


# 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 CA151FSH053A014	4. Amendment Number	5. Effective Date of this Action 9-29-14	6. Control Number
DUNS: 965067382 EIN: 94-6000511 El Dorado County Public Housing Authority 2900 Fairlane Ct. Community Services Division Placerville, CA 64801		8. HUD Administering Office San Francisco Hub Office 600 Harrison St San Francisco, CA 94107	
10. Recipient Project Manager Donald Ashton, Executive Director		8a. Name of Administrator Miguel Correa	8b. Telephone Number
11. Assistance Arrangement <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input type="checkbox"/> Fixed Price		9. HUD Government Technical Representative Rhonda Wilson	
12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearinghouse		13. HUD Payment Office LOCCS	
14. Assistance Amount		15. HUD Accounting and Appropriation Data	
Previous HUD Amount \$0.00		15a. Appropriation Number	15b. Reservation number
HUD Amount this action \$59402		86 14 0305	
Total HUD Amount \$59402		Amount Previously Obligated	\$0
Recipient Amount \$0		Obligation by this action	\$59402
Total Instrument Amount \$59402		Total Obligation	\$59402

## 16. Description

2014 Family Self-Sufficiency Program

17. <input type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office		18. <input type="checkbox"/> Recipient is not required to sign this document.	
19. Recipient (By Name) El Dorado County Public Housing Authority		20. HUD (By Name) Dominique Blom	
Signature & Title	Date (mm/dd/yyyy)	Signature & Title  Deputy Assist. Secretary for Public Housing Investments	Date (mm/dd/yyyy) SEP 29 2014

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

1 FISCAL YEAR 2014

2  
3 FAMILY SELF-SUFFICIENCY PROGRAM GRANT AGREEMENT  
4 (Attachment to Form HUD-1044)  
5

6 **ARTICLE I: BASIC GRANT INFORMATION AND REQUIREMENTS**  
7

8 This Agreement is between the U. S. Department of Housing and Urban Development (HUD) and the  
9 recipient **El Dorado County Department of Human Services, CA**, identified in block 7 on the  
10 cover sheet of this agreement, form HUD-1044, hereinafter referred to as the Grantee. The Grantee's  
11 application and the HUD grant approval letter, including any special conditions, are incorporated into this  
12 agreement.  
13

- 14 1. HUD will make **\$59,402** available in total grant funds as shown on form HUD-1044 upon grant  
15 award and HUD approval.  
16  
17 2. This agreement and the HUD-1044 shall be effective immediately upon signature of **both parties**.  
18  
19 3. Period of performance: The period of performance will be 12 months. *For renewal grantees, the 12*  
20 *month period of performance will begin the day after the most recent FSS grant expires. The field*  
21 *office will establish an expiration date for this grant which will accommodate the timeline of the*  
22 *Grantee's most recent FSS grant. PLEASE NOTE: Due to the transition from separate PH and HCV*  
23 *FSS grants to one, combined grant, funds (from this grant or previous FSS grants) not expended by*  
24 *the time that the FY15 grant awards go into effect MAY BE recaptured by HUD in order to "synch*  
25 *up" grant cycles. If this takes place, the recapture will not reflect negatively on grantees' future past*  
26 *performance reviews. HUD will work with grantees to determine the most efficient use of granted*  
27 *funds.*  
28  
29 4. Award type: This is a cost-reimbursable, performance-based grant.  
30  
31 5. This Grant Agreement will be governed by the following as they may from time to time be amended:  
32 the HUD Appropriations Acts, the United States Housing Act of 1937 as amended, the FSS NOFA  
33 dated 4/23/14, the Code of Federal Regulations (CFR) 24 CFR Part 24, 24 CFR Part 85, 24 CFR Part  
34 984, 2 CFR Part 200 (effective December 26, 2014) any applicable OMB Regulations or Circulars,  
35 and Handbooks and Notices issued by HUD.  
36  
37 6. In executing this agreement, the Grantee agrees to abide by the provisions contained within all  
38 applicable Federal laws, Executive Orders, OMB Circulars, specifically OMB Circular A-110, any  
39 assurances and certifications in the final HUD-approved application (the original approved  
40 application may have required amendments by the field/applicant), and 24 CFR Part 984 as  
41 applicable.  
42

