# 121924-510756-HUD-CPF

[Speaker 6]
Welcome and thank you for joining today's HUD CPF grantees updates and DRGR GPM training. Today's webinar is being recorded and all audience audio lines are muted. The recording transcript and slides will be available on the HUD Exchange CPF website under past trainings and the general resources sections.

The questions today can be submitted using the Q&A feature. Please submit all of your questions using the Q&A feature. The Q&A feature can be accessed by using the associated icon located in the toolbar at the bottom of the webinar screen.

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With that, I'm going to turn the call over to Brooke Bonet, Associate Deputy Assistant Secretary for Economic Development. Please go ahead.

[Speaker 4]
Brooke Bonet Awesome. Thank you so much. Welcome, everybody.

Thanks for joining us so close to the holiday season. On behalf of Adrian Todman, our Senior Most Official at HUD, as well as our Principal Deputy Assistant Secretary, Marion McFadden, and our General Deputy Assistant Secretary, Claudette Fernandez, as well as our Deputy Assistant Secretary, Reggie Harris, it's just great to be with you all here today, wishing you all a joyous and happy holiday season, and I hope that you get a break and a chance to recharge as well.

I know this time of year is a time for reflection, and I just want to say to all of our community project funding grantees and your staff, the congressional offices and their staff, and all of our HUD staff, just thank you for the continued collaboration. Thank you for working with us as we continue to make improvements to the process, speed up processing times, and improve our technical assistance support and systems just to make things easier for you. So, I've had a chance to visit some CPF projects this past quarter, and I know DAS Harris has been on the road seeing the amazing projects in this work.

We appreciate all of the work that you're doing in community. It's fun getting to read all of the project narratives and all of the impact that this work is making. So, thank you for the work that you're doing.

Thank you for serving people and communities across the country. In 2024, Congress appropriated an initial 2,400, so 2,407 CPF grants, and that brings our portfolio to just over 5,000 grants and over $7.7 billion. So, a lot of money has come in in just the past couple of years, and we're building a system that is really trying to just make it as easy as possible for that money to get into community.

So, today we wanted to cover the DRGR system. We've made some improvements so that in the FY24 grantees, you're doing that process in DRGR from the front rather than using email to be able to submit materials, and we're seeing that that process is much better to use DRGR versus having to submit things via email in the past. If you left out one line in those forms, then we had to send it back to you, and it was really slowing things down, and so we're happy to have that improvement in place.

The other thing that we're putting into place right now, we did a surge with field capacity in the spring. That worked really well, and we're doing that again this fall, really just boosting the capacity of our team to be able to support you to review grant packages and move things along so there's not so much of a lag time as you're going through the process. So, I want to go ahead and introduce our team.

So, I'm going to pass it over to Mark Sorbo, who is the Director of the Congressional Grants Division, and he'll introduce his team. Thank you so much for joining us.

[Speaker 2]
Thank you, Brooke, and good to be here with y'all today. I'm Mark Sorbo. I'm the Acting Congressional Grants Division Director.

You'll also hear today from the Deputy Director of the Congressional Grants Division, Michantel James, as well as one of our grant officers and sort of DRGR data system gurus, Vaughn Watson, within our Congressional Grants Division as well. I generally wanted to talk some on sort of program updates within CPF before we sort of get into the specific DRGR-related training within our office over the last year. Hopefully, for our grant recipients that are on this call that have been working with our office over a longer period of time, we're hopeful that you've experienced some of the potential improvements or progress that we've been making on streamlining and trying to optimize the grant-making process, ultimately to try and get you access to the funding as quickly as possible.

Some of the updates we've made, we've had staffing updates, so you may have gotten assigned new grant officers, system officers to communicate with. You also may have had some additional outreach. We are now currently in our second of two staffing surge groups that we've done where we have incorporated additional staffing resources within our agency and at the local field office level to assist in grant processing activities and some communications with grantee organizations.

So, you may have seen some additional HUD staff reaching out about your grant or your program, helping resolve questions you may have to support the team that we already have in place. We've also had some internal reorganizations as well. Myself, being fairly new to this role, taking over for Holly Kelly, who worked diligently in this role for almost two years before me.

One of the big updates that we've had has been the system updates that we've been doing specifically with the data system that we use for grant management. That's the DRGR data system, which is the overall aim of the training today. The goal and the objective within this system that we've worked on implementing is to ultimately create a data system that can help manage, help you manage, and help our office assist you in managing this CPF grant that you have, community project funding grant that you have, from your first interactions with HUD all the way through to the grant closeout process.

For some of the newer grantees that are coming on, you're likely already experienced a little or you're starting to become experienced with the screens and the activities within DRGR that are associated with how you get to a grant agreement. For some of our grantees that have been with our program for longer or have a grant agreement already, perhaps you went through the previous sort of process that we had for that, which was largely done via email exchange of documents. The new system has a lot of automation built into it.

It also allows you to be able to track status of where your grant package is at once you've submitted it to HUD for review, so that you can see as it moves through the process. So, this has been a significant improvement from our program office. It also allows us as a program office to have national level visibility to help with communications.

We've also been rolling out some additional technical assistance that we're making available to all of you as you work through this grant program. Chantel is going to talk some more about that on the back end of this webinar. So, just getting in a little bit more, if we can advance the slides a couple here.

Getting into a little bit more about just the processing stage that we have. So, if we can go one more past this one, please. Thank you.

So, this is sort of a general linear timeline for the grant processing life cycle, if we will. There's, as you all are likely aware, this grant program, the applications and review and award selection is all done by your congressional sponsor's office. So, HUD doesn't really have an awareness of the grant awards until Congress publishes the Annual Appropriations Act.

And at that point, we're able to see the grantee organization, the project titles, the dollar amounts, and things like that. We can then start to establish contact with the grant recipients. At this point now, we're going to be working on getting them into DRGR, where they'll then be able to submit necessary documents and information that will help us formalize that grant agreement between your organization and HUD.

