



## ACTION PLANS

View Action Plan

**Grant Number:**  
B-10-DF-44-0001

**Grantee Name:**  
Rhode Island

**LOCCS Authorized Amount:**  
\$8,935,237.00

**Grant Award Amount:**  
\$8,935,237.00

**Estimated PI/RL Funds:**

**Total Budget:**  
\$8,935,237.00

# Eviction Protection Grant Program

## Getting Started with DRGR User Setup and Action Plans

Project #	Project Title	Grantee Activity #	Activity Title
1	Administration	1a	State Administration
		1b	Local Administration
2	Public Facilities and Improvements	10r	West Warwick, Gendron Street
		11	West Warwick, Natco Pond
		12	Westerly, White Rock Drainage
		14	Johnston, Pump Stations

# DRGR Overview

The Disaster Recovery Grant Reporting (DRGR) system was established for special appropriations such as disaster grants, but has been extended to include other special-purpose programs and appropriations.

DRGR action plans detail budgets and performance goals for different types of activities directly managed by the grantee or subrecipient partners. Grantees have to set performance goals for each measure they want to include in reports.

HUD will review these plans and unblock the grant to permit draws after they are approved. Changes to plans also require HUD approval. Grantees will draw down funds by creating vouchers listing amounts by specific activities. Grantees will also submit performance reports using the structure established in DRGR action plans.

The screenshot displays the DRGR system dashboard. At the top, there is a dark blue header with a search bar labeled "Grant Number" and a lock icon. To the right of the search bar are several navigation icons: a home icon, a building icon, a dollar sign icon, a scale icon, a pie chart icon, a crown icon, and a user profile icon. Below the header, the dashboard is organized into four main sections, each with a title and a list of sub-sections:

- Manage My Grants** (Building icon):
  - ACTION PLANS
  - GRANTEE PROGRAMS
  - PROJECTS
  - ACTIVITIES
  - PERFORMANCE REPORTS
  - GRANTS
- Manage My Financials** (Dollar sign icon):
  - DRAWDOWN
  - PROGRAM INCOME
- Administration** (Crown icon):
  - MANAGE GRANTEES
  - UTILITIES
- Manage My Compliance** (Scales icon):
  - MANAGE FLAGS
  - MONITORING/AUDIT/TA EVENTS

# DRGR URLs

## LOGIN

<https://drgr.hud.gov/DRGRWeb>

## USER MANUAL

<https://www.hudexchange.info/resource/4915/drgr-user-manual/>

- Add the User ID to the “Username” field and add the password to the “Password” field. The password is case sensitive.
- Select the **<I agree to the Terms of Service>** radio button. DRGR users cannot access the DRGR System until they agree to the “Terms of Service.”
- Select the **<Login>** button. If the login attempt is successful, a new page will load.

The screenshot shows the 'CPD Grants Portal Login' page. On the left is a red sidebar with the 'Homes & Communities' logo and a navigation menu. The main content area has a white background with a red header. The login form includes fields for 'Username' and 'Password', a 'Terms of Service' checkbox, and a 'Login' button. Three callout boxes labeled 'a', 'b', and 'c' point to the Username field, the 'I agree to the Terms of Service' checkbox, and the 'Login' button, respectively.

**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Community Planning and Development**

- DRGR
  - Log on to DRGR
  - Getting Started
  - Training
  - Reporting and Guidance
  - Library

**USA.gov**  
Government Made Easy

**Community Planning & Development**

### CPD Grants Portal Login

Please enter your Username (C\*\*\*\*\*, B\*\*\*\*\*, or H\*\*\*\*\*) and Password to log in.

**Username:**

**Password:**

By using this U.S. Government information system you understand and consent to the following:

- The information system Rules of Behavior (RoB) provides the rules that govern the appropriate use of the information system for all government, contract personnel and other federally funded users. The RoB is intended to enhance and further define the specific rules each user must follow while accessing the information system and enforcing user understanding of:
  - HUD's policy requiring a separation of duties between the requestor and approver for financial transactions;
  - Prohibition from misusing the information system, i.e., exceeding their

I agree to the Terms of Service

**FOIA**   **Privacy**   **Web Policies and Important Links**   **Home**

U.S. Department of Housing and Urban Development  
451 7th Street S.W., Washington, DC 20410  
Telephone: (202) 708-1112   TTY: (202) 708-1455  
[Find the address of a HUD office near you](#)

# DRGR Navigation

Grant Number



## Manage My Grants

### ACTION PLANS

- + Add Action Plan
- ✎ Manage Action Plan
- 👁 View Action Plan
- ⬇ Download Action Plan
- 🔍 Search Action Plans
- ✂ Review Tools
- 🔍 Lookup Consolidated Plans

### GRANTEE PROGRAMS

- + Add Grantee Program
- 🔍 Search Grantee Programs

### PROJECTS

- + Add Project
- ✎ Manage Project
- 🔍 Search Projects
- 📁 Upload Project

### ACTIVITIES

- + Add Activity
- ✎ Manage Activity
- 🔍 Search Activities

### PERFORMANCE REPORTS

- ✎ Manage Performance Report
- 🔍 Search Performance Reports
- 📄 Manage Addresses

### GRANTS

- 👁 View Grant
- 🔍 Search Grants
- ✎ Manage Workplan
- 🔍 Search Workplans



## Manage My Financials

### DRAWDOWN

- ✎ Search/Edit Obligation
- + Create a Voucher
- 🔍 Search/Maintain Vouchers

### PROGRAM INCOME

- + Create Receipt
- + Add PI Account
- ✎ Search/Edit PI Accounts
- + Search/Edit Receipts



## Administration

### MANAGE GRANTEES

- + Add Responsible Organizations
- 🔍 Search Responsible Organizations
- 📁 Upload Responsible Organizations
- ✎ Edit Subordinates
- ✎ View Subordinates

### UTILITIES

- 📁 Upload
- ❓ FAQs
- 📄 Subscriptions
- 👤 Manage FAQs



## Manage My Compliance






### MANAGE FLAGS

- 🔍 Search Flags

### MONITORING/AUDIT/TA EVENTS

- + Add Events
- 🔍 Search Events
- 🔍 Search Event Topics

# Administration: User Management

Module	Menu	Submenu Options	Description
 Administration	User Management	 Associate Users to Grants	Grant DRGR Users permission to view and/or edit selected Grant(s)
		 Certify Grantee Users	(Re)certify DRGR Users
		 Request New Users	Request a New User be granted a DRGR User Account and/or Profile
		 Manage Existing Users	Request edits to an existing DRGR User Profile
			Upload DRGR User data directly into

