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## **El Paso County Agenda Item Details**

<b>Item Title:</b>	HUD / Rural Utilities Vehicles / FY24 Community Project Funding / Grant Package No. B-24-CP-TX-2098
<b>Submitted By:</b>	Fernando Hernandez, Director
<b>Department:</b>	Infrastructure
<b>Department Phone Number:</b>	915-273-3330
<b>Subject:</b>	Approve and authorize the Public Works Department to submit the FY24 Rural Utility Service Vehicles Grant Package in the amount of \$550,000 from March 9, 2024, to September 30, 2032. No County match is required. Further, approve any additional forms that may be necessary after the grant package is submitted. (Contract No. 2025-0218)
<b>Background:</b>	<p>Project Funding will be used to procure two tandem dump trucks and one grapppler bulk waste loader truck to aid in cleaning up illegal dumping. Drones, in-person inspections, and/or complaints will help identify problem areas with illegal dumping of plastic, tires, metals, appliances, hazardous materials, etc.</p> <p>On August 28, 2024, the County received a letter outlining a step-by-step walk-through of the process to execute the FY2024 Community Project Funding Grant Agreement. Submitting the grant package is Step 3 and 4 of this process as listed below.</p> <ol style="list-style-type: none"><li>1. Grantees should review the Grant Award Package documents.</li><li>2. Grantees should initiate or complete the HUD environmental review.</li><li>3. Grantees gather all required information and submit to HUD using the online system DRGR.</li><li>4. HUD provides access to DRGR system to access the Grant Processing Module to submit required information, answer questions, and upload documents. Once all required information is submitted online HUD will review the completed grant materials submitted.</li><li>5. HUD staff will review the information and documents for</li></ol>

completeness. If there are any deficiencies the corrections and/or clarifying questions will be shared with the grantee for correcting or answering the clarifying questions. If not, HUD staff will submit the package internally for a second level review. Then, the Acting Director for the Congressional Grants Division will review the grant package. Finally, your Grant Agreement will be executed.

6. HUD will notify the grantee that their FY2024 Grant Agreement has been fully executed and will share additional materials with the grantee to complete to begin the payment processing activities to receive your funds.

New  
Match Required: No  
Personnel: No

**Fiscal Impact:**

Fiscal Impact Historical  
None

Fiscal Impact Projected  
Grant amount: \$550,000

Long Account Number: Amount:

Long Account Number: Amount:

**Budget or Unbudgeted Match:**

N/A

**Recommendation:**

Approve and authorize the Public Works Department to submit the FY24 Rural Utility Service Vehicles Grant Package in the amount of \$550,000 from March 09, 2024 to September 30, 2032. No County match required. Further, approve any additional forms that may be necessary after the grant package is submitted. (Contract No. 2025-0218)

**Prior Action:**

On March 13, 2023 presentation to Commissioners Court on submission of the FY2024 Community Project Funding requests to Texas Congressional Districts 16 and 23, Item 8.

**Strategic Plan:**

Goal:

6. Advance Community Support Services

Objective:

**Strategic Plan Information:**

The equipment being purchased will help the community through the clean-up of illegal dumping.

**Estimated Time Needed  
For This Item:**



INTERNAL USE ONLY

Date Approved: 02/26/2025

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BUDGET AND FISCAL POLICY DEPARTMENT  
GRANTS ADMINISTRATION DIVISION

## FY25 GRANT APPLICATION SUBMISSION APPROVAL FORM

DEPARTMENT INFORMATION	
Date:	02/26/2025
Requesting Department/Division:	Public Works Planning & Development
Department/Division Contact:	Fernando Hernandez
Anticipated Commissioners Court Meeting Grant Approval Date:	03/10/2025
Who from your department/division will speak on the agenda item?	Fernando Hernandez
Please list accompanying grant documents requiring the County Judge's signature.	None, electronic submission
GRANT OPPORTUNITY INFORMATION	
Grant Opportunity Title (as provided by Grantor):	FY24 Community Project Funding
Grantor Agency:	US Department of Housing and Urban Development
Type of Grant (State, Federal, Private, Local, Other):	Federal
Is this a continuation or a new grant?	New
Is this grant for a new program?	Yes
CobbleStone Number for Most Recent Grant Award:	
Grant Due Date:	03/10/25
Grant Period:	03/09/2024 to 09/30/2032

