



Quarterly Grant Reporting

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June 9, 2020

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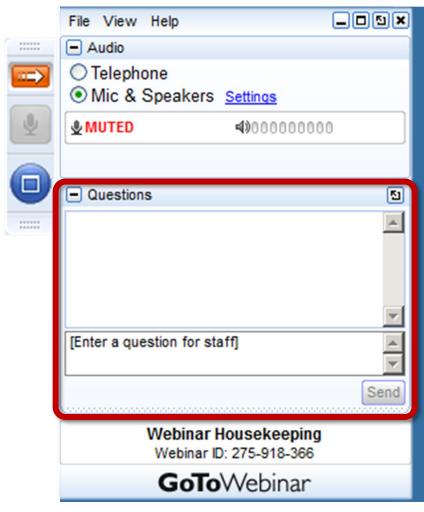
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Other Ways to Ask Questions



- 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.

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Agenda

- Introductions
- Course Objectives
- Standards for Quarterly Grant Reporting
 - HUD's Housing Counseling Program Handbook (7610.1)
 - HUD's Housing Counseling Program FY19 Grant Agreement
- Required Quarterly Reports
 - SF-425 Federal Financial Report
 - HUD 9902
 - Quarterly Performance Report
 - eLOCCs Payment Voucher

Appendix A – HUD OHC Key Contact Information

Introductions

- US Department of Housing of Urban Development, Office of Housing Counseling
- Allmond and Company
 - Jason L. Allmond, CPA, CGFM Project Manager
 - Blair Clarke, CPA Assistant Project Manager
 - Vanessa McCollum, CPA, CGFM Manager

Note: Detailed contact information is provided on Appendix A

Quarterly Grant Reporting Course Objective

After completing this course, the learner should be able to:

- Identify regulations related to quarterly grant reporting.
- Identify the required documents and forms that should be reported to HUD OHC on a quarterly basis.
- Properly prepare each report/form.

Background

HUD's Housing Counseling Program Handbook (7610.1), §5-11

"Reports to HUD. Participating agencies must submit complete, accurate and timely activity reports. The reports must be submitted in the format, by the date, and in a manner prescribed by HUD. Participating agencies that are also recipients of HUD grants or sub grants may be required to submit additional reports as described in their grant agreements and prescribed by HUD."

Background

 HUD Housing Counseling Program FY 19 Grant Agreement, Article VIII, Conduct of Work "Grantee shall submit all reports or other materials to the HUD POC."

 Article XI, Reporting - gives additional details on reporting requirements.

Quarterly Performance Report

HUD Housing Counseling Program FY 19 Grant Agreement, Article XI, Reporting:

Grantees must submit a separate Quarterly Performance Report containing the following items for each Sub grantee. Grantees that also provide counseling services at their main office must submit a separate report for their main office.

Elements of Quarterly Reports

- Form SF-425, Federal Financial Report
 - Summarizes financial data, including program income and expenses, for each quarter.
 - Required for intermediaries, SHFAs, and MSOs only.
 - The form can be found at: https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#

- Form HUD-9902, Housing Counseling Agency Activity Report
 - Reports critical fiscal year-to-date information about housing counseling activities.

