



OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WASHINGTON, D.C. 20410-1000

February 28, 2023

Mr. Greg Clifton  
City Manger  
City of Flagstaff  
211 West Aspen Avenue  
Flagstaff, AZ 86001  
Email: greg.clifton@flagstaffaz.gov

Dear Mr. Clifton:

The Department of Housing and Urban Development (HUD) is pleased to announce the approval of your project narrative and budget for the purposes of issuing a grant agreement for the following FY2022 Economic Development Initiative, Community Project Funding/congressionally directed spending grant (hereafter, CPF grant), as funded by the Congress in the Consolidated Appropriations Act, 2022 (PL 117-103) (the Act) and as described in the Explanatory Statement accompanying the Act.

**Grantee:** City of Flagstaff  
**Project Description:** Home energy retrofit program for low-income and vulnerable families  
**Grant Amount:** \$750,000  
**Grant Number.:** B-22-CP-AZ-0018

This letter transmits the following documents and guidance that you will need to activate and administer your FY 2022 CPF grant.

**Grant Agreement for this Award:** The Grant Agreement references the provisions, regulations, and requirements for this award. Please read this Grant Agreement carefully and note any attachments which have appendices or special conditions that apply to this grant. The Authorized Representative for grantee must sign and date the Grant Agreement. Please retain a “copy” (either electronic and/or printed) of the signed and dated document for your records pending receipt of the countersigned copy from HUD.

**Assistance Award/Amendment - HUD Form 1044:** The HUD Form 1044 is used to collect and communicate certain grantee and HUD specific information. Please read the HUD Form 1044 carefully, noting the reference to the HUD Government Technical Representative in block 9 (your Grant Officer). The Authorized Representative (Official) for grantee must sign and date the form. Please retain a “copy” (either electronic and/or printed) of the signed document for your records pending receipt of the countersigned copy from HUD.

**Direct Deposit Sign-Up Form - Standard Form 1199A:** This form is used to collect the information necessary to establish an account for the grantee in HUD’s financial system. The form is to be completed by you and your financial institution.

**Grant Award Instructions:** This document will provide guidance and instructions for administering your CPF grant. HUD's Congressional Grants Division uses the Disaster Recovery Grants Reporting (DRGR) system for the financial management of these grant funds and periodic reporting of project status and accomplishments for this grant. The Grant Award Instructions provide guidance for various grant administration related actions. Please refer to this document as it includes important information and forms for accessing DRGR, as well as other information concerning reporting requirements.

Please ensure that following forms are complete. Return them together as noted below:

1. Signed and dated Grant Agreement;
2. Signed and dated Assistance Award/Amendment Form HUD 1044;
3. Completed Direct Deposit Sign-Up Form Standard Form SF1199A (to be completed by you and your financial institution);
4. Evidence of the ABA number for your depository account, such as a VOIDED blank check, a deposit slip or similar documentation.

You will be able to draw down funds upon completion of the following actions:

1. HUD has processed all grant award documents;
2. HUD has forwarded you the DRGR Access Instructions; and
3. After the required certifications and environmental review have been accepted by HUD for the project portion of your grant. Although funds for planning and management development or administration costs may be available prior in advance of a completed environmental review.

Please forward these documents, within 60 days from receipt of this letter, to Rommel Calderwood , who is the Government Technical Representative serving as the Grant Officer for this grant. These documents must be sent to your Grant Officer via the [CPFGrants@hud.gov](mailto:CPFGrants@hud.gov) mailbox, with a "cc" to the Grant Officer's email address. **Please review the Grant Award Instructions for guidance on how to encrypt and send this sensitive information.**

Please be sure that the email subject line reads as follows:

Grant Number: Grantee Name: FY2022 Community Project Funding Grant: Grant Award Materials

If you have any questions regarding these documents or procedures, please contact Rommel Calderwood , in the CPD Congressional Grants Division at [Rommel.Calderwood@hud.gov](mailto:Rommel.Calderwood@hud.gov).

The Department of Housing and Urban Development looks forward to working with you on this project.

Sincerely,



Robin J. Keegan  
Deputy Assistant Secretary  
Economic Development

ATTACHMENTS:

Grant Agreement  
HUD Form 1044  
Standard Form 1199A  
FY2022 CPF Grant Award Instructions