



# Working Together with your CPD Field Office

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# Solving the Puzzle


Successful  
CPD grant  
management is  
a puzzle with a  
thousand  
pieces.


So where does  
the field office  
fit in?



# Solving the Puzzle

 Who is your CPD Field Office?

 What do we do?

 How to work together successfully?



# Survey Says?



# Who is Community Planning & Development?



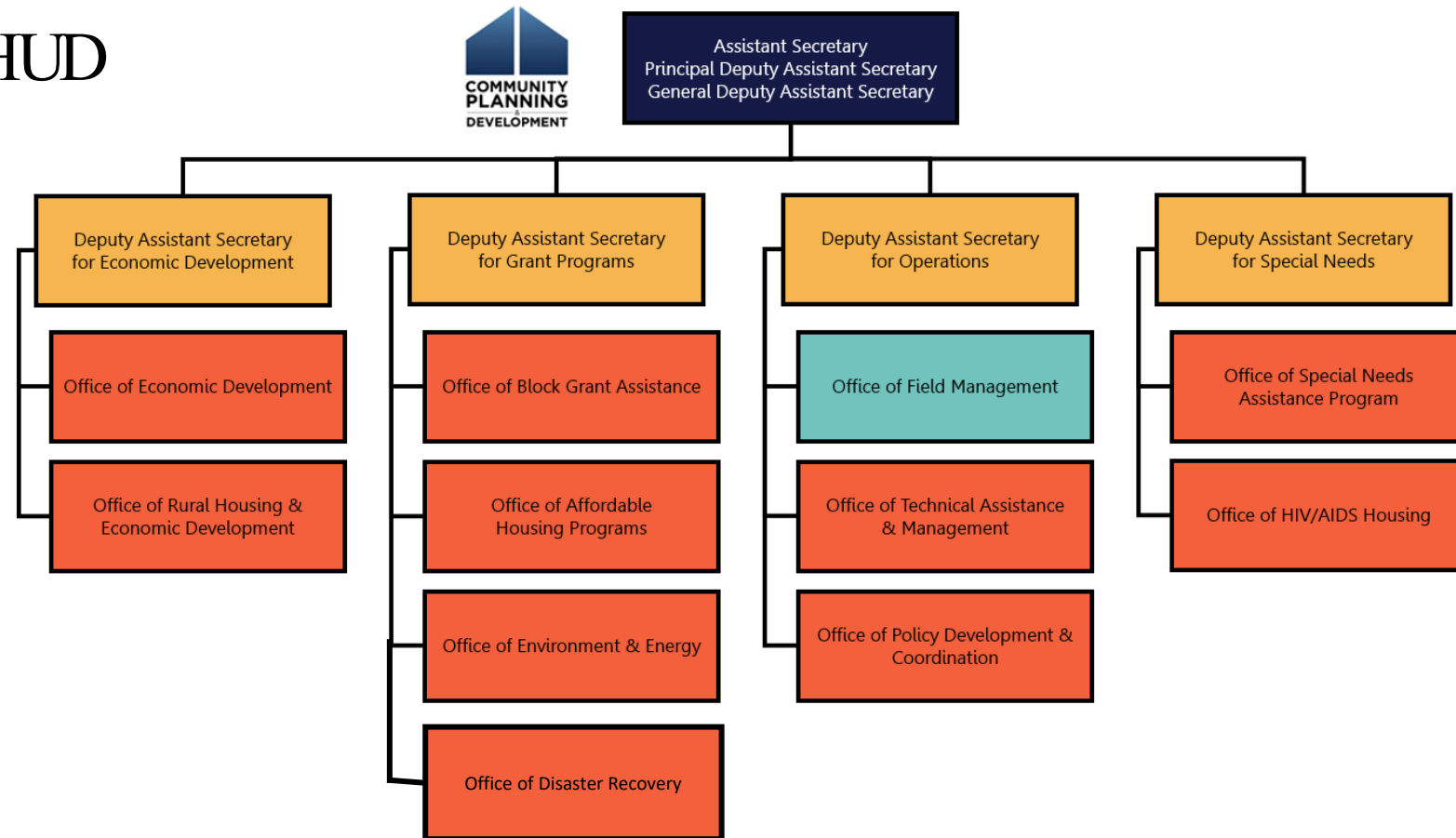
National division of HUD

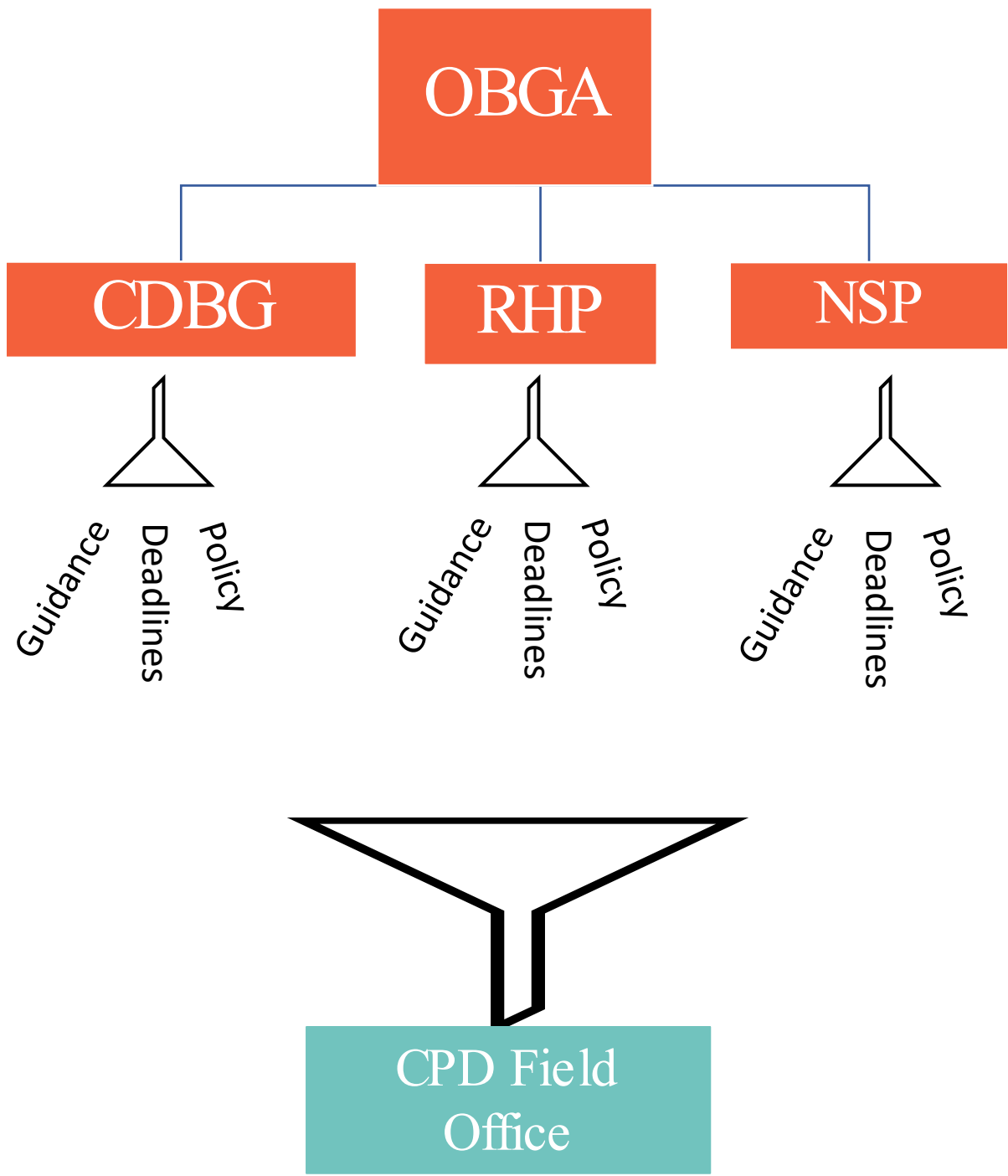


10 program offices

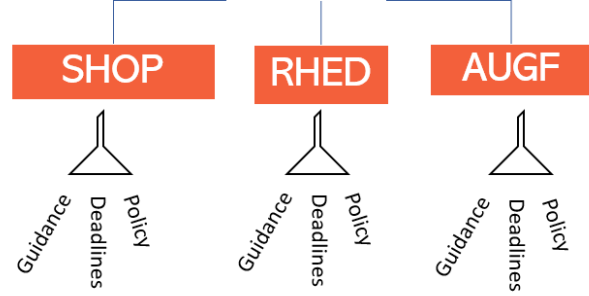


43 field offices

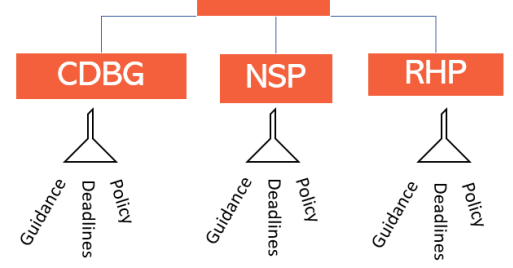




