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Speaker 0 00:00:00 All right. And thank you again for being here. With that, we are going to begin, and to lead us off, I'd like to introduce you to one of our lead grant specialists out of our southeast region. Erica, can you hear me?

Speaker 1 00:00:15 Yes, I can hear you, Andrew. Thank you. Good afternoon, everyone. As he said, I am Erica Shaw and I'm the lead grant management specialist in the southeast region. I work out of the Florida office, and I'm going to go over a few of the updates that we have that you will notice as you're preparing your budget renewals. Next slide, please. So, for budget revisions, the redistribution of funds amongst all budget line items are permitted at the time of renewal, not to exceed the established thresholds. Previously, there were restrictions on the redistribution to certain line items under award acceptance. Upon receipt of your grant solutions notification, the authorizing official must access the system and accept the award no later than 14 days after receipt of that notification. Next slide, please. And under 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. We have an example on this screen there, so take a second to review that.

Speaker 0 00:01:36 Thank you for that, Erica. I really appreciate that explanation for the updates. Now for our annual renewal checklist and eligibility requirements, Amy Velu, our lead grant specialist for HUDs Northeast Region. She's going to go over these documents with you next. Go ahead, Amy, can you hear me?

Speaker 2 00:01:53 Yes. Thank you. Good afternoon, everyone. Thank you for being here again, my name's Amy eu. I'm a lead grants management specialist in the Northeast, northeast region, and I work out of the Connecticut office. I'll be going over the annual renewal checklist and eligibility requirements. Next slide, please. Preparing for annual renewal checklist. The following are reminders and requirements to help when submitting your CY 2024 RSC grant renewal documents. Make sure the owner and property are eligible. The eligibility requirements are listed in the renewal guidance. Make sure your UEI number is active. You can do this by visiting the SAM dot gov webpage. The registration must be renewed yearly, and the registration must be associated with the ownership and not the management company. We can't renew your grant. If the UEI number is inactive, make sure there are, there are, there is no delinquent federal debt. If so, this needs to be resolved.

Speaker 2 00:02:55 Before you submit your renewal documents, check eLOCCs to make sure the TIN number matches what is in SAM dot gov and that it matches the ownership entity TIN number check to see if project funds are available to cover service coordinator costs. If there are project funds available, these must be used first. Before we request any grant funds, make sure the correct people have access to grant solutions and eLOCCs Access expires after 90 days if there has been no activity, and you can check the project assignments and grant solutions to make sure the correct people are listed to enter renewal documents and accept the award. Please make sure your most current voucher has been submitted to eLOCCs. Vouchering must be done on a monthly or quarterly basis. Also, all CY 2023 vouchers must be submitted by January 31st, 2024. Whatever funds are left in eLOCCs after this date will be used as an offset for CY 2024.

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Speaker 2 00:03:55 Unless there is a reasonable justification, make sure all reporting requirements are satisfied. This includes the HUD 580 SCMF form and the standards for success. Thus, the Standards for Success due date this year has been extended from 10 30 20 23 to 12 31 20 23. Please make sure you're sure the HUD 9 1 1 8 6 A budget form is submitted according to the annual renewal guidance. Next slide please. Eligibility requirements before a grant can be renewed, we need to look at the eligibility requirements to make sure your properties are eligible. To make it eligible, it must be assisted or financed through any of the following programs. Section 2 0 2, direct loan, project based section eight or section 2 21 D three below market rate. Interest rate. The property must be designed or designated for the elderly or persons with disabilities and continue to operate as such, this would include any building within a mixed use development that was designed for occupancy by elderly persons or persons with disabilities at the beginning and continues to operate that way. If the property is not designed for elderly or persons with disability, a property in which the owner gives preferences and tenant selection to eligible elderly persons or non-elderly persons with disabilities for all units in that property, this must be approved by HUD. Next slide, please.

Speaker 2 00:05:31 If FHA insured or finance with a Section 2 0 2 direct loan, it must be current and mortgage payments or current under a workout agreement, property must meet HUD's Uniform Physical Condition Standards based on the most recent physical inspection report. This must be evidenced by a score of 60 or higher on the last physical inspection or by an approved plan for property scoring less than 60. If you are in this category, you can reach out to your account executive for guidance. Next slide, please. You must be in compliance with a regulatory agreement, housing assistance, payment contract, or any other outstanding HUD grant or contract. And to be eligible for a grant, you must have no available project funds.

