

COB - BOSAIR FORM

06/25/2026 1:28 PM (MST)

Submitted by Rise.Hart@pima.gov



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number:

Amplifund Grant Record Number: 113945GT

Award Type: Grant

BOSAIR Activity: Board Meeting Request

Requested Board Meeting Date: 07/14/2026

Supplier / Customer / Grantor / Subrecipient: U.S. Department of Housing and Urban Development

Project Title / Description: La Casita Rapid Rehousing

Purpose: The U.S. Department of Housing and Urban Development (HUD) awarded \$271,408.00 to Pima County for the La Casita (Youth) Rapid Rehousing program, a Continuum of Care (CoC) funded housing initiative administered by the Homeless Services Division of the Pima County Community & Workforce Development Department (CWD). The purpose of this grant is to rapidly rehouse individuals and families ages 18-24 experiencing homelessness who face significant barriers to housing stability, including behavioral health challenges such as mental health conditions and substance use disorders. Through a holistic approach, the program provides short-term rental assistance, housing stabilization services, and coordinated connections to mainstream resources and supportive services. These supports are designed to address the underlying factors contributing to homelessness, most commonly unemployment or underemployment and unmet behavioral health needs, while promoting long-term housing stability and self-sufficiency.

Procurement Method: Grant: Not applicable

Procurement Method Additional Info: N/A

Program Goals/Predicted Outcomes: Expected outcomes include housing placement and stabilization for 12 youth and young adults, increased employment and earned income among participants, improved access to community resources and supportive services, and successful transitions to independent living. Participants will demonstrate greater self-sufficiency through sustained housing, increased financial stability, and reduced risk of future homelessness.

Public Benefit and Impact: The program reduces the number of youth and young adult households experiencing homelessness in Pima County.

Strategic Plan Pillar

- Quality of Life

Support of Prosperity Initiative:

- 3. Improve Housing Stability

Provide information that explains how this activity supports the selected Prosperity Initiatives

This program directly supports Pima County's Prosperity Initiative goals of improving quality of life and increasing housing stability by providing rapid rehousing assistance, case management, financial support, and employment services to individuals and households experiencing homelessness. Through these services, participants are able to secure safe and stable housing, address barriers to self-sufficiency, increase income through employment opportunities, and strengthen their ability to maintain permanent housing. By reducing homelessness and promoting economic stability, the program enhances participants' overall well-being and long-term quality of life.

Metrics Available to Measure Performance:

The program produces an annual performance report through the Homeless Management Information System (HMIS).

Retroactive:

YES

Retroactive Description:

Yes, to July 1, 2026. Division staff received the FY 2025 CoC La Casita Rapid Rehousing (RRH) for Youth Grant Agreement from HUD after the start of the grant term. Due to the timing of receipt and the processing required to prepare the agreement for Board consideration, this is the first available meeting at which the item can be presented. Retroactive approval to July 1, 2026, is requested to ensure continuity of housing assistance and supportive services for youth experiencing homelessness and to allow reimbursement of eligible expenses incurred during the grant term. Without approval of the agreement, Pima County would not receive the federal funding necessary to operate the La Casita RRH for Youth program and support housing stability for vulnerable youth in our community.

Grant / Amendment Information (for grants acceptance and awards)

Record Number:

Euna Grant Record Number: 113945GT

Type: Award

Department Code: CWD

Euna Grant Record Number: 113945GT

Amendment Number: N/A

Commencement Date: 07/01/2026

Termination Date: 06/30/2027

Advantage Initial GTAW# (If Applicable): N/A

Total Revenue Amount:

\$271,408.00

Total Match Amount

\$67,852.00

Advantage Grant ID # (If Applicable): N/A

All Funding Source(s) required: U.S. Department of Housing and Urban Development

Does PCAO need to review the grant award (or grant amendment)? YES

Does PCAO need to sign the grant award (or grant amendment)? NO

Match funding from General Fund? YES

If Yes Provide Total General Fund:

\$67,852.00

Percent General Funds 25%

Match funding from other sources? NO

Are Federal Funds Involved? YES

If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)? Directly from U.S. Department of Housing and Urban Development

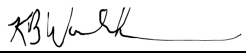
CFDA# 14.267

FAIN# AZ0256L9T012502


Department: CWD


Name: Magali Lopez

Telephone: 5207247301

GMI Director:  Date: 6/25/2026 | 3:54 PM MST

Department Director Signature: Terry Galligan for Dan Sullivan Date: 6/25/2026 | 2:04 PM MST

Deputy County Administrator Signature:  Date: 6/26/2026 | 12:01 PM MST

County Administrator Signature:  Date: 6/28/2026 | 10:14 AM MST

RESOLUTION 2026 - _____

RESOLUTION OF THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA AUTHORIZING THE APPROVAL OF THE CONTINUUM OF CARE LA CASITA “SCOPE OF WORK FOR FISCAL YEAR 2024/2025 RENEWAL GRANT AGREEMENT” FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (“HUD”)

The Board of Supervisors of Pima County, Arizona finds:

1. Pima County (“County”), through its Department of Community & Workforce Development (“CWD”), administers several federal and local grant programs to benefit people experiencing homelessness in Pima County.
2. The local Continuum of Care (“CoC”), which is the HUD mandate community-based coalition tasked with developing strategies to end homelessness in Pima County.
3. CWD has administered the La Casita grant since 2000 and has renewed it annually through HUD’s competitive Continuum of Care Notice of Funding Availability process.
4. The CoC has determined that it is the best interests of the homeless community and service providers for County to continue to administer the La Casita Program in Pima County.
5. On November 21, 2024, Pima County submitted a renewal application to the U.S. Department of Housing and Urban Development (“HUD”) for Continuum of Care (“CoC”) funds for FY2024-2025 and fiscal 2025-2026 to assist homeless youth.
6. On July 31, 2024, HUD issued a “Fiscal Year (FY) 2024-2025 Continuum of Care (CoC) Program Non-Competitive Funding Notice” for fiscal years FY 2024 and FY 2025, to competitively renew for two 12-month periods certain existing CoC program-funded projects.
7. On June 07, 2026, HUD issued the “CONTINUUM OF CARE SCOPE OF WORK” awarding County, as Grantee, \$271,408 under Federal Grant No. **AZ0256L9T012502** for FY 2025.
8. In order to receive the FY 2025 La Casita Grant Funds on behalf of the CoC, County must execute the “CONTINUUM OF CARE SCOPE OF WORK” attached to this Resolution as **Exhibit A**. This is the only document that HUD will issue related to the provision of these La Casita grant funds.
9. It is in the best interests of the residents of Pima County, to accept the FY 2025 La Casita renewal grant funds being provided under Federal Grant No. **AZ0256L9T012502**.

NOW, THEREFORE, BE IT RESOLVED:

- A.** The Chair of the Pima County Board of Supervisors is authorized to sign the “CONTINUUM OF CARE SCOPE OF WORK” (Federal Grant No. **AZ0256L9T012502**) accepting the FY 2025 renewal grant funds for the La Casita operations (“the CoC Renewal Grant”).
- B.** The Director of CWD or his designee is authorized and directed to, on behalf of the Pima County Board of Supervisors, electronically enter acceptance of the CoC Renewal Grant as directed by HUD.
- C.** The Chair is authorized to execute, as necessary, all applicable federal documents associated with the CoC Renewal Grant, including but not limited to, required HUD budget forms and descriptive grant narratives.
- D.** The Director of CWD or his designee is authorized and directed, on behalf of the Pima County Board of Supervisors, to submit any such documents to HUD, including completing any electronic approvals and submissions required by HUD.

Passed and adopted, this _____ day of _____, 2026.

