



**Service Coordinator in Multifamily Housing Program and
Congregate Housing Services Program
Calendar Year 2021 Annual Renewal Guidance**

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PROGRAM OVERVIEW

The Department of Housing and Urban Development's (HUD) [Service Coordinator Program](#) provides annual extension funding for the employment of Service Coordinators in insured and assisted Multifamily Housing developments that are designed for the elderly and persons with disabilities. Funding made available during this period of performance must be used to meet a critical need. Meeting a "critical need" means no other funding is available for this purpose. All extensions are subject to the availability of funds.

A Service Coordinator is a social service staff person hired or contracted by the Owner or management company. Service Coordinators perform a critical role supporting HUD assisted housing by providing services such as financial security, physical security, social connections, and delivery of long-term, community-based supportive services.

The expectations and standards for the Service Coordinator Program can be found online by accessing the "[Service Coordinators in Multifamily Housing Program Resource Guide](#)." To download a copy of the guide and access the self-paced Online Learning Tool, please visit the HUD Exchange platform via the following link:

<https://www.hudexchange.info/trainings/courses/service-coordinators-in-multifamily-housing-online-learning-tool/>

This Guidance, as applicable, will govern the annual renewal of remaining [Congregate Housing Services Program \(CHSP\)](#) grants.

CY 2021 PROGRAM GUIDANCE UPDATES

In Calendar Year (CY) 2021, HUD is providing an option that streamlines the application process and decreases burden on grantees to help expedite the amount of time it takes HUD make awards. All grantees with awards that were previously processed in GrantSolutions are eligible to follow the streamlined process. Grantees with new Ownership during the last CY must follow the full renewal process as outlined in this Guidance.

The streamlined process provides grantees with the option to apply for their CY 2021 renewal without submitting a HUD-91186-A Form, Multifamily Housing Service Coordinator's One Year Budget if they chose to receive their CY 2020 Approved 12-Month Budget. Grantees that chose this option may modify BLIs through the Amendment Process upon award. Grantees that choose this option must fulfill all other requirements in Section III. Submission Requirements.

I. ELIGIBLE HOUSING PROJECTS.

To receive assistance under the Service Coordinator Program, a project must be an “eligible housing project.” Eligible housing projects can fall under one of seven categories as defined under section 202b(b) of the Housing Act of 1959 (12 U.S.C. 1701q-2). An eligible housing project is housing that:

- A. Receives project-based assistance under section 8 of the Housing Act of 1937 (42 U.S.C. 1437f)

NOTE: Properties assisted by project-based vouchers under 24 CFR part 983 are not eligible for funding.

- B. Is assisted under section 202 of the Housing Act of 1959 (12 U.S.C. 1701q)
- C. Is assisted under section 202 of the Housing Act of 1959, as such section existed before the enactment of the NAHA
- D. Is financed by a loan or mortgage insured under section 221(d)(3) of the National Housing Act (12 U.S.C. 1715) that bears interest at a rate determined under section 221(d)(5) of such Act
- E. Is assisted under Section 515 of the Housing Act of 1949 (42 U.S.C. 1485), which authorizes assistance for rural housing projects and such projects are also receiving rental assistance under the Housing Act of 1937
- F. Is insured, assisted, or held by the Secretary, a State, or a state agency under section 236 of the National Housing Act (12 U.S.C. 1715z-1)
- G. Is constructed or substantially rehabilitated pursuant to assistance provided under section 8(b)(2) of the Housing Act of 1937 (42 U.S.C. 1437f), as in effect before October 1, 1983, and that is assisted under a contract for assistance under such section

II. PROGRAM REQUIREMENTS.

- A. **Non-Competitive Annual Grant Renewal.** Subject to the availability of funds, project performance, and compliance with progress and financial reporting requirements, funding under the Service Coordinator Program may be extended on an annual basis. Funding for a one-year performance period may cover the cost of the salary, fringe benefits, and other related costs associated with the Service Coordinator position.

NOTE: Annual renewal funds awarded for the Service Coordinator in Multifamily Housing Program and Congregate Housing Services Program may not be used towards activities related to the COVID-19 pandemic.

