Multifamily
Service Coordinator
Program

Getting in the "Know"

CY 2024 Annual Guidance Updates

CY 2024 Annual Guidance Changes

Budget Revisions: Redistribution of funds amongst **all budget line items (BLI)** are permitted at time of renewal, not to exceed established thresholds. Previously there were restrictions on redistribution to certain line items.

Award Acceptance: Upon receipt of GrantSolutions notification, the authorizing official must access the system and accept the award no later than **14 days** after receipt of notification.

CY 2024 Annual Guidance Changes, Cont.

Disbursements: The voucher supporting documents must be clear and easy to follow. All expenses associated with the voucher must be highlighted and the budget line item that the expense was billed from must be identified.

Example of Highlighted Supported Documentation

Annual Renewal Checklist and Eligibility Requirements

Preparing for Annual Renewal Checklist

- ❑ Ensure owner/property is eligible
- ❑ Check System for Award Management ([SAM.gov](SAM.gov)) to ensure that Unique Entity Identifier (UEI) registration is active. Registration must be renewed annually and be associated with the Owner, not the Management Agent.
- ❑ Check to make certain that no delinquent federal debt exists and if so work to resolve
- ❑ Check eLOCCS to make certain that EIN/TIN is consistent with SAM.gov and owner
- ❑ Determine if project funds are available to cover SC costs
- ❑ Ensure that needed persons have access to GrantSolutions and eLOCCS
- ❑ Ensure that most current voucher has been submitted
- ❑ Ensure that all reporting requirements have been satisfied
- ❑ Submit a HUD 91186-A Budget in accordance with the annual HUD guidance

Eligibility Requirements

1) Must be assisted or financed through any of the following programs:
   - ❑ Section 202 Direct Loan
   - ❑ Project-based Section 8 (including Section 8 Moderate Rehabilitation)
   - ❑ Section 221(d)(3) below-market interest rate
2) Designed or designated for the elderly or persons with disabilities and continue to operate as such:
   - ❑ This includes any building within a mixed-use development that was designed for occupancy by elderly persons or persons with disabilities at its inception and continues to operate as such.
   - ❑ If not so designed, a property in which the owner gives preferences in tenant selection (with HUD approval) to eligible elderly persons or nonelderly persons with disabilities for all units in that property.

Eligibility Requirements... Cont.

3) If FHA insured or financed with a Section 202 Direct Loan, are current in mortgage payments or are current under a workout agreement

4) Meet HUD's Uniform Physical Conditions Standards based on the most recent physical inspection report and responses thereto, as evidenced by a score of 60 or better on the last physical inspection or by an approved plan for properties scoring less than 60

Eligibility Requirements... Cont.

5) Are in compliance with regulatory agreement, Housing Assistance Payment (HAP) Contract, and any other outstanding HUD grant or contract document

6) Have no available project funds ("Available funds" are those that require HUD approval for their use and are not needed to meet critical property needs)

Ineligible Properties

❑ Housing not designed or designated for the elderly, nonelderly people with disabilities, or those no longer operating as such. Family not eligible.

❑ Section 221(d)(4) and Section 515 housing without project-based Section 8 assistance

❑ Section 202 with a Project Rental Assistance Contract (PRAC)

　❑ 202 PRAC properties may obtain funding by requesting an increase in their PRAC payment consistent with Handbook 4381.5 REVISION-2, CHANGE-2, Chapter 8

Ineligible Properties… Cont.

❑ If prepayment or opt out, may no longer be eligible

❑ Stand-alone use agreements are not eligible

❑ Section 811 Properties – No statutory authority permitting grant funds or project funds

❑ Conventional public housing and units assisted by Project Based Voucher (PBV) – No grant funds or project funds

Changes in Eligibility Status

If your eligibility status changes during the course of the grant term, making you ineligible to receive a grant (e.g., due to prepayment of mortgage, sale of property, or opting out of a Section 8 HAP contract), HUD will terminate your grant.

