Welcome and thank you for joining today's conference. FY 2022 EDI Community Project Funding Orientation. Please note that all the audio connections are muted at this time. Please open your chat panel by using the associated icon located in the toolbar at the bottom of the webinar screen. If you do not see the toolbar, please move your mouse so that you can see the toolbar. If you have any technical difficulties, please use the chat feature. If you have any technical issues, please open the chat panel and address the even services host. With that, I'll turn the call over to Holly Kelly. Please go ahead.

Good afternoon, everyone. My name is Holly Kelly. I'm the director of the Congressional Grants Division in HUD, Office of Community Planning and Development, Office of Economic Development. We are so pleased to bring you this grant orientation and to help you become more familiar with the requirements and the initial information that the department needs from you to kick off this very important project. But before we get started, I want to introduce our deputy assistant secretary for the Office of Economic Development, Ms. Robin J. Keegan for opening remarks. And so, Robin I'll turn it over to you.

Thank you, Holly. Thank you all for joining this afternoon. I really want to give you a warm welcome to today's orientation. As Holly mentioned, I'm Robin Keegan. I'm the deputy assistant secretary for economic development here within HUD's Office of Community Development. I really first want to say, congratulations. We are excited for you for the funding that you have received from your congressional member for critical projects within your community. We're excited to be your partner and administering these congressionally directed grants. Today, as Holly mentioned, is intended as an orientation. We'll focus on what we need from you in order to get you the grant agreement that you are waiting for. There are four critical pieces of information. Holly will go over those they're in your letter of invitation, but I'm just going to reiterate them today. A project narrative for both the community project funding portion of the grant and your full project, a project budget again for the community project funding portion and full project, and then two required forms, the Standard Form 424 and the standard form on lobbying called Standard Form LLL.

Those critical pieces of information will give us the opportunity to develop your grant agreement, get that to you for signature, have you send that back to us, have us sign that, and that obligates your project funding. That's your first step. So please get that information to us as soon as you can. We know though that you may have questions and many of you have been reaching out to your grant officer, and please continue to do that. As you have questions, as you are filling
out the project narrative, the project budget in those two required forms. Today, we'll also spend time walking through at a high level, the grant guide, which outlines requirements from the Fiscal Year 2022 Appropriations Act, as well as crosscutting requirements of federal funding. This orientation today is intended as the first of many touchpoints that we intend and are planning to have with you as we walk through this grant management process with you.

In two weeks on August 18th, we will have a training on three topics, 2 CFR 200, these are the administrative requirements of federal funding, the environmental review requirements, as well as the system of record, which is called the Disaster Recovery Grant Reporting System. I realize none of that really rolls off the tongue, but we want to make sure that we're spending time delivering information and technical assistance to you on these important requirements and systems as you begin to give us your grant project information, and we get grant agreements going.

We also have an environmental review technical assistance line that is opening shortly. And we'll send you information about this line through our email lister within the next few days. We also want to hear from you. We all know that in this new world of Zoom and Teams types calls, it's hard sometimes to get all of the answers that you need, we will do questions and answers so please send them to us in the question and answers. We'll begin to answer those here with you today. We will also be updating our frequently asked questions with commonly asked questions but we know that a lot of your questions are specific to your individual project. And we encourage you again to reach out to your grant officer for information and answers to those questions. So again, thank you. We look forward to the partnership and I will hand it back to Holly to walk you through the different materials.

Holly Kelly:

Thank you, Robin. Thank you for those opening remarks and for your incredible leadership as the Department of HUD reengages with these special appropriation type awards. For some of you may recall that the federal government and particularly the Department of Housing Urban Development, administered these types of congressionally directed awards many years ago. And then there was a pause for appropriating these types of funds. And we recognize the current Congress and administration entering these awards into the FY 2022 Appropriation Bill. The department is very excited to reengage with various grantees. Some of you may have had awards before. Some of you may be very new to this type of funding, but regardless of your experience, the Office of Economic Development, Congressional Grants Division is looking forward to working with you on these projects. And as our in invitations that we really want to offer a heartfelt congratulations on being selected as an FY 2022 Economic Development Initiative, Community Project Funding, Congressionally Directed Spending awardee. We have a team of people in our Congressional Grants Division, grant officers that are positioned and assigned to working with you based on state.
We try to break it down into HUD regions, but sometimes we need to do some realignment as far as that is concerned, but you have a name of a person that you can reach out to. And I know many of you have reached out to your grant officer and have gotten some responses. We are working to move our way through and work our way through each and every email, phone call and communication that we receive from you to get your question answered. As Robin mentioned, some of the questions are turning into frequently answered questions, and we want to round those up or commonly answer questions. And we want to round those up and make some responses that can crosscut the 1014 of you that we have in the FY 2022 portfolio. Some of your questions are very targeted for your particular program and project, and we want to respond to those on a case by case basis.

So what we want to do for this event, is to recognize this is an orientation to ensure that you are familiar with materials that you should have received, someone in your organization should have received. And we want to walk you through some of the elements of those documents. As Robin mentioned, and stated, there will be training on specific topics in the weeks and month and ongoing to come. During the week of the 18th, there will be training on environmental review, 24 CFR Part 50, 24 CFR Part 58.

There will be training on the Disaster Recovery Grant Reporting System. Some of you may be familiar with DRGR and that's the financial system that these grants will be administered through. So you'll be able to draw down your funds using DRGR. We have a DRGR expert that will walk you through not only signing up for access to DRGR, but how to administer your award through that system and to report on a semi-annual and annual basis based on the data that you're entering. And there will also be training on 2 CFR Part 200, which is the codification of several regulations and circulars that effective as of 2013. So we went away from 24 CFR 84 and 85, and some circulars-

Speaker 1: Holly, I'm sorry to interrupt you, but we are still on the first slide, right?

Holly Kelly: I am still on the first slide.

Speaker 1: The title slide.

Holly Kelly: Yes, I'm on the title slide.

Speaker 1: Okay, thank you.

Holly Kelly: So with that, let's move to the next slide. Thank you for offering that up. Let's move to the second slide. Thank you. And so, we can move to slide three. I think we now recognize that we made opening remarks and we'll talk about the consolidated appropriation, recognizing how we all got here. We know that U.S. grantees have been coordinating with your member of Congress for a very long time, and went through a process to be identified as elected for these awards.
And so, for the Consolidated Appropriations Act of 2022, there were a $1.5 billion in these special appropriations that were entered under the HUD section of the appropriation, which resulted in 1014 separate projects being named in a companion document called the joint explanatory statement. So, our appropriation is 1 billion, 500 million or there about a little north of that. And 1014 separate projects are in the 2022 portfolio.

Of course the grants were delivered through a competitive congressionally directed process. And you all went through that process and were selected. And again, many congratulations on that. The Department of Housing and Urban Development was not included or a part of that selection process that was done strictly at the congressional level. And we recognized and were informed of the dollar value of the portfolio on the number of grantees when we got the final appropriation bill. The projects and activities were implemented in writing in the congressional report. In the statutory language, and you'll see this date throughout the grant guide in several places in the grant guide and in subsequent materials that we will be providing to you. These funds have to be obligated so your grant has to be obligated by no later than September 30th, 2025.

And we'll talk about what that means and what has to happen in order to obligate the grant. So you'll hear different terms, obligation, expiration, completion in so far as environmental review is concerned, and all of those dates work together to get you to a completed project. So again, we have to get your grant under a fully executed grant agreement by no later than September 30th, 2025. And the materials that Robin Keegan stated that we need from you is the kickoff to getting us to granting agreement. The funds will expire on September 30th, 2030, and any funds that were not obligated and extended by that September 30, 2030 date will be canceled, be captured and returned to the Department of Treasury, but we will be working very hard with you to ensure that the funds that need to enter your community for the projects that you have envisioned, you'll be able to draw those funds down.

And we'll be working with you providing the necessary technical assistance. Funds, carry a crosscutting, a series, I shall say, of crosscutting requirements, including environmental review, financial management, fair housing and non-discrimination requirements, and will touch on those crosscutting requirements today and will drill down on some additional training for those crosscutting requirements in the weeks and months and over time to come. So the next slide, please. This is a different way of saying what I just said. More specifically, 1,516,409,207 total for 2022, 1014 grantees. There is a very healthy mix of the types of grantees that we're working with for this portfolio. Approximately half are state local governments. Then there are of course non-profit organizations that are in the portfolio, some tribal communities, public housing authorities, and some quasi government organizations for a total of 1014. 325 members of Congress, 60 senators, 265 house members all came together and recognized projects in their communities that warranted this type of very specific targeted funding.
Of course, there was no competition at the hub level for these awards, whatever competition apparatus that was employed was used at the hill level. Crosscutting requirements, obligation period, expiration period, we just covered that, but we wanted to provide that here as a snapshot of what we are working with. So let's go to the next slide, please.