- B. Effective Management of Funds.** Financial and grants management are integral to effectively and efficiently utilizing HUD funds to achieve the goals of on-the-ground housing programs across the U.S. The [Multifamily Housing Finance and Grants Management Toolkit](#) serves as a supplementary reference for grantees and sub-recipients in order to fulfill the fiduciary and grants management responsibilities that are detailed in individual grant award documents.
- C. Governing Requirements.** Recipients of grant funds are responsible for meeting program requirements set forth in this Guidance, the specific Notices of Funding Availability (NOFA) under which they were initially funded, governing statutes, regulations, grant agreements, and the Management Agent Handbook, 4381.5, REV-2, CHG-2, Chapter 8. Failure to comply with the governing requirements may result in the denial of any additional grant funds.
- D. Residual Receipts.** Owners may use Residual Receipts to fund eligible housing projects under the Service Coordinator Program, subject to HUD approval. Residual Receipt funds in excess of the \$250 per unit Retained Balance should be used to fund eligible housing projects under the Service Coordinator Program prior to determining the offset amount for the previous calendar year. Grantees must contact the Account Executive at their local HUD Office to determine the available amount of Residual Receipt funds.
- E. Reserve for Replacement Accounts.** In the event of any funding delays, Owners may access available Reserve for Replacement funds. If Owners/Management Agents borrow funds from other project accounts to cover expenses while awaiting new extension funds, those other accounts must be fully reimbursed with grant funds immediately upon the availability and access to the grant award.
- F. DUNS Number.** All Owners are required to obtain a Dun & Bradstreet Data Universal Numbering System (DUNS) number and register in the System for Award Management (SAM) before funds can be disbursed to that entity. Owner information must be up to date in SAM in order to prevent disbursement delays.

All Owners MUST maintain an active DUNS number. The DUNS number is the nine-digit identification number assigned to a business or organization by Dun & Bradstreet and enables HUD to identify business entities on a location-specific basis. The DUNS number must be provided on all financial/banking documents sent to HUD. If the DUNS number is not included on such documents, HUD will not process the action(s).

Use the following links to obtain a DUNS Number and access SAM:

- [DUNS Number Request Portal](#)
- [System for Award Management \(SAM\)](#)

NOTE: Grantees are not permitted to use DUNS Numbers tied to a property management entity. **The DUNS Number must be that of the Ownership entity.** Prior to the time of award, grantees must ensure that the DUNS number provided to HUD is that of the Ownership entity. Additionally, the information in SAM must be consistent with the information provided on the SF-424. If this is not the case, then grantees should contact their local Grants Specialist.

G. Drawdowns. Grantees must drawdown funds on a monthly or quarterly basis only. No other frequency is allowed. The grantee must indicate their preferred frequency in the Grant Notes within GrantSolutions. Grantees must continue to drawdown funds with this frequency until the local Grant Specialist is notified of a change.

H. Record Retention. Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed annually, from the date of the submission of the last semi-annual financial report, respectively, as reported to the Federal awarding agency ([2 CFR §200.334, Retention requirements for records](#)).

I. Technical Assistance. To learn more about completing the HUD-91186-A Form, and other financial management assistance, visit [Budgeting for the Service Coordinators in Multifamily Housing Program](#) on HUD Exchange. As a complement to the online [Multifamily Housing Finance and Grants Management Toolkit](#), three “mini-webinars” are available to further assist grantees and sub-recipient agencies in managing program funds, budgeting, and reporting. Each webinar addresses a specific aspect of developing and managing budgets and using the HUD forms, as well as supplementary workbooks to safeguard grant funds and ensure that all funds are used for the purposes for which they were awarded.

III. SUBMISSION REQUIREMENTS.

Per the CY 2021 Program Guidance Updates, grantees with existing GrantSolutions accounts that choose to receive the award amount they received in CY 2020 do not need to submit the HUD-91186-A. Grantees with new Ownership within the last CY, or that want to receive a different amount of funding than they received in CY 2020, must submit all of the documentation listed below.

Submission Deadline: The deadline to submit materials for all renewals is **11:59 pm, Monday, March 22, 2021.**

A. Existing GrantSolutions Accounts. To be considered for CY 2021 funding, grantees **MUST** access [GrantSolutions](#) and upload the following documentation via Grant Notes:

- 1. Applicable to Multifamily Housing Service Coordinator Grantees ONLY.** To be considered for funding grantees must submit all of the following:

- a) HUD-91186-A Form, Multifamily Housing Service Coordinator's One Year Budget,

Please enter the Owner's DUNS Number on the Project Info tab next to the (Applicant) Legal Name. Additionally, the HUD-91186-A Form must be signed and dated by an authorized official as indicated on the authorized signature letter HUD currently has on file. Third-party entities are not allowed to sign budgets on behalf of the Owner.

NOTE: Grantees that choose to accept the award amount they received in CY 2020 do not need to submit the HUD-91186-A Form. Grantees that choose this option must include a note in the Grant Notes within GrantSolutions that states the following: “<INSERT GRANTEE / OWNER ENTITY NAME> requests to receive the same award amount received in CY 2020 for <INSERT CY 2020 12-MONTH APPROVED BUDGET AMOUNT>.”

- b) Annual Offset Amount. To determine and manage the Annual Offset Amount, please see the information in D. Burn Rate Tool below and access the online [Burn Rate Tool](#).

If applicable, the authorizing official must submit a detailed justification in Grant Notes documenting the reason(s) for the unexpended funds (i.e., offset).

