



CALENDAR YEAR (CY) 2025 TERMS AND CONDITIONS

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Grantees shall carry out grant activities in compliance with the terms and conditions set forth in this Notice of Award (NOA), the original Notice of Funding Opportunity (NOFO) under which the grant was initially funded, as amended by the Terms and Conditions below, HUD fiscal and audit controls, any special conditions, all assurances and certifications in the approved/amended application, 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards, the Management Agent Handbook, 4381.5, REV-2, CHG-2, Chapter 8, all governing statutes, codes, regulations, and any applicable Executive Orders (EOs), including but not limited to, EO 14219, Ensuring Lawful Governance and Implementing the President's "Department of Government Efficiency" Deregulatory Initiative; EO 14218, Ending Taxpayer Subsidization of Open Borders; EO 14202, Eradicating Anti-Christian Bias; EO 14205, Establishment of the White House Faith Office; EO 14182, Enforcing the Hyde Amendment; EO 14173, Ending Illegal Discrimination and Restoring Merit-Based Opportunity; EO 14168, Defending Women From Gender Ideology Extremism and Restoring Biological Truth to the Federal Government; EO 14151, Ending Radical and Wasteful Government DEI Programs and Preferencing; and EO 14148, Initial Rescissions of Harmful Executive Orders and Actions. This list is non-exhaustive. You may find additional Executive Orders at this webpage:

<https://www.whitehouse.gov/presidential-actions/>.

By accepting the grant renewal, the grantee agrees that its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government's payment decisions for the purposes of section 3729(b)(4) of title 31, United States Code; and certifies that it does not operate any programs promoting Diversity, Equity, and Inclusion (DEI) that violate any applicable Federal anti-discrimination laws. EO 14218 prohibits HUD from making financial assistance available to persons other than United States citizens or certain categories of eligible noncitizens in Federal grant programs. This means that HUD grantees have an obligation to ensure that grant monies and benefits do not go to unqualified aliens.

Failure to comply will be a basis for denial of any additional grant funds. Further, the Grantee agrees to accept responsibility for such compliance by any other entity(ies) to which it makes grant funds available.

In reliance upon and in consideration of the mutual representations and obligations hereunder, HUD and the Grantee agree to the terms and conditions set forth below:

ARTICLE I - ELIGIBLE HOUSING PROJECTS

To receive assistance under the Service Coordinator Program, a project must be an "eligible housing project". Eligible CHSP housing projects 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). Eligible housing projects in the Service Coordinators in Multifamily Housing Program can fall under one of the following categories as authorized by Sections 671, 676, and 683 of the Housing and Community Development Act of 1992 (42 USC 13631, 13632, and 13641). An eligible housing project is housing that:

A. Receives project-based assistance under Section 8 of the Housing Act of 1937 (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 Supportive Housing for the Elderly Act of 1959 as amended (12 U.S.C. 1701q), including Section 202/162 Project Rental Assistance Contract (PAC).
- C.** Is assisted under Section 202 of the Supportive Housing for the Elderly Act of 1959, as such section existed before the enactment of Cranston-Gonzalez National Affordable Housing Act of 1990 (NAHA), also known as the Affordable Housing Act of 1990 (12 U.S.C. 1701q);
- D.** Is financed by a loan or mortgage insured under Section 221(d)(3) of the National Housing Act (12 U.S.C. 17151) that bears interest at a rate determined under Section 221(d)(5) of such Act.
- E.** Is assisted under Section 515 of the Housing Act of 1949 (42 U.S.C. 1485), if such projects are also receiving rental assistance under the Housing Act of 1937.
- 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) and such projects are also receiving rental assistance under the Housing Act of 1937.
- G.** Is constructed or substantially rehabilitated pursuant to assistance provided under Section 8(b)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437f), as in effect before October 1, 1983, and that is assisted under a contract for assistance under such section.

