



Community Project Funding (CPF) Grant

Frequently Asked Questions

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Grant Program Basics

1. What is an Economic Development Initiative (EDI)/Community Project Funding (CPF) grant?

An Economic Development Initiative/Community Project Funding grant (commonly referred to as a 'CPF grant') is a congressionally-directed funding provision that provides investment in a wide variety of economic and community development projects. Congress explicitly directs funds to individual entities for a specified amount and purpose in annual appropriations legislation. Entities not named within annual appropriations legislation may not access CPF grant funds. Visit the [CPF grant webpage](#) for more information.

2. What should an organization do to be considered for a future CPF grant?

Potential grantees should inquire with their Congressional representative. Members of Congress select CPF grants recipients through a congressionally-directed application process and then write them into annual appropriations legislation. HUD does not facilitate the grant application process. HUD manages and administers the grants after they have been selected and approved by Congress. Potential grantees should review the most recent [CPF Grant Guide](#) to see if the grant and its requirements are a good fit for their organization.

3. What types of projects do CPF grants typically fund?

Grantees use CPF grants for a wide variety of economic and community development projects such as housing, homelessness prevention, workforce training, public facilities, public parks, resilience planning and other critical infrastructure and services. Congressional offices may have specific requirements for the types of projects they select for funding.

4. What is an Authorized Representative?

The Authorized Representative is the individual in your organization with signatory authority for the EDI/CPF grant. The Authorized Representative's digital signature will be applied to all grant package forms submitted in DRGR.

By default, HUD assigns the authorized contact person we receive from Congress as each grant's Authorized Representative. Grantees can confirm who's listed as their Authorized Representative in DRGR. Please see the below 'DRGR System' section for more information about Authorized Representatives and DRGR user accounts.

Other members of the grantee organization who do not have signatory authority and will receive HUD communications about the grant are additional Points of Contact. Grantees can contact their HUD representative to add or remove Points of Contact.

5. Where can grantees find additional information?

The CPF grants [webpage](#) links to various webinars, trainings, and/or other resources to guide grantees through grant process. This includes a link to past trainings, which grantees also can

access [here](#). Grantees can refer to the [laws and regulations](#) that guide CPF grants as an additional resource.

Award Process and Timeline

1. Where can current grantees find their project description and award amount?

Congress's annual appropriation legislation includes a Joint Explanatory Statement (JES) listing the EDI/CPF grantees, project descriptions, and award amounts. See the links below.

- FY2022: [Fiscal Year 2022 Consolidated Appropriation Act](#) (page 612)
- FY2023: [Fiscal Year 2023 Consolidated Appropriations Act](#) (page 82)
- FY2024: [Fiscal Year 2024 Consolidated Appropriations Act](#) (page 916)

2. Is there a competitive application process for HUD funds?

No, CPF grantees are not selected or identified through a HUD-managed competitive process. HUD will contact awardees identified by Congress with instructions on the next steps. HUD requires grantees to submit a package of grant materials before they can access funds.

3. How long does a grant take to process? When can a grantee access funds?

Grantees can expect 90-120 days before they can access funds after submitting a complete grant materials package. This timeline allows for grant package review and administrative processing. It does not account for the time grantees spend preparing the grant package. Special circumstances that require additional administrative procedures may extend the processing time frame.

HUD requires grantees to submit a grant package in the DRGR system that includes: a project narrative, budget, and federal forms in which the grantees certify or acknowledge funding requirements. Once submitted, HUD will closely review the grant package and may request corrections. Once approved, the grant agreement will be fully executed. Then, grantees must submit a DRGR Action Plan for review before they can request drawdowns. Grantees should refer to their award year [CPF Grant Guide](#) for more information.

4. How will HUD contact CPF grantees after they have been included in Congressional Record?

HUD's Congressional Grants Division will send the Authorized Representative a grant award letter and the [CPF Grant Guide](#) at least 60 days after annual appropriations legislation adds new grantees to Congressional Record. If a grantee organization has not received a grant award letter, then they should contact their HUD grants representative.