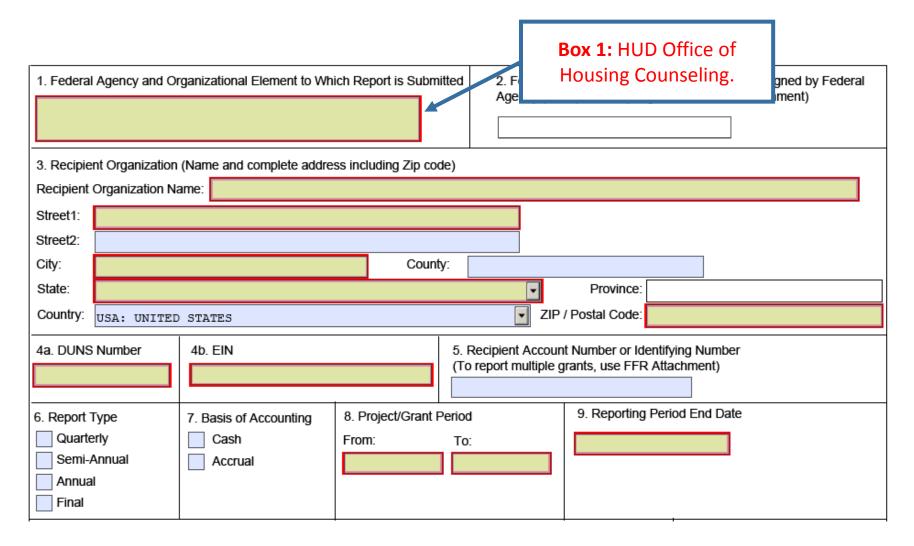
Elements of the Quarterly Reports

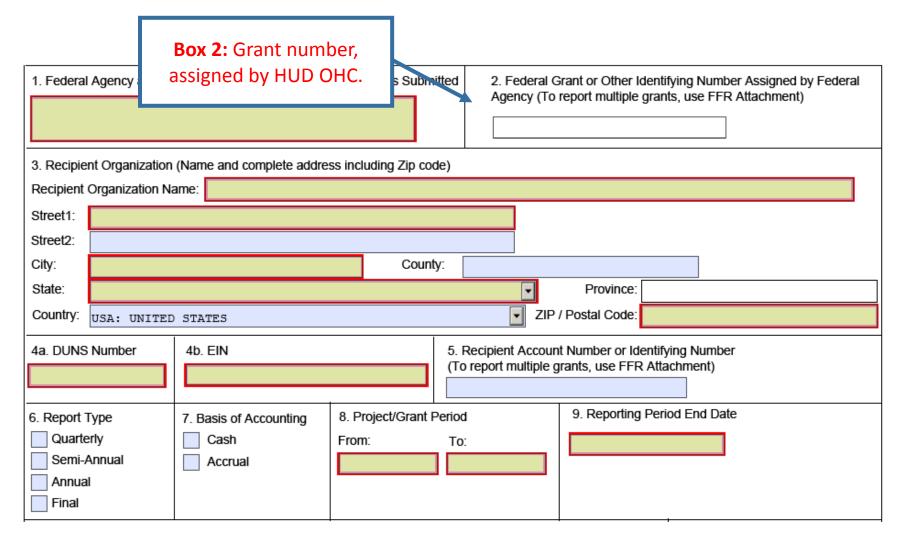
Quarterly Performance Report

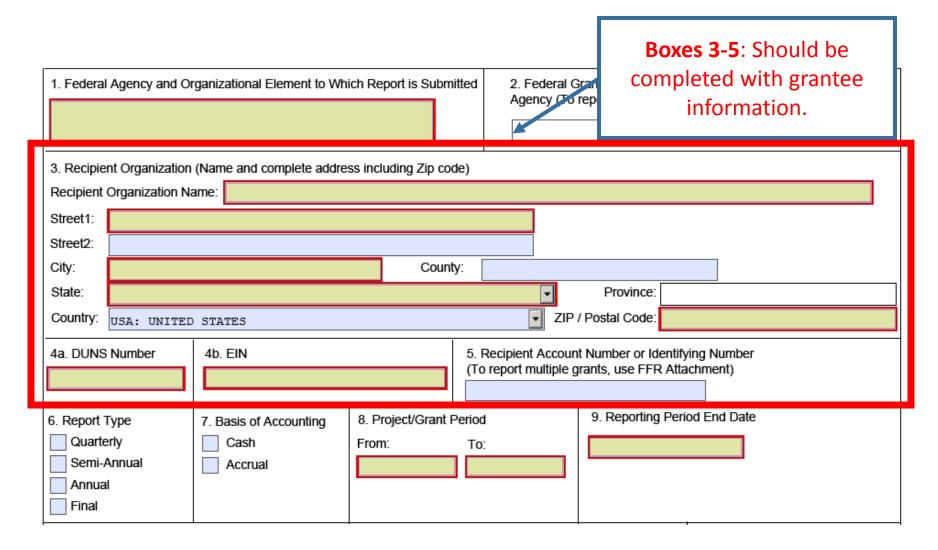
 Reports detailed grantee and sub-grantee information related to eligible grant expenses.

