
Disaster Recovery Grant Reporting System (DRGR) Action Plan Module – Draft User Guide

May 9, 2011

**U.S. Department of Housing and Urban Development
Office of Community Planning and Development**

DRGR 7.2 Release



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)



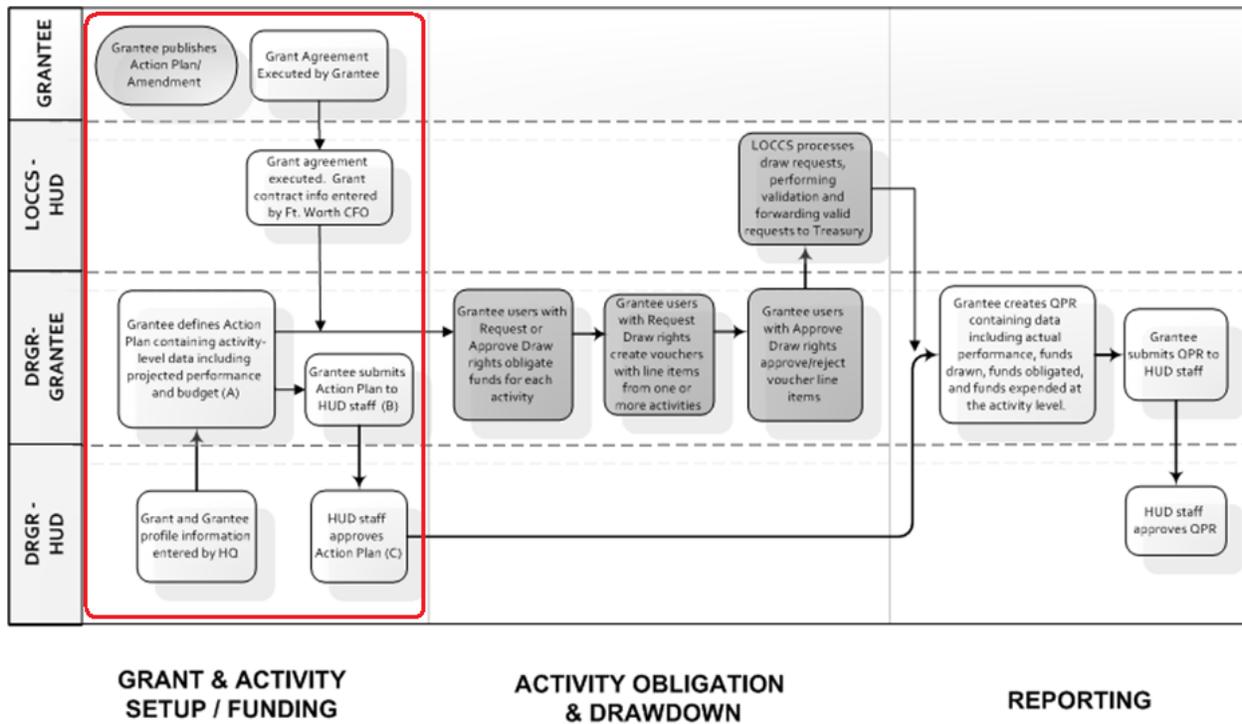
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4.0 ACTION PLAN MODULE

As part of the CDBG program and related programs such as Disaster Recovery CBG and NSP, grantees must notify the public about what activities they intend to fund. These documents are called Action Plans and Amendments. They may include a list of specific programs and organizations funded. In other cases, they detail a proposed method of distribution based on an analysis of community needs. The method of distribution may identify areas eligible for funding and the types of activities which will be considered. Action Plans and Amendments for grants in DRGR must first be published and the published versions must also be approved by HUD.

If that Action Plan is approved, a grant agreement is executed and this information is entered into the PAS/LOCCS systems by HUD CFO staff in Ft. Worth. When grantees enter information into DRGR for published Action Plans and Amendments, they are listed as part of only one DRGR Action Plan for each grant. The DRGR Action Plan must be submitted for review and approval by HUD staff before the grant will be unblocked to permit draws and quarterly reporting. In some cases, grantees will not fully budget the activities in DRGR when the first DRGR Action Plan is submitted. When changes are made, grantees can continue to process draws before the DRGR Action Plan is re-approved by HUD. However, changes in the Action Plan must be approved by HUD before each quarterly report can be submitted.



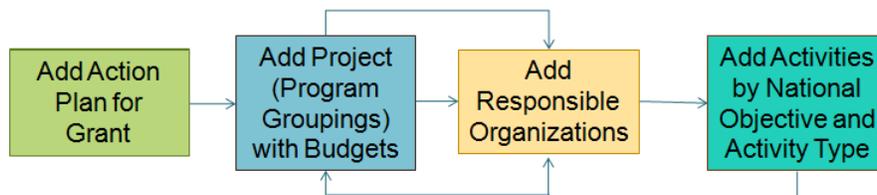
4.1 Adding and Editing Action Plans

4.1.1 Organization of the Action Plan Module: Responsible Organizations, Projects, and Activities (GA)

Setting up the Action Plan properly is one of the keys to reporting accurately in DRGR. When you create an Action Plan in DRGR you are setting up the list of activities that will be the basis of drawdowns and establishing a template for information that goes into the QPR. The key steps include:

1. adding a DRGR Action Plan by confirming the Grant #,
2. entering narrative on community-level needs,
3. identifying organizations which will be directly responsible for administering projects and activities,
4. adding major program groupings in DRGR as "Projects", and then
5. adding "Activities" which will be assigned to these projects.

Each activity must identify the project it belongs to and the responsible organization that will administer it. Based on that, grantees must enter information on projects and responsible organizations before activities. Responsible organizations can also be listed at the project level, but this is optional.



It is important to understand the relationship between projects and activities in DRGR before entering data into the system. In DRGR, projects often correspond to the list of programs outlined in the published Action Plan/Amendment. When these documents are published, grantees may know how much they will allocate to each program or a smaller unit of local government. However, they may not have actually awarded funds to individual programs for specific types of activities. In this case, grantees may enter narratives on community needs and list budgets for these higher level allocations as projects in DRGR.

In DRGR, activities are often only entered when awards are made to specific organizations for specific types of activities targeted to specific beneficiaries. DRGR activities should be listed separately by 1) Responsible Organization; 2) Activity Type; 3) National Objective; and 4) Multifamily properties (if applicable)

For smaller grantees that administer their own activities, they may just have one activity for each project. For larger grantees such as states and urban counties that award funds to smaller units of local governments and non-profit organizations, there may be many activities for each project. If a single family housing program run by a particular serves different income groups

based on national objective requirements then that program is often listed as two different activities in DRGR. In the same way, grantees must list multifamily complexes separately in DRGR. The following report illustrates a sample of how this might look:

Project ID	Project Title	Activity Type	Resp Org	Activity Number	Activity Title	Metrics	Grant Funds				
							Low/Mod	Slums and Blight	Urgent Need	N/A	Total
01 - Acq/Disp	Acquisition / Disposition	Acquisition - buyout of residential properties	Cartersville, City of	5186-001-Cartersville	5186-001-Cartersville		\$0.00	\$0.00	\$181,772.00	\$0.00	\$181,772.00
			Atlanta, City of	5189-001-Atlanta	5189-001-Atlanta		\$0.00	\$0.00	\$194,600.00	\$0.00	\$194,600.00
		Acquisition - general	Brunswick, City of	5214-001-Brunswick	5214-001-Brunswick		\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00
			Darien, City of	5213-001-Darien	5213-001-Darien		\$106,000.00	\$0.00	\$0.00	\$0.00	\$106,000.00
02- Clearance	Clearance / Site Development	Clearance and Demolition	Cartersville, City of	5186-004-Cartersville	5186-004-Cartersville		\$0.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00
			Brunswick, City of	5214-004-Brunswick	5214-004-Brunswick		\$21,600.00	\$0.00	\$0.00	\$0.00	\$21,600.00
03-Rehab	Rehabilitation	Construction/reconstruction of streets	Cartersville, City of	5186-003-Cartersville	5186-003-Cartersville		\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00
			Darien, City of	5213-03K-Darien	5213-03K-Darien		\$44,746.00	\$0.00	\$0.00	\$0.00	\$44,746.00
			Darien, City of	5213-03J-Darien	5213-03J-Darien		\$129,127.00	\$0.00	\$0.00	\$0.00	\$129,127.00
04-Const	New Construction	Construction of new housing	Darien, City of	5213-03K-02-Darien	5213-03K-02-Darien		\$90,160.00	\$0.00	\$0.00	\$0.00	\$90,160.00
			Atlanta, City of	5189-14A-Atlanta	5189-14A-Atlanta		\$0.00	\$0.00	\$532,900.00	\$0.00	\$532,900.00
04-Const	New Construction	Construction of new housing	Brunswick, City of	5214-14A-Brunswick	5214-14A-Brunswick		\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
			Cartersville, City of	5186-012-Cartersville	5186-012-Cartersville		\$0.00	\$0.00	\$524,625.00	\$0.00	\$524,625.00
			City of Macon	5212-012-Macon/Bibb	5212-012-Macon/Bibb		\$0.00	\$1,455,000.00	\$0.00	\$0.00	\$1,455,000.00
			Darien, City of	5213-012-Darien	5213-012-Darien		\$357,467.00	\$0.00	\$0.00	\$0.00	\$357,467.00

If you are unclear on how projects and activities are related, please contact your CPD representative or DRGR_Help@hud.gov for additional assistance. CPD representatives will use checklists review the DRGR Action Plan before the grant will be unblocked to permit draws. This step is designed to make sure that the information on national objectives, activity types and responsible organizations has been entered correctly before draws are made. Restructuring activities is much more difficulty after draws begin.

NOTE: If not all of a grant is covered in Action Plans/Amendments that have been published and approved by HUD, HUD may put the remaining funds in a RESTRICTED BALANCE project. Grantees can add activities to this project, but grantees cannot draw against activities assigned to this project. Once HUD approves additional funding, they may reduce the Restricted Balance project budget and activities can be re-assigned to other projects. DRGR Action Plan Review checklists may be used for both blocked grants or restricted balance projects.

4.1.2 Adding an Action Plan

After a grantee understands some of the distinctions between DRGR projects and activities, they can get started with DRGR Action Plans with a few simple steps. Adding the Action Plan is done by selecting the 'Over Due' link for the grant under the Action Plan status column when viewing the list of Action Plans. After the user confirms the grant number on Page 1, they will proceed to Page 2 where they can add community need narratives and other information such as responsible organizations and projects.

4.1.2.1 Add Action Plan – Page 1

1. Log into DRGR and accept the ‘Disclaimer.’ On the “Welcome/News” screen, select the <Action Plans> link in the navigation bar.
 - This action opens a default ‘View All Action Plans’ screen (Figure 1).
2. Click on the <Over Due> ‘Action Plan Status’ link to add an action plan.
 - This action opens the “Add Action Plan – Page 1” **Confirm Grant** screen (Figure 2).

State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
AL	State of Alabama	B-04-DA-01-0001	Ready to Close	Reviewed and Approved	Add/Edit QPRs
AL	State of Alabama	B-05-DJ-01-0001	Active	Submitted - Await for Review	Add/Edit QPRs
AL	State of Alabama	B-06-DG-01-0001	Active	Modified - Resubmit When Ready	Add/Edit QPRs
AL	State of Alabama	B-06-DG-01-0002	Active	Reviewed and Approved	Add/Edit QPRs
AL	State of Alabama	B-08-DN-01-0001	Active	Modified - Resubmit When Ready	Add/Edit QPRs
AL	State of Alabama	B-11-DN-01-0001	Active	Over Due	

Figure 1: View All Action Plans screen with ‘Over Due’ Action Plan Status

3. To continue the **Add Action Plan procedure**, click on the <Confirm Grant> button.
 - This action opens the “Add Action Plan – Page 2” screen (Figure 3).

Grant Number	Grant Description	Grant Amount
B-11-DN-01-0001	NSP3	\$5,000,000.00

|

Figure 2: Add Action Plan – Page 1 Confirm Grant screen

4.1.2.2 Add Action Plan – Page 2

On the second page of the Add Action Plan screen you will provide specific details about your grant to the system similar to those found on Page 1. The Add and Edit versions of this screen also provide the user with the ability to add additional activities to the Action Plan after

community need narratives (Figure 4 below) have been entered and projects have been set up.

The screen will also allow you to add funding sources by name and select the funding type for that source.

1. Clicking on the <Add Activity> button Saves the Action Plan data and opens an “Add Activity” screen.
2. Clicking on the <Save> button Saves all entered or edited information about the Action Plan.
3. Clicking on the <Submit Action> button submits the Action Plan to the Field Office for review.
4. Clicking on the <Cancel> button cancels all information that has been changed since the Action Plan was previously saved.

Action Plans

Add Action Plan - Page 2

[Help?](#)

Grant Number: [B-11-DN-01-0001](#)

Grant Amount: \$5,000,000.00

- [Funding Sources](#)
- [Summary of Distribution and Uses of NSP Funds](#)
- [How Fund Use Addresses Market Conditions](#)
- [Ensuring Continued Affordability](#)
- [Definition of Blighted Structure](#)
- [Definition of Affordable Rents](#)
- [Housing Rehabilitation/New Construction Standards](#)
- [Vicinity Hiring](#)
- [Procedures for Preferences for Affordable Rental Dev.](#)
- [Grantee Contact Information](#)

|
 |
 |

Grantee Activity Number	Activity Type	Total Budget, Program Funds	Delete
Total		\$0.00	

Funding Source Name	Funding Type
<input type="text"/>	Select Option

Figure 3: Add Action Plan – Page 2 screen

5. Grantees should type information into each community needs narrative shown on the screen. Grantees should only paste text into these fields if it has been saved as a separate text document without formatting using a text editor such as NOTEPAD. Tables cannot be pasted into these fields. Any outside formatting that gets saved here may include code that prevent later sections of the DRGR Action Plan from being viewed.

The screenshot displays three distinct text input sections, each with a title and a rich text editor toolbar. The first section is titled "Summary of Distribution and Uses of NSP Funds:", the second is "How Fund Use Addresses Market Conditions:", and the third is "Ensuring Continued Affordability:". Each section contains a large white text area and a toolbar with icons for bold, italic, bulleted list, numbered list, link, and unlink.

Figure 4: Community Needs Narratives screen

NOTE: Grantees can enter information using the ADD or EDIT versions on the Action Plan. In both cases, it is important to remember that different types of information is added using different links:

Grantees add/edit responsible organizations and projects by using the navigation links on the left side of the page.

Grantees add/edit community needs narrative and activity profiles on the main part of the screen on Edit Action Plan – Page Two

4.1.3 Editing an Action Plan

In general, grantee users that have been authorized to access a grant should be able to work on Action Plans. A few system rules affect whether a DRGR Action Plan can be edited:

- An Action Plan in a status of ‘Submitted’ cannot be modified: A grantee user has submitted the Action Plan. It cannot be edited until a HUD user that can view the grant has either rejected or approved the Action Plan. Contact your CPD representative.
- An Action Plan with a QPR in ‘Submitted’ cannot be modified: Quarterly Performance Reports depend on data from the most recent DRGR Action Plan approved. The Action Plan cannot be edited until a HUD user that can view the grant has either rejected or approved the QPR. Contact your CPD representative.
- The Action Plan cannot be edited because: the Grantee is not active, the grant is not active or you don’t have edit capabilities: Any grantee DRGR accounts designated as ‘View Only’ will not be

able to edit Action Plans or QPRs. If a grantee or grant is not showing as active in DRGR, this may be a mistake by HUD DRGR system administrators. Contact your grantee system administrator and/or DRGR_Help@hud.gov.

To Edit an Action Plan, you simply return to the “View All Action Plans” screen (Figure 5) and select an ‘Action Plan Status’ link (circled below) for an Action Plan that can be edited. The “Edit Action Plan” screen opens and any data previously entered or omitted can be edited and saved.

