This notice has been submitted to the *Federal Register* for publication.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-6632-N-01]

Notice of Financial Documentation Requirements for the HUD Unified Grant System (HUGS) Recipient Portal

AGENCY: Office of the Chief Financial Officer, United States Department of Housing and Urban Development, HUD.

ACTION: Notice.

SUMMARY: This Notice announces the creation and implementation of the HUD Unified Grant System (HUGS) Recipient Portal, part of a multi-phase initiative to modernize grants management, enhance oversight of Federal investments, and improve visibility into the usage of grant funds. This Notice explains the basis for HUD's financial documentation and submission requirements, details the specific requirements of the HUGS Recipient Portal, and identifies which programs and grant awards are subject to the HUGS Recipient Portal requirements.

FOR FURTHER INFORMATION CONTACT: Katherine Dolan, Management and Program Analyst, Office of the Chief Financial Officer, Department of Housing and Urban Development, 451 7th Street SW, Room 9007, Washington, DC 20410-0500; telephone number 202-402-2636. HUD welcomes and is prepared to receive calls from individuals who are deaf or hard of hearing, as well as individuals with speech or communication disabilities. To learn more about how to make an accessible telephone call, please visit https://www.fcc.gov/consumers/guides/telecommunications-relay-service-trs.

SUPPLEMENTARY INFORMATION:

This notice has been submitted to the *Federal Register* for publication.

I. Authority

HUD grant recipients are required by applicable statute and regulation to maintain records sufficient to document their administration and use of Federal funds. These requirements include applicable provisions of 2 CFR part 200 governing record retention, Federal agency access to records, and financial reporting. 2 CFR 200.208 authorizes Federal agencies to impose additional requirements, including requiring additional or more detailed financial reports, when appropriate. 2 CFR 200.302 requires recipients to maintain records identifying the amount, source, and expenditure of Federal funds and to support records with source documentation. 2 CFR 200.328 requires Federal agencies and pass-through entities to collect financial reports no less than annually and no more than quarterly unless a specific condition has been implemented in accordance with 2 CFR 200.208. 2 CFR 200.334 requires recipients and subrecipients to retain Federal award records, including financial records and supporting documentation, generally for three years following submission of the final financial report. 2 CFR 200.337 provides Federal agencies and their authorized representatives the right of access to any records of the recipient or subrecipient that are pertinent to a Federal award for audits, site visits, or any other official use.

In addition to these generally applicable requirements, HUD has incorporated award provisions into certain Notices and award documents requiring recipients to submit financial and supporting documentation substantiating expenditures through new HUD grants management tools. For awards containing this applicable Recordkeeping and Access to Records provision in the grant agreement, award letter, attachment, or other legally operative award document, the HUD Unified Grant System (HUGS) Recipient Portal serves as the platform for submitting the financial documentation identified in this Notice.

The HUGS Recipient Portal requirement described in this Notice applies only to the recipients and awards identified below. Applicability may also be affected by Federal statutes, regulations, or other award-specific requirements. HUD will issue additional guidance, as needed, to explain how the HUGS Recipient Portal requirements apply to specific programs and recipient populations, including any program-specific implementation considerations.

II. Terminology Used in this Notice

HUD has defined certain terms for the purposes of this Notice. The terms and their definitions are below:

Assistance Listing Number (ALN): The definition carries the same meaning as the term in 2 CFR 200.1.

Audit: A formal examination conducted in accordance with applicable audit standards and requirements, including, as applicable, the audit requirements in 2 CFR part 200, subpart F.

Covered Award: A HUD award in a covered program whose applicable award documents contain a Recordkeeping and Access to Records provision or other program-specific or substantially similar language that HUD determines establishes the same HUGS Recipient Portal requirement.

Covered Program: A HUD program listed in Section III as in scope for this Notice. Inclusion of a program does not, by itself, mean that every award under that program is required to submit documentation through the HUGS Recipient Portal.

Disbursement: A payment of Federal award funds under a HUD award. Depending on the applicable HUD program and system, a disbursement may result from a drawdown, voucher, or other authorized payment process.

Drawdown: A request by a recipient to access available Federal award funds through an applicable HUD payment or grants management system.

Expenditure: A charge made by a recipient or subrecipient to a project or program for which a Federal award is received. *See also* 2 CFR 200.1.

Fiscal Year (FY): The Federal Government's fiscal year, which begins October 1 and ends September 30. For example, FY 2027 begins on October 1, 2026, and ends September 30, 2027.

Financial Documentation: Documentation sufficient for a reviewer to reasonably substantiate an expenditure charged to a covered award. Depending on the expenditure, this may include invoices, proof of payment where appropriate, payroll or allocation documentation, subrecipient cost documentation, contracts or agreements needed to provide context, and other supporting records described in Subsection 4 and Appendix II of this Notice.

HUD Unified Grant System (HUGS): HUD's multi-phase initiative to modernize grants management, strengthen oversight and stewardship of Federal funds, and improve visibility into how grant funds are used. The HUGS Recipient Portal is one component of this broader initiative.

Monitoring: Monitoring means oversight of activities conducted under a Federal award to assess compliance with applicable requirements and the terms and conditions of the award and to assess whether performance expectations are being met. *See* 2 CFR 200.329.

Personally Identifiable Information (PII): Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. *See* 2 CFR 200.1.

Recipient: The definition carries the same meaning as the term in 2 CFR 200.1.

HUGS Recipient Portal: The centralized HUGS system through which recipients submit required financial and supporting documentation for covered awards.

Subrecipient: The definition carries the same meaning as the term in 2 CFR 200.1.

Voucher: A payment request or transaction used in certain HUD systems to request or document a disbursement of Federal award funds. The terminology and process used for vouchers may vary by HUD program and system.

III. Overview of HUD Unified Grant System (HUGS)

Upon specific notification by HUD, recipients whose HUD grant awards are subject to HUD's Unified Grant System (HUGS) Recipient Portal requirements will be required to submit documentation substantiating grant expenditures through the HUGS Recipient Portal on a quarterly basis as described by the Submission Frequency portion in this Notice as required in their grant award document or the award terms and conditions. This Notice establishes general requirements for use of the HUGS Recipient Portal. This requirement is based on applicable Federal statutes, regulations, award terms and conditions, and other HUD authority described in the Authority section of this Notice. HUD will issue additional program-specific guidance where necessary to clarify scope, applicability, documentation expectations, submission timing, or other implementation requirements for a particular program. Recipients should follow any program-specific guidance issued by HUD in addition to the requirements in this Notice.