You'll then use that same DRGR system to submit an initial action plan, any subsequent updated action plans, as well as submit vouchers for drawing down your CPF grant funding. And then at the end of the regular reporting, semi-annual reporting, and then at the end of your grant, when all the funds have been expended, you'll be able to execute the closeout process through the system as well. So, this is the idea that the system will really kind of be the one system that we use with your office and our office to communicate on this grant award and help track and report on it throughout the life of the grant.

This has been the thing that we've been working on implementing heavily over the last year or so. If we can go to the next slide. And just as a reminder, for the training today, I know that there's a lot of grantees that are in various stages of their grant lifecycle.

The training today is largely going to be focused on the grant package submission, which is the grant processing module that gets you to a grant agreement and the associated screens and activities in TRGR. Once you have that grant package completed, then you move into the action plan submission and review stage. We also have training materials available on that.

We just don't have enough time today to be able to cover all of them. But those training materials will be made available along with this training material on the HUD Exchange in the coming weeks. So, all that information will be available.

The other resources that I wanted to talk about were the grant guides. So, each year, depending on what year your grant was awarded, whether it was in fiscal year 2022, 2023, or 2024, you should have been provided a grant guide or a link to a grant guide. The grant guide is fairly extensive, but there are sections of it that I would like to just highlight briefly that can help provide you as a guide or a walkthrough on some questions you may have about how you can proceed through with your grant.

Section 2 does have information about the grant award process and instructions. Section 3 has a detailed summary of the federal requirements associated with your grant. A couple of them that I wanted to highlight were the environmental review requirements associated with your grant, as well as what we call in the government, we call cross-cutting federal regulations, which means these are regulations that apply across various programs in the federal government.

So, things like that would be the Build America, Buy America Act, and things like that. So, there's additional information on all that within your grant guide, and of course, you can always reach out to our office in your HUD-designated point of contact if you have questions on any of that. If we go to the next slide, I just wanted to cover a couple of the attachments that are provided within the grant guide.

Again, and now as we're using DRGR for your grant package submission, a lot of these documents that are associated with your grant package are going to be automated and generated within DRGR. There is one form, which is how the government is able to connect your local financial institution that you're using for banking with the federal financial account where your funds are stored. That's the SF-1199A form.

That form still has to be completed outside of the system and then attached into the as well as a copy of a voided check or a letter from your banking institution. We'd love to automate that one, but unfortunately, it does require a signature by someone, a representative from your financial institution. So, that form has to be outside of the system.

So, just a note on sort of the sections of this grant guide and different ways that you can use it to help answer some of your questions that you might have. If we can go to the next slide. I talked some about the grant processing module.

This is the Disaster Recovery Grants Reporting System, which is what that acronym DRGR stands for. We understand you don't have a disaster recovery grant, but it is named after the originating program that kind of built this system, which is the shop, the office within the Department of Housing and Urban Development that manages the disaster recovery grants. So, hence the name, Disaster Recovery Grants Reporting System.

We will generally refer to this as DRGR. So, if you hear DRGR, that's what it's referring to, and it's essentially the grant management system that you'll use to help communicate with HUD about this community project funds grant. If we can go to the next slide.

Just a brief sort of walkthrough of a lot of times people might wonder where their grant is at in the process. As you work through the grant processing screens within DRGR, when you go from the first step, which is we're waiting on your office to submit the necessary materials and complete the screens and the data entry points, then once it's submitted to our office, it has a series of HUD internal steps where it's being reviewed for accuracy and completeness. At any point in that time, it can be returned back to the previous step for corrections, possibly back to your office, or if it goes all the way through, it eventually ends up being signed and executed by HUD, and then you're provided a copy of that.

This is just a workflow. One of the other added benefits of DRGR and using it for grant processing is that at any time, you can log into DRGR and you'll be able to see the status of that grant package and see where it's at, if it's at any of these steps on the screen here. If we can go to the next slide.

So, at this point, we were going to, and I think we are going to hold maybe questions until the end, or we're going to try and formulate, if we have time, some answers to questions, or if not, we will provide like an FAQ, Frequently Asked Questions kind of document. So, within the Disaster Recovery Grants Reporting System, or DRGR, we have some training, again, now that we're going to provide in the coming minutes, but I also wanted to highlight that we have some resources already available as well on how to use the DRGR system. So, we'll have these new videos I talked about, one of which we'll cover today, is how to submit your grant package materials in DRGR.

We also have a training video on how to submit your action plan, which will be your initial action plan, and then if you need to make changes to your action plan. So, if you have a change in your scope or your budget, there's another video on how you can achieve that within the DRGR system. We also have some of the shorter videos that provide sort of quick, you know, quick to 10-minute summaries on specific tasks or sub-activities within the DRGR system.

So, at that point, I'd like, at this point, I'd like to move into the training video that we're going to provide on how to complete and submit your grant package in the DRGR system.

[Speaker 1]
Greetings, and welcome to this session on completing and submitting your grant packet through the DRGR system for the EDI Community Project Funding Grants. Good morning, I am Vaughn Watson. I am a grant officer here in the Office of Congressional Grants Division, and today's presentation, I'm going to walk you through on how to complete and submit your grant package for your EDI CPF grant for the Congressional Grants Division.

These instructions are designed for any of our congressional grants awards, whether you're a FY22, FY23, FY24, or any future awards. One thing I would like to start and say is also please make sure that you utilize the grant guide that is currently displayed on the screen. This will be a great tool and resources that will aid you in completing your grant packet in the grant processing module.

All the instructions and steps I'm going to go through are coming directly from this guide, so there is no PowerPoint presentation for this webinar today. However, it all is taken from this grant guide, so please make sure you review it. It will be like your guide, your ultimate guide to the CPF grants in completing everything in the grant processing module, and what I will be covering today.