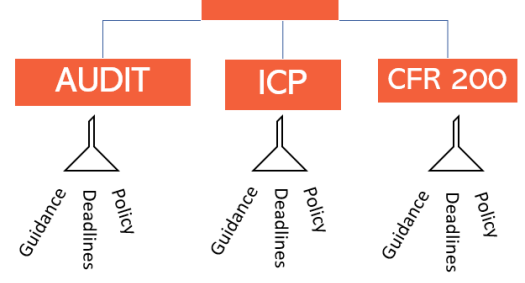
**OEE**



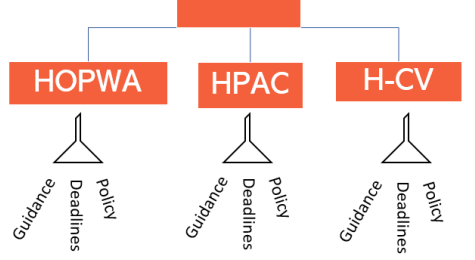
**OBGA**



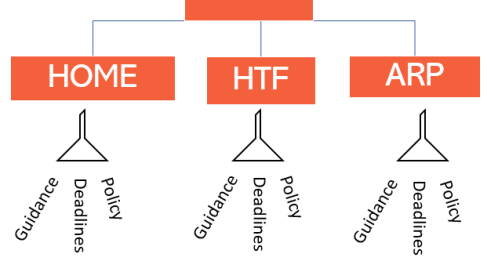
**CFO**



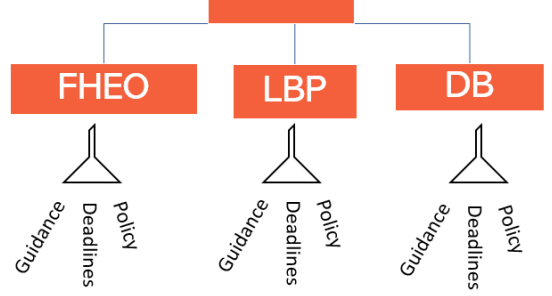
**OHH**



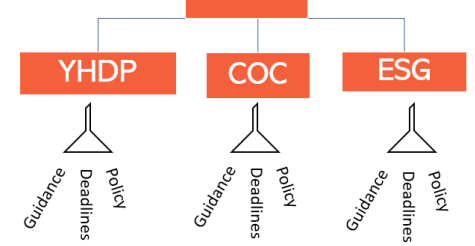
**OAHP**



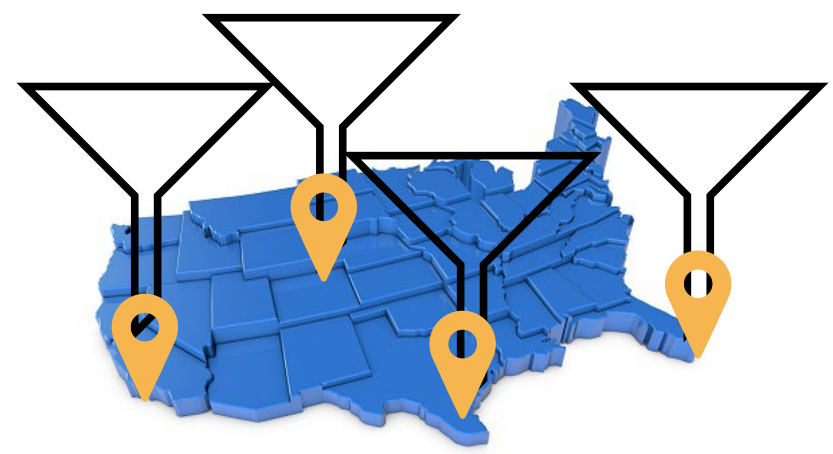
**CROSS**

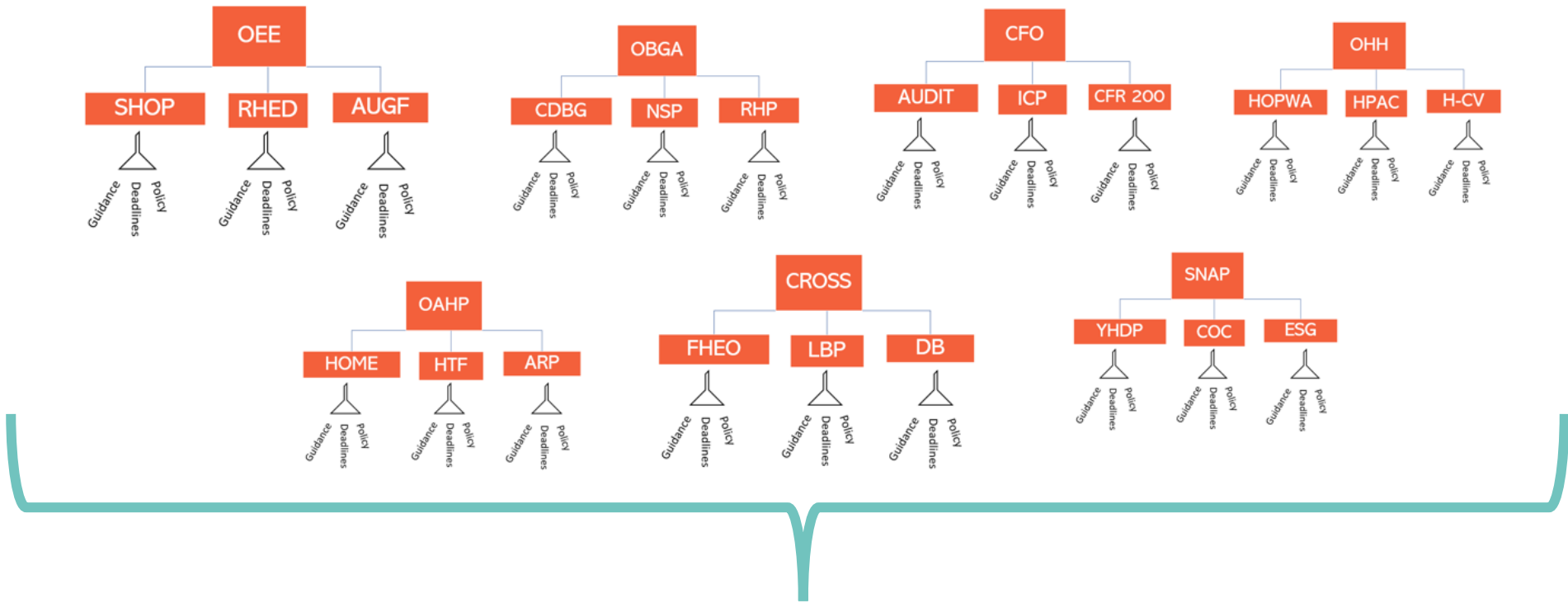


**SNAP**



43 CPD Field Offices





CPD Office of Field Management



# Field Office Stats

Overseen by:	Office of Field Management
Leadership:	CPD Director or Acting CPD Director
Management:	Program Managers
Program Staff:	CPD Representatives, Financial Analysts, Admin
SMEs:	Environment, Relocation, Disaster