Chair, Pima County Board of Supervisors

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:



Deputy County Attorney

**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: Pima County 2797 E. Ajo Way □ Tucson, Arizona 85713 □	12. Assistance listing number and title: 14.267, Continuum of Care (CoC) Program
2. Recipient's Unique Entity Identifier: EB6GYYJCZD48	13. Amount of federal funds obligated by this action: See Addendum 2
3. Tax identification number: 86-6000543	14. Total amount of federal funds obligated: See Addendum 2
4. Federal Award Identification Number (FAIN): See Addendum 2	15. Total approved cost sharing (if applicable): See Addendum 2
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: See Addendum 2
6. Period of performance start and end date: See Addendum 2	17. Budget approved by HUD:
7. Budget period start and end date: See Addendum 2	18. Fiscal year: 2025
8. Initial Agreement <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> # <input type="text"/>	19. Statutory authority: 42 U.S.C. § 11301 et seq.
9. Indirect cost rate (per § 200.414): Recipients must complete Addendum 3: Indirect Cost Rate Schedule	20. Applicable appropriations act(s): Public Law 119-4; Public Law 119-75
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): N/A
11. Awarding official name and contact information:	22. Program regulations (if applicable): 24 C.F.R. Part 578
23. Federal award description: The Continuum of Care (CoC) program is designed to promote communitywide commitment to the goal of ending homelessness by providing funding for efforts by nonprofit providers, Tribes and Tribally Designated Housing Entities, and State and local governments and promoting access to and effect utilization of mainstream programs by homeless individuals and families. <ul style="list-style-type: none"> • Addendum 1. Policy Requirements • Addendum 2. Program-Specific Requirements • Addendum 3. Indirect Cost Rate Schedule 	

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 Continuum of Care program statute 42 U.S.C. 11301 et seq., the program regulations at 24 C.F.R. § 578 (as now in effect and as may be amended from time to time), the relevant funding notice (box 21), the Recipient's application submission on the basis of which these Grant Funds were approved by HUD including the certifications, assurances, technical submission documents, and any information or documentation required to meet any grant award condition (collectively, the "Application"), any attached Specific Terms and Conditions, and the attached addenda (box 23).

U.S. Department of Housing and Urban Development - Federal Award Agreement

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 Recipient 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. This includes 2 CFR 200.332(b)(2), which requires all agreements or contracts made with subrecipients to contain the same terms and conditions as those in this agreement. Any conflicting terms and conditions must be approved by HUD. 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. This includes 2 CFR 200.332(b)(2), which requires all agreements or contracts made with subrecipients to contain the same terms and conditions as those in this agreement. Any conflicting terms and conditions must be approved by HUD. 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". 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 Recipient to prepare statements and reports in compliance with applicable HUD requirements and OMB requirements in 2 CFR part 200 for recordkeeping and reporting, which may be amended from time to time.

HUD, Inspectors General, the Comptroller General of the United States, or any of their authorized representatives shall have the right of access to any records of the Recipient or Subrecipient pertinent to the Federal Award,

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including those relevant to the administration, receipt, and use of this award and award activities, in order to perform audits, execute site visits, or for any other official use. Such records include those 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. The right of access includes timely and reasonable access to the Recipient's or Subrecipient's personnel for the purpose of interview and discussion related to such documents or the Federal award in general. In lieu of or in addition to an on-site inspection, Recipient also agrees to furnish HUD such financial and project reports, records, statements, subrecipient data, and documents in such form, and accompanied by such reporting data as required by HUD where doing so is not impracticable.

Further, the Recipient hereby acknowledges that HUD is in the process of implementing new grants management and reporting tools for all records pertinent to the Federal award. 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 and to satisfy occasional requests for records pertinent to the federal award as described above. HUD will work with the Recipient to support the Recipient's transition to the new reporting tools. 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 additional or more detailed reports, suspension of disbursements, and all other legally available remedies, to the furthest extent permitted by law.

