



Chapter 12: Projects | Manage My Grants Module

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## Chapter 12: Projects | Manage My Grants Module


This Chapter provides procedures to add, edit, and delete Projects contained in the **Manage My Grants** module. For Grantee Users associated with TA Providers, the add and edit functions for Projects are not applicable. Rather, the add and edit Project functions are applicable to HUD Users who oversee TA awards in DRGR. See Chapter 10 for additional information on the relationship between the Action Plan, Projects, Activities, and TA Work Plans.

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


### Grantee Users

Menu Option	Subsection	Action
 Add Project	B2	Add new Project to the Action Plan
 Search Projects	B1, B3, B4	Search, edit, and delete existing Projects

### HUD Users (non-TA)

Menu Option	Subsection	Action
 Search Projects	B2	Search and view Grantee Projects




### HUD Users Assigned to TA Awards

Menu Option	Subsection	Action
 Search Projects	B2-B4	Search, view, edit, and delete Grantee Projects

## A. Manage My Grants Module Access

The **Manage My Grants** module contains all Action Plan Project actions.

### A1. Grantee | User Access

User Role: Grantee Users	Menu Option:  Manage My Grants Module
Purpose: Allow Grantee Users to access Action Plan Project actions.	
 Complete the following steps to access the Manage My Grants Module:	
1 In the DRGR System, select the <b>Manage My Grants</b> module, or  icon, located in the navigation bar.	

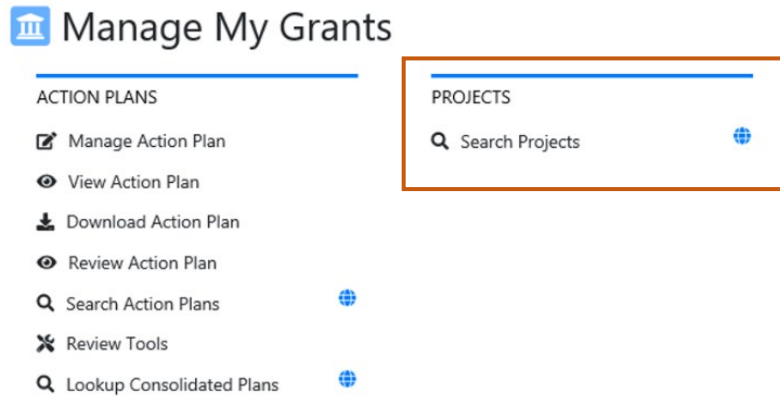


<b>User Role:</b> Grantee Users	<b>Menu Option:</b> <b>Manage My Grants Module</b>
<div style="background-color: #003366; color: white; padding: 5px;"><div style="display: flex; justify-content: space-between; align-items: center;"><span> DRGR</span><span>B-11-DN-13-0001</span><span> <span>Misner, Glen [1017GA]</span></span></div></div>	
<p>2 This opens the dropdown menu items for the <b>Manage My Grants</b> module. The System displays the relevant menu items based on user type and user roles.</p> <div style="display: flex; align-items: center; justify-content: center;"><div style="text-align: center;"><h2 style="margin: 0;">Manage My Grants</h2><div style="border-bottom: 2px solid #007bff; width: 100%; margin-bottom: 10px;"></div><div><div>ACTION PLANS</div><div><div> Add Action Plan</div><div> Manage Action Plan</div><div> View Action Plan</div><div> Download Action Plan</div><div> Search Action Plans </div><div> Review Tools</div><div> Lookup Consolidated Plans </div></div></div></div><div style="border: 2px solid orange; padding: 10px; margin-left: 20px;"><div style="border-bottom: 2px solid #007bff; width: 100%; margin-bottom: 10px;"></div><div><div>PROJECTS</div><div><div> Add Project</div><div> Search Projects </div></div></div></div></div>	

