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

# FY2021 NEW GRANTEE ORIENTATION

Tribal Grantee Start Up Activities-Part 2 (Workplan, Budget, & Program Oversight

Victoria Jackson Region 5 Lead and Tribal Government Technical Representative



# Start UP and Program Activities (Part 2)

**Grant Award Page** 

Budget Tool Tracking and Oversight

Workplan Checklist Components

**LOCCS** Payment Information

Program Administration and Oversight

#### HHGMS Grant Award Page Components

- Grant Award Details
- Grant Award Amounts
- Current Quarterly Reports Details

#### Back to List: Grant Awards

Nor-Dirent: Gert Aread Forms () | Quarter (Reports () 54 | Cases () 54 | Description (Exclusions () | One Outs () | Subrecipiert (Contractor Cassifications () | Notes () + Adving () Head () Head () + Adving () + Notes () + Adving (

Grant Award Detail		Edit Sharing Complete Monitoring Form, Risk Analysis Letter 1944, Monitoring Form Conga, 90 Day Close Out
Grant Agreement Number	N Contraction of the second	Current Monitoring Form (Auto Populated) VDGR-000132
Grant Application Number		Current Risk Analysis Form (Auto-Pop) 🥥
Owner	Victoria Jackson [Change]	Current Risk Analysis Status Needs to be Completed
Grant Officer		Number of Completed Risk Analysis Forms 🌔 0
Status	Closed	Suspend Automation QPR Creation
		Close Dut 🥥
Grant Program	LBPHC	Close Out Status 💡 Needs to be Completed
		Approved Partners Report Link 🔐 <u>Report Link</u>
Amounts		
Total Grant Dollar Amount	\$3,400,000.00	Lead Balance 👔 (\$5,140,50)
LBPHC / LHRD Amount	\$3,000,000.00	HHS Balance 👔 \$5,140.50
HHS Amount	\$400,000.00	Match Belance (\$192,337,98)
Total Match Commitment	\$300,000.00	HHP Balance 👔 SO. M
HHP Amount	0	
Quarterly Reports		
Current Quarterly Report	<u>30447</u>	Previous Quarterly Report 30226
Current QPR Report Period	Jul 1 - Sept 30	Previous OPR Report Period Apr 1 - Jun 30
Current QPR Status	Closed	Previous OPR Status Closed
' File System - Recently Uploaded Files		

File System • Recently Uploaded Files

#### Key Date Information

- POP Dates
- RROF Dates
- Benchmark Performance Percentages
- Months Active
- Grant Duration
- All other vial information that will be scored on ongoing and quarterly bases

Date mormation			
Fiscal Year	2014	Total Assessments Completed - Report 🥥	312
POP Start Date 🧯	12/1/2014	Projected - Assessments Evaluations	280
POP End Date (	11/30/2017	Total Units Completed - Report 🥥	286
Date Final Report is Due 🏻	5/31/2018	Projected - Units Completed/Cleared	280
ERR-RROF Start Date 🧯		Average Unit Cost 🥥	\$6,997.71
ERR-RROF Expiration Date		Total LOCCS Completed - Report 🥥	\$3,400,000.00
Grant Duration	12	Projected - LOCCS Drawdowns 🥥	\$3,400,000.00
30 under POP Baseline Warning 깅			
Pop Extension Granted 🧯		% of Pop Reached 🥥	100.00%
Close-out Extension Granted 🏻	5/31/2018	% Healthy Homes Used 🥥	98.71%
Months Active	76	% of Total Match 🥥	164.11%
Award Quarter	014	% of Assessments Complete 🥥	111.43%
Current Total Match Provided 🌔	\$492,337.98	% Units Complete 🥥	102.14%
Fiscal Start Quarter	1	% of LOCCS Complete 🥥	100.00%
Fiscal year calc	1	% of Total Admin Drawn 🥥	99.70%
Need Current Benckmarks			
		Last submitted QPR	16
		Last Two Quarter Scores	Last Two Quarters Score Report
mation Fields		<b>-.</b>	

### Negotiated Budget

Negotiated Budget Categories			
Personnel	\$520,625.11	Personnel (Use) Actual 🧉	\$520,625.11
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
<ul> <li>Negotiated Admin Categories</li> </ul>			
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

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.

