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STATE OF NEW HAMPSHIRE
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
DIVISION of PARKS and RECREATION
172 Pembroke Road P.O. Box 1856 Concord, New Hampshire 03302-1856
PHONE: (603) 271-3556 FAX: (603) 271-3553 E-MAIL: nhparks@dred.state.nh.us
WEB: www.nhstateparks.org

August 20, 2013

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
and
Her Excellency, Governor Margaret Wood Hassan
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

Retroactive

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, authorize the Department of Resources and Economic Development, Division of Parks and Recreation, Bureau of Historic Sites to **RETROACTIVELY** budget and expend an Economic Development Initiative-Special Project (EDI-SP) grant #B-08-SP-NH-0658 from the US Department of Housing and Urban Development (HUD) in the amount of \$205,800 for restoration work at the Robert Frost Farm in Derry, NH upon Fiscal Committee and Governor and Executive Council approval from July 1, 2013 through June 30, 2015. The original request was approved by the Fiscal Committee on January 20, 2012, FIS #12-027, and by the Governor and Executive Council on January 25, 2012, Item #38. 100% Federal Funds

Funding to be budgeted in account titled, Congress Consolidated Appropriations Act, 2008, as follows with authority to adjust encumbrances and appropriations between each of the State fiscal years through the Budget Office if needed and justified.

03-35-35-350010-90860000 Congress Consolidated Appropriations Act, 2008

		2014	2015
		Requested	Requested
		<u>Budget</u>	<u>Budget</u>
000-407994	Federal Funds	(130,206)	(75,594)
040-500800	Indirect Costs	5,934	3,903
041-500801	Audit Fund Set Aside	124	82
103-500736	Contracts for Op Services	124,148	71,609
	Total:	130,206	75,594

EXPLANATION

The Grant Agreement and the HUD 1044 Assistance Award/Amendment form was signed by HUD in mid-June 2010 and, based upon the grant award instructions, is to be considered the effective date of the grant award with a deadline for expenditure within 5 years. At that time however a request to budget the funding in FY 2011 was delayed by the Department due to being unable to provide the appropriate project oversight. In January 2012, approval was received from the Fiscal Committee and Governor and Executive Council based on the Department's expectation that the restoration work could be completed by June 30, 2013. Unfortunately, the Department was once again unable to complete the work and must

request approval to budget the funding under FY 2014 and FY 2015 in order to fulfill the requirements of the grant award prior to the funding being lost to the Department completely.

The EDI-SP grant is to provide restoration work at the Robert Frost Farm which includes: repairs to the stone foundation of the ell and barn; adding low tech environmental controls to the current heating plant at the main house; custom building and installing period wooden and ultra-violet protective storm windows for the entire house; bringing the electrical system up to code in the main house; repairs to the plastered walls and ceilings throughout the main house; improvements to the sites bathroom facilities; and painting (inside and outside) of the house, ell and barn.

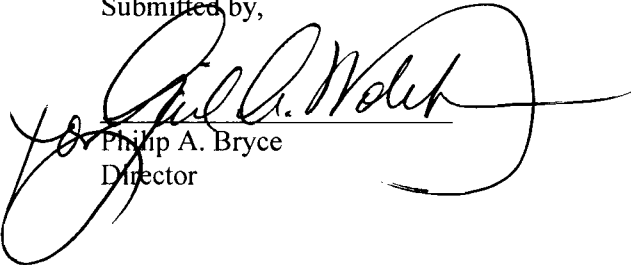
The following appropriations are being requested for Fiscal Year 2014 and 2015:

Class 040 – Indirect Costs - \$9,837, amount needed to cover the indirect cost rate (4.78%);
Class 041 – Audit Fund Set Aside - \$206, amount needed to cover the audit fund set aside percentage (.001); and
Class 103 - Contracts for Op Services – \$195,757, amount needed to enter into contracts for restoration work as described above.

With fiscal year-end closing and a new budget enacted, the Department overlooked the need to secure approval to extend this funding. Consequently retroactive approval is requested to correct this oversight.