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.

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14. *Severability.* If any part or provision of this agreement is enjoined or held to be void or unenforceable in any jurisdiction, it shall be ineffective as to such jurisdiction and only to the extent of such prohibition or enjoinder and shall not invalidate or affect the legality or enforceability of the remaining provisions and applications of this agreement. In the event the enjoinder of such provisions is stayed, dissolved or reversed, the full terms of this agreement, including such provisions, will automatically become effective. This clause is self-executing and will become effective, binding, and enforceable automatically upon execution of 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)	Signature	Date/ Federal Award Date
For the Recipient (name and title of authorized official)	Signature	Date

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ADDENDUM 1. POLICY REQUIREMENTS

RESCINDED

U.S. Department of Housing and Urban Development - Federal Award Agreement

ADDENDUM 2. PROGRAM-SPECIFIC REQUIREMENTS
Assistance Listing 14.264, Continuum of Care (CoC) Program

The total amount of federal funds obligated by this grant agreement are allocated between the project(s) listed below (each identified by a separate grant number) and, within those projects, between budget line items, as shown below. The Grant Funds an individual project will receive are as shown in the Application on the final HUD-approved Summary Budget for the project. Recipient shall use the Grant Funds provided for the projects listed below, during the budget period(s) period stated below.

<u>Grant No. (FAIN)</u>	<u>Grant Term</u>	<u>Performance Period</u>	<u>Budget Period</u>
AZ0256L9T012502	12 months	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027
Amount of federal funds obligated by this grant agreement:			\$271,408
Total amount of federal funds obligated:			\$271,408
allocated between budget line items as follows:			
a. Continuum of Care Planning Activities			\$0
b. Acquisition			\$0
c. Rehabilitation			\$0
d. New construction			\$0
e. Leasing			\$0
f. Rental assistance			\$155,664
g. Supportive services			\$102,978
h. Operating costs			\$0
i. Homeless Management Information System			\$0
j. Administrative costs			\$12,766
k. Relocation costs			\$0
l. VAWA Costs			\$0
m. Rural Costs			\$0
n. HPC homelessness prevention activities: Housing relocation and stabilization services			\$0
Short-term and medium-term rental assistance			
Rural Set Aside Activities			
a. Rent or utility assistance after 2 months of nonpayment of rent or utilities			\$0
b. Short-term emergency lodging in motels or shelters costs			\$0
c. Repairs necessary to make housing habitable to be used for transitional or permanent housing			\$0
d. Capacity building activities			\$0

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e. Emergency food and clothing assistance	\$0
f. Costs associated with making use of Federal Inventory property programs to house homeless individuals and families	\$0

The provisions apply to all Recipients:

1. *Pre-Award Costs.* The Recipient may, at its own risk, incur pre-award costs for continuum of care planning awards, after the date of the HUD selection notice and prior to the effective date of this Agreement, if such costs: a) are consistent with 2 CFR 200.458; and b) would be allowable as a post-award cost; and c) do not exceed 10 percent of the total funds obligated to this award. The incurrence of pre-award costs in anticipation of an award imposes no obligation on HUD either to make the award, or to increase the amount of the approved budget, if the award is made for less than the amount anticipated and is inadequate to cover the pre-award costs incurred.
2. *Housing First.* HUD will not enforce provisions of the Grant Agreement to the extent that they require the project to use a housing first program model
3. *Project-based Rental Assistance.* If any new projects funded under this Agreement are for project-based rental assistance for a term of fifteen (15) years, the funding provided under this Agreement is for the performance period stated herein only. Additional funding is subject to the availability of annual appropriations.
4. *Renewal Projects.* The budget period and performance period of renewal projects funded by this Agreement will begin immediately at the end of the budget period and performance period of the grant being renewed. Eligible costs incurred between the end of Recipient's budget period and performance period under the grant being renewed and the date this Agreement is executed by both parties may be reimbursed with Grants Funds from this Agreement. No Grant Funds for renewal projects may be drawn down by Recipient before the end date of the project's budget period and performance period under the grant that has been renewed.
5. *High-performing Communities.* HUD designations of Continuums of Care as High-performing Communities (HPCS) are published on HUD.gov in the appropriate Fiscal Years' CoC Program Competition Funding Availability page. Notwithstanding anything to the contrary in the Application or this Agreement, Recipient may only use grant funds for HPC Homelessness Prevention Activities if the Continuum that designated the Recipient to apply for the grant was designated an HPC for the applicable fiscal year.
6. *Communications.* HUD notifications to the Recipient shall be to the address of the Recipient as stated in the Recipient's applicant profile in e-snaps. Recipient notifications to HUD shall be to the HUD Field Office executing the Agreement. No right, benefit, or advantage of the Recipient hereunder may be assigned without prior written approval of HUD.
7. *Cost Sharing.* This award is subject to match provisions in 24 CFR 578.73 which requires that CoC Recipients must match all grant funds, except for leasing funds, with no less than 25 percent of funds or in-kind contributions from other sources. Since these factors are fact-sensitive, the amount of match is not included in either Box 15 or Box 16 of this Agreement.

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Public Reporting Burden Statement: This collection of information is estimated to average 0.25 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 the requested information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th St SW, Room 8210, Washington, DC 20410-5000. Do not send completed forms to this address. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. This agency is authorized to collect this information under Section 102 of the Department of Housing and Urban Development Reform Act of 1989. The information you provide will enable HUD to carry out its responsibilities under this Act and ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. This information is required to obtain the benefit sought in the grant program. Failure to provide any required information may delay the processing of your application and may result in sanctions and penalties including of the administrative and civil money penalties specified under 24 CFR §4.38. This information will not be held confidential and may be made available to the public in accordance with the Freedom of Information Act (5 U.S.C. §552). The information contained on the form is not retrieved by a personal identifier, therefore it does not meet the threshold for a Privacy Act Statement.

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OMB Number. 2501-0044
 Expiration Date: 2/28/2027

Instructions for Completing the Indirect Cost Information for the Award Applicant/Recipient

Number	Item	Instructions
1	Federal Program/ Assistance Listing Program Title	Enter the title of the program as listed in the applicable funding announcement or notice of funding availability.
2	Legal Name of Applicant/ Recipient	Enter the legal name of the entity that will serve as the recipient of the award from HUD.
3	Indirect Cost Rate Information for the Applicant/ Recipient	<p>Mark the one (and only one) checkbox that best reflects how the indirect costs of the Applicant/Recipient will be calculated and charged under the award. Do not include indirect cost rate information for subrecipients.</p> <p>The table following the third checkbox must be completed only if that checkbox is checked. When listing a rate in the table, enter the percentage amount (for example, "15%"), the type of direct cost base to be used (for example, "MTDC"), and the type of rate ("predetermined," "final," "fixed," or "provisional").</p> <p>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.</p> <p>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 award, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.</p> <p>If the Applicant/Recipient is a government and more than one agency or department will carry out activities under the award, enter each agency or department that will carry out activities under the award, the indirect cost rate(s) for that agency or department, and the type of direct cost base to which each rate will be applied.</p> <p>To learn more about the indirect cost requirements, see 2 CFR part 200, subpart E, and the applicable appendix that is listed under 2 CFR 200.414(e).</p>
4	Submission Type	Check the appropriate box to identify whether this is the first submission of this form for the award or an update to a previous submission of this form for the award.
5	Effective date(s)	Enter the date(s) for which the information on this form applies.
6	Certification of Authorized Representative for the Applicant/ Recipient	An employee or officer of the Applicant/Recipient with the capacity and authority to make this certification for the Applicant/Recipient must make the certification by signing as provided. They must also provide the date of their signature, full name, and position title.