Speaker 1: Welcome and thank you for joining today's CPF Fiscal Year '23 Grant Award Package Completion webinar. Before we begin, please ensure you've opened the WebEx chat panel, [inaudible 00:00:12] the assisted icon on the bottom right corner of your screen. Please note that all audio connections are muted at this time. As a reminder, this conference is being recorded. If you required technical assistance, please raise your hand and I will do what I can to assist you. With that, I'll turn the conference over to Holly Kelly, Director of the Congressional Grants Division. Please, go ahead.

Holly Kelly: Thank you very much for that introduction and thank you all for attending today's FY 2023 EDI Community Project Funding Grants, Grant Award Package Completion webinar. As was stated, my name is Holly Kelly. I am the Director of the Congressional Grants Division in HUD's Office of Economic Development, and my organization and I are incredibly pleased to bring this training event to you. We're looking forward to working with you on the completion of your FY 2023 EDI Community Project Funding Grant. This is truly an honor, again, to partner with you in this way. So let's have the next slide, please.

As an overview, the webinar agenda for today will include some opening remarks that you are hearing at this time from me. We also will hear from our deputy director of the Congressional Grants Division and other members of our staff that are going to walk you through how to complete the application materials that you received on March 7th for your FY 2023 EDI grant. We'll talk you through, and walk you through, the grant award package overview. We'll provide you a step by step process from the receipt of the materials, how to register your application or your organization in sam.gov and get the UEI registration that you will need. We'll walk you through what HUD looks for in the detailed project narrative and the detailed project line item budget and we'll also expose you to, and walk you through, the completion of the required standard forms. And when we say standard forms, that could mean, again, a standard form, or any form that HUD requires that you submit with the materials for this application package. We'll walk you through what we mean by grant package submission and "approval".

Recognizing that you've worked with your member of Congress to secure this award, and now we want to make sure that you understand what HUD means by approval insofar as your project narrative and your budget are concerned. We'll talk to you very briefly about project amendments. Your project narrative and budget as is prepared today may not reflect what your organization wants to do four or five years from now, and we want to walk you through what that means. And we want to leave some time at the end of our overview for questions and answers, and some conclusions. So that's our agenda for today. We hope that this webinar will provide you with guidance on the application completion and submission, recognizing in the coming weeks, and months, will have webinars that touch on other phases of this process. Next slide, please. As I stated before, I'm Holly Kelly. Shantel James is our deputy deputy director of the Congressional Grants Division, and Vaughn Watson is a CPD Specialist in the Congressional Grants Division that will walk you through various phases and stages of this process. Next slide, please.

The webinar is being recorded. So that's a good thing. We want to make sure that we capture all of this information and make it available to you a little bit later on. Not only the audio webinar will be made available to you, but a transcript of the webinar will be made available so you can go back and refer to it again and again, you can provide it to other members of your team. You can play it in your meetings as you're thinking about how to frame up your application material. So please feel free to take these resources that we provide and share it with members of your team so they can have the benefit of this information if they were not able to attend the meeting today. As far as live questions are concerned, we will not be able to answer during the webinar. We have over 1,400 attendees on today's webinar.

We are incredibly pleased that you recognize that this resource is available to you, but we have 1,400 folks, at least, on the call and we want to make sure that we maximize our time. We're going to answer a few select questions that we've been culling from you in asking you what are your frequently asked questions or what questions do you have and we've developed some frequently asked questions and so we know we want to touch on those that continue to be a source of curiosity or provide some lack of clarity for you. So we'll touch on those questions. And then we have a HUDExchange resource desk that you will have access to under the Ask A Question resource. And you can submit your questions to the Ask A Question desk for a prompt response. So we have the webinar available, we will make the transcript and the recorded version of this webinar available to you, we'll answer a few questions at the end. And then, if you have specific questions remain to your particular grant, we have the HUDExchange, Ask A Question resource available for you. Next slide, please.

We'll talk about the grant award package, what's in the grant award package? You received an email from us weeks ago that provided some materials. We hope we wrote the materials clear enough to answer most of your questions, but we can appreciate how there are some points that may not have been as clear to you as you will want it to be and we will be talking about those points today and certainly you can work through your grant officer to get clarification. So we'll walk you through the CPF award letter, the CPF grant guide, the CPF grant agreement, and the various standard forms that we referenced in the letter and in the grant guide. Again, exposing you to some of those materials and walking you through how to complete and submit those documents. We'll talk about when the grant award package is due. We encourage grantees to submit their grant materials as soon as possible, recognizing the department accepts the materials on a rolling basis.

And again, we encourage you to start as soon as possible, particularly as it relates to coordinating with your environmental review specialist in the field HUD office on the environmental review process. So when is my grant due? The short answer is, as soon as possible recognizing that we want to start working with you and getting it finalized as soon as possible. Next slide, please. The grant award letter was mailed to you in early March. It provides a summary of the CPF grant process, has basic grant information, your grant number, it'll start with a B and a dash and then your fiscal year and it'll have a series of number afterwards. Anytime you're communicating with HUD, please be sure to include your grant number on your email communications. That way we know exactly which grant we are going to be working with you on.

Of course, there's a project title and a grant amount. And we say project title, we mean project description, and that's the project description that was included in the statutory language. Next slide, please. With this, I'm going to turn the presentation over to Vaughn Watson who will walk you through to the next presenter who will walk you through grant guide, grant award letter and some other information that you will need in the completion of your grant application. Thank you.

Vaughn Watson: Good morning, everyone. Again, my name is Vaughn Watson. I serve as a grant offer CPD Specialist in the Division of Community Planning EDI Grants. And, at this time, one thing we have sent to you guys is our grant guide. And what the grant guide does, and we provided you with a link with it, it gives you step by step instructions for our processes. What we try to do is make this grant guide all encompassed and to be able to best serve you and provide you with as much detail as possible. As you can see, we have, on the screen, is a screenshot of what the first page of the grant guide looks like and as well as the table of contents. The grant guide in itself, again, goes over the grant award, gives you the background information about the EDI grants and we're thrilled that you are awarded these funds.

