

# Office of Housing Counseling

## FY 2016 Housing Counseling Award-Grant Execution Checklist

- ✓ This is a checklist of required documents grantees must submit to execute their FY 2016 grant awards. See enclosed award letter for detailed requirements of each item.
- ✓ Grantees may use this checklist to make sure all appropriate documentation is included in your response to the enclosed award letter.
- ✓ An incomplete package will result in a delay in your organization's ability to execute the grant and access grant funding.
- ✓ All relevant documents are due to your assigned Point of Contact (POC) within 15 business days of the date of the enclosed award letter.

### Form HUD-1044 and Grant Agreement Signature Page

- One signed form HUD-1044
- Signed signature page only of the Grant Agreement

### Indirect Cost Rate Documentation

- Copy of Grantee's Negotiated Indirect Cost Rate Agreement (NICRA), **OR**
- Statement that Grantee has never received a NICRA and elects to charge a de minimis rate of 10% of modified total indirect costs in accordance with 2 C.F.R. Part 200.414, **OR**
- Statement that Grantee does not incur indirect costs or will not apply them to this grant.

### Financial Management Systems

- Documentation (e.g. a certification from the executive director or other qualified professional) demonstrating that the organization's financial management systems satisfy the requirements in applicable regulations at 2 C.F.R. Part 200.302

### Audit

- A copy of Grantee's single or program-specific audit (aka A-133 audit) for most recent fiscal year for Grantees that expended \$750,000 or more in Federal funds, **OR**
- A copy of the most recent independent financial audit for Grantees that did not expend \$750,000 or more in Federal awards.

### Code of Conduct

- Grantee has previously submitted its Code of Conduct, the information has not been revised, and the Grantee is listed on HUD's website at <http://www.hud.gov/offices/adm/grants/codeofconduct/cconduct.cfm>
- Submit a written Code of Conduct that meets the requirements outlined in the enclosed award letter and listed on page 14 of HUD's FY 14 General Section NOFA published in the Federal Register on February 19, 2014. Grantees that have revised a previously submitted Code of Conduct and/or do not appear on the website listed above must submit a copy of its Code of Conduct.

### Projected Budget

- A comprehensive budget listing all proposed expenses under the Grant. See the enclosed award letter for detailed requirements.

### Projections for Housing Counseling Grant Activities

- Enter projections in the Housing Counseling System (HCS) under the "HUD-9902" menu item and select **Projections for NOFA-2016-1**. Save projections as draft. See item 5 of the enclosed award letter for more detailed instructions.
- Email your GTR the total number of households to be served with the grant.

### Sub-allocation list - Intermediaries, Multi-State Organizations (MSOs) and State Housing Finance Agencies (SHFAs) Only

- Enter updated list of subgrantees and funded branches, and their corresponding sub-allocations in HCS on the budget allocation screen.

### Client Management System (CMS)

- Grantee must submit a statement certifying that the organization and any subgrantees and funded branches, if applicable, utilize a CMS that meets HUD's requirements and interfaces with HUD's databases for the collection and submission of client-level data, form HUD- 9902, and agency profile information.
- Intermediaries, MSOs and SHFAs must also submit a list of all relevant subgrantees and the CMS they utilize.