0:0:0.0 --> 0:0:1.450  
Weber, Robert J  
Good morning or good afternoon.

0:0:1.460 --> 0:0:13.590  
Weber, Robert J  
Depending on where you're joining us from, welcome to the HUD Office of Housing Counseling Webinar Grant award package training for FY20 23 comprehensive housing counseling no for awardees.

0:0:13.930 --> 0:0:19.710  
Weber, Robert J  
We have a great training in store for you as we discuss the the grant execution process and the grant agreement.

0:0:19.920 --> 0:0:23.350  
Weber, Robert J  
But first, before we begin, I just wanna go over a few logistics.

0:0:25.400 --> 0:0:27.670  
Weber, Robert J  
So this webinar is being recorded.

0:0:27.960 --> 0:0:36.870  
Weber, Robert J  
The recording, the transcript and the slides will be available about 7 to 10 days after this presentation on the HUD exchange.

0:0:36.880 --> 0:0:40.270  
Weber, Robert J  
Simply follow the link provided to our webinar archive.

0:0:40.560 --> 0:0:46.940  
Weber, Robert J  
You can also get credit for this webinar, just click the button on the training page to add the course to your transcript.

0:0:47.340 --> 0:0:54.290  
Weber, Robert J  
You do have to have a hot exchange account in order to do this, so if you don't already, it's a very quick and painless process to sign up for one.

0:0:54.820 --> 0:0:57.750  
Weber, Robert J  
Also I did send out the slides to everyone this morning.

0:0:57.760 --> 0:1:1.130  
Weber, Robert J  
So you should have those already in your inbox next slide.

0:1:3.30 --> 0:1:6.320  
Weber, Robert J  
So what we will be answering questions throughout the presentation.

0:1:6.570 --> 0:1:15.20  
Weber, Robert J  
Please submit your questions or comments in the chat box and we have had staff monitoring the chat and we'll answer your questions as they come if time allows.

0:1:15.30 --> 0:1:20.720  
Weber, Robert J  
At the end of the presentation, we will answer some of those live and we will do our best to answer all your questions.

0:1:20.730 --> 0:1:35.200  
Weber, Robert J  
But if we do not get to your question or you if you think of a question after the webinar, you can always send those questions to our inbox at housing.counseling@hud.gov and someone will get back to you in about 24 or 48 hours at the most.

0:1:37.150 --> 0:1:42.400  
Weber, Robert J  
So without further ado, I would like to hand off to Rebecca Milelli for an introduction. Rebecca.

0:1:44.70 --> 0:1:45.80  
Mullaley, Rebecca E  
Thank you, rob.

0:1:45.630 --> 0:1:53.920  
Mullaley, Rebecca E  
So first, I'm just gonna go over today's presenters, so I'm gonna just give a brief introduction for the training.

0:1:54.30 --> 0:1:58.820  
Mullaley, Rebecca E  
Then Joel will provide information on the grant execution process.

0:1:59.150 --> 0:2:7.720  
Mullaley, Rebecca E  
Then we'll go over key articles in our grant agreement presented by my colleagues, Beth, Kate, Gabriella and Shelina.

0:2:9.510 --> 0:2:23.820  
Mullaley, Rebecca E  
And so just as an overview, on May 16th, 2024, which was last Thursday, had announced that $39.9 million was awarded to 165 fiscal year 2023 grantees.

0:2:24.170 --> 0:2:35.20  
Mullaley, Rebecca E  
As part of this grant announcement, $3 million were awarded to 14 grantees who are participating in our minority serving institutions or MSI funding initiative.

0:2:36.380 --> 0:2:45.630  
Mullaley, Rebecca E  
So the period of performance for this grant is October 1st, 2023 to September 30th, 2024 and we'll cover this later.

0:2:45.640 --> 0:3:5.880  
Mullaley, Rebecca E  
But everyone also received an automatic extension until March 31st, 2025, to account for the delayed announcement of the fiscal year 23 awards and grant execution documents, which will cover soon, will be due on June 10th, 2024.

0:3:6.490 --> 0:3:8.670  
Mullaley, Rebecca E  
And now I'll pass it over to my colleague Joel.

0:3:10.710 --> 0:3:11.30  
Schumacher, Joel D  
Great.

0:3:11.40 --> 0:3:12.40  
Schumacher, Joel D  
Thank you very much, Rebecca.

0:3:12.50 --> 0:3:25.70  
Schumacher, Joel D  
My name is Joel and I'll be going up to providing an overview of the current execution process and particularly those items which will be required to return to your hug POC by June 10th or even sooner if you're diligent.

0:3:26.60 --> 0:3:31.530  
Schumacher, Joel D  
So when you received your grant award package, one of the items you received was a checklist.

0:3:31.580 --> 0:3:32.860  
Schumacher, Joel D  
It's approximately 3 pages.

0:3:33.670 --> 0:3:39.20  
Schumacher, Joel D  
Umm in this tells you for each of the components what you'll be required to return.

0:3:39.750 --> 0:3:40.200  
Schumacher, Joel D  
Umm.

0:3:40.410 --> 0:3:57.160  
Schumacher, Joel D  
And if you can't get these items to your POC, please reach out as soon as you know so that they can try to see if an extension will be authorized or trying to move diligently and executing the grants in light of the delayed of publication of the award and distribution of the award package.

0:3:57.610 --> 0:3:58.50  
Schumacher, Joel D  
Next slide.

0:4:1.390 --> 0:4:4.10  
Schumacher, Joel D  
These are pretty similar to previous years.

0:4:4.20 --> 0:4:8.280  
Schumacher, Joel D  
Yeah, the HUD 1044 and the grant agreement will both need to be signed.

