Universal Notice Disaster Recovery Grant Reporting (DRGR) Fact Sheet

Version: 2.0

Published: March 2025

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Disaster Recovery

Overview

This fact sheet applies to grantees who receive a future allocation of Community Development Block Grant Disaster Recovery (CDBG-DR) funds covered by the Universal Notice. Any changes to the applicability of these requirements will be updated in applicable DRGR guidance documents and grantees will be notified in advance of the updates. The following DRGR related topics are covered in this fact sheet:

1. Establishing Grantee Access in DRGR
2. Grantee Submission of Optional Action Plan for Program Administrative Funds ("Admin Action Plan")
3. Identifying and Tracking CDBG-DR Mitigation Set-Aside
4. Additional DRGR Resources

Note: This fact sheet includes guidance for DRGR functions required to complete the tasks mentioned above. Grantees should review the applicable *Federal Register* notice for additional details.

Establishing Grantee Access in DRGR

The following steps are provided as guidance on describing the process for establishing grantee access in DRGR.

Step	Entity Responsible	Task
1	Grantee (New DRGR Users)	Grantee submits request for user accounts with appropriate user roles to applicable HUD CPD Representatives in DRGR via the Administration module. • Grantee determines user to serve as DRGR Grantee Administrator and submits an email request to CPD Representative for DRGR access providing the following information: ○ first name, last name, email address, mailing address, title, organization name, phone number, fax and a five-digit number of your choice (0 should not be first number) to be utilized as the user Personal Identification Number (PIN) Details (including step-by-step instructions and screenshots) on DRGR user roles and user management can be found in *Chapter 5: User Management and Certifications* of the DRGR User Manual.
2	HUD	HUD CPD Representatives will submit the DRGR user request(s) for the Grantee Administrator users through the DRGR system. The new user will be notified via email once their DRGR account is established. Details (including step-by-step instructions and screenshots) on DRGR user roles and user management can be found in *Chapter 5: User Management and Certifications* of the DRGR User Manual.
3	Grantee	After DRGR user accounts have been created, DRGR Grantee Administrators should proceed with requesting and authorizing access for additional DRGR Grantee Administrators and/or Grantee Users in DRGR via the Administration module. Details (including step-by-step instructions and screenshots) on DRGR user roles and user management can be found in *Chapter 5: User Management and Certifications* of the DRGR User Manual.

Step	Entity Responsible	Task
4	HUD	Following HUD approval of the "paper" Admin Action Plan and initial grant agreement execution, HUD will grant access for five percent (5 percent) or less of grantee's total grant award in DRGR to allow for budgeting to an administration project and activity(ies). The remaining grant balance will not be obligated until HUD approves the Action Plan and the Secretary's certification of financial controls and procurement processes, and adequate procedures for proper grant management.

Grantee Submission of Optional Action Plan for Program Administrative Funds ("Admin Action Plan")

The Universal Notice authorizes grantees receiving an award under the appropriations act to access funding for program administrative costs prior to the Secretary's certification of financial controls and procurement processes, and adequate procedures for proper grant management. If a grantee chooses to access funds for program administrative costs prior to the Secretary's certification, the grantee must follow the requirements outlined in the Universal Notice. Each grantee can submit an Admin Action Plan for program administrative costs for disaster recovery efforts to HUD requesting access to draw funds for administration activities prior to submitting its required Action Plan as identified within the allocation announcement notice.

Following HUD approval of the "paper[1]" Admin Action Plan, the grantee enters an administration project and activity(ies) from its approved "paper" Admin Action Plan into the DRGR Action Plan. Once the administration project and activity(ies) are established in DRGR, the grantee submits its Admin Action Plan in DRGR for HUD review and approval. CDBG-DR administration funds can be drawn from the line of credit only for activities that are established and approved in the DRGR system. This process will allow a grantee to access funds for program administrative costs while the grantee begins developing its Action Plan.