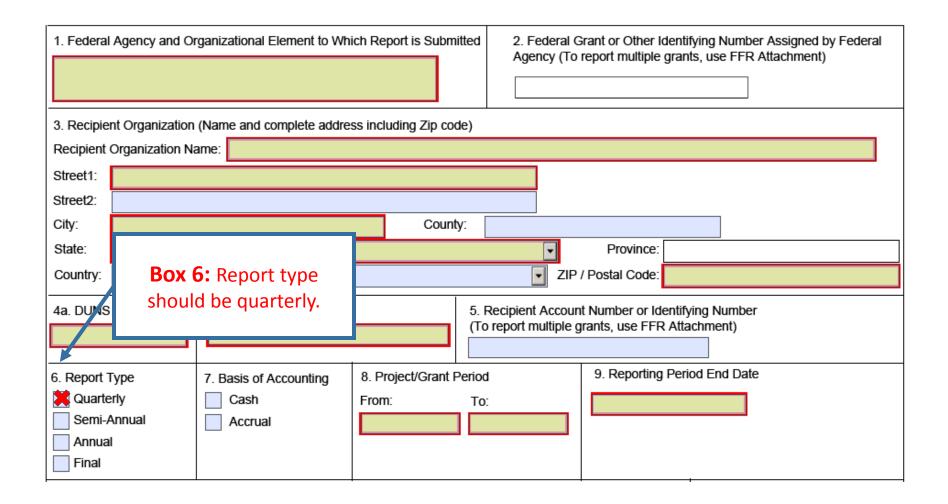
eLOCCS Payment Voucher

 Request for grant payments that is electronically submitted through the eLOCCS system, for HUD OHC review.

