Alaska Native/Native Hawaiian Institutions Assisting Communities and Tribal Colleges and Universities Program 2011 National Conference

Grant Terms and Conditions Review





Applicable Program Requirements

The Grantee shall be responsible for ensuring that the grant is carried out in accordance with all applicable program requirements, including the requirements of the July 16, 2010, Notice of Funding Availability pursuant to which this award was made.





Period of Performance

- The AN/NHIAC-TCUP grants have a 3-year performance period. The Grantee shall carry out all activities stipulated in the proposal and Project Management Plan.
- Activities must be completed within the effective date and prior to the expiration date reflected on the form HUD-1044.





Definitions for Terms and Conditions

Grant Administrator: Official authorized to execute and/or administer the grant.

Government Technical Representative (GTR):HUD representative responsible for the administration of the grant, evaluation of performance, acceptance of reports, and other responsibilities that may be stipulated in the grant agreement.





Scope of Work

The Grantee shall develop and submit to the GTR a Project Management Plan (PMP). The PMP must include:

- A detailed description of project activities.
- A description of project goals and objectives.
- Benefits (outputs/outcomes) to be derived by the community upon the successful completion of the project.
- Description of the leveraged funds and/or in-kind resources (as reflected in the Grantee's proposal) to be made available in support of the grant project.





Scope of Work (continued)

In addition, the PMP must include a task chart that identifies the following:

- Key tasks and subtasks to be undertaken during the performance period.
- Lead person(s) responsible for accomplishing identified tasks.
- Target completion dates for major tasks and subtasks.





Reporting Requirements

- The Grantee is required to submit a quarterly progress report to the GTR. The reporting format, submission instructions, required forms, and schedule for submitting these reports can be found at www.oup.org/reporting/annhiac_report.asp www.oup.org/reporting/tcup_report.asp.
- Quarterly reports must be submitted to the GTR within 30 calendar days after the end of each quarter (i.e., by January 30, April 30, July 30, and October 30).





ELogic Model Reporting

- The eLogic Model should be submitted once annually with the quarterly report for the period ending June 30th and show the results during the entire year and cumulatively.
- Prior to the inaugural submission of the eLogic Model report, columns 4 and 6 must be unlocked. The form must be forwarded to the GTR after PMP approval so it can be unlocked.





Final Close-Out Reporting

- The final report must be submitted to the GTR within 90 calendar days from the end of the expiration date and/or project completion date.
- The final report must included a final Financial Status Report (form SF-425) and eLogic Model report, as well as a Closeout Certification and Property Statement.





Eligible Activities and Environmental Review

Each activity funded under this grant must be eligible in accordance with the Notice of Funding Availability, pursuant to which this grant was awarded.

All activities are subject to an environmental review. The results of the review may require the proposed activities be modified or rejected. **Do not** undertake or commit funds for acquisition, rehabilitation, or construction activities prior to HUD approval of the environmental review.



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Key Personnel

- Key personnel are the individuals identified in your application who are essential to the work to be performed under the grant. The Grantee shall notify the GTR in writing of any proposed changes in key personnel at least 30 calendar days prior to the change.
- The notification should include a justification for the change in sufficient detail, including proposed substitute personnel and their qualifications, so the GTR can make an approval determination.





Incurrence of Costs / Budget

- In the event the Grantee incurs costs in excess of the grant amount, all excess costs shall be borne by the Grantee.
 - All costs incurred by the Grantee must conform to the approved budget.
- Transfer of funds among or within budget line items must be approved in advance by the GTR only when the amount to be transferred exceeds 10 percent (cumulative) of the effected budget line item(s).





Budget (continued)

The Grantee may not commingle funds committed under this award with any other existing or future operating accounts held by the Grantee. The Grantee's accounting systems must ensure that HUD funds are not co-mingled.





Budget Revision Chart Example

Budget Category	Approved Budget	Change (+/-)	Revised Budget
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other direct			
Indirect			
Total			





Indirect Costs

- If the Grantee has received a provisional indirect cost rate (pending establishment of a final rate) reimbursement will be made on the basis of the provisional rate.
- By accepting this award, the Grantee agrees to bill at the provisional rate for the entire grant period.
- At completion of the grant, adjustments may be made from the provisional rate to the final rate.
- Unless previously provided, no later than 60 days after award, the Grantee is required to submit to HUD a copy of its indirect cost rate agreement with its cognizant agency.





Program Income

- Any program income derived as a result of this award shall be added to other available funds to further activities eligible for assistance under this award.
- If not already identified in the PMP, the parties shall mutually agree by written amendment on the use of program income prior to utilization.
- Program income must be reported on the Financial Status Report (form SF-425).





Method of Payment

The Grantee shall receive payment through HUD's Line of Credit Control System/Voice Response System (LOCCS/VRS).

All forms and information required for LOCCS/VRS draw downs must be completed and provided by the Grantee. HUD will withhold 5 percent of the total grant amount for the final payment, which will be released to the Grantee once the Final Report and all accompanying forms have been submitted and accepted by HUD.





Amendments

Grantees seeking an amendment to this grant agreement must submit their request in writing to the GTR for approval. Since the grant was competitively awarded, major changes to the scope of work will not be considered. The written request must contain:

- Description of the proposed change.
- Justification for the requested change.
- Changes to the budget.





Amendments (continued)

Requests for no-cost extensions will be considered by the GTR on a case-by-case basis.

A no-cost extension may be approved only in those cases where the Grantee can clearly demonstrate that the delays were caused by circumstances beyond the Grantee's control (e.g., litigation, natural disasters, complex environmental reviews, governmental approvals that were requested but not received in a timely manner, etc.).





Amendments (continued)

- All extension requests must be submitted to HUD at least 60 days prior to the end of the grant period.
- If a request is granted, an amendment will be issued and incorporated into the official grant file.
- Failure to obtain prior approval may result in disallowed costs and activities.





