# Adding Activities: Overview

- Activities should be broken out, at a minimum, by:
  - responsible organization
  - activity type
  - national objective
  - multifamily building complex (if applicable)
- Must use correct National Objective
  - Low/Mod
  - Urgent Need
  - Slums & Blight
  - Admin (DRGR=NA)
- All funds are drawn and all performance measures captured at the activity level.

# Adding Activities: Overview

Additional Detail for determining National Objective Tests:

- Single family– split programs into Low Mod for <80% AMI vs. Urgent Need >80% AMI (for overall benefit test)
- Multifamily -by building complex (for activity level Low-Mod test)
- Infrastructure and Public Facilities by individual service areas (for activity level Low-Mod test)

**Reports** 

# **Example Activities**



<u>Admin</u>	Action Plans	<u>Drawdown</u>	<u>QPR</u>	<u>Reports</u>	<u>Grants</u>

### Adding 'Activities': Responsible Organizations

- Required at Activity Level
- Optional at the Project Level
- Defined as an organization with responsibility for completing the activity and meeting applicable federal requirements
- Additional Organizations such as contractors may be added, as needed, at the activity level
- Double-check all required data is provided

### Adding Responsible Organizations

Action Plan - <u>View All</u> Projects - <u>Add Project</u> - <u>Search/Edit Project</u> - <u>Upload Project</u>	Responsible Organization         Add Organization         Save         Cancel         * Indicates required field	Only add a Responsible Organization once in DRGR
Responsible Organization - Add - Search - Upload	* Indicates required herd Profile *Organization Name:	Contact Information First Name:
Utilities - Print Page - Profile - Help - Logout - Reports - Reports - PDF Viewer - Support - CPD Home - HUD Home	*Organization Type:   - Select -   Y   For Profit   Local Government   Non-Profit   State   State   State   State   Address Line 1:   Winknown    Address Line 2:  (ex: Division of Hausing)   *City:  - Select ✓	Middle Initial:   Last Name:   Title:   Email:   Address:   City:   State:   State:

### System for Award Management (SAM)

Grantees must also validate Responsible Organization's registration and status in SAM.

#### **Responsible Organization**

dit Organization		
Save   Cancel		
Indicates required field		
Profile		
*Organization Name:		
CACI		
*Organization Type: For Profit		
*DUNS #: Ext:		
System for Award Managen	nent: Look Up View Details	
Entity	Status:	
Entity DUNS#:	CAGE Code:	
Has Active Exclusion?	DoDAAC:	
Expiration Date:	Delinquent Federal Debt?	
Address Line 1:		
Address Line 2:		
Address Line 3:		
(av: Division of Housing)		
(EX. Division of Housing)		
*City:	*State/Territory:	-

### System for Award Management (SAM)

Click "Look Up" and search by Entity Name, DUNS Number, or CAGE Code. The Top 10 matches are returned.

#### Lookup Entities in SAM

System for Award Search Criteria:

CACI
-
[

Your search for EntityName:CACI DunsNumber: TinNumber: CAGE Code: returned following results. Only limited number of records are displayed. Please narrow search and lookup again.

Qui	y minted number of records are displayed. Please narrow search and rookup again.	
0	Legal Business Name: CACI TECHNOLOGIES, INC.	Doing Business As: NA
	DUN5: 004369172	DUNS_PLUS4; NA View Details
	CAGE CODE: 5LWD9 SAM Status: E	Address: 2148 RIM RD NA FAVETTEVILLE NC 283146025 USA
0	Legal Business Name: ACACIA LIFE INSURANCE COMPANY	Doing Business As: ACACIA GROUP
	DUNS: 006919179	DUNS_PLUS4: NA View Details
	CAGE CODE: 4ERJ6 SAM Status: A	Address: 7315 WISCONSIN AVE STE 1000W NA BETHESDA MD 208143218 USA
0	Legal Business Name: ACACIA II	Doing Business As: NA
	DUNS: 003616540	DUNS_PLUS4: NA View Details
	CAGE CODE: 5ZXF8 SAM Status: A	Address: 501 N 10TH ST NA COOS BAY OR 974201801 USA
0	Legal Business Name: KATHY CACICEDO PHOTOGRAPHY	Doing Business As: NA
	DUN5: 010834575	DUNS_PLUS4: NA View Details
	CAGE CODE: 6JX74 SAM Status: E	Address: 203 SHEARWATER CT W APT 23 NA JERSEY CITY NJ 073055413 USA
0	Legal Business Name: ADMINISTRACION REHABILITACION VOCACIONAL	Doing Business As: VOCATIONAL REHABILITATION PROGRAM
	DUN5: 011144198	DUNS_PLUS4: NA View Details
	CAGE CODE: 5NP46 SAM Status: A	Address: MERCANTIL PLAZA SUITE 510 NA SAN JUAN PR 009191118 USA
0	Legal Business Name: CACI INC FEDERAL	Doing Business As: NA
	DUNS: 005682625	DUNS_PLUS4: NA View Details
	CAGE CODE: 1D2J7 SAM Status: A	Address: 14370 NEWBROOK DR NA CHANTILLY VA 201514206 USA
0	Legal Business Name: ACACIA LIFE INSURANCE COMPANY	Doing Business As: ACACIA GROUP
	DUNS: 006919179	DUNS_PLUS4: 0001 View Details
	CAGE CODE: 4EUH5 SAM Status: A	Address: 7315 WISCONSIN AVE STE 1000W NA BETHESDA MD 208143218 USA
0	Legal Business Name: HAIG''S DELICACIES, LLC	Doing Business As: NA
	DUN5: 029195468	DUNS_PLUS4: NA View Details
	CAGE CODE: 52J93 SAM Status: A	Address: 25673 NICKEL PL NA HAYWARD CA 945453221 USA
0	Legal Business Name: CACIOPPE COMMUNICATIONS COMPANIES, INC.	Doing Business As: POSITIONING SOLUTIONS COMPANY
	DUN5: 017282674	DUNS_PLUS4: NA View Details
	CAGE CODE: 3KBL0 SAM Status: A	Address: 2314 N 5TH ST NA NILES MI 491201105 USA
0	Legal Business Name: CACI INTERNATIONAL INC	Doing Business As: NA
	DUNS: 045534641	DUNS_PLUS4: NA View Details
~	CAGE CODE: 0HB52 SAM Status: A	Address: 1100 N GLEBE RD NA ARLINGTON VA 222015798 USA
Se	ect .	

### System for Award Management (SAM)

Responsible Organization

View Organization				
Profile		Δfter an entity is		
Organization Name: CACI		selected grantees		
Organization Type: For Profit	Sciected, Statices			
DUNS #: 11111111	can view additional			
System for Award Management: The View Details		details.		
Doing Business As:	DUNS: 005682625			
DUNE DUIGA	CACE CODE: 1D217			
Address 14220 NEWDROOK DR NA				
CHANTILLY VA 201514206 USA	System for Award Man	nagement		
	View Responsible Org S	AM Detail		
Address: Arlington, CA	Legal Business Name: CACI IN	IC FEDERAL Address: 14370 NEWBROOK DR CHANTILLY VA 201514206 USA		
	DUNS: 005682625	DUNS PLUS4:		
	CAGE CODE: 1D2J7	SAM Status: A		
	Entity Record			
Return to Search Results	Please see below for the entire	Entity Registration record.		
	Current Record 🔻			
	Status: A			
	Business Start Date: 010	21975		
	Registration Date: 2003	2-02-18 00:00:00.0		
	Renewal Date: 201-	4-04-29 00:00:00.0		
	Company Division:			
	Company URL: HTT	P://www.caci.com		
	Delinguent Federal Debt:			
	DNB Registration Status:			
	Registration Status:			
	NAICS Codes: 541	330NNNN		
	Certification Codes: DFD	N .		
	SBA Codes:			
	Disaster Response String:	73		
		10		