The second section of the grant guide, again, walks you through what we're presenting here today in this presentation is the grant award process and we're going to cover in detail the things itemized here in section two, grant award condition project, narrative line item budget, and other important documentation. Also, section three of the grant guides also includes other federal requirements, other cross-cutting federal requirements, the appropriation that authorize your grant and other requirements such as the environmental review, some of the general Q&A, resources, legal frameworks, and specific contact and other resources that are vital to you. And then, section four of the grant guide also, again, gives you the contact information for your grant officer who you will contact based upon which state you're located in, as well as who is the regional environmental officer that will be working with you and your grant officer. Again, my name is Vaughn Watson. I'm the Grant Officer for region eight. So my territories include Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming.

And I also have a portion of region six, which includes Arkansas, New Mexico, and Oklahoma. So for any of my grantees out on the line, welcome. And then, the section five of the grant guide, also, we have our attachments. And we've included also the hyperlink. And this information is also available on the EDI website. Next slide, please. Just a quick overview, again, when we sent you the award doc email, it included an award letter, a copy of your grant agreement, the 1044, which is the awarding and other vital information that is needed. As you can see here, this is a screenshot of the first page of the grant agreement. It will include what year your award is, your grant number, which again, as Holly Kelly has stated, when you're reaching out to your grant officers, or even if you have a question in the AAQ when you go to the HUDExchange, please include your grant number. That is vital to us. Again, there's 1,616 awards in the 2023 portfolio and 1,400 of you have joined us for this webinar.

That way we can give you that personal attention and know exactly who we have the pleasure of working with. And again, on your grant agreement, it includes your grant number, your grant address. We do ask that you make sure you include your UEI number and EIN number, that you add that to your grant agreement, as well as your CFDA number, and then other general information. And all of that is covered here in your grant agreement. And with the grant agreement again, it covers the terms and condition, special stature provisions and regulation and also the administrative requirement for your grant. So everything that you may want to know, the legal requirements for your grant, is listed here in your grant agreement. And if you have any questions, feel free to use the HUDExchange, Ask A Question as well as your grant officer. Next slide, please.

One thing that is required for you to do is to make sure you take time and to review your grant award packet. That email we sent, we know it has a lot of information, but this is all vital information. What we try to do is, when we send you guys information, we try to stick to the facts and keep things very direct as possible, so that way you do not get inundated. We understand in today's society we get bombarded with tons of information, so we try to do is keep everything vital in that communication. So please take a moment and review that email in its entirety as well as the grant guide. Again, the grant guide, we wrote the grant guide from your perspective. So as you walk through it will give you step-by-step instructions and walk you through this process. And then, after you have done that, if you have additional questions or need some clarifying point, again, feel free to use the HUDExchange or reach out to your grant officers. All right, now we're going to dive in a little bit to the requirements. Next slide.

One thing that we do ask you that you will have to have for our award is a UEI number. All UEI numbers are attained through the sam.gov to obtain them. So again, you have to have a UEI number. It is a unique entity identifier. It's how the federal government, we are able to identify you as a grantee in our federal award system. Sam.gov issues you that UEI process. One question we received, does it cost to register for sam.gov? And the answer is, no, it is 100% free. If you click on it and it's asking you to pay, then you might have gotten to the wrong link or to the wrong section. Again, to obtain a UEI number is 100% free, and all you do is go to sams.gov and then you register. If you, as an entity, already had what was known, as of last year, prior April 2022, a DUNS number, Dun's & Bradstreet number, you already have a unique identifier, a UEI number assigned to you.

When you log back into sams.gov, it will then provide you with your UEI number. So, two categories here. If you had a DUNS number, when you log into sams.gov, it has already assigned you a UEI number. So once you log into the system it will now give you a UEI number instead of a DUNs number. If you have never had a DUNS number or register for sam.gov, you will log in and to receive your UEI number. And again, it replaces the Dun's & Bradstreet number, the DUNS number. It is a 12 character alphanumeric value, which means it will be numbers and a letter combination. It's assigned to your organization only and it helps us to note who we are working with on HUD and it validates you as a legal entity. And again, you will have to have this in order to complete the SF-424 as well as for us to add you to the DRGR system that will be talked about in another webinar.

So, UEI number should be one of priorities if you do not have one already. Again i sam.gov, you go register. If you have any questions or problems they do have, on the homepage, a link and a email address that you will contact for assistance. This process should take less than one to three business days for you to obtain it. But however, if it takes more than 10 days, contact your grant officer, they'll able to work with you and to escalate that issue. Next slide, please.

Next we're going to cover is your project narrative. Listed here on the screen, we wanted to provide you characteristics of what constitute a satisfactory narrative. These are the vital things that we as a grant officer, as we're reviewing your projects, we will be reviewing your scope of work/narrative and these are the things that we would like to see encompassed in that narrative. At best, three to five pages, could be more, could less depending on the level of detail that you provide. Again, we ask that you do use hitters if you're providing a lot of information in order for us to be able to identify what information is being provided in which sections. Also, we want you to be as descriptive as both, and your narrative should include two things, an overall scope discussing what your project is in its totality, what it is encompassing from cradle to grave.

Again, we are thrilled that you guys have been awarded this. And we know, for everyone, you have completed the intake process with your congress members and now we at HUB have had the pleasure of working with you. We have to have a detailed project description. So we would like to have that description include a full overview of your project and then, also, as you're providing that full overview of your project, we ask that in there you incorporate a portion that talks how you will be utilizing our CPF funds in your project. So in that we want you to include the project name that is consistent with the JES, also known as the joint explanatory statement, so that way we, one, we have to authenticate that it aligns to what you have told your congress member and what Congress has approved.