HUD currently anticipates initial submission into the HUGS Recipient Portal in early 2027. However, launch of the HUGS Recipient Portal is subject to Office of Management and Budget (OMB) approval pursuant to the Paperwork Reduction Act (PRA). As such, HUD will provide recipients with final implementation dates and submission deadlines before required submission begins.

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HUD is implementing HUGS, a multi-phase initiative to modernize grants management, enhance oversight of Federal investments, and improve visibility into how grant funds are used. As part of this initiative, the HUGS Recipient Portal will provide a centralized platform for recipients to submit required financial and supporting documentation.

The HUGS Recipient Portal is intended to strengthen HUD's ability to identify potential fraud, waste, abuse, and other financial risks, while also helping recipients demonstrate compliance with applicable Federal award requirements. By providing a more standardized view of financial and supporting documentation across recipients and awards, the HUGS Recipient Portal will support HUD's monitoring, oversight, and stewardship responsibilities.

HUD recognizes that implementation of this new requirement may require a transition period and that recipients may need time to achieve full compliance. Accordingly, HUD will establish an initial transition period of 1-year beginning on the effective date of the submission requirements, which will be announced in forthcoming guidance, anticipated later this calendar year, following approval of the associated information collection under the Paperwork Reduction Act. During this period, the submission requirements will remain mandatory; however, HUD will emphasize education, training, guidance, technical assistance, and other resources to help recipients understand and comply with the new requirements. HUD will provide training, guidance, technical assistance, and additional resources throughout implementation through mechanisms already familiar to HUD recipients.

In evaluating a recipient's compliance during the transition period, HUD will consider whether the recipient has made a good-faith effort to meet the submission requirements, including taking reasonable steps to submit required documentation by the applicable deadline, respond to HUD requests, and correct identified deficiencies. When a recipient demonstrates

such an effort, HUD will generally prioritize technical assistance and provide a reasonable opportunity to address deficiencies before considering enforcement remedies. The transition period does not waive the applicable requirements or limit HUD's authority to take appropriate action when a recipient fails to make a reasonable effort to comply, does not respond to technical assistance or corrective direction, or demonstrates continued noncompliance.

This Notice explains which recipients and grant awards are subject to the HUGS Recipient Portal requirement, the basis for HUD's financial documentation and submission requirements, how the HUGS Recipient Portal works alongside existing HUD systems and requirements, what financial and supporting documentation recipients are required to submit, and an example submission schedule for when required documentation would be submitted.

During the initial rollout, the HUGS Recipient Portal will operate alongside existing HUD program systems. It ***does not*** **immediately replace the SF-425 Federal Financial Report, Financial Data Schedule (FDS), Integrated Disbursement and Information System (IDIS), Disaster Recovery Grant Reporting System (DRGR), Electronic Line of Credit Control System (eLOCCS), Healthy Homes Grants Management System (HHGMS), or other existing HUD systems or requirements.** Recipients must continue to use those systems and processes for applicable program, activity, performance, drawdown, voucher, and other reporting requirements. At this time, submission in the HUGS Recipient Portal supplements—and does not replace, reduce, or modify—existing programmatic, financial, reporting, recordkeeping, or other award requirements. Recipients remain responsible for complying with all applicable requirements established by statute, regulation, Notice of Funding Opportunity (NOFO), Funding Notice, award agreement, and HUD guidance.

For covered HUD grant awards as defined in the scope and authority section as well as Appendix 1, recipients will use the HUGS Recipient Portal to submit financial and supporting documentation that substantiates applicable expenditures. This may include: invoices and vendor billings; proof of payment and disbursement records; payroll or cost allocation documentation; subrecipient cost documentation; invoices for vendor and subcontractor spending made by the recipient and the subrecipient and other supporting documentation identified by HUD and described in the regulations cited in this Notice.[1] The recipient is responsible for submitting all subrecipient or vendor spending documentation.

Recipients should keep the following in mind:

A) *Existing HUD systems and processes remain in use*. Recipients must continue to meet all applicable program-specific, financial, reporting, and award administration requirements.[2]

B) *The HUGS Recipient Portal adds a financial documentation submission requirement for covered awards*. It does not replace or reduce existing requirements at this time.

C) *Submitted documentation must correspond to the applicable award and expenditure*. HUD will be providing additional HUGS Recipient Portal submission instructions.

D) *Recipients must continue to maintain complete award and financial records, supporting documentation, and other records required under 2 CFR part 200, applicable program requirements, and the terms and conditions of the Federal award.* Submission through the HUGS Recipient Portal does not replace existing HUD program monitoring or other award oversight activities. Information submitted to the HUGS Recipient Portal may be used to inform HUD's risk-based monitoring and oversight activities.

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[1] For purposes of this Notice, "subrecipient" is used consistent with the definition in 2 CFR 200.1 and means an entity that receives a subaward from a pass-through entity to carry out part of a Federal award.

[2] Examples include requirements established through applicable statutes, regulations, Notices of Funding Opportunity, HUD Notices, grant agreements, award terms and conditions, and other HUD program requirements.

E) *Recipients are responsible for submitting sufficient documentation to support applicable subrecipient, vendor, contractor, and subcontractor costs*. This includes underlying financial evidence, such as invoices, proof of payment, or other applicable cost documentation, when those costs are included in the amount being substantiated. The HUGS Recipient Portal does not prescribe a fixed set of required supporting documents or evidence types, allowing recipients the flexibility to provide documentation appropriate to the expenditure and program requirements.

IV. HUGS Submission Requirements

For covered awards, recipients must submit required financial and supporting documentation through the HUGS Recipient Portal in accordance with the forthcoming reporting schedule[3] Recipients remain responsible for complying with all existing requirements established by statute, regulation, Notice of Funding Opportunity (NOFO), Funding Notice, grant agreement or award document (including its terms and conditions), HUD Notice, and award letter.

HUD will provide guidance, training, technical assistance, and additional resources to support recipients in using the HUGS Recipient Portal. As described above, during the initial transition period, HUD will consider recipients' good-faith efforts to comply and will generally prioritize technical assistance and provide a reasonable opportunity to address deficiencies before considering enforcement remedies. A recipient's failure to make a reasonable effort to satisfy the applicable submission requirements, respond to HUD's assistance, or address identified deficiencies may result in remedial action as otherwise authorized by applicable law, regulation, and the terms and conditions of the Federal award. Nothing in this Notice nor in the implementation of the HUGS Recipient Portal creates new enforcement authorities or remedies.