Just to help you understand how these funds are administered from a federal department level. So of course, the U.S. Department of Housing and Urban Development and the organization, the overarching organization, understood that is responsible for these awards is the Office of Community Planning and Development. The Office of Economic Development is under Robin Keegan's direction. And so she's the Office of Economic Development, deputy assistant secretary and the Congressional Grants Division, is the organization that I manage with my team. And we will be working with you on the day to day administration of the award.

So HUD, CPD, Office of Economic Development, Congressional Grants Division, you'll work with your grant officer throughout the life of the award from the providing technical assistance on questions that you have prior to submitting your grant materials, to the submission of your grant materials, the review and approval of those grant materials. You'll be working with your grant officer specifically, and we appreciate you directing those questions to that person. That person will coordinate grant agreement with you. Once your grant materials come into the department and are reviewed and go through a certain process, your grant officer will let you know if there's anything that is deficient or that needs to be changed. So there, they will be that point of contact again, through the application grant material phase, grant agreement phase, grant administration phase, all the way through grant closeout at the end of your project. And we'll talk about what would trigger a grant closeout.

Your grant officer will be your main point of contact for the administration of the award. Except for matters that involve environmental reviews. The Department of HUD has an incredibly professional seasoned experienced core, a regional and field environmental review specialist that are incredibly versed in understanding how to implement the environmental review regulations. And so for everything, but environmental review, please contact your grant officer and pose those questions to that individual.

We have a website that you can refer to, and that is listed here. We are posting frequently asked questions, commonly asked questions, other materials as they come online. And so, it will be a very robust resource for you to refer to and get information. You have a general question that you need response to, or if you're not able to connect with your grant officer or having some struggles, identifying exactly who that person is, please feel free to send an email to our CP grants and have that go mailbox. We have several staff that are now dedicated to looking at that mailbox several times per day and getting those emails routed to the right person and responded to. So the next slide, please.
Just a little bit of a recap. Congress passes legislation awarding funds to an organization, or an entity. Again, we did not put out a NOFO to identify you as an organization that was done at the congressional level. This information of course is confined in the federal conference report. And so we can all access those documents and read those, that information for ourselves. During last month, even though we know that the appropriation bill was signed in March of this year, during July of 2022, HUD began to issue a series of emails. We sent out an email blast, I believe in June that let you know that materials were being prepared, finalized. It would be fairly soon forthcoming. And in July, we were able to issue those final materials in July. You should have received the letter of invitation is dated and was sent to the authorized representative that we had on file at the time, or had received through some various research methods.

And we recognize that we need to go back and make some changes to that. And we'll talk about how that's done on the SF-424 in a little bit, but during the last two weeks of July or so, everyone particularly on this call and all 1014 grantees should have received the letter of invitation and the grant guide. And those are the two materials that we're going to walk through today.

The grant materials that we will be referring to and have referred to, and we'll be referring to throughout this next hour and a half or so, are the project narrative, project line item budget, and the associated federal forms. And Robin Keegan referenced those documents in her opening remarks. The project narrative for the grand guide, and we'll talk about this later, but it has to be for the entire project. You can talk to your grant officer, about what constitutes the entire project with a particular reference or subset to address the EDI CPF portion of the project. So, because two organizations within HUD are going to be looking at the material for two separate, but related considerations. The Congressional Grant Division needs... Well, let me say this, say it like this, the environmental review arm of HUD needs to see the entire project reference so they can make all four corner consideration of the project as far as environmental review is concerned so they need a narrative of the entire project.

The Congressional Grants Division while we need and will consider that information, but our main consideration is the EDI CPF portion of the project. We want to know how you intend to spend the X number of dollars that are aligned with this EDI CPF Grant. So the grant narrative, same thing with project line item, it might add a budget. Environmental review team wants to see an entire project budget. So project budget, maybe $10 million for the construction of X facility. So you'll give us a narrative and a line out in budget that addresses the entire $10 million. But with the carve out for example, if there was a $1 million EDI Grant, so total of $10 million, 1 million for EDI Grant, but you will show us the entire 10 million with the carve out for the 1 million EDI CPF Grant. As a matter of reference for process HUD, the Congressional Grants Division reviews the project information and verifies the project alignment with the purpose of the intended legislation.
And so what does that mean? We will look at your narrative and we don't put too many parameters around how you submit that grant material. I know folks have asked you want it informed, you want it Excel format and Word format. We want to leave a flexibility up to you if you... Historically, and we think it's the best practice to submit the narrative in a Word document, a PDF, if you need to, and then your line item budget in an Excel format that seems to work well, but we want to leave you that flexibility to submit it in a way that's most convenient for you. But what we will be looking for is your project narratives alignment with the statutory language. And so we have that statutory language at hand at all times when we're reviewing the narrative material. And we have to make sure that what you're saying, your narrative "aligns," we'll talk a little bit about that later, with the statutory language.

After we process that, we move it from grant material review phase to grant agreement phase, and we'll work with you on preparing grant agreements, getting those to you electronically, you won't be getting anything at your physical address to all of this, to the extent that we know, will be done electronically. So please watch your email boxes for material. If you are receiving material and you know that we should be forwarding those emails or sending those emails to someone else, please let your grant officer know that there are changes that need to be made, and we will update our systems accordingly, but we will advise you on how to move into grant agree phase into grant administration phase. And as I said before into grant closeout phase. So the next slide, please.

So as I mentioned, you've received, someone in your organization has received the letter of invitation and the grant guide. That letter of invitation and grant guide was sent again during the weeks of July 18th. And there was another round of them based on some returned emails that we received during the week of July 25th. So by the end of July, every grantee that we are interacting with this year will have received their email with the materials attached. And the date of the letter is important. And we'll talk about why we're very delivered in our focus on emails being sent and the letter being dated and what that represents. And we'll talk about that a little bit later on. So, you've got your letter of invitation, the project information from the Consolidated Appropriation Act of 2022, you are instructed on the required materials that we need to receive from you and introduction to our grant guide.

We'll talk a little bit about that. We'll walk through the letter and then I will expose you to, and you all have seen it I'm sure the grant guide itself, that as a background and purpose of these types of awards, instructions that you need to follow for the completion and submission of your grant materials. The completion and submission of your grant materials, the federal requirements, all the specific requirements, statutory, and the crosscutting federal requirements that you need to be very familiar with for the administration of the award. We'll talk a little bit about paperwork reduction, act notes, but that's something that we reference for you, but won't be anything that you need to be aware of in so far as the paperwork reduction act itself. But we just want to let
you know that we have the clearance to collect certain information from you like to make that clear.

And then we have contact information, grant officer contact information, my contact information toward the end of the presentation. And I think there have been some questions that have asked to identify the grant officer, the grant guide does provide the name and contact information for the grant officer. And so if you look at maybe the last page of the grant guide, you should see that material. So with that, I'm going to ask our producer to stop sharing her screen.

I will share my screen. And if someone would acknowledge that they can see my screen, you should see a letter on the screen at this time.

Robin J. Keegan: We can see it. Holly, it's a little bit small.

Holly Kelly: How's that? Is that better?

Speaker 1: Yes, that's better.

Holly Kelly: Perfect. Okay. So we talked about two documents, the letter of invitation, the LOI and the grant guide. This document that I will basically scroll through. What I want to do here, is to make sure that when we are referencing documents, people can visualize what we're talking about. I'm sure that most of you have received it and know what we're talking about, but during this very high level orientation, our objective here is to make sure that you know what someone in your organization received in an email and how you need to react to that call for information as expeditiously as possible and what the exchange between your organization and HUD will be over time. So, this is a letter to someone in your organization, we try to find the appropriate authorized representative, and that's the person by authorized representative. That means a person in your organization that has the authority to commit your organization in that contract to sign a grant agreement.