Also, the purpose of your project. And then, also, in your entirety of your scope, we want you to include detail of the purpose, what activities the project would be undertaking, if the utilization of our fund is part of a larger project and also phases as well as please include the status of your environmental review consideration, and then, also, if you're going to be utilizing any sub-recipients in your project. So again, in your project narrative it should have a narrative that talks about your project in the entirety, and then also whether you incorporate it as a part of the entirety or you do a separate subsection. We would like for you to provide a detailed description on how the CPF funds will be impacted and utilized in your project. Also, we would like for you to include project goals, anticipated outcome, and then also section three. We will not get into detail on section three. However, there will be futures webinars provided to talk about section three. Next slide.

And then what we have done here on this slide is we have incorporated some of the things that will require you to have your project narrative review revised. Once you've completed it and it gets sent into your grant officer, we as the grant officers have the pleasure of reading your project descriptions and narrative. And if your project description is very vague like, "This is a construction project," unfortunately we will have to send it back to you and ask you to revise it and provide more detail. For grant officers, I tell my grantees at best, this is an opportunity for you to tell us, HUD, what phenomenal work that you will be undertaking and tell us your story. No story left untold is vital for us. We want you to tell us your story and tell us so that we understand what your project is and how it impacts the community.

Also, for your narrative, if you only describe how the CPF funds would be utilized and not the total picture, again, we will be asking you to revise your narrative. If you don't include the description and other key components are missing, unfortunately we will have to send it back. Another vital key component, please make sure you include the physical address of where your project will be occurring, undertaking. So if your project is providing some type of service, we want to know where it will be provided, the location, the physical address in which that activity will be undertaking. If you're doing acquisition, construction, rehabilitation, again, please include the physical address. You may say, if you're doing a new construction where you might not have a physical address yet because you only have the parcel address or the GPS location, the longitude latitude, then include that information. We do understand, for some project it might be a all new project in which there is no physical address, that is acceptable. Please include the latitude and longitude location and the parcel information of your site. Next slide.

The next item that you will have to complete when you submit it along with your narrative is your project budget. What are we looking for when you submit your project budget? Your project budget should include two budgets, an entire line item budget that tells us the total cost of your project, federal and non-federal funds included. So we want to see the big picture, the overall picture of your project, the total budget for your project, and then a second budget or a sub budget that shows how our funds, the CPF funds, will be utilized in that big picture. Again, we have to have both and it must be consistent with the JES. Again, we will be providing the presentation and the link to all the information we're provided and that includes the joint explanatory statement that then itemize, one, the recipient, you, the recipient that have received this, the title of your project, and the amount awarded. So for your CPF budget, we would like for that budget to, one, equal the amount that you were awarded in CPF funds and, two, to have detail in how our funds would be utilized.

And then the next two slides, as we progress, we're going to show you examples of what's acceptable and what will cause you to have to revise your budget. Next slide. This is an example of a budget where we have the total budget. And as you can see, and this is a formatting, we do not have a set formatted on how you present your material, your budget, your narrative. We leave that to you. We like to give you as much flexibility as possible, but as long as it has all the vital information, like this budget, it would have to be revised. It's excellent in that it shows us the total budget for the project. However, it does not break out how the CPF funds would be utilized. As you can see, this project total budget is $15.8 million. They were awarded 925,000 in CPF funds and they did a phenomenal job in breaking out the total budget. However, when it came to the CPF awarding fund they just put in construction and then project management. We want to see a detailed...

So this project budget would have to be revised and sent back to you, the grantee, for revision. So that's why we wanted to present this so we can let you know exactly what we need to have your project reviewed and approved on the first time. Next slide. And this is an example where the budget is shown clearly for the total project as well as the CPF funds. So this is how we would like to see your budget at minimum. It's left-hand column in the blue is the total budgeted amount for 13.5 million for this project. And as you can see it itemizes and shows us the total project. And then, next to it has the CPF EDI grant. And we're able to see, one, it adds up two to 3 million, please make sure math adds up. And then, two, it shows us how the funds would be using line item, item for item. And again, as you're preparing this, we understand in today's environment that the budget could change. It is a very fluid process for this to be changed. It is not that hard.

We covered that step by step in the grant guide. We will not cover amendments at this time, but again it's covered in the grant guide and that will be covered in future session. And one question we always receive is, if we do not have our finalized budget at this time, please when you present your project narrative and your budget, the most up-to-date budget that you have at that point. If things change you can work with your grant officer and it's a very simple and streamlined process for us to make tweaks. Next slide. Now that we have covered your narrative and budget, part of your budget process is indirect cost rate. If you are allowed to apply indirect cost rate to your project, there are different things. And one thing we want to show you here is the difference between direct cost and indirect cost. Why I'm not going to read this slide item for item, the best way to be able to tell if a cost is direct or indirect is direct costs are those costs directly related to the project or to the activity.

Indirect costs are those things that are not directly tied to it. Some examples of indirect cost rate or your facilities. For example, if your award is being used to provide some type of service and your service is located inside a facility and the facility is not 100% dedicated to that program, then your program is only using a portion of that facility. Then the cost of your program using that portion of the facility is considered indirect because the total facility is not tied to that project. Same thing with administration, your CEO, CFO, those high level individuals that may impact your program or activity but are not directly undertaking or carrying out those activities, those are would be considered indirect cost rates. A quick test, not 100%, but a quick test to be able to tell the difference is versus direct and indirect cost is, is this activity a must? If I take this cost out, will this activity still move forward? If the answer is yes, then more than likely that cost is considered indirect.

