



OFFICE OF
HOUSING COUNSELING

Grant Award Package Training for FY2020 Comprehensive Housing Counseling Grants

Audio is available only by conference call.

Please call: 877-226-8143

Participant Access Code: 835841

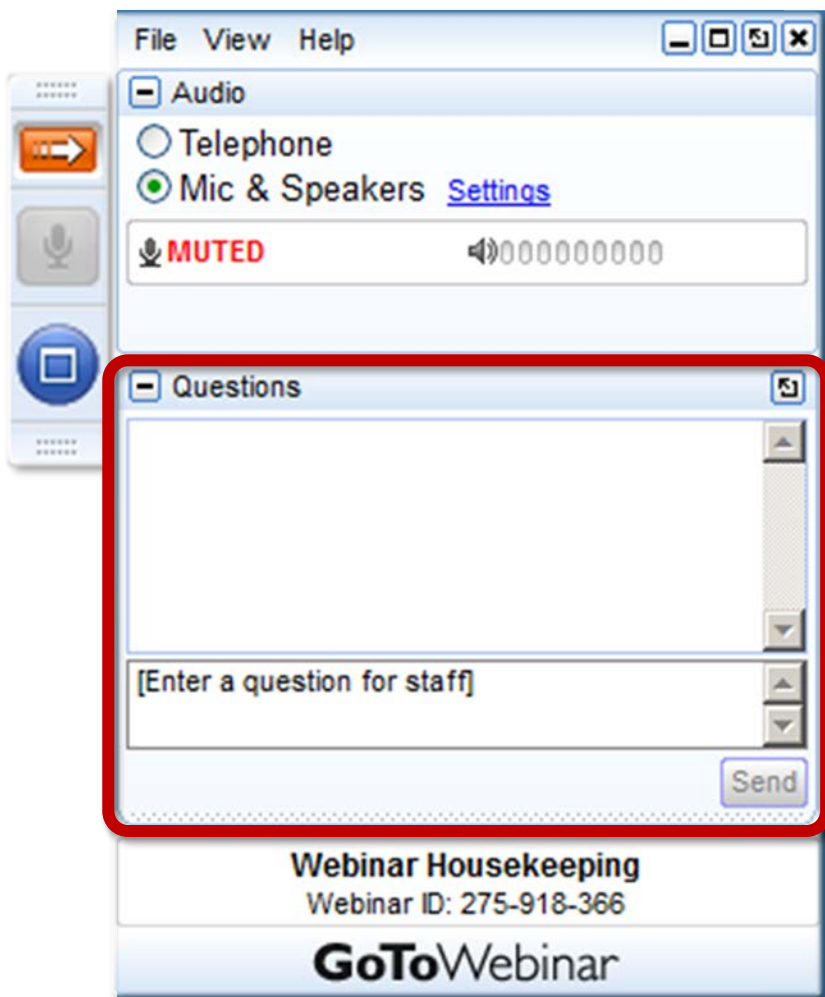
to join the conference call portion of the webinar

June 30, 2020

Webinar Logistics

- Audio is being recorded. The playback number along with the PowerPoint and a transcript will be available on the HUD Exchange at www.hudexchange.info/programs/housing-counseling/webinars/
- The webinar will be posted in 7-10 days.
- The Training Digest on HUD Exchange will be updated when the webinar is posted.
- Handouts were sent out prior to webinar. They are also available in the Control Panel. Just click on document name to download.

Ways to Ask Questions



- Please submit your text questions and comments using the Questions Panel. We will answer some of them during the webinar.
- You can also send questions and comments to *housing.counseling@hud.gov* with the webinar topic in the subject line.

Certificate of Training

- If you logged into the webinar, you will receive a Certificate of Training from GoToWebinar within 48 hours.
- Please print it out and save for your records.