And that could be whoever your organization identifies as such. And that will be identified on the SF 424. We, again, try to find executive directors, CEO's, et cetera. There's all sorts of folks that serve in that role on your letter of invitation. And if you saw that we listed that title as authorized representative that's because we couldn't figure out what the title of that person was. And we didn't want to hold up, getting you your materials while we tried to find that information out, recognizing that we would get it from you in the submission of your Standard Form 424. So again, this is the letter of invitation that tells you the statutory authority by which HUD is initiating this communication. This is through an act, a law. By law, we are to-

Holly Kelly: ... Act of law. By law, we are to coordinate with you to make these funds available. Again, the actual receipt, and being able to access those funds will depend on the submission of materials, review and approval of materials,
signing of various documents. But the Act directs the department to work with you to make available X number of dollars. And so we like to make sure that you understand the statutory authority by which HUD is engaging with you.

It's a letter of invitation for you to apply. Again, we are hoping that all 1,014 grantees to submit their grant materials, and let us work with you to get a grant agreement. However, if your organization recognizes that this is not a viable project, you may opt to act otherwise. And so that's why we count it as a letter of invitation to submit the materials to us.

Here is the information that you will need to reference when you're talking to your grant officers. Some grant officers have several hundred grants in their portfolio. And to make sure that we're working with you on the right one, you always have to let us know who the grantee is, and that is the organization that is named in the joint explanatory statement. We know that there are organizations that will subgrant the award to an organization in your community, to actually carry out the work. But please be advised that the department has to coordinate with the organization that's named in the statutory language.

The grantee is listed here, the project description that you will have seen in the statutory language, when you read it, you'll recognize some of the language is very brief for some of these projects. But that's the way we've received it. The grant amount, that will be the basis for all of the materials and documents that we issue going forward. And the department doesn't have the authority to make any changes to that. And of course, the grant number. And I ask everyone on the call, all the participants on the call, when you are sending your information, sending your questions, sending your materials to us, please include all of ... Well, everything except the project description.

But if you include nothing else, please let us know the grant number that you're referring to. 1,000 grantees, we want to make sure that we are responding to you with the right information. And sometimes that could be based on grant number, so when you're reaching out to your grant officer, please make sure to reference your grant number in your subject line. That helps us to move through processing of several hundred emails, sometimes per day, and most certainly per week, so that's helpful.

The next step, as this letter indicates, is for your organization to provide the materials that we've talked about. And we're going to mention it a couple of times throughout this orientation, because we know that even though we've talked to some of you, we are paused to speak deliberately about or specifically about a project, until we get some material in-house to review and respond to. We're happy to sit down with you and talk about the project in general, to talk about the requirements, that crosscut and are overarching. But if we're talking about project specific questions or inquiries, we want to speak from a position of understanding specifically what the project is.
And so we know that you're still in the process of making some of those determinations locally. But the sooner you can provide that narrative, and the budget to us, and let us start to better understand the expectation ... Well, not the expectation, but what you anticipate being the project, I think the better we are able to assist you. Better we're able to help you. If you've already provided that to us, we appreciate that, and we appreciate your patience in recognizing that we've got a lot of incoming, and we're working our way through a lot of information and materials.

Again, we'll get to your email. If you sent your grant officer an email with your materials and you haven't heard back, send another email. We're going to be taking today throughout this week to really drill down and find out exactly what we've received, so we can start to make some determinations or provide some technical assistance if we need to reach back out to you and help you to reshape or restate anything in your narrative.

The letter tells you right here up front, that the next step for you to do is provide the information to us. We will receive it, review it and coordinate with you on next steps. The grant guide is a very ... Well for some, it might be a dense document. For others, it might not be, it might be a light read. But we hoped it was comprehensive enough to touch on all of the requirements associated with this award, but not so dense to us to be overwhelming.

Now, the fact is there are a lot of regulations that are referenced in the grant guide that your organization will need to step back and assemble a team, if you can. I know some organizations might be small, and might lack the broad bandwidth to go into the grant guide, and assign several parts to different team members. For example, your accounting department, or your legal department, or your grants manager. But we think that is a best practice to do that. To go into the guide, figure out who needs to understand what. For example, you might want to assign the DRGR references to your accounting department. The review of executive orders or regulations to your legal department, et cetera. And then come together as a team for the administration of the award. But the grant guide references all things that you need to know about how to apply, and to administer, and to close out your grant.

Upon receipt of the information that we get from you, we will review the materials for consistency, with the intent of Congress as set forth in the joint explanatory statement. And prepare your grant agreement for signature. I've said that, a time or two, if there are questions about the information provided your grant officer, and or, I will reach out to notify you prior to issuing the grant agreement. We have to have an approved package of materials prior to preparing your grant award package. And that grant award package will be an award letter, a grant agreement, another federal form, a HUD form 1044, and some other associated financial materials.

There are a couple things to note as you are considering, when you are putting your materials together. And that regards when funds can be reimbursed, and I
know there have been various questions about that. And we'll go into that when we get to the grant guide phase. And that there are environmental review requirements. There's a specific reference to when funds that were incurred can be reimbursed, or the timeframe that we can reimburse costs that are incurred. And there is specific guidance regarding the environmental review requirements around these awards.

We ask that when you submit your information, you submit it with a subject line of your email with the grant number reference first, and I've just talked about that, so we can really, as quickly as possible, process the documents. Get them to your grant officer, and get them reviewed and processed as quickly as possible.

In the letter itself, and then each letter was customized for the grantee, and your grant officer should be referenced here, and your grant officer's email address should be referenced here. If you don't know who your grant officer is, you can look at the last page of the grant guide, find your state, and it will tell you who your grant officer is. Or you can refer to your letter of invitation and towards the bottom of it, it will tell you who your grant officer is. You may see me-

Robin J. Keegan: Holly?

Holly Kelly: Yes, Robin?

Robin J. Keegan: Sorry, I just wanted to let everybody know, I also dropped in the chat, the listing of the grant officers from the program webpage. I also dropped in the program webpage link. We'll send this around to everyone again. But I just wanted you to know where you could find it. As Holly mentioned, it's in your grant guide. But it's also on the program webpage, so there's a link in the chat for that.

Holly Kelly: That's great, thank you, Robin. Yes, that's one of the easier things to do, is to find out who you should be talking to. You will see my name listed for a few of the groups of states, what we call portfolios. As the Office of Economic Development continues to step up, and more folks who have this experience in grants management work join our team, you will very probably be assigned to another grant officer that has the same fire and passion that I do, or others do, but will be a different point of contact. We want to make sure that you have someone that you can call, that can be responsive to you in almost real-time. That's our goal, is to be incredibly responsive to you as the grantee.

That is a walkthrough of what that letter of invitation is. It's a basic letter giving you some information about what this is, how this grant came to be, just from a statutory reference perspective, pertinent information about what you should reference when you're communicating with us, and most certainly next steps. And two points to note right off the bat.
The next document is a walkthrough of the grant guide. It's a 34 page document. Not as dense as some other grant programs that you may have experienced, but we hope comprehensive enough to tell you what you need to, either know or tell you what you need to step back and do research on knowing. And so that's the objective and the purpose of this document. We're starting with a title page. Let's get into that.

Robin, let me pause, and I know you said that you dropped some information in the chat. Let me pause and ask if there's anything that I've covered so far that we need to do a little bit more explaining on, or if there's an additional piece of information, letter of invitation wise, that you want to make sure that we know.

Robin J. Keegan: Holly, there are number of questions that have been asked. I think the grant officer is one of those. Again, I put that information to the chat, but we will be sending the presentation and the recording, we'll be posting those on our program webpage. But we'll also be sending another email blast with that, as well as follow-on trainings, as we've mentioned.

There are a number and I'm compiling those right now, Holly, so I'll get back to you in a few moments. Why don't you go ahead and keep going, and then maybe when you're ready to take another pause, I'll have a few questions from the questions and answers. For sure, thanks.

Holly Kelly: Okay, great. That sounds great. And if you don't know, as a participant, as a grantee, if you haven't been made aware of who your grant officer is before today, please excuse our oversight. That should've been one of the first piece of information that you received from us, is who you should be coordinating with. And so please excuse me, I'll take that on myself, if you are not aware of who your grant officer is.

We know that someone in your organization received the grant guide, the last page of the grant guide has a list of the grant officers. And so if it went to someone that should have forwarded it to someone else in your organization, we're hoping that that information can float internally and get to the right person in your organization. And then we'll make the change for authorized representative, when we get your SF-424 signed and dated, we'll update our systems accordingly.

Producer: Holly?

Holly Kelly: Yes.

