







U.S. Department of Housing and Urban Development

Capital Fund Training Session 3

Obligations and Expenditures





Presenters: Office of Capital Improvements







Thomas Shelton **Housing Capital** Improvement Specialist



Erica Vilardi Housing Capital Improvement **Specialist**



Sarah Culligan Housing Capital Improvement Specialist





Topics

Overview

Obligations

Expenditures

Procurement & BABA

Closeout



Process Flow for Grant Reporting

OCI

- ACC Amendment available on OCI website under Fiscal Year Processing Page
- PHA Signs ACC Amendment

Document Package EPIC

- Grants are "Notionally" Loaded into EPIC (153 in LOCCS)
- PHA Submits all processing documents through the document manager

5YAP EPIC

- PHA Copies Forward 5YAP to Cover Current Fiscal Year (ALL Rolling and Fixed as Needed)
- PHA Submits in EPIC
- HUD Approves

HUD EPIC

- HUD Reviews Package
- HUD Accepts Package

HUD EPIC/LOCCS

- Daily HUD Loads 176 (Contracting Grant) in LOCCS based on Accepted Packages
- Daily HUD loads BLI Spread Files based on Submitted Budgets



Summary of Obligation & Expenditure Requirements

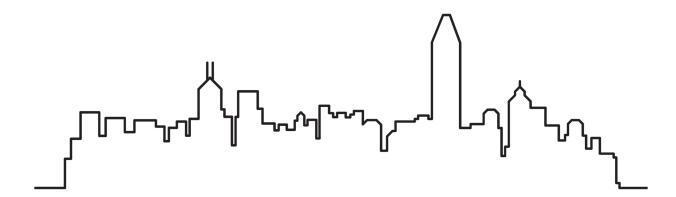
Capital Fund Grant	90% Obligated	100% Expended
Formula Grants	24 Months	48 Months
Disaster Grants	24 Months	48 Months
Lead-Based Paint Grants	24 Months	48 Months
Housing-Related Hazards Grants	24 Months	48 Months
At-Risk Grants	24 Months	48 Months
Emergency Grants	12 Months	24 Months
Safety & Security Grants	12 Months	24 Months







Obligations





Obligation

An obligation is a binding agreement for work or financing that will result in outlays, immediately or in the future.

All anticipated obligations must be approved in the 5-Year Action Plan.

Obligation occurs when a contract has been signed and dated by both parties.

For activities without a contract, obligation occurs on the date of the purchase order or other obligating document.



When does Obligation Occur for...



• Obligation occurs when a contract has been executed.

BLI 1406 – Operations

 Obligation occurs when the funds are drawn down and vouchered - the date of the voucher submission.

BLI 1408 – Management Improvements

• Obligation occurs when the PHA signs a contract (or executes obligating documents) for eligible work items.

BLI 1410 – Administration

• Obligation occurs when the PHA budgets the funds in an approved Annual Statement and 5-Year Action Plan.

Contingency (Now under BLI 1480)

• These funds are never obligated and must be moved to another work category to be obligated, disbursed, and expended.





When does Obligation Occur for...

Force Account

• For a single work item, obligation occurs when the work is initiated. For a group of sequentially-related work items, obligation occurs when the first work item is initiated.

CFFP

• CFP funds used to pay off debt service for CFFP are considered obligated at the release of the formula grant.

Conventional Development

• Obligation occurs when the development contract is signed.

Mixed Finance Development

• Obligation occurs at financing closing.

Predevelopment

• When the PHA enters into a binding contract - such as for architectural and engineering services, demolition and abatement.



PHA Obligation Reporting







REPORT MONTHLY ON THE
OBLIGATION AND
EXPENDITURE OF EACH OPEN
CAPITAL FUND GRANT IN
LOCCS

LOCCS WILL SUSPEND
DRAWDOWNS FOR ALL OPEN
CAPITAL FUND GRANTS IF
REPORTING DOES NOT OCCUR

PHAS MUST REPORT ON OED, EVEN IF AT 90% OBLIGATION OR MORE IN PRIOR REPORTING PERIOD





Extensions of the Obligation End Date (OED)



PHAs can only request an

extension to the OED

if they meet one of the

criteria specified in the

statute and regulations

Accepted requests are generally those that are beyond the control of the PHA such as natural disasters, etc.