**Grants** 

# Adding Activities: Select Primary Responsible Organization (Page 2)

Admin	Action Plans	<u>Drawdown</u>	<u>OPR</u>	<u>Reports</u>	<u>Grants</u>
Action Plans					
Edit Activity - Page	2			Help?	
Edit Previous Screen	Save Activity	Cancel I			
Grant Number:	View Existin	g Activities:			- <u>Responsible</u>
B-06-DG-22-0001	Select Option				Organization
Grantee Activity Numb Admin (SAAD)	View Activ	vity Details			- <u>Location</u> <u>Description</u> - <u>Activity</u>
Activity Title: Admin (SAAD)					Description
Activity Type: Administration					
Organization carrying o Is this activity being o Either directly and/or through	out activity carried out by the grant	ee?:	Activity is I	being carried out by the	grantee through
🔘 No 🔍 Yes			Select		
* Name of the Primary Office of Community Dev Select Replace	<b>/ Responsible Organiza</b> velopment (OCD), Disaste	tion Carrying out activity: er Recovery Unit (DRU)	Grantee Emp Contractors Grantee Emp	oloyees	

### Adding Other Responsible Organizations: Contractors

this activity being carried out by the grantee?: ther directly and/or through contractors No  Yes		Activity is being carried out by the grantee through Grantee Employees and Contractors 👻			
Name of ffice of Select	of the Primary Responsible Organization Carrying out activity: Community Development (OCD), Disaster Recovery Unit (DRU) Replace				
opose	d budgets for Organizations carrying out activity :				
Select	Organization Name	Organization Type	Proposed Budget		
	Office of Community Development (OCD), Disaster Recovery Unit (DR	J) State Agency	\$ 59,000,000.00		
	Reznick Group P. C.	For Profit	\$ 7.835,130.25		
5	Shaw Environmental & Infrastructure Inc. (HMGP)	For Profit	\$ 4,154,200.00		
	Louisiana Solutions, LLC	For Profit	\$ 3,721,400.00		
	Salvaggio & Teal LTD Salvaggio, Teal & Associates	For Profit	\$ 2,626,500.00		
	KPMG LLP	For Profit	\$ 2.220,900.00		
3	Hunt, Guillot, & Associates, LLC	For Profit	\$ 1.932,706.14		
	International Consulting Acquisition Co/STA Consulting	For Profit	¢ 1,579,860,00		

# Adding Responsible Organization: Subordinate Organizations (optional)

Action Plan - <u>View All</u>	Edit Activity - Page 2		Help?
- <u>Add</u> - <u>Search</u>	Edit Previous Screen	Continue to Next Screen	Save Activity
Responsible Organization - Add			
- <u>Search</u>	Grant Number:	View Existing Activities:	- <u>Responsible</u>
	B-08-MN-48-0001	Select Option	- Location Description
- <u>Print Page</u> - <u>Profile</u>		View Activity Details	- Activity Description
- Logout			
- <u>Reports</u>	Acquisition - buyout of residential	properties	
	_		
Links	Organization carrying out activity     Is this activity being carried out	by the grantee?: Activity is being	carried out by the grantee through
- <u>PDF Viewer</u> - Support	Either directly and/or through contractors	- Select-	v state grantee through
- CPD Home		1	_
- HUD Home	* Name of the Organization Car City of Arlington	rying out activity:	
	Select Responsible Organizat	ion	
	Proposed budgets for Organizat	tion carrying out activity :	
	Select Responsible Organizati	on Name Organization Type	Proposed Budget
	City of Arlington	Unknown	
	, ore, or Aningcon		\$100.00
	Add Responsible Organization	n	

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# Adding Responsible Organizations (Admin Rept05a)

PAGE-BY: Grantee State:	✓ Gra	ntee:		~	Q	$\supset$
₩ ◀ 1 • <u>2</u> <u>3</u> <u>4</u> <u>5</u> of 13 pages ► ►						
Responsible Organization	DUNS #	Address 1	Address 2	Org City	Org State	Org Zip
1026 Constance, LLC				New Orleans	LA	
1501 Canal Apartments, LLC				New Orleans	LA	
18th Judicial District				Plaquemine	LA	70764
2222 Tulane Apartments, LLC				New Orleans	LA	
313 Carondelet Complex, LLC				New Orleans	LA	
3222 Canal Apartments LLC				New Orleans	LA	
4321 Associates, LLC				Unknown	LA	
438 Main Street LLC.				Baton Rouge	LA	70802
750 Jeff Davis, LLC				New York	NY	
Aberdeen Court, LLC				Dallas	TX	
Acadia Parish Police Jury				Crowley	LA	
ACCION Texas, Inc., DBA ACCION Texas-Louisiana				San Antonio	TX	
ACL Services LTD ACL Software				Vancouver	NA	
ACORN Housing Corp.				New Orleans	LA	
ACS State and Local Solutions				Fairfax	VA	
Affiliated Blind of Louisiana Training Centers, Inc.				Lafayette	LA	
Alembic Myrtle Banks, LLC				New Orleans	LA	70130
Algiers Development Corp				New Orleans	LA	
Allen Parish Police Jury				Oberlin	LA	
Allfax Specialties Inc.				St. Rose	LA	
American Office Machines, Inc.				Metairie	LA	
American Planning Association				Chicago	IL	
AMIkids Grand Bois				Bourg	LA	70343

### Incomplete Responsible Organizations

### Common Issue #1

Responsible Organization	DUNS #	Address 1	Address 2	Org City	Org State	Org Zip
City of Kokomo1	000000000					
City of Kokomo2	000000000					
Developer	000000000					
Investor/Landlord	000000000					

### Common Issue #2

Responsible Organization	DUNS #	Address 1	Address 2	Org City	Org State	Org Zip
City of Paris KY>	000000000					
City of Paris, KY	000000000					
City of Paris,Kentucky	000000000					
City oof Paris, KY.	000000000					

Reports

# **Adding Activities**

#### **Action Plans**

#### **Edit Action Plan**

Help? Grant Number: - Funding Sources - Areas of Greatest Need - Distribution and and Uses of Funds - Definitions and Descriptions - Low Income Targeting Grant Amount: - Acquisition and Relocation \$91,141,478.00 - Public Comment Add Activity Save Submit Action Plan Cancel Grant Amount: \$91,141,478.00 Estimated PI/RL Funds: \$5,679,494.47 **Total Budget:** \$96,820,972.47 Note: Click **>** to drill down activities. • Project # **Project Title Project Budget** Local Admin 21A Local Admin \$6,330,098.83 > NSP #1 Homeownership - 120% AMI \$34,082,658.13 **Activity Title Activity Number Activity Budget** Del Alachua Cnty 01 \$692,871.81 Acquisition hua City 02 \$34.207 POG

Grants

Reports

# Adding Activities (Page 1)



If Program Income will be generated, Grantee's must estimate and budget PI. For an Activity budget, program funds plus estimated program income to be used equals Total Budget.

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<u>Reports</u>

# Adding Activities: Select Project Screen

Admin	Action Plans	<u>Drawdown</u>	<u>OPR</u>	<u>Reports</u>	
Project					
Search for Projects				Help?	
Search Criteria Project #:		Project Title:			
Search   Reset					

#### Results Page 1 of 1 (5 projects found)

<u>Grantee</u>	Project #	Project Title	<u>Grant #</u>	Project Budget Amount	Disbursed Amount	<u>Project</u> <u>Status</u>	Select
State of Illinois	9999	Restricted Balance	B-08-DF-17- 0001	\$0.00		Open	0
State of Illinois	Midwest Flood 0001	State Administration Fund	B-08-DF-17- 0001	\$867,071.00	\$242,006.37	Open	Ø
State of Illinois	Midwest Flood 0002	Housing Buyout	B-08-DF-17- 0001	\$3,837,585.00	\$3,619,176.07	Open	O
State of Illinois	Midwest Flood 0003	Public Infrastructure	B-08-DF-17- 0001	\$12,515,391.00	\$2,217,300.80	Open	O

