

# Chapter 13: Grantee Programs | Manage My Grants Module

Chapt	er 13: Grantee Programs	1
Α.	Manage My Grants Module Access	1
	A1. Grantee   User Access	.1
	A2. HUD   User Access	. 2
в.	Managing Grantee Programs	3
	B1. Grantee and HUD   Search and View a Grantee Program	.3
	B2. Grantee   Add a Grantee Program	.5
	B3. Grantee   Edit a Grantee Program	.7
	B4. Grantee   Associate a Program to Activities	.8
	B5. Grantee   Delete a Grantee Program	11



## Chapter 13: Grantee Programs

This Chapter provides procedures to add, edit, view, and delete Grantee Programs contained in the **Manage My Grants** module. See Chapter 11 for additional details on the relationship between Grantee Programs and the Public Action Plan and Chapter 10 for additional information on the relationship between the DRGR Action Plan, Programs, Activities, and TA Work Plans.

**Note:** Grantee Programs offer a unique way to group and report cumulative data for the programs described in the Public Action Plan. HUD must setup the Grantee Program structure for the grant or the appropriation and then Grantee Users can group activities by Grantee Program. HUD will typically allow Grantee Program use for those grants or appropriations with large awards and complex programs (e.g., Disaster Recovery Grantees). PROGRAM PROCESS RECOMMENDATION: Grantee Programs are only available to a limited number of Grantees

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 Grantee Program	B2	Add a new Program to the Action Plan
<b>Q</b> Search Grantee Programs	B1, B3, B5	Search, view, edit, and delete existing Programs
<b>Q</b> Search Activities	B4	Associate Programs with Activities

#### HUD Users

Menu Option	Section	Action
<b>Q</b> Search Grantee Programs	B1	Search and view existing Programs

#### A. Manage My Grants Module Access

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

#### A1. Grantee | User Access

User Role: Grantee Users	Menu Option: 🔟 Manage My Grants Module
Purpose: Allow Grantee Users to access Action Plan	Grantee Program actions.
Complete the following steps to acess the Ma	nage My Grants Module:



Us	<b>er Role:</b> Grantee Use	ers			Menu Option:	<u>∎</u> N	lanage My Grants I	Module
1	In the DRGR Systen navigation bar.	n, sele	ect the <b>Manage</b>	My Grai	nts module, or 🧃	ico	n, located in the	
			B-11-DN-13-0	001	<b>≜</b>	<b>፹-\$-</b> 4	ĨΩ- €- 🕁- L- Misner, Π017G	Glen Aj
	🟛 Manage My G	rants						
	ACTION PLANS		PROJECTS		ACTIVITIES		GRANTEE PROGRAMS	
	Add Action Plan		Add Project	<b>A</b>	Add Activity	<b>(</b> )	• Add Grantee Program	<b>A</b>
	Manage Action Plan		C Search Projects	w la	C Search Activities	<b>(</b> )	<b>Q</b> Search Grantee Programs	Ŵ
	View Action Plan				Restore Activities			
	Q Search Action Plans	۲						
	X Review Tools							
	<b>Q</b> Lookup Consolidated Plans	٠						

## A2. HUD | User Access

User Role: HUD User	Menu Option: 🔟 Manage My Grants Module						
Purpose: Allow HUD Users to access Action Plan Gra	antee Program actions.						
Complete the following steps to acess the Manage My Grants Module:							
1 In the DRGR System, select the Manage My Gran navigation bar.	<b>nts</b> module, or 🧰 icon, located in the						
CPD DRGR B-11-DN-13-0001	<ul> <li>▲ 合 金 · \$- 亞 · \$- ☆ · ▲ · Misner, Glen</li> <li>(1017GA)</li> </ul>						

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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.

