

HUD GRANT BILLING & REPORTING PROCEDURES

CHFA will no longer use a “fee for services/cost reimbursement” approach for the HUD Counseling Grant. HUD funded counseling agencies will submit the following forms and documents, in Excel or Word-format on a **monthly** basis:

1. **Complete and submit** the following billing documentation to counseling@chfa.org by the **10th day** of the following month. (*If the 10th falls on a weekend; then submit billing the following Monday.*)

Enter on email subject line: **Quarterly HUD Billing.**

- a. **Sub-grantee Budget/Cumulative Report** including documentation of all budget items expended during the month including, but not limited to the payroll registers or time sheets and fringe benefit calculations,
 - b. **Personal Activity Report (PAR),**
 - c. **Counseling Staff Hours Template.** Make sure you have entered the Cumulative Column to reflect **both** the current and the previous quarterly billings,
 - d. **Grant Draw Request Form** **only send on the third month** of the quarter,
 - e. Copy of the quarterly **HUD-9902 report** - signed and dated,
 - f. **Monitoring Report Template** - signed and dated by Program Manager or Executive Director.
2. Sub-grantees must maintain client file lists showing the specific clients and group sessions charged to the HUD grant by quarter. For each client or group session charged to the grant, the counselor name or names must be shown along with the actual amount of time being charged for each client.
 3. For **all** group education classes and client files, maintain a breakdown of **actual costs** for each session to include funding source, total time of preparation and registration, handout materials, and other expenses. Please specify other type of expenses, if applicable. Ensure each group education file has a report in place.
 4. **Update and validate** your Agency’s Housing Counseling System (HCS) system. Go to link: <https://www.hudexchange.info/programs/housing-counseling> and see far bottom right under **Systems and Reporting**, and click on **login**.
 5. If you need access to HCS, you must send a request to CHFA’s HUD point of contact, Stuart Mindes at email Stuart.Mindes@hud.gov for new ID and password to housing.counseling@hud.gov.
 6. In Excel format, the **monthly** client List should include name, address and **all** of the 1 thru 10 categories from the HUD 9902 report from your Client Management System (HCO or CMAX). You may need to customize your client list to ensure all categories are accounted for.
 7. Sub-grantee billing for other direct costs requires prior approval from CHFA **before** submission. On other direct costs, Sub-grantee must submit supporting documents and methodology of each cost.
 8. PARS and HUD Staff Hours Reports **must balance** to payroll budget amounts. Total hours must be reasonable. Excessive hours submitted for the grant (as determined by CHFA), is unacceptable to CHFA.
 9. All monthly reporting will be reviewed for accuracy and completeness. Sub-grantees’ monthly reporting information is collated into the HUD 9902 quarterly report to submit a draw request to HUD.

*When entering client’s data in the client management system; please ensure the all categories are completed from 1 through 10 of the HUD 9902 and selection of HUD as the funding source is entered accurately. Remember, the ‘Impacts & Scope’ categories only apply to **one on one counseling** and not group education.*