

ICF INTERNATIONAL, INC.

**Moderator: Hugh Allen
April 6, 2010
1:00 pm CT**

Operator: Good day everyone and welcome to the HUD NSP2 Reporting Web seminar. Today's Web seminar is being recorded; however, you will be muted until there are specific instructions for taking questions.

We will be taking questions throughout the presentation at various intervals. If you have a question, please change your feedback box from green to purple to let us know that you have a question, the feedback box is in the upper right corner of Live Meeting. Purple means that you have a question. Yellow means slow down. Blue means can't hear. Red means need help. And green means to proceed.

When we see that the participants have questions, we will let you know that you can ask your question by pressing star 1. Please wait until we've indicated intervals for the question and answer period. Once you have finished asking your question, please change your feedback box back to green.

At this time, I will turn the Web seminar over to Hugh Allen, Deputy Director of the Financial Management Division and Operating Manager for the NSP2 Award Competition. We'll be monitoring today's Web seminar. Please go ahead, sir.

Hugh Allen: Thank you, Corinne. Good afternoon, everyone. Thanks for taking time from your schedules to join us for this important Neighborhood Stabilization Program 2 reporting webinar. Let me introduce to you who will be speaking and presenting today on our webinar.

First, we have Njeri Santana who's with our Office of (Block) Grant Assistance and was a key member of our staff in the NSP2 Competition and a panelist there. And she'll be focusing on federalreporting.gov.

Also, I think your program says Jeff Little will be doing the RAMPS presentation, Jeff cannot be with us today, however we have a very able – Stephanie Stone with us who was also involved with us in the NSP2 Competition and is involved with public housing and also special staff for this RAMPS. So she'll be presenting the presentation on those reporting requirements.

And finally, from the west coast, we have Jim Yerdon who's in our Los Angeles field office and NSP2 staff member and has worked with us on many policy issues and reporting requirements with respect to the DRGR system.

So at this point, I'm going to turn the presentation over to Njeri and – Santana and she'll focus and go through with you the points that are critical to you for federalreporting.gov. Njeri?

Njeri Santana: Thank you, Hugh. I'm here to talk about federalreporting.gov, specifically – thank you – federalreporting.gov, there are specific requirements – section 1512 of the Recovery Act requires that we report on jobs, expenditures and activities. The collected data is going to be available for the public viewing at www.recovery.gov.

So why is this important? Well, this is a precedent setting level of transparency. We also wanted to show the public that we're responsible with the funds that have been granted to us. And the

individuals or the agencies who'll be using this data will be HUD, the White House, Congress, the media and the public.

OK. So the requirements to get started is that everyone has to first register with CCR registration. The contractor – I'm sorry, the Central Contractor Registration database. Another specific requirement is that anyone who is receiving any grant funds, whether they're contractors or vendors must register with CCR first. You're not going to have to report (in) federalreporting.gov, but anyone receiving funding under these grants should make sure that they register under CCR.

And after you completed this you can go to federalreporting.gov and register. And if you have any additional information or questions, there's a user guide and there's also a frequently asked questions section.

Male: ((Inaudible)).

Njeri Santana: Yes, I'm sorry. And also the words that are highlighted in blue, those are actual links that would take you specifically to those pages. So there's some important timelines that we have right now. We have begun our reporting period April 1 through the 10th. This is when grant recipients need to enter their data into federalreporting.gov – the 10th is the last day.

From April 11 to April 12, this is specifically important for those consortiums that are – those consortiums. They have those 2 days to review the data. Just to verify and validate that everything is correct in the system.

From the 13th to the 29th, HUD will review all the information and also contact those who have errors with those reports. On April 30, we will publish the data on recovery.gov for the public to view and see. So when you are able to get into federalreporting.gov, we've developed a template

– a “cheat sheet”, you can say, that will help eliminate individuals from researching specific codes to NSP2.

So here you have the award type that you (were inputting) into this data field, also the funding agency code, the awarding agency code, award dates, (CFD) numbers, program source codes and also eligible activities. I know that specific grantees are not doing all the eligible activities and you should just pick the ones that are applicable to your grants.

Here is some other data fields that you will be required to report on as well in federalreporting.gov. Here you would have the award description. This is just an overall, basic description that captures your – the purpose of your NSP2 grant. Then you would have the project description. This is a brief descriptive title of the project or activity funded in whole or in part with NSP2 funds, for example, financing mechanisms, acquisition, rehab, land banks, demolition and redevelopment.

And the last ((inaudible)) you have the quarterly activity/the project descriptions. It's a description of the overall purpose and expected output. So for instance, in this field you could put the number of units acquired, that's rehabbed, the number of units demolished et cetera and outcomes and results of the award including significant deliverables. For an award that funds multiple projects, the purpose and the outcomes of results may be stated in broad terms.

So standard fields for – I'm sorry, project status is another field that you will have to go ahead and input. Evaluation of completion status of the project activity or federal awarded contract action funded by the Recovery Act or by NSP2, the status of the work that has been completed, the evaluation should be based on performance progress reports and other relevant non-financial performance information. So here basically in this particular data field, as you go along, you would just pretty much fill out how – what is the completion. Is it 50% complete, more than 50%, fully completed?

For awards funding multiple projects, provide your best estimate of completion of all projects based on – on any aggregated data and information. Another required field will be the number of jobs. Here, NSP grantees, you must report a full time equivalent – not the number of persons employed. NSP2 grantees should simply include all jobs that are funded by the NSP2 and exclude all other jobs. Jobs funded partially with NSP2 funds must only be counted based on a proportion funded by NSP2.

Here is the link in blue of the job counting guidance, which will give you information on how to count those jobs as well as examples. If you have any questions on registration, there is a help desk. You can go to the link provided in blue at federalreporting.gov. There's also a call center and there is a phone number available.

We understand that many people might not have information to report this quarter, but we do need you to fill out all the basic fields so we can have your information in federalreporting.gov. Are there any questions?

Operator: Again, ladies and gentlemen, if you'd like to ask a question over the phone, that is star 1 on your telephone keypad. We do have a few questions. We'll take our first one from (Donna Golden) with the Habitat for Humanity.

(Donna Golden): I apologize, I came in at – a little late on the call and you might have already discussed this, what if you have not received access yet to your DRGR system?

Njeri Santana: We're currently just on the federalreporting.gov but ...

Hugh Allen: (Donna), this is Hugh. I think your submission of your grant agreement will be – get you set up automatically into this federal reporting. And DRGR, that's going to be another piece of this presentation just a little bit later that we could ...

(Donna Golden): OK.

Hugh Allen: ... also – in there but the key thing is to the grant agreement that we get and our – sending to our chief financial officer in Fort Worth. So if we get that there and they get the account established, then that should automatically populate some initial data in this federalreporting.gov.

Jessie Handforth Kome: ((Inaudible)) thanks so much. Federalreporting.gov – this is Jessie Handforth Kome, federalreporting.gov is an additional reporting overlay that's on all of the Recovery Act grants so the NSPTA grantees – providers, for example are having to do it and CDBG and all the public housing Recovery Act grants. And they're – it's run not by HUD, it's actually run by OMB and the collected (IGs) of all of the agencies involved.

We've nicknamed it the RAT Board, Recovery Act something Board. Anyway ...

Male: An appropriate name, Jessie.

Jessie Handforth Kome: Right. And we've gotten this boiled down to the actual minimum amount that they will accept from us, but if you don't get in here, there is a rather arduous and annoying data clean-up process. So it's just – we all don't need to spend time on that so we're hoping that you guys will just do this. Knock it out of the park. It should be really easy and ...

Male: ((Inaudible)).

