



**Fiscal Year 2024 Economic Development Initiative -
Community Project Funding Grants:**

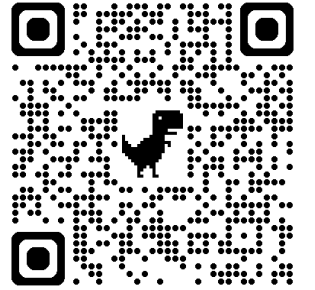
CPF FY24 Grantee Welcome Webinar

June 4, 2024



Webinar Logistics

1. A **recording, transcript** and the **slides** from today's webinar will be made available on the HUDx CPF website under "Past Trainings" and the "General Resources" Sections: <https://www.hudexchange.info/programs/cpf/>
2. You will be **notified** when today's webinar will be posted on the HUDx CPF website
3. The **slide deck** and **transcript** of the presentation will be posted on the HUDx CPF website



CPF FY24 Grantee Welcome Webinar Agenda

Questions

We encourage you to **ask questions** during the webinar using these Zoom features:

1. **Q&A**
2. **Chat**

HUD will try to answer the question in these features during the webinar.

Because HUD is welcoming the **largest cohort of CPF grantees** to this webinar on this specific webinar they will not be taking questions “live”.

If unable to answer them in these features HUD will post a **webinar FAQ or Q&A** response document.

CPF FY24 Grantee Welcome Webinar Agenda

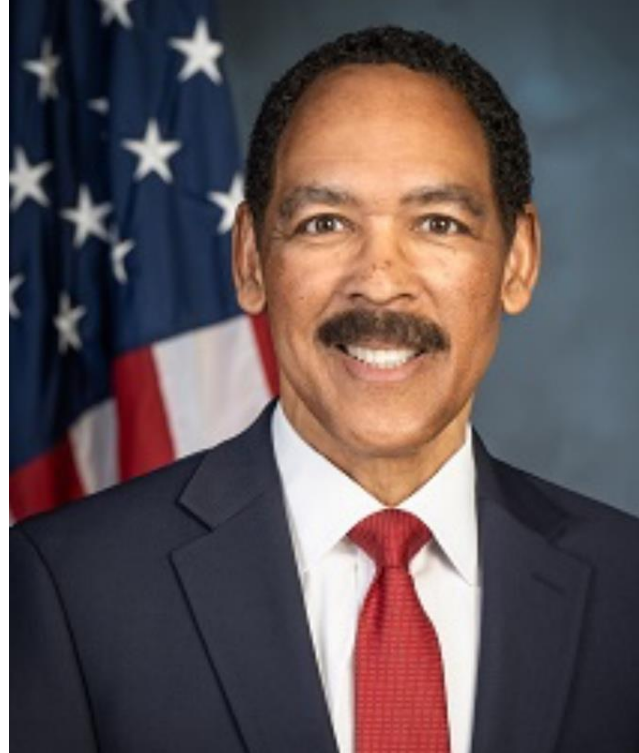
1. Leadership Welcome and Staff Introductions
2. Departmental Overview
3. Initial Communications, Points of Contact and Roles
4. HUD's CPF Portfolio Overview
5. CPF Key Documents, Information, and Websites
6. CPF Grants Environmental Reviews
7. CPF FY24 Grantee Technical Assistance
8. CPF FY24 Grant Project Amendments
9. Federal Grants Award Management
10. HUD's Disaster Recovery Grant Reporting (DRGR) System Overview
11. Grant Close-Out
12. CPF FY24 Grantee Action Items Checklist
13. Key Links and Resources
14. Next Steps

Section 1: Leadership Welcome and Staff Introductions

Leadership Welcome

- **Nadab Bynum**, Acting Deputy Assistant Secretary for Economic Development
- **Holly Kelly**, Director, Congressional Grants Division
- **Shantel James**, Deputy Director Congressional Grants Division

Leadership Welcome



Nadab Bynum

Acting Deputy Assistant Secretary for Economic Development
Office of the DAS for Economic Development (ODED),
Office of Community Planning and Development (CPD)

Leadership Welcome



Holly Kelly

Director

Congressional Grants Division (CGD),
Office of Economic Development (OED)

Leadership Welcome



Shantel James

Deputy Director

Congressional Grants Division (CGD),
Office of Economic Development (OED)

Staff Introductions

- **Congressional Grants Division Staff**
- **Today's Presenters**
 - **Holly Kelly**, CGD Director
 - **Rommel Calderwood**, CPD Specialist, Congressional Grants Division
 - **Vaughn Watson**, CPD Specialist, Congressional Grants Division
 - **Omri Gross**, Program Environmental Clearance Officer, Office of Environment and Energy
 - **Eileen Barnhard**, CPD Specialist, Congressional Grants Division

Congressional Grants Division: Grant Officers



Lauren Thomas



Njeri Santana-Carter



Rommel Calderwood



Shaina Glover



Tracey Rho



Jacqueline Johnson



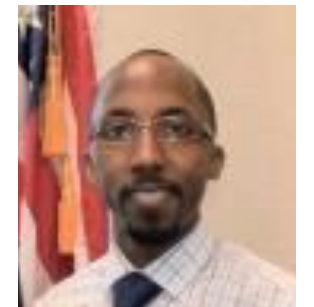
Angela Dyer



Eileen Barnhart



Guidy Paul



Vaughn Watson



Vernon Lewin



Nicole Graham



Porchia Smith



Munir Malik

Congressional Grants Division: Staff

Systems Officers



Candace Jameson



Quiana Johnson



JaNai Streat



Grace Cerrand



Connor Lareau



Colton Denton

Management and Information Specialist Officer



Ken Nelson

Office of the DAS for Economic Development and Office of Economic Development: Staff

Office of the DAS for Economic Development



Erich Yost

Senior Community Planning and Development Specialist

Office of Economic Development



Jessie Huddleston

Title

CPF FY24 Grantee Welcome Webinar

Today You Will

1. Hear a high-level overview of CPF grant information
2. Learn who to contact and how to contact them
3. Understand how to access information
4. Learn about technical assistance
5. Understand next steps and what you will next receive from HUD
6. Be provided with a next steps checklist
7. Welcomed by HUD and the Congressional Grants Division!

Section 2: Departmental Overview

CPF FY24 Grantee Welcome Webinar

Portfolio Managed by HUD's

- Office of Community Planning and Development (CPD)
- Office of the DAS for Economic Development (ODED)
- Office of Economic Development (OED)
- Congressional Grants Division (CGD)



Section 3: Initial Communications, Points of Contact and Roles

CPF FY24 Grants: First Two Emails-Initial Email 5/3/24



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT,
OFFICE OF THE DAS FOR ECONOMIC DEVELOPMENT,
OFFICE OF ECONOMIC DEVELOPMENT,
CONGRESSIONAL GRANTS DIVISION

WASHINGTON, DC 20410-3000

EMAIL SENT: May 3, 2024

EMAIL SUBJECT: Welcome-FY2024 EDI Community Project Funding (CPF) Grantee for:
<Your Assigned Grant Number>

Dear FY2024 Economic Development Initiative - Community Project Funding Grant Recipient:

Congratulations on your U.S. Department of Housing and Urban Development (HUD) Fiscal Year 2024 Economic Development Initiative (EDI) - Community Project Funding (CPF) grant! For our returning grantees, we look forward to continuing to work with you for your FY24 CPF grant. For new grantees, we look forward to on-boarding you and your team for the next steps and what you will need to know. HUD's Office of Community Planning and Development (CPD), Office of Economic Development - Congressional Grants Division is excited to work with you throughout your project.

Our office will be sending you a series of "on-boarding" next documents and sharing opportunities to participate in to get you prepared for the next steps in processing your funding award, sharing resources for you to submit your required grant materials, sharing processing steps and timing so that you can plan on when your funds will be available to you for reimbursement of eligible expenses.

Here are actions you can take now to ensure you have all the resources you will need:

1. **Respond to Email and Forward Email:** Please respond to this email with "received" so we can ensure we have made the initial contact with you and please forward this email to others on your staff that may be engaged with this grant.
2. **Grant Number:** Record your grant number from the subject line of this email and use it when communicating with HUD about your project, <PROJECT>, and with your organization, <RECIPIENTS>, awarded for <AMOUNT>.
3. **HUD.gov CPF Website (Link):** Bookmark and review the information on the HUD.gov Community Project Funding (CPF) website and specifically the CPF FY24 pages.
4. **HUDEXchange CPF Website (Link):** Bookmark and review the information on the HUDEXchange.gov Community Project Funding (CPF) website and specifically the CPF FY24 pages (note that this page will be updated to include many of the items that are being finalized for you to review and use).
5. **HUD EDI-CPF ListServ (Link):** Sign up for the HUDEXchange EDI-CPF ListServ to stay abreast of additions to the HUDEXchange CPF website, receive invitations to webinars and trainings, and get general updates about CPF grants.
6. **HUD CPF Grant Contacts (Link):** Review your assigned contacts for your specific grant including your Grant Officer, Systems Officer, and Regional Environmental

your questions during this on-boarding process and throughout the life of your grant. Expect a response within 3 business days to your questions.

8. **Build America, Buy America (BABA) Resources (Link):** CPF FY24 grantees are encouraged to carefully review the BABA resources and training materials on the HUDEXchange CPF Website before proceeding with any construction on your CPF grant.
9. **Environmental Review:** CPF FY24 grantees are encouraged to carefully review the Environmental Review resources and training materials on the HUDEXchange CPF Website before proceeding with any construction on your CPF grant.
10. **Welcome Webinar:** Mark your calendars and when emailed, accept the invite to join the "CPF FY24 Grantees Welcome" webinar. If unable to attend listen to the recording after the event recording is sent to grantees.

Also, please note that HUD will host a series of webinars and "office hours" to guide you through a review of the CPF requirements and to support you through the grant award process and beyond. We will host a "CPF FY24 Grantees Welcome" webinar that will be recorded and shared with grantees who are unable to attend the live webinar. Here is the information about the upcoming webinar. We will also send you a separate email with the calendar invite.

- Please look for the "FY2024 CPF Grantees Welcome Message" that will arrive in your mailbox on May 10, 2024. This message will provide additional information and resources that you may use to prepare for receipt of your CPF grant Letter of Invitation, Grant Guide and related materials.

HUD realizes how hard you have worked within your community and with your congressional sponsor for this grant to get this award included in the FY2024 appropriation. Please know that HUD is equally committed to working with you to get the required materials submitted and to get your grant set up so that you can begin to access your award to fund your project activities. Again, congratulations on being selected as an FY2024 EDI CPF grantee. We look forward to working with you on this important project!