Speaker 2 00:06:17 Next slide, please. Ineligible properties consist of housing not designed or designated for the elderly, non-elderly people with disabilities or those no longer operating as such, family properties are not eligible. Section 2 21, D four and Section five 15. Housing without Project-based Section eight, section 2 0 2 with a prac contract are not eligible. If you are a prac property, you may obtain funding by requesting an increase in your prac payment. And the requirements for that are in handbook 43 81 0.5 Revision two, change two, chapter eight. Next slide, please. If there was a prepayment or opt-out, no longer eligible standalone use agreements are not eligible. Section eight 11 properties are not eligible. Conventional public housing units and units assisted by project-based vouchers are not eligible for grant funds or project funds. Changes in eligibility status if there are any changes in the eligibility status of your property during the course of the grant term, which would cause you to be in eligible to receive a grant either due to a prepayment of mortgage, sale of property, or opting out half contract, how do we'll have to terminate the grant. Please make sure you communicate with your grant specialists to reduce any interruptions to your grant being funded. Back to you Andrew.

Speaker 0 00:07:53 Thank you for that, Amy. And thank you for going over ineligible versus eligible properties. And up next is our program systems with Brett Morsh, who's our lead grant specialist in our New York area. Brett, can you hear us?

Speaker 3 00:08:10 Yeah. Loud and clear. Andrew. Thanks. Next slide. Alright everyone. so, as everyone knows, SAM dot gov is, Amy had alluded to earlier, extraordinarily important and one of the first places you should be going, in my opinion. The two big takeaways, here is that the SAM dot gov will issue your company a 12 character alpha numeric number id, which replaces what used to be called the

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Dunn's number, which is now gone. and it also is the place where you are going to sign your federal acquisition, regulation certifications, that plays a role in having your grant issued later. So, it, the requirement comes up once a year. please log in on a routine basis, make sure you know when it is due, because once it goes into an inactive status, it is very hard to get it restarted again.

Speaker 3 00:09:08 It's better if you just renew it. It's easy peasy and you won't have any delays in getting funds or your grant approved. Next slide, please. grant Solutions, I'm sure most of you have used this in the past. It allows the federal government to have cooperative agreements for a grant lifecycle, management, from pre-Award, award, post award and including closeout, and allows all of us to monitor status of where, your grant is, at any given time. It also is the primary documentation source that we tend to use, as well as course, you know, emails, things like that. But the grant solutions really are the primary. Next slide.

Speaker 3 00:09:49 if you, have a situation where, you need to either remove someone from your account or, you need to add someone, or maybe you have like a staffing change, you're going to go to the URL shown up here, and you're going to add your personnel here. So, in reality, there's a couple of different types of people when it comes to granting solutions. There's a program, director, principal investigator that's typically someone like an executive director, or I'm sorry, like a, a chief of programs, someone who's doing the day-to-Day, oversight of the programming itself. And then of course, the authorized official, who has the signatory, ability on grants. But what is critical there is that that authorizing official is the only one that can actually sign the grants, as the approving official for the company. So, the program director can't do that, but they both receive updates when it comes to grant solutions information putting in some companies, they only have one person filling both roles.

Speaker 3 00:10:49 I like to recommend to my grantees that you at least try to get one other person, so that there's a little bit of bench depth there. and that way you're able to kind of recover if there's a challenge. If you do have to make a change, send your information to [help@grantsolutions.gov](mailto:help@grantsolutions.gov) as shown here. And please cc your local grant specialist, whoever that is. You know, it could be myself, Amy, other folks, and Dorothy or Yorkshire, at HUD dot gov. and then, we'll do our best to respond within 48 hours. Next slide, please. If you have individual issues with grant solutions, the best thing to do is immediately call the help desk. They are fantastic. Normally they can fix things themselves or they can escalate to a higher tier. I find that, you know, as soon as that happens, they're able to do that pretty quickly. And of course, as always, help at grant solutions gov. Next slide, please.

Speaker 3 00:11:48 one of my all-time two systems, that I love is the, eLOCCs and Secure Systems. secure Systems is really, the interface system and they have a number of modules, one of which happens to be the line of control credit, line of credit control system, otherwise known as eLOCCs. as you can see here, I'm sure you've seen the screen captures, if you've used these systems in the past. Next slide, critical to eLOCCs access. When it comes to the, and I'll use the term like lowercase users, and approving officials, within the system, there's really four components. One is to set up your company, the business partner, with registration. That's component one. component two is setting up a coordinator that is typically an approving official, which is synonymous with, for coordinator.

Speaker 3 00:12:39 And I know that that has impact across grant solutions. We've seen some challenges with that recently, beyond the scope of this particular call. But the coordinator is synonymous with approving official and has an impact on forms such as the HUD 27, 0 5 4 Echo form. and then the secure systems user, who is the person that will be doing the work within eLOCCs. and what this allows

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for is checks and balances, within the system. This is a financial system as you can imagine. You know, with cybersecurity awareness, it's really important that we do this correctly. Next slide, again, with Insecure Systems, there's really two types of IDs that are there, and available. one is a coordinator. They assign users roles and re-certify users. They also assign themselves roles, which we'll talk about on the next slide.

