Chapter 11: Public Action Plan | Manage My Grants Module

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A. Public Action Plan Overview

The Public Action Plan in DRGR functionality for applicable users allows for the configuration of Public Action Plan templates that can be enabled at the appropriation or grants award level. Public Action Plan templates may contain the following: cover sheet, section heading content types, narrative content types, Grantee Program content (for applicable grants) types and data table content types. When grants are assigned to use Public Action Plan templates, DRGR tracks the Public Action Plan status and the status of the DRGR Action Plan (Note: HUD CPD Representatives will approve both Action Plans separately in DRGR. Therefore, users will see two statuses – one for the Public Action Plan and one for the DRGR Action Plan). See Chapter 10 for details on the DRGR Action Plan and see Chapter 13 for Grantee Program details.

**Relationship between Public Action Plan and DRGR Action Plan (Projects and Activities)**

![Diagram of Public Action Plan and DRGR Action Plan relationship]

Details on the Public Action Plan and DRGR Action Plan relationship follow. (Note: Only applicable grantees are required to utilize the Public Action Plan in DRGR. Consult your assigned HUD CPD Representative for additional information):

- Public Action Plans have a direct relationship with DRGR Action Plans (Projects and Activities).
- If a Grantee Program is not entered in the Public Action Plan, then Grantees will be unable to add projects and activities for the Grantee Program in the DRGR Action Plan (Projects and Activities.)
- DRGR Action Plan (Projects and Activities) is a comprehensive description of projects and activities:
  - Activities will be associated with Grantee Programs.
  - Data is aggregated at the Grantee Programs level.
- DRGR Action Plan (Projects and Activities) must be submitted and approved in order to submit performance reports timely.
- DRGR Action Plan (Projects and Activities) is the same as the Action Plan that existing grantees are currently using in DRGR.
B. Manage Action Plan

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


| User Role: | Grantee Users | Menu Option: | Manage My Grants Module |
| Complete the following steps to access the Manage My Grants Module: |
| 1 | Select a grant that supports the Public Action Plan and the Manage My Grants module, or icon, located in the navigation menu. |

C. Edit and View Public Action Plan

To edit a Public Action Plan and view its contents Grantees should follow the steps in this section.

C1. Grantee | Edit Public Action Plan

| User Role: | Grantee Users | Menu Option: | Manage My Grants Module |
| Purpose: | Allow Grantee Users to edit the Public Action Plan. |
| Complete the following steps to edit the Public Action Plan: |
| 1 | Navigate to the Action Plans menu (See Section A1 in this Chapter) and select Manage Action Plan. The “Manage Action Plan” page is displayed. Since this grant award uses the Public Action Plan feature, the Grantee User will see two Action plan statuses on the Header (Public Action Plan Status and Action Plan Status (Legacy Projects/Activities Action Plan). |
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The Narratives tab will display the Public Action Plan. The Public Action Plan contains a **Cover content** section and a **Table of Contents** Section.

Each Content Type on the Public Action Plan must be Completed before the Public Action Plan can be submitted for Review.

**To Edit the Cover** — select the `<Edit>` action or the edit icon on every required content type to edit the section.

**Edit Cover**

- **Document Title**:

- **Document Abstract**:
  
  [Draw your reader in with an engaging abstract. It is typically a short summary of the document. Please remove this wording before entering your abstract.]

- **Status**:
  - Pending
  - Completed
Note: Make sure to change the content status to “Completed” when you are finished with each section.

4. To edit the additional content types (Narratives, Grantee Programs, Data Tables, etc.), select the <Edit> action or the icon on every required content type to edit the section. Each content type on the page will display instructions to assist the grantee on completing the narrative section. Note: Grantees have the ability to insert tables and link and upload images in the Narrative sections as highlighted below.

Note: Make sure to change the content status to “Completed” when you are finished with each section to indicate the section is complete.

C2. Grantee | View Public Action Plan

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<td>Manage My Grants Module</td>
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| Purpose: | Allow Grantee Users to access View Public Action Plans. |

- Complete the following steps to view the Public Action Plan:
  1. Navigate to the Action Plans menu (See Section A1 in this Chapter) and select <View Public Action Plain>.
  2. The “View Public Action Plan” page displays all of the contents of the Public Action Plan. Select the <Export to PDF or Word> to print to a printer or print to PDF. Note: Select first Icon for PDF version and second Icon for Word version of Public Action Plan.
D. Submit Public Action Plan

This section covers steps to assist Grantees with submitting a Public Action Plan to HUD for review.

D1. Grantee | User Access

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<th>User Role:</th>
<th>Grantee Users</th>
<th>Menu Option:</th>
<th>Manage My Grants Module</th>
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**Purpose:** Allow Grantee Users to submit a Public Action Plan to HUD for review.

**Complete the following steps to submit the Public Action Plan:**

1. Navigate to the Action Plans menu (See Section A1 in this Chapter) and select <Manage Action Plan>. The “Manage Action Plan” page is displayed.


The remainder of this page is intentionally left blank.
3 The “Submit Action Plan for Review” modal will load. It contains two Submit Types - Public Action Plan or Action Plan (i.e. the DRGR Action Plan that contains Projects and Activities). Select the “Public Action Plan” option and select either Substantial or Non-Substantial amendment.

NOTE: The first time the Public Action Plan is submitted for Approval the Amendment Type and Amendment Titles will be read – only.

Submit Action Plan for Review

**Submission Type:**
- **Public Action Plan**
  - Use this option for any changes to the Action Plan Narratives or Grantee Programs which require HUD to review:
    - **Amendment Type:**
      - Substantial
      - Non-Substantial
    - **Amendment Title:** Initial

- **Action Plan**
  - Use this option for any changes to Projects or Activities which require HUD to review.

4 If the Required Content types on the Public Action Plan have not been completed, then the System will show users a red box with text that lists the missing items (see screenshot below). The Grantee will not be able to submit the Public Action Plan until all of the Public Action Plan contents are completed.
Once the Public Action Plan is successfully submitted for review, then the Public Action Plan status will be changed to “Submitted – Await for Review.”

E. Review Public Action Plan

The Manage My Grants module contains access to Review Action Plan action.

E1. HUD | Review Public Action Plan

User Role: HUD Users

Menu Option: Manage My Grants Module

Purpose: Allow HUD Users to access Review Action Plan features for the Public Action Plan

Complete the following steps to review the Public Action Plan.

1. Lock a grant that supports Public Action plan and the Select the Manage My Grants module, or located in the navigation menu.
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2. This opens the dropdown menu for the **Manage My Grants** module. The System displays the relevant menu items based on user type and user roles.