43 **ARTICLE II: HUD REQUIREMENTS**  
44

45 **SUB-ARTICLE A – GRANT ADMINISTRATION, CONDITIONS REQUIRING TERMINATION**  
46 **OF FUNDING**  
47

- 48 1. The Grantee shall attend meeting(s) (if requested by HUD) at HUD's local field office for the purpose  
49 of establishing a common understanding and strategy with respect to grant administration, timeline,  
50 deliverables, grant objectives, performance measures, and the scope of work necessary to achieve  
51 grant objectives.  
52

2. The Grantee shall furnish all necessary personnel, materials, services, equipment, and facilities and shall otherwise do all things necessary for, or incidental to, the performance of the activities and tasks set forth in the approved application, and this Grant Agreement (except as otherwise specified).
3. The Grantee agrees that costs incurred prior to the execution of this Grant Agreement and implementation of HUD-approved grant activities, shall not be reimbursable by using funds from this grant except where the period of performance is back-dated due to HUD funding cycles
4. The work to be performed under this Grant Agreement is outlined in the attached logic model.
5. The grant funds shall be used only for eligible activities.
6. Should any of the following conditions arise, grantees are required to submit in writing any changes to the previously-approved grant to the appropriate local HUD field office personnel:
  - a. Any change in the scope, objective, or conditions of the program.
  - b. Changes in any subcontracting, or otherwise obtaining the services of a third party to perform activities that are central to the purposes.
  - c. Other changes that may adversely affect the program.
7. Grantees needing to extend the term of their grant in order to fully accomplish their goals, should request an extension in writing sixty calendar days prior to the grant termination date. The request must be submitted to the field office for review and approval. The Grantee must also:
  - a. Have current and acceptable Financial Status Reports (SF 425) which must be on file with the field office.
  - b. Submit a narrative justification explaining why the extension is needed, how much additional time will be required, the circumstances that require the proposed extension, the work that will be conducted during the extension period, and the effect a denial would have on the program.
  - c. Have satisfied all special conditions of the grant agreement except those that would be fulfilled in the remaining period of the grant. This includes the performance and resolution of audit findings in a timely manner.

Grantees should be aware that any extensions (other than those caused by HUD funding cycles) may result in a negative impact on the Past Performance review in future grant applications.

8. Any changes requested by the Grantee must be in writing (emails are acceptable). HUD will approve/reject requested changes as appropriate. Approved changes will be reflected by an amendment to this Grant Agreement and issued by a revised HUD-1044 cover sheet with any attached documents as needed to define changes approved. Amendments will become effective upon execution of the HUD-1044 between HUD and the Grantee when both parties have signed the HUD-1044.
9. In general, if the Grantee's program is not implemented within **60 days of the grant start date (the start date is the date both parties sign the HUD-1044 and this Grant Agreement)**, the Grantee

1 must report in writing to the appropriate HUD field office of the steps taken to initiate the program,  
2 resulting changes to the timetable, the reason for the delay, and the expected starting date. Any  
3 timetable revisions as a result of the delay must be included for HUD approval. Renewal grantees  
4 whose FSS funding continues through 2015 are not subject to this requirement. However, once those  
5 funds are fully expended, grantees must initiate their 2014 FSS program within 60 days. **NOTE:**  
6 Failure to comply with this requirement may result in termination of this agreement and recapture of  
7 grant funds. PLEASE NOTE: All 2014 FSS grantees are considered renewal grantees.  
8

- 9 10. HUD may terminate funding if the Grantee demonstrates an unwillingness or inability to implement  
10 and maintain the program; does not use procedures that will minimize the time elapsing between  
11 drawdowns and disbursements of grant funds; does not adhere to agreement requirements or special  
12 conditions; engages in the improper award or administration of grant subcontracts; does not submit  
13 required reports; or produces unacceptable deliverables.  
14

