

# 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](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><a href="#">Forgot your pass?</a></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".

HUD.GOV  
U.S. Department of Housing and Urban Development  
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).

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...

View: All | Go!

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

Quarterly Progress Report #	Grant Agreement Number	Report Period	Year
<a href="#">00054</a>	<a href="#">XXLHB0123-13</a>	Jul 1 - Sept 30	2013

Help Links

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

Messages and Alerts

# 4. Select Report Quarter

**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  
00054  
XXLHBO123-13  
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  = Required Information

Report Quarter: --None--  
Status: --None--  
Grant Agreement Number: Q1  
Number: Q2  
Report Period: Q3  
Year: Q4  
Number of Projected Units: Q5  
Q6  
Q7  
Q8  
Q9  
Q10

**QUARTERLY REPORT NARRATIVE REVIEW - SECTION A**

**A1: Start Up Activities**  
Status of Start Up Activities: Q11  
Q12  
Q13  
Q14  
Q15

**A2: Obstacles to Performance**  
Obstacles and Measures: Q16  
Q17  
Q18  
Q19

**A3: Efforts to Enhance**  
Efforts to enhance coordination: Q16  
Q17  
Q18  
Q19

**A4: Contractor Availability**  
Availability of Contractors: Q16  
Q17  
Q18  
Q19

**A5.1: Key Personnel Changes**  
Changes in Key Personnel: Q16  
Q17  
Q18  
Q19

# 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'. Other fields include 'Report Quarter' (Q2), 'Status' (Open), 'Report Period' (Q2), 'Year' (2014), and 'Number of Projected Units'. Below the form is a section for 'QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION A' with sub-sections for 'A1: Start Up Activities', 'A2: Obstacles to Performance', and 'A3: Efforts to Enhance'.

# 6. Select Report Period

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

- 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

**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

- 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

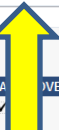
**A1: Start Up Activities**  
Status of Start Up Activities

**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

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

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

Help Links

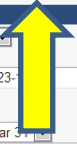
- [About OHHLHC](#)
- [Manage Your OHHLHC Grant](#)
- [Start-up Resources](#)

Messages and Alerts

### Quarterly Report Edit New Quarterly Report

Quarterly Report Edit

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

# 9. Record Quarterly Report Number

**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	Q1
Status	Open
Grant Agreement Number	<a href="#">XLHB0123-13</a>
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

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

Home | Quarterly Reports | Grantee Requests | Reports

Welcome, Core Force Printable View

[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**

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

Quarterly Report Detail Edit Submit

Quarterly Progress Report #	00066
Report Quarter	Q3
Status	Open
Grant Agreement Number	<a href="#">XXLHB0123-1</a>
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.

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 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 image shows a screenshot of a 'QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION B' form. The form is divided into several sections, each with a blue header bar and a white content area. Yellow arrows point to specific sections, indicating where data should be entered. The sections and their corresponding arrows are:

- B1: Activities and Events Completed**: Two arrows point to the 'Completed Events' and 'Attendees' input fields.
- B2: Effective Outreach Techniques**: One arrow points to the 'Effective Outreach Techniques' input field.
- B3: Training Efforts Completed**: One arrow points to the 'Training Efforts' input field.
- QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION C**: Two arrows point to the 'Data Collection & Analysis' input field.
- C1.1: Development of Data Collection Instruments**: One arrow points to the 'Data collection instruments' input field.
- C.1.2: Data Collection**: One arrow points to the 'Data Collection' input field.
- C1.3: Data Validation and Analysis**: One arrow points to the 'Data validation and analysis' input field.
- C2: Study Methods and Data Collection Instruments**: One arrow points to the 'Methods used' input field.
- C3: Changes in Study/Evaluation Design**: One arrow points to the 'Changes in study design' input field.
- C4: Preliminary Results**: One arrow points to the 'Preliminary Results' input field.
- C5.1: Health Outcomes and Outputs Achieved/Expected**: One 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. A yellow callout box with a yellow arrow points to a question mark icon in the 'A6: Jobs Created/Retained' section. Another yellow callout box with a yellow arrow points to a question mark icon in the 'A7.1: Employment Baseline: Jobs existing at beginning of award' section. The form includes sections for job creation and retention, environmental review, challenges, and outreach activities.