5. What is the grant's effective start date? When can a project incur costs?

For FY2022, the date after which eligible soft costs can be incurred is the date of enactment on March 15, 2022. For FY2023, this date of enactment is December 29, 2022. For FY2024, this date of enactment is March 9, 2024.

CPF grants may fund costs (including administrative, planning, operations and maintenance, and other costs) incurred before execution of the grant agreement *but on or after the date of enactment*, provided that:

- The costs are soft costs incurred on or after the date of enactment, or hard costs incurred on or after the date of enactment, and completion of the required project-specific environmental review; and (2) The costs meet the allowability criteria in 2 CFR 200.403(a) through (g)

6. When is the grant's ending date?

The grant's budget and performance period ends at the end of the fiscal year that falls eight years after the grant's award year. For example, the ending date for FY 2024 grantees is September 30, 2032. This timeframe is established by Congress. To give grantees the maximum time feasible to complete their projects, HUD has established August 31st of that year as the last day to request funds.

7. How is a Community Project Funding grant "closed out?"

HUD will initiate the closeout process by sending out a closeout package for the grantee to complete, sign, and return. The grant can be "closed out" under at least one of three circumstances:

- 1) The funding availability for the award has expired; or
- 2) The grantee declines the grant by providing written notification to HUD; or
- 3) All grant funds have been expended by the grantee.

8. Who is my HUD grants representative?

For the most up-to-date list of HUD grants representatives, refer to the CPF grant [webpage](#).

9. What are the reporting requirements?

Grantees are required to submit a performance report every six months. Report deadlines are in January and July. Grantees should expect to update HUD on the overall status of the project and report on performance metrics generated by the DRGR system. Once grantees have a fully executed Grant Agreement and an approved Action Plan, they will be able to access the performance report module in DRGR and should complete performance reports for past reporting periods.

Grantees with more than one grant must submit separate reports for each grant. Regular reporting requirements for CPF grants do not include other reports that may be required, such as an audit or Section 3 compliance reports.

10. When can grantee organizations start drawing funds?

Grantees can expect to start drawing funds approximately one month after they receive their fully executed grant agreement from HUD. After the grant is fully executed, grantees will login to the DRGR grant administration system. Grantees will need to submit a DRGR Action Plan for HUD's review and approval. Once the Action Plan is approved, grantees can start drawing funds.

11. How long will it take to receive reimbursement after grantees submit voucher requests?

Grantees can expect to see funds within 3-5 business days after their voucher request for fund drawdown has been reviewed and approved. Grantees should review the [DRGR Quick Guide](#) for more information about the drawdown process and requirements.

Grant Package Submission Requirements

1. What forms are part of the grant package?

The grant package consists of a project narrative, line-item project budget, a signed Grant Agreement, and several HUD standard forms. Grantees submit their grant materials directly in DRGR. The information input into DRGR's grant package module will populate the forms generated under the 'Documents' tab. These forms include: 1) HUD-1044, 2) SF-424, Application for Federal Assistance, 3) SF 424B, Assurances - Non-Construction Programs, and SF-424D, Assurances for Construction Programs, and 4) SF-LLL Disclosure of Lobbying Activities. Grantees will also upload a completed SF-1199A Direct Deposit Sign-Up Form to their DRGR grant package, along with a voided check or alternative documentation verifying ABA account and routing numbers.

Refer to the [Grant Guide](#) for detailed instructions on complete the grant package in DRGR. The submission of incomplete or inaccurate forms may delay the grant process.

2. How do grantees submit grant materials?

Grantees submit their grant package in DRGR. Grantees will also upload their supporting documentation for voucher/drawdown requests directly into DRGR when the grantee has reached that point in the process.

3. How do grantees change the Authorized Representative?

Grantees should contact their HUD grants representative. HUD will require a signed letter on organizational letterhead requesting this change.

