

Chapter 11: Public Action Plan | Manage My Grants Module

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Chapter 11: Public Action Plan | Manage My Grants Module

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)



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.

B1. Grantee | Access Manage Action Plan

Use	er Role: Grantee User	S		Menu Option:	🏦 Manage My Gra	ants Module	õ
Pur	pose: Allow Grantee	Users to access M	lanage Action Pl	an actions related	to the Public Actior	n Plan.	
ď	Complete the following steps to access the Manage My Grants Module:						
1	Select a grant that supports the Public Action Plan and the select the Manage My Grants module, or icon, located in the navigation menu.						
2	This opens the drop items based on use Manage My Gra	odown menu for th r type and user role ants	ne Manage My G es. 	Grants module. Th	e System displays th	ne relevant	menu
	ACTION PLANS Manage Action Plan View Public Action Plan Download Action Plan Download Word Action Plan Q Search Action Plan Review Tools Q Lookup Consolidated Plans	PROJECTS ▲ Add Project ④ View Projects/Activities ▲ Download Projects/Activities Q Search Projects	ACTIVITIES Add Activity Search Activities Restore Activities	GRANTEE PROGRAMS	PERFORMANCE REPORTS	GRANTS View Grant Q Search Grants	۲

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 Actio	n Plan:				
1 Navigate to the Action Plans menu (See Section A1 in "Manage Action Plan" page is displayed. Since this Grantee User will see two Action plan statuses on the F (Legacy Projects/Activities Action Plan)	n this Chapter) and select < Manage Action Plan> . The grant award uses the Public Action Plan feature, the leader (Public Action Plan Status and Action Plan Status				



Grant Number: Grantee Name: Appropriation Code:		X-21-DMI-MJ-0001 Louisiana 2013 SDY	LOCCS Authorized Amount: Grant Award Amount: Total Estimated PI/RL Fund	s: \$100,000,000.00 \$100,000,000.00 \$100,000,000.00 \$100,000,000.00
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Disaster Specific Over Summary	view	Narrati	ve ve	Pending 🔽 Pending 🗭
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2.1.a. Housing Unmet	Need	Headir	9	Completed
Disaster Damage and (1) Single Family Mi	Impacts	Narrati	re in	Pending C
2.2.(2) Public Housing	and Affordable Housing	Headin	9	Completed
* Social Equity, Fair Hou	ising and Civil Rights	Narrati	/e	Pending 🗹
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4	To edit the addition action or the indication of the display instructions to insert tables and	onal content types (Narratives, Grantee Programs, Data Tables, etc.),— select the <edit></edit> con on every required content type to edit the section. Each content type on the page will s to assist the grantee on completing the narrative section. Note: Grantees have the ability d link and upload images in the Narrative sections as highlighted below.
		×
	Narrative	
	* Content Name:	Overview
	Instruction:	Please do not over-write or add to the boilerplate text other than the grantee specific information at the underlined areas.
		File Edit View Insert Format Tools Table
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	*	The U.S. Department of Housing and Urban Development (HUD) announced that the <u>insert grantee</u> will receive <u>insert award amount</u> in funding to support long- term recovery efforts following <u>insert eligible/applicable presidentially-declared disaster</u> through the <u>insert administering entity and specific office/section (as</u> <u>applicable</u>). Community Development Block Grant- Disaster Recovery (CDBG-DR) funding is designed to address needs that remain after all other assistance has been exhausted. This plan details how funds will be allocated to address remaining unmet need in <u>insert state/locality</u> .
		to meet disaster recovery needs, the statutes making CDBC-DK funds available have imposed additional requirements and autorized HOD to modify the fulles
	*Status	Pending Completed Cancel P Same

C2. Grantee | View Public Action Plan

User Role: Grantee Users		Menu Option: 🟦 Manage My Grants Module				
Pur	Purpose: Allow Grantee Users to access View Public Action Plans.					
V	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< b=""> 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.</export<>					



ABSTRACT	₽ 6
AMENDMENTS	
TABLE OF CONTENTS	
1. Executive Summary	
Overview	
Disaster Specific Overview	
Summary	
Unmet Need and Proposed Allocation	
2. Unmet Needs Assessment	
Overview	
a. Housing Unmet Need	
Disaster Damage and Impacts	
(1) Single Family v. Multi-Family Needs; Owner Occupied v. Tenant	
(2) Public Housing and Affordable Housing	
Multifamily Assisted Housing	
Public Housing Authorities Damaged	
Social Equity, Fair Housing and Civil Rights	
Grantee Demographics and Disaster Impacted Populations	
Income Demographics	
Income Demographics - Low Income	
LMI Analysis - Overall	
LMI Analysis - Federally Declared Disaster Areas	
Manufactured Housing Units Impacted by Disaster	
Limited English Proficiency Breakdown of Disaster-Related Areas	
Point-in-Time Count - Type of Shelter	

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

Use	er Role: Grantee Users	Menu Option: 🟦 Manage My Grants Module			
Purpose: Allow Grantee Users to submit a Public Action Plan to HUD for review.					
V	Complete the following steps to submit the Public A	ction 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.				
2	On the "Manage Action Plan" page, the Narratives tab will display the Public Action Plan. To Submit the Public Action Plan for Review, select <submit plan=""></submit> .				
	The remainder of this pag	e is intentionally left blank.			