**A6: Jobs Created/Retained**  
Types of Jobs Created/Retained Describe the types of jobs created and jobs retained (as a result of this grant funding).

**A7.1: Employment Baseline: Jobs existing at beginning of award**  
Grantee (J)  First for sub-grantees/contractors (J)

**A7.2: Employment Baseline: Green Jobs existing at beginning of award**  
Grantee (GJ)  First for sub-grantees/contractors (GJ)

**A8.1: Job Creation and Retention: Jobs**  
Created in your Agency (J)  Retained in your Agency (J)   
Created by sub-grantees/contractors (J)  Retained sub-grantees/contractors (J)

**A8.2: Job Creation and Retention: Green Jobs**  
Created in your Agency (GJ)  Retained in your Agency (GJ)   
Created by sub-grantees/contractors (GJ)  Retained sub-grantees/contractors (GJ)

**A9: Environmental Review Quality Assurance Plans**  
Environmental Review QA Plans

**A10: Challenges**  
Challenges

**QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION B**  
Community Education, Outreach & Training

**B1: Activities and Events Completed**  
Completed Events  Attendees

**B2: Effective Outreach Techniques/Methods/Materials/Formats**  
Effective Outreach Techniques

# 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 ]

A large yellow prohibition sign (a circle with a diagonal slash) is overlaid on the right side of the screenshot, indicating that Section C should not be completed.

# 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: [ ]
- 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**
  - Total Match Commitment: [ ]

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.

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 ✓

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
------------	-------------------------------	------------------	--------------------------------

Edit Submit

Data Collection & Analyses New Data Collection & Analysis

No records to display

Units New Unit

No records to display

Financial Reporting Financial Reporting

No records to display

Notes & Attachments Attach File

No records to display

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 form itself 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

The screenshot shows the HUD.GOV 'Unit Edit' form. The page header includes the HUD.GOV logo, U.S. Department of Housing and Urban Development, and Secretary Shaun Donovan. The navigation bar contains links for Home, Quarterly Reports, Grantee Requests, and Reports. The main content area is titled 'Unit Edit' and includes a 'New Unit' button. The 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). A yellow arrow points to the 'Type of Units' section, specifically highlighting the 'Vacant', 'Rental', and 'Owner Occupied' checkboxes.

# 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.

The screenshot displays the HUD.GOV 'Unit Edit' form. The page header includes the HUD.GOV logo, the U.S. Department of Housing and Urban Development name, and Secretary Shaun Donovan's name. Navigation tabs for 'Home', 'Quarterly Reports', 'Grantee Requests', and 'Reports' are visible. The left sidebar contains a 'Welcome, Core Force' message, 'My Profile | Logout' links, a 'Create New...' dropdown, a 'Recent Items' list with various unit IDs, 'Help Links' for OHHLHC, and 'Messages and Alerts'. The main form area is titled 'Unit Edit' and 'New Unit'. It features a 'Grantee Report' field with the value '00066'. The 'Housing unit information' section includes fields for 'Street Address', 'Total Number of Rooms' (set to 0), 'Apt #', 'City', 'State', and 'Zip/Postal Code'. The 'Type of Units' section has checkboxes for 'Vacant Rental' and 'Owner Occupied'. The 'Age of Unit' section contains a dropdown menu currently set to '--None--', with a yellow arrow pointing to it. Below this are fields for 'Occupants' categorized by age range: 'Children Under Age 6' (with sub-options: Pre-1940, 1940-1979, 1960-1979, Post-1979, Unknown), 'Occupants Age 6 - 17', and 'Occupants Age 18 and Over' (with a sub-option: Number of Children with EBLL). The 'Key Dates' section includes 'Enrollment' and 'Assessment Completed' (both dated 12/6/2013), and 'Work Starts' and 'Clearance Achieved' (both dated 12/6/2013). The 'Eligible Income' section has a dropdown for 'Eligible Income' set to '--None--' and an 'Other' field. The 'Costs' section includes 'Healthy Homes Supplement', 'Lead or Healthy Homes Grant Funds', 'Match Funds', and 'Relocation', along with a 'Total Project Cost' field. A 'Where' field is at the bottom.

