HUD - FY17
Housing Counseling Program Grant
Presented by:

CONNECTICUT HOUSING FINANCE AUTHORITY
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:

<table>
<thead>
<tr>
<th>Period of Performance</th>
<th>Quarterly Report Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/17 – 09/30/17</td>
<td>December 10, 2017</td>
</tr>
<tr>
<td>10/01/17 – 12/31/17</td>
<td>January 10, 2018</td>
</tr>
<tr>
<td>01/01/18 – 03/31/18</td>
<td>June 10, 2018</td>
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</tbody>
</table>

“*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.