All requests must be received before the current OED

There is no statutory authority to approve OED requests after the OED has passed, or expenditure end date extensions.

Even if there is a request in place, obligation must still occur! Even if the OED has passed.

OED extension Up to 12 Months

PHAs may request an extension to the OED of **up to 12 months** due to delays caused by:

The Size of PHA

The Complexity of capital program of the PHA

Limitations on PHA ability to obligate in a timely manner as a result of State or local law

Such other factors as the Secretary determines to be relevant





OED Extension More than 12 Months

PHAs may request an extension to the OED of **more than 12 months** due to:

Delays caused by litigation

Delays that are a result of obtaining approvals of the Federal, State, or local government

Compliance with environmental assessment or abatement requirements

Relocating Residents

An event beyond the control of the housing authority

Any other reason established by the Secretary in a Federal Register Notice



13







OED Compliance

HUD may request and/or review some or all PHA documentation supporting the obligation.

The 1937 act requires that all subsequent Capital Fund grants be withheld from a PHA if the OED is not met.

HUD will withhold the PHA's next Capital Fund grant until the PHA obligates at least 90% of its past due grant

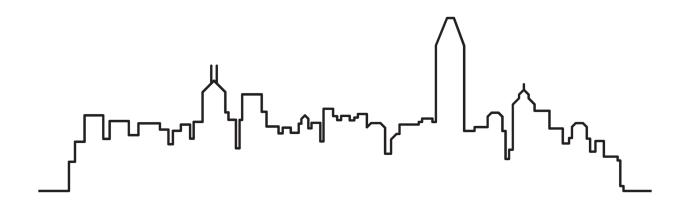
When the PHA cures the non-compliance, HUD (HQ OCI) will release the Capital Fund Grant that has been withheld, less any penalty, 1/12 for every month the PHA was non-compliant.







Expenditures





What is an Expenditure?



PHA bills that are due and payable



Disbursement - the act of distributing Capital Funds from HUD accounting (LOCCS) to the PHA's bank to pay the bills that are due



Expenditure End Date (EED) - the final date a PHA may expend (pay out) funds drawn from LOCCS for Capital Fund-related expenses



Generally, statute requires 100% within four years of date that funds are made available, or obligation start date



Are expenditures and disbursements the same thing?

Disbursements

Disbursements, are automatically determined by LOCCS.

Used by HUD to track EED compliance.

When PHAs voucher Capital Funds, these funds are considered disbursed.

Expenditures

Expenditures are PHA self-reported.

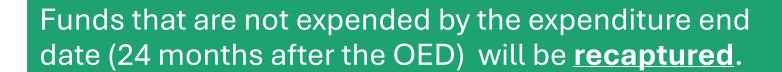
Contractor/ vendor bills paid using funds disbursed from LOCCS.

Monthly expenditures must be reported in LOCCS, for each open Capital Fund grant until FO enters a "pre-audit date" in LOCCS.





Consequences of Noncompliance with EED – Penalties



The CFP grant is reduced to the amount that was expended on the EED.

Obligation of those funds is not sufficient to meet this expenditure requirement.





HUD Monitoring: De-obligation and Re-obligation

PHA may de-obligate and then re-obligate funds without penalty if a legitimate obligation of Capital Funds must subsequently be "undone" due to a voided contract.

PHA should contact FO to explain

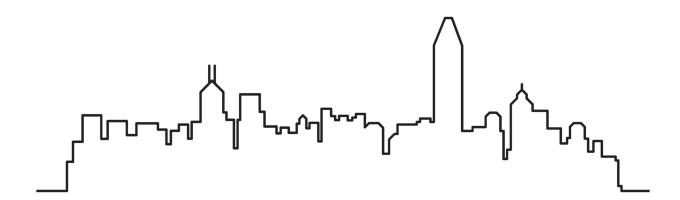
If FO accepts, PHA reports the de-obligation and FO includes a Project Note in LOCCS.

NOTE: If the expenditure end date has passed, grant cannot be re-obligated and funds must be recaptured.





Procurement and Contract Administration





Procurement and Contract Requirements

Procurement with Capital Funds, PHAs must:

Comply with 2 CFR 200.317-200.326. (substantially the same as 24 CFR 85.36, except for thresholds for micro/small purchases).