Jessie Handforth Kome: ... at this stage, yes and we won't have to get into that this quarter, we hope.

Male: Right.

(Donna Golden): Great. Any other questions?

Operator: Yes. We have one from (Alem Hagos) with the City of Long Beach.

(Alem Hagos): Yes, we did – when we have CCR number for CDBGR, can this CCR number be used for NSP2 or it has to be grant specific?

Njeri Santana: It should be the same.

(Alem Hagos): OK. Thank you.

Njeri Santana: Welcome.

Operator: Our next question comes from (Cindy Emshoff) with City of Sarasota.

(Cindy Emshoff): Yes, my concern is that NSP2, the grant has not shown up in DRGR nor can I see it in federalreporting.gov. I see all my CDBGR and HPRP and in talking to the Jacksonville office, they said our grant was inadvertently given to Miami, so that may be why we aren't seeing it.

Female: That's me – I can fix that (toggle) after this call.

(Cindy Emshoff): Thank you.

Female: And I just fixed (Reno) too, I think. We'll see.

Male: OK. We'll correct that internally. Thanks for bringing that to our attention.

Operator: Moving on to (Anne Weinfield) with Brand New Day.

(Anne Weinfield): Hi, will we be getting a hard copy of this presentation so I can forward it to the appropriate people?

Male: Yes, you will. This is being recorded, and you will be able to get a hard copy, I think after this presentation. The hard copies will be distributed to the list service.

Female: Right.

Female: Thank you.

Female: That is correct, Hugh.

Male: OK. Thank you. OK.

Operator: We have another question from (Melody Bratton) from Habitat for Humanity International.

(Melody Bratton): Good afternoon. I just wanted to clarify, developers in our case will need to register with the CCR reporting system, but not the federal reporting registration dot – or federal government.gov, is that correct?

Female: You're a sub-awardee in the way that federalreporting.gov looks at you. All of our consortium members unfortunately are looked at that way. We've lost that fight with OMB. Sub-recipients, contractors and I believe also developers, it is the lead entities – you know, the grantees call on

that. They can enter all the stuff for you or they can have you enter it, but I think your information has to get in there one way or another ...

(Melody Bratton): So every – each of these seven of our affiliate developers will need to have their information in the CCR?

Female: Yes. (Steve Johnson) just stepped in for (a moment), and he's been dealing with this with CDBG so ...

(Steve Johnson): This is (Steve Johnson). I actually work principally with the CDBG program, but we've had a lot of experience with federal reporting. The Central Contractor Registry requirement is essentially – it's not even a federal reporting or Recovery Act reporting requirement. Like a DUNS number, which is the Dun & Bradstreet registration system, they seem sort of similar.

But these come from government wide rules of requirements. And basically the gist of the requirement is if you are getting federal dollars put in your hands, directly or indirectly, you have to have a DUNS number and a Central Contractor Registry number. So even a developer who is getting money indirectly from a sub-recipient or a consortium member – is still going to need central contractor registry even if they are not going in to the federal reporting.gov system of any other HUD system. They're still going to need it.

(Melody Bratton): Thank you.

(Steve Johnson): Yes.

Operator: We'll take our next question from (Kim Stands) with the City of Columbus.

(Kim Stands): Hi, this is just a follow-up to that question. We're the lead member in a consortium. So did I hear you correctly that the lead member can enter information on behalf of the other members in federalreporting.gov?

Male: Yes. Yes, you can – you can aggregate it and then enter it in, and we might suggest that that would be ...

Female: The best way.

Male: ... yes, the better way to go.

Male: ((Inaudible)).

(Kim Stands): OK. And so if that's the case then we would have until the 12th to get everything in?

Male: Yes.

Male: No, you have until ...

(Kim Stands): So get it in by the 10th and then review it 11th and 12th?

Male: Yes. If you allow a sub-awardee, a sub-recipients access to enter their own data like other (consortia) members, then you as the lead entity have the 11th and the 12th to look at their data and make sure that it is correct.

(Kim Stands): OK.

Male: Or if you're entering it all yourself you don't get any additional time. You get time later in May to actually make any corrections.

(Kim Stands): OK. Thank you.

Female: Thank you.

Operator: Our last question will come from (Victor Figueroa) with Housing Authority of the City of Camden.

Male: ((Inaudible)).

(Victor Figueroa): If our grant was not yet entered into the system, the NSP2, how do we proceed with reporting by April 10?

Male: I think you would just do the best you can at this moment. But when you say not entered ...

Female: The two systems are separate. DRGR and federal reporting are separate.

Male: Right.

(Victor Figueroa): I understand that, but if the grant agreement's been executed and HUD hasn't yet entered it into the queue for federal reporting, it won't be there right?

Male: ((Inaudible)).

Female: All the grants are in except for a couple that LOCCS hasn't logged in yet, but the handshake between LOCCS and DRGR is taking longer for some grants and we're troubleshooting that right now.

(Victor Figueroa): Oh, OK.

Male: ((Inaudible)).

(Victor Figueroa): So it should be in the queue for the federal reporting?

Female: It's LOCCS I think that's talking to federalreporting.gov if anything is.

Male: It should be in there. I know the – at the beginning of the CDBG Recovery Act Monday, we did have a couple of grants that had some problem. Usually it was because somebody had tried to use a wrong taxpayer identification number or something like that and the system couldn't find their grant or couldn't recognize them in the system. That should not be a problem to your – my understanding.

If you do run into some problem where you go and try and register and for some reason it's saying, we don't recognize you as a grantee, you can call HUD's call center or help information. I would suggest doing that rather than the federal reporting ...

(Victor Figueroa): Thank you.

Male: ... et cetera.

Male: OK.

Female: OK.

Njeri Santana: Well, thank you.

Hugh Allen: Thank you, Njeri. OK. Our next presenter will be Stephanie Stone who'll be talking about – I think I've just memorized the acronym and not the (thing) – Recovery Act Management and Performance System ...

Stephanie Stone: That's right. That's right. Hello everyone.

So as Njeri described, federalreporting.gov was created so that government agencies and recipients could comply with the section 1512 requirement of the Recovery Act. And similarly RAMPS, the Recovery Act Management and Performance System was created by HUD to comply with section 1609 of the Recovery Act, which requires that we report on environmental compliance with NEPA, the National Environmental Policy Act of 1969.

Each state or local government grantee or consortia with state or local government members receiving NSP2 funds are subject to the environmental review requirements found in 24 CFR part 58. If you – if you are subject to part 58, you must complete the NEPA reporting requirements and RAMPS, which we will get into.

Alternatively, if you are a non-profit NSP2 awardee that is not in consortium with a state, Indian tribe or unit of general local government with jurisdiction over a project that is subject to part 50, then HUD will report in RAMPS on your behalf. So if you are subject to part 50, you do not actually have to do the RAMPS reporting. HUD will do that on your behalf.

If you're subject to part 58, you will need to pay attention to the rest of this piece of the presentation. If you're – if you're unsure or have questions about the environmental review piece,

we have a link here for you to be able to find HUD staff – local HUD staff and field offices near you.

So in order to get access to RAMPS there are – there's a registration process. Some recipient organizations, particularly those who have received CDBG grants in the past might already have someone who HUD automatically registered to use RAMPS. If you'd like to check and see if your organization has someone registered, you can call the Recovery call center listed there on the third bullet.

But if you would like to go ahead and register, even if someone else in your organization is registered, you can go ahead and access the link in the first bullet. Similarly, if you're a new NSP2 grantee who did not receive CDBG funds in the past, you'll also need to use this link.

