

24 CFR PART 84

Uniform Administrative Requirements

Office of University Partnerships



- Governs the implementation of federal grants and agreements
- Applicable to institutions of higher education
- Also applicable to sub-recipients and sub-grant awards



24 CFR PART 84

- Notice of Funding Availability
- Grant Agreement (Terms and Conditions)
- Regulations (24 CFR part 84)
- OMB Circulars A-21 and A-133



Governing Documents

- **Standards for grantee's financial** management systems are explained at 24 CFR 84.21
- Records must identify the source and application of funds
- Costs must be allowable, allocable, and reasonable (OMB Circular A-21)



Financial Management

- Internal controls must be established to safeguard funds and assets
- Minimize the time between the drawdown and expenditure of grant funds (3-day rule)
- Records must be sufficient for annual audits pursuant to OMB Circular A-133

Financial Management

- All costs incurred by the grantee must be in conformance with the approved budget
- Transfers of funds must be approved by HUD if the cumulative amount exceeds 10% of the effected budget line item
- Excess costs shall be borne by the grantee



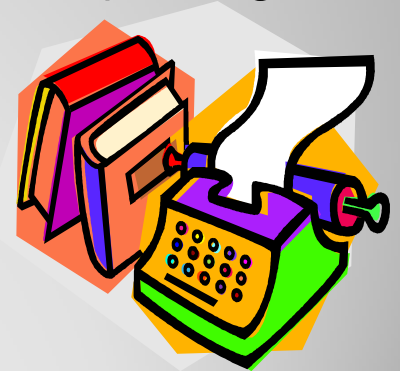
Budget Revisions

- Can only be considered for “circumstances beyond the grantee’s control”
- Requests must be submitted to HUD at least 60 days prior to the end of the grant term
- If approved, HUD will issue an amended grant agreement



No Cost Extensions

- Real property requirements are found at §84.32
- Equipment acquired with grant funds is subject to §84.34
- Supplies and other expendable property is subject to §84.35



Property Standards

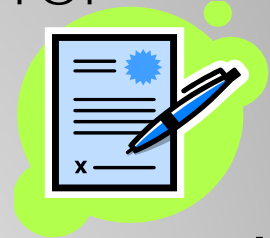
- Equipment records and a physical inventory of equipment shall be **incorporated into the grantee's property management standards**



- The sale or transfer of property or equipment must comply with federal disposition requirements if their residual value is \$5,000 or more

Property Standards

- Grantees must maintain written standards of conduct governing employees involved in contract award and administration
- Procurement actions must provide for open and free competition
- A grantee's procurement procedures must comply with §84.44



Procurement Standards

- Small purchase procedures (contracts of \$100,000 or less)
- Request for proposals (service contracts where price is one of several factors)
- Invitation for bids (construction contracts to be awarded to the lowest responsible bidder)



Procurement Standards

FOR EVERY PROCUREMENT ACTION:

- Conduct a cost or price analysis (§84.45)
- Maintain procurement records (§84.46)
- Follow written procedures for contract administration (§84.47)
- Include contract provisions (§84.48)



Procurement Standards

SECTION 3

- Economic opportunities (employment, training, or contracting) shall be directed to low-income persons in the community
- Applies to construction/rehabilitation projects
- 24 CFR part 135, subparts B and E

Procurement Requirements

PROGRESS REPORTS

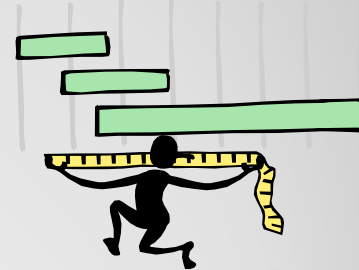
- Summarized in the Terms and Conditions to the Grant Agreement
- Due 30 calendar days after the end of each quarter (semi-annual for HSIAC)
- Reflect activities undertaken during the reporting period



Reporting Requirements

NARRATIVE

- Describe accomplishments, progress made toward achieving goals and objectives; significant problems, and planned corrective actions
- Report on progress made in obtaining leveraged funds outlined in the proposal
- Provide status of all tasks outlined in the approved Project Management Plan
- Grant Progress Report (form HUD-40077) may be used in lieu of narrative



Reporting Requirements

FINANCIAL

- Reflect costs incurred during the reporting period and cumulatively
- Report costs by budget line item as reflected on the Detailed Budget, form HUD-424-CB
- Include form SF-425, Financial Status Report



Reporting Requirements

eLOGIC MODEL

- Submitted once annually with the quarterly report ending **June 30** (earlier grant years submit eLogic Model quarterly)
- Show results that occurred during the entire year and cumulatively
- Activities, outputs, outcomes, and measures must accurately reflect project objectives before form is unlocked for reporting



Reporting Requirements

FINAL REPORT

- Submit within 90 calendar days from the end of the grant term
- Report on the entire grant performance period
- Include a final progress report, Federal Financial Report (SF-425), and eLogic Model
- Also include a Closeout Certification and Property Statement



Reporting Requirements

- Section 110(a) of the Housing and Community Development Act of 1974 requires that prevailing wages under the Davis-Bacon Act be paid to construction workers when a contract exceeds \$2,000 or, in the case of housing rehabilitation, 8 or more units
- Wage determinations can be obtained online at www.wdol.gov

Labor Standards



- Volunteer labor is exempt from prevailing wage requirements per 24 CFR part 70
- The Contract Work Hours and Safety Standards Act requires overtime provisions for construction workers when contract exceeds \$100,000
- **Additional information available from HUD's Office of Labor Relations field office staff (see www.HUD.gov for listing)**



Labor Standards

- OUP Website: www.OUP.org
- Sherone Ivey: (202) 402-4200
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OUP Contacts

Please contact your assigned OUP staff member with any questions regarding grant implementation requirements