Conduct transactions in a manner that provides, to the extent possible, full and open competition.

A PHA must have its own Procurement Policy consistent with 2 CFR 200 and State law.

A PHA have written ethics standards and sanctions.

Perform an independent cost estimate (ICE) for all procurements above micro purchase threshold in 2 CFR Part 200.320.





Methods of Procurement

Method	Summary
Micro Purchase	Maximum \$10,000, one quote permitted
Small Purchase	Maximum \$250,000, typically three quotes
Sealed Bid	Typically for construction contracts over \$250,000; contract awarded to the lowest bid. "IFB" used when only price is considered
Competitive Procedures	Request for Proposal (RFP) and Request for Qualifications (RFQ) procurements
RFP	Used when price and other factors are "considered"
RFQ	Used when price is not considered
Noncompetitive Procedures	Sole source solicitation after competitive process is deemed inadequate



10 Basic Procurement Steps



- Develop a Specification or Statement of Work (SOW)
- Complete an Independent Cost Estimate (ICE)
- Determine rationale for procurement method
 - Solicit & receive quotes/bids/proposals
 - Determine responsive/responsible bidder, as applicable
- Determine price reasonableness (Cost vs. Price Analysis)
 - Award contract
 - Implement contract administration system
 - Close out the contract
 - Maintain records for minimum of 3 years



Contract Administration and Acceptance of Work

Inspection and Acceptance Based on Compliance

- Inspect work in progress and goods delivered
- Only pay for acceptable work.

Guarantees and Warranties

- Specify the guaranty period, amounts withheld and warranties.
- Inspect 3 months after project guaranty period begins, 3 months before expiration, and as needed.
- Require repair or replacement of all defective items prior to the expiration of the guaranty or warranty.

Notification of Completion

 Require all contractors and developers to notify PHA in writing when contract work will be completed and ready for inspection.







Wage Rates

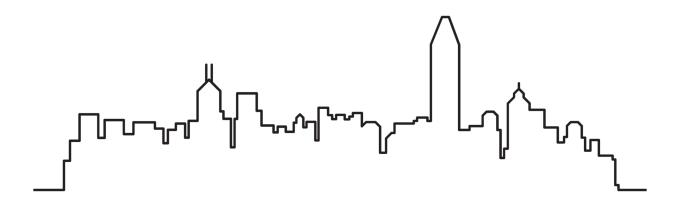


Davis-Bacon	HUD-Determined Prevailing Wage
Davis-Bacon and Related Acts require payment of prevailing wage rates and benefits as determined by the Department of Labor (DOL) on federally-financed or assisted construction.	Contracts for certain professional services are excluded from coverage by HUD-determined prevailing wage rates, including contracts for inspections and service or maintenance of leased equipment, fixtures, or appliances.
Except for non-routine maintenance work, for all construction contracts exceeding \$2,000.	All maintenance (routine and non-routine) contracts in excess of \$2,000.
Includes both on-site and off-site work.	





Grant Closeout





GONE Act- OMB/CFP Regulation

GONE ACT

- Requires grants to be closed out within 2 years after period of performance (POP) end date/CFP expenditure end date (EED).
- Grants not closed out by 2 years are reported to Congress.

OMB Regulation - 2 CFR 200.344

- Requires grantees to submit closeout paperwork to HUD within 120 days.
- Require grant closeout 1 year after POP end date.
- HUD must report non-complaint grantees to FAPIIS.

CFP Regulation - 905.322

- Each CFP grant is subject to closeout no later than 12 months after EED.
- Closeout includes:
 - Submission & HUD approval of a cost certificate (AMCC/ADCC);
 - IPA audit if applicable; and,
 - Final Performance and Evaluation Report.







Closeout Submissions

PHA submits Closeout in EPIC

- PHA marks Annual Statement/Budget "Final" in EPIC
- If the Field Office or HQ requests, do a Performance & Evaluation Report (P&E Report).
- Submit Cost Certificates
 - Actual Development Cost Certificate (ADCC) (HUD Form HUD-52427) for development projects
 - Actual Modernization Cost Certificate (AMCC) (HUD Form 53001) for modernization projects
- All Close-Out related forms may be submitted to the Field Office in EPIC by uploading them to the Document Management Center.

