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Public Action Plan in DRGR Training

Tuesday, June 14, 2022

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Trainer, Training Format and Training Objectives

- Trainer
 - Jennifer Alpha, TDA Consulting, Inc.
 - Steven Edwards, HUD
 - Hana Nelson, HUD
- Training Format
 - Slide Presentation
- Training Objectives
 - Applicability of the Public Action Plan
 - Differences between the Public Action Plan and DRGR Action Plan
 - Processes for creating and submitting the Public Action Plan in DRGR
 - How to amend Public Action Plans in DRGR

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Public Action Plan Overview						

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<h2>Public Action Plan Overview</h2> <ul style="list-style-type: none"> • Public Law 117-43 now requires CDBG-DR grantees to use the DRGR system to develop a single Action Plan that will include <ul style="list-style-type: none"> • the Public Action Plan (NEW) • the DRGR Action Plan • New Public Action Plan component will serve as an umbrella for the DRGR Action Plan (Projects and Activities) • This new requirement of the Public Action Plan applies prospectively <ul style="list-style-type: none"> • No effect on previously executed CDBG-DR grant agreements • CDBG-DR FY2020 and FY2021 grantees 						

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Public Action Plan Overview (continued)

- Applicable *Federal Register* notice (87 FR 31636 and 87 FR 6264)
*“The grantee’s action plan must identify the use of all funds— including criteria for eligibility and how the uses address long-term recovery needs, restoration of infrastructure and housing, economic revitalization, and the incorporation of mitigation measures in the MID areas. HUD created the **Public Action Plan in DRGR** which is a function that allows grantees to **develop and submit** their action plans for disaster recovery directly into DRGR. **Grantees must use HUD’s Public Action Plan in DRGR to develop all CDBG–DR action plans and substantial amendments submitted to HUD for approval.** The Public Action Plan is different from the DRGR Action Plan, which is a comprehensive description of projects and activities in DRGR.” = Page 31655*

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Public Action Plan Overview (FY 2020 and FY2021 Grantees)

- 2020 CDBG-DR Notice
 - 87 FR 6364
- 2020 and 2021 CDBG-DR Notice
 - 87 FR 31636
- Grantees
 - New Grants
 - Additional Grant Funds
 - Consolidated Grants (Received FY2020 and FY2021 CDBG-DR funds)
- Public Action Plan templates vary by grantee
 - Important for grantees to review Public Action Plan template in DRGR prior to drafting Public Action Plan

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Public Action Plan Overview (continued)

- **Public Action Plan** is the same as the “paper” or “published” Action Plans that have previously been required
- Applicable CDBG-DR grantees are required to build out that “paper” or “published” Action Plan in DRGR as the **Public Action Plan**
- **Public Action Plan** is a public facing document so there will be no loss of transparency
- All **Public Action Plan** amendments submitted via DRGR
 - Substantial
 - Non-Substantial

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Public Action Plan vs. DRGR Action Plan

- **DRGR Action Plan (Projects and Activities)** is the same as the Action Plan that existing grantees are currently utilizing in DRGR
 - Grantees build out details of activities within the overall structure of the Public Action Plan
 - DRGR Action Plan (Projects and Activities) is a comprehensive description of projects and activities
 - Activities will be associated with Grantee Programs
 - Data aggregated at Grantee Programs level

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Public Action Plan and DRGR Action Plan

- Relationship
 - Public Action Plans have a direct relationship with DRGR Action Plans (Projects and Activities)
 - If a program is not entered in the Public Action Plan, grantees will be unable to add projects and activities for the program in the DRGR Action Plan (Projects and Activities)
 - Public Action Plan can be downloaded from DRGR to allow for public review
 - DRGR Action Plan (Projects and Activities) must be submitted and approved in order to submit QPRs

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Public Action Plan and DRGR Action Plan Hierarchy

```

graph TD
    P[Public Action Plan] --> T[Template]
    P --> PR[Programs]
    T --> TN[Narratives]
    T --> TM[Maps]
    T --> TD[Tables/Data]
    PR --> PRN[Narratives]
    PR --> PRB[Budget]
    PR --> PRP[Projections]
    
    D[DRGR Action Plan] --> P1[Project 1]
    D --> P2[Project 2]
    D --> P3[Project 3]
    P1 --> P1A[Activity 1.A]
    P1 --> P1B[Activity 1.B]
    P2 --> P2A[Activity 2.A]
    P3 --> P3A[Activity 3.A]
    P3 --> P3B[Activity 3.B]
    P3 --> P3C[Activity 3.C]
  
```

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DRGR Action Plan (Projects and Activities) Hierarchy

```

graph TD
    DRGR[DRGR ACTION PLAN] --> P1[PROJECT 1]
    DRGR --> P2[PROJECT 2]
    DRGR --> P3[PROJECT 3]
    P1 --> A1A[ACTIVITY 1.A]
    P1 --> A1B[ACTIVITY 1.B]
    P2 --> A2A[ACTIVITY 2.A]
    P3 --> A3A[ACTIVITY 3.A]
    P3 --> A3B[ACTIVITY 3.B]
    P3 --> A3C[ACTIVITY 3.C]
  
```

- Projects must be created first, then Activities.
- Once a Project is created, Activities can then be added to the Project.

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DRGR Modules

- DRGR Modules required to meet reporting requirements
 - Manage My Grants
 - Grantees develop:
 - Public Action Plan
 - DRGR Action Plan (Projects and Activities)
 - Manage My Financials
 - Manage My Compliance
 - DRGR Modules that support meeting reporting requirements
 - Administration
 - Home Page
 - Data Analytics
 - My Profile

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DRGR Module Relationships

- Manage My Grants: Action Plans
 - **Public Action Plans** includes the grantee's plan for disaster recovery that identifies the proposed use of funds. Developed and submitted for HUD review and approval via the DRGR system.
 - **DRGR Action Plans** are the core of DRGR reporting and allow HUD to monitor grantee projects/activities for compliance and spending at a granular detail.
- Manage My Grants: Performance Reports
 - Submit quarterly (QPR) to show accomplishments and share information.
 - If the Action Plan is not properly set-up, grantees will be unable to report on required metrics in the QPR.
- Manage My Financials
 - Grantees can access grant funds by obligating funds and creating vouchers at the Activity level.
 - Project and Activity Budgets set in the Action Plan limit the amount of funds a grantee can obligate and draw for that Activity.
- Home and My Profile
 - **Home:** Displays useful resources and tasks based on the user's role.
 - **My Profile:** Shows the user's information and roles.
- Administration
 - User Roles determine a user's ability to access and complete certain tasks in DRGR.
 - Grantees must have at least two DRGR users but at least four (as backups) are recommended.
- Manage My Compliance
 - **Flags** are automatically generated by DRGR to alert users of actions that need to be corrected to achieve compliance based on data entered by grantees.
 - **Monitoring/Audits/TA events** are connected to a Grant and DRGR activity.
- Data Analytics
 - Reports are incredibly useful to determine the status of users, activities, financial information and several other data points entered by grantees in DRGR.

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CDBG-DR Mitigation Set-Aside (New requirement)

- P.L. 117-43 includes 15% mitigation set-aside amount requirement for "Mitigation-only" activities
- HUD has developed the ability for grantees to identify "Mitigation-only" activities in DRGR
 - Allows grantees and HUD to track budgets, funds drawn and expended for mitigation identified activities
- Activity types in DRGR beginning with "MIT" are designated as "Mitigation-only" activities
 - Grantees should use these activity types to identify "Mitigation-only" activities to track progress towards 15% set-aside
 - See P.L. 117-43 DRGR Fact Sheet on HUD Exchange for additional details and instructions for activity setup

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Public Action Plan Overview FAQs

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FAQ – Applicability and Templates

- **QUESTION:** What are some instances when a Public Action Plan IS NOT required?
- **ANSWER:** Non-FY20 and FY21 CDBG-DR grantees, which means the grantee did not receive funding under PL 117-43, are not required to submit Public Action Plans in DRGR.
- **QUESTION:** Once awarded FY20 and FY21 CDBG-DR funds, should grantees obtain access to DRGR immediately, if necessary, and review the grant's Public Action Plan template, prior to drafting its Public Action Plan?
- **ANSWER:** Yes, grantees should review their applicable Public Action Plan Template prior to drafting its Public Action Plan to ensure all required template sections are completed prior to submitting in DRGR.

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<h2>DRGR Terms and Definitions</h2> <p>Public Action Plan Grantee Programs Projects Activities</p>					

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<h2>DRGR Terms and Definitions</h2>						
DRGR Manual Chapter	Term	DRGR Definition				
Chapter 11	Public Action Plan	The grantee's action plan for disaster recovery that identifies the proposed use of all funds. Note: The Public Action Plan has a separate review status from the DRGR Action Plan.				
Chapter 10	DRGR Action Plan (Projects and Activities)	A comprehensive description of projects and activities. Note: The DRGR Action Plan has a separate review status from the Public Action Plan.				
Chapter 13	Grantee Program	A representation of complex programs typically categorized by activity categories (Housing, Infrastructure, Economic Development, etc.). Grantee Programs offer a way to group and report cumulative data in illustrative dashboards.				
Chapter 12	Project	The most common grouping of activities. Projects represent major programs or responsible organizations.				
Chapter 14	Activity	Associated with one project and one Grantee Program (if Public Action Plan submission required) in DRGR. Activities contain the most information used by HUD to monitor for compliance with programmatic requirements.				

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Public Action Plan Sequence

FIRST - Grantee Program(s) must be developed prior to completing the Public Action Plan Template.

SECOND - Once at least one Program is created, grantees can complete the Public Action Plan template narratives.