Grantee Steps for Submitting an Admin Action Plan in DRGR

The following steps are provided as guidance on describing the submittal process for grantees submitting an Admin Action Plan in DRGR.
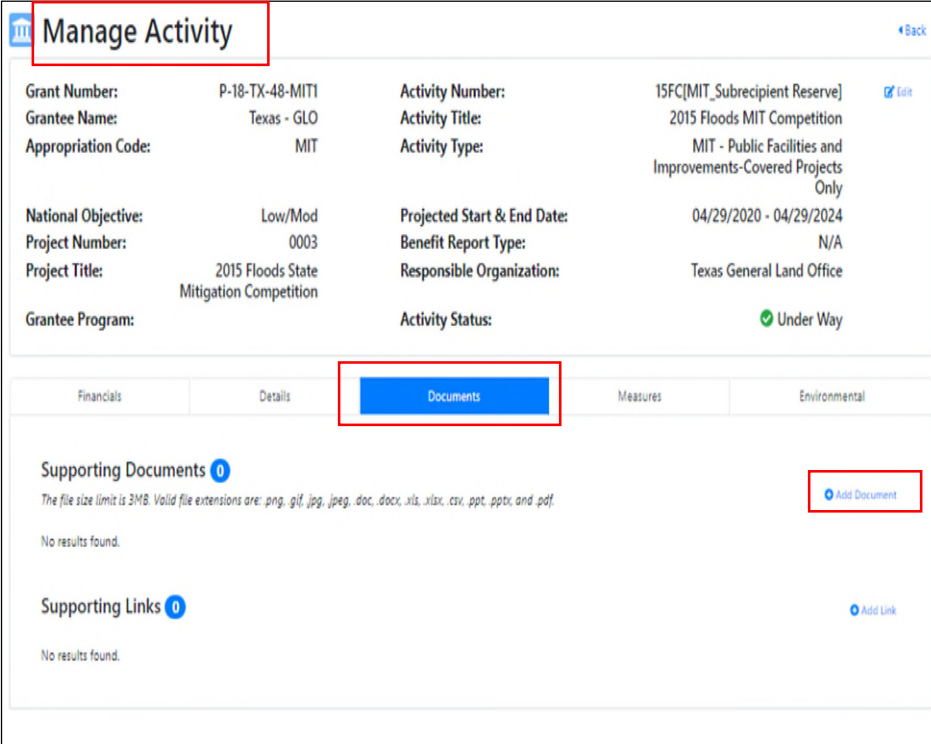
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[1] The "paper" Action Plan refers to a written (PDF) Action Plan that is developed and submitted to HUD outside of the DRGR system .
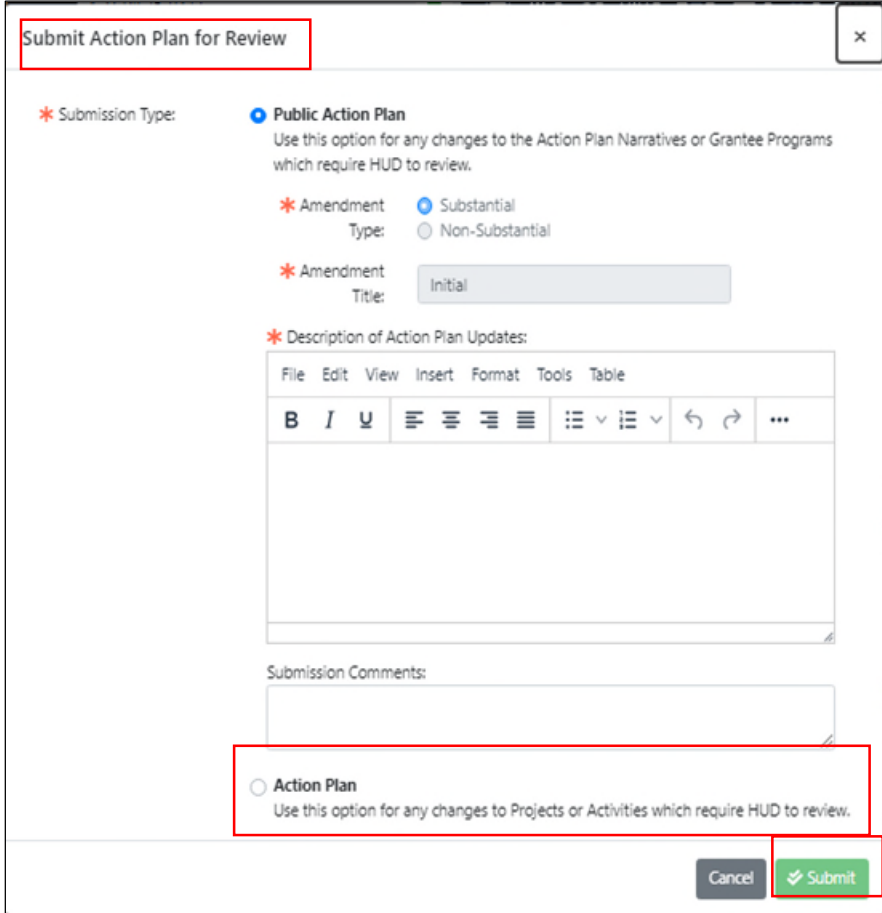
Step	Entity Responsible	Task
1	**Grantee (New DRGR Users)**	Grantees should refer to the Grantee Access in DRGR component of this fact sheet before moving forward with the steps outlined below.
2	**HUD**	Following HUD approval of the "paper" Admin Action Plan and initial grant agreement execution, HUD will grant access for five percent (5 percent) or less of grantee's total grant award in DRGR to allow for budgeting to an administration project and activity(ies). The remaining grant balance will not be obligated until HUD approves the Action Plan and the Secretary's certification of financial controls and procurement processes, and adequate procedures for proper grant management.
3	**Grantee**	Applicable DRGR Grantee Users will establish the Admin Action Plan in DRGR via the "Manage My Grants - Manage Action Plan" link by: • Creating an "Administration" project in DRGR to group administration activities. 　○ Navigate to the Manage My Grants module and locate the Project menu. Select <Add Project>. The "Add Project" page will load. Complete, at minimum, all required fields marked with an asterisk (*) as shown in the screenshots below.