Speaker 3 00:13:34 but coordinator, again is synonymous with approving official with respect to eLOCCs, and the user is the person that typically submits vouchers, as well. Next slide, with Insecure Systems, and this is where we've had a bit of a change this past year in the past six months. Previously, grantees were able to select four different roles within secure systems that are assigned to eLOCCs. right now, we're asking that everybody review, your folks, and only assign QRY and ADM, which stands for QRY and administration respectively, to both the coordinator and the user and, and either don't select or deselect YES and REQ, which is yearend statement and requisition. The direction that we have from the Office of the Chief Financial Officer Security is that the other two roles are no longer security compliant.

Speaker 3 00:14:34 right now they're not able to globally remove those. So, we ask that you do that. If you do find that you have that or we see it first, there is a possibility that they will temporarily restrict your access until you fix it. I will tell you that we cannot get any 27, or five four ECHO forms through the system, if, if that is not, aligned correctly. So again, please, please only have QRY and ADM selected, if you are a coordinator for your folks. Next slide. When you need Secure Systems assistance, if you need it, please email, react underscore t at HUD dot gov or call the number here, which is 8 8 8 2 4 5 4 8 6 0, and speak with the Help desk. They are fantastic. but what they're able to help you with is making sure your M number or the Secure Systems id, everyone here has a, has an M code and then reactivation of your identification, in secure systems, your status of your ID number if you just put in for a new one, password resets. And then occasionally we see upgrades or downgrades depending on what happens in your company. and then secure Systems can't answer all the questions about the eLOCC system and those questions, please refer to your grant specialist as your primary point of contact there. Next slide.

Speaker 3 00:15:56 also grantees can find eLOCC information by going to, there's a hyperlink in here, I'm sure when they give the slides up to everyone will be there, but it's the eLOCCs Access Guidelines for Business Partners. It's on the Hub HUD website. If you go to a search engine and type in eLOCCs and HUD, it will bring you to this page as the first hit. and then please do not contact the eLOCCs office directly, use your grant specialist and we will help you with any concerns or questions that you might have about eLOCCs, as your primary person. And with that, I will give it back to Andrew back at headquarters.

Speaker 0 00:16:35 Thank you, Brett, for going over how to fill out that. Oh, so important form because that's how you get paid. Now, next up, reporting requirements with Aisha Reeves, our lead grant specialist also in the Detroit region. She's going to go over some very important forms and reporting requirements with you. Aisha, can you hear us?

Speaker 5 00:16:55 Yes, I sure can. Thank you. Andrew. Hello everyone, I'm Aisha Reeves. and I'm a senior grant specialist in the Detroit Field Office. So, let's talk about Standards for Success First. Standards for Success, or SFS for Short, was first implemented for a limited number of grant programs in 2017 to develop and implement standardized data collection reporting requirements for grant programs. It helps streamline administrative costs, burdensome compliance requirements, and allow for more effective analysis and monitoring. SFS has since expanded as a way to collect consistent performance

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reporting data from multiple hood programs by instituting common data elements reporting in a shared system. Next slide.

Speaker 5 00:17:41 So the annual SFS reporting period is October one to September 30, and reports are due on October 30th each year, unless the office of Multi-Family Housing declares otherwise. SFS is a property-based report, which means each property only needs to submit one report. Regardless of the number of service coordinators on the property, each organization must upload evidence of SFS submissions to grant solutions. Next slide. Next, let's talk about quality assurance. If your property has received approved budget funds for quality assurance services, an annual QA report must be submitted to HUD along with the SFS report. The QA report must be uploaded as an attachment and submitted at the same time as the SFS report. The annual reporting period for the QA report is the same as for the SFS report, October one to September 30, with a due date of October 30th, unless HUD states otherwise. And remember, you don't need to email the QA report separately to your HUD Regional, sorry, your regional HUD officer.

Speaker 5 00:18:48 Next slide. Here are some useful SFS training materials and resources that are located on the HUD Exchange. And then on the next slide, you'll be able to see contact information for help resources for specific SFS subject areas. Right next slide. Now let's review the HUD 580 SCMF with, which is our budget expense report that you see on the screen right now. Next slide. So, the HUD 580 report is used by HUD to protect from fraudulent activity, safeguard eLOCCs from unauthorized access track expenses for eligible activities. And we basically use this report to determine if federal funds have been used appropriately. Next slide.

