

Completeness Checklist

Appendix 7

GPR COMPLETENESS CHECKLIST

The purpose of the GPR Completeness Checklist is to provide guidance to grantees in the form of a self-check to ensure that the GPR is properly completed. All information reported in the GPR should be filled out in accordance with the instructions contained within the corresponding appendices in this Handbook. The checklist should be retained by the grantee and not submitted with the GPR.

I. COVER SHEET (HUD-4949.1)

- | | | | |
|----|---|--------------|-------------|
| 1. | Does item 1 contain the date of the last day of the CDBG program year this report covers? | _____
YES | _____
NO |
| 2. | Does item 2 contain the CDBG grant number for the program year this report covers? | _____
YES | _____
NO |
| 3. | Does item 4 contain the name and address of the Community Development Director? | _____
YES | _____
NO |
| 4. | Does item 5 contain the name and telephone number of the person who can answer questions about the GPR report? | _____
YES | _____
NO |
| 5. | Does item 6 contain the name and telephone number of the person to contact concerning disclosures required by the HUD Reform Act of 1989? | _____
YES | _____
NO |
| 6. | a. Has a response been provided to item 7 subparts a, b, and c ? | _____
YES | _____
NO |
| | b. Has a narrative statement been provided for each "no" response to subparts a, b, and c ? | _____
YES | _____
NO |
| 7. | If the "yes" box in item 8 is checked signifying that citizen comments were received, was a summary of these comments attached? | _____
YES | _____
NO |

- | | | | |
|----|--|------|------|
| 8. | Has the grantee reported in item 9 how | ____ | ____ |
|----|--|------|------|

	the GPR was made available to the public by responding to parts a, b, and c (as appropriate)?	YES	NO
9.	Is the form signed and dated by the authorized official representative?	_____ YES	_____ NO
II. ACTIVITY SUMMARY (HUD-4949.2/2a)			
For each activity reported in column b:			
1.	Has a separate activity number been assigned in column a?	_____ YES	_____ NO
2.	If activity numbers are assigned in the Final Statement, do they coincide with those that are reported in the GPR?	_____ YES	_____ NO
3.	Have the standard activity titles as prescribed on pages 2-3 thru 2-10 of the GPR instructions been used?	_____ YES	_____ NO
4.	Does the activity description provide a clear description of the nature and eligibility of an activity?	_____ YES	_____ NO
5.	Does the activity description identify the organization carrying out the activity?	_____ YES	_____ NO
6.	Has the applicable regulatory citation or section of the statute been provided for each activity?	_____ YES	_____ NO
7.	Has a matrix code been reported for each activity?	_____ YES	_____ NO
8.	Have all activities carried out by special subrecipients been reported under the "Special Activities by Certain Subrecipients" showing the appropriate sub-activity title?	_____ YES	_____ NO
9.	Have activities by special subrecipients been separated as those activities that are eligible when not carried out by a	_____ YES	_____ NO

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	special subrecipient and those that are ineligible?		
10. a.	For low/mod area benefit activities,	____	____

	have census tract/block group data and the percentage of low/mod persons residing in the service area been provided?	YES	NO
b.	If a survey was used that was not previously approved by HUD, has a copy of the survey instrument and the results obtained been attached?	YES	NO
11.	For slum/blight area activities, have the boundaries of the designated area been identified, as well as the year of designation and the percent of buildings deteriorated at the time of designation?	YES	NO
12.	For each acquisition activity, has the planned use of the property acquired been identified?	YES	NO
13.	For each code enforcement activity, have the geographic boundaries of the target area, census tract(s)/block group(s), and percent of low/mods residing in the target area been provided?	YES	NO
14.	For each multi-unit structure, has a separate address been provided?	YES	NO
15.	For each multi-unit housing activity, has the total number of units and the number occupied at the start of the activity been reported?	YES	NO
16.	For each multi-unit housing activity, has the total cost from all sources and the CDBG share of the cost been reported?	YES	NO
17.	In addition to the information in item 15, for multi-unit housing activities meeting the low/mod national objective, have the following been reported:		
a.	Number of units occupied by low/mods at the start of the activity?	YES	NO

