

Speaker: Good afternoon everybody, and thank you for joining today's webinar NSP Program Income Transfer and FAQs. My name is Sandy Patel, and I am with TDA, a technical assistance provider for HUD. I will be serving as your host today. I am going to run through some technical instructions on how to ask questions and things like that before I hand it off to our wonderful presenters.

Today's webinar audio is broadcast through your computer speakers, you can use the dial in number if you are unable to use the computer audio. If you choose to dial in, please mute your computer audio to avoid hearing an echo. A link to download today's presentation slides are posted in the webex chat box. Please close the e-mail, and all other programs on your computer, silence your cell phones, and give your undivided attention to our presenters today.

If you have any technical problems, you can e-mail Ernie Hernandez at ehernandez@tdainc.org, or you can send a chat message to the host that will come directly to me, and I can help you through any issues you might be having. All participants will be muted during the webinar. Questions can be asked in writing using the Q and A tool. You can ask written questions at any point during the presentation. The panelists will collect those and answer them when we stop for questions.

To ask a written question, use the Q and A tool that is located on the right hand side of your WebEx screen. You can see a screen shot of what it looks like up on the screen. If you do not see it, click on the triangle and it will expand the box. Please ask questions to all panelists, then just type your question in the box and click send. Again, those you can do at any point during the presentation.

All questions will be answered verbally. We may not be able to get to all questions, but we will try to answer the common ones first. Please send additional unanswered and private questions to Jennifer Alpha, at jalpha@tdainc.org. With that, I am going to hand it off to Jennifer with TDA.

Jennifer: Great, thank you Sandy, again, welcome to everyone to today's NSP webinar on Program Income and Transfer Procedures and FAQs. As Sandy said, I am Jennifer with TDA and I will be assisting with moderating today's session.

We will be taking questions at the end of today's webinar, so please feel free to type your questions into the Q and A box and we will answer them as they come in. This session is being recorded, and an archive will be created on the HUD Resource Exchange website. The archive will include the audiovisual recording, a PDF of the presentation slides, and a written transcript. And as Sandy noted, if you are just joining us now, just to let you know, there is a PDF link available in the chat box where you can click on it and download the slides so that you have them to follow along with as we go through our presentation today.

Today on our webinar, we have a large group of folks at HUD that are going to walk us through the different pieces of the program income transfer procedures. We've got Jessie Handforth Kome, John Laswick, Ebony Madyun, Njeri Santana, Larry Reyes, I believe Tyler Bridges and Puping Huang. From TDA we have Dionne Roberts, myself, and Ernie Hernandez and Sandy Patel as well. And with that, I will turn it over to John Laswick, to give a little introduction, and tell us a little bit about what we'll be learning today.

John: Hi, everybody thanks for showing up and listening to the next installment of how you get your program income from the NSP program into the CBG program. Today we will be talking

about some fairly specific procedures. We're still working these out a little bit, so you can download the slides as sort of interim instructions, and then we should have a complete set of instructions that we've just got a couple of little things that we're trying to pin down. So that will be coming out shortly.

This is going to be a fairly technical discussion, so if you have somebody in your office that really actually runs the numbers through DRGR, or IDIS, you might want to see if they can get on the call as well, because they're going to probably get some value out of this.

We were pleased last week with a good showing, and good questions, and we have some FAQs at the end that we have prepared. But we'll have time for any of the questions that you might have. We have the ultimate authority here, Jessie Handforth Kome to keep us in line, and...

Jessie Handforth Kome: And to make up new rules.

John: And to make up new rules. So we should be able to handle just about anything you can throw at us, so Jennifer, are you going to take it from here then?

Okay, Jennifer?

Jennifer: Yes, hello, I will be... I will give us a brief overview, and I think I am going to talk about one of the first points here, and then I will turn it back to Ebony.

So for today we are going to walk through the Program Income Transfer Procedures first, and as John said it is a rather technical presentation. After we get through these technical actions that you need to take, we will talk about the FAQ questions and answer your questions that you write into us.

To give you an overview of where we are going in this discussion for the program income transfer procedures, take a look here at this outline. There are basically two sections to the procedures. One is going to talk about the DRGR system, and then one that is going to talk about IDIS. And so when you go to transfer your program income, you're going to be doing program income reconciliation, making sure that your own books reflect what's in DRGR. You will be making a request to the sale office to transfer your program income. Once that request is received, then you will go into DRGR to cancel your program income receipts. Now, that is where we will get into the real technical aspects of how you go about canceling DRGR program income receipts.

Once you have done that, and you cancel anything you need to in DRGR, you can then go into IDIS and receipt the program income into IDIS to use for your CDBG program. That office is going to include adding receipts, adding and viewing... editing and viewing receipts, as well as reviewing receipts, accounts and Puping is going to walk us through the IDIS section of this presentation.

And so let's get started talking about what you'll need to be doing with respect to the first section of the procedures, reconciling program income.

It is very important that program income is reconciled in DRGR before the local HUD field office approves a request to transfer any NSP program income to the CDBG program. You will want to review your NSP PI receipts and drawdowns in DRGR using DRGR MicroStrategies reports, FinRep07d is a great report to look at for this. So if you go into DRGR, you can go to the reports

module and access FinRep07d and this will give you your amount of program income that has been receipted and drawn.

So what we're doing when we go to this reconciliation process is we're insuring that our program income receipts and drawdowns recorded in DRGR reconcile with the corresponding internal financial record. So basically you're trying to assess whether the amount you think you've receipted in DRGR are showing in DRGR, and you're making sure that the amounts you believe you've drawn down in DRGR are showing as drawdowns. It is important to note here, and we will talk about this more later, that grantees are not required to receipt program income in DRGR that is on hand, but not yet receipted into the system if you are intending to transfer that amount to the CDBG program. So basically, when you go to make your request for transfer, if you have some PI on hand, but you've not receipted yet, you do not have to receipt that amount into DRGR. You can just hold it, and then once you get your approval for transfer, you can transfer that amount if it has been approved, over into IDIS and receipt it there. So the reconciliation is about what you believe you've done in DRGR to this date.

The next action you will take is to request transfer from the field office and I will turn it over to Ebony to describe these steps.

Ebony: Okay, thank you Jennifer, hello everyone, good to see some familiar faces and some new folks. One thing to keep in mind as John has mentioned is that we are putting together these procedures to help guide you through the specific steps for transferring program income. These procedures we're putting in place may need some massaging in the future, so we're providing these to you as a set of slides now, and once we have the procedures together, we plan to release those in a document. And we will of course release the list serve message that will let you know about that.

As we're going through these specific steps, remember that these could potentially change in the future, so let's start off with what you'll do.