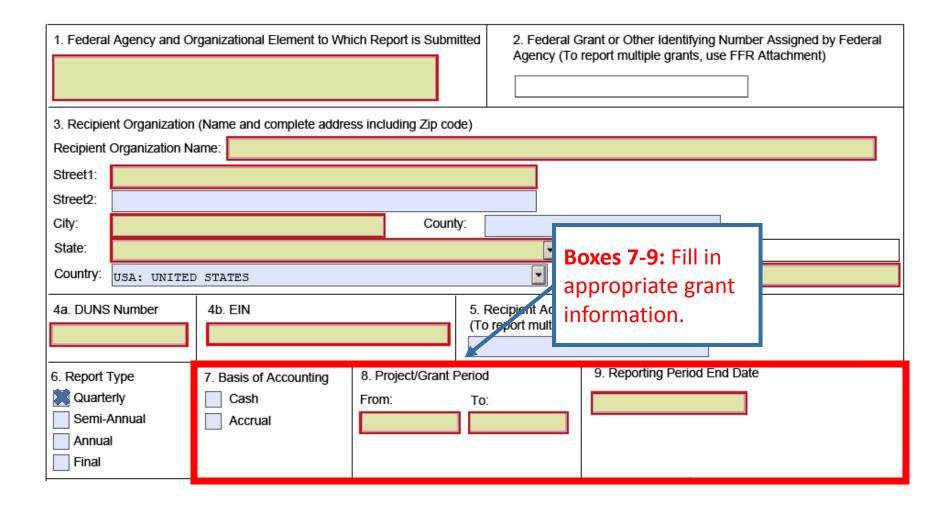




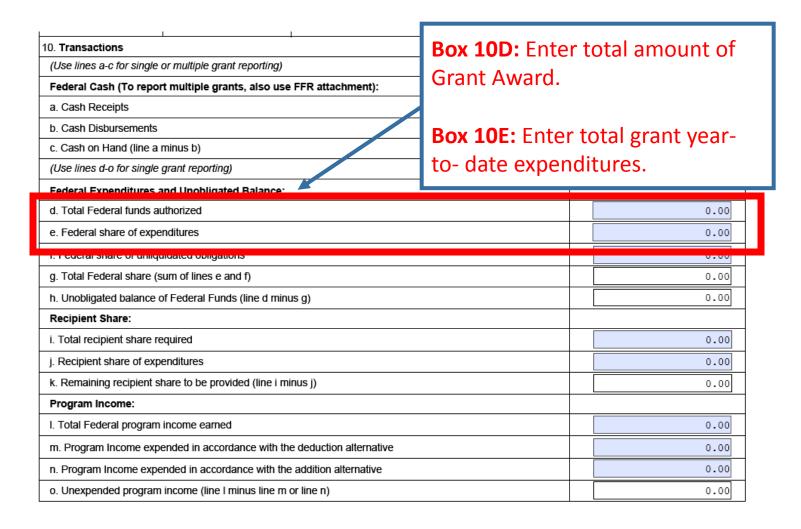


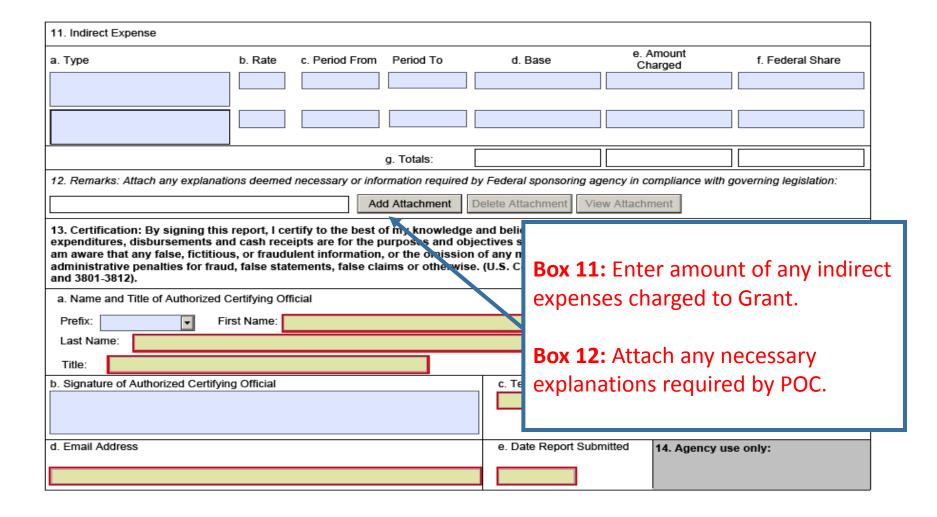


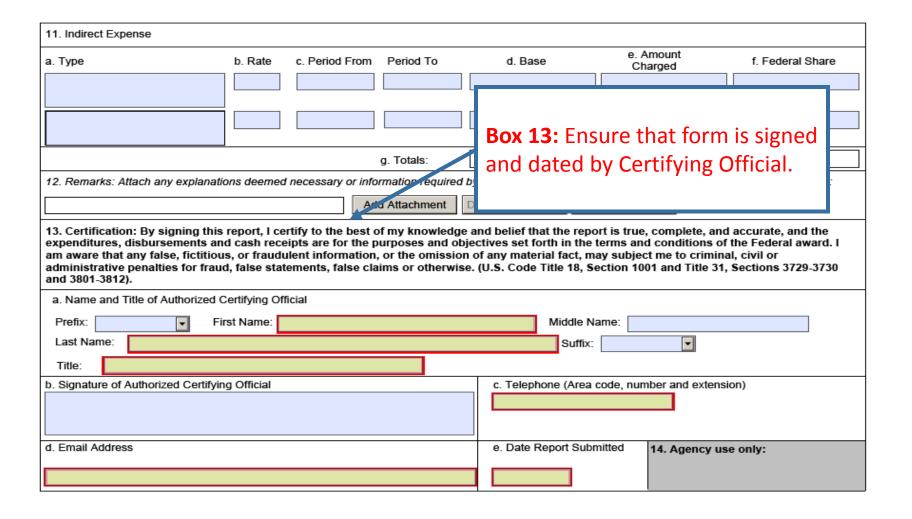
SF-425 Federal Financial Report



10. Transactio	ons		Cumulative
(Use lines a-	c for single or multiple grant reporting)		
Federal Cas	h (To report multiple grants, also use EER attachment):		
a. Cash Rece	eipts		0.00
b. Cash Disb	pursements		0.00
c. Cash on H	land (line a minus b)		0.00
(USE IIIIES U-	o for single grant reporting)		
	enditures and Unobligated Balance:		
d. Total Fed	Poss 1000 Frator the correction	7/	0.00
e. Federal s	Box 10A: Enter the cumulative		0.00
f. Federal s	amount of actual cash received.		0.00
g. Total Fed			0.00
h. Unobliga	D 40D E 1 11 1 11		0.00
Recipient 5	Box 10B: Enter the cumulative		
i. Total reci _l	amount of federal funds		0.00
j. Recipient	disbursed.		0.00
k. Remainir.	Groupen on a contract (mornings)		0.00
Program Inc	come:		
I. Total Feder	ral program income earned		0.00
m. Program I	Income expended in accordance with the deduction alternative		0.00
n. Program Ir	ncome expended in accordance with the addition alternative		0.00
o. Unexpend	led program income (line I minus line m or line n)		0.00







What is the HUD 9902?

 The HUD 9902 reports information on the number of housing counseling clients, their demographic characteristics, the counseling and education services received, and impacts of counseling.

 Data collected through this form is critical for accurate measurement, monitoring, and communication of the impact and effectiveness of housing counseling programs.

9902 Reporting Methodology

• 9902 data is cumulative, based on the fiscal year.

 Count by household, a family/couple is counted as one household, regardless of the number of people from the household that attend a single session.

9902 Reporting Methodology

Count based on distinct services -

Household attends:

- 1 first time homebuyers workshop
- 1 pre-purchase counseling session
- 1 post-purchase counseling session
- = count 3 distinct services on the 9902

Household attends:

- 4 pre-purchase counseling sessions
- = count 1 distinct service on the 9902

9902 Reporting Challenges