[3] If recipients have questions regarding HUGS requirements, they should visit the HUD Exchange for additional guidance and assistance.

A) Scope and Applicability

At this time, the HUGS Recipient Portal requirement applies to awards under programs listed in Appendix I when the applicable award documents contain requiring recipients to submit financial and supporting documentation substantiating expenditures through new HUD grants management tools when implemented, or other program-specific or substantially similar language that HUD determines establishes the same requirement.

For purposes of this Notice, "scope" refers to whether a HUD program is included in the current HUGS Recipient Portal implementation, while "applicability" refers to whether the HUGS Recipient Portal submission requirement applies to a particular award within an in-scope program. Programs within the current implementation scope are identified in Appendix I. For awards within those programs, applicability is determined based on the applicable award documents, including award terms and conditions, letters, and attachments, or other applicable statutory, regulatory, or contractual authority. HUD has applied the Recordkeeping and Access to Records provision to all in-scope new awards issued after 2025, with some issued within 2025, gradually including all awards issued within the listed programs.

Recipients should review Appendix I and the applicable award documents, including award terms and conditions, letters, and attachments, to determine whether their award is covered. If the program is listed in Appendix I and their award documents contain the Recordkeeping and Access to Records provision, or other program-specific or substantially similar language that HUD determines establishes the same requirement, the award is subject to the HUGS Recipient Portal requirement described in this Notice.

HUD will provide recipients with additional information and instructions related to training, HUGS Recipient Portal access, submission procedures, and other implementation

matters. These communications will help recipients implement the requirement but are not necessary to establish that the requirement applies.

HUD is evaluating procedural and technical solutions to reduce burden on recipients. As implementation progresses, HUD will work to incorporate feasible burden-reduction measures into HUGS Recipient Portal procedures and guidance, consistent with applicable legal, program, privacy, and oversight requirements. HUD may refine these procedures based on recipient feedback and implementation experience.

If an award's applicable award documents do not contain the Recordkeeping and Access to Records provision or substantially similar provision described in this Notice, the recipient is not required to submit financial and supporting documentation through the HUGS Recipient Portal under this Notice unless HUD has other applicable statutory, regulatory, or contractual authority to require the submission.

Recipients whose programs are included in Appendix I, but do not have the Recordkeeping and Access to Records provision or substantially similar provision in their award documents, may choose to submit documentation through the HUGS Recipient Portal voluntarily once the program is officially launched. HUD encourages voluntary submission because it provides recipients with an opportunity to become familiar with the HUGS Recipient Portal, understand documentation expectations, and refine internal recordkeeping and submission processes before submission through the HUGS Recipient Portal becomes required for them.

B) HUGS Recipient Portal

For covered awards, recipients must submit financial and supporting documentation that substantiates expenditures through the HUGS Recipient Portal as specified in Subsection D of the HUGS Submission Requirements section. Supporting documentation includes records such

as contracts, procurement files, or executed agreements, when needed to establish the basis or connection of an expenditure to the applicable award.

Recipients will access the HUGS Recipient Portal using authorized account credentials. Before the first applicable submission deadline, HUD will provide additional instructions regarding account access, submission procedures, training, and other HUGS Recipient Portal-related guidance.

HUD will review and analyze information submitted to the HUGS Recipient Portal consistent with its existing statutory responsibilities for financial management, internal controls, monitoring of Federal awards, payment integrity, and program evaluations.[4] Receipt of a submission will be acknowledged within the HUGS Recipient Portal. Based on its review or analysis, HUD, such as through applicable Program Office staff, field staff, centralized HUGS support staff, or other designated HUD staff, depending on the nature of the issue, may contact a recipient to request clarification, additional documentation, or supplemental information. Identifying a potential issue or requesting information through the HUGS Recipient Portal does not, in itself, constitute a formal finding or determination of noncompliance.

Submission of documentation through the HUGS Recipient Portal, acknowledgment of receipt by HUD, or the absence of follow-up from HUD does not constitute HUD approval of an expenditure. Submission through the HUGS Recipient Portal does not modify, replace, or limit HUD's authority to conduct future monitoring, evaluation, audit, corrective action, or other

[4] Relevant authorities include, as applicable, 31 U.S.C. 902 (agency Chief Financial Officer responsibilities for financial management); 31 U.S.C. 3512 (agency financial management and internal control responsibilities); 31 U.S.C. 7504 (Federal agency responsibility to monitor non-Federal entity use of Federal awards); 31 U.S.C. 3352 (agency responsibilities for assessing and addressing improper payment risks); and 42 U.S.C. 3535(r) (HUD authority to evaluate and monitor specified programs and collect and maintain data for those purposes).

oversight activity that may otherwise apply under Federal law, regulation, program rules, or award terms and conditions.

C) Submission Frequency

For covered awards, recipients must submit required financial and supporting documentation through the HUGS Recipient Portal in accordance with the forthcoming submission schedule. Once the HUGS Recipient Portal is officially launched, recipients will be required to submit documentation associated with applicable disbursements or vouchers no later than 30 calendar days after the end of the Federal Government's fiscal year (FY) quarter in which the disbursement or voucher occurred (in alignment with 2 CFR 200.328, Financial Reporting). Recipients may choose to submit documentation more frequently than quarterly (e.g., monthly, biweekly, weekly, etc.) and/or as disbursements are made, and recipients do not need to wait for the established deadline. Please see the example quarterly submission schedule below.

Example Tentative Quarterly Submission Schedule

Disbursement/Voucher Occurs During	Documentation Due By
Q1 (October 1– December 31)	January 30
Q2 (January 1 – March 31)	April 30
Q3 (April 1 – June 30)	July 30
Q4 (July 1 – September 30)	October 30

This information collection is pending OMB approval under the Paperwork Reduction Act. Accordingly, recipients will not be required to adhere to this tentative submission schedule until after approval is obtained. Once approval is obtained, HUD will provide recipients with an official submission schedule.

D) Required Financial and Supporting Documentation

For covered awards, recipients must submit existing financial documentation and other records sufficient to substantiate applicable expenditures and establish their relationship to the applicable award and, where relevant, the associated disbursement or voucher.

