



# **FY2024 ECONOMIC DEVELOPMENT INITIATIVE - COMMUNITY PROJECT FUNDING**

## **GRANT GUIDE**

**(In accordance with the  
Consolidated Appropriations Act, 2024, P.L. 118-42 and  
the Further Consolidated Appropriations Act, 2024, P.L. 118-47)**

**VERSION 1.0**

**August 19, 2024**

**U.S. Department of Housing and Urban Development  
Office of Community Planning and Development  
Office of the Deputy Assistant Secretary for Economic Development  
Office of Economic Development  
Congressional Grants Division  
Washington, DC 20410**

# FY2024 Community Project Funding Grant Guide (Version 1.0)

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## SECTION 1: BACKGROUND AND PURPOSE

The Consolidated Appropriations Act, 2024, and the Further Consolidated Appropriations Act, 2024, (“the FY2024 Acts”) provide \$3,289,054,336 in Economic Development Initiative (EDI) funding for the purpose of making Community Project Funding (CPF)/Congressionally directed grants. These Fiscal Year 2024 (FY2024) CPF grants will be administered by the Congressional Grants Division (CGD) of the U.S. Department of Housing and Urban Development (HUD).

This “FY2024 Economic Development Initiative Community Project Funding Grant Guide” (FY2024 CPF Grant Guide) provides information for Congressionally-designated recipients that have yet to execute their Grant Agreement with HUD (“prospective grantees”) on the requirements that govern these funds, as provided by the FY2024 Act, and the cross-cutting requirements that generally apply to all HUD awards as provided by HUD regulations and other applicable Federal regulations and statutes.

This FY2024 CPF Grant Guide also provides instructions on how to complete the requested information and fill out the required forms to execute your Grant Agreement in HUD’s Disaster Recovery Grant Reporting (DRGR) financial and reporting system.

DRGR is a web-based system used to automate the management of program requirements and voucher payments issued by HUD. This system will enable you to process requests for payment of CPF grant funds and to submit periodic reports on the use of those funds.

**This FY2024 CPF Grant Guide applies only to FY2024 CPF grants.** FY22 and FY23 grantees should refer to their respective CPF Grant Guides on the HUD CPF website.

The remainder of this FY2024 Grant Guide includes:

- **Section 2 – Grant Award Process and Instructions:** Walks you through the FY2024 CPF grant award process and gives you instructions for executing the Grant Agreement and steps to request payment(s).
- **Section 3 – Federal Requirements:** Details the Federal regulations that apply to these grant funds.
- **Section 4 – Contact Information for Grant Officers, System Officers, and Regional Environmental Officers:** Gives contact information for CPF Grant Officers, CPF System Officers, and the environmental review specialists who support you through the grant life cycle.
- **Section 5 – Attachments:** Provides attachments including documents required in the Grant Award process.

HUD will use the process outlined in this FY2024 CPF Grant Guide to administer FY2024 CPF grants as directed by Congress in the FY2024 Acts. *Subject to the applicable conditions in these or later appropriations acts*, HUD is required to award these grants in accordance with the specific “recipient,” “project,” and “amount” information provided in the “Community Project Funding/Congressionally Directed Spending” table on pages S1967 through S2184 of the

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Congressional Record for March 5, 2024

(<https://www.congress.gov/118/crec/2024/03/05/170/39/CREC-2024-03-05.pdf>). The second of the two FY2024 Acts made just two changes with respect to this table: (1) it added an addendum to the table to provide for a FY2024 CPF grant of \$850,000 to the Town of Normal for “Town of Normal Street Upgrades to Increase Safety” (which the addendum identifies as a project requested by Representative Sorensen of Illinois) and (2) it changed the “project” for which Workforce Housing Coalition Western Maine Mountains was designated to receive a FY2024 CPF grant from “Kingfield Multi-Family Housing” to “Multi-Family Housing.” To avoid confusion, this guide will refer to the table with these two changes as the **“Amended CPF Grants Table.”**

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## SECTION 2: GRANT AWARD PROCESS AND INSTRUCTIONS

### 2.1 Grant Award Process

At a high level, the grant award process is as follows:

1. HUD creates grantees' accounts in DRGR.
2. HUD, via DRGR, emails you the Grant Award Package, including the Grant Agreement, Letter of Invitation (LOI), and this Grant Guide along with instructions to complete the required materials. Your CPF application consists of the project narrative, project budget, and required standard forms, and will be completed in DRGR.
3. You submit the required complete package in DRGR by the Authorized Representative who has legal authority to sign on behalf of your organization.
4. HUD reviews the completed grant package in DRGR to ensure that the project narrative and budget are aligned with your Congressionally-directed project description.
5. Once your materials are determined to be complete and accurate, HUD will execute and return your Grant Agreement via DRGR.
6. You should also initiate and complete your environmental review and consult with your HUD Regional Environmental Officer (REO) and/or Responsible Entity (RE), as necessary.

**NOTE:** CPF grants, like all awards funded by HUD, are subject to requirements under the National Environmental Policy Act (NEPA), HUD's NEPA-implementing regulations are located at 24 CFR Part 50 or 24 CFR Part 58, and all appropriate federal environmental and historic preservation laws, regulations, and Executive Orders. CPF grantees **must** have a completed environmental review (and, where applicable, an approved *Request for Release of Funds and Certification* (HUD-7015.15), as explained in Section 3.3 below) before committing or expending Federal or non-Federal funds towards choice-limiting actions or undertaking choice-limiting actions on the project. Further explanation of HUD's NEPA requirements are detailed in Section 3.

Instructions for submitting your FY2024 CPF grant materials and requesting payment are below. A checklist of the grant award process is provided in Section 5.

If you have questions about the grant award process, please contact your CPF Grant Officer listed in Section 4 of this guide.

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| GRANT AWARD PROCESS                           |  |
|---|--|
| <b>HUD sends Grant Award Packet</b>           | <p><b>FY2024 CPF Grant Award Packet includes:</b></p> <ul style="list-style-type: none"> <li>• FY2024 CPF Letter of Invitation (LOI);</li> <li>• FY2024 CPF Grant Guide;</li> <li>• FY2024 CPF Grant Agreement; and</li> <li>• link to <a href="#">Direct Deposit Sign-Up Form (SF-1199A)</a></li> </ul> <p><b>Standard Forms generated by DRGR system:</b></p> <ul style="list-style-type: none"> <li>• <i>Assistance Award/Amendment</i> (HUD-1044) (also attached to your LOI)</li> <li>• <i>Application for Federal Assistance</i> (SF-424)</li> <li>• <i>Assurances for Non-Construction Projects</i> (SF-424B)</li> <li>• <i>Assurances for Construction Projects</i> (SF-424D)</li> </ul> <p><b>Standard Forms not generated by DRGR system:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Direct Deposit Sign-Up Form (SF-1199A)</a> (Also, see Attachment 2.)</li> </ul> |
| <b>Prospective Grantee Required Documents</b> | <p>You provide the following information in DRGR:</p> <ol style="list-style-type: none"> <li>1. Project Narrative</li> <li>2. Project Budget</li> <li>3. SF-1199A</li> </ol> <p>The SF-1199A will need to be downloaded, completed (by you and your Financial Institution) and uploaded into DRGR.</p> <p><i>Please note:</i> The information identifying the “Applicant,” “Grantee,” or “Recipient” on each document transmitted to HUD must correspond to the “Recipient” specified in the Amended CPF Grants Table.</p>   |
| <b>Registration Required</b>                  | <p>All entities doing business with the federal government must register in SAM.gov (SAM) and use a Unique Entity ID (UEI) created in <a href="#">SAM.gov</a>. The UEI replaced the DUNS number, which was phased out in April of 2022. More information on this requirement is below in the Federal Requirements section in Section 3.</p> <p>The UEI needs to be established in SAM <u>before</u> you complete and transmit your SF-424(s) and the Grant Agreement to HUD, because the UEI must be included on both those documents.</p>   |
| <b>How to Submit Required Information</b>     | <p>With the exception of the SF-1199A, required CPF application materials must be completed in DRGR.</p> <p><b>NOTE:</b> The SF-1199A must be uploaded into DRGR before submitting the entire grant packet for HUD’s review.</p>   |
| <b>When to Submit</b>                         | <p>HUD strongly recommends that you submit these materials as soon as possible. Please contact your System Officer (listed in Section 4) for assistance with accessing DRGR or your Grant Officer (listed in Section 4) for assistance with completing your materials in DRGR.</p>   |

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|   |   |
|---|---|
| <p><b>Requesting Payment of Grant Funds</b></p> | <p>After the grant agreement has been signed by you and then HUD, HUD will return the executed Grant Agreement to you along with the “Grant Award Instructions.” The instructions will include steps for setting up your <a href="#">Action Plan</a> in DRGR.</p> <p>Once your Action Plan is created in DRGR and approved by HUD (including entry of budget information consistent with the approved budget attached to your executed Grant Agreement), you may begin requesting payment(s) in accordance with your approved budget. However, to receive payment(s) for hard costs, you will also need to have a completed project-specific environmental review.</p> <p>Additional information and tutorials on DRGR are available on HUD Exchange here: <a href="https://www.hudexchange.info/programs/drgr/">https://www.hudexchange.info/programs/drgr/</a>.</p> <p>As a reminder, payment of soft costs, covered by HUD’s nationwide environmental review for CPF soft costs, can be made once your Grant Agreement is executed by HUD; however, payment of hard costs can only be made after your Grant Agreement is executed by HUD <b><u>AND</u></b> a project-specific environmental review is completed.</p> |
| <p><b>Support</b></p>                           | <p>CPF Grant Officers, listed in Section 4, are assigned by state and territory. Your Grant Officer can assist you with the completion of the required documents and answer any questions you may have regarding the materials that you will submit.</p> <p>System Officers, listed in Section 4, are also assigned by state and territory. Your System Officer can assist you with DRGR technical assistance.</p> <p>REOs provide technical assistance to grantees and local government REs on the environmental review process and coordinate Part 50 concept meetings to determine the level of environmental review, consultation needs, and a timeline. Contact your HUD REO, listed in Section 4, with your technical assistance request(s) regarding the environmental review process.</p>   |

### 2.2 DRGR Overview

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This section provides you with instructions on setting up your DRGR profile, requesting payments, and submitting your semiannual reports.

DRGR was established for special appropriations, such as disaster grants, but has been extended to include other special-purpose programs and appropriations. The system is primarily used by grantees to access grant funds and report performance accomplishments for grant-funded activities.

DRGR allows grantees to tell their story to Congress, the public, and other stakeholders on project(s) progress and related activities. Additionally, if a grantee has turnover, DRGR is a repository of data for new staff.



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DRGR is used by HUD staff to review grant-funded activities. Once your grant is set up in DRGR, HUD will review your information and unblock the grant to permit withdrawals after they are approved. Grantees will draw down funds by creating vouchers that list amounts by specific activity. You will also submit performance reports semi-annually by using the structure established in DRGR.

### 2.2.1 How to Create A DRGR Account

**HUD staff will request the initial DRGR account creation for the grantee administrator user.**

Once the Authorized Representative receives access to DRGR, the Authorized Representative can request additional users by logging into <https://drgr.hud.gov/DRGRWeb>, using the ID and password provided by HUD. The Authorized Representative will submit a new user request via the “Request New User” link in the Admin Module to give the requisite additional staff access to DRGR.

If the user did not receive an email granting access to the system, please check with the Authorized Representative. To request a new account, modify an existing account, or request a deactivation, please contact your designated System Officer and copy the CPF mailbox at [CPFgrants@hud.gov](mailto:CPFgrants@hud.gov).

#### DRGR URLs

LOGIN

<https://drgr.hud.gov/DRGRWeb>

USER MANUAL

<https://www.hudexchange.info/resource/4915/drgr-user-manual/>

- Add the User ID to the “Username” field and add the password to the “Password” field. The password is case sensitive.
- Select the **<I agree to the Terms of Service>** radio button. DRGR users cannot access the DRGR System until they agree to the “Terms of Service.”
- Select the **<Login>** button. If the login attempt is successful, a new page will load.

The screenshot shows the 'CPD Grants Portal Login' interface. It includes a sidebar on the left with navigation links for 'Homes & Communities' and 'Community Planning and Development'. The main content area has a 'CPD Grants Portal Login' header and a form with 'Username' and 'Password' fields. A 'Login' button is at the bottom. A 'Terms of Service' section is present with a radio button for 'I agree to the Terms of Service'. Red callout boxes 'a', 'b', and 'c' are overlaid on the image, pointing to the password field, the 'I agree to the Terms of Service' radio button, and the 'Login' button respectively.

#### 2.2.1.1 How to Request New User(s)

DRGR does not allow a grantee user to both create/request and approve a voucher. You must assign and maintain at least two (2) DRGR user accounts – one for creating vouchers for payment and one to approve vouchers. Additionally, grantee administrators can establish the request user roles along with roles for action plan submission.

If you have a DRGR or Integrated Disbursement and Information System (IDIS) account, you can reuse your log-in account credentials to log into DRGR to access your CPF grant.

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Administration: User Management

**ADMIN**  
Request New User

\* Does staff already have a HUD username in DRGR? (e.g. C\*\*\*\*, B\*\*\*\*\*, H\*\*\*\*\*)

DRGR (New/Unknown/Unable to find)

Please search for and select staff user below:

Search Criteria

Username:  Name:

HUD Office:  State/Territory:  Grantee Name:

**ADMIN**  
Request New User

----- Requested Form

\*First Name:  Title:

\*Last Name:  Organization:

\*Email:  Phone Number:  Ext:

Address 1:  Fax:

Address 2:  \*PIN (five digits used in initial password):

Address 3:  \*PIN (re-enter):

\*City:

\* Zip Code:

State:

## Administration: User Certification

As part of the account request process other HUD or grantee admin users will “certify” the need for the user to access the system. HUD staff certify grantee admin users and then grantee admin users certify other grantee users.

Users have to be recertified each six months. If this does not occur users will not have access to DRGR. Grantee administrators can use this screen to remove staff access if they no longer work at the grantee or on the grants. They can also submit a separate deactivation request for the profile, as needed



User Role: Grantee Administrator

Menu Option: Certify Grantee Users

**ADMIN**  
Certify Grantee Users

**Certified Users:**

- GA-Adams,Sally Green-T017GR - Georgia-
- GA-Bernhardt,Cindi-C22814 - Georgia-
- GA-Carter,Kimberly-B65849148346148346 - Georgia-
- GA-Dunn,Simonne-B67715 - Georgia-
- GA-Gaillard,Crystal-B69152 - Georgia-
- GA-Lowman,Torany-B67398 - Georgia-
- GA-SORIANO,ALICIA-T019GR - Georgia-
- GA-Shelby,Crystal-C22813 - Georgia-
- GA-Tremblay,Kathleen-B68510 - Georgia-
- SC-Test,John-test01 - Georgia-

**c**

**Users with Expiring Certifications:**

- GA-Jackson,Loreean-B60338 - Georgia-
- GA-Mrus,Sally-B66364 - Georgia-

**Users inactivated due to Expired Certifications:**

- GA-Mulkey,Nicholas-TMP\_32490 - Georgia-
- GA-Mykylyn,Dana-B55502 - Georgia-
- GA-Robinson,Morrell S-B00492 - Georgia-
- GA-Robinson,Steed Morales-C27185 - Georgia-
- GA-Rush,Tivice-TMP\_33070 - Georgia-
- GA-Truitt,Pam-C15515 - Georgia-

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### 2.2.1.2 Creating Roles in DRGR

Click the ‘Crown icon’ and then click the “request new user” icon.

Administration: User Management



| Module         | Menu            | Submenu Options           | Description   |
|----------------|-----------------|---------------------------|---|
| Administration | User Management | Associate Users to Grants | Grant DRGR Users permission to view and/or edit selected Grant(s) |
|                |                 | Certify Grantee Users     | (Re)certify DRGR Users  |
|                |                 | Request New Users         | Request a New User be granted a DRGR User Account and/or Profile  |
|                |                 | Manage Existing Users     | Request edits to an existing DRGR User Profile                    |
|                |                 | Upload User Requests      | Upload DRGR User data directly into DRGR                          |

Grantee Profile:

| Grantee              | Agency               | View Only                | Grantee Admin            | Request Drawdown         | Approve Drawdown         | Submit Action Plan       | Submit Performance Reports | Staff Rate               | Contractor               | User Profile Request     | Update FAQ               | Submit Voucher Docs to HUD | Active                   |
|----------------------|----------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> |

Add Grantee Profile

Only one draw role allowed per user

N/A

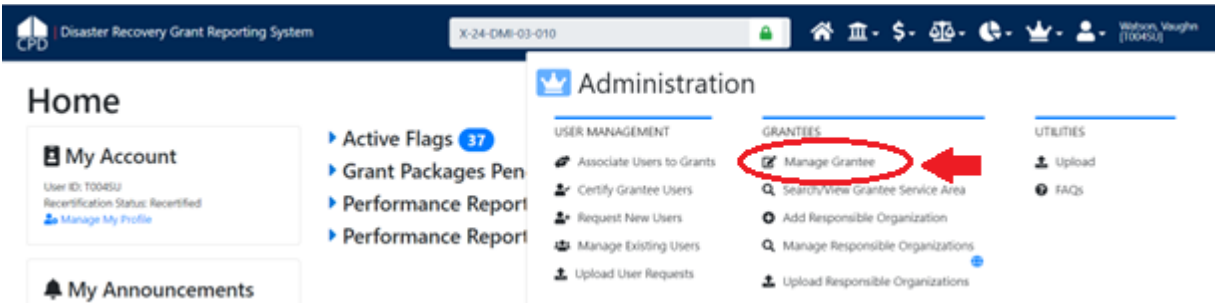
N/A

If these are required

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2.2.2 Verify Your UEI & Tax Identification Number (TIN)

Once you login to DRGR, select the crown icon to open your Administration menu and select "Manage Grantee."



Review the information on the "Manage Grantee" page to confirm that your UEI and Tax Identification Number (TIN) are accurately displayed.

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|                            |              |               |                                       |                      |
|----------------------------|--------------|---------------|---------------------------------------|----------------------|
| DRGR Grantee ID:           | 99999999     | Email:        | sfiteam@spatialfront.com              | <a href="#">Edit</a> |
| Grantee Name:              | rogco        | Phone Number: | 3333331111 ext                        |                      |
| Grantee Type:              | NA           | Fax Number:   | 1112223333                            |                      |
| Block Drawdown:            | No           | Address:      | 123 Main Street<br>Suite line 2       |                      |
| Unique Entity Identifier:  | 999999999999 |               |                                       |                      |
| DUNS Number:               | None         | Created By:   | CityTest, FL 34990 -<br>Hq super User |                      |
| Tax Identification Number: | None         | Date Created: | 01/20/2006                            |                      |
| Status:                    | Active       |               |                                       |                      |

[SAM Profile](#) [Contacts](#) [Grants](#) [Documents](#) [History](#)

If the UEI or TIN is inaccurate, please email the needed correction to your System Officer listed in Section 4.

### 2.2.3 How to Complete Your Grant Package

When you login into DRGR, select the grant number from the drawdown menu on the Task bar.

Disaster Recovery Grant Reporting System | X-23-MJ-09-062 | Skywalker, Luke [T059GA]

## Home

[Active Flags 36](#)

### My Account

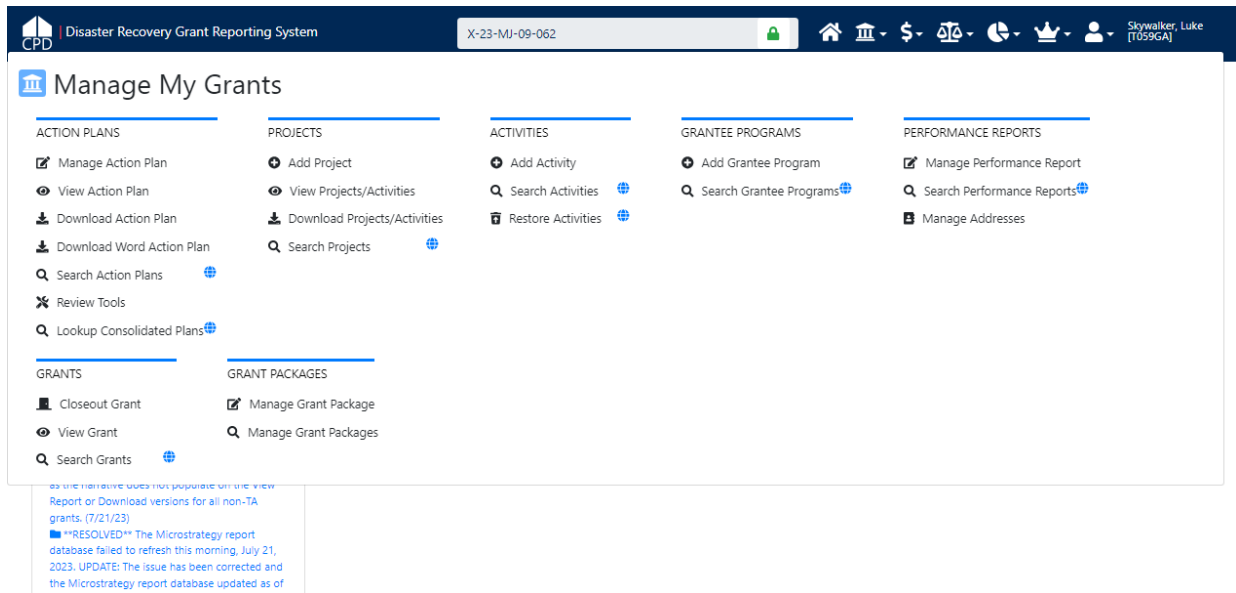
User ID: T059GA  
Recertification Status: Recertified  
[Manage My Profile](#)

### My Announcements

- \*\*RESOLVED\*\*** Please Note: Several vouchers were unable to be transmitted to the Line of Credit Control System (LOCCS) on 9/18/2023... (9/19/23)
- \*\*RESOLVED\*\*** We have received notice that

Next click “Manage Grant Package” under the Grant Packages section.