Note: The following are ineligible for Service Coordinator grant awards and renewals of Service Coordinator grant funding:

1. Properties assisted by project-based vouchers (PBV) under 24 CFR part 983
2. Projects whose only active business agreement with HUD is a use agreement (such as “stand-alone” or prepaid Section 202 Direct Loan properties)
3. Section 202 Senior Preservation Rental Assistance Contract (SPRAC)
4. Other properties that do not meet the eligibility criteria outline above.

ARTICLE II - FUNDS ADMINISTRATION

- A. Award Acceptance.** Upon receipt of GrantSolutions notification, the authorized official must access the system and accept the Notice of Award (NOA) no later than **14 days after receipt of notification**. By accepting/executing this agreement, you agree to meet all program requirements and conditions. The authorized 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 authorized official and may accept the award on behalf of the owner. If the authorized official fails to accept the award within the required timeframe, HUD may withdraw the offer. Each award has a unique User ID and Password for the authorized official. Awards must be accepted using the unique User ID and Password associated with the authorized official.
- B.** The Grantee shall ensure that there is no duplication of funds. Any activity that is funded under any other program and/or project funding (such as rent increases) shall not be funded by this grant.
- C.** The Grantee's accounting systems shall ensure grant funds can be identified both at time of receipt from HUD and when disbursed to reimburse program expenses.
- D. Annual Offset.** All drawdowns must be current prior to determination of offset. At the time of



the request for renewal, grantees are required to provide HUD with a calculated offset. Offsets are defined as any unexpended balance remaining in eLOCCS at the end of the period of performance. The offset amount will be taken into consideration when determining the amount of new funds that are to be made available to meet the 12-month need of the program.

- E. Annual Cost Increase.** A 2.5 percent Annual Cost Increase has been made available for CY 2025. The annual increase must be applied to the salary, fringe benefits, quality assurance and/ or indirect cost (if applicable) budget line items. An organization may provide a salary and fringe increase over the percentage amount as provided by HUD; such funding, however, must come from sources other than these grant funds.
- F. Budget Line Items (BLI) Thresholds.** For each grant award, HUD has established funding thresholds for supplies and materials. Refer to the annual renewal guidance and approved grant award for specific details. The amount expended for CY 2025 must not exceed the established threshold unless such costs are covered from sources other than these grant funds.
- G. eLOCCS Budget Line item (BLI) Redistribution.** Redistribution of funds amongst all budget line items (BLI) are permitted at time of renewal, not to exceed established thresholds and previously approved amount.
- H. Post-Award Revisions.** Any budget line item (BLI) revisions after awards 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 period of performance must be avoided. A request for BLI redistribution must be made by the authorized official (or designee) along with a detailed justification and uploaded to GrantSolutions. HUD will not accept any request for budget revisions from a third-party provider. Grantees may not request revisions that would exceed the established threshold limits.
- I. Availability of Funds.** No grant funds will be made available until the authorized official has accepted and submitted the Notice of Award (NOA) via GrantSolutions. Funding should be available in eLOCCS for drawdown within 2-3 weeks from the date of acceptance.
- J. 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 renewal funds, those other accounts must be fully reimbursed with grant funds immediately upon the availability and access to this award.
- K. All grantees** must have a current and active registration in the System for Award Management (SAM.gov) at all times while having an active Federal award as a recipient or having an application under consideration by a Federal agency, and obtain a **Unique Entity Identifier (UEI)** number, which is created by SAM.gov 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).
- L. Reimbursement.** Reimbursement is the preferred method under this program. Grantee shall enter reimbursement requests on a monthly or quarterly basis through the eLOCCS system. In accordance with the Prompt Payment Act, HUD must make payment within (30) calendar days after receipt of the reimbursement request through eLOCCS, unless HUD reasonably believes the request to be improper. For the latest guidance regarding payment methods, please see 2 CFR § 200.305.
- M. Timely Vouchering.** HUD requires that grantees use the eLOCCS system to draw down funds on a



monthly or quarterly basis. No other frequency will be allowed. The Grantee must continue with this frequency of drawdowns until the Field Office staff is notified of a change. Each drawdown from eLOCCS must be used to cover expenses through the end of the previous month. Failure to do this may impact future renewal funding amounts. Grantees must draw down funds based on the requirements established. Timely drawdowns help ensure program compliance.

