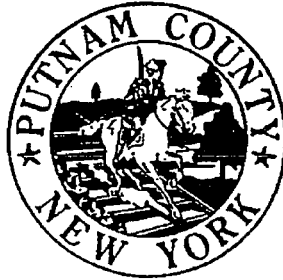


# THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue  
Carmel, New York 10512  
Phone (845) 808-1020 • Fax (845) 808-1933  
putcoleg@putnamcountyny.gov

Daniel G. Birmingham *Chairman*  
William Gouldman *Deputy Chair*  
Diane Trabulsy *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Jake D'Angelo	Dist. 5
Thomas Regan Jr.	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

## **AGENDA PHYSICAL SERVICES COMMITTEE TO BE HELD IN ROOM #318 PUTNAM COUNTY OFFICE BUILDING CARMEL, NEW YORK 10512**

**Members: Chairman Gouldman and Legislators Regan & Sayegh**

**Tuesday                                      6:00pm                                      February 10, 2026**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Discussion – Constituent Inquiry – ADA Accessibility at County Facilities**
- 4. Approval – Budgetary Amendment 26A007 – Planning Dept. – Pavement Management Program Utilizing Federal UPWP (Unified Planning Work Program) Data Management Funds**
- 5. Approval – Budgetary Amendment 26A008 – Planning Dept. – Sidewalk Construction Federal HUD Grant Award**
- 6. Approval – Lease Renewal – Nelsonville Substation at 276 Main Street, Nelsonville**
- 7. Approval – SEQRA – Negative Declaration – Tilly Foster Farm Conservation Easement Amendment – Town of Southeast – Planning Dept.**
- 8. Approval – SEQRA Determination – Negative Declaration – Donald B. Smith Campus Site Improvements – Planning Dept.**
- 9. Approval – Directing Prospective Cancellation of Taxes on Certain Parcels**
- 10. Approval – Local Law to Amend Chapter 25, Article IV Entitled “Veterans Memorial Park Advisory Board”**
- 11. Other Business**
- 12. Adjournment**

# THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue  
Carmel, New York 10512  
Phone (845) 808-1020 • Fax (845) 808-1933  
putcoleg@putnamcountyny.gov

#3

Daniel G. Birmingham *Chairman*  
William Gouldman *Deputy Chair*  
Diane Trubulsky *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Jake D'Angelo	Dist. 5
Thomas Regan Jr.	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

## MEMORANDUM

**DATE:** February 2, 2026

**TO:** Kevin Byrne  
Putnam County Executive

**CC:** Thomas Feighery  
Commissioner, DPW

**FROM:** William Gouldman  
Chairman, Physical Services Committee

**RE:** Constituent Inquiry – ADA Accessibility at Tilly's Table

A handwritten signature in black ink, reading "William Gouldman".

In January I received the attached email from Kara Steffensen regarding ADA accessibility at Tilly's Table. Ms. Steffensen is interested in the possibility of having a permanent ramp installed at Tilly's Table.

As Chairman of the Physical Services Committee, I will be including this as a discussion item on the Tuesday, February 10, 2026 meeting. Respectfully, I request Commissioner of the Department of Public Works Thomas Feighery attend said meeting to provide professional insight into this matter.

Thank you for your attention to this request.

## Edward Gordon

---

**From:** Kara Steffensen  
**Sent:** Monday, January 12, 2026 9:44 AM  
**To:** Putnam Co Legislature  
**Subject:** Feb 3 agenda

[You don't often get email from <https://aka.ms/LearnAboutSenderIdentification> ] .. Learn why this is important at

### PUTNAM COUNTY NOTICE

THIS EMAIL IS FROM AN EXTERNAL SENDER! DO NOT click links, DO NOT open attachments, DO NOT forward if you were not expecting this email or if it seems suspicious in any way! REMEMBER: NEVER provide your user ID or password to anyone for any reason!

Good morning.

I am looking to see how I can get on the agenda for the Feb 3rd county meeting.

I would like to discuss ADA access at Tilly's Table.

I had an event there and after being assured it was accessible and my friend arriving coming to find out the lift was broken and not able to be repaired in a timely fashion.

I would like to discuss the possibility of adding a ramp to Tilly's to make sure it is accessible to ALL (everyone can use a ramp).

I asked Tilly's for the contact person in the county offices and was told they would contact me. I am still waiting; 6 weeks later.

Please let me know how to proceed with getting this in front of the county at your monthly meeting to discuss and hopefully make some progress on this.

Regards,  
Kara Steffensen

WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



CC: Phil  
Audit  
Reso  
KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

#4

DEPARTMENT OF FINANCE

MEMORANDUM

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance  
Re: Budgetary Amendment - 26A007  
Date: February 2, 2026

*WJC*

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2026 FEB - 2 PM 1:19

At the request of the Commissioner of Planning, the following budgetary amendment is required.

**Increase Estimated Appropriations:**

55997000 53000 52308	UPWP - Pavement Management Program	32,175
----------------------	------------------------------------	--------

**Increase Estimated Revenues:**

55997000 449895 52308	Fed Aid - UPWP - Data Management Prog	32,175
-----------------------	---------------------------------------	--------

Fiscal Impact - 2026 - \$ 0

Fiscal Impact - 2027 - \$ 0

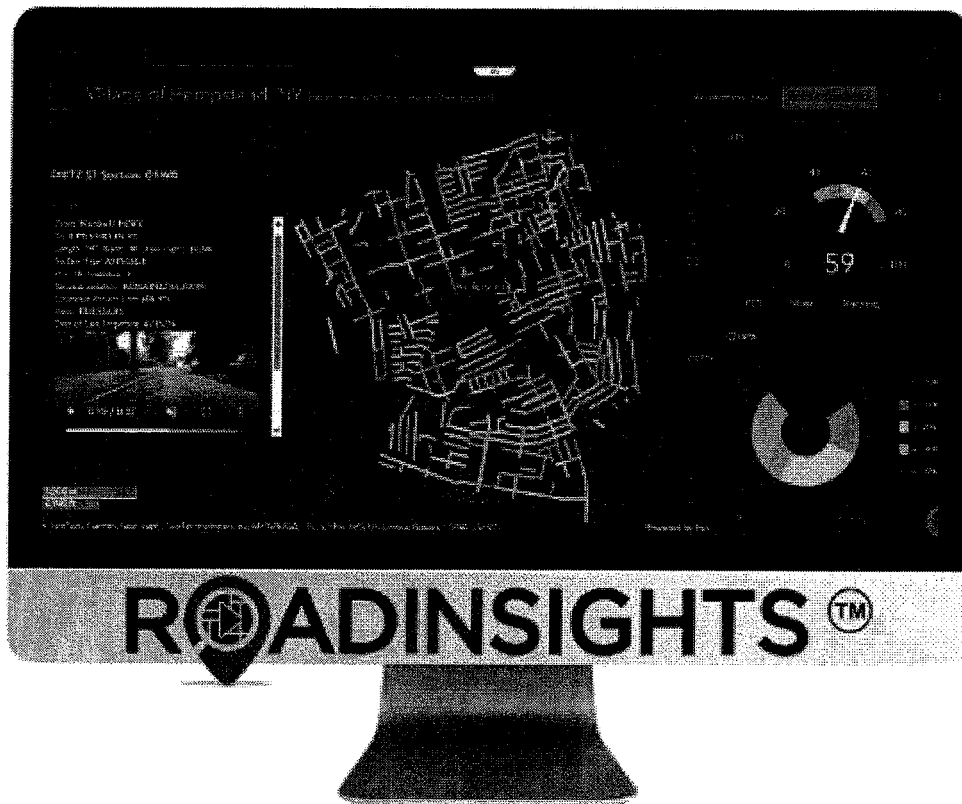
This Resolution is required to fund a pavement management program (as per the attached proposal) utilizing Federal UPWP Data Management funds. Please forward to the appropriate committee.

Approved : \_\_\_\_\_  
Kevin M, Byrne, County Executive

# YOUR PAVEMENT MANAGEMENT PROPOSAL

**PREPARED: Friday, January 23, 2026**

**FOR: Putnam County, NY**



Mr. Thomas Feighery  
County Commissioner of Public Works  
Putnam County, NY  
40 Gleneida Avenue  
Carmel, NY 10512

Dear Commissioner Feighery:

The following, all-inclusive proposal and managed services agreement from Pavement Management Group will provide Putnam County, NY with a turn-key pavement management program for the estimated 117-centerline mile roadway network. The project scope and pricing reflects the Town of Smithtown, NY piggybackable opportunity and this quote is valid for 60 days from today's date.

Should you wish to move forward, please enter the purchase order number, sign and date on the "Project Costs and Execution Page" (Page 12), and then submit electronically to schedule your project kickoff meeting. The project schedule and timeline will be reviewed with you in full and all points of contact will be designated, targeting 90-120 days for completion.

On behalf of Team PMG, we'd like to thank you for the opportunity to discuss our Pavement Management Program with you.

Respectfully,



**JAMES GOLDEN**

*Founder and CEO*

(740) 507-3842

[James@PavementManagement.com](mailto:James@PavementManagement.com)



**HOWARD MILLS**

*Partner*

(646) 275-2395

[Howard@PavementManagement.com](mailto:Howard@PavementManagement.com)



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## I. Piggyback Authorization Letter

ATTN: Mr. Thomas Feighery  
County Commissioner of Public Works  
Putnam County, NY  
40 Gleneida Avenue  
Carmel, NY 10512

Dear Commissioner Feighery,

This letter authorizes Putnam County, NY to utilize our contract with the City of Smithtown, NY, titled "PIN 24-056 - Pavement Management Solution," to piggyback on the same terms and scope listed within.

Our fully executed five year piggybackable contract is available to share with your purchasing/procurement team by [clicking here](#).

Respectfully,



**JAMES GOLDEN**

*Founder and CEO*

(740) 507-3842

[James@PavementManagement.com](mailto:James@PavementManagement.com)



## **II. Introduction**

Pavement Management Group (PMG) is a professional services firm based in Ohio, specializing in turnkey pavement management solutions for public agencies across the United States. Our mission is to provide standardized pavement management services that are accessible and cost-effective for municipalities and counties, helping you maximize current budgets, optimize roadway conditions, and extend the life of your infrastructure.

At PMG, we leverage our RoadINsights™ platform, a comprehensive, data-driven pavement management tool that combines streaming high-definition video, ASTM condition assessment, qualified maintenance and repair treatments, and targeted budget scenarios. This platform provides critical insights in an interactive, online format, tailored to meet your specific goals and objectives, ensuring effective management of your roadway network.

Our team of dedicated pavement experts brings expertise in pavement condition assessment, pavement performance, maintenance and repair strategies, GIS applications, project management, and advanced mobile mapping technologies. We are committed to delivering high-quality, actionable data to support your infrastructure management needs.

## **III. Scope of Services**

### **A. Project Management and Kickoff**

PMG will initiate the project with a kickoff meeting, hosted via Zoom, to ensure all stakeholders are aligned on the project's scope, timeline, and deliverables. During this meeting, our project manager will outline the specific tasks and milestones, discuss the necessary resources, and address any questions or concerns. We will also request any additional information or resources from the client that are essential for the timely and successful completion of the project. This meeting sets the foundation for a smooth and efficient project execution.

### **B. Pavement Network Inventory**

The inventory stage is crucial for defining and organizing the roadway network that falls under your municipality's maintenance and repair responsibilities. During this stage, we will establish logical pavement sections, typically on a block-by-block basis, and systematically tag all relevant inventory attributes for each section. These attributes include

Length, Width, Area, Surface Type, Functional Classification, Number of Lanes, Shoulder Type, and more.

A well-organized inventory of your pavement network is essential for accurate field data capture, distress identification, and condition assessment. This stage culminates in the creation of a central database that represents your entire roadway network in both data-driven and map-driven formats. The inventory will be integrated with your existing pavement network GIS and seamlessly incorporated into our RoadlNsights™ platform, ensuring that all subsequent project phases are grounded in precise and comprehensive data.

### **C. Onsite Video Capture**

Following the definition and client verification of the pavement network inventory, our specialized video capture team will proceed with capturing high-definition video of all designated pavement sections. This video sets the stage for all subsequent distress identification and condition assessment activities and will be made available in high-definition, streaming format within our RoadlNsights™ platform.

The video capture process is conducted by a single vehicle operated by PMG-trained professionals dedicated to this task. Designed for efficiency and minimal disruption, the capture is performed entirely from within the vehicle, requiring no traffic control or extensive mobilization. Our vehicle will operate at or below posted speed limits, ensuring a continuous and safe process. The capture is timed to occur during non-peak hours, minimizing traffic impact and ensuring the least inconvenience to the public.

Prior to the scheduled onsite drive, the project manager will provide detailed information about the driver and vehicle, which you can distribute to internal departments, law enforcement, and residents. This proactive communication ensures that all stakeholders are informed, allowing the process to proceed smoothly and without incident, while maintaining the safety and convenience of your community.

### **D. Condition Assessment**

At PMG, we utilize a proprietary Artificial Intelligence (AI) model to meticulously identify, document, and quantify all distresses within each section of the pavement network. This AI-driven process ensures

comprehensive and precise capture of distress data, which is critical for effective pavement management.

Once the distress data is collected, it is imported into the PAVER pavement management system for an initial Pavement Condition Index (PCI) calculation. The PCI is a widely recognized metric that evaluates the overall condition of pavement sections on a numeric scale ranging from 0 to 100, with 0 indicating a failed pavement and 100 representing an excellent condition.

What sets PMG apart from tech and AI-only approaches is our commitment to quality assurance. Our team of PMG-trained experts, who specialize in this discipline, conducts a thorough review of all documented distress data. This meticulous quality-checking process ensures a precise and objective PCI value assignment that strictly adheres to ASTM D6433 standards. By integrating advanced AI technology with expert human oversight, we guarantee that the PCI values assigned are not only accurate but also fully compliant with industry benchmarks.

The finalized PCI allows us to classify each pavement section into one of five distinct condition categories. By following a scientific methodology as defined by the ASTM condition assessment standards and leveraging PCI high and low breakpoint categories for each of the five conditions, we can accurately qualify each roadway section for its current maintenance and repair treatment needs. This structured approach ensures that interventions are not only targeted but also highly effective in extending the life of your roadway network.

#### **E. Treatment Qualification and Recommendation**

PMG leverages our standardized condition assessment values along with our expert knowledge of pavement maintenance and repair treatments currently employed by your agency or available within your geographic location. We work closely with local contractors and review your actual bids, contracts, and current pricing to gather accurate unit costs for each treatment. This data is then used to analyze and recommend the most appropriate maintenance and repair treatments for every pavement section.

The final result is a comprehensive assessment of the current treatment needs and associated repair costs for each section, categorized into one

of the following five treatment categories: Rejuvenation, Maintenance, Preservation, Structural, and Rehabilitation. All this data is integrated into our centralized dataset and made accessible through our RoadINsights™ platform. This ensures that you have all the necessary insights into specific areas and sections with recommended treatments, along with a clear quantification of the associated costs.

## **F. Targeted Budget Scenarios**

Once all pavement conditions have been assessed and sections have been qualified for their appropriate maintenance and repair treatments, PMG is equipped to develop targeted, data-driven budget scenarios tailored to your specific goals. These scenarios are designed to provide stakeholders with clear, objective insights into the financial requirements needed to maintain or improve the roadway network over time.

Our targeted budget scenarios focus on identifying the annual funding necessary to implement PMG's recommended maintenance and repair strategies, with the goal of achieving specific average roadway network conditions over a five-year period. By analyzing the current state of your pavement network and aligning it with your budget constraints or performance goals, we offer a range of actionable scenarios.

Typical scenarios provided by PMG include:

- **Annual Funding to Maintain Current Network Average PCI:** This scenario outlines the funding required each year to sustain the current Pavement Condition Index (PCI) across your network, ensuring that your roadways do not deteriorate below their present condition.
- **Annual Funding to Improve Network Average PCI:** This scenario identifies the necessary annual investment to elevate the current network average PCI to a desired target, reflecting your long-term infrastructure goals and objectives.

These scenarios are invaluable for future planning initiatives, enabling clear communication of the current and projected status of your pavement network to residents, government officials, and other stakeholders. By providing a transparent view of the financial implications of various maintenance strategies, PMG helps you make informed decisions that balance immediate needs with long-term objectives.

## **G. Project Deliverable and Closeout**

The following deliverables will be provided to the client in both an online accessible format and a physical hard drive:

- RoadINsights™ Web/GIS-Based Platform: Includes streaming HD video, detailed analytics, and interactive tools for managing your pavement network.
- Dedicated Shared Google Drive: A secure location for all project files, reports, and videos, easily accessible by your team.
- Final Project Report: Available in both PDF format and through our online platform for convenient access and review.
- Final Inventory and Condition Data: Delivered in multiple formats to suit your needs:
  - Excel Spreadsheet Format
  - GIS Shapefile Format
  - Google Earth Accessible Format

PMG will also host a Zoom-based meeting to present the finalized project report and deliverables. During this meeting, we will provide training on navigating your RoadINsights™ online dashboard, ensuring you can fully utilize all the tools and insights available. If desired, an onsite meeting can be arranged for an additional fee, to be discussed and agreed upon between PMG and the client.

\* After Year 1, Continued access to the RoadINsights platform requires an annual subscription, with no user limitations. Currently \$3,000.00 per year. PMG to provide an invoice 30 days prior to your one year project completion date.

The following Data Management, Hosting and Support Services are included for your first full year, as well as complete access to your RoadINsights platform.

## **H. Data Management, Hosting and Support Services**

PMG completes our turn-key pavement management solution through our annual data management, RoadINsights hosting, consulting, training, support services:

- 1 Year of RoadINsights – Unlimited accessibility and video streaming capability

- 1 Year of Data Management for all of work history and inventory updates
- 1 Year of Continued Consulting, Training, and Support Services
  - Up to 4 Hours available with a PMG pavement management expert
  - (1) Annual program review with CEO, James Golden (Remote)
  - (1) Annual program review with EVP, Howard Mills (Remote)
  - (1) Annual council/board presentation from CEO James Golden or EVP Howard Mills (Remote)
    - Onsite presentation available for a discussed additional fee
  - Dedicated scheduling links and points of contact for added convenience

These annual services provide the critical systems, tools, data, accessibility, and resources to keep your pavement management program up to date, and in-between your condition assessment cycles.

Your annual managed services subscription will begin on the date of our Project Review and Closeout Meeting and will end on the same anniversary date the following year.

PMG will provide a proposal for continued managed services for an additional year, 30 days before expiration.

#### **IV. Project Schedule**

Once PMG has received a signed copy of this proposal with the purchase order number, we will schedule and host the project kickoff meeting, typically within two weeks of receipt. The actual project schedule will be reviewed and discussed on this call, with services typically beginning within 30 days of the kickoff meeting. PMG estimates this project to be completed within 90 days of the start date.

## V. Smithtown Contract Price Proposal

PMG is pleased to present our fixed price proposal and table as published in the Smithtown Contract over the next five years. Our proposal includes a total fixed offering price to furnish all services detailed in the Program Proposal, ensuring a consistent and high-quality approach to managing the Town's roadway infrastructure.

We are committed to transparency and efficiency, offering monthly progress-based invoices against the completed scope items with NET 30 terms.

PMG's pricing proposal ensures that the Town of Smithtown receives exceptional value for its investment, with a clear and predictable cost structure over the five-year period. We look forward to the opportunity to support the Town in achieving its pavement management goals with our expert services.

PROJECT YEAR	PRICE/CL MILE	TOTAL CL MILES	ANNUAL TOTAL PRICE	ADJUSTED TOTAL PRICE PROMPT PAYMENT DISCOUNT
2024	\$250.00	470	\$117,500	\$113,975.00
2025	\$265.00	470	\$124,550	\$120,813.50
2026	\$275.00	470	\$129,250.00	\$125,372.50
2027	\$290.00	470	\$136,300.00	\$132,211.00
2028	\$300.00	470	\$141,000.00	\$136,770.00

## VI. Costs and Execution

The following Cost Tables for the 2026 project year has been provided to outline the tasks and itemized costs associated with this project, and in alignment with the Smithtown published price proposal.

To move forward, please enter the purchase order number, sign, date and then submit electronically to schedule your project kickoff meeting.

**A. 2026 Project Cost Table (\$275/Mi)**

<b>TASK</b>	<b>TASK %</b>	<b>TASK COST</b>
1. Project Management and Kickoff	30%	\$9,652.50
2. Inventory and Video Capture	30%	\$9,652.50
3. Condition Assessment	20%	\$6,435.00
4. Project Deliverable and Review RoadINsights Software, Consulting and Support	20%	\$6,435.00
<b>Project Total:</b>		<b>\$32,175.00</b>

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**Purchase Order Number:**

---

**Authorized Signature:**

---

**Date:**

**VII. Invoicing and Terms**

**A. Invoicing and Point of Contact**

PMG issues invoices on a monthly basis to accurately reflect project progress and completed deliverables. The **first invoice**, totaling **30% of the overall project value**, will be **issued during the Project Kickoff** and

**Management phase** to initiate project coordination, field scheduling, and data acquisition planning. Subsequent invoices will follow monthly as work advances, ensuring billing remains fair, transparent, and aligned with the measurable progress achieved throughout the project.

Accepted payment methods include **check, electronic or ACH transfer**. All invoices are due **NET 30** days from the date of receipt, unless otherwise specified in writing.

In the event payment is not received within the **NET 30 period**, PMG reserves the right to apply a **1.5%** monthly service charge (18% annually) on overdue balances and to temporarily suspend project activity or system access until the account is current.

PMG greatly appreciates all efforts for prompt and on-time payments. We will provide supporting documents for each invoice as well.

PMG's Point of Contact for all invoicing, payment, insurance, and vendor-related documents:

**Christy Oprandi**

**Office Manager**

M: (740) 404-5762

O: (800) 638-8040

E: [Christy@PavementManagementGroup.com](mailto:Christy@PavementManagementGroup.com)

## **B. Disclaimer Statement**

As a dedicated organization in the field of pavement management, we are committed to transparency and integrity in all our operations. The advice and recommendations provided through our publications, presentations, and services are based on rigorous analysis, industry standards, and our extensive experience in pavement management.

Our methodologies and suggestions are designed to provide the most effective and efficient use of public funds, ensuring the longevity and safety of roadways. We adhere strictly to the best practices established by leading industry bodies and continuously update our strategies to reflect the latest in technological advancements and regulatory requirements.

We acknowledge that each roadway and community may have unique challenges and conditions. Thus, our recommendations should be adapted to meet local needs under the guidance of qualified professionals. Our ultimate goal is to assist in maintaining and improving road infrastructure, enhancing public safety, and promoting the wise use of taxpayer dollars.

It is important to note that our viewpoints and recommendations do not represent financial or legal advice but are intended to serve as a guide to better pavement management practices based on available data and proven techniques. We expressly disclaim any liability for any issues, claims, or lawsuits that may arise from or relate to the reporting of distress data within our solutions and deliverables, including any issues stemming from the sharing and streaming of our pavement video content.

WILLIAM J. CARLIN, Jr. CPA  
Commissioner Of Finance



KEVIN M. BYRNE  
PUTNAM COUNTY EXECUTIVE

DEPARTMENT OF FINANCE

#5

Reso  
cc: Phil  
Jed  
Fred

## MEMORANDUM

To: Diane Trabulsy, Legislative Clerk  
From: William J. Carlin, Jr., Commissioner of Finance *WJC*  
Re: Budgetary Amendment - 26A008  
Date: February 3, 2026

2026 FEB -4 AM 10:27  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of then Commissioner of Planning, the following budgetary amendment is required.

### CAPITAL FUND:

#### Increase Estimated Appropriations:

55997000 53000 52612	Sidewalk Construction Grant	7,500,000.00
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#### Decrease Estimated Revenues:

55997000 445971 52612	Fed Aid - Sidewalk Construction Grant	7,500,000.00
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Fiscal Impact - 2026 - \$ 0

Fiscal Impact - 2027 - \$ 0

This Resolution is required to account for the Federal HUD Grant received by Putnam County as per the attached correspondence.

Approved : \_\_\_\_\_  
Kevin M, Byrne, County Executive



**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT

NEW YORK

Jacob K. Javits Federal Building, 26 Federal Plaza, Suite 3541, New York, NY, 10278-0068

01/30/2026

Barbara Barosa, AICP  
Commissioner  
Putnam County  
841 Fair Street,  
Carmel, NY, 10512-3012

**SUBJECT: Fiscal Year 2024 Grant Agreement Transmittal**

Dear Barbara Barosa, AICP:

The NEW YORK Field Office would like to thank you for your continued partnership in providing quality affordable housing, a suitable living environment, and expanding economic opportunities through the Department of Housing and Urban Development (HUD) programs.

One Grant Agreement is attached for each program awarded as follows:

Community Project Funding	\$7,500,000.00
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<b>Total FY 2024 Award</b>	<b>\$7,500,000.00</b>
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**Federal Award Agreement**

You are reminded that you, as grantee, are solely responsible for ensuring that all grant funds [used by you or any subgrantees] are used in accordance with your approved Grant Package. By executing the Federal Award Agreement, you are entering into a legally binding agreement with HUD to use the awarded funds and carry out the funded activities in accordance with all Federal statutes, regulations, Federal Register notices, and award terms and conditions that apply to those funds and activities.

Please carefully review the addenda that are part of the agreement:

- Addendum 1 outlines the policy requirements.
- Addendum 2 outlines program-specific requirements.
- Addendum 3 provides the Indirect Cost Rate Schedule, which grantees must submit to identify the applicable Indirect Cost Rate (IDR) for their grant.

HUD recognizes that some federal courts have issued injunction orders which impact certain CPD Federal Award/Grant Agreements. To preserve all legal rights and defenses, the enclosed agreement contains the same conditions at issue in those orders. For grantees who are plaintiffs covered by those orders or for non-plaintiff grantees who are otherwise covered by those orders, be advised that HUD will comply with all applicable injunction orders and will not implement or enforce the challenged conditions consistent with those orders while those orders are in effect. This will include HUD disregarding any required “certifications” or “compliance” statements as covered by those orders. Accordingly, kindly return an executed copy of the Federal Award/Grant Agreement, as discussed below, and HUD will make grant funds at issue in your agreement available. Please be further advised that should the injunction order that currently prohibits HUD from enforcing the challenged conditions as to your grant or award be stayed, dissolved, or reversed, the agreement, with the challenged conditions, will become effective.

### **Executing the Agreement**

The authorized official **must** submit an Indirect Cost Rate form to HUD with its Grant Package even if no indirect costs will be charged under the grant. Please mark one (and only one) checkbox to reflect how indirect costs will be calculated and charged under the grant. Please note that for FY24 and onward Federal award recipients, the Office of Management and Budget (OMB) issued revised Guidance and the *de minimis* indirect cost rate increased from 10 percent to up to 15 percent of Modified Total Direct Costs.

After inputting their name and title, the authorized official must execute each agreement, by electronically signing the grant agreement in DRGR. Once signed, the Grant Package will be submitted to HUD for review and countersignature. No other additions other than those described here should be made to the grant agreement without prior written approval. Please ensure the Chief Elected Official or authorized official signs the agreement.

Once you have completed and submitted the package, DRGR generates all the required documentation. You can obtain copies of the generated documents by clicking the “Documents” tab. Additionally, you can monitor the grant processing status by checking the Grant Package Status on the Manage Grant Package screen.

HUD congratulates Putnam County on your grant award(s), and we look forward to assisting you in accomplishing your program goals. If you have any questions or need further information or assistance, please contact your assigned Field Office representative or email our Office at [NewYorkCPF@hud.gov](mailto:NewYorkCPF@hud.gov).

Sincerely,

*Erica M. Jones*

Erica M. Jones  
Associate Deputy Assistant Secretary for Economic  
Development (Acting)

Enclosure(s)

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT**  
**FEDERAL AWARD AGREEMENT**

**A. General Federal Award Information**

1. Recipient name (must match Unique Entity Identifier name) and address: Putnam County  841 Fair Street, Carmel, NY 10512-3012	12. Assistance listing number and title: 14.251 Economic Development Initiative, Community Project Funding, and Miscellaneous grants
2. Recipient's Unique Entity Identifier: GLN9KUJQKBB8	13. Amount of federal funds obligated by this action: \$7,500,000.00
3. Tax Identification Number: 146002759	14. Total amount of federal funds obligated: \$7,500,000.00
4. Federal Award Identification Number (FAIN): B-24-CP-NY-1612	15. Total approved cost sharing (if applicable):
5. Instrument type: Grant <input checked="" type="checkbox"/> Cooperative agreement <input type="checkbox"/> Loan Guarantee <input type="checkbox"/>	16. Total federal award amount, including approved cost sharing: \$7,500,000.00
6. Period of performance start and end dates: 08/13/2024 - 08/31/2032	17. Budget approved by HUD: \$7,500,000.00
7. Budget period start and end dates: 08/13/2024 - 08/31/2032	18. Fiscal year: FY 2024
8. Initial Agreement <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> #	19. Statutory authority: FY 2024 Consolidated Appropriations Act
9. Indirect cost rate (per § 200.414):	20. Applicable appropriations act(s): FY 2024 Consolidated Appropriations Act
10. Is this award for research and development (per 2 C.F.R. § 200.1)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	21. Notice/notice of funding opportunity this award is made under (if applicable): Not Applicable
11. Administering official name and contact information:  Celia M Jones, Acting CPD Field Office Director	22. Program regulations (if applicable):  Not Applicable
23. Federal award description:  <ul style="list-style-type: none"> <li>Addendum 1. Policy Requirements</li> <li>Addendum 2. Program-Specific Requirements</li> <li>Addendum 3. Indirect Cost Rate Schedule</li> </ul>	

*Authority and Agreement.* This agreement between the U.S. Department of Housing and Urban Development (HUD) and the Recipient is made pursuant to the statutory authority above (box 19) and is subject to the applicable appropriations act(s) (box 20). This agreement incorporates by reference the Terms and Conditions outlined in Section B below, all of Recipient's required grant package documents, and the attached addenda (box 23).

## **B. Terms and Conditions**

1. *General terms and requirements.* The Recipient must comply with all applicable federal laws, regulations, and requirements, unless otherwise provided through HUD's formal waiver authorities. This agreement, including any attachments and addenda, may only be amended in writing executed by parties to this agreement and any addenda.
2. *Administrative requirements.* The Recipient must comply with the following requirement(s) if checked below:
  - ☐ The administrative requirements in the HUD General Administrative, National, and Departmental Policy Requirements and Terms for HUD's Financial Assistance Programs 2025, as indicated in the relevant NOFO, apply to this agreement.
  - ☒ The grantee shall comply with requirements established by the Office of Management and Budget (OMB) concerning the Unique Entity Identifier (UEI); the System for Award Management (SAM.gov.); the Federal Funding Accountability and Transparency Act as provided in 2 C.F.R. part 25, Universal Identifier and General Contractor Registration; and 2 C.F.R. part 170, Reporting Subaward and Executive Compensation Information.
3. *Applicability of 2 C.F.R. part 200.*
  - ☒ The Recipient must comply with the applicable requirements at 2 C.F.R. part 200, as may be amended from time to time. If any previous or future amendments to 2 C.F.R. part 200 replace or renumber any part 200 section cited in HUD's regulations in Title 24 of the Code of Federal Regulations, the amended part 200 requirements will govern award activities carried out after the amendments' effective date.
  - ☐ The Recipient must comply with the applicable requirements at 2 C.F.R. part 200. If any previous amendments to 2 C.F.R. part 200 replace or renumber any part 200 section cited in HUD's regulations in Title 24 of the Code of Federal Regulations, the amended part 200 requirements will govern award activities carried out after the amendments' effective date.
4. *Future budget periods.* If the period of performance spans multiple budget periods, subsequent budget periods are subject to the availability of funds, program authority, satisfactory performance, and compliance with the terms and conditions of the Federal award.
5. *Indirect Cost Rate.* If the Recipient intends to use a negotiated or de minimis rate for indirect costs, the Recipient must submit an Indirect Cost Rate form to HUD with this agreement using "Addendum #3 "Indirect Cost Rate Schedule" (formula and congressional grants). The submitted form/addendum will be incorporated into and made part of this agreement, provided that the rate information is consistent with the applicable requirements under 2 C.F.R. § 200.414. If there is any change in the Recipient's indirect cost rate, it must immediately notify HUD and execute an amendment to this agreement to reflect the change if necessary.
6. *Recipient integrity and performance matters.* If the Federal share of this award is more than \$500,000 over the period of performance (box 6), the terms and conditions in 2 C.F.R. part 200 Appendix XII apply to this agreement.
7. *Recordkeeping and Access to Records.* The Recipient hereby agrees to maintain complete and accurate books of account for this award and award activities in such a manner as to permit the preparation of statements and reports in accordance with HUD requirements, and to permit timely and effective audit. The Recipient agrees to furnish HUD such financial and project reports, records, statements, subrecipient data, and documents at such times, in such form, and accompanied by such reporting data as required by HUD. HUD and its duly authorized representative shall have full and free access to all Recipient offices and facilities, and to all books, documents, and records of the Recipient relevant to the administration, receipt,

and use of this award and award activities, including the right to audit and make copies. The Recipient agrees to maintain records that identify the source and application of funds, including relevant subrecipient data, in such a manner as to allow HUD to determine that all funds are and have been expended in accordance with program requirements and in a manner consistent with applicable law.

Further, the Recipient hereby acknowledges that HUD is in the process of implementing new grants management and reporting tools, which will be made available for the Recipient's use in the future. The Recipient agrees to report on grant performance and financial activities (including vendor and cash disbursement supporting details for the Recipient and its subrecipients) using these new tools when they are released. HUD will work with the Recipient to support the Recipient's transition to this new reporting environment. Once implemented, timely reporting in this new environment will be mandatory. HUD reserves the right to exercise all of its available rights and remedies for any noncompliance with these grants management and financial reporting requirements, to include, without limitation, requiring 100% review, suspension of disbursements, and all other legally available remedies, to the furthest extent permitted by law, as amended.

8. *Noncompliance.* If the Recipient fails to comply with the provisions of this agreement, HUD may take one or more of the actions provided in program statutes, regulations or 2 C.F.R. § 200.339, as applicable. Nothing in this agreement shall limit any remedies otherwise available to HUD in the case of noncompliance by the Recipient. No delay or omissions by HUD in exercising any right or remedy available to it under this agreement shall impair any such right or remedy or constitute a waiver of or acquiescence in any Recipient noncompliance.
9. *Termination provisions.* Unless superseded by program statutes, regulations or NOFOs, the termination provisions in 2 C.F.R. § 200.340 apply.
10. *Build America, Buy America.* The Recipient must comply with the requirements of the Build America, Buy America (BABA) Act, 41 U.S.C. § 8301 note, and all applicable rules and notices, as may be amended, if applicable. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 Fed. Reg. 17001), BABA requirements apply to any infrastructure projects HUD has obligated funds for after the effective dates, unless excepted by a waiver.
11. *Waste, Fraud, Abuse, and Whistleblower Protections.* Any person who becomes aware of the existence or apparent existence of fraud, waste, or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). Allegations of fraud, waste, and abuse related to HUD programs can be reported to the HUD OIG hotline via phone at 1-800-347-3735 or online hotline form. The Recipient must comply with 41 U.S.C. § 4712, which includes informing employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, employees of a government contractor, subcontractor, recipient, and subrecipient—as well as a personal services contractor—who make a protected disclosure about a Federal award or contract cannot be discharged, demoted, or otherwise discriminated against if they reasonably believe the information they disclose is evidence of (1) gross mismanagement of a Federal contract or award; (2) waste of Federal funds; (3) abuse of authority relating to a Federal contract or award; (4) substantial and specific danger to public health and safety; or (5) violations of law, rule, or regulation related to a Federal contract or award.
12. *Third-Party Claims.* Nothing in this agreement shall be construed as creating or justifying any claim against the federal government or the Recipient by any third party.
13. *Rule of Construction and No Construction Against Drafter.* Notwithstanding anything contained in this agreement, the terms and conditions hereof are to be construed to have full and expansive effect in both interpretation and application, and the parties agree that the principle of interpretation that holds that ambiguities in terms or conditions are construed against the drafter shall not apply in interpreting this agreement.

**C. Federal Award Performance Goals**

The Recipient must meet any applicable performance goals, indicators, targets, and baseline data as required by applicable program requirements.

**D. Specific Terms and Conditions**

Not applicable ☒ Attached ☐

For the U.S. Department of HUD (name and title of authorized official)  Celia M Jones Acting CPD Field Office Director	Signature <i>Celia M Jones</i>	Date/ Federal Award Date 01/30/2026
For the Recipient (name and title of authorized official)  Barbara Barosa, AICP Commissioner	Signature <i>Barbara Barosa, AICP</i>	Date 01/28/2026

## **ADDENDUM 1. POLICY REQUIREMENTS**

If applicable:

1. The Recipient shall not use grant funds to promote "gender ideology," as defined in Executive Order (E.O.) 14168, Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government;
2. The Recipient agrees that its compliance in all respects with all applicable Federal anti-discrimination laws is material to the U.S. Government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code;
3. The Recipient certifies that it does not operate any programs that violate any applicable Federal anti-discrimination laws, including Title VI of the Civil Rights Act of 1964;
4. The Recipient shall not use any grant funds to fund or promote elective abortions, as required by E.O. 14182, Enforcing the Hyde Amendment; and that,
5. Notwithstanding anything in the NOFO or Application, this Grant shall not be governed by Executive Orders revoked by E.O. 14154, including E.O. 14008, or NOFO requirements implementing Executive Orders that have been revoked.
6. The Recipient must administer its grant in accordance with all applicable immigration restrictions and requirements, including the eligibility and verification requirements that apply under title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, as amended (8 U.S.C. 1601-1646) (PRWORA) and any applicable requirements that HUD, the Attorney General, or the U.S. Citizenship and Immigration Services may establish from time to time to comply with PRWORA, Executive Order 14218, or other Executive Orders or immigration laws.
7. No state or unit of general local government that receives funding under this grant may use that funding in a manner that by design or effect facilitates the subsidization or promotion of illegal immigration or shields illegal aliens from deportation, including by maintaining policies or practices that materially impede enforcement of federal immigration statutes and regulations.
8. The Recipient must use SAVE, or an equivalent verification system approved by the Federal government, to prevent any Federal public benefit from being provided to an ineligible alien who entered the United States illegally or is otherwise unlawfully present in the United States.
9. Faith-based organizations may be subrecipients for funds on the same basis as any other organization. Recipients may not, in the selection of subrecipients, discriminate against an organization based on the organization's religious character, affiliation, or exercise.

## ADDENDUM 2. PROGRAM-SPECIFIC REQUIREMENTS

### Assistance Listing Number 14.251, Economic Development Initiative, Community Project Funding, and Miscellaneous Grants

1. **Approved Budget.** The Grantee must use the Federal funds as provided by the Approved Budget to carry out the Grantee's "Project." The Approved Budget shall be the line-item budget that is approved by HUD as of the date that HUD signs this Grant Agreement. The Grantee's Project shall be as described in the Project Narrative that is approved by HUD as of the date that HUD signs this Grant Agreement.
2. **Project and Budget Changes.** All changes to the Grantee's Project or Approved Budget must be made in accordance with 2 CFR 200.308 and this Agreement. To request HUD's approval for a change in the approved Project Narrative and/or Budget, the Grantee must follow HUD's instructions for amending the Project Narrative and/or Project Budget found in the applicable Community Project Funding Grant Guide. The Grantee must submit a formal letter to HUD's Office of Economic Development - Congressional Grants Division (CGD) Director through the assigned Grant Officer.
3. **Pre-Award Costs.** Funds may be used to reimburse costs (including administrative, planning, operations and maintenance, and other costs) incurred before execution of the grant agreement, provided that:
  - a. The soft costs are covered by HUD's nationwide environmental review for CPF soft costs and are incurred on or after the enactment date of the respective Appropriation Act, or hard costs incurred on or after the enactment of the respective Appropriation Act have completed the required project-specific environmental review; and
  - b. The costs would otherwise meet the allowability criteria in 2 CFR 200.403(a) through (g).
4. **Eminent Domain.** No Federal funds provided under this award may be used to support any Federal, state, or local project that seeks to use the power of eminent domain, unless eminent domain is employed only for a public use. Public use includes use of funds for mass transit, railroad, airport, seaport, or highway projects, and utility projects which benefit or serve the general public (including energy-related, communication-related, water-related, and waste water-related infrastructure), other structures designated for use by the general public or with other common-carrier or public-utility functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfields, as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Pub. L. 107-118). Public use does not include economic development that primarily benefits private entities.
5. **Restriction on Use of Funds for Computer Networks.** No Federal funds provided under this award may be used to maintain or establish a computer network that does not block the viewing, downloading, and exchanging of pornography. This requirement does not limit the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
6. **Environmental Review Requirements (24 CFR Part 50 or Part 58).** All projects funded by HUD are subject to requirements under the National Environmental Policy Act (NEPA) and HUD's NEPA-implementing regulations at 24 CFR Part 50 or 24 CFR Part 58. The Grantee must comply with applicable environmental review requirements. Environmental reviews must be completed, and a Request for Release of Funds and Certification must be approved by HUD CPD Field Office Director through issuance of the Authority to Use Grant Funds (HUD-7015.16), as applicable, prior to taking any choice limiting action, to avoid violations under 24 CFR 58.22 which prohibits limitations on activities pending clearance, and Section 110(k) of the National

Historic Preservation Act which prohibits anticipatory demolition or significant harm of historic properties prior to completion of the historic preservation review process known as Section 106 review.