The diagram illustrates the sequence of steps. On the left, under 'FIRST', two boxes labeled 'GRANTEE PROGRAM 1' and 'GRANTEE PROGRAM 2' are shown. Each box has three sub-items: 'Narrative', 'Budget', and 'Projections'. On the right, under 'SECOND', a box labeled 'PUBLIC ACTION PLAN TEMPLATE' is shown. It has three sub-items: 'Narrative', 'Data Tables', and 'Maps'. A vertical line separates the two sections, indicating that the first step must be completed before the second step begins.

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DRGR Terms and Definitions – Grantee Programs

- Grantee Programs offer a unique way to group and report cumulative data for the programs described in the Public Action Plan
- Grantee Programs are only available to a limited number of Grantees based on program appropriation
- Once activities are associated with a Grantee Program:
 - All activity related data will be aggregated and displayed at the Program level under the **Programs** tab of the **Manage Action Plan** screen
- For example, a “Housing” Grantee Program Type may be limited to housing Activity Types such as housing new construction or rehabilitation/reconstruction
 - Each activity’s **Activity Type** will dictate the **Grantee Program** available to associate

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DRGR Terms and Definitions – Grantee Programs (continued)

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DRGR Terms and Definitions – Grantee Programs (continued)

Disaster Recovery Grant Reporting System | X-21-DR-36-TEST3

Manage Action Plan

Back | Submit Plan | Public Action Plan

Grant Number: X-21-DR-36-TEST3
 Grantee Name: New York
 Appropriation Code: 2020 Disasters
 Public Action Plan Status: Original - In Progress
 Action Plan Status: Original - In Progress

LOCCS Authorized Amount: \$0.00
 Grant Award Amount: \$5,000,000.00
 Total Estimated PI/RL Funds: \$0.00
 Total Budget: \$5,000,000.00

Narratives | **Programs** | Documents | Financials | Measures | Projects | Activities | History | Upload

Grantee Programs

Copy | Print | CSV | Excel | Add Grantee Program

Search:

Grantee Program Type	Grantee Program Name	Number of Associated Activities	Proposed Budgets	Proposed HUD-Identified MID Budget	Proposed Grantee-Identified MID Budget	Activity Budget	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn	Action
Housing Program	New York SF Rehab Housing Recovery Program	2	\$50,000.00	\$35,000.00	\$15,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	Edit

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<h2>DRGR Terms and Definitions FAQs</h2>					

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<h3>FAQ – Grantee Programs</h3> <ul style="list-style-type: none"> • QUESTION: <u>Is there a program category for Planning (zoning updates, flood studies, etc.)? Where should these be housed?</u> • ANSWER: DRGR does not have a “Grantee Program Types” to house Planning or Administrative activities; however, they can be referenced in the applicable Narrative sections and Budget tables of the template. • QUESTION: <u>What are examples of “Grantee Program Types” available to include in the Public Action Plan?</u> • ANSWER: Grantee Programs may include housing, infrastructure, economic development, public facilities, buyouts, public services and/or mitigation programs that may be broken out even further by applicable activity types. For example, Single Family Housing Rehabilitation program. 						

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Public Action Plan Workflow

Public Action Plan > DRGR Action Plan (Projects and Activities) > Financials (Vouchers) > Performance Reports

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Public Action Plan Workflow

- 1

Grantee requests DRGR user profiles and Grantee Administrators authorizes access to grant, if applicable
- 2

Grantee review Public Action Plan template, completes research and analysis to determine disaster recovery needs and how funds will address needs
- 3

Grantee develops Public Action Plan in DRGR and makes available for public comment
- 4

Grantee finalizes and submits Public Action Plan via DRGR

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Public Action Plan Workflow (continued)

- 5 HUD reviews and approves (or rejects) Public Action Plan in DRGR
- 6 Grantee submits and HUD reviews and approves Financial Certifications and Implementation Plan via email
- 7 HUD completes Pre-Award Risk Assessment Tool and executes grant agreement
- 8 Grantee develops and submits DRGR Action Plan (Projects and Activities)

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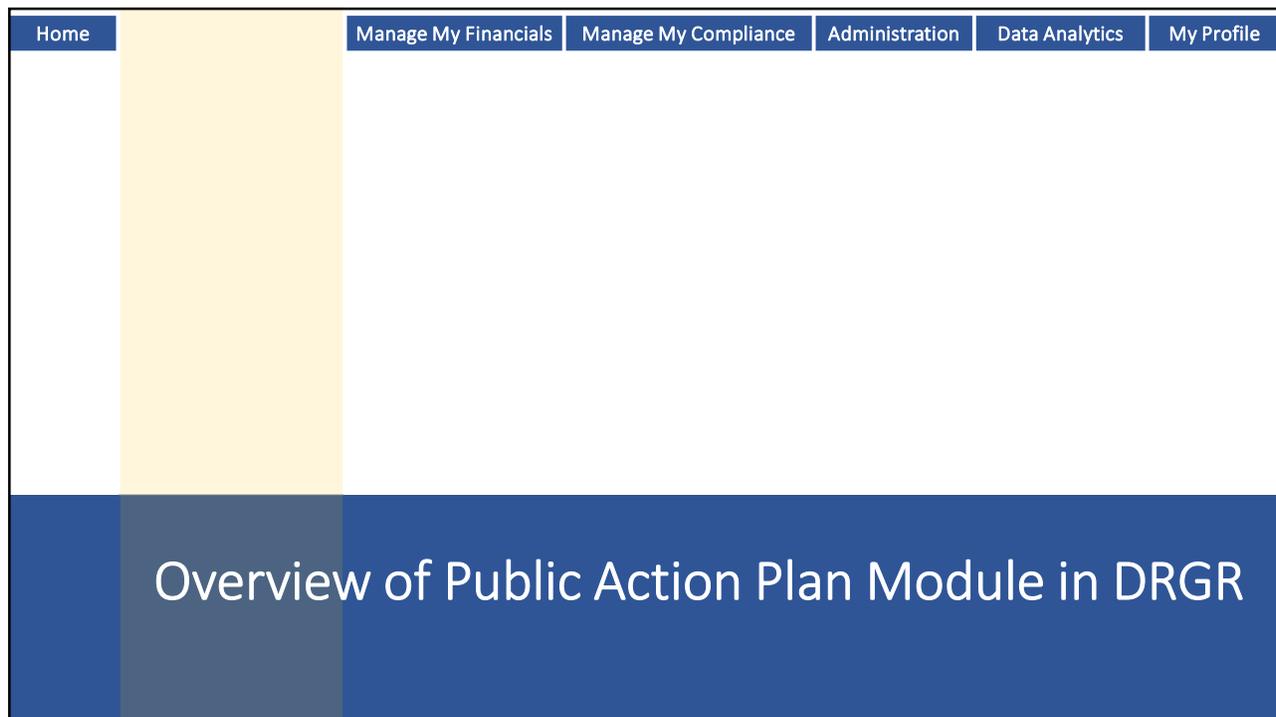
Home	Manage My Grants	Manage My Financials	Manage My Compliance	Administration	Data Analytics	My Profile
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Public Action Plan Workflow (continued)

- 9 HUD reviews and approves (or rejects) DRGR Action Plan (Projects and Activities)
- 10 HUD DRGR Super User reduces Restricted Balance to allow grantee access to CDBG-DR grant funds
- 11 Grantee submits vouchers via *Manage My Financials* modules in DRGR
- 12 Grantee submits Performance Report (QPR) quarterly no later than 30 days following the end of each fiscal quarter

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Overview of Public Action Plan Module in DRGR

- Users must **lock** or select the chosen grant utilizing the **Locked Grant** box feature before proceeding to work on the grant
- Users can access both the Public Action Plan and DRGR Action Plan through the **Manage My Grants** module
- Users will then select the **Manage Action Plan** menu option

Disaster Recovery Grant Reporting System | X-21-DR-36-test1 | Manage My Grants | Manage My Financials | Manage My Compliance | Administration | Data Analytics | My Profile

Manage My Grants

- ACTION PLANS**
 - Manage Action Plan
 - View Action Plan
 - Download Action Plan
 - Search Action Plans
 - Review Tools
 - Lookup Consolidated Plans
- GRANTS**
 - View Grant
 - Search Grants
- PROJECTS**
 - Add Project
 - View Projects/Activities
 - Download Projects/Activities
 - Search Projects
- ACTIVITIES**
 - Add Activity
 - Search Activities
- GRANTEE PROGRAMS**
 - Add Grantee Program
 - Search Grantee Programs
- PERFORMANCE REPORTS**
 - Manage Performance Report
 - Search Performance Reports
 - Manage Addresses

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The screenshot shows the 'Manage Action Plan' page in the Disaster Recovery Grant Reporting System. The top navigation bar includes 'Home', 'Manage My Grants', 'Manage My Financials', 'Manage My Compliance', 'Administration', 'Data Analytics', and 'My Profile'. The main content area is titled 'Manage Action Plan' and displays details for grant X-21-DR-36-test2. Callouts indicate that the 'Narratives', 'Programs', 'Documents', and 'Uploads' tabs are used for the Public Action Plan, while the 'Projects', 'Activities', and 'Uploads' tabs are used for the DRGR Action Plan. The 'Uploads' tab is highlighted in both callouts.

Grant Number:	X-21-DR-36-test2	LOCCS Authorized Amount:	\$0.00
Grantee Name:	New York	Grant Award Amount:	\$5,000,000.00
Appropriation Code:	2020 Disasters	Total Estimated PI/RL Funds:	\$0.00 Edit
Public Action Plan Status:	Original - In Progress	Total Budget:	\$5,000,000.00
Action Plan Status:	Original - In Progress		

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The screenshot shows the 'Public Action Plan Narratives Tab' interface. The top navigation bar is the same as in the previous screenshot. The main content area is a dark blue banner with the text 'Public Action Plan Narratives Tab' and 'Public Action Plan Templates' below it.

