View" Action Plans at any time.

For TA Providers, the Action Plan generally follows a three-step hierarchy, as follows (Figure 4-1):

- Adding major program groupings in DRGR as "Projects"
- Adding "Work Plans" to be assigned to these Projects
- Approved Work plans are automatically added as "Activities" on the Action Plan

Figure 4-1: Action Plan Hierarchy



4.1.1 Initial Steps

Proper setup of an Action Plan is one of the keys to reporting accurately in DRGR. However, before an Action Plan can be entered into DRGR, the following must take place. For TA Providers, these setup steps are completed by HUD.

1. After the TA Provider signs the award documents, HUD's Forth Worth Accounting Center enters the primary Grant data is entered into LOCCS, which then informs the DRGR System that a new Grant exists, providing all relevant data.
2. Following this sequence, HUD will complete the setup of the Grant in DRGR. The DRGR System will also show the Action Plan status for the Grant as 'Overdue'. HUD usually adds the Action Plan to DRGR using 'Overdue' link; however, Action Plans can be added by TA Providers as well, if HUD directs such.
3. After Action Plans are setup, HUD adds Projects in accordance with the TA focus areas included with the award documents.
4. Then, HUD emails TA Providers with the next steps in the award management process, and provides notice to establish log-in permissions in the DRGR System. These log-in permissions are further detailed in *Chapter 1 – Administration* of this User Guide.

4.1.2 Add / Edit / View Action Plan

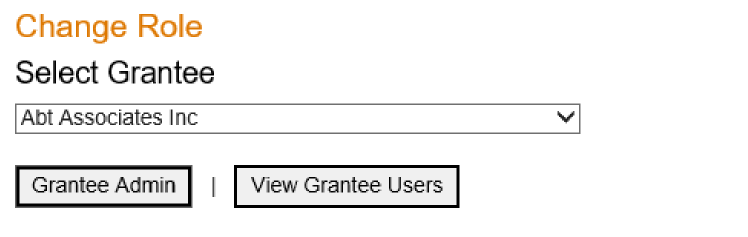
4.1.2.1 Procedure: Add an Action Plan for the first time

DRGR includes two screens for adding an Action Plan to the System. For TA Providers, these procedures are usually completed by HUD Super Users when a grant is established in the System; however, TA Providers with the Submit Action Plan role can complete these steps, if directed by HUD. ***Note***: only DRGR users with the "Submit Action Plan" user role will be able to submit the Action Plan, if HUD directs such action. See *Section 3 – Admin* for information on how to add roles to user profiles.

1. Log into DRGR and accept the 'Disclaimer.'
2. HUD Super User: on the Home screen, click the user profile menu in the navigation bar and click <**Switch to Grantee User**> link.
   - ➢ This action opens the "Change Role" screen (Figure 4-2: HUD Super User Change Role to TA Provider).
3. Grantee user with the Submit Action Plan user role: on the Home screen, click the "View All Actions" link under 'Admin' menu in the navigation bar.

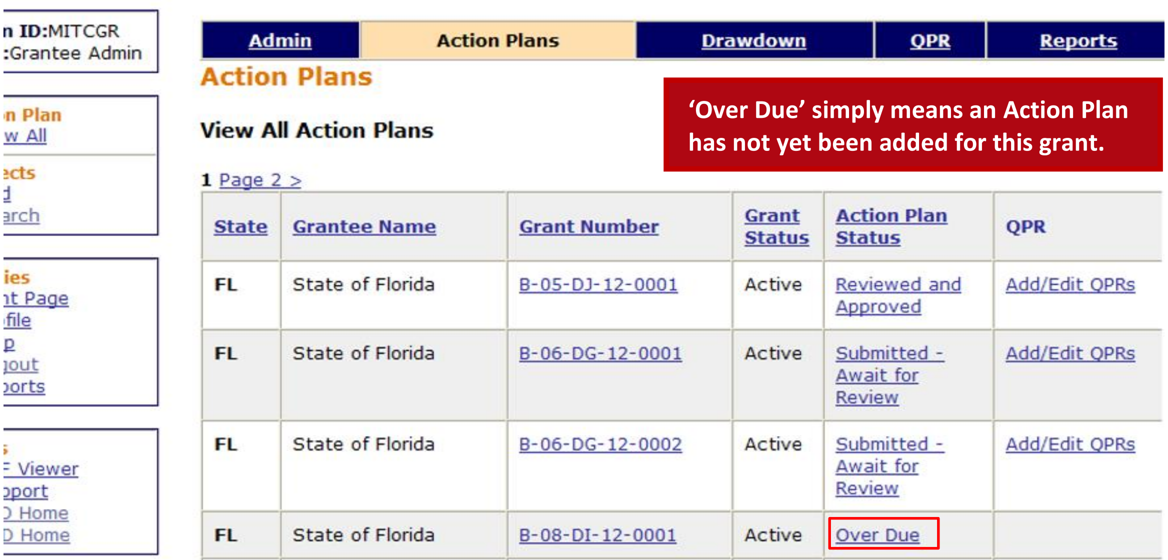
➢ This action opens the “View All Action Plans” screen (Figure 4-3).

Figure 4-2: HUD Super User Change Role to TA Provider



4. HUD Super User: select the name of a TA Provider from the ‘Select Grantee’ dropdown menu and click the <**Grantee Admin**> button.
   ➢ This action opens the “View All Action Plans” screen (Figure 4-3). The System will display an error, if the TA Provider does not have at least one Grantee Admin user.

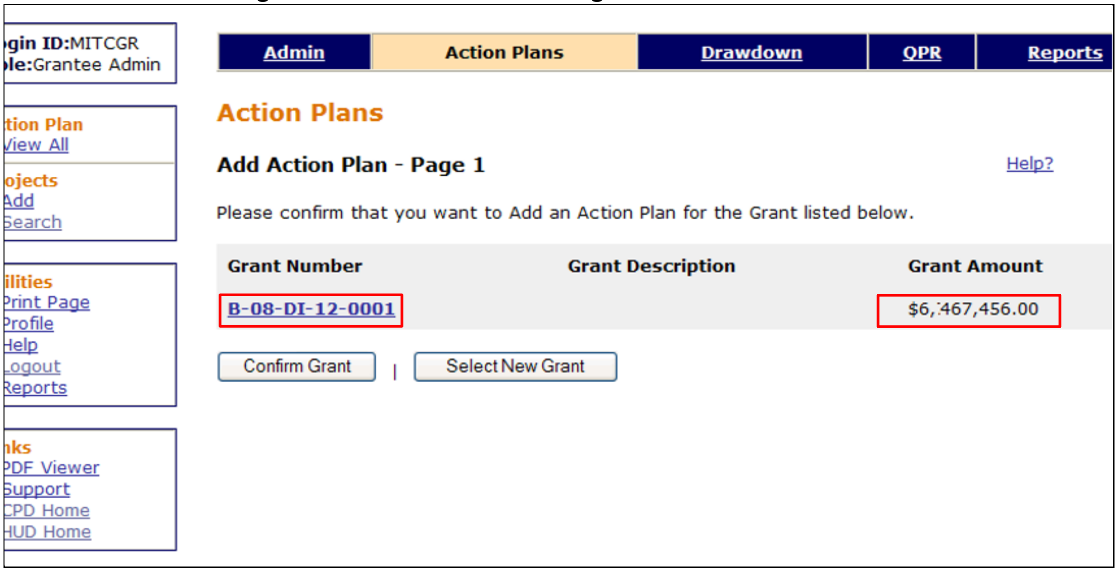
Figure 4-3: View All Action Plans screen with ‘Over Due’ Action Plan Status



5. Click the <**Over Due**> ‘Action Plan Status’ link to add an action plan.
   ➢ This action opens the “Add Action Plan – Page 1” (Confirm Grant) screen (Figure 4-4).

> The “Add Action Plan” screen allows an Action Plan to be created for a specific TA Provider or by a HUD Super User. It is comprised of two pages. The first page is used to confirm the Grant for the added Action Plan.
>
> **Once an Action Plan is added to a Grant, it cannot be undone.**

Figure 4-4: Add Action Plan – Page 1 Confirm Grant screen



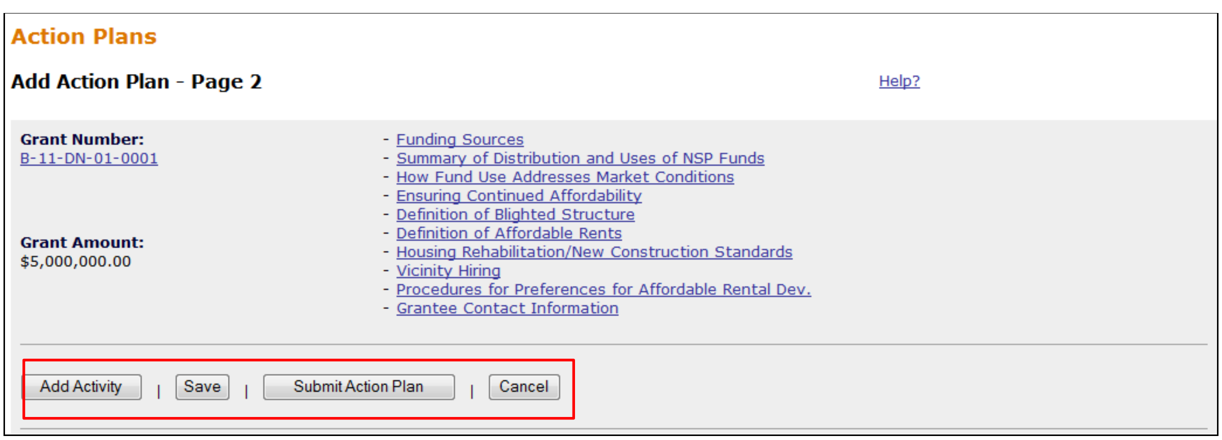
The "Add Action Plan – Page 1" screen includes the following information:

- **Grant Number (Read-Only) –** View and confirm the 'Grant Number' for the Action Plan that is being added to be certain it is the correct grant.
- **Grant Description (Read-Only) –** If there is a description of the grant, view it here.
- **Grant Amount (Read-Only) –** View and confirm the total 'Grant Amount' for the Action Plan that is being added.
- Click the **<Confirm Grant>** button to confirm the grant and open the second page of the "Add Action Plan" screen.
- Click **<Select New Grant>** button to return back to the "View All Grants" screen.

