

P.L. 113-2 Certification Checklist

For Community Development Block Grant
National Disaster Resilience (CDBG-NDR) Grantees under the
Disaster Relief Appropriations Act, 2013 (Public Law 113-2)

April 2016

NDRC Certification Checklist Instructions (Continued)

Grantee	Name of Recipient:	
	Name of Departmental organization(s) responsible for executing the Grantee's certification of proficient financial controls and procurement processes:	
	Staff Consulted:	
	Name and Title of Grantee Staff Completing Form:	
	Signature:	Date:
HUD	HUD Staff Consulted:	
	Name and Title of HUD Staff Completing Form:	
	Signature:	Date:

NDR Certification Checklist Instructions

Background:

Public Law 113-2 (the Appropriations Act) requires that the Secretary certify, **in advance of signing a Community Block Grant National Disaster Resiliency (CDBG-NDR) grant agreement**, that the following requirements are met:

- That the Grantee has in place proficient financial controls;
- That the Grantee has in place proficient procurement processes;
- That the Grantee has established adequate procedures to prevent any duplication of benefits as defined by section 312 of the Stafford Act;
- That the Grantee has established adequate procedures to ensure timely expenditure of funds;
- That the Grantee has established adequate procedures to maintain comprehensive websites regarding all disaster recovery activities assisted with the NDR funds; and
- That the Grantee has established adequate procedures to detect fraud, waste, and abuse of funds.

Through the National Disaster Resilience Competition (NDRC), HUD has allocated Community Development Block Grant National Disaster Resilience (CDBG-NDR) grants to States and local governments impacted by major disasters in 2011, 2012, or 2013 to address unmet recovery and resiliency needs. The NDRC Notice of Funding Availability required applicants to tie their proposals back to the eligible disaster from which they are recovering. The Applications for the second and final phase of the competition were due on October 27, 2015, and awardees were announced in January 2016.

NDRC Certification Checklist Instructions (Continued)

In order for the Secretary to make the certification for these Grantees, each Grantee must complete the P.L. 113-2 Certification Checklist, completing responses in the column marked “Grantee,” and submit the required information to their designated HUD representative. A HUD representative must then review the Grantee’s submission and also complete and sign the checklist to certify that it was satisfactorily completed by the Grantee. The Grantee’s documentation must be submitted within 30 days of the effective date of the *Federal Register* Notice which publishes the National Disaster Resilience Competition Awardees and the NDR grant requirements. Failure to submit the checklist and documentation within 30 days of the effective date of the Notice may result in the cancellation of the award selection. Questions on this checklist may be submitted to ResilientRecovery@hud.gov. In the alternative, Grantees may call (202) 708-3587. **Grant agreements will not be executed until HUD has issued a certification in response to the Grantee’s submission.**

Definitions:

Appropriations Act: Public Law 113-2 appropriated \$16 billion of supplemental Community Development Block Grant funds (reduced to \$15.18 billion by sequestration) for disaster relief, long-term recovery, restoration of infrastructure and housing, and economic revitalization. These funds are limited to Presidentially Declared Disasters in 2011, 2012, or 2013. HUD has allocated \$999,108,000 of the appropriation for NDRC.

Grantee: CDBG-NDR Grantees are the thirteen States and local governments that have been allocated CDBG-NDR funds for resilient infrastructure, housing, and economic revitalization activities. Each Grantee will designate to HUD the departmental organization responsible for executing the Grantee’s certification of proficient financial controls and procurement processes within this checklist.

HUD reviewers: HUD reviewers are either staff assigned to HUD’s Disaster Recovery and Special Issues Division (DRSI) or staff in the Office of Community Planning and Development’s (CPD) Field Offices. In Field Offices, CPD Specialists or Financial Analysts will assist the Grantee in completing Parts A through H of the Certification Checklist. When HUD CPD Specialists or Financial Analysts are not available, the CPD Field Office Director will designate alternate HUD staff to complete the certification. For grants managed by DRSI, the Director of DRSI will assign the HUD reviewers responsible for completing the certification.

Instructions for completing parts A through H:

<i>Parts</i>	<i>Instructions</i>
A. Scope of Review	Grantee identifies the type of governmental unit carrying out the CDBG-NDR activities.
B. Financial Controls	1. Grantees will submit their most recent Single Audit produced in response to the Grantees’ most recent audit conducted in accordance with 2 CFR part 200, subpart F, and their most recent financial statement prepared in accordance with 2 CFR 200.510, which can be found at the following link: http://www.ecfr.gov/cgi-bin/text-idx?SID=444d3e65fb16067fba3cb7d1f96217ab&mc=true&node=pt2.1.200&rgn=div5#sp2.1.200.f
	2. The Grantee will complete and submit the Public Law 113-2 Guide for Review of Financial Management (“P.L. 113-2 Guide for Review of Financial Management”).