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b.	Total number of units to be occupied by low/mods at completion?	YES	NO
c.	Percentage of units to be occupied by low/mods?	YES	NO

- | | | | |
|-----|--|--------------|-------------|
| 18. | If single-unit housing activity delivery costs have been aggregated and identified separately, have they been broken out by low/mod and slum/blight national objectives, as appropriate? | _____
YES | _____
NO |
| 19. | a. For economic development to for-profit businesses, does the description identify the form of assistance? | _____
YES | _____
NO |
| | b. If the assistance is in the form of a loan, have the interest rate and repayment period been shown? | _____
YES | _____
NO |
| 20. | For low/mod job creation and retention activities, have the number of full-time and permanent part-time jobs to be held by or made available to low/mod persons been provided? | _____
YES | _____
NO |
| 21. | For low/mod job creation and retention, have job titles been provided? | _____
YES | _____
NO |
| 22. | Has cumulative data been reported on all multi-unit housing and job creation/retention activities? | _____
YES | _____
NO |
| 23. | Have street addresses or other locational information been provided for each activity except single-unit housing, relocation, planning, and program administration activities? | _____
YES | _____
NO |
| 24. | For each historic preservation activity reported, has it been reported if the structure is residential or non-residential? | _____
YES | _____
NO |
| 25. | a. Do any activities involve the acquisition, rehabilitation, or demolition of occupied real property? | _____
YES | _____
NO |

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|----|--|--------------|-------------|
| b. | If "yes," has the required narrative been provided? | _____
YES | _____
NO |
| c. | Does the displacement narrative: Describe the steps actually taken to minimize the amount of displacement resulting from CDBG-assisted activities? | _____
YES | _____
NO |

	Describe the steps taken to identify households, businesses, farms or non-profit organizations who occupy the site of a CDBG-assisted project subject to the requirements of the Uniform Relocation Act (URA) or Section 104(d)?	_____	_____
		YES	NO
	Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms or nonprofit organizations, and identify the entity issuing these notices for projects carried out by a third party if the grantee is not doing it?	_____	_____
		YES	NO
26.	If any activity is designed to specifically address an outstanding noncompliance finding or court order based on a fair housing and equal opportunity law, is this noted in the activity description?	_____	_____
		YES	NO
27.	a. Does any activity involve assistance in the form of a guarantee of payment of indebtedness incurred by another party?	_____	_____
		YES	NO
	b. If "yes," is the amount of the contingent liability that may be required to be repaid with CDBG funds reported in column b?	_____	_____
		YES	NO
28.	Where there is a lump sum drawdown activity, does the amount in column h include only those funds disbursed (or transferred to a reserve account) by financial institutions for assistance provided to the ultimate beneficiary?	_____	_____
		YES	NO

29.	For each activity reported in column b for which funds were obligated, except planning and general administrative costs:		
	a. Has the month and year that funds were initially obligated been reported in column c?	_____	_____
		YES	NO
	b. Has a national objective code been	_____	_____

	reported in column d?	YES	NO
c.	Have all applicable activity codes been reported in column e?	YES	NO
d.	For each activity in which the completed activity code, COMP, has been reported in column e, have all the requirements for meeting one of the national objectives been met?	YES	NO
e.	For each activity in which the subrecipient activity code, SUBR, has been reported in column e, has the name of the subrecipient, and if a public or private non-profit, been entered in column b?	YES	NO
f.	For each activity in which the program income activity code, PI, has been reported in column e, has the amount of program income received by the grantee and/or subrecipient been included in item 5 on the Financial Summary, 4949.3?	YES	NO
g.	For each activity, have actual accomplishments been entered in column f that include the type of product, unit of measure, and number of units completed to date or the actual percentage estimate of that portion of the activity that is actually complete? (Projections are not considered actual accomplishments).	YES	NO
h.	If an activity has not been completed, has additional information been provided that	YES	NO

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adequately describes the status of the activity?

i.	Have actual accomplishments for single-unit and multi-unit housing activities been reported as to the number of units completed?	YES	NO
j.	For multi-unit housing activities, have the number of units occupied by low/mod households, the total cost,	YES	NO

and total CDBG share of that cost
been reported in column f?