Step	Entity Responsible	Task
		  ○ Once complete, select the <Save> button on the bottom-right of the pop-up window to add the "Administration" project. Refer to [Chapter 12: Projects](#) of the DRGR User Manual for additional details on adding and editing projects in the system.
6	**Grantee**	Once an "Administration" project is created in DRGR, administration activity(ies) can then be associated to the project. Administration activity(ies) should include: • Narratives and budgets • Association to the appropriate "Administration" project in DRGR • Upload approved "paper" Admin Action Plan in DRGR via "Manage Action Plan – Documents" tab.

Step	Entity Responsible	Task
		- The HUD approved "paper" Admin Action Plan **<u>MUST</u>** be uploaded to the activity's "Manage my Activity – Documents" tab in order to receive HUD approval in DRGR. - Creating an "Administration" activity(ies) in DRGR: - Navigate to the Manage My Grant module and locate the Activities menu. Select <Add Activity> and the "Add Activity" page will load. Complete, at minimum, all required fields marked with an asterisk (*). **Add Activity** **Details** ✳ Project: Select One ▼ ✳ Activity Type: ⬍ Environmental Assessment: ⬍ ✳ National Objective: ⬍ Grantee Program: ⬍ ✳ Grantee Activity Number: Enter Activity Nu ✳ Activity Title: Enter Activity Title …

Step	Entity Responsible	Task
		o The "Project" field opens a dropdown of Projects already created for the current Action Plan. Select the desired "Administration" project for the Activity. Grantees must first create the administration project before creating activities, as mentioned above. o Select the <Save> button on the bottom right of the screen once all required information has been added on the Add Activity Screen. o Alternatively, activities may be added from the "Manage Action Plan" page's "Activities" tab by selecting <Manage Action Plan>. To access the "Manage Action Plan" page, navigate to the Manage My Grant module, locate the Action Plan menu, and select the link <Manage Action Plan>. The "Manage Action Plan" page will load.

Step	Entity Responsible	Task
		o Once the administration activity has been created, select the "Documents" tab on the "Manage Activity" screen and select the "Add Document" link to upload a copy of the HUD-approved paper Admin Action Plan and executed grant agreement.

Note: Only the Project and Activity modules (tabs) within the "Manage Action Plan" module require data entry to access administration funds at this time. <u>Grantees will only receive approval of its Admin Action Plan when utilizing the "Administration" activity type in DRGR, use of any other DRGR activity type will trigger rejection of the Admin Action Plan in DRGR.</u>

Refer to Chapter 14: Activities of the DRGR User Manual for additional details on adding and editing activities in the system.

Step	Entity Responsible	Task
7	**Grantee**	Upon creation of the "Administration" project and activity(ies) in DRGR, the authorized grantee user submits the Admin Action Plan for HUD review in the system. • Grantee users must have the "Submit Action Plan" role to submit the Admin Action Plan for review and approval. Users without this role, will not see the "Submit Plan" button. After selecting "Submit Plan", select "Action Plan" as the Submission Type. ![Manage Action Plan screenshot] o Grantee Users should include information useful to your HUD reviewer in the submission comments box to further explain the purpose of the submission. ![Submit Action Plan for Review screenshot]

