Action Plans Module

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 Responsible Organizations).

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

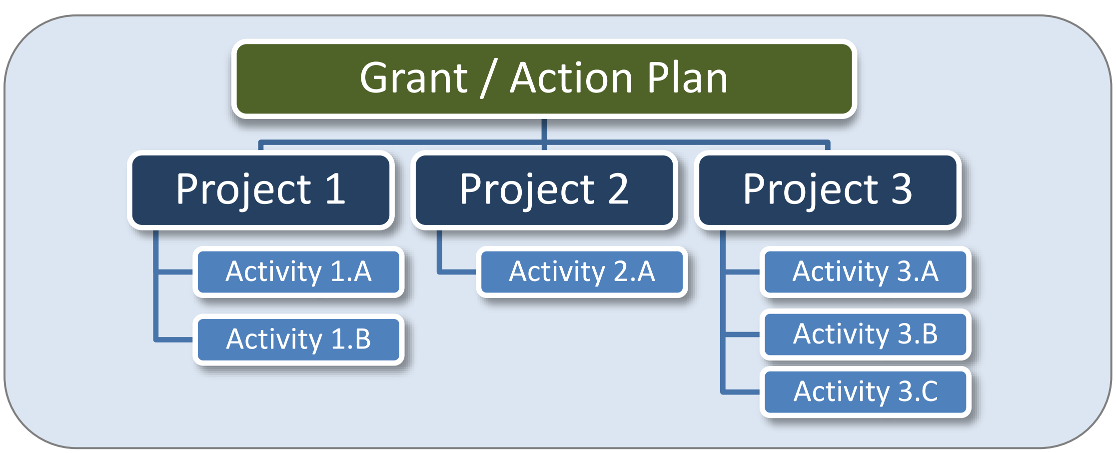
- Add the Action Plan
- Confirm Grant Number
- Add the Overall Narrative data
- Add and edit information on 'Projects'
- Add and edit information on 'activities'
    - Responsible Organizations
    - Narratives & Key Features (i.e. National Objective)
    - Budgets
    - Performance Measures
- Perform quality check using Review Tools
    - Review Flags
    - Review Checklist
    - Review Compare Changes to Previous Version
- Submit to HUD for Review and Approval

4.1 Action Plans

The action plan must be substantially similar to a Grantee's published plan or substantial amendment. The action plan set up forms the basis for programs being carrying out by the grantee, and allows the grantee to access their grant award. In addition, when you create an Action Plan in DRGR you are establishing 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.

The Action Plan generally follows a two-step hierarchy, as follows:

- Adding major program groupings in DRGR as "Projects"
- Adding "Activities" to be assigned to these projects



4.1.1 Initial Steps

Proper set up 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:

1. Upon submittal of the Published Plan (Disaster Recovery) or Substantial Amendment (NSP), HUD must decide whether or not to approve the Grant.
2. If the Grant is approved, the primary Grant data is entered into the LOCCS system, which then informs the DRGR system that a new Grant exists, providing all relevant data.
3. The Grantee is informed of the acceptance of the Published Plan or Substantial Amendment, and is provided a role, and rights to establish log-in permission for the DRGR system.
4. When the Grantee logs into the DRGR system for the first time, the Disclaimer and Rules of Behavior must both be accepted.
5. Following this sequence, the DRGR system will show the Action Plan status for the Grant as 'Overdue'. The Grantee will click the 'Overdue' link to add the Action Plan to DRGR.
6. Thereafter, the Grantee must add project and activities in accordance with the Published Plan or Substantial Amendment.

4.1.2 Add / Edit / View Action Plan

4.1.2.1 Procedure: Adding an Action Plan for the first time

DRGR includes two screens for adding an Action Plan to the system.

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

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 4-1).

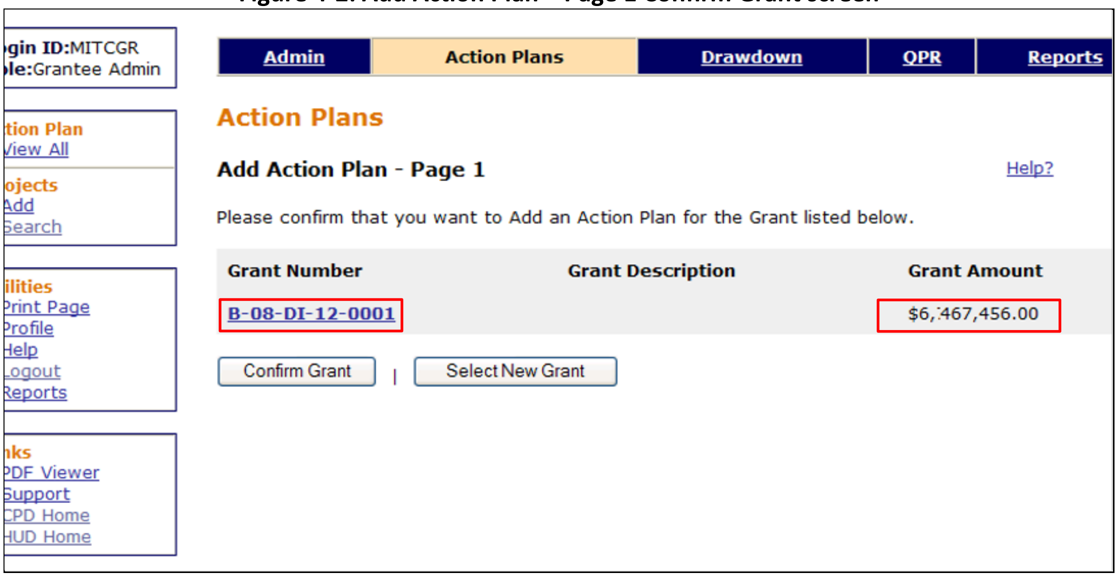
Figure 4-1: View All Action Plans screen with 'Over Due' Action Plan Status

2. 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 4-2).

The "Add Action Plan" screen allows an Action Plan to be created for a specific Grantee. This screen also provides the user with the ability to add additional activities to the Action Plan. 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 4-2: Add Action Plan – Page 1 Confirm Grant screen

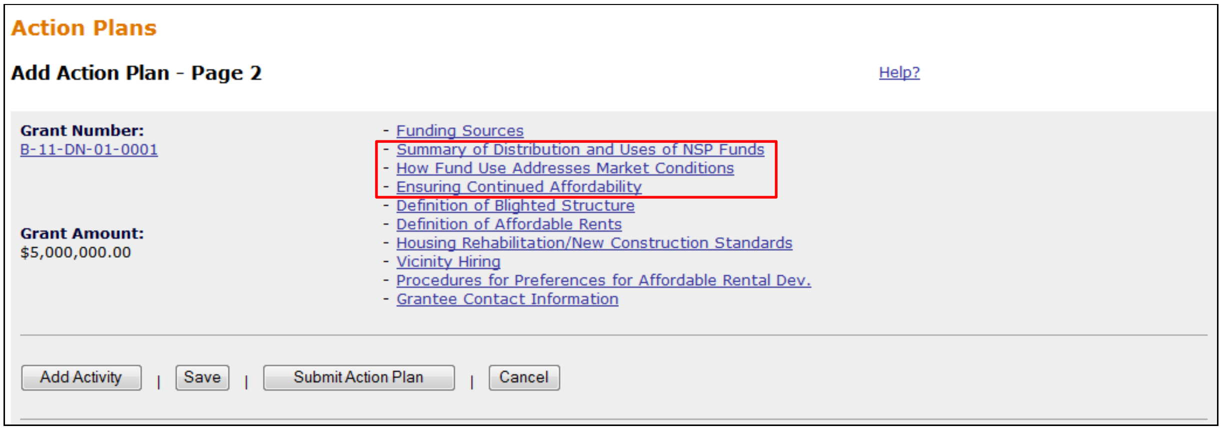


The "Add Action Plan – Page 1" screen includes the following information:

- **Grant Number (Read-Only) –** Here you can 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, you can view it here.
- **Grant Amount (Read-Only) –** Here you can view and confirm the total 'Grant Amount' for the Action Plan that is being added.
- Clicking the **<Confirm Grant>** button confirms the grant and opens the second page of the "Add Action Plan" screen.
- Clicking **<Select New Grant>** button takes you back to the "View All Grants"

3. To continue the 'Add Action Plan' procedure, click the <**Confirm Grant**> button.
   - ➢ This action opens the "Add Action Plan – Page 2" screen (Figure 4-3).

Figure 4-3: Add Action Plan – Page 2 screen



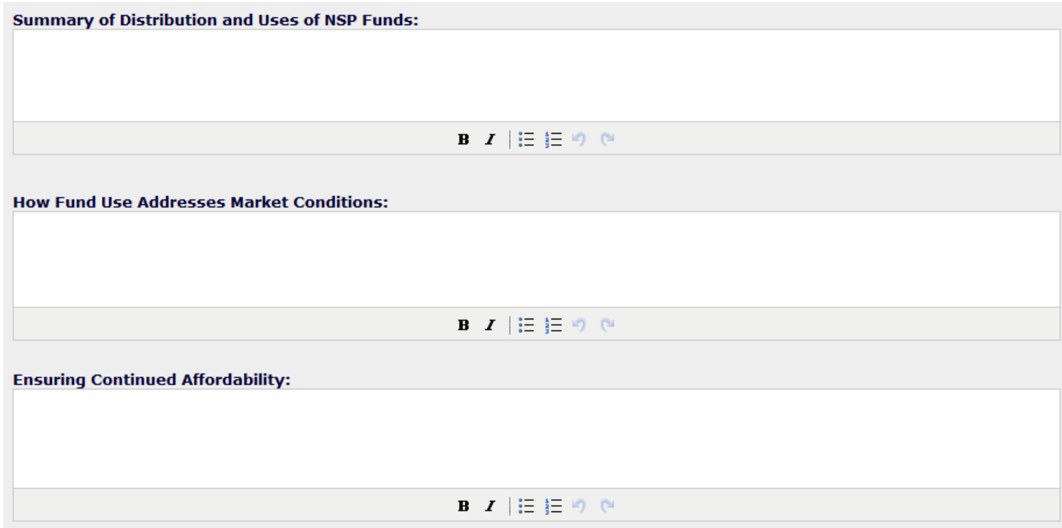
4. Clicking the **<Add Activity>** button saves the Action Plan data and opens an "Add Activity" screen.
5. Clicking the **<Save>** button saves all entered or edited information about the Action Plan.
6. Clicking the **<Submit Action>** button submits the Action Plan to the Field Office for review.
7. Clicking the **<Cancel>** button cancels all information that has been changed since the Action Plan was previously saved.
8. In addition to the above actions, Grantees can enter Estimated PI/RLF Funds to establish the Total Budget for the grant (see Figure 4-4). This estimate is based on the grantee's analysis of anticipated Program Income or Revolving Loan Funds, and may be updated periodically as the grantee updates its estimates. This is the only time the user will enter Program Income separate from Program Funds in a budget. See *Chapter 5 – Drawdown* for more information concerning Program Income.

Figure 4-4: 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

9. The second page of the Add Action Plan screen also provides the grantee the ability to add narratives to the DRGR Action Plan (Figure 4-5). These narratives are similar to the information provided in the Published Plan or Substantial Amendment and are associated with the specific grant funding associated with the Action Plan.
10. Finally, the screen also allows you to add funding sources by name and select the funding type for that source.

Figure 4-5: Action Plan Narratives (NSP Example)



4.1.2.2 Procedure: Editing an Action Plan

The DRGR Action Plan is fluid and may change often. All grantees will, at some point, need to revisit the information in the Action Plan to make changes. It is important to understand that those changes, even if minor, will require submission of the DRGR Action Plan to HUD for review and approval, and that until that review is completed, the grantee cannot submit a QPR. Given this relationship, grantees must work closely with their HUD CPD representatives to make sure any changes to the Action Plan will not interfere with the timely submission of the QPR.

The status field for the Action Plan will tell you where you are in the process (see Figure 4-6).

Minor changes can be handled by updating DRGR and resubmitting to HUD for review. Larger changes, however, may trigger additional public participation requirements. Work with your CPD Representative to determine if additional public participation is needed.

If the grantee is making several small changes to the Action Plan, they may want to wait until all of the changes are made and submit the Action Plan once to the HUD Rep for review.

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 4-6).

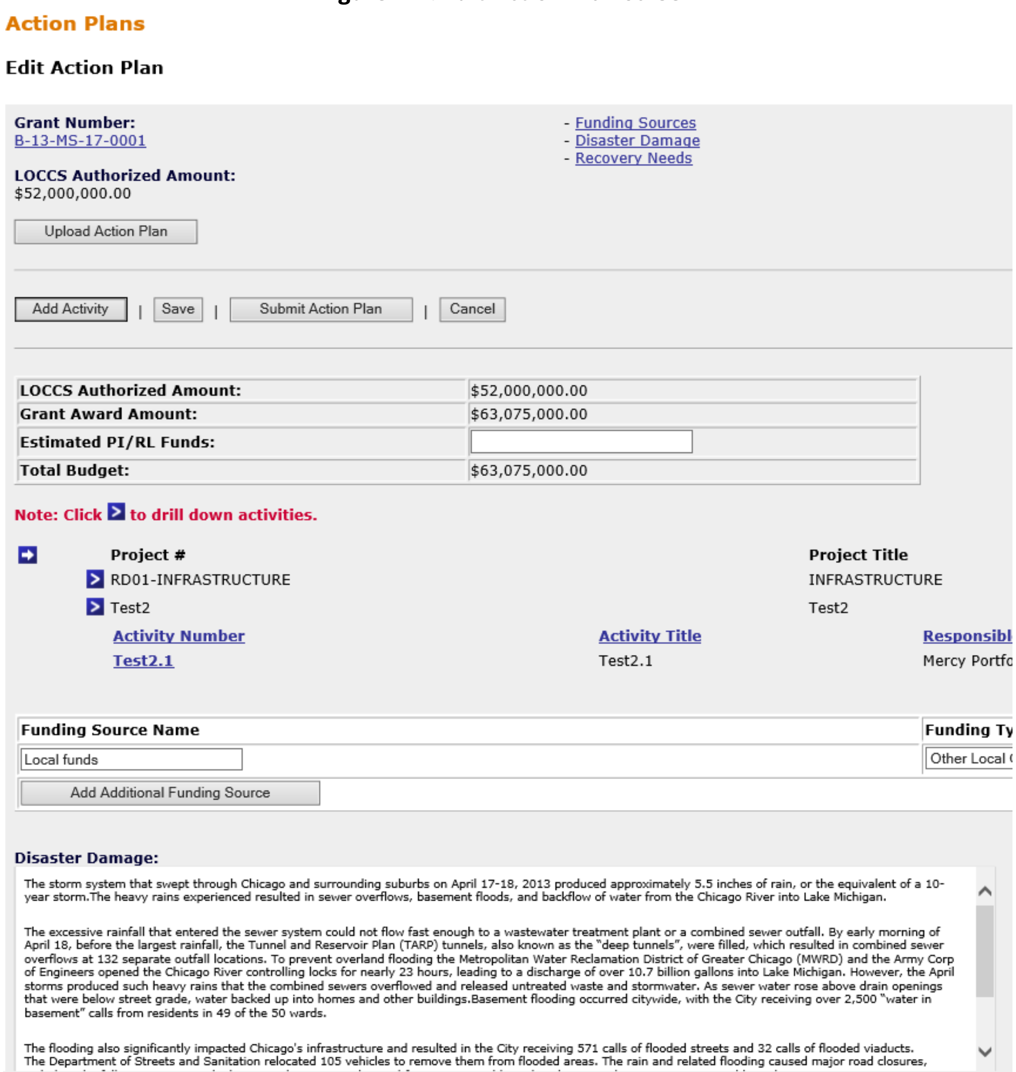
2. Select an ‘Action Plan Status’ link for an Action Plan that can be edited.
   - The “Edit Action Plan” screen opens (Figure 4-7) and any data previously entered or omitted can be edited and saved.

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 4-6: View All Action Plans screen

Figure 4-7: Edit Action Plan screen



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

In general, grantee users that have been authorized to access a grant should be able to edit Action Plans. However, grantee users must have the "Submit Action Plan" role to be able to submit an Action Plan. The following instances may prevent grantee users from editing or submitting Action Plans:

An Action Plan in a status of 'Submitted' cannot be modified: If a grantee 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. To resolve this issue, contact your CPD representative.

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, grantee 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. To resolve this issue, contact your CPD representative.

An Action Plan cannot be submitted unless the Grantee User has the 'Submit Action Plan' role: Only users with the 'Submit Action Plan' role can submit Action Plans. Grantee Users can, however, edit Action Plans, even without the 'Submit Action Plan' role. See *Chapter 3 Admin* for instructions on adding additional user roles.

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

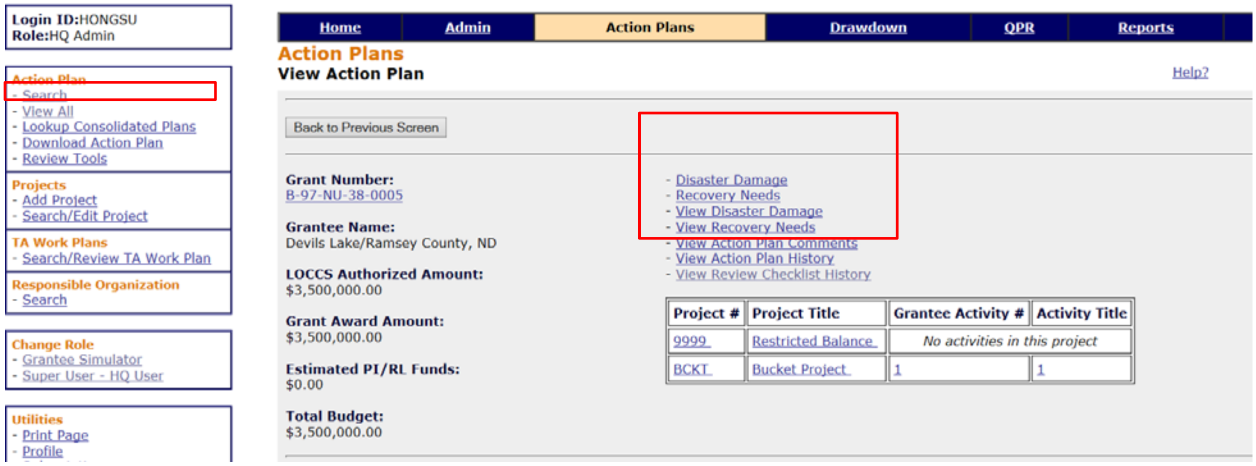
4.1.2.3 Procedure: Viewing an Action Plan

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 4-6).

   The "View All Action Plans" screen provides the system user the ability to view all of the existing action plans stored in the DRGR system. This screen also provides the system user the ability to filter all of the 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 4-8).

Figure 4-8: View Action Plan Screen

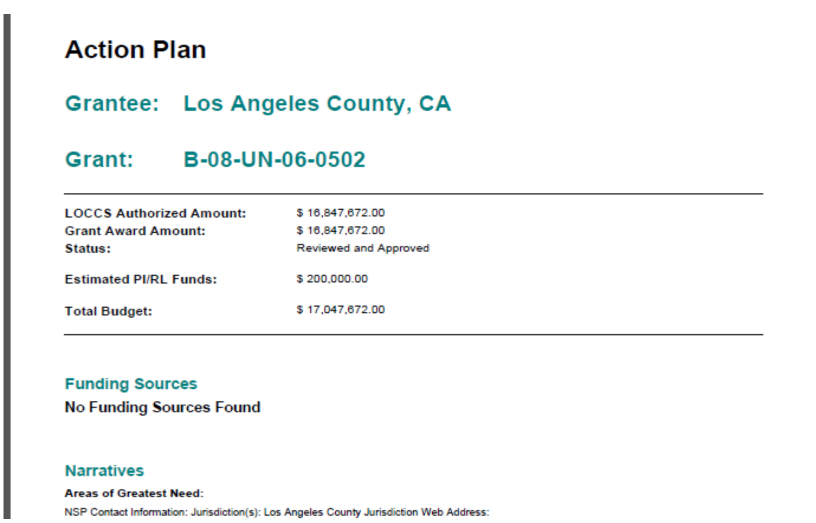


- ➢ The links to the right of the Grant Number allow you to jump to various areas on this screen to read related Action Plan information.
- ➢ In addition, this screen shows the Project and Activities previously entered in the system.
- ➢ The **<Back to Previous Screen>** button navigates to the previous 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 4-6).
2. In the "Action Plan Status" column, click applicable Action Plan.
   - ➢ This action opens the "View Action Plan" screen (Figure 4-8).
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 4-9), which can be printed.

Figure 4-9: 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

After an Action Plan is added or edited (including the addition of Projects and Activities – see Section 4.2), the Action Plan must be submitted for HUD review. The Action Plan Review Tools screen provides the following tools to complete Quality Assurance/Quality Control of the Action Plan prior to submitting:

- 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)

Review Table 4-1 below for Action Plan Review Features Work Flow for both Grantee and HUD users.

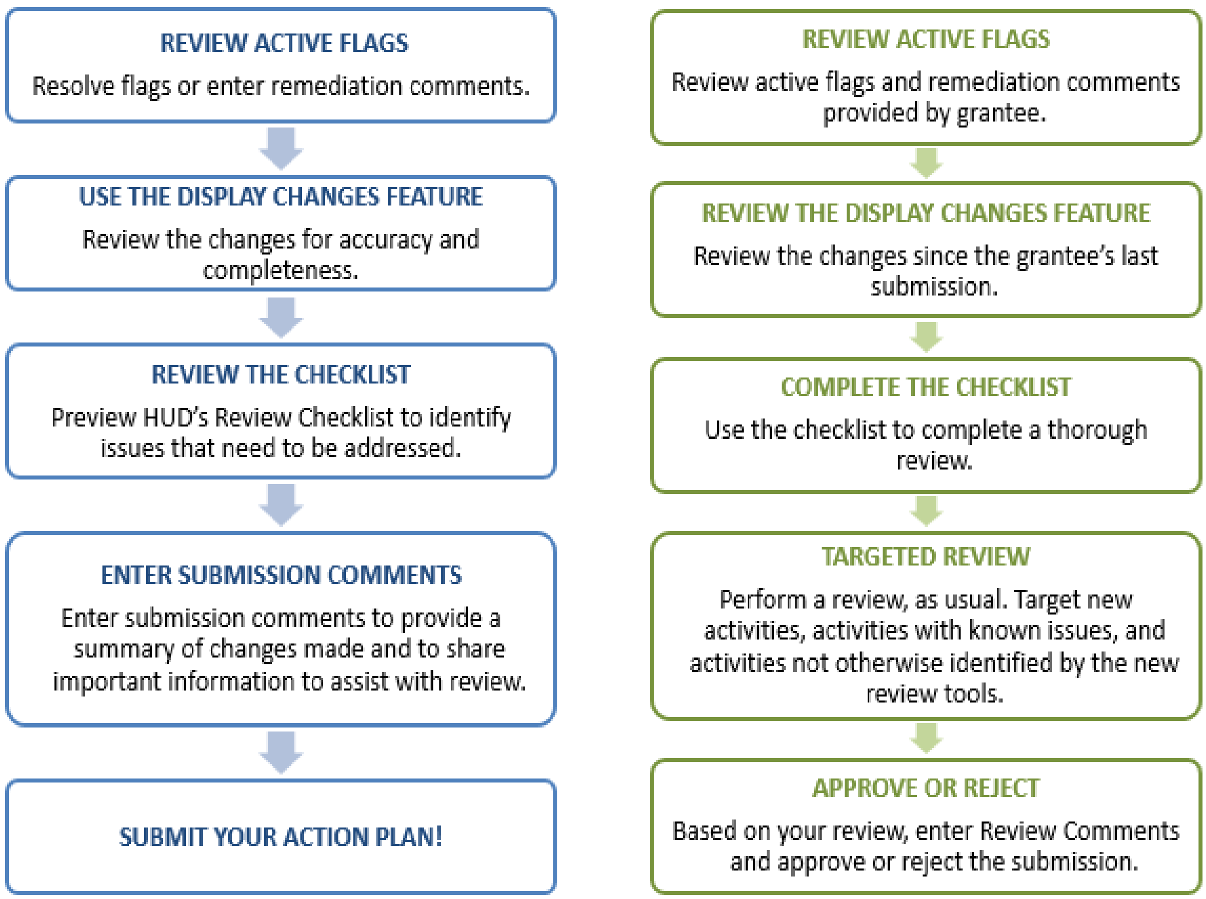
Table 4-1: Action Plan Review Features Work Flow

Location Grantee	Location HUD	Feature	Function
Edit Action Plan - **Review Tools** Screen	Action Plan **Review** Screen	Active Flags	Grantee users can see a summary of flags from the Review Tools function. Note that grantee users edit Flags from the HOME module. HUD reviewers can see all active flags related to the Action Plan and provide comments on those flags.
		Action Plan Review Checklist	Grantee users can view the checklists and see any auto-populated answers that may warrant fixes prior to Action Plan submission. HUD reviewers can edit the Action Plan Review Checklists. Comment boxes are provided and some questions are auto-completed. Additionally, some questions may be mandatory and will need to be completed prior to submission.
		Display Changes Comparison	Grantee and HUD users can view a comparison of the current and previous version of an Action Plan.
2.		View Functions	Grantee users can 'View' Action Plan Submission and Review Comments, Review Checklists, Flags, and Prior Version Changes in the Review Tools link. HUD users can 'View' Action Plan Submission and Review Comments, Review Checklists, Flags, and Prior Version Changes on the Review Action Plan screen.
Edit Action Plan Screen	N/A	Submission Comments	Grantee users can now provide submission comments when they submit their Action Plan. The submission comments will enable grantees to provide a summary of changes in the new or updated Action Plan, and/or convey any other information they deem relevant to the HUD reviewer.
N/A	Review Action Plan Screen	Review Comments	HUD reviewers can provide review comments on Action Plans and activities to communicate information to grantees or request specific edits to the Action Plan prior to approving or rejecting the Action Plan.
		Supporting Documents	HUD reviewers can attach supporting documents to the Action Plan Review to supplement documentation or share information.
		Action Plan Status	HUD reviewers update the status of an Action Plan from the "Review Action Plan screen" (no change in Release 7.13).

Note: only DRGR users with the “Submit Action Plan” user role will be able to submit the Action Plan. See *Section 3 – Admin* for information on how to add roles to user profiles.

Grantees should use Review Tools to perform Quality Assurance/Quality Control prior to Action Plan submission (Section 4.1.3). HUD Users should use Review Tools to assist with Action Plan reviews (refer to (Section 4.1.4). Figure 4-10 shows the basic work flow of Action Plan submission and review.

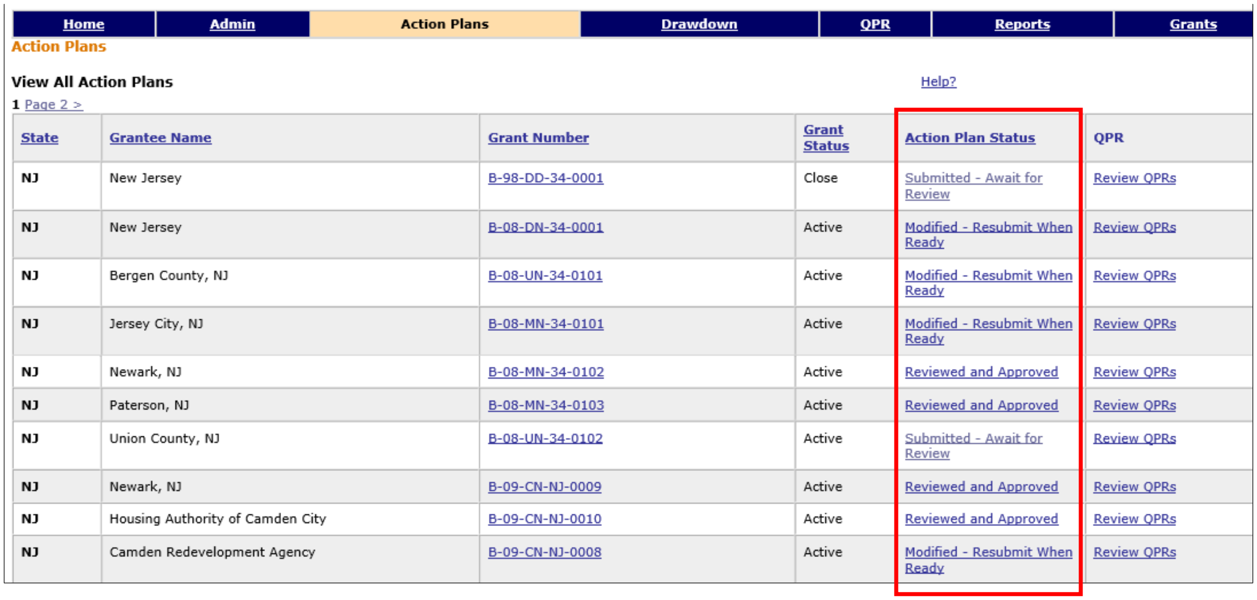
Figure 4-10: Action Plan Submission and Review Work Flow



4.1.3.1 Procedure: Accessing Review Tools

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.
2. Click on link in Action Plan Status column to reach “Edit Action Plan” screen (Figure 4-11).