And in order to ensure that HUD can authorize you as someone who is eligible to report on the grants in RAMPS, you'll need to have your supervisor e-mail a brief note and your contact information to (Julia M Neidecker Gonzales) at hud.gov. Her e-mail address is listed there. And if you're – if you're a HUD staff person in the field listening to this call, you'll need to submit a (CHAMPS) request and you see the information there as well.

Once you – once you register, you'll be able to log in. So once you head to the website you'll be able to see a link in the center of – at the top of the page that says log in. You'll click that and you'll be prompted to enter in your HUD credentials. Again if you're – if you're a recipient of the CDBG program, you would use whatever HUD ID you've been assigned in the past to sign into other HUD systems such as (IDIS). If you're a new grantee, you'll just use what was sent when you were registered for RAMPS.

Female: DRGR also had single sign on. Just so ...

Stephanie Stone: Oh, good to know.

Female: ... ((inaudible)) have DRGR access.

Stephanie Stone: Hopefully everyone heard that. And there's additional information about user registration here at hud.gov/recovery. You click on the reporting tab at the top right. And if you have any trouble getting into the system or problems with access please contact (Julia Neidecker). Again her information is listed there.

So this is just a screenshot of what I was just talking about. You see the log in at the top there. You'll click that and it'll take you to the opening screen. Username, that is where you'll enter in the HUD credentials that I referred to a moment ago. And again if you're – if you're an existing recipient, you'll just use your single sign on and password. And if you're a new recipient, those will be e-mailed to you when you register.

And once you leave that opening screen, you'll be presented with an awards list page and in the RAMPS system and I believe in federal reporting as well, they tend to refer to grants as awards. So just keep that in mind – some of the language might change to what you might be familiar with. So you'll be prompted to enter your award ID and – which is your grant number, and I'll just go to the next slide so you can see what that looks like.

To the right there will be a link that'll directly take you to report on the different NEPA projects for each of the awards. You will only need to report in RAMPS as NEPA actions are taken, and you'll want to update that information as it changes. So if you enter in an environmental review that is pending, you'll need to come in once it's completed and update that status.

So each NEPA report is due – due to the Council on Environmental Quality, within the first 10 days of each new quarter and so you'll probably notice HUD sending notices about reporting by

April 10 and then NEPA as well. But really it's an ongoing process. You'll want to update information as it happens.

Once you find your award and you click the link to begin your reporting, you'll be reporting on environmental compliance reviews for each project. So you want to list separate RAMPS submissions for each environmental review funded in any part by HUD Recovery Act funds.

And here's just a screen shot of the system. You see on the left hand side kind of an index of the different – of the different places within NEPA that you'll need to be entering information. So the section overview, which I'm showing now shows kind of a status for each – of the sections, you'll notice it says complete and there are little green checkmarks for each of the sections listed there.

It will show a yellow triangle and it'll say incomplete so that you can keep track of what you still need to update and submit in a timely manner. And then you'll – as you can see on the left hand side, you enter recipient information, environmental review project information, the review level pertains to whether it's categorically excluded or if it's related to historical preservation.

And so those are some of the data elements that you'll be reporting on. Again entry of the information should occur as soon as possible after the completion of an environmental review action and should – that should be updated as soon as the review action status changes. If you have not started any environmental reviews, you do not need to report in any of the modules, but you will need to go in and update it as they take place.

And if the project is receiving multiple Recovery Act funding from different federal agencies, enter only the Recovery Act program portion of the funding for HUD – pardon, into the NEPA system.

And for non-profit reporting, we have a list of HUD field contacts for environmental reviews. And it looks like we'll be sending an Excel file for those non-profit grantees to have the HUD staff contact for the part 50 compliance.

We've also included additional reference information for HUD environmental staff for your reference, and we're just citing on this slide some changes to HUD staff coverage for NSP2 projects for non-profits. I'll let you review that information. It's more specific to certain areas and grantees.

And so just to recap, these RAMPS – the RAMPS data is aggregated quarterly by HUD, and as I mentioned, we need to extract the information on the 10th of each new quarter. So the 10th of April we'll be extracting information as well as in July, October and January for each year. You'll want to update the information as often as it happens but certainly make sure that it gets in for each quarterly report.

And these are forwarded onto the Council of Environmental Quality and then to Congress. And again, so your RAMPS data – similar to the federal reporting data, is due by Saturday April 10. And we have some additional resources here for you if you should need them. Are there any questions on RAMPS or NEPA reporting requirements?

Operator: Again, ladies and gentlemen, if you'd like to ask a question, that's star 1. And we'll take our first question from (Victor Figueroa) with the Housing Authority of the City of Camden.

(Victor Figueroa): It was answered during the presentation, thanks.

Female: Are there any other questions on the line?

Operator: We'll take our next one from (David Illiana) with Tampa Housing Authority.

(David Iloanya): Yes, I have a couple of questions here. Regarding the (RAMP) – now in the past we've had problem you know getting access for (RAMP) reporting. I just recently forgot my password and when I requested for – the feedback or information, that did not come readily. So how could we – how could you accommodate that type of request?

Stephanie Stone: That's a great question. There actually is – there are instructions for resetting your RAMPS password at hud.gov/recovery. We referenced it on an earlier slide. It – on the upper right hand side there's a reporting tab. When you go to that reporting page for HUD, there is – there are instructions on resetting your password.

I think you can also – if it pertains to your NSP2 grant, contact (Julia Neidecker-Gonzales) whose information is listed throughout this RAMPS section, and she can probably assist you with that.

(David Iloanya): OK. Now I have a subsequent question. Now the – for non-profit with – that are not a consortium the – you said that HUD or federal government will do the reporting for them, is that correct?

Stephanie Stone: That is correct. If they're – if they are subject to part 50, then HUD will report on their behalf.

Female: Yes, and there's five housing authorities involved here. I don't know which of you are actually part of the city or government or state government and which if you are legally separate entities. There's only ten states that allow you to be joint. I don't – we haven't sorted that out with you, but I'm sure you know.

If you are a non-profit free standing from the local government or the state government then we will be doing your environmental reviews. And we're working on a starter kit and getting that

information out to you, and we will have to do the RAMPS, if we're doing part 50. If it's part 58, and the governmental entity, which may or may not be you – if (a) unit of general local government or a state would be doing the entry into RAMPS.

(David Iloanya): OK. And is – if it's a part 50, that is still not under consortium will that – would that apply to them as well?

Female: If you had somebody who's not in your (consortia)?

(David Iloanya): ((Inaudible)).

Female: I'm confused by the question.

(David Iloanya): You're saying that that is only applicable to a non-profit that is not a consortium that is doing part 50.

Female: No, it would be applicable to a non-profit lead entity ...

(David Iloanya): Right.

Female: ... and we have a very – as well. Any non-profit, we cannot or we are not delegating the environmental review responsibility, which is what part 58 is. People, the entities, the governments that are acting under that are actually acting as if they're a federal official. We don't delegate that to non-profit entities ...

(David Iloanya): OK.

Female: ... and any – in any case, consortium or non-consortium. However, if you have a governmental entity in your consortium and they're not the lead, they must assume the environmental review authority for any of your projects that are in their jurisdiction ...

(David Iloanya): OK.

Female: ... so for those projects they will be the responsible entity, and they're going to do RAMPS.

(David Iloanya): Got you. Thank you very much.

Operator: Our next question will come from (Eusebio Martinez) with Los Angeles Housing Department.

(Eusebio Martinez): Good afternoon, everyone. This is (E.J.) from the City of Los Angeles. I have a question regarding – well I have two questions. One, I do not see our NSP2 grant of \$100 million in RAMPS. I see a couple of the other grants that we, as a city, have in RAMPS like our HPRP and our CDBGR, but I don't see this one so I have been unable to look at any screens or even create any projects or anything.