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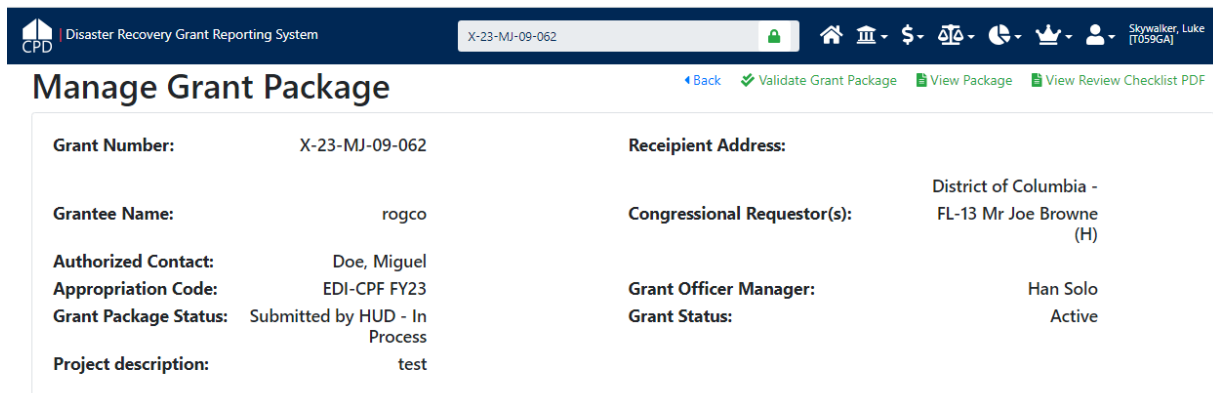


Once you have selected “Manage Grant Package,” you will arrive to the Grant Processing Module home page. You will complete all the required and applicable sections.

On this screen, please take a moment to review your grant information and status.

- Grant Number: Grant number assigned to your grant award.
- Grantee Name: Grantee’s organization (“Recipient” as assigned by the Amended CPF Grants Table).
- Authorized Contact: Your authorized contact for your grant award.
- Grant Package Status: The current status of your grant package in the review and approval process.
- Project Description: The legal description of your project in the Amended CPF Grants Table.
- Recipient Address: Grantee’s legal address.
- Congressional Requestor(s): The sponsoring Congressional member(s) per the Amended CPF Grants Table.
- Grant Officer Manager: Your assigned CPF Grant Officer.
- Grant Status: The status of your grant.

If you believe any of the above information needs to be changed, please email your CPF Grant Officer.



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## 2.2.3.1 Project Manager

To begin, click the “Edit” icon to the far right of “Project Manager.”

**Disaster Recovery Grant Reporting System** | X-23-MJ-09-062 | Skywalker, Luke [T059GA]

### Manage Grant Package

[Back](#) | [Validate Grant Package](#) | [View Package](#) | [View Review Checklist PDF](#)

|                              |                               |                                    |                         |
|------------------------------|-------------------------------|------------------------------------|-------------------------|
| <b>Grant Number:</b>         | X-23-MJ-09-062                | <b>Recipient Address:</b>          | District of Columbia -  |
| <b>Grantee Name:</b>         | rogco                         | <b>Congressional Requestor(s):</b> | FL-13 Mr Joe Browne (H) |
| <b>Authorized Contact:</b>   | Doe, Miguel                   | <b>Grant Officer Manager:</b>      | Han Solo                |
| <b>Appropriation Code:</b>   | EDI-CPF FY23                  | <b>Grant Status:</b>               | Active                  |
| <b>Grant Package Status:</b> | Submitted by HUD - In Process |                                    |                         |
| <b>Project description:</b>  | test                          |                                    |                         |

| Required          | Content Name                 | Content Type | Last Updated Date | Last Updated By | Status    | Actions              |
|-------------------|------------------------------|--------------|-------------------|-----------------|-----------|----------------------|
| TABLE OF CONTENTS |                              |              |                   |                 |           |                      |
|                   | 1.Grant Contacts Information | Heading      |                   |                 | Completed |                      |
| *                 | Project Manager              | Dynamic Form |                   |                 | Pending   | <a href="#">Edit</a> |
|                   | Additional Contact 1         | Dynamic Form |                   |                 | Pending   | <a href="#">Edit</a> |
|                   | Additional Contact 2         | Dynamic Form |                   |                 | Pending   | <a href="#">Edit</a> |
| *                 | Environmental Review Contact | Dynamic Form |                   |                 | Pending   | <a href="#">Edit</a> |
|                   | Congressional Districts      | Dynamic Form |                   |                 | Pending   | <a href="#">Edit</a> |
|                   | 2.Subrecipient Information   | Heading      |                   |                 | Completed |                      |
|                   | Subrecipient Applicability   | Dynamic Form |                   |                 | Pending   | <a href="#">Edit</a> |
|                   | Subrecipients                | Table        |                   |                 | Pending   | <a href="#">Edit</a> |
|                   | 3.Scope of Work Information  | Heading      |                   |                 | Completed |                      |

Please provide the contact information of the main point of contact serving as the Project Manager for the grant. Select “Complete” then click “Save.”

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The screenshot shows a web browser window with multiple tabs. The active tab is titled "Please provide all required information." The form contains the following fields:

- Prefix: Mr. (dropdown)
- \*First Name: Vaughn
- Middle Name: Alexander
- \*Last Name: Watson
- \*Title: CEO
- \*Address 1: 200 Washington Street
- Address 2: Enter street address 2
- Address 3: Enter street address 3
- \*City: Wilmington
- \*State: DE (dropdown)
- \*Zip Code: 19801-0000
- \*Telephone Number: 302-218-5543
- \*Email: vawatsonjr@yahoo.com
- \*Status: Completed (dropdown)

At the bottom right of the form, there are "Cancel" and "Save" buttons. The browser's address bar shows "Project Map - Image 1" and "Narrative".

### 2.2.3.2 Additional Point(s) of Contact

Next you have the option to add up to two (2) additional contacts. The two (2) additional contacts will be copied on all DRGR notifications sent for the grant. Click the **“Edit”** icon to the far right of **“Additional Contact (1) and/or (2).”** Complete the information for each additional contact, select **“Complete,”** and then click **“Save.”**

### 2.2.3.3 Responsible Entity’s Contact Information

Next click the **“Edit”** icon to the far right of **“Environmental Review Contact.”** Please provide the contact information of the individual who is completing the environmental review for your grant. If you have not identified the individual, please enter the **Project Manager’s** contact information. Once done, select **“Complete”** then click **“Save.”**

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The screenshot shows a web form titled "Contact Information" with a close button (X) in the top right corner. Below the title is a note: "Please provide all required information." The form contains the following fields:

- Prefix: A dropdown menu with "Select One." selected.
- \*First Name: A text input field with placeholder text "Enter the First Name".
- Middle Name: A text input field with placeholder text "Enter the Middle Name".
- \*Last Name: A text input field with placeholder text "Enter the Last Name".
- \*Title: A text input field with placeholder text "Enter title".
- \*Address 1: A text input field with placeholder text "Enter street address".
- Address 2: A text input field with placeholder text "Enter street address 2".
- Address 3: A text input field with placeholder text "Enter street address 3".
- \*City: A text input field with placeholder text "Enter City".
- \*State: A dropdown menu.
- \*Zip Code: A text input field with placeholder text "XXXX-XXXX".
- \*Telephone Number: A text input field with placeholder text "XXX-XXX-XXXX".
- \*Email: A text input field with placeholder text "Enter a valid Email Address".
- \*Status: A dropdown menu.

At the bottom right of the form is a "Cancel" button. At the bottom of the browser window, there are navigation tabs: "Project Map - Image 3", "Narrative", and "Pending".

### 2.2.3.4 Congressional District(s)

Next click the “**Edit**” icon to the far right of “**Congressional Districts.**” Please provide the Congressional District for your grant.

Enter the Congressional District in the format: 2-character State Abbreviation and 3-character District Number. Examples: *CA-005* for California’s 5<sup>th</sup> district, *CA-012* for California’s 12<sup>th</sup> district. If all districts in a state are affected, enter “all” for the district number. Example: *MD-all* for all congressional districts in Maryland. If nationwide (all districts in all states), enter *US-all*. If the program/project is outside the US, enter *00-000*.

If you’re unsure of your district number, try the following:

- 1) Go to <https://www.house.gov> and enter your organization’s zip code under the “Find Your Representative” heading in the middle-left of the website.
- 2) The name of your representative, along with his or her district number, will appear in the results. If a district is described as “at large”, then the congressional district number should be entered “001.”
- 3) In some cases, the results will return two representatives and two congressional districts. This happens when “the information you provided [your zip code] overlaps multiple congressional districts”. You will then be asked to provide your street address, city and state, and then to click “Find Your Rep By Address.” This additional search will return a single name and a single congressional district.

Once done, select “Complete” then click “Save.”



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Congressional Districts

Please provide all required information.

Applicant: DE-001

Program/Project: DE-001

\*Status: Completed

Cancel Save

### 2.2.3.5 Subrecipient(s)

Use of subrecipients is subject to the conditions provided in Article III, section H of the Grant Agreement. ***If you intend to subaward a portion, or all, of your grant funds to a subrecipient, and have already identified that subrecipient, then that organization’s name, UEI, and an overview of their role, responsibilities, and functions to be carried out on this project must be included in the project narrative.*** The use of subrecipients does not relieve you of responsibility for your grant. You are responsible for all coordination with HUD on accessing all CPF grant funds, amendment requests, reporting, correspondence, grant closeout, and all other grant requirements. You are responsible for ensuring that the subrecipient(s) complies with all grant requirements. Further, you are required to ensure that your subrecipient(s) is not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal programs or activities.

Next click the “**Edit**” icon to the far right of “**Subrecipient Applicability.**” Please indicate if you will use a Subrecipient. Once done, select “Complete” then click “Save.”

Subrecipient Information

Please provide the following information for each subrecipient intended to be awarded as part of this grant.

\*Will you be using a subrecipient to implement any part of this project?  Yes  No

\*Status: Completed

Cancel Save

Next click the “**Edit**” icon to the far right of “**Subrecipients.**” Please provide the name of your subrecipient, name of the subrecipient’s point of contact, phone number, and email address. Please repeat this step for each subrecipient you plan to use. There is no limit on the number of subrecipients that can be added.

Once done, select “Complete” then click “Save.”

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| Subrecipient Name     | Contact Name     | Phone        | Email               |
|-----------------------|------------------|--------------|---------------------|
| Ace Consultants       | Alexander Watson | 302-555-1234 | Awatson@hotmail.com |
| Be Great Construction | Ann Waters       | 302-555-2134 | awaters@aol.com     |

### 2.2.3.6 Project Scope

Next click the “**Edit**” icon to the far right of “**Project Scope.**” Please provide information about the set boundaries on your project and define exactly what goals, deadlines, and project deliverables you’ll be working towards. Once done, select “**Complete**” then click “**Save.**”

Plain Text Narrative

\* Content Name: Project Scope

Instruction: Project Scope must make clear which portion of the project, or specific project activities, will be funded using the HUD funds provided under your CPF grant. \*\* Your Project Scope must also include sufficient scope and information about the ENTIRE affected project (not limited to the portion funded by your grant) to inform the environmental review process. Project activities must be grouped together and evaluated as a single project for all individual activities which are related either on a geographical or functional basis, or both, or are logical parts of a composite of contemplated actions.

\* Required

\* Status: Completed

### 2.2.3.7 Project Narrative

**Content:** Your Project Narrative must include sufficient scope and information about the ENTIRE affected project (not limited to the portion funded by your grant) to inform the environmental review process. Project activities must be grouped together and evaluated as a single project for all individual activities which are related either on a geographical or functional basis, or both, or are logical parts of a composite of contemplated actions. More information on HUD’s aggregation principles can be found at [24 CFR 58.32](#).

Your Project Narrative must also make clear which portion of the project, or specific project activities, will be funded using the FY2024 CPF grant funds.

In anticipation of the required semi-annual reporting on activity types and annual reports on “Section 3 Economic Opportunity Part 75” accomplishments, the narrative should provide anticipated project

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goals, outputs, or outcomes, including “Section 3 Economic Opportunity Activity Performance Measures.”

The Project Narrative should include:

- **Project Name:** Identify the “project.” This must be consistent with the “project” specified in the Amended CPF Grants Table.
- **Project Purpose:** Provide a brief one sentence summary.
- **Project Scope:**
  - What will the CPF grant be used for?
    - Identify general activity categories and specify what the grant award will be used for.
  - Is the CPF funded project part of a larger project?
    - If so, please provide a brief description of the broader project.
  - Has the project started? If so, please provide a brief overview of the status of the project.
    - If the project has been started, did you initiate a HUD NEPA environmental review?
      - Please review HUD’s environmental review requirements in Section 3.
    - For basic questions about the environmental review requirements or process, please reach out to the Environmental Review Ask A Question Help Desk. (See Section 5 for directions.)
    - For project specific questions about environmental reviews, reach out to the Regional Environmental Officers listed in Section 3 below.
  - Will you be using a subrecipient to implement any part of the project?  
(Please note HUD’s conditions on using subrecipients, which are specified in Article III, section H of the Grant Agreement) and highlighted below.
- **Proposed Subrecipient(s):** If you intend to subaward a portion, or all, of your grant funds to a subrecipient, and have already identified that subrecipient, then include that organization’s name, UEI, and an overview of their role, responsibilities, and functions to be carried out on this project.

Next click the “**Edit**” icon to the far right of “**Project Description.**” Please provide a comprehensive project overview in accordance with the instructions above. Once done, select “Complete” then click “Save.”

Plain Text Narrative

\* Content Name: Project Description

Instruction: Outlines the details of the project, including all phases.

\* Required

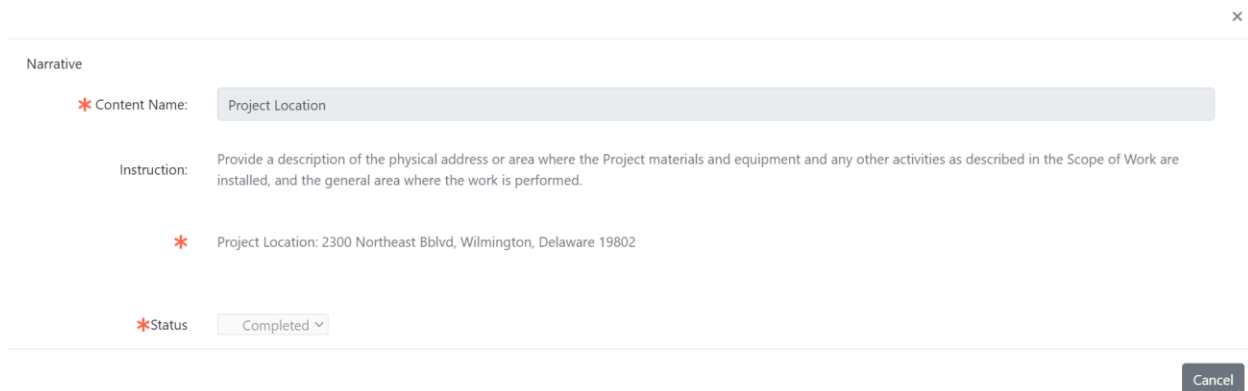
\* Status: Completed

Cancel

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### 2.2.3.8 Project Location

Next click the **“Edit”** icon to the far right of **“Project Location.”** Please provide details about the area(s) where the Project materials, equipment, and any other efforts, as described in the Scope of Work, are installed, and the general area(s) where the Work is performed. Once done, select **“Complete”** then click **“Save.”**

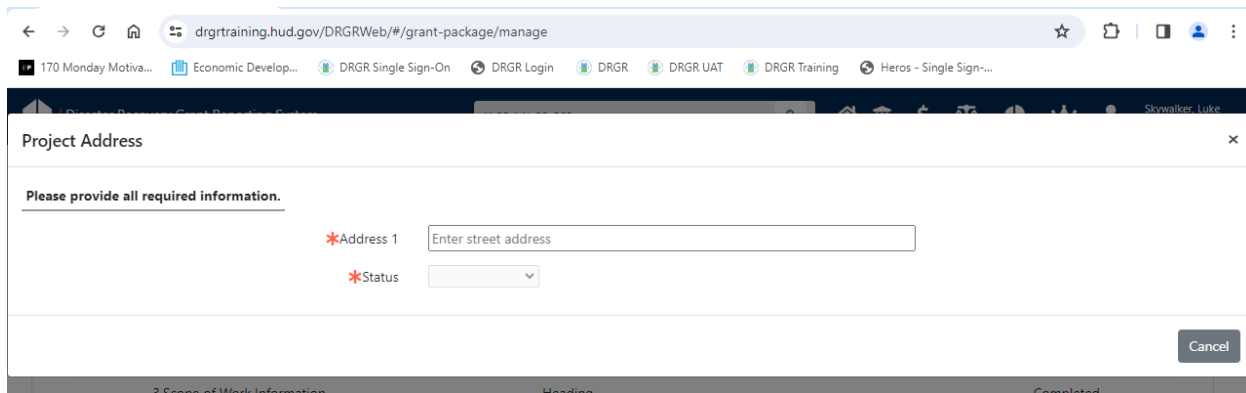


The screenshot shows a web form titled "Narrative" with a close button (X) in the top right corner. The form contains the following fields:

- \*Content Name:** A text input field containing "Project Location".
- Instruction:** A text area containing the instruction: "Provide a description of the physical address or area where the Project materials and equipment and any other activities as described in the Scope of Work are installed, and the general area where the work is performed."
- \*Project Location:** A text input field containing "2300 Northeast Blvd, Wilmington, Delaware 19802".
- \*Status:** A dropdown menu currently set to "Completed".

A "Cancel" button is located in the bottom right corner of the form.

Next click the **“Edit”** icon to the far right of **“Project Address.”** Please provide the street address of the project. If the project does not have a physical street at the time of submission, please provide the address of the organization. Then in the Geographic Location, please provide GPS latitude and longitude of your project. Once done, select **“Complete”** then click **“Save.”**



The screenshot shows a browser window with the URL "drgtraining.hud.gov/DRGRWeb/#/grant-package/manage". The main content is a form titled "Project Address" with a close button (X) in the top right corner. The form contains the following fields:

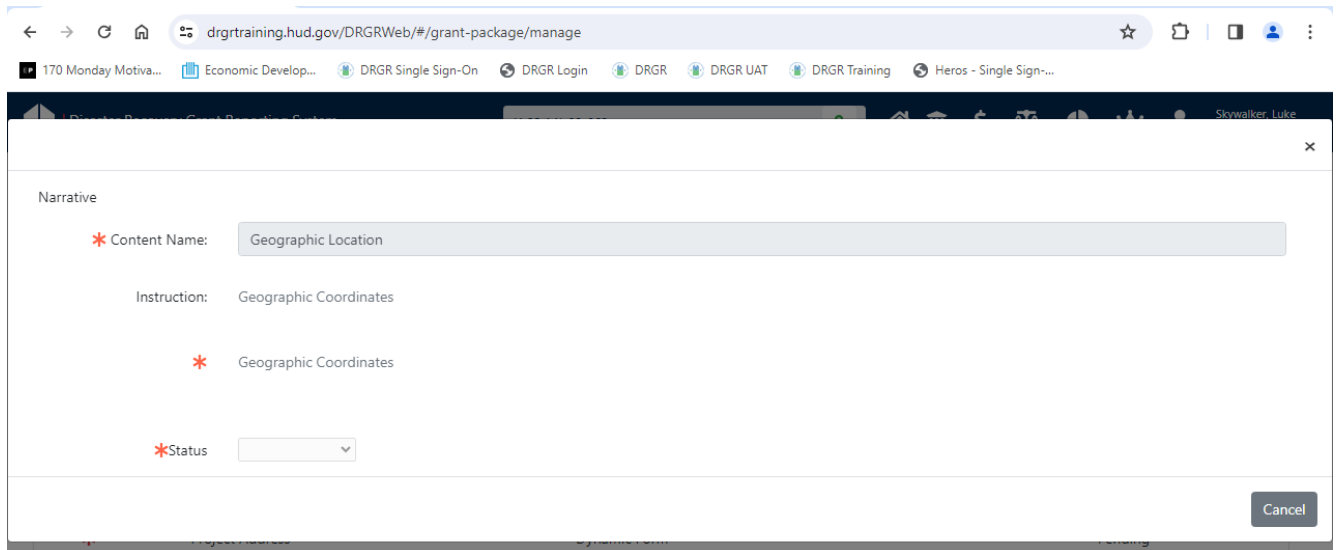
- Please provide all required information.** (Section header)
- \*Address 1:** A text input field containing "Enter street address".
- \*Status:** A dropdown menu.

