

# Chapter 12: Projects | Manage My Grants Module

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# Chapter 12: Projects | Manage My Grants Module

This Chapter provides procedures to add, edit, and delete Projects contained in the **Manage My Grants** module. Rather, the add and edit Project functions are applicable to HUD Users who oversee TA awards in DRGR. See Chapter 10 for additional information on the relationship between the Action Plan, Projects, Activities, and TA Work Plans.

PROGRAM PROCESS RECOMMENDATION: For Grantee Users associated with TA Providers, the add and edit functions for Projects are not applicable.

This Chapter describes actions for Grantee Users and HUD Users, and is divided into subsections. The following actions are covered in this Chapter:

### Grantee Users

Menu Option	Subsection	Action
• Add Project	B2	Add new Project to the Action Plan
<b>Q</b> Search Projects	B1, B3, B4	Search, edit, and delete existing Projects

### HUD Users (non-TA)

Menu Option	Subsection	Action
<b>Q</b> Search Projects	B2	Search and view Grantee Projects

### HUD Users Assigned to TA Awards

Menu Option	Subsection	Action
<b>Q</b> Search Projects	B2-B4	Search, view, edit, and delete Grantee Projects

### A. Manage My Grants Module Access

The Manage My Grants module contains all Action Plan Project actions.

### A1. Grantee | User Access

User Role: Grantee Users	Menu Option: 🧰 Manage My Grants Module
Purpose: Allow Grantee Users to access Action Plar	Project actions.
Complete the following steps to acess the Ma	nage My Grants Module:
1 In the DRGR System, select the <b>Manage My Gra</b> n navigation bar.	nts module, or 💼 icon, located in the



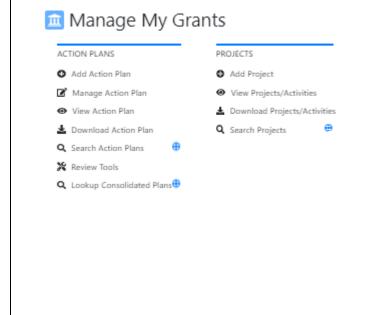
Use	<b>r Role:</b> Grantee Users		Menu Option:	血	Manage My Grants Module
		B-11-DN-13-0001	🔒 🔗	査- \$-	▲ - + · · · · · · · · · · · · · · · · · ·
	This opens the dropdown menu			modul	e. The System displays the
	relevant menu items based on u	iser type and use	er roles.		
	🧰 Ma	inage My Gr	ants		
	ACTION P	LANS	PROJECTS		-
	• Add A	ction Plan	Add Project		
	🖉 Manag	ge Action Plan	Wiew Projects//	Activities	
	View A	Action Plan	🛓 Download Proj	jects/Activiti	ies
	<b>≛</b> Down	load Action Plan	Q Search Projects	s 🤅	Ð
	Q Search	h Action Plans 🛛 🔒			
	🔀 Review	w Taols			
	Q. Looku	p Consolidated Plans			

# A2. HUD | User Access

User Role: HUD User		Menu Option: 🔟 Manage My Grants Modul	e
Purpose: Allow HUD L	Jsers to access Action Plan Pro	oject actions.	
Complete the fo	llowing steps to acess the Ma	anage My Grants Module:	
1 In the DRGR Syster bar.	n, select the <b>Manage My Gran</b>	<b>nts</b> module, or 🧰 icon, located in the navigation	
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2 This opens the dropdown menu items for the **Manage My Grants** module. The System displays the relevant menu items based on user type and user roles.