# 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.

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
- 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 with 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 website interface for editing a unit. The page title is "HUD.GOV U.S. Department of Housing and Urban Development Secretary Shaun Donovan". The navigation bar includes "Home", "Quarterly Reports", "Grantee Requests", and "Reports". The main content area is titled "Unit Edit" and contains several sections:

- Information:** Grantee Report (00066)
- Housing unit information:** Street Address, Total Number of Rooms (0), Apt #, City, State, Zip/Postal Code
- Type of Units:** Vacant Rental, Owner Occupied
- Age of Unit:** Age of Unit (dropdown menu)
- 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), Assessment Completed (12/6/2013), Work Starts (12/6/2013), Clearance Achieved (12/6/2013)
- Eligible Income:** Eligible Income (dropdown menu), Other
- Costs:** Healthy Homes Supplement, Lead or Healthy Homes Grant Funds, Match Funds, Relocation, Total Project Cost
- Where:** Interior, Crawl Space

A yellow arrow points to the "Enrollment" field in the "Key Dates" section, which contains the date "12/6/2013".

# 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 unit information. The main content area is titled "Unit Edit" and includes several sections:

- Information:** Grantee Report (00066)
- Housing unit information:** Street Address, Total Number of Rooms (0), Apt #, City, State, Zip/Postal Code
- Type of Units:** Vacant, Rental, Owner Occupied
- Age of Unit:** Age of Unit (dropdown menu)
- 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 (dropdown menu), 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

A yellow arrow points to the "Eligible Income" dropdown menu, which is currently set to "--None--".

# 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 with the following sections and fields:

- 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 (all with date pickers)
- Eligible Income**: Eligible Income [--None--], Other
- Costs**: Healthy Homes Supplement, Lead or Healthy Homes Grant Funds, Match Funds, Relocation, Total Project Cost (highlighted with a yellow arrow)
- 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 . A grid of hazard categories with "Not Assessed" dropdowns: 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:

- 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 EBL [ ]
- Key Dates**: Enrollment [ ] [ 12/5/2013 ], Work Starts [ ] [ 12/5/2013 ], Assessment Completed [ ] [ 12/5/2013 ], Clearance Achieved [ ] [ 12/5/2013 ]
- Eligible Income**: Eligible Income [ --None-- ], Other [ ]
- Costs**: Healthy Homes Supplement [ ], Total Project Cost [ ], Lead or Healthy Homes Grant Funds [ ], Match Funds [ ], Relocation [ ]
- Where**: Interior , 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	[ Not Assessed ]	Food Safety	[ Not Assessed ]
Excess Cold	[ Not Assessed ]	Personal Hygiene	[ Not Assessed ]
Excess Heat	[ Not Assessed ]	Water Supply	[ Not Assessed ]
Asbestos and man-made fibers	[ Not Assessed ]	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 ]

# 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 form is titled "16h. Enter Type of Work Completed" and is divided into several sections:

- Vacant Rental** and **Owner Occupied** checkboxes.
- Age of Unit**: Age of Unit dropdown menu.
- Occupants**: Children Under Age 6, Occupants Age 18 and Over, Occupants Age 6 - 17, and Number of Children with EBLI.
- Key Dates**: Enrollment, Assessment Completed, Work Starts, and Clearance Achieved.
- Eligible Income**: Eligible Income dropdown menu and Other.
- Costs**: Healthy Homes Supplement, Lead or Healthy Homes Grant Funds, Match Funds, Relocation, and Total Project Cost.
- Where**: Interior, Exterior, Common Area, Number of Rooms Treated, Crawl Space, Basement, Ground Floor, Upper Level(s), and Top Level/Attic.
- Type of Work**: Abatement and Interim Control checkboxes.
- What**: No Hazards Identified checkbox and a grid of assessment categories (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 "Type of Work" section, specifically to the "Abatement" and "Interim Control" checkboxes.