Grant Number: Grantee Name: Appropriation Code: Public Action Plan Status: Action Plan Status:	X-21-DMI-MJ-0001 Louisiana 2013 SDY ∑ Original - In Progress ∑ Original - In Progress	LOCC Grant Total Total	S Authorized Amount: Award Amount: Estimated PI/RL Funds: Budget:	\$100,00 \$100,00 \$100,00	00,000.00 00,000.00 \$0.00 @f # 00,000.00
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* Document Abstract		Narrative	Aug 24, 2021	Chanssa Portune	Completed 🖪
TABLE OF CONTENTS					
1.Executive Summary		Heading	Aura 24, 2021	Fasture Charines	Completed
Overview Disaster Specific Overview		Narrative	Aug 24, 2021	Portune, Chanssa	Pending C
* Summary		Narrative			Pending C
2.Unmet Needs Assessment		Heading			Completed
* Overview		Narrative			Pending 🕼
2.1.a. Housing Unmet Need		Heading			Completed
* Disaster Damage and Impacts		Narrative			Pending 🕝
* (1) Single Family v. Multi-Family Nee	ds; Owner Occupied v. Tenant	Narrative			Pending 🗹
2.2.(2) Public Housing and Affordabl	P Housing	Heading			Completed
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★ 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: O Substantial
	* Amendment Title: Initial
	* Description of Action Plan Updates:
	File Edit View Insert Format Tools Table
	$B \ I \ \sqcup \ \blacksquare = \blacksquare \equiv \blacksquare \ \boxminus \lor \bowtie \lor \ \backsim \ \blacksquare \lor \ \mathscr{S}$
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	The following Action Plan content is missing a required value. Disaster Specific Overview - Narrative Summary - Narrative Overview - Narrative Disaster Damage and Impacts - Narrative (1) Single Family v. Multi-Family Needs: Owner Occupied v. Tenant - Narrative Social Equity, Fair Housing and Civil Rights - Narrative Disaster Damage and Impacts - Narrative Disaster Damage and Impacts - Narrative Disaster Damage and Impacts - Narrative d. Mitigation Only Activities - Narrative

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		
Pur	pose: Allow HUD Users to access Review Action Plan fe	eatures for the Public Action Plan		
2	Complete the following steps to review the Public Ac	tion Plan.		
1	Lock a grant that supports Public Action plan and the solution of the navigation menu.	Select the Manage My Grants module, or 🟦 icon,		



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This opens the c items based on t	dropdown menu f user type and use	or the Manag r roles.	ge My Grants mo	odule. The System	n displays the r	relevant men
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ACTION PLANS Manage Action Plan View Public Action Plan Download Action Plan Download Word Action Plan Review Public Action Plan Review Tools Lookup Consolidated Plang	 PROJECTS Add Project ✓ View Projects/Activities ▲ Download Projects/Activities Q Search Projects ♦ 	ACTIVITIES Q Search Activities 🖶 Restore Activities 🖶	GRANTEE PROGRAMS Q Search Grantee Programs [⊕]	PERFORMANCE REPORTS I Manage Performance Report Q Search Performance Reports	GRANTS O Add Grant G Manage Grant C Closeout Grant O View Grant Q Search Grants	WORK PLANS L Upload Requests Manage Requests Add Assignment Manage Assignments Manage Work Plans
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The Review Publ Public Action Pla and Approved" of additional detail	lic Action Plan scr an, complete the or "Rejected – Aw s regarding revie	een is display Public Action vait for Modifi wing Action Pl	ed. The HUD Re Plan Checklist, a cation." Note: R lans.	eviewer must com nd change the Re eview Chapter 16	plete the Revi view Status to of this Manua	ew of the "Reviewed al for
CPD Disaster Recover	y Grant Reporting Syster	n				≜ ∧
ACTION PLANS	on Plan					
Grant Number: B-18-DP-78-0002				Gr Vir	antee Name: rgin Islands	
LOCCS Authorized Amo \$0.00	ount:			Gr \$7	ant Award Amount: 74,188,000.00	
Estimated PI/RL Fund	s:			Ta \$7	tal Budget: 74,188,000.00	
Public Action Plan Ame Substantial Amendment	endment Title: 5					
Public Action Plan Stat Submitted - Await for Save Review Ca	tus: Review ncel Review Public Action Pl	an				