



**U.S. Department of Housing and Urban
Development**

San Francisco Regional Office - Region IX
One Sansome Street, Suite 1200
San Francisco, California 94104
www.hud.gov
espanol.hud.gov

Ms. Tracey Belton
Interim Director
Health & Human Services Agency
County of San Benito
1111 San Felipe Road, Suite 205
Hollister, CA 95023

Dear Ms. Vierra:

SUBJECT: FY 2018 Continuum of Care Awards
Transmittal of Renewal Scope of Work
Continuum of Care Program

Congratulations on the final selection for funding under the Department of Housing and Urban Development (HUD) Continuum of Care competition. Addressing homelessness is one of the Department's top priorities, and this project will make a significant contribution toward supporting a stronger continuum of care system.

This official correspondence provides key information regarding the CoC award. Please save it for future reference and share it with the person who completes the eLOCCS draws, so the operating year can be set up with the correct start date when completing the first draw of the 2018 funding.

CoC Project Details	Helping Hands
FY 2018 Grant Performance Period (Operating Start and End Dates)	April 1, 2019 – March 31, 2020
FY 2018 Project Number	CA1072L9T061806
Prior Grant Number	CA0172L9T061705
Total Grant Amount	\$241,673.00

Attached is the Continuum of Care Program Scope of Work that constitutes the agreement between HUD and the recipient. Once the copies of the Scopes of Work are signed by the organization's authorized signatory, the recipient organization will have three copies of each executed contract on hand. One copy per grant award is for the organization's records, and the **remaining two copies for each grant award must be returned to HUD for the contract to be processed and funds to be made available in eLOCCS. Mail the original executed Scopes of Work to HUD within three days of receipt to the following address:**

The two copies must be signed, dated, and returned within **three days of receipt** to the following address:

U.S. Department of Housing and Urban Development

San Francisco Regional Office
Community Planning and Development Division, 9AD
One Sansome Street, Suite 1200
San Francisco, CA 94104-4430

****IMPORTANT: New requirements for all FY2018 renewal grants**:**

- **In addition to mailing** HUD the two signed copies of the Scope of Work with original signature, recipients are **REQUIRED** to scan the signed Scope of Work and **email the scanned copy** to: SFCFY2018COCRenewals@hud.gov.
- HUD's Fort Worth Accounting Center (FWAC) is now tracking banking information on a specific grant basis. **Please confirm the bank routing number, bank account number, and account type (e.g. savings or checking) are correct for the prior grant to this FY 2018 renewal award. Please respond to this email and inform your Community Planning and Development (CPD) Representative, and CPD will advise FWAC accordingly. For security reasons, please DO NOT enter any account information in your email response to HUD.** If any of the banking information is **incorrect**, please submit a new SF-1199A, Direct Deposit form, along with a voided check or direct deposit form, with your executed Scope of Work. **Funds will not be made available in eLOCCS until banking details are confirmed or a new SF-1199A, Direct Deposit form, along with a voided check or direct deposit form is received.**
- **Scope of Work** - No funds can be disbursed until the Scope of Work is signed, MAILED and EMAILED to HUD and recorded in FWAC's system.

Lastly, please note the following key elements related to successful CoC grant management:

- **eLOCCS** - Please log into eLOCCS to ensure that the banking information, Approving Official, and User information is current and complete.
 - Federal Security guidelines mandate that all eLOCCS and REAC Secure Systems Approving Official and User IDs and passwords be kept confidential and not be shared with any other person at any time. Otherwise, eLOCCS access may be terminated and not reinstated, which will impact an organization's ability to access its Continuum of Care Program funds.
- **Indirect Cost Rate** – If you will be charging indirect costs to this grant, complete the Federally Recognized Indirect Cost Rate Schedule page (page 3) of the Scope of Work. You should include the indirect cost rate and the cost base, i.e. whether it is: (a) Total direct salary and wages; (b) Total direct costs minus capital, pass-through, and out-sourced costs, or (c) Modified total direct costs (typically applicable to the de minimis rate).
- **Deadline to Draw Funds** - In accordance with 2 CFR Part 200.343(b), all draws must be completed within 90 days of grant expiration. Any funds remaining in the grant at 90 days after grant expiration point may be subject to deobligation.
- **Annual Performance Report (APR)** - The APR detailing the accomplishments during this grant period must be submitted in Sage within 90 days of grant expiration.
- **CoC Program Interim Rule** - This Interim Rule contains the regulations for this CoC project and can be found here: www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/.

If you have any questions, please contact me at 415-489-6568 or Meira.A.Barrett@hud.gov. We look forward to working with you toward the successful continuation of your Continuum of Care Program project.

Sincerely,

Meira Barrett
Community Planning and Development
Representative
U.S. Department of Housing and Urban
Development
415-489-6568