28



Penalty for Failure to Submit Cost Certificate and Final Budget

If the PHA does not submit Cost Certificate and final Budget and/or P&E Report timely, HUD may impose restrictions on open Capital Fund Grants until submitted



HUD will notify PHA prior to imposing restrictions





Audit Procedures



HUD approves Cost PHA provides Cost Certificate, notifying Certificate & Budget PHA the grant is to independent ready for audit auditor

Independent public auditor conducts audit

PHA submits annual audit to HUD (9 mos. from start of next FY)

Some PHAs do not expend sufficient federal funds to be subject to the audit requirements in 2 CFR Part 200, Subpart F.

Capital Fund Related Audit Findings?

- Yes
- PHA Submits Corrective Actions to HUD
- No
- HUD finalizes closeout





Review & Approval of Cost Certificate And Audit

PHAs not subject to annual audit

• HUD will review and approve the Cost Certificate

PHAs subject to audit

- HUD will review audit to verify costs agree with Cost Certificate
 - If audited Cost Certificate shows excess funds, PHA will remit excess funds
 - If the audited Cost Certificate shows unauthorized expenditures, PHA will take actions per Field Office
 - Once audited costs are reconciled by FO, grant is approved for closeout and PHA is sent a closeout letter

Ft. Worth CFO enters post-audit end date in LOCCS – grant closed





Thank you!

Next session we will go into more eligibility detail.

Thank you!





Questions



- Time for questions!
- If you think of any after this training, email:
 - PIHOCI@hud.gov

 Additional Trainings can be found here: https://www.hud.gov/program_offices/public_indian_h ousing/programs/ph/capfund/learningtools









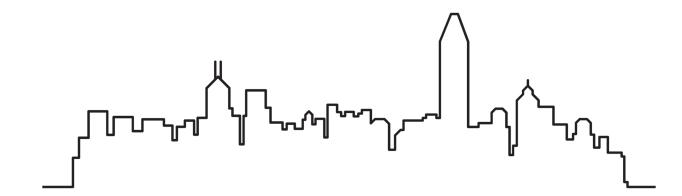








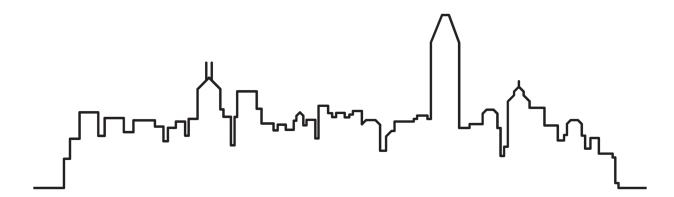
Appendices







Obligation and Expenditure





Obligation Requirements

90% of the grant within **Two**years of the obligation start
date

90% of the grant within One year of the obligation start date

Formula Grants

Disaster Grants

Lead-Based Paint Grants

Housing-Related Hazards Grants

At-Risk Grants

Emergency Grants

Safety and Security Grants





Expenditure Requirements



90% of the grant within Four years of the obligation start date

90% of the grant within **Two**year of the obligation start
date

Formula Grants

Disaster Grants

Lead-Based Paint Grants

Housing-Related Hazards Grants

At-Risk Grants

Emergency Grants

Safety and Security Grants



PHA Obligation & Expenditure Reporting



Draw-downs are automatically suspended if PHA does not report.

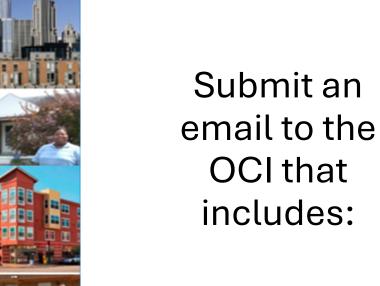
Ensure Capital Fund expenditures do not exceed LOCCS disbursements.

Imbalance may be indication PHA has paid Capital Fund expenses from another restricted PHA account, which is prohibited.





Request for Extension to OED



- PHA Name
- PHA Code
- Grant #
- Grant Amount
- Current % Obligated
- Current OED
- Requested OED
- Statutory Justification





Ineligible Extension Request Scenarios

The Comptroller at our PHA was the only person with LOCCS access. She left a month ago and we haven't been able to secure LOCCS access for someone else on staff. Can we have more time to obligate our Capital Funds?