Figure 4-11: Edit Action Plan Screen – Action Plan Status



Home | Admin | Action Plans | Drawdown | QPR | Reports | Grants

Action Plans

View All Action Plans

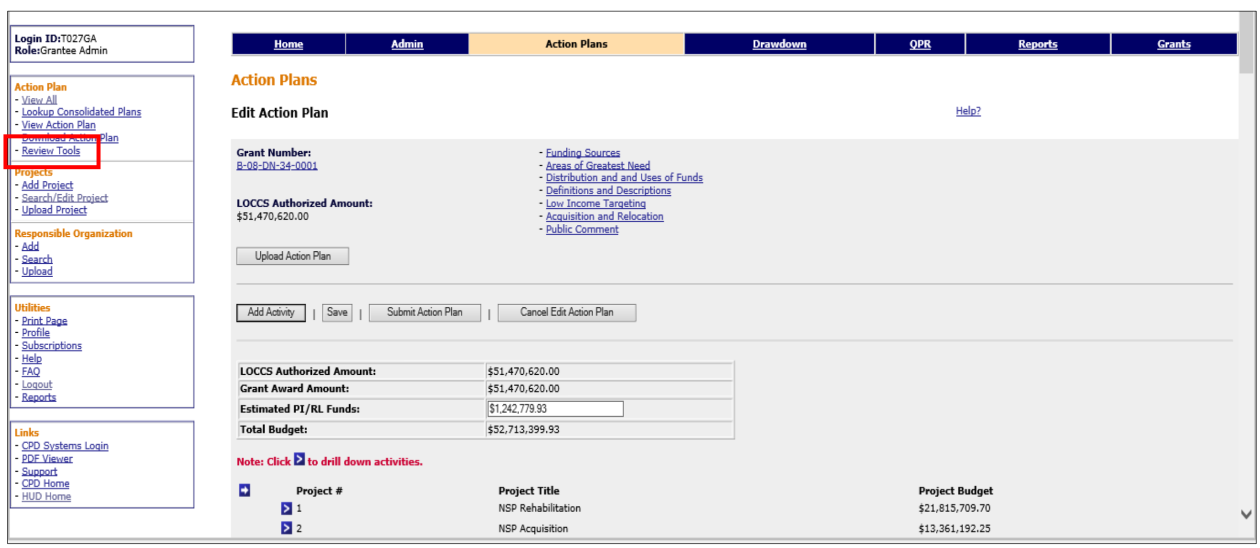
Help?

1 Page 2 >

State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
NJ	New Jersey	B-98-DD-34-0001	Close	Submitted - Await for Review	Review QPRs
NJ	New Jersey	B-08-DN-34-0001	Active	Modified - Resubmit When Ready	Review QPRs
NJ	Bergen County, NJ	B-08-UN-34-0101	Active	Modified - Resubmit When Ready	Review QPRs
NJ	Jersey City, NJ	B-08-MN-34-0101	Active	Modified - Resubmit When Ready	Review QPRs
NJ	Newark, NJ	B-08-MN-34-0102	Active	Reviewed and Approved	Review QPRs
NJ	Paterson, NJ	B-08-MN-34-0103	Active	Reviewed and Approved	Review QPRs
NJ	Union County, NJ	B-08-UN-34-0102	Active	Submitted - Await for Review	Review QPRs
NJ	Newark, NJ	B-09-CN-NJ-0009	Active	Reviewed and Approved	Review QPRs
NJ	Housing Authority of Camden City	B-09-CN-NJ-0010	Active	Reviewed and Approved	Review QPRs
NJ	Camden Redevelopment Agency	B-09-CN-NJ-0008	Active	Modified - Resubmit When Ready	Review QPRs

3. Once “Edit Action Plan” page loads, click <Review Tools> link on left navigation bar (Figure 4-11).

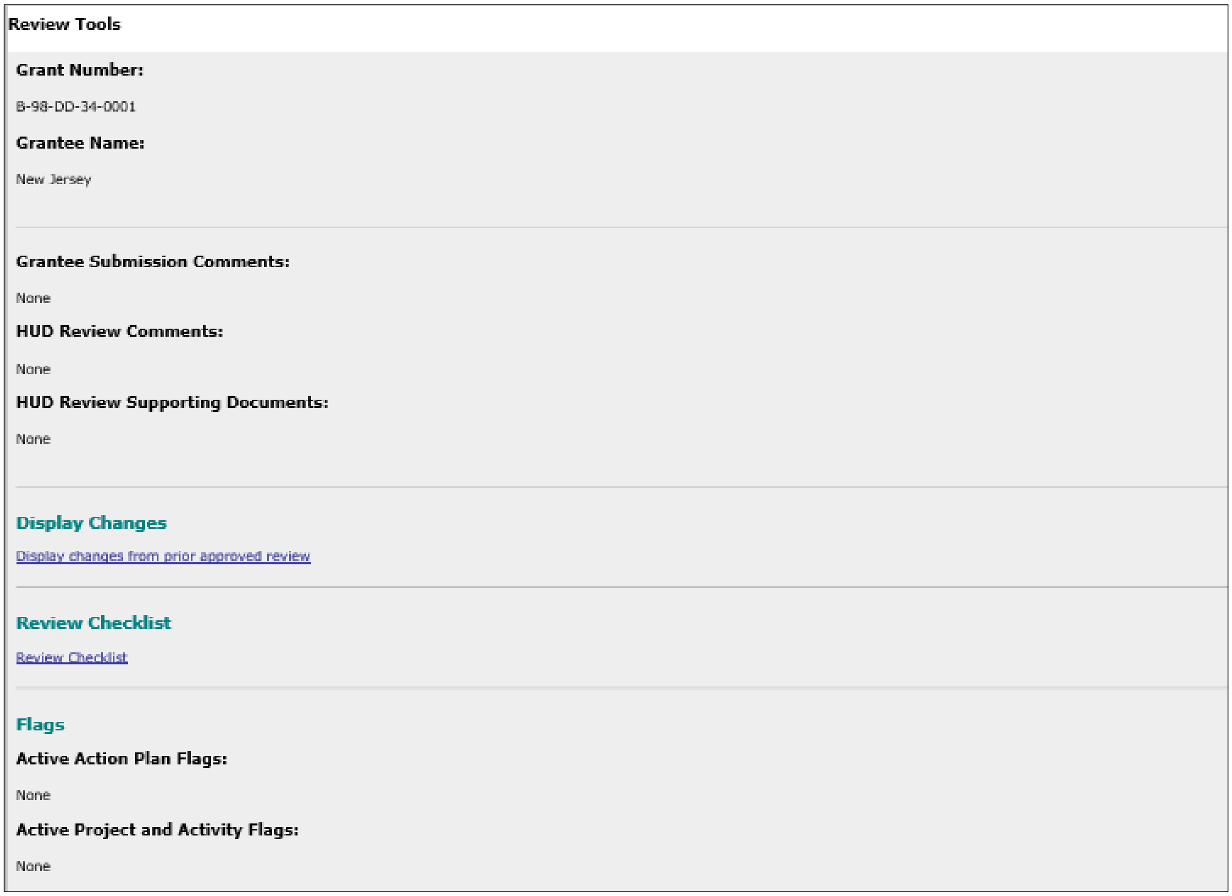
Figure 4-12: Edit Action Plan Screen – Review Tools Option



Clicking on the “Review Tools” link reveals Grantee Submission Comments, HUD Review Comments, HUD Review Supporting Documents, Display Changes and Review Checklist links and list of Active Flags (Figure 4-12). Individual Review Tool features are described in subsequent sections.

Note: HUD users can also access “Review Tools” prior to Action Plan submission on the HUD review screens.

Figure 4-13: Action Plan Review Tools Screen

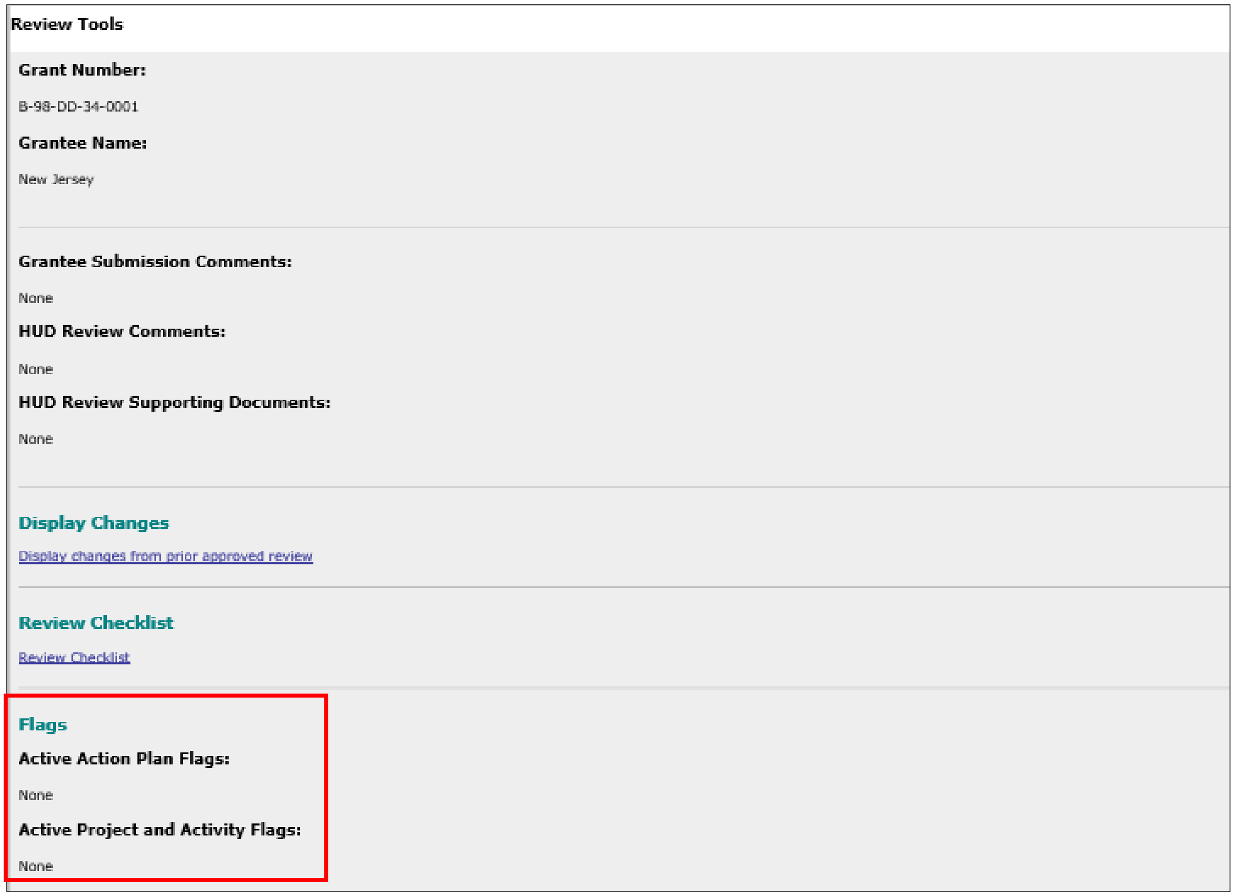


4.1.3.2 Procedure: Reviewing Active Flags

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.
2. Click on link in Action Plan Status column to reach "Edit Action Plan" screen (Figure 4-11).
3. Once "Edit Action Plan" page loads, click **<Review Tools>** link on left navigation bar (Figure 4-12).
4. All "Active Action Plan Flags" and "Active Project and Activity Flags" are displayed towards the bottom of the "Review Tools" screen (Figure 4-13).

   Note: Detailed steps related to resolving and remediating active flags are described in Section 2: Home Screen of the User Guide.

Figure 4-14: Review Tools Screen – Flags

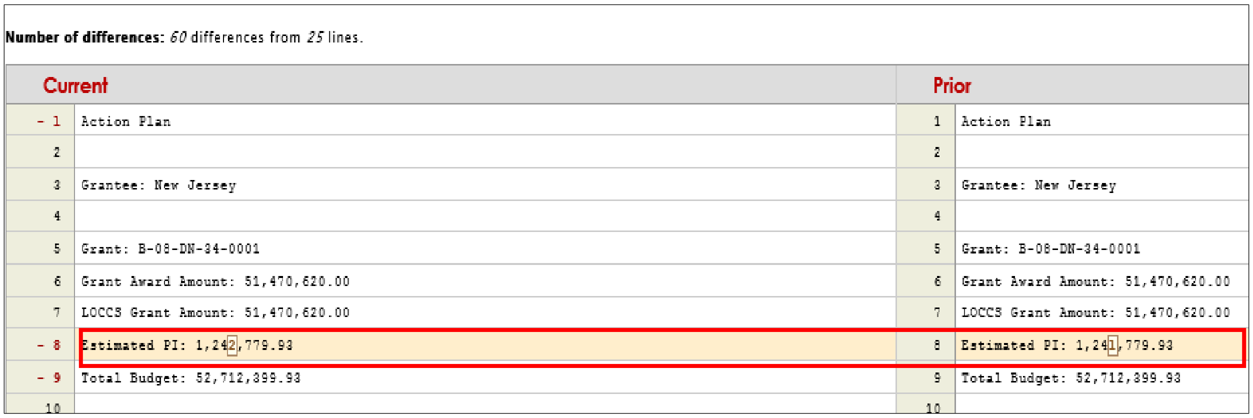


4.1.3.3 Procedure: Displaying Changes from Prior Approved Review

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.
2. Click on link in Action Plan Status column to reach "Edit Action Plan" screen. See Figure 4-11 above.
3. Once "Edit Action Plan" page loads, click **<Review Tools>** link on left navigation bar. See Figure 4-12 above.
4. Click **<Display Changes from Prior Approved Review>** link and a new window will open to display a side-by-side comparison of the Action Plan comparing the current version of the Action Plan from previously submitted Action Plan.

As shown below (Figure 4-15), the top of the screen will provide the number of differences between the two versions. All changes will be highlighted in the rows that follow. Information in the current Action Plan is displayed in the left column "Current" and previously entered information is displayed in the right column "Prior".

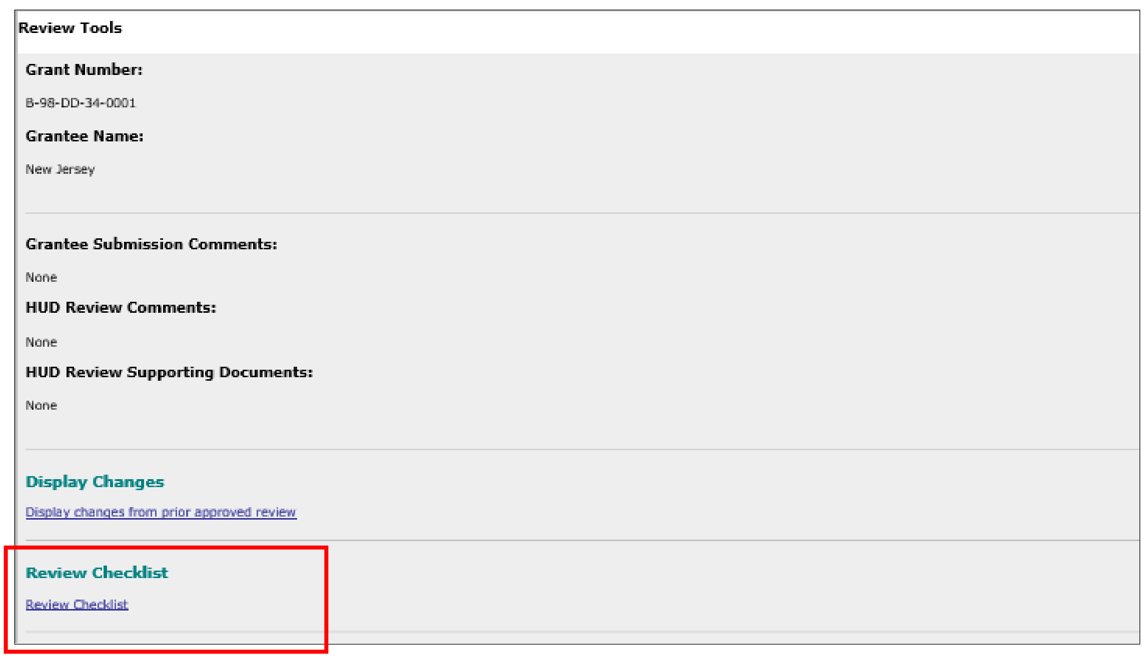
Figure 4-15: Displaying Changes from Prior Approved Review



4.1.3.4 Procedure: Viewing/Downloading Action Plan Review Checklist

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.
2. Click on link in Action Plan Status column to reach "Edit Action Plan" screen. See Figure 4-11 above.
3. Once "Edit Action Plan" page loads, click **<Review Tools>** link on left navigation bar (Figure 4-12).
4. Click link for "Review Checklist" to access new screen displaying the Action Plan Review Checklist (Figure 4-16).

Figure 4-16: Review Tools Screen – Review Checklist



5. After new screen load, click on "Review Checklist" to view the checklist items.
   - ➢ This action load the review checklist and a legend of icons (Figure 4-17).
6. To view supporting data for questions that are auto-completed by DRGR, click the icon to the right of the question.

- ➢ This action will load a new screen showing supporting data for the auto-completed answer.

7. Click **<Download>** to create PDF version of the Action Plan Review Checklist.

Figure 4-17: Action Plan Review Checklist

The following describes Review Checklist icons:

- ➢ **Mandatory questions** are annotated on the edit checklist page with the following icon: (*). Review checklists cannot be submitted if the user has not entered mandatory questions.
- ➢ Questions that are mandatory and do not have a response will be displayed with a **warning icon** as follows: ( ).
- ➢ Some question responses may be **auto-computed** by the system and are depicted with the following icon: ( ). If a response to a checklist question is auto-computed, then the system displays a non-editable answer. Although auto-computed responses may not be edited, the user can add comments.
- ➢ **Non-auto-computed** question responses are depicted with the following icon: ( ).
- ➢ Some questions can be configured to display the supporting data associated with the question, if applicable, to show the basis for the auto-computed responses. **Auto-computed responses with supporting data** will be annotated with the following icon: ( ). On selection of this icon, the system will open a new window to display the supporting data.

4.1.3.5 Procedure: Submitting an Action Plan

Action Plans start in 'Original – In Progress' status when they are added to the system. They will stay in this status until submitted (when status changes to 'Submitted – Await for Review'). At this point, HUD CPD Representatives will review the Action Plan and either approve the plan or reject it. If rejected, the

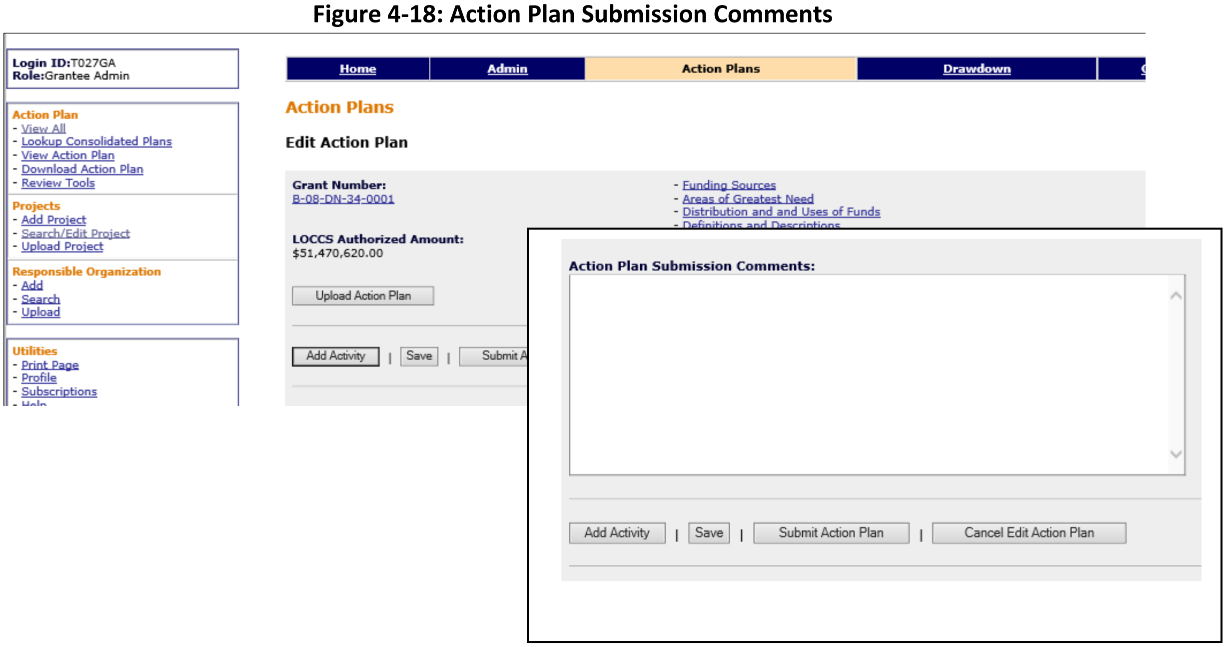
Action Plan will be in a status of 'Rejected – Await for Modification' and will be available for grantee edits. Once edited, status will change to 'Modified – Resubmit when Ready' until the plan is resubmitted by the grantee. Once approved, an Action Plan will show a status of 'Reviewed and Approved'.

Follow the steps below to submit an Action Plan:

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.
2. Select an 'Action Plan Status' link for an Action Plan that can be edited.
    - ➢ The "Edit Action Plan" screen opens.
3. To enter Action Plan submission comments as a grantee user, enter narrative in "Action Plan Submission Comments" text box located at the bottom of the "Edit Action Plan" screen and click **<Save>** (Figure 4-18)**.**

Note: Once entered, "Grantee Submission Comments" appear on the "Review Tools" display for both HUD users and grantee users.

Figure 4-18: Action Plan Submission Comments



4. Click the <**Submit Action Plan**> button (Figure 4-19).
    - ➢ This action opens the "Create Email" screen (Figure 4-20) with a "Success: Action Plan has been saved" message and enables the user to notify the reviewer(s) that the Action Plan is ready for review.

Figure 4-19: Submit Action Plan screen

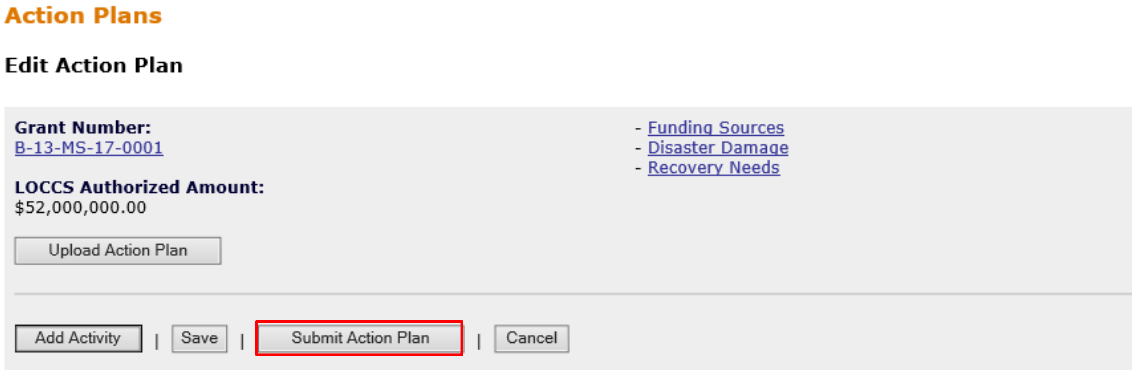
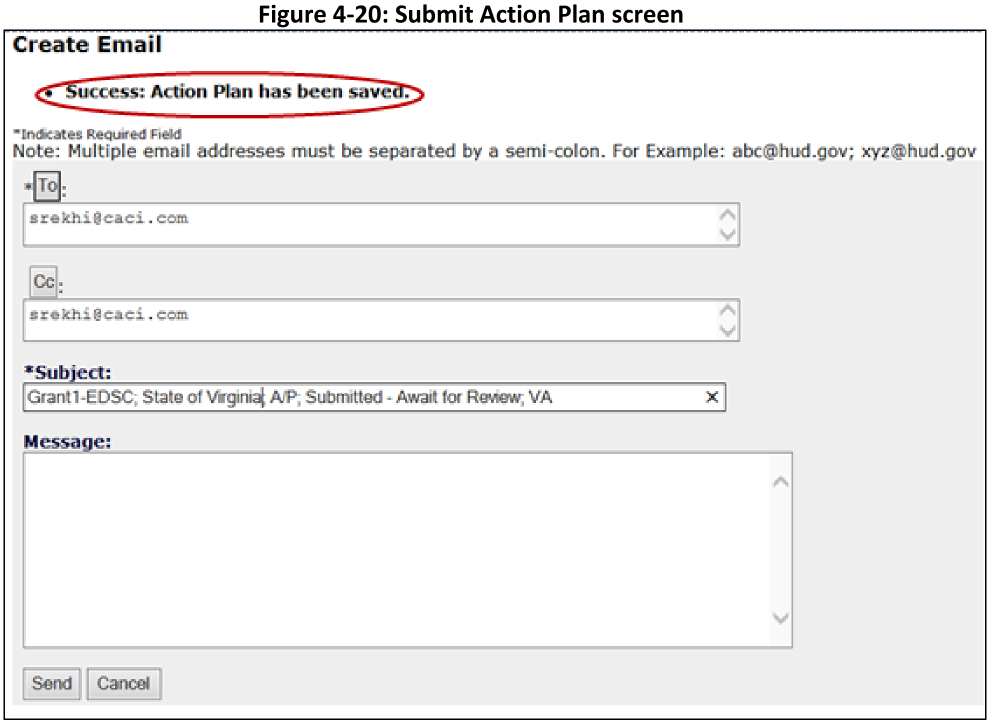


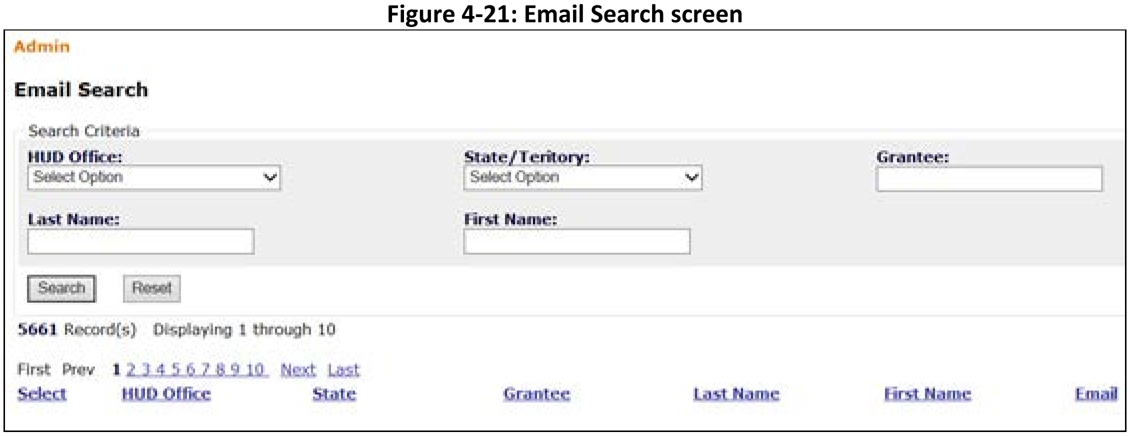
Figure 4-20: Submit Action Plan screen



5. Select the <**To**> or <**Cc**> button to add additional recipients to the email.

   ➢ This action takes the user to the Email search page (Figure 4-21). On this page, users can search for additional recipients to add to the email.

Figure 4-21: Email Search screen



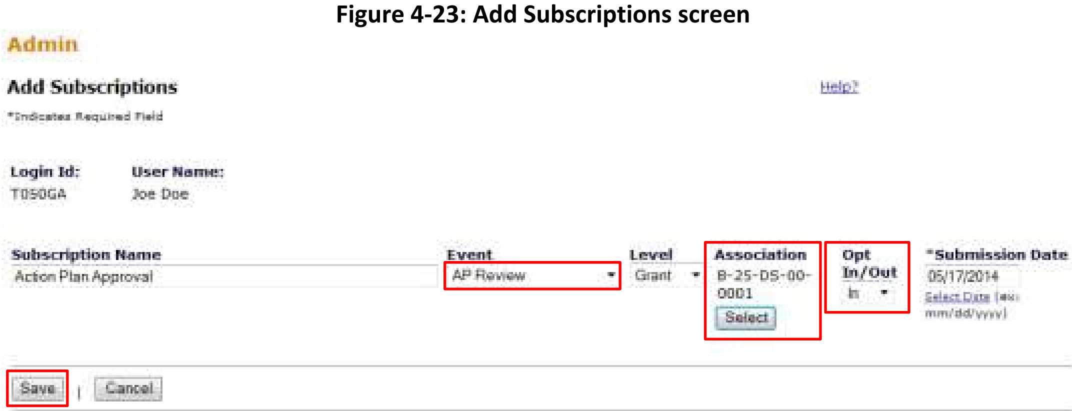
6. In lieu of being added to an email for notification of Action Plan submission, DRGR users can create a subscription to be notified each time an Action Plan is submitted for review. This process is summarized below:

   - Click the <**Subscriptions**> link in the Utilities menu (Figure 4-22). This action opens the “Manage Subscriptions” page.

