

## Chapter 10: Action Plan Overview | Manage My Grants Module

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## Chapter 10: Action Plan Overview

This Chapter provides procedures to add, edit, and view DRGR Action Plans contained under **Manage My Grants**. This Chapter also summarizes the relationship between the Action Plan and the Projects, Grantee Programs, Activities, and TA Work Plans. Chapter 11 of this manual provides Public Action Plan details for applicable grantees.

This Chapter describes actions for Grantee Users and HUD Users, and it is divided into subsections. Functions that are available depend on the user roles and grant appropriations. For instance, Grantee Users associated with technical assistance providers will not see the option to Add Action Plan. The following actions are covered in this Chapter:

.Menu Option	Subsection	Action
• Add Action Plan	.C1	Add a new Action Plan
🕼 Manage Action Plan	.C2 .Edit an existing Action Plan	
● View Action Plan	.C3	View an existing Action Plan
🛓 Download Action Plan	.C4	.Download Action Plan PDF
<b>Q</b> Search Action Plans	.C5	Search for Action Plans
🗙 Review Tools		.See Chapter 15
<b>Q</b> Lookup Consolidated Plans	.C6	.Lookup Consolidated Plans

#### Grantee Users

#### HUD Users

.Menu Option	Subsection	Action
🗭 Manage Action Plan	.C3	View an existing Action Plan
	.C3	View an existing Action Plan
🛓 Download Action Plan	.C4	.Download Action Plan PDF
Review Action Plan		.See Chapter 16
<b>Q</b> Search Action Plans	.C5	Search for Action Plans
🗙 Review Tools		See Chapter 15
<b>Q</b> Lookup Consolidated Plans	.C6	Lookup Consolidated Plans



## A. Manage My Grants Module Access

The Manage My Grants module contains access to Action Plan actions.

#### A1. Grantee | User Access

User Role: Grantee User				Menu Option:	🖬 Manage My Gra	nts Module
Purp	oose: Allow Grante	ee Users to access	Action Plan acti	ons.		
V	Complete the fol	lowing steps to ac	cess the Manag	e My Grants Modu	ıle:	
1 r	In the DRGR Syste menu.	em, select the <b>M</b> a	anage My Gran	ts module, or 👖	icon, located in	the navigation
-	CPD   DRGR	B-11-	DN-13-0001	<mark>▲</mark> 茶 <u>五</u> - \$	- 苑 - 🔥 - 🕁 - 占 - Misr	ner, Glen 7GAJ
_2 r ( s	This opens the dro menu items based Chapter discusses t screenshot. The re this Manual.	pdown menu item I on user type an he first menu: "Ac maining menus un ants	s for the <b>Manag</b> d user roles. W tion Plans." Fun nder <b>Manage N</b>	<b>e My Grants</b> modu 'hile <b>Manage My</b> ctions available un <b>ly Grants</b> are cove	le. The System displ Grants includes sev der this menu are hi red under subsequ	ays the relevant 'en menus, this ghlighted in the ent Chapters in
	ACTION PLANS CM Manage Action Plan View Action Plan Download Action Plan Download Action Plan Download Word Action Plan CM Search Action Plans CM Review Tools CM Lookup Consolidated Plans	PROJECTS         ♣ Add Project         ● View Projects/Activities         ▲ Download Projects/Activities         ▲ Search Projects	ACTIVITIES C Add Activity Q Search Activities T Restore Activities C	GRANTEE PROGRAMS  Add Grantee Program  Search Grantee Programs	PERFORMANCE REPORTS	GRANTS  View Grant  Search Grants

## A2. HUD | User Access

. <b>User Role:</b> HUD User	Menu Option: 🟦 Manage My Grants Module				
Purpose: Allow HUD Users to access Action Plan actions.					
Complete the following steps to access the Manage My Grants Module:					
1In the DRGR System, select the Manage My Grant menu.	<b>s</b> module, or $\widehat{\mathbf{m}}$ icon, located in the navigation				
CPD DRGR B-11-DN-13-0001	▲ 希 血 · \$ · 亟 · € · 坐 · ▲ · Misner, Glen [1017GA]				