6. To continue the 'Add Action Plan' procedure, click the <**Confirm Grant**> button.

   ➢ This action opens the "Add Action Plan – Page 2" screen (Figure 4-5).

Figure 4-5: Add Action Plan – Page 2 screen



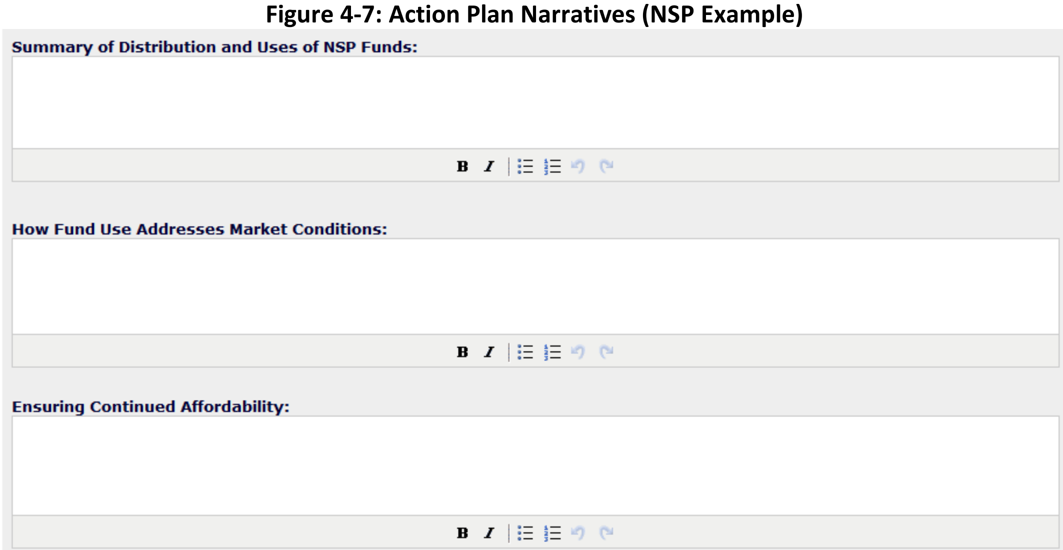
7. The **<Add Activity>** button saves the Action Plan data and opens an "Add Activity" screen. For TA grants, this button is generally *not used*; activities are populated on the Action Plan after Work Plans are added by TA Providers and approved by HUD.
8. Click the **<Save>** button to save all entered or edited information about the Action Plan.
9. Click the **<Submit Action>** button to submit the Action Plan to the CPD Rep for review. HUD Super User must be sure to submit (rather than save) the Action Plan.
10. Click the **<Cancel>** button to cancel all information that has been changed since the Action Plan was previously saved.
11. In addition to the above actions, use the Estimated PI/RLF Funds field to add program income or revolving loan funds to the Total Budget for the grant (see Figure 4-6). For TA Providers, this field is generally left blank.

Figure 4-6: Add Estimated PI/RL Funds

LOCCS Authorized Amount:	$52,000,000.00
Grant Award Amount:	$63,075,000.00
Estimated PI/RL Funds:	
Total Budget:	$63,075,000.00

12. The second page of the Add Action Plan screen includes the ability to add narratives to the DRGR Action Plan (Figure 4-7). HUD may include a summary of the distribution and use of funds, similar to narrative included on the award document.
13. Finally, the screen also allows HUD to add funding sources by name and select the funding type for that source. This information is generally not included for TA grants.

Figure 4-7: Action Plan Narratives (NSP Example)



4.1.2.2 Procedure: Editing an Action Plan

The DRGR Action Plan is fluid and may change often, as work plans are approved by HUD and grant funds are spent. However, directly changing the Action Plan after it has been created is not expected for TA grants. After an Action Plan is submitted in DRGR, the System displays an alerting indicating that Action Plan cannot be edited and that the user does not edit privileges.

The status field for the Action Plan will tell you where you are in the process (see Figure 4-8: View All Action Plans screen).

Minor changes can be handled by updating DRGR and resubmitting the Action Plan in DRGR. Work with your CPD Representative, who will work with HUD Super Users, to determine the appropriate action to be taken on Action Plans in DRGR.

To 'Edit' an Action Plan, follow the procedure below:

1. Log into DRGR and accept the 'Disclaimer.' On the Home screen, select the <**Action Plans**> link in the navigation bar.

   - This action opens a default "View All Action Plans" screen (Figure 4-8: View All Action Plans screen).

2. Select an 'Action Plan Status' link for an Action Plan that can be edited.

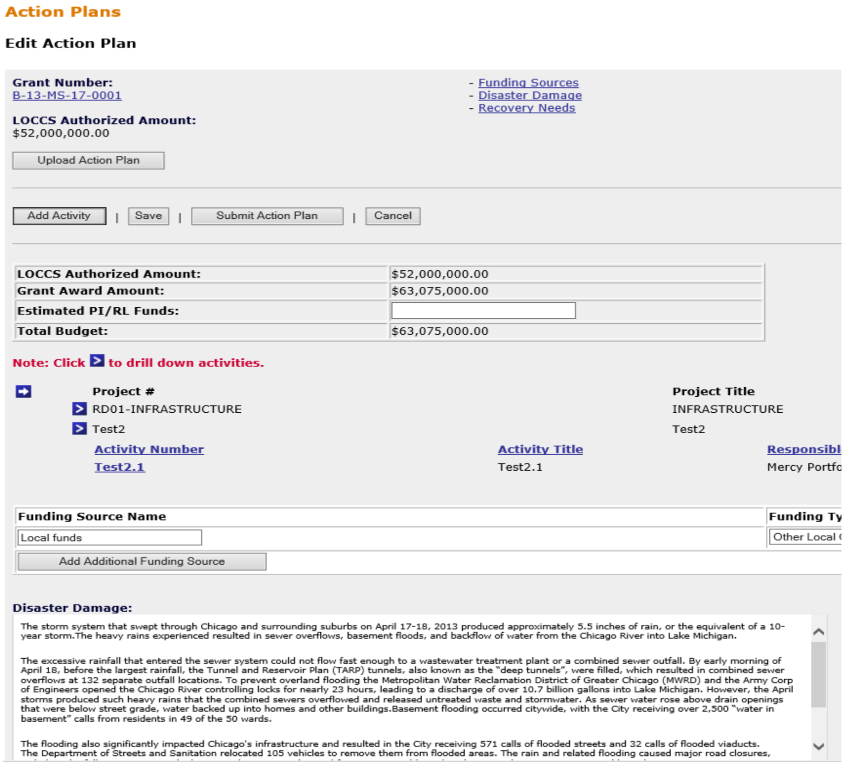
   - The "Edit Action Plan" screen opens (Figure 4-9) and any data previously entered or omitted can be edited and saved.

3. Click the <**Save**> button to save changes to the Action Plan, or click the <**Submit Action Plan**> to submit for HUD review.

NOTE: Specific processes for editing Projects and Activities are detailed in Section 4.2.

Figure 4-8: View All Action Plans screen

Figure 4-9: Edit Action Plan screen



Why you may not be allowed to Edit and/or Submit an Action Plan:

If HUD directs, the Action Plan be edited by a TA Provider user associated with the grant provided the user has the "Submit Action Plan" role. If these conditions are met, the following instances may prevent TA Provider users from editing or submitting Action Plans:

An Action Plan in a status of 'Submitted' cannot be modified: If a TA Provider user has submitted the Action Plan, it cannot be edited until a HUD user that can view the grant (e.g. your CPD Representative) has either rejected or approved the Action Plan.

An Action Plan for a Grant with a QPR in a status of 'Submitted' cannot be submitted: Quarterly Performance Reports (QPRs) depend on data from the Action Plan. Although not recommended, TA Provider users can 'edit' an Action Plan while a QPR is in 'submitted' status. However, an Action Plan cannot be 'submitted' until a HUD user that can view the grant has either rejected or approved the QPR.

The Action Plan cannot be edited because: the user is not active, the grant is not active or the user doesn't have edit capabilities: Any DRGR accounts designated as 'View Only' cannot edit Action Plans or QPRs. If a TA Provider or TA grant is not showing as active in DRGR, this may be a mistake by HUD. Contact your DRGR Grantee Administrator or DRGR_Help@hud.gov.

4.1.2.3 Procedure: Viewing an Action Plan

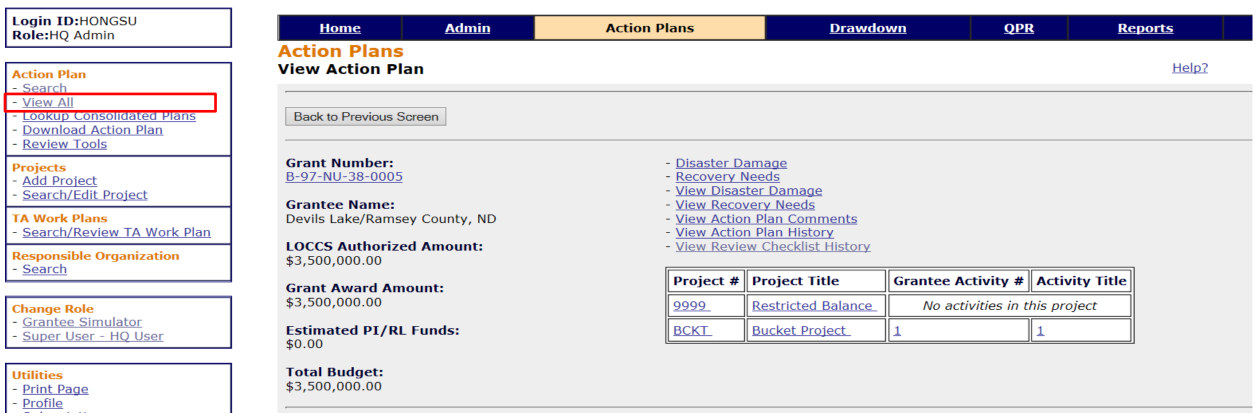
1. Log into DRGR and accept the 'Disclaimer.' From the Home screen click <**Action Plans**> link located in the navigation bar.

