DRGR Fact Sheet:
Tracking Expenditure Deadlines

Translating Published Action Plans to DRGR Action Plans

In DRGR, projects often correspond to the list of programs outlined in the published Action Plan/Amendment such as homeownership, rental housing, economic development, or infrastructure. When Action Plans/Amendments are published, grantees may not know how much they will allocate under each program to local organizations. Thus, projects allow grantees to enter narratives on community needs and list budgets for these higher level allocations.

(AMENDED) METHOD OF DISTRIBUTION

Housing Activities
Housing repair/rehabilitation, homebuyer assistance and interim mortgage assistance $27,217,808
Lead Hazard/Lead-Based Paint Abatement Training .... $ 250,000
Housing Buyouts - FEMA Match... $5,000,000
New Housing Production... $55,836,266
Economic Development
Small Business Stimulus.. $16,000,000
Public facilities and services
Infrastructure - Match for FEMA Hazard Mitigation Projects........................... $16,000,000
Public Infrastructure - Non-FEMA.. $25,750,000
Disaster Recovery Case Management $1,302,200
Foreclosure Counseling.. $1,500,000
Administration
Local Administration.. $3,133,816
State Administration... $4,700,725

Project Summary

Project#, Project Title	This Report Period	To Date	
	Program Funds Drawdown	Project Funds Budgeted	Program Funds Drawdown
08-DF Admin Local, Admin - Local	9,279	3,133,816	877,318
08-DF Admin State, Admin - State	0	4,700,725	4,700,139
08-DF Infrastructure, 08-DF Infrastructure	2,256,697	44,552,200	21,286,708.29
08-DF-Business, 08-DF-Business	0	16,000,000	14,877,768
08-DF-Housing, Housing	53,159	88,304,074	45,295,200

In DRGR, activities are often only entered when awards are made to specific organizations for specific types of activities targeted to specific beneficiaries. DRGR activities should be listed separately by 1) Responsible Organization; 2) Activity Type; and 3) National Objective. Additionally, to ensure national objective compliance is captured by DRGR, each multifamily complex should be a separate activity, and infrastructure activities should be listed at the level of detail for each service based on meeting a national objective.

Working with projects and activities can be confusing for a couple of reasons. Projects must be entered before activities since each activity must be assigned to projects. Grantees add activities in the Add/Edit Action Plan page. They access this page using the VIEW ALL link and clicking on the STATUS of the action plan in the row for the grant #. Projects are added and edited using the PROJECT links in the left navigation column.

Working with Partial Action Plans

The most recent CDBG disaster recovery appropriation, Public Law 113-2 (enacted January 29, 2013), includes an expenditure deadline. To help meet this deadline, grantees under this appropriation may choose to submit partial Action Plans/Amendments. This allows them to budget a portion of the funds with the submission of the initial Action Plan. Grant agreements will reflect the amount requested. As a result, the deadline for the requested amount will be associated with the date of the grant agreement that released the funding.

If submitting a partial Action Plan, grantees will need to break projects and activities into ROUNDS. For example, if a grantee expects to spend $780 million on Homeowner Assistance, but only $338 million will be made available under the partial Action Plan, it will create a project for Homeowner Assistance Round 1 with a $338 million budget. Budgets for Round 2 projects would be added after the second grant agreement is executed.

	Total	Round 1	Round 2
Admin, Planning & Oversight	$84,000,000	$54,600,000	$29,400,000
Economic Revitalization	$460,000,000	$284,880,000	$175,120,000
Homeowner Assistance	$780,000,000	$338,000,000	$442,000,000
Rental Housing	$379,520,000	$213,438,000	$166,082,000
Support for Governmental Entities	$116,000,000	$4,900,000	$111,100,000
Supportive Services	$10,000,000	$4,900,000	$5,100,000

Results Page 1 of 2   (13 projects found)

