

HUD Sustainability Regional Planning
Grant 2011 –
Financial Orientation

East Central Florida Regional
Planning Council

Overview

- **Grantor Agency:** U.S. Department of Housing and Urban Development
- **Grant:** Sustainable Communities Regional Planning Grant
- **CFDA:** 14.703
- **Lead Grant Agency:** East Central Florida Regional Planning Council
- **Grant ID #** FLRIP0050-11
- **Grant Administrator:** John Malcolm Smith
- **Government Technical Representative (GTR):** Naomi Friedman

ECFRPC Contact Info

- Lead Agency Finance Contact Information
 - June Lorah
 - june@milestoneps.com
 - (407)301-8650
 - Lelia Hars
 - lelia@ecfrpc.org
 - (407)262-7772

Quarterly Reimbursement Requests

- Must include the following documentation
 - Completed information for form HUD-27053
 - Completed information on form HUD-96006
 - Summary of activities performed during the reporting period – should reference work plan and approved budget wherever applicable
 - All appropriate backup documentation to support the amounts requested in HUD-96006

Quarterly Reimbursement Requests

- For personnel and fringe expenditures, a schedule detailing the following will be sufficient:
 - Employee name
 - Total hours worked in the period
 - Rate of pay
 - Total charged for that employee
 - Total charges for personnel costs

- The same format should be followed to detail fringe calculations

Quarterly Reimbursement Requests

- For travel amounts, please refer to the GSA Guidelines for per diem allowable amounts.
- For documentation of in-kind hours, please provide the same criteria as reporting personnel costs. Refer to GS Guidelines for allowable pay rates.
- For indirect costs, our allowable rate at this time is **28.49%** (set by HUD).

Quarterly Reimbursement Requests

- For amounts other than personnel, fringe, or indirect:
 - Backup documentation must include copy of check showing payment, copy of invoice (and explanation for any discrepancy between payment and invoices amount)
 - All backup documentation needs to be in pdf format when submitted to ECFRPC

Quarterly Reimbursement Requests

- Reimbursements requests will be due to ECFRPC by the 15th day following the reporting the quarter
 - Example:
 - Reporting period July 1 thru September 30, 2012
 - Due date for reimb package to ECFRPC is Oct 15th
- All late submissions will be included in the **next** reporting quarter*

Other Reporting

- A semi-annual progress report is due to HUD by 30th day after each calendar reporting period
 - For now, no report will be due to ECFRPC from sub-grantees for this requirement; however, this may change over the grant period.
- All sub-grantees will need to submit their annual financial audit report to the ECFRPC within 30 days of presentation and acceptance of their Audit Report.

Important Requirements

- Before selection of any contractor to provide services for this project, please provide the information to ECFRPC so that we can get pre-approval from GTR
- Before changes of key personnel on project, please provide the information ECFRPC to obtain pre-approval from GTR
- All sub-grantees must register in the Central Contractor Registration (ccr.gov) if you are not already registered in that system
 - In late July 2012 this will become SAM.gov
- *These are requirements by the grantor agency*

Additional Resources

- HUD.gov > Sustainable Communities Regional Planning Grants
- Program policy guidance can be found at <http://portal.hud.gov/hudportal/HUD?mode=disppage&id=POLICY-GUIDANCE>
- GSA.gov
- Whitehouse.gov/omb
 - Circulars
 - Circular A-87 Cost Principles for State, Local and Indian Tribal Governments
 - Circular A-122 Cost principles for Non-Profit Organizations
 - Circular A-123 Management's Responsibility for Internal Control
 - Circular A-133 *Single Audit*
- Federal Acquisition Regulations at 48 CFR Part 31.2 (cost principles for for-profit organizations)

Please provide the following

- After our meeting, please email the following items to June Lorah june@milestoneps.com
 - Final budget for this grant with detail of employees working on project, what you are using for your match and how your match will be calculated, contracted services you will outsource, etc.
 - Email contact information for the finance personnel working on this grant