



# **FY2022 EDI Community Project Funding Grants: Letter of Invitation and Grant Guide Orientation**

**August 3, 2022**



# Agenda

- Opening Remarks and Introductions:
  - Robin Keegan, Deputy Assistant Secretary for Economic Development
  - Holly A. Kelly, Director, Congressional Grants Division - Office of Economic Development
- Consolidated Appropriations Act 2022: Congressionally-directed grants
- Letter of Invitation and Grant Guide
- Funding and Grant Award Process:
  - HUD Actions During Grant Life Cycle
  - Funding Access
  - Funding Requirements
- Actions Grantees Can Take Now
- Project Amendments
- Project Close Out
- Grant Officers

# Consolidated Appropriations Act 2022: EDI CPF/congressionally-directed spending grants

- Approximately \$1.5B and 1,014 projects awarded
- Grants delivered through competitive Congressionally-directed process
- HUD does not select grantee or determine funding amount or project scope
- Project or activity must be implemented as written in Congressional report
- Funds must be obligated by no later than September 30, 2025
- Funds “expire” September 30, 2030 (a call for final draw requests may occur several days prior)
- Funds carry "crosscutting" requirements including environmental review, financial management, fair housing, and non-discrimination

# Consolidated Appropriations Act 2022:

## Congressionally-directed grants

<b>Total Amount of Funding</b>	~ \$1.516,409,207
<b>Number of Grants</b>	1,014
<b>Grantees</b>	<ul style="list-style-type: none"> <li>• Nonprofits, jurisdictions and housing authorities, Indian tribal communities</li> <li>• Selected by Congress through competitive process</li> <li>• <i>HUD does not select grantee or determine funding amount or project scope</i></li> </ul>
<b>Congressional Districts</b>	325 Members of Congress: 60 Senators and 265 House Members
<b>Projects</b>	Project or activity must be implemented as written in Congressional report
<b>"Cross-cutting" Requirements</b>	Environmental Review, Financial Management, Fair Housing, Non-discrimination and others as provided in the Grant Agreement
<b>Obligation Period</b>	Funds must be obligated no later than September 30, 2025
<b>Expiration Period</b>	Funds expire September 30, 2030

# Consolidated Appropriations Act: FY2022 Congressionally-directed grants

- Managed by the:
  - Office of Community Planning and Development
    - Office of Economic Development
      - Congressional Grants Division
- For questions and technical assistance, grantees should contact HUD's Office of Economic Development's Congressional Grants Division at [CPFGrants@hud.gov](mailto:CPFGrants@hud.gov).
- Information will be updated regularly at:  
[https://www.hud.gov/program\\_offices/comm\\_planning/edi-grants](https://www.hud.gov/program_offices/comm_planning/edi-grants)

