

Chapter 14: Activities | Manage My Grants Module

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Chapter 14: Activities | Manage My Grants Module

This Chapter provides procedures to add, edit, view, and delete Activities contained in the **Manage My Grants** module. DRGR users associated with a technical assistance (TA) provider should use the "View Procedures" within this Chapter. However,

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

DRGR users associated with a TA provider must add, edit, and delete activities using the DRGR work plan functions in DRGR. Technical assistance providers should review Chapter 17 for procedures related to managing work plans.

Menu Option	Subsection	Action		
Add Activity	C1	Add a new Activity to the Action Plan		
Q Search Activities	C2 – I1	Search, view, and edit existing Activities		
Restore Activities	12	Restore Activities that were previously deleted		

Grantee Users

HUD Users

Menu Option	Subsection	Action		
Q Search Activities	C2	Search and view Grantee Activities		

A. Manage My Grants Module Access

The Manage My Grants module contains all actions related to Activities in DRGR.

A1. Grantee | User Access

User Role: Grantee Users	Menu Option: 🔟 Manage My Grants Module								
Purpose: Allow Grantee Users to access Action Plan Activity 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.									
CPD DRGR B-11-DN-13-0001 ▲ ▲ ▲ ▲ ▲ ▲ Misner, Glen									



er Role: Grantee Users				Menu Option: 🔟 Manage My Grants Module				
This opens the dro menu items base Activities.	pdown menu item d on user type an	s for the Manag d user roles. T	e My Gra he Man a	ants modu age My G	lle. Tł rants	ne System disp module inclu	olay ude	s the relevant s a menu for
🧰 Manage My Grants	S							
ACTION PLANS	PROJECTS	ACTIVITIES	GRANT	EE PROGRAMS		PERFORMANCE REPORTS		
• Add Action Plan	Add Project	 Add Activity 	O Ade	Grantee Program		🕼 Manage Performance Report		
Manage Action Plan	Q Search Projects	Q Search Activities	🌐 🔍 Sea	rch Grantee Programs	۲	Q Search Performance Reports	•	
 View Action Plan 		Restore Activities	0			Manage Addresses		
L Download Action Plan								
C Search Action Plans								
Q Lookup Consolidated Plans								
TA Provider Users w	rill see these menus:	GRANTEE PROGRAMS	PERFC	RMANCE REPORTS		GRANTS		WORK PLANS
Manage Action Plan	 View Projects/Activities 	Add Grantee Program	🗹 M	anage Performance Re	port	Closeout Grant		Q Manage Requests
 View Action Plan 	🛓 Download Projects/Activities	Q Search Grantee Program	😑 🔍 Se	arch Performance Repo	orts	 View Grant 		Q Manage Assignments
🛓 Download Action Plan	🔾 Search Projects 🔅		🖪 Ma	nage Addresses		Q Search Grants 🔅		 Add Work Plan
Q Search Action Plans 😑								Q Manage Work Plans

A2. HUD | User Access

Us	er Role: HUD User	Menu Option:	宜 Man	age My Grants Module						
Pu	Purpose: Allow HUD Users to access Action Plan Activity actions.									
	Complete the following steps to acess the Manage My Grants Module:									
1	1 In the DRGR System, select the Manage My Grants module, or icon, located in the navigation bar.									
	CPD DRGR B-11-DN-13-0001	A 6	१ ፹- \$- ₫₀-	♣- ★- ▲- Misner, Glen [1017GA]						
2	This opens the dropdown menu items for the relevant menu items based on user type and a menu for Activities.	Manage My Grants user roles. The Ma	s module. Th anage My Gr	ne System displays the r ants module includes						



User Role: HUD User			Menu Option:	1 Manage My	Grants Module
🧰 Manage My G	rants				
ACTION PLANS		PROJECTS		ACTIVITIES	
Manage Action Plan		Q Search Projects	٢	Q Search Activities	٢
 View Action Plan 					
L Download Action Plan					
 Review Action Plan 					
Q Search Action Plans	•				
🗙 Review Tools					
Q Lookup Consolidated Plans	•				

B. Overview of Activities

DRGR Activities allow Grantees to, at minimum:

- Define and describe local, "on-the-ground" Grant-funded projects
- Demonstrate the activity is eligible per program regulations
- Demonstrate how the activity meets a National Objective
- Report the outcomes and accomplishments of the activity
- Drawdown funds from the Line of Credit Control System (LOCCS)
- Report on other program requirements

B1. Activity Details

Due to the importance of DRGR activities, there are several components Grantees must navigate to meet minimum reporting requirements in the DRGR System. The following figure depicts the required components of every DRGR activity (required fields are marked with an asterisk (*)). For activities associated with TA provider awards, when the users complete the Work Plans, these components are captured and populated on the **"Manage Activity"** page as read only data (see Chapter 17 – Technical Assistance Work Plans).

The remainder of this page is intentionally left blank.



Activity Details

The following screenshot and table detail the fields to be completed on the "Add Activity" page.

Add Activity		×
Details		
* Project:	Select One 🔹	
* Activity Type:	Acquisition - general	
Environmental Assessment:	•	
* National Objective:	N/A ¢	
Grantee Program:	\$	
* Grantee Activity Number:	Enter Activity Number	
* Activity Title:	Enter Activity Title	
* Activity Description:	File Edit View Insert Format Tools Table	
* Activity Status:	•	
★ Projected Start Date:	曲	
* Projected End Date:	6	
* Responsible Organization:	Select Responsible Organization	
Budget		
	Activity Budget Activity MID Budget	
★ B-11-DN-13-0001	\$ Enter Budget \$ Enter MID Budget	
	Cancel Gase	2



Project*	Every activity must be associated to a project (see Chapter 12). The sum of activity budgets within a project cannot exceed the total project budget.
Activity Type*	Activity types correlate to eligible activities as defined in program regulations or award terms and conditions. Available activities will depend on the eligible uses under a given appropriation. The selection of the correct activity type is important since it will dictate which unique performance measures can be reported for that activity. For example, the "Construction of New Housing" Activity Type will allow Grantees to report housing performance measures, whereas the "Economic Development" Activity will allow Grantees to report jobs creation and retention.
Environmental Assessment	Not required but recommended for awards not associated with the TA provider Grantee type in DRGR. The Environmental Assessment provides the status of the environmental review for the activity (Exempt, Underway, or Completed).
National Objective*	National Objectives are a requirement of the program statute or award terms and conditions. One hundred percent of CDBG-DR and NSP funds, for example, must meet a National Objective, with the exception of Administration and Planning costs. If a Grantee selects the "Low/Mod" National Objective for a single-family housing rehabilitation program, HUD expects to see only Low/Mod Households reported as beneficiaries for that activity (projected in the "Measures" Tab).
Grantee Program	Not required, and only available for select Grantees (see Chapter 13). Associating activities to Grantee Programs enables unique reporting that is meant to align with Grantees' Published Action Plan more closely.
Grantee Activity Number*	Activity Numbers allow Grantees to create a unique numbering system for each DRGR activity. Activity Numbers can mirror local billing codes, for example, or describe the activity's key characteristics (e.g., "SB-Housing- LMMI" = Santa Barbara County's Housing Program for Low- and Moderate- Income Households). For activities associated with a TA provider Grantee type, the activity number must match the numbering convention directed by HUD.
Activity Title*	Activity Titles allow Grantees to create a unique title for each DRGR activity. Using the example above, the Activity Number may be "SB-Housing-LMMI" whereas the Activity Title may be "Santa Barbara County's LMMI Housing Rehab Program."
Activity Description*	Activity descriptions should provide a brief description of the activity the Grantee is proposing. This is the best opportunity to describe the "on-the-ground" Grant-funded project to HUD and the public.
Activity Status*	The Activity Status includes Planned, Underway, Completed, or Cancelled. Grantees can mark an activity as "Planned" if the Grantee is waiting for the completion of the environmental review or selection of a developer, for



	example. In contracts, an activity can be marked as "Completed" to indicate no further drawdowns or accomplishment reporting will take place. Grantees can only drawdown funds for activities in "Underway" status. For activities associated with a TA provider Grantee type, the activity status is based on the approval status of the work plan.
Projected Start Date*	The projected start date indicates when the activity is expected to start.
Projected End Date*	The projected end date indicates when the activity is expected to be completed. If a projected end date passes, Grantees must update the projected end date to avoid DRGR Flags (see Chapter 32). Projected End Dates also help measure the timely expenditure of funds and applicable expenditure deadlines. This information can be revised and updated.
Responsible Organization*	Every DRGR activity must have a single, Responsible Organization assigned (see Chapter 6). The Responsible Organization is the entity responsible for carrying out, or implementing, the activity. The Grantee may select itself, for example, as the Responsible Organization for an activity that is implemented directly, whereas the Grantee may select a subrecipient as the Responsible Organization if a subrecipient is sub-awarded Grant funds to implement its own activity directly. Remember that Responsible Organizations need to be entered into DRGR by a Grantee just once and can be used across activities and Grants (see Chapter 6).
Budget*	The Activity Budget represents the amount of Grant Funds and Program Income committed to the DRGR Activity. The System prevents Grantees drawing funds in excess of the Activity Budget.
MID Budget	The Most Impacted and Distressed (MID) Budget is applicable to CDBG-DR Grantees only and represents the amount of the Activity Budget that is expected to be spent in MID Areas.

B2. Additional Activity Details

In addition to the Activity Details described above, each DRGR activity has several other components that must be completed. After completing and saving the Details for an activity, users add the additional components from the **"Manage Activity"** page, which is accessible by following the steps described in Section C2 below to Edit Activities. The following tabs are available on the **"Manage Activity"** page. For activities associated with TA provider awards, when the users complete the Work Plans, these components are captured and populated on the **"Manage Activity"** page as read only data (see Chapter 17 – Technical Assistance Work Plans).



