



**FY2023 EDI Community Project Funding Grants:
Grant Award Package Completion
March 21, 2023**



Agenda

Webinar Agenda

- Opening Remarks and Introductions:
 - Holly A. Kelly, Director, Congressional Grants Division - Office of Economic Development
- Grant Award Package Overview
- Step By Step from Receipt to Completion
 - Sam.gov and UEI Registration
 - Detailed Narrative
 - Line-Item Budget
 - Required Standard Forms
- Grant package Submission and Approval
- Amendments
- Q&A and Conclusion

Opening Remarks and Introductions

- **Holly Kelly**, Director, Congressional Grants Division
- **Shantel James**, Deputy Director Congressional Grants Division
- **Vaughn Watson**, CPD Specialist, Congressional Grants Division

Webinar Logistics

- **Webinar** will be recorded and shared in a few days
- **Transcript** will be provided after the webinar
- **Presentation** will be provided after the webinar
- **Live Questions** will not be able to be answered during webinar. We will answer a few selected questions from the registration and encourage you to submit question to the HUDExchange “Ask-A-Question” for a prompt response.

Grant Award Package

- What's In my Grant Award Package?
 - CPF Award Letter
 - CPF Grant Guide
 - CPF Grant Agreement
 - Required Standard Forms
- When is my Grant Award Package Due?
 - We are accepting them on a rolling basis
 - We encourage you to start as soon as possible, especially with the environmental review process

Award Letter

- Emailed to you in early March
- Provides a summary of the CPF grants process
- Has basic grant information
 - Grant number
 - Project title
 - Grant amount

Grant Guide

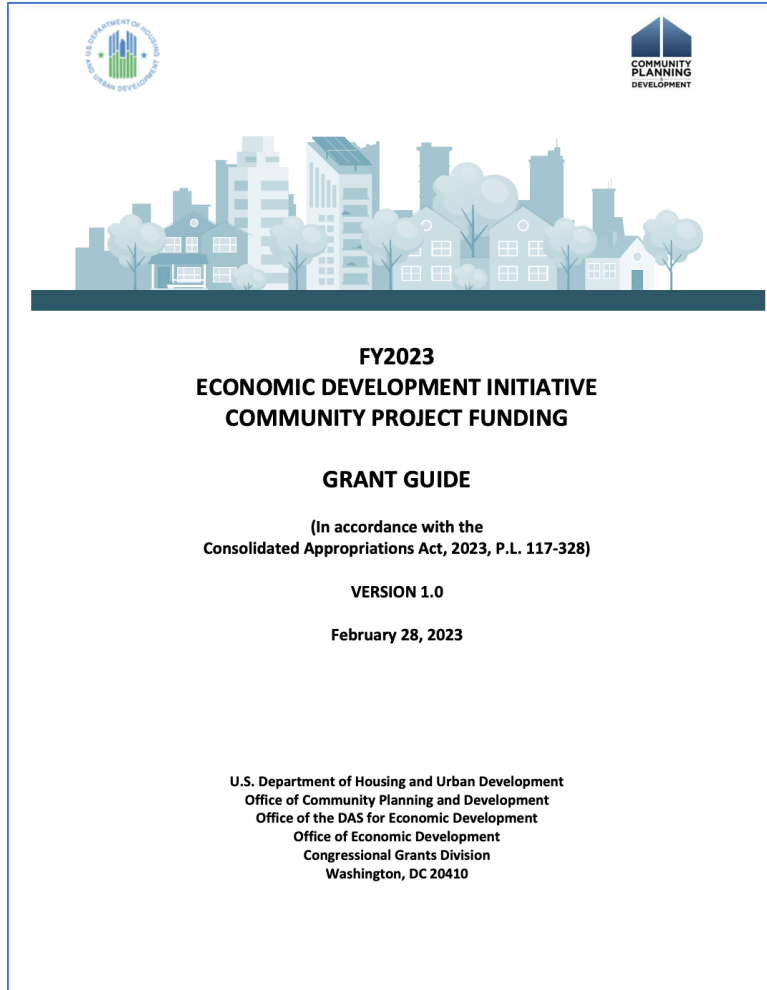


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<https://www.hud.gov/sites/dfiles/CPD/documents/2023-CPF-Grant-Guide-Award-Instructions-Version-1.0.pdf>