And my second question would be related to that. In fact since I haven't been able to see any of the screens, will – what's necessary for me to do every quarter once I'm able to see the grant? Do I need to submit something or will HUD be downloading the data automatically every quarter on the 10th?

Stephanie Stone: OK. So to address your first question, if you've gotten access to RAMPS, then you log in and you're not seeing your award number already listed, you'll need to create that award number – a report for your new award in the RAMPS system. And there should be links in there and – I'm not sure if there's a guidance ...

Jessie Handforth Kome: Hi, this is Jessie again ...

(Eusebio Martinez): Hey, Jessie, how are you?

Jessie Handforth Kome: I'm doing pretty good; how are you guys out there?

(Eusebio Martinez): We're doing pretty good but I'm actually ...

Jessie Handforth Kome: (How's the) weather?

(Eusebio Martinez): ... not seeing the award.

Jessie Handforth Kome: No you won't see it in RAMPS.

(Eusebio Martinez): OK.

Jessie Handforth Kome: Didn't have enough money to do – to pay for – to build the full RAMPS connection and pass the data over to RAMPS so you guys are going – for NSP2 going to have to enter your awards ...

(Eusebio Martinez): OK.

Jessie Handforth Kome: ... it's not that big a deal. The second part of the question, I'm going to leave to our esteemed presenter.

Stephanie Stone: I'm sorry; refresh my memory briefly on what that was now.

(Eusebio Martinez): Oh, yes. Once I'm able to go in there and I guess I'm able to create the award, will I
– aside from entering data on an ongoing basis, will I actually have to do something by the 10th
or will HUD be just downloading automatically ...

Stephanie Stone: Right ...

(Eusebio Martinez): ... on the 10th?

Stephanie Stone: ... that's a great question. My apologies for my oversight there.

(Eusebio Martinez): Yes.

Stephanie Stone: Whenever you go in and update your information, you'll want to make sure, once it's
complete and you've reviewed, that you hit submit on the last page in the section overview
((inaudible)) ...

(Eusebio Martinez): OK. OK.

Stephanie Stone: That way it'll be sent and HUD will have the updated record. And we can actually see
the date that it was modified ...

(Eusebio Martinez): OK.

Stephanie Stone: So as long as you're keeping it up to date and you've hit submit ...

(Eusebio Martinez): OK.

Stephanie Stone: ... and you don't have anything kind of in queue, then HUD will be able to retrieve your records in time for the (EQ) report.

(Eusebio Martinez): OK. OK. And then, even on an ongoing basis, you know, we have our environmental unit. We're a large city here and you know, they go through (their) processes since we deal regularly with ((inaudible)) money with CDBG and a variety of other monies, but here do we – on an ongoing basis through this system, do we have to wait for any approval before proceeding on any of our projects through this RAMPS system or not necessarily.

Stephanie Stone: I'll let Jessie speak to that.

Jessie Handforth Kome: No is the short answer. You're – you have to do the standard request for release of funds (working in the) field office.

(Eusebio Martinez): Right. Right.

Jessie Handforth Kome: But you're basically just reporting in RAMPS – it's essential a checklist of did you do this? Yes, check. Did you do this ...

(Eusebio Martinez): Oh, OK.

Jessie Handforth Kome: ... check. Did you do this? Check. And right down through the release – the request to release the funds – the release the funds and then you're done with that project. And it's just a checklist. There's no – the substantive review itself is not done in RAMPS ...

(Eusebio Martinez): I see. I see.

Jessie Handforth Kome: Right. Right.

(Eusebio Martinez): Thank you. OK. So just one quick thing, in creating our own award, will I find instructions? I wasn't able to really see something that said that, since you're saying we're going to have to do it ourselves right from the start.

Female: ((Inaudible)).

Female: No, you know, I don't – I don't think that there's a set of instructions specific to creating a new award. I ...

Female: ((Inaudible)).

Female: ... the links are pretty well marked in there and if you do have any questions, if you contact ...

Female: Yes, use your regular grant number that's on your grant agreement – B09 something, and we can – we can make sure (Julia) has something in hand in case she needs to deal with that question because they were automatically set up for CDBGR.

(Eusebio Martinez): Yes. OK.

Female: And if you work with the HUD Recovery Call Center too, if you try to get in the system and it doesn't feel intuitive, they can walk you through it ...

Female: Absolutely. Yes. ((Inaudible)).

(Eusebio Martinez): OK. OK, I'll try it again because I know I have called into a few places, to Jim or a rep here and then he forwarded me to – I think, what was her name, (Michelle Simmons) who then sent me to recovery – federalrecovery.gov and I was just going all around.

Female: Yes, don't do that. Call (Julia) or call the call center.

(Eusebio Martinez): OK.

Female: Call the call center first actually and then (Julia).

(Eusebio Martinez): Thank you so much. I appreciate it.

Operator: We'll move on to our next question from (Michele Smith) with HUD.

(Michele Smith): Actually my question was answered, thanks.

Jessie Handforth Kome: Hi, (Michele).

(Michele Smith): Hi, how are you doing, Jessie?

Jessie Handforth Kome: Pretty good.

Operator: Thank you. We'll move on to (Tonya Young) with MS HDA.

(Tonya Young): Good afternoon. We have a question regarding tiered environmentals and how that will be handled on the RAMPS system. If we have our comprehensive overall environmental that does not have site-specific data, do we put that into the RAMPS system this quarter or do we just do site specific?

Female: You do the completions of each element like a programmatic agreement or whatever it is that you're doing as you – or as you tier you report it. I think there's guidance out there on this but if there isn't we'll try to get something set up ...

(Tonya Young): Yes we ...

Female: ... I know (there's) budget in CDBGR projects went off under a tiered arrangement.

(Tonya Young): OK. So if we could get that guidance that would be great because we're also having a difficulty entering multiple zip codes in on that data.

Female: I've heard that one too. Well, I'll take a look at it again. I haven't sat in on those meetings for a while, but I do remember that was an early issue that was raised, especially for infrastructure projects and things.

(Tonya Young): Right.

Female: Yes.

(Tonya Young): And then our second question is that our organization name and DUNS number have been auto-populated with the wrong information, how do we get that modified?

Female: There should actually be – if you've already logged into the system, there should be, in yellow writing above the recipient information, instructions for just that. If your DUNS number is inaccurately associated with your – or if the – if the DUNS number's incorrect – excuse me. There should be instructions actually on that page. I'm not remembering what they are now.

If they're not there for some reason or it's not clear to you, go ahead and call the HUD Recovery Call Center and they can assist you. It's going to be something that HUD has to do at the back end with the developer, but it's good to put it on our radar and the call center will do that.

Female: And I need to also mention that we're discovering in DRGR that more than half of the grants have different names that were on their grant agreements submitted to us compared to what's in the record at CCR and that's causing an unbelievable slow down. And that is actually the source of almost every slow down we've had.

We need to just be really conscious when you update your CCR registry that's associated with your DUNS number that you use the name you're going to use on absolutely everything because we're going to have to use this from here on end.

(Tonya Young): Thank you very much.

Operator: Our next question will come from (Vicky Powers) with the Delaware State Housing Authority.

(Vicky Powers): Hi, good afternoon. My question was actually already answered but just to clarify, if no environmental activity took place this quarter, then no report is required for the system?

Female: ((Inaudible)), they're not – they're not required.

Female: You're not required to. We're having a little discussion back here. What we're – what Hugh's worried about is he would like you to be set up in RAMPS and do that this quarter even if you didn't have activity ...

(Vicky Powers): OK.

Female: ((Inaudible)) quarter.