- This action opens the "View All Action Plans" screen (Figure 4-8Figure 4-8**Error! Reference source not found.**).

> The "View All Action Plans" screen provides the system user the ability to view all existing action plans stored in the DRGR System. This screen also provides the system user the ability to filter all grants returned by 'State', 'Grantee Name', 'Grant Number', 'Grant Status', 'Action Plan Status,' and 'QPR.'

2. In the "Action Plan Status" column, click applicable Action Plan.
   - This action opens the "View Action Plan" screen (Figure 4-10).

Figure 4-10: View Action Plan Screen



- The links to the right of the Grant Number allow you to jump to various areas on this screen to read related Action Plan information.
- In addition, this screen shows the Project and Activities previously entered in the System.
- The **<Back to Previous Screen>** button navigates to the previous screen that the user last viewed.

4.1.2.4 Procedure: Download PDF / Print Action Plan

1. Log into DRGR and accept the 'Disclaimer.' From the Home screen click <**Action Plans**> link located in the navigation bar.
   - This action opens the "View All Action Plans" screen (Figure 4-8).
2. In the "Action Plan Status" column, click applicable Action Plan.
   - This action opens the "View Action Plan" screen (Figure 4-10).
3. Click the <**Download Print Version**> link in the Action Plan menu on the left navigation column.
4. The user will have the option to 'open' or 'save' the Action Plan download as a PDF document (Figure 4-11), which can be printed.

Figure 4-11: Action Plan Download – PDF Document

Action Plan

Grantee: Los Angeles County, CA

Grant: B-08-UN-06-0502

LOCCS Authorized Amount:	$ 16,847,672.00
Grant Award Amount:	$ 16,847,672.00
Status:	Reviewed and Approved
Estimated PI/RL Funds:	$ 200,000.00
Total Budget:	$ 17,047,672.00

Funding Sources

No Funding Sources Found

Narratives

Areas of Greatest Need:

NSP Contact Information: Jurisdiction(s): Los Angeles County Jurisdiction Web Address:

4.1.3 Action Plan Review Tools and Submission

For TA Providers, the action plan review tools and submission are not yet applicable. After HUD adds the Action Plan in DRGR, HUD also adds the appropriate Projects in DRGR, so that the TA Provider can add TA Work Plans in the System. TA Work plans added in DRGR are populated onto the Action Plan as Activities (see Section 4.2 – Projects and Activities). For TA Providers, the status of the Action Plan will show as 'Submitted-Await for Review' or 'Reviewed and Approved.' When HUD directs TA Providers to use the action plan review tools and submission, the following sections may apply in *Chapter 4 – Action Plans (not for TA Providers)*:

- Review Table 4-1 in Section 4.1.3
- Review Tools (Section 4.1.3.1)
- Review Active Flags (Section 4.1.3.2)
- Displaying Changes from Prior Action Plan Review (Section 4.1.3.3)
- Action Plan Checklist (Section 4.1.3.4)
- Action Plan Submission Comments (Section 4.1.3.5)

4.2 Projects

After adding the Action Plan in DRGR, the next step is to add Projects. For TA grants, HUD adds both the Action Plan and the Projects in DRGR. This information is added based on the TA focus areas included with the TA award documents. After projects are added, TA Providers can add TA Work Plans under each Project. As TA Work Plans are approved by HUD, the Action Plan is automatically populated with activities.

Note: Responsible Organizations – or organizations responsible for carrying out an activity/work plan – default to the name of the TA Provider. For TA Provider, the responsible organization defaults to the name of the TA Provider. More information about adding Responsible Organizations is found in Section **Error! Reference source not found.**. in *Chapter 4 – Action Plans (not for TA Providers)*.

4.2.1 DRGR Projects versus Work plans versus Activities

- Projects are entered first. TA Work Plans are entered second and must be assigned to Projects. Approved work plans populate the Action Plan as Activities.
- Projects are used to group activities by categories such as major programs outlined in the TA award document (i.e., CPD, Disaster, Promise Zones, PHA Finance and Governance).

> **Note**: Some users may see a Project called "Restricted Balance" pre-loaded into their DRGR data. This is a special project used by HUD to ensure it has all the required information before the TA Provider has access to its entire award. TA Providers can only access funds approved by HUD with restriction. Other funds from a grant award may be placed in the Restricted Balance Project
>
> - If activities are added under the Restricted Balance project, drawdowns cannot be made on them until they are moved to other projects
> - Only a HUD Super User can reduce the Restricted Balance project budget so activities can be re-assigned to other projects by TA Provider users

- Activities on the Action Plan are broken out, at minimum by, responsible organization, national objective, and work plan/activity type.

4.2.2 Add / Edit Projects

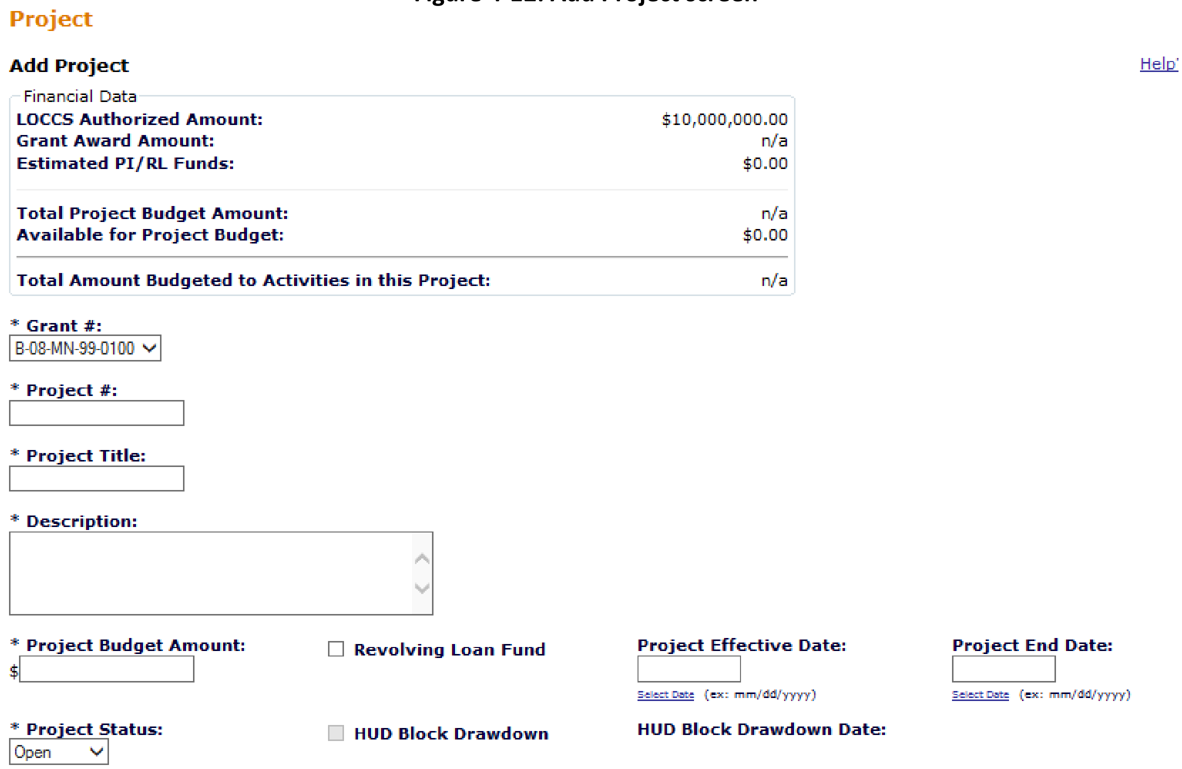
Projects serve as organizational structures under which specific work plans/activities are set-up. Projects are associated with a Grant, and Grants can have one or more Projects. Projects are typically set up as major activity categories corresponding to the TA focus areas in the award document. The ability to add and edit Projects is restricted to HUD users (including Super Users).

Note: In addition to the procedures described below, Projects can be added or edited by HUD users using the DRGR upload function. See *Chapter 9 – Data Uploads* for additional details.

4.2.2.1 Procedure: Adding a Project

1. Log into DRGR as a HUD user and accept the 'Disclaimer.' From the Home screen click <**Action Plans**> link located in the navigation bar.
   - ➢ This opens the "View All Action Plans" screen.
2. Click the <**Add**> link located in the "Project" section of the left navigation column.
   - ➢ This action opens the "Add Project" screen (Figure 4-12).

