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

FY19 NEW GRANTEE ORIENTATION

Program Start-Up and Reporting Requirements

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OFFICE OF
LEAD HAZARD CONTROL
AND HEALTHY HOMES

GRAPEVINE, TX DECEMBER 2-5, 2019

Start Up Overview (What's Next to Set Up Grant)

Eligible Activities at Start Up

Environmental Review Reminders

Program Start Up Documentation and Building Capacity

Fiscal Management Set Up

Closeout Reporting Management

Q&A Session

2

Eligible Activities at Start up

- Agreements with Contractors/Subgrantees

- Establish the marketing and educational materials for the grant

- Start outreach and education of the program

- Complete the subrecipient/contractor checklist for all contractors and subrecipients the program is working with (must be uploaded to HHGMS)

- Establish flow chart for activities for the grant, allows for tracking of progress to obtain benchmarks

Eligible Activities at Start up (Cont'd)

- Create client applications for program
- Start intake and enrollment of eligible units
- You can do risk assessments and scope of work template before the Tier I Environmental Review is complete
- Complete the subrecipient/contractor checklist for all contractors and subrecipients the program is working with (must be uploaded to HHGMS)
- Establish flow chart for activities for the grant, allows for tracking of progress to obtain benchmarks
- Start training of contractors to build capacity
- Set up unit file checklist

Environmental Review

You cannot begin the notice publication process until the 1044 has been executed

Prior to the Request of Release of Funds, must complete Tier I Environmental Review

Identify the target area for the entire project

Tier I submitted through HEROS

Complete tutorial at: https://www.hudexchange.info/environmentalreview/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

Documents Due Within the First 120 days and Screen Shot

- Workplan 60 days
- Policies and Procedures 60 days
- Any revisions/changes in post negotiation

  Benchmarks

  Budget

- eLOCCS registration is due prior to negotiations
- HHGMS Reporting (More reference and user registration contact Damian Slaughter (HHGMS Coordinator).
  - LOCCS Drawdown submitted in HHGMS monthly as best practice (at minimum quarterly)
  - Quarter Reports in HHGMS every quarter(Q1-Q14)

Benchmarks

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

Workplan Development Topics to Keep in Mind

Administrative Tasks

- Environmental Review (Tier I)
- Hiring a qualified Program Manager or staff
- RFP/MOUs for Contractors, Subrecipients and Partners
- Outreach Plan
- Determine Type of Procurement

Intake processes/plan

- Income Verification- which of the three definition you will use for your program
- Target Demographic (low income, children <6 old, Pre 1978 or/and Pre-1940 and EBL)
- Rental/owner Occupy/vacant
- Single/multifamily units
- Tier II

Workplan Development Topics to Keep in Mind

<u>Unit Program Activities:</u>

- Inspection/Risk Assessment of the unit(s) LI/RA
- Healthy Homes Assessment
- Work Specifications (Lead /HH)
- List of Qualified Contractors
- Bidding the work
- Selecting the contractor/sign contract
- Paying Contractors
- Ongoing Unit Monitoring and Maintenance

Unit File Checklist

Please review checklist document and we will discuss this checklist at the end of the section
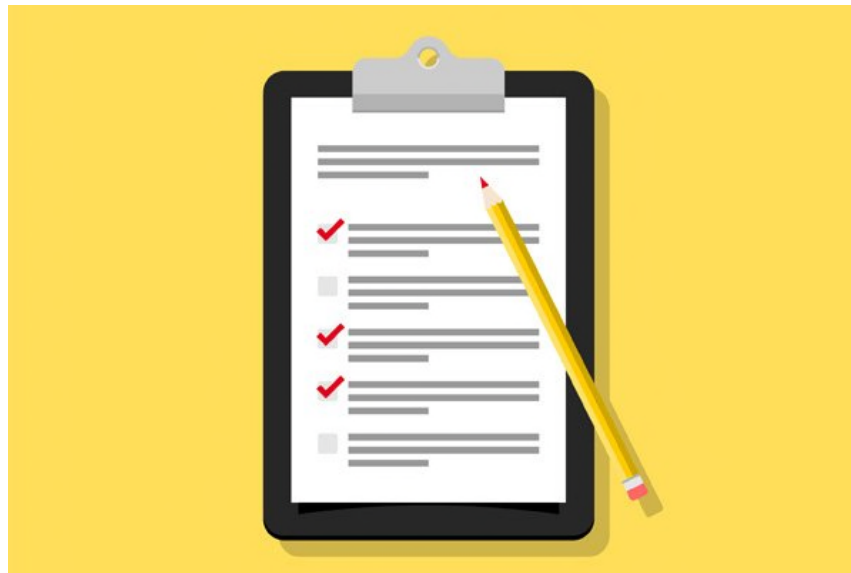
BUILDING PROGRAM CAPACITY –Keep in Mind

