



**Fiscal Year 2023 Economic Development Initiative -
Community Project Funding Grants:
Grantee Overview Webinar**

March 8, 2023



FY2023 CPF Grant Orientation Agenda

1. Opening Remarks and Introductions
2. HUD's Community Project Funding Portfolio (CPF) Overview
3. Key Contacts and Resources
4. HUD Fiscal Year 2023 Community Project Funding Key Documents
5. HUD Community Project Funding Environmental Review Overview and Team
6. HUD Disaster Recovery Grant Reporting (DRGR) System Overview
7. Federal Grants Award Management
8. Direct Cost Rates versus Indirect Cost Rates
9. Community Project Funding Grant Project Amendments
10. Community Project Funding Grant Project Close Out
11. FY2023 Community Project Funding Action Items Checklist
12. Review Key Links and Resources
13. Questions & Answers

Opening Remarks and Introductions

- **Robin Keegan**, Deputy Assistant Secretary for Economic Development
- **Holly Kelly**, Director, Congressional Grants Division
- **Shantel James**, Deputy Director Congressional Grants Division
- **Vaughn Watson**, CPD Specialist, Congressional Grants Division
- **Omri Gross**, Program Environmental Clearance Officer, Office of Environment and Energy

Webinar Logistics

- **Webinar** will be recorded and shared in a few days
- **Transcript** will be provided after the webinar
- **Checklist** is provided for your action items for funding and will be provided after the webinar
- **Live Questions** may not be able to be answered during webinar but will be answered either post webinar from the chat, HUDExchange “Ask-A-Question” Help Desk, and/or Emails sent with Questions



Fiscal Year 2023 Economic Development Initiative - Community Project Funding Grants:

HUD's Community Project Funding Portfolio (CPF) Overview



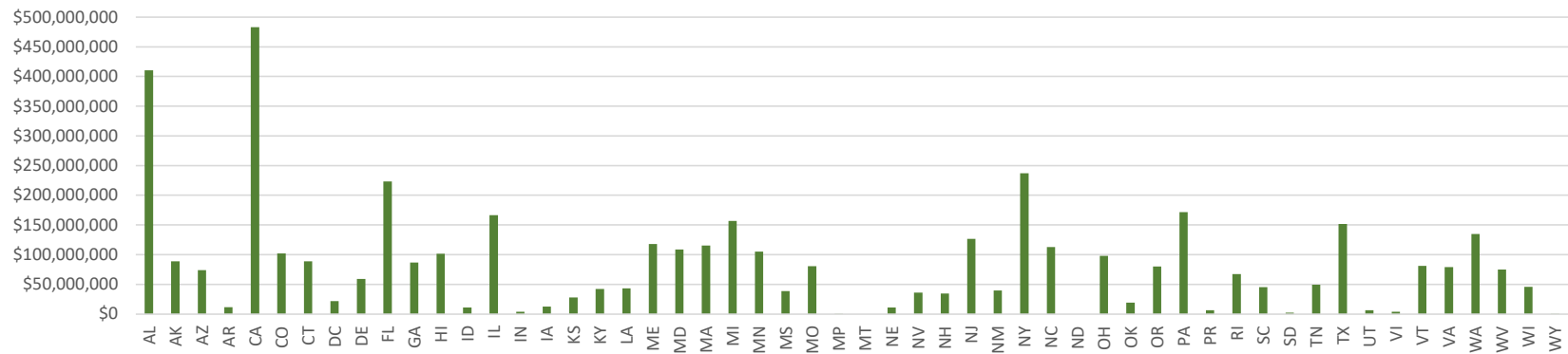
HUD Congressionally-directed Grants

Consolidated Appropriations Act 2023	
Funding Amount	\$2,982,285,641
Number of Grants	1,616 in 47 states and several US Territories
Grantees	<ul style="list-style-type: none"> • Nonprofits, jurisdictions and housing authorities, Indian tribal communities • Selected by Congress through competitive process • <i>HUD does not select grantee or determine funding amount or project scope</i>
Projects	Project or activity must be implemented as written in the Joint Explanatory Statement (JES)
"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 December 29, 2022, or hard costs incurred on or after the later of December 29, 2022, 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, 2031

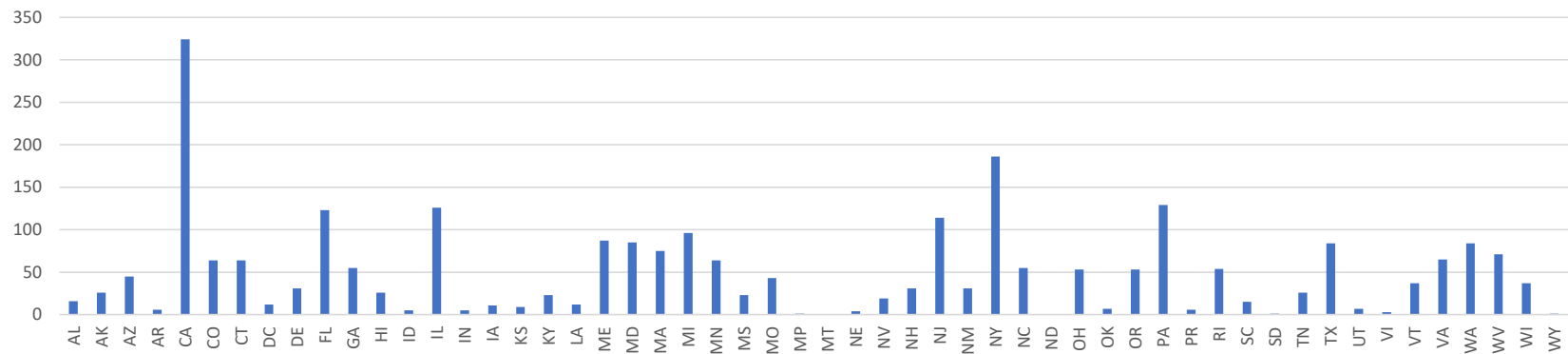
Consolidated Appropriations Act 2022	
Funding Amount	\$1,516,409,207
Number of Grants	1,014 in 47 states and several US Territories

Consolidated Appropriations Act 2023 and 2022: Congressionally-directed Grants

HUD CPF Portfolio (FY23 and FY22)
\$ of Grants by State



HUD CPF Portfolio (FY23 and FY22)
of Grants by State



Consolidated Appropriations Act 2023: Congressionally-directed Grants – Joint Explanatory Statement (JES)



Congressional Record

United States of America

PROCEEDINGS AND DEBATES OF THE 117th CONGRESS, SECOND SESSION

Vol. 168

WASHINGTON, TUESDAY, DECEMBER 20, 2022

No. 198—Book III

Senate

EXPLANATORY STATEMENT SUBMITTED BY MR. LEAHY, CHAIR OF THE SENATE COMMITTEE ON APPROPRIATIONS, REGARDING H.R. 2617, CONSOLIDATED APPROPRIATIONS ACT, 2023.

The following is an explanation of the Consolidated Appropriations Act, 2023.

CONGRESSIONAL DIRECTIVES

The joint explanatory statement accompanying this division is approved and indicates congressional intent. Unless otherwise noted, the language set forth in House Report 117-402 carries the same weight as language included in this joint explanatory statement and should be complied with unless specifically addressed to the contrary in this joint explanatory statement. While some language is repeated for emphasis, it is not intended to negate the language referred to above unless expressly provided herein. In cases where the House has directed the submission of a report, such report is to be submitted to both the House and Senate Committees on Appropriations. The Department of Transportation (DOT) and the Department of Housing and Urban Development (HUD) are directed to notify the House and Senate Committees on Appropriations seven days prior to the announcement of a new program, initiative, or authority. Any reprogramming requests must be submitted to the Committees on Appropriations no later than June 30, 2023.

For fiscal year 2023, the terms “program, project, and activity” (PPA) shall mean any item for which a dollar amount is contained in this act. House Report 117-402, or this joint explanatory statement. The table in the operating plan required by House Report 117-402 shall apply to all items for which a dollar amount is specified and to all programs for which new budget (obligational) authority is provided, as well as to discretionary grants and discretionary grant allocations.

CONGRESSIONAL BUDGET JUSTIFICATIONS

The agreement directs each agency to include within its budget justification a report on all efforts made to address the pro-

grammatic duplication identified by the annual Government Accountability Office (GAO) reports along with legal barriers preventing the agency’s ability to further reduce duplication and legislative recommendations, if applicable.