Supporting documentation used to substantiate financial expenditures may include contracts, procurement files, executed agreements, or other records needed to establish the basis for relationship of an award expenditure, which may include:

1) Itemized invoices or other cost documentation, and proof of payment where appropriate;

2) Vendor, contractor, and subcontractor cost documentation, including applicable invoices, receipts, proof of payment, contracts or purchase orders, and other documentation sufficient to substantiate the underlying expenditure;

3) Executed contracts, subawards, or other agreements when needed to establish the basis for or relationship of the expenditure to the applicable award;

4) Payroll records, including payroll registers and applicable time-and-effort or cost allocation support;

5) Subrecipient cost documentation, such as invoices, reimbursement requests, or other documentation supporting costs charged to the award;

6) Cost allocation or indirect cost documentation, when applicable, supporting the basis used to allocate shared, administrative, or indirect costs to the award; and

7) Other supporting documentation that HUD identifies as necessary to understand or substantiate an expenditure.

Additional information regarding acceptable documentation and documentation expectations by cost type is provided in Appendix II.

E) Privacy Safeguards

HUD collects limited personal information through the HUGS Recipient Portal to support the review of financial and supporting documentation, grant oversight, compliance activities, audits, and program administration. Please refer to Appendix II for additional guidance to identify and organize applicable financial and supporting documentation, including Appendix II, Number 5, Scenario 3 for an example regarding limiting personal information.

The HUGS Recipient Portal submission requirements apply only to recipients with covered HUD awards and **do not apply to individual beneficiaries of HUD programs.** HUD does not require or seek the submission of beneficiary-level information, including personally identifiable information (PII) relating to individuals or households receiving HUD assistance.

Recipients should submit only the information necessary to substantiate the applicable expenditure and should avoid including personally identifiable information (PII) or other sensitive information that is not necessary for HUD's review. For additional information and examples to assist in identifying PII, recipients may consult HUD's Privacy Handbook and the National Institute of Standards and Technology (NIST) Special Publication 800-122, Guide to Protecting the Confidentiality of Personally Identifiable Information (PII).[5]

Where supporting documentation contains PII or other sensitive information, recipients should review the documentation before submission and remove or redact information that is not necessary for the submission, consistent with applicable Federal requirements and HUD

[5] HUD's Privacy Handbook can be found here: https://www.hud.gov/sites/dfiles/OCHCO/documents/HUDPrivacyHandbook.pdf. NIST Special Publication 800-122 can be found here: https://csrc.nist.gov/pubs/sp/800/122/final.

guidance. If PII or other sensitive information cannot reasonably be removed or redacted, recipients should refer to HUD Exchange for additional guidance before submitting the documentation.

HUD limits access to personal information to authorized personnel but may disclose information as required by law or for other authorized government purposes.

F) Paperwork Reduction Act

This is a new information collection currently pending approval by the Office of Management and Budget (OMB) under the Paperwork Reduction Act (PRA). Accordingly, HUD will not require recipients to submit information through the HUGS Recipient Portal until the information collection has received OMB approval and displays a valid OMB control number. In accordance with the PRA, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number.

G) Additional Resources

As mentioned above, HUD plans to launch the HUGS Recipient Portal in early 2027 following OMB approval. HUD will provide recipients with additional information about the HUGS Recipient Portal, including the official submission schedule once the program has launched. Before the first applicable submission deadline, HUD will provide recipients with the official submission schedule and additional resources to support recipients in using the HUGS Recipient Portal. These resources will include information regarding HUGS Recipient Portal access, submission procedures, training, technical support, privacy and redaction considerations, and other implementation guidance. HUD will provide program-specific guidance, as needed, to

address requirements, implementation considerations, or other circumstances unique to particular programs or awards.

V. Environmental Impact

This notice is a policy document that does not direct, provide for assistance or loan and mortgage insurance for, or otherwise govern or regulate real property acquisition, disposition, leasing (other than tenant-based rental assistance), rehabilitation, alteration, demolition, or new construction or establish, revise, or provide for standards for construction or construction materials, manufactured housing, or occupancy. Accordingly, under 24 CFR 50.19(c)(1), this rule is categorically excluded from environmental review under the National Environmental Policy Act (42 U.S.C. 4321 *et seq.*).

Irving Dennis,

Principal Deputy Chief Financial Officer

Appendix I: Programs in Scope

The programs listed in this Appendix are included in the current scope of the HUGS Recipient Portal implementation. Program names and the associated Assistance Listing numbers (ALNs) are provided to assist recipients in identifying potentially applicable awards. [6] Some ALNs (see the Federal Assistance page of SAM.gov) may encompass multiple programs, competitions, or initiatives.[7] Recipients should review the ALNs, applicable program information, and their executed award documents when determining whether an award is subject to the HUGS Recipient Portal requirement described in this Notice.

Inclusion of a program in this Appendix means that the program is within the current scope of the HUGS Recipient Portal implementation; however, inclusion of a program does not, by itself, mean that every award under that program is subject to the HUGS Recipient Portal submission up requirement. Applicability is determined at the individual award level based on the criteria described in the Scope and Applicability section (particularly whether the applicable award documents contain Recordkeeping and Access to Records provision or other program-specific or substantially similar language).

Certain programs that would otherwise be included have been identified as outside the current implementation and are listed in the footnotes[8,9] to this Appendix. Programs not listed in this Appendix or in footnotes 9 and 10 are currently considered outside the implementation scope. HUD will provide additional information if the implementation status of those program changes.

HUD will maintain the current list of ALNs and programs within the scope of HUGS Recipient Portal implementation on HUD.gov and HUD Exchange and may update that list as necessary to reflect changes in program listings or implementation scope. HUD will provide appropriate notice to affected recipients of any changes that affect their submission requirements.

Community Planning and Development (CPD)

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[6] Additional information on Assistance Listing Numbers (ALN) can be found here: ecfr.gov/current/title-2/part-200/section-200.1#p-200.1(Assistance%20Listing%20number).

[7] More information on Federal Assistance can be found here: https://sam.gov/federal-assistance.

[8] HUD Tribal grantees and recipients (whether tribes, tribally designated housing entities or tribal organizations, as defined in applicable program requirements) and the Department of Hawaiian Homelands that receive federal financial assistance from HUD are not subject to the HUGS Recipient Portal implementation described in this notice. This includes all programs administered by the HUD Office of Native American Programs, and other HUD programs for which Tribal grantees and recipients and the Department of Hawaiian Home Lands are eligible.

[9] At this time, the following programs are outside the scope of the HUGS Recipient Portal implementation described in this notice: ALN 14.241, Housing Opportunities for Persons with AIDS; ALN 14.181 Supportive Housing for Persons with Disabilities; ALN 14.326 Project Rental Assistance Demonstration (PRA Demo) Program of Section 811 Supportive Housing for Persons with Disabilities; ALN 14.021 GRRP; ALN 14.866 Demolition and Revitalization of Severely Distressed Public Housing; ALN 14.871 Section 8 Housing Choice Vouchers; and ALN 14.249 Section 8 Moderate Rehabilitation Single Room Occupancy. HUD will provide additional information if their implementation status changes.