Introduction

Tracy Badua
Office of Housing Counseling

FY20 Housing Counseling Awards

- \$42.5 Million for FY2020
- Grant awards distributed in two stages
 - Stage 1: The majority of FY2020 funds were distributed to 2nd year grantees on June 17
 - Stage 2: Distribution of remainder of 2nd year grantee awards to occur concurrently with FY2020 Supplemental CHC NOFA awards
- Budget Line Items for FY2020 Awards
 - Counseling Services (9500)
 - Counselor Certification (9520)
- 18-Month Period of Performance
 - 10/1/2019 – 3/31/2021

Presenters

Grant Execution Process – Tracie Oaks-Ross

Grant Agreement:

- Articles III, IV, V, and IX – Shae Williams
- Articles X, XI, and XXIII – Melissa Noe

Grant Execution Process

Tracie Oaks

Office of Policy & Grant Administration

Grant Package Checklist

- Along with your grant agreement, you received this checklist.
- Grantee will not have access to grant funds until all required grant execution documents are returned and approved.
- Ask your POC for an extension if needed.

Office of Housing Counseling FY 2020 Housing Counseling Grant Award Package Checklist

- ✓ This is a checklist of required documents grantees must submit to execute their FY 2020 grant awards. See the Grant Agreement detailed requirements of each item.
- ✓ All required documents are due to your assigned HUD Point of Contact (POC) by the date noted in your Grant Award letter.
- ✓ An incomplete package will result in a delay in your organization's ability to execute the grant and access grant funding.

Form HUD-1044 and Grant Agreement Signature Page

- ☐ HUD-1044 signed and dated
- ☐ Grant Agreement signature page signed and dated

Indirect Cost Rate Documentation

- ☐ Copy of Grantee's Negotiated Indirect Cost Rate Agreement (NICRA), **OR**
- ☐ Statement that Grantee has never received a NICRA and elects to charge a de minimis rate of 10% of modified total indirect costs in accordance with 2 C.F.R. Part 200.414, **OR**
- ☐ Statement that Grantee does not incur indirect costs or will not apply them to this grant

Financial Management Systems

- ☐ Certification from the executive director or other qualified professional demonstrating that the organization's financial management systems satisfy the requirements in the applicable regulations at 2 C.F.R. Part 200.302

Audit

- ☐ A copy of Grantee's most recent audit of financial activities (e.g. single or program-specific audit required under 2 C.F.R. Part 200.501) with completed audit no earlier than fiscal year 2017, **OR**
- ☐ A copy of the most recent independent financial audit, no earlier than fiscal year 2017, for Grantees that did not expend \$750,000 or more in Federal awards

Code of Conduct

- ☐ Verify whether your agency's code of conduct is listed on HUD's Code of Conduct website at https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants **OR**

Form HUD-1044

Grant Agreement Signature Page

- **HUD-1044** is the official government form that shows your grant amount, grant number, and your point of contact at HUD.
- **Sign, date, scan, and return**
 - The final page of the Grant Agreement to HUD
 - 1 copy of the HUD-1044 with block 19 completed
- Do not send back the entire grant agreement.
- Keep a copy of the HUD-1044 for your records.

Indirect Cost Rate Documentation

Three options on Indirect Cost Rates

- Agencies must provide their Negotiated Indirect Cost Rate Agreement (NICRA) if they have one in place and intend to bill the HUD grant for indirect costs, **OR**
- Provide a statement that the agency has never received a NICRA and will use de minimis rate of 10% Modified Total Direct Costs,
 - *Exception: A governmental department or agency that receives more than \$35 million in direct Federal funding is not eligible for the de minimis rate.* **OR**
- Provide a statement that the agency will not bill HUD for indirect costs

Financial Management Systems (FMS)

- Provide documentation (a certification from the executive director or other qualified professional) demonstrating that the organization's financial management systems satisfy the requirements in regulations at 2 CFR 200.302.
- **FMS must identify:**
 - All federal awards received & expended
 - Source & application of funds, including comparison of expenditures with budget amounts for each award
 - Accurate & complete disclosure of financial results of each award
 - Effective control and accountability over funds, property, and other assets.
- View the full text of [2 CFR 200.302](#)

Audit

Agencies that expend more than \$750,000 in Federal funds

- Provide the agency's single or program-specific audit.

Agencies that expend less than \$750,000 in Federal funds

- Provide the most recent independent financial audit, no earlier than fiscal year 2017

Code of Conduct

- Submit a written code of conduct that meets the requirements outlined in the award letter ***IF:***
 - Your agency is not listed on the following website:
https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants, ***OR***
 - Your Code of Conduct has changed since the last time you submitted it to HUD
- If your agency is listed on the website above, and your Code of Conduct has not changed, you do not need to submit a Code of Conduct.