(Steve Johnson): This is (Steve Johnson). There's one new feature that just went into effect in RAMPS April 1 and in fact we've had a glitch with it today in that it was partially not working. If your – if your environmental review status for a project has not changed for – I think, two quarters, the system will ask you – you will have to go in and now enter two – the answer to two questions, which basically says are you still working on this project? Are you sure that the status is still the same as you reported before?

Because what we found was a number of grantees would go in. They set a project up once. It was – this was probably not at the very top of their mind and they kind of forgot about RAMPS and thought well, I set that up I don't have to back in. HUD just needs to make sure that whatever status you've got is still the current status.

And certainly for a lot of projects, it may show as being pending for some time period, if you're doing multiple houses under one activity, for example. So you will be prompted to go in and update – basically answer two questions that kind of verifies that your existing status, as you last entered it is still the correct status.

Female: And that's if you – if you had initiated a report – a review – submitted a report that indicated that you had initiated a review but the status was still pending you would have to answer those questions. If you've not done anything for an environmental review, it sounds like they'd like you to get into the system and at least make sure that you can get in and report for when you need to. But you won't be required to submit any information if there is nothing to report on at this time.

(Vicky Powers): Thank you very much.

Operator: Ladies and gentlemen, if you find that your question has been answered, you may remove yourself by pressing the star key followed by the digit 2.

We'll move on to our next question from (Frank Igwealor) with Los Angeles – I'm sorry he has removed himself. We'll move on to (Alem Hagos) with the City of Long Beach – who also – we'll now move on to (Sylvia Gutierrez) with the City of (Indio).

(Sylvia Gutierrez): Yes, this is (Silvia Gutierrez) with the City of (Indio). My question relates to having never, since the initial environmental reporting when there is no environmental project to report. I want to make that – if you can explain what the – what would make us comply with the April 10 requirement. We do – we have nothing to report.

I've been in the system and our grant shows up in the system but is that enough to meet the April 10 requirement?

Female: Yes. Yes, that is enough – that's great. Thank you for going in and making sure that it was all working for you. But if you have nothing to report, you're still considered compliant.

(Silvia Gutierrez): OK. Thank you.

Operator: Next question will come from (Katie Ludwig) with the City of Chicago.

(Katie Ludwig): Hello. I have a question related to – because we have both NSP1 and NSP2 funds, we have – we performed an environmental review in the past couple of months on a property that was eligible for both NSP1 and NSP2 funding. We're deciding to move forward with it as an NSP2 acquisition and rehab, although the environmental review was funded with NSP1 funds. Again, it was eligible for both rounds of funding. Should I report that in RAMPS for this quarter or should I not?

Female: (Is it) complete?

Male: (Is the environmental steps)...

Female: Is the environmental (step complete)?

(Katie Ludwig): The environmental is complete. We have the – you know, it has been approved.

Female: Yes. My understanding – I asked this question before and I don't know if RAMPS has fixed it,
you can't transfer a review you already reported for one grant to another ...

(Katie Ludwig): (Wouldn't of) reported it on NSP1 because I didn't – we don't have to.

Male: Right.

Female: Right. OK, yes then go ahead and – yes I would put that one in NSP2. It's complete ...

(Katie Ludwig): OK.

Female: ... and you want to move forward in the following quarter and you know, part of the compliance
record, just, you know – it should be pretty fast.

(Katie Ludwig): OK, so it's not necessarily how the review was paid for but how the project is going to be
paid for going forward?

Male: Right. Right.

Female: Right. It's the review for the project, right.

Male: Right. Right.

(Katie Ludwig): Got you. OK. Great, thanks.

Operator: We'll take our last questions from (Patrick Hanoran) with the Hamilton County.

(Patrick Hanrahan): Hi, the only NSP2 environmental review that we've done thus far is for administrative funds, which is obviously exempt. Does that have to be entered into RAMPS?

Female: We're going to have to check on that one and we'll try to follow up.

Female: Because that's all that is is a piece of paper and a (file) ...

(Patrick Hanrahan): Right.

Female: ... that says you know they're exempt ...

(Patrick Hanrahan): Right.

Female: ... ((inaudible)) your environmental review record. I don't know if you have to do it for admin or if it's just assumed. That's a very good question that (Jennifer) would love to follow up on.

(Steve Johnson): I – (Steve Johnson), I'm pretty sure that if your activities are exempt you have to enter nothing because the Homelessness Prevention and Rapid Re-Housing program ...

Female: Enters nothing ...

Male: ... enters nothing in RAMPS because all of their activities are exempt.

Female: Actually, yes. I can ...

Female: (Oh) now you're remembering.

Female: ... speak to that. Yes, yes. Sorry, I wasn't sure if it was NSP2 specific or not. You will need to go in as they're saying and there is a category for indicating that it's categorically excluded. So you'll want indicate that there.

Female: But they're ...

(Patrick Hanrahan): Well, but ...

Female: Or exempt. There's an exemption as well.

Female: Yes. OK.

(Patrick Hanrahan): But administrative funds, that's really not a categorically excluded activity. It's just ...

Female: Right. I misspoke there – but you'll be able to indicate that it's exempt.

(Patrick Hanrahan): OK. So it should be entered into RAMPS then?

Female: Yes, ((inaudible)).

Female: Yes.

(Patrick Hanrahan): OK. Thank you.

Female: (Not) a huge compliance issue for us though. We pretty much know – but yes, get set up and show your admin as exempt and that would be lovely.

(Patrick Hanrahan): OK.

Female: ((Inaudible)).

(Patrick Hanrahan): OK. Thank you.

Operator: We have no further questions.

(Steve Johnson): (All right). This is (Steve Johnson) here at headquarters. I have a couple of comments that I want to make that relate to both, any data entry you're doing in RAMPS and in federalreporting.gov and it may factor into DRGR as well.

First of all, something that we have learned and some of our grantees learned the hard way, is we were talking earlier on about you have to have a central contractor registry, those expire after a year. Some grantees had problems. You might have one, you might have already registered yourself.

You should go on to the CCR site and make sure that your registration has not expired because if it has expired, you will not be able to go in and do (our) report in federalreporting.gov. And certainly in the future, you know, write yourself a note on your calendar for the end of the year or something that that needs to be re-registered once a year.

Second, from our experience, we cannot overestimate the importance of making sure that you type things like your grant number in correctly – I'm sorry, not that you type it incorrectly but that you correctly type it in.

Male: ((Inaudible)).

(Steve Johnson): We have had a phenomenal number of errors from people who put in one too few digits in their grant number and this would hold true in RAMPS as well ...

Female: Oh, and DUNS numbers, those are always fun too.

(Steve Johnson): ... DUNS numbers are another one. Make absolutely sure a third time that you have entered your number correctly. We had one poor grantee that made the mistake of entering a correct grant number because they transposed digits – it was not their grant number, however. It caused phenomenal problems in trying to unravel why there were error messages and wrong grant amount numbers and things like that.

Please do all of us including yourself a favor and look one, third, or fourth time to make sure you've entered your numbers correctly. You will save yourselves headaches and time down the road.

Male: And don't inadvertently enter your lottery numbers for the day either. OK. We're going to move onto – thanks, Stephanie, very much. We're going to move on to our last presentation on the Disaster Recovery Grant Reporting system. And I'm going to turn it over to Jim Yerdon in our Los Angeles office to take us forward on that presentation. Jim?

Jim Yerdon: Hi there. And Jessie, please jump in if I'm leading people astray. You're the expert on this.

Jessie Handforth Kome: I thought we were supposed to lead people astray. All right, I will.