Speaker 5 00:19:51 Grantees must complete this summary tab with the current performance period and owner information. All of the expense data at item six is pulled from the following tabs. So, if you ever see error errors in this area, it means that there is something that needs to be fixed on the following tabs. Next slide. So, here's what one of those worksheets or tabs looks like. Grantees must complete an individual worksheet or tab for each voucher in eLOCCs, each worksheet must itemize expenses incurred during that 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.

Speaker 5 00:20:41 Next slide. Grantees must maintain detailed expense documentation in their files for all expenses. HUD will randomly review monthly and quarterly vouchers to ensure compliance and reserve the right to request documentation as deemed necessary. You don't have to submit supporting documents to HUD unless it has been requested. There are two reporting periods in a 12 month grant term. The first reporting period is from January one to June 30, and the second is from July one to December 31st. Both expense reports are due 30 calendar days after the end of each six month reporting period. If there's a delay in funding, the report will be due within 30 days of access to funds in eLOCCs. Grantees must upload their reports to grant solutions in Excel format. So that's it. Those are the reporting requirements for the multi-family service coordinator housing program.

Speaker 0 00:21:39 Thank you for that Aisha, and for walking through that very important form. Next up, we have Lisa Phillips, who is our lead grant specialist in our Detroit region. Lisa's going to go over even more important forms and the rest of our important items for you all. Lisa, can you hear

Speaker 6 00:21:59 Andrew? Hello everyone, again. My name is Lisa Phillips and I'm a senior grant specialist in the Midwest Detroit Field office. Today I'm going to be going over how to prepare the annual

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HUD 9 1 1 8 6 budget. All my grantees favorite form, just a friendly reminder that you should always obtain the most up to date budget form from HUD clips. If you edit a previously used form, the formulas can be deleted and or corrupted, which is going to cause inaccuracies. Today we're going to begin with the project info tab. When completing the project info tab, ensure that the information provided is that of the owner, not the management agent. Please also include the owner's tax ID and UEI and the owner's legal name section. Be sure to complete all applicable sections and a type of signature on this form is acceptable. Next, we are going to discuss the salary budget line item.

Speaker 6 00:23:01 This section should only contain the direct salary of the service coordinator and our aid. This section must include the name of the service coordinator, their job title, professional certification and or work experience. This allows HUD to verify their qualifications are consistent with chapter eight of the management agent handbook. Also, their hourly labor costs should be listed for a full-time employee who uses 2080 hours per year, or you may use the value your organization uses overtime is not permitted. The full-time service coordinator usually should be able to assist 50 to a hundred residents under reasonable circumstances. However, if the property has a large number of residents with mental health issues or other high needs, a smaller ratio may be appropriate. Next, we move on to the budget line item. Fringe benefits.

Speaker 6 00:23:58 This section should only include the service coordinator and our AIDS benefits. The same fringe rate that is used by your organization for all staff must be used here. List each individual fringe charge. Enter the rate for calculating cost as a percentage. Use the total salary as the base for calculation. If your organization calculates fringe benefits differently, you may use a different formula, but please, you must provide a detailed explanation of how those costs were reached. The next budget line item we'll be discussing is quality assurance. Quality assurance is important, or excuse me, it is important, but it's also, an impartial evaluation by a qualified professional that ensures the fidelity of the service coordinator program. QA must be provided by a third party contractor or a member of the corporate team. If QA is performed by a member of the corporate team, they must have a degree of independence that allows them to provide an impartial review of the program. In this section of the budget, you must enter the contractor or name of the staff performing the evaluation, the title of the professional QA, the rate per hour, and the number of hours you expect to use them during the performance period. Please be mindful that QA is limited to program evaluation and cannot exceed 10% of the service coordinator's salary.

Speaker 6 00:25:29 Next, we'll discuss training. To the extent known, the training budget line items should include the fees and rates for appropriate training. Otherwise, you can estimate and provide an explanation for the estimated costs. All costs must be reasonable and only training for the service coordinator and or eight is permitted. The section must describe the training to be undertaken the rate per hour and the number of hours anticipated for the actual information. If known as specified in chapter eight of the Management Agent handbook, all service coordinators must have met a minimum of 36 training hours before hiring, or they must complete these minimum training requirements within 12 months of initial hire. After the initial training has been completed, the service coordinator should receive 12 hours of continuing education each year. Continuing education is necessary in order for the service coordinator to be effective, and at a minimum, they must remain current on changing statutes and practices and aging and or disability issues.