Additional Activity Details

Grant Number:	B-18-DP-13-0001	Ac	tivity Number:				01 - DCA ADMIN	💽 Edi
Grantee Name:	Georgia	Georgia Activity Title:				01 - DCA ADMIN		
Appropriation Code:	2017 HIM	Ac	tivity Type:				Administration	
National Objective:	N/A	Pro	ojected Start & E	nd Date:		2019	-05-09 - 2025-05-09	
Project Number:	01- DCA-UAT Update	te Benefit Report Type: 1 Responsible Organization:			// Georgia Department of Community Affair			V/A airs
Project Title:	01- DCA-UAT Update 1							
Grantee Program:		Ac	tivity Status:				🕏 Under Way	
Financials	Details		Documents		Measu	ıres	Environment	al
Financials								
Activity Budget	Grant Number	Activity Budget	Activity MID Budget	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn	
	B-18-DP-13- 0001	\$1,897,150.00	\$0.00	\$1,897,150.00	\$144,973.28	\$144,973.28	\$0.00	

Additional Activity Details

Activity Details	Activity Details	Allows Grantees to edit the components of an activity described above on the "Activity Details" page by selecting <edit></edit> next to the "Manage Activity" title bar.			
	Activity Budget	Provides a summary of financial data and transactions. Note that the Activity Budget is edited on the "Activity Details" page described above.			
Financials Tab	Activity Funding Sources	Not required but recommended. Allows Grantees to repo match and leveraged sources of funds.			
Financiais Tab	Activity Responsible Organization Budgets	Optional. The DRGR System defaults to assigning the entire Activity Budget to the selected Responsible Organization. Grantees may assign a portion of the Activity Budget to one or more "subordinate responsible organizations" to report the budgets for partners and other key organizations involved in implementing the activity.			
Details Tab	Activity Description	Activity descriptions should provide a brief description of the activity the Grantee is proposing. This is the best opportunity to describe the "on-the-ground" Grant-funded project to HUD and the public.			
	Activity Location	Provide a brief description of the activity location (e.g., King County or the Joplin Senior Center).			



	Activity Drawdown Blocks	Optional. Allows Grantee Administrators to block other Grantee Users from creating and approving vouchers for the activity. Also displays if HUD has placed a current or future block, preventing all Grantee Users from creating and approving vouchers for the activity.				
	Associate Activities	Optional. Allows Grantees to display related activities in the DRGR Action Plan and QPR. For example, if a Grantee is implementing a housing rehabilitation program that meets the "Low/Mod" and "Urgent Need" National Objectives, necessitating two DRGR activities for the same program separated by National Objective, the Grantee may "Associate" the two activities to show the relationship.				
Documents Tab	Activity Supporting Documents	Optional. Allows Grantees to upload documents (e.g., Service Area map) to support the DRGR activity. These documents are only viewable in the DRGR System.				
	Benefiting Reporting Performance	These measures are key to demonstrating compliance with the eligible Activity Type and National Objective (e.g., "Number of Owner Households" for an owner-occupied housing rehab program, or "Number of Multifamily Units" if the activity will result in the creation of new multifamily units).				
Measures Tab*	Proposed Accomplishments	These measures typically represent the physical outcomes of the activity (e.g., "Number of Single-Family Housing Units" created, or "Number of Substantial Rehabilitations" completed.) Grantees are only required to provide projections for the measures required by program regulations. Any measures projected in the Action Plan will show up in the QPR for reporting. This is true even for entries of "0". Leave accomplishments blank if not required.				
	Proposed Beneficiaries	These measures represent the beneficiaries of the activity (e.g., the "Number of Renter Households" assisted or "Number of New Jobs" created.)				
Environmental	Environmental Assessment	Optional but recommended. Grantees should select either Exempt, Competed, or Underway based on the status of the environmental review.				
	Environmental Reviews	Optional; not available to State Grantees. Allows Grantees to associate the activity with a HEROS Environmental Review.				

*Failure to select and propose accomplishments in the Activity "Measures" Tab will prevent Grantees from being able to report those accomplishments in the performance report (see Chapter 19).



C. Add, Edit, and View Activities

After Projects are added in DRGR, users can then add Activities and associated the Activities with Projects. The primary purpose of Activities is to report accomplishment data and conduct financial transactions.

Grantees should work with their CPD Representative to map out how their Projects and Activities will be structured to ensure the most efficient and effective programmatic and financial reporting prior to setting up their Projects and Activities in DRGR.

Reminder: DRGR users associated with a technical assistance provider should refer to Chapter 17 to manage work plans, which serve to populate the Action Plan as activities. As such, unless otherwise noted, only the view and search functions apply throughout this section.

C1. Grantee | Add Activity

User Rol	le: Grantee Users	Menu Option: • Add Activity								
Purpose	Purpose: Allow Grantee Users to add an Activity to an Action Plan.									
Co	Complete the following steps to add an Activity to an Action Plan:									
1 Nav and aste	1 Navigate to the Manage My Grant module and locate the Activities menu. Select <add activity=""> and the "Add Activity" page will load. Complete, at minimum, all required fields marked with an asterisk (*).</add>									
	Add Activity Details * Project: Select One * Activity Type: Environmental Assessment: * National Objective: Grantee Program: * Grantee Activity Number. Enter Activity Number. * Activity Title: Enter Activity Title _									
2 The Sele Act	e "Project" field opens a dropdown of Projects ect the desired Project for the Activity. Grante ivities (see Chapter 12). The remainder of this page is	already created for the current Action Plan. es must first create Projects before creating								



Use	r Role: Grantee Users		Menu Option:	Add Activity
	Add Activity			
	Details			
		Select One		
	* Project:	01- DCA-UAT Update 1		
		02- Multifamily		
	* Activity Type:	04- Brunswick		
	Environmental Assessment:	05- Dougherty		
	ale Matienal Objection	06- Glynn		
	* National Objective:	07- Kingsland/ Camden		
	Grantee Program:	HMGP Match		•
	★ Grantee Activity Number:	Enter Activity Number		
3	appropriation. Select the Details	Activity type based on the	e "end use" of the A	Activity.
	* Project:	Administration		X 💌
	★ Activity Type:	Administration	\$	
	Environmental Assessment:	•		
	* National Objective:	N/A 🗘		
4	The "National Objective" the appropriation. Selec Administration and Plann	field opens a dropdown ct the desired National ing activities only.	menu of National Objective. "N/A"	Objectives associated with should be selected for
	Details			
	* Project:	Administration		× *
	* Activity Type:	Administration	\$	
	Environmental Assessment:	\$		
	▲ National Objective:	IV/A ∓		



Use	er Role: Grantee Users	Menu Option: O Add Activity										
5	The "Grantee Activity by the Grantee. See	Number," "Activity Title,", and "Activity Description" are details customized Section B2 above for tips on naming conventions.										
	★ Grantee Activity Number: 101 HCIDLA Admin											
	* Activity Title:	HCIDLA Administration										
	* Activity Description:	File Edit View Insert Format Tools Table										
		$B I \sqcup \blacksquare = \exists \equiv \exists \equiv \forall \exists \lor \forall \exists \lor \forall \forall$										
6	The "Activity Status" "Cancelled," or "Con	The administrative budget for the NSP3 program includes funds for HCIDLA staff positions and contractual services. HCIDLA and RNLA will share NSP3 program administration funds.										
	* Activity Status:	Under Way 🗢										
	★ Projected Start Date:	a 2011-03-02										
	* Projected End Date:	a 2015-02-28										
	* Responsible Organization:	Los Angeles Housing and Community Investment Department $\qquad \times \ \checkmark$										
7	The "Projected Start using the following f	Date" and "Projected End Date" should be entered in the appropriate fields prmat "YYYY-MM-DD."										
	* Activity Status:	Under Way 🗢										
	✤ Projected Start Date:	iii 2011-03-02										
	★ Projected End Date:	iii 2015-02-28										
	★ Responsible Organization:	Los Angeles Housing and Community Investment Department 🛛 👻 👻										



Use	r Role: Grantee Users		Menu Option: O Add	Activity
8	The "Responsible Or added prior to desig Organization.	rganization" field opens a gnation at the Activity le	a dropdown of Responsible Orga vel (see Chapter 6). Select the c	nizations that were lesired Responsible
	* Activity Status:	Under Way 🗢		
	★ Projected Start Date:	2011-03-02		
	★ Projected End Date:	a 2015-02-28		
	★ Responsible Organization:	Los Angeles Housing and Community I	nvestment Department	× •
9	The "Activity Budget the appropriate field ^{Budget}	" and "Activity MID Budg ds and must include Prog	et" (CDBG-DR Grantees only) shc ram Funds (Grant funds) and Pro	uld be entered into gram Income.
		Activity Budget	Activity MID Budget	
	★ X-20-R-8-1	\$ 0.00	\$ 0.00	
				Cancel Save
10	Select the <save></save> bu	utton on the bottom right	of the screen once all information	on has been added.
	Budget			
		Activity Budget	Activity MID Budget	
	* X-20-R-	8-18032 \$ 0.00	\$ 0.00	
				Cancel Save
11	Alternatively, Activit selecting <add activ<="" b=""> Grant module, loca "Manage Action Pla</add>	ies may be added from t ity>. To access the "Mar te the Action Plan men n" page will load.	the "Manage Action Plan" page's age Action Plan" page, navigate u, and select the <manage act<="" b=""></manage>	s "Activities" tab by to the Manage My ion Plan> link. The



🔟 Manage Actio	on Plan						(Back 🛛 🎸 Sabmit P
Grant Number: Grantee Name: Appropriation Code: Action Plan Status:		B-11-MN-06-05 Los Angeles, 4 2011 NS Reviewed and Approv	i12 CA ;P3 ved	LOCCS Grant Total E Total f	i Authorized Amount: Award Amount: Estimated PI/RL Funds: Budget:	\$9,875,577.00 \$9,875,577.00 \$3,771,724.29 \$13,647,301.29	Ca ^r Edit
Financials	Narralives	Documents	Measures	Projects	Activities	History	Upload
Activities							O Add Activity
Grantee Activity Number:	Enter Grantee Activity Number			Activity Title:	Enter Activity Title		
	Later Berland Berland			Grantee Brogram Name	Enter Grantee Program Name		