## A2. HUD | User Access

<b>User Role:</b> HUD User	<b>Menu Option:</b> <b>Manage My Grants Module</b>
<b>Purpose:</b> Allow HUD Users to access Action Plan Project actions.	
<b>Complete the following steps to access the Manage My Grants Module:</b>	
<p>1 In the DRGR System, select the <b>Manage My Grants</b> module, or  icon, located in the navigation bar.</p> <div style="background-color: #003366; color: white; padding: 5px;"><div style="display: flex; justify-content: space-between; align-items: center;"><span> DRGR</span><span>B-11-DN-13-0001</span><span> <span>Misner, Glen [1017GA]</span></span></div></div>	

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

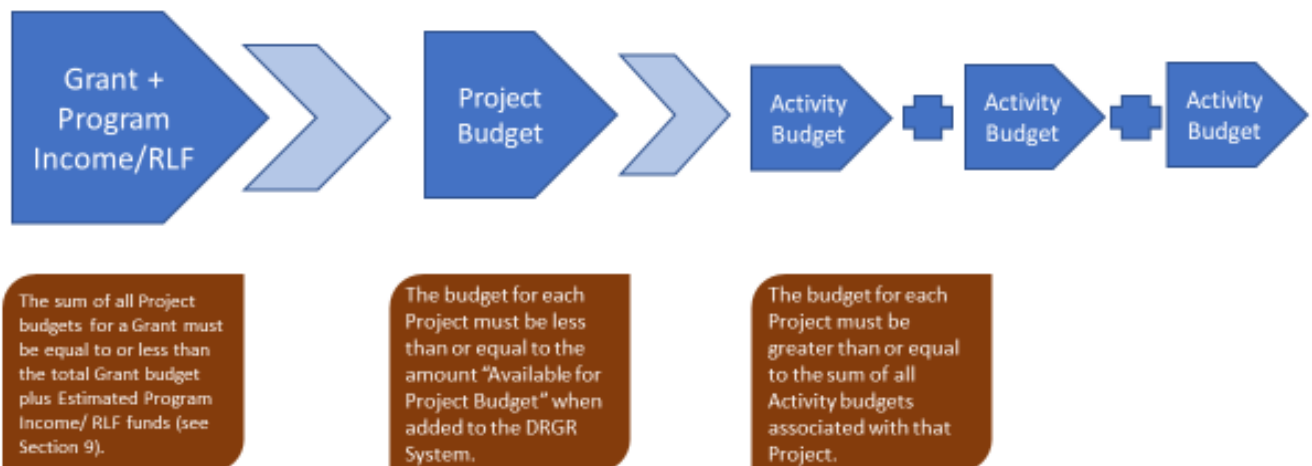


## B. Manage Projects

The primary purpose of “Projects” is to group similar activities by categories such as major programs outlined by the TA Program, in the Disaster Recovery Published Plan (e.g., Housing, Economic Development, Infrastructure) or by Responsible Organization (see Chapter 6). Projects can also be used to track budgets for Responsible Organizations, contracts, subrecipient agreements, local account codes, or activity types.

**TIP!** The sum of Project Budgets should correlate with the high-level budgets contained in the Disaster Recovery Published Plan.

**Project Budget Rules:** The DRGR System enforces the following budget rules to ensure Grantees do not exceed award budget and spending authority:



\* Note: For Technical Assistance Providers, the Activity Budget and TA Work Plan budget are one in the same.



## B1. Grantee and HUD | Search and View Project

**User Role:** Grantee Users (including TA Providers) and HUD Users

**Menu Option:** Search Projects

**Purpose:** Allow Grantee Users (including TA Providers) and HUD Users to search and view an Action Plan Project.

Complete the following steps to search and view an Action Plan Project:

1. Navigate to the **Manage My Grants** module and locate the **Projects** menu. See Sections A1 and A2 above. Select **<Search Projects>**. The **“Search Projects”** page will load. Enter search criteria and select **<Search>**. Search results will load.

