

Procedure to Generate and Submit a Quarterly Report in the Healthy Homes Grant Management System (HHGMS)

1. Log into the system

https://healthyhomesgms.my.salesforce.com/secure/login_portal.jsp?orgId=00D400000000MpHO&portalId=0604000000004hqo



Welcome to HUD Office of Healthy Homes and Lead Hazard Control (OHHLHC) Grantee Portal.

From this portal you may:

- Submit Grantee Quarterly Progress Reports.
- Submit a Case regarding your current Grant Award.
- Upload Attachments.

[About OHHLHC](#)

Secure Customer Login	Don't have an account?
<p>Please enter your User Name.</p> <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Forgot your pass?</p> <p><input type="button" value="Login"/></p>	<p>Enter your email address to register.</p> <p>Email: <input type="text"/></p> <p><input type="button" value="Submit"/></p>



2. Click the Quarterly Reports Tab



The screenshot shows the HUD.GOV website interface. At the top, the logo for HUD.GOV is displayed, along with the text "U.S. Department of Housing and Urban Development" and "Secretary Shaun Donovan". A navigation bar contains several tabs: "Home", "Quarterly Reports", "Grantee Requests", and "Reports". A yellow arrow points to the "Quarterly Reports" tab. Below the navigation bar, the main content area is titled "Welcome to the HUD Office for Healthy Homes and Lead Hazard Control (OHHLHC) Grantee Portal." and includes a list of actions: "Submit Grantee Quarterly Progress Reports.", "Submit a Case regarding your Grant Award.", and "Upload Attachments." The left sidebar contains sections for "Recent Items" (listing various grant numbers), "Help Links" (including "About OHHLHC", "Manage Your OHHLHC Grant", and "Start-up Resources"), and "Messages and Alerts".

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Secretary Shaun Donovan

Home | **Quarterly Reports** | Grantee Requests | Reports

Welcome, Core [Name] | [Avatar]

[My Profile](#) | [Logout](#)

Create New...

Recent Items

- [00054](#)
- [00149](#)
- [XXLHB0123-13](#)
- [00148](#)
- [00147](#)
- [00146](#)
- [00145](#)
- [00144](#)
- [00143](#)
- [00142](#)

Help Links

- [About OHHLHC](#)
- [Manage Your OHHLHC Grant](#)
- [Start-up Resources](#)

Messages and Alerts

Welcome to the HUD Office for Healthy Homes and Lead Hazard Control (OHHLHC) Grantee Portal.

From this portal you may:

- Submit Grantee Quarterly Progress Reports.
- Submit a Case regarding your Grant Award.
- Upload Attachments.

3. Submitting New Report or Accessing Previous Report?

- If generating a new request, click the “Create New Quarterly Report” button.
 - If accessing a previously created report, skip to step 31 (Page 46).

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Home | Quarterly Reports | Grantee Requests | Reports

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Create New...

View: All | Go!

Recent Quarterly Reports [Create New Quarterly Report](#) [Recently Viewed](#)

Quarterly Progress Report #	Grant Agreement Number	Report Period	Year
00054	XXLHB0123-13	Jul 1 - Sept 30	2013

Help Links

- [About OHHLHC](#)
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- [Start-up Resources](#)

Messages and Alerts

4. Select Report Quarter

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Create New...

Recent Items

- 00054
- XXLHB0123-13
- 00001060
- 00149
- 00148
- 00147
- 00146
- 00145
- 00144

Help Links

- About OHHLHC
- Manage Your OHHLHC Grant
- Start-up Resources

Messages and Alerts

Quarterly Report Edit
New Quarterly Report

Quarterly Report Edit

Information I = Required Information

Report Quarter: --None--
Status: --None--
Grant Agreement Number:
Report Period:
Year:
Number of Projected Units:

QUARTERLY REPORT NARRATIVE

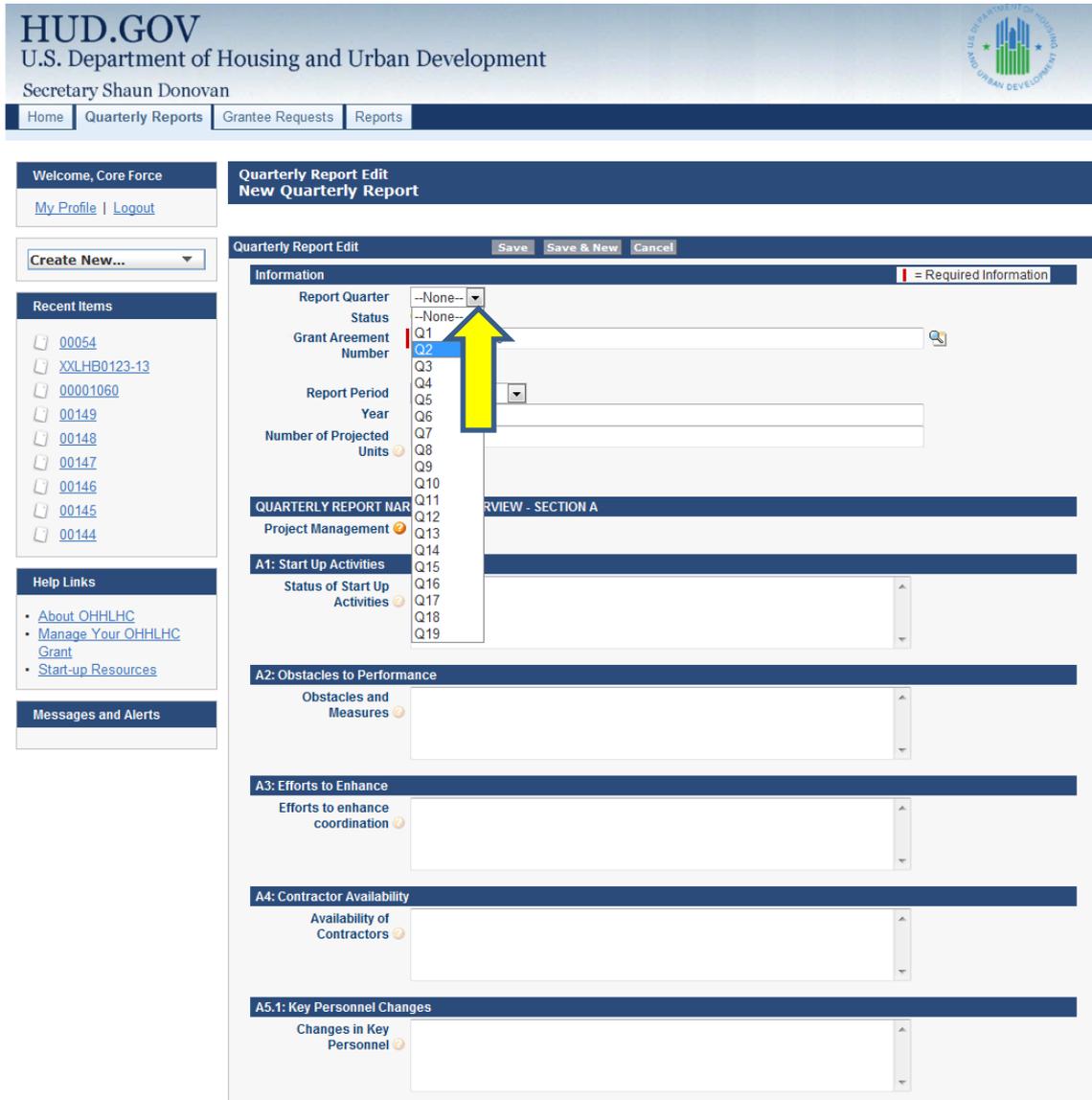
A1: Start Up Activities
Status of Start Up Activities:

A2: Obstacles to Performance
Obstacles and Measures:

A3: Efforts to Enhance
Efforts to enhance coordination:

A4: Contractor Availability
Availability of Contractors:

A5.1: Key Personnel Changes
Changes in Key Personnel:



5. Enter Grant Award Number

- Under the Case Information section in the “Grant Award” field, fill in your grant number in the format **XXXXX#####-##**.

The screenshot shows the HUD.GOV website interface for editing a quarterly report. The top navigation bar includes 'Home', 'Quarterly Reports', 'Grantee Requests', and 'Reports'. The main content area is titled 'Quarterly Report Edit' and 'New Quarterly Report'. A yellow arrow points to the 'Grant Award Number' field, which contains the text 'XXLHR0123-13'. The form also includes sections for 'Information', 'Quarterly Report Narrative Overview - Section A', and 'Start Up Activities'.

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Home | Quarterly Reports | Grantee Requests | Reports

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Create New...

Recent Items

- 00054
- XXLHB0123-13
- 00001060
- 00149
- 00148
- 00147
- 00146
- 00145
- 00144

Help Links

- About OHHLHC
- Manage Your OHHLHC Grant
- Start-up Resources

Messages and Alerts

Quarterly Report Edit
New Quarterly Report

Quarterly Report Edit Save Save & New Cancel

Information ! = Required Information

Report Quarter: Q2
Status: Open
Grant Award Number: XXLHR0123-13
Report Period: --
Year:
Number of Projected Units:
Units

QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION A

Project Management

A1: Start Up Activities

Status of Start Up Activities

A2: Obstacles to Performance

Obstacles and Measures

A3: Efforts to Enhance

Efforts to enhance coordination

6. Select Report Period

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Home Quarterly Reports Grantee Requests Reports

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Create New...

