

SECTION 5

HOPE VI DEMOLITION GRANTS

HOPE VI DEMOLITION GRANTS

PHA NAME	DEVELOPMENT NAME	NUMBER OF UNITS	AMOUNT OF GRANT	FY AWARDED
Akron Akron Metropolitan Housing Authority 100 West Cedar Street Akron, OH 44307 Phone Number: 330-762-9631 Fax Number: 330-376-6821	Elizabeth Park	134	844,000	98
Albany Albany Housing Authority 4 Lincoln Square Albany, NY 12202-1698 Phone Number: 518-445-0711 Fax Number: 518-445-0725	Steamboat Square	100	500,000	98
	Lincoln Park Homes	42	210,000	98
Ashland, Kentucky Housing Authority of Ashland 3131 Winchester Avenue Ashland, KY 41101 Phone: 606-325-7112 Fax: 606-324-1714	DeBord Terrace	16	80,000	99
Atlanta Housing Authority of the City of Atlanta 739 W. Peachtree ST NE Atlanta, GA 30365 Phone: 404-817-7200 Fax: 404-815-4070	Carver Homes	990	9,720,520	96
	Perry Homes	944	5,135,500	98
Baltimore Housing Authority of Baltimore City 417 East Fayette Street Baltimore, MD 21202 Phone: 410-396-3232 Fax: 410-396-4943	Fairfield Homes	300	2,500,000	96
	Broadway	429	2,281,500	98
Bristol, Virginia Bristol Redevelopment and HA 650 Quarry Street Bristol, VA 24201 Phone: 540-669-4124 Fax: 540-669-3916	Rice Terrace Extension	25	125,000	99

PHA NAME	DEVELOPMENT NAME	NUMBER OF UNITS	AMOUNT OF GRANT	FY AWARDED
Buffalo Buffalo Housing Authority 300 Perry Street Buffalo, NY 14204 Phone: 716-855-6711 Fax: 716-855-6761	Commodore Perry	304	6,304,000	96
Camden Housing Authority of the City of Camden 1300 Admiral Wilson Blvd. Camden, NJ 08109 Phone Number: 609-968-2700 Fax Number: 609-964-8610	Westfield Acres	514	3,138,500	98
Charleston, WV Housing Authority of the City of Charleston P.O. Box 86 Charleston, WV 25321 Phone Number: 304-348-6451 Fax Number: 301-348-6455	Orchard Manor	230	1,265,021 (342,337) 922,684	98
Chester City Chester Housing Authority PO Box 380 Chester, PA 19016 Phone: 610-876-5561 Fax: 610-876-0304	McCaffrey Village	152	839,860	96
Chicago Chicago Housing Authority 626 West Jackson Boulevard Chicago, IL 60661 Phone Number: 312-791-8500 Fax Number: 312-207-0249	Wells Extension	260	1,300,000	98
	Washington Park	306	1,530,000	98
	Darrow Homes	120	672,000	98
	Brooks Homes	83	290,500	98
	Brooks Extension: 1111 W. Roosevelt	152	923,500	98
Cincinnati Cincinnati Housing Authority 16 West Central Parkway Cincinnati, Ohio 45210 Phone: 513-721-4580 Fax: 513-977-5616	Grandview	144	720,000	97
Columbia, Missouri Housing Authority of the City of Columbia 207 Park Street Columbia, MO 65203 Phone: 573-443-2556 Fax: 573-443-0051	Bear Creek	22	169,200 110,000	96 98

PHA NAME	DEVELOPMENT NAME	NUMBER OF UNITS	AMOUNT OF GRANT	FY AWARDED
Columbia, South Carolina Housing Authority of the City of Columbia 1917 Harden Street Columbia, SC 29204 Phone: 803-254-3886 Fax: 803-376-6114	Hendley Homes	300	1,938,250	99
Columbus Columbus Metropolitan Housing Authority 960 East Fifth Avenue Columbus, OH 43201 Phone Number: 614-294-4401 Fax Number: 614-421-4505	Linton Gardens	252	1,083,065	98
Cookeville, Tennessee Cookeville Housing Authority P.O. Box 400 Cookeville, TN 38503-0400 Phone: 931-526-9793 Fax: 931-526-5841	Judge O.K. Holladay Homes	30	166,500	99
Corpus Christi HA of the City of Corpus Christi 3701 Ayers Street Corpus Christi, TX 78415 Phone Number: 512-889-3300 Fax Number: 512-888-9131	DN Leathers II	200	1,165,000	98
Cuyahoga Cuyahoga Metropolitan Housing Authority 1441 West 25th Street Cleveland, OH 44113 Phone Number: 216-348-5911 Fax Number: 216-348-1023	Outhwaite Homes, King Kennedy North	182	913,420	98
Danbury Danbury Housing Authority P.O. Box 86 Danbury, CT 06813-0086 Phone Number: 203-744-2500 Fax Number: 203-797-1864	Laurel Gardens	18	117,000	98
Dayton Dayton Metropolitan Housing Authority 400 Wayne Avenue Dayton, OH 45410-1106 Phone Number: 937-222-6989 Fax Number: 937-222-3990	Summit Court	139	800,000	98