Program Systems

SAM.GOV

[SAM.gov](#) has Thorough, Helpful Guides and other resources for UEI compliance

- HUD will not provide funding while a UEI is inactive
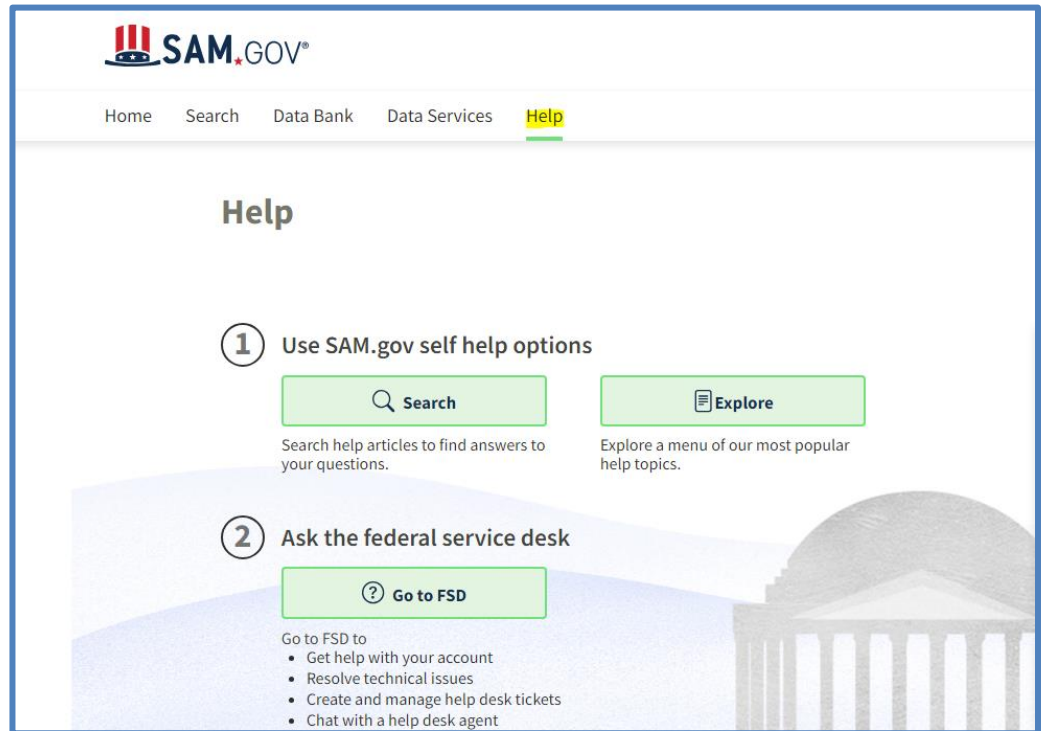
GrantSolutions

GrantSolutions Access

To add, change, or close out user accounts in GrantSolutions, grantees must:

1) Visit https://home.grantsolutions.gov/home/getting-started-request-a-user-account/ and complete the "Recipient User Account Request Form". All grants must have a **Program Director/Principal Investigator** (day to day oversight) and an **Authorizing Official/Authorizing Representative** (authorized owner signatory/Accept awards).

2) Once completed and signed by the Owner/Board Member, the form (s) must be emailed to help@grantsolutions.gov. Be certain to copy your local Grants Specialist and Dorthera.Yorkshire@hud.gov. GrantSolutions will respond to your request within 48 hours.

GrantSolutions Assistance

If a grantee has technical difficulties or questions about using GrantSolutions, please contact help@grantsolutions.gov or call 1-866-577-0771 to speak to a GrantSolutions Help Desk agent

eLOCCS and Secure Systems

Secure Systems Main Menu

eLOCCS Main Menu

eLOCCS Access

The Line of Credit Control System (LOCCS) is HUD's primary grant disbursement system. Grant disbursements are facilitated via the Internet through the eLOCCS system. Customers (*users and approving officials*) are required to gain access to Secure Systems prior to accessing eLOCCS since it serves as an internet gateway between the public and the internal eLOCCS application.

The following components must be completed for eLOCCS access:

Component 1 – Secure Systems Business Partner Registration

Component 2 – Secure Systems "Coordinator" Registration

Component 3 – Secure Systems "User" Registration

Component 4 – HUD-27054e eLOCCS Access Authorization Form

Secure Systems ID's

In Secure Systems there are two ID types available to register:

Coordinator... assign User roles and recertify Users

❑ Approving Official in eLOCCS

User...

❑ User in eLOCCS and will submit vouchers

Secure Systems Assigned Roles

Only assign **"QRY"** and **"ADM"** to Coordinator and User (s)

Do not Select **"YES"** or **"REQ"**

Secure Systems Assistance

Grantees can email Secure Systems at reac_tac@hud.gov or call 1-888-245-4860 to speak to a Help Desk Agent concerning the following matters (not inclusive):

- ❏ 'M' Secure Systems ID
- ❏ Reactivation of the id in Secure Systems
- ❏ Status of the identification number
- ❏ Password resets
- ❏ User upgrades or downgrades

Secure Systems cannot answer questions about the eLOCCS system, and those questions are to be referred to your **Grants Specialist**

eLOCCS Assistance

Grantees can find critical eLOCCS information and all needed forms or guides at eLOCCS Access Guidelines for Business Partners

Do not contact the eLOCCS Office. Please contact your Grants Specialist to assist you with any questions or concerns about eLOCCS access or changes.

Reporting Requirements

Standards for Success (SfS) Performance Reporting

Standards for Success (SfS) is HUD's standardized performance reporting framework for its discretionary-funded programs. The framework's main principles are:

1) Standardization of data elements, measures, definitions, metrics, and reporting periods across HUD programs

2) Alignment of programmatic data elements and measures with higher-level agency priority goals and objectives

3) The utilization of record-level reports for greater analysis and responsiveness of programs.

Standards for Success (SfS) Performance Reporting… Cont.