But again, here in 2 CFR 200.413 gives full definition and itemization definition of direct cost rate, as well as in 2 CFR 200.414 gives the two different types of indirect cost and provide more guidance. Next slide. Why is that important, you ask? There are three different types of indirect cost. Here in HUD and CPF grant division we recognize the 10% de minimus rate, the federally negotiated indirect cost rate, as well as the cost allocation plan. All grantees, you as a grantee, can apply for the 10% de minimum rate. That's 10% of your grant award can be used for indirect cost rate, with one caveat. If you are a non-federal agent and you received $35 million or more in federal funds based upon 2 CFR Part 200 Appendix VII, you are required to have a federally negotiated indirect cost rate agreement. Once you hit the $35 million threshold annually for a federal award, you are stipulated by 2 CFR Part 200 to have a federally approved indirect cost rate.

So, again, 35 million or more in federal funds, you have to have an approved indirect cost rate, you are not allowed to apply for the 10% de minimus rate. All other grantees, you are allowed to apply for up to the maximum of 10%. What I mean when I say, "Up to the maximum of 10%," is, in budgeting your program you may say, "It's great we can take 10%. For our program we may only want to take eight or 5%." You can take less than the 10%. But at maximum you can take up to 10%. Anything more than the 10% you are required to have a federally negotiated indirect cost rate. For that you can go to the HUDExchange and find more information or reach out to your grant officer if you would like to negotiate a federal indirect cost rate and we will work with you to complete that. Next slide.

Also, the other required documentation you that we are asking, that was submitted with your email of notification of your award, is your HUD-1044. The HUD-1044 we will show that in the next slide. What that does and the information on that, we are requiring you to also complete the SF-424. That information is vital because that will provide us all of your contact information. If you need to update, make any changes to that information, please do it on the SF-424. It will have your grant number, we will ask you to add your EIN number and your UEI number as well as all the other vital information as well as your SF-424B, 424D, SF-LLL and your SF-1199A. Next slide.

Here's an example of what HUD-1044 looks like. It is the award assistant application. Again, we want you to verify that in section 3, 7 and 14 that all the information is valid and matched. If it does not match, please let your grant officer know so we can have that corrected. If you see any errors or anything that need to be corrected, again, reach out to your grant officer so we can have a revised 1044 with the requested change sent to you. This document is not required to be signed, therefore that's why the signature boxes are grayed out. Next slide.

Also, another form we will be sending you would be the SF-424. And we want to itemize here our common mistakes that we see in completing the SF-424. Some is missing the EIN or TIN number, as well as missing your UEI number. This information is vital as we need this to, one, confirm that we are contracting and working with the correct grantee and, two, this is utilized for us to be able to input you into the DRGR system that we will cover at a later webinar, and that is how you access and manage your fund and your grant. So some other common mistakes we see in completing the SF-424 is section 8 line A. It asks you to itemize your total budget for your project. When it asks for the federal funds in that line A, we want you to only add in that box your CPF funds.

That is a common mistake where individuals, grantees have put all of their federal funds. For our purpose for the SF-424, just put the amount that you're awarded there. And then, in the other lines you can put the other federal funds. Also, we are looking to have a signature for your authorized representative. One question we received, does it have to be a live or wet signature? No. In today's technology age we are accepting digital signature as well. Also, the difference between a 424B and a 424D, that is a separate form. It is a form of assurance. If your project is not doing construction, you are not doing anything brick or mortar, you will complete the SF-424B assurance of non-construction. If your project is doing anything construction, rehabilitation, including acquisition, you will complete the SF-424D construction. Next slide.

Also, this is a screenshot taking out of the grant guide. We have provided you step by step instruction in your grant guide to walk you through all the required fields and what information we are looking to. That's why I want to reiterate how important it is for you to read that grant guide cradle to grieve. We try to make it, again, very straightforward, as easy as possible, and provide all the valid information you need to complete all the required forms. So again, this is the information we're looking for in the SF-424. And this information is provided in your grant guide that walks you through completing it. So again, please read the grant guide in its entirety. It is your Bible for this project. Next slide.

The SF-LLL is the lobbying disclosure. Again, we ask that you complete this form. You say, "Well, if we have not completed, if we do not have a lobbyist?" It is acceptable to write 'not applicable' on the form and sign it just so we have it for our record. Again, instructions are provided in the grant guide, so the SF-LLL is for the lobbying and that is to be completed. We've gotten questions, if I have a state lobbyist but not a federal lobbyist? You can state 'state lobbyist only' and put 'non-applicable' and sign. Next slide.

Another form is the SF-1199A. This is the deposit form. Again, we ask that you complete section 1 and 2 of this form, and that section 3 has to be completed by your financial institution. Once your financial institution completes and signs it, we ask that you also send, with that form, a voided check or have your financial institution provide documentation verifying your account information and that is signed. Again, it can be a voided check, or the financial institution can include a letter just confirming that the banking and routing information is accurate. Again, if there's been any change in your authorized representative, please reach out to your grant officers and we will provide you with updated documentations. Lastly, I just want to reiterate, again, please read the grant guide. We try to provide as much step-by-step instructions. You have the HUDExchange as a resource, the AAQ to ask a question, and as always, feel free to reach out to your grant guide. Next slide. And at this point I would like to turn it over to our deputy director of the Congressional Grants Division, Shantel James.

Shantel James: Thanks Vaughn. As Vaughn mentioned, my name is Chantel James. I'm the Deputy Director of the Congressional Grants Division. And first and foremost, I would like to congratulate you on your grant. I will walk through a couple of sections with you including the requirements of 2 CFR Part 200, go in a little bit more in depth about the grant agreements, how to submit them and any amendments that you may have, as well as discuss the HUDExchange account, how to set it up, and go over our AAQ resources, which, as Vaughn just mentioned, is our Ask A Question resources to provide technical assistance. So what is the 2 CFR Part 200? The CFR stands for the Code of Federal Regulations. And the 2 CFR 200 governs uniform administrative requirements, cost principles, and audit requirements for federal awards.

