**Community Development Block Grant – Disaster Recovery (CDBG-DR)**

**P.L. 116-20 and P.L. 115-254 Financial Management and Grant Compliance Certification for States and Grantees**

**Prior Certification Addendum A**

P.L. 116-20 and P.L. 115-254 Financial Management and Grant Compliance Certification – Addendum A

**Instructions to Grantees:**

The term “Grantee” refers to a state or unit of general local government that received a direct allocation from HUD of Community Development Block Grant Disaster Recovery (CDBG-DR) Funds appropriated by the Supplemental Appropriations for Disaster Relief Act, 2018 (P.L. 115-254, approved October 5, 2018) (2018 Appropriations Act) and the Additional Supplemental Appropriations for Disaster Relief Act, 2019 (P.L. 116-20, approved June 6, 2019) (2019 Appropriations Act).

The Appropriations Act requires that the Secretary certify, **in advance of signing a CDBG-DR grant agreement**, that the following requirements are met:

* That the Grantee has in place proficient financial controls;
* That the Grantee has in place proficient procurement processes;
* That the Grantee has established adequate procedures to prevent any duplication of benefits as defined by section 312 (42 U.S.C. 5155) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.) (Stafford Act);
* That the Grantee has established adequate procedures to ensure timely expenditure of funds;
* That the Grantee has established adequate procedures to maintain comprehensive websites regarding all activities assisted with the CDBG-DR funds; and
* That the Grantee has established adequate procedures to detect and prevent fraud, waste, and abuse of funds.

CDBG-DR Compliance Certification:

A grantee that received a certification of its financial controls and procurement processes pursuant to a 2016 or 2017 disaster, or through its CDBG-MIT grant, may exercise the option to request that HUD rely on its previous certification and supporting documentation. However, those grantees shall be required to provide updates to reflect any material changes in those submissions.

**Grantees must use Addendum B to provide updates to its submissions as it relates to Duplication of Benefits policies and procedures. Additionally, as applicable, grantees would also use Addendum B to notify HUD of its choice to use administrative funds across multiple grants, as described in the applicable Federal Register notice.** If a grantee needs to update any other supporting documents from its Prior Certification submissions, it must fill out the appropriate section of the “P.L. 116-20 and 115-254 CDBG-DR Financial Management and Grant Compliance Certification Checklist” and submit that along with Addendum A and B.

**NOTE: Since this document requires grantees to choose from a drop-down menu, this form can only be filled out electronically. Please ensure that this form is filled electronically and then submitted to HUD.**

Grantees must submit this document, Addendum B, and all required information to the Grantee’s designated HUD representative. The designated HUD representative from Headquarters or the Field Office (FO) will review the Grantee’s submission and also complete and sign the Compliance Certification, including the “HUD only” portion, to determine whether it was satisfactorily completed by the Grantee. When a FO HUD representative is not available, the CPD FO Director will designate an alternate HUD representative for the FO representative. When a Headquarters HUD representative is not available, the Director of the Disaster Recovery and Special Issues Division will designate an alternate HUD representative for the Headquarters representative.

Questions on this checklist may be submitted to Disaster\_Recovery@hud.gov. In the alternative, Grantees may call (202) 708-3587.

**Grant agreements will not be executed until HUD has approved the Grantee’s certifications and the Secretary has signed the corresponding *Certification of Proficient Financial Controls, Processes, and Procedures for Community Development Block Grant Disaster Recovery Funding* required by P.L. 116-20.**

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| **Public Laws 116-20 and 115-254: Guide for Review of Financial Management for CDBG-DR Grantees** |
| **Grantee** | Name of Grantee: |
| Staff Consulted: |
| Name and Title of Grantee Staff Completing Form:  |
| Signature: | Click or tap to enter a date. |

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| **HUD** | HUD Financial Analyst Consulted: |
| Name and Title of HUD Staff Completing Form:  |
| Signature: | Click or tap to enter a date. |

## PART A. Prior Certification

Are you a Grantee that is relying on a previously submitted Financial Management and Grant Compliance Certification Checklist and those submissions in support of the checklist for the 2018 and 2019 certification?

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| Grantee | HUD – confirm the grantee’s answer |
| Choose an item. | Choose an item. |

What disaster year was the previous certification documentation submitted (2016, 2017, or CDBG-MIT):

## PART B. Addendum B provided by Grantee, if necessary

See “CDBG-DR and CDBG-MIT Certification for Public Laws 114-113, 114-223, 114-254, 115-31, 115-56, 115-123, 115-254, and 116-20 Addendum B” and determine which sections to fill out and submit along with additional supporting documentation.

## PART C. Certifications

As required by the Prior Notices, the Grantee must make the certification below by signing where indicated.

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| **Compliance Certification** |
| The Grantee certifies that: it has reviewed the requirements of Public Law 116-20, Public Law 115-254, and the *Federal Register* Notices allocating CDBG-DR funds; that its responses to this addendum and submitted supporting documentation are accurate; that it will adhere to the controls, standards, processes, corrective actions, and procedures it described in the prior certification checklist and supporting documentation for the life of the grant, unless amended with HUD’s approval; and that it has in place proficient financial controls and procurement processes and that it has established adequate procedures to prevent any duplication of benefits as defined by section 312 of the Stafford Act, to ensure timely expenditure of funds, to maintain comprehensive websites regarding all disaster recovery activities assisted with these funds, and to detect and prevent waste, fraud, and abuse of funds. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Certifying Official  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Printed Name of Certifying Official) (Date) |

## PART D. HUD Review

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| Based on your review of the responses to this Addendum and Addendum B, as well as previous submissions provided by the grantee for the Prior Certification, do you recommend that the Secretary make the certification required by Public Law 116-20 and 115-254?  | Choose an item. |
| Provide any relevant comments, if necessary, to explain deficiencies or a “no” response: |  |