The annual SfS reporting period is **October 1 – September 30**. Submission of SfS reports are **due on October 30** of each year unless the HUD Office of Multifamily Housing declares otherwise:

❑ Must upload SfS submission evidence to GrantSolutions

❑ Please keep in mind, too, that the SfS report is a property-based report, rather than a service coordinator-based report. This means **each property only needs to submit one SfS report**, regardless of the number of service coordinators on the property.

Quality Assurance (QA)

If your property has received Federal funds or approved budget funds for QA services, an annual QA report must be submitted to HUD, along with the SfS report. All QA reports must be uploaded as attachments and submitted at the same time as the SfS report:

❑ As a reminder, the annual SfS reporting period is October 1 – September 30. The annual reporting period for the QA report is the same. All SfS reports and applicable QA reports are due on October 30 each year unless the HUD Office of Multifamily Housing declares otherwise.

❑ Please do not email QA reports separately to your regional HUD officer

SfS on HUD Exchange

Training Material and Resources:

      Data Integrity Reference Manual

      Frequently Asked Questions

      Training Material – Virtual, inForm and self paced trainings

      Fact Sheets

      Data Elements Quick References and Shortcuts

      Additional HUD Program Information

https://www.hudexchange.info/programs/standards-for-success/

Standards for Success-inForm Walk-Through

https://www.hudexchange.info/trainings/courses/standards-for-success-pilot-inform-walk-through-orientation/

Standards for Success Questions

Standards for Success Contacts

Please refer to the following resources for additional assistance:

Help Resource	Subject Area	Email	Phone
HUD Standards for Success	• General questions regarding HUD Standards for Success • Feedback submissions regarding HUD Standards for Success	AskGMO@hud.gov	

GrantSolutions inForm Help Desk	• Technical issues or questions using the GrantSolution inForm tool
	• Requests for GrantSolution inForm:
	  ○ user account access
	  ○ account usernames
	  ○ account password reset
		help@grantsolutions.gov	(866) 577-0771 or (202) 401-5282

Pangea Foundation	• Questions regarding AASC Online • Questions regarding FamilyMetrics	support@pangeafoundation.org	

HUD 50080-SCMF
Financial Reporting

1. LOCCS Pgrm. Area	SCMF		
2a. Grantee Organization's Name			
2b. Grantee Organization's TIN			
3. Grant Number			
4a. 12-Month Grant Term		From (mm/dd/yyyy):	
4b. Grant Amount			
5. Six Month Reporting Period:	☐ First ☐ Second		
6. Line Item No.	**Type of Funds Requested**	**Amount**	
1010	Salary	$0.00	
1020	Fringe Benefits	$0.00	
1040	Quality Assurance	$0.00	
1045	Training	$0.00	
1050	Travel	$0.00	
1055	Supplies & Materials	$0.00	
1060	Start-up Costs	$0.00	
1065	Other Direct Costs	$0.00	
1070	Indirect Costs	$0.00	
7. Total		$0.00	

My submission of this expense report certifies that the data reported are correct and the amount request...
funds provided become more than necessary, such excess will be promptly returned, as directed by HUL...

8. Name and Phone Number (including area code) of the person who completed this...

Summary | Draw 1 | Draw 2 | Draw 3 | Draw ...

HUD 50080-SCMF

The Form HUD-50080-SCMF , LOCCS Payment Voucher/Expense Report, is used by HUD to:

❑ Protect disbursement data from fraudulent actions

❑ Safeguard the Line of Credit Control System (LOCCS) from unauthorized access

❑ Track expenses and drawdown of funds for eligible activities at intervals within the grant term

❑ Provides the most essential information HUD needs to determine whether federal funds have been used appropriately

❑ Designed to reduce burden and strengthen the valid data provided to HUD

HUD 50080-SCMF… Cont.
Summary Worksheet

Grantees must complete worksheet with the current performance period and owner information

1. LOCCS Pgrm. Area	SCMF	
2a. Grantee Organization's Name	ABC Stanton LDHA, LLC	
2b. Grantee Organization's TIN	55-1111111	
3. Grant Number	MFSC250203	
4a. 12-Month Grant Term	From (mm/dd/yyyy): 1/1/2022	To (mm/dd/yyyy): 12/31/2022
4b. Grant Amount	$35,668.00	
5. Six Month Reporting Period:	☑ First ☐ Second	

6. Line Item No.	Type of Funds Requested	Amount
1010	Salary	$7,636.53
1020	Fringe Benefits	$1,239.35
1040	Quality Assurance	$755.56
1045	Training	$0.00
1050	Travel	$0.00
1055	Supplies & Materials	$162.48
1060	Start-up Costs	$0.00
1065	Other Direct Costs	$2,701.79
1070	Indirect Costs	$0.00
7. Total		$12,495.71

HUD 50080-SCMF... Cont.

Grantees must complete an individual worksheet for each voucher from eLOCCS. Each worksheet must itemize expenses incurred during the month or quarter. The total amount of expenses incurred for that month or quarter must be the same amount requested from and paid out by eLOCCS voucher.

