



DISASTER RECOVERY

WEBINAR SERIES



COSDA
Council of State Community
Development Agencies

Financial Management



COLORADO

Department of Local Affairs



Governor's Office of
Storm Recovery



COSCDA

COSCDA is the premier national association advocating and enhancing the leadership role of states in community development through innovative policy development and implementation, customer-driven technical assistance, education, and collaborative efforts.

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Council of State Community Development Agencies

COSCD A is the premier national association advocating and enhancing the leadership role of states in community development through innovative policy development and implementation, customer-driven technical assistance, education, and collaborative efforts.

Congratulations to COSCD A's 2022 Award Recipients!



Programs and Policies

State CDBG Activities

Training Academy

State Profiles

Covid 19 Resources

Disaster Recovery

Save the Date

Register Now!!!!



**Program Managers Training
Conference
Community Development
Housing
Homelessness
CDBG Disaster Recovery**

March 20-21, 2023

Where:

Yours Truly Hotel
1143 New Hampshire Ave NW
Washington, DC 20037

Click here for Pre-conference Information

Conference Registration Rates

Members: \$499
Non-Members: \$675
Click here to register.

Conference Hotel Rates

Room: \$258/night
Click here to reserve a room.



FINANCIAL MANAGEMENT

AGENDA

- Life of Program Budgeting
- Costs — Direct and Indirect
- Conserving Admin Costs
- Cost Reasonableness
- Aligning DRGR with Grantee Accounting
- Simplifying DRGR Activity Structure



Life of Program Budgeting

	A	B	C	D	E	F	G	H	I	J	K
1	CDBG DR Admin Budget to Actual Summary	As of	11/30/2022								
2											
3	EDO	FY 2013-14 Actuals	FY 2014-15 Actuals	FY 2015-16 Actuals	FY 2016-17 Actuals	FY 2017-18 Actuals	FY 2018-19 Actuals	FY 2019-20 Actuals	FY 2020-21 Projected	FY 2021-22 Projected	Projected TOTAL
4	Salaries and Benefits - EDO	\$ 63,707	\$ 519,659	\$ 869,503	\$ 806,295	\$ 750,680	\$ 792,336	\$ 682,790	\$ 503,156	\$ 327,051	\$ 5,315,177
5	Other Professional Svcs		\$ 201,119	\$ 7,734	\$ 9,297	\$ 5,018	\$ 7,052	\$ 8,939	\$ 7,003	\$ 7,717	\$ 253,879
6	Prof Services - Ageiss		\$ 447,298	\$ (42,034)	\$ 112,236	\$ -	\$ (186,052)	\$ 15,159	\$ 63,688	\$ 11,239	\$ 421,534
7	Prof Services - 3PL		\$ 211,728	\$ 207,584	\$ 215,009	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 634,320
8	Prof Services - Express Temps		\$ 13,933	\$ (10,811)	\$ 14,958	\$ 16,564	\$ -	\$ -	\$ -	\$ -	\$ 34,644
9	Prof Services - Enterprise	\$ 86,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86,000
10											\$ -
11	Facilities Office Lease - EDO		\$ -	\$ 4,063	\$ 8,620	\$ 9,514	\$ 26,764	\$ 22,964	\$ 17,223	\$ 12,917	\$ 102,064
12	Fleet Lease and Fleet Parking		\$ -	\$ 918	\$ 152	\$ (5)	\$ 1,072	\$ 95	\$ 536	\$ 316	\$ 3,084
13	EDO Operating	\$ 2,558	\$ 23,052	\$ 9,757	\$ 5,194	\$ 7,677	\$ 11,883	\$ 5,265	\$ 8,574	\$ 6,938	\$ 80,899
14	EDO Indirect Expenditures-%		\$ 108,609	\$ 192,160	\$ 8,604	\$ 102,092	\$ 107,614	\$ 113,668	\$ 90,000	\$ 80,000	\$ 802,748
15	IT Hardware		\$ 2,681	\$ 1,203	\$ 7,480	\$ 3,714	\$ 7,177	\$ (0)	\$ 2,500	\$ 2,500	\$ 27,255
16	Payments to OIT/ CORE-EDO	\$ 12,584	\$ 210,028	\$ 403,195	\$ 63,036	\$ 63,336	\$ 80,279	\$ 76,062	\$ 65,000	\$ 33,617	\$ 1,007,138
17	IT Services Direct	\$ 4,750	\$ -	\$ -	\$ 3,461	\$ 6,825	\$ -	\$ -	\$ -	\$ -	\$ 15,036
18	OIT Salesforce/Vertiba		\$ -	\$ 57,720	\$ 50,213	\$ 731	\$ -	\$ -	\$ -	\$ -	\$ 108,664
19	COMM - EDO	1,257	\$ -	\$ 195	\$ 1,569	\$ -	\$ -	\$ 1,003	\$ -	\$ -	\$ 3,925

