



01/27/2026

Adam Tegen
Director, Community Development
City of Manitowoc
900 Quay Street,
Manitowoc, WI, 54220-0000

SUBJECT: Fiscal Year 2024 Grant Agreement Transmittal

Dear Adam Tegen:

The MILWAUKEE Field Office would like to thank you for your continued partnership in providing quality affordable housing, a suitable living environment, and expanding economic opportunities through the Department of Housing and Urban Development (HUD) programs.

One Grant Agreement is attached for each program awarded as follows:

Community Project Funding	\$625,000.00
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Total FY 2024 Award	\$625,000.00
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Federal Award Agreement

You are reminded that you, as grantee, are solely responsible for ensuring that all grant funds [used by you or any subgrantees] are used in accordance with your approved Grant Package. By executing the Federal Award Agreement, you are entering into a legally binding agreement with HUD to use the awarded funds and carry out the funded activities in accordance with all Federal statutes, regulations, Federal Register notices, and award terms and conditions that apply to those funds and activities.

Please carefully review the addenda that are part of the agreement:

- Addendum 1 outlines the policy requirements.
- Addendum 2 outlines program-specific requirements.
- Addendum 3 provides the Indirect Cost Rate Schedule, which grantees must submit to identify the applicable Indirect Cost Rate (IDR) for their grant.

HUD recognizes that some federal courts have issued injunction orders which impact certain CPD Federal Award/Grant Agreements. To preserve all legal rights and defenses, the enclosed agreement contains the same conditions at issue in those orders. For grantees who are plaintiffs covered by those orders or for non-plaintiff grantees who are otherwise covered by those orders, be advised that HUD will comply with all applicable injunction orders and will not implement or enforce the challenged conditions consistent with those orders while those orders are in effect. This will include HUD disregarding any required “certifications” or “compliance” statements as covered by those orders. Accordingly, kindly return an executed copy of the Federal Award/Grant Agreement, as discussed below, and HUD will make grant funds at issue in your agreement available. Please be further advised that should the injunction order that currently prohibits HUD from enforcing the challenged conditions as to your grant or award be stayed, dissolved, or reversed, the agreement, with the challenged conditions, will become effective.

Executing the Agreement

The authorized official **must** submit an Indirect Cost Rate form to HUD with its Grant Package even if no indirect costs will be charged under the grant. Please mark one (and only one) checkbox to reflect how indirect costs will be calculated and charged under the grant. Please note that for FY24 and onward Federal award recipients, the Office of Management and Budget (OMB) issued revised Guidance and the *de minimis* indirect cost rate increased from 10 percent to up to 15 percent of Modified Total Direct Costs.

After inputting their name and title, the authorized official must execute each agreement, by electronically signing the grant agreement in DRGR. Once signed, the Grant Package will be submitted to HUD for review and countersignature. No other additions other than those described here should be made to the grant agreement without prior written approval. Please ensure the Chief Elected Official or authorized official signs the agreement.

Once you have completed and submitted the package, DRGR generates all the required documentation. You can obtain copies of the generated documents by clicking the “Documents” tab. Additionally, you can monitor the grant processing status by checking the Grant Package Status on the Manage Grant Package screen.

HUD congratulates City of Manitowoc on your grant award(s), and we look forward to assisting you in accomplishing your program goals. If you have any questions or need further information or assistance, please contact your assigned Field Office representative or email our Office at MilwaukeeCPF@hud.gov.

Sincerely,

Erica M. Jones

Erica M. Jones
Associate Deputy Assistant Secretary for Economic
Development (Acting)

Enclosure(s)