C2. Grantee and HUD \mid Search and View Activity

User	Role: G	irantee	e and HUE) Users			Menu Option: Q Search Activities					
Purp	ose: Al	low Gr	antee and	d HUD U	sers to sea	rch and	l view an ex	xisting A	ctivity.			
V	Complete the following steps to search for an existing Activity:											
1	 Navigate to the Manage My Grant module, locate the Activities menu, and select <se activities="">. The "Search Activities" page will load. Enter search criteria and select <search>. Se results will load. To view an existing Activity, select the <action> next to the desired Activity. "Manage Activity" page will load.</action></search></se> Search Activities 											
	Search Cri	iteria 🗸	B-18-DP-13-0001			Project Number						
	Grant Number	·	Enter Crentee Drearen	Name			Grantes Astivity	Enter Creptor	Enter Creates Asthile Number			
	Grantee Progra	ann Nidme.	Enter Grantee Program	ndine			Number:	e Activity Enter Grantee Activity Number er:				
	Activity Title:		Enter Activity Title				Activity Type:	Enter Activity	Туре			
	Responsible		Enter Responsible Orga	nization			Activity Status:	Select Activit	Select Activity Status 🗸			
	Matching R	esults 32				Reset	Search					
	Copy Print CSV Grantee Grant Name Number		Grantee Activity Number	Activity Title	Activity Type		Responsible Organization	Project Number	Grantee Program Name	National Objective	Activity 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	đ
	Georgia	R-18-DP-13-	03- HRRP	03- HRRP	Rehabilitation/reconstruct	tion of	Georgia Department of	01- DCA-UAT	Build it Right	Low/Mod	Under Wav	12



Use	e r Role: Grantee and	d HUD Use	rs			Menu C	Option	Q Searc	h Activities	
2	On the "Manage , the activity.	the edit f	unction o	or Acti	vity tabs to	o view compor	ents of			
	Manage Activity									< Back
	Grant Number: Grantee Name: Appropriation Code: National Objective: Project Number: Project Title: Grantee Program:	B-18-DP 2 01- DCA-UAT 01- DCA-UAT	P-13-0001 Georgia 2017 HIM N/A IT Update Update 1		Activity Number: Activity Title: Activity Type: Projected Start & Benefit Report Tyj Responsible Orgar Activity Status:	End Date: pe: nization:	01 - DCA ADMIN 01 - DCA ADMIN Administration 1019-05-09 - 2025-05-09 N/A ent of Community Affairs ♂ Under Way	🗭 Edit		
	Financials	De	Details Documents		Documents	ents Measures		easures	Environmental	
	Financials									
	Activity Budget	Grai B-18	ant Number 8-DP-13-0001	Activity Budget \$1,897,150.00	Activity MID Budget \$0.00	Activity Obligations \$1,897,150.00	Total Drawn \$144,973.28	Program Funds Drawn \$144,973.28	Program Income Drawn \$0.00	
	Funding Sources	Fun	iding Source Na	ame	Funding Type		Matching	Fund Amount	Other Fund Amount	⊘ * Edit

C3. Grantee | Edit Activity

User Role: Grantee Users	Menu Option: Q Search Activities								
Purpose: Allow Grantee Users to edit an existing Activity.									
Complete the following steps to edit an existing Activity:									
1 Follow the steps in Section C2 to search for an acti	vity.								

The remainder of this page is intentionally left blank.



Use	er Role: Grantee Us	sers			Menu C	ption:	Q Searc	h Activities	
2	On the "Manage to edit compone	Activity" page, seen not not not not not not not not not no	elect <ec< b=""> 7.</ec<>	dit> to mo	odify Activ	vity Det	ails. Navi	gate the Activ	ity tabs
	Manage Activity								< Back
	Grant Number: Grantee Name: Appropriation Code: National Objective: Project Number: Project Title: Grantee Program:	B-18-DP-13-0001 Georgia 2017 HIM N/A 01- DCA-UAT Update 01- DCA-UAT Update 1	8-DP-13-0001 Activity Number Georgia Activity Title: 2017 HIM Activity Type: N/A Projected Start & A-UAT Update Benefit Resport T UAT Update 1 Responsible Org Activity Status: Activity Status:			: 01 - DC 01 - DC Adm & End Date: 2019-05-09 - 2 ype: anization: Georgia Department of Commu			
	Financials	Details	Details Documen		ocuments Measi		sures		
	Activity Budget	Grant Number 8-18-DP-13-0001	Imber Activity Budget Activity MID Budget 13-0001 \$1,897,150.00 \$0.0		Activity Obligations Total Drawn Program \$1,897,150.00 \$144,973.28		rogram Funds Drawn \$144,973.28	Program Income Drawn \$0.00	
	Funding Sources	Funding Source M	lame	Funding Type		Matching Fu	nd Amount	Other Fund Amount	🗭 Edit

The remainder of this page is intentionally left blank.



D. Manage Activity: Financials

This Section provides procedures for navigating the "Financials" tab of the **"Manage Activity"** page. In this Section, the edit functions are not applicable to DRGR users associated with a technical assistance provider.

Use	r Role:	Grant	ee Users				Menu Option: Q Search Activities						
Pur	Purpose: Allow Grantee Users to access the "Manage Activity" page.												
2	Complete the following steps to acess the "Manage Activity" page:												
1	Naviga Activiti results	te to es> . Tl will lo	the Mana ne "Search ad. To vie	age My n Activiti w an exi	Grant mod es" page wil sting Activit	dule, Il loac y, sel	locate the I. Enter sear ect the <act< b=""></act<>	Activitie ch criter tion> ne	es menu ia and se xt to the	, and s elect <so< b=""> desirec</so<>	elect < earch>. S	Search Search 7.	
	Q Sea	rch Ac	tivities									< Back	
	Search Cr	iteria 🗸											
	Grant Number	r.	B-18-DP-13-0001				Project Number:	Enter Project	Number				
	Grantee Progr	am Name:	Enter Grantee Program	Name			Grantee Activity Number:	Enter Granter	e Activity Number				
	Activity Title:		Enter Activity Title				Activity Type:	Enter Activity	Туре				
	Responsible Organization:		Enter Responsible Orga	inization			Activity Status:	Select Activit	y Status		~		
						Reset	Search						
	Matching F Copy Print Grantee Name	Results 32 CSV E Grant Number	crcel Grantee Activity Number	Activity Title	Activity Type		Responsible Organization	Project Number	Grantee Program Name	National Objective	Activity Status	Actions	
	Georgia	B-18-DP-13-	01 - DCA ADMIN	01 - DCA ADMIN	Administration		Georgia Department of Community Affairs	01- DCA-UAT Update		N/A	Under Way	ß	
	Georgia	B-18-DP-13-	02- DCA Planning	02- DCA	Planning		Georgia Department of	01- DCA-UAT		N/A	Under Way	Ø	
	Georgia	B-18-DP-13	03- HRRP	03- HRRP	Rehabilitation/reconstructio	on of	Georgia Department of	01- DCA-UAT	Build it Right	Low/Mod	Under Wav	12	
2	The "N edit Fu and MI to the '	lanage nding D Bud "Mana	e Activity" Sources b get are vi age Activit	page wi y selecti ew only y" Title E	II load and c ng <edit></edit> ne on the "Fina 3ar.	defau ext to ancia	It to the "Fi "Funding S Is" tab and d	nancials ources.' can be e	" tab. Fro ' Note th edited by	om this at the <i>F</i> selecti	tab, use Activity E ng <edit< b=""></edit<>	ers can Budget > next	
			-	Гhe rem	ainder of th	is pag	ge is intentio	onally le	ft blank.				



5 5				< Bi
Grant Number:	B-18-DP-13-0001	Activity Number:	01 - DCA ADMIN	🕼 Edit
Grantee Name:	Georgia	Activity Title:	01 - DCA ADMIN	
Appropriation Code:	2017 HIM	Activity Type:	Administration	
Project Number:	N/A 01- DCA-LIAT Undate	Projected Start & End Date:	2019-05-09 - 2025-05-09 N/A	
Project Title:	01- DCA-UAT Update 1	Responsible Organization:	Georgia Department of Community Affairs	
Grantee Program:		Activity Status:	S Under Way	
Financials	Details	Documents	Measures Environme	ental
Financials				
Activity Budget	Grant Number Activ	vity Budget Activity MID Budget Activity Obligati	ons Total Drawn Program Funds Drawn Program Income Drawn	
	B-18-DP-13-0001 \$1	,897,150.00 \$0.00 \$1,897,150	0.00 \$144,973.28 \$144,973.28 \$0.00	
Funding Sources	Funding Source Name	Funding Type	Matching Fund Amount Other Fund Amount	🖪 Edit
, analig sources	, , .			