So again, as we get started, HUD, we will set up your grant into the DRGR system, which stands for Disaster Recovery and Reporting System. Once we set you up in the DRGR system, we will set up your initial administrator for your grant. Typically, that individual we will set up will be your authorized contact, also known as the authorized representative.

Once that individual is granted access to the system, they will be able to go in and grant additional access to any additional staff who may need access to the system, and they will receive an email notification from our DRGR system letting them know that they've been granted access. It will provide them their BID and their temporary passwords and instructions on how to log in. Once you're granted access, you then will be able to go in to access the DRGR system.

When we here at HUD provide you with your grant packet, we will set your grant up, initiate, and send you notification through the DRGR system that your grant packet is ready for you to submit, and you will receive a copy of the email that is presently on the screen. It says DRGR. It will say your grant packet.

It will list your grant number. It will list you as the agency and its state that is submitted to you. As you can see here, it is congratulating you again on receiving your EDI CPF grant, and it provides some very key information.

In the DRGR system, you will see your letter of invitation. You will see the draft form of the 1044 and grant agreement. It will be blank.

Don't be alarmed. Once you complete all the information in the grant processing module, it will populate all the missing information, as well as our grant guide, the documentation I just was showing you. All of that can be downloaded straight from the DRGR system at any point.

During the presentation, I will cover and show you where you will be able to go into the system and download that information. Then once you receive this notification, this email, you will be able to click on this link, and it will take you right to the DRGR system. When you get to the DRGR system at that point, you will come to the home screen where you will type in your BID and your password and click log in.

Once you have done that, it will take you right into this, the home screen of DRGR. Here on the home screen, you will not see all of these action items. You will see different items, such as this is what we call the to-do screen.

In the to-do screen, you will see everything that is an action item for you to undertake. That is kind of like the reference points for things that you need to do. Again, you will not see all of these things that I see on my screen, but you will see anything that's referenced to your grant.

For this grantee, we are going in, and now that we've logged into the system, you will then from here click the drop down box, and you will select your grant number. If you only have one grant award, you will only see that one grant number. If you have multiple awards, like for this example we do, you will scroll through and select which grant number you would like to complete at this particular point in time.

You will select that grant number, and you will click save. Once you have done that, you have now logged into the DRGR task screen here at the top, what grant you will be working on. After you have done that, you will then be able to go right here to the manage grantee icon, manage grant icon, and scroll all the way down here to where you see manage grant packet.

This is where you will then click manage grant packet, and whatever grant number you have saved here, it will bring you here to complete that grant packet. Key things here at this home screen I want to show and explain to you. First, you will see here is you have your grant number.

Second is your grantee name. Third is the authorized contact or representative that is listed for your grant. Appropriation code, this is the year in which your award is.

For this example, it is a FY 2024 award. The grant packet status, this is crucial for you. As this grant packet has been submitted to you, this tells you where it is at in the review process.

So once we complete this grant packet and we submit it, and you will see later, this status would change from submitted to grantee to submitted to HUD. As it goes through the review process, you will be able to track where your grant packet is in this review process. Project description, this is the one-line description that Congress has included in our joint explanatory statement, also referred as the JES.

So this is what Congress is telling us which your project is for. Recipient address, this is the address HUD we have here in the system for you. Congressional request is the sponsoring Congress member, whether they are of the House and or the Senate.

Some grants you have one sponsor, others you may have more than one. Listed here is the grant manager, this is the grant officer that is working with you here on the HUD side of things for your project. And last but not least is the grant status.

All of our grants currently are in the active status. And here is the grant processing module, which we have here are different sections that you are, that we're going to go through and complete. And as we complete each section, it's going to provide the necessary information to complete all the required documentations for completing your grant packet.

We have here in section one is the grantee, is the grant contact information. Second section is the subrecipient information, if you have any subrecipients. Third is scope of work information.

Fourth is your budget information. The fifth section is the HUD environmental review information. Six is the disclosure and lobbyist activity.

And then last but not least, we have four additional section here, which is the SF-424 assurances, the 1199A, single audit threshold requirements, as well as the last was miscellaneous. And we'll go, and as I say that we're going to go in and we're going to complete this right now. And so that way you'll understand that we're going to walk through this step by step.

So as you complete your grant packet, the first thing you want to do is click on grantee information. One note I want to illustrate here is anything here with a red asterisk here on the left hand side is a required field. That means this section must be completed before it will allow you to submit your grant packet.

If any of these sections with the asterisk are not completed, it will not allow you to submit your grant packet to us HUD for review. Any of these fields that do not have the asterisk are optional. They're not required, but we do encourage you to provide as much information as possible, but it's not required.

So the first section we're going to complete is requires the information. And you will click here on the edit button. And this is where we want you to confirm your information for you, the grantee.

And this information also is can be found inside the grant guide. All the steps that we're walking through can be find inside on your grant guide on page. Right now this is page 12 going into page 13.

And here you will put in the legal name of your organization. While on the home screen we showed you the name we have listed, we want you to put in how your legal name is on your legal documentation. Next, you'll key in your address, the city, information.

And as you can see, it's very straightforward and self-explanatory. And then you'll put in your zip code. In these fields, when you see the characters look in a certain formatting, we're kind of giving you guidance.

This is the format that the system is looking for it to be formatted. So for this one, it'll be the zip code hyphen. And then if you don't know the last four, just put four zeros.

Next will be your telephone number. And then also your website, if you have one. You can put the link right here.

Your UEI, which is your unique entity identifier. And your EIN, employer, employer identification number, or TIN, tax identification number, will go here.

[Speaker 7]
I'm sorry. There we go. I have too many characters.

[Speaker 1]
And as you can see, if it's not a correct format, it will give you that message. It'll show you. And once you complete each section, you want to select complete.