Sincerely,

Nadab Bynum
Acting Deputy Assistant Secretary for Economic Development
Office of Community Planning and Development
U.S. Department of Housing and Urban Development

CPF FY24 Grants: First Two Emails-Initial Email 5/17/24



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT,
OFFICE OF THE DAS FOR ECONOMIC DEVELOPMENT,
OFFICE OF ECONOMIC DEVELOPMENT,
CONGRESSIONAL GRANTS DIVISION

WASHINGTON, DC 20410-3000

EMAIL SENT: May 17, 2024

EMAIL SUBJECT: FY2024 CPF Grantee May 10 Email (<Your Assigned Grant Number>)

Dear FY2024 Community Project Funding Grantee,

We ran into a delay in getting you the May 10th email and information you may have been looking for as shared in our initial email to you sent on May 3, 2024. Note that this email contains the information that we expected to send on May 10. We sincerely apologize for any confusion that this may have caused you and your team.

We ~~have~~ *have not* received an email response confirming you have received our initial correspondence. ~~Have=Thank you. Have not=Please reply to this email with a "Received".~~

Please note the following updates:

1. "CPF FY24 Welcome Webinar" on Tuesday, June 4th, 2024, at 3 pm EST
 - a. We are hosting a "CPF FY24 Welcome Webinar" on June 4, 2024, from 3 pm to 4 pm EST. We will also share next steps, technical assistance opportunities, and when we plan to send you the finalized grant materials for processing your grant agreement.
 - b. Please add to your calendar this event with this information
 - Topic: "CPF FY24 Welcome Webinar"
 - Date: June 4, 2024
 - Time: 3 pm to 4 pm EST
 - Login Information: <https://events.intellor.com/login/508787>If you cannot join by computer, you may dial in by phone only at 1-202-735-3323 with access code 5225147#.
2. Grant Officers "Office Hours"
 - a. The Congressional Grants Division (CGD) Grant Officers will be hosting "office hours" to guide you through a review of the CPF requirements and to support you through the grant award process and beyond. You will be receiving information directly from your assigned Grant Officer for the office hours they will be hosting.
3. HUD EDI-CPF ListServ ([Link](#))
 - a. As a reminder if you haven't already done so, please sign up for the HUDEXchange EDI-CPF ListServ to stay abreast of additions to the HUDEXchange CPF website, receive invitations to webinars and trainings, and get general updates about CPF grants.

4. Grant Number

- a. As a reminder we have assigned your grant award a grant number. Here is your grant information we have along with your contact information we will be using to process your grant.
 - Grant Number: <GRANT NUMBER>
 - Project: <PROJECT>
 - Recipient: <RECIPIENT>
 - Amount Awarded: <AMOUNT>

We look forward to continuing to work with you and seeing you at our webinar on June 4, 2024.

Sincerely,

Nadab Bynum

Acting Deputy Assistant Secretary for Economic Development
Office of Community Planning and Development
U.S. Department of Housing and Urban Development

CPF FY24 Grants: Key Contacts / Portfolio Assignments

Community Project Funding Grant Officers

Community Project Funding (CPF) Portfolio Assignments

- Primary contact for duration of award period
- Overall grant administration
- Reviews Project Narrative and Project Budget for completion and verifies with intent of Congress
- Initiates Grant Agreement and grant award process
- Coordinates the closeout of the award and post- closeout actions (i.e., real property disposition)

Regional Environmental Officers

HUD Environmental Staff Contacts

- Provides technical assistance to grantees and their local government Responsible Entities in conducting environmental reviews under Part 58
- Coordinates Part 50 Concept Meetings to determine level of environmental review, consultation needs, and a timeline
- Reviews and analyzes Part 50 environmental review information provided by grantees
- Responsible for Part 50 environmental findings and determination

For Current List of CGD (Grant Officer and System Officer) Staff and OEE REO Staff Assignments Visit:
<https://www.hud.gov/sites/dfiles/CPD/documents/Community-Project-Funding-Portfolio-Assignments.pdf>

CPF FY24 Grants: REO Contacts

HUD Regional Environmental Officers (REO) Contacts Information

Melanie H. Castillo
Melanie.H.Castillo@hud.gov

Illinois Minnesota
Indiana Ohio
Michigan Wisconsin

Jose Cedeno Maldonado
Jose.A.CedenoMaldonado@hud.gov

Alabama Mississippi Puerto Rico
Florida North Carolina
Georgia South Carolina
Kentucky Tennessee US Virgin Is.

Martha A. Curran
Martha.A.Curran@hud.gov

Connecticut Maine
Vermont New Hampshire
Massachusetts Rhode Island

Therese J. Fretwell
Therese.J.Fretwell@hud.gov

New Jersey
New York

Elizabeth McDargh
Elizabeth.McDargh@hud.gov

Arizona
California
Hawaii
Nevada

Beth Held
Beth.Held@hud.gov

Iowa
Kansas
Missouri
Nebraska

Jerimiah J. Sanders
Jerimiah.J.Sanders@hud.gov

Colorado South Dakota
Montana Utah
North Dakota Wyoming

David Storms
David.A.Storms@hud.gov

Arkansas Pennsylvania
District of Columbia Virginia
Louisiana Oklahoma
Maryland Texas
New Mexico West Virginia

Brian Sturdivant
Brian.Sturdivant@hud.gov

Alaska
Oregon
Washington

CPF FY24 Grantee: Key Contacts and Resources

Primary Point of Contact

Individual who is managing the CPF grant application and associated activities. Serves as the grantee's primary point of contact for HUD.

Authorized Representative (AR)

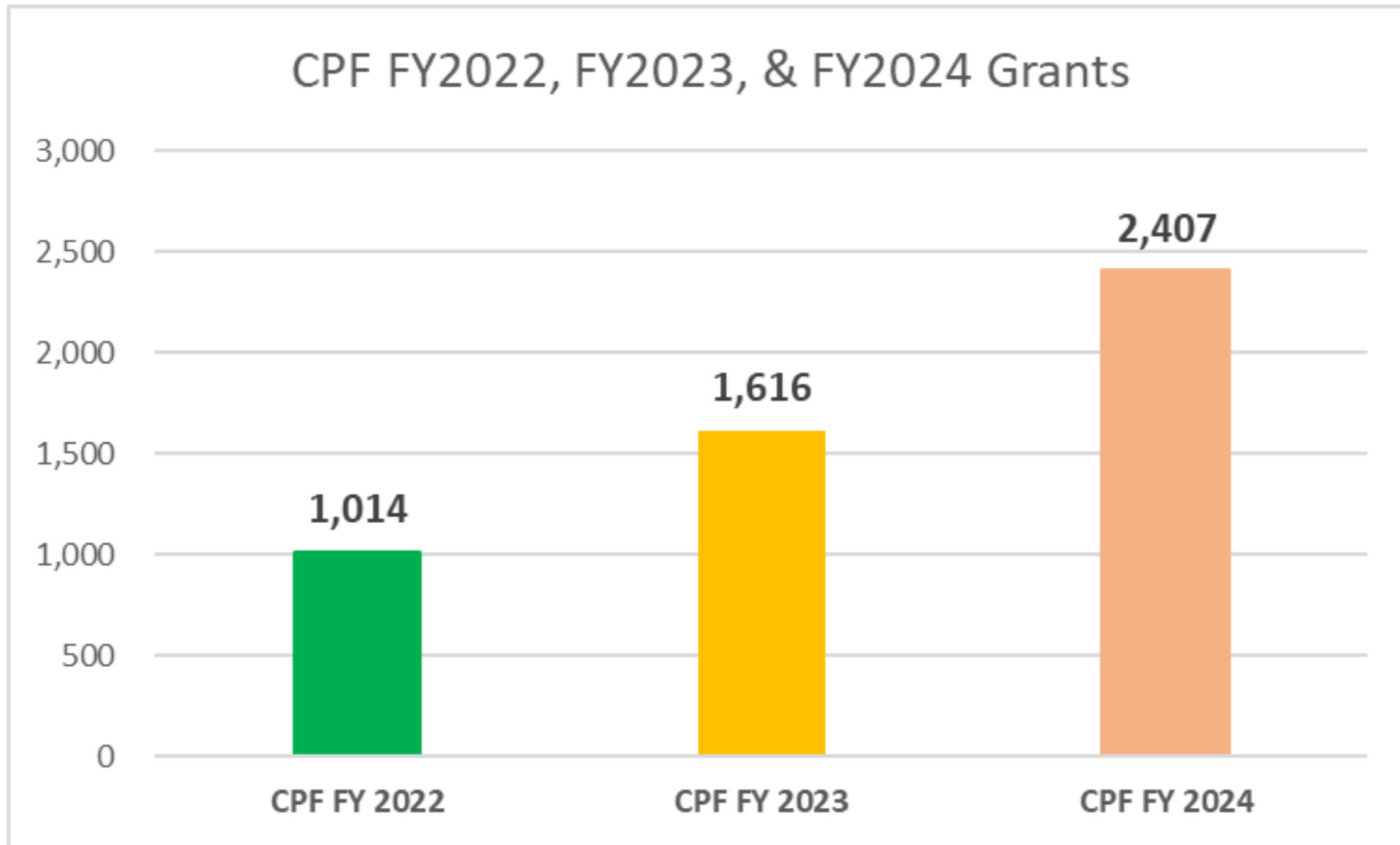
Individual named on the Grant Award Letter at the grantee organization who has the authority to make decisions on the CPF grant application, including signing the Grant Agreement and federal forms.

Grantee Additional Points of Contact

Other Grantee contacts that may be provided to HUD working on your CPF grant.