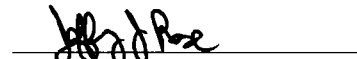
In the event that Federal Funds are no longer available, General Funds will not be requested to continue support of this program.

Submitted by,



Philip A. Bryce
Director

Concurred,



Jeffrey J. Rose
Commissioner

State of New Hampshire
Department of Resources and Economic Development
Bureau of Historic Sites

FISCAL SITUATION

03-35-35-350010-90860000
Congress Consolidated Appropriations Act, 2008

Budget Request for FY 2014	\$130,206
Budget Request for FY 2015	\$75,594
<hr/> Total EDI-SP Grant Appropriation	<hr/> \$205,800

APPROVED - 12-11-11
b+c Item # 38 1/25/12



STATE OF NEW HAMPSHIRE
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
OFFICE of the COMMISSIONER

172 Pembroke Road P.O. Box 1856 Concord, New Hampshire 03302-1856

GEORGE M. BALD
Commissioner

603-271-2411
FAX: 603-271-2629
george.bald@dred.state.nh.us

December 29, 2011

Representative Ken Weyler, Chairman
Fiscal Committee of the General Court
and
His Excellency, Governor John H. Lynch
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, authorize the Department of Resources and Economic Development, Division of Parks and Recreation, Bureau of Historic Sites to accept and expend an Economic Development Initiative-Special Project (EDI-SP) grant #B-08-SP-NH-0658 from the US Department of Housing and Urban Development (HUD) in the amount of \$205,800 for restoration work at the Robert Frost Farm in Derry, NH upon Fiscal Committee and Governor and Executive Council approval through June 30, 2013. 100% Federal Funds

Funding to be budgeted in account titled, Congress Consolidated Appropriations Act, 2008, as follows with authority to adjust encumbrances and appropriations between each of the State fiscal years through the Budget Office if needed and justified.

03-35-35-350010-90860000 Congress Consolidated Appropriations Act, 2008

		2012	2013
		Requested	Requested
		<u>Budget</u>	<u>Budget</u>
000-407994	Federal Funds	(56,080)	(149,720)
020-500249	Current Expenses	1,000	1,000
040-500800	Indirect Costs	6,030	7,204
041-500801	Audit Fund Set Aside	50	150
103-500736	Contracts for Op Services	49,000	141,366
	Total:	56,080	149,720

EXPLANATION

The Grant Agreement and the HUD 1044 Assistance Award/Amendment form was signed by HUD in mid-June 2010 and, based upon the grant award instructions, is to be considered the effective date of the grant award with a deadline for obligation within the first 3 years and for expenditure within 5 years. At that time however a request to budget the funding for FY 2011 was delayed by the Department due to being unable to provide the appropriate project oversight. We are now prepared to move forward in order to fulfill the requirements of the grant award prior to the deadlines.

The EDI-SP grant is to provide restoration work at the Robert Frost Farm which includes: repairs to the stone foundation of the ell and barn; adding low tech environmental controls to the current heating plant

at the main house; custom building and installing period wooden and ultra-violet protective storm windows for the entire house; bringing the electrical system up to code in the main house; repairs to the plastered walls and ceilings throughout the main house; improvements to the sites bathroom facilities; and painting (inside and outside) of the house, ell and barn.

The following appropriations are being requested for Fiscal Year 2012 and 2013:

Class 020 – Current Expenses - \$2,000, amount needed for miscellaneous expenses;

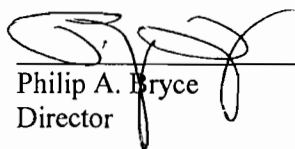
Class 040 – Indirect Costs - \$13,234, amount needed to cover the indirect cost rate;

Class 041 – Audit Fund Set Aside - \$200, amount needed to cover the audit fund set aside percentage (.001); and

Class 103 - Contracts for Op Services – \$190,366, amount needed to enter into contracts for restoration work as described above.