ACTION PLANS		PROJECTS		ACTIVITIES		GRANTEE PROGRAMS	
🕑 Manage Action Plan		Q Search Projects	•	Q Search Activities	٠	Q Search Grantee Programs	<b>⊕</b>
<ul> <li>View Action Plan</li> </ul>							
L Download Action Plan							
<ul> <li>Review Action Plan</li> </ul>							
Q Search Action Plans	۲						
🗙 Review Tools							
Q Lookup Consolidated Plans	۲						

## B. Managing Grantee Programs

#### B1. Grantee and HUD | Search and View a Grantee Program

Only Grantee users can add, edit, and delete Grantee Programs. Grantee and HUD Users can search and view Grantee Programs, including Program-level aggregate financial and accomplishment data.

User Rol	<b>e:</b> Grantee	and HUD User			1	Menu Op <sup>.</sup>	tion: <b>Q</b> Search (	Grantee Progr	ams
Purpose	: Allow Gra	intee and HUD	Users to vie	ew Grantee P	rogra	am-level	data.		
Co	omplete the	e following step	s to search	and view Gra	antee	e Program	าร:		
1 Navi A1 a sear	gate to the bove. Selec ch criteria a Search Gran	Manage My Gr t <b><search b="" gran<=""> and select <b><sear< b=""> atee Programs</sear<></b></search></b>	rants modu tee Progra rch>. Searcl	le and locate <b>ms&gt;.</b> The "Se h results will	the arch load.	Grantee I Grantee	<b>Programs</b> menu Programs" pag	J. See Sectione loads. Entr	on er
	Grantee Name:	Enter Grantee Name		Grant Number:		B-18-DP-13-0001			
	Grantee Program Name:	Enter Grantee Program Name		Grantee Program	Type:	Enter Grantee Program Typ			
				Reset Search					
	Matching Results 3 Copy Print Cov Eccel Appropriation	Grantee Name	Grant Number	Grantee Program Type	Grantee P	rogram Name	Number of Associated Activities	Actions	
	2017 Hurricanes Harvey, Irma and	Maria Georgia	B-18-DP-13-0001	Infrastructure	Build it Bett	er	1	ß	
	2017 Hurricanes Harvey, Irma and	Maria Georgia	B-18-DP-13-0001	Housing	Build it Righ	ıt.	5	C'	
	2017 Hurricanes Harvey, Irma and	Maria Georgia	B-18-DP-13-0001	Economic	Econ Dev Lo	oan Program	0	C2	
				M First «Previous 1 Next» Last M				Show 10 Rows	



Search Grantee							
	Programs						< Back
Search Criteria 🗸							Show More Criteria
Grantee Name: Enter	Grantee Name		Grant Number	B-18-DP-13-00	101		
Grantee Program Name: Enter	: Grantee Program Name		Grantee Progr	am Type: Enter Grantee F	Program Type		
			Reset Search				
Jatching Results 3							
Annensistion	Grantee Name	Grant Number	Grantes Program Tune	Grantee Program Name	Number of Associated	Activities	Actions
2017 Hurricanes Harvey, Irma and Maria	Georgia	B-18-DP-13-0001	Infrastructure	Build it Better	1	Activities	Reality
2017 Hurricanes Harvey, Irma and Maria	Georgia	B-18-DP-13-0001	Housing	Build it Right	5		<b>B</b> ,
017 Hurricanes Harvey, Irma and Maria	Georgia	B-18-DP-13-0001	Economic	Econ Dev Loan Program	0		8
			Next + Last I	•			Show 10 Rows 🌩
e "Manage G	Grantee Progra	am" page v	will load.				
lanage Gran	tee Program						🔹 Back 🛛 🖨 Print
-	-		_			6F00	
Grantee Program Name	:: Build it Better		Propose	d Budgeted Amount	t:	\$500,000.00	🖪 Edit
Grantee Program Type:	R 18 DP 12 0001		Obligate	a Amount:		\$500,000.00	
Appropriation Code:	2017 HIM		Program	n Income Drawn:		\$1,040.90	
Action Plan Status:	Reviewed and Appr	oved	Total Dr	awn Amount:		\$11,646.98	
Financials	Narrativ	es	Documents		Measures	Activi	ities
Financials							
Grant Proposed Number Budget	Proposed MID Budget HUD Defined	Proposed MID Budg Grantee Defir	get Projected Activity 1ed Budgets	Projected Activity MID Budgets	Activity Total Obligations Drawn	Program Funds Pr Drawn	rogram Income Drawn
B-18-DP-13- \$500,000.00 0001	\$500,000.00	\$0	.00 \$500,000.00	\$500,000.00	\$500,000.00 \$11,646.98	\$11,646.98	\$0.00
Projection of Expend	ditures						
<ul> <li>B-18-DP-13-0001</li> </ul>							

