

# Evaluating Program Progress & Reporting Your Success

2008



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

New Grantee Orientation Conference

# Its Not Your Grandma's Reporting System

2008

- Reporting has changed over the years
- Changes still on the horizon



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

New Grantee Orientation Conference

# Book Mark This Page!

<http://www.hud.gov/offices/lead/>

mold, moisture, and pests like mice and cockroaches. For more information about the campaign, please call (212) 542-7411.

## Highlights

- ▶ [HUD, EPA and U.S. Attorney in Minnesota Announce Legal Settlement with Minneapolis and St. Paul Landlords - 179 units to be made lead-safe](#)
- ▶ **The National Lead Information Center (NLIC) Document Distribution:** The NLIC sends out single copies of materials about lead hazards and lead poisoning prevention. Reach the [NLIC on-line](#) or call 1-800-424-LEAD
- ▶ **Safe Rehabilitation of Water-damaged Homes**
  - ▶ [Course Manual](#); [Respirator Guide](#)
  - ▶ Printed copies are available from OHHLHC.
- ▶ **Learn about hazards in your home (Los Angeles Healthy Homes for Healthy Kids Campaign featured):**
  - ▶ Watch the Television Commercials
    - ▶ [In English/ Text Version](#)
    - ▶ [In Spanish/ Text Version](#)
  - ▶ Listen to the Radio Commercials
    - ▶ [In English/ Text Version](#)
  - ▶ Read the Print Ads
    - ▶ [In English](#)
    - ▶ [In Spanish](#)

## HUD Resources

- ▶ **Information for Hurricane-damaged Homes:** HUD has [information and guidance](#) for cleaning up homes hit by hurricanes. You'll find guidance and step-by-step instructions on how to find and clean up mold to keep you and your family safe!
- ▶ [Controlling and Preventing Household Mold and Moisture Problems](#)
- ▶ [Previously announced NOFAs](#)
- ▶ **All Grantees:** Access the [Quarterly Progress Reporting System](#). For technical difficulties [email](#).
- ▶ [Locate OHHLHC Staff](#)



# Quarterly Progress Reporting System (QPRS)

- Measures progress (meet Benchmarks)
- Take credit for accomplishments
- Identify problems & resolution
- Input feeds HUD database
- Green, Yellow, Red Scoring
- Differences between grants



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

New Grantee Orientation Conference

# Reporting Reprise

- Who, What, How, Where, When and more...
- ID the most logical person
- ID information that needs to be collected
- ID mechanism to capture/report information



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

New Grantee Orientation Conference

# Reporting Reprise

- Tie acquisition of critical information to key points in the process
- Tie reporting to reimbursement
- Reinforce with regular meetings
- Utilize database(s)



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

New Grantee Orientation Conference

# GRANTEE QUARTERLY PROGRESS REPORTING

*Avoid the Quarterly Report Panic attack!!*

## Gather Required Information

- If you don't collect it ...you can't report it!!
- If you don't store it ... you can't find it!!
- Report to HUD by the 30<sup>th</sup> day
- Set earlier DL for yourself



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

New Grantee Orientation Conference

# Quarterly Progress Reporting System (QPRS) Components

## Part I Project Management and Capacity Building

- A. Project Management
- B. Enrollment, Assessment, and Intervention Activity
- C. Community Education, Outreach, Training, and Capacity Building
- D. Data Collection and Analysis

## Part II Listing of Units Completed and Cleared

## Part III Financial Reporting

- Financial Status Report – HUD SF269



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

New Grantee Orientation Conference

# Quarterly Progress Reporting System (QPRS)

## *Set up data collection system*

### Sources of Information

- Applications
- County Auditor Records & Medical Records
- RAs & Construction Specifications
- Sub-grantees, Sub-recipients & Partners



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

New Grantee Orientation Conference

# Quarterly Progress Reporting System (QPRS)

## Tracking Units (not LHC)

- Clients Contacted
- Clients Enrolled
- Units Assessed
- Units Completed
- Intervention Type
- Units in Progress

## Tracking Units (LHC)

- Units Receiving LH Eval
- Units with LH ID'd
- Units enrolled
- Units in progress /contract
- Units completed/cleared
- Rental, Vacant, O/O



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

New Grantee Orientation Conference

# Quarterly Progress Reporting System (QPRS)

## *Blood Lead Levels*

*10<10-19>above  
(LHC)*

- Applications – customer disclosure
- Doctors – customer waives HIPPA privacy
- State/local health dept. database

## *Housing Information*

- Housing Age –County Auditor
- Number of Rooms – Risk Assessment / County Auditor
- Square Footage – County Auditor