- c) Current 2020 report(s) as defined in the Performance Standard, [Section VII](#) of this Guidance. If a grantee has not satisfied the CY 2020 reporting requirements, the local HUD Office will not process a CY 2021 renewal. Current reported information is tied to the first half of the CY 2020 performance period.
- d) Submit Standards for Success submission confirmation for reporting period 10/1/2019 – 9/30/2020 via Grant Notes.

2. Applicable to Congregate Housing Services Program (CHSP) grantees ONLY. To be considered for funding grantees must submit the following:

- a) Transmittal letter citing the new 12-month grant amount requested and grant term to be covered unless the grantee chooses to accept the award amount they received in CY 2020.
- b) Completed Summary Budget, HUD-91180-A Form. Please enter the Owner's DUNS Number on the Project Info tab next to the (Applicant) Legal Name.

- c) Itemized estimated expenses, including direct labor and fringe benefits, material and equipment, subcontracts and related administrative and program expenses.
- d) Annual Offset Amount. To determine and manage the Annual Offset Amount, please see the information in C. Resources regarding the Burn Rate Tool below and access the online [Burn Rate Tool](#). The annual offset amount should be included in the HUD-91186-A Form in Section 3 and documented under “Excess Income.”
- e) Documentation of matching funds for the next funding period.
- f) Semi-annual Federal Financial Reports, SF-425.
- g) Current Form HUD-90006, CHSP Annual Reporting Form.

B. New to GrantSolutions. Grantees that are new to GrantSolutions fall into one of the following two categories:

Category 1: Grantees that are required to correct SF-424 information submitted during the previous award cycle. Such changes may include, but are not limited to, updates to DUNS, TIN/EIN, and Organization name; or

Category 2: Previously funded grantees that recently had a change in Ownership. New Owners must be eligible for the grant based on established requirements. HUD must approve Owner changes and the owner must submit a completed form HUD-1044-C to the Grants Specialist before a new Owner can receive grant funds.

1. All Grantees that are new to GrantSolutions MUST:

- a) Contact your local Grants Specialist.
- b) Register as a new applicant in GrantSolutions by submitting the [Grantee User Account Request Forms](#). Email all required documents to the GrantSolutions Help Desk at help@grantsolutions.gov. When emailing these documents, copy your local Grants Specialist and Dorthera.Yorkshire@hud.gov.
- c) Download and read the “Quick Sheet: Apply for a Directed Announcement.” The Quick Sheet can be accessed via the following link: <https://www.hud.gov/sites/documents/QUICKSHEET.PDF>.
- d) Once GrantSolutions access credentials are received, grantees are required to complete the SF-424, Application for Federal Assistance

Form. The SF-424 must be completed with the Owner entity information. The information in the SF-424 must be identical to the information in the System for Award Management (SAM).

Below are specific instructions for how to complete certain fields within the SF-424:

- Type of Submission (1). Please check “Application”
- Type of Application (2). Please check “New”
- Federal Award Identifier (5b). Please insert your original Grant Number
- Applicant Information (8). Input **Owner Information ONLY**. *Legal Name, *Employer/Taxpayer/Identification Number (EIN/TIN), and * DUNS Number
- Congressional Districts Of (16). Input the Congressional District based on where the property is located. For more information visit:
 - <https://www.census.gov/mycd/>
 - <https://www.govtrack.us/congress/members/map>
- Proposed Project (17). “Start Date” Enter “01/01/2021” and “End Date” Enter “12/31/2021”

NOTE: The date entered must be no sooner than the date the entity legally assumed Ownership.

- Estimated Funding. The “full 12-month authorized grant amount”
- Is Application Subject to Review by State Under Executive Order 12372 Process? (19). This renewal is not subject to Executive Order 12372. This requirement was satisfied at time of initial submission. Therefore, select “c”
- Is the Applicant Delinquent on any Federal Debt? (20). Select “No.” However, if it “Yes,” then provide an explanation with the application describing the Delinquent Federal Debt and the steps being made to resolve the issue.
- Authorized Representative (21). Select “Agree”

2. Access Application Notes and upload the applicable information as detailed above in Section III.1.
3. Beginning with the CY 2021 renewal cycle, new users that were not processed during the initial renewal submission period will be processed at least quarterly, beginning the first quarter after the renewal application deadline date. Please contact your Grant Specialist with questions regarding the status of access to GrantSolutions.

C. Resources.

1. **Burn Rate Tool.** The [Burn Rate Tool](#) is a resource that is designed to help grantees better manage grant funds and determine available dollars that will be used to offset the next renewal. Grants that are projected to have an unexpended balance as of the grant's annual expiration date must use those funds to offset the next 12-month grant renewal. This tool may be used to estimate the amount of unexpended funds at grant expiration.