### Adding Activities: Example of Naming Conventions

Activity Type	National Objective	Activity #	Activity Title	Budget
		08-DRB-001-181	Cedar Rapids Bus Admin	\$300,000
Administration		08-DRH-008-181	Cedar Rapids Hsg Admin	\$704,150
Auministration	IN/ <i>F</i> 4	08-DRIEF-002CR-181	Cedar Rapids DRIEF Admin	\$1,000
		08-DRIEF-095-181	Cedar Rapids DRIEF Admin	\$900
Construction of new	Low/Mod	08-DRH-008-871	Cedar Rapids SFNC LMI	\$9,753,021
housing	<b>Urgent Need</b>	08-DRH-008-872	Cedar Rapids SFNC UN	\$8,994,601
Dike/dam/stream-		08-DRIEF-002CR-69	Cedar Rapids DRIEF	\$106,960
river bank repairs	Urgent Need	08-DRIEF-095-71	Cedar Rapids DRIEF	\$92,000
Econ. development	Urgent Need	08-DRB-001-105	Cedar Rapids SmBusinessAssist UN	\$15,000,000
Homeownership		08-DRH-008-982	Cedar Rapids HBA UN	\$942,363
Assistance (with waiver only)	Urgent Need	08-DRH-008-992	Cedar Rapids IMA UN	\$901,766
Homeownership Assistance to LM	Low/Mod	08-DRH-008-981	Cedar Rapids HBA LMI	\$1,892,458
Rehabilitation/	Low/Mod	08-DRH-008-975	Cedar Rapids JSE LMI	\$10,440,195
reconstruction of residential structures	Urgent Need	08-DRH-008-976	Cedar Rapids JSE UN	\$2,924,717
		Often Accounting/ Billing Codes	Often a combination of Resp Org, Act Type, & Nat Obj	

# Adding Activities: Proposed Beneficiary Measures (Page 2)

- Detailed information is required for performance measures.
- <u>Activity Type selected on Page 1</u> directly ties to the Benefit type a grantee selects and to the proposed measures a grantee may choose from.
- Two Steps:
  - 1. Enter proposed **beneficiary** data (Area Benefit or Direct Benefit)
  - 2. Enter proposed accomplishment data

	cuon or residential struct	ures
*National Objective:		C
Select Option	*	
*Grantee Activity Nu	imber:	
Activity Title:		
*Activity Status:		
Delect option ·		
Environmental Asse	ssment:	
Select Option 👻		

<u>Admin</u>	Action Plans	<u>Drawdown</u>	<u>QPR</u>	<u>Reports</u>	<u>Grants</u>

# Activity Benefit Type: Area Benefit v Direct Benefit

- Direct and area benefit options will mainly affect the type of beneficiary data that will be entered by grantees for their activities.
- For most housing and economic development activities such as housing rehab, construction of new housing, homeownership subsidy, jobs created and jobs retained, 'Direct Benefit' will be selected.

* Name of the Primary Responsible Orga	* Name of the Primary Responsible Organization Carrying out activity:           Select				
Report Benefit Performance By:		1			
Area Benefit 🔘	Direct Benefit 🔘	-			
Housing Units 🗹					
Multi Family Single Family					
Dropocod Accomplichmontes					

### Proposed vs Actual: Beneficiary Measures



	_					_		
<u>Admin</u>		Action Plans	<u>Drawdown</u>		<u>QPR</u>	<u>Reports</u>	Grants	

### Activity Type: Area Benefit v Direct Benefit

	Benef	it Type	Tenı	ıre	Property	/ Туре
Activity Type		Direct	Rent	Own	Single- Family	Multi- Family
Acquisition - general	Х	Х	Х	Х	Х	Х
Acquisition, construction, reconstruction of public facilities	Х	Х				
Administration						
Capacity building for nonprofit or public entities	Х					
Clearance and Demolition	Х	Х			Х	Х
Construction of new housing		Х	Х	Х	Х	Х
Construction/reconstruction of streets	Х					
Disposition	Х				Х	Х
Homeownership Assistance to low- and moderate-income		Х		Х	Х	Х
Planning	Х					
Public services		Х				
Rehabilitation/reconstruction of a public improvement	Х					
Rehabilitation/reconstruction of other non-residential	Х					
Rehabilitation/reconstruction of public facilities	Х					
Rehabilitation/reconstruction of a residential structures		Х	Х	Х	Х	Х
Relocation payments and assistance		Х	Х	Х		

### Adding Direct Benefit Data



#### **Grants**

# Activity Type: Direct Benefit

Report Benefit Performance By:		
Area Benefit 🔘	Direct Benefit 🔘	•
Housing Units 🔽		
🗹 Multi Family 🗹 Single Family		
Proposed Accomplishments:		

<u>Reports</u>

# Direct Benefit: Example

manization carrying or activity	and the second sec	and the second	much	
	An and the house of	1	And a start	1910
eport Benefit Performance By:				
Direct Benefit 💿				
Households				
🗐 Renter 🗹 Owner				-
Unusing Units				
Housing Units 🕐				
E Math Camily E Cinala Camily				
🗖 Multi Family 🗹 Single Family				
Multi Family  Single Family Proposed Accomplishments:			and the second second	
Multi Family I Single Family Proposed Accomplishments:	production and readers	an grade and	ant à constrain	
Multi Family 🗹 Single Family	production and readers	an generation	nat de considerán	
Multi Family Single Family	provident second second -			
Multi Family Single Family Proposed Accomplishments: . Proposed Accomplishments: . Performance Measure	Proposed Total	1	1994 - J. La Johnson	
<ul> <li>Multi Family Single Family</li> <li>Proposed Accomplishments:</li> <li>Proposed Accomplishments:</li> <li>Proposed Accomplishments:</li> <li>Performance Measure</li> <li># of Singlefamily Units</li> </ul>	Proposed Total			
<ul> <li>Multi Family Single Family</li> <li>Proposed Accomplishments:</li> <li>Performance Measure</li> <li># of Singlefamily Units</li> <li># of Housing Units</li> </ul>	Proposed Total 190 190			
<ul> <li>Multi Family Single Family</li> <li>Proposed Accomplishments:</li> <li>Performance Measure</li> <li># of Singlefamily Units</li> <li># of Housing Units</li> <li>Proposed Beneficiaries:</li> </ul>	Proposed Total			
<ul> <li>Multi Family Single Family</li> <li>Proposed Accomplishments:</li> <li>Performance Measure</li> <li># of Singlefamily Units</li> <li># of Housing Units</li> <li>Proposed Beneficiaries:</li> <li>Performance Measure</li> </ul>	Proposed Total 190 190 Proposed Total	Low	Mod	
<ul> <li>Multi Family Single Family</li> <li>Proposed Accomplishments:</li> <li>Performance Measure</li> <li># of Singlefamily Units</li> <li># of Housing Units</li> <li>Proposed Beneficiaries:</li> <li>Performance Measure</li> <li># Owner Households</li> </ul>	Proposed Total           190           190           190           190           190	Low 190	Mod	

**Grants** 

# Direct Benefit: Examples

enabilitation/reconstruction of resider	inda suuctures		
and a state of the	a summer so	and the second	and a second
. <u></u>			and a second second
anort Ponofit Porformanco Pur			
Direct Deposit			
Direct Benefit 🥥			
Households			
V Renter V Owner			
Housing Units 🔽			
Multi Family Single Family		و فيرين	
Proposed Accomplishments: Performance Measure	Proposed Total	و السوس	
Proposed Accomplishments: Performance Measure # of Multifamily Units	Proposed Total	و السوني.	
Proposed Accomplishments: Performance Measure # of Multifamily Units # of Housing Units	Proposed Total 110 110		num
Proposed Accomplishments: Performance Measure # of Multifamily Units # of Housing Units Proposed Beneficiaries:	Proposed Total 110 110		
Proposed Accomplishments: Performance Measure # of Multifamily Units # of Housing Units Proposed Beneficiaries: Performance Measure	Proposed Total 110 110 Proposed Total	Low	Mod
Proposed Accomplishments: Performance Measure # of Multifamily Units # of Housing Units Proposed Beneficiaries: Performance Measure # Renter Households	Proposed Total           110           110           140	<b>Low</b> 40	Mod
Proposed Accomplishments: Performance Measure # of Multifamily Units # of Housing Units Proposed Beneficiaries: Performance Measure # Renter Households # Owner Households # Owner Households	Proposed Total           110           110           110           110           10           10           10           10           10           10           10           10           10           10           110           10           70	Low 40 70	Mod

# Direct Benefit: Low/Mod

- Eligible households may be:
  - Low income ( $\leq$  50% of the area median income)
  - Moderate income (51%-80% of the area median income)
- Non-Low/Mod:
  - Multifamily: There is NO data field to enter Non-Low/Mod; enter in Proposed Total and DRGR calculates % LM.
  - All other Non-Low/Mod should be reported in an Urgent Need activity