Figure 4-22: Subscriptions

   - On the “Manage Subscriptions page, click <**Add Subscription**>. This action opens the “Add Subscription” screen (Figure 4-23).

Figure 4-23: Add Subscriptions screen



   - On the “Add Subscriptions” screen, the user will need to do the following to add an Action Plan subscription

     1. Enter a name for the subscription.
     2. Select <**AP Review**> from the ‘Event’ dropdown menu.
     3. Select <**Grant**> from the ‘Level’ dropdown menu.
     4. Associate the applicable grant number with the subscription by clicking the <**Select**> button, searching for the grant and clicking the <**Assign Selected Grant**> button on the “Grant Search” screen.
     5. Selecting <**In**> under the ‘Opt In/Out’ heading.
     6. Enter a date for the subscription to begin under the ‘Submission Date’ heading.
     7. Click <**Save**> to complete the subscription.

4.1.4 HUD Review of Action Plan

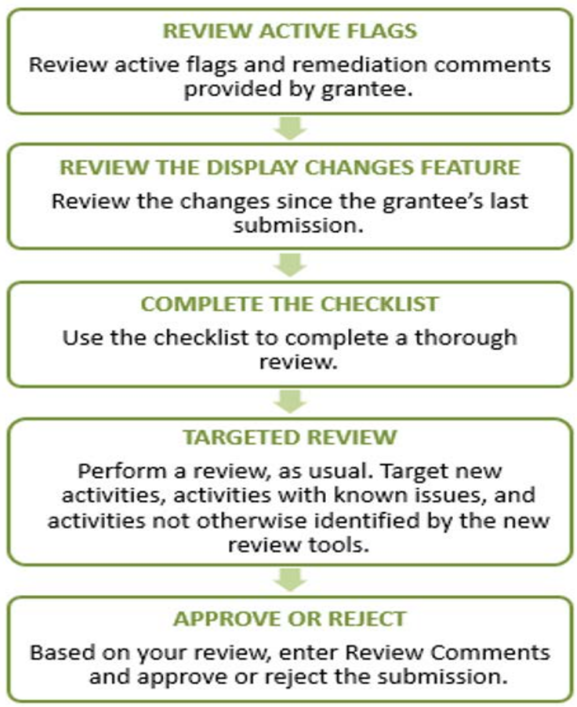
HUD Reviewers must review and approve or reject submitted Action Plans. HUD review will be specific to the grant appropriation and will focus on the compliance of the Action Plan with grant requirements, check for accuracy of information and will also be a means for the HUD Reviewer to understand how the grant program is structured.

As part of this review, HUD Reviewers should utilize the "Review Tools" feature to access the Action Plan Checklist, display changes to the current version of the Action Plan, provide comments on active activities and flags, enter overall review comments, and attach supporting documents. Features of the Review Tools are listed below:

- Accessing Review Screen and Review Tools (Section 4.1.4.1)
- Review Active Flags (Section 4.1.4.2)
- Displaying Changes from Prior Action Plan Review (Section 4.1.4.3)
- Complete Action Plan Checklist (Section 4.1.4.4)

The following chart includes HUD Action Plan Submission Review tips (Figure 4-24).

Figure 4-24: HUD Action Plan Review Work Flow



4.1.4.1 Procedure: Accessing Review Screen and Review Tools

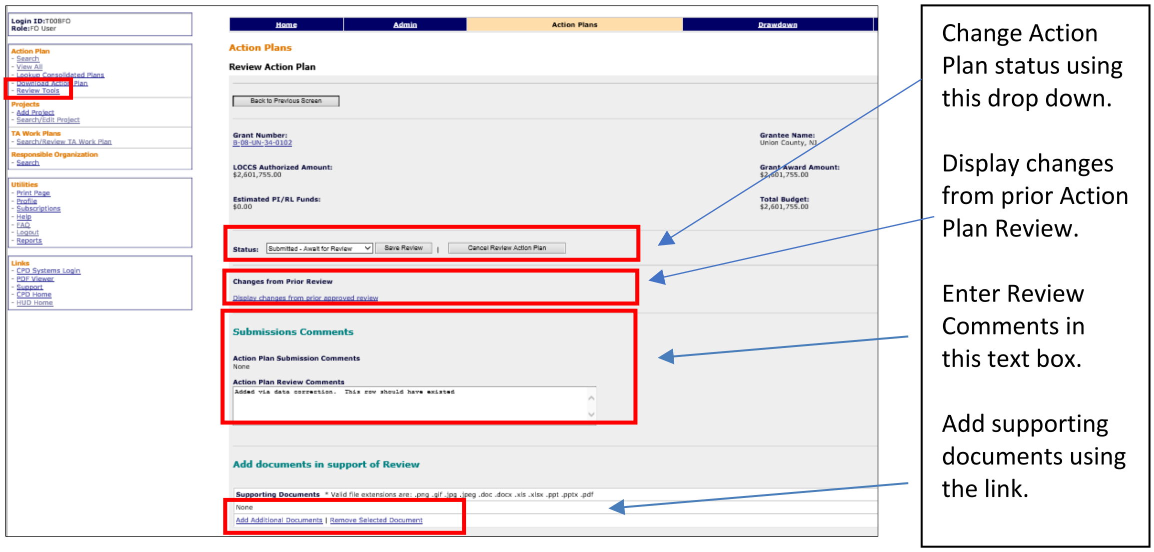
1. Log into DRGR and accept the 'Disclaimer.' On the Home screen, select the <**Action Plans**> link in the navigation bar.
   - ➢ This action opens a default "View All Action Plans" screen.
2. Click on link in Action Plan Status column to reach "Review Action Plan" screen (Figure 4-25).
   - ➢ The action loads the Review Screen where the Action Plan can be approved or rejected.
3. Once "Review Action Plan" page loads, click **<Review Tools>** link on left navigation bar (Figure 4-25).

Difference between "Review Screen" and "Review Tools"

Review Screen: Standard screen where HUD Users approve/reject Action Plan and access/perform review functions.

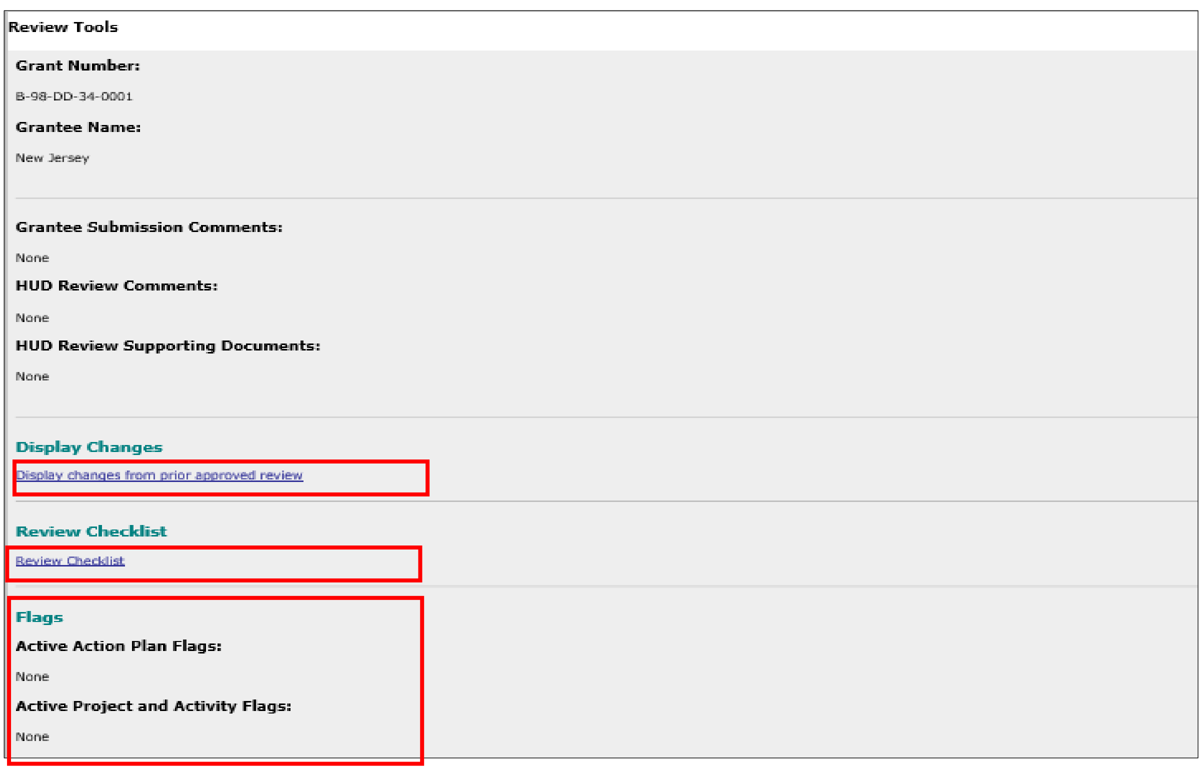
Review Tools: "View Only" summary of all grantee and HUD user review actions.

Figure 4-25: Review Action Plan Screen



4. Clicking on the “Review Tools” link reveals a “view only” view of Grantee Submission Comments, HUD Review Comments, HUD Review Supporting Documents, Display Changes and Review Checklist links and list of Active Flags (Figure 4-26).

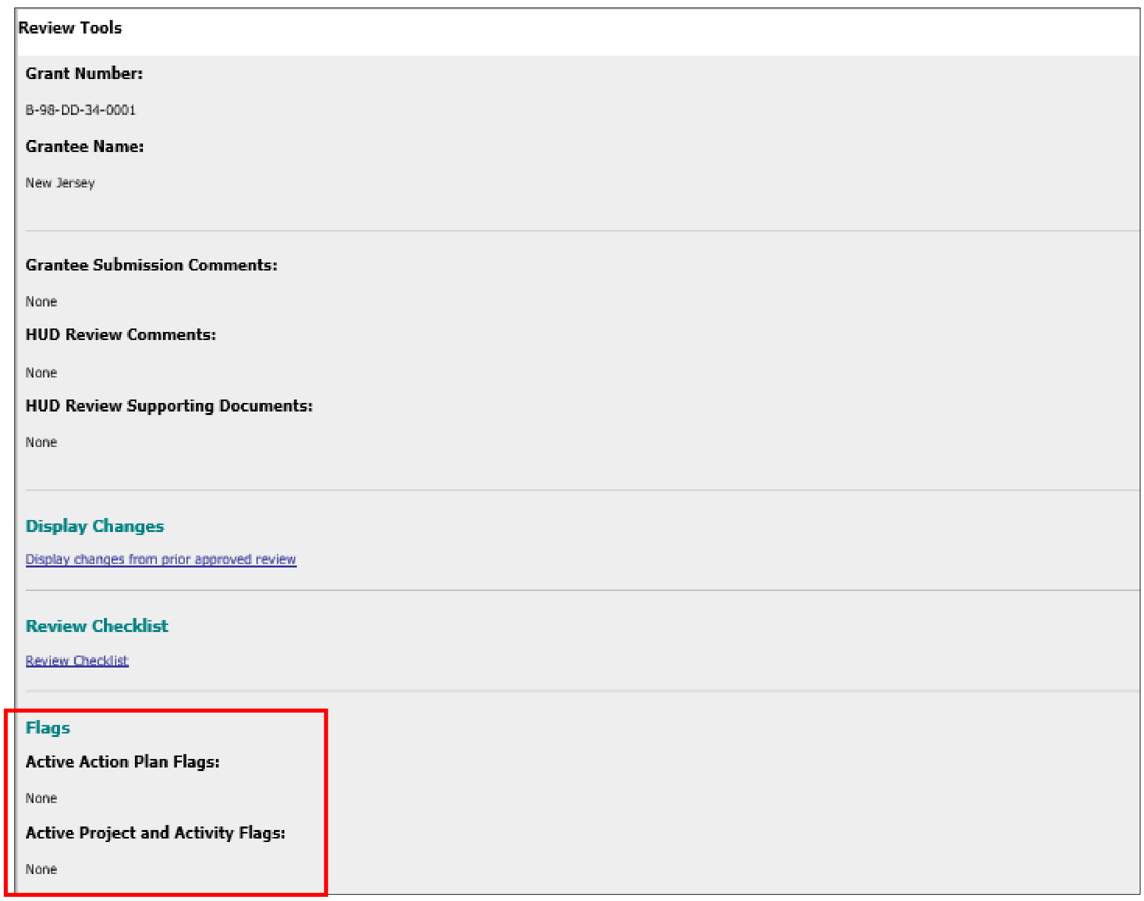
Figure 4-26: Action Plan HUD Review Tools Screen



4.1.4.2 Procedure: Reviewing Active Flags

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.
2. Click on link in Action Plan Status column to reach "Review Action Plan" screen (Figure 4-25).
3. Once "Review Action Plan" page loads, click **<Review Tools>** link on left navigation bar (Figure 4-27).
   - ➢ The action opens the "Review Tools" screen.
4. All "Active Action Plan Flags" and "Active Project and Activity Flags" are displayed towards the bottom of the "Review Tools" screen.

Figure 4-27: Review Tools Screen – Flags



4.1.4.3 Procedure: Displaying Changes from Prior Approved Review

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.
2. Click on link in Action Plan Status column to reach "Review Action Plan" screen (Figure 4-23).
   - ➢ The action loads the Review Screen.

3. Click **<Display Changes from Prior Approved Review>** link to open a new window displaying a side-by-side comparison of the current version of the Action Plan and the previously approved Action Plan.

   As shown below (Figure 4-28), the top of the screen will provide the number of differences between the two versions. All changes will be highlighted in the rows that follow. Information in the current Action Plan is displayed in the left column "Current" and previously entered information is displayed in the right column "Prior".

Figure 4-28: Displaying Changes from Prior Approved Review

Number of differences: *60* differences from *25* lines.

	Current		Prior
- 1	Action Plan	1	Action Plan
2		2	
3	Grantee: New Jersey	3	Grantee: New Jersey
4		4	
5	Grant: B-08-DN-34-0001	5	Grant: B-08-DN-34-0001
6	Grant Award Amount: 51,470,620.00	6	Grant Award Amount: 51,470,620.00
7	LOCCS Grant Amount: 51,470,620.00	7	LOCCS Grant Amount: 51,470,620.00
- 8	Estimated PI: 1,242,779.93	8	Estimated PI: 1,241,779.93
- 9	Total Budget: 52,712,399.93	9	Total Budget: 52,712,399.93
10		10	

4.1.4.4 Procedure: Completing Action Plan Review Checklist

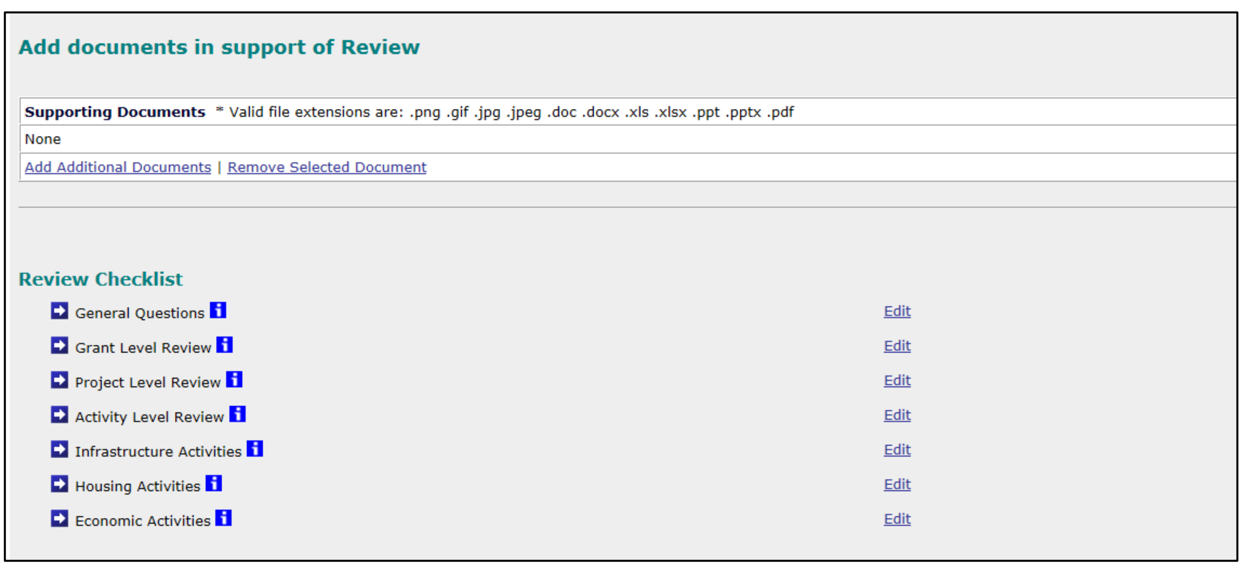
1. Log into DRGR and accept the 'Disclaimer.' On the Home screen, select the <**Action Plans**> link in the navigation bar.

   ➢ This action opens a default "View All Action Plans" screen.

2. Click on link in Action Plan Status column to reach "Review Action Plan" screen (Figure 4-29).

   ➢ The action loads the Review Screen.

Figure 4-29: Action Plan Review Screen: Review Checklist



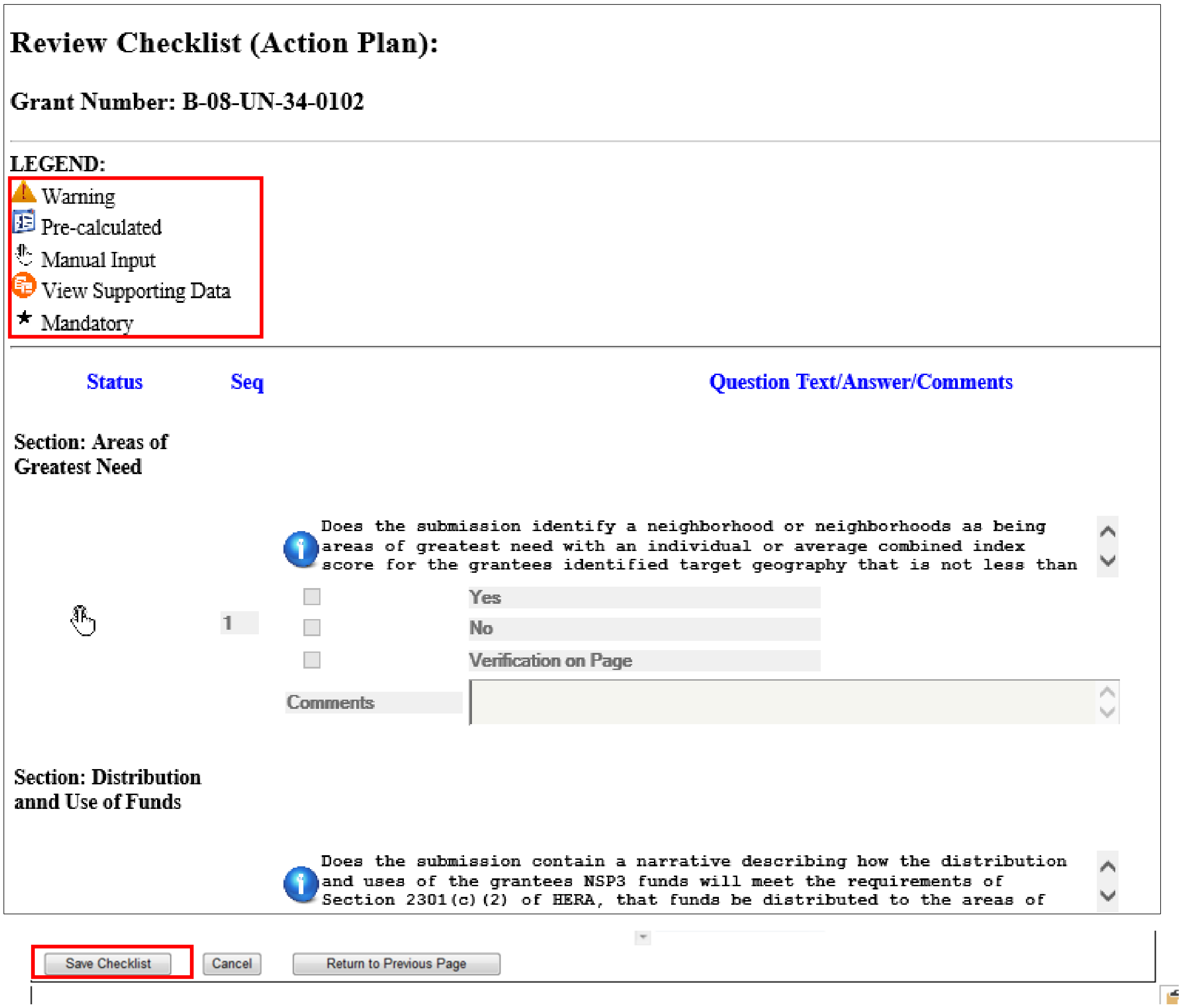
3. Click <**Review Checklist**> (Figure 4-29)

    - This action loads the "Review Checklist." The Review Checklist content will be specific to the grant program for the Action Plan under review.

4. Click on the "Edit" link for a Review Section.

    - This action loads the "Review Checklist - Section" where the user can answer individual checklist questions (Figure 4-30).

Figure 4-30: Action Plan Review Checklist – Section



5. Click <**Save Checklist**> after completing the Review Checklist (Figure 4-30).

The following describes Review Checklist icons:

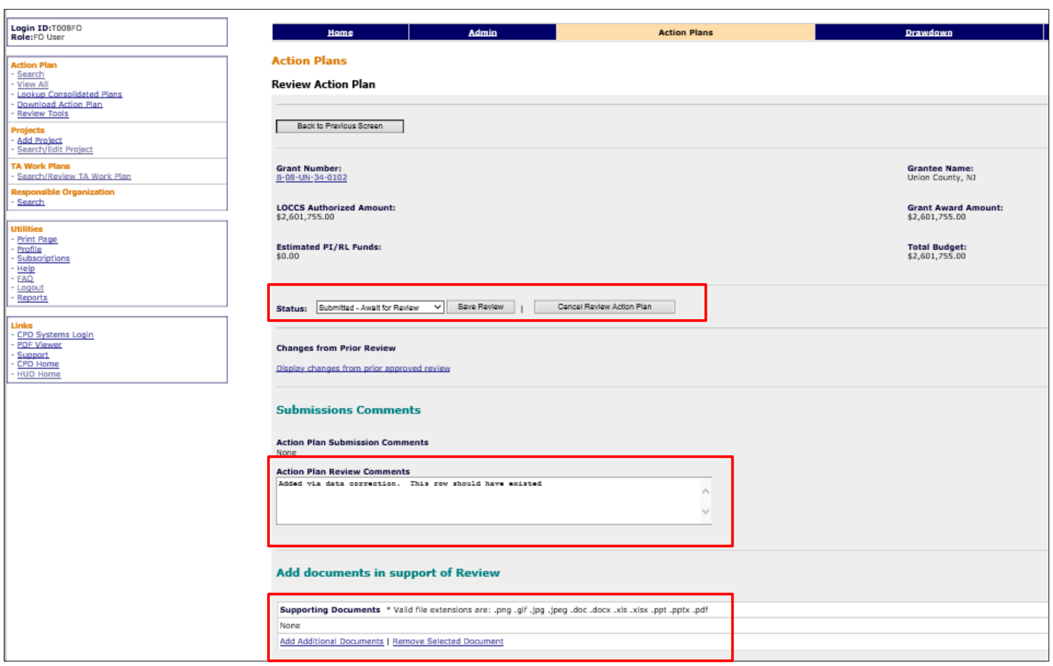
- **Mandatory questions** are annotated on the edit checklist page with the following icon: (*). Review checklists cannot be submitted if the user has not entered mandatory questions.
- Questions that are mandatory and do not have a response will be displayed with a **warning icon** as follows: ( ).

- Some question responses may be **auto-computed** by the system and are depicted with the following icon: ( ). If a response to a checklist question is auto-computed, then the system displays a non-editable answer. Although auto-computed responses may not be edited, the user can add comments.
- **Non-auto-computed** question responses are depicted with the following icon: ( ).
- Some questions can be configured to display the supporting data associated with the question, if applicable, to show the basis for the auto-computed responses. **Auto-computed responses with supporting data** will be annotated with the following icon: ( ). On selection of this icon, the system will open a new window to display the supporting data.

4.1.4.5 Procedure: Approving/Rejecting Action Plans

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.
2. Click on link in Action Plan Status column to reach "Review Action Plan" screen. See Figure 4-23 above.
3. Enter narrative in "Action Plan Review Comments" after completing review and attached supporting documents (Figure 4-31).
4. To approve or reject the Action Plan, change the status in the "Status" drop down box and click **<Save Review>** (Figure 4-31).

Figure 4-31: Approving/Rejecting Action Plan



4.1.4.6 Procedure: Viewing Action Plan Review History

The following procedures describe how to access archived reviews of Action Plans.

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.

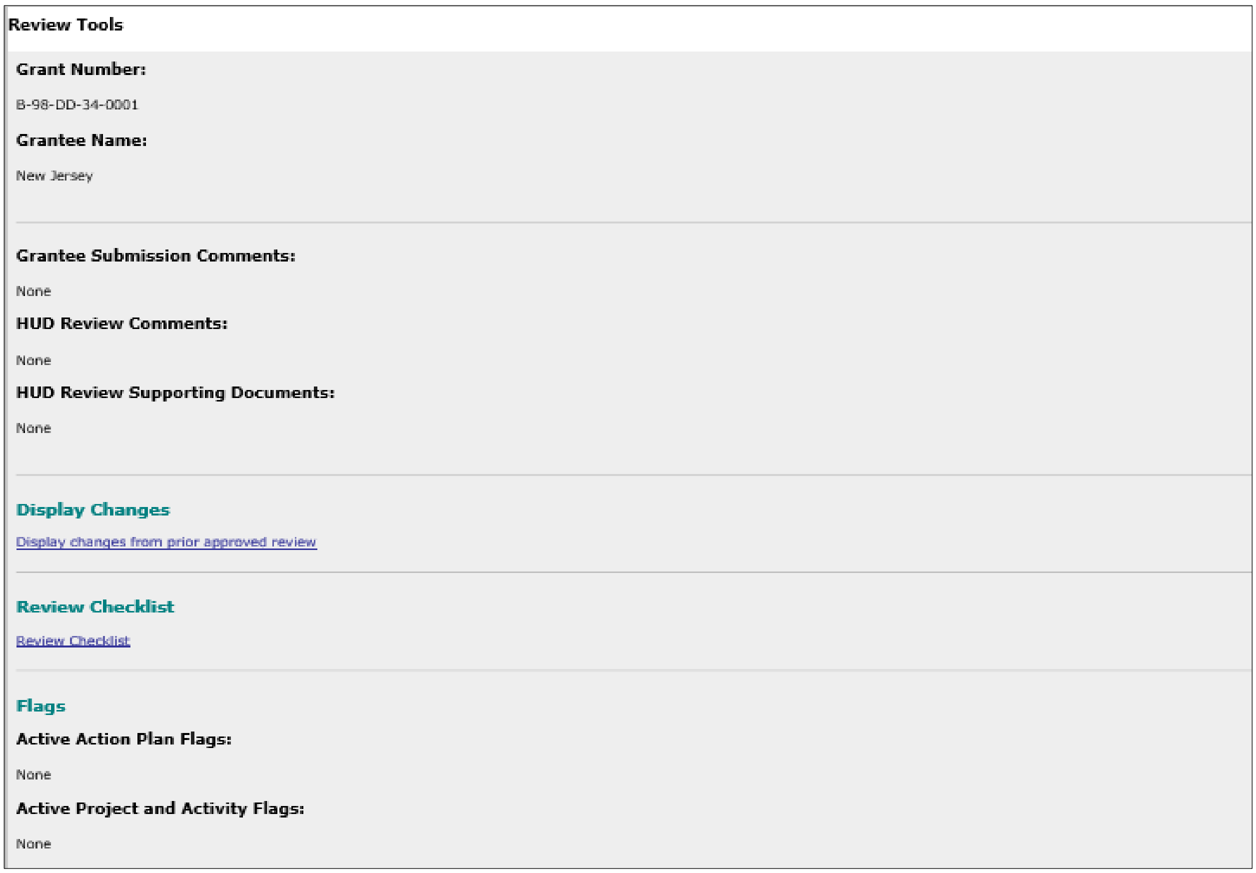
2. Click on link in Action Plan Status column to reach “Review or View Action Plan” screen. Once “Review or View Action Plan” page loads, click **<Review Tools>** link on left navigation bar.

