



Chapter 11: Public Action Plan | Manage My Grants Module

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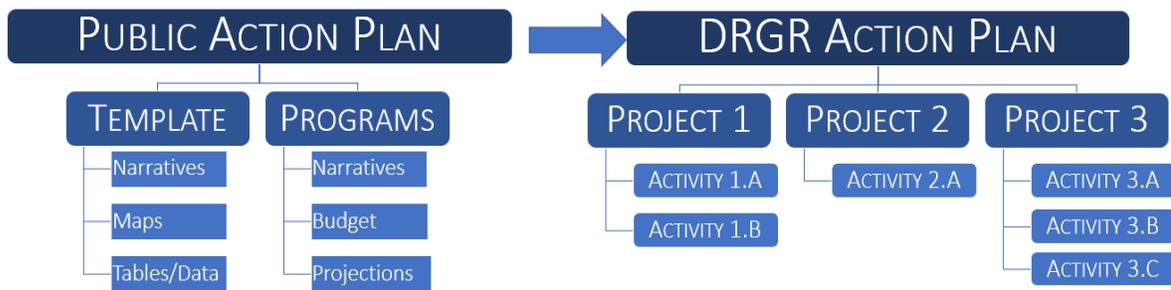


Chapter 11: Public Action Plan | Manage My Grants Module

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):

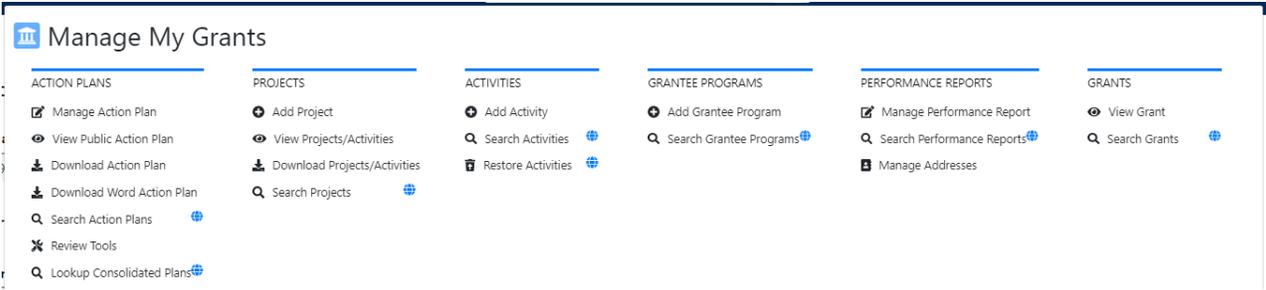
- Public Action Plans have a direct relationship with DRGR Action Plans (Projects and Activities).
- If a Grantee Program is not entered in the Public Action Plan, then Grantees will be unable to add projects and activities for the Grantee Program in the DRGR Action Plan (Projects and Activities.)
- 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

| | |
|--|---|
| User Role: Grantee Users | Menu Option: Manage My Grants Module |
| Purpose: Allow Grantee Users to access Manage Action Plan actions related to the Public Action Plan. | |
| Complete the following steps to access the Manage My Grants Module: | |
| <p>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.</p>  | |
| <p>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.</p>  | |

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: | |
| <p>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))</p> | |



Manage Action Plan

Grant Number: X-21-DMI-MJ-0001
Grantee Name: Louisiana
Appropriation Code: 2013 SDY
Public Action Plan Status: Original - In Progress
Action Plan Status: Original - In Progress

LOCCS Authorized Amount: \$100,000,000.00
Grant Award Amount: \$100,000,000.00
Total Estimated PI/RL Funds: \$0.00
Total Budget: \$100,000,000.00

2 The Narratives tab will display the Public Action Plan. The Public Action Plan contains a **Cover content** section and a **Table of Contents** Section.

| Required | Content Name | Content Type | Last Updated Date | Last Updated By | Status | Actions |
|----------|---|--------------|-------------------|-----------------|-----------|---------|
| | COVER | | | | | |
| * | Document Title | Narrative | | | Pending | |
| * | Document Abstract | Narrative | | | Pending | |
| | TABLE OF CONTENTS | | | | | |
| | 1.Executive Summary | Heading | | | Completed | |
| * | Overview | Narrative | | | Pending | |
| * | Disaster Specific Overview | Narrative | | | Pending | |
| * | Summary | Narrative | | | Pending | |
| | 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 Needs: Owner Occupied v. Tenant | Narrative | | | Pending | |
| | 2.2.(2) Public Housing and Affordable Housing | Heading | | | Completed | |
| * | Social Equity, Fair Housing and Civil Rights | Narrative | | | Pending | |

3 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 icon on every required content type to edit the section.

