



SUBRECIPIENT MANAGEMENT INFORMS YOU

DEPARTMENT OF HOUSING



GCP – Policies Self-Certifications

POLICIES SELF-CERTIFICATIONS

COMPLIANCE WITH POLICIES REQUIREMENTS

As part of their SRA, Subrecipients have the responsibility to have written policies, procedures, and internal control systems to ensure compliance with CDBG-DR Program policies and procedures. Subrecipients may adopt PRDOH policies or create their own policies according to federal regulations and requirements.

The Policies Self-Certification is a section within the Subrecipient's Profile page.

My Organization	▼
My Team	▼
Agreements Executed	▼
Organization Policies Self Certifications	▼
Insurance Policies and Certificates	▼
My Documents	▼

HOW TO COMPLETE THE SELF-CERTIFICATIONS?

Organization Policies Self Certifications

1 Policies	2 Adopted/Created	3 Adoption Method	4 Certification Deadline	5 Certified On	5 Certified By	6 Title of the Policy, Page and/or Section Where the Written Regulation is Located (Created/Adopted)
Anti-fraud, Waste, Abuse, or Mismanagement Policy (AFWAM Policy)	<input type="radio"/> Adopted PROH <input type="radio"/> Created New	<input type="radio"/> Ordinance <input type="radio"/> Administrative Order <input type="radio"/> Corporate Resolution <input type="radio"/> Other	09/30/2022	(None)		
Citizen Complaints Policy	<input type="radio"/> Adopted PROH <input type="radio"/> Created New	<input type="radio"/> Ordinance <input type="radio"/> Administrative Order <input type="radio"/> Corporate Resolution <input type="radio"/> Other	09/30/2022	(None)		
Communications Guide	<input type="radio"/> Adopted PROH <input type="radio"/> Created New	<input type="radio"/> Ordinance <input type="radio"/> Administrative Order <input type="radio"/> Corporate Resolution <input type="radio"/> Other	09/30/2022	(None)		

Click on the Policy title to open the Policy on the CDBG-DR website.

1 Policies	Title of Policy.
2 Adopted/Created	Select if the Subrecipient adopted PRDOH policy or if they created new ones.
3 Adoption Method	Select method used to adopt the policy...
4 Certification Deadline	Date by which the Subrecipient must certify the compliance of said policy
5 Certified on Certified by	Date and Person who certified policy compliance. These fields will auto populate.
6 Title, Page, Section	Select the edit button to input the information required.

* Fields highlighted with text in **bold** require action by the Subrecipient.

ADOPT OR CREATE?

A Subrecipient **adopts** PRDOH Policies:

When:

- Subrecipient has no policies drafted or their drafted policies are not in compliance with regulatory requirements
- Subrecipient wishes to adopt PRDOH Policies in their entirety or adopt PRDOH Policies language to complement drafted policies and make them compliant

How:

- Through an official document that expresses the Subrecipient will be adopting PRDOH Policies – this has the effect that they adopt, word for word, PRDOH Policy on the matter.
- By including PRDOH Policy unedited language to the Subrecipient's policies in order to comply with regulatory requirements.

OR

A Subrecipient **creates** new Policies:

When:

- Subrecipient has no policies drafted or drafted policies require rework (updating) to comply with regulatory requirements
- Subrecipient wishes to include PRDOH Policies language to complement drafted policies and make them compliant. However, this language or text will be edited to better fit the Subrecipient's needs/processes.

How:

- Subrecipient creates new policies that include the required regulatory language
- Subrecipient updates their policies utilizing PRDOH Policies **and** additional language not included in PRDOH Policies to their current ones.