Jessie: And by change, you mean improve.

Ebony: Change, the new and improved version, yes.

Jessie: We are interested in your feedback; let your reps know.

Ebony: Please do. And in fact, to that we've been working with some of our field reps already and been getting some really good feedback on the most streamlined, and the most flexible way for you to be able to request this program income transfer. One of the things to that, one of the things we want to emphasize here is that the reason that we have this transfer option is to allow you to reach your line of credit. So the piece behind that is that we are trying to make this process easier for you to close out. So as a part of that, requesting transfer from the field office should also be fairly expressible and easy.

Once you have reconciled your NSP program receipts and drawdowns in DRGR, with your internal financial records, you will submit a written request, and eventually, as we mentioned, you will see that request letter template. You will populate that template with certain information, and we will go through that in just a minute. You will submit that request to the local field office for transfer of the NSP program income.

The request should include the following pieces: 1. We want to see the grant number, and that grant number should match up with the specific appropriation that you're requesting for. 2. We want you to list the amount available NSP program that you have. And this includes the amount of program income that you've receipted and drawn in DRGR, and the remaining DRGR program income balance. You will also...

Jessie: We want to be really clear, that if you've already used the program income and it's recorded that way in DRGR, you can't switch it to the CDBG program. This is only for the balance.

Ebony: Absolutely. So we also want to see the amount of program income that has not been receipted in DRGR as Jennifer mentioned earlier. We would also like to see the amount, the specific amount of program income that you are requesting to transfer. We want to see a copy of the NSP program income reconciliation record. This could be something like an Excel spreadsheet. And in the future we may get a little more specific about what this looks like, so again, you will see that in the final program income procedures that will be released in the upcoming future. We would also like to see a statement that DRGR agrees with your financial records, the internal records that you keep, less any NSP program income on hand that has yet been receipted in DRGR. And Jennifer talked about that a little earlier.

We would also like to see an analysis of your LH25 set aside, as well as the administrative caps. And one thing we provided here for you, is a set of frequently asked questions. As John mentioned earlier, these are one of the tools to help you with some of the policy questions that will come up related to this transfer. We have provided a very brief statement, and it is very to the point of exactly how you are going to be calculating your LH25 set aside. So what we want to see there is we want to see that a minimum of twenty-five percent of your program funds, and NSP program income must be used to benefit low income individuals and households. And up to ten percent of your program income, program funds, and NSP program income may be used for administrative purposes.

Compliance with the LH25 set aside and administrative cap will be performed after subtracting the NSP program income.

Jessie: That is to be transferred.

Ebony: That is to be transferred, excuse me, that is to be transferred. So again, we have a set of frequently asked questions that will guide you through this. Fairly straightforward and Jessie has helped lay that out.

Jessie: Yeah, we've been planning this a fairly long time, but it would just... it's odd in a federal study to try to transfer funds between to grant programs, even when they're built on the same chassis. And so we've been paving new ground. As simple as it's starting to sound now, where you just un receipt it from DRGR, do your reconciliation, un receipt it, and then receipt it in IDIS, that sounds simple enough, but there's a whole legal thing going on in the background that we had to unwind. But the important thing for everybody to remember is you're going to take away the program income, unused program income that you are proposing, and then calculate the caps on the remaining balance.

John: What you've already spent, or obligated, so the twenty-five percent satisfied is not going to apply to the money that goes over to the CDBG program.

Jessie: Right, and so the NSP funds, when we say NSP funds, we are actually literally meaning the ones that will stay NSP after the transfer. When we say CDBG, we are really talking about it turns into... it reverts to actually, CDBG after a transfer.

John: Can I just mention also that some folks have asked, well do I get ten percent of the NSP program income and then I move it as for general administration and then when I move it over to CDBG I get twenty percent? And the answer is of course not. If you stay with NSP, you get ten percent of that. If you move it to CDBG, you get twenty percent of that subject to the other rules.

Jessie: Right, it enters the base for whichever program it is going to be in, that is why we are only talking about unused funds. It doesn't get double counted.

Ebony: Okay, so once you have populated that written template, the letter template, with all of these elements, you will submit... you will upload HUDs written approval. HUD will approve your request, but will either approve or follow up with you on why that request has not been approved, and here is one of the pieces where we may see some massaging. And we would love to hear from folks on how this might look. But we will be uploading HUDs written response approving the request to the administrative module in the action plan. And you should also document your current quarterly performance report.

We are highly advising you to promptly complete the transfer of program income from DRGR to IDIS. So that's a little bit about what the process will look like. Again, we will provide this in further detail in the very near future. And please review the frequently asked questions that will also help to provide some guidance on the specifics of the transfer. And so that covers the request to transfer from the field office. Jennifer.

Jennifer: Great, well wonderful. So now, you have submitted your request and you have gotten your approval, and so your next step is going to be to go into DRGR and actually transfer some of those program income receipts so that you can then receipt those amounts into IDIS. This process is going to include a number of actions.

The first is that we are going to determine the amount of program income receipts that must be canceled in DRGR. The second step, and this really just applies for folks that have established separate programming accounts, that you're going to check your program income account balances to establish which account has the balances and may need to have receipts canceled.

The third step is to determine which program income receipts themselves specifically will be canceled, and then to cancel those program income receipts. So we're going to walk through each of these items individually and show you some screen shots, so you can get a sense of how this looks. And of course, they understand that you're probably going to need some refreshers on this, and so that's why you have the slides that you can look back on when you finally get your approvals.

So the first step here is to determine the amount of program income receipts that must be canceled in DRGR. So, the amount that you're going to cancel in DRGR actually depends on a number of things. It is going to depend on the amount approved by HUD for transfer, so you requested a

certain amount to transfer in your letter, and HUD has approved a certain amount for you. So that's going to be the first determining factor in what you're actually going to cancel in DRGR. So the amount HUD approved for transfer.

The second determining factor is the amount of program income not yet receipted into DRGR, if any. As we mentioned before, if you have program income on hand that you have not receipted, that is going to be first up for transfers to IDIS. Then finally, you are going to be considering the program income balances in DRGR. Any PI not receipted into DRGR will be applied to the amount approved for transfer first, as I mentioned, and then the remaining amount needed for transfer, that is what we will be canceling in DRGR.

This is a few examples to help us think through what that is going to look like. In each of these examples, the total program income approved for transfer is a hundred dollars, and you can see that across the first top row there. But in each of the examples we have a different amount of program income that has not yet been receipted into DRGR. So this is the amount that has come in, but we have the opportunity now to transfer the PI and you haven't had a chance to receive those amounts into DRGR, so they're still on hand, not receipted.