Producer: I'm sorry to interrupt you, but can you please enlarge the font on this as well?

Holly Kelly: Got it. How is that?

Producer: Thank you. Yes, this is better. Thank you.
Holly Kelly: Perfect, okay. We'll do a little bit of background on purpose, but not so much, because we've covered that. We'll talk about instructions, grant obligation process, what's necessary to access a CPF grant, and how do I get started? And cover some of that information in a little bit more detail than we've done before. But recognizing this is an orientation, and we will be e-seeing you, virtual seeing all of you, hopefully, or somebody from your organization, on the 18th of August when we drill down on some of these crosscutting requirements.

We also intend to ... And Robin mentioned this as she made her opening remarks ... Intend to have a very robust technical assistance effort underway, with an Ask a question desk for environmental review. Various other technical assistance modalities will be made available to you, and we're hoping to even provide for some direct technical assistance for specific topics. While this is an opportunity to glide through the grant guide, just to make sure that everybody got it, they know what they're looking at. And then we'll step away, and be present for deep dive trainings that will be coming up.

Of course, we'll talk about the federal requirements, just to name those that you need to step back, and do the research on. Let's go into this document. Of course, we want to make sure that you understand how we got here. And did I hear somebody getting ready to ask a question, Robin, or producer? Okay, the purpose of the-

Producer: No, Holly.

Holly Kelly: No, okay, thanks. The purpose of the grant guide is to provide instruction for completing the requested information, and filling out the required administrative forms, to initiate your grant agreement. We can't say that enough. We're hoping that the guide provides ... And we think it does, but with some need for clarification, specifically on specific topics, we understand that-

Producer: Actually, sorry to interrupt you, Holly. There is a request to make this font even bigger.

Holly Kelly: Okay, yeah, I can do that.

Producer: From a few attendees.

Holly Kelly: Producer, let me know if that works for everybody. I've got that up. I can-

Producer: Yes, this works.

Holly Kelly: Does that work? Okay, great. We're hoping that the grant guide, and we worked to make the grant guide a comprehensive document that tells you what you, again, need to step back and do the research on, to administer your award. There are federal requirements, regulations, et cetera, that we want you to access and become familiar with. You will be able to reach out to your grant
officer and get clarification on, or the environmental review team, on various requirements. But this document is the guide for what you need to know to administer your award.

I will say that when we get to the grant award phase, a companion document will be provided to you, that will provide grant award instructions. And that's all the information that you'll need to set up your accounts in our financial systems to submit your reports, to draw down funds, and to close out your grant. That's not covered here. We want to get the grant materials first, and get those grant agreements underway.

Okay-dokey, so when we say grant obligation, we again mean, a mutually executed grant agreement, what you will see when we do get to the grant agreement phase is, we will send you the grant agreement and associated forms to sign first. If you are familiar with HUD programs, you may have seen where HUD signs the grant agreement first, and sends it to you to sign second. Under this program, we offer the grant agreement to you first for review, and signing, and dating, and then you send it back to the department, the department signs and dates it, and that constitutes the point of obligation.

At that point, the grant is obligated, those funds are obligated. And then there are still some follow-up actions that my team needs to take to coordinate with our financial CFO's office, to set up the account in our financial systems. But as of that date that HUD signs the grant agreement in HUD-1044, that obligates the award. The award that was referenced here.

Upon receipt of your information, we will review the materials for completeness, and verify information for consistency with the congressionally directed purpose for the award. And as we've talked about before, we'll prepare a grant agreement for your signature. If there are any questions, we'll reach out to you. And we will help you to understand where some of the questions or challenges lie, and we'll walk you through satisfying some of those "deficiencies."

Once the grant agreement has been prepared and sent to you for signature, you'll receive instructions for how to establish your account in our grants administration system, the DRGR, and in our line of credit control system. Again, once we have received the information from you, we will sign it. At that point, I will sign the grant agreement, and that's the point of obligation for the award.

What are the steps necessary to access the funds? Again, submitting the grant agreement, the financial information. We set up the account, and we will notify you when that account has been established. At that point, you can start working in DRGR to submit your reports, and draw down funds. On the 18th, there will be a fairly robust overview and training on DRGR. If you're not familiar with DRGR, I strongly encourage you to get your team together to participate in that training.
This reference talks about what is necessary to access the funds. Of course, submitting materials, and interacting with your environmental review specialist at the state level. And there is a link in the grant guide. We'll catch up to that, we'll get to that in a few pages. That will help you to find out who your regional environmental review officer is. If you have not already done so, you can at this time, even before you've submitted materials ... We prefer that you have all your materials prepared for submission, but you can reach out to your regional environmental review officer to let them know that you're an FY2022 EDI CPF grantee, and that you want to make sure that you have the right environmental review officer in your records, and you know exactly who to reach out to. You can be doing that now.

Another thing you can be doing now, is to get your unique identifier number. And when I say now, that is before you submit your grant materials to us. You should be going on to sam.gov to register if you haven't already done, to get a unique identifier number. The unique identifier number replaced the DUNS number, I believe, as of April of this year. And so I know there's been some questions that we've received through the grant officer, the email box, that speaks to some challenges with the sam.gov site. And we are doing some research with our chief financial officer, or other organizations within HUD, to find out if there's a point of contact in HUD that coordinates with GSA, to provide technical assistance.

Sam.gov is not a HUD system, it's a GSA system. But we want to be responsive to your questions about sam.gov, and so we're doing some research on that. And we will send out any information that we find out, either in an email blast, and putting it on our HUD website, on our website, and through our LISTSERV. If you're successfully registering in sam.gov, then you can set this comment aside. But if you're having some challenges getting your number solidified ... Or registering, I should say ... Then we're doing some research, and we will have some information for you as soon as we can.

Instructions for submitting required materials. What to submit. We've talked about this before. Your project narrative for the entire project, with a special ... Not special ... But with a specific carve out for the EDI grant. Line item budget, the same thing, entire budget with a specific reference to EDI portion, your standard form 424, Application for Federal Assistance. And you see we've added some links here for you. Standard form 424B, and that's the assurances for compliance for non-construction projects, or your 424D, if you're engaged in a construction project.

Standard form LLL, excuse me for that, I'll just skip right over that. Disclosure of lobbying activities, and you can note that the LLL is not applicable, if it is not applicable. Number six is the request for release of funds forms. But that won't come into this process until you've engaged with your regional environmental review officer. And they will process the form, the 7015.15 or 7015.16.
Submit your materials to the CPF grants at the mailbox, with a CC to your grant officer, as is laid out here. And again, it just helps us to let our eyes just rest on grant number, we know exactly who to send the materials to. And we can get the grant materials reviewed more expeditiously. And we appreciate folks who have already been putting that information in their subject line, that’s very helpful.

We encourage you to submit your materials by December 31st of this year, even though we just said, we have to give the grant, under obligation, by September 30th, 2025. But there’s a lot of steps that we still need to coordinate with you on, so we encourage you to prepare your materials as soon as possible, get those to us by December 31st of this year, so that we can identify, and again, any deficiencies, help you work through them, and move the grant materials forward.

These are some general and overarching grantee responsibilities. You're responsible for managing the award. Again, if you are intending to subgrant the award in your state, and you're going to subgrant it to a college or a university in your community, you as the grantee or the organization listed in the probation bill, will be responsible for coordinating with HUD. You will be submitting all of your requests for draw downs. You will be submitting all your semiannual reports, and you will be coordinating with HUD on grant closeout.

Of course, your subgrantee will submit any information and updates to you. But you, as the entity named in the bill, will submit that information. You will also submit your Section 3 accomplishments in the system. And your grant officer is listed in the materials.

This information, again, describes what we need from you. I think there is a firm understanding of what we need from you. We need your narrative for your entire project. If you are intending to subgrant this award, we need to make sure that we have the EIN or TIN for that organization. Please include that in your narrative. You can use Microsoft word or PDF in so far as format is concerned. I had a question the other day to ask if there was a page limitation on the documents that we need, the narrative and budget, and I said "No." Some people may recognize in NOFOs, there's a 15 page, page limitation. There's no page limitation here. But we want to allow you the flexibility to give us as much information as we need to understand what you're doing, and to consider vis-à-vis, the statutory language. But not so much as to overwhelm any of us, so whatever it takes to get your message across to us, we will take and consider.