# 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 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  Not Assessed  
Excess Heat  Assessed & No Hazard Identified & Addressed  
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

# 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 ]  
Excess Cold [ Not Assessed ]  
Excess Heat [ Assessed & No Hazard Identified & Addressed ]  
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

# 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.

HUD.GOV  
U.S. Department of Housing and Urban Development  
Secretary Julián Castro

Home | Organizations | Grant Awards | Quarterly Reports | Grantee Requests | Reports

Welcome, Core Force  
My Profile | Logout

Create New...

Recent Items

- 22300
- XXLHR0123-13
- 00054
- 00066
- Coresphere
- 00001205

Help Links

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

Messages and Alerts

Financial Edit  
New Financial

Financial Edit [Save] [Save & New] [Cancel]

Information [Required Information]

Grantee Report 22300

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) [Dropdown] Eligible Activities Completed (MC) [Dropdown]

Amount Provided This Quarter (MC) 0.00

[Save] [Save & New] [Cancel]

# 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 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 "Financial Edit" header with "Save", "Save & New", and "Cancel" buttons. Below this is an "Information" section with a "Grantee Report" field containing "22300". The "Budget Items" section is divided into two columns of input fields, each with a value of "0.00". The left column includes: Personnel (BI), Travel (BI), Equipment (BI), Materials (BI), Contracts/Sub-Grantees (BI), and Direct Costs (BI). The right column includes: Fringe Benefits (BI), Equipment (BI), Consultants (BI), Healthy Homes Supplement (BI), and Indirect Costs (BI). Below the Budget Items section is the "Administrative Costs" section, also with two columns of input fields, each with a value of "0.00". The left column includes: Personnel (AC), Travel (AC), Supplies and Materials (AC), Contracts/Sub-Grantees (AC), and Indirect Costs (AC). The right column includes: Fringe Benefits (AC), Equipment (AC), Consultants (AC), and Other Direct Costs (AC). At the bottom is the "Match Commitment" section, which includes "Source of Funds (MC)", "Eligible Activities Completed (MC)", and "Amount Provided This Quarter (MC)" fields, all with a value of "0.00". The "Save", "Save & New", and "Cancel" buttons are located at the bottom right of the page.



# 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.

HUD.GOV  
U.S. Department of Housing and Urban Development  
Secretary Julián Castro

Home Organizations Grant Awards Quarterly Reports Grantee Requests Reports

Welcome, Core Force  
My Profile | Logout

Create New...

Recent Items

- 22300
- XXLHR0123-13
- 00054
- 00066
- Coresphere
- 00001205

Help Links

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

Messages and Alerts

Financial Edit  
New Financial

Financial Edit Save Save & New Cancel

Information Grantee Report 22300

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
Other Direct Costs (AC)	0.00		

Match Commitment

Source of Funds (MC) [dropdown] grantee/activities completed (MC) [dropdown]

Amount Provided This Quarter (MC) 0.00

Save Save & New Cancel

# 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 financial data. The main content area is titled "Financial Edit" and "New Financial". It features a navigation menu with options like Home, Organizations, Grant Awards, Quarterly Reports, Grantee Requests, and Reports. The interface is divided into several sections: "Welcome, Core Force" with a "My Profile | Logout" link; "Create New..." dropdown; "Recent Items" list; "Help Links" section; and "Messages and Alerts". The primary data entry area is titled "Financial Edit" and includes a "Grantee Report" field with the value "22300". Below this are two tables: "Budget Items" and "Administrative Costs", each with columns for Personnel, Travel, Supplies and Materials, Contracts/Sub-Grantees, and Other Direct Costs, all showing values of 0.00. A "Match Commitment" section at the bottom contains three input fields: "Source of Funds (MC)", "Eligible Activities Completed (MC)", and "Amount Provided per Quarter (MC)", all currently set to 0.00. A "Save" button is located at the bottom right of this section. Two yellow arrows point to the "Source of Funds (MC)" and "Amount Provided per Quarter (MC)" fields.

