



CARES Act Grants: Submission and Review

May 14, 2020



Chat Feature

Select the Chat icon to make a comment or ask a question.

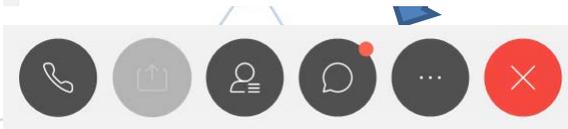
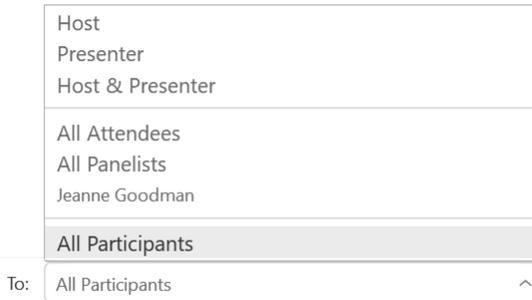
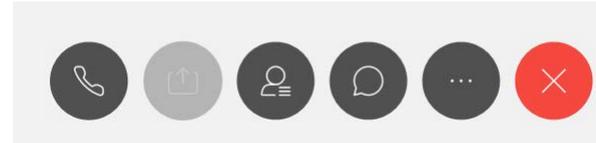
Be certain the To field is set to **All Participants**

An orange dot on the Chat icon indicates that you have unread messages.

Call-in Information

1-855-797-9485

Access code: 618 770 587



Greetings!



Welcome & Introductions

Panelists...

- Jessie Handforth Kome, Director, Office of Block Grant Assistance
- Marlisa Grogan, Senior Program Specialist, Special Needs Assistance Programs
- Katy Burke, CPD Director, Denver Field Office



Agenda

- CARES Act Submission Options
- Submission Requirements
 - New 2020 Plan Submission
 - Substantial Amendment
 - Subsequent Allocation Amendments
- IDIS Submission Instructions
- Questions & Answers



Applying for CARES Act Grants - Options

1. New 2020 Plan Submission: Submit for CARES Act grants together with routine formula grants in original 2020 Plan

2. Amend most recently approved Plan

***Choose either 2019 or 2020 Plan for CV funds and stick with it through all funding tranches.**



Amendment vs. New Plan Submission

Amending Plan

- Expedited HUD review timeline
- Action Plan components updated for CARES
- Grantee does not have to apply for all CV funds with initial submission. Stages are acceptable
- 5-day public comment (if Waiver notification)
 - **CPP must be amended**

New 2020 Plan

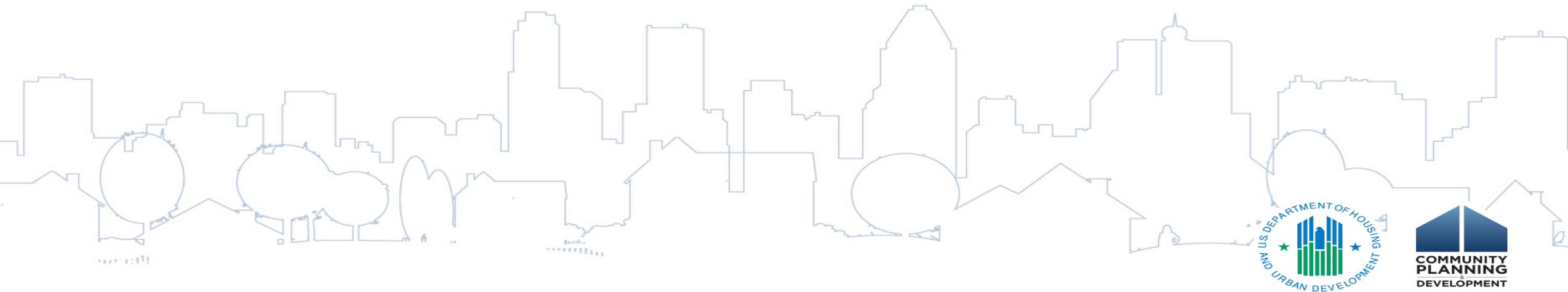
- 45-day HUD review timeline
- All components of 2020 plan must be substantially complete
- Grantee does not have to apply for all CV funds with initial submission. Stages are acceptable.
- 5-day public comment (CARES Act)
 - **CPP must be amended**



Note on amendments:
Work with your local CPD Field Office in creating
the CARES Act amendment to ensure that the
correct Plan is being amended for all CARES Act
programs.