Recent Items

- 00054
- XXLHB0123-13
- 00001060
- 00149
- 00148
- 00147
- 00146
- 00145
- 00144

Help Links

- [About OHHLHC](#)
- [Manage Your OHHLHC Grant](#)
- [Start-up Resources](#)

Messages and Alerts

Quarterly Report Edit
New Quarterly Report

Quarterly Report Edit Save Save & New Cancel

Information ⓘ = Required Information

Report Quarter Q2

Status Open

Grant Agreement Number XXLHB0123-13

Report Period --None--

Year --None--

Number of Projected Units

Jan 1 - Mar 31
Apr 1 - Jun 30
Jul 1 - Sept 30
Oct 1 - Dec 31

QUARTERLY REPORT NARRATIVE OVERVIEW SECTION A

Project Management ⓘ ✓

A1: Start Up Activities

Status of Start Up Activities ⓘ

A2: Obstacles to Performance

Obstacles and Measures ⓘ

A3: Efforts to Enhance

Efforts to enhance coordination ⓘ

A4: Contractor Availability

Availability of Contractors ⓘ

A5.1: Key Personnel Changes

Changes in Key Personnel ⓘ



7. Enter Year

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Home | Quarterly Reports | Grantee Requests | Reports

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Create New...

Recent Items

- 00054
- XLHB0123-13
- 00001060
- 00149
- 00148
- 00147
- 00146
- 00145
- 00144

Help Links

- [About OHHLHC](#)
- [Manage Your OHHLHC Grant](#)
- [Start-up Resources](#)

Messages and Alerts

Quarterly Report Edit

New Quarterly Report

Save Save & New Cancel

Information ⓘ = Required Information

Report Quarter: Q2
Status: Open
Grant Agreement Number: XLHB0123-13

Report Period: Jan 1 - Mar 31
Year:
Number of Projected Units:

QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION A

Project Management

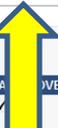
A1: Start Up Activities
Status of Start Up Activities

A2: Obstacles to Performance
Obstacles and Measures

A3: Efforts to Enhance
Efforts to enhance coordination

A4: Contractor Availability
Availability of Contractors

A5.1: Key Personnel Changes
Changes in Key Personnel



8. Save Quarterly Report

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Create New...

Recent Items

- 00054
- XXLHB0123-13
- 00001060
- 00149
- 00148
- 00147
- 00146
- 00145
- 00144

Help Links

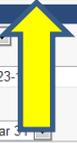
- [About OHHLHC](#)
- [Manage Your OHHLHC Grant](#)
- [Start-up Resources](#)

Messages and Alerts

Quarterly Report Edit New Quarterly Report

Save Save & New Cancel

Information ! = Required Information

Report Quarter: Q2 

Status: Open

Grant Agreement Number: XXLHB0123-13

Report Period: Jan 1 - Mar 31

Year:

Number of Projected Units:

QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION A

Project Management

A1: Start Up Activities

Status of Start Up Activities

A2: Obstacles to Performance

Obstacles and Measures

A3: Efforts to Enhance

Efforts to enhance coordination

A4: Contractor Availability

Availability of Contractors

A5.1: Key Personnel Changes

Changes in Key Personnel

9. Record Quarterly Report Number

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Create New...
Recent Items
00066
XXLHB0123-13
00054
00001060
00149
00148
00147
00146
00145

Help Links
• [About OHHLHC](#)
• [Manage Your OHHLHC Grant](#)
• [Start-up Resources](#)

Messages and Alerts

Quarterly Report 00066 [Printable View](#)
« [Back to List: Quarterly Reports](#)

Quarterly Report Detail [Edit](#) [Submit](#)

Quarterly Progress Report #	00066
Report Quarter	Q1
Status	Open
Grant Agreement Number	XLHB0123-13
Grant Program	HC
Grantee Organization	Coresphere
Type of Organization	
Project Title	
Organization Address	13413 Bissel Lane Potomac MD: Maryland 20854
Report Period	Jan 1 - Mar 31
Year	2014
Start - Expiration Date (Original)	// - //
Start Date	
Expiration Date	
Total Grant Amount	\$2,500,000.00
Total Match Provided this QTR	\$0.00
Cummulative Match Provided	0%
LOCCS Drawdowns To Date	\$0.00
Percentage of Total (LOCCS)	0.00%
Number of Projected Units	0
Number of Units Completed	0
Percentage of Total (Completed)	#Error!
Project Manager	
Assessment Score	30

QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION A
Project Management

10. Click Edit to Begin Reporting

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Home | Quarterly Reports | Grantee Requests | Reports

Welcome, Core Force Printable View

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Create New...

Recent Items

- [00066](#)
- [XXLHB0123-13](#)
- [00054](#)
- [00001060](#)
- [00149](#)
- [00148](#)
- [00147](#)
- [00146](#)
- [00145](#)

Help Links

- [About OHHLHC](#)
- [Manage Your OHHLHC Grant](#)
- [Start-up Resources](#)

Messages and Alerts

Quarterly Report 00066

« [Back to List: Quarterly Reports](#)

Quarterly Report Detail Edit Submit

Quarterly Progress Report #	00066
Report Quarter	Q3
Status	Open
Grant Agreement Number	XXLHB0123-1
Grant Program	LHC
Grantee Organization	Coresphere
Type of Organization	
Project Title	
Organization Address	13413 Bissel Lane Potomac MD: Maryland 20854
Report Period	Jan 1 - Mar 31
Year	2014
Start - Expiration Date (Original)	// - //
Start Date	
Expiration Date	
Total Grant Amount	\$2,500,000.00
Total Match Provided this QTR	\$0.00
Cummulative Match Provided	0%
LOCCS Drawdowns To Date	\$0.00
Percentage of Total (LOCCS)	0.00%
Number of Projected Units	0
Number of Units Completed	0
Percentage of Total (Completed)	#Error!
Project Manager	
Assessment Score	30

QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION A

Project Management

11a. Begin Reporting

- You must enter something in each box. Enter "0" or "N/A" if there is no appropriate response.

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Create New...

Recent Items

- 00066
- XXLHB0123-13
- 00054
- 00001060
- 00149
- 00148
- 00147
- 00146
- 00145

Help Links

- [About OHHLHC](#)
- [Manage Your OHHLHC Grant](#)
- [Start-up Resources](#)

Messages and Alerts

Quarterly Report Edit 00066

Save | Save & New | Cancel

Quarterly Report Edit

Information

Quarterly Progress Report # 00066

Report Quarter Q3

Status Open

Grant Agreement Number XXLHB0123-13

Report Period Jan 1 - Mar 31

Year 2014

Number of Projected Units 150

QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION A

Project Management ✓

A1: Start Up Activities

Status of Start Up Activities

A2: Obstacles to Performance

Obstacles and Measures

A3: Efforts to Enhance

Efforts to enhance coordination

A4: Contractor Availability

Availability of Contractors

A5: Key Personnel Changes

Changes in Key Personnel

11b. Continue Reporting

- Only enter data and information for the quarter that corresponds to the report.
- Do not enter cumulative data for your entire grant period of performance.

The screenshot displays a 'QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION B' form. The form is organized into several sections, each with a title bar and a text input area. Yellow arrows point to specific input fields within these sections:

- B1: Activities and Events Completed**: Arrows point to the 'Completed Events' and 'Attendees' input fields.
- B2: Effective Outreach Techniques**: An arrow points to the 'Methods/Materials/Formats' input field.
- B3: Training Efforts Completed**: An arrow points to the 'People Trained' input field.
- QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION C**: An arrow points to the 'Data Collection & Analysis' input field.
- C1.1: Development of Data Collection Instruments**: An arrow points to the 'Data collection instruments' input field.
- C1.2: Data Collection**: An arrow points to the 'Data Collection' input field.
- C1.3: Data Validation and Analysis**: An arrow points to the 'Data validation and analysis' input field.
- C2: Study Methods and Data Collection Instruments**: An arrow points to the 'Methods used' input field.
- C3: Changes in Study/Evaluation Design**: An arrow points to the 'Changes in study design' input field.
- C4: Preliminary Results**: An arrow points to the 'Preliminary Results' input field.
- C5.1: Health Outcomes and Outputs Achieved/Expected**: An arrow points to the 'Health Outcomes' input field.

12. Information for a report field

- For each field, there is a small circular button containing a “?”.
 - When you move your mouse over the “?” symbol additional information related to the field will be displayed.