ALN	Program Name
14.024	Community Development Block Grants – PRICE Competition
14.023	Community Development Block Grants – PRO Housing Competition
14.233	Community Development Block Grants Disaster Recovery (CDBG-DR)
14.218	Community Development Block Grants/Entitlement Grants
14.225	Community Development Block Grants/Special Purpose Grants/Insular Areas
14.228	Community Development Block Grants/State's Program and Non-Entitlement Grants in Hawaii
14.267	Continuum of Care Program
14.251	Economic Development Initiative, Community Project Funding, and Miscellaneous Grants
14.231	Emergency Solutions Grant Program
14.239	HOME Investment Partnerships Program
14.275	Housing Trust Fund
14.261	National Homeless Data Analysis Project (NHDAP)
14.265	Rural Capacity Building for Community Development and Affordable Housing Grants
14.252	Section 4 Capacity Building for Community Development and Affordable Housing
14.247	Self-Help Homeownership Opportunity Program
14.277	Youth Homeless System Improvement Grants
14.276	Youth Homelessness Demonstration Program

Public and Indian Housing (PIH)

ALN	Program Name
14.878	Affordable Housing Development in Main Street Rejuvenation Projects
14.889	Choice Neighborhoods Implementation Grants
14.892	Choice Neighborhoods Planning Grants
14.896	Family Self-Sufficiency Program
14.880	Family Unification Program (FUP); Foster Youth to Independence (FYI)
14.895	Jobs-Plus Pilot Initiative
14.888	Lead-Based Paint Capital Fund Program – Lead-based Paint (LBP), Housing-Related Hazards (HRH), and Capital Improvements for At-Risk/Receivership/Substandard/Troubled PHAs (Capital Fund At-Risk)
14.881	Moving to Work Demonstration Program
14.872	Public Housing Capital Fund.
14.850	Public Housing Operating Fund
14.870	Resident Opportunity and Supportive Services

Fair Housing and Equal Opportunity (FHEO)

ALN	Program Name
14.416	Education and Outreach Initiatives
14.401	Fair Housing Assistance Program
14.408	Fair Housing Initiatives Program
14.417	Fair Housing Organization Initiatives
14.418	Private Enforcement Initiatives

Housing (HSNG)

ALN	Program Name
14.169	Housing Counseling Assistance Program
14.022	Housing Counseling Program Homeownership Initiative
14.316	Housing Counseling Training Program
14.191	Multifamily Housing Service Coordinators
14.157	Supportive Housing for the Elderly - Capital Advance
14.322	Tenant Education and Outreach Program

Office of Lead Hazard Control and Healthy Homes (OLHCHH)

ALN	Program Name
14.913	Healthy Homes Production Program
14.906	Healthy Homes Technical Studies Grants
14.912	Lead Hazard Control Capacity Building
14.905	Lead Hazard Reduction Demonstration Grant Program
14.900	Lead Hazard Reduction Grant Program
14.902	Lead Technical Studies Grants
14.922	Lead-Safe and Healthy Homes Financing Demonstration
14.921	Older Adults Home Modification Grant Program

Policy Development and Research (PD&R)

ALN	Program Name
14.259	Community Compass Technical Assistance and Capacity Building
14.537	Eviction Protection Grant Program
14.506	General Research and Technology Activity
14.536	Research, Evaluation, and Demonstrations

Appendix II: Guide for Financial and Supporting Documentation

This Appendix provides general guidance to help recipients identify and organize applicable financial and supporting documentation for submission through the HUGS Recipient Portal. The examples below are illustrative and are not intended to prescribe a single form of documentation for every recipient or expenditure. HUD will provide additional instructions regarding acceptable file types and other technical submission requirements as implementation progresses.

1. Recipient Guiding Principles for Documentation Submissions

Recipients should use the following principles when identifying existing financial and supporting documentation for submission; recipients need not submit every record maintained in their internal files:

Submit documentation associated with the expenditure. Submit readily available financial and supporting documentation sufficient to substantiate the expenditure, including, as applicable, documentation showing what the funds were used for, who was paid, the amount of the expenditure, and its relationship to the applicable award.

Maintain traceability to the award. Submitted documentation should allow HUD to reasonably connect the expenditure to the applicable award and, where relevant, the associated disbursement or voucher.

Include related supporting documentation when necessary. When financial documentation does not, by itself, establish the basis for, or relationship of, an expenditure to the applicable award, submit related readily available documentation, such as contracts, subawards, agreements, or allocation documentation, as applicable.

Include documentation supporting calculated or allocated amounts. For allocated, shared, indirect, or otherwise calculated costs, submit readily available documentation supporting the basis for the amount charged to the award.

Submit legible and usable documentation. Submitted documentation, whether computer-generated, typed, or handwritten, should be legible, complete, and provided in a form that permits HUD to review the documentation associated with the expenditure.

These principles are intended to help recipients apply a consistent standard across different types of expenditures and accounting systems.

2. What Does HUD Consider Sufficient Documentation?

HUD considers documentation sufficient when it substantiates an expenditure associated with a covered award and, where applicable, allows HUD to connect the expenditure to the applicable award, disbursement, or voucher. Depending on the nature of the expenditure, documentation should allow HUD to identify:

A) What was paid for;

B) Who was paid, such as a vendor, contractor, subrecipient, or employee;

C) When was the cost incurred or the applicable covered period;

D) How much of the cost was charged or allocated to the award, if less than the full amount of the expenditure;

E) How was the amount charged or allocated to the award determined, including the basis for allocating only a portion of the expenditure to the award, when applicable; and

F) Whether the payment is for reimbursement or advance funding.

Documentation should be clear, legible, complete, and sufficiently detailed to connect the expenditure to the applicable award. Certain expenditures may also require contextual documentation, such as a contract, subaward, agreement, allocation methodology, or other information, when necessary, to understand the basis for the expenditure.

3. Documentation by Cost Type

The examples below describe information and commonly acceptable documentation that may be used to substantiate common types of expenditures. The documentation necessary for a particular expenditure will depend on the nature of the cost. Where the same supporting documentation applies to multiple expenditures, recipients do not need to submit duplicate copies of the documentation, provided the submission clearly identifies the expenditures to which the documentation applies. Where an expenditure could reasonably fall within more than one cost type, recipients should use the category that best describes the nature of the expenditure rather than the identity of the payee. For example, a payment to a vendor for an operating or administrative expense may be categorized as an operating cost or administrative cost. Equivalent documentation may be used when it provides the information necessary for a reasonable reviewer to substantiate the expenditure.