- | | | | |
|----|---|--------------|-------------|
| k. | Has the maximum amount of CDBG funds to be credited for low/mod benefit been identified in column f for each multi-unit housing activity? | _____
YES | _____
NO |
| l. | Has the previous low/mod credit and the low/mod credit for this report period been provided for each multi-unit housing activity, as appropriate? | _____
YES | _____
NO |
| m. | If CDBG funds were expended only for activity delivery costs in support of housing activities under Rental Rehabilitation, HOME or HOPE programs, have they been reported separately? | _____
YES | _____
NO |
| n. | If any residential rehabilitation involved reconstruction of residential housing on the same site, has it been identified separately? | _____
YES | _____
NO |
| o. | Have actual accomplishments for job creation/retention activities been reported as to the cumulative number of permanent full-time and part-time jobs held by and available to low/mod persons? | _____
YES | _____
NO |
| p. | Has a narrative been provided that provides a description of actions taken to ensure first consideration was given to low/mod persons and a listing by job title of all permanent | _____
YES | _____
NO |

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jobs made available and those which
were not taken by low/mod persons?

- | | | | |
|----|---|--------------|-------------|
| q. | If an activity is reported as completed this reporting period, is the amount of funds budgeted the same as the amount expended? | _____
YES | _____
NO |
| r. | If an activity is reported as canceled, have all funds that were not expended or obligated been reprogrammed to another | _____
YES | _____
NO |

activity or included in the calculation of the unprogrammed balance?

- | | | | |
|----|---|--------------|-------------|
| s. | For each relocation activity, has the number of households, businesses, etc., relocated been reported, including whether the relocation was temporary or permanent and the type of payment(s) made? | _____
YES | _____
NO |
| t. | Have subtotals been entered at the bottom of each page and the grand total on the last page for columns g and h? | _____
YES | _____
NO |
30. For each public service and direct benefit activity:
- | | | | |
|----|---|--------------|-------------|
| a. | Has the total number of households (H) or persons (P) assisted been provided in column i? | _____
YES | _____
NO |
| b. | Has the grantee entered "PB" in column j for activities qualifying as presumed benefit and for which no personal records are available? | _____
YES | _____
NO |
| c. | Has the grantee entered "N" in column j for activities in which no personal records are maintained and the activity does not meet the low/mod limited clientele presumption, and has a narrative been attached? | _____
YES | _____
NO |

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|----|---|--------------|-------------|
| d. | Has the grantee completed columns columns l thru p by entering the number of households and persons assisted by racial and ethnic group? | _____
YES | _____
NO |
| e. | Do the sum of columns l thru p equal the total number of households or persons reported in column i ? | _____
YES | _____
NO |
| f. | Has the grantee completed column q by entering the number of female-headed households assisted? (This column should be zero if persons were assisted rather than households.) | _____
YES | _____
NO |

g.	Has the amount of CDBG unliquidated obligations been reported in column r for each public service activity?	_____ YES	_____ NO
----	---	--------------	-------------

III. FINANCIAL SUMMARY (HUD-4949.3)

1.	For new entitlement grantees, is the amount on line 1 equal to \$0? or For all other grantees, is the amount on line 1 the same as the amount reported in the previous year's GPR as the unexpended balance of CDBG funds?	_____ YES	_____ NO
2.	Is the amount on line 2 equal to line 11b on HUD-7082, Funding Approval, (or line 8 of the 7082 from HUD Forms)?	_____ YES	_____ NO
3.	Is the amount on line 3 equal to the amount of surplus urban renewal funds shown on HUD-7082 for this grant?	_____ YES	_____ NO
4.	Is the amount on line 4 equal to the amount of any proceeds actually received from section 108 guaranteed loans during this reporting period for use in carrying out approved Section 108 activities?	_____ YES	_____ NO
5.	Is line 5c the sum of columns a and b under 5a., Revolving Loans, and 5b., Other?	_____ YES	_____ NO

