



## Chapter 4: Grants and Grantees | Manage My Grants and Administration Modules

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## Chapter 4: Grants and Grantees




This Chapter provides information for Grants and Grantees contained in the **Administration** module and **Manage My Grants** module.

Grantees include state and local governments, non-profits, and technical assistance (TA) Providers. Each Grantee is associated with at least one grant or HUD-funded award in DRGR. Grantees use the DRGR System to create an Action Plan governing the use of grant funds and to report performance accomplishments. TA Providers also use the System to manage TA Staff Rate (or TA Personnel Rates), TA Staff (or TA Personnel), TA Work Plans, and TA Invoices. HUD staff use the DRGR System to review grant-funded activities, prepare reports to Congress and other interested parties, and monitor program compliance.





HUD collects information from the DRGR System to comply with Congressional reporting requirements with respect to the use of grant funds and for other program management purposes. The use of the DRGR System for reporting purposes is mandatory and information submitted to HUD via the DRGR System is public, with a few exceptions.

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

### Grantee Users

| Menu Option  | Subsection | Action                          |
|--|------------|---------------------------------|
|  Closeout Grant | --         | See Section 29: Closeout        |
|  View Grant     | D1         | Manage My Grants: View Grants   |
|  Search Grants  | D2         | Manage My Grants: Search Grants |

### HUD Users

| Menu Option   | Subsection | Action                                   |
|---|------------|--|
|  View Grant                            | D1         | Manage My Grants: View Grants            |
|  Search Grants                         | D2         | Manage My Grants: Search Grants          |
|  Search Grantees                       | D3         | Administration: Search Grantees          |
|  Search/View Responsible Organizations | --         | See Chapter 6: Responsible Organizations |



## A. Summary of Grantees and Grants

### A1. Summary of Grantees

In the DRGR System, “Grantees:”

- Are recipients of an award from HUD for a specific purpose (e.g., Disaster Recovery, Technical Assistance)
- Can be states, counties, cities, non-profits, or TA Providers
- May have more than one Grant available for reporting
- Must be associated to a DRGR User Profile, thereby given access to the selected Grantee’s Grants
- Allow for user management and certification processes (see Chapter 5) to be separately managed within each Grantee’s organization
- Allow for TA Provider Users to see unique functions designed specifically for TA Providers

### A2. Summary of Grants

In the DRGR System, “Grants:”

- Are awards from HUD for a specific public purpose (e.g. Neighborhood Stabilization Program)
- Represent fully executed Grant Agreements or Cooperative Agreements
- Directly link to the Line of Credit Control System (LOCCS), a federal web-based system administered by the U.S. Treasury Department allowing Grantees to request and receive funds obligated by HUD under cooperative agreements or Grant agreements
- Create a relationship between the Grant, Grantee, CPD Representative and Action Plan
- Identifies the HUD staff persons, including CPD Representative, responsible for oversight and approval actions in DRGR
- Contain other information that, in many instances, affects other pages across modules
- Must be selected in the Navigation Bar using the “Locked Grant” feature in order to report data for the Grant across modules





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## B. Manage My Grants Module Access

The **Manage My Grants** module contains access to Grants.

### B1. Grantee | Grants

|   |  |
|---|--|
| User Role: Grantee User   | Menu Option:  Manage My Grants Module |
| Purpose: Allow Grantee Users to access Grant actions.   |  |
| ✓ Complete the following steps to access the Manage My Grants Module:   |  |
| <p>1 In the DRGR System, navigate to the <b>Manage My Grants</b> module or icon,  located in the Navigation Bar.</p>   |  |
| <p>2 This opens the dropdown menu items for the <b>Manage My Grants</b> module with various subheadings. “Grants” appears to the very right of the dropdown menu. The System displays the relevant menu items based on user type and user roles.</p>  |  |

### B2. HUD | Grants

|   |  |
|---|--|
| User Role: HUD User   | Menu Option:  Manage My Grants Module |
| Purpose: Allow HUD Users to access Grant actions.   |  |
| ✓ Complete the following steps to access the Grant Management: Grants Module:   |  |
| <p>1 In the DRGR System, navigate to the <b>Manage My Grants</b> module, or icon,  located in the Navigation Bar.</p>  |  |



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

#### PERFORMANCE REPORTS

Manage Performance Report

Review Performance Report

Search Performance Reports



#### GRANTS

View Grant

Search Grants



### C. Administration Module Access

The **Administration** module contains access to Grantees.