Grant Agreement

FY 2023 COMMUNITY PROJECT FUNDING
GRANT AGREEMENT NO. [REDACTED]

Grantee Name: [REDACTED]
Grantee Address: [REDACTED]
Grantee's Unique Entity Identifier (UEI): [REDACTED]
Grantee's Employer Identification Number (EIN) [REDACTED]
Federal Award Identification Number (FAIN) [REDACTED]
Assistance Listing Number and Name 14.251 Economic Development Initiative,
Community Project Funding, and Miscellaneous Grants
Period of Performance/Budget Period Start Date Date of grant obligation
Period of Performance/Budget Period End Date August 31, 2031

This Grant Agreement between the Department of Housing and Urban Development (HUD) and [REDACTED] (the Grantee) is made pursuant to the authority of the Consolidated Appropriations Act, 2023 (Public Law 117-103) and the Explanatory Statement for Division L of that Act, which was printed in the Senate section of the Congressional Record on December 20, 2022 (Explanatory Statement).

In reliance upon and in consideration of the mutual representations and obligations under this Grant Agreement, HUD and the Grantee agree as follows:

ARTICLE I. Definitions

The definitions at 2 CFR 200.1 apply to this Grant Agreement, except where this Grant Agreement specifically states otherwise.

Budget period is defined in 2 CFR 200.1 and begins and ends on the dates specified above for the Period of Performance/Budget Period Start Date and Period of Performance/Budget Period End Date.

Period of Performance is defined in 2 CFR 200.1 and begins and ends on the dates specified above for the Period of Performance/Budget Period Start Date and Period of Performance/Budget Period End Date.

ARTICLE II. Total Grant Amount

Subject to the provisions of the Grant Agreement, HUD will make grant funds in the amount of \$750,000 available to the Grantee.

ARTICLE III. Award-Specific Requirements

A. Federal Award Description. The Grantee must use the Federal funds provided under this Grant Agreement (Grant Funds) to carry out the Grantee's "Project." Unless changed in accordance with Article III, section C of this Grant Agreement, the Grantee's Project shall be as described in the Project Narrative that is approved by HUD as of the date that HUD signs this Grant Agreement. For reference, HUD will attach this approved Project Narrative as Appendix 1 to the Grant Agreement on the date that HUD signs this Grant Agreement.

- Specifies the applicable statutory provisions, regulations, and administrative requirements for your grant

Now What?

- ✓ You have reviewed your grant award package
- ✓ You have read the Grant Guide

Time to get to work!

SAM.gov and Unique Entity ID

- ALL entities must register in SAM.gov for a Unique Entity ID (UEI)
 - A two step process:
 1. Create an account at SAM.gov
 2. Register for a UEI
 - Grantees who already have a SAM.gov account and Unique Entity ID need not worry about re-registering.
- What is a UEI?
 - Replaces the DUNs number
 - 12-character alphanumeric value
 - Assigned, managed and owned by the federal government
 - Validates your organization's legal business name and address
 - It does expire and needs to be renewed periodically
- You must have your UEI prior to completing your grant agreement or SF-424
- If you need assistance with your account, contact the SAM.gov help desk

Characteristics of a Satisfactory Narrative

- Three to five pages in length
- Uses headers to guide the reviewer
- Succinctly describes both the overall project and the part funded with your CPF grant
- Includes:
 - Project Name consistent with the JES
 - Project Purpose in one sentence
 - The scope of the entire project
 - Detailed purpose of the project
 - What project activities will be undertaken
 - Is this funding as part of a larger project? If so, describe.
 - Project Timeline
 - Environmental Review Considerations
 - Will there be any subrecipients?
 - Defines the following:
 - Project goals
 - Anticipated outputs and outcomes
 - Section 3: Economic Opportunity Activity Performance Measures