The screenshot shows a web-based report form with several sections. Two yellow arrows point to circular buttons containing a question mark. One arrow points to a button in the 'A6: Jobs Created/Retained' section, and the other points to a button in the 'A7.1: Employment Baseline' section. A yellow callout box with a question mark icon is positioned above the second arrow, containing the text: 'Describe the types of jobs created and jobs retained (as a result of this grant funding)'. Other sections visible include 'A7.2: Employment Baseline: Green Jobs existing at beginning of award', 'A8.1: Job Creation and Retention: Jobs', 'A8.2: Job Creation and Retention: Green Jobs', 'A9: Environmental Review Quality Assurance Plans', 'A10: Challenges', 'QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION B', 'Community Education, Outreach & Training', 'B1: Activities and Events Completed', and 'B2: Effective Outreach Techniques/Methods/Materials/Formats'.

13. Do Not Complete Section C

- “Section C” is for the Technical Studies grants and does not need to be completed by LHRD or LHC grantees.



QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION C

Data Collection & Analysis ✓

C1.1: Development of Data Collection Instruments

Data collection instruments

C1.2: Data Collection

Data Collection

C1.3: Data Validation and Analysis

Data validation and analysis

C2: Study Methodology

Methodology

C3: Changes in Design

Changes in Design

C4: Preliminary Results

Preliminary Results

C5.1: Health Outcomes and Outputs Achieved/Expected

Health Outcomes Achieved

C5.2: Environmental Outcomes and Outputs Achieved/Expected

Environmental Outcomes Achieved

C9.1: Data Analysis Activities and Milestones - Data Validation

Date of Actual Completion (DV) [12/6/2013]

C9.2: Data Analysis Activities and Milestones - Data Analysis

Date of Actual Completion (DA) [12/6/2013]

14. Save Report

- Once you have filled in all of the boxes on the first page, click the “Save” button.
- You will be returned to the quarterly report summary page.

The screenshot shows a web form with the following sections and fields:

- Date of Actual Completion (DV)**: [12/6/2013]
- C9.2: Data Analysis Activities and Milestones - Data Analysis**
 - Date of Actual Completion (DA): [12/6/2013]
- C10: Status of Mid-Project Quality Assurance Report**
 - Quality Assurance Report: [Empty text area]
- QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION D**
 - Hazard Control Activities:
- D1: Hazard Control Activities Conducted**
 - Hazard Control Activities Conducted: [Empty text area]
- D2: Hazard Control Methods Used**
 - Hazard Control Methods: [Empty text area]
- D3: Post-Hazard Control Maintenance Plans for Units**
 - Post-Hazard Control Maintenance Plans: [Empty text area]
- D4: Hazard Evaluations and Units in Progress**
 - Units Receiving Hazard Evaluations: [Empty text field]
 - Units with Hazards Identified: [Empty text field]
 - Units in Progress: [Empty text field]
 - Units under Contract: [Empty text field]
- D5: Final Score**
 - Total Match Commitment: [Empty text field]

At the bottom of the form, there are three buttons: **Save**, **Save & New**, and **Cancel**. A yellow arrow points to the **Save** button.

15. Enter Unit Information

- Once back on the quarterly report summary page, click the “New Unit” button.

The screenshot displays a web application interface with several sections:

- C9.2: Data Analysis Activities and Milestones - Data Analysis**
 - Date of Actual Completion (DA)
- C10: Status of Mid-Project Quality Assurance Report**
 - Quality Assurance Report
- QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION D**
 - Hazard Control Activities (checked)
- D1: Hazard Control Activities Conducted**
 - Hazard Control Activities Conducted
- D2: Hazard Control Methods Used**
 - Hazard Control Methods
- D3: Post-Hazard Control Maintenance Plans for Units**
 - Post-Hazard Control Maintenance Plans
- D4: Hazard Evaluations and Units in Progress**
 - Units Receiving Hazard Evaluations
 - Units with Hazards Identified
 - Units in Progress
 - Units under Contract
- D5: Final Score**
 - Score: 20.73
- Total Match Commitment**
- System Information**
 - Created By: Core Force, 12/4/2013 4:59 PM
 - Last Modified By: Core Force, 12/6/2013 10:59 AM
 - Buttons: Edit, Submit
- Data Collection & Analyses**
 - New Data Collection & Analysis
 - No records to display
- Units**
 - No records to display
 - New Unit** (highlighted with a yellow arrow)
- Financial Reporting**
 - No records to display
 - Financial Reporting
- Notes & Attachments**
 - No records to display
 - Attach File

Always show me fewer ▲ / ▼ more records per related list

16. How to Enter Unit Information

- This corresponds to Part 2 of the old system.
 - Only enter units completed for the quarter that corresponds to this report.
 - Do not enter units completed in previous quarters.
- Do not change the “Grantee Report Number” field.
 - This field will auto-fill with a number generated by the system.

The screenshot displays the HUD.GOV website interface for entering unit information. The header includes the HUD.GOV logo, the U.S. Department of Housing and Urban Development name, and Secretary Shaun Donovan's name. A navigation bar contains links for Home, Quarterly Reports, Grantee Requests, and Reports. The main content area is titled "Unit Edit" and "New Unit". It features a "Create New..." dropdown menu and a "Recent Items" list with various unit IDs. A "Help Links" section provides links to "About OHHLHC", "Manage Your OHHLHC Grant", and "Start-up Resources". A "Messages and Alerts" section is also present. The main form is divided into several sections: "Information" (Grantee Report: 00066), "Housing unit information" (Street Address, Apt #, City, State, Zip/Postal Code, Total Number of Rooms: 0), "Type of Units" (Vacant, Rental, Owner Occupied), "Age of Unit" (Age of Unit: --None--), "Occupants" (Children Under Age 6, Occupants Age 18 and Over, Occupants Age 6 - 17, Number of Children with EBLL), "Key Dates" (Enrollment, Assessment Completed, Work Starts, Clearance Achieved), "Eligible Income" (Eligible Income: --None--), "Costs" (Healthy Homes Supplement, Lead or Healthy Homes Grant Funds, Match Funds, Relocation, Total Project Cost), and "Where" (Interior, Crawl Space).

16a. Select Type of Unit

- In the “Type of Unit” section, select the box for Vacant, Rental, or Owner Occupied.
 - Select all that apply

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Home | Quarterly Reports | Grantee Requests | Reports

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Create New...

Recent Items

- 00066
- XXLHBO123-13
- 00054
- 00001060
- 00149
- 00148
- 00147
- 00146
- 00145

Help Links

- [About OHHLHC](#)
- [Manage Your OHHLHC Grant](#)
- [Start-up Resources](#)

Messages and Alerts

Unit Edit
New Unit

Unit Edit

Information ! Required Information

Housing unit information

Street Address Total Number of Rooms

Apt #

City

State

Zip/Postal Code

Type of Units

Vacant Rental Owner Occupied

Age of Unit

Age of Unit

Occupants

Children Under Age 6 Occupants Age 18 and Over

Occupants Age 6 - 17 Number of Children with EBLL

Key Dates

Enrollment Work Starts

Assessment Completed Clearance Achieved

Eligible Income

Eligible Income Other

Costs

Healthy Homes Supplement Total Project Cost

Lead or Healthy Homes Grant Funds

Match Funds

Relocation

Where

Interior Crawl Space



16b. Select Age of Unit

- In the “Age of Unit” section, click on the drop down menu to select the appropriate age range of the unit.

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Create New...

Recent Items

- 00066
- XXLHB0123-13
- 00054
- 00001060
- 00149
- 00148
- 00147
- 00146
- 00145

Help Links

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- [Start-up Resources](#)

Messages and Alerts

Unit Edit
New Unit

Unit Edit Save Save & New Cancel

Information ! = Required Information

Grantee Report 00066

Housing unit information

Street Address Total Number of Rooms 0

Apt #

City

State

Zip/Postal Code

Type of Units

Vacant Owner Occupied

Rental

Age of Unit

Age of Unit --None--

Occupants

Children Under Age 6 Pre-1940

Occupants Age 6 - 17 1940-1979

Occupants Age 18 and Over 1960-1979

Number of Children with EBLL Post-1979

Unknown

Key Dates

Enrollment 12/6/2013

Assessment Completed 12/6/2013

Work Starts 12/6/2013

Clearance Achieved 12/6/2013

Eligible Income

Eligible Income --None--

Other

Costs

Healthy Homes Supplement

Lead or Healthy Homes Grant Funds

Match Funds

Relocation

Total Project Cost

Where

16c. Enter Occupant Information

- In the “Occupants” section, fill in the number of occupants in each age range and the number of children with an EBLL.

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Create New...

Recent Items

- 00066
- XXLHBO123-13
- 00054
- 00001060
- 00149
- 00148
- 00147
- 00146
- 00145

Help Links

- [About OHHLHC](#)
- [Manage Your OHHLHC Grant](#)
- [Start-up Resources](#)

Messages and Alerts

Unit Edit
New Unit

Unit Edit

Information

Grantee Report

Housing unit information

Street Address Total Number of Rooms

Apt #

City

State

Zip/Postal Code

Type of Units

Vacant Owner Occupied

Rental

Age of Unit

Age of Unit

Occupants

Children Under Age 6 Occupants Age 18 and Over

Occupants Age 6 - 17 Number of Children with EBLL

Key Dates

Enrollment [12/6/2013] Work Starts [12/6/2013]

Assessment Completed [12/6/2013] Clearance Achieved [12/6/2013]

Eligible Income

Eligible Income Other

Costs

Healthy Homes Supplement Total Project Cost

Lead or Healthy Homes Grant Funds

Match Funds

Relocation

Where

Interior Crawl Space

16d. Enter Key Dates

- In the “Key Dates” section, clicking on the field will bring up a calendar which can be used to fill in the appropriate date for each of the requested milestones.
 - You can also enter the dates in the standard day/month/year format (DD/MM/YYYY).