TRANSPARENCY REQUIREMENT

The agreement directs the Secretary of Transportation to follow recommendations suggested by the GAO in the GAO-19-541 report and issue a department-wide directive to promote transparency and fairness by establishing uniform procedures to be followed by the DOT in reviewing and selecting discretionary grants. The Secretary shall report to the House and Senate Committees on Appropriations within 90 days of the enactment of this act.

The agreement directs the agencies in this act to state within the text, audio, or video used for new advertising purposes, including advertising-posting on the Internet, that the advertisements are printed, published, or produced and disseminated at U.S. taxpayer expense, with exemptions for safety or conflicts with the agency’s ability to carry out their statutory authority. The agreement directs agencies to collect data on what information Federal grant recipients currently include in the public documents announcing the grant award to determine whether recipients of funding in this act could comply with the Stevens amendment (section 505 of title V, division II of Public Law 115-141) without unreasonable burden.

AUDIT STANDARDS

For all contract actions, including awards, renewals, and amendments, Departments and agencies provided funding in this act shall require any accounting firm providing financial auditing or audit remediation services to provide a statement setting forth the details of any disciplinary proceedings occurring within 1 year of the projected performance period related to noncompliance with rules or laws applying to audit services.

DATA ACT COMPLIANCE

The agreement expects agencies to prioritize the submission of timely, accurate, quality, and complete financial and award information under existing U.S. Treasury reporting obligations in accordance with established management guidance, reporting processes, and data standards established under the requirements of the Digital Accountability and Transparency Act (Public Law 113-101).

FEDERALLY FUNDED RESEARCH

The agreement urges the Department funded under this division to affirmatively determine and make available on a publicly accessible website a justification that Federally funded research grants or agreements promote the progress of science in the United States or will advance a national security or economic interest.

HUMAN TRAFFICKING

The agreement encourages the DOT to continue efforts to combat human trafficking through the transportation leaders against human trafficking initiative and the Blue Lightning Initiative. The agreement encourages agencies prioritizing grants from the Federal Transit Administration’s (FTA) 5307 program and the Federal Aviation Administration’s (FAA) airport improvement program to transit providers and airport sponsors serving areas with high rates of human trafficking. In addition, the DOT should also encourage use of best practices and recommendations from the DOT advisory committee on human trafficking.

TITLE I DEPARTMENT OF TRANSPORTATION OFFICE OF THE SECRETARY SALARIES AND EXPENSES

The bill provides \$171,014,000 for the salaries and expenses of the Office of the Secretary (OST).

The agreement directs the Department to abide by both the will and intent of Congress in all funding and policy decisions, and to consult with the House and Senate Committees on Appropriations prior to issuing all notices of funding opportunities (NOFO).

Local Hiring.—The agreement encourages the Department to update its guidance on local hiring flexibility to allow local hiring preferences on projects funded by the Infrastructure Investment and Jobs Act (IIJA) to the extent permissible under section 53013 of Public Law 117-58.

Priority.—The agreement reminds the Department to provide the report required in fiscal year 2021 regarding potential options for modifying existing transportation programs to allow improvements to inland waterways to the House and Senate Committees on Appropriations. The House Committee on Transportation and Infrastructure, and the Senate Committee on Commerce, Science, and Transportation within 90 days of enactment of this act.

Permit streamlining.—The agreement encourages the Secretary to coordinate with

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (Community Project Funding/Congressionally Directed Spending)

Agency	Account	Project	Recipient	State	Amount	Requestor(s)		Origination
						House	Senate	
Department of Housing and Urban Development	Community Development Fund	Permanent Supportive Housing Deferred Maintenance Project	Rural Alaska Community Action Program	AK	\$1,665,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	Facilities for State Troopers in Rural Areas	State of Alaska Department of Public Safety	AK	3,000,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	Firehall and Search and Rescue Facility	City of Ambler	AK	1,500,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	Providence Alaska—Permanent Supportive Housing	Providence Alaska Foundation	AK	7,500,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	Rehabilitation of Bering Sea Women’s Shelter	Bering Sea Women’s Group	AK	2,000,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	Norton Sound Health Corporation Housing	Norton Sound Health Corporation	AK	5,000,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	Construction of a New Firehouse	Kennicott-McCarthy Volunteer Fire Department	AK	200,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	Juneau Family Services Center	Association for Education of Young Children Southeast	AK	5,000,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	Restoring Indigenous Safety and Empowerment (RISE) Tribal Domestic Violence Shelter	Helping Ourselves Prevent Emergencies	AK	500,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	Affordable Housing in Teller, Alaska	Bering Straits Regional Housing Authority	AK	5,100,000		Murkowski	S

59406

CONGRESSIONAL RECORD — SENATE

December 20, 2022

• This “bullet” symbol identifies statements or insertions which are not spoken by a Member of the Senate on the floor.



Printed on recycled paper.

S9325

<https://www.congress.gov/117/bills/hr2617/BILLS-117hr2617enr.pdf>

Consolidated Appropriations Act 2023: Congressionally-directed Grants – Joint Explanatory Statement (JES)

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (Community Project Funding/Congressionally Directed Spending)								
Agency	Account	Project	Recipient	State	Amount	Requestor(s)		Origination
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Department of Housing and Urban Development	Community Development Fund	Facilities for State Troopers in Rural Areas	State of Alaska Department of Public Safety	AK	3,000,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	Firehall and Search and Rescue Facility	City of Ambler	AK	1,500,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	Providence Alaska—Permanent Supportive Housing	Providence Alaska Foundation	AK	7,500,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	Rehabilitation of Bering Sea Women's Shelter	Bering Sea Women's Group	AK	2,000,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	Norton Sound Health Corporation Housing	Norton Sound Health Corporation	AK	5,000,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	Construction of a New Firehouse	Kennicott-McCarthy Volunteer Fire Department	AK	200,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	Juneau Family Services Center	Association for Education of Young Children Southeast	AK	5,000,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	Restoring Indigenous Safety and Empowerment (RISE) Tribal Domestic Violence Shelter	Helping Ourselves Prevent Emergencies	AK	500,000		Murkowski	S
Department of Housing and Urban Development	Community Development Fund	Affordable Housing in Teller, Alaska	Bering Straits Regional Housing Authority	AK	5,100,000		Murkowski	S

59406

CONGRESSIONAL RECORD — SENATE

December 20, 2022

- Project
- Recipient
- State
- Amount
- Requestor: House
- Requestor: Senate
- Origination

<https://www.congress.gov/117/bills/hr2617/BILLS-117hr2617enr.pdf>

HUD Congressionally-directed Grants

- **Portfolio Managed by HUD's**
 - **Office of Community Planning and Development**
 - **Office of the DAS for Economic Development**
 - **Office of Economic Development**
 - **Congressional Grants Division**





Fiscal Year 2023 Economic Development Initiative - Community Project Funding Grants:

Key Contacts and Resources



FY2023 CPF Portfolio: Key HUD Links and Resources

The screenshot shows the HUD website header with the logo, navigation links (About Us, What We Do), a search bar, and a language selector for Spanish. The breadcrumb trail reads: Home / Program Offices / Community Planning and Development / EDI CPF Grants. The main heading is "ECONOMIC DEVELOPMENT INITIATIVE - COMMUNITY PROJECT FUNDING GRANTS". Below this is an "Overview" section stating that 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). A section titled "What are Economic Development Initiative - Community Project Funding (CPF) grants?" explains that CPF grants are selected through a congressionally-directed application process and that HUD does not facilitate the grant application process. It lists that 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. Two sections titled "Who is eligible to receive these funds?" describe that projects selected for CPF are listed in the Joint Explanatory Statement (JES) and that only entities named in the JES for a specific fiscal year are eligible to receive these grant funds. A "Key Information for Grantees" section instructs users to click on a button below for their specific fiscal year to find detailed information on accessing their grant. At the bottom, there are two buttons: "FY2022 Economic Development Initiative / Community Project Funding Grants" and "FY2023 Economic Development Initiative / Community Project Funding Grants".

- For information about the Community Project Funding Program and for regular updates: https://www.hud.gov/program_offices/comm_planning/edi-grants
- Separate links for:
 - Fiscal Year 2023 Community Project Funding Grantees
 - Fiscal Year 2022 Community Project Funding Grantees

FY2023 CPF Portfolio: Key HUD Links and Resources

The screenshot shows the HUD website page for the FY2023 Economic Development Initiative / Community Project Funding Grants. The page header includes the HUD logo and navigation links for 'About Us', 'What We Do', and a search bar. The breadcrumb trail reads: 'Home / Program Offices / Community Planning and Development / EDI CPF Grants / FY2023 EDI CPF Grants'. The main heading is 'FY2023 ECONOMIC DEVELOPMENT INITIATIVE /COMMUNITY PROJECT FUNDING GRANTS'. Below this, there is an 'Overview' section with a red heading, followed by a paragraph of text. A 'Page Contents (skip to section)' sidebar on the right lists: Overview, Main Requirements, Process, Who do I contact with questions?, I Want To Review, and Resources. The main content area continues with 'Main Requirements' and a bulleted list of administrative, BABA, and environmental review requirements.