4. How do grantees add a new point of contact?

To add or change a point of contact, please contact your HUD grants representative. Please note that changing your organization's Authorized Representative requires a different, more formalized process than changing a point of contact.

5. Is there a required format or template for the narrative and budget?

No, there are no specific required templates. However, the project narrative and budget must meet several criteria to be approved.

- The narrative and line-item budget must be consistent with the Congressional authorization for the grant. The line-item budget must also be consistent with the limitations on expenses as outlined in the [CPF Grant Guide](#).
- Both documents should address the ENTIRE project. If the CPF grant partially funds the project, the line-item project budget must also include a sub-budget dedicated to the CPF grant contribution to the overall project. The CPF grant portion of the line-item budget must match the total CPF grant amount.

6. Does the narrative have to match the original funding request submitted to Congressional members?

No, a grantee's narrative does not have to match the language submitted to Congress in their initial application. However, it does have to align with the project's intended purpose as published in the project description of the Joint Explanatory Statement in the annual

appropriations act. See the [Grant Guide](#) for minimum requirements of what to include in the project narrative.

7. What details should the budget include?

The line-item budget should include costs for the entire project, showing both the budget for the CPF portion of the project and the non-CPF portions of the project. Also, the budget should separate administrative costs from active delivery costs.

The budget should include all pertinent costs. For example, a construction project budget may include: the overall amount for predevelopment costs; construction, renovation, and rehabilitation costs; acquisition, demolition, and site preparation; architectural and engineering fees; initial set asides for revolving loan funds; and administrative costs.

See the [Grant Guide](#) and [past trainings](#) for more detailed guidance if needed.

8. How do grantees make a change to the project scope or budget?

HUD does not have the authority to approve changes that significantly alter the Congressional intent of the project. Changes to the project scope must align with the statutory language in the annual appropriations legislation directing funds to a specific project. Grantees who wish to change the project narrative or budget should contact their HUD grants representative to ensure the change is allowable. The Amendment process can vary depending on the change requested. Amendments to previously approved projects may also require a revision of the environmental review for the amended project.

9. Is the SF-LLL required if the grantee does not take part in lobbying activities?

The SF-LLL is generated based on the grant package module in DRGR. Grantees must complete a SF-LLL whether or not lobbying has taken place. If lobbying activities have not taken place, please put N/A in the fields that ask for the name of the lobbying representative.

10. Why do grantees need to register in SAM.gov?

To do any business with the federal government you must register your business in the System for Award Management (SAM) and renew every year. SAM will assign organizations a Unique Entity ID (UEI), which grantees will need to complete their grant package. Your SAM.gov registration must be active and not expired at or near the time of your grant materials submission.

Register at: <https://sam.gov>. Expect 5 business days for the system to process your application and to 25 business days to be approved.

11. Can grantees review the Grant Agreement before submitting it in DRGR?

HUD will distribute a watermarked 'Draft' agreement so that grantees can review the document. Grantees should note that HUD may make changes to the final Grant Agreement to reflect updated guidance.

12. How do CPF grants distinguish between a subrecipient and a contractor?

A subrecipient is an external entity in which the named grantee subawards a portion of a CPF grant to implement all or part of the project. Grantees are required to ensure that subrecipients comply with federal and grant requirements. Further guidance on subrecipients and subawards can be found in the Grant Guide. A contractor is a vendor who provides goods and services to the recipient or subrecipient in support of the grant-funded project. Grantee recipients have a procurement relationship with contractors. See CFR 2 Part 200.331 for more information.

13. Who can grantees contact for assistance with the grant package?

Grantees can contact their [HUD grants representative](#). HUD also offers additional technical assistance resources. Grantees can join a TA Cohort session for in-depth assistance completing their grant package. Learn more about cohorts and other TA resources [here](#).

