FY 2016
Capacity Building Grant Programs
Kick-Off

February 1, 2017
2:00pm—4:00pm
Agenda

- Introductions – HUD Staff
- Introductions - FY 2016 Capacity Building grantees
- Grant Assignments
- Operating Procedures and Policy Guidance
- DRGR Review
- Observations from the FY2016 CB Competitions
### Introductions – Capacity Building Grantees

**What does your Organization do?**

**What are you going to do with this grant?**

<table>
<thead>
<tr>
<th>Section 4 Capacity Building Grantees</th>
<th>Rural Capacity Building Grantees</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Local Initiatives Support Corporation (LISC)</td>
<td>• Collaborative Solutions Inc. (CSI)</td>
</tr>
<tr>
<td>• Enterprise Community Partners</td>
<td>• Housing Assistance Council (HAC)</td>
</tr>
<tr>
<td>• Habitat for Humanity International</td>
<td>• Minnesota Housing Partnership (MHP)</td>
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<td></td>
<td>• National Association for Latino Community Asset Builders (NALCAB)</td>
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<tr>
<td></td>
<td>• Rural Community Assistance Corporation (RCAC)</td>
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<td></td>
<td>• Economic Consultants for Housing Opportunities, Inc. (ECHO)</td>
</tr>
<tr>
<td>HUD CB Grant Manager</td>
<td>HUD Email</td>
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<td>----------------------</td>
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</tbody>
</table>
| Aaron Taylor         | [Aaron.A.Taylor@hud.gov](mailto:Aaron.A.Taylor@hud.gov) | • Habitat for Humanity International  
                          • Housing Assistance Council (HAC)                                               |
| Monica Wallace       | [Monica.W.Wallace@hud.gov](mailto:Monica.W.Wallace@hud.gov) | • National Association for Latino Community Asset Builders (NALCAB)  
                          • Economic Consultants for Housing Opportunities, Inc. (ECHO)  
                          • Enterprise Community Partners                                                |
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# Grant Assignments

<table>
<thead>
<tr>
<th>RCB Award Recipient</th>
<th>Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural Community Assistance Corp.</td>
<td>$1,174,365</td>
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<tr>
<td>National Association for Latino Community Asset Builders</td>
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<td>Minnesota Housing Partnership</td>
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<td>Housing Assistance Council</td>
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<td>Collaborative Solutions, Inc.</td>
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<tr>
<td>Economic Consultants for Housing Opportunities, Inc.</td>
<td>$500,000</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$5,000,000</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Section 4 Award Recipient</th>
<th>Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise Community Partners</td>
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<td>Local Initiatives Support Corporation</td>
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<td>Habitat for Humanity International</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$35,000,000</strong></td>
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Federal Administrative Requirements

– **2 CFR Part 200** “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”

– **OMB Circular A-133** “Audits of States, Local Governments, and Non-Profit Organizations.”
Operating Procedures and Policy Guidance

Governing Program Documents for FY 2016 CB Grants

- Statute
- FY 2016 NOFAs
- Your FY 2016 CB Grant Application
- Signed FY 2016 Grant Agreement
Policy and Procedure Guidance

- Work Plan Guidance
- Reporting Guidance
- Closeout Guidance (forthcoming)
General Requirements

- Code of Conduct

- Availability of Records and Information
Program Specific Requirements

Eligible Activities, FY16 NOFAs

a) *Training, education, and support,* to ENHANCE the technical and administrative capabilities of [eligible beneficiaries]

b) *Financial assistance such as loans, pass through grants and other financial assistance* for community and economic development assistance to [eligible beneficiaries] to carry out community development and affordable housing activities that benefit low- and moderate-income families and persons

c) *Other* activities as may be determined in consultation with HUD
Program Specific Requirements

Eligible Beneficiaries, FY16 NOFAs

- **RCB**: CDCs, CHDOs, Local Governments, Indian Tribes, Rural Housing Development Organizations

- **Section 4**: CDCs and CHDOs

Grant Agreement Term

- 4 year grant term
- Rule of Thumb – Spend roughly 25% a year.

Role as Grantee versus TA Provider

- Grantee = Proactive Outreach
- TA Provider = Demand-Response
Program Specific Procedures

1. Conduct of Work
   - Work Plan (DRGR Action Plan Activity) Expectations
     • Work Plan Guidance
   - Performance
     • CB Grantees must monitor their performance on their work plans – meeting schedules, outputs and performance goals
Program Specific Procedures

2. Reporting Requirements

– Semi-Annual Reports

• Use the Reporting Guidance – completed in DRGR
• Due 30 calendar days after the semi-annual reporting period end date
• Must be approved by HUD
• Complete and submit as an attachment the Federal Financial Report (SF-425), and it must match DRGR financial figures.
Operating Procedures and Policy Guidance

Program Specific Procedures

3. Record-Keeping Requirements
   – General Records
   – Capacity building and technical assistance activities conducted
   – Direct financial assistance
   – Group learning
Fiscal Procedures