Performance Measure	Projected Total	Low	Mod	DRGR Calculates % LM
# of Renter Households	15	4	6	66.7%



# 2014 American Community Survey (ACS) data replaced 2000 Census data in DRGR July 1, 2015

See DRGR Fact Sheet 📄





## Area Benefit: Census - Duplicate Activity

dd Activity - Identify Census Geo	graphy 1		Hel
Edit Previous Screen	ivity   Cancel		
*Area Benefit Data Determined By: Census O Survey			
Duplicate Activity Grants:	B-08-DN-99-0004 -	Activities: NSP1-02 AR SF	Copy Activity Area
Service Area is City or County-wide			
	Add/Edit Censu	s Tracts	Dolata
County Code/County Name		5 muces	Delete
Select Option	0		Delete

### Area Benefit: Census - Jurisdiction-Wide

ction Plans dd Activity - Identify Census Geography 1					
Edit Previous Screen   Save Activity   Cancel					
•	Activities:				
4					
LMISD Date: No data					
Data Used For Calculat	tion:				
	24				
	LMISD Date: No data Data Used For Calculat © Capped © Uncappe				

# Groups

d Activity - Identify (	Census Geogr	raphy 1		Help?
Edit Previous Screen	Save Activit	y   Cancel		
Determined By:				
Census     Census     Survey	and in	-		Canu Astrony Area
Census Survey     Duplicate Activity     Septice Area is City or	Grants:	•	Activities:	Copy Activity Area
Census Survey     Census Survey     Duplicate Activity     Service Area is City or     unty Code/County Nan	Grants: County-wide	• Add/Edit Censu	Activities:	Copy Activity Area
	Grants: County-wide ne	• Add/Edit Censu	Activities:	Copy Activity Area Delete

## Area Benefit: Census Place/Tract

#### **Action Plans**

Edit Activity - Identify Census Geography 2

Return to Previous Page County: 031 / Select all census places, cens Available Census Place(s):	Cancel Us tracts, and block groups for thi SelectAl >> SelectAll >> Cancel	s county lace(s):	To select the geography boundary by delineating Place/Tract/ Block Area Benefit by Census, User has two options.
Available Census Tract(s): 2000-000101 2000-000301 2000-000302 2000-000302 2000-000401 2000-000402 2000-000501 2000-000502 2000-000500 20000-000501 *	CRemove All       Selected Census       Select>       2000-000102       2000-000201       2000-000202       Select All >>       <       <       <       <       <       Select Block G	i Tract(s):	Option #1 Select Place and Tract and calculate % of low/mod.
Total Number Low: No data Total Number Low/Mod: No data Total Population: No data % Low/Mod: No data Calculate % Low/Mod	View Details	LMISD Date: No data Data Used For Calculation: Capped O Uncapped	98

# Area Benefit: Census Block Groups

iroups	Block 01	Groups								
iroups	Block 01	Groups								
iroups	01	anoops								1
		02	03	04	05	06	07	08	09	10
	10	10	191	12		2	12	13	10	0
	13	10	1	(9)		13	10	0	10	13
	D	d	D	0	1	D	(1)	D		E1
		0	D	D	0	0	0	0	C	0
										0
		LMISE 09/02/	Date: 2010							
		Data I 🔹 Ca	Jsed For ( pped 🔘 L	Calculation Incapped	n:					
			LMISC 09/02/ Dota 1 * Ca	LMISD Date: 09/02/2010 Data Used For C * Capped © U	LMISD Date: 09/02/2010 Data Used For Calculatio @ Capped @ Uncapped	LMISD Date: 09/02/2010 Data Used For Calculation: Capped © Uncapped				



<u>Admin</u>	Action Plans	<u>Drawdown</u>	<u>QPR</u>	<u>Reports</u>	<u>Grants</u>
Area	a Benefit	: Survey N	/leth	od	
	Edit Activity - Page 2		Help?		
	Activity Type:				

n thi	vity ar e?	you as your and	ctivitied out by the
Report Benefit Performance of Area Benefit  Census Survey Housing Units Multi Family Single Far Proposed Accomplishments:	<b>By:</b> nily	Х	
Performance Measure	Proposed Total		
# of Properties	10		
Performance Measure	Proposed Total		
# of Singlefamily Units	10		
# of Multifamily Units	0		
# of Housing Units	10		
Proposed Beneficiaries:			
Performance Measure	Proposed Total	Low	Mod
# of Persons	11809	6804	2905
Decation Description: Census Tracts 702 and 904			
	B /   =  =  @  @		
ctivity Description	B I   ₩ ₩ ₩ ₩		
Activity Description: The City will use \$2,000,000 to purcha Properties will resold to qualified devel	B I I III III IIII IIIIIIIIIIIIIIIIIII	racts 702 and 904. • occupied housing.	
Activity Description: The City will use \$2,000,000 to purcha Properties will resold to qualified devel	B I   ⋮≡ i≡ ⊕   @ se and maintain 10 properties within Census T opers for redevelopment into affordable owner B I   ⋮≡ i≡ ⊕   @	racts 702 and 904. occupied housing.	
## Area Benefit: Survey Method

#### **Action Plans**

Edit Previous S	Screen   Save A	sctivity   Cancel												
*Area Benefit Da etermined By: O Census @	ata : ) Survey													
Concus Data i	c Ontional You can al	co provido Location Doco	rintion in toxtual forma	t on Dago 3	Dia	ck Cro	inc							1
Census Data i State Code	s Optional. You can a County Code	so provide Location Desc	cription in textual formation Census Tract	it on Page 2 All Block Groups	Blo 01	ck Gro 02	ups )3 (	4 05	06	07	08	09	10	Delete
Census Data i State Code CO - minute	s Optional. You can al County Code 031 -	Census Place	Cription in textual formation Census Tract 000101	All Block Groups	Blo 01	ck Gro 02	ups )3 (	4 05	06	07	08	09	10	Delete
Census Data i State Code CO	s Optional. You can al County Code 031 -	Census Place	Cription in textual formation Census Tract 000101	All Block Groups	Blo 01	ck Gro	ups )3 ( ) 1	4 05	06	07	08	09	10	Delete

Edit Previous Screen

Save Activity | Cancel

Prior to Release 7.11.1, DRGR only allowed users to select one Census tract per county on the Survey Geography page. The system now allow grantees to enter multiple census tracts within the same County.

Grants

# Proposed Accomplishments: Area

## Benefit Example

**Report Benefit Performance By:** 

Area Benefit ()

Census 
Survey

Housing Units 🔽

☑ Multi Family ☑ Single Family

#### **Proposed Accomplishments:**

Performance Measure	Proposed Total
# of Properties	10

Performance Measure	Proposed Total	
# of Singlefamily Units	10	
# of Multifamily Units	0	
# of Housing Units	10	

#### **Proposed Beneficiaries:**

Performance Measure	Proposed Total	Low	Mod	
# of Persons	1000	300	400	

## Adding Proposed Accomplishments

- Activity Types determine proposed accomplishments. Administration activity does not have accomplishment fields.
- All grantees are encouraged to enter data in the fields as applicable.
- Grantees should identify and report on certain green features. HUD is requiring all 'gut rehab' and new construction must be designed to meet the standard for Energy Star Qualified New Homes.

