

**From:** [Lopez, Larry M](#)  
**To:** [Robin Ford](#); [James Haynes](#)  
**Subject:** Transmittal of FY2023 CoC Renewal Grant Agreement - City of Ocala FL1027L4H142300  
**Date:** Wednesday, June 12, 2024 6:11:58 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[City of Ocala FL1027L4H142300.pdf](#)

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**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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 renewal grants as expeditiously as possible. This transmittal includes important instructions for processing your grant agreement and additional information regarding the administration of CoC program funds.

**Attached is the CoC grant agreement, which includes your renewal grants for 2023.** 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 agreement in accordance with the instructions provided and once executed, **email a PDF** of the grant agreement to [Larry.M.Lopez@hud.gov](mailto:Larry.M.Lopez@hud.gov). Please retain a copy for your records.

### **Important Instructions**

**The signatory to the agreement must match the approving official in *e-snaps*.** Our office cannot process any grants with discrepancies. This is found in each grantee's Applicant Profile in *e-snaps*.

**Financial Information** is only required if your organization has made staffing or banking changes. Please ensure that the appropriate staff have eLOCCs access. The Financial Instructions (eLOCCS and Secure System) are referenced in the links below for your use. Please complete these forms, only as needed, and submit them to our Office for processing. All eLOCCS guides and forms are available here: [eLOCCS Quick Reference Guide | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)

**Funds may only be drawn down after full execution of the grant agreement, after the expiration of the prior grant's period of performance and the start of the renewal grant's period of performance.**

**Your UNIQUE ENTITY IDENTIFIER (UEI) NUMBER (formerly DUNS) must be active in SAMS.** Currently, the system shows that **your UEI is active**. It is your responsibility to ensure your UEI status remains active for all of your grants, regardless of the operating start date. [SAM.gov | Home](#)

### **Administering CoC Program Funds: Additional Information and Reminders—**

**FY2023 CoC NOFO:** Your 2023 CoC funds must be administered in accordance with the FY2023 CoC NOFO, available [FR-6700-N-25\\_NOFO\\_2023-08-07.pdf \(hud.gov\)](#), and the issues and

conditions contained in the grant agreement.

**Definition of “Homelessness” and Recordkeeping Requirements:** A helpful summary of the CoC Criteria for Defining Homelessness and the corresponding Recordkeeping Requirements is available here: [At a Glance\\_Criteria and Recordkeeping Requirements for Definition of Homeless \(hudexchange.info\)](#)

**Annual Performance Reporting (APR):** Recipients of CoC funding required to submit an Annual Performance Report (APR) electronically to HUD every operating year in the in the Sage HMIS Reporting Repository. Final eLOCCS voucher requests and the final APR submission through Sage is due no later than 90 days after the period of performance end date. To assist you with this reporting, please take note of the following resources:

- [Sage CoC APR Guidebook for CoC Grant-Funded Programs - HUD Exchange](#)
- [Sage HMIS Reporting Repository User Manual - HUD Exchange](#)
- Additional guides, tools, and training is available at: [CoC APR Submission Guidance - HUD Exchange](#)

**Match:** Recipients of new and renewal CoC Program grants must adhere to [eCFR :: 24 CFR 578.73 -- Matching requirements](#), and [eCFR :: 2 CFR 200.306 -- Cost sharing or matching](#). Recipients must match the total grant, except leasing, with no less than 25 percent cash or in-kind contributions from other sources and match must be used for the eligible CoC Program costs outlined in Subpart D of the CoC Program interim rule. [24 CFR § 578.97 - Program income. | Electronic Code of Federal Regulations \(e-CFR\) | US Law | LII / Legal Information Institute \(cornell.edu\)](#) provides that rents and occupancy charges collected by the recipient or subrecipient from program participants are program income. The 2023 Consolidated Appropriations Act permits CoC Program 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 [Congress.gov | Library of Congress](#)

**Build America, Buy America:** The Build America, Buy America (BABA) Act requires any public infrastructure project funded by any Federal Financial Assistance (FFA) apply a domestic content procurement preference, meaning that all iron, steel, manufactured products, and construction materials used in the infrastructure project have been produced in the United States, unless the awarding agency has issued a waiver of this requirement. This is called the “Buy America Preference” (BAP). For more information, including whether the BAP applies to your project, please consult [2023-12cpdn \(hud.gov\)](#) or any superseding notice.

**Preventing Waste, Fraud, and Abuse and Whistleblower Protections:** Please be reminded to comply with HUD’s waste, fraud, and abuse requirements, including whistleblower protections. More information, or to access the portals to report waste, fraud, or abuse or to make a retaliation complaint, is available on the HUD Office of Inspector General website [Federal Employee Or Applicant Protections | Office of Inspector General, Department of Housing and Urban Development \(hudoig.gov\)](#). The Government Accountability Office (GAO) also maintains an Anti-fraud Resource page, with resources for understanding, combatting, and reporting federal fraud, [Federal Employee Or Applicant Protections | Office of Inspector General, Department of Housing and Urban Development \(hudoig.gov\)](#). Please ensure that this information is available to your employees and applicants.

**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 reporting 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 the FFATA Act requirements, and the reporting tool, can be found on the FSRS website, at [www.fsrs.gov](http://www.fsrs.gov).

**Environmental Review:** Activities under the CoC program are subject to environmental review by a responsible entity under HUD regulations at 24 CFR part 58. Environmental reviews for an activity may be completed after the award but must be completed prior to the execution of the grant agreement if an environmental review for that particular activity has not been completed within 5 years. HUD recommends a new environmental review is conducted every five years or sooner if/when environmental conditions change or there is a change to the project. These one-page resources provide step-by-step instructions for determining the level of environmental review required and links to all the required forms:

- Part 58 Environmental Review Flowchart: [CoC Program Environmental Review Flow Chart \(hudexchange.info\)](#)
- Part 50 Environmental Review Flowchart: [CoC Program Environmental Review Part 50 Flow Chart \(hudexchange.info\)](#)

HUD has published a series of FAQs relating to environmental review requirements. To access these resources, please follow the link below and select "Environmental Review" from the Topics section: [CoC FAQs - HUD Exchange](#). We also encourage you to visit the CoC Program Environmental Review Resources page [CoC Program Environmental Review Resources - HUD Exchange](#) and the Office of Environment and Energy (OEE) webpage [Environment and Energy | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#).

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 or need further information or assistance, please contact Larry Lopez, Sr. CPD Representative at (904) 208-6008 or [Larry.M.Lopez@hud.com](mailto:Larry.M.Lopez@hud.com).



*Larry M. Lopez*

Sr. CPD Representative

Community Planning & Development (CPD) ■ 

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[HUD Exchange](#): Resources and assistance to support HUD's community partners