Our Executive Director (ED) left 6 months ago and we have been operating without an ED and it has set all of our operations back several months because we just don't have the staff to do it all. Can we have more time to obligate our Capital Funds?











Example: Penalty Application



The A PHA failed to obligate at least 90% of a FY2018 Capital Fund formula grant by the OED of June 30, 2020



What Happens?

- 1. Continue to obligate this noncompliant grant until it can demonstrate a 90% obligation.
- 2. It achieved the 90% obligation on October 30, 2020 3 months and 2 days after the OED.
- 3. HUD penalizes PHA for 4 months worth of grant on next year's (FY2021) Capital Fund formula grant.











Contract Related Requirements

Mandatory Contract Clauses - incorporate by attaching HUD forms and incorporating requirements/clauses into the PHA contract.

Assurances of Completion - For each Capital Fund construction contract greater than or equal to \$150,000

A bid guarantee from each bidder equal to 5% of the bid price.

At least one of the following:

- Performance bond and payment bond for 100% of contract.
- Performance/payment bonds, each for 50% or more of contract price.
- A 20% cash escrow.
- A 10% irrevocable letter of credit with HUD acceptable terms.
- Any other payment method acceptable to HUD.





















RAD





RAD Transaction Timeline



Application Submission Documentation to RAD Office

Review by RAD Office Determine Appropriate CFP Involvement

5YAP Approval

Add Work Activities to 5YAP

Use BLI 1480 in EPIC Budget

Execution

PHA Submits request to move \$ via RAD Resource Desk

RAD Office enters BLIs in LOCCS

Use RAD BLIs in EPIC Budget

Completion

Budget processes successfully and funds are spread in LOCCs

PHA draws down funds

For more information contact the RAD Resource Desk https://www.radresource.net/contactus.cfm and/or see the resources available at: https://www.hud.gov/RAD





Steps to Reporting RAD Transactions

Pre-Closing (1480)

5YAP: Create multiple work activities for RAD.

Pre-closing (1480) where the funding set aside for RAD.

Any relevant RAD BLI(s) (1503 and/or 1504) with \$1 Placeholders.

The 5YAP is approved with the multiple work activities (the Piggy Bank may be slightly out of balance-this is OK).

Budgets should only contain RAD Pre-Closing work activity, not other placeholders.

At/Post Closing (1503 or 1504)

Recap office will re-spread the BLIs in LOCCS by moving money from 1480 to either RAD (1503) and/or RAD Investment Activity (1504) based on the approved RAD financing plan.

The PHA will need to revise the Annual Statement/Budget that will match what the Recap office has done in LOCCS. It should import the relevant placeholder RAD work activities into the revised Annual Statement/Budget and remove the Pre-Closing 1480 Work Activity.





Expenditure Requirements for RAD Conversion



An approved CHAP does not constitute an obligation.

An approved CHAP makes a PHA eligible for an OED extension of up to 5 years.

If a PHA receives an OED extension, the disbursement end date is two years after the new obligation end date.

Funds not expended by the EED date will be recaptured.



Reporting on RAD and Debt Service BLIS



These BLI's funds are moved in LOCCS first and then Budgets in EPIC must be submitted to match.



For Debt Service, the funds are placed onto the correct BLI by HUD HQ and then automatically disbursed via LOCCS.



These allocations do not get moved until after the transaction has closed.



PHAs need to submit "before" and "after" closing Budgets to reflect the BLI's in LOCCS.



These before and after Work Activities also need to be in the 5YAP.



RAD BLIs



1480	1503	1504	1505
RAD Pre- Closing	HAP	Source for RAD Conversion	For RAD conversion closing
Used to set funds aside for a RAD transaction until the RAD deal is closed. PHAs cannot use 1406 as a parking lot for RAD.	PHAs place Capital Funds in this BLI for use as Housing Assistance Payments during the year of RAD conversion since the Section 8 conversion does not take effect until Jan. 1 of the following year.	Use this as a source for RAD conversion to cover hard cost of construction, soft costs and/or reserves.	For when a PHA has removed units from PIC for a RAD transaction that is not expected to close for several years, and they want to set aside the Capital Funds for that transaction.



