



OFFICE OF HEALTHY HOMES AND  
LEAD HAZARD CONTROL

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-3000

<b>POLICY GUIDANCE NUMBER:</b> PGI 2020-06		<b>DATE:</b> September 25, 2020
<b>SUBJECT:</b>	Closeout Procedures for OLHCHH Grantees	
<b>STATUS:</b>	Current	
<b>APPLICABILITY:</b>	All OLHCHH Grantees	
<b>RELATED GUIDANCES:</b>	Policy Guidance 96-02, 2000-02 and 2012-05 Grant Assistance Agreement	
<b>COMMENTS:</b>	This guidance replaces Policy Guidance 96-02, 2000-02 and 2012-05, that relate to final reports and final reporting requirements	

This Policy Guidance is being issued to provide revised instructions for the closure of grants with the Office of Lead Hazard Control and Healthy Homes (OLHCHH).

The close-out actions required and associated timeframes are provided in the table below:

Time Frame	Actions
<b>Prior to grant period of performance end date (90 days)</b>	<p>Grantee will receive grant close out instructions and a close out letter from the OLHCHH Grant Officer.</p> <ul style="list-style-type: none"> <li>• If needed, Grantee submits request for a grant extension to OLHCHH Government Technical Representative (GTR) for consideration.</li> </ul>
<b>After grant period of performance - close out period (120 days)</b>	<p><b>Lead &amp; Healthy Homes Program Grantees are required to submit to their GTR:</b></p> <ul style="list-style-type: none"> <li>• final narrative report (see note below);</li> <li>• final break down and justification of budget categories including direct costs, administrative costs, and in-direct cost rate, if applicable</li> <li>• final Financial Status Report (SF425)</li> <li>• final invoice for incurred expenses; and</li> <li>• final report into the on-line quarterly reporting system (only if additional units were completed and cleared during the close out period)</li> <li>• A letter confirming if match commitment was met by listing the source and amount.</li> </ul>

	<p>Grantees submit a final Section 3 report in SPEARS  <a href="https://hudapps.hud.gov/HUD_Systems">https://hudapps.hud.gov/HUD_Systems</a></p> <p><b>Lead and Healthy Homes Technical Studies Grantees are required to submit to their GTR;</b></p> <ul style="list-style-type: none"> <li>• A final study report/draft manuscript for publication/published journal article on their study (see description below)</li> <li>• Final Financial Status Report (SF425)</li> <li>• Final invoice for incurred expenses</li> <li>• Final section 3 report (if applicable)</li> <li>• Final eLOCCS drawdown receipt</li> </ul>
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### **Final Narrative Report**

Following approval of the grantee's final narrative report or draft manuscript for publication (for technical study grantees), the grantee will receive a letter of approval of the final report from their GTR and a final HUD 1044 from the OLHCHH Grant Officer, which should be signed and returned to the Grant Officer. Failure to submit a final narrative report within 120 days from the end of the grant period of performance may result in the grant being administratively closed and all outstanding funds recaptured (NOTE: OLHCHH reserves the right to withhold five-percent (5%) of the Federal award amount pending the receipt and approval of a final narrative report – see the Grant Assistance Agreement for additional information on closeout procedures).

**The final narrative report for Lead Hazard Reduction and Healthy Homes grantees should include:**

<b>Cover Letter</b>	Cover letter transmitting the final report to the OLHCHH.
<b>Summary and Accomplishments of your Grant Program</b>	<p>Provide a brief overview of the grant project, goals, and a summary of accomplishments/outcomes (i.e., How has your grant program contributed to a reduction in EBL children or reduced hospital or ER visits?) Include information regarding units assisted, the number of families and children assisted, partnerships, the number of outreach and/or training events, and jobs created.</p> <p>Provide a summary of your target area and population and how your grant program has developed community capacity to address lead and healthy homes hazards.</p> <p>Discuss the effectiveness of the original workplan. Were modifications needed? What were the modifications and how did they impact the outcome of your program?</p> <p>Provide a detailed summary of the units that were enrolled, and the work completed in the units. Summarize how Healthy Homes Supplement funds were used. Did you have to make changes to target areas or the number of units enrolled that required revisions and/or changes to your work plan?</p> <p>Please include photographs showing units (before and after), work in progress, and other items of interest. The OLHCHH may use the images for presentations, displays, or publications.</p>
<b>Evaluations or Research</b>	If applicable, discuss your involvement with evaluation or research activities. Please provide a final report for the evaluation or research efforts if this is available at the time of grant closeout. Also, briefly summarize the goals and significant findings of such efforts.
<b>Conclusions and Lessons Learned</b>	Discuss how well the effort satisfied the requirements of the grant program and the needs of the community. What lessons has your jurisdiction learned about implementing healthy homes and/or lead hazard control programs that can be used by other grantees or potential applicants?
<b>Financial Summary</b>	Discuss the costs associated with the various aspects of your grant. You should include information on average costs (total costs, inspection, lead hazard control, other rehabilitation, relocation, and others). In addition, provide a task and line item financial summary of the categories in your original and revised budgets using your SF 425 specifically detailing your direct costs, administrative costs, and indirect costs (if applicable).
<b>Matching Funds</b>	Discuss your matching contribution, including the source(s) and use(s) of the matching funds. Also provide information on the method used to track the matching funds.

**The final report for Lead and Healthy Homes Technical Studies grantees should include:**

<b>Cover Letter</b>	Cover letter transmitting the final report to the OLHCHH.
<b>Draft Manuscript</b>	<p>Provide at least one draft manuscript reporting the main study findings. Indicate the journal to which the manuscript will be submitted. Supplement the manuscript with a summary of any additional study findings that were not included in the manuscript.</p> <p>Provide copies of any papers that were published during the study implementation (the published version if available). Also, provide copies of any conference posters or presentations (and session abstracts) that included presentation of study data.</p> <p>Describe any modifications to the original study design that were needed during study implementation.</p>
<b>Research Translation</b>	If appropriate, describe what you see as the next steps in translating the study findings into field use (e.g., identifying highest risk housing, identifying and mitigating residential hazards). If applicable, describe any additional steps that are needed the translation of findings into practice (e.g., implementation research).