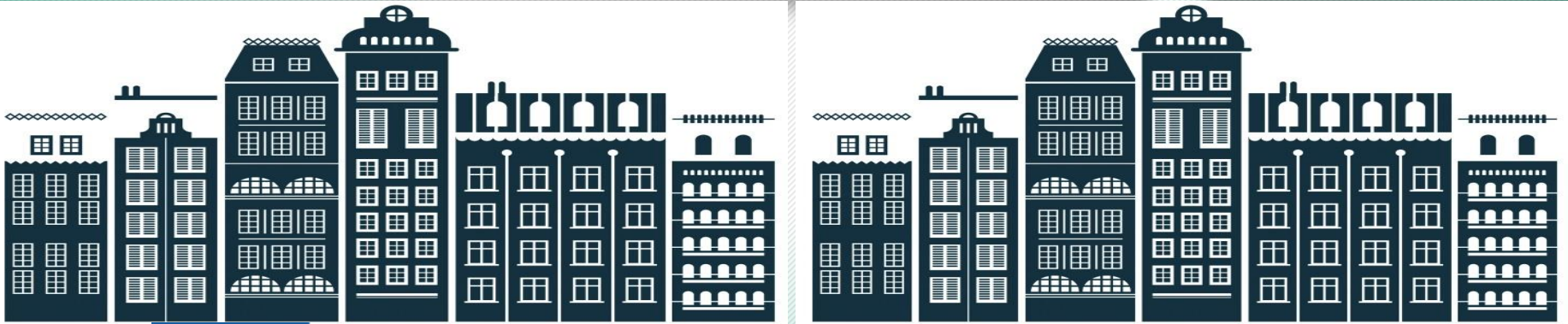


U.S. Department of Housing and Urban Development (HUD)
Office of Lead Hazard Control and Healthy Homes (OLHCHH)

FY2021 NEW GRANTEE ORIENTATION

Fiscal Oversight and Q&A

Yolanda Brown, Lead and Healthy Homes Programs Division
Director



VIRTUAL CONFERENCE, MAY 3 - MAY 14, 2021

Why Budget Tool is Important to Track

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, and track active budget via HHGMS.

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 via HHGMS

Grantee is still required to complete the SF-425 Form each quarter.

HHGMS Negotiated Budget Section and Expenditures

Make sure you review your budget on grant award page at ongoing bases. This is the active tool that will track you budget amounts from Budget Tool. This will be track as acting budget system for your grant when submitting voucher payments.

▼ Negotiated Budget Categories		<i>Balance after submitting daily via HHGMS for voucher payment request</i>	Personnel (Use) Actual	
Budget Tool Amounts establish at negotiations	Personnel		\$520,625.11	Personnel (Use) Actual
	Fringe Benefits	\$178,057.41	Fringe Benefits (Use) Actual	\$178,057.41
	Travel	\$41,921.51	Travel (Use) Actual	\$41,921.51
	Equipment		Equipment (Use) Actual	\$0.00
	Supplies and Materials	\$16,340.30	Supplies and Material (Use) Actual	\$16,340.30
	Consultants		Consultants (Use) Actual	\$0.00
	Contracts/Sub-Grantees	\$2,027,118.03	Contracts/Sub-Grantees (Use) Actual	\$2,027,118.03
	Healthy Homes Supplement	\$400,000.00	Healthy Homes Supplement (Use) Actual	\$394,859.50
	Other Direct Costs	\$215,937.64	Other Direct Costs (Use) Actual	\$221,078.14
	Indirect Costs		Indirect Costs (Use) Actual	\$0.00
Totals	\$3,400,000.00	Total Actual	\$3,400,000.00	
▼ Negotiated Admin Categories		Personnel (Use) AC Actual		
Personnel AC	\$185,509.91	Personnel (Use) AC Actual	\$185,509.91	
Fringe Benefits AC	\$55,739.70	Fringe Benefits (Use) AC Actual	\$56,546.19	
Travel AC	\$12,902.79	Travel (Use) AC Actual	\$11,314.79	
Equipment AC		Equipment (Use) AC Actual	\$0.00	
Supplies and Material AC		Supplies and Material (Use) AC Actual	\$0.00	
Consultants AC		Consultants (Use) AC Actual	\$0.00	
Contracts/Sub-Grantees AC	\$5,135.00	Contracts/Sub-Grantees (Use) AC Actual	\$5,135.00	
Other Direct Costs AC	\$2,612.40	Other Direct Costs (Use) AC Actual	\$2,612.40	
Indirect Costs AC		Indirect Costs (Use) AC Actual	\$0.00	
Total AC	\$261,899.80	Total AC (Use) Actual	\$261,118.29	

HHGMS Benchmark LOCCS

Make sure you tracking your LOCCS benchmark intervals for each quarter and communicating with GTR on any budget or LOCCS payment issues .