Admin	Action Plans	Drawdown	QPR	Reports
Action Plans				
View All Action Plans				
State	Grantee Name	Grant Number	Grant Status	Action Plan Status
VA	State of Virginia	B-96-DR-51-0001	Close	Original - In Progress
VA	State of Virginia	B-98-DD-51-0001	Close	Reviewed and Approved
VA	State of Virginia	B-97-DU-51-0001	Close	Reviewed and Approved

Figure 5: View All Action Plans screen

4.1.4 Viewing and Printing an Action Plan

The “View All Action Plans” screen provides the system user the ability to view all of the existing action plans stored in the DRGR system. While the Add/Edit Action Plan pages only allow grantee users to see profile of one activity at a time, the View Action Plan and Download Print Version of the Action Plan let any user see all the information on the Action Plan at once, including all activities.

This screen also provides the system user the ability to filter all of the grants returned by ‘State’, ‘Grantee Name’, ‘Grant Number’, ‘Grant Status’, ‘Action Plan Status,’ and ‘QPR.’

1. Log into DRGR and accept the ‘Disclaimer.’ From the “Welcome/News” screen click on the <Action Plans> link located in the navigation bar.
 - This action opens the “View All Action Plans” screen (Figure 6).

Action Plans

[View All Action Plans](#) [Help?](#)

1 [Page 2 >](#)

State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
FL	Florida Seminoles Tribe, FL	B-98-RD-12-0001	Close	Original - In Progress	Review QPRs
ME	State of Maine	B-99-DK-23-0001	Ready to Close	Reviewed and Approved	Review QPRs
CA	Redwood Valley Rancheria, CA	B-99-RK-06-0005	Active	Reviewed and Approved	Review QPRs
AR	Pulaski County/College Station, AR	B-97-NU-05-0001	Close	Original - In Progress	Review QPRs
MI	Wayne County, MI	B-98-UU-26-0003	Close	Submitted - Await for Review	Review QPRs

Figure 6: View All Action Plans screen

- In the “Action Plan Status” column, click on the Action Plan desired.
 - This action opens the “View Action Plan” screen (Figure 7).

NOTE: The “View Action Plan” screen provides the ability to view Action Plan information for a specific Grantee in the DRGR system based on the users’ level of access and the overall status of the Action Plan. The Action Plan can consist of one or more activities that will make up the whole Action Plan.

Admin **Action Plans** Drawdown QPR Reports Grantee Grants

Action Plans

[View Action Plan](#) [Help?](#)

[Back to Previous Screen](#)

Grant Number: [B-96-DR-42-0001](#)

- [Disaster Damage](#)
- [Recovery Needs](#)
- [View Action Plan Comments](#)
- [View Action Plan History](#)

Grantee Name: State of Pennsylvania

Grant Amount: \$1,849,234.00

Project #	Project Title	Grantee Activity #	Activity Title
9999	Restricted Balance	No activities in this project	
BCKT	Bucket Project	031	031

Figure 7: View Action Plan screen

The links to the right of the Grant Number allow you to jump to various areas on this screen to read related Action Plan information.

You are also able to **download a printable version of the complete Action Plan** by clicking on the <Download Print Version> link in the left column ‘Action Plan’ navigation box (circled).

The <**Back to Previous Screen**> button navigates to the previous screen that the user last viewed.

4.2 Adding and Editing Responsible Organizations

Grantees must identify the organization directly responsible for administering each activity listed in DRGR. DRGR requires information on the Employer Identification Number/Tax Identification Number (EIN/TIN) as well as the DUNS number from the CCR. If the organization does not have a DUNS, they can obtain one on <http://fedgov.dnb.com/webform>.

4.2.1 Adding a Responsible Organization

The Add/Edit Responsible organization screen includes organizational information, including DUNS, EIN/TIN and address. The screen also includes information for a primary contact.

1. Click on the <**Action Plans**> tab on the main navigation bar.
 - This opens the “View All Action Plans” screen (Figure 8).
2. Click on the <**Add**> link located in the “Responsible Organization” section of the left navigation column (circled below).
 - This action opens the “Add” screen (Figure 9)

Login ID:
Role:

Action Plan
- View All

Projects
- Add
- Search

Responsible Organization
- Add
- Search

Utilities
- Print Page
- Profile
- Help
- Logout
- Reports

Links
- PDF Viewer
- Support
- CPD Home
- HUD Home

Admin | **Action Plans** | **Drawdown** | **OPR** | **Reports**

Responsible Organization

Add Organization

Save | Cancel

* Indicates required field

Profile

*Organization Name:

*Organization Type: -- Select --

*DUNS #: Ext:

*EIN/TIN #:

Address Line 1:

Address Line 2:

Address Line 3:

(ex: Division of Housing)

*City: *State/Territory: -- Select --

Zip Code: -

Contact Information

First Name:

Middle Initial:

Last Name:

Title:

Email:

Address:

City: State: -- Select --

Zip Code: -

Telephone: Ext:

Save | Cancel

Figure 8: Add Organization Screen

3. Enter the profile and contact information for the organization.
4. Click on the <Save> button at the bottom of the screen to make the changes permanent or <Cancel> to start over.

4.2.2 Editing a Responsible Organization

Grantees can edit existing responsible organizations using the Search link under the Responsible Organization links on the left.

Login ID:
Role:

Action Plan
- View All

Projects
- Add
- Search

Responsible Organization
- Add
- Search

Utilities
- Print Page
- Profile
- Help
- Logout
- Reports

Admin Action Plans Drawdown QPR Reports Grants

Responsible Organization

Search Organizations [Help?](#)

Search Criteria

Organization Name: City: DUNS #: EIN/TIN #:

State/Territory:
Select Option

Search | Reset

Results Page 1 of 1 (5 Organizations found)

Organization Name	City	State/Territory	DUNS #	EIN/TIN #	Action
Brunswick, City of	Brunswick	GA	999999999	999999999	Edit View Delete
City of Albany	Albany	GA	999999999	999999999	Edit View Delete
City of Macon	Macon	GA	999999999	999999999	Edit View Delete
Darien, City of	Darien	GA	999999999	999999999	Edit View Delete
Georgia Department of Community Affairs	Atlanta	GA	999999999	999999999	Edit View Delete

Figure 9: Search Organization Screen

4.3 Adding and Editing Projects

As indicated above, DRGR projects often correspond to the list of programs outlined in the published Action Plan/Amendments. For Disaster Recovery CDBG, this is often based on major activity categories such as Housing, Infrastructure, Demolition, and Administration. Since DRGR activity types do not match NSP eligible uses, HUD has asked NSP grantees to use the eligible uses to group DRGR projects. This allows HUD to better examine spending and compliance requirements for NSP.

Sample DR CDBG Projects			Sample NSP1 Projects		
Project #	Project Title	Project Budget Amount	Project #	Project Title	Project Budget Amount
01 - Acq/Disp	Acquisition / Disposition	\$491,372.00	NSP-ADM-0000	Administrative fees	\$3,440,878.00
02- Clearance	Clearance / Site Development	\$61,100.00	NSP-A-0000	Financing mechanisms	\$1,763,500.00
03-Rehab	Rehabilitation	\$801,933.00	NSP-B-0000	Acquisition/Rehabilitation	\$14,264,286.25
04- Const	New Construction	\$2,347,836.00	NSP-C-0001	Land banking- Acquisition	\$1,619,598.00
09- Admin	Administration	\$228,538.00	NSP-D-0000	Demolition	\$588,520.00
9999	Restricted Balance	\$640,000.00	NSP-E-0000	Redevelopment	\$15,554,557.75
9999- Planning	9999-Planning	\$640,000.00	9999	Restricted Balance	\$0.00

4.3.1 Adding a Project

- Click on the <Action Plans> tab on the main navigation bar.
 - This opens the “View All Action Plans” screen (Figure 8).



Figure 10: View All Action Plans screen

5. Click on the <Add> link located in the “Project” section of the left navigation column (circled above).

- This action opens the “Add Project” screen (Figure 9)

Project

Add Project

Financial Data	
Grant Amount:	n/a
Grant Returned Amount:	n/a
Total Project Budget Amount:	\$0.00
Available for Project Budget:	n/a
Total Amount Budgeted to Activities in this Project:	\$0.00

*** Grant #:**

*** Project #:**

*** Project Title:**

*** Description:**

*** Project Budget Amount:**
\$

*** Project Status:**
Open

Name of the Organization Carrying out Project: **Organization Category:**

|

|

Figure 11: Add Project screen

6. Enter ***Grant #** under which the Project is to be added. (Example: ‘B-01-DW-36-0003.’)
7. Enter ***Project #**. (20 characters maximum. Example: ‘0001’)
8. Enter ***Project Title**. (20 characters maximum. Example: ‘Administrative Costs’)
9. Enter ***Description**. (200 characters maximum).
10. Enter ***Project Budget Amount** to be allocated to the Project. (Example: ‘1,500,000.00’ – 16 characters and 2 decimal places maximum; commas and decimal places count as characters.)

Note:

- Total Project Budget Amount must be equal to or less than the (Grant Amount + Grant Returned Amount – Sum of all Total Project Budget Amount allocated to all Projects within the Grant)

- Total Project Budget Amount must be greater than the sum of all Total Budget of the Activities associated with the Project.
- Total Project Budget Amount must be greater on equal to zero.

8. Select ***Project Status** (Open or Closed) from dropdown Menu (Example: ‘Open’: If the Project is ‘Closed’ then activities cannot be associated to the Project. A Project cannot be ‘Closed’ if there are activities with status other than ‘Cancelled.’)
9. Select **Name of the Organization Carrying out Project** by clicking the **<Select Responsible Organization>** button. The **<Clear Responsible Organization>** button removes the selected Responsible Organization.
 - The “Add Project” form is now ready to Save or Cancel.
10. Click the **<Save>** button to Save the Project in the DRGR system. (The **<Cancel>** button deletes all entered values.)
 - Following a Save, the “View Project” screen opens displaying the information that you entered on the “Add Project” form (Figure 10).

Project

View Project

Project successfully added.

Financial Data	
Grant Amount:	\$13,742,000.00
Grant Returned Amount:	\$0.00
Total Project Budget Amount:	\$600,000.00
Available for Project Budget:	\$13,142,000.00
Total Amount Budgeted to Activities in this Project:	\$0.00

Grant #:
B-94-DF-20-0001

Project #:
65342

Project Title:
Reconstruction

Description:
Reconstruction of housing for private victims

Project Budget Amount:
\$600,000.00

Project Status:
Open

Name of the Organization Carrying out Project: EMPORIA **Organization Category:** Unknown

Figure 12: View Project screen with Newly Added Project data

4.3.2 Editing a Project

1. Following login and acceptance of the 'Disclaimer,' click on the <Action Plans> module link, and on the new screen, click on the <Search> link in the left column 'Projects' navigation box (Figure 11).

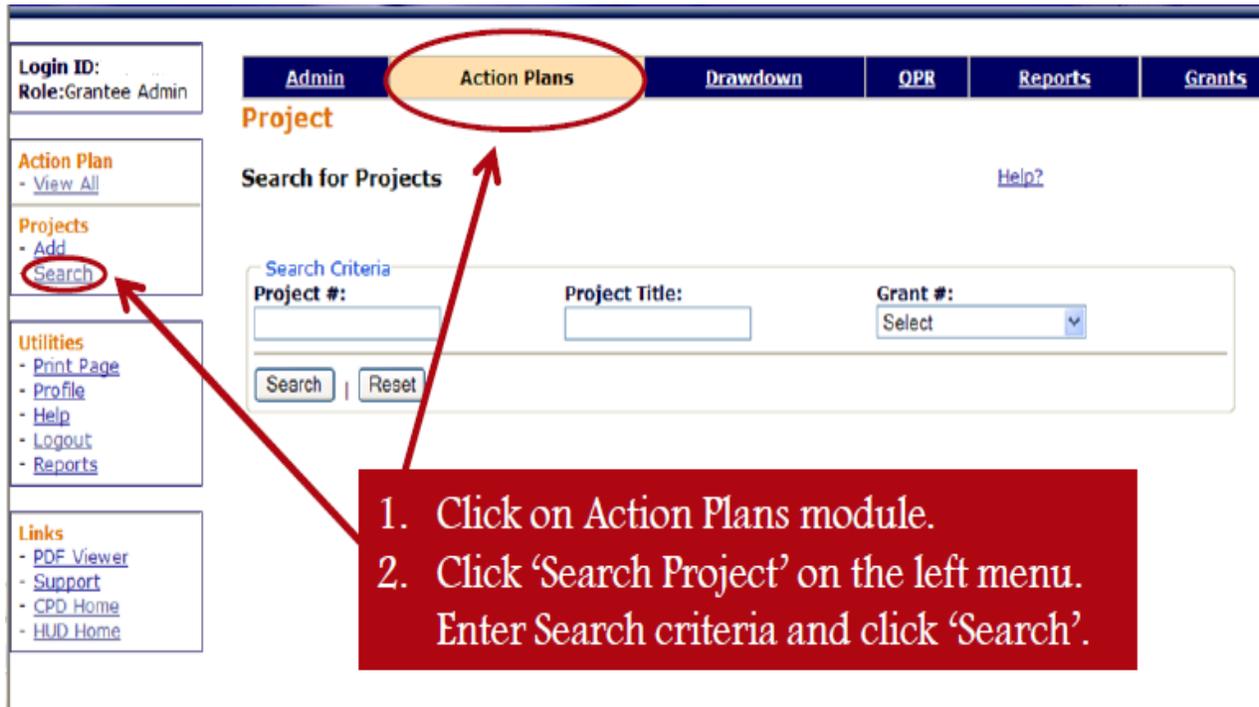


Figure 13: Search for Projects screen

Search Tips for DRGR

THREE WAYS to search:

1. **Blank search:** Enter no criteria and click on <Search>. This will bring up all of the data in the system under vouchers, activities, etc. (depending on what you are searching for).
2. **Partial search:** This is best. Enter the first few digits of whatever field you're searching for and the % sign. This 'wildcard' character will pull up all data that shares those first few digits. You can also enter partial data without the wildcard.
3. **Exact search:** Data must be entered EXACTLY as it was entered in the system.

2. Following your search, the “Search for Projects” screen recycles and lists all Project information associated with your search.
3. Select the Project you wish to edit, and then click on the <Edit> link in the ‘Action’ column that corresponds with the desired Project (Figure 12).

	Grant #	Project Budget Amount	Disbursed Amount	Project Status	Action
nism	B-08-UN-17-0005	\$0.00	\$0.00	Open	Edit View
side for 50% AMI -	B-08-MN-39-0005	\$750,000.00		Open	Edit View
side for 50% AMI-	B-08-MN-39-0005	\$5,050,000.00	\$0.00	Open	Edit View
ehab	B-08-UN-17-0005	\$2,777,126.00	\$48,600.00	Open	Edit View
ery Costs	B-08-MN-39-0005	\$2,941,434.00	\$224,354.67	Open	Edit View
Demolition Fund	B-08-MN-39-0005	\$5,210,000.00	\$902,060.69	Open	Edit View

Figure 14: Search for Projects screen with Project information

- This opens the “Edit Project” screen (Figure 13 below).