# Field Office Stats

## Field Team Snapshot



1 day to 45+ years



Former Grantees, Nonprofits



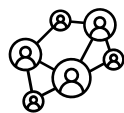
From GED to PhD



Lived Experience



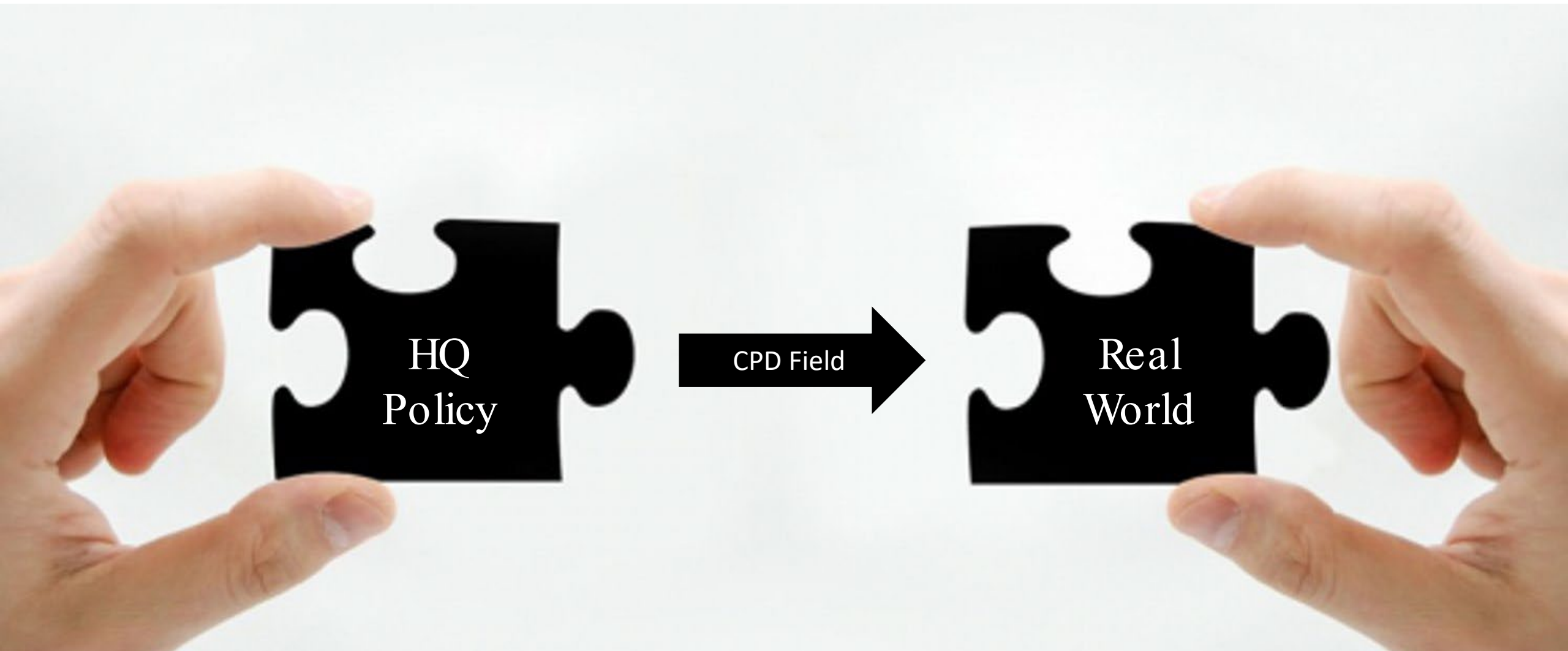
Veterans, RPCVs, AmeriCorps



HQ-to-Field, other agencies



# So what does the Field Office do?

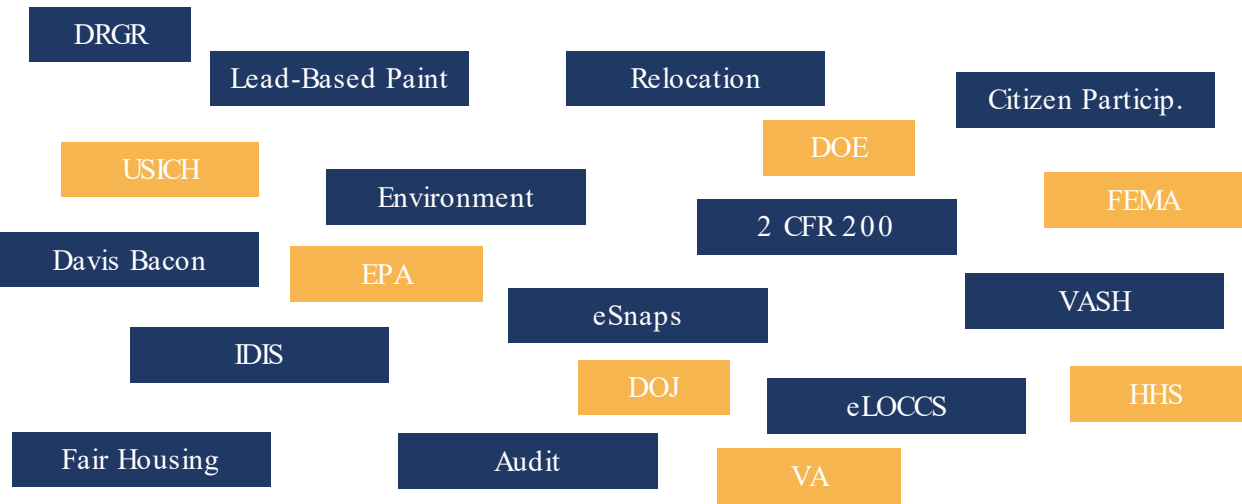
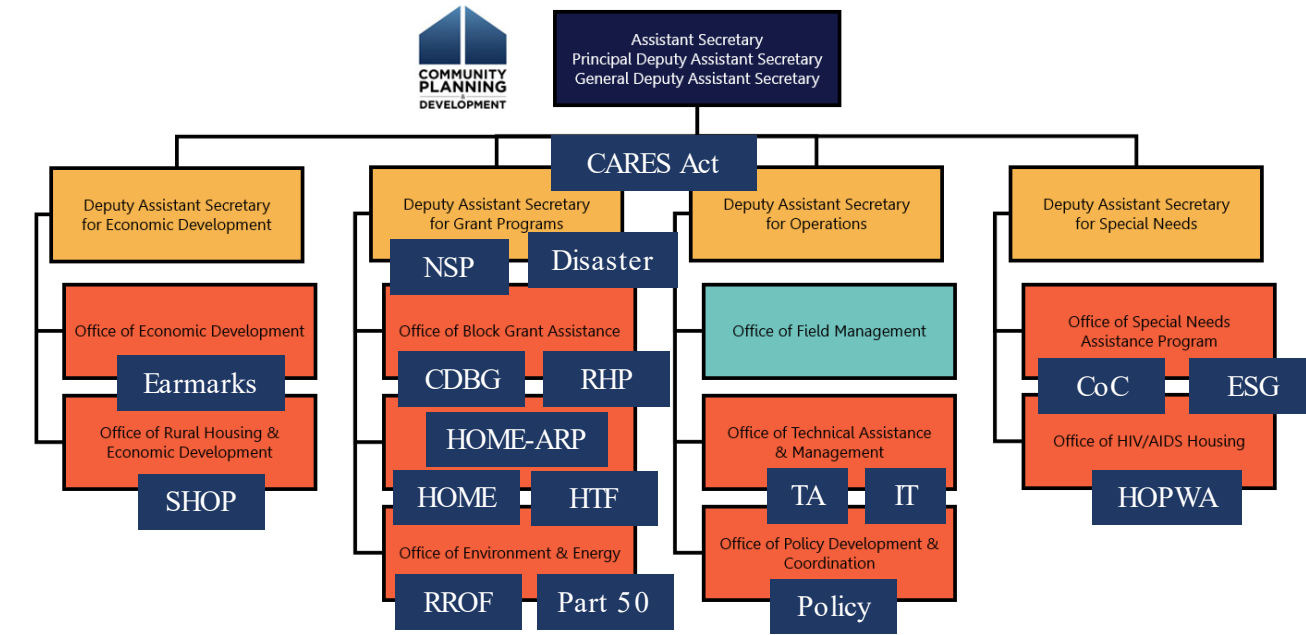


# We do a few things...

CPD Field staff are asked to be experts for the following HUD programs and subject areas:

1. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT
2. STATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
3. SECTION 108 LOAN GUARANTEES, ECONOMIC DEVELOPMENT INITIATIVE (EDI), AND BROWNFIELDS ECONOMIC DEVELOPMENT INITIATIVE (BEDI)
4. DISASTER RECOVERY COMMUNITY DEVELOPMENT BLOCK GRANT
5. HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)
6. ECONOMIC RECOVERY PROGRAMS
7. HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS
8. SECTION 8 MODERATE REHABILITATION SINGLE ROOM OCCUPANCY (SRO) PROGRAM FOR HOMELESS INDIVIDUALS
9. SHELTER PLUS CARE
10. SUPPORTIVE HOUSING PROGRAM (SHP)
11. ROUND II EMPOWERMENT ZONES
12. RURAL HOUSING AND ECONOMIC DEVELOPMENT
13. CITIZEN PARTICIPATION
14. ENVIRONMENTAL MONITORING
15. FAIR HOUSING AND EQUAL OPPORTUNITY