SUBMISSION REQUIREMENTS



Common components of each submission

Required Steps: **links in instruction guide*

1. SF-424 for each CV grant program
2. SF-424D for each CV grant program
3. Signed certifications for each CV grant program
 - *ESG-CV has updated certs – posted on HUD Exchange
4. Citizen participation (CDBG/HOPWA) or public notification narrative (ESG)
 - *ESG-CV submission requires ONLY public notification
5. Update Allocation Screen in IDIS for CARES Act funding - AP15
6. Update Project Screen In IDIS for CARES Act planned uses – AP35



Applying for CARES Act Grants – 2020 Plan

Grantees must apply for CARES Act funding by amending the 2020 Plan if:

- 2020 Plan is marked “Review Completed” in IDIS

or

- Plan has been submitted and has been in IDIS for more than 45 days and Plan has not been disapproved.



Applying for CARES Act Grants – Initial 2020 Plan

Grantees can submit initial 2020 Plan and include one or more CV allocations (CDBG-CV, ESG-CV and HOPWA-CV).

- Do not have to include all awarded CV grants, e.g. just ESG-CV but not CDBG-CV
- Plan must meet all other regular requirements as well.
- Plan review is under statutory 45-day review period



Applying for CARES Act Grants – 2019 or 2020 Amendment

Create ONE version of Substantial Amendment in IDIS, no matter how many CARES Act funding allocations are received for a CV grant program.

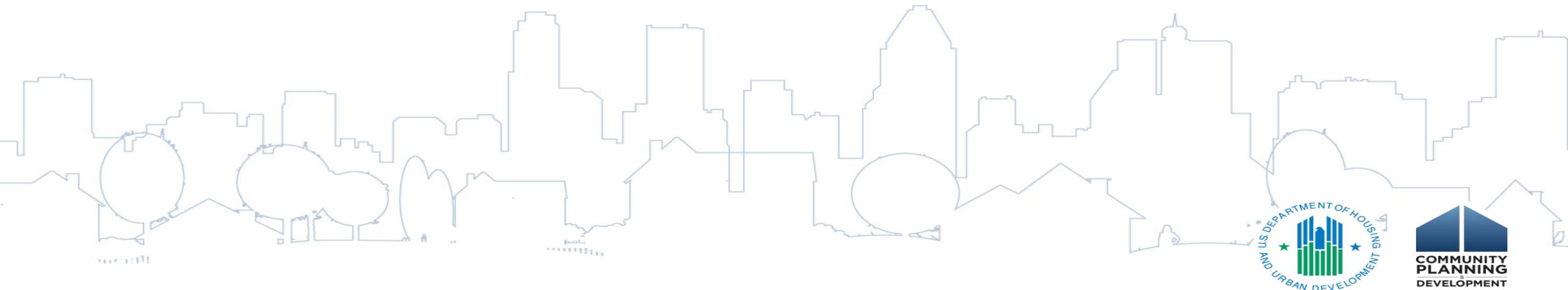
- Amendment title in IDIS should be “Community Name CARES Act Amendment”
- Following review, HUD will issue a transmittal letter and grant agreement, indicating that the substantial amendment is complete.
- Amendment will remain in “Reviewed and Awaiting Modifications” status in IDIS so that additional amendments can be submitted under a single amendment within IDIS.
- Continue to edit same amendment until all CARES Act grant submissions have been made and awarded.



Instructions for Amendment Process

Detailed instructions are available on the HUDExchange

<https://files.hudexchange.info/resources/documents/Setting-Up-a-Substantial-Amendment-for-CARES-Act-Funding.pdf>



Subsequent CARES Act Allocations - What will be needed to submit?

- Updated SF-424 for each CV grant program – cumulative of all CARES Act funding allocations
- Citizen participation –updated narrative
 - ESG-CV submission ONLY requires public notification
- Updated allocation screen AP15 in IDIS for total of all CARES Act additional allocations
- Updated IDIS project screen AP35 addressing all CARES Act fund uses



Amendment Question

Can a grantee submit an amendment addressing only one program, like ESG-CV, and not address CDBG-CV or HOPWA-CV?