NOTE: This tool is intended as a resource. Use of this tool is highly encouraged but not required. Grantees may choose not to use this tool if they have an alternative method of calculating the offset.

2. **Tips for Completing the HUD 91186-A Form, Multifamily Housing Service Coordinator One Year Budget.**
 - a. The newly reformatted [HUD-91186-A](#) MUST be completed in accordance with the instructions provided.
 - b. The form must include the Owner's DUNS Number.
 - c. All dollar amounts must be rounded to the nearest whole number.
 - d. The form MUST reflect the annual offset per the following guidelines:
 - The annual offset is comprised of any unexpended funds as of the performance period end date of December 31, 2020.
 - All drawdowns must be current or projected out through the performance end date of December 31, 2020, prior to determination of the annual offset for 2021.
 - The annual budget request must take into account the unexpended funds (if any) as of the performance end date of December 31, 2020. Enter the annual offset on the HUD-91186-A Form. **NOTE:**

Offsets calculated at \$0.00, must be documented on the HUD-91186-A Form.

- Grants that are projected to have an unexpended balance at the end of the performance period must use those funds to offset the renewal needs.

D. Drawdown Instructions.

1. Grantees must drawdown funds on a monthly or quarterly basis.
2. Grantees that have not submitted required vouchers must do so immediately.
3. Grantees are not able to renew their grants unless vouchering is current at the time of renewal application submission.

IV. SUBMISSION PERIOD.

Grantees **MUST** access GrantSolutions and submit all required information. See Section III, Submission Requirements, detailed guidance.

The deadline to submit all materials is 11:59 pm, Monday, March 22, 2021.

Please do not wait until the deadline date to submit your information.

To avoid funding delays, **NO EXTENSIONS** will be permitted.

If a grantee has not yet received their CY 2020 award due to reasons outside of their control, HUD will address such situations on a case-by-case basis and allow for the CY 2021 renewal once the matter is resolved.

V. ANNUAL BUDGET REVIEW

All applications are subject to an Annual Budget Review except applications from eligible grantees that choose to accept the award amount they received in CY 2020. Budgets are reviewed in accordance with the requirements listed below.

- A. Reasonableness.** Each year HUD will review the HUD-91186-A Form for reasonableness and reserves the right to reduce the requested amount. In accordance with [2 CFR §200.404, Reasonable costs](#), a cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

- HUD will review renewal requests, in tandem with the vouchers and semi-annual financial reports submitted by the grantee.
- If deemed necessary, HUD may request that a HUD-91186-A Form be corrected and resubmitted.

B. Annual Approved Amount. CY 2021 funding will be the approved 12-month needs minus any CY 2020 offsets and/or available project funds. These renewal funds are to be used only to meet a critical need and in cases where no other funding source is available. Grantees must first use available project funds in whole or in part before requesting an annual renewal.

NOTE: Annual renewal funds may not be used towards activities related to the COVID-19 pandemic.

C. Allowable CY 2021 Cost Increases. HUD will consider certain cost increases during the CY 2021 renewal period. If a grantee chooses to request funding in an amount other than what was approved in CY 2020, the grantee must complete and submit the HUD-91186-A Form. Requested cost adjustments **should not** be included in the “Estimated Annual Costs” on HUD-91186-A Form. HUD reserves the right to prioritize cost increases.

- 1. Annual COLA Increase.** Subject to the availability of funds, HUD may universally apply an increase based on the most recent Cost of Living Adjustment (COLA) per the Social Security Administration or another percentage as determined by the Department. The annual increase may only be applied to the salary, fringe benefit, quality assurance and/or indirect cost Budget Line Items (BLI). Increases to any other BLIs are prohibited.

NOTE: An organization may provide salary and fringe benefit increases over the percentage amount as provided by HUD. However, salaries and fringe benefits in excess of the HUD-approved amount must be paid from sources other than these grant funds.

- 2. Program Continuity.** Subject to the availability of funds, HUD may allow for reasonable increases, on a case-by-case basis, to support continuity of the program at the property site. To be considered for an adjustment, grantees must attach a separate document via Grant Notes. The attachment must be signed and dated by the authorizing official and must detail the BLIs for which an adjustment is being requested, the related cost(s), and a justification supporting the request.
- 3. Standards for Success.** Subject to the availability of funds, HUD may allow for ongoing costs related to Standards for Success (SfS). To be considered for an adjustment, grantees must attach a separate document via Grant Notes, the attachment must be signed and dated by the authorizing official and must detail

the exact dollar amount needed to cover costs related to Sfs. The approved adjustment will be applied to “Other Direct Costs” BLI.

- 4. HUD Approved Adjustments.** If an adjustment is approved, HUD will update the “HUD Approved Adjustment” column on the reformatted HUD-91186-A Form, to reflect all approved adjustments. Upon receipt of the updated Form, the authorized official, as indicated on the authorized signature letter HUD currently has on file, must sign and date the updated Form. The executed Form must then be uploaded via Grant Notes in GrantSolutions. Third-party entities are not allowed to sign the HUD-91186-A Form.