# Why Budget Tool is Important to Track

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.

#### Workplan Development Topics to Keep in Mind

#### **Administrative Tasks**

- Environmental Review (Tier I)
- Hiring a qualified Program Manager or staff
- RFP/MOUs for Contractors, Subrecipients and Partners
- Outreach Plan
- Determine Type of Procurement

### Workplan Components

#### Intake processes/plan

 Income Verification- which of the three definition you will use for your

program

- Rental/owner Occupy/vacant
- Single/multifamily units
- Tier II

### Workplan Development

#### Unit Program Activities:

- •Inspection/Risk Assessment of the unit(s) LI/RA (if addressing lead)
- •Healthy Homes Assessment (29 Hazards
- Work Specifications (Lead /HH)
- List of Qualified Contractors
- Bidding the work
- Selecting the contractor/sign contract
- Paying Contractors
- Ongoing Unit Monitoring and Maintenance

# Quarterly Report

Submitted at end of each quarter by grantee staff with SF-425 supportive document

 Within 30 days of close of quarter (Next one due by July 30<sup>th</sup>, 2021)

Submitted through HHGMS and includes narrative and production information

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



### HHGMS Benchmarks Scores

v Quarter Scores	
Q1 Score 🥥 100	Q1 Score Adjusted 🥥
Q2 Score 🥥 100	Q2 Score Adjusted 📀
Q3 Score 🥥 100	Q3 Score Adjusted 📀
Q4 Score 🥥 100	Q4 Score Adjusted ⊘
Q5 Score 🥥 100	Q5 Score Adjusted 🥥
Q6 Score 🥥 100	Q6 Score Adjusted 🥝
Q7 Score 🥥 100	Q7 Score Adjusted 🥥
Q8 Score 🥥 88	Q8 Score Adjusted 🥥
Q9 Score 🥥 91	Q9 Score Adjusted 🥝
Q10 Score 🥥 92	Q10 Score Adjusted 🥹
Q11 Score 🥥 94	Q11 Score Adjusted 🥥
Q12 Score 🥥 94	Q12 Score Adjusted 🥥
Q13 Score 🥥 96	Q13 Score Adjusted 🤪
Q14 Score 🥥 97	Q14 Score Adjusted 🥹
Q15 Score 🥥	Q15 Score Adjusted 🤪
Q16 Score 🥥	Q16 Score Adjusted 🤪
Q17 Score 🤪	Q17 Score Adjusted 🥹
Q18 Score 🥥	Q18 Score Adjusted 🥹
Q19 Score 🥥	Q19 Score Adjusted 🥝
Q20 Score 🥥	Q20 Score Adjusted 🥹

### HHGMS Benchmarks Assessments

Assessments/Evaluations - Cumulative Bench	marks and Actual Cumulative
Q1 (A)	0
Q2 (A)	10
Q3 (A)	40
Q4 (A)	60
Q5 (A)	75
Q6 (A)	90
Q7 (A)	120
Q8 (A)	130
Q9 (A)	140
Q10 (A)	160
Q11 (A)	190
Q12 (A)	190
Q13 (A)	190
Q14 (A)	190
Q15 (A)	190
Q16 (A)	190
Q17 (A)	190
Q18 (A)	190
Q19 (A)	
Q20 (A)	

#### HHGMS Benchmarks Units

<ul> <li>Units Completed</li> </ul>	- Cumulative Benchmarks and Actual Cumulative

Q1 (U)	0
Q2 (U)	3
Q3 (U)	10
Q4 (U)	25
Q5 (U)	30
Q6 (U)	55
Q7 (U)	85
Q8 (U)	105
Q9 (U)	115
Q10 (U)	135
Q11 (U)	165
Q12 (U)	190
Q13 (U)	190
Q14 (U)	190
Q15 (U)	190
Q16 (U)	190
Q17 (U)	190
Q18 (U)	190
Q19 (U)	

### HHGMS Benchmark LOCCS

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)					
200.W.X.					

