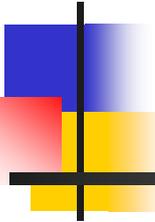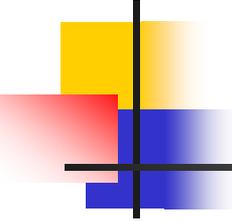# HCD
HPRP Grant Management Workshop

CA Housing & Community Development Department
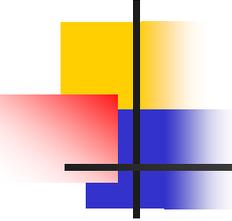1800 Third Street, Room 183, 1st Floor
October 28, 2009
10 a.m. to 1 p.m.

HPRP Workshop Agenda

- Role of the Lead Agency
- Role of the Partner Agency
- Communications Protocol
- Budget
- Forms Discussion
- Reporting Requirements & Due Dates
- Monitoring
- Helpful Website Links
- Q and A

Role of the Lead Agency

- **Fiscal Responsibilities**
  - Accounting for Eligible Expenses and Major Budget Activities of all Lead Agency and Partner Agencies

    Refer to HCD "Approved Budget"

    Refer to HCD Eligible HPRP Expense Guideline; and HUD Notice dated March 19, 2009.

Lead Agency
Fiscal Responsibilities Cont'd.

Partner Agency "Approved Budgets" developed and made part of the Service Provider Agreements in accordance with application Services Proposed, Outreach Plan, Marketing Plan, and HPRP Administrative Procedures.

Expense categories should be properly established in program Chart of Accounts for use by Lead Agency and Partner Agencies. Fund should be separately accounted for.
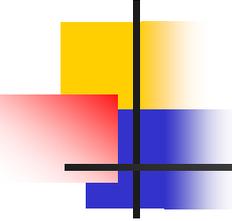
All Expenses submitted to HCD must be allowable by HCD and show documentation linked to an allowable Major Budget Activities: Financial Assistance; Housing Stabilization and Relocation; Data Collection; Grant Administration.

Lead Agency
Fiscal Responsibilities Cont'd.

- Establish Timely Communications with all Partners.

Role of the Lead Agency

- Contract Management Responsibilities
  - Collaborating with Partner Agencies in developing processes, procedures, and strategies to move the HPRP-funded program forward with intended outcomes, accountability and transparency.

    Understand your Standard Agreement, program certifications and general conditions specific to HPRP and subgrantee obligations with HCD.

Lead Agency Contract Management Responsibilities Cont'd

Understand your Service Provider Agreements with Partner Agencies.

Understand your HCD HPRP Notices and share with Partner Agencies.

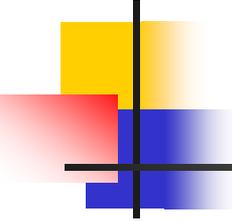Communicate effectively with your HCD Representative. Email preferred.

HMIS or Comparable Data Base and Data Collection by all agencies charging to eligible budget activities.

Lead Agency Contract Management Responsibilities Cont'd.

- Vertical Communications with Partner Agencies; and Horizontal Communications with HCD Representative.

Role of the Partner Agency

- Fiscal Responsibilities
  - Accounting for all Eligible Expenses within Major Budget Activities of each Partner Agency and reporting with appropriate documentation to the Lead Agency.
  - Reporting HPRP eligible expenses to the Lead Agency in a timely manner and in accordance with procedures outlined by the Lead Agency.

Partner Agency Fiscal Responsibilities Cont'd.

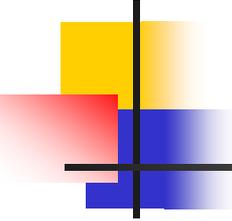Communicate with the Lead Agency; and follow accounting procedures.

Verify the expense is in your "Approved Budget" <u>and </u>the expense is expensed to the correct Major Budget Activity.
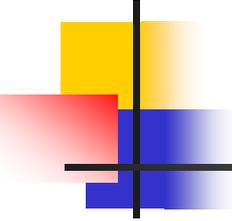
Partner Agency Fiscal Responsibilities Cont'd.