User Role: HUD User

Menu Option: Administration Module

**Purpose:** Allow HUD Users to access Grantee actions.

Complete the following steps to access the Administration Module: Manage Grantees:

- In the DRGR System, select the **Administration** module, or icon, located in the navigation menu.



- This opens the dropdown menu items for the **Administration** module. The System displays the relevant menu items based on user type and user roles.

#### GRANTEES

Manage Grantee

Search/View Grantee Service Area

Search Grantees

Manage Responsible Organizations



#### UTILITIES

Upload

FAQs



## D. Search and View Grants and Grantees

This action allows Grantee Users and HUD Users to search and view Grants and Grantees.

### D1. Grantee and HUD | View Grants

|  |                                |
|--|--------------------------------|
| <b>User Role:</b> Grantee User or HUD User   | <b>Menu Option:</b> View Grant |
| <b>Purpose:</b> Allow Grantee Users and HUD Users to view the “Grant” page.  |                                |
| Complete the following steps to access the View Grant page:  |                                |
| <ol style="list-style-type: none"><li>1. Navigate to the <b>Manage My Grants</b> module as described in Section B above and locate the <b>Grants</b> menu. Select the <b>&lt;View Grant&gt;</b> link. The “<b>View Grant</b>” page will load for the “Selected Grant” in the Navigation Bar. The data fields on the “<b>View Grant</b>” page is described below.</li></ol> |                                |

View Grant History

View Review Checklist

Review Checklist PDF

Grant Closeout Checklist

Grant Number :

B-08-DH-12-0001

Grant Name:

NSP1

Grant Award Amount:

\$91,141,478.00

LOCES Authorized Amount:

\$91,141,478.00

Disaster:

NSP

Award Date:

HUD Voucher Approval Threshold:

\$5,000,000.00

Block Grant Drawdown

☐ Blocked

Block Grant Obligation

☐ Blocked

TIN #

Program Income Waiver Date:

Primary HUD CFO Representative Contact:

Serino, Lori (703592)

Other HUD CFO Representative Contacts:

Grantee Signature Date:

03/19/2009

Current Grant Contract Effective Date :

03/03/2009

Current Grant Contract End Date :

Statutory Date:

Report Cycle:

Quarterly

Grantee Closeout Request Flag

☐ Enabled

Grant Status:

Active

User Groups:

| Component                | Sequence | User Group            | Type | Users  | Approver Source  |
|--------------------------|----------|-----------------------|------|--|--|
| GRANT_CLOSEOUT_HQAPPROVE | 1        | HQ NSP close-out user | Any  | H22623 -- Edwards, Steven<br>H46604 -- Hansen, Heather<br>H55893 -- Santana, Nijel<br>T00150 -- Kome, Jessie | Appropriation<br>Appropriation<br>Appropriation<br>Appropriation |
| VOUCHER_APPROVE          | 1        | HUD Voucher Approval  | Any  |  |  |

Contract Effective Date:

03/03/2009

Appropriation:

2008 NSP1

CFDA Number:

Action Template use is required

☐ Yes, Grantees must use the designated Action Plan Template.