In example A there's a hundred dollars not receipted, and so if you are approved to transfer a hundred dollars, and you have a hundred dollars not receipted, then all you are going to do is receipt that hundred dollars directly into IDIS once you have gotten your approval. You will not need to cancel any receipts in DRGR and so that's why we have zero there for the amount of receipts that must be canceled.

Looking at example B, in example B, we still have our approval for a hundred dollars, but here we do not have any program income that has not been receipted. We have all of our PI receipted into DRGR, and in this case then we know that four hundred dollars needs to be canceled in DRGR before we can make that transfer into IDIS. And so what we're going to do is look at our financial reports and we're going to determine how much program income receipts we've made to date, how much has actually been drawn, in this case we have four hundred dollars receipted. We have drawn three hundred, which gives us a program income balance of a hundred dollars. But we've been approved to transfer a hundred dollars, so we know that the amount of program income receipts that will need to be canceled is the full one hundred dollars, and then in DRGR, after we complete that transfer, we'll have a zero balance for program income.

Looking at example C, we are getting into a little bit trickier waters here. But in this example, we've got a hundred dollars approved for transfer again. The program income that we have not receipted into DRGR is fifty dollars. So we know that we then have to find fifty dollars of program income receipts in DRGR to cancel, so that adds up to our total one hundred dollars that's been approved. In this example, again, you have four hundred dollars in total receipts. This example shows us having three hundred and fifty dollars in drawdowns with the program income balance of fifty dollars, and if that were to be the case we'd be canceling that full amount, and we'd have zero dollars left in program income balances in DRGR once we completed our transfers.

Then our final example, again we have the one hundred dollars approved for transfer. In this case, we have seventy dollars that has not been receipted into DRGR, which tells us that we are going to need to cancel thirty dollars in DRGR. So looking down, again we still have our four hundred dollars in receipts in this example. We have three hundred and fifty dollars in program income

drawdowns, so we have a PI balance here of fifty dollars from which we can cancel receipts. Now, looking back up there we know that we only need to cancel thirty dollars in DRGR to add up to our whole one hundred, because we still have that seventy dollars on hand. So if we went into DRGR to process our fifty dollar balance, found receipts and canceled thirty dollars of those receipts, we would still have a twenty dollar balance in program income remaining in DRGR once we completed our transfers. And so you can see from this chart that depending on what your PI balances are in DRGR, and what you are going to be approved to transfer, that's going to help determine the exact amounts that actually need to be moved over to IDIS. Then what you might still have remaining in DRGR at the end of all of this. Again, these are obviously very simple examples, it may get a little trickier, but the financial reports in DRGR will be a big help here.

So on the last step we determined the amounts that needed to be canceled in DRGR, the next step here really applies to folks that have created separate PI accounts, and so for many, many people, this will not apply. By default, every DRGR grantee has a general program income account where all DRGR activities are assigned. Some grantees may have a license to create a separate PI account, or a revolving loan fund account to move one or more activities from this general account. But if you are a grantee that only has your general account that you have by default, and you've not created any of these separate PI accounts, then this step doesn't apply to you. This is really only going to apply to those folks who set up a lot of those separate PI accounts.

If you are one of those grantees with separate PI, or revolving loan fund accounts, you are going to want to look at the micro strategy reports and find financial reports by deed. This is the program income account summary and this is going to give you your PI balances in all of your PI accounts. The last column of this report will show you each PI balance, and this indicates the maximum amount received that can be canceled per program income account. So if you're in the situation where you have multiple program income accounts, this may be a place where you might want to talk with your field office, or perhaps submit and ask a question if it gets a little bit confusing. Again, that is only going to apply to some folks. The vast majority of grantees are only operating with their general program income account.

Going back to the steps that are going to apply to everybody, in this next step, you are going to be determining which PI receipts should be canceled. So back in that chart we walked through how we're going to figure out exactly how many dollars need to be canceled in DRGR, but here we're looking at which of those receipts we're going to pull in order to cancel them so that we add up to that amount.

Remember that PI receipts and drawdowns are created at the activity level. DRGR will not allow PI drawdowns to exceed the cumulative sum of PI receipts, so that makes a lot of sense, right. You cannot have drawn more than you have receipted, and so one or more receipts can be canceled for any number of activities, so long as the cumulative sum of the program income receipts canceled, does not result in the remaining PI balance below the PI drawn amount. So it's just a matter of doing simple math, really.

We recommend here that you look at FinRept05e; this is the program income receipt report. This is going to help you identify a sufficient number of receipts that sum to the amount of program income that must be canceled in DRGR. There are eight questions here regarding which receipts you should cancel. You may want to consult with your CPD representative. In most cases, you will want to be canceling the most recently entered receipts; this is a screen shot of what financial report 5E is

going to look like. As you can see, in the first column you have your activity number. As we said, all receipts are made at the activity level, so they are going to be separated out by activities. It is going to give you the list of all the program income receipt numbers that you created over time. You can be cross checking these with your internal records; hopefully you have a system where you record your receipt numbers there as well. And so, if you have any question about it, you can always cross check with this information.

You have your receipt date here, so if you do want to start by canceling your most recent receipts first, you can sort the report so that your most recent receipts come to the top. Then you have your receipt amounts, and by looking at these receipt amounts, we can go through and find receipts that start to total the sum amounts you have been approved to transfer. We know that these numbers are not likely to be magically even, and so we are going to talk in a minute about what you do in a situation where you maybe need to edit a receipt to reach the exact, right amount of the transfer number in addition to canceling fully some receipts. And this report is a good tool to help you sort through exactly which receipts, by receipt number, you're going to want to pull, and then either cancel or edit.

Once you've determined which receipts you want to cancel, that's what we were doing that last step looking at that report, picking out the exact receipts, then you're going to go in and actually do the receipt cancellations and edits. So you can edit a receipt in DRGR by logging into DRGR. You are going to go into the drawdown module by clicking drawdown at the top, in the top tab. You are going to click search, view program income receipts that is on the left hand menu in the drawdown module. You are going to click edit net to the program income receipt, and the following screen is going to load, so your screen is going to look like this. You are going to get this edit receipt screen, as you can see here the receipt number is listed here in this box. You have the receipt amount, your activity numbers, and a box for comments. And so in this comment box you're going to want to say that you've transferred this program income and this receipt to IDIS, and you want to include a date that you're completing that transfer.

If you are going to cancel this entire receipt because you are going to transfer the whole eleven thousand one hundred eighteen dollars and twenty-seven cents to IDIS, you are going to change the receipts status to cancel here. It is a drop down box, you will change that to canceled, and then you will save it. If you only need to cancel ten thousand dollars of this receipt (because you can't cancel the full amount because it would put you over the amount that's been approved by HUD) you would change this receipt amount to just leave the remaining one thousand-one hundred and eighteen dollars and twenty-seven cents. Make the note that you have transferred ten thousand dollars of the original receipt amount, and then save it. You would no longer change the receipt status.