Project

Edit Project [Help?](#)

Financial Data	
Grant Amount:	\$4,200,000,000.00
Grant Returned Amount:	\$0.00
Total Project Budget Amount:	\$643,234.00
Available for Project Budget:	\$12,000,000.00
Total Amount Budgeted to Activities in this Project:	\$0.00

* Grant #: B-06-DG-22-0002

* Project #: B-06-DG-22-0002-P1

* Project Title: B-06-DG-22-0002-P1

* Description: B-06-DG-22-0002-P1

* Project Budget Amount: \$643,234.00

* Project Status: Open

Name of the Organization Carrying out Project: LA-SR-1
 Select Responsible Organization | Clear Responsible Organization

Organization Category: Local Government

Save | Return to Search Projects | View Activities

30

Figure 15: Edit Project screen

4.4 Adding and Editing Activities

After grantees have entered responsible organizations and projects, they can then enter activities. As indicated above, activities should be broken out by:

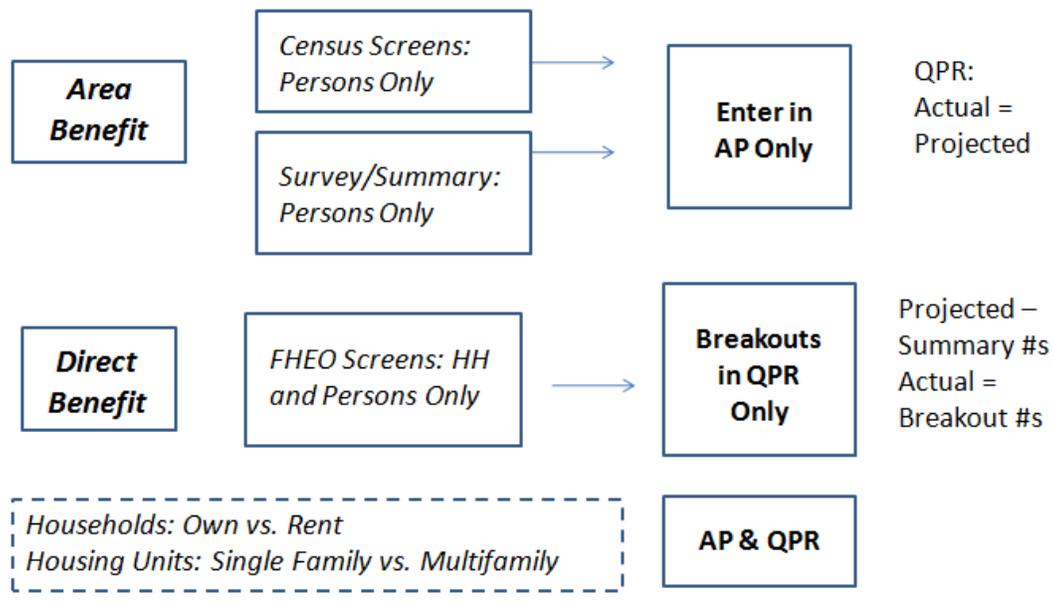
1. Responsible Organization
2. Activity Type
3. National Objective (3 options in DRGR)
4. Multifamily building (if applicable)

DRGR Activity types are similar in many ways to IDIS matrix codes. DRGR system administrators have the ability to add activity types based on funding appropriation language and grant waivers published in the Federal Register. DRGR system administrators can also customize national objectives track requirements on spending and targeting, especially related to the income of grant beneficiaries.

<p>Disaster Recovery National Objectives:</p> <p>LM = Low Mod (0-80% AMI) UN = Urgent Need SB = Slum and Blight NA = Administration</p>	<p>NSP National Objectives:</p> <p>LH25 = 25% set aside (0-50% AMI) LMMI = Low/Moderate/Middle Income (51-120% AMI) NA = Administration</p>
--	---

4.4.1 Selecting Benefit Types and Beneficiary Measures

Before entering activities, it is helpful to understand that the national objective of many activities may be further classified as DIRECT or AREA BENEFIT. Grantees may document compliance with Low Mod targeting of beneficiaries for area benefit activities using U.S. Census data or by entering survey data. Grantees can only enter PERSONS for area benefit activities and this information is entered only in the Action Plan.



Grantees enter goals for households and persons units on direct benefit activities, but have to provide summary race/ethnicity data each quarter in the QPR. Many housing activities also request information on whether households are owner, renter, or both. Housing activities will also allow grantees to enter whether housing units are single family or multifamily. Action Plans and QPR screens will change what information is collected based on each of these selections.

NOTE:
 See sub-sections 4.1.3.1 and 4.1.3.1.1 for **Adding** an Activity (Area Benefit: Census).

 See sub-sections 4.1.3.1 and 4.1.3.1.2 for **Editing** an Activity (Area Benefit: Survey).

4.4.2 Adding / Editing an Activity – Page One

1. To begin these processes, click on the <Action Plans> tab.
- This action opens the “View All Action Plans” screen (Figure 20).

NOTE: The “**View All Action Plans**” screen provides the system user the ability to view all of the existing action plans stored in the DRGR system. This screen also provides the system user the ability to filter all of the grants returned by ‘State’, ‘Grantee Name’, ‘Grant Number’, ‘Grant Status’, ‘Action Plan Status,’ and ‘QPR.’

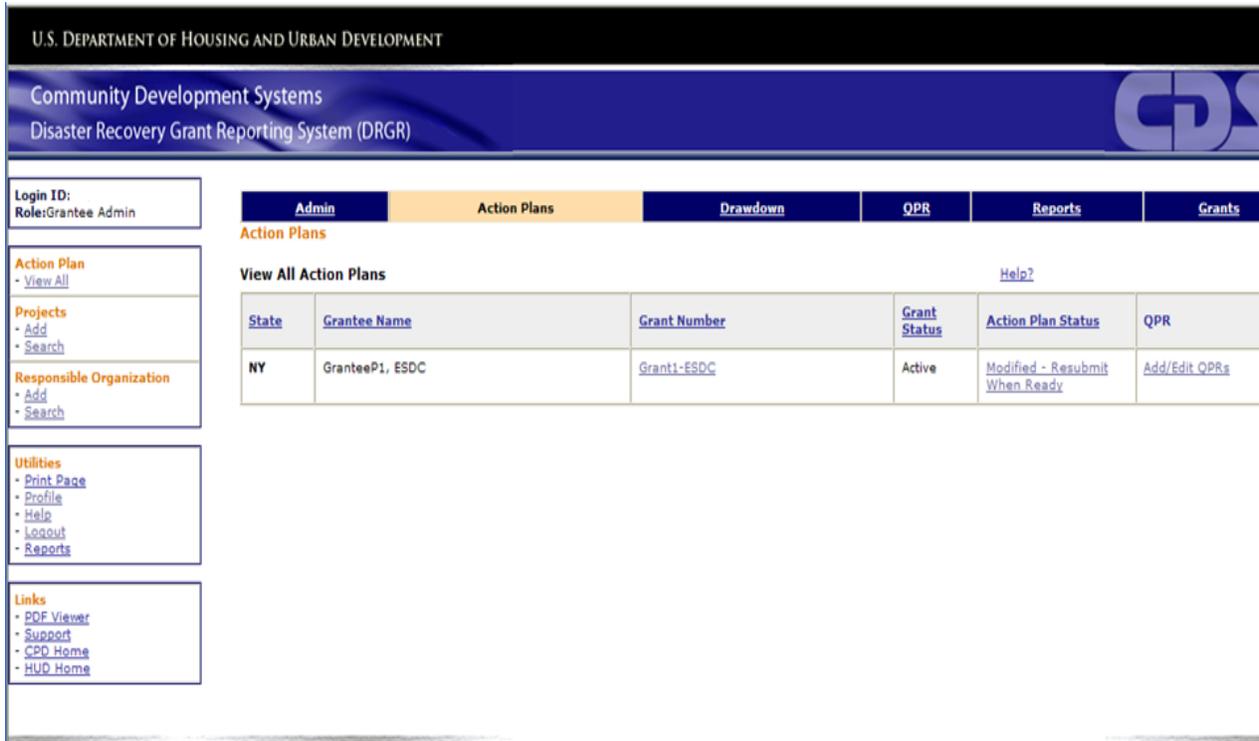


Figure 16: View All Action Plans screen

2. Click on the desired <Action Plan Status> link.

(Note: if the Action Plan Status is either *Waiting for Resubmission* or *Reviewed and Approved*, the Grantee Administrator is allowed to make further additions or edits to Activities.)

- Clicking the <Action Plan Status> opens the “Edit Action Plan” screen (Figure 21).

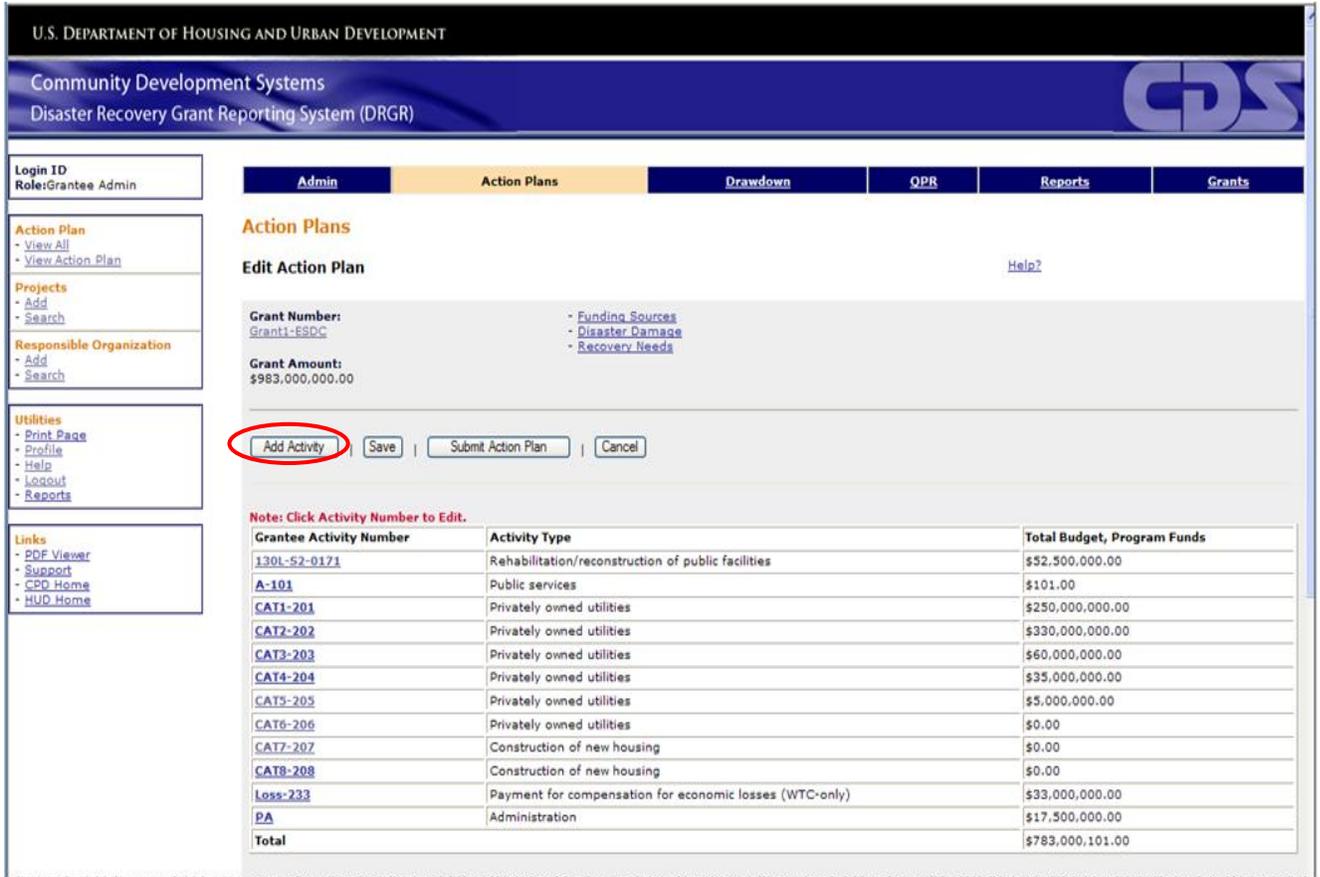


Figure 17: Edit Action Plan screen

3. Click on the <Add Activity> button.
 - This action opens the “Add Activity – Page 1” screen (Figure 22).

(NOTE: If this had been an Activity that had already been saved, you would see the “Edit Activity – Page 1” screen.)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

Admin | **Action Plans** | Drawdown | QPR | Reports | Grants

Action Plans

Add Activity - Page 1 [Help?](#)

• Success: Action Plan has been saved.

*Indicates Required Field

Continue to Next Screen | Cancel

Grant Number:
Grant1-ESDC

View Existing Activities:
Select Option
View Activity Details

Block Drawdown:
 Blocked by Grantee Blocked/Restricted by HUD

*Activity Type:
Select Option

*National Objective:
Select Option

*Total Budget, Program Funds:
\$ (ex: 999,999.99)

*Grantee Activity Number:

*Projected Start Date:
(ex: mm/dd/yyyy)

Activity Title:

*Projected End Date:
(ex: mm/dd/yyyy)

*Activity Status:
Select Option

* Project # / Project Title:
/

Environmental Assessment:
Select Option

Adjust Project Budget:
 No Yes

Continue to Next Screen | Cancel

Figure 18: Add Activity – Page 1 screen

4. If no Project # or Project Title has been selected, click on the <Select Project> button and complete the search for the Project associated with this Activity as follows:
 - a. Click on <Select Project>.
 - This action opens the “Search for Projects” screen (Figure 23).

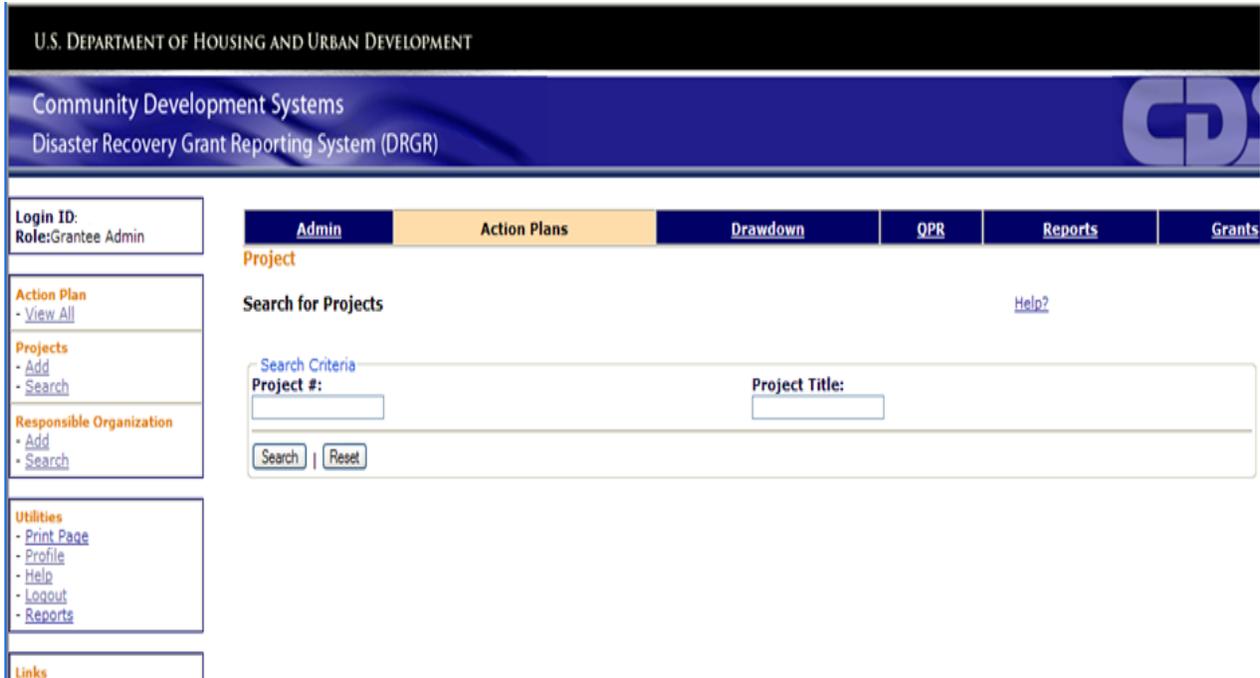


Figure 19: Search for Projects screen

- b. Enter the Project # and/or Project Title and click <Search>.
 - This action re-opens the “Search for Projects” screen with the project search results (Figure 24).