**Search Projects**

Search Criteria -

Project Number:

Project Title:

Grant Number:

Grantee Name:

[Reset](#) [Search](#)

Search Results **10**

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

Grantee	Project Number	Project Title	Grant Number	Project Budget Amount	Disbursed Amount	Project Status	Actions
Georgia	01- DCA-UAT Update	01- DCA-UAT Update 1	B-18-OP-13-0001	\$9,088,601.00	\$388,113.42	Open	<a href="#">View</a>
Georgia	02- Multifamily	02- Multifamily	B-18-OP-13-0001	\$12,130,339.01	\$0.00	Open	<a href="#">View</a>
Georgia	04- Brunswick	04- Brunswick	B-18-OP-13-0001	\$0.00	\$0.00	Open	<a href="#">View</a>

2. Locate the desired Project and select **<View>** located in the **“Action”** column.

**Search Projects**

Search Criteria -

Project Number:

Project Title:

Grant Number:

Grantee Name:

[Reset](#) [Search](#)

Search Results **10**

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

Grantee	Project Number	Project Title	Grant Number	Project Budget Amount	Disbursed Amount	Project Status	Actions
Georgia	01- DCA-UAT Update	01- DCA-UAT Update 1	B-18-OP-13-0001	\$9,088,601.00	\$388,113.42	Open	<a href="#">View</a>
Georgia	02- Multifamily	02- Multifamily	B-18-OP-13-0001	\$12,130,339.01	\$0.00	Open	<a href="#">View</a>
Georgia	04- Brunswick	04- Brunswick	B-18-OP-13-0001	\$0.00	\$0.00	Open	<a href="#">View</a>

3. The **“Manage Project”** page will load.

Disaster Recovery Grant Reporting System

8-18-OP-13-0001

**Manage Project** [Back](#)

Project Number:

Project Title:

Appropriation Code:

Grant Number:

Project Status:

Project Designation:

Project Budgets:

Revolving Loan Fund:

Project Effective Date:

Project End Date:

[Print](#)

Financials Details Measures Activities Upload

**Financials**

Grant Number	Project Budget	Activity Budgets	Activity Most Impacted and Distressed Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
B-18-OP-13-0001	\$150.00	\$150.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00



- 4 Alternatively, Projects can be viewed directly from the “Manage Action Plan” page “Projects” tab.

**Manage Action Plan** [Back](#) [Submit Plan](#)

**Grant Number:** B-18-DP-13-0001  
**Grantee Name:** Georgia  
**Appropriation Code:** 2017 HIM  
**Action Plan Status:** [Modified - Resubmit When Ready](#)

**LOCCS Authorized Amount:** \$37,943,000.00  
**Grant Award Amount:** \$37,943,000.00  
**Total Estimated PI/RL Funds:** \$590,000.00 [Edit](#)  
**Total Budget:** \$38,533,000.00

Financials Narratives Documents Measures Programs **Projects** Activities History Upload

**Projects** 10 [Add Project](#)

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

Project Number	Project Title	Project Budget	Number of Activities	Activity Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn	Status	Actions
01- DCA-UAT Update	01- DCA-UAT Update 1	\$9,088,601.00	4	\$9,088,600.00	\$9,088,600.00	\$588,113.42	\$588,113.42	\$0.00	Open	<a href="#">Edit</a>
02- Multifamily	02- Multifamily	\$12,130,339.01	5	\$12,129,339.00	\$12,129,339.00	\$0.00	\$0.00	\$0.00	Open	<a href="#">Edit</a>
04- Brunswick	04- Brunswick	\$0.00	4	\$4,510,533.00	\$300,002.00	\$0.00	\$0.00	\$0.00	Open	<a href="#">Edit</a>

## B2. Grantee and HUD | Add Project

**User Role:** Grantee Users (excluding TA Provider Users) and HUD TA Users

**Menu Option:** [+ Add Project](#)

**Purpose:** Allow Grantee Users (excluding TA Provider Users) to add a Project to an Action Plan.

[✓](#) Complete the following steps to add a Project to an Action Plan:

- 1 Navigate to the **Manage My Grants** module and locate the **Project** menu. See Section A1 above. Select **<Add Projects>**. The “Add Project” page will load. Complete, at minimum, all required fields marked with an asterisk (\*).