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5 Alternatively, Grantee Programs can be viewed from the "Manage Action Plan" page "Programs" tab.

Financials Narratives Documents Measures Programs Projects Activities History	Upload dd Grantee Program
Grantee Programs O Add Grant Copy Print CSV Doot Search	dd Grantee Program
Grantee Program Name * Number of Associated Activities Last Updated Date Last Updated By Budgeted Amount Disbursed Amount Acti	Action
Panel Local Territoria Santa	
mmary Grantee Program Financial data also appears on the "Manage Action P inancial" tab.	ı Plan" pa
Manage Action Plan           irant Number:         8-18-DP-13-0001         LOCCS Authorized Amount:         \$37,943,000           irante Name:         Georgia         Grant Award Amount:         \$37,943,000	<8ack
Manage Action Plan         irant Number:       B-18-DP-13-0001       LOCCS Authorized Amount:       \$37,943,000         irant Number:       Georgia       Grant Award Amount:       \$37,943,000         uppropriation Code:       2017 HIM       Total Estimated PI/RL Funds:       \$590,000         uction Plan Status:       ¥ Modified - Resubmit When Ready       Total Budget:       \$38,533,000	<8ack Ø Subi H3,000.00 i90,000.00 33,000.00  (2)
Manage Action Plan         irrant Number:       B-18-DP-13-0001       LOCCS Authorized Amount:       \$37,943,000         irrante Name:       Georgia       Grant Award Amount:       \$37,943,000         uppropriation Code:       2017 HilM       Total Estimated Pl/RL Funds:       \$590,000         uction Plan Status:       Modified - Resubmit When Ready       Total Budget:       \$38,533,000	<ul> <li><back li="" sub-<="" ♥=""> <li>№ Sub-</li> <li>№ Sub-</li></back></li></ul>
Manage Action Plan         irant Number:       8-18-DP-13-0001       LOCCS Authorized Amount:       \$37,943,000         irante Name:       Georgia       Grant Award Amount:       \$37,943,000         uppropriation Code:       2017 HIM       Total Estimated Pl/RL Funds:       \$39,0000         uction Plan Status:       Image: Modified - Resubmit When Ready       Total Estimated Pl/RL Funds:       \$38,533,000         Image: Im	<ul> <li><back li="" sub<="" ♥=""> <li>H33,000,00</li> <li>H33,000,00</li> <li>Upload</li> <li>Upload</li> <li>42</li> <li>Sub</li> <li>O hdd funding Source</li> <li>Actions</li> <li>C</li> <li>C</li></back></li></ul>
Manage Action Plan         irant Number:       B-18-DP-13-0001       Coccs Authorized Amount:       \$37,943,000         georgia       Georgia       Georgia       Grant Award Amount:       \$37,943,000         ppropriation Code:       2017 Hills       Total Estimated Pt/RL Funds:       \$38,033,000         con Plan Status:       Modified - Resubmit When Ready       Total Budget:       \$38,033,000         reactive Mamer       Naratives       Documents       Meanures       Programs       Programs       Activities       Hastory         Financials       Stratus:       LOCCS Authorized Amount       Total Estimated Pt/RL Funds       Activities       Programs Punds Programs       Programs       Naratives       Programs Punds Programs       Stratus Programs       Programs       Stratus Programs       Programs Punds Programs	<ul> <li><back li="" sub<=""> <li>43,000,00</li> <li>43,000,00</li> <li>590,000,00</li> <li>Upload</li> <li>Upload</li> <li>42</li> <li>500</li> <li>24</li> <li>250</li> <li>250</li> <li>261</li> </back></li></ul>