Section 4: HUD's CPF Portfolio Overview

HUD CPF Portfolio: 5,037 Grants



HUD CPF Portfolio

\$7.8 Billion Awarded to CPD in FY22, FY23, & FY24

	CPF FY22	CPF FY23	CPF FY24	ALL FYs
Date of Enactment	March 15, 2022	December 29, 2022	March 9, 2024 Revised: March 23, 2024	25 months
Appropriation	\$1,516,409,207	\$2,982,285,641	\$3,289,054,336 (\$20,000 not allocated to a grant)	\$7,787,749,184
Grantees	1,014	1,616	2,407	5,037
Geographic Distribution	47 states and several US Territories (not Montana, North Dakota, and Wyoming)	47 states and several US Territories (not Montana, North Dakota, and South Dakota)	49 states and several US Territories (not North Dakota)	49 states and several US Territories (not North Dakota)

CPF FY24 Congressionally-directed Grants

Consolidated Appropriations Act, 2024 and Further Consolidated Appropriations Act, 2024	
Funding Amount	\$3,290,054,336 (note that \$20,000 is not obligated to any grants)
Number of Grants	2,407 in 49 states and two US Territories (Puerto Rico and Virgin Islands)
Congress	<ul style="list-style-type: none"> • 397 members of Congress Awarded CPF FY24 Grants • <i>64 Senators and 332 House Members</i>
Grantees	<ul style="list-style-type: none"> • Nonprofits, jurisdictions and housing authorities, Indian tribal communities • Selected by Congress through separate competitive processes (House and Senate) • Selections reconciled during the Budget Appropriations process • <i>Congress selects grantees and determines funding amount for project</i>
Projects	“Project” must be implemented as provided in Congressional Record or Other Official Appropriations Law Documents
“Cross-cutting” Requirements	Requirements that govern all HUD funding including, Environmental Review, Financial Management, Fair Housing, Non-discrimination and others as provided in the Grant Agreement
Start or Effective Date of the Grant	The date HUD signs the grant agreement is the start date for the grant’s period of performance and budget period. However, grant funds may be used for costs incurred before this date, provided that: (1) The costs are soft costs incurred on or after March 9, 2024, or hard costs incurred on or after the later of March 9, 2024, and completion of the required project-specific environmental review; and (2) The costs meet the allowability criteria in 2 CFR 200.403(a) through (g).
Expiration Period	Funds expire August 31, 2032

CPF FY 2024 Portfolio Grantees, Congressional Requestors, and Congressional Origination

FY 2024 CPF Official Lists of Grants

[Consolidated Appropriations Act, 2024-Congressional Record: 3/5/24](#)

[List of Grants in Document \(Same as THUD Appropriations “As Printed in Congressional Record”\)](#)

[Further Consolidated Appropriations Act, 2024: House THUD](#)

[Appropriations Website: Addendum](#)

Key Changes: Removed a \$1m grant, changed the “Project” for “Kingfield Multi-Family Housing” to “Multi-Family Housing”, and Referenced a “THUD Addendum” by adding an additional HUD CPF FY2024 Grant for the “Town of Normal” for “Town of Normal Street Upgrades to Increase Safety” grant for \$850,000

Department of Transportation	Port Infrastructure Development Program	Orange County Navigation and Port District (Port of Orange)	Transmodal Yard Demolition and Reconstruction	TX	10,000,000	Weber		H
Department of Transportation	Port Infrastructure Development Program	Port of Port Townsend	Boat Haven Main Breakwater Replacement Project	WA	800,000	Kilmer		H
Department of Housing and Urban Development	Community Development Fund	University of Alaska System	Truth Yedtha' Indigenous Studies Center	AK	1,500,000	Peltola	Murkowski	H/S
Department of Housing and Urban Development	Community Development Fund	Yukon-Kuskokwim Health Corporation	Employee Housing Facility	AK	3,000,000	Peltola	Murkowski	S
Department of Housing and Urban Development	Community Development Fund	City of Akutan	Akutan Harbor Access Road	AK	952,880	Peltola		H
Department of Housing and Urban Development	Community Development Fund	Alutiq Tribe of Old Harbor	Old Harbor Hydroelectric Facility	AK	500,000	Peltola		H
Department of Housing and Urban Development	Community Development Fund	City of Seward, Alaska	Seward Ocean Thermal Energy Project	AK	500,000	Peltola		H
Department of Housing and Urban Development	Community Development Fund	Cook Inlet Housing Authority	Affordable Elder Housing	AK	4,000,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	Abused Women's Aid In Crisis, Inc.	AWAIC Capital Improvements	AK	380,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	AWARE	AWARE Facility Improvements	AK	98,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	Becky's Place Haven of Hope Corporation	Becky's Place Facility Improvements	AK	99,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	City of Valdez	Child Care Center Building Renovation	AK	3,000,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	Anchorage Community Land Trust	Commercial Kitchen Incubator	AK	1,000,000		Murkowski	S

March 5, 2024

CONGRESSIONAL RECORD — SENATE

THUD Addendum

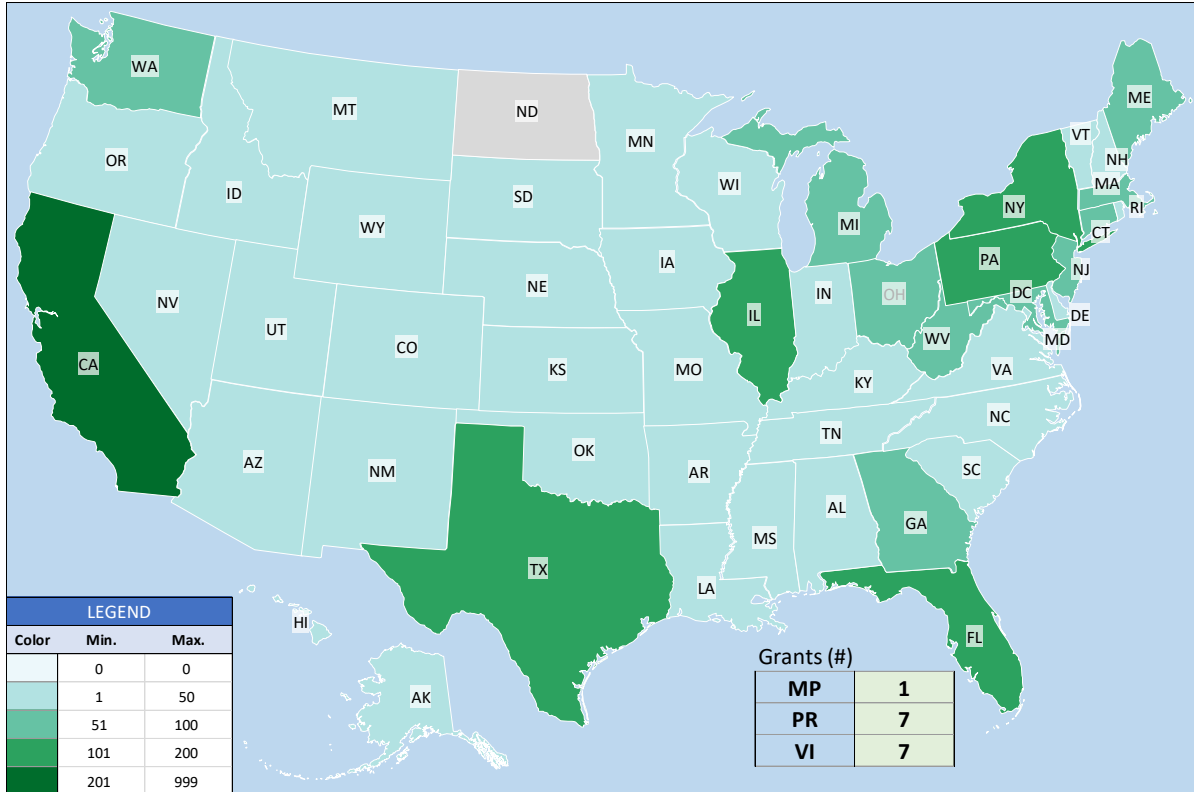
Agency	Account	Recipient	Project	State	Amount	Requestor(s)		Origination
						House	Senate	
Department of Housing and Urban Development	Community Development Fund	Town of Normal	Town of Normal Street Upgrades to Increase Safety	IL	\$850,000	Sorensen		H

CPF FY24 Grantee: Grant Award Process

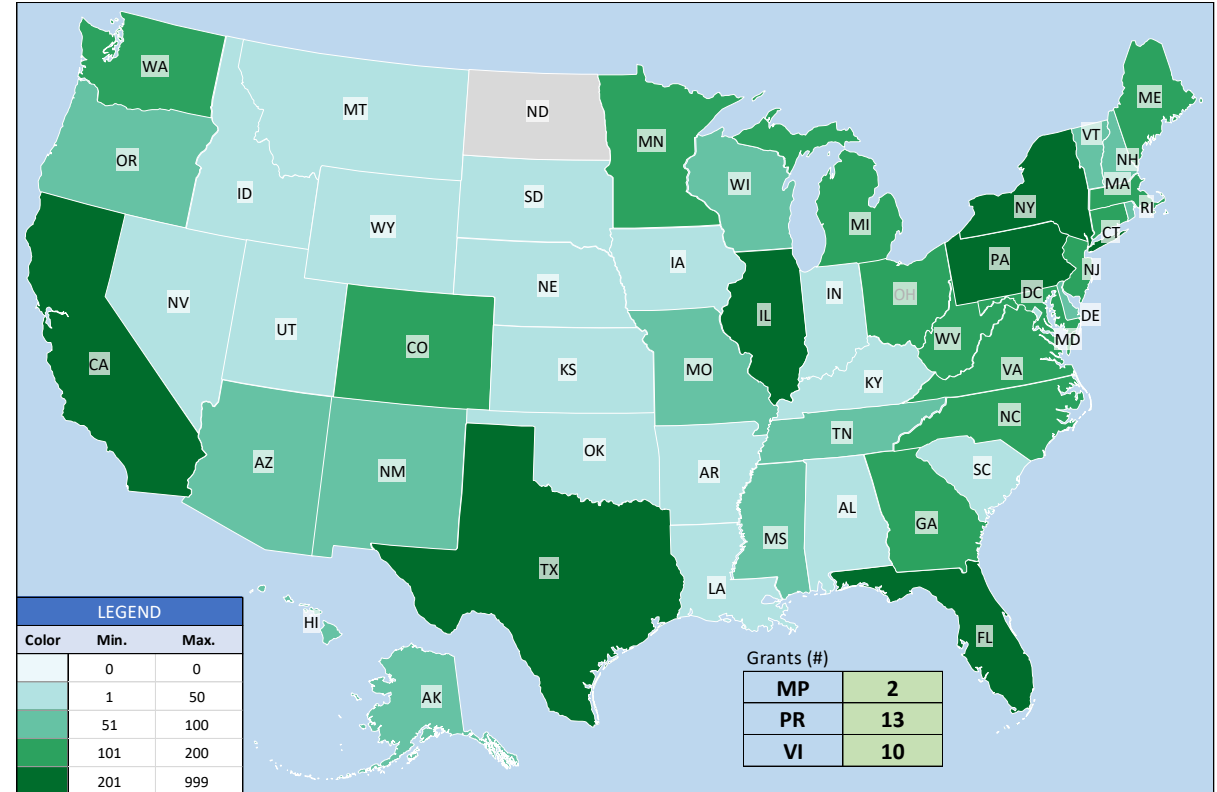
- **Congress passes legislation and President approves budget** awarding funding to “Recipients”
- “Recipients” (aka Grantees) are **named in the Congressional Record or Other Appropriations Documents**
- Grantees receive **from HUD a Grant award package and grant guide**
 - Grantees submit grant materials to HUD online that include the **project narrative, project budget, and complete information for required federal forms**
- **HUD reviews grant materials, reviews information for completeness and deficiencies including verifying**
 - If project narrative and budget align with the “Project” in the Congressional Record or Other Appropriations Documents
- **Once grant materials approved by HUD**
 - **HUD sends a fully-executed grant agreement to grantee and advises grantees on the funding request and disbursement process**