- For information about the CPF FY2023 program and for updates visit: https://www.hud.gov/program_offices/comm_planning/edi-grants/FY_2023
- 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

FY2023 CPF Portfolio: Key HUD Links and Resources

I Want to Review

- Funding and Award Information
 - [FY2023 Community Project Funding Grant Guide: Version 1.0](#)
 - [Frequently Asked Questions](#) (*update coming soon*)
- Environmental Review (ER) Guidance
 - CPF ER Guidance and Scenarios:
 - [FY23 CPF ER Guidance & Scenarios](#)
 - CPF ER Process Guidance:
 - [Guidance for Documenting the ERR for CPF Grants](#)
 - Reimbursement Eligibility:
 - [FY23 CPF Cost Eligibility Chart](#)
 - HUD's Nationwide Part 50 Programmatic ERR for CPF Soft Costs:
 - [FY23 Part 50 CPF-Soft-Costs-Nationwide ERR \(12/29/22\)](#)
- Program Laws and Regulations
 - [Consolidated Appropriations Act, 2023, \(P.L. 117-328\)](#)
 - [Community Development Fund – Page 696](#)
 - [Economic Development Initiative Community Project Funding – Page 697](#)
 - [Fiscal Year 2023 Consolidated Appropriations Act, 2023: Congressional Record \(Joint Explanatory Statement\)](#)
 - [Division L - THUD Statement FY23.pdf \(senate.gov\)](#) starting on page 16 and 82.
 - [2 CFR Part 200 Overview for Grantees](#)
 - [24 CFR Part 50: Protection and Enhancement of Environmental Quality](#)
 - [24 CFR Part 58: Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities](#)

Resources

- [Disaster Recovery Grant Reporting System](#)
- [CPF DRGR Quick Guide](#)
- [DRGR Guides, Tools, and Webinars](#)
- [HEROS - HUD Environmental Review Online System](#)
- [Environmental Review Training](#)
- [Ask A Question \(AAQ\) Help Desk for CPF Environmental Review](#)
- [Sample Memorandum of Understanding \(MOA\) for EDI-CPF Grantee re Environmental Review Part 58](#)

https://www.hud.gov/program_offices/comm_planning/edi-grants/FY_2023

FY2023 CPF Portfolio: Key Contacts and Resources

Community Project Funding Grant Officers

[Community Project Funding \(CPF\) Portfolio Assignments](#)

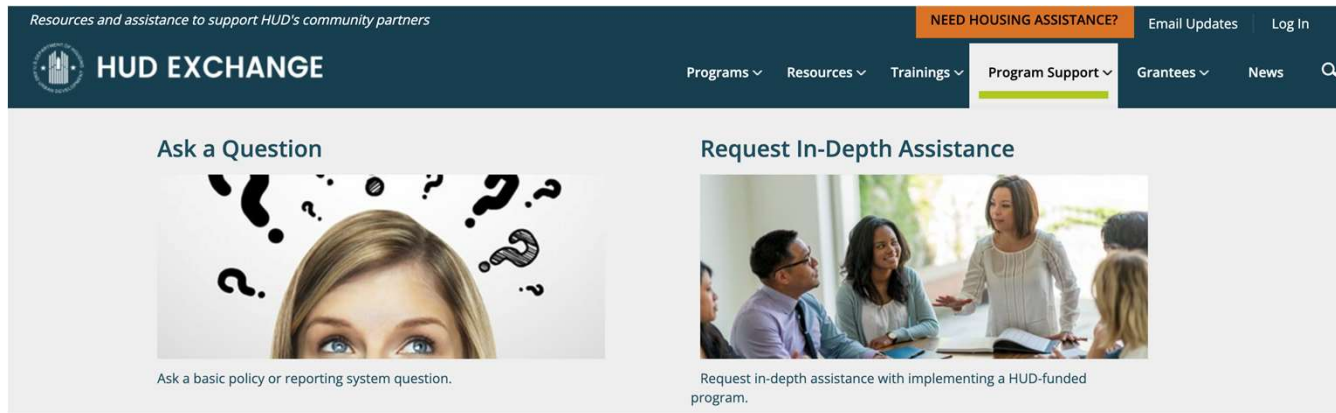
- Primary contact for duration of award period
- Overall grant administration
- Reviews Project Narrative and Project Budget for completion and verifies with intent of Congress
- Initiates Grant Agreement and grant award process
- Coordinates the closeout of the award and post- closeout actions (i.e.,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

FY2023 CPF Portfolio: Key HUD Links and Resources



Program Support

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

“Ask a Question”

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

FY2023 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/>

FY2023 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:

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

You may also attach files.

Then “Submit your Question” or Questions.

Submit your Question

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

FY2023 CPF Portfolio: Key Contacts and Resources



Congressional Grants Division Email

CPFgrants@hud.gov

FY2023 CPF Portfolio: Key Contacts and Resources

Grantee Point of Contact

Versus

Authorized Representative

along with

Additional Points of Contact



Fiscal Year 2023 Economic Development Initiative - Community Project Funding Grants:

HUD Fiscal Year 2023 Community Project Funding Key Documents



FY2023 Community Project Funding: Grant Award Package / March 2, 2023, Emails

From: CPF Grants
Sent: Thursday, March 2, 2023 2:47 PM
Subject: HUD FY 2023 Community Project Funding - Grant Award Package: B-23-CP-WV-1610

PLEASE RESPOND TO CONFIRM RECEIPT OF THIS IMPORTANT EMAIL

Dear Community Project Funding Recipients:

Congratulations on your HUD Fiscal Year 2023 Economic Development Initiative - Community Project Funding (CPF) grant!

HUD's Office of Economic Development is excited to provide you with this Grant Award Package that includes:

1. FY2023 CPF Grant Award Letter;
2. FY2023 Community Project Funding Grant Guide;
3. FY2023 CPF Grant Agreement; and
4. HUD 1044 Form Assistance/Award Amendment.

The attached FY2023 CPF Grant Award Letter and FY2023 CPF Grant Guide provide details to initiate your grant award, including contact information for your HUD CPF Grant Officer (also cc'd on this email) and your regional environmental review specialist.

HUD will host a series of webinars and "office hours" starting the week of March 6, 2023, to review the requirements and further support grantees through the grant award process and beyond. HUD will send reminder emails prior to each session with the link to register. The first webinar, FY2023 Community Project Funding Overview Webinar, will be on Wednesday, March 8 from 1:00-2:15pm ET. Please register [here](#) to receive a join link for the event.

For additional information and resources please visit the [Community Project Funding Grants web page](#).

If you have questions or need technical assistance, please reply to this email or contact us at CPFGrants@hud.gov. Please include your grant information including grant number in the email subject line.

We look forward to working with you on this important project!

Sincerely,

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

From: CPF Grants
Sent: Thursday, March 2, 2023 8:21 PM
Subject: HUD FY2023 Community Project Funding – CORRECTED GRANT AGREEMENT: B-23-CP-WV-1610

**IMPORTANT CORRECTION REGARDING YOUR
FY2023 COMMUNITY PROJECT FUNDING GRANT AGREEMENT**

Dear Community Project Funding Recipient:

On Thursday, March 2, 2023, HUD's Office of Economic Development sent an email to you that provided the following materials:

1. FY2023 CPF Grant Award Letter;
2. FY2023 CPF Grant Agreement;
3. HUD 1044 Form – Assistance/Award Amendment; and
4. FY2023 Community Project Funding Grant Guide.

Please note that the Public Law referenced in paragraph one of the Grant Agreement was incorrect. The attached Grant Agreement has been corrected to reference **Public Law 117-328**.

This email provides the corrected Grant Agreement for your Community Project Funding award. **Please disregard the Grant Agreement provided in the previous email and review, sign, and date the attached Grant Agreement and return it, along with the required materials per the instructions in the Grant Guide, to HUD.**

If you have questions regarding this guidance, please contact your Grant Officer. Your Grant Officer's name and email address is included in your CPF Grant Award Letter and on the program website at: https://www.hud.gov/program_offices/comm_planning/edi-grants/FY_2023.

Thank you for your attention to the matter.

We look forward to working with you on this important project!