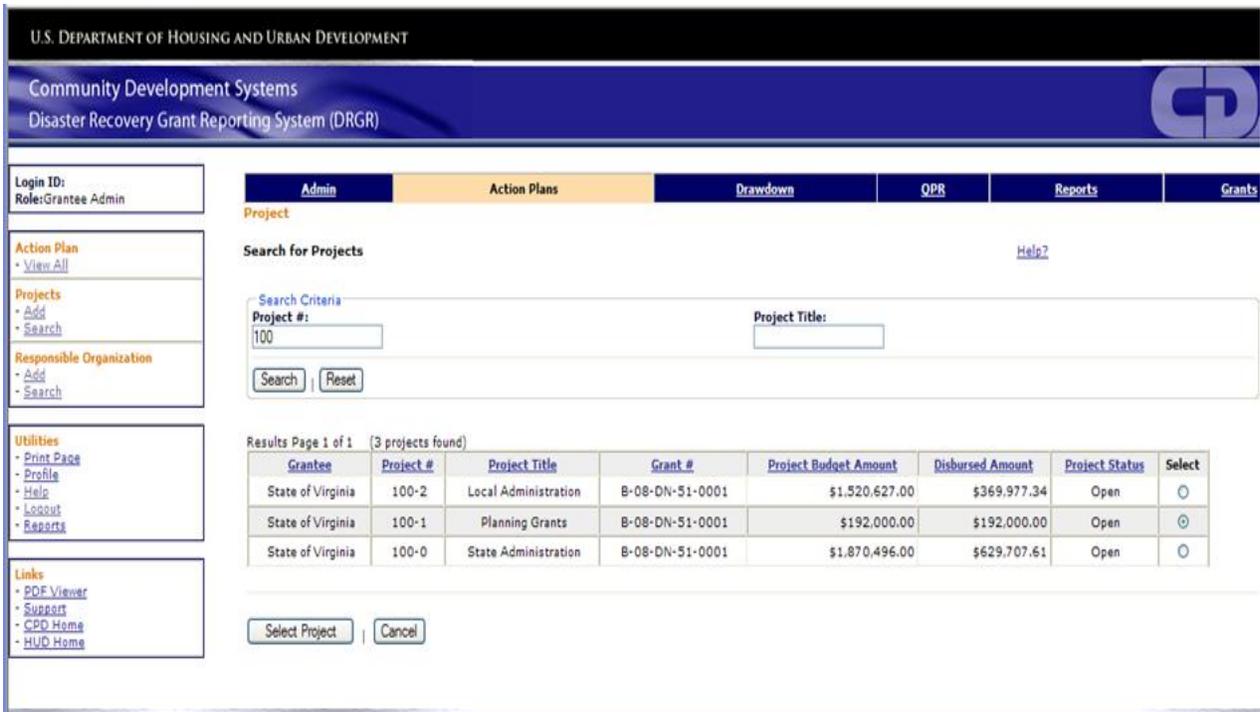


Figure 20: Search for Projects screen with search results.

- c. Click on the <Select> radio button for the desired Project, and then click <Select Project>.

- This action returns you to the “Add Activity – Page 1” screen with the added Project # and Title (Figure 161).

Figure 21: Add Activity – Page 1 screen (data fields completed)

5. Check the appropriate <Adjust Project Budget> radio button to indicate whether or not the project budget needs to be adjusted.
 - If selected, the Project Budget for the current Activity can be adjusted.
6. After you have completed “Add Activity - Page 1,” click the <Continue to Next Screen> button.
 - This action takes you to the “Add Activity – Page 2” screen (Figure 26 below).

NOTE: The default selection for Adjust Project Budget is **NO**. Only select **YES** if the activity is moving from one project to another. This will reduce the project budget the activity was originally assigned to by the amount of the activity budget. It will then increase the project budget the activity is moved to by the same amount..

*** Project # / Project Title:**
0001 / Owner Occup Housing

SelectProject

Adjust Project Budget:
 No Yes

4.4.3 Adding / Editing an Activity – Page 2

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

Login ID:
Role:Grantee Admin

Action Plans

Add Activity - Page 2 [Help?](#)

[Edit Previous Screen](#) | [Continue to Next Screen](#) | [Save Activity](#) | [Cancel](#)

Grant Number:
B-08-DN-51-0001

View Existing Activities:
Select Option [View Activity Details](#)

Activity Type:
Acquisition - general

Organization carrying out activity
Is this activity being carried out by the grantee?
 No Yes

Activity is being carried out by the grantee through
-- Select --

*** Name of the Organization Carrying out activity:**
[Select Responsible Organization](#)

Report Benefit Performance By:
Area Benefit
 Census Survey

Proposed Accomplishments:

Performance Measure	Proposed Total
# of Properties	<input type="text"/>
# of Parcels acquired voluntarily	<input type="text"/>
# of Parcels acquired by condemnation	<input type="text"/>
# of buildings (non-residential)	<input type="text"/>
Total acquisition compensation to owners	<input type="text"/>

Figure 22: Add Activity – Page 2 screen

7. **Name of the Organization Carrying out activity** – Select a Responsible Organization from the <Select Responsible Organization> button.
 - This action opens the “Select Organizations” screen (Figure 27).

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

Login ID:
Role: Grantee Admin

Admin | **Action Plans** | Drawdown | QPR | Reports | Grants

Responsible Organization

Select Organizations [Help?](#)

Search Criteria

Organization Name: City: DUNS #: EIN/TIN #:

State/Territory:
Select Option

| |

Figure 23: Select Responsible Organizations (with EIN/TIN # entered)

8. Enter search criteria for the Responsible Organization (in this case, the EIN/TIN # has been entered), and click <Search>.
 - This action causes the “Select Organizations” screen to refresh, displaying search results (Figure 28).

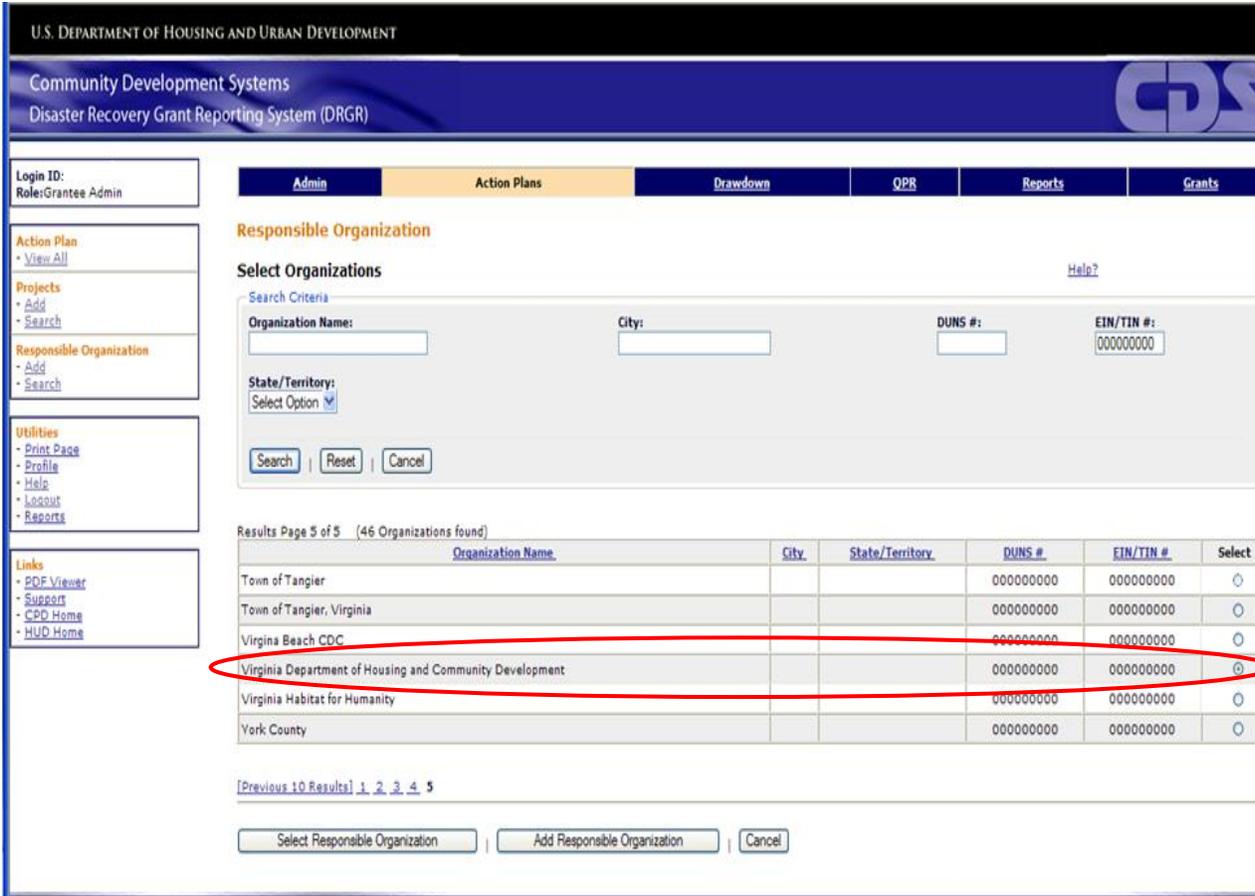


Figure 24: Select Organizations screen with Search Results

- Click on the <Select> radio button for the desired Organization Name, and then click <Select Responsible Organization>.
- This action re-opens the “Add Activity – Page 2” screen which now displays the selected Responsible Organization (Figure 29).

NOTE:

The ‘Primary’ Responsible Organization cannot be deleted. The user is allowed to delete the Responsible Organization only if no expenditures have been recorded (non-zero amounts) on the QPR for the selected Responsible Organization.

The user can enter a value in the ‘Proposed Budget’.
There are no controls on the proposed budget amount.

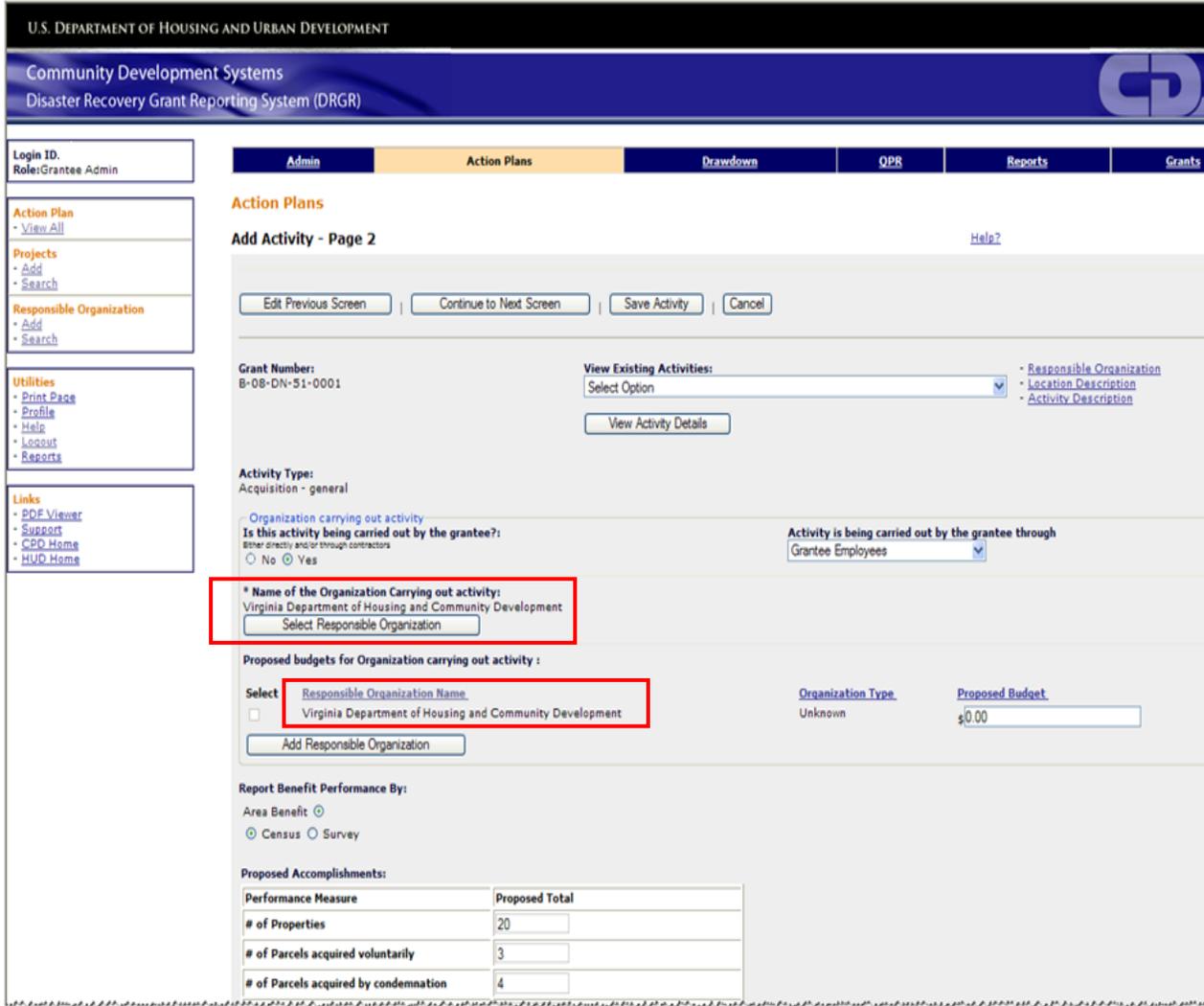


Figure 25: Add Activity – Page 2 screen displaying newly selected data

11. After the responsible organization is selected, the next item is to select the type of beneficiary performance data. The options are either AREA BENEFIT or DIRECT BENEFIT. For some activity types, only one option may show. In other cases, grantees have to choose. This selection affects the type of other data screens that the user will see in the Action Plan and the QPR.



- 12. There are a number of beneficiary performance measures and other proposed accomplishments to select from. These are non-beneficiary performance measures. Grantees should select all the non-beneficiary performance measures that apply to the activity. If grantees do not put in estimates or ZERO under a measure, it will not be available to use for reporting in QPRs. DRGR administrators create a master list of measures by activity type. Some of these may vary by appropriation. An example would be energy conservation measures required by ARRA.

<p>Activity Type: Econ. development or recovery activity that creates/retains jobs</p> <p>Proposed Accomplishments:</p> <table border="1"> <thead> <tr> <th>Performance Measure</th> <th>Proposed Total</th> </tr> </thead> <tbody> <tr> <td># of Businesses</td> <td><input type="text"/></td> </tr> <tr> <td># of buildings (non-residential)</td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Proposed Beneficiaries:</p> <table border="1"> <thead> <tr> <th>Performance Measure</th> <th>Proposed Total</th> <th>Low</th> <th>Mod</th> </tr> </thead> <tbody> <tr> <td># of Permanent Jobs Created</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td># of Permanent Jobs Retained</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Performance Measure	Proposed Total	# of Businesses	<input type="text"/>	# of buildings (non-residential)	<input type="text"/>	Performance Measure	Proposed Total	Low	Mod	# of Permanent Jobs Created	<input type="text"/>	<input type="text"/>	<input type="text"/>	# of Permanent Jobs Retained	<input type="text"/>	<input type="text"/>	<input type="text"/>	<p>Activity Type: Code enforcement</p> <p>Proposed Accomplishments:</p> <table border="1"> <thead> <tr> <th>Performance Measure</th> <th>Proposed Total</th> </tr> </thead> <tbody> <tr> <td># of Electrical Inspections</td> <td><input type="text"/></td> </tr> <tr> <td># of buildings (non-residential)</td> <td><input type="text"/></td> </tr> <tr> <td># of Plumbing Inspections</td> <td><input type="text"/></td> </tr> <tr> <td># of People Trained</td> <td><input type="text"/></td> </tr> <tr> <td># of Mechanical Inspections</td> <td><input type="text"/></td> </tr> <tr> <td># of Public Facilities</td> <td><input type="text"/></td> </tr> <tr> <td># of Plans Reviewed</td> <td><input type="text"/></td> </tr> <tr> <td># of Building Inspections</td> <td><input type="text"/></td> </tr> <tr> <td># of Businesses</td> <td><input type="text"/></td> </tr> </tbody> </table>	Performance Measure	Proposed Total	# of Electrical Inspections	<input type="text"/>	# of buildings (non-residential)	<input type="text"/>	# of Plumbing Inspections	<input type="text"/>	# of People Trained	<input type="text"/>	# of Mechanical Inspections	<input type="text"/>	# of Public Facilities	<input type="text"/>	# of Plans Reviewed	<input type="text"/>	# of Building Inspections	<input type="text"/>	# of Businesses	<input type="text"/>
Performance Measure	Proposed Total																																						
# of Businesses	<input type="text"/>																																						
# of buildings (non-residential)	<input type="text"/>																																						
Performance Measure	Proposed Total	Low	Mod																																				
# of Permanent Jobs Created	<input type="text"/>	<input type="text"/>	<input type="text"/>																																				
# of Permanent Jobs Retained	<input type="text"/>	<input type="text"/>	<input type="text"/>																																				
Performance Measure	Proposed Total																																						
# of Electrical Inspections	<input type="text"/>																																						
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# of People Trained	<input type="text"/>																																						
# of Mechanical Inspections	<input type="text"/>																																						
# of Public Facilities	<input type="text"/>																																						
# of Plans Reviewed	<input type="text"/>																																						
# of Building Inspections	<input type="text"/>																																						
# of Businesses	<input type="text"/>																																						

- 13. After you have completed your entries on “Add Activity – Page 2,” click on the <**Continue to Next Screen**> button.
- 14. This action opens the “Add Activity – Page 3” screen (Figure 30). (NOTE: Page three actually has three screens to complete the full procedure.)