CPF FY 2024 Portfolio: State Data

CPF FY2024 Portfolio (# of Grants = 2,407)

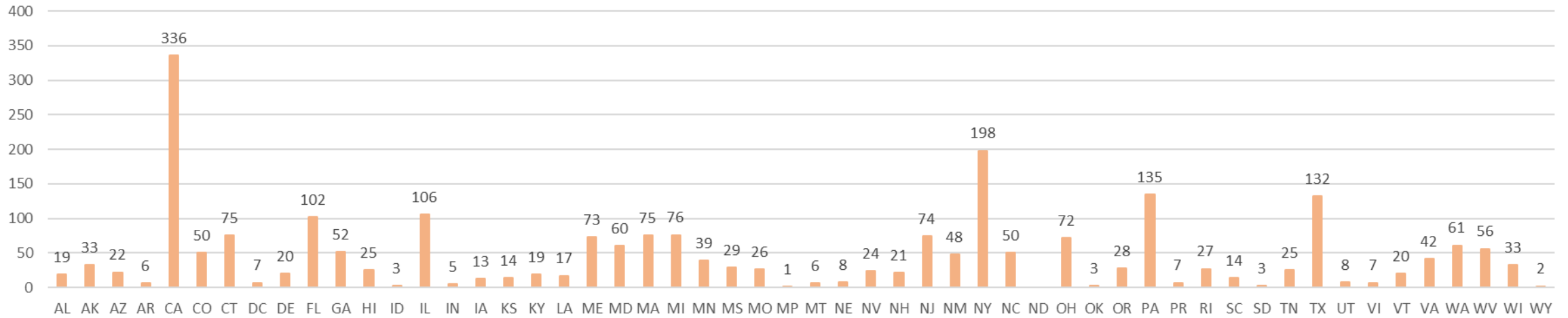


CPF FY 2022, 2023, and 2024 Portfolio (# of Grants = 5,307)

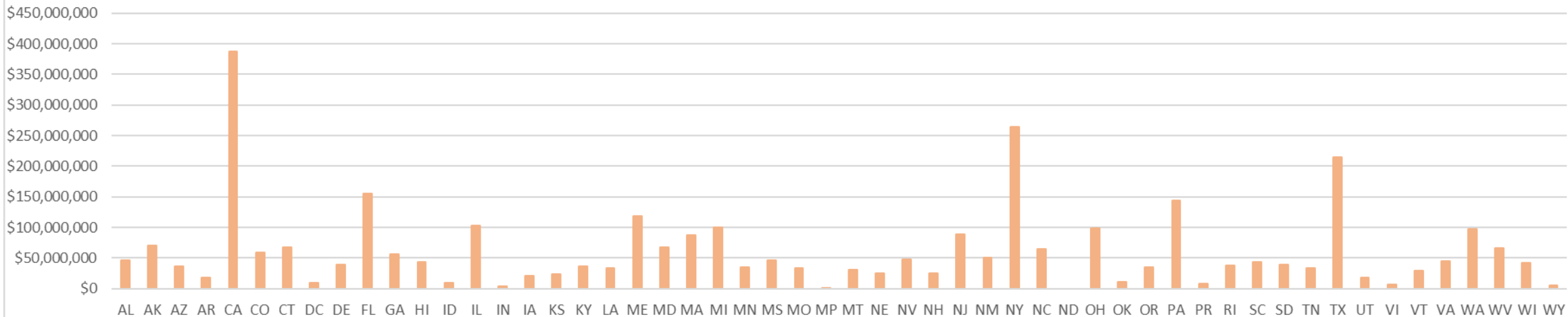


CPF FY 2024 Portfolio: State Data

CPF FY2024 # of Grants by State

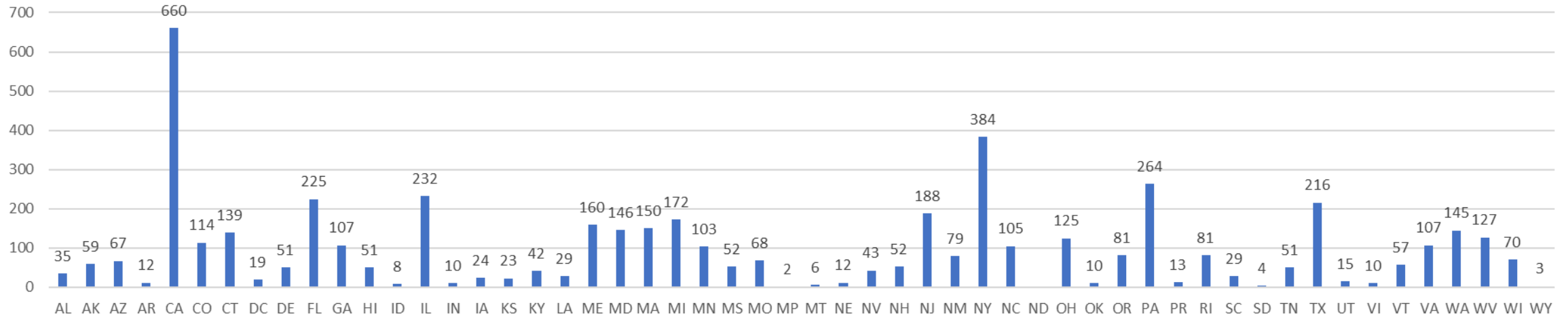


CPF FY2024 \$ for Grants by State

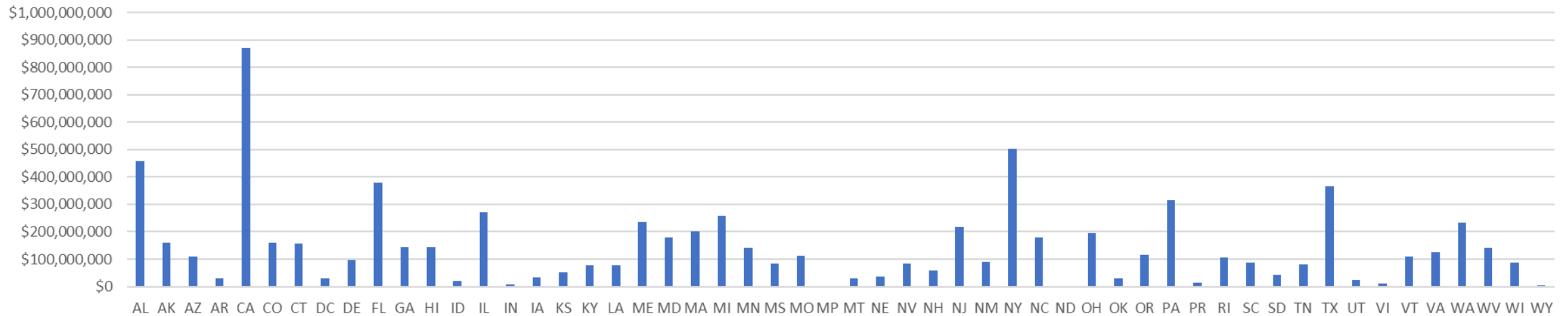


CPF FY 2024 Portfolio: State Data

CPF FY2022, FY2023, & FY2024 # of Grants by State



CPF FY2022, FY2023, & FY2024 \$ for Grants by State



Section 5: CPF Key Documents, Information, and Websites

CPF Key Websites and ListServ

- 1. HUD.gov Community Project Funding Website**
- 2. HUD Exchange Community Project Funding Website**
- 3. HUD EDI-CPF ListServ**

HUD.gov CPF Website



[Home](#) / [Program Offices](#) / [Community Planning and Development](#) / [EDI CPF Grants](#)

ECONOMIC DEVELOPMENT INITIATIVE - COMMUNITY PROJECT FUNDING GRANTS

Overview

HUD's Office of Community Planning and Development, Congressional Grants Division is responsible for the administration of congressionally-directed spending under the Economic Development Initiative - Community Project Funding (CPF).

What are Economic Development Initiative - Community Project Funding (CPF) grants?

CPF grants are selected through a congressionally-directed application process. HUD does not facilitate the grant application process.

CPF grants provide investment in a wide variety of projects such as housing, homelessness prevention, workforce training, public facilities, parks, resilience planning and other critical infrastructure and services.

Who is eligible to receive these funds?

Projects selected for Community Project Funding are listed in the Joint Explanatory Statement (JES) that accompanies a specific fiscal year's appropriations act. The JES lists projects by entity, project name, award amount and congressional sponsor.

Only entities named in the JES for a specific fiscal year are eligible to receive these grant funds.

Key Information for Grantees

Click on the button below for your specific fiscal year to find detailed information on accessing your grant. For those organizations with grants in both fiscal year FY2022 and FY2023, please review both sets of information.

For additional details, please reference the Grant Award Letter, Grant Agreement and Grant Guide emailed by HUD to you the week of February 27, 2023 and March 6, 2023 from CPFgrants@hud.gov. If you are a recipient organization and did not receive these materials, reach out via email.

Be sure to visit the [HUD Exchange CPF page](#), your one-stop shop for training and technical assistance resources related to CPF grant implementation. View resources and tools, register for upcoming training, access recordings from past trainings, and get program support.



- For information about the HUD Economic Development Initiative-Community Project Funding (EDI-CPF) grants:

https://www.hud.gov/program_offices/comm_planning/edi-grants



- Separate links for:
 - Fiscal Year 2024 CPF Grantees
 - Fiscal Year 2023 CPF Grantees
 - Fiscal Year 2022 CPF Grantees

HUD.gov CPF Website



Home / Program Offices / Community Planning and Development / EDI CPF Grants / FY2024 EDI CPF Grants

FY2024 ECONOMIC DEVELOPMENT INITIATIVE / COMMUNITY PROJECT FUNDING GRANTS

Overview

The Fiscal Year 2024 Consolidated Appropriations Act (P.L. 118-42) (the FY2024 Act) contains \$3,290,054,336 for 2,406 congressionally-directed Economic Development Initiative-Community Project Funding (CPF) grants.

If you have also been designated to receive an FY2022 and/or FY2023 CPF grant, HUD provided a separate correspondence regarding that grant and has provided additional detail on the FY2022 and/or FY2023 EDI-CPF section of the program website [here](#).

HUD is currently working with your congressional members to receive FY2024 grantees contact information and finalize FY2024 grant materials for distribution.

