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*Extension under the Service Coordinator program are made for a one-year performance period and provides funding for the salary, fringe benefits, and other related costs associated with the Service Coordinator position.*

Service Coordinator in Multifamily Housing Grant Program

**Calendar Year 2018 Annual Renewal**

The [Service Coordinator Program](https://www.hud.gov/program_offices/housing/mfh/scp/scphome) provides annual extension funding for the employment of Service Coordinators in insured and assisted Multifamily Housing developments that are designed for the elderly and persons with disabilities. These extension funds are to be used only to meet a critical need and in cases where no other funding source is available. Meeting a "critical need" means addressing a need that cannot be met through use of other resources.

A Service Coordinator is a social service staff person hired or contracted by the Owner or management company. Today, the Service Coordinator must play a critical role to support HUD assisted housing as a platform for financial security, physical security, social connections, and the delivery of long-term community based supportive services.

HUD expects that the Service Coordinator will:

* Shift away from the “refer and link” approach and towards a proactive and collaborative approach that meets the needs of residents in a sustainable and continuous manner.
* Assess resident’s needs; help identify, access and coordinate services; and monitor receipt and follow through of services,
* Create and sustain partnerships with community based supportive service providers, hospitals, health agencies service providers and other community stakeholders that will help residents to identify and effectively manage their preventative health and social service needs

This Notice will also govern the annual renewal of remaining [Congregate Housing Services Demonstration Program (CHSP)](https://www.hud.gov/program_offices/housing/mfh/progdesc/chsp) grants.

# **ELIGIBLE HOUSING PROJECTS.**

To receive assistance under the Service Coordinator Program, a project must be an “eligible housing project,” which can fall under one of seven categories as defined under section 202b(b) of the Housing Act of 1959 (12 U.S.C. 1701q-2). An eligible housing project is housing that:

1. Receives project-based assistance under section 8 of the 1937Act (42 U.S.C. 1437f);
2. Is assisted under section 202 of the Housing Act of 1959 (12 U.S.C. 1701q);
3. Is assisted under section 202 of the Housing Act of 1959, as such section existed before the enactment of the NAHA;
4. Is financed by a loan or mortgage insured under section 221(d)(3) of the National Housing Act (12 U.S.C. 1715) that bears interest at a rate determined under section 221(d)(5) of such Act;
5. Is assisted under Section 515 of the Housing Act of 1949 (42 U.S.C. 1485), which authorizes assistance for rural housing projects and such projects are also receiving rental assistance under the 1937 Act;
6. Is insured, assisted, or held by the Secretary, a State, or a state agency under section 236 of the National Housing Act (12 U.S.C. 1715z–1);
7. Is constructed or substantially rehabilitated pursuant to assistance provided under section 8(b)(2) of the 1937Act (42 U.S.C. 1437f), as in effect before October 1, 1983, and that is assisted under a contract for assistance under such section.

# **PROGRAM REQUIREMENTS.**

1. **Non-Competitive Annual Grant Renewal**. Subject to the availability of funds, project performance and compliance with progress and financial reporting requirements, funding under the Service Coordinator program may be extended on an annual basis. Funding for a one-year performance period may cover the cost of the salary, fringe benefits, and other related costs associated with the Service Coordinator position.
2. **Governing Requirements**. Recipients of grant funds are responsible for meeting program requirements set forth in this Notice, the specific Notices of Funding Availability (NOFA) under which they were initially funded, governing statutes, regulations, grant agreements, and the Management Agent Handbook, 4381.5, REV-2, CHG-2, Chapter 8. Failure to comply will be a basis for denial of any additional grant funds.
3. **Reserve for Replacement Accounts**. If Owners/Management Agents borrow funds from other project accounts to cover expenses while awaiting new extension funds, those other accounts must be fully reimbursed with grant funds immediately upon the availability and access to the grant award.
4. **DUNS Number**. **All Owners** are required to register in the System for Award Management (SAM) and obtain a Data Universal Numbering System (DUNS) number before funds can be disbursed to that entity. The DUNS is the nine-digit identification number assigned to a business or organization by Dun & Bradstreet and provides a means of identifying business entities on a location-specific basis. The DUNS number must be provided on all financial/banking documents sent to HUD. If the DUNS number is not included on such documents, HUD will not process the action(s). Request may be made by visiting:

* The Online [DUNS Request](http://fedgov.dnb.com/webform) Portal.
* [The System for Award Management (SAM)](https://www.sam.gov/portal/SAM/#1)

## NOTE: DUNS Number tied to a property management entity is not allowable. The DUNS Number must be that of the Ownership entity. Prior to time of award, please make certain that the DUNS number that you have provided to HUD is that of the Ownership entity.