▼ LOCCS Drawdowns - Cumulative Benchmarks and Actual Cumulative	
Q1 (L)	\$0.00
Q2 (L)	\$25,000.00
Q3 (L)	\$75,000.00
Q4 (L)	\$125,000.00
Q5 (L)	\$250,000.00
Q6 (L)	\$375,000.00
Q7 (L)	\$500,000.00
Q8 (L)	\$750,000.00
Q9 (L)	\$1,125,000.00
Q10 (L)	\$1,500,000.00
Q11 (L)	\$2,000,000.00
Q12 (L)	\$2,375,000.00
Q13 (L)	\$2,500,000.00
Q14 (L)	\$2,500,000.00
Q15 (L)	\$2,500,000.00
Q16 (L)	\$2,500,000.00
Q17 (L)	\$2,500,000.00
Q18 (L)	\$2,500,000.00
Q19 (L)	

Frequent eLOCCS Draw and Payment Instructions

- ❑ Frequent and timely eLOCCS requests reduce GTR review and approval time
- ❑ Minimum required documents: eLOCCS Payment Voucher and Part 3 Financial Reporting form
- ❑ GTR ask for supporting documentation for voucher over 100,000 or at their discretion
- ❑ Help your program stay more on track in meeting LOCCS benchmark goals... the more your program request payments

FINANCIAL REPORTING
HUD Lead Hazard Control Grant Funds

Grant Agreement Number: [REDACTED] DRAFT RIF - ORAF
 Grant Organization: [REDACTED]
 Report Period: December, January and February Year: 2013 and 2014

BUDGET CATEGORIES	NEGOTIATED HUD SHARE BUDGET	APPROVED LOCCS DRAWNDOWNS THIS PERIOD	PRIOR CUMULATIVE LOCCS DRAWNDOWNS	CUMULATIVE LOCCS DRAWNDOWNS TO DATE	AVAILABLE BALANCE
1. Personnel (Direct Labor)	\$213,881	\$14,021	\$163,476	\$177,497	\$136,384
2. Fringe Benefits	\$153,545	\$8,522	\$92,121	\$100,643	\$52,902
3. Travel	\$18,250	\$503	\$18,250	\$17,747	\$1,503
4. Equipment	\$0	\$0	\$0	\$0	\$0
5. Supplies and Materials	\$0	\$0	\$0	\$0	\$0
6. Consultants	\$0	\$0	\$0	\$0	\$0
7a. Sub-Grants	\$338,911	\$23,777	\$294,020	\$317,797	\$18,114
7b. [REDACTED]	\$225,000	\$0	\$168,767	\$168,767	\$56,233
7c. [REDACTED]	\$165,000	\$750	\$118,764	\$117,214	\$47,786
7d. [REDACTED]	\$818,889	\$0	\$118,889	\$118,889	\$700,000
7e. [REDACTED]	\$507,555	\$0	\$28,756	\$28,756	\$478,800
7f. [REDACTED]	\$600,000	\$0	\$293,680	\$293,680	\$306,320
Subtotal Category 1	\$1,516,472	\$27,820	\$1,200,900	\$1,428,609	\$88,863
8. Construction	\$0	\$0	\$0	\$0	\$0
9. Other Direct Costs	\$47,497	\$0	\$24,441	\$24,441	\$23,056
10. Health Human Resources	\$0	\$0	\$0	\$0	\$0
11. Indirect Costs	\$0	\$0	\$0	\$0	\$0
	\$4,300,000	\$24,358	\$1,728,480	\$1,753,048	\$568,952