Us	User Role: HUD User				.Menu (	<b>Dption: 1</b> Ma	nage My Grar	nts Module
.2	-This opens the d menu items base the first menu: " remaining menu Manage My Gra Manage My Gra Manage My Gra View Action Plan Download Action Plan Search Action Plan Search Action Plan Search Action Plan Search Action Plan Lookup Consolidated Plans	ropdown menu i ed on user roles 'Action Plans." Fu s under <b>Manage</b> ants PROJECTS Add Project View Project/Activities Search Projects $$	items for the <b>I</b> . While <b>Mana</b> unctions avail. <b>My Grants</b> ar	Manage ge My ( able un re cover cranter PRO Q Search Gra	My Grar Grants in der this r ed under	nts module. The S cludes seven me nenu are highlig subsequent Cha PERFORMANCE REPORTS @ Manage Performance Reports Search Performance Reports	Grants GRANTS GRANTS GRANTS CRANTS CRANTS Manage Grant Closeout Grant View Grant Q Search Grants	rs the relevant oter discusses reenshot. The Manual. WORK PLANS Q. Manage Requests Q. Manage Assignments Q. Manage Work Plans

## B. Action Plan Summary

#### **B1.** Action Plan Overview

The DRGR Action Plan is a detailed outline of the proposed activities associated with an award in DRGR. The activities are grouped by Project and by Grantee Program, if applicable. The DRGR Action Plan is typically completed by Grantees after approval of their Published Plan and execution of the Grant Agreement. The proposed activities on the Action Plan serve as the basis for reporting actual performance and the basis for financial transactions.

For non-TA awards in DRGR, the DRGR Action Plan must be substantially similar to a Grantee's Published Action Plan or Substantial Amendment (e.g., Disaster Recovery and NSP, respectively.) Note that as a Grantee amends its Published Action Plan or Substantial Amendment, corresponding changes should be made in DRGR and submitted to HUD for approval. While the published plan often contains high level budgets for eligible activity categories (e.g., Housing, Economic Development), the DRGR Action Plan contains granular level detail on eligible activity types (e.g., housing new construction or housing rehabilitation).

For awards associated with TA Providers in DRGR, the Action Plan is initially setup by HUD after the TA Provider signs the award documents and HUD's Forth Worth Accounting Center enters the primary Grant data into LOCCS. TA Provider Action Plans do not typically require re-approval by HUD. Action Plans can be added by TA Providers as well, at HUD's direction. TA Providers should follow the steps in this Chapter for adding Action Plans to Grants, if directed by HUD.

The following figure contains the key actions and processes related to the DRGR Action Plan:



DRGR Action Plan Workflow

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#### B2. Relationship Between Grants and Action Plans

In the DRGR System, there are two types of relationships between Grants and Action Plans:

- For most Grantees, there is a one-for-one relationship between a Grant and an Action Plan. This means that Grantees report on one Grant at a time.
- In some instances, an Action Plan may be related to more than one Grant. This is referred to as a "Consolidated Action Plan". In these instances, even though the Grantee has one Action Plan and set of QPRs for the group of Grants in a Consolidated Action Plan, Grantees must report financial data for each Grant individually (in the Action Plan budgets, in the Manage My Financials module, and in expenditures reported in the performance reports).



#### Relationship between Grants and Action Plan in a Consolidated Action Plan

# B3. Action Plan and Relationship to Public Action Plans, Grantee Programs, Projects, Activities and TA Work Plans

The Action Plan in DRGR outlines proposed activities and groups those activities by Project and by Grantee Programs. For applicable grantees, the Public Action Plan has a direct relationship with the Action Plan in DRGR, detail is included in Chapter 11 of this Manual. TA Work Plans apply to the users associated with TA Providers and populate the Action Plan as activities. As such, activities and TA work plans are one and the same in DRGR.

- Public Action Plan presented in detail in Chapter 11 of this Manual Public Action Plans have a direct relationship with Action Plans in DRGR (including projects and activities). If a Grantee Program is not entered in the Public Action Plan, grantees will be unable to add projects and activities for the program in the Action Plan in DRGR.
- Grantee Program presented in detail in Chapter 13 of this Manual is available if HUD flags an award or an appropriation as needing the additional information. This option is used in limited



instances, typically those with large awards and complex programs (e.g., Disaster Recovery Grantees). DRGR Programs offer a unique way to group and report cumulative data in illustrative dashboards.

