FY19 NEW GRANTEE ORIENTATION

Program Start-Up and Reporting Requirements

By: Victoria Jackson and Yolanda Domneys, Government Technical Representatives

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
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.

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

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

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Paint Inspections/Risk Assessments 202</td>
<td>Performance Standard</td>
<td>2%</td>
<td>5%</td>
<td>15%</td>
<td>30%</td>
<td></td>
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<tr>
<td>Work Plan Milestone</td>
<td>4</td>
<td>10</td>
<td>30</td>
<td>60</td>
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<td></td>
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<tr>
<td>Actual # to be Completed per Quarter</td>
<td>4</td>
<td>6</td>
<td>20</td>
<td>30</td>
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<tr>
<td>Actual # Completed</td>
<td>0</td>
<td>8</td>
<td>26</td>
<td>51</td>
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**Units in Progress**

<table>
<thead>
<tr>
<th>Units Completed and Cleared: 179</th>
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<tbody>
<tr>
<td>Performance Standard</td>
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<td>Work Plan Milestone</td>
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<tr>
<td>Actual # to be Completed per Quarter</td>
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<tr>
<td>Actual # Completed</td>
</tr>
<tr>
<td>Work Plan Milestone for HIH: 29</td>
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<td>Actual # to be Completed Quarterly, HIH</td>
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</table>

**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 | | | | | |
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

Unit Program Activities:

• 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
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 100,000 (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:** [Redacted]
- **Grant Organization:** [Redacted]
- **Report Period:** December, January and February
- **Year:** 2013 and 2014

<table>
<thead>
<tr>
<th>BUDGET CATEGORIES*</th>
<th>NEGOTIATED LOCS DRAWDOWNS BUDGET</th>
<th>APPROVED LOCS DRAWDOWNS THIS PERIOD*</th>
<th>PRIOR CUMULATIVE LOCS DRAWDOWNS</th>
<th>CUMULATIVE LOCS DRAWDOWNS TO DATE*</th>
<th>AVAILABLE BALANCE</th>
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<tbody>
<tr>
<td>1. Personnel (Direct Labor)</td>
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<td>$8,522</td>
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<td>3. Travel</td>
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<td>$8,624</td>
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<td>4. Equipment</td>
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<td>$4,999</td>
<td>$9,498</td>
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<td>5. Supplies and Materials</td>
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<td>$1,257,769</td>
<td>$1,000,000</td>
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<td>6. Consultants</td>
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- Subtotal Category 1: $1,040,472
- Subtotal Category 2: $2,300,000

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

#### Administrative Cost Summary

<table>
<thead>
<tr>
<th>BUDGET CATEGORIES*</th>
<th>NEGOTIATED LOCS DRAWDOWNS BUDGET</th>
<th>APPROVED LOCS DRAWDOWNS THIS PERIOD*</th>
<th>PRIOR CUMULATIVE LOCS DRAWDOWNS</th>
<th>CUMULATIVE LOCS DRAWDOWNS TO DATE*</th>
<th>AVAILABLE BALANCE</th>
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<tbody>
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<td>1. Personnel (Direct Labor)</td>
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<tr>
<td>2. Fringe Benefits</td>
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<td>$57,685</td>
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<tr>
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<tr>
<td>4. Equipment</td>
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<td>$57,685</td>
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<tr>
<td>5. Supplies and Materials</td>
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<tr>
<td>6. Consultants</td>
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<tr>
<td>7. Contract and Sub-Grantees</td>
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<td>8. Construction</td>
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<td>9. Other Direct Costs</td>
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**Administrative costs included in totals expended are not to exceed 10 percent.**

#### Match Commitment Summary

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<thead>
<tr>
<th>Source of Match Funds</th>
<th>Eligible Activities</th>
<th>Amount this Quarter</th>
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<tbody>
<tr>
<td>In-kind contribution</td>
<td>staff time</td>
<td>$12,137</td>
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<table>
<thead>
<tr>
<th>Match Commitment Summary</th>
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<tbody>
<tr>
<td>Total Match Commitment</td>
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<tr>
<td>Total Match This Quarter</td>
</tr>
<tr>
<td>Cumulative Match</td>
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</table>
Box 12 a 13 Should hold the printed name and signature of the second reviewer.
Great care and detail are needed when developing and changing the budget documents.

The budget narrative needs to be updated throughout the grant life cycle if any changes are 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!

Thank you for your attention any questions or comments?