**Add Project** [X](#)

**Details**

\* Project Number:

\* Project Title:

\* Project Description:

Project Designation:

Fund: ☐ Revolving Loan Fund

\* Project Status:

Project Effective Date:

Project End Date:

**Budget**

\* B-18-DP-13-0001  
Project Budget Amount:

[Cancel](#) [Upload Project](#) [Save](#)

\$4,510,533.00	4	\$4,510,533.00	\$300,002.00	\$0.00	\$0.00
\$3,000,000.00	1	\$3,000,000.00	\$0.00	\$0.00	\$0.00



**User Role:** Grantee Users (excluding TA Provider Users) and HUD TA Users

**Menu Option:** Add Project

- 2 The “Project Number,” “Project Title,” and “Project Description” are details designated by the Grantee.

The screenshot shows a web application window titled "Add Project" with a close button (X) in the top right corner. Below the title bar is a "Details" section. It contains three input fields, each with a red asterisk indicating a required field: "Project Number:" with a placeholder "Enter Project Number ...", "Project Title:" with a placeholder "Enter Project Title ...", and "Project Description:" with a placeholder "Enter Project Description ...". These three fields are grouped together and highlighted by an orange rectangular box. Below these fields is a "Project Designation:" label followed by a dropdown menu.

- 3 The “Project Status” field should be designated as “Open.” The only other option is “Cancelled”.

This screenshot shows a portion of the form, specifically the "Project Designation:" dropdown menu and the "Funds:" section. Below the "Funds:" label, there is a checkbox for "Revolving Loan Fund" and a "Project Status:" dropdown menu. The "Project Status:" dropdown is highlighted with an orange rectangular box.

- 4 The “Project Budget Amount” field must include both Program Funds (Grant funds) and Program Income.

The screenshot shows the "Budget" section of the form. It includes a red asterisk and the project ID "B-18-DP-13-0001". Below this is the "Project Budget Amount:" label followed by a text input field with a dollar sign (\$) as a placeholder. This input field is highlighted with an orange rectangular box.

- 5 Once complete, select the <Save> button on the bottom-right of the pop-up window to add the Project.

This screenshot shows the bottom portion of the form, including the "Project Effective Date:" and "Project End Date:" fields with date pickers, the "Budget" section with the "Project Budget Amount:" field, and a table at the bottom. The table has columns for various financial values. At the bottom right of the form, there are three buttons: "Cancel", "Upload Project", and "Save". The "Save" button is highlighted with an orange rectangular box.



**User Role:** Grantee Users (excluding TA Provider Users) and HUD TA Users

**Menu Option:** Add Project

6 The **Manage Project** page will load and display the information entered.

Disaster Recovery Grant Reporting System

Manage Project

Project Number: 7357  
Project Title: TEST  
Appropriation Code: 2017 HIM  
Grant Number: B-18-DP-13-0001  
Project Status: Open

Project Designation:  
Project Budget: \$100.00  
Revolving Loan Fund: No  
Project Effective Date:  
Project End Date:

Financials Details Measures Activities Upload

Financials

Grant Number	Project Budget	Activity Budgets	Activity Most Impacted and Distressed Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
B-18-DP-13-0001	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

7 Alternatively, Projects can be added by following the same steps after selecting **<Add Project>** from the **Manage Action Plan** “Projects” tab.