Characteristics of a Narrative that Requires Revision

- Describes the project in general terms
 - "This is a construction project."
- Only describes the CPF portion of the project
- Doesn't describe the CPF project
- Missing other key components listed in the grant guide

Project Budget

- Line-item budget should address the ENTIRE project
 - Should include a sub-budget that addresses the CPF portion of the budget
- The line-item budget to be paid with FY2023 CPF funds must equal the total FY2023 CPF grant amount
- Must be consistent with the JES found [here](#) on pages S9406 through S9557

Line Item Budget Example

	Total Budget Amount	CPF Award
Construction		\$850,000.00
Foundation and Structure	\$2,583,360.00	
Exterior Envelope	\$2,291,970.00	
Fitout and Finishes	\$1,494,910.00	
Millwork	\$585,150.00	
Fire Protection	\$121,830.00	
Plumbing	\$711,580.00	
HVAC	\$1,483,310.00	
Electrical	\$1,105,050.00	
Sitework	\$1,868,150.00	
Project management	\$3,629,122.00	\$75,000.00
Total	\$15,874,432.00	\$925,000.00

- Line item breakdown for total budget but no details provided for CPF Grant funds
- Narrative does not provide supporting detail
- ✓ Total equals grant total

Line Item Budget Example

	Total Budget Amount	EDI Grant Budget Amount
Design and Engineering	\$1,259,557.00	\$0.00
Wiring/Electric	\$736,000.00	\$153,676.80
Equipment, Labor, Material	\$2,191,233.00	\$457,529.45
Paving/Concrete/Masonry	\$1,743,300.00	\$496,317.51
Construction Management & Oversight	\$1,064,195.00	\$222,203.92
Mechanical Systems	\$1,957,500.00	\$557,300.25
Excavation/Site Prep/Demo	\$1,036,800.00	\$295,176.96
Plumbing	\$575,000.00	\$120,060.00
Other Construction Expenses*	\$2,507,330.00	\$697,735.11
Contingency	\$436,700.00	\$0.00
Total	\$13,507,615.00	\$3,000,000.00

- Clearly shows total budget amount and CPF Grant portion for each line item
- Aligns with project narrative
- "Other" category has brief explanation
- Total equals grant total

* Includes painting, elevator, glass, roofing, windows, dumpsters, and clean-up

Direct Costs versus Indirect Costs

What Are Direct Costs?

The Uniform Administrative Guidance (2 CFR §200.413) defines “**Direct Costs**” as “those costs that can be identified specifically with a particular final cost objective.”

Examples of direct costs include:

- The salary and benefits paid to a case manager
- Staff time spent in qualifying a client for services
- Mileage and travel cost

What Are Indirect Costs?

“**Indirect Costs**” = Costs of goods or services that are ‘common’ or shared across multiple programs/cost centers.

2 CFR 200.414 defines 2 types of indirect costs:

- Facilities
- Administration

There is no one-size-fits-all use of any of these terms. In fact, a key takeaway from the Uniform Administrative Guidance in 2 CFR §200 regarding these terms is that the federal government recognizes a wide diversity of organization types and structures, ranging from the smallest nonprofit to large nonprofit conglomerates and local and state governments.

Indirect Cost Rates

The Congressional Grant Division recognizes three (3) indirect costs rates:

- The 10 Percent De Minimis Rate
- Federally Negotiated Indirect Cost Rate Agreement (NICRA)
- Cost Allocation Plan

Note: If your non-federal agency 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.

