DRGR Grantee Programs

Please submit all questions about this Fact Sheet to the DRGR Ask-A-Question (AAQ)
https://www.hudexchange.info/program-support/my-question/

Overview

With Release 8.0, HUD has introduced the ability for grantees to create and manage "Grantee Programs." This enhancement will allow grantees with many projects or activities to report their financial and performance data at a level higher than by project or activity. ***Note:*** This new feature must be enabled by a HUD Super User at the appropriation level before a grantee can create a grantee program.

Create a Grantee Program

To create a grantee program, from the Home screen:

1. Ensure the desired grant is locked on the Home screen.

2. Select the "Manage my Grants" icon (🏛).

3. Under the Action Plan column, select the "Edit" option. (See Screenshot 1 below.) The "Edit Action Plan" screen is displayed. If HUD has enabled the creation of Grantee Programs for the locked grant, a "Grantee Programs" tab is also displayed.

4. Select the "Grantee Program" tab. (See Screenshot 2 below.)

5. Select the "Add Grantee Program" link above the "Grantee Programs" table. (See Screenshot 3 below.) The "Add Grantee Program" screen will open. ***Note:*** The appropriation and grant number will be pre-populated.

6. Select a Grantee Program Type from the dropdown field. ***Note:*** Grantees can have only one grantee program for each grantee program type at any one time. Once a grantee program type is used for the lock grant, it will no longer appear in the "Grantee Program Type" dropdown field.

7. Specify "Grantee Program Name."

8. Select the "Save" button. (See Screenshot 4 below.) The "Manage Grantee Program" screen and a confirmation message will be displayed.

Adding Grantee Program Narratives

Once the grantee program is created, add program narrative by selecting to edit the Grantee Program. (See Screenshot 5 below.) A screen will open that allows users to enter formatted text for each section. Click the edit link of each section to make changes. (See Screenshot 6 below.)

Adding Grantee Program Narratives Notes: (See Screenshot 7 below.)

1. Users can add images by copying and pasting into the narrative section; selecting the image button and providing a URL, or by "dragging and dropping" the image from the user's file system into the narrative section. Image upload is not available at this time.

2. Users can copy from Word and paste the text into the narrative field. However, images will not be copied. Images must be added to the narrative sections individually.

3. Selecting File > New document will clear the contents of the narrative field. However, the contents are not permanently cleared until the "Save" button is selected. To avoid permanently clearing the narrative if it is cleared accidentally, click "Cancel" to return to the previous screen.

Associating Activities to a Grantee Program

There are two ways to associate activities to a "Grantee Program."

➢ *Option 1* – involves navigating to "Edit Action Plan" tab and clicking on the "Upload Action Plan" button. Grantees will utilize the same data uploads process with updated activity "add" and "edit" templates.

➢ *Option 2* – involves associating a "Grantee Program" to an activity from the "Edit Activity" screen. The "Edit Activity" screen contains a "Grantee Program Name" field that lists all available "Grantee Programs" for the "Grants Appropriation."

Note: An activity can only be associated with one grantee program at a time. The activity must be allowable based on the activity types specified for the grantee program. Associated activities are shown on the "Activities" tab of the Manage Grantee Program screen. (See Screenshot 8 below.)

1. Home Screen with Manage my Grants menu

2. Edit Action Plan Screen with Grantee Program tab

3. Edit Action Plan Screen with Add Grantee Program link

4. Add Grantee Program screen

5. Manage Grantee Program screen with Edit link

Note: With Release 8.0, grantees now have compartmentalized edit options for sections of the Action Plan. See both Manage Grantee Program screenshots.