Project #	Project Title	Grant #	Project Budget Amount
9999	Restricted Balance	B-13-DS-34-0001	$823,284,000.00
S01AdmnR1	Admin	B-13-DS-34-0001	$54,600,000.00
S01AdmnR2	Admin	B-13-DS-34-0001	$0.00
S01EconRevR1	Economic Revitaliztion	B-13-DS-34-0001	$284,880,000.00
S01GovEntR1	Support For Governmental Entities	B-13-DS-34-0001	$114,848,000.00
S01GovEntR2	Support For Governmental Entities	B-13-DS-34-0001	$0.00
S01HmHsgR1	Homeowner Housing	B-13-DS-34-0001	$338,000,000.00
S01HmHsgR2	Homeowner Housing	B-13-DS-34-0001	$0.00
S01RentHsgR1	Rental Housing	B-13-DS-34-0001	$213,438,000.00
S01SupSrvsR1	Supportive Services	B-13-DS-34-0001	$4,900,000.00

If not all of a grant is covered in an Action Plan that has been published and approved by HUD, HUD may put the remaining funds in a RESTRICTED BALANCE project in DRGR.

Working with the Restricted Balance Project Budget

Funds that grantees cannot access show up in the RESTRICTED BALANCE project. Grantees can add activities to this project, but cannot draw on these activities while they are assigned to RESTRICTED BALANCE. Once activities have been approved under a published Action Plan/Amendment and reviewed (using the DRGR Action Plan Review Checklist) to determine that they capture all required information, DRGR Superusers must reduce the budget in RESTRICTED BALANCE by the amount approved.

In the VIEW PROJECT screen, any funds that have been unrestricted will show up in AVAILABLE FOR PROJECT BUDGET row. Grantees can use these funds to increase project budgets andt transfer activities using the EDIT ACTIVITY page. Alternatively, they can leave project budgets alone and use the ADJUST PROJECT BUDGET to inflate project budgets when they reassign acitvities.

Setting up Projects

HUD and Grantee users can use the VIEW PROJECT screen to determine how much of the budget for a project has been allocated. As indicated above, funds that have not yet been allocated to a project will show up in the line- AVAILABLE FOR PROJECT BUDGET. To determine how much has not yet been allocated WITHIN a project, users must subtract the total amount of activity budgets within a project from the project budget itself.

| Admin | Action Plans | Drawdown | QPR | Report |

Project

Edit Project   Help?

Financial Data
LOCCS Authorized Amount:	$1,713,960,000.00
Grant Award Amount:	$1,713,960,000.00
Estimated PI/RL Funds:	$0.00
Total Project Budget Amount:	$175,000,000.00
Available for Project Budget:	$0.00
Total Amount Budgeted to Activities in this Project:	$174,000,000.00

* Grant #:
[B-13-DS-36-0001 ▾]

* Project #:
[NY01Hsg-R1]

* Project Title:
[A. Recreate NY Smart H]

* Description:
[Disaster Recovery Housing Repair, Reconstruction and Mitigation]

* Project Budget Amount: ☐ Revolving Loan Fund   Project Effective Date: Project End Date:
$ [175,000,000.00]   [   ]   [   ]
                                                              Select Date (ex: mm/dd/yyyy)   Select Date (ex: mm/dd/yyyy)

* Project Status: ☐ HUD Block Drawdown   HUD Block Drawdown Date:
[Open ▾]   05/13/2015

Name of the Organization Carrying out Project: Organization Category:

[Select Responsible Organization] | [Clear Responsible Organization]

HUD and grantee users can use the VIEW ACTIVITIES budget to see a list of activities in the project. Users can also see profiles of each of these activities using the VIEW link in the action column in the list.

| Admin | Action Plans | Drawdown | QPR |

Project

View Activities

Project #	Project Title
S01HmHsgR1	Homeowner Housing

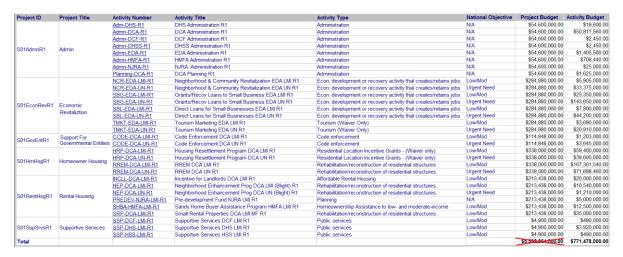| Grantee Activity #	Activity Title	Action
HRP-DCA-LMI-R1	Housing Resettlement Program DCA LMI R1	View
HRP-DCA-UN-R1	Housing Resettlement Program DCA UN R1	View
RREM-DCA-LMI-R1	RREM DCA LMI R1	View
RREM-DCA-UN-R1	RREM DCA UN R1	View