Within 45 days from the date HUD receives FY 2024 grantees contact information from Congress, FY2024 Grantees will receive a Grant Award Package that includes:

- **FY2024 CPF Grant Award Letter.**
- **FY2024 EDI Community Project Funding Grant Guide.**
- **FY2024 Community Project Funding Grant Agreement; and**
- **Associated materials for your FY 2024 CPF grant.**

To help you get started on the CPF application process, Grantees should review the following while awaiting communication from HUD directly:

- Review the resources provided on the [Community Project Funding Grants web page](#). Fiscal Year 2023 Grantees resources will closely resemble FY 2024 Grantees requirements. However, guidance regarding Build America, Buy America applicability for FY2024 grantees will be forthcoming.
- Be sure to visit the [HUD Exchange CPF page](#), your one-stop shop for training and technical assistance resources related to CPF grant implementation. View resources and tools and access recordings from past trainings.

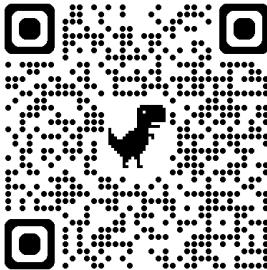
Environmental Review Requirements

- For FY2024 grants, the date of the Act's enactment (March 9, 2024) is the federal nexus for compliance with all environmental laws. Typically, the Federal nexus (for application of environmental requirements to a particular project) is the date when an application for federal assistance for a particular project is received. Once a project is federalized, the project must comply with federal environmental laws **before** taking choice limiting actions, such as acquisition, construction, ground disturbance, and entering into contracts for such work. However, these laws were not written to take into account projects that were already under construction prior to becoming federalized and before the environmental review process has been completed (including consultations with stakeholders prior to ground-disturbance).

- For information specifically about your CPF FY2024 grant visit:
https://www.hud.gov/program_offices/comm_planning/edi-grants/FY_2024

Sections for

- Overview
- Main Requirements
- Process
 - Secure an Executed Grant Agreement
 - Initiate or Complete an Environmental Review
 - Who do I contact with questions?
- I Want to Review
- Resources



HUDExchange.gov CPF Website

 **HUD EXCHANGE** Programs ▾ Resources ▾ Trainings ▾ Program Support ▾ Grantees ▾ News

Economic Development Initiative (EDI) Community Project Funding (CPF) grants provide investment in a wide variety of projects such as housing, homelessness prevention, workforce training, public facilities, parks, resilience planning and other critical infrastructure and services.

[Learn more about CPF](#)



[Home](#) > [Programs](#) > Community Project Funding

Upcoming Webinar



CPF FY 2024 Welcome Webinar

HUD is hosting a webinar on **June 4, 2024, at 3:00 PM EDT** to provide FY 2024 CPF grantees with information about next steps, TA opportunities, and updates on grant agreement materials.

[Join the Webinar](#)




Grant Support

There are three ways to get CPF grant support:

- Ask a Question
- Join a TA Cohort
- Contact HUD

[Learn More](#)



Systems

- Disaster Recovery Grant Reporting (DRGR) System
- DRGR Login
- HUD Environmental Review Online System (HEROS)
- HEROS Login
- System for Award Management (SAM.gov)
- SAM.gov Login



Policy Guidance

- Laws and Regulations
- FAQs
- Required Forms

HUDExchange.gov CPF Website

General Resources for All CPF Grantees

General CPF Resources and Training

- CPF Frequently Asked Questions (FAQs)
- CPF Supplemental Information on Indirect Costs
- FY 2022 and 2023 CPF 2 CFR Part 200 Training
- FY 2022 and 2023 Managing CPF Grants: Foundations for a Successful Program Webinar Series

DRGR Resources and Training

- CPF Quick Guide: Disaster Recovery Grant Reporting (DRGR) System
- DRGR Information and Resources
 - DRGR Guides, Tools, and Webinars
 - DRGR Login
- DRGR for CPF Grantees Video Series

Environmental Review (ER) Resources and Training

Contacts

- HUD Regional Environmental Staff Contact List for CPF Grants
- Request for Release of Funds (RROF) Contact List for CPF Grants

Guidance and Resources

- CPF Environmental Review FAQs
- Environmental Review Training
- Sample Memorandum of Understanding for CPF Grantee re: Environmental Review Part 58
- Guidance for Documenting the ERR for CPF Grants
- HEROS - HUD Environmental Review Online System Information and Resources
 - HEROS Login

Training

- Environmental Considerations for the CPF Program Webinar
- FY 2022 and 2023 CPF Environmental Review Webinar Series

Financial Management Curriculum Training

- Financial Management Curriculum Overview
- Financial Management 101: Introduction
- Financial Management 201: A Closer Look

BABA Resources and Training

Note: CPF grantees are encouraged to carefully review these resources before proceeding with any construction on a CPF grant.

- Build America, Buy America (BABA) page on HUD.gov
- BABA page on the HUD Exchange
 - Notice CPD-23-12: CPD Implementation Guidance for BABA's Domestic Content Procurement Preference as Part of the Infrastructure Investment and Jobs Act
 - BABA FAQs
 - BABA Project-Specific Waiver System and Resources
 - BABA Quick Guide: CPF
 - BABA Webinar for CPF Grantees

Need Grant Support?

- Ask A Question, Join a TA Cohort, or Contact HUD

Resources by CPF Fiscal Year (FY) Cohort

General Resources

FY 2022 Cohort

FY 2023 Cohort

FY 2024 Cohort

FY 2024 CPF Cohort

Funding Award Information

- FY 2024 Community Project Funding Grant Guide (Version 1.0) (*coming soon*)

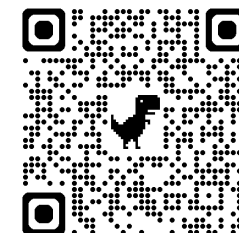
Environmental Review (ER) Guidance

- FY 2024 CPF ER Guidance and Scenarios
- FY 2024 CPF Cost Eligibility Chart
- FY 2024 Nationwide Part 50 Programmatic ERR for CPF Soft Costs

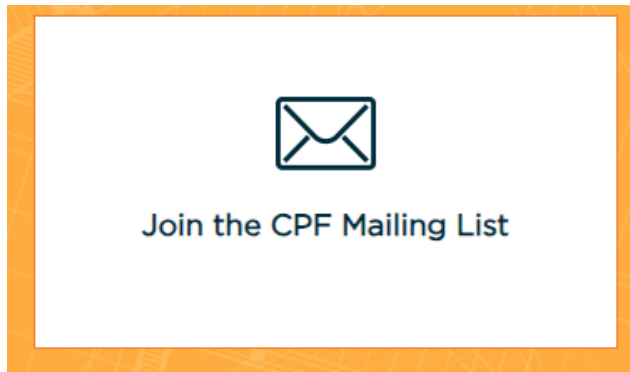
CPF Webinars and Trainings

- FY 2024 CPF Orientation (*coming soon*)
- FY 2024 CPF Grant Packet Completion (*coming soon*)

<https://www.hudexchange.info/programs/cpf/>



HUD Exchange: EDI-CPF ListServ Sign-Up Instructions



Resources and assistance to support HUD's community partners

NEED HOUSING ASSISTANCE? Email Updates Log In

HUD EXCHANGE Programs Resources Trainings Program Support Grantees News

Home Email Updates Subscribe to HUD Exchange Mailing Lists

Subscribe to HUD Exchange Mailing Lists

The HUD Exchange Mailing Lists provide email updates on new resources, training opportunities, HUD policies, and more.
To subscribe, enter the requested information, select the topics that interest you, and then select **Subscribe**.
If you are already subscribed to the mailing list, you can update your preferences.

Email Address * **Zip Code** * indicates required

I'd like to receive email updates about:

<input type="checkbox"/> 811 Capital Advance	<input type="checkbox"/> IDIS - Integrated Disbursement and Information System
<input type="checkbox"/> 811 PRA - 811 Project Rental Assistance	<input type="checkbox"/> Lead Safe Housing and Healthy Homes
<input type="checkbox"/> ARC - Appalachian Regional Commission	<input type="checkbox"/> Multifamily Housing Preservation
<input type="checkbox"/> Acquisition and Relocation	<input type="checkbox"/> NFHTA - National Fair Housing Training Academy
<input type="checkbox"/> Better Buildings Challenge - Multifamily	<input type="checkbox"/> NSP - Neighborhood Stabilization Program
<input type="checkbox"/> BRAC - Base Realignment and Closure	<input type="checkbox"/> ONAP - Office of Native American Programs
<input type="checkbox"/> CDBG - Community Development Block Grant	<input type="checkbox"/> Pay for Success
<input type="checkbox"/> CDBG-DR - Community Development Block Grant Disaster Recovery	<input type="checkbox"/> Promise Zones
<input type="checkbox"/> CoC - Continuum of Care Program	<input type="checkbox"/> RHED - Rural Housing and Economic Development
<input type="checkbox"/> Community-Led Initiatives	<input type="checkbox"/> RHP - Recovery Housing Program
<input type="checkbox"/> DRGR - Disaster Recovery Grant Reporting	<input type="checkbox"/> RHSP - Rural Housing Stability Program
<input type="checkbox"/> EDI-CPF - Community Project Funding Grants	<input type="checkbox"/> Rural Capacity Building for Community Development

CPF FY24 Grants: Key Information

1. Environmental Reviews

- CPF FY24 grantees are encouraged to carefully review the Environmental Review resources and training materials on the HUD Exchange CPF Website before proceeding with any construction on your CPF grant.

2. Build America, Buy America (BABA) Resources and Training

- CPF FY24 grantees are encouraged to carefully review the BABA resources and training materials on the HUD Exchange CPF Website before proceed.
 - [Build America, Buy America \(BABA\) page on HUD.gov](https://www.hud.gov/program_offices/general_counsel/build_america_buy_America): https://www.hud.gov/program_offices/general_counsel/build_america_buy_America
 - [BABA page on the HUD Exchange](https://www.hudexchange.info/programs/baba/): <https://www.hudexchange.info/programs/baba/>
 - [Notice CPD-23-12: CPD Implementation Guidance for BABA's Domestic Content Procurement Preference as Part of the Infrastructure Investment and Jobs Act](#)
 - [BABA FAQs](#)
 - [BABA Project-Specific Waiver System and Resources](#)
 - [BABA Quick Guide: CPF](#)
 - [BABA Webinar for CPF Grantees](#)



3. HUD Section 3

- Grantees will be required to report Section 3 accomplishments.
- Section 3 requires preference for low- and very low-income persons or business concerns residing in the community where the project is located.
- Further details will be provided in grant materials.
- HUD Exchange Section 3 Website information: <https://www.hudexchange.info/programs/section-3/>



4. 2 CFR Part 200

- Grantees will be required to follow the Code of Federal Regulations in 2 CFR Part 200.
- Information about 2 CFR Part 200 will be covered later in the presentation.

