



Chapter 20: Add Addresses | Manage My Grants Module

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Chapter 20: Add Addresses | Manage My Grants Module

This Chapter describes how Grantee Users may add, search/edit, move, delete, validate, and enter support data for addresses. Managing addresses in DRGR is completed in the **<Manage Performance Report>** function under the **Performance Reports** menu of the **Manage My Grants** module, but adding addresses is not always required for every appropriation. For example, appropriations associated with a technical assistance provider do not use this function. Check with your CPD Representative if you are unsure whether addressees are required to be entered for your Grant.

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





Grantee Users

Menu Option	Subsection	Action
 Manage Addresses	B	Add, edit, move, and delete addresses

A. Manage My Grants Module Access

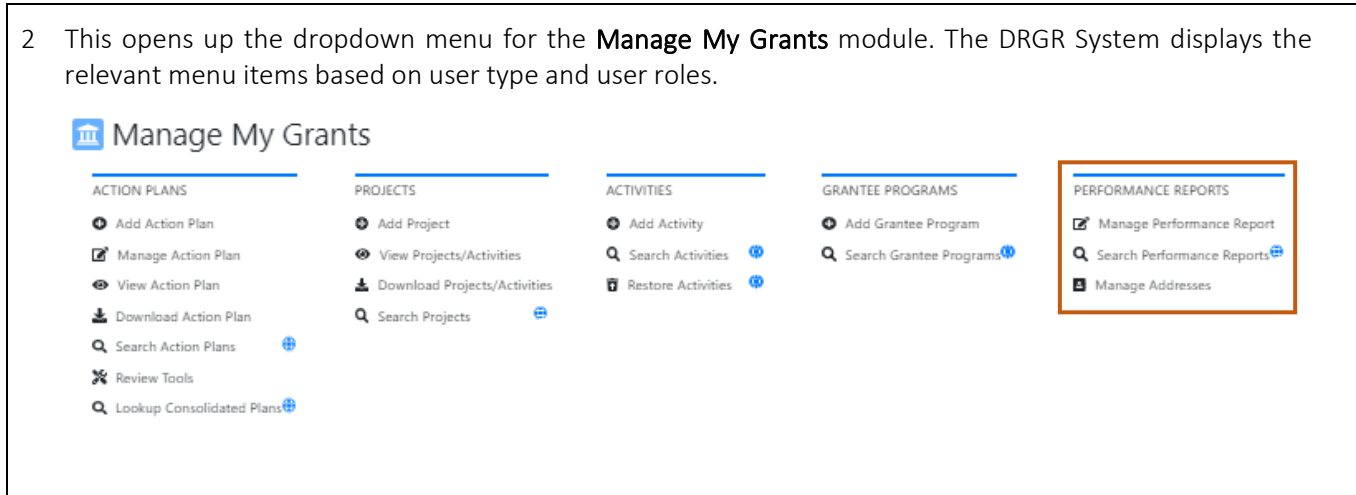
The **Manage My Grants** module contains access to Performance Report actions.

Grantee | User Access

User Role: Grantee User (excluding TA Provider User)	Menu Option:  Manage My Grants Module
Purpose: Allow Grantee Users to access Performance Report actions.	
 Complete the following steps to access the Manage My Grants Module:	
1 Select the Manage My Grants module, or  icon, located in the navigation menu.	
	



- This opens up the dropdown menu for the **Manage My Grants** module. The DRGR System displays the relevant menu items based on user type and user roles.



B. Manage Addresses

This function allows the Grantee Users to add, search/edit, move, delete, validate, and enter support data for addresses.

B1. Grantee | Add Address

User Role: Grantee User (excluding TA Provider User)	Menu Option: Manage Addresses
Purpose: Allow Grantee Users to add addresses in the performance report.	
Complete the following steps to add addresses to performance reports:	
<ol style="list-style-type: none"> Navigate to the Manage My Grants module and locate the Performance Reports menu. See Step A1 above. Select the <Manage Addresses> link. The “Manages Addresses Across QPRs ” page will load. Select the <Add Address> link. The “Add Address” page will load. 	<div style="background-color: #8B4513; color: white; padding: 10px; border-radius: 10px;"> <p>TIP! Addresses can be entered on the ‘Edit Activity’ screen. However, address data can also be added, deleted and moved across performance reports regardless of performance report status from the ‘Add/Edit QPRs’ screen. When addresses are added or managed from this screen, performance reports are not required to be submitted or approved again.</p> </div>

The remainder of this page intentionally left blank.