Manage Action Plan

Grant Number: B-18-DP-13-0001  
Grantee Name: Georgia  
Appropriation Code: 2017 HIM  
Action Plan Status: Modified - Resubmit When Ready

LOCCS Authorized Amount: \$37,943,000.00  
Grant Award Amount: \$37,943,000.00  
Total Estimated PI/RL Funds: \$590,000.00  
Total Budget: \$38,533,000.00

Financials Narratives Documents Measures Programs Projects Activities History Upload

Projects 10

Copy Print CSV Excel

Search:

Project Number	Project Title	Project Budget	Number of Activities	Activity Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn	Status	Actions
01- DCA-UAT Update	01- DCA-UAT Update 1	\$9,088,601.00	4	\$9,088,600.00	\$9,088,600.00	\$588,113.42	\$588,113.42	\$0.00	Open	
02- Multifamily	02- Multifamily	\$12,130,339.01	5	\$12,129,339.00	\$12,129,339.00	\$0.00	\$0.00	\$0.00	Open	
04- Brunswick	04- Brunswick	\$0.00	4	\$4,510,533.00	\$300,002.00	\$0.00	\$0.00	\$0.00	Open	

Add Project

### B3. Grantee and HUD | Edit Project

**User Role:** Grantee Users (excluding TA Provider Users) and HUD TA Users

**Menu Option:** Search Projects

**Purpose:** Allow Grantee Users (excluding TA Provider Users) and HUD TA Users to edit an existing Action Plan Project.

Complete the following steps to edit an existing Action Plan Project:

1 Follow steps in Section B1 to search for Projects that need to be edited.



- 2 From the “Manage Project” page, select <Edit> on the top right of the page to edit the Project. The “Edit Project” page will load.

Disaster Recovery Grant Reporting System

8-18-DP-13-0001

### Manage Project

Project Number: 8-18-DP-13-0001  
Project Title: [Blank]  
Appropriation Code: [Blank]  
Grant Number: [Blank]  
Project Status: [Blank]

Project Designation: [Blank]  
Project Budget: [Blank]  
Revolving Loan Fund: No  
Project Effective Date: [Blank]  
Project End Date: [Blank]

Back Edit

Financials Details Measures Activities Upload

Financials

Grant Number	Project Budget	Activity Budgets	Activity Most Impacted and Distressed Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
8-18-DP-13-0001	\$150.00	\$150.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00

- 3 From the “Edit Project” page, users may modify the Project details. When complete, select <Save>.

Disaster Recovery Grant Reporting System

8-09-LN-CA-0046

### Manage Project

Project Number: 8-09-LN-CA-0046  
Project Title: [Blank]  
Appropriation Code: [Blank]  
Grant Number: [Blank]  
Project Status: [Blank]

Financials

Financials

Grant Number	Project Budget
8-09-LN-CA-0046	\$12,414,600.00

### Edit Project

Details

\* Project Number: 01 - Admin.  
\* Project Title: Administration  
\* Project Description: Program Administration  
Project Designation: [Blank]  
Fund: ☐ Revolving Loan Fund  
\* Project Status: Open  
Project Effective Date: [Blank]  
Project End Date: [Blank]

Budget

\* 8-09-LN-CA-0046  
Project Budget Amount: \$ 12,414,600.00

Cancel Upload Project Save

- 4 Alternatively, Projects can be edited from the Manage Action Plan “Projects” tab.

Manage Action Plan

Back Submit Plan

Grant Number: 8-18-DP-13-0001  
Grantee Name: Georgia  
Appropriation Code: 2017 HIM  
Action Plan Status: Modified - Resubmit When Ready

LOCCS Authorized Amount: \$37,943,000.00  
Grant Award Amount: \$37,943,000.00  
Total Estimated PI/RL Funds: \$590,000.00  
Total Budget: \$38,533,000.00

Financials Narratives Documents Measures Programs Projects Activities History Upload

Projects 10

Copy Print CSV Excel

Search: [Blank]

Project Number	Project Title	Project Budget	Number of Activities	Activity Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn	Status	Actions
01- DCA-UAT Update 1	01- DCA-UAT Update 1	\$9,088,601.00	4	\$9,088,600.00	\$9,088,600.00	\$588,113.42	\$588,113.42	\$0.00	Open	[Edit]
02- Multifamily	02- Multifamily	\$12,130,339.01	5	\$12,129,339.00	\$12,129,339.00	\$0.00	\$0.00	\$0.00	Open	[Edit]
04- Brunswick	04- Brunswick	\$0.00	4	\$4,510,533.00	\$300,002.00	\$0.00	\$0.00	\$0.00	Open	[Edit]



## B4. Grantee and HUD | Delete Project

Action Plan Projects can be deleted if they were erroneously created or are no longer needed. The following conditions must be met to delete a Project from the DRGR System. These conditions apply to Grantee Users who are not associated with TA Providers.