### Monthly eLOCCS Draw

#### **Benefits:**

- Frequent and timely eLOCCS requests reduce GTR review and approval time
- Requests under \$100,000 do not require submission of supporting documentation at time of the request
- Minimum required documents: eLOCCS Payment Voucher and Part 3 Financial Reporting form

Grant Agreement Number:	and the second second	o maxaro o om	rol Grant Fund	AFT #37 - DRAFT	
Grant Organization:	City and the property is	County County on	and a		
Report Period:	December, Januar			Year	2013 and 2014
	HUD Lea	d Hazard Cont	rol Grant Fund		12.50 million (18.50)
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)	\$213,091	\$14,067	\$185,379	\$199,94	5 51
2. Fringe Benefits	\$103,545	\$8,522	\$92,125	\$100,647	5
3. Travel	\$18,595	\$083	\$16,624	\$17,20	7 5
4. Equipment 5. Supplies and Materials	\$0	\$0 \$0	\$0	\$1	2
6. Consultanta				55	3
6a. Sub-Totala	\$336,031	\$23,772	\$294,028	\$317,800	51
78.	\$225,000	67	5168 307	\$168,30	39
75	\$183,890	\$796	\$168,307 \$116,364	\$117,160	1 56
70.1	\$815,889	80	\$715.890	\$715,885	\$10
76.1	\$201,595	\$0	\$125,756	\$125,756	5 571
7e. 8	\$490,092	10	\$293,689	5293,685	\$ \$10
Subtonal Category 7	\$1,916,472	\$705	\$1,420,005	\$1,420,501	549
8. Construction	\$0	\$0			
9. Other Direct Costs	\$47,497	\$0	\$54,447	\$14,447	\$33
Pz. Health Homes Initiplive 10. Indexet Costs	13-01-H.Sug II-SSA-	and the second		A CONTRACTOR OF	and the second se
10. Indeed Costs	\$2,300,000	\$3	\$1,728,480	\$1,763,048	
<ul> <li>Administrative costs included in</li> </ul>	Admi	inistrative Cos	t Summary		
BUDGET CATEGORIES		APPROVED LOCCS DRAWODWNS	PROR CUMULATIVE	CUMULATIVE LOCCS DRAWDOWNS TO DATE:	AVALABLE BALANCE
BUDGET CATEGORIES*	Admi NEGOTIATED HUD SHARE ADMIN BUDGET 357,685	APPROVED	PROR CUMULATIVE LOCCS DRAWDOWNS \$57,656	LOCCS DRAWDOWNS TO DATE*	BALANCE
BUDDET CATEGORIES* 1. Personnel (Direct Labor) 2. Fringe Benefits	Admi NEGOTIATED HUD SHARE ADMIN BUDGET 357,035 536,710	APPROVED LOCCS DRAWDOWNS THIS PERIOD 30	PROR CUMULATIVE LOCCS DRAWDOWNS \$07,686 \$28,710	LOCCS DRAWDOWNS TO DATE* \$57,068 \$28,710	BALANCE
BUDGET CATEGORIES* 1. Personnel (Direct Labor) 2. Fringe Benafis 3. Travel	Admi NEGOTIATED HUD SHARE ADMIN BUDGET 337,095 328,710 331,595	APPROVED LOCCS DRAWDOWNS THIS PERIOD* 50 50 50	PROR CUMULATIVE LOCCS DRAWDOWNS \$57,656	LOCCS DRAWDOWNS TO DATE*	BALANCE
BUDGET CATEGORIES* 1. Personnel (Direct Labor) 2. Frage Brandis 3. Travel 4. Ecoloment	Admi NEGOTIATED HUD SHARE ADMIN BUDGET 337,095 528,710 319,595 50 50	APPROVED LOCCS DRAWDOWNS THIS PERIOD 50 50 50 50 50 50 50 50 50 50 50 50 50	PROR CUMULATIVE LOCCS DRAWDOWNS \$07,686 \$28,710	LOCCS DRAWDOWNS TO DATE* \$57,068 \$28,710	BALANCE