7. **Section 3 Requirements (24 CFR Part 75).** The Grantee must comply with Section 3 of the Housing and Urban Development Act of 1968 (Section 3), 12 U.S.C. 1701u, and HUD's regulations at 24 CFR part 75, as applicable, including the reporting requirements in 24 CFR 75.25. Grantees that are not exempt from Section 3 must submit annual reports of Section 3 accomplishment Performance Measures in DRGR in January of the calendar year.
8. **Uniform Relocation Assistance and Real Property Acquisitions Policies Act.** Unless the Grantee is a Federally recognized Tribe, the Grantee must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) as implemented by regulations at 49 CFR Part 24. The URA applies to acquisitions of real property and relocation occurring as a direct result of the acquisition, rehabilitation, or demolition of real property for Federal or Federally funded programs or projects. Real property acquisition that receives Federal financial assistance for a program or project, as defined in 49 CFR 24.2, must comply with the acquisition requirements contained in 49 CFR part 24, subpart B. Unless otherwise specified in law, the relocation requirements of the URA and its implementing regulations at 49 CFR part 24, cover any displaced person who moves from real property or moves personal property from real property as a direct result of acquisition, rehabilitation, or demolition for a program or project receiving HUD financial assistance.
9. **Generally Applicable HUD requirements (24 CFR Part 5, subpart A and 24 CFR 1000.12).** Grantees and their subrecipients must comply with the generally applicable HUD and CPD requirements in 24 CFR Part 5, subpart A, including all applicable fair housing, and civil rights requirements. Grants to Tribes and TDHEs are subject to the nondiscrimination requirements in 24 CFR 1000.12 in lieu of the nondiscrimination requirements in 24 CFR 5.105(a).
10. **Suspension and Debarment.** The Grantee must comply with the governmentwide debarment and suspension requirements in 2 CFR part 180 as incorporated and supplemented by HUD's regulations at 2 CFR part 2424.
11. **Drug-Free Workplace.** The Grantee must comply with drug-free workplace requirements in Subpart B of 2 CFR Part 2429, which adopts the governmentwide implementation (2 CFR Part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988, Pub. L. 100-690, Title V, Subtitle D (41 U.S.C. 701-707).
12. **Trafficking in Persons.** The Grantee must comply with the award term in Appendix A of 2 CFR part 175, which is also included in the applicable Community Project Funding Grant Guide.
13. **Conflicts of Interest.** In the procurement of property or services by recipients and subrecipients, the conflict-of-interest rules in 2 CFR 200.317 and 2 CFR 200.318(c) shall apply. In all cases not governed by 2 CFR 200.317 and 2 CFR 200.318(c), recipients and subrecipients must follow the requirements contained in paragraphs ii-v of the "Conflict of Interest" section in the applicable Community Project Funding Grant Guide.
14. **Lead Based Paint Requirements.** If grant funds are used for purchase, lease, support services, operation, or work that may disturb painted surfaces, of pre-1978 housing, the Grantee must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing (24 CFR part 35)), and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).
15. **Program Income Conditions.** In accordance with 2 CFR 200.307, costs incidental to the generation of program income may be deducted from gross income to determine program income, provided these costs

have not been charged to the grant. As authorized under 2 CFR 200.307, program income may be treated as an addition to the Federal award, provided that the Grantee uses that income for allowable costs under this Grant Agreement. Any program income that cannot be expended on allowable costs under this Grant Agreement must be reported and paid to HUD within 120 days after the period of performance, unless otherwise specified by an applicable Federal statute.

16. **Prohibition Against Lobbying Activities.** Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR Part 87 apply to all CPF grantees except Federally recognized Indian tribes and TDHEs established by Federally recognized Indian tribes as a result of the exercise of the tribe's sovereign power. The Byrd Amendment and 24 CFR part 87 prohibit recipients of federal awards from using appropriated funds for lobbying the executive or legislative branches of the Federal government in connection with a Federal award.
17. **Drawdown Requirements.** CPF grant funds may be used to reimburse costs incurred during the performance period given in the grant agreement. The Grantee must expend all Grant Funds in accordance with the approved project narrative and budget attached with the grant agreement.
18. **Performance and Financial Reporting Requirements.** The Grantee must submit a performance and financial report on a semi-annual basis. Performance reports shall consist of a narrative of work accomplished during the reporting period. Financial reports must be submitted using DRGR or such future collections HUD may require and as approved by OMB and listed on the Grants.gov website (<https://grants.gov/forms/forms-repository/post-award-reporting-forms>). During the Period of Performance, the Grantee must submit these reports no later than 30 calendar days after the end of the 6-month reporting period. The first of these reporting periods begins on the first of January or June (whichever occurs first) after the date this Grant Agreement is signed by HUD. No drawdown of funds will be allowed while the Grantee has an overdue performance or financial report.
19. **Real and personal property reporting requirements.** The Grantee must report and account for all property acquired or improved with Grant Funds as provided by 2 CFR part 200 using the applicable common forms approved by OMB and provided on the Grants.gov website (<https://grants.gov/forms/forms-repository/post-award-reporting-forms>). This reporting obligation includes submitting status reports on real property at least annually as provided by 2 CFR 200.330, accounting for real and personal property acquired or improved with Grant Funds as part of Project Closeout, and promptly submitting requests for disposition instructions as provided by 2 CFR 200.311, 200.312, and 200.314.
20. **Project Closeout.** The grant will be closed out in accordance with 2 CFR part 200, as may be amended from time to time, except as otherwise specified in this Grant Agreement. The Grantee must submit to HUD a written request to close out the grant no later than 30 calendar days after the Grantee has drawn down all Grant Funds and completed the Project as described in the Project Narrative and Budget attached to the Grant Agreement. HUD will then send the Closeout Agreement to the Grantee. The Grantee recognizes that the closeout 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 HUD review, including reasonable requests for on site inspection of property acquired or improved with grant funds. No later than 120 calendar days after the Period of Performance, Grantees shall provide to HUD the Grant closeout agreement, as well as the final financial, performance and property reports.

### **ADDENDUM 3. INDIRECT COST RATE SCHEDULE**

As the duly authorized representative of the Grantee, I certify that the Grantee:

- ☒ Will not use an indirect cost rate to calculate and charge indirect costs under the grant.
- ☐ Will calculate and charge indirect costs under the grant by applying a *de minimis* rate as provided by 2 CFR 200.414(f), as may be amended from time to time.
- ☐ Will calculate and charge indirect costs under the grant using the indirect cost rate(s) listed below, and each rate listed is included in an indirect cost rate proposal developed in accordance with the applicable appendix to 2 CFR part 200 and, *if required*, was approved by the cognizant agency for indirect costs.

Agency/Dept./Major Function	Indirect cost rate	Direct Cost Base

Instructions for the Recipient:

The Recipient must mark the one (and only one) checkbox above that best reflects how the Grantee's indirect costs will be calculated and charged under the grant. Do not include indirect cost rate information for subrecipients.

The table following the third box must be completed only if that box is checked. When listing a rate in the table, enter both the percentage amount (e.g., 10%) and the type of direct cost base to be used. For example, if the direct cost base used for calculating indirect costs is Modified Total Direct Costs, then enter "MTDC" in the "Type of Direct Cost Base" column.

If using the Simplified Allocation Method for indirect costs, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.

If using the Multiple Allocation Base Method, enter each major function of the organization for which a rate was developed and will be used under the grant, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.

If the Grantee is a government and more than one agency or department will carry out activities under the grant, enter each agency or department that will carry out activities under the grant, the indirect cost rate(s) for that agency or department, and the type of direct cost base to which each rate will be applied.

To learn more about the indirect cost requirements, see 2 C.F.R. part 200, subpart E and Appendix VII to Part 200 (for state and local governments).

## NARRATIVE

The project will design and construct three sidewalk sections within Putnam County, leading to greater connectivity and pedestrian safety. Two sidewalks will be constructed adjacent to school districts, while the other sidewalk will be located along a heavily trafficked commercial corridor. Associated improvements include drainage work, crosswalks and ADA ramps, curbing, removal and relocation of utility and road signs, and right of way property acquisition. All design and construction costs of the project will be funded with HUD funds provided under this CPF grant. Current cost estimates by the Putnam County Department of Public Works are: Construction - \$5,000,000 Engineering Design Fees - \$750,000 Right-of-way property acquisitions - \$1,000,000 Construction Inspection fees - \$750,000

- Route 312 & Farm to Market Road Proposed Sidewalk Scope: Putnam County is proposing a new sidewalk to be built encompassing the area surrounding the Henry H. Wells Middle School in Brewster, New York. This new sidewalk would be roughly 1260 feet long starting from the West side of the South entrance (where there is an existing sidewalk going from the street to the school spanning West, then taking a turn North of Farm to Market Road spanning until the first entrance of the bus garage. It will additionally redesign an existing crosswalk in a heavily trafficked area to make it more accessible and easier to operate. Any required drainage improvements will also be included. This project seeks to increase pedestrian safety in the area, particularly for students in the Brewster Central School District. - Baldwin Place Road New Proposed Sidewalk Scope: Putnam County is proposing a new 5-foot sidewalk to be built on Baldwin Place Road between Drago Lane and Gleneida Court, which runs between Mahopac Middle School. Upon observation, multiple students have been observed walking on the shoulder of the road in this area. There will also be high visibility crosswalks and ADA ramps added at crossings, and drainage improvements. This project seeks to increase the pedestrian safety in the area, particularly for students in the Mahopac Central School District. - Secor Road Proposed Sidewalk Scope: Putnam County is proposing a new sidewalk to be built along Secor Road, between 23 Secor Road and 55 Secor Road, located in Mahopac Hills New York. This is a highly commercial area with a large residential community living on the opposite side of Secor Road. The new 5-foot sidewalk located on the south side of the roadway would be roughly 875 feet and provide access to the commercial buildings along the road. High visibility crosswalks and ADA ramps at the crossing will be included. The project would additionally realign existing sidewalks and construct/formalize parking entrances, while any required drainage improvements will be made. The project seeks to provide formal sidewalks and crossings so there is safe pedestrian access from residential neighborhoods to local businesses located on Secor Road. \*\*The Environmental Review will be completed as part of the engineering design. The entirety of the project will be funded using the FY24 CPF funding.\*\*

Project Address : 841 Fair Street, Carmel, NY 10512-3012

Funding will be utilized to design and construct various missing sidewalk links in Putnam County, New York, including to the Brewster Central Schools and the Mahopac Central Schools, amongst others.

**APPROVED BUDGET****SF424 – ESTIMATED FUNDING**

<b>Funding Name</b>	<b>Amount</b>
Federal Estimated Funding	\$7,500,000.00
Applicant Estimated Funding	\$ .00
State Estimated Funding	\$ .00
Local Estimated Funding	\$ .00
Other Estimated Funding	\$ .00
Program Income Estimated Funding	\$ .00
Total	\$7,500,000.00

**CPF – ESTIMATED FUNDING**

<b>Funding Source</b>	<b>Estimated Funding</b>
Construction	\$5,000,000.00
Engineering Design fees	\$750,000.00
Right-of-way (ROW) Property Acquisitions	\$1,000,000.00
Construction Inspection fees	\$750,000.00
Total	\$7,500,000.00



## HUD Environmental Review DRGR Supplement

### 1. Do I need a HUD Environmental Review (ER) for my CPF project?

Yes. All HUD-assisted activities require some level of HUD environmental review, even projects that only involve exempt or categorically excluded activities. HUD has completed a Part 50 Nationwide Programmatic ER for covering certain CPF Soft Costs for each fiscal year, which may be used to satisfy your ER requirements for those specific covered soft costs only. For more info HUD's Part 50 Nationwide Programmatic ER covering certain CPF Soft Costs, see [HUD's Part 50 Nationwide Programmatic ER for Soft Costs](#) and HUD's CPF ER Webinar #3: Cost Eligibility and Documenting the ER for CPF Grants, which can be found on the [CPF Landing Page](#).

### 2. Who will conduct the ER for my project?

You must reach out to the Unit of General Local Government (UGLG) in which the project is located and that has some level of land use responsibility, to request that they serve as the Responsible Entity (RE) and conduct the ER for your project. If your local government refuses to serve as RE and conduct the ER, please reach out to your [Regional Environmental Officer](#) for next steps.

### 3. Can I pay for the cost of preparing the ER using my CPF grant funds?

Yes. CPF grant funds can be used to pay the RE to assume and carry out the environmental responsibilities with respect to the project funded by the CPF grant. If you are a nonprofit recipient, you may use HUD's [Sample MOA between a Responsible Entity and CPF Non-profit Grantee](#) to formalize this arrangement and other roles and responsibilities as necessary.

### 4. What is the federal nexus for my CPF project?

A "Federal Nexus" is defined as the event that, by its occurrence, triggering the requirements for a federal ER under a host of laws, regulations, and Executive Orders. For more info on the federal nexus, see CPF ER Webinar #2: Federal Nexus and Prohibition on Choice Limiting Actions for CPF Grants, which can be found on the [CPF Landing Page](#).

- FY22 Federal Nexus: July 18-20, 2022 (Date of receipt of your Letter of Invitation)
- FY23 Federal Nexus: December 29, 2022
- FY24 Federal Nexus: March 9, 2024

### 5. What is the date of legislative enactment for my CPF project?

- FY22 Enactment: March 15, 2022
- FY23 Enactment: December 29, 2022



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WASHINGTON, DC 20410-7000

o FY24 Enactment: March 9, 2024

## 6. What are choice limiting actions and when am I prohibited from taking them?

Under 24 CFR 58.22, a choice limiting action is any activity that a grantee undertakes, including committing or expending HUD funds or *non-HUD funds*, that reduces or eliminates a grantee's opportunity to choose project alternatives that would avoid or minimize environmental impacts or enhance the quality of the human environment. For more info on the prohibition on choice limiting actions, see CPF ER Webinar #2: Federal Nexus and Prohibition on Choice Limiting Actions for CPF Grants, which can be found on the [CPF Landing Page](#).



### Choice-Limiting Actions (58.22)

A choice-limiting action is any activity that a grantee undertakes, including committing or expending HUD or non-HUD funds, that reduces or eliminates a grantee's opportunity to choose project alternatives that would avoid or minimize environmental impacts or enhance the quality of the human environment.

#### Examples of choice-limiting actions:

- Entering Contracts/Commitments
- Acquisition
- Leasing
- Rehabilitation
- Demolition
- New construction
- Ground disturbance such as:
  - Clearing
  - Grading
  - Grubbing



## 7. When can I start incurring soft costs?

Soft costs covered by HUD's Part 50 Nationwide Programmatic ER for CPF Soft Costs can be incurred any time after the federal nexus for your respective CPF grant and do not require the completion of an additional ER. For any other soft costs NOT covered by HUD's Nationwide ER for CPF Soft Costs, you must complete an ER determining that the soft costs are exempt or CENST prior to incurring. The ER for non-covered soft costs can be separated from and completed prior to submission of the larger project-specific ER for your grant. For more info on cost eligibility, see CPF ER Webinar #3: Cost Eligibility and Documenting the ER for CPF Grants and the FY22 and FY23 [Cost Eligibility Charts](#), which can be found on the [CPF Landing Page](#).

March 28, 2024



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

## 8. Which soft costs are covered by HUD's Part 50 Nationwide Programmatic ER for CPF Soft Costs?

A list of soft costs covered by HUD's Part 50 Nationwide Programmatic ER for Soft Costs can be found below and in the project description of the Environmental Review Record:



### Part 50 Nationwide ERR for CPF Soft Costs

#### Covered

- Environmental and other studies, resource identification, development of plans and strategies. 50.19(b)(1)
- Information and financial advisory services. 50.19(b)(2)
- Administrative and management expenses. 50.19(b)(3)
- Public services. 50.19(b)(4)
- Inspections and testing of properties for hazards or defects. 50.19(b)(5)
- Purchase of insurance 50.19(b)(6)
- Engineering or design costs. 50.19(b)(8)
- Technical assistance and training. 50.19(b)(9)
- Supportive services. 50.19(b)(12)
- Operating costs including most maintenance\* 50.19(b)(13)
- Purchase of vehicles, but not other equipment.

#### NOT Covered

- Purchase of tools. 50.19(b)(7)
- Emergency assistance necessary to control or arrest the effects from disasters or imminent threats to public safety. 50.19(b)(10)
- Tenant-based rental assistance. 50.19(b)(11)
- Economic development activities. 50.19(b)(14)
- Homebuyer Assistance. 50.19(b)(15)
- Affordable housing pre-development costs 50.19(b)(16)
- Approval of supplemental assistance 58.35(b)(7)

## 9. When can I start incurring hard costs?

You must complete a satisfactory ER prior to committing or incurring hard costs associated with new post-nexus choice limiting actions. However, following the nexus, you may start incurring hard costs for work under pre-nexus contractual obligations only, but would be doing so at your own risk. If you do not have a completed ER for your aggregated project, it is best practice to stop all physical work under contract after the federal nexus until an ER is completed for the aggregated project. However, HUD cannot require this for work under contract entered into prior to the project becoming federalized. That being said, a satisfactory ER for the aggregated project is still required before repayment can occur. If a satisfactory ER cannot be completed, then the project cannot be funded as designed, and the grantee will need to reach out to their grant officer to discuss the possibility of repurposing the funds. For more info on the prohibition on when hard costs can be incurred, see CPF ER Webinar #2: Federal Nexus and Prohibition on Choice Limiting Actions for CPF Grants, which can be found on the [CPF Landing Page](#).

- FY22 Federal Nexus: July 18-20, 2022 (Date of receipt of your Letter of Invitation)
- FY23 Federal Nexus: December 29, 2022
- FY24 Federal Nexus: March 9, 2024



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

## Resources

Congressional Appropriations Bill:

[CPF Laws and Regulations](#)

CPF Program Resources:

[CPF Landing Page](#)

[CPF Grant Officer and Regional Environmental Officer Contacts](#)

[Community Project Funding Grant Guide](#)

[CPF Cost Eligibility Chart](#)

CPF Environmental Review Resources:

[CPF ER Guidance & Scenarios](#)

[CPF Environmental Review FAQ](#)

[Guidance for Documenting the ERR for CPF Grants](#)

[HUD Environmental Contacts](#)

[Request for Release of Funds \(RROF\) Point-of-Contact for CPF Grants](#)

[Ask A Question \(AAQ\) Help Desk for CPF](#)

[Sample MOA between a Responsible Entity and CPF Non-profit Grantee](#)

General Environmental Review Resources:

[HUD Environmental Review Landing Page](#)

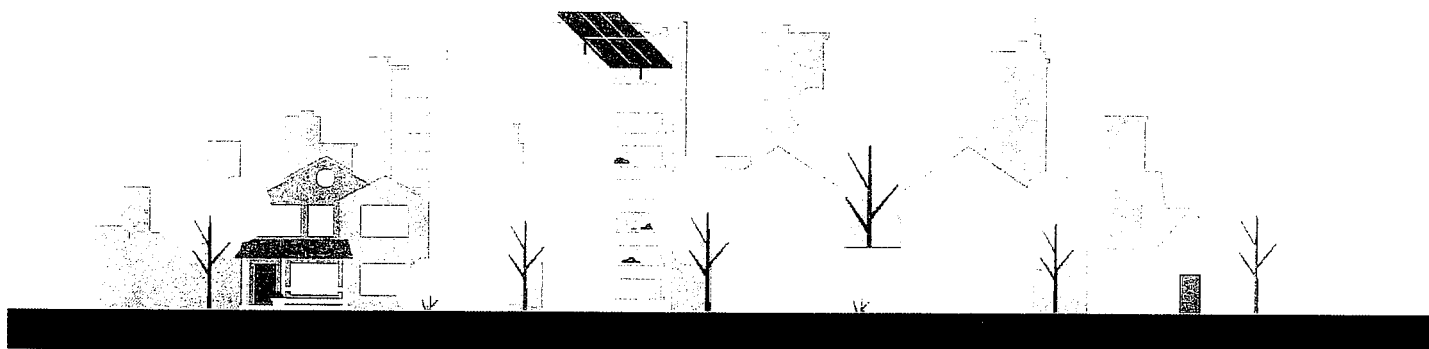
[24 CFR Part 58: Procedures for Entities Assuming HUD Environmental Responsibilities](#)

[HEROS - HUD Environmental Review Online System](#)

HUD's Nationwide Part 50 Programmatic Environmental Review for CPF Soft Costs:

[Part 50 CPF-Soft-Costs-Nationwide-Programmatic ERR](#)

March 28, 2024



# **FY2024 ECONOMIC DEVELOPMENT INITIATIVE - COMMUNITY PROJECT FUNDING**

## **GRANT GUIDE**

(In accordance with the  
Consolidated Appropriations Act, 2024, P.L. 118-42 and  
the Further Consolidated Appropriations Act, 2024, P.L. 118-47)

**VERSION 1.0**

**August 19, 2024**

**U.S. Department of Housing and Urban Development  
Office of Community Planning and Development  
Office of the Deputy Assistant Secretary for Economic Development  
Office of Economic Development  
Congressional Grants Division  
Washington, DC 20410**

# FY2024 Community Project Funding Grant Guide (Version 1.0)

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## **FY2024 Community Project Funding Grant Guide (Version 1.0)**

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### **SECTION 1: BACKGROUND AND PURPOSE**

The Consolidated Appropriations Act, 2024, and the Further Consolidated Appropriations Act, 2024, (“the FY2024 Acts”) provide \$3,289,054,336 in Economic Development Initiative (EDI) funding for the purpose of making Community Project Funding (CPF)/Congressionally directed grants. These Fiscal Year 2024 (FY2024) CPF grants will be administered by the Congressional Grants Division (CGD) of the U.S. Department of Housing and Urban Development (HUD).

This “FY2024 Economic Development Initiative Community Project Funding Grant Guide” (FY2024 CPF Grant Guide) provides information for Congressionally-designated recipients that have yet to execute their Grant Agreement with HUD (“prospective grantees”) on the requirements that govern these funds, as provided by the FY2024 Act, and the cross-cutting requirements that generally apply to all HUD awards as provided by HUD regulations and other applicable Federal regulations and statutes.

This FY2024 CPF Grant Guide also provides instructions on how to complete the requested information and fill out the required forms to execute your Grant Agreement in HUD’s Disaster Recovery Grant Reporting (DRGR) financial and reporting system.

DRGR is a web-based system used to automate the management of program requirements and voucher payments issued by HUD. This system will enable you to process requests for payment of CPF grant funds and to submit periodic reports on the use of those funds.

**This FY2024 CPF Grant Guide applies only to FY2024 CPF grants.** FY22 and FY23 grantees should refer to their respective CPF Grant Guides on the HUD CPF website.

The remainder of this FY2024 Grant Guide includes:

- **Section 2 – Grant Award Process and Instructions:** Walks you through the FY2024 CPF grant award process and gives you instructions for executing the Grant Agreement and steps to request payment(s).
- **Section 3 – Federal Requirements:** Details the Federal regulations that apply to these grant funds.
- **Section 4 – Contact Information for Grant Officers, System Officers, and Regional Environmental Officers:** Gives contact information for CPF Grant Officers, CPF System Officers, and the environmental review specialists who support you through the grant life cycle.
- **Section 5 – Attachments:** Provides attachments including documents required in the Grant Award process.

HUD will use the process outlined in this FY2024 CPF Grant Guide to administer FY2024 CPF grants as directed by Congress in the FY2024 Acts. *Subject to the applicable conditions in these or later appropriations acts*, HUD is required to award these grants in accordance with the specific “recipient,” “project,” and “amount” information provided in the “Community Project Funding/Congressionally Directed Spending” table on pages S1967 through S2184 of the

## FY2024 Community Project Funding Grant Guide (Version 1.0)

Congressional Record for March 5, 2024

(<https://www.congress.gov/118/crec/2024/03/05/170/39/CREC-2024-03-05.pdf>). The second of the two FY2024 Acts made just two changes with respect to this table: (1) it added an addendum to the table to provide for a FY2024 CPF grant of \$850,000 to the Town of Normal for “Town of Normal Street Upgrades to Increase Safety” (which the addendum identifies as a project requested by Representative Sorensen of Illinois) and (2) it changed the “project” for which Workforce Housing Coalition Western Maine Mountains was designated to receive a FY2024 CPF grant from “Kingfield Multi-Family Housing” to “Multi-Family Housing.” To avoid confusion, this guide will refer to the table with these two changes as the **“Amended CPF Grants Table.”**

## FY2024 Community Project Funding Grant Guide (Version 1.0)

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### SECTION 2: GRANT AWARD PROCESS AND INSTRUCTIONS

#### 2.1 Grant Award Process

At a high level, the grant award process is as follows:

1. HUD creates grantees' accounts in DRGR.
2. HUD, via DRGR, emails you the Grant Award Package, including the Grant Agreement, Letter of Invitation (LOI), and this Grant Guide along with instructions to complete the required materials. Your CPF application consists of the project narrative, project budget, and required standard forms, and will be completed in DRGR.
3. You submit the required complete package in DRGR by the Authorized Representative who has legal authority to sign on behalf of your organization.
4. HUD reviews the completed grant package in DRGR to ensure that the project narrative and budget are aligned with your Congressionally-directed project description.
5. Once your materials are determined to be complete and accurate, HUD will execute and return your Grant Agreement via DRGR.
6. You should also initiate and complete your environmental review and consult with your HUD Regional Environmental Officer (REO) and/or Responsible Entity (RE), as necessary.

**NOTE:** CPF grants, like all awards funded by HUD, are subject to requirements under the National Environmental Policy Act (NEPA), HUD's NEPA-implementing regulations are located at 24 CFR Part 50 or 24 CFR Part 58, and all appropriate federal environmental and historic preservation laws, regulations, and Executive Orders. CPF grantees **must** have a completed environmental review (and, where applicable, an approved *Request for Release of Funds and Certification* (HUD-7015.15), as explained in Section 3.3 below) before committing or expending Federal or non-Federal funds towards choice-limiting actions or undertaking choice-limiting actions on the project. Further explanation of HUD's NEPA requirements are detailed in Section 3.

Instructions for submitting your FY2024 CPF grant materials and requesting payment are below. A checklist of the grant award process is provided in Section 5.

If you have questions about the grant award process, please contact your CPF Grant Officer listed in Section 4 of this guide.

## FY2024 Community Project Funding Grant Guide (Version 1.0)

GRANT AWARD PROCESS	
HUD sends Grant Award Packet	<p><b>FY2024 CPF Grant Award Packet includes:</b></p> <ul style="list-style-type: none"> <li>• FY2024 CPF Letter of Invitation (LOI);</li> <li>• FY2024 CPF Grant Guide;</li> <li>• FY2024 CPF Grant Agreement; and</li> <li>• link to <a href="#">Direct Deposit Sign-Up Form (SF-1199A)</a></li> </ul> <p><b>Standard Forms generated by DRGR system:</b></p> <ul style="list-style-type: none"> <li>• <i>Assistance Award/Amendment</i> (HUD-1044) (also attached to your LOI)</li> <li>• <i>Application for Federal Assistance</i> (SF-424)</li> <li>• <i>Assurances for Non-Construction Projects</i> (SF-424B)</li> <li>• <i>Assurances for Construction Projects</i> (SF-424D)</li> </ul> <p><b>Standard Forms not generated by DRGR system:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Direct Deposit Sign-Up Form (SF-1199A)</a> (Also, see Attachment 2.)</li> </ul>
Prospective Grantee Required Documents	<p>You provide the following information in DRGR:</p> <ol style="list-style-type: none"> <li>1. Project Narrative</li> <li>2. Project Budget</li> <li>3. SF-1199A</li> </ol> <p>The SF-1199A will need to be downloaded, completed (by you and your Financial Institution) and uploaded into DRGR.</p> <p><i>Please note:</i> The information identifying the “Applicant,” “Grantee,” or “Recipient” on each document transmitted to HUD must correspond to the “Recipient” specified in the Amended CPF Grants Table.</p>
Registration Required	<p>All entities doing business with the federal government must register in SAM.gov (SAM) and use a Unique Entity ID (UEI) created in <a href="#">SAM.gov</a>. The UEI replaced the DUNS number, which was phased out in April of 2022. More information on this requirement is below in the Federal Requirements section in Section 3.</p> <p>The UEI needs to be established in SAM <u>before</u> you complete and transmit your SF-424(s) and the Grant Agreement to HUD, because the UEI must be included on both those documents.</p>
How to Submit Required Information	<p>With the exception of the SF-1199A, required CPF application materials must be completed in DRGR.</p> <p><b>NOTE:</b> The SF-1199A must be uploaded into DRGR before submitting the entire grant packet for HUD’s review.</p>
When to Submit	<p>HUD strongly recommends that you submit these materials as soon as possible. Please contact your System Officer (listed in Section 4) for assistance with</p>

## FY2024 Community Project Funding Grant Guide (Version 1.0)

	accessing DRGR or your Grant Officer (listed in Section 4) for assistance with completing your materials in DRGR.
<b>Requesting Payment of Grant Funds</b>	<p>After the grant agreement has been signed by you and then HUD, HUD will return the executed Grant Agreement to you along with the “Grant Award Instructions.” The instructions will include steps for setting up your <u>Action Plan</u> in DRGR.</p> <p>Once your Action Plan is created in DRGR and approved by HUD (including entry of budget information consistent with the approved budget attached to your executed Grant Agreement), you may begin requesting payment(s) in accordance with your approved budget. However, to receive payment(s) for hard costs, you will also need to have a completed project-specific environmental review.</p> <p>Additional information and tutorials on DRGR are available on HUD Exchange here: <a href="https://www.hudexchange.info/programs/drgr/">https://www.hudexchange.info/programs/drgr/</a>.</p> <p>As a reminder, payment of soft costs, covered by HUD’s nationwide environmental review for CPF soft costs, can be made once your Grant Agreement is executed by HUD; however, payment of hard costs can only be made after your Grant Agreement is executed by HUD <b>AND</b> a project-specific environmental review is completed.</p>
<b>Support</b>	<p>CPF Grant Officers, listed in Section 4, are assigned by state and territory. Your Grant Officer can assist you with the completion of the required documents and answer any questions you may have regarding the materials that you will submit.</p> <p>System Officers, listed in Section 4, are also assigned by state and territory. Your System Officer can assist you with DRGR technical assistance.</p> <p>REOs provide technical assistance to grantees and local government REs on the environmental review process and coordinate Part 50 concept meetings to determine the level of environmental review, consultation needs, and a timeline. Contact your HUD REO, listed in Section 4, with your technical assistance request(s) regarding the environmental review process.</p>

### 2.2 DRGR Overview

---

This section provides you with instructions on setting up your DRGR profile, requesting payments, and submitting your semiannual reports.

DRGR was established for special appropriations, such as disaster grants, but has been extended to include other special-purpose programs and appropriations. The system is primarily used by grantees to access grant funds and report performance accomplishments for grant-funded activities.

## FY2024 Community Project Funding Grant Guide (Version 1.0)

DRGR allows grantees to tell their story to Congress, the public, and other stakeholders on project(s) progress and related activities. Additionally, if a grantee has turnover, DRGR is a repository of data for new staff.

DRGR is used by HUD staff to review grant-funded activities. Once your grant is set up in DRGR, HUD will review your information and unblock the grant to permit withdrawals after they are approved. Grantees will draw down funds by creating vouchers that list amounts by specific activity. You will also submit performance reports semi-annually by using the structure established in DRGR.

### 2.2.1 How to Create A DRGR Account

HUD staff will request the initial DRGR account creation for the grantee administrator user.

Once the Authorized Representative receives access to DRGR, the Authorized Representative can request additional users by logging into <https://drgr.hud.gov/DRGRWeb>, using the ID and password provided by HUD. The Authorized Representative will submit a new user request via the "Request New User" link in the Admin Module to give the requisite additional staff access to DRGR.

If the user did not receive an email granting access to the system, please check with the Authorized Representative. To request a new account, modify an existing account, or request a deactivation, please contact your designated System Officer and copy the CPF mailbox at [CPFgrants@hud.gov](mailto:CPFgrants@hud.gov).

#### DRGR URLs

##### LOGIN

<https://drgr.hud.gov/DRGRWeb>

##### USER MANUAL

<https://www.hudexchange.info/resource/4915/drgr-user-manual/>

- Add the User ID to the "Username" field and add the password to the "Password" field. The password is case sensitive
- Select the **<I agree to the Terms of Service>** radio button. DRGR users cannot access the DRGR System until they agree to the "Terms of Service."
- Select the **<Login>** button. If the login attempt is successful, a new page will load.

The screenshot shows the 'CPD Grants Portal Login' page. It includes a 'Username' field, a 'Password' field, and a 'Login' button. There is also a radio button for 'I agree to the Terms of Service'. Annotations are as follows: 'a' points to the Username field, 'b' points to the 'I agree to the Terms of Service' radio button, and 'c' points to the 'Login' button.

#### 2.2.1.1 How to Request New User(s)

DRGR does not allow a grantee user to both create/request and approve a voucher. You must assign and maintain at least two (2) DRGR user accounts – one for creating vouchers for payment and one to approve vouchers. Additionally, grantee administrators can establish the request user roles along with roles for action plan submission.

## FY2024 Community Project Funding Grant Guide (Version 1.0)

If you have a DRGR or Integrated Disbursement and Information System (IDIS) account, you can reuse your log-in account credentials to log into DRGR to access your CPF grant.

Administration: User Management

**ADMIN**  
Request New User

\* Does staff already have a HUD username in DRGR/IDIS? (e.g., CHS, B, etc.)

YES NO **Request New User to Log In**

Please search for and select staff user below:

Search Criteria:

HUD Office	Name	State/Territory	Grantee Name
HUD Office	Name	State/Territory	Grantee Name

SEARCH CLEAR

Continue to Next Page

**ADMIN**  
Request New User

Submit Cancel

First Name: Title:

Last Name: Organization:

Email: (Please use email)

Address 1: Fax:

Address 2: \*PIN (five digits used on initial password):

Address 3: \*PIN (five digits):

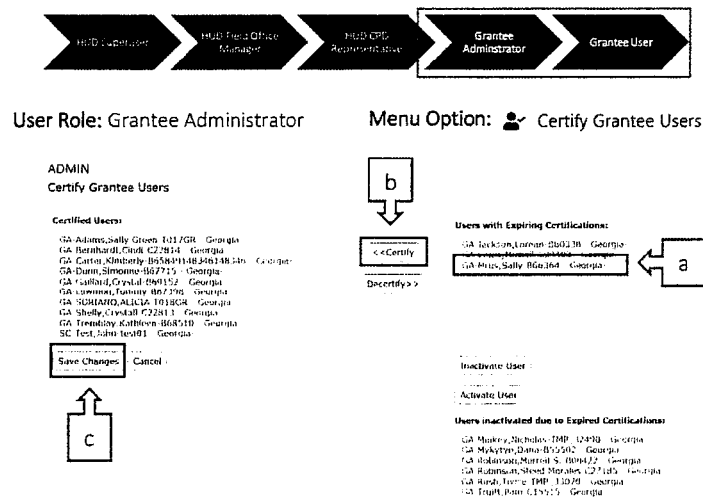
City:

State: \* Zip Code:

## Administration: User Certification

As part of the account request process other HUD or grantee admin users will “certify” the need for the user to access the system. HUD staff certify grantee admin users and then grantee admin users certify other grantee users.

Users have to be recertified each six months. If this does not occur users will not have access to DRGR. Grantee administrators can use this screen to remove staff access if they no longer work at the grantee or on the grants. They can also submit a separate deactivation request for the profile, as needed










### 2.2.1.2 Creating Roles in DRGR

Click the ‘Crown icon’ and then click the “request new user” icon.


## FY2024 Community Project Funding Grant Guide (Version 1.0)

### Administration: User Management

 DRGR

Module	Menu	Submenu Options	Description
 Administration	User Management	 Associate Users to Grants	Grant DRGR Users permission to view and/or edit selected Grant(s)
		 Certify Grantee Users	(Re)certify DRGR Users
		 Request New Users	Request a New User be granted a DRGR User Account and/or Profile
		 Manage Existing Users	Request edits to an existing DRGR User Profile
		 Upload User Requests	Upload DRGR User data directly into DRGR

**Grantee Profile:**

Grantee	Agency	View Only	Grantee Admin	Request Drawdown	Approve Drawdown	Submit Action Plan	Submit Performance Reports	Staff Rate	Contractor	User Profile Request	Update FAQ	Submit Voucher Docs to HUD	Active
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Add Grantee Profile](#)

Only one draw role allowed per user


N/A

N/A

If these are required

### 2.2.2 Verify Your UEI & Tax Identification Number (TIN)

Once you login to DRGR, select the crown icon to open your Administration menu and select "Manage Grantee."

 Disaster Recovery Grant Reporting System

10:24 PM - 03-01-2024

**Home**

- My Account**
  - View My Account
  - Update My Profile
- My Announcements**

**Administration**

- USER MANAGEMENT**
  - Associate Users to Grants
  - Certify Grantee Users
  - Request New Users
  - Manage Existing Users
  - Upload User Requests
- GRANTEES**
  - Manage Grantee** (Selected)
  - Search/Display Grantee Search Area
  - Add Nonprofitable Organizations
  - Manage Nonprofitable Organizations
  - Upload Nonprofitable Organizations
- UNREVIEWED**
  - Unreviewed
  - Ready

Review the information on the "Manage Grantee" page to confirm that your UEI and Tax Identification Number (TIN) are accurately displayed.

## FY2024 Community Project Funding Grant Guide (Version 1.0)

**Manage Grantee**

DRGR Grantee ID:	999999999	Email:	sftimeam@spatialfront.com
Grantee Name:	rogco	Phone Number:	3333331111 ext
Grantee Type:	NA	Fax Number:	1112223333
Block Drawdown:	No	Address:	123 Main Street Suite line 2
Unique Entity Identifier:	999999999999	Created By:	CityTest FL 34990 - Hq super User
DUNS Number:	None	Date Created:	01/20/2006
Tax Identification Number:			
Status:	Active		

**SAM Profile** | Contracts | Grants | Documents | History

If the UEI or TIN is inaccurate, please email the needed correction to your System Officer listed in Section 4.

### 2.2.3 How to Complete Your Grant Package

When you login into DRGR, select the grant number from the drawdown menu on the Task bar.

