

DRGR Action Plan/Amendment Review Guide

Name of Grantee:
Disaster Recovery Grant Amount:
Disaster Recovery Grant Number:
Reviewer(s):
Program Manager:
HUD Office:
Date Reviewed:
Type of Review: <input type="checkbox"/> Initial Submission (Complete Entire Form) ¹ <input type="checkbox"/> New Activities Requiring Funds to be Unrestricted (Complete Questions 3-5)
Review Outcome: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected (If Rejected, attach comments detailing reason for rejection) Amount to be unblocked for eligible activities reviewed: \$ _____ <i>Note 1: A response of "YES" is required for all key (*) items in order to mark the initial submission approved.</i> <i>Note 2: If proposing to unblock funding for activities, please identify the activity numbers.</i>
Signatures: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">CPD Staff _____</div> <div style="width: 45%;">Date _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">CPD Manager _____</div> <div style="width: 45%;">Date _____</div> </div>

GENERAL QUESTIONS

1. Administration ²

a) Does the grantee have at least one DRGR grantee administrator able to certify other users and assign them to grants? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Does the grantee have at least one DRGR user with drawdown request authorization? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Does the grantee have at least one DRGR user with drawdown approve authorization? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	

¹ Complete the entire review guide following the grantee's first Action Plan submission, regardless of the number of activities established in DRGR.

² Select "AdminRept04b" from the Reports Module to view DRGR System Roles of grantee staff.

GRANT LEVEL REVIEW

2. Narrative Summaries

a) Are the “Disaster Damage” and “Recovery Needs” narrative summaries substantially similar to the grantee’s published HUD-accepted Action Plan? *	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Comments:		

3. Is the DRGR Action Plan consistent with the HUD-accepted Published Action Plan?

a) Are the identified Project Budgets in the DRGR Action Plan consistent with the program budgets identified in the grantee’s published HUD-accepted Action Plan? Examples of DRGR Projects include housing, economic development, infrastructure, and planning and administration. ³	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
If no, has the grantee amended its published Action Plan?			
b) Has the grantee estimated any expected program income and/or revolving loan funds? ⁴	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<i>Note: A response of “Yes” may be applicable if the grantee has programs where proceeds are anticipated (e.g. Acquisition/Disposition, Economic Development, and/or Housing programs). Select N/A if no program income/revolving loan funds are anticipated.</i>			
c) Does the total amount budgeted for projects equal the total grant amount (and estimated program income/revolving loan funds, if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
<i>Note: The grantee may not have budgeted all funds at the project level upon initial submission, but the Action Plan may still be approved.</i>			
d) Does the total amount budgeted for activities within each project equal the total project amount?	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
<i>Note: Upon initial Action Plan submission, it is acceptable and expected that the project budgets are not fully budgeted at the activity level.</i>			
e) Has the grantee established program income accounts for any organizations that will be allowed to retain program income and/or designated any revolving loan funds using the DRGR project screen, if applicable? ⁵	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Comments:			

³ To review Project Budgets, select “Search/Edit Projects” from the DRGR Action Plan Module sidebar and enter the Grant # in the “Search Criteria” field.

⁴ Estimated Program Income/Revolving Loan Funds are identified at the top of the “Review Action Plan” screen in the DRGR Action Plan module.

⁵ To review Program Income Accounts, select “Search/View PI Accounts” from the Drawdown Module sidebar and enter the Grant # in the “Search Criteria” field.

4. Are grant spending targets and thresholds reasonable?

<p>a) Do budgets for planning and administrative expenses fall under the admin cap? Has the grantee selected “N/A” as the national objective for all planning and administrative activities?</p> <p><i>Note: Activity delivery costs should NOT be classified under the administration activity type. Instead, activity delivery costs should be associated with and built into the relevant activity budget.</i></p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p>Yes No</p>
<p>b) Do budgets for low- and moderate-income activities meet the required threshold for the overall spending targets (generally >50% for LMI activities, if the overall benefit waiver and alternative requirement was granted)? ⁶</p> <p><i>Note: To verify compliance with the overall spending target, calculate (LMI Budgeted Amount / (Total Grant Amount – Admin & Planning Budgeted Amount)).</i></p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p>Yes No</p>
<p>c) Do budgets for appropriation targets for affordable rental housing meet the required levels, if applicable?</p> <p><i>Note: Congress established affordable rental housing spending requirements for P.L. 109-234 and P.L. 110-329 grants. If reviewing an Action Plan for either appropriation, see the table below for minimum spending requirements. For all P.L. 109-234 and P.L. 110-329 grants, affordable rental housing activities must use the DRGR activity type: “Affordable Rental Housing (KRW and IKE Grants Only)”.</i></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Yes No N/A</p>
<p>Comments:</p>	