6. Complete Manage Grantee Program screen

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Manage Grantee Program
◂Back 🖶 Print

Grantee Program Name:	Test of Build It Now	**Total Budgeted Amount:**	$0.00	✎ Edit
Appropriation:	2017 HIM	**Total Disbursed Amount:**	$0.00	
Grant:	B-18-DP-13-0001	**Total Program Funds Disbursed:**	$0.00	
Action Plan Status:	✅ Reviewed and Approved	**Total Program Income Disbursed:**	$0.00	

Narratives	Activities 0

Manage Narratives

Public Comments   Cupcake Ipsum Dolor Sit   ✎ Edit

Cupcake Ipsum Heading

Amet soufflé topping. Gingerbread toffee jelly beans pie. Chocolate cake topping apple pie jujubes I love muffin I love marzipan pudding. Caramels I love carrot cake. Cake candy canes candy sweet bonbon carrot cake chupa chups macaroon. Croissant jelly-o jelly beans chupa chups jelly-o toffee chocolate cake caramels.

Cupcake Ipsum Sub-Heading

Lemon drops sweet roll jelly gingerbread icing. Bonbon cupcake muffin cake caramels icing candy marzipan I love. Biscuit sugar plum lemon drops I love topping. Chocolate cake bonbon jelly-o candy canes bonbon jelly-o I love jelly. Liquorice bonbon liquorice.

- I love jujubes apple pie tootsie roll I love topping.
- Chupa chups croissant macaroon jelly beans cake donut.
- Bonbon donut marshmallow jelly-o toffee muffin.

Tart chocolate bar pudding cake chocolate biscuit croissant sesame snaps dessert. Sweet roll I love fruitcake oat cake icing pie. Pudding sugar plum gummies oat cake topping oat cake marzipan cheesecake.


Figure 1. Jelly Beans are the best.

Bonbon topping caramels sweet roll. Cake sweet roll fruitcake fruitcake sweet I love carrot cake marzipan. Apple pie oat cake macaroon sugar plum. Powder gingerbread pie lollipop gingerbread chocolate cake. Cotton candy lollipop cupcake biscuit sweet roll sugar plum chocolate cake dessert I love. Jelly cupcake I love sugar plum dessert lemon drops candy canes. Soufflé marshmallow carrot cake cake icing I love chocolate donut. Chocolate cake