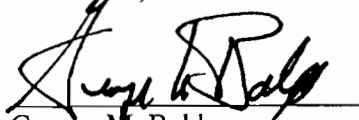
In the event that Federal Funds are no longer available, General Funds will not be requested to continue support of this program.

Submitted by,



Philip A. Bryce
Director

Concurred,



George M. Bald
Commissioner

State of New Hampshire
Department of Resources and Economic Development
Bureau of Historic Sites

FISCAL SITUATION

03-35-35-350010-90860000
Congress Consolidated Appropriations Act, 2008

Budget Request for FY 2012	\$56,080
Budget Request for FY 2013	\$149,720
<hr/> Total EDI-SP Grant Appropriation	<hr/> \$205,800

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-08-SP-NH-0658	4. Amendment Number	5. Effective Date of this Action	6. Control Number																		
7. Name and Address of Recipient New Hampshire Division of Parks and Recreation 172 Pembroke Road Concord, NH 03302-1856 EIN: 02-6000618		8. HUD Administering Office CPD, EDI Special Project Division 451 7th Street, SW, Rm 7146 Washington, DC 20410-7000																			
10. Recipient Project Manager Benjamin Holmes Wilson		9. HUD Government Technical Representative Katressa L. Garner 202-402-4701																			
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																			
14. Assistance Amount		15. HUD Accounting and Appropriation Data																			
<table border="1"> <tr><td>Previous HUD Amount</td><td></td></tr> <tr><td>HUD Amount this Action</td><td>\$205,800.00</td></tr> <tr><td>Total HUD Amount</td><td>\$205,800.00</td></tr> <tr><td>Recipient Amount</td><td></td></tr> <tr><td>Total Instrument Amount</td><td>\$205,800.00</td></tr> </table>		Previous HUD Amount		HUD Amount this Action	\$205,800.00	Total HUD Amount	\$205,800.00	Recipient Amount		Total Instrument Amount	\$205,800.00	<table border="1"> <tr> <td>15a. Appropriation Number</td> <td>15b. Reservation Number EID 08</td> </tr> <tr> <td>Amount Previously Obligated</td> <td></td> </tr> <tr> <td>Obligation by this Action</td> <td>\$205,800.00</td> </tr> <tr> <td>Total Obligation</td> <td>\$205,800.00</td> </tr> </table>		15a. Appropriation Number	15b. Reservation Number EID 08	Amount Previously Obligated		Obligation by this Action	\$205,800.00	Total Obligation	\$205,800.00
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Total Obligation	\$205,800.00																				

16. Description
Robert Frost Farm, Derry, New Hampshire, for reconstruction

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

Special Conditions:

Please contact Theresa Fretwell - HUD Area Environmental Officer at 212-264-2885, Therese_J._Fretwell@hud.gov concerning environmental review. NO FUNDS may be committed to the project or drawn down prior to environmental release of funds approval.

7. <input checked="" 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.	
9. Recipient (By Name): George M. Bald		20. HUD (By Name): Robert Duncan	
Signature & Title: Commissioner <i>George M. Bald</i>		Signature and Title: ADAS for Economic Development <i>Robert Duncan</i>	
Date: <i>5/7/10</i>		Date: <i>6/18/2010</i>	

form HUD-1044 (8/90)
Ref. Handbook 2210.

*5/2/10 - original Diana Sen Offici
cc'd Ben Wilson*

FY 2008 EDI-SPECIAL PROJECT NO. B-08-SP-NH-0658

GRANT AGREEMENT

This Grant Agreement between the Department of Housing and Urban Development (HUD) and New Hampshire Division of Parks and Recreation (the Grantee) is made pursuant to the authority of Public Law 110-161 (Consolidated Appropriations Act, 2008) and a listing of certain specific Economic Development Initiative Special Projects specified in the Congressional Record of December 17, 2007. The amount shown below is 98.00% of the amount specified in the Congressional Record of December 17, 2007, because of a 2.00% reduction mandated by the Act. The Grantee's application, as may be amended by the provisions of this Grant Agreement, is hereby incorporated into this Agreement.