Cost Type	Information to Support the Expenditure	Commonly Acceptable Documentation
Vendor or contractor costs	Vendor or contractor name; amount; invoice or billing date; applicable period covered; description of goods or services; basis for allocation, if applicable	Itemized invoice; billing statement; receipt or similar cost documentation; proof of payment, where appropriate; applicable contract or agreement when needed to establish the basis for, or relationship of, the expenditure to the applicable award
Subrecipient costs	Subrecipient name; amount; billing or reimbursement period; description of costs; basis for allocation, if applicable	Subrecipient invoice; reimbursement request; expenditure summary; other subrecipient-provided cost support; applicable subaward or agreement when needed to establish the basis for or relationship of the expenditure to the applicable award
Payroll or personnel costs	Employee or position; amount charged; period covered; basis for allocation, where applicable	Payroll register; payroll summary; time-and-effort documentation; allocation schedule or other allocation support
Direct operating, administrative or other recipient incurred costs	Cost category; amount; period covered; description of cost; basis for allocation or indirect cost treatment, where applicable	Invoice; receipt; purchase order; cost schedule; expenditure summary; proof of payment, where appropriate; allocation schedule; or other documentation supporting the basis for the amount charged to the award

Other types of supporting documentation may be required when necessary to understand or substantiate a particular expenditure.

4. What Makes a Submission Complete?

A complete submission does **not** require recipients to upload every record they maintain internally. A submission should consist of existing financial and supporting documentation sufficient to substantiate the applicable expenditure. Rather, a complete submission should generally include:

A) Documentation that supports the amount charged to the award or that clearly substantiates any difference;

B) Sufficient information to identify the payee, amount, date or applicable period, and nature of the cost;

C) Applicable cost allocation or other supporting calculations, where necessary;

D) Contextual documentation, such as a contract, subaward, agreement, or allocation methodology, when needed to understand the basis for the expenditure.

Where a disbursement or voucher includes multiple underlying costs or transactions, the submitted documentation should allow HUD to connect those underlying costs or transactions to the applicable disbursement or voucher, but identical supporting documentation elements applicable to multiple underlying costs or transactions need not be replicated for each cost or transaction.

5. Recipient Documentation Scenarios

The following scenarios illustrate how the guiding principles may apply to common recipient expenditures and submission circumstances. They are examples only and are not intended to prescribe a single form of documentation for every recipient or expenditure. In each case, the goal is to provide enough information for a reasonable reviewer to understand what the funds were spent for, who was paid, when the cost was incurred, the amount charged to the award, and the basis for that amount.

Scenario 1: Operating Costs

A recipient uses a covered HUD award to pay routine operating costs, such as utilities, maintenance supplies, insurance, security, contracted services, or other day-to-day operating expenses.

Q: Do I need to submit financial and supporting documentation?

A: Yes. The recipient might submit the following:

A) A purchase order, contract, service agreement, or similar documentation when needed to establish the basis for the expenditure;

B) An invoice, billing statement, receipt, or other source documentation supporting the cost;

C) Proof of payment, where appropriate; and

D) Existing accounting or award records identifying the applicable award, grant year, project, property, cost center, account, disbursement, voucher, or other relevant accounting classification, as applicable.

Recipients do not need to create new documentation if their existing records already show how the expense relates to the covered award. The documentation should be clear enough for a reasonable reviewer to understand what was purchased, how the amount was determined, and how the expense relates to the award.

Scenario 2: Construction Materials

A recipient uses their HUD award to purchase construction materials, such as lumber, concrete, roofing materials, or fixtures which are eligible expenses under the award.

Q: Do I need to submit financial and supporting documentation?

A: Yes. The recipient might submit:

A) A purchase order, contract, or similar documentation when needed to establish the basis for or relationship of the expenditure to the applicable award;

B) An itemized vendor invoice or receipt identifying the materials purchased, quantities, and amount;

C) Proof of payment, where appropriate; and

D) Documentation identifying the applicable award, project, activity, disbursement, or voucher.

The documentation should allow a reasonable reviewer to substantiate the expenditure and establish its relationship to the applicable funded activity.

Scenario 3: Personnel Costs

A recipient charges employee time or other personnel costs to a covered HUD award.

Q: Do I need to submit financial and supporting documentation?

A: Yes. The recipient might submit:

A) A payroll register or payroll summary showing the personnel costs charged to the award;

C) Applicable time-and-effort documentation, allocation schedules, or other documentation showing how the amount charged to the award was determined; and

D) Documentation identifying the applicable award and period covered.

Recipients should submit only the information necessary to substantiate the applicable expenditure and should avoid including personally identifiable information (PII) or other sensitive information that is not necessary for HUD's review. For example, recipients should not include Social Security numbers, personal bank account information, dates of birth, or other unnecessary sensitive personal information. See *Privacy Safeguards* (section IV.E of the notice) for additional information and examples to assist in identifying and handling PII.

Scenario 4: Subrecipient Costs

A recipient reimburses a subrecipient for costs incurred in carrying out part of a covered HUD award.

Q. Do I need to submit financial and supporting documentation?

A. Yes. The Recipient, not the subrecipient, is responsible for submitting the financial and supporting documentation through the HUGS Recipient Portal. The Recipient should obtain and maintain sufficient documentation to substantiate the subrecipient costs charged to the covered award. Before submitting documentation through the HUGS Recipient Portal, the Recipient should review the documentation to confirm that it is sufficient to substantiate the underlying expenditures. The Recipient might submit:

A) The subrecipient invoice, reimbursement request, or expenditure summary;

B) Supporting cost documentation sufficient to understand the underlying expenditures being reimbursed, such as invoices, receipts, payroll records, contracts, allocation schedules, or other documentation showing the nature and amount of the costs charged;

C) The applicable subaward or agreement when needed to understand the scope or basis of the costs; and

D) Documentation identifying the applicable award, disbursement, or voucher.

The documentation should allow a reasonable reviewer to substantiate the subrecipient costs, the amount charged to the covered award, period of performance, and their relationship to the applicable award.

Scenario 5: Shared or Allocated Administrative Cost

A recipient pays for an administrative cost, such as software, office space, or another shared service, that benefits multiple programs or awards and allocates a portion of the cost to a

covered HUD award.

Q: Do I need to submit financial and supporting documentation?