7. Add/Edit Grantee Program Narrative screen
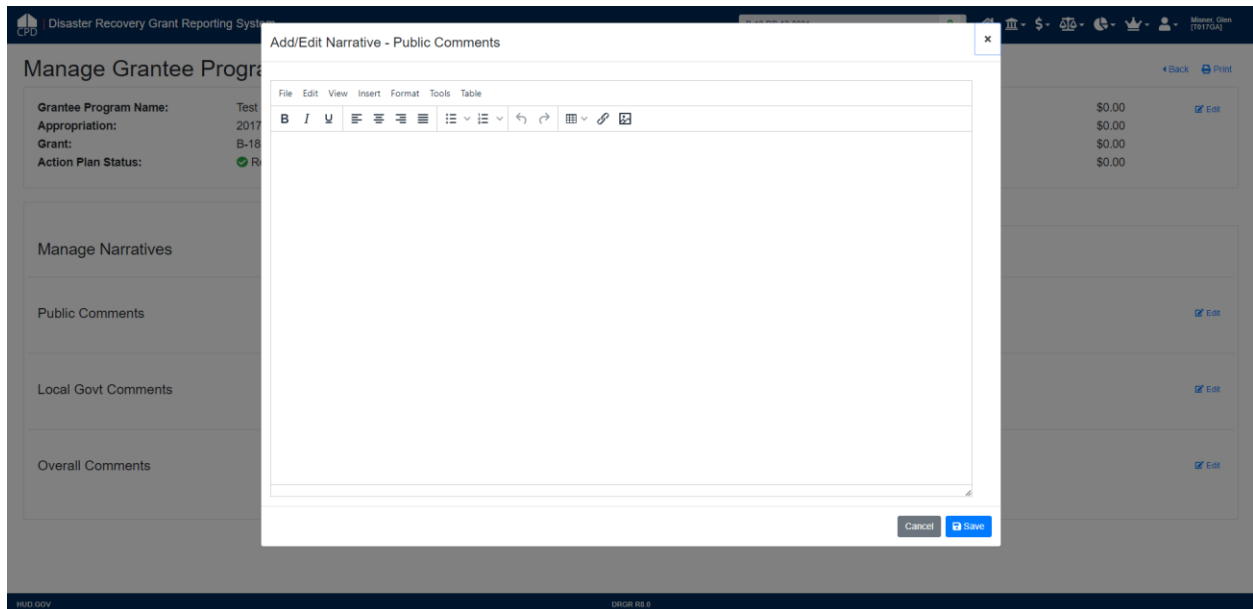
8. Manage Grantee Program screen with Activities tab
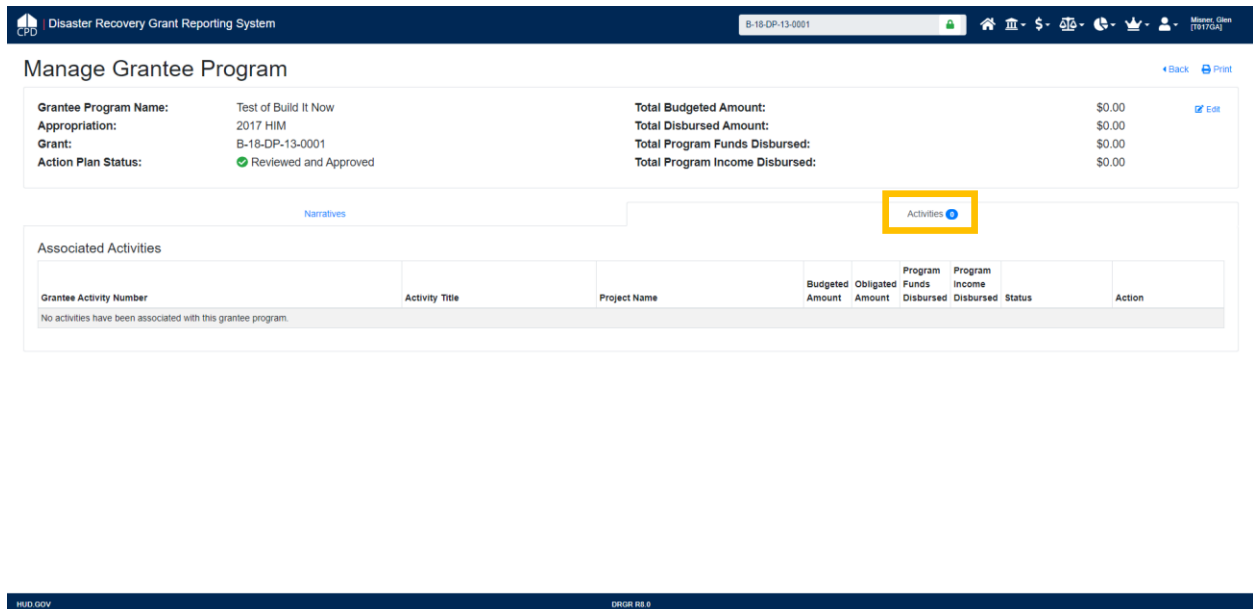
Edit a Grantee Program

To edit a "Grantee Program," select the "Edit" option in the action column of the "Grantee Program" table on the "Grantee Programs" tab on the "Edit Action Plan" page. (See Screenshot 9 below.) ***Note:*** A new grantee program type cannot be selected for a grantee program. To reuse the grantee program type, users must delete the existing grantee program to which it is associated and replace it with a new grantee program.

Delete a Grantee Program

To delete a "Grantee Program," select the "Delete" (trash can icon) option in the action column of the "Grantee Program" table on the "Grantee Programs" tab on the "Edit Action Plan" page. (See Screenshot 9 below.) ***Note:*** A new grantee program type cannot be deleted while it still has activities associated to it. To delete the grantee program type, users must first reassign the associated activities to another grantee program or remove the grantee program association from the activity.

9. Edit and Delete Grantee Programs