Public Action Plan Narratives Tab

Public Action Plan Templates

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Home **Manage My Grants** Manage My Financials Manage My Compliance Administration Data Analytics My Profile

Public Action Plan Narratives Tab

Disaster Recovery Grant Reporting System

Manage Action Plan

Grant Number: P-18-FL-12-MIT1
 Grantee Name: Florida
 Appropiation Code: MIT
 Public Action Plan Status: Original - In Progress
 Action Plan Status: Modified - Resubmit When Ready

LOCCS Authorized Amount: \$0.00
 Grant Award Amount: \$680,411,000.00
 Total Estimated PI/RL Funds: \$0.00
 Total Budget: \$680,411,000.00

Narratives | Programs | Documents | Financials | Measures | Projects | Activities | History | Upload

Required	Content Name	Content Type	Last Updated Date	Last Updated By	Status	Actions
	COVER					
*	Document Title	Narrative	Feb 22, 2022	T016GA>Last:T016GA>Last	Completed	🔗
*	Document Abstract	Narrative	Feb 22, 2022	T016GA>Last:T016GA>Last	Completed	🔗
	TABLE OF CONTENTS					
*	1. Executive Summary	Heading			Completed	🔗
*	Overview	Narrative	Feb 17, 2022	T016GA>Last:T016GA>Last	Pending	🔗
*	Disaster Specific Overview	Narrative	Feb 2, 2022	T016GA>Last:T016GA>Last	Completed	🔗
*	Summary	Narrative	Feb 2, 2022	T016GA>Last:T016GA>Last	Completed	🔗
*	Unmet Needs and Proposed Allocation	Table			Pending	🔗
*	2. Unmet Needs Assessment	Heading			Completed	🔗
*	Overview	Narrative	Feb 14, 2022	T016GA>Last:T016GA>Last	Pending	🔗
*	a. Housing Unmet Needs	Narrative			Pending	🔗
*	Disaster Damage and Impacts	Narrative			Pending	🔗
*	(1) Single Family v. Multi-Family Needs: Owner Occupied v. Tenant	Narrative			Pending	🔗
*	FEMA IA Owner Occupied	Table	Feb 7, 2022	T016GA>Last:T016GA>Last	Completed	🔗
*	FEMA IA Tenant Occupied	Table	Feb 6, 2022	T016GA>Last:T016GA>Last	Completed	🔗
*	FEMA Real Property Damage Owner Occupied Units	Table			Pending	🔗
*	FEMA Real Property Damage Rental Units	Table			Pending	🔗
*	(2) Public Housing and Affordable Housing	Narrative	Feb 2, 2022	T016GA>Last:T016GA>Last	Completed	🔗

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Public Action Plan Narratives Tab (continued)

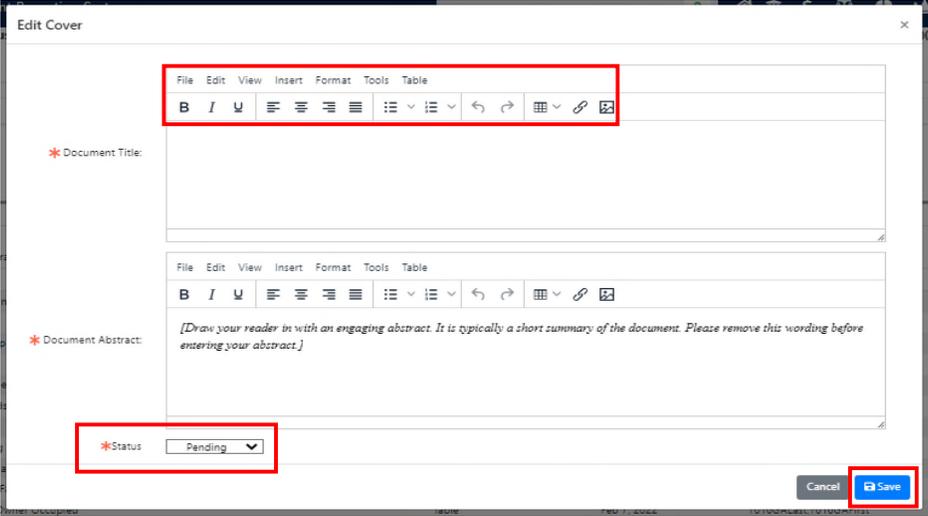
4. Grantee Proposed Use of Funds	Heading				Completed	🔗
*	Overview	Narrative	Feb 16, 2022	T016GA>Last:T016GA>Last	Completed	🔗
*	Program Budget	Table			Pending	🔗
*	Connection to Unmet Needs	Narrative			Pending	🔗
*	Leveraging Funds	Narrative			Pending	🔗
*	Program Partners	Narrative			Pending	🔗
*	Distribution of Funds	Narrative			Pending	🔗
*	Program Income	Narrative			Pending	🔗
*	Retail or Recapture	Narrative			Pending	🔗
	b. Program Details	Narrative			Pending	🔗
	Housing Program(s)	Grantee Program Type			Completed	🔗
	Buyout Program(s)	Grantee Program Type			Completed	🔗
	Infrastructure Program(s)	Grantee Program Type			Completed	🔗
	Economic Revitalization Program(s)	Grantee Program Type			Completed	🔗
	Public Facilities Program(s)	Grantee Program Type			Completed	🔗
	Public Services Program(s)	Grantee Program Type			Completed	🔗
	5. Appendix	Heading			Completed	🔗
*	a. Certifications	Narrative			Pending	🔗
*	b. Waivers (if applicable)	Narrative			Pending	🔗
*	c. Summary and Response of Public Comments	Narrative			Pending	🔗
*	d. Data Sources/Methodologies	Narrative			Pending	🔗
*	e. Important Definitions and Terms	Narrative			Pending	🔗
*	f. Standard Form 424	Narrative			Pending	🔗

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Public Action Plan *Narratives* Tab (continued)



The screenshot shows the 'Edit Cover' form with the following fields and options:

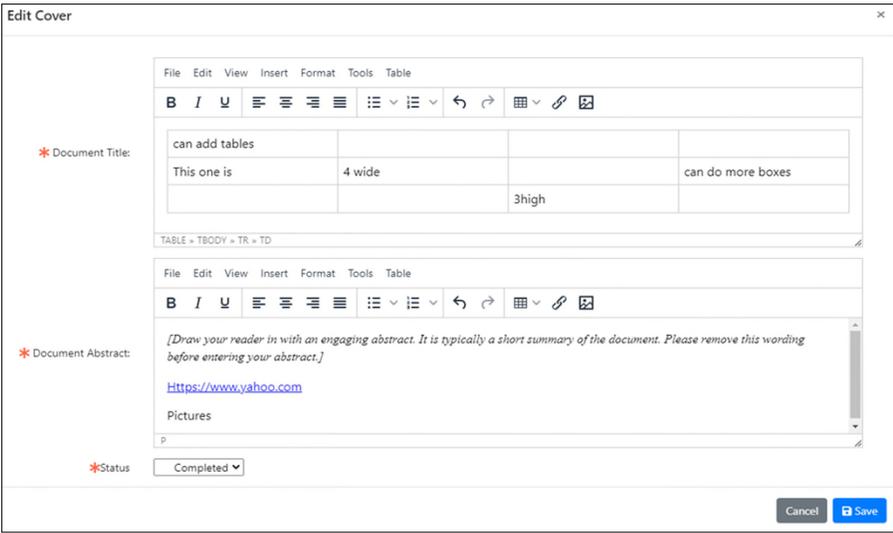
- Document Title:** A text input field.
- Document Abstract:** A text area containing the placeholder text: *[Draw your reader in with an engaging abstract. It is typically a short summary of the document. Please remove this wording before entering your abstract.]*
- Status:** A dropdown menu currently set to 'Pending'.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.

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Public Action Plan *Narratives* Tab (continued)



The screenshot shows the 'Edit Cover' form with the following fields and options:

- Document Title:** A text input field containing a table:

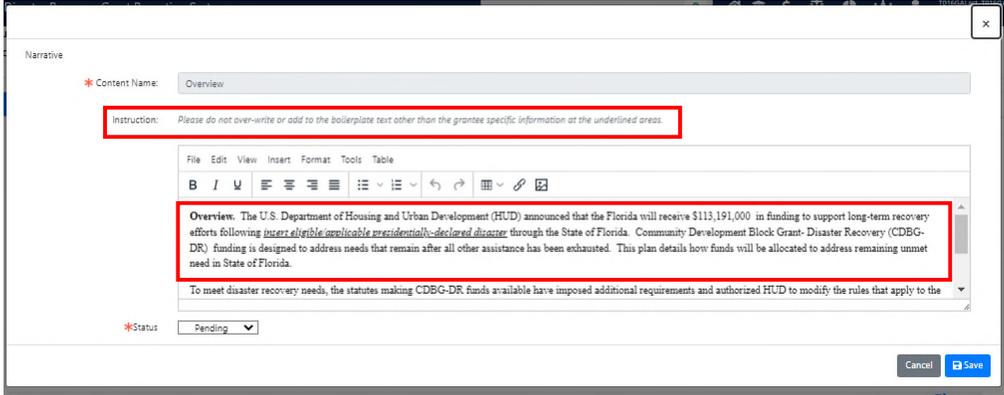
can add tables			
This one is	4 wide		can do more boxes
		3high	
- Document Abstract:** A text area containing the placeholder text: *[Draw your reader in with an engaging abstract. It is typically a short summary of the document. Please remove this wording before entering your abstract.]*, followed by a URL <https://www.yahoo.com> and a picture placeholder.
- Status:** A dropdown menu currently set to 'Completed'.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.

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Public Action Plan *Narratives* Tab (continued)



Narrative

* Content Name: Overview

Instruction: Please do not over-write or add to the boilerplate text other than the grantee specific information at the underlined areas.