- Project presented in detail in Chapter 12 of this User Manual is the more common grouping of activities. Projects are entered by Grantee Users in DRGR. Projects usually represent major programs, either outlined in the Disaster Recovery Published Plan (e.g., Housing, Economic Development, Infrastructure) or outlined in the TA award. Projects may also represent Responsible Organizations (see Chapter 6). For grants associated with TA Providers, Projects are setup by HUD. For all other grants, Projects are established by the Grantee.
- Activities presented in detail in Chapter 14 of this Manual are associated with one Project and may be associated with one Grantee Program. Activities in DRGR contain most of the information used by HUD to monitor for compliance with program requirements. For awards associated with TA Providers, activities and work plans are one in the same and are populated based on TA work plan details.



#### DRGR Action Plan Hierarchy for an Action Plan Related to One Grant Only

#### **B4.** Review Tools

Review Tools offer Grantee and HUD Users functions to aid with compliance. The use of Review Tools as a quality assurance/quality control function is optional, but highly recommended. See Chapter 15 of this User Manual for more information on Review Tools.

#### B5. Relationship to Performance Reporting

The Action Plan establishes the template for reporting accomplishments in the performance reports. See Chapters 19-22 for more information on QPRs. If information is not established in the Action Plan (e.g., projected rental households assisted), it will not be available to report on in the QPR. Further, Grantees cannot submit a QPR until the action plan is approved by HUD.



#### B6. HUD Review and Approval

For awards other than TA awards, the initial Action Plan and every subsequent edit to the Action Plan requires submission to HUD for review and approval. The required submission to HUD may include minor and significant edits that constitute a Substantial Amendment. See Chapter 16 for more information.

#### C. Manage Action Plan

#### C1. Grantee | Add Action Plan

L <b>User Role:</b> Grantee Use Provider User)	er (excluding TA	Menu Option:	• Add Action Plan
. <b>Purpose:</b> Allow Grantee Us time only).	sers (excluding TA P	rovider Users) to	add a DRGR Action Plan (required one
Complete the followi	ing steps to add a DI	RGR Action Plan a	and Estimate Program Income:
Select <add action="" plan<="" th=""><td>.&gt; The <b>"Add Action F</b></td><td>Plan" page will loa</td><td>ad. Review the information and select</td></add>	.> The <b>"Add Action F</b>	Plan" page will loa	ad. Review the information and select
<confirm grant="">. If the Action Plan" page will lo</confirm>	information is incompad.	rect, contact you	
<confirm grant="">. If the Action Plan" page will lo</confirm>	information is incompad. Add Action Plan	Plan for the Grant listed below:	
<confirm grant="">. If the Action Plan" page will lo Confirm Grant Reporting System Disaster Recovery Grant Reporting System Home E My Account Use ID TOBGA Report Ration Status Recenting Manage My Profile</confirm>	Add Action Plan Please confirm that you want to Add an Action Appropriation: Grant Number:	Plan for the Grant listed below: 2013 SDY TEST GRANT	
<confirm grant="">. If the Action Plan" page will lo Disaster Recovery Grant Reporting Syste Home E My Account Green Disaster Report Research Manage Ny Profese</confirm>	Add Action Plan Please confirm that you want to Add an Action Appropriation: Grant Number: Grant Award Amount:	Plan for the Grant listed below: 2013 SDY TEST GRANT \$10.000.000.000.000	
<confirm grant="">. If the Action Plan" page will lo Disaster Recovery Grant Reporting Syste Home My Account Use ID 1086A Recertication Status Recertine Manage My Profile My Announcements</confirm>	Add Action Plan Please confirm that you want to Add an Action Appropriation: Grant Number: Grant Award Amount: Grant Status:	Plan for the Grant listed below: 2013 SDY TEST GRANT \$10.000.000.000.000.00 Active	
Confirm Grant>. If the Action Plan" page will loc Action Plan" page will loc Image will be action Plan" page will be action plan" page will be action plan" page will be action plan with the actio	Information is incorporation ad. Add Action Plan Please confirm that you want to Add an Action Appropriation: Grant Number: Grant Award Amount: Grant Status: Grant Description:	Plan for the Grant listed below: 2013 SDY TEST GRANT \$10.000.000.000.000 Active TEST GRANT	

2 .On the "Manage Action Plan" page, summary details about the Grant will be displayed at the top of the page. Functions for "Financials", "Narratives", "Documents", "Measures", "Programs", "Projects", "Activities", "History", and "Upload" are found in the tabs below. See Section C2 below for more information on Action Plan tabs. To add "Estimated PI/RLF Funds" (if applicable), select <Edit> to the right of the Grant details.

