



03/20/2026

Dana A. Souza
City Manager
City of Sanibel
800 Dunlop Road,
Sanibel, FL, 33957

SUBJECT: Fiscal Year 2024 Grant Agreement Transmittal

Dear Dana A. Souza:

This message transmits the grant materials for your organization's EDI Community Project Funding (CPF) grant.

- Fully executed CPF grant agreement and addendums

Federal Award Agreement

The Grant Agreement, signed by both the Authorized Representative of your organization and HUD, provides the terms and conditions for the CPF grant. The Grant Award Letter provides important information regarding the payment and reporting system, DRGR. These documents are located in the "Documents" section of the "Manage Grant Package" in the DRGR.

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 all program requirements. 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.

Next Steps: Submitting your Action Plan

Now that you have a fully executed grant agreement, you must complete an Action Plan in DRGR before you can submit a voucher and draw funds. DRGR will automatically import the project narrative and budget from the Grant Package to the Action Plan. Additionally, you

should provide in your Action Plan the activities and respective fund allocations and performance measures aligned with your project's narrative and budget.

Once the Action Plan is completed, your organization can submit it for HUD's review. DRGR notifies you when the Action Plan is approved.

HUD congratulates City of Sanibel 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 using contact information provided here: [HUD Contact Information for CPF Grantees \(https://www.hud.gov/sites/dfiles/CPD/documents/Community-Project-Funding-Portfolio-Assignments.pdf\)](https://www.hud.gov/sites/dfiles/CPD/documents/Community-Project-Funding-Portfolio-Assignments.pdf).

Sincerely,

Lori Serino

Lori Serino,
CPD Field Office Director

Enclosure(s)