




Service Coordinator in Multifamily Housing Program and Congregate Housing Services Program

Calendar Year 2024 Annual Extension Instructions



The annual extension instructions for grants funded through the [Service Coordinators in Multifamily Housing Program](#) provides information and requirements for the annual extension of funding for the employment of Service Coordinators in FHA-insured and HUD-assisted multifamily housing developments that primarily serve the elderly and persons with disabilities. Funding made available during this period of performance must be used to meet a critical need. Meeting a "critical need" means no other funding is available for this purpose. All extensions are subject to the availability of appropriations.

A Service Coordinator is a social service staff person hired or contracted by the owner/management company. The Service Coordinator plays a critical role to support HUD-assisted housing as a platform for financial security, physical security, social connections, and the delivery of long-term community-based supportive services.

The expectations and standards for the Service Coordinator Program can be found in the [“Service Coordinators in Multifamily Housing Program Resource Guide”](#).¹

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

I. ELIGIBLE HOUSING PROJECTS.


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

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

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

- B. Is assisted under section 202 of the Housing Act of 1959 (12 U.S.C. 1701q)
- C. Is assisted under section 202 of the Housing Act of 1959, as such section existed before the enactment of the National Affordable Housing Act (NAHA).
- D. Is financed by a loan or mortgage insured under section 221(d)(3) of the National Housing Act (12 U.S.C. 1715) that bears interest at a rate determined section 221(d)(5) of under such Act
- E. Is assisted under Section 515 of the Housing Act of 1949 (42 U.S.C. 1485), which authorizes assistance for rural housing projects and such projects are also

¹ <https://www.hudexchange.info/trainings/courses/service-coordinators-in-multifamily-housing-online-learning-tool/>




receiving rental assistance under the 1937 Act

- F. Is insured, assisted, or held by the Secretary, a State, or a state agency under section 236 of the National Housing Act (12 U.S.C. 1715z-1)
- G. Is constructed or substantially rehabilitated pursuant to assistance provided under section 8(b)(2) of the 1937 Act (42 U.S.C. 1437f), as in effect before October 1, 1983, and that is assisted under a contract for assistance under section 8(b)(2) of the 1937 Act (42 U.S.C. 1437f).

II. PROGRAM REQUIREMENTS.

- A. **Non-Competitive Annual Grant Extension.** Subject to the availability of appropriations, project performance, and compliance with progress and financial reporting requirements, funding under the Service Coordinator program may be extended on an annual basis. Funding for a one-year performance period may cover the cost of the salary, fringe benefits, and other related costs associated with the Service Coordinator position.
- B. **Effective Management of Funds.** Financial and grants management are integral to effectively and efficiently utilizing HUD funds to achieve the goals of on-the-ground housing programs across the U.S. The [Multifamily Housing Finance and Grants Management Toolkit](#) serves as a supplementary reference to HUD grantees and any sub-recipients in fulfilling the fiduciary and grants management responsibilities that are detailed in individual grant award documents.
- C. **Governing Requirements.** Recipients of grant funds are responsible for meeting program requirements set forth in these instructions, the applicable Notices of Funding Opportunity (NOFO) under which the grant was initially funded, governing statutes, regulations, grant agreement, Notice of Award and the Management Agent Handbook, 4381.5, REV-2, CHG-2, Chapter 8. Failure to comply will be a basis for denial of any additional grant funds.
- D. **Reserve for Replacement Accounts.** In the event of any funding delays, Owners may access available Reserve for Replacement funds. If Owners/Management Agents borrow funds from other project accounts to cover expenses while awaiting new extension funds, those other accounts must be fully reimbursed with grant funds immediately upon the availability and access to the grant award.
- E. **UEI Number** -On April 4, 2022, the federal government stopped using the DUNS Number to uniquely identify entities. Now, entities doing business with the federal government use the Unique Entity ID (UEI) created in SAM.gov. Entities will no longer have to go to a third-party website to obtain their identifier. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

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- F. **All Owners** are required to register in the [System for Award Management \(SAM\)](#) and obtain a Unique Entity Identifier (UEI) number before funds can be disbursed to that entity. All Owners **MUST** maintain an active UEI number. The UEI number must be provided on all financial/banking documents sent to HUD. If the UEI number is not included on such documents, HUD will not process the action(s).