Projected Budget

The budget must account for how every dollar being billed to the Grant will be spent.

- Projected budget for Grantee and each subgrantee itemizing all proposed expenses and budget narrative, if necessary.
- Budget may include: salaries, fringe and other employment benefits, travel, training, marketing, outreach, cost of managing a network, HUD Housing Counselor Certification exam fees, and indirect costs, as applicable.
- Initial budget must be approved by HUD POC prior to any expenditures.
- Proposed Amendment(s) to projected budget permitted at any time during the Period of Performance. Any changes must be approved by the HUD POC prior to any expenditures.

Projected Budget

- Fixed-fee Methodology: Grantees must seek prior approval from their HUD POC.
- Opportunity Zone Expenditures: Proposed budget must reflect the Opportunity Zone expenditure percentage Grantee certified to on the HUD-2996.
- See Article IV of the Grant Agreement for detailed requirements

Projections for Housing Counseling Grant Activities

- Process is completed through the Housing Counseling System (HCS).
- Enter projections under the “HUD-9902” menu item and select projections for NOFA 2020-1
- Click the Submit to HUD button, then notify your HUD POC for review and approval.
- For step-by-step instructions, refer to:
 - Archived Webinar: [View the Presentation](#)*.
 - [HCS Improvement Release v.14.1.0.0 - Dec 2014](#)

* Please note that 9902 projections are required.

Projections for Housing Counseling Grant Activities, continued

- Where to Enter Projections in HCS

| | <input type="button" value="Save As Draft"/> <input type="button" value="Submit To HUD"/> | Fiscal Year 2020: 10/01/2019 - 09/30/2020 | Fiscal Year 2021: 10/01/2020 - 03/31/2021 | Total |
|--|---|---|---|--------------|
| * Comment required | | | | |
| 8. Households Receiving Group Education by Purpose | | | | |
| a. Completed financial literacy workshop, including home affordability, budgeting and understanding use of credit | | <input type="text" value="0"/> | <input type="text" value="0"/> | 0 |
| b. Completed predatory lending, loan scam or other fraud prevention workshop | | <input type="text" value="0"/> | <input type="text" value="0"/> | 0 |
| c. Completed fair housing workshop | | <input type="text" value="0"/> | <input type="text" value="0"/> | 0 |
| d. Completed homelessness prevention workshop | | <input type="text" value="0"/> | <input type="text" value="0"/> | 0 |
| e. Completed rental workshop | | <input type="text" value="0"/> | <input type="text" value="0"/> | 0 |
| f. Completed pre-purchase homebuyer education workshop | | <input type="text" value="0"/> | <input type="text" value="0"/> | 0 |
| g. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | | <input type="text" value="0"/> | <input type="text" value="0"/> | 0 |
| h. Completed resolving or preventing mortgage delinquency workshop | | <input type="text" value="0"/> | <input type="text" value="0"/> | 0 |
| i. Completed other workshop | | <input type="text" value="0"/> | <input type="text" value="0"/> | 0 |
| Section 8 Total: | | 0 | 0 | 0 |
| 9. Households Receiving One-on-One Counseling by Purpose | | | | |
| a. Homeless Assistance | | <input type="text" value="0"/> | <input type="text" value="0"/> | 0 |
| b. Rental Topics | | <input type="text" value="0"/> | <input type="text" value="0"/> | 0 |
| c. Prepurchase/Homebuying | | <input type="text" value="0"/> | <input type="text" value="0"/> | 0 |
| d. Home Maintenance and Financial Management for Homeowners (Non-Delinquency Post-Purchase) | | <input type="text" value="0"/> | <input type="text" value="0"/> | 0 |
| e. Reverse Mortgage | | <input type="text" value="0"/> | <input type="text" value="0"/> | 0 |

Sub-allocation list

MSOs, SHFAs, and Intermediaries

- Completed in the Housing Counseling System under the budget allocation screen.
 - General Allocation Guide: [HCS Improvement Release v.13.0.0.0 - July 2013](#)
 - Allocation Across Fiscal Years (Slides 28-41) [HCS Improvement Release v.14.12.0.0 - September 2017](#)
- Enter list of subgrantees and funded branches, and their corresponding award amount sub-allocations.