Step	Entity Responsible	Task
8	Grantee	Grantee submits Admin Action Plan in the DRGR System once completed. Grantee will repeat steps 6 and 7 (above) if new administrative activities must be added, or changes need to be made to existing administrative activities via approval of Admin Action Plan substantial and non-substantial amendments. Refer to Chapter 14: Activities of the DRGR User Manual for additional details on adding and editing activities in the system.
9	HUD	HUD staff reviews the Admin Action Plan within the "Manage Action Plan" module. • If edits are needed, HUD staff can reject the Admin Action Plan, for administration funds returning the Admin Action Plan for administration activity project and activity(ies) to the grantee to be revised and resubmitted in DRGR. • Otherwise, HUD staff approve the Admin Action Plan via the DRGR Action Plan in the system. Refer to *Chapter 16: Action Plan Submission and Approval* of the DRGR User Manual for additional details on reviewing and approving Action Plans in DRGR.
10	Grantee	Following approval of the Admin Action Plan in DRGR, grantees will then be allowed to create vouchers to draw funds against the administration activities established in DRGR. Refer to Chapter 23: Financial Overview and Vouchers *and* Chapter 24: Financial Obligations and Vouchers of the DRGR User Manual for additional details on submitting vouchers in DRGR.

Identifying and Tracking CDBG-DR Mitigation Set-Aside

This requirement applies to DRGR grantee users who received a CDBG-DR allocation of funding covered by the Universal Notice which included a set-aside amount for "Mitigation" activities. HUD has developed the ability for grantees to identify these "Mitigation-only" activities in DRGR for reporting purposes. This enhancement will allow HUD and grantee users to track budgets, expended and drawn funding of the "Mitigation-only" activities properly per the applicable *Federal Register* notice(s).

Multiple activity types have been established in DRGR for specific appropriations per applicable *Federal Register* notice requirements. Activity types in DRGR beginning with "MIT" are designated as Mitigation-only activities (see Table #1 below for mitigation activity type details). All activities determined applicable to the fifteen percent (15 percent) Mitigation funding requirement will be created in DRGR per step-by-step instructions provided in [Chapter 14 - Activities](#) of the DRGR User Manual. Grantees with mitigation activities select activity type beginning with "MIT-..." when developing its DRGR Action Plan and creating activities. The Mitigation activity types will be used by HUD to track grantee expenditures towards the 15 percent Mitigation set-aside. The table (Table #1) below lists available mitigation specific activity types in DRGR:

Table 1: DRGR Mitigation Activity Types

#	Activity Type Name	Activity Type Description
1	MIT - Buyout of Properties	Acquisition of all property types
2	MIT - Direct Housing Payments	All types of housing payment, e.g., relocation payments and assistance, resettlement housing incentives, rental assistance, and home-ownership assistance
3	MIT - Economic Development	Provision of assistance to profit motivated businesses to carry out economic development activity or recovery activity that benefits the public
4	MIT - Planning and Capacity Building	Planning and capacity building activities, e.g., urban environmental design, policy planning, capacity building for nonprofit or public entities
5	MIT - Public Facilities and Improvements-Covered Projects Only	A Covered Project is an infrastructure project having a total project cost of $100 million or more, with at least $50 million of CDBG funds
6	MIT - Public Facilities and Improvements-Non Covered Projects	All construction, reconstruction or rehabilitation of public facilities and improvement, e.g., private utilities, streets, water lift stations, water, sewer, dikes, dams, stream/riverbank repairs
7	MIT - Public Services and Information	Provision of public services to include code enforcement in deteriorated or deteriorating areas, e.g., disaster areas

#	Activity Type Name	Activity Type Description
8	MIT - Rehabilitation/reconstruction of residential structures	Rehabilitation or reconstruction of residential structures
9	MIT - Residential New Construction	Construction of new housing and new replacement housing, to include rental housing (all types of residential new construction)

As for tracking the Mitigation set-aside 15 percent requirement, an additional line will be added to the "Progress Toward Required Numeric Targets" section in the Performance Report entitled "Mitigation Set-Aside" for applicable appropriations. The added "Mitigation Set-Aside" will be configured to capture the 15 percent requirement (total grant award plus estimated program income less administration and planning activity budgets). The projected "Mitigation Set-Aside" field will be configured to total the projected budgets of all "MIT" activity types, as listed above, and the actual "Mitigation Set-Aside" field will be configured to total the drawn amounts of all "MIT" identified activities. This will provide both grantees and HUD with a tracking mechanism for the Mitigation set-aside requirement and ensure compliance with this requirement.

Questions?

All questions and inquiries regarding this fact sheet, including defect reporting, should be sent to HUD's [Ask A Question (AAQ) portal](#). Under "My question is related to," select "DRGR: Disaster Recovery Grant Reporting System."

Additional Resources

[DRGR: Disaster Recovery Grant Reporting System - HUD Exchange](#)

[DRGR User Manual - HUD Exchange](#)