NOTE: Providing a UEI Number tied to a property management entity is not allowable. The UEI Number must be that of the Ownership entity. Prior to time of award, please make certain that the UEI number that is provided to HUD is that of the Ownership entity and that information must be consistent with the information provided on the SF-424, Application for Federal Assistance form. If you need to correct your UEI, please contact your Grant Specialist.

- G. **Drawdowns.** Grantees must drawdown funds on a monthly or quarterly basis only. No other frequency will be allowed. The grantee must choose the preferred frequency, notify their Grant Specialist of the preferred frequency in GrantSolutions, Grant Notes, and continue with this frequency of drawdowns unless the grantee notifies the Grant Specialist of another change.
- H. **Record Retention.** Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed annually, from the date of the submission of the last semi-annual financial report, respectively, as reported to the Federal awarding agency [\[2 CFR §200.333\]](#).
- I. **Technical Assistance.** To learn more about completing the form HUD-91186-A and other financial management assistance, visit [Budgeting for the Service Coordinators in Multifamily Housing Program](#) on HUD Exchange. As a complement to the online [Multifamily Housing Finance and Grants Management Toolkit](#), three “mini-webinars” have been developed to further assist grantees and sub-recipient agencies 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.

III. SUBMISSION REQUIREMENTS.

- A. **Existing GrantSolutions Accounts.** To be considered for CY 2024 funding, you **MUST** Access [GrantSolutions](#) and upload the following information via Grant Notes:
- a) **Applicable to Multifamily Housing Service Coordinator Grantees ONLY.** To be considered for funding you must submit the following:
- i) [HUD-91186-A](#), Multifamily Housing Service Coordinator One-Year Budget Form



[\(.xlsx\)](#) [\(pdf\)](#);

ii) Current 2023 report(s) as defined in the Performance Standard, Section VII of these instructions. If a grantee has not satisfied the CY 2023 reporting requirements, the local HUD Office will not process a CY 2024 extension. Current reported information is tied to the first half of the CY 2023 performance period; and

iii) Submit proof of Standards for Success submission for reporting period 10/1/2022 – 9/30/2023.

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

i) Transmittal letter citing the new 12-month grant amount requested and grant term to be covered;

ii) [HUD-91180-A](#), Completed Summary Budget Form;

iii) Itemized estimated expenses, including direct labor and fringe benefits, material and equipment, subcontracts, and related administrative and program expenses;

iv) Documentation of match for the next funding period;

v) [SF-425](#), Semi-annual Federal Financial Reports; and

vi) [HUD-90006](#), Congregate Housing Services Program Annual Reporting Form.


B. New to GrantSolutions

a) New to GrantSolutions is defined as:

i) Applicants that are required to correct SF-424 information submitted during the previous award cycle. Such changes may include, but are not limited to UEI, TIN/EIN, Organization name, etc.

ii. Previously funded grantees that recently had a change in Ownership. New owners must be eligible for the grant based on established requirements. Before a new owner can directly receive grant funds, HUD must approve owner change and the new owner must submit a completed form HUD-1044-C to the Grant Specialist.

iii. To be considered for funding you must submit the following:

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- (1) [HUD-1044-C](#), Assignment/Assumption Agreement Form. The new Ownership Entity must complete and send the executed form, along with the IRS TIN/EIN letter, to the local Grant Specialist by encrypted email.
 - (2) The Current Grantee information on the HUD-1044-C must match and be identical to information that is currently in eLOCCS.
 - (3) **Description Box.** Be certain to document the reason for this form in the “description” box. If changes are isolated to TIN/EIN, insert note accordingly. If new UEI, insert note accordingly and include the new UEI.

b) All Grantees that are new to GrantSolutions MUST:


- i) Contact your local Grant Specialist and provide the information below so a new owner account can be created, and the new owner can apply.
 - (1) Organization Name
 - (2) Organization UEI
 - (3) Owner POC first and last name
 - (4) Owner POC Email Address
 - (5) Owner POC phone number
 - (6) Organization (Business) Street Address
 - (7) Organization (Business) City
 - (8) Organization (Business) State
 - (9) Organization (Business) Zip Code
 - ii) Download and read the “Quick sheet: Apply for a Directed Announcement”. To download, please visit <https://www.hud.gov/sites/documents/QUICKSHEET.PDF>
- c) Once GrantSolutions access credentials are received, you are required to complete the Online SF-424. The SF-424 Application for Federal Assistance form must be completed with the owner entity information. The information must be identical to that of System for Award Management ([SAM](#)). Below are specific instructions for certain fields contained within the SF-424:**
- (1) Type of Submission (1). Please check “Application”
 - (2) Type of Application (2). Please check “New”
 - (3) Federal Award Identifier (5b). Please insert your original Grant Number
 - (4) Applicant Information (8). Input **Owner Information ONLY**. (Legal Name, Employer/Taxpayer/Identification Number (EIN/TIN), and UEI)
 - (5) Congressional Districts Of (16) a. is the Owner location and (16) b is the property location. For more information visit:
 - (a) <https://www.census.gov/mycd/>



- (b) <https://www.govtrack.us/congress/members/map>
- (6) Proposed Project (17). “Start Date” - Enter 01/01/ 2024. “End Date” – Enter 12/31/2024
 - (a) **NOTE:** The date entered must be no sooner than the date the entity legally assumed ownership
 - (7) Estimated Funding. The “full 12-month authorized grant amount”
 - (8) Is Application Subject to Review by State Under Executive Order 12372 Process? (19). This renewal is not subject to Executive Order 12372. This requirement was satisfied at time of initial submission. Select “c”
 - (9) Is the applicant delinquent on any federal debt? (20). Select “No”, or if “Yes” then an explanation is required along with the application as to what the delinquent federal debt is, and steps being made to resolve the issue
 - (10) Authorized Representative (21). Select “Agree”
- d) Access Application Notes and upload the applicable information as detailed above in Section III.1.
- e) Beginning with the CY 2024 renewal cycle, any new users that were not processed during the initial renewal submission period will be processed on quarterly schedule, beginning the first quarter after the deadline date. Requests from new users will be processed on the next quarterly funding package after they are received.

C. Helpful tips for completing HUD 91186-A, Multifamily Housing Service Coordinator’s One Year Budget form.

- (a) The [HUD-91186-A](#) MUST be completed in accordance with the instructions provided.
- (b) The form must include the owner’s UEI Number. It should be entered on the Project Info Tab next to the Owner Legal Name.
- (c) All dollar amounts must be rounded to the nearest whole number.
- (d) The form MUST reflect the annual offset on the Budget Detail Tab section 3.I. MFSC Grant
 1. The annual offset is any unexpended funds as of the performance end date of December 31, 2023
 2. All drawdowns must be current or projected out through the performance end date of December 31, 2023, prior to determination of the annual offset for 2024.
 3. Your annual budget request must consider the unexpended funds (if any) as of the performance end date of December 31, 2023. Enter the annual offset on form [HUD-91186-A](#).
NOTE: Offsets calculated at \$0.00, must be documented on HUD-91186-A.
 4. If applicable, the authorizing official must submit a detailed justification documenting the reason(s) for the unexpended funds (offset), for all budget line items that have a balance remaining.
 5. Grants that are projected to have an unexpended balance at the end of the



performance period must use those funds to offset the renewal needs.

- D. Grantees must drawdown funds on a monthly or quarterly basis. If you have not submitted your required voucher, please do so immediately. Grantees will not be able to renew unless vouchering is current at the time of renewal application submission.

IV. SUBMISSION PERIOD.

Grantees MUST access GrantSolutions and submit the required information. See Section III, above for detailed instructions.

The deadline date for submission is December 15, 2023, 11:59pm EST. Please do not wait until the deadline date to submit your information. It is recommended that you submit at least 72 hours prior to the deadline in the event technical difficulties and/or other unanticipated obstacles are experienced. Failure to submit your application by the deadline date may result in your application not being processed.

Failure to submit the required documentation for previous year(s) funding may subject your grant to termination. If a grantee has not received a CY 2023 award because of extenuating circumstances, the Department will address such matters on a case-by-case basis.