   - The action opens the “Review Tools” screen (Figure 4-32).

3. Select any item for review (e.g. display changes, review checklist, active flags, etc.)

Note: The Action Plan Review History is also located at the bottom of the View Action Plan and Review Action Plan screen.

Figure 4-32: Review Tools Screen



4.2 Projects and Activities

After adding the Action Plan, the next step is to add projects and activities.

Note: Responsible Organizations – or organizations responsible for carrying out an Activity – must be added to the system to complete Project and Activity set up. Grantees must designate a Responsible Organization when adding an Activity (optional at the Project level). More information about adding Responsible Organizations is found in Section 4.3.

4.2.1 DRGR Project versus Activities

- Projects are entered first. Activities are entered second and must be assigned to Projects.
- Projects are used to group activities by categories such as major programs outlined in the Disaster Recovery Published Plan (Housing, Economic Development, Infrastructure) or eligible use categories for NSP.

Note: Some grantees 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 of the required information before the grantee has access to its entire award. Grantees can only access funds in published plans approved by HUD. 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 grantee users

- DRGR activities should be broken out, at minimum by, responsible organization, national objective, activity type, and multifamily properties (as applicable).
- If a Grantee knows all Project and Activity budgets, both Projects and Activities can be entered into DRGR. If a Grantee (primarily states and urban counties) uses a competitive process to make funding awards, known Project budgets can be used to enter Projects, but Activities should not be entered until a funding award/budget is known.

4.2.2 Add / Edit Projects

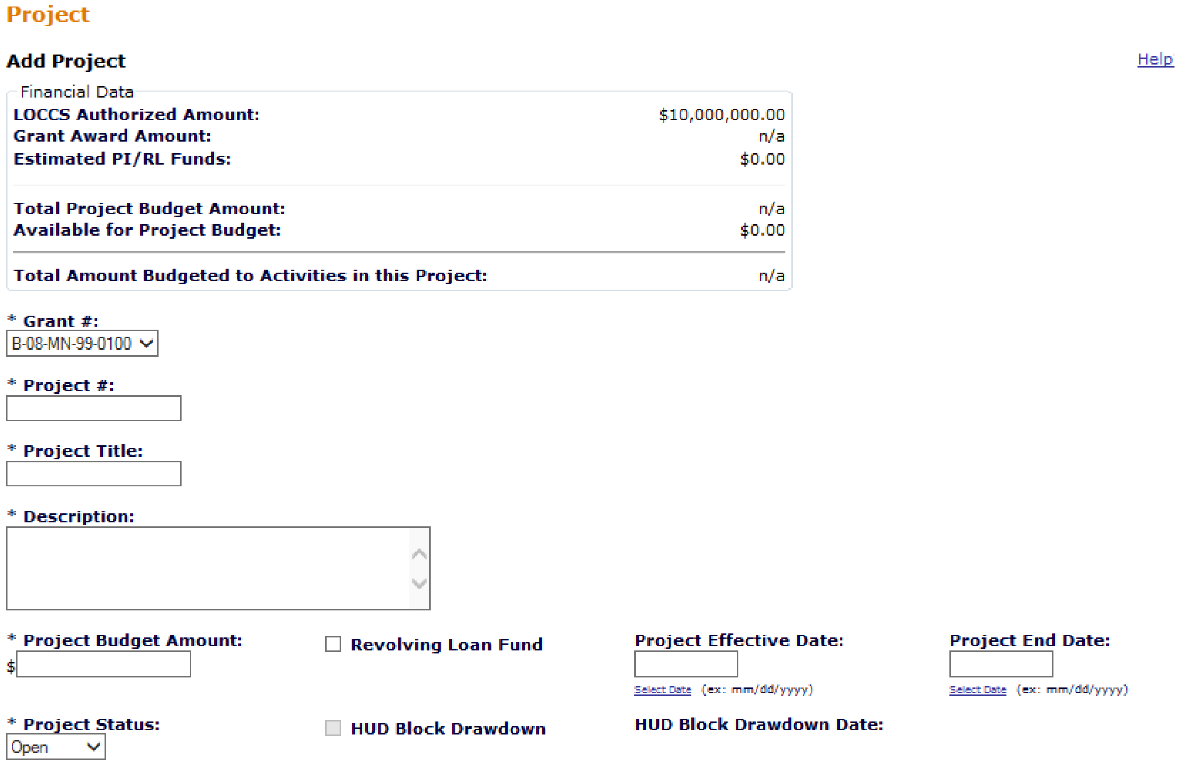
Projects serve as organizational structures under which specific activities are set-up. Projects are associated with a Grant, and Grants can have one or more Projects. Projects are typically set up as major activity categories corresponding to a Published Plan. For NSP grantees, HUD recommends setting up projects that correspond to NSP eligible uses.

Note: In addition to the procedures described below, Projects can be added or edited 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 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.
3. Click the <**Add**> link located in the “Project” section of the left navigation column.
   - This action opens the “Add Project” screen (Figure 4-33).

Figure 4-33: Add Project screen



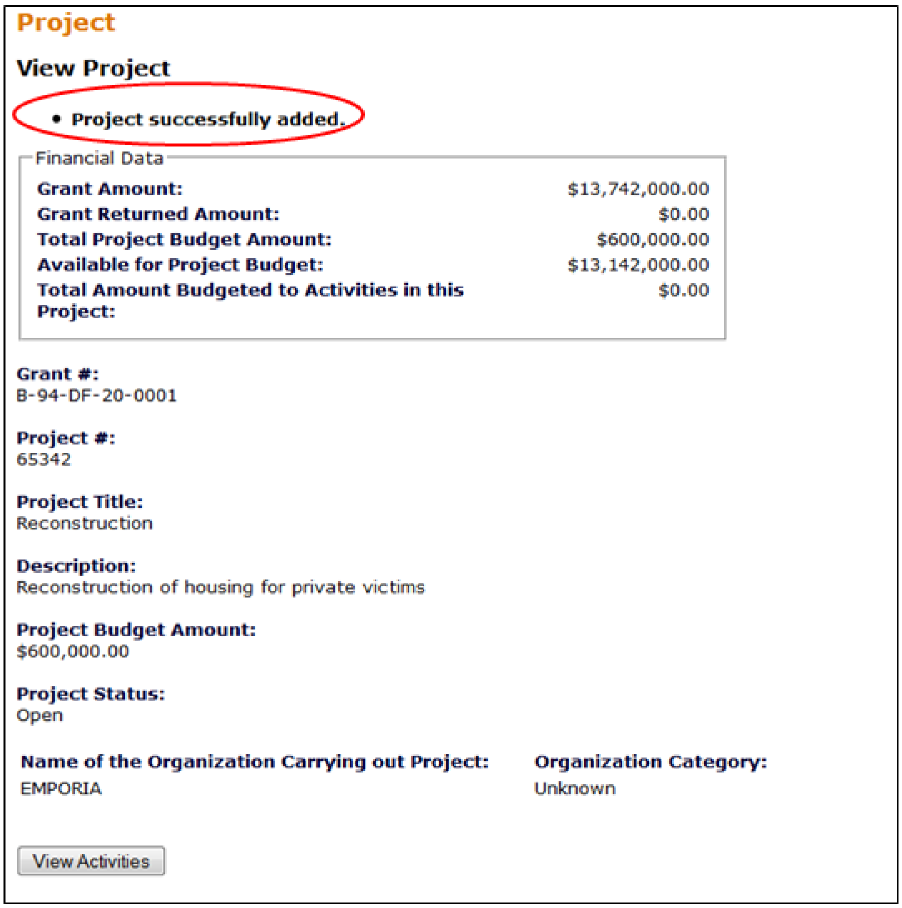
3. The Grantee must add Project information for all fields marked with an asterisk (*). The Add Project screen includes financial information at the top of the page, including the budget amount available for the Project to be added. This information is calculated based on other Projects and Grant information previously entered in DRGR.
4. The 'Project #', 'Project Title' and description are designated by the Grantee. It is recommended to use naming and numbering conventions that are easily identifiable and/or that relate to other systems a Grantee uses.
5. 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.
6. The 'Revolving Loan Fund' (RLF) checkbox should be selected only as applicable. RLF Projects can only include Activities with a single Activity Type.
7. The 'Project Status' must also be designated. Note: a Project cannot be 'Cancelled' if the Project contains activities with a status other than 'Cancelled.'
8. The 'HUD Block Drawdown' and 'HUD Block Drawdown Date' are HUD designated items, but are shown for the Grantee's 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.
9. 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 4-34).

   Note: Responsible Organizations may be designated at the Project level, but this is not required (Responsible Organizations must be associated with Activities). See Section 4.3 for more information about Responsible Organizations.

Project Budget Rules

- The total of all Project Budgets for a Grant must be 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.

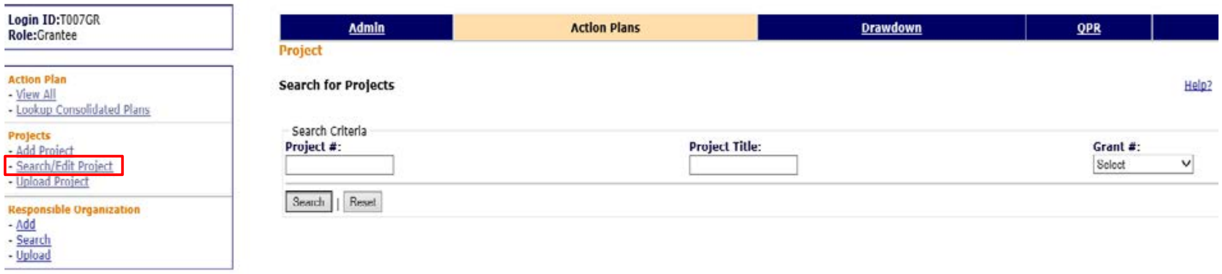
Figure 4-34: View Project screen with Newly Added Project data



4.2.2.2 Procedure: Editing a Project

1. Log into DRGR and accept the 'Disclaimer.' From the Home screen click <**Action Plans**> link located in the navigation bar.
2. From the "View All Action Plans" new screen, click <**Search/Edit Project**> link in the left column 'Projects' navigation box (Figure 4-35).

Figure 4-35: Search for Projects screen



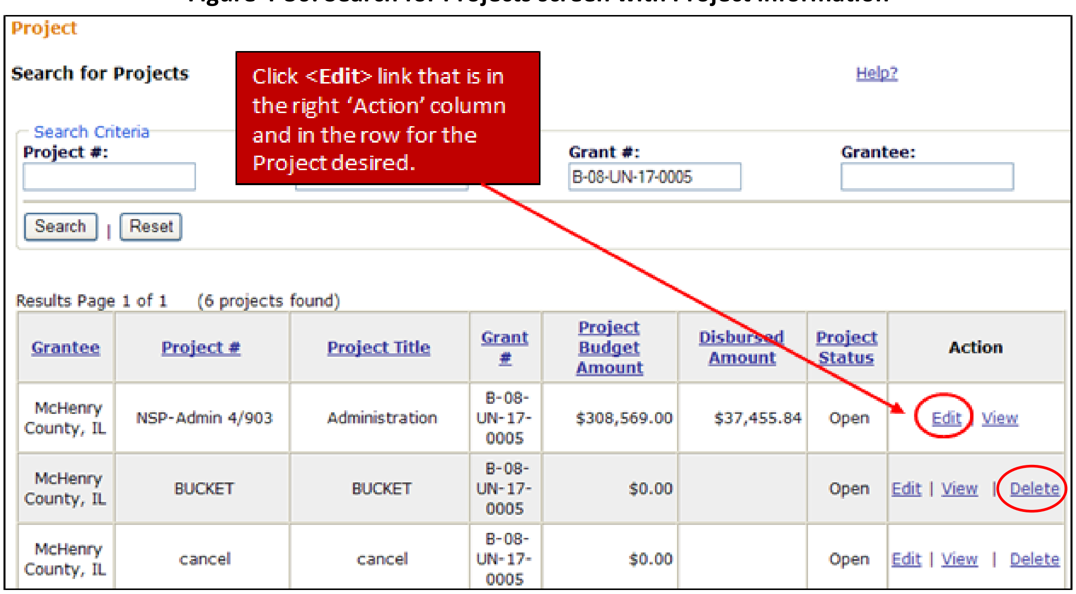
Search Tips for DRGR

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.

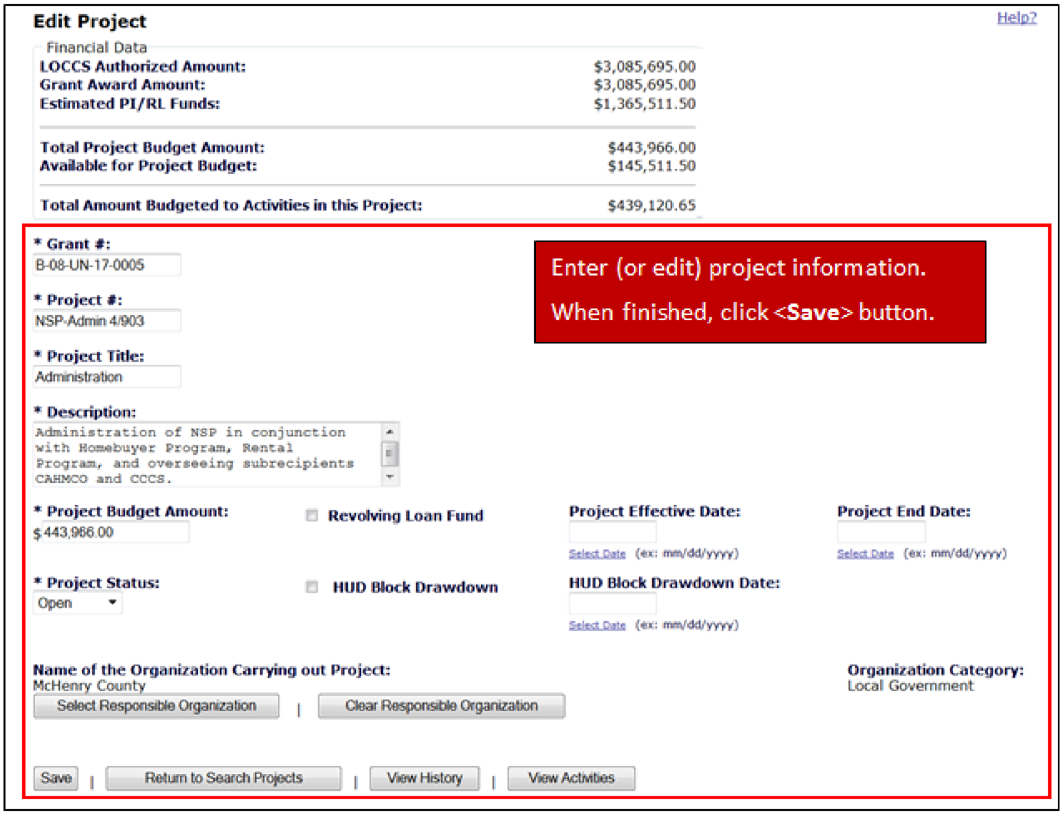
3. Following your search, the “Search for Projects” screen recycles and lists all Project information associated with your search.
4. Select the Project you wish to edit, and then click the <**Edit**> link in the ‘Action’ column that corresponds with the desired Project (Figure 4-36).

Figure 4-36: Search for Projects screen with Project information



5. This action opens the “Edit Project” screen (Figure 4-37). From this screen, Project information can be entered or edited. Users must click <**Save**> to save all edits.

Figure 4-37: Edit Project screen



6. To Delete a Project, click the <**Delete**> link shown in Figure 4-36.

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

4.2.3 Add / Edit Activity

After Projects have been added, activities may be added and associated with those Projects. Activities are one of the main building blocks of DRGR for grantees. Most accomplishment data is collected at the activity level and all drawdowns are done at the activity level. Breaking out your grant program into the right number of DRGR activities is essential to getting the system to work correctly.

Activities can be broken out in a number of different ways. Grantees should work with their HUD Field Office representatives to figure out how to break out activities in the most efficient and useful way possible. For all grantees —regardless of size of award — it is essential to map out the Activities offline first to determine the number of Activities and their assignment to Projects.

The following elements should be considered when determining the number of activities to use:

- Responsible Organization: This breakout will help the grantee track the performance of specific organizations responsible for carrying out the Activity.
- Activity Type: Although some activities may fit in more than one category, in general, Activities should be assigned to the "end use" of the activity.
- National Objective: All Activities must be assigned a National Objective. This will demonstrate the benefits for funded Activities and also show HUD and other stakeholders how the grantee is meeting certain requirements, such as low-moderate income benefit.
- Multifamily (as applicable): HUD recommends that each multifamily complex has a separate activity in DRGR. However, it is recommended that grantees aggregate single-family units into

one activity based on the aforementioned categories (national objective, activity type and responsible organization).

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

4.2.3.1 Procedure: Adding / Editing an Activity – Page 1

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

   ➢ This action opens the "View All Action Plans" screen (Figure 4-38).

Figure 4-38: View All Action Plans screen

Action Plans

View All Action Plans Help?

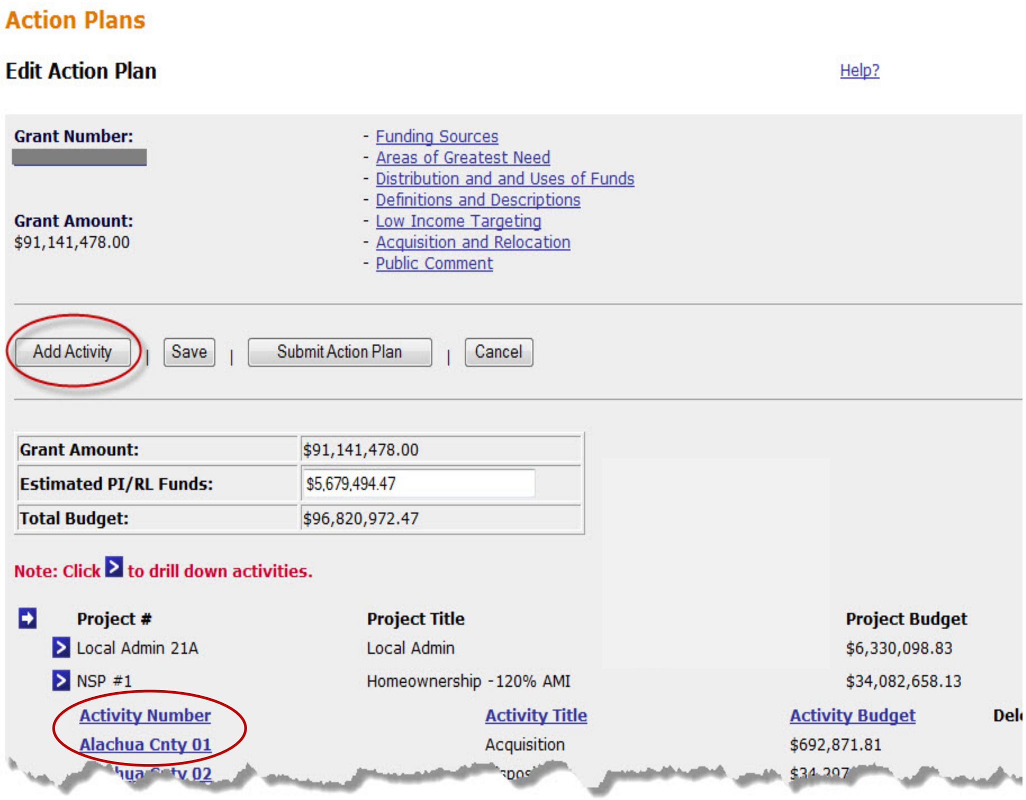
State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
IL	State of Illinois	B-97-DU-17-0001	Close	Modified - Resubmit When Ready	Add/Edit QPRs
IL	State of Illinois	B-96-DR-17-0001	Close	Original - In Progress	Add/Edit QPRs
IL	State of Illinois	B-93-DF-17-0001	Close	Original - In Progress	Add/Edit QPRs
IL	State of Illinois	B-94-DF-17-0001	Close	Original - In Progress	Add/Edit QPRs
IL	State of Illinois	B-08-DN-17-0001	Active	Reviewed and Approved	Add/Edit QPRs

2. Click the applicable <**Action Plan Status**> link.

If the Action Plan Status is either **Original – In Progress**, **Modified – Resubmit When Ready** or **Reviewed and Approved**, the Grantee User is allowed to make further additions or edits to Activities.

   ➢ This action opens the "Edit Action Plan" screen (Figure 4-39).

Figure 4-39: Edit Action Plan screen



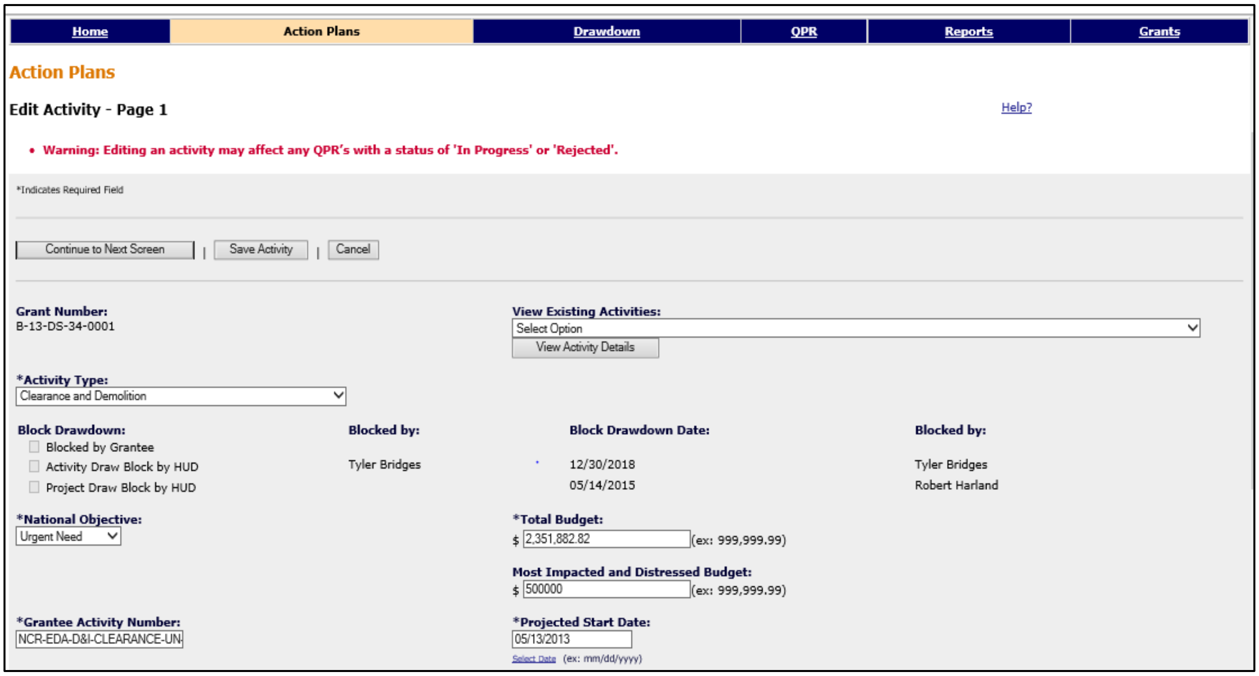
3. Click the <**Add Activity**> button.

➢ This action opens the "Add Activity – Page 1" screen (Figure 4-40). There are two pages in DRGR for adding or editing an Activity. The first page establishes the basics of the Activity: Budget, Start/End Date, Activity Type, National Objective, Project to which the Activity will be assigned, etc. All fields marked by an asterisk (*) are required in DRGR in order to 'Save' or 'Continue to Next Screen.'

If you click an "Activity Number" (shown above), this opens the "Edit Activity – Page 1" screen, which is identical to the "Add Activity" screen with the exception that data has already been entered. Grantee users can Edit data already entered on this screen, or add missing information.

The Edit process continues exactly as the Add process with the same screens, but in an Edit mode rather than an Add mode.

Figure 4-40: Add/Edit Activity – Page 1 screen



4. First, select an ‘Activity Type.’ This selection will determine applicable performance measures on Page 2 of the Add/Edit Activity screen. Activity Types should be selected based on the “end use” to consolidate multiple phases of a particular undertaking. For example, if an NSP Grantee will be acquiring, rehabilitating and selling a property, the most appropriate Activity Type would be “Rehabilitation/reconstruction of residential structures”.

5. The ‘National Objective’ is selected via a dropdown menu and corresponds to the CDBG National Objectives. In DRGR, “N/A” should be selected for Administrative activities.

6. The ‘Grantee Activity Number’ and ‘Grantee Activity Title’ are selected by the Grantee. Since draws will be performed at the Activity level, a grantee may want to include their financial codes for each Grantee Activity Number for ease of tracking, identification and reconciliation of financial information.

7. As with Projects, Activities can be blocked by HUD, and will be shown with a checkmark next to ‘Block/Restricted by HUD’. Activities can also be blocked at the Grantee level by the Grantee Administrator. If an Activity is blocked by the Grantee Administrator, it will be shown as ‘Blocked by Grantee’.

8. ‘Total Budget’ must be entered by the Grantee. The budget must include both Program Funds (grant funds) and Program Income. DRGR does not separately specify PF and PI funds at the Activity level. The Activity budget must not exceed the total available budget for the Project associated with the Activity (see number 8 below). The Grantee may need to make adjustments to Project budgets or other Activities associated with the Project to accommodate a new Activity and budget.

   Note: When editing an Activity, and moving the Activity from one Project to a different Project, the <**Adjust Project Budget**> radio button can be used to automatically adjust the Project budget when the Activity is moved (Project budget reduces where the Activity is moving from, and increases where the Activity is moving to).

9. Most Impacted and Distressed (MID) Area Thresholds apply to Community Development Block Grant – Disaster Recovery grantees (CDBG-DR) only.MID fields in DRGR are not applicable to Neighborhood Stabilization Program (NSP) grantees or any other grantees that use the DRGR system.The MID budget for each activity will count towards the MID Treshold Requirement. Grantee

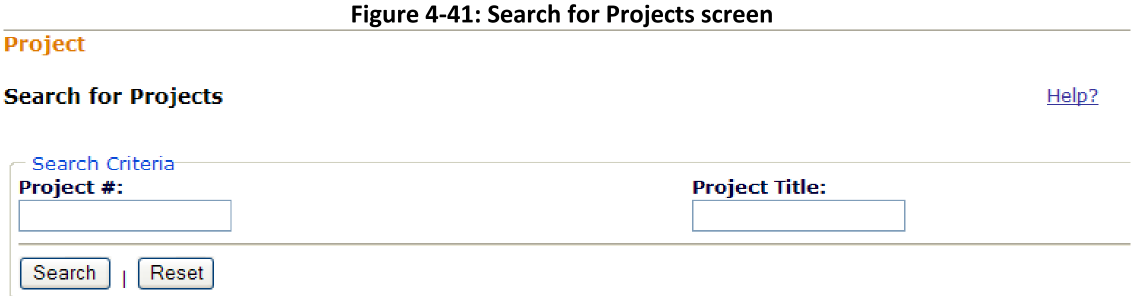
users must enter a MID budget for each activity that will count toward the MID threshold requirement by considering the following:

- ➢ If an activity is only available in MID areas, the MID budget should equal the Activity budget.
- ➢ If an activity is available in MID areas and outside MID areas, the MID budget should equal the amount of funds budgeted to the MID areas.
- ➢ If an activity is not available in MID areas, the MID budget should be left blank or $0.00.
- ➢ The MID budget cannot exceed the activity budget.

10. 'Project # / Project Title' must be designated by clicking the <**Select Project**> button and completing a search for the Project to be associated with the Activity, as follows:

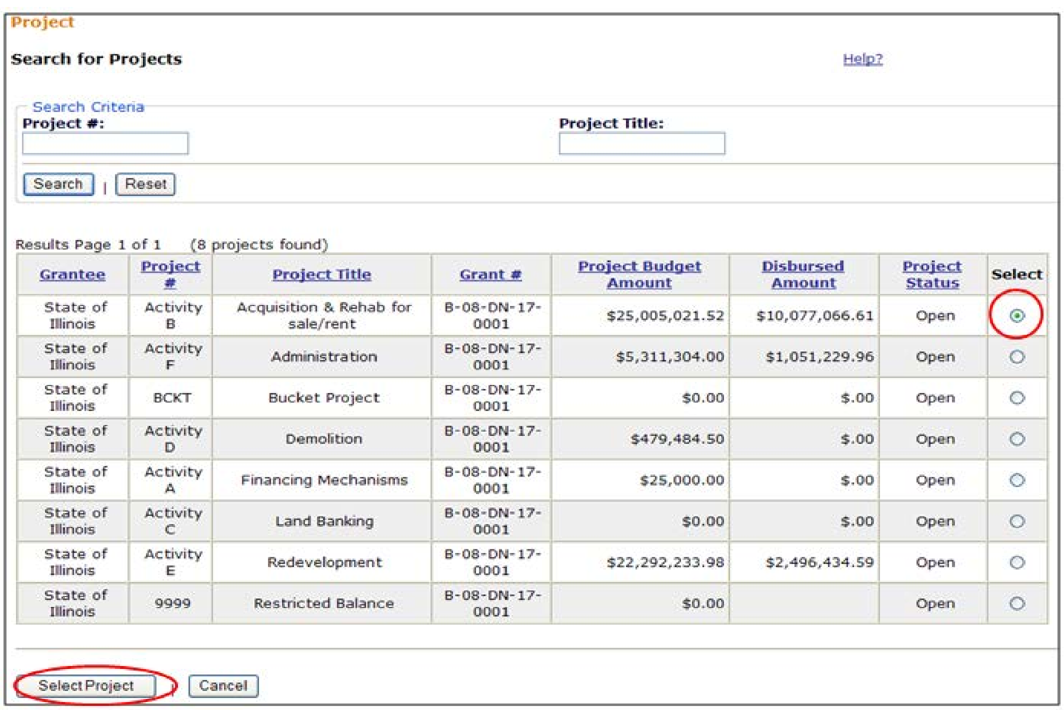
    a. Click the <**Select Project**> button.
      - ➢ This action opens the "Search for Projects" screen (Figure 4-41).