D1. Grantee | Activity Budget

Use	er Role: Grantee Users	Menu Option: Q Search Activities						
Pur	pose: Allow Grantee Users to manage an Activity	/'s budget.						
	Complete the following steps to manage an A	ctivity's budget:						
1	Follow the steps in Section C2 to search for an a	ctivity.						
2	On the "Manage Activity" page. select <edit></edit> next to the "Manage Activity" Title Bar. The "Edit Activity Details" page will load. Scroll down to the "Budget" section. If the Project for the Activity was changed, and you would like the giving and receiving Project Budgets to be adjusted by the Activity Budget, select the <yes></yes> radio button next to "Adjust Project Budget." This will reduce the original Project Budget by the Activity Budget amount and increase the new Project Budget by the Activity Budget amount. Only select this option if the new Project Budget does not already account for the incoming Activity Budget.							
	Budget							
	Adjust Project Budget: • Yes 🔿 No							
	Activity Budget	Activity MID Budget						
	* X-20-R-8-18032 \$ 50,000.00	\$ 20,000.00						
		Cancel Save						
3	Enter the revised "Activity Budget" and/or "Activ	vity MID Budget" (if applicable) and select <save>.</save>						
	Adjust Project Budget							
	Activity Budget	Activity MID Budget						
	* X-20-R-8-18032 \$ 50,000.00	\$ 20,000.00						
		Cancel						
		Calice						



D2. Grantee | Activity Funding Source

Use	r Role: Grantee Users		Menu Option:	Q Search Activities
Purj	oose: Allow Grantee User	s to manage an	Activity's funding source(s).
2	Complete the following	steps to manag	ge an Activity's funding sc	ource(s):
1	Follow the steps in Sectio	n C2 to search f	or an activity.	
2	On the "Manage Activity " "Funding Sources".	page, select the	e "Financials" tab, followe	ed by selecting <edit></edit> next to
	CPD Disaster Recovery Grant Reporting System		8 11 MN 06 (512	🔺 🛠 亩 · \$ · 亟 · � · 🎍 · 🛓 · 🎫
	Manage Activity			4 Rack
	Grant Number: Grantee Name: Appropriation Code: National Objective: Project Number: Project Title:	8-11-MN-06-0512 Los Angeles, CA 2011 NSP3 N/A 100 - Admin Administration	Activity Number: Activity Title: Activity Type: Projected Start & End Date: Benefit Report Type: Responsible Organization: Activity Status:	101 HCIDLA Admini og f kax HCIDLA Administration Administration 2011-03-02 - 2015-02-28 N/A Los Angeles Housing and Community Investment Department © Under Way
	Financials	Details	Documents Me	esures Environmental
	Financials			
	Activity Budget	Grant Number Activity Budge 8-11 MN 06-0512 \$851,018.1	et Activity MID Budget Activity Obligations Total Drawn 14 50.000 \$641.0154.11 \$690.000279	Program Funds Drawn Program Income Drawn SVR440257 \$5506,086.07
	Funding Sources	No Results Found		T /A
	Proposed Budgets for Organizations Carrying Out Activity	Responsible Organization I or Angeles Housing and Community Investme VPCM -	Organization Type and Department Local Government	Actions Sections Sections Control (Control (Contro) (Control (Control (Contro) (Control (Control (Contr
3	The "Edit Funding Source funding source is not mat Edit Funding Source Enter the values and click save.	" page will load. cch funding, sele	Enter the amount for eac ect <no></no> . When complete	th desired funding source. If the e, select <save>.</save> ×
	Funding Source Name	Funding Type	Matching Funds	Fund Amount
	Funding Source 1	City Funds	U No	(\$) Enter Fund Amount
	Funding Source 2	County Funds	□ No	(\$) Enter Fund Amount
	TOTAL:			\$0.00
				Cancel Gave



D3. Grantee | Activity Responsible Organization Budgets

User Role: Grantee Users		Menu Option:	Q Search Activities	
Purpose: Allow Grantee Users	s to manage the Activi	ty's Responsible	Organization budg	ets.
Complete the following	steps to manage the	Activity's Respon	sible Organization	budgets:
1 Follow the steps in Sectio	n C2 above to search f	or an activity.		
2 On the "Manage Activi Organization Budget> new Note: the responsible org a technical assistance pro	ty" page, select the anization defaults to r vider. Edits are allowe	"Financials" ta ts for Organizatio name of the Gran d.	b, followed by sons Carrying Out Antee, for Activities a	selecting <add< b=""> ctivity." associated with</add<>
Manage Activity				< Rack
Grant Number: Grantee Name: Appropriation Code: National Objective: Project Number: Project Title:	B-11-MN-06-0512 Activity Numb Los Angeles, CA Activity Title: 2011 NSP3 Activity Type: N/A Projected 100 - Admin Benefit Report Administration Responsible O	er: & End Date: Type: ganization:	101 H HCIDLA AC 2011-03-02 Los Angeles Housing and Communit	IDLA Admin (2f fax Iministration 2015-02-28 N/A Investment Department I Under Way
Financials	Details Doc	ments	Meisuns	Environmental
Activity Budget	Grant Number Activity Budget Activity M x 11 MN 06 E512 \$81,013.13	D Budget Activity Obligations Total Dr sc.on \$851,014.14 \$850,80	tawn Program Funds Drawn Program Inc. 1929 5/94,442.57	ome Drawn Stole, 79
Funding Sources	No Results Found			🗭 rata
Proposed Budgets for Organizations Carrying Out Activity	Responsible Organization I os Angeles Housing and Community Investment Department versus	Organizatio Lacal Soviet	Add Organiz m Type Proposed Budget Skrijj17.11 Skrijj17.12 Skrijj17.12 Skrijj17.13	ation Budget Actions
3 The "Add Organization "Responsible Organizatio Select the <save></save> button	Budget" page will k n" dropdown menu. I when complete. See	oad. Select the Enter the budget Chapter 6 – Res	desired organiza t in the "Proposed sponsible Organiza	tion from the Budget" field. tions for more

information.



5 5				×	
Enter the values and click sav	e.				
* Responsible Organization:	Select Organiz	ation		•	
★ Proposed Budget:	(\$) Enter Estimated Funds			
o Edit an existing Activ elect the "Financials"	r ity Responsil tab, follower	ble Organization Buc	lget : From the " t> under the " <i>F</i>	Manage Activity"	pa pr
esponsible Organizatio	n Budget you	wish to edit.			
Grant Number: Grante Name: Appropriation Code: National Objective: Project Number: Project Title:	B-11-MN-06-0512 Los Angeles, CA 2011 NSP3 N/A 100 - Admin Administration	Activity Number: Activity Tifle: Activity Type: Projected Start & End Date: Benefit Report Type: Responsible Organization: Activity Status:	Los Angeles Ho	101 HCIDLA Admin HCIDLA Administration Administration 2011-03-02 - 2015-02-28 N/A Dusing and Community Investment Department @ Under Way	C 6
Financials	Details	Documents	Meusures	Environmental	
Financials	Grant Number Ac	ivity Budget Activity MID Budget Activity Oblig SE:1,014.14 \$0.00 \$851	pations Total Drawn Program Funds Dr .013.13 \$850,0819,29 \$294,4	Program Income Drawn 472/17 \$5546,466.72	
Financials Activity Budget	8 11 MN 06 E512				🕑 Falia
Financials Activity Budget Funding Sources	N 11 MN 05 E512				
Financials Activity Budget Funding Sources Proposed Budgets for Organizations Carryin Out Activity	K 11 MM 0h E512 No Kesults Hound Responsible Organization Tox Angeles Housing and Commit ToxA.	naty involtanced Departmant	Organization Type Earch Government	Add Organization Budget Proposed Budget Actions Socialization Get Get Add Organization Comparison Comparison	



User Ro	ole: Grantee Users		Menu Option:	Q Search Activities	
	Edit Organization Budge	t			×
	Enter the values and click save.				
	* Responsible Organization:	Georgia Department of Com	nmunity Affairs	•	
	* Proposed Budget:		500,000.00		
				Cancel	Save

E. Manage Activity: Details

This Section provides procedures for navigating the "Details" Tab of the **"Manage Activity"** page. In this Section, the edit functions are not applicable to DRGR users associated with a technical assistance provider.

Use	r Role: Grantee U	sers	1	Aenu Option:	Q Search A	Activities	
Purp	oose: Allow Grant	ee Users to acces	ss the "Manage	Activity - Deta	i ils" page.		
	Complete the f	ollowing steps to	acess the "Mar	age Activity	Details" pag	ge:	
1	Follow the steps i	n Section C2 to s	earch for an act	ivity.			
2 On the "Manage Activity" page, select the "Details" Tab to edit Activity details. The A Narrative can be edited by selecting <edit></edit> next to the "Manage Activity" Title Bar. Manage Activity							
	Grant Number: Grantee Name: Appropriation Code: National Objective: Project Number: Project Title: Grantee Program:	B-18-DP-13-0001 Georgia 2017 HIM N/A 01- DCA-UAT Update 01- DCA-UAT Update 1	Activity Number: Activity Title: Activity Type: Projected Start 8 Benefit Report Ty Responsible Orga Activity Status:	End Date: /pe: nization:	Georgia Departm	01 - DCA ADMIN 01 - DCA ADMIN Administration 2019-05-09 - 2025-05-09 N/A ent of Community Affairs © Under Way	2 Edit
	Financials	Details	Documents		Measures	Environmental	
	Activity Budget	Grant Number 8-18-DP-13-0001	Activity Budget Activity MID Budget \$1,897,150.00 \$0.0	Activity Obligations Total Dr. 0 \$1,897,150.00 \$144,97	wm Program Funds Drawn 3.28 \$144,973.28	Program Income Drawn \$0.00	
	Funding Sources	Funding Source N	ame Funding Type	Matc	hing Fund Amount	Other Fund Amount	🕝 Edit



E1. Grantee | Activity Description

Us	ser Role: Grantee Users		Menu Option: Q Search Activities
Pu	urpose: Allow Grantee Users to	manage an Activity'	s description.
M	Complete the following step	os to manage an Act	ivity's description:
1	Follow the steps in Section C2	to search for an act	ivity.
2	On the "Manage Activity" page Activity Details" page will load the text. Select <save></save> when contended Edit Activity Details	ge select <edit></edit> nex I. Scroll down to the complete.	xt to the "Manage Activity" Title Bar. The "Edit e "Activity Description" section and add or edit ×
	Details * Project: 01 * Activity Type: Re Environmental Assessment: CCC * National Objective: Lo Grantee Program: Bu * Grantee Activity Number: 03 * Activity Title: 03 * Activity Description: Fill B TT R TT	- DCA-UAT Update 1 habilitation/reconstruction of residential stru DMPLETED w/Mod + HRRP e Edit View Insert Format Tools T I U = = = = = = :=	ctures $*$ able $\downarrow \equiv \checkmark \Leftrightarrow \oslash \boxplus \lor \mathscr{S}$ DCA's ADCs to related to the Homeowner Rehabilitation and
	* Activity Status: Ur * Projected Start Date: * Projected End Date: * Responsible Organization: Budget Adjust Project Budget: Y Activity	Inder Way 2019-08-08 2024-08-08 orgia Department of Community Affairs es No Budget 1,000,000.00	Activity MID Budget
			Cancel Save