D. Budget Line Items Thresholds. There are dollar thresholds for supplies and materials per each full-time equivalent (FTE) employee. The thresholds are described in greater detail below.

- 1. Supplies and Materials.** When a property size exceeds a 100 total unit count, HUD may increase threshold amount from \$600 for general supplies and materials to a reasonable amount not to exceed \$1000. Such increases will be on a case-by-case basis and must be supported by a written justification. Such justifications must be signed and dated by the authorized official as indicated on the authorized signature letter HUD currently has on file. All documentation must be submitted as a statement or attachment via a Grant Note or Application Note in GrantSolutions
- 2.** Based on the availability of funds, HUD may establish a threshold to ensure cost containment. Any changes to BLIs will be communicated to the grantee during the review process.

E. Budget Revisions. Redistribution of funds amongst the BLIs listed below are permitted. Grantees that chose to accept their approved CY 2020 award amount as their CY 2021 award amount may request budget revisions through the Amendment Process upon award. All grantees that are New to GrantSolutions or submit a HUD-91186-A Form must include budget revisions at the time of renewal, not to exceed established thresholds. The following must be taken into consideration when revising BLIs:

- 1. Salary.** HUD recognizes the need to reduce staff turnover and will allow for redistribution of funds to support staff retention.
- 2. Fringe Benefits.** HUD recognizes annual increases associated with fringe benefits and will allow for the redistribution of funds to meet such needs, not to exceed total approved amount. For each previously approved BLI that is reduced, grantees must demonstrate how such needs will be satisfied with sources other than these grant funds.

3. **Training/Travel.** Service Coordinators must meet a minimum of 36 training hours of classroom/seminar time before being hired or must complete this minimum training requirement within 12 months of being hired. If the grantee hires a new Service Coordinator, then the annual budget amount for training/travel may be revised to cover the cost. On-going training is highly encouraged and is an eligible program cost.
 4. **Supplies and Materials.** Grantees may revise BLIs to cover the cost of equipment replacement above the amount established in D.1, Budget Line Item Thresholds, Supplies and Materials, on an as needed basis.
 5. **Other Direct Costs.** Other Direct Costs are costs that are directly attributable to the Service Coordinator Program but are not covered under the other BLIs. All Other Direct Costs must be approved by HUD. For example, HUD may allow for ongoing costs related to Standards for Success (SfS).
 6. All redistributed cost must be reasonable.
- F. Post-Award Revisions.** All budget revisions made after an award must be in accordance with [2 CFR Part §200.308, Revision of budget and program plans](#). Outside of circumstances beyond the grantees control, the practice of redistributing funds throughout the performance period must be avoided. A request for BLI redistribution, along with a justification, must be made by the authorized entity (or designee) and uploaded to GrantSolutions via Grant Notes. HUD will not accept any requests for budget revisions from a third-party entity. The Owner's Authorized Official or the management agent, if authorized to execute the Notice of Award (NOA) on behalf of the Owner, must request the budget revision. Grantees may not request revisions that would (1) exceed the established threshold limits, (2) decrease salary and/or fringe benefits, and/or (3) increase indirect costs.

VI. CORRECTIONS TO DEFICIENT APPLICATIONS.

HUD staff may contact a grantee to clarify an item in their application or to correct deficiencies. HUD may contact grantees to ensure proper completion of the application. HUD will exercise the authority for curing deficiencies, if needed, on a consistent and uniform basis for all grantees. Additionally, HUD reserves the right to respond to unanticipated system defects, research needs, ambiguities, and technical difficulties in application submissions through a flexible implementation of its authority to cure application deficiencies through written inquiries seeking clarification and additional information (also known as callbacks).

All grantees will have **14-days** after date of notification to cure an identified deficiency. If the grantee fails to cure the deficiency, HUD reserves the right to reject the request for a renewal.

HUD recognizes that certain grantees may need additional support when completing the HUD-91186-A Form and encourages grantees to visit [HUD Exchange](#) for examples of completed Forms.

Except as provided by the electronic submission grace period described in this Guidance, HUD may not consider any information that grantees provide after the application deadline. (See 24 CFR 4, subpart B.). HUD may contact the grantee to clarify items in their application. When HUD identifies a curable technical deficiency, HUD will notify the grantee describing the deficiency. Email notifications will be sent from HUD with confirmation of delivery receipt requested. The email notifications are the official notification of the need to cure a deficiency. The grantee must carefully review the request for cure of a deficiency and must provide the response in accordance with the instructions contained in the deficiency notification.