- Green columns are actual expenditures; white columns are projected
- Replace “Projected” numbers with “Actuals” at year end close
- Prior year spending informs projections



Life of Program Budgeting

37				18,374						
38	DOLA		128	\$ 312	\$		\$			
39			-	\$ 4,119	\$		\$ 1,573	1,465	\$	
40	External Partners	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
		Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Projected	Projected
41	DHSEM		\$ -	\$ 531,374	\$ 199,522	\$ 344,343	\$ 275,764	\$ 74,548	\$ 56,399	\$ 29,053
42	OEDIT	\$ 12,026	\$ 81,443	\$ 50,582	\$ 56,024	\$ 153,920	\$ 109,049	\$ 32,799	\$ -	\$ -
43	BCC		\$ -	\$ 578,762	\$ 564,947	\$ 382,082	\$ 310,652	\$ 114,798	\$ 151,435	\$ 147,270
44										
45										
46	TOTAL	\$ 218,342	\$ 3,723,515	\$ 2,675,580	\$ 2,578,888	\$ 2,203,554	\$ 1,165,777	\$ 1,287,232	\$ 1,150,743	\$ 789,164
47	CUM TOTAL	\$ 218,342	\$ 3,941,857	\$ 6,617,437	\$ 9,196,325	\$ 11,399,879	\$ 12,565,656	\$ 13,852,888	\$ 15,003,631	\$ 15,792,795
48										
49										
50										
51										
52										

Admin Allocation = \$ 16,200,000
 Projected = \$ 15,792,795
 Contingency = \$ 407,205

- Set an admin amount for partners and hold them to it
- Compare projected total to your Admin allocation
- Maintain a contingency amount
- Politically easier to transfer admin to projects than vice versa

DIRECT/INDIRECT COSTS



Helpful Tip

Try to fit minor items into the indirect rate – 2 CFR 200.413(d) to eliminate administrative burden of cost allocating the expenses



Examples

- Printers
- Supplies
- Memberships
- Licenses
- Some travel

Conserving Admin Costs

VOCABULARY TANSLATION

- Admin \equiv Program Administrative Costs (PACs)
- Project Delivery \equiv Activity Delivery Costs (ADCs)

**Conserving admin costs =
maximizing activity delivery costs**

GENERAL RULE

**If you can allocate it to an activity,
it is probably an Activity Delivery Cost.**

Conserving Admin Costs

FOUR TIPS

1. **Prospective**, not retroactive (lesson learned)
2. Develop and communicate a **written policy** for subgrantees and subrecipients
3. **Budget lines** for contractors and subrecipients
4. **Timesheets** with multiple lines for admin and activities

RESOURCES

- CPD Notice 13-07
- HUD Exchange Webinar
- 24 CFR 570.206



Conserving Admin Costs

Tip #5

Environmental Costs do not come out of Administration

Option 1: Activity Delivery – must be allocated

Option 2: Planning Activity – must be in your Action Plan

from 24 CFR 570.205

“...However, costs necessary to comply with [24 CFR part 58](#), including project specific environmental assessments and clearances for activities eligible for assistance under this part, are eligible as part of the cost of such activities under §§ 570.201-570.204. Costs for such specific assessments and clearances may also be incurred under this paragraph but would then be considered planning costs for the purposes of § 570.200(g);”

COST REASONABLENESS



- Developing cost reasonableness policies for new construction and reconstruction
- Objectively estimating Work-In-Place



Align DRGR with Grantee Accounting



COLORADO
Department of Local Affairs

PROBLEM

You have nine programs with five different agencies and an accounting department that thinks of you as a single entity.