1. **Drawdowns.** Grantees must drawdown funds on a monthly or quarterly basis only. No other frequency will be allowed. The grantee must choose the preferred frequency, notify the HUD Field office staff, and continue with this frequency of drawdowns until the Field Office staff is again notified of a change.
2. **Record Retention**. Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed annually, from the date of the submission of the last semi-annual financial report, respectively, as reported to the Federal awarding agency [[2 CFR §200.333](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=168fc2783bb90779d5938f465c2b3cc0&mc=true&n=pt2.1.200&r=PART&ty=HTML#se2.1.200_1333)].

# **REQUEST FOR INFORMATION.**

Starting in Calendar Year (CY) 2018, a streamlined renewal process will be applied to all grants that were submitted and awarded in GrantSolutions under the CY 2017 cycle.

In the past, the grant renewal process required grantees to resubmit HUD-91186A on an annual basis. Beginning with these CY 2018 renewals, the Department introduces a new streamlined process thus eliminating the requirement to resubmit forms that tend to remain the same year after year.

1. **BENEFITS**. Streamlining the process makes it easier for grantees to complete the requirements of the renewal and reduces the opportunities for errors which can delay funding. The process also eliminates the chance of a “funding gap” from one year to the next for grant extensions that are approved each year.

1. **SUBMISSION REQUIREMENT.** To begin the process, grantees will receive an email no less than 60-days before the end of the award.
2. **Existing GrantSolutions Accounts**. FOR AWARDS PREVIOULY PROCESSED IN GRANTSOLUTIONS, this new process eliminates the need to resubmit the HUD -91186-A Multi-Family Housing Service Coordinator’s One Year Budget and the SF 424, Application for Federal Assistance forms. To be considered for CY 2018 funding, you MUST:
   * 1. Satisfy most recent drawdown requirements. Grantees must drawdown funds on a monthly or quarterly basis. If you have not submitted your required voucher, please do so immediately. Grantee will not be able to renew unless vouchering is current.
     2. Access GrantSolutions and upload the following information via Grant Notes (see the Grant Notes Quicksheet for guidance)

* Annual Offset Amount. See information below regarding the BurnRate Tool.
* Attach a copy of the report(s) as defined in the Performance Standard, Section VII of this Notice. If a grantee has not satisfied the CY 2017 reporting requirements as described below, in Section VI, the local HUD Office will not process a CY 2018 extension. Reported information is tied to the first half of the CY 2017 performance period.

**NOTE: The** [**Form HUD-50080-SCMF**](https://www.hud.gov/program_offices/administration/hudclips/forms/hud5), LOCCS Payment Voucher/Expense Report. Participant in the Standard for Success Pilot must not submit an **Annual Performance Report (form HUD-92456)** with this renewal. HUD will collect for the HUD-92456 internally.

* Grantees may submit a revised HUD-91186-A, based on the conditions as described below in Section V.E. All dollar amounts must be rounded to the nearest whole number.

**IMPORTANT HIGHLIGHT**: To the fullest extent possible, grantees must expend funds in accordance with the approved BLI amounts as requested on the HUD-91186-A, approved by the NOA and spread in eLOCCS. See below for more information regarding budget revisions.

1. **New to GrantSolutions.** 
   * 1. Applicability. New to GrantSolutions is defined as:

* Grantees that have an expiring three-year initial award and will be entering their annual renewal term during Calendar Year(CY) 2018. No extensions were previously processed in GrantSolutions.
* Grantees that received a no-cost extension in CY 2017 and did not submit an annual CY 2017 renewal request via GrantSolutions
* DUNS Number Changes tied to an existing CY 2017 award that was processed in GrantSolutions
* Previously funded grantees that recently had a change in Ownership. New owner must be eligible for grant based on established requirements. Before a new owner can directly receive grant funds, HUD must approve owner change and the owner must submit a completed form HUD-1044-C.
* All Congregate Housing Services Program grantees. The requirements set forth under this Notice, as appropriate, are applicable to CHSP Grantees. See Section IX, below, for program specific forms and information.
  + 1. All Service Coordinator Grantees that are **new to GrantSolutions** MUST submit:
* SF 424, Application for Federal Assistance
* HUD -91186-A Multi-Family Housing Service Coordinator’s One Year Budget. All dollar amounts must be rounded to the nearest whole number.
* [**Form HUD-50080-SCMF**](https://www.hud.gov/program_offices/administration/hudclips/forms/hud5), LOCCS Payment Voucher/Expense Report. Submit information only for the first half of CY 2017.
* Annual Performance Report (form HUD-92456).

**NOTE:** CHSP grantees, please refer to Section IX, below for annual submission requirement.

* + 1. The SF 424 Application for Federal Assistance form must be completed with the owner entity information, not that of the management agent. Below are specific instructions for certain fields contained within the SF-424:
* Type of Submission (1). Please check “Application”
* Type of Application (2). Please check “New”
* Federal Award Identifier(5b). Please insert your original Grant Number
* Applicant Information (8). Input **Owner Information ONLY**. \*Legal Name, \*Employer/Taxpayer/Identification Number (EIN/TIN), and \* DUNS.
* Congressional Districts Of (16). Input based on property location. For more information visit:

<https://www.census.gov/mycd/>

<https://www.govtrack.us/congress/members/map>

* Proposed Project Start and End Dates: “01/01/2018 End Date would be 12/31/2018”
* Estimated Funding. The “full 12-month authorized grant amount”
* Is Application Subject to Review by State Under Executive Order 12372 Process? (19). This renewal is not subject to Executive Order 12372.  This requirement was satisfied at time of initial submission. Select “c”.
* Is the Applicant Delinquent on any Federal Debt? (20). Select “No”, if it “Yes” then they need to provide an explanation
* Authorized Representative (21). Select “Agree”

* + 1. HUD 91186-A Multi-Family Housing Service Coordinator’s One Year Budget form. All dollar amounts must be rounded to the nearest whole number.

1. To be considered for an annual renewal, you must complete a form [**HUD-91186-A**](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/forms/hud9), Multifamily Housing Service Coordinator One-Year Budget and submit to the Department through GrantSolutions. The HUD-91186A MUST reflect the annual offset.

The offset is any unexpended funds from the most recently funded performance term as of the performance end date of that term. If you have calculated zero **or** you have calculated a certain dollar amount, that information must be provided to HUD at time of submission.Submit your annual budget request for your 12-month authorized amount (using the HUD-91186A) in Grants Solutions and **note the offset amount in Section 3, Funding Sources and Time Periods.**

* + **Annual Offset.** All drawdowns must be current prior to determination of offset. You are required to provide HUD with a calculated offset. Offsets calculated at $0.00, must be documented as well.

1. **Burnrate Tool.** This is a resource that is designed to help you to better manage your grant funds and to determine available dollars that will be used to offset your next renewals. Grants that are projected to have an unexpended balance as of the grant's annual expiration date must use those funds to offset the next 12-month grant renewal. This tool may be used to estimate the amount of unexpended funds at grant expiration. The use of this tool is highly encouraged but not required.

Visit the [Funds Available](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail) page at HUD.gov for a copy of the tool. The tool will also be available from the [Multifamily Housing - Service Coordinator Grants](http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/scp/scphome) webpage.

**NOTE:** The use of this tool is not a requirement. This tool is to serve as a resource. Grantees may choose to not use this tool if they have an alternative method of calculating the offset.

1. Grants that are projected to have an unexpended balance as of the performance end date for the most recently funded award, must use those funds towards the need for the CY 2018, 12-month performance period term. Your annual budget request must take into account the unexpended funds (if any) as of the performance end date of the most recently funded award.
   * 1. **Requesting Access to GrantSolutions.** New users will be required to establish a User ID and Password. To request a User ID and Password, please contact your [local HUD Grant Specialist](https://www.hud.gov/sites/documents/GRANSSPECIALISTS.PDF).

# **REQUEST FOR INFORMATION SUBMISSION PERIOD.**

Grantees MUST access GrantSolutions and submit the required information. See Section III, above for detailed guidance.