<b>Grant Proposal Summary (one paragraph or less):</b>	Project Funding will be used to procure two tandem dump trucks and one grappler bulk waste loader truck to aid in cleaning up illegal dumping. Drones, in-person inspections, and/or complaints will help identify problem areas with illegal dumping of plastic, tires, metals, appliances, hazardous materials, etc.	
<b>GRANT FINANCES</b>		
A. Grant Funding to be Requested:	\$ 550,000.00	
B. Total Match Contribution (if applicable):	\$ 0.00	
I. Cash Match Amount and Description (i.e. County employee salaries, anticipated operating expenses, third-party monetary donations, etc.):		
a. Match Source Account(s) (if applicable):		
b. What fiscal year(s) will County match funding be needed? Please indicate the fiscal years and the match needed per fiscal year.		
II. In-kind Match Amount and Description (i.e. donated supplies/equipment, volunteer hours, donated professional services, etc.):		
C. Anticipated Program Income (if applicable):		
D. Total Project Amount (A + B + C):	\$ 550,000.00	
<b>FINANCIAL ASSESSMENT</b>		
1) What are the staffing requirements or needs for this grant? Please include salary and benefit amounts and anticipated salary and benefit increases for multi-year grants. Have Job Descriptions and Impact forms been created for personnel?		
No staffing requirements are included in this grant application.		
2) Has this grant has been awarded in the past? If so, please provide the financial results of the most recently completed grant award cycle to include the award amount and the balance at the closing of the grant.		
Grant has not been awarded in the past.		

3) What is the sustainability plan for this grant and the services being provided if this funding is significantly reduced or is not awarded in future?
One-time purchase.
<b>PROGRAMMATIC ASSESSMENT</b>
1) Is this grant and its purpose(s) aligned with the County strategic plan? How will this grant benefit your department/division and the El Paso County community?
The grant aligns with Strategic #6.3, Enhance public safety throughout the County. The equipment being purchased will help the community through the clean-up of illegal dumping.
2) Please explain the capacity of your department/division to administer this grant and complete all programmatic reporting requirements during the grant period.
The administrative aspects of the grant are within the Planning & Development Division's operating expertise.
3) Will this grant require the use of contractual services? <i>If so, please contact the Purchasing Department, upon award acceptance to ensure your department follows applicable procurement policies and procedures.</i>
Public Works and Fleet Operations will work with the Purchasing Department to ensure all applicable procurement policies and procedures are followed.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, D.C. 20410-1000

OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT

Wednesday, August 28, 2024

Ricardo A. Samaniego  
County Judge  
County of El Paso  
500 E. Overland  
El Paso, TX 79901  
Email: CountyJudge@epcounty.com

Dear Community Project Funding Grantee,

In the Consolidated Appropriations Act, 2024 (Public Law 118-42) (the FY2024 Act), and the Further Consolidated Appropriations Act, 2024 (Public Law 118-47) (the Further FY2024 Act) Congress made \$3,290,054,336 in funding available for Community Project Funding (CPF). These CPF awards are administered by the Department of Housing and Urban Development (HUD). HUD received the information below about your project from Congress. A Grant Number has been added and will be the unique identifier for your project throughout the grant process.