## Proposed Accomplishments: Direct Benefit Example

#Refrigerators replaced	Optional		
#Energy Star Replacement Windows			
# ELI Households (0-30% AMI)			
#Light Fixtures (indoors) replaced			
#Low flow showerheads			
#Additional Attic/Roof Insulation			
Activity funds eligible for DREF (Ike Only)			
#Units deconstructed			
#Replaced thermostats	▼¥		
Performance Measure	Proposed Total		
# of Singlefamily Units			Identify the Number of
# of Multifamily Units			Elevated Structures
# of Housing Units			
Proposed Beneficiaries:			
Performance Measure	Proposed Total	Low	Mod
# of Elevated Structures			
Performance Measure	Proposed Total	Low	Mod
# Renter Households			Identify the Number of
# Owner Households			
# of Households			Proposed Accomp. by
			Income Level

## Proposed vs Actual: Performance Measures



<u>Reports</u>

## Performance Measures (Perf Rept01)

Shared Reports My Rep	orts My Subscriptions History List P	references Search	Q Hel	) Logout						
Disaster Recovery Gr	ant Reporting System (DrgrRep) - FY2008 - 001A >	<u>Shared Reports</u> > <u>Standard Re</u>	ports > <u>View</u> Onl	y User Reports > Grantee/Gr	rant Level Reports >	Perf Rept(	)1: CUM - Project	ed vs Cum T	otals for Perfor	mance
File View Data + For	y Activity Number							Lactu	odata: 5/10/11 0	-42-58 AM
			07 8 00 F		ſ			Lasto	506te, 5/10/115	172100 AM
		Corporate •	43 3 00 E		3					2.51
PAGE-BY: Grantee: Los Angele	s, CA 🗸 🗸	Grant Number: B-08-MN-	06-0512 🖌 🛨	عاها						? ×
₩ <b>4 1</b> <u>2</u> <u>3</u> of 3 page(s) ▶	н						D	ata rows: 1 -	50 of 125 Data	columns: 6
Activity Number 스	Activity Type	Responsible	Measure	Measure Category	Low		Mod		Total	
€C®			HTE Metrics F	Projected	ctual⊽ F	Projected⊽ A →	ctual マ P	rojected⊽A →	ctual▽	
			# Owner H	ouseholds	0	0	9	9	17	17
02 Homeownership	Homeownership Assistance to low-	Los Angeles Housing	# of House	holds	0	0	9	9	17	17
Program	and moderate-income	Department	# of Housin	ig Units	0	0	0	0	17	17
			# of Singlef	amily Units	0	0	0	0	17	17
			# Owner H	ouseholds	0	0	51	2	102	2
			# of House	holds	0	0	51	2	102	2
			# of Housin	ig Units	0	0	0	0	102	2
			# of Singlef	amily Units	0	0	0	0	102	2
			#Additional	Attic/Roof Insulation	0	0	0	0	82	2
			#Clothes w	ashers replaced	0	0	0	0	82	2
			#Dishwash	ers replaced	0	0	0	0	102	2
			#Efficient A	C added/replaced	0	0	0	0	102	2
03 Homeownership	Rehabilitation/reconstruction of	Restore	#Energy St Windows	ar Replacement	0	0	0	0	1,000	19
Assistance - RNLA	residential structures	Inc (RNLA)	#High effici	ency heating plants	0	0	0	0	102	2
		inc. (ruiter)	#Light fixtu replaced	res (outdoors)	0	0	0	0	408	11
			#Light Fixtu	ires (indoors) replaced	0	0	0	0	1,326	30
			#Low flow :	showerheads	0	0	0	0	184	4
			#Low flow f	oilets	0	0	0	0	184	4
			#Refrigerat	ors replaced	0	0	0	0	102	2

Grants

**Reports** 

## Performance Measures (Perf Rept06)

Shared Reports My Reports	My Subscriptions	History List	Preferences Search Q	Help Logo	ıt								
Disaster Recovery Grant Re Household Type	porting System (DrgrRe	ep) - FY2008 - 001A >	Shared Reports > Standard Reports > )	/iew Only User Repo	orts > <u>Grant</u>	ee/Grant Level Repo	<u>rts</u> > Perf I	Rept06: Dir	ect Benefit	Activities - Benef	iciary Statis	tics by	
File - View - Data - Format -			- (		and the second s					Last update:	5/10/11 10:3	1:13 PM	
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PAGE-BY: Grantee: Los Angeles, CA		<ul> <li>→</li> </ul>	Grant Number: B-08-MN-06-0512										
											Data	a rows: 14	
				Beneficiary Category ⊂	Households - Total Female H		Households	Households - Total			olds - Renter Total	Households - Hispanic/La	
Activity Type △ → 간 🖻	Number A	Activity Title△ +→?@	Nat Obj△ Race Ethnicity△ ♥Ĉ₿ ©Ť♥₿	Households Female	White	Black/African American	Asian	Asian and White	White	Black/African American	White	Black// Amei	
			Metrics	Actual▽	Actual▽	Actual▽	Actual▽	Actual▽	Actual	Actual▽	Actual▽	Actu	
Homeownership Assistance	02 Homeownership Assistance - Walk-In Program	Homeownership Assistance - Walk-In Program	NSP Only - LMMI	6	g	6	2	0	C	0 0	0		
income	08 Homeownership Walk-In 25% set-aside	Homeownership Walk-In 25% set-aside	NSP Only - LH - 25% Set- Aside	0	2	: 1	0	0	c	0 0	0		
	03 Homeownership Assistance - RNLA	Homeownership Assistance - RNLA	NSP Only - LMMI	0	1	0	0	1	C	0 0	0		
	<u>04 Rental</u> Housing (1-4 units)	Acq. and Rehab. of Rental Units (1- 4 units)	NSP Only - LMMI	0	C	0 0	0	0	C	0 0	0		
											108		

**Grants** 

## Accessing the Map Viewer



Map Lay	ers	
Custor	n	
	Transportation	
	Environment	
	Activity and Property Locations	
	Community Indicators	
	Boundaries	
	Other	
	Housing Market Analysis	



## Map Viewer – Add or Upload Shapes











#### Upload Shapes

## Action Plan/QPR Supporting Docs



## Associate Activities

- Grantees can "associate" multiple activities in the Action Plan
- Primarily used to link activities that have the same beneficiaries
- Helps avoid duplication of accomplishments
- Example: A household purchased a rehabilitated home under Activity 1, and also received downpayment assistance under Activity 2.

## Associate Activities

 Activities are associated in the Action Plan "Add/Edit Activity" Page.

Grantee Activity Number: RT1022	View Activity	Uetaits	8 1 2 3		
Activity Title: TestRT1022					
Activity Type: Construction/reconstruction of streets					
Organization carrying out activity Is this activity being carried out by th Ether directly and/or through contractors No C Yes	e grantee?:	Activity is being ca	rried out by the grant	ee through	
Name of the Primary Responsible Of Classic Construction of New Orleans Cons Select Replace	ganization Carrying out activity: stance Lofts, LLC				
Proposed budgets for Organizations of	arrying out activity :				
Select Organization Name		Organization Type	Proposed Budget		
Classic Construction of New C	vleans Constance Lofts, LLC	For Profit	\$ 50,000.00		
Associated Activities None Associate New	Activity Associate Activities				
Report Benefit Performance By:	2 Record(s) Displaying 1 through 2 Select Responsible Organization Activity 3	(ype	Project # Grantee Activity	Activity Title	Program Income Account.
THE PROPERTY OF	Gulf Coast Housing Partnership Rehabilita	tion/reconstruction of a public improvement	REHAB4417 RT7499	TestRT7499	9485PIA
	Gulf Coast Housing Partnership Planning		REHAB4417 RT9873	TestRT9873	General Account
	Search Again				
	Save Association Cancel				

## Associate Activities

• Of the associated activities, grantees must designate a "Primary" activity.

Responsible Organization	Activity Type	Project#	Activity#	Activity Title	PIA Name	<u>Primary</u>
Classic Construction of New Orleans Constance Lofts, LLC	Construction/reconstruction of streets	CONST569	RT2161	TestRT2161	General Account	
Gulf Coast Housing Partnership	Rehabilitation/reconstruction of a public improvement	REHAB25	RT2812	TestRT2812	General Account	
Renoir Acres, LP II	Administration	ADM7686	RT6123	TestRT6123	General Account	Y
	Classic Construction of New Orleans Constance Lofts, LLC Gulf Coast Housing Partnership Renoir Acres, LP II	Classic Construction of New Orleans Constance Lofts, LLC Construction/reconstruction of streets Gulf Coast Housing Partnership Rehabilitation/reconstruction of a public improvement Renoir Acres, LP II Administration	Classic Construction of New Orleans Constance Lofts, LLC       Construction/reconstruction of streets       CONST569         Gulf Coast Housing Partnership       Rehabilitation/reconstruction of a public improvement REHAB25         Renoir Acres, LP II       Administration       ADM7686	Classic Construction of New Orleans Constance Lofts, LLC       Construction/reconstruction of streets       CONST569       RT2161         Gulf Coast Housing Partnership       Rehabilitation/reconstruction of a public improvement REHAB25       RT2812         Renoir Acres, LP II       Administration       ADM7686       RT6123	Classic Construction of New Orleans Constance Lofts, LLC       Construction/reconstruction of streets       CONST569       RT2161       TestRT2161         Gulf Coast Housing Partnership       Rehabilitation/reconstruction of a public improvement REHAB25       RT2812       TestRT2812         Renoir Acres, LP II       Administration       ADM7686       RT6123       TestRT6123	Classic Construction of New Orleans Constance Lofts, LLC       Construction/reconstruction of streets       CONST569       RT2161       TestRT2161       General Account         Gulf Coast Housing Partnership       Rehabilitation/reconstruction of a public improvement REHAB25       RT2812       TestRT2812       General Account         Renoir Acres, LP II       Administration       ADM7686       RT6123       TestRT6123       General Account

Area Benefit 🔘

Direct Benefit 🔘

## Associate Activities

- Grantees can view the accomplishments of the associated activities in the QPR.
- A report is generated which shows the accomplishments of all the activities associated within that group.