BUDGET CATEGORIES* 1. Personnel (Direct Labor) 2. Frage Benafis 3. Travel 4. Erauberent 6. Supples and Materials	Admi NEGOTIATED IRUD SHARE ADMIN BUDGET 357,695 \$28,710 \$38,595 352,525 \$20 \$20 \$20 \$20 \$20 \$20 \$20 \$20 \$20 \$20	APPROVED LOCOS DRAWDOWNS THIS PERIOD* 50 50 50 50 50 50 50 50 50 50 50 50 50	PROR CUMULATIVE LOCCS DRAWDOWNS \$07,686 \$28,710	LOCCS DRAWDOWNS TO DATE* \$57,068 \$28,710	BALANCE
BUDGET CATEGORIES* 1. Perspanel (Direct Labor) 2. Frige marks 3. Trail 4. Explorement 6. Supplies and Materials 6. Consultants	Admi NEGOTIATED IRUD BIHARE ADMIN BUDGET \$37,595 \$38,710 \$18,595 \$2 \$2 \$9 \$2 \$2 \$9 \$2 \$2 \$2 \$2 \$2 \$2 \$2 \$2 \$2 \$2 \$2 \$2 \$2	APPROVED LOCCS DRAWDOWNS THIS PERIOD 50 50 50 50 50 50 50 50 50 50 50 50 50	Estiminary PROR CUMULATIVE LOCCS DRAWDOWNS \$28,710 \$16,017	LOCC8 DRAWOOWNS TO DATE* \$57,088 \$28,710 \$10,017	BALANCE
BUDGET CATEGORIES* 1. Personnet (Direct Labor) 2. Frigo Brantis 1. Target 4. Estatement of 4. Estatement of 4. Estatement of 4. Control and Sub-Granteas 4. Control and Sub-Granteas	Admi NEGOTIATED IRUD BHARE ADMIN BUDGET 357,635 528,710 318,505 50 50 519,205 50 50 519,205 50 50 50 50 50 50 50 50 50 50 50 50 5	APPROVED LOCCS DRAWDOWNS THIS PERIOD 50 50 50 50 50 50 50 50 50 50 50 50 50	PROR CUMULATIVE LOCCS DRAWDOWNS \$07,686 \$28,710	LOCCS DRAWDOWNS TO DATE* \$57,068 \$28,710	BALANCE
BUDGET CATEGORIES* 1. Prosenter Direct Lebor) 2. Frogo Records 3. Tarvel 4. Ecological and Materials Consultants 4. Consultants 4. Cons	Adimi NEGOTIATED HUD SHARE ADMIN BUDGET 357,959 318,959 318,959 319,959 319,959 319,959 3116,259 3116,259 38,744	APPROVED LOCCS DRAWOOWNS THIS PERIOD 50 50 50 50 50 50 50 50 50 50 50 50 50	Estiminary PROR CUMULATIVE LOCCS DRAWDOWNS \$28,710 \$16,017	LOCC8 DRAWOOWNS TO DATE* \$57,088 \$28,710 \$10,017	BALANCE 58 520
BUDGET CATEGORIES* 1. Personnet (Direct Labor) 2. Frigo Brantis 1. Target 4. Estatement of 4. Estatement of 4. Estatement of 4. Control and Sub-Granteas 4. Control and Sub-Granteas	Admi NEGOTIATED HUD SHARE ADMIN BUDGET 337, 693 338,975 339,975 339,975 351,98,274 352 353,98,274 353 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 353,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995 355,995,	APPROVED LOCCS DRANDOWNS THIS PERIOD 50 50 50 50 50 50 50 50 50 50 50 50 50	I Summary PROR CUNULATIVE -COCCS DRAWDOWNS \$57,050 \$57,050 \$57,050 \$57,050 \$57,050 \$57,050 \$57,050 \$57,050	LOCCS DRAWOOWNS TO DATE* \$57,648 \$28,710 \$10,017 \$10,017	BALANCE 54 520 520
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#### LOCCS Voucher Form Reminders