NDRC Certification Checklist Instructions (Continued)

<i>Parts</i>	<i>Instructions</i>
	<p>Note: To satisfy the requirements for review of financial processes pertaining to the HUD award, Grantees should consider the processes associated with any other existing HUD or other Federal funding awards and refer to documentation of those awards, where applicable.</p> <p>Note: The grantee's policies, procedures and standards and the grantee's submission of the P.L. 113-2 Guide for Review of Financial Management must demonstrate that the grantee's financial standards are complete and conform to the requirement of the Guide. The grantee must identify which section of its financial policies, procedures and standards address each of the questions in the Guide and which personnel or units are responsible for each aspect of the Guide.</p>
<p>C. Procurement Processes</p>	<ol style="list-style-type: none"> 1. Grantees will certify that the procurement standards to be applied to obligated CDBG-NDR funds adhere to required standards as defined in 2 CFR 200.318 through 200.326 and provide their procurement standards and indicate the sections of its procurement standards that incorporate 2 CFR 200.318 through 200.326 so that HUD may evaluate the overall effect of the Grantee's procurement standards. The standards should indicate which personnel or unit are responsible for each item or task; or 2. State government Grantees may certify that their procurement standards are equivalent to those at 2 CFR 200.318 through 200.326, meaning that they operate in a manner providing fair and open competition and provide their procurement standards and indicate how the sections of its procurement standards align with the provisions of 2 CFR 200.318 through 200.326 so that HUD may evaluate the overall effect of the Grantee's procurement standards. HUD will review this information and determine whether the standards, taken as a whole, are equivalent to the standards at 2 CFR part 200, subpart D. The standards should indicate which personnel or unit are responsible for each item or task <p>Note: Grantees and HUD reviewers must not indicate that State procurement standards follow both State and OMB Uniform Requirements. Grantees and HUD reviewers must select EITHER (1) OR (2) on the checklist.</p>
<p>D. Procedures for Prevention of Duplication of Benefits</p>	<ol style="list-style-type: none"> 1. Grantees will certify they have standards to ensure prevention of duplicative benefits and provide uniform prevention of duplication of benefits procedures to HUD for HUD evaluation of adequacy. <p>Note: To help prevent the duplication of benefits, HUD published a Notice in the Federal Register on November 16, 2011, at 76 FR 71060, which can be found at the following link:</p> <p>https://www.gpo.gov/fdsys/pkg/FR-2011-11-16/pdf/2011-29634.pdf</p>
<p>E. Procedures to Determine Timely Expenditures</p>	<ol style="list-style-type: none"> 1. Grantees will certify they have adequate procedures to determine timely expenditures and provide procedures to HUD for HUD evaluation of adequacy.
<p>F. Procedures to Maintain a</p>	<ol style="list-style-type: none"> 1. Grantees will maintain a comprehensive website regarding all disaster recovery activities assisted with these funds per P.L. 113-2 and applicable Federal Register

NDRC Certification Checklist Instructions (Continued)

<i>Parts</i>	<i>Instructions</i>
Comprehensive Website	<p>Notices.</p> <p>2. Grantees will submit procedures for a separate web page dedicated to its CDBG-NDR funds that will contain links to its Application/Action plan, DRGR Action Plan, all Action Plan amendments, Performance reports (i.e., Quarterly Performance Reports (QPRs), Citizen Participation requirements, and Activity/program information for activities described in the DRGR Action Plan.</p> <p>3. Procedures must indicate the frequency of website updates.</p> <p>4. Procedures must indicate which personnel or unit of government are responsible for the task.</p>
G. Procedures to Detect Fraud, Waste, and Abuse of Funds	<p>1. Grantees will detect and prevent waste, fraud, and abuse of funds.</p> <p>2. Grantees will submit standards to indicate its process for verifying accuracy of applicant information.</p> <p>3. Grantees will submit standards to indicate a monitoring policy.</p> <p>4. Grantees will submit standards to indicate describe role of Internal Auditor.</p>
H. Grantee's Certification	<p>Grantee must attest to the proficiency and adequacy of its controls, as required by the Appropriations Act (Public Law113-2).</p>

PART A. SCOPE OF REVIEW

Grantees must identify the type of recipient (referred to as “Grantees” in this Checklist) receiving Community Development Block Grant – National Disaster Resiliency (CDBG-NDR) Funds:

State Grantee	<input type="checkbox"/>
Unit of Local Government (UGLG) Grantee	<input type="checkbox"/>

PART B. FINANCIAL CONTROLS

1. OMB Audit and Financial Statement

	Grantee	HUD
a) Has the Grantee attached its most recent Single Audit produced in response to the Grantee's most recent audit conducted in accordance with 2 CFR part 200, subpart F, and its most recent financial statement prepared in accordance with 2 CFR 200.510, which include a schedule of expenditures and schedule of findings and questioned costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Has the Grantee attached its most recent annual financial statement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Does either the Single Audit or financial statement indicate that the Grantee has material weaknesses, significant deficiencies, or questioned costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) If the answer to question 1.c above is yes, has the Grantee provided documentation showing how the issue(s) have been removed or are being addressed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Has the Grantee met each of the requirements of questions 1.a, 1.b, 1.c and 1.d by answering "Yes" (if applicable)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, describe basis for conclusion:		