The same thing with the line item budget, entire budget, but let us know how you intend to use the CPF portion of the project. The line item budget for the CPF portion of the project has to add up to the total grant award amount. And that takes into consideration if you're going to use up to 20% for management, development, and administration.
The budget, while it's the budget for the entire project, the CPF grant portion has to be for the entire grant amount. That it if it's a $5 million grant, that sub-budget would need to total $5 million. I know that's very easy to understand, we just want to make sure that you are clear about that. And of course, if you have any questions or need some additional clarification, we will be available after this training to respond to you. Let's see here. We wanted to make sure here, and we wanted-

Holly Kelly:

So we want to make sure here, and we want you to note that the department does not have the authority to change the language of the project that is listed in the joint explanatory statement. That is what would be considered a technical correction. That would be done at the congressional level. You'd have to go back to your member to talk about a new project that you want to supplant this current one. That is if the project needed to change, that would be a departure from the language in the statutory references. However, once your grant agreement is fully executed, we've already received your narrative and budget, if there is a change to the narrative that you need to have HUD consider, that can be done at the departmental level.

If the joint explanatory statement says streetscaping on fifth street in the central business district, and you want to change the streetscaping to fourth street, we don't have the authority to make that change. However, if your narrative says streetscaping on fifth street on the west side of the street and you want to change it to streetscaping on fifth street to the east side of the street, we can consider and actually approve that. But we can't change it from fifth to fourth, but we can change it from east to west. I hope that very simple explanation didn't cause any additional confusion. If it did and if you're not clear about that, circle back with us and we'll walk you through what is meant by that.

So your SF-424 application for federal assistance, if you've applied for federal funds before you are familiar with this form. It crosscuts many federal agencies. We've added a link for you here for we hope, ease of access. And it asks a series of questions. And let's just drop down here to what we hope is guidance on what we want you to do in each of those fields. In years past, we've had some grantees asking us for some additional information about how to complete the 424, but it's a very simple form to fill out. I don't think there needs to be a lot of time spent here. It's very simple. And again, if you have questions, contact your grant officer and they will walk you through completion of the 424, but it's the application for federal assistance. Even though you coordinated with your member of Congress on this grant, we still need to have that document. Standard form LLL, disclosure of lobbying. And that's self-explanatory.

Robin J. Keegan:

Holly, sorry. There is one question or a couple of questions about the limitations on lobbying form. So the question is actually what you're just showing. Don't scroll. You were right there where I was asking my question with that little asterisks. If you can go back down just a little touch. Thanks. So if there are no lobbying activities in association with this award, you may omit the form from
your application materials. So there are some questions about that statement. So we want to make sure that we can clarify that. I think the question being, do they need to submit the lobbying form or not, if they don't have lobbying activities within their organization?

Holly Kelly: That's a great question. It might have been mentioned a little bit earlier. If the LLL is not applicable, reference that in your narrative. Just let us know that you didn't neglect to submit it. You know that you've looked at it and it doesn't apply and you may omit the form from your materials. Robin, should I hold here or move on?

Robin J. Keegan: Nope, I think you can keep going. That was the question.

Holly Kelly: So of course there are federal requirements and association with the award. There are statutory requirements and then federal regulations that apply and we listed them here. We wanted to, for the purpose of this orientation, scroll through them, recognizing that there will be trainings to do deep dive on various other areas within this section of the materials. But we just wanted to walk through some of these to make sure that you come away with some additional clarity then you may have had when you stepped into the orientation. So the first section here requirements under the Consolidated Appropriation Act of 2022, those are the statutory requirements that may or may not move based on a particular fiscal year's statutory directive.

For FY 2022 under HUD's guidance, we are instructed to let grantees know that under the act and that's the Consolidated Appropriation Act, the CPF grant funds cannot be used to be to reimburse costs that are incurred prior to the funds being obligated. And so until we get a grant agreement fully obligated, signed, dated by the Department of Housing and Urban Development, we can't incur any costs that would've been incurred prior to that obligation date. There is also a limitation on planning management development and administrative expenses. So planning, unless it is explicit in the joint explanatory statement in your grant project description, unless it's explicit that the grant is used for planning, there is a 20% limitation on the use of these funds for planning, management development, and administrative expenses. And we've given several federal references to explain what is meant by planning, management development, and administrative expenses.

Oops. Scrolled up too far. No funds can be used for this award to engage in eminent domain associated activities unless eminent domain is employed for a public use. So we want you to be sensitive to that as you are doing site assembly for various projects. You'll want to make sure to read this section carefully and go to the Small Business Liability Relief and Brownfields Revitalization Act. Read that carefully to ensure that you're not running a foul of that requirement. If you have some additional questions about that or want to have that conversation, reach out to your grant officer and that person and I can schedule some time to talk to you about that and walk you through that. Our restriction on the use of computer networks and that regards specific type of uses. So no
federal funds provided under this award may be used to maintain or establish a network that does not block the viewing, downloading, and exchange of various information that's stated here. We wanted make sure that you are aware of that.

As we talked about already, the obligation and expenditure deadlines are September 30 of 2025 for obligation and September 30th of 2030 for expenditure. These deadlines are statutorily set and cannot be extended or waived by HUD. There are requirements that speak to how you acquire materials to engage in your project. And we'll say here that more information about some of this guidance will be provided through additional email blast, dissemination of information posted on our webpage, and available on our list serve. So those were the statutory requirements that I said could be flexible based on fiscal year. And now, a 3.2 of this guidance speaks to the crosscutting federal requirements that are rooted in regulation and unless they're amended, will not change.

And so the uniform administrative requirements, cost principles, and audit requirements for federal awards is found under 2 CFR Part 200. We ask you to access the HUD exchange. And I'm sure we made reference to the HUD Exchange in this document in several places, but the HUD Exchange if you're not familiar with it, is a valuable resource for technical assistance for grantees that cover all sorts of topics. Environmental review, Uniform Relocation Act, administrative requirements, Section 3 24 CFR Part 75. It's a great resource. If you're not familiar with the HUD Exchange, we recommend that you access it. I think you have sign up for it to get access to it, but it's a very simple signup process.

But the part 200 as we call it, are the administrative requirements that address all sorts of topics, but specific to this grant portfolio, we want to bring your attention to the subsections that are listed here. 2-14, 16, et cetera. Program income, revision of budget, record retention, monitoring, or the way we look at it, is the submission of the semi-annual reports and the consideration of that information. If there will be property that is either constructed, acquired, renovated, or rehabilitated, and some point down the line, your organization recognizes that you no longer need that real estate for that purpose that was spelled out in your grant, then there is a process for the disposition of said property and there's guidance here that we follow.

Of course, there is the part 50 or 58 of the 24 CFR regulation that speaks to environmental review and you'll hear a lot about that in the coming weeks. We encourage you to participate in the August 18th training on the environmental review regulations. Our Office of Environment and Energy, just an incredibly talented group of folks will be available to walk you through high level environmental review guidance, and then point you to resources for more specific guidance on environment review. We know it's a very hot topic and we want to make sure that you have the resources you need to talk to the people that you need to talk to. My team and I, we are financial managers, portfolio
managers. Not environmental review specialists, but we know we are partnering with our OEE team to make sure you have that resource in place. You can if you haven't already done so, click on that link to find out who you should be talking to.

We know that you all have a letter of invitation that references a date and gives you some guidance on how you should be considering projects that are already underway. And there's some reference here to that effect. We recognize that there may be some guidance that sharpens the understanding of that guidance, that it talks about the federalization of the award. And so we want folks to recognize that we have heard that there is maybe a lack of clarity to the extent that we know there needs to be. And we're coordinating with our Office of General Counsel and others to make sure that we're providing the sharpest, most accurate guidance in so far as environmental review projects are already underway, what can be reimbursed, and when based on several considerations, obligation date, et cetera. So we have your questions, we've heard your questions, and we are doing our due diligence to research those responses and getting those back to you.

There is reference to indirect cost rates. And so if that applies to your organization, please reference these regulations specifically and read them carefully and think about the dollar amounts of your award and what would be aligned with indirect cost rates considerations, and include that information with your narrative. Excuse me. Support, section three, which is found under 24 CFR Part 75, the regulations for Section three. Section three is the section three of the Housing and Urban Development Act of 1968. Section one of that act says to establish HUD. Section two of that act says what HUD will do. Section three, the HUD Act of 1968 says, and I'm paraphrasing that if you're a grant recipient, you should to the greatest extent feasible, try to make training opportunities, job opportunities, and business opportunities available to low and very low income persons in your community.