#### 15 **SUBARTICLE B: FINANCIAL RESPONSIBILITIES**

16

- 17 1. Prior to initial drawdown of funds, all Grantees must have secured online access to the Internet as a  
18 means to communicate with HUD on grant matters. Applicants shall draw down funds using the  
19 electronic Line of Credit Control System (e-LOCCS)  
20
- 21 2. As applicable, the Grantee agrees to comply with the organizational audit requirements of OMB at 2  
22 CFR Part 200 including audit requirements. The final audit report must cover the entire period of the  
23 grant. The audit must be submitted to HUD no later than **30 days** after the grant is closed, covering  
24 the entire award period originally approved or amended. All other requirements of 24 CFR Part 85  
25 (prior to December 26, 2014) and 2 CFR part 200 (starting on December 26 2014) shall apply. For  
26 grantees where an audit is required, a single audit or a program-specific audit is acceptable. If a  
27 grantee chooses a single audit, the final audit report that includes this grant is due no later than **30**  
28 **days** after the single audit is completed. *According to 2 CFR 200.501, grantees that expend less than*  
29 *\$750,000 in federal awards are exempt from the audit requirement, but records must be available for*  
30 *review or audit.*  
31
- 32 3. The Grantee shall minimize the time elapsing between the transfer of funds from HUD and the  
33 disbursement of funds. The HUD funds are to be made available based on actual need. The Grantee  
34 must make a drawdown *only* for incurred costs. Drawdowns in excess of need may result in special  
35 procedures for payments, or termination of the grant when there are persistent violations. Funds  
36 requisitioned through LOCCS must be disbursed within **three calendar days after receipt of funds**  
37 **drawdown**. Starting on December 26, 2014, the Grantee must be in compliance with 2 CFR Part  
38 200.  
39

#### 40 **SUBARTICLE C: METHOD OF PAYMENT [FUNDS DRAWDOWN]**

41

- 42 1. The Grantee may not draw down grant funds until all pre-conditions listed in form HUD-1044, this  
43 Grant Agreement, the NOFA or in the award letter, must be completed by the grantee and verified by  
44 HUD.  
45
- 46 2. Payments of grant funds shall be through electronic funds transfer using e-LOCCS Initial drawdown  
47 cannot be earlier than the start date of the grant term.  
48

1    3.   **E-LOCCS Program Edits.**  
2

- 3           a.   E-LOCCS will automatically perform a series of review edits (both generic and program  
4               specific) of each payment request. Failure of one of the program edits will cause the payment  
5               request to be referred to the HUD field office for review.  
6  
7           b.   The HUD field office will complete the review. The request will remain in the system and  
8               further drawdowns will not be allowed until that review is complete and the drawdowns  
9               approved or rejected.  
10  
11          c.   The Grantee shall immediately contact the HUD field office when there is a question  
12               regarding the request or when the request has been referred to the HUD program office for  
13               review. A request will be referred to the program office for review when:  
14  
15               i.   There are requests for over 10% of total grant funds per calendar month;  
16  
17               ii.   Failure to submit an annual HUD form SF-425 - *Financial Status Report*, or Logic  
18                   Model, as defined by this agreement and 24 CFR 85. E-LOCCS shall not accept a  
19                   request for funds if required reports from the Grantee are ten or more days overdue  
20                   and will not accept future requests until the HUD field office confirms receipt and  
21                   approval of the reports in LOCCS.  
22  
23               iii.   If the Grantee repeatedly fails to submit required forms, LOCCS will be converted to  
24                   a system in which the HUD Field Office will **manually** review each drawdown  
25                   request prior to releasing funds to the Grantee.  
26

27                   **SUB-ARTICLE D: AUTHORIZED FUNDS BY BUDGET LINE ITEM NUMBER**  
28

- 29          1.   Please consult the NOFA for eligible activities and definitions.  
30  
31          2.   The Grantee's budget consists of one Voucher Budget Line Item: 1168 – FSS Coordinator (salary &  
32               fringe)  
33

34                   **SUBARTICLE E: REPORTING REQUIREMENTS**  
35

- 36          1.   The Grantee must evaluate its activities and submit a performance Logic Model and SF-425 to HUD.  
37               The Logic Model must be submitted electronically. The Logic Model and SF-425 shall be submitted  
38               to the Grantee's local HUD field office within 30 days after the anniversary of the beginning of the  
39               grant period. The reporting will cover the prior grant year. All Logic Model reports should include  
40               answers to the Management Questions and a narrative (in the LM form) indicating any positive or  
41               negative deviations from projected outputs and outcomes as contained in your approved Logic Model.  
42  
43          2.   HUD shall determine the Grantee's progress based upon a comparison between the Grantee's actual  
44               performance and its performance objectives and timelines established in the HUD-approved budget  
45               and Logic Model.  
46  
47  
48