How do you build capacity?

- Evaluate the environment/organization
- Strengths and weaknesses of organization
- Staff (skill set and number of individuals needed,)

Identify capacity building elements.

- What are program components needed
- Identify clients and pipeline – how to recruit, where, who, when?
- Processes – what, who, how, when, where?

What are the components for a strong program?

- What support do you need – what, who, how, when,

BUILDING PROGRAM CAPACITY –Keep in Mind

Overcoming Obstacles

Monitoring and Continuously Evaluating

Staff, Program Benchmarks, Contractors/Subrecipients, Partners and Financial

Performance and Outcome Tools:

Use existing ones or create your own (Benchmarks forms, unit tracking systems, ask your GTR or Peers)

GTR eLOCCS Payments Request Documents Checklist For HHGMS

Check List:

- Understand ELOCCS Policies and Allowable Costs

- Request under correct grant award number and LOCCS grant fund

- Vouchers Commonly Under 100,0000 (Attached LOCCS Payment and Part 3 Form)- *GTR discretion for any additional forms*

- Include invoices to support the draw in full if $100,000 OR if the GTR requests to see them for any reason *(LIRAS, SOW, Payroll, receipts)*

- Ensure the forms are filled out completely and accurately

- Draw down at least monthly and report match for every draw **(highly recommend)**

Part 3 Hard Copy and Electronic Routine Submission

FINANCIAL REPORTING
HUD Lead Hazard Control Grant Funds

Grant Agreement Number:		DRAFT #37 - DRAFT	
Grant Organization:			
Report Period:	December, January and Febuary	Year:	2013 and 2014

HUD Lead Hazard Control Grant Funds

BUDGET CATEGORIES*	NEGOTIATED HUD SHARE BUDGET	APPROVED LOCCS DRAWDOWNS THIS PERIOD*	PRIOR CUMULATIVE LOCCS DRAWDOWNS	CUMULATIVE LOCCS DRAWDOWNS TO DATE*	AVAILABLE BALANCE
1. Personnel (Direct Labor)	$213,891	$14,567	$185,379	$199,946	$13,945
2. Fringe Benefits	$103,545	$8,522	$92,125	$100,647	$2,898
3. Travel	$18,595	$683	$16,524	$17,207	$1,388
4. Equipment	$0	$0	$0	$0	$0
5. Supplies and Materials	$0	$0	$0	$0	$0
6. Consultants	$0	$0	$0	$0	$0
6a. Sub-Totals	$336,031	$23,772	$294,028	$317,800	$18,231
7a.	$225,000	$0	$168,307	$168,307	$56,693
7b.	$183,896	$796	$116,364	$117,160	$66,736
7c.	$815,889	$0	$715,889	$715,889	$100,000
7d.	$201,595	$0	$125,756	$125,756	$75,839
7e.	$490,092	$0	$293,689	$293,689	$196,403
Subtotal Category 7	$1,916,472	$796	$1,420,005	$1,420,801	$495,671
8. Construction	$0	$0			$0
9. Other Direct Costs	$47,497	$0	$14,447	$14,447	$33,050
9z. Health Homes Initiative					$0
10. Indirect Costs	$0	$0		$0	$0
	$2,300,000	$24,568	$1,728,480	$1,753,048	$546,952

* Administrative costs included in totals expended are not to exceed 10-percent.