14. What is the Action Plan?

Grantees complete their Action Plan after their grant package is approved and they have received the fully executed grant agreement. An Action Plan is the informational foundation for all subsequent DRGR tasks, namely submitting performance reports and requesting vouchers for fund drawdown. HUD grant representatives will review and approve Action Plans before grantees can proceed with any other DRGR tasks. Refer to the [DRGR Quick Guide](#) for more guidance.

Cost Eligibility

1. What costs are allowable under the CPF grant?

CPF grants can be used for hard and soft costs. Eligible soft costs may include administrative, planning, operations, maintenance, and other costs that are needed to carry out the project. Project expenses must also meet the cost eligibility criteria described in [2 CFR 200.403](#). Grantees can review those requirements to ensure that all costs are necessary, reasonable, and allocable to the award.

2. Can grantees include administrative costs in their budget?

Grantees can include both administrative and non-administrative costs in their budget as long as all costs support the grant's congressionally-authorized purpose as listed on the Joint Explanatory Statement of the annual appropriations act. CPF grants do not have a cap on administrative costs.

3. What is considered a 'soft cost'? What is considered a 'hard cost'?

Hard costs include activities related to construction and groundbreaking. Soft cost is a construction industry accounting term for an expense item that is not considered direct construction cost. Soft costs can include architectural, engineering, financing, and legal fees, and other pre- and post-construction expenses.

Contact your Environmental Officer to confirm if your soft costs are covered by HUD's Part 50 nationwide environmental review for CPF soft costs.

4. Can grantees use CPF funds to reimburse costs incurred before the grant agreement has been fully executed?

Grantees may incur costs on or after the date of enactment and before the grant agreement has been fully executed if the costs meet the following criteria:

For 2024 grants: Soft costs can be incurred on or after March 9, 2024. Hard costs can be incurred on or after March 9, 2023 AND the completion of the required project-specific environmental review.

For 2023 grants: Soft costs can be incurred on or after Dec. 29, 2022. Hard costs can be incurred on or after Dec. 29, 2022 AND the completion of the required project-specific environmental review.

For 2022 grants: Soft costs can be incurred on or after March 15, 2022. Hard costs can be incurred on or after March 15, 2022 AND the completion of the required project-specific environmental review.

More information can be found in the [Grant Guide](#).

5. What are indirect costs and indirect cost rate?

Indirect costs are agency-wide, general management costs (i.e., activities for the direction and control of the agency as a whole). General management costs consist of administrative activities necessary for the general operation of the agency, such as accounting, budgeting, payroll preparation, personnel services, purchasing, and centralized data processing.

Grantees must account for the indirect cost rate in their budget and grant agreement. A grantee that does not have a current negotiated indirect rate may charge a de minimis rate of 15% of modified total direct costs.

6. Does the federally negotiated approved rate apply to capital projects?

Federally negotiated cost rate guidance for capital projects varies depending on each grantee's organization type. Grantees can contact their HUD grants representative and refer to [2 CFR Part 200](#) for specific guidance.

7. Do CPF grant funds have a match requirement?

No, there is no match requirement.

Grant Legal Compliance

1. What laws apply to CPF grants?

CPF grants are subject to a variety of legislative statutes, agency regulations, and Executive Orders. All requirements are outlined in the grant agreement. See the [Grant Guide](#) for a detailed list of laws and regulations. The most substantial regulations are [2 CFR Part 200](#) for grant administration and [24 CFR Part 50](#) or [Part 58](#) for environmental requirements. CPF grants are also subject to fair housing laws and non-discrimination laws (i.e., Civil Rights Act of 1964, Age Discrimination Act of 1975) and Executive Orders that address minority business enterprise, among others.

2. Are there “cross- cutting” requirements associated with CPF grants?

Yes, cross-cutting requirements (those required by any entity that receives federal money) associated with CPF Grants include Section 3 and environmental requirements. Details and guidelines for all applicable requirements are included in the [Grant Guide](#).