E2. Grantee | Activity Location

Use	User Role: Grantee Users Menu Option: Q Search Activities								
Pur	pose: Allow Grant	ee Users to manage	e an Activity's loca	ation description.					
Complete the following steps to manage an Activity's location description:									
1	1 Follow the steps in Section C2 to search for an activity.								
2	2 On the "Manage Activity" page, select the "Details" tab, followed by selecting <edit></edit> next to "Location Description".								
	Manage Activity Grant Number: Grantee Name: Appropriation Code: National Objective: Project Number: Project Title: Grantee Program:	X-20-R-8-18032 Louisiana 2013 SDY N/A Project 1 Project 1 Automated Test Grantee Program 25257	Activity Number: Activity Title: Activity Type: Projected Start & End Date: Benefit Report Type: Responsible Organization: Activity Status:		40ack Activity 1 22 de Activity 1 Acquisition - general 2020-01-0 2020-12-31 N/A 1026 Constance, LLC ♥ Planned				
	Financials	Details	Documents	Measures	Environmental				
	Additional Details Activity Description	Lest Activity Description							
	Location Description	No Result Found.			g [*] telt				
	Drawdown Block	Blocked by Grantee: HUD Block Drawdown:		No No	(g ^e Leit				
3	3 The "Edit Location Description" page will load. Enter the location description in the dialogue box. When complete, select the <save></save> button.								
	The remainder of this page intentionally left blank.								



User Role: Grant	tee Users	Menu Option: Q Search Activities
	Edit Location Description	×
	File Edit View Insert Format To B $I \cup$ E E E E The activities will be carried out in MID Zipcodes. 31705, 31520, and 3	bols Table $i \equiv \checkmark i \equiv \checkmark \qquad \cdots$ the HUD identified 31548. \checkmark \checkmark \checkmark \checkmark \checkmark Save

The remainder of this page intentionally left blank.



E3. Grantee | Activity Drawdown Blocks

ose: Allow Grar	itee Administrators to	b block and unblock c	Irawdowns for an	Activity.		
Commission the	fallouing stops to bla		.de			
Complete the	tollowing steps to bic	ock and unblock draw	loowns for an Acti	ivity:		
⁻ ollow the steps	in Section C2 to sear	ch for an activity.				
On the "Manage	• Activity" page, selec	t the "Details" tab, fo	ollowed by selectir	ng <edit></edit> next to		
'Drawdown Bloo	:k."					
Manage Activity				< Ba		
Grant Number: Grantee Name: Appropriation Code:	X-20-R-8-18032 Louisiana 2013 SDY	Activity Number: Activity Title: Activity Type:		Activity 1 Z Lale Activity 1 Acquisition - general		
National Objective: Project Number:	N/A Project 1	Projected Start & End Date: Benefit Report Type:		2020-01-01 - 2020-12-31 N/A		
Project Title: Grantee Program:	Project 1 Automated Test Grantee Program 25237	Responsible Organization: Activity Status:		1026 Constance, LLC Planned		
Financials	Details	Documents	Measures	Environmental		
Additional Details						
Activity Description	Lett Activity Description					
Location Description	No Result Found.			⊠ t rát		
Drawdown Block	Blocked by Gentee: HUD Block Drawdown:		Ne No	🖉 leit		
				<u> </u>		
ihe " Drawdown Inselect <yes></yes> t	i block " page will loa to remove the drawdo	id. Select <yes></yes> to b own block. When con	llock all drawdow nplete, select <sav< b=""></sav<>	ns for this activity /e> .		
Drav	wdown Block			×		
Select	the value and click sa	ave.				
Block Grantee Drawdown 🛛 🕑 Yes						



E4. Grantee | Associate Activities

Us	er Role: Grantee Users			Menu Option: Q	Search Activities	
Pu	rpose: Allow Grantee User	rs to manage	Activity associa	ations.		
V	Complete the followin	g steps to ma	anage Activity a	ssociations:		
1	Follow the steps in Section	on C2 to sear	ch for an activi	ty.		
2	On the "Manage Activity " Activity> located next to	" page, selec "Associated	t the "Details" t Activities."	cab, followed by sel	ecting <associate< b=""></associate<>	
	Project Title: Grantee Program:	Project 2	Responsible Organization: Activity Status:		1026 Constance, LLC S Planned	
	Financials	Details	Documents	Measures	Environmental	
	Additional Details					
	Activity Description	lest Activity Description				
	Location Description	This activity will be carried out in the	HUD identified MID zipcodes: 31705, 31520, and	31548.	ar v	dit
	Drawdown Block	Blocked by Grantee: HUD Block Drawdown:		No No	ar i	તો
	Associated Activities	Responsible Organization	Activity Type Project Number	Activity Number Activity Title PIA Name	Primary Activity Actions	
3	The "Associate Activity" Number" dropdown mer activity in the association secondary activity to the 2 to associate another Ac	page will loa nu. Select <y< b=""> n. Do not se main/primar ctivity, if appl</y<>	d. Select the de es> for "Primar lect <yes></yes> for ' y activity. When licable.	esired activity to as y Activity" if the se 'Primary Activity" if n complete, select <	sociate from the "A lected activity is the f the selected activi :Save> . Repeat steps	ctivity main ty is a 1 and
	Associate Activity				×	
	★ Activity Number	Activity 1			\$	
	Primary Activity	Yes				
					Cancel Save	
4	To edit which associated tab, followed by selecting	activity is "Pr g <edit></edit> next	imary," from th the desired ac	e "Manage Activity' tivity.	" page, select the "D	etails"
	Associated Activities	Responsible Organization Georgia Department of Community Affairs Glynn County	Activity Type Affordable Rental Housing Acquisition - buyout of residential properties	Project Number Activity Number Activity Activity 02- Multifamily 2019-080 Albany Multifamily 2019 Multifamily 06- Glynn 06-Glynn Buyout UN 06-Glynn	vity Title PIA Primary Name Activity Act 2-080 Albany iffamily (Havenwood)	ivity ions
		Georgia Department of Community Affairs	Rehabilitation/reconstruction of residential structures	01- DCA-UAT 03- HRRP 03- H Update	HRRP	Z



Us	er Role: Grantee Users			Menu (Option:	Q Search A	Activities			
5	The "Edit Activity Association" page will load. Select <yes></yes> for "Primary Activity" if the selecter activity is the main activity in the association. Unselect <yes></yes> for "Primary Activity" if the selecter activity is a secondary activity to the primary activity. When complete, select the <save></save> button									
	Edit Activity Association				×					
	* Activity Number 2019-080 Albany Multifamily									
	Primary Activity 🗌 Yes									
Can								ncel 🕞 S	Save	
6	To delete an existing Activity Association , from the "Manage Activity" page, select the "Details" tab, followed by selecting <delete></delete> next the desired activity. The page will refresh and the activity will no longer be displayed.								:ails" tivity	
	Associated Activities	Responsible Organization	Activity Type	Project Number	Activity Number	Activity Title	PIA Prima Name Activit	ry ty Actions		
		Georgia Department of Community Affairs	Affordable Rental Housing	02- Multifamily	2019-080 Albany Multifamily	2019-080 Albany Multifamily (Havenwood)		<u>.</u>		
		Glynn County	Acquisition - buyout of residential properties	06- Glynn	06-Glynn Buyout UN	06-Glynn Buyout UN	Υ			
		Georgia Department of Community Affairs	Rehabilitation/reconstruction of residential structures	01- DCA-UAT Update	03- HRRP	03- HRRP		i C'		

F. Manage Activity: Documents

This Section provides procedures for navigating the "Documents" tab of the **"Manage Activity"** page.

User Role: Grantee Users	Menu Option: Q Search Activities			
Purpose: Allow Grantee Users to access the "Manage Activity - Documents" page.				
Complete the following steps to acess the "M	anage Activity Documents" page:			
1 Follow the steps in Section C2 to search for an a	ctivity.			
2 On the "Manage Activity" page, select the "Docu	uments" Tab to add/edit supporting documents.			