File Edit View Insert Format Tools Table

B *I* U [Text Alignment Icons] [List Icons] [Undo/Redo] [Table Icon] [Link Icon]

Overview. The U.S. Department of Housing and Urban Development (HUD) announced that the Florida will receive \$113,191,000 in funding to support long-term recovery efforts following under eligible applicable presidentially-declared disaster through the State of Florida. Community Development Block Grant- Disaster Recovery (CDBG-DR) funding is designed to address needs that remain after all other assistance has been exhausted. This plan details how funds will be allocated to address remaining unmet need in State of Florida.

To meet disaster recovery needs, the statutes making CDBG-DR funds available have imposed additional requirements and authorized HUD to modify the rules that apply to the

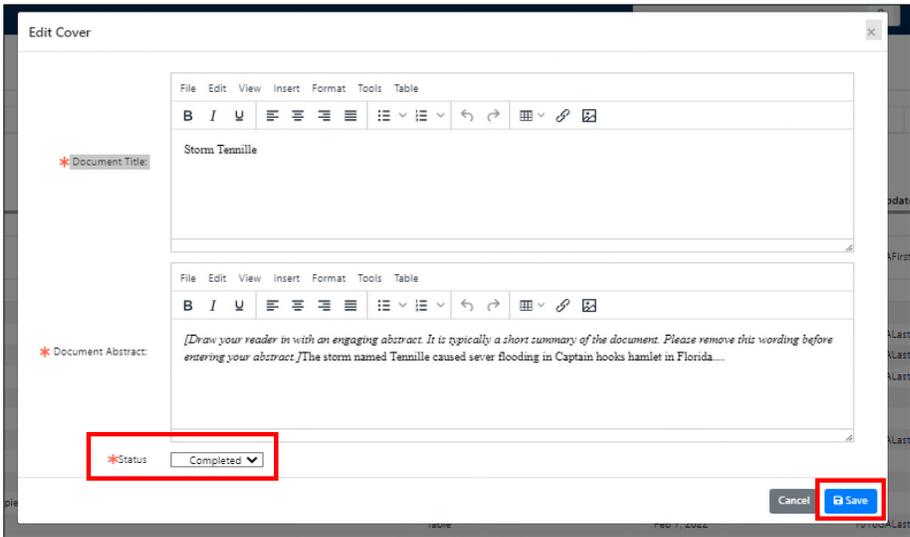
*Status: Pending

Cancel Save

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Public Action Plan *Narratives* Tab (continued)



Edit Cover

File Edit View Insert Format Tools Table

B *I* U [Text Alignment Icons] [List Icons] [Undo/Redo] [Table Icon] [Link Icon]

* Document Title: Storm Tennille

File Edit View Insert Format Tools Table

B *I* U [Text Alignment Icons] [List Icons] [Undo/Redo] [Table Icon] [Link Icon]

* Document Abstract: [Draw your reader in with an engaging abstract. It is typically a short summary of the document. Please remove this wording before entering your abstract.]The storm named Tennille caused sever flooding in Captain hooks hamlet in Florida....

*Status: Completed

Cancel Save

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Public Action Plan *Narratives* Tab (continued) – Tables

Multifamily HUD-Assisted Housing

Type Of Damage	# of Properties	# of Units	# of Units Assisted	# of Units Waiting Assistance
Minor-Low	1	1	1	1
Minor-High	0	0	0	0
Major-Low	1	0	0	0
Major-High	0	0	0	0
Severe	0	0	0	0
Total	2	1	1	1

*Data Source(s) Test

*Status Completed

Cancel Save

* Summary Narrative Feb 2, 2022 T016GALast:T016GAFirst Completed

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Public Action Plan *Narratives* Tab (continued) – Tables Tips

- Grantees may not have data to populate or may determine required template “Tables” are not applicable
 - Grantees should include information for public, HUD CPD Rep and/or Grant Manager to understand determination
 - Grantees may populate tables with “0” or text
- Grantees have the ability to create tables to include additional data in “Narratives” sections
- Tables can be formatted to add additional rows but unable to edit columns
 - Pre-set tables for appropriation
- Questions about required tables should be discussed with HUD CPD Rep and then forwarded to HUD DRGR team if system defect related

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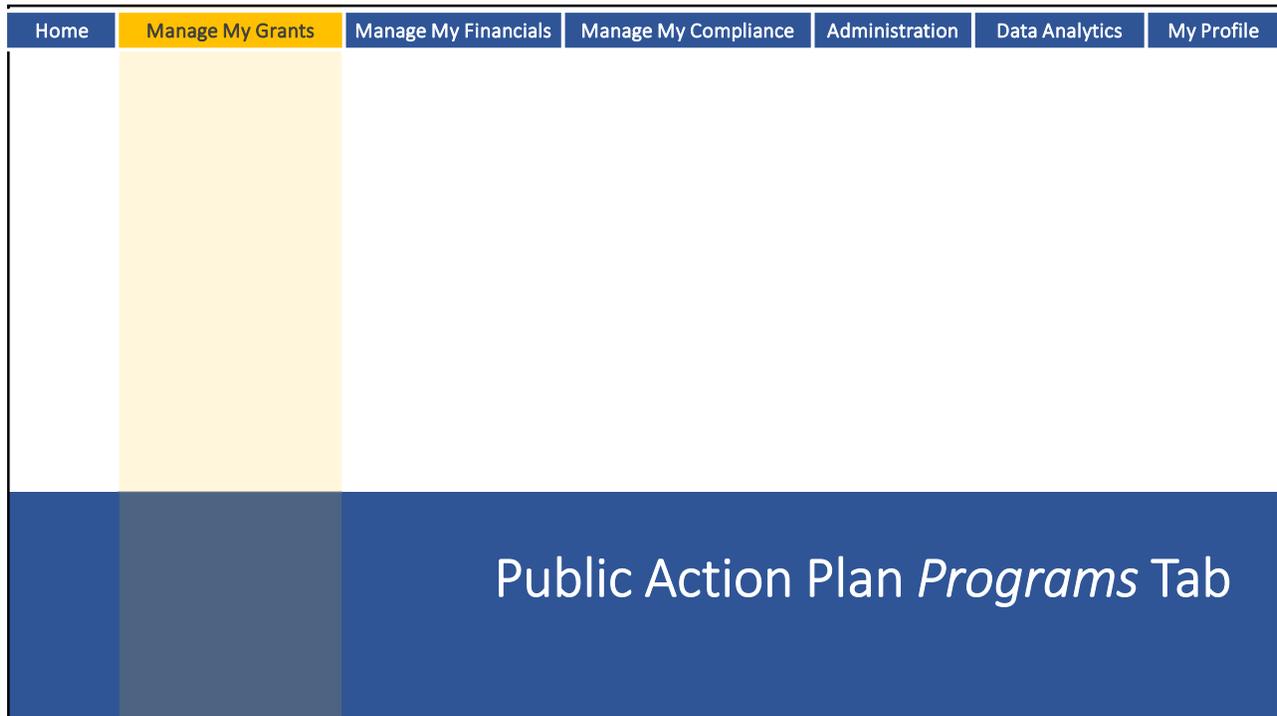
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<h2>Public Action Plan <i>Narratives</i> Tab FAQs</h2>						

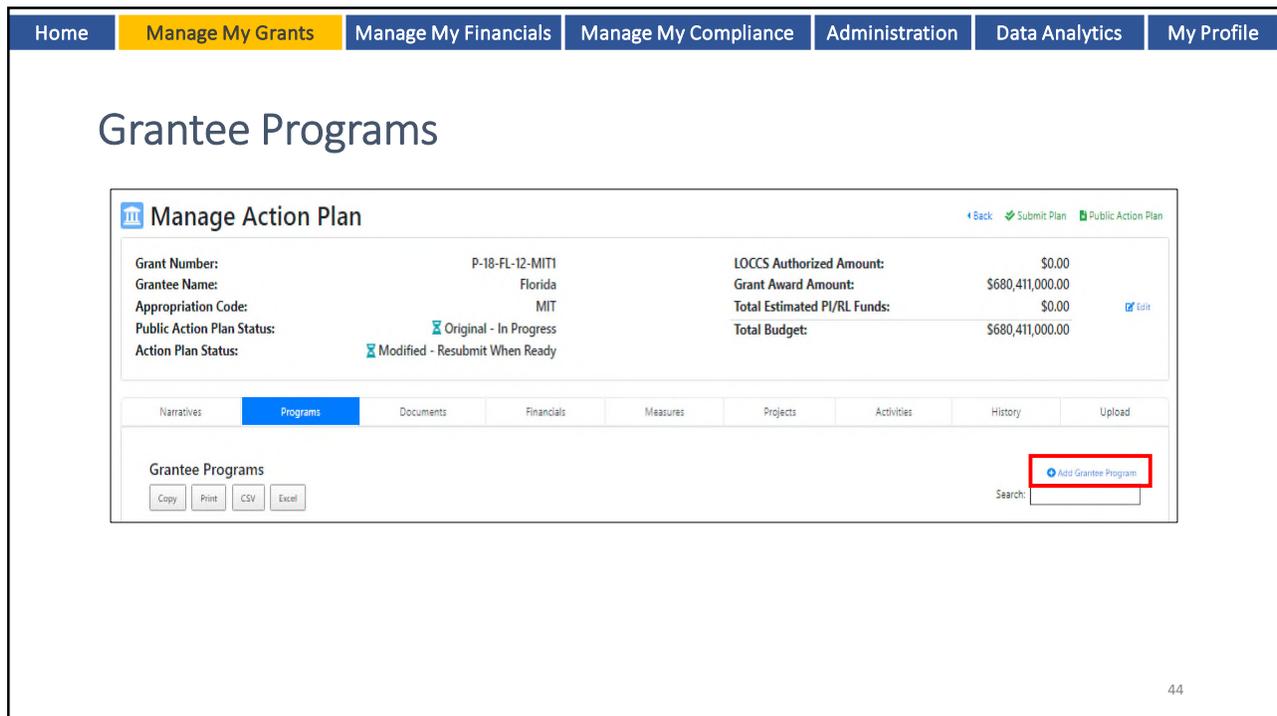
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Home	Manage My Grants	Manage My Financials	Manage My Compliance	Administration	Data Analytics	My Profile
<h3>FAQ – Template (Narratives and Table Sections)</h3> <ul style="list-style-type: none"> • QUESTION: <u>Can formatting be done in Word and carried over into DRGR without the formatting being lost?</u> • ANSWER: DRGR does not recognize all formatting used by Word, so grantees will have to reformat text, create tables and upload/embed graphics within the DRGR system. Best practice, assume most text will copy over from Word without much formatting but prepare to manually create tables and add graphics, images, maps, etc. • QUESTION: <u>Can grantees add graphics, maps, and branding within the Public Action Plan? Also, is there size limitations when it comes to word/character count or the size of images or maps, if allowed, in DRGR for the Public Action Plan?</u> • ANSWER: Yes, grantees can add graphics, maps and branding. The only restriction is the image uploads that are limited to 500kb per image. <p style="text-align: right;">42</p>						