- Some agencies are not reporting their quarterly data cumulatively; agencies need to ensure their data is cumulative – Housing Counseling System (HCS) does not verify totals.
- Lower than expected reporting in Section 10
 - Agencies reported counseling resulted in a sustainable household budget for only 34% of the clients counseled in FY18.
 - During FY18, only 17% of clients reported improvements to their housing situation.

HUD Form 9902 Report Schedule

HUD Fiscal Quarter	Period Covered	Due Date
1 st Quarter	October 1 st – December 31 st	Due no later than January 31st.
2 nd Quarter	October 1 st – March 30 th	Due no later than April 30 th . Please include clients reported in quarter 1 plus new clients served in quarter 2.
3 rd Quarter	October 1 st – June 30 th	Due no later than July 31st. Please include clients reported in quarter 2 plus new clients served in quarter 3.
4 th Quarter	October 1 st – September 30 th	Due no later than December 31 st . Final 9902 includes complete year of client data plus the 4 th quarter.

Submitting the 9902

- Agencies are required to use a HUD approved Client Management System (CMS) that interfaces with HCS.
- HUD recommends that agencies experiencing technical issues with their CMS contact their CMS vendor directly.
- Agencies should only enter their 9902 data in HCS manually if they are experiencing technical issues with their CMS that cannot be resolved prior to a reporting deadline. The <u>Housing Counseling System (HCS)</u> <u>Instructions</u> (pg. 11) provides instructions on manual submission.

9902 Resources

• 9902 Toolkit on HUD Exchange, published in June 2018. The toolkit is the best place to go for help with completing the report. The toolkit explores the 9902 section by section and provides users with tips and examples for filling out the form.

HUD 9902 Form and Instructions

Performance Report Requirements

- Grantee's name, address, grant number.
- Start and end dates of the report period.
- Detailed accounting of actual costs for each quarter. The accounting must include:
 - Employees salaries, fringe and other benefits (to include actual staff hours and hourly rates)
 - Other direct expenses
 - Indirect costs

Performance Report Requirements

 Any deviation between the itemized accounting and the budget submitted at grant execution must be approved by the HUD POC.