**Home**

**My Account**  
User ID: T059GA  
Recent Session Status: Reconfirmed  
Manage My Profile

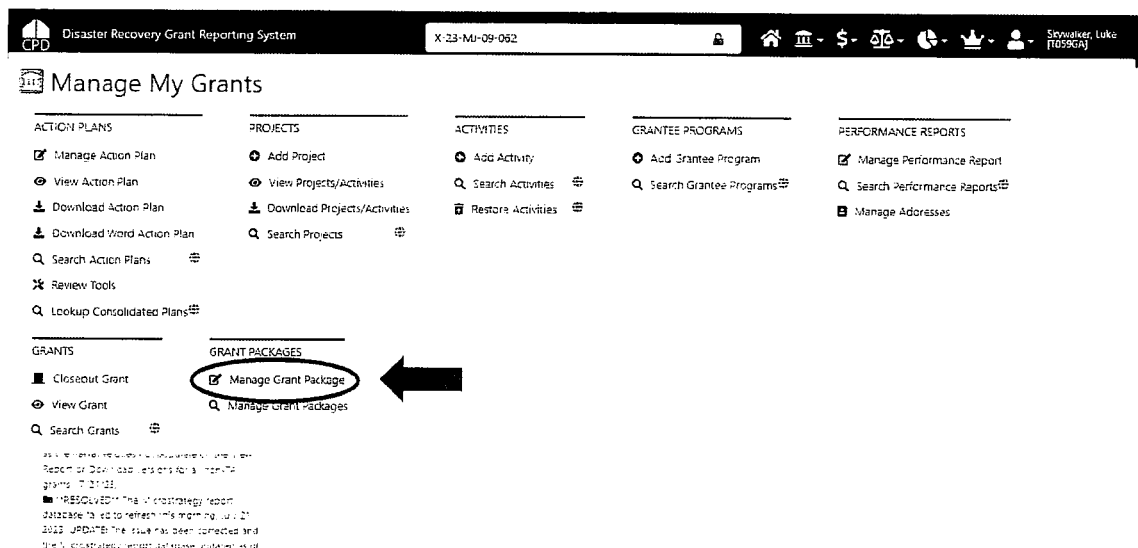
**My Announcements**  
■ **RESOLVED** Please Note: Several documents were unable to be transmitted to the line of Credit Control System (LCCS) on 8/19/2023... 8/19/23.  
■ **RESOLVED** We have received not be that

**Active Flags 36**

**X-23-MJ-09-052**

Next click “Manage Grant Package” under the Grant Packages section.

## FY2024 Community Project Funding Grant Guide (Version 1.0)



Once you have selected “Manage Grant Package,” you will arrive to the Grant Processing Module home page. You will complete all the required and applicable sections.

On this screen, please take a moment to review your grant information and status.

- **Grant Number:** Grant number assigned to your grant award.
- **Grantee Name:** Grantee’s organization (“Recipient” as assigned by the Amended CPF Grants Table).
- **Authorized Contact:** Your authorized contact for your grant award.
- **Grant Package Status:** The current status of your grant package in the review and approval process.
- **Project Description:** The legal description of your project in the Amended CPF Grants Table.
- **Recipient Address:** Grantee’s legal address.
- **Congressional Requestor(s):** The sponsoring Congressional member(s) per the Amended CPF Grants Table.
- **Grant Officer Manager:** Your assigned CPF Grant Officer.
- **Grant Status:** The status of your grant.

If you believe any of the above information needs to be changed, please email your CPF Grant Officer.

**Manage Grant Package**

Back Validate Grant Package View Package View Review Checklist PDF

<b>Grant Number:</b>	X-23-MJ-09-062	<b>Recipient Address:</b>	
<b>Grantee Name:</b>	rogco	<b>Congressional Requestor(s):</b>	District of Columbia - FL-13 Mr Joe Browne (H)
<b>Authorized Contact:</b>	Doe, Miguel	<b>Grant Officer Manager:</b>	Han Solo
<b>Appropriation Code:</b>	EDI-CPF FY23	<b>Grant Status:</b>	Active
<b>Grant Package Status:</b>	Submitted by HUD - In Process		
<b>Project description:</b>	test		

## FY2024 Community Project Funding Grant Guide (Version 1.0)

### 2.2.3.1 Project Manager

To begin, click the “Edit” icon to the far right of “Project Manager.”

CPD

Disaster Recovery Grant Reporting System

X-23-MJ-09-062

Home

Menu

Logout

Tools

Reports

Admin

Profile

Skywalker, Luke (TOS9CA)

Back

Validate Grant Package

View Package

View Review Checklist PDF

## Manage Grant Package

Grant Number: X-23-MJ-09-062

Recipient Address: District of Columbia - FL-13 Mr Joe Browne (H)

Grantee Name: rogco

Congressional Requestor(s): Han Solo

Authorized Contact: Doe, Miguel

Grant Officer Manager: Active

Appropriation Code: EDI-CPF FY23

Grant Status: Submitted by HUD - In Process








Project description: test

Details

Documents

Environmental

History

Required	Content Name	Content Type	Last Updated Date	Last Updated By	Status	Actions
	1. Grant Contacts Information	Heading			Completed	
*	Project Manager	Dynamic Form			Pending	
	Additional Contact 1	Dynamic Form			Pending	
	Additional Contact 2	Dynamic Form			Pending	
*	Environmental Review Contact	Dynamic Form			Pending	
	Congressional Districts	Dynamic Form			Pending	
	2. Subrecipient Information	Heading			Completed	
	Subrecipient Applicability	Dynamic Form			Pending	
	Subrecipients	Table			Pending	
	3 Scope of Work Information	Heading			Completed	

Please provide the contact information of the main point of contact serving as the Project Manager for the grant. Select “Complete” then click “Save.”

## FY2024 Community Project Funding Grant Guide (Version 1.0)

The screenshot shows a web form titled "Please provide all required information." with the following fields and values:

- Prefix: Mr.
- \*First Name: Vaughn
- Middle Name: Alexander
- \*Last Name: Watson
- \*Title: CEO
- \*Address 1: 300 Washington Street
- Address 2: Enter street address
- Address 3: Enter street address
- \*City: Wilmington
- \*State: DE
- \*Zip Code: 19801-0000
- \*Telephone Number: 302-218-5543
- \*Email: wvaughn@grprohoo.com
- \*Status: Completed (circled)

At the bottom right, there are "Cancel" and "Save" buttons, with an arrow pointing to the "Save" button.

### 2.2.3.2 Additional Point(s) of Contact

Next you have the option to add up to two (2) additional contacts. The two (2) additional contacts will be copied on all DRGR notifications sent for the grant. Click the **"Edit"** icon to the far right of **"Additional Contact (1) and/or (2)."** Complete the information for each additional contact, select **"Complete,"** and then click **"Save."**

### 2.2.3.3 Responsible Entity's Contact Information

Next click the **"Edit"** icon to the far right of **"Environmental Review Contact."** Please provide the contact information of the individual who is completing the environmental review for your grant. If you have not identified the individual, please enter the **Project Manager's** contact information. Once done, select **"Complete"** then click **"Save."**

## FY2024 Community Project Funding Grant Guide (Version 1.0)

Contact Information

Please provide all required information.

Prefix: Select One

\*First Name: Enter the First Name

Middle Name: Enter the Middle Name

\*Last Name: Enter the Last Name

\*Title: Enter title

\*Address 1: Enter street address

Address 2: Enter street address 2

Address 3: Enter street address 3

\*City: Enter City

\*State:

\*Zip Code: XXXX-XXXX

\*Telephone Number: XXX-XXX-XXXX

\*Email: Enter a valid Email Address

\*Status:

Cancel

### 2.2.3.4 Congressional District(s)

Next click the “Edit” icon to the far right of “**Congressional Districts.**” Please provide the Congressional District for your grant.

Enter the Congressional District in the format: 2-character State Abbreviation and 3-character District Number. Examples: *CA-005* for California’s 5<sup>th</sup> district, *CA-012* for California’s 12<sup>th</sup> district. If all districts in a state are affected, enter “all” for the district number. Example: *MD-all* for all congressional districts in Maryland. If nationwide (all districts in all states), enter *US-all*. If the program/project is outside the US, enter *00-000*.

If you’re unsure of your district number, try the following:

- 1) Go to <https://www.house.gov> and enter your organization’s zip code under the “Find Your Representative” heading in the middle-left of the website.
- 2) The name of your representative, along with his or her district number, will appear in the results. If a district is described as “at large”, then the congressional district number should be entered “001.”
- 3) In some cases, the results will return two representatives and two congressional districts. This happens when “the information you provided [your zip code] overlaps multiple congressional districts”. You will then be asked to provide your street address, city and state, and then to click “Find Your Rep By Address.” This additional search will return a single name and a single congressional district.

Once done, select “Complete” then click “Save.”

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The screenshot shows a web browser window with the URL [drgraining.hud.gov/DRGSPWeb/P/grant\\_package/manage](http://drgraining.hud.gov/DRGSPWeb/P/grant_package/manage). The page title is 'Congressional Districts'. Below the title, it says 'Please provide all required information.' The form contains the following fields:

Field	Value
Applicant	CE-001
Program/Project	CE-001
Status	Completed

A red arrow points to the 'Save' button in the bottom right corner of the form.

### 2.2.3.5 Subrecipient(s)

Use of subrecipients is subject to the conditions provided in Article III, section H of the Grant Agreement. ***If you intend to subaward a portion, or all, of your grant funds to a subrecipient, and have already identified that subrecipient, then that organization's name, UEI, and an overview of their role, responsibilities, and functions to be carried out on this project must be included in the project narrative.*** The use of subrecipients does not relieve you of responsibility for your grant. You are responsible for all coordination with HUD on accessing all CPF grant funds, amendment requests, reporting, correspondence, grant closeout, and all other grant requirements. You are responsible for ensuring that the subrecipient(s) complies with all grant requirements. Further, you are required to ensure that your subrecipient(s) is not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal programs or activities.

Next click the “**Edit**” icon to the far right of “**Subrecipient Applicability.**” Please indicate if you will use a Subrecipient. Once done, select “Complete” then click “Save.”

The screenshot shows a form titled 'Subrecipient Information'. Below the title, it says 'Please provide the following information for each subrecipient intended to be awarded as part of this grant.' The form contains the following fields:

Field	Value
If you are using a subrecipient to implement any part of this project?	Yes
Status	Completed

'Cancel' and 'Save' buttons are located at the bottom right of the form.

Next click the “**Edit**” icon to the far right of “**Subrecipients.**” Please provide the name of your subrecipient, name of the subrecipient’s point of contact, phone number, and email address. Please repeat this step for each subrecipient you plan to use. There is no limit on the number of subrecipients that can be added.

Once done, select “Complete” then click “Save.”

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Subrecipient Name	Contact Name	Phone	Email
Ace Consultants	Alexander Watson	302-555-1234	Awatson@hotmail.com
Be Great Construction	Ann Waters	302-555-2134	awaters@aol.com

\*Status: Completed Pending Confirmed Not Applicable

Cancel Save

### 2.2.3.6 Project Scope

Next click the “Edit” icon to the far right of “Project Scope.” Please provide information about the set boundaries on your project and define exactly what goals, deadlines, and project deliverables you’ll be working towards. Once done, select “Complete” then click “Save.”

Plain Text Narrative

\* Content Name: Project Scope

Instruction: Project Scope must make clear which portion of the project, or specific project activities, will be funded using the HUD funds provided under your CPF grant. \*\* Your Project Scope must also include sufficient scope and information about the ENTIRE affected project (not limited to the portion funded by your grant) to inform the environmental review process. Project activities must be grouped together and evaluated as a single project for all individual activities which are related either on a geographical or functional basis, or both, or are logical parts of a composite of contemplated actions.

\*

Required

\*Status: Completed

Cancel Save

### 2.2.3.7 Project Narrative

**Content:** Your Project Narrative must include sufficient scope and information about the ENTIRE affected project (not limited to the portion funded by your grant) to inform the environmental review process. Project activities must be grouped together and evaluated as a single project for all individual activities which are related either on a geographical or functional basis, or both, or are logical parts of a composite of contemplated actions. More information on HUD’s aggregation principles can be found at [24 CFR 58.32](#).

Your Project Narrative must also make clear which portion of the project, or specific project activities, will be funded using the FY2024 CPF grant funds.

In anticipation of the required semi-annual reporting on activity types and annual reports on “Section 3 Economic Opportunity Part 75” accomplishments, the narrative should provide anticipated project

## FY2024 Community Project Funding Grant Guide (Version 1.0)

goals, outputs, or outcomes, including “Section 3 Economic Opportunity Activity Performance Measures.”

The Project Narrative should include:

- **Project Name:** Identify the “project.” This must be consistent with the “project” specified in the Amended CPF Grants Table.
- **Project Purpose:** Provide a brief one sentence summary.
- **Project Scope:**
  - What will the CPF grant be used for?
    - Identify general activity categories and specify what the grant award will be used for.
  - Is the CPF funded project part of a larger project?
    - If so, please provide a brief description of the broader project.
  - Has the project started? If so, please provide a brief overview of the status of the project.
    - If the project has been started, did you initiate a HUD NEPA environmental review?
      - Please review HUD’s environmental review requirements in Section 3.
    - For basic questions about the environmental review requirements or process, please reach out to the Environmental Review Ask A Question Help Desk. (See Section 5 for directions.)
    - For project specific questions about environmental reviews, reach out to the Regional Environmental Officers listed in Section 3 below.
  - Will you be using a subrecipient to implement any part of the project?  
(Please note HUD’s conditions on using subrecipients, which are specified in Article III, section H of the Grant Agreement) and highlighted below.
- **Proposed Subrecipient(s):** If you intend to subaward a portion, or all, of your grant funds to a subrecipient, and have already identified that subrecipient, then include that organization’s name, UEI, and an overview of their role, responsibilities, and functions to be carried out on this project.

Next click the “**Edit**” icon to the far right of “**Project Description.**” Please provide a comprehensive project overview in accordance with the instructions above. Once done, select “Complete” then click “Save.”

×

Plain Text Narrative

\* Content Name: Project Description

Instruction: Outlines the details of the project, including all phases

\*

Required

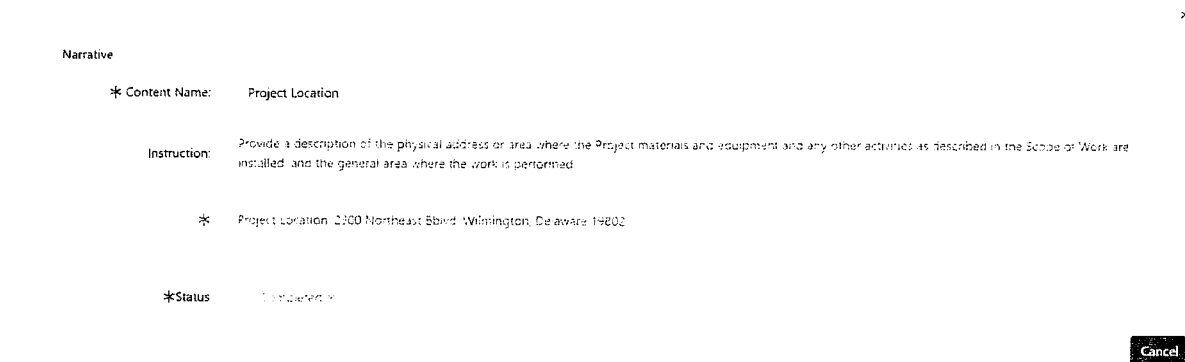
\* Status: Complete

Cancel

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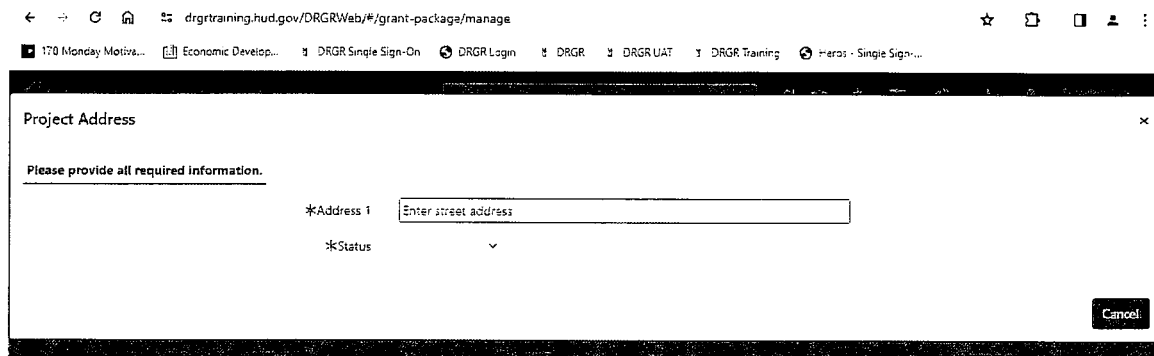
### 2.2.3.8 Project Location

Next click the “**Edit**” icon to the far right of “**Project Location.**” Please provide details about the area(s) where the Project materials, equipment, and any other efforts, as described in the Scope of Work, are installed, and the general area(s) where the Work is performed. Once done, select “Complete” then click “Save.”



The screenshot shows a web form titled "Project Location" with a close button (X) in the top right corner. The form includes a "Narrative" section with a "Content Name" field set to "Project Location". Below this is an "Instruction" field with the text: "Provide a description of the physical address or area where the Project materials and equipment and any other activities as described in the Scope of Work are installed and the general area where the work is performed." A "Status" field is set to "Complete". A "Cancel" button is located at the bottom right of the form.

Next click the “**Edit**” icon to the far right of “**Project Address.**” Please provide the street address of the project. If the project does not have a physical street at the time of submission, please provide the address of the organization. Then in the Geographic Location, please provide GPS latitude and longitude of your project. Once done, select “Complete” then click “Save.”



The screenshot shows a web browser window with the URL "drgtraining.hud.gov/DRGRWeb/#/grant-package/manage". The browser's address bar shows several tabs: "170 Monday Motiva...", "Economic Develop...", "DRGR Single Sign-On", "DRGR Login", "DRGR", "DRGR UAT", "DRGR Training", and "Heras - Single Sign...". The main content area displays a form titled "Project Address" with a close button (X) in the top right corner. The form includes a "Please provide all required information." section with a "Status" field set to "Complete". A "Cancel" button is located at the bottom right of the form.

Next click the “**Edit**” icon to the far right of “**Geographic Location.**” This section is optional, if you already provided an address for the activity in the “Project Address.” However, if your project has multiple addresses for the activity, please provide the additional addresses in this section.

Also, provide the GPS latitude and longitude of your project if you do not have a physical location. Once done, select “Complete” then click “Save.”

## FY2024 Community Project Funding Grant Guide (Version 1.0)

The screenshot shows a web browser window with the URL `drgrtraining.hud.gov/DRGRWeb/#/grant-package/manage`. The browser's address bar and tabs are visible at the top. The main content area is a form titled "Narrative". It contains the following fields:

- \* Content Name:** Geographic Location
- Instruction:** Geographic Coordinates
- \* Geographic Coordinates** (a large text area for input)
- \*Status** (a dropdown menu)

A "Cancel" button is located in the bottom right corner of the form.

Next click the “**Edit**” icon to the far right of “**Project Map – Image 1.**” Please provide an image of your project location. Once done, select “**Complete**” then click “**Save.**”

The screenshot shows the same web browser window as the previous one, but the form is now titled "Narrative" and contains the following fields:

- \* Content Name:** Project Map - Image 1
- Instruction:** Project Map - Image 1
- \* Project Map - image 1** (a large text area for input)
- \*Status** (a dropdown menu)

A "Cancel" button is located in the bottom right corner of the form.

Repeat the same step for **Project Map – Image 2** through **Image 5**, if applicable, to attach additional images.

### 2.2.3.9 Funding Narrative

Next click the “**Edit**” icon to the far right of “**CPF Funding Description.**” Please provide clear, detailed information for which portion of the project, or specific project activities, that will be funded using CPF funds. Once done, select “**Complete**” then click “**Save.**”

## FY2024 Community Project Funding Grant Guide (Version 1.0)

Narrative

\* Content Name: CPF Funding Description

Instruction: Provide a clear narrative of what the CPF Funding will be utilized for

CPF Funding Description: Provide a clear narrative of what the CPF Funding will be utilized for

- \* \$10 mil. Administration
- \$20 mil. Acquisition
- \$30 mil. Construction
- \$40 mil. FF&E
- \$35k Indirect Cost Rate

\*Status: Incomplete

Cancel

### 2.2.3.10 Project Activities

Next click the “Edit” icon to the far right of “Activities Applicability.” Please select the activity type(s) that best align to your projects. Once done, select “Complete” then click “Save.”

The screenshot shows a web browser window with the URL [drgtraining.hud.gov/DRGRWeb/#/grant-package/manage](http://drgtraining.hud.gov/DRGRWeb/#/grant-package/manage). The browser's taskbar shows several open applications including '170 Monday Motiva...', 'Economic Develop...', 'DRGR Single Sign-On', 'DRGR Login', 'DRGR', 'DRGR UAT', 'DRGR Training', and 'heros - Single Sign...'. The main window displays the 'CPF Funding Applicability' form. At the top, it says 'Please provide all required information.' Below this, there is a section for 'Select activity(ies) for the entire project including non-HUD funded activities: (Pick all that apply.)'. This section contains several checkboxes: 'Construction - New', 'Construction - Rehabilitation of existing structure', 'Construction - Repairs', 'Construction - Infrastructure', 'Site improvements (existing / proposed)', 'Housing', and 'Services'. Below these checkboxes is a dropdown menu labeled '\*Status'. A 'Cancel' button is located at the bottom right of the form.

### 2.2.3.11 Grantee's Fiscal Year

Next click the “Edit” icon to the far right of “Reporting Period.” Please select the date range that aligns with your organization’s fiscal year. Once done, select “Complete” then click “Save.”

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The screenshot shows the 'Reporting Period' form in the DRGR Web application. The form has a title bar 'Reporting Period' and a close button. Below the title bar is a prompt: 'Please provide all required information.' The form contains two fields: '\*Fiscal Year Reporting Period' and '\*Status'. The '\*Fiscal Year Reporting Period' field is currently open, showing a dropdown menu with the following options: January 1 - December 31, February 1 - January 31, March 1 - February 28, April 1 - March 31, May 1 - April 30, June 1 - May 31, July 1 - June 30, August 1 - July 31, September 1 - August 31, October 1 - September 30, November 1 - October 31, and December 1 - November 30. A 'Cancel' button is located at the bottom right of the form.

### 2.2.3.12 Project Budget

HUD needs a line-item budget of your project's funding source(s).

Next click the “**Edit**” icon to the far right of “**SF-424 Budget.**” Please enter the total CPF Award Amount in Federal Estimated Funding. Complete this section by providing the full project budget total. If other Federal funds are included the project, place the total “Other Estimated Funding.” In “Data Section” provide the name of funding source for the project. (i.e. CPF Award, CDBG, Local Development Fund). Once done, select “Complete” then click “Save.”

The screenshot shows the 'SF424 - Estimated Funding' form in the DRGR Web application. The form has a title bar 'SF424 - Estimated Funding' and a close button. Below the title bar is a table with two columns: 'Field Name' and 'Amount'. The table contains the following rows: Federal Estimated Funding, Applicant Estimated Funding, State Estimated Funding, Local Estimated Funding, Other Estimated Funding, Program Income Estimated Funding, and Total. Each row has a text input field for the amount, with a dollar sign (\$) in the first row. Below the table are two fields: '\*Data Source(s)' and '\*Status'. A 'Cancel' button is located at the bottom right of the form.

Field Name	Amount
Federal Estimated Funding	\$
Applicant Estimated Funding	\$
State Estimated Funding	\$
Local Estimated Funding	\$
Other Estimated Funding	\$
Program Income Estimated Funding	\$
Total	\$

### 2.2.3.13 CPF Budget

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As defined by 2 CFR 200.1, “budget” means the financial plan for the Federal award that the Federal awarding agency or pass-through entity approves during the Federal award process or in subsequent amendments to the Federal award.

As such, HUD needs a line-item budget to include costs for the CPF portion(s) of your project. **PLEASE NOTE:** The CPF portion of the line-item budget ***must*** add up to the full grant amount. The line-item budget does not have to be explicit in the use of funds under a line item, provided that the Project Narrative and line-item budget provide enough detail as a whole for HUD to make a reasonable determination that the grant-funded costs are consistent with the Congressional authorization.

All pertinent budgetary information should be listed and explained, such as:

- the overall amount for predevelopment costs;
- construction, renovation, and rehabilitation costs;
- acquisition, demolition, and site preparation;
- architectural and engineering fees;
- initial set asides for revolving loan funds; and
- administrative costs.

As provided by the FY2024 Acts, eligible expenses under the grant may include administrative, planning, operations and maintenance, and other costs that are reasonable and necessary to carry out the “Project” specified in the Amended CPF Grants Table.

Next click the “**Edit**” icon to the far right of “**CPF Cost Budget.**” Please provide the detailed budget for use of the CPF funding. Enter the name and amount for the line item, then click “Add row.” Repeat steps until the total CPF Budget has been allocated. The total CPF Cost Budget must match the “Federal Estimated Funding” amount entered on the SF-424. Once done, select “Complete” then click “Save.”

The screenshot shows a web browser window with the URL [drgtraining.hud.gov/DRGRWeb/#/grant-package/manage](https://drgtraining.hud.gov/DRGRWeb/#/grant-package/manage). The browser's address bar shows several tabs: "170 Monday Micro...", "Economic Develop...", "DRGR Single Sign-On", "DRGR Login", "DRGR", "DRGR UAT", "DRGR Training", and "Herex - Single Sign...". The main content area displays a form titled "CPF Funding Amount". The form has a table with two columns: "Budget Line Item" and "Funding Amount". The first row has an empty text input field under "Budget Line Item" and a text input field with a dollar sign (\$) under "Funding Amount". Below the table, there is a "Total" label followed by a dollar sign (\$). An "Add row" button is located below the "Total" label. At the bottom of the form, there are two labels: "\*Data Source(s)" and "\*Status", each followed by a dropdown arrow. A "Cancel" button is located at the bottom right of the form.

### 2.2.3.14 Indirect Cost Rate

Next click the “**Edit**” icon to the far right of “**CPF Cost Indirect Cost Budget.**” Please select the applicable cost rate. If you use a Federal Negotiated Indirect Cost Rate, enter the name of the cognizant agency for indirect costs, the approved Indirect Cost Rate, the budgeted Indirect Cost, and

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answer the questions. Please ensure the “CPF Cost Budget” Includes a line-item reflecting the indirect cost rate. Once done, select “Complete” then click “Save.”

← → ↺ 🏠 drgrtraining.hud.gov/DRGRWeb/#/grant-package/manage ☆ 📁 📄 👤 ⋮

1/10 Monday Motna... 📄 Economic Develop... 📄 DRGR Single Sign-On 📄 DRGR Login 📄 DRGR 📄 DRGR UA1 📄 DRGR Training 📄 Heroes - Single Sign...

Grantee Indirect Cost Rate Information

Please provide all required information.

Select Indirect Cost Rate(Pick one that applies.)

☐The Grantee will not use an indirect cost rate to charge its indirect costs to grant.

☐The Grantee will use de minimus rate of 10% to charge its indirect costs to the grant.

☐The Grantee will use the indirect cost rate identified below to charge its indirect cost to the grant.

Federally Negotiated Indirect Cost Rate

Example: DHHS

Indirect Cost Rate Percent

XX.X%

Dollar Amount:

\$ Enter Dollar amount...

Are you attaching Federal Negotiated Indirect Cost Rate (FNICR) documents?

▼

\*Status

~

Cancel

Click on the “Documents” tab, then click “Add Document.”

CPD

Disaster Recovery Grant Reporting System

X-23-MJ-09-062

🏠 📄 💰 📄 📄 📄 👤 T059Last T059First [T059GR]

Manage Grant Package

⬅️ Back ✓ Validate Grant Package 📄 View Package 📄 View Review Checklist PDF

Grant Number:

X-23-MJ-09-062

Recipient Address:

District of Columbia -  
FL-13 Mr Joe Browne (H)

Grantee Name:

rogco

Congressional Requestor(s):

Authorized Contact:

Doe, Miguel

Grant Officer Manager:

Han Solo

Appropriation Code:

EDI-CPF FY23

Grant Status:

Active

Grant Package Status:

Pending Grant Officer Review

Project description:

test

Details

Documents

Environmental

History

Generated Documents 4

🔄 Regenerate All

Name	Last Generated	Document Status	Actions
X-23-MJ-09-062_FY23_CPF_Grant_Guide_Award_Instructions_v1.pdf	12/01/2023	Generated	📄 🗑️
X-23-MJ-09-062_FY23_CPF_Grant_Award_Letter_v1.pdf	01/23/2024	Generated	📄 🗑️
X-23-MJ-09-062_FY23_CPF_Grant_Agreement_v1.pdf	01/30/2024	Generated	📄 🗑️
X-23-MJ-09-062_FY23_CPF_SF424_v1.pdf	01/30/2024	Generated	📄 🗑️
X-23-MJ-09-062_FY23_CPF_SF424B_v1.pdf	01/30/2024	Generated	📄 🗑️
X-23-MJ-09-062_FY23_CPF_SF424D_v1.pdf	01/30/2024	Generated	📄 🗑️
X-23-MJ-09-062_FY23_CPF_1044_v1.pdf	01/30/2024	Generated	📄 🗑️
X-23-MJ-09-062_FY23_CPF_1111_v1.pdf	01/30/2024	Generated	📄 🗑️

Supporting Documents 2

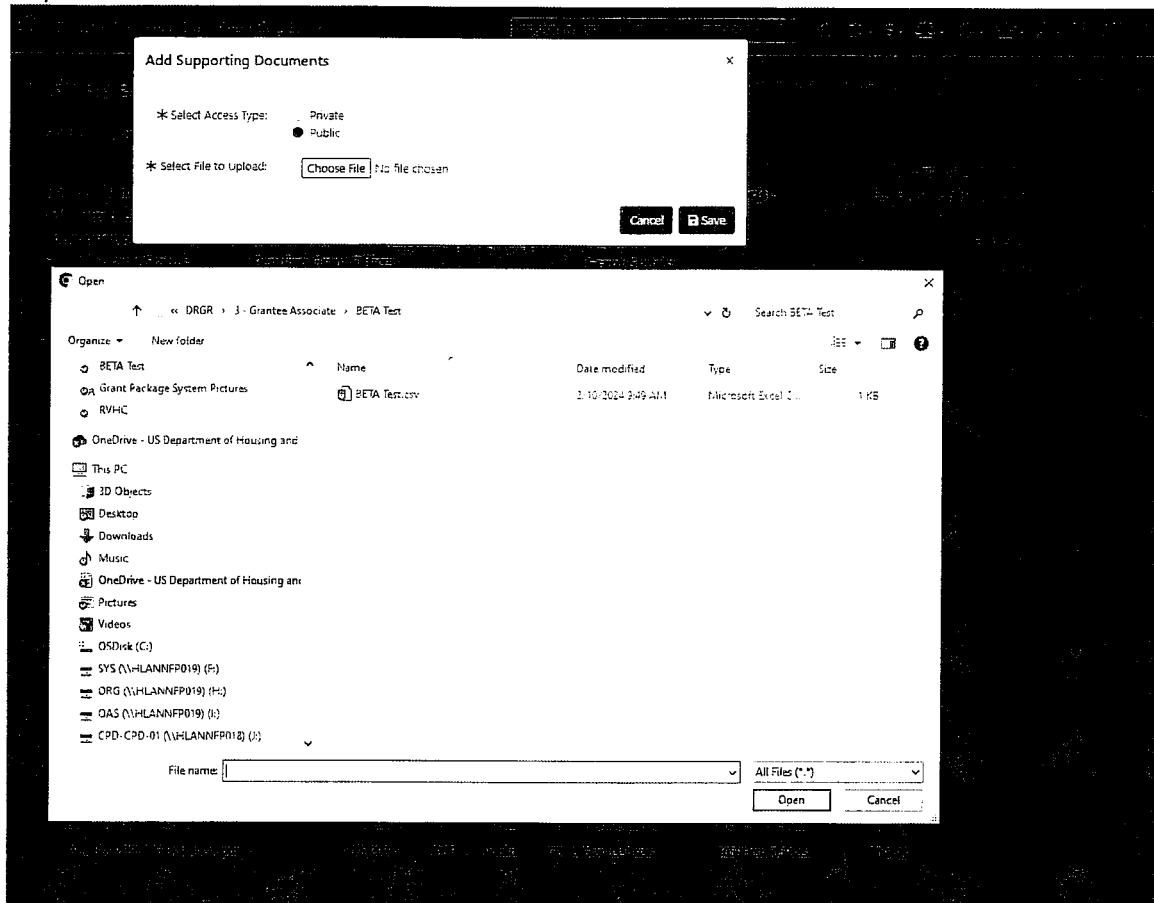
📄 Add Document

The file size limit is 5MB. Valid file extensions are: .png, .gif, .jpg, .jpeg, .doc, .docx, .xls, .xlsx, .csv, .ppt, .ppox, and .pdf.

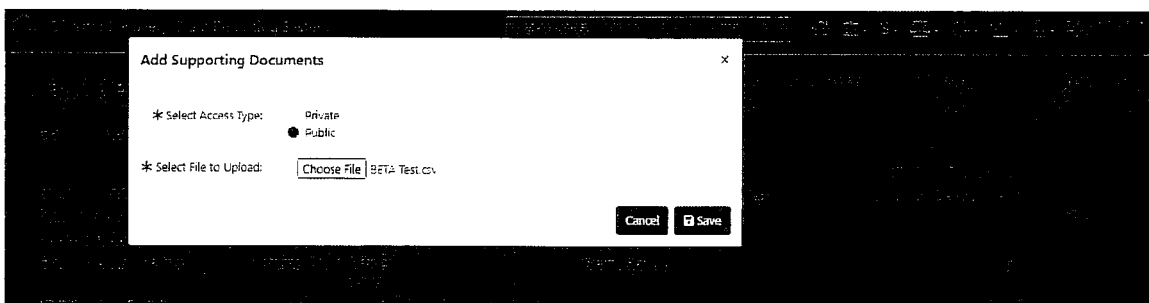
Name	Date	Type	Access	Uploaded By Group	Uploaded By	Actions
B22CPC00160 1199A .pdf	01/23/2024	PDF	Public	CGMS Grantee Users	T059First T059Last	📄 🗑️
1199a SUPPORTING Document.pdf	01/23/2024	PDF	Public	CGMS Grantee Users	T059First T059Last	📄 🗑️

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Next click “Public” then click “Choose File.” Search your PC and select the desired file then click “Open.”



Next click “Save.”



The file will be saved in the Supporting Documents then click “Details.”

### 2.2.3.15 Disclosures

Next click the “Edit” icon to the far right of “Financial Disclosures.” Please answer all the applicable questions that apply to your organization.

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**NOTE:** these questions are part of the SF-424.

Once done, select “Complete” then click “Save.”

The screenshot shows a web browser window with the URL `drgrtraining.hud.gov/DRGRWeb/#/grant-package/manage`. The browser's address bar and tabs are visible at the top. The main content area is titled "Financial Disclosures" and contains the instruction "Please provide all required information." Below this, there are several questions and input fields:

- Is Application Subject to Review by State Under Executive Order 12372 Process(Pick one that applies.)
  - ☐ Is the Application was made available to the State under the Executive Order 12372 process for review
  - ☐ Program is subject to Executive Order 12372 but has not been selected by the State for review
  - ☐ Program is not covered by Executive Order 12372
- Select Review Date if the Application was made available to the state under Executive Order 12372: [Date Picker]
- Is the Applicant Delinquent on Any Federal Debt? [Dropdown Menu]
- If Yes, Provide description [Text Field]
- \*Status [Dropdown Menu]

A "Cancel" button is located at the bottom right of the form.

### 2.2.3.16 Environmental Review Status

Next click the “**Edit**” icon to the far right of “HUD **Environmental Review Information.**” Please answer all the questions related to the status of your HUD review. At a minimum, all questions with an asterisk (\*) are required to be completed. Once done, select “Complete” then click “Save.”

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### HUD Environmental Review Information

If your project involves activities beyond soft costs that are covered by HUD's nationwide environmental review for CPF soft costs an environmental review is required. See ER Supplement in the document section for list of covered soft costs and other supplemental information.

* (1) What type of grantee are you?	<input type="checkbox"/> Nonprofit <input type="checkbox"/> Local Government <input type="checkbox"/> Quasi Government <input type="checkbox"/> Public Housing Authority <input type="checkbox"/> Tribe
* (2) Have you initiated a HUD environmental review?	<input type="checkbox"/> Yes <input type="checkbox"/> No
* (3) Are you aware of any known environmental issues, conditions, or permits associated with the project site? (i.e., historic structure, contamination on site, project in floodplain, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) List known issues, conditions, and/or permits	<input type="text" value="Enter known issues, conditions, and/or permits"/>
* (5) Is there an existing environmental review for your project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
* (6) Do you have existing permits for your project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
* (7) If the project involves new construction, renovation, or other ground disturbance work, are there any contracts already in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(8) If so, what is the date the contract was signed?	<input type="text" value=""/>
(9) List all anticipated related project activities that have or will be performed following the Federal Nexus, regardless of funding source	<input type="checkbox"/> Acquisition (including refinance) of real property
	<input type="checkbox"/> Leasing
	<input type="checkbox"/> Maintenance
	<input type="checkbox"/> Repair/Improvement/Rehabilitation
	<input type="checkbox"/> New construction/Reconstruction
	<input type="checkbox"/> Demolition
* (10) Does the project involve more than 100 dwelling units?	<input type="checkbox"/> Disposition
	<input type="checkbox"/> Soft Costs or other non-physical activities (e.g., planning, services, administration, predevelopment costs)
	<input type="checkbox"/> Yes <input type="checkbox"/> No
(11) What is the planned use of the affected property after completion of the project?	<input type="checkbox"/> Vacant land
	<input type="checkbox"/> Public facility
	<input type="checkbox"/> Nonresidential buildings (example: commercial, senior centers, offices)
	<input type="checkbox"/> Single Family Residential buildings

### 2.2.3.17 Disclosure of Lobbying Activities

No appropriated Federal funds may be paid by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or an employee of a member of Congress, in connection with this “application” for Federal assistance or any award of funds resulting from the submission of this “application” for Federal assistance or its extension, renewal, amendment, or modification.

If your organization has paid or will pay funds other than Federal appropriated funds to influence or attempt to influence the persons listed above, you must complete and submit the SF-LLL, as part of your “application” submission package. [This](#) form is generated using the information you provide in DRGR.

Exception: Federally recognized Indian tribes and Tribally Designated Housing Entities (TDHE) established by federally recognized Indian tribes as a result of the exercise of the tribe’s sovereign power are excluded from coverage of the Byrd Amendment, and do not have to submit these forms. State-recognized Indian tribes and TDHEs established only under State law must comply with this requirement.

Next click the “**Edit**” icon to the far right of “**Lobbying Registrant Contact.**” If your organization used a Federal Lobbyist, please provide the name and address of your Reporting Entity. **Note:** If your

## FY2024 Community Project Funding Grant Guide (Version 1.0)

organization did not use a Federal Lobbyist, enter “Not Applicable” in the required fields. Once done, select “Complete” then click “Save.”

The screenshot shows a web browser window with the URL `drgrtraining.hud.gov/DRGRWeb/#/grant-package/manage`. The browser's address bar shows several tabs: "170 Monday Motiva...", "Economic Develop...", "DRGR Single Sign-On", "DRGR Login", "DRGR", "DRGR UAT", "DRGR Training", and "Perkins Single Sign-On". The main content area is titled "Contact Information" and contains a form with the instruction "Please provide all required information." The form fields are as follows:

- Prefix: A dropdown menu with "Select One..." selected.
- \*First Name: A text input field with placeholder text "Enter the First Name".
- Middle Name: A text input field with placeholder text "Enter the Middle Name".
- \*Last Name: A text input field with placeholder text "Enter the Last Name".
- \*Title: A text input field with placeholder text "Enter Title".
- \*Address 1: A text input field with placeholder text "Enter street address".
- Address 2: A text input field with placeholder text "Enter street address 2".
- Address 3: A text input field with placeholder text "Enter street address 3".
- \*City: A text input field with placeholder text "Enter City".
- \*State: A dropdown menu.
- \*Zip Code: A text input field with placeholder text "XXXX-XXXX".
- \*Telephone Number: A text input field with placeholder text "XXX-XXX-XXXX".
- \*Email: A text input field with placeholder text "Enter a valid Email Address".
- \*Status: A dropdown menu.

A "Cancel" button is located at the bottom right of the form.

Next click the “**Edit**” icon to the far right of “**Individual Performing Services Contact.**” If your organization used a Federal Lobbyist, please provide the name and address of Lobbying Registrant.

**Note:** If your organization did not use a Federal Lobbyist, enter “Not Applicable” in the required fields. Once done, select “Complete” then click “Save.”