1. Date of eLOCCS Request (mm/dd/yyyy)			9/29/2022				
2. Period Covered by this Request	From (mm/dd/yyyy):	1/1/2022		To (mm/dd/yyyy):	1/31/2022		
3. Voucher Number		085-00000000					

4. Budget Line Item

1010 Salary	$490.50
1020 Fringe Benefits	$78.71
1040 Quality Assurance	$0.00
1045 Training	$0.00
1050 Travel	$0.00
1055 Supplies and Materials	$0.00
1060 Start-up Costs	$0.00
1065 Other Direct Costs	$270.11
1070 Indirect Costs	$0.00
5. Total	$839.32

6. Expense Information

LOCCS BLI Number (Use numbers shown in cells A12–A28)	Date of Expense/Billing Date	Expense/Item Description	Payee	Invoice, account, or check number	Amount	Date Paid (if paid in this month/quarter)
1010 Salary	1/21/2022	Service Coordinator salary	SC Name	Check #182427	$490.50	1/21/2022
1020 Fringe Benefits	1/21/2022	Fringe Benefits	IRS, SC Name, Provider Name	Check #182427	$78.71	1/21/2022
1040 Quality Assurance	1/31/2022	QA Fees	Provider Name	Check #182427	$0.00	1/31/2022
1065 Other Direct Costs	1/1/2022	Copier Maintenance	Provider Name	Check #4038461427	$16.96	1/25/2022
1065 Other Direct Costs	12/26/2021	SC Phone and Internet service	Provider Name	Account #0970Phone01/2022SC	$253.15	1/25/2022

HUD 50080-SCMF... Cont.

Maintain documentation. Grantees must maintain detailed expense documentation in their files. HUD will randomly review monthly/quarterly vouchers to ensure compliance and reserve the right to request documentation as deem necessary. Do not submit supporting documents to HUD unless requested.

Reporting Period. There are two reporting periods in a 12-month grant term. The **first** reporting period starts from January 1 through June 30 and the **second** reporting period starts from July 1 to December 31.

❑ These expense reports are due 30 calendar days following the end of each six-month reporting period. If there is delay in funding the report will be due within 30-days of access to funds in eLOCCS.

❑ Grantee must upload each six-month report in an Excel file to GrantSolutions

Preparing the HUD-91186-A Annual Budget

HUD 91186-A Budget... Project Info Tab

Ensure all Owner and Property information is consistent with GrantSolutions, eLOCCS, and SAM

Owner (Applicant) Legal Name:	Harmony House LDHA, LP	UEI: WTWE LVJH AZH5	TIN/EIN Number: 47-2379245
Owner (Applicant) Address:	123 Easy St, Brocton, MA 01301		

1. Project Information: Please provide the information for every project included in your request

Project Name and Address	Project Type Sec. 202, 236, 221 (d)(3)BMIR or Section 8	FHA or Project Number	MFSC Grant Number MFSCXXXXXX	Section 8 Number	Number of Subsidized Rental Units
Porter Pond Manor	202	023-EE-001	MFSC-180000	MA-06S00000	100.00
123 Easy St, Brocton, MA 01301					
Total # of Residents Served in this Proposal:	100.00				

If the SC will serve multiple eligible projects, list the individual projects and state the proportionate amount of time planned at each site.

Be sure to include all SC activities, whether funded by the MFSC grant, Budget-Based funds or Other Sources -- this listing should reflect the full scope of services offered, regardless of the source of funding.

Project Names:	Number of Hours per Site
	-
	-
	-
	-
Total Number of Hours at All Sites:	-

Signature:	John Stamos		Date:	5/21/2020
Contact Name and Title:	John Stamos Accounting Manager			
Phone:	555-555-5555	Email:	jstamos@liberty.com	

HUD-91186-A Budget Detail Tab Salary/Direct Labor Costs

This section should show only the salary/labor costs for the Service Coordinators and/or aides

❑ List name of Service Coordinators and/or aides

❑ List their job title, any professional certification, and/or work experience

❑ Enter their hourly labor cost. For salaried employees use 2,080 work hours per year, or the value your organization uses, to perform this calculation. Overtime is not permitted.

❑ In general, a ratio of one full-time SC to 50 to 100 residents is reasonable. In properties with large numbers of residents with mental health condition or other high needs a smaller ratio may be appropriate.

2. Line Item Expenses:				4. Application of Funding Sources to Specific Expense Items:			
a. Salary/Direct Labor – Please Identify Positions (e.g. 'SC' or 'Aide') and Professional Licensure (e.g. 'MSW')	Rate per Hour	Number of Hours	Estimated Annual Cost	Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
1.0 FTE Service Coordinator - Maters of Social Work (MSW) - Marjorie	16.00	2,080.00	33,280	30,280	3,000		33,280
			-				-
			-				-
			-				-
			-				-
			-				-
			-				-
			-				-
			-				-
			-				-
Subtotal Salary/Direct Labor Costs			33,280	30,280	3,000	-	33,280

HUD-91186-A Budget Detail Tab
Fringe Benefits

This section should show the fringe benefits costs for only the Service Coordinators and/or aides.