-Need two signatures in boxes 11 and 12

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

Menu Voucher Select	ion Payment 6		ment Voucher Entry	Marcu Aut Lon Off Botto
	Collection of Informs 6. gathering and mail	an Off tion is estimate talving the date		iducting the time for reviewing instructions,
HUD implemented the Line of ( recipients \$1 out a voucher for	ryou are not required Credit Control System In for the applicable H wwn process. This inf	to complete th NVsice Respon UD program wi ormation is reas	is form, unless it displays a currently va se System (LOCCS/VRS) to process re	lid OMB control number. quests for payments to grantees. Grant
1. Voucher Number	2. LOCCS Pgim An	a 3		4
039-034544 6. Vaice Response No.	6. Grantee Organiza	stan		
59442-95401			ALLER AND	
8. Grant or Project No.	6a. Grantee Organi	ration TIN		
Name	Auth	orized	Available Drawdown Balance	Drawdown Amount
Grant Balance	2,	300,000.00	571,522.00	24,568.00
T	otal: 2,	300,000.00	571,522.00	24,568.00
this program. In the event the f 11. Name & Phone Number of Person completing this form	unds provided becom	te more than ne Title of Authoriz	cessary, such excess will be prompily r	In oxoces of immediate disbursement needs for eturned, as directed by HUD.
		1.7	0	03-23-2015
U.S.C.3729, 3800) Privacy Statement: Pu Housing and Urban Der which will be used by H safeguard the Line of C individuals who no longs the information request the information of the SSN is:	blic Law 97-256 velopment (HUD UD to protect di redit Control Sy ar require access ed on the form r voluntary. HUD	i, Financial I b) to collect sbursement stem (LOCC is to LOCCS nay delay th uses it as a	Integrity Act, 31 U.S.C. 3512, all the information (except the data from fraudulent actions. S) from unauthorized access have their access capability e processing of your approval unique identifier for safenuer	matters. (18 U.S.C. 1001, 1010, 1012; 31 authorizes the Department of Social Security Number (SSN)) The purpose of the data is to The data are used to ensure that promptly delead. Failure to provide for access to LOCCS. While the ding the LOCCS from unauthorized JD, except as permitted or required
				form HUD-50080-LBA-a (4/2000)
-	Ne	Submit ext Payment	Reset Cancel	4}

#### Part 3 Form Reminders

Please reference Its All Numbers -Fiscal Accountability Slides for more details on how to fill out form

