FY19 NEW GRANTEE ORIENTATION

Monitoring and Oversight

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Every grant must have a program monitoring component and plan.

Grantee has flexibility in designing and implementing their monitoring plan.

OHHLHC expects the grantee to monitor the work of all sub-grantees and contractors.

OHHLHC holds grantee responsible for all work completed by sub-grantee and contractors.
Evaluation of Sub-Grantees and Sub-Contractors

A formal plan for evaluation that includes a monitoring schedule should be mutually agreed upon by both parties.

OHHLHC expects the grantee to monitor the work of all sub-grantees and sub-contractors.

OHHLHC holds grantee responsible for all work completed by sub-grantee and contractors.
Evaluation of Contractors

• Grantee is expected to ensure contractors are certified as required by grant program (EPA Abatement Firm/Supervisor/Worker).

• Grantee staff should monitor work completed in units.
Ongoing Monitoring

- Monitoring of Completed Units
  - Ensure ownership does not change during contracted period;
    - 3-5 Years
  - Ensure units are made available to eligible families if vacant units; and
  - Follow-up visits to check quality of work and owner maintenance over time.
How HUD evaluates your program:

- Quarterly Reports provide HUD with an update on your grant performance;
- Quarterly Ratings: Green, Yellow, Red Scoring;
- Pre-High Risk: consistent Yellow designation; and
- High Risk: 2 consistent Red designations.
Enrollment (how long does it take from intake to unit completion; what is the drop out rate and reasons for drop out, i.e. income ineligible, no lead paint hazards identified, client not interested.

How long does it take to complete the application (verifying income).

How long does it take to complete the inspection, risk assessment, scope of work, bidding process and issuing the proceed order.
Monitoring Checklist

- Understand All Program Eligible and Ineligible Costs
- Establish a detailed and sufficient Financial System and Unit 50/50/80 AMI Tracking System to monitor and maintain eligible costs;
- Monitor eLOCCS requirements on Maintaining Access;
- Collect and Provide Fiscal Back up Documentation that correlates to reported summaries clearly when applicable;
- Report SF 425 Quarterly and Part 3 with eLOCCS request;
- Request Funds in eLOCCS and HHGMS on a monthly basis if possible;
- Inform OLHCHH on all Major Administrative Changes within the Program;
- Make sure landlord disclosure letter prioritize children under age 6 for 3 years;
- Reporting High Cost Units Scopes in HHGMS: HHS over $5,000 and Lead Funds: over $20,000.
Details on Invoice Submission of Allowable Costs

- Administrative costs should be broken down clearly on the Part 3.
- Invoicing Details of Services is Key (when receiving invoices from contractors make sure they have description of services);
- Ensure to collect supporting documentation for invoice review;
- Match justification for every line and expense;
- Sufficient financial management system to track cost and file invoice data.
Examples of Ineligible Disallowable Grant Costs

- HOME funds
- Outdated/No Compliance LIRA *(No Fair Rating, Poor Rating)*
- No unit related EBL testing *(No outreach blood testing)*
- No lead hazards within LIRA and services done in Scope of Work *(NO Intact Items Perform)* – Please see LIRA policy on more details
- Roof/Tub Replacements without a justifiable cost related to Lead and HHS Funding may be applied *(please talk with GTR for justification approval)*
Resources


• Grantee Startup Resources Include:
  • Workplan Samples
  • Benchmark Templates
  • Relevant Policy Guidance Documents

• Your GTRs