- ❑ The same fringe rate that is standardly used by your organization for all staff must be used
- ❑ List each of the individual fringe charges
- ❑ Enter the 'Rate for Calculating Cost' as a percentage
- ❑ Enter the Total Direct Labor Cost (Salary) as the base for the calculation

If the organization calculates fringe benefits differently, they may use a different base and then use as much space as needed to discuss how you calculate fringe benefits and the elements that are included

b. Fringe Benefits – List and describe all benefits and taxes included; specify individual bases for costs	Rate for Calculating Cost	Cost Base	Estimated Annual Cost	Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
Medical and Dental Insurance	16%	33,280.00	5,325	5,325			5,325
Employer Matching Contribution to Employees Retirement Fund	2.80%	33,280.00	932	932			932
Federal Social Security Tax - Employer Portion	6.20%	33,280.00	2,063	2,063			2,063
Medicare Tax - Employer Portion	1.45%	33,280.00	483	483			483
Life and Disability Insurance	3.55%	33,280.00	1,181	1,181			1,181
			-				-
			-				-
			-				-
			-				-
			-				-
Subtotal Fringe Benefits Cost			9,984	9,984	-	-	9,984

HUD-91186-A Budget Detail Tab Quality Assurance (QA)

Based on the third-party contracts you have or a member of the corporate management team, assuming such staff has a degree of independence that allows for an impartial evaluation:

❑ List contractor or name of staff

❑ List the title of the professional (e.g., MSW) who will be performing QA

❑ Enter their rate per hour

❑ Enter the number of hours over the year you expect to use them

Quality Assurance activities are limited to program evaluation and the cost cannot exceed 10% of the Salary/Direct Labor

2. Line Item Expenses:				4. Application of Funding Sources to Specific Expense Items:			
a. Salary/Direct Labor – Please Identify Positions (e.g. 'SC' or 'Aide') and Professional Licensure (e.g. 'MSW')	Rate per Hour	Number of Hours	Estimated Annual Cost	Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
1.0 FTE Service Coordinator - Maters of Social Work (MSW) - Marjorie	16.00	2,080.00	33,280	30,280	3,000		33,280
			-				-
			-				-
			-				-
			-				-
			-				-
			-				-
			-				-

c. Quality Assurance/Program Evaluation – Remember that QA costs cannot exceed 10% of Salary/Direct Labor Costs (item 2.a)	Rate per Hour	Number of Hours	Estimated Annual Cost	Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
MSW faculty at the Boston College School of Social Work	90.00	36.00	3,240	3,240			3,240
			-				-
			-				-
			-				-

HUD-91186-A Budget Detail Tab Training

Give fees and rates for appropriate training programs, to the extent known. Otherwise estimate and provide basis for the anticipated cost. The costs should be reasonable based on HUD's training requirements and the SC's time in the position.

- ❑ Describe the training(s) to be undertaken
- ❑ Enter the rate per hour
- ❑ Enter the number of hours anticipated

If actual information is not known, please estimate and provide bases for anticipated costs

- ❑ As specified in Chapter 8 of the Management Agent Handbook all service coordinators must have met a minimum of 36 training hours of classroom/seminar time before hiring or must complete these minimum training requirements within 12 months of initial hiring
- ❑ Chapter 8 of the Management Agent Handbook states that service coordinators should receive 12 hours of continuing education each year
- ❑ Eligible/required topics are listed in 4381.5, Chapter 8, Section 8.9

d. Training – List fees and rates to the extent known and provide basis for the projected cost	Cost Basis	Quantity	Estimated Annual Cost	Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
Seasoned SC, only requires 12-hours. AASC-sponsored training curriculum	50.00	12.00	600	600			600
			-				-
			-				-
			-				-

HUD-91186-A Budget Detail Tab… Travel

To the extent that you have the information, please detail local travel and travel for training:

- ❑ Describe the travel to be undertaken:
  - ❑ For local travel describe the means of travel (e.g., private vehicle, public transit), the **distance between remote sites and the main location (not home or corporate office)**, and the frequency of travel between sites
  - ❑ For **travel to training** include information regarding the destination, means of travel (air, train, personal vehicle, etc.), number of nights lodging and purpose of the trip. **See Ineligible slide for further details**.
- ❑ List airfare, other (quantity & unit cost) and per diem (# days & daily rate)
- ❑ Enter the 'Cost Basis' (rate per mile, transit pass cost, airfare, lodging etc.)
- ❑ Enter the quantity (# of trips or months, # of nights lodging/per diem, etc.)