Figure 4-12: Add Project screen



3. The HUD user must add Project information for all fields marked with an asterisk (*). The Add Project screen includes financial information at the top of the page, including the budget amount available for the Project to be added. This information is calculated based on other Projects and Grant information previously entered in DRGR.
4. The ‘Project #’, and ‘Project Title’ are designated by the HUD User. It is recommended to use naming and numbering conventions that are easily identifiable and/or that relate to other Projects already in DRGR.
5. The ‘Description’ is designated by the HUD User. The description should include notes about the Project Budget Amount, including how the budget was determined and any changes to the budget.
6. The ‘Project Budget Amount’ must be identified, and must follow the budget rules shown below. In addition, the budget amount must include both Program Funds (grant funds) and Program Income. DRGR does not provide for a separate delineation of PF and PI funds at the Project (or Activity) level.
7. The ‘Revolving Loan Fund’ (RLF) checkbox should be left blank, for most TA Providers.
8. The ‘Project Status’ must also be designated. Note: a Project cannot be ‘Cancelled’ if the Project contains activities with a status other than ‘Cancelled.’
9. The ‘HUD Block Drawdown’ and ‘HUD Block Drawdown Date’ are HUD designated items, but are shown for awareness. HUD may block draws at the Project (and Activity) level. In addition, HUD may designate a ‘Block Drawdown Date’. This date can be used to show the end date of the 24-month expenditure period for applicable CDBG-DR grants.
10. Click the <**Save**> button at the bottom of the page (not shown) to complete the Project add process. Following a ‘Save’, the “View Project” screen opens displaying the information that you entered on the “Add Project” screen (Figure 4-13Figure 4-13).

    Note: Responsible Organizations may be designated at the Project level, but this is not required (Responsible Organizations must be associated with Work Plans/Activities).

Project Budget Rules

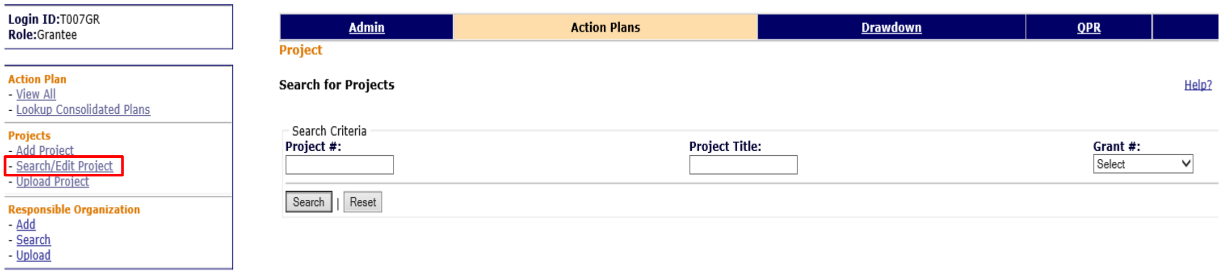
- The total of all Project Budgets for a Grant must be equal to or less than the total Grant Budget (including Estimated PI/RL funds).
- The budget for each Project must be less than or equal to the amount 'Available for Project Budget' when added to DRGR.
- The budget for each Project must be greater than or equal to the sum of all Activity budgets associated with that Project.
- The budget for each Project must be greater than or equal to zero.

Figure 4-13: View Project screen with Newly Added Project data

4.2.2.2 Procedure: Editing a Project

1. Log into DRGR as a HUD user and accept the 'Disclaimer.' From the Home screen click <**Action Plans**> link located in the navigation bar.
2. From the "View All Action Plans" screen, click <**Search/Edit Project**> link in the left column 'Projects' navigation box (Figure 4-14).

Figure 4-14: Search for Projects screen



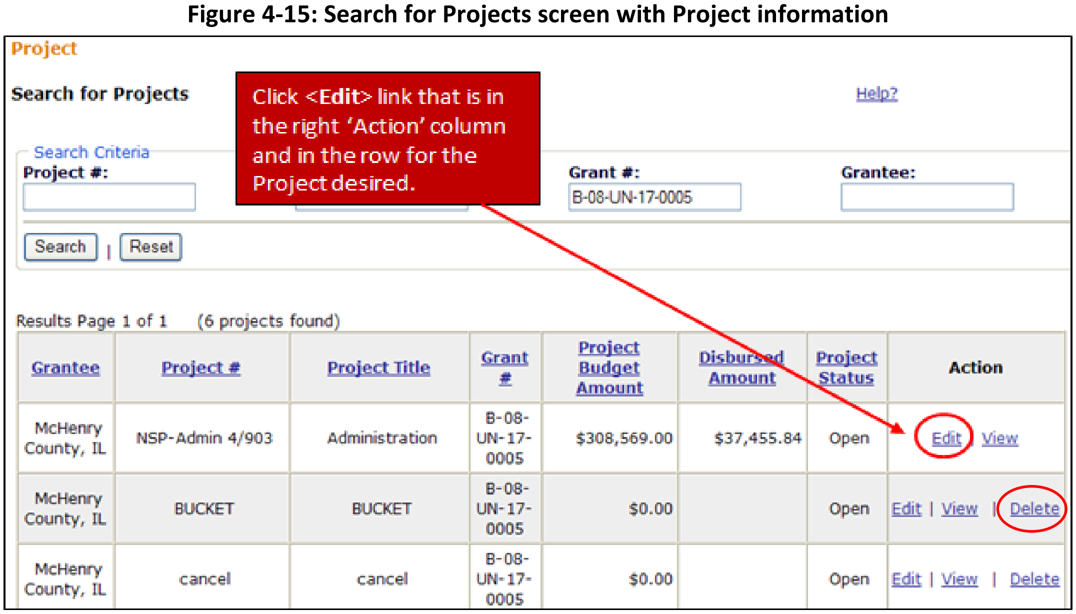
Search Tips for DRGR

From the "Search for Projects" screen, the following types of searching are available:

- **Blank search**: Enter no criteria and click the <**Search**> button. This brings up all of the data in the system under projects, activities, etc. (depending on what you are searching for).
- **Partial search (recommended)**: Enter partial data in any field to return all data matching the partial data search. This search type is helpful if the full or exact project title or project number is not known.
- **Exact search**: Data must be entered exactly as it was saved in the system.

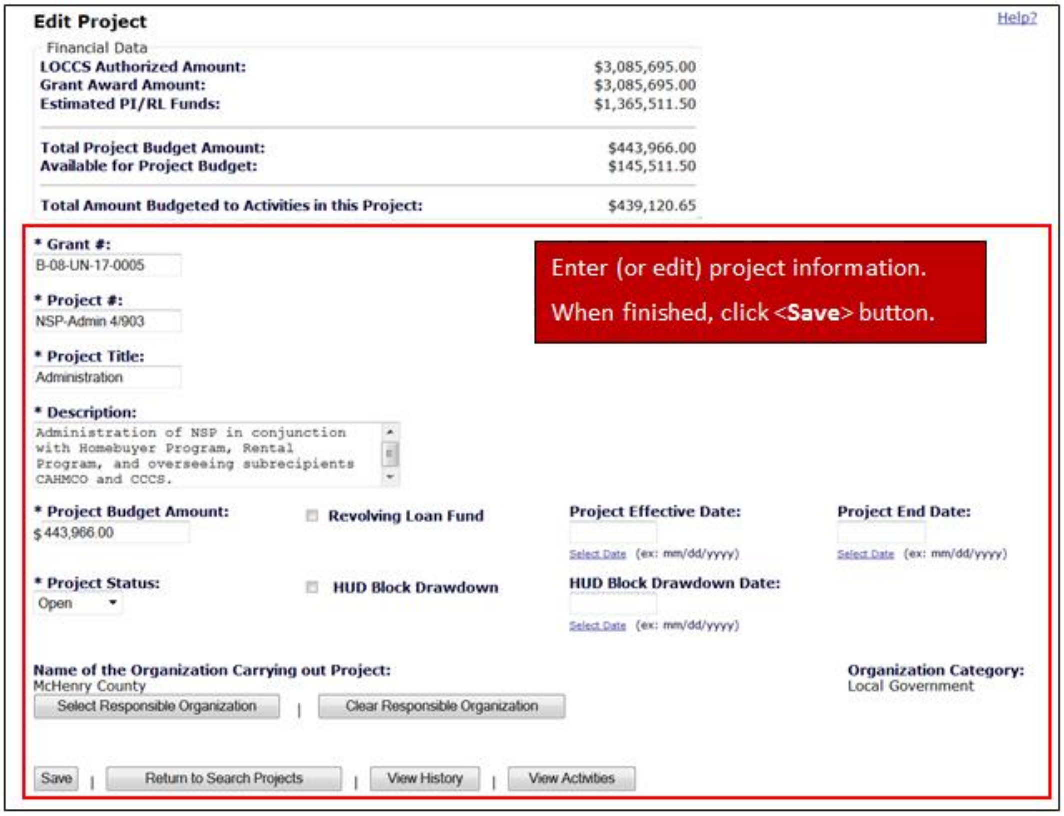
3. Following your search, the "Search for Projects" screen recycles and lists all Project information associated with your search.
4. Select the Project you wish to edit, and then click the <**Edit**> link in the 'Action' column that corresponds with the desired Project (Figure 4-15).

Figure 4-15: Search for Projects screen with Project information



5. This action opens the "Edit Project" screen (Figure 4-16). From this screen, Project information can be entered or edited. Users must click <**Save**> to save all edits.

Figure 4-16: Edit Project screen



6. To Delete a Project, click the <**Delete**> link shown in Figure 4-16.

   Note: a Project may only be deleted if there are no TA Work Plans/activities associated with the project and the project has a zero budget.

4.3 Work Plan

After HUD adds the Action Plan and Projects, the next step is for TA Providers to add work plans. A TA Work Plan is a TA Provider's written response to address the TA need(s) in a TA assignment provided by. Work plans must contain the key elements listed below, for HUD to approve the plans. TA Work plans must be approved by an appropriate CPD Representative before the TA Providers can begin work under the plans.

4.3.1 Add / Edit TA Work Plan

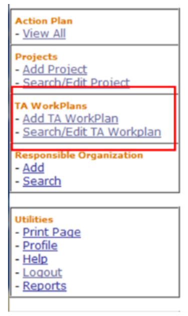
After Projects have been added, TA Providers can add TA Work Plans and associate the work plans to those Projects. Any TA Provider user associate with a TA grant can add, edit, and submit workplans for HUD to review and approve. Below are the steps for adding, editing, and deleting a work plan. Only TA Providers with the Staff Rate role can see rates on a TA Work Plan.