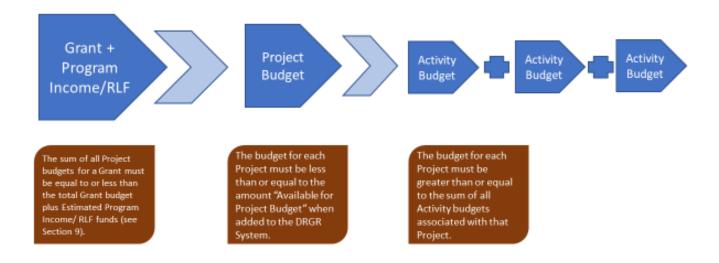
# B. Manage Projects

The primary purpose of "Projects" is to group similar activities by categories such as major programs outlined by the TA Program, in the Disaster Recovery Published Plan (e.g., Housing, Economic Development, Infrastructure) or by Responsible Organization (see Chapter 6). Projects can also be used to track budgets for Responsible Organizations, contracts, subrecipient agreements, local account codes, or activity types.

TIP! The sum of Project Budgets should correlate with the high-level budgets contained in the Disaster Recovery Published Plan.

**Project Budget Rules:** The DRGR System enforces the following budget rules to ensure Grantees do not exceed award budget and spending authority:





\* Note: For Technical Assistance Providers, the Activity Budget and TA Work Plan budget are one in the same.

## B1. Grantee and HUD | Search and View Project

User Role: Grante and HUD Users	ee Users (including	TA Providers)	Menu Option:	<b>Q</b> Search Project	S	
<b>Purpose:</b> Allow G Project.	rantee Users (includ	ling TA Provide	ers) and HUD Use	rs to search and vie	w an Actio	n Plan
🧹 Complete tl	ne following steps to	search and vi	ew an Action Pla	n Project:		
above. Select	e Manage My Grant <search projects="">. &gt;. Search results wi Part Project Number. Part CP-12-0001.</search>	The <b>"Search F</b>	•	ill load. Enter searc		
Search Results 10 Copy Print CSV Excel						
Grantee Project Nur		Grant Number	Project Budget Amount	Disbursed Amount Project Status	Actions	
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Georgia 04- Brunswici	: 04- Brunswick	B-18-DP-13-0001	\$0.00	\$0.00 Open	C.	
2 Locate the de	sired Project and sel	lect <b><view></view></b> loo	cated in the "Act	on" column.		



Search Proje	ects							
Project Number:	Enter Project Number			Project Title:	Enter Project Ti	tie		
Grant Number:	8-18-DP-13-0001			Grantee Name:	Enter Grantee 1	lame		
			Reset	Search				
Search Results 10								
Grantee P	roject Number	Project Title	Grant Number	Pro	ject Budget Amount	Disbursed Ame	unt Project Status	Actions
	- DCA-UAT Update	01- DCA-UAT Update 1	B-18-DP-13-0001		\$9,088,601.00		13.42 Open	œ
	- Multifamily - Brunswick	02- Multifamily 04- Brunswick	8-18-DP-13-0001 8-18-DP-13-0001		\$12,130,339.01 \$0.00		\$0.00 Open \$0.00 Open	CC CC
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ect Title: ropriation Code:				Project Budget: Revolving Loan Fund:			No	
nt Number: ject Status:				Project Effective Date: Project End Date:				
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Financials								
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Grant Number 8-18-DP-13-0001	\$350.00	\$150.00	Activity Mont Impacted and D	\$50.00	\$0.00	\$0.00	" page "Proj	ects"
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Manage A nt Number: ntee Name:	ction Plan	B-18 X Modified - Resubmit	Georgia 2017 HIM	Gi To	ant Award Amou	nt:	\$37,943,000.00 \$37,943,000.00	G
Manage A nt Number: ntee Name: ropriation Code:	Action Plan		Georgia 2017 HIM	Gi To	ant Award Amou atal Estimated PI/	nt:	\$37,943,000.00 \$37,943,000.00 \$590,000.00	
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# B2. Grantee and HUD | Add Project

