

*HUD - FY17*  
*Housing Counseling Program Grant*  
*Presented by:*



CONNECTICUT  
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# Topics of Discussion

- ❖ HUD Contract
- ❖ Period of Performance
- ❖ HUD Grant Billing
- ❖ HUD Reporting
- ❖ The Sub-Grantee Role
- ❖ CHFA Role



# HUD Contract

- Coordinate with staff to thoroughly read and understand the entire contract.
- Adhere to the class, training, record keeping and billings requirements.
- Submit reporting and billing when required.
- If there is a change within the approved scope of services, Sub-Grantee must inform CHFA immediately and update the housing counseling workplan.

# Period of Performance

The period of performance for the HUD FY17 Housing Counseling Program Grant is as follows:

- October 1, 2016 – March 31, 2018.
- An extension request may be warranted, if CHFA does not expend the entire awarded funds by March 31, 2018.

# HUD Grant Billing

- Follow the recently revised billing and reporting procedures. (*See HUD – Billing & Reporting Procedures – Rev. 11-17*)
- Immediately begin using the revised personnel activity report (PAR) template. (*See HUD – Personnel Activity Report (PAR) Template – Rev. 2-18*)
- Analyze and accurately complete the HUD billing forms. (*See HUD – Quarterly Report Billing Worksheets – Rev. 2-18, tabs 1,2,3*)
- Billing forms have been formulated and protected.

# HUD Grant Billing

Submit the quarterly HUD billing by the following dates:

<b>Period of Performance</b>	<b>Quarterly Report Due Date</b>
07/01/17 – 09/30/17	December 10, 2017
10/01/17 – 12/31/17	January 10, 2018
01/01/18 – 03/31/18	June 10, 2018

*“Best Practice”* – prepare the billing at least *two weeks before* the due date.

Expend your HUD grant awarded funds by March 31, 2018.

# HUD Reporting

- Ensure all counseling and education activities billed under HUD are entered in the client management system.
- Capture and report all counseling and education activities on the quarterly HUD 9902 Activity Report under the column *HUD Housing Counseling Program Grantees Only*. (See *HUD 9902 Housing Counseling Activity Report*)
- Enter the exact counseling and education data from the HUD 9902 form in the Housing Counseling System on the HUD's exchange website. (See *HUD –Housing Counseling System (HCS) Processing – Rev. 8-17*)
- Validate the HCS every quarter to ensure Sub-Grantee's profile and data are up to date.

# The Sub-Grantee Role

- Adhere to HUD requirements on all counseling and education activities. Must have accessible the HUD Handbook 7610.1.
- Ensure all clients receive the Privacy Policy disclosures and the HUD Home Inspection information. Maintain proof of receipt in group class or client files.
- Monitor group and client files to ensure HUD compliance. *(See HUD – Monitoring Report Template - Rev. 11-17, see tab 1,2,3)*
- Track and report all affirmatively furthering fair housing activities. *(See HUD – Quarterly Reporting Billing Worksheets – Rev. 2-18, tab 4)*
- Maintain lines of communication with your Grantee.



# CHFA's Role

- Conduct oversight activities with all Sub-Grantees, including onsite visits with HUD's Point of Contact during the grant period of performance.
- Provide technical assistance and support to all Sub-Grantees.
- Ensure Sub-Grantees enter and validate data between the HUD 9902 and HCS.
- Thoroughly review all Sub-Grantees quarterly billing for accuracy before submitting to HUD.
- Maintain lines of communication with all Sub-Grantees.
- Disburse payment to Sub-Grantees upon HUD's approval of the billing submission.