Figure 4-41: Search for Projects screen



    b. Enter the Project # or Project Title (or partial number or title) and click <**Search**>.
      - ➢ This action re-opens the "Search for Projects" screen with the project search results (Figure 4-42).

Figure 4-42: Search for Projects screen with search results.



Grantee	Project #	Project Title	Grant #	Project Budget Amount	Disbursed Amount	Project Status	Select
State of Illinois	Activity B	Acquisition & Rehab for sale/rent	B-08-DN-17-0001	$25,005,021.52	$10,077,066.61	Open	◉
State of Illinois	Activity F	Administration	B-08-DN-17-0001	$5,311,304.00	$1,051,229.96	Open	○
State of Illinois	BCKT	Bucket Project	B-08-DN-17-0001	$0.00	$.00	Open	○
State of Illinois	Activity D	Demolition	B-08-DN-17-0001	$479,484.50	$.00	Open	○
State of Illinois	Activity A	Financing Mechanisms	B-08-DN-17-0001	$25,000.00	$.00	Open	○
State of Illinois	Activity C	Land Banking	B-08-DN-17-0001	$0.00	$.00	Open	○
State of Illinois	Activity E	Redevelopment	B-08-DN-17-0001	$22,292,233.98	$2,496,434.59	Open	○
State of Illinois	9999	Restricted Balance	B-08-DN-17-0001	$0.00		Open	○

    c. Click the radio button for the desired Project; and then click the <**Select Project**> button.

- This action returns you to the “Add Activity – Page 1” screen with the added Project # and Title.

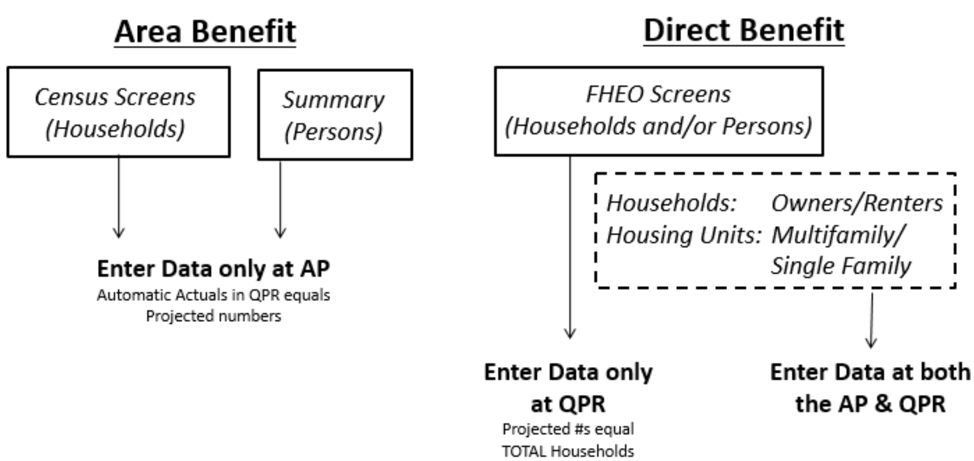
10. After you have completed “Add Activity - Page 1,” click the <**Continue to Next Screen**> button.
    - This action takes you to the “Add Activity – Page 2” screen (continued in the next Section).

4.2.3.2 Procedure: Adding / Editing an Activity – Page 2

The second page for adding and editing Activities requires Grantees to designate a Responsible Organization and to propose performance measures for an Activity.

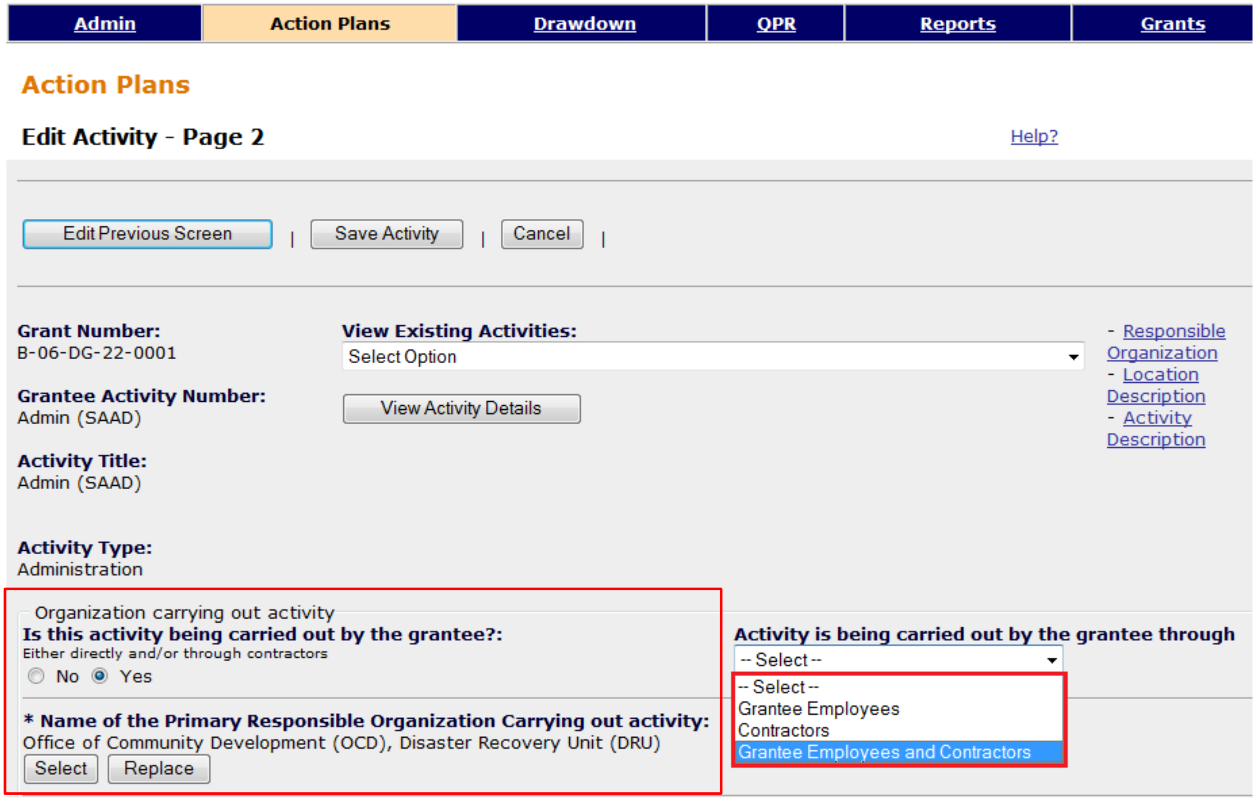
As previously noted, Responsible Organizations must be added and saved for the grant prior to designation at the Activity level. Additional information and procedures for adding Responsible Organizations is found in Section 4.3.

Performance measures will be based on the ‘Activity Type’ selected on the “Add/Edit Activity- Page 1” (See Section 4.2.3.1). In addition, the type of benefit an Activity is expected to achieve ‘Direct’ benefits – households or people, or an ‘Area’ benefit is a key distinction for DRGR Activity set up. This distinction will affect how performance measures are proposed (Action Plan) and reported (Quarterly Performance Report) in DRGR. Below is a graphic illustrating this relationship; additional details are provided in Sections 4.2.3.2.1 and 4.2.3.2.2 below.



Below are the key steps for completing “Add/Edit Activity – Page 2” (Figure 4-43) to complete the Activity set up (or editing) process. This process is a continuation of Section 4.2.3.1.

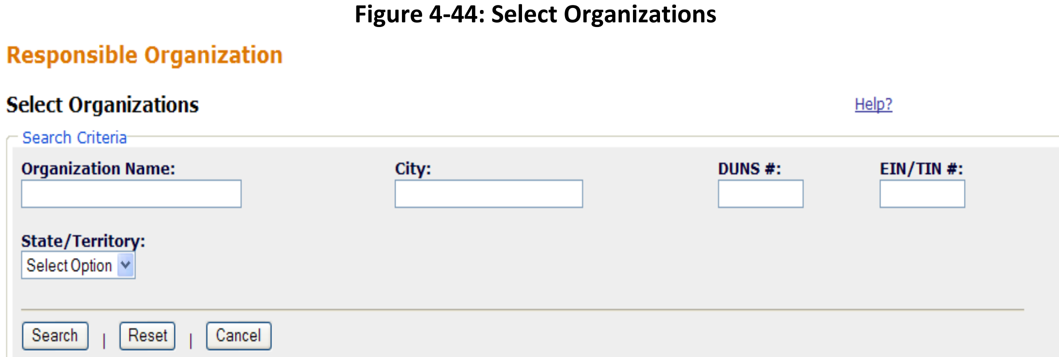
Figure 4-43: Add Activity – Page 2 screen



Each activity listed in DRGR must include the organization responsible for administering the activity. If a grantee administers an activity itself they may list itself as the responsible organization. If there is a grant/sub-recipient agreement that provides assistance for completing the activity and meeting applicable federal requirements, the name of the organization receiving assistance under this agreement should be listed as the responsible organization.

1. First, users will designate whether the Activity is being carried out by the grantee, and if so, will further designate if it is being carried out through 'Grantee Employees', 'Contractors', or both using the drop down menu shown above.
2. Next, the 'Name of the Organization Carrying out activity' (Responsible Organization) will be designated by the user by clicking the <**Select**> button.
   - ➢ This action opens the "Select Organizations" screen (Figure 4-44).

Figure 4-44: Select Organizations

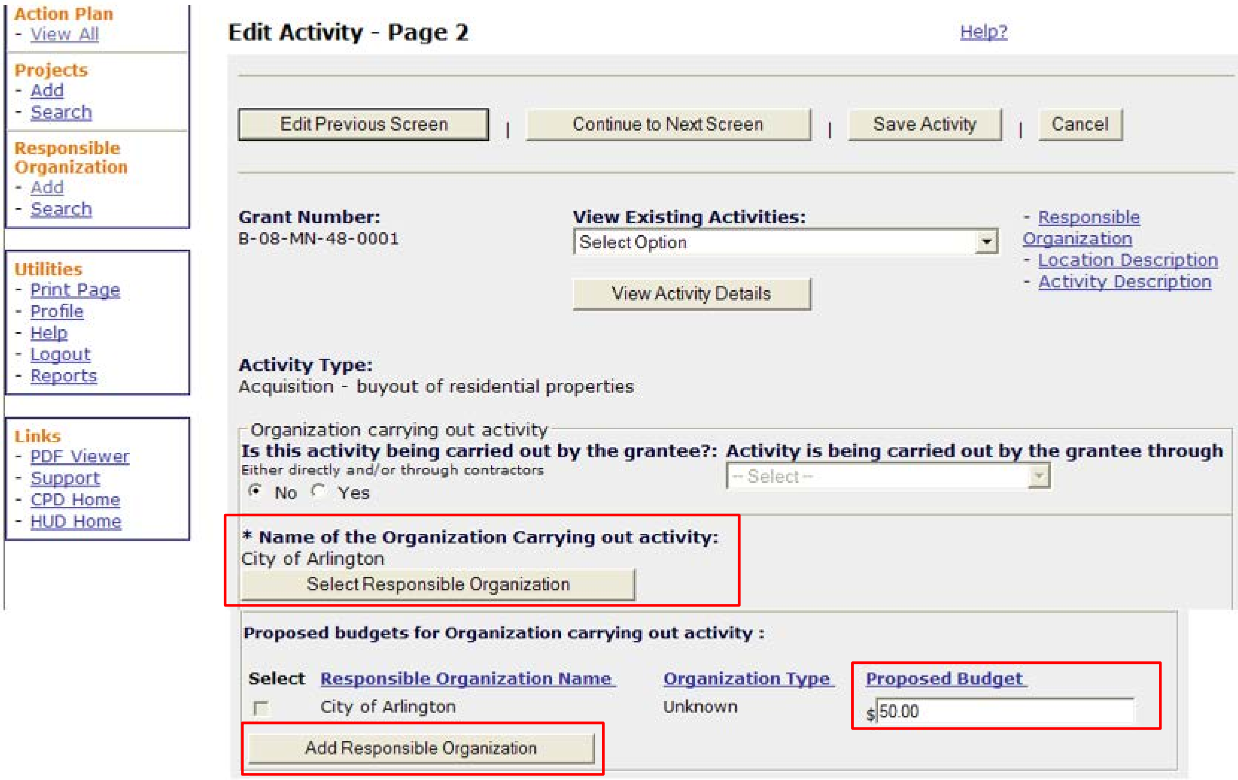


3. Enter search criteria for the Responsible Organization or leave fields blank to return all Responsible Organizations saved for the grant; click <**Search**>.
   - ➢ This action causes the "Select Organizations" screen to refresh, displaying search results.

4. Click the radio button for the desired Organization Name, and then click <**Select Responsible Organization**>.
    - This action re-opens the "Add Activity – Page 2" screen which displays the selected Responsible Organization (Figure 4-45).
    - The grantee has the option of specifying more than one organization (a Subordinate Organization) to carry out an activity. This is an optional feature but may help the grantee track the budget and expenditures of each organization.
        - Subordinate organization functions cannot be used to list multiple UGLGs or subrecipients; each UGLG or subrecipient must be a separate activity. This is used to show budgets and self-reported expenditures for organizations such as contractors, if desired.
        - It is important to note that only budgets and expenditures will be tracked at the subordinate organization level in DRGR. Subordinate organization budgets are provided on the Add Activity screen and expenditures for each subordinate organization will be recorded in the QPR. This information is not the same as Obligations and Drawdowns. Obligations and Drawdowns will be aggregated at the activity level; they will not be tracked down to the subordinate organization.
        - Some examples of where a Subordinate Organization may be helpful include programs in which the grantee has awarded a contract to a housing counseling agency or a consultant to perform program delivery tasks. If these are listed as subordinate organizations, the grantee can track the budgets and activities for these contracts without setting up a new activity.

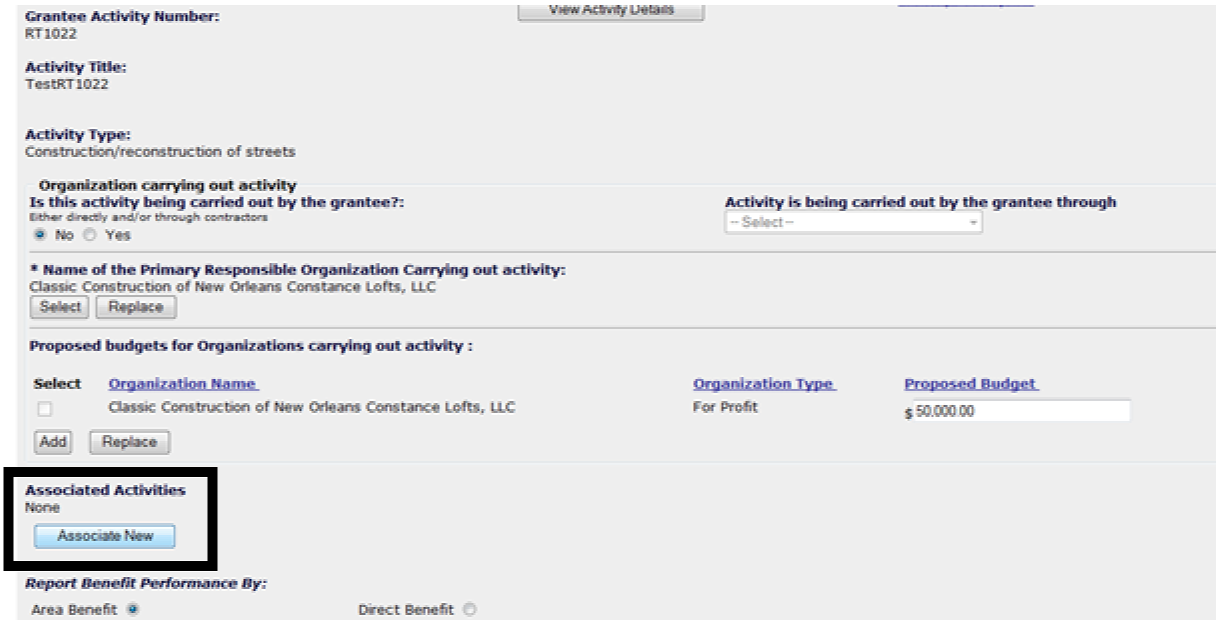
> The 'Primary' Responsible Organization cannot be deleted. The user is allowed to delete the Responsible Organization only if no expenditures have been recorded (non-zero amounts) on the QPR for the selected Responsible Organization.
>
> The user can enter a value in the 'Proposed Budget'. There are no controls on the proposed budget amount in DRGR.

Figure 4-45: Add Activity – Page 2 screen displaying newly selected Responsible Org



1. Grantees can also ‘Associate’ multiple activities in the Action Plan. Associating activities is a way to link activities that will result in the same beneficiaries to avoid duplication of accomplishments. To associate activities, select the <**Associate New**> button on the “Add/Edit Activity – Page 2 (Figure 4-46).
   - This action allows the user to search for and associate multiple activities to create an ‘activity group’.
   - Grantees can create an activity group with multiple activities and mark one of the activities as ‘primary’. The Grantees should only report the projected and actual performance measures for the primary activity.

Figure 4-46: Add/Edit Activity – Page 2 screen – Associate Activities



2. Users can select multiple activities after searching, and click <**Save Association**> (Figure 4-47).
   - This action return to the "Add/Edit Activity – Page 2" screen showing the selected, associated activities (Figure 4-48).

Figure 4-47: Search Results – Activity Association

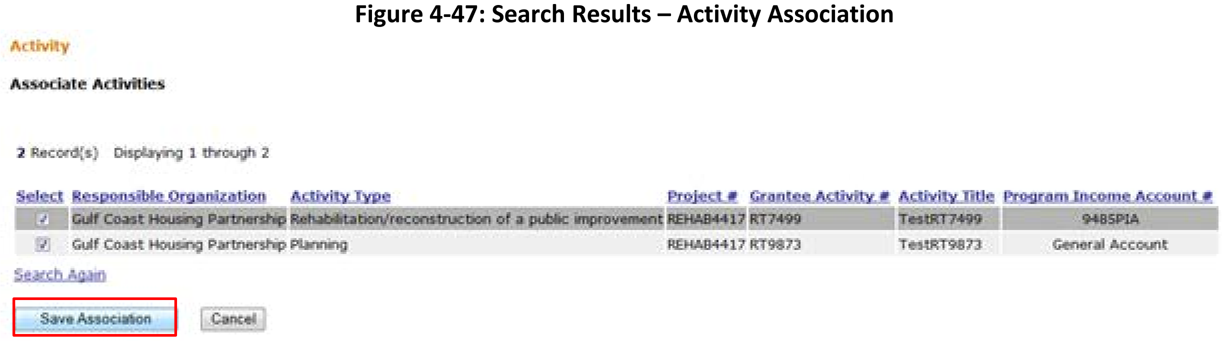
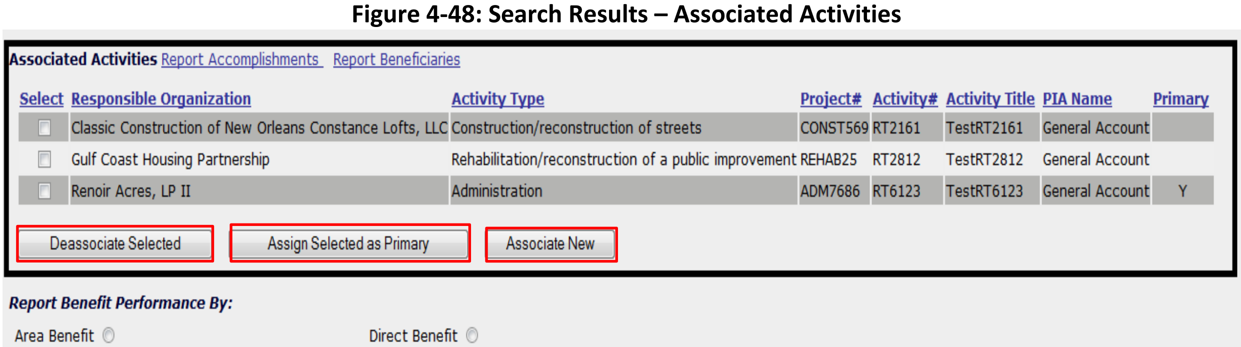


Figure 4-48: Search Results – Associated Activities

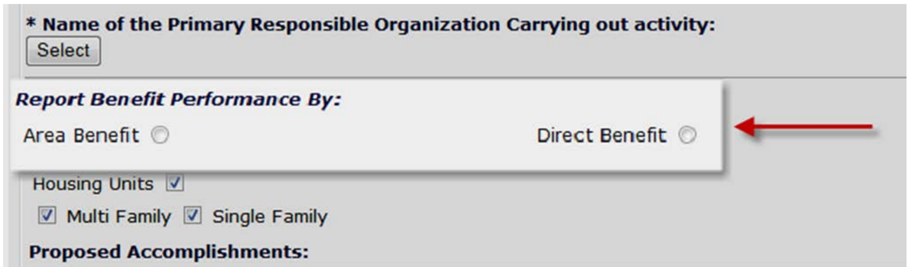


3. Users can select an activity to assign as the primary activity using the <**Assign Selected as Primary**> button.
   - Users can also add additional activities to the associated group using the <**Associate New**> button.
   - Selected activities can be 'deassociated' by using the <**Deassociate Selected**> button.

4. The next step in the activity set up is to select Area or Direct Benefit for beneficiary reporting. This selection is shown below in Figure 4-49. Direct and area benefit options will mainly affect the type of beneficiary data that will be entered by grantees for their activities.

   Procedures for Direct Benefit and Area Benefit activities are described below in Sections 4.2.3.2.1 through 4.2.3.2.3.

Figure 4-49: Area Benefit and Direct Benefit Selection



4.2.3.2.1 Direct Benefit Activities

Direct Benefit activities are generally those that will benefit particular households or persons, such as Relocation Payments and Assistance or Homeownership Assistance. Direct Benefit activities are required to report on household and/or persons benefitting from the Activity (race, income, female-headed households). Proposed accomplishments and beneficiaries will form the basis of reporting actual accomplishments and beneficiaries in the Quarterly Performance Report (QPR). If data is not proposed in the Action Plan at the Activity level, it will not be available for reporting in the QPR.

Steps for completing the add/edit Activity process for Direct Benefit activities are described below and are a continuation of Sections 4.2.3.1 and 4.2.3.2.

1. Click the <**Direct Benefit**> radio button shown in Figure 4-49.
2. Selection of Direct Benefit will allow the user to indicate proposed Performance Measures and Proposed Beneficiaries. Performance Measures and Beneficiaries are related to the Activity Type selected on “Add/Edit Activity – Page 1”. The example below shows measures and accomplishments for a “Rehabilitation/reconstruction of residential structures activity.
3. The User will select <**Households**> or <**Persons**> under the ‘Direct Benefit’ heading. This selection will determine the ‘Proposed Beneficiaries’ – see Figure 4-50 (Households) and Figure 4-51 (Persons).
   - Proposed beneficiaries are designated by income group, in categories of ‘Low’, ‘Mod’ and ‘Proposed Total’. Note there is no ‘middle’ income category for NSP activities benefiting households or persons at greater than 80% AMI. ‘Middle’ income beneficiaries should be included in the ‘Proposed Total’ (i.e. ‘Proposed Total’ should equal ‘Low’ plus ‘Mod’ plus ‘middle’ income beneficiaries.

Figure 4-50: Direct Benefit Example (Households)

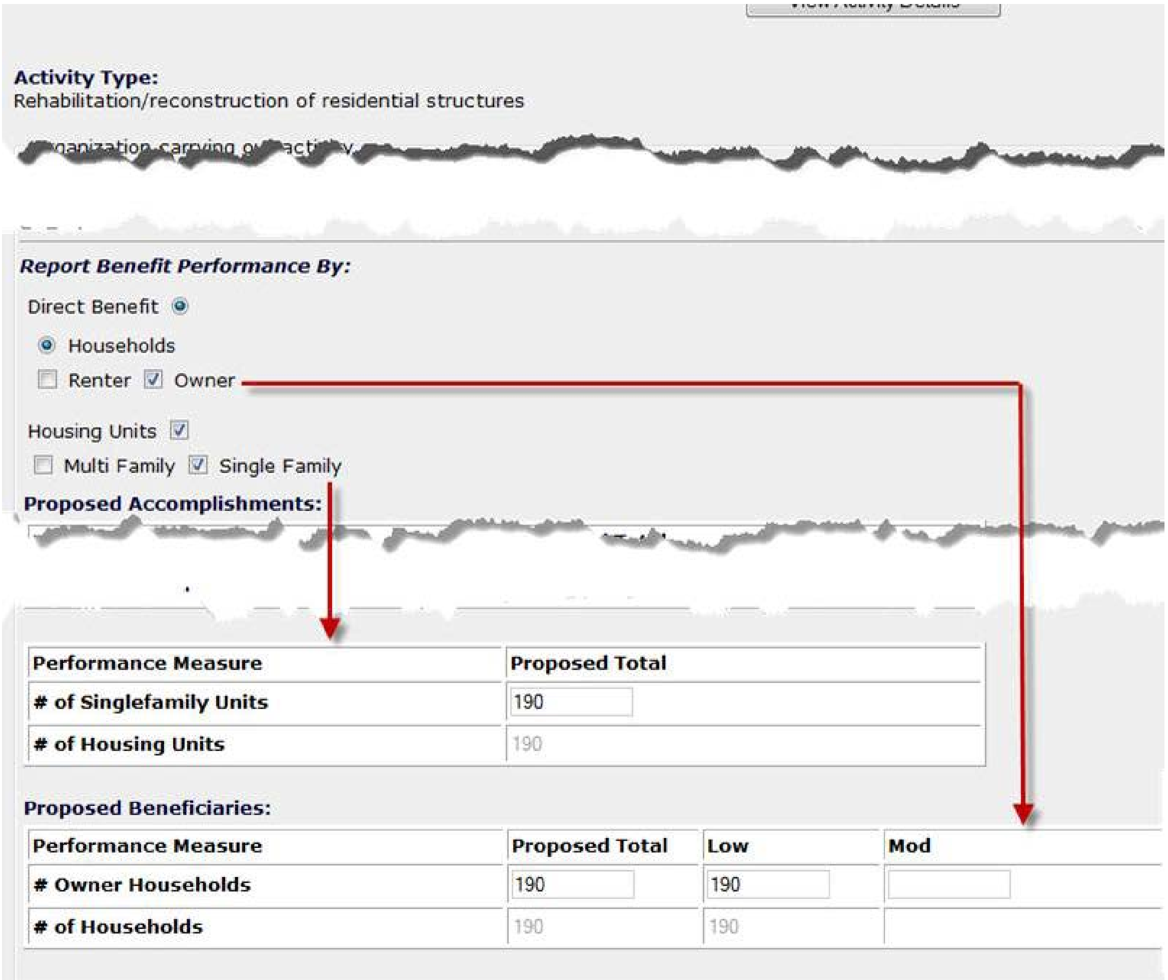
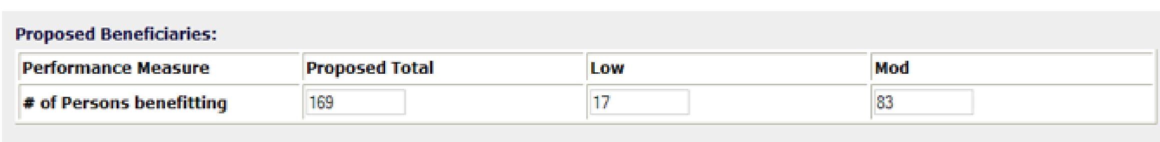


Figure 4-51: Direct Benefit Example (Proposed Beneficiaries - Persons)



4. As shown in the example in Figure 4-50, the User will select the tenure type: <**Renter>**, <**Owner**> or both. Upon selection of the tenure type, DRGR will include the tenure type (shown as 'Owner' in the example above) in the Proposed Beneficiaries fields. If both 'Owner' and 'Renter' are selected, both will appear as Proposed Beneficiary fields.