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The screenshot shows a web browser window with the URL `drgtraining.hud.gov/DRGRWeb/#/grant-package/manage`. The browser's address bar and tabs are visible at the top. The main content area is titled "Contact Information" and contains a form with the instruction "Please provide all required information." The form fields are as follows:

- Prefix: A dropdown menu with "Select One..." as the placeholder.
- \*First Name: A text input field with the placeholder "Enter the First Name".
- Middle Name: A text input field with the placeholder "Enter the Middle Name".
- \*Last Name: A text input field with the placeholder "Enter the Last Name".
- \*Title: A text input field with the placeholder "Enter title".
- \*Address 1: A text input field with the placeholder "Enter street address".
- Address 2: A text input field with the placeholder "Enter street address 2".
- Address 3: A text input field with the placeholder "Enter street address 3".
- \*City: A text input field with the placeholder "Enter City".
- \*State: A dropdown menu.
- \*Zip Code: A text input field with the placeholder "XXXX-XXXX".
- \*Telephone Number: A text input field with the placeholder "XXX-XXX-XXXX".
- \*Email: A text input field with the placeholder "Enter a valid Email Address".
- \*Status: A dropdown menu.

A "Cancel" button is located at the bottom right of the form.

### 2.2.3.18 Assurances

Next click the “**Edit**” icon to the far right of “**SF424 – Assurances.**” Please select the appropriate assurance as this will generate your SF-424B (Non-Construction related) and/or SF-424D (Construction related). For construction projects, grantees will complete both the SF-424B and SF-424D. Once done, select “Complete” then click “Save.”

The screenshot shows a web browser window with the URL `drgtraining.hud.gov/DRGRWeb/#/grant-package/manage`. The main content area is titled "SF424 Assurances" and contains a form with the instruction "Please provide all required information." The form fields are as follows:

- Select that applies: Two checkboxes, "☐ Assurances - Non Construction Programs" and "☐ Assurances - Construction Programs".
- \*Status: A dropdown menu.

A "Cancel" button is located at the bottom right of the form.

### 2.2.3.19 Direct Deposit

Please download the SF-1199A banking information form (<https://www.gsa.gov/system/files/SF1199A-20.pdf>).

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You must complete Sections 1 and 2 of the SF-1199A (see Attachment 2). Your bank or financial institution must complete Section 3 of this form. Ensure that you include a voided check, deposit slip, or bank letter with this form and upload it to DRGR in accordance with the instructions in Section 2.2.2.14.

<p><b>Section 1: (To be completed by you)</b></p> <p>A. Enter grantee's name, address, and telephone number</p> <p>B. Enter grantee's CPF grant number</p> <p>C. Enter grantee's EIN/TIN</p> <p>D. Check the type of account you want your funds deposited into</p> <p>E. Enter the account number you want your funds deposited into</p> <p>F. Check "Other" and specify "CPF-Grant"</p> <p>G. Leave Blank</p> <p>H. Sign and date the form</p>	<p><b>Section 2: (Completed by you)</b></p> <p>Government Agency Name: <b>HUD/Office of CPD</b></p> <p>Government Agency Address: <b>451 7<sup>th</sup> Street, SW, Washington, DC 20410</b> (Attach voided check or deposit slip)</p> <p><b>Section 3: (To be completed by your financial institution)</b></p>
--	---

Section 1 of this form must be signed and dated by your Authorized Representative. Section 3 must be signed and dated by your financial institution.

Review and verify the contents on this form for accuracy prior to uploading into DRGR. **DO NOT MAIL THE COMPLETED FORM TO HUD.**

**Note:** Follow the same steps for attaching documents as provided in Section 2.2.2.14.

Once the form is successfully uploaded, click the "Edit" icon to the far right of "SF-1199A" and answer the questions. Once done, select "Complete" then click "Save."

## FY2024 Community Project Funding Grant Guide (Version 1.0)

### 2.2.3.20 Annual Single Audit

Next click the “**Edit**” icon to the far right of “**Single Audit Threshold.**” Please answer the questions based upon your organization’s last completed fiscal year.

**Note:** If your organization has completed a Single Audit, please attach a copy in the documents section of DRGR. Follow the same steps for attaching documents as provided in Section 2.2.2.14.

Once done, select “Complete” then click “Save.”

The screenshot shows a web browser window with the URL `drgrtraining.hud.gov/DRGRWeb/#/grant-package/manage`. The browser's address bar and tabs are visible at the top. The main content area is titled "Single Audit Threshold" and contains a form with the instruction "Please provide all required information." The form includes two dropdown menus: "Have you spent 750,000 or more of all federal funds in a this fiscal year?" and "Have you completed a Single Audit??" Below these is a field labeled "\*Status" with a dropdown arrow. A "Cancel" button is located at the bottom right of the form.

### 2.2.3.21 Miscellaneous

Next click the “**Edit**” icon to the far right of “**Miscellaneous.**” Please provide any additional pertinent information about your grant. Once done, select “Complete” then click “Save.”

The screenshot shows a web browser window with the URL `drgrtraining.hud.gov/DRGRWeb/#/grant-package/manage`. The main content area is titled "Narrative" and contains a form. The form includes a field labeled "\* Content Name:" with the value "Miscellaneous". Below this is an "Instruction:" field with the text "Miscellaneous Information - Provide description on any attached documents". There is also a field labeled "\* Miscellaneous Information - Provide description on any attached documents". At the bottom is a field labeled "\*Status" with a dropdown arrow. A "Cancel" button is located at the bottom right of the form.

### 2.2.3.22 Validating Grant Package

Once all required sections of the Grant Package sections are completed, the next step is to validate the grant package for errors.

## FY2024 Community Project Funding Grant Guide (Version 1.0)

Click on the “Validate Grant Package.”

Disaster Recovery Grant Reporting System X-23-MJ-09-062

### Manage Grant Package

[Validate Grant Package](#) [Submit Grant Package](#) [View Package](#) [View Review Checklist PDF](#)

**Grant Number:** X-23-MJ-09-062 **Recipient Address:**

**Grantee Name:** rogco **Congressional Requestor(s):** District of Columbia - FL-13 Mr Joe Browne (H)

**Authorized Contact:** Doe, Miguel **Grant Officer Manager:** Han Solo

**Appropriation Code:** EDI-CPF FY23 **Grant Status:** Active

**Grant Package Status:** Submitted to Grantee

**Project description:** test

[Details](#) [Documents](#) [Environmental](#) [History](#)

Required	Content Name	Content Type	Last Updated Date	Last Updated By	Status	Actions
TABLE OF CONTENTS						
	1. Grant Contacts Information	Heading			Completed	

Once the validation is completed, a success or error(s) message will display. If there are any errors, address the errors by fixing the section(s) identified in the error(s) message.

Disaster Recovery Grant Reporting System X-23-MJ-09-062

Success! No errors or warnings were found by the automated data validation checks.

### Manage Grant Package

[Back](#) [Validate Grant Package](#) [Submit Grant Package](#) [View Package](#) [View Review Checklist PDF](#)

**Grant Number:** X-23-MJ-09-062 **Recipient Address:**

**Grantee Name:** rogco **Congressional Requestor(s):** District of Columbia - FL-13 Mr Joe Browne (H)

**Authorized Contact:** Doe, Miguel **Grant Officer Manager:** Han Solo

**Appropriation Code:** EDI-CPF FY23 **Grant Status:** Active

**Grant Package Status:** Submitted to Grantee

**Project description:** test

[Details](#) [Documents](#) [Environmental](#) [History](#)

Required	Content Name	Content Type	Last Updated Date	Last Updated By	Status	Actions
TABLE OF CONTENTS						

After completing the validation of the Grant Package, the next step is to submit your package to HUD for review.

### 2.2.3.23 Submitting Grant Package

Next click on the “Submit Grant Package.”

## FY2024 Community Project Funding Grant Guide (Version 1.0)

CPD Disaster Recovery Grant Reporting System X-23-MJ-09-062

### Manage Grant Package

◀ Back ✓ Make Grant Package **Submit Grant Package** New Package New Package (Inedit) PDF

Grant Number:	X-23-MJ-09-062	Recipient Address:	District of Columbia -
Grantee Name:	rogco	Congressional Requestor(s):	FL-13 Mr Joe Browne (H)
Authorized Contact:	Doe, Miguel	Grant Officer Manager:	Han Solo
Appropriation Code:	EDI-CPF FY23	Grant Status:	Active
Grant Package Status:	Submitted to Grantee		
Project description:	test		

Details Documents Environmental History

**Note:** Please make sure the grant package is submitted by the **Authorized Representative**. If the Authorized Representative's name as listed on the Grant Package home page needs to be updated, please email your System Officer, and copy your Grant Officer.

**Note:**

Next the **Authorized Representative** will type his/her **First Name** space **Last Name** as displaced in the upper right-hand corner of the DRGR system. Click on **"Sign Document."**

Submit Grant Package

\* Signature Text: T059First T059Last

Certification: By signing this application, I certify (1) to the statement contained in the list of certifications and (2) that the statements herein are true, complete and accurate the to the best of my knowledge.

Sign Document Cancel

The Grant Package has been submitted to HUD for review and approval.

## FY2024 Community Project Funding Grant Guide (Version 1.0)

Disaster Recovery Grant Reporting System

X-23-MJ-09-062

Grant package submitted successfully

### Manage Grant Package

[Back](#)
[Validate Grant Package](#)
[View Package](#)
[View Review Checklist PDF](#)

Grant Number:	X-23-MJ-09-062	Recipient Address:	District of Columbia -
Grantee Name:	rogco	Congressional Requestor(s):	FL-13 Mr Joe Browne (H)
Authorized Contact:	Doe, Miguel	Grant Officer Manager:	Han Solo
Appropriation Code:	EDI-CPF FY23	Grant Status:	Active
Grant Package Status:	Submitted by Grantee - In Process		
Project description:	test		

[Details](#)
[Documents](#)
[Environmental](#)
[History](#)

Once you have completed and submitted the package, DRGR generates all the required documentation. You can obtain copies of the generated documents by clicking the **“Documents”** tab. Additionally, you can monitor the grant processing status by checking the Grant Package Status on the Manage Grant Package screen.

Disaster Recovery Grant Reporting System

X-23-MJ-09-062

[Back](#)
[Validate Grant Package](#)
[View Package](#)
[View Review Checklist PDF](#)

Grant Number:	X-23-MJ-09-062	Recipient Address:	District of Columbia -
Grantee Name:	rogco	Congressional Requestor(s):	FL-13 Mr Joe Browne (H)
Authorized Contact:	Doe, Miguel	Grant Officer Manager:	Han Solo
Appropriation Code:	EDI-CPF FY23	Grant Status:	Active
Grant Package Status:	Submitted by Grantee - In Process		
Project description:	test		

[Details](#)
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### Generated Documents 8

Regenerate All

Name	Last Generated	Document Status	Actions
X-23-MJ-09-062_FY23_CPF_Grant_Guide_Award_Instructions_v1.pdf	12/01/2023	Generated	
X-23-MJ-09-062_FY23_CPF_Grant_Award_Letter_v1.pdf	01/23/2024	Generated	
X-23-MJ-09-062_FY23_CPF_Grant_Agreement_v1.pdf	01/23/2024	Generated	
X-23-MJ-09-062_FY23_CPF_SF424_v1.pdf	01/23/2024	Generated	
X-23-MJ-09-062_FY23_CPF_SF4248_v1.pdf	01/23/2024	Generated	
X-23-MJ-09-062_FY23_CPF_SF424D_v1.pdf	01/23/2024	Generated	

To print or download a complete copy of your completed Grant Package, click **“View Package.”**

## FY2024 Community Project Funding Grant Guide (Version 1.0)

### Manage Grant Package

[Back](#)
[Validate Grant Package](#)
[View Package](#)
[View Review Checklist PDF](#)

**Grant Number:** X-23-MJ-09-062

**Recipient Address:**

**Grantee Name:** rogco

**Congressional Requestor(s):** District of Columbia -  
FL-13 Mr Joe Browne (H)

**Authorized Contact:** Doe, Miguel

**Appropriation Code:** EDI-CPF FY23

**Grant Package Status:** Submitted by Grantee -  
In Process

**Grant Officer Manager:** Han Solo

**Grant Status:** Active

**Project description:** test

[Details](#)

[Documents](#)

[Environmental](#)

[History](#)

#### Generated Documents 8

[Regenerate All](#)

Name	Last Generated	Document Status	Actions
X-23-MJ-09-062_FY23_CPF_Grant_Guide_Award_Instructions_v1.pdf	12/01/2023	Generated	<a href="#">Download</a>
X-23-MJ-09-062_FY23_CPF_Grant_Award_Letter_v1.pdf	01/23/2024	Generated	<a href="#">Download</a>
X-23-MJ-09-062_FY23_CPF_Grant_Agreement_v1.pdf	01/23/2024	Generated	<a href="#">Download</a>
X-23-MJ-09-062_FY23_CPF_SF424_v1.pdf	01/23/2024	Generated	<a href="#">Download</a>
X-23-MJ-09-062_FY23_CPF_SF424B_v1.pdf	01/23/2024	Generated	<a href="#">Download</a>
X-23-MJ-09-062_FY23_CPF_SF424D_v1.pdf	01/23/2024	Generated	<a href="#">Download</a>

Then click the **“Print”** icon or **“Word doc”** icon in the upper right-hand corner of the TABLE OF CONTENTS.

#### Public Action Plan

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### 2.3 Detailed Instructions

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#### 2.3.1 Grant Award Conditions

<b>Grantee or Project is Awarded More than One CPF Grant</b>	If a Grantee or Project is awarded more than one CPF grant, HUD will not combine the grants into one grant. Each grant must be processed separately.
<b>Start or Effective Date of the Grant</b>	The date HUD signs your grant agreement is the start date for your grant's period of performance and budget period. However, grant funds may be used for costs incurred before this date, provided that: <ul style="list-style-type: none"><li>(1) The soft costs are covered by HUD's nationwide environmental review for CPF soft costs and are incurred on or after March 9, 2024, or hard costs incurred on or after the later of March 9, 2024, or completion of the required project-specific environmental review; and</li><li>(2) The costs would otherwise meet the allowability criteria in 2 CFR 200.403(a) through (g).</li></ul>
<b>Grant End Date</b>	To give you the maximum time feasible to complete your project(s), HUD has established August 31, 2032, as the end date of the period of performance and budget period for all FY2024 CPF grants. However, despite what 2 CFR 200.344(b) provides for liquidating obligations incurred under the award and 2 CFR 200.403(h) provides for administrative closeout costs, HUD will <b>NOT</b> be responsible for making any grant payments after the date Treasury closes the account in accordance with 31 U.S.C. § 1552. Because Treasury may close the account up to one week before the September 30 <sup>th</sup> date specified by 31 U.S.C. § 1552, the grantee is advised to make its final request for payment under the grant no later than September 15, 2032.
<b>Assistance Listing Number</b>	The Assistance Listing number (formerly called the Catalog of Federal Domestic Assistance (CFDA) number) for EDI-CPF grants is 14.251.

#### 2.3.2 Requesting Changes to Approved Project Narrative or Budget

Once you receive your fully executed grant agreement, any project and budget change will be subject to the conditions provided by 2 CFR 200.308 and Article III, section C of the Grant Agreement. Any change to the project scope as originally proposed to your Congressional member(s) must be consistent with the conditions that apply to your award under the Consolidated Appropriations Act, 2024, as modified by the Further Consolidated Appropriations Act, 2024 or a later act. HUD does not have the authority to approve changes that depart from these applicable appropriations act conditions. For example, if a grantee wants to change a project from creating a community center to creating a housing complex, HUD will not be able to approve the change unless the Consolidated Appropriations Act, 2024, the Further Consolidated Appropriations Act, 2024, or a later Federal statute authorizes the grant to be used for development of a housing complex.

2 CFR 200.308 allows some changes to be made without HUD approval.

## **FY2024 Community Project Funding Grant Guide (Version 1.0)**

To request HUD's approval of a change to your project narrative or budget (outside of what is allowed in 2 CFR 200.308) after you receive your fully executed Grant Agreement, you **must** email a formal letter to your Grant Officer requesting HUD to consider an amendment to revise your approved project narrative and/or approved budget. The letter must:

- Be on agency letterhead addressed to the CGD Director;
- Be signed by your Authorized Representative;
- Provide justification for the change; and
- Include:
  - the revised project narrative and/or revised line-item budget, as applicable;
  - a detailed explanation of how the change(s) keeps with the intent of Congress;
  - why the change(s) is needed; and
  - the details of the revised narrative or line-item budget.

HUD will email you notifying you whether your amendment was approved or disapproved, with an explanation.

Before you expend grant funds in accordance with any change(s) approved by HUD or otherwise allowed by 2 CFR 200.308, you must update your grant information in DRGR to reflect the change(s).

Amendments to a previously approved project narrative and/or budget may also require a revision of your environmental review for the amended project.

### **2.3.3 SF-424: Application for Federal Assistance**

The SF-424 is the common application form for federal funding. The form provides HUD with basic information about the applicant, the project, and the project funding source. This form is generated using the information you provide in DRGR.

**Additional Certifications and Assurances:** By going through our process and completing the SF-424 in DRGR, the Authorized Representative will be making the following additional certifications and assurances on behalf of the prospective grantee ("applicant"):

a. The governing body of the applicant's organization has duly authorized the application for Federal assistance. In addition, by signing and electronically submitting the application, the Authorized Representative certifies that the applicant:

- (1) has the legal authority to apply for Federal assistance and the institutional, managerial, and financial capacity (including funds to pay for any non-Federal share of project costs) to plan, manage, and complete the project as described in the application (including the attached project narrative);
- (2) will provide HUD any additional information it may require; and
- (3) will administer the award in compliance with the grant requirements as identified in the Grant Agreement or as may otherwise be provided by Federal law.

b. Certification Regarding Lobbying. Subject to the exception in item c below, the Authorized Representative certifies, to the best of his or her knowledge and belief, that:

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(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

c. Exception to Certification Regarding Lobbying: Federally recognized Indian tribes and Tribally Designated Housing Entities (TDHEs) established by a federally recognized Indian tribe, as a result of the exercise of the tribe's sovereign power, are excluded from coverage by item b (also known as the Byrd Amendment). However, State-recognized Indian tribes and TDHEs established under State law are not excluded from the statute's coverage and therefore agree to, and must comply with, item b above.

d. By submitting this application, the applicant and Authorized Representative are affirming that these certifications and assurances are material representations of the facts upon which HUD will rely when making an award to the applicant. The applicant and Authorized Representative understand that providing false or misleading information during any part of the application, award, or performance phase of an award may result in criminal, civil or administrative sanctions, including but not limited to: fines, restitution, and/or imprisonment under 18 USC 287, 1001, 1010, 1012; treble damages and civil penalties under the False Claims Act (31 USC 3729 et seq.); double damages and civil penalties under the Program Fraud Civil Remedies Act (31 USC 3801 et seq.); civil recovery of award funds; suspension and/or debarment from all federal procurement and non-procurement transactions under 2 CFR parts 180 and 2424; and other remedies including termination of the award under 2 CFR 200.339 and 200.340.

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### SECTION 3: FEDERAL REQUIREMENTS

The FY2024 CPF Grant Agreement will set forth all applicable regulatory requirements for your grant.

As the grantee, you are responsible for managing the project and ensuring the proper use of the CPF funds in compliance with all applicable Federal requirements. You are also responsible for ensuring the completion of the project and its proper closeout.

Subject to the conditions stated in Article III, section H of the FY2024 CPF Grant Agreement, you may subaward all or a portion of your funds to one or more subrecipients, as identified in your Project Narrative (which will be incorporated in your FY2024 CPF Grant Agreement) or as may be approved by HUD in accordance with 2 CFR 200.308. As the grantee, you are responsible for ensuring each subrecipient's compliance with federal requirements.

Below are the applicable regulatory requirements of the CPF grant.

- Section 3.1 details the requirements of the FY2024 Acts.
- Section 3.2 details the applicable Federal requirements standard to all HUD grants. HUD refers to these requirements as “cross-cutting” as they apply across all HUD programs.

It is important to note that if CPF funds are combined in a project budget with other Federal grant funds or the CPF funds are used on projects that are subject to other Federal grant requirements, you must comply with both CPF requirements and the other Federal grant requirements.

Because CPF awards are authorized and funded through specific Congressional directives as provided by the Act, CPF awards are distinct from Community Development Block Grant funding and are **not** subject to Title I of the Housing and Community Development Act of 1974 or the Community Development Block Grant regulations at 24 CFR part 570.

Where statutory restrictions apply, HUD cannot provide waivers or exceptions without statutory authority to do so. In circumstances where there is a conflict between this CPF guide and other HUD guidance, HUD will resolve the conflict.

#### **3.1 Requirements Under the Consolidated Appropriations Act, 2024 (P.L. 118-42) and Further Consolidated Appropriations Act, 2024 (P.L. 118-47)**

Summary	
<b>The Project, Recipient, and Amount of each FY2024 CPF award</b>	The Project, Recipient, and Amount of each FY2024 CPF award must be consistent with the “project,” “recipient,” and “amount” specified by the Amended CPF Grants Table.
<b>Eligible Expenses</b>	Consistent with the FY2024 Acts’ provisions, eligible expenses of the grant may include administrative, planning, operations and maintenance, and other costs that are reasonable and necessary to carry out the “project” specified in the Amended CPF Grants Table.

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	<b>PLEASE NOTE:</b> To be allowable under the grant, the cost not only must be eligible, but also must meet the cost allowability criteria in 2 CFR 200.403, unless a statute expressly provides otherwise (such as in the case of pre-award costs as noted below).
<b>Pre-award costs</b>	Consistent with the FY2024 Act's provisions, FY2024 CPF grant funds may be used to reimburse costs (including administrative, planning, operations and maintenance, and other costs) incurred before execution of the grant agreement, provided that: <ul style="list-style-type: none"> <li>(1) The soft costs are covered by HUD's nationwide environmental review for CPF soft costs and are incurred on or after March 9, 2024, or hard costs incurred on or after the later of March 9, 2024, or completion of the required project-specific environmental review; and</li> <li>(2) The costs would otherwise meet the allowability criteria in 2 CFR 200.403(a) through (g).</li> </ul>
<b>Eminent Domain</b>	No Federal funds provided under your award may be used to support any Federal, state, or local project that seeks to use the power of eminent domain, unless eminent domain is employed only for a public use. Public use includes use of funds for mass transit, railroad, airport, seaport, or highway projects, and utility projects which benefit or serve the general public (including energy-related, communication-related, water-related, and waste water-related infrastructure), other structures designated for use by the general public or with other common-carrier or public-utility functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfields, as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Pub. L. 107-118). Public use does not include economic development that primarily benefits private entities.
<b>Restriction on Use of Funds for Computer Networks</b>	No Federal funds provided under your award may be used to maintain or establish a computer network that does not block the viewing, downloading, and exchanging of pornography. This requirement does not limit the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

### 3.2 Cross Cutting Federal Requirements

<b>Summary</b>	
<b>Uniform Administrative Requirements, Cost Principles, and Audit</b>	<p>The requirements of 2 CFR Part 200 apply to all CPF awards.</p> <p>You are encouraged to review the provisions of these regulations including provisions related to:</p>

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<p><b>Requirements for Federal Awards (2 CFR Part 200)</b></p>	<ul style="list-style-type: none"> <li>• Suspension and debarment at 2 CFR 200.214</li> <li>• Prohibition on certain telecommunications and video surveillance services or equipment at 2 CFR 200.216</li> <li>• Financial management, internal controls, and Federal payment requirements at 2 CFR 200.302, 200.303, and 200.305</li> <li>• Program income requirements at 2 CFR 200.307*</li> <li>• Revision of budget and program plans at 2 CFR 200.308</li> <li>• Disposition of property acquired with CPF funds at 2 CFR §200.311</li> <li>• Procurement requirements at 2 CFR §200.317-327</li> <li>• Record retention and access requirements at 2 CFR 200.334-200.338</li> <li>• Reporting requirements at 2 CFR 200.328-200.330, including on the status of property acquired with CPF funds at 2 CFR §200.330</li> <li>• Subrecipient monitoring and management at 2 CFR 200.331-200.333</li> <li>• Remedies for Noncompliance at 2 CFR 200.339-200.343</li> <li>• Closeout of federal grants at 2 CFR §200.344-346</li> <li>• Cost Principles at 2 CFR Part 200, subpart E</li> <li>• Audit requirements at 2 CFR Part 200, subpart F</li> </ul> <p>*For purposes of all CPF awards, program income must be used for the purposes and under the conditions of your specific CPF award in accordance with the addition requirements at 2 CFR 200.307. Costs incidental to the generation of program income may be deducted from gross income to determine program income for purposes of your CPF grant, provided these costs have not been charged to the Federal award. Further technical assistance will be provided to grantees with projects that may generate program income.</p>
<p><b>Environmental Review Requirements (24 CFR Part 50 or Part 58)</b></p> <p><b>Quick Overview</b></p> <p><b>(More detailed guidance starts in Section 3.3)</b></p>	<p>All projects funded by HUD are subject to requirements under the National Environmental Policy Act (NEPA) and HUD's NEPA-implementing regulations at 24 CFR Part 50 or 24 CFR Part 58. Environmental reviews must be completed, and a Request for Release of Funds and Certification must be approved by HUD CPD Field Office Director through issuance of the <u><i>Authority to Use Grant Funds (HUD-7015.16)</i></u>, as applicable, prior to taking any choice limiting action, to avoid violations under 24 CFR 58.22 which prohibits limitations on activities pending clearance, and Section 110(k) of the National Historic Preservation Act which prohibits anticipatory demolition or significant harm of historic properties prior to completion of the historic preservation review process known as Section 106 review.</p> <p>The environmental review must be completed by a RE as defined at 24 CFR 58.2(a)(7), or HUD under 24 CFR Part 50 if your unit of general local government is unable to serve as RE to complete the review. An applicant that is a State, unit of general local government, Indian Tribe, or Alaska Native Village must serve as the RE for the project. For other applicants, the RE is the unit of general local government within which the project is</p>

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	<p>located that exercises land use responsibility, or the Indian Tribe or Alaskan Native Village jurisdiction within which the project is located that exercises land use responsibility. REs can conduct an environmental review on behalf of other entities in their jurisdiction even if they are not the grantee. In the event that an RE that is not the grantee declines to assume responsibility for the environmental review under Part 58, you must advise HUD, and HUD will complete the environmental review under 24 CFR Part 50 or designate another RE.</p> <p>Locate your nearest HUD REO here (also see Section 4 in this document): <a href="https://www.hudexchange.info/programs/environmental-review/hud-environmental-staff-contacts/#region-i-regional-and-field-environmental-officers">https://www.hudexchange.info/programs/environmental-review/hud-environmental-staff-contacts/#region-i-regional-and-field-environmental-officers</a>.</p> <p>Further information on environmental requirements can be found here: <a href="https://www.hudexchange.info/programs/environmental-review/orientation-to-environmental-reviews/#overview">https://www.hudexchange.info/programs/environmental-review/orientation-to-environmental-reviews/#overview</a>.</p> <p><b><i>You may not commit or spend <u>ANY</u> project funds (HUD or non-HUD funds) on hard costs or take any choice limiting actions until the project completes an environmental review. Examples of choice limiting actions include, but are not limited to, purchasing land, entering into contracts for property acquisition or construction, or physical work on the project. Failure to comply with the prohibition on choice limiting actions and Section 110(k) can result in forfeiture of grant funds.</i></b> You are encouraged to commence the environmental review process for your project as soon as possible. Under Part 58, the environmental review process is complete when the RE certifies the review and, if applicable, a Request for Release of Funds and Certification is approved by HUD CPD Field Office Director through issuance of the HUD-7015.16, as applicable. Under Part 50, the environmental review process is complete when certified by the HUD Authorizing Official.</p> <p><b>See Section 3.3 below for additional detail on fulfilling environmental review requirements.</b></p>
<p><b>Build America Buy America (BABA)</b></p>	<p>The Build America, Buy America Act (BABA) was enacted as part of the Infrastructure Investment and Jobs Act (IIJA) on November 15, 2021. BABA established the Buy America Preference (BAP), which requires that Federally funded infrastructure projects use domestically produced materials.</p> <p>FY2024 CPF grantees are encouraged to review BABA information available on the <a href="#">BABA HUDEXchange page</a>, including CPD's BABA implementation notice. See Section 3.4 below for additional details on BABA requirements and applicability.</p>

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<p><b>Indirect Cost Rate</b></p>	<p><b>Normal indirect cost rules under 2 CFR Part 200, subpart E apply.</b> The appropriate grant agreement appendix must be filled out and signed if you intend to use an indirect cost rate to calculate and charge indirect costs to the grant.</p> <p><b>Special instructions for state and local governments:</b> If your department or agency unit has a Federally negotiated indirect cost rate, you must include that rate and the applicable distribution base in the table provided and be able to support that rate information with a letter or other documentation from the cognizant agency showing the approved rate. If your department or agency unit receives more than \$35 million in direct Federal funding per year, you may not claim indirect costs until you receive a negotiated rate from your cognizant agency for indirect costs as provided in Appendix VII to 2 CFR Part 200.</p> <p>If your department or agency unit receives no more than \$35 million in direct Federal funding per year and your department or agency unit has developed and maintains an indirect cost rate proposal and supporting documentation for audit in accordance with 2 CFR Part 200, Appendix VII, you may include the rate and distribution base specified in that indirect cost rate proposal.</p> <p>Alternatively, if your department or agency unit receives no more than \$35 million in direct Federal funding per year and does not have a current negotiated rate (including provisional) rate), you may elect to use the de minimis rate as allowed under 2 CFR 200.414(f). As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs and must not be double charged or inconsistently charged as both. Once elected, the de minimis rate must be used for all Federal awards until you choose to negotiate for a rate, which you may apply to do at any time.</p> <p><b>Special instructions for applicants other than state and local governments:</b> If you have a Federally negotiated indirect cost rate, you must include that rate and the applicable distribution base in the table provided and be able to support that rate information with a letter or other documentation from the cognizant agency showing the approved rate. If your organization does not have a current negotiated rate (including provisional rate) and elects to use the de minimis rate, your application must clearly state you intend to use the de minimis rate. As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs and must not be double charged or inconsistently charged as both. Once elected, the de minimis rate must be used for all Federal awards until the organization chooses to negotiate a rate, which the organization may apply to do at any time.</p>
<p><b>Economic Opportunities for Low-and Very Low-</b></p>	<p>Section 3 of the Housing and Urban Development Act of 1968 (Section 3), 12 U.S.C. 1701u (Economic Opportunities for Low- and Very Low-Income</p>

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<p><b>Income Persons: Section 3 Requirements (24 CFR Part 75) and Indian Preference</b></p>	<p>Persons in Connection with Assisted Projects), and the HUD regulations at 24 CFR Part 75, ensure, to the greatest extent feasible, that training, employment, contracting and other economic opportunities be directed to low- and very low-income persons, especially recipients of government assistance for housing, and to businesses that provide economic opportunities to low-and very low-income persons where a proposed project is located.</p> <p>You are encouraged to review the requirements of this regulation to determine ways to support the mission of increasing economic opportunity for low- and very-low-income persons and small business owners in your community. You will submit periodic reports of Section 3 accomplishment Performance Measures in DRGR. A link to DRGR guidance for reporting Section 3 accomplishments is provided below.</p> <p>CPF grants made to Tribes and TDHEs are subject to Indian Preference requirements in Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b)). As stated in 24 CFR §75.3(c), grants to Tribes and TDHEs are subject to Indian Preference requirements in lieu of Section 3.</p> <p>For all other CPF grant recipients, if \$200,000 or more is awarded for projects involving housing construction, rehabilitation, or other public construction, the Section 3 requirements in 24 CFR Part 75 apply.</p> <p><a href="http://www.hud.gov/localoffices">www.hud.gov/localoffices</a></p> <p><a href="https://portalapps.hud.gov/Sec3BusReg/BRegistry/BRegistryHome">https://portalapps.hud.gov/Sec3BusReg/BRegistry/BRegistryHome</a>  <a href="http://www.EEOC.gov">www.EEOC.gov</a><a href="http://www.dol.gov/ofccp/">http://www.dol.gov/ofccp/</a></p> <p><a href="https://files.hudexchange.info/resources/documents/DRGR-Guidance-on-Reporting-Section-3-Labor-Hours-Fact-Sheet.pdf">https://files.hudexchange.info/resources/documents/DRGR-Guidance-on-Reporting-Section-3-Labor-Hours-Fact-Sheet.pdf</a></p>
<p><b>Uniform Relocation Assistance and Real Property Acquisitions Policies Act</b></p>	<p>With certain limited exceptions, HUD-funded programs or projects are subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) (42 U.S.C. §§ 4601 et seq.), and the government-wide regulations issued by the Federal Highway Administration at 49 CFR Part 24.</p> <p>The URA applies to acquisitions of real property and relocation occurring as a direct result of the acquisition, rehabilitation, or demolition of real property for Federal or Federally funded programs or projects. Real property acquisition that receives Federal financial assistance for a program or project, as defined in 49 CFR 24.2, must comply with the acquisition requirements contained in 49 CFR part 24, subpart B. Unless otherwise specified in law, the relocation requirements of the URA and its implementing regulations at 49 CFR part 24, cover any displaced person (as defined in 49 CFR 24.2) who moves from real property or moves personal</p>

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	property from real property as a direct result of acquisition, rehabilitation, or demolition for a program or project receiving HUD financial assistance.
<b>Generally Applicable HUD requirements (24 CFR Part 5, subpart A and 24 CFR 1000.12)</b>	<p>You and your subrecipients must comply with the generally applicable HUD and CPD requirements in 24 CFR Part 5, subpart A, including all applicable fair housing and civil rights requirements.</p> <p>The Grantee must report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of the Grantee's Project, consistent with the instructions and forms provided by HUD in order to carry out its responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987 (e.g. HUD-27061).</p>
<b>Equal Participation of Faith Based Organizations</b>	CPF grants are subject to HUD's regulations at 24 CFR §5.109 concerning equal participation of faith-based organizations in HUD programs and activities.
<b>SAM registration and UEI</b>	<p>The System for Award Management (SAM) and Unique Entity Identifier (UEI) requirements under 2 CFR Part 25 apply.</p> <p>Unless an exception under 2 CFR part 25 applies, each applicant for a CPF award must:</p> <ol style="list-style-type: none"> <li>(1) Be registered in <a href="https://sam.gov">SAM.gov</a> before submitting an application or plan;</li> <li>(2) Include its UEI in each application or plan submitted to HUD; and</li> <li>(3) maintain an active SAM registration with current information at all times while the applicant or grantee has an active Federal award or an application under consideration by a Federal agency. This includes: <ol style="list-style-type: none"> <li>(a) reviewing and updating the information in SAM.gov annually from the date of initial registration or later updates to ensure the information is current, accurate and complete; and</li> <li>(b) if applicable, identifying the applicant or grantee's immediate and highest-level owner and subsidiaries, as well as providing information on all predecessors that have received a Federal contract or grant within the last three years.</li> </ol> </li> </ol> <p><b>To Sign up or Reactivate SAM.gov Account:</b> You must have a SAM.gov account. If your organization is already registered in SAM.gov, your UEI has already been assigned and is viewable in SAM.gov. This includes inactive registrations. Remember, you must be signed into your SAM.gov account to view entity records. To learn how to view your UEI, go here: <a href="https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&amp;sys_id=a05adbae1b59f8982fe5ed7ae54bcbba">https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&amp;sys_id=a05adbae1b59f8982fe5ed7ae54bcbba</a>.</p>

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	<p>Direct subrecipients or “first-tier” subrecipients are also required to obtain a UEI through SAM as provided by 2 CFR part 25. Subrecipients may refer to the “Guide to Getting a Unique Entity ID” at SAM.gov to get a UEI.</p> <p>You may contact your Grant Officer for technical assistance. Please refer to this link to begin registering in SAM.gov and obtain your UEI number <a href="https://sam.gov/content/home">https://sam.gov/content/home</a>.</p>
<b>The Federal Financial Accountability and Transparency Act of 2006, (Public Law 109-282), as amended (FFATA)</b>	<p>Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) as amended (FFATA). FFATA requires information on federal awards be made available to the public via a single, searchable website, which is <a href="http://www.USASpending.gov">www.USASpending.gov</a>. Accordingly, your award will be subject to the requirements provided by the Award Term in Appendix A to 2 CFR Part 170, “REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION,” unless the Federal funding for the award (including funding that may be added through amendments) is not expected to equal or exceed \$30,000. Requirements under this Award Term include filing subaward information in the Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS.gov) by the end of the month following the month in which the recipient awards any sub-grant equal to or greater than \$30,000.</p> <p>Each applicant must have the necessary processes and systems in place to comply with the Award Term in Appendix A of 24 CFR Part 170 if the applicant receives an award, unless an exception applies as provided in 2 CFR part 170.</p>
<b>Davis Bacon and Related Acts (DBRA)</b>	<p>Compliance with Davis Bacon and Related Acts (DBRA) is not a condition or requirement for CPF grants but may be required if your project is also supported by other funds which do require adherence to the DBRA.</p>
<b>Suspension and debarment</b>	<p>The governmentwide debarment and suspension regulations in 2 CFR Part 180 apply as incorporated and supplemented by HUD’s implementing regulations in 2 CFR Part 2424. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.</p>
<b>Prohibition Against Lobbying Activities</b>	<p>Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR Part 87 apply to all CPF grantees except Federally recognized Indian tribes and TDHEs established by Federally recognized Indian tribes as a result of the exercise of the tribe’s sovereign power. The Byrd Amendment and 24 CFR part 87 prohibit recipients of federal awards from using appropriated funds for lobbying the executive or legislative branches of the Federal government in connection with a Federal award. You must submit the certification regarding lobbying and required disclosures as described in section 2.3.3 of this Grant Guide.</p>

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<b>Drug-Free Workplace</b>	<p>The following award term applies to all grantees of CPF awards: You as the recipient must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 CFR Part 2429, which adopts the governmentwide implementation (2 CFR Part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707).</p>
<b>Trafficking in persons</b>	<p>All FY 2024 CPF grants will be subject to the following award term and condition, as required by 2 CFR part 175:</p> <p>(a) <i>Provisions applicable to a grantee that is a private entity.</i></p> <p>(1) Under this award, the grantee, its employees, subrecipients under this award, and subrecipient's employees must not engage in:</p> <p>(i) Severe forms of trafficking in persons;</p> <p>(ii) The procurement of a commercial sex act during the period of time that this award or any subaward is in effect;</p> <p>(iii) The use of forced labor in the performance of this award or any subaward; or</p> <p>(iv) Acts that directly support or advance trafficking in persons, including the following acts:</p> <p>(A) Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;</p> <p>(B) Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:</p> <p>(1) Exempted from the requirement to provide or pay for such return transportation by the Federal department or agency providing or entering into the grant or cooperative agreement; or</p> <p>(2) The employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;</p> <p>(C) Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;</p>

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	<p>(D) Charging recruited employees a placement or recruitment fee; or</p> <p>(E) Providing or arranging housing that fails to meet the host country's housing and safety standards.</p> <p>(2) The Federal agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if any private entity under this award:</p> <p>(i) Is determined to have violated a prohibition in paragraph (a)(1) of this appendix; or</p> <p>(ii) Has an employee that is determined to have violated a prohibition in paragraph (a)(1) of this this appendix through conduct that is either:</p> <p>(A) Associated with the performance under this award; or</p> <p>(B) Imputed to the grantee or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by HUD at 2 CFR part 2424.</p> <p><i>(b) Provision applicable to a grantee other than a private entity.</i></p> <p>(1) The Federal agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if a subrecipient that is a private entity under this award:</p> <p>(i) Is determined to have violated a prohibition in paragraph (a)(1) of this appendix; or</p> <p>(ii) Has an employee that is determined to have violated a prohibition in paragraph (a)(1) of this appendix through conduct that is either:</p> <p>(A) Associated with the performance under this award; or</p> <p>(B) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by HUD at 2 CFR part 2424.</p> <p><i>(c) Provisions applicable to any grantee.</i></p>
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	<p>(1) The grantee must inform the Federal agency and the Inspector General of the Federal agency immediately of any information you receive from any source alleging a violation of a prohibition in paragraph (a)(1) of this appendix.</p> <p>(2) The Federal agency's right to unilaterally terminate this award as described in paragraphs (a)(2) or (b)(1) of this appendix:</p> <p>(i) Implements the requirements of 22 U.S.C. 78, and</p> <p>(ii) Is in addition to all other remedies for noncompliance that are available to the Federal agency under this award.</p> <p>(3) The grantee must include the requirements of paragraph (a)(1) of this award term in any subaward it makes to a private entity.</p> <p>(4) If applicable, the grantee must also comply with the compliance plan and certification requirements in 2 CFR 175.105(b).</p> <p>(d) <i>Definitions. For purposes of this award term:</i></p> <p>“Employee” means either:</p> <p>(1) An individual employed by the grantee or a subrecipient who is engaged in the performance of the project or program under this award; or</p> <p>(2) Another person engaged in the performance of the project or program under this award and not compensated by the grantee including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing requirements.</p> <p>“Private Entity” means any entity, including for-profit organizations, nonprofit organizations, institutions of higher education, and hospitals. The term does not include foreign public entities, Indian Tribes, local governments, or states as defined in 2 CFR 200.1.</p> <p>The terms “severe forms of trafficking in persons,” “commercial sex act,” “sex trafficking,” “Abuse or threatened abuse of law or legal process,” “coercion,” “debt bondage,” and “involuntary servitude” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).</p> <p>i.</p>
<b>Conflicts of Interest</b>	<p>i. Conflicts Subject to Procurement Regulations. In the procurement of property or services by recipients and subrecipients, the conflict-of-interest rules in 2 CFR 200.317 and 2 CFR 200.318(c) shall apply. In all cases not governed by 2 CFR 200.317 and 2 CFR 200.318(c), recipients</p>