- All Activities associated with the Project must be in “Cancelled” status
- The Project must be in “Cancelled” status
- The Project budget must be \$0.00

<b>User Role:</b> Grantee Users (excluding TA Provider Users) and HUD TA Users	<b>Menu Option:</b> Search Projects																
<b>Purpose:</b> Allow Grantee Users (excluding TA Provider Users) and HUD TA Users to delete an Action Plan Project.																	
<b>Complete the following steps to delete an Action Plan Project:</b>																	
1 Follow steps in Section B1 to search for Projects that need to be deleted.																	
2 On the “Manage Project” page, elect <b>&lt;Edit&gt;</b> on the top right of the page to edit the Project.																	
<p>The screenshot shows the 'Manage Project' page in the Disaster Recovery Grant Reporting System. The page has a dark blue header with the system name and a date '8-18-09-13-0001'. Below the header, there's a 'Manage Project' section with fields for Project Number, Project Title, Appropriation Code, Grant Number, Project Status, Project Designation, Project Budget, Revolving Loan Fund, Project Effective Date, and Project End Date. The 'Revolving Loan Fund' field is set to 'No'. To the right of these fields is a '+ Back' link and a red box highlighting an 'Edit' button. Below this is a tabbed interface with tabs for 'Financials', 'Details', 'Measures', 'Activities', and 'Upload'. The 'Financials' tab is selected, showing a table with columns: Grant Number, Project Budget, Activity Budgets, Activity Most Impacted and Distressed Budgets, Activity Obligations, Total Drawn, Program Funds Drawn, and Program Income Drawn. The table contains one row of data for Grant Number '8-18-CP-13-0001'.</p> <table border="1"><thead><tr><th>Grant Number</th><th>Project Budget</th><th>Activity Budgets</th><th>Activity Most Impacted and Distressed Budgets</th><th>Activity Obligations</th><th>Total Drawn</th><th>Program Funds Drawn</th><th>Program Income Drawn</th></tr></thead><tbody><tr><td>8-18-CP-13-0001</td><td>\$350.00</td><td>\$150.00</td><td>\$50.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></tr></tbody></table>		Grant Number	Project Budget	Activity Budgets	Activity Most Impacted and Distressed Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn	8-18-CP-13-0001	\$350.00	\$150.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00
Grant Number	Project Budget	Activity Budgets	Activity Most Impacted and Distressed Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn										
8-18-CP-13-0001	\$350.00	\$150.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00										

The remainder of this page intentionally left blank.



- 3 The “Edit Project” page will pop-up. Change the “Project Status” to “Cancelled” and the “Project Budget Amount” to \$0.00. When complete, select <Save>.

Disaster Recovery Grant Reporting System

Manage Project

Project Number: 01 - Admin.  
Project Title: Administration  
Project Description: Program Administration  
Project Designation:  
Fund: ☐ Revolving Loan Fund  
Project Status: Open  
Project Effective Date:  
Project End Date:  
Budget  
B-09-LN-CA-0046  
Project Budget Amount: \$ 12,414,600.00

Cancel Upload Project Save

- 4 The “Manage Project” page will load. Select <Delete Project> on the upper-right of the page.

Manage Project

Project Number: 002  
Project Title: Proj 002  
Project Designation: 2013 SDY  
Grant Number: X-20-MJ-20-0001  
Project Status: Open

Project Budget: \$0.00  
Revolving Loan Fund: No  
Project Effective Date:  
Project End Date:

Delete Project

Grant Number	Project Budget	Activity Budgets	Activity Most Impacted and Distressed Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn
X-20-MJ-20-0001	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- 5 Alternatively, Projects can be edited and deleted from the “Manage Action Plan” page “Projects” tab. Follow steps 2 through 5 above after accessing the “Projects” tab as shown below.

