

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Second Annual Report on Progress and Accomplishments in Implementing the Federal
Financial Assistance Management Improvement Act of 1999 (Public Law 106-107)

Over the past year, HUD's Office of Departmental Grants Management and Oversight (ODGMO) has provided leadership for the simplification and consolidation of grant application and reporting requirements for all HUD grant programs and for improving the effectiveness of funded programs. HUD's initiatives and accomplishments in support of simplification efforts include the following.

I. Participation in the Government-wide Streamlining and Grants.gov Efforts

- Participated in Public Law 106-107, the Federal Financial Assistance Management Improvement Act of 1999, Work Group meetings to streamline, simplify and consolidate grant program application submission and reporting requirements; and, identify obstacles in federal programs that present barriers to consolidation and streamlining of grant programs. Advocated HUD's interest to ensure HUD's opinions, processes, procedures and ideas were expressed and considered by the group throughout the process. HUD served in the following groups that focused on both discretionary and mandatory programs:
 - o Pre-Award Group;
 - o Post-Award Group;
 - o Audit Oversight Group; and
 - o Electronic Processing – Interagency Electronic Grants Committee (IAEGC).
- Member of the Administrative Requirements Subcommittee under the Pre-Award Sub-group responsible for developing administrative grant-related terms and conditions (T&Cs) that will be used government-wide. Helped craft multiple financial management related T&Cs that will be included in a legislative proposal for government-wide use.
- Member of the National Policy Requirements Subcommittee under the Pre-Award Sub-group responsible for developing grants related national policy T&Cs to be used government-wide. HUD's efforts in streamlining were recommended for use by the committee for inclusion in the list of requirements that will be part of a legislative proposal requiring use of the national policy T&Cs to be developed by the group.
- Chaired the Real Property Reporting Subcommittee under the Post-Award Reports Sub-group, which is responsible for identifying means of streamlining and simplifying existing real property post-award reporting requirements government-wide. Conducted a

survey of real property reporting requirements to identify the requirements agencies impose on their recipients of federal financial assistance.

- Chaired the Post-Award Subcommittee Group responsible for developing common environmental reporting requirements and developing recommendations for standardizing the reporting requirements for grantees on a government-wide basis and establishing government environmental guidance and policy. Conducted a survey and developed a matrix of post award environmental reporting requirements, which were shared with all 26 of the grant making agencies and the Office of Management and Budget (OMB).
- Member of the Mandatory Grants Subcommittee Group under the Pre-Award Sub-group responsible for collecting data required in the application submission and post-award reporting by the grantee community for formula and discretionary grant programs. Responded to data calls from the committee and collected data from HUD grant programs for entry into a database which is being used to form the baseline for government-wide streamlining and consolidation of grant program requirements.
- Hosted via webcast, two monthly meetings of the Electronic Processing Sub-Group, IAEGC, State, Local, Non-Profit & Other.
- Served as a evaluation panel member for the selection of the Independent Verification and Validation (IV&V), Program Management, Data Analysis & Modeling, Outreach & Liaison, and Integrator Support contracts for the Grants.gov Program Management Office (PMO).
- Served as a member of the Grants.gov Executive Board.
- Provided one full-time equivalent (FTE) to the Grants.gov PMO.

II. Internal Efforts to Create an Environment Conducive to Grants Streamlining and Simplification

- Provided outreach to our internal and external constituencies via a Departmental grants web page to keep HUD staff and grantees up to date on new, changing, and critical grants related information that impact HUD programs, such as changes in federal requirements, lessons learned, grantee-related information, proposed eGrants and Public Law 106-107 streamlining requirements, and grants training material.
- Reviewed each program Notice of Funding Availability (NOFA) for ways to streamline and simplify the application process and to provide a uniform format and consolidation of program announcements.
- Processed all products (i.e., Federal Register Notices for Standard Grant Announcement Format, FedBizOpps Standard Data Elements, Universal Identifier, Financial Management Report, and Creation of Title II Grants) from the Public Law 106-107 Work

Groups to ensure streamlining and simplification objectives are viewed as applicable to all types of grants, including mandatory grants and to provide HUD staff an opportunity to review and comment on proposed changes to the way grants will be managed.

- Provided information on streamlining Federal Financial Assistance and eGrants initiatives to our external clients via the SuperNOFA General Section and a SuperNOFA form, “You Are Our Client,” which solicits client comments and suggestion for improving the application funding process.
- Served as the point of contact for HUD input into the development of the President's eGrants Initiative, providing HUD staff opportunity to review and comment on proposed changes that will result from streamlining and simplification.
- The Office of Fair Housing and Equal Opportunity (FHEO), Office of Housing, and Office of Public and Indian Housing are supporting the eGrants streamlining and simplification initiatives and the President’s Management Agenda for eGovernment. They are ensuring that all of their formula and competitive grantees are aware of the Grants.gov initiatives.
- The Office of Healthy Homes and Lead Hazard Control and the Office of Housing have identified grantees to participate in the www.grants.gov/APPLY pilot.