## Grantee Profile:

Grantee	Agency	View Only	Grantee Admin	Request Drawdown	Approve Drawdown	Submit Action Plan	Submit Performance Reports	Staff Rate	Contractor	User Profile Request	Update FAQ	Submit Voucher Docs to HUD	Active
<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Grantee Profile

Only one draw role allowed

N/A

N/A

# Administration: User Management

ADMIN

## Request New User

\* Does staff already have a HUD username in IDIS/DRGR? (e.g. C\*\*\*\*\*, B\*\*\*\*\*, H\*\*\*\*\*)

IDIS  DRGR  No/Unknown/Unable to find

Please search for and select staff user below:

Search Criteria

Username:

Name:

HUD Office:

State/Territory:

Grantee Name:

Search

Reset

Continue to Next Page

ADMIN

## Request New User

Submit | Cancel

\*Indicates Required Field

\*First Name:

Title:

\*Last Name:

Organization:

\*Email:

Phone Number:

Ext:

Address 1:

Fax:

Address 2:

\*PIN (five digits used in initial password):

Address 3:

\*PIN (re-enter):

\*City:

\* Zip Code:

State:

+

Check if user has an existing IDIS or DRGR account.

If so they can use the same ID and password.

Otherwise there is some basic info needed in addition to the roles shown in the next slide.

This will include a PIN they will use if they ever need to call the HITS help desk for a password reset.



To recertify a Grantee User, follow the steps below:

- a. Choose the user to be assigned by selecting the user’s name in the “Users with Expiring Certifications” box.
- b. Select <Certify>. The users name will slide over to the “Certified Users” box.
- c. Select <Save Changes>. The action is complete, and the user is recertified and will be able to access functions available to the user’s role within the Grant.

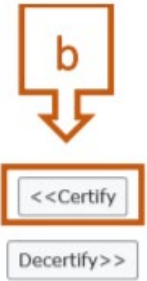
**User Role:** Grantee Administrator

**Menu Option:** Certify Grantee Users

ADMIN  
Certify Grantee Users

**Certified Users:**

GA-Adams,Sally Green-T017GR - Georgia-  
 GA-Bernhardt,Cindi-C22814 - Georgia-  
 GA-Carter,Kimberly-B65849148346148346 - Georgia-  
 GA-Dunn,Simonne-B67715 - Georgia-  
 GA-Gaillard,Crystal-B69152 - Georgia-  
 GA-Lowmon,Tommy-B67398 - Georgia-  
 GA-SORIANO,ALICIA-T018GR - Georgia-  
 GA-Shelly,Crystall-C22813 - Georgia-  
 GA-Tremblay,Kathleen-B68510 - Georgia-  
 SC-Test,John-test01 - Georgia-



**Users with Expiring Certifications:**

GA-Jackson,Lorean-B60338 - Georgia-  
 GA-Lewis,Michael-C99403 - Georgia-  
 GA-Mrus,Sally-B66364 - Georgia-



**Users inactivated due to Expired Certifications:**

GA-Mulkey,Nicholas-TMP\_32490 - Georgia-  
 GA-Mykytyn,Dana-B55502 - Georgia-  
 GA-Robinson,Morrell S.-B00422 - Georgia-  
 GA-Robinson,Steed Morales-C27185 - Georgia-  
 GA-Rush,Tivice-TMP\_33070 - Georgia-  
 GA-Truitt,Pam-C15515 - Georgia-

DRGR Analytics > Shared Reports > Global Admin > A42 - USERS - Grantee DRGR Users with System Role and Certification Status

REPORT HOME TOOLS DATA GRID FORMAT Last update: 12/1/20 10:50:19 AM

PAGE-BY: Grantee State: Maine Grantee: Maine

Data rows: 22 | Data columns: 0

User Contact Name ▲	User Login ▲	User Contact Email ▲	User Status ▲	User Role ▲	User Certification Status ▲	User Last Recertification Update User ▲	User Last Recertification Update Date ▲
[REDACTED]	[REDACTED]	[REDACTED]	Deleted	Grantee Administrator	Expired	SHUMEYKO,ROBERT D.	7/17/2014
				Drawdown View User	Expired	SHUMEYKO,ROBERT D.	7/17/2014
				Drawdown Approve User	Expired	SHUMEYKO,ROBERT D.	7/17/2014
[REDACTED]	[REDACTED]	[REDACTED]	Deleted	Grantee Administrator	Expired	SHUMEYKO,ROBERT D.	7/17/2014
				Drawdown View User	Expired	SHUMEYKO,ROBERT D.	7/17/2014
				Drawdown Approve User	Expired	SHUMEYKO,ROBERT D.	7/17/2014
[REDACTED]	[REDACTED]	[REDACTED]	Inactive	Grantee User	Expired	SHUMEYKO,ROBERT D.	6/28/2016
				Drawdown View User	Expired	SHUMEYKO,ROBERT D.	6/28/2016
				Drawdown Request User	Expired	SHUMEYKO,ROBERT D.	6/28/2016
[REDACTED]	[REDACTED]	[REDACTED]	Active	Grantee Administrator	Recertified	SHUMEYKO,ROBERT D.	6/12/2020
				Submit Action Plan User	Recertified	SHUMEYKO,ROBERT D.	6/12/2020
				Submit Performance Reports User	Recertified	SHUMEYKO,ROBERT D.	6/12/2020
				Drawdown View User	Recertified	SHUMEYKO,ROBERT D.	6/12/2020
				Drawdown Approve User	Recertified	SHUMEYKO,ROBERT D.	6/12/2020
				User Profile - Request	Recertified	SHUMEYKO,ROBERT D.	6/12/2020
[REDACTED]	[REDACTED]	[REDACTED]	Active	Grantee User	Expired	JOHNSON,DEBORAH	1/6/2015
				Drawdown View User	Expired	JOHNSON,DEBORAH	1/6/2015
				Drawdown Request User	Expired	JOHNSON,DEBORAH	1/6/2015
[REDACTED]	[REDACTED]	[REDACTED]	Active	Grantee User	Expired	JOHNSON,DEBORAH	1/6/2015
				Drawdown View User	Expired	JOHNSON,DEBORAH	1/6/2015
				Drawdown Request User	Expired	JOHNSON,DEBORAH	1/6/2015

## Data Analytics

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ANALYTICS

- 📊 Reports
- 📊 Public Data Portal









DRGR has a separate reports module to view data in a few categories:

- ADMIN-** status of plans, reports, user accounts
- FIN** – financial data such as budgets vs. exp, vouchers
- PERF** – Proposed vs. actual expenditures