A "Cancel" button is located in the bottom right corner of the form.

Next click the **“Edit”** icon to the far right of **“Geographic Location.”** This section is optional, if you already provided an address for the activity in the **“Project Address.”** However, if your project has multiple addresses for the activity, please provide the additional addresses in this section.

Also, provide the GPS latitude and longitude of your project if you do not have a physical location. Once done, select **“Complete”** then click **“Save.”**

## FY2024 Community Project Funding Grant Guide (Version 1.0)

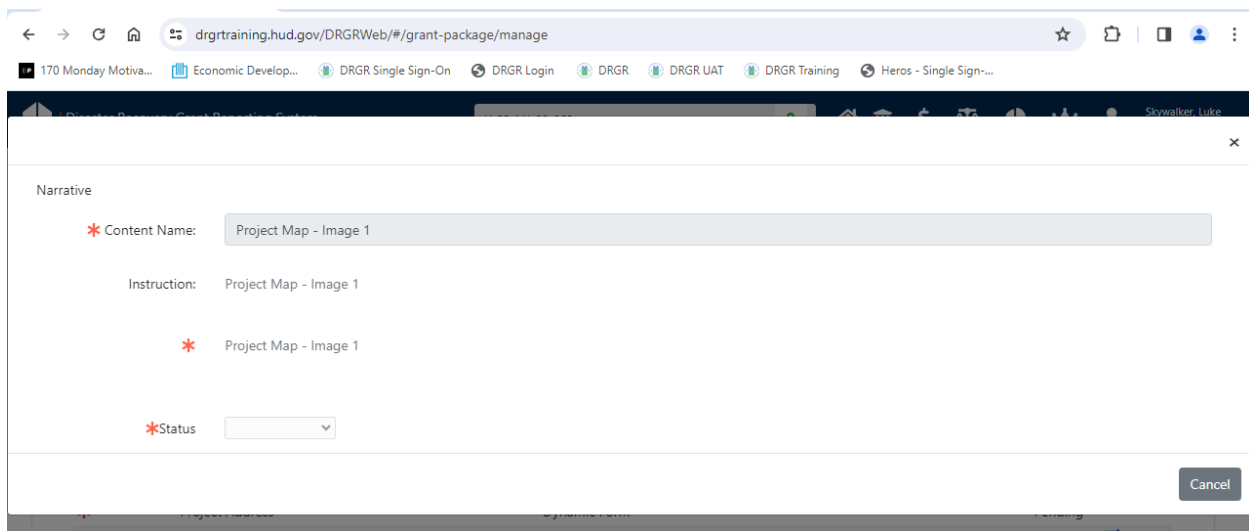


The screenshot shows a web browser window with the URL `drgtraining.hud.gov/DRGRWeb/#/grant-package/manage`. The browser's address bar and tabs are visible. The main content area is a form titled "Narrative". The form has the following fields:

- \* Content Name:** A text input field containing "Geographic Location".
- Instruction:** A text input field containing "Geographic Coordinates".
- \* Geographic Coordinates:** A text input field containing "Geographic Coordinates".
- \* Status:** A dropdown menu.

A "Cancel" button is located at the bottom right of the form.

Next click the “**Edit**” icon to the far right of “**Project Map – Image 1.**” Please provide an image of your project location. Once done, select “Complete” then click “Save.”



The screenshot shows the same web browser window as above. The main content area is a form titled "Narrative". The form has the following fields:

- \* Content Name:** A text input field containing "Project Map - Image 1".
- Instruction:** A text input field containing "Project Map - Image 1".
- \* Project Map - Image 1:** A text input field containing "Project Map - Image 1".
- \* Status:** A dropdown menu.

A "Cancel" button is located at the bottom right of the form.

Repeat the same step for **Project Map – Image 2** through **Image 5**, if applicable, to attach additional images.

### 2.2.3.9 Funding Narrative

Next click the “**Edit**” icon to the far right of “**CPF Funding Description.**” Please provide clear, detailed information for which portion of the project, or specific project activities, that will be funded using CPF funds. Once done, select “Complete” then click “Save.”

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Narrative

\* Content Name: CPF Funding Description

Instruction: Provide a clear narrative of what the CPF Funding will be utilized for.

CPF Funding Description: Provide a clear narrative of what the CPF Funding will be utilized for.

\* \$10 mil Administration  
\$20 mil Acquisition  
\$30 mil Construction  
\$40 mil FF&E  
\$25k Indirect Cost Rate

\* Status: Completed

Cancel

## 2.2.3.10 Project Activities

Next click the “**Edit**” icon to the far right of “**Activities Applicability.**” Please select the activity type(s) that best align to your projects. Once done, select “**Complete**” then click “**Save.**”

Browser address bar: drgrtraining.hud.gov/DRGRWeb/#/grant-package/manage

CPF Funding Applicability

Please provide all required information.

Select activity(ies) for the entire project including non-HUD funded activities: [Pick all that apply.]

Construction - New    Construction - Rehabilitation of existing structure    Construction - Repairs

Construction - Infrastructure    Site improvements (existing / proposed)    Housing    Services

\* Status: [Dropdown]

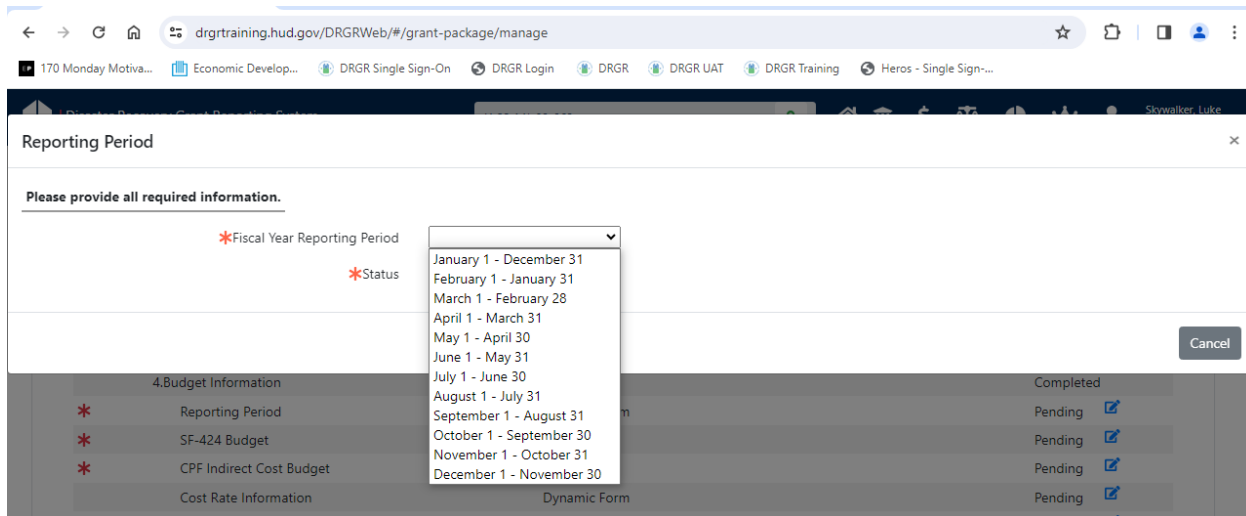
Cancel

Project Scope   Plain Text Narrative   Pending

## 2.2.3.11 Grantee’s Fiscal Year

Next click the “**Edit**” icon to the far right of “**Reporting Period.**” Please select the date range that aligns with your organization’s fiscal year. Once done, select “**Complete**” then click “**Save.**”

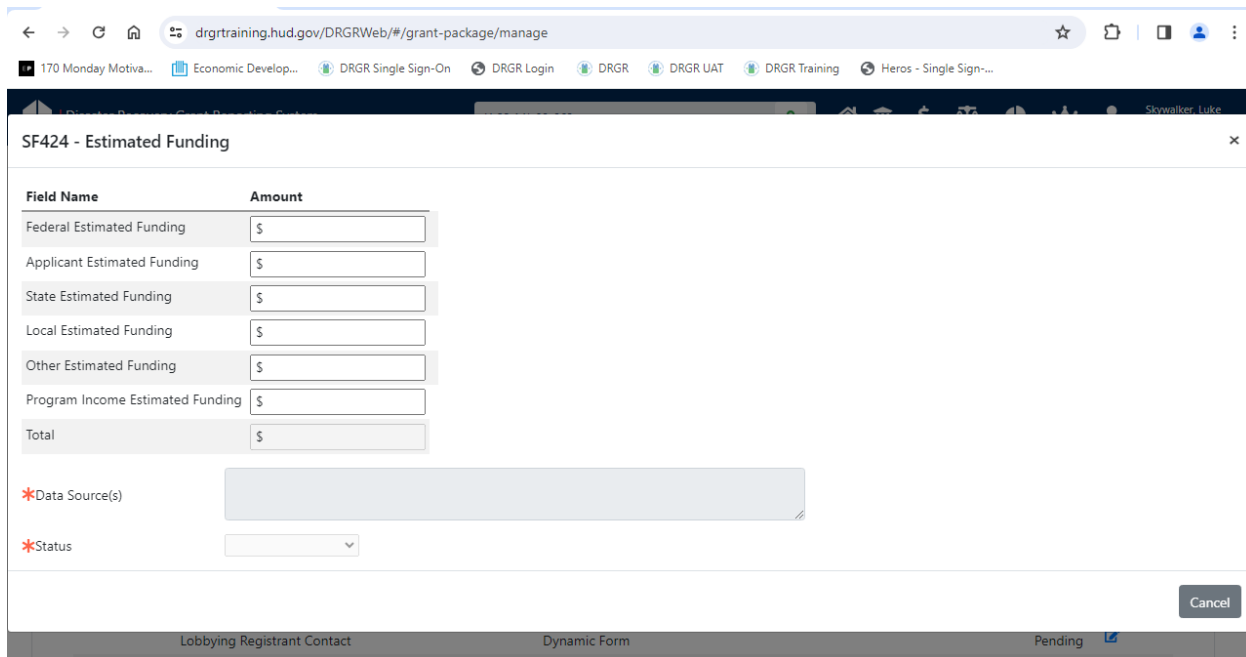
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## 2.2.3.12 Project Budget

HUD needs a line-item budget of your project’s funding source(s).

Next click the **“Edit”** icon to the far right of **“SF-424 Budget.”** Please enter the total CPF Award Amount in Federal Estimated Funding. Complete this section by providing the full project budget total. If other Federal funds are included the project, place the total **“Other Estimated Funding.”** In **“Data Section”** provide the name of funding source for the project. (i.e. CPF Award, CDBG, Local Development Fund). Once done, select **“Complete”** then click **“Save.”**



## 2.2.3.13 CPF Budget

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As defined by 2 CFR 200.1, “budget” means the financial plan for the Federal award that the Federal awarding agency or pass-through entity approves during the Federal award process or in subsequent amendments to the Federal award.

As such, HUD needs a line-item budget to include costs for the CPF portion(s) of your project. **PLEASE NOTE:** The CPF portion of the line-item budget **must** add up to the full grant amount. The line-item budget does not have to be explicit in the use of funds under a line item, provided that the Project Narrative and line-item budget provide enough detail as a whole for HUD to make a reasonable determination that the grant-funded costs are consistent with the Congressional authorization.

All pertinent budgetary information should be listed and explained, such as:

- the overall amount for predevelopment costs;
- construction, renovation, and rehabilitation costs;
- acquisition, demolition, and site preparation;
- architectural and engineering fees;
- initial set asides for revolving loan funds; and
- administrative costs.

As provided by the FY2024 Acts, eligible expenses under the grant may include administrative, planning, operations and maintenance, and other costs that are reasonable and necessary to carry out the “Project” specified in the Amended CPF Grants Table.

Next click the “**Edit**” icon to the far right of “**CPF Cost Budget.**” Please provide the detailed budget for use of the CPF funding. Enter the name and amount for the line item, then click “Add row.” Repeat steps until the total CPF Budget has been allocated. The total CPF Cost Budget must match the “Federal Estimated Funding” amount entered on the SF-424. Once done, select “Complete” then click “Save.”

The screenshot shows a web browser window with the URL [drgtraining.hud.gov/DRGRWeb/#/grant-package/manage](http://drgtraining.hud.gov/DRGRWeb/#/grant-package/manage). The browser tabs include "170 Monday Motiva...", "Economic Develop...", "DRGR Single Sign-On", "DRGR Login", "DRGR", "DRGR UAT", "DRGR Training", and "Heros - Single Sign-...". The main content area displays a form titled "CPF Funding Amount". The form contains a table with two columns: "Budget Line Item" and "Funding Amount". The first row has an empty text input field under "Budget Line Item" and a "\$" followed by an empty numeric input field under "Funding Amount". Below this is a "Total" row with a "\$" and an empty numeric input field. To the left of the "Total" row is an "Add row" button. Below the table are two required fields: "\*Data Source(s)" with a text input area and "\*Status" with a dropdown menu. A "Cancel" button is located at the bottom right of the form. At the bottom of the browser window, there is a status bar with "Cost Rate Information", "Dynamic Form", and "Pending" with a checkmark icon.

### 2.2.3.14 Indirect Cost Rate

Next click the “**Edit**” icon to the far right of “**CPF Cost Indirect Cost Budget.**” Please select the applicable cost rate. If you use a Federal Negotiated Indirect Cost Rate, enter the name of the cognizant agency for indirect costs, the approved Indirect Cost Rate, the budgeted Indirect Cost, and



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answer the questions. Please ensure the “CPF Cost Budget” Includes a line-item reflecting the indirect cost rate. Once done, select “Complete” then click “Save.”

**Grantee Indirect Cost Rate Information**

Please provide all required information.

Select Indirect Cost Rate [Pick one that applies.]

- The Grantee will not use an indirect cost rate to charge its indirect costs to grant
- The Grantee will use de minimis rate of 10% to charge its indirect costs to the grant
- The Grantee will use the indirect cost rate identified below to charge its indirect cost to the grant

Federally Negotiated Indirect Cost Rate:

Indirect Cost Rate Percent:

Dollar Amount: \$

Are you attaching Federal Negotiated Indirect Cost Rate [FNICR] documents?

\*Status:

[Cancel](#)

Click on the “Documents” tab, then click “Add Document.”

**Manage Grant Package**

Grant Number: X-23-MJ-09-062      Receipt Address: District of Columbia - FL-13 Mr Joe Browne (H)

Grantee Name: rogco      Congressional Requestor(s): Han Solo

Authorized Contact: Doe, Miguel      Grant Officer Manager: Active

Appropriation Code: EDI-CPF FY23      Grant Status: Active

Grant Package Status: Pending Grant Officer Review

Project description: test

---

Details | **Documents** | Environmental | History

**Generated Documents** 8

[Regenerate All](#)

| Name  | Last Generated | Document Status | Actions                                       |
|---|----------------|-----------------|---|
| X-23-MJ-09-062_FY23_CPF_Grant_Guide_Award_Instructions_v1.pdf | 12/01/2023     | Generated       | <a href="#">View</a> <a href="#">Download</a> |
| X-23-MJ-09-062_FY23_CPF_Grant_Award_Letter_v1.pdf             | 01/23/2024     | Generated       | <a href="#">View</a> <a href="#">Download</a> |
| X-23-MJ-09-062_FY23_CPF_Grant_Agreement_v1.pdf                | 01/30/2024     | Generated       | <a href="#">View</a> <a href="#">Download</a> |
| X-23-MJ-09-062_FY23_CPF_SF424_v1.pdf                          | 01/30/2024     | Generated       | <a href="#">View</a> <a href="#">Download</a> |
| X-23-MJ-09-062_FY23_CPF_SF424B_v1.pdf                         | 01/30/2024     | Generated       | <a href="#">View</a> <a href="#">Download</a> |
| X-23-MJ-09-062_FY23_CPF_SF424D_v1.pdf                         | 01/30/2024     | Generated       | <a href="#">View</a> <a href="#">Download</a> |
| X-23-MJ-09-062_FY23_CPF_1044_v1.pdf                           | 01/30/2024     | Generated       | <a href="#">View</a> <a href="#">Download</a> |
| X-23-MJ-09-062_FY23_CPF_LLL_v1.pdf                            | 01/30/2024     | Generated       | <a href="#">View</a> <a href="#">Download</a> |

**Supporting Documents** 2

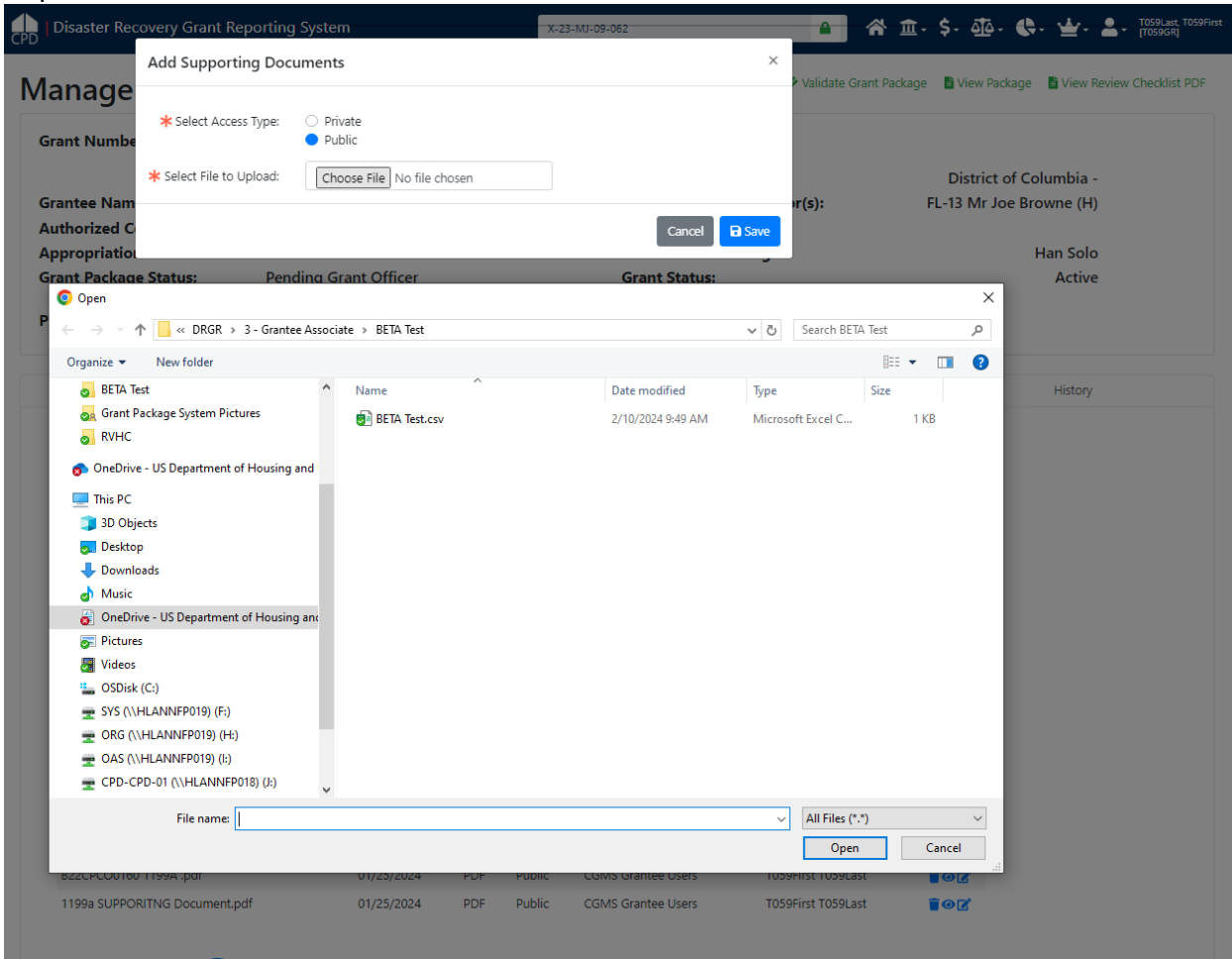
The file size limit is 3MB. Valid file extensions are: .png, .gif, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .csv, .ppt, .pptx, and .pdf

[Add Document](#)

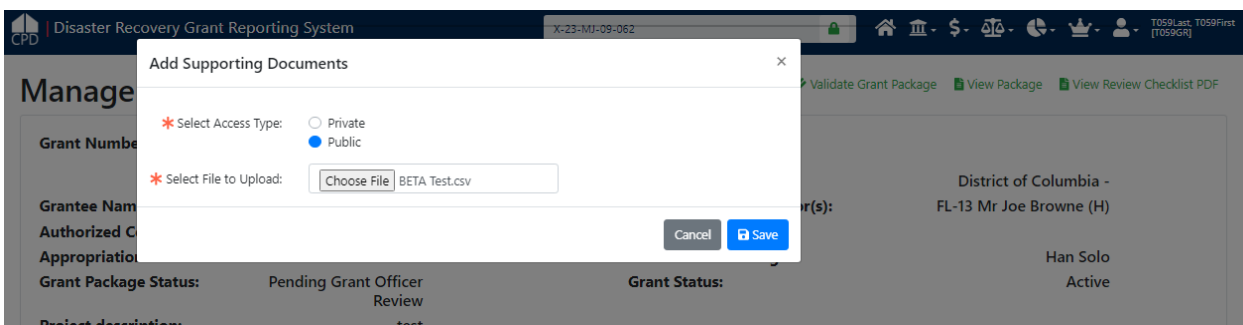
| Name                          | Date       | Type | Access | Uploaded By Group  | Uploaded By        | Actions                                       |
|-------------------------------|------------|------|--------|--------------------|--------------------|---|
| B22CPC00160 1199a .pdf        | 01/25/2024 | PDF  | Public | CGMS Grantee Users | T059First T059Last | <a href="#">View</a> <a href="#">Download</a> |
| 1199a SUPPORTING Document.pdf | 01/25/2024 | PDF  | Public | CGMS Grantee Users | T059First T059Last | <a href="#">View</a> <a href="#">Download</a> |

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Next click “Public” then click “Choose File.” Search your PC and select the desired file then click “Open.”