Required Standard Forms

- HUD-1044
- SF-424
 - SF-424B = Non-Construction Programs
 - SF-424D = Construction Programs
- SF-LLL
- SF-1199A

HUD-1044

Assistance Award/Amendment		U.S. Department of Housing and Urban Development Office of Administration																			
1. Assistance Instrument <input type="checkbox"/> Cooperative Agreement <input checked="" type="checkbox"/> Grant		2. Type of Action <input checked="" type="checkbox"/> Award <input type="checkbox"/> Amendment																			
3. Instrument Number B-23-██████████	4. Amendment Number	5. Effective Date of this Action	6. Control Number																		
7. Name and Address of Recipient ██████████ EIN: ██████████ UEI: ██████████		8. HUD Administering Office CPD, Congressional Grants Division 451 7th Street, SW, Rm 7146 Washington, DC 20410-7000																			
10. Recipient Project Manager Cheryl A. Lycan		8a. Name of Administrator Angela Dyer	8b. Telephone Number Angela.M.Dyer@hud.gov																		
11. Assistance Arrangement <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input checked="" type="checkbox"/> Fixed Price		12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearinghouse																			
13. HUD Payment Office Chief Financial Officer		9. HUD Government Technical Representative Angela Dyer																			
14. Assistance Amount		15. HUD Accounting and Appropriation Data																			
<table border="1"> <tr><td>Previous HUD Amount</td><td></td></tr> <tr><td>HUD Amount this Action</td><td>\$250,000.00</td></tr> <tr><td>Total HUD Amount</td><td>\$250,000.00</td></tr> <tr><td>Recipient Amount</td><td></td></tr> <tr><td>Total Instrument Amount</td><td>\$250,000.00</td></tr> </table>		Previous HUD Amount		HUD Amount this Action	\$250,000.00	Total HUD Amount	\$250,000.00	Recipient Amount		Total Instrument Amount	\$250,000.00	<table border="1"> <tr> <td>15a. Appropriation Number</td> <td>15b. Reservation Number EDE 23</td> </tr> <tr> <td>Amount Previously Obligated</td> <td></td> </tr> <tr> <td>Obligation by this Action</td> <td></td> </tr> <tr> <td>Total Obligation</td> <td></td> </tr> </table>		15a. Appropriation Number	15b. Reservation Number EDE 23	Amount Previously Obligated		Obligation by this Action		Total Obligation	
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Amount Previously Obligated																					
Obligation by this Action																					
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16. Description
██████████

This Award consists of the following items which are appended to and hereby made part of this Award:

- (A) Cover Page - HUD 1044
- (B) Grant Agreement

Instructions:
NO PROJECT FUNDS may be committed to the project or drawn down prior to environmental release of funds approval.

Locate your nearest HUD Regional Environmental Officer at <https://www.hudexchange.info/programs/environmental-review/hud-environmental-staff-contacts/-region-i-regional-and-field-environmental-officers>.

Disclaimer: The information on this form is to be used only for purposes of recordkeeping and facilitating communication between the Recipient identified in box 7 above (which is also referred to as the "Grantee") and the U.S. Department of Housing and Urban Development ("HUD") in relation to the award identified above ("this award").
This document does NOT constitute the grant agreement for this award.
The terms and conditions for this award are as specified in the grant agreement signed by HUD and the Grantee

17. <input type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office.		18. <input checked="" type="checkbox"/> Recipient is not required to sign this document.	
19. Recipient (By Name): ██████████		20. HUD (By Name): Robin J. Keegan	
Signature & Title:	Date:	Signature & Title:	Date:

Previous Editions are Obsolete

form HUD-1044 (8/90)
Ref. Handbook 2210.11

- Acts as a cover page for your grant
- Grantee to verify boxes 3, 7, and 14
 - These should match your award letter
- Does NOT need to be signed

SF-424

- The common application form for federal funding
 - Step-by-step instructions are in the grant guide on page 12
 - Common errors
 - Missing EIN/TIN number
 - Missing UEI number
 - Section 18 Line “a” listing all federal funds instead of EDI-CPF funds only
 - Missing signature of Authorized Representative. Wet signatures and digital signatures are accepted
- SF-424B vs SF-424D
 - SF-424B is for non-construction programs
 - SF-424D is for construction programs