If you type in the information and you want to be able to come back, just put pending. If you put complete, it still will allow you to go back and edit any section up until you click submit. Once you submit it and it's been sent to HUD, it locks you out.

You can't make any changes. But even if you hit complete like we're doing now and hit save, it still will allow you to go back and edit that information. So don't be alarmed if you click complete and then later want to go back and change it again.

You can continue editing all that information until you hit the submit button and send it to us at HUD. Our next is the project manager. This is the main point of contact.

Who is going to be the main point of contact for your project? And as you can see, it's very straightforward. You will go in and put in all your information.

When we designed the system, we tried to make it as straightforward as possible. And once you complete that section, you will hit complete and then click save. The system does allow you to put two additional contacts.

So while it's not required, if you have additional individuals you want to let us know that are additional point of contact, again, you will go in and fill out the additional contact for additional contact one and click save. And then you will do the same thing again for additional contact two. When it comes to the next one is the environmental review contact.

In this section, we want you to put in who is the main point of contact for your environmental review. If you know who the responsible entity is and you're familiar with the environmental review process and you know a point of contact at the city, county, or state who is going to be responsible for doing that, we would like you to put their contact information here. If you do not know who the responsible entity is, but you are hiring a contractor and you have that contractor contact information, that main person, you will put that person's information here.

And if you at this point do not have, do not know who the responsible entity is, or you do not know have a contractor, do not know at this point if you're going to be utilizing a contractor, for this you can put again the person in your organization that is responsible or taking the lead on that part of the project. And again, this is not a required field, but we do encourage you if you have that information to provide it to us. One question we always we receive sometimes is if we do not know or it changes, it is fine.

At this point when you're completing the grant, your grant packet, it's based upon the present information you have. We do know that the nature of these projects and any construction, any type of project, that it can change as things progress, people change, roles change, and that is fine. At this point when you're completing the grant package for your grant, we want you to give us the most current and up-to-date information that you have at the present moment.

And as you notice, as we're completing it, it's dating the date we're completing it, who's completing it. You can have more than one person that has access to the grant packet completed. There's no limitation once you get access to DRGR.

And you can always go back up when you change something. Again, you'll just come back, hit edit, just like I did, and you'll make the change for the items you want, and you'll hit save, and it will literally save those changes. That easy.

Congressional district. Again, we list the congressional district. If you, if it's someone different, then you would type their name in here.

And for this, you will, for states, you will put the abbreviation for the state, your state hyphen, and then the congressional district. If they don't have a congressional district, it will be AL, which stands for all, and it only wants two letters for that or two numbers. So if it's for the entire state, it would be AL for all.

If it's district 2, 02, district 12, 12, district 30, 30. And again, for this, you'll then, once you complete status, change this complete, and click save. And then you'll continue progressing as we're doing through each section.

Next is the sub-recipient information. And for the sub-recipient, you will be able to click here and go to edit. And again, as you're completing out the grant packet, there are every, all of these steps that we're going over in our grant guide.

For instance, just want to take a moment and pause here, is as we did the congressional district. Here in our grant guide, if you're not 100% sure who your congressional sponsored district is, in our grant guide, as you can see here, we provide the link and instructions on how you can locate that information. So again, the steps that we're going through, we're not providing a PowerPoint for this because we have our grant guide that, again, this takes you step by step.

And everything I'm doing here, as you can see in our grant guide, provides pictures and guidance on everything that needs to be keyed in. So again, the grant guide will be your official Bible, your grant guide, your road map, your GPS, your compass through this entire process. So I'm telling you, everything, 90% of your questions, probably closer to say 95% of your questions can be solved by reviewing and reading the grant guide.

Or as you're completing this process, as we're doing here, have your grant guide side by side as you complete your grant packet. Next, again, is here, your subrecipient. So what you would like to do then is click subrecipient applicability.

And if you're using a subrecipient, will you be using a subrecipient, yes or no? If no, just check no. If yes, check yes.

And complete. And then after you do that, if you're utilizing a subrecipient, you will click then here on your subrecipient and provide us with your subrecipient information. If you're not using a subrecipient, you will skip this section.

But for those that are using a subrecipient, you will type in the subrecipient information, their name, their UEI number, the main contact for that subrecipient, telephone number for that contact, and their email. And if you have more than one subrecipient, all you will do is click add. And you will keep adding them.

And if you add one and need to delete it, you can come right here and hit the delete button, the trash can, and that's it. And when you're done, click say complete. And now that it has been completed.

You can also go in and click, if you don't have a subrecipient, leave it blank and click not applicable. And the reason why you may want to do that is at the end, I'm going to show you the validation. We do have a validation.

You click, it verifies if there's anything that needs to be completed or anything we recommend to complete. And we'll cover that in more detail a little later. Now that we've completed the subrecipient section, we're now going to go to the project, to the scope of work information section.

And we're going to start here now with the scope of work. So you'll come here and click edit. And here in the project scope of work, this is where we want you to provide the information about the set boundaries of your project and define exactly what goals, deadlines, and project deliverables you'll be working towards.

And this is for the entirety of the project. And if you would like to have more space, see the double lines here, you move your cursor, your mouse over top of it. And when it turns, you see the arrow, click and hold the left mouse button and you can drag it down for more space.

And same thing here. You can drag it down for as much space as you need. And if you already have your scope of work information in a Word document or a notepad, you can copy and paste it.

For this project, we were awarded $1 million for a roof replacement and renovation of a center. And so I've already have our scope of work, our total scope of work typed out. So I'm going to copy and paste it, as you can see here, which makes life so much easier.

Click complete and then click save. And now we have saved our scope of work for the entirety, scope of work again, speaking to the entirety of the project. Next we're going to complete is the project description field.

And again, this information for the project description can be found on page 17 of the grant guide. And so we'll go here and click edit. And again, here you will see here outline including phases.

And here we want you to provide a comprehensive overview of your outline of your project, including like phases and deadlines. And again, for this section here, we can, if you have it already in another document, you can just copy it, which I am in the process of doing now. And then you can just paste it.