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Grantee Programs (continued)

Add Grantee Program

Details

Appropriation: MIT

Grant: P-18-FL-12-MIT1

* Grantee Program Type: Select One

Select One

GPT1

Buyout Program

Economic Revitalization Program

Infrastructure Program

Public Services Program

GPT2

Housing Program

Public Facilities Program

* Grantee Program Name:

Budget

	Proposed Budget	Proposed MID Threshold Budget HUD Identified	Proposed MID Threshold Budget Grantee Identified
B-18-DP-12-0002:	\$ 0	\$ 0	\$ 0
B-19-DT-12-0001:	\$ 0	\$ 0	\$ 0
TOTALS:	\$ 0	\$ 0	\$ 0

Cancel Save

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Grantee Programs (continued)

Add Grantee Program

Details

Appropriation: MIT

Grant: P-18-FL-12-MIT1

* Grantee Program Type: Infrastructure Program

* Grantee Program Name: Hamlet of Captain Hook

Budget

	Proposed Budget	Proposed MID Threshold Budget HUD Identified	Proposed MID Threshold Budget Grantee Identified
B-18-DP-12-0002:	\$ 200	\$ 100	\$ 100
B-19-DT-12-0001:	\$ 200	\$ 100	\$ 100
TOTALS:	\$ 400	\$ 200	\$ 200

Cancel Save

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Grantee Programs in DRGR

Disaster Recovery Grant Reporting System
P-18-FL-12-MIT1

Manage Action Plan

Grant Number: P-18-FL-12-MIT1

Grantee Name: Florida

Appropriation Code: MIT

Public Action Plan Status: ✔ Original - In Progress

Action Plan Status: ✕ Modified - Resubmit When Ready

LOCCS Authorized Amount: \$0.00

Grant Award Amount: \$680,411,000.00

Total Estimated PI/RL Funds: \$0.00 [Edit](#)

Total Budget: \$680,411,000.00

Narratives **Programs** Documents Financials Measures Projects Activities History Upload

Grantee Programs

Copy Print CSV Excel

Add Grantee Program

Grantee Program Type	Grantee Program Name	Number of Associated Activities	Proposed Budgets	Proposed HUD-Identified MID Budget	Proposed Grantee-Identified MID Budget	Activity Budget	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn	Action
Economic Revitalization Program	Economic Business Revitalization	0	\$200.00	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Edit
Housing Program	Multi-Family Rehabilitation	0	\$1,000.00	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Edit
Housing Program	Single Family Rehabilitation	0	\$1,000.00	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Edit
Infrastructure Program	Hamlet of Captain Hook	0	\$400.00	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Edit

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Public Action Plan Documents Tab

Uploading Supporting Documents

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Public Action Plan Documents Tab

Disaster Recovery Grant Reporting System Florida | P-18-FL-12-MIT1

Manage Action Plan [Public Action Plan](#)

Grant Number: P-18-FL-12-MIT1
 Grantee Name: Florida
 Appropriation Code: MIT
 Public Action Plan Status: Original - In Progress
 Action Plan Status: Modified - Resubmit When Ready

LOCCS Authorized Amount: \$0.00
 Grant Award Amount: \$680,411,000.00
 Total Estimated PI/RL Funds: \$0.00
 Total Budget: \$680,411,000.00

Narratives Programs **Documents** Financials Measures Projects Activities History Upload

Supporting Documents [Add Document](#)

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

Name	Date	Type	Access	Uploaded By Group	Uploaded By	Actions
Sample_GPExpensesProjectionsAddEdit1.csv	02/18/2022	CSV	Public	HUD Users	T016FOFirst T016FOLast	Download Share
Performance ReportReviewChecklist Comments.xlsx	02/08/2022	XLSX	Public	HUD Users	T016FOFirst T016FOLast	Download Share
QPR checklist mandatory worksheet.xlsx	02/08/2022	XLSX	Public	HUD Users	T016FOFirst T016FOLast	Download Share
test for uploads.xlsx	02/18/2022	XLSX	Private	HUD Users	T016FOFirst T016FOLast	Download Share
Testdoc.docx	02/18/2022	DOCX	Private	Grantee Users	T016GRFirst T016GRLast	Download
test for DRGR load up.xlsx	02/14/2022	XLSX	Private	Grantee Users	T016GAFirst T016GALast	Download
existing 2016 LTW QPR Checklist.pdf	02/08/2022	PDF	Private	Grantee Users	T016GAFirst T016GALast	Download

Supporting Links [Add Link](#)

Name	Date	Uploaded By Group	Uploaded By	Actions
Florida DR website	02/08/2022	Grantee Users	T016GAFirst T016GALast	Download

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Public Action Plan Documents Tab (continued)

Size Limit: -3 Megabytes (MB)
 Types of Access: -Public (Anyone with access to grant can see attachment).
 -Private (Only assigned CPD Representatives can see attachment.)

Add Supporting Documents

Select Access Type: Private Public

Select File to Upload: [Choose File](#) file chosen

File Selection Dialog

File name: [Open](#) [Cancel](#)

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Public Action Plan Documents Tab (continued)

[ADD DOCUMENT](#)

Uploaded By Group	Uploaded By	Actions
HUD Users	T016FOFirst T016FOLast	
Grantee Users	T016GRFirst T016GRLast	
HUD Users	T016FOFirst T016FOLast	
Grantee Users	T016GAFirst T016GALast	
Grantee Users	T016GAFirst T016GALast	

- Allows a user to delete a previously uploaded document
- Allows users to download a copy of the document
- Allows users to edit a supporting document (See screenshot)

Edit Supporting Documents

* Select Access Type: Private Public

* Select File to Upload:

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Public Action Plan Documents Tab (continued)

existing 2016 LTW QPR Checklist.pdf 02/08/2022 PDF Private Grantee Users T016GAFirst T016GALast

Supporting Links [?](#)

Name	Date	Uploaded By Group	Uploaded By	Actions
Florida DR website	02/08/2022	Grantee Users	T016GAFirst T016GALast	
citi bank	02/18/2022	Grantee Users	T016GRFirst T016GRLast	

Add External Link

NOTE: DRGR is not responsible for external URL Links.

* Link Name:

* Link URL:

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Public Action Plan Documents Tab (continued)

Supporting Links 4

Name	Date	Uploaded By Group	Uploaded By	Actions
List of Google Easter eggs Wiki	02/23/2022	HUD Users	T016FOFirst T016FOLast	
Google in 1998	02/23/2022	HUD Users	T016FOFirst T016FOLast	
Florida DR website	02/08/2022	Grantee Users	T016GAFirst T016GALast	
citi bank	02/18/2022	Grantee Users	T016GRFirst T016GRLast	

- Allows a user to delete a previously saved link
- Warns user they are leaving DRGR a copy of the document

- Opens link in additional browser tab

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Public Action Plan Documents Tab (continued)

- Allows Users to edit a saved link

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<h2>Public Action Plan <i>Documents</i> Tab FAQs</h2>						

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Home	Manage My Grants	Manage My Financials	Manage My Compliance	Administration	Data Analytics	My Profile
<h3>FAQ – Documents Tab</h3> <ul style="list-style-type: none"> • QUESTION: <u>Are documents uploaded via the “Documents” tab included in downloaded copies of Public Action Plan?</u> • ANSWER: No, however, grantees can make reference within Public Action Plan narratives sections, if HUD CPD Rep or other grantee users in DRGR should review document. • QUESTION: <u>If graphics, images, or maps exceed size limit for upload directly into Public Action Plan template, how should grantees proceed?</u> • ANSWER: Grantees should attempt to decrease size of graphic, image and/or map. If unsuccessful and image is required, grantees can upload via the Documents tab and notify HUD CPD Representative. For example, required of SF-424 signature. 						

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Public Action Plan *Uploads* Tab

Uploading Grant Projections

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Uploading Program Projections – Upload Form Layout

Manage My Grants > Manage Action Plan

The screenshot shows the 'DRGR DATA UPLOAD' form layout. It includes a navigation bar with tabs: Narratives, Programs, Documents, Financials, Measures, Projects, Activities, History, and Upload. The 'Upload' tab is selected. The form contains the following elements:

- 1:** An arrow pointing to the 'Upload' button in the top right corner.
- 2:** An arrow pointing to a dropdown menu for 'Select Upload Type' with options: ActivityServiceArea, ActivityServiceAreaRemove, GPExpenditureProjectionAAR-dtl, and GPMeasureProjectionAAR-dtl.
- 3:** An arrow pointing to a 'Supporting Info' button.
- 4:** An arrow pointing to the 'Upload' button in the 'Please select the file to upload' section.
- 5:** An arrow pointing to the 'Choose File' button in the 'Please select the file to upload' section.

