



U.S. Department of Housing and Urban Development

Information System Evolution: Key Elements Added Over Time

2021 CDBG-DR & CDBG-MIT Virtual
Training Series



Introduction

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Build for the Future

James Shuster, PMP



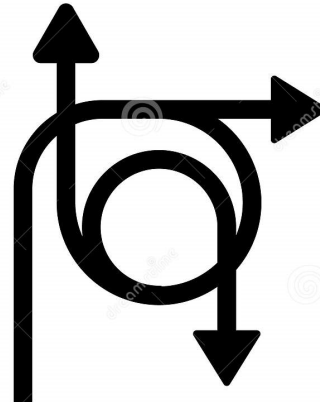
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Choose to Succeed

Priorities

TOP PRIORITY

Flexibility



Key Elements



Priorities

- Everyone has bottlenecks in new grants
 - Mitigate - Critical components across all programs
- Systems must stay head of Program execution
 - Applications, Grant Awards, and Disbursements
- Be willing to push back on requests
 - Not every request is necessary, no matter who it comes from
 - Maintaining a firm scope manages cost and deployment



Flexibility

- Always Think Big Picture
- Flexibility serves 2 main objectives
 - Quick Changes
 - Inexpensive over the long term
- Factors to consider:
 - Costs more and takes longer
 - Not always right for established processes
 - Focus on areas that are most likely to change



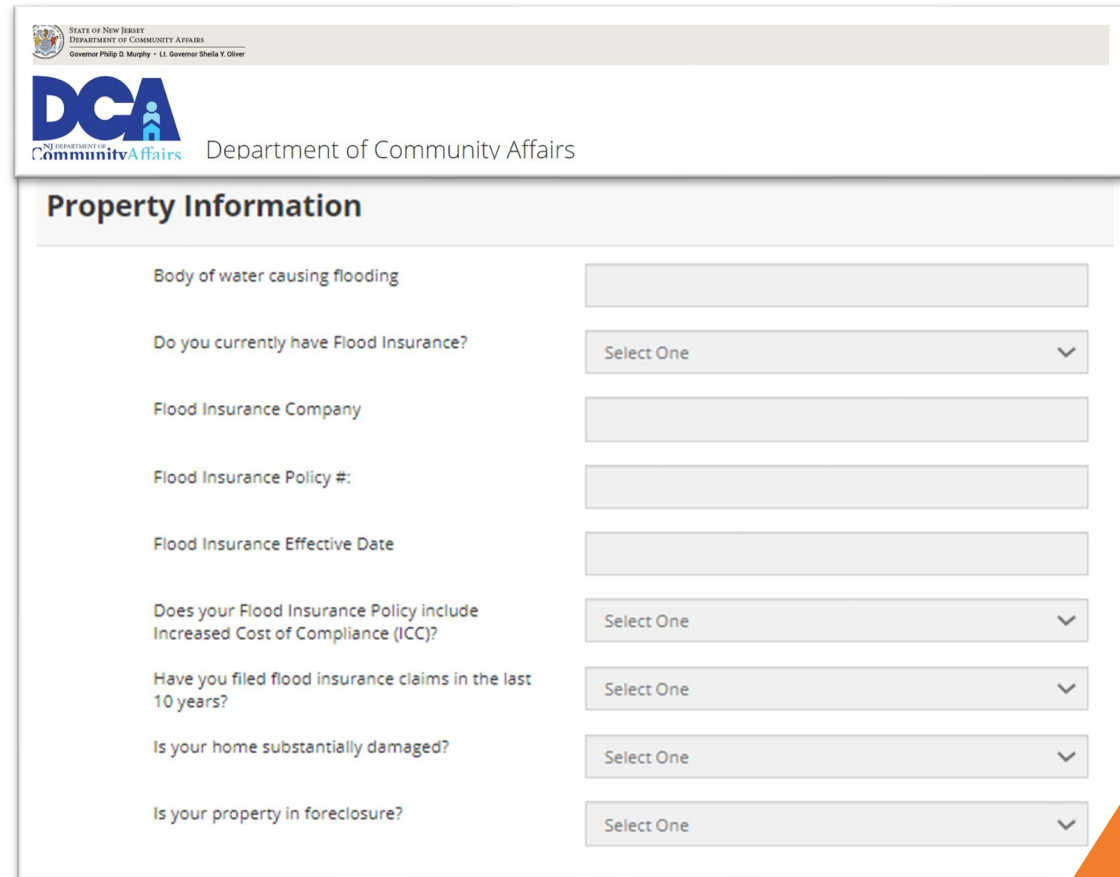
Key Elements - Startup

- Setup:
 - Infrastructure
 - Stable, Secure, and Virtual
 - Business Process Management (BPM) software
 - FEDRAMP partners
 - Resources
 - Identify Subject Matter Experts
 - Hire Systems Contractors
 - Begin design for 30-day mark