- Yes. Grantees may submit substantial amendments for all, some, or one grant at a time. HUD can award individual grant agreements as each submission meets the base requirements for that grant. Grantees may then edit that same IDIS plan to re-submit for additional grants.



Amendment Question

Can we receive funding if our Amendment isn't in "Review Completed" status? Can we fund projects and activities if the Amendment isn't in "Review Completed" status?

- Yes. The transmittal letter and grant agreement will be issued once the submission is determined complete. Then funding can be accessed.



IDIS SUBMISSION INSTRUCTIONS



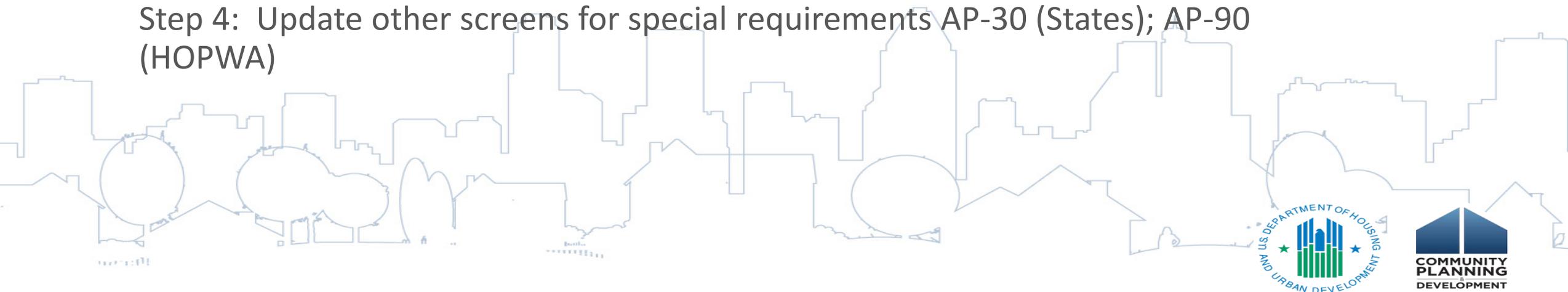
CARES Act Submission in IDIS

Step 1: Upload SF 424 and 424D, Certifications and Citizen Participation/Public Notification documents in AD 25/AD 26 Screens.

Step 2: Include CARES Act funding in AP-15 Resources Screen.

Step 3: Include CARES Act proposed projects in AP-35 Screen

Step 4: Update other screens for special requirements AP-30 (States); AP-90 (HOPWA)



IDIS AD 25/ 26 Screen– SF 424 and 424D

- One SF-424 should be complete for each separate CV grant:
 - DUNS and Award Amount are correct (cumulative totals for add'l rounds)
 - Enter CV grant amount on Federal funding line
 - CFDA number – use formula program number
 - Electronically signed and dated by elected official or designee (maintain one original “wet signature” copy locally).
- One SF-424D should be complete for each separate CV Grant:
 - Label for each program
 - Electronically signed and dated by elected official or designee (maintain one original “wet signature” copy locally).



Annual Action Plans

AD-26 Administration of the Annual Action Plan

|

AAP Program Year:*

AAP Title:*

AAP Plan Version:*

If Amendment: ▼

Purpose of the amendment:*

IDIS AD 26 Screen – 424 Forms for Subsequent Allocations

Reflecting cumulative funding on SF-424

- City of Pawnee, IN receives \$1,000,000 in first ESG-CV allocation

First SF-424 will report:

18. Estimated Funding (\$):	
* a. Federal	1,000,000.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	1,000,000.00

IDIS AD 26 Screen– Subsequent Allocations and 424 and 424D

18. Estimated Funding (\$):	
* a. Federal	1,500,000.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	1,500,000.00

What is a cumulative SF-424?

- City of Pawnee, IN receives \$500,000 in second ESG-CV allocation
- Cumulative SF-424 will be resubmitted.



