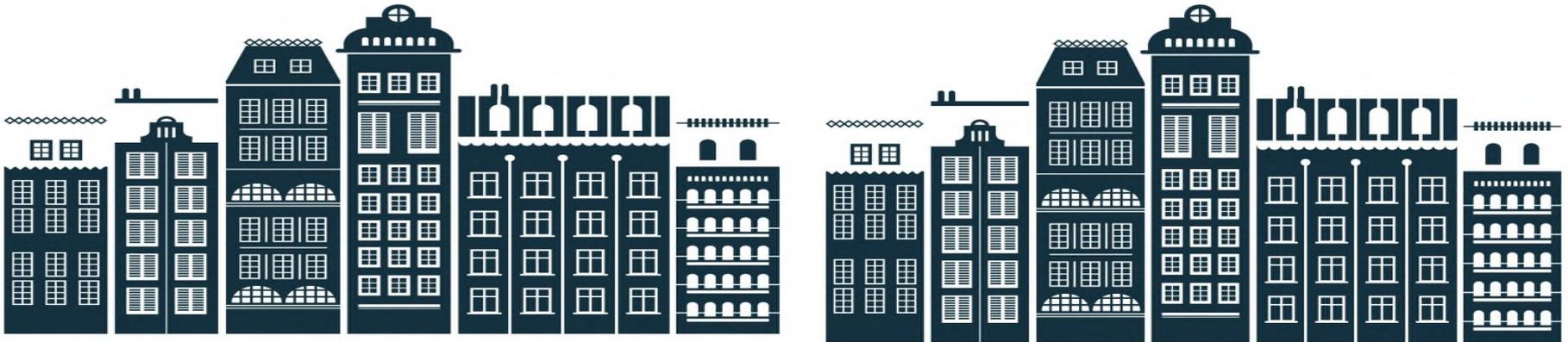


U.S. Department of Housing and Urban Development (HUD)
Office of Lead Hazard Control and Healthy Homes (OLHCHH)

2019 Program Manager School

What is HHGMS?



Minneapolis, MN

Healthy Homes Grant Management System (HHGMS)

2

Basic Information

- Browser
- How to log in
- Navigation
- Requesting password reset
- Self Help



Program Manager School 2019

Grantee Request

3

Creating a Grantee Request

- Navigation
- Filling in fields
- Attaching files



eLOCCS Request

4

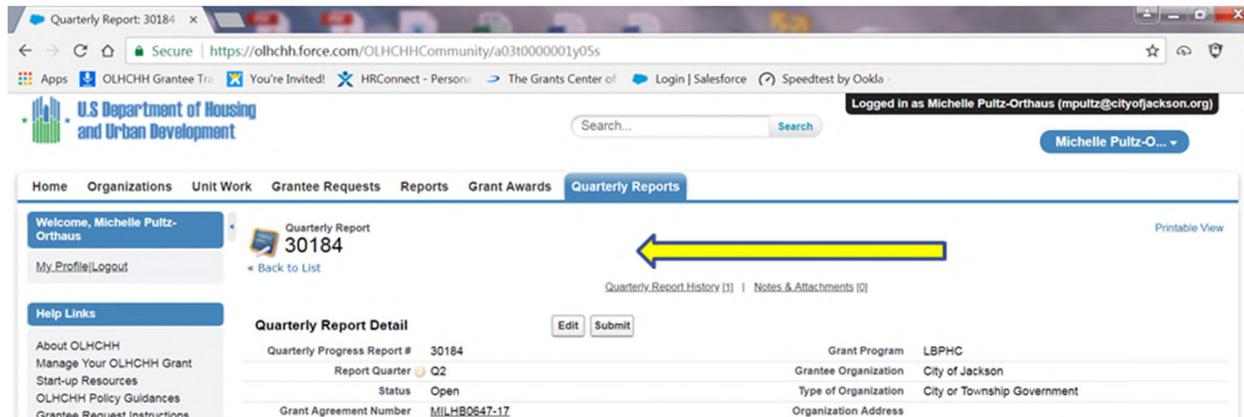
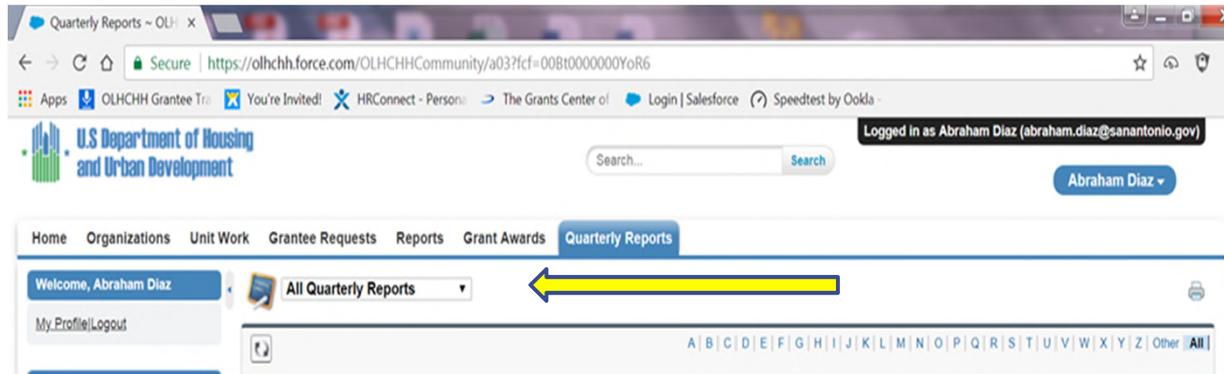
Creating a Request for a eLOCCS Draw

- Selection of Request Type
- Filling in Fields
- Part 3 Financial Reporting Form
- Administrative Costs
- Match Report
- Attaching Files



Quarterly Reports in HHGMS

5



Unit Work in HHGMS

6

The screenshot displays the HHGMS web application interface, showing the process of creating and submitting unit work. The browser address bar shows the URL: <https://olhchh.force.com/OLHCHHCommunity/a10/o>. The user is logged in as Michelle Pultz-Orthaus (mpultz@cityofjackson.org).

The navigation menu includes: Home, Organizations, Unit Work, Grantee Requests, Reports, Grant Awards, and Quarterly Reports. The current page is "Unit Work Home".

Recent Unit Work

Buttons: Create New Unit Work (highlighted with a yellow arrow), Recently Viewed

Occupants

Buttons: Edit, Delete, Add Unit to QR, New Occupant (highlighted with a yellow arrow)

Action	Occupant Name	Age at Intake	BLL at Intake	Elevated Blood Lead Level at Intake	Visiting	Last Modified By
« Back to List						

Links: Occupants [3] | Related Submitted Unit [1] | Notes & Attachments [0]

Unit Work Detail

Buttons: Edit, Delete, Add Unit to QR

Information - Unit Name will auto-populate from any initial entry

Submit to Quarterly Report

This action will create an entry for this unit in the Quarterly Report submitted to HUD. This action may only be done once and cannot be undone.

Quarterly Report: 29522 (highlighted with a yellow arrow)

Submit to Quarterly Report

This action will create an entry for this unit in the Quarterly Report submitted to HUD. This action may only be done once and cannot be undone.

Any subsequent changes will need to be made on the entry in the Quarterly report as well as in the Unit/Case/Care Plan Information.

All work should be completed and cleared before submitting the unit to the Quarterly Report.

Submit to QR (highlighted with a yellow arrow)