- N. eLOCCS Drawdown.** The Grantee's drawdown of funds shall be based upon actual disbursement need. The Grantee shall minimize the time elapsing between the transfer of funds from HUD and disbursement for program purposes. The maximum time between transfer and disbursement shall not exceed seven (7) calendar days after receipt of funds. Additional information regarding the Prompt Payment Act can be found at <https://fiscal.treasury.gov/prompt-payment/>.
- O. 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 vouchers to ensure compliance and reserves the right to request documentation as deemed necessary. Please **do not** submit supporting documents to HUD unless requested.
- P. Voucher review.** The examination of the voucher shall be done to ensure:
1. The payment is permitted by law and complies with the terms and conditions of the 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 performance period, purpose, and amount of the proposed payment.
 10. Controls are in place to prevent duplicate payments.
- Q. The Payment Integrity Information Act of 2019 (PIIA).** The Payment Integrity Information Act of 2019 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. The PIIA also authorizes and governs the Do Not Pay Initiative that requires all awards of Federal funds to be prescreened prior to award, as well as during the pre-payment and post-payment processes in order to prevent improper payments.
- R. 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 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 existing contract. HUD staff must notify the Grantee of HUD's intention to terminate the grant.

ARTICLE III - REPORTING REQUIREMENTS.

- A. Form HUD-50080-SCMF (LOCCS Payment Voucher/Expense Report),** must be submitted semi-annually. The revised HUD-50080-SCMF provides the most essential information HUD needs to determine whether federal funds have been used appropriately. Each worksheet must itemize each expense incurred during the month or quarter. The total amount of expenses incurred for that month or quarter must be the same amount requested from and paid out by LOCCS. Grantees are required to maintain detailed expense documentation in their files. HUD will randomly review monthly/quarterly vouchers to ensure compliance and reserves the right to request documentation as deemed necessary.

Grantees must upload ALL reports to GrantSolutions as an attachment in Application Notes (new accounts) or Grant Notes (existing accounts). Please note that in an upcoming GrantSolutions system update, Application Notes and Grant Notes will be replaced by a new feature called Application Messages/Grant Messages, which should be used for all functions where Application Notes/Grant Notes was previously used following the GrantSolutions system update.

The two reporting periods are January 1 through June 30 and July 1 to December 31. These expense reports are due 30 calendar days following the end of each six-month reporting period. Additionally, HUD is implementing new grants management and reporting tools, which will be rolled out for use in the near term. All grantees will be required to report on grant performance and financial activities (including vendor and cash disbursement supporting details for the grantee and the grantee's sub-recipients) using these new tools when they are released. HUD will work with grantees to support the transition to this new reporting environment. Once implemented, timely reporting in this new environment will be mandatory. HUD reserves the right to exercise all available rights and remedies for any noncompliance with these grants management and financial reporting requirements, to include requiring 100% review or stopping future disbursements altogether if reporting is not timely submitted.

- B. Standards for Success Report.** Grantees are required to submit an annual Standards for Success (SfS) report. Submissions must be submitted to HUD using one of the four reporting systems: GrantSolutions InForm, AASC Online, FamilyMetrics Software or Other Case Management System. Grantees must upload the submission confirmation as proof of submission to GrantSolutions as an attachment in Application Notes (new accounts) or Grant Notes (existing accounts).

The annual SfS reporting period is October 1— September 30. Reports are due on October 30 of each year.



C. Quality Assurance Report. Applicable ONLY to grants that have a quality assurance component. If your property has received Federal funds or approved budget funds for Quality Assurance (QA) services, an annual QA report must be submitted to HUD, along with the SfS report. All QA reports must be uploaded to GrantSolutions as an attachment in Application Notes (new accounts) or Grant Notes (existing accounts) and submitted at the same time as the SfS report.