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

BUDGET CATEGORIES	NEGOTIATED HUD SHARE ADMIN BUDGET	APPROVED LOCCS ADMIN DRAWNDOWNS THIS PERIOD	PRIOR CUMULATIVE LOCCS ADMIN DRAWNDOWNS	CUMULATIVE LOCCS ADMIN DRAWNDOWNS TO DATE	AVAILABLE BALANCE
1. Personnel (Direct Labor)	\$17,698	\$0	\$17,698	\$17,698	\$0
2. Fringe Benefits	\$28,710	\$0	\$28,710	\$28,710	\$0
3. Travel	\$18,850	\$0	\$18,850	\$18,850	\$0
4. Equipment	\$0	\$0	\$0	\$0	\$0
5. Supplies and Materials	\$0	\$0	\$0	\$0	\$0
6. Consultants	\$0	\$0	\$0	\$0	\$0
7. Capital and Sub-Grants	\$118,000	\$0	\$28,144	\$28,144	\$89,856
8. Construction	\$0	\$0	\$0	\$0	\$0
9. Other Direct Costs	\$4,144	\$0	\$4,144	\$4,144	\$0
10. Indirect Costs	\$0	\$0	\$0	\$0	\$0
	\$333,000	\$0	\$181,992	\$181,992	\$151,008

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


Match Commitment Summary		
Source of Match Funds	Eligible Activities	Amount This Quarter
In-kind contribution	Staff time	\$19,137
Match Commitment Summary		
Total Match Commitment	Total Match This Quarter	Completive Match
\$19,137	\$19,137	\$19,137

LOCCS Voucher Form Reminders

-Need two signatures in boxes 11 and 12

-Need this form with Part 3 form for every voucher submission

Grant BLI Voucher Entry Page 1 of 1



Payment Voucher Entry

Menu [Voucher Selection](#) [Payment Entry](#)

Mary Auth
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eLOCCS		U.S. Department of Housing and Urban Development	
LBA Lead-Based Paint Abatement		Office of Public and Indian Housing	
Payment Voucher			
<small>Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.</small>			
<small>HUD implemented the Line of Credit Control System/Voice Response System (LOCCS/VRS) to process requests for payments to grantees. Grant recipients fill out a voucher form for the applicable HUD program with all the necessary information prior to making a telephone call using a touch tone telephone to initiate the drawdown process. This information is required to obtain benefits under the U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.</small>			
1. Voucher Number 039-054544	2. LOCCS Pgm Area LBA	3	4
5. Voice Response No. 59442-95401	6. Grantee Organization		
8. Grant or Project No.	8a. Grantee Organization TIN		
Name	Authorized	Available Drawdown Balance	Drawdown Amount
Grant Balance	2,300,000.00	571,522.00	24,568.00
Total:	2,300,000.00	571,522.00	24,568.00
<small>I certify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds provided become more than necessary, such excess will be promptly returned, as directed by HUD.</small>			
11. Name & Phone Number of Person completing this form	12. Name & Title of Authorized Signatory		
	13. Signature		14. Date of Request 03-23-2015
<small>Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)</small>			
<small>Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.</small>			

Form HUD-6088-LBA-a (4/2000)

(LBA CALHB057514)

http://www.hud.gov/EHHS/Systems/loccs/loccs/voucher/entry/entry.html

Part 3 Form Reminders

This document is needed for voucher payment when submitting LOCCS payment via HHGMS

For more details on how to fill out form, you can reference Its All Numbers-Fiscal Accountability session slides.

FINANCIAL REPORTING

HUD Lead Hazard Control Grant Funds

Grant Agreement Number:	[REDACTED]			DRAFT #37 - DRAFT	
Grant Organization:	[REDACTED]				
Report Period:	December, January and February		Year: 2013 and 2014		
HUD Lead Hazard Control Grant Funds					
BUDGET CATEGORIES*	NEGOTIATED HUD SHARE BUDGET	APPROVED LOCCS DRAWDOWNS THIS PERIOD*	PRIOR CUMULATIVE LOCCS DRAWDOWNS	CUMULATIVE LOCCS DRAWDOWNS TO DATE*	AVAILABLE BALANCE
1. Personnel (Direct Labor)	\$213,897	\$14,587	\$163,379	\$195,346	\$13,945
2. Fringe Benefits	\$193,749	\$8,522	\$62,725	\$102,447	\$2,888
3. Travel	\$18,655	\$653	\$19,654	\$17,207	\$1,386
4. Equipment	\$0	\$0	\$0	\$0	\$0
5. Supplies and Materials	\$0	\$0	\$0	\$0	\$0
6. Consultants	\$0	\$0	\$0	\$0	\$0
6a. Sub-Totals	\$338,031	\$23,772	\$284,028	\$317,800	\$18,231
7a. [REDACTED]	\$225,000	\$0	\$168,307	\$168,307	\$38,652
7b. [REDACTED]	\$183,595	\$795	\$116,364	\$117,180	\$68,738
7c. [REDACTED]	\$815,895	\$0	\$715,889	\$715,889	\$100,000
7d. [REDACTED]	\$201,595	\$0	\$125,756	\$129,756	\$75,838
7e. [REDACTED]	\$490,092	\$0	\$293,689	\$293,689	\$195,403
Subtotal Category 7	\$1,816,472	\$795	\$1,420,005	\$1,420,601	\$485,671
8. Construction	\$0	\$0	\$0	\$0	\$0
9. Other Direct Costs	\$47,497	\$0	\$14,447	\$14,447	\$33,050
9a. Health Homes Initiative	\$0	\$0	\$0	\$0	\$0
10. Indirect Costs	\$0	\$0	\$0	\$0	\$0
	\$2,300,000	\$24,568	\$1,728,480	\$1,753,048	\$546,952