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6.	Is line 6 the amount of the net adjustment to expenditures of CDBG funds previously reported?	_____ YES	_____ NO
7.	Is line 7 the sum of lines 1 thru 6?	_____ YES	_____ NO
8.	Is line 8 equal to the sum of column h on the Activity Summary Forms?	_____ YES	_____ NO
9.	Is line 9 equal to the sum of all expenditures for Planning and Program Administration Costs shown in column h on the Activity Summary Forms?	_____ YES	_____ NO
10.	Is line 10 equal to line 8 minus line 9?	_____ YES	_____ NO

- | | | | |
|-----|--|--------------|-------------|
| 11. | Is line 11 the amount of CDBG funds used to pay principal and interest on a section 108 loan during the reporting period? (This amount should include amounts withheld by HUD from a grant and paid to the lender by HUD on the grantee's behalf.) | _____
YES | _____
NO |
| 12. | Is line 12 equal to the sum of line 8 and line 11? | _____
YES | _____
NO |
| 13. | Is line 13 equal to the difference between line 7 and line 12? | _____
YES | _____
NO |
| 14. | Is line 14 equal to the sum of all amounts shown in column f on HUD-4949.2a low/mod benefit credit for this reporting period for multi-unit housing activities? | _____
YES | _____
NO |
| 15. | Is line 15 equal to the sum of all activities shown on the Activity Summary Forms as meeting the low/mod national objective in column d (less the amounts included on line 14 as described above)? | _____
YES | _____
NO |
| 16. | Is line 16 equal to the sum of line 14 and line 15? | _____
YES | _____
NO |

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|-----|--|--------------|-------------|
| 17. | Is line 17 equal to the percent obtained by dividing line 16 by line 10? | _____
YES | _____
NO |
| 18. | a. If a multi-year certification is used, have the program year(s) covered by the certification for low/mod benefit been identified? | _____
YES | _____
NO |
| | b. Is line 18 the sum of the expenditures for the year(s) identified in 18 (a)? (Line 15 on this report plus equivalent amount from applicable previous GPRs.) | _____
YES | _____
NO |
| 19. | Is line 19 the sum of the expenditures subject to low/mod benefit calculation for the program years identified as covered by the certification? (Line 10 on this report plus equivalent amount | _____
YES | _____
NO |

from applicable previous GPRs.)

20.	Is line 20 equal to the percent obtained by dividing line 19 by line 18?	<u> </u> YES	<u> </u> NO
21.	Is line 21 equal to the sum of all amounts shown in column h as expended for public service activities on HUD-4949.2a?	<u> </u> YES	<u> </u> NO
22.	Is line 22 equal to the sum of all amounts shown in column r as unliquidated obligations for public service activities on HUD-4949.2a?	<u> </u> YES	<u> </u> NO
23.	Is line 23 equal to the sum of line 21 and line 22?	<u> </u> YES	<u> </u> NO
24.	Is line 24 equal to the amount reported as unliquidated obligations for all public service activities at the end of the previous reporting period?	<u> </u> YES	<u> </u> NO
25.	Is line 25 the difference of line 24 subtracted from line 23?	<u> </u> YES	<u> </u> NO
26.	Is line 26 equal to the amount of program income reported as received in the GPR for the previous reporting period?	<u> </u> YES	<u> </u> NO

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27.	Is line 27 equal to the amount shown on line 2?	<u> </u> YES	<u> </u> NO
28.	Is line 28 equal to the sum of line 26 and line 27?	<u> </u> YES	<u> </u> NO
29.	a. Is line 29 equal to line 25 divided by line 28?	<u> </u> YES	<u> </u> NO
	b. Is the amount on line 29 less than or equal to 15%? NOTE: If the answer to this question is yes, the public service obligations for this reporting period are within the statutory limitation.	<u> </u> YES	<u> </u> NO
30.	Is line 30 equal to the sum of line 2 and line 5c?	<u> </u> YES	<u> </u> NO
31.	Is line 31 equal to the amount shown on line 9?	<u> </u> YES	<u> </u> NO