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N							
Disaster Recovery Grant Repo	rting System			TEST GRANT	<b>A</b>	斧 重- \$- ✓ Saved	
🔟 Manage Actio	ו Plan						< Back 🛛 🞸 Submit Pl
Grant Number: Grantee Name: Appropriation Code: Action Plan Status:		TEST GRANT Georgia 2013 SDY Z Original - In Progress		LOCCS Authorized Amo Grant Award Amount: Total Estimated PI/RL F Total Budget:	unds:	\$0.0 \$10,000,000,000,000.0 \$0.0 \$10,000,000,000,000,000.0	00 00 00 ਵਿੱ Edit
Financials	Narratives D	locuments Measures	Programs	Projects	Activities	History	Upload
Financials Grant Funding Grant Type Grant Number LC Parent TEST GRANT Funding Sources No Results Found	CCS Authorized Amount Grant Av S0.00 \$10.000.0	vard Amount Total Estimated PU/RL Funds 00.000.000.000 \$0.00 \$10	Restricted Budget Available To B	udget Activity Budgets Activ	ity Obligations Total Draw \$0.00 \$0.0	n Program Funds Drawn Pr 10 \$0.00	ogram Income Drawn \$0.00 • Add Funding Source
B-18-D	Edit Estimated FU Enter the estimated PI/RI B-18-DP-13-0001:	Inds funds for the grant and click Save. \$590,000.00	orized Am	iount:	≗ 斧 <u>血</u> ~	\$- 00- 0- 1 \$37,943,000.00 \$37,943,000.00	Let a state of the state of th
Modified - Resubmit W		Cancel	B Save	runus.		\$38,533,000.00	La Edi
ocuments	Measures	Programs	Projects	Activities	н	istory	Upload
To add "Fund Sources> to th	ing Sources' ie right of th LOCCS Authorized Amount \$37,943,0000 \$	' (if required or o e "Funding Sourc Grant Award Total Estimated PV/RL Amount Funds 37.943,000.00 \$590,000.00	Jesired), in t es" table. Restricted Available T Budget Budge 50.00 \$37,943,000.0	the <b><financ< b=""></financ<></b>	Activity Total Digations Drawn 81794300 5586.113.42	Select <ad Program Funds Drawn 5588,113.42</ad 	Id Fundi ogram Income Drawn 50.00
Grant Funding Grant Type Grant Number Parent 8-18-DP-13- 0001						O Add	Funding Source
Grant Funding Grant Type Grant Number Parent B=18-DP-13- 0001 Funding Source Name County Investment Funds FEMA PA FEMA PA			Funding Type City Funds FEMA Mitigation FEMA Public Assistance				ă Ø