<b>User Role:</b> Grantee Users ( Users) and HUD TA Users	excluding TA Provider	Menu Option:	• Add Project
Purpose: Allow Grantee Users	6 (excluding TA Provider	Users) to add a F	Project to an Action Plan.
Complete the following	steps to add a Project to	o an Action Plan:	
	"Add Project" page will	-	menu. See Section A1 above. at minimum, all required fields
<ul> <li>* Project Number:</li> <li>* Project Title:</li> <li>* Project Designation:</li> <li>Project Designation:</li> <li>Fund:</li> <li>* Project Status:</li> <li>Project Effective Date:</li> <li>Project End Date:</li> <li>Budget</li> <li>* B-18-DP-13-0001</li> <li>Project Budget Amount:</li> </ul>	Enter Project Number Enter Project Title Enter Project Description Revolving Loan Fund mm/dd/yyyy  mm/dd/yyyy	¢	± Upload Project € Save
\$4,510,533.00 4 \$3,000,000,00 1	\$4,510,533.00 \$3,000,000.00	\$300,002.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00
2 The "Project Number," "P Grantee. Add Project	Project Title," and "Proj	ect Description"	are details designated by the
Details * Project Number: * Project Title: * Project Description: Project Designation:	Enter Project Number Enter Project Title Enter Project Description	¢	
3 The "Project Status" field s	should be designated as	"Open." The only	y other option is "Cancelled".



		Grantee Users ( HUD TA Users	excluding TA Provider	Menu Option:	• Add Project
		Fund: * Project Status:	Revolving Loan Fund	\$	
4	The "Pro Income.		unt'" field must include l	ooth Program Fu	nds (Grant funds) and Program
		Budget * B-18-DP-13-0001 Project Budget Amount:	S		
5	Once co Project.		e <b><save></save></b> button on the	bottom-right of	the pop-up window to add the
	¢	✤ Project Status: Project Effective Date: Project End Date:	mm/dd/yyyy     mm/dd/yyyy	٢	
		Budget * B-18-DP-13-0001 Project Budget Amount:	S		Cancel 🔹 Upload Project 🖬 Save
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		\$3.000.000.00 1	\$3.000.000.00	\$0.00	\$0.00 \$0.00
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7			n be added by following Plan "Projects" tab.	; the same steps	after selecting <b><add project=""></add></b>



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Projects 10											O Add Project
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Project Numbe	er Project Title 🔶	Project Budget	Number of Activities	φ.	Activity Budgets	Activity	Total Drawn	Program Funds Drawn	Program Income Drawn	Status	Actions
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02- Multifamily	02- Multifamily	\$12,130,339.01	5		\$12,129,339.00	\$12,129,339.00	\$0.00	\$0.00	\$0.00	Open	C.
04- Brunswick	04- Brunswick	\$0.00	4		\$4,510,533.00	\$300.002.00	\$0.00	\$0.00	\$0.00	Open	<b>B</b>

# B3. Grantee and HUD | Edit Project

<b>User Role:</b> Grantee Users (excluding TA Provider Users) and HUD TA Users	Menu Option: <b>Q</b> Search Projects						
<b>Purpose:</b> Allow Grantee Users (excluding TA Provider Users) and HUD TA Users to edit an existing Action Plan Project.							
Complete the following steps to edit an existing Action Plan Project:							
1 Follow steps in Section B1 to search for Projects that need to be edited.							



2 From the **"Manage Project"** page, select **<Edit>** on the top right of the page to edit the Project. The **"Edit Project"** page will load.

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Manage Project						<ul> <li>Ba</li> </ul>
Project Number: Project Title:			Project Designation: Project Budget:			💕 Edit
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Manage Projec	Details					< Back
Project Number:	* Project Number:	01 - Admin.				🕑 Edit
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Grant Number:	* Project Description:	Program Administration				
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	* B-09-LN-CA-0046					
	Project Budget Amount:	\$ 12,414,600.00				
				Cancel 🛓 Upload Project	B Save	
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	rojects can be eo	lited from the <b>N</b>	Nanage Action Pl	l <b>an</b> "Projects	s" tab.	
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### B4. Grantee and HUD | Delete Project

Action Plan Projects can be deleted if they were erroneously created or are no longer needed. The following conditions must be met to delete a Project from the DRGR System. These conditions apply to Grantee Users who are not associated with TA Providers.