This report is to help check grantee user roles and account status



# Adding an Action Plan

Module	Menu	Submenu Options	Description
 Manage My Grants	Action Plans	 Add Action Plan	Add a new Action Plan in DRGR
		 Manage Action Plan	Edit an existing Action Plan
		 View Action Plan	View an existing Action Plan
		 Download Action Plan	Download Action Plan PDF
		 Search Action Plans	Search for Action Plans in DRGR
		 Review Tools	Access Action Plan Review Tools
		 Lookup Consolidated Plans	Lookup Consolidated Plans in DRGR

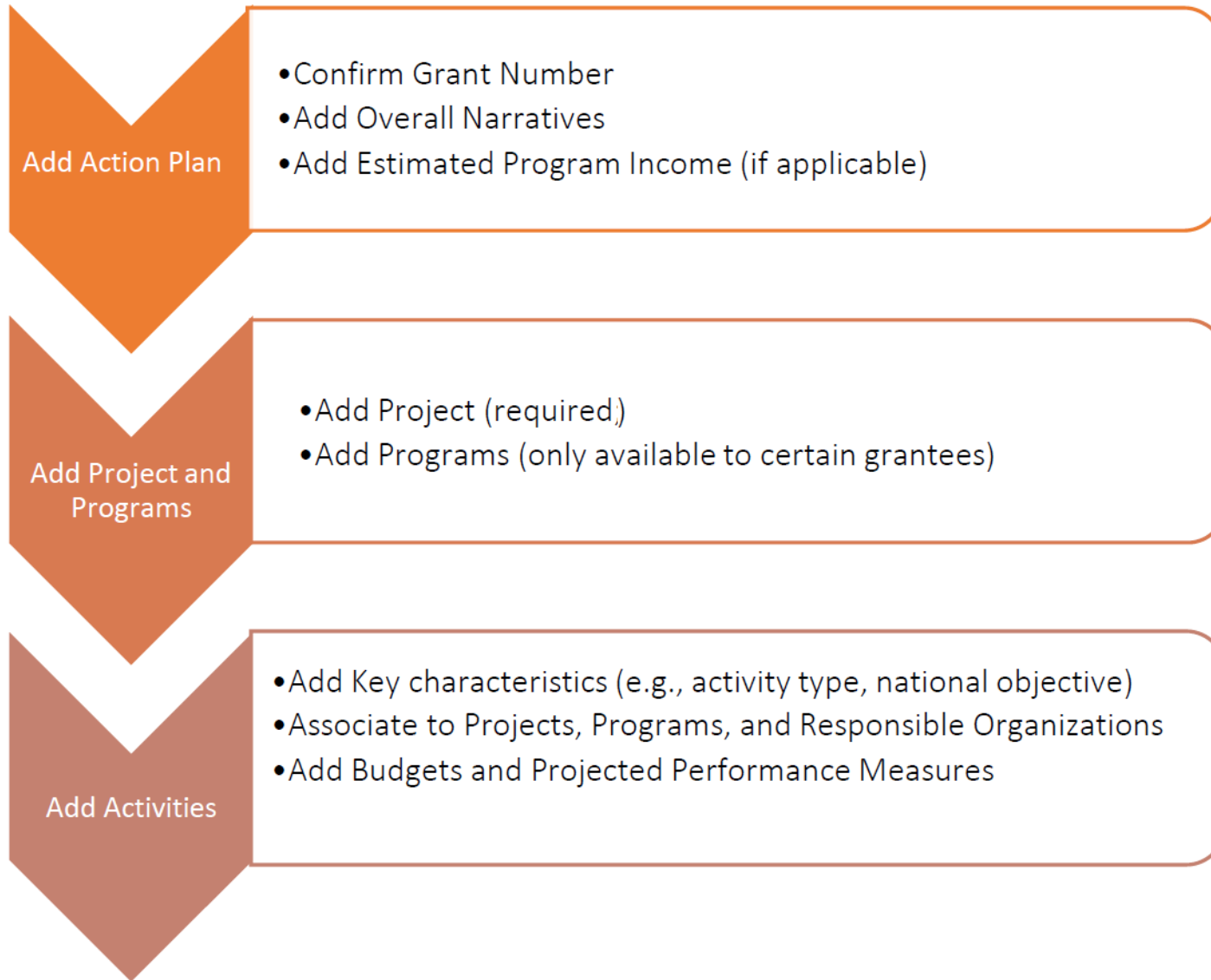
### Add Action Plan

Please confirm that you want to Add an Action Plan for the Grant listed below:

Appropriation:	EPGP - FY 21
Grant Number:	EP-21-XX-001
Grant Award Amount:	\$1,000,000.00
Grant Status:	Active
Grant Description:	EP-21-XX-001

Cancel
Confirm Grant

# Key Components of DRGR Action Plans



In DRGR, projects are used to group activities. If the Projects match the budget line items from a grant, the performance reports will roll up the budgets and spending by these projects so that it can be compared against the application/grant award documents.

Grantees also need to add Responsible Organizations before they add activities. If the grantee is managing the activity, they are the responsible organization. If there are subawards/subrecipients then users need to set up responsible organization profiles for each one.

# Action Plan: Estimated Program Income (PI)/Revolving Loan (RL) Funds

Activity budgets must include grant funds and estimated program income. To accommodate this, grantees must also project the estimated program income /RL funds at the grant level because DRGR will only allow activity budgets up to the amount of the grant plus these funds.

## Edit Estimated Funds

Enter the estimated PI/RL funds for the grant and click Save.

B-18-DP-13-0001:

Cancel

Save

## Manage Action Plan

[← Back](#) [✓ Submit Plan](#)

Grant Number: TEST GRANT  
Grantee Name: Georgia  
Appropriation Code: 2013 SDY  
Action Plan Status: Original - In Progress

LOCCS Authorized Amount: \$0.00  
Grant Award Amount: \$10,000,000,000,000.00  
Total Estimated PI/RL Funds: \$0.00  
Total Budget: \$10,000,000,000,000.00

[✎ Edit](#)

If none, set PI/RL Funds to \$0.00

Financials | Narratives | Documents | **Activity Budgets** | Projects | Activities | History | Upload

### Financials

#### Grant Funding

Grant Type	Grant Number	LOCCS Authorized Amount	Grant Award Amount	Total Estimated PI/RL Funds	Restricted Budget	Available To Budget	Activity Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
Parent	TEST GRANT	\$0.00	\$10,000,000,000,000.00	\$0.00	\$10,000,000,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

#### Funding Sources

No Results Found

[+ Add Funding Source](#)

# Action Plan: Other Funding Sources

## Financials

### Grant Funding

Grant Type	Grant Number	LOCCS Authorized Amount	Grant Award Amount	Total Estimated PI/RL Funds	Restricted Budget	Available To Budget	Activity Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
Parent	B-18-DP-13-0001	\$37,943,000.00	\$37,943,000.00	\$590,000.00	\$0.00	\$37,943,000.00	\$35,959,106.00	\$21,817,943.00	\$588,113.42	\$588,113.42	\$0.00

### Funding Sources

Funding Source Name	Funding Type	Actions
County Investment Funds	City Funds	
FEMA	FEMA Mitigation	
FEMA PA	FEMA Public Assistance	

[Add Funding Source](#)

Other funds are used to document match and leverage, if applicable. In order to show this in performance reports, grantees set up sources at the action plan level.