16. LABOR STANDARDS ADMINISTRATION
17. LEAD-BASED PAINT COMPLIANCE
18. RELOCATION AND REAL PROPERTY ACQUISITION
19. FLOOD INSURANCE PROTECTION
20. EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM
21. CONTINUUM OF CARE (CoC) PROGRAM
22. COMMUNITY CAPITAL INITIATIVES (CCI)
23. SELF-HELP HOMEOWNERSHIP OPPORTUNITY PROGRAM (SHOP)
24. RURAL CAPACITY BUILDING FOR COMMUNITY DEVELOPMENT AND AFFORDABLE HOUSING GRANTS (RCB)
25. CAPACITY BUILDING FOR COMMUNITY DEVELOPMENT AND AFFORDABLE HOUSING GRANTS (SECTION 4)
26. 2 CFR PART 200, *UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS*
27. CLOSEOUTS
28. FINANCIAL MANAGEMENT
29. INTERNAL CONTROLS
30. BONDS
31. PAYMENT AND FINANCIAL REPORTING
32. IMPROPER PAYMENTS
33. COST SHARING OR MATCHING
34. PROGRAM INCOME
35. REVISION OF BUDGET AND PROGRAM PLANS
36. PERIOD OF PERFORMANCE
37. Record retention and access
38. AUDIT REQUIREMENTS
39. DIRECT COSTS
40. INDIRECT COSTS
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42. PROCUREMENT POLICIES AND PROCEDURES
43. MICRO-PURCHASES
44. SMALL PURCHASES
45. SEALED BIDS
46. COMPETITIVE PROPOSALS
47. NONCOMPETITIVE PROPOSALS
48. CONTRACT COST AND PRICE
49. CONTRACT PROVISIONS
50. EQUIPMENT USE AND MANAGEMENT
51. EQUIPMENT DISPOSITION
52. SECTION 3
53. BUILD AMERICA, BUY AMERICA
54. AND THE LIST GOES ON.....!!!