Grantee:

Florida

Voucher Items Supporting Documents at Appropriation Level:

☐ Default to Appropriation ☐ Enable ☐ Disable

Voucher Mandatory Options:

☐ Require Line Item Comments ☐ Require Voucher Revision Attachments

Banking Set-up in LOCES

Y

HUD Office:

JACKSONVILLE

Low / Mod:

99.99%

Public Service Cap:

15%

Admin Plan Cap:

10%

Admin Cap:

0%

Match:

0%

Most Impacted and Distressed Threshold:

0%

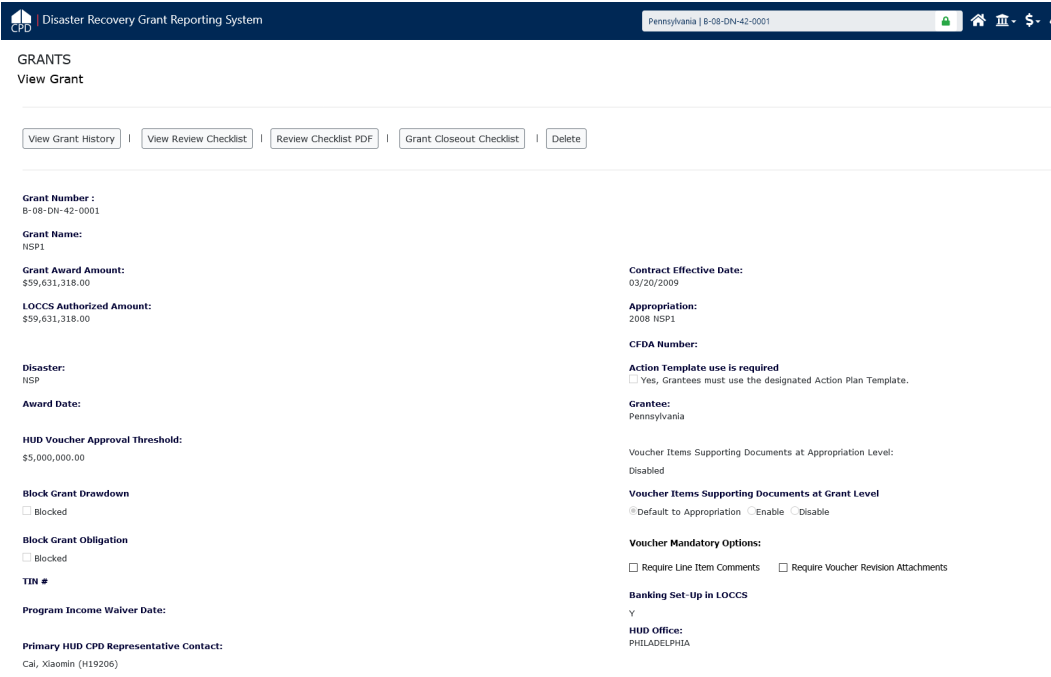
Reactivate Date:

View Grant History

The following table describes the fields on the left side of the “View Grant” page:



View Grant Page Data Fields (left side)

| Data Field                     | Description  |
|--------------------------------|--|
| Grant Number                   | The Grant Number assigned by HUD   |
| Grant Name                     | A description of the Grant (e.g., associated Public Law Number)  |
| Grant Award Amount             | The Grant Award Amount   |
| LOCCS Authorized Amount        | <p>The Grant Amount as reported in LOCCS</p>  |
| Disaster                       | The associated FEMA disaster declaration(s)  |
| Award Date                     | The date the Grant award was awarded, if applicable (not always populated)   |
| HUD Voucher Approval Threshold | The minimum amount of fund on a Voucher Line Item that will automatically trigger HUD approval                                   |
| Block Grant Drawdown           | If selected, the ability to draw funds is blocked for the entire Grant   |
| Block Grant Obligation         | If selected, the ability to obligate funds is blocked for the entire Grant   |
| TIN #                          | Grantee Tax Identification Number  |