Sincerely,

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

FY2023 Community Project Funding: Grant Award Package Email Attachments

Grant Award Letter dated March 2, 2023

- Provided: Grantee, Project, Amount, Grant Number
- A Brief Overview of these Documents:
 - 1) FY2023 CPF Grant Guide
 - 2) FY2023 CPF Grant Agreement for this Award
 - 3) Standard Forms and Requirement Materials
- Grant Award Process Overview
- Overview of the FY2023 Act
 - Administrative Requirements
 - Environmental Review Requirements
- Additional Information and Contact Information

FY2023 Community Project Funding: Grant Award Package Email Attachments

FY 2023 Community Project Funding Grant Agreement

- **Provided:** Grantee Name, Grantee Address, Grantee's Unique Entity Identifier (UEI), Grantee's Empower Identification Number (EIN), Federal Award Identification Number (FAIN), Assistance Listing Number and Name
- **Also provided:**
 - **Period of Performance/Budget Period Start Date:** Date of grant obligation
 - **Period of Performance/Budget Period End Date:** August 31, 2031
- **Articles:**
 - Article I. Definitions
 - Article II. Total Grant Amount
 - Article III. Award-Specific Requirements
 - Article IV. General Federal Requirements
 - Article V. Drawdown Requirements
 - Article VI. Program-Specific Reporting Requirements
 - Article VII. Project Closeout
 - Article VIII. Default
 - Article IX. HUD Contact Information

FY2023 Community Project Funding: Grant Award Package Email Attachments

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-CP-WV-1610	4. Amendment Number	5. Effective Date of this Action	6. Control Number																
7. Name and Address of Recipient The Beacon Foundation, Inc. 815 Alderson St. Williamson, WV 25661 EIN: 86-1720202 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		9. HUD Government Technical Representative Angela Dyer 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		15. HUD Accounting and Appropriation Data																	
14. Assistance Amount		15a. Appropriation Number	15b. Reservation Number EDE 23																
<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>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>		Amount Previously Obligated		Obligation by this Action		Total Obligation	
Previous HUD Amount																			
HUD Amount this Action	\$250,000.00																		
Total HUD Amount	\$250,000.00																		
Recipient Amount																			
Total Instrument Amount	\$250,000.00																		
Amount Previously Obligated																			
Obligation by this Action																			
Total Obligation																			
16. Description Williamson Museum & Education Center																			
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): Cheryl A. Lycan		20. HUD (By Name): Robin J. Keegan																	
Signature & Title:		Date:																	

Previous Editions are Obsolete

form HUD-1044 (8/90)
Ref. Handbook 2210.17

FY2023 Community Project Funding: Grant Award Package Email Attachments

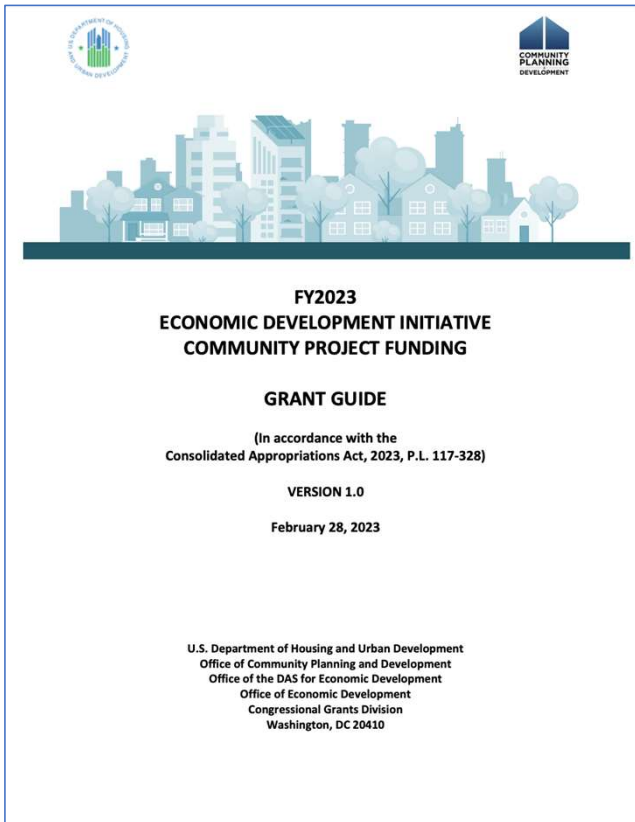


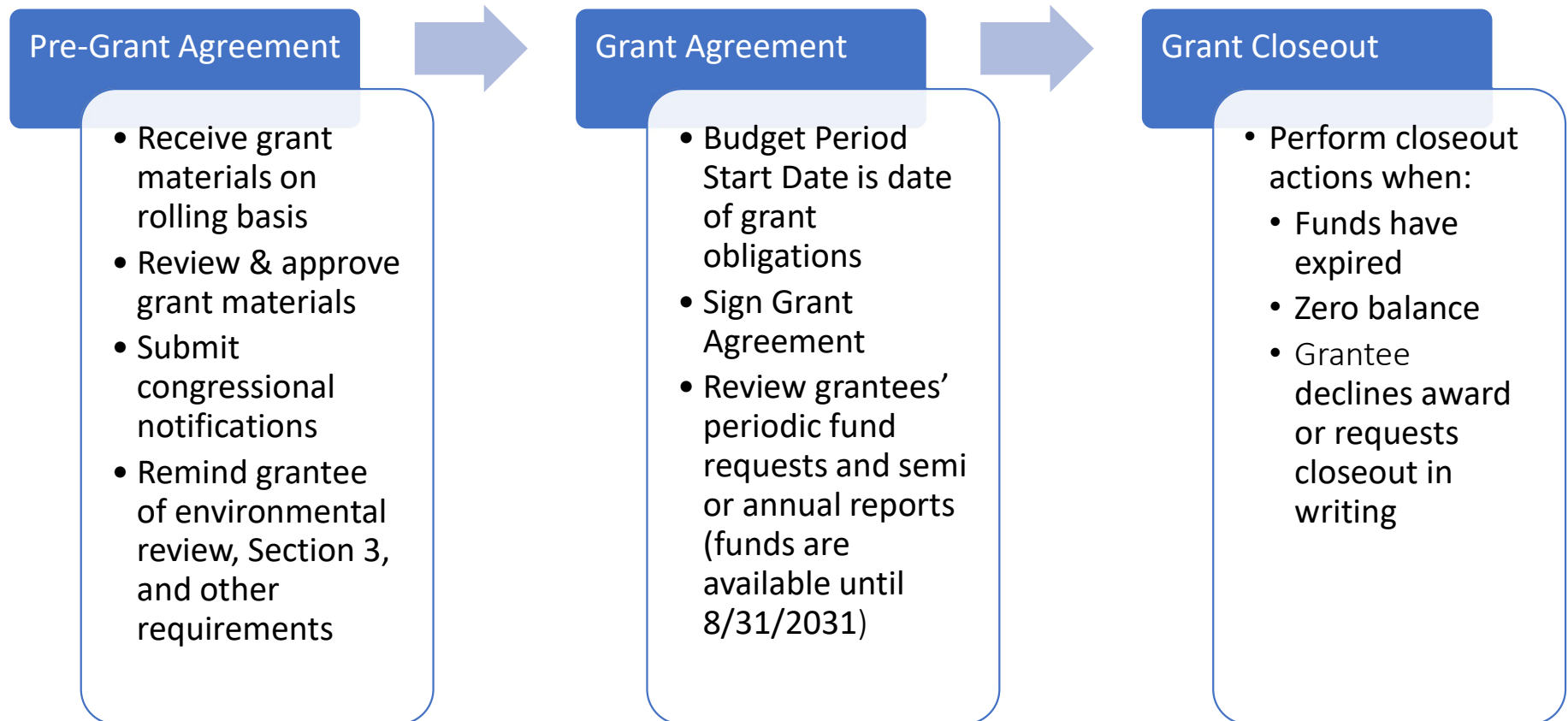
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FY2023 Community Project Funding: Grant Award Process

- **Congress passes legislation** awarding funding to an organization or entity
- Organizations are **named in HUD's Conference Report or the Congressional Record**
- Named organizations receive **grant award package and grant guide from HUD**
 - Sent **March 2, 2023**
 - Grant materials to submit to HUD include the **project narrative, project line-item budget, and associated federal forms**
- **HUD reviews projects and verifies** their alignment with the purpose intended in legislation
- **HUD sends grant agreement and advises grantees** on the remaining funding process

FY2023 Community Project Funding: Actions During Grant Life Cycle



FY2023 Community Project Funding: Funds Access

To Recap:

- **The start or “effective” date for the grants is the date of grant obligations.**
- 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.**



Environmental Compliance Overview and Considerations for Community Project Funding

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

Agenda

- I. Environmental Review (ER) Process Overview
 - What is ER?
 - Legal Framework
 - HUD ER Regs
 - Levels of Review & Timing
- II. FY23 ER Considerations for Community Project Funding (CPF)
 - FY23 ER Process Flow
 - Part 58 vs. Part 50
 - Prohibition on Choice Limiting Actions
- III. ER Guidance for CPF
 - FY23 CPF ER Guidance & Scenarios
 - FY23 CPF Cost Eligibility Chart
 - CPF Guidance on Documenting ERR
- IV. Q&A



What is an Environmental Review?