3. What are the grant’s procurement requirements?

Guidance on RFQs vary based on each grantee’s specific circumstance. Please see the guidance outlined in [2 CFR Part 200](#), particularly Section 200.319 on Competition. Grantees must follow the procurement requirements of Part 200 or its local procurement requirements, whichever is more stringent.

Environmental Review Requirements

Please see the separate [Environmental Review FAQ](#) for detailed information.

Section 3

1. What is Section 3, and does it apply?

Section 3 of the Housing and Urban Development Act of 1968 applies to all grant recipients that are awarded \$200,000 or more for projects involving housing construction, rehabilitation, or other public construction. It requires that recipients, to the greatest extent feasible, direct economic opportunities to low- and very low-income persons (especially recipients of government assistance for housing) and to businesses that provide economic opportunities to low-and very low-income persons where a project is located.

Section 3 applies to CPF grant projects when conditions of employment or contracting opportunities of a covered project or activity stated above are met. Review the regulations for [more information](#). Grantees enacting Section 3-applicable projects will include Section 3 accomplishments in their semi-annual performance report submitted in DRGR. See the following link for reporting guidance: <https://files.hudexchange.info/resources/documents/DRGR-Guidance-on-Reporting-Section-3-Labor-Hours-Fact-Sheet.pdf>

2. Who is a “Section 3 Worker”?

A Section 3 Worker is any worker who can provide evidence they meet the following situations:

1) The worker’s income for the previous or annualized calendar year is below the income limit established by HUD ([HUD's income limits](#)); or 2) The worker is employed by a [Section 3 business concern](#); or 3) The worker is a YouthBuild participant.

3. What is a “Section 3 Business Concern”?

Section 3 Business Concerns are businesses that can provide evidence that they meet one of the following criteria, documented within the last six-month period: 1) At least 51% owned and controlled by low- or very low-income persons; or 2) Over 75% of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or 3) A business at least 51% owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

4. How does Section 3 differ from the Minority Business Enterprise/Women Business Enterprise programs?

Section 3 is race and gender neutral. The preferences provided under this regulation are based on income level and location.

Build America, Buy America (BABA)

1. Does Build America, Buy America (BABA) apply?

BABA requirements apply to all FY2024 CPF grant funds used for infrastructure projects that serve a public function unless a statutory exception or waiver applies. BABA does not apply to FY2022 or FY2023 CPF grants. You can find more information and guidance on HUD's [BABA website](#) and the [BABA FAQs on HUD Exchange](#).

Davis-Bacon and Related Acts (DBRA)

1. Does Davis Bacon apply?

Davis Bacon and Related Acts (DBRA) compliance is not a condition or requirement for CPF grants. It may be required if your project is also supported by other funds requiring adherence to the DBRA. You can find more information and guidance on the [HUD Exchange's Davis Bacon webpage](#).

DRGR System

1. What is DRGR?

DRGR (Disaster Relief Grant Reporting) is a grant administration and accounting system used to facilitate CPF grant management, reporting, and fund drawdown. Grantees use it to submit their grant package, set up an Action Plan, submit performance reports, and request vouchers for fund drawdown.

2. When and how will grantees login to DRGR?

HUD will create each grant's initial DRGR user account. This initial user will then be able to request additional user accounts for other points of contact who require DRGR access. Instructions for requesting new user accounts are in the [Grant Guide](#) and [DRGR Quick Guide](#). New user requests can take up to a few weeks to process. Activated users will receive the account ID, temporary password, and PIN via an encrypted email from HUD once the account is activated. Users can access DRGR at: <https://drgr.hud.gov/DRGRWeb/>

3. Who should grantees contact if they haven't received their DRGR login information when expected?

Grantees can contact their HUD grants representative. Please note that user requests can take up to a few weeks to process through HUD's security office. Users will receive their login information via an encrypted email once their user account is active. We recommend that grantees check their spam folder and ensure that they are able to receive encrypted emails. Please refer to the [Grant Guide](#) for more information about new user requests.