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	<p>and subrecipients must follow the requirements contained in paragraphs ii-v below.</p> <ul style="list-style-type: none"><li>ii. General prohibition. No person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or subrecipient and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have a financial interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including a stepparent), child (including a stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild, and in-laws of a covered person.</li><li>iii. Exceptions. HUD may grant an exception to the general prohibition in paragraph (ii) upon the recipient's written request and satisfaction of the threshold requirements in paragraph (iv), if HUD determines the exception will further the Federal purpose of the award and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effects of the factors in paragraph (v).</li><li>iv. Threshold requirements for exceptions. HUD will consider an exception only after the recipient has provided the following documentation:<ul style="list-style-type: none"><li>a. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and</li><li>b. An opinion of the recipient's attorney that the interest for which the exception is sought would not violate state or local law.</li></ul></li><li>v. Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the threshold requirements in paragraph (iii), HUD will consider the cumulative effect of the following factors, where applicable:<ul style="list-style-type: none"><li>a. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;</li><li>b. Whether an opportunity was provided for open competitive bidding or negotiation;</li><li>c. Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;</li></ul></li></ul>
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	<ul style="list-style-type: none"> <li>d. Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;</li> <li>e. Whether the interest or benefit was present before the affected person was in a position as described in paragraph (ii);</li> <li>f. Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and</li> <li>g. Any other relevant considerations.</li> </ul> <p>vi. Disclosure of potential conflicts of interest. Recipients must disclose in writing to your CPF Grant Officer any potential conflict of interest.</p>
<b>Award Term and Condition for Recipient Integrity and Performance Matters</b>	<p>If the total Federal share of your Federal award may include more than \$500,000 over the period of performance, your Federal award will include the following terms and conditions as required by 2 CFR 200.211(c)(1)(iii):</p> <p>Reporting of Matters Related to Recipient Integrity and Performance (a) General Reporting Requirement.</p> <p>(1) If the total value of your active grants, cooperative agreements, and procurement contracts from all Federal agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the grantee must ensure the information available in the responsibility/qualification records through the System for Award Management (SAM.gov), about civil, criminal, or administrative proceedings described in paragraph (b) of this award term is current and complete. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in responsibility/qualification records in SAM.gov on or after April 15, 2011 (except past performance reviews required for Federal procurement contracts) will be publicly available.</p> <p>(b) Proceedings About Which You Must Report.</p> <p>(1) You must submit the required information about each proceeding that—</p> <ul style="list-style-type: none"> <li>(i) Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;</li> <li>(ii) Reached its final disposition during the most recent five-year period; and</li> <li>(iii) Is one of the following—</li> </ul> <ul style="list-style-type: none"> <li>(A) A criminal proceeding that resulted in a conviction;</li> </ul>

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	<p>(B) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;</p> <p>(C) An administrative proceeding that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or</p> <p>(D) Any other criminal, civil, or administrative proceeding if—</p> <p>(1) It could have led to an outcome described in paragraph (b)(1)(iii)(A) through (C);</p> <p>(2) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and</p> <p>(3) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.</p> <p>(c) Reporting Procedures.</p> <p>Enter the required information in SAM.gov for each proceeding described in paragraph (b) of this award term. You do not need to submit the information a second time under grants and cooperative agreements that you received if you already provided the information in SAM.gov because you were required to do so under Federal procurement contracts that you were awarded.</p> <p>(d) Reporting Frequency.</p> <p>During any period of time when you are subject to the requirement in paragraph (a) of this award term, you must report proceedings information in SAM.gov for the most recent five-year period, either to report new information about a proceeding that you have not reported previously or affirm that there is no new information to report. If you have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, you must disclose semiannually any information about the criminal, civil, and administrative proceedings.</p> <p>(e) Definitions.</p> <p>For purposes of this award term—</p> <p>Administrative proceeding means a non-judicial process that is adjudicatory in nature to make a determination of fault or liability (for example, Securities and Exchange Commission Administrative proceedings, Civilian</p>
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	<p>Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with the performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.</p> <p>Conviction means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.</p> <p>Total value of currently active grants, cooperative agreements, and procurement contracts includes the value of the Federal share already received plus any anticipated Federal share under those awards (such as continuation funding).</p>
<b>Lead-Based Paint Requirements</b>	<p>If grant funds are used for purchase, lease, support services, operation, or work that may disturb painted surfaces, of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing (<a href="#">24 CFR part 35</a>)), and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (<a href="#">40 CFR part 745</a>)).</p>
<b>Fraud, Waste and Abuse</b>	<p>Any person who becomes aware of the existence or apparent existence of fraud, waste or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). HUD OIG is available to receive allegations of fraud, waste, and abuse related to HUD programs via its hotline number (1-800-347-3735) and its online hotline form. The Grantee must comply with 41 U.S.C. § 4712, which includes informing employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, employees of a governmental contractor, grantee, and subgrantee—as well as a personal services contractor—who make a protected disclosure about a Federal grant or contract cannot be discharged, demoted, or otherwise discriminated against as long as they reasonably believe the information they disclose is evidence of:</p> <ol style="list-style-type: none"> <li>1. Gross mismanagement of a Federal contract or grant;</li> <li>2. Gross waste of Federal funds;</li> <li>3. Abuse of authority relating to a Federal contract or grant;</li> <li>4. Substantial and specific danger to public health and safety; or</li> <li>5. Violations of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.</li> </ol> <p><a href="#">Federal Contractor or Grantee Protections   Office of Inspector General, Department of Housing and Urban Development (hudoig.gov)</a></p>

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### **3.3 Detailed Environmental Review Guidance for FY2024 CPF Grants**

An environmental review is the process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards. The environmental review process is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users.

This guidance seeks to clarify the environmental review requirements for the CPF Program for expenditure of funds for planning, administration, management, operations, and maintenance activities, as well as for development projects where construction contracts were entered into, or construction was started prior to the date of legislative enactment (March 9, 2024) and/or completion of a satisfactory environmental review.

#### **3.3.1 Contacts and Project-Specific Assistance**

For questions about the environmental review process, please contact your REO. While your CPF Grant Officer can assist with programmatic questions, your REO can assist with environmental review requirements for individual projects.

HUD will be providing trainings on environmental reviews and has an extensive body of existing environmental review training and resources which can be found here: <https://www.hudexchange.info/programs/environmental-review/>. HUD has also created a technical assistance “Ask A Question” (AAQ) Desk for environmental review to support grantees in navigating the environmental review requirements.

Included in Section 5 is a short guide for requesting support through the AAQ desk (see Attachment 4).

#### **3.3.2 Legal Framework and Policy**

##### **Grant Agreement**

The Grant Agreement is the legally binding document that outlines requirements and incorporates assurances and certifications for your project. The Grant Agreement must be signed by HUD prior to the grantee drawing down funds for reimbursement.

##### **Environmental Review, Federal Nexus, and Choice-Limiting Actions**

HUD or the RE will be required to complete an environmental review of ALL project activities and work that took place or is proposed to take place following the date of enactment (March 9, 2024) regardless of funding source. See HUD’s aggregation principles at 24 CFR 58.32 for more information on project aggregation. A “Federal Nexus” is defined as the event that, by its occurrence, triggers the requirements for federal environmental review under a host of laws, regulations, and Executive Orders.

**The date of legislative enactment is the Federal Nexus for the FY2024 CPF program. As such, the date of enactment (Federal Nexus) for FY2024 CPF grants is March 9, 2024.**

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**After the Federal Nexus, you are prohibited from taking new choice-limiting actions related to hard costs, including commitment or expenditure of HUD and non-HUD funds, until a satisfactory environmental review has been completed for the aggregated project.** HUD's aggregation requirements under 24 CFR 58.32 state that environmental reviews must group together and evaluate as a single project all individual activities which are related either on a geographical or functional basis or are logical parts of a composite of contemplated actions. More information on HUD's aggregation principles can be found at [24 CFR 58.32](#). A satisfactory environmental review must include analysis of the applicable environmental laws and authorities, a determination that the project activities will not result in environmental harm that cannot be mitigated, consultation with federal/state agencies in a manner that allows for mitigation measures/conditions to be implemented by the grantee, and a *Request for Release of Funds and Certification* (HUD-7015.15) for the project that has been approved by the HUD CPD Field Office Director, if required. Most soft costs are covered by HUD's nationwide environmental review for CPF soft costs and can be incurred any time after the date of legislative enactment (Federal Nexus) on March 9, 2024, and can be drawn down for reimbursement after the Grant Agreement for the project has been executed.

A choice limiting action is any activity that a grantee undertakes, including committing or expending HUD or non-HUD funds, that reduces or eliminates a grantee's opportunity to choose project alternatives that would avoid or minimize environmental impacts or enhance the quality of the human environment.

Examples of choice limiting actions include acquisition, leasing, rehabilitation, demolition, new construction, and ground disturbance work such as clearing, grading or grubbing. HUD's prohibition on choice limiting actions at 24 CFR 58.22 is derived from the regulations of the Council on Environmental Quality implementing the National Environmental Policy Act of 1969 (NEPA), which state that (with certain exceptions), "until an agency issues a finding of no significant impact, as provided in § 1501.6 of this chapter, or record of decision, as provided in § 1505.2 of this chapter, no action concerning the proposal may be taken that would: (1) Have an adverse environmental impact; or (2) Limit the choice of reasonable alternatives." 40 CFR § 1506.1.

In addition, the related environmental laws and authorities with which HUD must comply contain their own procedural requirements which have the effect of limiting actions that may be taken before approval of the environmental review. For example, under the National Historic Preservation Act of 1966 regulations (54 U.S.C. 300101, et seq.; 36 CFR Part 800; see 24 CFR § 50.4(a)(1)), in the early stages of project planning, the agency official must determine whether the proposed federal action is an undertaking as defined by the regulations. The agency must then determine whether it is a type of activity that has the potential to cause effects on historic properties, and if so, seek ways to avoid, minimize or mitigate any adverse effects on the property. Similarly, under Section 7 of the Endangered Species Act (16 U.S.C. 1536), the agency must ensure that any action it authorizes, funds, or carries out is not likely to jeopardize the continued existence of a listed species in the wild or destroy or adversely modify critical habitat.

**Taking new choice-limiting actions is prohibited after the date of enactment (March 9, 2024) until the environmental review process is complete. In addition, HUD will not be able to fund a project where work that occurred after the date of enactment (March 9, 2024) has resulted in**

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environmental harm or where environmental compliance with one or more of the laws and authorities cannot be achieved.

**Programmatic Environmental Review for Planning, Administration, Operations and Maintenance**  
HUD has completed a nationwide Part 50 nationwide environmental review covering most CPF soft costs for planning, administration, operations, and maintenance activities under the CPF program. Grantees can incur covered soft costs any time after the date of enactment (March 9, 2024) and following execution of the Grant Agreement, grantees may draw down funds for eligible planning, administration, operations and costs categorized as maintenance activities under CPD Notice 16-02: Guidance for Categorizing an Activity for Maintenance. See below for a list of soft costs which are covered and not covered by HUD's nationwide review for CPF soft costs.



### Part 50 Nationwide ERR for CPF Soft Costs

#### Covered

- Environmental and other studies, resource identification, development of plans and strategies. 50.19(b)(1)
- Information and financial advisory services. 50.19(b)(2)
- Administrative and management expenses. 50.19(b)(3)
- Public services. 50.19(b)(4)
- Inspections and testing of properties for hazards or defects. 50.19(b)(5)
- Purchase of insurance 50.19(b)(6)
- Engineering or design costs. 50.19(b)(8)
- Technical assistance and training. 50.19(b)(9)
- Supportive services. 50.19(b)(12)
- Operating costs including most maintenance\* 50.19(b)(13)
- Purchase of vehicles, but not other equipment.



#### NOT Covered

- Purchase of tools. 50.19(b)(7)
- Emergency assistance necessary to control or arrest the effects from disasters or imminent threats to public safety. 50.19(b)(10)
- Tenant-based rental assistance. 50.19(b)(11)
- Economic development activities. 50.19(b)(14)
- Homebuyer Assistance. 50.19(b)(15)
- Affordable housing pre-development costs 50.19(b)(16)
- Approval of supplemental assistance 58.35(b)(7)



### Work Under Contract

You can proceed with work covered by contracts that predate the date of enactment (identified by HUD as the Federal Nexus triggering federal environmental and historic preservation laws and regulations) **at your own risk**.

If your organization is under a legally binding construction contract prior to the date of enactment (March 9, 2024), work funded by non-federal funds may proceed to the extent practical and to the extent permitted in accordance with the previously executed contract. After the date of enactment (March 9, 2024), grantees may not enter into additional construction contracts or take other new choice limiting commitments or actions, including making a commitment of HUD or non-HUD funds to the project, until an satisfactory environmental review by a RE under 24 CFR Part 58 is completed and a *Request for Release of Funds and Certification* (HUD-7015.15) is approved by the HUD CPD Field Office Director via certification of the *Authority to Use Grant Funds* (HUD-7015.16) in HEROS, if applicable; or an environmental review by HUD under 24 CFR Part 50 is completed.

### Hard Costs

HUD or the RE is required to complete a satisfactory environmental review of **ALL** work that took place or is proposed to take place following the date of enactment (March 9, 2024). Grantees can

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undertake project activities covered by contracts that were entered into prior to the date of enactment and can incur reimbursable hard costs related to construction and ground-breaking activities occurring any time after the date of enactment (March 9, 2024), but do so at their own risk. If work that has taken place after the date of enactment (March 9, 2024) causes unmitigable environmental harm, is prohibited under environmental laws or HUD's environmental regulations (e.g., damaging endangered species habitat, impacting a structure eligible for listing on the National Register of Historic Places, or work within a regulatory floodway), or precludes completion of federal consultation requirements, those project activities cannot be funded.

If a project is unable to satisfactorily complete an environmental review, HUD can potentially fund other project activities that do not require aggregation with the work started after the date of enactment, such as operations and maintenance or program services. Contact your CPF Grant Officer to discuss additional project activities that may be able to be funded on an as needed basis.

Grant funds can be drawn down for reimbursement of eligible costs covered by a satisfactory environmental review after execution of the Grant Agreement for the project.

### **3.3.3 CPF Environmental Review Scenarios**

The below scenarios offer consideration of some common scenarios received from grantees to date about the status of their projects and next steps.

**In order for CGD and the Office of Environment and Energy (OEE) to best assist you in determining your next steps, you should submit your project narrative and budget to your CGD Grant Officer.** This will enable HUD to:

- 1) initiate the Grant Agreement, and
- 2) work with grantees to determine the level of environmental review necessary for the project.

#### **1. Can I use my planning and administration funds prior to completion of my environmental review?**

- Prior to the completion of the aggregated environmental review for the project, grantees can incur reimbursable soft costs covered by HUD's nationwide environmental review for CPF soft costs, any time after the date of enactment (March 9, 2024).
- A list of covered CPF soft costs can be found below and in HUD's Part 50 Programmatic Environmental Review for CPF Soft Costs and such costs can be drawn down for reimbursement after execution of the Grant Agreement.

#### **2. Can I use my planning and administration funds to cover the costs to complete an environmental review?**

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- Yes. The costs to complete an environmental review are eligible under the planning, administration, management, and maintenance activities covered by HUD's programmatic environmental review discussed in Scenario 1 above.
- Grantees may also use CPF grant funds to compensate a local government responsible entity for the cost of preparing the environmental review for their project.
- Again, grantees may incur covered soft costs any time after the date of enactment (March 9, 2024) but can only request payment for those costs after the Grant Agreement has been fully executed.

### **3. Who will conduct the environmental review for my project?**

- You must reach out to the Unit of General Local Government (UGLG) in which the project is located and that has some level of land use responsibility, to request that they serve as the Responsible Entity (RE) and conduct the ER for your project. This can be the local municipality, county, or state in which the project is located in. If your local government refuses to serve as RE and conduct the ER, please reach out to your Regional Environmental Officer for next steps.

### **4. Who is responsible for implementing mitigation measures required by the environmental review?**

- Grantees are responsible for tracking and implementing any mitigation measures required by the environmental review. Please work with your local government responsible entity and Regional Environmental Officer if you have any questions about your responsibilities associated with carrying out mitigation requirements.

### **5. I was awarded a grant that is for a 100% planning activity. Do I have to complete an environmental review?**

- Based on your project narrative, your Grant Officer will confirm that your project is for planning only activities.
- As mentioned above, HUD has completed a programmatic environmental review for all planning activities and most other soft costs within the CPF portfolio.
- Thus, if you have a planning only grant, you do not have to conduct a new environmental review because the review has already been completed by HUD. You must have a fully executed Grant Agreement to draw down HUD funds for reimbursement of eligible activities.

### **6. I completed my project before receiving a signed grant agreement from HUD. Can I be reimbursed?**

- Some activities may be reimbursable depending on their timing and nature.
- Soft costs covered by HUD's nationwide environmental review for CPF soft costs that were incurred after the date of enactment (March 9, 2024) can be reimbursed after the execution of the Grant Agreement.

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- Eligible hard costs incurred after the date of enactment (March 9, 2024) and the completion of a satisfactory environmental review are reimbursable after the execution of the Grant Agreement. See Federal Nexus and Choice-Limiting Actions section above for more information on HUD's project aggregation principles and what is included in a satisfactory environmental review process.
- For activities that fall outside of the scope of eligibility for reimbursement, HUD may be able to fund a related activity associated with the completed project. HUD's CPF Grant Officers will work with you to determine if there are other elements of the CPF-referenced project that can be funded in keeping with the intent of Congress.

### **7. I have started construction on my project with non-HUD funds, but plan to use HUD funds for a portion of my project:**

#### **a. Do I have to stop work on the project if the work was under contract prior to the date of enactment (March 9, 2024)?**

- HUD is not directing grantees to stop construction work in instances where a construction contract was entered into prior to the date of enactment (March 9, 2024). In such cases, work funded by non-federal funds may proceed to the extent practical, and to the extent permitted in accordance with the previously executed contract. Grantees may not enter into additional construction contracts or make other choice-limiting commitments or actions, including commitments of HUD or additional non-HUD funds to the project after the date of enactment (March 9, 2024) without the completion of a satisfactory environmental review covering the aggregated scope of the project. An environmental review must be completed before HUD funds and new commitments of non-HUD funds can be used on a project.
- However, HUD does recommend that grantees stop work after the date of enactment (March 9, 2024), as a best practice. If any work conducted results in environmental harm that cannot be mitigated (e.g., damaging endangered species habitat, impacting a structure eligible for listing on the National Register of Historic Places), or precludes completion of federal consultation requirements, those project activities may not be able to be funded. For these reasons, continuing with work has risk of ineligibility for funding.

#### **b. Do I have to stop work on a project if there isn't a contract in place?**

- If you are using your own workforce to do the work and can stop work – i.e., there is no preexisting legal obligation with another party to continue the construction activities – you **must** pause construction until the environmental review is completed.

#### **c. How is the environmental review conducted when the project is underway under an existing contract?**

- As of the date of enactment on March 9, 2024, federal compliance requirements apply to the project and HUD funds cannot be expended on work that results in

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environmental harm that cannot be mitigated. A satisfactory environmental review is necessary to determine the environmental impacts of the project.

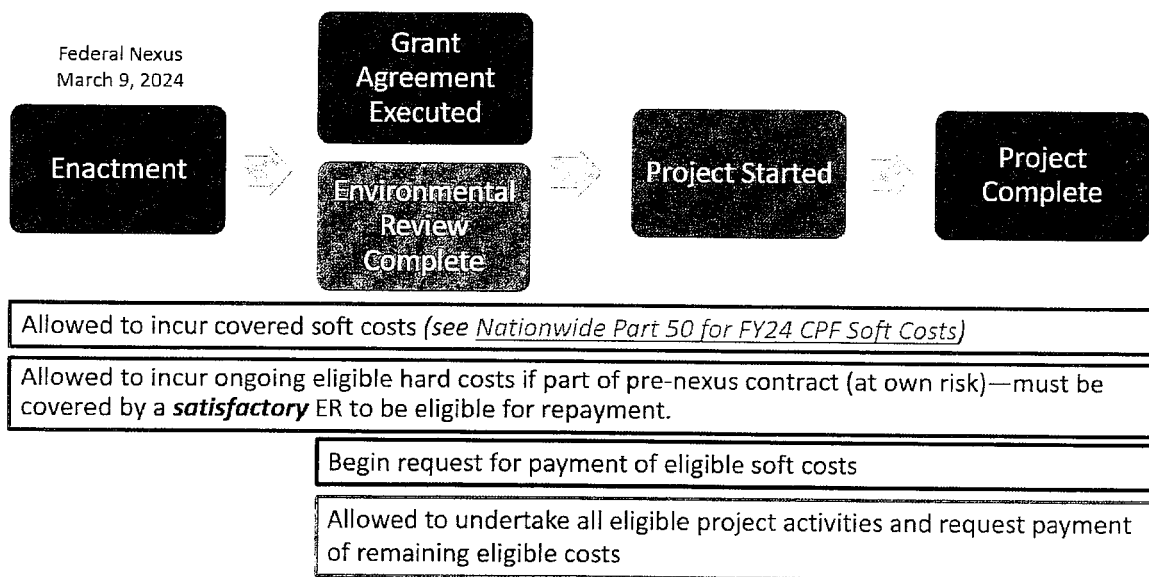
- Existing contracts or commitments entered into and completed prior to the date of enactment (March 9, 2024) cannot be reimbursed and do not need to be included in the satisfactory environmental review.
- Contracts or commitments that were entered into prior to enactment, but consist of work that will continue after enactment, may proceed at their own risk, as a satisfactory environmental review is required for all activities taking place after receipt of the date of enactment (March 9, 2024).
- Analysis with the environmental laws and authorities must be conducted and determine that there hasn't been environmental harm that cannot be mitigated, and that consultation with federal/state agencies is conducted in a manner that allows for mitigation measures/conditions to be implemented.

*Note: If a satisfactory environmental review cannot be completed for any reason, work with your Grant Officer and REO to determine next steps.*

### 8. I have a completed HUD environmental review, but I do not have an executed Grant Agreement. Can I start using HUD funds?

- Soft costs covered by HUD's nationwide environmental review for CPF soft costs can be incurred any time after the date of enactment (March 9, 2024) and can be drawn down for reimbursement after the execution of the Grant Agreement.
- Eligible hard costs can be incurred after the date of enactment (March 9, 2024) and can be drawn down for reimbursement after the execution of the Grant Agreement and the completion of a satisfactory environmental review for the aggregated project.

Figure 1: FY2024 CPF Payment Request Process Flow



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### **3.3.4 Resources**

#### **Applicable Appropriations Act:**

[FY24 Consolidated Appropriations Act](#)

[FY24 Further Consolidated Appropriations Act](#)

#### **CPF Resources:**

[HUD.gov EDI-CPF Landing Page](#)

[HUD Exchange CPF Landing Page](#)

[CPF Grant Officer Portfolio Assignments](#)

#### **FY2024 CPF Specific Resources:**

[HUD.gov CPF FY24 Webpage](#)

[HUD Exchange CPF FY24 Webpage](#)

[CPF FY24 Cost Eligibility Chart](#)

#### **CPF Environmental Review Resources:**

[HUD Environmental Contacts](#)

[Guidance for Documenting the Environmental Review Record for CPF Grants](#)

[Request for Release of Funds \(RROF\) Point-of-Contact for CPF Grants](#)

[Ask A Question \(AAQ\) Help Desk for CPF](#)

[Sample MOA between a Responsible Entity and CPF Non-profit Grantee](#)

[24 CFR Part 58: Procedures for Entities Assuming HUD Environmental Responsibilities](#)

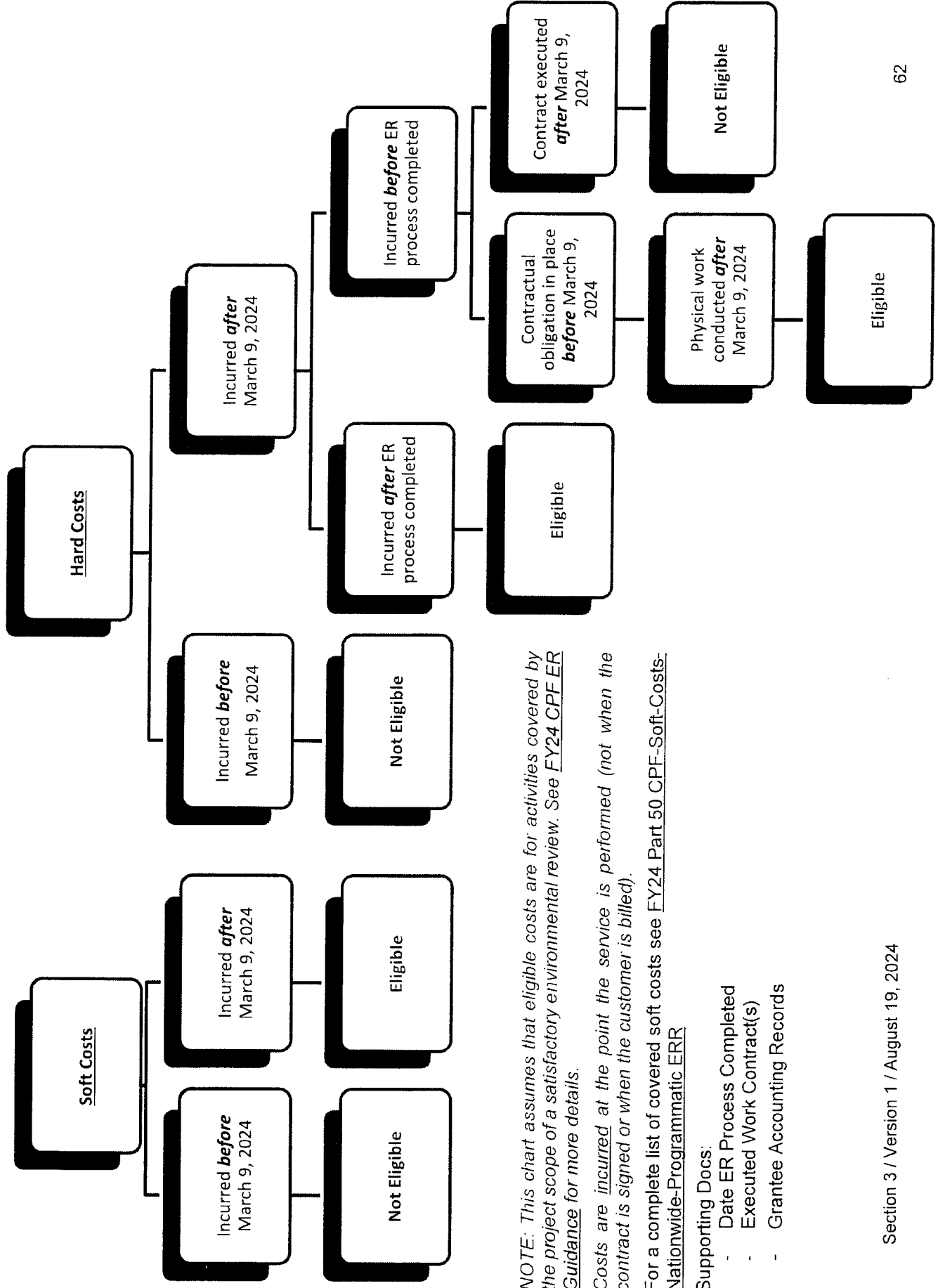
[HEROS - HUD Environmental Review Online System](#)

[Environmental Review Training](#)

#### **HUD's Nationwide Part 50 Programmatic Environmental Review for CPF Soft Costs:**

[FY24 Part 50 CPF-Soft-Costs-Nationwide-Programmatic ERR](#)

# FY2024 CPF Payment Eligibility Chart



NOTE: This chart assumes that eligible costs are for activities covered by the project scope of a satisfactory environmental review. See FY24 CPF ER Guidance for more details.

Costs are incurred at the point the service is performed (not when the contract is signed or when the customer is billed).

For a complete list of covered soft costs see FY24 Part 50 CPF-Soft-Costs-Nationwide-Programmatic ERR

Supporting Docs:

- Date ER Process Completed
- Executed Work Contract(s)
- Grantee Accounting Records

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### **3.4 Build America, Buy America (BABA) Act Guidance for FY2024 CPF Grants**

The Build America, Buy America Act (BABA) was enacted as part of the Infrastructure Investment and Jobs Act (IIJA) on November 15, 2021. BABA established the Buy America Preference (BAP), which requires that Federally funded infrastructure projects use domestically produced materials.

The obligation date for all FY 2024 CPF grants is August 13, 2024, which means that the BAP applies to all iron and steel products used in the construction, alteration, maintenance, or repair of infrastructure projects funded through FY 2024 CPF grants, unless a HUD general or project waiver applies. Under HUD's Phased Implementation Waiver, construction materials and manufactured products are not subject to the BAP for FY 2024 CPF grants.

For assistance determining material classifications, BAP applicability to specific projects, and how to maximize waiver flexibility, grantees should review CPD's BABA implementation notice, which is available on the [BABA HUDEXchange page](#).

In addition to the implementation notice, the following technical assistance resources are available:

- [Beyond the Basics: Implementing the BAP Webinar](#)
- [CPF BABA Quick Guide](#)
- [CPF BABA Webinar](#)
- [BABA Frequently Asked Questions](#)

For specific questions that are not answered by the materials provided above, grantees should submit a question via the HUDEXchange [Ask A Question](#) feature.

### **SECTION 4: CONTACT INFORMATION FOR GRANT OFFICERS, SYSTEM OFFICERS, AND REGIONAL ENVIRONMENTAL OFFICERS**

Below is a link to the CPF Grants: Grant Officer Portfolio Assignments, System Officer Portfolio Assignments, and REO contact information for your state.

<https://www.hud.gov/sites/dfiles/CPD/documents/Community-Project-Funding-Portfolio-Assignments.pdf>

**SECTION 5: ATTACHMENTS**

- Attachment 1: Grant Agreement Submission Checklist
- Attachment 2: *Direct Deposit Sign-Up Form (SF-1199A)*
- Attachment 3: *Change of Address Request (HUD-27056) Form*
- Attachment 4: Ask-A-Question (AAQ): Technical Assistance Guide
- Attachment 5: CPF Frequently Asked Questions (FAQs)
- Attachment 6: Sample Narrative Outline and Example
- Attachment 7: Sample Budget

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### Attachment 1: Grant Agreement Submission Checklist

To assist you with completing the required materials, please make sure that you have completed the following:

- ☐ You have an **active** SAM.gov registration. Expired UEIs and “ID Assigned” are not acceptable.
- ☐ The project narrative describes the ENTIRE project and indicates the specific activities that will be financed with CPF grant funds.
- ☐ The project budget is consistent with the requirements of the applicable appropriations act(s) and cost principles in 2 CFR part 200.
- ☐ Indirect Cost Rate

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## Attachment 2: Direct Deposit Sign-Up Form (SF-1199A)

Standard Form 1199A  
(Rev. February 2020)  
Prescribed by Treasury Department  
Treasury Dept. Cr. 107E

OME No. 153D-0006

### DIRECT DEPOSIT SIGN-UP FORM

#### DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

#### SECTION 1 (TO BE COMPLETED BY PAYEE)

A NAME OF PAYEE (last, first, middle initial) Grantee's Name		D TYPE OF DEPOSITOR ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
ADDRESS (street, route, P.O. Box, APO/FPO) Grantee's Address		E DEPOSITOR ACCOUNT NUMBER	
CITY	STATE	ZIP CODE	
TELEPHONE NUMBER AREA CODE Grantee's Telephone Number		F TYPE OF PAYMENT (Check only one)	
B NAME OF PERSON(S) ENTITLED TO PAYMENT Grant Number B-2#CP-XX-####		<input type="checkbox"/> Social Security <input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Civil Service Retirement (CPM) <input type="checkbox"/> VA Compensation or Pension	
C CLAIM OR PAYROLL ID NUMBER Grantee's EIN/TIN		<input type="checkbox"/> Fed. Salary/MIL. Civilian Pay <input type="checkbox"/> MIL. Active <input type="checkbox"/> MIL. Retire. <input type="checkbox"/> MIL. Survivor <input checked="" type="checkbox"/> Other CPF-Grant (Specify)	
PAYEE/Joint PAYEE CERTIFICATION I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.		G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (if applicable)	
SIGNATURE Authorized Representative's Signature		TYPE	
DATE		AMOUNT	
SIGNATURE		DATE	
DATE		DATE	

#### SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

GOVERNMENT AGENCY NAME HUD/Office of CGD	GOVERNMENT AGENCY ADDRESS 451 7th Street, SW Washington, DC 20410
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#### SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

NAME AND ADDRESS OF FINANCIAL INSTITUTION		ROUTING NUMBER		CHECK DIGIT
		DEPOSITOR ACCOUNT TITLE		
FINANCIAL INSTITUTION CERTIFICATION I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.				
PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE	TELEPHONE NUMBER	DATE	

Financial Institutions should refer to the GREEN BOOK for further instructions.  
THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE

Reset

GOVERNMENT AGENCY COPY

1199-207

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### Attachment 3: Change of Address Request (HUD-27056) Form

If your **official address** changes, please complete this form and email to your Grant Officer for processing. **NOTE:** This form is **not** required for changes in your project address if that address differs from your official address. However, you must email your Grant Officer if your project address changes.

<https://www.hud.gov/sites/documents/27056.PDF>

#### Change of Address Request for Recipients of HUD Grants or Contracts

U.S. Department of Housing  
and Urban Development  
Office of the Chief Human Capital Officer

**Instructions:** This form is to be completed by recipients of HUD Grants or Contracts when their address changes. Please note the maximum characters per area. Characters in excess of the maximum will be truncated. The recipient shall submit this request to the appropriate Field/Program Office for approval. Once approved, the Field/Program Office will forward the request to Accounting for processing. After being processed, the U.S. Department of Housing and Urban Development will send all future correspondence to the new address.

Recipient's Tax Identification Number (9 characters)		Effective Date of Address Change	
<b>Current Information</b>			
Recipient's Name (33 characters max.)			
Address (33 characters per line max.)			
City (22 characters max.)		State (2 chars.)	Zip Code (5 or 9 characters)
Contact Name		Phone Number (include area code)	
<b>Enter the Requested Changes</b>			
Recipient's Name (33 characters max.)			
Address (33 characters per line max.)			
City (22 characters max.)		State (2 chars.)	Zip Code (5 or 9 characters)
Contact Name		Phone Number (include area code)	
Name and Signature of the Recipient Official Authorized to sign the Grant Agreement / Contract			
X			
Name and Signature of the HUD Program Official Authorized to sign the Grant Agreement / Contract			
X			
<b>Approval</b> (only necessary on requests for a recipient name change)			

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### Attachment 4: Ask-A-Question (AAQ): Technical Assistance Guide

The Ask-A-Question tool on HUD Exchange has been expanded to provide technical assistance for CPF grantees. You can access the website by going to <https://www.hudexchange.info/program-support/my-question/> where you can submit a question.

The first step in submitting a question is to fill in the Personal Information fields. All the fields are required.

Step 1 of 2 **1 of 2**

Personal Information\* Required fields

\*First Name

\*Last Name

\*State  
Select ▼

\*City/Town

\*County  
Select ▼

\*Phone Number  
Format: xxx-xxx-xxxx (Extension Optional)

\*Email Address

\*Confirm Email

Once you have entered your personal information, please select I am a “HUD Grantee.” If your organization or community is listed, please select the correct grantee name.

\*I am a  
HUD Grantee ▼

\*Which Grantee are you?  
Select ▼

**Step 2 >**

If you do not find your entity’s name, select “Other – Please Specify” in the I am a field, and you will be able to provide the entity name in the “Other” field.

## FY2024 Community Project Funding Grant Guide (Version 1.0)

\* I am a

Other - Please Specify

\* Other



Once you have identified yourself, select the button for Step 2.

You will be taken to Step 2 of 2 after a prompt to review your personal information. Please select "CPF: Community Project Funding" in the My question is related to field. Then add a subject line, enter your question, and upload any applicable documents. Include your grant number, if possible. Submit your question.

## **FY2024 Community Project Funding Grant Guide (Version 1.0)**

### **Attachment 5: CPF Frequently Asked Questions (FAQs)**

Below is a link to the CPF FAQs.

<https://www.hudexchange.info/resource/6777/cpf-faqs/>

## **FY2024 Community Project Funding Grant Guide (Version 1.0)**

### **Attachment 6: Sample Narrative Outline and Example**

The outline below can be adapted for your project narrative. This is not a required format but may be useful to consider. Having section headers and subsection headers is useful.

#### **1. Project Description**

- a. Project Name: It must match the Amended CPF Grants Table
- b. Project Address(es) and Location: Include specific the project address(es) Including GPS coordinates or service area.
- c. Project Purpose: Provide a sentence that summarizes what the project will accomplish.
- d. Project Narrative:
  - i. Provide a summary of the entire project which restates its purpose, identifies activity categories and specifies uses of the CPF grant as part of or for the entire project.
  - ii. If part of a larger project, provide a description of the broader project.
  - iii. This narrative section should describe all actions that will be undertaken as part of the project, regardless of funding source. The content typically comprises the bulk of the written narrative.

#### **2. Project Metrics**

- a. Goals, Outcomes, Objective: The project must have clearly stated goals, outcomes, and objectives. State each.
- b. Section 3 Performance Measures: Refer to the HUD Exchange Section 3 website pages for additional information.
- c. BABA Metrics: Refer to the “BABA for CPF Quick Guide” on the HUD Exchange CPF Website.

#### **1. Project Timeline & Project Status**

- a. Current status: understanding the current project status is critical. Provide a succinct explanation of where the project is in its lifespan from concept to execution to completion. Consider these questions in your written statements:
  - What is the status of the project?
  - Is the project still in the “ideas” phase with no contracts or agreements executed?
  - Has procurement started?
  - Is construction or program implementation underway?
  - Is the project complete?
- b. Proposed Timeline: Provide an estimated start and end date for the project along with key benchmarks with dates for the project.
- c. Environmental Review Status: Consider the following:
  - Adhering to the environmental review requirements in the National Environmental Policy Act (NEPA) is critical.
  - Describe what steps have been taken toward environmental clearance and the current status. This could range from having completed no steps toward

## FY2024 Community Project Funding Grant Guide (Version 1.0)

environmental clearance all the way through completion of an environmental assessment.

3. **Project Scope:** See below for ideas for including in your written project scope.
4. **Subrecipients:**
  1. Some grantees will want to use one or more subrecipients to execute their project. If you plan to use subrecipients, a written justification should be provided for why the project is best implemented using subrecipients.
  1. Describe the role of each of the subrecipients and add the subrecipient's EIN or UEI number.
    - a. Describe the scope of the project that will be handled by each subrecipient and what tasks/functions will be kept with the CPF grantee.

### Example: Public Facility – Emergency Food Network Warehouse

#### **Project Name**

Emergency Food Network of Alpha and Beta County (B-24-CP-TX-0394)

#### **Project Purpose**

EFN will build a warehouse, including but not limited to, providing the staffing and all relevant soft costs needed to make the warehouse operational.

#### **Project Scope**

The CPF grant will be used to help fund the soft costs associated with building and operating a new warehouse, including but not limited to, providing the staffing and all relevant soft costs needed to make the warehouse operational. Specify, all funding awarded from the CPF grant will be used for soft costs associated with building the warehouse.