# HQ Policy → Field



Programs

Systems

Guidance

Crosscutting

Other agencies



CPD Field Office

# Field to Community






# CPD Field Office

**CPD Field Office =  
One-stop shop**



# CPD Field Offices...

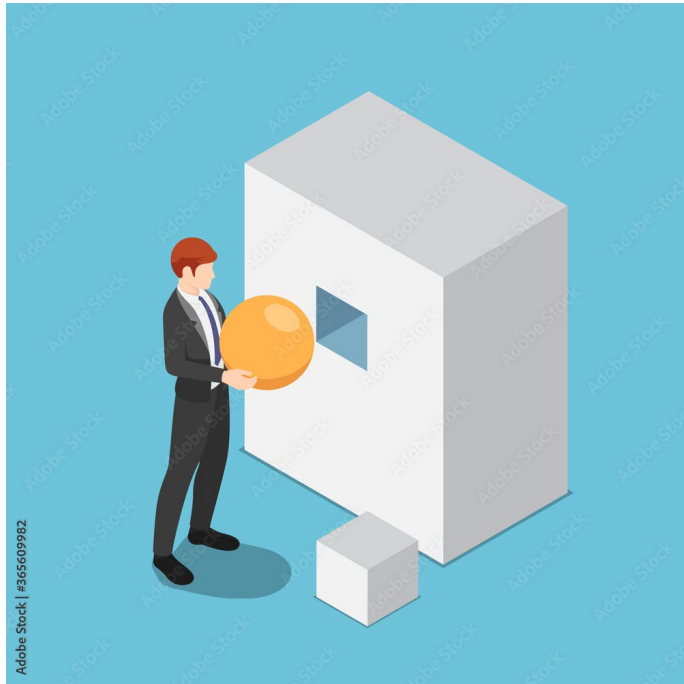
-  **Translate** guidance to your specific question
-  **Support** with training, ideas, networks, SMEs
-  **Review, monitor, flag, fix**



# Translate




**Translate** guidance to your specific question.

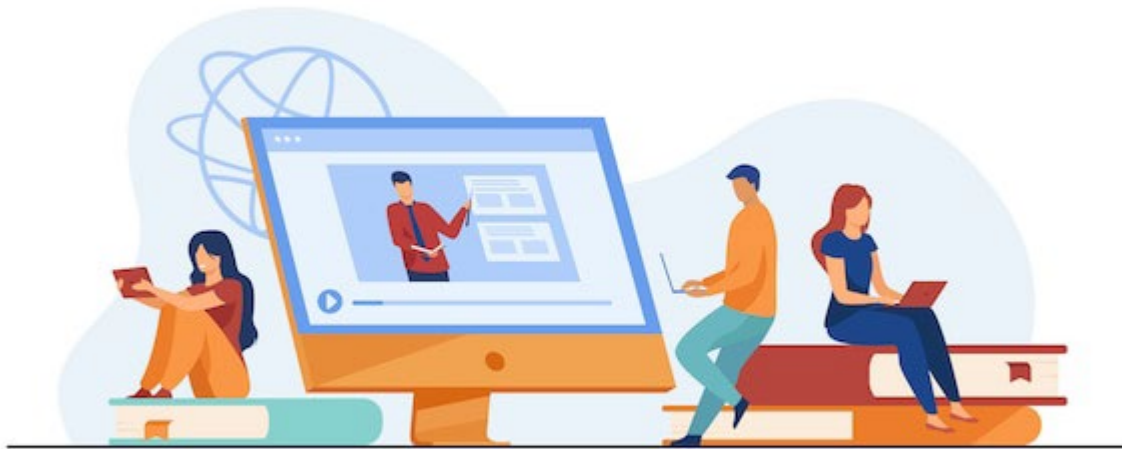


## TIPS & TRICKS

- 1) Be honest.
- 2) Be thorough.
- 3) Check your assumptions.
- 4) Answer shopping? Beware!

# Support

 **Support** with training, ideas, networks, SMEs

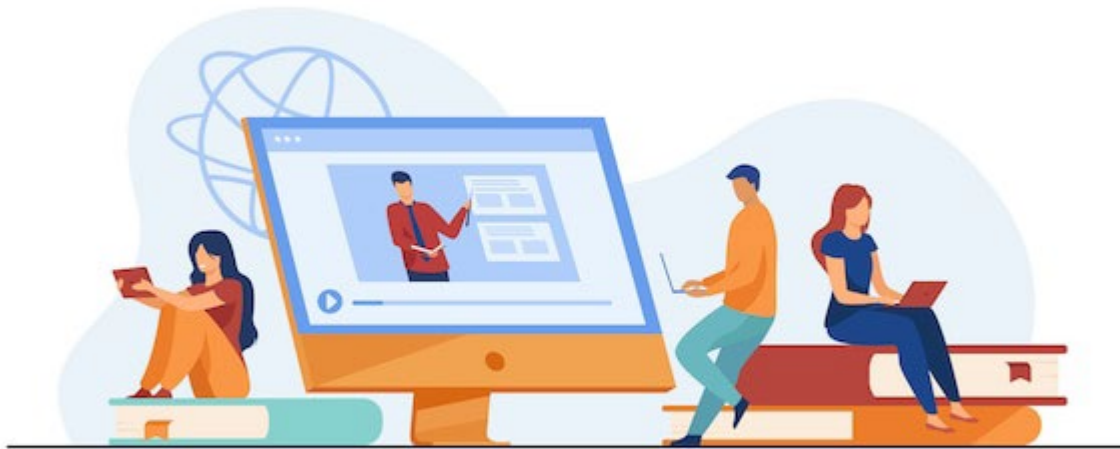


## TIPS & TRICKS

- 1) Just ask!
- 2) Be flexible.
- 3) Forge User Groups with other govts.
- 4) Sorry - CPD can't endorse
- 5) Know what TA can (and can't) do

# Review

 **Review, monitor, flag, fix**



## TIPS & TRICKS

- 1) It's better to catch it early. Really.
- 2) Don't fear the finding.
- 3) Cause & Effect – why did it happen, and who was hurt?
- 4) Psst – you have the test! (Mon. Exhibits!)

