

The budget request submission period for the Calendar Year (CY) 2025 Annual Renewals under the Service Coordinator in Multifamily Housing Program and the Congregate Housing Services Program is now open. Grantees may now access GrantSolutions to submit the required information for CY 2025.

Please refer to the attached CY 2025 Service Coordinator and Congregate Housing Annual Renewal Guidance for submission instructions and program requirements.

To be considered for renewal funding, grantees must continue to satisfy the program eligibility and reporting requirements.

The deadline for submission is **June 20, 2025** at 11:59pm Eastern Daylight Time. Please do not wait until the deadline date to submit your budget request. It is highly recommended that you submit at least 72 hours prior to the deadline in the event of technical difficulties and/or other unanticipated obstacles.

Finally, please take note of the following items regarding the CY 2025 Annual Renewal Guidance:

1. HUD will consider cost increases during the CY 2025 renewal period, subject to the availability of funds. HUD will prioritize cost increase requests for Personnel Costs (and associated increases in Fringe Benefits, Quality Assurance, and Indirect Costs) that are received by the deadline. Subject to the availability of funds, HUD will also consider cost increase requests for other line items that are received by the deadline. Late cost increase requests will only be considered if sufficient funds remain after those cost increase requests received by the deadline have been funded.

Cost increases for Salary are limited to increases up to the mean wage listed in the U.S. Bureau of Labor Statistics May 2023 data for the geographic area where the properties served by the grant are located. Metropolitan and Nonmetropolitan Area Occupational Employment and Wage Estimate data for "Social Worker, All Other" for the geographic area where the properties included on the application are located. This data is available at <https://www.bls.gov/oes/current/oessrcma.htm>. Click on the appropriate metropolitan or non-metropolitan area, then scroll down to the section for Community and Social Service Occupations, line 21-1029 Social Workers, All Other, median hourly wage (8th column from the left). If no wage data is listed for Social Workers, All Other in the appropriate metropolitan or non-metropolitan area, base your proposed service coordinator salary on the mean hourly

wage for “Social Worker, All Other” in the appropriate state or U.S. Territory. Wage Estimates by State and U.S. Territory are available at: <https://www.bls.gov/oes/current/oesrcst.htm>.

See Section V. Annual Budget Review in the CY 2025 Annual Renewal Guidance for more information on calculating your requested funding amount.

2. As in CY 2024, in CY 2025 Supplies and Materials will have a maximum of \$1000 for properties with 100 units or less and \$1500 for properties with 101 units or more for general supplies.

3. In prior years, grantees were required to submit 50080 Expense Reports (for Service Coordinator grantees) and SF-425 federal financial reports (for CHSP grantees) semi-annually. As a streamlining measure, for CY 2025 the reporting period will be January 1-December 31, 2025. Grantees will submit their 50080 or SF-425 forms for the entire CY 2025 reporting period at the end of the calendar year with a due date of January 30, 2026.

If you have questions about the Service Coordinator Annual Renewal Guidance or the budget submission period, please contact your Grant Specialist or [ServiceCoordinatorMailbox@hud.gov](mailto:ServiceCoordinatorMailbox@hud.gov).

If you need help submitting your budget request, the GrantSolutions help desk is available for assistance on all GrantSolutions products and services.

Hours of Operation: Monday through Friday 7 a.m. – 8 p.m. ET (closed on Federal holidays).

Phone: 1.866.577.0771

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