 Must be signed by an individual who is authorized to execute the certification on behalf of the grantee.

Performance Report Requirements

Certification must state the following:

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

Sample Quarterly Performance Report

HUD FY 2018 Comprehensive Housing Counseling Grant Program

QUARTERLY REPORT: Total Expenditure Summary

Grantee Name:

Example ABC Foundation

Current Reporting Period (Actual Dates):

10/1/2018 to 12/31/2018

Report all grant expenditures for the current and prior reporting periods below. If reported amounts for any of he line items exceed the budgeted amount, please explain in the section below. Please enter data in the fields highlighted in yellow only.

Line Item	APPROVED BUDGET		Current Period Expenses		Prior Period Expenses		Cumulative Costs to Date		Balance Remaining	
Salaries	S	2,496.00	S	320.00	S	312.50	\$	632.50	S	1,863.50
Fringe Benefits	S	190.34	S	24.48	S	21.09	\$	45.57	S	144.77
Training	S	300.00	\$	300.00	\$	0	\$	300.00	S	20
Travel	\$	550.00	\$				100			
Marketing/Outreach	S	(-	\$							
Other Direct Costs: Supples	S	100.00	\$	Po	mi	ndor	Λn	, differ	on	cas ha
				ne		nuel.	HII	y uillei	CII	ces ne

 Actual and Budgeted expenses will need explanations.

11CCU Explanations

Explain any negative budget variances (Actual >Budget)

Sample Quarterly Performance Report

HUD Comprehensive Housing Counseling Grant Program

QUARTERLY REPORT: Staffing Summary

The report must include staff hours and hourly rates.

Example ABC Foundation
October 1, 2018 - December 31, 2018

oording salary and fringe calculations for the current reporting period and loft of the control of the control

		Current Period								
		Enter Period Start and End Date								
Staff Name	Title		rly Rate Salary		ourly Rate or Fringe	Total Hours	Salary Cost	Fringe Cost	To	tal Cost
	Housing Counselor	\$	25.00	\$	1.69	8.00	200.00	13.50	\$	213.50
Housing Counselor 2	Housing Counselor	\$	15.00	\$	1.01	8.00	120.00	8.10	\$	128.10
		\$	-	\$	-	-	-	-	\$	-
		\$	-	\$	-	-	-	-	\$	-
		\$	-	\$	-	-	-	-	\$	-
		\$	-	\$	-	-	-	-	\$	-
		\$	-	\$	-	-	-	-	\$	-
		\$	-	\$	-	-	-	-	\$	-
		\$	-	\$	-	-	-	-	\$	-
		\$	-	\$	-	-	-	-	\$	-
		\$	-	\$	-	-	-	-	\$	-
		\$	-	\$	-	-	-	-	\$	-
		\$	-	\$	-	-	-	-	\$	-
		\$	-	\$	-	-	-	-	\$	-
Total						-	\$ 320.00	\$ 21.60	\$	341.60

Additional Explanations, if necessary:

Sample Quarterly Performance Report

The report must also include cumulative staff hours.

Current Period								
Enter Period Start and End Date								
Total Hours	Salary Cost	Fringe Cost	Total Cost					
8.00	200.00	13.52	\$ 213.52					
8.00	120.00	8.08	\$ 128.08					
-	-	-	\$ -					
-	-	-	\$ -					
-	-	-	\$ -					
-	1	-	\$ -					
-	1	-	\$ -					
-	-	-	\$ -					
-	ı	-	\$ -					
-	1	-	\$ -					
-	ı	-	\$					
-	1	-	\$ -					
-	-	-	\$ -					
-	•	-	\$ -					
-	\$ 320.00	\$ 21.60	\$ 341.60					