# A quick word about Findings...





Your CPD Field Office!

# Walking the Tightrope

Compliance

Taxpayers

Policy

Congress

Health & Safety

**VS.**

Customer Service

Community Building

“Good” Projects

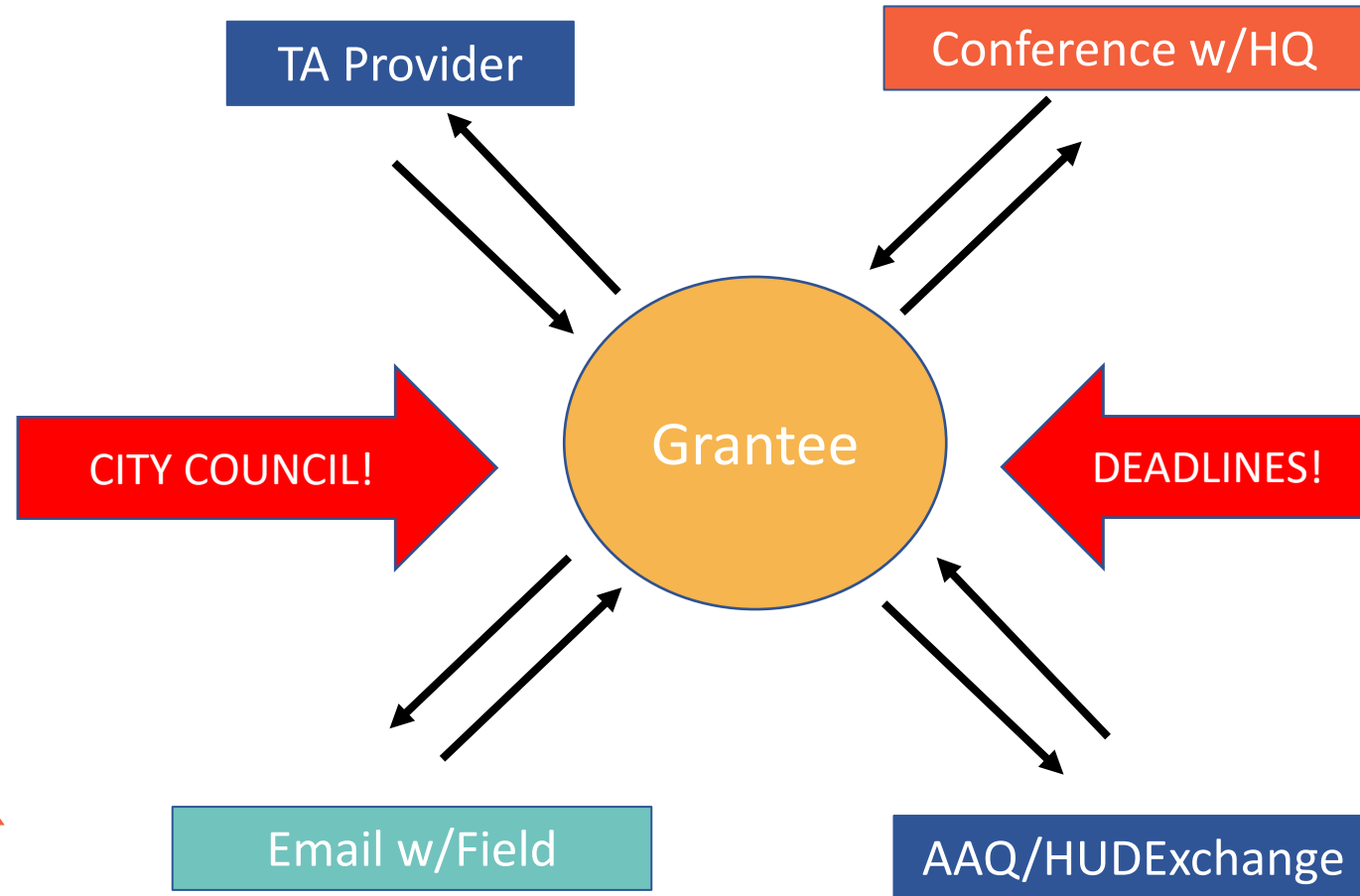
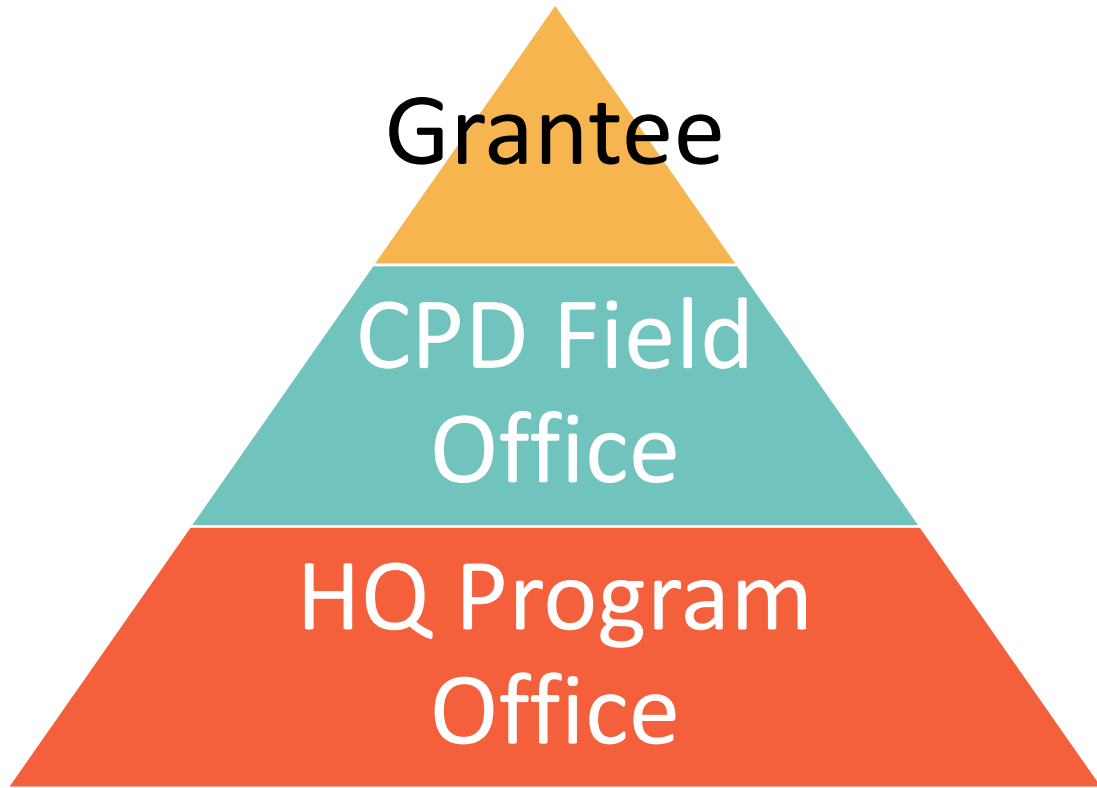
Exceptional Circumstances