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



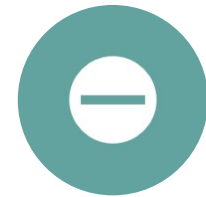
ENSURES HUD-FUNDED
PROJECTS PROVIDE
DECENT, SAFE, AND
SANITARY HOUSING



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

Legal Framework for Environmental Compliance Review



- A host of environmental/historic preservation laws, regulations and Executive Orders require federal agencies to analyze, avoid, minimize, or mitigate impacts to environmental/cultural resources when a project is federally funded.

For example:

- The **National Environmental Policy Act (NEPA)** requires all Federal agencies to perform an Environmental Review prior to approving or funding any project or action
- HUD must also comply with a variety of **related environmental laws and authorities such as** National Historic Preservation Act, Environmental Justice, Endangered Species Act, Clean Air Act, etc.
- HUD addresses **site contamination** largely through program policies
- HUD projects must comply with **HUD's environmental regulations** at 24 CFR Parts 50, 51, 55, and 58



HUD Environmental Reviews Consider:

- Air Quality
- Airport Hazards
- Coastal Barrier Resources
- Coastal Zone Management
- Endangered Species
- Environmental Justice
- Explosive and Flammable Hazards
- Farmlands Protection
- Flood Insurance
- Floodplain Management
- Historic Preservation
- Noise Abatement
- Site Contamination
- Sole Source Aquifers
- Wetlands Protection
- Wild and Scenic Rivers



HUD's Environmental Regulations

24 CFR Part 50

- Implements NEPA for environmental reviews completed by HUD program staff
- Applies to FHA, Multifamily-Assisted projects, some RAD transactions, some Public Housing projects

24 CFR Part 58

- Implements NEPA for environmental reviews completed by local, state, and tribal governments (“responsible entities”)
- Applies only with statutory authority
- Applies to most CPD programs

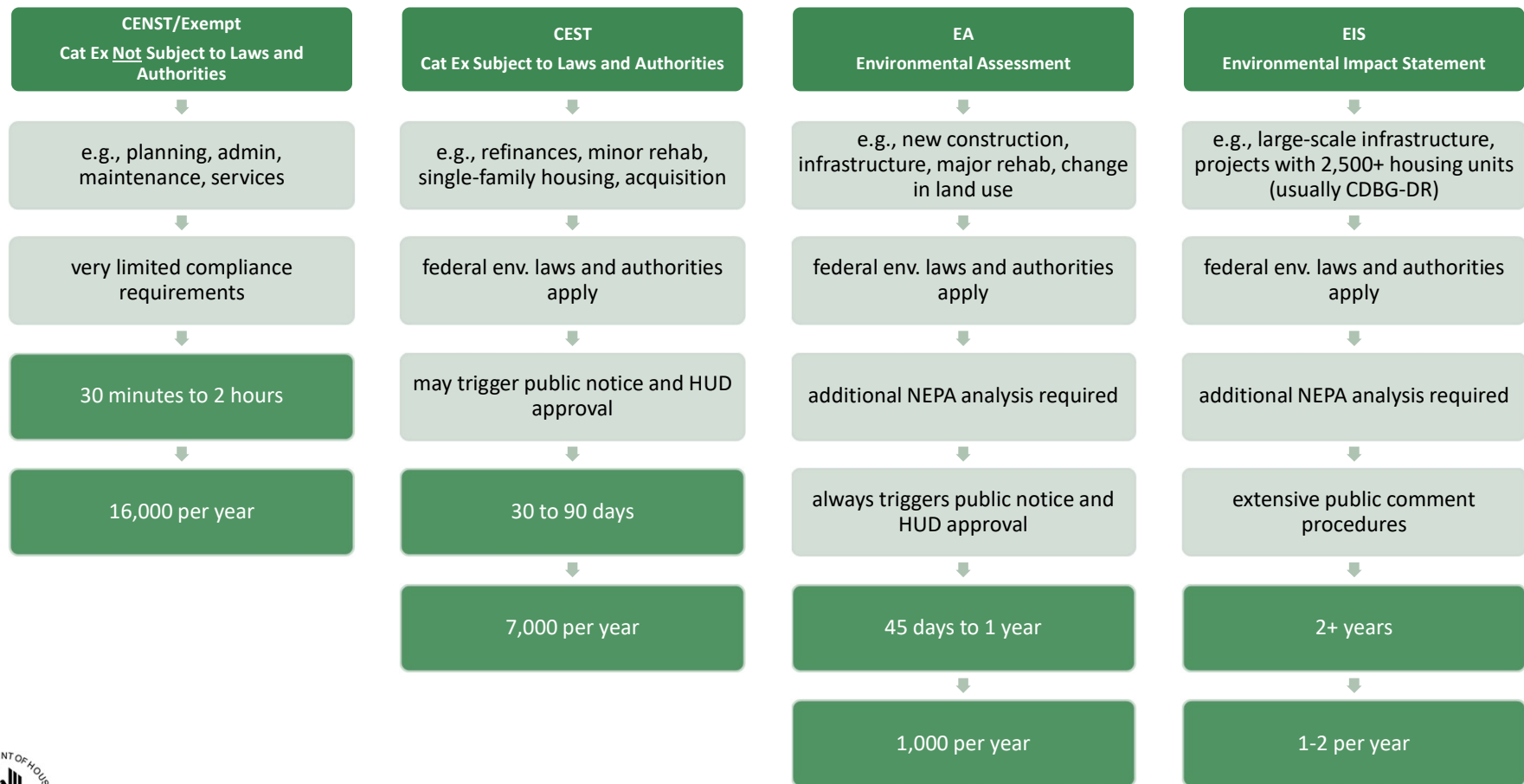
24 CFR Part 51

- Sets standards for HUD projects related to manmade hazards
 - Acceptable separation distance from explosive and flammable hazards
 - Noise abatement
 - Airport hazards

24 CFR Part 55

- Implements EOs 11988 & 11990
- Defines HUD standards for floodplain management and wetlands protection

Levels of Review (LOR) & Timing



*Note: Part 50 reviews do not include public comment and objection periods



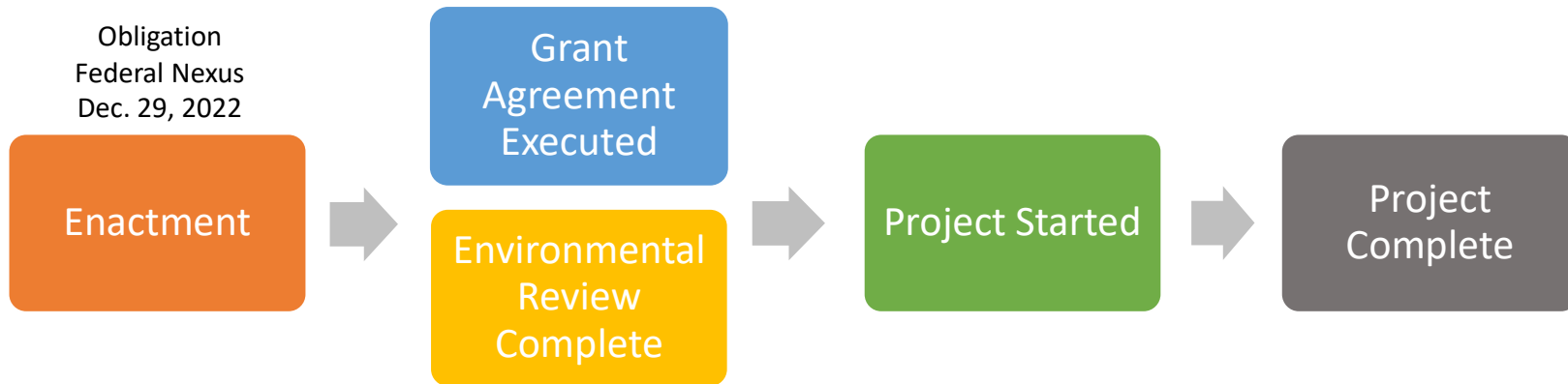
FY23 Community Project Funding Grants Environmental Review Considerations

FY23 Statutory Language

NOTE: HUD is interpreting “eligible costs” as costs of compliant activities (including NEPA compliance).