Manage Action Plan

Grant Number: B-18-DP-13-0001  
Grantee Name: Georgia  
Appropriation Code: 2017 HIM  
Action Plan Status: Modified - Resubmit When Ready

LOCCS Authorized Amount: \$37,943,000.00  
Grant Award Amount: \$37,943,000.00  
Total Estimated PI/RL Funds: \$590,000.00  
Total Budget: \$38,533,000.00

Delete Project

Project Number	Project Title	Project Budget	Number of Activities	Activity Budgets	Activity Obligations	Total Drawn	Program Funds Drawn	Program Income Drawn	Status	Actions
01- DCA-UAT Update 1	01- DCA-UAT Update 1	\$9,088,601.00	4	\$9,088,600.00	\$9,088,600.00	\$588,113.42	\$588,113.42	\$0.00	Open	
02- Multifamily	02- Multifamily	\$12,130,339.01	5	\$12,129,339.00	\$12,129,339.00	\$0.00	\$0.00	\$0.00	Open	
04- Brunswick	04- Brunswick	\$0.00	4	\$4,510,533.00	\$300,002.00	\$0.00	\$0.00	\$0.00	Open	



## C. Project Blocks and Restricted Projects

### C1. Project Drawdown Blocks

HUD Superusers can block drawdowns at the Project (and Grant and Activity) level. When this occurs, Grantee Users are unable to drawdown funds for all Activities associated with that Project until the block is lifted. In addition, HUD may designate a future “Block Drawdown Date.” This automatically applies a drawdown block for all Activities associated with that Project on the designated date.

**NOTE:** The Project Drawdown Block feature, can be used by HUD to enforce expenditure deadlines, like the two- and six-year expenditure deadlines for Disaster Recovery grantees.

Grantees should contact their CPD Representative if unsure as to why a Project is blocked.

**Manage Project**

<b>Project Number:</b>	01- DCA-UAT Update	<b>Project Designation:</b>	
<b>Project Title:</b>	01- DCA-UAT Update 1	<b>Project Budget:</b>	\$9,088,601.00
<b>Appropriation Code:</b>	2017 HIM	<b>Revolving Loan Fund:</b>	No
<b>Grant Number:</b>	B-18-DP-13-0001	<b>Project Effective Date:</b>	07/11/2019
<b>Project Status:</b>	Open	<b>Project End Date:</b>	07/11/2026

Financials

Details

Measures

Activities

Upload

**Project Description**

All activities and cost related to carried out by the grantee (DCA) 1

**Drawdown Block**

HUD Block Drawdown:

Blocked By:

Yes

Jessie Kome

HUD Block Drawdown Date:

Blocked By:

10/30/2020

Kathleen Tremblay

**Responsible Organization**

Name of Organization Carrying Out Project:

Organization Category:

Georgia Department of Community Affairs

State Agency

### C2. Restricted Projects

All Grants have a “Restricted Balance” Project pre-loaded into DRGR. This is a special project used by HUD to restrict Grantees from drawing a specific amount of the Grant award from LOCCS. The “Restricted Balance” Project is used by HUD to control the Grantees access to the Grant funds. HUD can restrict all grant funds or a portion of the grant funds. HUD may also use the “Restricted Balance” Project to recapture Grant funds, thereby prohibiting the funds from being budgeted and drawn from Activities.

The “Restricted Balance” Project budget represents the amount of Grant funds withheld from the Grantee’s total award. If the “Restricted Balance” Project budget is \$0.00, the Grantee has access to the entire award obligated in the Grant Agreement(s). Grantees are discouraged from associating Activities to the “Restricted Balance” Project because Grantees cannot drawdown funds from those activities until moved to another Grantee-created Project.



Only a DRGR Superuser in HUD Headquarters can reduce the “Restricted Balance” Project budget. Grantees should contact their CPD Representative if unsure as to why the “Restricted Balance” Project budget is greater than \$0.00.