# How to work with my Field Office?



# TELL ME WHY!

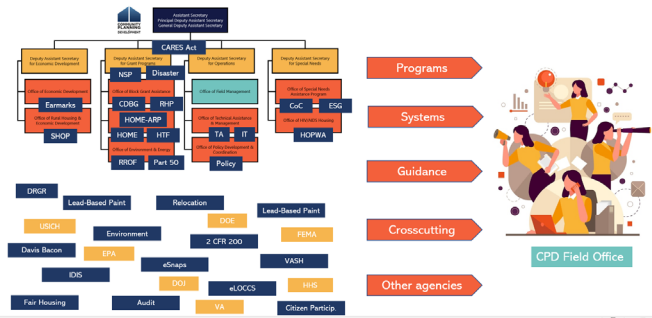
Why does it seem like I hear different answers?



# TELL ME WHY!

## Why does it seem like I hear different answers?

### HQ Policy → Field



### We do a few things...

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### Field to Community



### Ask a Question



Ask a basic policy or reporting system question.



# TELL ME WHY!

## Why does it seem like I hear different answers?

- Sometimes HQ doesn't tell the field what it tells grantees.
- Information overload (just like you!)
- Selective details from the question asker.
- Every situation is different.
- Know who you're asking – TA Provider, Consultant, HQ, FO, SME, another city/state govt?



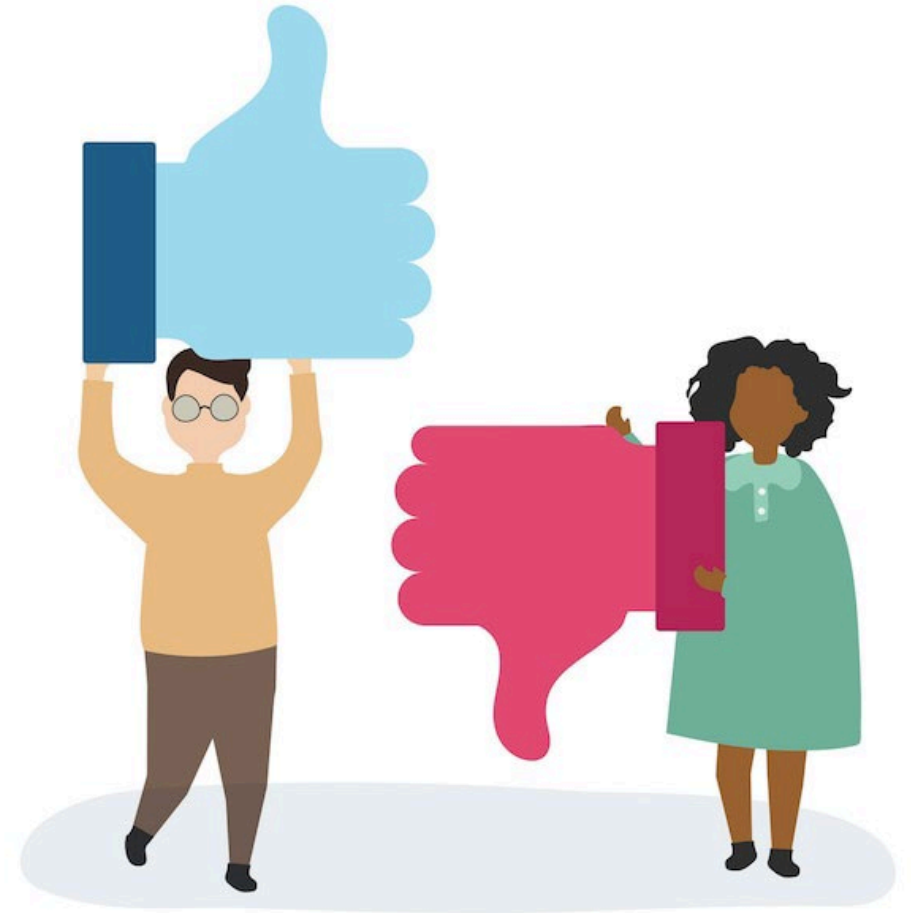
# What do I do if...

## **I disagree with the guidance that was given?**

- Ask for the explanation – what reg, policy ,etc?
- Identify why you disagree, and give your FO the source.
- Ask the manager to weigh in.
- Ask to elevate to the desk officer.
- Submit to AAQ and tell your Rep (they can see/track responses)

## **What if I have someone in HQ's email?**

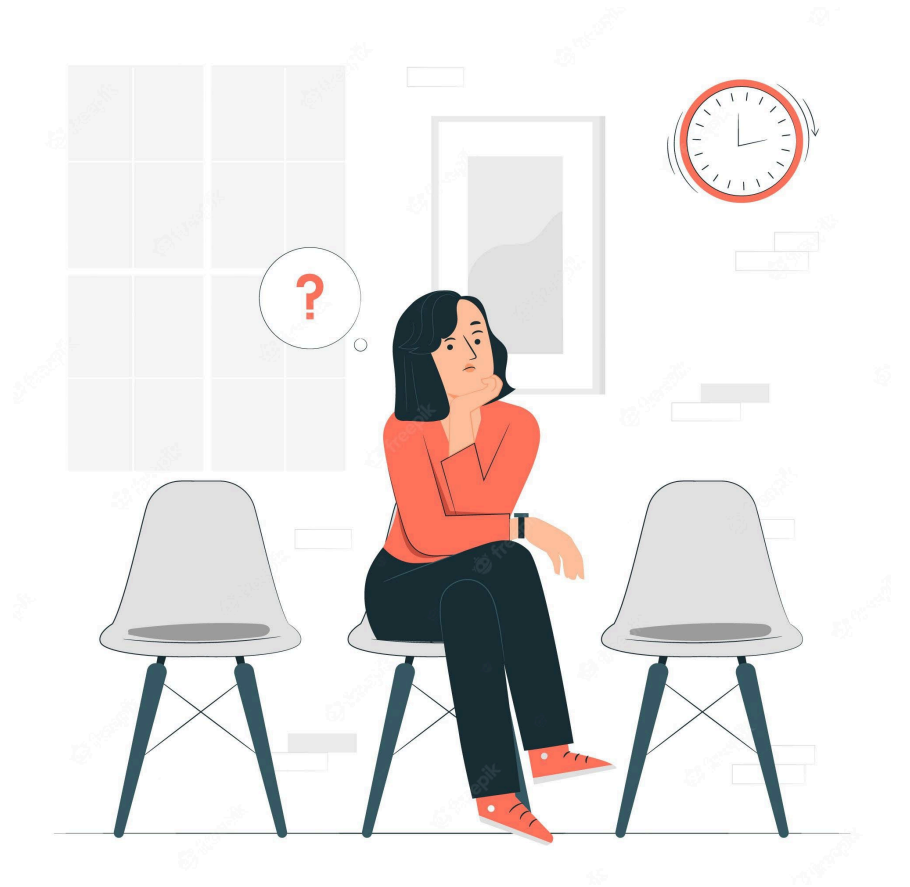
- Please don't – your email will be forwarded anyway. More time/work.
- If you must... cc: your CPD Director.