4.4.4 Adding / Editing an Activity (Area Benefit)

If area benefit is selected, the page will refresh and present the options of CENSUS vs. SURVEY. In both these methods, grantees can identify the County, Census Places, Census Tracts and/or Block Groups that represent the service area for the activity. In the Census method, grantees can use DRGR to calculate the percent of beneficiaries that are Low to Moderate Income using data that is already loaded into DRGR. If grantees have used HUD-approved survey methodology outline in CPD Notice 05-06, they can enter data on Low Income, Moderate Income and Total persons manually into DRGR.

<http://www.hud.gov/offices/cpd/lawsregs/notices/2005/05-06.pdf>

Report Benefit Performance By:

Area Benefit Direct Benefit

Census Survey

4.4.4.1 Area Benefit: Census

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

Login ID:
Role:Gantee Admin

Admin | **Action Plans** | Drawdown | QPR | Reports | Grant

Action Plans

Add Activity - Page 3 [Help?](#)

Edit Previous Screen | Save Activity | Cancel

*Area Benefit Data
Determined By:
 Census Survey

Duplicate Activity Grants: [v] Activities: [v] [Copy Activity Area](#)

Service Area is City or County-wide

Total Number Low:
No data

Total Number Low/Mod:
No data

Total Population:
No data

% Low/Mod:
No data

LMISD Date:
No data

Data Used For Calculation:
 Capped Uncapped

Calculate % Low/Mod | View Details

Edit Previous Screen | Save Activity | Cancel

Figure 26: Add Activity (Area Benefit: Census) screen

12. To save all entries for the “Add Activity” pages 1-2, click on the <Save Activity> button.
15. This action saves all entered information about the Activity being added and opens the “Edit Action Plan” screen showing a “Success: Activity has been Added” message (Figure 31).

(Note: The <Cancel> button cancels all information changes for an added Activity and returns to the “Edit Action Plan” screen with no changes.)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

Login ID:
Role: Grantee Admin

Admin | **Action Plans** | Drawdown | QPR | Reports | Grants

Action Plans
Edit Action Plan [Help?](#)

Success: Activity has been added.

Grant Number: Grant1-ESDC
Grant Amount: \$983,000,000.00

Add Activity | Save | Submit Action Plan | Cancel

Note: Click Activity Number to Edit.

Grantee Activity Number	Activity Type	Total Budget, Program Funds
1301-S2-0171	Rehabilitation/reconstruction of public facilities	\$52,500,000.00
A-101	Public services	\$101.00
CAT1-201	Privately owned utilities	\$250,000,000.00
CAT2-202	Privately owned utilities	\$330,000,000.00
CAT3-203	Privately owned utilities	\$60,000,000.00
CAT4-204	Privately owned utilities	\$35,000,000.00
CAT5-205	Privately owned utilities	\$5,000,000.00
CAT6-206	Privately owned utilities	\$0.00
CAT7-207	Construction of new housing	\$0.00
CAT8-208	Construction of new housing	\$0.00
CAT9-209	Construction of new housing	\$0.00
Loss-233	Payment for compensation for economic losses (WTC-only)	\$33,000,000.00
PA	Administration	\$17,500,000.00
Total		\$783,000,101.00

Figure 27: Edit Action Plan screen with “Success: Activity has been added” message

13. The <Edit Previous Screen> button returns you to ‘Add Activity – Page 2’ screen where you can complete any edits. (NOTE: You will need to re-input Performance Measures.)
14. The <Save Activity> button saves inputs from this screen to DRGR.
15. The <Cancel> button cancels the entire Add Activity process for this particular activity.
16. In the ‘Determined by’ section, select the <Census> radio button.

Figure 28: Add Activity – Page 3 (Select Area Benefits: Census)

17. The “**Duplicate Activity**” check box allows you to select duplicate Grants and Activities for this activity, which would then be selected from the “Grants” and “Activities” drop-down lists.
18. Unselect the “**Service Area is City or County-wide**” check box for non- city or county-wide activities, and then make a selection of the County Code/Name and Census Tracts.
19. The <**Add Another**> button enables you to add another county to the activity.
20. Select the <**Add/Edit Census Tracts**> radio button to Add or Edit Census Tracts.
21. Click on <**Add/Edit Census Places and Tracts**>
16. This action takes you to another portion of Page 3 (Figure 33) where the default is to select all census places and tracts and all block groups for the county.

(**Total Number Low** – Populated later after automatic calculation of Low/Mod Percentage)

Total Number Low/Mod – Populated later after automatic calculation of Low/Mod Percentage

Total Population – Populated later after automatic calculation of Low/Mod Percentage

% Low/Mod– Populated later after automatic calculation of Low/Mod Percentage)

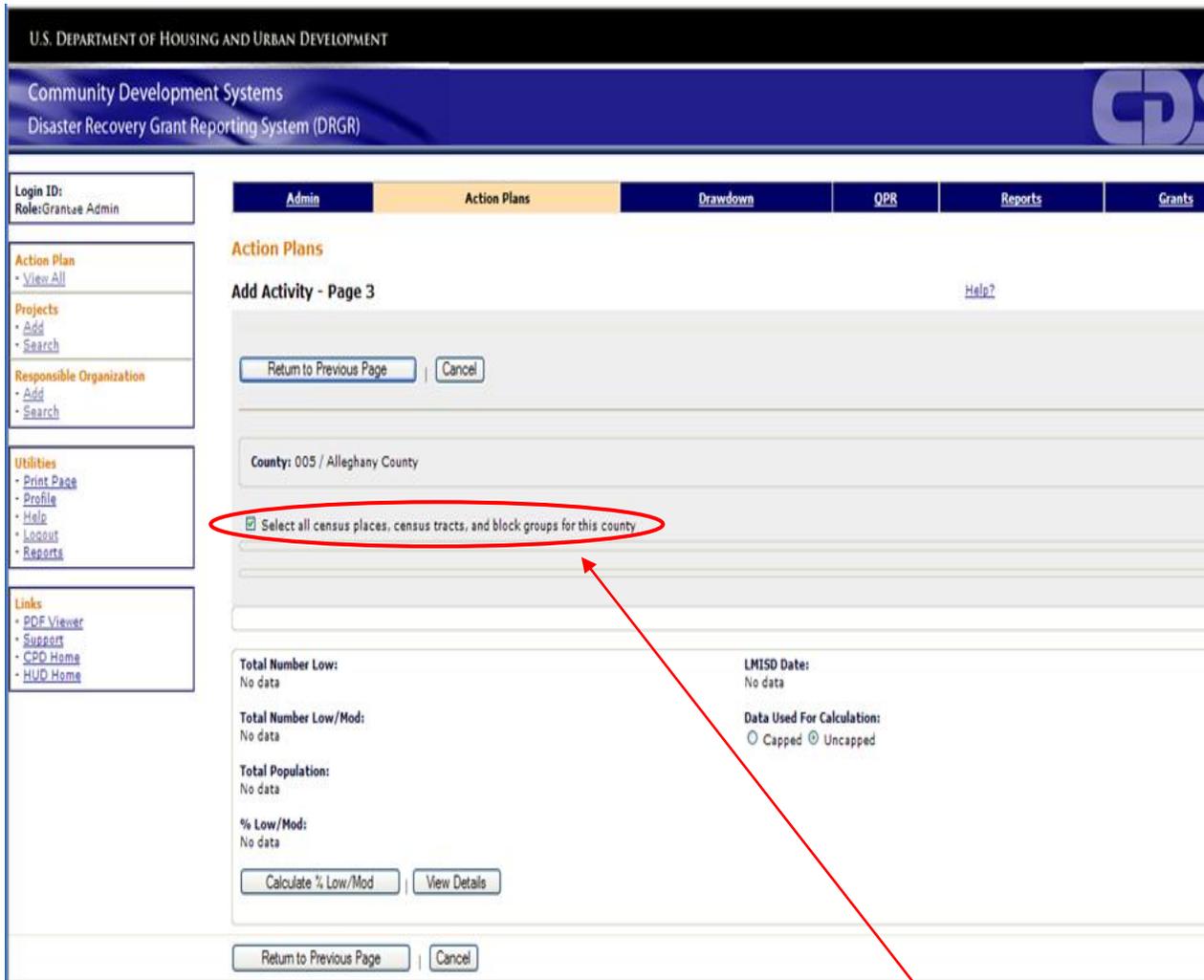


Figure 29: Add Activity – Page 3 (Select all census places and tracts box checked)

22. To select specific census places and tracts, uncheck the “Select all census places...” checkbox.
17. This action opens another Page 3 screen (Figure 34 below) which allows you to make specific selections of places and tracts.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

Login ID: Grantee Admin

Admin Action Plans Drawdown QPR Reports Grants

Action Plans

Add Activity - Page 3 [Help?](#)

Return to Previous Page Cancel

County: 005 / Allegheny County

Select all census places, census tracts, and block groups for this county

Available Census Place(s):	Selected Census Place(s):
17440	
40024	
47352	
71072	
99999	

Select Remove Remove All

Available Census Tract(s):	Selected Census Tract(s):

Select >> Select All >> << Remove << Remove All

Select Block Groups

You may select specific available census places and then move them to the 'Selected Census Place(s)' box by clicking <Select> or you may <Select All> of the available census places.

You may also <Remove> selected census places and or <Remove All> of the selected census places and move them back to the 'Available Census Place(s)' box.

Available census tracts selections and removals work in the same way.

Figure 30: Add Activity – Page 3 (Select Census Places and Tracts) screen

23. Under 'Data Used for calculation' click on the <Capped> radio button.
18. This action will enable you to calculate the % of Low and Moderate population.
24. Click on <Calculate % Low/Mod>.
19. This action opens "Add Activity – Page 3 – Block Groups" screen (Figure 35).

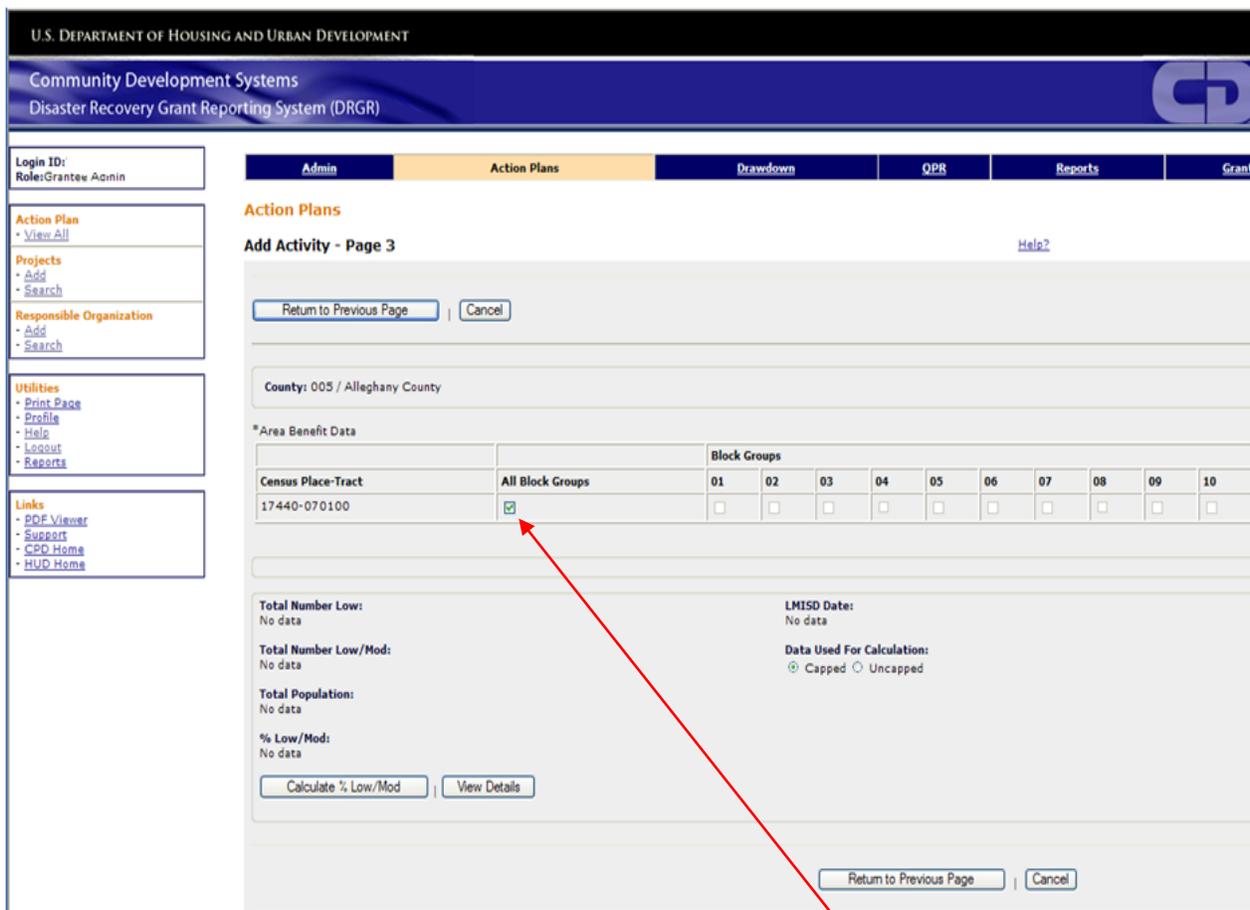


Figure 31: Add Activity – Page 3 – All Block Groups Selected screen

- 25. To select specific Block Groups for the county, uncheck the **<All Block Groups>** checkbox.
- 20. This opens an ‘Add Activity – Page 3’ screen (Figure 36) where you can select specifics block groups.