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Speaker 6 00:26:38 Next, we'll move on to the travel budget line item. To the extent that you have the information, please detail local travel and travel for training in this section. If the actual information is not known, you can estimate and provide a basis for your anticipated cost. If your organization doesn't set its own rates, you may use the federal per diem rates posted on the general services administration tab. The link has been provided on this line. Travel is only permitted for the service coordinator to attend required training and travel between their main location and remote sites. The main location is where they work the highest percentage of their approved hours. The main location cannot be their home or their corporate office. The section must describe the means of travel between remote sites and the main location and the frequency of travel between sites. For example, private vehicles for weekly travel to remote sites. This is an acceptable example.

Speaker 6 00:27:41 Next, describe travel to training. Include information regarding the destination means of travel, such as AirTrain, personal vehicle, the number of nights, lodging, your parking, any luggage fees, your per diem, and the purpose of the trip. Next, we'll move on to discuss supplies. In this section, you'll list the supplies you propose to purchase for the service coordinator to perform their duties. Please detail individual items, unit cost, and quantity, and do not lump items together. You may use an anticipated consumption rate to estimate the cost. Be sure to include replacement of office equipment if applicable. If the property size exceeds a hundred total unit count, HUD may increase the threshold amount from a thousand to a reasonable amount, but not to exceed 1500. These increases will be on a case by case basis, and you must upload a written justification to grant solutions for HUD review.

Speaker 6 00:28:46 The next budget line item is going to be other direct costs eligible. Direct costs are those costs that can be identified specifically or that can be directly assigned to the service coordinator program with a high degree of accuracy, such as third party contracts for professional services, telephone and internet services, printing, postage, computer software, maintenance of office equipment only when such costs are attributable to the service coordinator program. In this section, list and describe individual elements. Please do not lump items together. These contracts do not belong in indirect costs because they are activities undertaken specifically for the service coordinator program.

Speaker 6 00:29:32 Next, we're going to discuss indirect costs. These are costs that are shared by multiple programs or activity areas within the organization. Typical indirect costs will include such activities as accounting and human resources, administrative support for vouchering and payroll utilities, and other building related expenses that are not being reimbursed through the operating subsidies are not eligible. Organizations who have never had an indirect cost rate may claim up to a de minimis rate of 10% of modified total direct costs. The modified total direct costs would be the same as the total direct cost amount on the budget detail tab. Next slide please. This percentage is based solely on allowable direct costs and doesn't require the tracking of actual indirect, indirect costs. It's simply a calculation. Therefore, it is essential that you know what elements are allowable in the modified total direct cost and that your organization tracks and documents them properly.

Speaker 6 00:30:37 Next, we're going to go over contracts if the organization contracts out for a service coordinator or for quality assurance. This sec, this section must list specific contracts. Describe the scope of services and the related cost. Right? Let's move on to section four, application of funding sources for specific expense items. This section must include all budget line budget line item expenses noted in section two, whether it be funded from grant or other sources. For example, the estimated annual cost on this slide in section two is 33,280. And in section four it shows that 30,280 is coming from

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the MFSC grant and 3000 is coming from other sources. Therefore, the estimated annual cost column in section two and the total all sources column in section four matches these two columns should match for each budget line item. The approved adjustment column is just for HUD staff.

Speaker 6 00:31:45 Next is the final section of the budget detail tab where we discuss all funding sources. This section must account for all expenses listed in section four. Let's move on to the next slide where I provide more detail. Under the MFSC grant section, the grant amount and offset must match the grantee's 12 month authorized amount. The first row under MFSC grant must be the grantee's 12 month authorized amount minus their projected offset. The second row should be the grantee's projected offset if completed correctly. This will result in the correct 12 month authorized amount being pre-populated in the third row subtotal MFSC grant funds. After you submit your final voucher by the deadline date of January 31st, 2024, your grant specialist will get the true offset from eLOCCs. If for any reason you're unable to submit your final voucher by this deadline date, please contact your grant specialist ASAP, so they can assist you. Be sure that the amounts entered for sections M through P match the amounts in section four. If correctly done the grand total all will be 100%.

Speaker 6 00:33:10 Next is the budget summary tab, which is the final section of the budget Here. All blue cells will pre-populate from the budget detail tab. You must manually complete all applicable yellow cells. The amounts you enter here 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. Next, we'll discuss ineligible expenses under the multifamily service coordinator program. Next slide, please. Oh, no, you're good. Sorry about that. Andrew. these items are supervision performed by property management staff because management fees already pay for such supervision, increasing management fees, cost overruns associated with creating private office space, usual audit and legal fees, application preparation and submission. Service coordinator related training courses for property management staff who do not directly provide service coordination, computer, hardware, software, or other equipment not used or required by the service coordinator. Next slide, please. Food, coffee, creamer, eating utensils, plates, cups, beverages, including third party water services, gifts to residents or staff costs associated with parties or meals, even if these are associated for residents, resident meals, travel not associated with approved training. Travel for picking up supplies, networking or direct services for the residents, entertainment and or classes for residents, cleaning supplies, toiletries, covid related items such as sanitizing wipes, hand sanitizer, covid tests, gloves.

