

Cori Fisher

From: Brown, Yolanda A <yolanda.a.brown@hud.gov>
Sent: Friday, January 31, 2025 9:34 AM
To: Cori Fisher
Cc: Slaughter, Damian L; Mathis, Markquonda B
Subject: NVLHM0084-24 City of Reno Welcome to Fiscal Year 2024 Older Adults Home Modification (OAHMP) grant
Attachments: FY24 OAHMP Terms and Conditions_FR-6800-N-69_rev.pdf; 2. Grant Number Org Name OAHMP Budget Date.xlsx; 3. Example Budget Narrative.pdf; 4. Secure Systems and Line of Credit Control System (eLOCCS) Registration Contact.docx; 5. HHGMS Contact List Blank.docx

Dear Cori Fisher,

This is your official notification. The U.S. Department of Housing and Urban Development (HUD) is pleased to award your organization the Fiscal Year 2024 Older Adults Home Modification (OAHMP) grant. We are excited that your organization will contribute to HUD's overall effort to make homes safer and healthier.

The Office of Lead Hazard Control and Healthy Homes (OLHCHH) has assigned you this grant number: **NVLHM0084-24**. Please include the grant number in the subject line of all emails.

Please thoroughly read the attached documents to complete the negotiation process by the due date. Your organization must complete and return the following documents as separate documents in one email: Budget Workbook, Budget Narrative, LOCCS access contact and HHGMS contact list.

***** New Grant Orientation, (TBD)*****

**THE COMPLETE NEGOTIATION PACKAGE MUST BE RETURNED BY
FRIDAY, FEBRUARY 28, 2025:**

1. **Older Adults Home Modification (OAHMP) Grant Program Terms and Conditions-** This document details the grant program terms and conditions, reporting due dates, and other program requirements and is a helpful resource that covers what grant activities are allowable.
2. **Budget Workbook-**See the Instructions tab for using the Budget Workbook. Complete the Name, Grant Number, and Address of Applicant section at the top of the Workbook tab. You must complete a budget worksheet (Orange tab) for each subgrantee/ subrecipient or partner receiving more than 10% of the budget. **Important: Although HUD awarded your organization the FY 2024 OAHMP grant, some costs and activities may be unallowable, which we will discuss during the negotiation process. The "Sample Tab" demonstrates how to complete the budget workbook.**
3. **Budget Narrative-** This document explains/justifies the estimated costs by line item or category in the budget. All costs listed in the Budget Workbook should have a corresponding detailed explanation in the Budget Narrative. **See the attached Example Budget Narrative.**
4. **LOCCS Access Contact-** Provide the contact information of the person who will coordinate and certify staff needing access to draw down funds in the eLOCCS. Note: HUD will not approve Persons with Interim titles.

5. **HHGMS List Contact form** - The information on this form is used to grant access to Healthy Homes Grant Management System (HHGMS), which is the web-based system used to manage the grant.

A negotiation team that includes a Grant Officer (GO) and a Government Technical Representative (GTR) will contact you and work with you to execute the grant. This process will consist of reviewing the award package documents and holding a formal Negotiation Meeting.

The following staff members from the primary Grantee's agency must attend the formal Negotiation Meeting: The Grant's Authorizing Official (or Representative), the Program Manager/or Principal Investigator, who will manage the day-to-day project activities, and a designated Fiscal Officer.

After the negotiation team (GO and GTR) reviews your submitted documents, they will email your point of contact (POC) to schedule the formal Negotiation Meeting. Typically, we refer to the POC listed on the grant application (SF-424). Please respond to this email with instructions if you wish to assign someone else as the POC.

Again, congratulations! We look forward to assisting you and your staff in implementing your new grant to address low-cost, low barrier, and high impact home modifications to promote aging in place for low-income, elderly homeowners. If you have questions, do not hesitate to contact your Grant Officer (GO) or Grant Technical Representative (GTR).

We kindly ask that each organization follow these steps in all correspondence:

- Designate one (1) point of contact (POC) for this process.
- Always include the grant number in the subject line of all emails to HUD.
- Save the document file name as Grant number, Organization name, document name, and date.
- Do not combine documents into one PDF; however, Zip files are acceptable.
- The following link is available to assist you in OAHMP program implementation and compliance:

[OLHCHH – Resources regarding program policy, contacts, and general information](#)

Important Reminder: Although HUD awarded your organization the OAHMP grant, some cost items may be unallowable, which we will discuss during the negotiation process.

If you have any further questions, please do not hesitate to email me.

Ms. Markquonda Mathis

Grant Officer for Region 4

Office of Lead Hazard Control and Healthy Homes

U.S. Department of Housing and Urban Development

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