These soft costs include:

- Architecture and Engineering
- Owner's Representation Consultation
- Two FTE's: 75% of hourly rate, 403b, and insurance expenses for three years
- Deputy Director: 50% of salary, 403b, insurance, and benefits expenses for three years
- Security: 80% of security expense for three years
- Insurance of future warehouse
- Potential NEPA review consultant
- Racking, forklifts, breakroom furnishings, office furniture, window coverings, technology (computers, printers, etc.), long range walkie talkies, lockers, washer/dryer, industrial warehouse cleaner, floor buffer, impact donor panel, transportation carts and tools, portable conveyors

EFN is not engaged in lobbying activities.

Yes, the CPF funded project is part of a larger project.

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EFN is building a new 21,500- square-foot warehouse on our Lakewood campus. It will serve as our primary storage space for food. Our existing warehouse will then maintain a 30-day supply of food and serve as a more efficient order-building space for distribution.

Yes, the project has already started. We have completed a feasibility study, established a relationship with a design firm, and hired a project manager to guide us through the process. EFN has done extensive outreach to elected officials, foundations, and community members to gather support for this project. Currently, EFN has raised \$7,175,000. Below are additional updates to the current state of the project:

- SEPA Determination of Non-Significance was issued February 9, 2023. There were no appeals. This permit application is now finalized.
- Design Review application review to be completed, and issued, March 1, 2023. The planning division has a few steps to complete after a design review has been issued.

EFN will not be using a subrecipient to implement any part of the project.

### **Overview of Project and Anticipated Outcomes**

EFN has been operating above the capacity of our current space to meet the needs of the community. To maintain our current operating level of over 1 million pounds of food distributed each month, we currently use our primary 17,000-square-foot warehouse for storage and order building, along with our 3,200-square-foot vertical storage space, rented and owned trailers onsite for storage, and rented offsite storage space. All these measures made it possible for us to meet the 40% increase in demand that occurred during the first months of the COVID-19 pandemic. These measures also allow us to continue operating through increased community need this year, as we saw nearly double the number of clients' visits this October compared to last.

To be prepared to meet changing community needs in the future, however, we need more sustainable, efficient, and permanent solutions. The new warehouse space created by the Building Campaign provides these solutions. The campaign will build an additional 21,500-square-foot warehouse space on our Lakewood campus, and it will serve as our primary storage space for food. Our existing warehouse will then maintain a 30-day supply of food and serve as a more efficient order-building space for distribution. We have already completed a feasibility study, established a close relationship with a design firm, hired a project manager to guide us through the process, and identified additional staffing and security that will be required for the warehouse to be operational. We are currently reviewing bids from contractors and navigating the permitting process. We plan to break ground in spring of 2023 on the project; project completion will occur by year's end.

By centralizing our inventory onto our Lakewood campus, the Building Campaign will transform our daily operations. Our team's twice-monthly inventory will become vastly more efficient and accurate, saving us transportation costs and countless work hours to move and monitor the product across locations. Increased inventory efficiency and accuracy ultimately

## FY2024 Community Project Funding Grant Guide (Version 1.0)

mean better meeting the needs of our Partner Programs, providing them with the food they ask for more often. Additionally, if a natural disaster occurred with our current storage arrangements, we would risk being cut off from our food supply and being less able to feed our neighbors during a disaster. The 40% increase in storage space will also enable us to have more food on hand. During our feasibility study, we identified that we would need two FTE's, security, and additional leadership on EFN's Executive Team to manage the 40% increase in space. All these improvements will allow EFN to continue serving our community effectively, on a day-to-day basis and in the event of a disaster.

The Building Campaign will not just improve our operations in the short term, but it will position us for success in a changing food landscape for decades to come. Leaders in the hunger relief sector predict a shift in the types of foods in the emergency food system, moving away from nonperishables and towards fresh foods, specially produce. Our new warehouse is specifically designed with the ability to be retrofitted for additional cooler and freezer space, so that we will not need another capital project when the food landscape shifts. In the meantime, the new warehouse will provide additional storage space for nonperishable food. The pandemic taught us that flexibility is key to successfully navigating changing food streams, and the Building for the Future campaign will give us the necessary flexibility in the short- and long-term to feed our neighbors in need.

### **Attachment 7: Sample Budget**

The sample below can be adapted for your project budget. This is not a required format but may be useful to consider. All CPF grantees are required to submit a line-item budget. As defined by 2 CFR 200.1, "budget" means the financial plan for the Federal award. It is an estimate of the money required to take a project from initiation to completion. The line-item budget should: show expenses for the entire project, both those being paid for by the CPF award as well as any other sources; identify separately those costs that will be paid by the CPF award and those that will be paid by another source; and be consistent with the Amended CPF Grants Table and the project narrative. The total CPF amount in the budget must equal the amount of the CPF award.

#### **Sample Budget: Construction Projects**

<b>COST CLASSIFICATION</b>	<b>CPF Funds</b>	<b>Non-CPF Funds</b>	<b>Total</b>
1. Administrative and legal expenses			
2. Land, structures, rights-of-way, appraisals, etc.			
3. Relocation expenses and payments			
4. Architectural and engineering fees			
5. Other architectural and engineering fees			
6. Project inspection fees			
7. Site work			
8. Demolition and removal			
9. Construction			
10. Equipment			
11. Contingencies			

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12.	SUBTOTAL
13.	Project (Program) Income
14.	TOTAL PROJECT COSTS (subtract line 13 from 12)

### Sample Budget: Non-Construction Projects

COST CLASSIFICATION	CPF Funds	Non-CPF Funds	Total
1. Personnel			
2. Fringe Benefits			
3. Travel			
4. Equipment			
5. Supplies			
6. Contractual			
7. SUBTOTAL Direct Charges (sum of lines 1-6)			
8. Indirect Charges			
9. TOTAL PROJECT COSTS (sum of line 7 and 8)			
10. Project (program) income			
11. TOTAL PROJECT COSTS (subtract #10 from #9)			

### PAPERWORK REDUCTION ACT

Economic Development, Community Project Funding/Congressionally Directed Spending  
U.S. Department of Housing and Urban Development  
OMB Approval No 2506-0217

Public Reporting Burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Response to this collection of information is mandatory to obtain a benefit. The information requested does not lend itself to confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Attached Backup  
is  
**CONFIDENTIAL** RESOLUTION

#6

AUTHORIZING SECOND RENEWAL OF LEASE/276 MAIN STREET, NELSONVILLE, NEW YORK

WHEREAS, the Village of Nelsonville (hereinafter, referred to as the "Village") is the owner of certain real property located at 276 Main Street, Nelsonville, New York, including the structure located thereon (hereinafter, referred to as the "Premises"); and

WHEREAS, the County of Putnam and the Village previously entered into a Lease Agreement, and subsequently a First Amendment and Extension to Lease, wherein the County leased the Premises from the Village for certain legitimate County government purposes, including use by the Putnam County Sheriff's Office as a substation; and

WHEREAS, the County of Putnam continues to require the Premises for certain legitimate County government purposes, including use by the Putnam County Sheriff's Office as a substation; and

WHEREAS, the County Executive, with the advice and assistance of the County Attorney, has entered into preliminary negotiations with the Village for the renewal of the Lease Agreement for the Premises; and

WHEREAS, pursuant to Section 215 of the NYS County Law, the County Executive has requested that the Putnam County Legislature grant authorization to enter into such Lease Agreement renewal; now therefore be it

RESOLVED, that the County of Putnam may enter into a Lease Agreement renewal with the Village for the Premises, and be it further

RESOLVED, that the County Executive, with the advice and assistance of the County Attorney, is authorized to finalize and execute said Lease Agreement renewal with the Village for the Premises, upon such other terms and conditions as are contained in the First Amendment and Extension to Lease, which shall be in substantial conformance with the form attached hereto and made a part hereof as Schedule "A"; and be it further

RESOLVED, this Resolution shall take effect immediately.



**Putnam County  
Department of Planning, Development,  
and Public Transportation**

[www.putnamcountyny.com](http://www.putnamcountyny.com)

841 Fair Street  
Carmel, NY 10512

Phone: (845) 878-3480  
Fax: (845) 808-1948

cc: all  
physical  
#7

TO: Legislator Daniel G. Birmingham  
Chairman, Putnam County Legislature

FROM: Barbara Barosa, AICP, Commissioner  
Department of Planning, Development and Public Transportation

DATE: February 3, 2026

RE: SEQR Negative Declaration and Supporting Resolution for the Tilly Foster Farm  
Conservation Easement Amendment

2026 FEB -3 PM 4:58  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

The Legislature adopted Resolution #25-344 in which the County Legislature declared their Intent to Serve as Lead Agency for the proposed Tilly Foster Farm Conservation Easement Amendment and initiated the SEQR environmental review. Attached for your consideration is the SEQR Negative Declaration for the project and supporting Resolution.

The EAF and supporting resolution were circulated to all involved and interested agencies as required on December 19, 2025. The County must provide a minimum of 30 days for public review of the SEQR documents and plans before a Negative Declaration can be issued. The 30-day period concluded on January 18, 2026.

During the environmental review, the Watershed Agricultural Council (WAQ) brought to our attention that the circulated documentation erroneously reported the proposed acreage for inclusion in the Municipal Acceptable Development Area and the Acceptable Development Area. As a result, the EAF was updated and corrected to accurately reflect the acreage listed and recirculated to all involved and interested agencies, and the correction is noted in the draft Resolution being presented for consideration.

Further, I have attached the response letters received from the New York State Attorney General's office, NYC Department of Environmental Protection, Watershed Agricultural Council (WAQ) and Town of Southeast stating that they had no objection to the County acting as Lead Agency.

Therefore, it is respectfully requested that this matter be placed on the upcoming Physical Services Committee meeting agenda scheduled for February 10, 2026.

Thank you in advance for your consideration.

**APPROVAL/ SEQRA / NEGATIVE DECLARATION/ TILLY FOSTER FARM CONSERVATION EASEMENT  
AMENDMENT/ TOWN OF SOUTHEAST**

**WHEREAS**, the Putnam County Legislature is considering the amendment of the Putnam County and Watershed Agriculture Council (WAC) Deed of Conservation Easement covering Tilly Foster Farm (WAC Property # 6600) located on NYS Route 312 in the Town of Southeast, Putnam County, New York; and

**WHEREAS**, the County is proposing that the boundary lines of the existing Municipal Acceptable Development Area and Acceptable Development Area be enlarged by approximately 24.48 acres; and

**WHEREAS**, in exchange, the County will add approximately 123.79 acres of presently unencumbered adjacent land to the Tilly Foster Farm, to be covered by the Deed of the Conservation Easement; and

**WHEREAS**, this adjacent land is undeveloped and contains a watercourse that flows directly into the NYC Middle Branch Reservoir; and

**WHEREAS**, the added land will be divided into Farm Area and Resources Protection Area, of which the RPA will be approximately 23.47 acres; and

**WHEREAS**, the foregoing is more fully depicted and described in the County of Putnam (PID# 6600) Agricultural Conservation Easement Amendment Planning Map (which is attached to and made a part of the hereinafter mentioned short Environmental Assessment form (EAF)); and

**WHEREAS**, no construction or physical alterations to the property will occur from the proposed action; and

**WHEREAS**, the proposed action is subject to review under the State Environmental Quality Review Act and the Regulations promulgated thereunder ("SEQRA 6 NYCRR Part 617"); and

**WHEREAS**, on December 3, 2025, as part of Resolution #344, the County Legislature issued an Unlisted Action determination for the above referenced project, and declared its intent to serve as Lead Agency with respect to SEQRA; and

**WHEREAS**, a short Environmental Assessment form (EAF) was prepared for the Project; and

**WHEREAS**, the EAF and associated documentation was circulated to all involved and interested agencies for the requisite 30 days with a Notice of the Putnam County Legislature's Intent to Serve as Lead Agency and no objections were received thereto; and

**WHEREAS**, it was thereafter determined that the circulated documentation erroneously reported the proposed acreage for inclusion in the Municipal Acceptable Development Area and the Acceptable Development Area; and

**WHEREAS**, as a result, the EAF was updated and corrected to accurately reflect the acreage listed therein, a copy of which is annexed hereto and made a part hereof; and

**WHEREAS**, the updated EAF was recirculated to all involved and interested agencies; and

**WHEREAS**, there was no objection or negative comment pertaining to same from any involved or interested agency; and

**WHEREAS**, the Putnam County Legislature, acting as Lead Agency, conducted a coordinated environmental review in accordance with §617.6, and

**WHEREAS**, based upon a careful review of the action as a whole, of the EAF, and the criteria set forth in 6 NYCRR Part 617.7(c), it has been determined that the proposed Project will not result in any potential significant adverse environmental impacts; now therefore be it

**RESOLVED**, that the Putnam County Legislature, as Lead Agency, determines that the proposed Project will not have any potential significant adverse impacts and a Draft Environmental Impact Statement will not be prepared; and be it further

**RESOLVED**, that in accordance with 6 NYCRR Part 617, the Putnam County Legislature, as Lead Agency, hereby accepts and adopts the Negative Declaration prepared in connection with the Tilly Foster Farm Conservation Easement Amendment, a copy of which is annexed hereto and made a part hereof; and be it further

**RESOLVED**, that this Resolution shall take effect immediately.

**State Environmental Quality Review  
NEGATIVE DECLARATION  
Notice of Determination of Non-Significance**

This notice is issued pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law.

The Putnam County Legislature, acting as Lead Agency, has determined that the proposed action described below will not have a significant environmental impact and a Draft Environmental Impact Statement will not be prepared.

**Name of Action:** TILLY FOSTER FARM CONSERVATION EASEMENT AMENDMENT

**SEQRA Status:**               Type I  
                               X   Unlisted Action

**Conditioned Negative Declaration:**           Yes  
     X   No

**Coordinated Review:**                      X   Yes  
          No

**Description of Action:** The Putnam County Legislature is considering the amendment of the Putnam County and Watershed Agriculture Council (WAC) Deed of Conservation Easement covering Tilly Foster Farm (WAC Property # 6600) located on NYS Route 312 in the Town of Southeast, Putnam County, New York. The County is proposing that the boundary lines of the existing Municipal Acceptable Development Area and Acceptable Development Area be enlarged by approximately 24.48 acres, in exchange, the County will add approximately 123.79 acres of presently unencumbered adjacent land to the Tilly Foster Farm, to be covered by the Deed of the Conservation Easement. This added property will be divided into Farm Area and Resources Protection Area, of which the RPA will be approximately 23.47 acres. This property is undeveloped and contains a watercourse that flows directly into the NYC Middle Branch Reservoir. No construction or physical alterations to the property will occur from the proposed action.

**Location:** The proposed action is located at the Tilly Foster Farm, 100 Route 312, Town of Southeast, County of Putnam, New York.

**Reasons Supporting This Determination:** The Putnam County Legislature has compared the proposed action with the Criteria for Determining Significance in 6 NYCRR 617.7 (c), and found that:

- 1.) The proposed action will not result in a substantial adverse change in the existing air quality, traffic or noise levels, or subsurface water quality or quantity, or a substantial increase in solid waste production.

*The proposed action is not expected to result in any adverse air quality, noise or traffic impacts, or to result in any changes to the site's subsurface water quality or quantity or result in any solid waste production.*

- 2.) The proposed action will not result in the removal; or destruction of large quantities of vegetation or fauna; substantial interference with the movement of any resident or migratory fish or wildlife species; impact a significant habitat area; result in substantial adverse impacts on a threatened or endangered species of animal or plant, or the habitat of such species; and will not result in other significant adverse impacts to natural resources.

*The proposed conservation easement amendment would not require the removal of large quantities of vegetation, impact a significant habitat area and therefore is not expected to result in any significant adverse impacts to natural resources.*

- 3.) The proposed action will not result in the impairment of the environmental characteristics of a Critical Environmental Area as designated pursuant to 6NYCRR Part 617.14(g).

*Within Putnam County, the only designated Critical Environmental Area is the Great Swamp in the Town of Patterson. The proposed action is not expected to occur near this designated Critical Environmental Area; therefore, no adverse impacts will occur as a result of the proposed action.*

- 4.) The proposed action will not result in a material conflict with the Town's officially approved or adopted plans or goals.

*The proposed action is compliant with the Town of Southeast's Comprehensive Plan and zoning requirements.*

- 5.) The proposed project will not result in the impairment of the character or quality of important historical, archaeological, architectural, aesthetic resources, or the existing character of the community or neighborhood.

*The proposed action is not expected to result in adverse archeological or historic impacts.*

- 6.) The proposed action will not result in a major change in the use of either the quantity or type of energy.

*The proposed conservation easement amendment will not require any major energy usage.*

- 7.) The proposed project will not create a hazard to human health.

*The proposed action will not result in any adverse impacts to human health.*

- 8.) The proposed action will not create a substantial change in the use, or intensity of use, of land including agricultural, open space or recreational resources, or in its capacity to support existing uses.

*The proposed conservation easement amendment will not create any substantial changes in land use at the site. No construction or physical alterations to the property will occur from the proposed action.*

- 9.) The proposed action will not encourage or attract a large number of people to a place or place for more than a few days, compared to the number of people who would come to such place absent the action.

*The proposed action will not result in any changes to existing activities at Tilly Foster Farm. The farm currently hosts occasional concerts and community events; however, the proposed conservation easement amendments will not result in any increases or changes to existing activities at the farm.*

- 10.) The proposed action will not create a material demand for other actions that would result in one of the above consequences.

*The proposed action will not result in any additional material demand. No construction or physical alterations to the property will occur from the proposed action.*

- 11.) The proposed action will not result in changes in two or more elements of the environment, no one of which has a significant impact on the environment, but when considered together result in a substantial adverse impact on the environment.

*The proposed conservation easement amendment will not result in any substantial adverse impacts to the environment.*

- 12.) When analyzed with two or more related action, the proposed action will not have a significant impact on the environment and when considered cumulatively, will not meet one or more of the criteria under 6 NYCRR 617.7(c).

*The proposed action will not result in any adverse cumulative impact to the environment.*

- 13.) The Putnam County Legislature has considered reasonably related long-term, short-term, direct and indirect cumulative impacts, including simultaneous or subsequent actions.

*The proposed action will not result in any long-term, short-term, direct or indirect cumulative impacts.*

**This notice is being filed with:**

New York State Department of Environmental Conservation. Attn: Regional Director  
21 South Putt Corners  
New Paltz, NY 12561

New York State Department of Environmental Conservation. Attn: Commissioner  
625 Broadway  
Albany, NY 12233

Claiborne E. Walthall, Esq., Asst. Attorney General  
New York State Office of the Attorney General | Environmental Protection Bureau  
The Capitol | Albany, New York 12224

Serena Orleski, Easement Program Director, &  
Mike Morales, Land Conservation Stewardship Coordinator  
Watershed Agricultural Council  
33195 State Highway 10  
Walton, NY 13856

New York City Department of Environmental Protection, SEQR Review Unit  
465 Columbus Avenue  
Valhalla, NY 10595

Supervisor, Town of Southeast  
1360 NY-22  
Brewster, NY 10509

Putnam County Department of Planning, Development & Transportation  
841 Fair Street  
Carmel, NY 10512

Putnam County Department of Public Works  
842 Fair Street  
Carmel, NY 10512

Putnam County Parks  
Veteran Memorial Park Office  
Gipsy Trail Road, Carmel, NY 10512

# Short Environmental Assessment Form

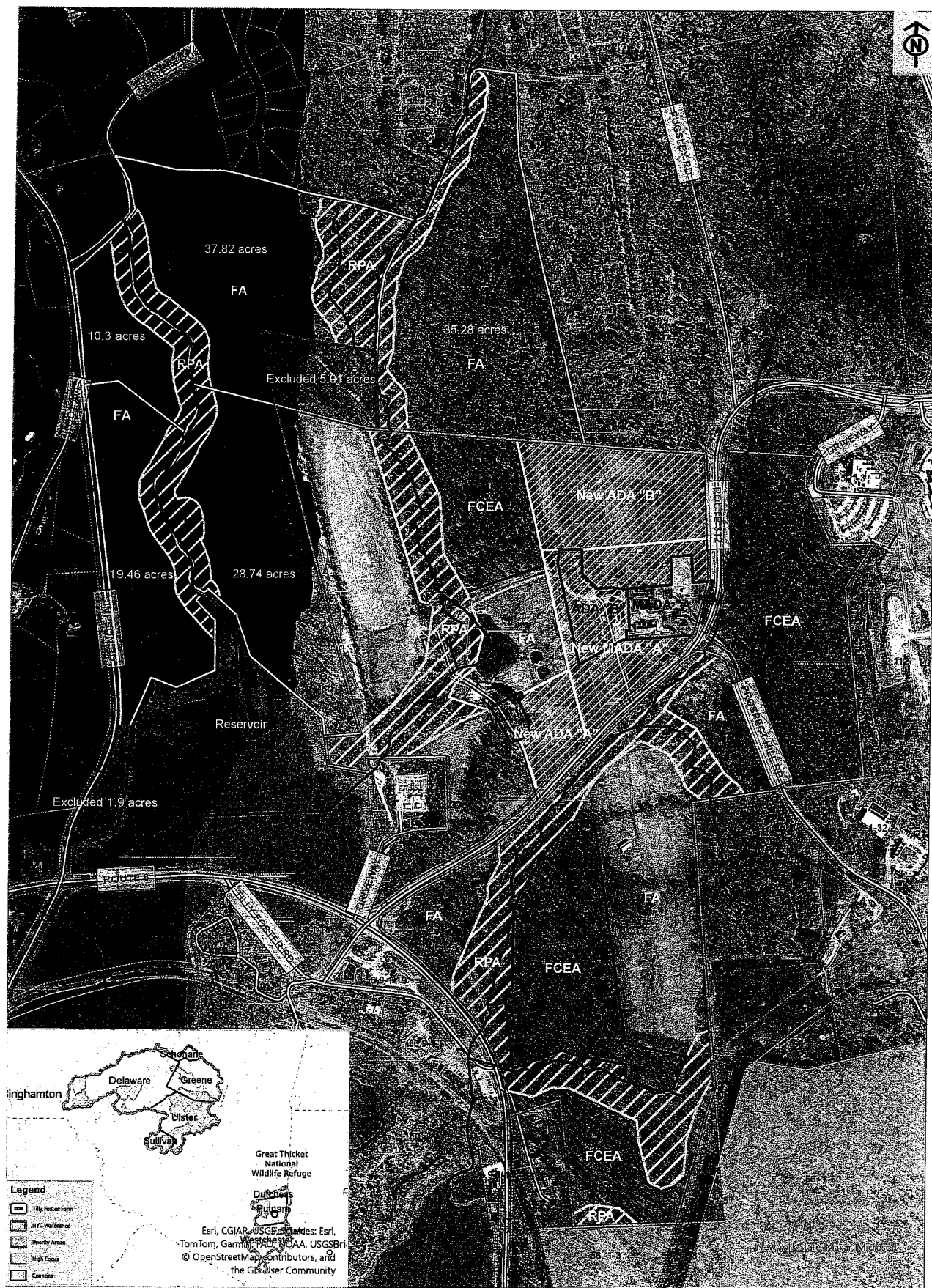
## Part 1 - Project Information

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project: Tilly Foster Farm Conservation Easement Amendment			
Project Location (describe, and attach a location map): Tilly Foster Farm, 100 Route 312, Brewster, New York			
Brief Description of Proposed Action: The proposed action involves the amendment of the Tilly Foster Farm conservation easement (WAC Property #6600). The County is proposing that the boundary lines of the existing Municipal Acceptable Development Area and Acceptable Development Area be enlarged by approximately 24.48 acres. In exchange, the County will add approximately 123.79 acres of presently unencumbered adjacent land to the Tilly Foster Farm, to be covered by the Deed of the Conservation Easement. This added property will be divided into Farm Area and Resources Protection Area, of which the RPA will be approximately 23.47 acres. This property is undeveloped and contains a watercourse that flows directly into the NYC Middle Branch Reservoir. No construction or physical alterations to the property will occur from the proposed action.  The foregoing shall be in substantial conformance with County of Putnam (PID# 6600) Agricultural Conservation Easement Amendment Planning Map attached and made a part of herein and hereto. Final acreage shall be determined and finalized by a licensed surveyor in a subsequent survey.			
Name of Applicant or Sponsor: Putnam County Legislature		Telephone: 845-808-1020  E-Mail: putcoleg@putnamcountyny.gov	
Address: 40 Gleneida Avenue			
City/PO: Carmel		State: NY	Zip Code: 10512
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO  <input type="checkbox"/>	YES  <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:		NO  <input type="checkbox"/>	YES  <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		312.93 acres	
b. Total acreage to be physically disturbed?		0 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		312.93 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action: <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input checked="" type="checkbox"/> Forest <input checked="" type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input checked="" type="checkbox"/> Other(Specify): NYC Reservoir <input type="checkbox"/> Parkland			



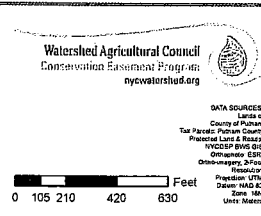
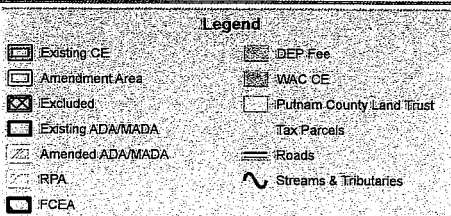
# **County of Putnam (PID# 6600)** **Agricultural Conservation Easement** **Amendment Planning Map**

Existing CE Parcels: 56-1-20-1; 56-1-32-1; 56-1-55-1  
 Acres: 189.14  
 Amendment Parcels:  
 45-1-59; 45-1-6-1; 45-1-6-2; 45-1-7-1; 45-1-7-2  
 Acres: ~131.6  
 Amendment Acres (minus exclusions): ~123.79  
 Amendment RPA Acres: ~23.47  
 Added ADA/MADA Acres: ~24.48  
 New Total CE Acres: ~312.93  
 New Total ADA/MADA Acres: ~30.935

100 NY-312  
 Town of Southeast  
 Putnam County

Produced by the  
 Watershed Agricultural Council  
 October 10, 2023

This map was created for illustration and planning  
 purposes only. It should not be relied upon for any  
 other purpose. WAC makes no representation as to  
 the accuracy or precision of this map.



**STATE ENVIRONMENTAL QUALITY REVIEW  
NOTICE TO INVOLVED/ INTERESTED AGENCIES THAT  
LEAD AGENCY MUST BE DESIGNATED**

The Putnam County Legislature is considering the amendment of the Putnam County and Watershed Agriculture Council (WAC) Deed of Conservation Easement covering Tilly Foster Farm (WAC Property # 600) located on NYS Route 312 in the Town of Southeast, Putnam County, New York, referred to as:

**TILLY FOSTER FARM CONSERVATION EASEMENT AMENDMENT**

(See attached EAF for description of action)

This project is an Unlisted Action and the Putnam County Legislature wishes to conduct a Coordinated Review.

Under the applicable standards of 6 NYCRR Section 617.6(b), the Legislature has concluded that it is appropriate to designate the Putnam County Legislature as the Lead Agency in the environmental review of the proposed action.

This notification is being sent to involved agencies with the request that you consent to the Legislature serving as Lead Agency. If, however, an involved agency does not agree that the Putnam County Legislature be designated as the Lead Agency, it may follow the procedures outlined in 6 NYCRR 617.6(b)(5).

A copy of the State Environmental Quality Review Act (SEQRA) Lead Agency Notice, Supporting Resolution, Short Environmental Assessment Form (EAF), and site plan and supporting documentation are enclosed.

If you have any questions or comments, you may either email, telephone or contact by mail:

Barbara Barosa, AICP, Commissioner  
Putnam County Department of Planning, Development & Public Transportation  
841 Fair Street  
Carmel, NY 10512  
Barbara.barosa@putnamcountyny.gov  
845-878-3480

This notice is being mailed on December 19, 2025. We would ask that involved agencies fill out the annexed form, either consenting or not consenting to the Putnam County Legislature serving as Lead Agency and return it on or before January 18, 2026. Responses should be sent to Ms. Barbara Barosa at the address above. Lack of response to this request will be treated as consent to the request.

**RESPONSE TO REQUEST THAT  
THE PUTNAM COUNTY LEGISLATURE  
SERVE AS LEAD AGENCY FOR  
TILLY FOSTER FARM CONSERVATION EASEMENT AMENDMENT  
located in the Town of Southeast, NY**

On behalf of \_\_\_\_\_ (Involved or Interested Agency), I  
acknowledge receipt of the Lead Agency notice in this matter.

The above named agency hereby: (Please check one)

- (    )    CONSENTS to the Putnam County Legislature serving as lead agency in this application, and requests that the undersigned continue to be notified of SEQOR determinations, proceedings and hearings in this matter.
- (    )    DOES NOT CONSENT to the Putnam County Legislature serving as lead agency in this application and wishes that \_\_\_\_\_ serve as lead agency.

To contest lead agency designation, the undersigned intends to follow the procedures outlined in 6 NYCRR 617.6(e).

- (    )    TAKES NO POSITION on lead agency designation.

Date \_\_\_\_\_

Signature: \_\_\_\_\_

Printed: \_\_\_\_\_

Agency: \_\_\_\_\_

PLEASE RETURN TO:    Barbara Barosa, AICP, Commissioner  
Putnam County Department of Planning, Development & Public Transportation  
841 Fair Street, Carmel, NY 10512  
845-878-3480  
[barbara.barosa@putnamcountyny.gov](mailto:barbara.barosa@putnamcountyny.gov)

PUTNAM COUNTY LEGISLATURE

Resolution #344

Introduced by Legislator: Greg Ellner on behalf of the Physical Services Committee at a Regular Meeting held on December 3, 2025.

page 1

**APPROVAL/ NOTICE OF INTENT TO ACT AS LEAD AGENCY FOR SEQR REVIEW/TILLY FOSTER FARM CONSERVATION EASEMENT AMENDMENT**

WHEREAS, Putnam County and the Watershed Agricultural Council ("WAC") wish to amend the Deed of Conservation Easement covering the Tilly Foster Farm (WAC Property #600), located on NYS Route 312 in the Town of Southeast, Putnam County, New York; and

WHEREAS, The County and WAC are proposing that the boundary lines of the existing Municipal Acceptable Development Area (MADA) be enlarged and that a new Acceptable Development Area (ADA) be created along the northern boundary of the MADA and along a certain portion of the road frontage of NYS Route 312; and

WHEREAS, the foregoing will result in the MADA being increased by 2.828 acres and the ADA area be increased by 0.628 acres; and

WHEREAS, in exchange, the County will add approximately 131 acres of presently unencumbered adjacent land to the Tilly Foster Farm, to be covered by the Deed of the Conservation Easement, which will be divided into Farm Area (FA) and Resource Protection Area (RPA), of which the RPA area will be 23.591 acres; and

WHEREAS, said property is undeveloped and contains a watercourse that flows directly into the NYC Middle Branch Reservoir; and

WHEREAS, no construction or physical alterations to the property will occur from the proposed action; and

WHEREAS, the proposed action is subject to review under the State Environmental Quality Review Act ("SEQRA") and the Regulations promulgated thereunder ("6 NYCRR Part 617"); and

WHEREAS, potential involved and/or interested agencies have been identified in connection with the proposed action; and

WHEREAS, a short Environmental Assessment Form (EAF) has been prepared for the proposed action; and

WHEREAS, the Putnam County Legislature, after review of the 6 NYCRR Part 617, finds that the proposed action is an Unlisted Action; now therefore be it

RESOLVED, that the Putnam County Legislature hereby declares its intent to act as the Lead Agency under the procedures and requirements of SEQRA and will conduct a coordinated SEQRA environmental review of the proposed action.

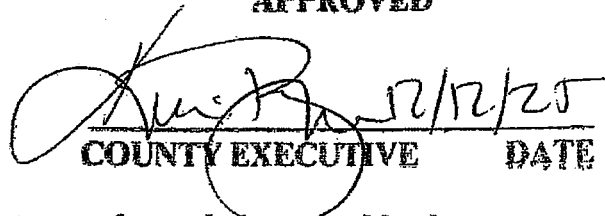
BY POLL VOTE: EIGHT AYES. LEGISLATOR BIRMINGHAM WAS ABSENT. MOTION CARRIES.

**APPROVED**

State of New York

ss:

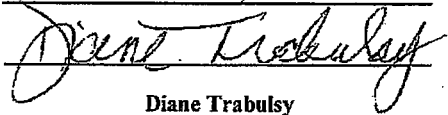
County of Putnam

  
COUNTY EXECUTIVE      DATE

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on December 3, 2025.

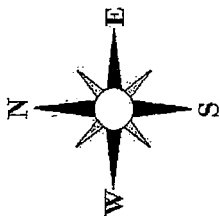
Dated: December 5, 2025

Signed:



Diane Trabulsy  
Clerk of the Legislature of Putnam County

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ NYC Middle Branch Reservoir _____ _____			



ADDITION TO MADA "A"  
AREA = 19,209 S.F.±  
0.44 AC±

EXISTING MADA "A"  
(SEE NOTE)

S44°45'25"E 108.46'  
N84°58'07"E 84.31'

S77°51'34"E 93.44'

N84°08'49"E 444.17'

N5°39'15"W 200.69'

CATCH BASIN  
(TYP)  
IRON PIN SET

RIP-RAP  
SWALE

IRON PIN SET

POST & BOARD  
FENCE (TYP)

WELL

2.81'

IRON PIN SET

SMALL SPIKE  
SET

13.88'

ELEC. BOX

CABLE TV BOX

TELE. BOX

APPROX. MACADAM DRIVE

ORANGE

Y80.00'

IRON PIN SET

234.18'

S10°30'24"W 136.69'

122.81'

S2°38'27"W 133.00'

S2°35'32"E 285.08'

S18°03'13"W 120.59'

N.Y.S. ROUTE 312

ROUTE 312

PROSPERITY HILL RD.

SITE

(N.Y.S.)

TABLE OF AREAS

PARCEL

OLD AREA

NEW AREA

MADA "A"

104,038 S.F.±

2.388 AC±

123,247 S.F.±

2.828 AC±

NOTE:

FOR COMPLETE DESCRIPTION OF ORIGINAL MADA "A"

SEE MAP ENTERED IN THE WATERSHED AGRICULTURAL

COUNCIL OF THE NEW YORK CITY WATERSHEDS, INC.

CONSERVATION EASEMENTS ON THE LANDS OF THE

COUNTY OF PUTNAM, SHEET 2 OF 2, DATED

12/8/05 AND LAST REVISED ON 7/20/06, PREPARED

BY TERRY BERGENDORFF COLLINS, P.L.S.

REVISIONS

DATE

DESCRIPTION

BY

3/16/18

ADD NOTE

DM

3/27/18

IRON PINS SET

DM

AMENDMENT TO THE MADA "A"

PREPARED FOR

PUTNAM COUNTY HIGHWAY DEPARTMENT

BEING A PORTION OF

TILLY FOSTER FARM

SITUATE IN

TOWN OF SOUTHEAST

SCALE: 1" = 60'

COPYRIGHT © 2017 TERRY BERGENDORFF COLLINS, ALL RIGHTS RESERVED

PUTNAM CO., N.Y.

DECEMBER 21, 2017

CERTIFICATIONS INDICATED HEREON SIGNIFY THIS SURVEY

WAS PREPARED IN ACCORDANCE WITH THE EXISTING CODE

OF PRACTICE FOR LAND SURVEYS ADOPTED BY THE NEW

YORK STATE ASSOCIATION OF PROFESSIONAL LAND

SURVEYORS, INC. (NYSALSI) AND THE SURVEY WAS PREPARED

AND ON BEHALF OF THE CLIENTS BY TERRY BERGENDORFF COLLINS

INSTITUTION LISTED HEREON. CERTIFICATIONS ARE NOT

TRANSFERABLE TO ADDITIONAL INSTITUTIONS OR

SUBSEQUENT OWNERS.

TERRY BERGENDORFF COLLINS

52 STARR RIVER ROAD

ROCKY HILL, NEW YORK

P-845,278-4261 F-845,278-6838

WWW.TERRYBERGENDORFFCOLLINS.COM

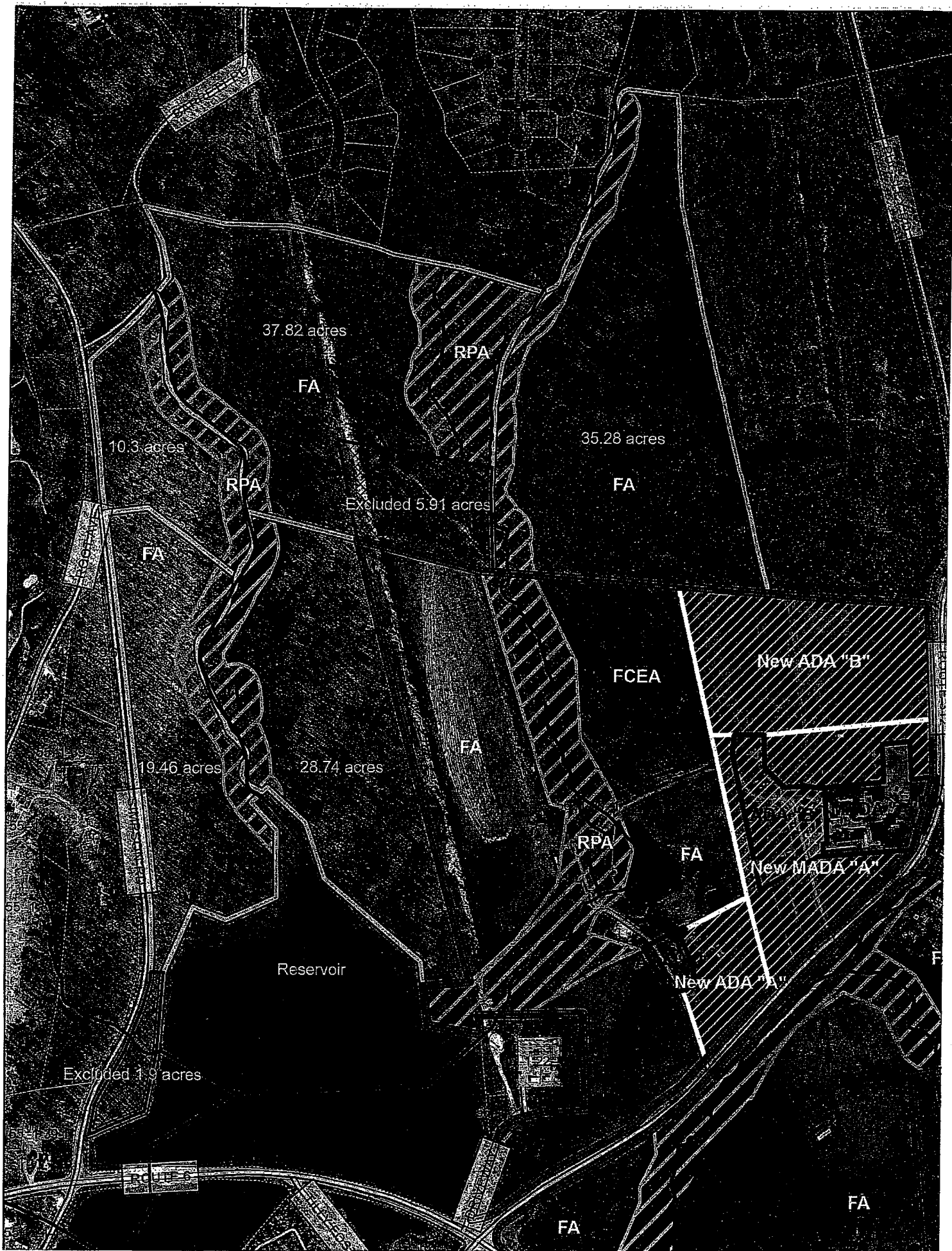
STATE OF NEW YORK

COUNTY OF PUTNAM

TOWN OF SOUTHEAST

DECEMBER 21, 2017

11







Office of the New York State  
Attorney General

Letitia James  
Attorney General

January 15, 2026

*Via U.S. Mail and E-mail*

Barbara Barosa, AICP, Commissioner  
Putnam County Department of Planning, Development & Public Transportation  
841 Fair Street  
Carmel, NY 10512  
Barbara.barosa@putnamcountyny.gov

**Re: Tilly Foster Farm Conservation Easement Amendment**

Dear Commissioner Barosa:

The Office of the New York State Attorney General has received the Putnam County Legislature's notice of its intent to serve as lead under the State Environmental Quality Review Act (SEQRA)<sup>1</sup> for amendments to a WAC conservation easement at the Tilly Foster Farm property. We have reviewed both the original materials dated December 19, 2025, and the additional and revised materials circulated on January 14, 2026.