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

Administrative Cost Summary

BUDGET CATEGORIES*	NEGOTIATED HUD SHARE ADMIN BUDGET	APPROVED LOCCS DRAWDOWNS THIS PERIOD*	PRIOR CUMULATIVE LOCCS DRAWDOWNS	CUMULATIVE LOCCS DRAWDOWNS TO DATE*	AVAILABLE BALANCE
1. Personnel (Direct Labor)	\$77,688	\$0	\$57,688	\$57,688	\$0
2. Fringe Benefits	\$28,710	\$0	\$28,710	\$28,710	\$0
3. Travel	\$18,595	\$0	\$10,017	\$10,017	\$8,578
4. Equipment	\$0	\$0	\$0	\$0	\$0
5. Supplies and Materials	\$0	\$0	\$0	\$0	\$0
6. Consultants	\$0	\$0	\$0	\$0	\$0
7. Contract and Sub-Grantees	\$116,299	\$31	\$95,542	\$95,593	\$20,699
8. Construction	\$0	\$0	\$0	\$0	\$0
9. Other Direct Costs	\$8,748	\$0	\$0	\$0	\$8,748
10. Indirect Costs	\$0	\$0	\$0	\$0	\$0
	\$230,000	\$31	\$185,957	\$185,908	\$43,992

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

Match Commitment Summary

Source of Match Funds	Eligible Activities	Amount this Quarter
In-kind contribution	staff time	\$12,137
Match Commitment Summary		
Total Match Commitment	Total Match This Quarter	Cumulative Match
\$252,830	\$12,137	\$178,722

SF-425 Document

This needs submit for quarterly reports and match budget balance via HHGMS for each quarter

For more details on how to fill out form, you can reference Its All Numbers-Fiscal Accountability session slides.

FEDERAL FINANCIAL REPORT
(Follow form instructions)

Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page	of		
				1	1		
pages							
Recipient Organization (Name and complete address including Zip code)							
4. DUNS Number		4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual		
Project/Grant Period From: (Month, Day, Year)		To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)			
Transactions					Cumulative		
<i>(Use lines a-c for single or multiple grant reporting)</i>							
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts							
b. Cash Disbursements							
c. Cash on Hand (line a minus b)					0.00		
<i>(Use lines d-o for single grant reporting)</i>							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized							
e. Federal share of expenditures							
f. Federal share of unliquidated obligations							
g. Total Federal share (sum of lines e and f)					0.00		
h. Unobligated balance of Federal funds (line d minus g)					0.00		
Recipient Share:							
i. Total recipient share required							
j. Recipient share of expenditures							
k. Remaining recipient share to be provided (line i minus j)					0.00		
Program Income:							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)					0.00		
Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
				g. Totals:			
<i>Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.</i>							
Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
Typed or Printed Name and Title of Authorized Certifying Official					c. Telephone (Area code, number and extension)		
					d. Email address		

1 (of 1) 100%

eLOCCS Payment Overview and Checklist

Check List:

- Request under correct grant award number
- Attach all files needed
- Include invoices to support the draw in full if \$100,000 OR if the GTR requests to see them for any reason
- Ensure the forms are filled out completely and accurately

Fiscal Oversight Key Takeaways

- **Please Don't wait till the last minute to track and monitor your program budget and LOCCS payments**
- Must have correct paperwork, signed and no negative balances and include all required budget or financial documents for LOCCS payments.
- Make more frequent smaller draws to stay on track with LOCCS benchmarks
- Continue monitor budget within HHGMS system for any budget issues
- Inform GTR if any issues regarding your budget or LOCCS payments in order to correct budget documents



QUESTIONS????