The screenshot shows the HUD.GOV 'Unit Edit' form. The 'Key Dates' section contains the following fields:

Field	Value
Enrollment	[12/6/2013]
Assessment Completed	[12/6/2013]
Work Starts	[12/6/2013]
Clearance Achieved	[12/6/2013]

A yellow arrow points to the 'Enrollment' field. The form also includes sections for 'Information', 'Housing unit information', 'Type of Units', 'Age of Unit', 'Occupants', 'Eligible Income', 'Costs', and 'Where'.

16e. Select Occupant Income

- In the “Eligible Income” section, click on the drop down menu to select the appropriate income level for the family.
 - If “Other” is selected, please use the box labeled “Other” to indicate the family’s income.

The screenshot displays a web application interface for editing a unit. The main content area is titled "Unit Edit" and contains several sections:

- Information:** Grantee Report: 00066
- Housing unit information:** Street Address, Apt #, City, State, Zip/Postal Code, Total Number of Rooms: 0
- Type of Units:** Vacant, Rental, Owner Occupied
- Age of Unit:** Age of Unit: --None--
- Occupants:** Children Under Age 6, Occupants Age 18 and Over, Occupants Age 6 - 17, Number of Children with EBLL
- Key Dates:** Enrollment, Assessment Completed, Work Starts, Clearance Achieved
- Eligible Income:** Eligible Income: --None-- (highlighted with a yellow arrow), Other
- Costs:** Healthy Homes Supplement, Lead or Healthy Homes Grant Funds, Match Funds, Relocation, Total Project Cost
- Where:** Interior, Exterior, Common Area, Number of Rooms Treated, Crawl Space, Basement, Ground Floor, Upper Level(s), Top Level/Attic
- Type of Work:** Abatement, Interim Control
- What:** No Hazards Identified

16f. Enter Unit Cost Information

- In the “Costs” section, fill in the appropriate amount for each category.
- If no funds were spent in any of the categories, please indicate \$0.00. Indicate the total project cost in the last box.

The screenshot shows a web form for entering unit cost information. The form is organized into several sections:

- Age of Unit:** Includes a dropdown menu for "Age of Unit" (currently set to "--None--").
- Occupants:** Includes input fields for "Children Under Age 6", "Occupants Age 18 and Over", "Occupants Age 6 - 17", and "Number of Children with EBLL".
- Key Dates:** Includes input fields for "Enrollment", "Assessment Completed", "Work Starts", and "Clearance Achieved", each with a date picker (currently set to 12/6/2013).
- Eligible Income:** Includes a dropdown menu for "Eligible Income" (currently set to "--None--") and an input field for "Other".
- Costs:** Includes input fields for "Healthy Homes Supplement", "Lead or Healthy Homes Grant Funds", "Match Funds", "Relocation", and "Total Project Cost". A yellow arrow points to the "Total Project Cost" field.
- Where:** Includes checkboxes for "Interior", "Exterior", "Common Area", "Crawl Space", "Basement", "Ground Floor", "Upper Level(s)", and "Top Level/Attic".
- Type of Work:** Includes checkboxes for "Abatement" and "Interim Control".
- What:** Includes a checkbox for "No Hazards Identified" and a grid of dropdown menus for various hazard categories, including:
 - Dampness & Mold Growth
 - Excess Cold
 - Excess Heat
 - Asbestos and man-made fibers
 - Biocides
 - Carbon Monoxide
 - Lead-based paint
 - Radiation
 - Un-combusted fuel
 - Volatile organic compounds
 - Crowding and Space
 - Food Safety
 - Personal Hygiene
 - Water Supply
 - Falls in baths etc.
 - Falls on level surfaces etc.
 - Falls on stairs etc.
 - Falls from windows etc.
 - Electrical hazards
 - Fire hazards
 - Hot surfaces etc.
 - Collision/Entrapment

16g. Enter Unit Where Information

- In the “Where” section, select the box(es) to identify where work was completed in the unit .
 - Select all that apply.

The screenshot shows a web form with the following sections:

- Help Links:** About OHHLHC, Manage Your OHHLHC Grant, Start-up Resources
- Messages and Alerts:**
- Vacant Rental:** Vacant, Rental
- Owner Occupied:** Owner Occupied
- Age of Unit:** Age of Unit: --None--
- Occupants:** Children Under Age 6, Occupants Age 18 and Over, Occupants Age 6 - 17, Number of Children with EBLL
- Key Dates:** Enrollment, Assessment Completed, Work Starts, Clearance Achieved
- Eligible Income:** Eligible Income: --None--, Other
- Costs:** Healthy Homes Supplement, Lead or Healthy Homes Grant Funds, Match Funds, Relocation, Total Project Cost
- Where:** Interior, Exterior, Common Area, Crawl Space, Basement, Ground Floor, Upper Level(s), Top Level/Attic, Number of Rooms Treated
- Type of Work:** Abatement, Control
- What:** No Hazards Identified, Dampness & Mold Growth, Excess Cold, Excess Heat, Asbestos and man-made fibers, Biocides, Carbon Monoxide, Lead-based paint, Radiation, Un-combusted fuel, Volatile organic compounds, Crowding and Space, Food Safety, Personal Hygiene, Water Supply, Falls in baths etc., Falls on level surfaces etc., Falls on stairs etc., Falls from windows etc., Electrical hazards, Fire hazards, Hot surfaces etc., Collision/Entrapment

A yellow arrow points to the 'Where' section, specifically highlighting the checkboxes for 'Interior', 'Exterior', and 'Common Area'.

16h. Enter Type of Work Completed

- In the “Type of Work” section, select the box(es) for Abatement or Interim Control.
 - Select all that apply.

The screenshot shows a web form with several sections. On the left, there is a sidebar with 'Help Links' (About OHHLHC, Manage Your OHHLHC Grant, Start-up Resources) and 'Messages and Alerts'. The main form includes sections for 'Age of Unit', 'Occupants', 'Key Dates', 'Eligible Income', 'Costs', 'Where', 'Type of Work', and 'What'. A yellow arrow points to the 'Type of Work' section, which contains checkboxes for 'Abatement' and 'Interim Control'. Below this, the 'What' section lists various hazards with dropdown menus for their assessment status.

Type of Work	
Abatement	<input type="checkbox"/>
Interim Control	<input type="checkbox"/>

What		
No Hazards Identified	<input type="checkbox"/>	
Dampness & Mold Growth	Not Assessed	Food Safety
Excess Cold	Not Assessed	Personal Hygiene
Excess Heat	Not Assessed	Water Supply
Asbestos and man-made fibers	Not Assessed	Falls in baths etc.
Biocides	Not Assessed	Falls on level surfaces etc.
Carbon Monoxide	Not Assessed	Falls on stairs etc.
Lead-based paint	Not Assessed	Falls from windows etc.
Radiation	Not Assessed	Electrical hazards
Un-combusted fuel	Not Assessed	Fire hazards
Volatile organic compounds	Not Assessed	Hot surfaces etc.
Crowding and Space	Not Assessed	Collision/Entrapment

16i. Enter Unit What Information

- This section is for recording which of the 29 hazards from the HHRs are identified for this unit.
- The pull down menu for each hazard gives you 5 choices: None, Not Assessed, Assessed & No Hazard, Identified, and Identified & Addressed. Select the appropriate response for each hazard.
 - If no hazards were identified in the unit, check the box at the top of the section “No Hazard Identified”.
- If you are not completing the HHRs in units, you should still select a response for the “Lead-based paint” item.
- Do not use “None” as a response for any hazard in this section.

