



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-3000

OFFICE OF HEALTHY HOMES AND
LEAD HAZARD CONTROL

POLICY GUIDANCE NUMBER:	PGI 2012-05	DATE: December 12, 2012
SUBJECT:	Closeout Procedures for OHHLHC Grantees	
STATUS:	Current	
APPLICABILITY:	All OHHLHC Grantees	
RELATED GUIDANCES:	Policy Guidances 96-02 and 2000-02, Grant Assistance Agreement	
COMMENTS:	This guidance replaces Policy Guidance 96-02 and sections of Policy Guidance 2000-02 that relate to final reports and final reporting requirements	

This Policy Guidance is being issued to provide revised instructions for the closure of grants with the Office of Healthy Homes and Lead Hazard Control (OHHLHC).

The close-out actions required, and associated timeframes, are provided in the table below:

Time Frame	Actions
Prior to grant period of performance end date (90 days)	<ul style="list-style-type: none"> • Grantees will be sent grant close out instructions and close out letter from the OHHLHC Grant Officer. • If needed, Grantee submits request for a grant extension to OHHLHC Government Technical Representative (GTR) for consideration.
After grant period of performance - close out period (90 days)	<p>Grantees are required to submit to their GTR:</p> <ul style="list-style-type: none"> • final narrative report (see note below); • final break down and justification of budget categories including direct costs, administrative costs, and in-direct cost rate, if applicable • final Financial Status Report (SF425); • final invoice for incurred expenses; and • final report into the on-line quarterly reporting system (only if additional units were completed and cleared during the close out period) <p>Grantees are required to submit a final Section 3 report (HUD 60002) to your local HUD Field Office at: http://www5.hud.gov:63001/apps/po/e/srs/Public/form.cfm</p>

Final Narrative Report

Following approval of the grantee's final narrative report, the grantee will receive a letter of approval of the final report from their GTR and a final HUD 1044 from the OHHLHC Grant Officer, which should be signed and returned to the Grant Officer. Failure to submit a final narrative report within 90 days from the end of the grant period of performance may result in the grant being administratively closed and all outstanding funds recaptured (NOTE: OHHLHC reserves the right to withhold three-percent

(3%) of the Federal award amount pending the receipt and approval of a final narrative report – see the Grant Assistance Agreement for additional information on closeout procedures).

The final narrative report should include:

Cover Letter	Cover letter transmitting the final report to the Office of Healthy Homes and Lead Hazard Control.
Summary and Accomplishments of your Grant Program	<p>Provide a brief overview of the grant project, goals, and a summary of accomplishments/outcomes (i.e., How has your grant program contributed to a reduction in EBL children or reduced hospital or ER visits?) Include information regarding units assisted, the number of families and children assisted, partnerships, the number of outreach and/or training events, and jobs created.</p> <p>Provide a summary of your target area and population and how your grant program has developed community capacity to address lead and healthy homes hazards.</p> <p>Discuss the effectiveness of the original grant application or workplan. Were modifications needed? What were the modifications and how did they impact the outcome of your program?</p> <p>Provide a detailed summary of the units that were enrolled and the work completed in the units. Were there changes that you encountered? Did they require revisions and/or changes to your work plan?</p> <p>Please include photographs showing units (before and after), work in progress, and other items of interest. The Office of Healthy Homes and Lead Hazard Control may use the images for presentations, displays, or publications.</p>
Evaluations or Research	If applicable, discuss your involvement with evaluation or research activities. While you do not need to provide a final report for the evaluation or research efforts, briefly summarize the goals and significant findings of such efforts.
Conclusions and Lessons Learned	Discuss how well the effort satisfied the requirements of the grant program and the needs of the community. What lessons has your jurisdiction learned about implementing healthy homes and/or lead hazard control programs that can be used by other grantees or potential applicants?
Financial Summary	Discuss the costs associated with the various aspects of your grant. You should include information on average costs (total costs, inspection, lead hazard control, other rehabilitation, relocation, and others). In addition, provide a task and line item financial summary of the categories in your original and revised budgets using your SF 425 specifically detailing your direct costs, administrative costs, and in-direct costs (if applicable).
Matching Funds	Discuss your matching contribution, including the source(s) and use(s) of the matching funds. Also provide information on the method used to track the matching funds.