



U.S. Department of Housing and Urban Development
Virginia Office of Community Planning and Development
400 N. 8th Street, Suite 300
Richmond, VA 23219-1800
(800) 842-2610

December 6, 2024

Ms. Angelique Hill
Senior Family Services Specialist
City of Hampton, Department of Human Services
1320 Lasalle Avenue
Hampton, VA 23669

SUBJECT: Transmittal of FY2023 CoC Planning Grant Agreement – VA0489L3F052300

Dear Ms. Hill:

Congratulations on your award under the Department of Housing and Urban Development's 2023 Continuum of Care program funding competition. Addressing homelessness is one of the Department's top priorities and these projects will make a significant contribution toward supporting a continuum of care system in your community.

Our goal is to process your grants as expeditiously as possible. This transmittal includes important instructions for processing your grant agreements and additional information regarding the administration of CoC program funds.

Attached is the CoC grant agreement. Once executed, the grant agreement will be in effect for the grant period of performance. It contains relevant project information such as the project number, period of performance, grant award amount and grant budget line item (BLI) amounts.

Please execute the grant agreements in accordance with the instructions provided and once executed, email a PDF of the agreements to Jennifer.r.levine@hud.gov. Please retain a copy for your records.

IMPORTANT INSTRUCTIONS

Signatory. The signatory to the grant agreement must match the approving official in e-snaps. HUD can make no exceptions. The approving official is found in your applicant profile in e-snaps.

eLOCCS updates. Updated user and financial information is only required if your organization has made staffing or banking changes related to your grant. Please ensure that your banking information is correct and only appropriate staff have eLOCCS access. When required, please complete and submit forms to your field office for processing. All eLOCCS guides and forms are available at https://www.hud.gov/program_offices/cfo/finsys/eLOCCS_access/quick_reference#1.

Drawdowns. Funds may only be drawn after full execution of the grant agreement. For renewal grants, the funds also may only be drawn after the expiration of the prior grant's period of performance and after the start of the renewal grant's period of performance.

SAM registration. Your unique entity identifier (UEI) (formerly DUNS) must be active in SAM.gov. Currently the system shows that your UEI is active. It is your responsibility to ensure your UEI remains active for the period of performance of all your grants,

ADDITIONAL INFORMATION AND REMINDERS

FY2023 CoC Notice of Funding Opportunity (NOFO). 2023 CoC funds must be administered in accordance with FY2023 CoC NOFO, available at https://www.hud.gov/sites/dfiles/SPM_documents/FR-6700-N-25_NOFO_2023-08-07.pdf. Issues and conditions related to your award can be found in the grant agreement.

Annual Performance Report (APR). Recipients of CoC funding must submit an APR electronically to HUD every operating year in the in the Sage HMIS reporting repository. APRs are due no later than 90 days after the period of performance ends.

Match. Recipients of CoC grants must adhere to 24 CFR 578.73 and 2 CFR 200.306, which require recipients to match the total award—except for those monies used in leasing—with no less than 25 percent cash or in-kind contributions from other sources. Furthermore, this match must be used for eligible CoC program costs outlined in Subpart D of the CoC interim rule.

Rents and occupancy charges collected by the recipient or subrecipient from program participants must be treated as program income under 2 CFR 578.97(c). The 2023 Consolidated Appropriations Act permits CoC grants awarded from FY 2015 through FY 2023 to use program income as match provided the costs are eligible CoC costs that supplement the recipient's CoC program. See Division L, Title II, Sec. 226 of the Consolidated Appropriations Act of 2023 at <https://www.congress.gov/117/bills/hr2617/BILLS-117hr2617enr.pdfh>.

Build America, Buy America. The Build America, Buy America (BABA) Act requires all iron, steel, manufactured products, and construction materials used in a public infrastructure project funded by any federal financial assistance (FFA) to have been produced in the United States unless the awarding agency has issued a waiver of this requirement. This is called *the buy American preference* (BAP). For more information, including whether BAP applies to your project, please consult CPD Notice 23-12.

Waste, Fraud, and Abuse. You must comply with HUD's waste, fraud, and abuse requirements, including whistleblower protections. The HUD Office of Inspector General website provides more information and access to the portals for (1) reporting waste, fraud, and abuse and (2) lodging a retaliation complaint. The Government Accountability Office (GAO) also maintains an

anti-fraud resource page that includes resources for understanding, combatting, and reporting federal fraud. Please ensure that this information is widely available to your employees and sub-recipients.

Federal Funding Accountability and Transparency Act (FFATA). In accordance with 2 CFR Chapter 1, Part 170, prime awardees awarded a federal grant are required to file a FFATA sub-award report by the end of the month following the month in which the prime awardee awards any sub-award equal to or greater than \$30,000 in federal funds that does not include recovery funds. The FFATA sub-award reporting system (FSRS) is a tool that federal prime awardees (i.e., prime recipients and prime sub-recipients/contractors) use to capture and report sub-recipient/contractor awards and executive compensation data. For FSRS reporting at HUD, prime recipient awardees will report against sub-recipient/contractor awarded. Additional information regarding FFATA Act requirements and the reporting tool can be found on the FSRS website, at www.fsrs.gov.

Environmental review. CoC program activities are subject to environmental review by a responsible entity under 24 CFR part 58. Environmental reviews must be completed prior to execution of the grant agreement. A new environmental review for an ongoing activity must be conducted every five years or sooner if environmental conditions change or there is a change to the project.

HUD congratulates your organization on your grant award, and we look forward to assisting you in administering your grants and accomplishing your program goals. If you have any questions, please call me at (804) 822-4831. Staff requiring technical assistance should contact Jennifer Levine at (804) 822-4830. We look forward to working with you toward the successful continuation of your Continuum of Care (CoC) project.

Sincerely,

RONNIE
LEGETTE

Ronnie J. Legette, Sr.
Director

Digitally signed by RONNIE LEGETTE
DN: cn = RONNIE LEGETTE, o = U.S. Department of Housing
and Urban Development, ou = Office of
Administration
Date: 2014.12.06 21:14:32 -0500

attachment