#### Add Funding Source

Enter the values and click save.

\* Funding Source Name:

\* Funding Type:

# Action Plan: Adding Narratives

## Manage Action Plan

[Back](#) [Submit Plan](#)

Grant Number:	EP-21-XX-001	LOCCS Authorized Amount:	\$0.00
Grantee Name:	rogco	Grant Award Amount:	\$1,000,000.00
Appropriation Code:	EPGP - FY 21	Total Estimated PI/RL Funds:	\$0.00 <a href="#">Edit</a>
Action Plan Status:	Original - In Progress		

### Narratives

Documents

Financials

Measures

Projects

Activities

History

Upload

### Narratives Summary

RF1: Capacity and Organizational Experience

[Edit](#)

RF2: Extent of the Problem

[Edit](#)

RF3: Soundness of Approach

[Edit](#)

RF4: Budget

[Edit](#)

#### Add/Edit Narrative - RF1: Capacity and Organizational Experience

File Edit View Insert Format Tools Table

**B** *I* U [List Icons] [Undo] [Redo] [Table Icon] [Link Icon] [Image Icon]

[Add table](#)

[Add Image](#)

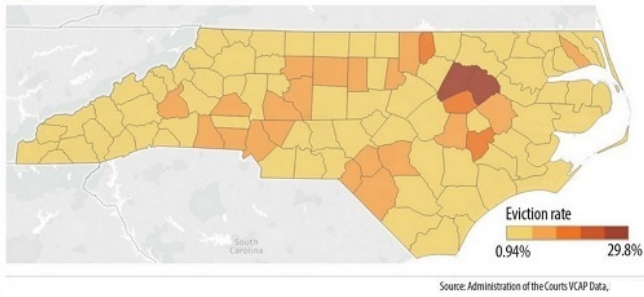
Cancel Save

## Add/Edit Narrative - RF2: Extent of the Problem

File Edit View Insert Format Tools Table



Figure 2: Eviction filings rate by county,



### Insert/Edit Image

Source

\* Image description

Image title

Width

Height

Cancel

Save

Cancel

Save

P > IMG

## Action Plan

Grantee: **rogco**

Grant: **EP-21-XX-001**

LOCCS Authorized Amount: \$ 0.00  
Grant Award Amount: \$ 1,000,000.00  
Status: Original - In Progress

Estimated PI/RL Funds:

Total Budget: \$ 1,000,000.00

### Funding Sources

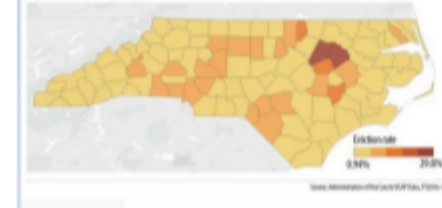
No Funding Sources Found

### Narratives

RF1: Capacity and Organizational Experience:

RF2: Extent of the Problem:

Figure 2: Eviction filings rate by county, 2016-17



RF3: Soundness of Approach:

# Add Table: Insert Table before pasting with cursor in the first cell

Add/Edit Narrative - Project Timeline

File Edit View Insert Format Tools Table

B I U [List Icons]

Table

- Table
- Table properties
- Delete table
- Cell
- Row
- Column

5x10

Milestone Project Goals	Related Objectives and Activities	Expected Completion Date	Organization or Person Responsible
Receive notice of award	Sign award and implement program	October 2021	JALA CEO
Meet with project partners and sign MOUs	Provide the partners with an overview of the project and plan for implementation	October 2021	All Project Staff
Send project staff to appropriate trainings	Ensure they are up-to-date on the trends in the field	November 2021	Project Management (Deputy Directors, CEOs)
Promote and foster	Participate in regional eviction		

TABLE » TBODY » TR » TD

Cancel Save

## Project Timeline:

Milestone Project Goals	Related Objectives and Activities	Expected Completion Date	Organization or Person Responsible
Receive notice of award	Sign award and implement program	October 2021	JALA CEO
Meet with project partners and sign MOUs	Provide the partners with an overview of the project and plan for implementation	October 2021	All Project Staff
Send project staff to appropriate trainings	Ensure they are up-to-date on the trends in the field	November 2021	Project Management (Deputy Directors, CEOs)
Promote and foster collaboration among key community agencies	Participate in regional eviction collaboration meetings and conference calls and provide technical assistance	Monthly	Direct Service Staff (Attorneys and Paralegals)
Identify clients and provide specialized legal services within the target area	Identify clients experiencing eviction related legal issues Complete intakes and assessment of potential clients Provide legal assistance based upon assessment of clients/legal needs Maintain case notes for each client Refer clients to other social service providers for assistance based upon identified needs	Begin in October 2021 and continue throughout the funding period	Direct Service Staff (Attorneys and Paralegals)
Utilize technology to target rural populations and reduce rural evictions	Target outreach to the judiciary with regard to ongoing Zoom eviction hearings in rural / hard to reach areas Market and train the general public on FloridaEvictionHelp.org	Begin in November 2021 and continue throughout the funding period	Direct Service Staff (Attorneys and Paralegals); Marketing Staff
Provide training and education on eviction sealing procedures to practitioners across the state	Identify prospective partners and market the training Develop a comprehensive training plan and seminar outline for CLE credits	Begin in January 2022, and continue quarterly until grant end date	Project Attorneys, Marketing Staff
Conduct training and educational outreach activities	Conduct eviction prevention trainings with law enforcement, legal professionals, medical professionals, and community stakeholders Provide outreach services to local community groups and serve on local panels discussing the issue of eviction Collect data on the training participants and their satisfaction and knowledge increase from the training	At least once per quarter, beginning December 2021	All Project Staff
Complete required grant reporting	Use collected data to complete reports and document services into the data base Submit reports of evaluation to HUD	Quarterly, annually, and end of the project period	Project Management from JALA

# Document Uploads – Action Plan Level

## Manage Action Plan

[← Back](#) [✔ Submit Plan](#)

<b>Grant Number:</b>	B-16-ND-01-0001	<b>LOCCS Authorized Amount:</b>	\$0.00
<b>Grantee Name:</b>	rogco	<b>Grant Award Amount:</b>	\$100.00
<b>Appropriation Code:</b>	2013 NDR	<b>Total Estimated PI/RL Funds:</b>	\$0.00
<b>Action Plan Status:</b>	 Modified - Resubmit When Ready		<a href="#">✎ Edit</a>

[Narratives](#)

**[Documents](#)**

[Financials](#)

[Measures](#)

[Projects](#)

[Activities](#)

[History](#)

[Upload](#)

### Supporting Documents 0

*The file size limit is 3MB. Valid file extensions are: .png, .gif, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .csv, .ppt, .pptx, and .pdf.*





[+ Add Document](#)

No results found.