PHA NAME	DEVELOPMENT NAME	NUMBER OF UNITS	AMOUNT OF GRANT	FY AWARDED
Detroit Detroit Housing Commission 2211 Orleans Detroit, MI 48207 Phone: 313-877-8000 Fax: 313-877-8805	Jeffries Homes	1428	10,000,000	96
	Herman Gardens	412	2,060,000	98
		347	1,735,000	99
	Frederick Douglass Homes	224	1,276,000	99
East St. Louis Housing Authority of East St. Louis 700 North 20th Street East St. Louis, IL 62205 Phone: 618-271-0498 Fax: 618-271-0498	North Park Tower Orr-Weathers	227	1,000,000	96
Elizabeth HA of the City of Elizabeth 688 Maple Avenue Elizabeth, NJ 07202 Phone: 908-965-2405 Fax: 908-965-0026	Pioneer Homes	405	3,085,660	99
	Migliore Manor	187	1,422,340	99
Fort Wayne HA of the City of Fort Wayne 2013 South Anthony Blvd. Fort Wayne, IN 46869-3489 Phone: 219-449-7812 Fax: 219-449-7817	Miami Village Apartments	75	834,000	99
Franklin, Tenn. Franklin Housing Authority P.O. Box 304 Franklin, TN 37065-0304 Phone Number: 615-794-1247 Fax Number: 615-794-9254	Spring Street	11	71,500	98
Fulton County, Georgia Housing Authority of Fulton County 10 Park Place SE, Suite 550 Atlanta, GA 30303 Phone: 404-730-5841 Fax: 404-730-5847	Boat Rock	258	1,886,714	99
Hartford Hartford Housing Authority 475 Flatbush Avenue Hartford, CT 06106-3728 Phone: 860-275-8420 Fax: 860-232-1804	Harriet Beecher Stowe Village	335	5,025,000	96

PHA NAME	DEVELOPMENT NAME	NUMBER OF UNITS	AMOUNT OF GRANT	FY AWARDED
High Point, NC HA of the City of High Point 500 East Russell Avenue High Point, NC 27260 Phone Number: 336-887-2661 Fax Number: 336-887-2414	Springfield Townhomes	198	1,058,650	98
Huntsville, Alabama HA of the City of Huntsville PO Box 486 Huntsville, AL 35804-0486 Phone: 256-539-0774 Fax: 256-533-6344	Drake Tower	86	430,000	99
Jasper Jasper Housing Authority P.O. Box 582 Jasper, AL 35501 Phone: 205-384-4864 Fax: 205-387-9840	Carver Courts	24	120,000	97
Jersey City HA of the City of Jersey City 400 US Highway 1 Jersey City, NJ 07306 Phone: 201-547-6753 Fax: 201-547-6648	A. Harry Moore Bldg. 3	92	569,500	99
	A. Harry Moore Bldg. 5	96	707,500	99
Las Vegas City of Las Vegas Housing Authority PO Box 1897 Las Vegas, NV 89125-1897 Phone Number: 702-386-2278 Fax Number: 702-384-8912	Ernie Cragin Terrace	85	452,000	98
	Evergreen Arms	56	358,000	98
Lebanon, Tenn. Lebanon Housing Authority 49 Lake Street Lebanon, TN 37087 Phone Number: 615-444-1872 Fax Number: 615-444-1520	Upton Heights	28	180,500	98
	Inman Court	14	91,000	98
Los Angeles HA of the City of Los Angeles 2600 Wilshire Boulevard Los Angeles, CA 90057 Phone: 213-252-1810 Fax: 213-383-9719	Aliso Village	685	3,241,600	99

PHA NAME	DEVELOPMENT NAME	NUMBER OF UNITS	AMOUNT OF GRANT	FY AWARDED
Lubbock, Texas Housing Authority of the City of Lubbock 1708 Avenue G Lubbock, TX 79401 Phone: 806-762-1191 Fax: 806-762-0836	Green Fair Manor	108	606,000	99
Mercedes, Texas Housing Authority of the City of Mercedes 1025 Anacuitas Mercedes, TX 78570 Phone Number: 956-565-3139 Fax Number: 956-565-9874	Ebony Homes	32	160,000	98
	La Retama	2	10,000	98
Memphis Memphis Housing Authority 700 Adams Avenue Memphis, TN 38105 Phone: 901-544-1102 Fax: 901-523-0308	Foote Homes	422	4,542,867	96
Mid-East Regional Mid-East Regional Housing Authority P.O. Box 474 Washington, NC 27889 Phone Number: 919-946-0061 Fax Number: 919-975-1279	Scattered Sites	328	1,826,000	98
Middletown, Conn. Middletown Housing Authority 40 Broad Street Middletown, CT 06457 Phone Number: 860-346-8671 Fax Number: 860-347-0534	Long River Village	190	986,000	98
Milwaukee Housing Authority of the City of Milwaukee 809 North Broadway Milwaukee, WI 53202-3617 Phone Number: 414-286-5666 Fax Number: 414-286-5447	Parklawn	138	769,500	98
Minneapolis Minneapolis Public Housing Authority 1001 Washington Avenue North Minneapolis, MN 55401-1043 Phone Number: 612-342-1498 Fax Number: 612-371-0421	Glenwood, Lyndale Towers	306	1,825,500	98