5. Next, as shown in the example in Figure 4-50, the User will select whether the activity is <**Multi Family**> or <**Single Family**>. As with tenure type, DRGR will include the selected housing unit type within the proposed Performance Measure fields (shown as '# Singe Family Units' in the example above).

   Note: Proposed totals for Housing Units and Households must be equivalent.

6. In addition to the Performance Measures and Proposed Beneficiary information, the "Add/Edit Activity – Page 2" screen also includes 'optional' Proposed Accomplishments and narrative fields for Location Description and Activity Description – see Figure 4-52.

7. As with the Beneficiary data, the list of Proposed Accomplishments is pre-determined based on an activity's 'Activity Type'. Proposed accomplishments are not necessary for administration activities, and are optional for all other activities (NSP2, NSP3, and CDBG-DR (P.L. 113-2 appropriation) grantees are required to report on 'green' housing features).

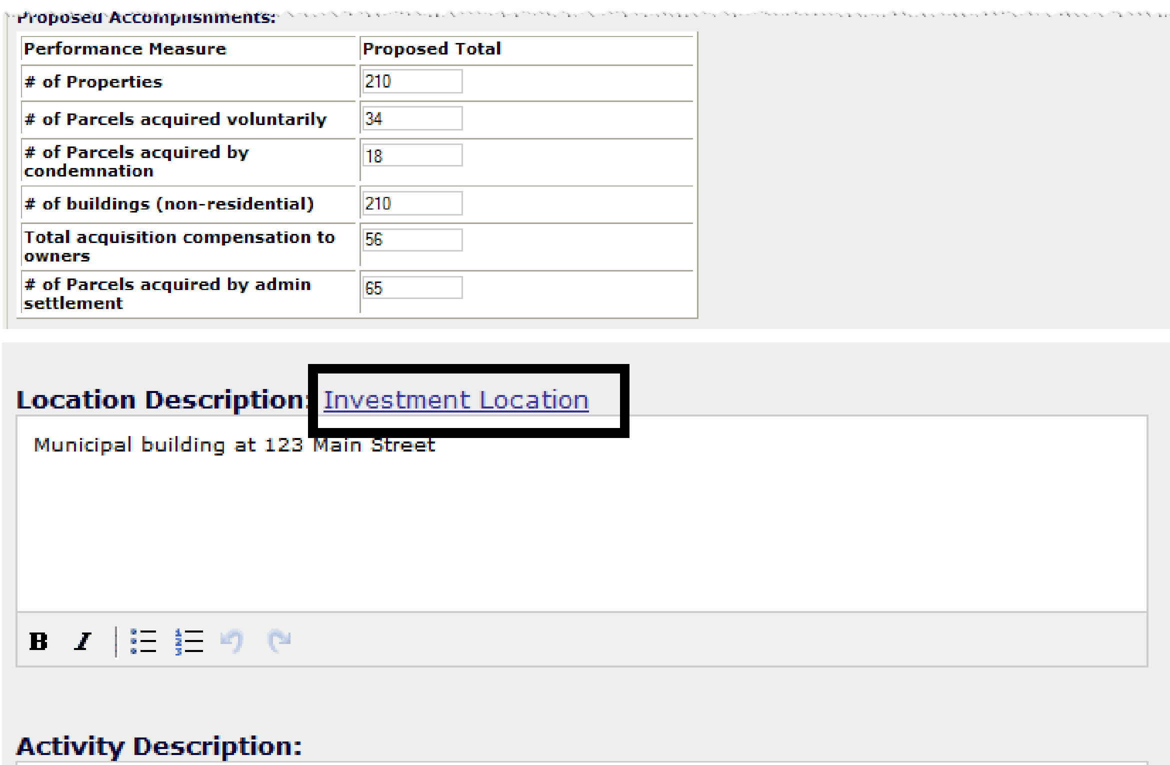
   - All grantees are strongly encouraged to enter data in the fields as applicable. Using all applicable performance measures will ensure DRGR captures a full picture of the benefits your program is providing to the community.

8. Location Description and Activity Description Narrative fields provide additional detail about the Activity at the discretion of the grantee. Note that for applicable activities, addresses will be entered in the QPR upon completion of the activity and achievement of a National Objective.

9. The Location Description supports a mapping tool that allows grantees to define the investment location of the activities by clicking the <**Investment Location**> link (Figure 4-52). The mapping tool allows users to upload and draw shapes to identify an activity area.

   - This action opens the DRGR Map Viewer in a new browser window.

Figure 4-52: Proposed Accomplishments and Activity Narratives



10. To add activity area shapes, click <**Add Shape**>.

   - This action displays the Add Shapes widget (Figure 4-53). The widget allows creation of up to 15 different shapes on the map.

   - Use "New Set" to create a new set or "Add to Set" to add to the existing shapes. Each shape must be labelled using the "Set Name" text box. Clicking <**Add**>, causes the system to re-display the widget to "Add Another", "Remove" or "Finish". Select <**Finish**> to store the drawn shapes to the database.

Figure 4-53: Add Shapes Widget

11. Users can also upload shape files for the activity area by using the following procedure:
    a. Open the “Upload Shape File” widget.
    b. Clicks the <**Browse**> button (Figure 4-54)
    c. Select the zipped point shape file from the file browser dialog.
    d. A window with a progress bar pops up, and the progress bar shows the progress.
    e. The uploaded shapes display in the map viewer.
    f. Click the <**Finish**> button to save the uploaded shape file.
    g. A completion message will display upon saving.

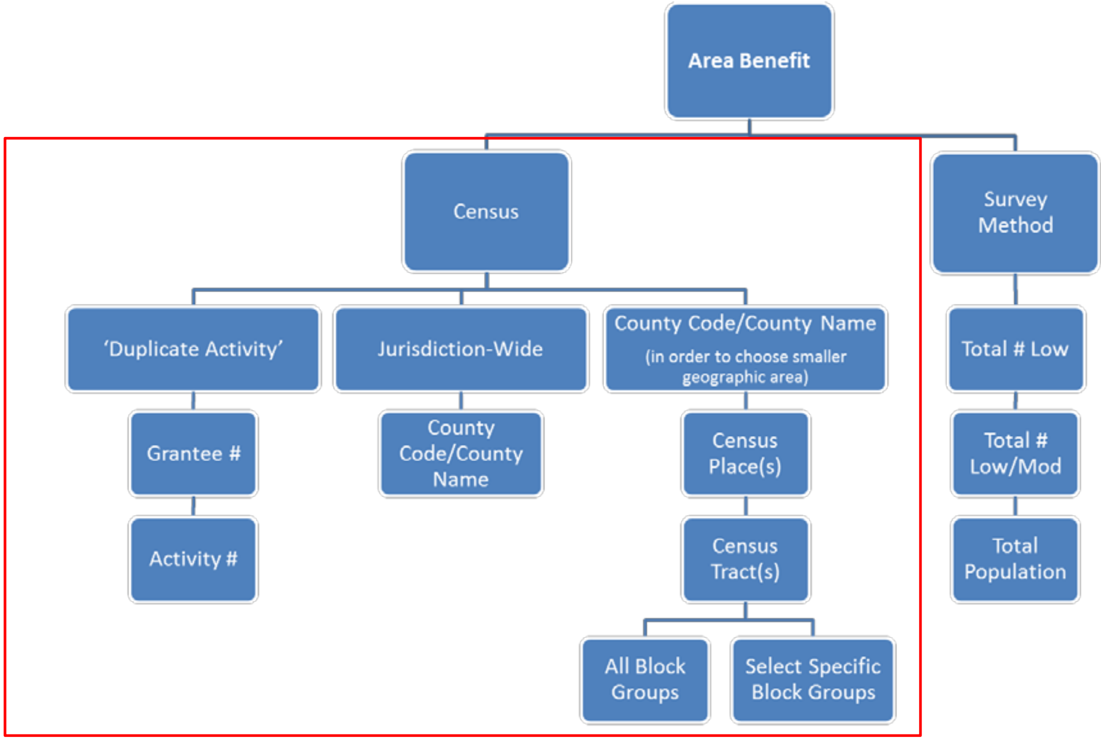
Figure 4-54: Browse to Upload Shape

12. After completing the steps above, click <**Save Activity**> to save
    - This action saves all entered information about the Activity being added and opens the “Edit Action Plan” screen showing a “Success: Activity has been Added” message.

4.2.3.2.2 Area Benefit Activities - Census

Area Benefit activities are generally those that will provide benefit to all persons in a geographically defined area. One common Area Benefit activity is infrastructure. For Area Benefit activities, grantees are required to define the geographic area that will benefit by using U.S. Census data or by using survey data (see Section 4.3.2.2.3) to determine characteristics of the service area in accordance with CDBG guidelines.

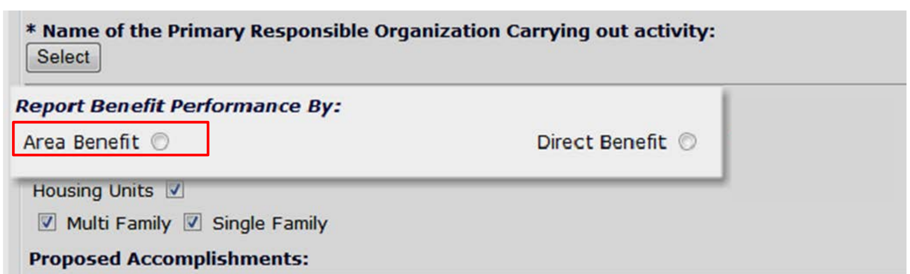
The flow chart below shows the options available for setting up an Area Benefit activity using U.S. Census data and Survey data.



Steps for completing the add/edit Activity process for Area Benefit activities using Census data are described below and are a continuation of Sections 4.2.3.1 and 4.2.3.2.

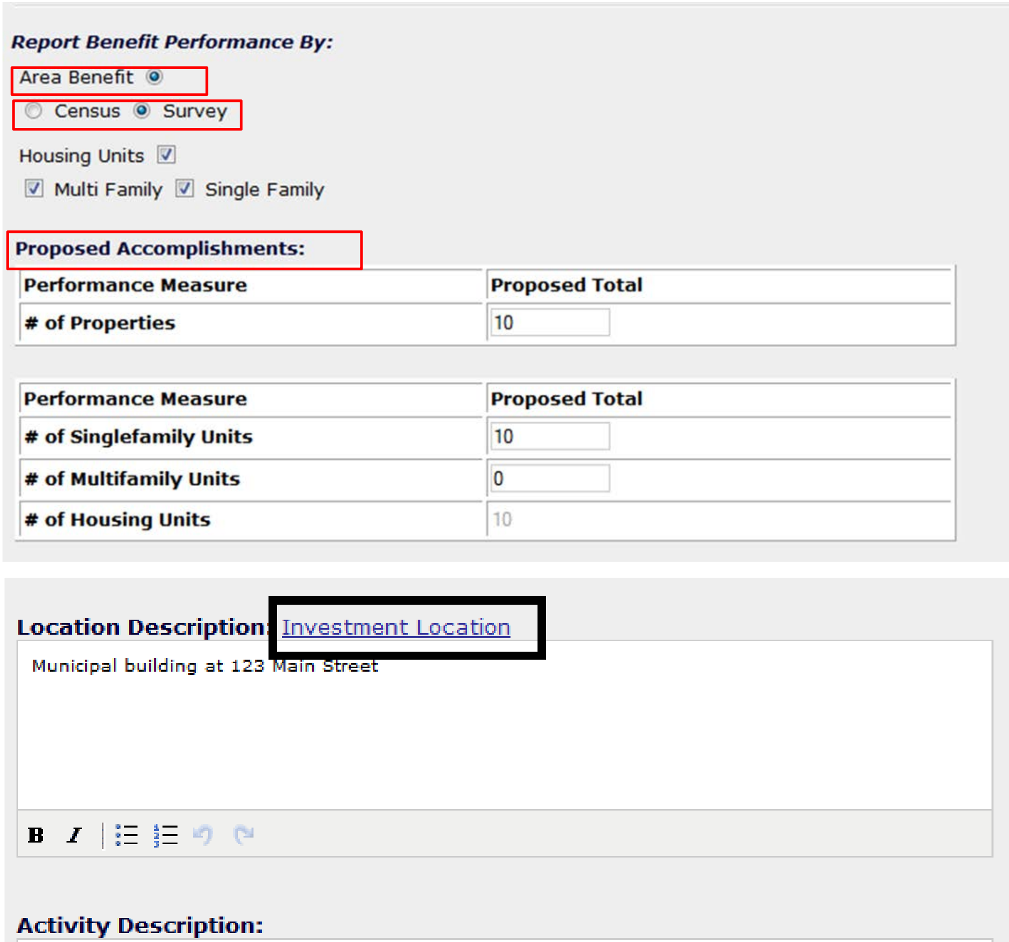
1. Click the <**Area Benefit**> radio button shown in Figure 4-55.

Figure 4-55: Area Benefit and Direct Benefit Selection



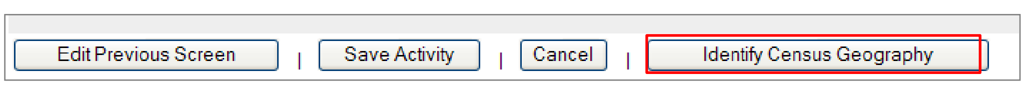
2. For all Area Benefit Activities, complete any applicable Proposed Accomplishments (dependent upon 'Activity Type' selected on "Add/Edit Activity – Page 1") and Activity narratives. See Figure 4-56 and Section 4.2.3.1 for additional information about Proposed Accomplishments and narratives.

Figure 4-56: Area Benefit Proposed Accomplishments and Activity narratives



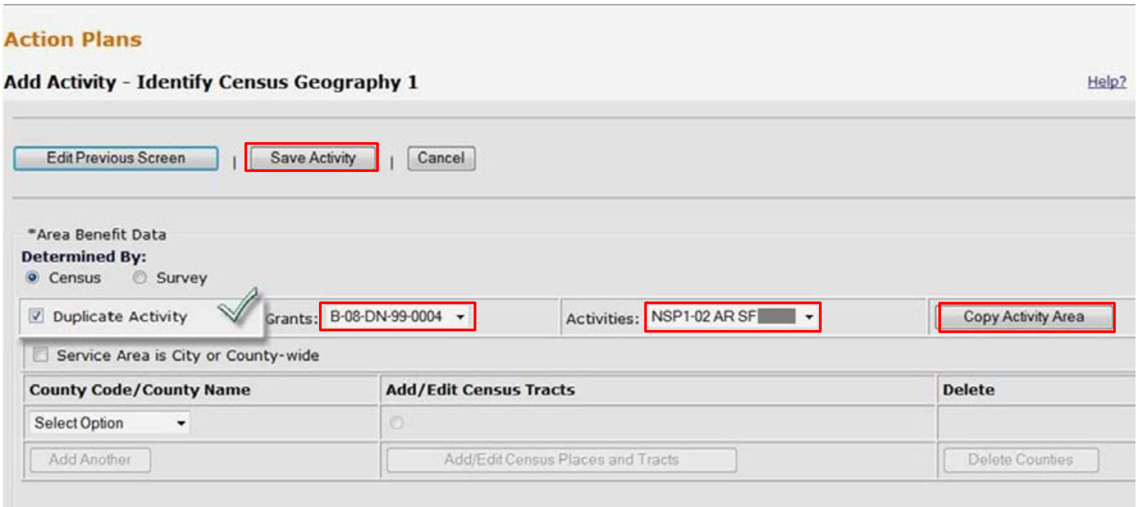
3. Select the <**Census**> or <**Survey**> radio button (Figure 4-56). This selection is a key distinction for set up of an Area Benefit activity.
4. The process for completing the **Census** process is described below. For information on completing an Area Benefit activity using Survey data see Section 4.2.3.2.3.
   a. After completing steps 1 through 3 above, click the <**Identify Census Geography**> button at the bottom of "Add/Edit Activity – Page 2" for Area Benefit activities (See Figure 4-57).

Figure 4-57: Area Benefit - Census



   b. This action opens the "Add/Edit – Identify Census Geography" screen. From this screen, there are **three options for identifying Census data for the Activity**.
      i. **Option 1:** the <**Duplicate Activity**> check box allows you to duplicate a service area from another activity by selecting the 'Grant' and 'Activity' to copy from and clicking the <**Copy Activity Area**> button (Figure 4-58).
         1. Click the <**Save Activity**> button to save the duplicated activity area and the activity.

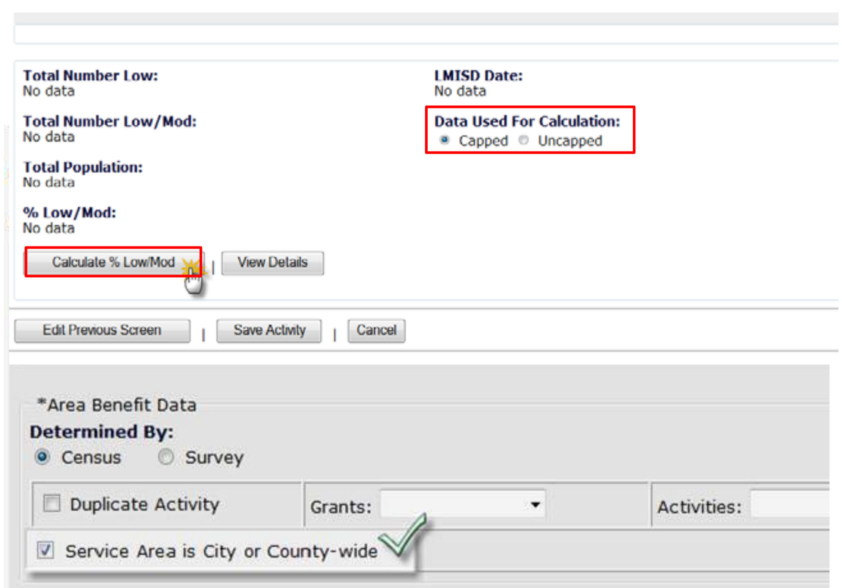
Figure 4-58: Duplicate Activity Area



ii. **Option 2:** If the Activity service area is City or County-wide, select the <**Service Area is City or County-wide**> check box. Once selected, a drop-down menu will appear and allow selection of the applicable City or County (Figure 4-59).

1. After selecting the City or County, click the <**Capped**> radio button under the 'Data Used For Calculation' heading.
2. Click the <**Calculate % Low/Mod**> button.
   - This action will refresh the screen with a "Successfully calculated % low/mod" message and will also display the percentage under the '% Low/Mod heading.
3. Click the <**Save Activity**> button to save the Jurisdiction-wide Activity Area and the Activity.

Figure 4-59: Jurisdiction-wide Area Activities



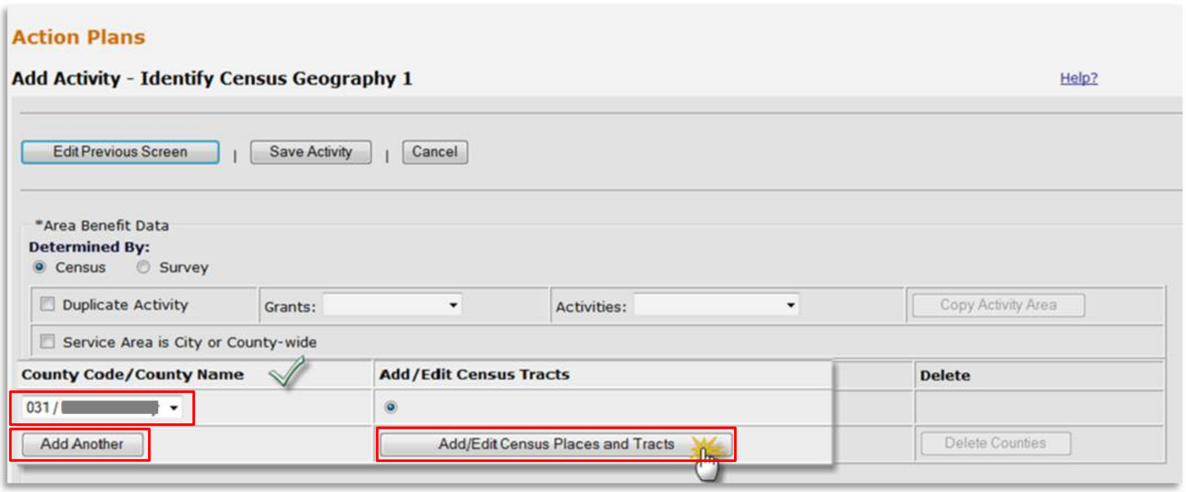
iii. **Option 3**: the user has the option of adding specific Census Place/Tract/Block Groups to identify the activity service area. This process is described below.

1. Select a County by using the <**County Code/County Name**> dropdown menu.

- Additional counties can be added by using the <**Add Another**> button.

2. Click the <**Add/Edit Census Places and Tracts**> button (Figure 4-60).
    - This action opens the "Add/Edit Activity – Identify Census Geography 2" screen (Figure 4-61)

Figure 4-60: Adding/Editing Census Places and Tracts



3. On the "Add/Edit Activity – Identify Census Geography 2" screen, the user must select the applicable 'Census Place(s)' and 'Census Tract(s)'.
    - The user also has the option of selecting one or more 'Block Groups' by using the <**Select Block Groups**> button, which opens the "Add/Edit Activity – Identify Census Geography 3" screen (see Figure 4-62).
4. After selecting the Census geographies, click the <**Capped**> radio button under the 'Data Used For Calculation' heading.
5. Click the <**Calculate % Low/Mod**> button.
    - This action will refresh the screen with a "Successfully calculated % low/mod" message and will also display the percentage under the '% Low/Mod heading (see Figure 4-62).
6. Click the <**Return to the Previous Page Button**> to return to the "Add/Edit Activity – Identify Census Geography – Page 1" screen and click the <**Save Activity**> button to save the Census information and the activity.

Figure 4-61: Selecting Census Places and Tracts

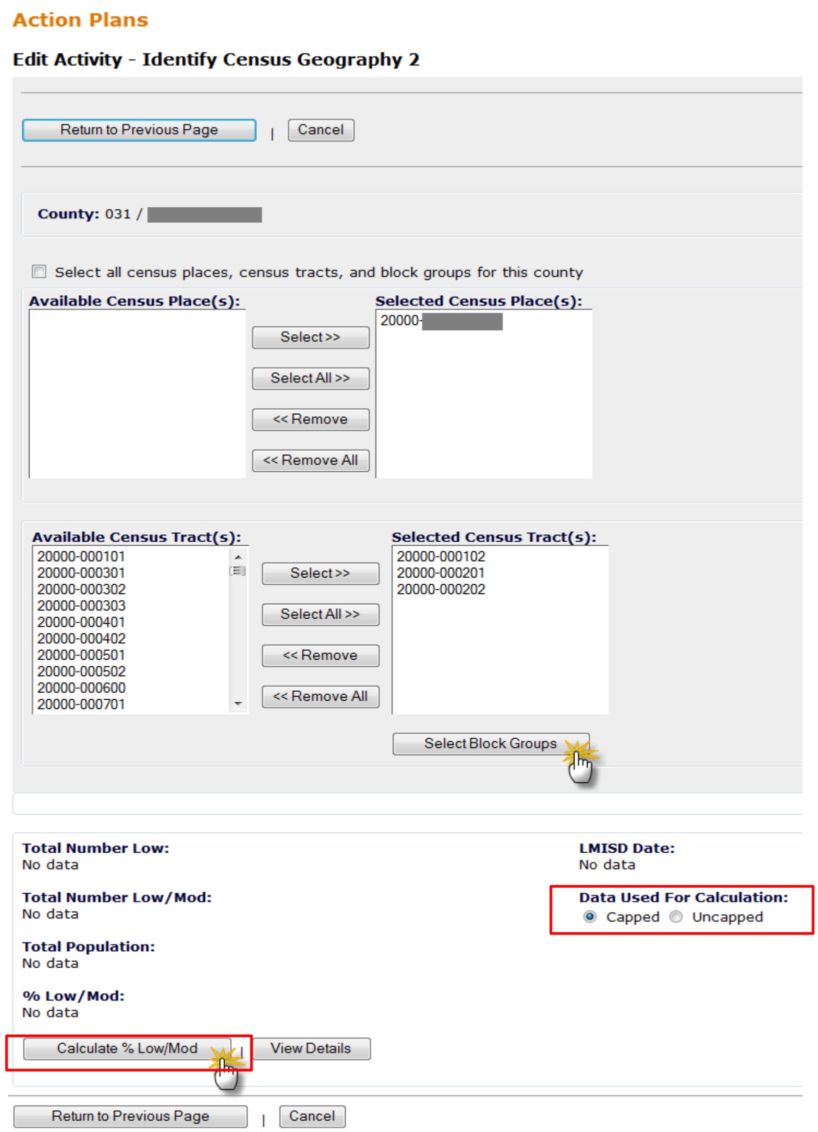
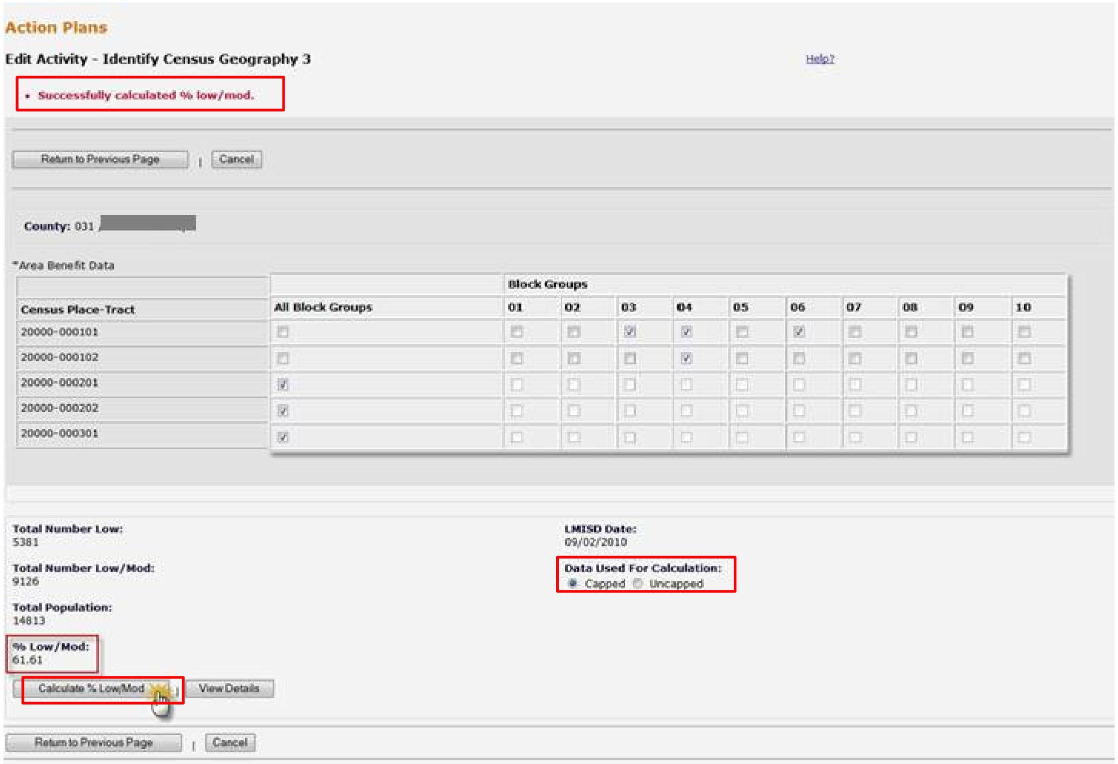
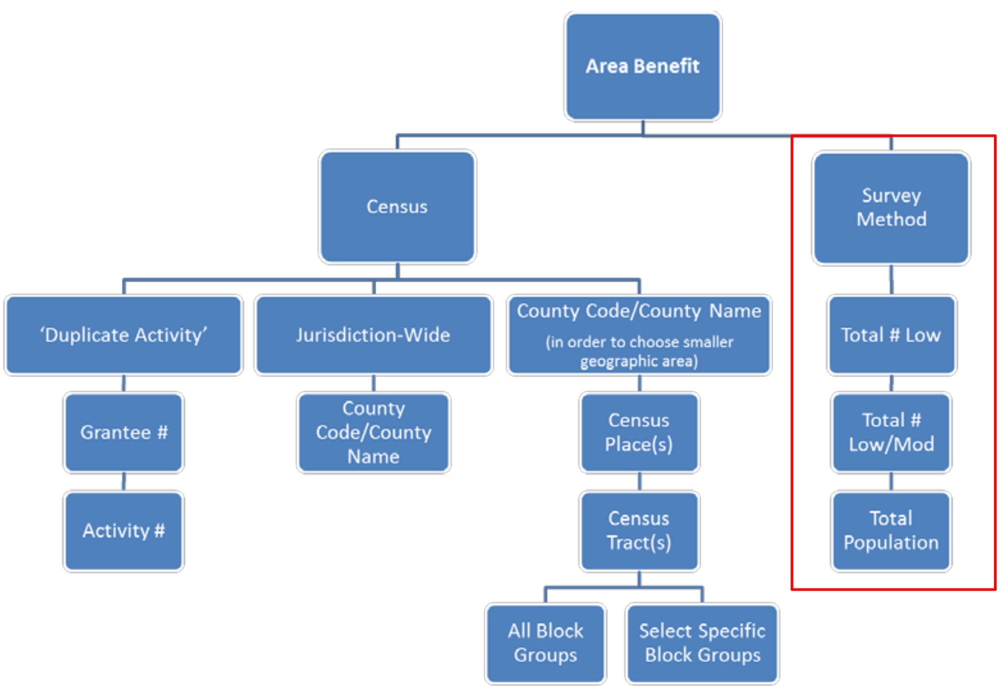


Figure 4-62: Selecting Block Groups (optional, as needed)



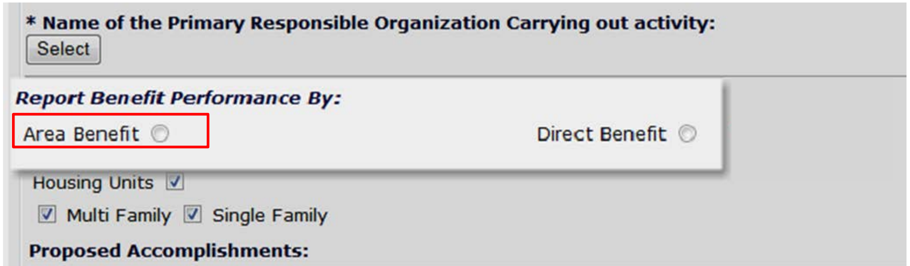
4.2.3.2.3 Area Benefit Activities – Survey

This section details the process for completing the Add/Edit Activity process for Area Benefit activities using Survey data. The steps for completing this process are a continuation of Sections 4.2.3.1 and 4.2.3.2. The graphic below shows the general workflow of the Survey process.