CPF FY24 Grants: Grant Award Package

1. FY 2024 Grant Award Letter

2. Community Project Funding Grant Agreement

Provided:

Grantee Name

Grantee Address

Grantee's Employer Identification Number (EIN)

Federal Award Identification Number (FAIN)

Assistance Listing Number and Name

3. HUD 1044

4. CPF FY2024 Grant Guide (Version 1.0)

CPF FY24 Grants: Funds Access

- **The start or “effective” date for the grants** is the **March 8, 2024**, and the end date is September 30, 2032.
- The **ending date for these Community Project Funding grants** is when the grant is closed out or when the grant funds expire.
- Grantees will access funds and submit periodic reports through HUD’s Office of Community Planning and Development, **Disaster Recovery Grants Reporting (DRGR) system**.

CPF FY24: Funds Access

What do grantees will need to submit online or submit to HUD?

1. A signed **Grant Agreement** with Appendix 3 completed / complete and online
2. Project **Narrative** that matches “Project” as Awarded by Congress / complete and submit online
3. Project **Budget** (Sources and Uses / Sources by Uses for Entire Project) / complete and submit online
4. Information that will create and populate **HUD Forms** / complete and submit online
 - SF-424 (Application for Federal Assistance)
 - SF-424B (Assurances for Non-Construction Programs) OR SF-424D (Assurances for Construction Programs)
 - SF-LLL (Disclosure of Lobbying Activities)
5. Form SF-1199A (Direct Deposit Sign-Up Form) / upload
6. A **copy of** a voided check, bank deposit OR a letter from your financial institution / upload

Section 6: CPF Grants Environmental Reviews



Environmental Compliance Overview and Considerations for Community Project Funding

The National Environmental Policy Act (NEPA) and HUD's Environmental Review Regulations

What is an Environmental Review?



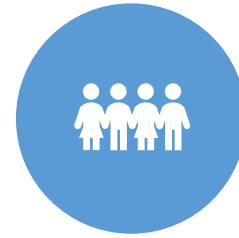
ANALYSIS OF IMPACTS
OF A PROJECT ON THE
SURROUNDING
ENVIRONMENT AND
VICE VERSA



ENSURES HUD-FUNDED
PROJECTS PROVIDE
DECENT, SAFE, AND
SANITARY HOUSING



DEMONSTRATES
COMPLIANCE WITH UP
TO 17 FEDERAL
ENVIRONMENTAL LAWS
AND AUTHORITIES



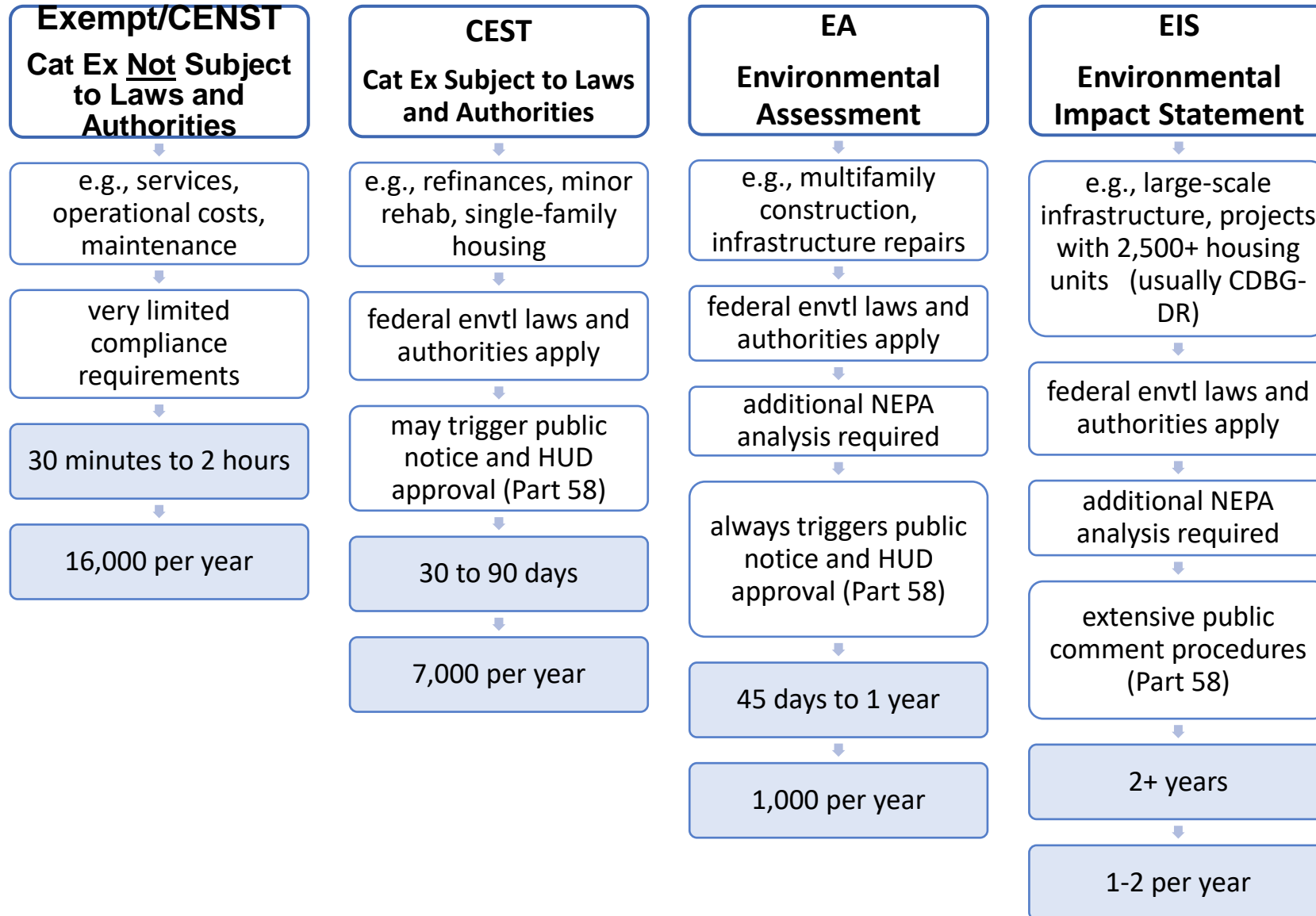
A PUBLIC DOCUMENT
THAT ENCOURAGES
PUBLIC PARTICIPATION



REQUIRED FOR ALL HUD
PROJECTS AND CANNOT
BE WAIVED



Levels of Environmental Review



Environmental Review Process – Part 58

Under the Multifamily Housing Property Disposition Reform Act of 1994, responsible entities are authorized to carry out federal environmental review responsibilities under the NEPA and related authorities pursuant to 24 CFR Part 58 for Community Project Funding grants.

Responsible entity conducts Part 58 Review

- CPF grants to entitlement entities must be completed under Part 58.
- Nonprofits, and other recipients provide environmental review documentation and analysis, but the RE is responsible for findings and determinations.

Submit the RROF/C (7015.15), if applicable

- RE completes the 7015.15 and submits to HUD.

HUD Processes the AUGF (7015.16)

- HUD reviews the submitted form and public notices
- 15-day objection period
- HUD approves the AUGF.

Final Steps

- RE maintains an electronic copy of the Part 58.
- RE (or grantee, if RE is not the direct recipient) may proceed with the project.
- RE or grantee implements any required mitigation.
- HUD conducts monitoring of the grantee and/or RE following project completion



Environmental Review Process – Part 50

Nonprofit grantees and public housing authorities who cannot find a responsible entity to complete the environmental review must request that HUD prepare a Part 50 review.

Grantee/Consultant gather environmental information

- Grantees may hire consultants to obtain environmental review documentation for the Part 50 review

Grantee submits Part 50 Review to HUD

- HUD reviews and analyzes documentation provided.
- HUD conducts required federal agency consultation.

HUD Certifies the Part 50 Review

- HUD Authorizing Official certifies the review.
- HUD provides an electronic copy of the Part 50 review to the grantee.

Final Steps

- Grantee maintains a copy of the Part 50 review.
- Grantee implements any required mitigation.
- Grantee may proceed with the project.



Federal Nexus and Choice-Limiting Actions (58.22)

- The Responsible Entity (RE) or HUD will be required to complete an ER of **ALL work that took place or is proposed to take place after the Federal Nexus.**
- See HUD's aggregation principles at 24 CFR 58.32
- A “Federal Nexus” is defined as the event that, by its occurrence, triggers the requirements for a federal ER under a host of laws, regulations, and Executive Orders.
- Federal Nexus for CPF:
 - **FY24: March 9, 2024** (Date of legislative enactment)
- After the Federal Nexus, grantees are prohibited from taking new choice-limiting actions related to hard costs (unless part of a pre-nexus contract), including commitment or expenditure of HUD and non-HUD funds, until a satisfactory ER has been completed for the project.



Choice-Limiting Actions (58.22)

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:

- Entering Contracts/Commitments
- Acquisition
- Leasing
- Rehabilitation
- Demolition
- New construction
- Ground disturbance such as:
 - Clearing
 - Grading
 - Grubbing



Part 50 Nationwide ERR for 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)



CPF Hard Costs & Work Under Contract

Hard Costs:

- Following the nexus, no party may enter into additional construction contracts or take other new choice-limiting commitments or actions until the ER process is complete and all necessary approvals are received.
- The RE is required to complete a satisfactory ER of all work that took place or is proposed to take place following the federal nexus.
- Once a satisfactory ER is complete, the grantee can begin to incur eligible hard costs.
- Grantees can only request payment for hard costs after both the ER is complete and the Grant Agreement has been executed.

Work Under Contract

- Grantees can undertake project activities/work under contracts entered into prior to the federal nexus and incur potentially repayable hard costs related to construction and ground-breaking activities occurring any time after the federal nexus **at their own risk**.
- However, all activities performed following the federal nexus, must be covered by a **satisfactory ER** for the project to be funded.