User Role: Grantee User (excluding TA Provider User)

Menu Option: Manage Addresses

Disaster Recovery Grant Reporting System

MANAGE ADDRESSES ACROSS QPRS

Grant Number: _____

Maintain Addresses - Search

Responsible Organization: _____ Grantee Activity #: _____ Earliest Performance Report Begin Date: _____
Select(mm/dd/yyyy)

Address: _____ City: _____ State: Select Option Zip: _____

Search Reset **Add Address**

* Please validate the address before proceeding to View Detail or View Map.

103 Record(s) Displaying 1 through 10

Select	QPR	Start Date	State	Address	City	Zip	Status	Accept	View Detail	View Map	Support Info	Visible on PDF?
<input type="checkbox"/>	01/01/2016						⚠		View Detail	View Map	Enter Data	No
<input type="checkbox"/>	10/01/2015						⚠		View Detail	View Map	Enter Data	No
<input type="checkbox"/>	10/01/2015						⚠		View Detail	View Map	Enter Data	No
<input type="checkbox"/>	07/01/2015						⚠		View Detail	View Map	Enter Data	No
<input type="checkbox"/>	10/01/2015						⚠		View Detail	View Map	Enter Data	No
<input type="checkbox"/>	01/01/2015						⚠		View Detail	View Map	Enter Data	No
<input type="checkbox"/>	04/01/2017						✔(100%)	N	View Detail	View Map	Enter Data	No
<input type="checkbox"/>	04/01/2017						✔(100%)	N	View Detail	View Map	Enter Data	No
<input type="checkbox"/>	04/01/2017						✔(100%)	N	View Detail	View Map	Enter Data	No
<input type="checkbox"/>	04/01/2017			1			✔(100%)	N	View Detail	View Map	Enter Data	No

Edit Address Validate Selected Delete Selected Move Selected

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2 Enter all address information on the “Add Address” page. Because this add address method is used across performance reports, the user must specify the performance report period and ‘Activity #’, in addition to entering address information.

TIP! For residential addresses, always choose “No” for the “Visible on PDF?” question to avoid showing the address on the printed or downloaded PDF to protect the privacy of beneficiaries.

Select <Save Address> to save the new address. Once the address is saved, users can select saved addresses and <Edit>, <Validate>, <Delete>, <Move> and manage addresses using the options on the “Maintain Addresses Across QPRs” page. See steps B2 – B6 below for managing addresses after adding the applicable addresses.



User Role: Grantee User (excluding TA Provider User)	Menu Option: Manage Addresses

B2. Grantee | Search/Edit Address

User Role: Grantee User (excluding TA Provider User)	Menu Option: Manage Addresses
Purpose: Allow Grantee Users to search and edit addresses in the performance report.	
Complete the following steps to search for and edit addresses:	
<ol style="list-style-type: none">1. Navigate to the Manage My Grants module and locate the Performance Reports menu. See Step A1 above. Select the <Manage Addresses> link. The “Manages Addresses Across QPRs” page will load. The Maintain Address – Search function is located at the top of the page. Enter search criteria and select <Search.> Results will load. Select the address to be edited and then select <Edit Address.> The “Edit Address” page loads.	



User Role: Grantee User (excluding TA Provider User)

Menu Option: Manage Addresses

Disaster Recovery Grant Reporting System

MANAGE ADDRESSES ACROSS QPRS

Grant Number:

Maintain Addresses - Search

Responsible Organization: Grantee Activity #: Earliest Performance Report Begin Date:

Select(mm/dd/yyyy)

Address: City: State: Zip:

Select Option

*** Please validate the address before proceeding to View Detail or View Map.**

103 Record(s) Displaying 1 through 10

First Prev 1 2 3 4 5 6 7 8 9 10 Next Last

Select	QPR Start Date	State	Address	City	Zip	Status	Accept	View Detail	View Map	Support Info	Visible on PDF?
<input type="checkbox"/>	01/01/2016							<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	No
<input type="checkbox"/>	10/01/2015							<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	No
<input type="checkbox"/>	10/01/2015							<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	No
<input type="checkbox"/>	07/01/2015							<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	No
<input type="checkbox"/>	10/01/2015							<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	No
<input type="checkbox"/>	01/01/2015							<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	No
<input type="checkbox"/>	04/01/2017					(100%)	N	<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	No
<input type="checkbox"/>	04/01/2017					(100%)	N	<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	No
<input type="checkbox"/>	04/01/2017					(100%)	N	<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	No
<input type="checkbox"/>	04/01/2017		1			(100%)	N	<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	No

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- On the “Edit Address” page, the Grantee user can modify the existing address data use the dropdown fields or the fillable fields. Select <Save> to record the changes. Select <Return to Maintain Addresses> to return to the search field.