In reliance upon and in consideration of the mutual representations and obligations hereunder, HUD and the Grantee agree as follows:

Subject to the provisions of the Grant Agreement, HUD will make grant funds in the amount of \$205,800 available to the Grantee.

The Grantee agrees to abide by the following:

ARTICLE I. HUD Requirements.

The Grantee agrees to comply with the following requirements for which HUD has enforcement responsibility.

A. The grant funds will only be used for activities described in the application, which is incorporated by reference and made part of this Agreement as may be modified by Article VII (A) of this Grant Agreement.

B. EQUAL OPPORTUNITY REQUIREMENTS

The grant funds must be made available in accordance with the following:

1. For projects involving housing, the requirements of the Fair Housing Act (42 U.S.C. 3601-20) and implementing regulations at 24 CFR Part 100; Executive Order 11063 (Equal Opportunity in Housing) and implementing regulations at 24 CFR Part 107.
2. The requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) (Nondiscrimination in Federally Assisted Programs) and implementing regulations issued at 24 CFR Part 1.
3. The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at 24 CFR Part 146, and the prohibitions against discrimination against handicapped individuals under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8.

4. The requirements of 24 CFR 5.105(a) regarding equal opportunity as well as the requirements of Executive Order 11246 (Equal Employment Opportunity) and the implementing regulations issued at 41 CFR Chapter 60.
5. For those grants funding construction covered by 24 CFR 135, the requirements of section 3 of the Housing and Urban Development Act of 1968, (12 U.S.C. 1701u) which requires that economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, be given to low- and very low-income persons and to businesses that provide economic opportunities for these persons.
6. The requirements of Executive Orders 11625 and 12432 (concerning Minority Business Enterprise), and 12138 concerning Women's Business Enterprise). Consistent with HUD's responsibilities under these Orders, the Grantee must make efforts to encourage the use of minority and women's business enterprises in connection with grant funded activities. See 24 CFR Part 85.36(e), which describes actions to be taken by the Grantee to assure that minority business enterprises and women business enterprises are used when possible in the procurement of property and services.
7. Where applicable, Grantee shall maintain records of its efforts to comply with the requirements cited in Paragraphs 5 and 6 above.

C. ENVIRONMENTAL REVIEW REQUIREMENTS.

1. If the Grantee is a unit of general local government, a State, an Indian Tribe, or an Alaskan Native Village, the Grantee agrees to assume all of the responsibilities for environmental review and decision-making and actions, as specified and required in regulations issued by the Secretary pursuant to the Multifamily Housing Property Disposition Reform Act of 1994 and published in 24 CFR Part 58.
2. If the Grantee is a housing authority, redevelopment agency, academic institution, hospital, or other non-profit organization, the Grantee shall request the unit of general local government, Indian Tribe, or Alaskan Native Village, within which the project is located and which exercises land use responsibility, to assume all of the responsibilities for environmental review and decision-making as specified in paragraph C.1 above, and the Grantee shall carry out all of the responsibilities of a recipient under 24 CFR Part 58.

- D. Administrative requirements of OMB Circular A-133 "Audits of States, Local governments and Non-Profit Organizations."
- E. For State and Local Governments, the Administrative requirements of 24 CFR Part 85, including the procurement requirements of 24 CFR Part 85.36, and the requirements of OMB Circular A-87 regarding Cost Principles for State and Local Governments. For Non-Profits, the Administrative requirements of 24 CFR Part 84, including the procurement requirements of 24 CFR Part 84.40, and OMB Circular A-122 regarding Cost Principles for Non-Profit Institutions. For Institutions of Higher Education the applicable OMB Circular regarding Cost Principles is A-21.
- F. The regulations at 24 CFR Part 87, related to lobbying, including the requirement that the Grantee obtain certifications and disclosures from all covered persons.
- G. The regulations at 24 CFR Part 21, regarding requirements for Drug- Free Workplace.
- H. The Uniform Relocation Act as implemented by regulations at 49 CFR Part 24.
- I. The Grantee will comply with all accessibility requirements under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8, where applicable.
- J. The regulations at 24 CFR Part 35, where applicable, regarding Lead-Based Paint Poisoning Prevention in Certain Residential Structures.
- K. The regulations at 24 CFR Part 5.109, where applicable, regarding Equal Participation of Religious Organizations in HUD Programs and Activities.