One thing we do ask is that you do not put the ampersand symbol, this and symbol in any of the fields. So if you're putting in in your contact field, where you're putting in your title, or you may be project manager and director of a department, at this time, we would like you to put the word and not the ampersand signal. It creates an error at this point that will be rectified in our future release in the next couple months.

But again, for the time being, we ask that you put the word and do not use the ampersand sign, it does create an issue at this point. So once you've, again, completed this section, we want you to hit complete, and then save. Next is your project location.

This is where we would like you in a narrative for you to tell us where your project is going to be located. Also, if you have more than one location, this is where you'll put all the locations and any additional information you have for us. For example, on this, I'm also going to say, say we have a Google map of the location.

Here you can also put in the link for that, and then you'll put, you'll save it. And again, this is where you provide the physical description about the physical address for the project itself, not where your organization is, but where the activity is going to be undertaken, where the funds are going to be utilized at. And here you will click save.

And again, as I stated, this is all in our grant guide. So please make sure you utilize it. And this is on page 19 of our grant guide.

Next is the project address. And this is where we actually want you to type in the physical address. And again, if you have more than one address, we want you to put in the main address.

And then again, where I talked about, we have the physical project location, that's where you can put the additional address. There are some projects where these funds are being utilized to create a new address. The site where the funds are being utilized, there is no physical address, but there are GPS coordinates.

This is where then in that project address, you will then put your organization address. And then when you come here to the geographical location, this is now where we want you to put the GPS coordinates if you do not have a physical address. So the latitude, longitude for that site.

And again, if you have a physical address and you complete the other field, this is not a required field, you can leave it blank. Or if you have more than one address, again, you can also capture that information here. But more importantly, please make sure it's in the project location.

If you have more than one address, or you're working on multiple sites that have multiple address, you will put that under the project location. And again, if your project does not have a physical address at this time, then this is where you will put in under geographical location, the GPS coordinates. The next here is you have here is project maps and images.

Here's where you can load up to five images and or project maps to tell us more about your project. And what you will do is go to edit and you will click here, the icon for the image to insert an image and you will then click here. And then you will come here and you will select the image for your project.

And for here, we're going to do this and select our project image, which is too large, there is a file size limit for these projects. And then what you will do is then select the image, I'm just going to pick one that I know is a smaller size. And if you want to make a description, you can be here, type in here, and you'll click save.

And it will add the project image and then you'll go here and hit complete. And you can load up to five projects images. Next is the CPF funding description.

This is key in this section. Again, this is where we would like for you to tell us, provide clear and detailed information for what portion the CPF funds will be utilized for in your project or activity. Again, so this is where we want you to tell us how you're utilizing our funds specifically in the project.

And you will put that right here in the description, funding description field. And I would like to also say this, if you're utilizing the funds for construction, please spell out in more detail what portion of construction it will be utilized for. So like for this project, we're using it for a roof, so it will pay for a roof, and as well as renovation, so it's going to be used for construction.

And we just like for you to tell us like construction, including electrical, plumbing, drywall, and flooring. And then once you've done that, you can hit complete. And as you can see, it does also have spell check integrated into the system.

Once you've done that, you'll hit complete. Next step, you would go to activities applicability. Here in the activity applicability, you'll check here, and we want you to select which activity best represents or your project closely aligns with.

So for this one, we're doing construction and it's rehabilitation of an existing structure. If you don't see your activity up here, just select the one that's closest aligned. This is a way for us to kind of see what type of activities we're seeing in a smaller segment and a smaller way for us to track it into categories.

And then you'll click save. Now that we've completed that section, we're now going to move to the reporting to budget information. Here's the next one is the reporting period.

Here's where we would like for you to tell us what is your fiscal reporting period. Are you a July 1, June 30, January 1? So you'll just select it and hit complete.

Next is the, it says FS 424. Here we would like for you to tell us your total budget for your project. Here where it says federal estimated funds, we want, we would like for you to put there in that top line, your CPF award amount.

For this project, we were awarded a million dollars in CPF funds. So that will go there. If you have other federal funds, we ask you put it down here in the other estimate, other estimated funds.

Again, the system will check in this line. We would like to have only the CPF award amount. If you put in any amount that's greater or less than the amount that you were awarded, it will give you, it will flag it when you go to submit it and say, and it will not allow you to submit it because this does not match your award amount.

So again, here you'll put in the amount that you were awarded in CPF funds. And then any other funds you may be awarded based upon the categories will go here. And if you have, again, if you have other federal funds, put in other estimated funds.

If you don't have any funds in that category, just put a zero. It is going to require you to put some data in each field. And then your source, again, you just, we want a quick description of which your funding sources is.

So CPF funds estimated, we're going to say private grant.

[Speaker 7]
And once you're done, you'll hit complete and save.

[Speaker 1]
Next you will do is the CPF cost budget. Here, your budget needs to total the total amount of your CPF award. So here, when we add in our budget line items, this is also should align to what you told us in your narrative, how you're utilizing our funds.

So we had said it's going to be utilized for the roof, and this has to add up to your CPF budget total. So let's say $250,000 for the roof. We said electrical, plumbing.

And again, as you're putting the titles over here, please do not put the ampersand sign. Type the word and drywall. And I'm just going to put a total for the sake of $600,000 in flooring.

So now we've added up to the million, and this is the CPF budget. It is going to look for you to put a total here. One additional caveat, if you put in here in your budget line item contingency, in your narrative, you will have to spell out what is covered in that contingency.

So if you put $10,000 for contingency, you will have to say in the narrative, in your literalization for CPF, that the contingency is contingency for construction costs, overage such as, and then spell out what that contingency is. Also, if you're doing, will be utilizing indirect cost rate, we would like for you to put a separate line that says indirect cost rate, and then you will put that there as well. Once you're done, you will hit complete and save.

