

Checklist for Interagency Agreements

U.S. Department of Housing
and Urban Development
Office of the Chief Procurement Officer

1. Department or Agency	Project Monitor	Telephone Number
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2. Funds are

- a. Incoming to HUD (Note: Requires coordination with the Office of Budget and the Office of Finance and Accounting. See Handbook 2210.3, Chapter 6)
Are incoming funds to be used for a contract issued by HUD? Yes No
- b. Outgoing from HUD
Are outgoing funds to be used for a contract issued by other agency? Yes No

3. Authority

- Section 502 of the Housing Act of 1948 Section 502(f) of the Housing Act of 1970 31 U.S.C. 1535 (Economy Act)
 Executive Order 11478 Government Employees Training Act of 1958 Section 808 of the Civil Rights Act of 1968
 Public Works and Economic Development Act of 1965, as amended Other

4. Special Instructions to the Contracting Officer

Required Attachments

- A. Scope of Work
- B. Rationale for Obtaining Supplies and/or Services from another Department or Agency (see Handbook 2210.3, Chapter 6)
- C. Funds Reservation (form HUD-718), if necessary
- D. Required Approvals from Other Offices (see Handbook 2210.3, Chapter 4)
- E. Payment Mechanism—include instructions regarding how payment is to be made (e.g., 1084, ACH) and which agency is to prepare the required forms. Include all needed accounting code information