**Grant Number:** B-24-CP-TX-2098  
**Project:** Rural Utility Service Vehicles (PW)  
**Grantee/Recipient:** County of El Paso  
**Amount:** \$550,000  
**HUD Grant Officer:** Lauren Thomas / Lauren.Thomas@hud.gov  
**HUD System Officer:** Candace.M.Jameson / Candace.M.Jameson@hud.gov  
**HUD Regional Environmental Officer:** David Storms / David.A.Storms@hud.gov

This letter outlines initial grant award requirements and information needed from you to get started. This Grant Award Package also includes: The "FY2024 Community Project Funding Grant Guide" (FY2024 CPF Grant Guide), the template for your FY2024 Community Project Funding Grant Agreement, and the forms required to complete and submit information online to populate before we sign your FY2024 CPF Grant Agreement. A brief overview of these documents is below:

- 1) **FY2024 CPF Grant Guide:** The FY2024 CPF Grant Guide provides instructions for completing the requested information and filling out the required administrative forms to initiate your FY2024 CPF Grant Agreement. Please refer to this document as it includes important information and forms for accessing the online system (DRGR), as well as other information concerning reporting requirements.

**2) FY2024 CPF Grant Agreement for this Award:** The FY2024 CPF Grant Agreement specifies the applicable statutory provisions, regulations, and administrative requirements for this award. Please make sure all grantee information and award-specific information is entered completely and accurately before signing this Agreement. When you submit your grant materials on our DRGR Grant Processing Module it will create your customized FY2024 CPF Grant Agreement.

**3) Standard Forms and Required Materials:** The following forms will be needed:

- a. Form HUD-1044, Assistance Award/Amendment Form (Attached)
- b. Standard Form-424 Application for Federal Assistance (in the online system)
- c. SF-424-B, Assurances for Non construction Programs, and/or SF-424-D, Assurances for Construction Programs (in the online system)
- d. SF-LLL Disclosure of Lobbying Activities (as applicable in the online system):  
<https://www.grants.gov/forms/forms-repository/sf-424-family>
- e. SF-1199A - Direct Deposit Sign-Up Form: <https://www.gsa.gov/system/files/SF1199A-20.pdf> The form is to be completed by the grantee and grantee's financial institution. Grantees will need to submit the completed form and upload to DRGR.

### **Grant Award Process Overview**

Below is a step-by-step walk-through of the process and necessary documents and forms to execute your FY2024 CPF Grant Agreement. This process and the forms are also available in the FY2024 CPF Grant Guide, which can also be found on the program's webpage at:

[https://www.hud.gov/program\\_offices/comm\\_planning/edi-grants/FY\\_2024](https://www.hud.gov/program_offices/comm_planning/edi-grants/FY_2024) on HUD.gov and on this webpage <https://www.hudexchange.info/programs/cpf/> on the HUD Exchange.

1. Grantees should review the Grant Award Package documents.
2. Grantees should initiate or complete the HUD environmental review.
3. Grantees gather all required information and submit to HUD using the online system DRGR.
4. HUD provides access to DRGR system to access the Grant Processing Module to submit required information, answer questions, and upload documents. Once all required information is submitted online HUD will review the completed grant materials submitted.
5. HUD staff will review the information and documents for completeness. If there are any deficiencies the corrections and/or clarifying questions will be shared with the grantee for correcting or answering the clarifying questions. If not, HUD staff will submit the package internally for a second level review. Then, the Acting Director for the Congressional Grants Division will review the grant package. Finally, your Grant Agreement will be executed.
6. HUD will notify the grantee that their FY2024 Grant Agreement has been fully executed and will share additional materials with the grantee to complete to begin the payment processing activities to receive your funds.



## **Training and Tools**

**FY2024 CPF Onboarding Event:** This event will take place in September. We will review this letter and grant award package materials along with sharing next steps and how to sign up for a cohort. The event will be recorded and shared online after the event.

**FY2024 CPF Grantee Cohorts:** This provides you and your staff the opportunity to register for a four-part training for how to prepare your grant materials and submit them online. Information about the registration will be shared via email and during the FY2024 CPF Onboarding Event.