Jim Yerdon: OK. The DRGR system – it's both a reporting system on – in great detail on what you are doing with NSP2, and it's also how you get your money. So it's combination – notebook and checkbook. And in there there's an action plan and within the action plan then you have projects, and then under projects you have activities and I'll get into that in a second. Initially you'll have to create an action plan, submit that and then the quarterly report and submit that.

The – oh, I'm sorry, I skipped over that. Requesting DRGR access, hopefully by now everybody has already submitted this, but here's the detailed information of what you need to include to request a DRGR access, and you would do it through your local CPD field office. Once you get access, the log in screen and then the disclaimer screen are shown here ...

Female: One thing ...

Jim Yerdon: Sure.

Female: ... I'd like to just ((inaudible)) on, is when you request access and give your grantee name, please give the name that's on your DUNS CCR – on your CCR registry. And if it's different from the name that's on your grant agreement, give that name too, and we will find the one that got loaded in (LOCCS).

Jim Yerdon: Thank you. Good point. OK. Once you get to the main screen, there's a real key piece of information here, never use your back button on your browser. It will basically throw you out of the system. Use the links shown in the blue bars up at the top or the underlying links on the left.

The main navigation bar is at the top then there's – it shows which module you want to get into and then a screen title. There is – there are two help sections here. There – the link on the right

is for help on the page you're on and the help link on the left is an index that you could type in specific information.

The key steps in the action plan – the QPR can only be created after an action plan has been created and approved by HUD. So when you – when you're creating the plan make sure that you've – that we've got the right grant number in there and the right information.

It's going to ask for a narrative on the needs. That is factor 1 from your NSP2 application.

Critical piece of information here – do not cut and paste from a Word document, the formatting will just get it all messed up. If you've got your application in a Word document, save it as plain text, then you can copy and paste it.

Female: Just so you guys know, by the way too, I agree with that piece, there's more narratives in there.

I customized them for NSP2 and they do match the (factor's for word).

Jim Yerdon: Good.

Female: You don't have to put the entire narratives in but at least the core part of the narrative. Talk to your rep if you have any doubts – your HUD rep.

Jim Yerdon: Thank you. OK, then once you've – once you've got the narrative in then you're going to create projects. And the projects are based on the eligible NSP uses. So – and there are broad brushed strokes. Like if you're doing (ACT) rehab. And then if you have subdivisions within that, those become activities.

And the activities underneath the projects, they've got to be based on the national objective, whether you're dealing with low, moderate and middle income or the (LH 25), which is below 50%. And then you also need to separate out separate activity for each multifamily property.

Female: So grantees will end up with an admin project and eligible use A, eligible use B, eligible use C project, right? I ...

Jim Yerdon: Right.

Female: ... mean that's the way we're going?

Jim Yerdon: That's correct.

Female: OK and then activities underneath them?

Male: Yes.

Jim Yerdon: Here's a little more detail on projects versus activities. I'm pausing to let you read it through (so I don't) have to read to you. One key is the specific addresses are only entered when the national objective has been met or – that's usually when the activity's been completed. So you probably want to track things separately on a spreadsheet in terms of long running activities like a major rehab.

Female: For the non-profits on the call, a national objective in CDBG parlance is talking about that you've provided benefit to a low and moderate income person or household for family, so when they have occupancy, then they're benefiting or when they have gotten the assistance. So that's what that's talking about – then you would enter in an address in the QPR.

Jim Yerdon: Correct. In NSP, the only national objectives are benefiting low, moderate, middle income families, which is up to 120% (of very) median income and below 50% (of very) median income and that's (LH 25) and then administrative activities.

The quarterly reports are due on the – just like the others, on the 10th of April, July, October and January. They pull the data from the activities that is out of action during the quarter. You need a narrative on the overall activity and – we're not expecting much this first one, but then there's also space for separate activity narratives and that is important to update us because we do read through them. And the data is reflective of the performance measurements that you would input into the action plan.

This was just a brief overview on DRGR. There's a really good step-by-step instruction at the links – the links shown here, the training power point slides and there's also the HUD NSP help.info – has a lot of FAQs and you can ask questions there as well.

Hugh Allen: Jim, this is Hugh, let me just interrupt and also add to your list of resources that HUD going forward – partly this month and in May, we're going to be holding basically Community Development Block Grant training, which will have a component of training dedicated to DRGR. And we're going to be holding these training sessions about 2-1/2 days long in Los Angeles, Chicago, Philadelphia, Orlando and Little Rock.

We don't have the specific dates yet and specific locations confirmed, but we'll get that shortly and we'll be sending that to everyone. So those of you who are currently CDBG recipients, obviously you can sit in and for some refresher as well as focusing on the DRGR. And those of you who are not regularly involved with annual CDBG, this will be a good context and orientation for the way we're operating NSP. And then additionally, you'll get a focus and more detail explanation of DRGR.

Female: Right. And this training is only going to be – the only invitees are going to be NSP2 grantees and the HUD field staff who are working with them. So it'll – they'll be fairly small groups and you'll get to ask you questions. But it'll help you understand better how the – well, we're going to

alter the presentation a little so you can see more clearly how CDBG kind of clips together with NSP2.

Hugh Allen: And again, we don't have those dates out or the location yet but again the cities where – and we've done this you might say, why those cities? We've tried to look at the map where all of you are and we've tried to identify geographically what's the closer site for each of you. But you can – you can pick and choose among it but we've tried to make it more efficient for you. So it'll be – yes, Los Angeles, Chicago, Philadelphia, Orlando and Little Rock.

Female: And Jim doesn't know it yet but he's one of the DRGR trainers.

Hugh Allen: Yes.

Jim Yerdon: Uh-oh.

Hugh Allen: Yes. So this is a test run, Jim.

Jim Yerdon: OK.

Hugh Allen: So you want to take some questions, Jim?

Jim Yerdon: Yes, please. I was just going to ask if anybody – I know people are going to have questions with DRGR.

Hugh Allen: OK.

Operator: Ladies and gentlemen, if you'd like to ask a question, that is star 1 on your telephone keypad.

We'll take our first question from (Victor Figueroa) with the Housing Authority of the City of Camden.

(Victor Figueroa): This question was asked earlier for the federal reporting, I'm going to ask the same for the actual DRG reporting. Can the primary recipient enter all the reporting for the – in our case the two partners – for-profit partners and the one non-profit consortium member?

Male: Yes.

Female: Yes.

(Victor Figueroa): OK. Thank you.

Female: You could also do it the other way around if you want other people to enter but we don't necessarily recommend that.

Male: Right.

(Victor Figueroa): (Right). We're going to do the first method. Thank you.

Operator: Moving on to (Silvia Gutierrez) with the City of Indio.

(Silvia Gutierrez): I have a question with regards to the action plan. I recently got access to DRGR, actually yesterday, so we haven't prepared or entered our action plan. It said in the slide that it needs to be approved by HUD prior to entering the narrative and the projects. Is that the case or can I – right now we don't have any projects? Right now what I would do is just enter the action plan and the narrative and that would meet my requirement for April 10?

Male: Actually no. The requirement for April 10 is the quarterly performance report, which is generated from the – the performance measurements that you put in the action plan. And as I'm your rep, we could talk off line about this.

Female: Yes, but basically if you don't have a lot of activities to report, we're going to ask you though to – when you set up your core action plan, you put in the overall narrative and just set up the projects with project budgets by eligible use based on your initial – by your application or if you're one of the 31 who's grant were reduced based on the amounts (that you're sorting out).

And I realize it's a little awkward because you have the whole April 10, April 11 thing going on. And as I've said before and I'm going to say again on an open line, if you're in DRGR, you're setting up your action plan and you're working on it and you miss the quarterly report deadline because you just can't get it all done in time but you haven't got anything to report yet because you haven't done a project, the worse that's going to happen to you is we're just going to keep moving and clean it up for the next quarter.