A: Yes. The recipient might submit:

A) A contract, purchase order, service agreement, or other existing documentation establishing the basis for the cost, as applicable;

B) The invoice, billing statement, or other information showing the total cost;

C) An allocation schedule, calculation, or other documentation showing how the portion charged to the covered HUD award was determined;

D) The applicable allocation methodology or indirect cost documentation, when needed to understand the basis for the charge; and

E) Documentation identifying the applicable award and period covered.

The documentation should allow a reasonable reviewer to substantiate the underlying cost and the basis for the amount charged to the HUD award.

Scenario 6: Cost Not Subject to the HUGS Recipient Portal Requirement

A recipient provides Section 8 Housing Choice Voucher (HCV) assistance, including tenant-based vouchers or Project-Based Vouchers (PBV), Section 8 Project-Based Rental Assistance (PBRA), or incurs another type of cost under the award that is not included within the HUGS Recipient Portal implementation described in this Notice.

Q: Do I need to submit financial and supporting documentation through the HUGS Recipient Portal?

A: No, not solely because of this Notice. The recipient should not submit documentation for that cost through the HUGS Recipient Portal solely because of this Notice. The recipient should continue to follow the existing HUD program, award, system, recordkeeping, and reporting requirements applicable to that assistance. If HUD later expands the HUGS Recipient Portal requirement to include the applicable program or award, HUD will provide Notice and additional implementation instructions.

Scenario 7: Covered Program Without Recordkeeping and Access to Records Provision in the Award Documents

A recipient participates in a program listed in Appendix I, but the recipient's executed award document does not contain the Recordkeeping and Access to Records provision or other program-specific or substantially similar language that HUD determines establishes a HUGS Recipient Portal submission obligation.

Q: Do I need to submit financial and supporting documentation through the HUGS Recipient Portal?

A: No. If the applicable award documents do not contain the Recordkeeping and Access to Records provision described in this Notice or other language establishing an equivalent submission obligation, submission through the HUGS Recipient Portal is not required solely under this Notice. However, as HUD continues implementation of the HUGS Recipient Portal, future awards and award modifications may include applicable language establishing the HUGS Recipient Portal submission requirement.

HUD encourages recipients that are not currently required to use the HUGS Recipient Portal to submit financial and supporting documentation on a voluntary basis. Voluntary submission may help recipients become familiar with the documentation submission process and support consistent implementation as the HUGS Recipient Portal expands to additional awards.

Recipients that choose to submit voluntarily should provide documentation consistent with the principles in this Appendix and must continue to comply with all other applicable requirements.

Scenario 8: High-Volume or Recurring Operating Costs

A recipient uses a covered HUD award to pay recurring operating costs, such as utilities, rent, maintenance services, or other similar expenses that may involve multiple invoices, accounts, properties, or transactions during the quarter (or grant year, if applicable).

Q: Do I need to submit financial and supporting documentation?

A: Yes. The recipient might submit:

A) Applicable invoices, billing statements, or other source documentation supporting the costs;

B) A summary schedule identifying the vendor or payee, account or property where applicable, billing period, amount, and cost category;

C) For recurring costs, a table and/or other description of the invoicing periods or frequency, or other basis for the recurrence;

D) Proof of payment, where appropriate;

E) Allocation or project-level support when costs are divided among multiple properties, programs, or awards; and

F) Documentation identifying the applicable award, disbursement, or voucher.

Documentation may be organized in consolidated packages or summary schedules when the underlying costs remain traceable to source documentation. The documentation should allow a reasonable reviewer to understand the recurring costs included in the submission, how the total amount was determined, and how the costs relate to the covered award, without recipients having to replicate the documentation for each instance.

Scenario 9: Grant-Funded Services to Individuals

A recipient uses a covered HUD award to provide services to individual beneficiaries, either directly or through a vendor, contractor, or subrecipient, such as housing counseling, legal assistance, case management, education, outreach, workforce training, or other grant-funded services.

Q: Do I need to submit financial and supporting documentation?

A: Yes, when the expenditures associated with those services are subject to the HUGS Recipient Portal requirement. The recipient might submit:

A) Payroll, contractor, or subrecipient cost documentation supporting the expenditure;

B) An invoice, reimbursement request, expenditure summary, or similar cost documentation identifying the service provided, applicable period, quantity or units of service where relevant, and amount charged;

C) Applicable time-and-effort or allocation support showing how personnel or shared costs were charged to the award;

D) A contract, subaward, statement of work, service summary, or similar documentation when needed to establish the nature or basis of the expenditure; and

E) Documentation identifying the applicable award, disbursement, or voucher.

For services purchased from an outside vendor, documentation that identifies the service purchased, the applicable period, the quantity or units purchased where relevant, and the amount charged may be sufficient when it allows a reasonable reviewer to substantiate the expenditure. Recipients should not submit irrelevant client or participant PII, case files, medical information, Social Security numbers, personal financial information, or other sensitive information merely to demonstrate that services were provided. Should this sensitive information be on documents that provide other necessary supporting documentation, the recipient should redact the sensitive information so it is not transmitted.

Please note that the HUGS Recipient Portal submission requirements apply only to recipients with covered HUD awards and **do not apply to individual beneficiaries of HUD programs**. HUD does not require or seek the submission of beneficiary-level information, including personally identifiable information (PII) relating to individuals or households receiving HUD assistance. *See Privacy Safeguards* (section IV.E of the notice) for additional information and examples to assist in identifying and handling PII.

The documentation should allow a reasonable reviewer to understand the nature of the services paid for, who or what entity was paid, the amount charged to the award, and the basis for that charge without unnecessarily disclosing information about individual participants.

Scenario 10: Central Office Cost Center Fees and Centralized Costs

A PHA uses a covered HUD award to pay an applicable management fee, bookkeeping fee, asset management fee, Capital Fund management fee, or other centralized cost to its Central Office Cost Center (COCC).

Q: Do I need to submit financial and supporting documentation?

A: Yes. The recipient might submit:

A) A schedule identifying the type of fee or cost, amount, applicable project, and period covered;

B) A calculation or other documentation showing that the fee is within an applicable HUD fee limit or safe harbor;

C) For an asset management fee, documentation showing that applicable excess cash requirements have been met;

D) For other centralized costs, documentation supporting the total cost and the methodology used to allocate the cost among applicable projects or awards; and

E) Accounting records showing the amount charged or transferred to the COCC.