V. ANNUAL BUDGET REVIEW

- A. **Reasonableness.** Each year HUD will review submitted HUD-91186-A forms for reasonableness and reserves the right to reduce the requested amount. In accordance with [2 CFR §200.404](#), a cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
 - a) HUD will review extension requests, in tandem with the vouchers and semiannual financial reports submitted by the grantee.
 - b) If determined necessary, HUD may request that a corrected form be resubmitted.
- B. **Annual Approved Amount.** The CY 2024 funding will be the approved 12-months need minus any CY 2024 offsets and/or available project funds. These extension funds are to be used only to meet a critical need and in cases where no other funding source is available. Grantees must first use available project funds in whole or in part before requesting an annual extension. Please note that FY 2024 HUD budget has not been approved as of the opening of this application period and the Department is currently under a Continuing Resolution with limited appropriations. Funding of the CY 2024 awards is contingent upon appropriations



which could be provided in increments.

- C. Allowable CY 2023 Cost Increases.** HUD will consider certain cost increases during the CY 2024 renewal period. Grantees must complete and submit the reformatted HUD-91186-A, based on the current approved 12-month budget amount. Requested cost adjustments should not be included in the “Estimated Annual Costs” on form HUD-91186-A.

The Department reserves the right to prioritize cost increases and will review the cost increase for reasonableness and reserves the right to deny or reduce the requested amount. In accordance with [2 CFR §200.404](#), a cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

- D. Annual COLA Increase.** *Subject to the availability of funds*, the Department may universally apply an increase based on the most recent Cost of Living Adjustment (COLA) or other percentage as determined by the Department. The annual increase must be applied to the salary, fringe benefits, quality assurance and/or indirect cost budget line items. Increases to any other budget line items are prohibited.

NOTE: An organization may provide a salary and fringe benefits increase over the percentage amount as provided by the Department, such funding however must come from sources other than these grant funds.

- E. Program Continuity.** *Subject to the availability of funds*, the Department may allow for reasonable increases, on a case-by-case basis, to support continuity of the program at the property site. **To be considered the Grantee must submit:**

i) a separate document via Grant Notes/Application Notes, the attachment must detail the Budget Line Item (BLI) for which an adjustment is being requested, the related cost(s), and a justification supporting the request.

ii) Exclusions

(1) Any increase request above the COLA must meet the original NOFA allowable costs and cannot expand the program. The following items will not be considered:


(a) Increase the Service Coordinator’s hours

(b) Adding an additional Service Coordinator

(i) Any increase that exceeds the following established thresholds will not be considered:

1. 1040 Quality Assurance- may not exceed 10% of the Salary amount for the project period.

2. 1055 Supplies & Materials- Properties that exceed 100 total unit count may increase the maximum amount from \$1,000 for general supplies/materials



to a reasonable amount not to exceed \$1,500.

3. 1070 Indirect Costs- Up to 10% of the SC program's Modified Total Direct Costs (MDTC) as defined and specified in 2 CFR 200.414(f).

(ii) If in the previous three (3) years the offset amounts consistently exceeded the cost increase request, it will not be considered.

(iii) Grant funds are only allowed to meet a critical need and in cases where no other funding source is available. Grantees must first use available project funds in whole or in part before requesting a cost increase request.

iii) **Standards for Success.** *Subject to the availability of funds*, the Department may allow for any initial and ongoing costs related to Standards for Success (SfS). To be considered for an adjustment, applicants must attach a separate document via Grant Notes/Application Notes. The attachment must detail the exact dollar amount needed to cover costs related to SfS. The approved adjustment will be applied to the “Other Direct” Budget Line Item (BLI).

iv) **HUD Approved Adjustments.** If an adjustment is approved, HUD will update the “HUD Approved Adjustment” column on the reformatted form HUD-91186A, to reflect all approved adjustments. Upon receipt of the updated form, the Grantee must sign and date the form and upload the executed form via Grant Notes/Application Notes.

F. Budget Line Item Thresholds. For each full-time equivalent (FTE), a dollar maximum amount for training, travel and supplies/materials has been established.


a) **Supplies and Materials.** When property size exceeds 100 total unit count, HUD may increase the maximum amount from \$1000 for general supplies/materials to a reasonable amount, not to exceed \$1500. Such increases will be on a case-by-case basis and must be supported by a written justification. Such justification must be submitted as a statement or attachment via Grant Notes/Application Notes.

b) Based on the availability of funds, HUD may establish a threshold to ensure cost containment. Any changes to budget line items must be communicated to the grantee during the review process.