- 1 3. The HUD field office shall maintain official records on the Grantee's performance measures and its  
2 progress reports. However, the Grantee must also maintain such records, including the Logic Model,  
3 and SF-425, HUD review, and/or evaluations.  
4

5 **SUBARTICLE F: ADMINISTRATIVE REQUIREMENTS**  
6

- 7 1. Grantees must comply with all current HUD program rules and regulations.  
8  
9 2. The Grantee shall maintain, and have access to, copies of documents relating to the award and  
10 administration of this grant for at least three years after final closeout date of the grant for inspection  
11 by HUD, the General Accounting Office, or their duly authorized representatives.  
12  
13 3. The accounting systems of the Grantee must ensure that HUD funds are not co-mingled with funds  
14 from other Federal, State, Tribal, or local government agencies or other HUD program funds. Funds  
15 specifically budgeted and/or received for one program may not be used to support or reimburse  
16 another. Where the Grantee's accounting system cannot comply with this requirement, the Grantee  
17 must establish a system to provide adequate fund accountability for each program for which it has  
18 been awarded funds. The Grantee's selection of depository facility (such as a bank for example)  
19 shall be compliant with Federal regulations and have insurance from the Federal Deposit Insurance  
20 Corporation or the National Credit Union Share Insurance Fund to insure the established account.  
21  
22 4. The Grantee agrees to comply with the following requirements for which HUD has enforcement  
23 responsibility:  
24  
25 a. Administrative requirements of OMB 24 CFR Part 85 (prior to December 26, 2014) and  
26 2 CFR Part 200 (starting on December 26, 2014). These include the procurement  
27 requirements as applicable.  
28  
29 b. Grantees are required to comply with the standards set forth in OMB 2 CFR 225on Cost  
30 Principles for State and local governments (prior to December 26, 2014) and 2 CFR Part  
31 200 (starting on December 26, 2014).  
32  
33 5. Equal Opportunity Requirements. Grant funds must be used in accordance with the following:  
34  
35 a. The requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d)  
36 (Nondiscrimination in Federally Assisted Programs) and implementing regulations issued  
37 at 24 CFR Part 1.  
38  
39 b. The prohibitions against discrimination on the basis of age under the Age Discrimination  
40 Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at 24 CFR Part 146, and  
41 the prohibitions against discrimination against handicapped individuals under section 504  
42 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24  
43 CFR Part 8.  
44  
45 c. The requirements of Executive Order 11246 (Equal Employment Opportunity) and the  
46 implementing regulations issued at 41 CFR Chapter 60.  
47

- 1 d. For grantees using their funds to support residents of conventional Public Housing (i.e.  
2 not Housing Choice Vouchers), the requirements of Section 3 of the Housing and Urban  
3 Development Act of 1968, (12 U.S.C. 1701u) State that (1) to the greatest extent feasible,  
4 opportunities for training and employment arising in connection with the planning and  
5 carrying out of any project assisted with grant funds be given to low-income persons  
6 residing within the unit of general local government or the metropolitan area (or non-  
7 metropolitan county) as determined by HUD, in which the project is located; and (2) to  
8 the greatest extent feasible, contracts for work to be performed in connection with any  
9 such project be awarded to business concerns, including but not limited to individuals or  
10 firms doing business in the field of planning, consulting, design, architecture, building  
11 construction, rehabilitation, maintenance, or repair, which are located in or owned in  
12 substantial part by persons residing in the same metropolitan area (or non-metropolitan  
13 county) as the project.
- 14
- 15 6. The regulations in 24 CFR 87, related to lobbying, including the requirement that the Grantee obtain  
16 certifications and disclosures from all covered persons.
- 17
- 18 7. Drug-free Workplace Requirements (Grants) in 24 CFR 2424.
- 19
- 20 8. Restrictions on participation by ineligible, debarred or suspended persons or entities at 24 CFR Part  
21 2424, Subparts A through J, which are applicable to contractors and subgrantees.
- 22
- 23 9. Other applicable regulations.
- 24
- 25 10. The Grantee's computer systems must operate in accordance with HUD's computer systems and  
26 software to facilitate any and all electronic documents for conversion to HUD computer systems and  
27 software. That is, when sending/transferring documents, e-mail, or CDs to HUD, the systems must be  
28 compatible so that HUD receives an exact copy.
- 29
- 30 11. The Grantee's computer and information systems must be able to access HUD's website(s) so that  
31 data can be inputted as may be required by the grant; information can be retrieved; and funding  
32 through HUD's E-LOCCS system may be accessed.
- 33