|  |   |
|--|---|
| Program Income Waiver Date             | The date a Program Income Waiver was approved by HUD, if applicable   |
| Primary HUD CPD Representative Contact | Designated CPD Representative   |
| Other HUD CPD Representative Contact   | Back-up CPD Representative(s)   |
| Grantee Signature Date                 | Date Grantee's authorized representative signed the Grant agreement or cooperative agreement (not always populated) |
| Current Grant Contract Effective Date  | The most current Grant agreement execution date (changes based on LOCCS obligation actions)                         |
| Current Grant Contract End Date        | The current end date of the Grant agreement (changes based on grant agreement extensions)                           |
| Statutory Date                         | Expenditure deadline date based on Congressional appropriation  |
| Report Cycle                           | The submission frequency of performance reports   |
| Grantee Closeout Request Flag          | If selected, the ability to request Grant closeout is available for Grantee   |
| Grant Status                           | Status of the Grant (e.g., Active, Closed)  |

The following table describes the fields on the right side of the “View Grant” page:

**View Grant Page Data Fields (right side)**

| Data Field              | Description                                |
|-------------------------|--|
| Contract Effective Date | The initial Grant agreement execution date |





|  |  |
|--|--|
| Appropriation  | A label assigned to group a set of Grants authorized under the same appropriation(s)   |
| CFDA Number  | Catalog of Federal Domestic Assistance Number  |
| Action Template Use is Required                          | If required, check box for "Yes, Grantees must use the designated Action Plan Template."   |
| Grantee  | The Grantee associated with the Grant  |
| Voucher Item Supporting Documents at Appropriation Level | If selected, the Appropriation allows for attaching supporting documents to vouchers at the line item level  |
| Voucher Item Supporting Documents at Grant Level         | If enabled, the Grant allows for attaching supporting documents to vouchers at the line item level   |
| Voucher Mandatory Options                                | Two Checkboxes—Check if Voucher requires Line Item Comments, and Check if Voucher requires Voucher Revision Attachments  |
| Banking Set-Up in LOCCS                                  | Displays "Y" or "N" to note if LOCCS bank account was setup when Grantee first appeared in DRGR. This is a one-time data transfer from LOCCS, and it does not always represent the Grantee's current ability to successfully draw funds for the Grant from LOCCS |
| HUD Office   | The HUD Field Office responsible for managing the Grant  |
| Low / Mod %  | The minimum percentage of the Grant Amount that must be spent on Low Mod Persons   |
| Public Service Cap                                       | The maximum percentage of the Grant Amount that can be spent on Public Service Activity Types  |
| Admin Plan Cap   | The maximum percentage of the Grant Amount that can be spent on the combined Administration and Planning Activity Types  |



|                 |  |
|-----------------|--|
| Admin Cap       | The maximum percentage of the Grant Amount that can be spent on Administration Activity Types  |
| Match           | The minimum percentage of the Grant Amount that must be matching contributions by other funding sources  |
| Reactivate Date | The date Grant reactivated if closed in error, if applicable   |
| User Groups     | <p>A list of user groups, user group types, and DRGR users allowed to take approval actions for the Grant or the Appropriation associated with the Grant (see the Approver Source column)</p> <p>These groups are setup by a HUD Super User or Manager (see HUD specific Chapter 37 of this User Manual)</p> |