It doesn't say that you have to hire. It doesn't say that you have to make. You are required to make these opportunities available. It is saying to the greatest extent feasible one should make those opportunities available to low, very low income people in the community because we can appreciate how that can strengthen the community. And so you may recall section three, being found under what was an interim rule part 135, that as of November of 2020 if I'm not mistaken, part 75 became the final rule for section three. We will be collecting and requiring you to submit section three accomplishments through the DRGR. And by that I mean, if there are accomplishments to record, we will take that information in, or you will let us know that there was no hiring done, didn't hire anyone, or you did not have any business opportunities that were a result of this award during a reporting period. But information and guidance on how to submit section three accomplishments will be included in your grant award instructions.
There is of course, Uniform Relocation Act and Real Property Acquisition Policies Act application to these awards. We know that there's some additional understanding to consider in so far as URA is concerned. We have an Office of Affordable Housing programs in HUD that coordinates and manages the URA process for us. If you have a specific URA question, pose it to your grant officer. We will make sure that you are connected to the appropriate staff in our Office of Affordable Housing for responses to those specific URA questions. Of course, there are general applicable HUD requirements for all HUD grants and we encourage you to access those that regulation and to determine if various parts are domain to your project, to your organization. Faith based organizations should also review department's requirements of governing the awards to faith based organizations found under CFR 5.109.

Here's some additional information about SAM.gov. And I've mentioned before that we recognize folks are having some challenges accessing SAM, updating their information on SAM, or getting registered into SAM. We are doing research to find out what technical assistance we can make available to you, either connecting you with GSA, or if there's someone in the HUD sphere of information that we can connect you to, or get it to us so that we can get it information to you. But we're working on that and we appreciate your patience on that. We know that's a very important thing that needs to happen and before you can start to submit your materials to us. Of course, there's a Federal Financial Accountability and Transparency Act of 2006, FFATA and that speaks to USA spending. That requires information on federal awards being made available to the public via a single searchable website.

And so we'll be collecting FFATA related information periodically to forward to our organization in the department that is responsible for making those reports. More information about FFATA and what we need from you we'll be included in your grant award instructions, but we wanted to reference it here so that you know that is a part of the requirements that we have to operate under. The Davis-Bacon Labor Act, a related act does not apply to these types of awards. That is a question that we get asked routinely. Historically, Davis-Bacon does not apply to the special appropriations and for FY 2022, we are operating in steady state.

Suspension and debarment, excuse me. The government wide debarment and suspension regulations, which are 2 CFR Part 200. Apply here. These regulations restrict awards, sub awards, and contracts with certain parties that have been debarred, suspended, or otherwise excluded from being eligible for participation in federal assistance awards. And so we will receive your organization's TIN or EIN on your SF-424, but we need to have that information for any organization that you intend to sub award. So I think I referenced that or mentioned that a few comments ago. So if you're going to sub grant this to an organization, we need their TIN so we can do the necessary due diligence to ensure that they are in alignment with being able to receive that responsibility.
There’s guidance on prohibition against lobbying activities. And we talked about the SF-LLL, and I believe there will be a question about that a little bit later. And of course, the Congress wants these funds to align with drug free workplace requirements. And lastly here, there is reference to... I'm sorry, a prohibition on trafficking in persons. And so we've worked with our Office General Counsel on making sure that you as a grantee have an understanding of what the requirements are in so far as trafficking in persons is concerned and I won't dive too deeply into that. It’s very comprehensive here. I think is very self explanatory once you go into the regulations. But if you have questions that you want to pose to either the grant officer and I about this, you most certainly can do that and we will walk you through it or get your question from you and take it to our Office of General Counsel for additional clarification.

And there's also a prohibition on conflicts of interest in so far as procurement is concerned. Entering into contracts with parties that would constitute a conflict of interest is prohibited and that is explained here. But there is more to say about it when you go into the specific regulations that guide how you should not violate conflicts of interest. Award terms of conditions for recipient, integrity, and performance matters. And say that several times fast. This guidance, basically what it is saying and it's telling us that if the total of federal share of the federal reward is more than $500,000 over the performance period, the following award term and conditions apply. So we're asking you to access this regulation, read it carefully, come to us with specific questions. We are going to... I will say about this particular guidance, we as a congressional grants division team, want to dive deeply into it and make sure that we're pulling out what we recognize any frequently asked questions in so far as this regulation is concerned so that we can respond to you with information that you can apply to how you move forward with your grant.

And we have here of course, requirements that address lead based paint. Basically, don't use lead based paint. There's all sorts of regulations pre 1978 structures that you have to renovate, rehab, using certain paint that is not lead based. And if it is a pre 1978 structure, there is guidance on what needs to be done to remediate their property, to bring it up to current standards and codes. So we've talked about and covered, scrolled through the statutory requirements. We've scrolled through the federal requirement. I'm going to pause here and turn it back over to Robin and ask her if there's anything that I need to go back to, say more about, or if there's a question that you want to address here. I know you talked about the SF-LLL.

Robin J. Keegan: Thank you, Holly. Well, there's a lot of questions and there's a lot of great questions, so we really appreciate everyone for these questions. So I'm going to just kind of start at the top and then we won't get through all the questions. What I'd like to do is kind of recap a couple of common questions and then if we have time, I want to be able to open it up for... I don't have to ask our host, I'm sorry, if we can do live questions. I'll do that off on the side. We have a couple of congressional officials and congressional staffers with us today and I just want to thank you. Particularly, Congresswoman Andrews-Maltais. Thank you for
joining today. I'm sorry if there are other congressional officials that I haven't recognized, but I just want to thank you for this opportunity to work with your communities, to bring these projects to bear. We are really committed to making sure that these grant funds get to the purpose as they are intended, so thank you again.

And I know you asked us to make sure we could do a raise hand function, so somebody's going to give me an answer to that in a moment. At this time, I'm going to go through as I mentioned, some of the common questions. But we of course, commit to getting these answers back in very quick time. We know that everyone is very eager and we share that eagerness to get these funds moving to you quickly. So before I say that, I wanted to just say that we've used some acronyms. We've used some words like crosscutting, which someone reminded us was a woodworking term and doesn't really mean anything in the real world. So I apologize for that. I broke my own rule.

When I started out doing federal grants many, many years ago, I was very particular about not using acronyms. So please forgive us. We will check ourselves and not do that. Crosscutting means basically, those federal requirements that go across all of our different programs. So they're not program specific, they're requirements like environmental review, like 2 CFR 200, which is an acronym, but what it means is administrative requirements for federal funding. The other thing that I don't like is when we talk about the purpose of a statute by using the code of federal regulations naming configuration. But that is just something that happened quickly when you do this work. So thank you for those of you that called that out. I know that doesn't maybe seem like the most important thing to talk about right now, but I just want to be mindful and appreciate that comment.

There's a couple of things. Joint explanatory statement, we also call that the congressional record and that is where we see the projects and the budget, as Holly mentioned. We'll post this as well as the Appropriations Act on our program webpage to make sure that you're seeing what we're seeing because I hear you and you're not seeing that. And so we want to make sure that you're seeing what we see. So we'll get that posted on the webpage hopefully by tomorrow, if not at latest, Friday. Grant officers, as I've shared in the chat and Holly has mentioned a couple of times, these are posted on the program webpage. I know that Jen, our colleague put them into the chat. So thank you for that. I was also reading through the chat and recognize that there's an issue with at least one of the grant officer's email. So we will check that immediately today to get that resolved.

I also put in the chat the environmental review officers who are our partners at the agency that do the environmental review. They are the specialists on that. They are listed... They link, sorry, to the environmental review officers are in the grant guide, but I put it in the chat and we will put this on the web page as well to make sure that you... There are a lot of different contacts and so we'll map that out a little bit better for you to help you navigate through who to talk to for
which issues. Well also, as Holly mentioned, make sure that our response is to inquiries that we've already received are resolved this week. And so thank you for letting us know that if you haven't had a response, but you've reached out to us.

One of the questions that we've gotten a couple of times and in a couple of different permutations is the timing of the grant agreement, the timing of the grant portfolio, and the grant funding. How long does it typically take from start until the grant agreement can be completed and we can start the project? The grant agreement as we've shared today, is dependent on receiving the project narrative, the budget, as well as those two forms. The LLL, I think we cleared up. If it's not relevant, it's not relevant.