This screen walks you through what I just talked you through, but I thought it was important to keep the screen shot up while we did that discussion. But basically again, you're going to enter a note with the date indicating the PI receipt was transferred to IDIS. If you are canceling the whole receipt, you'll change the status to canceled and then you'll always click save. Then you will keep repeating this process until all of your PI receipts have been canceled.

A couple things to note, as I talked through before, the very likely event that a PI receipt will need to be modified in order to transfer the exact amount approved to IDIS, you're going to follow the same steps I outlined above. But once the edit PI receipt screens load, you're going to reduce the program income amount by the amount necessary to meet that amount that was approved for your

transfer. Then enter a comment in the comment box describing the original PI amount, and the reason for the reduction, which of course is the transfer to IDIS. And so those screens give you those steps that we talked through on the screen shot.

A couple other considerations on your working through your PI receipt cancellations, if a grantee has budgeted NSP PI in DRGR, that's then been transferred to IDIS, you need to reduce your estimated program income at the action plan level as well as the end of project and activity level budget. So this is only if you've taken your PI receipts and budgeted them out across your activities. If you have not done that, then this may not apply, but you will need to take a close look at your action plan level, project plan and activity level budgets to make sure that you don't need to make any modifications there.

You may also want to refer to the DRGR user manual at section four for any additional information on making changes to your action plan budget. And then finally, just a note that as you're working the micro strategies and you're making these cancellations, and these edits to your PI receipts, just be mindful that micro strategy reports do not update automatically, they update overnight, and so any changes you make to PI receipts today, will not show up until tomorrow.

With that... that's the process for walking through how you actually do the cancellations in DRGR once you've gotten your approved amount for transfer from HUD and you've determined the amounts that actually need to be canceled and those receipts that need to be canceled. So those are your procedure steps. So from here, your next step is going to be taking those amounts and receipting them into IDIS and I will turn it over Puping so that she can walk us through the IDIS step.

Puping: Good afternoon, this Puping Huang. Jennifer just explained what needs to be done in DRGR in order to cancel those NSP PI and transfer them into IDIS. So once you get approval from the field office, you are ready to transfer those NSP program income into CDBG program income accounts. Of course, the first step remember, is to deposit those NSP program income into local CDBG program income account. And remember, do not wire transfer those money to HUD or LOCCS. So it will stay in your local CDBG program income account.

After you deposit these funds, and then you are ready to report them in IDIS, so once you enter those program income in IDIS, you have to remember those funds will become CDBG program income, and I will be used for the CDBG eligible activities, not NSP anymore, and must follow all the CDBG requirements.

Next, I'm going to explain the procedures, what needs to be done to add a receipt in IDIS and what do you need to do if you need to add those receipts and how to review them.

First, we are going to add receipts. To add a receipt, you will click on the add link under the funding and draw off screen. On the funding/draw off function on the left side, you see those receipt and you have function add, search, and search account. So to add a receipt, you click on add link, and then you select add formula program income receipt, and then these will bring you to these add receipts screen. All those fields with asterisks, they are required fields, so of course, you will select program, and you know its CDBG program. So the program will be CDBG, and the program year of receipts, the system automatically defaults that to your current program income. However, you

can change it to prior year if the receipt is created within the first ninety days of the programming year.

Then source type... a source type will be MC or UC. If it's metropolitan city you use MC. If it's urban county that's UC. If you are state, you use DC, and if it is Hawaii, you use DH; and the fund type will be PI. Or if you decide you want to use those program incomes for revolving funds, and please note, the next field is IDIS activity ID. Normally we use these fields to identify the activities that generated program income. However, those NSP activities are not accessed in IDIS. So we want you to use the general depository activity ID number two. Then in the comments area, we want you to enter the NSP grant number that generate those program income, and the NSP activity ID in those comments area.

Those emphasize the importance fields you need to know, and also, once you click save, after you add those fields into IDIS, the system will generate a receipt number. It is good to write down those receipt numbers, or you can print the screen because next time, when you are trying to search receipt, those receipt numbers will help you search the existing receipts.

If you need to review those receipts, or edit those receipts, first you have to search those receipts to retrieve it. So you click on the receipt search link we saw on the first screen. You have add, search, and search account, so you click the second link which is the search link on the funding draw screen to access the search receipt screen. Then you enter the search criteria as you wish to retrieve those receipts.

On this screen, the search receipts screen, the required fields are really only two, which is the receipt created for, that is the grantee name, which is probably you're the CD, you enter the CD, and then the state field. Then the fund type, you can identify the fund type, which is PI or II, or SR for the state, but then you don't have to. If you don't select any fund type, the system will list all the program income receipts for you. But if you enter receipt number, the system will directly bring you to that receipt. So it makes things easier.

If you don't specify the fund type or receipt number, and then the system will list all the program income receipts you reported in IDIS. Normally, those search results are sorted by a receipt number, descending and then of course you can click, almost like you click a sorting the Excel column, you can sort the field by just click column heading. So if you see on this screen, it lists all the receipts you have reported. On the far right side, you see next to these receipts, its action, which is edit or view. Though it depends on what you need to do. If you need to edit that receipt, you just click edit. If you want to view those receipts again, you just click view.

If you decide you need to edit those receipts, you click edit, and that will bring you to the edit receipt screen. On the edit receipt screen, there are only five fields you can edit. The receipt status, you will change... when you received program income IDIS, the receipt has original status. If you change receipt status, that can change to modified, or canceled. So the dollar amount for the program income, you can increase dollar amount, or decrease. And IDIS activity ID, which is the activity ID generated program income, I don't think you need to really edit those receipts for the NSP program income, because we require use activity ID as the activity ID. And the grantee receipt number, which is the identifier you used for those receipt numbers, for your own record in the comments field.

These are the screen shots of the edit and receipt screen. You see as the receipt status are highlighted in blue, now changed to modified. So if you want to edit a receipt, it will be changed to modified, or you can change it to cancel also. Then the other field is IDIS activity ID, and then the optional field is grantee receipt number, and dollar amount in the comments area.

A lot of times, you probably want to check exactly how much you have in total program income in the IDIS, add more receipts and you don't want to add by yourself. So to view the summary information about the receipts account, you can click receipts search account link. If you recall, on slide twenty-five, on the left side, in that toolbox of receipts, you have three links, add, search, and search account. It is the third link, search account. You click that, that will bring you summary information about the program income account.