4. What are the DRGR administrator's roles?

'Grantee Admin' is one of several permissions associated with DRGR user accounts. HUD automatically assigns each grant's initial user this permission. There is no cap on the number of users with this permission. Users can add and remove this permission (and all DRGR user permissions) as is necessary.

DRGR administrators have the responsibility of recertifying other users in their organization. All users must be recertified in January and June. HUD recertifies all users with the 'Grantee Admin' permission. These users then recertify everyone else associated with their grant.

5. Why was the Authorized Representative given a DRGR administrator user account?

HUD selects who will be a grantee's initial DRGR user account based on the contact information we receive from Congress. In most cases, this contact is a grantee organization's Authorized Representative. Once this initial user can access DRGR, they are able to request additional user accounts for others who will work on the grant.

HUD does not require that a grant's initial DRGR user has to be the Authorized Representative. If a grant's Authorized Representative was not added as the initial DRGR user, then the initial user may want to request a new user account for them.

6. How do initial DRGR users request additional users accounts?

Instructions for requesting additional user accounts are in the Grant Guide. Grantees can also refer to this step-by-step video. New user requests can take up to a few weeks to process through HUD's security office.

Please note that user accounts are associated with each user's name. HUD does not permit individuals to access DRGR using another person's user account.

7. How many DRGR users should be associated with each grantee?

DRGR users are associated with grantee organizations and instructions for requesting additional user accounts are in the Grant Guide. Grantees can also refer to this step-by-step video. New user requests can take up to a few weeks to process through HUD's security office.

Please note that user accounts are associated with each user's name. HUD does not permit individuals to access DRGR using another person's user account.

8. What should grantees do if they receive an error message that the organization name, UEI, or EIN in their grant package does not match the grantee profile?

Grantees should first navigate to their grantee profile to confirm if the information listed there is correct. Grantees can do this by navigating to the 'Manage Grantee' option under the crown icon.

- If the UEI or EIN numbers are incorrect, then grantees should contact their HUD grants representative. Sometimes, HUD adds temporary UEIs or EINs to grantee profiles in DRGR if the initial information we receive and input into DRGR is incomplete or out-of-date.
- If the grantee organization name does not match what a grantee input into their grant package, then the grantee should edit their grant packages so the names match exactly.

If a grantee would like to change the name listed in their grantee profile, then they should contact their HUD grants representative. Please note that the grantee organization names in DRGR are as they're listed in the Joint Explanatory Statement of annual appropriations legislation. Any substantial changes to your organizational name may require a technical correction. However, HUD can make minor changes referred to as an in-house administrative change. Grantees should discuss their individual circumstances with their HUD representative.

9. How long does the grant package review process take?

Grant packages go through multiple levels of review. HUD representatives act as the first level of review, followed by supervisory and then signatory reviews. Grantees may receive their grant package for correction and resubmission at any level of review. Review timeframes may vary; however, grantees can expect a fully executed grant agreement within a few weeks of submitting their grant packages without any requested corrections.

10. Can grantees request drawdowns in DRGR after they receive a fully executed grant agreement?

No, grantees must first submit an Action Plan for their HUD representative's review and approval. The Action Plan is the informational foundation for voucher requests. When grantees are ready to submit voucher requests, they will need to associate each request with a particular Action Plan 'Activity.' Please see the DRGR Quick Guide for more information.

11. What should users do if they cannot login to DRGR because of a 'Duplicate Session' error message?

Users should first wait a few hours to see if their DRGR session resets on its own. Users may also want to clear their cache and ensure that they are using the Google Chrome browser. If this error message persists over multiple days, then users should contact their HUD representative to request a session reset.

To prevent this error, users should not login to DRGR on multiple tabs, and they should not refresh DRGR when they see the loading screen that displays the DRGR logo and name.