We'd rather have a good solid correct action plan. OK? So I want you to make your best shot, get everybody in DRGR – or get all these action plans started, half of them are already started by the way and a couple are finished and you know, make a really good showing of it. But this is a little bit more technically difficult than either of the other two. The federalreporting.gov, no you've got to get it done. It's way more annoyance than it's worth if you miss that deadline.

Operator: On the line to our next question from (Vincent Coles) with the City of Philadelphia.

(Vincent Coles): Hi, how are you doing?

Male: OK.

(Vincent Coles): My question is has the DRGR deadline changed? Has it always been the 10th?

Male: Actually the software is set up for 30 days after the quarter ...

(Vincent Coles): OK.

Male: ... ((inaudible)) NSP1. However, it's a statutory requirement that all reporting is done 10 days after the end of the quarter under (ARRA) ...

(Vincent Coles): OK.

Male: ... so that basically blows out even – how the system is set up.

(Vincent Coles): All right. So like for our NSP2, I think it's probably been answered already, we just received the information for HUD for our reduction. So we don't have our complete action plan done. So should we just wait until the next reporting cycle before we report on NSP2? We don't have any activities really to report.

Female: No you're going to end up – with everybody, I'm not telling you don't – you get a bye for this quarter because you're still going to have to produce the QPR, quarterly performance report for this quarter, it's just you're going to end up being late. You're going to have to – especially for the ones getting reduced ...

(Vincent Coles): Right.

Female: ... you have to get those months worked out, then build the action plan, get it approved and then submit the QPR for the as of date of the end of March, right? But ...

(Vincent Coles): Right.

Female: ... you know, it'll be late for the April 10 deadline but you're still going to have to do it because DRGR just layers one QPR on another. And they all show in the system. And we know who audits us and watches us.

Male: Right.

(Vincent Coles): Yes. OK. Well we have – I mean we've gone as far as to do most of the projects, but we don't have the activities and we really have no money that has been expended.

Male: If you've got the projects in there and you've got the budgets and the performance measurements and you have the activities, you've – even though you don't have any addresses yet, you should be able to generate a QPR even though in – basically you're going to say ...

(Vincent Coles): ... right OK. All right well, we can – and our – and our rep is out.

Male: OK.

(Vincent Coles): (He's gone) until the 12th. So, all right I'll see what we could do about that. Thank you.

Operator: We'll take our next question from (Lois Colson) with NORA.

(Lois Colson): Hi, this is (Lois) with NORA and I hate to harp on this topic once again but I just want to be absolutely clear, I'm understanding that all of the – I mean we're in a consortia with a lead. All of the members in the consortia need to have a CCR or be registered in CCR, however we can report in federal grants – or excuse me, federalreporting.gov on their behalf.

If we do that, they still need to have CCR, however can we report before they get their CCR or do they all need to do that before the 10th before we can report? I haven't gotten access to federal reporting yet so I don't know.

Female: I'm pretty sure that they have to have their CCR numbers for you to be able to report on them.

(Lois Colson): OK, because we're using those to report for them. All right.

Female: I haven't actually done it but I think that's how they identify everybody ((inaudible)) number.

(Lois Colson): OK. Thanks.

Operator: We'll move on to Richard Malloy with the Oregon Housing and Community Service.

(Richard Malloy): My questions have been answered by the previous two questions. So I'm good.

Operator: Great, thank you. We move on to (Mark Holden) with the Pima County, Arizona.

(Mark Holden): Hi, this is (Mark Holden) with Pima County. I submitted an action plan in DRGR for NSP2 last week and I was just looking to see how I set up a QPR. And I just noticed that I can only set up a QPR for the second quarter, not for the first quarter that we're supposed to report on by the end of this week. How do we go back and set up the QPR for ...

Female: (Send me an e-mail). Send me an e-mail. That's a data correction. I've got to take care of it. You are, and you should watch for this. You're one of the grantees that's apparently caught in the – in – the system has a little bit of instability going and that's the marker for it. So you're

going to have to keep an eye on your – on your grants. But send me an e-mail about that particular one and I will get the data correction done.

(Mark Holden): And who are you again, I'm sorry?

Jessie Handforth Kome: My name's Jessie Handforth Kome, K-O-M-E and you can look me up in the hud.gov employee locator in the About HUD links because I'm the only KOME at the department, last time I looked.

(Mark Holden): OK. Thank you.

Jessie Handforth Kome: OK? And just to know if DRGR wipes out your first QPR or if you cannot make the one for this quarter, the January to March quarter, then you're one of the grants that for some reason is affected by an indexing problem we're having.

(Mark Holden): I've heard two different things. I've heard that you can't create a QPR if you don't – for a quarter that's not a complete quarter and that also that we didn't have an action plan approved until, I think, yesterday which is into the second quarter.

Jessie Handforth Kome: Right. So we just have to – it's supposed to queue up the affected date field. It's really technical but I can get (Mark) to fix it.

(Mark Holden): OK.

Jessie Handforth Kome: Just shoot me the e-mail, OK?

(Mark Holden): All right, thank you.

Operator: Next question will come from (Sandra Johnson) with Camden.

(Johanna Conyer): Hello, this is (Johanna Conyer). Related to the federalreporting.gov reporting period, we are the lead agency and we have eight consortium partners. And we would like to submit all of the reports. My question is, will I be able to submit one consolidated report with everyone's information on it or will I have to submit a report for us as the lead agency and one for each member?

Female: Are you talking about federal reporting or DRGR?

Male: ((Inaudible)).

(Johanna Conyer): Federal reporting.

Female: Federal reporting is one report and (Njeri's) sitting here saying one report.

Female: One report.

(Johanna Conyer): Thank you.

Female: We'd have to ((inaudible)) with the information to you and then you input that information into federalreporting.gov ...

Male: As one report.

Female: ... as one report.

(Johanna Conyer): Thank you.

Male: Welcome.

Operator: Next question will come from (Frank Igwealor) with Los Angeles NHS.

(Frank Igwealor): Hello, my name is (Frank Igwealor). I just got my access with DRGR. My question is how do I start the first action plan? I click on ((inaudible)) but didn't have any part to add.

Female: Jim can contact you afterwards, but are you the grant – the one with the administrative rights ...

(Frank Igwealor): Yes.

Female: ... the grant ((inaudible)). OK. You have to assign yourself to the grant and you're going to have to assign the other users to the grant first. Did you do that step?

(Frank Igwealor): OK ...

Female: Under the ((inaudible)) ...

(Frank Igwealor): (I haven't done that yet).

Female: OK. That'll help. It should bring the grant number up and then you should be able to add a plan for it. But other – you know, if you need additional help, Mr. Yerdon would love to help you, wouldn't you, Jim?

Jim Yerdon: Sure.

Female: There you go.

(Frank Igwealor): All right, thank you.

Operator: (Neill Goslin) with (Self Help) is next.

(Neill Goslin): Hi, good afternoon. I'm just got a question about federalreporting.gov and just some of the (blanks) they have you fill out when you – start the process. They ask for like the program source, TAS code and the sub-account number, and I'm just struggling to figure where I get that information from.

Female: Well, what – in an earlier slide that I had I give you a cheat sheet, what to input into all those data fields.

(Neill Goslin): OK.

Female: So that you have your source codes. You have your funding agency, your award agency code...

Male: ((Inaudible)).

Female: ... right, it's about – it's actually the seventh slide in ...

(Neill Goslin): OK.