# 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 website interface for a financial report. 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 11598" and includes a "Printable View" link. The "Financial Detail" section is expanded to show "Information" and "Budget Items". A yellow arrow points to the underlined number "22300" in the "Grant Report" field. The "Budget Items" table shows various categories with zero values. The "Administrative Costs" table also shows zero values. The "Match Commitment" section is partially visible at the bottom.

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

Budget Items			
Personnel (BI)		Fringe Benefits (BI)	\$0.00
Travel (BI)		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		

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		
LOCCS Drawdowns This Period (AC)	\$0.00		

Match Commitment	
Source of Funds (MC)	Eligible Activities Completed (MC)
Amount Received This	\$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. A single record is shown for Unit # 00024, Report Period Jan 1 - Mar 31, and Year 2014. 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. It lists five budget items and one match commitment. The bottom section is 'Notes & Attachments', which has a 'New Note' button and an 'Attach File' button. A yellow arrow points to the 'Attach File' button. At the bottom of the interface, there is a footer that says 'Always show [dropdown] / [dropdown] more records per related list'.

Action	Unit #	Report Period	Street Address	City	Year	State	Zip/Postal Code
<a href="#">Edit</a>	00024	Jan 1 - Mar 31			2014		

Action	Record Type	Budget Category #	Type	Approved LOCCS Drawdowns This Period	Amount of Match Provided This Quarter
<a href="#">Edit</a>	Budget Item	00252	Personnel (Direct Labor)	\$100.00	
<a href="#">Edit</a>	Budget Item	00253	Fringe Benefits	\$50.00	
<a href="#">Edit</a>	Budget Item	00254	Travel	\$100.00	
<a href="#">Edit</a>	Administrative Costs	00255	Personnel (Direct Labor)	\$50.00	
<a href="#">Edit</a>	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.

The screenshot displays the HUD.GOV website interface. At the top, 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 "Attach File to Grantee Request 00001060". On the left sidebar, there is a "Welcome, Core Force" section with links for "My Profile" and "Logout", a "Create New..." dropdown menu, a "Recent Items" list containing various report IDs (e.g., 00001060, 00054, 00149, etc.), and "Help Links" for "About OHHLHC", "Manage Your OHHLHC Grant", and "Start-up Resources". The main content area contains three numbered instructions: 1. Select the File (with a "Browse..." button), 2. Click the "Attach File" button, and 3. Click the Done button to return to the previous page. Two yellow arrows are overlaid on the page: one points to the "Attach File" button and the other points to the "Browse..." button.

# 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 submitting a quarterly report. The page title is "Quarterly Report 00066". The user is identified as Secretary Shaun Donovan. The page has a navigation bar with "Home", "Quarterly Reports", "Grantee Requests", and "Reports". The main content area is titled "Quarterly Report Detail" and includes a "Submit" button highlighted with a yellow arrow. The report details are as follows:

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 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, Secretary Shaun Donovan. The navigation bar contains links for Home, Quarterly Reports, Grantee Requests, and Reports. The main content area is titled 'Quarterly Report 00066' and includes a 'Printable View' link. 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' link and a checkmark icon.