Additional text in the form includes: 'Please select the Upload Type', 'Click here to view sample upload templates.', 'Please select file in csv format and click the Upload File button', and a URL: <https://www.hudexchange.info/resource/3703/drgr-data-upload-templates/>

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Uploading Program Projections – Upload Templates

- Two Upload Templates
 - GPExpenditureProjectionAddEdit – Projected Expenditures
 - GPOutcomeProjectionAddEdit – Projected Performance Outcomes/Measures

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Uploading Program Projections – Projected Expenditure Template

- Use the GPExpenditureProjectionAddEdit template to upload projected expenditures
- There are 4 fields in the template:
 - Grant#
 - GranteeProgramName
 - QuarterStartDate
 - ProjectedAmount

Grant#	GranteeProgramName	QuarterStartDate	ProjectedAmount
X-20-MJ-20-0001	GP1	1/1/2022	331
X-20-MJ-20-0001	GP1	4/1/2022	3451.32
X-20-MJ-20-0001	GP1	7/1/2022	1245.33
X-20-MJ-20-0001	GP1	10/1/2022	4235.43
X-20-MJ-20-0001	GP1	1/1/2023	7333
X-20-MJ-20-0001	GP1	4/1/2023	7451.32
X-20-MJ-20-0001	GP1	7/1/2023	7245.33
X-20-MJ-20-0001	GP1	10/1/2023	7235.43

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Uploading Program Projections – Projected Outcomes Template

- Use the GPOutcomeProjectionAddEdit template to upload projected outcomes
- There are 5 fields in the template:

Grant#	GranteeProgramName	QuarterStartDate	MeasureTypeName	ProposedTotal
X-20-MJ-20-0001	GP1	1/1/2022	# of Properties	25
X-20-MJ-20-0001	GP1	4/1/2022	# of Properties	25
X-20-MJ-20-0001	GP1	7/1/2022	# of Properties	25
X-20-MJ-20-0001	GP1	10/1/2022	# of Properties	75
X-20-MJ-20-0001	GP1	1/1/2023	# of Properties	75
X-20-MJ-20-0001	GP1	4/1/2023	# of Properties	100
X-20-MJ-20-0001	GP1	7/1/2023	# of Properties	150
X-20-MJ-20-0001	GP1	10/1/2023	# of Properties	175

Grantee Program Type	Performance Measures
Buyout Program	# of Properties
	# households relocated
Economic Revitalization Program	# of Businesses
	# of Permanent Jobs Created # of Permanent Jobs Retained
Housing Program	# affordable housing units
	# of Elevated Structures
	# of Substantially Rehabilitated Units
Infrastructure Program	# of Linear feet of Public Improvement
	# of Linear miles of Public Improvement
Public Facilities	# of public facilities
	# of Properties
Public Services	# of public facilities
	# of households reached
	# of Businesses # of Cases closed # of Cases opened

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Uploading Program Projections – Upload Results and Debugging

- Upload Results
 - Successful
 - Partially Successful
 - Unsuccessful

DRGR DATA UPLOAD

Upload another file

File Upload Results Info:

Total number of file rows: 1

Uploaded number of rows: 1

Status of the Uploading: Completed Successfully

DRGR DATA UPLOAD

Upload another file

File Upload Results Info:

Total number of file rows: 24

Uploaded number of rows: 22

Status of the Uploading: Completed with some Errors

[Download Upload Details](#)

DRGR DATA UPLOAD

Upload another file

File Upload Results Info:

Total number of file rows: 1

Uploaded number of rows: 0

Status of the Uploading: Completed with some Errors

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN"
http://www.w3.org/TR/html4/loose.dtd>