Manage Action Plan       B18-DP-13-0001       LOCCS Authorized Amount:       \$37,943,000         georgia       Georgia       Grant Award Amount:       \$37,943,000         uppropriation Code:       2017 Hills       Total Estimated Pl/RL Funds:       \$37,943,000         georgia       2017 Hills       Total Estimated Pl/RL Funds:       \$37,943,000         georgia       2017 Hills       Total Estimated Pl/RL Funds:       \$39,943,000         georgia       2017 Hills       Total Budget:       \$39,943,000         georgia       2017 Hills       Total Budget:       \$39,943,000         georgia       2017 Hills       Total Budget:       \$39,943,000         georgia       Modified - Resubmit When Ready       Total Budget:       \$400000         Financials       Bournents       Meaneres       Programs       Programs       Activity Budget       Activity Obligentions       Total Draw       Programs       Nancy         Financials       Stores Hauson       Stores Automated Amount       Total Estimated P/RL Funds       Restricted Budget       Activity Budget       Activity Obligentions       Total Draw       Programs       Nancy         Funding Sources       Stores Hauson       Stores Hauson       Stores Hauson       Stores Hauson       Stores Hauson       Stores Hauson	<ul> <li><back li="" sub<="" ♥=""> <li>H43,000,00</li> <li>H33,000,00</li> <li>(Upload</li> <li>Upload</li> <li>Upload</li> <li>0 Add Funding Store</li> <li>Actions</li> <li>C Add Funding Store</li> <li>Actions</li> </back></li></ul>
Manage Action Plan         818-DP-13-0001 Georgia 2017 Hills         LOCCS Authorized Amount         \$37,943,000 Grant Award Amount         \$37,943,000 537,943,000           uppropriation Code: 2017 Hills         2017 Hills         Total Estimated Pl/RL Funds:         \$37,943,000           uppropriation Code: 2017 Hills         Wondified - Resubmit When Ready         Total Estimated Pl/RL Funds:         \$37,943,000           Trancists         Narative         Documents         Measures         Programs         Total Estimated Pl/RL Funds:         \$35,943,000           Francists         Naratives         Documents         Measures         Programs         Projects         Activity Budgets         Activity Budgets         Activity Budgets         Activity Budgets         Activity Budgets         Total Dama         \$38,813,400         \$3	• Back         Sub           H43,000.00         H33,000.00           J33,000.00         Image: Comparison of the sub-sub-sub-sub-sub-sub-sub-sub-sub-sub-
Manage Action Plan         irrant Number:       B-18-DP-13-0001       COCCS Authorized Amount:       \$37,943,000         irrant Number:       B-18-DP-13-0001       Georgia       Grant Award Amount:       \$37,943,000         uppropriation Code:       2017 HIM       Total Estimated P/RL Funds:       \$39,093,000         intend Name:       Modified - Resubmit When Ready       Total Estimated P/RL Funds:       \$39,030,000         intends       Naratives       Douments       Measures       Program       Projects       Activities       History         Financials       Strant Suppropriation Code:       Strant Award Amount       Total Estimated P/RL Funds       Activities       History         Francials       Douments       Measures       Program       Activity Budgets       Activity Obligations       Total Drawn       Norgeram Produ Drawn       No	€Back          Sub           H43,000,00         43,000,00         2           J33,000,00         Upload         333,000,00         2           Upload         Upload         3.42         50.00           Ø Add Funding Source         Actions         2           Ø         Actions         2         50.00           Ø         Ø         4.00         50.00           Ø         Ø         2         50.00

## B2. Grantee | Add a Grantee Program

User Role: Grantee User	Menu Option: • Add Grantee Program
<b>Purpose:</b> Allow Grantee Users to add a Grantee Program.	
Complete the following steps to add a Grantee Program	:
1 Navigate to the Manage My Grants module and locate the Select <add grantee="" program="">. The "Add Grantee Progra</add>	<b>Grantee Programs</b> menu. See Section A1 above. m" page will load. The appropriation and Grant