Edit Performance Report - Activity Pag	le 1	Help?
Grant Number: X6455REGTEST	<b>QPR Start Date:</b> 10/01/2011	Completed Activity Actual End Date:
Grantee Name: State of Louisiana	<b>QPR End Date:</b> 12/31/2011	<u>Select Date</u> (ex: mm/dd/yyyy)
Grantee Activity Number: RT2812		Activity Type: Rehabilitation/reconstruction of a public improvement
National Objective: Low/Mod		<b>Responsible Organization:</b> Gulf Coast Housing Partnership
Save QPR Activity Cancel		
View Cumulative Totals Report Accomplishments	Report Beneficiaries	

Grants

Reports

## Associate Activities

• Example report of accomplishments for associated activities.

- 24	А	В	С	D	F	F	G	H		J	K
1	Program	Appropriation	Grant Number	Grantee	Primary	Activity Number	Activity Title	Activity Type	Responsible Organization	Measure Type	Projected
2	DR CDBG	869/20162	X6455REGTEST	State of Louisiana		RT2161	TestRT2161	Construction/reconstruction of streets	Classic Construction of New Orleans Constance Lofts, LLC	# of Housing Units	6
3	DR CDBG	869/20162	X6455REGTEST	State of Louisiana		RT2161	TestRT2161	Construction/reconstruction of streets	Classic Construction of New Orleans Constance Lofts, LLC	# of Persons	4,332,884
4	DR CDBG	869/20162	X6455REGTEST	State of Louisiana		RT2161	TestRT2161	Construction/reconstruction of streets	Classic Construction of New Orleans Constance Lofts, LLC	# of Linear feet of Public Improvement	9,600
5	DR CDBG	869/20162	X6455REGTEST	State of Louisiana		RT2161	TestRT2161	Construction/reconstruction of streets	Classic Construction of New Orleans Constance Lofts, LLC	# of Linear miles of Public Improvement	3
6	DR CDBG	869/20162	X6455REGTEST	State of Louisiana		RT2161	TestRT2161	Construction/reconstruction of streets	Classic Construction of New Orleans Constance Lofts, LLC	Activity funds eligible for DREF (lke Only)	0
7	DR CDBG	869/20162	X6455REGTEST	State of Louisiana		RT2161	TestRT2161	Construction/reconstruction of streets	Classic Construction of New Orleans Constance Lofts, LLC	# of Multifamily Units	1
8	DR CDBG	869/20162	X6455REGTEST	State of Louisiana		RT2161	TestRT2161	Construction/reconstruction of streets	Classic Construction of New Orleans Constance Lofts, LLC	# of Singlefamily Units	5
9	DR CDBG	869/20162	X6455REGTEST	State of Louisiana		RT2812	TestRT2812	Rehabilitation/reconstruction of a public improvement	Gulf Coast Housing Partnership	# of Housing Units	200
10	DR CDBG	869/20162	X6455REGTEST	State of Louisiana		RT2812	TestRT2812	Rehabilitation/reconstruction of a public improvement	Gulf Coast Housing Partnership	# of Linear feet of Public Improvement	100
11	DR CDBG	869/20162	X6455REGTEST	State of Louisiana		RT2812	TestRT2812	Rehabilitation/reconstruction of a public improvement	Gulf Coast Housing Partnership	# of Linear miles of Public Improvement	100
12	DR CDBG	869/20162	X6455REGTEST	State of Louisiana		RT2812	TestRT2812	Rehabilitation/reconstruction of a public improvement	Gulf Coast Housing Partnership	# of cable feet of public utility	100
13	DR CDBG	869/20162	X6455REGTEST	State of Louisiana		RT2812	TestRT2812	Rehabilitation/reconstruction of a public improvement	Gulf Coast Housing Partnership	Activity funds eligible for DREF (lke Only)	100
14	DR CDBG	869/20162	X6455REGTEST	State of Louisiana		RT2812	TestRT2812	Rehabilitation/reconstruction of a public improvement	Gulf Coast Housing Partnership	# of Multifamily Units	100
15	DR CDBG	869/20162	X6455REGTEST	State of Louisiana		RT2812	TestRT2812	Rehabilitation/reconstruction of a public improvement	Gulf Coast Housing Partnership	# of Singlefamily Units	100
16							_				

Grants

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Reports

## Associate Activities

 Associated activities are also shown under the primary activity on "View Action Plan" page.

Grantee Activity Number: RT6123

Activity Title: TestRT6123

Activity Type: Administration

National Objective: Low/Mod: Benefit to low- and moderate-income persons/families

Projected Start Date: 08/01/2012

Projected End Date: 08/01/2015

Project #/Project Title: ADM7686 / Administration

Activity Status: Planned

Total Budget: \$50,000.00 Other Funds Total: \$0.00 Total Funds Amount: \$50,000.00

Block Drawdown:

Block Drawdown Date:

□ Blocked by Grantee
 □ Activity Draw Block by HUD
 03/05/2014
 ☑ Project Draw Block by HUD
 03/01/2014

Ancillary Activities					
Responsible Organization	Activity Type	Project#	Activity#	Activity Title	PIA Name
Classic Construction of New Orleans Constance Lofts, LLC	Construction/reconstruction of streets	CONST569	RT2161	TestRT2161	General Account
Gulf Coast Housing Partnership	Rehabilitation/reconstruction of a public improvement	REHAB25	RT2812	TestRT2812	General Account

#### Benefit Report Types: NA

Proposed Beneficiaries	Total	Low	Mod		Low/Mod%
None					
Proposed Accomplishments None			То	ıtal	
Activity is being carried out by th No	ne Grantee: Ac	tivity is being carried out through	:	Organization car Renoir Acres, LP II	rying out Activity: [

#### Proposed budgets for organizations carrying out Activity:

Responsible Organization	Organization Type	Proposed Budget Amount	11/
Renoir Acres, LP II	For Profit	\$50,000.00	

## Edit Projects and/or Activities

- Delete
- Combine/Collapse Activities
- Move/Reassign
- \* Each AP edit to budget or goals will <u>change only the QPRs</u> <u>going forward</u> rather than changing past QPRs.
- \* History of Activity budget changes will be maintained along with the User ID and time each change was made. Reports will be available to show these changes.