Now, the 2 CFR will apply to all CPF awards. Please review the regulation with particular focus on the provisions that are referenced in the grant guide. Also, for additional information or guidance, I'll go over with you how to set yourself up with HUDExchange, there is a brief video on HUDExchange that you can watch that will be helpful as well. Also, we will be holding a webinar on April 5th that will go into more detail on to CFR Part 200 as well, so stay tuned for that. Next slide please.

Now, there's about 15 provisions of note that's particularly important to you all that, again, it's listed in your grant card, but I'll go over them a little bit in detail during this webinar. The first is suspension and debarment. Now, what that means is it restricts awards, sub-awards, and contracts with certain parties that are debarred, suspended or otherwise excluded from, or are ineligible for participation, in federal assistance programs or activities. So that is a particular note to you all to look at suspension and debarment so that you can use the grant funds for your grant appropriately and with appropriate parties. The second is prohibition on certain telecommunications and video surveillance services or equipment. For the public safety, telecommunication equipment that the Secretary of Defense, national intelligence Director, or FBI Director has reasonable beliefs that certain equipment is connected or controlled by the government of a foreign country, so there is approval prohibition on that equipment.

The third goes over financial management internal controls. Now, what this looks at is to make sure your expenditures and award are in alignment with state laws and procedures. It takes a look at financial systems that must identify accounts for federal awards, effective control and accountability for funds, property and other assets. And any non-federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. It also goes into detail, in this section, how to safeguard personally protected identify information otherwise known as PII. The fourth is federal payment requirements. This goes over advanced payments, reimbursements of funds, proper payment systems, and the federal government's requirement to make timely payments to you all. Looking at program income requirements, it defines any income request from a non-federal entity and the proper uses if applicable.

Taking a look at the revision of budget and program plans, there is reporting and amendment requirements and procedures if you would like to change your grant narrative budget from the original scope or objective. Then, we look at disposition of property acquired with CPF funds. Any real property acquired or improved under the federal award will vest upon acquisition in the non-federal entity. Procurement requirements. There's various requirements in the procurement of items. It's important to take a look at this section. One that I will note here, and you all have received communication regarding BABA, which is the Build America By America Act, which is a requirement to buy iron, steel that is made in America. That does not apply to your fiscal year '23 grant. So please take note of that. Next slide, please. Record retention and access requirements. There is a three-year record retention policy that you should be mindful of, as well as the right of a federal awarding agency, such as HUD, to access these records. Reporting requirements including status of property acquired by CPF funds, we have a reporting requirement that is twice per year.

Subrecipient monitoring and management, it regards recipients for federal awards with sub-recipients and/or contractors. Remedies for non-compliance, if you are non-compliant with any of the CUDA federal regulations, there are several actions that can be taken including withholding cash payments, suspension or termination of your award. There is opportunities to object, have a hearing, and to appeal these decisions if it happens. Close out of federal grants, your grant will naturally be closed out when activities are completed or at the end of the period of performance. Cost principles goes over policy guidance and applications of allowable and reasonable costs. And then there's also audit requirements. I think Vaughn may have mentioned earlier that grant awards that are 750,000 or more, there is a threshold for a fiscal year for audit. Next slide please.

Now we can talk about grant agreement. The grant agreement is the final step in completing the grant award package. The grant agreements specifies the applicable statutory provisions, regulations, and administrative requirements for your grant. Grantee's authorized representative signs the agreement first. We know that for each grant there is an authorized representative. This is the main point of contact. We have reached out to our grantees in order to make your life easier to have several POCs that we contact that you authorize regarding your grant, but in terms of the grant agreement, it will need to be signed by the authorized representative. After the grant award package is complete, HUD signs the agreement and returns a fully executed grant agreement back to you and now we have a established agreement. Next slide, please. Grant package submission, it must be submitted electronically to CPFgrants@hud.gov and please cc your assigned grant officer.

In the email subject line, please use the following format. This is important so that we can track your grant materials and make sure that all the right folks are present. Grant number, grantee name, submission of required grant materials, and then there an example here for you, all of you all's grant numbers. And for some of you that have both fiscal year '22 and '23 grant awards, please note that the B-23 is for fiscal year '23 grant awards and then you'll have a unique identifier after that, that will have your grantee name, your project title, and then your required grant award materials. Please make sure that it is Microsoft or PDF compatible. Next slide, please.

Grant package review, so it happens, sometimes we are missing some information and we need to work with grantees to revise the grant agreement. It's commonly known as a request for more information or revision. Your assigned grant officer will contact you by email explaining the deficiencies that need to be addressed. Please resubmit the revised materials to your assigned grant officer using the protocol of grantee name, grantee number that we discussed on the last slide. And eventually we'll get there, your grant award package will be approved. Your assigned grant officer will return a completed grant agreement to you. We will set you up with access to the DRGR system that is our Disaster Recovery Grants Reporting system, and then you will have the ability, at this juncture, to start drawing down your funds. Next slide, please. Amendment. So things happen, sometimes you need to change your grant agreement, and that's totally fine. All project and budget changes are subject to 2 CFR Part 200, specifically 200.308. HUD does not have the authority to prove changes that depart from the congressionally directed purpose for your award.