EDIT ADDRESS

Grant #: B-08-DN-12-0001

*QPR: 01-JUL-17/ 30-SEP-17

*Activity #: St. Johns Cnty 01 Rental

*State: Florida

*Address:

*City: St. Augustine

*Zip: 32084

Visible on PDF?: Yes No



B3. Grantee | Move Address

The <Manage Addresses> function allows addresses to be moved from one performance report period to another. This may be useful to make corrections for an address entry without entering a duplicate address for an activity.

User Role: Grantee User (excluding TA Provider User) **Menu Option:** Manage Addresses

Purpose: Allow Grantee Users to move addresses across reporting periods in the performance reports.

Complete the following steps to move addresses across performance report periods:

1. Navigate to the **Manage My Grants** module and locate the **Performance Reports** menu. See Step A1 above. Select the <Manage Addresses> link. The “Manages Addresses Across QPRs” page will load. Search for the address to be moved by using the search steps described in Section B2 above. Results will load. Select the address to be edited and then select <Move Selected> to move the address to a different reporting period. The “Move Selected Address” page loads.

The screenshot shows the 'MANAGE ADDRESSES ACROSS QPRS' page in the 'Disaster Recovery Grant Reporting System'. At the top, there is a search form with fields for 'Responsible Organization', 'Grantee Activity #', 'Earliest Performance Report Begin Date', 'Address', 'City', 'State', and 'Zip'. Below the search form is a table with 103 records. The table columns are: Select, QPR Start Date, State, Address, City, Zip, Status, Accept, View Detail, View Map, Support Info, and Visible on PDF?. The first few rows show records with yellow warning icons. The last row is highlighted, and the 'Move Selected' button is highlighted in a red box. At the bottom of the table, there are buttons for 'Edit Address', 'Validate Selected', 'Delete Selected', and 'Move Selected'.

Select	QPR Start Date	State	Address	City	Zip	Status	Accept	View Detail	View Map	Support Info	Visible on PDF?
<input type="checkbox"/>	01/01/2016							View Detail	View Map	Enter Data	No
<input type="checkbox"/>	10/01/2015							View Detail	View Map	Enter Data	No
<input type="checkbox"/>	10/01/2015							View Detail	View Map	Enter Data	No
<input type="checkbox"/>	07/01/2015							View Detail	View Map	Enter Data	No
<input type="checkbox"/>	10/01/2015							View Detail	View Map	Enter Data	No
<input type="checkbox"/>	01/01/2015							View Detail	View Map	Enter Data	No
<input type="checkbox"/>	04/01/2017					(100%)	N	View Detail	View Map	Enter Data	No
<input type="checkbox"/>	04/01/2017					(100%)	N	View Detail	View Map	Enter Data	No
<input type="checkbox"/>	04/01/2017					(100%)	N	View Detail	View Map	Enter Data	No
<input type="checkbox"/>	04/01/2017					(100%)	N	View Detail	View Map	Enter Data	No



User Role: Grantee User (excluding TA Provider User)	Menu Option: Manage Addresses
<p>2 On the “Move Selected Address” page, select a QPR (to identify where to move the address to) from the dropdown list. Select <Save>.</p> <p>MOVE SELECTED ADDRESS Address can only be moved across same Activity but to different QPR</p> <p>Grant #: <input type="text"/></p> <p>QPR: <input type="text" value="Select"/></p> <p><input type="button" value="Save"/> <input type="button" value="Return to Maintain Addresses"/></p>	

B4. Grantee | Delete Address

User Role: Grantee User (excluding TA Provider User)	Menu Option: Manage Addresses
<p>Purpose: Allow Grantee Users to delete addresses.</p>	
<p> Complete the following steps to delete addresses from DRGR:</p>	
<p>1 Navigate to the Manage My Grants module and locate the Performance Reports menu. See Step A1 above. Select the <Manage Addresses> link. The “Manages Addresses Across QPRs” page will load. Search for the address to be deleted by using the search steps described in Section B2 above. Results will load. Select the address(es) to be deleted and then select <Delete Selected>. Users may select all addresses displayed on the page and delete all selected addresses at once. User may need to delete addresses from multiple search pages if results span more than one page. (See next page for screen shot.)</p>	

The remainder of this page intentionally left blank.