- All Activities associated with the Project must be in "Cancelled" status
- The Project must be in "Cancelled" status
- The Project budget must be \$0.00

	<b>er Role:</b> Grar ers) and HUD			g TA Provider	Menu O	ption:	<b>Q</b> s	earch Projec	cts	
	<b>pose:</b> Allow oject.	Grantee	Users (exclud	ding TA Provide	er Users) a	and HU	ID TA U	Jsers to dele	ete an A	ction Plan
V	Complete	the follo	wing steps to	delete an Act	ion Plan P	roject:				
1	Follow steps	in Sectio	on B1 to sear	ch for Projects	that need	to be	delete	d.		
2	2 On the <b>"Manage Project"</b> page, elect <b><edit></edit></b> on the top right of the page to edit the Project.									
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3 The **"Edit Project"** page will pop-up. Change the "Project Status" to "Cancelled" and the "Project Budget Amount" to \$0.00. When complete, select **<Save>**.

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Grant Number: Project Status:	* Project Description:	Program Adminis	tration					
	Project Designation:			¢				
Financials	Fund:	Revolving Loan	Fund				Upload	
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	rojects can k	be edited and	l deleted	from the	"Manag	e Action	Plan" page '	"Projec
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Alternatively, Pr ab. Follow step	os 2 through	5 above afte	r accessin	g the "Pr		ab as sho:	wn below.	
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# C. Project Blocks and Restricted Projects

### C1. Project Drawdown Blocks

HUD Superusers can block drawdowns at the Project (and Grant and Activity) level. When this occurs, Grantee Users are unable to drawdown funds for all Activities associated with that Project until the block is lifted. In addition, HUD may designate a future "Block Drawdown Date." This automatically applies a drawdown block for all Activities associated with that Project on the designated date.

NOTE: The Project Drawdown Block feature, can be used by HUD to enforce expenditure deadlines, like the two- and six-year expenditure deadlines for Disaster Recovery grantees.

Grantees should contact their CPD Representative if unsure as to why a Project is blocked.

🟛 Manage Project				
Project Number: Project Title: Appropriation Code: Grant Number: Project Status:	01- DCA-UAT Update 01- DCA-UAT Update 1 2017 HIM B-18-DP-13-0001 ♥ Open	Project Designation Project Budget: Revolving Loan Fur Project Effective D Project End Date:	\$9,088,601.00 No 07/11/2019 07/11/2026	
Financials	Details	Measures	Activities	Upload
Project Description	All activities and cost related to carried out by th	e grantee (DCA) 1		
Drawdown Block	HUD Block Drawdown: Blocked By: HUD Block Drawdown Date: Blocked By:		Yes Jessie Kome 10/30/2020 Kathleen Tremblay	
Responsible Organization	Name of Organization Carrying Out Project: Organization Category:	Georgia Departmen	t of Community Affairs State Agency	

## C2. Restricted Projects

All Grants have a "Restricted Balance" Project pre-loaded into DRGR. This is a special project used by HUD to restrict Grantees from drawing a specific amount of the Grant award from LOCCS. The "Restricted Balance" Project is used by HUD to control the Grantees' access to the Grant funds. HUD can restrict all grant funds or a portion of the grant funds. HUD may also use the "Restricted Balance" Project to recapture Grant funds, thereby prohibiting the funds from being budgeted and drawn from Activities.

The "Restricted Balance" Project budget represents the amount of Grant funds withheld from the Grantee's total award. If the "Restricted Balance" Project budget is \$0.00, the Grantee has access to the entire award obligated in the Grant Agreement(s). Grantees are discouraged from associating Activities to the "Restricted Balance" Project because Grantees cannot drawdown funds from those activities until moved to another Grantee-created Project.



Only a DRGR Superuser in HUD Headquarters can reduce the "Restricted Balance" Project budget. Grantees should contact their CPD Representative if unsure as to why the "Restricted Balance" Project budget is greater than \$0.00.