What that means is that any changes in budget or scope will have to largely be in line with Congress' intent. You will receive a approval or disapproval via email and basically it's our review to ensure that it is still in line with congressionally directed purpose. Next slide, please. Now, can you request a change? To initiate an amendment to the previously approved line item budget or narrative for the project, please submit a formal letter on organizational letterhead to the director of HUD's Office of Economic Development, that is Robin Keegan. The Congressional Grants Division, please email to your grant officer and cc your grant officer on this letter to Robin. Email it to your grant officer. Your grant officer will get it to Robin. State the requested revisions along with justification for the changes, please. Again, state the revisions along with justification for the changes, please. Attach a revised project narrative and/or revised line item budget. Project changes may also require a revision to the environmental review, so please be aware of that.

As always, please coordinate with your assigned grant officer for details and you will receive approval or disapproval via email as well. Next slide please. All right, registering for a HUDExchange account. So we have two websites. We have hud.gov, but then we also have HUDExchange. HUDExchange provides more detailed resources and assistance to support HUD's community partners, such as yourself. In registering for account, you will go to HUDExchange.info. If you need to create a new account, you will go to the upper right-hand corner in the login. And once you press login, then you will see what's on the slide to the right, ability to create a new account. Please follow the Create a New Account steps. Next slide, please.

Ask A Question, otherwise referred to as AAQ. So we're very excited about this. We are constantly getting new resources, new folks to support our grantees and this is what the AAQ is for, it's there to provide more technical assistance resources to you. Here you will go to HUDExchange, program support, and my question. And you can see answers, specific technical questions, on most all aspects of processing your CPF grant. Examples are, processing your grant award package, grant agreements, grant guide, questions on environmental review, DRGR, and more. The average response time is less than three business days. Next slide, please.

This outlines how exactly you should ask the question and what you'll see when you ask the question. You want to select HUD Grantee and select the name of your organization under 'which grantee are you?'. Now, if your organization is not listed, please don't fret. Please change 'I am a HUD grantee' to 'other' and please specify. We know you're not a 'other', we know you're a HUD grantee, but please use this function and provide the name of your organization to us. Next slide, please. Select under 'My question is related to' please select 'CPF Community Project Fund'. Under your question section, in the 'please provide a subject line for your question' include 'fiscal year 2023 CPF grant' and your grant number, please. You may also attach files, and then hit 'submit'. Next slide, please.

Now, in a short minute we will open the floor to take questions live, but there's a few questions we've been coming across, frequently asked questions if you will, that we can go over right now. First question, how can I find my grant officer? You can find your grant officer on the CPF website. These materials will be sent to you and you can access that link there, but that is available on hud.gov under the community project funding grants. How can I change the main point of contact and/or the authorized representative? You'll want to email your assigned grant officer to make these changes. They can assist you here, and you will not need to fill out a new 1044 in order to make this change. Next slide.

My project is multiphase project, should my budget try to predict the future phases or only include the current plan phase? The project narrative and budget should include all phases of the project while indicating the specific use of CPF funds. Vaughn Watson did a screen share of the two budgets in a sample of what we're looking for. We want to see the whole project cost, but we also need to see the details of how, specifically, you are using the CPF funds. What if bids come in over/under budget? How do I know when an amendment is necessary? If there's a change in your line item of budget, you should coordinate with your grant officer to start the amendment process that we discussed. Next slide, please.

Can the narrative budget and required forms be submitted before the Environmental Review is complete? Yes. We encourage you to submit your narrative, budget, and signed forms while awaiting the completion of your environmental review. My project already has an environmental review completed, do I need to do another one for CPF funding? Please work with your responsible entity to amend the environmental review by adding the CPF funds. Next slide, please. With that, I will turn it back over to our director of the Congressional Grants Division, Holly Kelly.

Holly Kelly: Thank you so much Chantel, and thank you Vaughn for that very informative presentation on application materials, completion, and submission. This concludes our presentation part of this webinar. Of course, we look forward to bringing you additional webinar information and events. You'll be getting emails from us with these dates and invitations. On our screen, right now, is a schedule of events that we have planned over the next couple of months.

We want to dive more deeply into 2 CFR Part 200, and those of course are the administrative requirements for these grants. There are no program requirements per se, however, there are the administrative requirements that cover how to, again, administer and manage this award from not only the grantee side but the requirements that we need to take into consideration. We will be bringing you webinars on environmental review, both 24 CFR Part 50 and Part 58, an overview of those regulations and some guidance on how to engage with your responsible entity so that they can support and assist you in the environmental review phase of your process and your project. We'll be talking about DRGR. We have ongoing tutorials and webinars and office hours for DRGR. We recognize that this is departure from the way that we have administered these types of grants from the legacy portfolio, and so we want to make sure that we offer consistent and frequent trainings on DRGR.

We'll talk about drawdowns and reportings, how to submit a request for payment, and how to report on your accomplishments twice per year. How to report on section 3 accomplishments and other reporting metrics that are required in association with this grant program. And one of our webinars will talk about grant closeout. What is that, what does it represent, what does it mean, and what's your role and responsibility insofar as grant closeout is concerned. So with that, that concludes our presentation. So let's go into, it's my understanding, our Q&A. So I'm going to turn to the event producer and ask her if she's going to shepherd us through that process.

Julie Gregg: Holly, I'll share some questions to you.

Holly Kelly: Thank you, Julie.

Julie Gregg: No problem. So the first question that I've seen several times is, can you talk about if this is a reimbursement grant and what the process looks like for grantees in that regard?

Holly Kelly: So EDI CPF does not operate on a "reimbursement basis" in that a grantee must pay for goods or services and then submit a request for reimbursement. You must incur those costs. Soft costs can be incurred as of the date of enactment for FY 2023 is December 29th, 2022. And so, you can incur those costs. Costs are incurred at the time that the service is provided. So you can submit to your grant officer, of course this is after you have a fully executed grant agreement in place, and in cases of hard cost where there is an accepted environmental review in place. You can incur those costs meaning, again, when the service is performed. So you can submit bills, invoices, receipts, purchase agreements to your grant officer for review and consideration, and that will provide the supporting documentation for her to honor and cover that payment request.