**FY2024 CPF Grantee Webinar Series:** This provides you and your staff with information about the regulations, requirements, and processes for your grant. Information about the registration for the webinar series will be shared via email and during the FY2024 CPF Onboarding Event.

**FY2024 CPF Grantee Online HUD Exchange Resources:** This website page includes general information and your specific Fiscal Year information along with links to past and future technical assistance opportunities. The site is also used for you to register for our listserv and for communicating updates to you and those on the listserv.

## **Overview of Requirements**

CPF grants are subject to several Federal requirements. HUD will provide additional information and further clarification regarding applicable requirements and the grant award process in upcoming webinars and additional technical assistance. The most essential requirements include:

- 1) **Administrative Requirements:** CPF grants are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).
- 2) **HUD Environmental Review Requirements:** EDI/CPF grants, like all projects funded by HUD, are subject to requirements under the National Environmental Policy Act (NEPA), HUD's NEPA-implementing regulations at 24 CFR Part 50 or 24 CFR Part 58, and appropriate federal environmental and historic preservation laws, regulations, and Executive Orders.
  - To be eligible, activities and expenses must comply with applicable Federal requirements. This includes administrative requirements under 2 CFR Part 200, environmental laws, statutes and Executive Orders, and other "cross-cutting" federal requirements adhered to by HUD.
  - If the environmental review is being conducted by a local government responsible entity under Part 58, a Request for Release of Funds and Certification must be approved by HUD, as applicable. If the environmental review is being completed by HUD under Part 50, the environmental review must be approved and certified by HUD.

- HUD defines the “Federal Nexus” for a program or project as the event that triggers the requirements for federal environmental review under a host of laws, regulations, and Executive Orders, including the prohibition on choice limiting actions.
- For FY2024 grants, the date of the Act's enactment (March 9, 2024) is the federal nexus for compliance with all environmental laws. Once a project is federalized, in keeping with 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 all necessary HUD approvals must be obtained prior to taking any choice limiting actions, such as acquisition, construction, ground disturbance, and entering into contracts.
- Further explanation and guidance on choice limiting actions and the environmental review process, including historic preservation review, is included within the CPF Grant Guide and on the program’s webpage at: <https://www.hudexchange.info/programs/cpf/>.
- Some projects may already be underway at the time of federal nexus and while it is still best practice to stop all work after the federal nexus before the environmental review is complete for EDI/CPF projects that are already underway at time of federal nexus, grantees are allowed to perform activities after the federal nexus, but only for activities which are part of a pre-nexus contract that obligates them to do so. However, grantees would be doing so at their own risk, as any activity performed, or proposed to be performed, after the federal nexus must be included in the project scope of a satisfactory environmental review to be reimbursable.
- A satisfactory review must show that the project activities will not result in unmitigable environmental harm and must not preclude consultation with the appropriate environmental authorities such as the State Historic Preservation Office (SHPO). Environmental authorities may refuse to consult if physical impacts are made to a site before consultation.
- HUD conducted a nationwide environmental review for FY24 EDI/CPF soft costs to clear activities such as administrative, planning, and operations and maintenance costs (including costs to prepare an environmental review). After execution of the Grant Agreement, eligible soft costs can be incurred after March 9, 2024 (see 2 CFR 200.403). Eligible hard costs can be reimbursed if incurred after a full environmental review is completed (see 2 CFR 200.403).
- HUD Environmental Officers:  
<https://www.hud.gov/sites/dfiles/CPD/documents/Community-Project-Funding-Portfolio-Assignments.pdf>.

If you, or your staff, have any questions regarding how to complete or submit the requires documents, please feel free to contact your Grant Officer or System Officer. Please note while your Grant Officer may change over time, we have a team approach to managing your project. Please include your grant number and project in all email correspondence. We look forward to working with you on this important project!

Sincerely,

*Nadab Bynum*

Nadab Bynum  
Acting Deputy Assistant Secretary  
for Economic Development