PHA NAME	DEVELOPMENT NAME	NUMBER OF UNITS	AMOUNT OF GRANT	FY AWARDED
Mobile Mobile Housing Board 151 South Claiborne Street Mobile, AL 36602 Phone: 334-434-2201 Fax: 334-434-2373	Josephine Allen Homes	144	642,000	99
New Haven HA of the City of New Haven 360 Orange Street New Haven, CT 06511 Phone: 203-946-2802 Fax: 203-946-2894	McConaughy Terrace	92	1,380,000	96
New Orleans Housing Authority of New Orleans 918 Carondelet Street New Orleans, LA 70130 Phone Number: 504-582-7776 Fax Number: 504-525-5844	CJ Peete	742	3,906,000	98
	Desire	1020	3,000,000	98
	St. Thomas	701	3,501,085	99
New York City New York City Housing Authority 250 Broadway New York, NY 10007-2516 Phone: 212-306-3416 Fax: 212-306-4421	Prospect Plaza	102	731,688	99
Newark Housing Authority of the City of Newark 57 Sussex Avenue Newark, NJ 07103-3992 Phone: 201-430-2201 Fax: 201-624-1242	Hayes Homes	1458	9,010,400	96
Ocala Ocala Housing Authority PO Box 2468 Ocala, FL 34478-2468 Phone: 352-732-4026 Fax: 352-732-4026	Forest View, N.H. Jones	130	1,642,957	96
Paterson Housing Authority of the City of Paterson 60 Van Houten Street Paterson, NJ 07505-1998 Phone: 201-345-7789 Fax: 201-977-9085	Dean McNulty	160	2,047,000	96

PHA NAME	DEVELOPMENT NAME	NUMBER OF UNITS	AMOUNT OF GRANT	FY AWARDED
Pharr, Texas Housing Authority of the City of Pharr 211 West Audrey Pharr, TX 78577 Phone Number: 956-783-1316 Fax Number: 956-783-0955	Villa de la Esperanza	75	487,500	98
Philadelphia Philadelphia Housing Authority 4325 Merrick Road Philadelphia, PA 19129 Phone Number: 215-684-4174 Fax Number: 215-684-5683	Scattered Sites	226	1,550,000	98
	Richard Allen Homes	605	3,484,000	98
	Scattered Sites	459	2,307,000	99
	Cambridge Plaza	372	2,598,500	99
Pittsburgh Pittsburgh Housing Authority 200 Ross Street, 8th Floor Pittsburgh, PA 15219-2068 Phone: 412-456-5012 Fax: 412-456-5020	Allequippa Terrace	852	8,140,000	96
	Northview Heights	208	989,500	98
	St. Clair Village	266	1,040,000	98
	Garfield Heights	360	1,647,000	98
	Auburn Tower	294	1,656,000	98
	Arlington Heights	366	1,402,500	98
	Addison Terrace	149	765,000	98
	90	450,000	99	
Pontiac Pontiac Housing Commission 132 Franklin Blvd. Pontiac, MI 48341 Phone Number: 248-338-4551 Fax Number: 248-338-7996	Lakeside Homes	364	2,153,000	98
Pueblo Housing Authority of the City of Pueblo 1414 North Santa Fe Avenue Pueblo, CO 81003 Phone: 719-584-7625 Fax: 719-546-5364	Sangre de Cristo Apartments	22	109,550	96
Raleigh Housing Authority of the City of Raleigh PO Box 28007 Raleigh, NC 27611 Phone Number: 919-831-6416 Fax Number: 919-831-6160	Dandridge Downs	100	500,000	98

PHA NAME	DEVELOPMENT NAME	NUMBER OF UNITS	AMOUNT OF GRANT	FY AWARDED
Sacramento Sacramento County Housing Authority 630 I Street Sacramento, CA 95814 Phone: 916-440-1377 Fax: 916-441-1197	14th Avenue	10	50,000	97
Saginaw Saginaw Housing Commission 2811 Davenport Ave. Box A Saginaw, MI 48602 Phone: 517-755-8183 Fax: 517-790-0996	Daniels Heights	142	1,413,200	96
St. Louis St. Louis Housing Authority 4100 Lindell Boulevard St. Louis, MO 63108 Phone: 314-286-4371 Fax: 314-531-0184	Carbanne Court	45	675,000	96
	Webbe Elderly	112	560,000	99
San Antonio San Antonio Housing Authority 818 South Flores San Antonio, TX 78204 Phone: 210-220-3210 Fax: 210-271-3645	Menchaca Homes	150	840,726	96
	Villa Veramendi	24	120,000	98
	Rex Apartments	89	514,000	98
	San Juan Homes	115	740,000	98
	Alazan Apache	162	1,005,000	98
	Victoria Courts	660	4,252,500	99
Sanford Sanford Housing Authority 504 North First Street Sanford, NC 27331 Phone: 919-776-7655 Fax: 919-776-7657	Southfield Village	13	65,000	97
Seattle Seattle Housing Authority 120 Sixth Avenue North Seattle, WA 98109-5003 Phone: 206-615-3500 Fax: 206-615-3504	Roxbury Village	60	788,570	96
Tacoma Housing Authority of the City of Tacoma 902 South L Street Tacoma, WA 98405 Hillside Terrace Phone: 206-207-4420 Fax: 206-207-4440	Hillside Terrace	37	1,757,940 (1,202,940) 555,000	96
	Salishan	106	639,500	99