The start of the cure period will be the date of the email from HUD. If the deficiency cure deadline date falls on a Saturday, Sunday, Federal holiday, or other day when HUD's Headquarters offices in Washington, DC, are closed, then the grantee's correction must be received on the next business day that HUD Headquarters offices in Washington, DC are open.

VII. PERFORMANCE STANDARDS.

To be considered for CY 2021 renewal funding, all grantees must satisfy their CY 2020 reporting requirements.

- A. Congregate Housing Grantees Only.** Please refer to the [Congregate Housing Services Program Section](#) of this Guidance for reporting requirements.
- B. The [Form HUD-50080-SCMF](#),** eLOCCS Payment Voucher/Expense Report, is used by HUD to protect disbursement data from fraudulent actions, and to safeguard the electronic Line of Credit Control System (LOCCS) from unauthorized access. The data reported in eLOCCS allows the Field staff to track expenses and drawdown of funds for eligible activities at intervals within the grant performance period. The HUD-50080-SCMF, provides the most essential information HUD needs to determine whether federal funds have been used appropriately.
 1. Grantees must satisfy the requirement to submit two HUD-50080-SCMF Excel files with data for the 12-month performance period of the CY 2020 grant performance period.
 2. Grantees must upload ALL reports to GrantSolutions as an attachment in Grant Notes.
 3. Expense reports are due no later than 30 days after the end of each reporting period. The two reporting periods are:

- January 1 through June 30 and
- July 1 through December 31

NOTE: In the event there is a funding delay, grantees are allowed 30-days after initial receipt of funds to submit the HUD-50080-SCMF.

C. Standards for Success Annual Performance Report for the 2020 Reporting Period.

The Multifamily Housing Service Coordination (MFSC) Program implemented HUD's Standards for Success (SfS) reporting framework for its performance report requirements (SfS replaced HUD-92456, Semi-Annual Performance Report).

NOTE: The SfS annual reporting period is October 1 through September 30. Reports are due on October 30 each year. More information on SfS can be accessed via the following link: <https://www.hudexchange.info/programs/standards-for-success/mfsc/>

D. Quality Assurance (QA) Report. Only grantees that have a quality assurance component are required to submit this report. The third-party QA professional must report their activities and the results of their QA reviews to HUD on an annual basis.

NOTE: The QA annual reporting period is October 1 through September 30. QA Reports are due on October 30 each year. The QA report must be uploaded as an attachment and submitted at the same time as the SfS report via a Grant Note in GrantSolutions.

VIII. MANAGEMENT OF GRANT FUNDS

A. Award Acceptance. Upon receipt of GrantSolutions notification, the authorizing official must access the system and accept the award no later than **30 days after receipt of notification.**

The authorizing official must be the individual that has the authority to execute a legal document on behalf of the Owner. If the management agent has such authority, and provides evidence to HUD, then that individual may serve as the authorizing official and accept the award on behalf of the Owner.

NOTE: Each Grant has a unique GrantSolutions User ID and Password for the authorizing official. When accessing GrantSolutions to accept an award please ensure that the correct User ID and Password are entered. If a grantee fails to accept the award within the required timeframe, HUD may withdraw the grant funds.

B. Availability of Funds. No grant funds will be made available until the authorizing official has accepted and submitted the Notice of Award (NOA) via GrantSolutions. Funding should be available for drawdown within 2-3 weeks from date of acceptance.

C. Reimbursement. Reimbursement is the preferred method of payment for this program. Grantees shall enter reimbursement requests on a monthly or quarterly basis through the eLOCCS system.

In accordance with the Prompt Payment Act, HUD must make payment within (30) calendar days after receipt of the reimbursement request through eLOCCS, unless HUD reasonably believes the request to be improper. For the latest guidance regarding payment methods, please see [2 CFR 200.305, Federal payment](#).

Grantees shall minimize the time elapsing between the transfer of funds from HUD and the disbursement of funds for program purposes. The maximum time between HUD transfer of funds and grantee disbursement of funds shall not exceed seven (7) calendar days after receipt of funds.

Additional information regarding the Prompt Payment Act can be found at <https://www.fiscal.treasury.gov/prompt-payment/>

D. Vouchering.

- 1. Timely Vouchering.** HUD requires that grantees use the eLOCCS system to draw down funds on a monthly or quarterly basis. Each draw down from eLOCCS must be used to cover expenses through the end of the previous month. Failure to do this may impact future extension funding amounts. Grantees must drawdown funds based on the established requirements. Timely drawdowns help ensure program compliance.
- 2. Reporting Period.** Upon completion of each drawdown in eLOCCS, grantees must access GrantSolutions and input the voucher number, the reporting period start date and the reporting period end date in Grant Notes. This data will be used to track timely vouchering compliance.
- 3. Supporting Documentation Requirements.** Grantees are required to maintain detailed expense documentation in their files. All vouchers must be supported by basic payment documents, either hard copy or soft copy source records, which include purchase orders, contracts, receiving reports, invoices, bills, statements of accounts, etc., showing sufficient information to adequately account for the disbursements. HUD will review monthly/quarterly vouchers at random to ensure compliance and reserves the right to request documentation as deemed necessary. Please do not submit supporting documents to HUD unless requested.
- 4. Voucher Review.** The examination of the voucher shall be done to ensure:
 - The payment is permitted by law and complies with the terms of the applicable obligating document (NOA)
 - The required administrative authorizations and approvals are obtained