**The submission period for existing accounts will begin on October 23, 2017.**

# **ANNUAL BUDGET REVIEW**

1. **Reasonableness**. Each year HUD will review the HUD-91186-A for reasonableness and reserves the right to reduce the requested amount. In accordance with [2 CFR §200.404](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=168fc2783bb90779d5938f465c2b3cc0&mc=true&n=pt2.1.200&r=PART&ty=HTML#se2.1.200_1404), a cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
   1. HUD Field staff will review extension requests, in tandem with the vouchers and semi-annual financial reports submitted by the grantee.
   2. HUD staff must ensure that the budget amounts are in line with actual expenses and activities. If field staff find errors in or need additional clarification of proposed activities and costs, the grantees must make the relevant changes and resubmit a revised HUD-91186-A, if deemed necessary by the Grant Specialist.
2. **Annual Approved Amount**. The CY 2018 funding will be the approved 12-months need minus any CY 2017 offsets and/or available project funds. These extension funds are to be used only to meet a critical need and in cases where no other funding source is available. Grantees must first use available project funds in whole or in part before requesting an annual extension.
3. **Annual COLA Increase**. Subject to the availability of funds, the Department may apply an increase based on the most recent COLA or other percentage as determined by the Department. Such determination will not be made until a full-year budget is authorized. The annual increase must be applied to the salary, fringe benefits, quality assurance and/or indirect cost, if applicable, budget line items.
   1. An organization may provide a salary and fringe increase over the percentage amount as provided by HUD, such funding however must come from sources other than these grant funds.
4. **Budget Line Items Thresholds**. For each full-time equivalent (FTE) HUD has established funding thresholds for training, travel and supplies/materials. For each grant award, a threshold amount has been established.
   1. **Supplies and Materials**. When property size exceeds 100 total unit count, HUD will increase threshold amount from $600 for general supplies/materials to a reasonable amount, not to exceed $1000. Such increases will be on a case-by-case basis and must be supported by a written justification. Such justification must be submitted as a statement or attachment via Grant Notes/Application Notes.
   2. Bases on the availability of funds, HUD may establish a threshold to ensure cost containment. Any changes to budget line items must be communicated to the grantee during the review process
5. **Budget Revisions**. To the fullest extent possible, grantees must comply with the approved HUD-91186-A. A revised HUD-91186-A may be resubmitted when any of the following conditions are satisfied.
   1. **Training**. SCs must have met a minimum of 36 training hours of classroom/seminar time before hiring, or must complete this minimum training requirement within 12 months of initial hiring. If new hire, annual budget amount may be revised to cover the cost of training.
   2. **Supplies and Materials**. Grantees may revise annual budget amount to cover the cost of equipment replacement above the amount established in D.1 (above) on an as needed basis.
   3. **BLI Redistribution**. Redistribution of funds amongst the budget line items (BLI) is permitted at time of renewal, not to exceed established thresholds and previously approved amount.

HIGHLIGHT: The Department recognizes annual increases associated with fringe benefits and will allow for the redistribution of funds to meet such needs, not to exceed total approved amount. For each previously approved budget line item that is reduced, grantees must evidence how such needs will be satisfied with sources other than these grant funds.

* 1. **Post-Award Revisions**. Any budget revisions after awards must be in accordance with

[2 CFR Part §200.308](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=168fc2783bb90779d5938f465c2b3cc0&mc=true&n=pt2.1.200&r=PART&ty=HTML#se2.1.200_1404). Outside of circumstances beyond the grantees control, the practice of redistributing funds throughout the performance period must be avoided. A request for budget line item redistribution must be made by the authorized entity (or designee) and uploaded to GrantSolutions. HUD will not accept any request for budget revisions from a third-party provider unless such entity is the management agent and authorized to execute the NOA on behalf of the Owner as a designee.

# **CORRECTIONS TO DEFICIENT APPLICATIONS.**

HUD staff may contact an applicant to clarify an item in its application or to correct deficiencies. HUD may contact applicants to ensure proper completion of the application. HUD will exercise the authority for curing deficiencies as stated in the General Section of HUD’s FY 2018 NOFA, if needed, on a consistent and uniform basis for all applicants. Additionally, HUD reserves the right to respond to unanticipated system defects, research needs, ambiguities, and technical difficulties in application submissions through a flexible implementation of its authority to cure application deficiencies through written inquiries seeking clarification and additional information (also known as callbacks).