The annual SfS reporting period is October 1— September 30. The annual QA reports are due on October 30 each year.

ARTICLE IV – RECORDKEEPING

Service Coordinators and other program staff shall maintain the information below in files designated for this program.

A. Confidential Client Files. The Service Coordinator should maintain detailed notes regarding any assistance and services provided to the residents. To the extent possible, HUD encourages use of computers to develop and maintain these records. The files must contain the following information:

1. Intake form, including information on referrals to community agencies.
2. Case management plan.
3. Quarterly monitoring plan and follow-up.
4. Information and follow-up related to any reports, alleged or otherwise, of human or civil rights abuse, adult abuse of any type (i.e., mental, physical, financial), or violations of personal property or dignity.
5. Case resolution, or status.
6. Results of all monitoring and agency follow-up.
7. Notes on all meetings with client/family members.
8. Disposition/termination of case.

The Service Coordinator shall keep the client files in an on-site, secured location and accessible ONLY to the service coordinator and to management to the extent necessary and with the written consent of the resident. The Grantee shall maintain confidentiality of information related to any individual, per the Privacy Act of 1974.

Resident files are the property of the Grantee. Files shall be maintained at the housing site served by this grant and must be available to new Service Coordinators following periods of staff turnover. The grantee must provide a copy of a resident’s file to the resident upon the resident’s request.

B. Program files. The Service Coordinator or other administrative staff shall keep detailed records which include any pertinent program activities and expenses. This may include the following:

1. Data on the numbers of residents served and the types of services arranged for and received by the residents.
2. Information on other services, support groups, community advocacy and tenant organizations, and the like developed or aided by the service coordinator.

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3. Notes of any relevant meetings or discussions.
 4. Service coordinator/aide job position descriptions.
 5. Copies of pay statements.
 6. Invoices for purchasing of goods or services.
 7. Records of other administrative costs.
 8. Official grant documents.
 9. Information from HUD.

C. Confidentiality. The Service Coordinator shall maintain confidential files on residents served. Service Coordinators shall keep paper files in a locked filing cabinet and protect all electronic resident files with a personal password. Service coordinators may maintain resident files electronically, on paper, or in both formats.

Property management staff may have access to a Service Coordinator's confidential resident files only if the files contain a "release of information" consent form signed by the resident. A release of information form must clearly indicate which parties may have access to a resident's file. Such parties might include the property management staff and HUD/Contract Administration staff. Service Coordinators must only share resident files with those parties listed on the signed form for the purpose indicated on the consent form. If a resident has not signed the consent form, the parties listed may not read that resident's file. While Service Coordinators may not share resident files with management staff without a signed consent form, they may disclose residents' personal information to management staff if the information falls within the three following categories:

- Abuse to self or others,
- Illegal activity, or
- Potential lease violation.

These categories serve as guidelines to Service Coordinators and property management staff. The Service Coordinator must determine if the resident's confidential information will significantly affect the safety and security of that individual, other residents, management staff, or the housing site itself. Service Coordinators and other program staff must also maintain confidential VAWA-related information, including the fact that an individual is a victim of domestic violence, dating violence, sexual assault, or stalking. Confidentiality requirements and exceptions are identified in HUD's VAWA regulation, 24 CFR § 5.2007(c).

Service Coordinators are prohibited from accessing a tenant's Enterprise Income verification (EIV) documents, except in situations where the Service Coordinator is assisting a resident during an occupancy recertification. Residents must be present during the recertification.

Service Coordinators may have access to a resident's "Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures", form HUD-50059, only if a resident has signed a consent form agreeing to this. Residents may also share the copy of their 50059 forms with Service Coordinators at their own discretion. Service Coordinators may have access to non-EIV documents in the property management's resident files, provided that the resident has signed a consent form permitting this access.



ARTICLE V - OTHER PROGRAM REQUIREMENTS

A. Private Office. The Grantee shall make sufficient on-site, accessible, and entirely private office space available for the Service Coordinator and/or aide, to allow for confidential meetings with residents. Such office space shall be provided as a permanent private office with a door, ceiling, and four walls.