Once you click search account, you will receive the view receipt account screen. So you will specify program and some type of cost... the really required fields are receipt create and the state, which is your grantee, the city name, or it's the county, or it's the state's name, and then the state. Once you click search that brings you the results of review receipts account. On this screen, the system automatically aggregates all the program income buy fund type and the year. This year is your identified on the add receipt screen, which is the programming year of the receipt. Then sometimes you are identified on the add or receive screen, either PI or IR, so system automatically aggregates them by year and by fund type. So you can get an idea of how much total you have, and this screen also will give you how much total you have, and how much you committed for the following, how much you have drawn, and what the balance is.

That is pretty much the procedure how you need to report program income ideas; it is pretty straightforward. If you have done receipt program income for the CDBG programming ideas, this is similar. It's actually same screen. The only difference is you use activity number two as activity ID, and we want you to enter NSP grant number and NSP activity ID in the comments area. So if you have a... back to Jennifer.

Jennifer: Thank you, thank you so much for that, very helpful. And that concludes the procedures, the transfer procedures themselves. Going to turn it over to the HUD folks again to talk about some frequently asked questions relating to the whole transfer topic.

John: Yeah, I think we are going to actually take some questions from the listeners at this point, because FAQs are not all about this material. One thing I wanted to say in general, because I was not clear on this myself not being a financial person for these kind of reports is that we call this a transfer of program income, but actually, it does not go anywhere. It stays in your local account and all you are doing is changing the accounting to show that that money is now CDBG program income, not NSP program income. You may even have the same account for all your program income, so it doesn't... nothing's happening, but you may end up having to transfer it, as the slides said, from NSP program income to CDBG, but nothing is really moving. So this is all just the way that you account for these changes.

Maybe we should have the procedures for the write in the questions again.

Jennifer: Oh sure, yeah. Sandy can you walk people through how to ask questions.

Sandy: Sure. All participants can ask questions using the Q and A toolbox, which is located on the right hand side of your webex screen. You can see a screen shot of what it looks like up on the screen. You can see what the Q and A toolbar looks like up on the screen right now. If you do not see it, click on the triangle and it will expand the box. And see ask questions to all panelists, then just type your question in the box and click send.

Jennifer: Great, and some of the questions I see here ask us about whether we have... whether you can access the slides, and you can in fact access the slides for today's presentation in the chat box, which is on the top portion there. There is a link, you may have to scroll up a bit to access the link, but there is a link, and if you click on that link, you will be able to download the PDF slides for today's presentation.

So we'll take some questions now on the actual transfer procedures. We have questions coming in that are general policy questions as well as procedural questions, and so I am going to save the policy questions until we are through the FAQs, so if you asked some of those, just hang tight.

For the first question we have related to procedure is can you cancel a portion of a receipt, or do you need to cancel the total amount of a receipt.

We answered that question as part of the presentation, but since it came up here, we'll describe again that yes indeed you can cancel, but it's not actually cancel, it's edit. You can edit the receipt in order to reduce the amount of that receipt to any amount needed to reach the total transfer amount that has been approved by HUD.

Jessie: But it is best not to go doing that until you have your approval.

Jennifer: Right, exactly. All of the steps related to the procedures in DRGR and IDIS only happen after you have your approval from HUD.

Jessie: ... and you are only going to use balance of unused amounts. You are not going to be... if you have already used the funds and recorded them as used, they are used in NSP and that is done, you can't transfer.

Jennifer: Exactly. Someone is asking where is this transfer request template.

Jessie: The transfer request template letter is in the final stages of approval with our attorneys, and we actually came up with one additional question that we wanted to ask them today, that I think will be greatly to grantee's advantages if we get it approved. And we will be disseminating it by sending it out through the field offices to your reps, and they'll let you know so you can contact whoever your assigned HUD rep is. Probably about a week from now, we will be able to get the template letter loose. In the meantime, you can do your reconciliation.

Ebony: You'll see that coming up very soon, and also just to let any of the reps out there know, we are also putting together instructions as well as a checklist and a template for going through the grantees requests and checking it and approving it. That approval will also be uploaded to the action plan module in the DRGR system. So as Jessie said, we'll have more to come on that.

Jennifer: Okay, next question asks for a previously closed NSP grant can NSP PI be deposited in IDIS without receiving it in DRGR? Is field office approval still required?

Jessie: Field office approval will still be required if it was not written into your closeout agreement, which it would not have been if you are already closed, because we just got federal register notice out. So, the question we asked is very similar to this question. We asked the lawyers to answer a question of whether you could estimate amounts to be received in future, and also get permission for those two transfers. For example, if you are going to get a stream of payments from an RLF, or if you are anticipating an imminent land fail, things like that. we don't have that answer for future stuff right now, we just have an answer for the things that have already been receipted and are on hand... in your hand... for a lot of reasons related to burden, we would like to say yes to future, but we don't quite have that in hand yet.

We are pretty sure we've got it, but we just need to nail down the last little bits on that. so looking at a post closeout, the rules prior to the federal register notice would have said that the minimalist amounts could go to CDBG and you wouldn't have needed field office approval. But amounts over the minimalist amounts are going to be subject to a new requirement, which will say you get permission from the field office to make the transfer from NSP. Because otherwise the twenty-five percent requirement starts playing through and stuff like that; so we are working on that. There are relatively few grants already closed out that are in this box, and we will be getting out answers for all the special cases. But we're really hoping to knock down low hanging fruit and make as many easy transfers as possible first, so we can get grants to close out, and then start knocking down all the special cases. We do have a mailbox where you can send in that question though, so we make sure it is in the queue, and the mailbox is...

John: nsp-questions@hud.gov

Jessie: We are standing back up an old mailbox, some of you have already used in the past.

John: I have been stuck in that box for years.

Jessie: Yeah, nsp-questions@hud.gov.

Jennifer: Okay, someone asks can all canceled DRGR receipts be entered as one receipt in IDIS for the total? Or do they have to match the canceled DRGR receipt amounts individually?

Jessie: That is up to Puping. On the NSP side, we do not have a lot to say about that. The funds, once they start to transfer they are CDBGs, so Puping, what are the rules in IDIS for that? I think you are just using that activity two that she showed you, the fund type two, and their internal requirements make it match, because in the direction, in the approval letter, the field office is going to be memorializing which activities the funds are coming from. So...

Puping: IDIS for initial receipt we wanted to use activity ID two. So it will be easier to track both... to identify those NSP program incomes.

Jessie: Right I get it to work around, because there are quite a few NSP activities that are partially, or completely ineligible for CDBG. And we don't want to tangle with the matrix codes too much.

Puping: Right.