<u>Admin</u>	Action Plans	<u>Drawdown</u>	<u>QPR</u>	<u>Reports</u>	<u>Grants</u>

## **Editing Projects and Activities: Delete**

Login ID:T001GA Role:Grantee Admin	Admin	Action Plans	Drawdown	<u>QPR</u>	<u>Reports</u>	Gra
Action Plan - View All - <u>View Action Plan</u> - <u>Download Action Plan</u>	Action Plans Edit Action Plan				Help?	
Projects - Add Project - Search/Edit Project Responsible Organization - Add - Search	Grant Number: B-08-MN-99-0104 Grant Amount: \$10,000,000.00	- <u>Funding S</u> - <u>Areas of C</u> - <u>Distributio</u> - <u>Definitions</u> - <u>Low Incor</u> - <u>Acquisitio</u> - <u>Public Cor</u>	ources Greatest Need In and and Uses of Funds a and Descriptions ne Targeting In and Relocation Inment			
Utilities - Print Page - Profile - Help - Logout - Reports	Add Activity   Save	Submit Action Plan	Cancel			
	Grant Amount:	\$10,000,000.00				
- PDF Viewer	Estimated PI/RL Funds:	\$2,000,000.00				
- <u>Support</u>	Total Budget:	\$12,000,000.00				
- HUD Home	Note: Click > to drill down a	ctivities.				
	Project #     NSP1-Admin     Activity Number		Project Title Administration <u>Activity Title</u>	A	Project Budget \$1,000,000.00 ctivity Budget	Delete
	NSP1-Admin		Administration	\$1	,000,000.00	
	Activity Number <u>Activity Number</u> <u>NSP1-B A/R MF DHH</u> <u>NSP1-B A/R MF DHH</u> <u>NSP1-B A/R SF DAH</u>	LH25 LH25 929 Connecticut LH25	Acq/Renab Acq-Rehab Multi-Family LH25 Acq/Rehab Multi-Family LH25 Acq/Rehab Single-Family LH25	<b>A</b> d \$3 \$5	\$0.00 \$ 0.00 500,000.00 00,000.00	Delete Delete

## Editing Activity Types

 If attempting to change an activity type, you may be prompted with a warning message if accomplishments have been reported in the QPR.

Admin	Action Plans	Drawdown	<u>OPR</u>	<u>Reports</u>	Grants
Action Plans					
Edit Activity - Page 1	Message from webpage		×	Help?	
Warning: Editing an activity	QPR is using performance r Changing activity type will	measures associated with this activity type. lose qpr performance measures. Select OK			
*Indicates Required Field	to proceed the change.				
Continue to Next Screen		OK Cancel			
Grant Number:		View Existing Activities:			
8-06-DG-22-0002		Select Option View Activity Details			*
*Activity Type:	ontition -				
Block Drawdown: Blocked by Grantee	enanda •	Block Drawdown Date:			
Activity Draw Block by HUD					

<u>Admin</u>	Action Plans	<u>Drawdown</u>	<u>QPR</u>	<u>Reports</u>	<u>Grants</u>			
Edit Activities: Moving/Reassigning								
Action P	Plans							

Edit Activity - Page 1 \*Indicates Required Field Continue to Next Screen Save Activity Cancel **View Existing Activities:** Grant Number: B-08-DF-19-0001 Select Option • View Activity Details Block Drawdown: \*Activity Type: Rehabilitation/reconstruction of residential structures Blocked by Grantee Blocked/Restricted by HUD \*Total Budget: \*National Objective: \$ 1,653,547.00 (ex: 999,999.99) Low/Mod . \*Projected Start Date: \*Grantee Activity Number: 09/23/2008 08-DRH-009-971 Select Date (ex: mm/dd/yyyy) \*Projected End Date: Activity Title: 07/11/2012 Des Moines Repair/Rehab LMI Select Date (ex: mm/dd/yyyy) \* Project # / Project Title: **\*Activity Status:** 08-DF-Housing / Housing Completed -Select Project Adjust Project Budget: Environmental Assessment:

COMPLETED -

No O Yes

Only select **YES** if you are moving the activity across projects and you want to **automatically** reduce the project budget where the activity came from and increase the project budget where it is going

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## Editing Activities: Review (FinRept07b)

*	宁 - 🖬 💙 Fin Re	pt07b: CUM - Cumulative	Data - Activi.						Search: All fol	ders	??
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	1 🖬 🔮 💩 🖢 🥩	0. 🖬 🔁 🔝									
*JavaScript err	ors were encountered on this pa	ge.* Click here for more details.									
REPORT DETAILS											? X
Report Filter: ({Grant Status} = Act Income Drawn Amou	tive, Ready to Close) And (({Activ nt} > 0) Or ({QPR Activity.HUD F	rity.HUD Fund} > 0) Or ({Activity Obi Fund Expended} > 0))	igation.Obligation An	nount at Activity Level} >=	= 0) Or ({Ac	ivity.Drawn Amou	INT at Activity Level	> 0) Or ({QPR Acti	vity Program Income Rec	eived} > 0) Or ({Ac	tivity Program
PAGE-BY: Grante	e Name:		State: Californi	Program: NS	Appropria	tion: NSP	Grant Number: B-	08-UN-06-	(a)		? X
										Data rows: 9	Data columns: 6
Activity Number	Activity Title	Activity Type	National Objective	Responsible Org	Metrics	Total Budget (PF & PI)	Total Obligation (PF & PI)	Grant Fund Disbursed (PF)	QPR Activity Program	Program Income Disbursed	Total Expended (PF & PI)
Z	Program Planning and Administration	Administration	N/A			\$801,905.00	\$801,905.00	\$441,864.58	\$39,932.47	\$294,317.41	\$910,090.34
<u>8a</u>	Pacifica Ave Homes	Construction of new housing	NSP Only - LH - 25% Set-Aside			\$1,000,000.00	\$305,000.00	\$0.00	\$0.00	\$10,760.42	\$10,760.42
<u>8b</u>	Tabora Gardens	Construction of new housing	NSP Only - LH - 25% Set-Aside			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Habitat for Humanity East Bay	Revolving Fund for Purchase & Self Help Rehab	Rehabilitation/reconstruction of residential structures	NSP Only - LH - 25% Set-Aside			\$1,881,257.30	\$1,800,000.00	\$869,654.44	\$124,353.17	\$891,602.86	\$1,681,357.30
HHC	Heart and Hands of Compassion	Rehabilitation/reconstruction of residential structures	NSP Only - LMMI			\$2,244,228.72	\$2,140,000.00	\$1,366,654.02	\$1,479,732.25	\$752,170.70	\$2,184,169.30
Homebricks/BRIDGE	Homebricks/BRIDGE	Rehabilitation/reconstruction of residential structures	NSP Only - LMMI			\$938,256.47	\$938,256.47	\$869,771.20	\$545,304.32	\$68,485.27	\$938,256.47
Homeownership Assistance	Downpayment Assistant/Shared Appreciation Loans	Homeownership Assistance to low- and moderate-income	NSP Only - LMMI			\$438,910.82	\$375,000.00	\$149,273.62	\$16,400.00	\$174,325.82	\$352,819.44
Parkway Housing/CHDC	Community Housing Development Corp N Richmond	Rehabilitation/reconstruction of residential structures	NSP Only - LMMI			\$1,179,802.73	\$1,085,000.00	\$669,587.99	\$737,451.99	\$412,978.13	\$1,104,896.00
Total						\$8,484,361.04	\$7,445,161.47	\$4,366,805.85	\$2,943,174.20	\$2,604,640.61	\$7,182,349.27

X

## Edit Activities: Action Plan Status

- Any change can trigger 'Modified' status.
- Check on the status of your AP to ensure QPR submission won't be delayed.
- Communicate with HUD Rep to expedite the review process; Courtesy call/email to highlight the specific changes you've made.
- Field Office staff should regularly check on Action Plan status: grantees may not be aware that they need to resubmit/still need to be approved.

## Submit Action Plan

- Once all the edits/additions to the Action have been completed, Grantees must submit the Action Plan to HUD for review and approval.
- After clicking submit, the grantee's HUD Rep's email will default in the "To" field. Grantees have the option of searching and adding additional email recipients.
- HUD will be unable to view changes, so it is recommended grantees send an email to their HUD Rep explaining the changes.