*(4) \$2,982,285,641 shall be available for grants for the Economic Development Initiative (EDI) for the purposes, and in amounts, specified for Community Project Funding/Congressionally Directed Spending in the table entitled “Community Project Funding/Congressionally Directed Spending” included in the explanatory statement described in section 4 (in the matter preceding division A of this consolidated Act): Provided, That eligible expenses of such grants may include administrative, planning, operations and maintenance, and other costs: **Provided further, That such grants for the EDI shall be available for reimbursement of otherwise eligible expenses incurred on or after the date of enactment of this Act and prior to the date of grant execution:** Provided further, That none of the amounts made available under this paragraph for grants for the EDI shall be used for reimbursement of expenses incurred prior to the date of enactment of this Act: Provided further, That grants for the EDI authorized under this heading in the Department of Housing and Urban Development Appropriations Act, 2022 (Public Law 117–103) shall also be available for reimbursement of otherwise eligible expenses (including those eligible expenses identified in the first proviso of this paragraph) incurred on or after the date of enactment of such Act and prior to the date of grant execution, and shall not be subject to the second proviso under such heading in such Act:*

FY23 CPF Process Flow



Allowed to incur eligible soft costs (see [Nationwide Part 50 for FY23 CPF Soft Costs](#))

Allowed to incur ongoing eligible hard costs if covered by a satisfactory environmental review

Begin request for payment of eligible soft costs

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



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.
- Non-entitlements, nonprofits, and PHAs may 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.



Prohibition on Choice Limiting Actions

24 CFR 58.22

Following the federal nexus, neither the grantee nor partners in the process may commit or spend HUD or non-HUD funds on physical or choice-limiting actions until the environmental review process is completed.

Examples of choice-limiting actions:

- Acquiring a property
- Entering into a contract or commitment
- Subrecipient agreements

FY23 Federal Nexus: December 29, 2022
Date of legislative enactment



Environmental Review Guidance for CPF



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000



FY23 CPF ER Guidance & Scenarios

FY23 Community Project Funding (CPF) Environmental Guidance and Scenarios

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.

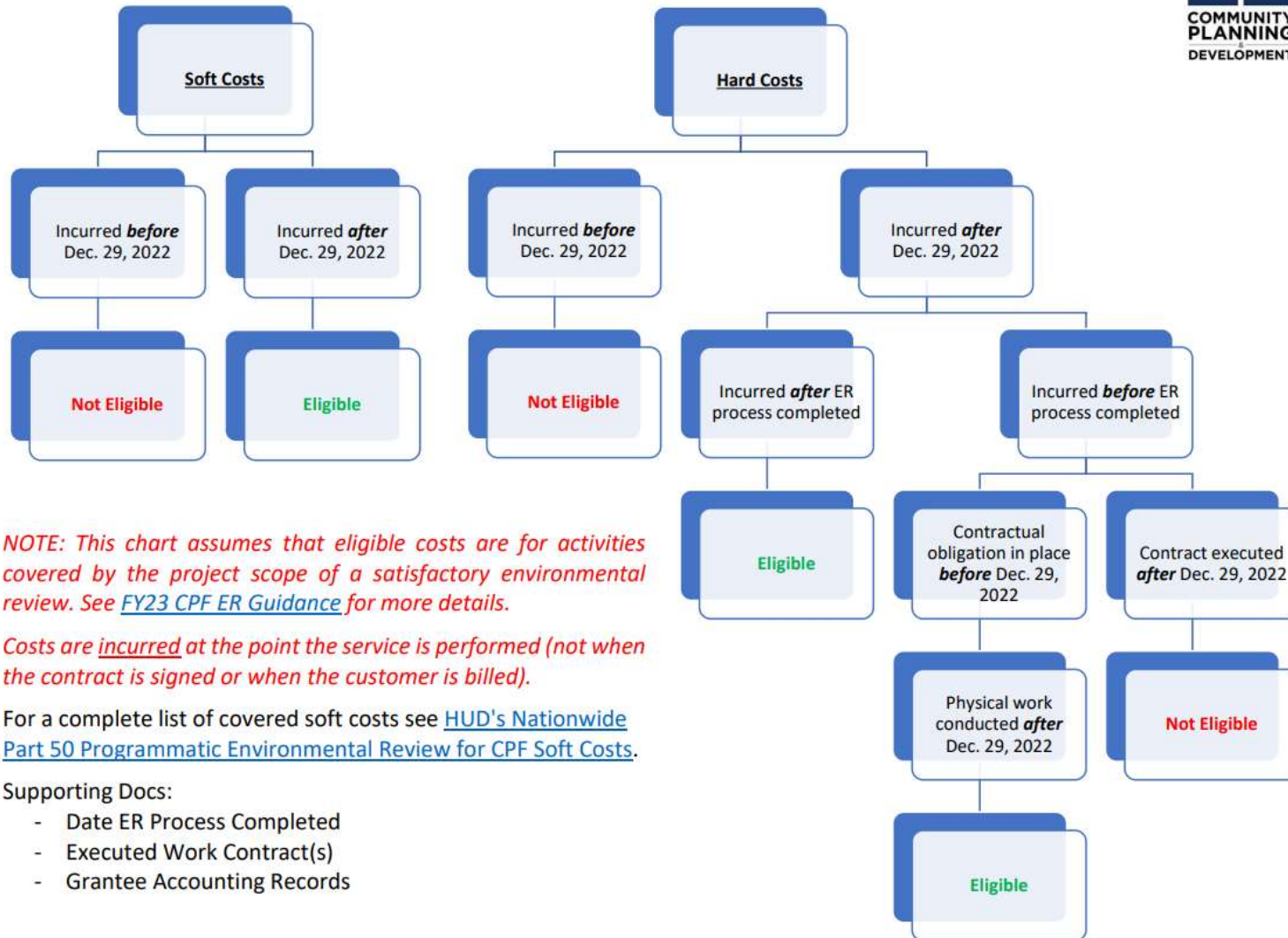
This guidance seeks to clarify the environmental review requirements for the Community Project Funding (CPF) Program for expenditure of funds for planning, administration, management, operations, and maintenance activities, as well as for development projects where construction contracts were entered into, or construction was started prior to the date of legislative enactment (December 29, 2022) and/or completion of a satisfactory environmental review.

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Grant Agreement	2
Federal Nexus and Choice-Limiting Actions.....	2
Environmental Review	3



FY23 CPF Cost Eligibility Chart



NOTE: This chart assumes that eligible costs are for activities covered by the project scope of a satisfactory environmental review. See [FY23 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



CPF Guidance on Documenting the ERR



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

Guidance for Documenting the Environmental Review Record (ERR) for Community Project Funding (CPF) Grants

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For CPF Projects under Part 58	2
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5. How to document a CEST or EA level review that has been completed by the Grantee's RE?	2
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CPF Guidance for Documenting the ERR



Resources

CPF ER Guidance and Scenarios:

- [FY23 CPF ER Guidance & Scenarios](#)

CPF ER Process Guidance:

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

Cost Eligibility Chart:

- [FY23 CPF Cost Eligibility Chart](#)

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

- [FY23 Part 50 CPF-Soft-Costs-Nationwide ERR \(12/29/22\)](#)

CPF Environmental Review Resources:

- [HUD Environmental Review Landing Page](#)
- [HUD Environmental 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](#)





Questions?



Fiscal Year 2023 Economic Development Initiative - Community Project Funding Grants:

HUD Disaster Recovery Grant Reporting (DRGR) System Overview



Disaster Recovery Reporting System (DRGR)

CPD | DRGR
Rhode Island | B-10-DF-44-0001
🔒
🏠
🏛️
💰
⚖️
📊
👑
👤

ACTION PLANS
View Action Plan

Grant Number:
B-10-DF-44-0001

Grantee Name:
Rhode Island

LOCCS Authorized Amount:
\$8,935,237.00

Grant Award Amount:
\$8,935,237.00

Estimated PI/RL Funds:

Total Budget:
\$8,935,237.00

EDI – CPF Grantees

Getting Started with DRGR User Setup and Overview

Project #	Project Title	Grantee Activity #	Activity Title
1	Administration	1a	State Administration
		1b	Local Administration
2	Public Facilities and Improvements	10r	West Warwick, Gendron Street
		11	West Warwick, Natco Pond
		12	Westerly, White Rock Drainage
		14	Johnston, Pump Stations

Disaster Recovery Reporting System (DRGR)

The Disaster Recovery Grant Reporting (DRGR) system was established for special appropriations such as disaster grants, but has been extended to include other special-purpose programs and appropriations.