If actual information is not known, please estimate and provide bases for anticipated costs. If your agency doesn't set its own rates, use the Federal per diem rates posted on the General Services Administration (GSA) website: www.gsa.gov/perdiem

e. Travel – Detail local travel (e.g. private vehicle, mileage & rate per mile) and travel for training: airfare (trips & fare), other (quantity & unit cost) and per diem (# days & daily rate)	Cost Basis	Quantity	Estimated Annual Cost	Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
Local Travel - weekly trip from primary office location to 2 satellite locations:			-				-
50 trips per year x 60 miles @ $.545 per mile	32.70	50.00	1,635	632	1,003		1,635
Travel expenses for mandatory training:			-				-
Airfare from Boston, MA to Denver, CO	450.00	1.00	450	450			450
Conference Hotel - 4 nights lodging	150.00	4.00	600	600			600
Per Diem costs - 4 days during conference	50.00	4.00	200	200			200
Reimbursement for airport parking - 5 days @$12 per day	12.00	5.00	60	60			60
Reimbursement for mileage from home to airport - RT mileage = 40	0.55	40.00	22	22			22
			-				
			-				
Subtotal Travel Costs			2,967	1,964	1,003	-	2,967

HUD-91186-A Budget Detail Tab Supplies and Materials

List the supplies you propose to purchase for the SC to perform their duties. Detail individual items, unit cost and quantity to be purchased; include replacement of office equipment. Do not lump items together. **Refer to ineligible slide for further details**. You can use an anticipated consumption rate to estimate the cost of office or other common supplies:

❑ Describe the supplies and materials to be purchased

❑ Enter the Estimated Unit Cost for each element

❑ Enter the Quantity to be purchased

When property size exceeds 100 total unit count, HUD may increase threshold amount from $1,000 for general supplies/materials to a reasonable amount, not to exceed $1,500. Such increases will be on a case-by-case basis and must be supported by a written justification. Such justification must be uploaded to GrantSolutions.

f. Supplies and Materials – Detail individual items to be purchased, unit cost and quantity; include replacement of office equipment. Do not lump items together.	Estimated Unit Cost	Quantity	Estimated Annual Cost	Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
Ink cartridge for printer	54.00	3.00	162	162			162
Copy paper	52.00	2.00	104	104			104
Easel pad	23.00	1.00	23	23			23
Pens	12.00	1.00	12	12			12
Highlighters	9.00	1.00	9	9			9
Folders	25.00	2.00	50	50			50
			-				-
			-				-
			-				-
			-				-
Subtotal Supplies & Materials Costs			360	360	-	-	360

HUD-91186-A Budget Detail Tab
Other Direct Costs

Under [2 CFR 200.413](#), Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy are eligible.

❑ Third-Party Contracts for professional services,

❑ Communication costs such as telephone and internet service, and

❑ Business expenses, such as printing, postage, computer software and maintenance of office equipment, when such costs are attributable to the **SC program only**.

Enter information regarding all Other Direct Costs. List and describe individual elements. Do not lump together:

❑ Describe the contracts or other elements

❑ Enter the Estimated Unit Cost for each item

❑ Enter the Quantity for each item

These contracts do not belong in Indirect Costs. They belong in 'Other Direct Costs' because they are activities undertaken specifically for the SC program

g. Other Direct Costs	Estimated Unit Cost	Quantity	Estimated Annual Cost	Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
			-				-
Dues: AASC & MASC - annual fee 1 user	225.00	1.00	225	225			225
Standards for Success (SfS) Online subscription - annual fee for 1 user	595.00	1.00	595	595			595
Phone - monthly cost for 1 user	75.00	12.00	900	900			900
Internet - monthly 1 user	54.00	12.00	648	648			648
Computer maintenance - monthly 1 user	36.00	12.00	432	432			432
			-				-
			-				-
			-				-
			-				-
Subtotal 'Other Direct Costs'			2,800	2,800	-	-	2,800

HUD-91186-A Budget Detail Tab Indirect Costs

Under [2 CFR 200.414](#), applicants/recipients who have never had an indirect cost rate may claim up to a *de minimis* rate of 10% of Modified Total Direct Costs (MTDC

❑ Indirect Costs (***Costs that are shared by multiple programs or activity areas within the organization that are not listed individually here, they are rolled into the allocated 'Indirect Costs'***

❑ ***Typical indirect costs*** would include such activities as:

   ❑ Accounting and human resources activities and

   ❑ Administrative support for vouchering and payroll

   ❑ ***Utilities and other building-related expenses*** that are being reimbursed through operating subsidies ***are not eligible*** for inclusion as indirect costs in your the SCMF program budget

					Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
Subtotal 'Other Direct Costs'				2,800	2,800	-	-	2,800
h.		TOTAL DIRECT Costs		53,231	49,228	4,003	-	53,231
i. Indirect Costs – List indirect cost rate, if approved by HUD		Approved Indirect Cost Rate		Estimated Annual Cost	Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
HUD-approved de minims indirect cost rate		10.0%		5,323	4,923	400	-	5,323

HUD-91186-A Budget Detail Tab Indirect Costs… Cont.