ARTICLE II. Conditions Precedent to Draw Down.

The Grantee may not draw down grant funds until the following actions have taken place:

- A. The Grantee has received and approved any certifications and disclosures required by 24 CFR 87.100 concerning lobbying.
- B. Any other conditions listed in Article VII (C) of this Grant Agreement.

ARTICLE III. Draw Downs.

- A. A request by the Grantee to draw down grant funds under the Voice Response Access system or any other payment system constitutes a representation by the Grantee that it and all participating parties are complying with the terms of this Grant Agreement.

- B. The Grantee will be paid on an advance basis provided that the Grantee minimizes the time elapsing between transfer of the grant funds and disbursement for project purposes and otherwise follows the requirements of 24 CFR Part 85 or Part 84 and Treasury Circular 1075 (31 CFR Part 205).
- C. Before the Grant Agreement is signed, the Grantee may incur cost for activities which are exempt from environmental review under 24 CFR Part 58 and may charge the costs to the grant.

ARTICLE IV. Progress Reports.

- A. The Grantee shall submit to the Grant Officer a progress report every six months after the effective date of the Grant Agreement. Progress reports shall consist of (1) a narrative of work accomplished during the reporting period and (2) a completed Financial Status Report - Form 269 A.

HUD may require additional information or increased frequency of reporting as described in Article VII (C).

- B. The performance reports must contain the information required under 24 CFR Part 85.40(b) (2) or 24 CFR Part 84.51(a), as applicable including a comparison of actual accomplishment to the objectives indicated in the approved application, the reasons for slippage if established objectives were not met, and additional pertinent information including explanation of significant cost overruns.
- C. No grant drawdowns will be approved for projects with overdue progress reports.

ARTICLE V. Project Close-out.

- A. The grantee shall submit to the Grant Officer a written request to close-out the grant 30 days after the grantee has drawn down all funds and completed the activities described in the application, as may be amended. The final report shall consist of (1) a narrative of all work accomplished during the project period and (2) a completed Financial Status Report - Form 269 A covering the entire project period.

HUD will then send the Close-out Agreement and Close-out Certification to the Grantee. At HUD's option, the Grantee may delay initiation of project close-out until the resolution of any HUD monitoring findings. If HUD exercises this option the Grantee must promptly resolve the findings.

- B. The Grantee recognizes that the close-out process may entail a review by HUD to determine compliance with the Grant Agreement by the Grantee and all participating parties. The Grantee agrees to cooperate with any review in any way possible, including making available records requested by HUD and the project for on-site HUD inspection.

C. The Grantee shall provide to HUD the following documentation:

1. A Certification of Project Completion.
2. A Grant Close-out Agreement.
3. A final financial report giving the amount and types of project costs charged to the grant (that meet the allowability and allocability requirements of OMB Circular A-122, A-87 or A-21 as applicable, including the “necessary and reasonable” standard); a certification of the costs; and the amounts and sources of other project funds.
4. A final performance report providing a comparison of actual accomplishments with each of the project commitments and objectives in the approved application, the reasons for slippage if established objectives were not met and additional pertinent information including explanation of significant cost overruns.

D. The Grantee agrees that the grant funds are allowable only to the extent that the project costs, meeting the standard of OMB Circular A-122, A-87 or A-21 as applicable, equal the grant amount plus other sources of project funds provided.