G. Budget Revisions. Redistribution of funds amongst all budget line items (BLI) are permitted at time of renewal, not to exceed established thresholds. The following must be taken into consideration when revising the BLI:

H. Salary. The Department recognizes the need to reduce staff turnover and will allow for redistribution of funds to support staff retention.

a) **Fringe Benefits.** The Department recognizes annual increases associated with fringe benefits and will allow for the redistribution of funds to meet such needs, not to exceed total approved amount. For each previously approved budget line item that is reduced, grantees must evidence how such needs will be satisfied with sources other than these grant funds.

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- b) **Quality Assurance.** Cannot exceed ten percent (10%) of the Service Coordinator's salary.
 - c) **Training/Travel.** SCs must have met a minimum of 36 training hours of classroom/seminar time before hiring or must complete this minimum training requirement within 12 months of initial hiring. For a new hire, the annual budget amount may be revised to cover the cost of training. On-going training is highly encouraged and is an eligible program cost.
 - d) **Supplies and Materials.** Grantees may revise the annual budget amount to cover the cost of equipment replacement above the amount established in C. (a) above on an as needed basis.
 - e) **Indirect Costs.** Cannot exceed ten percent (10%) of the SC program's "**Modified Total Direct Costs**".
 - f) All redistributed cost must be reasonable.


- I. **Post-Award Revisions.** Any budget revisions after award must be in accordance with [2 CFR Part §200.308](#). Outside of circumstances beyond the grantee's control, the practice of redistributing funds throughout the performance period must be avoided. A request for budget line-item redistribution, along with a justification, must be made by the authorized entity (or designee) and uploaded to GrantSolutions via Grant Notes. HUD will not accept any requests for budget revisions from a third-party entity. The owner's Authorized Official or the management agent, if authorized to execute the Notice of Award (NOA) on behalf of the Owner, must request the budget revision. Grantees may not request revisions that would (1) exceed the established threshold limits, (2) decrease salary and/or fringe benefits, and/or (3) increase indirect costs.

VI. CORRECTIONS TO DEFICIENT APPLICATIONS.

HUD staff may contact an applicant to clarify an item in their application or to correct deficiencies. HUD may contact applicants to ensure proper completion of the application. HUD will exercise the authority for curing deficiencies as stated in the Calendar Year 2024 Annual Extension, if needed, on a consistent and uniform basis for all applicants. Additionally, HUD reserves the right to respond to unanticipated system defects, research needs, ambiguities, and technical difficulties in application submissions through a flexible implementation of its authority to cure application deficiencies through written inquiries seeking clarification and additional information (also known as callbacks).

All grantees will have **14 days** after date of notification to cure an identified deficiency. If the grantee fails to cure the deficiency, HUD reserves the right to reject the request for an extension. We recognize that certain grantees may need additional support when completing the HUD-91186-A and we encourage you to visit [HUD Exchange](#) for examples.

Except as provided by the electronic submission grace period described in these instructions,



HUD may not consider any information that applicants may want to provide after the application deadline. (See 24 CFR 4, subpart B.). HUD may contact the applicant to clarify items in its application. When HUD identifies a curable technical deficiency, HUD will notify the applicant describing the deficiency. Email notifications will be sent from HUD with confirmation of delivery receipt requested. Email notifications are the official notification of the need to cure a deficiency. The applicant must carefully review the request for cure of a deficiency and must provide the response in accordance with the instructions contained in the deficiency notification.

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

VII. PERFORMANCE STANDARDS.

To be considered for CY 2024 funding, all grantees must satisfy their CY 2023 reporting requirements.

A. Congregate Housing Grantees Only. Please refer to the Congregate Housing Services Program Section for reporting requirements. For program requirements, refer to pages 16-17 below.

B. [HUD-50080-SCMF](#), LOCCS Payment Voucher/Expense Report, is used by HUD to protect disbursement data from fraudulent actions and to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data reported will allow the Field staff to track expenses and drawdown of funds for eligible activities at intervals within the grant term. The HUD-50080-SCMF, provides the most essential information HUD needs to determine whether federal funds have been used appropriately.

i) Grantees must have satisfied the requirement to submit one HUD-50080-SCMF Excel file with data for the first six months of the 12-month performance period of the CY 2023 grant term.


ii) Grantees must upload ALL reports to GrantSolutions as an attachment in Application Notes or Grant Notes.