AD 26 – Updating 424 and 424D in AD 26 for Subsequent Allocations

It is very important that Grantees DO NOT OVERWRITE the existing SF-424 and Certification forms

- To avoid overwriting the existing forms, follow these steps:
 - Click the “View” link to download and save the existing forms.
 - Click the “Delete” link to remove the existing forms from the attachment link.
 - Re-scan or combine as one PDF document the existing forms AND the new forms for CARES Act grants.
 - Click the “Browse to Attach” link to upload the combined PDF.



AD 26 Screen – Upload Certifications

Resources and assistance to support HUD's community partners

NEED HOUSING ASSISTANCE? Email Updates Log In

HUD EXCHANGE

Programs ▾ Resources ▾ Trainings Program Support ▾ Grantees ▾ News 🔍

Home > Resources > Consolidated Plan Certifications - State and Non-State

HUD Forms

Consolidated Plan Certifications - State and Non-State

Date Published: May 2020

 Print  ShareThis

Description

The Consolidated Plan regulations require grantees to submit state or non-state certifications as appropriate.

Note: Grantees submitting substantial amendments for their ESG-CV grant should use the INTERIM ESG-CV Certifications for States or Non-States, as applicable.

Resource Links

- [State Certifications \(PDF\)](#)
- [Non-State Certifications \(PDF\)](#)
- [Interim ESG-CV Certifications \(State\) \(PDF\)](#)
- [Interim ESG-CV Certifications \(Non-State\) \(PDF\)](#)

Author Organization
HUD

Resource Approver
HUD Approved

Tags: Consolidated Plan/eCon Planning Suite



AD 26 – Upload Citizen Participation and Public Notification Narratives

Attach to the AD-25 or AD-26

- a Summary of Citizen Participation Efforts, Including a Summary of Comments or Views Submitted and Reason Comments or Views Were Not Accepted to Satisfy CDBG-CV and HOPWA-CV Requirements and/or
- a Description of ESG-CV Public Notification

Note: Grantees may also wish to update the Participation chart in the AP-12 to describe citizen participation efforts undertaken.



AP-15 Enter CARES Act funds in Expected Resources Table

- The CARES Act grant funds must be added in IDIS as a new “Resource”.

Year 1	Years 2-5
SP-35	AP-15

- Add CARES Act allocations as an “Other” funding source on the SP-35 Anticipated Resources screen (for first year of Plan cycle) or AP-15 Expected Resources screen (years 2-5 of Plan cycle).
- The Resources screen should reflect allocations received to date for each CARES Act grant included in the submission (e.g. CDBG-CV, ESG-CV)



AP-15 Expected Resources

Priority Table						
Source of Funds	Source	Uses of Funds	Expected Amount Available	Expected Amount Available Remainder of Con Plan	Narrative Description	Action
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	Annual Allocation: \$ <input type="text"/> Program Income: \$ <input type="text"/> Prior Year Resources: \$ <input type="text"/> Total: \$ <input type="text"/>	\$ <input type="text"/>		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	Annual Allocation: \$ <input type="text"/> Program Income: \$ <input type="text"/> Prior Year Resources: \$ <input type="text"/> Total: \$ <input type="text"/> 0	\$ <input type="text"/>		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement STRMU Short term or transitional housing facilities Supportive services TBRA	Annual Allocation: \$ <input type="text"/> Program Income: \$ <input type="text"/> Prior Year Resources: \$ <input type="text"/> Total: \$ <input type="text"/> 0	\$ <input type="text"/>		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	Annual Allocation: \$ <input type="text"/> Program Income: \$ <input type="text"/> Prior Year Resources: \$ <input type="text"/> Total: \$ <input type="text"/> 0	\$ <input type="text"/>		
HTF	public - federal	Acquisition Admin and Planning Homebuyer assistance Multifamily rental new construction Multifamily rental rehab New construction for ownership	Annual Allocation: \$ <input type="text"/> Program Income: \$ <input type="text"/> Prior Year Resources: \$ <input type="text"/> Total: \$ <input type="text"/> 0	\$ <input type="text"/>		Add



Anticipated Resource:

Other

Other Funding Source:

CDBG-CV x

Expected Amount Available:

\$ 3227111

Amount Expected for the remainder of the Consolidated Plan:

\$

← Leave Blank

Narrative Description:

CDBG-CV funds to be used to prevent, prepare for and respond to the Coronavirus.