Messages and Alerts

Occupants Age 6 - 17 Number of Children with EBLL

Key Dates

Enrollment [12/6/2013] Work Starts [12/6/2013]
 Assessment Completed [12/6/2013] Clearance Achieved [12/6/2013]

Eligible Income

Eligible Income --None-- Other

Costs

Healthy Homes Supplement Total Project Cost
 Lead or Healthy Homes Grant Funds
 Match Funds
 Relocation

Where

Interior Crawl Space
 Exterior Basement
 Common Area Ground Floor
 Number of Rooms Treated Upper Level(s)
 Top Level/Attic

Type of Work

Abatement Interim Control

What

No Hazards Identified

Dampness & Mold Growth Not Assessed
 Excess Cold --None--
 Excess Heat Not Assessed
 Asbestos and man-made fibers Assessed & No Hazard Identified & Addressed
 Biocides Not Assessed
 Carbon Monoxide Not Assessed
 Lead-based paint Not Assessed
 Radiation Not Assessed
 Un-combusted fuel Not Assessed
 Volatile organic compounds Not Assessed
 Crowding and Space Not Assessed
 Entry by Intruders Not Assessed
 Lighting Not Assessed
 Noise Not Assessed
 Domestic Hygiene, Pests, and Refuse Not Assessed

Food Safety Not Assessed
 Personal Hygiene Not Assessed
 Water Supply Not Assessed
 Falls in baths etc. Not Assessed
 Falls on level surfaces etc. Not Assessed
 Falls on stairs etc. Not Assessed
 Falls from windows etc. Not Assessed
 Electrical hazards Not Assessed
 Fire hazards Not Assessed
 Hot surfaces etc. Not Assessed
 Collision/Entrapment Not Assessed
 Ergonomics Not Assessed
 Explosions Not Assessed
 Structural collapse Not Assessed

Save Save & New Cancel

17. Save Unit Information

- Click the “Save & New” button to save the information and begin a report for another unit, or click the “Save” button if you are finished entering unit data.

Messages and Alerts

Occupants Age 6 - 17 Number of Children with EBL

Key Dates

Enrollment [12/6/2013] Work Starts [12/6/2013]
Assessment Completed [12/6/2013] Clearance Achieved [12/6/2013]

Eligible Income

Eligible Income --None-- Other

Costs

Healthy Homes Supplement Total Project Cost
Lead or Healthy Homes Grant Funds
Match Funds
Relocation

Where

Interior Crawl Space
Exterior Basement
Common Area Ground Floor
Number of Rooms Treated Upper Level(s)
Top Level/Attic

Type of Work

Abatement Interim Control

What

No Hazards Identified

Dampness & Mold Growth	<input type="text"/> Not Assessed	Food Safety	<input type="text"/> Not Assessed
Excess Cold	<input type="text"/> --None--	Personal Hygiene	<input type="text"/> Not Assessed
Excess Heat	<input type="text"/> Not Assessed	Water Supply	<input type="text"/> Not Assessed
Asbestos and man-made fibers	<input type="text"/> Assessed & No Hazard Identified & Addressed	Falls in baths etc.	<input type="text"/> Not Assessed
Biocides	<input type="text"/> Not Assessed	Falls on level surfaces etc.	<input type="text"/> Not Assessed
Carbon Monoxide	<input type="text"/> Not Assessed	Falls on stairs etc.	<input type="text"/> Not Assessed
Lead-based paint	<input type="text"/> Not Assessed	Falls from windows etc.	<input type="text"/> Not Assessed
Radiation	<input type="text"/> Not Assessed	Electrical hazards	<input type="text"/> Not Assessed
Un-combusted fuel	<input type="text"/> Not Assessed	Fire hazards	<input type="text"/> Not Assessed
Volatile organic compounds	<input type="text"/> Not Assessed	Hot surfaces etc.	<input type="text"/> Not Assessed
Crowding and Space	<input type="text"/> Not Assessed	Collision/Entrapment	<input type="text"/> Not Assessed
Entry by Intruders	<input type="text"/> Not Assessed	Ergonomics	<input type="text"/> Not Assessed
Lighting	<input type="text"/> Not Assessed	Explosions	<input type="text"/> Not Assessed
Noise	<input type="text"/> Not Assessed	Structural collapse	<input type="text"/> Not Assessed
Domestic Hygiene, Pests, and Refuse	<input type="text"/> Not Assessed		

Save Save & New Cancel

18. Finish Entering Unit Information

- When finished adding units, click the “Save” button then go back to the top of the page and click the underlined number in the “Grantee Report” field.
 - This will take you back to the summary page for the quarterly report.

Messages and Alerts

Occupants Age 6 - 17 [] Number of Children with EBLL []

Key Dates

Enrollment [] [12/6/2013] Work Starts [] [12/6/2013]
Assessment Completed [] [12/6/2013] Clearance Achieved [] [12/6/2013]

Eligible Income

Eligible Income --None-- Other []

Costs

Healthy Homes Supplement [] Total Project Cost []
Lead or Healthy Homes Grant Funds []
Match Funds []
Relocation []

Where

Interior Crawl Space
Exterior Basement
Common Area Ground Floor
Number of Rooms Treated [] Upper Level(s)
Top Level/Attic

Type of Work

Abatement Interim Control

What

No Hazards Identified

Dampness & Mold Growth	Not Assessed	Food Safety	Not Assessed
Excess Cold	--None--	Personal Hygiene	Not Assessed
Excess Heat	Not Assessed	Water Supply	Not Assessed
Asbestos and man-made fibers	Assessed & No Hazard Identified & Addressed	Falls in baths etc.	Not Assessed
Biocides	Not Assessed	Falls on level surfaces etc.	Not Assessed
Carbon Monoxide	Not Assessed	Falls on stairs etc.	Not Assessed
Lead-based paint	Not Assessed	Falls from windows etc.	Not Assessed
Radiation	Not Assessed	Electrical hazards	Not Assessed
Un-combusted fuel	Not Assessed	Fire hazards	Not Assessed
Volatile organic compounds	Not Assessed	Hot surfaces etc.	Not Assessed
Crowding and Space	Not Assessed	Collision/Entrapment	Not Assessed
Entry by Intruders	Not Assessed	Ergonomics	Not Assessed
Lighting	Not Assessed	Explosions	Not Assessed
Noise	Not Assessed	Structural collapse	Not Assessed
Domestic Hygiene, Pests, and Refuse	Not Assessed		

Save Save & New Cancel

19. Enter Financial Information

- Scroll down toward the bottom of the page to the “Financials” section and click the “New Financial” button.
 - This section corresponds to the Part 3 in the old system.

QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION D

Hazard Control Activities ✓

D1: Hazard Control Activities Conducted
Hazard Control Activities Conducted

D2: Hazard Control Methods Used
Hazard Control Methods

D3: Post-Hazard Control Maintenance Plans for Units
Post-Hazard Control Maintenance Plans

D4: Hazard Evaluations and Units in Progress
Units Receiving Hazard Evaluations
Units with Hazards Identified
Units in Progress
Units under Contract

D5: Final Score
Score 100.00

System Information
Created By Core Force, 1/15/2015 4:21 PM Last Modified By Core Force, 1/15/2015 4:21 PM
Edit Submit

Data Collection & Analyses [New Data Collection & Analysis](#)
No records to display

Units [New Unit](#)
No records to display

Financials [New Financial](#)
No records to display

Notes & Attachments [New](#) [Attach File](#)
No records to display

Always show me [fewer](#) / [more](#) records per related list

20. Do Not Change Grantee Report

- The first field is “Grantee Report”.
- Do not change this number.
 - This field will auto-fill with a number generated by the system.

The screenshot displays the HUD.GOV Financial Edit interface. At the top, it shows the HUD.GOV logo and the U.S. Department of Housing and Urban Development, Secretary Julián Castro. The navigation bar includes links for Home, Organizations, Grant Awards, Quarterly Reports, Grantee Requests, and Reports. The main content area is titled "Financial Edit" and "New Financial". It features a "Grantee Report" field with the value "22300" and a search icon. Below this are sections for "Budget Items", "Administrative Costs", and "Match Commitment". The "Budget Items" section includes fields for Personnel (BI), Travel (BI), Supplies and Materials (BI), Contracts/Sub-Grantees (BI), Other Direct Costs (BI), Fringe Benefits (BI), Equipment (BI), Consultants (BI), Healthy Homes Supplement (BI), and Indirect Costs (BI). The "Administrative Costs" section includes fields for Personnel (AC), Travel (AC), Supplies and Materials (AC), Contracts/Sub-Grantees (AC), Indirect Costs (AC), Fringe Benefits (AC), Equipment (AC), Consultants (AC), and Other Direct Costs (AC). The "Match Commitment" section includes fields for Source of Funds (MC), Eligible Activities Completed (MC), and Amount Provided This Quarter (MC). The interface also includes a "Create New..." dropdown, "Recent Items" list, "Help Links", and "Messages and Alerts" section.

21. Enter Budget Item Category Costs

- Fill in the appropriate amount expended during the quarter for each budget item. If no funds were expended enter 0 (zero).
 - Each budget item corresponds to the line items in your Part 3 report and HUD CBW-424 budget worksheet.

The screenshot displays the HUD.GOV Financial Edit interface. The header includes the HUD.GOV logo, the U.S. Department of Housing and Urban Development, and Secretary Julián Castro. The navigation bar contains links for Home, Organizations, Grant Awards, Quarterly Reports, Grantee Requests, and Reports. The main content area is titled "Financial Edit New Financial" and includes a "Grantee Report" field with the value "22300". The interface is divided into several sections: "Budget Items", "Administrative Costs", and "Match Commitment".

