

FY 2022 COMMUNITY PROJECT FUNDING GRANTS GRANT AWARD PACKAGE COMPLETION CHECKLIST

Item #	Tasks (Instructions on pages 2-6)	Complete
1	Register in SAM.gov: The grantee has an active registration in the SAM.gov system. <i>See instructions.</i>	☐
2	Verify information on HUD-1044: Verify information in boxes 3, 7, and 14 matches award letter. If it does not match, notify your Grant Officer. Do not sign or submit form.	☐
3	Submit items 3a-3i identified below: - Email CPFGrants@hud.gov mailbox with a “cc” to the Grant Officer assigned by state - Email subject line must include, in this order: Grant Number: Grantee Name: Submission of Required Grant Award Materials - For example: B-22-CP-XX-####: Town of Anywhere: Submission of Required Grant Award Materials - Submit documents in separate files instead of a combined pdf	☐
3a	Signed Grant Agreement: <i>See instructions.</i>	☐
3b	Project Narrative: <i>See instructions.</i>	☐
3c	Project Budget: <i>See instructions.</i>	☐
3d	Standard Form 424 Application for Federal Assistance: <i>See instructions.</i> Form: https://www.grants.gov/forms/sf-424-family.html	☐
3e	Standard Form 424B, Assurances for Non-Construction Programs (if applicable): Form: https://www.grants.gov/forms/sf-424-family.html	☐
3f	Standard Form 424D, Assurances for Construction Programs (if applicable): Form: https://www.grants.gov/forms/sf-424-family.html	☐
3g	Standard Form LLL Disclosure of Lobbying Activities: <i>See instructions.</i> Form: https://www.hudexchange.info/resource/308/hud-form-sfill/	☐
3h	Standard Form 1199A: <i>See instructions.</i> Form: https://www.hud.gov/sites/documents/DOC_8841.PDF	☐
3i	Evidence of the American Bankers Association (ABA) number for the grantee’s depository account (e.g., voided blank check, deposit slip, or similar documentation such as a letter from the bank)	☐
	After you complete steps 1-3, your HUD grant officer will review and contact you regarding any deficiencies that need to be addressed. Once addressed, HUD will return a fully executed grant agreement and instructions to access DRGR, the system that will provide you with the ability to draw funds. As a reminder, payment of soft costs can be made once your grant agreement is executed by HUD; payment of project hard costs can only be made after your grant agreement is executed by HUD AND a project-specific environmental review is completed.	

FY 2022 COMMUNITY PROJECT FUNDING GRANTS GRANT AWARD PACKAGE COMPLETION CHECKLIST INSTRUCTIONS

1. Register in SAM.gov.

○ ALL entities must register in SAM.gov for a Unique Entity ID (UEI) • A two-step process: 1. Create an account at SAM.gov 2. Register for a UEI • Grantees who already have a SAM.gov account and Unique Entity ID need not worry about re-registering. If your organization is already registered in SAM.gov, your Unique Entity ID has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The Unique Entity ID is currently located below the DUNS Number on your entity registration record. Remember, you must be signed in to your SAM.gov account to view entity records. To learn how to view your Unique Entity ID, go here: https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=a05adbae1b59f8982fe5ed7ae54bcbbba
○ Ensure the organization’s SAM registration is active and has current information, including information on a recipient’s immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a Federal contract or grant within the last three years, if applicable, at all times during which the applicant has an active Federal award or an application or plan under consideration by a Federal awarding agency. [Unless subject to the exceptions in 2 CFR 25.110 and 25.200(c).]

3a. Grant Agreement. Ensure the following items are completed:

○ Awardee Name is written on the line under “GRANTEE” (see page 10)
○ Signed and dated by the Authorized Representative (see page 10)
○ Appendix 3 is filled out appropriately for the indirect cost rate (see page 13)
○ <i>Note:</i> Do not insert the project narrative or budget into the grant agreement pdf. HUD will insert these once they are approved.

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3b. Project Narrative. Ensure the following items are completed:

○ States a project name and one-sentence project purpose
○ Includes the address or addresses of the project, or a map or map coordinates
○ Project name, activities, and amount are consistent with the “project” and “amount” specified in the table on pages H3088 through H3183 of the JES at CREC-2022-03-09-bk4.pdf (congress.gov) , unless otherwise provided by the FY2023 Act
○ Describes the ENTIRE project and indicates the specific activities that will be financed with CPF grant funds
○ Provides anticipated project goals, outputs, or outcomes, and “Section 3 Economic Opportunity Activity Performance Measures”
○ States the project timeline, whether the project has started, status of project, and whether a HUD-NEPA environmental review has been initiated
○ States whether or not a subaward is planned and, if a subrecipient is identified, that organization’s name, Unique Entity ID, and role, responsibilities, and functions are stated

3c. Project Budget. Ensure the following items are completed:

○ Includes costs for the ENTIRE project showing both the budget for the CPF portion of the project and the non-CPF portions of the project.
○ All pertinent budgetary information is listed and explained, such as: the overall amount for predevelopment costs; construction, renovation, and rehabilitation costs; acquisition, demolition, and site preparation; architectural and engineering fees; initial set asides for revolving loan funds; and administrative costs.
○ Consistent with the requirements of the applicable appropriations act and cost principles in 2 CFR part 200
○ The portion of the line-item budget to be paid with FY2022 CPF funds adds up to the total FY2022 CPF grant amount specified in the table on pages H3088 through H3183 of the JES at CREC-2022-03-09-bk4.pdf (congress.gov) , unless otherwise provided by the FY2023 Act.