- <b>User Role:</b> Grantee U Provider User)	ser (excluding TA	Menu Option:	Add Action	on Plan	
5 Enter a "Funding Sour <b><save></save></b> . This funding so	ce Name," select a < ource will now be avail	<b>Funding Type&gt;</b> f able to report ac	from the drop tivity-level ma	odown meni atch or levera	u and select age funding.
Disaster Recovery Grant Reporting System Financials Grant Funding Grant Funding Grant Number Ann Parent 8-18-0P-13- \$37,943,00 Parent 8-18-0P-13- \$37,943,00 Funding Sources Funding Source Name County Investment Funds FEMA	Add Funding Source Enter the values and click save.	Source Name Funding Type City Funds FEMA Mitigation IFMA Public Assistance	cancel Store	Total         Program Funds           Drawn         Drawn           888,113.42         \$568,113.42	Program Income Drawn S0.00 Add Funding Source Actions C C C C
6 .To enter "Overall Narr <b>Edit&gt;</b> next to each Na Manage Action Plar Grant Number: Grantee Name: Appropriation Code: Action Plan Status:	atives" (required) in the reading.	ne action plan, se Loccs Aut Grant Awa Total Budg	elect the <b><nar< b=""></nar<></b>	ratives> Tab \$37,943,000.00 \$37,943,000.00 \$359,000.00 \$38,530,000.00 \$38,530,000.00	, then select * Submit Plan
Financials Narratives	Documents Measures	Programs Project	ts Activities	History	Upload
Disaster Damage	Just testing this feature for UAT. Enter narrative in rich test format and add images testing this feature again 11May2020	. Cick Save. The narrative is saved and displayed ap	ppropriately on the Narratives tab		Df tote
Recovery Needs	Berrien, Camden, Charthon, Chatham, Coffee, Gool DCA's analysis of the data confermed that the MID The conclusion of the unmet need analysis reveal allocation on houring and housing related activitie Testing this edit process.	c, Crisp, Dougherty, Glynn, Liberty, McIntoth, Thoma a mass were the following Zipscoder. 31530, 31540, <i>i</i> sthat the 37,943,000 allocated for unmet need may est until such time the needs have been addressed.	as, Turner, Wilcox, Worth and 31705. . not fully address the housing need there	fore DCA will use the total	g' nat
	The remainder of this	s page is intention	ally left blank.		



- <b>Us</b> Pro	ser Role: Grantee User (excluding TA .Menu Option: • Add Action Plan ovider User)
7	Enter the Narrative (usually borrowed from the Published Plan). Utilize the menu options that appear above the text field to format the text, insert images and tables, etc.
8	Once completed, select <save> to return to the "Manage Action Plan" page.         V Grant Report         Add/Edit Narrative - Disaster Damage         File Edit View Inset Format Tools Table         B       I         D       E         There was extensive disaster damage resulting from the hurricane in the following areas:         • Travis County         • City of Houston         UL+U</save>
- 9	This completes the "Action Plan-level" actions (i.e. confirming the Grant, adding/editing estimated PI, and adding/editing Action Plan narratives). Additional steps, including adding project and activities and submitting the Action Plan to HUD are described in Chapters 10-18.

#### C2. Grantee | Edit Action Plan

The DRGR Action Plan is fluid and may change often. Nearly all Grantees will, at some point, need to revisit the information in the Action Plan and make changes. It is important to understand that those changes, even if minor, will require resubmission of the Action Plan to HUD for review and approval. If a Grantee is making several changes to their Action Plan, they may wait until all of the changes are made and submit the Action Plan at once (instead of incrementally) to their HUD Representative for review.



- <b>User Role:</b> Grantee User (excluding TA Provider User)	Menu Option: 🕜 Manage Action Plan						
Purpose: Allow Grantee Users (excluding TA Provid	Purpose: Allow Grantee Users (excluding TA Provider Users) to edit the DRGR Action Plan.						
Complete the following steps to edit a DRGR	Action Plan:						
.1 Navigate to the Manage My Grants module ar Select <manage action="" plan="">.The "Manage Acti tabs from the "Manage Action Plan" page "Components of the DRGR Action Plan" table be tab will load additional edit capabilities unique t</manage>	nd locate the <b>Action Plan</b> menu. See Section A1. <b>on Plan</b> " page will load. Select one of the nine (9) to edit components of the Action Plan. See slow for an overview of each tab's functions. Each o that tab.						
Image Action Plan         Grant Number:       TEST GRANT         Grantee Name:       Georgia         Appropriation Code:       2013 SDY         Action Plan Status:       Image: Original - In Progress	<ul> <li>4 Esté <ul> <li>✓ Submit Plan</li> <li>LOCCS Authorized Amount:</li> <li>\$0,000,000,000,000,000</li> <li>Grant Award Amount:</li> <li>\$10,000,000,000,000,000</li> <li>Total Estimated PI/RL Funds:</li> <li>\$0,000,000,000,000,000</li> <li>[df fat</li> </ul> <li>Total Budget:</li> </li></ul>						
Financials Narratives Documents Measures	Programs Projects Activities History Upload						
Financials Grant Funding Grant Type Grant Number LOCCS Authorized Amount Grant Award Amount Total Estimated PI/RL Funds Restricted I	ludget Available To Budget Activity Budgets Activity Obligations Total Drawn Program Funds Drawn Program Income Drawn						
Parent         TEST GRANT         \$0.00         \$10.000.000.000.000         \$0.00         \$10.000.000.000           Funding Sources         No Results Found         \$0.00         \$0.000	000.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00						