Budget Items			
Personnel (BI)	0.00	Fringe Benefits (BI)	0.00
Travel (BI)	0.00	Equipment (BI)	0.00
Supplies and Materials (BI)	0.00	Consultants (BI)	0.00
Contracts/Sub-Grantees (BI)	0.00	Healthy Homes Supplement (BI)	0.00
Other Direct Costs (BI)	0.00	Indirect Costs (BI)	0.00

Administrative Costs			
Personnel (AC)	0.00	Fringe Benefits (AC)	0.00
Travel (AC)	0.00	Equipment (AC)	0.00
Supplies and Materials (AC)	0.00	Consultants (AC)	0.00
Contracts/Sub-Grantees (AC)	0.00	Other Direct Costs (AC)	0.00
Indirect Costs (AC)	0.00		

The "Match Commitment" section includes fields for "Source of Funds (MC)", "Eligible Activities Completed (MC)", and "Amount Provided This Quarter (MC)".

22. Enter Administrative Category Costs

- Once you have reported all expenditures in “Budget Items”, repeat the process in step 21 to report costs for the “Administrative Costs” category. If no funds were expended enter 0 (zero).
 - Each administrative cost item corresponds to the administrative line items in your Part 3 report.

The screenshot displays the HUD.GOV Financial Edit interface. The page title is "HUD.GOV U.S. Department of Housing and Urban Development Secretary Julián Castro". The navigation bar includes "Home", "Organizations", "Grant Awards", "Quarterly Reports", "Grantee Requests", and "Reports". The main content area is titled "Financial Edit New Financial" and includes a "Create New..." dropdown and a "Recent Items" list. The "Administrative Costs" section is highlighted with a yellow arrow. The "Match Commitment" section is also highlighted with a yellow arrow.

Budget Items			
Personnel (BI)	0.00	Fringe Benefits (BI)	0.00
Travel (BI)	0.00	Equipment (BI)	0.00
Supplies and Materials (BI)	0.00	Consultants (BI)	0.00
Contracts/Sub-Grantees (BI)	0.00	Healthy Homes Supplement (BI)	0.00
Other Direct Costs (BI)	0.00	Indirect Costs (BI)	0.00

Administrative Costs			
Personnel (AC)	0.00	Fringe Benefits (AC)	0.00
Travel (AC)	0.00	Equipment (AC)	0.00
Supplies and Materials (AC)	0.00	Consultants (AC)	0.00
Contracts/Sub-Grantees (AC)	0.00	Other Direct Costs (AC)	0.00
Indirect Costs (AC)	0.00		

Match Commitment	
Source of Funds (MC)	grantee's priorities completed (MC)
Amount Provided This Quarter (MC)	0.00

23. Enter Match Commitment Category Costs

- On you have reported all expenditures in “Budget Items” and “Administrative Costs”, enter the information for “Match Commitment”. If no match funds were committed enter 0 (zero).
 - Fill in the 3 boxes with the appropriate information. Each match commitment item corresponds to the match summary items in your Part 3 report.
- Click the “Save” button.

The screenshot displays the HUD.GOV website interface for entering match commitment category costs. The page is titled "Financial Edit" and "New Financial". The "Grantee Report" field is set to "22300". The "Match Commitment" section includes three input fields: "Source of Funds (MC)", "Amount Provided (MC)", and "Eligible Activities Completed (MC)". The "Amount Provided (MC)" field is currently set to "0.00". A yellow arrow points to the "Source of Funds (MC)" field, and another yellow arrow points to the "Save" button at the bottom of the form.

Budget Items			
Personnel (BI)	0.00	Fringe Benefits (BI)	0.00
Travel (BI)	0.00	Equipment (BI)	0.00
Supplies and Materials (BI)	0.00	Consultants (BI)	0.00
Contracts/Sub-Grantees (BI)	0.00	Healthy Homes Supplement (BI)	0.00
Other Direct Costs (BI)	0.00	Indirect Costs (BI)	0.00

Administrative Costs			
Personnel (AC)	0.00	Fringe Benefits (AC)	0.00
Travel (AC)	0.00	Equipment (AC)	0.00
Supplies and Materials (AC)	0.00	Consultants (AC)	0.00
Contracts/Sub-Grantees (AC)	0.00	Other Direct Costs (AC)	0.00
Indirect Costs (AC)	0.00		

24. Return to Report Summary

- Once you have completed the Financial Reporting section, click the underlined number in the “Grant Report” field at the top of the page.

The screenshot shows the HUD.GOV Financial Reporting Summary for Budget Category # 11598. The page includes a navigation bar with links for Home, Organizations, Grant Awards, Quarterly Reports, Grantee Requests, and Reports. The main content area is divided into several sections:

- Welcome, Core Force:** My Profile | Logout
- Create New...:** A dropdown menu.
- Recent Items:** A list of recent reports including 22300, XXI HB0123-13, 00054, 00066, Coresphere, and 00001205.
- Help Links:** About OHHLHC, Manage Your OHHLHC Grant, and Start-up Resources.
- Messages and Alerts:** A section for messages and alerts.
- Financial 11598:** A section for the financial summary, including a Printable View link.
- Financial Detail:** A section for the financial detail, including an Information table and Budget Items table.
- Administrative Costs:** A table showing administrative costs for Personnel, Travel, Supplies and Materials, Contracts/Sub-Grantees, and Indirect Costs.
- Match Commitment:** A table showing match commitment for Source of Funds (MC) and Eligible Activities Completed (MC).

The **Information** table is as follows:

Field	Value	Field	Value
Budget Category #	11598	Report Period	Jan 1 - Mar 31
Grantee Report	<u>22300</u>	Year	2015
Grant Agreement Number	XXI HB0123-13		
Grant Organization	Coresphere		

The **Budget Items** table is as follows:

Item	Amount	Item	Amount
Personnel (BI)	\$0.00	Fringe Benefits (BI)	\$0.00
Travel (BI)	\$0.00	Equipment (BI)	\$0.00
Supplies and Materials (BI)	\$0.00	Consultants (BI)	\$0.00
Contracts/Sub-Grantees (BI)	\$0.00	Healthy Homes Supplement (BI)	\$0.00
Other Direct Costs (BI)	\$0.00	Indirect Costs (BI)	\$0.00
LOCCS Drawdowns This Period (BI)	\$0.00		

The **Administrative Costs** table is as follows:

Item	Amount	Item	Amount
Personnel (AC)	\$0.00	Fringe Benefits (AC)	\$0.00
Travel (AC)	\$0.00	Equipment (AC)	\$0.00
Supplies and Materials (AC)	\$0.00	Consultants (AC)	\$0.00
Contracts/Sub-Grantees (AC)	\$0.00	Other Direct Costs (AC)	\$0.00
Indirect Costs (AC)	\$0.00		
LOCCS Drawdowns This Period (AC)	\$0.00		

The **Match Commitment** table is as follows:

Item	Amount	Item	Amount
Source of Funds (MC)	\$0.00	Eligible Activities Completed (MC)	\$0.00
Amount Received This Period (MC)	\$0.00		

25. Add Attachments to Report

- If you have a document to attach with the report, click the “Attach File” button under the “Notes & Attachments” section.
- If you do not have any attachments to add to the report, skip to step 28.

The screenshot displays a web application interface for report management. The top section shows report details including sections for Hazard Control Methods Used, Post-Hazard Control Maintenance Plans for Units, Hazard Evaluations and Units in Progress, and Final Score (21.90). Below this is the System Information section, which includes 'Created By' (Core Force, 12/4/2013 4:59 PM) and 'Last Modified By' (Core Force, 12/6/2013 1:06 PM). The interface then transitions to a 'Data Collection & Analyses' section with a 'New Data Collection & Analysis' button and a message 'No records to display'. The 'Units' section features a 'New Unit' button and a table with columns: Action, Unit #, Report Period, Street Address, City, Year, State, and Zip/Postal Code. The 'Financial Reporting' section has a 'New Financial Reporting' button and a table with columns: Action, Record Type, Budget Category #, Type, Approved LOCCS Drawdowns This Period, Amount of Match Provided This Quarter. The 'Notes & Attachments' section at the bottom has a 'New Note' button and an 'Attach File' button, which is highlighted with a yellow arrow. A footer message reads 'Always show [dropdown] / [dropdown] more records per related list'.

Action	Unit #	Report Period	Street Address	City	Year	State	Zip/Postal Code
Edit	00024	Jan 1 - Mar 31			2014		

Action	Record Type	Budget Category #	Type	Approved LOCCS Drawdowns This Period	Amount of Match Provided This Quarter
Edit	Budget Item	00252	Personnel (Direct Labor)	\$100.00	
Edit	Budget Item	00253	Fringe Benefits	\$50.00	
Edit	Budget Item	00254	Travel	\$100.00	
Edit	Administrative Costs	00255	Personnel (Direct Labor)	\$50.00	
Edit	Match Commitment	00256		\$0.00	\$150.00

26. Start Adding Attachments

- Click the “Browse” button to identify the document you would like to attach, and then click the “Attach File” button to attach the document to the report. (Please note: There is a 5MB size limit for each file attached to your report.)
 - Repeat process for each additional document you would like to attach to the report.

HUD.GOV
U.S. Department of Housing and Urban Development
Secretary Shaun Donovan

Home | Quarterly Reports | Grantee Requests | Reports

Welcome, Core Force
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Create New...

