



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

MASSACHUSETTS STATE OFFICE, NEW ENGLAND AREA  
Office of Community Planning and Development  
Thomas P. O'Neill, Jr. Federal Building  
10 Causeway Street - Fifth Floor  
Boston, Massachusetts 02222-1092

Phone (617) 994-8350

CPD website: [https://www.hud.gov/program\\_offices/comm\\_planning](https://www.hud.gov/program_offices/comm_planning)

George Proakis  
Executive Director  
Mayor's Office of Strategic Planning and Community Development  
City of Somerville, City Hall  
93 Highland Avenue  
Somerville, MA 02143

Dear Mr. Proakis:

SUBJECT: CARES Act Award Transmittal

The Boston Region 1 Field Office would like to thank you for your continued diligence in responding to the coronavirus crisis. The Coronavirus Aid, Relief and Economic Security (CARES) Act provides funding to enable your community to prevent, prepare for, and respond to coronavirus through providing quality subsidized housing and expanding economic opportunities for low-and moderate-income persons through Department of Housing and Urban Development (HUD) programs.

Your community has been awarded CARES Act funding as noted below. You will need to execute a grant agreement amendment for any subsequent rounds of funding in addition to the original grant agreement for Round 1 program funds.

One grant agreement amendment is attached for the program awarded, as follows:

Emergency Solutions Grant Program (ESG-CV) Round 2  
**\$632,359**

Transmittal of a grant agreement amendment does not constitute approval of the activities described in your Consolidated Plan. You are reminded that you, as the grantee, are responsible for ensuring that all grant funds are used in accordance with all program requirements. An executed grant agreement amendment is a legally binding agreement.

### **CARES Act Provisions**

The CARES Act awards follow the existing regulations for each program, with additional flexibilities and suspensions that have been provided by HUD as well as those that will be outlined in forthcoming applicable program Notices. Once ESG Program Notices are final, they

will be transmitted to all grantees for use in administering the program and will also be published in the Federal Register. Access the current waiver memoranda on HUD.gov here: [https://www.hud.gov/program\\_offices/comm\\_planning](https://www.hud.gov/program_offices/comm_planning)

### **Administrative Guidelines**

Electronic signatures and email transmission are approved for the following:

- Grant agreements
- Grant agreement amendments
- IDIS Online Access Request Form (HUD 27055)
- Request for Release of Funds
- Direct Deposit Sign-Up form (SF-1199A)

The Chief Elected Official and/or designee should execute two (2) copies of the attached grant agreement amendment. To establish a Line of Credit for the supplemental CARES Act funds, it will be necessary for your agency to sign, execute and return one (1) copy of the grant agreement amendment. Electronic signature and email submission of the grant agreement amendment to the field office is approved. Return one (1) copy of the grant agreement amendment to this office to the attention of William Hodgdon, CPD Representative. Maintain a copy of the grant agreement amendment with the original signature on site in your program files.

If there is a need to add or remove individuals authorized to access the Integrated Disbursement Information System (IDIS), please submit an IDIS Online Access Request Form (HUD 27055), which can be signed and notarized electronically. Additionally, if there is a need to establish or change the depository account where these funds are to be wired, a Direct Deposit Sign-Up form (SF-1199A) must be completed electronically by your financial institution and returned to this office by email with a copy of a voided check.

You are reminded that these grants are subject to the provisions of 24 CFR Part 58 Environmental Review Procedures unless requirements are waived through the CARES Act. Funds for covered activities may not be obligated or expended until HUD has approved the release of funds. A request for release of funds (RROF) must be accompanied by an environmental certification, and until the RROF is approved and notification is received, no HUD funds should be committed. If the project or activity is exempt per 24 CFR 58.34 or categorically excluded (except in extraordinary circumstances), no RROF is required. Updated procedures are available at <https://www.hudexchange.info/news/office-of-environment-and-energy-guidance-in-response-to-covid-19/>.

All grantees must ensure they maintain active Dun and Bradstreet Numbering System (DUNS) numbers in the System for Award Management (SAM) system. Entities must have an active and unexpired DUNS before execution of grant agreements to avoid delays in the obligation of funds which will delay your ability to drawdown funds in IDIS. Grantees are

required to maintain an active SAM registration by re-activating their DUNS number annually in the SAM system for the entire drawdown period of their grants. DUNS numbers can be registered and renewed each year at the following website: <https://www.sam.gov/SAM/>.

Thank you for your efforts in supporting community needs in order to prevent, prepare for, and respond to coronavirus, and we are available to assist you in accomplishing your programs' goals. If you have any questions or need further information or assistance, please contact William Hodgdon at (617) 994-8354 or [William.m.hodgdon@hud.gov](mailto:William.m.hodgdon@hud.gov).

Sincerely,

Robert D. Shumeyko  
Regional Director

Enclosures