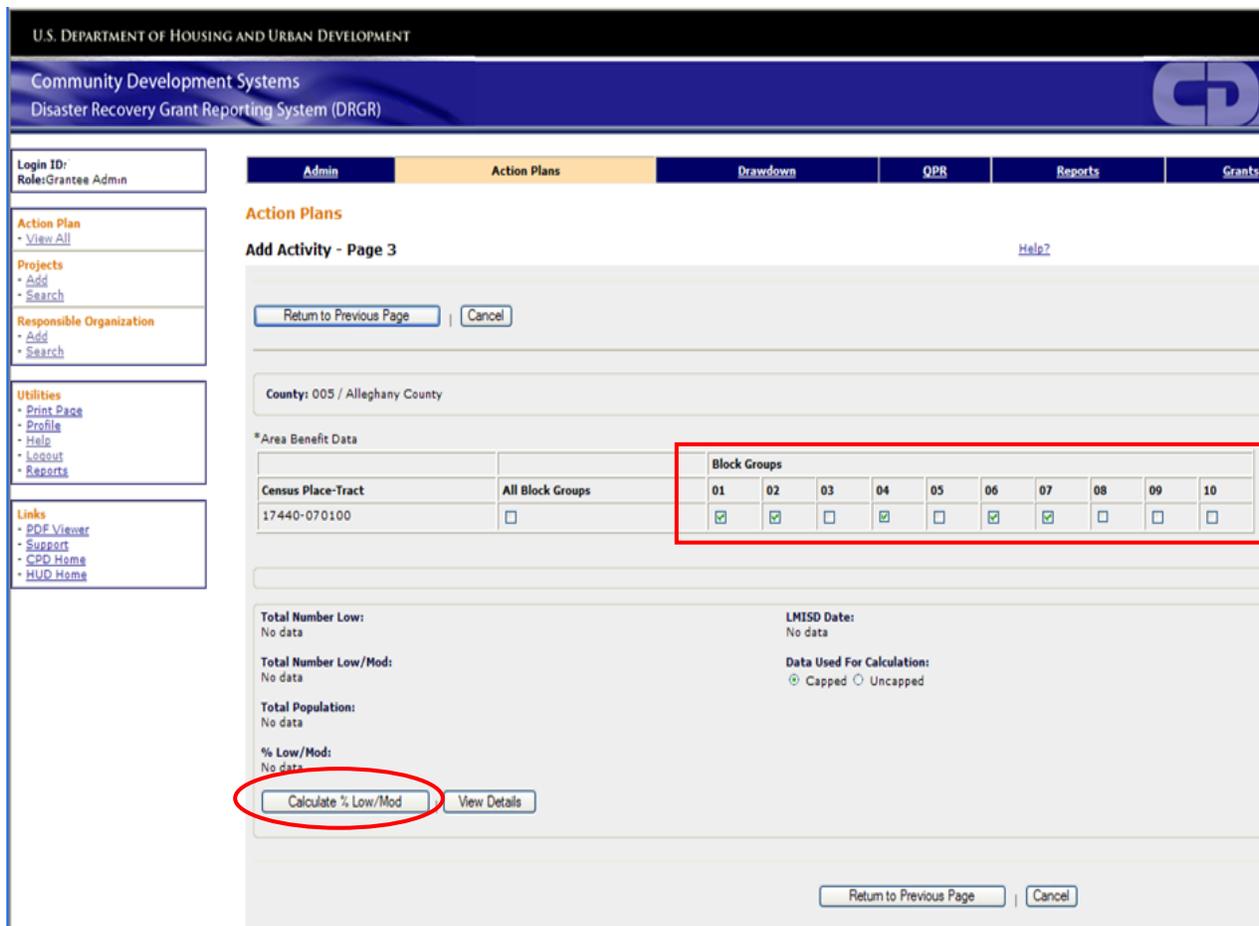


Figure 32: Add Activity – Page 3 with Block Groups selected screen

26. Click on <Calculate % Low/Mod>.
21. This activates the % Low/Mod calculation and fills in the values for ‘Total Number Low,’ Total Number Low/Mod,’ ‘% Low/Mod,’ and the ‘LMISD Date.’ (Figure 37 below)
27. Click on <See Details> to view the Low/Mod and Total Population for each Census Tract and Block Group selected. These will be sorted by County and Census Place.

Edit Activity - View Details

[Help?](#)

Grantee Activity Number: 116636	Activity Title: Freret Streetscape
Project # / Project Title: 0021 / Infrastructure - Long Term Community Recovery	Activity Type: Rehabilitation/reconstruction of a public improvement
Activity Status: Under Way	National Objective: Low/Mod

County: 071 / Orleans Parish	Total # Low/Mod	Total Population	% Low/Mod
Census Place:55000 - New Orleans city			
Census Tracts: 000100			
BG 01:	357	973	36.69
BG 02:	396	858	46.15
BG 03:	134	568	23.59
Total:	887	2399	36.97
Census Tracts: 000200			
BG 01:	537	753	71.31
BG 02:	547	669	81.76
Total:	1084	1422	76.23
Census Tracts: 013302			
BG 01:	119	791	15.04
BG 02:	81	885	9.15
Total:	200	1676	11.93
Total:	255144	467013	54.63
Service Area Total:	255144	467013	54.63

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

Admin | **Action Plans** | Drawdown | QPR | Reports | Grants

Action Plans
Add Activity - Page 3 [Help?](#)

• Successfully calculated % low/mod.

Return to Previous Page | Cancel

County: 005 / Allegheny County

*Area Benefit Data

Census Place-Tract	All Block Groups	Block Groups									
		01	02	03	04	05	06	07	08	09	10
17440-070100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Number Low: 313
Total Number Low/Mod: 466
Total Population: 925
% Low/Mod: 50.400

LMISD Date: 07/20/2010
Data Used For Calculation:
 Capped Uncapped

Calculate % Low/Mod | View Details

Return to Previous Page | Cancel

Figure 33: Add Activity – Page 3 - % Low/Mod calculation screen

27. Click on <Return to Previous Page>.

22. This returns you to the previous 'Add Activity – Page 3' where the % Low/Mod values are now present (Figure 38).

The screenshot displays a web application interface for adding an activity. On the left, a 'Links' sidebar contains: PDF Viewer, Support, CPD Home, and HUD Home. The main area is divided into several sections:

- Top Section:** A list of census places (40024, 47352, 71072, 99999) and a selected place (17440). Buttons include 'Select', 'Select All', 'Remove', and 'Remove All'.
- Available Census Tract(s):** An empty list with buttons 'Select >>', 'Select All >>', '<< Remove', and '<< Remove All'.
- Selected Census Tract(s):** A list containing '17440-070100' with a 'Select Block Groups' button below it.
- Summary Section:**
 - Total Number Low: 313
 - Total Number Low/Mod: 466
 - Total Population: 925
 - % Low/Mod: 50.400
 - LMISD Date: 07/20/2010
 - Data Used For Calculation: Capped Uncapped
- Buttons:** 'Calculate % Low/Mod' and 'View Details' are located below the summary. At the bottom, 'Return to Previous Page' and 'Cancel' buttons are visible.

Figure 34: Add Activity – Page 3 –Census Places and Tracts with new % Low/Mod calculations screen

28. Click on <Return to Previous Page>.

23. This returns you to the previous 'Add Activity – Page 3' where the % Low/Mod values are now present.

29. Click on <Save Activity>.

24. This action returns you to the 'Edit Action Plan' screen, where a 'Success: Activity has been added' message appears (Figure 39).

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

Login ID:
Role: Grantee Admin

Action Plan
- [View All](#)
- [View Action Plan](#)

Projects
- [Add](#)
- [Search](#)

Responsible Organization
- [Add](#)
- [Search](#)

Utilities
- [Print Page](#)
- [Profile](#)
- [Help](#)
- [Logout](#)
- [Reports](#)

Links
- [PDF Viewer](#)
- [Support](#)
- [CPD Home](#)
- [HUD Home](#)

Admin
Action Plans
Drawdown
QPR
Reports
Grants

Action Plans

Edit Action Plan [Help?](#)

• Success: Activity has been added.

Grant Number:
[Grant1-ESDC](#)

Grant Amount:
\$983,000,000.00

[Funding Sources](#)
[Disaster Damage](#)
[Recovery Needs](#)

Note: Click Activity Number to Edit.

Grantee Activity Number	Activity Type	Total Budget, Program Funds
1301-S2-0171	Rehabilitation/reconstruction of public facilities	\$52,500,000.00
A-101	Public services	\$101.00
CAT1-201	Privately owned utilities	\$250,000,000.00
CAT2-202	Privately owned utilities	\$330,000,000.00
CAT3-203	Privately owned utilities	\$60,000,000.00
CAT4-204	Privately owned utilities	\$35,000,000.00
CAT5-205	Privately owned utilities	\$5,000,000.00
CAT6-206	Privately owned utilities	\$0.00
CAT7-207	Construction of new housing	\$0.00
CAT8-208	Construction of new housing	\$0.00
CAT9-209	Construction of new housing	\$0.00
Loss-233	Payment for compensation for economic losses (WTC-only)	\$33,000,000.00
PA	Administration	\$17,500,000.00
Total		\$783,000,101.00

Figure 35: Edit Action Plan screen with 'Success' message

4.4.4.2 Area Benefit: Survey

Again, grantees that have used HUD-approved survey methodology outline in CPD Notice 05-06, they can enter data on Low Income, Moderate Income and Total persons manually into DRGR. <http://www.hud.gov/offices/cpd/lawsregs/notices/2005/05-06.pdf> For grantees that choose the SURVEY option under, they will enter the data on a simpler set of screens.

1. Select <Survey Method> under the Area Benefit options.
2. Enter values for Low, Mod and Total below proposed accomplishments
3. Select the <Identify Survey Methodology> button.

Report Benefit Performance By:

Area Benefit Direct Benefit

Census Survey

Proposed Accomplishments:

Performance Measure	Proposed Total
# of Linear feet of Public Improvement	8105
# of Linear miles of Public Improvement	

Proposed Beneficiaries:

Performance Measure	Proposed Total	Low	Mod
# of Persons	4617		2452

Location Description:

Activity Description:

|
 |
 |

Figure 36: Edit Activity – Page 2 screen (with new entries)

4. This will take you to the next screen: Edit Activity – Identify Survey Geography. On this page, select the following information from left to right:
 - State Code
 - County Code
 - Census Place
 - Census Tract
 - Block Groups

Action Plans

Edit Activity - Identify Survey Geography 1

[Help?](#)

*Area Benefit Data

Determined By:

Census Survey

Census Data is Optional. You can also provide Location Description in textual format on Page 2

State Code	County Code	Census Place	Census Tract	All Block Groups	01	02	03	04	05	06	07	08	09	10	Delete
-SELECT-				<input type="checkbox"/>	n/a										

Figure 37: Identify Survey Geography 1 Screen

5. Click on <**Save Activity**>.

This action saves all of the edited and entered data and opens the “Edit Action Plan” screen with a “Success: Activity has been saved) message (Figure 45).

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

Admin | **Action Plans** | Drawdown | QPR | Reports | Grants

Action Plans

Edit Action Plan [Help?](#)

• Success: Activity has been saved.

Grant Number: [Grant-ESDC](#) - [Funding Sources](#)
- [Disaster Damage](#)
- [Recovery Needs](#)

Grant Amount: \$783,000,000.00

| | |

Note: Click Activity Number to Edit.

Grantee Activity Number	Activity Type	Total Budget, Program Funds	De
130L-S2-0171	Rehabilitation/reconstruction of public facilities	\$52,500,000.00	
CAT1-201	Privately owned utilities	\$250,000,000.00	

Figure 38: Edit Action Plan screen (Success: Activity has been saved.)

4.4.5 Adding / Editing an Activity (Direct Benefit)

Depending on the activity type, grantees may be able to choose between area benefit and direct benefit. Other activity types, direct benefit will be the only option. Other options may include whether beneficiary data will be persons or households. In general, housing activities should use HOUSEHOLDS for this option.

The image shows three screenshots of a web form, each illustrating a different configuration for reporting benefit performance. Red boxes and arrows highlight the selected options in each case.

Screenshot 1: Under "Report Benefit Performance By:", "Direct Benefit" is selected. "Households" is selected under "Persons", and "Renter" is selected under "Owner". In the "Proposed Beneficiaries:" table, the "Performance Measure" is "# of Households benefitting" with a "Proposed Total" of 19647.

Performance Measure	Proposed Total	Low	Mod
# of Households benefitting	19647		

Screenshot 2: Under "Report Benefit Performance By:", "Direct Benefit" is selected. "Households" is selected under "Persons", and "Renter" is selected under "Owner". In the "Proposed Beneficiaries:" table, the "Performance Measure" is "# of Renter" and "# of Households benefitting" with a "Proposed Total" of 19647.

Performance Measure	Proposed Total	Low	Mod
# of Renter			
# of Households benefitting	19647		

Screenshot 3: Under "Report Benefit Performance By:", "Direct Benefit" is selected. "Households" is selected under "Persons", and both "Renter" and "Owner" are selected under "Owner". In the "Proposed Beneficiaries:" table, the "Performance Measure" includes "# of Renter", "# of Owner", and "# of Households benefitting" with a "Proposed Total" of 19647.

Performance Measure	Proposed Total	Low	Mod
# of Renter			
# of Owner			
# of Households benefitting	19647		

1. To begin these processes, click on the <Action Plans> tab.
5. This action opens the “View All Action Plans” screen (Figure 46).

NOTE: The “View All Action Plans” screen provides the system user the ability to view all of the existing action plans stored in the DRGR system. This screen also provides the system user the ability to filter all of the grants returned by ‘State’, ‘Grantee Name’, ‘Grant Number’, ‘Grant Status’, ‘Action Plan Status,’ and ‘QPR.’

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

Login ID:
Role:Grantee Admin

Action Plans

[View All](#)

Projects
- [Add](#)
- [Search](#)

Responsible Organization
- [Add](#)
- [Search](#)

Utilities
- [Print Page](#)
- [Profile](#)
- [Help](#)
- [Logout](#)
- [Reports](#)

Links
- [PDF Viewer](#)
- [Support](#)
- [CPD Home](#)
- [HUD Home](#)

Admin **Action Plans** **Drawdown** **QPR** **Reports** **Grant**

Action Plans

View All Action Plans [Help?](#)

State	Grantee Name	Grant Number	Grant Status	Action Plan Status	QPR
NY	GranteeP1, ESDC	Grant1-ESDC	Active	Modified - Resubmit When Ready	Add/Edit QPRs

Figure 39: View All Action Plans screen

- Click on the desired <Action Plan Status> link.

(Note: if the Action Plan Status is either *Waiting for Resubmission* or *Reviewed and Approved*, the Grantee Administrator is allowed to make further additions or edits to Activities.)

- Clicking the <Action Plan Status> opens the “Edit Action Plan” screen (Figure 47).

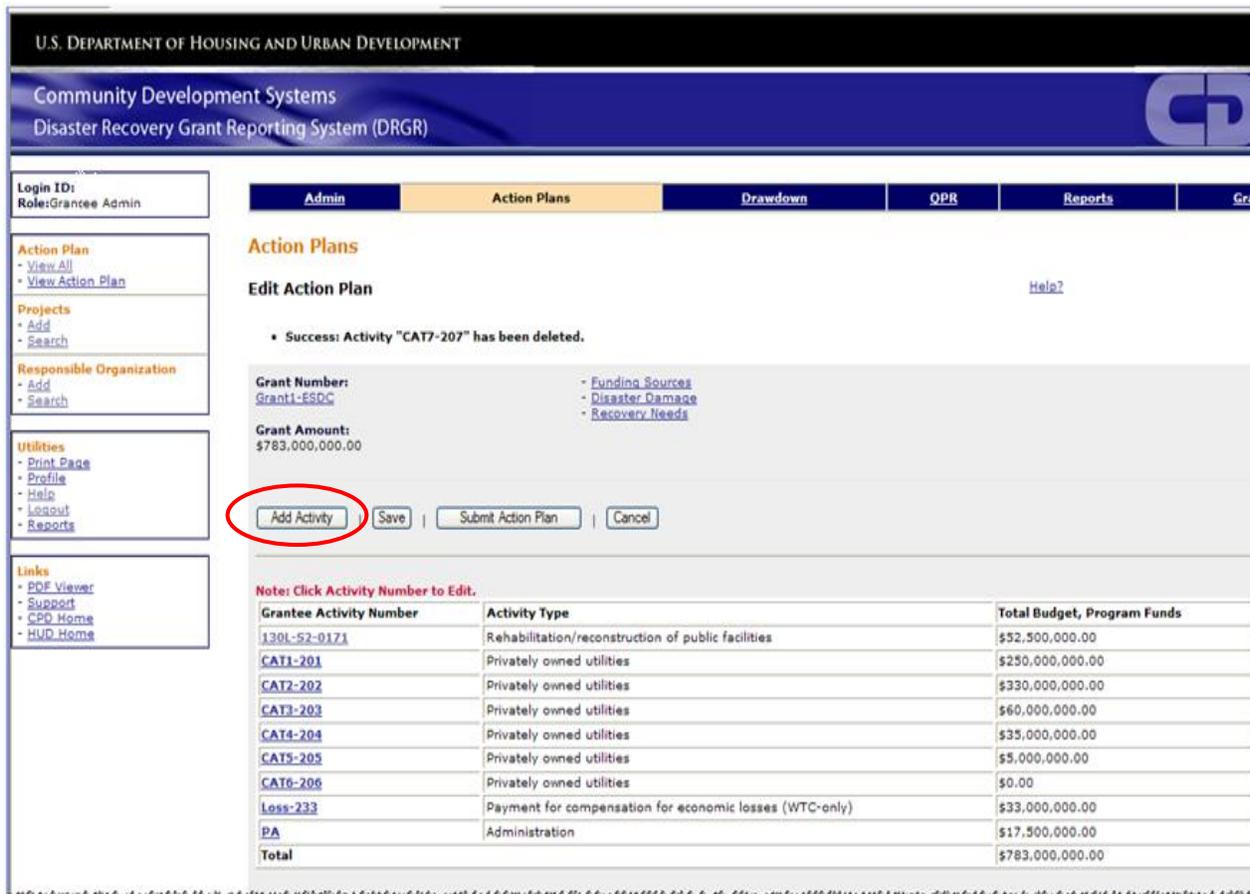


Figure 40: Edit Action Plan screen

3. Click on the <Add Activity> button.
7. This action opens the “Add Activity – Page 1” screen (Figure 48).

(NOTE: If this had been an Activity that had already been saved, you would see the “Edit Activity – Page 1” screen.)

