



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Sustainable Housing and Communities
WASHINGTON, DC 20410-0050

Program Policy Guidance OSHC-2013-05	
Date:	September 16, 2013
Subject:	Semiannual Progress Reporting Requirements for FY2010 and FY2011 OSHC Regional Planning and Community Challenge Grantees
Status:	Current
Applicability:	FY2010 and FY 2011 Regional Planning and Community Challenge Grantees
Related Guidance:	
Comments:	This guidance replaces OSHC-2012-04 and OSHC-2012-05.

Dear FY2010 or FY2011 Sustainable Communities Regional Planning or Community Challenge Grantee:

The Office of Sustainable Housing and Communities (OSHC) is implementing progress reporting standards for the Sustainable Communities Initiative (SCI) Grant Programs. FY2010 Sustainable Communities Regional Planning or Community Challenge Grantees are required to submit the following to their Government Technical Representative (GTR):

1. HUD-40105 OSHC Progress Report (Semiannual)

- HUD-40105 is an OSHC-specific form for grantees to report on a variety of grant progress measures, including milestones, workplan progress, contract and subaward management, match commitment, and the extent and quality of consortium and community collaboration. It also serves as a means for grantees to express a need for technical assistance or to make changes to their negotiated budgets, schedules, and workplans.
- For interim reports, the following reporting period end dates shall be used: 6/30 and 12/31. **Interim reports are due not later than 30 days after the end of each reporting period.** Final reports are due not later than 90 days after the end of the reporting period end date. *Note: For final reports, the reporting period end date shall be the end date of the project/grant performance period.*

2. Standard Form 425 – Federal Financial Report (FFR) (Semiannual)

- Federally mandated itemized financial report form; used to record all expended funding for the SCI. **The submission of interim FFRs will be on a semi-annual basis.** A final FFR shall be submitted at the completion of the award agreement.
- The following reporting period end dates shall be used for interim reports: 6/30 and 12/31. Semiannual reports shall be submitted no later than 30 days after the end of each reporting period. Final reports shall be submitted no later than 90 days after the project or grant period end date. *Note: For final FFRs, the reporting period end date shall be the end date of the project or grant period.*

3. HUD-7030 OSHC Financial Reporting Form (Semiannual)

OSHC Financial Reporting form; used to record the amount of grant funds requested for reimbursement payment for the reporting period. Only the yellow highlighted columns are required. **HUD-7030 is to be submitted at the same time the HUD-40105 Progress Report is submitted.**

4. HUD Logic Model – HUD-96010 (Semiannual)

Each grantee is required to submit to their HUD Logic Model for their Sustainable Communities Regional Planning or Community Challenge Planning grant. The initial Logic Model is due 60 days after the effective date of the award. Updates to your Logic Model are required to be submitted with each of your performance progress reports on a semiannual basis. The initial version of the model will be transmitted to the grantee as a blank document so that the grantee can select the measures that it wants tracked as part of the overall program evaluation for these grant initiatives. Once selected, these become the official measures for the specific grant and cannot be altered without GTR approval. The form is then returned to the Program Office and will be locked so that the selected measures can be tracked over the next reporting periods. Detailed instructions on filling in the Logic Model will be provided with the models themselves.

5. Final Report (at Closeout)

At the end of the grant period, each grantee must prepare a package of final reports which are due no later than ninety (90) days after the end of the performance period. The final report package must include the following items:

1. Final Narrative Report: This report should summarize the activities conducted under the award, the significant outcomes resulting from project activities and problems encountered during the performance period. This report should be on organization/agency letterhead and signed by the Authorized Organization Representative (AOR).
2. Standard Forms Covering the Entire Period of Performance:
 - HUD-7030 OSHC Financial Reporting Form;
 - SF-425; and
 - HUD eLogic Model.

The final reports must also be cleared for acceptance by the GTR who will determine completeness and accuracy. Once cleared, the grantee must upload the reports to its GMS account.