Reading vect
Line # 1: Error sqlquery (eq/neq operation)
Line # 1: Errors in validate file row: B-18-DP-22-0001 GP1
Line # 1: Error validating file:/export/home/c53335/drgr/documents/drgr_edt_upload_dir/GPMeasureProjectionAddEdit.csv type: ActionPlan.GPMeasureProjectionAddEdit
path=/export/home/c53335/drgr/documents/drgr_edt_upload_dir
logfile=/export/home/c53335/drgr/documents/drgr_edt_upload_dir/GPMeasureProjectionAddEdit.csv_T024GA_08-34-26.557_log.csv
```

[Download Upload Details](#)

[View Upload Data](#)

B-18-DP-22-0001,GP1,1/1/2022,\$500

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2019									
Activity	Activity Allocation	Q1	Phase	Q2	Phase	Q3	Phase	Q4	Phase
Owner-Occupied Rehab and Reconstruction	\$47,627,648			\$1,428,829	RU	\$1,428,829	RU	\$2,381,382	S
FEMA PA Match	\$3,531,803			\$86,529	RU	\$86,529	RU	\$86,529	RU
Multi-Family Housing	\$66,787,799			\$1,836,664	RU	\$1,836,664	RU	\$1,836,664	RU
Administration	\$6,207,750	\$206,925	RU	\$206,925	RU	\$206,925	RU	\$310,387	S
Total Budget	\$124,155,000	\$206,925		\$3,558,948		\$3,558,948		\$4,614,963	
	Funds Remaining	\$123,948,075		\$120,389,127		\$116,830,179		\$112,215,215	

2020									
Activity	Activity Allocation	Q1	Phase	Q2	Phase	Q3	Phase	Q4	Phase
Owner-Occupied Rehab and Reconstruction	\$42,388,607	\$2,381,382	S	\$3,393,470	H	\$2,381,382	S	\$2,381,382	S
FEMA PA Match	\$3,272,215	\$176,590	S	\$176,590	S	\$480,767	H	\$480,767	H
Multi-Family Housing	\$61,277,806	\$3,339,390	S	\$3,339,390	S	\$3,339,390	S	\$3,339,390	S
Administration	\$5,276,588	\$310,388	S	\$310,388	S	\$310,388	S	\$310,388	S
Total Budget	\$112,215,215	\$6,207,750		\$7,219,838		\$6,511,927		\$6,511,927	
	Funds Remaining	\$106,007,465		\$98,787,628		\$92,275,701		\$85,763,775	

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2020									
Activity	Activity Allocation	Q1	Phase	Q2	Phase	Q3	Phase	Q4	Phase
Owner-Occupied Rehab and Reconstruction	\$42,388,607	\$2,381,382	S	\$3,393,470	H	\$2,381,382	S	\$2,381,382	S
FEMA PA Match	\$3,272,215	\$176,590	S	\$176,590	S	\$480,767	H	\$480,767	H
Multi-Family Housing	\$61,277,806	\$3,339,390	S	\$3,339,390	S	\$3,339,390	S	\$3,339,390	S
Administration	\$5,276,588	\$310,388	S	\$310,388	S	\$310,388	S	\$310,388	S
Total Budget	\$112,215,215	\$6,207,750		\$7,219,838		\$6,511,927		\$6,511,927	
	Funds Remaining	\$106,007,465		\$98,787,628		\$92,275,701		\$85,763,775	

Downloading and Submitting Public Action Plan in DRGR

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General Overview of Public Action Plan Templates

- During review and prior to submission, grantee should confirm the following sections of Public Action Plan are completed in DRGR:
 - Cover Page
 - Document Abstract
 - Executive Summary
 - Unmet Needs Assessment
 - Housing Unmet Need
 - Public Housing and Affordable Housing
 - Infrastructure Unmet Need
 - Economic Revitalization Unmet Need
 - General Requirements
 - Grantee Proposed Use of Funds
 - Including Grantee Programs and Projections
 - Appendix

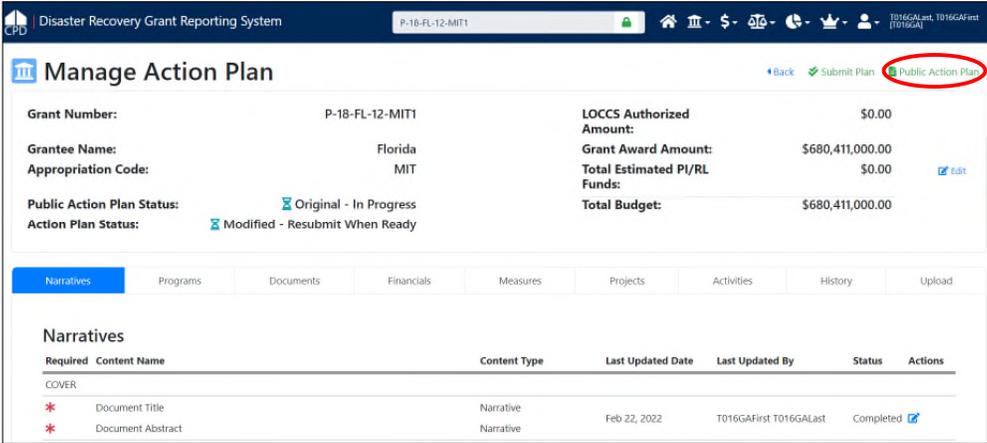
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Downloading Public Action Plan in DRGR

- User will select *Public Action Plan*



Disaster Recovery Grant Reporting System P-18-FL-12-MIT1

Manage Action Plan Back Submit Plan **Public Action Plan**

Grant Number: P-18-FL-12-MIT1 LOCCS Authorized Amount: \$0.00

Grantee Name: Florida Grant Award Amount: \$680,411,000.00

Appropriation Code: MIT Total Estimated PI/RL Funds: \$0.00 [Edit](#)

Public Action Plan Status: Original - In Progress Total Budget: \$680,411,000.00

Action Plan Status: Modified - Resubmit When Ready

Narratives Programs Documents Financials Measures Projects Activities History Upload

Narratives

Required	Content Name	Content Type	Last Updated Date	Last Updated By	Status	Actions
	COVER					
*	Document Title	Narrative	Feb 22, 2022	T016GAFirst T016GALast	Completed	Edit
*	Document Abstract	Narrative				

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Downloading Public Action Plan in DRGR (continued)

- Screen view of *Public Action Plan* will display
 - User will select “1” to download PDF version
 - User will select “2” to download Word version



Public Action Plan

Storm Tenille assessment of

ABSTRACT
*[Draw your reader in with an engaging abstract. It is typically a short summary of the document. Please remove this wording before entering your abstract.]*The storm named Tennille caused sever flooding in Captain hooks hamlet in Florida...

Review History
TABLE OF CONTENTS

1. Executive Summary
 Overview
 Disaster Specific Overview
 Summary
 Unmet Need and Proposed Allocation

2. Unmet Needs Assessment

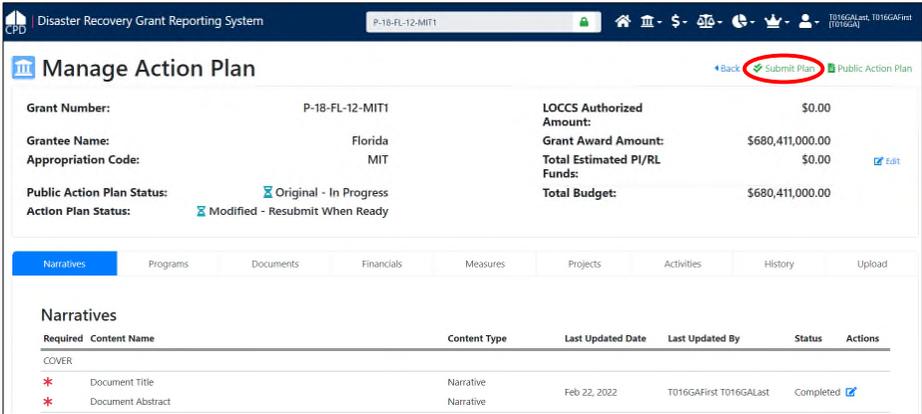
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Grantee Submission of Initial Public Action Plan in DRGR

- Grantee will select *Submit Plan*



Disaster Recovery Grant Reporting System P-18-FL-12-MIT1

Manage Action Plan Back **Submit Plan** Public Action Plan

Grant Number: P-18-FL-12-MIT1 LOCCS Authorized Amount: \$0.00

Grantee Name: Florida Grant Award Amount: \$680,411,000.00

Appropriation Code: MIT Total Estimated PI/RL Funds: \$0.00 [Edit](#)

Public Action Plan Status: Original - In Progress Total Budget: \$680,411,000.00

Action Plan Status: Modified - Resubmit When Ready

Narratives Programs Documents Financials Measures Projects Activities History Upload

Narratives

Required	Content Name	Content Type	Last Updated Date	Last Updated By	Status	Actions
	COVER					
*	Document Title	Narrative	Feb 22, 2022	T016GAFirst	Completed	Edit
*	Document Abstract	Narrative		T016GALast		

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Grantee Submission of Initial Public Action Plan in DRGR (continued)

- *Submit Action Plan for Review* modal will display
- Grantee will ensure **Public Action Plan** is selected and enter Description and Submission Comments and select **Submit**

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HUD Notification of Public Action Plan Submission

- Assigned CPD/Backup Reps will receive a DRGR system-generated email and have a new task added to their Home Page – Action Items list

Grantee	Grant	Submission Date	Days Pending	Action
Virgin Islands	B-18-DP-78-0002	02/22/2022	0	Action

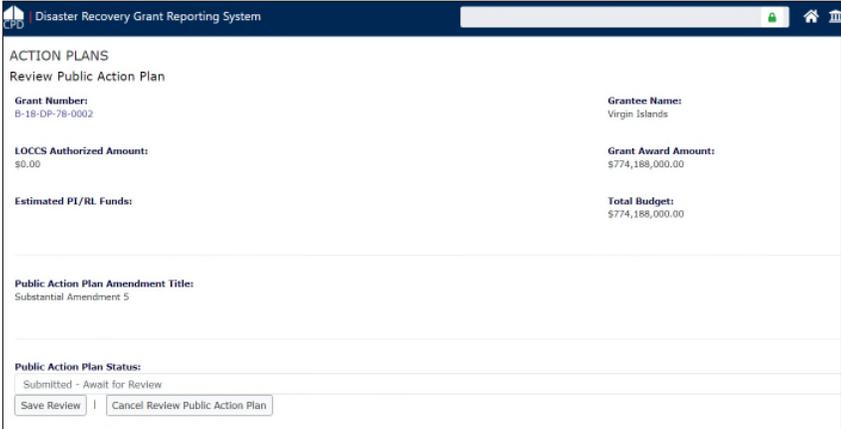
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HUD Review of Public Action Plan Submission

- Selecting the *Edit* icon on the task will display the *Review Public Action Plan* modal

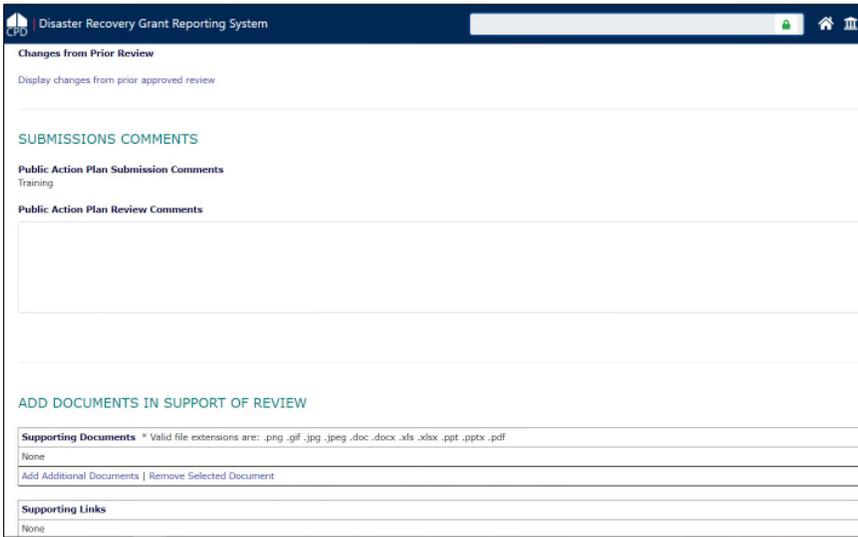


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HUD Review of Public Action Plan Submission (continued)



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HUD Review of Public Action Plan Submission (continued)

Disaster Recovery Grant Reporting System

Review Checklist

NOTE: This checklist is part of the administrative record of the Department's review of a disaster recovery Action Plan submitted pursuant to applicable appropriation. In using the checklist, reviewers are reminded that each of the criterion as stated on the checklist is necessarily an abbreviated and generalized summary of the more detailed requirements outlined in the Federal Register Notice for each criterion. Reviewer answers to each question on the checklist must be informed by applying the requirements of each criterion as outlined in the Federal Register Notice to each element of the Action Plan. Use of the checklist does not substitute comparison of the Action Plan submission against the requirements of the applicable Notices and making a determination based on the Standard of Review set forth in 24 CFR 91.500, as augmented by the applicable Notices.

- ▲ Initial Public Action Plan - A. General Action Plan Requirements [Edit](#)
- ▲ Initial Public Action Plan - B. Projects and Activities [Edit](#)
- ▲ Initial Public Action Plan - C. Clarity of Plan and Citizen Participation [Edit](#)
- ▲ Initial Public Action Plan - D. Grant Management and Budget [Edit](#)
- ▲ Initial Public Action Plan - E. Conclusion [Edit](#)
- ▲ Initial Public Action Plan - Certification Checklist [Edit](#)
- ▲ Substantial Public Action Plan Amendment - A. General Action Plan Requirements [Edit](#)