Next click “Save.”



The file will be saved in the Supporting Documents then click “Details.”

### 2.2.3.15 Disclosures

Next click the “Edit” icon to the far right of “Financial Disclosures.” Please answer all the applicable questions that apply to your organization.

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**NOTE:** these questions are part of the SF-424.

Once done, select “Complete” then click “Save.”

The screenshot shows a web browser window with the URL `drgtraining.hud.gov/DRGRWeb/#/grant-package/manage`. The browser's address bar and tabs are visible at the top. The main content area displays a form titled "Financial Disclosures" with a close button (X) in the top right corner. Below the title, there is a bold instruction: "Please provide all required information." The form contains several fields and checkboxes:

- Three checkboxes for "Is Application Subject to Review by State Under Executive Order 12372 Process [Pick one that applies.]:"
  - Is the Application was made available to the State under the Executive Order 12372 process for review
  - Program is subject to Executive Order 12372 but has not been selected by the State for review
  - Program is not covered by Executive Order 12372
- A date selection field: "Select Review Date if the Application was made available to the state under Executive Order 12372:" followed by a date picker.
- A dropdown menu: "Is the Applicant Delinquent on Any Federal Debt?"
- A text input field: "If Yes, Provide description"
- A dropdown menu: "\*Status"

A "Cancel" button is located in the bottom right corner of the form area.

## 2.2.3.16 Environmental Review Status

Next click the “Edit” icon to the far right of “HUD Environmental Review Information.” Please answer all the questions related to the status of your HUD review. At a minimum, all questions with an asterisk (\*) are required to be completed. Once done, select “Complete” then click “Save.”

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If your project involves activities beyond soft costs that are covered by HUD's nationwide environmental review for CPF soft costs an environmental review is required. See ER Supplement in the document section for list of covered soft costs and other supplemental information.

\* (1) What type of grantee are you?  Nonprofit  Local Government  Quasi Government  Public Housing Authority  Tribe

\* (2) Have you initiated a HUD environmental review?  Yes  No

\* (3) Are you aware of any known environmental issues, conditions, or permits associated with the project site? (ie, historic structure, contamination on site, project in floodplain, etc.)  Yes  No

(4) List known issues, conditions, and/or permits

\* (5) Is there an existing environmental review for your project?  Yes  No

\* (6) Do you have existing permits for your project?  Yes  No

\* (7) If the project involves new construction, rehabilitation, or other ground disturbance work, are there any contracts already in place?  Yes  No

(8) If so, what is the date the contract was signed?

(9) List all anticipated related project activities that have or will be performed following the Federal Nexus, regardless of funding source

- Acquisition (including refinance) of real property
- Leasing
- Maintenance
- Repair/Improvement/Rehabilitation
- New construction/Reconstruction
- Demolition
- Disposition
- Soft Costs or other non-physical activities (e.g. planning, services, administration, predevelopment costs)

\* (10) Does the project involve more than 200 dwelling units?  Yes  No

- Vacant land
- Public facility

(11) What is the planned use of the affected property after completion of the project?

- Nonresidential buildings (example commercial, senior centers, offices)
- Single Family Residential buildings

## 2.2.3.17 Disclosure of Lobbying Activities

No appropriated Federal funds may be paid by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or an employee of a member of Congress, in connection with this “application” for Federal assistance or any award of funds resulting from the submission of this “application” for Federal assistance or its extension, renewal, amendment, or modification.

If your organization has paid or will pay funds other than Federal appropriated funds to influence or attempt to influence the persons listed above, you must complete and submit the SF-LLL, as part of your “application” submission package. This form is generated using the information you provide in DRGR.

Exception: Federally recognized Indian tribes and Tribally Designated Housing Entities (TDHE) established by federally recognized Indian tribes as a result of the exercise of the tribe’s sovereign power are excluded from coverage of the Byrd Amendment, and do not have to submit these forms. State-recognized Indian tribes and TDHEs established only under State law must comply with this requirement.

Next click the “**Edit**” icon to the far right of “**Lobbying Registrant Contact.**” If your organization used a Federal Lobbyist, please provide the name and address of your Reporting Entity. **Note:** If your

## FY2024 Community Project Funding Grant Guide (Version 1.0)

organization did not use a Federal Lobbyist, enter “Not Applicable” in the required fields. Once done, select “Complete” then click “Save.”

The screenshot shows a web browser window with the URL `drgrtraining.hud.gov/DRGRWeb/#/grant-package/manage`. The browser's address bar and tabs are visible at the top. Below the browser, a modal window titled "Contact Information" is open. The modal contains the following fields:

- Prefix: Select One. (dropdown)
- \*First Name: Enter the First Name (text input)
- Middle Name: Enter the Middle Name (text input)
- \*Last Name: Enter the Last Name (text input)
- \*Title: Enter title (text input)
- \*Address 1: Enter street address (text input)
- Address 2: Enter street address 2 (text input)
- Address 3: Enter street address 3 (text input)
- \*City: Enter City (text input)
- \*State: (dropdown)
- \*Zip Code: XXXXX-XXXX (text input)
- \*Telephone Number: XXX-XXX-XXXX (text input)
- \*Email: Enter a valid Email Address (text input)
- \*Status: (dropdown)

A "Cancel" button is located at the bottom right of the modal.

Next click the “**Edit**” icon to the far right of “**Individual Performing Services Contact.**” If your organization used a Federal Lobbyist, please provide the name and address of Lobbying Registrant. **Note:** If your organization did not use a Federal Lobbyist, enter “Not Applicable” in the required fields. Once done, select “Complete” then click “Save.”

## FY2024 Community Project Funding Grant Guide (Version 1.0)

170 Monday Motiva... Economic Develop... DRGR Single Sign-On DRGR Login DRGR DRGR UAT DRGR Training Heros - Single Sign-...

170 Monday Motiva... Economic Develop... DRGR Single Sign-On DRGR Login DRGR DRGR UAT DRGR Training Heros - Single Sign-...

Skywalker Luke

### Contact Information

Please provide all required information.

Prefix

\*First Name

Middle Name

\*Last Name

\*Title

\*Address 1

Address 2

Address 3

\*City

\*State

\*Zip Code

\*Telephone Number

\*Email

\*Status

Cancel

### 2.2.3.18 Assurances

Next click the “**Edit**” icon to the far right of “**SF424 – Assurances.**” Please select the appropriate assurance as this will generate your SF-424B (Non-Construction related) and/or SF-424D (Construction related). For construction projects, grantees will complete both the SF-424B and SF-424D. Once done, select “**Complete**” then click “**Save.**”

170 Monday Motiva... Economic Develop... DRGR Single Sign-On DRGR Login DRGR DRGR UAT DRGR Training Heros - Single Sign-...

170 Monday Motiva... Economic Develop... DRGR Single Sign-On DRGR Login DRGR DRGR UAT DRGR Training Heros - Single Sign-...

Skywalker Luke

### SF424 Assurances

Please provide all required information.

Select that applies  Assurances - Non Construction Programs  Assurances - Construction Programs

\*Status

Cancel

\* Reporting Period Dynamic Form Pending

### 2.2.3.19 Direct Deposit

Please download the SF-1199A banking information form (<https://www.gsa.gov/system/files/SF1199A-20.pdf>).

## FY2024 Community Project Funding Grant Guide (Version 1.0)

You must complete Sections 1 and 2 of the SF-1199A (see Attachment 2). Your bank or financial institution must complete Section 3 of this form. Ensure that you include a voided check, deposit slip, or bank letter with this form and upload it to DRGR in accordance with the instructions in Section 2.2.2.14.

|   |   |
|---|---|
| <p><b>Section 1: (To be completed by you)</b></p> <p>A. Enter grantee’s name, address, and telephone number</p> <p>B. Enter grantee’s CPF grant number</p> <p>C. Enter grantee’s EIN/TIN</p> <p>D. Check the type of account you want your funds deposited into</p> <p>E. Enter the account number you want your funds deposited into</p> <p>F. Check “Other” and specify “<b>CPF-Grant</b>”</p> <p>G. Leave Blank</p> <p>H. Sign and date the form</p> | <p><b>Section 2: (Completed by you)</b></p> <p>Government Agency Name:<br/><b>HUD/Office of CPD</b></p> <p>Government Agency Address:<br/><b>451 7<sup>th</sup> Street, SW, Washington, DC 20410</b><br/>(Attach voided check or deposit slip)</p> <p><b>Section 3: (To be completed by your financial institution)</b></p> |
|---|---|

Section 1 of this form must be signed and dated by your Authorized Representative. Section 3 must be signed and dated by your financial institution.

Review and verify the contents on this form for accuracy prior to uploading into DRGR. **DO NOT MAIL THE COMPLETED FORM TO HUD.**

**Note:** Follow the same steps for attaching documents as provided in Section 2.2.2.14.

Once the form is successfully uploaded, click the “**Edit**” icon to the far right of “**SF-1199A**” and answer the questions. Once done, select “**Complete**” then click “**Save**.”

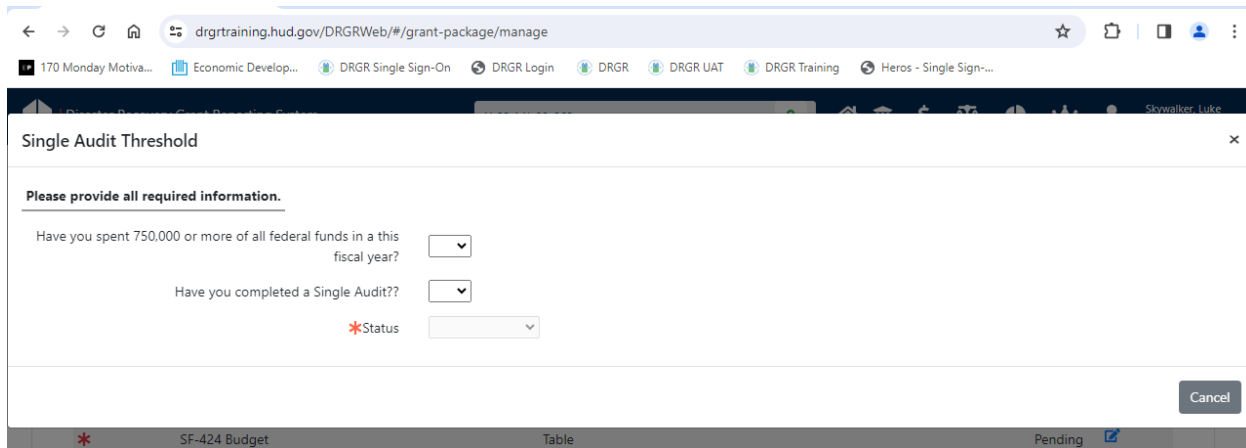
## FY2024 Community Project Funding Grant Guide (Version 1.0)

### 2.2.3.20 Annual Single Audit

Next click the **“Edit”** icon to the far right of **“Single Audit Threshold.”** Please answer the questions based upon your organization’s last completed fiscal year.

**Note:** If your organization has completed a Single Audit, please attach a copy in the documents section of DRGR. Follow the same steps for attaching documents as provided in Section 2.2.2.14.

Once done, select **“Complete”** then click **“Save.”**



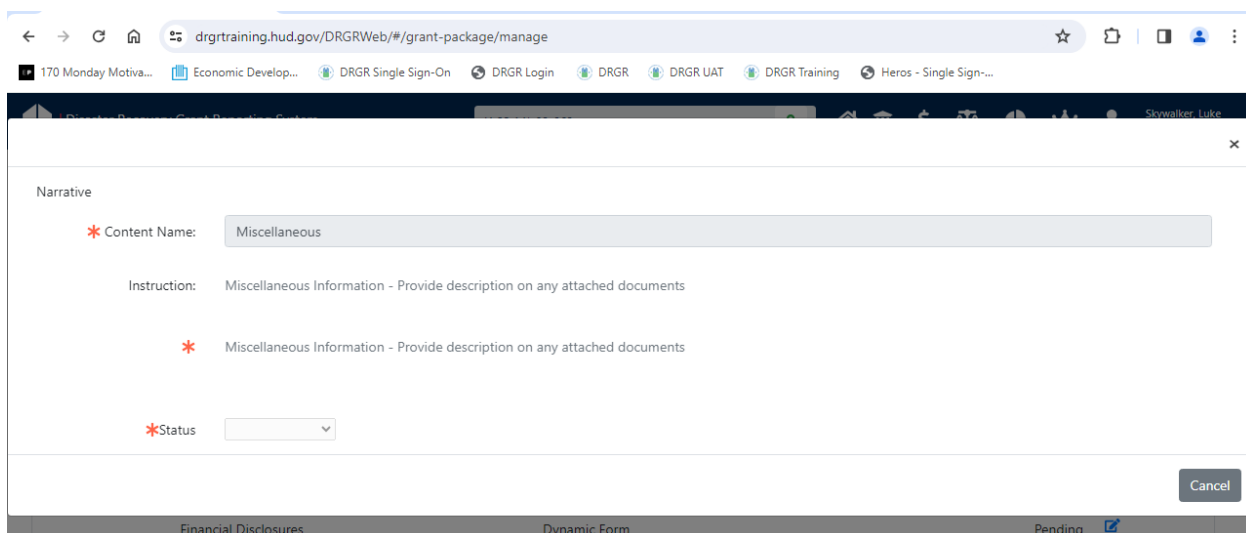
The screenshot shows a web browser window with the URL `dgrtraining.hud.gov/DRGRWeb/#/grant-package/manage`. The main content area is a modal titled "Single Audit Threshold". It contains the following fields:

- A heading: "Please provide all required information."
- A question: "Have you spent 750,000 or more of all federal funds in a this fiscal year?" with a dropdown menu.
- A question: "Have you completed a Single Audit??" with a dropdown menu.
- A required field: "\*Status" with a dropdown menu.
- A "Cancel" button in the bottom right corner.

The bottom status bar shows a red asterisk, "SF-424 Budget", "Table", and "Pending" with a checkmark icon.

### 2.2.3.21 Miscellaneous

Next click the **“Edit”** icon to the far right of **“Miscellaneous.”** Please provide any additional pertinent information about your grant. Once done, select **“Complete”** then click **“Save.”**



The screenshot shows a web browser window with the URL `dgrtraining.hud.gov/DRGRWeb/#/grant-package/manage`. The main content area is a modal titled "Narrative". It contains the following fields:

- A heading: "Narrative"
- A required field: "\*Content Name:" with a text input containing "Miscellaneous".
- An instruction: "Instruction: Miscellaneous Information - Provide description on any attached documents"
- A required field: "\*Miscellaneous Information - Provide description on any attached documents" (this field is currently empty).
- A required field: "\*Status" with a dropdown menu.
- A "Cancel" button in the bottom right corner.

The bottom status bar shows "Financial Disclosures", "Dynamic Form", and "Pending" with a checkmark icon.

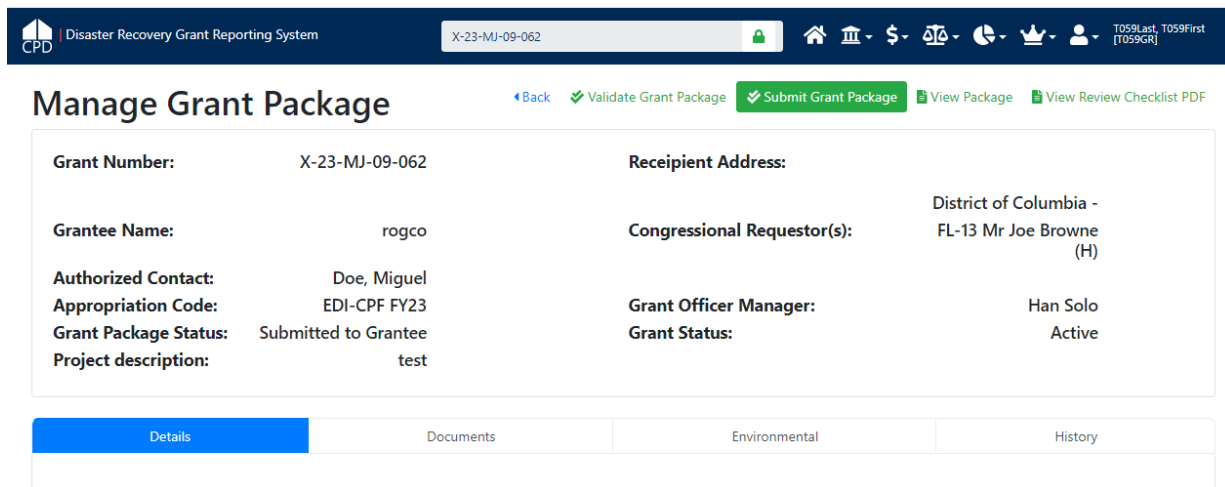
### 2.2.3.22 Validating Grant Package

Once all required sections of the Grant Package sections are completed, the next step is to validate the grant package for errors.





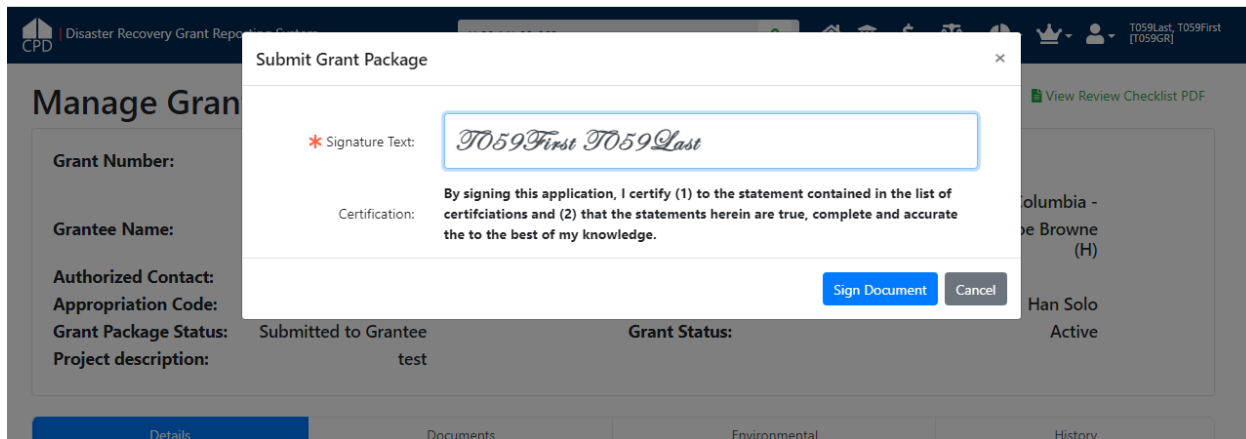
# FY2024 Community Project Funding Grant Guide (Version 1.0)



**Note:** Please make sure the grant package is submitted by the **Authorized Representative**. If the Authorized Representative’s name as listed on the Grant Package home page needs to be updated, please email your System Officer, and copy your Grant Officer.