Documents can be uploaded at either the Action Plan or the activity level. To do this, select the DOCUMENTS tab. Please avoid special characters in the file name such as #, &, or commas. This can prevent users from opening these attachments.



# Responsible Organizations

 Administration	Manage Grantees	 Add Responsible Organizations	Add Responsible Organizations
		 Search Responsible Organizations	Search and edit existing Responsible Organizations
		 Upload Responsible Organizations	Upload Responsible Organization data directly into DRGR


In DRGR Action Plans, grantees must assign which organization is responsible for administering the activity.

This could be the grantee. If there is a subaward/subrecipient, grantees must add profiles for these organizations before they can add activities in the DRGR action plan.

RESPONSIBLE ORGANIZATION  
 Add Organization  
 \* Please select save button to enable SAM lookup.

Save | Cancel

\* Indicator required field

<p><b>Profile</b></p> <p>*Organization Name:  <input type="text"/></p> <p>*Organization Type:  <input type="text" value="-- Select --"/></p> <p>*DUNS #:    Ext:  <input type="text"/>    <input type="text"/></p> <p>System for Award Management:  <input type="button" value="Lock Up"/>  <span style="background-color: green; color: white; padding: 2px;">Entity</span>    Status:                  Entity DUNS#:    CAGE Code:                  Has Active Exclusion?    DoDAAC:                  Expiration Date:    Delinquent Federal Debt?</p> <p>Address Line 1:  <input type="text"/></p> <p>Address Line 2:  <input type="text"/></p> <p>Address Line 3:  <input type="text"/></p> <p><small>(ex. Division of Housing)</small></p> <p>*City:    *State/Territory:  <input type="text"/>    <input type="text" value="-- Select --"/></p> <p>Zip Code:  <input type="text"/></p>	<p><b>Contact Information</b></p> <p>First Name:  <input type="text"/></p> <p>Middle Initial:  <input type="text"/></p> <p>Last Name:  <input type="text"/></p> <p>Title:  <input type="text"/></p> <p>Email:  <input type="text"/></p> <p>Address:  <input type="text"/></p> <p>City:  <input type="text"/></p> <p style="text-align: right;">State:  <input type="text" value="-- Select --"/></p> <p>Zip Code:  <input type="text"/></p> <p>Telephone:  <input type="text"/></p> <p>Ext:  <input type="text"/></p>
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# Action Plan: Projects

## Manage My Grants

### ACTION PLANS

- + Add Action Plan
- ✍ Manage Action Plan
- 👁 View Action Plan
- ⬇ Download Action Plan
- 🔍 Search Action Plans
- ✂ Review Tools
- 🔍 Lookup Consolidated Plans

### PROJECTS

- + Add Project
- 🔍 Search Projects

## Search Projects

Search Criteria

Project Number:

Grant Number:

Project Title:

Grantee Name:

### Search Results 10

- Copy
- Print
- CSV
- Excel

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

### Add Project

**Details**

\* Project Number:

\* Project Title:

\* Project Description:

Project Designation:

Fund:  Revolving Loan Fund

\* Project Status:

Project Effective Date:

Project End Date:

**Budget**

\* B-18-DP-13-0001

Project Budget Amount: \$

For EPGP:

- Administration
- Eviction Services

# Examples of Projects and Activities

## ACTION PLANS

View Action Plan

**Grant Number:** B-10-DF-44-0001

**Grantee Name:** Rhode Island

**LOCCS Authorized Amount:** \$8,935,237.00

**Grant Award Amount:** \$8,935,237.00

**Estimated PI/RL Funds:**

**Total Budget:** \$8,935,237.00

- Disaster Damage
- Recovery Needs
- Public Comment
- View Action Plan Comments
- View Action Plan History
- View Review Checklist History

Project #	Project Title	Grantee Activity #	Activity Title
1	Administration	1a	State Administration
		1b	Local Administration
2	Public Facilities and Improvements	10r	West Warwick, Gendron Street
		11	West Warwick, Natco Pond
		12	Westerly, White Rock Drainage
		14	Johnston, Pump Stations
		18	Westerly, DPW Access
		19	Bristol, Silver Creek Improvements
		22	Richmond, Alton Fire Station Lot
		25	East Providence, Runnins River Flow
		26	Coventry, Industrial Drive Culverts
		27	Providence, City of Providence...

For EPGP if there were 3 agencies working on a grant this might be:

Project Title	Activity Title
Administration	Agency 1 Admin
	Agency 2 Admin
	Agency 3 Admin
Eviction Services	Agency 1 Eviction Protection
	Agency 2 Eviction Protection
	Agency 3 Eviction Protection

# Action Plan: Activities

## Manage Action Plan

[Back](#) [Submit Plan](#) [Public Action Plan](#)

**Grant Number:** EP-21-XX-001  
**Grantee Name:** rogco  
**Appropriation Code:** EPGP - FY 21  
**Public Action Plan Status:** ⌚ Original - In Progress  
**Action Plan Status:** ⌚ Original - In Progress

**LOCCS Authorized Amount:** \$0.00  
**Grant Award Amount:** \$1,000,000.00  
**Total Estimated PI/RL Funds:** \$0.00  
**Total Budget:** \$1,000,000.00

[Edit](#)

[Narratives](#)

[Documents](#)

[Financials](#)

[Measures](#)

[Projects](#)

**Activities**

[History](#)

[Upload](#)

[+ Add Activity](#)

## Activities

Search Criteria ▾

Grantee Activity Number:

Enter Grantee Activity Number ...

Activity Title:

Enter Activity Title ...

Project Number:

Enter Project Number ...

Activity Status:

Select Activity Status ... ▾

Reset

Search

Search Results **0**

No results found matching your search. Please revise your search criteria and try again.