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

1. January 1 through June 30 and
2. July 1 through December 31

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

C. Standards for Success Annual Performance Report for the 2023 Reporting Period. The



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

NOTE: The SfS annual reporting period is October 1 – September 30, and reports are due on October 30 each year unless grantees are notified of an extension. For more information visit <https://www.hudexchange.info/programs/standards-for-success/mfsc/>

D. Quality Assurance (QA) Report. Applicable ONLY to grants that have a quality assurance component. The QA professional must report their activities and the results of their QA reviews to HUD on an annual basis.

NOTE: The QA annual reporting period is October 1 – September 30, and reports are due on October 30 each year. The QA report must be uploaded as an attachment and submitted at the same time as the SfS report.

VIII. MANAGEMENT OF GRANT FUNDS


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

- i) The authorizing official must be the individual that has the authority to execute a legal document on behalf of the Owner. If the management agent has such authority and provides evidence to HUD, then that individual may serve as the authorizing official and may accept the award on behalf of the Owner.
- ii) **IMPORTANT HIGHLIGHT:** Each Grant has a unique GrantSolutions User ID and Password for the authorizing official. Please be sure that when you access the system to accept the award that the correct User ID and Password are being entered. If a recipient fails to accept the award within the desired timeframe, HUD may terminate the grant.

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

C. Reimbursement is the preferred method under this program. Grantee shall enter reimbursement requests on a monthly or quarterly basis through LOCCS.

- i) In accordance with the Prompt Payment Act, HUD must make payment within (30) calendar days after receipt of the reimbursement request through LOCCS, unless HUD reasonably believes the request to be improper. For the latest guidance regarding payment methods, please see [2 CFR 200.305.](#)
- ii) Grantee shall minimize the time elapsing between the transfer of funds from HUD and the disbursement of funds for program purposes. The maximum time



between HUD transfer of funds and grantee disbursement of funds shall not exceed seven (7) calendar days after receipt of funds.

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


D. Vouchering.

- i) **Timely Vouchering.** HUD requires that grantees use the LOCCS system to draw down funds on a monthly or quarterly basis. Each drawdown from LOCCS must be used to cover expenses through the end of the previous month. Failure to do this may impact future extension funding amounts. Grantees must draw down funds based on the requirements established. Timely drawdowns help ensure program compliance.

- ii) **Supporting Documentation Requirements.** Grantees are required to maintain detailed expense documentation in their files. All vouchers must be supported by basic payment documents, either hard copy or soft copy source records, which include purchase orders, contracts, receiving reports, invoices, bills, statements of accounts, etc., showing sufficient information to adequately account for the disbursements. The 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. HUD will **randomly** review monthly/quarterly voucher to ensure compliance and reserves the right to request documentation as deemed necessary. Please **do not** submit supporting documents to HUD unless requested.

- iii) **Voucher Review.** The examination of the voucher shall be done to ensure:

- (1) The payment is permitted by law and complies with the terms of the applicable obligating document (NOA)
- (2) The required administrative authorizations and approvals are obtained
- (3) The payment is supported by basic payment request documents and/or other acceptable forms of support
- (4) The amount of the payment and the name of the payee are correct
- (5) The goods received or the service performed complies with the agreement
- (6) The quantities, prices, and calculations are accurate
- (7) All cash, trade, quantity, or other discounts are taken
- (8) All applicable deductions are made and credited to the proper account in the correct amount
- (9) Appropriated funds are available for the time period, purpose, as well as the amount of the proposed payment, and
- (10) Controls are in place to prevent duplicate payments




iv) End of Fiscal Year Closeout. HUD’s accounting systems are typically closed during the first two to three weeks of October. To avoid any reimbursement delays, grantees are encouraged to submit vouchers no later than the end of the first week of September. This will allow for sufficient time for the Grant Specialists to process any manual vouchers or for the system to approve any automatic payments. If vouchers are not paid prior to the annual cutoff date, grantees must wait until the systems reopen before any payments can be made. In August, your Grant Specialist will inform you of the exact cut-off date for CY 2024.