Speaker 6 00:35:11 So the last thing we wanted to go over was just the 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 the budget line item redistribution, along with the justification must be made by the authorizing official and uploaded to grant solutions by a grant notes Bud will not accept any requests from a third party contractor, and grantees may not re request revisions that would exceed the established threshold limits. So, this is going to be your QA, your indirect cost, or your supplies and or decrease salary and or fringe benefits and or decree or increase indirect costs.

Speaker 6 00:36:01 The next and final slides will provide necessary resources for you to properly manage your service coordinator program. Next, please. Budgeting for service coordinators and multi-family housing program tools can be located on HUD Exchange. We strongly recommend these tools as they provide detailed guidance on how to accurately complete the budget manage program funds and



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prevent misuse of grant funds. Our grantees that have used these tools have been so thrilled and we've received great feedback. They tell us that after they went on here and used the tools, that they understood the budget line items much in much more detail and the cost principles associated with the service coordinator program. So please, when you guys get time, go here and visit this program resource. Next slide, please. The service coordinators and multi-family housing program resource guide can also be located on how to exchange. This online learning tool contains, self-paced modules that provide service coordinators, owners, property managers, and other staff with guidance on how to run an effective service coordinator program that incorporates best practices and adheres to program standards. We cannot stress how useful this resource is at providing program insight to all organization employees. We recommend that you visit the remaining resources provided on the final program resource slides, which are critical in the management of the service coordinator program statutes and regulations.

Speaker 6 00:37:31 That is the end of my portion here, so I'm going to return it back to Andrew.

Speaker 0 00:37:37 Thank you so much Lisa for that very detailed and thorough walkthrough of the forms and important components of our extension instructions. And so that takes us to our last slide and our questions. And so, to start off, you should know that you may always reach out to the email for service coordination at HUD, and the email address is service coordinator mailbox at HUD dot gov. We will clear your questions, get you the best possible response, and respond to you within 48 to 72 hours. And so, we're pretty hands on with our mailbox, and so feel free even today if we're not able to answer all of your questions to send it to that email on the screen. And so, if that's said, I'm going to turn this over to Libby Fernandez to see if we can answer some questions.

Speaker 6 00:38:33 Yes. Thanks Andrew.

Speaker 7 00:38:34 We have quite a few questions. Lisa, the first one is, does this apply to congregate housing and services programs as well?

Speaker 6 00:38:46 the CHSP grants, were not covered in today's presentation, but in the annual guidance that was distributed, through Grant solutions and or from your grant specialist on pages 16 and 17, you'll, you'll find all of the information needed for the CH A-C-H-S-P instructions. And as always, you can also reach out to your grant specialist for more specific questions.

Speaker 7 00:39:17 Great. We had quite a lot of questions asking about, the slides and the recording, just so everyone knows, the recording and a copy of the slide deck and subtitles will be posted to the multi-family service coordinator homepage, probably, sometime next week. So, you can check that out there and share it with colleagues who weren't able to attend today. And we're also looking to possibly put together an FAQ if we're getting a lot more questions. So, we would also post that the multifamily service coordinator homepage, if one is published. Let's see. well, this one, you know, how do we voucher monthly if funds are not available? And Elise, if you want to take that one or I can, yeah.

Speaker 6 00:40:13 I don't, I'm not remembering the specific slide, but, when it comes to the reporting requirements for the 580, you, the reporting is extended 30 days when there's a delay in funding. So if the, if you guys are trying to voucher and you guys cannot, get access to your money, let's say until August and the 580 was due by July 30th, you have 30 days from the date that you received notification from your grant specialist to enter eLOCCs and submit your voucher and to, submit that 580 expense report.

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Speaker 7 00:40:54 And now Lisa, well, let's say that they, you know, weren't able to get their funding, are they submitting one rolled up voucher for all of those months' reporters, or are they still submitting separate ones?

Speaker 6 00:41:07 we, we generally leave that up to our, our grantee depending on their internal controls, and how they like to, submit the report. We do have some grantees that prefer to do monthly vouchers. So, they'll go in and submit a voucher, we'll approve it, or it may automatically just be approved through the system and then they'll submit another voucher the next day. But in the worst case scenario, they are permitted to submit one voucher every six months. if, if that's what they, if that's what they decide to do.