RAD BLIs

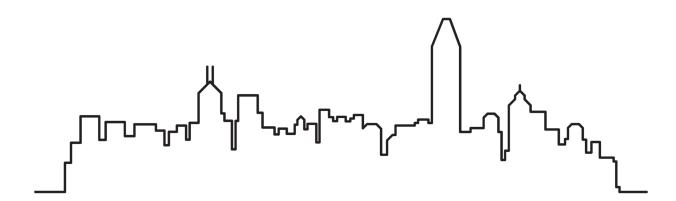


1480	1503	1504	1505
RAD Pre- Closing	HAP	Source for RAD Conversion	For RAD conversion closing
Used to set funds aside for a RAD transaction until the RAD deal is closed. PHAs cannot use 1406 as a parking lot for RAD.	PHAs place Capital Funds in this BLI for use as Housing Assistance Payments during the year of RAD conversion since the Section 8 conversion does not take effect until Jan. 1 of the following year.	Use this as a source for RAD conversion to cover hard cost of construction, soft costs and/or reserves.	For when a PHA has removed units from PIC for a RAD transaction that is not expected to close for several years, and they want to set aside the Capital Funds for that transaction.





Non-Formula



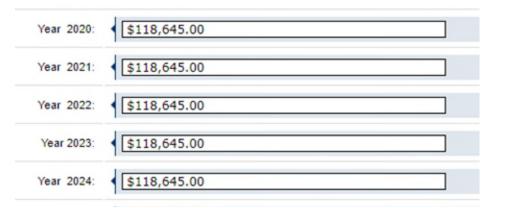




		D
•	,	

Reporting on Non-Formula Capital Funds

\Leftrightarrow	Go back to Plans Listing
	Edit Plan Information
L	View PDF
×	Export Report



Add the grant amount to the correct year funding estimates in the 5YAP by Editing the Plan Information.

To report activities for such a grant, first create new work activities and add the activities to the applicable 5YAP (Revision).

For example, if the grant was awarded with 2020 funds, the activities should be added to the Rolling 5YAP plan that begins with 2020 or the Fixed 5YAP that includes 2020.

Once those activities are approved by the Field Office, the PHA will then create a new Budget for this new Award/Grant.





NOT-EPIC

- Signed ACC Amendment Sent to PHA or posted on OCI website
- PHA Signs and Scans ACC Amendment

5YAP EPIC

• PHA Edits 5YAP to Cover approved Work Items (eligible items HQ approved during Grant review) for Grant Year of funding Source (last 2 digits in Award) e.g. Grant is 2019 PHAs add items to 5YAP that covers 2019 (Rolling start year = 2019

Process for Reporting on Non-Formula Capital Funds (LBP, HRH,

PHA Submits to FO

Emergency)

FO Approves

PHA-EPIC

- Grants are "Notionally" Loaded into EPIC (153 in LOCCS)
- PHA Creates Package in EPIC using correct Grant Year
- PHA uploads required documents (refer to NOFO/Notice)

HUD EPIC

- HUD Reviews Package
- HUD Accepts Package

EPIC/LOCCS

- Daily HQ Loads 176 (Contracting Grant) in LOCCS based on Accepted Packages
- PHAs Submit Budgets
- Daily HQ loads BLI Spread Files based on Submitted Budgets







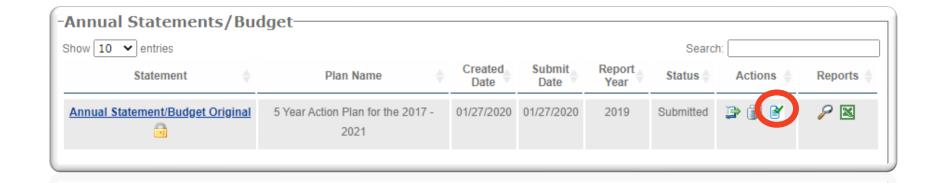




PHAs that have an approved 5-Year Action Plan and submitted Budget can create a P&E in EPIC.

If PHAs have made any significant changes that would affect the most recent Budget, they must submit a Budget Revision first before creating a new P&E report.

You cannot create a Budget Revision if there is a Draft P&E as it will block creating a new Budget while it is still in Draft form.





WHAT is "BABA"?

WHO needs to worry about "BAP"?