[Return to Project]

NOTE: If grantees are working with partial Action Plans, they should include a reference to the date of the executed grant agreement for the partial Action Plan and the expiration date in the PROJECT DESCRIPTION.
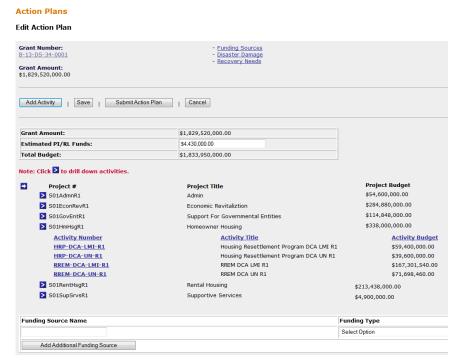
The project and activity budgets can also be viewed in Microstrategy using the FIN REPT01B. Since this is an activity level report, project budgets will repeat on each activity row within the project. Due to this, the TOTAL of project budgets at the bottom will not be correct. However, this is a useful report as it can help grantees determine how to set up projects and activities. They can send it to their CPD representative before setting up the DRGR projects and activities to see if HUD has any feedback or suggestions.
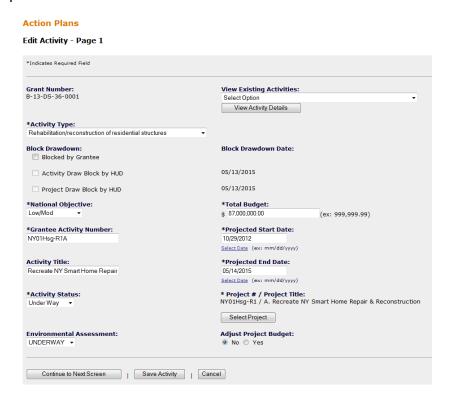
Project ID	Project Title	Activity Number	Activity Title	Activity Type	National Objective	Project Budget	Activity Budget
S01AdmnR1	Admin	Adm-DHS-R1	DHS Administration R1	Administration	N/A	$54,600,000.00	$19,600.00
		Admn-DCA-R1	DCA Administration R1	Administration	N/A	$54,600,000.00	$50,811,560.00
		Admn-DCF-R1	DCF Administration R1	Administration	N/A	$54,600,000.00	$2,450.00
		Admn-DHSS-R1	DHSS Administration R1	Administration	N/A	$54,600,000.00	$2,450.00
		Admn-EDA-R1	EDA Administration R1	Administration	N/A	$54,600,000.00	$1,405,500.00
		Admn-HMFA-R1	HMFA Administration R1	Administration	N/A	$54,600,000.00	$708,440.00
		Admn-NJRA-R1	NJRA Administration R1	Administration	N/A	$54,600,000.00	$25,000.00
		Planning-DCA-R1	DCA Planning R1	Administration	N/A	$54,600,000.00	$1,625,000.00
S01EconRevR1	Economic Revitaliztion	NCR-EDA-LMI-R1	Neighborhood & Community Revitalization EDA LMI R1	Econ. development or recovery activity that creates/retains jobs	Low/Mod	$284,880,000.00	$5,905,000.00
		NCR-EDA-UN-R1	Neighborhood & Community Revitalization EDA UN R1	Econ. development or recovery activity that creates/retains jobs	Urgent Need	$284,880,000.00	$33,375,000.00
		SBG-EDA-LMI-R1	Grants/Recov Loans to Small Business EDA LMI R1	Econ. development or recovery activity that creates/retains jobs	Low/Mod	$284,880,000.00	$25,350,000.00
		SBG-EDA-UN-R1	Grants/Recov Loans to Small Business EDA UN R1	Econ. development or recovery activity that creates/retains jobs	Urgent Need	$284,880,000.00	$143,650,000.00
		SBL-EDA-LMI-R1	Direct Loans for Small Businesses EDA LMI R1	Econ. development or recovery activity that creates/retains jobs	Low/Mod	$284,880,000.00	$7,800,000.00