Jennifer: Is it correct that we can receipt to CDBG RL or SS in addition to PI?

Puping: If you decided you wanted to use those program income as revolving funds to fund revolving fund activity, yes. You can receipt them as RL or for the space, SS if it is applicable.

Jessie: In limited circumstances, the big limitation is if you are moving a revolving fund from NSP to CDBG and you are changing the beneficiaries, you need to have a chat with your field rep about whether that's going to need an amendment... a substantial amendment to your CDBG action plan. Remember, NSP is also a substantial amendment to your CDBG action plan. So that will just be the standard rules applying. A change of beneficiary could happen if you go from NSP to CDBG, if you were serving eighty to one-twenty percent and you can't in CDBG. There is going to be a flowchart coming for the revolving funds, because they are one of our known special cases.

John: But our attorneys have advised that you don't have to amend the NSP action plan, because the money is leaving there. we're really worried about what happens, where it goes next, so you won't need to amend NSP just... in many cases, I think you're going to have to end up making an amendment to your block grant action plan.

Jennifer: Who is supposed to do the IDIS receipt, the grantee or the sub grantee?

John: Could you repeat that please?

Puping: It depends; if a grant normally it is grantee, but if you prefer your sub grantee to receive the main ideas, of course you have to let your sub grantee have access to IDIS to receive them. But it's still received on the grantee's name.

Jennifer: Okay, next question. When a receipt is canceled in DRGR, is there a negative entry, or does the PI just disappear?

Jessie: I believe it is going to just disappear. You may be doing a negative entry... I mean actually typing in a negative entry to make that happen. I am not a hundred percent sure of how that works, but the slides will step you through it. It just disappears when you pull the micro strategy report the next day.

Puping: Right, it is normally the receipt is still there, it is just have status of canceled.

Jessie: Yeah, DRGR tracks them in the background; that is true. If you are pulling a report, it is not going to show a negative, it will just show a change of balance.

Jennifer: Can the transfer of PI from NSP to CDBG take place at the site recipient level? That is the site recipient has retained the PI and will use the PI for an eligible CDBG purpose. I recall this was discussed for state, but maybe not for local grantees.

Jessie: Policy wise, I can answer that, but I think Puping has already answered it for the CDBG program. It is on the grantee's line in IDIS. There are two ways to answer this question. One is in some cases we have some recipients who are entitlement. If the entitlement keeps the funds, then

that is one of these special cases. You want to contact us; it will probably take both of the grantee and the sub recipient writing to the field office or working with the field office to make sure that the funds end up with the right CDBG grantee. But it is possible if you have a sub who is an entitlement, to let them retain the funds and transfer them into their CDBG program.

If you have a nonprofit sub who is not a governmental entity, and you want them to switch from doing NSP stuff to doing CDBG stuff, we can give you permission to do that. The grantee will still be receipting it into the IDIS so it can be tracked with the CDBG program in whatever the appropriate way is to do that. And that IDIS waives to the CDBG programs. The problem is going to be all the sub clauses when your subs are to be in agreement. They are not identical for NSP and CDBG, so again, work with your field rep and make sure you have the right protections in place, and the right affordability requirement.

In most cases, CDBG goes... NSP goes beyond CDBG in its requirements, but not everywhere. They are not a perfect match.

Jennifer: Thank you. Next question, is if the amount transferred to CDBG is less than twenty-five thousand dollars, is it still considered PI?

Jessie: NSP follows CDBG, but we have not really allowed the minimists. We have been accounting for every single dollar in DRGR, but there is that annoying program income rule that has what is it, twenty-five thousand?

John: Yeah, twenty-five thousand.

Jessie: This is pre closeout; we are answering this question pre closeout.

John: We have said it needs to be for administrative purposes and that sort of thing. But is there any reason...

Jessie: That is post close out. Twenty-five thousand is post closeout. No, the pre closeout is just if you receive a minimalist amount in a year. There are no years for NSP and we do not actually have any grantees who have gotten program income less than twenty-five thousand dollars total across the life of the grant. NSP, remember we wiped out years in the federal register. The very first one wiped out the term year. That does not apply to NSP, but when you move back to CDBG, if you get an agreement to transfer less than twenty-five thousand dollars, CDBG rules would be applying to those funds for the program year. As soon as you get the field approval, it is CDBG, even before you receive it. So the CDBG rules would apply from then on, and you can't go backwards.

Jennifer: I think we actually answered this, but I am getting a few more questions on it. When will HUD provide the template and final instructions?

Ebony: We are looking at providing that... you should see that before the twenty-ninth, and we will release a listserv message, announcing that those instructions are available. Again, we are going to first reach out to the field to let CPD reps know about this transfer, and to provide guidance to them on how to review these written requests, and the transfer process.

Jessie: So your reps are going to have the templates first. Make friends with them.

Jennifer: This question asks, what is the relevance to waiting to receive the PI on hand until HUD approval, and then receiving it in IDIS? This seems more confusing to have reports in DRGR that show what should have come over, but a disconnect if you have additional receipts.

Jessie: The reason for that is pretty simple. Because most people receive their program income fairly timely. We were just trying to save a few keystrokes. If you receipt it in DRGR and you're never going to use it there, and you know it, because you've got a request into the field office, then you're just going to have to un receipt it and move it to IDIS. That is just a lot of extra work. We were trying to avoid extra keystroke, that is all. It is a practical operating thing.

Jennifer: Please confirm that the canceled receipt in DRGR, the reference activity must be open or underway. I believe the answer to this question is yes.

Jessie: I think it pretty much has to be yes.

Jennifer: Yeah, most DRGR actions are at the activity level, the activity must be open or underway in order to do things in the drawdown module with it.

Jessie: But you cannot close an activity unless the amount used and the amount budgeted match. That is a cleanup thing you have to do with the action plan is transfer the funds away. So I just cannot see it... it would not work.

Jennifer: I think we also talked about this, but I have a couple of questions here. Will the template adjust feature anticipate a PI such as loan payments, so we do not have to repeatedly request transfers.

Jessie: From your mouth to God's ears. We are trying to do that. I do not have final... that is what is holding the template up. We do not have final okay yet from counsel, but that is what we have asked the lawyers, that exact question.

Jennifer: And someone asks after a successfully transferring PI to CDBG, are there going to be any steps in place for what to do with the remaining grant funds in order to close out our NSP grant?

Jessie: If it is not already in your action plan, you better start planning for an amendment to use up your grant funds. But most of you have action plan amendments or NSP that tell you what you need to do. We are just helping you move the program income out of the way. Because a fair number of remaining grantees are earning program incomes fast enough that they can't get at the line of credit because they have to use program income first.

