



Change Recipient Contact Persons and Information

Purpose. To ensure that HUD communication is sent to the appropriate persons of award recipients for the applicable funding announcements.

Applicability. This guidance applies to award recipients of HUD cooperative agreements issued for applications submitted under the following Federal Register (FR) Notices: FR-6300-N-06, FR-6200-N-06, FR-6100-N-06, FR-6000-N-06, FR-5900-N-06, FR-5800-N-12, FR-5700-N-19, FR-5600-N-32, FR-5500-N-29, FR-5499-N-01, and FR-5415-N-30

Effective. This guidance is effective until it is amended, superseded or rescinded.

General Guidance. HUD sends official communication to the persons listed in the applicable applications funded by HUD and to other persons identified by the recipients' authorized representatives. HUD may also send communications to the persons leading technical assistance (TA) efforts, as identified in the TA work plans. Award recipients must have on file with HUD the current contact information for these persons, in order to ensure that communication is received timely and to ensure proper compliance with the cooperative agreement provisions. The following guidance is applicable when award recipients need to change the contact the persons on file with HUD.

Official contact information from the SF-424. The persons identified on the SF-424 as the authorized representative and the project director on a funded application are the individuals that HUD will contact for cooperative agreement related matters for the TA Program. HUD will store in its Disaster Recovery Grant Reporting (DRGR) System the contact information for these two persons along with the mailing address from the SF-424, to send official correspondence related to the cooperative agreement. HUD award implementation guidance and procedures will also be sent to the recipient's project director and to the authorized representative.

It is essential for award recipients to keep current the authorized representative and project director on file with HUD. Recipients can always view the information on file, by accessing the *Grantee* screen in DRGR, or by using the *Points of Contact* report in the *Reports* module of DRGR. When these contacts change, notice must be sent to HUD, using the steps in the document. Changes and questions related to the process must be communicated to HUD via email to communitycompass@hud.gov. HUD will use the information to update the information stored in DRGR. The update in DRGR will be completed within 5 business days of receiving the change notice.

CHANGE in KEY CONTACT Process.

- To officially notify HUD and change the award **recipient's authorized representative** on file with HUD, the current authorized representative will need to do the following. Changing the authorized representative serve as an amendment to the cooperative agreement.
 - Complete the *SF-424* Mandatory Form available at <http://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortBy=1>.

- Complete the *Assurances for Non-Construction Programs* (SF-424B - Mandatory) form, available online at <http://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortBy=1>.
 - (optional) Updated LOCCS authorization forms, including deactivating any persons no longer authorized to access LOCCS. The LOCCS authorized forms are available online at www.hud.gov.
 - Update DRGR user accounts, deactivating users who no longer need access, and creating accounts for persons who need access. DRGR user account instructions are included in the DRGR user manual (link from the DRGR Homepage after login).
 - Ensure that the change is reflected at www.sam.gov.
- To officially notify HUD and change the **Project Director/Contact** on file with HUD, the authorized representative will need to do the following:
 - Complete the *Key Contacts* form at <http://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortBy=1>
 - Updated LOCCS authorization forms, including deactivating any persons no longer authorized to access LOCCS. The LOCCS authorized forms are available online at www.hud.gov.
 - Update DRGR user accounts, deactivating users who no longer need access, and creating accounts for persons who need access. DRGR user account instructions are included in the DRGR user manual (link from the DRGR Homepage after login).
 - Ensure that the change is reflected at www.sam.gov.
- To officially notify HUD of a change in the **recipient's Legal Name** only. This assume the authorized representative, tax identification number, and address information remains unchanged.
 - Complete the *SF-424 Mandatory Form* at <http://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortBy=1>.
 - Provide the recipient's tax Identification number showing new legal name.
- To officially notify HUD of a change to the recipient's **Legal Name and Tax Identification Number**.
 - Complete the *SF-424 Mandatory Form* at <http://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortBy=1>.
 - Complete the *Assurances for Non-Construction Programs* (SF-424B - Mandatory) form at <http://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortBy=1>.
 - All required forms required in the NOFA.
 - Updated Code of Conduct, to file with HUD under the new name.
 - Provide the recipient's new Tax Identification number showing the new name.
 - Updated LOCCS Direct Deposit form, SF 1199A: https://www.irs.gov/pub/irs-utl/sf-1199-a_dirdeposit.pdf.
 - (optional) Updated LOCCS authorization forms, including deactivating any persons, available at www.hud.gov.
 - Provide updated compensation and procurement policies.

- Ensure that the change is reflected at www.sam.gov.
- To officially notify HUD of a change to the **recipient's Mailing Address** only.
 - Complete the *SF-424* *SF-424* Mandatory Form at <http://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortBy=1>.