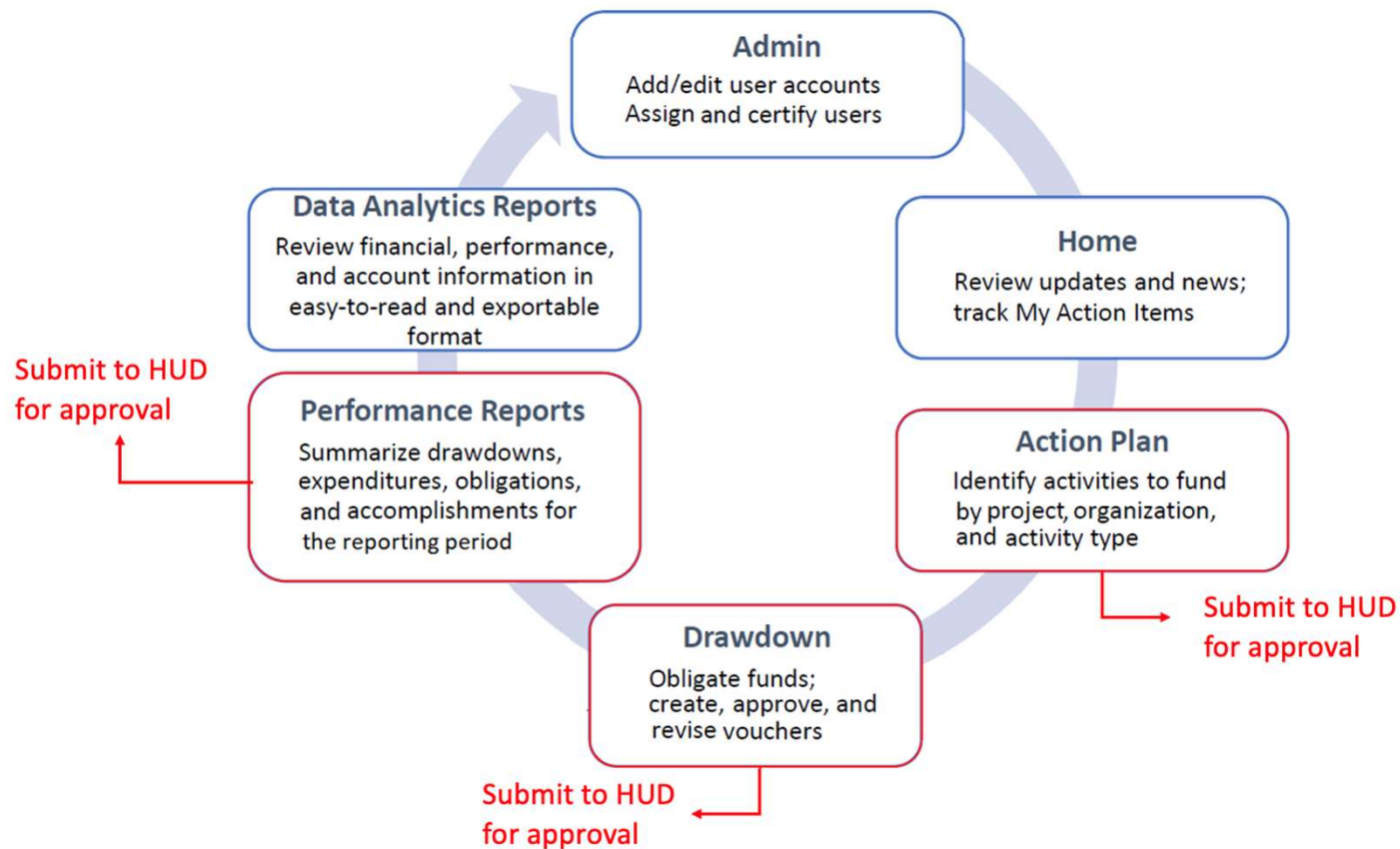
DRGR action plans are templates that detail budgets and performance goals for different types of activities directly managed by the grantee or subrecipient partners. Grantees have to set performance goals for each measure they want to include in reports.

HUD will review these plans and unblock the grant to permit draws after they are approved. Changes to plans also require HUD approval. Grantees will draw down funds by creating vouchers listing amounts by specific activities. Grantees will also submit performance reports using the structure established in DRGR action plans.

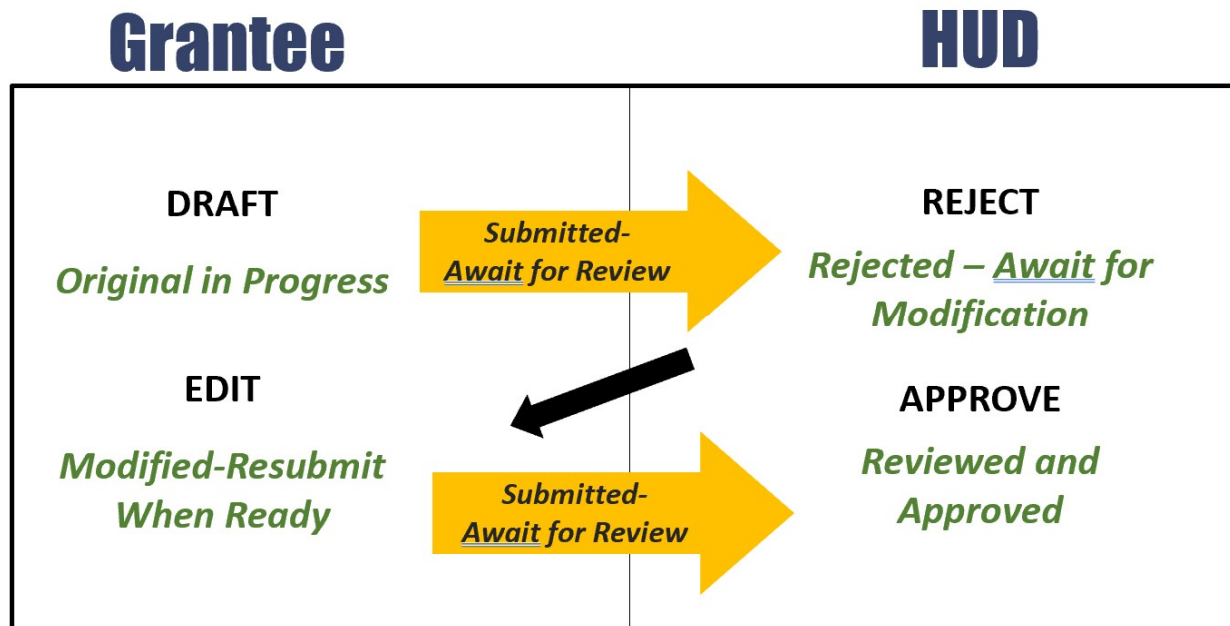
The screenshot displays the DRGR dashboard interface. At the top, there is a dark blue header bar containing a search field labeled "Grant Number" with a lock icon, and a navigation menu with icons for Home, Grants, Finance, Reporting, Performance, Administration, and User Profile. Below the header, the dashboard is organized into three main sections:

- Manage My Grants** (represented by a building icon): This section includes sub-links for ACTION PLANS, GRANTEE PROGRAMS, PROJECTS, ACTIVITIES, PERFORMANCE REPORTS, and GRANTS.
- Manage My Financials** (represented by a dollar sign icon): This section includes sub-links for DRAWDOWN and PROGRAM INCOME.
- Administration** (represented by a crown icon): This section includes sub-links for MANAGE GRANTEES and UTILITIES.
- Manage My Compliance** (represented by a scales icon): This section includes sub-links for MANAGE FLAGS and MONITORING/AUDIT/TA EVENTS.

Disaster Recovery Reporting System (DRGR)



Disaster Recovery Reporting System (DRGR): Action Plan and Performance Report Status



- HUD will need to approve the plans and unblock the grant before draws can be made
- Plan updates require HUD review and approval
- Plans must be in approved status for grantees to submit performance reports



Fiscal Year 2023 Economic Development Initiative - Community Project Funding Grants:

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

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



Fiscal Year 2023 Economic Development Initiative - Community Project Funding Grants:

Direct Cost Rates versus Indirect Cost Rates



Direct Cost Rates versus Indirect Cost Rates

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

Examples of Indirect Costs

Typical examples of indirect costs include:

- Rent, utilities, insurance, maintenance, and other expenditures related to shared space
- Administrative and executive team functions that support multiple program areas
- Purchases, transportation, and staff expenses that benefit multiple program areas

Cost Rates

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.