Prior Period(s)							
Enter Period Start and End Date							
Prior Period(s)	Prior F	Period(s)	Pric	or Period(s)	Prior		
Total Hours	Sa	alary		Fringe	Period(s)		
17.00	\$	425.00	\$	28.73	\$	453.73	
10.00	\$	150.00	\$	10.10	\$	160.10	
-	\$	-	\$	-	\$	-	
-	\$	-	\$	-	\$	-	
-	\$	-	\$	-	\$	-	
-	\$	-	\$	-	\$	-	
-	\$	-	\$	-	\$	-	
-	\$	-	\$	-	\$	-	
-	\$	-	\$	-	\$	-	
-	\$	-	\$	-	\$	-	
-	\$	-	\$	-	\$	-	
-	\$	-	\$	-	\$	-	
-	\$	-	\$	-	\$	-	
-	\$	-	\$	-	\$	-	
27.00	\$	575.00	\$	38.83	\$	613.83	

Cumulative					
Total Hours To	Total Salary+Fringe				
Date	Costs To Date				
25.00	\$ 667.25				
18.00	\$ 288.18				
-	\$ -				
-	\$ -				
-	\$ -				
-	\$ -				
-	\$ -				
-	\$ -				
-	\$ -				
-	\$ -				
-	\$ -				
-	\$ -				
-	\$ -				
-	\$ -				
43.00	\$ 955.43				

Sample Quarterly Performance Report

HUD FY 2018 Comprehensive Housing Counseling Grant Program QUARTERLY REPORT FORM: Cover Sheet Grantee Name: Example ABC Foundation Address: PO Box 1111 ABC 12345 Example, A Grant Number: HC0000000000 Ensure the report is signed by an Grant Period: 10/1/2018 to 3/31/2020 authorized official and includes the Current Reporting Period: 10/1/2018 to 12/31/2018 Date Submitted to HUD: required certification statement. Signature of Authorized Official Example Brown By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise." Name of Authorized Official: Example Brown Title of Authorized Official: Example Director Telephone #: 281-330-8004 exampleabofoundation@gmail.com Email:

FY2019 Quarterly Grant Reporting Schedule

Performance Period	Quarterly Performance Due Date
10/1/2018 – 12/31/2018	Not later than December 31, 2019
1/1/2019 – 3/31/2019	Not later than December 31, 2019
4/1/2019 – 6/30/2019	Not later than December 31, 2019
7/1/2019 – 9/30/2019	Not later than December 31, 2019
10/1/2019 – 12/31/2019	Not later than January 31, 2020
1/1/2020 – 3/31/2020	Not later than June 30, 2020

Grant Extension

 Grant extensions are outlined in Article III of the grant agreement.

• An extension of the performance period must be requested in writing, no later than March 1, 2020.

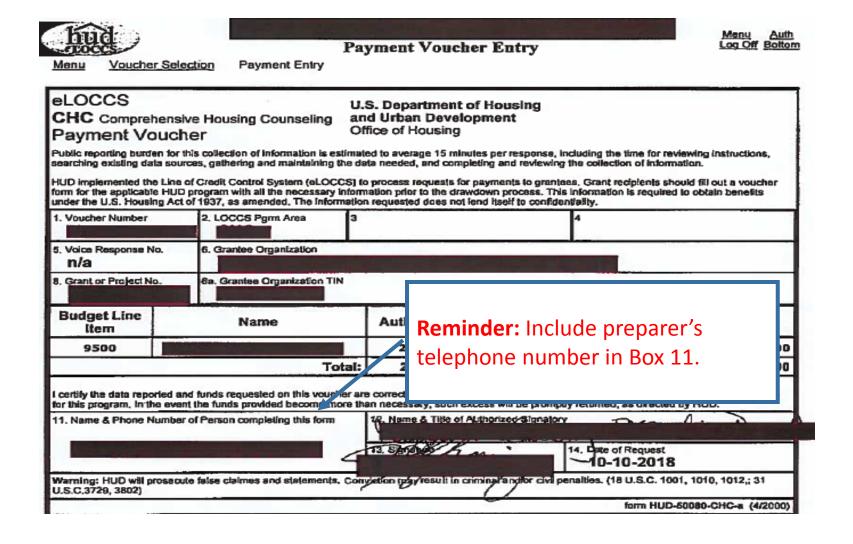
Only the HUD POC is authorized to approve an extension.