- Expense Eligibility and Documentation tied to an HPRP qualified client or activity and outcomes.
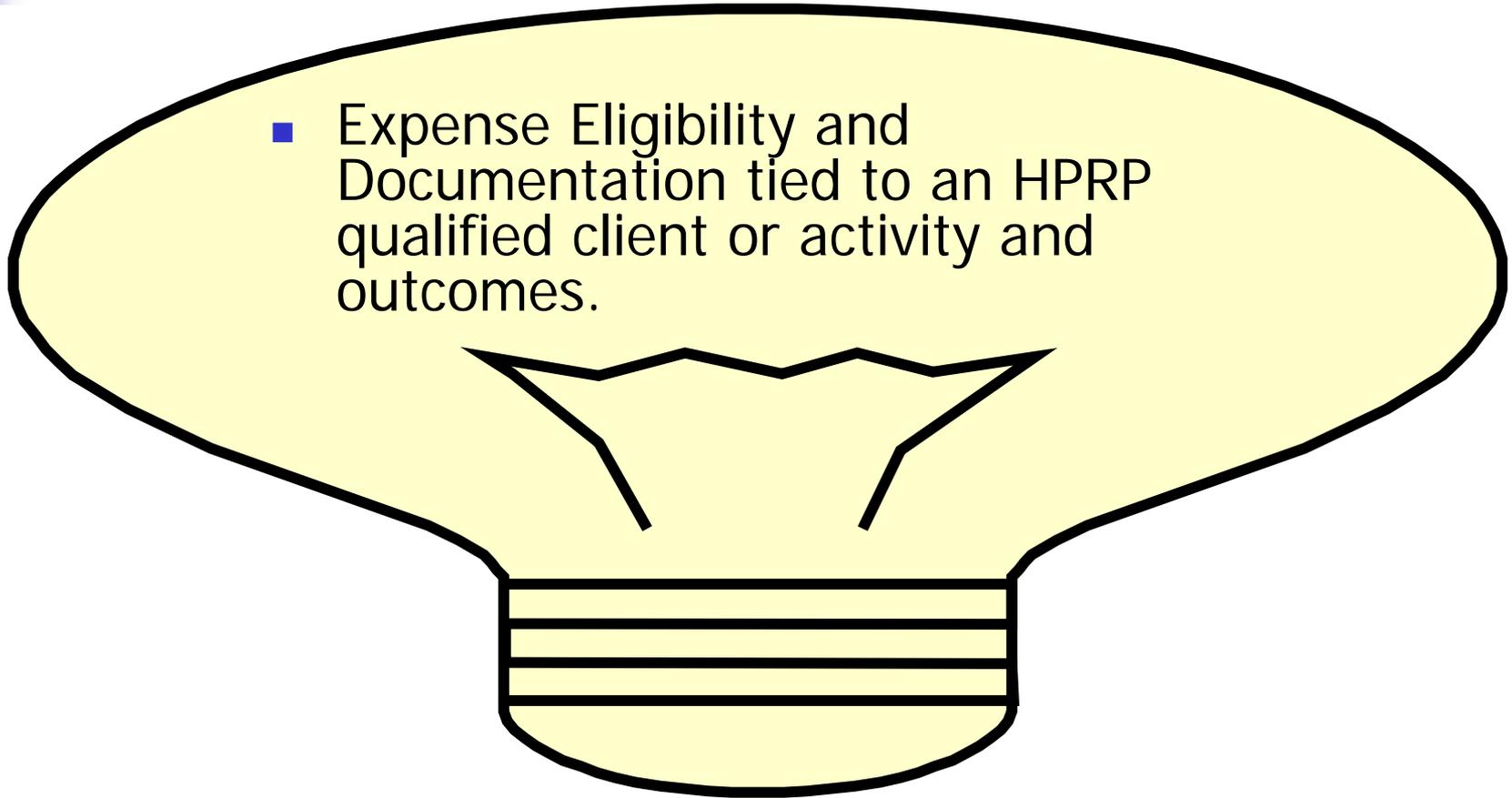
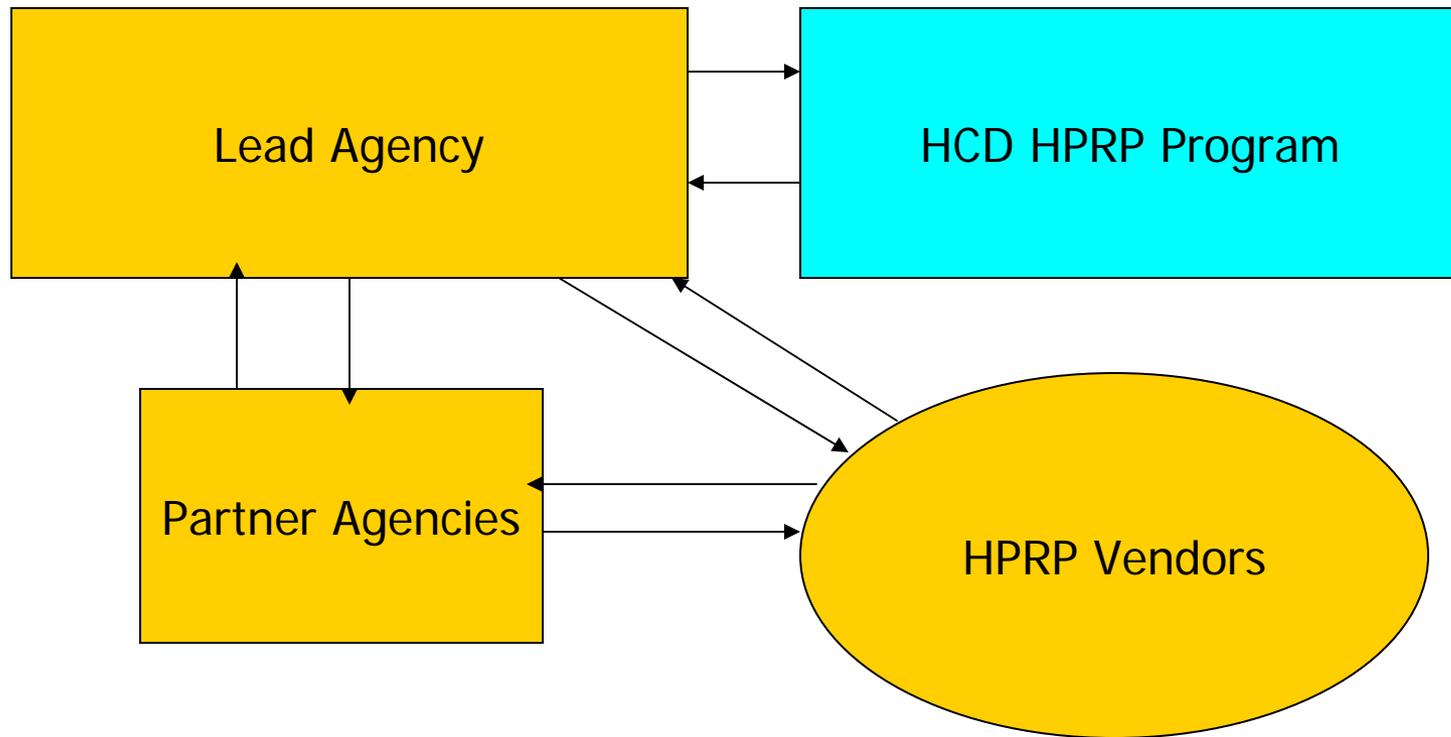# HCD Communication Protocol with Lead Agency