#### 34 **SUB-ARTICLE G: GRANT CLOSEOUT**

- 35
- 36 1. Code of Federal Regulations (CFR), 24 CFR Part 200 prescribes uniform closeout procedures for  
37 Federal cooperative agreements/grant agreements.
- 38
- 39 2. It is the responsibility of the Grantee to comply in full with all closeout-reporting requirements and to  
40 submit closeout reports in a timely manner.
- 41
- 42 3. The Grantee shall initiate project closeout within 30 days of the grant's termination date. At HUD's  
43 option, the Grantee may delay initiation of project closeout until the resolution of any HUD  
44 monitoring findings. If HUD exercises this option, the Grantee must promptly resolve the findings.
- 45
- 46 4. The Grantee recognizes that the closeout process may entail review by HUD to determine compliance  
47 with the grant agreement. The Grantee shall cooperate with any and all reviews which may include  
48 making available records requested for on-site HUD inspection.

5. Within **30 days** after the end date of the grant or any approved extension (revised end-date), the following documents must be submitted by the Grantee to the HUD field office:
  - a. A certification of project completion which is a statement signed by the grantee.
  - b. A certification of compliance with all requirements of the grant agreement which is a statement signed by the grantee
  - c. **Logic Model and Financial Report (SF-425) (see Subsection E).** For FSS, the Grantee submits Logic Model and one SF-425 for the 12-month period of the grant. This submission also serves as the grant's final report which is a cumulative summary of expenditures to date and must indicate the exact balance of unexpended funds. (Report shall cover grant start date to the end of grant). When the final HUD form SF-425 is approved, the HUD field office will establish the amount due to HUD or cancel (recapture) any unused grant funds as applicable.
6. When the HUD field office has determined to its satisfaction that the grant activities were completed and all Federal requirements were satisfied, the HUD field office will execute a closeout amendment to the Grant Agreement with the Grantee.
7. The Closeout Agreement or clause will include the Grantee's agreement to abide by any continuing Federal requirements.
8. Failure to submit the required financial report, logic model, or any required audit report; or to resolve program, financial or audit issues, may result in a suspension or termination of any and/or all HUD grant payments.

#### SUB-ARTICLE H: DEFAULT

1. **Definition.** A default under this Agreement shall consist of *using grant funds for a purpose other than as authorized by this agreement*; any noncompliance with legislative, regulatory, or other requirements applicable to this Agreement; any other material breach of this Agreement; or any material misrepresentation in the application submissions.
2. **HUD Preliminary Determination of Default.** If HUD makes an initial determination that the Grantee is in default, HUD will give the Grantee written notice of this determination and of the corrective or remedial action the Grantee must take in order to avoid default. The Grantee shall have an opportunity to demonstrate, per HUD Handbook 2210.17, and on the basis of substantial facts and data, that it is not in default, or that the proposed corrective or remedial action is inappropriate or unnecessary, before HUD implements the remedial action.
3. If HUD determines that there is an imminent probability that the Grantee will continue to expend grant funds contrary to this agreement unless HUD takes immediate action, HUD may, at the time of written default notification to the Grantee, order a remedial action appropriate to prevent such expenditure.



- 1 4. Corrective or remedial actions that HUD may order under this Agreement include, but shall not be  
2 limited to, the following:  
3  
4 a. Requiring the Grantee to prepare and follow a HUD approved schedule of actions and/or  
5 a plan for properly completing the activities approved under the grant;  
6  
7 b. Discontinuing drawdowns under LOCCS and prohibiting payment or reimbursement for  
8 any grant activities or, if more appropriate, for only those activities affected by the  
9 default; and  
10  
11 c. Requiring reimbursement by the Grantee to HUD for grant amounts used improperly.  
12  
13 5. **Grantee Failure to Remedy Default.** Where HUD determines that remedial actions required by  
14 HUD to be taken by the Grantee have not been undertaken as instructed, or will not be effective in  
15 correcting the default and to prevent further default, HUD may take the following additional  
16 corrective and remedial actions under this Agreement:  
17  
18 a. Put a hold on draws from eLOCCS pending HUD manual review and approval of every  
19 drawdown request and permit draws only on a reimbursement basis.  
20  
21 b. Suspend the Grantee's authority to make drawdowns for affected activities for no more  
22 than ninety (90) days pending action to cure the default and to prevent further default by  
23 the Grantee, or pending final remedial action by HUD.  
24  
25 c. Reduce the grant in the amount affected by the default;  
26  
27 d. Terminate the grant and initiate closeout procedures;  
28  
29 e. Take action against the Grantee under 24 CFR Part 24 with respect to future HUD or  
30 Federal grant awards;  
31  
32 f. Require reimbursement by the Grantee to HUD for grant amounts used improperly; and  
33  
34 g. Take any other remedial action legally available.  
35