# Action Plan: Activities

## ACTIVITIES

 Add Activity

 Search Activities 

 Restore Activities 

[Back](#)

## Search Activities

### Search Criteria

Grant Number:

Project Number:

Grantee Program Name:

Grantee Activity Number:

Activity Title:

Activity Type:

Responsible Organization:

Activity Status:

Reset

Search

## Matching Results 2

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

To edit existing activities, use SEARCH ACTIVITIES and use the EDIT/VIEW icon in the ACTIONS column

Grantee Name	Grant Number	Grantee Activity Number	Activity Title	Activity Type	Responsible Organization	Project Number	Grantee Program Name	National Objective	Activity Status	Actions
rogco	EP-21-XX-001	02-003	Fairview Eviction Protection	Eviction Protection	Fairview Legal Services	2		EPGP	Under Way	
rogco	EP-21-XX-001	02-01	Tri-County Eviction Protection	Eviction Protection	Tri-County Legal Services	2		EPGP	Under Way	

# Action Plan: Activities – Primary Profile Details

## Add Activity

### Details

\* Project: Eviction Protection Services

\* Activity Type: Eviction Protection

Environmental Assessment: EXEMPT

\* National Objective: EPGP

Grantee Program:

\* Grantee Activity Number: 02-01

\* Activity Title: Tri-County Eviction Protection

\* Activity Description:

File Edit View Insert Format Tools Table

**B** *I* U [List Icons] [Undo] [Redo] [Table Icon] [Link Icon]

Eviction Protection Services in the Tri-County Area

\* Activity Status: Under Way

- Planned
- Under Way**
- Cancelled
- Completed

\* Projected Start Date: 12/15/2021

\* Projected End Date: 12/15/2023

\* Responsible Organization: Tri-County Legal Services

### Budget

Activity Budget

\* EP-21-XX-001 \$ 250000

Activity draws can only be made for activities when their status is changed to UNDER WAY.

Cancel Save

# Action Plan: Activities – Financial Info

## Manage Activity

**Grant Number:** B-18-DP-13-0001      **Activity Number:** 01 - DCA ADMIN  
**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 Type:** N/A  
**Project Title:** 01- DCA-UAT Update 1      **Responsible Organization:** Georgia Department of Community Affairs  
**Grantee Program:**      **Activity Status:** ✔ Under Way

[← Back](#)

[✎ Edit](#)

[Financials](#)

[Details](#)

[Documents](#)

[Measures](#)

[Environmental](#)

### 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

#### Funding Sources

Funding Source Name	Funding Type	Matching Fund Amount	Other Fund Amount

[✎ Edit](#)

### Budget

Adjust Project Budget:  Yes  No

Activity Budget

Activity MID Budget

\* X-20-R-8-18032    \$ 50,000.00    \$ 20,000.00

[Cancel](#) [Save](#)

Add Activity ✕

---

Details

\* Project:

\* Activity Type:

Environmental Assessment:

\* National Objective:

Grantee Program:

\* Grantee Activity Number:

\* Activity Title:

\* Activity Description: 

File Edit View Insert Format Tools Table  
**B I U** |

\* Activity Status:

\* Projected Start Date:

\* Projected End Date:

\* Responsible Organization:

---

Budget

Activity Budget      Activity MID Budget

\* B-11-DN-13-0001    \$ Enter Budget ...    \$ Enter MID Budget ...

[Cancel](#) [Save](#)

# Action Plan: Activities – Other Details

## Manage Activity

[← Back](#)

<b>Grant Number:</b>	X-20-R-8-18032	<b>Activity Number:</b>	Activity 1	<a href="#">✎ Edit</a>
<b>Grantee Name:</b>	Louisiana	<b>Activity Title:</b>	Activity 1	
<b>Appropriation Code:</b>	2013 SDY	<b>Activity Type:</b>	Acquisition - general	
<b>National Objective:</b>	N/A	<b>Projected Start &amp; End Date:</b>	2020-01-01 - 2020-12-31	
<b>Project Number:</b>	Project 1	<b>Benefit Report Type:</b>	N/A	
<b>Project Title:</b>	Project 1	<b>Responsible Organization:</b>	1026 Constance, LLC	
<b>Grantee Program:</b>	Automated Test Grantee Program 25237	<b>Activity Status:</b>	<span style="color: green;">✔</span> Planned	

[Financials](#)

[Details](#)

[Documents](#)

[Measures](#)

[Environmental](#)

### Additional Details

Activity Description

Test Activity Description

Location Description

No Result Found.

[✎ Edit](#)

Drawdown Block

Blocked by Grantee:  
HUD Block Drawdown:

No  
No

[✎ Edit](#)



# Action Plan: Activities – Performance Measures and Beneficiaries

Financials

Details

Documents

Measures

Environmental

## Performance Measures

### Benefit Reporting Performance

Benefit Report Type:

Direct Benefit - HH

[Edit](#)

### Proposed Accomplishments

Performance Measure

Proposed Total

[Edit](#)

# Cases closed

# ELI Households (0-30% AMI)

# VLI Households (30-50% AMI)

# LI Households (50-80% AMI)

# Tenancy preserved, client remained in home

Put income break-outs in the Accomplishment section only.

### Proposed Beneficiaries

Performance Measure

Proposed Total

Low

Mod

[Edit](#)

No Proposed Beneficiaries selected

Performance Measure

Proposed Total

Low

Mod

# of Households

Put in goals for total households here so you can report race/ethnicity in the QPRs.

Leave these blank. "Low" and "Mod" are terms used in CPD grant programs.

# Action Plan: Activities - Measures

## Manage Activity

<b>Grant Number:</b>	X-20-R-8-18032	<b>Activity Number:</b>	
<b>Grantee Name:</b>	Louisiana	<b>Activity Title:</b>	
<b>Appropriation Code:</b>	2013 SDY	<b>Activity Type:</b>	Affordable R
<b>National Objective:</b>	N/A	<b>Projected Start &amp; End Date:</b>	2020-01-01
<b>Project Number:</b>	Project 2	<b>Benefit Report Type:</b>	
<b>Project Title:</b>	Project 2	<b>Responsible Organization:</b>	1026 C
<b>Grantee Program:</b>		<b>Activity Status:</b>	

Financials

Details

Documents

**Measures**

### Performance Measures

#### Benefit Reporting Performance

[Edit](#)

#### Proposed Accomplishments

Performance Measure	Proposed Total
Activity funds eligible for DRHF (like Only)	
# of Properties	

[Edit](#)

#### Proposed Beneficiaries

Performance Measure	Proposed Total	Low	Mod
No Proposed Beneficiaries selected			

[Edit](#)

### Edit Accomplishment Performances

Performance Measure	Proposed Total
# Cases closed	<input type="text" value="Total..."/>
# ELI Households (0-30% AMI)	<input type="text" value="Total..."/>
# VLI Households (30-50% AMI)	<input type="text" value="Total..."/>
# LI Households (50-80% AMI)	<input type="text" value="Total..."/>
# Tenancy preserved, client remained in home	<input type="text" value="Total..."/>

[Edit](#)

[Edit](#)

Performance Measure	Proposed Total	Low	Mod
# of Households	<input type="text" value="10"/>	X	X

Put in goals for PDR income levels in the Accomplishments section.  
 The income levels in the Beneficiary section are for CPD grant programs.