- The payment is supported by basic payment request documents and/or other acceptable forms of support
- The amount of the payment and the name of the payee are correct
- The goods received or the service performed complies with the agreement
- The quantities, prices, and calculations are accurate
- All cash, trade, quantity, or other discounts are taken
- All applicable deductions are made and credited to the proper account in the correct amount
- Appropriated funds are available for the time period, purpose, as well as the amount of the proposed payment, and
- Controls are in place to prevent duplicate payments

5. End of Fiscal Year Closeout. HUD’s accounting systems are typically closed during the first two to three weeks of October. During this time, no funds may be disbursed. To avoid reimbursement delays grantees are encouraged to submit vouchers no later than the end of the first week of September. This will allow for sufficient time for Grants Specialists to process manual vouchers or for the system to approve automatic payments. If vouchers are not paid prior to the annual cut-off date, grantees must wait until the systems reopen before any payments can be made. Grants Specialist notify grantees of the exact cut-off date annually in August.

E. The Improper Payments Elimination and Recovery Improvement Act of 2012. The [Improper Payments Elimination and Recovery Improvement Act of 2012](#) (IPERIA) requires that each federal agency review pre-payment and pre-award procedures to ensure a thorough review of available databases, with relevant information on eligibility, occurs to determine program or award eligibility and prevent improper payments before the release of any Federal funds. IPERIA also established the [Do Not Pay Initiative](#). This initiative requires all awards of Federal funds to be prescreened prior to award, as well as during the pre-payment and post-payment processes, in order to prevent improper payments.

F. Termination of Award. HUD may terminate an award if a grant has been inactive for more than 180 days and the grantee fails to provide a justification. HUD may also terminate an award if a grantee does not comply with HUD’s request to satisfy the terms of the agreement.

If an Owner’s eligibility status changes during the course of a performance period, making the Owner ineligible to receive Service Coordinator funding, HUD has the right to terminate this award. A change in eligibility status may be due to prepayment of the mortgage, sale of the property, or opting out of an assistance contract. Owners are encouraged to communicate with their assigned Grants Specialist to minimize any interruptions to future grant funding.

HUD staff must notify the grantee of HUD’s intention to terminate the grant.

G. Closeout of Award. HUD staff must conduct the necessary reviews to ascertain that the statutory, regulatory, and programmatic requirements have been met prior to closing out a grant. Closeout may be subject to the following criteria:

1. The grantee did not initiate a request for an extension in the prior performance period.
2. The grantee no longer satisfies the eligibility requirements.
3. The grantee no longer wishes to participate in the Service Coordinator Program and alerts the Grants Specialist.
4. The grantee fails to comply with reporting requirements.
5. The grantee is non-responsive, and/or
6. The Service Coordinator position has been absorbed into budget.

H. Changes to Notices of Award

1. Ownership Entity and/or Tax Identification Number (TIN/EIN) Changes.

HUD must approve Ownership changes prior to the transfer of any grant funds.

- a) The new Ownership Entity must complete [HUD-1044-C](#), Assignment/Assumption Agreement Form, and send the executed form to the local Grants Specialist by “encrypted” mail.
 - 1) The Current Grantee information must be identical to information that is currently in eLOCCS.
 - 2) **Description Box.** This box should be used to document the reason for submitting the Form. If changes are isolated to TIN/EIN, insert note accordingly. If there is a new DUNS, insert a note accordingly.
 - 3) **Banking Information.** If there is new banking information, then the grantee must upload an SF-1199A Direct Deposit Sign-Up Form and voided check to Application Notes and / or Grant Notes in GrantSolutions. Alternatively, a grantee may submit a letter from their bank stating the account number and routing number to be uploaded into GrantSolutions. If there is not change in banking information, then the grantee should “no banking change” in the description box on the HUD 1044-C Form.
 - 4) **IRS Letter.** The new Ownership Entity must email the official IRS letter which indicates the new Ownership's organization name and TIN/EIN by “encrypted” email.

- b) The Ownership Entity must complete and **mail the newly executed HUD 27054E, eLOCCS Access Authorization Form to the local Grants Specialist**, in accordance with the instructions provided.