**Note:**

Next the **Authorized Representative** will type his/her **First Name** space **Last Name** as displaced in the upper right-hand corner of the DRGR system. Click on **“Sign Document.”**



The Grant Package has been submitted to HUD for review and approval.

# FY2024 Community Project Funding Grant Guide (Version 1.0)

Disaster Recovery Grant Reporting System | X-23-MJ-09-062 | Grant package submitted successfully

## Manage Grant Package

[Back](#) | [Validate Grant Package](#) | [View Package](#) | [View Review Checklist PDF](#)

|                              |                                   |                                    |   |
|------------------------------|-----------------------------------|------------------------------------|---|
| <b>Grant Number:</b>         | X-23-MJ-09-062                    | <b>Recipient Address:</b>          |   |
| <b>Grantee Name:</b>         | rogco                             | <b>Congressional Requestor(s):</b> | District of Columbia -<br>FL-13 Mr Joe Browne (H) |
| <b>Authorized Contact:</b>   | Doe, Miguel                       | <b>Grant Officer Manager:</b>      | Han Solo  |
| <b>Appropriation Code:</b>   | EDI-CPF FY23                      | <b>Grant Status:</b>               | Active  |
| <b>Grant Package Status:</b> | Submitted by Grantee - In Process |                                    |   |
| <b>Project description:</b>  | test                              |                                    |   |

[Details](#) | [Documents](#) | [Environmental](#) | [History](#)

Once you have completed and submitted the package, DRGR generates all the required documentation. You can obtain copies of the generated documents by clicking the **“Documents”** tab. Additionally, you can monitor the grant processing status by checking the Grant Package Status on the Manage Grant Package screen.

Disaster Recovery Grant Reporting System | X-23-MJ-09-062 | T059Last, T059First [T059GR]

## Manage Grant Package

[Back](#) | [Validate Grant Package](#) | [View Package](#) | [View Review Checklist PDF](#)

|                              |                                   |                                    |   |
|------------------------------|-----------------------------------|------------------------------------|---|
| <b>Grant Number:</b>         | X-23-MJ-09-062                    | <b>Recipient Address:</b>          |   |
| <b>Grantee Name:</b>         | rogco                             | <b>Congressional Requestor(s):</b> | District of Columbia -<br>FL-13 Mr Joe Browne (H) |
| <b>Authorized Contact:</b>   | Doe, Miguel                       | <b>Grant Officer Manager:</b>      | Han Solo  |
| <b>Appropriation Code:</b>   | EDI-CPF FY23                      | <b>Grant Status:</b>               | Active  |
| <b>Grant Package Status:</b> | Submitted by Grantee - In Process |                                    |   |
| <b>Project description:</b>  | test                              |                                    |   |

[Details](#) | [Documents](#) | [Environmental](#) | [History](#)

### Generated Documents 8

[Regenerate All](#)

| Name  | Last Generated | Document Status | Actions                                       |
|---|----------------|-----------------|---|
| X-23-MJ-09-062_FY23_CPF_Grant_Guide_Award_Instructions_v1.pdf | 12/01/2023     | Generated       | <a href="#">View</a> <a href="#">Download</a> |
| X-23-MJ-09-062_FY23_CPF_Grant_Award_Letter_v1.pdf             | 01/23/2024     | Generated       | <a href="#">View</a> <a href="#">Download</a> |
| X-23-MJ-09-062_FY23_CPF_Grant_Agreement_v1.pdf                | 01/23/2024     | Generated       | <a href="#">View</a> <a href="#">Download</a> |
| X-23-MJ-09-062_FY23_CPF_SF424_v1.pdf                          | 01/23/2024     | Generated       | <a href="#">View</a> <a href="#">Download</a> |
| X-23-MJ-09-062_FY23_CPF_SF424B_v1.pdf                         | 01/23/2024     | Generated       | <a href="#">View</a> <a href="#">Download</a> |
| X-23-MJ-09-062_FY23_CPF_SF424D_v1.pdf                         | 01/23/2024     | Generated       | <a href="#">View</a> <a href="#">Download</a> |

To print or download a complete copy of your completed Grant Package, click **“View Package.”**

# FY2024 Community Project Funding Grant Guide (Version 1.0)


## Manage Grant Package













[← Back](#)
[✔ Validate Grant Package](#)
[📄 View Package](#)
[📄 View Review Checklist PDF](#)

|                              |                                   |                                    |                         |
|------------------------------|-----------------------------------|------------------------------------|-------------------------|
| <b>Grant Number:</b>         | X-23-MJ-09-062                    | <b>Recipient Address:</b>          | District of Columbia -  |
| <b>Grantee Name:</b>         | rogco                             | <b>Congressional Requestor(s):</b> | FL-13 Mr Joe Browne (H) |
| <b>Authorized Contact:</b>   | Doe, Miguel                       | <b>Grant Officer Manager:</b>      | Han Solo                |
| <b>Appropriation Code:</b>   | EDI-CPF FY23                      | <b>Grant Status:</b>               | Active                  |
| <b>Grant Package Status:</b> | Submitted by Grantee - In Process |                                    |                         |
| <b>Project description:</b>  | test                              |                                    |                         |

|         |           |               |         |
|---------|-----------|---------------|---------|
| Details | Documents | Environmental | History |
|---------|-----------|---------------|---------|

**Generated Documents** 8



| Name  | Last Generated | Document Status | Actions   |
|---|----------------|-----------------|---|
| X-23-MJ-09-062_FY23_CPF_Grant_Guide_Award_Instructions_v1.pdf | 12/01/2023     | Generated       |   |
| X-23-MJ-09-062_FY23_CPF_Grant_Award_Letter_v1.pdf             | 01/23/2024     | Generated       |   |
| X-23-MJ-09-062_FY23_CPF_Grant_Agreement_v1.pdf                | 01/23/2024     | Generated       |   |
| X-23-MJ-09-062_FY23_CPF_SF424_v1.pdf                          | 01/23/2024     | Generated       |   |
| X-23-MJ-09-062_FY23_CPF_SF424B_v1.pdf                         | 01/23/2024     | Generated       |   |
| X-23-MJ-09-062_FY23_CPF_SF424D_v1.pdf                         | 01/23/2024     | Generated       |   |

Then click the **“Print”** icon or **“Word doc”** icon in the upper right-hand corner of the TABLE OF CONTENTS.

### Public Action Plan

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  - [Additional Contact 1](#)
  - [Additional Contact 2](#)
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  - [Congressional Districts](#)
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## FY2024 Community Project Funding Grant Guide (Version 1.0)

### 2.3 Detailed Instructions

---

#### 2.3.1 Grant Award Conditions

|  |   |
|--|---|
| <b>Grantee or Project is Awarded More than One CPF Grant</b> | If a Grantee or Project is awarded more than one CPF grant, HUD will not combine the grants into one grant. Each grant must be processed separately.  |
| <b>Start or Effective Date of the Grant</b>                  | The date HUD signs your grant agreement is the start date for your grant's period of performance and budget period. However, grant funds may be used for costs incurred before this date, provided that:<br><ul style="list-style-type: none"><li>(1) The soft costs are covered by HUD's nationwide environmental review for CPF soft costs and are incurred on or after March 9, 2024, or hard costs incurred on or after the later of March 9, 2024, or completion of the required project-specific environmental review; and</li><li>(2) The costs would otherwise meet the allowability criteria in 2 CFR 200.403(a) through (g).</li></ul>  |
| <b>Grant End Date</b>  | To give you the maximum time feasible to complete your project(s), HUD has established August 31, 2032, as the end date of the period of performance and budget period for all FY2024 CPF grants. However, despite what 2 CFR 200.344(b) provides for liquidating obligations incurred under the award and 2 CFR 200.403(h) provides for administrative closeout costs, HUD will <b>NOT</b> be responsible for making any grant payments after the date Treasury closes the account in accordance with 31 U.S.C. § 1552. Because Treasury may close the account up to one week before the September 30 <sup>th</sup> date specified by 31 U.S.C. § 1552, the grantee is advised to make its final request for payment under the grant no later than September 15, 2032. |
| <b>Assistance Listing Number</b>                             | The Assistance Listing number (formerly called the Catalog of Federal Domestic Assistance (CFDA) number) for EDI-CPF grants is 14.251.  |

#### 2.3.2 Requesting Changes to Approved Project Narrative or Budget

Once you receive your fully executed grant agreement, any project and budget change will be subject to the conditions provided by 2 CFR 200.308 and Article III, section C of the Grant Agreement. Any change to the project scope as originally proposed to your Congressional member(s) must be consistent with the conditions that apply to your award under the Consolidated Appropriations Act, 2024, as modified by the Further Consolidated Appropriations Act, 2024 or a later act. HUD does not have the authority to approve changes that depart from these applicable appropriations act conditions. For example, if a grantee wants to change a project from creating a community center to creating a housing complex, HUD will not be able to approve the change unless the Consolidated Appropriations Act, 2024, the Further Consolidated Appropriations Act, 2024, or a later Federal statute authorizes the grant to be used for development of a housing complex.

2 CFR 200.308 allows some changes to be made without HUD approval.

## **FY2024 Community Project Funding Grant Guide (Version 1.0)**

To request HUD's approval of a change to your project narrative or budget (outside of what is allowed in 2 CFR 200.308) after you receive your fully executed Grant Agreement, you **must** email a formal letter to your Grant Officer requesting HUD to consider an amendment to revise your approved project narrative and/or approved budget. The letter must:

- Be on agency letterhead addressed to the CGD Director;
- Be signed by your Authorized Representative;
- Provide justification for the change; and
- Include:
  - the revised project narrative and/or revised line-item budget, as applicable;
  - a detailed explanation of how the change(s) keeps with the intent of Congress;
  - why the change(s) is needed; and
  - the details of the revised narrative or line-item budget.

HUD will email you notifying you whether your amendment was approved or disapproved, with an explanation.

Before you expend grant funds in accordance with any change(s) approved by HUD or otherwise allowed by 2 CFR 200.308, you must update your grant information in DRGR to reflect the change(s).

Amendments to a previously approved project narrative and/or budget may also require a revision of your environmental review for the amended project.

### **2.3.3 SF-424: Application for Federal Assistance**

The SF-424 is the common application form for federal funding. The form provides HUD with basic information about the applicant, the project, and the project funding source. This form is generated using the information you provide in DRGR.

**Additional Certifications and Assurances:** By going through our process and completing the SF-424 in DRGR, the Authorized Representative will be making the following additional certifications and assurances on behalf of the prospective grantee ("applicant"):

a. The governing body of the applicant's organization has duly authorized the application for Federal assistance. In addition, by signing and electronically submitting the application, the Authorized Representative certifies that the applicant:

- (1) has the legal authority to apply for Federal assistance and the institutional, managerial, and financial capacity (including funds to pay for any non-Federal share of project costs) to plan, manage, and complete the project as described in the application (including the attached project narrative);
- (2) will provide HUD any additional information it may require; and
- (3) will administer the award in compliance with the grant requirements as identified in the Grant Agreement or as may otherwise be provided by Federal law.

b. Certification Regarding Lobbying. Subject to the exception in item c below, the Authorized Representative certifies, to the best of his or her knowledge and belief, that:

## FY2024 Community Project Funding Grant Guide (Version 1.0)

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

c. Exception to Certification Regarding Lobbying: Federally recognized Indian tribes and Tribally Designated Housing Entities (TDHEs) established by a federally recognized Indian tribe, as a result of the exercise of the tribe's sovereign power, are excluded from coverage by item b (also known as the Byrd Amendment). However, State-recognized Indian tribes and TDHEs established under State law are not excluded from the statute's coverage and therefore agree to, and must comply with, item b above.

d. By submitting this application, the applicant and Authorized Representative are affirming that these certifications and assurances are material representations of the facts upon which HUD will rely when making an award to the applicant. The applicant and Authorized Representative understand that providing false or misleading information during any part of the application, award, or performance phase of an award may result in criminal, civil or administrative sanctions, including but not limited to: fines, restitution, and/or imprisonment under 18 USC 287, 1001, 1010, 1012; treble damages and civil penalties under the False Claims Act (31 USC 3729 et seq.); double damages and civil penalties under the Program Fraud Civil Remedies Act (31 USC 3801 et seq.); civil recovery of award funds; suspension and/or debarment from all federal procurement and non-procurement transactions under 2 CFR parts 180 and 2424; and other remedies including termination of the award under 2 CFR 200.339 and 200.340.

# FY2024 Community Project Funding Grant Guide (Version 1.0)

## SECTION 3: FEDERAL REQUIREMENTS

The FY2024 CPF Grant Agreement will set forth all applicable regulatory requirements for your grant.

As the grantee, you are responsible for managing the project and ensuring the proper use of the CPF funds in compliance with all applicable Federal requirements. You are also responsible for ensuring the completion of the project and its proper closeout.

Subject to the conditions stated in Article III, section H of the FY2024 CPF Grant Agreement, you may subaward all or a portion of your funds to one or more subrecipients, as identified in your Project Narrative (which will be incorporated in your FY2024 CPF Grant Agreement) or as may be approved by HUD in accordance with 2 CFR 200.308. As the grantee, you are responsible for ensuring each subrecipient’s compliance with federal requirements.

Below are the applicable regulatory requirements of the CPF grant.

- Section 3.1 details the requirements of the FY2024 Acts.
- Section 3.2 details the applicable Federal requirements standard to all HUD grants. HUD refers to these requirements as “cross-cutting” as they apply across all HUD programs.

It is important to note that if CPF funds are combined in a project budget with other Federal grant funds or the CPF funds are used on projects that are subject to other Federal grant requirements, you must comply with both CPF requirements and the other Federal grant requirements.

Because CPF awards are authorized and funded through specific Congressional directives as provided by the Act, CPF awards are distinct from Community Development Block Grant funding and are **not** subject to Title I of the Housing and Community Development Act of 1974 or the Community Development Block Grant regulations at 24 CFR part 570.

Where statutory restrictions apply, HUD cannot provide waivers or exceptions without statutory authority to do so. In circumstances where there is a conflict between this CPF guide and other HUD guidance, HUD will resolve the conflict.

### 3.1 Requirements Under the Consolidated Appropriations Act, 2024 (P.L. 118-42) and Further Consolidated Appropriations Act, 2024 (P.L. 118-47)

| Summary  |   |
|--|---|
| <b>The Project, Recipient, and Amount of each FY2024 CPF award</b> | The Project, Recipient, and Amount of each FY2024 CPF award must be consistent with the “project,” “recipient,” and “amount” specified by the Amended CPF Grants Table.   |
| <b>Eligible Expenses</b>   | Consistent with the FY2024 Acts’ provisions, eligible expenses of the grant may include administrative, planning, operations and maintenance, and other costs that are reasonable and necessary to carry out the “project” specified in the Amended CPF Grants Table. |



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|  |  |
|--|--|
|  | <b>PLEASE NOTE:</b> <i>To be allowable under the grant, the cost not only must be eligible, but also must meet the cost allowability criteria in 2 CFR 200.403, unless a statute expressly provides otherwise (such as in the case of pre-award costs as noted below).</i>   |
| <b>Pre-award costs</b>                                   | Consistent with the FY2024 Act’s provisions, FY2024 CPF grant funds may be used to reimburse costs (including administrative, planning, operations and maintenance, and other costs) incurred before execution of the grant agreement, provided that: <ul style="list-style-type: none"> <li>(1) The soft costs are covered by HUD’s nationwide environmental review for CPF soft costs and are incurred on or after March 9, 2024, or hard costs incurred on or after the later of March 9, 2024, or completion of the required project-specific environmental review; and</li> <li>(2) The costs would otherwise meet the allowability criteria in 2 CFR 200.403(a) through (g).</li> </ul>  |
| <b>Eminent Domain</b>                                    | No Federal funds provided under your award may be used to support any Federal, state, or local project that seeks to use the power of eminent domain, unless eminent domain is employed only for a public use. Public use includes use of funds for mass transit, railroad, airport, seaport, or highway projects, and utility projects which benefit or serve the general public (including energy-related, communication-related, water-related, and waste water-related infrastructure), other structures designated for use by the general public or with other common-carrier or public-utility functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfields, as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Pub. L. 107-118). Public use does not include economic development that primarily benefits private entities. |
| <b>Restriction on Use of Funds for Computer Networks</b> | No Federal funds provided under your award may be used to maintain or establish a computer network that does not block the viewing, downloading, and exchanging of pornography. This requirement does not limit the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.  |

### 3.2 Cross Cutting Federal Requirements

| <b>Summary</b>   |  |
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| <b>Uniform Administrative Requirements, Cost Principles, and Audit</b> | The requirements of 2 CFR Part 200 apply to all CPF awards.<br><br>You are encouraged to review the provisions of these regulations including provisions related to: |

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| <p><b>Requirements for Federal Awards (2 CFR Part 200)</b></p>  | <ul style="list-style-type: none"> <li>• Suspension and debarment at 2 CFR 200.214</li> <li>• Prohibition on certain telecommunications and video surveillance services or equipment at 2 CFR 200.216</li> <li>• Financial management, internal controls, and Federal payment requirements at 2 CFR 200.302, 200.303, and 200.305</li> <li>• Program income requirements at 2 CFR 200.307*</li> <li>• Revision of budget and program plans at 2 CFR 200.308</li> <li>• Disposition of property acquired with CPF funds at 2 CFR §200.311</li> <li>• Procurement requirements at 2 CFR §200.317-327</li> <li>• Record retention and access requirements at 2 CFR 200.334-200.338</li> <li>• Reporting requirements at 2 CFR 200.328-200.330, including on the status of property acquired with CPF funds at 2 CFR §200.330</li> <li>• Subrecipient monitoring and management at 2 CFR 200.331-200.333</li> <li>• Remedies for Noncompliance at 2 CFR 200.339-200.343</li> <li>• Closeout of federal grants at 2 CFR §200.344-346</li> <li>• Cost Principles at 2 CFR Part 200, subpart E</li> <li>• Audit requirements at 2 CFR Part 200, subpart F</li> </ul> <p>*For purposes of all CPF awards, program income must be used for the purposes and under the conditions of your specific CPF award in accordance with the addition requirements at 2 CFR 200.307. Costs incidental to the generation of program income may be deducted from gross income to determine program income for purposes of your CPF grant, provided these costs have not been charged to the Federal award. Further technical assistance will be provided to grantees with projects that may generate program income.</p> |
| <p><b>Environmental Review Requirements (24 CFR Part 50 or Part 58)</b></p> <p><b>Quick Overview</b></p> <p><b>(More detailed guidance starts in Section 3.3)</b></p> | <p>All projects funded by HUD are subject to requirements under the National Environmental Policy Act (NEPA) and HUD’s NEPA-implementing regulations at 24 CFR Part 50 or 24 CFR Part 58. Environmental reviews must be completed, and a Request for Release of Funds and Certification must be approved by HUD CPD Field Office Director through issuance of the <a href="#">Authority to Use Grant Funds (HUD-7015.16)</a>, as applicable, prior to taking any choice limiting action, to avoid violations under 24 CFR 58.22 which prohibits limitations on activities pending clearance, and Section 110(k) of the National Historic Preservation Act which prohibits anticipatory demolition or significant harm of historic properties prior to completion of the historic preservation review process known as Section 106 review.</p> <p>The environmental review must be completed by a RE as defined at 24 CFR 58.2(a)(7), or HUD under 24 CFR Part 50 if your unit of general local government is unable to serve as RE to complete the review. An applicant that is a State, unit of general local government, Indian Tribe, or Alaska Native Village must serve as the RE for the project. For other applicants, the RE is the unit of general local government within which the project is located that exercises land use responsibility, or the Indian Tribe or Alaskan</p>   |

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|  | <p>Native Village jurisdiction within which the project is located that exercises land use responsibility. REs can conduct an environmental review on behalf of other entities in their jurisdiction even if they are not the grantee. In the event that an RE that is not the grantee declines to assume responsibility for the environmental review under Part 58, you must advise HUD, and HUD will complete the environmental review under 24 CFR Part 50 or designate another RE.</p> <p>Locate your nearest HUD REO here (also see Section 4 in this document):<br/> <a href="https://www.hudexchange.info/programs/environmental-review/hud-environmental-staff-contacts/#region-i-regional-and-field-environmental-officers">https://www.hudexchange.info/programs/environmental-review/hud-environmental-staff-contacts/#region-i-regional-and-field-environmental-officers</a>.</p> <p>Further information on environmental requirements can be found here:<br/> <a href="https://www.hudexchange.info/programs/environmental-review/orientation-to-environmental-reviews/#overview">https://www.hudexchange.info/programs/environmental-review/orientation-to-environmental-reviews/#overview</a>.</p> <p><b><i>You may not commit or spend <u>ANY</u> project funds (HUD or non-HUD funds) on hard costs or take any choice limiting actions until the project completes an environmental review. Examples of choice limiting actions include, but are not limited to, purchasing land, entering into contracts for property acquisition or construction, or physical work on the project. Failure to comply with the prohibition on choice limiting actions and Section 110(k) can result in forfeiture of grant funds.</i></b> You are encouraged to commence the environmental review process for your project as soon as possible. Under Part 58, the environmental review process is complete when the RE certifies the review and, if applicable, a Request for Release of Funds and Certification is approved by HUD CPD Field Office Director through issuance of the HUD-7015.16, as applicable. Under Part 50, the environmental review process is complete when certified by the HUD Authorizing Official.</p> <p><b>See Section 3.3 below for additional detail on fulfilling environmental review requirements.</b></p> |
| <p><b>Build America Buy America (BABA)</b></p> | <p>The Build America, Buy America Act (BABA) was enacted as part of the Infrastructure Investment and Jobs Act (IIJA) on November 15, 2021. BABA established the Buy America Preference (BAP), which requires that Federally funded infrastructure projects use domestically produced materials.</p> <p>FY2024 CPF grantees are encouraged to review BABA information available on the <a href="#">BABA HUDEXchange page</a>, including CPD’s BABA implementation notice. See Section 3.4 below for additional details on BABA requirements and applicability.</p>   |
| <p><b>Indirect Cost Rate</b></p>               | <p><b>Normal indirect cost rules under 2 CFR Part 200, subpart E apply.</b> The appropriate grant agreement appendix must be filled out and signed if you</p>  |

