Capacity Building Grant Program (Section 4 and RCB) DRGR Roll Out

DRGR Drawdown Module Guide

Overview

New for FY2015, HUD Community Planning Development (CPD) Capacity Building (CB) Grantees ("Grantees") will be using the Disaster Recovery Grants Reporting (DRGR) system to manage its grants. In DRGR, grantees will submit drawdown vouchers for grant fund disbursement to its organizational account(s). This guide will provide the basic steps and rules for functions conducted in Drawdown Module. If more detailed guidance is needed grantees are encouraged to use the comprehensive Drawdown Module guidance available here.

Grant Fund Drawdown in DRGR

1. Action Plan Activity Budget

Grantees must have activities built out in a HUD approved Action Plan before they can drawdown grant funds. Grantees cannot drawdown grant funds in excess of the budget in its HUD approved DRGR Action Plan. The Action Plan always comes before a drawdown in DRGR, so do not wait until a draw needs to be made to get an Action Plan entered and approved. For guidance on preparing an Action Plan please review the DRGR Rollout Package Action Plan Module Guide.

2. Grant Fund Obligation to DRGR Action Plan Activities

In the DRGR System, the term “Program Funds” = Grant funds.

Grantees establish the amount of program funds that can be drawn for a specific activity based on the budget entered into its HUD approved Action Plan; however, this step alone does not make program funds available to drawdown. Grantees must obligate program funds from its award to a specific Action Plan activity in order to have funds available to drawdown. Grantees should only obligate funds as they are needed to satisfy a program fund drawdown. All of the program funds budgeted for an Action Plan activity should not be obligated at once, because this creates additional steps when/if an activity budget needs to be revised.

To obligate grant funds to a DRGR activity, a Grantee Approve Drawdown or a Grantee Request Drawdown User must login to the DRGR system and go to the Drawdown Module, then follow these steps:

1. From the Drawdown Module Screen click on the “Search for Activities to Obligate” link along the left hand menu.
2. On the Search for Activities to Obligate screen, use the Grant Number dropdown to select the applicable grant award number then hit the “Search” button.
3. When the search results appear on the next screen, identify the row of the Action Plan activity, then follow across the row to the Action column and click on the “Maintain” link.

4. On the Add-Edit Obligation Line Item screen Grantees enter a program fund amount to be obligated for drawdown (amount entered into “Obligation Amount” field) and then click “Save”. The obligated amount cannot exceed the amount listed as Available for Obligation.

   * On the Add-Edit Obligation Line Item screen the Obligation Amount entered is additive. For example, if a Grantee entered $50,000 into the Obligation Amount field for a February 3 voucher, then they will need to enter $100,000 into the Obligation Amount to make an additional $50,000 available for the April 15 voucher.
5. To continue obligating program funds to other activities, click on the “Return to Search Obligation” link, otherwise proceed to create the drawdown voucher.

3. DRGR Program Fund Drawdown Voucher Creation and Submission

Once program funds have been obligated to the DRGR activities, Grantees may proceed to create a voucher to drawdown the funds. **Drawdown vouchers can only be created and submitted by a Request Drawdown user.**

To create and submit a voucher in DRGR, complete the following steps:

1. Login to the system and go to the Drawdown Module. Click on the “Create Voucher” link along the left hand side of the Drawdown Module screen.
2. On the Create Voucher – Page 1 of 4 screen click on the “Add More Activities” button to add DRGR activities to your drawdown voucher.

3. On the Search for Activities to Create Voucher, use the Grant # dropdown to select the grant award number. From the search results, identify the activities you would like to add to your voucher (more than one activity can be added), then select the Program Funds checkbox in the corresponding row. Click the “Add Selected Activities to Voucher” button to add the activities to the voucher and return to the Create Voucher – Page 1 of 4 screen.
4. If all the needed activities are now included in the voucher on the Create Voucher – Page 1 of 4 screen, click the “Continue” button. If more activities need to be added, repeat step 3.
5. On the Create Voucher – Page 2 of 4 screen, a voucher # has now been added in addition to a “created by” field. On this screen, the Grantee must enter drawdown amounts for each activity included in the voucher. The drawdown amount cannot exceed the available amount in the adjacent column. The available amount is determined based on the amount of program funds obligated to the activity and the activity budget from the Action Plan (see the obligation guidance in the prior section for more details). Once all the drawdown amounts are entered, click “Submit Voucher” to move to Page 3 of 4.