So operate on a reimbursement basis, meaning the grantee must pay for a good or service and then approach HUD to cover those costs. That is not the case. We operate on a payment basis, they will accept the in invoice bill receipt for good or service of a cost that has been incurred. So I'm hoping that is helpful. Julie, next question.

Julie Gregg: Thank you. There's a question about submitting the SF-424 and the SF-LLL through grants.gov. Is that required or is it only necessary to follow the process to send to CPF grants and the grant officer?

Holly Kelly: We appreciate that question. It's a great question. The EDI CPF program does not engage with grants.gov. And so, other competitive programs in HUD, or other parts of the federal portfolio, may use grants.gov as a portal through which grantees would submit materials. That is not the case with the EDI CPF grants. Complete your materials, submit them to the CPF grants at hud.gov mailbox with a cc to your grant officer. Please do not submit your materials through grants.gov because our program office doesn't sync up and hook up and utilize grants.gov for receipt of grant materials. Next question, Julie.

Julie Gregg: There's several questions again asking about the deadline, but they understand as soon as possible is preferred, but is there a hard date where they need to have their materials submitted by?

Holly Kelly: That's a great question and we want to be very careful about how we understand and appreciate the deadline. We want to make sure that you, as the grantee, have the maximum amount of time available to you to utilize these grant funds. We know that these FY 2023 grant funds of this type expire, will be canceled by active law and return to Department of Treasury in September 2031. And so, we encourage grantees to submit their grant materials by no later than the end of the 2023 calendar year, which is December 31st, 2023. We also recognize that each fiscal year we have opportunity to continue to work with a grantee. And so, September 30th, 2025, we would be reaching out to you no later than, again, to submit your grant materials.

So we really would encourage you to work with your grant officer to prepare your grant materials, submit those grant materials for review and get your fully executed grant agreement in place and recognizing that you can be working on getting your grant agreement fully executed, meaning your materials are reviewed and approved while you are working with your regional environmental review officer on the environmental review phase and aspects of this project. So you don't have to have the environmental review completed prior to the grant agreement being submitted and fully executed. So my answer to that question is, of course, as soon as possible, December 31st of this calendar year the Congressional Grants Division will be reaching out to grantees that have not submitted their grant materials and assisting them in getting those materials finalized. Next question, Julie.

Julie Gregg: Some circumstances have changed since our project was originally submitted to our congressperson. Do we submit an amendment to you before we fill out any of the other information?

Holly Kelly: Another great question. So there's two types of changes. There is a project amendment change in the case where we have a fully executed grant agreement that is based on a project narrative and a budget. But at some point the grantee recognizes that some aspects of that approved project has changed. The department has authority to approve that project amendment. However, if a grantee is talking about language that was included, and what we recognize as the joint explanatory statement or the congressional record, that is very specific to the project description and the grantee recognizes that there needs to be a change in that language, again, that was included in the statutory language, the department doesn't have the authority to make a change of that scope and the grantee would have to coordinate with their member of Congress on a legislative fix for that type of change. So if it's a change to the language that was included in the statutory language, either congressional record through an explanatory statement, depending upon where you're looking, grantee would need to coordinate with their member of Congress on that change.

However, if it's a change to the project narrative that was approved and they want, again, to make that change, they would coordinate with their grant officer on that type of change or a change of that scope. So if it's a project that we've already approved, maybe it's the construction of the north wall of a facility and the grantee wants to change it to the construction of a south wall of a facility, we can approve that change as long as it continues to align with the language that is expressed as the intent of Congress in the congressional record joint explanatory statement. Next question, Julie.

Julie Gregg: After we've submitted all of our documents to the Congressional Grants Division, what's the approximate turnaround time before we have a finally executed grant agreement?

Holly Kelly: Let me ask Vaughn to turn his mic on and respond to that question please. Vaughn, are you still there?

Vaughn Watson: I'm here. Thank you so much. As it relates to the turnaround time, it depends on the grant officer. Typically, we try to respond within five business days to, one, confirm that we have received your grant material, and then, two, we try to respond as quickly as possible. Depending on the number of applications that come in, typically between five to seven business days, we try to review and get back to you. It could be a longer process. We do apologize if it takes a little longer. There are times where we may have 30 to 40 grant packets sent in at the same time, and though we would love to have them all reviewed and turned around the same day, unfortunately it's not humanly possible.

So again, we try to get to respond within five to seven business days, however, it could be longer. We just ask that you do be patient with your grant officers because, again, at times we may receive 10, 20, upwards of 30 of grantees of you sending in this vital information all at one time and we try to prioritize and get to it as soon as quickly as possible and then accurately as possible.

Holly Kelly: Thank you for that response. Vaughn. Next question please, Julie.

Julie Gregg: Following up on Vaughn's response, if we've had difficulty getting in contact with our grant officer and received no reply, what should our next step be?

Holly Kelly: Well, the first thing I would say as the Congressional Grants Division Director is you have our heartfelt apology for any delay on our part in responding to you. If you have tried on several occasions to contact your grant officer and you have not gotten a response, please feel free to send an email to me at holly.a.kelly@hud.gov. I'll make sure that the grant officer is aware of the email and we'll work together to get a response to you. As Vaughn has pointed out, we've got 30 or 40 grant award packages, sometimes every day, depending upon when we have these various webinars or communication. This type of event is going to cause a surge in submission of materials and we want that. We appreciate that. That's what we are hoping to do, but it also causes some additional delays in our response to you. And so, again, please recognize we are looking at materials as quickly as we can. And if you're not getting response from your grant officer, please feel free to email me at holly.a.kelly@hud.gov. Next question, Julie.

Julie Gregg: If our budget has increased from our initial proposal to our congressperson, is our grant able to be increased as well?