All grantees will have **3-days** to cure an identified deficiency.

Except as provided by the electronic submission grace period described in this notice, HUD may not consider any information that applicants may want to provide after the application deadline. (See 24 CFR 4, subpart B.). HUD may contact the applicant to clarify items in its application. When HUD identifies a curable technical deficiency, HUD will notify the applicant describing the deficiency. Email notifications will be sent from HUD with confirmation of delivery receipt requested. The email notifications are the official notification of the need to cure a deficiency. The applicant must carefully review the request for cure of a deficiency and must provide the response in accordance with the instructions contained in the deficiency notification.

The start of the cure period will be the date of the email from HUD. If the deficiency cure deadline date falls on a Saturday, Sunday, Federal holiday, or other day when HUD’s Headquarters offices in Washington, DC, are closed, then the applicant’s correction must be received on the next business day that HUD Headquarters offices in Washington, DC are open.

# **PERFORMANCE STANDARDS.**

To be considered for CY 2018 funding, (CHSP & SCMF) grantees must satisfy their CY 2017 reporting requirements.

To be considered for funding, applicants must be current with all reporting requirements before a renewal.

1. **The** [**Form HUD-50080-SCMF**](https://www.hud.gov/program_offices/administration/hudclips/forms/hud5), LOCCS Payment Voucher/Expense Report, is used by HUD to protect disbursement data from fraudulent actions, and to safeguard the Line of Credit Control System (LOCCS) from unauthorized access.   The data reported will allow the Field staff to track expenses and drawdown of funds for eligible activities at intervals within the grant term.  The HUD-50080-SCMF, provides the most essential information HUD needs to determine whether federal funds have been used appropriately.
2. Grantees must have satisfied the requirement to submit one Excel file with data for the first six months of your 12-month of the CY 2017 grant term.
3. ***Beginning with CY 2017 reporting requirements, Grantees must upload ALL reports to GrantSolutions as an attachment in Application Notes (new accounts)*** or **Grant Notes** ( existing accounts).
   1. The expense report is due no later than 30 days after the end of each reporting period.  The two reporting periods are:
      * \*\*January 1 through June 30 and
      * July 1 through December 31

* \*\*NOTE: Due to the CY 2017 funding delays, grantees were informed that the first report was due 30-days after receipt of initial funds.
  1. Any CY 2017 reports previously submitted to the applicable local HUD Office in-box, must be uploaded to GantSolutions at time of this CY2018 renewal request.

1. **Annual Performance Report (form HUD-92456).** This report gathers data on the number of residents served, their ages, frailty levels, and the range of services provided. It also demonstrates the Service Coordinator’s efficiency in providing coordination by reporting the number of hours worked, the amount of time spent doing administrative tasks, the types of professional training attended, and examples of problems encountered throughout the course of their work.
2. The HUD-92456, Semi-Annual Performance Report
3. No later than 30 days after the end of each reporting period. The two reporting periods are:
   * January 1 through June 30 and
   * July 1 through December 31
4. **Participant in the Standard for Success Pilot**. If you are participating in this pilot, please DO NOT submit a HUD-92456 form to the local office or upload to GrantSolutions. HUD will query the database to determine compliance. Participating grantees must satisfy the requirements under this Pilot to be eligible for a renewal.
5. If you are NOT participating in the Standard for Success Pilot, you are required to submit the HUD-92456 Semi-Annual Performance Report must be uploaded to GrantSolutions, as an attachment in Application Note (or Grant Note for existing accounts). CY 2017 reports previously submitted to the applicable local HUD office in-box, must be uploaded to GantSolutions at time of renewal request.
6. Quality Assurance Report. Applicable ONLY to grants that have a quality assurance component. The third-party QA professional must report their activities and the results of their QA reviews to HUD on an annual basis. QA reports should be submitted via Grant Notes/Application Notes with the last Semi-Annual Performance Report. Standard for Success Pilot participants must submit in accordance with the requirements of the Pilot.

# **MANAGEMENT OF GRANT FUNDS**

1. **Award Acceptance**. Upon receipt of GrantSolutions notification, the authorized user must access the system and accept the award no later than **30 days after receipt of notification**.