As indicated in the enclosed response, the Office of the Attorney General consents to and appreciates the Putnam County Legislature serving as lead agency for this proposed action for which we are an involved agency.<sup>2</sup> We look forward to continuing coordinated review of this proposed action and reviewing additional information and draft documents at an appropriate time. In particular, we request the opportunity to review any draft determination of significance to ensure it addresses the issues necessary to support our office's consideration of the proposed action.

Very truly yours,

Claiborne E. Walthall  
Assistant Attorney General  
claiborne.walthall@ag.ny.gov  
(518) 776-2380

<sup>1</sup> N.Y. Env'tl. Conserv. L. art. 8 & 6 NYCRR Part 617.

<sup>2</sup> 6 NYCRR § 617.2(b)(1).

Encl.

Cc: Andrew Negro, Esq., Putnam County (via e-mail)  
Christopher Ruthven, Putnam County (via e-mail)  
Serena Orleski, WAC (via e-mail)  
Michael Morales, WAC (via e-mail)  
Michael Vanderwerff, New York City DEP (via e-mail)  
Karen Stainbrook, New York State DEC (via e-mail)

**RESPONSE TO REQUEST THAT  
THE PUTNAM COUNTY LEGISLATURE  
SERVE AS LEAD AGENCY FOR  
TILLY FOSTER FARM CONSERVATION EASEMENT AMENDMENT  
located in the Town of Southeast, NY**

On behalf of Office of the New York State Attorney General (~~Involved~~ or Interested Agency), I acknowledge receipt of the Lead Agency notice in this matter.

The above named agency hereby: (Please check one)

☒ CONSENTS to the Putnam County Legislature serving as lead agency in this application, and requests that the undersigned continue to be notified of SEQR determinations, proceedings and hearings in this matter.

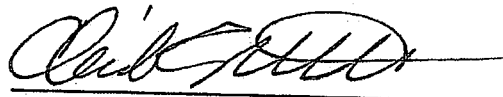
☐ DOES NOT CONSENT to the Putnam County Legislature serving as lead agency in this application and wishes that \_\_\_\_\_ serve as lead agency.

To contest lead agency designation, the undersigned intends to follow the procedures outlined in 6 NYCRR 617.6(e).

☐ TAKES NO POSITION on lead agency designation.

Date January 15, 2026

Signature:



Printed:

Claiborne E. Walthell, Asst. Atty. Gen.

Agency:

Office of the New York State Attorney General

PLEASE RETURN TO: Barbara Barosa, AICP, Commissioner  
Putnam County Department of Planning, Development & Public Transportation  
841 Fair Street, Carmel, NY 10512  
845-878-3480  
[barbara.barosa@putnamcountyny.gov](mailto:barbara.barosa@putnamcountyny.gov)

**PUTNAM COUNTY LEGISLATURE****(Lead Agency)****LIST OF INVOLVED/ INTERESTED AGENCIES:**

Supervisor, Town of Southeast 1360 NY-22 Brewster, NY 10509	Putnam County Department of Public Works 842 Fair Street Carmel, NY 10512
Claiborne E. Walthall, Esq., Asst. Attorney General New York State Office of the Attorney General   Environmental Protection Bureau The Capitol   Albany, New York 12224	Serena Orleski, Easement Program Director, & Mike Morales, Land Conservation Stewardship Coordinator Watershed Agricultural Council 33195 State Highway 10 Walton, NY 13856
New York State Department of Environmental Conservation. Attn: Commissioner 625 Broadway Albany, NY 12233	New York City Department of Environmental Protection, SEQR Review Unit 465 Columbus Avenue Valhalla, NY 10595
New York State Department of Environmental Conservation. Attn: Regional Director 21 South Putt Corners New Paltz, NY 12561	Putnam County Department of Planning, Development & Public Transportation, Attn: Commissioner 841 Fair St Carmel, NY 10512
Putnam County Parks Veteran Memorial Park Office Gipsy Trail Road, Carmel, NY 10512	



January 15, 2026

Ms. Barbara Barosa, AICP, Commissioner  
Putnam County Department of Planning, Development & Public Transportation  
841 Fair Street  
Carmel, New York 10512

Rohit T. Aggarwala  
Commissioner

Paul V. Rush, P.E.  
Deputy Commissioner

465 Columbus Avenue  
Valhalla, NY 10595

Tel. (845) 340-7800  
Fax (845) 334-7175  
prush@dep.nyc.gov

Re: **Notice of Intent to be Lead Agency**  
**Tilly Foster Farm Conservation Easement Amendment**  
**100 Route 312**  
**Town of Southeast; Westchester County**  
**Tax Map #: 56.-1-20.-1**  
**DEP Log #: 2011-MB-0299-SQ.1**

Dear Ms. Barosa and Members of the Putnam County Legislature:

The New York City Department of Environmental Protection (DEP) has reviewed the Putnam County Legislature (Legislature) Notice of Intent to act as lead agency and short Environmental Assessment Form (EAF) for the above referenced project. DEP does not object to the Legislature acting as lead agency for the Coordinated Review of the proposed action pursuant to the New York State Environmental Quality Review Act (SEQRA).

The proposed action involves the amendment of the Tilly Foster conservation easement to modify the current boundary lines. The change would enlarge the existing Municipal Acceptable Development Area (MADA) by approximately 24.48 acres, and in exchange, the County would add approximately 123.79 acres of adjacent land to Tilly Foster Farm to be included within the Conservation Easement. No physical alterations to the property are proposed.

DEP does not maintain any discretionary permit authority over the proposed action. As such, DEP is considered an interested agency pursuant to SEQRA and has no comments to offer on this action.

Thank you for the opportunity to review. You may reach the undersigned at [cgarcia@dep.nyc.gov](mailto:cgarcia@dep.nyc.gov) or (914) 749-5302 with any questions or if you care to discuss the matter further.

Sincerely,

*Nelsi Guzman* (for Cynthia Garcia)  
Cynthia Garcia, Supervisor  
SEQRA Coordination Section

c: T. O'Malley, NYSDEC Region 3

**RESPONSE TO REQUEST THAT  
THE PUTNAM COUNTY LEGISLATURE  
SERVE AS LEAD AGENCY FOR  
TILLY FOSTER FARM CONSERVATION EASEMENT AMENDMENT  
located in the Town of Southeast, NY**

On behalf of WATERBURY AGRICULTURAL COUNCIL (WAC) (Involved or Interested Agency), I  
acknowledge receipt of the Lead Agency notice in this matter.

The above named agency hereby: (Please check one)

☒ **CONSENTS** to the Putnam County Legislature serving as lead agency in this application, and  
requests that the undersigned continue to be notified of SEQR determinations, proceedings and  
hearings in this matter.

☐ **DOES NOT CONSENT** to the Putnam County Legislature serving as lead agency in this application  
and wishes that \_\_\_\_\_ serve as lead agency.

To contest lead agency designation, the undersigned intends to follow the procedures outlined  
in 6 NYCRR 617.6(e).

☐ **TAKES NO POSITION** on lead agency designation.

Date 1/30/20

Signature: \_\_\_\_\_

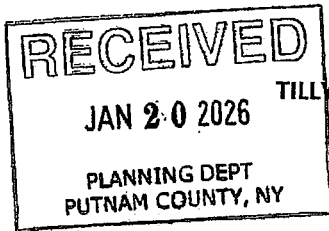
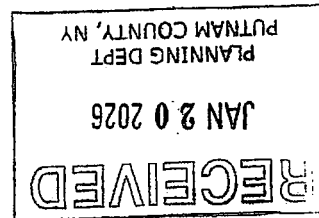
Printed: \_\_\_\_\_

Agency: \_\_\_\_\_

RYAN NAAZ  
WAC

PLEASE RETURN TO: Barbara Barosa, AICP, Commissioner  
Putnam County Department of Planning, Development & Public Transportation  
841 Fair Street, Carmel, NY 10512  
845-878-3480  
[barbara.barosa@putnamcountyny.gov](mailto:barbara.barosa@putnamcountyny.gov)

RESPONSE TO REQUEST THAT  
THE PUTNAM COUNTY LEGISLATURE  
SERVE AS LEAD AGENCY FOR



TILLY FOSTER FARM CONSERVATION EASEMENT AMENDMENT

located in the Town of Southeast, NY

On behalf of Town of Southeast (Involved or Interested Agency), I  
acknowledge receipt of the Lead Agency notice in this matter.

The above named agency hereby: (Please check one)

☒ CONSENTS to the Putnam County Legislature serving as lead agency in this application, and  
requests that the undersigned continue to be notified of SEQR determinations, proceedings and  
hearings in this matter.

☐ DOES NOT CONSENT to the Putnam County Legislature serving as lead agency in this application  
and wishes that \_\_\_\_\_ serve as lead agency.

To contest lead agency designation, the undersigned intends to follow the procedures outlined  
in 6 NYCRR 617.6(e).

☐ TAKES NO POSITION on lead agency designation.

Date 1/9/26

Signature:

Nick Durante

Printed:

Nick Durante

Agency:

Town of Southeast

PLEASE RETURN TO: Barbara Barosa, AICP, Commissioner  
Putnam County Department of Planning, Development & Public Transportation  
841 Fair Street, Carmel, NY 10512  
845-878-3480  
[barbara.barosa@putnamcountyny.gov](mailto:barbara.barosa@putnamcountyny.gov)

**STATE ENVIRONMENTAL QUALITY REVIEW  
NOTICE TO INVOLVED/ INTERESTED AGENCIES THAT  
LEAD AGENCY MUST BE DESIGNATED**

The Putnam County Legislature is considering the amendment of the Putnam County and Watershed Agriculture Council (WAC) Deed of Conservation Easement covering Tilly Foster Farm (WAC Property # 600) located on NYS Route 312 in the Town of Southeast, Putnam County, New York, referred to as:

**TILLY FOSTER FARM CONSERVATION EASEMENT AMENDMENT**

(See attached EAF for description of action)

This project is an Unlisted Action and the Putnam County Legislature wishes to conduct a Coordinated Review.

Under the applicable standards of 6 NYCRR Section 617.6(b), the Legislature has concluded that it is appropriate to designate the Putnam County Legislature as the Lead Agency in the environmental review of the proposed action.

This notification is being sent to involved agencies with the request that you consent to the Legislature serving as Lead Agency. If, however, an involved agency does not agree that the Putnam County Legislature be designated as the Lead Agency, it may follow the procedures outlined in 6 NYCRR 617.6(b)(5).

A copy of the State Environmental Quality Review Act (SEQRA) Lead Agency Notice, Supporting Resolution, Short Environmental Assessment Form (EAF), and site plan and supporting documentation are enclosed.

If you have any questions or comments, you may either email, telephone or contact by mail:

Barbara Barosa, AICP, Commissioner  
Putnam County Department of Planning, Development & Public Transportation  
841 Fair Street  
Carmel, NY 10512  
Barbara.barosa@putnamcountyny.gov  
845-878-3480

This notice is being mailed on December 19, 2025. We would ask that involved agencies fill out the annexed form, either consenting or not consenting to the Putnam County Legislature serving as Lead Agency and return it on or before January 18, 2026. Responses should be sent to Ms. Barbara Barosa at the address above. Lack of response to this request will be treated as consent to the request.

PUTNAM COUNTY LEGISLATURE

Resolution #344

Introduced by Legislator: Greg Ellner on behalf of the Physical Services Committee at a Regular Meeting held on December 3, 2025.

page 1

**APPROVAL/ NOTICE OF INTENT TO ACT AS LEAD AGENCY FOR SEQR REVIEW/TILLY FOSTER FARM CONSERVATION EASEMENT AMENDMENT**

WHEREAS, Putnam County and the Watershed Agricultural Council ("WAC") wish to amend the Deed of Conservation Easement covering the Tilly Foster Farm (WAC Property #600), located on NYS Route 312 in the Town of Southeast, Putnam County, New York; and

WHEREAS, The County and WAC are proposing that the boundary lines of the existing Municipal Acceptable Development Area (MADA) be enlarged and that a new Acceptable Development Area (ADA) be created along the northern boundary of the MADA and along a certain portion of the road frontage of NYS Route 312; and

WHEREAS, the foregoing will result in the MADA being increased by 2.828 acres and the ADA area be increased by 0.628 acres; and

WHEREAS, in exchange, the County will add approximately 131 acres of presently unencumbered adjacent land to the Tilly Foster Farm, to be covered by the Deed of the Conservation Easement, which will be divided into Farm Area (FA) and Resource Protection Area (RPA), of which the RPA area will be 23.591 acres; and

WHEREAS, said property is undeveloped and contains a watercourse that flows directly into the NYC Middle Branch Reservoir; and

WHEREAS, no construction or physical alterations to the property will occur from the proposed action; and

WHEREAS, the proposed action is subject to review under the State Environmental Quality Review Act ("SEQRA") and the Regulations promulgated thereunder ("6 NYCRR Part 617"); and

WHEREAS, potential involved and/or interested agencies have been identified in connection with the proposed action; and

WHEREAS, a short Environmental Assessment Form (EAF) has been prepared for the proposed action; and

WHEREAS, the Putnam County Legislature, after review of the 6 NYCRR Part 617, finds that the proposed action is an Unlisted Action; now therefore be it

**RESOLVED**, that the Putnam County Legislature hereby declares its intent to act as the Lead Agency under the procedures and requirements of SEQRA and will conduct a coordinated SEQRA environmental review of the proposed action.

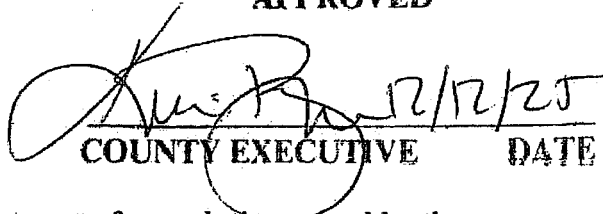
**BY POLL VOTE: EIGHT AYES. LEGISLATOR BIRMINGHAM WAS ABSENT. MOTION CARRIES.**

**APPROVED**

State of New York

ss:

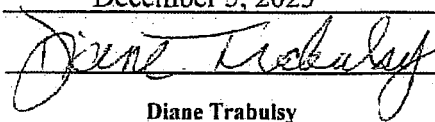
County of Putnam

  
COUNTY EXECUTIVE      DATE 12/12/25

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on December 3, 2025.

Dated: December 5, 2025

Signed:



Diane Trabulsy  
Clerk of the Legislature of Putnam County

## *Short Environmental Assessment Form*

### *Part 1 - Project Information*

#### Instructions for Completing

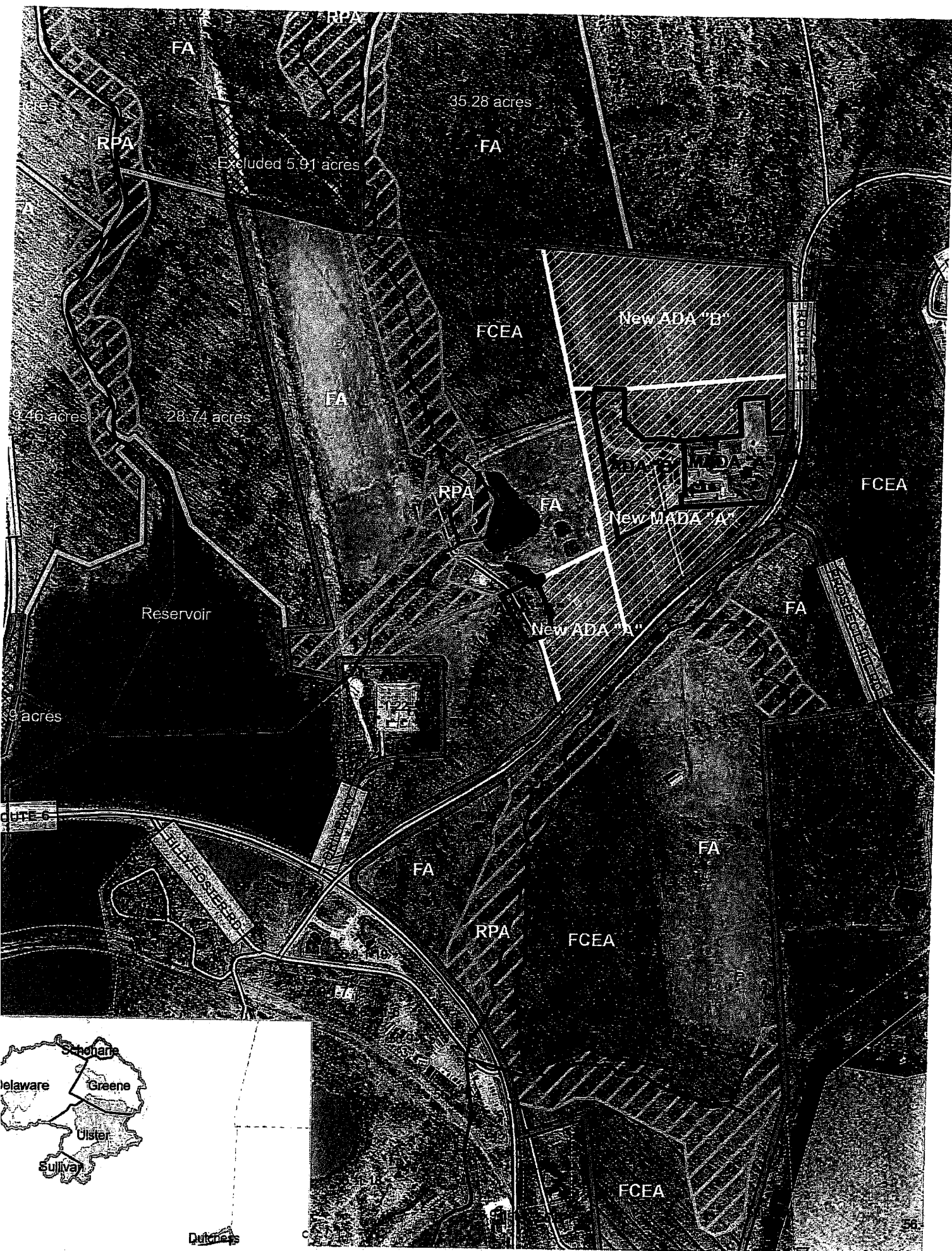
**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

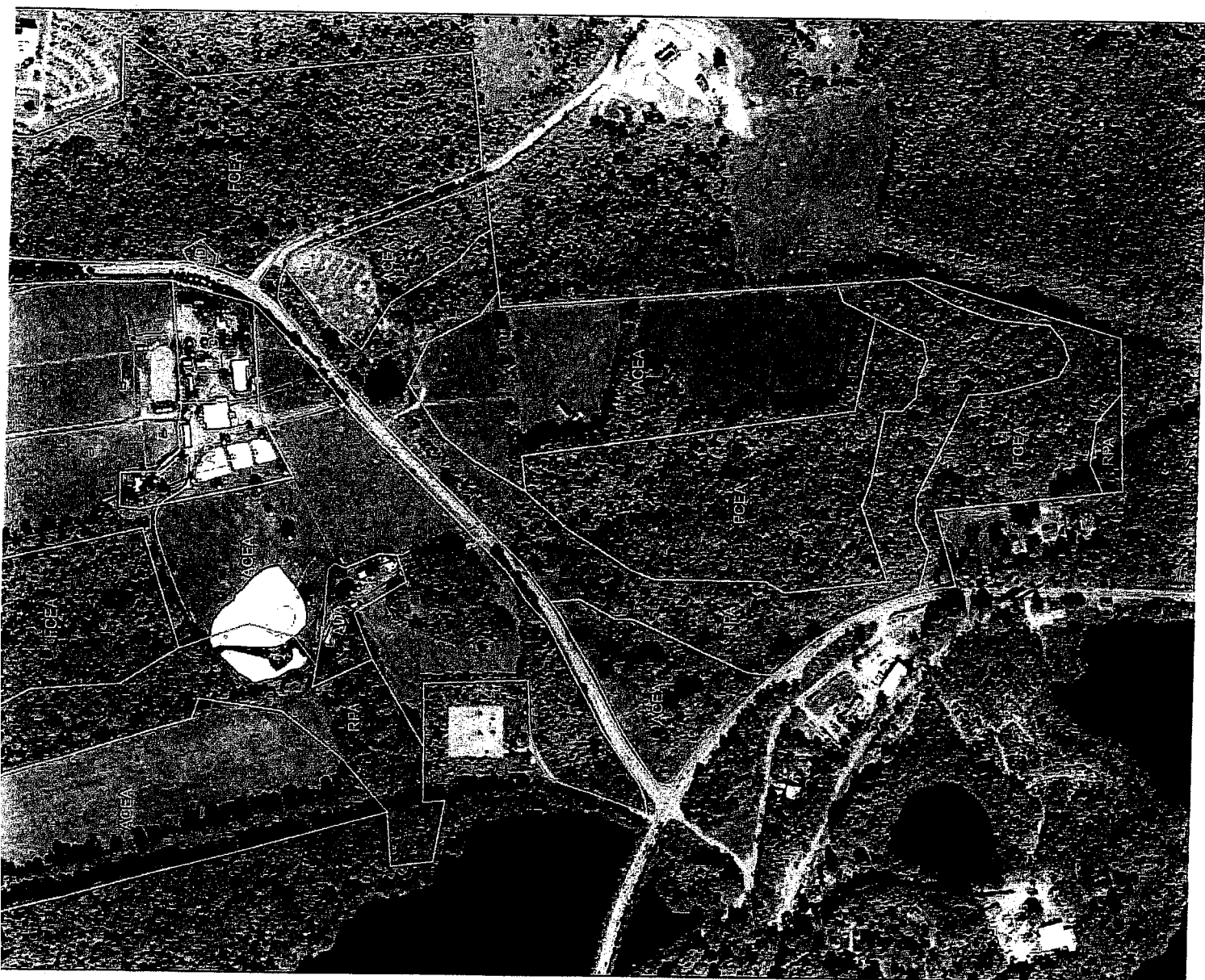
Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project: Tilly Foster Farm Conservation Easement Amendment			
Project Location (describe, and attach a location map): Tilly Foster Farm, 100 Route 312, Brewster, New York			
Brief Description of Proposed Action: The proposed action involves the amendment of the Tilly Foster Farm conservation easement (WAC Property #600). The County is proposing that the boundary lines of the existing Municipal Acceptable Development Area (MADA) be enlarged and that a new Acceptable Development Area (ADA) be created along the northern boundary of the MADA and along a certain portion of the road frontage of NYS Route 312. The MADA will be increased by 2.828 acres and the ADA area by 0.628 acres. In exchange, the County will add approximately 131 acres of presently unencumbered adjacent land to the Tilly Foster Farm, to be covered by the Deed of the Conservation Easement. This added property will be divided into Farm Area and Resource Protection Area (RPA), of which the RPA area will be 23.591 acres. This property is undeveloped and contains a watercourse that flows directly into the NYC Middle Branch Reservoir. No construction or physical alterations to the property will occur from the proposed action.			
Name of Applicant or Sponsor: Putnam County Legislature		Telephone: 845-808-1020 E-Mail: putcoleg@putnamcountyny.gov	
Address: 40 Gleneida Avenue			
City/PO: Carmel		State: NY	Zip Code: 10512
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: NYS Attorney General		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		134.456 acres	
b. Total acreage to be physically disturbed?		0 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		321.37 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input checked="" type="checkbox"/> Forest <input checked="" type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input checked="" type="checkbox"/> Other(Specify): NYC Reservoir <input type="checkbox"/> Parkland			

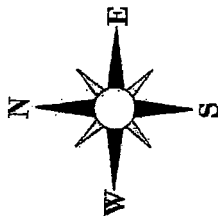
5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ NYC Middle Branch Reservoir _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input checked="" type="checkbox"/> Forest <input checked="" type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input checked="" type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? Northern Long-Eared bat	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
a. Will storm water discharges flow to adjacent properties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor/name: <u>Peterson County Legislature</u> Date: _____  Signature: _____      Title: <u>Chairwoman of The Peterson County Legislature</u>		



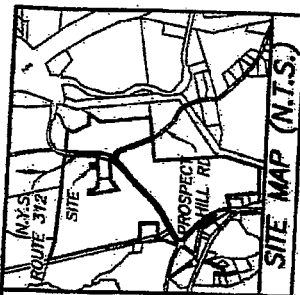






ADDITION TO MADA "A"  
AREA = 19,209 S.F.±  
0.44 AC±

EXISTING MADA "A"  
(SEE NOTE)



SITE MAP (N.T.S.)

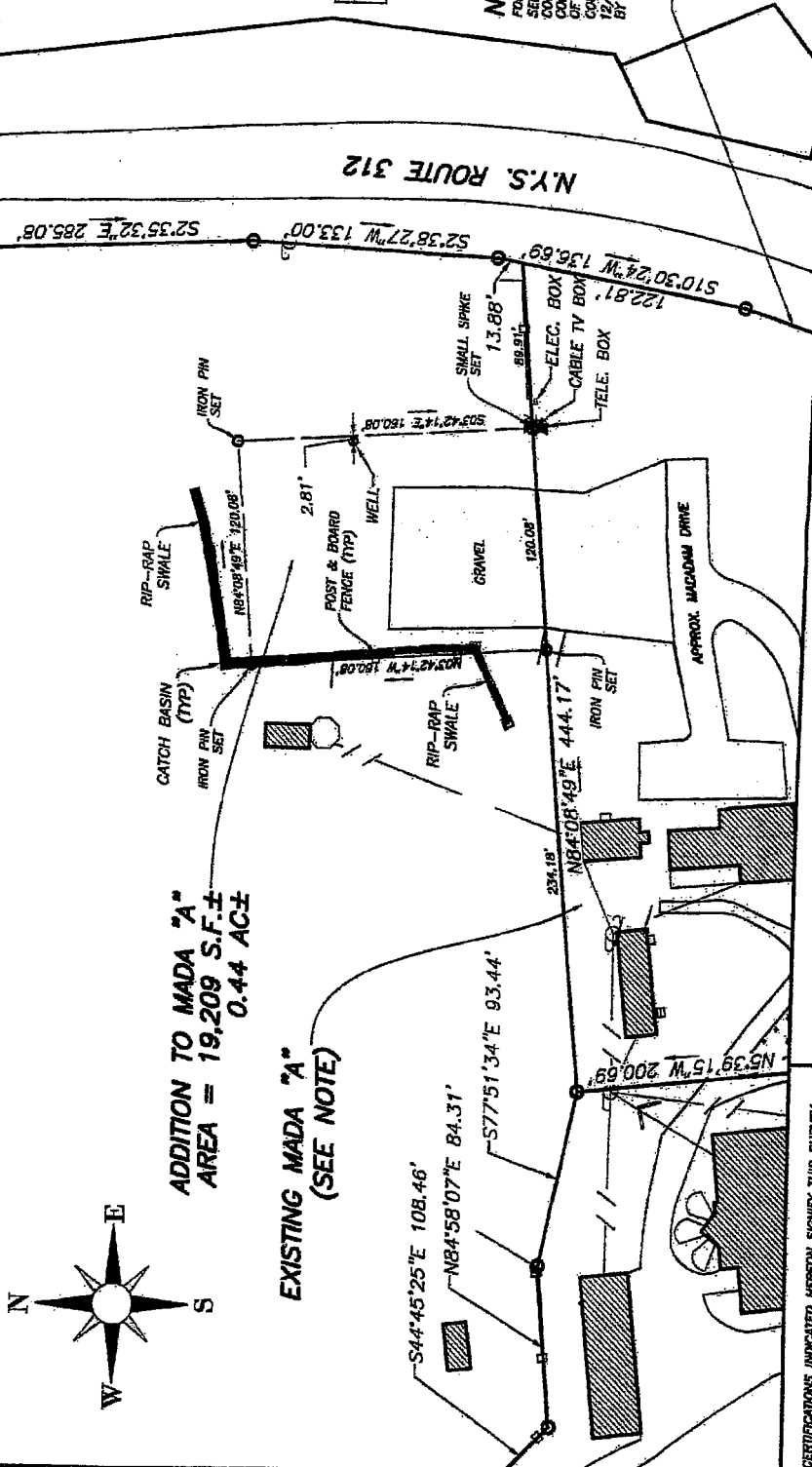
TABLE OF AREAS

PARCEL	OLD AREA	NEW AREA
MADA "A"	104,038 S.F.±	123,247 S.F.±
	2.386 AC±	2.828 AC±

NOTE:

FOR COMPLETE DESCRIPTION OF ORIGINAL MADA "A" SEE MAP ENTITLED "THE WATERSHED AGRICULTURAL COUNCIL OF THE NEW YORK CITY WATERWAYS, INC. OF ACQUIRING EASEMENTS ON THE LANDS OF THE COUNTY OF PUTNAM," SHEET 2 OF 4, DATED 12/28/05 AND LAST REVISED ON 7/20/08, PREPARED BY TERRY BERGENDORFF COLLINS, P.L.S.

S18°03'13"W 120.59'



AMENDMENT TO THE MADA "A"

PREPARED FOR

PUTNAM COUNTY HIGHWAY DEPARTMENT  
BEING A PORTION OF  
TILLY FOSTER FARM

SITUATE IN  
TOWN OF SOUTHEAST  
SCALE: 1" = 60'

PUTNAM CO., N.Y.  
DECEMBER 21, 2017

COPYRIGHT © 2017 TERRY BERGENDORFF COLLINS, ALL RIGHTS RESERVED

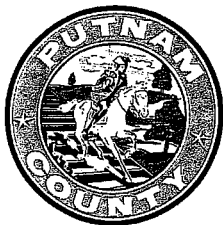
CERTIFICATIONS REQUESTED HEREON SURVEY THIS SURVEY WAS PREPARED IN ACCORDANCE WITH THE ENGINEERING CODE OF PRACTICE FOR LAND SURVEYS ADOPTED BY THE NEW YORK STATE ASSOCIATION OF PROFESSIONAL LAND SURVEYORS, INC. CERTIFICATIONS SHALL RUN ONLY TO THE SURVEYOR FOR WHOM THIS SURVEY WAS PREPARED AND CHURCH FOR THE TITLE CO. AND LENDING INSTITUTION LISTED HEREON. CERTIFICATIONS ARE NOT TRANSFERABLE TO ADDITIONAL INSTRUCTIONS OR SUBSEQUENT OWNERS.

*Terry Bergendorff Collins*  
**TERRY BERGENDORFF COLLINS**  
REGISTERED PROFESSIONAL LAND SURVEYOR  
NEW YORK  
P-645 273 4261 FAX 645 273 8838  
WWW.TERRYBERGENDORFFCOLLINS.COM

REVISIONS

DATE	DESCRIPTION
3/18/18	ADD NOTE
3/27/18	IRON PINS SET

THE ALTERATION OF SURVEY MADE BY ANYONE OTHER THAN THE ORIGINAL PREPARED BY THE SURVEYOR, BEING A PORTION OF THE PUBLIC, SHALL BE VOID AND OF NO EFFECT. THE SURVEYOR'S NAME AND SURVEYOR'S SHALL NOT ALTER THE SURVEYOR'S NAME OR SURVEYOR'S PLANS OR SURVEY PLANS PREPARED BY OTHER THAN THE SURVEYOR. ALTERATION OF SECTION 1720.15 SURVEY IS A VIOLATION OF SECTION 1720.15 THE NEW YORK STATE ELECTION LAW. THE LOCATION OF EMBROIDERED IMPROVEMENTS OR EMBROIDERED IMPROVEMENTS IF ANY EXIST OR ARE SHOWN HEREON ARE MADE BY THE SURVEYOR'S MAP AND COPIES THEREOF ONLY. IF SHOWN MAP COPIES BEAR THE IMPRESSED SEAL OF THE SURVEYOR'S SIGNATURE APPEARS HEREON. THIS MAP WAS PREPARED IN CONNECTION WITH A SURVEY OF SIMILAR DOCUMENT. STATEMENT OF MECHANICAL SURVEYOR TITLE INSURANCE FOR ANY SURVEYOR OR FUTURE GRANTEE.



**Putnam County  
Department of Planning, Development,  
and Public Transportation**

*www.putnamcountyny.com*

**841 Fair Street  
Carmel, NY 10512**

CC. all  
physical  
#8

**Phone: (845) 878-3480  
Fax: 845) 808-1948**

**TO:** Legislator Daniel G. Birmingham  
Chairman, Putnam County Legislature

**FROM:** Barbara Barosa, AICP, Commissioner  
Department of Planning, Development and Public Transportation

**DATE:** February 3, 2026

**RE:** SEQR Negative Declaration and Supporting Resolution for the Donald B. Smith  
Campus Improvements

---

The Legislature adopted Resolution #25-343 in which the County Legislature declared their Intent to Serve as Lead Agency for the proposed Donald B. Smith Campus Site Improvements project and initiated the SEQR environmental review. Attached for your consideration is the SEQR Negative Declaration for the project and supporting Resolution.

The EAF and supporting resolution were circulated to all involved and interested agencies as required on December 19, 2025. The County must provide a minimum of 30 days for public review of the SEQR documents and plans before a Negative Declaration can be issued. The 30-day period concluded on January 18, 2026.

Further, I have attached the response letter received from NYCDEP, stating that they had no objection to the County acting as Lead Agency. NYCDEP further verified that the SWPPP was filed by DPW and is under review.

To this end, it is respectfully requested that this matter be placed on the upcoming Physical Services Committee meeting agenda scheduled for February 10, 2026.

Thank you in advance for your consideration.

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2026 FEB -3 PM 4:58

**APPROVAL/ SEQRA DETERMINATION/ NEGATIVE DECLARATION/ DONALD B. SMITH  
CAMPUS SITE IMPROVEMENTS**

**WHEREAS, the Putnam County Legislature is considering the approval of a Putnam County Department of Public Works project to construct various improvements to the site parking lot pavement, sidewalks, parking accommodations, site circulations and drainage located 110 Old Route 6 in the Town of Carmel, Putnam County, New York; and**

**WHEREAS, the proposed action hereunder is subject to review under the State Environmental Quality Review Act and the Regulations promulgated thereunder ("SEQRA 6 NYCRR Part 617"); and**

**WHEREAS, on December 3, 2025, as part of Resolution #25-343, the County Legislature issued an Unlisted Action determination for the above referenced project, and declared its intent to serve as Lead Agency with respect to SEQRA; and**

**WHEREAS, a short Environmental Assessment form (EAF) was prepared for the Project; and**

**WHEREAS, the EAF and associated documentation was circulated to all involved and interested agencies for the requisite 30 days with a notice of the Putnam County Legislature's Intent to Serve as Lead Agency and no objections were received thereto; and**

**WHEREAS, the Putnam County Legislature, acting as Lead Agency, conducted a coordinated environmental review in accordance with §617.6; and**

**WHEREAS, based upon a careful review of the action as a whole, of the EAF, and the criteria set forth in 6 NYCRR Part 617.7(c), it has been determined that the proposed Project will not result in any potential significant adverse environmental impacts; now therefore be it**

**RESOLVED, that the Putnam County Legislature, as Lead Agency, determines that the proposed Project will not have any potential significant adverse impacts and a Draft Environmental Impact Statement will not be prepared; and be it further**

**RESOLVED, that in accordance with 6 NYCRR Part 617, the Putnam County Legislature, as Lead Agency, hereby accepts and adopts the Negative Declaration prepared in connection with the Donald B. Smith Campus Site Improvements project, a copy of which is annexed hereto and made a part hereof; and be it further**

**RESOLVED, that this Resolution shall take effect immediately.**

**State Environmental Quality Review  
NEGATIVE DECLARATION  
Notice of Determination of Non-Significance**

This notice is issued pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law.

The Putnam County Legislature, acting as Lead Agency, has determined that the proposed action described below will not have a significant environmental impact and a Draft Environmental Impact Statement will not be prepared.

**Name of Action:** DONALD B. SMITH CAMPUS SITE IMPROVEMENTS

**SEQRA Status:**               Type I  
                               X   Unlisted Action

**Conditioned Negative Declaration:**           Yes  
     X   No

**Coordinated Review:**                      X   Yes  
          No

**Description of Action:** The Putnam County Legislature is considering the approval of a Putnam County Department of Public Works project to construct various improvements to the site parking lot pavement, sidewalks, parking accommodations, site circulations and drainage located 110 Old Route 6 in the Town of Carmel, Putnam County, New York.

**Location:** The proposed project is located in the Town of Carmel, County of Putnam, New York.

**Reasons Supporting This Determination:** The Putnam County Legislature has compared the proposed action with the Criteria for Determining Significance in 6 NYCRR 617.7 (c), and found that:

- 1.) The proposed action will not result in a substantial adverse change in the existing air quality, traffic or noise levels, or subsurface water quality or quantity, or a substantial increase in solid waste production.

*The proposed project is not expected to result in additional vehicle trips to the project site once constructed. Any adverse air quality, noise or traffic impacts will be temporary during paving and site work. The proposed project is not expected to result in any changes to the site's subsurface water quality or quantity or result in any solid waste production.*

- 2.) The proposed action will not result in the removal; or destruction of large quantities of vegetation or fauna; substantial interference with the movement of any resident or migratory fish or wildlife species; impact a significant habitat area; result in substantial adverse impacts on a threatened or endangered species of animal or plant, or the habitat of such species; and will not result in other significant adverse impacts to natural resources.

*The proposed project is not expected to result in any significant adverse impacts to natural resources.*

- 3.) The proposed action will not result in the impairment of the environmental characteristics of a Critical Environmental Area as designated pursuant to 6NYCRR Part 617.14(g).

*The proposed action is not expected to occur near any Critical Environmental Areas; therefore, no impacts will occur.*

- 4.) The proposed action will not result in a material conflict with the Town's officially approved or adopted plans or goals.

*The proposed action is compliant with the Town of Carmel's Comprehensive Plan and zoning requirements.*

- 5.) The proposed project will not result in the impairment of the character or quality of important historical, archaeological, architectural, aesthetic resources, or the existing character of the community or neighborhood.

*The proposed project is not expected to result in adverse archeological or historic impacts.*

- 6.) The proposed action will not result in a major change in the use of either the quantity or type of energy.

*The proposed project, once constructed, will not require any energy usage.*

- 7.) The proposed project will not create a hazard to human health.

*The proposed project will not result in any adverse impacts to human health.*

- 8.) The proposed action will not create a substantial change in the use, or intensity of use, of land including agricultural, open space or recreational resources, or in its capacity to support existing uses.

*The proposed project will not result in any adverse impacts to open space or recreational resources.*

- 9.) The proposed action will not encourage or attract a large number of people to a place or places for more than a few days, compared to the number of people who would come to such place absent the action.

*The proposed project will not result in any additional people on site.*

- 10.) The proposed action will not create a material demand for other actions that would result in one of the above consequences.

*The proposed project will not result in any additional material demand.*

- 11.) The proposed action will not result in changes in two or more elements of the environment, no one of which has a significant impact on the environment, but when considered together result in a substantial adverse impact on the environment.

*The proposed project will not result in any adverse impacts to the environment.*

- 12.) When analyzed with two or more related action, the proposed action will not have a significant impact on the environment and when considered cumulatively, will not meet one or more of the criteria under 6 NYCRR 617.7(c).

*The proposed project will not result in any adverse cumulative impacts to the environment.*

- 13.) The Putnam County Legislature has considered reasonably related long-term, short-term, direct and indirect cumulative impacts, including simultaneous or subsequent actions.

*The proposed project will not result in any long-term, short-term, direct or indirect cumulative impacts.*

**This notice is being filed with:**

New York State Department of Environmental Conservation. Attn: Commissioner  
625 Broadway  
Albany, NY 12233

New York State Department of Environmental Conservation  
Attention: Regional Director  
21 South Putt Corners  
New Paltz, NY 12561

New York City Department of Environmental Protection, SEQR Review Unit  
465 Columbus Avenue  
Valhalla, NY 10595

Supervisor's Office  
Town of Carmel  
60 McAlpin Avenue  
Mahopac, NY 10541

Putnam County Department of Highways & Facilities  
842 Fair Street  
Carmel, NY 10512



**Rohit T. Aggarwala**  
Commissioner

**Paul V. Rush, P.E.**  
Deputy Commissioner

465 Columbus Avenue  
Valhalla, NY 10595

Tel. (845) 340-7800  
Fax (845) 334-7175  
prush@dep.nyc.gov

January 15, 2026

Ms. Barbara Barosa, AICP, Commissioner  
Putnam County Department of Planning, Development & Public Transportation  
841 Fair Street  
Carmel, New York 10512

Re: **Notice of Intent to be Lead Agency**  
**Putnam County Donald B. Smith Campus Site Improvements**  
**110 Old Route 6**  
**Carmel, Putnam County**  
**Tax Map #: 55.15-1-21**  
**DEP Log #: 2025-MB-0327-SQ.1**

Dear Ms. Barosa and Members of the Putnam County Legislature:

The New York City Department of Environmental Protection (DEP) has reviewed the Putnam County Legislature (Legislature) Notice of Intent to act as lead agency and short Environmental Assessment Form (EAF) for the above referenced project. DEP does not object to the Legislature acting as lead agency for the Coordinated Review of the proposed action pursuant to the New York State Environmental Quality Review Act (SEQRA).