E. When HUD has determined that the grant funds are allowable, the activities were completed as described by the Grant Agreement, and all Federal requirements were satisfied, HUD and the Grantee will sign the Close-out Agreement and Close-out Certificate.

F. The Close-out Agreement will include the Grantee’s Agreement to abide by any continuing federal requirements.

ARTICLE VI. Default.

A default under this Grant 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 the Agreement, any other material breach of this Agreement, or any material misrepresentation in the application submissions.

ARTICLE VII. Additional Provisions.

A. Project Description. The project is as described in the application with the following changes:

B. Changes or Clarification to the Application Related to Participating Parties:
The Administrative Agent if any:

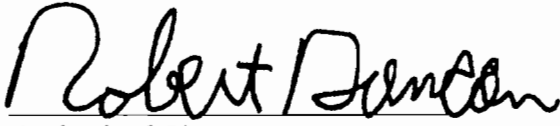
C. Special Conditions:

The Consolidated Appropriations Act, 2008 provides that no funds made available under the Act may be used to support any Federal, State or local projects that seek to use the power of eminent domain, unless eminent domain is employed only for a public use. For purposes of this provision, public use shall not be construed to include economic development that primarily benefits private entities.

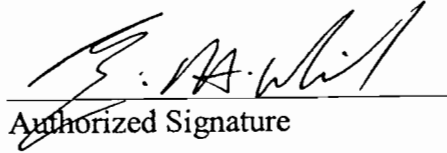
U.S. Department of Housing
and Urban Development

New Hampshire Division of Parks
and Recreation

Mr. Benjamin Holmes Wilson



Authorized Signature



Authorized Signature

Robert Duncan

Associate Deputy Assistant Secretary
for Economic Development

Benjamin H. Wilson
Title Bureau of Historic sites

6/18/2010

Date

6.2.10

Date



**U.S. Department of Housing and Urban Development
Community Planning and Development
Congressional Grants Division
Economic Development Initiative-Special Projects Grants**

GRANT AWARD INSTRUCTIONS

Congratulations on the award of your Economic Development Initiative-Special Project (EDI-SP) grant. The Department of Housing and Urban Development (HUD) looks forward to working with you on your project.

This document provides all of the instructions you will need to receive and access your EDI-SP grant funds. The EDI-SP grant funds will be wire transferred directly from the U.S. Department of Treasury into your bank account on an as needed basis. HUD suggests that you carefully review all of the instructions in this document and distribute these instructions to all staff that will access your organization's EDI-SP grant funds. HUD's Congressional Grants Division (CGD) in Washington, D.C. administers your EDI-SP grant. All correspondence regarding this grant, except where instructed, should be sent to the CGD at the following address:

**U.S. Department of Housing and Urban Development
Community Planning and Development
Congressional Grants Division
451 Seventh Street, SW, Room 7146
Washington, D.C. 20410**

The telephone number for the Congressional Grants Division is (202) 708-3773. This is not a toll-free call. Please ask to speak to the Grant Officer assigned to your state when calling the CGD and be prepared to provide your EDI-SP grant number.

You can find additional forms and instructions on the Congressional Grants Division webpage at: <http://www.hud.gov/offices/cpd/economicdevelopment/programs/congressional>.

Enclosed with this document are the forms you will need to set up your EDI-SP grant account. These forms include:

1. Line of Credit Control System (LOCCS) Voice Response Access Authorization Form (HUD-27054).
2. Direct Deposit Sign-up Form (SF-1199A).
3. Request Voucher for Grant Payment (HUD-27053).
4. Federal Financial Report (SF-425).
5. Change of Address Request (HUD-27056).

I). FREQUENTLY ASKED QUESTIONS ABOUT EDI-SP GRANTS

1. WHAT DOCUMENTS ARE REQUIRED TO ACCESS EDI-SP GRANT FUNDS?

ANSWER: Once you have submitted your application and received approval of the grant from HUD, you will receive an approval package consisting of grant agreements, assistance/award forms, a direct deposit sign up form and a LOCCS Access Authorization form. The grant agreements and assistance award forms must be signed, dated and returned to the Congressional Grants Division, along with the direct deposit sign-up form and a cancelled or voided check that indicates your bank's ABA number. The LOCCS Access Authorization form must be completed and returned to the Washington, DC address at the top of the form. Further detailed instructions for accessing the Line of Credit Control System (LOCCS) are provided in Section II.