## D2. Grantee | Search Grants

|  |                                   |
|--|-----------------------------------|
| <b>User Role:</b> Grantee User   | <b>Menu Option:</b> Search Grants |
| <b>Purpose:</b> Allow Grantee Users to search for Grants.  |                                   |
| Complete the following steps to search for a Grant to view:  |                                   |
| <ol style="list-style-type: none"> <li>Navigate to the <b>Manage My Grants</b> module as described in Section B above and locate the <b>Grants</b> menu. Select the <b>&lt;Search Grants&gt;</b> link. The <b>"Search Grants"</b> page loads. Enter search criteria and select <b>&lt;Search&gt;</b>. All fields do not need to be completed. Partial searches are allowed. The search criteria are described below.           <div data-bbox="245 1383 1369 1671" data-label="Form"> <div>  Search Grants           <span>◀ Back</span> </div> <div> <div> <div>Search Criteria ▾</div> <div> <div>HUD Office: <input type="text" value="Select Option"/></div> <div>State/Territory: <input type="text" value="Select Option"/></div> <div>Program Name: <input type="text" value="Enter Program Name ..."/></div> <div>Appropriation Code: <input type="text" value="Enter Appropriation Code ..."/></div> <div>Grant Number: <input type="text" value="Enter Grant Number ..."/></div> <div>Grantee Name: <input type="text" value="Georgia"/></div> <div>Obligation Date From: <input type="text" value="mm/dd/yyyy"/></div> <div>Obligation Date To: <input type="text" value="mm/dd/yyyy"/></div> <div>Grant Status: <input type="text" value="Select Option"/></div> <div>Disaster: <input type="text" value="Select Option"/></div> </div> <div> <input type="button" value="Reset"/> <input type="button" value="Search"/> </div> </div> </div> </div></li> <li>Search results will be displayed. Select <b>&lt;View&gt;</b> in the "Action" column to the right of the desired Grant to load the <b>"View Grant"</b> page.</li> </ol> |                                   |



**User Role:** Grantee User

**Menu Option:** Search Grants

Matching Results **7**

Copy

Print

CSV

Excel

| State | Grantee Name | Grant Number    | Grant Status | Action Plan Status             | Actions |
|-------|--------------|-----------------|--------------|--------------------------------|---------|
| GA    | Georgia      | B-08-DI-13-0001 | Close        | Reviewed and Approved          |         |
| GA    | Georgia      | B-08-DN-13-0001 | Active       | Modified - Resubmit When Ready |         |
| GA    | Georgia      | B-11-DN-13-0001 | Active       | Modified - Resubmit When Ready |         |
| GA    | Georgia      | B-18-DP-13-0001 | Active       | Modified - Resubmit When Ready |         |
| GA    | Georgia      | B-94-DA-13-0001 | Close        | Original - In Progress         |         |
| GA    | Georgia      | B-96-DR-13-0001 | Close        | Original - In Progress         |         |
| GA    | Georgia      | B-98-DD-13-0001 | Close        | Submitted - Await for Review   |         |

3 Above the search results, users can also select for **<Copy>**, **<Print>**, **<CSV>**, and **<Excel>**.

- Select **<Copy>** to copy the search results to paste into another application (e.g., MS Excel or Word). Select **<Print>** to print the search results.
- Select **<CSV>** to download the search results into a CSV file.
- Select **<Excel>** to download the search results into an Excel file.

## Search Grants Page Data Fields

| Data Field           | Description  |
|----------------------|--|
| HUD Office           | The HUD Field Office responsible for managing the Grant                              |
| State/Territory      | State or Territory   |
| Program Name         | The Program Name   |
| Appropriation        | A label assigned to group a set of Grants authorized under the same appropriation(s) |
| Grant Number         | The Grant Number   |
| Grantee Name         | The Grantee associated with the Grant  |
| Obligation Date From | Beginning date for searching obligation  |
| Obligation Date To   | End date for searching obligation  |
| Grant Status         | Status of the Grant (e.g., Active, Closed)   |
| Disaster             | The associated FEMA disaster declaration(s)  |



## D3. HUD | Search Grants

User Role: Grantee User or HUD User

Menu Option: Search Grants

**Purpose:** Allow HUD Users to search for Grants.

Complete the following steps to search for a Grant to view:

- 1 Navigate to the **Manage My Grants** module as described in Section B above and locate the **Grants** menu. Select the **<Search Grants>** link. The **“Search Grants”** page loads. Enter search criteria and select **<Search>**. All fields do not need to be completed. Partial searches are allowed. The search criteria are described below.

- 2 Search results will be displayed. Select **<View>** in the “Action” column to the right of the desired Grant to load the **“View Grant”** page.