Holly Kelly: The dollar amount included in the statutory language is set by law. And so, the department doesn't have the authority to either increase or decrease that amount by any amount. Next question, please.

Julie Gregg: Give me just a moment to pull the next one. If our project is going to be non-construction for this fiscal year but will include construction in the future, how should we complete the SF-424?

Holly Kelly: You'll complete the SF-424 to align with the part of the project that is being paid for by the CPF portion of the project. Your project narrative will provide a full scope of the project. Your project budget will provide a full scope of the project, but your SF-424 is going to ask for the federal share of the grant and other lines of funding. However, the budget will address the CPF portion for that particular fiscal year of the project. You can include other information if you want us to know about that, but the specific carve-out for the CPF portion of the project will only address that particular fiscal year's funding amount. Next question, Julie.

Julie Gregg: Are we allowed to change our project name if we've come up with something that we feel better aligns with the overall goal?

Holly Kelly: When you say project name, I'm not quite sure what is meant, but I will respond to it this way, as long as it does not state something that is in conflict with the statutory language that's included in the congressional record. A project name is not something that we have set as a program office. So again, as long as the project name does not conflict with what is included in the appropriation language, the grantee has that flexibility. For example, if the project description in the joint explanatory statement says, "To the city of X for the McKenzie Childhood Learning Center," and the grantee doesn't want to call that construction, the McKenzie Childhood Learning Center, they want to call it the McNeil Adult Family Center. We don't have the authority to approve that level of change in language. Next question, Julie.

Julie Gregg: If our project requires staffing up for project management, when did those costs become eligible?

Holly Kelly: So if those are considered soft cost? Let me pivot to Vaughn to address that question please. Vaughn, can you take that question please?

Vaughn Watson: Absolutely. As it relates to that cost, if it's considered administrative cost or a soft cost, administrative cost is eligible based upon your grant as of December 29th, 2022, if it's considered eligible as an admin and/or soft cost. That Office of Environmental Energy, OEE has done a environmental review to approve those type of costs in advance. Those costs are allowed for year FY 2023 as of December 29th, 2022, the date that the appropriation was improved, and that speaks to the obligation date. So those costs are eligible as of that point. But again, we ask that you, one, incorporate that in your budget, and, two, get that to your grant officer as soon as possible because we just want to review to ensure that all costs are eligible and that are acceptable. I will say this, in current costs before we have a chance to review and approve your scope of work budget is allowed, but you do so at your own risk, especially as it relates to the environmental review, which we did not cover in this and that we'll be covering in April 19th at that session.

So again, we just want to be cautioned. But to answer your question, you are eligible to in cost administrative and soft cost as of December 29th, 2022.

Holly Kelly: Thank you, Vaughn. Next question, Julie.

Julie Gregg: Our final award was reduced from what we proposed to our congressperson. How can we revise the scope of our project as long as it stays within the intent of the JES to match with the funds we were actually approved for?

Holly Kelly: The department can only approve that CPF portion of the budget that aligns with the language that was included in the congressional record. So if the final approved amount that was included in the congressional record joint explanatory statement was $500,000, however the grantee was coordinating with the member of Congress and thought that it would be $1 million, the final dollar amount that HUD accepts and operates vis-a-vis is the $500,000. And again, we don't have the authority to approve a higher amount or take into consideration a lower amount. That's why our grant guide instructs grantees to provide the CPF portion of the budget that accounts for the full appropriated amount for the award. And I hope that is helpful to whoever ask that question if they reach out to the grant officer. If we need to provide additional clarity, we can do that. However, again, the department can only accept the dollar amount that was included in the statutory language. Next question.

Julie Gregg: All right, we're going to start wrapping up here. Can you tell me where to find the grant guide?

Holly Kelly: The grant guide is included in the email that was sent to the authorized representative for your award. However, if you need another grant guide, reach out to your grant officer. They'll be very happy to send you a copy, the PDF version of our grant guide.

Julie Gregg: And it's also available on our website.

Holly Kelly: And it's also available on our website. That is absolutely correct. Thank you, Julie. Next question, please.

Julie Gregg: Will the webinars also be at 1 o'clock Eastern time?

Holly Kelly: I hope so. I hope we have a standard timeframe for when the webinars will be included, but we'll most certainly send out meeting invitations ahead of time so that grantees can convene their team to be available for the webinar. But look for those emails from the CPFgrant@hud.gov mailbox for the time and the meeting invitation for those upcoming webinars.

Julie Gregg: And will these materials be available for us to review at a later time?

Holly Kelly: The materials will be made available to you. The recording will be made available to you, and also the transcripts of these events will be made available to you. And if you have questions that go further into your particular circumstance, of course register for an account, if you haven't already done so, on the HUDExchange and utilize the Ask A Question feature. It's there and available for you for just that purpose.

Julie Gregg: Great. Thank you so much for answering those questions, Holly.

Holly Kelly: Thank you, Julie. A couple of other things to recognize is, and as Shantel referenced, it was referenced earlier, Build America By America does not apply to these grants. Davis Bacon Labor standards do not apply to these grants, so be aware of that. Section 3, as was mentioned, does apply to these grants. And so, you'll see references to those statutory regulatory guidance in your grant guide. It is 2:14 and that will conclude our webinar for today for the FY 2022 EDI Community Project Funding Grant Grogram Application Materials Review and Overview. Thank you, Vaughn Watson, thank you, Chantel James, for presenting what we hope was very valuable information to you as the grantees. We are here to assist you every step of the way in the completion, submission of your materials, and the administration of your award.

You have a grant officer and other resources available to you, regional environmental review officers that are dedicated to assisting you in understanding how to navigate this process. We appreciate your time today and again, this information will be made available to you very, very soon. Thank you. Have a fantastic rest of your day. Thank you very much.