User Role: Grantee User (excluding TA Provider User)

Menu Option: Manage Addresses

Disaster Recovery Grant Reporting System

MANAGE ADDRESSES ACROSS QPRS

Grant Number:

Maintain Addresses - Search

Responsible Organization: Grantee Activity #: Earliest Performance Report Begin Date:

Select(mm/dd/yyyy)

Address: City: State: Zip:

Select Option

*** Please validate the address before proceeding to View Detail or View Map.**

103 Record(s) Displaying 1 through 10

First Prev 1 2 3 4 5 6 7 8 9 10 Next Last

Select	QPR Start Date	State	Address	City	Zip	Status	Accept	View Detail	View Map	Support Info	Visible on PDF?
<input type="checkbox"/>	01/01/2016					⚠		View Detail	View Map	Enter Data	No
<input type="checkbox"/>	10/01/2015					⚠		View Detail	View Map	Enter Data	No
<input type="checkbox"/>	10/01/2015					⚠		View Detail	View Map	Enter Data	No
<input type="checkbox"/>	07/01/2015					⚠		View Detail	View Map	Enter Data	No
<input type="checkbox"/>	10/01/2015					⚠		View Detail	View Map	Enter Data	No
<input type="checkbox"/>	01/01/2015					⚠		View Detail	View Map	Enter Data	No
<input type="checkbox"/>	04/01/2017					✔(100%)	N	View Detail	View Map	Enter Data	No
<input type="checkbox"/>	04/01/2017					✔(100%)	N	View Detail	View Map	Enter Data	No
<input type="checkbox"/>	04/01/2017					✔(100%)	N	View Detail	View Map	Enter Data	No
<input type="checkbox"/>	04/01/2017					✔(100%)	N	View Detail	View Map	Enter Data	No

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The remainder of this page intentionally left blank.



B5. Grantee | Validate Address

Validating addresses is an optional tool, but it helps users ensure that addresses are accurately entered and actually existing. In some cases, such as in newer developments or in rural areas, the DRGR System may not be able to validate the address.

User Role: Grantee User (excluding TA Provider User)	Menu Option: Manage Addresses
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Purpose: Allow Grantee Users to validate addresses.

Complete the following steps to validate an address in DRGR:

1. Navigate to the **Manage My Grants** module and locate the **Performance Reports** menu. See Step A1 above. Select the **<Manage Addresses>** link. The **“Manages Addresses Across QPRs”** page will load. Search for the address to be deleted by using the search steps described in Section B2 above. Results will load. Select the address(es) to be validated and then select **<Validate Selected>**. Users may select all addresses displayed on the page and delete all selected addresses at once. User may need to deleted addresses from multiple search pages if results span more than one page.

MANAGE ADDRESSES ACROSS QPRs

Grant Number: _____

Maintain Addresses - Search

Responsible Organization: _____ Grantee Activity #: _____ Earliest Performance Report Begin Date: _____
Select(mm/dd/yyyy)

Address: _____ City: _____ State: Select Option Zip: _____

* Please validate the address before proceeding to View Detail or View Map.

103 Record(s) Displaying 1 through 10

Select	QPR Start Date	State	Address	City	Zip	Status	Accept	View Detail	View Map	Support Info	Visible on PDF?
<input type="checkbox"/>	01/01/2016							View Detail	View Map	Enter Data	No
<input type="checkbox"/>	10/01/2015							View Detail	View Map	Enter Data	No
<input type="checkbox"/>	10/01/2015							View Detail	View Map	Enter Data	No
<input type="checkbox"/>	07/01/2015							View Detail	View Map	Enter Data	No
<input type="checkbox"/>	10/01/2015							View Detail	View Map	Enter Data	No
<input type="checkbox"/>	01/01/2015							View Detail	View Map	Enter Data	No
<input type="checkbox"/>	04/01/2017					(100%)	N	View Detail	View Map	Enter Data	No
<input type="checkbox"/>	04/01/2017					(100%)	N	View Detail	View Map	Enter Data	No
<input type="checkbox"/>	04/01/2017					(100%)	N	View Detail	View Map	Enter Data	No
<input type="checkbox"/>	04/01/2017					(100%)	N	View Detail	View Map	Enter Data	No

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User Role: Grantee User (excluding TA Provider User)

Menu Option: Manage Addresses

- 2 Upon validating the address, DRGR will show either 100% validation for a fully validated address or the yellow triangle warning sign for an address that could not be fully validated. Users should check addresses that could not be fully validated to ensure the address was properly entered.

MANAGE ADDRESSES ACROSS QPRS

Grant Number: _____

Maintain Addresses - Search

Responsible Organization: _____ Grantee Activity #: _____ Earliest Performance Report Begin Date: _____
Select(mm/dd/yyyy)

Address: _____ City: _____ State: Select Option Zip: _____

* Please validate the address before proceeding to View Detail or View Map.