❑ This percentage is based solely on 'allowable direct costs' and doesn't require the tracking of actual indirect costs; it's simply a calculation

❑ Therefore, it's essential that you know what elements are allowable in the 'Modified Total Direct Costs' and that your agency tracks and documents them properly

HUD-91186-A Budget Detail Tab
Section 2k. Contracts

If the grantee contracts out for a Service Coordinator or for Quality Assurance, they must list specific contracts, describe the scope of services and the related costs

k. Contracts – If you plan to contract out for a Service Coordinator or for Quality Assurance, list specific contracts, describe the scope of   services and the related costs.

Line 2.c: One-year contract for QA with Boston College School of Social Work, Newton, MA: ongoing QA monitoring & consulting: Monitor service coordinators' activities, Review service coordinators' files, Provide technical assistance and guidance, Set goals and complete program evaluations, Review the supportive services plan, Help the service coordinator establish and sustain partnerships. 3 hrs/mo @ $90/hr; $3,240 total

HUD-91186-A Budget Detail Tab

Section 4. Application of Funding Sources to Specific Expense Items

❑ This section must account for all budget line item expenses in Section 2, whether it be Grant or Other Sources

❑ The HUD Approved Adjustments Column is for HUD staff

2. Line Item Expenses:				4. Application of Funding Sources to Specific Expense Items:			
a. Salary/Direct Labor – Please Identify Positions (e.g. 'SC' or 'Aide') and Professional Licensure (e.g. 'MSW')	Rate per Hour	Number of Hours	Estimated Annual Cost	Amount MFSC Grant	Amount Other Sources	HUD Approved Adjustments	Total All Sources
1.0 FTE Service Coordinator - Maters of Social Work (MSW) - Marjorie	16.00	2,080.00	33,280	30,280	3,000		33,280
			-				-
			-				-
			-				-
			-				-
			-				-
			-				-
			-				-
			-				-
			-				-
Subtotal Salary/Direct Labor Costs			33,280	30,280	3,000	-	33,280

HUD-91186-A Budget Detail Tab Section 3. Funding Sources

This section must account for all expenses in Section 4.

❑ Under the MFSC Grant Section the Grant Amount and Offset must match the grantees 12-month Authorized Amount

  ❑ The 1st row under l. MFSC Grant must be the grantees 12-Month Authorized Amount minus their **projected** offset

  ❑ The 2nd row should be the grantees **projected** offset

  ❑ If completed correctly this will result in the correct 12-Month Authorized Amount being prepopulated in the 3rd row "Subtotal MFSC Grant Funds"

❑ Grants Specialists will get true offset from eLOCCS the 1st week of February because grantees have until January 30 to submit final voucher

❑ Once Section 3 is completed, if done correctly the Grand Total All will be 100%

HUD-91186-A Budget Detail Tab Section 3. Funding Sources

3. Funding Sources (Indicate all that apply)		
Housing owners can use any of the four funding sources to pay the costs of a Service Coordinator program. You may use these resources individually or in combination with each other. Indicate which funding sources you propose to use, by giving the dollar amount, the number of years and months during which you will use the funds, and the exact time period, (e.g. from Jan 1, 2019 to Dec 31, 2019).		
I. MFSC Grant	**$ Amount**	**Percent of Total Estimated**
Grant MFSC180001 12-Month Amount minus projected offset	52,401	
Projected 2024 Offset (remaining funds in eLOCCS after final CY 2023 voucher)	1,750	
Subtotal MFSC Grant Funds	54,151	92.5%
m. Residual Receipts	**$ Amount**	**Percent of Total Estimated Costs**
RR	1,003	
	-	
Subtotal Residual Receipts	1,003	1.7%
n. Rental Assistance	**$ Amount**	**Percent of Total Estimated Costs**
Operating Funds	400	
	-	
Subtotal Rental Assistance	400	0.7%
o. Debt Service Savings	**$ Amount**	**Percent of Total Estimated Costs**
	-	
	-	
Subtotal Debt Service Savings	-	0.0%
p. Other Sources (e.g. Gifts, Fundraising & Philanthropy)	**$ Amount**	**Percent of Total Estimated Costs**
Brockton United Way - Gift	3,000	
	-	
Subtotal Other Sources	3,000	5.1%
q. GRAND TOTAL ALL Sources	58,554	100.0%

HUD-91186-A Budget Detail Tab Summary Tab

- ❑ All blue cells will prepopulate from the Budget Detail tab
- ❑ Grantees must manually complete all applicable yellow cells; amounts must match the amounts from the Budget Detail Tab
- ❑ If completed correctly the Amount Remaining to Apply will be zero and the Grand Total and Check Figures amounts will be the same