Robin J. Keegan: ... Forms the LLL. I think we cleared up. If it's not relevant, it's not relevant, but the standard form 424 is required. And so once we receive those, we verify the information, we'll call you if we have questions. But if we verify the information, we will work through those quickly to turn around the grant agreement. We will send the grant agreement to you. You will review. Obviously, if you have questions, you will call us, email us, let us know that you have questions.

Once we received a signed grand agreement from you, we will send a signed grant agreement back from HUD, that obligates, quote unquote, federal speak, that obligates the funds for your projects to begin. Many of you or some of you have started your projects already. That is okay. We still need the same amount of information from you. There are some nuances to what level of starting you have done. Some of you have reached out and said that you've completed work. Please still send us your project narrative, your project budget, the SF 424, the lobbying form if it's relevant, get us that information so that we can get you a grant agreement. That way we can work with you to understand where you are in your project and what steps to take so that we can get the intended funding to you.

Someone asked a specific question, but I think it may be relevant to a number of people. So I'm going to go ahead and answer it here. Do we need an authorizing resolution from city council to accompany the application? Or is mayoral city CEO endorsement sufficient? So here, I'll lean forward to say that this is really based on the requirements of your organization. That's a requirement of your grant making process, not a requirement for the federal government. Our only requirement is that you follow your grant making process, or grant accepting process, contracting process, I guess, because in taking on a grant agreement. Holly, I'll pause there to see if I misspoke there, but that is my understanding.

Holly Kelly: That's correct. Yes, Robin. That is correct.

Robin J. Keegan: Okay. Okay. So there's been some questions about deadlines. There are two deadlines in The Appropriations act. One is the obligation of funds. It's the obligation date. That date is September 30th, 2025. That means that up until that date, HUD can obligate grant funds through our grant agreement process
that we just talked about and that Holly has extensively gone through. After that date, we can no longer enter into a grant agreement with you. So that is 2025. We’ve got plenty of time.

The expenditure deadline on these funds is September 30th, 2030. That means once you’ve obligated funds, you expend those funds through 2030. After 2030, you cannot spend these funds. You cannot expend any of these funds. That is the deadline. I trust, but I can’t say for certain, but I trust that many of you will be well spent, hope you will be well spent way before that, but we know some of you have your phase projects, and so we respect that as well. We know some of this takes time.

But those are the dates, they’re in the grant guide. We’ll post them more clearly on our webpage as well, so that you always have those two important milestone dates. We also suggest in the grant guide that you get your information to us by 12/31/2022, so that we can get you your grant agreement. That’s the initial information, sorry, that’s the project narrative, this budget, the SF 424 and the LLL... oh, I'm sorry. The lobbying form if you need it. That date at the end of this calendar year is a suggested date to you so that we can get you under grant agreement or into a grant agreement with us.

That is not a deadline that comes from The Appropriations act. The only deadlines in The Appropriations Act are September 30th, 2025 to obligate all of the funds and September 30th, 2030 to expend those funds. So I know that’s a lot of dates, but just wanted to make sure that we were clear about that so that you know how long you have to actually do the work that is in your project.

There was a question about the use of funds. So there was a question about specific leveraging and matching. So there was a question about whether or not match for leverage was required in these funds. The answer is no. There is another question about whether you are able to use these funds as match or leverage, and if so, should this be listed in the SF 424, as other, since the federal amount should only include the costs to be covered by the community project funds funding. Holly, I’m going to share this with you to see if you want to answer this now, or if this is one that we want to come back to in the FAQ.

Holly Kelly: We can come back to it in the FAQ, but we recognize that the funds, once obligated, can be used as a reference to match. These funds will be available to you at the point of obligation. And so that would be on a case by case basis, and we would need to see specific questions. But the grantee can share the information about the obligated award in a conversation about match, the grant being a match for other grant.

Robin J. Keegan: Thank you. I think we talked a little a bit about sam.gov and the UEI, sorry that I’m using an acronym there, but the unique employer identifier. So I think that we’ll get, as Holly mentioned, we’re going to get better guidance on this and we can do a technical assistance session as needed for those of you that are needing further information there.
Then I know we have a host of questions around environmental reviews. So I'm going to answer a couple of them. Some of them are specific to your projects. So again, it's really important that you get us your project narrative, your scope, I'm sorry, your budget, as well as the SF 424, standard form 424, but we also have our regional environmental officers are standing by ready to help you as well.

So I know I put a link to their contact information in the chat. We also put it in the grant guide. We'll post it on the webpage so that you have that access. As well as we are, as Holly mentioned, on August 18th, we will have another session. We will be spending time on a deeper dive on environmental review. We'll take the questions that you've asked today that are kind of at that more high level general questions that will be helpful to everybody, we'll consolidate those for that session. We will also get back to you on these specific questions that you've asked us today on the chat.

One of the questions is about heroes. HEROES, I apologize, I am just going to stick with the acronym there because I can't tell you what exactly it means, but it is written in the grant guide, but it is our system of record for environmental reviews. Many of you have started requesting HEROES access, access to this system. It takes about three weeks for us to process access. We're putting more resources on that so that we can shorten that timeframe. Please reach out to your grant officer if within three weeks you've not heard back about that system.

And then again, as I mentioned, there's some specific questions about your environmental reviews and some high level questions that we will work with our environmental review specialist team to go through and to get answers back, both for the FAQs, for our upcoming webinar and training. We are bringing on technical assistance for environmental reviews and you have your regional environmental officer as well. So I do want to be mindful that there is time. I did want to check with our producer to see if there is a possibility of opening up for, I guess, live questions, or I'll keep reading through it.

Speaker 1: Yes, we can open it up for live questions. Do you want to take those questions right now?

Robin J. Keegan: I think we can. I will say that we will do our best to answer questions, and I know you have specific project questions and I respect that, we want to work with you to get answers to those, but let's go ahead and take questions for the next 10 minutes.

Speaker 1: Okay. Sure. I do see a few callers in the queue. So moving on to the first caller, please go ahead. The line is unmuted. And one more thing I would like to mention here, so when I unmute your line, you'll get pop up on your screen, asking you to be unmuted. So please accept that message. And after that, you can go ahead and proceed with your question. Please go ahead. Your line is unmuted. Please accept the unmute message to become unmuted. I have
unmuted the first caller's line. Please go ahead. Robin, should I go to the next caller in the queue?

Robin J. Keegan: Let's try it. If it doesn't work, we'll just work on that technology for next time, but yes, let's try the second caller and see how we do.

Speaker 1: Okay. Sure. As a reminder, please accept the unmute message to become unmuted when I unmute your line. And then please proceed with your question. Caller, your line has been unmuted. Please go ahead. And also, if your question has already been answered, please make sure you lower your hand. Caller, your line has been unmuted. Please accept the unmute message to become unmuted and proceed.

And if you do have a question, please make sure you click on the raise hand icon located on the bottom of your Zoom screen to get into the queue. Okay. So I think the second caller didn't respond. Do you want to go to the third caller?

Robin J. Keegan: I'd like to try one. Yes. I'd like to try one more just to see if we can make it work. But I also know that it's painful to wait for this, so I will continue to scroll through questions if this one doesn't work. I apologize everyone. We'll get this technology working next time, but let's try the third caller, maybe third time's a charm.

Speaker 1: Sure. So as a reminder, I unmute your line, and at that time, you'll see a popup on your screen saying that you'll have to accept the unmute message. So please do so in order to become unmuted. Caller, please go ahead. Your line has been unmuted.

Speaker 2: Hello? Can you hear me?

Robin J. Keegan: Yes. Third time was a charm. Great.

Speaker 2: Thank you so much. I was having some technical difficulty. Sorry about that. I just had a quick question, with this video will we be able to listen to them again? I see they're being recorded.

Robin J. Keegan: Yes. Great question. We will post this on our program webpage, which I had dropped into the chat, but I'll ask Jen to do another time, just so that you have that link. You can store it on your desktop. But because we will continue to post these recordings, we will post updated FAQs based on the questions that we've received today, we'll post these slides, but we'll also work to send those to you as well through the list serve. I know just on that, there's a number of you that have asked, that have given us updated information or contact information for the list serve. So we'll be taking that out of this chat as well and making sure that we update our list. Thank you for your question.

Speaker 2: Thanks.
Speaker 1: Okay. Moving on to the next caller, please go ahead, caller, your line is unmuted. And as a reminder, if you do not have a question, please make sure you lower your hand. Thank you. Caller, please go ahead. Your line has been unmuted from my end. Please unmute from your end and proceed. Robin, should I go to the next caller in the queue?