Reconciling expenditures, accounting for LMI counts, documenting MID expenditures can become a challenge

SOLUTION

- Coordinate with your accounting team early.
- Use the flexibility of DRGR to create activity codes that are understandable and translatable
- Establish a correspondence with your accounting system that aligns with the DRGR

IMPLEMENTATION

- Some systems will have a spare field you can populate
- Most will need to create a crosswalk with DRGR activity codes.
- Maintain a one-to-one correspondence between the two systems whenever possible.

DRGR REPORTING



Simplify DRGR Activity Structure


Affordable Rental Program	586,629,497.40	22523	H5B ARP AFFRDBL RNTL	ARP_HMID_LMI	469,303,597.92
				ARP_SMID_LMI	117,325,899.48
				ARP DRGR Subtotal:	586,629,497.40

Using DRGR Data Uploads



- Data Uploads offer DRGR Users the option of uploading data into DRGR in-lieu of entering the information into DRGR manually
- Uploads in DRGR are available on the HUD Exchange hudexchange.info/resource/3703/drgr-data-upload-templates/

Resources and assistance to support HUD's community partners

 **HUD EXCHANGE** Programs ▾

[Home](#) > [Resources](#) > DRGR Data Upload Templates

Tools and Templates

DRGR Data Upload Templates

Date Published: May 2022

Description

These templates are intended for grantees to use to upload data in the Disaster Recovery Grant Reporting (DRGR) System.

Commonly Used Templates

- Drawdown Voucher
- Drawdown Obligations
- Edit Activities (Budget)
- QPR: Expenditures
- QPR: Edit MID Activity (Expenditure)



Using DRGR Data Uploads



- Dramatically reduced data entry time
- Reduced data entry errors
- Better integration with Grantee Financial Management Systems
- Better audit trail
- Elimination of DRGR or network timeouts
- Batching of invoices
- Support of complex invoicing and funding



Drawdown Voucher Upload

- At its peak, New York State processed:
 - Over 7,000 invoices a year
 - An average of 28 invoices/RFPs daily
 - Over 90 subrecipients and over 70 vendors
 - 500 DRGR Activities



- Invoices are batched into groups of Subrecipients or Vendors in the State Financial Management System
- The Financial Management System creates a matrix of DRGR activity numbers and invoices
- DRGR voucher upload template is populated with a System export
- DRGR users with “create voucher” rights upload the template

Drawdown Voucher Upload



- Drawdown Voucher Template

	A	B	C	D
1	Grant #	Activity #	Fund Type	Amount
2				

- Drawdown Obligation Template

	A	B	C
1	Grant Number	Grantee Activity #	Obligation Amount
2			

CPD | Disaster Recovery Grant Reporting System

DRGR DATA UPLOAD

Please select the Upload Type

Select Upload Type: ActivityObligation Voucher

Click [here](#) to view sample upload templates.
Select button to get specific DRGR data: [Supporting Info](#)

Please select the file to upload

Please select file in csv format and click the Upload File button

[Choose File](#) [Upload](#)



DRGR Activity Budgets



- **DRGR Activity Budgets can change frequently**
 - If the grant is fully budgeted, budget increases also require budget decreases
 - If the grant is not fully budgeted, frequent budget changes may be necessary
 - If the grant has 100+ DRGR Activities, something is always changing
 - MID County Budgets add complexity
- **Budget changes require updates to the DRGR Action Plan**
- **Manual Action Plan updates are time consuming, subject to error, and risk system disruptions and time outs**



DRGR Activity Budgets

- Utilizing the Action Plan Module, **Edit Activities Template**, the grantee can adjust activity budgets and/or MID County budgets:

AutoSave Off

DRGR-Data-Upload-Template-Activity-Edit-Activities

Search

File

Home

Insert

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Page Layout

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Good

A4

	A	B	C	D	E
1	GranteeActivity#	ActivityTitle	ActivityType	NationalObjective	ProjectNumber
	F	G	H	I	J
1	Budget	ProjectedStartDate	ProjectedEndDate	ActivityStatus	EnvironmentalAssessment
	K	L	M	N	O
1	ResponsibleOrgName	LocationDescription	ActivityDescription	BenefitType	HousingUnit
	P	Q	R	S	
1	AdjustProjectBudget	CommentType	MidThresholdProjAmt	GranteeProgramName	