PHA NAME	DEVELOPMENT NAME	NUMBER OF UNITS	AMOUNT OF GRANT	FY AWARDED
Tampa Housing Authority of the City of Tampa 1514 Union Street Tampa, FL 33607 Phone: 813-253-0551 Fax: 813-251-4522	Riverview Terrace	127	873,000	96
Troy, New York Troy Housing Authority 1 Eddy's Lane Troy, NY 12180-1498 Phone: 518-272-3211 Fax: 518-274-1461	John J. Ahern Apartments	144	720,000	99
Utica Municipal HA of the City of Utica 509 Second Street Utica, NY 13501-2450 Phone Number: 315-735-5426 Fax Number: 315-735-3366	Goldbas Homes	45	243,000	98
Virgin Islands Virgin Islands Housing Authority #402 Estate Anna's Retreat St. Thomas, VI 00802 Phone: 340-775-2741 Fax: 340-775-0832	Estate Donoe	300	2,366,265	99
Washington, DC District of Columbia Housing Authority 1133 North Capitol St. NE Washington, DC 20002-7599 Phone: 202-535-1500 Fax: 202-535-1740	Fort Dupont, Stoddard Terrace	133	1,995,000	96
	High Land Addition	128	732,000	99
	East Capitol Dwellings	180	1,288,707	99
Washington County, Pennsylvania Washington County Housing Authority 100 Crumrine Tower, Franklin Street Washington, PA 15301-6995 Phone: 724-228-6060 Fax: 724-228-6089	Highland Terrace	10	50,000	99
Weymouth, Massachusetts Weymouth Housing Authority 402 Essex Street, Weymouth, MA 02188 Phone: 781-331-2323 Fax: 871-335-8214	Cadman Towers	43	215,000	99

PHA NAME	DEVELOPMENT NAME	NUMBER OF UNITS	AMOUNT OF GRANT	FY AWARDED
Winnebago County, Illinois Winnebago County Housing Authority 2901 Searles Avenue Rockford, IL 61101 Phone: 815-963-2133 Fax: 815-963-9731	Champion Park Apartments	14	76,000	99
Winona, Minn. Housing and Redevelopment Authority of Winona 1765 Kraemer Drive Winona, MN 55987 Phone Number: 507-454-3665 x 105 Fax Number: 507-454-8173	Arthur C. Thurley Homes	16	96,500	98
Youngstown Youngstown Metropolitan HA 131 West Boardman Street Youngstown, OH 44503-1329 Phone: 330-744-2161 Fax: 330-742-4826	Westlake Terrace Homes	289	1,503,880	99

Total Housing Authorities: 71
Total Grant: 108
Total units demolished: 25,698
Total dollars awarded: \$168,449,558



HOPE VI DEMOLITION GRANT MANAGEMENT AND MONITORING

Grant management responsibilities for all HOPE VI Demolition grants (grants for demolition, relocation, and related activities only) has been *assigned* from HUD Headquarters to Public Housing Directors and Program Center Coordinators in applicable Field Offices. Because the activities eligible under a HOPE VI Demolition grant are undertaken in the same manner as they are under HUD's Modernization programs, it is appropriate that Field Office staff monitor those activities and provide assistance to Grantees.

However, because the HOPE VI Program has not been *delegated* to Field Offices and the funds are officially assigned to Headquarters, some activities, particularly with regard to fund obligation, must be performed by the Office of Public Housing Investments (OPHI) in Headquarters. This document describes the process of setting up HOPE VI Demolition grants and the responsibilities of various HUD staff in monitoring them. This guidance supersedes any related chapters in any previous versions of the HOPE VI Guidebook as well as relevant guidance in Notice HUD 95-10.

I. GRANT SETUP

A. Grant Award and Obligation of Funds

After making grant selections, OPHI reserves the funds and notifies the recipient Public Housing Agencies (PHAs) by letter, providing each applicable Field Office with copies of the award letters. OPHI then transmits four copies of an obligating document for each grant to the Grantee. Grantees are asked to originally-sign each of the four copies and return them directly to OPHI for execution at the address listed above. Once the obligating documents are executed by the Assistant Secretary for Public and Indian Housing, OPHI distributes the four copies as follows:

1. OPHI sends one copy to HUD's Office of Finance and Accounting, which uses the document to obligate grant funds.
2. OPHI keeps one copy for its files.
3. OPHI sends two copies to the applicable Field Office, along with a copy of OPHI's letter transmitting the executed document back to the Grantee. The Field Office keeps one copy and transmits the other copy to the Grantee.

4. Budget

When OPHI sends the award letter and copies of the unexecuted obligating document to the Grantee, it also encloses a copy of the approved HOPE VI Demolition budget for the new grant. If OPHI has approved the submitted budget, either as submitted or with OPHI's revisions made at grant award, OPHI will indicate the amount of each individual Budget Line Item (BLI) on the approved budget form. Once HUD obligates the funds, OPHI will enter grant funds into LOCCS in accordance with those BLIs.

However, if OPHI cannot approve individual BLIs, e.g., if OPHI approved a grant in an amount less than requested, the approved budget will indicate only a total amount awarded. In this case, the Grantee must revise its budget and submit it to the Field Office for approval.