Key Elements - Startup

- 1st Month:
 - Grant Application Intake
 - Must be built flexible
 - Web-based
 - Critical attachments
- Financial
 - Integration with Banks
 - Accounts Payable (AP) – General
- Reporting
 - Basic financial reporting



The screenshot shows a web form titled "Property Information" from the Department of Community Affairs (DCA). The form includes the following fields:

- Body of water causing flooding: Text input field.
- Do you currently have Flood Insurance?: Dropdown menu with "Select One" and a downward arrow.
- Flood Insurance Company: Text input field.
- Flood Insurance Policy #: Text input field.
- Flood Insurance Effective Date: Text input field.
- Does your Flood Insurance Policy include Increased Cost of Compliance (ICC)?: Dropdown menu with "Select One" and a downward arrow.
- Have you filed flood insurance claims in the last 10 years?: Dropdown menu with "Select One" and a downward arrow.
- Is your home substantially damaged?: Dropdown menu with "Select One" and a downward arrow.
- Is your property in foreclosure?: Dropdown menu with "Select One" and a downward arrow.



Key Elements - Startup

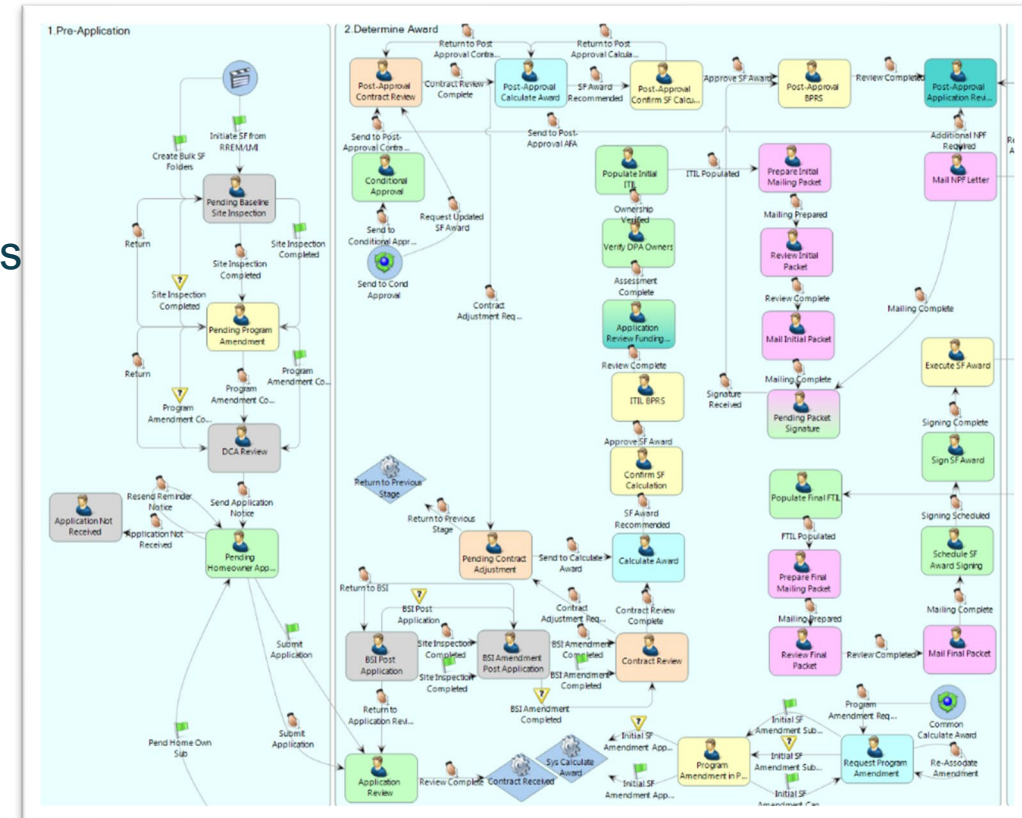
- 2nd Month:
 - Programs
 - Start business workflows
 - Eligibility, DOB, and Establishing Award
 - Grant Status
 - Pending / Approved / Not Approved with Reasons
 - Staff Roles
 - Redundancy and Segregation of Duty
 - Grant Award calculations
 - Financial
 - Establish activities w/LMI or UN designations
 - Budgets at activity levels

