



OFFICE OF
HOUSING COUNSELING

U.S. Department of Housing and Urban Development Office of Housing Counseling



Facilitated by
Booth Management Consulting
7230 Lee Deforest Drive, Suite 202
Columbia, MD 21046

Financial Analysis & Training

February 11, 2019 2 PM EST

Webinar Logistics



1. Audio is being recorded. The playback number along with the PowerPoint and a transcript will be available on the HUD Exchange at www.hudexchange.info/programs/housing-counseling/webinars/
2. The Training Digest on HUD Exchange will be updated when the webinar is posted.
3. Handouts were sent out prior to webinar. They are also available in the Control Panel. Just click on document name to download.

Questions & Comments



There may be Q&A periods. If so, the operator will give you instructions on how to ask questions or make your comments.



Other Ways to Ask Questions



- Please submit your text questions and comments using the Questions Panel. We will answer some of them during the webinar.
- You can also send questions and comments to *housing.counseling@hud.gov* with the webinar topic in the subject line.

Please Mute Your Phones During Discussions



All the phones may be unmuted by the operator. If so, mute your phone during these discussions until you want to make a comment.



Certificate of Training



1. If you logged into the webinar, you will receive a “Thank You for Attending” email from GoToWebinar within 48 hours.
2. The email will say “**This is your CERTIFICATE OF TRAINING.**” There is no attachment.
3. Print out and save that email for your records.

Thank you for attending our XX-hour Webinar on XX. We hope you enjoyed our event. This is your CERTIFICATE OF TRAINING. Please print out and save this email for your records. Please send your questions, comments, and feedback to: housing.counseling@hud.gov.

Get Credit!



- Webinar materials will be posted on the HUD Exchange in the Webinar Archive
 - <https://www.hudexchange.info/programs/housing-counseling/webinars/>
 - Find by date or by topic
- To obtain credit:
 1. Select the webinar
 2. Click “Get Credit for this Training”

**Facilitated By
Petergay Bryan
Audit Manager
Booth Management Consulting**

Topics



- Financial Services under the BMC contract
- Available Services
- Requesting the services
- Benefits to HUD POCs
- Benefits to Grantees
- Questions



Financial Services Under BMC Contract



- Quality Control Audit and Technical Assistance
- Available to HUD POCs, Grantees (at HUD POC request), and other designated personnel
- Existing Services:
 - Research and development of monitoring tools
 - Training (internal and external)
 - Action Plans
 - Preparation for Financial Reviews
 - Financial & Administrative Reviews
 - Technical Assistance
 - Annual Stakeholders Meeting
 - Financial Analysis



Available Services

Available Services



Training

Menu	Description	Onsite and/or Remote
Sub-Grantee Award and Monitoring Training (on-site or remote)	Full and 1/2 day trainings to Intermediaries, MSOs, and SHFAs based on the uniform grant guidance	Optional
On-Boarding Training	On-boarding for new grantees for FY 2018 and grantees with new personnel	Optional
Uniform Guidance Implementation one-on-one training	LHCAs and sub-grantees resulting from technical assistance; training to grantee counselors and finance staff	Optional

Available Services



Action Plans

Menu	Description	Onsite and/or Remote
Corrective Action Plan	Address findings from a Financial & Administrative Review, Technical Assistance, or referral by HUD	Remote
Assessment of Compliance with the Uniform Guidance	Conduct readiness assessment of agencies compliance with Uniform Guidance and recommend technical assistance and/or training	Optional
Internal Control Assessment	Conduct an assessment of the grantee's internal control to verify compliance with Uniform Guidance and recommend technical assistance and/or training	Optional

Available Services



Financial Analysis

Menu	Description	Onsite and/or Remote
Financial Capability Assessments (Financial Review)	Review Agencies Without a Formal Audit	Remote
Financial Review of Grant Execution Documents	LHCA for completion of Grant Execution	Optional
Financial Review of Sub-Grantees for Parents	Parents with sub-grantee executions	Optional
Risk Assessments	High Risk Agencies Financial Fitness Review	Optional
Quarterly Financial Reporting Review	Review of quarterly financial reports for accuracy and completeness	Optional

Available Services



Financial Analysis, cont'd.