Edit Cover

* Document Title:

* Document Abstract:

*Status: Pending

Cancel Save



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

| | |
|--|--|
| User Role: Grantee Users | Menu Option:  Manage My Grants Module |
| 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 Plan>. |
| 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. |



Public Action Plan

ABSTRACT  

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
 - Point-in-Time Count - Impacted by Disaster

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

| | |
|---|---|
| User Role: Grantee Users | Menu Option:  Manage My Grants Module |
| 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. | |
| 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> . | |
| <p>The remainder of this page is intentionally left blank.</p> | |



Manage Action Plan Back Submit Plan Public Action Plan

| | | | |
|-----------------------------------|--|-------------------------------------|-----------------------------|
| Grant Number: | X-21-DMI-MJ-0001 | LOCCS Authorized Amount: | \$100,000,000.00 |
| Grantee Name: | Louisiana | Grant Award Amount: | \$100,000,000.00 |
| Appropriation Code: | 2013 SDY | Total Estimated PI/RL Funds: | \$0.00 Edit |
| Public Action Plan Status: | <input checked="" type="checkbox"/> Original - In Progress | Total Budget: | \$100,000,000.00 |
| Action Plan Status: | <input checked="" type="checkbox"/> Original - In Progress | | |

Narratives | Documents | Financials | Measures | Projects | Activities | History | Upload

| Required | Content Name | Content Type | Last Updated Date | Last Updated By | Status | Actions |
|-------------------|---|--------------|-------------------|------------------|-----------|----------------------|
| COVER | | | | | | |
| * | Document Title | Narrative | Aug 24, 2021 | Charissa Fortune | Completed | Edit |
| * | Document Abstract | Narrative | | | | |
| TABLE OF CONTENTS | | | | | | |
| | 1.Executive Summary | Heading | | | Completed | |
| * | Overview | Narrative | Aug 24, 2021 | Fortune,Charissa | Completed | Edit |
| * | Disaster Specific Overview | Narrative | | | Pending | Edit |
| * | Summary | Narrative | | | Pending | Edit |
| | 2.Unmet Needs Assessment | Heading | | | Completed | |
| * | Overview | Narrative | | | Pending | Edit |
| * | 2.1.a. Housing Unmet Need | Heading | | | Completed | |
| * | Disaster Damage and Impacts | Narrative | | | Pending | Edit |
| * | (1) Single Family v. Multi-Family Needs: Owner Occupied v. Tenant | Narrative | | | Pending | Edit |
| * | 2.2.(2) Public Housing and Affordable Housing | Heading | | | Completed | |
| * | Special Family Exit Housing and Civil Rights | Narrative | | | Pending | Edit |

- 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:

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

[Cancel](#) [Submit](#)

- 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.



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:

* Description of Action Plan Updates:

File Edit View Insert Format Tools Table

B *I* U [List Bulleted] [List Numbered] [Undo] [Redo] [Table] [Link]

Submission Comments:

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
- d. Mitigation Only Activities - Narrative

5 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 | |
| <input checked="" type="checkbox"/> 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  icon, located in the navigation menu. |



- 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.

Manage My Grants

- ACTION PLANS**
 - Manage Action Plan
 - View Public Action Plan
 - Download Action Plan
 - Download Word Action Plan
 - Review Public Action Plan
 - Search Action Plans
 - Review Tools
 - Lookup Consolidated Plans
- PROJECTS**
 - Add Project
 - View Projects/Activities
 - Download Projects/Activities
 - Search Projects
- ACTIVITIES**
 - Search Activities
 - Restore Activities
- GRANTEE PROGRAMS**
 - Search Grantee Programs
- PERFORMANCE REPORTS**
 - Manage Performance Report
 - Search Performance Reports
- GRANTS**
 - Add Grant
 - Manage Grant
 - Closeout Grant
 - View Grant
 - Search Grants
- WORK PLANS**
 - Upload Requests
 - Manage Requests
 - Add Assignment
 - Manage Assignments
 - Manage Work Plans

- Select the **Review Public Action Plan** menu item.

Manage My Grants

- ACTION PLANS**
 - Manage Action Plan
 - View Public Action Plan
 - Download Action Plan
 - Download Word Action Plan
 - Review Public Action Plan
 - Search Action Plans
 - Review Tools
 - Lookup Consolidated Plans
- PROJECTS**
 - Add Project
 - View Projects/Activities
 - Download Projects/Activities
 - Search Projects
- ACTIVITIES**
 - Search Activities
 - Restore Activities
- GRANTEE PROGRAMS**
 - Search Grantee Programs
- PERFORMANCE REPORTS**
 - Manage Performance Report
 - Search Performance Reports
- GRANTS**
 - Add Grant
 - Manage Grant
 - Closeout Grant
 - View Grant
 - Search Grants
- WORK PLANS**
 - Upload Requests
 - Manage Requests
 - Add Assignment
 - Manage Assignments
 - Manage Work Plans

- The Review Public Action Plan screen is displayed. The HUD Reviewer must complete the Review of the Public Action Plan, complete the Public Action Plan Checklist, and change the Review Status to “Reviewed and Approved” or “Rejected – Await for Modification.” **Note:** Review Chapter 16 of this Manual for additional details regarding reviewing Action Plans.

Disaster Recovery Grant Reporting System

ACTION PLANS
Review Public Action Plan

Grant Number: B-18-DP-78-0002

Grantee Name: Virgin Islands

LOCCS Authorized Amount: \$0.00

Grant Award Amount: \$774,188,000.00

Estimated PI/RL Funds:

Total Budget: \$774,188,000.00

Public Action Plan Amendment Title: Substantial Amendment 5

Public Action Plan Status: Submitted - Await for Review

Save Review | Cancel Review Public Action Plan