Source: public - federal public - state public - local private

Uses of Funds:

- Acquisition
- Admin and Planning
- Conversion and rehab for transitional housing
- Economic Development
- Financial Assistance
- Homebuyer assistance
- Homeowner rehab
- Housing
- Multifamily rental new construction
- Multifamily rental rehab
- New construction for ownership
- Overnight shelter
- Public Improvements
- Public Services
- Rapid re-housing (rental assistance)
- Rental Assistance
- Services
- TBRA
- Transitional housing
- Other

Under "Uses of Funds" select "Other" and indicate "Prevent, prepare for, and respond to coronavirus" and select any other applicable use. Click "Save and Return".

Save | Save and Return | Cancel

AP-35 Enter Proposed CARES Act Projects

- Grantees will create projects in the AP-35 section of IDIS for all CARES Act grants.
- States → The AP-35 will contain limited information. The AP-30 Method of Distribution screen must be updated for State CDBG-CV in addition to the AP-35.
- Project setup requirements differ for CDBG-CV, ESG-CV, and HOPWA-CV –See Guide for additional direction.



AP-35 Projects – CDBG-CV Notes

CDBG-CV Project Setup Instructions:

- Grantees should follow the normal process for setting up CDBG projects.
- Under the Plans/Projects/Activities tab, click on the “Add” link under the Project submenu.



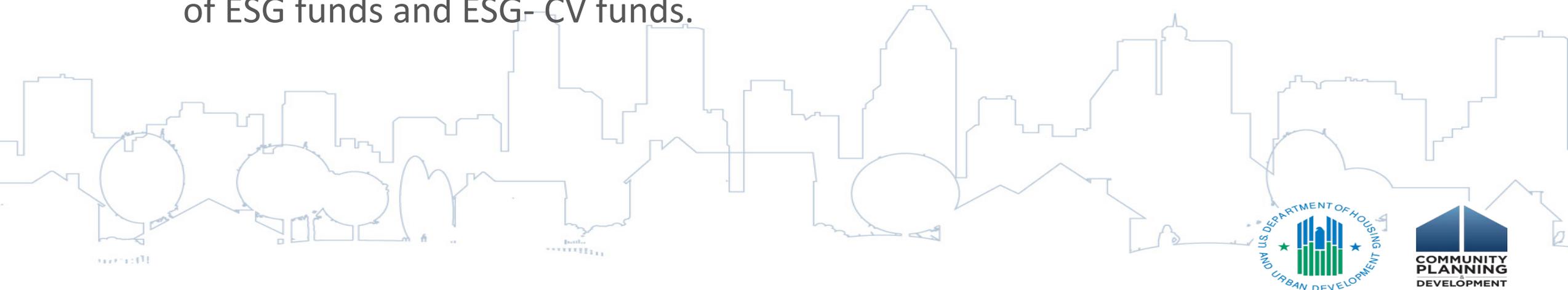
- In the Program Year dropdown menu, select “2020”.
- Adopt a naming protocol that identifies projects as CV- [insert project name] to allow for clear tracking and reporting (e.g. “CV-Public Services”).
- Enter project description.



AP-35 Projects – ESG-CV Notes

ESG-CV Project Setup Considerations:

- For adding ESG CV projects when amending the 2019 Plan:
 - Create a 2020 project in the IDIS Project module using the 2020 program year,
 - Link the 2020 project to the 2019 plan from within the AAP module.
- For ESG-CV, a single 2020 project will be used to include the annual allocation of ESG funds and ESG-CV funds.



AP-35 Projects – HOPWA-CV Notes

HOPWA-CV Project Setup Considerations:

- For adding HOPWA CV projects when amending the 2019 Plan:
 - Create a 2020 project in the IDIS Project module using the 2020 program year,
 - Link the 2020 project to the 2019 plan from within the AAP module.
- The AP-35 screen should identify new, separate “CV” 2020 projects: one for the grantee and one for each known project sponsor (create a placeholder for sponsors if not yet identified).
- Provide a budget description of the funding and proposed household count by eligible activity in the project description boxes
- Enter the Project Title using the standard HOPWA naming convention adding – “CV-COVID-19” e.g., “CV-COVID-19 2020-2023 City of Baltimore MDH20HWF001 (Balt)”



Questions