If you're opting to take indirect cost rate, please again, refer to page 23, 24, our grant guide. We talk about indirect cost rate. If you're not utilizing it, you would just check the first box, will not utilize indirect cost rate.

If you're taking the de minimis rate, which is a maximum amount of 15% as of October 1st of 2024, you will check here. If you have a federally negotiated indirect cost rate, you will check here. You will put here the cognitive agency who approved it, the amount of the percentage that that cost rate is for, and here in the dollar figure, how much of these funds will be utilized for indirect cost rate.

And lastly, if you have attached a copy of the indirect cost rate, yes or no, and then you will hit complete. And again, that information sees page 23 and 24 of our grant guide. Next is financial disclosure.

You will click here and complete this section. Again, for this one, if you do not know what executive order 123-742 is, it more likely does not apply to you. But again, if it does, you'll check and complete it as it is required.

And then click save. Next is the HUD environmental review information. You will complete this section if you've already engaged and started your environmental review process.

Anything with an asterisk needs to be completed. So you will go through and answer each and every one of these questions if you've already know this information. If you have not begun your environmental review process, more than likely you will not be able to complete this section, but it is optional.

If you know who the responsible entity is, you can kind of reach out to them to get this information. But again, if you do have this information, we do ask you to complete this section. If you do not, it is fine.

Again, still answer to the best of your ability we still would like for you to complete this section to provide us this information. And once you've completed it, hit complete and save. Next is the lobbying registrant contact.

If you use the federal lobbyist, you will put here the name of the organization, the federal lobbying, the name of the organization, the point of contact at the organization you used. If you did not, for each section that has an asterisk, you'll just put NA. For the zip code, you can just put all zero.

For the numbers, all zero if you did not utilize a lobbyist. And then hit complete. If you did utilize a federal lobbyist, again, the registrant contact information will go there and then the individual who performed the service, the information will go here.

If you did not use a lobbyist, once you complete the first one, the lobby and registrant contact, and you put NA, you do not have to complete the individual performing the service contact information. When we do our validation check, it's going to flag it, but it does not prohibit you from submitting your grant packet. It's just flagging saying, hey, this information was not completed.

It is not required, but it will flag and I'll cover that when we get to the validation. The next is the assurances. So then you will, if you're doing construction, if your project include any type of building, renovation, rehabilitation, any type of breaking ground, mortar, brick, mortar, any of those including acquisition, then you will check construction.

If you're going to be utilizing the funds for construction as well as non-construction related activities, then you would check both. And then click save. And then the next section will be the SF-1199A.

So now you will click this section. And here it asks you a very basic question. Have you completed and attached your SF-1199A?

That is your banking information. In order to access and download a copy of that form, you can highlight it here as well as in our grant guide. As you hear me say so many times, please, please look at the grant guide.

Page 29 and 30 of the FY 2024 grant guide. We provide the link here and we provide very specific instructions on how it needs to be completed. As you can see here, we tell you what to put in each and every section because we want to make sure that this form is completed correctly.

If it's not completed correctly, unfortunately, we will have to send your grant packet back to you in order for you to update and correct this form. So again, we give you very specific instructions on how to complete this form. And as you can see here, so you can copy the link from here.

And again, on the grant guide, it does provide that instruction and it will bring you right here. And you will complete it. On the form, you only have to complete one of the form.

You don't have to do all three pages. And the form still says mail it in. Please do not mail it in.

I'm going to show you next where to attach this in the document section. So once you've completed that form, you will then answer this question. And again, section three of that form, and I'm going to show you that this section here will need to be completed by your financial institution.

And in addition to this form, you will have to provide a voided check or a deposit slip or a letter from that financial institution confirming your banking information. And once you have completed that, you will answer this yes. You've completed the 1198A.

Yes, you've provided the form, the supporting documentation, and hit complete. And then what you'll do is you'll scroll up here where it says docs. And you'll be able to come right here to add documents, choose public, choose form.

And then here, you can attach your 1199A and hit save. And probably for this, it is the file size. It's not liking.

You will attach your 1198A right here to this section and hit save. Because I am in a test case, it's a file size issue. You normally won't have this issue.

But again, I'm going to find this one should be the correct one. There you go. So we've attached our 1199A.

And the next one is the supporting documentation. Please make sure you attach your supporting documentation. Without that, we will not be able to approve your grant packet.

And then you'll click save. And now we've attached it. Next, you want to go back to the detail tab.

And lastly, we are coming to here where it says single audit threshold. Have you in the last fiscal year, your last completed fiscal year, spent more than $700,000? $750,000?

Yes or no? If yes. And have you completed single audit?

Yes or no? Then you'll click complete and save. And now that that's done, the last section here is miscellaneous.

This is where you will come in and any additional information you want to provide us, you can put here in this section. And you will then go in and once you have done that, you will click save. And I'm going back to the grant guide because after you've done all of that, we're going to do that validation I talked about.

And again, as you can see here, page 31, we provide step-by-step instructions for how to complete this. You will scroll here to the top. And you will click validate grant packet.

And what the system is doing is checking to make sure we've completed everything. If you get an error message and the background is a pinkish red, that means one of these required fields have not been completed. This warning message is in yellow.

This is telling us the individual performing service and the HUD environmental review information is missing. So that is one, this item right here. Again, we didn't have a lobbyist, so we left that blank.

It's just a warning. It does not prohibit you from submitting your grant packet. And the HUD environmental review information we didn't complete, which is fine.

We did not complete that, but it doesn't stop us from submitting the grant packet. After you've done your validation, you can exit out. And now when you're ready, you can submit your grant.

So the next step is you will click submit your grant. Please make sure it is submitted by your authorized representative or anyone with the submission access. Access to DRGR can submit it.

Please make sure you have the authority on behalf of your organization to submit the grant packet on behalf of your organization. And again, as you can see, it validated. We want to continue with the submission.