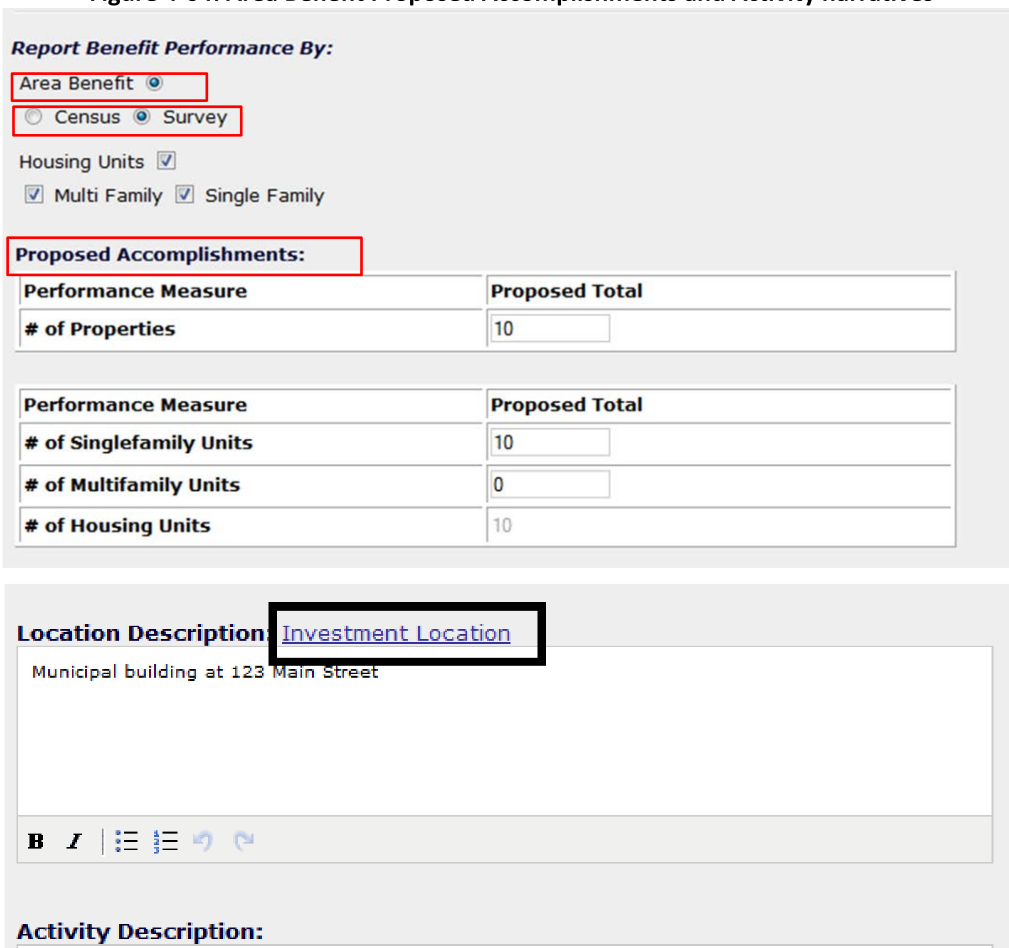
1. Click the <**Area Benefit**> radio button shown in Figure 4-63.

Figure 4-63: Area Benefit and Direct Benefit Selection



2. For all Area Benefit Activities, complete any applicable Proposed Accomplishments (dependent upon ‘Activity Type’ selected on “Add/Edit Activity – Page 1”) and Activity narratives. See Figure 4-64 and Section 4.3.2.1 for additional information about Proposed Accomplishments and narratives.

Figure 4-64: Area Benefit Proposed Accomplishments and Activity narratives



3. Select the <**Census**> or <**Survey**> radio button (Figure 4-64). This selection is a key distinction for set up of an Area Benefit activity.

4. The process for completing the **Survey** process is described below. For the Survey method, a grantee may use the Census data or populate the Total Number Low, Total Number Low/Mod, and Total Population for the system to calculate % Low/Mod.

   a. After completing steps 1 through 3 above, enter the proposed ‘Low’, ‘Mod’ and ‘Total Persons’ proposed (see Figure 4-65) based on the survey data. If the user is not adding Census data, the location can be described in the **Location Description** narrative field.

b. Adding Census data under the Survey method is optional. If the grantee wants to use Census data, click the <**Identify Survey Geography**> button at the bottom of "Add/Edit Activity – Page 2" for Area Benefit activities (See Figure 4-65).

- This action opens the "Add/Edit Activity – Identify Census Geography 1" screen.

c. On the "Add/Edit Activity – Identify Census Geography 1" screen (Figure 4-66), select the <**Survey**> radio button and then select the State, County and Census Place/Tracts and Block Groups.

- Additional Census locations can be added using the <**Add Another**> button.

d. To complete the Activity set up, the Activity can be saved by clicking the <**Save Activity**> button on either the "Add/Edit Activity – Page 2" screen or "Add/Edit Activity – Identify Census Geography 1" screen.

Figure 4-65: Area Benefit Proposed Accomplishments and Activity narratives

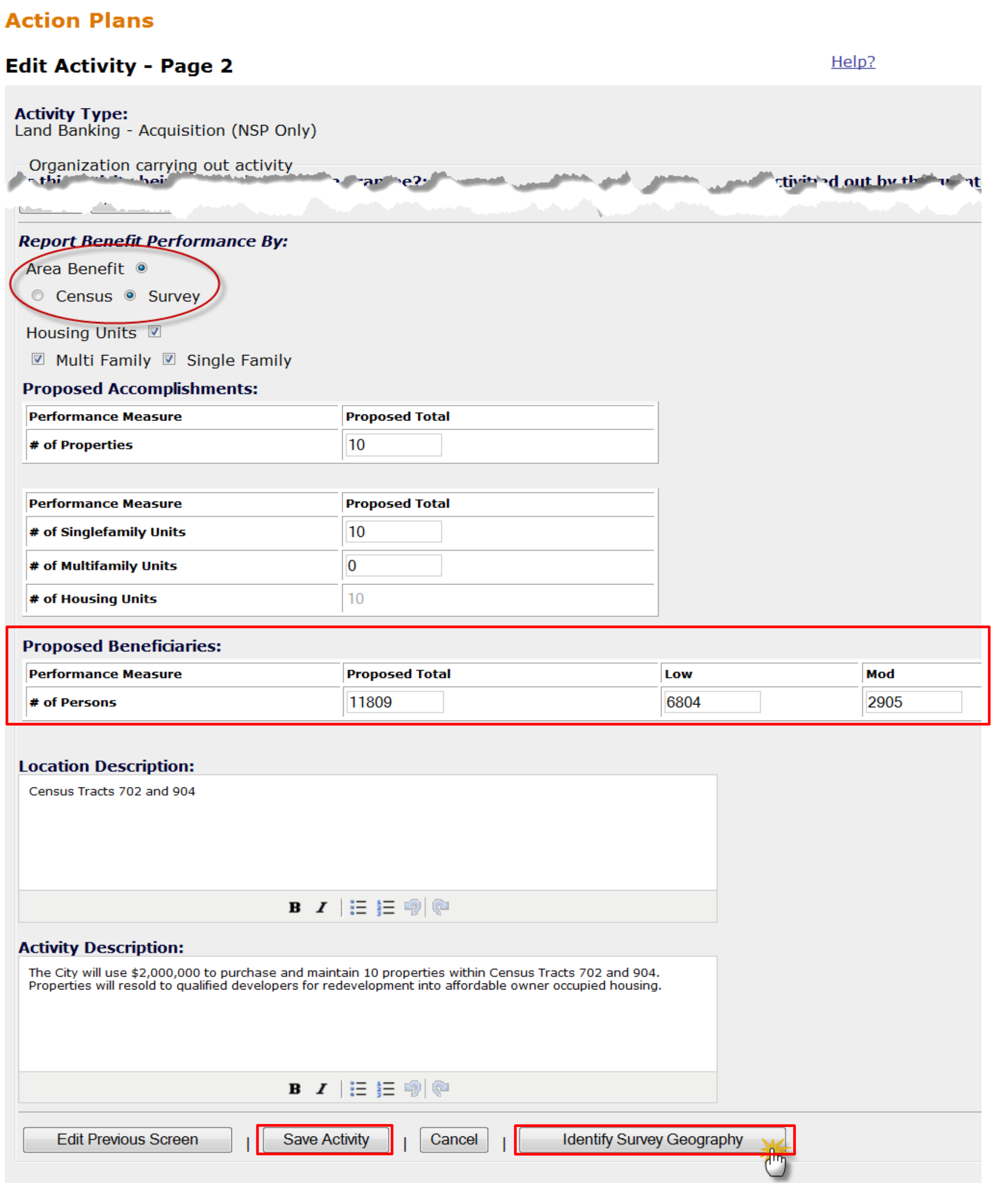
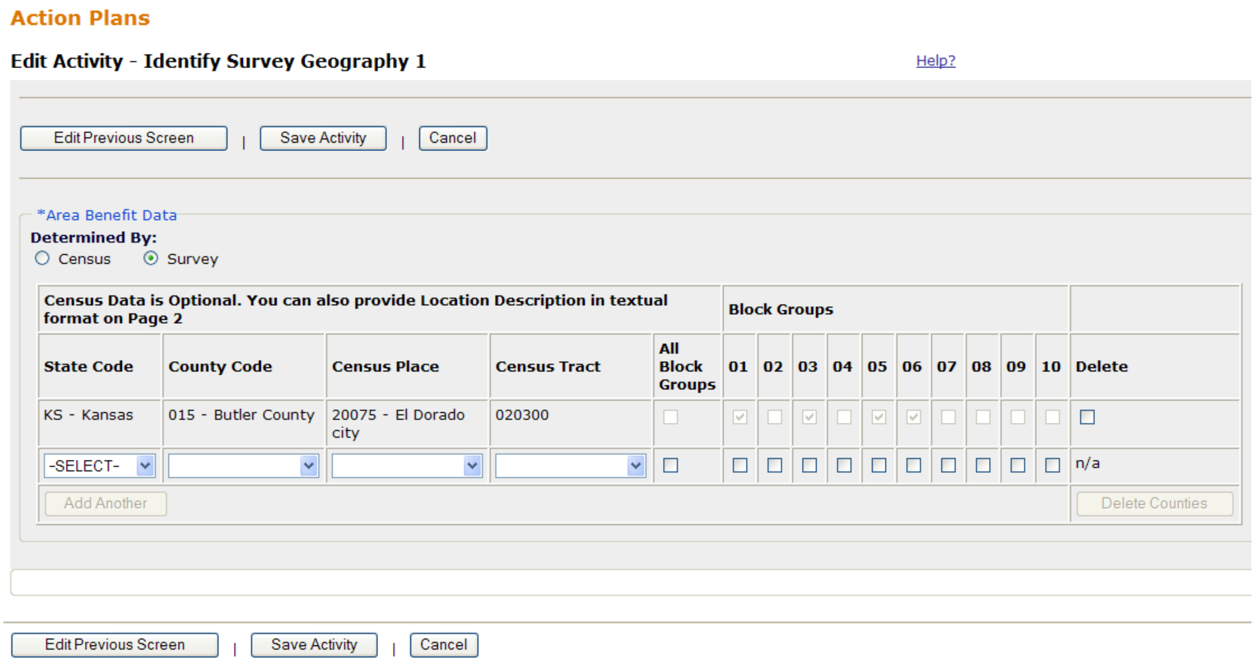


Figure 4-66: Area Benefit Proposed Accomplishments and Activity narratives



4.2.3.3 Procedure: Editing an Activity

Editing Activities follows the same workflow and screens as adding activities. As with adding activities, users can also upload activity edits (see *Section 9 – Data Uploads* for more information).

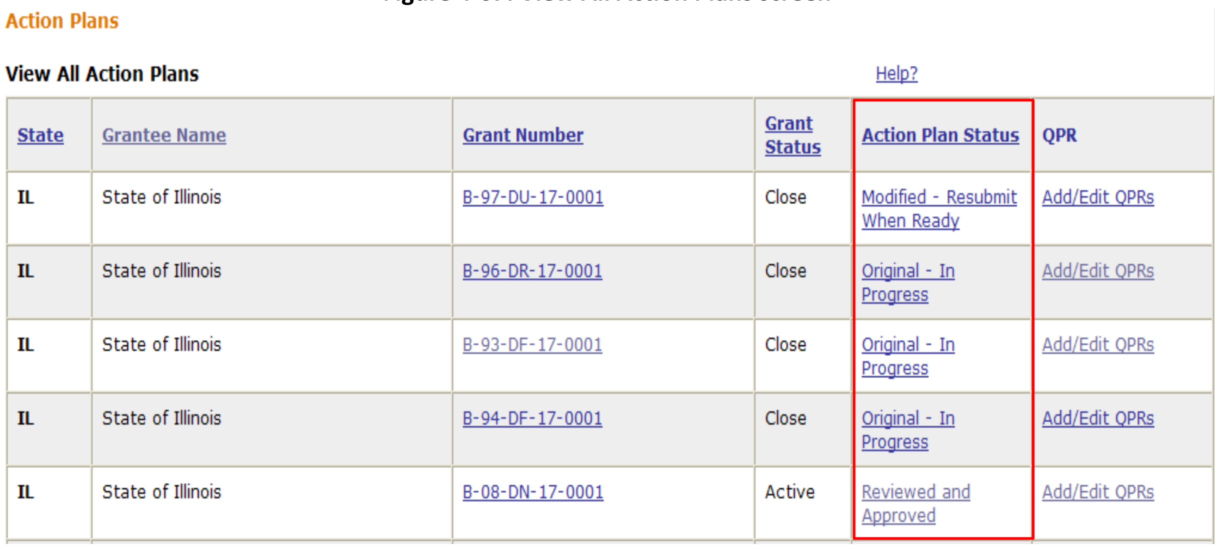
This section will describe how to access activities for editing and three special edit processes:

- Deleting an activity
- Moving an activity to a new project
- Changing an activity's 'Activity Type'

To access an activity for editing, follow the procedure below:

1. Log into DRGR and accept the 'Disclaimer.' From the Home screen and click <**Action Plans**> link located in the navigation bar.
   - ➢ This action opens the "View All Action Plans" screen (Figure 4-67).

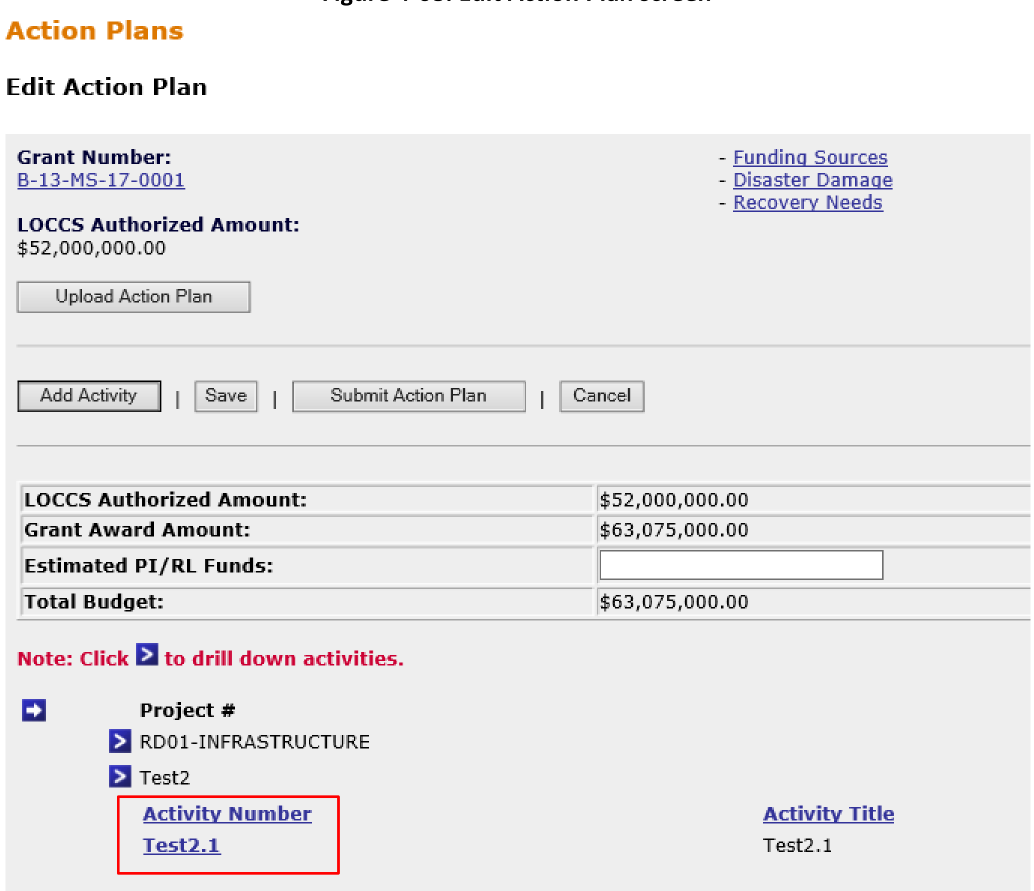
Figure 4-67: View All Action Plans screen



2. Click the applicable <**Action Plan Status**> link.

   ➢ This action opens the "Edit Action Plan" screen (Figure 4-68).

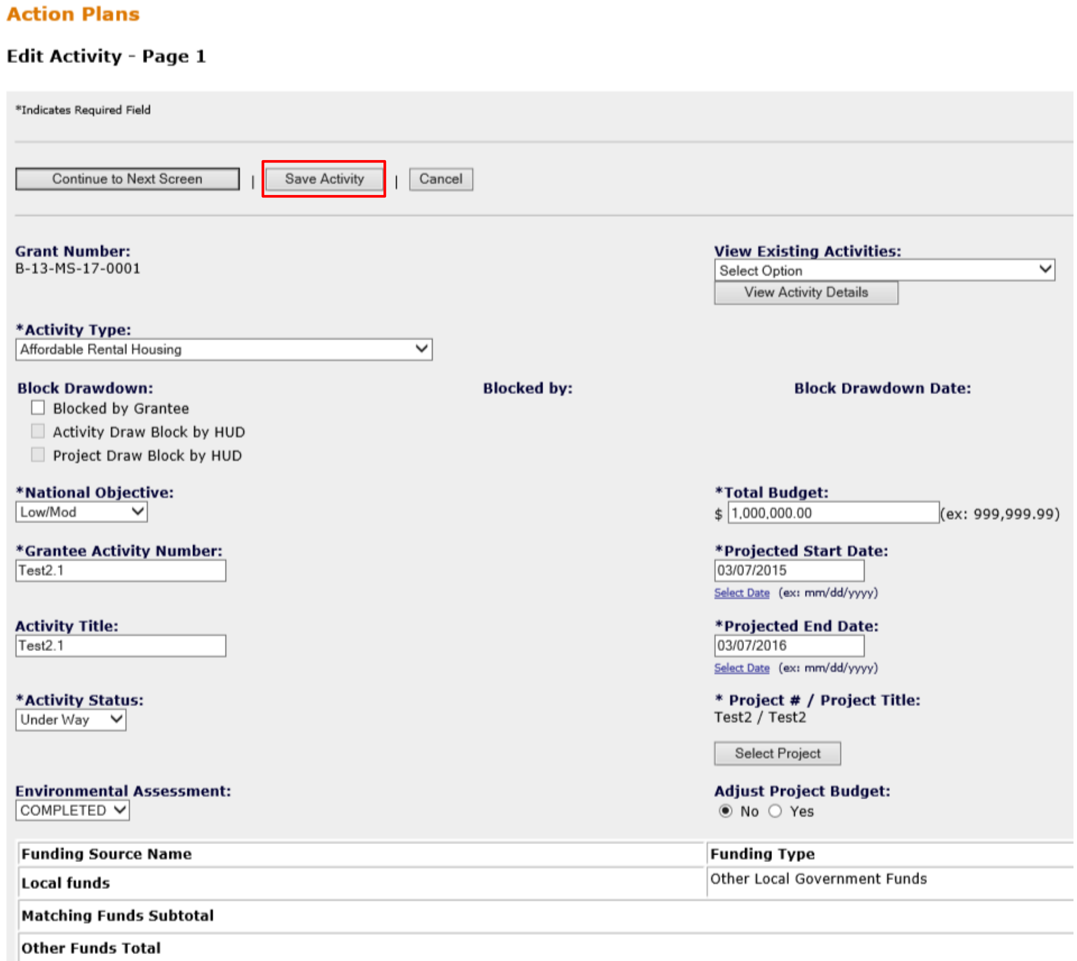
Figure 4-68: Edit Action Plan screen



3. Click the "Activity Number" link (shown as <**Test2.1**> above).

   ➢ This action opens the "Edit Activity – Page 1" screen (Figure 4-69). There are two pages in DRGR for editing an Activity. Users can edit information saved in either page.

Figure 4-69: Edit Activity – Page 1 screen



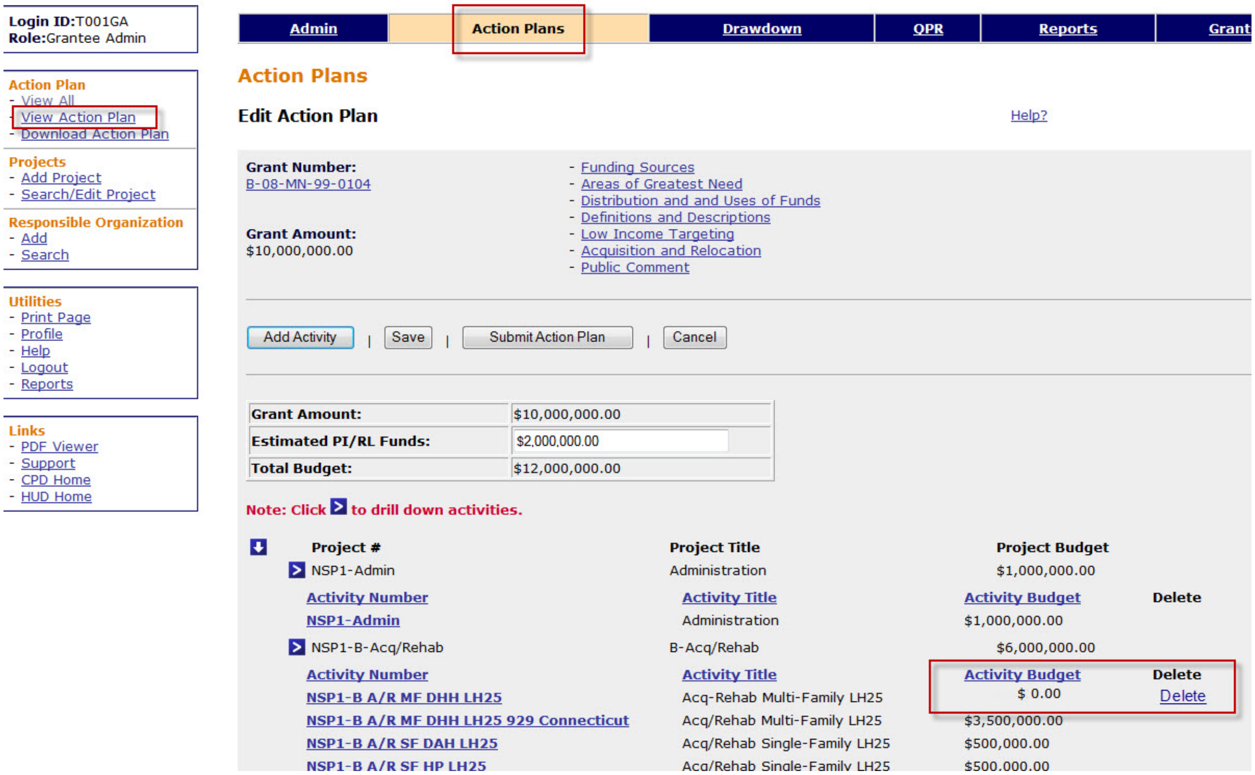
4. After editing the Activity, click the <**Save Activity**> button to save all edits in Page 1 and/or Page 2.

4.2.3.4 Procedure: Edit Activity – Delete

To delete an Activity, follow steps 1 and 2 above in Section 4.2.3.3.

1. At the "Edit Action Plan" screen, click the <**Delete**> link (Figure 4-70)
   - ➢ An Activity may only be deleted if the activity has a budget of $0.00.
   - ➢ If the Activity has a budget greater than $0.00, the Delete link will not be shown.

Figure 4-70: Delete Activity Link



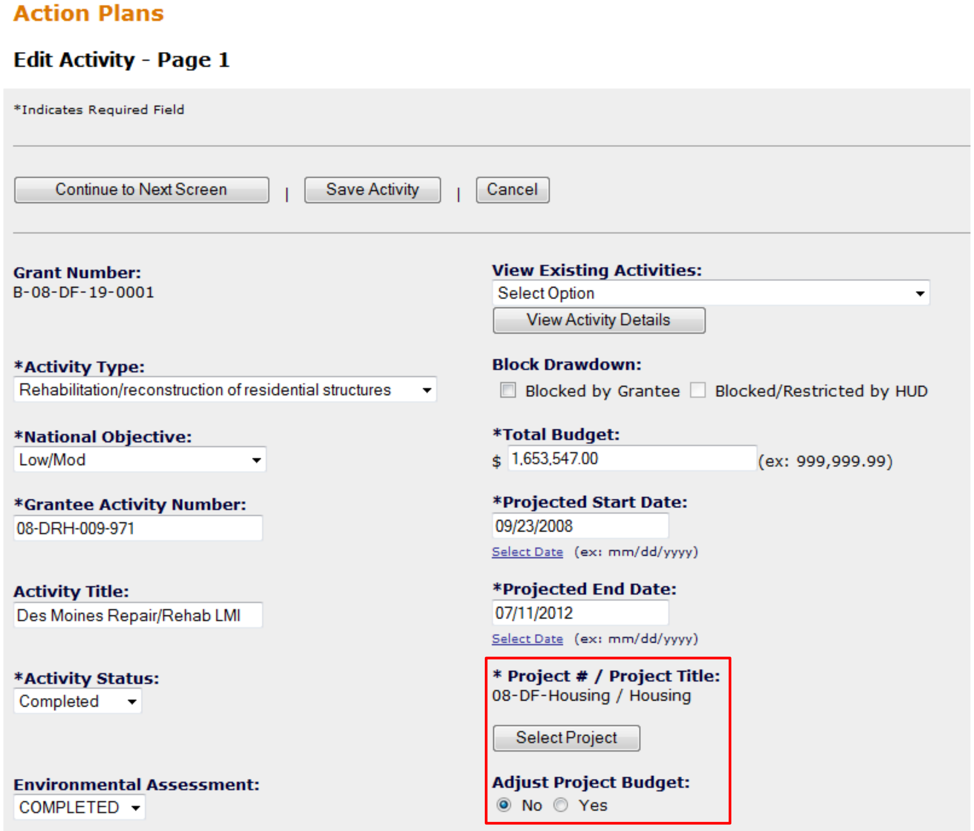
4.2.3.5 Procedure: Edit Activity – Move/Reassign to a New Project

Users may need to reassign an activity to a new project. This may occur if a grantee is restructuring or reorganizing its Action Plan.