# 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 Printable View

[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**

[Back to List: Quarterly Reports](#)

**Quarterly Report Detail** Edit Submit

Quarterly Progress Report #	00066
Report Quarter	Q3
Status	Under Review
Grant Agreement Number	<a href="#">XXLHB0123-13</a>
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:

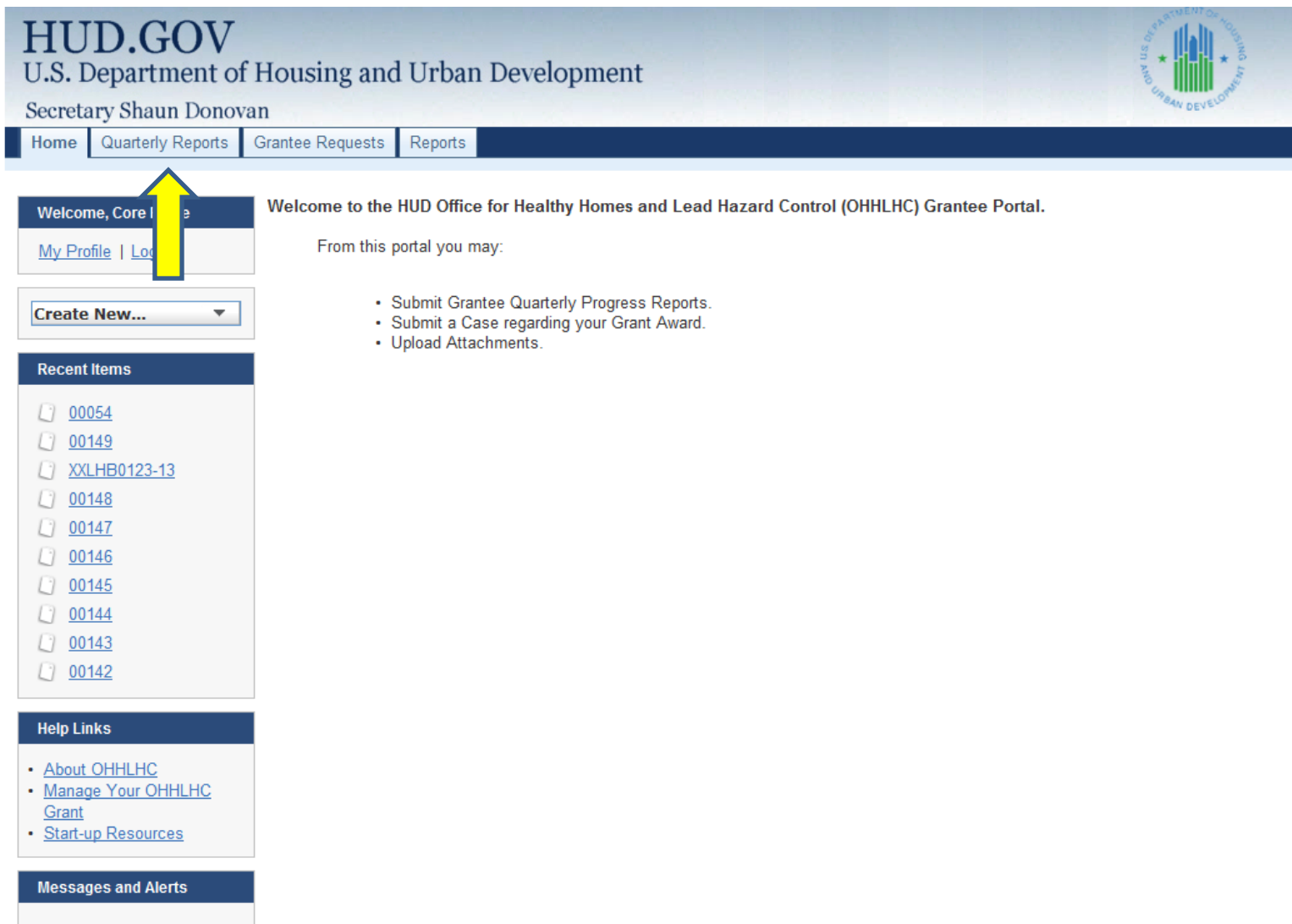
- Submit Grantee Quarterly Progress Reports.
- Submit a Case regarding your current Grant Award.
- Upload Attachments.

[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><a href="#">Forgot your password?</a></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." 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".