4. Budget Summary: Total Revenue and Expenses

MFSC Budget Summary	Expense Totals	Fund Sources Total	MFSC Grant	Residual Receipts	Rental Assistance	Debt Service Savings	Other Sources	Amount Remaining to Apply
a. Personnel (Direct Labor)	33,280	33,280	30,280				3,000	-
b. Fringe Benefits	9,984	9,984	9,984					-
c. Quality Assurance	3,240	3,240	3,240					-
d. Training	600	600	600					-
e. Travel	2,967	2,967	1,964	1,003				-
f. Supplies and Materials	360	360	360					-
g. Other Direct Costs	2,800	2,800	2,800					-
h. Indirect Costs	5,323	5,323	4,923		400			0
j. Grand Total	58,554	58,554	54,151	1,003	400	-	3,000	0
Revenue-Expens		-						
Check Figures		58,554	54,151	1,003	400	-	3,000	

Ineligible Expenses

❑ Supervision performed by property management staff. ***Management fees already pay for such supervision.***

❑ Cost overruns associated with creating private office space

❑ Usual audit and legal fees

❑ Application preparation and submission

❑ Increasing management fees

❑ Service Coordinator-related training courses for property management staff

❑ Computer hardware/software or other equipment not used/required by the Service Coordinator

Ineligible Expenses... Cont.

- ❑ Food
- ❑ Coffee/creamer/sugar/cups
- ❑ Eating utensils/plates
- ❑ Beverages (3rd party water services also not eligible)
- ❑ Gifts to residents/or staff
- ❑ Costs associated with parties or meals (even for residents)
- ❑ Restaurant meals
- ❑ Travel
    - ❑ Not associated with approved training
    - ❑ Picking up supplies, networking, or direct services for the residents
- ❑ Entertainment/classes for residents
- ❑ Cleaning supplies, toiletries
- ❑ COVID related items (not inclusive), for example:
    - ❑ Sanitizing wipes
    - ❑ Hand sanitizer
    - ❑ COVID tests
    - ❑ Gloves

Post-Award Revisions

Outside of circumstances beyond the grantee's control, the practice of redistributing funds after the annual budget has been approved must be avoided.

❑ If necessary, a request for budget line-item redistribution, along with a justification, must be made by the authorizing official and uploaded to GrantSolutions via Grant Notes.
  ❑ HUD will not accept any requests for budget revisions from a third-party entity.
  ❑ 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.

Program Resources

Program Resources

[Budgeting for the Service Coordinators in Multifamily Housing Program](#)

Assists grantees in managing program funds, budgeting, and reporting. Each presentation 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.

As a complement to its online Multifamily Housing Program (MFHP) Financial Management Toolkit, HUD has developed three presentations to further assist Service Coordinators in Multifamily Housing (SCMF) program grantees in managing program funds, budgeting, and reporting. Each 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.

Note: HUD Form 91186-A has been reformatted and streamlined. The data you provide is critical to HUD's program data quality efforts and will be required for all future submissions. The form is available on HUD-CLIPS.

Download HUD Form 91186-A (XLSX)   Download HUD Form 91186-A (PDF)
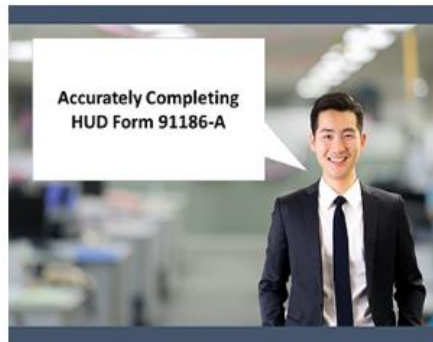
Budgeting for the Service Coordinators in Multifamily Housing Program

Budgeting for the Service Coordinators in Multifamily Housing Program

Supplementary Materials:

- Examples HUD Form 91186-A (XLSX)
- Examples HUD Form 91186-A (PDF)

Accurately Completing HUD Form 91186-A

Accurately Completing HUD Form 91186-A

Supplementary Materials:

- Sample Form 91186-A (XLSX)
- Sample Form 91186-A (PDF)

Program Resources... Cont.

Service Coordinators in Multifamily Housing (SCMF) Program Online Learning Tool

This tool provides service coordinators, owners of HUD-assisted multifamily housing, property managers, and other staff with guidance on how to run an effective service coordination program that incorporates best practices and adheres to program standards.

Program Resources… Cont.

- [Management Agent Handbook 4381.5, Chapter 8](#)
- [HUD Service Coordinator Webpage](#) (see "What's New" on our homepage)
- [HUD's Client Information Policy Systems (HUDCLIPS)](#)
- [NOFO Archives](#)
- [HUD SC Resource Flipbook Guide](#)
- [Financial Management 201](#) (Includes self-paced modules on 2CFR Part 200)
- [Standards for Success (SfS)](#)

Program Resources… Cont.

- [2 CFR 200](#) – Electronic Code of Federal Regulations
- [The System for Award Management (SAM)](#)
- [USASpending](#) – Government spending by agency
- [HUD's Grant Management Office (GMO)](#)
- [GrantSolutions](#)
- [eLOCCS Access Guidelines for Business Partners](#)

Questions to:
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