103 Record(s) Displaying 1 through 10

Select	QPR Start Date	State	Address	City	Zip	Status	Accept	View Detail	View Map	Support Info	Visible on PDF?
<input type="checkbox"/>	01/01/2016							<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	No
<input type="checkbox"/>	10/01/2015							<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	No
<input type="checkbox"/>	10/01/2015							<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	No
<input type="checkbox"/>	07/01/2015							<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	No
<input type="checkbox"/>	10/01/2015							<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	No
<input type="checkbox"/>	01/01/2015							<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	No
<input type="checkbox"/>	04/01/2017						N	<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	No
<input type="checkbox"/>	04/01/2017						N	<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	No
<input type="checkbox"/>	04/01/2017						N	<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	No
<input type="checkbox"/>	04/01/2017						N	<input type="button" value="View Detail"/>	<input type="button" value="View Map"/>	<input type="button" value="Enter Data"/>	No

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B6. Grantee | Enter Support Data

With certain Grant programs, such as the Neighborhood Stabilization Program (NSP), Grantees are required to document affordability information for certain properties. For NSP, this information is required to be entered before an NSP Grant can be closed. Grantees will update this information as necessary through their annual reports following closeout.

PROGRAM PROCESS RECOMMENDATION:

Support Data for Addresses is not required for all appropriations. Check with your CPD representative to confirm whether support data is needed.



User Role: Grantee User (excluding TA Provider User)

Menu Option: Manage Addresses

Purpose: Allow Grantee Users to enter support data for addresses, where required.

Complete the following steps to enter support data for addresses:

1. Navigate to the **Manage My Grants** module and locate the **Performance Reports** menu. Select the **<Manage Addresses>** link. See Step A1 above. The **“Manages Addresses Across QPRs”** page will load. Search for the address by using the search steps described in Section B2 above. Results will load. Select the address to which support data will be added, and then select **<Enter Data>**. The **“Edit Address Support Information”** page will load.

MANAGE ADDRESSES ACROSS QPRS

Grant Number: _____

Maintain Addresses - Search

Responsible Organization: _____ Grantee Activity #: _____ Earliest Performance Report Begin Date: _____
Select(mm/dd/yyyy)

Address: _____ City: _____ State: Select Option Zip: _____

* Please validate the address before proceeding to View Detail or View Map.

103 Record(s) Displaying 1 through 10

Select	QPR Start Date	State	Address	City	Zip	Status	Accept	View Detail	View Map	Support Info	Visible on PDF?
<input checked="" type="checkbox"/>	01/01/2016							View Detail	View Map	Enter Data	No
<input type="checkbox"/>	10/01/2015							View Detail	View Map	Enter Data	No
<input type="checkbox"/>	10/01/2015							View Detail	View Map	Enter Data	No
<input type="checkbox"/>	07/01/2015							View Detail	View Map	Enter Data	No
<input type="checkbox"/>	10/01/2015							View Detail	View Map	Enter Data	No
<input type="checkbox"/>	01/01/2015							View Detail	View Map	Enter Data	No
<input type="checkbox"/>	04/01/2017					(100%)	N	View Detail	View Map	Enter Data	No
<input type="checkbox"/>	04/01/2017					(100%)	N	View Detail	View Map	Enter Data	No
<input type="checkbox"/>	04/01/2017					(100%)	N	View Detail	View Map	Enter Data	No
<input type="checkbox"/>	04/01/2017					(100%)	N	View Detail	View Map	Enter Data	No

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2. On the **“Edit Address Support Information”** page, complete all fields, as required. Select the **<Save Address Info>** button to save the address support information.



User Role: Grantee User (excluding TA Provider User)

Menu Option: Manage Addresses

ENTER REQUIRED ADDRESS INFO - CLOSEOUT

Edit Address Support Information

Grant Number:

Grant Activity Number:

Activity Type:

Activity Title:

Acquisition - buyout of residential properties

*Property Status: Affordability Start Date: Affordability End Date:

Select

Select Date (ex: mm/dd/yyyy)

Select Date (ex: mm/dd/yyyy)

Description of Affordability Method (Resale, Recapture, Rental or Other):

Activity Type for End Use:

Projected Disposition Date: Actual Disposition Date:

Select

Select Date (ex: mm/dd/yyyy)

Select Date (ex: mm/dd/yyyy)

National Objective for End Use: Date National Objective is met: Deadline Date:

Select

Select Date (ex: mm/dd/yyyy)

Select Date (ex: mm/dd/yyyy)

Description of End Use:

Total Expenditure Amount #:

Save Address Info

Cancel