For an established COCC fee that is properly earned under applicable HUD requirements, the documentation should allow a reasonable reviewer to determine how the fee was calculated and that the PHA was permitted to charge the amount to the applicable project or award.[10] Recipients are not required, solely for purposes of the HUGS Recipient Portal submission, to document how the COCC subsequently uses properly earned fee income, unless otherwise required by applicable program requirements or HUD guidance.

Scenario 11: Payments to Mixed-Finance Owner Entities

A PHA uses a covered HUD award to make a payment to a mixed-finance owner entity in accordance with an applicable Operating Agreement or other HUD-approved mixed-finance arrangement.

Q: Do I need to submit financial and supporting documentation?
A: Yes. The recipient might submit:

A) The applicable Regulatory and Operating Agreement, or the relevant portion of the agreement establishing the basis for the payment, if not previously submitted or if subsequently amended;

B) A calculation, payment schedule, or other documentation showing how the amount was determined in accordance with the agreement;

C) Proof of payment, where appropriate; and

D) Accounting records identifying the applicable award, project, and period.

The documentation should allow a reasonable reviewer to determine that the payment was calculated and made in accordance with the applicable agreement. A PHA is not required, solely for purposes of the HUGS Recipient Portal submission, to obtain transaction-level documentation from the mixed-finance owner entity that the PHA is not otherwise required to obtain under the applicable agreement, program requirements, or other HUD guidance.

6. What Is Not Sufficient by Itself?

The following are generally not sufficient by themselves because they do not provide enough information to substantiate the underlying expenditure:

[10] For example, see Supplement to PIH Notice 2007-9, *Changes in Financial Management and Reporting Requirements for Public Housing Agencies Under the New Operating Fund Rule*; HUD, *Table of Fees Under Asset Management*; and applicable HUD management fee schedules and guidance. Applicable requirements vary by fee type. For example, asset management fees are subject to applicable excess cash requirements.

A) Payment requests without supporting cost detail;

B) Summary spreadsheets or tables without supporting cost information;

C) Budget documents without documentation of actual expenditures;

D) General ledger entries without supporting cost detail;

E) HUD system records, screenshots, or forms that reflect a drawdown, disbursement, voucher, or other transaction but do not include sufficient underlying cost documentation;

F) Files that cannot be opened, are behind a paywall, or are unreadable; or

G) Documentation that cannot be reasonably associated with the applicable expenditure, disbursement, or voucher.

This documentation may still provide useful supporting information when submitted together with sufficient underlying documentation.

7. Record Retention Reminder

Submission of documentation through the HUGS Recipient Portal does not replace a recipient's responsibility to maintain complete Federal award records per 2 CFR 200.334 or other applicable requirements. Recipients must retain financial and supporting documentation for the applicable retention period established by Federal requirements and the terms and conditions of the award and must be able to provide those records to HUD when required.

Appendix III: Recipient Checklist

This checklist identifies the key steps recipients should take to prepare for and comply with the HUGS Recipient Portal requirements described in this Notice. Recipients should refer to the applicable sections of the Notice and appendices for additional information.

Step 1: Determine Whether the Requirement Applies to Your Award.

A) Confirm that your HUD program is included in Appendix I**.** Review Appendix I to determine whether your program is included in the current HUGS Recipient Portal implementation.

B) Determine whether your award is a covered award. If your award contains an applicable Recordkeeping and Access to Records provision or substantially similar language, and your program is included in the current implementation, you are required to submit applicable financial and supporting documentation through the HUGS Recipient Portal.

C) If your program is covered but your award does not contain applicable grant award language, consider voluntary submission. HUD strongly encourages voluntary use of the HUGS Recipient Portal to help recipients become familiar with the documentation submission process as HUGS implementation expands to additional awards.

Step 2: Prepare Documentation for HUGS Recipient Portal Submission.

A) **Continue using your existing HUD systems and processes.** The HUGS Recipient Portal does not replace IDIS, DRGR, eLOCCS, HHGMS, or other existing HUD systems or program requirements.

B) **Review applicable disbursements or vouchers for the quarter (or program year, if applicable).** Determine which applicable disbursements or vouchers under the covered award are subject to the HUGS Recipient Portal documentation requirement for the quarterly submission period.

C) **Gather existing financial and supporting documentation.** Collect the financial and supporting documentation associated with the applicable disbursement or voucher. Depending on the cost, the documentation may include invoices, proof of payment where appropriate, payroll records, allocation support, subrecipient documentation, contracts, agreements, or other supporting documentation

D) **Make sure the documentation is traceable.** Documentation should allow HUD to reasonably connect the submitted records to the applicable Federal award and, where

relevant, the associated disbursement or voucher.

E) **Include additional supporting documentation when needed.** If financial documentation does not, by itself, establish the relationship between the expenditure, the applicable award, and the associated disbursement or voucher, submit other existing information, such as applicable contracts, subawards, or allocation documentation, that provide the necessary supporting information.

F) **Review documents for unnecessary PII or sensitive information.** Remove or redact personally identifiable information or other sensitive information that is not necessary for HUD to review and substantiate the expenditure.

Step 3: Submit Documentation and Maintain Your Records.

A) Submit required documentation through the HUGS Recipient Portal each quarter. Documentation is due no later than 30 calendar days after the end of the Federal fiscal year quarter in which the applicable disbursement or voucher occurred.

B) Check the applicable quarterly deadline. Per the example table above, regular submission deadlines may be January 30, April 30, July 30, and October 30.

C) Follow HUD's HUGS Recipient Portal submission instructions. HUD will provide additional instructions regarding HUGS Recipient Portal access, submission procedures, training, technical support, and other implementation matters.

D) Maintain complete Federal award records. Submitting documentation through the HUGS Recipient Portal does not replace applicable recordkeeping and retention requirements established by Federal requirements and the terms and conditions of the award. Continue to maintain complete financial and supporting documentation for the applicable retention period.

Where to Look for Additional HUD Instructions

HUD will provide instructions before the first applicable submission deadline, including communications from HUD, including program- or award-specific implementation updates and HUGS Recipient Portal resources, training, and technical assistance, including instructions for portal access, submission procedures, and ongoing support. HUD will provide additional guidance related to privacy, redaction, and other implementation considerations, as applicable. Recipients should follow the instructions provided by HUD and review HUGS Recipient Portal materials as they become available.

This notice has been submitted to the *Federal Register* for publication.

Need More Information?

Recipients seeking additional information should visit HUD.gov and HUD Exchange. The HUD Exchange will serve as the primary source for HUGS Recipient Portal implementation information, resources, and support materials. Recipients should regularly visit HUD Exchange for updates, including training materials, FAQs, onboarding resources, and submission instructions.