Us	er Rol	e: Grantee User			Menu Optior	n: 🚯 Add Grantee Pro	ogram		
	will ( (*).	default to the selected	grant in the Navigatio	n Bar. Co	mplete all requi	ired fields marked wi	ith an asterisk		
	Add ک	l Grantee Program					×		
	Det	ails							
		Appropriation:	2020 LDZ						
		Grant:	B-21-DZ-22-0001						
		<b>*</b> Grantee Program Type:	Select One	\$					
		★ Grantee Program Name							
	Bud	get	Proposed Budget	Propo: Budge HUD I	ed MID Threshold t dentified	Proposed MID Threshold Budget Grantee Identified			
		B-21-DZ-22-0001:	<b>\$</b> 0	<b>\$</b> 0		<b>\$</b> 0			
							Cancel Save		
2	On t may Prog	he "Add Grantee Prog see one or many "Gr ram per "Grantee Pro	gram" page, select the antee Program Types" ogram Type" available.	"Grantee in the dr	Program Type" opdown. Grant	' from the dropdowr rees may only create	n menu. Users e one Grantee		
3	Ente the '	r a "Grantee Program 'Grantee Program Typ	n Name." Grantees are be" or programs descri	e encoura bed in th	ged to use a na e Disaster Reco	aming convention th very Published Actio	nat resembles n Plan.		
4	Prop field shou	oosed Budget and MIE s to track Budget by Ild be equal to Propos	) threshold budget field Grantee Programs, as sed Budget.	ds are no <sup>.</sup> necessar	t required. Grar y. The sum of k	ntees can however p both MID Threshold	opulate these Budget fields		
5	Alter <b><add< b=""></add<></b>	rnatively, Grantee Pro d Grantee Program> a Manage Action Plan	grams can be added frank and follow steps 1 – 4 in	om the "I n this Sec	Vanage Action tion B.1.	Plan" page "Program (tax #Suburi Plan	ns" tab. Select		
		Grant Number: Grantee Name:	B-18-DP-13-0001 Georgia	LOCC	S Authorized Amount: Award Amount:	\$37,943,000.00 \$37,943,000.00			
		Appropriation Code: Action Plan Status:	2017 HIM Modified - Resubmit When Ready	Total Total	Estimated PI/RL Funds: Budget:	\$590,000.00 (2) Edit \$38,533,000.00			
		Financials Narratives	Documents Measures Pr	ograms	Projects Activities	History Upload			
		Grantee Programs Copy Print CSV Excel				Add Grantee Program Search:			
		Grantee Program Name Number of As	sociated Activities 🕴 Last Updated Date	Last Updated By	Budgeted Amount	Disbursed Amount   Action			
		Build it Right 5 Build it Better 1	04/30/2020 09:13 AM 04/30/2020 10:01 AM	Glen Misner	\$4,787,773.00	\$0.00 C			
		Econ Dev Loan Program 0	07/24/2020 12:31 PM	Glen Misner	\$0.00	\$0.00			