- Lead Agency
  - Contact Person (HCD first line of com.)
    - Fiscal Contact (Support staff)
    - Data Collection (Support staff)
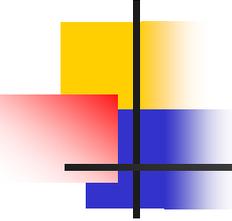   - Authorized Representative (Responsible Party)

Lead Agency Communication Protocol With HCD

- HCD Representatives
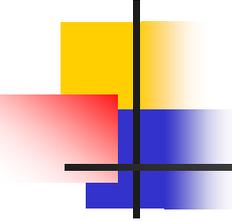
(Key contact with Lead Agency only)

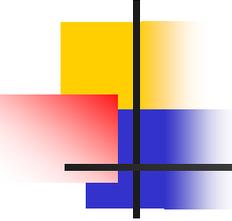# General Communication Protocol

HPRP Reporting

- HUD
  - CAAT
 - HCD
  - Lead Agency
    - Partner Agencies

Reports due to HCD by Lead Agency

- CAAT data on jobs retained and created

(due the 1st day <u>morning</u> following the quarter)

- IPR and Quarterly Performance Reports

(due the 5th day following the quarter)

- Annual Performance Report

(due October 30th of each year)
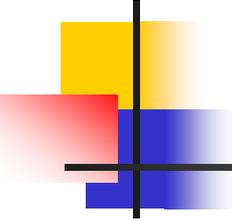
Approved Budget Consists:

- Lead Budget Sheet
- Summary of Budgets for each program type: HP and RR.
- Drawdown Schedule
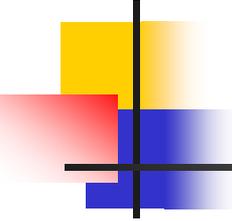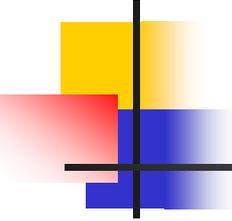
HPRP Budget Revisions

- ## Line Item revisions

  (expenses within a major budget category)

- ## Budget revisions

  (expenses between major budget categories)

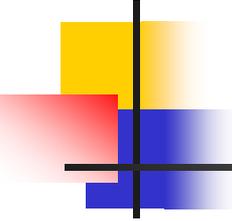Note: Budget revisions exceeding 25% of the total award requires a contract amendment.

Forms Discussion

- Drawdown Request form
- Expenditure Detail form
- CAAT report

Expense Report Submittals

- Detailed Expenditure Report Quarterly
  - Includes all Lead Agency and Partner expense claims for the quarter ending.

- Draw Down Request Form
 - Lead Agency completes.

Advances

- Detailed Expenditure Report Quarterly approvals and disallowances
- Preparation of the Check Request
  - HCD
    - State Controller
   - Lead Agency
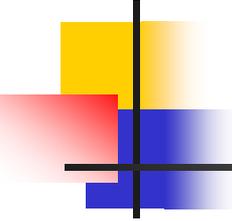
Key Expenditure Dates

- 60% of HPRP grant must be spent within 2 years of grant execution

- 100% of allocation must be spent within 3 years of grant execution

- Clock begins when HUD signs the Grant Agreement-September 11, 2009 (?)
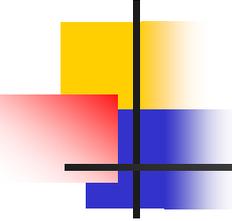
HCD Reallocations

- HCD will reallocate funds when:

  Subgrantees do not expend 60% of funds within 2 years of grant execution.

- Funds will be reallocated to existing state HPRP subgrantees by a process later to be developed by HCD.
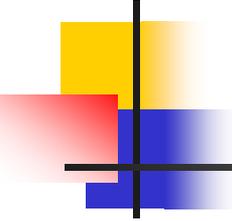
Special Note on Expenses

- HPRP funds must be issued to a third party (e.g., landlord or utility company), NOT directly to program participants.
- An assisted property may not be owned by the grantee, subgrantee or the parent, subsidiary or affiliated organization of the subgrantee.
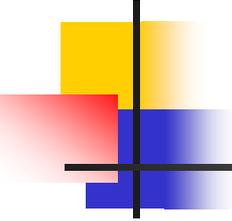- Subgrantees who use funds for ineligible activities must reimburse HCD
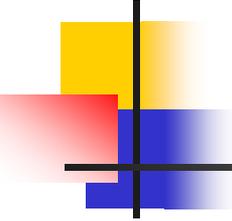
Lead Agency Contract Monitoring

- Lead Agency responsible for partners
  - Fiscal
 - Management
    - Data Collection
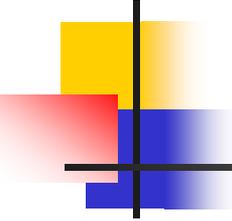
HCD Monitoring

- **Lead Agency**
  - Contract
    (Application and Std. Agreement)
  - Fiscal
    (Approved Budgets and Activities)
  - Data Collection and Reporting
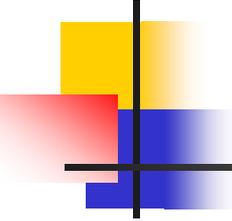   (IPR, CAAT, QTR, and APR)

Key Documents

- HPRP Application Submitted and approved
  - Services Proposed
  - Outreach Plan
  - Marketing Plan
  - Individualized Housing and Service Plan
  - HPRP Administrative Procedures
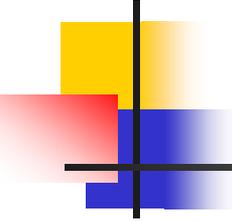 - Service Provider Agreements/MOUs
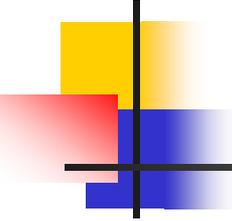
Key Documents Cont'd.

- Data Collection Systems
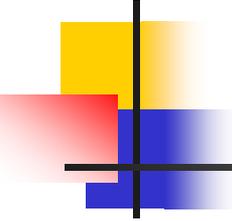 - HMIS
  - Comparable database

Key Documents Cont'd.