- ▲ Substantial Public Action Plan Amendment - B. Projects and Activities (State Grantees Only) [Edit](#)
- ▲ Substantial Public Action Plan Amendment - C. Location of Activities and Use of Urgent Need National Objective [Edit](#)
- ▲ Substantial Public Action Plan Amendment - D. Clarity of Plan and Citizen Participation [Edit](#)
- ▲ Substantial Public Action Plan Amendment - E. Basis of Conclusion [Edit](#)

PUBLIC ACTION PLAN REVIEW VERSION HISTORY

Version	Submission Title	Date
B-18-00-79-0002 PARMS	Substantial Amendment 5	02/15/2022

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Public Action Plan *Downloads* Tab FAQs

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FAQ – Downloads and Public Access

- **QUESTION:** Will a table of contents and page numbering be automatically produced when the documents is downloaded from DRGR?
- **ANSWER:** The table of contents is automatically produced; however, the page numbers will have to be added separately. Page numbers may be included in future DRGR update.
- **QUESTION:** Can citizens access the Public Action Plan? If so, is it accessed through DRGR?
- **ANSWER:** Citizens will access the Public Action Plan through the grantee’s public facing platforms. Grantees download a copy of the Public Action Plan from DRGR once completed and post outside of the DRGR system. Citizens do not have direct access to the Public Action Plan within DRGR.

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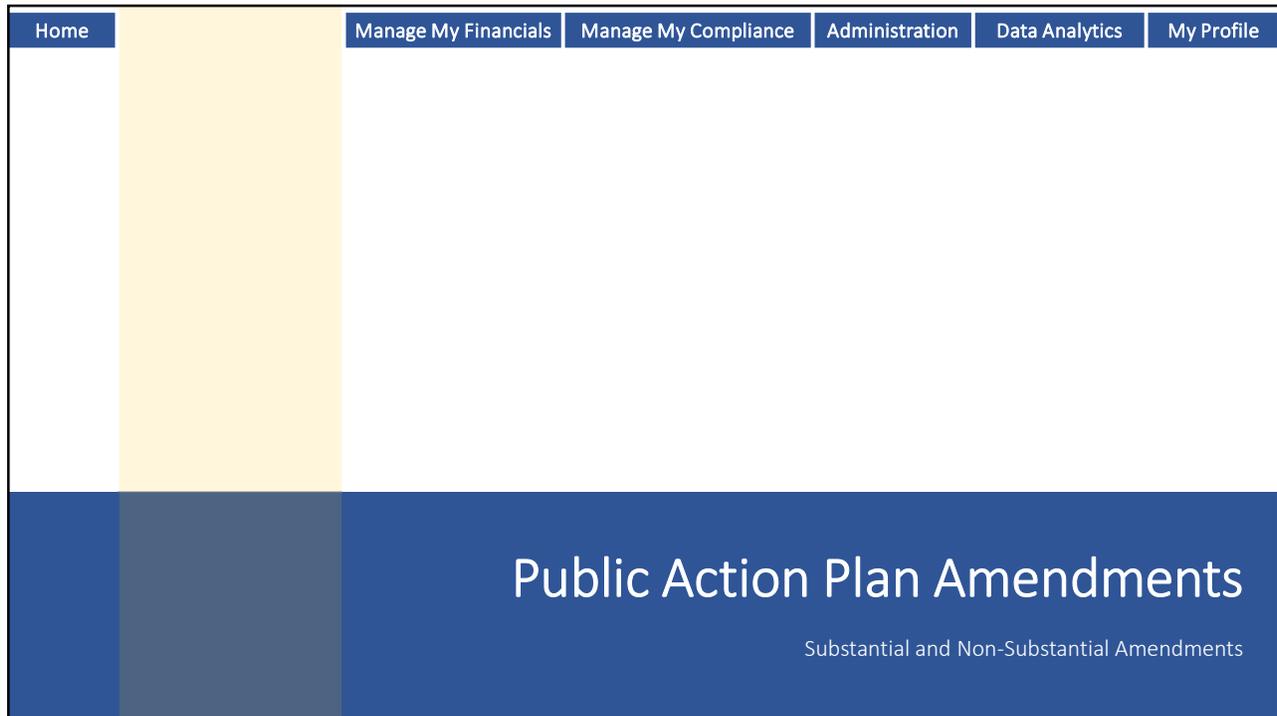
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FAQ – Downloads and Public Access

- **QUESTION:** When the Public Action Plan is downloaded (PDF or Word version) will the file be ADA accessible, such as being compatible with screen readers, etc.
- **ANSWER:** Yes, the downloaded copy will be ADA accessible, which will make it easier to post for public comment.
- **QUESTION:** Is there a place in DRGR to upload public comments received for the Public Action Plan?
- **ANSWER:** Yes, the Public Action Plan template in DRGR includes a section on Summary and Response of Public Comments. Grantees can upload a copy of all comments using the Documents tab on the Manage Action Plan page in DRGR.

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Public Action Plan Modifications

- All changes made by grantees in the Public Action Plan’s *Narratives* and *Programs* tab will change the *Public Action Plan Status* to “Modified – Resubmit When Ready” and require submission for approval

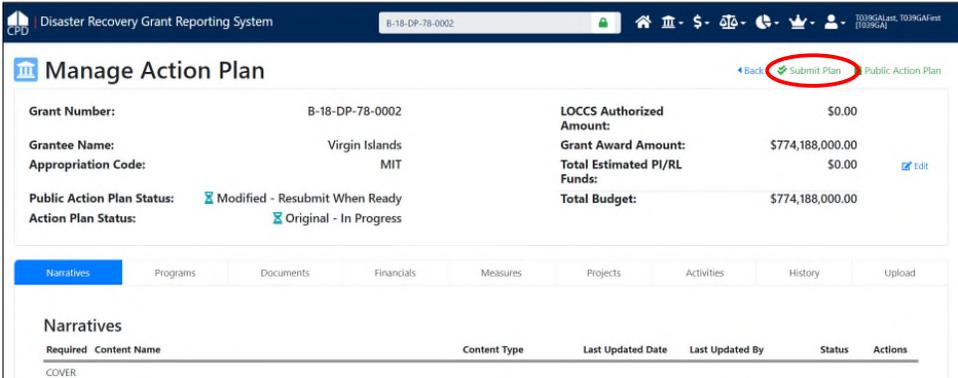
Required	Content Name	Content Type	Last Updated Date	Last Updated By	Status	Actions
COVER						
*	Document Title	Narrative	Feb 4, 2022	T039GAFirst T039GALast	Completed	✕
*	Document Abstract	Narrative				

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Grantee Submission of Amended Public Action Plan

- Grantee will select *Submit Plan*



Disaster Recovery Grant Reporting System B-18-DP-78-0002

Manage Action Plan Back **Submit Plan** Public Action Plan

Grant Number: B-18-DP-78-0002 LOCCS Authorized Amount: \$0.00

Grantee Name: Virgin Islands Grant Award Amount: \$774,188,000.00

Appropriation Code: MIT Total Estimated PI/RL Funds: \$0.00 [Edit](#)

Public Action Plan Status: Modified - Resubmit When Ready Original - In Progress

Total Budget: \$774,188,000.00

Narratives Programs Documents Financials Measures Projects Activities History Upload

Narratives

Required	Content Name	Content Type	Last Updated Date	Last Updated By	Status	Actions
COVER						

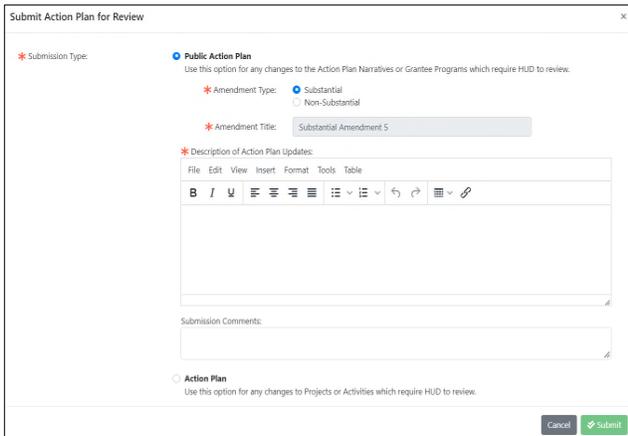
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Grantee Submission of Amended Public Action Plan (continued)

- Grantee will select the Submission Type as *Public Action Plan*
- Then select *Amendment Type*:
 - Substantial
 - Non-Substantial
- DRGR will populate Amendment Title
- Grantee enters details of amendment in *Description of Action Plan Updates*
- Grantee enters Submission Comments, as applicable
- Then selects *Submit*



Submit Action Plan for Review

* Submission Type: Public Action Plan
Use this option for any changes to the Action Plan Narratives or Grantee Programs which require HUD to review.

* Amendment Type: Substantial Non-Substantial

* Amendment Title: Substantial Amendment 5

* Description of Action Plan Updates:
File Edit View Insert Format Tools Table
B I U [Rich Text Editor]

Submission Comments: [Text Area]

Action Plan
Use this option for any changes to Projects or Activities which require HUD to review.

Cancel **Submit**

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<h2>Public Action Plan <i>Amendments</i> FAQs</h2>						

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<h3>FAQ – Public Action Plan Amendments</h3> <ul style="list-style-type: none"> • QUESTION: <u>Will the DRGR system allow grantees to download amendments out of context to be posted to the grantee website separately (in addition to the consolidated, amended plan)?</u> • ANSWER: Each Public Action Plan download will include “amendment” pages (if applicable) following the Cover page with the most recent listed first. The “amendment” page can be extracted as needed. • QUESTION: <u>Is there a “track changes” option within the Public Action Plan sections within DRGR or another version control tool for edits?</u> • ANSWER: This is not a function presently in DRGR for grantees using the Public Action Plan. HUD is hoping to add this request to its “list” of future enhancements. When submitting the Public Action Plan, all narrative changes as well as and budget allocation updates should be referenced within the “Description of Action Plan Updates” section on the Submit Action Plan for Review page. 						

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Tips & Resources

Q&A

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Public Action Plan Tips and Reminders

- Download the Public Action Plan –
 - As a best practice download a copy of the Public Action Plan to have as a back up outside of DRGR.
 - Downloaded copies of the Public Action Plan are also helpful to complete public comment and Limited English Proficiency translation requirements per applicable Federal Register notice.
- System Time Out -
 - DRGR times out due to inactivity after 20 minutes.
- MicroStrategy Reports –
 - Reports are available for grantees and are helpful for both Public Action Plans and DRGR Action Plan (Projects and Activities) when managing your program, submitting amendments, troubleshooting issues, and aggregating and exporting data.

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Public Action Plan Tips and Troubleshooting

- DRGR Action Plan is the same for all grantees –
The HUD Resource Exchange has resources such as older trainings, fact sheets, and the DRGR User Manual for new grantees who need additional training and guidance regarding the DRGR Action Plan (Projects and Activities).
- Policy and Programmatic Guidance –
Federal Register notices can be found on HUD.gov and the HUD Exchange for information on CDBG-DR Programmatic and Policy topics related to the Public Action Plan and requirements.
- Contact Your HUD Representative –
When in doubt or in need of more specific assistance, contact your HUD Representative!

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Public Action Plan Tools and Resources

- DRGR User Manual – The complete DRGR User Manual is available on the HUD Exchange. The following chapters may be particularly useful in setting up your Public Action Plan
 - Chapter 11: Public Action Plan
 - Chapter 13: Grantee Programs
- DRGR Fact Sheets
 - <https://www.hudexchange.info/programs/drgr/releases/>
- DRGR Public Action Plan Webinars
 - [DRGR Public Action Plan Webinar - HUD Exchange](#) (Pre-Recorded, January 31, 2022)
 - [DRGR Grantee Public Action Plan Training](#) - HUD.gov (Live Recorded Training, March 3, 2022)
- CDBG-DR HUD.gov – 2020 and 2021 CDBG-DR Grantees Resources Page
 - https://www.hud.gov/program_offices/comm_planning/cdbg-dr/grantees
- Questions
 - Submit through Ask A Question (AAQ) via HUD Exchange

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Additional Questions?

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Thank you!

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