		SBL-EDA-UN-R1	Direct Loans for Small Businesses EDA UN R1	Econ. development or recovery activity that creates/retains jobs	Urgent Need	$284,880,000.00	$44,200,000.00
		TMKT-EDA-LMI-R1	Tourism Marketing EDA LMI R1	Tourism (Waiver Only)	Low/Mod	$284,880,000.00	$3,690,000.00
		TMKT-EDA-UN-R1	Tourism Marketing EDA UN R1	Tourism (Waiver Only)	Urgent Need	$284,880,000.00	$20,910,000.00
S01GovEntR1	Support For Governmental Entities	CODE-DCA-LMI-R1	Code Enforcement DCA LMI R1	Code enforcement	Low/Mod	$114,848,000.00	$1,203,000.00
		CODE-DCA-UN-R1	Code Enforcement DCA UN R1	Code enforcement	Urgent Need	$114,848,000.00	$3,645,000.00
S01HmHsgR1	Homeowner Housing	HRP-DCA-LMI-R1	Housing Resettlement Program DCA LMI R1	Residential Location Incentive Grants - (Waiver only)	Low/Mod	$338,000,000.00	$59,400,000.00
		HRP-DCA-UN-R1	Housing Resettlement Program DCA UN R1	Residential Location Incentive Grants - (Waiver only)	Urgent Need	$338,000,000.00	$39,600,000.00
		RREM-DCA-LMI-R1	RREM DCA LMI R1	Rehabilitation/reconstruction of residential structures	Low/Mod	$338,000,000.00	$167,301,540.00
		RREM-DCA-UN-R1	RREM DCA UN R1	Rehabilitation/reconstruction of residential structures	Urgent Need	$338,000,000.00	$71,698,460.00
S01RentHsgR1	Rental Housing	INCLL-DCA-LMI-R1	Incentive for Landlords DCA LMI R1	Affordable Rental Housing	Low/Mod	$213,438,000.00	$20,000,000.00
		NEP-DCA-LMI-R1	Neighborhood Enhancement Prog DCA LMI (Blight) R1	Rehabilitation/reconstruction of residential structures	Low/Mod	$213,438,000.00	$10,540,000.00
		NEP-DCA-UN-R1	Neighborhood Enhancement Prog DCA UN (Blight) R1	Rehabilitation/reconstruction of residential structures	Urgent Need	$213,438,000.00	$1,210,000.00
		PREDEV-NJRA-LMI-R1	Pre-development Fund NJRA LMI R1	Planning	N/A	$213,438,000.00	$5,000,000.00
		SHBA-HMFA-LMI-R1	Sandy Home Buyer Assistance Program HMFA LMI R1	Homeownership Assistance to low- and moderate-income	Low/Mod	$213,438,000.00	$12,500,000.00
		SRP-DCA-LMI-R1	Small Rental Properties DCA LMI MF R1	Rehabilitation/reconstruction of residential structures	Low/Mod	$213,438,000.00	$35,000,000.00
S01SupSrvsR1	Supportive Services	SSP-DCF-LMI-R1	Supportive Services DCF LMI R1	Public services	Low/Mod	$4,900,000.00	$490,000.00
		SSP-DHS-LMI-R1	Supportive Services DHS LMI R1	Public services	Low/Mod	$4,900,000.00	$3,920,000.00
		SSP-HSS-LMI-R1	Supportive Services HSS LMI R1	Public services	Low/Mod	$4,900,000.00	$490,000.00
Total						$5,833,664,000.00	$771,478,000.00

Setting up Activities

Grantees have to set up projects and responsible organizations before they can add activities under the Edit Action Plan page.