The authorized user must be the individual that has the authority to execute a legal document on behalf of the Owner. If the management agent has such authority and provides evidence to HUD, then that individual may serve as the authorized user and may accept the award on behalf of the Owner.

***IMPORTANT HIGHLIGHT***: Each Grant has a unique User ID and Password for the authorized user. Please be sure that when you access the system to accept the award that the correct User ID and Password are being entered. If a recipient fails to accept the award within the desire timeframe, HUD may withdraw the offer.

1. **Availability of Funds**. No grant funds will be made available until the authorized user has accepted and submitted the Notice of Award (NOA) via GrantSolutions. Funding should be available for drawdown within 2-3 weeks from date of acceptance.
2. **Reimbursement** is the preferred method under this program.  Grantee shall enter reimbursement requests on a monthly or quarterly basis through the eLOCCS system.

In accordance with the Prompt Payment Act, HUD must make payment within (30) calendar days after receipt of the reimbursement request through eLOCCS, unless HUD reasonably believes the request to be improper. For the latest guidance regarding payment methods, please see [2 CFR 200.305](http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1305&rgn=div8).

Grantee shall minimize the time elapsing between the transfer of funds from HUD and the disbursement of funds for program purposes.  The maximum time between HUD transfer of funds and grantee disbursement of funds shall not exceed seven (7) calendar days after receipt of funds.

Additional information regarding the Prompt Payment Act can be found at <https://www.fiscal.treasury.gov/fsservices/gov/pmt/promptPayment/payments.htm>

1. **Vouchering**.
2. **Timely Vouchering**. HUD requires that grantees use the *e*LOCCS system to draw down funds on a monthly (preferred) or quarterly (mandatory) basis. Each draw down from eLOCCS must be used to cover expenses through the end of the previous month. Failure to do this may impact future extension funding amounts. Grantees must drawdown funds based on the requirements established. Timely drawdowns help ensure program compliance.
3. **Supporting Documentation Requirements**. Grantees are required to maintain detailed expense documentation in their files. All vouchers must be supported by basic payment documents, either hard copy or soft copy source records, which include purchase orders, contracts, receiving reports, invoices, bills, statements of accounts, etc., showing sufficient information to adequately account for the disbursements. HUD will ***randomly*** review monthly/quarterly voucher to ensure compliance and reserve the right to request documentation as deemed necessary. Please do not submit supporting documents to HUD unless requested.
4. The examination of the voucher shall be done to ensure:

### The payment is permitted by law and complies with the terms of the applicable obligating document (NOA);

### The required administrative authorizations and approvals are obtained;

### The payment is supported by basic payment request documents and/or other acceptable forms of support;

### The amount of the payment and the name of the payee are correct;

### The goods received or the service performed complies with the agreement;

### The quantities, prices, and calculations are accurate;

### All cash, trade, quantity, or other discounts are taken;

### All applicable deductions are made and credited to the proper account in the correct amount;

### Appropriated funds are available for the time period, purpose, and amount of the proposed payment;

### Controls are in place to prevent duplicate payments

1. **End of Fiscal Year Closeout**. HUD’s accounting systems are typically closed the first two to three week of October. During this time, no funds may be disbursed. To avoid any reimbursement delays, grantees are encouraged to submit vouchers no later than the end of the first week of September. This will allow for sufficient time for the Grant Specialist to process any manual vouchers. If vouchers are not paid prior to the annual cut-off date, grantees must wait until the systems reopen before any payments can be made. In August, your Grant Specialist will inform you of the exact cut-off date for CY 2018.

### **The** [**Improper Payments Elimination and Recovery Improvement Act of 2012**](http://www.gpo.gov/fdsys/pkg/CRPT-112hrpt698/pdf/CRPT-112hrpt698.pdf)

1. (IPERIA). IPERIA requires that each agency review prepayment and pre-award procedures and ensure that a thorough review of available databases with relevant information on eligibility occurs to determine program or award eligibility and prevent improper payments before the release of any Federal funds. This Act also establishes a [*Do Not Pay Initiative*](http://donotpay.treas.gov/about.htm)that requires all awards of Federal funds to be prescreened prior to award, as well as during the pre-payment and post-payment processes in order to prevent improper payments.
2. **Termination of Award**. HUD may terminate an award if a grant has been inactive for more than 180 days and the grantee fails to provide a justification and has not complied with HUDs request to satisfy the terms of the agreement. HUD staff must notify the grantee of HUD’s intention to terminate the grant.
3. **Closeout of Award**. HUD staff must conduct the necessary reviews to ascertain that the statutory, regulatory and programmatic requirements have been met prior to closing out a grant. Closeout is subject to any of the following criteria:
4. The grantee did not initiate a request for an extension in the prior performance period
5. Grantee no longer satisfies the eligibility requirements
6. Grantee fails to comply with reporting requirements
7. Non-responsiveness; and/or
8. Service Coordinator position has been absorbed into budget