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|   | <p>intend to use an indirect cost rate to calculate and charge indirect costs to the grant.</p> <p><b>Special instructions for state and local governments:</b> If your department or agency unit has a Federally negotiated indirect cost rate, you must include that rate and the applicable distribution base in the table provided and be able to support that rate information with a letter or other documentation from the cognizant agency showing the approved rate. If your department or agency unit receives more than \$35 million in direct Federal funding per year, you may not claim indirect costs until you receive a negotiated rate from your cognizant agency for indirect costs as provided in Appendix VII to 2 CFR Part 200.</p> <p>If your department or agency unit receives no more than \$35 million in direct Federal funding per year and your department or agency unit has developed and maintains an indirect cost rate proposal and supporting documentation for audit in accordance with 2 CFR Part 200, Appendix VII, you may include the rate and distribution base specified in that indirect cost rate proposal.</p> <p>Alternatively, if your department or agency unit receives no more than \$35 million in direct Federal funding per year and does not have a current negotiated rate (including provisional) rate), you may elect to use the de minimis rate as allowed under 2 CFR 200.414(f). As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs and must not be double charged or inconsistently charged as both. Once elected, the de minimis rate must be used for all Federal awards until you choose to negotiate for a rate, which you may apply to do at any time.</p> <p><b>Special instructions for applicants other than state and local governments:</b> If you have a Federally negotiated indirect cost rate, you must include that rate and the applicable distribution base in the table provided and be able to support that rate information with a letter or other documentation from the cognizant agency showing the approved rate. If your organization does not have a current negotiated rate (including provisional rate) and elects to use the de minimis rate, your application must clearly state you intend to use the de minimis rate. As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs and must not be double charged or inconsistently charged as both. Once elected, the de minimis rate must be used for all Federal awards until the organization chooses to negotiate a rate, which the organization may apply to do at any time.</p> |
| <p><b>Economic Opportunities for Low- and Very Low-income Persons: Section 3 Requirements (24 CFR</b></p> | <p>Section 3 of the Housing and Urban Development Act of 1968 (Section 3), 12 U.S.C. 1701u (Economic Opportunities for Low- and Very Low-Income Persons in Connection with Assisted Projects), and the HUD regulations at 24 CFR Part 75, ensure, to the greatest extent feasible, that training,</p>  |

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| <p><b>Part 75) and Indian Preference</b></p>  | <p>employment, contracting and other economic opportunities be directed to low- and very low-income persons, especially recipients of government assistance for housing, and to businesses that provide economic opportunities to low-and very low-income persons where a proposed project is located.</p> <p>You are encouraged to review the requirements of this regulation to determine ways to support the mission of increasing economic opportunity for low- and very-low-income persons and small business owners in your community. You will submit periodic reports of Section 3 accomplishment Performance Measures in DRGR. A link to DRGR guidance for reporting Section 3 accomplishments is provided below.</p> <p>CPF grants made to Tribes and TDHEs are subject to Indian Preference requirements in Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b)). As stated in 24 CFR §75.3(c), grants to Tribes and TDHEs are subject to Indian Preference requirements in lieu of Section 3.</p> <p>For all other CPF grant recipients, if \$200,000 or more is awarded for projects involving housing construction, rehabilitation, or other public construction, the Section 3 requirements in 24 CFR Part 75 apply.</p> <p><a href="http://www.hud.gov/localoffices">www.hud.gov/localoffices</a></p> <p><a href="http://www.EEOC.gov">www.EEOC.gov</a><br/> <a href="http://www.dol.gov/ofccp/">http://www.dol.gov/ofccp/</a></p> <p><a href="https://files.hudexchange.info/resources/documents/DRGR-Guidance-on-Reporting-Section-3-Labor-Hours-Fact-Sheet.pdf">https://files.hudexchange.info/resources/documents/DRGR-Guidance-on-Reporting-Section-3-Labor-Hours-Fact-Sheet.pdf</a></p> |
| <p><b>Uniform Relocation Assistance and Real Property Acquisitions Policies Act</b></p> | <p>With certain limited exceptions, HUD-funded programs or projects are subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) (42 U.S.C. §§ 4601 et seq.), and the government-wide regulations issued by the Federal Highway Administration at 49 CFR Part 24.</p> <p>The URA applies to acquisitions of real property and relocation occurring as a direct result of the acquisition, rehabilitation, or demolition of real property for Federal or Federally funded programs or projects. Real property acquisition that receives Federal financial assistance for a program or project, as defined in 49 CFR 24.2, must comply with the acquisition requirements contained in 49 CFR part 24, subpart B. Unless otherwise specified in law, the relocation requirements of the URA and its implementing regulations at 49 CFR part 24, cover any displaced person (as defined in 49 CFR 24.2) who moves from real property or moves personal</p>   |

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|  | property from real property as a direct result of acquisition, rehabilitation, or demolition for a program or project receiving HUD financial assistance.   |
| <b>Generally Applicable HUD requirements (24 CFR Part 5, subpart A and 24 CFR 1000.12)</b> | <p>You and your subrecipients must comply with the generally applicable HUD and CPD requirements in 24 CFR Part 5, subpart A, including all applicable fair housing and civil rights requirements.</p> <p>The Grantee must report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of the Grantee’s Project, consistent with the instructions and forms provided by HUD in order to carry out its responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987 (e.g. HUD-27061).</p>   |
| <b>Equal Participation of Faith Based Organizations</b>                                    | CPF grants are subject to HUD’s regulations at 24 CFR §5.109 concerning equal participation of faith-based organizations in HUD programs and activities.  |
| <b>SAM registration and UEI</b>  | <p>The System for Award Management (SAM) and Unique Entity Identifier (UEI) requirements under 2 CFR Part 25 apply.</p> <p>Unless an exception under 2 CFR part 25 applies, each applicant for a CPF award must:</p> <ol style="list-style-type: none"> <li>(1) Be registered in <a href="https://sam.gov">SAM.gov</a> before submitting an application or plan;</li> <li>(2) Include its UEI in each application or plan submitted to HUD; and</li> <li>(3) maintain an active SAM registration with current information at all times while the applicant or grantee has an active Federal award or an application under consideration by a Federal agency. This includes: <ol style="list-style-type: none"> <li>(a) reviewing and updating the information in <a href="https://sam.gov">SAM.gov</a> annually from the date of initial registration or later updates to ensure the information is current, accurate and complete; and</li> <li>(b) if applicable, identifying the applicant or grantee’s immediate and highest-level owner and subsidiaries, as well as providing information on all predecessors that have received a Federal contract or grant within the last three years.</li> </ol> </li> </ol> <p><b>To Sign up or Reactivate SAM.gov Account:</b> You must have a SAM.gov account. If your organization is already registered in SAM.gov, your UEI has already been assigned and is viewable in SAM.gov. This includes inactive registrations. Remember, you must be signed into your SAM.gov account to view entity records. To learn how to view your UEI, go here: <a href="https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&amp;sys_id=a05adbae1b59f8982fe5ed7ae54bcbbba">https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&amp;sys_id=a05adbae1b59f8982fe5ed7ae54bcbbba</a>.</p> |

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|   | <p>Direct subrecipients or “first-tier” subrecipients are also required to obtain a UEI through SAM as provided by 2 CFR part 25. Subrecipients may refer to the “Guide to Getting a Unique Entity ID” at SAM.gov to get a UEI.</p> <p>You may contact your Grant Officer for technical assistance. Please refer to this link to begin registering in SAM.gov and obtain your UEI number <a href="https://sam.gov/content/home">https://sam.gov/content/home</a>.</p>  |
| <p><b>The Federal Financial Accountability and Transparency Act of 2006, (Public Law 109-282), as amended (FFATA)</b></p> | <p>Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) as amended (FFATA). FFATA requires information on federal awards be made available to the public via a single, searchable website, which is <a href="http://www.USASpending.gov">www.USASpending.gov</a>. Accordingly, your award will be subject to the requirements provided by the Award Term in Appendix A to 2 CFR Part 170, “REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION,” unless the Federal funding for the award (including funding that may be added through amendments) is not expected to equal or exceed \$30,000. Requirements under this Award Term include filing subaward information in the Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS.gov) by the end of the month following the month in which the recipient awards any sub-grant equal to or greater than \$30,000.</p> <p>Each applicant must have the necessary processes and systems in place to comply with the Award Term in Appendix A of 24 CFR Part 170 if the applicant receives an award, unless an exception applies as provided in 2 CFR part 170.</p> |
| <p><b>Davis Bacon and Related Acts (DBRA)</b></p>   | <p>Compliance with Davis Bacon and Related Acts (DBRA) is not a condition or requirement for CPF grants but may be required if your project is also supported by other funds which do require adherence to the DBRA.</p>   |
| <p><b>Suspension and debarment</b></p>  | <p>The governmentwide debarment and suspension regulations in 2 CFR Part 180 apply as incorporated and supplemented by HUD’s implementing regulations in 2 CFR Part 2424. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.</p>  |
| <p><b>Prohibition Against Lobbying Activities</b></p>   | <p>Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR Part 87 apply to all CPF grantees except Federally recognized Indian tribes and TDHEs established by Federally recognized Indian tribes as a result of the exercise of the tribe’s sovereign power. The Byrd Amendment and 24 CFR part 87 prohibit recipients of federal awards from using appropriated funds for lobbying the executive or legislative branches of the Federal government in connection with a Federal award. You must submit the certification regarding lobbying and required disclosures as described in section 2.3.3 of this Grant Guide.</p>  |



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| <p><b>Drug-Free Workplace</b></p>    | <p>The following award term applies to all grantees of CPF awards: You as the recipient must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 CFR Part 2429, which adopts the governmentwide implementation (2 CFR Part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707).</p>   |
| <p><b>Trafficking in persons</b></p> | <p>All FY 2024 CPF grants will be subject to the following award term and condition, as required by 2 CFR part 175:</p> <p>(a) <i>Provisions applicable to a grantee that is a private entity.</i></p> <p>(1) Under this award, the grantee, its employees, subrecipients under this award, and subrecipient's employees must not engage in:</p> <p>(i) Severe forms of trafficking in persons;</p> <p>(ii) The procurement of a commercial sex act during the period of time that this award or any subaward is in effect;</p> <p>(iii) The use of forced labor in the performance of this award or any subaward; or</p> <p>(iv) Acts that directly support or advance trafficking in persons, including the following acts:</p> <p>(A) Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;</p> <p>(B) Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:</p> <p>(1) Exempted from the requirement to provide or pay for such return transportation by the Federal department or agency providing or entering into the grant or cooperative agreement; or</p> <p>(2) The employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;</p> <p>(C) Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;</p> |



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|  | <p>(D) Charging recruited employees a placement or recruitment fee; or</p> <p>(E) Providing or arranging housing that fails to meet the host country's housing and safety standards.</p> <p>(2) The Federal agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if any private entity under this award:</p> <p>(i) Is determined to have violated a prohibition in paragraph (a)(1) of this appendix; or</p> <p>(ii) Has an employee that is determined to have violated a prohibition in paragraph (a)(1) of this this appendix through conduct that is either:</p> <p>(A) Associated with the performance under this award; or</p> <p>(B) Imputed to the grantee or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by HUD at 2 CFR part 2424.</p> <p><i>(b) Provision applicable to a grantee other than a private entity.</i></p> <p>(1) The Federal agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if a subrecipient that is a private entity under this award:</p> <p>(i) Is determined to have violated a prohibition in paragraph (a)(1) of this appendix; or</p> <p>(ii) Has an employee that is determined to have violated a prohibition in paragraph (a)(1) of this appendix through conduct that is either:</p> <p>(A) Associated with the performance under this award; or</p> <p>(B) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by HUD at 2 CFR part 2424.</p> <p><i>(c) Provisions applicable to any grantee.</i></p> |
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|                                     | <p>(1) The grantee must inform the Federal agency and the Inspector General of the Federal agency immediately of any information you receive from any source alleging a violation of a prohibition in paragraph (a)(1) of this appendix.</p> <p>(2) The Federal agency's right to unilaterally terminate this award as described in paragraphs (a)(2) or (b)(1) of this appendix:</p> <p>(i) Implements the requirements of 22 U.S.C. 78, and</p> <p>(ii) Is in addition to all other remedies for noncompliance that are available to the Federal agency under this award.</p> <p>(3) The grantee must include the requirements of paragraph (a)(1) of this award term in any subaward it makes to a private entity.</p> <p>(4) If applicable, the grantee must also comply with the compliance plan and certification requirements in 2 CFR 175.105(b).</p> <p>(d) <i>Definitions. For purposes of this award term:</i></p> <p>“Employee” means either:</p> <p>(1) An individual employed by the grantee or a subrecipient who is engaged in the performance of the project or program under this award; or</p> <p>(2) Another person engaged in the performance of the project or program under this award and not compensated by the grantee including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing requirements.</p> <p>“Private Entity” means any entity, including for-profit organizations, nonprofit organizations, institutions of higher education, and hospitals. The term does not include foreign public entities, Indian Tribes, local governments, or states as defined in 2 CFR 200.1.</p> <p>The terms “severe forms of trafficking in persons,” “commercial sex act,” “sex trafficking,” “Abuse or threatened abuse of law or legal process,” “coercion,” “debt bondage,” and “involuntary servitude” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).</p> <p>i.</p> |
| <p><b>Conflicts of Interest</b></p> | <p>i. Conflicts Subject to Procurement Regulations. In the procurement of property or services by recipients and subrecipients, the conflict-of-interest rules in 2 CFR 200.317 and 2 CFR 200.318(c) shall apply. In all cases not governed by 2 CFR 200.317 and 2 CFR 200.318(c), recipients</p>  |

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|  | <p>and subrecipients must follow the requirements contained in paragraphs ii-v below.</p> <ul style="list-style-type: none"><li>ii. General prohibition. No person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or subrecipient and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have a financial interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including a stepparent), child (including a stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild, and in-laws of a covered person.</li><li>iii. Exceptions. HUD may grant an exception to the general prohibition in paragraph (ii) upon the recipient's written request and satisfaction of the threshold requirements in paragraph (iv), if HUD determines the exception will further the Federal purpose of the award and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effects of the factors in paragraph (v).</li><li>iv. Threshold requirements for exceptions. HUD will consider an exception only after the recipient has provided the following documentation:<ul style="list-style-type: none"><li>a. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and</li><li>b. An opinion of the recipient's attorney that the interest for which the exception is sought would not violate state or local law.</li></ul></li><li>v. Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the threshold requirements in paragraph (iii), HUD will consider the cumulative effect of the following factors, where applicable:<ul style="list-style-type: none"><li>a. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;</li><li>b. Whether an opportunity was provided for open competitive bidding or negotiation;</li><li>c. Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;</li></ul></li></ul> |
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|  | <ul style="list-style-type: none"> <li>d. Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;</li> <li>e. Whether the interest or benefit was present before the affected person was in a position as described in paragraph (ii);</li> <li>f. Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and</li> <li>g. Any other relevant considerations.</li> </ul> <p>vi. Disclosure of potential conflicts of interest. Recipients must disclose in writing to your CPF Grant Officer any potential conflict of interest.</p>  |
| <p><b>Award Term and Condition for Recipient Integrity and Performance Matters</b></p> | <p>If the total Federal share of your Federal award may include more than \$500,000 over the period of performance, your Federal award will include the following terms and conditions as required by 2 CFR 200.211(c)(1)(iii):</p> <p>Reporting of Matters Related to Recipient Integrity and Performance (a) General Reporting Requirement.</p> <p>(1) If the total value of your active grants, cooperative agreements, and procurement contracts from all Federal agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the grantee must ensure the information available in the responsibility/qualification records through the System for Award Management (SAM.gov), about civil, criminal, or administrative proceedings described in paragraph (b) of this award term is current and complete. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in responsibility/qualification records in SAM.gov on or after April 15, 2011 (except past performance reviews required for Federal procurement contracts) will be publicly available.</p> <p>(b) Proceedings About Which You Must Report.</p> <p>(1) You must submit the required information about each proceeding that—</p> <ul style="list-style-type: none"> <li>(i) Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;</li> <li>(ii) Reached its final disposition during the most recent five-year period; and</li> <li>(iii) Is one of the following—</li> </ul> <p>(A) A criminal proceeding that resulted in a conviction;</p> |

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|  | <p>(B) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;</p> <p>(C) An administrative proceeding that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or</p> <p>(D) Any other criminal, civil, or administrative proceeding if—</p> <p>(1) It could have led to an outcome described in paragraph (b)(1)(iii)(A) through (C);</p> <p>(2) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and</p> <p>(3) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.</p> <p>(c) Reporting Procedures.</p> <p>Enter the required information in SAM.gov for each proceeding described in paragraph (b) of this award term. You do not need to submit the information a second time under grants and cooperative agreements that you received if you already provided the information in SAM.gov because you were required to do so under Federal procurement contracts that you were awarded.</p> <p>(d) Reporting Frequency.</p> <p>During any period of time when you are subject to the requirement in paragraph (a) of this award term, you must report proceedings information in SAM.gov for the most recent five-year period, either to report new information about a proceeding that you have not reported previously or affirm that there is no new information to report. If you have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, you must disclose semiannually any information about the criminal, civil, and administrative proceedings.</p> <p>(e) Definitions.</p> <p>For purposes of this award term—</p> <p>Administrative proceeding means a non-judicial process that is adjudicatory in nature to make a determination of fault or liability (for example, Securities and Exchange Commission Administrative proceedings, Civilian</p> |
|--|--|

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|---|---|
|   | <p>Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with the performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.</p> <p>Conviction means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.</p> <p>Total value of currently active grants, cooperative agreements, and procurement contracts includes the value of the Federal share already received plus any anticipated Federal share under those awards (such as continuation funding).</p>  |
| <p><b>Lead-Based Paint Requirements</b></p> | <p>If grant funds are used for purchase, lease, support services, operation, or work that may disturb painted surfaces, of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing (<a href="#">24 CFR part 35</a>)), and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (<a href="#">40 CFR part 745</a>)).</p>   |
| <p><b>Fraud, Waste and Abuse</b></p>        | <p>Any person who becomes aware of the existence or apparent existence of fraud, waste or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). HUD OIG is available to receive allegations of fraud, waste, and abuse related to HUD programs via its hotline number (1-800-347-3735) and its online hotline form. The Grantee must comply with 41 U.S.C. § 4712, which includes informing employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, employees of a governmental contractor, grantee, and subgrantee—as well as a personal services contractor—who make a protected disclosure about a Federal grant or contract cannot be discharged, demoted, or otherwise discriminated against as long as they reasonably believe the information they disclose is evidence of:</p> <ol style="list-style-type: none"> <li>1. Gross mismanagement of a Federal contract or grant;</li> <li>2. Gross waste of Federal funds;</li> <li>3. Abuse of authority relating to a Federal contract or grant;</li> <li>4. Substantial and specific danger to public health and safety; or</li> <li>5. Violations of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.</li> </ol> <p><a href="#">Federal Contractor or Grantee Protections   Office of Inspector General, Department of Housing and Urban Development (hudoig.gov)</a></p> |

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### **3.3 Detailed Environmental Review Guidance for FY2024 CPF Grants**

An environmental review is the process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards. The environmental review process is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users.

This guidance seeks to clarify the environmental review requirements for the CPF Program for expenditure of funds for planning, administration, management, operations, and maintenance activities, as well as for development projects where construction contracts were entered into, or construction was started prior to the date of legislative enactment (March 9, 2024) and/or completion of a satisfactory environmental review.

#### **3.3.1 Contacts and Project-Specific Assistance**

For questions about the environmental review process, please contact your [REO](#). While your CPF Grant Officer can assist with programmatic questions, your REO can assist with environmental review requirements for individual projects.