## Components of the DRGR Action Plan

Financials	Provides a summary of grant- and project-level financial data; allows Grantees to add "Funding Sources."
Narratives	Allows Grantees to enter grant-level narratives.
Documents	Allows Grantees to attach supporting documents to the action plan.
Measures	Provides a summary of proposed accomplishments and beneficiaries across all activities.
Programs	Allows Grantees to add/edit/delete Programs (see Chapter 13).
Projects	Allows Grantees to add/edit/delete Projects (see Chapter 12).
Activities	Allows Grantees to add/edit/delete Activities (see Chapter 14).
History	Provides links to previously approved versions of the Action Plan, including "Review Checklists Completed by HUD."



Upload	Allows Grantees to upload Action Plan data (see Chapter 34).			
Estimated PI/RLF Funds	Accessible from the top right of the <b>"Manage Action Plan"</b> page. Allows Grantee to add/edit Estimated PI/RLF Funds.			

#### C3. Grantee and HUD | View Action Plan

The "View Action Plan" feature allows the Grantee and HUD Users to view all the components of a DRGR Action Plan (e.g., Projects and Activities) in one location. These steps apply to TA Provider Users and HUD Users who manage TA awards.

Purpose: A	llow Grantee and H plete the following	UD Users to v steps to view	view a DRGR /	Action Plan. on Plan:			
Comp 1 Navigate	olete the following	steps to view	a DRGR Actic	on Plan:			
1 Navigate							
A2. Sele to the d <sub>View Acti</sub>	e to the <b>Manage N</b> ct <b><view action="" b="" pla<=""> esired section of th <sup>on Plan</sup></view></b>	ly Grant mod In>. The "View Ie DRGR Actio	ule and locat <b>w Action Plan</b> n Plan.	e the <b>Action Plan</b> " page will load.(	menu. See Section A1 and Choose a hyperlink to jump		
Grant Num B-18-DP-13 Grantee Na Georgia LOCCS Aut \$37,943,001	Grant Number:       - Disaster Damage         B-18-DP-13-0001       - Recovery Needs         - Mitigation Proposed         Grantee Name:       - UAT 8.1 results         Georgia       - Test HNN #1         - Test HNN #2         LOCCS Authorized Amount:       - View Action Plan History						
Grant Awa	rd Amount:	Project #	Project Title	Cranton Activity #	Activity Titla		
\$37,943,000	\$37,943,000.00 Estimated PI/RL Funds:	01- DCA-UAT Update	01- DCA-UAT Update 1	01 - DCA ADMIN	01 - DCA ADMIN		
Estimated		02- Multifamily 02- Mu	·	02- DCA Planning	02- DCA Planning		
\$590,000.0	0			03- HRRP	03- HRRP		
Total Budg	<b>Total Budget:</b> \$38,533,000.00			04- Buyout	04- Buyout		
\$38,533,000			02- Multifamily	2019-073 Kingsland Multifamily	2019-073 Kingsland Multifamily (Arbours)		
				2019-075 Brunswick Multifamily	2019-075 Brunswick Multifamily (Perry Place)		
				2019-077 Kingsland Multifamily	2019-077 Kingsland Multifamily (Grove Park)		
				2019-080 Albany Multifamily	2019-080 Albany Multifamily (Havenwood)		
1		0.4. Brunnwich	04. Brunnwich	IEST UAT	1EST HMN 04 Devenuela Devenuel I M		
		UH- Brunswick	UH- BRUNSWICK	04-Brunswick Buyout LM	04-Brunswick Buyout LM		
				04-Brunswick HRRP I M	04-Brunswick HBRP I M		