Sub-allocation list

MSOs, SHFAs, and Intermediaries

- Where to enter sub-allocations in HCS.

| BUDGET | | FUNDS RETAINED BY GRANTEE | | SUB-ALLOCATION COSTS | |
|---------------|---------------------------------|----------------------------------|---------|---------------------------|---------------|
| Total Budget: | \$ 0.00 | Cost of Managing Network: | \$ 0.00 | To Be Sub-Allocated: | \$ 748,617.00 |
| Award: | \$ 748,617.00 | Indirect Costs: | \$ 0.00 | Sub-Allocated: | \$ 0.00 |
| Grant Ratio: | Agency Total Budget < HUD Grant | Total Funds Retained by Grantee: | \$ 0.00 | FY 2020 Total Allocation: | \$ 0.00 |
| | | | | FY 2020 Balance: | \$ 748,617.00 |
| | | | | FY 2021 Allocation: | \$ 0.00 |
| | | | | Remaining Funds: | \$ 748,617.00 |

[Allocate Evenly](#)
[Allocate By # of Counselors](#)
[Allocate By # of Clients](#)

[Print](#)
[Cancel](#)
[Close this window](#)
[9902 Projection](#)

| Qtr 1 Qtr 2 Qtr 3 Qtr 4 | | | | | | | |
|---|------------|-----------|-------------|-----------------|------------------------|----------------|---------------------|
| Status | Sub-Agency | Agency ID | Agency Type | # of Counselors | # of Projected Clients | Sub-Allocation | Agency Total Budget |
| Active | | | LHCA | 0 | 0 | \$ 0.00 | \$ 0.00 |
| Inactive | | | Affiliate | 0 | 0 | \$ 0.00 | \$ 0.00 |
| Active | | | LHCA | 0 | 0 | \$ 0.00 | \$ 0.00 |
| Inactive | | | Sub Grantee | 0 | 0 | \$ 0.00 | \$ 0.00 |
| Active | | | LHCA | 0 | 0 | \$ 0.00 | \$ 0.00 |

Client Management System

- Grantee must certify that they utilize a client management system (CMS) approved to interface with HUD systems
 - List of approved CMS:
<https://files.hudexchange.info/resources/documents/HUD-Certified-CMS-Products-for-HUD-HCA-Use.pdf>
- Intermediaries, MSOs, and SHFAs must list their subgrantees and the CMS they use.

Articles III, IV, V, and IX

Shae Williams

Office of Policy & Grant Administration

Article III: Period of Performance

- Begins: October 1, 2019
- Ends: March 31, 2021
- An extension of the performance period must be requested in writing no later than March 1, 2021.
- Only HUD is authorized to grant an extension.

Article IV:

Projected Services and Budget – Scope of Service

- The housing counseling services listed in the Grantee's approved HUD Housing Counseling Work Plan represent the scope of services under this grant.
- During grant execution, the submitted 9902 projections will be checked against the agency's work plan.
- Grantee must receive approval from the HUD POC before implementing any changes in projected services and budget proposed in its application.

Article IV:

Projected Services and Budget – Scope of Service

- When there is a change in staff or management responsible for the Grantee's housing counseling program, the Grantee must notify its HUD POC in writing within 15 days of the change.

Article V: Subcontract and Subgrants – General Prohibition Against Subcontracting

Grantees shall not sub-grant, transfer, or contract any of the work under the agreement.

Exceptions apply if:

- Sub-grant, etc. was described in approved NOFA application and funded in Grant or otherwise approved by HUD.
- Sub-grant, etc. is for web-based education.
- Sub-grant, etc. is for the purchase of supplies, materials, etc.

Article V: Subcontracts and Subgrants – Requirements for Subgrants

- **Eligible Subgrantees/Branches:** Grantee may make subgrants to Affiliates, which are not HUD-approved, provided that the quality of services meets or exceeds the standards for HUD approved LHCA's.
- **Changes to Network Composition:** Submit written request to HUD to amend subgrantee or branch list or corresponding subgrant amounts.