Manage Activity						< Ba
Grant Number:	B-18-DP-13-0001	Activity Number:			01 - DCA ADMIN	🖪 Edit
Grantee Name:	Georgia	Activity Title:			01 - DCA ADMIN	
Appropriation Code:	2017 HIM	Activity Type:			Administration	
National Objective:	N/A	Projected Start &	End Date:	:	2019-05-09 - 2025-05-09	
Project Number:	01- DCA-UAT Update	Benefit Report Ty	be:		N/A	
Project Title:	01- DCA-UAT Update 1	Responsible Orga	nization:	Georgia Departm	ent of Community Affairs	
Grantee Program:		Activity Status:			🤡 Under Way	
Financials	Details	Documents		Measures	Environment	al
Financials						
Activity Budget	Grant Number	Activity Budget Activity MID Budget	Activity Obligations Total Drav	vn Program Funds Drawn	Program Income Drawn	
	B-18-DP-13-0001	\$1,897,150.00 \$0.00	\$1,897,150.00 \$144,973.	28 \$144,973.28	\$0.00	
Funding Courses	5					rat Cale

F1. Grantee | Activity Supporting Documents

User	Role: Grantee User	S	Menu C	option: Q Search Activities						
Purp	Purpose: Allow Grantee Users to manage Activity supporting documents.									
2	Complete the following steps to manage Activity supporting documents:									
1 F	Follow the steps in S	ection C2 to search fo	or an activity.							
2 F	2 From the "Manage Activity" page, select the "Documents" tab followed by <add document=""></add> .									
	L Disaster Recovery Grant Reporting Syst	tem	B	16-D1-22-0001 🔒 🛠 효- \$- 亞- &- 🛓-	T024GALast, T024GAFirst T024GA)					
	🧰 Manage Activity				< Back					
	Grant Number: Grantee Name: Appropriation Code: National Objective: Project Number: Project Title:	B-16-DL-22-0001 Louisiana 2016 LTW Low/Mod 3096 Restore LA Rental Housing	Activity Number: Activity Title: Activity Type: Projected Start & End Date: Benefit Report Type: Responsible Organization: Activity Status:	09FDPB4401 Lee Hardware and United Jewelers Apts Affordable Rental Housing 06/15/2021 - 03/20/2023 Direct: Households New Shreveport Renewal, LLC © Under Way	G fait					
	Financials	Details	Documents	Measures Environmental						
	Supporting Documents () The file size limit is 3M8. Valid file extensions ore. No results found. Supporting Links () No results found.	png. gll jpg. jpgg. doc. docs. xhs. xhs. serv. ppt. ppts: and p	at.		Add Document					



er Role: Grantee Us	ers	Menu Option	: Q Search Activities	
A file upload page	will load. Select the d	desired document to upload	and select <open></open> .	
Choose File to Unload			×	
← → < ↑ → This PC	> Desktop > d	ע ט גearch d		
Organize 👻 New folder		EE •		
Name	Date modified aul 2020 Template Blank 7/12/2020 8:06 PM	Type Size Microsoft Word D 571 KB		
-				
File name Upon successful up	DRGR User Manaul 2020 Template Blank	will appear in the "Support	ing Documents" table.	
File name: Upon successful up	DRGR User Manaul 2020 Template Blank	C will appear in the "Support	تعمدونا ing Documents" table. ه ۴ شه ۱۰ ۹۰ هم	✓ Saved
Fie name Upon successful up Disaster Recovery Grant Reporting Manage Activity	DRGR User Manaul 2020 Template Blank	will appear in the "Support	cance ing Documents" table.	✔ Saved
File name Upon successful up Disaster Recovery Grant Reporting Manage Activity Grant Number: Grantee Name: Appropriation Code: National Objective: Project Number: Project Number: Project Title:	DRGR User Manaul 2020 Template Blank Dload, the document System B-16-DL-22-0001 Louisiana 2016 LTW Low/Mod 3096 Restore LA Rental Housing	Activity Number: Activity Number: Activity Title: Activity Title: Activity Title: Benefit Report Type: Responsible Organization: Activity Status:	ing Documents" table. کی کی ک	Sored Sored Sored Sored Sor
File name Upon successful up Disaster Recovery Grant Reporting Manage Activity Grant Number: Grante Name: Appropriation Code: National Objective: Project Number: Project Title:	DRGR User Manaul 2020 Template Blank DIOOAd, the document System B-16-DL-22-0001 Louisiana 2016 LTW Low/Mod 3096 Restore LA Rental Housing Details	Ativity Number: Activity Number: Activity Title: Activity Title: Activity Title: Projected Start & End Date: Benefit Report Type: Responsible Organization: Activity Status:	Cance ing Documents" table. کی کی ک	Soved (8) OSEDPB4401 (2) End ewelers Apts tratal Housing o 3/20/2023 : Households Renewal, LLC Under Way Environmental
Fiename Upon successful up Disaster Recovery Grant Reporting Manage Activity Grante Name: Appropriation Code: National Objective: Project Number: Project Title: Financials	DRGR User Manaul 2020 Template Blank Dload, the document System B-16-DL-22-0001 Louisiana 2016 ITW Low/Mod 3096 Restore LA Rental Housing Details	Ativity Number: Activity Number: Activity Title: Activity Title: Activity Type: Projected Start & End Date: Benefit Report Type: Responsible Organization: Activity Status:	Cance ing Documents" table. ۲۰ ۲۰ ۴۰ ۴۰۰ ۴۰۰ ۴۰۰ ۱۹۹۵ ۲۰۰۰ ۱۹۹۵ ۲۰۰۰ ۱۹۹۹ ۲۰۰۰ ۱۹۹ ۱۹۹۹ ۲۰۰۰ ۱۹۹۹ ۲۰۰۰ ۱۹۹۹ ۲۰۰۰ ۱۹۹۹ ۲۰۰۰ ۱۹۹۹ ۲۰۰۰ ۱۹۹۹ ۲۰۰۰ ۱۹۹۹ ۲۰۰۰ ۱۹۹۹ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲	Saved (B O9FDPB4401 CF iss cwelers Apts ntal Housing 03/20/2023 :Households Renewal, LLC Under Way Environmental
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G. Manage Activity: Measures

This Section provides procedures for navigating the "Measures" tab of the **"Manage Activity"** page. The measures available to select depend on the Grant appropriation and an Activity's "Activity Type." Users complete three possible measures types, as applicable to the appropriation and Activity Type.

Summary of	Activity I	Measures

Performance Measures	Measure Values	Subsection
Benefit Reporting	Direct Benefit. Used to identify the beneficiaries of the Activity to demonstrate meeting the Low/Mod Households (LMH), Low/Mod Clientele (LMC), or Low/Mod Jobs (LMJ) National Objective. For	G1



	housing activities, housing tenure (renter or owner) and housing unit type (single family or multifamily) must also be selected.	
	Area Benefit – Census. Used to identify the Low/Mod percentage of the Activity service area to demonstrate meeting the Low/Mod Area (LMA) National Objective.	G2
	Area Benefit – Survey. Used to identify the Low/Mod percentage of the Activity service area to demonstrate meeting the Low/Mod Area (LMA) National Objective.	G3
Proposed Accomplishments	The System provides multiple accomplishments (e.g. "Number of Housing Units," "Number of Public Facility Improvements," "Number of organizations served," "Number of jobs created," etc.) to select from based on the Activity Type.	G4
	Number of Persons. Used to demonstrate meeting the Low/Mod Clientele (LMC) National Objective.	
Proposed Beneficiaries	Number of Jobs Created/Retained. Used to demonstrate meeting the Low/Mod Jobs (LMJ) National Objective.	G5
	Number of Households. Used to demonstrate meeting the Low/Mod Households (LMH National Objective.)	

Failure to select and propose accomplishments in the Activity "Measures" Tab will prevent Grantees from being able to report those accomplishments in the performance report (see Chapter 19). Additionally, entering even a zero for an accomplishment will result in that measure appearing in the Performance Report for completion.

G1. Grantee | Activity Benefitting Reporting Performance – Direct Benefit

This Section provides general guidance on navigating the Measures functions. The Measures applicable to a Grant will depend on the appropriation and the chosen Activity Type. This section provides an example of completion of Measures for a Direct Benefit activity such as those that may be included in CDBG-DR, NSP, or RIF program delivery, however, the basic steps for navigating to the Measures functions in the Activity are useful for most users.

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G2. Grantee | Activity Benefitting Reporting Performance – Area Benefit (Census)

This Section provides general guidance on navigating the Measures functions. The Measures applicable to a Grant will depend on the appropriation and the chosen Activity Type. This section provides an example of completion of Measures for an Area Benefit activity using the census method such as those that may be included in CDBG-DR, NSP, or RIF program delivery, however, the basic steps for navigating to the Measures functions in the Activity are useful for most users.



User	Role: Grantee Users			Menu Option:	Q Search Activ	ities	
Purp	oose: Allow Grantee Use	ers to select th	ne Area Ben	efit (Census) Re	eporting Perform	mance.	
V	Complete the followir	ng steps to sele	ect the Area	Benefit (Censu	us) Reporting Pe	erformance	:
1	Follow the steps in Sec	tion C2 above	to search fo	or an activity.			
2	From the "Manage Act "Benefit Reporting Perf	i vity" page, se formance."	lect the "M	easures" tab fo	llowed by <edi< b=""></edi<>	t> located r	next to
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2	The "Edit Benefit Pene	t Porformance		ill load The "Pr	anofit Poport Tu	upo" and "U	ousing
5	Units" (housing activiti selected. Select "Area I	ies only) dropo Benefit – Cens	down menu us", followe	is contain value d by <save></save> .	es related to th	ne "Activity	Type"
	Edit Benefit Report Performar	nce By					×
	Select the values and click save.						
	Benefit Report Type:	AreaBenefit - Census	\$				
	Housing Units:	Housing Units - Single/	Multi Family 🗢				
						Cancel	Save
4	After selecting "Area E Activity" page. Manage Activity	Benefirt – Cen	sus", a new	"Geography"	tab will appear	on the "№	lanage (Back
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	Financials De	tails	Documents	Measures	Environmental	Geography	
	Performance Measures						
	Benefit Reporting Performance	Benefit Report Type: Housing Units:	AreaBe Housin	iefit - Census j Units - Single/Multi Family			B Edit



Use	e r Role: Grantee L	Jsers		Menu Optior	n: Q Search Activitie	S
5	Select the "Geo dropdown men	orgrapy" tab, t u.	hen select the de	sired and app	licable "LMISD" da	taset from the
	Financials	Details	Documents	Measures	Environmental	Geography
	• Warning: Editing an activity m	ay affect any QPR's with a status of 'In	Progress' or 'Rejected'.			
	*Area Benefit Data					
	2015 ACS					Y
	Service Area is City or County-v County Code / County Name	wide	Add/Edit Consus Tracts	n	eleta	
	Select Option					
	Add Another		Add/Edit Census Tracts		Delete Tract	
		<i>"</i>			1 1	
6	If the Activity's	"Service Area i	s City or County-w	ide," select the	e box. In most instar	nces, this is not
	the case. If the	Activity's Servi	ce Area is <u>not</u> City	or County-wid	le, unselect the box	•
	Financials	Details	Documents	Measures	Environmental	Geography
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	Service Area is City or County-wid County Code/County Name	ie	Add/Edit Census Tracts	De	lete	
	Select Option					
	Add Another		Add/Edit Census Tracts		Delete Tract	
7	To add Census	Tracts and Blo	ock Groups, select	the "County C	Code / County Nam	e" followed by
	selecting the <a< b=""></a<>	dd/Edit Censu	is Tracts> radio bu [.]	tton <u>and</u> <add< b=""></add<>	/Edit Census Tracts	> button.
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	Warning: Editing an activity may	affect any QPR's with a status of 'In Pr	rogress' or 'Rejected'.			
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	2015 ACS					
	Service Area is City or County-wid	le				
	County Code/County Name Select Option		Add/Edit Census Tracts	De	lete	
	Add Another		Add/Edit Census Tracts	[[Delete Tract	
•					() //	
8	Select the desir	ed Census Tra	cts from the "Avai	lable Census T	ract(s)" box follow	ed by selecting
	< Select> to mov	ve the Census	I racts into the "Se	lected Cenus T	ract(s)" box.	