# **Congregate Housing Services Program (CHSP).**

This Notice will govern the submission requirements of the CHSP Program.

1. **Submission Requirements**. All CHSP grantees must submit the following information via GrantSolutions:
   * 1. SF 424, Application for Federal Assistance
     2. Transmittal letter citing the new 12-month grant amount requested and grant term to be covered.
     3. Completed Summary budget (HUD form 91180)
     4. Itemized estimated expenses, including direct labor and fringe benefits, material and equipment, subcontracts and related administrative and program expenses.
     5. Documentation of match for the next funding period, and
     6. Semi-annual Federal Financial Reports, SF-425
2. **Authority**. The Congregate Housing Services Demonstration Program (CHSP) was first established as a demonstration program by the Congregate Housing Services Act of 1978. In 1987 the program was converted to an on-going program and in 1992 the Housing and Community Development Act authorized the current CHSP program. HUD has neither solicited nor funded applications for new grants under CHSP since 1995. Congress, however, has provided funds to extend expiring grants on an annual basis. Today, the Department renews a total of 43 remaining grants.
3. Beginning with CY 2017 reporting requirements, all reports must be uploaded to GrantSolutions as an attachment in Application Note (change to Grant Note once awarded).
4. [Congregate Housing Services Program (CHSP) Operating Procedures Handbook (4640.1)](https://www.hud.gov/program_offices/administration/hudclips/handbooks/hsgh/46401).

# **QUESTIONS AND TECHNICAL ASSISTANCE.**

* + - 1. If a grantee has technical difficulties or questions about using GrantSolutions, please contact [help@grantsolutions.gov](mailto:help@grantsolutions.gov)  or call 1-866-577-0771 to speak to a GrantSolutions Help Desk agent.
      2. Post award changes to established role(s). If a change to a user role is required, grantees must:
         1. Complete the User Request Form for the new user
         2. Email the completed form to [help@grantsolutions.gov](mailto:help@grantsolutions.gov). Be certain to copy your local Grant Specialist. GrantSolutions has 48 hours to respond to your request.

Note: Grant Specialists are not able to edit a previously established role once an award has been issued.

* + - 1. ALL programmatic questions related to this submission should be directed to your [local HUD Grant Specialist.](https://www.hud.gov/sites/documents/GRANSSPECIALISTS.PDF)

# **WEB RESOURCES.**

1. **Important Program Links:**

* [HUD Service Coordinator Webpage](https://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/scp/scphome)
* [Multifamily Housing Service Coordinator Budget Tool](https://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/scp/scphome) (see “What’s New” on homepage)
* [HUD's Client Information Policy Systems (HUDCLIPS)](https://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips)
* [4381.5, Chapter 8](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/hsgh/4381.5)
* [HUD Notice 2012-14](http://portal.hud.gov/hudportal/documents/huddoc?id=12-14hsgn.pdf)**,** Use of “New Regulation” Section 8 Housing Assistance Payments (HAP) Contracts Residual Receipts to Offset Project-Based Section 8 Housing Assistance Payments

1. **Important grant Management Links**

* [2 CFR 200](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
* [Online DUNS Request Portal](http://fedgov.dnb.com/webform)
* [The System for Ward Management (SAM)](https://www.sam.gov/portal/SAM/)
* [Helpful SAM Videos](https://fsd.gov/fsd-gov/learning-center-system.do?sysparm_system=SAM)
* [USASpending](http://www.usaspending.gov/Pages/AdvancedSearch.aspx)
* [HUD’s Grant Management Webpage](https://portal.hud.gov/hudportal/HUD?src=/program_offices/spm/gmomgmt/grantsinfo)
* [GrantSolutions](https://home.grantsolutions.gov/home/)