Note: In addition to the processes described below, TA Provider users can add TA work plans via an upload into DRGR. See *Chapter 9 – Data Uploads* for more information.

4.3.1.1 Procedure: Add a TA Work Plan – Page 1

1. Log into DRGR and accept the 'Disclaimer.' From the Home screen and click the <**Action Plans**> link located in the navigation bar.
   - This action opens the "View All Action Plans" screen.

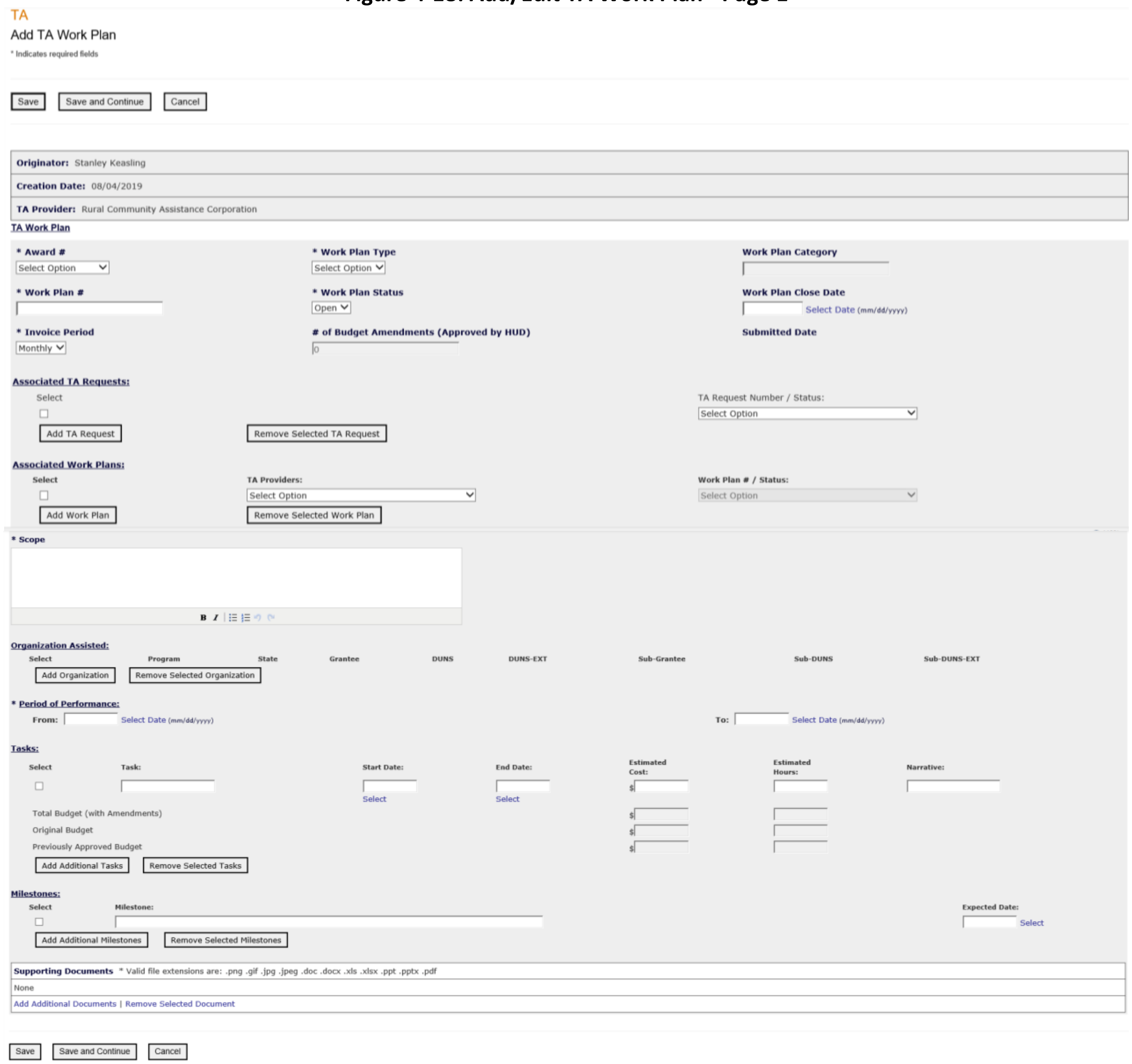
Figure 4-4-17: Add TA WorkPlan Link



2. Click the <**Add TA WorkPlan**> link (Figure 4-4-17).

   - This action opens the "Add Work Plan" screen (Figure 4-18: Add/Edit TA Work Plan - Page 1Figure 4-4-17: Add TA WorkPlan). This is the first page of the TA work plan.
   - There are two pages to add TA work plans. The first page establishes the basics of the TA Work Plan: work plan number, work plan/activity type, scope, start and end dates, TA organization assisted, and budget and hours by task. Steps for adding page 2 of the work plan is included in Section 4.3.1.2 (below).

Figure 4-18: Add/Edit TA Work Plan - Page 1


TA
Add TA Work Plan
* Indicates required fields
Save | Save and Continue | Cancel
Originator: Stanley Keasling
Creation Date: 08/04/2019
TA Provider: Rural Community Assistance Corporation
TA Work Plan
* Award # Select Option
* Work Plan Type Select Option
Work Plan Category
* Work Plan #
* Work Plan Status Open
Work Plan Close Date Select Date (mm/dd/yyyy)
* Invoice Period Monthly
# of Budget Amendments (Approved by HUD) 0
Submitted Date
Associated TA Requests:
Select
TA Request Number / Status: Select Option
Add TA Request | Remove Selected TA Request
Associated Work Plans:
Select
TA Providers: Select Option
Work Plan # / Status: Select Option
Add Work Plan | Remove Selected Work Plan
* Scope
Organization Assisted:
Select | Program | State | Grantee | DUNS | DUNS-EXT | Sub-Grantee | Sub-DUNS | Sub-DUNS-EXT
Add Organization | Remove Selected Organization
* Period of Performance:
From: Select Date (mm/dd/yyyy) To: Select Date (mm/dd/yyyy)
Tasks:
Select | Task: | Start Date: | End Date: | Estimated Cost: | Estimated Hours: | Narrative:
Select | Select | $
Total Budget (with Amendments) $
Original Budget $
Previously Approved Budget $
Add Additional Tasks | Remove Selected Tasks
Milestones:
Select | Milestone: | Expected Date: Select
Add Additional Milestones | Remove Selected Milestones
Supporting Documents * Valid file extensions are: .png .gif .jpg .jpeg .doc .docx .xls .xlsx .ppt .pptx .pdf
None
Add Additional Documents | Remove Selected Document
Save | Save and Continue | Cancel

3. **Originator**: the System displays the name of the TA Provider user who created the work plan.

4. **Creation Date**: the System displays the date the work plan was created.

5. **TA Provider**: the TA Provider is named on the TA Work Plan. Each work plan is associated with a single TA Provider organization. This organization is responsible for carrying out the TA work plan/activity.

6. Select the grant number from the <**Award #**> dropdown menu

   - If the grant number is not listed in the dropdown, you may not be associated with the missing grant. See *Chapter 1 – Administration* for steps on associating users to grants.

7. Select the work plan type from the <**Work Plan Type**> dropdown menu (Figure 4-19).

   - The Work Plan Type dropdown is dependent on the Award # selected.

8. The <**Work Plan Category**> is populated based on the selected work plan type (Figure 4-19).

Figure 4-19: TA Work Plan Type Dropdown Options

Work Plan/Activity Type	Work Plan/Activity Category
Administration	Admin
TA - AAQ	TA - Tech Asst
TA - Embedded Support	TA - Tech Asst
TA - Needs Assessment	TA - Tech Asst
TA - On Call Assistance	TA - Tech Asst
TA -Direct TA (practitioner support)	TA - Tech Asst
TA Coordination	TA - Coord
TA Data Analysis/Reporting	TA - Data Rept & Mngmt
TA Delivering Workshops	TA - Wkshp/Clinic
TA Developing Web Products	TA - Web/Knowledge Mngmt
TA Developing Workshop Materials	TA - Wkshp/Clinic
TA Guidebooks/written products	TA - Written
TA HMIS Data Lab	TA - Data Rept & Mngmt
TA Knowledge Mngmt	TA - Web/Knowledge Mngmt
TA Lead TA Coordinator	TA - Coord
TA NSP Website	TA - Web/Knowledge Mngmt
TA Other Data Rept & Mngmt	TA - Data Rept & Mngmt
TA Other Direct TA	TA - Tech Asst
TA Other Web TA	TA - Web/Knowledge Mngmt
TA Other Workshops	TA - Wkshp/Clinic
TA Other Written Products	TA - Written
TA peer-to-peer / innovative learning	TA - Wkshp/Clinic
TA Problem Solving Clinics	TA - Wkshp/Clinic
TA Sample forms/tools/procedures	TA - Written
TA Train the Trainers Session	TA - Wkshp/Clinic
TA Web Technology and Support	TA - Web/Knowledge Mngmt
TA Web-based learning/webinars	TA - Web/Knowledge Mngmt
TA Workshops	TA - Wkshp/Clinic
TA Written Products	TA - Written

Tips for Adding Work Plans

Award #: TA Providers must be sure to use older funds for work plans, provided the award documents allow for the work plan scope.

Work Plan Type and **Work Plan Category**: The Work Plan Type list is more extensive in DRGR than the list in the TA Portal. Select the most appropriate type and category in each system. The work plan category in DRGR should reflect the appropriate option, based on the NOFA eligible activities compared to the work plan scope.

Use the <**Save**> button to frequently save information entered in the System.

TA Providers must complete all mandatory fields, marked with an asterisk (*). Copy and paste rich or plain text into DRGR; do not copy formatted text or text from other websites.

9. Enter a work plan in the <**Work Plan Number**> field. This entry must comply with the TA program schema for work plan numbers.