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
<u>00067</u>	Open	<a href="#">XXLHB0123-13</a>	Apr 1 - Jun 30	2014
<a href="#">00066</a>	Under Review	<a href="#">XXLHB0123-13</a>	Jan 1 - Mar 31	2014
<a href="#">00067</a>	Under Review	<a href="#">XXLHB0123-13</a>	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.

The screenshot shows the HUD.GOV website interface for a Quarterly Report. The page title is "Quarterly Report 00066". The user is identified as "Secretary Shaun Donovan". The page has a navigation bar with "Home", "Quarterly Reports", "Grantee Requests", and "Reports".

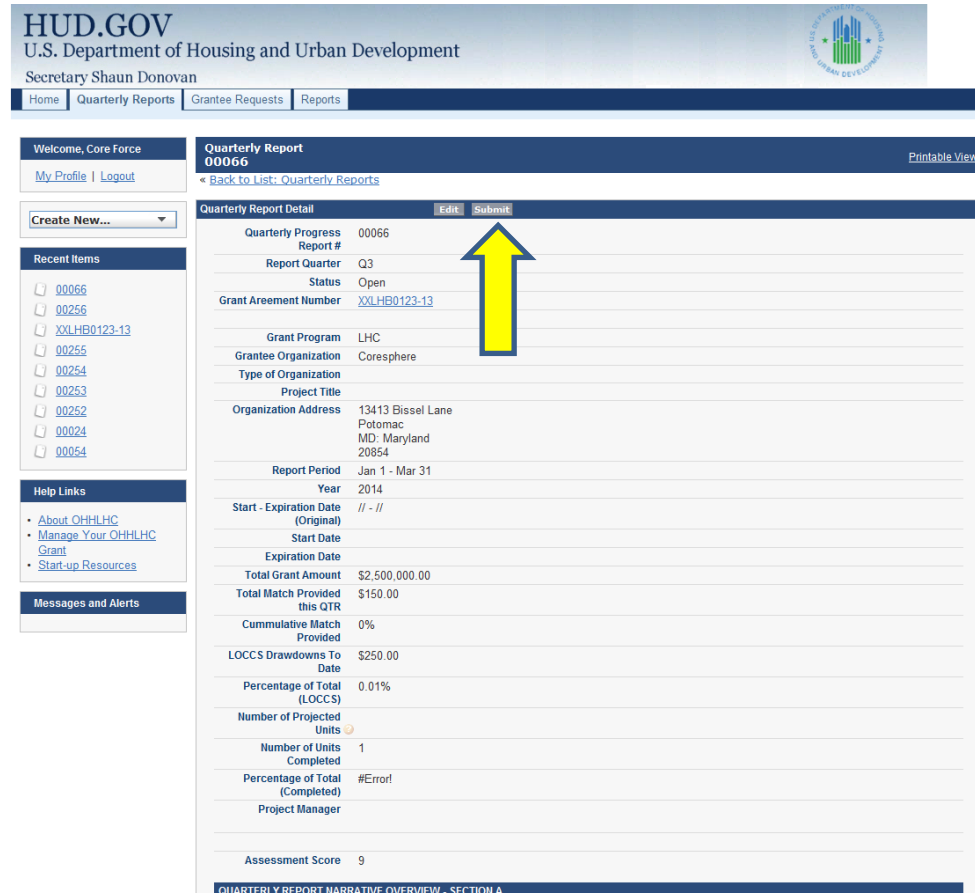
The main content area is titled "Quarterly Report Detail" and includes an "Edit" button highlighted by a yellow arrow. The report details are as follows:

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

At the bottom of the page, there is a section titled "QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION A" with a sub-section "Project Management" marked with a checkmark.

# 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 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 is titled 'Quarterly Report 00066' and includes a 'Printable View' link. 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' link and a checkmark icon.



# 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
Status	Under Review
Grant Agreement Number	<a href="#">XXLHB0123-13</a>
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	0
Number of Units Completed	1
Percentage of Total (Completed)	#Error!
Project Manager	
Assessment Score	9

QUARTERLY REPORT NARRATIVE OVERVIEW - SECTION A

Project Management