- | | | | | |
|-----|----|--|--------------|-------------|
| 32. | a. | Is line 32 equal to the percent obtained by dividing line 31 by line 30? | _____
YES | _____
NO |
| | b. | Is the percent on line 32 less than or equal to 20%? NOTE: If the answer to this question is yes, the amount spent for planning and administration during the reporting period is within the statutory limitation. | _____
YES | _____
NO |
| 33. | | Has a Financial Summary attachment been prepared that provides the following: | | |
| | a. | Information on program income received, prior period adjustments, and loans and other receivables? | _____
YES | _____
NO |
| | b. | A reconciliation of the line-of-credit and cash balances to the unexpended balance of funds shown on line 13 of HUD form 4949.3, and an explanation if there is an unreconciled difference? | _____
YES | _____
NO |

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|----|---|--------------|-------------|
| c. | The calculation of the unprogrammed balance of funds? | _____
YES | _____
NO |
|----|---|--------------|-------------|

IV. ONE-FOR-ONE REPLACEMENT SUMMARY (HUD-4949.4)

For each CDBG-assisted activity reported on forms HUD-4949.2/2a that created a housing replacement responsibility:

- | | | | |
|----|--|--------------|-------------|
| 1. | Has each been listed separately by activity number on the HUD-4949.4? | _____
YES | _____
NO |
| 2. | Has the property address for each activity been reported in column b? | _____
YES | _____
NO |
| 3. | Has the date of the grant or loan agreement between the grantee and a private owner or the date of the contract for demolition/conversion of property owned by the grantee or subrecipient been entered in column c? | _____
YES | _____
NO |
| 4. | Has the number of units (by bedroom size) and the total number of units | _____
YES | _____
NO |

that were demolished or converted in
each structure been reported in column d?

- | | | | | |
|----|----|--|----------------------|---------------------|
| 5. | a. | Has the street address for each structure in which housing units were provided as replacement units been reported in column e, adjacent to the units they are replacing? | <u> </u>
YES | <u> </u>
NO |
| | b. | Does column e only include replacement units that are/were available for occupancy? | <u> </u>
YES | <u> </u>
NO |
| 6. | a. | Has "Replacement Not Required" been entered in column e for any units reported in column b? | <u> </u>
YES | <u> </u>
NO |
| | b. | If "yes" to the question above, has the date HUD issued a determination to that effect been provided? | <u> </u>
YES | <u> </u>
NO |
| 7. | | Has the date the unit(s) (reported in column e) were made available for | <u> </u>
YES | <u> </u>
NO |

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occupancy been reported in column f?

- | | | | | |
|----|----|--|----------------------|---------------------|
| 8. | | Has the number of units provided by each replacement address been reported by bedroom size and total in column g? | <u> </u>
YES | <u> </u>
NO |
| 9. | a. | Is the bedroom size of the replacement units less than the number of units being replaced? | <u> </u>
YES | <u> </u>
NO |
| | b. | If "yes" to the question above, is a statement attached that justifies why this is consistent with the needs identified in the CHAS? | <u> </u>
YES | <u> </u>
NO |

V. REHABILITATION ACTIVITIES FORM (HUD-4949.5)

- | | | | | |
|----|----|---|----------------------|---------------------|
| 1. | a. | If there were no single-unit rehabilitation activities, has the appropriate box on line 1 been checked? | <u> </u>
YES | <u> </u>
NO |
| | b. | If there were no multi-unit rehabilitation activities, has the appropriate box on line 1 been checked? | <u> </u>
YES | <u> </u>
NO |

- | | | | |
|----|---|--------------|-------------|
| c. | Were rehabilitation services (as described at 570.202(b)(9)) provided this reporting period? If "yes," complete the information required on staffing and staff costs in the appropriate column for lines 2 and 3. (If "no," there should be no other entries for that column on the remainder of the form.) | _____
YES | _____
NO |
|----|---|--------------|-------------|
-
- | | | | |
|----|---|--------------|-------------|
| 2. | Has the number of staff years been computed to the nearest tenth of a year (using all staff hours paid in whole or in part with CDBG funds to carry out rehab and/or rehab services) and entered in the appropriate column on line 2? | _____
YES | _____
NO |
|----|---|--------------|-------------|
-
- | | | | | |
|----|----|--|--------------|-------------|
| 3. | a. | Has the total amount paid for salaries and wages for staff years reported on line 2 been entered in the appropriate column on line 3a? | _____
YES | _____
NO |
|----|----|--|--------------|-------------|