HUD will be providing trainings on environmental reviews and has an extensive body of existing environmental review training and resources which can be found here: <https://www.hudexchange.info/programs/environmental-review/>. HUD has also created a technical assistance [“Ask A Question” \(AAQ\) Desk](#) for environmental review to support grantees in navigating the environmental review requirements.

Included in Section 5 is a short guide for requesting support through the AAQ desk (see Attachment 4).

#### **3.3.2 Legal Framework and Policy**

##### **Grant Agreement**

The Grant Agreement is the legally binding document that outlines requirements and incorporates assurances and certifications for your project. The Grant Agreement must be signed by HUD prior to the grantee drawing down funds for reimbursement.

##### **Environmental Review, Federal Nexus, and Choice-Limiting Actions**

HUD or the RE will be required to complete an environmental review of ALL project activities and work that took place or is proposed to take place following the date of enactment (March 9, 2024) regardless of funding source. See HUD’s aggregation principles at [24 CFR 58.32](#) for more information on project aggregation. A “Federal Nexus” is defined as the event that, by its occurrence, triggers the requirements for federal environmental review under a host of laws, regulations, and Executive Orders.

**The date of legislative enactment is the Federal Nexus for the FY2024 CPF program. As such, the date of enactment (Federal Nexus) for FY2024 CPF grants is March 9, 2024.**

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**After the Federal Nexus, you are prohibited from taking new choice-limiting actions related to hard costs, including commitment or expenditure of HUD and non-HUD funds, until a satisfactory environmental review has been completed for the aggregated project.** HUD's aggregation requirements under 24 CFR 58.32 state that environmental reviews must group together and evaluate as a single project all individual activities which are related either on a geographical or functional basis or are logical parts of a composite of contemplated actions. More information on HUD's aggregation principles can be found at [24 CFR 58.32](#). A satisfactory environmental review must include analysis of the applicable environmental laws and authorities, a determination that the project activities will not result in environmental harm that cannot be mitigated, consultation with federal/state agencies in a manner that allows for mitigation measures/conditions to be implemented by the grantee, and a *Request for Release of Funds and Certification* (HUD-7015.15) for the project that has been approved by the HUD CPD Field Office Director, if required. Most soft costs are covered by [HUD's nationwide environmental review for CPF soft costs](#) and can be incurred any time after the date of legislative enactment (Federal Nexus) on March 9, 2024, and can be drawn down for reimbursement after the Grant Agreement for the project has been executed.

A choice limiting action is any activity that a grantee undertakes, including committing or expending HUD or non-HUD funds, that reduces or eliminates a grantee's opportunity to choose project alternatives that would avoid or minimize environmental impacts or enhance the quality of the human environment.

Examples of choice limiting actions include acquisition, leasing, rehabilitation, demolition, new construction, and ground disturbance work such as clearing, grading or grubbing. HUD's prohibition on choice limiting actions at 24 CFR 58.22 is derived from the regulations of the Council on Environmental Quality implementing the National Environmental Policy Act of 1969 (NEPA), which state that (with certain exceptions), "until an agency issues a finding of no significant impact, as provided in § 1501.6 of this chapter, or record of decision, as provided in § 1505.2 of this chapter, no action concerning the proposal may be taken that would: (1) Have an adverse environmental impact; or (2) Limit the choice of reasonable alternatives." 40 CFR § 1506.1.

In addition, the related environmental laws and authorities with which HUD must comply contain their own procedural requirements which have the effect of limiting actions that may be taken before approval of the environmental review. For example, under the National Historic Preservation Act of 1966 regulations (54 U.S.C. 300101, et seq.; 36 CFR Part 800; see 24 CFR § 50.4(a)(1)), in the early stages of project planning, the agency official must determine whether the proposed federal action is an undertaking as defined by the regulations. The agency must then determine whether it is a type of activity that has the potential to cause effects on historic properties, and if so, seek ways to avoid, minimize or mitigate any adverse effects on the property. Similarly, under Section 7 of the Endangered Species Act (16 U.S.C. 1536), the agency must ensure that any action it authorizes, funds, or carries out is not likely to jeopardize the continued existence of a listed species in the wild or destroy or adversely modify critical habitat.

**Taking new choice-limiting actions is prohibited after the date of enactment (March 9, 2024) until the environmental review process is complete. In addition, HUD will not be able to fund a project where work that occurred after the date of enactment (March 9, 2024) has resulted in**



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environmental harm or where environmental compliance with one or more of the laws and authorities cannot be achieved.

## Programmatic Environmental Review for Planning, Administration, Operations and Maintenance

HUD has completed a nationwide [Part 50 nationwide environmental review covering most CPF soft costs](#) for planning, administration, operations, and maintenance activities under the CPF program. Grantees can incur covered soft costs any time after the date of enactment (March 9, 2024) and following execution of the Grant Agreement, grantees may draw down funds for eligible planning, administration, operations and costs categorized as maintenance activities under [CPD Notice 16-02: Guidance for Categorizing an Activity for Maintenance](#). See below for a list of soft costs which are covered and not covered by HUD's nationwide review for CPF soft costs.

### Part 50 Nationwide Review of CPF Soft Costs

#### Covered

- Environmental and other studies, resource identification, development of plans and strategies. 50.19(b)(1)
- Information and financial advisory services. 50.19(b)(2)
- Administrative and management expenses. 50.19(b)(3)
- Public services. 50.19(b)(4)
- Inspections and testing of properties for hazards or defects. 50.19(b)(5)
- Purchase of insurance 50.19(b)(6)
- Engineering or design costs. 50.19(b)(8)
- Technical assistance and training. 50.19(b)(9)
- Supportive services. 50.19(b)(12)
- Operating costs including most **maintenance\*** 50.19(b)(13)
- Purchase of vehicles, but not other equipment.



#### Not Covered

- Purchase of tools. 50.19(b)(7)
- Emergency assistance necessary to control or arrest the effects from disasters or imminent threats to public safety. 50.19(b)(10)
- Tenant-based rental assistance. 50.19(b)(11)
- Economic development activities. 50.19(b)(14)
- Homebuyer Assistance. 50.19(b)(15)
- Affordable housing pre-development costs 50.19(b)(16)
- Approval of supplemental assistance 58.35(b)(7)



## Work Under Contract

You can proceed with work covered by contracts that predate the date of enactment (identified by HUD as the Federal Nexus triggering federal environmental and historic preservation laws and regulations) ***at your own risk***.

If your organization is under a legally binding construction contract prior to the date of enactment (March 9, 2024), work funded by non-federal funds may proceed to the extent practical and to the extent permitted in accordance with the previously executed contract. After the date of enactment (March 9, 2024), grantees may not enter into additional construction contracts or take other new choice limiting commitments or actions, including making a commitment of HUD or non-HUD funds to the project, until a satisfactory environmental review by a RE under 24 CFR Part 58 is completed and a *Request for Release of Funds and Certification* (HUD-7015.15) is approved by the HUD CPD Field Office Director via certification of the *Authority to Use Grant Funds* (HUD-7015.16) in HEROS, if applicable; or an environmental review by HUD under 24 CFR Part 50 is completed.

## Hard Costs

HUD or the RE is required to complete a satisfactory environmental review of **ALL** work that took place or is proposed to take place following the date of enactment (March 9, 2024). Grantees can

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undertake project activities covered by contracts that were entered into prior to the date of enactment and can incur reimbursable hard costs related to construction and ground-breaking activities occurring any time after the date of enactment (March 9, 2024), but do so at their own risk. If work that has taken place after the date of enactment (March 9, 2024) causes unmitigable environmental harm, is prohibited under environmental laws or HUD's environmental regulations (e.g., damaging endangered species habitat, impacting a structure eligible for listing on the National Register of Historic Places, or work within a regulatory floodway), or precludes completion of federal consultation requirements, those project activities cannot be funded.

If a project is unable to satisfactorily complete an environmental review, HUD can potentially fund other project activities that do not require aggregation with the work started after the date of enactment, such as operations and maintenance or program services. Contact your [CPF Grant Officer](#) to discuss additional project activities that may be able to be funded on an as needed basis.

Grant funds can be drawn down for reimbursement of eligible costs covered by a satisfactory environmental review after execution of the Grant Agreement for the project.

### **3.3.3 CPF Environmental Review Scenarios**

The below scenarios offer consideration of some common scenarios received from grantees to date about the status of their projects and next steps.

**In order for CGD and the Office of Environment and Energy (OEE) to best assist you in determining your next steps, you should submit your project narrative and budget to your CGD Grant Officer.**

This will enable HUD to:

- 1) initiate the Grant Agreement, and
- 2) work with grantees to determine the level of environmental review necessary for the project.

#### **1. Can I use my planning and administration funds prior to completion of my environmental review?**

- Prior to the completion of the aggregated environmental review for the project, grantees can incur reimbursable soft costs covered by HUD's nationwide environmental review for CPF soft costs, any time after the date of enactment (March 9, 2024).
- A list of covered CPF soft costs can be found below and in [HUD's Part 50 Programmatic Environmental Review for CPF Soft Costs](#) and such costs can be drawn down for reimbursement after execution of the Grant Agreement.

#### **2. Can I use my planning and administration funds to cover the costs to complete an environmental review?**

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- Yes. The costs to complete an environmental review are eligible under the planning, administration, management, and maintenance activities covered by [HUD's programmatic environmental review](#) discussed in Scenario 1 above.
- Grantees may also use CPF grant funds to compensate a local government responsible entity for the cost of preparing the environmental review for their project.
- Again, grantees may incur covered soft costs any time after the date of enactment (March 9, 2024) but can only request payment for those costs after the Grant Agreement has been fully executed.

### **3. Who will conduct the environmental review for my project?**

- You must reach out to the Unit of General Local Government (UGLG) in which the project is located and that has some level of land use responsibility, to request that they serve as the Responsible Entity (RE) and conduct the ER for your project. This can be the local municipality, county, or state in which the project is located in. If your local government refuses to serve as RE and conduct the ER, please reach out to your Regional Environmental Officer for next steps.

### **4. Who is responsible for implementing mitigation measures required by the environmental review?**

- Grantees are responsible for tracking and implementing any mitigation measures required by the environmental review. Please work with your local government responsible entity and Regional Environmental Officer if you have any questions about your responsibilities associated with carrying out mitigation requirements.

### **5. I was awarded a grant that is for a 100% planning activity. Do I have to complete an environmental review?**

- Based on your project narrative, your Grant Officer will confirm that your project is for planning only activities.
- As mentioned above, HUD has completed a programmatic environmental review for all planning activities and most other soft costs within the CPF portfolio.
- Thus, if you have a planning only grant, you do not have to conduct a new environmental review because the review has already been completed by HUD. You must have a fully executed Grant Agreement to draw down HUD funds for reimbursement of eligible activities.

### **6. I completed my project before receiving a signed grant agreement from HUD. Can I be reimbursed?**

- Some activities may be reimbursable depending on their timing and nature.
- Soft costs covered by [HUD's nationwide environmental review for CPF soft costs](#) that were incurred after the date of enactment (March 9, 2024) can be reimbursed after the execution of the Grant Agreement.

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- Eligible hard costs incurred after the date of enactment (March 9, 2024) and the completion of a satisfactory environmental review are reimbursable after the execution of the Grant Agreement. See Federal Nexus and Choice-Limiting Actions section above for more information on HUD's project aggregation principles and what is included in a satisfactory environmental review process.
- For activities that fall outside of the scope of eligibility for reimbursement, HUD may be able to fund a related activity associated with the completed project. HUD's [CPF Grant Officers](#) will work with you to determine if there are other elements of the CPF-referenced project that can be funded in keeping with the intent of Congress.

### 7. I have started construction on my project with non-HUD funds, but plan to use HUD funds for a portion of my project:

#### a. Do I have to stop work on the project if the work was under contract prior to the date of enactment (March 9, 2024)?

- HUD is not directing grantees to stop construction work in instances where a construction contract was entered into prior to the date of enactment (March 9, 2024). In such cases, work funded by non-federal funds may proceed to the extent practical, and to the extent permitted in accordance with the previously executed contract. Grantees may not enter into additional construction contracts or make other choice-limiting commitments or actions, including commitments of HUD or additional non-HUD funds to the project after the date of enactment (March 9, 2024) without the completion of a satisfactory environmental review covering the aggregated scope of the project. An environmental review must be completed before HUD funds and new commitments of non-HUD funds can be used on a project.
- However, HUD does recommend that grantees stop work after the date of enactment (March 9, 2024), as a best practice. If any work conducted results in environmental harm that cannot be mitigated (e.g., damaging endangered species habitat, impacting a structure eligible for listing on the National Register of Historic Places), or precludes completion of federal consultation requirements, those project activities may not be able to be funded. For these reasons, continuing with work has risk of ineligibility for funding.

#### b. Do I have to stop work on a project if there isn't a contract in place?

- If you are using your own workforce to do the work and can stop work – i.e., there is no preexisting legal obligation with another party to continue the construction activities – you **must** pause construction until the environmental review is completed.

#### c. How is the environmental review conducted when the project is underway under an existing contract?

- As of the date of enactment on March 9, 2024, federal compliance requirements apply to the project and HUD funds cannot be expended on work that results in

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environmental harm that cannot be mitigated. A satisfactory environmental review is necessary to determine the environmental impacts of the project.

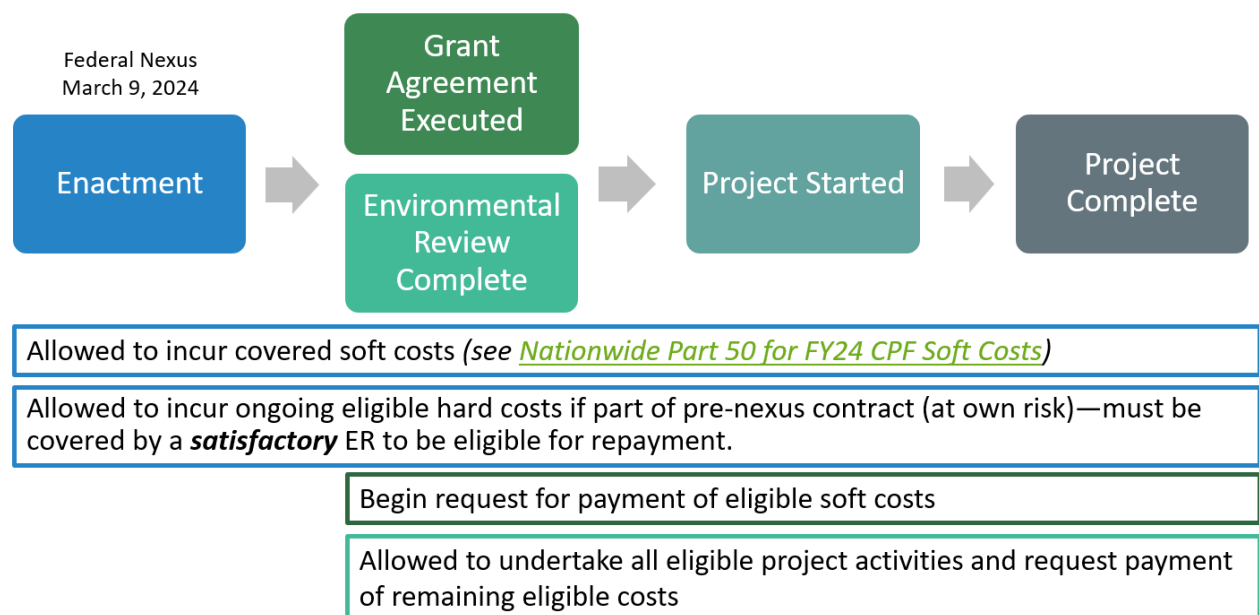
- Existing contracts or commitments entered into and completed prior to the date of enactment (March 9, 2024) cannot be reimbursed and do not need to be included in the satisfactory environmental review.
- Contracts or commitments that were entered into prior to enactment, but consist of work that will continue after enactment, may proceed at their own risk, as a satisfactory environmental review is required for all activities taking place after receipt of the date of enactment (March 9, 2024).
- Analysis with the environmental laws and authorities must be conducted and determine that there hasn't been environmental harm that cannot be mitigated, and that consultation with federal/state agencies is conducted in a manner that allows for mitigation measures/conditions to be implemented.

*Note: If a satisfactory environmental review cannot be completed for any reason, work with your Grant Officer and REO to determine next steps.*

### 8. I have a completed HUD environmental review, but I do not have an executed Grant Agreement. Can I start using HUD funds?

- Soft costs covered by [HUD's nationwide environmental review for CPF soft costs](#) can be incurred any time after the date of enactment (March 9, 2024) and can be drawn down for reimbursement after the execution of the Grant Agreement.
- Eligible hard costs can be incurred after the date of enactment (March 9, 2024) and can be drawn down for reimbursement after the execution of the Grant Agreement and the completion of a satisfactory environmental review for the aggregated project.

Figure 1: FY2024 CPF Payment Request Process Flow



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### **3.3.4 Resources**

#### **Applicable Appropriations Act:**

[FY24 Consolidated Appropriations Act](#)

[FY24 Further Consolidated Appropriations Act](#)

#### **CPF Resources:**

[HUD.gov EDI-CPF Landing Page](#)

[HUD Exchange CPF Landing Page](#)

[CPF Grant Officer Portfolio Assignments](#)

#### **FY2024 CPF Specific Resources:**

[HUD.gov CPF FY24 Webpage](#)

[HUD Exchange CPF FY24 Webpage](#)

[CPF FY24 Cost Eligibility Chart](#)

#### **CPF Environmental Review Resources:**

[HUD Environmental Contacts](#)

[Guidance for Documenting the Environmental Review Record for CPF Grants](#)

[Request for Release of Funds \(RROF\) Point-of-Contact for CPF Grants](#)

[Ask A Question \(AAQ\) Help Desk for CPF](#)

[Sample MOA between a Responsible Entity and CPF Non-profit Grantee](#)

[24 CFR Part 58: Procedures for Entities Assuming HUD Environmental Responsibilities](#)

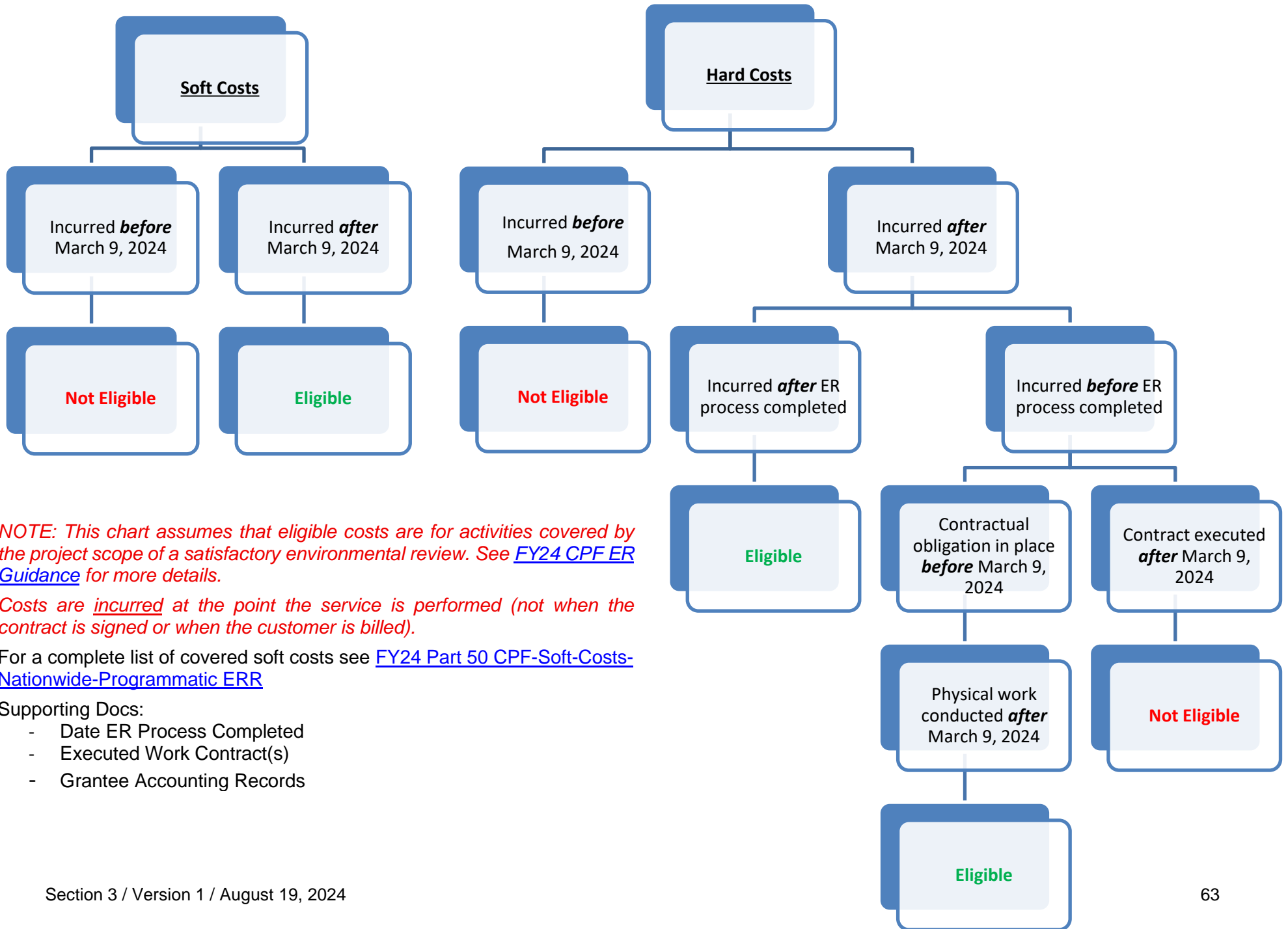
[HEROS - HUD Environmental Review Online System](#)

[Environmental Review Training](#)

#### **HUD's Nationwide Part 50 Programmatic Environmental Review for CPF Soft Costs:**

[FY24 Part 50 CPF-Soft-Costs-Nationwide-Programmatic ERR](#)

**FY2024 CPF Payment Eligibility Chart**  
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*NOTE: This chart assumes that eligible costs are for activities covered by the project scope of a satisfactory environmental review. See [FY24 CPF ER Guidance](#) for more details.*

*Costs are incurred at the point the service is performed (not when the contract is signed or when the customer is billed).*

For a complete list of covered soft costs see [FY24 Part 50 CPF-Soft-Costs-Nationwide-Programmatic ERR](#)

Supporting Docs:

- Date ER Process Completed
- Executed Work Contract(s)
- Grantee Accounting Records

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### **3.4 Build America, Buy America (BABA) Act Guidance for FY2024 CPF Grants**

The Build America, Buy America Act (BABA) was enacted as part of the Infrastructure Investment and Jobs Act (IIJA) on November 15, 2021. BABA established the Buy America Preference (BAP), which requires that Federally funded infrastructure projects use domestically produced materials.