ser Role: Grantee and HUD User				Menu Optio	n: 🤇	View Action P	lan	
2 The DRGR System will automatically navigate to that component of the Action Plan.								
	Grantee Activity Number: 2019-075 Brun	swick Multifamily						
	Activity Title: 2019-075 Brunswick Multifa	mily (Perry Place)		Project #/Project T	itle: 02- Mul	ltifamily / 02- Multifamily		
	Grantee Program:							
	Activity Type: Affordable Rental Housing			Activity Status: Under Way				
	National Objective: Low/Mod: Benefit to low- and moderate-inco	me persons/families						
	Projected Start Date: 08/22/2019			Total Budget: \$2,000,000.00 Most Impacted and Distressed Budget: \$2,000,000.00				
	Projected End Date: 08/22/2024			Other Funds Total: \$0.00 Total Funds Amount: \$2,000,000.00				
	Block Drawdown: Blocked by Grantee Activity Draw Block by HUD Project Draw Block by HUD Benefit Report Types: Direct(Household	Jock Drawdown: Blocked by: Blocked by Grantee Activity Draw Block by HUD Broject Draw Block by HUD Sanefit Report Types: Direct(Households)			e:	Blocke	ad by:	
	Pronosed Beneficiaries	Total	Low		Mod		Low/Mod95	
	# of Households	56	26		30		100.00%	
	# Renter Households	56	26		30		100.00%	
	Proposed Accomplishments					Total		
# of Housing Units 56				56				
	# of Multifamily Units				56			
	# of Properties					1		
	Activity is being carried out by the Gran No	tee: Activi	ty is being car	ried out through:		Organization carrying o Georgia Department of Co	ut Activity: mmunity Affairs	

#### C4. Grantee and HUD | Download and Print Action Plan

The Word or PDF version of the Action Plan can be saved for the Grantee's records and/or posted on the Grantee's website for disaster recovery. The PDF will appear in a separate window of the internet browser. These steps apply to TA Provider Users and HUD Users who manage TA awards.

User Role: Grantee and HUD User	Menu Option: 🛃 Download Action Plan				
<b>Purpose:</b> Allow Grantee and HUD Users to download and print a PDF version of the DRGR Action Plan.					
Complete the following steps to download and print the DRGR Action Plan:					
1 Navigate to the Manage My Grant module and A2 above. Select <download action="" plan=""> or <d or Microsoft Word version of the Action Plan ir select the <save> button on the bottom of the p</save></d </download>	locate the <b>Action Plan</b> menu. See Section A1 and <b>ownload Word Action Plan&gt;</b> . This will open a PDF a new window. To save the Action Plan in PDF, page.				
The remainder of this page is intentionally left blank.					



User Role: Grantee and HUD User	M	enu Option:	🛓 Download Action Plan			
Action Plan						
Grantee: Georgia						
Grant: B-18-DP-1	3-0001					
LOCCS Authorized Amount: Grant Award Amount: Status:	\$ 37,943,000.00 \$ 37,943,000.00 Modified - Resubmit When	n Ready				
Estimated PI/RL Funds:	\$ 590,000.00	000.00				
Total Budget:	\$ 38,533,000.00					
Funding Sources Funding Source County Investment Funds FEMA FEMA PA	Funding Type City Funds FEMA Mitigation FEMA Public Assistance					
Narratives Disaster Damage: There was extensive disaster damage resulting	Ê	/ 68   🔿 🕀   🏃				
2 To print the action plan in PDF, se	lect the <b><print></print></b> or	icon on	the bottom of the page.			

The remainder of this page is intentionally left blank.



#### C5. Grantee and HUD | Search Action Plans

The "Search Action Plan" feature allows Grantee and HUD Users to view every DRGR Action Plan in their portfolio. From this page, users can also navigate to the desired Action Plan, even if not selected in the Navigation Bar. These steps apply to TA Provider Users and HUD Users who manage TA awards.