The project site is located in Middle Branch Reservoir drainage basin of New York City's Water Supply. As Middle Branch Reservoir is phosphorous restricted, water quality impacts to the receiving reservoirs from pollutant-laden runoff must be avoided or mitigated.

The proposed action involves improvements to the site's parking lot pavement, sidewalks, parking areas, site circulation and drainage.

DEP's status as an involved agency stems from its review and approval authority for a Stormwater Pollution Prevention Plan (SWPPP) pursuant to Section 18-39 of the *Rules and Regulations for the Protection from Contamination, Degradation, and Pollution of the New York City Water Supply and Its Sources* (Watershed Regulations).

Based upon review of the circulated documents, DEP respectfully submits the following comments for the Board's consideration:

1. The project requires DEP approval of a SWPPP as the project will result in 2 acres of soil disturbance per Section 18-39 (b)(4)(iv) of the Watershed Regulations. The applicant previously submitted a SWPPP in June 2025 which is under review.

2. The necessary soil testing has been witnessed by DEP for the proposed project. Infiltration practices have been proposed to the extent practical in locations where field testing demonstrated feasibility.

Thank you for the opportunity to provide comments. You may reach the undersigned at [cgarcia@dep.nyc.gov](mailto:cgarcia@dep.nyc.gov) or (914) 749-5302 with any questions or if you care to discuss the matter further.

Sincerely,

*Nelsi Guzman* (for Cynthia Garcia)  
Cynthia Garcia, Supervisor  
SEQRA Coordination Section

c: T. O'Malley, NYSDEC Region 3

PUTNAM COUNTY LEGISLATURE

Resolution #343

Introduced by Legislator: Greg Ellner on behalf of the Physical Services Committee at a Regular Meeting held on December 3, 2025.

page 1

**APPROVAL/ NOTICE OF INTENT TO ACT AS LEAD AGENCY FOR SEQR REVIEW/  
DONALD B. SMITH CAMPUS SITE IMPROVEMENTS**

WHEREAS, the Putnam County Department of Public Works is proposing to construct various improvements to the site parking lot pavement, sidewalks, parking accommodations, site circulations and drainage located at 110 Old Route 6 in the Town of Carmel, Putnam County, New York; and

WHEREAS, the proposed action is subject to review under the State Environmental Quality Review Act ("SEQRA") and the Regulations promulgated thereunder ("6 NYCRR Part 617"); and

WHEREAS, potential involved and/or interested agencies have been identified in connection with the proposed action; and

WHEREAS, a short Environmental Assessment Form (EAF) has been prepared for the proposed action; and

WHEREAS, the Putnam County Legislature, after review of the 6 NYCRR Part 617, finds that the proposed action is an Unlisted Action; now therefore be it

RESOLVED, that the Putnam County Legislature hereby declares its intent to act as the Lead Agency under the procedures and requirements of SEQRA and will conduct a coordinated SEQRA environmental review of the proposed action.

**BY POLL VOTE: EIGHT AYES. LEGISLATOR BIRMINGHAM WAS ABSENT. MOTION CARRIES.**

State of New York

ss:

County of Putnam

APPROVED

COUNTY EXECUTIVE

DATE

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on December 3, 2025.

Dated: December 5, 2025,

Signed:

Diane Trabulsy  
Clerk of the Legislature of Putnam County

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

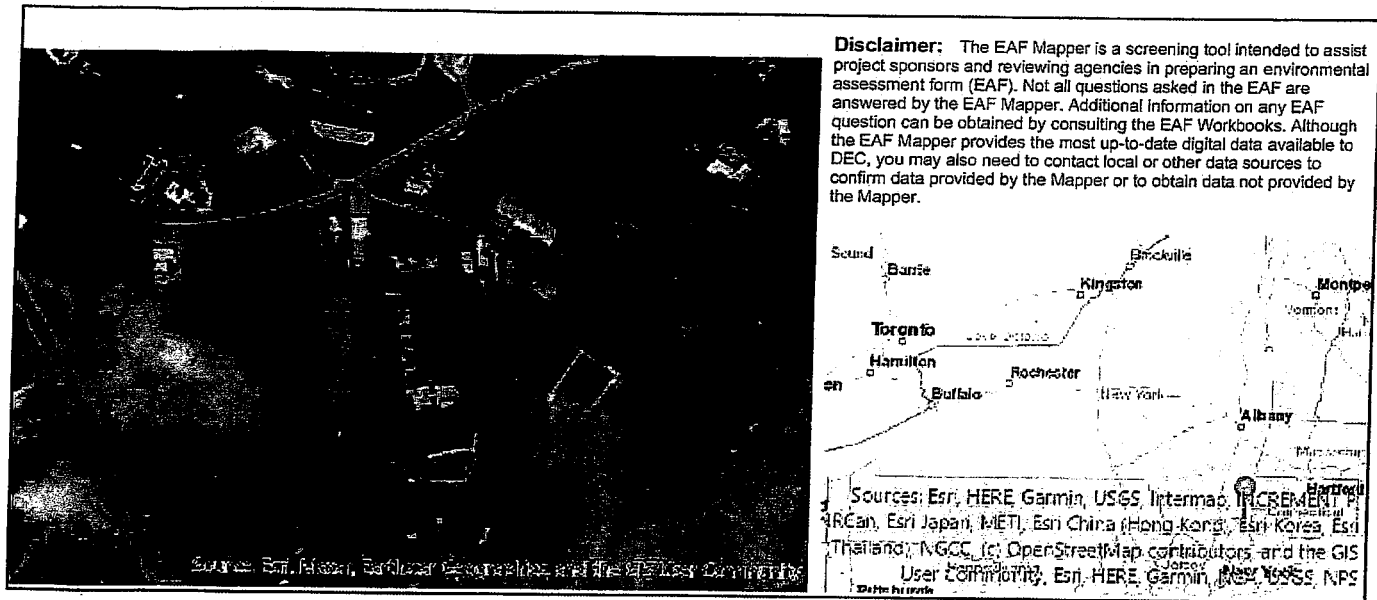
<b>Part 1 – Project and Sponsor Information</b>							
Name of Action or Project: Putnam County Donald B. Smith Campus Site Improvements							
Project Location (describe, and attach a location map): 110 Old RT 6, Carmel, NY							
Brief Description of Proposed Action: The applicant proposes to construct various improvements to the site parking pavement, sidewalks, parking accommodations, site circulations and drainage.							
Name of Applicant or Sponsor: Putnam County Legislature		Telephone: 845-808-1020 E-Mail: putcoleg@putnamcountyny.gov					
Address: 40 Gleneida Ave							
City/PO: Carmel		State: NY	Zip Code: 12508				
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">NO</td> <td style="text-align: center;">YES</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	NO	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO	YES						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: NYCDEP			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">NO</td> <td style="text-align: center;">YES</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	NO	YES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NO	YES						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						
3.   a. Total acreage of the site of the proposed action? <span style="float: right;">11.9 acres</span> b. Total acreage to be physically disturbed? <span style="float: right;">3.4 acres</span> c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? <span style="float: right;">11.9 acres</span>							
4. Check all land uses that occur on, are adjoining or near the proposed action:							
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input checked="" type="checkbox"/> Other(Specify): Institutional <input type="checkbox"/> Parkland							

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ No change to existing water supply.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ No change to existing water connection.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input checked="" type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? Northern Long-eared Bat	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
a. Will storm water discharges flow to adjacent properties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stormwater will be collected by new drain inlets and piping and will be conveyed to new infiltration practices on site.		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
Site code: 34 0031 Class: P- Potential Containments	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor/name: _____ Date: _____  Signature: _____ Title: _____		

# EAF Mapper Summary Report

Monday, September 8, 2025 1:52 PM



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	No
Part 1 / Question 12b [Archeological Sites]	Yes
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local, New York State, and federal wetlands and waterbodies is known to be incomplete. Refer to the EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	Yes
Part 1 / Question 15 [Threatened or Endangered Animal - Name]	Northern Long-eared Bat
Part 1 / Question 16 [100 Year Flood Plain]	No
Part 1 / Question 20 [Remediation Site]	Yes









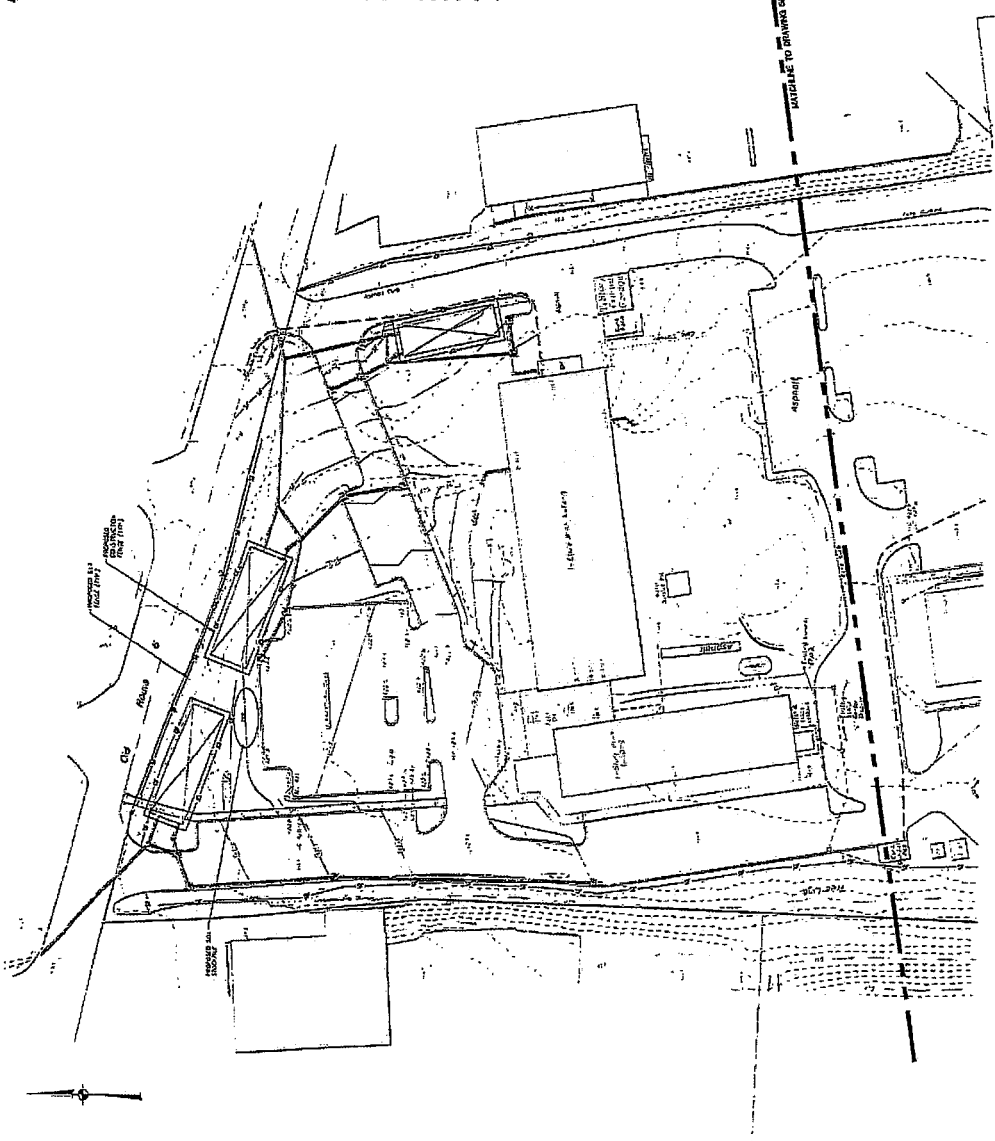






# EROSION & SEDIMENT CONTROL NOTES

1. EROSION & SEDIMENT CONTROL (ESC) is required for all construction projects involving earthwork, grading, excavation, or any activity that disturbs the ground surface.
2. The ESC plan shall be prepared by a qualified professional engineer or geologist, and shall be submitted to the local authority having jurisdiction for review and approval.
3. The ESC plan shall be prepared in accordance with the requirements of the National Sedimentation Act, 16 U.S.C. 1301, and the Federal Water Pollution Control Act, 33 U.S.C. 1251.
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EROSION AND SEDIMENT CONTROL MAINTENANCE SCHEDULE	
MAINTENANCE REQUIREMENTS	MAINTENANCE SCHEDULE
1. Silt fences	Inspect and maintain weekly during construction.
2. Sediment basins	Inspect and maintain weekly during construction.
3. Check dams	Inspect and maintain weekly during construction.
4. Erosion control blankets	Inspect and maintain weekly during construction.
5. Erosion control matting	Inspect and maintain weekly during construction.
6. Erosion control structures	Inspect and maintain weekly during construction.
7. Erosion control measures	Inspect and maintain weekly during construction.
8. Erosion control devices	Inspect and maintain weekly during construction.
9. Erosion control equipment	Inspect and maintain weekly during construction.
10. Erosion control materials	Inspect and maintain weekly during construction.

1. The purpose of this schedule is to ensure that all erosion and sediment control measures are properly maintained throughout the construction process.

2. The schedule is based on the assumption that all measures will be inspected and maintained at least once per week.

3. The schedule is subject to change based on the specific needs of the project.

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**PROJECT INFORMATION**

PROJECT NAME: **EROSION & SEDIMENT CONTROL PLAN**

PROJECT LOCATION: **10000 100th Ave, NE, Redmond, WA 98073**

PROJECT OWNER: **Redmond City & County**

PROJECT DATE: **10/1/2010**

PROJECT SCALE: **1" = 40'**

PROJECT DRAWN BY: **SP-31**

PROJECT CHECKED BY: **SP-31**

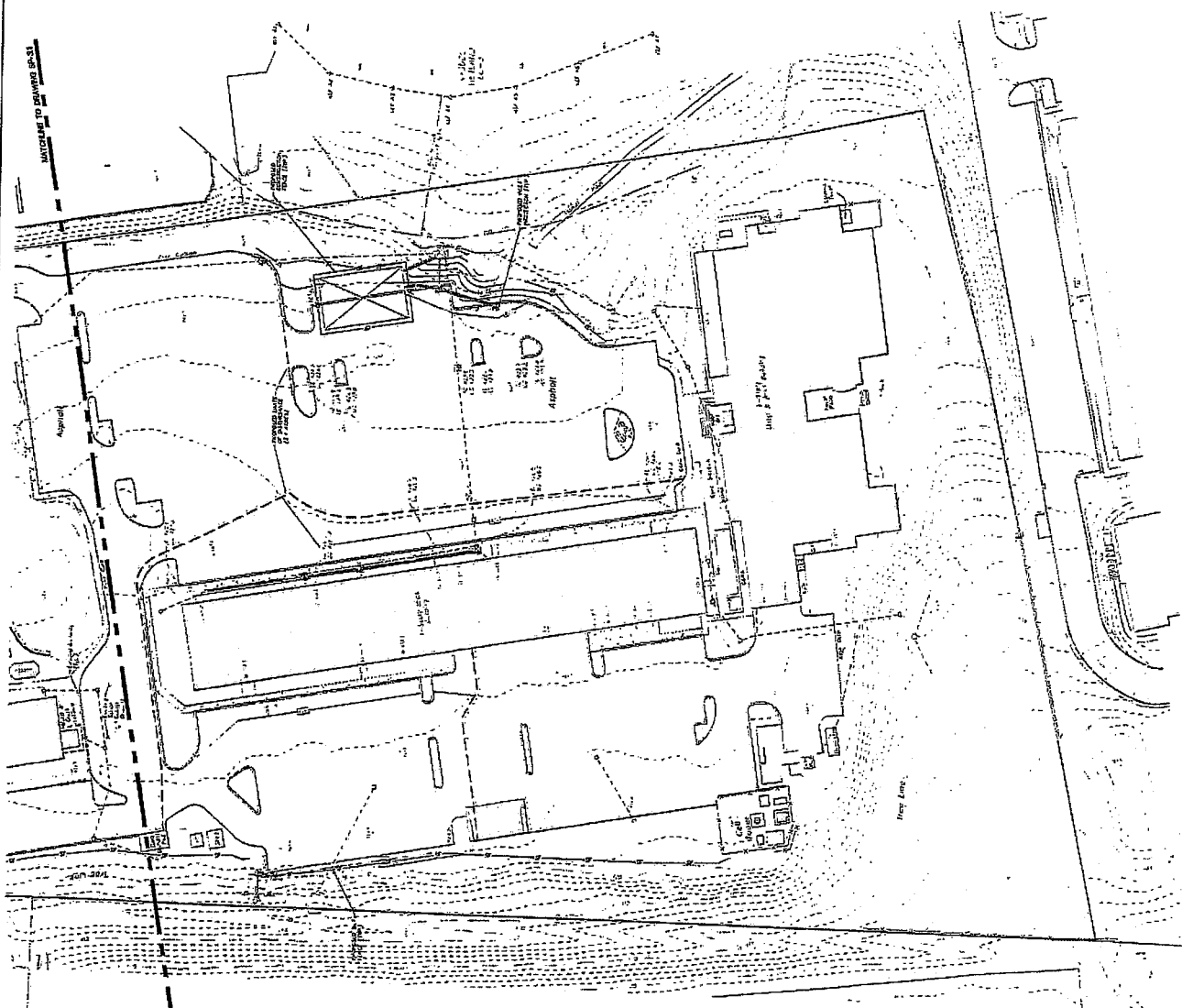
PROJECT APPROVED BY: **SP-31**



GRAPHIC SCALE

0 20 40 FEET

IN WASHINGTON, THE ENGINEER OR ARCHITECT SHALL BE RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE EROSION AND SEDIMENT CONTROL MEASURES.



1. **NAME** \_\_\_\_\_

2. **DATE** \_\_\_\_\_

3. **GRADE** \_\_\_\_\_

4. **TEACHER** \_\_\_\_\_

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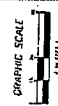
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**REQUIRED POST-CONSTRUCTION STORMWATER  
MANAGEMENT PRACTICE COMPONENTS**

[illegible][illegible]

# GENERAL NOTES FOR ACCESSIBLE ROUTES.

1. Accessible routes shall be provided for all public facilities and services, including but not limited to, buildings, streets, sidewalks, and parking areas.
2. Accessible routes shall be provided for all public facilities and services, including but not limited to, buildings, streets, sidewalks, and parking areas.
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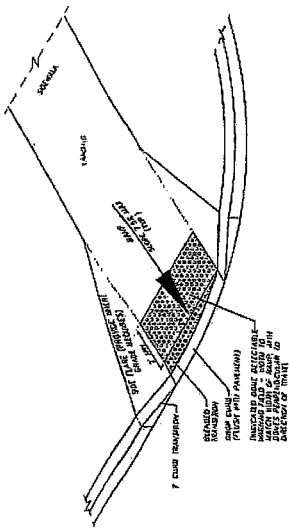
## GENERAL SITE SELECTION NOTES:

1. The site shall be selected based on the following criteria:
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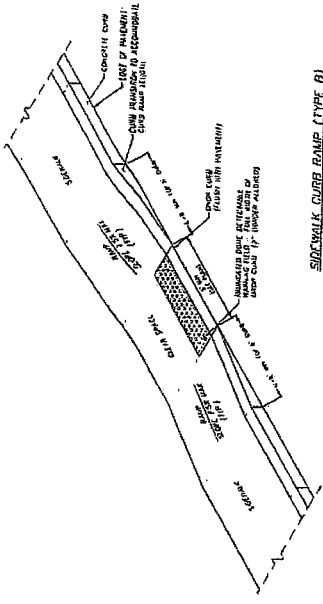
## GENERAL PLANNING NOTES:

1. The planning shall be based on the following criteria:
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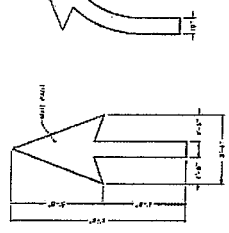
THESE NOTES ARE TO BE USED IN CONJUNCTION WITH THE SPECIFICATIONS AND SHALL NOT BE USED TO REPLACE THEM.



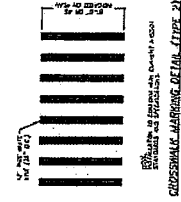
SIDEWALK CURB RAMP (TYPE A)



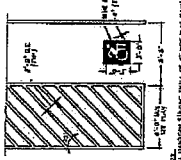
SIDEWALK CURB RAMP (TYPE B)



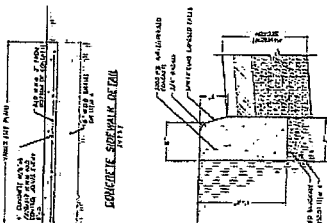
DIRECTIONAL ARROW DETAIL



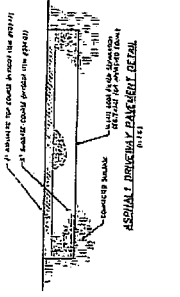
CROSSWALK MARKING DETAIL (TYPE 2)



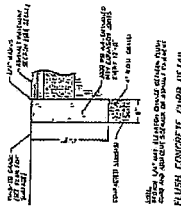
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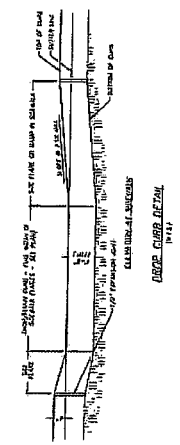
CONCRETE SIDEWALK DETAIL



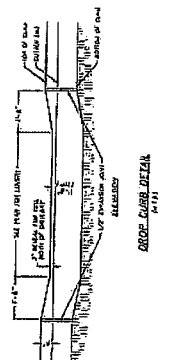
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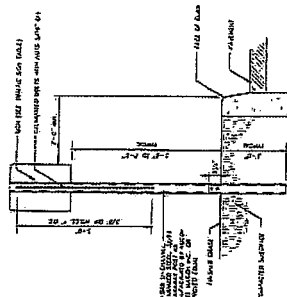
FLUSH CONCRETE CURB DETAIL



CURB DETAIL



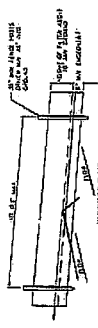
CURB DETAIL



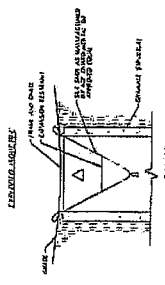
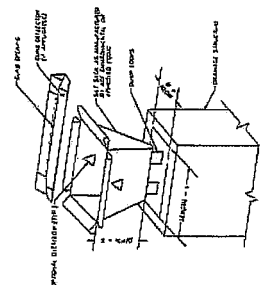
TRAFFIC SIGN DETAIL

PROJECT INFORMATION		DATE	
PROJECT NAME	PROJECT LOCATION	DATE	DATE
PROJECT NUMBER	PROJECT DESCRIPTION	DATE	DATE
PROJECT OWNER	PROJECT MANAGER	DATE	DATE
PROJECT ENGINEER	PROJECT ARCHITECT	DATE	DATE
PROJECT CONSULTANT	PROJECT CONTRACTOR	DATE	DATE
PROJECT REVIEWER	PROJECT APPROVER	DATE	DATE
PROJECT SIGNATURE	PROJECT SEAL	DATE	DATE

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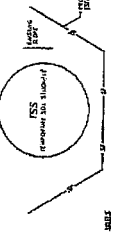


**STANDARD INLET FRAME DETAIL**  
 1. Frame shall be made of heavy duty steel plate, minimum 1/2" thick, and shall be painted with a heavy coat of rust-inhibiting paint.  
 2. The frame shall be designed to support a load of 10,000 lbs. per sq. ft. of area.  
 3. The frame shall be designed to resist a wind load of 100 mph.  
 4. The frame shall be designed to resist a seismic load of 0.2g.

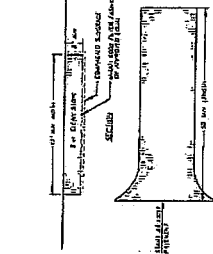
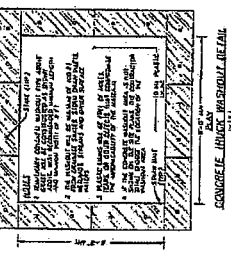
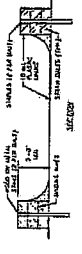


ITEM	DESCRIPTION	QUANTITY	UNIT
1	Standard Inlet Frame	1	Sq. Ft.
2	Standard Inlet Frame	1	Sq. Ft.
3	Standard Inlet Frame	1	Sq. Ft.
4	Standard Inlet Frame	1	Sq. Ft.
5	Standard Inlet Frame	1	Sq. Ft.
6	Standard Inlet Frame	1	Sq. Ft.
7	Standard Inlet Frame	1	Sq. Ft.
8	Standard Inlet Frame	1	Sq. Ft.
9	Standard Inlet Frame	1	Sq. Ft.
10	Standard Inlet Frame	1	Sq. Ft.

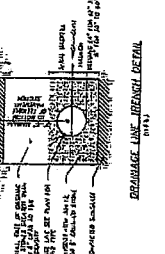
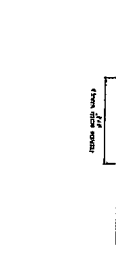
**MANUFACTURED INLET PROTECTIVE DETAIL**



**MANUFACTURED INLET PROTECTIVE DETAIL**  
 1. The protective structure shall be made of heavy duty steel plate, minimum 1/2" thick, and shall be painted with a heavy coat of rust-inhibiting paint.  
 2. The protective structure shall be designed to support a load of 10,000 lbs. per sq. ft. of area.  
 3. The protective structure shall be designed to resist a wind load of 100 mph.  
 4. The protective structure shall be designed to resist a seismic load of 0.2g.

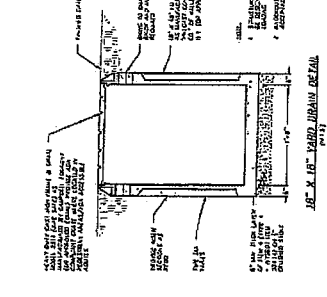
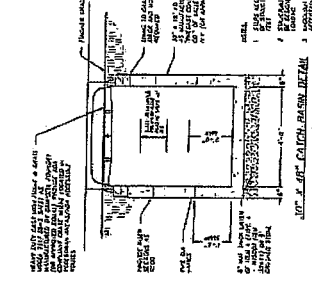
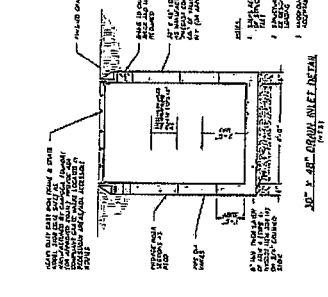


**CONCRETE INLET REINFORCEMENT DETAIL**  
 1. The concrete shall be made of heavy duty concrete, minimum 4,000 psi strength.  
 2. The concrete shall be designed to support a load of 10,000 lbs. per sq. ft. of area.  
 3. The concrete shall be designed to resist a wind load of 100 mph.  
 4. The concrete shall be designed to resist a seismic load of 0.2g.

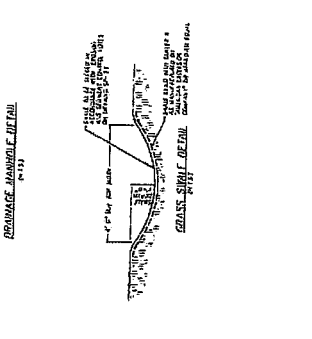
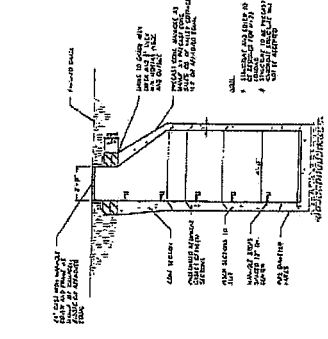
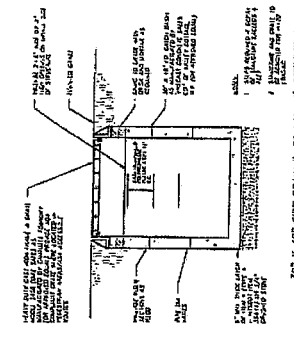


**CONCRETE INLET REINFORCEMENT DETAIL**  
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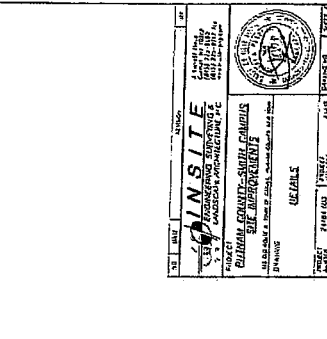
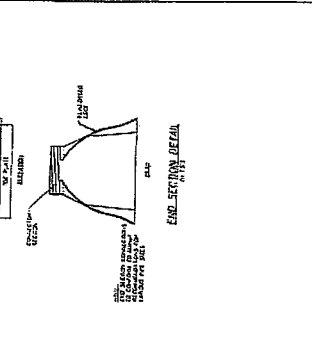
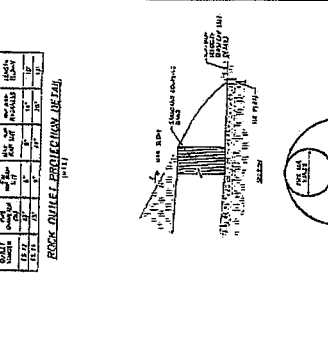
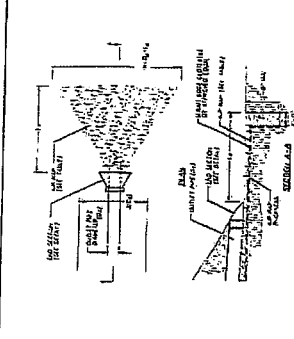
ITEM	DESCRIPTION	QUANTITY	UNIT
1	Concrete Inlet Reinforcement	1	Sq. Ft.
2	Concrete Inlet Reinforcement	1	Sq. Ft.
3	Concrete Inlet Reinforcement	1	Sq. Ft.
4	Concrete Inlet Reinforcement	1	Sq. Ft.
5	Concrete Inlet Reinforcement	1	Sq. Ft.
6	Concrete Inlet Reinforcement	1	Sq. Ft.
7	Concrete Inlet Reinforcement	1	Sq. Ft.
8	Concrete Inlet Reinforcement	1	Sq. Ft.
9	Concrete Inlet Reinforcement	1	Sq. Ft.
10	Concrete Inlet Reinforcement	1	Sq. Ft.



**CONCRETE INLET REINFORCEMENT DETAIL**  
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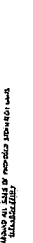
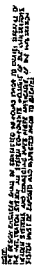
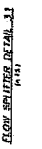
**CONCRETE INLET REINFORCEMENT DETAIL**  
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 4. The concrete shall be designed to resist a seismic load of 0.2g.

DEPARTMENT OF TRANSPORTATION  
 STATE OF CALIFORNIA

**CONTRACT**  
 100-1000000000000000

**SECTION**  
 100-1000000000000000

**DATE**  
 10/1/2000



# SIGNIFY THE INFLUENCE SYSTEM DETAIL



# HYDRO-SHIELD ADVANCE PLUS HYDRODYNAMIC SEPARATOR DETAIL



HYDRO-INTERNATIONAL FIRST OFFENSE HYDRODYNAMIC SEPARATOR.  
(b) (5)

HYDRO-INTERNATIONAL FIRST OFFENSE HYDRODYNAMIC SEPARATOR.  
(b) (5)

NO. 11 415 61

**February 10, 2026  
Physical Meeting**

**#9. Approval – Directing Prospective Cancellation of  
Taxes on Certain Parcels**

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue

Carmel, New York 10512

Phone (845) 808-1020 • Fax (845) 808-1933

putcoleg@putnamcountyny.gov

#10

Daniel G. Birmingham *Chairman*  
William Gouldman *Deputy Chair*  
Diane Trabulsy *Clerk*




Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Jake D'Angelo	Dist. 5
Thomas Regan Jr.	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

**MEMORANDUM**

**DATE:** February 4, 2026

**TO:** William Gouldman  
Chairman, Physical Services Committee

**CC:** Erin Crowley  
Legislator, District #9

**FROM:** Daniel G. Birmingham   
Chairman, Putnam County Legislature

**RE:** Legislator Crowley's Proposed Local Law to Amend Chapter 25, Article IV  
Entitled "Veterans Memorial Park Advisory Board"

Pursuant to Section III(C)(2)(b) of the Legislative Manual, I am referring this item to the Physical Services Committee for consideration. Please include this matter on the next agenda of the Physical Services Committee.

Thank you for your attention to this matter.

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue

Carmel, New York 10512

Phone (845) 808-1020 • Fax (845) 808-1933

putcoleg@putnamcountyny.gov

Daniel G. Birmingham *Chairman*  
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Nancy Montgomery	Dist. 1
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Laura E. Russo	Dist. 4
Jake D'Angelo	Dist. 5
Thomas Regan, Jr.	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

MEMORANDUM

**DATE:** February 4, 2026

**TO:** Daniel Birmingham  
Chairman, Putnam County Legislature

**FROM:** Erin Crowley  
Legislator, District #9 

**RE:** Proposed Local Law – Amend Chapter 25, Article IV Entitled “Veterans Memorial Park Advisory Board”

Please see the attached proposed local law to Amend Chapter 25, Article IV of the Putnam County Code Entitled “Veterans Memorial Park Advisory Board”, which codifies the Row of Honor flag installation.

Respectfully, I request this proposed local law be placed on the agenda of the appropriate Committee. This local law has been reviewed by Legislative Counsel Heather Abissi.

Thank you for your consideration of this important legislation.

A LOCAL LAW TO AMEND CHAPTER 25 ENTITLED "ARTICLE IV. VETERANS MEMORIAL PARK ADVISORY BOARD"

Be it enacted by the Legislature of the County of Putnam as follows:

<<PUTNAM COUNTY CODE CHAPTER 25>>

Section 25-26 of the Putnam County Code is hereby amended to read as follows:

**§ 25-26. Legislative intent.**

- A. The Putnam County Legislature is acutely aware of the necessity of preserving and protecting the character and integrity of the Putnam County Veterans Memorial Park for the benefit of all residents of Putnam County, as well as to provide proper recognition to the veterans of our country for their sacrifice to our nation.
- A.B. The Putnam County Legislature believes that the Row of Honor flag installation on the shore of Lake Gleneida also provides meaningful recognition and remembrance of the active military and veterans of our country for their sacrifice to our nation.
- B.C. The Putnam County Legislature recognizes the need for an advisory board to work in conjunction with the Legislature and various other departments of the Putnam County government in an effort to protect and preserve this valuable park and recreation area, as well as the Row of Honor flag installation.
- C.D. The Legislature is also desirous of creating the Putnam County Veterans Memorial Park Advisory Board by amending Chapter 25 of the Putnam County Code to include Article IV, §§ 25-26, 25-27, 25-28, 25-29, 25-30 and 25-31.

Section 25-27 of the Putnam County Code is hereby amended to read as follows:

**§ 25-27. Establishment; purpose.**

There is hereby created the Putnam County Veterans Memorial Park Advisory Board which shall direct its efforts towards the following:

- A. Providing the Putnam County Legislature and County Executive with advice and counsel as to the use, maintenance, -and daily operation of the Putnam County Veterans Memorial Park and the Putnam County Row of Honor; and
- B. Giving guidance to the Putnam County Legislature and County Executive with respect to the approval of uses of the Putnam County Veterans Memorial Park; and
- C. Making recommendations to the Putnam County Legislature and County Executive as to the types of functions to take place at the Putnam County Veterans Memorial Park; and
- D. Giving guidance to the Putnam County Legislature and County Executive as to the manner in which the permanent structures and buildings which are currently located at the Putnam County Veterans Memorial Park are to be utilized; and

- E. Making recommendations to the Putnam County Legislature and County Executive with respect to the types of groups to be granted access to the Putnam County Veterans Memorial Park, as well as the types of activities to be engaged in by said group; and
- F. Making recommendations to the Putnam County Legislature and County Executive as to the types of permanent structures; and
- G. Making recommendations and providing ~~advise~~advice to the Putnam County Legislature and County Executive with respect to the lease, sale or any other type of conveyance affecting any and all portions of the Putnam County Veterans Memorial Park; and
- H. Reviewing issues and problems surrounding applications for group use of the Putnam County Veterans Memorial Park and providing the Putnam County Legislature and County Executive with advice and recommendations as to the manner in which said applications should be approved or denied;
- I. Providing assistance and suggestions to the Putnam County Parks Superintendent with respect to the amendment and updating of the Putnam County Veterans Memorial Parks rules and regulations; and
- J. Coordinating with the office of the Putnam County Parks Superintendent and providing advice and guidance to him or her with respect to the issuance of special permits in connection with applications for group use of the Putnam County Veterans Memorial Park; and
- K. Providing assistance to the Putnam County Parks Superintendent as to the scheduling of events at the Putnam County Veterans Memorial Park; ~~and~~.
- L. Providing assistance to both Putnam County Parks Superintendent and Director of Veterans Services in ~~Reviewing applications for flag sponsorships in the Row of Honor~~; and
- M. Maintaining an active database of names and addresses of ~~-Row of Honor sponsors~~; and
- N. Making recommendations to the Putnam County Parks Superintendent for the repair and replacement of flags in the Row of Honor; and
- ~~K.~~O. Working with the Putnam County Parks Superintendent to ensure that recommendations about the Row of Honor comply with the County's agreement with the Department of Environmental Protection for the shore of Lake Gleneida.

**§ 25-28. Membership; terms. [Amended 7-3-2012 by L.L. No. 8-2012]**

- A. The Putnam County Veterans Memorial Park Advisory Board shall consist of nine members who reside in the County of Putnam, of whom three members shall be people of experience and knowledge in the area of parks and open space maintenance and operation and/or recreational planning and operation, three members shall be veterans of the Armed Services of the United States of America two of which must be an active member of the Joint Veterans Council, one member shall be the Putnam County Parks Superintendent, one member shall be the Director of Veterans Services and one member shall not need be a veteran nor need have experience and knowledge in the area of parks and open space.
- B. Members shall be appointed by the Putnam County Executive, subject to confirmation by a simple majority of the Legislature.

- C. Members of the Putnam County Veterans Memorial Park Advisory Board shall be appointed for a three-year term. Members holding office on the effective date of this section shall continue to serve until the end of their existing term.
- D. A Putnam County Veterans Memorial Park Advisory Board member shall serve until his or her successor has been appointed.

**§ 25-29. Chairperson.**

The Putnam County Veterans Memorial Park Advisory Board shall elect a Chairperson from its members.

**§ 25-30. Reports.**

- A. The Putnam County Veterans Memorial Park Advisory Board shall review its actions and efforts on an annual basis and shall prepare and submit an annual report of its findings to the County Executive and the County Legislature, no later than February 1 of each year, covering the preceding calendar year. This report shall include an account of the Putnam County Veterans Memorial Park Advisory Board's activities and accomplishments, which shall be based upon accurate records of its meetings, financial transactions and other works.
- B. From time to time, the Putnam County Veterans Memorial Park Advisory Board shall submit such other reports and recommendations as are necessary to fulfill the purposes of this article, or are as requested by the County Executive or County Legislature.

**§ 25-31. Compensation; expenses.**

- A. The members of the Putnam County Veterans Memorial Park Advisory Board shall receive no compensation for their services.
- B. The County Legislature may appropriate funds for the expenses incurred by the Putnam County Veterans Memorial Park Advisory Board, including, but not limited to, expense for clerical assistance and printing and distribution of publications and educational and community awareness programs. The Putnam County Veterans Memorial Park Advisory Board should prepare and submit an annual budget in the manner prescribed by the County Executive.

**§ 25-32. through § 25-34. (Reserved)**