And again, this is on page 31 and 32 of our grant guide. Here you will type in your first name and last name as it's shown in the right hand corner of the screen. And you will click sign.

Once you have done that, it has now said grant packet has been submitted. Your grant packet is now officially submitted. And the status has changed to submitted by grantee.

And if when we refresh it and come back in, it will change to say submitted to HUD. One additional thing I should have covered before we hit submit is again, here in the document section, you can download the grant guide that I've been referring to is right here. ER, environmental review.

If you have questions about that, OEE, Office of Environmental and Energy has been very gracious to provide this additional overview on the NEPA environmental review, basic overview and information that is vital to the environmental review process. So please take a moment and familiarize yourself with that. Again, our grant guide here.

This is what I've been utilizing for this whole presentation going through. Also a copy of your letter of invitation, grant agreement, and all the required forms are here. Now that we have submitted, it will have updated all of that with your information.

And prior to you hitting submit, if you have done your environmental review, you can also add it and attach it here from the hero section. You will have the add button and you can attach it. And last but not least, you can come to the history tab and see the status of your grant.

I'm going to do one last thing and refresh here. So you can see that the status has changed. And we come back to manage grant packet.

You will see here now it's sitting with your grant office, pending grant officers review. And again, the history of the tab of everything is right here and it dates in and tells us everything about it. So now, congratulations, you have now completed your grant packet and is now submitted to HUD.

Again, the next step is your grant officer will review your grant packet. And if there's any questions or anything needs to be done, they will send it back to you via the DRGR system, or it will progress through the system. As it progress, it goes from our grant officers to the team lead, to the director, and the final step is DASH approved and executed.

When your grant packet has been approved and executed, the status will change to executed and you will receive a notification from DRGR stating that your grant packet has been executed. It'll provide you a link that'll bring you back to the system where you can log in. And here in the document section, you will be able to download the fully executed one.

And then you will have the grant award letter that accompanies your executed grant agreement. And then the DRGR quick guide will take you to the next step in the process, and that's completing your action plan. So again, congratulations on submitting and completing your action plan and is now has been submitted to HUD.

And now we will review it and get back to you. Thank you and have a great day as we've completed this section. And the next step will be again, the next one, we will next show you how to complete and submit your action plan.

[Speaker 3]
Hi, everyone. My name is Chantel James. I'm the deputy director of the Congressional Grants Division.

Thank you for joining us today. In this section, I would like to review for you some of our general technical assistance resources that we have for you all. Next slide, please.

And we have several products available that will assist you not only navigate the DRGR system, but we also have several webinars on specific entities such as 2 CFR, Part 200, environmental review requirements, welcome webinars, Section 3 webinars to help you understand your grant and get your grant materials together, as well as folks that are available to assist you. Your main two points of contact will be our HUD.gov website, as well as the HUD Exchange. The HUD.gov is really so that you have access to your grant officer assignments, as well as your system officer assignments, and your regional environmental review officers. HUD Exchange is going to be your main site for all resources available to your grant. And I will provide those links to you later in the presentation. On HUD Exchange, you'll see several resources where you can reach out to someone other than your grant officer who will help you with more grant-specific inquiries such as 2 CFR, Part 200, contractor details, procurement details, and the like.

Your systems officer will help you more with DRGR-related inquiries and navigating the DRGR system. And then your regional environmental review officer will help you with your environmental review needs. That, again, can all be found on HUD.gov. In terms of other technical assistance resources, which can be found on HUD Exchange, we have the Ask a Question Help Desk. And what this is, is much like this presentation where you all are putting questions in the Q&A section, you can ask a question to our providers that will assist you. Generally, they will respond to your inquiry within 24 to 48 hours. And those can be quick questions like navigating HUD Exchange and even more specific questions like 2 CFR, Part 200, and the like.

Also on HUD Exchange, you can find your grant guides. The grant guides for all fiscal years are found on HUD Exchange as well as the grant information details, other onboarding materials, grant office hours, as well as our on-call technical assistance resources. On-call is a little different than the AAQ desk in the sense that you can actually sign up to speak with a representative if you leave a little bit more time to walk through specifics to your grant.

And that can be requested for fiscal year 22 and 23 grantees at this time. We'll discuss fiscal year 24 grantees a little bit later. Again, in terms of technical assistance support for group, we do have our cohort groups.

There is information regarding the 22 and 23 cohort available on HUD Exchange. We do have those recordings. Those cohorts are complete.

I do see a lot of you asking about the fiscal year 24 cohort. That cohort will commence in January of 2025, as well as registration will open up shortly so that you guys can register for the office hours. The fiscal 24 cohort will be pre-recorded so that you can view that information at your leisure.

The cohort is really just a group setting to go over what makes a complete narrative, budget, environmental review, as well as the various forms that you're going to be completing in the DRGR system. That recording will go over those details for you, and then you will be able to sign up to do office hours. We're going to have groups of about 300 each for each section, whether it's the narrative, the budget, ER, or the forms, and you'll be able to ask live questions in real time to get your answers.

Again, fiscal year 24 cohorts will commence in January 2025. Please check back regularly to the HUD Exchange website for updates, but we will contact all of the authorized representatives for the cohorts directly. Additionally, fiscal year 24 on-call assistance is not currently available to the fiscal year 24 cohort.

We do want our grantees to first go through the cohorts. The cohort section will answer many of your questions, and if those questions are not answered after you complete the cohort, then you will be available to request on-call assistance to speak directly with a representative. Again, what you can do now for everyone is please go to HUD Exchange and sign up for the EDI CPF listserv.

We want to make sure that everyone is getting our communications to stay abreast of updates, such as registration, new webinars, and so forth like that. Also, look out for our emails from your HUD representatives. Emails from HUD will end in HUD.gov and come from a variety of sources. Next slide, please. Okay, this is a screenshot of the HUD Exchange website. Again, the HUD Exchange is your main source for all materials.