36 **SUBARTICLE I: GRANT MODIFICATION OR TERMINATION**  
37 **BY AGREEMENT BETWEEN HUD AND GRANTEE**  
38

- 39 1. HUD and the Grantee may mutually agree to modify this agreement as to time, cost, or activity using  
40 form HUD-1044 in whole or in part, at any time.  
41  
42 2. HUD or the Grantee, in accordance with 24 CFR Part 85 (in effect until December 26, 2014) and  
43 replaced by 2 CFR Part 200 (effective December 26, 2014) may mutually agree to terminate the  
44 agreement for convenience, after 30 days advance written notice, if it is in the best interest of any of  
45 the parties. The termination notice must specify the reason for the termination action and the  
46 proposed effective date.  
47  
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## ARTICLE III: GRANTEE PERFORMANCE

## ARTICLE IV: GRANTEE MISREPRESENTATION

The Grantee or any subcontractor to the Grantee bound by this instrument who makes or causes to be made a false statement, claim, or misrepresentation, which the Grantee or entity knows or has reason to know is false, may be imprisoned and/or fined in accordance with civil or criminal penalties and/or fines applicable under law, including Title 18 of the United States Code (U.S.C.), Title 31, et seq. (Program Fraud Civil Remedies Act) and any other applicable provisions of Federal, State or local law.

1 WITNESS WHEREOF, the parties have executed this Grant Agreement by their duly authorized  
2 signatories as of the date signed by both parties.  
3  
4

5 \_\_\_\_\_  
6 Donald Ashton  
7 Executive Director  
8 El Dorado County  
9 Department of Human Services  
10

\_\_\_\_\_  
DATE

11 \_\_\_\_\_  
12 Miguel Correa  
13 Director  
14 Office of Public Housing  
15  
16  
17

\_\_\_\_\_  
DATE



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

September 29, 2014

Mr. Don Ashton  
Executive Director  
El Dorado County Public Housing Authority  
2900 Fairlane Ct. Community Services Division  
Placerville, CA 64801

Dear Mr. Ashton:

The Department of Housing and Urban Development is pleased to inform you that the El Dorado County Public Housing Authority (2014-FSS- 9GPH- CA151) has been selected to receive **\$59402** for the FY 2014 Family Self Sufficiency Program (FSS), to support the following positions:

**Total Renewal FSS Program Coordinator Position(s): 1 Total Amount: \$59402.**

By accepting this award, you assume certain administrative and financial responsibilities, including timely submission of all financial and programmatic reports, resolution of all interim FSS audit findings and consent to reviews. You will also be required to comply with all of the provisions in the FY14 FSS Notice of Funding Availability; including the Affirmatively Furthering Fair Housing requirements (p.13-14). (Tribes/TDHEs are excepted from this requirement.)

Your local HUD Field Office will be contacting you regarding execution of the obligation documents, which include the Grant Agreement and Form HUD-1044, as well as any other requirements you are required to enter into prior to accessing funds from this grant.

Your Field Office will be requesting that your agency sign and return the Grant Agreement within 72 hours of receipt, so please initiate any approvals/board resolutions, etc., that you may need to have in place in order for this expedited grant execution to take place.

Should you have questions concerning this award letter, please contact Andrea Edmond or Lisa M. Smyth, Grant Administrators at (202) 475-8851 or (202) 475-8835 respectively, or Rochelle Katz at (202) 475-4967. Thank you for your interest in HUD and its programs.

Sincerely,

A handwritten signature in black ink, appearing to read "Cedric A. Brown".

Cedric A. Brown  
Director  
Grants Management Center

Enclosure