Jennifer: I think this is our final question here, what if the PJ is not ready to close out the NSP one and NSP three grants due to projects still being underway? Grant closeout may not be ready for several more years, is this an issue?

John: No, you can transfer program income at any time.

Jessie: And you can do it more than once, although we are trying in as many cases as possible to just do it once. It is not a requirement that you just do it once.

Jennifer: Great, that's a good segue back into our frequently asked questions, and if you have any other questions that occur to you relating to the procedures, you can still ask them in our final round of Q and A when we get through these FAQs. So feel free to keep typing them in. John.

Just a note, if you do want to see the full list of FAQs you can access them here at this link, or by searching for them on the HUD Resource Exchange.

John: All right, this is kind of a variant on the question we just had and why we require the transfer NSP program income, or is it optional.

It is not a requirement, and you can change your mind. You can decide not to do it now, and decide to do it later. But once you do it, you can't undo it, so you can't take the money back to NSP. But use of this approval feature is strictly at your discretion.

Can I transfer NSP program to my CPBG program prior to closeout?

Yes. As we just said, you may at any time before, during, or after. Those are our three important words, because that covers all of time, except the past. So you can do it any time you want after this program income notice, and after you get the written instructions that will be out next week.

Is there a deadline by which the transfer of funds must occur?

No, there is no deadline for closeouts either, but we are... nobody wants to keep them open.

Jessie: Don't tell them that.

John: They want to close them out as much as we do, but there are as Jessie said, grantees out there that have more program income than they had grant funds originally.

Jessie: What are we up to, one point four billion in program income now? One-point six billion... NSP is bigger on the outside than the inside.

John: All right, so no, there is no deadline.

Just mentioned this a little bit earlier, if you transfer the NSP program to the CDBG program, you cannot transfer it back. Once it's there, it's there, and you will live with it. So this is I think an important thing to remember though, because there are some kind of soft spots, or risky points, and one of them is, in my opinion, transferring too much program income to a CDBG program that you're not prepared to use within a year or so. Which will then get you into trouble with your timeliness of calculations, your one point five times balance, and we will work with you probably the first year of that, but we can't hold off forever ensuring that the funds are moving. So you might want to think hard about since you can't transfer it back, you might think maybe we'll just transfer what we're sure we can use in the next six months and then come back for another request.

Jessie: We mentioned this a little earlier about one of the benefits of transferring your program income is that you will be able to access your line of credit funds. So here, and Jessie mentioned this, what we want to do is help you to move towards closeout, so you can reach those line of credit

funds faster. You can also work on some CDBG eligible projects that may need funding, and if you are a community out there and you do not have sufficient amount of NSP properties, again this transfer tool is designed to help you.

When we think about some of the disadvantages here, and John mentioned this, is that you really want to be aware of the planning piece here. You want to think very carefully about when you are actually transferring some of your funding. You want to think about what your needs are in the future, and you want to think about the capacity of the local field office to be able to process these requests. So we advise you to work very closely with your CPD rep.

I guess framing that as a disadvantage is not necessarily totally accurate, but here we're just advising you to be aware of some of the planning questions that are outstanding. You also, and we do mention here that you need to be aware of the CDBG requirements. John mentioned the one point five ratio, also being aware of your public service and administrative caps. We are planning on thinking a little bit more in the future about how to help you think about planning and making these transfers.

John: We know that you want to close your grants out for the most part. And you can do that once you've spent your line of credit funds. You can have program income on hand. You can have NSP program, a local NSP program that goes on for quite a few years after it is closed. And so, if you like the flexibility that you have and being able to reach a higher income group for example, to sort of get mixed income neighborhoods, you might want to keep it; and that's perfectly legitimate.

... an entitlement that is part of a non-entitlement NSP consortium transfer program income to its CDBG program, so it depends on the terms of the consortium funding agreement between the lead applicant and the entitlement consortium member. So this is an NSP two question, and it only applies to about fourteen programs, but... no, I take that back, there's more than fourteen consortiums. So in many cases, the consortium agreement will allow the members or sub recipients if you will, to retain their program income. And as long as that hasn't changed, and if you are an entitlement, we think you can transfer. And so that shouldn't be a problem, but you really need to look at what your agreement says.

Jessie: And we will talk to the field office. There's an analogous thing that's going to happen where a state gave an entitlement NSP money, there's going to be very similar to what happens if a consortium lead entity as a nonprofit and gave an entitlement member grant funds. Lead consortium funding agreement may involve some amendments to those agreements if we are forced to. We are going to try to do it in an easier way.

John: My organization is a grantee with sub recipients that are allowed to retain the program income they earn. How do I handle their program income under the transfer procedures?

Well, if you have... if they are allowed to retain their program income, then you don't handle the program income under the transfer procedures. It stays with the sub recipients. If they do not want it, or if you want to change that agreement, and you can get both signatures on it, you could change. But as it stands, it's their money and they get to keep it.

Jessie: And it is going to be subject to NSP requirements until you get out to post closeout and the agreements end. It will follow sub recipient regs.

John: Will HUD approval be needed each time NSP program income is receipted in IDIS, or will one approval cover all future transfers?

This is what Jessie was referring to. Our lawyers are looking at this right now. We think that we can make this work, but we do not have it pinned down yet, so we are not looking for a lot of small transfer requests to bog down the field offices, and bog down the grantees, but right now we still need the lawyer...

Jessie: Yeah, and it will help... what we are answering in this FAQ is that you can make the request, but we are going... we're going to tell you that those are not going to be the fastest ones to do. We do not know what the case population is out there, what the special cases will be. Are you talking about the sale of the property next to you, or are you talking about the stream of money from a revolving fund? And we need to just make sure that we do this in a way that's legal and that covers the simplest path through. So if you go ahead and make the request, or start talking to your field offices about it, then we can start honing in on what the easiest way forward is.

John: Will CDBG Expenditure caps apply to the NSP program?

Yes. These funds, the funds that are transferred will be CDBG funds through and through.

When transferring NSP program income, what CBG action plan year will it affect?

Well you count it for the year that the program income was received into the CDBG program. I think we saw that with some of the slides, I mean it is... IDIS defaults to the current program for these kind of things, but that is something to think about in terms of bulges in your balance and things like that.

Will HUD waiver or extend deadlines for meeting the CDBG one point five ratio?

No, we can't waive or extend those deadlines because they're legislative, but we can look at the circumstances and try to understand what's going on and insure that you are in fact able to move those funds. But we won't be able to do that forever.

Jessie: Right, and that is good management advice if it is going to be a windfall into CDGB program. A few of you are out there with NSP program income that is a half or more of the amount of CDBG that you get in a year. Put together a management plan and be ready to move that money. Surely you have a project waiting in the wings in CDBG that you have not been able to fund. I mean, something, but have a plan. Don't set that clock running until you're ready to do it.