The screenshot shows the 'Add Activity - Page 1' form. The header includes 'U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT' and 'Community Development Systems Disaster Recovery Grant Reporting System (DRGR)'. The navigation bar has tabs for 'Admin', 'Action Plans', 'Drawdown', 'QPR', 'Reports', and 'Grants'. The 'Action Plans' tab is active. The form contains the following fields and options:

- Grant Number:** Grant1-ESDC
- View Existing Activities:** Select Option dropdown, View Activity Details button
- Block Drawdown:** Blocked by Grantee Blocked/Restricted by HUD
- *Activity Type:** Construction of new housing
- *National Objective:** Urgent Need
- *Total Budget, Program Funds:** \$ 0.00 (ex: 999,999.99)
- *Grantee Activity Number:** CAT7-207
- *Projected Start Date:** 08/09/2010
- *Projected End Date:** 08/09/2011
- Activity Title:** Construction of new housing
- *Activity Status:** Planned
- *Project # / Project Title:** / (with a 'Select Project' button highlighted by a red box and a red arrow)
- Environmental Assessment:** Select Option
- Adjust Project Budget:** No Yes

A red callout box with white text says: "Enter all appropriate information. Click on <Help> for additional information on data input parameters." A red arrow points from the 'Select Project' button to the callout box.

Figure 41: Add Activity – Page 1 (with values entered except Project #)

4. If no Project # or Project Title has been selected, click on the <Select Project> button and complete the search for the Project associated with this Activity as follows:
 - a. Click on <Select Project>.
8. This action opens the “Search for Projects” screen (Figure 49).

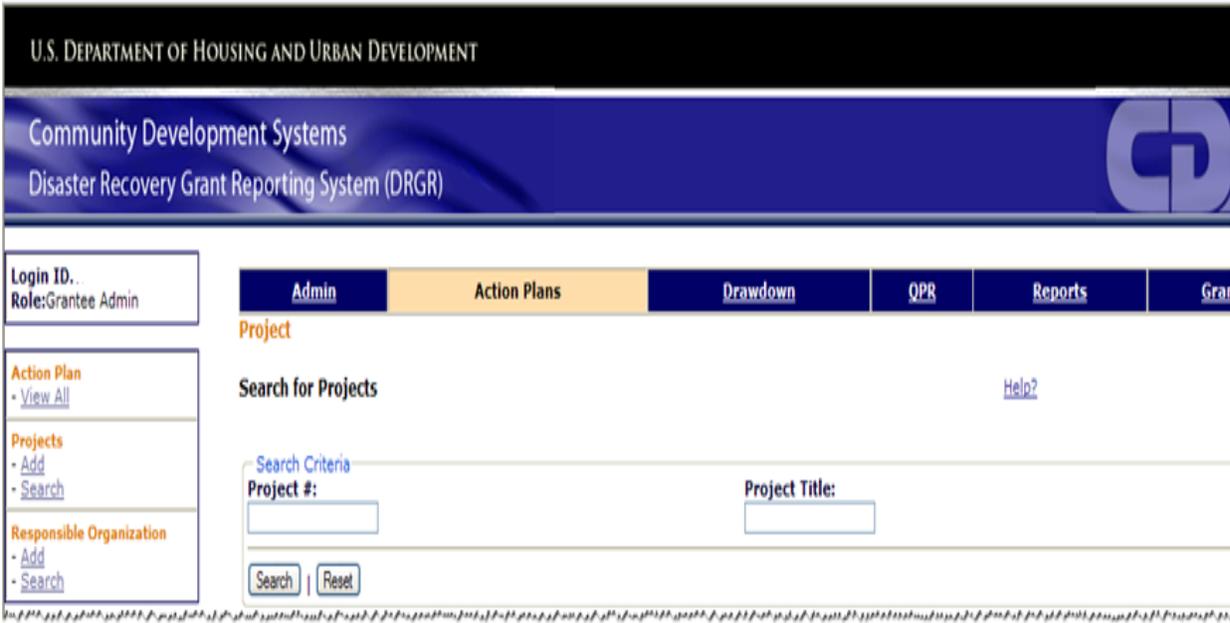


Figure 42: Search for Projects screen

- b. Enter the Project # and/or Project Title and click <Search>.
- 9. This action re-opens the “Search for Projects” screen with the project search results (Figure 50).

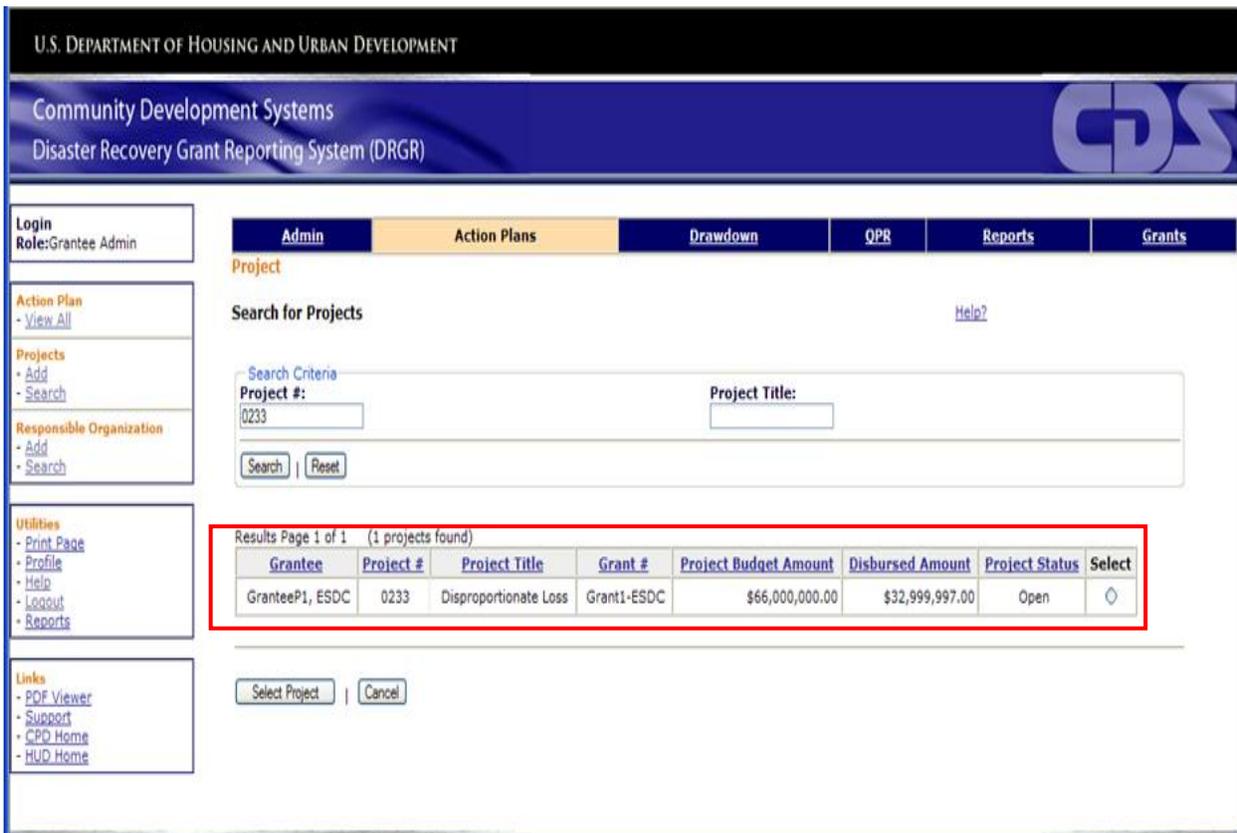


Figure 43: Search for Projects (Project selected)

c. Click on the <Select> radio button for the desired Project, and then click <Select Project>.

10. This action returns you to the “Add Activity – Page 1” screen with the added Project # and Title (Figure 51).

The screenshot displays the 'Add Activity - Page 1' interface. At the top, it identifies the user as 'Admin' and shows navigation tabs for 'Admin', 'Action Plans', 'Drawdown', 'QPR', 'Reports', and 'Gr'. The left sidebar contains navigation links for 'Action Plan', 'Projects', 'Responsible Organization', 'Utilities', and 'Links'. The main form area includes the following fields:

- Grant Number:** Grant1-ESDC
- Activity Type:** Construction of new housing
- National Objective:** Urgent Need
- Grantee Activity Number:** CAT7-207
- Activity Title:** Construction of new housing
- Activity Status:** Planned
- Environmental Assessment:** Select Option
- View Existing Activities:** Select Option (with 'View Activity Details' button)
- Block Drawdown:** Blocked by Grantee Blocked/Restricted by HUD
- Total Budget, Program Funds:** \$ 0.00 (ex: 999,999.99)
- Projected Start Date:** 08/09/2010
- Projected End Date:** 08/09/2011
- Project # / Project Title:** 0233 / Disproportionate Loss (highlighted in red)
- Adjust Project Budget:** No Yes

Two 'Continue to Next Screen' buttons are circled in red, one at the top and one at the bottom of the form area. A 'Select Project' button is located below the 'Project # / Project Title' field.

Figure 44: Add Activity – Page 1 (with Project #/Title selected)

5. After you have completed “Add Activity - Page 1,” click the <Continue to Next Screen> button.

11. This action takes you to the “Add Activity – Page 2” screen (Figure 52 below).

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

Login ID:
Role:Grantee Admin

Admin | **Action Plans** | Drawdown | QPR | Reports | Grants

Action Plans

Add Activity - Page 2 [Help?](#)

Edit Previous Screen | Continue to Next Screen | Save Activity | Cancel

Grant Number:
Grant1-ESDC

View Existing Activities:
Select Option

Responsible Organization
Location Description
Activity Description

Activity Type:
Construction of new housing

Organization carrying out activity
Is this activity being carried out by the grantee?:
Either directly and/or through contractors
 No Yes

Activity is being carried out by the grantee through
- Select -

*** Name of the Organization Carrying out activity:**

Report Benefit Performance By:
Direct Benefit
 House Hold Benefit
 Rent Units Benefit Own Units Benefit

Housing Units:
 Multi Family Units Benefit Single Family Units Benefit

Proposed Accomplishments:

Performance Measure	Proposed Total
# of Households benefitting	

Location Description:

Activity Description:

Edit Previous Screen | Continue to Next Screen | Save Activity | Cancel

Figure 45: Add Activity – Page 2 – Direct Benefits

4.4.6 Adding / Editing an Activity – Selecting Responsible Organizations

6. **Name of the Organization Carrying out activity** – Select a Responsible Organization from the <Select Responsible Organization> button.
12. This action opens the “Select Organizations” screen (Figure 53).

NOTE: Responsible Organization

Each activity listed in DRGR must include the organization responsible for administering the activity. If a grantee administers an activity itself they may list itself as the responsible organization. If there is a grant/subrecipient agreement that provides assistance for completing the activity and meeting applicable federal requirements, the name of the organization receiving assistance under this agreement should be listed as the responsible organization.

The screenshot displays the 'Select Organizations' interface. On the left, a sidebar contains navigation links for 'Action Plan', 'Projects', 'Responsible Organization', 'Utilities', and 'Links'. The main content area features a search form with the following fields: 'Organization Name', 'City', 'DUNS #', and 'EIN/TIN #'. Below these is a 'State/Territory' dropdown menu set to 'Select Option'. At the bottom of the form are 'Search', 'Reset', and 'Cancel' buttons. The 'Search' button is highlighted in orange.

Figure 46: Select Organizations screen

25. Enter search criteria for the Responsible Organization (in this case, the EIN/TIN # will be entered), and click <Search>.

13. This action causes the “Select Organizations” screen to refresh, displaying search results (Figure 54).

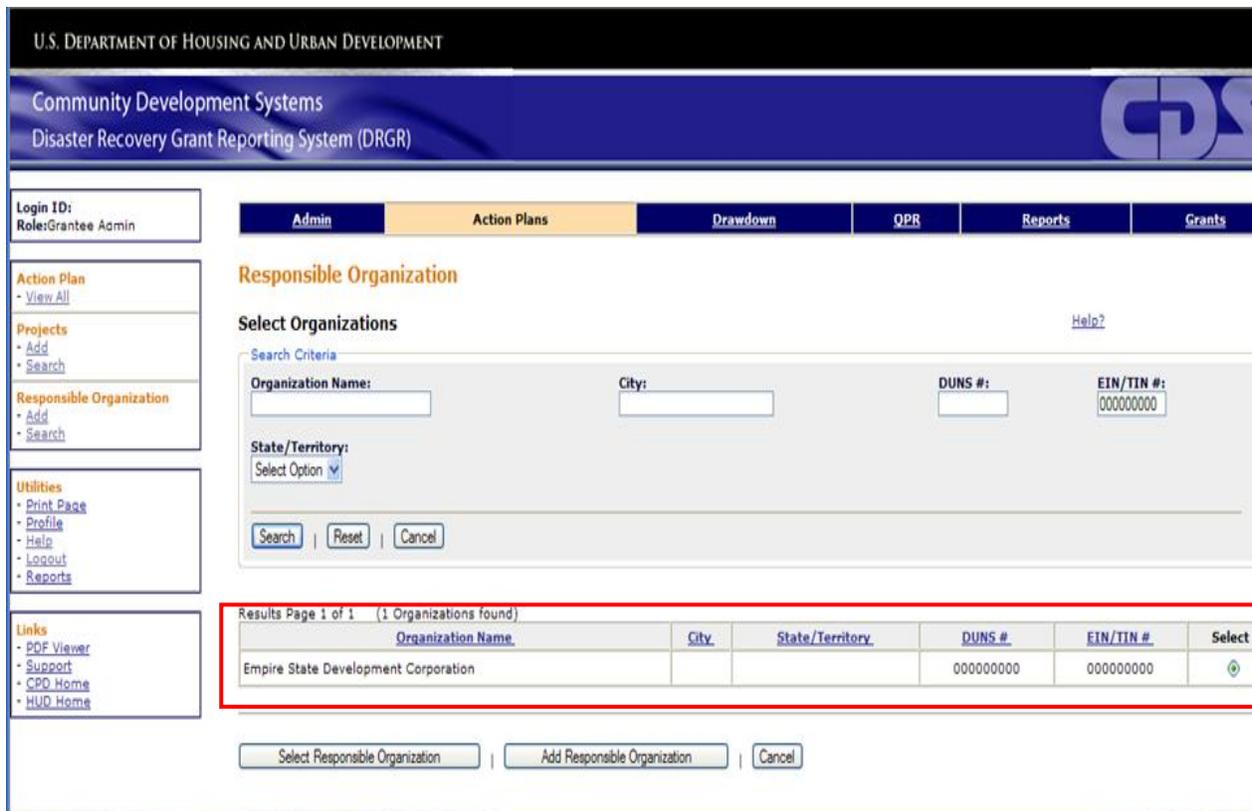


Figure 47: Responsible Organizations (Organization selected)

- Click on the <Select> radio button for the desired Organization Name, and then click <Select Responsible Organization>.
- This action re-opens the “Add Activity – Page 2” screen which now displays the selected Responsible Organization (Figure 55).

