



HISPANIC-SERVING INSTITUTIONS
ASSISTING COMMUNITIES

10th Anniversary Conference

*2008 New Directors' Meeting ~ San Juan, Puerto Rico
Madlyn Wohlman-Rodriguez*



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HISTORIA ~ PRESENTE ~ FUTURO
Celebrate ~ Embrace ~ Strengthen



Definitions for Terms and Conditions

- ✦ **“Grant Administrator”** is the official authorized to execute or administer the grant.
- ✦ **“Government Technical Representative (GTR)”** is the individual responsible for the technical administration of the grant, evaluation of the performance of the grant, acceptance of technical reports or projects, and other specific responsibilities listed in the grant agreement.





Definitions (continued)

◆ **Period of Performance**

- ✦ **The Grantee will carry out all activities stipulated in the Project Management Plan within the time period stipulated in the grant agreement.**
- ✦ **The start date is the effective date on the grant agreement and the end date is three years or 36 months after the effective date of 9/10/08 for the grant.**





Definitions (continued)

✦ Amendments

- ✦ Grantees seeking modifications to the grant agreement must submit requests in writing to the GTR for consideration of approval. Major changes to the scope of work will not be considered.





Amendments (continued)

- ✦ **Amendments are usually requested for the following:**
 - ✦ **No-cost extensions.**
 - ✦ **Changes in the budget.**
 - ✦ **Minor changes in the scope of work.**
 - ✦ **Changes in personnel (PI or project manager).**



Amendments (continued)

- ✦ The HSIAC grant was competitively awarded, therefore major changes to the scope of work are not permitted and may not be considered. Please discuss any concerns with the GTR as soon as possible.





Amendments (continued)

- ✦ **The written request must contain the following information:**
 - ✦ **The Grantee's name and grant agreement number (these must appear on ALL correspondence submitted to HUD).**
 - ✦ **A description of the proposed change.**
 - ✦ **A justification for the requested change.**
 - ✦ **A new budget reflecting the proposed changes (approved vs. revised budget figures).**





Budget Revision Chart Example

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



Budget Modifications (continued)

- ✦ **If the proposed budget change is less than 10% of the functional category (budget, personnel, etc.), the Grantee can make the change without seeking formal permission. Please indicate change in next semi-annual report.**
- ✦ **Failure to obtain prior approval may result in disallowable costs and/or activities. All costs incurred must conform with the approved budget.**





Environmental Requirements

- ✦ HUD will perform an environmental review of the properties proposed for assistance in accordance with 24CFR part 50.
- ✦ Applicants are particularly cautioned not to undertake or commit funds for acquisition or development of proposed properties prior to HUD approval.





Reporting Requirements

- ✦ Grantees are required to submit narrative and financial semi-annual progress reports to the assigned GTR on January 31 for the July-December period, and on July 31 for the January-June period of each year.
- ✦ The format to be utilized discusses grant activities as outlined in the grant agreement.





Reporting Requirements (continued)

- ✦ Financial reports should reflect costs incurred during the reporting period by line item as reflected on form HUD-424-C, budget summary.
- ✦ In addition, the Grantee must submit an SF-269A.
- ✦ Reports are now submitted on line to the GTR with the Grantee name and grant agreement number on each page.





Final Close-Out Reporting

- ✦ The detailed instructions for grant close-out are in the grant agreement and are submitted in the electronic format.
- ✦ Please submit close-out certification and final financial statement (269A) when requesting final draw on the grant.



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Additional Informational Requirements

✦ Approvals/Disclaimers

- ✦ Copies of all press releases, formal announcements, and other planned written issuances shall be provided to the GTR for approval prior to the planned release.
- ✦ All official products of work must contain the following acknowledgement/disclaimer in the grant agreement as indicated in the terms and conditions.





Publications and News Release Requirements

- ✦ “The author and publisher are solely responsible for the accuracy of the statements and interpretations contained in this publication. Such interpretations do not necessarily reflect the views of the Government.”



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Corrective, Remedial, and Enforcement Actions

- ✦ HUD may take such corrective and remedial actions as are authorized by applicable regulations, including activities authorized to prevent or mitigate a violation of program requirements. Such actions may include informal consultation with the Grantee prior to approving the drawdown of funds.





Additional Informational Requirements

- ✦ **Maintenance of Records: 3-year period after grant period ends.**
- ✦ **HUD's Right to Audit and Disallow or Recover Expenditures found unallowable under government cost principal applicable to the award based upon the final audit or any other special audits undertaken. Where exceptions are found, HUD has the right to order a special audit, even if the Grantee's auditor or a cognizant agency has already conducted one.**





Peer Review Process

- ✦ The Grantee agrees to provide to HUD's Office of University Partnerships (OUP) one faculty member to participate in the annual application review process for HSIAC or other appropriate OUP grant program.
- ✦ HUD employs a peer review process to rate and rank all OUP grant applications and is dependent upon the cooperation of participating institutions to provide panel reviewers. The review process takes place in Washington, D.C. Travel-related expenses are covered by OUP.

