U.S. Department of Housing and Urban Development (HUD)
Office of Lead Hazard Control and Healthy Homes (OLHCHH)

FY17 New Grantee Orientation

Program Start-Up

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OFFICE OF
LEAD HAZARD CONTROL
AND HEALTHY HOMES

Lead Free
KIDS
for a Healthy Future
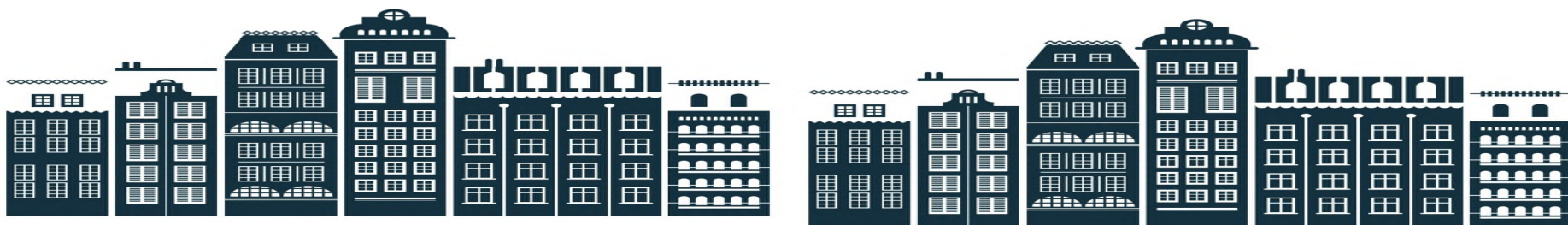
Washington, DC September 20-22, 2017

Environmental Review

You cannot begin the notice publication process until the HUD1044 has been executed, however, you can start preparing:

□ Identify if any part of your target areas is in a Flood Plain Zone and whether or not your program will include properties in this area. This will determine if you need to complete the 8-Step Process.

Environmental Review (Cont'd)

- Identify the Certifying Officer (this is not always the Authorizing Official for your grant). C.O. must have authority to hire legal counsel if required). C.O is generally the highest elected official. Authority can be delegated to another person. Delegation of Authority letter will be needed.

- If your target area consists of multiple individual municipalities, each may need to have its own C.O.

Environmental Review (Cont'd)

- Tier I submitted through HEROS
- Complete tutorial at:

  https://www.hudexchange.info/environmental-review/her. is/

- Watch for emails from Karen Griego, OLHCHH Environmental Clearance Officer, announcing Tier I and Tier II web training.

- For more information contact either Karen Griego at Karen.M.Griego@hud.gov or Abby Hugill at Abby.D.Hugill@hud.gov

Documents Due Within the First 120 days

- Workplan 60days
- Policy and Procedures 60days
- Any revisions/changes in post negotiations:
  - Benchmarks
  - Budget
- eLOCCS registration 60 days

Work Plan

- The "who, what, when, where" component of your grant

- Presents information on the priorities of the program and lays out the process in how benchmark goals wil be reached.

- May be updated (with GTR approval) as indicated if major changes in the approach are made. The work plan is intended to be static and the plan for your period of performance.

- Entered into HHGMS and used to track effectiveness of activities completed towards goal

  - Template is available on www.hud.gov/healthyhomes

Policies and Procedures

- The "how" component of your grant
- Presents information on grant protocols and practices. Sample items include:
  - Outreach strategy
  - Procurement approach
  - Flow of funds to contractors/sub-grantees
    - Dispute resolution plan
  - Evaluation plan
    - Including plan to monitor contractors/sub-grantees
- Should be updated (with GTR approval) throughout grant period if any protocols change
- **Most recent approved version should be on-file with OLHCHH GTR**

Benchmark

Grant Number:	Grantee Organization:				
	Q1 Oct - Dec 2015	Q2 Jan - Mar 2016	Q3 April - June 2016	Q4 July - Sept 2016	Q5 Oct - Dec 2016
Paint Inspections/Risk Assessments: 202					
Performance Standard		2%	5%	15%	30%
Work Plan Milestone		4	10	30	60
Actual # to be Completed per Quarter		4	6	20	30
Actual # Completed					
Actual % Completed					
*** Units in Progress*					
Units Completed and Cleared: 172					
Performance Standard		0%	5%	15%	30%
Work Plan Milestone		0	8	26	51
Actual # to be Completed per Quarter		0	22	17	15
Actual # Completed					
Actual % Completed					
Work Plan Milestone for HHI: 29			2	3	8
Actual # to be Completed per Quarter, HHI			5	5	5
Actual # Completed Quarterly, HHI					
Cumulative LOCCS DRAWDOWNS Grant Award Amount = $3,231,610.00					
Performance Standard	0	1%	5%	10%	15%
LOCCS Drawdown Work Plan Milestone		$32,316	$161,581	$323,161	$482,042
Actual LOCCS Drawdown					

Benchmarks should be:

- ❑ Realistic that the goals will be met within 36 months POP (NO Backloading)
- ❑ Achievable with documented capacity
- ❑ Communicated/Shared to all partners and contributors
- ❑ Evaluated Constantly and communicate timely to GTR needs