2. WHAT ARE THE ENVIRONMENTAL REVIEW REQUIREMENTS FOR THIS GRANT AND WHEN SHOULD AN APPLICANT BEGIN THE ENVIRONMENTAL REVIEW PROCESS?

ANSWER: An environmental review of the project associated with the grant must be completed before grant funds are committed or disbursed to the project. HUD cannot make funds available for activities that were undertaken prior to the environmental review and which would have required a review. Applicants are advised to begin the environmental review process as soon as possible. Ideally, the environmental review should occur while the application is under review by HUD. Your local HUD field office can provide more information about the required environmental review process. The HUD environmental officer for your grant can be also identified on the Division's web site at:

www.hud.gov/offices/cpd/economicdevelopment/programs/congressional.

3. WHAT IS THE PROCEDURE FOR A GRANTEE TO MAKE CHANGES TO THE APPROVED PROJECT, BUDGET AND/OR TIME LINE?

ANSWER: The applicant must submit a letter requesting revisions to the project, budget, and/or timeline for the project along with a justification for the proposed changes. Amendments to previously approved projects may also require a revision of the environmental review for the amended project.

4. IF A GRANTEE OR PROJECT IS AWARDED MORE THAN ONE EDI-SPECIAL PROJECT GRANT, CAN THE GRANT FUNDS BE COMBINED?

ANSWER: No. Each EDI-SP grant is a separate project and is processed separately.

5. WHAT IS THE START OR “EFFECTIVE” DATE OF THE GRANT?

ANSWER: The start or “effective” date for the EDI-SP grant is the date that HUD signs the Grant Agreement and the HUD 1044 Assistance Award/Amendment form.

6. WHAT IS THE ENDING DATE?

ANSWER: Most EDI-SP grants funds must be “obligated”, (i.e. under contract), within the first three fiscal years of the appropriation (e.g., FY2009 grants must be obligated or under contract by the end of FY2011). Additionally, most EDI-SP grants funds must be expended within five years of the deadline for obligation (e.g. FY2009 grant funds remain available for expenditure until the end of FY2016). Please note that a fiscal year begins on October 1st of the previous calendar year and should be calculated accordingly (e.g. FY2009 begins on October 1, 2008 and ends on September 31, 2009). Any unobligated or unexpended grant funds that remain at the end of the deadlines are returned to the U.S. Department of Treasury. Both the obligation and expenditure deadlines are established by law and cannot be waived or extended by HUD.

7. ARE THERE REPORTING REQUIREMENTS FOR THIS GRANT?

ANSWER: Yes. Progress Reports are due on a semi-annual basis. They should be sent to the attention of the Grant Officer listed in Block 9 of the HUD Form 1044 “Assistance Award Amendment” and submitted to the following address:

U.S. Department of Housing and Urban Development
Community Planning and Development
Congressional Grants Division
451 7th Street, SW, Room 7146
Washington, D.C. 20410

You will be sent a reminder letter 30 days in advance of the Progress Report’s due date. The report must consist of: 1) a narrative on the project’s progress for the reporting time period; 2) a completed Standard Form 425 “Federal Financial Report” if funds have been expended during the reporting period and; 3) copies of HUD form 20753 “LOCCS VRS Request Voucher for Grant Payment”, if you have drawn down funds from the LOCCS during the reporting time period.

8. IS A PROGRESS REPORT REQUIRED IF NO ACTIVITY HAS TAKEN PLACE ON THE GRANT?

ANSWER: Yes. The grantee should inform HUD in a narrative that no activity has taken place on the proposed activities and that no grant funds have been drawn down.