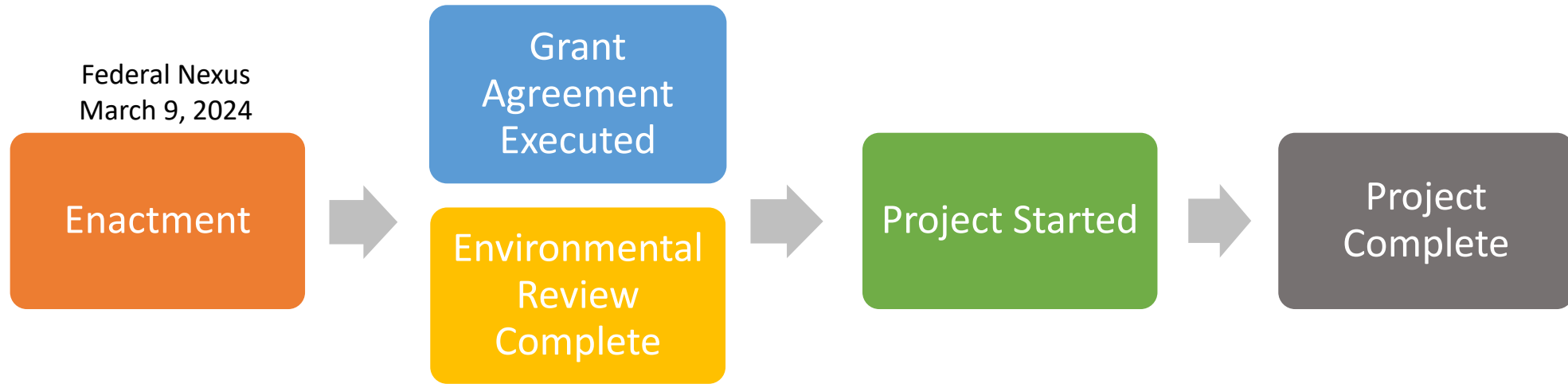


Satisfactory Environmental Review

- All activities performed after the federal nexus must be covered by an environmental review.
 - **FY24 Federal Nexus: March 9, 2024.**
- Some soft costs are already covered by HUD's Nationwide Programmatic ER for CPF Soft Costs.
- No unmitigable environmental harm.
- Project able to complete after-the-fact (or mid-stream) consultations with regulatory authorities for work underway or already performed.
- If a satisfactory ER cannot be completed for the project, reach out to the Grant Officer to discuss other options or repurposing of funds.
- Best practices:
 1. Start conducting the ER ASAP after requesting funds from congress.
 2. Consult with State Historic Preservation Office, Fish and Wildlife Service and other environmental authorities as early as possible.
 3. Stop all physical work after the federal nexus until the ER for the project is complete.



FY24 CPF Process Flow



Allowed to incur covered soft costs (see [Nationwide Part 50 for FY24 CPF Soft Costs](#))

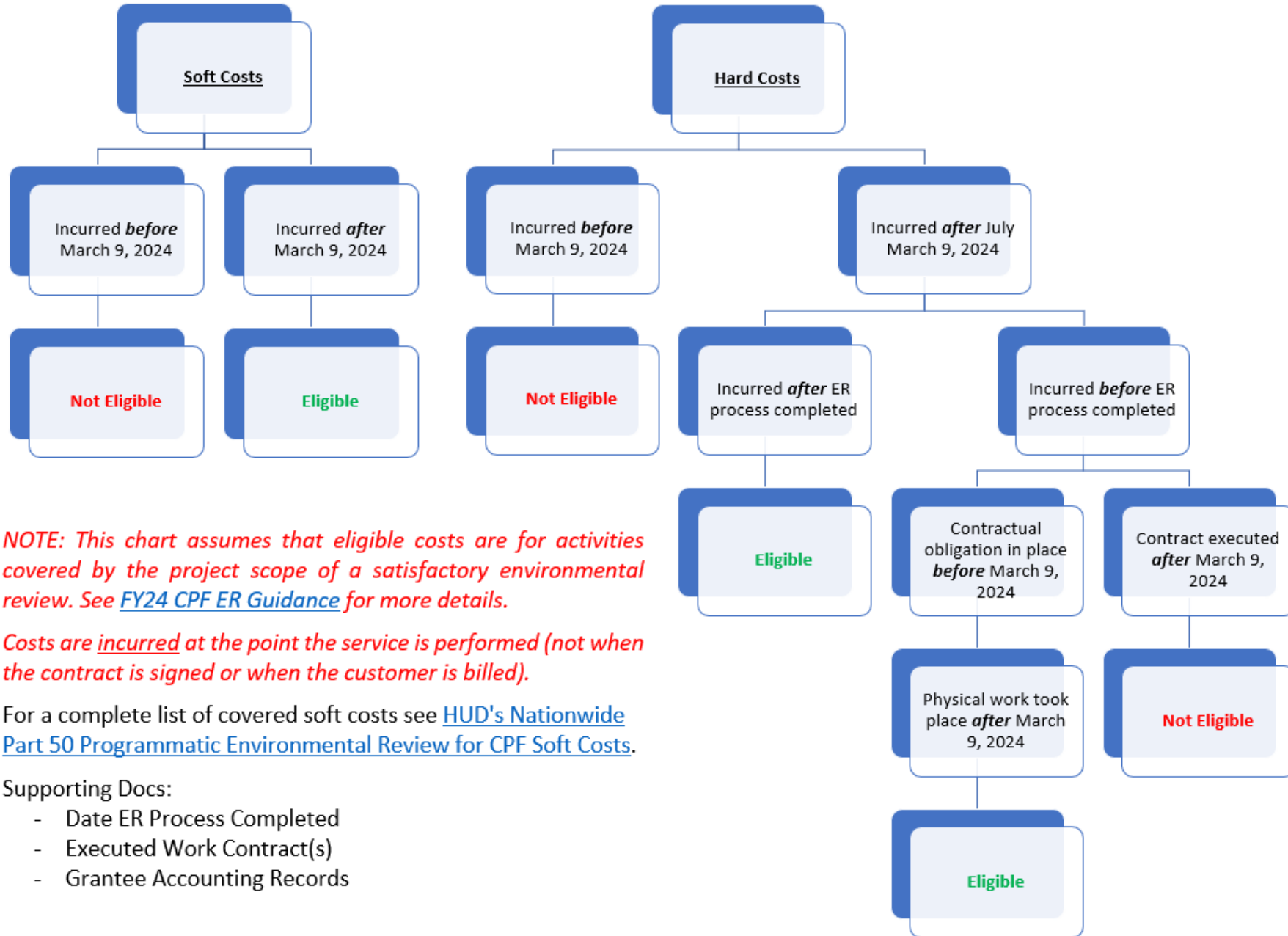
Allowed to incur ongoing eligible hard costs if part of pre-nexus contract (at own risk)—must be covered by a **satisfactory** ER to be eligible for repayment.

Begin request for payment of eligible soft costs

Allowed to undertake all eligible project activities and request payment of remaining eligible costs



FY24 CPF Reimbursement Eligibility Chart



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 [HUD's Nationwide Part 50 Programmatic Environmental Review for CPF Soft Costs](#).

Supporting Docs:

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



Considerations

1. Any hard cost activities performed/completed prior to the date of enactment / federal nexus?
 - Not eligible for repayment and are not included in the scope of the ER.
2. Any soft cost activities performed prior to the date of legislative enactment / federal nexus?
 - Not eligible for repayment
3. Any pre-nexus contractual obligations that involve hard cost activities to be performed after the federal nexus?
 - Best practice is to stop all physical work after nexus, but grantee can proceed (at own risk) with performing activities that are part of a pre-nexus contractual obligation.
4. Any contracts, commitments entered into, or Choice Limiting Actions taken following the federal nexus (*not including activities associated with pre-nexus contracts*)?
 - If so, this would constitute a choice limiting action violation and should be referred to Regional Environmental Officer for next steps.



Resources

CPF FY24 Grantee Resources:

- [FY 2024 CPF ER Guidance and Scenarios](#)
- [FY 2024 CPF Cost Eligibility Chart](#)
- [FY 2024 Nationwide Part 50 Programmatic ERR for CPF Soft Costs](#)

CPF ER Guidance and Scenarios:

- [CPF ER Guidance & Scenarios](#)

CPF ER Process Guidance:

- [Guidance for Documenting the ERR for CPF Grants](#)

Cost Eligibility Charts:

- [CPF Cost Eligibility Charts](#)

CPF Environmental Review Training:

- [CPF Environmental Review Training Series](#)

HUD's Nationwide Part 50 Programmatic ERR for CPF Soft Costs:

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

CPF Environmental Review Resources:

- [CPF Environmental Review FAQ](#)
- [CPF Grant Officer and Environmental Officer Contacts](#)
- [Request for Release of Funds \(RROF\) POC for CPF Grants](#)
- [Ask A Question \(AAQ\) Help Desk for CPF](#)
- [Sample MOA between Responsible Entity and CPF Non-profit Grantee](#)

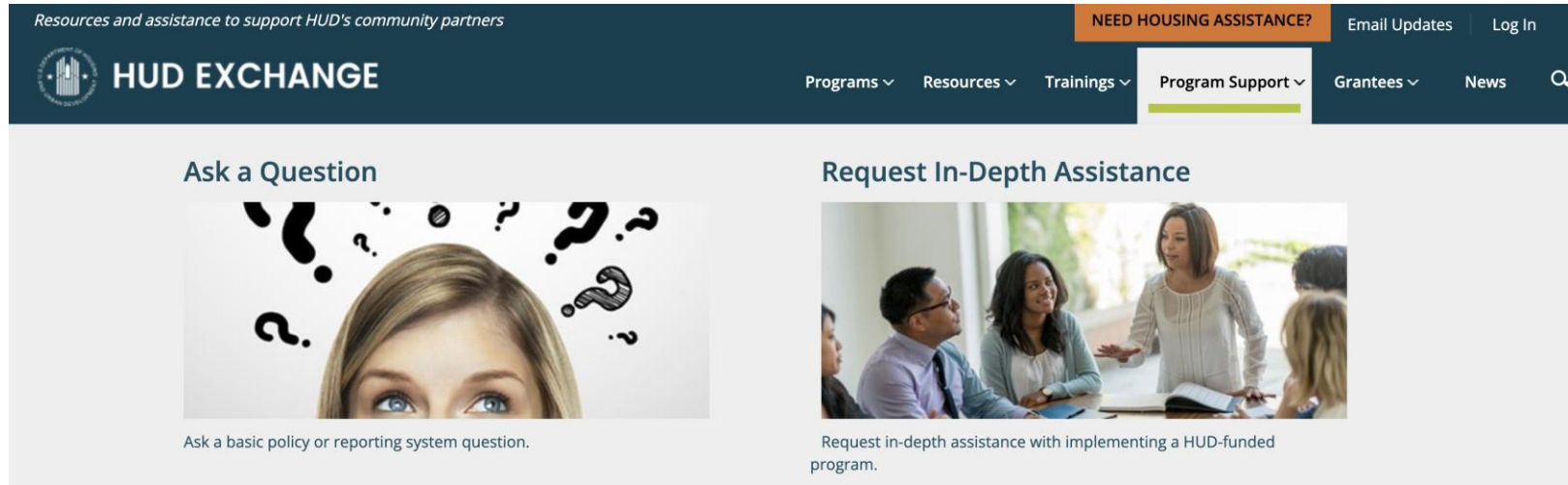
General Environmental Review Resources:

- [HUD Environmental Review Landing Page](#)
- [HEROS - HUD Environmental Review Online System](#)
- [HUD Notice: Categorizing an Activity as Maintenance for Compliance with HUD Environmental Regulations](#)



Section 7: CPF FY24 Grantee Technical Assistance

FY2024 CPF Portfolio: Key HUD Links and Resources



Community Project Funding Grant HUD Exchange Information

<https://www.hudexchange.info/programs/cpf/>

“Ask a Question”

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



FY2024 CPF Portfolio: Key HUD Links and Resources

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 list.