SF-424 Instructions

- | | |
|--|---|
| <ol style="list-style-type: none">1. Check the application box2. Check the "New" box3. Leave blank4. Leave blank5. a. Enter your Grant Number (B-23-CP-XX-####)
b. Leave blank6. Leave blank7. Leave blank8. a. Enter the legal name of your organization
b. Enter the EIN/TIN for your organization
c. Enter your organization's Unique Entity Identifier
d. Enter the complete address of your organization
e. Enter the Department and/or Division responsible for the application
f. Enter all contact information for the person responsible for the application9. Enter the letter or letters describing your organization from the listing on the "Instructions for the SF-424" | <ol style="list-style-type: none">10. Enter US Department of Housing and Urban Development11. Enter 14.251 and under CFDA Title, "Economic Development Initiative, Community Project Funding, and Miscellaneous Grants"12. Enter FY2022 and under Title, "CPF"13. Leave blank14. Enter project address(es)15. Enter a brief description of the project and attach a more detailed, but also brief project description and a project budget16. See "Instructions for the SF-424"17. Enter the proposed start and end dates for the project18. On the "Federal line," enter only the amount of the CPF grant19. Check box "C"20. Check the appropriate box21. After review of the Additional Certifications and Assurances above, check "I AGREE," enter all information for the Authorized Representative submitting the application and <u>sign or e sign and date the form and include it with your emailed submission.</u> |
|--|---|

SF-LLL

- Disclosure of Lobbying Activities
- Completed by all Federal grantees
 - Also required for subrecipients
 - See [24 CFR part 87, Appendix A](#)

SF-1199A

- Direct Deposit Form
 - Grantee must complete sections 1 and 2
 - Authorized Representative is required to sign this form
 - Grantee's bank or financial institution completed section 3
 - Include a deposit slip or a voided check with this form
- If there has been a change in your Authorized Representative please contact your assigned Grant Officer to update the required documents

2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

- 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- The requirements of 2 CFR Part 200 apply to all CPF awards.
- Please review the regulation with particular focus on the provisions referenced in the Grant Guide.
- For additional guidance on the administrative requirements, please review the materials and training provided on the HUDExchange:
 - <https://www.hudexchange.info/trainings/courses/financial-management-201-2-cfr-part-200-online-module/>
- The webinar on April 5th will go into more detail on 2 CFR Part 200

2 CFR Part 200

Provisions of Part 200 to note include:

- Suspension and debarment: 2 CFR 200.214
- Prohibition on certain telecommunications and video surveillance services or equipment: 2 CFR 200.216
- Financial management, internal controls: 2 CFR 200.302, 200.303
- Federal payment requirements: 200.305
- Program Income requirements: 2 CFR 200.307
- Revision of budget and program plans: 2 CFR 200.308
- Disposition of property acquired with CPF funds: 2 CFR 200.311
- CFR §200.311 Procurement requirements: 2 CFR §200.317-327

2 CFR Part 200

- Record retention and access requirements: 2 CFR 200.334-200.338
- Reporting requirements: 2 CFR 200.328-200.330,
 - Including on the status of property acquired with CPF funds: 2 CFR §200.330
- Subrecipient monitoring and management: 2 CFR 200.331-200.333
- Remedies for Noncompliance: 2 CFR 200.339-200.343
- Closeout of federal grants: 2 CFR §200.344-346
- Cost Principles: 2 CFR Part 200, subpart E
- Audit requirements: 2 CFR Part 200, subpart F

Grant Agreement

- Final step in completing the grant award package
- Specifies the applicable statutory provisions, regulations, and administrative requirements for your grant
- Grantee's **Authorized Representative** signs agreement first
- After the grant award package is complete, HUD signs the grant agreement and returns a fully executed agreement to you

Grant Package Submission

1. Must be submitted electronically to CPFGrants@hud.gov
 - cc your assigned grant officer
2. Email Subject Line in the following format
 - Grant Number: Grantee Name: Submission of Required Grant Award Materials
 - i.e.: B-23-CP-XX-####: Town of Anywhere: Submission of Required Grant Award Materials
3. Must be Microsoft or PDF compatible

Grant Package Review

Sent Back for Revision:

- Your assigned grant officer will contact you by email explaining the deficiencies that need to be addressed
- Resubmit the revised materials to your assigned grant officer

Grant Package Approved:

- Your assigned grant officer will return a completed grant agreement
- Access to the DRGR system will follow shortly
- Ability to draw funds

Change of Plans!