		NANCIAL REP				
Grant Agreement Number:	HUD Lead	Hazard Conti	rol Grant Fund	8 AFT #37 - DRAFT		
Grant Organization:	destablished in the second sec					
Report Period:	December, Januar	y and Febuary		Year	2013 and 2014	
	HUD Leas	Hazard Conti	rol Grant Fund	5		
BUDGET CATEGORIES*	NEGOTIATED HUD SHARE BUDGET	APPROVED LOCCS DRAWDOWNS THIS PERIOD*	PRIOR CUMULATIVE LOCCS DRAWDOWNS	CUMULATIVE LOCCS DRAWDOWNS TO DATE"	AVAILABLE BALANCE	
1. Personnel (Cirect Labor)	\$213,691	\$14,567	\$185,379	\$199,948	\$13.94	
2. Fringe Benefits	\$103,646	\$8,522	\$92,125	\$100.647	\$2.85	
3. Travel	\$18,595	\$040	\$16,524	\$17,207	\$1.3	
4. Equipment	\$0	80	\$0	\$0		
5. Supplies and Materials	\$0	\$4	80	50		
6. Consultants	\$0	80	\$0	\$0		
6a. Sub-Totala	\$336,031	\$23,772	\$294,028	\$317,800	\$18,23	
78.00	\$225,000	\$0	\$168,307	\$168.307	\$56.65	
7b	\$183,890	\$796	\$116,364	\$117,160	566.73	
70.	\$815,889	\$0	\$715,880	\$715,889	\$100.00	
7d. P	\$201,595	\$0 \$0	\$125,756	\$125,756	\$75,83	
7e. 8	\$490,092	\$0	\$293,689	\$293,689	\$195,40	
Substated Category 7	\$1,916,472	\$795	\$1,420,005	\$1,420,601	\$495,67	
8. Construction	\$0	\$0			5	
9. Other Direct Costs	\$47,497	\$0	\$14,447	\$14,447	\$33,05	
Pz. Health Homes Initiative	201122-1532-F	Contract of the local	1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	A CONTRACTOR OF A		
10. Indirect Costs	\$0	\$0	1	\$0		
	\$2,300,000	\$24,558	\$1,728,480	\$1,763,048	\$548.95	

\* 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	CUMULAYIVE LOCCS DRAWDOWNS TO DATE*	AVAILABLE BALANCE	
1. Personnel (Direct Labor)	357,685	\$0	\$57,655	\$57,688	80	
2. Fringe Benefits	\$26,710	90	\$28,710	\$28,710	50	
3. Travel	\$18,595	\$0	\$10,017		\$8,578	
4. Equipment	50	\$0			80	
6. Supplies and Materials		\$0			\$0	
6. Consultants	90	\$0			50	
7. Contract and Sub-Grantees	\$116,255		\$89,542	\$89,593	\$26,666	
8. Construction	\$0	\$0			50	
9. Other Direct Corts	\$8,748				\$8,748	
10. Indirect Costs	\$0	\$0			50	
	\$230,000	\$51	\$185.957	\$185,005	\$43,992	

\* Administrative costs included in totals expended are not to exceed 1D 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
\$252,630	\$12,137	\$178,722

#### SF-425 Document

Please reference Its All Numbers -Fiscal Accountability Slides for more details on how to fill out form

#### FEDERAL FINANCIAL REPORT (Follow form instructions) 2. Federal Grant or Other Identifying Number Assigned by Federal Agency Federal Agency and Organizational Element Page of to Which Report is Submitted (To report multiple grants, use FFR Attachment) 1 pages Recipient Organization (Name and complete address including Zip code) DUNS Number 4b. EIN Recipient Account Number or Identifying Number Report Type Basis of Accounting (To report multiple grants, use FFR Attachment) Quarterly Semi-Annual Annual Cash Cash Final Reporting Period End Date Project/Grant Period From: (Month, Day, Year) To: (Month, Day, Year) (Month, Day, Year) Cumulative Transactions Ise lines a-c for single or multiple grant reporting) ederal Cash (To report multiple grants, also use FFR Attachment): Cash Receipts b. Cash Disbursements c. Cash on Hand (line a minus b) 0.00 lse lines d-o for single grant reporting) ederal 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 i. Recipient share of expenditures k. Remaining recipient share to be provided (line i minus j) 0.00 rogram Income: I. 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 I minus line m or line n) 0.00 Period From Period To d. Base . Amount Charged f. Federal Share a. Type b. Rate Indirect xpense g. Totals: Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: 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 faise, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalities. (U.S. Code, Title 18, Section 1001) Typed or Printed Name and Title of Authorized Certifying Official Telephone (Area code, number and extension) d. Email address