10. The <**Work Plan Status**> defaults to ‘Open’. TA Providers can change the status to ‘Submitted’, ‘Cancelled’, or ‘Close’. HUD controls the ‘Approved’ and ‘Rejected’ status options.

Open	The default status for all work plans not yet submitted.
Submitted	The status used by TA Providers to submit a work plan for HUD review. Work plans can be submitted when all mandatory work plan fields are completed, on both pages of the work plan in DRGR.

Approved	The status used by HUD to indicate work plan approval. HUD may approve work plans with or without comments.
Rejected	The status used by HUD to indicate work plan disapproval. HUD may reject work plans with or without comments.
Modified	Approved work plans that are subsequently changed by TA Providers may have this status. TA Providers must re-submit to HUD all work plans with this status.
Cancelled	The status available for work plans that will not be used and have no funds draws.
Closed	The status used by TA Providers to mark work plans as complete.

11. **Workplan Close Date**: after the work is completed and the TA Provider is ready to close out the workplan, enter a close date (mm/dd/yyyy) or click <**Select**> link and select a date.

12. **Invoice Period**: DRGR defaults to "Monthly," which is the only available option.

13. **# of Budget Amendments (Approved by HUD)**: DRGR automatically tracks and displays the number of HUD approvals on a work plan.

14. **Associated TA Requests**: leave this information blank. DRGR has the capacity to track TA requests assigned by HUD; however, this function is not yet in use, as the TA Portal is used to manage requests.

15. **Associated Workplans**: if the TA Work Plan is associated with any other work plans in DRGR, TA Providers can associate the new work plan with one already in the System. Select the TA Provider first and then the work plan number.

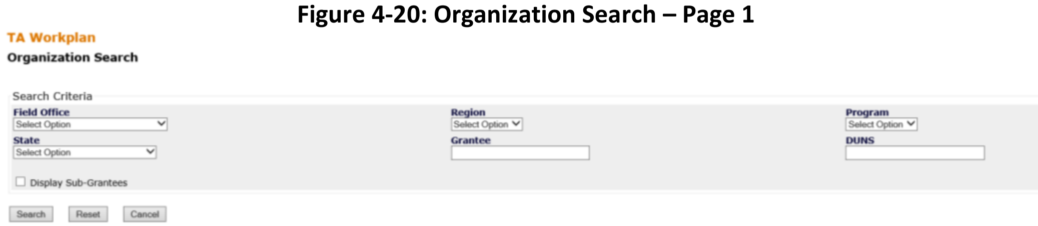
16. **Scope**: enter the scope of the work plan. The Scope must comply with HUD award requirements.

- Entering "See TA Portal" will not suffice.
- Character limit 8000.
- Use the font options under the Scope field, to format, undo, or re-do text.

17. **Organizations Assisted**: Use the <**Add Organization**> button to add assisted grantees to the work plan.

- This open the "Organization Search" screen (Figure 4-20)

Figure 4-20: Organization Search – Page 1



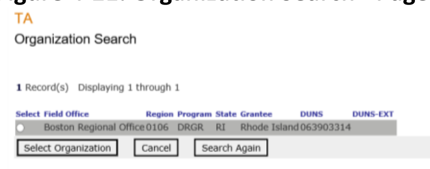
Note: In addition to the processes described below, information for the Organization Assisted can be uploaded in DRGR. See *Chapter 9 – Data Uploads* for more information.

- Use the search criteria to locate the assisted grantees. Click the <**Search**> button to display results based on search criteria.

- Use the <**Reset**> button to restart the search results. Or the <**Cancel**> button to return to the previous screen – Add Work Plan – Page 1.

- The search results are displayed on the same screen (Figure 4-21).

Figure 4-21: Organization Search - Page 2



  - Use the radio button under the “Select” column, to select the organization listed, and then click <**Select Organization**> to add the organization to work plan. Add one organization at a time.

  - Click the <**Cancel**> button to return to the “Add Work Plan” – Page 1.

  - Click the <**Search Again**> button to return to the previous screen, “Organization Search.”

- Add organizations by program for which TA is provided. If multiple organizations with same name are listed in the System, be sure to add the grantee with the correct DUNS. Check with the grantee or HUD to determine the correct DUNS.

- All grantees may not be listed in the System. If a grantee is not listed, leave this section blank temporarily. Other organizations will be added soon.

18. **Period of Performance – From** and **To** fields: enter the start date of the work plan in the ‘From’ field. And, in the ‘To’ field, enter the end date for the work (including project management) to be completed. The start and end date must comply with HUD award requirements.

Tips for Adding Performance Period

In general, the start date should reflect the date the assignment was made by HUD to the TA Provider, to allow for billable project management activities. When entering an end date, TA Providers should anticipate the need to capture trailing costs as well as final reporting.

19. **Task**: enter a descriptive name for the first task on the work plan.

20. (Task) **Start Date** and **End Date**: enter the start and end dates (mm/dd/yyyy) for the Task. Or select the <Select Date> link to select a date. The start and end dates must be within the TA work plan period of performance.

21. (Task) **Estimated Cost**: enter the total cost associated with the Task. This must include direct and indirect costs, and any travel costs.

- The TA work plan budget is based on the sum of Estimated Costs for each Task.
- The system will maintain data integrity to ensure that the grant funds obligated to this TA work plan is equal to the total work plan budget.

22. (Task) **Estimated Hours**: enter the total hours associated with the Task.

23. (Task) **Narrative**: enter a description of the Task, including work to be completed, travel, staff, and estimated hours by staff.

24. Click <**Add Additional Task**> button to add more tasks to the work plan. Or to remove tasks, click one or more checkboxes under the "Select" column for Tasks, and then click the <**Remove Selected Tasks**> button.

Tips for Adding Tasks

In general, the first task on a work plan should be the Project Management task. This include the activities related to designing, coordinating and administering the award requirements for the work plan.

25. **Total Budget (with Amendment)**: displayed in read only format the sum of the Estimated Cost for each task.

26. **Original Budget**: initially displayed in read only format the sum of the Estimated Cost for each task. As amendments and modifications are completed, this field stores the original budget approved by HUD.

- The amount in this field is used to calculate the 10% budget change threshold.

27. **Previous Approved Budget**: initially displays no data. As amendments and modifications are completed, this field stores the previous budget approved by HUD.

28. **Milestone**: enter the milestone description.

29. (Milestone) **Expected Date**: enter milestone completion date (mm/dd/yyyy), or click <Select> link and select a date.

30. **Supporting Document**: use the <**Add Additional Documents**> link (Figure 4-22) to attach files to support the information on this page of the work plan.

Figure 4-22: Supporting Documents

- Use a valid file format, as shown on the screen.

- Select the <**Browse**> button. In the window that open, locate the file to add to the work plan. The file will address will appear on the work plan.

31. To remove a file, click the checkbox under the "Select" header, and then click the <**Remove Selected Document**> link.

32. Click the <**Save**> button to save information on page 1 of the work plan, and remain on the page.

33. Click <**Save and Continue>** to save information on page 1 of the work plan, and to advance to page 2 of the work plan. Or click <cancel> to return to the "TA Work Plan Search" screen.

- The System will show errors or an "Updated Successfully" message. Errors need to be resolved.

4.3.1.2 Procedure: Add a TA Work Plan – Page 2

The second page of the TA Work Plan requires TA Providers to segregate the costs that make up the total budget entered on page 1 of the TA work plan. Costs must be segregated by direct labor/staff costs, other direct costs (including travel), and indirect costs. On page 2, TA Providers also associate the TA Work Plan to a Project and propose performance measures for the TA Work Plan. Performance measures will be based on the 'Work Plan Type' selected on the "Add TA Work Plan" page 1"(see Section Procedure: Add a TA Work Plan – Page 1 (above)). This information populates onto the Action Plan as proposed performance measures and is then reported on the QPR in DRGR.

Below are the key steps for completing "Add TA Work Plan" page 2. This process is a continuation of the Procedure: Add a TA Work Plan – Page 1 procedures (above)).

After clicking the <**Save and Continue**> button on page 1 of the TA Work Plan, the "Manage TA Work Plan Activity" screen is displayed (

1. **Figure 4-23: Manage TA Work Plan Activity**).

   - This screen includes the "TA Work Plan Number" and "Work Plan Status" from page 1 of the TA Work Plan. The remaining fields will populate after the page 2 of the TA Work Plan is complete.