Allowable Cost - 2 CFR 200, Subpart E

Generally, for costs to be allowable, they must be:

- 200.403(a) Reasonable and necessary
- 200.403(b) Conforming to limitations or exclusions
- 200.403(c) Consistent with policies and procedures
- 200.403(d) Accorded consistent treatment
- 200.403(e) Determined in accordance with GAAP
- 200.403(f) Not included as match or cost-share
- 200.403(g) Adequately documented

Common unallowable costs include:

- 200.421 Advertising and public relations
- 200.423 Alcoholic beverages
- 200.426 Bad debts
- 200.434 Contributions and donations
- 200.438 Entertainment costs
- 200.441 Fines, penalties, damages, and other settlements
- 200.442 Fundraising and investment management costs
- 200.445 Goods or services for personal use
- 200.449 Interest
- 200.450 Lobbying
- 200.451 Losses on other awards or contracts
- 200.455 Organization costs
- 200.467 Selling and marketing costs
- 200.470 Taxes (including Value Added Tax)

Negotiate an Indirect Cost Rate

Both governmental and nonprofit entities that are recipients of federal awards can negotiate indirect cost rates with their cognizant agency for use across all federal awards and agencies. The “cognizant agency” is the federal agency that provides the highest dollar value annually in awards to an organization. There is separate guidance for state and local (non-federal) governmental entities (2 CFR §200 Appendix VII.D) and for nonprofits (2 CFR §200 Appendix IV.C) regarding negotiated indirect cost rates.

A key difference is that for non-federal governmental entities with annual federal income over \$35 million, a negotiated indirect cost rate is required. For nonprofit entities, there is no threshold requirement for negotiated rates.

Recipients electing to negotiate and use an indirect cost rate can charge indirect costs to a grant or contract based only on a Negotiated Indirect Cost Rate Agreement (NICRA) approved by the cognizant federal agency. However, the approval of indirect costs by the cognizant agency is not intended to identify the circumstances or dictate the extent of federal participation in the financing of grants or contracts. Please note, the Department of Health and Human Services (HHS) reviews and approves negotiated indirect cost rate proposals on behalf of HUD. To request a new rate or to have an existing rate extended, contact HUDCPDIndirectCostRates@hud.gov.

Submission of Proposal

Each organization seeking to negotiate an indirect cost rate must submit an indirect cost rate proposal with the following required information:

- Organization profile: The purpose is to gain an understanding of the basic structure of the organization.
- Cost policy statement: The purpose is to establish a clear understanding between the recipient organization and the federal government as to what costs will be charged directly and what costs will be charged indirectly.
- Indirect cost proposal preparation policies and procedures.
- Financial reports for the year under review.
- Indirect cost rate proposal.
- Allocation of salaries and wages.
- Statement on employee benefits.
- Identification and description of unusual factors that may affect the proposed rates, or any memoranda of understanding or notice agreements that may affect the proposed rates.
- Listing of federal awards that were active during the fiscal year.
- Completed lobbying certificate that verifies that the organization does not include lobbying costs in indirect costs.
- A completed certificate of indirect cost



Fiscal Year 2023 Economic Development Initiative - Community Project Funding Grants:

Community Project Funding Grant Project Amendments



FY2023 Community Project Funding: Project Amendments

- To initiate a change or “amendment” to the previously approved line-item budget or narrative for the project, the **grantee's Authorized Representative must submit a letter to their assigned Grant Officer requesting revisions to the budget and timelines, along with a justification for the proposed changes.**
- Grantees **must complete the same process to alter the project narrative.** Please note* project changes may also require a revision to the environmental review.
- Any **changes to the project narrative must align with the statutory language.** HUD does not have the authority to approve changes that significantly change the intent of the project.

Grantees must coordinate with their Grant Officer for details.



Fiscal Year 2023 Economic Development Initiative - Community Project Funding Grants:

Community Project Funding Grant Project Close Out



FY2023 Community Project Funding: 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., 2031);
- 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.**



Fiscal Year 2023 Economic Development Initiative - Community Project Funding Grants:

FY2023 Community Project Funding Action Items Checklist



FY2023 Community Project Funding: Post Orientation Action Item Checklist

- Read the following documents sent in your Grant Award Package Email and Subsequent Email
 - FY2023 Community Project Funding Grant Award Letter
 - FY2023 Community Project Funding Grant Guide
 - FY2023 Community Project Funding Grant Agreement
 - Standard Forms (and instructions for filling in the forms)
- 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_2023
- Locate and Review Your Fiscal Year 2023 Community Project Funding listing on the Joint Explanatory Statement (JES)
- Reach out to your HUD Regional Environmental Review Officer
- Prepare the Following Documents for your Grant for your Project
 - Project Narrative
 - Project Line-Item Budget
- Complete the Required Standard Forms
- Send any Questions to the “Ask-A-Question” Help Desk at <https://www.hudexchange.info/program-support/my-question/>
- Sign Your Grant Agreement
- Email the following Documents to HUD to CPFGrants@hud.gov and copy / “cc” your Grant Officer
 - Grant Agreement (Signed)
 - Project Narrative
 - Project Line-Item Budget
 - Completed Standard Forms
- Complete [SAM.gov](https://sam.gov) Registration for Your or Ensure Organization is Registered in [SAM.gov](https://sam.gov)
- Listen to additional Community Project Funding Webinar Series to Learn More about the Grant Award Process

FY2023 Community Project Funding: Completing the Required Materials Checklist

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

- The grantee has an active registration on the [SAM.gov](https://sam.gov) system.
- The legal name of the funding recipient in the SF-424's Block 8 is the same as the entity named in the JES.
- The amount of the requested grant is the same as the amount authorized in the JES.
- The SF-424 is complete, properly executed, and dated.
- The SF-424-B, if required, is properly executed and dated.
- The SF-424-D, if required, is properly executed and dated.
- The SF-LLL is complete, properly executed, and dated.
- 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 and cost principles in 2 CFR part 200.
- Indirect Cost Rate
 - Will you charge Indirect Costs to the Grant? Yes No
 - If yes, are you opting for following:
 - De Minimis Rate (10% of MTDC) o Federally Negotiated Indirect Cost Rate Agreement:
 - Approving Agency: _____
 - Approved Rate and Base: _____
- Is Appendix 3 of the Grant Agreement filled out as appropriate?



Fiscal Year 2023 Economic Development Initiative - Community Project Funding Grants:

Review Key Links and Resources



FY2023 Community Project Funding Webinar Series

CONGRESSIONAL GRANTS DIVISION COMMUNITY PROJECT FUNDING WEBINAR SERIES

The U.S. Department of Housing and Urban Development (HUD), Office of Community Planning and Development (CPD), Congressional Grants Division (CGD) administers Congressionally-directed “Economic Development Initiative, Community Project Funding” grants.

One component of technical assistance for CPF grantees is a commitment to present a series of webinars.



WEBINAR SERIES: ECONOMIC DEVELOPMENT INITIATIVE COMMUNITY PROJECT FUNDING (CPF)

FY 23 Grantee Save The Date

Webinar Topic	Webinar Date
Grant Award Packet Completion	March 21
Environmental Review	April 5
2 CFR 200	April 19
DRGR	May 3
Drawdown & Reporting	May 17
Grant Closeout	June 7

All webinars will be from 1 to 2:15 pm EST

The webinar series is free. Registration is required and will be sent via email.

FY2023 Community Project Funding Orientation: Thank You!

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

- **Upcoming Additional Community Project Funding Technical Assistance Support**

- On-Call Technical Assistance Opportunities
- eGuides, How-To Videos, and Microlearning Videos

- **Support Shared During the Webinar**

- For the Congressional Grants Division “Ask-A-Question” Help Desk visit: <https://www.hudexchange.info/program-support/my-question/>
- Grantees may also contact the Congressional Grants Division at CPFGrants@hud.gov
- Grantees should also contact their Grant Officer at:
- <https://www.hud.gov/sites/dfiles/CPD/documents/Community-Project-Funding-Portfolio-Assignments.pdf>
- For information about the FY2023 Community Project Funding program and for updates visit: https://www.hud.gov/program_offices/comm_planning/edi-grants/FY_2023
- For information about the Community Project Funding Program and for regular updates: https://www.hud.gov/program_offices/comm_planning/edi-grants
- FY2023 Community Project Funding Grant Guide: <https://www.hud.gov/sites/dfiles/CPD/documents/2023-CPF-Grant-Guide-Award-Instructions-Version-1.0.pdf>