To move/reassign an activity to a different project, follow steps 1, 2 and 3 above in Section 4.2.3.3.

1. At the "Edit Activity - Page 1" screen, click the <**Select Project**> button (Figure 4-71).
   - ➢ This action opens the "Search Project" screen and follows the same process shown in the "Add Activity – Page 1" Section.
   - ➢ After selecting a new project for the activity, the system will return to the "Edit Activity – Page 1" screen with the new project # and Project Title shown.
2. If the project budget for the destination project (where the activity is moving to) is at the desired amount and can accommodate the activity budget, then click <**No**> under 'Adjust Project Budget' and <**Save Activity**> to save the changes.
   - ➢ If the destination project budget cannot accommodate the reassigned activity, the user will receive an error message.
3. If, when moving the activity to a new project, the grantee wants to automatically adjust the project budget without going to the project screen, select <**Yes**> under 'Adjust Project Budget.'
   - ➢ This action will automatically reduce the project budget that the activity was originally assigned to by the amount of the activity budget. It will then increase the project budget where the activity is moved to by the same amount.

Figure 4-71: Reassign Activity to new Project



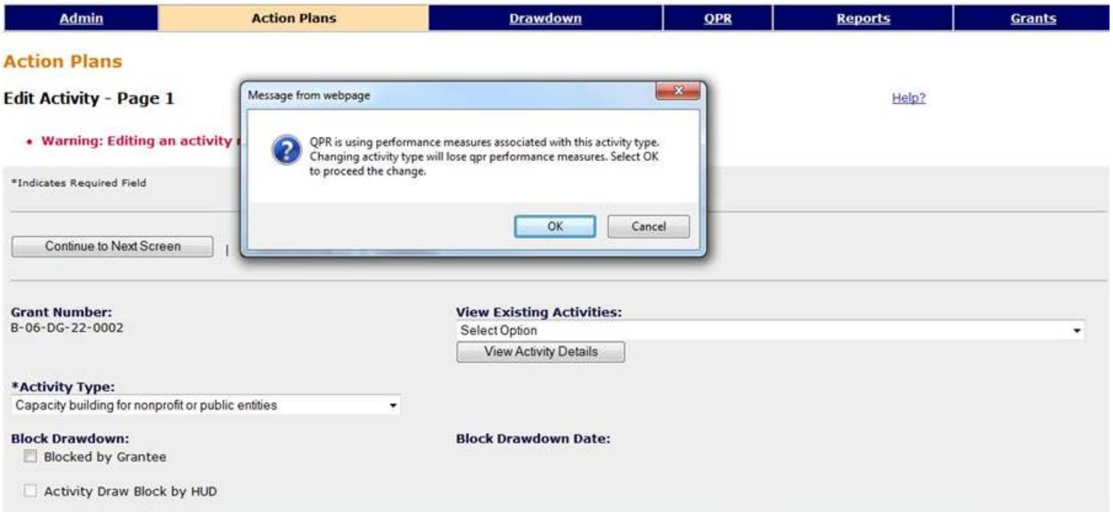
4.2.3.6 Procedure: Edit Activity – Change Activity Type

A grantee may need to change an Activity Type entered in error or improve the accuracy of the reported Activity Type when consolidating different phases of an activity.

To change the Activity Type, follow steps 1, 2 and 3 above in Section 4.2.3.3.

1. At the “Edit Activity - Page 1” screen, select the new Activity Type from the drop down menu.
   - As shown in Figure 4-72, 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 Activity 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 Activity Type from the Action Plan and Quarterly Performance Reports.

Figure 4-72: Edit Activity Type warning message



4.3 Responsible Organizations

Grantees must identify the organization directly responsible for administering each Activity listed in DRGR (optional at the Project level). DRGR requires information on these Responsible Organizations, including the Employer Identification Number/Tax Identification Number (EIN/TIN), DUNS number and SAM Registration. If the organization does not have a DUNS number, they can obtain one at http://fedgov.dnb.com/webform.

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

4.3.1 Add/Search Responsible Organization

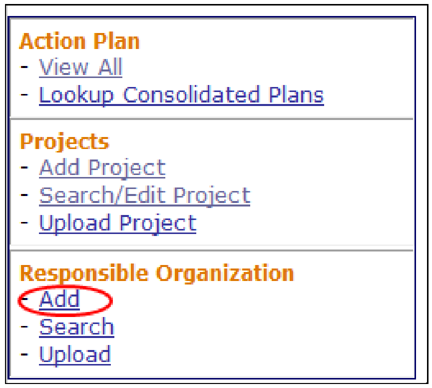
There are two ways to add a Responsible Organization:

1. The grantee can add a Responsible Organization (RO) directly using the links in the Action Plan Module navigation.
2. Alternatively, the grantee can add an RO as they add their Activities, if the RO is not already listed in the system.

4.3.1.1 Procedure: Add Responsible Organization

1. After logging into DRGR, and accepting the 'Disclaimer,' click <**Action Plans**> tab in the navigation bar.
   - ➢ This opens the "View All Action Plans" screen.
2. Click <**Add**> link in the left column 'Responsible Organization' navigation box (Figure 4-73).

Figure 4-73: Add RO menu link

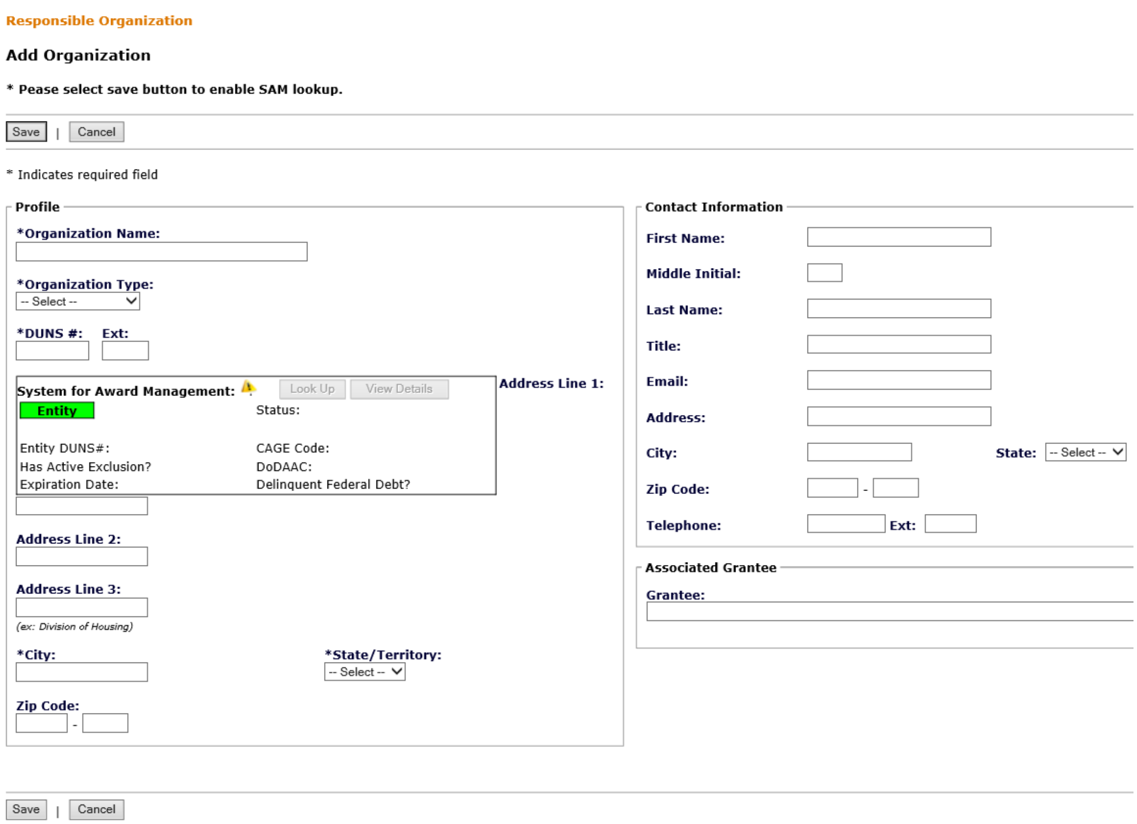


- ➢ This action opens the “Add Organization” screen (Figure 4-74).

  Note: The “Add Organization” screen can also be accessed from the “Add/Edit Activity – Page 2” screen by clicking <**Select**> under the ‘Name of the Responsible Organization carrying out the Activity’ heading and then clicking <**Add Organization**>.

- ➢ Users must enter all information marked with an asterisk (*).

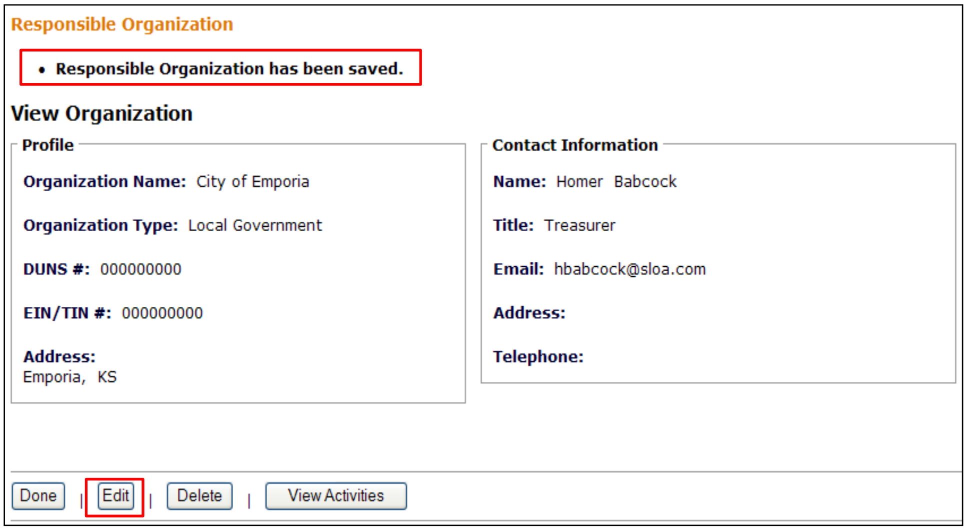
Figure 4-74: Add Organization screen



3. After completing the RO Profile and Contact information, click <**Save**>.

   - ➢ After you have saved your Responsible Organization information, DRGR opens the “View Organization” screen, showing your saved input (Figure 4-75).

Figure 4-75: View Organization screen with new information



3. Click <**Done**> if you have no further edits or additions for this Responsible Organization.
   - ➢ This opens the “View All Action Plans” screen.
4. Click <**Edit**> to edit the organization information further.
   - ➢ This opens the “Edit Organization” screen (which is identical to the “Add Organization screen), where you can make any edits and then <**Save**> the new information.
5. Click <**Delete**> to delete the Responsible Organization.
6. Click <**View Activities**> to view any activities that are associated with the Organization.

4.3.1.2 Procedure: Validate Responsible Organizations in the System for Award Management (SAM)

In support of improved management of the Responsible Organizations in DRGR, Grantees can validate Responsible Organizations registration in the System for Award Management (previously Central Contractor Registry). All agencies doing business with Federal Government must be registered in SAM. For more information on SAM, go to https://www.sam.gov.

SAM information can be validated after an RO is saved in the system (follow steps in Section 4.3.1.1). To edit the RO and validate the SAM registration follow the steps below.

1. Navigate to the “Edit Organization” screen by clicking the <**Edit**> button after an RO is saved (see Figure 4-64) or by searching for an RO and selecting the <**Edit**> link (see Figure 4-76). Additional information on searching for an RO is provided in Section 4.3.1.3.
   - ➢ The “Edit Organization” screen includes SAM information, with an activated <**Look Up**> button (Figure 4-77).

Figure 4-76: Search Organization screen with Edit link

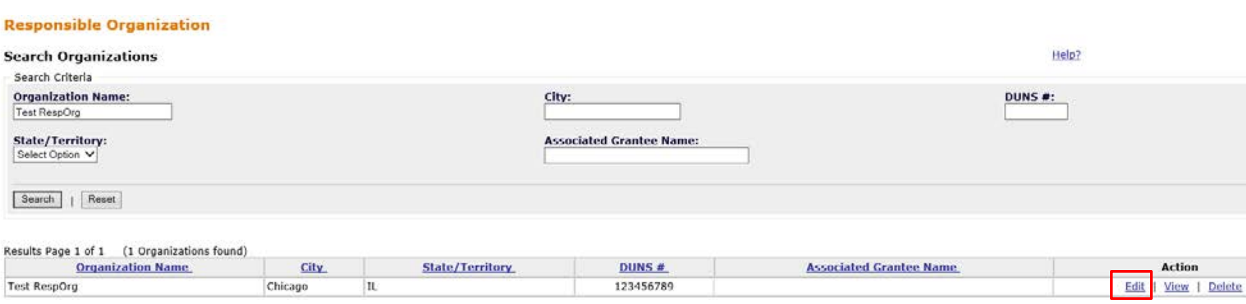
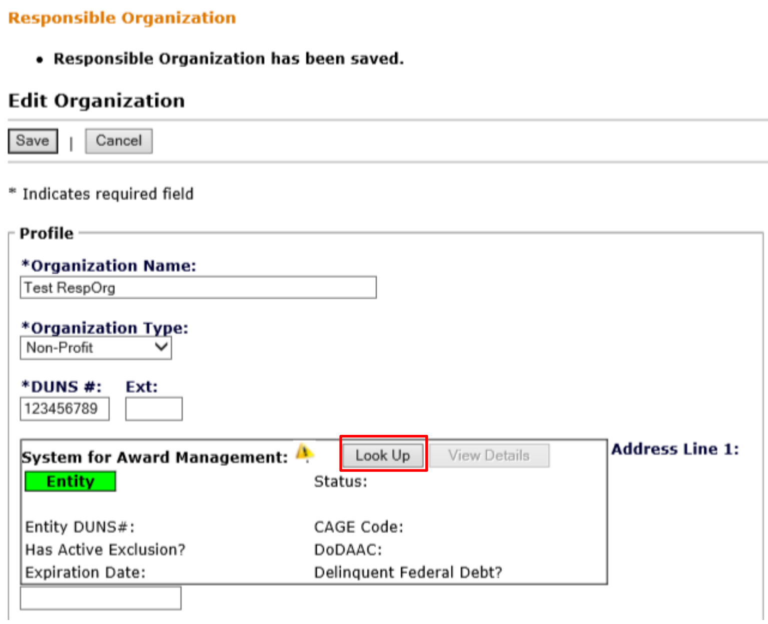


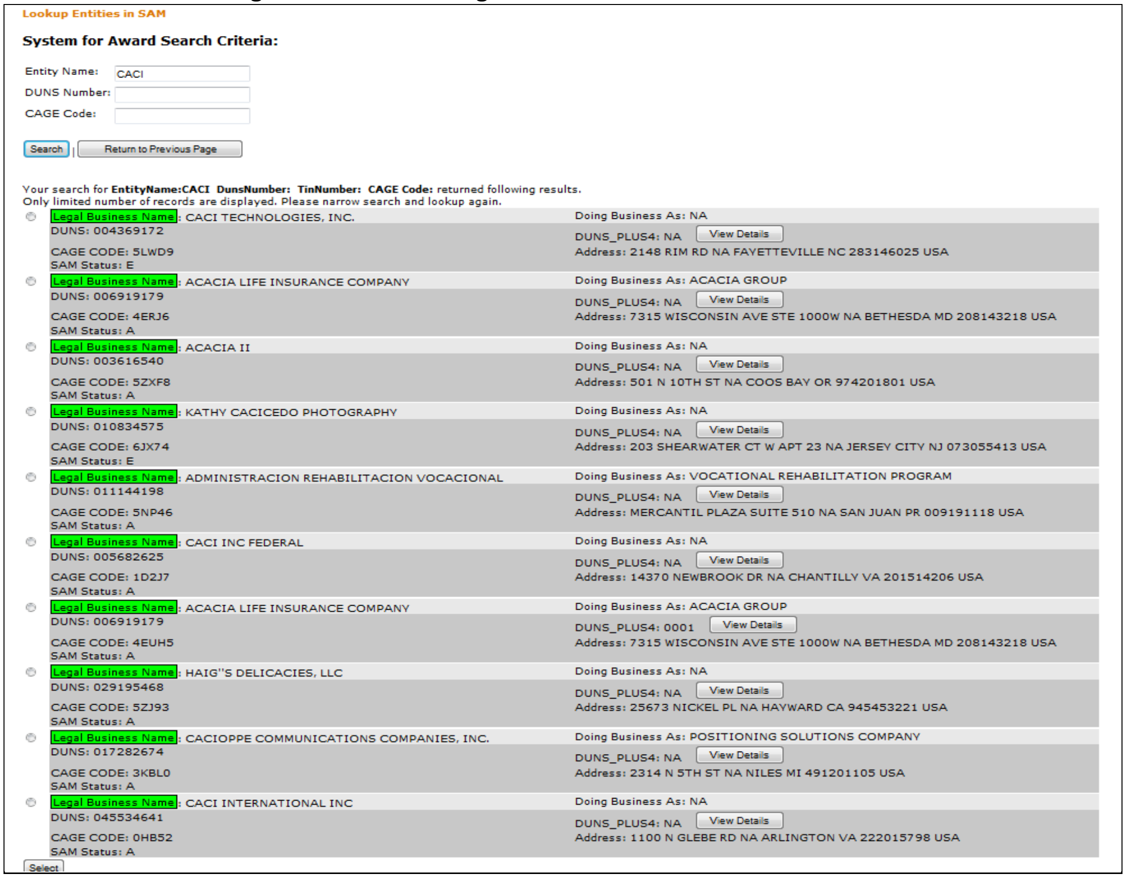
Figure 4-77: Edit Organization screen with SAM information



2. Click the <**Look Up**> button to search for a SAM entity.

   ➢ This action displays the System for Award search page that allows searching by name, DUNS number or CAGE code (Figure 4-78). The system returns top ten matching entities based on the search criteria. When searching by name ensure the search criteria is well defined.

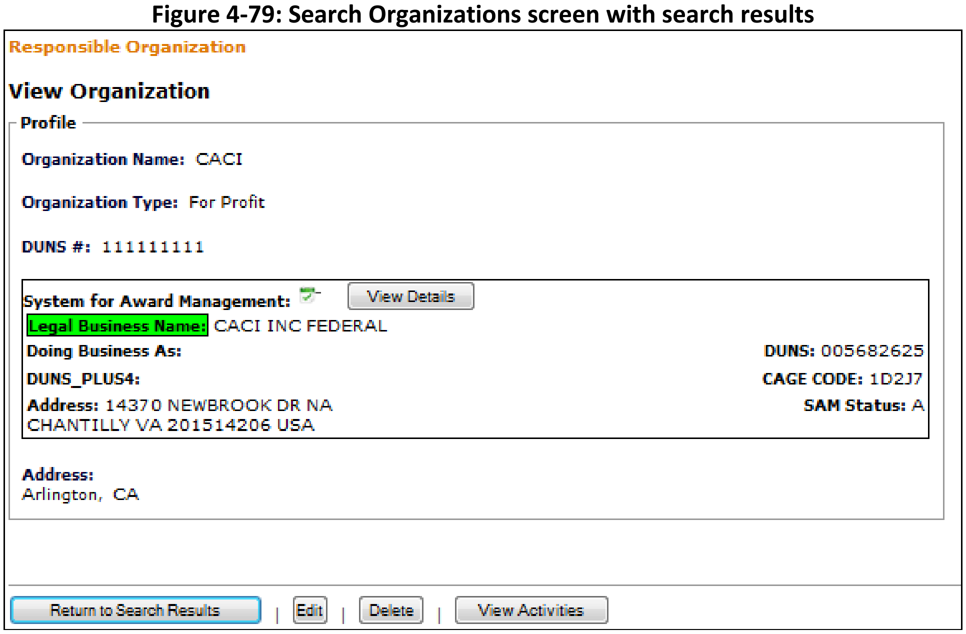
Figure 4-78: Search Organizations screen with search results



3. Use the radio buttons and the <**Select**> button at the bottom of the page to associate an entity to associate the SAM information with the Responsible Organization.

   - This action updates the RO profile with the SAM information (Figure 4-79)

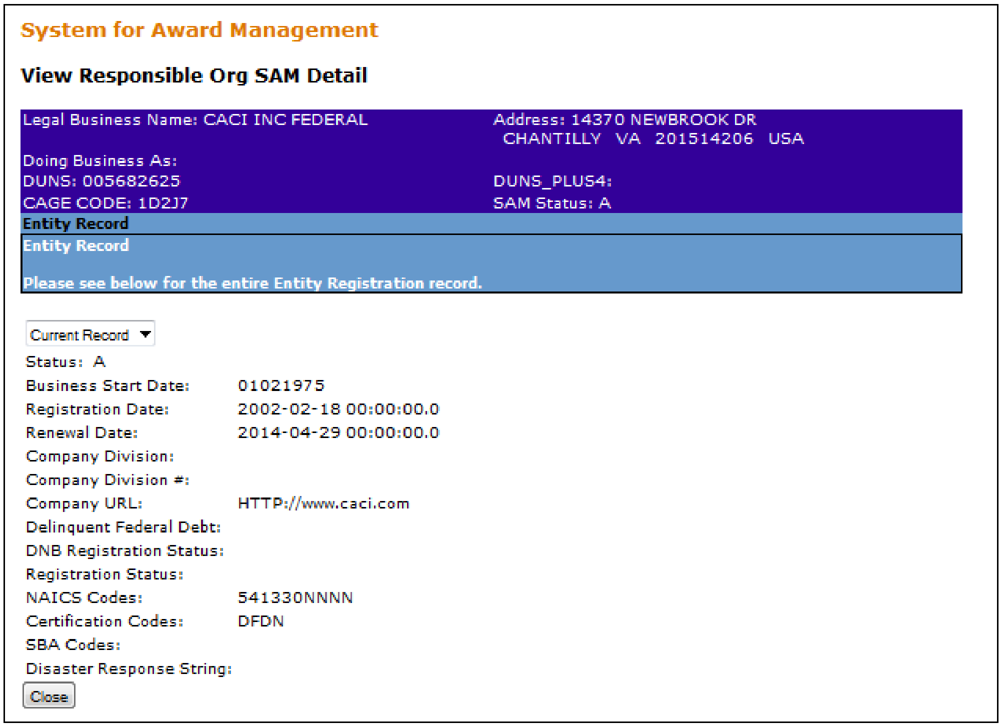
Figure 4-79: Search Organizations screen with search results



4. Users can see additional SAM data for the organization by clicking the <**View Details**> button.

   - This action displays a browser window with SAM data for the Responsible Organization (Figure 4-80). Descriptions of the data and fields are shown below.

Figure 4-80: Search Organizations screen with search results



Field Descriptions

Delinquent Federal Debt

Whether the entity has current Delinquent Federal Debt, as identified by the Department of Treasury

DNB Registration Status

Dun & Bradstreet Registration Status

NAICS Codes

North American Industry Classification System (NAICS) codes (for more information see https://www.census.gov/eos/www/naics/)

Certification Codes

CTRL_CD	EXT_CERT	CCR_DISPLAY	CCR_CODE_DEFINITION
DFD	0	Delinquent Federal Debt	Delinquent Federal Debt Flag is set through interface with Treasury (FMS) and updated on a weekly basis.
DFD	N	No	EIN/SSN from this record has been processed by Treasury (FMS), and no delinquent U. S. Federal Debt was found.
DFD	U	Unknown	EIN/SSN from this record has been selected for processing by Treasury (FMS), but no response has yet been received from FMS.
DFD	Y	Yes	EIN/SSN from this record has been processed by Treasury (FMS), and this EIN/SSN has a delinquent debt to the U. S. Federal Government.
EPL	0	Excluded Parties List	EPLS is interrogated for Debarred Status. This can be updated as often as daily with an interface to EPLS.
EPL	D	Debarred CCR Registrant	This registrant's DUNS is listed as Debarred at the EPLS database.

Small Business Administration (SBA) Codes

CCR_TYP_BUS_	SBA_CERT_
A4	SBA Certified Small Disadvantaged Bu
A6	SBA Certified 8A Program Participant
XX	SBA Certified Hub Zone Firm
JT	SBA Certified 8A Joint Venture

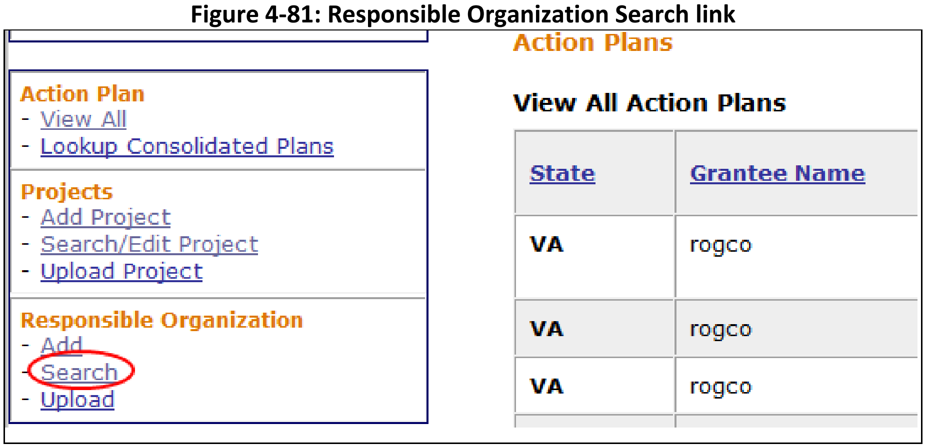
Disaster Response String

Field Descriptions	
The possible Disaster Response Serviced Area	*CCR Disaster Response explanation:
ANY - Any area	CCR Disaster Response contains various CCR values that are further defined as noted below.
STA - State	There will always be a Disaster Response counter field for the number of Disaster Responses in
CTY - County	each record and an additional field for each Disaster Response location set the profile has.
MSA - Metropolitan Service Area	The first three positions of a Disaster Response represent an area serviced code, followed by an
	area code. State area codes are two positions, County area codes are five positions and
	Metropolitan Service Area area codes are four positions. An area serviced code of "ANY" will not
	be followed by an area code. Reference "CCR Extract Support Files" at
	http://www.ccr.gov/ccrextracts.aspx for a complete list of possible Disaster Response codes. The
	entire field of code, numbers, and delimiters may reach 70 characters as shown below.
	Breakdown of the example Disaster Response portion shown in the example below:
	. . . "0003","CTYAL058.MSA1000.STAAL ". . .
	0003= Three occurrences
	CTY = County code
	AL058 = Saint Clair (Per ST_County.csv)
	MSA = Metropolitan Service Area code
	1000 = Birmingham, AL (Per MSA_List.csv)
	STA = State code
	AL = Alabama (Per STATE_List.csv)

4.3.1.3 Procedure: Search Responsible Organization (GA, FO, SU)

1. After logging into DRGR, and accepting the ‘Disclaimer,’ click the <**Action Plans**> tab in the navigation bar.
   - ➢ This opens the “View All Action Plans” screen.

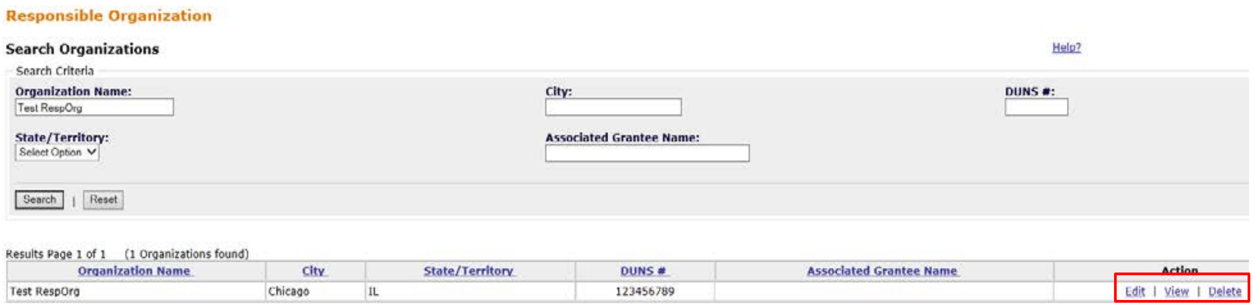
Figure 4-81: Responsible Organization Search link



2. Click <**Search**> link in the left column ‘Responsible Organization’ navigation box (Figure 4-81).
   - ➢ This opens the “Search Organizations” screen (Figure 4-82).

Figure 4-82: Search Organizations screen

Figure 4-83: Search Organizations screen - Results



3. Add enter search criteria (users may add partial information)
4. Click <**Search**> button.
   - This action refreshes the "Search Organizations" screen showing the search results (Figure 4-83).
   - Users may edit information, view a Responsible Organization, or delete a Responsible Organization (if the RO is not associated with an Activity that has drawn funds).