A Grantee must request any further significant changes to its budget from the Field Office for approval. Grantees may request up to 110 percent of any BLI (except the Administration BLI) without HUD approval. Although the total HOPE VI Grant amount may not be increased, Grantees are free to use other sources of funds for necessary, reasonable, and eligible costs that exceed the amount of the HOPE VI grant. Each Grantee is provided with HOPE VI Budget Guidance, which describes eligible costs for each Budget Line Item.

B. Grantee Financial Instructions

OPHI also provides Grantee Financial Instructions to each Grantee, which explains how to submit banking information, become authorized in LOCCS, and make requests for funds. Although Grantees are asked to submit Direct Deposit forms and LOCCS authorization forms directly to OPHI for processing, Field Offices may be asked to assist new Grantees in completing these forms. PHAs with existing HOPE VI grants usually do not need to resubmit their banking for LOCCS information unless they wish to request a change in bank account or authorize different users.

II. FIELD OFFICE ADMINISTRATION

A. Field Office Staff LOCCS Access

Once HUD has obligated the HOPE VI Demolition grant funds and entered the budget into LOCCS, Field Office staff will administer the grant. Each Field staff person who has been assigned to administer a HOPE VI Demolition grant in LOCCS but does not have LOCCS access for HOPE VI (program area URP) must complete a HUD 27054-A to obtain Field Office Administration Access. A copy of the 27054-A is attached and may also be downloaded from HUDClips (www.hudclips.org). (Note that even though HOPE VI grant numbers include the letters "URD," the Program Area for HOPE VI is "URP.") Each new authorized HUD staff person will receive a LOCCS user ID in the mail. If a staff person already has a LOCCS user ID, mark the Add/Change Authority box on the form and enter the current user ID. OPHI staff will retain access in LOCCS, and is available to continue administering LOCCS drawdowns (upon Field Office approval) until Field Office staff are authorized.

LOCCS Security has requested that OPHI program staff review LOCCS documents before they are submitted for processing. Field Office staff are asked to return completed forms to OPHI at the following address:

Office of Public Housing Investments
Attn: DeWayne Kimbrough
U.S. Department of HUD, Room 4138
451 - 7th Street SW
Washington, DC 20410

B. Field Office LOCCS Administration

Once grant funds are obligated and OPHI has spread the funds into BLIs, Field Offices are responsible for the following actions and activities for their respective HOPE VI Demolition grants:

1. Review the Grantee's quarterly report (see below) and enter receipt of each report into LOCCS. [LOCCS screen M10]
2. When warranted, override LOCCS edits to permit draws larger than 5 percent of the total grant amount per month. [Check LOCCS Screens V32 or Q10 to identify outstanding vouchers.]
3. If necessary, override LOCCS edit to permit a drawdown of more than 110 percent for a BLI. [Voucher will appear on LOCCS Screen V32] If the voucher is paid, make sure that the Grantee submits a budget revision to correct this problem in the future.
4. Review and approve budget revisions and record changes in LOCCS. [LOCCS screen F01]

5. As requested by the Grantee, make realignments to drawdowns to reflect actual expenditures. [LOCCS screen M03]
6. When warranted, suspend payments to a Grantee from LOCCS and remove the suspension when corrective action has been taken. [LOCCS screen M01]
7. As appropriate, cancel a VRS voucher request waiting to be paid. [LOCCS screen V31] This may only be done on the same day the request is called in.
8. If requested, with proper justification, extend grant term by entering a revised obligation end date. [LOCCS screen A01]
9. Close out grant in accordance with the HOPE VI Demolition Closeout Procedures. [LOCCS screen A01]

For assistance administering LOCCS, Field Office staff should refer to the LOCCS PIH User Guide for HUD Staff. The most current edition was issued in July 1996. Field Offices may also contact the OPHI HOPE VI LOCCS Administrators with any questions.

C. IBS Data Entry

As with all demolition activities carried out with other program funds, the Field Office is responsible for updating IBS with actual costs and the dates that units are demolished.

III. REPORTING REQUIREMENTS

A. Quarterly Reports

HOPE VI Demolition Grantees must submit a Quarterly Report each January 31, April 30, July 31, and October 31. HUD is developing a reporting format for all HUD-funded public housing demolition, including demolition funded by HOPE VI Demolition Grants. Reporting information will be sent to each Grantee and will also be posted to the HOPE VI Home Page. Please note that this form may change from time to time, and the most current version can always be found on the web.

Although Grantees will email the completed report to OPHI in HUD Headquarters, a hard copy must be sent to the **Field Office**, which is responsible for entering receipt of the Report into LOCCS (screen M10) each quarter in order for Grantees to continue receiving funds. Field Offices will also use data from the report to enter demolition statistics into IBS, ensure that operating subsidy is reduced accordingly, monitor use of Section 8 for relocation, and ensure that budget items are appropriate.

B. Cumulative Obligation and Expenditure Data

1. Nature of Report

In addition to submitting a Quarterly Report, Grantees must also enter cumulative totals directly into LOCCS each quarter. LOCCS/VRS gives you the option to enter or change previously entered cumulative obligation and expenditure data without drawing down, or to continue the drawdown without entering the data. You must report the total cumulative obligation and expenditure amounts for each grant for which funds are being requested. If no obligation or expenditure activity has occurred since the last quarterly update, reenter the existing cumulative obligation and expenditure data in order for LOCCS/VRS to acknowledge data entry for the most recent previous quarter.

a. Obligations.

