

Background: This project proposes that the United States Department of Housing and Urban Development (HUD) offer monthly “office hours” to Community Development Block Grant Disaster Recovery (CDBG-DR) recipients to answer any technical assistance questions grantees might have.

These office hours would expedite the disbursement of CDBG-DR grant funds, as technical assistance issues oftentimes delay the disbursement process, and would ultimately allow communities to receive critical disaster relief funds in a more timely manner. The document below provides sample emails that HUD can use to market these office hours to grantees. The first is an initial email to grantees, and the second is a reminder email.



Dear CDBG-DR Grantees:

The team at the Community Planning and Development (CPD) department at HUD is delighted to announce that it will be hosting a new “Office Hours” webinar series to support Community Development Block Grant Disaster Recovery (CDBG-DR) grantees with the grant administration process. This webinar series is intended to elicit broader feedback on questions/topics where grantees need more support.

We ask that grantees submit existing questions they have regarding program planning and implementation using this form. Afterwards, the HUD support team will respond to these questions in the monthly office hour webinar. **Note:** *Depending on the volume of questions received, HUD CPD may prioritize questions from new grantees, questions that are asked frequently, and questions that could delay program planning or implementation if left unaddressed.*

CDBG-DR Office Hours will be held on a monthly basis, and alerts will be sent out at least 1 week in advance to allow grantees to submit any questions through our submission form. Please also note you may still contact your grant manager for immediate assistance. We look forward to receiving your feedback and hope to see you attend the webinar.

Sincerely,

The Team at HUD Community Planning and Development



Dear Grantees,

Thank you to all who attended last month's "Office Hours" webinar. As always, we appreciate your participation and feedback during the webinars. The webinar recording, transcripts, and links to resources from the CDBG-DR toolkit mentioned in the webinar are now all hosted on HUD Exchange here. Last month, we covered a range of topics including (1) what criteria to consider when selecting a consultant to assist with program implementation and (2) procedures in navigating NEPA requirements.

We are looking forward to seeing you all next month for October's webinar, and we kindly request that you use the link here to submit your questions and areas of interest for consideration.

Best wishes,

The Team at HUD Community Planning and Development

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