# Action Plan: Activities - Documents

## Manage Activity

[← Back](#)

<b>Grant Number:</b>	B-16-ND-01-0001	<b>Activity Number:</b>	542021	<a href="#">✎ Edit</a>
<b>Grantee Name:</b>	rogco	<b>Activity Title:</b>	Bayou Buyout 2021	
<b>Appropriation Code:</b>	2013 NDR	<b>Activity Type:</b>	Rehabilitation/reconstruction of residential structures	
<b>National Objective:</b>	Urgent Need	<b>Projected Start &amp; End Date:</b>	05/02/2021 - 08/21/2021	
<b>Project Number:</b>	NDR-04	<b>Benefit Report Type:</b>	Direct: Households	
<b>Project Title:</b>	CDBG-DR Funded Project 02	<b>Responsible Organization:</b>	City of Green Acres1	
		<b>Activity Status:</b>	<span style="color: green;">✔</span> Under Way	

Financials	Details	Documents	Measures	Environmental
------------	---------	-----------	----------	---------------

**Supporting Documents** 0

The file size limit is 3MB. Valid file extensions are: .png, .gif, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .csv, .ppt, .pptx, and .pdf.

[➕ Add Document](#)

No results found.

Name	Date	Type	Uploaded By	Actions
HUD logo.jpg	04/23/2020	JPG	Glen Misner	 
add activity test.csv	04/23/2020	CSV	Glen Misner	 

Grantees can upload support documents at the Action Plan and the Activity level

Similar uploads will be available in Quarterly Performance Reports. This will include more detailed beneficiary data from the HUD Form 52698 Client Services and Outcomes Report.


# Action Plan: Activities - Environmental

Financials      Details      Documents      Measures      **Environmental**

---


Environment

---

Environmental Assessment      Assessment Status:      UNDERWAY      


---

Environmental Reviews  
No Results Found



Options include Exempt, Completed, or Underway

If there are environmental reviews in the HEROS system, you can search for and list these in DRGR

Add Environmental Review × 

Search Criteria ▾

HUD Program:	<input type="text" value="Select Option"/>	ER Status:	<input type="text" value="Select Option"/>
Level Of Review:	<input type="text" value="Select Option"/>	Review Type:	<input type="text" value="Select Option"/>
ER-ID:	<input type="text"/>	Year of Review:	<input type="text"/>
Project Name:	<input type="text"/>	Responsible Entity:	<input type="text"/>
Partner:	<input type="text"/>	City:	<input type="text"/>
State:	<input type="text" value="Select Option"/>		

# Action Plan: Submit

User Role: Grantee User  
(with Submit Action Plan role)

Menu Option:  Manage Action Plan

## Manage Action Plan

[← Back](#) [✔ Submit Plan](#)

Grant Number: TEST GRANT  
Grantee Name: Georgia  
Appropriation Code: 2013 SDY  
Action Plan Status:  Original - In Progress

LOCCS Authorized Amount: \$0.00  
Grant Award Amount: \$10,000,000,000.00  
\$0.00  
\$0,000.00

[✎ Edit](#)

[Financials](#)

[Narratives](#)

[Documents](#)

[Measures](#)

[Programs](#)

[Upload](#)

Submit Action Plan for Review

Submission Comments:

# Action Plan: Submit

User Role: Grantee User

Menu Option:  Manage Action Plan

Action Plan submitted. ×

## Manage Action Plan ← Back

Grant Number:	TEST GRANT	LOCCS Authorized Amount:	\$0.00
Grantee Name:	Georgia	Grant Award Amount:	\$10,000,000,000,000.00
Appropriation Code:	2013 SDY	Total Estimated PI/RL Funds:	\$0.00 <a href="#">Edit</a>
Action Plan Status:	 Submitted - Await for Review	Total Budget:	\$10,000,000,000,000.00

### Create Email

- Success: Action Plan has been saved.

\*Indicates Required Field

Note: Multiple email addresses must be separated by a semi-colon. For Example: abc@hud.gov; xyz@hud.gov

To :

Cc :

**\*Subject:**

DRGR Notification[3] - Action Plan for Grant: TEST GRANT Grantee: GeorgiaSubmitted for HUD Review

**Message:**

DRGR Notification[3] - Action Plan for Grant: TEST GRANT Grantee: GeorgiaSubmitted for HUD Review

# Action Plan: Review

User-Role: HUD User

Menu-Option:  Review Action Plan

## ACTION PLANS

View All Action Plans

- Action plan cannot be reviewed unless in submitted status.

1 Page 2 >

State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
GA	Georgia	B-96-DR-13-0001	Close	Original - In Progress	Review Performance Reports
GA	Georgia	B-94-DA-13-0001	Close	Original - In Progress	Review Performance Reports
GA	Albany, GA	B-94-MA-13-0001	Close	Original - In Progress	Review Performance Reports
GA	Macon, GA	B-94-MA-13-0005	Close	Original - In Progress	Review Performance Reports
GA	Savannah, GA	B-94-MA-13-0006	Close	Original - In Progress	Review Performance Reports
GA	Warner Robins, GA	B-94-MA-13-0008	Close	Original - In Progress	Review Performance Reports
GA	Georgia	B-98-DD-13-0001	Close	Submitted - Await for Review	Review Performance Reports
GA	Georgia	B-08-DN-13-0001	Active	Modified - Resubmit When Ready	Review Performance Reports

# Action Plan: Review

## ACTION PLANS

- Manage Action Plan
- View Action Plan
- Download Action Plan
- Search Action Plans
- Review Tools**
- Lookup Consolidated Plans

Any edits such as activity budget or status will trigger a change in the Action Plan status to “Modified - Resubmit When Ready”

Action Plans must be approved before grantees can submit Quarterly Performance Reports.

**Action Plans**

**Review Tools**

**Grant Number:**  
S-H2-00-53-0000

**Grantee Name:**  
Community Frameworks1

**Grantee Submission Comments:**  
None

**HUD Review Comments:**  
None

**HUD Review Supporting Documents:**  
None

**Display Changes**  
[Display changes from prior approved review](#)

View One File with Diff | View Files Side by Side

Number of differences: 3 differences from 1 line.