The office must be accessible to individuals with disabilities and meet the Uniform Federal Accessibility Standards (UFAS) requirements of accessibility or HUD's Notice on "Instructions for use of alternative accessibility standard" ("Deeming Notice"). 79 Fed. Reg. 29671 (May 23, 2014). Refer to the United States Access Board website, <https://www.access-board.gov/aba/ufas.html> for more information. The appropriate HUD Regional/Satellite Office must approve both the proposed costs and activities associated with creating a new office space. Expenses must be one-time only start-up costs and may include acquisition, leasing, rehabilitation, or conversion of space.

B. Training. Service Coordinators funded through this grant shall meet all training requirements and follow all training guidelines as set forth in the Management Agent Handbook 4381.5, REV-2, CHG-2, Chapter 8, Section 8.9 and other HUD guidance. Reasonable and relevant travel costs associated with training are allowable program costs.

C. Insurance Coverage. The Grantee shall obtain and carry adequate insurance coverage to protect itself against any potential liabilities arising out of any eligible activities under this program.

D. Record Retention. The Grantee must comply with the record retention requirements described in 2 CFR §200.334. 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.

E. Waste, Fraud, Abuse, and Whistleblower Protections. Any person who becomes aware of the existence or apparent existence of fraud, waste or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). HUD OIG is available to receive allegations of fraud, waste, and abuse related to HUD programs via its hotline number (1-800-347-3735) and its online hotline form. You must comply with 41 U.S.C. § 4712, which includes informing your employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, employees of a contractor, subcontractor, grantee, and subgrantee—as well as a personal services contractor—who make a protected disclosure about a Federal grant or contract cannot be discharged, demoted, or otherwise discriminated against as long as they reasonably believe the information they disclose is evidence of:

1. Gross mismanagement of a Federal contract or grant;
2. Gross waste of Federal funds;
3. Abuse of authority relating to a Federal contract or grant;
4. Substantial and specific danger to public health and safety; or
5. Violations of law, rule, or regulation related to a Federal contract or grant.



- F. Drug-Free Workplace.** You as the grantee must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 CFR part 2429, which adopts the governmentwide implementation (2 CFR part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707).
- G. Conflicts of Interest.** Potential conflicts of interest must be disclosed in writing per 2 CFR 200.112.
- H. Mandatory Disclosures.** Pursuant to 2 CFR 200.113, Grantee must disclose, in a timely manner, in writing to HUD all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the grant award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.339. Delinquent Federal Debts. Consistent with the purposes and intent of 31 U.S.C. 3720B 41 and 28 U.S.C. 3201(e), Grantees with an outstanding federal debt must provide to HUD a negotiated repayment schedule which is not delinquent or have made other arrangements satisfactory to HUD. If arrangements satisfactory to HUD cannot be completed within 90 days of notification of selection, HUD will not make an award of funds to the Grantee but offer the award to the next eligible Grantee. Applicants selected for funding, or awarded funds, must report to HUD changes in status of current agreements covering federal debt. If a previously agreed-upon payment schedule has not been adhered to or a new agreement with the federal agency to which the debt is owed has not been signed, the Grantee will be considered to be in default under this Agreement.
- I. Compliance with the Federal Funding Accountability and Transparency Act of 2006** (Pub. L. 109-282) (Transparency Act), as amended and 2 CFR 170, as amended. Please refer to www.fsrs.gov for complete information on requirements under the Transparency Act and OMB guidance.