The obligation date for all FY 2024 CPF grants is August 13, 2024, which means that the BAP applies to all iron and steel products used in the construction, alteration, maintenance, or repair of infrastructure projects funded through FY 2024 CPF grants, unless a HUD general or project waiver applies. Under HUD's Phased Implementation Waiver, construction materials and manufactured products are not subject to the BAP for FY 2024 CPF grants.

For assistance determining material classifications, BAP applicability to specific projects, and how to maximize waiver flexibility, grantees should review CPD's BABA implementation notice, which is available on the [BABA HUDEXchange page](#).

In addition to the implementation notice, the following technical assistance resources are available:

- [Beyond the Basics: Implementing the BAP Webinar](#)
- [CPF BABA Quick Guide](#)
- [CPF BABA Webinar](#)
- [BABA Frequently Asked Questions](#)

For specific questions that are not answered by the materials provided above, grantees should submit a question via the HUDEXchange [Ask A Question](#) feature.



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### **SECTION 4: CONTACT INFORMATION FOR GRANT OFFICERS, SYSTEM OFFICERS, AND REGIONAL ENVIRONMENTAL OFFICERS**

Below is a link to the CPF Grants: Grant Officer Portfolio Assignments, System Officer Portfolio Assignments, and REO contact information for your state.

<https://www.hud.gov/sites/dfiles/CPD/documents/Community-Project-Funding-Portfolio-Assignments.pdf>

### SECTION 5: ATTACHMENTS

- Attachment 1: Grant Agreement Submission Checklist
- Attachment 2: [Direct Deposit Sign-Up Form \(SF-1199A\)](#)
- Attachment 3: [Change of Address Request \(HUD-27056\) Form](#)
- Attachment 4: Ask-A-Question (AAQ): Technical Assistance Guide
- Attachment 5: CPF Frequently Asked Questions (FAQs)
- Attachment 6: Sample Narrative Outline and Example
- Attachment 7: Sample Budget

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### Attachment 1: Grant Agreement Submission Checklist

To assist you with completing the required materials, please make sure that you have completed the following:

- You have an **active** SAM.gov registration. Expired UEIs and “ID Assigned” are not acceptable.
- The project narrative describes the ENTIRE project and indicates the specific activities that will be financed with CPF grant funds.
- The project budget is consistent with the requirements of the applicable appropriations act(s) and cost principles in 2 CFR part 200.
- Indirect Cost Rate

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## Attachment 2: Direct Deposit Sign-Up Form (SF-1199A)

Standard Form 1199A  
(Rev. February 2020)  
Prescribed by Treasury Department  
Treasury Dept. Cir. 1076

OMB No. 1530-0006

### DIRECT DEPOSIT SIGN-UP FORM

#### DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

#### SECTION 1 (TO BE COMPLETED BY PAYEE)

|  |  |   |  |
|--|--|---|--|
| <b>A NAME OF PAYEE (last, first, middle initial)</b><br>Grantee's Name<br>ADDRESS (street, route, P.O. Box, APO/FPO)<br>Grantee's Address<br>CITY STATE ZIP CODE<br>TELEPHONE NUMBER<br>AREA CODE Grantee's Telephone Number   |  | <b>D TYPE OF DEPOSITOR ACCOUNT</b> <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS   |  |
| <b>B NAME OF PERSON(S) ENTITLED TO PAYMENT</b><br>Grant Number: B-2#-CP-XX-####  |  | <b>E DEPOSITOR ACCOUNT NUMBER</b>   |  |
| <b>C CLAIM OR PAYROLL ID NUMBER</b><br>Prefix Grantee's EIN/TIN Suffix   |  | <b>F TYPE OF PAYMENT (Check only one)</b><br><input type="checkbox"/> Social Security <input type="checkbox"/> Fed. Salary/Mil. Civilian Pay<br><input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Mil. Active<br><input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Mil. Retire.<br><input type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> Mil. Survivor<br><input type="checkbox"/> VA Compensation or Pension <input checked="" type="checkbox"/> Other CPF-Grant (specify) |  |
| <b>PAYEE/JOINT PAYEE CERTIFICATION</b><br>I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account. |  | <b>G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (if applicable)</b><br>TYPE AMOUNT<br><b>JOINT ACCOUNT HOLDERS' CERTIFICATION</b><br>I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.  |  |
| SIGNATURE DATE   |  | SIGNATURE DATE  |  |
| Authorized Representative's Signature  |  |   |  |
| SIGNATURE DATE   |  | SIGNATURE DATE  |  |

#### SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

|  |  |
|--|--|
| <b>GOVERNMENT AGENCY NAME</b><br>HUD/Office of CGD | <b>GOVERNMENT AGENCY ADDRESS</b><br>451 7th Street, SW<br>Washington, DC 20410 |
|--|--|

#### SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

|   |                             |                                   |      |
|---|-----------------------------|-----------------------------------|------|
| <b>NAME AND ADDRESS OF FINANCIAL INSTITUTION</b>  |                             | <b>ROUTING NUMBER</b> CHECK DIGIT |      |
|   |                             | DEPOSITOR ACCOUNT TITLE           |      |
| <b>FINANCIAL INSTITUTION CERTIFICATION</b><br>I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210. |                             |                                   |      |
| PRINT OR TYPE REPRESENTATIVE'S NAME   | SIGNATURE OF REPRESENTATIVE | TELEPHONE NUMBER                  | DATE |

Financial Institutions should refer to the GREEN BOOK for further instructions.  
 THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE

GOVERNMENT AGENCY COPY

Reset

1199-207

# FY2024 Community Project Funding Grant Guide (Version 1.0)

## Attachment 3: Change of Address Request (HUD-27056) Form

If your **official address** changes, please complete this form and email to your Grant Officer for processing. **NOTE:** This form is **not** required for changes in your project address if that address differs from your official address. However, you must email your Grant Officer if your project address changes.

<https://www.hud.gov/sites/documents/27056.PDF>

|  |   |  |                                  |  |  |  |  |                                       |  |  |  |  |  |  |  |  |                           |                  |                              |  |  |  |              |                                  |  |  |  |  |  |  |  |  |  |  |   |  |  |
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| <p><b>Change of Address Request</b><br/>for Recipients of HUD Grants<br/>or Contracts</p>  | <p><b>U.S. Department of Housing<br/>and Urban Development</b><br/>Office of the Chief Human Capital Officer</p>  |  |                                  |  |  |  |  |                                       |  |  |  |  |  |  |  |  |                           |                  |                              |  |  |  |              |                                  |  |  |  |  |  |  |  |  |  |  |   |  |  |
| <p><b>Instructions:</b> This form is to be completed by recipients of HUD Grants or Contracts when their address changes. Please note the maximum characters per area. Characters in excess of the maximum will be truncated. The recipient shall submit this request to the appropriate Field/Program Office for approval. Once approved, the Field/Program Office will forward the request to Accounting for processing. After being processed, the U.S. Department of Housing and Urban Development will send all future correspondence to the new address.</p> |   |  |                                  |  |  |  |  |                                       |  |  |  |  |  |  |  |  |                           |                  |                              |  |  |  |              |                                  |  |  |  |  |  |  |  |  |  |  |   |  |  |
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| <b>Approval</b><br>(only necessary on requests for a recipient name change)  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Name and Signature of the HUD Program Official Authorized to sign the Grant Agreement / Contract</td> </tr> <tr> <td colspan="3" style="height: 20px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;">X</td> </tr> </table>   | Name and Signature of the HUD Program Official Authorized to sign the Grant Agreement / Contract |                                  |  |  |  |  | X                                     |  |  |  |  |  |  |  |  |                           |                  |                              |  |  |  |              |                                  |  |  |  |  |  |  |  |  |  |  |   |  |  |
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## Attachment 4: Ask-A-Question (AAQ): Technical Assistance Guide

The Ask-A-Question tool on HUD Exchange has been expanded to provide technical assistance for CPF grantees. You can access the website by going to <https://www.hudexchange.info/program-support/my-question/> where you can submit a question.

The first step in submitting a question is to fill in the Personal Information fields. All the fields are required.

Step 1 of 2 1 of 2

Personal Information\* Required fields

\* First Name

\* Last Name

\* State

\* City/Town

\* County

\* Phone Number

Format: xxx-xxx-xxxx x\_\_\_\_ (Extension Optional)

\* Email Address

\* Confirm Email

Once you have entered your personal information, please select I am a “HUD Grantee.” If your organization or community is listed, please select the correct grantee name.

\* I am a

\* Which Grantee are you?

Step 2 >

If you do not find your entity’s name, select “Other – Please Specify” in the I am a field, and you will be able to provide the entity name in the “Other” field.

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\* I am a

Other - Please Specify

\* Other

Step 2 >

Once you have identified yourself, select the button for Step 2.

You will be taken to Step 2 of 2 after a prompt to review your personal information. Please select “CPF: Community Project Funding” in the My question is related to field. Then add a subject line, enter your question, and upload any applicable documents. Include your grant number, if possible. Submit your question.

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### **Attachment 5: CPF Frequently Asked Questions (FAQs)**

Below is a link to the CPF FAQs.

<https://www.hudexchange.info/resource/6777/cpf-faqs/>



## **FY2024 Community Project Funding Grant Guide (Version 1.0)**

### **Attachment 6: Sample Narrative Outline and Example**

The outline below can be adapted for your project narrative. This is not a required format but may be useful to consider. Having section headers and subsection headers is useful.

#### **1. Project Description**

- a. Project Name: It must match the Amended CPF Grants Table
- b. Project Address(es) and Location: Include specific the project address(es) Including GPS coordinates or service area.
- c. Project Purpose: Provide a sentence that summarizes what the project will accomplish.
- d. Project Narrative:
  - i. Provide a summary of the entire project which restates its purpose, identifies activity categories and specifies uses of the CPF grant as part of or for the entire project.
  - ii. If part of a larger project, provide a description of the broader project.
  - iii. This narrative section should describe all actions that will be undertaken as part of the project, regardless of funding source. The content typically comprises the bulk of the written narrative.

#### **2. Project Metrics**

- a. Goals, Outcomes, Objective: The project must have clearly stated goals, outcomes, and objectives. State each.
- b. Section 3 Performance Measures: Refer to the HUD Exchange Section 3 website pages for additional information.
- c. BABA Metrics: Refer to the “BABA for CPF Quick Guide” on the HUD Exchange CPF Website.

#### **1. Project Timeline & Project Status**

- a. Current status: understanding the current project status is critical. Provide a succinct explanation of where the project is in its lifespan from concept to execution to completion. Consider these questions in your written statements:
  - What is the status of the project?
  - Is the project still in the “ideas” phase with no contracts or agreements executed?
  - Has procurement started?
  - Is construction or program implementation underway?
  - Is the project complete?
- b. Proposed Timeline: Provide an estimated start and end date for the project along with key benchmarks with dates for the project.
- c. Environmental Review Status: Consider the following:
  - Adhering to the environmental review requirements in the National Environmental Policy Act (NEPA) is critical.
  - Describe what steps have been taken toward environmental clearance and the current status. This could range from having completed no steps toward

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environmental clearance all the way through completion of an environmental assessment.

3. **Project Scope:** See below for ideas for including in your written project scope.
4. **Subrecipients:**
  1. Some grantees will want to use one or more subrecipients to execute their project. If you plan to use subrecipients, a written justification should be provided for why the project is best implemented using subrecipients.
  1. Describe the role of each of the subrecipients and add the subrecipient's EIN or UEI number.
    - a. Describe the scope of the project that will be handled by each subrecipient and what tasks/functions will be kept with the CPF grantee.

### Example: Public Facility – Emergency Food Network Warehouse

#### **Project Name**

Emergency Food Network of Alpha and Beta County (B-24-CP-TX-0394)

#### **Project Purpose**

EFN will build a warehouse, including but not limited to, providing the staffing and all relevant soft costs needed to make the warehouse operational.

#### **Project Scope**

The CPF grant will be used to help fund the soft costs associated with building and operating a new warehouse, including but not limited to, providing the staffing and all relevant soft costs needed to make the warehouse operational. Specify, all funding awarded from the CPF grant will be used for soft costs associated with building the warehouse.

These soft costs include:

- Architecture and Engineering
- Owner's Representation Consultation
- Two FTE's: 75% of hourly rate, 403b, and insurance expenses for three years
- Deputy Director: 50% of salary, 403b, insurance, and benefits expenses for three years
- Security: 80% of security expense for three years
- Insurance of future warehouse
- Potential NEPA review consultant
- Racking, forklifts, breakroom furnishings, office furniture, window coverings, technology (computers, printers, etc.), long range walkie talkies, lockers, washer/dryer, industrial warehouse cleaner, floor buffer, impact donor panel, transportation carts and tools, portable conveyors

EFN is not engaged in lobbying activities.

Yes, the CPF funded project is part of a larger project.

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EFN is building a new 21,500- square-foot warehouse on our Lakewood campus. It will serve as our primary storage space for food. Our existing warehouse will then maintain a 30-day supply of food and serve as a more efficient order-building space for distribution.

Yes, the project has already started. We have completed a feasibility study, established a relationship with a design firm, and hired a project manager to guide us through the process. EFN has done extensive outreach to elected officials, foundations, and community members to gather support for this project. Currently, EFN has raised \$7,175,000. Below are additional updates to the current state of the project:

- SEPA Determination of Non-Significance was issued February 9, 2023. There were no appeals. This permit application is now finalized.
- Design Review application review to be completed, and issued, March 1, 2023. The planning division has a few steps to complete after a design review has been issued.

EFN will not be using a subrecipient to implement any part of the project.

### **Overview of Project and Anticipated Outcomes**

EFN has been operating above the capacity of our current space to meet the needs of the community. To maintain our current operating level of over 1 million pounds of food distributed each month, we currently use our primary 17,000-square-foot warehouse for storage and order building, along with our 3,200-square-foot vertical storage space, rented and owned trailers onsite for storage, and rented offsite storage space. All these measures made it possible for us to meet the 40% increase in demand that occurred during the first months of the COVID-19 pandemic. These measures also allow us to continue operating through increased community need this year, as we saw nearly double the number of clients' visits this October compared to last.

To be prepared to meet changing community needs in the future, however, we need more sustainable, efficient, and permanent solutions. The new warehouse space created by the Building Campaign provides these solutions. The campaign will build an additional 21,500-square-foot warehouse space on our Lakewood campus, and it will serve as our primary storage space for food. Our existing warehouse will then maintain a 30-day supply of food and serve as a more efficient order-building space for distribution. We have already completed a feasibility study, established a close relationship with a design firm, hired a project manager to guide us through the process, and identified additional staffing and security that will be required for the warehouse to be operational. We are currently reviewing bids from contractors and navigating the permitting process. We plan to break ground in spring of 2023 on the project; project completion will occur by year's end.

By centralizing our inventory onto our Lakewood campus, the Building Campaign will transform our daily operations. Our team's twice-monthly inventory will become vastly more efficient and accurate, saving us transportation costs and countless work hours to move and monitor the product across locations. Increased inventory efficiency and accuracy ultimately

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mean better meeting the needs of our Partner Programs, providing them with the food they ask for more often. Additionally, if a natural disaster occurred with our current storage arrangements, we would risk being cut off from our food supply and being less able to feed our neighbors during a disaster. The 40% increase in storage space will also enable us to have more food on hand. During our feasibility study, we identified that we would need two FTE’s, security, and additional leadership on EFN’s Executive Team to manage the 40% increase in space. All these improvements will allow EFN to continue serving our community effectively, on a day-to-day basis and in the event of a disaster.

The Building Campaign will not just improve our operations in the short term, but it will position us for success in a changing food landscape for decades to come. Leaders in the hunger relief sector predict a shift in the types of foods in the emergency food system, moving away from nonperishables and towards fresh foods, specially produce. Our new warehouse is specifically designed with the ability to be retrofitted for additional cooler and freezer space, so that we will not need another capital project when the food landscape shifts. In the meantime, the new warehouse will provide additional storage space for nonperishable food. The pandemic taught us that flexibility is key to successfully navigating changing food streams, and the Building for the Future campaign will give us the necessary flexibility in the short- and long-term to feed our neighbors in need.

### **Attachment 7: Sample Budget**

The sample below can be adapted for your project budget. This is not a required format but may be useful to consider. All CPF grantees are required to submit a line-item budget. As defined by [2 CFR 200.1](#), “budget” means the financial plan for the Federal award. It is an estimate of the money required to take a project from initiation to completion. The line-item budget should: show expenses for the entire project, both those being paid for by the CPF award as well as any other sources; identify separately those costs that will be paid by the CPF award and those that will be paid by another source; and be consistent with the Amended CPF Grants Table and the project narrative. The total CPF amount in the budget must equal the amount of the CPF award.

#### Sample Budget: Construction Projects

| <b>COST CLASSIFICATION</b>                           | <b>CPF Funds</b> | <b>Non-CPF Funds</b> | <b>Total</b> |
|--|------------------|----------------------|--------------|
| 1. Administrative and legal expenses                 |                  |                      |              |
| 2. Land, structures, rights-of-way, appraisals, etc. |                  |                      |              |
| 3. Relocation expenses and payments                  |                  |                      |              |
| 4. Architectural and engineering fees                |                  |                      |              |
| 5. Other architectural and engineering fees          |                  |                      |              |
| 6. Project inspection fees                           |                  |                      |              |
| 7. Site work   |                  |                      |              |
| 8. Demolition and removal                            |                  |                      |              |
| 9. Construction                                      |                  |                      |              |
| 10. Equipment  |                  |                      |              |
| 11. Contingencies                                    |                  |                      |              |
| 12. SUBTOTAL   |                  |                      |              |

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|  |  |  |  |
|--|--|--|--|
| 13. Project (Program) Income                       |  |  |  |
| 14. TOTAL PROJECT COSTS (subtract line 13 from 12) |  |  |  |

### Sample Budget: Non-Construction Projects

| COST CLASSIFICATION                            | CPF Funds | Non-CPF Funds | Total |
|--|-----------|---------------|-------|
| 1. Personnel                                   |           |               |       |
| 2. Fringe Benefits                             |           |               |       |
| 3. Travel                                      |           |               |       |
| 4. Equipment                                   |           |               |       |
| 5. Supplies                                    |           |               |       |
| 6. Contractual                                 |           |               |       |
| 7. SUBTOTAL Direct Charges (sum of lines 1-6)  |           |               |       |
| 8. Indirect Charges                            |           |               |       |
| 9. TOTAL PROJECT COSTS (sum of line 7 and 8)   |           |               |       |
| 10. Project (program) income                   |           |               |       |
| 11. TOTAL PROJECT COSTS (subtract #10 from #9) |           |               |       |

### PAPERWORK REDUCTION ACT

Economic Development, Community Project Funding/Congressionally Directed Spending  
 U.S. Department of Housing and Urban Development  
 OMB Approval No 2506-0217

Public Reporting Burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Response to this collection of information is mandatory to obtain a benefit. The information requested does not lend itself to confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.