### eLOCCS and Grantee Drawdowns

#### 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

### eLOCCS and Grantee Drawdowns

- Please Don't wait till the last minute
- LOCCS draws must be turned around timely per the 2 CFR.
  - Must have correct paperwork, signed and no negative balances and include all required pieces.
  - The bigger the draw the longer it takes to review
  - Allow 5-7 business days from the day we receive all the correct and required documents to review
  - the system or the day it is approved by this office
  - Make more frequent smaller draws to stay on track

### **Risk Analysis**

- What is a Risk Analysis and Why do we have to report this?
- Each year GTRs conduct Risk Analysis for each of their assigned grants.
- The Annual Risk Analysis is required under the Departmental Management Control Program Handbooks.
- This establishes both quantitative and qualitative riskbased monitoring factors to be used in examining and ranking high-risk activities and grantees.
- It requires that program areas assign an annual risk rating to each grantee through a risk assessment process using the OLHCHH Risk Assessment Worksheet.

### Risk Analysis, cont'd

- The assessment and analysis can then be used to establish priorities for monitoring and ensure that the highest-risk grantees be monitored for the following fiscal year.
- The annual Risk Analysis include:
  - Grantee High Risk Designation History;
  - Financial management and oversight;
  - Quarterly Reports;
  - Audits;
  - Previous remote or on-site monitoring results;
  - Other government entities; and
  - Local issues

#### **Poll Questions**

 Are you set up in LOCCS and HHGMS system started to get started on program major administrative activities ?

#### Overview

- Finish up all startup documentation
  - Environmental Review
  - Workplan
  - Policies and Procedures
  - Building Capacity and Objectives for Program Success
  - Understand all program eligible and ineligible costs
  - Request funds in eLOCCS and HHGMS on a monthly basis
  - Establish a unit file check list
  - Establish a tracking system
  - Report quarterly reports
  - All annually reports as stated in Terms and Conditions
  - Inform OLHCHH on all major administrative and budget changes within the program

### Policies' Reference

Home / Office of Lead Hazard Control and Healthy Homes

#### OFFICE OF LEAD HAZARD CONTROL AND HEALTHY HOMES (OLHCHH)

The Office of Lead Hazard Control and Healthy Homes (OLHCHH) provides funds to state and local governments to develop cost-effective ways to reduce lead-based paint hazards. In addition, the office enforces HUD's lead-based paint regulations, provides public outreach and technical assistance, and conducts technical studies to help protect children and their families from health and safety hazards in the home.





The Programs Division provides program management, oversight and technical assistance of OLHCHH's grant programs.



 The Programs and Regulatory Support Division ensures regulatory compliance with the Lead-Based Paint Disclosure Rule & the Lead Safe Housing Rule as well as provides program & technical support to our grantees & stakeholders. Enforcement & support for the Lead Regulations are major functions of the group as well as outreach, technical assistance & guidance on lead an healthy homes issues. OLHCHH Contact Information by Region.



• The Grant Services Division provides the overall supervision of the grant's management life cycle. This consists of administrative, negotiation, awarding, ensuring compliance to meet federal regulations or agency policies, financial audits, regulatory review & award closeout for the OLHCHH's grant & cooperative agreement.



• The Policy and Standards Division develops healthy homes guidelines & standards, oversees research studies, & provides technical assistance on policy issues for OLHCHH & other HUD Program Offices.

 The Post-Disaster Healthy Housing Resources page informs users on the essentials of healthy homes for post natural disaster restoration of homes, including the principles & technical aspects of the safe & proper response & removal of mold, asbestos, lead, & other hazards & unsafe conditions. Click Post-Disaster Healthy here for helpful resources.

#### https://www.hud.gov/program\_offices/healthy\_homes