III. Preparing for the Recent and Coming Changes Affecting the Pre-Award Process

A. Electronic Synopsis

- Posted all of HUD’s Fiscal Year (FY) 2003 SuperNOFA programs to www.Grants.gov/FIND. All announcements (100 percent) are being synopsized in www.Grants.gov/FIND.
- Expanded proposed eGrants common data elements to ensure that Public Housing Agencies and Indian Tribal governments and Tribal entities are recognized in the eGrants system as distinct entities, allowing HUD and other federal programs to track assistance provided to them.
- Identified several grant recipients from various grant programs to participate in the Core Plus Pilot during the summer of FY 2003.

B. Announcement Template

The announcement template will be used for all competitive programs. HUD is working with the Mandatory Subcommittee to determine the announcement format for entitlement and mandatory programs. HUD is required to publish its NOFAs in the Federal Register, but will establish a link to www.Grants.gov. The new requirements are being communicated in our FY 2003 SuperNOFA General Section and via email notices.

C. Grants.gov Portal and Electronic Applications

- Mapped the data elements for 52 active grant programs and or systems to the eGrants 194 data set. The data mapping and collection will allow HUD to create a depository of data elements for our data architecture, enabling sharing and streamlining of information collection across program areas.
- Mapped all of HUD's grants data requirements and are engaged in modeling the data to establish common core plus data elements and eliminate unnecessary elements. The result will be data reported in a more consistent manner and data that can be used by HUD's management and external sources.
- At present, HUD does not have the capacity to process the applications that will be received from the front-end system. Our office serves as an advocate for the development of a HUD back end solution and is currently working with the Office of the Chief Information Officer (OCIO) to develop an enterprise solution for eGrants at HUD.

IV. Other

A. Efforts that Support the Objectives of Public Law 106-107

- Completed the sixth annual SuperNOFA, HUD's consolidated NOFA. The FY 2003 SuperNOFA contains notices of funding availability for approximately \$2.3 billion in HUD program funds covering 49 grant categories within programs operated and administered by HUD offices and provides a uniform format and consolidates the program announcement at the same time of funds for grants.
- In FY 2003, implemented the use of a HUD standard award form for discretionary grant program awards and a standard award form for formula program (HUD-1044-E and F, respectively).
- Also in FY 2003, implemented a standard HUD-424 form for application submission to:
 - o Reduce the required number of certifications from 46 to 10;
 - o Allow applicants to re-use certifications currently on file in the Department, eliminating the need to submit new forms and redundant submissions for each grant; and
 - o Consolidate the Construction and Non-Construction budget forms into a single budget sheet.

- Provided five training sessions for approximately 1,228 HUD recipients on the OMB Cost Principles. The purpose of the training is to provide recipients a better understanding of their fiscal responsibilities to ensure that grants are managed properly, federal dollars are spent in accordance with applicable laws and regulations, and grant programs are delivered effectively. All training sessions were conducted via satellite broadcast and remain accessible via the web through HUD's webcast archives.
- Furthered the Department's strategic goal of embracing high standards of ethics, improved the delivery of services, effectiveness of internal management, and accountability in our grants programs by instituting the following policies for grant application reviews.
 - o Delinquent Federal Debt policy determines if an applicant has outstanding federal debt.
 - o Pre-Award Accounting System Surveys are conducted for those applicants that do not have federal experience and where there are questions regarding whether their financial management system meet federal standards or the applicant is considered a high risk based upon past performance or financial management findings.
 - o Name Check Review will reveal matters that significantly reflect on the applicant's management and financial integrity or if any key individuals have been convicted or are presently facing criminal charges.
- Established Department-wide policies and forms for collection of grant data for performance measures through the use of the Logic Model, Race and Ethnicity Data Reporting, and Survey on Ensuring Equal Opportunity Applicants forms in the FY 2003 SuperNOFA.
- Awarded a Departmental contract that can be used by all grant program offices for the issuance of Indirect Cost Rates.
- Reduced the information collection in the Public Housing Resident Opportunity and Self-Sufficiency (ROSS) Program NOFA from 136 pages of forms to 36 pages.
- Provided translation services to review grant applications received in languages other than English.
- Streamlined the OMB approval process by submitting the Logic Model, Race and Ethnicity Data Reporting, and Survey on Ensuring Equal Opportunity Applicants forms for approval and use by multiple HUD grant programs. This is the first time that HUD has developed a form for multiple use and requested approval for all programs involved. Normally each grant program office would request individual approval.

- Provided grant forms in fillable format. In an effort to be more responsive to the needs of the applicant/grantee community, HUD has expanded the number of forms available in fillable format on our HUDClips website. We recently awarded a forms fillable contract to make all grant application forms fillable.
- HUD's 2003 SuperNOFA includes "Achieving Results and Program Evaluation" as a rating factor, which requires applicants to clearly identify the benefits or outcomes that will be achieved using a Logic Model format (form HUD-96010). When reporting progress, grantees will be required to report actual results against the estimates provided in their Logic Model application submission. In 2004, all programs will be required to utilize the Logic Model form as part of the application submission and reporting requirements.
- As required by P.L. 106-107 and specified by OMB, the Office of the Chief Financial Officer, in the third quarter of FY 2003, selected the ASAP.gov application of the U.S. Treasury Department as HUD's grants payment application.

Attachment

Government-wide Report on the Implementation of Public Law 106-107