

Family Homeless Prevention and Assistance Program (FHPAP) Fast Track Work Plan, Round 2

The purpose of the FHPAP Fast Track Work Plan is to describe the budget, outputs, and activities utilizing the total awarded amount of FHPAP Fast Track Grant Proceeds included in the Grant Contract Agreement.

BUDGET AND PROJECTED HOUSEHOLDS
<p>Expectation: The Grantee must describe its budget and proposed households to be served. The budget and proposed households must reflect the Fast Track Grant Proceeds awarded by MHFA.</p>
<p>1. Submit budget spreadsheets for the total FHPAP Fast Track Grant Proceeds budget, Grantee Fast Track budget and subgrantee Fast Track budgets for your awarded Fast Track funding. Each budget must identify the number of households proposed to be served with Fast Track Grant Proceeds.</p>
<p>Additional narrative, if needed:</p>

FAST TRACK FUNDING REQUIREMENTS
<ul style="list-style-type: none">• As required by clause 2.2 of this Grant Contract Agreement, the Grantee and its subgrantees must comply with all requirements outlined in the Program Guide. These requirements include, but are not limited to, the following:<ul style="list-style-type: none">○ The Grantee and its subgrantees must comply with the guidance in Chapter 9 – Fraud, Misuse of Funds, Conflict of Interest, Suspension, and Disclosure and Reporting, as outlined in the Program Guide• As required by clause 2.3 of this Grant Contract Agreement, the Grantee must track the use of Fast Track Grant Proceeds separately from Standard Grant Proceeds. Separate Expenditure and Output reports will be required for Fast Track Grant Proceeds using a template provided by MHFA and following the schedule outlined in Exhibit D.• As required by clause 2.8 of this Grant Contract Agreement, the Grantee and its subgrantees must process eligible payments using Fast Track Grant Proceeds within 30 days from the date of receipt of all required documentation. The Grantee will also track, verify, and document that eligible payments are made within this 30-day timeframe.• As required by clause 5 of this Grant Contract Agreement, the Grantee must use its best efforts to recoup from the payee any duplicate payments or payments that are later deemed ineligible by either the Grantee or MHFA. The Grantee must cooperate with MHFA in any recoupment effort, as requested by MHFA. In the event that recoupment is unsuccessful, MHFA, at its sole discretion, may require repayment by the Grantee to MHFA in the amount of the ineligible payment.

- Prior to September 30, 2024, consistent with the monitoring and evaluation requirements set forth in Section 7.04 of the Program Guide, the Advisory Committee and Grantee, as applicable, must monitor a sample of FHPAP Fast Track client files for each Grantee and subgrantee(s) to help ensure accurate payment information is included and that proper policies and procedures outlined in the Program Guide have been followed.
- The Grantee must make their best effort to spend Fast Track Grant Proceeds by June 30, 2024.

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