er Role: G	Frantee and I	HUD User	Me	enu Option: Q Search Actio	n Plans
pose: All	low Grantee	and HUD Users t	o access all Act	ion Plans within their por	tfolio.
Comm	lete the foll	owing steps to se	arch and acces	s DRGR Action Plans	
comp		owing steps to se			
Navigate A2 abov criteria a	e to the <b>Man</b> re. Select <b><s< b=""> and select <b><s< b=""></s<></b></s<></b>	age My Grant me earch Action Pla Gearch>. Search re	odule and loca n>. The <b>"Searc</b> esults will load.	te the <b>Action Plan</b> menu. : <b>h Action Plan"</b> page will	See Section A1 ar load. Enter searc
Q Search	n Action Plans				< Back
Search Criter	ia 🗸				
Grantee Name:	Enter Grantee Name	e	Grant Nu	Enter Grant Number	
Action Plan Status:	Select Option		~		
			Reset Search		
Matching Resu	ults 8			-	
Copy Print State	CSV Excel	Grant Number	Grant Status	Action Plan Status	Actions
GA	Georgia	B-08-DI-13-0001	Close	Reviewed and Approved	ß
GA	Georgia	B-08-DN-13-0001	Active	Modified - Resubmit When Ready	C.
GA	Georgia	B-11-DN-13-0001	Active	Modified - Resubmit When Ready	C .
GA	Georgia	B-18-DP-13-0001	Active	Modified - Resubmit When Ready	Ø
GA	Georgia	B-94-DA-13-0001	Close	Original - In Progress	C'
GA	Georgia	8-96-DR-13-0001	Close	Original - In Progress	ß
GA	Georgia	E-96-DD-13-0001	Active	Submitted - Await for Review	8
04	Georgia	TEST GIVINT	Kuve M First ∢Previous 1 Next⊁	Last M	Show 10 Rows
Select th have the Search Search Criteri Grantee Name: Action Plan Status:	e desired Ac e option of co n Action Plans ia - Enter Grantee Name Select Option	tion Plan under tlopying, printing, c	he "Action" colu or downloading Grant N.	umn to navigate to the Act the search results via MS """"	tion Plan. Users als Excel or CSV.
Matching Resu	LITE B CSV Excel				
State	Grantee Name	Grant Number	Grant Status	Action Plan Status	Actions
	Georgia	B-08-DI-13-0001	Close	Reviewed and Approved	
GA					ď
GA GA	Georgia	B-08-DN-13-0001	Active	Modified - Resubmit When Ready	C' C'
GA GA GA	Georgia Georgia Georgia	8-08-DN-13-0001 8-11-DN-13-0001 8-18-DP-13-0001	Active Active Active	Modified - Resubmit When Ready Modified - Resubmit When Ready Modified - Resubmit When Ready	6' 6' 6' 6'



#### C6. Grantee and HUD | Lookup Consolidated Plans (optional)

The "Lookup Consolidated Plans" feature is optional and is for informational purposes only.

User Role: Grantee and HUD User	Menu Option: Q Lookup Consolidated Plans				
Purpose: Allow Grantee and HUD Users to look up and view Consolidated Plans.					
Complete the following steps to look up a	nd view Consolidated Plans:				
<ol> <li>Navigate to the Manage My Grant module a A2 above. Select <lookup consolidated="" plan=""> search criteria and select <search plans="">.</search></lookup></li> </ol>	nd locate the <b>Action Plan</b> menu. See Section A1 and . The <b>"View Consolidated Plans"</b> page will load. Enter				
VIEW CONSOLIDATED PLANS: Search Fields					
Program Year (YYYY): Plan Type: Grantee DUNS/DUNS+4: State (2digit, ex: TX):	End Year (YYYY): Grantee Type: Grantee Name:				
Search Plans Consolidated Plans File Info:					
Note: Systems displays 100 consolidated plans maximum, Please narrow s Prog Year End Year Time Review Plan Type Grantee Type DUNS Name State	earch criteria Link				
2 Search results will load. To view a Consolidate	ed Plan, select the desired Consolidated Plan.				
Search Fields Program Year (YYYY): Plan Type: Grantee DUNS/DUNS+4: Grantee Name: richland State (2digit, ex: TX):					
Search Plans Consolidated Plans File Info:					
Note         Systems displays         100 consolidated plans maximum, Please narrow search criteria           Prog Year         End Year         Time Review         Plan Type         Grantee Type         DUNS           2015         2015         201507081622         AAPCP         CNSRT         071850283XX           2015         2016         201607081622         CAPER         CNSRT         071850283XX           2015         2016         201607081622         CONPL         CNSRT         071850283XX           2015         2016         201607081610         AAPCP         CNSRT         071850283XX           2015         2016         20160501610         AAPCP         CNSRT         071850283XX           2016         20161010         AAPCP         CNSRT         071850283XX           2016         20161701112         CAPER         CNSRT         071850283XX	Name         State         Link           DX         RICHLAND         WA         Download File           XX         RICHLAND         WA         Download File				