

Office of Fair Housing and Equal Opportunity

# Fair Housing Initiatives Program (FHIP) Information Resource Center Newsletter



## INTRODUCTION OF THE FHIP INFORMATION RESOURCE CENTER NEWSLETTER

*This is the premier issue of our FHIP newsletter, which we intend to circulate on a quarterly basis. We envision the newsletter as a two-way communication tool for clarifying program and financial administration issues.*

*If you have suggestions, ideas, or particular items for the FHIP newsletter, please contact the FHIP IRC staff at 202-234-1522, x105. We look forward to receiving your comments.*

*"The FHIP assists fair housing activities that increase compliance with the Fair Housing Act and with substantially equivalent fair housing laws.*

## **Making Your Life Easier: The HUD Office of Departmental Grants Management and Oversight**

From their first encounter with Grants.gov to the final report on a grant award, potential and current Federal grantees know that sometimes "navigating the territory" can be complex, stressful and time consuming. But grantees have a friend in the HUD Office of Departmental Grants Management and Oversight (ODGMO), the single point of contact for grants management information within HUD.

The ODGMO is responsible for strengthening internal controls and enhancing management integrity by creating policies that separate the duties and responsibilities of program policy staff from those selecting grantees and improving management efficiencies by streamlining procedures, facilitating implementation of best practices from other agencies and improving internal controls.

The office is also responsible for implementing HUD's NOFA, developing performance eLogic models for each program and working with the 26 other federal grant making agencies to simplify and streamline grant application and reporting requirements under Public Law 106-107, the Federal Financial Assistance Management Improvement Act of 1999. For more information, visit the HUD Office of Departmental Grants Management and Oversight at <http://www.hud.gov/offices/adm/grants/dgms/>.

## **For Grant Managers and GTRs: The 2008 eLogic Model Report Helps Tell All**

HUD 2008 eLogic Model includes changes that grant managers and GTRs have been asking for to assist with the monitoring and reporting of program performance. The following changes are highlighted below.

1. A running total of all of the services/activities and outcomes grantees have accomplished from the beginning of their grant award to a current reporting period may now be captured in a "Year-to-Date" column on the yearly worksheets.
2. The new "Total Worksheet" is to be used by grantees with multi-year awards to capture pre measure unit counts of all projected services/activities and outcomes to be accomplished during a specific reporting period of the grant award, post measure unit counts of actual services/activities and outcomes accomplished during a specific reporting, and total actual accomplishments from the new Year-to-Date columns of yearly worksheets.
3. Policy Priority related services/activities and outcome drop-down listings are tagged as Policy Priority items, enabling HUD to better quantify these by grantee as well as by HUD program.
4. Responses to Management Questions will be data-driven; grantees will respond to most Management Questions using the fields labeled "Count/Amount."

Additional changes were made to the FY 2008 Logic Model that will not be applicable to FHIP grantees, such as data fields that allow grantees to identify "Project Type" and "Construction Type".

For answers to questions about reporting requirements, please contact your HUD program representative.

# Grantee TIPS: Negotiating Your Grant Award

## CONGRATULATIONS!

### Your organization submitted a proposal that was selected for funding under the Fair Housing Initiatives Program (FHIP). What's next?

HUD FHIP staff should have contacted you to schedule the negotiation of your FHIP grant, i.e., Statement of Work, the project performance period, administrative provisions of the award, programmatic tasks to be funded under the FHIP, and final budget. As you know, during the grant review and award process, consideration is given to all aspects of the proposal, in accordance with the FHIP Notice of Funding Availability (NOFA), to include supportive financial, administrative, and programmatic documentation. Awards are then made to successful organizations for specific dollar amounts, which may or may not be the initial amount requested.

However, since grants are awarded based on the amount initially budgeted in your proposed FHIP project, you may be wondering, "Why is this negotiation phase necessary?"

The overriding goal of the negotiation process is substantiation of the proposed program and budget to establish assistance terms, conditions, restrictions, and budgetary amounts including:

- all funded activities that are supported by the project description, the total award amount or project cost, the project period, and administrative provisions of the award;
- assurances that recipients account for proper use and accounting of project funds;
- assurances that recipients submit required organizational audits, and/or requesting Federal audits;
- assurances that recipient financial status and cash management reports are required and are to be submitted in a timely manner; and
- approving recipient project tasks and budgetary amounts.

### HOW GRANTEES CAN PREPARE FOR NEGOTIATIONS

The FHIP grant negotiation process can be expedited by the grantee and FHIP staff working together cooperatively.

After Congressional notification via letter of a FHIP grant award, and even before being contacted by FHIP staff, the grantee should:

- Gather all back-up documentation to support each grant task and related costs that are proposed in the application package. Review the entire application to determine which tasks may not be clearly enumerated in the work plan and associated costs, if necessary to support the entire application.

For example, testing is an indicated task, but the proposed number and types of tests are omitted in the SOW and the budgeted amount for testing indicates 450 tests at a given total cost. In this example, be prepared to specify numbers for complaint-based and audit tests, as well as numbers/supportive costs for types of tests (rental, sales, etc.), focus (rental-all groups, sales-Hispanics and African-Americans, etc.), category (100 paired sales tests), and so forth.

Collect documentation to support all proposed costs in budget request per each line item. Costs to be supported include salaries, especially for raises and new staff; fringe benefits, especially when State or local variances are applicable; travel, including a detailed travel plan and itinerary; equipment, including at least 3 cost estimates, when needed; consultants and sub-contractor costs, including justifications, complete budgets when costs exceed 10 percent of the grant award, at least 3 cost comparisons, and documentation for requesting use of service providers outside the local service area; other direct costs; indirect costs; and in-kind costs. Understand that all costs must be allowable under both Governmentwide and FHIP regulations. Additionally, all costs must be reasonable. Ultimately, the amount requested may or may not be the amount of the final grant award depending on the outcome of negotiations.



HUD 2008 FINANCIAL MANAGEMENT TRAINING CONFERENCE  
For Non-Profit Grantees of the FAIR HOUSING INITIATIVES PROGRAM (FHIP)

## DON'T BE A STRANGER, KEEP IN TOUCH!!

All organizations experience change. Please provide us updates to your contact information. Help keep FHIP.



202-234-1522 x.105



treceia.v.bazemore@hud.gov



WilDon Solutions, LLC  
c/o FHIP IRC  
1508 N. Capitol Street, NW  
Washington, DC 20002

Many thanks to all of you who participated in the Financial Management Training Conference held December 2-5, 2008 in Washington, DC. We appreciated your input and participation, which contributed greatly to the success of the conference, and will impact positively on the current and future success of the FHIP.