- Reports
 - IPR
  - QPR
  - APR
  - CAAT

Key Documents Cont'd.

- Legal Documents and Legal Authority
    - HUD Notice 3-19-09 (federal Regs.)
    - State HPRP Regulations
    - NOFA and Application
    - Standard Agreement

Key Fiscal Documents

- HPRP Eligible Expenses Guidelines
- HUD Notice 3-19-09
- HCD HPRP Notices
- Approved Budgets
- Expenditure Detail Reports
- Budget Revision Requests
- Draw Down Schedule and Requests
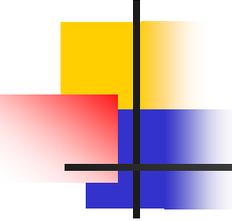
Useful websites (copy and paste in URL)

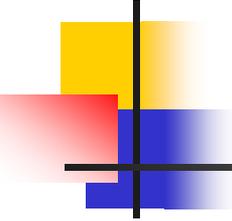HUD Homelessness Resource Exchange

www.hudhre.info

HUD HPRP Powerpoint Presentation

http://www.hudhre.info/documents/HPRPWebcast_4-8-09.pdf

(note: "grantee" refers to the State)
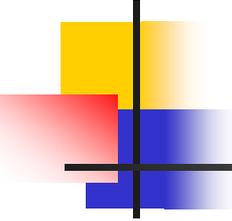

HUD guidance on Victims of Domestic Violence

http://www.hudhre.info/documents/HPRPVictimServiceReportingGuidance.pdf

Useful websites (copy and paste in URL)

- CA Housing and Community Development

  http://www.hcd.ca.gov/fa/ahif/recovery.html

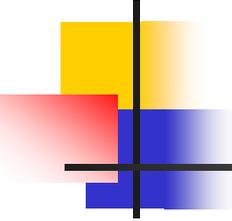- List of Continuums of Care in California

 http://www.hud.gov/local/ca/homeless/continuumcare.cfm

Fraud Prevention and Audits

- Report Waste, Fraud, Abuse, or Misconduct

Fraud Prevention and Audits

- You may report waste, fraud, abuse, or misconduct to the OIG by **mail**:
- Office of the Inspector General
  U.S. Department of Justice
  Investigations Division
  950 Pennsylvania Avenue, N.W.
  Room 4706
  Washington, DC 20530
- **E-mail**: oig.hotline@usdoj.gov
- **Online**: Reporting Form
- **Hotline**: (contact information in English and Spanish): (800) 869-4499
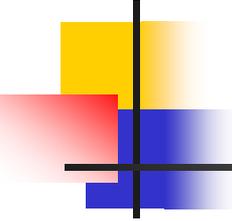
Audit concerns

- Lack of Access Controls to fiscal and reporting systems: HMIS, Checking Accounts, Document controls and File Access

- Systems may be outdated and rendering inaccurate and untested data: expenses, balances, authorizations, non-compliant HMIS.
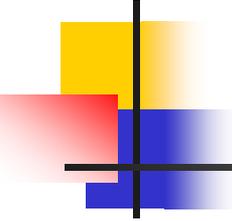
Audit concerns Cont'd.

- Lack of adequate Risk Assessments.
- Lack of file configuration and order.
- Lack of expense controls and documentation
- Lack of procedures regarding issuing checks and verification of invoices and claims.
- Inadequate communication log or directives
- Incomplete files
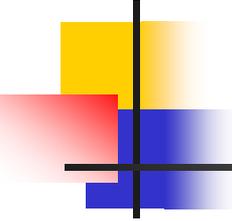- Lack of monitoring issues, findings and resolutions
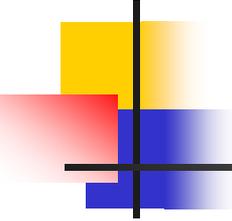
Things to improve your Audit

- Formalize user access, processes and strengthen access controls.

- Develop Risk Assessment Tools and revise periodically.

- Create a File Configuration and document
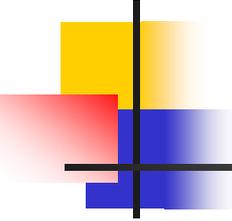
Things to improve your audit Cont'd.

- Develop a Users' Manual and Procedures.
- Review and Revise all systems documentation to ensure information is accurate and that only valid information is maintained within the documents.
- Establish Drawdown controls and Expense documentation verification.

QUESTIONS?