## B3. Grantee | Edit a Grantee Program

User Ro	l <b>e:</b> Grantee Us	er	Menu Option:	Menu Option: Q Search Grantee Programs				
Purpose	e: Allow Grante	ee Users to edit an e	xisting Grantee	Program.				
Co	omplete the fo	llowing steps to edit	a Grantee Prog	ram:				
1 Follo	ow the steps in	Section B1 to search	n for the Grante	e Program that nee	ds to be edited.			
2 On t page that	the "Manage G e to edit compo tab.	rantee Program" pa onents of the Grante	ge, select one o ee Program. Eac	<sup>f</sup> the five tabs from h tab will load addii	the "Manage Gran tional edit capabilit	tee Program" ies unique to		
	saster Recovery Grant Reporting	System		B-21-DZ-22-0001	🔒  ペ 血- \$- 亟- 🕒-	날 ~ 오. 1024GALast, T024GAFirst (T024GA)		
Mai	nage Grantee Pro	ogram			4	Back 💼 Delete Program 🔒 Print		
Grar Grar Grar App Acti Publ	ntee Program Name: ntee Program Type: nt Number: ropriation Code: on Plan Status: lic Action Plan Status:	Small Business Loan and Grant Program Economic Revitalization Program B-21-D2-22-0001 2020 LDZ Coriginal - In Progress Coriginal - In Progress	P O P P T	oposed Budgeted Amount: Digated Amount: ogram Funds Drawn: ogram Income Drawn: tal Drawn Amount:	\$5,100	0,000.00 Cf Eds \$0.00 \$0.00 \$0.00 \$0.00		
3 Alte	In Claips It Number Proposed Budget Pro- Dec22-2001 SS-100.0000 jection of Expenditures - B-21-DZ-22-0001 No results found Prnatively, Gran ps 1 – 2 in this S	eposed MID Budget HUD Defined Proposed MID B 55.000.00000 tee Programs can be Section B.2.	vdget Grantee Defined Projected Activi	y Budgets Projected Activity MID Budgets Activity S0.00 S0.00	vity Obligations Total Drawn Program Funds D 5000 5000	sono sono sono sono sono sono sono sono		
	Grant Number: Grantee Name: Appropriation Code: Action Plan Status:	B-18-DP-13- Get 2017 ∑ Modified - Resubmit When R	0001 orgia HIM eady	LOCCS Authorized Amount: Grant Award Amount: Total Estimated PI/RL Funds: Total Budget:	\$37,943,000.00 \$37,943,000.00 \$590,000.00 \$38,533,000.00			
	Financials Na Grantee Programs Ceey Piet CSV Event Grantee Program Name Build it Right Build it Botter Econ Der Loan Program	rrailves Documents M Mumber of Associated Activities 5 1 0	Last Updated Date         Image: Company Compa	Projects Activities	History Uplead           O Act Graves Program           Search:			

## Components of a Grantee Program

Financials	Provides cumulative financial data for all Activities associated with the Grantee Program.
Narratives	Allows Grantees to enter Program-level narratives, tables, and images.



Documents	Allows Grantees to attach supporting documents to the Grantee Program.
Measures	Provides cumulative accomplishment and beneficiary data for all Activities associated with the Grantee Program.
Activities	Allows Grantees to view/edit key data for every Activity associated with the Grantee Program.

#### B4. Grantee | Associate a Program to Activities

Once a Grantee Program is added, the next step is to associate the Program to one or multiple Activities related to that Program. Once the association is made, all the Activity related data will be aggregated and displayed at the Program level under the "Programs" tab of the "Manage Action Plan" page.

Each Grantee Program Type is pre-loaded by a DRGR Superuser and is associated with certain Activity Types (see Section 14. For example, a "Housing" Grantee Program Type may be limited to housing Activity Types such as housing new construction or rehabilitation/reconstruction. Therefore, each Activity's "Activity Type" will dictate the "Program" available to associate.

User Role: Grantee User					Menu	Menu Option: Q Search Activities					
urpose: Allow Grantee Users to associate Programs to Activities.											
Complete the following steps to associate Programs to Activities:											
<ul> <li>Navigate to the Manage My Grants module and locate the Activities menu. Select <search activities="">. Enter search criteria and select <search>. Search results will load. Select the Activity to associate to a Grantee Program by selecting the <action> icon.</action></search></search></li> </ul>											
Search Cr	iteria 🗸										
Grant Number	Grant Number:		B-18-DP-13-0001			Project Number:	Enter Project Number				
Grantee Progr	Grantee Program Name: Enter Grantee Progra		Jame	ie		Grantee Activity Number:	Enter Grantee Ac	tivity Number			
Activity Title:		Enter Activity Title			Activity	Activity Type:	Enter Activity Type				
Responsible C	Responsible Organization: Enter Responsible Organization			Activity Status: Select Activity Status					~		
					Reset	Reset Search					
Matching F	Results 32	Grantee Activity					Project	Grantee Program	National	Activity	
Name	Number	Number	Activity Title	Activity Type		Responsible Organization	Number	Name	Objective	Status	Actions
Georgia	B-18-DP-13- 0001	01 - DCA ADMIN	01 - DCA ADMIN	Administration		Georgia Department of Community Affairs	01- DCA-UAT Update		N/A	Under Way	C,
Georgia	B-18-DP-13- 0001	02- DCA Planning	02- DCA Planning	Planning		Georgia Department of Community Affairs	01- DCA-UAT Update		N/A	Under Way	œ
Georgia	B-18-DP-13- 0001	03- HRRP	03- HRRP	Rehabilitation/reconstruction structures	of residential	Georgia Department of Community Affairs	01- DCA-UAT Update	Build it Right	Low/Mod	Under Way	ß
Georgia	B-18-DP-13- 0001	04- Buyout	04- Buyout	Acquisition - general		Georgia Department of Community Affairs	01- DCA-UAT Update		Low/Mod	Under Way	ß