Create Voucher – Page 2 of 4 – Adding Program Fund Amounts

Drawdown

Create Voucher - Page 2 of 4 (Submit)

Update Available Amount | Submit Voucher | Return To Create Voucher (Page 1) | Cancel Voucher

Voucher #: 290258
Requested Submission Date: 06/05/2014
Voucher Created For: rogo
Created by: Jaysen Alexander

<table>
<thead>
<tr>
<th>Voucher Items</th>
<th>Grant #</th>
<th>Responsible Organization</th>
<th>Activity Type</th>
<th>Project #</th>
<th>Project Title</th>
<th>Activity #</th>
<th>Activity Title</th>
<th>Program Income Account</th>
<th>Available Amount</th>
<th>Drawdown Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>111</td>
<td>City of Green Acres</td>
<td>Acquisition - general</td>
<td>2- Rehab</td>
<td>buyout</td>
<td>buyout</td>
<td>PROGRAMGENERAL</td>
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<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>111</td>
<td>rogo</td>
<td>Administration</td>
<td>1- Admin</td>
<td>Grant Admin</td>
<td>Program</td>
<td>PROGRAMGENERAL</td>
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<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>111</td>
<td>rogo</td>
<td>Rehabilitation/reconstruction of residential structures</td>
<td>Rehab</td>
<td>Rehab</td>
<td>Rehab</td>
<td>PROGRAMGENERAL</td>
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<td>$0.00</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>111</td>
<td>rogo</td>
<td>Clearance and Demolition</td>
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<td>PROGRAMGENERAL</td>
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<td>$0.00</td>
<td></td>
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</tr>
<tr>
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<td>responsible organization</td>
<td>Clearance and Demolition</td>
<td>activity #1</td>
<td>activity #1</td>
<td>activity #1</td>
<td>PROGRAMTest PI</td>
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</tr>
</tbody>
</table>

6. On the Create Voucher – Page 3 of 4 screen, review the contents of the table to confirm the drawdown amounts. If the amounts are correct, click the “Confirm Voucher” screen, if the amounts need to be revised click the “Edit Voucher” button. On this screen the Grantee may also add comments about the voucher’s purpose or supporting documents to outline the items being reimbursed.
7. The final step in the voucher creation is the confirmation screen. On the Create Voucher – Page 4 of 4 screen, the Grantee can review the voucher that was created and download a pdf.

4. DRGR Drawdown Voucher Review and Approval

Once a program fund voucher has been created, Grantees may proceed to approve the voucher to complete the drawdown and send request to LOCCS for direct deposit of funds into the Grantee account. **Drawdown vouchers can only be approved by an Approve Drawdown user.**

To search and approve a voucher in DRGR, complete the following steps:

1. Login to DRGR and go to the Drawdown module.
2. On the Drawdown Module screen, click on the “Search/Maintain Voucher” link along the left side of the screen.
3. On the Search for Vouchers screen use the Voucher # field to search by voucher number or use the dropdown in the Grant # field to select the grant award number.

4. On resulting screen of voucher results, identify the voucher in need of approval and scroll to the Action column and click the “Maintain” link.
5. On the Maintain Voucher screen, use the Select column to check off line items for approval/rejection or click the “Approve”/“Reject” links in the Action column. Once all the line items have been checked, click the “Approve Selected” button to approve the voucher line items. The Approve Drawdown user can partially approve or partially reject a voucher if revisions need to be made.
6. Once an approval/rejection decision has been made then the Line Item Status will update and if approved, the request for fund disbursement will travel to LOCCS.