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

FY21 NEW GRANTEE ORIENTATION

OHLHCHH Overview of New Grantee Start-Up

Yolanda Brown, Programs Division Director

HEALTHYHOMES
Healthy | Healthy
Families | Children

VIRTUAL CONFERENCE, MAY 3RD – MAY 14TH, 2021

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

HEALTHYHOMES
Healthy Families | Healthy Children

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

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 July 30th, 2021)*

Submitted through HHGMS and includes narrative and production information

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

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

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 120 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

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