

## **HUD GRANT BILLING & REPORTING PROCESS**

Payment for Services under the HUD funded program cannot exceed the actual costs of providing the Services. The Sub-grantees must be able to demonstrate and document the actual costs of providing the Services. CHFA's fee for service payments ***does not apply*** to the Sub-grantees providing services under the HUD funded program.

HUD funded counseling agencies will submit the following forms and documents, in Excel or Word-format on a **monthly** basis. Send all billing documentation to [counseling@chfa.org](mailto:counseling@chfa.org) with the email subject line: ***HUD Billing***. All documentation must be received by the **10th day of each month**, reporting activity from the previous month. Should the 10<sup>th</sup> fall on a weekend, submit billing the following Monday.

1. **Quarterly Report Form** (include the Cover Sheet, Total Expenditure Summary, Staffing Summary and Fair Housing Activities). Be sure to include all supporting documentation of budget items expended during the month, including but not limited to the payroll registers or time sheets and fringe benefit calculations.
2. **Personnel Activity Report (PAR)**
3. **Grant Draw Request Form**
4. **Group Education - HUD Quarterly Activity Expenditure Report** (include the list of all Group Sessions with all applicable data)
5. **Individual Counseling - HUD Quarterly Activity Expenditure Report** (complete one report for each housing counselor, also include the Client File List with all applicable data)
6. **Form HUD-9902 Report**
7. **Monitoring Report Template** - Program Manager or Executive Director must sign each form.
  - a. Submit monthly: Monthly Case File and Monthly Group File Review forms
  - b. Submit semi-annually: Semi Annual Review form

**Update and validate** your Agency's Housing Counseling System (HCS) system **quarterly**. Go to this link: <https://www.hudexchange.info/programs/housing-counseling> and on the bottom right, under Systems and Reporting, click login. If you need access to HCS, you must send a request to CHFA's HUD point of contact, Stuart Mindes at [Stuart.Mindes@hud.gov](mailto:Stuart.Mindes@hud.gov) requesting a new ID and password.

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. Calculate the actual fringe paid annually for each staff and bill in proportion to the hourly rate being bill to grant cumulatively and for the quarter.

PARS and Staffing Hours 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.

All monthly reporting will be reviewed for accuracy and completeness. Each quarter CHFA will submit a draw request to HUD, based on the monthly reporting information provided by the Sub-grantee.

*When entering clients' data in the client management system, please ensure that all of the 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' category only applies to **one on one counseling** and not group education.*