User Role: Grantee Users	Menu Option: Q Search Activities
County: 007 / Bake	r County racts, and block groups for this county ract(s): Selected Census Tract(s): Select >> 960200 Select All >> <<< Remove <<< Remove All Select Block Groups
9 Select one or more Census Tracts in Groups> to choose specific block group county: 007 / Baker C Select all census trac Available Census Trace	"Selected Cenus Tract(s)" box then select <select b="" block<=""> os within the selected census tracts. County ts, and block groups for this county tt(s): Select All >> 960100 960200 Select All >> Select Block Groups</select>
10 Either select <all block="" groups=""> to select box to select the desired block Groups. county: 007 / Baker County *Area Benefit Data County: 1007 / Baker County *Area Benefit Data County: 1007 / Baker County Section Groups: 100 / Baker County *Area Benefit Data Id Block Groups: 100 / Baker County \$60100 Id Id \$960100 Id Id</all>	ect every Block Group in the Census Tract, or unselect the .
11 Select <calculate %="" low="" mod=""></calculate> to ob displayed, select <save activity=""></save> .	stain the Low/Mod percentage. Once the percentage is



User Role	e: Grantee Users	S		м	enu (Optio	n: Q	Sear	ch Act	ivities			
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Count	ty: 007 / Baker County												
*Area	Benefit Data												
			Block Groups										
Census	Tract	All Block Groups	01	02	03	04	05	06	07	08	09	10	
96010	0												
96020	0	×											
LMI%: 53.01 Calcula	ate % Low/Mod] View Details												

G3. Grantee | Activity Benefitting Reporting Performance – Area Benefit (Survey)

This Section provides general guidance on navigating the Measures functions. The Measures applicable to a Grant will depend on the appropriation and the chosen Activity Type. This section provides an example of completion of Measures for an Area Benefit activity using the survey method such as those that may be included in CDBG-DR, NSP, or RIF program delivery, however, the basic steps for navigating to the Measures functions in the Activity are useful for most users.

Use	r Role: Grantee Users		Menu	Option:	Q Search Activities	
Purj	pose: Allow Grantee Use	rs to select the A	vrea Benefit - S	urvey Repo	rting Performance.	
	Complete the following	steps to select t	he Area Benefi	t Survey B	enefit Reporting Pe	rformance:
1	Follow the steps in Secti	ion C2 to search	for an activity.			
2	From the "Manage Activ "Benefit Reporting Perfo Manage Activity	/ity" page, select ormance".	t the "Measure	s" tab follo	wed by <edit></edit> locat	ed next to
	Grant Number: Grantee Name: Appropriation Code: National Objective: Project Number: Project Title: Grantee Program:	X-20-R-8-18032 Louisiana 2013 SDV N/A Project 2 Project 2	Activity Number: Activity Title: Activity Type: Projected Start & End Date: Benefit Report Type: Responsible Organization: Activity Status:		Actin Actin Affordable Rental Hot 2020-01-01 - 2020-1 1026 Constance ♥ Pla	ity 3 gf Est ity 3 sing 2-31 N/A , LLC nned
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3	The "Edit Units" (h selected.	Benefit Report Perfo ousing activities onl Select <area benefi<="" td=""/> <td>ormance By" page v y) dropdown menu t – Survey>, followe</td> <td>vill load. The "Benefit Report Type" and "Housing us contain values related to the "Activity Type" ed by <save></save>.</td>	ormance By" page v y) dropdown menu t – Survey>, followe	vill load. The "Benefit Report Type" and "Housing us contain values related to the "Activity Type" ed by <save></save> .
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		Select the values and click save.		
		Benefit Report Type:	\$	
		Housing Units:	\$	
				Cancel Save
4	Unlike "A Groups fo entered i	rea Benefit – Censu or the service area. n "Proposed Benefic	us," Grantees are The number of Lo ciaries" (see subsec	not required to select Census Tracts and Block pw/Mod persons obtained from the Survey are tion G5).

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G4. Grantee | Proposed Accomplishments

Use	er Role: Grantee Users		Menu Option:	Q Search Activities	
Pui	pose: Allow Grantee Users	to select Proposed A	ccomplishments	for the Activity.	
2	Complete the following	steps to select Propo	sed Accomplishr	nents:	
1	Follow the steps in Section	n C2 to search for an a	octivity.		
2	From the "Manage Activity "Proposed Accomplishmer	y" page, select the "N nts".	leasures" tab fol	llowed by <edit></edit> located ne	ext to
	Manage Activity				<back< td=""></back<>
	Grant Number: : Grantes Name: Appropriation Code: National Objective: Project Number: Project Title: Grantee Program:	X-20-R-8-18032 Activity Numbe Louisiana Activity Title: 2013 SDY Activity Type: N/A Projected Start. Project 2 Benefit Report 1 Project 2 Responsible Or Activity Status:	: k End Date: ype: anization:	Activity 3 Activity 3 Affordable Rental Housing 2020-01-01-2020-12-31 N/A 1026 Constance, LLC ♥ Planned	gf Ed:
	Hinanclais	Details Docum	ents	Measures Environmental	
	Performance Measures				
	Benefit Reporting Performance				🗭 Falia
	Proposed Accomplishments	Performance Measure Activity funds alights for DH+ (iso Chilg 4 of Properties		Proposed Total	OF Fully
	Proposed Beneficiaries	Performance Measure Ne Proposed Noralitations solveted	Proposed Total	Low Mod	Ø∕ fals
3	The "Edit Accomplishmen Measures" are related to performance measure who	nt Performances" pa o the "Activity Type ere appropriate. Whe	age will load. T " selected. Ent n complete, sele	The pre-populated "Perfore er the proposed total fore ect <save></save> .	rmance or each
	Berfermance Messure	Branacad Tatal			
	# of Properties				
	Activity funds eligible for DREF (Ike Only)	Total			
	Performance Measure	Proposed Total			
	# of Housing Units	84			
	# of Multifamily Units	84			
				Cancel	Save



G5. Grantee | Proposed Beneficiaries

	/ Grantee Us	ers to select Pr	oposed Beneficiaries f	for the Activity.	
Complet	e the followi	ng steps to sel	ect Proposed Beneficia	aries:	
Follow the	steps in Sect	tion C2 to sear	ch for an activity.		
From the " "Proposed	Manage Acti Beneficiaries	i vity" page, sel s."	ect the "Measures" tal	b followed by <edit></edit> located	next to
Manage Acti	vity				<bad< th=""></bad<>
Grant Number: Grantee Name: Appropriation Code: National Objective: Project Number: Project Title: Grantee Program:		X-20-R-9-18032 Louisiana 2013 SDV N/A Project 2 Project 2	Activity Number: Activity Title: Activity Type: Projected Start & End Date: Benefit Report Type: Responsible Organization: Activity Status:	Activity 3 Activity 3 Affordable Renard Housing 2020-01-01 - 2020-12-31 N/A 1026 Constance, LLC S Planned	G' Edit
Financ	iak	Details	Documents	Measures Environmenta	
Performance N	Measures				
Benefit Reportin	g Performance				😰 Filit
Proposed Accon	nplishments	Performance Measure Activity funds aligible for DMH (lie C ¢ of Properties	oolyj	Proposed Total	(2° Falix
Proposed Benefi	ciaries	Performance Measure No Proposed Reneficiaries selected	Proposed Total	Low Mod	(2° Edit
The "Edit E Low and N Edit Benefi	Beneficiary P elod, for each	erformances" performance r	page will load. Enter tl neasure where approp	he proposed total, including oriate. When complete, selec	totals f t <save< b=""> ×</save<>
Performance Measure	e Proposed Total	Low	Mod		
# of Households	10	5	5		
# Owner Households	10	5	5		
	0	0	0		



H. Manage Activity | Environmental

This Section provides procedures for navigating the "Environmental" tab of the **"Manage Activity"** page. This section is not applicable for RCB, Section 4, and DRGR users associated with a technical assistance provider.