#### The "Manage Activity" page will load. Select <Edit> next to the Manage Activity header. 2 Manage Activity Back Grant Number: B-18-DP-13-0001 Activity Number: 03- HRRP R<sup>\*</sup> Edit Grantee Name: 03- HRRP Activity Title: Georgia Rehabilitation/reconstruction of residential structures Appropriation Code: 2017 HIM Activity Type: Projected Start & End Date: 2019-08-08 - 2024-08-08 Low/Mod National Objective: LOW/INICA 01- DCA-UAT Update Project Number: Benefit Report Type: Direct: Households 01- DCA-UAT Update 1 Build it Right Georgia Department of Community Affairs Olnder Way Project Title: Responsible Organization: Activity Status: Grantee Program: Details Documents Mea Environmental Financi Financials Activity Budget Grant Number Activity Bludget Activity Obligations Total Drawn Program Funds Drawn Program Income Drawn 8.18.DP-13-0001 \$1,000,000.00 \$1,000,000.00 \$68,656.41 \$68,656.41 \$60,000 The remainder of this page is intentionally left blank.



3 The "Edit Activity Details" page will load. Select a "Grantee Program" from the dropdown menu and select **<Save>** to complete the process. DRGR will return to the "Manage Activity" page.

Details							
* Project:	01- DCA-UAT Update 1 × 👻						
* Activity Type:	Rehabilitation/reconstruction of residential structures						
Environmental Assessment:	Environmental Assessment: COMPLETED						
* National Objective:							
Grantee Program:							
* Grantee Activity Number:							
* Activity Title:	03- HRRP						
* Activity Description:	File Edit View Insert Format Tools Table						
	$B  I    \underbar{=}  \overleftarrow{=}  \overleftarrow{=}$						
* Activity Status:	Under Way #						
* Activity Status:	Under Way ©						
* Activity Status: * Projected Start Date: * Projected End Date:							
* Activity Status: * Projected Start Date: * Projected End Date: * Responsible Organization:	Under Way 2019-08-08 2024-08-08 Georgia Department of Community Affairs × *						
* Activity Status: * Projected Start Date: * Projected End Date: * Responsible Organization: Budget	Under Way # 2019-08-08 2024-08-08 Georgia Department of Community Affairs × *						
* Activity Status: * Projected Start Date: * Projected End Date: * Responsible Organization: Budget Adjust Project Budget:	Under Way 2019-08-08 2024-08-08 Georgia Department of Community Affairs × *						
* Activity Status: * Projected Start Date: * Projected End Date: * Responsible Organization: Budget Adjust Project Budget:	Under Way  No No Activity MID Budget Activity MID Budget						
* Activity Status: * Projected Start Date: * Projected End Date: * Responsible Organization: Budget Adjust Project Budget: , * B-18-DP-13-0001	Inder Way ≢						



### B5. Grantee | Delete a Grantee Program

Action Plan Grantee Programs can be deleted if they were erroneously created or are no longer needed. To delete a Grantee Program from the DRGR System, all Activities associated with the Grantee Program must be removed to allow for a Grantee User to delete an existing Grantee Program.