- Amendments
 - All project and budget changes are subject to 2 CFR 200.308
 - HUD does not have the authority to approve changes that depart from the Congressionally-directed purpose for your award
- You will receive approval or disapproval via email

How can I request a change?

- To initiate an amendment to the previously approved line-item budget or narrative for the project:
 - Submit a formal letter on organizational letterhead to the Director of HUD's Office of Economic Development - Congressional Grants Division via email to your Grant Officer
 - State the requested revisions along with justification for the changes
 - Attach a revised project narrative and/or revised line-item budget
- Project changes may also require a revision to the environmental review.
- Coordinate with your assigned Grant Officer for details.
- You will receive approval or disapproval via email

Registering for a HUDExchange Account

- <https://www.hudexchange.info/>
- Free account that will give you access to technical assistance resources
- Click Log in found in the upper right corner
 - Follow Create an Account Steps

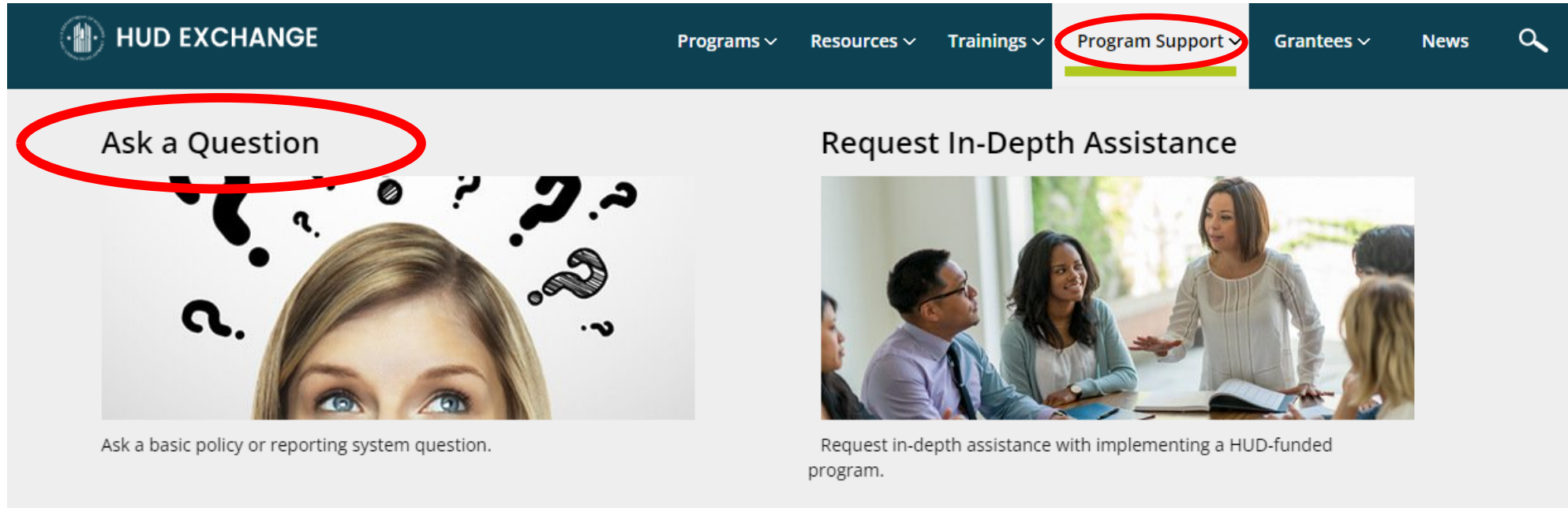
New to HUD Exchange?