# TELL ME WHY!

## Why is it taking FOOORRREEEVER to get an answer to my question?

- Your question may be in a queue:
  - At the FO
  - With the SME
  - At HQ
- Your question might need legal review.
  - < Insert your fave lawyer joke here >
- Your question may be pending an upcoming release of Notice, Regs, FAQ, etc



# What do I do if...

## **I need a decision now?**

- Send a reminder!
- Explain the context.
- Ask who needs to make the decision.
- Ask for in-the-meantime guidance.
- Ask what additional information you can provide to support your request.

## **I can't get a decision now?**

- Determine the risk level of what is holding you up.
- Is it a project-killer if you get it wrong?
- Make a decision, document, and move forward – at your own risk.



# TELL ME WHY!

## Why does a “small problem” snowball into shutting down a project?

- We are trying to protect you!
- Know your project-killers:
  - Choice-limiting actions (acq.)
  - Incorrect level of Environmental Review
  - Committing funds prior to written agreement (HOME, HTF)
  - Not identifying relocation triggers (acq., rehab, demo)
  - Using debarred/unverified partners, poor procurement practices
  - Negative media coverage/legal liability
- TIP: Treat every project like a HUD project.



# What do I do if...

## **I think we committed a Project-Killer?**

- Speak now. Earlier = more options for waivers or alternative funding

## **I'm afraid that flagging one issue will lead to monitoring?**

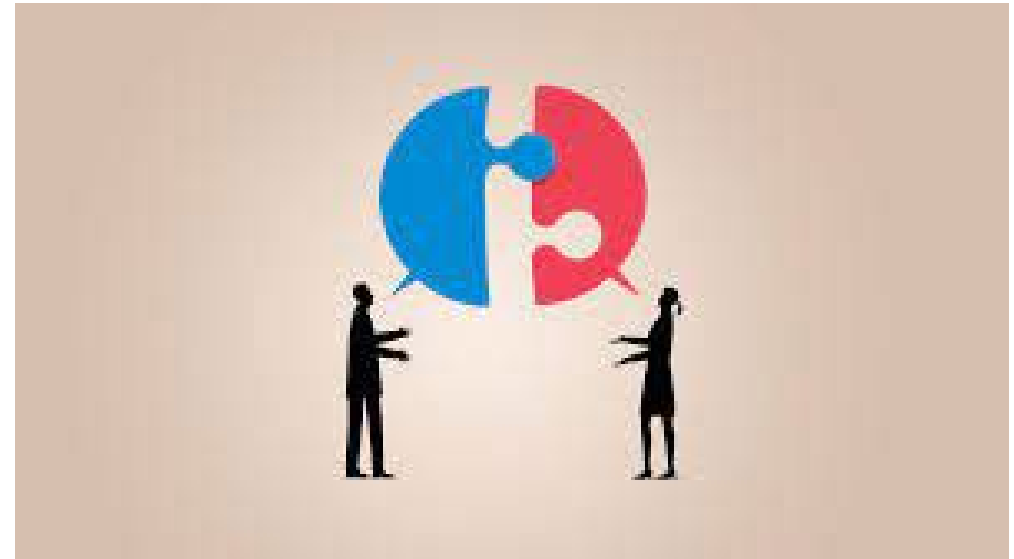
- Monitoring is based on annual risk.
- Discovering and fixing problems > hiding them to be discovered later



# GET. TO. YES!

## How can I “get to yes” on my project?

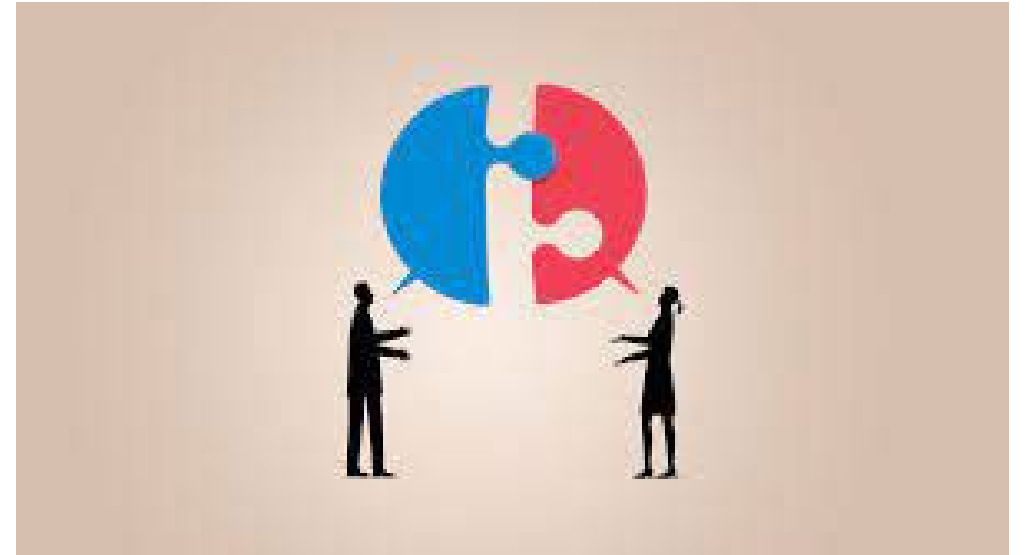
- Start with the field office. Every time!
- Your CPD Rep is your gateway to resources, guidance, information and solutions.
- Ask early, ask often, and do your research!



# GET. TO. YES!

## How can I “get to yes” on my project?

- Tell CPD your end goal.
- Be open to different ways of doing things.
- Differentiate between political/local preferences and the realm of what’s possible.
- Know your parameters: activity eligibility, target population, financial soundness, environmental compliance
- We can give you options – not THE ANSWER.



# WORKING TOGETHER

**The CPD field office is your Partner.**

**We are here to work together with you to  
achieve your community's development  
objectives.**





CPD Field is here to help you put the pieces in place.