Female: ... so you don't have to worry about searching for them. We know it's kind of difficult and that's why we created this slide for you.

(Neill Goslin): Beautiful.

Female: OK.

(Neill Goslin): Sorry I missed it. Thanks.

Female: All right. No problem.

(Shawna LaRue): And this is (Shawna LaRue), from ICF. We've already posted the materials in case you want to grab it. Not that the call is over but just to let you know.

Female: On the (NFPTA) ((inaudible))...

(Shawna LaRue): Yes, on the learning center, yes ...

Female: The learning center?

(Shawna LaRue): Yes. And we'll also be e-mailing the link but just in case you want to check before the end of the call.

Male: OK.

Female: Thank you.

Male: You posted the entire slides (show) right? Good.

Female: Are there additional questions?

Operator: Yes, ma'am. Our next question will come from (Donna Golden) with the Habitat for Humanity.

(Donna Golden): Hello?

Operator: Ms. (Golden), your line is open.

(Donna Golden): I'm sorry, I had meat on. This question is for Hugh. I just – you know, we had some challenges with our information getting to the right person ...

Hugh Allen: Yes.

(Donna Golden): ... and I'm wondering if our action plan has been approved?

Hugh Allen: Well, your grant agreement information has been sent to the chief financial officer, so your plan – you were set up to be in the DRGR, and if you've loaded in the action plan to DRGR, is that where your issue is? ((Inaudible)).

(Donna Golden): No, because we don't know, we don't even have access to DRGR yet. I mean we've been waiting I think about like 3 weeks now.

Female: Yes, what happens is you submitted right away and the security people won't let us move forward and create the account until the grant shows up in a line of credit system and so they're working on that. Again, send me an e-mail and I will ...

Hugh Allen: And copy me on ...

Female: ... and copy Hugh and we'll send somebody back through the system to find out where the blockade is.

(Donna Golden): OK.

Hugh Allen: Thanks for bringing it to our attention. Sorry about that.

Female: But that particular kind of problem is usually somewhere in security, and we just need to figure out who dropped the ball.

(Donna Golden): OK. Thank you.

Male: OK.

Operator: (Angela Harrell) at the Metropolitan Development Housing Agency has our next question.

(Angela Harrell): OK, my question is DRGR, I have received a password and username, however the administrator cannot – I'm not shown in the system as an authorized user so there's not way for me to – like when I click on grants, it says no information available because I'm not showing up as an authorized user in the system.

Female: You're assigned to the wrong grantee. That's almost always – that's a description of what happens. Yes, again, you're going to have to send me an e-mail. That's one I can fix with my user ID level or we can run it through the DRGR underscore help at hud.gov. That particular thing is one of the things that happens because of this – the name problem that we're having.

If your grant application and your DUNS number had different ones then LOCCS set you up under a different name. If one person may get assigned to one of the names and then the other one also – they both show up in the system. It doubles the number of grants essentially is what it shows us. It creates problems for the lower level people who are trying to sort out who to assign to who.

So that's way more information than you needed to know. Just send in information, a copy – an e-mail with a copy to me to drgr_help@hud.gov and describe your problem and they'll get you reassigned.

(Angela Harrell): And your name? I'm sorry.

Jessie Handforth Kome: My last name is K-O-M-E and you can look me up in the hud.gov, HUD locator. You can find any HUD employee in there.

(Angela Harrell): OK.

Jessie Handforth Kome: The name is Jessie Handforth Kome and it's (just too long) ...

(Angela Harrell): Got it.

Jessie Handforth Kome: ((Inaudible)) and click.

(Angela Harrell): All right, thank you.

Jessie Handforth Kome: Sure.

Operator: Our last question will come – I'm sorry, we'll move on to (Judith Hathrick) with the Community Resources and Houses Development Corporation.

(Judith Hathrick): Yes, my question also is about a name change. We've been registered with CCR in the past. Can I use that same registry for this? And if so, we just changed our company's name,

should I go ahead and continue to use the old name and then for LOCCS just reference the additional name?

Female: Is your banking information already submitted to (LOCCS)?

(Judith Hathrick): For this grant, no.

Female: OK. LOCCS actually picks up the name associated with a DUNS number by directly contacting the CCR system overnight. So ((inaudible)) the CCR, you know, use your log in, change your name against that DUNS number, let it cross (us) and then send your banking information in. LOCCS will automatically pick up the name change associated with the DUNS number.

(Judith Hathrick): OK.

Female: And I would send a little note back to Hugh so he knows what the name is. If you sequence it properly it won't be a problem for us. And then I – Hugh will let me know because I need to adjust the name in DRGR so that the handshake works without any additional fidgeting.

(Judith Hathrick): OK. And also as part of the Chicanos por la Causa consortium as a sub-recipient, do we need to go in and be registered so that they can submit that report?

Female: Oh, if you're a consortium member, then you got to cross out the guidance I just gave you. We're only having one fiscal agent per grant.

(Judith Hathrick): OK. So there – I don't have to worry about that?

Female: No you're good. You just need to make sure that, you know, you guys all work out at Chicanos por la Causa who is going to be doing the federalreporting.gov.

(Judith Hathrick): OK. Thank you.

Female: ((Inaudible)).

Operator: We'll now move on to our last question from (Sandra Johnson) with Camden.

(Sandra Johnson): Can we go back again to the – thank you – to the question about ((inaudible)) agreements that have not been approved yet and that are still in Fort Worth? Can we have some time as to when they will be approved?

Female: They don't get approved in Fort Worth, just processed. They do a security check and they check it against DUNS and then they process it into the – into the (LOCCS) – the line of credit system. And they also just process your banking information, and they run a test through the line to make sure that there's a real banking account there. And then they open it up.

It's basically accounting that happens in Fort Worth. Your grant agreement was approved the day HUD signed it.

(Sandra Johnson): Oh, OK. Thank you.

Female: ((Inaudible)).

Female: Follow up question?

Male: Sure.

Female: Hello, I guess I want to know, could you give me an estimate of how long that process takes?

Female: I've seen them do it as fast as like 2, 3 days. It depends somewhat on how fast the security goes, you know, the check. And sometimes it drags out. And we try to keep bugging (LOCCS), the (LOCCS) staff – accounting staff to find out. Sometimes they're not real good at communicating if they got stuck and to tell us what they're doing to get unstuck.

They keep at it and it rarely takes longer than about 2 weeks. If it goes longer than that, definitely contact us and we will – I mean we will start going back through the chain trying to find out if there's something we can do to help it get unstuck. And there usually is.

Female: OK. Thank you.

Female: ((Inaudible)).

Jessie Handforth Kome: K-O-M-E, yes. M as in mother – E.

Operator: We have no further questions at this time.

(Hugh Allen): OK. That concludes our presentations on federalreporting.gov, and on the RAMPS and on the DRGR. Again, this was not a total in-depth look at this, but you should have had confirmed for you today, the information you need to get into those systems and get your accounts in there.

And if you're just starting and you don't have everything as you heard some of our discussion, especially with DRGR, just keep going forward because you do need to get your plan in there and get it approved in DRGR. So we're going to stop at this point, and I think ICF is going to come on the line with some follow up about feedback and different things.

Female: Hi, this is (Shawna LaRue) from ICF. Thank you everyone, for participating. There is a link that you'll see on your screen right now to the survey and it is really important that we get your feedback on the Web seminar.

And you'll also get an e-mail from us with a couple of helpful links to the learning center where you can actually pick up the presentation as well as also the survey monkey link. So you'll get that shortly. So thanks everyone for participating. We appreciate it.

Operator: That does complete today's Web seminar. Thank you for your participation and best of luck with your NSP2 implementation. Have a great day.

END