Obligations refers to the cumulative amount of commitments you have entered into, i.e., contract execution for contract labor, materials or services; start and continuation of physical work by force account labor; and start and continuation of administrative expenses. Contract execution means execution of the contract by both you and the contractor.

b. Expenditures.

When funds have been obligated, you are expected to show reasonable progress as evidenced by increasing fund expenditures each quarter at a rate which would allow completion within the time frame set forth in the approved implementation schedule. Request construction funds only when payment is due and after inspection and acceptance of the work. You are generally required to distribute funds within three working days of receipt of the funds from HUD.

2. Data Entry Deadlines and LOCCS Oversight

You must enter Cumulative Obligation and Expenditure Data during the month following the due date of the Quarterly Report. One month after each Quarterly Report due date, you will not be allowed to continue the drawdown unless you have entered the cumulative obligation and expenditure data for the previous quarter. For example, for the quarter ending December 31, you must enter the required data during the month of January. If you have not done so by January 31 and you attempt to requisition funds on February 1, LOCCS/VRS will not process the requisition until you enter the required data.

If you have not requested funds during a previous quarter or quarters, you will not be allowed to request funds until you have entered the cumulative obligation and expenditure data for the most recent previous quarter. For example, if you have not requested funds during the quarters ending March 31 and June 30, but you need to request funds in July, LOCCS/VRS will not process your request until you have entered the required data for the quarter ending June 30. If there has been no change in the obligated and expended amounts, you must reenter the existing cumulative obligation and expenditure data in order for LOCCS/VRS to acknowledge data entry for the most recent previous quarter.

3. Initial Data Entry

For the initial drawdown for a particular grant, the procedure set forth in paragraph 2 applies. If the cumulative obligation and expenditure data for the most recent previous quarter are zero, enter zeroes for both amounts. For example, if the Grant Agreement was executed in January and you are requesting your first funds under the grant in March, you must enter zeroes for the quarter ending December 31, even though the Grant Agreement was not executed as of that date.

4. Data Entry Edits

- a. If the entered cumulative obligation or expenditure amount is less than the prior quarter's obligation or expenditure amount, LOCCS/VRS will ask you whether the entered amount is correct. If the amount is incorrect, you may correct the amount. For example, the obligation amount may decrease due to a contract modification, reducing the fixed price of the contract.
- b. If the entered cumulative obligation amount is greater than the grant amount, LOCCS/VRS will ask you to enter a corrected amount. The obligation amount cannot exceed the grant amount.
- c. If the entered cumulative expenditure amount is greater than the obligation amount, LOCCS/VRS will ask you to enter a corrected amount. The expenditure amount cannot exceed the obligation amount.

IV. DEMOLITION GRANT MONITORING

A. Grant Changes

Field Offices have the authority to review and approve most grant changes, subject to the following guidelines.

1. **Budget Amendments.** A Grantee requesting a budget amendment, i.e., a redistribution of grant funds between Budget Line Items, must submit its proposed budget, using the HOPE VI Budget Form, to its Field Office Grant Manager. The Field Office will review the budget for reasonableness of costs and eligibility of activities. HOPE VI Demolition grants may only be used for demolition (including hazard abatement), relocation, and the establishment of a lawn. Grant funds may not be used for site improvements such as playground equipment, parking lots, streets, etc. Once the Field Office has approved the budget, it must sign and return a copy to the Grantee and record the appropriate changes in LOCCS. The Field Office is asked to send a courtesy copy of the revised budget to OPHI for its files.
2. **Reduction in the number of units to be demolished.** HOPE VI Demolition grants awarded in FY 1996 and 1997 were awarded based upon demolition applications that had not yet been approved. If the SAC approves a smaller number of units than requested or amends its approval to reduce the number of units previously approved, the amount of the HOPE VI Demolition grant must be reduced accordingly. The revised grant amount must be calculated using the same grant limitations as the original grant amount. OPHI, the Field Office, and the Grantee will work together to arrive at a revised budget and scope of the grant. The final written approval of the reduced amount will come from OPHI, and OPHI will prepare the SF 1044 to recapture the funds.
3. **Leftover Funds.** After carrying out the demolition and relocation activities proposed in its original application, a Grantee may find that it has unexpended grant funds. How those funds are to be treated depends on the year the grant was awarded.
 - a. 1996 - 1997: Because all eligible applications submitted in the FY 1996 and 1997 funding rounds were selected for funding, those Grantees may use any leftover funds for eligible demolition activities. Such a Grantee may request that those funds be spent to demolish additional units, either in the same public housing project or in another project. The units targeted for additional demolition must be approved for demolition either through a HUD-approved demolition application or a HUD-approved Section 202 Conversion Plan. The Field Office may approve the use of unexpended grant funds to demolish additional units. HOPE VI grant funds may be used only for eligible HOPE VI Demolition grant activities, and the Field Office must ensure that the appropriate environmental review is completed before demolition is carried out.

- b. 1998: Because not all eligible HOPE VI Demolition applications were funded in FY 1998, any leftover funds from FY 1998 grants must be recaptured. Field Offices must work with OPHI to recapture these funds by executing an SF 1044 with the Grantee. The recaptured funds will be returned to the HOPE VI program and made available in the next HOPE VI funding round.
4. Any other changes proposed by a Grantee must be submitted to the Field Office for review. The Field Office will consult OPHI as needed on a case-by-case basis.