# Funding and Grant Award Process

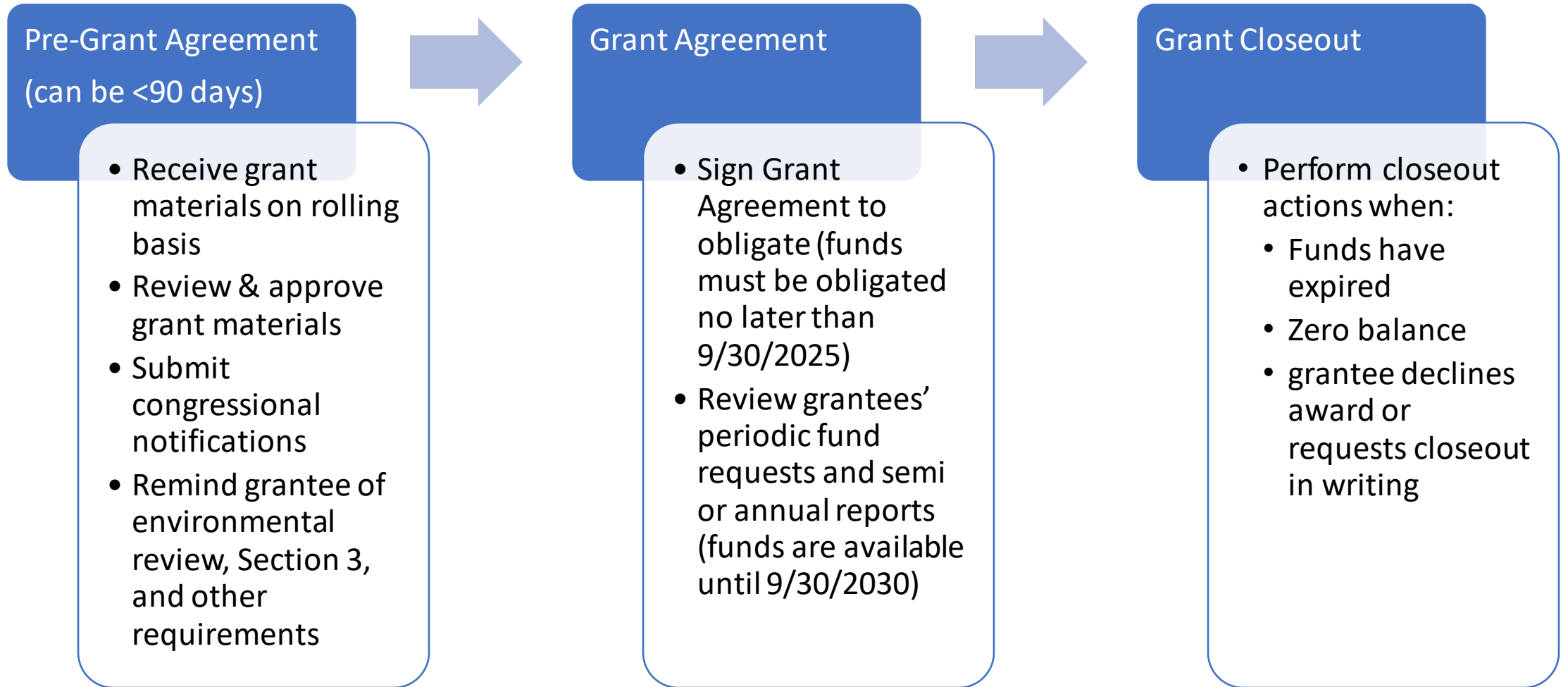
- **Congress passes legislation** awarding funding to an organization or entity
- Organizations are **named in HUD's Conference Report or the Congressional Record**
- Named organizations **receive an invitation letter and grant guide from HUD**
  - Sent **July 2022**
  - Grant materials to include the **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

# Letter of Invitation and Grant Guide

- The Letter of Invitation and Grant Guide was sent on July 18<sup>th</sup> -20<sup>th</sup>, 2022\*
- Letter of Invitation
  - Project information from the Consolidated Appropriations Act, 2022, (P.L. 117-103)
  - Required materials
  - Introduction to the Grant Guide
- Community Project funding Grant Guide
  - Background and Purpose
  - Instructions
  - Federal Requirements
  - Paperwork Reduction Act Notes
  - Congressional Grants Division Contact Information

\*emails that “bounced back were resent during the week of July 25<sup>th</sup> using updated email information

# HUD Actions During Grant Life Cycle





# Funding Access

## To recap:

- The start or “effective” date for the grants is the date that HUD signs and dates the Grant Agreement and the HUD 1044 “Assistance Award/Amendment” form.
- The ending date for these grants is when the grant is closed out or when the grant funds expire.
- Grantees will access funds and submit periodic reports through CPD’s Disaster Recovery Grants Reporting (DRGR) system.

# Action Items Grantees Can Take Now

- Grantees must have a SAM.gov account:
  - To **create a SAM.gov account** where they will be assigned a Unique Entity ID. Refer to the Guide for Getting a Unique Entity ID for further details.
  - **Grantees who already have a SAM.gov account and Unique Entity ID need not worry about re-registering.**
- Grantees that operate a system that connects with Integrated Award Environment (IAE) systems can find documentation about using Application Programming Interfaces (APIs) to access SAM.gov at [open.GSA.gov](https://open.GSA.gov). Guidance on Unique Entity ID is provided in the Grant Guide.

# 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.

# 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.**

# Grant Officers

## Community Project Funding Portfolio Assignments

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# Thank You!

## In closing:

- We look forward to working with you on this important project!
- For questions or technical assistance, grantees should contact HUD's Office of Economic Development's Congressional Grants Division at [CPFGrants@hud.gov](mailto:CPFGrants@hud.gov).
- Information about this “program” is updated regularly at: [https://www.hud.gov/program\\_offices/comm\\_planning/edi-grants](https://www.hud.gov/program_offices/comm_planning/edi-grants)
- Next training: Thursday, August 18, 2022. 1:00pm-3:30pm ET.