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

* I am a

Other - Please Specify

* Other

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

FY2024 CPF Portfolio: Key HUD Links and Resources

HUD EXCHANGE

Home > Program Support > Ask A Question

Ask A Question

Step 2 of 2

* My question is related to:

-- SELECT --

Your Question

* Please provide a subject line for your question

(limit to 100 characters)

* Question

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

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:

- ***FY2024 CPF Grant: Your Grant #***

You may also attach files.

Then “Submit your Question” or Questions.

Submit your Question

CPF FY24 Grantee Technical Assistance

Upcoming Technical Assistance Support:

- CPF FY24 Grant Guide and other Onboarding Materials
- CPF FY24 Grant Officer Office Hours
- CPF FY24 Grantee Webinar Series
- CPF FY24 Cohorts to Help Prepare Grant Materials
- CPF FY24 One-On-One Technical Assistance

For more information and to stay abreast of updates and technical assistance resources available:

1. Sign Up for the EDI-CPF ListServ
2. Regularly Visit the HUD Exchange Community Project Funding Website
3. Look for Emails from HUD



Registration Links
Forthcoming

Section 8: CPF FY24 Grant "Project" Amendments

CPF “Project” Amendments

- Once you have a fully-executed Grant Agreement, to initiate a change or “Amendment” to your HUD approved “Project” narrative and/or budget, the **grantee's Authorized Representative (AR) must submit a letter to their assigned Grant Officer requesting revisions to the narrative and/or budget, along with a justification for the proposed changes.**

Please note:

- Changes to the “Project” may also require a revision to the **environmental review.**

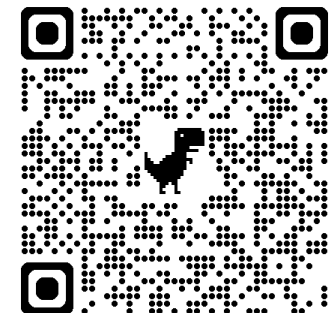
And

- Any **the project narrative must align with the “Project” awarded by Congress.**
 - HUD does not have the authority to approve changes that significantly change the intent by Congress for the “Project”.
 - If a grantee proposes a change to the “Project”, the Grantees must coordinate with their Grant Officer for details.
 - “Technical Corrections” may be necessary that would require approval by Congress and can take time.

Section 9: Federal Grants Award Management

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 HUD Exchange:
<https://www.hudexchange.info/trainings/courses/financial-management-201-2-cfr-part-200-online-module/>



Section 10: HUD's Disaster Recovery Grants Reporting (DRGR) System Overview

Disaster Recovery Reporting System (DRGR)

- Community Project Funding Grantees will use HUD's DRGR online system
- CPF Grantees submit their "Grant Materials" online in DRGR and track the status
- Once a CPF Grantees Grant Materials are "Approved" they will receive their fully-executed "Grant Agreement"
- CPF FY24 Grantees will be submitting grant materials in the new "Grant Processing Module"

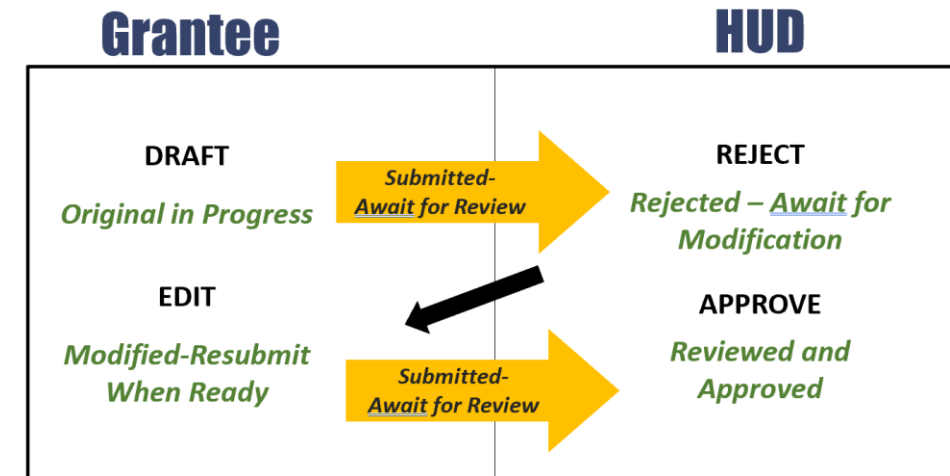
The screenshot displays the DRGR web application interface. At the top, there is a dark blue header bar containing a search field labeled "Grant Number" with a lock icon, and a series of navigation icons: a home icon, a building icon, a dollar sign icon, a scale icon, a pie chart icon, a crown icon, and a user profile icon. Below the header, the main content area is divided into four primary sections, each with a title and a list of sub-items:

- Manage My Grants** (Building icon): ACTION PLANS, GRANTEE PROGRAMS, PROJECTS, ACTIVITIES, PERFORMANCE REPORTS, GRANTS
- Manage My Financials** (Dollar sign icon): DRAWDOWN, PROGRAM INCOME
- Administration** (Crown icon): MANAGE GRANTEES, UTILITIES
- Manage My Compliance** (Scales icon): MANAGE FLAGS, MONITORING/AUDIT/TA EVENTS

DRGR: Action Plan and Performance Report Status

Once you have a fully-executed Grant Agreement:

- CPF Grantees will create in DRGR their “Action Plan”
- “Action Plans” are templates that detail budgets and performance goals for different types of grant activities that are managed by a CPF grantee or it’s subrecipient partners.
- CPF Grantees set performance goals for each measure they want to include in reports.
- HUD will review your “Action Plan” and unblock the grant to permit draws after approved.
- Changes to you “Action Plan” require HUD approval.
- Grantees draw down funds by creating vouchers, listing amounts by specific activities.
- Grantees submit performance reports using the structure established in their “Action Plan”.



Section 11: Close-Out

CPF FY24 Grants: Project Close Out

An CPF project grant will be “**closed out**” under at least one of three circumstances.

When:

- The funding availability for the award has expired (e.g., 2030);
- The grantee declines the grant by providing written notification to HUD, signed by the grantee's Authorized Representative; or
- All grant funds have been expended by the grantee.

After all funds have been drawn down through the financial system, the **Grant Officer will send out Closeout Package for the grantee to complete, sign, and send back to HUD.**

Section 12: CPF FY24 Grantee Action Items Checklist

CPF FY24 Grantee: Action Item Checklist

- Review the HUD Economic Development Initiatives Website and Related Resources and Documents
 - https://www.hud.gov/program_offices/comm_planning/edi-grants and
 - https://www.hud.gov/program_offices/comm_planning/edi-grants/FY_2024
- Locate and Review Your Fiscal Year 2024 CPF listing in the Congressional Record or other Appropriations Documents
- Reach out to your HUD Regional Environmental Review Officer
- Prepare a Project Narrative and Budget for your Grant for your “Project” by revisiting your application materials
- Send any Questions to the “Ask-A-Question” Help Desk at <https://www.hudexchange.info/program-support/my-question/>
- Identify your Authorized Representative (AR) who will be signing your Grant Agreement and the federal forms and your primary contact (if different)
- Complete [SAM.gov](https://www.sam.gov) Registration for Your or Ensure Organization is Registered and Active in [SAM.gov](https://www.sam.gov)
 - To **create a SAM.gov account** where they will be assigned a Unique Entity ID (UEI). Refer to the Guide for Getting a UEI for further details.
 - Grantees who already have a SAM.gov account and UEI should ensure that their accounts are “Active” and not “Inactive”**
 - Grantees that operate a system that connects with Integrated Award Environment (IAE) can find documentation about using Application Programming Interfaces (APIs) to access SAM.gov at open.GSA.gov.
 - SAM.gov Technical Assistance for CPF Grantees:
<https://www.hudexchange.info/news/samgov-technical-assistance-for-cpf-grantees/>

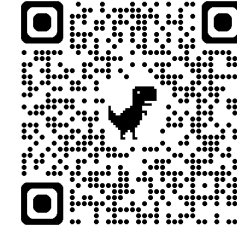
Section 13: Key Links and Resources

CPF FY24 Grantee Welcome Webinar: Key Links / Emails

Support Shared During the CPF FY24 Grantee Welcome Webinar

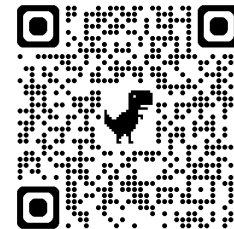
- Community Project Funding “Ask-A-Question” Help Desk:

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



- For the HUD Exchange CPF Website:

<https://www.hudexchange.info/programs/cpf/>



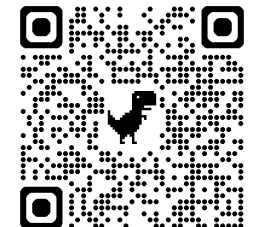
- For information about EDI-CPF grants:

https://www.hud.gov/program_offices/comm_planning/edi-grants



- For information specifically about your EDI-CPF FY24 grants:

https://www.hud.gov/program_offices/comm_planning/edi-grants/FY_2024



Section 14: Next Steps

CPF FY24 Grantees: What to Expect Next

Stay tuned . . . HUD will be sharing with you:

- Your Grant Award Package and CPF FY24 Grant Guide
- Information about a CPF FY24 Grantee Orientation Webinar
- Dates for Grant Officer CPF FY24 Grant Portfolio Office Hours
- Registration links for the CPF FY24 Grantee Webinar Series
- Registration information and link various CPF FY24 Cohorts to help you prepare and submit your Grant Materials to receive a fully-executed grant agreement
- And more!

FY2024 CPF Grantees: Key Contacts and Resources



Grant Officers, System Officers, and Regional Environmental Review Officers Emails

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

FY2024 CPF Grantees: Thank You