Manage Action Plan

[Back](#)
[Validate Action Plan](#)
[Submit Plan](#)

Grant Number:

B-16-DH-48-0001

Grantee Name:

Texas - GLO

Appropriation Code:

2015 SOF

Action Plan Status:

Modified - Resubmit When Ready

LOCCS Authorized Amount:

\$74,568,000.00

Grant Award Amount:

\$74,568,000.00

Total Estimated PI/RL Funds:

\$0.00

Narratives

Documents

Financials

Measures

Projects

Activities

History

Upload

DRGR DATA UPLOAD

Please select the Upload Type

Select Upload Type:

APEstimatedPIRL

APFundingSource

APNarratives

ActivityAccomplishment

Click here to view sample upload templates.

Select button to get specific DRGR data

Supporting Info

Please select the file to upload

Please select file in csv format and click the Upload File button

Choose File

Upload

- Grantee Activity Number
 - Budget
- or

 - Grantee Activity Number
 - Budget
 - MIDThresholdProjamt

Note: The other 16 or 17 fields in the template can be left blank

QPR Expenditures

- With 100+ DRGR Activities, reporting expenditures and MID County expenditures are time consuming in DRGR. This too can be accomplished with an upload.
- All calculations can be performed outside of DRGR and the final step is entering the data with an upload.
- QPR Module, Expenditures Template

AutoSave

DRGR-Data-Upload-Template-QPR-Expenditures

Search

FileHomeInsertDrawPage LayoutFormulasDataReviewViewHelpAcrobat

Paste

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Number

Conditional Formatting

A1

GranteeActivity#

Edit MID Activity Template

AutoSave

DRGR-Data-Upload-Template-QPR-MID-Activity (1)

FileHomeInsertDrawPage LayoutFormulasDataReviewView

Paste

Cut

Copy

Format Painter

Clipboard

Calibri

11

A⁺

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Alignment

A1

Grantee Activity #

Manage Performance Report

[Back](#)
[View Report](#)
[Download PDF](#)
[Download Word](#)

Grant Number:	B-16-DH-48-0001	LOCCS Authorized Amount:	\$74,568,000.00
Grantee Name:	Texas - GLO	Grant Award Amount:	\$74,568,000.00
Appropriation Code:	2015 SOF	Total Estimated PI/RL Funds:	\$0.00
Action Plan Status:	Modified - Resubmit When Ready	Total Budget:	\$74,568,000.00
Grant Status:	Active		
Contract Start Date:	04/04/2017	Report Start Date:	09/30/2022
Contract End Date:	04/05/2025	Report End Date:	12/31/2022
Report Status:	Original - In Progress	Report Contact:	Edit

Financials

Details

Narratives

Documents

Measures

Activities

History

Upload

DRGR DATA UPLOAD

Please select the Upload Type

Select Upload Type

AddressSupportInfo

QPRAccomplishments

QPRAccomplishmentsLM

QPRAddress

Click here to view sample upload templates.

Select button to get specific DRGR data

Supporting Info

Please select the file to upload

Please select file in csv format and click the Upload File button

Choose File

Upload

Using DRGR Data Uploads



- Dramatically reduced data entry time
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FINANCIAL MANAGEMENT



Resources

HUD Exchange

- [CDBG-DR Financial Management: From Certification to Launch](#)
HUD Problem Solving Clinic, March 2022
- [CDBG-DR Financial Management and Grant Compliance Certification Requirements](#)
HUD Webinar; March 2022; Presentation published before HUD issued 2020 and 2021 CDBG-DR Notice [87 FR 31636](#) but training applies to both 2020 and 2021 CDBG-DR Grants
- [DRGR Templates](#)

Electronic Code of Federal Regulations

- [Code of Federal Regulations - 2 CFR 200](#)
The Code of Federal Regulations (CFR) is the official legal print publication containing the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government. The Electronic Code of Federal Regulations (eCFR) is a continuously updated online version of the CFR. It is not an official legal edition of the CFR.

QUESTIONS



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Thank You



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