	Current		Prior
- 1	Action Plan	1	Action Plan
2		2	
3	Grantee: Community Frameworks1	3	Grantee: Community Frameworks1
4		4	
5	Grant: S-H2-00-53-0000	5	Grant: S-H2-00-53-0000
6	Grant Award Amount: 1,320,232.00	6	Grant Award Amount: 1,320,232.00
7	LOCCS Grant Amount: 1,320,232.00	7	LOCCS Grant Amount: 1,320,232.00
8	Estimated PI: .00	8	Estimated PI: .00
9	Total Budget: 1,320,232.00	9	Total Budget: 1,320,232.00
10		10	
11	Funding Sources:	11	Funding Sources:
12	None	12	None
13		13	
14	Narratives	14	Narratives
15		15	
16		16	
17		17	
18	PROJECT/ACTIVITIES:	18	PROJECT/ACTIVITIES:
19		19	
20	Project Number: Admin Funds	20	Project Number: Admin Funds
21	Project Title: CF Admin Funds	21	Project Title: CF Admin Funds
22	Project Description: CF Admin Funds,	22	Project Description: CF Admin Funds,
23		23	
24	Project Budget: 264,046.00	24	Project Budget: 264,046.00
25		25	
26	Activity: 1	26	Activity: 1
27	Project Number: Admin Funds	27	Project Number: Admin Funds
28	Title: CF Admin Funding	28	Title: CF Admin Funding



# Action Plan: Review



## Manage My Grants

### ACTION PLANS

- Manage Action Plan
- View Action Plan
- Download Action Plan
- Review Action Plan
- Search Action Plans
- Review Tools
- Lookup Consolidated Plans

Action Plan Review Checklists are accessed in Review Tools

<b>Grant Number:</b> B-08-DN-22-0001	<b>Grantee Name:</b> Louisiana
<b>LOCCS Authorized Amount:</b> \$34,183,994.00	<b>Grant Award Amount:</b> \$34,183,994.00
<b>Estimated PI/RL Funds:</b> \$1,492,496.02	<b>Total Budget:</b> \$35,676,490.00
<b>Status:</b> Submitted - Await for Review <input type="button" value="Save Review"/>   <input type="button" value="Cancel Review Action Plan"/>	
<b>Changes from Prior Review</b> Display changes from prior approved review	
<b>SUBMISSIONS COMMENTS</b>	
<b>Action Plan Submission Comments</b> None	
<b>Action Plan Review Comments</b> <div style="border: 1px solid #ccc; height: 100px;"></div>	
<b>ADD DOCUMENTS IN SUPPORT OF REVIEW</b>	
<b>Supporting Documents</b> * Valid file extensions are: .png .gif .jpg .jpeg .doc .docx .xls .xlsx .ppt .pptx .pdf None <a href="#">Add Additional Documents</a>   <a href="#">Remove Selected Document</a>	

Approval and Rejection are done using the Status dropdown

# Action Plan: Adjusting Activity Budgets

When the grant is fully funded down at the activity level, it can be a challenge if unspent funds need to be reallocated or a draw needs to be revised across activities. Run Report F67 to come up with a game plan.

- In this case, there is a need to revise a voucher for \$4000. To do this, we must
- 1) temporarily reduce budget on a housing activity with enough \$ between budget and obligation
  - 2) Increase **Fargo** budget by \$4000
  - 3) Increase **Fargo** obligation by \$4000
  - 4) Revise voucher and submit for approvals
  - 5) Reduce **DC** budget by \$4000 after it is completely approved at all levels
  - 6) Restore \$4000 to budget of temporarily deflated activity budget

	A	B	C	D	E	F	G	H	I
7	Activity Number	Activity Title	Activity Type	Activity National Objective	Activity Status	Activity Responsible Org	Total Budget (PF & PI)	Total Obligation (PF & PI)	Grant Fund Disbursed (PF)
8	03-01	Training and TA	VHRMP - Training and Technical Assistance	VHRMP	Under Way	Grantee X	\$45,400.00	\$10,000.00	\$10,000.00
9	1	Admin	VHRMP - Administration	VHRMP	Under Way	Grantee X	\$59,867.00	\$7,000.00	\$6,581.93
10	2	Staffing	VHRMP - Administration	VHRMP	Under Way	Grantee X	\$73,692.00	\$27,000.00	\$26,986.81
11	3	Marketing and Program Promotion	VHRMP - Administration	VHRMP	Under Way	Grantee X	\$26,040.00	\$5,000.00	\$4,832.50
12	AAC	VHRMP Anne Arundel County	VHRMP - Housing	VHRMP	Planned	Anne Arundel County	\$0.00	\$0.00	\$0.00
13	CA	VHRMP Central Alabama	VHRMP - Housing	VHRMP	Under Way	Central Alabama	\$5,000.00	\$4,000.00	\$4,000.00
14	Dayton	VHRMP Dayton	VHRMP - Housing	VHRMP	Planned	Dayton	\$0.00	\$0.00	\$0.00
15	DC	VHRMP DC and Alexandria	VHRMP - Housing	VHRMP	Under Way	DC Alexandria	\$10,000.00	\$8,000.00	\$8,000.00
16	EBN	VHRMP East Bay NoVHRMP h	VHRMP - Housing	VHRMP	Under Way	East Bay North	\$60,000.00	\$48,000.00	\$48,000.00
17	EP	VHRMP El Paso	VHRMP - Housing	VHRMP	Planned	El Paso	\$15,000.00	\$12,000.00	\$12,000.00
18	FMA	VHRMP Fargo Moorhead Area	VHRMP - Housing	VHRMP	Under Way	Fargo-Moorhead Area	\$5,000.00	\$4,000.00	\$4,000.00
19	Glynn	VHRMP Glynn County	VHRMP - Housing	VHRMP	Planned	Glynn County	\$0.00	\$0.00	\$0.00
20	Greater D M	VHRMP Greater Des Moines	VHRMP - Housing	VHRMP	Planned	Greater Des Moines	\$0.00	\$0.00	\$0.00
21	HC	VHRMP Howard County	VHRMP - Housing	VHRMP	Under Way	Howard County	\$30,000.00	\$24,000.00	\$24,000.00
22	K Country	VHRMP Kiamichi Country	VHRMP - Housing	VHRMP	Planned	Kiamichi Country	\$0.00	\$0.00	\$0.00
23	KC	VHRMP Kansas City	VHRMP - Housing	VHRMP	Planned	Kansas City	\$0.00	\$0.00	\$0.00
24	LI	VHRMP Long Island	VHRMP - Housing	VHRMP	Under Way	Long Island	\$30,000.00	\$30,000.00	\$24,000.00