

Numbering System for Grants Made Under or in Conjunction with
the Community Development Block Grant Program

All grants are to be numbered in accordance with the below procedure

I. Initial Letter Identification

- A - Appalachian Regional Commission Funds
- B - Community Development Block Grant Program (Including UDAG)
- E - Economic Development Administration Funds, Title X Job Opportunity Program
- T - Economic Development Administration, Title V Commission Funds

II. Fiscal Year Identification

The last two digits of the fiscal year of the grant appropriation should be used. The fiscal year identifier must reflect the fiscal year source of funds and not the year in which the grant approval takes place. Action Grant Applications are assigned a fiscal year of 00 (zero, zero). The prolonged negotiations of the selection process and the contract procedures make the determination of fiscal year source of funds impossible until the execution of the Grant Agreement by HUD. The appropriate Field Offices will be informed of the fiscal year identifier by the Grant Agreement.

III. Identification of Grant Type

- MC Metro City
- UC Urban County
- HS Hold Harmless (non-formula) metropolitan areas (inside SMSA)
- HN Hold Harmless (non-formula) nonmetropolitan areas (outside SMSA)
- DS Small City Program metropolitan areas (inside SMSA)
- DN Small City Program nonmetropolitan areas (outside SMSA)
- DH HUD Administered Grant
- DC State Administered Program
- AA Action Grant large city-urban county
- AB Action Grant small city
- UR Financial Settlement Grant
- SA Secretary's Discretionary - Areawide
- SD Secretary's Discretionary - Disaster
- SI Secretary's Discretionary - Innovative
- SK Secretary's Discretionary - Technical Assistance
- SN Secretary's Discretionary - New Community

Appendix 2

- SQ Secretary's Discretionary - Inequities
- SR Secretary's Discretionary - Indians
- ST Secretary's Discretionary - Territories
- SP Secretary's Discretionary - Special Projects
- FS "Freestanding" Housing Assistance Plan (See Section VII below)

IV. State Code

CDBG

- Federal Standard two digit numeric code for the state in which the grantee is located.

V. Serial Number

- The number is assigned sequentially within a state beginning with 0001 for each grant type identified above except as noted below.
- States having multiple area offices should be allocated a block of numbers for each area office in the state to prevent duplication of numbers. This allocation should be done by the regional offices prior to the time funds are assigned.
- The number assigned to a unit of government for entitlement or for a multiple year comprehensive grant will normally remain the same for all years. (The fiscal year identifier will separately identify individual grants made for each fiscal year source of funds).
- When changes in grant type occur, (such as when a hold harmless entitlement community located outside an SMSA becomes located within a newly created SMSA), the third and fifth sections of the grant number are to be changed. For example, the grant type HN must be changed to MC, and a serial number not previously used should be assigned to that application in order to avoid duplicate grant numbers.
- Joint applications should be assigned only a single serial number regardless of the number of applicants.
- Normally numbers are reassigned each year (except for Entitlement and multi-year comprehensive grants) starting with the basic beginning number for an office.

- All grants made with reallocated funds must begin with the number "9".
Reallocated numbers should be assigned sequentially within a state beginning with 9001. States having multiple area offices should be allocated a block of numbers for each area office by the regional office.
- Grants made with a combination of new funds and reallocated funds must bear two separate serial number identifiers. The normal serial number will be assigned to that portion stemming from funds initially allocated for that grant purpose. The portion funded using monies available because of reallocation will have a serial number beginning with 9.

Action Grants:

- The number is assigned sequentially within a state beginning with 0001. Serial numbers should not be reassigned in successive years. This prevents the possible assignment of duplicate numbers resulting from a Headquarters change of the fiscal year identification portion of the grant number. Communities meeting the unique Indian eligibility provisions of the program are assigned a number in the 6000 series.
 - States having multiple Area Offices should be allocated a block of numbers for each Area Office in the state to prevent duplication of numbers. This allocation should be done by the Regional Office prior to the time funds are assigned.
- For ease of identification, a dash should be placed between each of the five sections in the grant number.

VI. Timing for Assignment of Grant Numbers

- Establishment of fund reservation based on determination of entitlement: Metro City(MC); Urban County (UC); and Hold Harmless (non formula) communities within and outside an SMSA (HS and HN).
- Receipt of Application: Action Grant (AA,AB) and Secretary's Discretionary Fund (SA, SN, SI, SK, SR, ST SD, SP, SQ).
- Receipt of Statement of Use - all others.

VII. "Freestanding" Housing Assistance Plans

HUD expects to approve a number of "freestanding" housing assistance plan (HAP's) which may or may not be associated with Block Grant applications. Although no grant funds will be associated with approved "freestanding" HAP's the data contained in this plan will be retained in the CPD HAP information system thus, requiring a Community Development Block Grant five section number. For these cases, use the initial letter identifier "B" and the grant type identifier "FS".

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Appendix 2

For the fiscal year portion, use the fiscal year in which the HAP is approved. The other two sections should be numbered according to the instructions set forth above.

VIII. Examples of using the above described numbering system are shown below:

A metro city (formula) city in a metropolitan area, in the state of Connecticut, twelfth grant, funds for fiscal year 1979.

B-79-MC-09-0012.

A large city UDAG Project in the State of New York with a serial number of -0170 for which the UDAG funds from the fiscal year 1982 appropriation were used.

B-82-AA-36-0170.