Speaker 7 00:41:40 Great, thank you. Where do we find the current budget year form?

Speaker 6 00:41:46 The current budget year form in all forms for our program can be located on HUD clips. And on those final slides, for the program resources, there is a link on there to HUD clips.

Speaker 0 00:42:00 Hey, I'd like to also jump in here and add that in the application kit for the renewal extension instructions, you'll have all of the forms and links to the active and most updated forms from that renewal guidance and the application kit and grant solutions. Go ahead. Great.

Speaker 7 00:42:21 So I can take the next couple of questions. The first one is, is 200, sorry. Is 2024 funding secure Will the continuing resolution effect funding? so I mean, as, as you all know, we only have funding if Congress chooses to appropriate to us, right? Every year HUD requests the amount of money that we need to operate the program fully, and then Congress chooses an amount appropriate to us. It could be any, from anything from \$0. They could give us what we requested, they could double or triple it if they wanted to. It's really entirely up to Congress. And so we are still under a continuing resolution, which means a full year appropriation for fiscal year 2024 has not yet been passed. the current continuing resolution goes until the middle of January. So, I mean, I guess the short answer is no, we don't know until Congress gives us our appropriation.

Speaker 7 00:43:30 I don't mean to alarm anyone because after all, Congress has continued to fund this program every year for decades. So just because they haven't funded us yet, doesn't mean they won't, they always have before, but HUD can't promise that they will. It is, it is ultimately up to Congress. And a related question is, do we know if there will be a COLA increase for calendar year 2024? now, because again, we don't know what our funding will be for the coming year until Congress passes that appropriations act. Of course, HUD always tries to provide COLA when we can, but first we have to make sure that everybody gets, gets their annual extension right. and if there's sufficient funds left over, once we've figured out what everyone's extension needs are, then we can provide a cola. But again, we don't know how much money we'll have for 2024 yet, and so we just need to wait and see and, and we'll provide what we're able to. okay. Let's see. Next question for Lisa. See if we need to replace furniture due to age or condition, would this be an eligible expense above the established threshold for regular office supplies?

Speaker 6 00:45:02 Libby, I did not hear the first part of the question.

Speaker 7 00:45:05 Oh, sorry. Nope, that's okay. Replace service coordinator furniture due to age or other condition, would this be an eligible expense above the established threshold for regular office supplies?

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Speaker 6 00:45:19 Yes, it would be. Yep. So, if you have situations where you have to replace office equipment, and that could be the desk, it could be the computer, anything that the service coordinator needs to do their job, and everything would be an allowable expense to go above 1500. And with that, you would just submit the written justification, and then we'd be able to review that and approve it.

Speaker 7 00:45:44 another question with no published COLA is the expectation that we keep the amount of the MFSC grant the same as 2023 and add increased costs to amount other sources.

Speaker 6 00:46:00 So right now, because of the fact we are operating under a continuing resolution, you, you'll, you're going to have to submit your budget for the amount that you were approved for in 2023 and only for the amount you were approved for in 2023. If you want to go above that amount, then you'd have to refer to the annual guidance about submitting a cost increase request, which would be a separate document where you'd have to detail each budget line item. But the annual guidance will also provide more details about what would be permitted and what would not be permitted when requesting a cost increase. And if at the later date we do find out that we've received enough, money from Congress to fund our current portfolio and offer the co increase, we'll also be notified of that and then we'll be able to work on the already submitted budget to add that increase.

Speaker 7 00:46:55 Great. I have another question. If you have had an open position throughout the calendar year of the grant and know you'll have money left over in salary and fringe at the end of the year, are you able to pull from salary and fringe for any post-award revisions?

Speaker 6 00:47:16 That would have to, be on a case by case basis, depending on what those expenses were for, as we previously talked about in some of the other slides and everything that available project funds should be used, first, so there's just a bunch of factors to take into consideration here. So, on the slide that I talked about, the poster board revisions, you know, just submit that written justification, have your authorizing officials submit that, and then we'll go through and look at it and review it and reply back to you.

Speaker 7 00:47:51 If the service coordinator is supervised by the owner, not the property management company, can a portion of the owner's staff doing this be eligible for reimbursement?

Speaker 6 00:48:05 It's a tricky question. That might be something that we may need to look into a little bit further. There's been some discussion about what appropriate supervision would be, because the management agent should already be getting management fees, which would cover supervision. So, it comes down to who's offering or who's going to be providing the supervision. And we also have such cases where indirect costs come into play. because indirect cost, as we talked about, are expenses that are across the board for the property, meaning the same person who's offering the supervision to the service coordinator offer also offers supervision to other persons. You can't 100% identify that. So sometimes those expenses could be considered indirect costs. So that would just have to be looked at a little bit more in depth.