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- Regarding Direct/Indirect Cost Rates:
 - Is the grantee including Indirect Cost in their project? Yes ☐ or No ☒
 - If yes, is the grantee opting for following:
 - ☐ 10% De Minimis Rate
 - ☐ Federally Negotiated Indirect Cost Rate Agreement:
 - Submit to HUD a letter or other documentation from the cognizant agency showing the approved rate: ☐
 - ☐ Indirect Cost Rate Proposal (only for state/local governments that receive no more than \$35MM in federal funding per year)

3d. SF-424. Ensure the following items are completed:

- Responses conform with grant guide instructions for each numbered box below:
 1. Check the application box
 2. Check the “New” box
 3. Leave blank
 4. Leave blank
 5. a. Enter your Grant Number (B-22-CP-XX-####)
 - b. Leave blank
 6. Leave blank
 7. Leave blank
 8. a. Enter the legal name of your organization
 - b. Enter the EIN/TIN for your organization
 - c. Enter your organization’s Unique Entity Identifier
 - d. Enter the complete address of your organization
 - e. Enter the Department and/or Division responsible for the application
 - f. Enter all contact information for the person responsible for the application [**Note:** *This should be the person who will manage the grant and can be a secondary contact other than the Authorized Representative. The contact entered here will be set up as the DRGR Administrator for the grant once it is fully executed.*]
 9. Enter the letter or letters describing your organization from the listing on the [“Instructions for the SF-424”](#)
 10. Enter “U.S. Department of Housing and Urban Development”
 11. Enter “14.251” and under CFDA Title, “Economic Development Initiative, Community Project Funding, and Miscellaneous Grants”
 12. Enter FY2022 and under Title, “CPF”
 13. Leave blank
 14. Enter project address(es)
 15. Enter a brief description of the project and attach a more detailed, but also brief project description and a project budget

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16.	See “ Instructions for the SF-424 ” [i.e. Enter in the following format: “2 character state abbreviation-3 character district number,” e.g. CA-005 for California’s 5 th district. Enter “all” for the district number if all districts in a state are affected, e.g. MD-all.]
17.	Enter the proposed start and end dates for the project
18.	On the “Federal line,” enter only the amount of the CPF grant [Note: Items b-f are to be completed if the grantee is receiving funding from other sources as well. Also, g should be completed in all cases.]
19.	Check box “C”
20.	Check the appropriate box
21.	After review of the Additional Certifications and Assurances above, check “I AGREE,” enter all information for the Authorized Representative submitting the application and sign or e sign and date the form and include it with your emailed submission. [Note: Per Instructions for the SF-424 , “A copy of the governing body’s authorization for you to sign this application as the official representative must be on file in the applicant’s office.” Also note that by signing, the Authorized Representative is understood to make additional certifications and assurances as listed in section 2.5.4 of the FY2022 Community Project Funding Grant Guide: Version 2.0.]
	○ The legal name of the funding recipient in the SF-424’s Block 8 is the same as the entity named in the specified in the table on pages H3088 through H3183 of the JES at CREC-2022-03-09-bk4.pdf (congress.gov), unless otherwise provided by the FY2023 Act.
	○ The amount of the requested grant (in SF-424 box 18a) is the same as the amount authorized in the table on pages H3088 through H3183 of the JES at CREC-2022-03-09-bk4.pdf (congress.gov), unless otherwise provided by the FY2023 Act..
	○ The project description in the SF-424 box 15 is consistent with the requirements of the appropriation, the accompanying statutory language for the fiscal year in which the grant is authorized, and any other enacted listing of EDI-CPF grants.

3g. SF-LLL

	○ If there are lobbying activities in association with this award, complete and submit. If there are no lobbying activities in association with this award, enter “N/A” in section 10 of the form, complete other applicable sections, and submit.
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**FY 2022 COMMUNITY PROJECT FUNDING GRANTS
GRANT AWARD PACKAGE COMPLETION CHECKLIST
INSTRUCTIONS**

3h. SF-1199A

- Ensure the form is completed according to grant guide instructions copied below (**Note:** the Authorized Representative must complete and sign):

Section 1: (To be completed by Payee (grantee)) A. Type or print your *organization* name, address, and telephone number B. Type or print your grant number C. Type or print your EIN/TIN D. Check the type of account you want your funds deposited into E. Type or print the account number you want your funds deposited into F. Check “Other” and specify “CPF-Grant” G. Leave Blank H. Sign and date the form

Section 2: (Completed by Payee (grantee)) Government Agency Name:
HUD/Office of CPD Government Agency Address: 451-7th Street, SW,
Washington, DC 20410 (Attach voided check or deposit slip)

Section 3: (To be completed by your financial institution)