Chapter 12: Projects | Manage My Grants Module

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
🔍 Search Projects	B1, B3, B4	Search, edit, and delete existing Projects

HUD Users (non-TA)

Menu Option	Subsection	Action
🔍 Search Projects	B2	Search and view Grantee Projects

HUD Users Assigned to TA Awards

Menu Option	Subsection	Action
🔍 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 Plan Project actions.	
☑ Complete the following steps to acess the Manage My Grants Module:	
1 In the DRGR System, select the **Manage My Grants** module, or 🏛 icon, located in the navigation bar.	

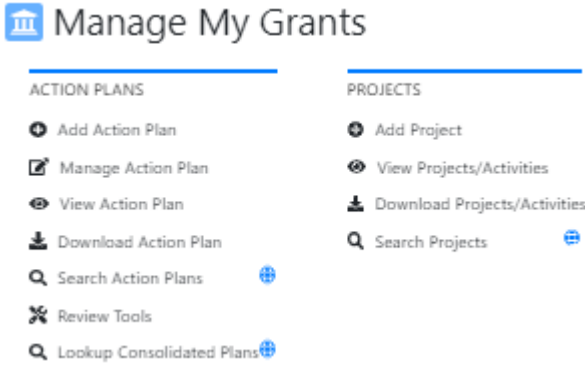| User Role: Grantee Users	Menue Option: 🏛 Manage My Grants Module

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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.

🏛 Manage My Grants

ACTION PLANS

- ⊕ Add Action Plan
- 🗒 Manage Action Plan
- 👁 View Action Plan
- ⬇ Download Action Plan
- 🔍 Search Action Plans 🌐
- ✂ Review Tools
- 🔍 Lookup Consolidated Plans🌐

PROJECTS

- ⊗ Add Project
- 👁 View Projects/Activities
- ⬇ Download Projects/Activities
- 🔍 Search Projects 🌐

A2. HUD | User Access

User Role: HUD User	Menue Option: 🏛 Manage My Grants Module

Purpose: Allow HUD Users to access Action Plan Project actions.

✓	Complete the following steps to acess the Manage My Grants Module:

1	In the DRGR System, select the **Manage My Grants** module, or 🏛 icon, located in the navigation bar.

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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.
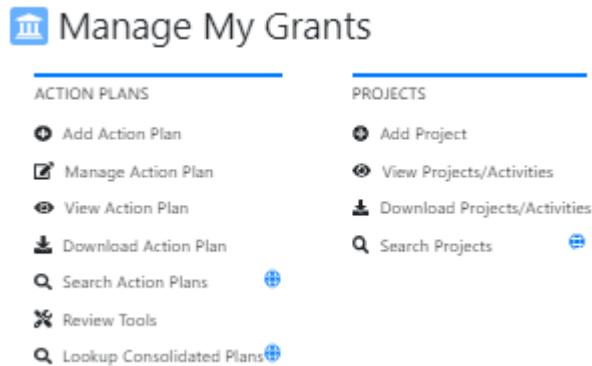
B. Manage Projects

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:

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The sum of all Project budgets for a Grant must be equal to or less than the total Grant budget plus Estimated Program Income/ RLF funds (see Section 9).

The budget for each Project must be less than or equal to the amount "Available for Project Budget" when added to the DRGR System.

The budget for each Project must be greater than or equal to the sum of all Activity budgets associated with that Project.
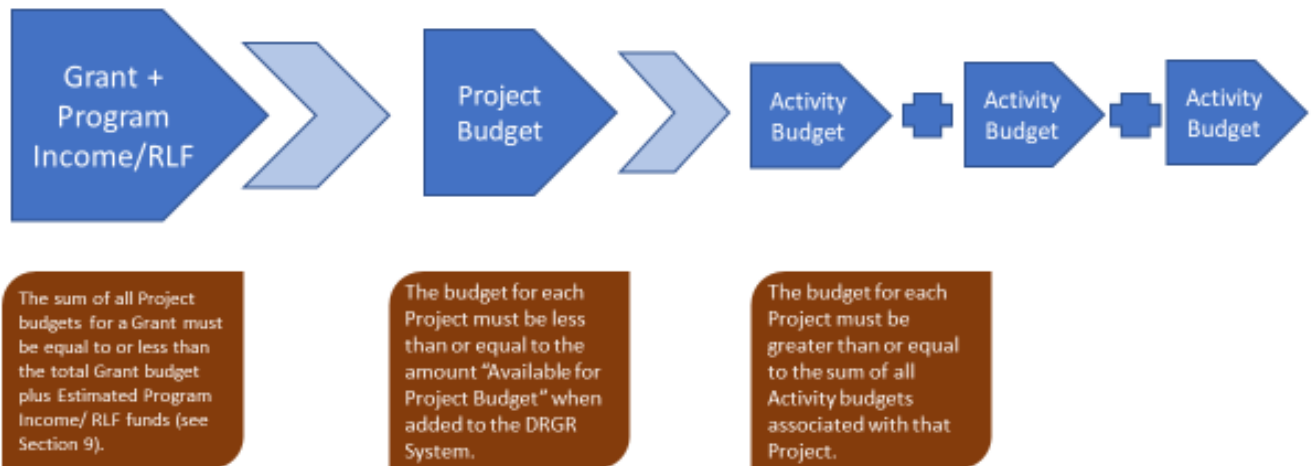
* Note: For Technical Assistance Providers, the Activity Budget and TA Work Plan budget are one in the same.

B1. Grantee and HUD | Search and View Project

User Role: Grantee Users (including TA Providers) and HUD Users	Menu Option: 🔍 Search Projects

Purpose: Allow Grantee Users (including TA Providers) and HUD Users to search and view an Action Plan Project.