Administrative Cost Summary

BUDGET CATEGORIES*	NEGOTIATED HUD SHARE ADMIN BUDGET	APPROVED LOCCS DRAWDOWNS THIS PERIOD*	PRIOR CUMULATIVE LOCCS DRAWDOWNS	CUMULATIVE LOCCS DRAWDOWNS TO DATE*	AVAILABLE BALANCE
1. Personnel (Direct Labor)	$57,688	$0	$57,688	$57,688	$0
2. Fringe Benefits	$28,710	$0	$28,710	$28,710	$0
3. Travel	$18,595	$0	$10,017	$10,017	$8,578
4. Equipment	$0	$0			$0
5. Supplies and Materials	$0	$0			$0
6. Consultants	$0	$0			$0
7. Contract and Sub-Grantees	$116,259	$51	$89,542	$89,593	$26,666
8. Construction	$0	$0			$0
9. Other Direct Costs	$8,748	$0			$8,748
10. Indirect Costs	$0	$0			$0
	$230,000	$51	$185,957	$186,008	$43,992

* Administrative costs included in totals expended are not to exceed 10-percent.

Match Commitment Summary

Source of Match Funds	Eligible Activities	Amount this Quarter
In-kind contribution	staff time	$12,137

Match Commitment Summary

Total Match Commitment	Total Match This Quarter	Cumulative Match
$252,630	$12,137	$178,722

Payment Voucher Entry Form

Payment Voucher Entry

Menu | Voucher Selection | Payment Entry

Menu | Auth
Log Off | Bottom

eLOCCS
LBA Lead-Based Paint Abatement
Payment Voucher

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

HUD implemented the Line of Credit Control System/Voice Response System (LOCCS/VRS) to process requests for payments to grantees. Grant recipients fill out a voucher form for the applicable HUD program with all the necessary information prior to making a telephone call using a touch tone telephone to initiate the drawdown process. This information is required to obtain benefits under the U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.

1. Voucher Number 039-034544	2. LOCCS Pgrm Area **LBA**	3	4
5. Voice Response No. **59442-95401**	6. Grantee Organization		
8. Grant or Project No.	6a. Grantee Organization TIN		

Name	Authorized	Available Drawdown Balance	Drawdown Amount
Grant Balance	2,300,000.00	571,522.00	4,568.00
Total:	2,300,000.00	571,522.00	

I certify the data reported and funds requested on this voucher are correct and the amount requested is not in excess... this program. In the event the funds provided become more than necessary, such excess will be promptly return...

11. Name & Phone Number of Person completing this form	12. Name & Title of Authorized Signatory
	13. Signature — 14. Date 03-2...

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C... 2;, 31 U.S.C.3729, 3802)

Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Depart... of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number... SN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

form HUD-50080-LBA-a (4/2000)

Submit | Reset | Cancel

Next Payment (LBA CALHB057514)

Box 12 a 13 Should hold the printed name and signature of the second reviewer.

Budget Narrative and CBW Reminders

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

The budget narrative needs to updated throughout the grant life cycle if any changes is made within a budget revisions request and submitted in HHGMS

If budget change is not within direct/admin minimum requirement ;it isn't eligible for reimbursement

Start Up Overview Recap

1. **Finish up all Startup Documentation for OLHCHH Review (Environmental Review, Workplan, P&P, and**

2. **Building Capacity and Objectives to Consider for Program Success**

3. **Understand All Program Eligible and Ineligible Costs**

4. **Request Funds in eLOCCS and HHGMS on a monthly basis if possible**

5. **Establish a detailed unit file checklist and unit tracking system**

6. **Report Quarterly Reports and All Annually Reports as stated in Terms and Conditions**

7. **Inform OLHCHH on all Major Administrative and Budget Changes within the Program**

Policy References

- *2015-02: Updated eLOCCS Procedures*

- *2015-01: Clarifications of Costs for LHRD and LBPHC*

- *2014-01: Eligibility of Units for Assistance*

- *2013-03: Requesting Grant Amendments*

- *2013-01: Lead Inspection Risk-Assessment Reporting and Documentation*

- *OLHCHH Policies and Start Up Documents Link:* https://www.hud.gov/program_offices/healthy_homes/lbp/lhc

Q&A and Activities Time!