H1. Grantee | Environmental Assessment

User R	ole: Grantee Users			Menu Option: Q Search	h Activities
Purpos	se: Allow Grantee L	Jsers to ma	nage Activity Enviror	nmental Assessment reco	rds.
v	Complete the follow	wing steps t	o manage Activity E	nvironmental Assessment	records:
1 Fo	llow the steps in Se	ection C2 to	search for an activit	у.	
2 Fro to	om the "Manage A d "Environmental As	ctivity" page sessment."	e, select the "Enviror	mental" tab followed by ·	<edit> located next</edit>
M	anage Activity				4 Back
G G A	irant Number: irantee Name: Appropriation Code:	B-18-DP-13-0001 Georgia 2017 HIM	Activity Number: Activity Title: Activity Type:	2019-073 Kingsland Multifamily 2019-073 Kingsland Multifamily (Arbours) Rehabilitation/reconstruction of residential structures	2 fat
N P G	lational Objective: roject Number: roject Title: irantee Program:	Low/Mod 02- Multifamily 02- Multifamily	Projected Start & End Date: Benefit Report Type: Responsible Organization: Activity Status:	2019-08-22 - 2024-08-22 Direct: Households Georgia Department of Community Affairs ♥ Under Way	
	Financials	Details	Documents	Measures Environmental	
	Environment				
	Environmental Assessment	Assessment Status:	UNDERWAY	C	2 tat
	Environmental Reviews No Results Found			© AM	Review
3 Th "U	e "Edit Environm nderway" from the	ental Asse dropdown	ssment" page will menu. When compl	load. Select "Exempt", ete, select <save></save> .	"Completed", or
	Edit Environmer	ntal Assessmer	it		×
	Select the value and	l click save.			
	Assessment	Status: UNI	DERWAY		\$
				Cano	el Save



H2. Grantee | Environmental Reviews

bose: All	ow Grantee Us	sers to manage A	ctivity Environ	mental Review records.
Comp	lete the follow	ving steps to man	age Activity Er	nvironmental Review records:
			· · · ·	
Follow th	ne steps in Sec	tion C2 to search	for an activity	/.
From th	e "Manage A d	ctivity" page, sel	ect the "Envi	ronmental" tab followed by <add b="" rev<=""></add>
located i	next to "Enviro	onmental Reviews	5.″	
	Disaster Recovery Grant Reporting Sys	tem		B-11-4M-06-0512 🔐 🎢 🏛 - Ş- 🏧 - 😫 - 🎥 - Şutta 1,444
IV	Grant Number:	B-11-MN-06-0512	Activity Number:	202 Acquisition & Rehab Rental 25% set-aside If (a)
	Grantee Name: Appropriation Code:	Los Angeles, CA 2011 NSP3	Activity Title: Activity Type:	Acquisition & Rehabilitation Rental 25% set-aside Public services
	Project Number: Project Title:	300 - Eligible Use E Redevelopment (Use E)	Projected Start & End Date: Benefit Report Type: Responsible Organization:	2011-03-02 - 2015-02-28 Area Benefit: Census Restore Neighborhoods LA, Inc. (RNLA)
	Toronish	Duble f	Activity Status:	Cunder Way
	Environment	Decentra C		nauers Grand Anna Grand Constant
	Environmental Assessment	Assessment Status:	UNDERWAY	g∕ en
	Environmental Reviews			O rold torium
	No Results Found			
The "Ad search fo Add Enviro Search HUD Progr Level Of Ro ER-ID:	d Environment or the HEROS E onmental Review Criteria • ram: Select Option aview: Select Option	Ital Review" page Environmental Re	e will load. Er eview. • ER Sta • Review Year o	tus: Select Option × f Review:
The "Ad search fo Add Enviro Search HUD Proge Level Of Re ER-ID: Project Na	d Environmer or the HEROS E onmental Review Criteria - ram: Select Option eview: Select Option me:	Ital Review" page Environmental Re	e will load. Er eview. R Sta Review Year o Respo Entity:	tus: Select Option Type: Select Option Review: Insible Insi
The "Ad search fo Add Enviro Search HUD Progr Level Of Ro ER-ID: Project Na Partner:	d Environmer or the HEROS E onmental Review Criteria • ram: Select Option eview: Select Option me:	Ital Review" page Environmental Re	e will load. Er eview. • ER Sta • Review Vear o Respo Entity: City:	tus: Select Option f Review:
The "Ad search fo Add Enviro Search HUD Progr Level Of Re ER-ID: Project Na Partner: State:	d Environmer or the HEROS E onmental Review Criteria • ram: Select Option eview: Select Option me:	Ital Review" page Environmental Re	e will load. En eview. ER Sta Vear o Respo Entity: City:	tus: Select Option r Type: Select Option f Review: nsible
The "Ad search fo Add Enviro Search HUD Proge Level Of Re ER-ID: Project Na Partner: State:	d Environmer or the HEROS F onmental Review Criteria • ram: Select Option eview: Select Option me: Select Option	Ital Review" page Environmental Re	e will load. Er eview. ER Sta Review Year o Respo Entity: City: Reset Search	tus: Select Option



Selected>.

Us	er Role: Grantee Users	Menu Option: Q Search Activities
4	Select the desired Environmental Review from the	search results followed by selecting <add< b=""></add<>

I. Delete and Restore Activities

Grantees have the option of deleting activities that were inadvertently created or are no longer in use. Deleting an activity will result in the activity no longer appearing in the Action Plan, QPRs, and MicroStrategy Reports. Before deleting an activity, all vouchers associated with the activity must be revised to other activities. The activity status must be changed to cancelled and the total drawdown amount must be zero. Note that deleted activities can be restored and edited for proper use. This section is not applicable for DRGR users associated with a technical assistance provider. See Chapter 17 – Technical Assistance Work Plans to delete and restore activities using the work plan functions.

I1. Grantee | Delete Activity

Use	r Role: Grantee Users			Menu Option: Q Sear	ch Activities	
Pur	pose: Allow Grantee Us	ers to delete an e	xisting Activ	ity.		
V	Complete the follow	ing steps to delete	e an existing	Activity:		
1	Follow the steps in Se	ction C2 to search	for an activ	ity.		
2	On the "Manage Activ Manage Activity	ity" page, select t	he <edit></edit> lir	k on the top right corn	er of the page.	• Back
	Grant Number: Grantee Name: Appropriation Code: National Objective: Project Number: Project Title: 0 Grantee Program:	B-18-DP-13-0001 Georgia 2017 HIM N/A 01- DCA-UAT Update I- DCA-UAT Update 1	Activity Number: Activity Title: Activity Type: Projected Start & Enc Benefit Report Type: Responsible Organiza Activity Status:	Date: 2 tion: Georgia Departme	01 - DCA ADMIN 01 - DCA ADMIN Administration 1019-05-09 - 2025-05-09 N/A ent of Community Affairs ♥ Under Way	(2) Edit
	Financials	Details	Documents	Measures	Environmental	
	Activity Budget	Grant Number Activity Budg 8-18-DP-13-0001 \$1,897,150	Activity MID Budget Ar	tivity Obligations Total Drawn Program Funds Drawn \$1.897,150.00 \$144,973.28 \$144,973.28	Program Income Drawn \$0.00	
	Funding Sources	Funding Source Name	Funding Type	Matching Fund Amount	Other Fund Amount	🕼 Edit



Jse	r Role: Grantee User	rs	Menu	Option: Q Search Activities	
3	The "Edit Activity D "Activity Budget" to	p etails" page will l p \$0.00. When co	oad. Change the "Action of the contract of the	vity Status" to "Cancelled" and >.	edit the
	* Activity	Status: Cancelled \$			
	* Projected Star	rt Date: 🗰 2018-03-11			
	* Projected En	d Date: 🗰 2022-07-31			
	★ Responsible Organi	ization: Carroll County/Ci	ty of Carrollton		× -
	Budget Adjust Project B	Budget: 🔿 Yes 💿 No			
		Activity Rudget	<u>A</u> ction	with MID Burdowt	
		Activity Budget	Ath	wity with budget	
	★ B-08-DN-13	\$ 0.00	\$	0.00	
1	The "Manage Activi A prompt will load c	ity" page will load	d. Select <delete activi<="" b=""> ent to delete the Activi</delete>	ty> on the top right corner of t ty. Select < Ok> to complete the	he page. process.
	Manage Activity			4Back	Delete Activity
	Grant Number: Grantee Name: Appropriation Code: National Objective:	B-11-MN-06-0512 Los Angeles, CA 2011 NSP3 NSP Only - LH - 25% Set-Aside 300 - Elicible Lise E	Activity Number: Activity Title: Activity Type: Projected Start & End Date:	202 Acquisition & Rehab Rental 25% set-aside Acquisition & Rehabilitation Rental 25% set-aside Public services 2011-03-01 - 2015-02-27	🖌 Edit

Remainder of this page intentionally left blank.



I2. Grantee | Restore Deleted Activity

User Role: Grantee Administrators			Menu Option: 👔 Restore Activities			
Purpose: Allow Grantee Administrators to restore a deleted an existing Activity.						
Complete the following steps to restore a deleted an existing Activity:						
1	Navigate to the Manage My Grant module, locate the Activities menu, and select <search activities="">. The "Search Activities" page will load. Enter search criteria and select <search>Search results will load. To restore an existing deleted Activity, select the checkbox next to the desired activity and select <restore activity="">. RESTORE DELETED ACTIVITIES Search for Activities Search for Activities</restore></search></search>					
	Grantee Name:		Grant Number:			
	Georgia		B-08-DN-13-0001			
	Search 1 Record(s) Displaying 1 through 1					
	Select Grantee Name Georgia Restore Activity	Grant # B-08-DN-13-0001	Grantee Activity # 5050-012-E-H Carrollton-07282020164559			
 A prompt will load confirming the intent to restore the deleted Activity. Select <ok></ok> to complet the process. RESTORE DELETED ACTIVITIES Search for Activities Search Criteria 						
	Grantee Name:		Grant Number:			
	Georgia		B-08-DN-13-0001			
	Search					
	1 Record(s) Displaying 1 through 1					
	Select Grantee Name ✓ Georgia Restore Activity	Grant # B-08-DN-13-0001	Message from webpage × Are you sure you want to restore? Select OK to restore. OK Cancel			



Use	r Role: Grantee Administrators	Menu Option:	Restore Activities
3	The activity will be assigned to the "9999 Restricted Details" to assign the activity to the desired project	ed Balance Projec t.	ct." Navigate to "Edit Activity

The remainder of this page is intentionally left blank.