ARTICLE VI - QUALITY ASSURANCE

If Quality Assurance (QA) is included as a program expense in the Grantee's budget, the Grantee shall comply with the following items:

- A.** Eligible QA activities are those that evaluate the Grantee's program to assure that the position and program are effectively implemented. The Grantee's QA activities shall identify short-term and long-term program outcomes and performance indicators that will help measure program performance. QA activities shall include one program evaluation review six months following the Program's start date and then at least one review every 12 months thereafter.
- B.** Qualifications for QA providers include at a minimum:
 - 1. Education or licensing in either social work or a related health care field,
 - 2. Work experience in social or health care services, and
 - 3. At least 3 years supervisory experience.
- C.** Individuals who may perform Quality Assurance include:
 - 1. A third-party contractor (such as staff of an Area Agency on Aging), or
 - 2. Staff of an owner or managing agent corporation who work in a central or regional office and who do not perform activities routinely assigned to the property management agent.On-site housing management staff cannot perform Quality Assurance work and the current



salaries of in-house staff may not be augmented for this purpose. The QA provider may not be the Service Coordinator's first line supervisor. These are two distinct roles which must remain separate.

D. The Grantee shall submit documentation (for example, a resume) to HUD indicating the qualifications of the individual employed to perform Quality Assurance. The Grantee shall submit such documentation with the first grant reimbursement request for QA services. The Grantee shall also maintain the documentation in their program files for future reference.

E. To demonstrate work performed by the QA professional, the Grantee shall provide copies of all written evaluation reports provided by the QA provider to the Service Coordinator during the period of each federal fiscal year (i.e. October 1 through September 30). Copies must be sent to the appropriate Regional/Satellite office staff on or before October 30 of each year.

The Grantee shall provide copies of such reviews with each LOCCS voucher review that requests grant funds to reimburse QA expenses.

F. HUD will only approve use of grant funds to pay QA expenses if the Grantee can demonstrate that an appropriate service was provided to the Service Coordinator and the Grantee.

ARTICLE VII - AMENDMENTS

- A.** Any amendment request must be approved by the appropriate HUD Regional/Satellite office staff before proceeding with any changes to the approved budget. Amendments must reflect the rights and obligations of all parties and shall be executed by HUD and the Grantee, through the Notice of Award
- B.** If there is a change in ownership of the lead property served by this grant, it is the responsibility of the Grantee to notify their Grant Specialist immediately.

ARTICLE VIII - CHANGES TO NOTICE OF AWARD (NOA)

- A.** If an ownership change occurs after an award has been issued, the new entity will be required to submit a new application. Any new users that were not processed during the initial renewal submission period will be processed on a quarterly schedule, beginning the first quarter after the deadline date. The GrantSolutions record and the eLOCCS account associated with the old ownership entity will be closed out.
- B. Address Changes.** The ownership entity must complete HUD-27056, Change of Address Request for Recipients of HUD Grants or Contracts Form and email executed form to their Grant Specialist.
- C. Banking Information.** If there is new banking information, 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 in GrantSolutions.

ARTICLE IX - GRANT CLOSEOUT

- A.** 2 CFR 200 prescribes uniform closeout procedures for Federal grants.
- B.** The grantee shall comply with all closeout reporting requirements and shall submit closeout reports in a timely manner.
- C.** The closeout process may entail a review by HUD staff to determine compliance with this NOA by the grantee and all participating parties. The grantee shall cooperate with any review in any way possible, including making available records requested by HUD staff for inspection.



- D.** When HUD has determined to its satisfaction that the grant activities were completed, and all Federal requirements were satisfied, HUD staff will prepare and execute a closeout agreement in consultation with the grantee. The agreement will identify any unused funds to be deobligated (recaptured) by HUD.
- E. 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 a renewal in the prior performance period.
 2. The Grantee no longer satisfies the eligibility requirements.
 3. The Grantee no longer wishes to participate in the Service Coordinator program and alerts the Grant Specialist.
 4. Grantee fails to comply with reporting requirements.
 5. Non-responsiveness.
 6. The Service Coordinator position has been absorbed into the 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.