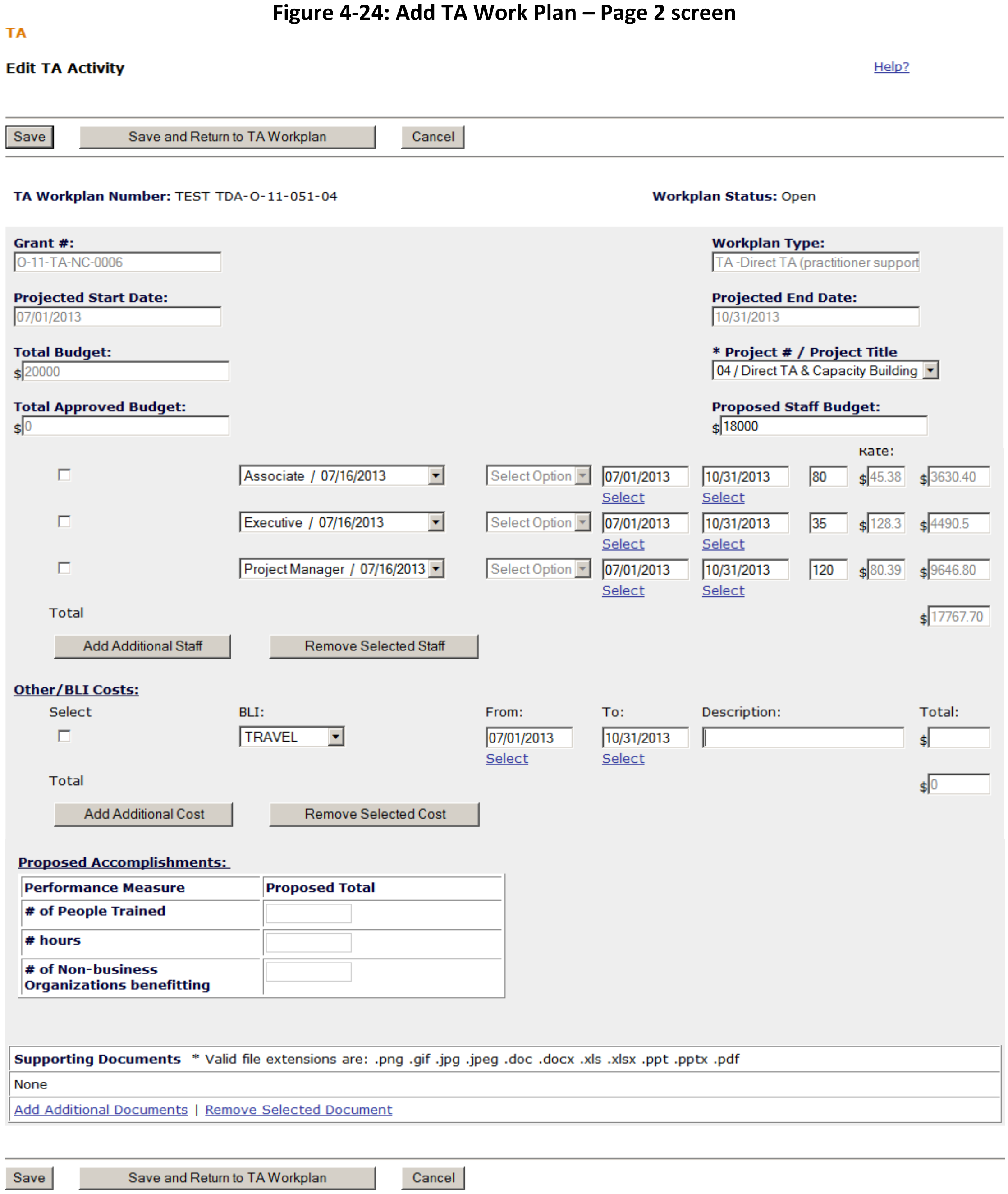
Figure 4-23: Manage TA Work Plan Activity

2. Click <**Return to TA Work Plan**> to go back to page 1 of the TA Work Plan.

3. Click <**Add Activity Details**> to navigate to the page 2 of the TA Work Plan (Figure 4-24).

   ➢ Information from page 1 of the TA Work Plan populates the top of page 2 of the TA Work Plan: Award#, Work Plan Type, Projected Start Date, Projected End Date, Original Budget, Project #/Project Title, Total Budget (with Amendments), and Previously Approved Budget. These fields are grayed-out.

Figure 4-24: Add TA Work Plan – Page 2 screen



4. Select the appropriate project from the <**Project #/Project Title**> dropdown menu. The dropdown options are based on the Projects setup in the System by HUD.

5. The **Proposed Staff Budget** field is initially blank but populates with the sum of the staff costs, after staff are added to the work plan.

6. The **Proposed Staff** section of the TA Work Plan must list the labor categories, rates, hours, and name of personnel assigned to work.

   - Select the **Staff Type/Effective Date** from the dropdown menu. This list includes the staff rate types with the effective date, as submitted to HUD for approval. Inactive staff rate types are not included in the listed. Rates pending HUD approval are marked with a yellow icon.

   - Select the **Staff** from the dropdown menu.

   - Enter the start date in the "**From**" field and the end date in the "**To**" field for the selected staff person. These dates must reflect the estimated start and end dates for the staff and must be within the performance period for the TA Work Plan.

   - In the **Hours** field, enter the hours associated with the staff.

   - The **Rate** field is populated based on selected Staff Rate/Effective Date.

   - The **Total** fields are calculated based on the rates and hours.

Tips on Proposed Staff

The following financial constraints apply to the Proposed Staff Budget:

- Proposed Staff Budget <= Total Budget
- Proposed Staff Budget >= Sum of all Total Costs of Proposed Staff
- Proposed Staff Budget + Sum of Other Costs <= Total Budget

Only a user with the Staff Rate role will have the ability view rates and complete this section of the Work Plan. All Work Plans must list at least one person in this section. HUD approval of all rates is needed for before the TA Provider can bill for persons on the Work Plan.

The TA Work Plan must list both key and non-key personnel. TA Providers can change Staff Types or Staff without requiring re-approval of the Work Plan in DRGR; however, all changes must be noted with a date in the Scope field.

7. Click the <**Add Additional Staff**> button, to add multiple Staff Types or Staff.

8. To remove a staff type or staff, click the checkbox under Select and then click <**Remove Selected Staff**> button.

9. The **Other/BLI Costs** section of the TA Work Plan must list the direct/non-labor costs and indirect costs. Also, overpayments from other work plans that were not returned to DRGR should be added to this page of the Work Plan.

   - Select the **Staff Type/Effective Date** from the dropdown menu. This list includes the staff rate types with the effective date, as submitted to HUD for approval. Inactive staff rate types are not included in the listed. Rates pending HUD approval are marked with a yellow icon.

   - Select a budget link item (BLI) from the “BLI” dropdown menu. The menu includes the following options:

     - **Travel**: this option is available to note all travel costs associated with the work plan. Multiple “Travel” line can be included in the Work Plan.

     - **Other**: this option is available note all other costs associated with the work plan. Multiple “Other” line can be included in the Work Plan.

     - **Revised Fund**: use this option to note expected indirect cost rate adjust payments from HUD or to note overpayments from other work plans that will be used on this work plan.

   - Enter a start date (mm/dd/yyyy) in the “**From**” field and an end date (mm/dd/yyyy) in the “**To**” field. Or use the <Select> link to add start and end dates. These dates must occur within the Work Plan performance period.

   - Enter a description of the line item costs, in the “**Description**” field.

   - Enter the total cost for the line item, in the “**Total**” field.

   - The total amount for all BLIs are summed at the bottom of the BLI list, in “**Total**” field that is grayed-out.

10. Click the <**Add Additional Cost**> button to add multiple BLIs.

11. To removed BLIs, click the checkbox next to the item to be removed and click the <**Remove Selected Cost**> button.

12. TA Providers can leave the “**Proposed Accomplishments**” section of the Work Plan blank. This information is included in the TA Portal or elsewhere in the Work Plan, at this time.

13. **Supporting Document**: use the <**Add Additional Documents**> link to attach files to support the information on this page of the work plan.

   - Use a valid file format, as shown on the screen.

   - Select the <**Browse**> button. In the window that open, locate the file to add to the work plan. The file will address will appear on the work plan.

14. To remove a file, click the checkbox under the “Select” header, and then click the <Remove Selected Document> link.

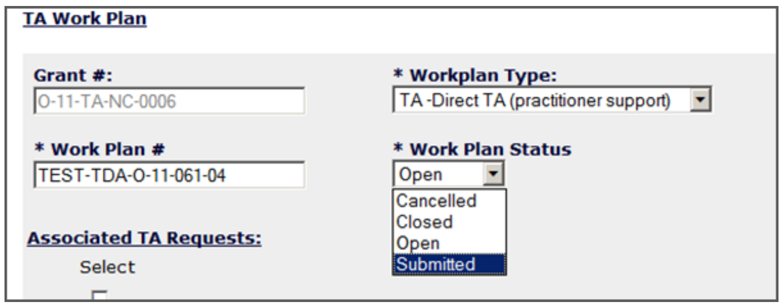
15. Click the <**Save**> button to save information on page 2 of the work plan, and remain on the page. Or click <**Cancel**> to return to the “Manage TA Work Plan Activity” screen.

16. Click <**Save and Return to TA Workplan>** to save information on page 2 of the TA Work Plan, and to return to page 1 of the TA Work Plan.

   ➢ The System will show errors or an “Updated Successfully” message. Errors need to be resolved.

17. Select Submitted from the “TA Work Plan Status” field, to submit the TA Work Plan to HUD for review (Figure 4-25).

Figure 4-25: Submit Work Plan



➢ When editing a TA Work Plan, if the Work Plan Status shows as “Modified,” TA Providers must change the status to “Submitted,” so that the work plan can be re-approved by HUD.

➢ If the Work Plan Status is changed to “Submitted,” the System sends an email to the CPD Rep and the Work Plan creator.

4.3.1.3 Procedure: Search for and Edit a TA Work Plan

Editing TA Work Plans follows the same workflow and screens as adding a TA Work Plan. As with adding activities, TA Providers can also upload activity edits (see *Section 9 – Data Uploads* for more information). TA Providers with staff rate role can see staff rates on a TA Work Plan, while other TA Provider users cannot.

This section will describe how to access a TA Work Plan for editing and three special edit processes:

- Deleting a TA Work Plan
- Moving a TA Work Plan to a new project
- Changing the ‘Work Plan Type’ for a TA Work plan

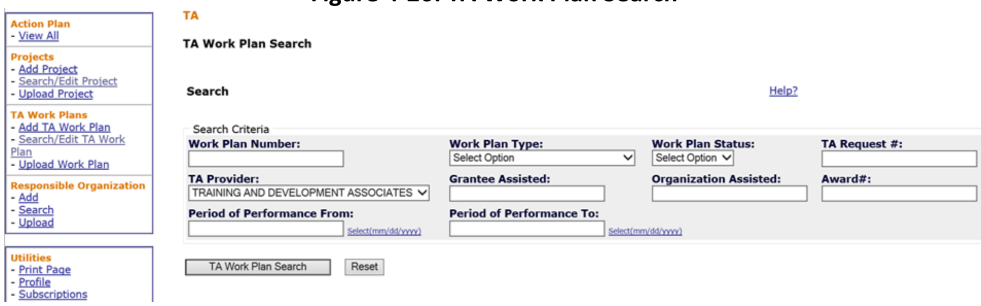
User can access a TA Work Plan for editing, follow the procedures below to search for the Work Plan:

Use the following steps to search for TA Work Plans in DRGR.