1. Request for Reimbursement (RFR) process

2. General Fiscal Policies and Procedures
   - Budget changes, Indirect costs, Eligible and ineligible expenditures, Audits and Program Income

3. Financial Management Systems

4. Accounting Records
Operating Procedures and Policy Guidance

Future Developments

• **Monitoring**
  – Penciled in for 2017

• **Closeout Procedure**
  – Guidance is under development
  – Once complete, training will be offered.
DRGR Overview

- Starting in FY2015, HUD transitioned the Capacity Building Grants to DRGR - grants management through DRGR will continue for the FY2016 grant awards
- DRGR will be setup the same for FY2016 awards as it was for FY2015 awards
- As a refresher for current Grantees (staff) and an overview for our Grantee (staff), we will spend the next few slides talking system organization and primary functions in DRGR
DRGR System Design

- DRGR Consists of Five Core Modules

<table>
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<tr>
<th>Admin</th>
<th>Action Plans</th>
<th>Drawdown</th>
<th>QPR</th>
<th>Reports</th>
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- Capacity Building Grantees will Primarily use 3 Modules
  - Action Plan
  - Drawdown
  - QPR

- What about the Admin and Reports Modules?
  - Admin Module ➔ Account Management
  - Reports Module ➔ Financial and Performance Output Tracking
DRGR Admin Module

• The Admin Module is primarily utilized for accounts management
• For new Grantees, HUD will need to setup a Grantee Admin user
• Once the Grantee Admin user is setup in DRGR they can request the addition of new Grantee staff and manage the access of users
• Grantee Admin users hold two key roles:
  − Associate Grantee Users to a Grant Award (One time) - Remember to associate FY15 users to the FY16 award
  − Certify Grantee users to access DRGR (every six months)
DRGR Account Roles and Assignment

- Grantee’s need a minimum of 2 users in the system to fill all functions *(remember HUD recommends having at least one backup for each role)*

- HUD recommends grantees assign DRGR roles based on the following employee job functions

  - **Submit AP and/or Submit PR**
    - Assigned Grant Reps or Analysts, Grantee Admin should be backup

  - **Request Drawdown**
    - Financial Analyst or Budget Team Member

  - **Approve Drawdown**
    - Grantee Admin or Finance Office Director

  - **View Only**
    - Organization Executive or Board of Directors Member
DRGR Action Plan Module

- Action Plans replace the old paper work plans
- Action Plans have three levels: Grant, Project and Activity

Activities are the real meat of the Action Plan and serve as the work plan equivalent therefore they should be designed to meet the expectations of the Work Plan Guidance
The Drawdown Module is where Grantees will create and approve grant fund vouchers

* As applicable, Drawdown Module will be used to record Program Income receipts and draws

Funds available for Drawdown are limited by the budget set in the Action Plan Activity

Grantees must have at least one Request Drawdown user and one Approve Drawdown user to successfully create a grant fund voucher

In DRGR the terms “Total Funds” and “Program Funds” both equal Grant Funds
DRGR QPR Module

• QPR stands for quarterly performance report - HOWEVER, CB Grantees will report semi-annually on a fiscal year basis

• The DRGR system is setup to produce template performance reports for each period with a report due date 30 days after the period end

• QPRs are templated based on the Action Plan - components of the QPR will change from period to period if the Action Plan changes (budget numbers, output projections, etc…)

• QPRs will be completed to the standards of the Reporting Guidance
Available DRGR Training

- OPDC has prepared the DRGR Roll Out Package
  1. DRGR System Introduction and Overview
  2. Creating an Action Plan Strategy
  3. Action Plan Module Guide
  4. DRGR Account User Account Roles and Setup
  5. Drawdown Module Guide
  6. QPR Module Guide

- Available HUD Training and Guidance Resources
  Go to HUD Exchange -
  https://www.hudexchange.info/programs/drgr/
  - FAQs, Step by Step Instructions, Videos, Tools
  - Be careful when reviewing resources to check its date of release and applicable program, We are currently on DRGR version 7.11
Best Practices for DRGR

• Plan out your Action Plan strategy outside the system before entering data
• Prepare longer narratives in Word or a similar program then copy and paste into the system
• Save frequently and don’t get frustrated if the system doesn’t cooperate - it has some quirks
• Work collaboratively with your HUD rep during Action Plan and QPR development to limit the likelihood rejections
• If you need help, ask for help
Observations from the FY2016 CB Competitions

1. Holistic and consistent applications did best.

2. Full explanation of Needs – Socioeconomic AND CDCs, CHDOs, etc.

3. Strong connection between the approach (Factor 3) and the needs (Factor 2) presented

4. Leverage

5. Geographic coverage
Observations from the FY2016 CB Competitions

What do you think?

• **Strong Spots** –
  – What worked well?
  – Are there elements that are especially worth keeping or expanding?

• **Weak Spots** –
  – Was any part confusing?
  – What would be nice to change or add?