	System Recommended	User Entry	EXHIBIT 5
Supplemental Fund Calculation			
Maximum Supplemental Fund Award	124,238.27		124,238.27
Eligible Remaining Repairs (lesser of Remaining Eligible Contract(s) Value or Reconciled Remaining ECR Scope)	201,569.39		201,569.39
Remaining Eligible Contract(s) Value	201,569.39		201,569.39
Reconciled Remaining ECR Scope	201,569.39		201,569.39
Supplemental Fund Award (lesser of Maximum Supplemental Fund or Eligible Remaining Repairs)	124,238.27		124,238.27



Key Elements - Startup

- 3rd to 6th months:
 - Programs
 - Continue business workflow
 - Award signing, Deed restrictions, Payments
 - Program specific Accounts Payable
 - Workflow
 - Obligated vs Request
 - Program reporting (basic output w/excel)
 - Financial
 - Establish Grant > Program
 - Activities are moved within Programs
 - Federal QPR reporting (financials only)



Key Elements – 1st Year Wrap-up

- 1st Year:
 - Programs
 - Refine workflows (one team per workflow step)
 - Add validations and restrictions
 - Grant revisions and award “buckets” such as reimbursement/construction/design..
 - Reporting
 - Data cleanup
 - Dashboard and transparency reporting
 - Federal QPR metrics and other non-financial requirements
 - Technical Assistance and Monitoring
 - Financial
 - Refine costing categories (object codes/GLs)
 - Program Forecasting



Key Elements – Build for the Future

- Integrated Finance Management
 - Single source of all financial budgeting and oversight
 - Over 3 Grants, 7 rounds, 35 Programs, and 1,000 activities
 - Workflow
 - Create, edit, or remove elements of financials
 - Confirming consistency with DRGR and Banks
 - Establish and maintain critical metrics for each activity
 - Manage closeout
 - Unique closeout workflow reviewing each activity closure



Key Elements – Build for the Future

- Integrated Finance Management

Grants											
Select	Title	Grantee	Begin Date	End Date	Original Allocation	Activation Amount	Fiscal Year				
<input checked="" type="checkbox"/>	Sandy Grant	Department of Community Affairs	5/13/2013	9/30/2022	\$4,174,429,000.00	\$4,174,429,000.00	2013				

Rounds											
Select	Title	Begin Date	Original End Date	Extension End Date	Activation Amount	Round Remaining Availability	Total Encumbered	Total Funds Available	PI Receipted	PI Expended	Adjustment
<input checked="" type="checkbox"/>	Round 5	6/26/2017	6/26/2019	9/30/2022	\$1,102,822,6...	\$0.00	\$288,915,178...	\$813,907,501...	\$694,681.58	\$4,590,416.02	0.00

Programs											
Select	Title	Project ID	Category	Program Status	Activation Amount	PI Activation Amount	Total Activation Amount (incl PI)	Total Encumbered (incl PI)	Total Funds Available (incl PI)	Adjustment	PI Adjustment
<input checked="" type="checkbox"/>	RREM	S01HmHsgR5E	Homeowner Housing	Underway	\$118,865,592.51	\$3,271,726.06	\$122,137,318.57	\$36,457,548.16	\$85,679,770.41	\$0.00	\$0.00



Key Elements – Build for the Future

- QPR Management
 - End to end quarterly reporting oversight
 - 10,000+ Activity/QPRs submitted to date
 - Activity selection based on established criteria
 - System recommended by default
 - User can override selections
 - QPR workflows
 - Program managers, Finance, Policy, and DRGR each play a role
 - Monitoring QPR submissions via reports and reminders
 - DRGR integration
 - Output key data from systems for DRGR import



Key Elements – Build for the Future

- Compliance and Contract Management
 - Contract Management
 - Over 250M in contracts with the State
 - Track procurement process, critical documents
 - Establish awards, task order, and purchase order thresholds
 - Receive invoices, limit payment to PO, and track payments
 - Compliance
 - ~2,000,000 audit logs tracked based on user, module, and action
 - Ensure compliance team is part of workflow processes
 - Financial transactions require separation of duty



Q & A



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Resources



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Resources

- HUD Exchange CDBG-DR page:
 - <https://www.hudexchange.info/programs/cdbg-dr/>
- HUD Exchange CDBG-MIT page:
 - <https://www.hudexchange.info/programs/cdbg-mit/>





THANK YOU

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