Matching Results **12**

[Copy](#) [Print](#) [CSV](#) [Excel](#)

| State | Grantee Name | Grant Number    | Grant Status | Public Action Plan Status | Action Plan Status             | Actions              |
|-------|--------------|-----------------|--------------|---------------------------|--------------------------------|----------------------|
| TX    | Texas - GLO  | B-06-DG-48-0001 | Close        |                           | Reviewed and Approved          | <a href="#">View</a> |
| TX    | Texas - GLO  | B-06-DG-48-0002 | Close        |                           | Reviewed and Approved          | <a href="#">View</a> |
| TX    | Texas - GLO  | B-08-DI-48-0001 | Active       |                           | Reviewed and Approved          | <a href="#">View</a> |
| TX    | Texas - GLO  | B-12-DT-48-0001 | Active       |                           | Reviewed and Approved          | <a href="#">View</a> |
| TX    | Texas - GLO  | B-13-DS-48-0001 | Close        |                           | Reviewed and Approved          | <a href="#">View</a> |
| TX    | Texas - GLO  | B-16-DH-48-0001 | Active       |                           | Modified - Resubmit When Ready | <a href="#">View</a> |
| TX    | Texas - GLO  | B-16-DL-48-0001 | Active       |                           | Modified - Resubmit When Ready | <a href="#">View</a> |
| TX    | Texas - GLO  | B-17-DL-48-0002 | Active       |                           | Reviewed and Approved          | <a href="#">View</a> |
| TX    | Texas - GLO  | B-18-DP-48-0002 | Active       |                           | Reviewed and Approved          | <a href="#">View</a> |
| TX    | Texas - GLO  | B-19-DF-48-0001 | Active       |                           | Modified - Resubmit When Ready | <a href="#">View</a> |

First Previous 1 2 Next Last Show 10 Rows

- 3 Above the search results, users can also select for **<Copy>**, **<Print>**, **<CSV>**, and **<Excel>**.
  - Select **<Copy>** to copy the search results to paste into another application (e.g., MS Excel or Word). Select **<Print>** to print the search results.
  - Select **<CSV>** to download the search results into a CSV file.
  - Select **<Excel>** to download the search results into an Excel file.





### Search Grants Page Data Fields

| Data Field           | Description  |
|----------------------|--|
| HUD Office           | The HUD Field Office responsible for managing the Grant                              |
| State/Territory      | State or Territory   |
| Program Name         | The Program Name   |
| Appropriation        | A label assigned to group a set of Grants authorized under the same appropriation(s) |
| Grant Number         | The Grant Number   |
| Grantee Name         | The Grantee associated with the Grant  |
| Obligation Date From | Beginning date for searching obligation  |
| Obligation Date To   | End date for searching obligation  |
| Grant Status         | Status of the Grant (e.g., Active, Closed)   |
| Disaster             | The associated FEMA disaster declaration(s)  |

#### D4. HUD | Search and View Grantee Information

Complete the following steps to search for and view Grantee information.

|  |  |
|--|--|
| User Role: HUD User  | Menu Option:  Search Grantees |
| Purpose: Allow HUD Users to search and view Grantee information.   |  |
|  Complete the following steps to search and view Grantee information:   |  |
| 1 Navigate to the <b>Administration</b> module as described in Section C above and locate the <b>Manage Grantees</b> menu. Select the <b>&lt;Search Grantees&gt;</b> link. The <b>"Search"</b> page loads. Enter search criteria and select <b>&lt;Search&gt;</b> . The search criteria are described below. |  |



User Role: HUD User

Menu Option: Search Grantees



## Search Grantees

[◀ Back](#)

## Search Criteria

[Show More Criteria](#)Hud Office: Grantee Name: Program Name: Appropriation: City: State/Territory: Grant Number: Grant Status: 

Reset

Search

- 2 Search results will be displayed with various information and links to other DRGR pages associated with the Grantee.