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

New Grantee Orientation Conference

# Quarterly Progress Reporting System (QPRS)

## *Community Outreach, Education & Training*

- Note the date, activity and # persons in attendance
- Attendance Sign-in Sheets
- Newspaper Ads, local television programs, water bill ads, church programs, etc.
- Number & type of educational materials distributed
- HEPA Vacuum loan program
- Contractors and Workers Trained/ Licensed

2008



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

New Grantee Orientation Conference

# Quarterly Progress Reporting System (QPRS)

## *Part III Financial Reporting*

- Relocation
  - Motel, food, etc
- Intervention Supplies
- Equipment, etc...
- HUD cost and match
- Track in Database

### **HINT**

**Match your costs to the HUD budget categories**



# Financial Status Report- HUD SF269 Form

## FINANCIAL STATUS REPORT (Long Form)

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned By Federal Agency		OMB Approval No. <b>0348-0039</b>	Page of pages
3. Recipient Organization (Name and complete address, including ZIP code)					
4. Employer Identification Number		5. Recipient Account Number or Identifying Number		6. Final Report <input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Basis <input type="checkbox"/> Cash <input type="checkbox"/> Accrual					
8. Funding/Grant Period (See instructions) From: (Month, Day, Year)		To: (Month, Day, Year)		9. Period Covered by this Report From: (Month, Day, Year)	
				To: (Month, Day, Year)	
10. Transactions:		I Previously Reported		II This Period	
a. Total outlays				III Cumulative	
b. Refunds, rebates, etc.					
c. Program income used in accordance with the deduction alternative					
d. Net outlays (Line a, less the sum of lines b and c)					
Recipient's share of net outlays, consisting of:					
e. Third party (in-kind) contributions					
f. Other Federal awards authorized to be used to match this award					
g. Program income used in accordance with the matching or cost sharing alternative					
h. All other recipient outlays not shown on lines e, f or g					
i. Total recipient share of net outlays (Sum of lines e, f, g and h)					
j. Federal share of net outlays (line d less line i)					
k. Total unliquidated obligations					
l. Recipient's share of unliquidated obligations					
m. Federal share of unliquidated obligations					
n. Total Federal share (sum of lines j and m)					
o. Total Federal funds authorized for this funding period					
p. Unobligated balance of Federal funds (Line o minus line n)					
Program income, consisting of:					
q. Disbursed program income shown on lines c and/or g above					
r. Disbursed program income using the addition alternative					
s. Undisbursed program income					
t. Total program income realized (Sum of lines q, r and s)					
11. Indirect Expense		a. Type of Rate (Place "X" in appropriate box) <input type="checkbox"/> Provisional <input type="checkbox"/> Predetermined <input type="checkbox"/> Final <input type="checkbox"/> Fixed			
		b. Rate	c. Base	d. Total Amount	e. Federal Share
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.					
13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.					
Typed or Printed Name and Title				Telephone (Area code, number and extension)	
Signature of Authorized Certifying Official				Date Report Submitted	



2008

# Quarterly Progress Reporting System (QPRS)

## *Financial Status Report Components- Value of Work Performed*

- Net Outlays – Total Value of Work
- Total Recipient Share – Match realized
- Federal Share of Net Outlays – HUD funds expended
- Program Income Realized – “Addition Alternative”



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

New Grantee Orientation Conference

# Section 3

(What is it?)

Provision of the HUD Act of 1968:

- Local economic development
- Neighborhood economic development
- Individual self sufficiency



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

New Grantee Orientation Conference

# Section 3

(What is It?)

- Required of recipients of certain HUD financial assistance
- “Recipients are required to the greatest extent feasible...”
- Low (50%) and moderate income (80%)



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

New Grantee Orientation Conference

# Section 3

(What is Required?)

- Job training
- Employment
- Contracting opportunities



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

New Grantee Orientation Conference

# Section 3

(What is a Sect. 3 Resident?)

- Public housing resident
- Persons living in the area where a HUD project is located & meets the income guidelines



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

New Grantee Orientation Conference

# Section 3

(What is a Sect. 3 Business?)

- 51% owned by Section 3 residents
- Sect. 3 residents  $\geq$  30% full time staff, or
- Subcontracts to Section 3 business concerns account for  $\geq$  25% of \$ awarded



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

New Grantee Orientation Conference

# Section 3

(Reporting)

- Reported annually to HUD
- HUD 60002- “Section 3 Summary Report”
- Report # and % of Section 3 residents
- Contracts (\$) to Section 3 businesses



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

New Grantee Orientation Conference