NOTES:

- 1) The Secure Systems Coordinator (Approving Official) and Users must comply with eLOCCS guidance.
 - 2) MANDATORY REQUIREMENT: “New User,” “Reinstate User,” and “Change Secure Systems ID” must be **NOTARIZED**.
 - 3) Select “Revise Authorizations” to add, change, or delete the eLOCCS authorizations for an existing user. Use “Reason” in block 9 or 10 to describe the purpose of the revision. For example, the description may include “new user,” “updating authorization,” “changing Tax ID” or other text as directed by HUD.
- c) If an ownership change occurs after an award has been issued, the new Ownership Entity will be required to submit a new application. The GrantSolutions record associated with the old Ownership Entity will be closed out.
2. **Address Changes.** Ownership Entity must complete [HUD-27056, Change of Address Request for Recipients of HUD Grants or Contracts Form](#) and email the executed form to the local Grants Specialist.
 3. **eLOCCS Organization Email Address Changes.** The Ownership Entity must email the local Grants Specialist the updated email address. The local Grants Specialist will email the information to Fort Worth Accounting Center for processing.

IX. CONGREGATE HOUSING SERVICES PROGRAM (CHSP).

This Guidance will govern the submission requirements of the CHSP Program.

A. Submission Requirements. All CHSP grantees must submit the following information via GrantSolutions:

1. Transmittal letter citing the new 12-month grant amount requested and grant term to be covered.
2. Completed [HUD-91180-A, Summary Budget Form](#).
3. Itemized, estimated expenses, including direct labor and fringe benefits, material and equipment, subcontracts, and related administrative and program expenses.
4. Documentation of matching funds for the next performance period.

5. SF-425, Semi-annual Federal Financial Reports.

NOTE: The expense report is due no later than 30 days after the end of each reporting period. The two reporting periods are:

- January 1 through June 30 and
- July 1 through December 31

6. Current [HUD-90006, CHSP Annual Reporting Form](#).

NOTE: The annual reporting form is due no later than 30 days after the end of the reporting period. The reporting period is January 1 through December 31.

B. Authority. The Congregate Housing Services Demonstration Program (CHSP) was first established as a demonstration program by the Congregate Housing Services Act of 1978. In 1987, the program was converted to an on-going program and in 1992 the Housing and Community Development Act authorized the current CHSP program. HUD has neither solicited nor funded applications for new grants under CHSP since 1995. However, Congress has provided funds to extend expiring grants on an annual basis. At this time, HUD renews approximately 40 remaining grants.

C. All reports must be uploaded to GrantSolutions as an attachment in Grant Notes.

D. See [Congregate Housing Services Program \(CHSP\) Operating Procedures Handbook \(4640.1\)](#).

X. QUESTIONS AND TECHNICAL ASSISTANCE.

A. Grantees that experience technical difficulties or have questions related to GrantSolutions should contact help@grantsolutions.gov or call 1-866-577-0771 to speak to a GrantSolutions Help Desk agent.

B. Post award changes to existing and established GrantSolutions role(s). To add, change, or closeout a user role in GrantSolutions, grantees must:

1. Complete the [Grantee User Account Request Form](#)
2. Email the completed form to help@grantsolutions.gov. Be certain to copy the local Grants Specialist and Dorthera.Yorkshire@hud.gov. GrantSolutions will respond to requests within 48 hours.
3. If there is a change in the Authorizing Official, please submit an updated Authorized Signature letter. The letter must be on the Owner's letterhead, signed and dated by an authorized representative of the Owner which authorizes the new Authorized Official to sign legal grant documents on behalf of the Owner. Third-

Party entities are not allowed to sign legal grant documents on behalf of the Owner. Submit the letter in Grant Notes.

- C. ALL programmatic questions related to this submission should be directed to the local HUD Grants Specialist. A listing of all local Grant Specialists can be accessed via the following link: <https://www.hudexchange.info/programs/multifamily-housing/multifamily-housing-grant-specialists/#grant-specialist-duties>

XI. WEB RESOURCES.

A. Important Program Links:

- [Budgeting for the Service Coordinators in Multifamily Housing Program](#)
- [eLOCCS Access Guidelines for Grantees](#)
- [HUD Client Information Policy Systems \(HUDCLIPS\)](#)
- [HUD Exchange Resource Tools](#)
- [HUD Notice 2012-14, Use of “New Regulation” Section 8 Housing Assistance Payments \(HAP\) Contracts Residual Receipts to Offset Project-Based Section 8 Housing Assistance Payments](#)
- [HUD Service Coordinator Webpage](#)
- [The Management Agent Handbook \(4381.5, Chapter 8\)](#)
- [Standards for Success \(SfS\)](#)

B. Important Grant Management Links:

- [2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
- [DUNS Number Request Portal](#)
- [GrantSolutions](#)
- [HUD Grants Information Webpage](#)
- [System for Award Management \(SAM\)](#)
- [SAM Resources](#)
- [USASpending.gov](#)