Matching Results **12912**[Copy](#) [Print](#) [CSV](#) [Excel](#)

| Grantee Name                        | Program Name | Appropriation        | City        | State/Territory | Grant Number    | Unique Entity Identifier | Disaster | Date Created | Created By  | Grant Status | Actions           |
|-------------------------------------|--------------|----------------------|-------------|-----------------|-----------------|--------------------------|----------|--------------|-------------|--------------|-------------------|
| AECOM Technical Services, Inc.      | TA           | 2016 Departmental    | Baton Rouge | LA              | C-16-TA-LA-0026 |                          | -        | 09/28/2016   | LOCCS LOCCS | Active       | <a href="#">✎</a> |
| ALL MISSION INDIAN HSG AUTH         | RIF          | RIF                  | Escondido   | CA              | R-11-OC-AS-0020 |                          | -        |              | LOCCS LOCCS | Active       | <a href="#">✎</a> |
| APD Urban Planning & Management, LI | TA           | 86x0344T             | Atlanta     | GA              | T-12-NN-12-0014 |                          | -        |              | LOCCS LOCCS | Active       | <a href="#">✎</a> |
| Abt Associates Inc                  | TA           | 2020 McKinney/HEARTH | Rockville   | MD              | M-20-TA-MD-0001 | X1ZXL81Y8E18             | -        | 05/28/2012   | LOCCS LOCCS | Active       | <a href="#">✎</a> |
| Abt Associates Inc                  | TA           | 2012 HMIS            | Rockville   | MD              | H-12-TA-MA-1001 | X1ZXL81Y8E18             | -        | 05/28/2012   | LOCCS LOCCS | Close        | <a href="#">✎</a> |
| Abt Associates Inc                  | TA           | 2011 HMIS            | Rockville   | MD              | M-11-TA-MA-1001 | X1ZXL81Y8E18             | -        | 05/28/2012   | LOCCS LOCCS | Close        | <a href="#">✎</a> |
| Abt Associates Inc                  | TA           | 2011/2012 OneCPD     | Rockville   | MD              | O-11-TA-MA-0001 | X1ZXL81Y8E18             | -        | 05/28/2012   | LOCCS LOCCS | Close        | <a href="#">✎</a> |



3 Information displayed on the **“Search Results”** page includes:

- The first column labeled **“State”** displays the Grantee State.
- The second column labeled **“Grantee Name”** provides a link to the **“View Grantee Profile”** page.
- The third column labeled **“Grant Number”** provides a link to the **“View Grant”** page.
- The fourth column labeled **“Grant Status”** displays the status of the Grant.
- The fifth column labeled **“Action Plan Status”** displays the status of the Action Plan and provides a link to the **“Review/View Action Plan”** page.
- The sixth column labeled **“QPR”** provides a link to the **“Review/View QPR”** page.

#### Search Grantee Page Data Fields

| Data Field       | Description   |
|------------------|---|
| HUD Office       | The HUD Field Office responsible for managing the Grant |
| Grantee Name     | The Grantee associated with the Grant                   |
| Program Name     | The Program Name  |
| Appropriation    | The Appropriation Code                                  |
| City             | The City  |
| State/ Territory | The State/ Territory                                    |
| Grant Number     | The Grant Number  |
| Grant Status     | Status of the Grant (e.g., Active, Closed)              |



Manage Grantee

Back

DRGR Grantee ID:

Grantee Name:

Grantee Type:

Block Drawdown:

Unique Entity Identifier:

DUNS Number:

Tax Identification Number:

Status:

Georgia

State

No

Active

Email:

Phone Number:

Fax Number:

Address:

Created By:

Date Created:

SAM Profile

Contacts

Grants

Documents

SAM Profile

Details

Unique Entity Identifier:

DUNS Number:

CAGE Code:

Status:

Expiration Date:

Last Synchronization Date:

Look Up

The remainder of this page is intentionally left blank.