2. P.L. 113-2 Guide for Review of Financial Management

	Grantee	HUD
a) Has the Grantee completed P.L. 113-2 Guide for Review of Financial Management and attached it to this Checklist?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Has the Grantee attached its financial standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Note. The Guide and the attached documents must demonstrate that the financial standards are complete and conform to the requirements of the P.L. 113-2 Guide for Review of Financial Management. The Grantee must identify which sections of its financial standards address each of the questions in the P.L. 113-2 Guide for Review of Financial Management and which personnel or unit are responsible for each P.L. 113-2 Guide for Review of Financial Management item.		
Has the Grantee met the requirements of questions 2.a and 2.b (if applicable)?		<input type="checkbox"/> Yes <input type="checkbox"/> No

If no, describe basis for conclusion:

PART C. Procurement Processes

	Grantee	HUD
<p>Note: State grantees may adopt <u>EITHER</u> procurement standards as identified in 2 CFR 200.318 through 200.326, <u>OR</u> equivalent standards. As such, State grantees can only affirmatively answer questions 1 or 2, below. Units of general local government grantees must complete question 1 below.</p>		
<p>1. Has the Grantee adopted the specific procurement standards at 2 CFR 200.318 through 200.326? If yes:</p> <p style="padding-left: 40px;">a. Has the Grantee attached a copy of its procurement policies and procedures and indicated the sections of its procurement standards that incorporate 2 CFR 200.318 through 200.326?</p> <p style="padding-left: 40px;">b. Do the standards indicate which personnel or unit is responsible for each item?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>2. For State grantees only: In the alternative, are the Grantee's procurement processes and standards equivalent to the procurement standards at 2 CFR 200.318 through 200.326? If yes:</p> <p style="padding-left: 40px;">a. Has the Grantee attached its procurement policies and procedures and indicated the sections of its procurement policies and procedures that align with each procurement provision of 2 CFR 200.318 through 200.326?</p> <p style="padding-left: 40px;">b. Do the processes indicate which personnel or unit is responsible for each item?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Has the Grantee met the requirements of question 1 or 2?</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If no, describe basis for conclusion:</p>		

PART D. Procedures for Prevention of Duplication of Benefits

	Grantee	HUD
1. Has the Grantee provided uniform prevention of duplication of benefits procedures which identifies its processes for: <ul style="list-style-type: none"> a. Verifying all sources of disaster assistance? b. Determining an applicant's unmet need(s) before awarding assistance? c. Ensuring beneficiaries agree to repay the assistance if they later receive other disaster assistance for the same purpose? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do the procedures indicate which personnel or unit is responsible for each task?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the Grantee met the requirements of questions 1 and 2?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, describe basis for conclusion:		

PART E. Procedures to Determine Timely Expenditures

	Grantee	HUD
1. Has the Grantee attached procedures to determine timely expenditures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do the procedures indicate how the Grantee will track expenditures each month?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Do the procedures indicate how the Grantee will monitor expenditures of its recipients?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do the procedures indicate how the Grantee will reprogram funds in a timely manner for activities that are stalled?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Do the procedures indicate how the Grantee will project expenditures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Do the procedures indicate which personnel or unit are responsible for the task?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Has the Grantee met the requirements of questions 1, 2, 3, 4, 5 and 6?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, describe basis for conclusion:	

PART F. Procedures to Maintain a Comprehensive Website

	Grantee	HUD
1. Has the Grantee attached procedures to maintain a comprehensive website regarding all CDBG disaster recovery activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do the procedures indicate that the Grantee will have a separate page dedicated to its CDBG-NDR funds that will contain links to all: <ul style="list-style-type: none"> a. Action Plans, including DRGR Action Plan b. Action Plan amendments, c. Performance reports (i.e., Quarterly Performance Reports (QPRs)), d. Citizen participation requirements, and e. Activity/program information for activities described in the Action Plan? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Do the procedures indicate the frequency of website updates?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do the procedures indicate which personnel or unit are responsible for the task?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the Grantee met the requirements of questions 1, 2, 3 and 4?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, describe basis for conclusion:		

PART G. Procedures to Detect Fraud, Waste, and Abuse of Funds

	Grantee	HUD
1. Has the Grantee attached procedures that indicate how the Grantee will verify the accuracy of information provided by applicants?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Has the Grantee provided a monitoring policy that indicates:		
a. How and why monitoring is conducted,	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. The frequency of monitoring, and	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Which items are monitored?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Has the Grantee's internal auditor affirmed and described its role in detecting fraud, waste, and abuse?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the Grantee met the requirements of questions 1, 2 and 3?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, describe basis for conclusion:		

PART H. Grantee's Certification

<p>Does the Grantee attest to the proficiency and adequacy of its controls, as required by the Appropriations Act (Public Law 113-2)?</p> <p>_____</p> <p>Signature of Certifying Official</p> <p>_____</p> <p>Printed Name of Certifying Official</p> <p>_____</p> <p>Date</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--