Recent Items

- 00001060
- 00054
- 00149
- XXLHB0123-13
- 00148
- 00147
- 00146
- 00145
- 00144
- 00143

Help Links

- [About OHHLHC](#)
- [Manage Your OHHLHC Grant](#)
- [Start-up Resources](#)

Messages and Alerts

Attach File to Grantee Request 00001060

1. Select the File
Type the path of the file or click the Browse button to find the file.
2. Click the “Attach File” button
Repeat steps 1 and 2 to attach multiple files.
(When the upload is complete, confirmation information will appear below.)
3. Click the Done button to return to the previous page.
(Click Cancel to cancel an in-progress upload.)

27. Finish Adding Attachments

- Click the “Done” button when finished adding attachments to return to report summary screen.

HUD.GOV
U.S. Department of Housing and Urban Development
Secretary Shaun Donovan

Home | Quarterly Reports | Grantee Requests | Reports

Welcome, Core Force
[My Profile](#) | [Logout](#)

Create New...

Recent Items

- [00001060](#)
- [00054](#)
- [00149](#)
- [XXLHB0123-13](#)
- [00148](#)
- [00147](#)
- [00146](#)
- [00145](#)
- [00144](#)
- [00143](#)

Help Links

- [About OHHLHC](#)
- [Manage Your OHHLHC Grant](#)
- [Start-up Resources](#)

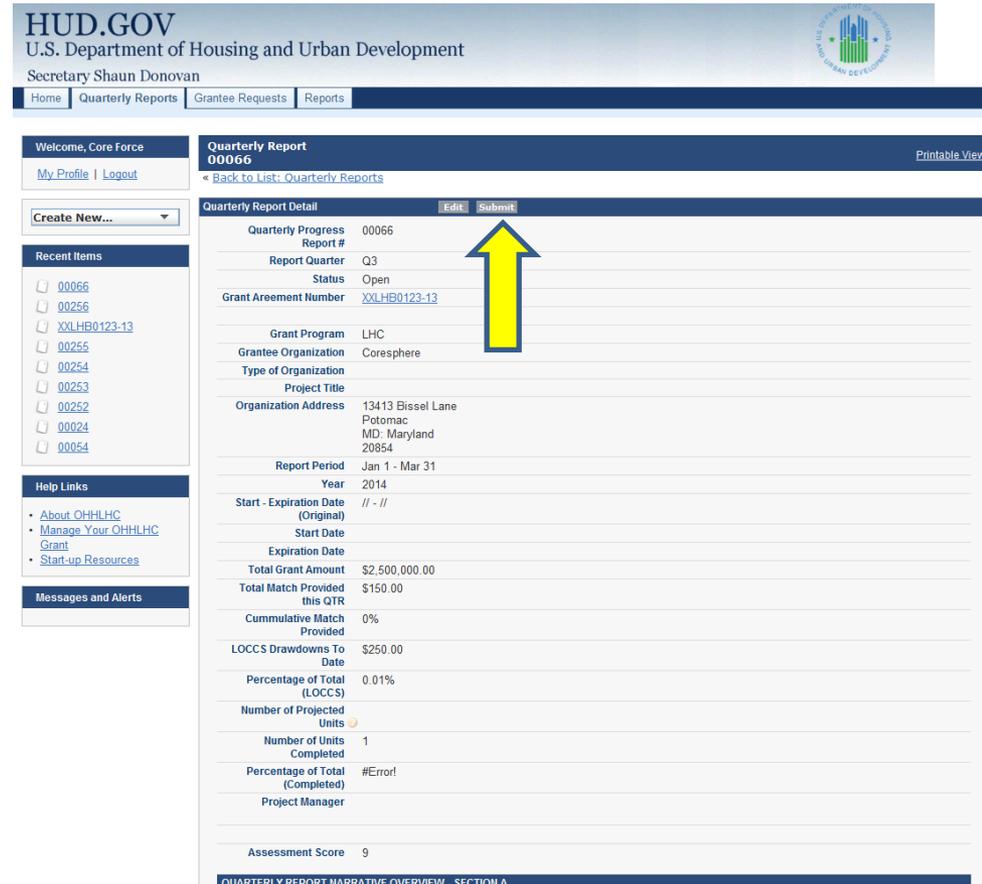
Messages and Alerts

Attach File to Grantee Request 00001060

- Select the File
Type the path of the file or click the Browse button to find the file.
- Click the "Attach File" button.
Repeat steps 1 and 2 to attach multiple files.
(When the upload is complete the file information will appear below.)
- Click the Done button to return to the previous page.
(This will cancel an in-progress upload.)

28. Submit Report

- Click the “Submit” button at the top of the report.
- You will receive a message indicating the report has been submitted.



The screenshot shows the HUD.GOV website interface for a Quarterly Report. The header includes the HUD.GOV logo and the U.S. Department of Housing and Urban Development. The navigation bar contains links for Home, Quarterly Reports, Grantee Requests, and Reports. The main content area displays the details for Quarterly Report 00066, including the report quarter (Q3), status (Open), grant agreement number (XXLHB0123-13), grant program (LHC), grantee organization (Coresphere), and project title. A yellow arrow points to the 'Submit' button located at the top of the report details section. The bottom of the page shows the assessment score (9) and the section title 'QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION A'.

Field	Value
Quarterly Progress Report #	00066
Report Quarter	Q3
Status	Open
Grant Agreement Number	XXLHB0123-13
Grant Program	LHC
Grantee Organization	Coresphere
Type of Organization	
Project Title	
Organization Address	13413 Bissel Lane Potomac MD - Maryland 20854
Report Period	Jan 1 - Mar 31
Year	2014
Start - Expiration Date (Original)	// - //
Start Date	
Expiration Date	
Total Grant Amount	\$2,500,000.00
Total Match Provided this QTR	\$150.00
Cummulative Match Provided	0%
LOCCS Drawdowns To Date	\$250.00
Percentage of Total (LOCCS)	0.01%
Number of Projected Units	
Number of Units Completed	1
Percentage of Total (Completed)	#Error!
Project Manager	
Assessment Score	9

29. Verify Report Status Change

- After the report has been submitted, the “Status” field on the first page should indicate “Under Review”.
- Be sure the report is complete before submitting to HUD.
- Once you have submitted the report, you will not be able to edit any of the entries.

The screenshot displays the HUD.GOV website interface for a Quarterly Report. The header includes the HUD.GOV logo and the U.S. Department of Housing and Urban Development, Secretary Shaun Donovan. The navigation bar shows 'Home', 'Quarterly Reports', 'Grantee Requests', and 'Reports'. The main content area is titled 'Quarterly Report 00066' and includes a 'Printable View' link. A 'Back to List: Quarterly Reports' link is also present. The 'Quarterly Report Detail' section shows the following information:

Quarterly Progress Report #	00066
Report Quarter	Q3
Status	Under Review
Grant Agreement Number	XXLHB0123-13
Grant Program	LHC
Grantee Organization	Coresphere
Type of Organization	
Project Title	
Organization Address	13413 Bissel Lane Potomac MD, Maryland 20854
Report Period	Jan 1 - Mar 31
Year	2014
Start - Expiration Date (Original)	// - //
Start Date	
Expiration Date	
Total Grant Amount	\$2,500,000.00
Total Match Provided this QTR	\$150.00
Cumulative Match Provided	0%
LOCCS Drawdowns To Date	\$250.00
Percentage of Total (LOCCS)	0.01%
Number of Projected Units	0
Number of Units Completed	1
Percentage of Total (Completed)	#Error
Project Manager	
Assessment Score	9

At the bottom of the page, there is a section for 'QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION A' with a 'Project Management' status indicator.

30. Log Out of HHGMS

HUD.GOV
U.S. Department of Housing and Urban Development
Secretary Shaun Donovan

Home | Quarterly Reports | Grantee Requests | Reports

Welcome, Core Force
[My Profile](#) | [Logout](#)

Create New 

Recent Items

- 00066
- [XXLHB0123-13](#)
- 00256
- 00255
- 00254
- 00253
- 00252
- 00024
- 00054

Help Links

- [About OHHLHC](#)
- [Manage Your OHHLHC Grant](#)
- [Start-up Resources](#)

Messages and Alerts

Quarterly Report 00066 [Printable View](#)

[Back to List: Quarterly Reports](#)

Quarterly Report Detail [Edit](#) [Submit](#)

Quarterly Progress Report #	00066
Report Quarter	Q3
Status	Under Review
Grant Agreement Number	XXLHB0123-13
Grant Program	LHC
Grantee Organization	Coresphere
Type of Organization	
Project Title	
Organization Address	13413 Bissel Lane Potomac MD: Maryland 20854
Report Period	Jan 1 - Mar 31
Year	2014
Start - Expiration Date (Original)	// - //
Start Date	
Expiration Date	
Total Grant Amount	\$2,500,000.00
Total Match Provided this QTR	\$150.00
Cummulative Match Provided	0%
LOCCS Drawdowns To Date	\$250.00
Percentage of Total (LOCC.S)	0.01%
Number of Projected Units	0
Number of Units Completed	1
Percentage of Total (Completed)	#Error!
Project Manager	
Assessment Score	9

QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION A

Project Management 

Procedure to Access a Previously Created Quarterly Report in the Healthy Homes Grant Management System (HHGMS)

31. Log into the system

<https://na2.salesforce.com/home/home.jsp>



Welcome to HUD Office of Healthy Homes and Lead Hazard Control (OHHLHC) Grantee Portal.