Robin J. Keegan: Well, why don't you do that, and while you're trying that, I'll just go ahead and scroll through a couple of these other questions just so we can make good use of everybody's time. I know this has been a lot of time. I hope it's felt productive. It is, as we mentioned, at the top, the first of many discussions and trainings and sessions that we hope to have together in addition to our one-on-one work with you.

Speaker 1: Actually, Robin, sorry to interrupt you, but do you want me to announce the caller's name?

Robin J. Keegan: That'd be great. Sure.

Speaker 1: Okay. Sure. I see Catherine Lynch is in the queue. I have unmuted your line. So please proceed with your question. Okay. Looks like they do not have a question. Celine, please go ahead. Your line is unmuted.

Speaker 3: Hi, I guess I have a couple questions. You'd mentioned about the grant agreement that we send in the narrative, the budget, the SF 424 and the SF LLL applicable. And then we get the grant agreement. Where does the environmental come into play then?

Robin J. Keegan: That's a great question. And it's a common question that a lot of you have had. So again, all of you, well, not all of you, but many of you are in different places in your process. So for those of you that have not yet started work, which was the guidance, then get us that information quickly, you are able to start your environmental review right away as well. And those two things can happen in tandem. For those of you that, I'm sorry. Go ahead.

Speaker 3: I guess we have started our work. We had an environmental review for a section 108 HUD and we'd like to know, and we have emailed our field rep and our grant coordinator has been copied on the email, but we'd like to know if that environmental review can be used, because it was done for the same project, just for HUD section 108.

Robin J. Keegan: Okay, great. That is a great question. It is a question that we're going to need to get with our environmental review specialist team to answer, but it sounds like you have contacted them. So I'll make sure to follow up with the team so that we can get you an answer.

Speaker 3: Okay. And then looking through this, the documents, we see the next estate being based on the letter of invitation and we have sought a construction. We
Robin J. Keegan: The date is based on the letter of invitation. That is the date that these funds become quote unquote federalized, meaning that they take on the federal grant. Sorry, I'm losing words right now, but they take on the flavor of a federal grant at the date we sent you the letter.

Speaker 3: Right. So I guess my question then would be, is if we signed a contract with our construction manager prior to the letter of intention, that for lack of better words that's grandfathered in, correct?

Robin J. Keegan: Yeah. The contract is grandfathered in, you do still need to initiate an environmental review.

Speaker 3: Right, no problem.

Robin J. Keegan: Yeah. And then again, you have a specific circumstance in terms of whether or not your current environmental review works. So we're going to problem solve on that one.

Speaker 3: Okay. So the date, I guess, where I'm looking at is we signed a contract with the construction manager. The date was prior to the letter of invitation. The construction manager now is issuing contracts to their subcontractors. So the date, it's grandfathered in based on the agreement with the construction manager. It's not contingent on the dates with the subcontractors and the construction manager, correct?

Robin J. Keegan: Right. The dates of your contract that you are already underway on, do not impact that language, which I know is complicated, about the federalization of the grant. What we're really saying is that the grant funding is tied to your project at the point at which we sent the letter.

Speaker 3: Right.

Robin J. Keegan: So all that means is that you are still able... If you were under contract before we sent the letter, you are able to continue that work with non-federal funds.

Speaker 3: Correct.

Robin J. Keegan: Until such time as your project... I'm sorry, until such time as the environmental review is completed. So what we would recommend, Ms. Hadid, is that we work together to answer the question that you asked about, does your environmental review that is preexisting already also cover this particular grant? So that is really step one. Step two, but very much in tandem, and hopefully on the same
timeline you're providing us, all of the information for us to get you under the grant agreement.

Speaker 3: Okay. Because I'm mainly looking at the date between our entity and the construction manager, not the date between the construction manager and their subcontractors.

Robin J. Keegan: Correct. Right.

Speaker 3: And then one more question is, seeing that we are already in the process of construction and with what everybody's experiencing here is with inflation, supply chain issues, the construction manager did bid out and they've been issuing contracts. The Build America, Buy America was not in the bid solicitations. However, we're using multiple sources of funding. One, for instance, in Pennsylvania requires the Trade Practices Act. It requires the Pennsylvania Steel Certifications, so it's encouraged to use American products, but specifically we do not have the Build America, Buy America, within our bid solicitations and contracts. How do we work through that?

Robin J. Keegan: That is a great question. A pertinent question to all of us. But unfortunately you're not going to like my answer. My answer is we will need to get back to you with specific guidance on that.

Speaker 3: Okay. And that's fine.


Speaker 3: I appreciate that. At least my main thing is just to address it and then get the formal guidance from there.

Robin J. Keegan: Yeah. Appreciate that. Thank you.

Speaker 3: Thank you so much, Robin.

Speaker 1: Moving on to the next caller.

Robin J. Keegan: Yeah. I think we have time for one more caller and then I just want to be respectful of time. You've spent a lot of time with us. We're going to spend a lot of time together. So let's try one more caller and then we will close it and we will come back together in a few short weeks.

Speaker 1: Okay. Caller, please go ahead. Your line is unmuted.

Speaker 4: Thank you. This is Chairwoman Cheryl Andrews Maltase. How are you today?

Robin J. Keegan: How are you?
Speaker 4: I’m doing great. Just wanted to thank you. This has been very informative in understanding that, these are all pretty new regulations based upon these new earmarks, well, congressional funding allocations. And so we really appreciate being able to go over them and the information that’s sent in the links.

I did want to ask, because it’s such an enormous undertaking, and that we have all different types of entities, whether it's nonprofits, governmental, state, local, as well as tribal, is there going to be an opportunity or is there a liaison that's assigned to the tribes, since the tribes are the only ones with that unique, special government to government relationship? Because I did note in some of the language, there is the recognition of the tribes' sovereignty and governmental status with being the responsible entities, but it goes way, way deeper into that.

Of course all tribes, and I don't know how many are awardees, but all tribes are unique and special onto themselves with their own human resources and other capacities. So rather than trying to take up a lot of people’s time, I was just wondering whether or not there is going to be somebody knowledgeable with the tribal relationship and the serving to serving relationship as well as executive order 1375 so that we can really design our program and our project's forward progression based upon that relationship and based upon the capacities that we have.

Robin J. Keegan: Thank you. That's such an important question. Yes, absolutely. We are working with our Office of Native American Programs here at HUD to make sure that we have them included. Our experts at HUD included in working with tribal communities and tribal governments. And so we will be putting together special types of technical assistance and types of webinars like this, but also we'll work back with you in terms of that point of contact. Right now, they should follow up with their grant officer. We don't want them to delay, but we will make sure that to be linked internally with our specialists.

Speaker 4: Great, thank you. Because working with master contracts that we have underway, we just don't want to get tripped up by some of these other regulations that are newly in place. So that’ll be so helpful. And thank you again for all this information and the follow up.

Robin J. Keegan: Well, thank you. And thanks for joining us today. It was a great surprise to have you, so thank you. We appreciate it.

Speaker 4: Absolutely.

Robin J. Keegan: Great. Well thank you everyone. Holly, I don't know if you wanted to say anything to close us out, but we really appreciate everybody's time. And again, we really look forward to getting back to you both with specific answers as well as more general answers that we've received. We've received I can’t even count
how many right now, but over a couple of hundred questions and they’re all great. So thank you.

Holly Kelly: No, Robin, I echo your closeout comments. It’s been an honor and a pleasure coming to this group today to provide this overarching overview of the materials that we’ve provided to you. Please reach out to the grant officers that are listed here in the grant guide and on the screen right now. We are catching up to all of your comments. We will take the comments that are provided here today and round those out into either frequently asked questions and respond to questions individually, but that’s it Robin, I’ll turn it back over to you for any last closing comments. And then we’ll conclude the orientation. And onto August 18th, looking forward to hearing from folks their participation in that event as well.

Robin J. Keegan: Just thank you again for your time. We will talk to you on the 18th. We’ll talk to you a lot in between, and we will follow up on all of these questions as we’ve mentioned. So thank you again. Thank you to the producing team. Thanks for everybody for being here.

Holly Kelly: Thank you everyone. Have a great rest of your day. Thank you. Bye-bye.

Speaker 1: That concludes our conference. Thank you for using event services, you may now disconnect.