Create a HUD Exchange account to:

- ▶ Register for upcoming training
- ▶ Access online training
- ▶ Request in-depth program assistance
- ▶ Access the CPD Income Eligibility Calculator
- ▶ Update your organization's point of contact information

Create an Account

Ask A Question (AAQ)



The screenshot shows the HUD Exchange website. The top navigation bar includes the HUD Exchange logo, a search icon, and several menu items: Programs, Resources, Trainings, Program Support (circled in red), Grantees, and News. Below the navigation bar, there are two main content areas. The left area is titled 'Ask a Question' (circled in red) and features an image of a woman's face with question marks floating around it. Below the image is the text: 'Ask a basic policy or reporting system question.' The right area is titled 'Request In-Depth Assistance' and features an image of a group of people in a meeting. Below the image is the text: 'Request in-depth assistance with implementing a HUD-funded program.'

<https://www.hudexchange.info/program-support/my-question/>

- Answers specific technical questions on most all aspects of processing your CPF grant such as the following:
 - Processing your Grant Award Package
 - Grant Agreements
 - Grant Guide
 - Environmental Review
 - DRGR
 - and More!
- Average response time is less than **3** business days

Ask A Question (AAQ)

HUD EXCHANGE

Step 1 of 2 1 of 2

Personal Information* Required fields

* First Name

* Last Name

* State

Select

* City/Town

* County

Select

* Phone Number

Format: xxx-xxx-xxxx x____ (Extension Optional)

* Email Address

* Confirm Email

* I am a

Select

Step 2 >

Select “HUD Grantee” and Select the Name of your Organization under “Which Grantee are you?”

* I am a

HUD Grantee

* Which Grantee are you?

Select

If your organization is not listed.

Change I am a “HUD Grantee” to “Other – Please Specify” and provide the Name of your Organization

* I am a

Other - Please Specify

* Other

Ask A Question (AAQ)

HUD EXCHANGE

Home > Program Support > Ask A Question

Ask A Question

Step 2 of 2 2 of 2

* My question is related to:
-- SELECT --

Your Question

* Please provide a subject line for your question

(limit to 100 characters)

* Question

B I U | **☰ ☲ ☱** | **📎**

If you have more than one question, please submit them separately

Submit your Question

Select under “My question is related to:”

*** My question is related to:**

CPF: Community Project Fund

Under “Your Question” section in the “Please provide a subject line for your question” include:

- ***FY2023 CPF Grant: Your Grant #***

You may also attach files.

Then “Submit your Question” or Questions.

Submit your Question

Q & A

- How can I find my grant officer?
 - You can find your grant officer on the [CPF Website](#)

- How can I change the main point of contact and/or the authorized representative?
 - Email your assigned grant officer to make these changes
 - You will not need a new 1044 to make this change

Q & A

- My project is a multi-phased project, should my budget try to predict the future phases or only include the current planned phase?
 - The project narrative and budget should include all phases of the project while indicating the specific use of CPF funds.
- What if bids come in over/under budget? How do I know when an amendment is necessary?
 - If there is a change in your line item budget, you should coordinate with your grant officer to start the amendment process

- Can the narrative, budget and required forms be submitted before the environmental review is complete?
 - Yes. We encourage you to submit your narrative, budget, and signed forms while awaiting the completion of your environmental review.
- My project already has an environmental review completed, do I need to do another one for CPF funding.
 - Work with your Responsible Entity to amend the environmental review by adding the CPF funds.

Conclusion

HUD Congressional Grants Division looks forward to working with you on your important project!

Upcoming Webinar Series

- 7 additional webinars that will focus on specific CPF grant processes
- Registration will be emailed in advance

Webinar Topic	Webinar Date
2 CFR 200	April 5
Environmental Review: Determining Level of Review, Environmental Roles and Responsibilities, and Overview of HEROS	April 19
Environmental Review: Federal Nexus and Prohibition of CLAs	May 3
Environmental Review: Cost Eligibility and Documenting ERR for CPF Grants in HEROS	May 17
DRGR	June 7
Drawdown & Reporting	June 21
Grant Closeout	July 12