Likely all products permanently installed or incorporated for the long term will need to be US made.

Cement & cementitious materials; aggregates such as stone, sand or gravel; or aggregate binding agents or additives are NOT subject to BAP.

"BABA" stands for Build America, Buy America Act enacted on 11/15/2021.

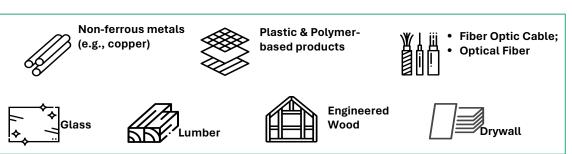
It requires that public housing construction and maintenance projects funded with Cap Fund programs must use products produced in the U.S.

This is referred to as Buy America Preference requirement, or "BAP."

- PHAs: Must ensure that the hired contractors use US-made products. If in-house staff (Force Account Labor) does the work, PHAs must purchase US products for the project.
- <u>Contractors/sub-contractors</u>: Must buy and incorporate US made products for projects unless BABA is waived.











WHEN do I need to start worrying about "BAP"?

Depending on when the fund paying for the project is obligated by HUD to PHAs...



On/After 2/22/2024

On/After 8/23/2024

Funds obligated on or after 2/22/2024:

- Does not apply to Maintenance projects;
- BAP required only for the Iron/Steel products;
- E.g., rebars, beams.

Funds obligated on or after 8/23/2024:

- BAP required for all projects funded by Public
 Housing programs, including Cap Funds/Operating
 Funds both construction and maintenance
 projects;
- BAP required for all 3 categories of products.

What if my project is paid by different funding sources?

If at least one of the funds is Federal Financing Assistance ("FFA" i.e. public housing grant funds), the entire project needs to comply with BAP.









BAP



Is BABA already waived for some grants/projects?

Cap Fund's Emergency & Disaster Grants are waived under Exigent Circumstances.

What if I need a waiver that isn't part of the two waivers already in effect?

Broadly speaking, there are two categories of grants or projects where BABA is waived from BAP requirements (PHAs do not have to apply for these waivers-they are already in effect):

- 1. "Exigent Circumstances". This exemption applies to <u>projects</u> that cure health & safety issues of residents that should not get delayed or impeded.
- 2. "De Minimis & Small Grants". This exemption applies if the:
 - Grant amount is less than \$250k, or
 - The total <u>Project Cost</u> is less than \$250k, or
 - Non-BABA compliant products make up less than 5% of the total cost of the project as long as the 5% does not exceed \$1 million. Note: this applies to projects that are \$250K or greater.

You can ask for a waiver for one of the following reasons:

- 1. Non-Availability:
 - Reasonable Time: I can't find the product in a reasonable time;
 - Adequate Quantity: There isn't enough of the product available;
 - Adequate Quality: Products made in the US doesn't meet the specs.
- 2. Cost Increase: Purchasing the US products increases the total cost of my project by more than 25%.
- 3. Public Interest: there is a public interest reason for a waiver (e.g. there is a hurricane that makes it hard to find products in the impacted area).

How do I ask for a WAIVER?

HUD has developed an online system for you to submit WAIVER requests (see instructions: https://www.hud.gov/program_offices/general_counsel/build_america_buy_america/waiver).

All waiver requests will be published for at least 15 days for public comment.

OMB's "Made in America" Office will review.







All waiver requests must include adequate justification and documentation.

Here are some practical suggestions:

When hiring a contractor: Include in the contract the requirement to comply with BABA and also record keeping of all the products purchased.

When an architect or engineer is involved: Make it a requirement in the Construction Document to use US made products...specify known products made in the US, or specify that the contractor research and purchase BAP compliant products.

When using Force Account Labor: Create a list of all products purchased indexed to note compliance, waiver, or exempt.

Consider how to prove BAP...

- For small individual items, look for "Made In America" label;
- Ask for certification by product manufacturer or seller/retailer;

How should I document everything?



What if I have more questions-need more information?

• PIH Notice 2024-01:

https://www.hud.gov/sites/dfiles/OCHCO/documents/2024-01pihn.pdf

HUD's BABA website:

https://www.hud.gov/program_offices/general_counsel/build_america_buy_america)

• Send questions to:

BuildAmericaBuyAmerica@hud.gov