User Role: Grantee User	Menu Option: Q Search Grantee Programs							
Purpose: Allow Grantee Users to delete an existing Grantee Program.								
Complete the following st	eps to delete a Grantee Pro	gram:						
1 Follow the steps in Section B1 to search for the Grantee Program that needs to be edited.								
2 One the "Manage Grantee F next to every activity shown	Program" page, navigate to de-associate the Activity	o the "Activities" tab and select <b><action></action></b> with the Grantee Program.						
Grantee Program Name: Build it Better Grantee Program Type: Grant Number: B-18-DP-13-0001 Appropriation Code: 2017 HIM Action Plan Status:	Proposed Budget Obligated Amou Program Funds D Program Income Total Drawn Amo	ted Amount:         \$0.00         g* ust           tmt         \$0.00           Drawn:         \$0.00           Drawn:         \$0.00           cont:         \$0.00						
Financials     N       Associated Activities	rratives Documents  Primary Activity Project Project Number Project Number Number Project Number Num	Activity         Total         Program         Program         Search:           Activity         Obligations         Drawn         Program         Status         Activity           50:00         50:00         50:00         S0:00         Cancelled         Cf						
3 The "Edit Activity Details" pa to "Select One" and select • Activities are removed.	ge will load. Change the "G <b>Save&gt;</b> at the bottom of the	Grantee Program" dropdown menu choice e page. Repeat Step 3 until all associated						
Details								
* Project: * Activity Type: Environmental Assessment: * National Objective: Grantee Program: * Grantee Activity Number: * Activity Title:	01- DCA-UAT Update 1 Rehabilitation/reconstruction of residential structures COMPLETED Low/Mod Build it Right O3- HRRP 03- HRRP	× •						



Once all associated Activities are removed, select <Delete Program> on the "Manage Grantee 4 Program" page. Manage Grantee Program Back 🛛 🛅 Del 🖶 Prin Build it Better Grantee Program Name: Proposed Budgeted Amount: \$0.00 🕑 Edit Grantee Program Type: Infrastructure Obligated Amount: \$0.00 B-18-DP-13-0001 Grant Number: Program Funds Drawn: \$0.00 Appropriation Code: 2017 HIM Program Income Drawn \$0.00 Action Plan Status: Modified - Resubmit When Ready Total Drawn Amount: \$0.00 Financials Narratives Documents Measures Activities Associated Activities No results found matching your search. Please revise your search criteria and try again 5 A prompt will load indicating the Grantee Program will be deleted permanently. Select **<Ok>** to delete the Program. G. Delete Manage Grantee Program Build it Better' will be Build it Better Grantee Program Infrastructure B-18-DP-13-0001 2017 HIM Grantee Program Type: Modified - Resubmit When Ready Total Draw 6 Alternatively, Programs can be deleted from the "Manage Action Plan" page "Programs" tab. After navigating to the to the "Manage Action Plan" page "Programs" tab, select the **<Action>** icon to load the "Manage My Programs" page for the desired program. Follow steps 2 – 5 in this Section B.4. 🔟 Manage Action Plan • Back 🛛 🛷 Submit P Grant Number: B-18-DP-13-0001 LOCCS Authorized Amount: \$37,943,000.00 Grantee Name: Georgia Grant Award Amount: \$37.943.000.00 2017 HIM Total Estimated PI/RL Funds: \$590,000.00 Appropriation Code: Kodified - Resubmit When Ready \$38,533,000.00 Action Plan Status: Total Budget: Financials Grantee Programs Copy Print CSV Excel Search: Grantee Program Name Last Updated Date Last Updated By Number of Associated Activities Build it Right 04/30/2020 09:13 AM Glen Misner \$4,787,773.00 \$68,656.41 R 04/30/2020 10:01 AM Build it Bette Glen Misne \$0.00 \$0.00 Econ Dev Loan Program 07/24/2020 12:31 PM Glen Misne \$0.00 \$0.00