1. Log into DRGR and accept the ‘Disclaimer’. Click the <**Search/Edit TA Work Plan**> link from the <**Action Plan**> link in the navigation bar.

   ➢ This action opens the “TA Work Plan Search” screen (Figure 4-26).

Figure 4-26: TA Work Plan Search



2. Use the “Search Criteria” to find one or more TA Work Plans. Alternatively, users can click <**TA Workplan Search**> button without entering any data into the search fields to see a list of all workplans.
   - ➢ The search results are displayed on the same screen (Figure 4-27).
   - ➢ The results display key features of the TA Work Plan: Workplan#, TA Provider, Performance Period, date work plan was created and last updated, date work plan was last submitted by the TA Provider, the current status of the work plan, and allowable Action based on the user role.
   - ➢ Click on each column within the search results to sort the list in descending and ascending order.

Figure 4-27: TA Work Plan Search Results

Workplan#	TA Provider	Period From	Period To	Creation Date	Last Update Date	Date Submitted	First Name	Last Name	Status	Action
Test 07 12 13	TRAINING AND DEVELOPMENT ASSOCIATES	07/29/2013	09/13/2013	07/12/2013	07/12/2013				Open	Edit | Notes | PI
TDA-O-10-001-04	TRAINING AND DEVELOPMENT ASSOCIATES	07/01/2013	11/30/2013	07/11/2013	07/11/2013	07/11/2013	Garrett Michael	Lear	Approved	Edit | Notes | PI
Test - Staff Types w/o Staff Members	TRAINING AND DEVELOPMENT ASSOCIATES	07/01/2013	09/30/2013	07/01/2013	07/11/2013	07/01/2013	Lilitha	Graham	Approved	Edit | Notes | PI
Test 07/10 3	TRAINING AND DEVELOPMENT ASSOCIATES	07/01/2013	01/01/2014	07/10/2013	07/11/2013	07/11/2013	Kaly	Freeman	Submitted	Notes | PDF
Test 123	TRAINING AND DEVELOPMENT ASSOCIATES	05/01/2013	08/31/2013	05/16/2013	07/11/2013				Open	Edit | Notes | PI
Test 99	TRAINING AND DEVELOPMENT ASSOCIATES	06/28/2013	08/30/2013	06/28/2013	07/10/2013	07/10/2013	Garrett Michael	Lear	Approved	Edit | Notes | PI
Test 07/10 2	TRAINING AND DEVELOPMENT ASSOCIATES	07/01/2013	12/31/2013	07/10/2013	07/10/2013	07/10/2013	Garrett Michael	Lear	Approved	Edit | Notes | PI
TDA Test 12345	TRAINING AND DEVELOPMENT ASSOCIATES	06/03/2012	08/31/2013	07/01/2013	07/01/2013	07/01/2013	Lilitha	Graham	Approved	Edit | Notes | PI
23	TRAINING AND DEVELOPMENT ASSOCIATES	03/04/2013	03/08/2013	03/04/2013	07/01/2013				Open	Edit | Notes | PI
WO-02202013-2	TRAINING AND DEVELOPMENT ASSOCIATES	02/20/2013	02/21/2013	02/20/2013	06/28/2013	02/20/2013	Wayne	Freeman	Approved	Edit | Notes | PI

Again

3. Use the <**Search Again**> link to search for additional TA Work Plans.
4. To view the TA Work Plan, users can click on the <**WorkPlan#>** link. Other available actions, under the “**Action**” column:
   - ➢ Edit: click the <Edit> link to edit the work plan. This action opens page 1 of the TA Work Plan, in the same window.
   - ➢ Notes: click the <Notes> link to view and add notes on the TA Work Plan
   - ➢ Delete: click the <Delete> link to remove the TA Work Plan from DRGR.
   - ➢ PDF: click the <PDF> to generate a PDF version of the TA Work Plan. This action opens a separate window.
   - ➢ Comments: click the <Comments> link to view the HUD comments associated with its review of the TA Work Plan. This action opens a separate window.
   - ➢ Block Drawdown: the CPD Representative can click the <Block Drawdown> link to block draws against a TA Work Plan. The same link is used to unblock draws.

Tips on Editing a TA Work Plan

The system will automatically change the status of an approved TA Work Plan to “Modified,” when the following actions are taken on an “Approved” work plan:

- Adding or deleting a task
- Changing the budget of a task
- Changing the period of performance for a workplan

These changes are often times referred to as a Work Plan Amendment. Users will need to change the status to “Submitted” after making these changes and save the workplan again to submit the changes to HUD.

NOTE: Amendments/HUD approval is also required for any Work Plan change that involves actions listed in the Prior Approval section of the award document.

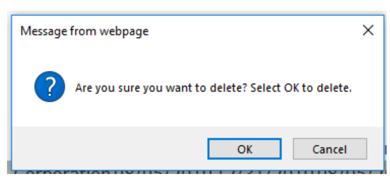
Minor changes (not on the Prior Approval list) are considered “Work Plan Modification.” TA Providers must note these changes in the Scope field, but HUD re-approval of the Work Plan is not needed. Examples of minor changes: work plan number edits, changing the total budget by less 10% of the original budget approved by HUD.

4.3.1.4 Procedure: Edit TA Work Plan – Delete

DRGR Users of TA Provider organizations can delete TA Work Plans, using the steps 1 and 2 above in Section Procedure: Search for and Edit a TA Work Plan.” Then use the steps below to delete the TA Work Plan from DRGR.

1. At the “Search TA Work Plan” screen, click the <**Delete**> link (Figure 4-28) next to work plan to be removed.
   - ➢ A TA Work Plan may only be deleted if the Work Plan has no associated draws/vouchers.
   - ➢ If the TA Work Plan has at least one draw/voucher, the Delete link will not show.

Figure 4-28: Delete Work Plan Confirmation



2. Click the <**Ok**> button to on the confirm popup window. Or click <**Cancel**> to keep the TA Work Plan in DRGR.

4.3.1.5 Procedure: Edit TA Work Plan – Move/Reassign to a New Project

Users may need to reassign an activity to a new project. This may occur if a TA Provider selected the wrong Project on the TA Work Plan and the CPD Representative approved the error. To move/reassign a TA Work Plan to a different project, email your CPD Representative. In a future DRGR Release, TA Providers will be able to complete this change in DRGR.

4.3.1.6 Procedure: Edit Activity – Change TA Work Plan Type

A TA Provider may need to change the TA Work Plan Type entered in error or improve the accuracy of the reported Work Plan Type.

To change the Work Plan Type, search for the TA Work Plan using the steps 1 and 2 above in Section Procedure: Search for and Edit a TA Work Plan." Then, use the steps below to edit the TA Work Plan and change the Work Plan Type.

1. On page 1 of the "TA Work Plan" screen, select the new Work Plan Type from the dropdown menu.
    - ➢ This action may prompt a warning message if performance measures have been reported in the Quarterly Performance Report that are not associated with the new Work Plan Type (see *Section 6 – QPR* for more information).
2. If the user wishes to proceed, click <**OK**> in the warning message box.
    - ➢ This action will automatically remove the performance measures that are no longer associated with new Work Plan Type from the Action Plan and Quarterly Performance Reports.

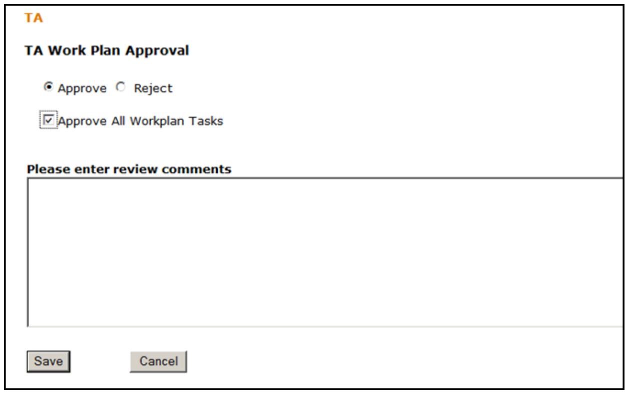
Figure 4-29: Edit Work Plan Type warning message

4.3.2 Approve/Reject a TA Work Plan (HUD)

Appropriate CPD Representative and other HUD staff can take approval action on any TA Work Plan with a work plan status of "Submitted." Use the following steps to a approve or reject a TA Work Plan in DRGR.

1. Log into DRGR and accept the 'Disclaimer.' On the Home screen, click the <**Search/Review TA Work Plan**> link under the <**Action Plans**> link in the navigation bar.
    - ➢ This action opens a default "View All Action Plans" screen.
2. Use steps 1 and 2 above in Section Procedure: Search for and Edit a TA Work Plan"to search for the TA Work Plan.
3. On the "**Search TA Work Plan**" screen, click the checkbox next to the TA Work Plan that needs approval/reject action and then click the <**Review**> button.
    - ➢ This action opens the "Review Comments" popup window (Figure 4-30: TA Work Plan Approval).
    - ➢ If the checkbox is note available, the HUD user does not have the appropriate permissions to approve or reject the TA Work Plan.

Figure 4-30: TA Work Plan Approval



4. In the popup window, to approve the TA Work Plan, click the radio button next to "Approve." To reject the TA Work Plan, click the radio button next to "Reject."
5. In the popup window, enter comments in "Review Comments" textbox after completing review of the TA Work Plan.
6. Click the <**Save**> button to submit the action and comments in DRGR. Click the <**Close**> button to return to the previous screen without saving the comments or approval action.
   - If the TA Work Plan is approved or rejected, the System automatically sends an email with the HUD action taken.