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

F. Termination of Award. HUD may terminate an award if a grant has been inactive for more than 180 days and the grantee fails to provide a justification and has not complied with HUD’s request to satisfy the terms of the agreement. If an owner’s eligibility status changes during the course of a funding period, making the owner ineligible to receive SC funding, HUD has the right to terminate this award. A change in eligibility status may be due to prepayment of the mortgage, sale of the property or opting out of an assistance contract. Owners are encouraged to communicate with their assigned Grant Specialist to minimize any interruptions to future grant funding. HUD staff must notify the grantee of HUD’s intention to terminate the grant.

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

- (1) The grantee did not initiate a request for an extension in the prior performance period.
- (2) Grantee no longer satisfies the eligibility requirements.
- (3) The grantee no longer wishes to participate in the SC program and notifies the Grant Specialist.
- (4) Grantee fails to comply with reporting requirements.
- (5) Non-responsiveness, and/or
- (6) Service Coordinator position has been absorbed into the property’s operating budget.
- (7) The grantee fails to report the Service Coordinator position has been vacant for 90



days and does not submit an action plan.

- (8) The Service Coordinator position has been vacant for 180 days and the grantee cannot provide supporting documentation that they have been actively working to fill the position.
- (9) The Service Coordinator position has remained vacant for 365 days.

H. Changes to Notice of Award

- (1) **Banking Information.** If there is new banking, an [SF-1199A](#) Direct Deposit Sign-Up form and voided check, or a letter from the bank stating account number and routing number, is required and should be submitted in Grant Notes.
- (2) The Ownership Entity must complete and **email the newly executed HUD-27054E, eLOCCS Access Authorization Form to their Grant Specialist**, in accordance with the instructions provided. Please note:
 - (a) The Secure Systems Coordinator (Approving Official) and Users must comply with LOCCS guidance which can be located at [eLOCCS Quick Reference Guide](#).
 - (b) MANDATORY REQUIREMENT: “New User”, “Reinstate User” and “Change Secure Systems ID” must be NOTARIZED.

- I. If an ownership change occurs after an award has been issued, the new Ownership Entity will be required to submit a new application. The GrantSolutions record associated with the old Ownership Entity will be closed out.
- J. **Address Changes.** Ownership Entity must complete form [HUD-27056](#), Change of Address Request for Recipients of HUD Grants or Contracts and email the executed form to their Grant Specialist.

IX. Congregate Housing Services Program (CHSP).

These instructions will govern the submission requirements of the CHSP Program.

- A. **Submission Requirements.** All CHSP grantees must submit the following information via GrantSolutions:
 - 1) Transmittal letter citing the new 12-month grant amount requested and grant term to be covered.
 - 2) [HUD-91180-A](#), Summary Budget.
 - 3) Itemized estimated expenses, including direct labor and fringe benefits, material and equipment, subcontracts and related administrative and program expenses.
 - 4) Documentation of match for the next funding period.

5) [SF-425](#), Semi-annual Federal Financial Reports

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

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

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

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

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

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

D. See [CHSP Operating Procedures Handbook \(4640.1\)](#).

X. QUESTIONS AND TECHNICAL ASSISTANCE.


A. 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.

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

Go to the [GrantSolutions](#) website and complete the “Recipient User Account Request Form”. This form is used to close out accounts and create new accounts. All grants must have an Authorizing Official/Authorizing Representative and Program Director/Principal Investigator.

Once completed and signed by the Owner/Board Member, the form(s) must be emailed to help@grantsolutions.gov and copy Dorthera.Yorkshire@hud.gov and your Grant Specialist.

(1) If there is a change in the Authorizing Official, please submit an updated Authorized Signature letter. The letter must be on the owner's letterhead, signed and dated by an



authorized representative of the owner which authorizes the new Authorized Official to sign legal grant documents on behalf of the owner. Third-party entities are not allowed to sign legal grant documents on behalf of the owner. Submit the letter in Grant Notes.

- C. ALL programmatic questions related to this submission should be directed to your local HUD Grant Specialist. For a listing of all Grant Specialists, please visit: <https://www.hud.gov/sites/dfiles/Housing/documents/GrantSpecialists.pdf>

XI. WEB RESOURCES.

A. Important Program Links:

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

B. Important Grants Management Links

- [2 CFR 200](#) - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS
- [DUNS to Unique Entity ID \(UEI\) SAM Transition](#)
- [The System for Award Management \(SAM\)](#)
- [USA Spending](#)
- [HUD's Grant Management Webpage](#)
- [GrantSolutions](#)
- [Login.gov](#)