✓ Complete the following steps to search and view an Action Plan Project:

1	Navigate to the **Manage My Grants** module and locate the **Projects** menu. See Sections A1 and A2 above. Select **<Search Projects>**. The **"Search Projects"** page will load. Enter search criteria and select **<Search>**. Search results will load.
2	Locate the desired Project and select **<View>** located in the "Action" column.

User Role: Grantee Users (including TA Providers) and HUD Users	Menu Option: 🔍 Search Projects

Search Projects

Search Criteria ▾

Project Number:	Enter Project Number ...	Project Title:	Enter Project Title ...
Grant Number:	B-18-DP-13-0001	Grantee Name:	Enter Grantee Name ...

Reset   Search

Search Results 10

Copy Print CSV Excel

Grantee	Project Number	Project Title	Grant Number	Project Budget Amount	Disbursed Amount	Project Status	Actions
Georgia	01- DCA-UAT Update	01- DCA-UAT Update 1	B-18-DP-13-0001	$9,088,601.00	$588,113.42	Open	✎
Georgia	02- Multifamily	02- Multifamily	B-18-DP-13-0001	$12,130,339.01	$0.00	Open	✎
Georgia	04- Brunswick	04- Brunswick	B-18-DP-13-0001	$0.00	$0.00	Open	✎

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3   The **"Manage Project"** page will load.

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Manage Project   ◂ Back

Project Number:		Project Designation:		
Project Title:		Project Budget:		✎ Edit
Appropriation Code:		Revolving Loan Fund:	No	
Grant Number:		Project Effective Date:		
Project Status:		Project End Date:		

Financials   Details   Measures   Activities   Upload

Financials

Grant Number	Project Budget	Activity Budgets	Activity Most Impacted and Distressed Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
B-18-DP-13-0001	$350.00	$150.00	$50.00	$0.00	$0.00	$0.00	$0.00

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4   Alternatively, Projects can be viewed directly from the **"Manage Action Plan"** page "Projects" tab.

🏛 Manage Action Plan   ◂ Back   ✔ Submit Plan

Grant Number:	B-18-DP-13-0001	LOCCS Authorized Amount:	$37,943,000.00	
Grantee Name:	Georgia	Grant Award Amount:	$37,943,000.00	
Appropriation Code:	2017 HIM	Total Estimated PI/RL Funds:	$590,000.00	✎ Edit
Action Plan Status:	⧗ Modified - Resubmit When Ready	Total Budget:	$38,533,000.00	

Financials   Narratives   Documents   Measures   Programs   **Projects**   Activities   History   Upload

Projects 10   ➕ Add Project

Copy Print CSV Excel   Search: [   ]

Project Number	Project Title	Project Budget	Number of Activities	Activity Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn	Status	Actions
01- DCA-UAT Update	01- DCA-UAT Update 1	$9,088,601.00	4	$9,088,600.00	$9,088,600.00	$588,113.42	$588,113.42	$0.00	Open	✎
02- Multifamily	02- Multifamily	$12,130,339.01	5	$12,129,339.00	$12,129,339.00	$0.00	$0.00	$0.00	Open	✎
04- Brunswick	04- Brunswick	$0.00	4	$4,510,533.00	$300,002.00	$0.00	$0.00	$0.00	Open	✎

B2. Grantee and HUD | Add Project

User Role: Grantee Users (excluding TA Provider Users) and HUD TA Users	**Menu Option:** ⊕ Add Project

Purpose: Allow Grantee Users (excluding TA Provider Users) to add a Project to an Action Plan.

✔ Complete the following steps to add a Project to an Action Plan:

1	Navigate to the **Manage My Grants** module and locate the **Project** menu. See Section A1 above. Select **<Add Projects>**. The **"Add Project"** page will load. Complete, at minimum, all required fields marked with an asterisk (*).
2	The "Project Number," "Project Title," and "Project Description" are details designated by the Grantee.
3	The "Project Status" field should be designated as "Open." The only other option is "Cancelled".

User Role: Grantee Users (excluding TA Provider Users) and HUD TA Users	Menu Option: ⊕ Add Project

4	The "Project Budget Amount'" field must include both Program Funds (Grant funds) and Program Income.
5	Once complete, select the **<Save>** button on the bottom-right of the pop-up window to add the Project.
6	The "**Manage Project**" page will load and display the information entered.
7	Alternatively, Projects can be added by following the same steps after selecting **<Add Project>** from the **Manage Action Plan** "Projects" tab.

User Role: Grantee Users (excluding TA Provider Users) and HUD TA Users	Menu Option: ⊕ Add Project

B3. Grantee and HUD | Edit Project

User Role: Grantee Users (excluding TA Provider Users) and HUD TA Users	Menu Option: 🔍 Search Projects
Purpose: 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.	

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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.

3   From the **"Edit Project**" page, users may modify the Project details. When complete, select **<Save>**.

4   Alternatively, Projects can be edited from the **Manage Action Plan** "Projects" tab.

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

User Role: Grantee Users (excluding TA Provider Users) and HUD TA Users	Menu Option: 🔍 Search Projects
Purpose: Allow Grantee Users (excluding TA Provider Users) and HUD TA Users to delete an Action Plan Project.	

✓ Complete the following steps to delete an Action Plan Project:
1   Follow steps in Section B1 to search for Projects that need to be deleted.
2   On the **"Manage Project"** page, elect **<Edit>** 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>**.

4	The **"Manage Project"** page will load. Select **<Delete Project>** on the upper-right of the page.

5	Alternatively, Projects can be edited and deleted from the "**Manage Action Plan**" page "Projects" tab. Follow steps 2 through 5 above after accessing the "Projects" tab as shown below.

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.

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.

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