NOTE:

The ‘Primary’ Responsible Organization will not be allowed to be deleted. The user is allowed to delete the Responsible Organization only if no expenditures have been recorded (non zero amounts) on the QPR for the selected Responsible Organization.

The user can enter a value in the ‘Proposed Budget’.
There are no controls on the proposed budget amount.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

Login ID:
Role: Grantee Admin

Admin | **Action Plans** | Drawdown | QPR | Reports | Grant

Action Plans

Add Activity - Page 2 [Help?](#)

Edit Previous Screen | Continue to Next Screen | Save Activity | Cancel

Grant Number: Grant1-ESDC

View Existing Activities: Select Option [v] View Activity Details

Responsible Organization: Location Description Activity Description

Activity Type: Construction of new housing

Organization carrying out activity

Is this activity being carried out by the grantee?:
Either directly and/or through contractors
 No Yes

Activity is being carried out by the grantee through
Grantee Employees [v]

* Name of the Organization Carrying out activity:
Empire State Development Corporation
Select Responsible Organization

Proposed budgets for Organization carrying out activity :

Select	Responsible Organization Name	Organization Type	Proposed Budget
<input type="checkbox"/>	Empire State Development Corporation	Unknown	\$0.00

Add Responsible Organization

Report Benefit Performance By:

Direct Benefit

House Hold Benefit

Rent Units Benefit Own Units Benefit

Housing Units:

Multi Family Units Benefit Single Family Units Benefit

Figure 48: Add Activity – Page 2 – Direct Benefit with values entered and Responsible Organization added

8. All ‘Report Benefit Performance By’ and ‘Housing Units’ are automatically selected.
9. If you have a need to return to Page 1 of the Add Activity procedure, click on the < **Edit Previous Screen**> button.
15. This action returns you to the previous screen for editing. Selecting this link will automatically save the data entered on Page 2 of the “Add Activity” screen. (**Note:** After completing any editing on Page 1, click the <**Continue to Next Page**> button which returns you to Page 2.)
10. To save all entries for the “Add Activity” pages 1-2, click on the <**Save Activity**> button.
16. This action saves all entered information about the Activity being added and opens the “Edit Action Plan” screen showing a “Success: Activity has been Added” message (Figure 56).

4.5 Submission and Review of Action Plans

4.5.1 Submission of Action Plans

After all Activities have been added to the Action Plan, it is now possible to submit the Action Plan for review and approval. To accomplish this, click on <**Submit Action Plan**>.

17. This action opens the “View All Action Plans” screen with a ‘Success: Action Plan has been saved’ message (Figure 57).

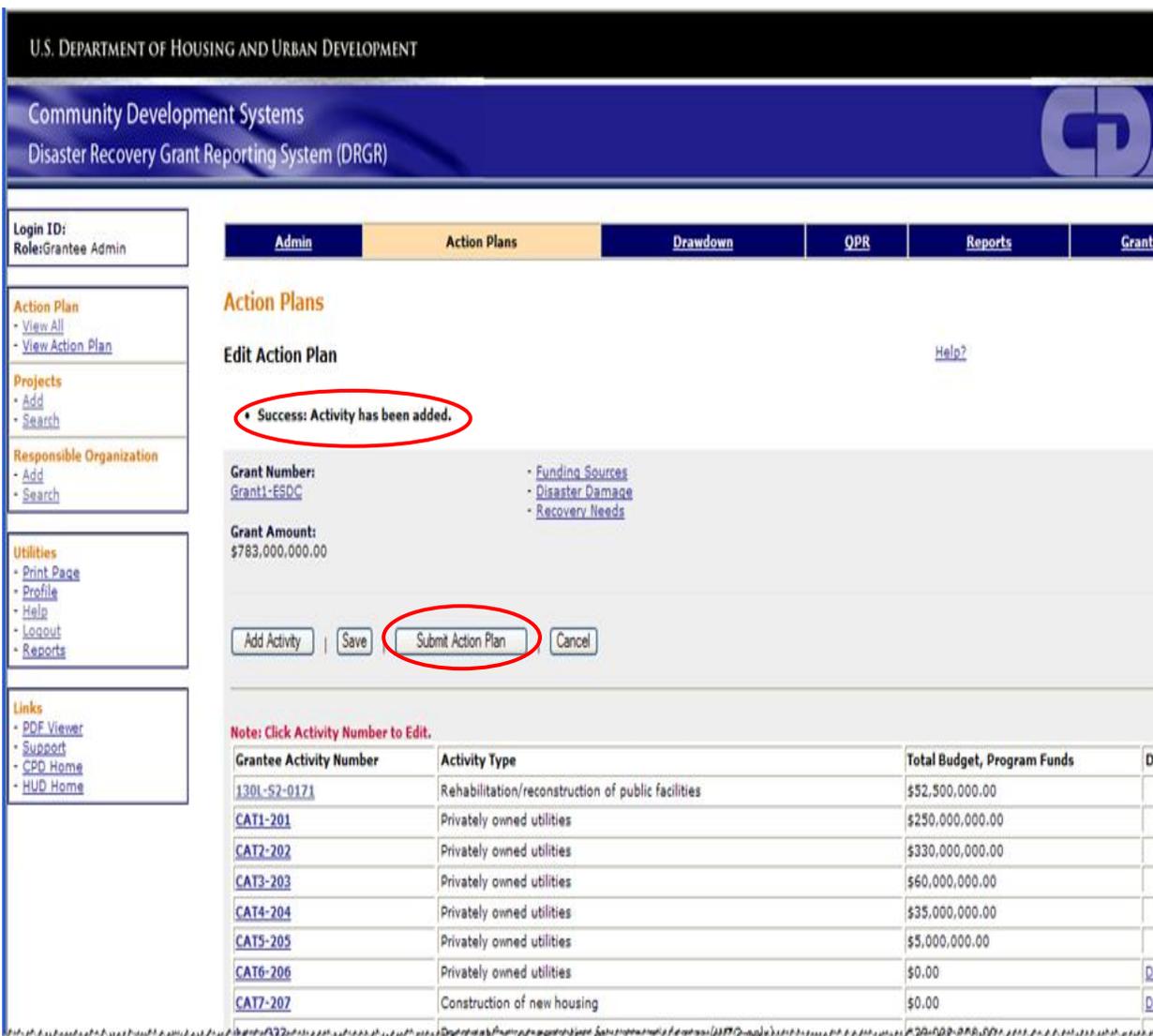


Figure 49: Edit Action Plan screen (Activity saved ‘success’ message)

18. At this time, DRGR next opens the “Create Email” screen (Figure 58) to enable the user to notify the reviewer(s) that the Action Plan is ready for review.

19.

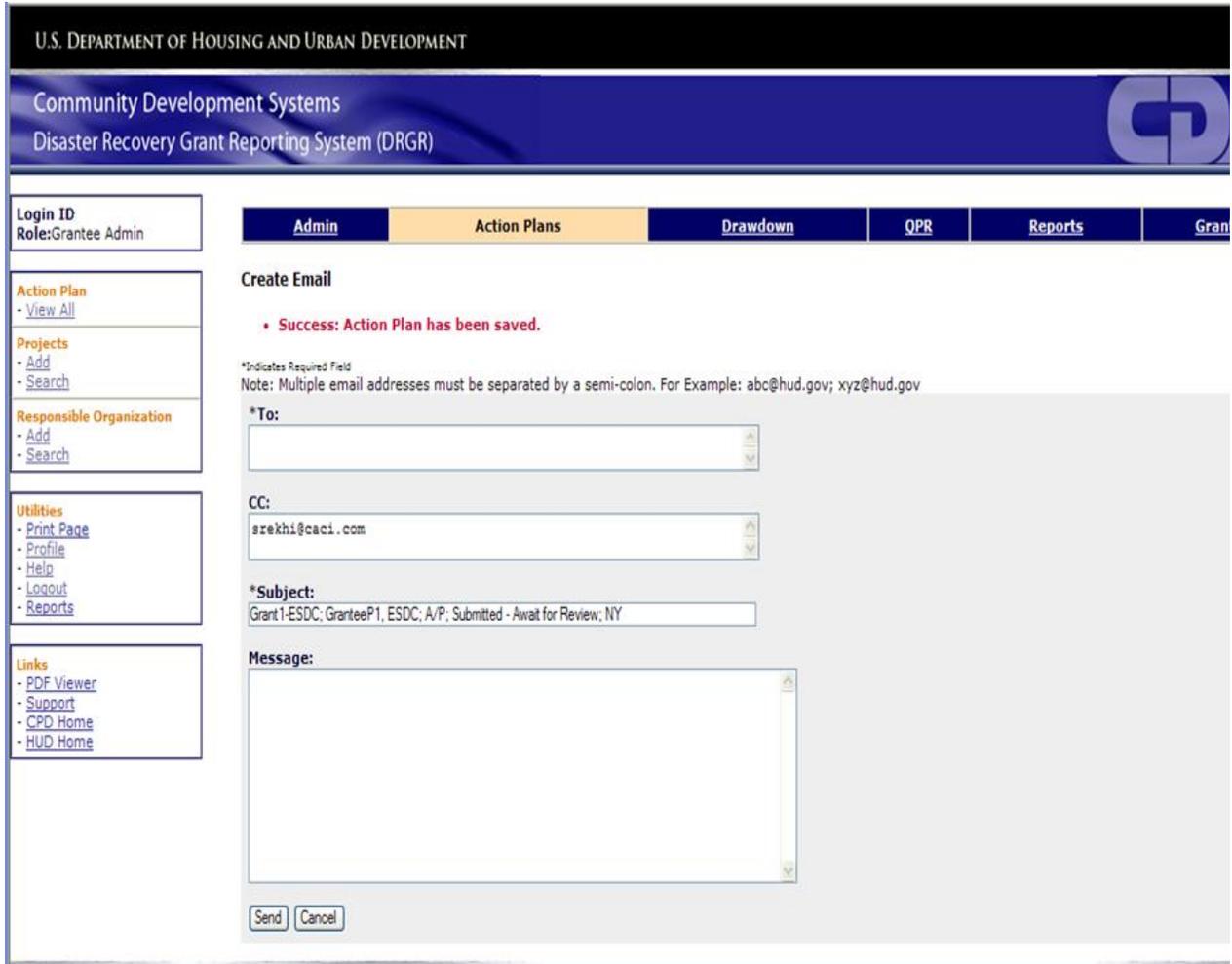


Figure 50: Create Email screen for Action Plan Review notification

4.5.2 Review of Action Plans

Login ID:
Role:

Action Plan
- [Search](#)
- [View All](#)
- [Download Print Version](#)

Projects
- [Add](#)
- [Search](#)

Responsible Organization
- [Search](#)

Utilities
- [Print Page](#)
- [Profile](#)
- [Help](#)
- [Logout](#)
- [Reports](#)

Links
- [PDF Viewer](#)
- [Support](#)
- [CPD Home](#)
- [HUD Home](#)

Admin	Action Plans	Drawdown	OPR	Reports	Grantee	Gran
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Action Plans

Review Action Plan [Help?](#)

Grant Number: [B-08-DJ-17-0001](#)
- [Disaster Damage](#)
 - [Recovery Needs](#)
 - [View Action Plan Comments](#)
 - [View Action Plan History](#)

Grantee Name: State of Illinois

Grant Amount: \$193,700,004.00

Project #	Project Title	Grantee Activity #	Activity Title
9999	Restricted Balance		<i>No activities in this project</i>
Business Assistance Program	35-6 Business Assistance Program	18000003 08-356001	ACCION- Community Loan Fund
		18006001 08-356002	Chicago Comm Ventures-Comm Loan Fund
		18006003 08-356003	Illinois Ventures for Community / Loan pool
IKE Administration Fund	35- State and Local Admin	18000004 08-356001	ACCION Chicago- Administration Funds
		18006002 08-356002	Chicago Comm Ventures Administration Fund

IKE PUBLIC Infrastructure 0006	35-4 PUBLIC Infrastructure Program	<i>no activities in this project</i>
IKE Technical Assistance 0002	35-0 Technical Assistance funds	<i>No activities in this project</i>
Program Delivery	35- Program Delivery Costs	<i>No activities in this project</i>

Status: Submitted - Await for Review | Save Review | Cancel

Disaster Damage:

The statewide average precipitation in 2008 was 50.7 inches, 11.4 inches above normal and the second wettest year since 1895. Based on preliminary data, the statewide average precipitation for September 2008 was 7.98 inches, making this the third wettest September on record (going back to 1895) for Illinois. Chicago (at O'Hare airport) reported 6.64 inches on September 13, 2008 setting a new record for the most rain in one calendar day in Chicago's history.

Major flooding in three regions of the state kept the State Emergency Operations Center (SEOC) activated for more than three weeks in June and July. A large contingent of state resources, including more than 1,400 Illinois National Guard troops, was activated to help communities along the Mississippi River and other rivers in northern and southeastern Illinois battle floodwaters. In total, 26 levees overtopped or breached along the Mississippi River between Rock Island, Illinois and St. Louis, Missouri. Six of the 26 overtopped or breached levee systems are located in Illinois. As a result of the June 2008 flooding, 25 Illinois counties were declared federal disaster areas per FEMA-1771-DR. Twenty-one of these 25 counties are located along the Mississippi, Embarras, and Wabash Rivers. The state's requests for federal disaster assistance for people and businesses in these counties and for local governments in 22 counties were approved by FEMA, bringing welcomed relief to many persons in these flood-battered areas. FEMA previously allocated \$17,341,434 to assist these counties in their efforts to recover from the devastation caused by the severe flooding. Flooding in September again ravaged homes, businesses and communities. Heavy rains, including precipitation from Hurricane Ike, caused extensive flooding in the northern and central regions of the state in September. The severe flooding caused tremendous damage, which, in turn, left many communities without electricity for days, and many for weeks. The state was successful in getting federal assistance for people and businesses in these counties, as well as federal reimbursement for some flood-related expenses incurred by local governments in 13 counties. A total of 41 counties

Created			
# of Permanent Jobs Retained	5	3	60.00%

Proposed Accomplishments	Total
None	

Activity is being carried out by the Grantee: Yes
Activity is being carried out through: Grantee Employees and Contractors
Organization carrying out Activity: Chicago Community Ventures

Proposed budgets for organizations carrying out Activity:

Responsible Organization	Organization Type	Proposed Budget Amount
Chicago Community Ventures	Non-Profit	\$1,800,000.00

Location Description:

Service area is Cook, Lake, DeKalb, DuPage, Grundy, Kane, Kendall, LaSalle & Will counties.

Activity Description:

Chicago Community Ventures (CCV), in partnership with DCEO, will support new and existing businesses in northern Illinois located in FEMA disaster-declared counties of 2008. CCV will provide technical assistance to prospective and current entrepreneurs as well as microloans ranging in size from \$25,000 to \$75,000 to clients who may not qualify for traditional bank financing. CCV will serve Cook, Lake, DuPage, Grundy, Kane, Kendall, and Will counties.

Comment on Activity

Activity Comments

Activity Comments

Comment

Comment on Action Plan

Action Plan Comments

Action Plan History

Version	Date
B-08-DI-17-0001 AP#1	07/21/2010

|

Admin	Action Plans	Drawdown	QPR	Reports	Grantee
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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:**

Message:

Ike Planning 00007	35-5 IKE Planning Grants	dref 00003	Planning Program
IKE Public Infrastructure 0006	35-4 Public Infrastructure Program	<i>No activities in this project</i>	
IKE Technical Assistance 0002	35-0 Technical Assistance funds	<i>No activities in this project</i>	
Program Delivery	35- Program Delivery Costs	<i>No activities in this project</i>	

Status: | |

Submitted - Await for Review
 Rejected - Await for Modification
Reviewed and Approved

Disaster Damage:

The statewide average precipitation in 2008 was 50.7 inches, 11.4 inches above normal and the second wettest year since 1895. Based on preliminary data, the statewide average precipitation for September 2008 was 7.98 inches, making this the third wettest September on record (going back to 1895) for Illinois. Chicago (at O'Hare airport) reported 6.64 inches on September 13, 2008 setting a new record for the most rain in one calendar day in Chicago's history.

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