John: Right. We will have to do a substantial amendment to my con plan or action plan. This is likely; it depends on what your use of the program income is. If you are going from a housing rehab program in NSP that you deliberately cap at eighty percent of your immediate income, you have one in your CDBG program that looks exactly like that, and the amount is not too big, you can do this. I would assume that you're going to have to do an amendment, and you'll be lucky if you don't.

Jessie: Well, the other thing could be timing. Depending on your program year, you might be able to just join it to the action plan you are doing anyway.

John: Yeah, that is a good point. Yeah, I think... if you can look at 24 CFR 91.505 it tells you what the criteria are for substantial amendments, and your own citizen participation plan will also have something to say about that. But if you're changing the scope, location, nature, or beneficiaries, it's going to take an amendment.

Jessie: It is not the end of the world; you all know how to do those.

Ebony: So will you have to do a substantial amendment to your NSP action plan in DRGR? No, but you want to look at your CDBG program, and as John mentioned, you want to look at what triggers a substantial amendment under your CDBG program and that will determine whether or not you needed to do an amendment. And John mentioned some of the requirements, so those include scope and nature of the change. And you want to look at your citizen participation requirements there as well. And we do have these responses... we're making these transcripts available, and the slides available, but the responses to these FAQs are posted online right now on the HUD exchange website. So you can see a little further discussion on what triggers a substantial amendment in the FAQ section.

John: I understand this question...

Jennifer: That is the end of our FAQs that we're going to present today. as Ebony mentioned, they are available on the HUD Resource Exchange. Back at the beginning of the FAQ section, we had the link directly to the FAQs themselves if you want to go directly to it. Again, these slides are available for download in the Chat box. There is a link; if you click on it, you can download the slides.

So I will be taking some questions, let me see if you have some.

Ebony: Jennifer, one of the resources that we want to mention we have available, are the expenditure reports. So we have... for those of you who have been a part of the program for a while, you know that we used to release weekly expenditure reports to help you identify how much program income you have on hand, and how much funding you have still remaining in your line of credit. That is a new feature that we have added to these expenditure reports. So we are now putting those out on a bi weekly basis, and again, you can find those on the HUD exchange, and they're really helpful in letting you see exactly how much you have remaining in your line of credit. We have a whole new line that identifies that and you should see those coming out... we would have released a new report as of today, and if you don't see that posted today, then that will come out tomorrow. Again, that is on the HUD exchange.

John: If you notice something strange about your data, let us know though, because we were just looking at some of the figures for a different question, and came up with some balances... unexpended balances that did not seem correct. So if you notice that, please let us know. You can send that to the NSP-questions@hud.gov also.

Jennifer: And while we wait for some questions, I will just recap some of these resources. Here is the link for the NSP page on the HUD resource exchange. There is also specific guidance that you can access in general in the NSP Closeout Guide. That document will be updated in the future to reflect the program income transfer options. As of right now, that is not reflected in the closeout

guide. Other than that, all the information in there is still relevant, so it is still a good resource with respect to understanding the criteria for closeout and some of the processes during closeout.

Past NSP webinars are always a good idea to recap once in a while. You can search for them here at this link. Additionally, IDIS and DRGR are a big deal in this program income transfer process and so there are many, many resources for these systems. You can access the HUD frequently asked questions for DRGR at this link here. There is also a link to the FAQs inside DRGR, so while you are looking in there, if you look on the left hand menu, you can click on that link.

There is also the brand new 2016 DRGR user manual that is really, really helpful. So if there are any steps of the PI receipt, cancellation, or edit that you would like a little more detail on, you can go to the user manual and there's a lot of good screen shots and step-by-step instructions for all DRGR functions.

And then here's the link for the IDIS online CDBG Entitlement Community's training manual, also a great place if you're unsure how to do a function in IDIS, you can go there to get some good step by step information. In addition, there are always other resources and guidance available through your direct questions that you can ask through the FAQ system. There are pools for NSP specifically, for policy related questions, and then for DRGR and IDIS for technical questions. You can submit your question and an expert will respond to you.

There is also the revamped NSP questions mailbox, that we mentioned earlier in the session today, if you want to e-mail your program income transfer questions, closeout questions, NSP things related to nsp-questions@hud.gov. Then finally, if you find yourself struggling with a particular problem that you do not think fits well within one of these other resources, you cannot find an answer that way, and you think you need a little more in depth help, you can always request technical assistance at this link here. And it's always a good idea to talk with your field office about any assistance you might need.

John: One other thing that I wanted to mention that we've been working with TDA on, is the DRGR office hours, which are going to be scheduled one hour appointments to talk with, or to work with on a shared screen basis, work with one of our DRGR experts. And these are all people that have been with the program for a long time, so they can help you out. This is a resource for closing out your grants to help you with some of these reconciliations. Or if something is stuck and you don't understand it, or you have a new person and you don't know what the old person did, this will be something that can, for up to three hours, provide you with one on one technical assistance. Then if that is still not enough, we can look at a longer engagement. But that will be open to everybody pretty shortly.

Jennifer: And the office hours will be by referral, so if you do think that it is something that would benefit you, you can reach out to your field office for those referrals.

Okay, so we do have one question here that we were saving. It is more of a policy question and not actually related to program income transfers specifically, but this is the only open question we have right now, so go ahead, and ask it. They ask we purchased a foreclosed house with NSP 1 funds with the intent to rehabilitate and resell. The home is also located in one of our NSP 3 target areas. Can we complete the rehabilitation of the home, resell it using NSP 3 funds, and report the activity in NSP 3?

John: Yes. You can actually end up reporting the accomplishment in both NSP 1 and 3, but yes, we have allowed this for a long time.

Jessie: Just make sure it is in your NSP 3 amendment and target area and all that, that both program set rules apply.

Ebony: And you definitely want to note in the narrative of your NSP each one of these activities where you reported the accomplishment data and what you have done. That is really helpful to your rep out there.

Jennifer: Great, well we have no other written questions that we have not covered yet, so with that I think we are free to wrap up today's webinar. Just a reminder that at the conclusion of the webinar there will be a survey where you can give us some feedback on the topics we covered today and the webinar in general. Just keep in mind that while we do look at these surveys, this is not the best place to ask any policy questions. If you have lingering policy questions or specific questions regarding the transfer procedures, you are asked to ask those questions either through the FAQ or then NSP mailbox. So thank you for joining us all today on the webinar, and please mark your calendars for some upcoming NSP webinars on August 2 and 16. Same time, two o'clock.

Have a great day everyone.