#### Action Plans



## Email Subscriptions for AP and QPR

Utilities - Print Page - Profile - Subscriptions - Help - FAQ - Logout - Reports	Admin Manage Subscriptions Login Id: User Name: T007GA Add Subscription			
Admin Add Subscriptions			Help?	
*Indicates Required Field Login Id: User Name: T007GA Subscription Name	Event AP Review AP Submit QPR Review QPR Submit TA Work Plan Review	Level Association Activity V Select	Opt In/Out	* <b>Submission Date</b> 03/05/2015 <u>Select Date</u> (ex: mm/dd/yyyy)

**Grants** 

### *Case Study 5, 6 & 7*



# 5. Responsible Orgs & SAM 6. Adding Activities 7. Editing Activities



## Data Uploads

• Users can now upload data into DRGR:

**Action Plan** 

- Add/Edit Projects
- Add/Edit Activities
- Add/Edit Responsible Organizations

Admin

- Add/Edit/Deactivate User
- Batch Uploads

QPR

- Accomplishments
- Beneficiaries
- Addresses
- Expenditures

Drawdown

- Vouchers
- Obligations

The complete set of DRGR Upload capabilities are displayed at: <a href="https://www.hudexchange.info/resource/3703/drgr-data-upload-templates/">https://www.hudexchange.info/resource/3703/drgr-data-upload-templates/</a>

## Data Upload: Action Plan

Login ID Role:Grantee	Admin	Action Plans	Drawdown	<u>OPR</u>
Action Plan - <u>View All</u> - <u>View Action Plan</u> - <u>Download Action Plan</u>	Action Plans Edit Action Plan			
Projects - Add Project - Search/Edit Project - Upload Project Responsible Organization - Add - Search - Upload	Grant Number: X2785REGTEST LOCCS Authorized Amount \$120,000,000.00 Upload Action Plan	- <u>Funding So</u> - <u>Disaster Da</u> - <u>Recovery N</u> :	urces image leeds	
Utilities - <u>Print Page</u> - <u>Profile</u> - <u>Help</u>	Add Activity   Save	Submit Action Plan	Cancel	
- Logout	LOCCS Authorized Amount:	\$120,000,000.00		
- <u>Reports</u>	Grant Award Amount:	\$120,000,000.00		
Links	Estimated PI/RL Funds:	\$4,455,519.30		

## Data Upload: Action Plan



- HUD Home

## Data Upload: Action Plan

Help Export	
Grant Number (Required)         Choose elements of Grant Number.         This prompt requires at least one selection.         Search for:         Available:         B:       DN-36-0001         B:       DT-36-0001         B:       DS-36-0001         B:       DD-36-0001	Selected:
1 - 5 of 5	
Export Cancel	

## Data Upload: Action Plan

	a •) • (* - <u>(a</u>   <del>-</del>	A CONTRACT OF A	Sec. Sec. B	tank a	Activity Data - A	ctivity Template -	Microsoft Excel		-				×
File	Home Insert Page Layout Form	ulas Data Review	View Add-Ins	PDF Acrobat								ت 🕥 ۵	6 X
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	P17 - fr	19 A	Alignment	Num	per is				Styles		Cells	Editing	
1	A	В	C	D		E		F	G	Н	L	J	E
1	Activity Data - Activity Template												_
2 3	Grant #	Grantee Activity #	Activity Title	Activity Type	National Obje	ective	Proj	ect #	Projected Start Date	Projected End Date	Activity Status	Environmental Asses	ssn
4							<i>r</i> .						
5													-
7							8				S		-
8			-				<i>p</i>		75				-
9							6						
10													
11													
12		Enviror	mental Assess	sment Respo	nsible Org	Location De	escription	Acti	vity Description	Benefit Type	Housing Unit	s Total Budget	
13													-
14													_

## Save as .CSV (Comma Delimited) file

## Data Upload: Action Plan

Login ID: Role:Grantee	Admin	Action Plans	<u>Drawdown</u>		
	DRGR Data Upload				
Action Plan - <u>View All</u>					
Projects - <u>Add Project</u> - <u>Search/Edit Project</u> - <u>Upload Project</u>	Please select the Upload Type Select Upload Type ActivityAccomplishment ActivityAdd ActivityAddress				
Responsible Organization - <u>Add</u> - <u>Search</u> - <u>Upload</u>	ActivityBeneficiary Click <u>here</u> to view sample upload tem	plates.			
Utilities	Select button to get specific DRGR da	ta Supporting Info			
- <u>Print Page</u> - <u>Profile</u> - <u>Help</u> - Logout					
- <u>Reports</u>	Please select file in csv format and clic	k the Upload File button			
Links - <u>PDF Viewer</u> - <u>Support</u> - <u>CPD Home</u> - <u>HUD Home</u>	d activities NSP1.csv Browse	load			

## Data Upload: Action Plan

Login	Admin	Action Plans	Drawdown
Role:Grantee	DRGR Data Upload		
QPRs - View All			
<u>VICW AII</u>	<u>Return to Upload Pag</u>	<u>e</u>	
Utilities	File Upload Results	Info:	
- Profile	Total number of file r	ows: 3	
- <u>Help</u>	Uploaded number of r	ows: 3	
- <u>Reports</u>	Status of the Uploadi	ng: Completed Successfully	
	Return to Action Plan	Page	
- <u>PDF Viewer</u> - <u>Support</u>	Download Upload Det	ails	
- <u>CPD Home</u> - <u>HUD Home</u>	View QPR Upload	Data	
	Demo 91,Admin,Admin Demo 92,Construction,	stration,N/A,01,1000.99,10/01/2013,10/01/ Construction of new replacement housing,U	2014,Planned,UNDERWAY,"Classic C Jrgent Need,01,1000.99,10/01/2013,10/0

Demo 93, Rehab, Rehabilitation/reconstruction of a public improvement, Low/Mod, 01, 1000.99, 10/01/2013, 10

## Data Upload: Project



<u>Reports</u>

## Data Upload: Project

Login ID: Role:Grantee	Admin	Action Plans	Drawdow	
	DRGR Data Upload			
Action Plan - <u>View All</u>				
Projects	Please select the Upload 1	уре		
<ul> <li><u>Add Project</u></li> <li><u>Search/Edit Project</u></li> <li><u>Upload Project</u></li> </ul>	Select Upload Type ProjectAde ProjectEdi	t ← Select Da	ta to	
<b>Responsible Organization</b>		Add/Edit		
- <u>Add</u> - Search				
- Upload	Click here to view sample upload templates.			
	Select button to get specific Di	Supporting Info	Common Download	
Utilities	Disease sale at the file to us	les d	Existing Data	
- Print Page - Profile	Please select the file to upload			
- Help				
- <u>Logout</u> - <u>Reports</u>	Please select file in csv format and click the Upload File button			
Links	Browse.		ad CSV File	
- PDF Viewer				
- <u>Support</u> - CPD Home	1			
- HUD Home				

## Data Upload: Responsible Org.

#### Login ID: Role:Grantee Admin

#### Action Plan

- View All

#### Projects

- Add Project
- Search/Edit Project
- Upload Project

#### **Responsible Organization**

- <u>Add</u>

- Search

Upload

#### Utilities

- Print Page
- Profile
- Help
- Logout
- <u>Reports</u>

#### Links

- PDF Viewer
- Support
- CPD Home
- HUD Home

<u>iin</u>	Action Plans
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Action Plans

#### View All Action Plans

Adn

<u>State</u>	Grantee Name	<u>Grant</u>
CA		<u>B-11-</u>

#### **Upload Responsible Organizations**

**Grants** 

<u>Reports</u>

## Data Upload: Responsible Org.

Login ID: Role:Grantee	Admin DRGR Data Upload	Actio	on Plans	Drawdo
Action Plan - <u>View All</u>				
<ul> <li>Projects</li> <li>Add Project</li> <li>Search/Edit Project</li> <li>Upload Project</li> </ul>	Select Upload Type	ResponsibleOrgAdd ResponsibleOrgContactData ResponsibleOrgContactData	← 5	Select Data to
Responsible Organization - <u>Add</u> - <u>Search</u> - <u>Upload</u>	Click <u>here</u> to view s	ample upload templates.	P	
Utilities - Print Page	Select button to ge	t specific DRGR data	Supporting Info	■ ← Download Existing Data
- <u>Profile</u> - <u>Help</u> - <u>Logout</u> - <u>Reports</u>	Please select file in cs	v format and click the Uplo	ad File button	
Links - PDF Viewer	]	Browse Upload	← Up	load CSV File
- <u>CPD Home</u> - <u>HUD Home</u>	1 <u></u>			
## Review

## Action Plan Module Review

- Adding the Action Plan
- Projects
- Responsible Organizations
- Activities
  - Adding
    - Basics
    - Beneficiary Data
    - Proposed Accomplishments
    - Investment Location (Map Viewer functions)
    - Supporting Documents (optional)
  - Moving / Re-assigning Activities
  - Combining Activities
- Submitting the Action Plan
  - Email notices/subscriptions
- Data Uploads