<u>Appropriation</u>	<u>State</u>	<u>Grant Number</u>	<u>Minimum Amount Required for Affordable Rental Housing</u>
2006 (P.L. 109-234)	Alabama	B-06-DG-01-0002	\$4,103,146
	Florida	B-06-DG-12-0002	\$19,344,001
	Louisiana	B-06-DG-22-0002	\$811,907,984
	Mississippi	B-06-DG-28-0002	\$81,777,703
	Texas	B-06-DG-48-0002	\$82,867,166
2008 (P.L. 110-329)	Arkansas	B-08-DI-05-0001	\$10,134,098
	California	B-08-DI-06-0001	\$4,427,908
	Florida	B-08-DI-12-0001	\$9,079,866
	Georgia	B-08-DI-13-0001	\$485,736
	Illinois	B-08-DI-17-0001	\$18,950,911
	Indiana	B-08-DI-18-0001	\$39,021,933
	Iowa	B-08-DI-19-0001	\$71,910,891
	Kentucky	B-08-DI-21-0001	\$341,943
	Louisiana	B-08-DI-22-0001	\$118,582,672
	Mississippi	B-08-DI-28-0001	\$667,737
	Missouri	B-08-DI-29-0001	\$10,372,631
	Puerto Rico	B-08-DI-72-0001	\$1,911,040
	Tennessee	B-08-DI-47-0001	\$10,362,819
	Texas	B-08-DI-48-0001	\$342,521,992
Wisconsin	B-08-DI-55-0001	\$11,227,823	

⁶ Select “Fin Rept01” from the Reports Module to verify grant amounts budgeted by National Objective.

ACTIVITY LEVEL REVIEW

5. Has the grantee set up DRGR activities correctly?

Note: A response of “NO” to any item in this section requires Action Plan edits prior to Approval.

<p>a) Has the grantee identified an adequate number of activities to show every responsible organization that will be <i>carrying out</i> a program?</p> <p><i>Note: Activity description should NOT indicate multiple awards will be made in the future. The grantee must identify the “Name of the Organization Carrying out Activity” on Page 2 of the Action Plans – Add Activity screen.</i></p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p>Yes No</p>
<p>b) If a program will be implemented using multiple national objectives, has the grantee created separate activities for each national objective used to carry out the program?</p> <p><i>Note: Single family housing MUST be divided into SEPARATE ACTIVITIES BY NATIONAL OBJECTIVE for low- and moderate-income assistance activities, urgent need activities, and slum/blight activities. Grantees are NOT REQUIRED to enter each single family address as a separate activity, but may do so if they prefer to track their programs in this manner.</i></p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p>Yes No</p>
<p>c) Has the grantee identified every DRGR activity type that will be used to carry out a corresponding eligible use, as listed in the grantee’s published plan?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p>Yes No</p>
<p>d) If infrastructure or public facilities activities are classified as area benefit, does the grantee correctly identify the service area of each activity by showing the number of persons which the activity is available to based on census data or survey data? Do all area benefit activities classified under the low- and moderate-income national objective show the required proportion of low- and moderate-income persons?</p> <p><i>Note: To determine whether an activity is classified as ‘direct’ or ‘area’ benefit, select “Download Action Plan” from the sidebar in the Action Plan Module and review the “Benefit Report Type” field for each activity.</i></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Yes No N/A</p>
<p>e) Do all infrastructure and public facilities activities include other appropriate non-beneficiary performance measures (e.g. number of linear feet of public improvement or public facilities)?</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Yes No N/A</p>

<p>f) Are all housing activities classified as direct benefit activities? Do they include proposed beneficiaries such as number of households assisted by income level? Do the activities include other appropriate non-beneficiary performance measures such as the projected number of housing units?</p> <p><i>Note 1: To determine whether an activity is classified as 'direct' or 'area' benefit, select "Download Action Plan" from the sidebar in the Action Plan Module and review the "Benefit Report Type" field for each activity.</i></p> <p><i>Note 2: Residential buyout activities may be funded under the L/M area benefit national objective if CDBG-DR is used as matching funds for FEMA's Hazard Mitigation Grant Program (HMGP).</i></p>	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> Yes No </p>
<p>g) Proposed Housing Beneficiary and Accomplishment Measures:</p> <ol style="list-style-type: none"> 1. Does each activity include the proposed number of renter/owner households AND the proposed number of single family/multifamily housing units? 2. Does the sum of proposed renter/owner households equal the total proposed number of households, and the sum of proposed single family/multifamily housing units equal the total proposed number of housing units? 3. Does the total proposed number of households equal the total proposed number of housing units for each activity? <p><i>Note: Select "No" if any of the above is false.</i></p>	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> Yes No </p>
<p>h) Is every multifamily housing complex funded by the grant listed as a separate activity?</p>	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> Yes No </p>
<p>i) If economic development activities are classified as direct benefit activities, does the grantee include the proposed number of businesses assisted or jobs created/retained by income level?</p> <p><i>Note: To determine whether an activity is classified as 'direct' or 'area' benefit, select "Download Action Plan" from the sidebar in the Action Plan Module and review the "Benefit Report Type" field for each activity.</i></p>	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A </p>
<p>j) If economic development activities are classified as area benefit activities, does the grantee correctly identify the service area of each activity by showing the number of persons which the activity is available to based on census data or survey data? (Read the activity descriptions to ensure activities are correctly classified as area benefit activities.</p> <p><i>Note: To determine whether an activity is classified as 'direct' or 'area' benefit, select "Download Action Plan" from the sidebar in the Action Plan Module and review the "Benefit Report Type" field for each activity.</i></p>	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A </p>
<p>k) Are "Activity Description" and "Location Description" narratives adequate for each activity?</p>	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> Yes No </p>
<p>Comments:</p>	

Note: A response of "NO" to any item in this section requires Action Plan edits prior to Approval.