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|----|--|--------------|-------------|
| b. | Has the total of all other direct activity delivery costs been entered in the appropriate column on line 3b? | _____
YES | _____
NO |
|----|--|--------------|-------------|
-
- | | | | |
|----|---|--------------|-------------|
| 4. | For projects both open and completed this reporting period: | | |
| | Line 4: Is each column the total of the appropriate columns on lines 4a., 4b., and 4c.? | _____
YES | _____
NO |
-
- Has the amount of funds expended during the program year been reported in the appropriate columns as follows:
- | | | |
|--|--------------|-------------|
| Line 4a - CDBG funds expended? | _____
YES | _____
NO |
| Line 4b - other public funds expended? | _____
YES | _____
NO |
| Line 4c - private funds expended? | _____
YES | _____
NO |
-
- | | | | | |
|----|----|--|--------------|-------------|
| 5. | a. | Has the total number of multi-unit projects committed this reporting period been entered on line 5a? | _____
YES | _____
NO |
|----|----|--|--------------|-------------|

b.	Has the number of units committed this reporting period been entered in the appropriate column on line 5b?	<u> </u> YES	<u> </u> NO
6.	Is line 6 the total of the appropriate columns for lines 6a., 6b., and 6c?	<u> </u> YES	<u> </u> NO
Have funds obligated during the program year for committed projects and units been reported in the appropriate columns as follows:			
	Line 6a - CDBG funds obligated?	<u> </u> YES	<u> </u> NO
	Line 6b - other public funds obligated?	<u> </u> YES	<u> </u> NO
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	Line 6c - private funds obligated?	<u> </u> YES	<u> </u> NO	
7.	a.	Has the total number of multi-unit projects completed this reporting period been entered on line 7a?	<u> </u> YES	<u> </u> NO
	b.	Has the total number of units completed this reporting period been entered in the appropriate column on line 7b?	<u> </u> YES	<u> </u> NO
8.	a.	Is line 8 the total of the appropriate columns for lines 8a., 8b., and 8c.?	<u> </u> YES	<u> </u> NO
	b.	Has the total amount of funds expended this reporting period and in prior program years for projects/units identified on lines 7a and 7b been reported in the appropriate columns as follows:		
		Line 8a - CDBG funds expended?	<u> </u> YES	<u> </u> NO
		Line 8b - other public funds expended?	<u> </u> YES	<u> </u> NO
		Line 8c - private funds expended?	<u> </u> YES	<u> </u> NO

VI. DISPLACEMENT (HUD-4949.6)

- | | | | |
|----|---|--------------|-------------|
| 1. | Has a census tract number been provided in column a opposite each line on which an entry is made? | _____
YES | _____
NO |
|----|---|--------------|-------------|

(Note: the name of the city or the word "unknown" may be appropriate for some relocatees reported in columns 1 thru p.)

- | | | | |
|----|--|--------------|-------------|
| 2. | For columns b thru p, has the correct arithmetic total been provided at the bottom of each column? | _____
YES | _____
NO |
|----|--|--------------|-------------|

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|----|---|--------------|-------------|
| 3. | Are each of the following correct on the "TOTALS" line only: | | |
| a. | WHITE, NOT HISPANIC ORIGIN:
column b = columns g + l? | _____
YES | _____
NO |
| b. | BLACK, NOT HISPANIC ORIGIN:
column c = columns h + m? | _____
YES | _____
NO |
| c. | HISPANIC:
column d = columns i + n? | _____
YES | _____
NO |
| d. | ASIAN OR PACIFIC ISLANDER:
column e = columns j + o? | _____
YES | _____
NO |
| e. | AMERICAN INDIAN OR ALASKAN NATIVE:
column f = columns k + p? | _____
YES | _____
NO |

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