Certified Budget Worksheet (CBW)

- Form HUD-424-CBW

- Completed for each grant during negotiations

- Requires approval from OLHCHH for any changes

- Tracks all costs associated with your OLHCHH grant

- Data from budget will be uploaded to HHGMS grant award page by GTR

- *Min Direct and max Admin that must be accounted for which makes every amendment a required approval process through HHGMS to ensure full compliance*

Budget Narrative

- ❑ The budget narrative provides the details that makes all the allocated cost in the CBW eligible on invoice

- ❑ Great care and detail are needed when developing and changing the budget documents

- ❑ If it isn't clearly a planned expense in the budget documents; it isn't eligible for reimbursement

OLHCHH Budget Tool

- OLHCHH has developed a tool that takes the budget lines from your Certified Budget Worksheet (CBW) and helps identify and track various cost categories related to your grant.

- Budget tool will calculate percentages for Administrative Costs, Direct Costs, and Match Funding.

- Budget tool will create a Part 3 Form for use with LOCCS requests.

    - Grantee will be able to track Administrative Costs over time using this Part 3 Form.

    - Grantee will be able to see the total balances for each cost category and the amount remaining over time

- Grantee is still required to complete the SF-425 Form each quarter.

Electronic Line of Credit Control System (ELOCCS)

- Banking system for reimbursement payments to be made to prime recipient (Grantee)

- Link to LOCCS Access Guidelines for Grantees:

  - http://portal.hud.gov/hudportal/HUD?src=/program_offices/cfo/loccs_guidelines

- Link to LOCCS Access Form for New Users (HUD-27054):

  - http://portal.hud.gov/hudportal/documents/huddoc?id=27054.pdf

- Link to information on transition to and register in eLOCCS:

  - http://portal.hud.gov/hudportal/documents/huddoc?id=eloccs_registration_guide.pdf

- Link to most recent Policy Guidance on LOCCS:

  - http://portal.hud.gov/hudportal/documents/huddoc?id=pgi_2013-02.pdf

Grant Agreement (HUD-1044)

- Provided at start of grant
- Includes key information related to grant:
  - Grantee information (Address, AO, and PM)
  - OLHCHH staff information (GO and GTR assigned)
  - Award amount (LHC/LHRD and Healthy Homes Funding)
  - Recipient Amount (Match)
- Needs to be signed by Grantee Representative and GO
- <u>Updated form required if any listed information changes</u>
- <u>See Program Admendment Policy 2013-03</u>

Grant Agreement (HUD-1044)

- *At Negotiation/Startup (also as needed throughout grant)*
  - Grant Agreement Form (HUD-1044)
  - CBW
  - Budget Tool
  - Work Plan
  - Policies and Procedures
- *Every Quarter*
  - Performance Report
  - Financial Report (SF-425)
- *Every Year*
  - Section 3 Report
  - Audit (A-133)
- *At Close*
  - Final Report

Quarterly Report

- ❑ Submitted at end of each quarter by grantee staff
  - ❑ Within 30 days of close of quarter (Next one due by January 30th 2015)
- ❑ Submitted through HHGMS and includes narrative and production information
- ❑ Reviewed by OLHCHH staff and scored based on achievements toward established quarterly performance benchmarks
- ❑ Reminder: These self reported results are subject to review and audit at the discretion of the GTR at any time.
- ❑ Grantees can see totals and core award info and are expected to ensure items are up to date and accurate to the same extent the GTR is accountable for the monitoring and oversite of the information.

Quarterly Financial Forms

- *Part 3 Form*

  - Summary of costs reimbursed through LOCCS for each budget category- MUST BE SIGNED

  - Includes summary of Administrative Costs and Match Funding

- *SF-425*

- http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf

  - Must be submitted every Quarter for each active grant

  - Use the Part 3 Form, your CBW, and Budget Tool to reconcile and provide total spent, collected, and remaining

Resources

- Annual Grant Reports Required for OLHCHH
  - Submit reports for each active grant
  - Submit by January 10th each year
- Section 3 Report
  - Submitted online through Section 3 Reporting Portal
    - Online system is currently unavailable (Last updated 07/2014)
- http://portal.hud.gov/hudportal/documents/huddoc?id=sec3report14.pdf
- OLHCHH will provide update upon resolution of issues with online reporting method
- *Race and Ethnic Data Report*
- http://portal.hud.gov/hudportal/documents/huddoc?id=27061.pdf
- *Annual Audit (A-133)*
  - Provided to OLHCHH upon completion by auditors
  - Typically completed during Summer of the following year

Resources

- HHGMS

  □ https://olhchh.force.com/OLHCHHCommunity/login

- HUD-OLHCHH Website

  □ http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/lbp/lhc

  - Grantee Resources Include:

    - Benchmark Templates

    - Relevant Policy Guidance Documents

    - Past Event Presentations/Materials

- Your Field Representatives, GTRs, and GOs

Final Report

- Submitted within 90 days of end of Period of Performance

- For additional information on Final Report see relevant Policy Guidance:

- http://portal.hud.gov/hudportal/documents/huddoc?id=pgi_2012-05.pdf