eLOCCS Payment Voucher

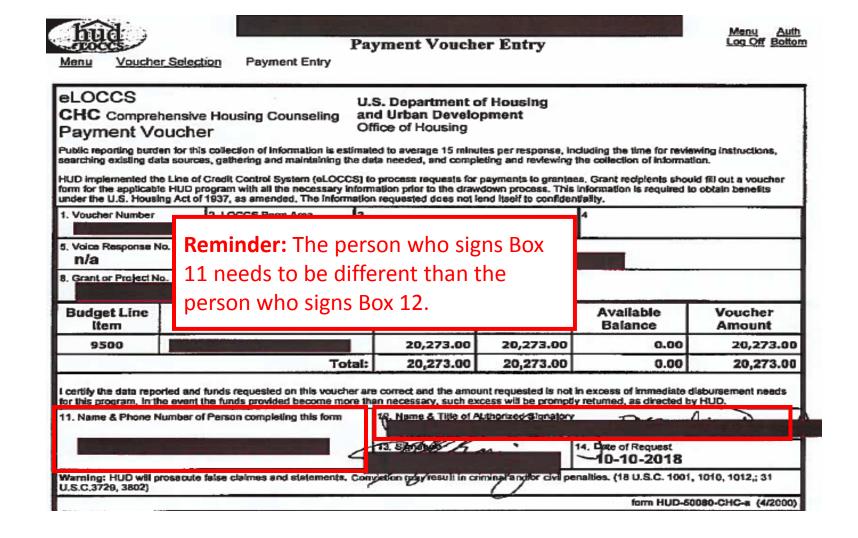
 All vouchers for Grant payments must be submitted to HUD electronically through Form HUD-50080-CHC-a, eLOCCS payment voucher.

 The voucher will not be paid until it is reviewed and approved by HUD personnel.

Sample Payment Voucher



Sample Payment Voucher



KEEP IN MIND...

HUD's Housing Counseling Program Handbook (7610.1), 5-13

"Failure to comply with recordkeeping and reporting requirements could result in consequences which may include, but are not limited to:

- A delay in payment of vouchers under a HUD housing counseling grant;
- The grantee's forfeiture of all remaining funds in the grant account;
- The grantee's future housing counseling grant applications being adversely rated because of this failure;
- Ineligibility for HUD housing counseling training resources;
- Placement in inactive status or termination of the agency's approved or participating status and deletion from the list of HUD-approved and participating agencies."

References

- HUD's Housing Counseling Program Handbook (7610.1)
 https://www.hud.gov/program_offices/administration/hudclips/handbooks/hsgh/7610.1
- Federal Financial Report (SF-425)
 https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1
- HUD form 9902
 https://files.hudexchange.info/resources/documents/HUD-Form-9902-Housing-Counseling-Agency-Activity-Report.pdf
- FY 2019 United States Department of HUD Housing Counseling Program Grant Agreement.

Appendix A – HUD OHC Contacts

U.S. Department of Housing and Urban Development
Office of Housing Counseling
Telephone: (800) 569-4287

Website: https://www.hudexchange.info/programs/housing-counseling/

Email: housing.counseling@hud.gov

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Housing Counseling Training Digest

https://www.hudexchange.info/programs/housing-counseling/training-digest/

Housing Counseling Weekly Training Digest

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- · HUD Office of Housing Counseling (OHC)
- · OHC-funded training partners
- · Other partners that host trainings of interest to housing counselors

Please email housing.counseling@hud.gov to notify HUD about upcoming training and events for housing counselors.

Content current as of November 5, 2018

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training
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by OHC and
other
partners



Office of Housing Counseling



Find us at:

www.hudexchange.info/counseling

Counselor Training and Testing website: www.hudhousingcounselors.com

Email us at:

housing.counseling@hud.gov

The Bridge:

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

Conclusion

THANKS for ATTENDING