Speaker 7 00:48:58 And it would also just depend on the property a little bit. Yeah. like if that, if that owner is also the manager, like let's say there is no management company, that's a slightly different situation. And again, like you said, if that person, if their only job is supervising service coordinators, that's a little bit different scenario than if that's just one of their job duties.

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Speaker 6 00:49:26 So yes, it would definitely be something that we'd have to have more information and, and that could be a totally, everybody's organization is structured differently, so it's just not a, a readily, easily answered question just because of the different circumstances that may come into play. So, you would just have to reach out, reach out to your grant specialist and discuss that with them.

Speaker 7 00:49:46 And I think we can safely say that for most properties, this is just not the case. Right. Generally speaking, supervision is not an eligible expense for these grants.

Speaker 6 00:50:00 Yes.

Speaker 7 00:50:00 And if you, if you think that your property situation is, you know, different than the norm, that's, you know, definitely reach out to your grant specialist. if you want to discuss that. Thank you, Lisa. So, let's see here. I think that's it. Do we have any,

Speaker 7 00:50:29 If I need to delete the budget, budget attachment or the note, where can I do it? in grant solutions?

Speaker 6 00:50:37 Yeah. Last year, this was, we, there were some internal issues with grant notes being deleted and the information that was deleted and or the documents were pertinent information that was needed and should have remained in there. So, Grant Solutions implemented a, a, an eLOCC on it, so the grant specialists nor the grantees can delete any of the grant notes that they've added or the documents that they've added. So, you would literally just have to do a new, grant note. if you wanted to change anything or revise anything,

Speaker 7 00:51:15 We can take the next question, which is, are there any opportunities to expand or apply for new programs? we do have, prior year appropriations that will allow HUD to publish a new notice of funding opportunity, for people to apply for new funding, you know, either for a new program or to expand a current program. But that notice has not yet been published, so stay tuned. It will be published on grants.gov and HUD will, you know, send out email blasts, when it's published. But we don't have a planned publication date that we can share with you yet. Oh, if we had QA services and they're no longer available, can we move that money to other line items in accordance with the HUD guidelines?

Speaker 6 00:52:20 Yeah, so at the beginning of the year, during the annual renewal, you can redistribute the budget line items from last year, and then we'd also do allow post award revisions, where you would just submit a separate, your authorizing official would submit a written explanation or justification into grant solutions, and then we would review that and then reply back whether or not it was approved and processed.

Speaker 7 00:52:49 And, just, you know, for those of you who missed it, since we're still getting questions, we don't know, whether we will be able to provide a cola this year or if so, how much? So, for now, we need to stay at the 2023 level total for your total grant request, total budget request. and you know, beyond that, HUD will provide whatever we're able to give the appropriation from Congress.

Speaker 6 00:53:22 Let's see.

Speaker 7 00:53:35 Are we permitted to increase the service coordinator's salary as long as total funds for the grant year do not go over the amount we are allowed for the year?

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Speaker 6 00:53:46 Yes. At the time of renewal, do that. The only thing that's not permitted is if you're asking for a cost increase for your service coordinator's salary, and it exceeds the 12 month authorized amount. If it exceeds a 12 month authorized amount, then that money needs to be provided by operating funds, not grant funds.

Speaker 7 00:54:10 But if, for instance, one of your other costs has gone down and you have, you know, funds that you could add to salary, which would be acceptable.

Speaker 6 00:54:20 Yeah, we have varying scenarios that happen annually. Now, sometimes the service coordinators retire or move on, and they hire a new service coordinator, and the pay is not as much. So, they're able to, you know, move that funds to another line item where it may be needed. And that's acceptable as long as, like I said, we do that at the time of renewal. And if it happens after the renewal period is done and you've already submitted and your budget's been approved, then you can just submit a post award request in grant solutions.

Speaker 7 00:54:55 Okay. Well, and I see we are just about at time. and it, it looks like we had a co you know, a few questions that popped up just as we were answering the other questions. So, if you have more questions, please submit them to the service coordinator or mailbox at HUD dot gov or contact your grant specialist. And also, you know, please, be sure to read the annual renewal in the extension instructions that were included in the directed announcement. A lot of the questions I see have answers in there. Okay. Thank you very much for joining us. thank you so much to our presenters and, you know, happy Thanksgiving to those of you who celebrate Thanksgiving and, you know, you know, please feel free to reach out if you have, if you have additional questions. With that, I will turn it over to our facilitator.

Speaker 8 00:56:16 That concludes our conference. You may now disconnect. Thank you for using in Teller events.