Menu	Description	Onsite and/or Remote
Indirect Cost Methodology & Application Review	Review methodology and approach for indirect cost for soundness; review application of indirect cost for accuracy	Optional
Other	Review of Single Audits Findings and Corrective Action Plans, follow-up on findings from financial reviews, investigation of complaints, etc.	Optional

Available Services



Formal Technical Assistance

Menu	Description	Onsite and/or Remote
Financial Capability Assessments (Financial Review)	Review Agencies Without a Formal Audit	Remote
Financial Review of Grant Execution Documents	LHCA for completion of Grant Execution	Optional
Financial Review of Sub-Grantees for Parents	Parents with sub-grantee executions	Optional
Risk Assessments	High Risk Agencies Financial Fitness Review	Optional
Quarterly Financial Reporting Review	Review of quarterly financial reports for accuracy and completeness.	Optional

Available Services



Formal Technical Assistance:

- Program-compliance direction to OHC stakeholders and participants
- Interpretation and/or guidance for compliance with various applicable regulations, the handbook, and grant agreement requirements
- Addressing findings from reviews
- Developing documents, templates, and processes to comply with regulations

Available Services



Formal Technical Assistance

Menu	Description	Onsite and/or Remote
Financial Capability Assessments	For grantees experiencing financial difficulties, or as requested by the HUD POC	Remote
Uniform Guidance Implementation	For agencies that have not received an Action Plan and need assistance in implementing the new Guidance	Remote
Internal Control Assessment	Assess and provide recommendations for improving their internal control. This could be follow up assistance from an Action Plan depending on how much assistance the agencies need.	Remote
Procurement Assistance	Develop, modify, and/or update procurement policies and procedures to be compliant. This could be follow up assistance from the original TAs and/or Action Plans depending on how much assistance the agencies need.	Remote
Other TA	Resulting from FARs, FAs, and Action Plans	Remote

Available Services



Technical Assistance for Program Participants

#	Deliverable Name
1	Report-for Risk Reducing Quality Control procedures for Performance Reviews
2	Report for Risk Reducing Quality Control procedures for Quarterly Reporting
3	Report Documents and Procedures Recommendation for HCAMS Automation roll-out/training for OHC Staff
4	Report Documents and Procedures Recommendation for HCAMS Automation roll-out /training for OHC stakeholders
5	Risk Assessment Methodology for OHC
6	Material Violation Policies and Procedures

Requesting Services



Agency works with HUD POC who then emails BMC and HUD GTM to request the service

1. **REQUEST Assistance from HUD POC:** States service required, grantee name, agency's contact information, and available information to complete the service.
2. **APPROVAL:** GTM reviews the request, verifies it meets contractual requirements, and schedules with BMC.
3. **COMPLETION:** BMC will complete the service and submit the final deliverable to the GTMs.

Benefits to HUD



- Consistent application of Federal financial management regulations
- Improve the time for completing the Grant execution process
- Provide HUD POCs with more time to focus on performance management - which is a major consideration under the uniform guidance
- Reduce risk associated with fraud, waste, and, abuse by using experienced financial analysts and auditors

Benefits to Grantees



- Comprehensive assistance to grantees to minimize the burdens of implementation of new regulations
- Potentially reduce findings during performance and financial reviews
- Provide financial and administrative technical assistance to grantees that can be transferred to other federal programs
- Reduce administrative burden through training of sub-grantees

Please forward any questions to:
housing.counseling@hud.gov
with

“Financial Analysis & Training”
in the Subject line

**Note: Only questions related to the HUD, Office of
Housing Counseling, Comprehensive Housing
Counseling grant will be accepted and responded to.**