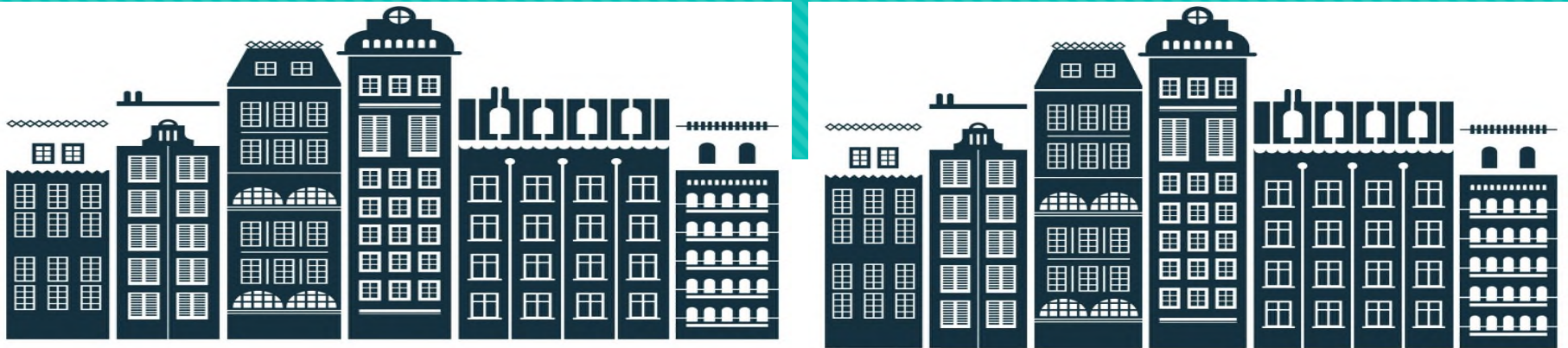


U.S. Department of Housing and Urban Development (HUD)
Office of Lead Hazard Control and Healthy Homes (OLHCHH)

FY19 NEW GRANTEE ORIENTATION

OLHCHH Overview of New Grantee Start-Up

Yolanda Brown, Programs Division Director



GRAPEVINE, TX DECEMBER 3-5, 2019

Key Grant Documents

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



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)
 - Recipient Amount (Match)
- Needs to be signed by Grantee Representative and GO
- Updated form required if any listed information



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



HEALTHYHOMES
Healthy Families | Healthy Children

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.



Work Plan

- The “what” component of your grant
- Presents information on grant performance by quarter:
 - Units Assessed
 - Units Completed
 - LOCCS Draws
- Can be updated (with GTR approval) throughout grant period
- Entered into HHGMS and used to track grant performance each quarter



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
 - 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



Quarterly Report

Submitted at end of each quarter
by grantee staff

- ***Within 30 days of close of quarter (Next one due by January 30th 2020)***

Submitted through HHGMS and
includes narrative and production
information

Reviewed by OLHCHH staff and
scored based on achievements
toward established quarterly
performance benchmarks



HEALTHYHOMES
Healthy Families | Healthy Children

Quarterly Financial Forms

- Part 3 Form
 - Summary of costs reimbursed through LOCCS for each budget category
 - 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



Annual Reporting Requirements

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

Other Financial Forms

- Federal Funding And Transparency Act (FFATA)
 - Reported online at:
 - <https://www.fsrs.gov/>
 - Required for all singular contracts exceeding \$25,000
 - All relevant recipients need to be in the system



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



HEALTHYHOMES
Healthy Families | Healthy Children

Resources

- HHGMS

<https://na2.salesforce.com/home/home.jsp>

- 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