Article V: Subcontracts and Subgrants – Requirements for Subgrants, continued

- **Funding Agreements:** Grantee shall execute a written subgrant agreement with each Subgrantee before disbursing funds to the Subgrantee. Copies of all subgrant agreements must be maintained and made available to HUD.
- **Responsibility for Grant Administration:** Grantee is responsible for managing the daily operations of its program and agrees to accept responsibility for its Subgrantees' compliance with the applicable provisions of the Grant Agreement. Grantee must monitor the performance of its Subgrantees and take appropriate action to resolve problems to ensure compliance.

Article V: Subcontracts and Subgrants – Requirements for Subgrants, continued

Subgrants to Affiliates and Allocation of Funds to Branches:

- Grantee must maintain copies of all subgrant agreements and a written record on how it distributed funds to its Subgrantees. Grantees must list their Subgrantees' and Branches' corresponding sub-allocations in HCS.

Article IX: Price

Grantees with Multiple Funding Sources

- Grantees can bill HUD only for the portion of counseling services that are not reimbursed from any other funding source.
- HUD reserves the right to request data related to non-HUD sources of funding.

For further details on using your grant funds, please refer to:

- FY 2020 NOFA Section IV
- Housing Counseling Handbook 7610.1-Rev-5
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200

Articles X, XI, and XXIII

Melissa Noe

Office of Policy & Grant Administration

Article X: Payment Requests

Article X is where to find information on:

- General Payment Procedures
- Timing and Amount of Payment Requests
- Documentation of Expenses
- Standards for Financial Management Systems
- Withholding of Funds
- Funds Recapture

Article X: General Payment Procedures

- HUD will only process payment requests on receipt of an acceptable Grant Activity Report (GAR)
- After making the voucher request in eLOCCs, email a signed copy of the voucher form to your HUD POC. All sections of the HUD-50080 must be complete.
 - Budget Line Items 9500 & 9520
 - Program Area CHC
- LOCCS user guides found at https://www.hud.gov/program_offices/cfo/locs_guidelines

Article X: Documentation of Expenses

Maintain documentation of direct costs:

- invoices
- receipts
- cancelled checks
- documentation of personnel expenses
- client lists

Submit to HUD POC *upon request*. Expense documentation is requested during a performance review.

Article X:

Withholding of Funds and Recapture

- Withholding of funds for failure to satisfy grant agreement and reporting requirements.
- Recapture of unspent funds.

Article XI: Reporting

- Grantees must submit Grant Activity Reports (GAR) in conjunction with each drawdown request.
- GARs must include all information indicated in the Grant Agreement.
- If at any point prior to the end of the grant cycle funds are exhausted, a final report is due.

Article XI: Reporting

- Grantee's name, address, and grant number
- Start and end dates of the reporting period
- Hourly rate
- Staff hours
- Fixed fee methodology (if applicable)
- Itemized expenses
- Required certification
- Form HUD-9902
- Reverse Mortgage Default Counseling Activities (if applicable)

Article XI: Reporting

In addition to the previous slide, Intermediaries, SHFAs, and MSOs must submit the following:

- Oversight Activity (if applicable)
- Sub-allocations
- Costs of Managing a Network
- Federal Financial Report (SF-425)
- Changes in Composition or Network Size (Subgrantees and Funded Branches)

Article XI: Reporting

Final Report

- A final report is due 90 days after grantee has completed all Grant activities that will be funded under the Grant.

Additional items included in the final report:

- Any problems, delays, or adverse conditions that impaired their ability to meet the objective of the federal award, and any favorable developments which enabled their ability to meet the objective of the federal award sooner or at less cost.