ARTICLE X - CERTIFICATIONS

The grantee certifies that it shall comply with the provisions of the Fair Housing Act (42 U.S.C. 3601-3619); Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2010d); Executive Order 11063 as amended by Executive Order 12259 (3 CFR 1958-1963 Comp., p. 652 and 3 CFR 1980 Comp., p. 307); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), Executive Order 11246 (3 C.F.R. 1964-1965 Comp., p. 339), Executive Orders 11625, 12432, 12138, EO 14219, Ensuring Lawful Governance and Implementing the President’s “Department of Government Efficiency” Deregulatory Initiative; EO 14218, Ending Taxpayer Subsidization of Open Borders; EO 14202, Eradicating Anti-Christian Bias; EO 14205, Establishment of the White House Faith Office; EO 14182, Enforcing the Hyde Amendment; EO 14173, Ending Illegal Discrimination and Restoring Merit-Based Opportunity; EO 14168, Defending Women From Gender Ideology Extremism and Restoring Biological Truth to the Federal Government; EO 14151, Ending Radical and Wasteful Government DEI Programs and Preferencing; and EO 14148, Initial Rescissions of Harmful Executive Orders and Actions and all implementing regulations issued pursuant to these statutes and authorities. By accepting the grant renewal, the grantee agrees that it will comply in all respects with all applicable Federal anti-discrimination laws is material to the government’s payment decisions for the purposes of section 3729(b)(4) of title 31, United States Code; and certifies that it does not operate any programs promoting Diversity, Equity, and Inclusion (DEI) that violate any applicable Federal anti-discrimination laws. EO 14218 prohibits HUD from making financial assistance available to persons other than United States citizens or certain categories of eligible noncitizens in Federal grant programs. This means that HUD grantees



have an obligation to ensure that grant monies and benefits do not go to unqualified aliens.

ARTICLE XI – DEFAULT

Default under this NOA shall consist of:

- A.** Any use of grant funds for a purpose other than as authorized by this Agreement,
- B.** Any material noncompliance with regulations, Federal, State, or local law as determined by HUD,
- C.** Any other material breach of this Notice of Award, or
- D.** If HUD determines preliminarily that the Grantee is in default, HUD will give the Grantee notice of this determination and the corrective or remedial action proposed by HUD. The Grantee shall have an opportunity to demonstrate, within the time prescribed by HUD (not to exceed 30 days from the date of the notice), and on the basis of facts and data, that it is not in default, or that the proposed corrective or remedial action is inappropriate, before HUD implements the corrective or remedial action.

Where HUD determines that corrective or remedial actions by the Grantee have not been undertaken as instructed, or will not be effective to correct the default and to prevent further default, HUD may take the following additional corrective and remedial actions under this NOA:

1. Temporarily withhold payments until the Grantee takes corrective action.
2. Disallow all or part of the activity or action not in compliance.
3. Wholly or partly suspend or terminate the grant.
4. Initiate suspension or debarment proceedings are authorized under 2 CFR 2424.
5. Withhold new or continued funding for the program.
6. Take any other remedies that may be legally available, including requiring reimbursement by the Grantee for amounts used improperly.

ARTICLE XII - JOINT AGENCIES UNDER THIS AWARD

This Article pertains to grants awarded to a combination of separate owners.

The designated lead agency is the official funding recipient. As such, the lead agency performs functions including the following:

1. Maintaining the eLOCCS account,
2. Drawing down and dispersing grant funds,
3. Paying the salary of the Service Coordinator and related administrative expenses,
4. Monitoring the work of the Service Coordinator, and
5. Submitting all required reports to their Grant Specialist.

All owners of properties served by the Service Coordinator under this NOA must sign the NOA. By doing so, all entities are legally bound to comply with all the terms and conditions set forth in this Agreement. Should one or more parties not comply at any time, HUD has the right to drop the proportion of the Service Coordinator's time at the related property.

Non-lead owners, in complying with this NOA, are responsible for monitoring the time and work of



the Service Coordinator at their sites and for assuring that the lead agency has the proper information it needs to submit required reports to HUD and to maintain the grant's LOCCS account.

All parties involved in this NOA may, on their own, make any other mutually beneficial arrangements for the proper administration of this grant.

ARTICLE XIII – 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 Service Coordinator grant 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.