

Historically Black Colleges and Universities 2011 National Conference

Grant Terms and Conditions Review



FD&R

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, which is hereby incorporated as part of this agreement.



Period of Performance

- The HBCU grant has a 3-year performance period. The Grantee shall carry out all activities stipulated in the proposal and Project Management Plan.
- The activities must be completed within the effective date and expiration date reflected on the form HUD-1044.



Definitions for Terms and Conditions

- **Grant Administrator:** The official authorized to execute and/or administer the grant.
- **Government Technical Representative (GTR):** The HUD representative who is responsible for the administration of the grant, evaluation of performance under the grant, acceptance of all reports or projects, and other specific 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, but is not necessarily limited to:

- A detailed description of the Grantee's project activities.
- A description of the goals and objectives of the project.
- Benefits (impact/outcomes) to be derived by the community upon the successful completion of the project.
- A brief 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, additional required forms, and the schedule for submitting these reports can be located at www.oup.org/reporting/hbcu_report.asp.
- Quarterly reports must be submitted to the GTR within 30 calendar days after the end of each quarter (for example, December 31, March 31, June 30 and September 30).



eLogic Model Reporting

- The eLogic Model should be submitted once annually with the quarterly report ending June 30th and show the results that occurred during the entire year and cumulatively.
- Prior to inaugural submission of the eLogic Model report ,columns 4 and 6 must be unlocked. The form must be forwarded to the GTR after your PMP meeting/conference 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 the project completion of the grant.
- The final report must include a final Financial Status Report, SF-425, and eLogic Model report as well as Closeout Certification and a Property Statement.



Eligible Activities and Environmental Review

- Each activity funded under this grant agreement must be an eligible activity, in accordance with the Notice of Funding Availability, pursuant to which this grant was awarded.
- All construction and certain eligible 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 or development of proposed properties prior to HUD approval of specific properties or areas.



Key Personnel

- Key personnel are considered the individuals that were identified in your application to be essential to the work to be performed under this grant. Therefore, the Grantee shall notify the GTR in writing for review of any proposed changes in individual in those key positions 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 that the Grantee incurs costs in excess of the grant amount, all excess costs shall be borne entirely by the Grantee.
- All costs incurred by the Grantee must be in conformance with 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)

- Upon approval of the proposed changes, the GA will issue an amendment.
- The Grantee may not commingle any 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 rate, pending establishment of a final rate, reimbursement will be made on the basis of the provisional rate.
- By accepting this award document, the Grantee agrees to bill at the provisional indirect cost rate for the entire period of performance of the award agreement.
- 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 their existing indirect cost rate with its cognizant agency.



Program Income

- Any program income derived as a result of this award shall be added to funds committed under the award to further activities eligible for assistance under this award.
- If not contained in the PMP or under Special Conditions, then prior to utilization of program income, the parties shall mutually agree by written amendment on the use of program income.
- Program income must be reported on the Financial Status Report, SF-425.



Method of Payment

- The Grantee shall receive payment through HUD's payment system called the 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 of the grant, which will be released to the Grantee once the Final Report and all accompanying forms have been submitted and reviewed by HUD.



Amendments

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

- A description of the proposed change.
- A justification for the requested change.
- Any changes to the budget (approved vs. revised budget figures).



Amendments (continued)

- Requests for no-cost extensions will be considered by the GTR/GA on a case-by-case basis.
- A no-cost extension may be approved in those cases where the Grantee can clearly demonstrate that the delays in project implementation were caused by circumstances beyond the Grantee's control (for example, litigation, natural disasters, complex environmental reviews, governmental approvals that were requested but not received in a timely manner, and so forth).



Amendments (continued)

- All 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 it will be incorporated into the official grant file.
- Failure to obtain prior approval may result in disallowable costs and activities.