B. Grant Duration

Starting in FY 1999, each HOPE VI Demolition Grantee is required to procure a demolition contractor within six months from the date the obligating document is executed, and complete the demolition within two years from the date of grant obligation. FY 1996-1998 Grantees were not given a specific deadline to complete their demolition, and there have been some significant delays in the FY 1996 HOPE VI Demolition grants. Field Offices must be proactive in emphasizing the importance of getting these units down expeditiously.

C. Grant Closeout

Field Office Grant Managers are responsible for assisting Grantees in closing out their grants. Procedures and forms are provided in the HOPE VI Guidebook. Again, it is important that Field Offices enter all changes in unit counts into IBS and adjust operating subsidies accordingly. Field Offices are asked to send copies of the Preliminary Closeout documentation and a copy of the approved Actual HOPE VI Cost Certificate to OPHI for its files.

Attachment A: Summary of HOPE VI Demolition Grant Limitations
Attachment B: Form HUD-27054-A

Attachment A

SUMMARY OF HOPE VI DEMOLITION GRANT LIMITATIONS

1996: indirect costs no more than 20 percent of direct costs
no more than \$3,000 per unit for relocation
no more than \$15,000 per unit overall

1997: indirect costs no more than 10 percent of direct costs
no more than \$3,000 per unit for relocation
no more than \$5,000 per vacant unit
no more than \$6,600 per occupied unit

1998: no more than \$5,000 per vacant unit
no more than \$6,600 per occupied unit

1999: no more than \$5,000 per vacant unit
no more than \$6,600 per occupied unit
reasonable costs to demolish nondwelling facilities





HOPE VI DEMOLITION GRANT CLOSEOUT PROCEDURES

A. TERMINATION OF DISBURSEMENTS

1. **Grantee Notification Letter**

To begin the Closeout process, within **30 calendar days** after completion of all HOPE VI-funded program activities, the Grantee must send a Termination of Disbursements letter to its HUD Field Office that includes the items listed below.

The Grantee's Termination of Disbursements letter must state that:

- a. The Grantee has completed all activities to be performed using HOPE VI grant funds.
- b. All requirements of the ACC Amendment have been met.
- c. All obligated HOPE VI grant funds have been disbursed.
- c. The Grantee will abide by any continuing Federal requirements.
- e. The Grantee will submit all required Closeout documentation.

2. **Pre-Audit End Date**

Upon receipt of the Grantee's Termination of Disbursements letter, HUD will enter, as the Pre-Audit End Date, the date of the letter. This action will prevent any further disbursements, and will stop LOCCS from automatically sending Quarterly Report reminder letters to the Grantee.

B. ACC AMENDMENT TO REFLECT LOSS OF UNITS

Once the demolition has taken place, the PHA must submit a certification of demolition to its local Field Office. The Field Office will process an ACC Amendment that decreases the number of units under ACC. Once the ACC is executed, the Field Office will update the IBS to reflect the loss of units.

C. PRELIMINARY CLOSEOUT

Preliminary Closeout takes place within **90 calendar days** following completion of all activities to be performed using HOPE VI grant funds. At HUD's option, the Grantee may delay initiation of Closeout until the resolution of any HUD-monitoring findings. If HUD exercises this option, the Grantee must promptly resolve the findings.

1. **Required Submissions**

a. Final Budget

The Grantee must submit Form HUD-52825 (HOPE VI Budget), marked "final," that shows all expenditures by Budget Line Item.

b. Final Financial Report

The Grantee must submit to HUD a Final Financial Report (Form SF-269-A), which contains a cumulative summary of expenditures to date and indicates the exact balance of unexpended funds. Expenditure of grant funds is allowable only for expended project costs that meet the standards of OMB Circular A-87.

c. Actual HOPE VI Cost Certificate

The Grantee must submit Form HUD-53001-A, Actual HOPE VI Cost Certificate (AHCC). This form summarizes the information on the Final Financial Report, and serves as the document that officially closes out the grant.

d. Final Report

To provide HUD with data regarding the use of the HOPE VI grant, the Grantee must submit a one-page narrative final report that addresses the following:

- i. Number of units approved for demolition and the number demolished.
- ii. Description of any relocation carried out.
- iii. Site restoration activities.
- iv. Subsequent use of site.
- v. Overall impact of the HOPE VI grant.

2. HUD Review of Closeout Documents

HUD will review the Required Submissions to determine the Grantee's compliance with the ACC Amendment. The Grantee will be expected to cooperate with any review by making available records requested by HUD. HUD shall review the submissions as follows:

- a. The amounts on the final Budget and the AHCC must agree as to funds approved, obligated, and expended. HUD will re-spread the Budget Line Items (BLIs) in LOCCS to reflect actual expenditures by BLI that exceed 110 percent of the authorized amounts.
- b. The amount of funds approved and disbursed on the AHCC must agree with Departmental records in LOCCS.
- c. If a dollar figure on Line 1.E of the AHCC indicates that HUD disbursed more funds than the Grantee expended, HUD will direct the Grantee to remit immediately the excess funds, without waiting for the audit. If the amount to be returned is \$2,000 or less, the Grantee must prepare a check payable to the Department of HUD, note the Grant Number on the check, and mail the check to the appropriate Grant Manager for deposit. If the amount is over \$2,000, the Grantee must request its financial institution to wire the funds to HUD in accordance with instructions set forth in the Financial Management Handbook 7485.1, as revised. The wire transfer must identify the URP Program Area and the Grant Number.
- d. Once any excess funds have been returned, the amounts approved, obligated, expended, and shown as disbursed in LOCCS should be identical, and those amounts must be reflected on a revised AHCC.