To add new activities, grantees use the ADD ACTIVITY button. Once activities have been added, they can be edited using the link on the activity #. When the Action Plan is first opened, grantees will only see a list of projects. They can see a list of activities under a particular project by clicking on the > to the left of a specific project #. They can see all activities if they select the arrow to the left of the WORD Project #.

Action Plans

Edit Action Plan

Grant Number: B-13-DS-34-0001
Grant Amount: $1,829,520,000.00

- Funding Sources
- Disaster Damage
- Recovery Needs

[Add Activity] | [Save] | [Submit Action Plan] | [Cancel]

Grant Amount:	$1,829,520,000.00
Estimated PI/RL Funds:	$4,430,000.00
Total Budget:	$1,833,950,000.00

Note: Click ▶ to drill down activities.

Project #	Project Title	Project Budget
S01AdmnR1	Admin	$54,600,000.00
S01EconRevR1	Economic Revitaliztion	$284,880,000.00
S01GovEntR1	Support For Governmental Entities	$114,848,000.00
S01HmHsgR1	Homeowner Housing	$338,000,000.00

Activity Number	Activity Title	Activity Budget
HRP-DCA-LMI-R1	Housing Resettlement Program DCA LMI R1	$59,400,000.00
HRP-DCA-UN-R1	Housing Resettlement Program DCA UN R1	$39,600,000.00
RREM-DCA-LMI-R1	RREM DCA LMI R1	$167,301,540.00
RREM-DCA-UN-R1	RREM DCA UN R1	$71,698,460.00

| S01RentHsgR1 | Rental Housing | $213,438,000.00 |
| S01SupSrvsR1 | Supportive Services | $4,900,000.00 |

Funding Source Name	Funding Type
	Select Option

[Add Additional Funding Source]

Grantees that have spending deadlines should remember to include the end date for expenditures at the activity level using the PROJECTED END DATE field. These dates should be based on the date of the grant agreement that funded the project and related activities. If any future waivers would be granted, extending one or more expenditure deadlines, the revised date would be placed in this field.

Tracking Expenditure Deadlines for Projects and Activities

Based on the information in the grant agreement, project descriptions, and projected end dates in activity profiles, HUD will examine when specific projects and activities must be blocked for further draws. When this happens, a grantee will either see a checkbox in the **HUD BLOCK** sections of the project and/or activity profile or the block date listed. Grantees will not be able to draw on projects and activities past the block dates listed in the project/activity profiles.

As part of the process in enforcing spending deadlines, HUD may also work with the grantee to reduce the total grant amount. Once activities have been permanently blocked, grantees should work with HUD to make sure that the project and activity budgets are reduced to the correct levels so there are no problems working with the remaining projects and activities.

Summary

The below chart summarizes the actions required by the grantees, and HUD, in order to ensure the expenditure deadline required by Public Law 113-2 is met.

	Grantee Action	HUD Action
Published Plan	Submit proposed list of uses by category for amount to be released	Approve submission
Grant Agreement	Execute grant agreement based on approved plan	Execute grant agreement
DRGR Action Plan		Update Restricted Balance budget based on amount released in grant agreement [CPD Representative and DRGR HUD Headquarters (HHQ) Administrator]
	Enter DRGR projects and activities excluding the amount of funds in Restricted Balance project; include round # in project/activity titles; include grant agreement and expiration date in project and activity description; reflect end dates in activity end dates	Approve DRGR Action Plan [CPD Representative]; unblock activities, as needed [DRGR HHQ Administrator]
DRGR Quarterly Performance Report (QPR)		As part of QPR reviews, identify projects and activities that are expiring and notify DRGR HHQ Administrator of dates to block activities [CPD Representative]
DRGR Action Plan		Notify grantee of blocks; request adjustments to budgets in anticipation of grant reduction [CPD Representative]
	Reduce project and activity budget; submit updated DRGR Action Plan	Approves DRGR Action Plan [CPD Representative]
Grant Agreement		Requests grant adjustment and submit the information to HUD FT. Worth CFO [CPD Representative, or Financial Analyst]; grant is adjusted in LOCCS and then DRGR [HUD Ft. Worth, DRGR HHQ Administrator]