From this portal you may:

- Submit Grantee Quarterly Progress Reports.
- Submit a Case regarding your current Grant Award.
- Upload Attachments.

[About OHHLHC](#)

Secure Customer Login	Don't have an account?
<p>Please enter your User Name.</p> <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Forgot your password?</p> <p><input type="button" value="Login"/></p>	<p>Enter your email address to register.</p> <p>Email: <input type="text"/></p> <p><input type="button" value="Submit"/></p>



32. Click the Quarterly Reports Tab



The screenshot displays the HUD.GOV website interface. At the top, the logo for HUD.GOV is shown, along with the text "U.S. Department of Housing and Urban Development" and "Secretary Shaun Donovan". A navigation bar contains tabs for "Home", "Quarterly Reports", "Grantee Requests", and "Reports". A yellow arrow points to the "Quarterly Reports" tab. Below the navigation bar, the main content area is titled "Welcome to the HUD Office for Healthy Homes and Lead Hazard Control (OHHLHC) Grantee Portal." and includes a list of actions: "Submit Grantee Quarterly Progress Reports.", "Submit a Case regarding your Grant Award.", and "Upload Attachments." On the left side, there is a sidebar with sections for "Recent Items" (listing various grant numbers) and "Help Links" (including "About OHHLHC", "Manage Your OHHLHC Grant", and "Start-up Resources").

HUD.GOV
U.S. Department of Housing and Urban Development
Secretary Shaun Donovan

Home | **Quarterly Reports** | Grantee Requests | Reports

Welcome, Core User

[My Profile](#) | [Logout](#)

Create New...

Recent Items

- [00054](#)
- [00149](#)
- [XXLHB0123-13](#)
- [00148](#)
- [00147](#)
- [00146](#)
- [00145](#)
- [00144](#)
- [00143](#)
- [00142](#)

Help Links

- [About OHHLHC](#)
- [Manage Your OHHLHC Grant](#)
- [Start-up Resources](#)

Messages and Alerts

Welcome to the HUD Office for Healthy Homes and Lead Hazard Control (OHHLHC) Grantee Portal.

From this portal you may:

- Submit Grantee Quarterly Progress Reports.
- Submit a Case regarding your Grant Award.
- Upload Attachments.

33. Select Report from List

- Identify the specific Grantee Request you would like to access, click on the underlined “Case Number” and a summary of the request will open.

HUD.GOV
U.S. Department of Housing and Urban Development
Secretary Shaun Donovan

Home | Quarterly Reports | Grantee Requests | Reports

Welcome, Core Force
[My Profile](#) | [Logout](#)

Create New...

Recent Items

- [00067](#)
- [XXLHB0123-13](#)
- [00066](#)
- [00256](#)
- [00255](#)
- [00254](#)
- [00253](#)
- [00252](#)
- [00024](#)
- [00054](#)

Help Links

- [About OHHLHC](#)
- [Manage Your OHHLHC Grant](#)
- [Start-up Resources](#)

Messages and Alerts

Quarterly Reports Home

View: All Go!

Create New Quarterly Report Recently Viewed

Quarterly Progress Report #	Status	Grant Agreement Number	Report Period	Year
00067	Open	XXLHB0123-13	Apr 1 - Jun 30	2014
00066	Under Review	XXLHB0123-13	Jan 1 - Mar 31	2014
00256	Under Review	XXLHB0123-13	Jul 1 - Sept 30	2013

34. Edit Report as Needed

- Click the “Edit” button to change or update any fields in the request using the instructions above.

HUD.GOV
U.S. Department of Housing and Urban Development
Secretary Shaun Donovan

Home | Quarterly Reports | Grantee Requests | Reports

Welcome, Core Force
My Profile | Logout

Create New...

Recent Items

- 00066
- XXLHB0123-13
- 00054
- 00001060
- 00149
- 00148
- 00147
- 00146
- 00145

Help Links

- About OHHLHC
- Manage Your OHHLHC Grant
- Start-up Resources

Messages and Alerts

Quarterly Report 00066 Printable View

[Back to List: Quarterly Reports](#)

Quarterly Report Detail Edit Submit

Quarterly Progress Report #	00066
Report Quarter	Q3
Status	Open
Grant Agreement Number	XXLHB0123
Grant Program	LHC
Grantee Organization	Coresphere
Type of Organization	
Project Title	
Organization Address	13413 Bissel Lane Potomac MD: Maryland 20854
Report Period	Jan 1 - Mar 31
Year	2014
Start - Expiration Date (Original)	// - //
Start Date	
Expiration Date	
Total Grant Amount	\$2,500,000.00
Total Match Provided this QTR	\$0.00
Cummulative Match Provided	0%
LOCCS Drawdowns To Date	\$0.00
Percentage of Total (LOCCS)	0.00%
Number of Projected Units	
Number of Units Completed	0
Percentage of Total (Completed)	#Error!
Project Manager	
Assessment Score	30

QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION A
Project Management

35. Submit Report

- Click the “Submit” button at the top of the report.
- You will receive a message indicating the report has been submitted.

HUD.GOV
U.S. Department of Housing and Urban Development
Secretary Shaun Donovan

Home | Quarterly Reports | Grantee Requests | Reports

Welcome, Core Force
My Profile | Logout

Create New...

Recent Items

- 00066
- 00256
- XXLHB0123-13
- 00255
- 00254
- 00253
- 00252
- 00024
- 00054

Help Links

- About OHHLHC
- Manage Your OHHLHC Grant
- Start-up Resources

Messages and Alerts

Quarterly Report 00066 [Printable View](#)

[Back to List: Quarterly Reports](#)

Quarterly Report Detail [Edit](#) [Submit](#)

Quarterly Progress Report #	00066
Report Quarter	Q3
Status	Open
Grant Agreement Number	XXLHB0123-13
Grant Program	LHC
Grantee Organization	Coresphere
Type of Organization	
Project Title	
Organization Address	13413 Bissel Lane Potomac MD - Maryland 20854
Report Period	Jan 1 - Mar 31
Year	2014
Start - Expiration Date (Original)	// - //
Start Date	
Expiration Date	
Total Grant Amount	\$2,500,000.00
Total Match Provided this QTR	\$150.00
Cummulative Match Provided	0%
LOCCS Drawdowns To Date	\$250.00
Percentage of Total (LOCCS)	0.01%
Number of Projected Units	
Number of Units Completed	1
Percentage of Total (Completed)	#Error!
Project Manager	
Assessment Score	9

QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION A

36. Verify Report Status Change

- After the report has been submitted, the “Status” field on the first page should indicate “Under Review”.
- Be sure the report is complete before submitting to HUD.
- Once you have submitted the report, you will not be able to edit any of the entries.

The screenshot shows the HUD.GOV website interface for a Quarterly Report. The report number is 00066. The status is 'Under Review', which is highlighted with a yellow box. The page includes a navigation menu, a sidebar with 'Recent Items' and 'Help Links', and a main content area with a table of report details.

Quarterly Report Detail	
Quarterly Progress Report #	00066
Report Quarter	Q3
Status	Under Review
Grant Agreement Number	XXLHB0123-13
Grant Program	LHC
Grantee Organization	Coresphere
Type of Organization	
Project Title	
Organization Address	13413 Bissel Lane Potomac MD, Maryland 20854
Report Period	Jan 1 - Mar 31
Year	2014
Start - Expiration Date (Original)	// - //
Start Date	
Expiration Date	
Total Grant Amount	\$2,500,000.00
Total Match Provided this QTR	\$150.00
Cumulative Match Provided	0%
LOCCS Drawdowns To Date	\$250.00
Percentage of Total (LOCCS)	0.01%
Number of Projected Units	0
Number of Units Completed	1
Percentage of Total (Completed)	#Error
Project Manager	
Assessment Score	9

QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION A
Project Management

37. Log Out of HHGMS

HUD.GOV
U.S. Department of Housing and Urban Development
Secretary Shaun Donovan

Home | Quarterly Reports | Grantee Requests | Reports

Welcome, Core Force

[My Profile](#) | [Logout](#)

Create New

Recent Items

- 00066
- XXLHB0123-13
- 00256
- 00255
- 00254
- 00253
- 00252
- 00024
- 00054

Help Links

- [About OHHLHC](#)
- [Manage Your OHHLHC Grant](#)
- [Start-up Resources](#)

Messages and Alerts

Quarterly Report 00066 [Printable View](#)

[Back to List: Quarterly Reports](#)

Quarterly Report Detail [Edit](#) [Submit](#)

Quarterly Progress Report #	00066
Report Quarter	Q3
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Number of Projected Units	0
Number of Units Completed	1
Percentage of Total (Completed)	#Error!
Project Manager	
Assessment Score	9

QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION A

Project Management