3. Preliminary Approval of Closeout

When the amounts disbursed, obligated and expended are equal in LOCCS, HUD shall:

- a. preliminarily approve the AHCC by signing the top HUD line, signifying that it is approved for audit.
- b. approve the Final Budget.
- c. realign drawdowns that exceed authorized amounts by over 110 percent.
- d. transmit a copy of the preliminarily approved AHCC and Final Budget to the Grantee.

D. FINAL AUDIT

Each Housing Authority is required to conduct an audit in accordance with the requirements of OMB Circular A-133. When contracting for an auditor, the PHA should require that statements of actual HOPE VI costs, certified to by the PHA and submitted to HUD during the audit period, be included in the audit's scope and as required supplemental information in the audit report. The Grantee must ensure that the auditor has the AHCC for review.

HUD will review the audit report to determine if any findings have been identified with respect to the HOPE VI funds. Unless the auditor states otherwise in the audit report, the PHA-certified cost should be considered acceptable by HUD. HUD will work with the PHA to close the finding. If the audited AHCC indicates that HOPE VI funds were expended for ineligible activities or at inappropriate amounts, the Grantee may be required to return such funds to HUD in the manner prescribed in Section B.2.c above. The HUD Official that reviews the audit for consistency with the AHCC must sign the second HUD line of the AHCC.

E. FINAL CLOSEOUT

1. **Final Approval of the AHCC**

When HUD has determined that the expenditure of grant funds was allowable, the activities to be completed using HOPE VI grant funds were completed as required by the ACC Amendment, and all Federal requirements were satisfied, the designated HUD official will sign the bottom line of the AHCC. The original and copies will be distributed as follows:

- a. One copy to the Grantee for its files.
- b. One copy to HUD's Office of Finance and Accounting (OFA), to be attached to OFA's copy of the ACC Amendment. The AHCC will serve to automatically amend the ACC Amendment to reduce the amount of the grant to the actual demolition cost.
- c. One copy to OPHI in Headquarters.
- d. The original will be retained by the HUD Field Office.

2. **Post-Audit End Date**

HUD will ensure that the Post-Audit End Date is entered in LOCCS. This date interfaces with PAS to record that the grant has been closed out. Entry of the Post-Audit End Date will automatically recapture all undisbursed balances through LOCCS and officially close out the grant.

Actual HOPE VI Cost Certificate

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0208(exp. 12/31/99)

Public reporting burden for this collection of information is estimated to average 2 hours 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 does not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This collection of information requires that each Grantee submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the HOPE VI grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by the HOPE VI Grant Agreement. The information requested does not lend itself to confidentiality.

Grantee Name	HOPE VI Grant Number
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The Grantee hereby certifies to the Department of Housing and Urban Development as follows:

1. That the Actual Program Cost of the HOPE VI Grant is as shown below:

A. Original Funds Approved	\$
B. Funds Disbursed	\$
C. Funds Expended (Actual Program Cost)	\$
D. Amount to be Recaptured (A-C)	\$
E. Excess of Funds Disbursed (B-C)	\$

2. That all work in connection with the HOPE VI Grant has been completed;

3. That the entire Actual Program Cost or liabilities therefor incurred by the Grantee have been fully paid;

4. That there are no undischarged mechanics', laborers', contractors', or materialmen's liens against such Program work on file in any public office where the same should be filed in order to be valid against such Program work; and

5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

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)

Signature of Executive Director

Date

X

For HUD Use Only	The Cost Certificate is approved for audit	Date
	X	
	The audited costs agree with the costs shown above	Date
	Verified	
	X	
	Approved	Date
	X	

**Instructions for Preparation of Form HUD-53001-A
Actual HOPE VI Cost Certificate**

Prepare and submit to HUD an original and one copy of form HUD-53001-A for each completed HOPE VI.

Heading Instructions:

Grantee Name - Enter the name of the Housing Authority (HA).

HOPE VI Grant Number - Enter the unique 13-digit HOPE VI Grant Number for the grant for which this form is being submitted.

Line Instructions:

Line 1A, Original Funds Approved - For the identified grant, enter the total HOPE VI funds originally approved by HUD through a HOPE VI Grant Agreement and any amendments.

Line 1B, Funds Disbursed - For the identified grant, enter the total funds disbursed by HUD. This amount may never exceed the amount on line 1A.

Line 1C, Funds Expended - For the identified grant, enter the total funds expended (total cash disbursed) by the Grantee. This amount may never exceed the amount on line 1A.

Line 1D, Amount To Be Recaptured (A minus C) - For the identified grant, enter the amount to be recaptured by subtracting line 1C from line 1A.

Line 1E, Excess of Funds Disbursed (B minus C) - For the identified grant, enter the excess of funds disbursed by subtracting line 1C from line 1B; this is the amount to be remitted by the Grantee to HUD. If line 1C is greater than line 1B, enter the figure in brackets; this is the amount of funds owed by HUD to the Grantee.