That's going to be your grant guides, DRGR quick guide in particular, which will help you navigate a lot of the quick answers and questions that you have on DRGR. We also have a variety of quick videos regarding DRGR that can quickly show you how to navigate an action plan, how to request additional users, and grantees have found that to be very, very helpful. So again, please contact your go-to HUD Exchange to be able to view these resources.

Next slide, please. Okay, and this is also a screenshot of some of the quick videos we have for DRGR. I do recommend also going to the DRGR quick guide.

It's very well laid out in terms of frequently asked questions regarding DRGR. But again, these short videos will walk you through frequently asked questions, as you can see here, how to add and change users, how to establish your projects and add activities when you get to your action plan portion, and a performance review and accomplish measures and so forth like that. Next slide, please.

Okay, a little information regarding OnCall TA. This is one of our newer resources that's available, and it gives grantees the options to be able to speak directly to one of our providers for an extended period of time. It can be related to your grant package submission, action plan submission, environmental review, or DRGR-related issues.

Of course, you always still have your grant officer and systems officers and REOs that you can contact, but this is an additional resource for some folks that may need a little bit more time so that we can schedule a time and walk you through specifically questions that are specific to your grant. Again, it's not currently available for fiscal year 24 grantees. However, it is available for fiscal year 22 and fiscal year 23 grantees.

I do urge at this time fiscal 24 grantees to go to the HUD Exchange and watch the cohorts that is available for 22 and 23 grantees. It will differ a little bit for the fiscal 24-year cohort. There's some changes to BABA, Build America, Buy America Act, but generally you can watch those videos until January 2025 when the fiscal year 24 cohorts come out so that you can see how to really fill out a well-curated narrative budget and the like in the GPM system.

Next slide, please. Key links and resources. Next slide, please.

Again, and the slide deck will be available to all of you. We have the QR codes available here for you as well as the website links. Again, our overall two websites that are really useful for you is going to be HUD.gov. When you navigate to HUD.gov EDI CPF grants, you'll find that it's separated by your fiscal year cohort. Please go at the bottom of the screen to the grant year that you're inquiring about, and it's going to list your points of contacts. This is the quickest way for us to update your contacts, and we will always reach out directly to the authorized representatives that we have on file. Again, your grant officer is there to answer any grant-specific questions you may have.

Systems officers are there for GR, GR-related inquiries, and then your regional environmental officer for environmental questions. The HUD Exchange has all the resources from grant guides to also technical assistance here. Ask a Question, Help Desk is the first link.

You can see the general HUD Exchange website on the second link. Information about the grant program at large is on our HUD.gov site. And then again, you can see here that the links will guide you towards your points of contact specifically for your grant.

Next slide, please. And with that, I will turn it over to the next presenter, but I do want to highlight I'm seeing some questions in the chat here regarding DRGR access. DRGR access is provided to the authorized representative that you have on your account.

Please look out for an email with the subject line that says encrypt DRGR new user activation. I'll actually put that in the main chat here. But if your authorized representative is unable to locate their login credentials, please visit the HUD.gov website and contact your systems officer, and they will be able to assist you. Thank you.

[Speaker 5]
Hello, everyone. So the final next steps that we would like to share with everyone is just here are a few key next steps. So for all our CPF grantees, make sure you watch the DRGR videos that we've posted, and we will be posting this training video along with the others that are recorded along with the newer ones that Mark Sorbo had shared earlier.

Be sure to notify us if you haven't received your login access, if you're a fiscal year 24, you're a grantee to DRGR or in the email, many of you have asked for that email of where it might come from. So it comes from DRGR help at HUD.gov. So be sure to check your spam folder. Following that, feel free to, if you're a fiscal year 22 or 23 or 24 year grantee to take a look here to see what additional support is available for you.

And as Chantel had shared, we'll be submitting the cohorts live registration and get notification for that for four year grantees, but 23 and 22 year grantees can listen to their sessions appropriate to their cohorts on the HUD exchange. Next slide, please. And I think we will be turning it back over to Mark Sorbo.

[Speaker 2]
Mark. Thank you very much, Eric. Yeah, and thanks, y'all.

Just as a reminder, you can always reach out to our office, your assigned HUD point of contact if you're not sure who that is. The link that's on this slide here that I would hope we can also put in the chat is a link to who your assigned desk officer, system officer and environmental specialist are. And if you have any questions, and again, as I noted, you may start seeing some additional communications coming from some additional HUD staff.

So feel free if you have, you can respond to those individuals, but also if you ever have questions, you can reach out to our office through these contacts. I believe after this one, the next slide is if we have time. I know we're kind of tight on time.

I'm not sure I'll defer to the group on if we have time to get into question and answers.

[Speaker 5]
Yes. Hi, Mark. I think what I'll do here is we are short on time.

I appreciate everyone for your time. We are doing our best to keep up with the questions in the chat. I see that we have had over close to 500 questions and we're doing our best to answer them.

For those that we did not get to, we will post those answers with the transcript. So you'll have answer to those, or we will email you directly with the answers to the questions. So I think with that, it might be best to close out the webinar and I'll turn it back over to you, Mark.

[Speaker 2]
Thanks so much, Eric. And so I think the next slide after this is just a thank you, a full-hearted thank you to y'all, the grant recipient community for all the work you do in the communities on these grants and these projects and how meaningful and important they all are. We really appreciate that.

We are excited about continuing to work with you as you make these projects a reality in your communities and anything we can do to help with that. So I want to just, again, wish everyone happy holidays. Have a great New Year's as well.

And in our office, we'll continue to look forward to working with you in any capacity we can into 2025 and beyond. So I appreciate the time, everybody. And with that, I'll yield back.

So thank you.

[Speaker 6]
That concludes our conference. Thank you for using Intellor Events. You may now disconnect.