Article XI: Reporting

- Submit a certification, signed by an authorized individual, which states that all applicable closeout activities required in 2 CFR § 200.343 have been completed.
 - This certification is in addition to the certification statement required in quarterly reports

Article XI: Federal Sub-award Reporting (Only for Intermediaries, MSOs, and SHFAs)

- Report required for sub-awards of \$25,000 or more.
- Entities with gross incomes less than \$300,000 in the previous tax year are exempt from sub-award reporting requirements.
- Details found at: www.fsrs.gov
- Report is due one month after the month in which the sub-award is obligated

Article XXIII: Miscellaneous

- Contact information for Grantees who committed to provide HECM default counseling will appear on the HUD Housing Counseling Exchange.
- Grantees are required to report to HUD within fifteen days if Grantee or Subgrantees are subject to unresolved findings as a result of HUD or other government audit or investigations.
- Grantee and all Subgrantees must cooperate with all HUD oversight activities, requests for access to facilities, requests for access to agency's CMS, and requests for information, including, but not limited to, complete Client Counseling Files and Client-level data.

Article XXIII:

Miscellaneous, Continued

- Mergers, acquisitions, or other changes in form or organizational structure should be reported to the HUD POC at least sixty days prior to the implementation of such changes.
- Grantee shall make a succession plan available to HUD upon request.
- A Grant awarded under the Housing Counseling NOFA is not intended to cover the total cost of carrying out a Grantee's counseling program, and Grantee shall obtain funds from sources other than HUD to cover that portion of the program not funded by HUD.

Additional Resources

- Archived Webinars on reporting
<https://www.hudexchange.info/programs/housing-counseling/webinars/>
- HUD-9902 Online Toolkit:
<https://www.hudexchange.info/programs/housing-counseling/9902/>



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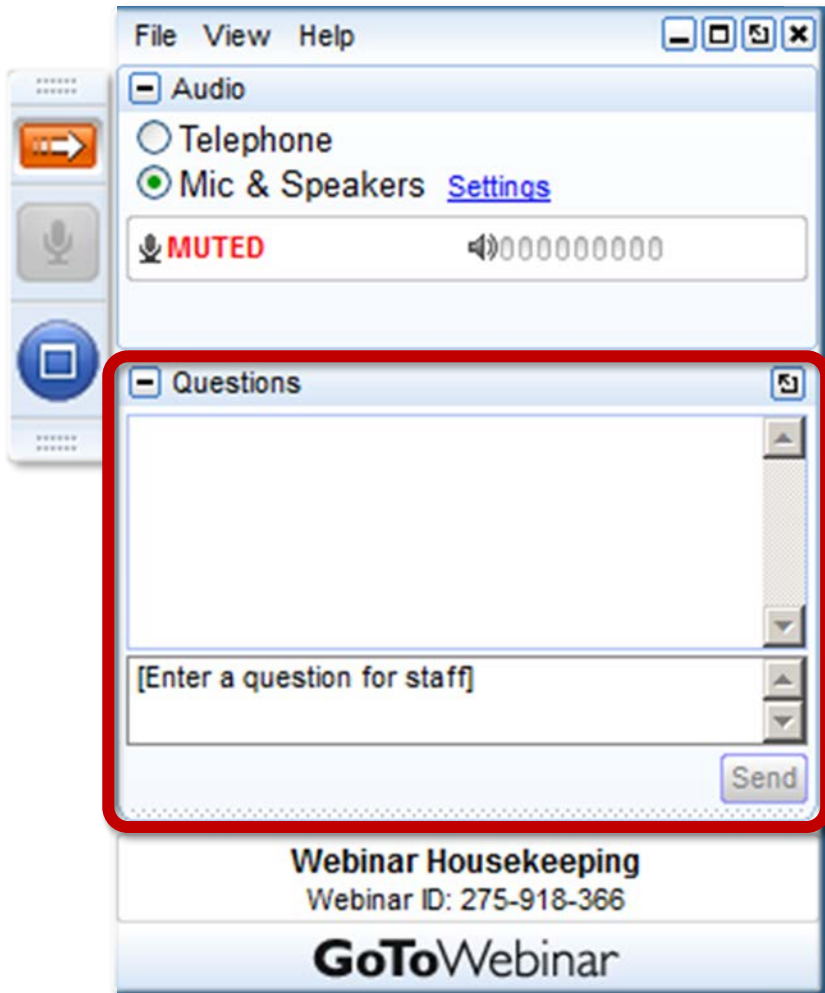
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Office of Housing Counseling



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www.hudhousingcounselors.com

Email us at:

housing.counseling@hud.gov

The Bridge:

<https://www.hudexchange.info/programs/housing-counseling/the-bridge/>