0:4:8.550 --> 0:4:11.930  
Schumacher, Joel D  
The 1044 is the official form that indicates your grant.

0:4:14.0 --> 0:4:31.510  
Schumacher, Joel D  
Grant number grant amount and who your point of contact is HUD is although most of you are assuredly know your HUD point of contact already, so make sure to sign block 19 on your HUD 1044 and As for the grant agreement, there is a signature block on the back page.

0:4:31.680 --> 0:4:43.250  
Schumacher, Joel D  
You don't need to return or scan the entire grant agreement that yours for reference, but we do need to see your countersigned last page so that we can execute the grant and keep copies of these on records.

0:4:43.260 --> 0:4:45.70  
Schumacher, Joel D  
For reference, please next time.

0:4:47.570 --> 0:4:48.680  
Schumacher, Joel D  
Indirect cost rate.

0:4:48.890 --> 0:4:53.200  
Schumacher, Joel D  
If you wanna seek indirect costs, you have three options.

0:4:53.210 --> 0:5:2.200  
Schumacher, Joel D  
The first is if you've already negotiated and there are cost or disagreement with your Cognizant Agency for some of you, that's hard for some of you, that's HS you.

0:5:2.210 --> 0:5:3.580  
Schumacher, Joel D  
You'd know who you're having.

0:5:3.590 --> 0:5:16.140  
Schumacher, Joel D  
Some agency is that the agency that gives you the most direct federal funding, then you can provide the ngram back to your PC, and we'll be able to authorize that amount of indirect cost with you or grant activity reporting.

0:5:16.590 --> 0:5:39.850  
Schumacher, Joel D  
Alternatively, you can say that you would like to receive the minimis rate which is 10%, and that's authorized in accordance with the uniform Guidance Subpart E we have heard from some people about the update to Tuesday far too 100 allowing a 15% the minimus that will take place for awards that are made after October 1st of 2024.

0:5:40.40 --> 0:5:42.660  
Schumacher, Joel D  
So that is not an effect for this grant award.

0:5:42.900 --> 0:5:51.30  
Schumacher, Joel D  
The Dominus rate will continue to be 10% this award, and then finally, if you don't want to receive the indirect costs at all, just try to stay at the top.

0:5:51.40 --> 0:5:55.820  
Schumacher, Joel D  
You receiving indirect cost and then you can itemize your direct cost and call it a day next slide.

0:5:58.470 --> 0:5:59.990  
Schumacher, Joel D  
Financial management systems.

0:6:0.50 --> 0:6:14.860  
Schumacher, Joel D  
We require documentation which would be a certification from your Executive Director or other authorized official demonstrating that you are financial management system does meet the requirements in the uniform guidance Subpart D that's section 302.

0:6:15.190 --> 0:6:23.910  
Schumacher, Joel D  
Your financial management system must be able to identify the federal awards received, be able to source and apply the funds.

0:6:24.690 --> 0:6:34.70  
Schumacher, Joel D  
Umm have an accurate disclosure of the financial results for each award and provide effective control and accountability over your funds.

0:6:35.50 --> 0:6:35.410  
Schumacher, Joel D  
Next slide.

0:6:38.10 --> 0:6:43.180  
Schumacher, Joel D  
Audit this one varies depending upon the exact nature of the grantee.

0:6:43.350 --> 0:6:49.20  
Schumacher, Joel D  
You should know which can't be fallen already, but I'm going to rehash for all of you what the guidelines are.

0:6:49.390 --> 0:7:1.810  
Schumacher, Joel D  
So for agencies that expend more than 750,000 in federal funds, then, in accordance with uniform guidance Subpart F, you are required to provide your single or program specific audit.

0:7:2.40 --> 0:7:5.540  
Schumacher, Joel D  
For many of you, that is actually already in the federal audit Clearinghouse.

0:7:5.550 --> 0:7:7.210  
Schumacher, Joel D  
So if so, we can pull it up there.

0:7:7.470 --> 0:7:32.630  
Schumacher, Joel D  
If you have doubts about whether it is in the federal audit clearing House, you can send a copy to your POC just to to make sure if you're not required to have a single or program specific audit, then what we ask of you is to provide the most recent independent financial audit that you do have and to provide a written statement affirming that you do not receive more than $750,000 in federal funds.

0:7:32.900 --> 0:7:34.490  
Schumacher, Joel D  
That's a new requirement for this year.

0:7:34.560 --> 0:7:57.500  
Schumacher, Joel D  
In the past, we didn't ask for that statement, so Please note if you don't have a single scope audit and you do not cross the 750K threshold, please provide a written statement that you are below that threshold and that allows us to not demand the single audit of you, but rather you can provide any other recent independent financial audit going back to the last three years.

0:7:58.50 --> 0:8:17.570  
Schumacher, Joel D  
And if you do not have an audit and are not required to have a single scope audit, let your POC know and we can contact to provide a financial capacity review before we execute your award, just to make sure that everything's kosher and then I'll be able to spend your reward without risk to yourself or the agency.

0:8:17.920 --> 0:8:21.140  
Schumacher, Joel D  
Next slide could have conduct.

0:8:21.200 --> 0:8:23.750  
Schumacher, Joel D  
Again, this is something that we tend to have on record.

0:8:24.70 --> 0:8:30.100  
Schumacher, Joel D  
Uh Hudds Grant management office keeps it database, so if you've sent it in the past, you've probably already have it.

0:8:30.310 --> 0:8:35.100  
Schumacher, Joel D  
But again, just like the audit, if you're in doubt, I'm sure you have a copy of your code of conduct.

0:8:35.180 --> 0:8:48.980  
Schumacher, Joel D  
Send that with the rest of the Grand Web package back to your POC and that way there won't be a delay if we find that for whatever reason, we can't find it in the database that we have to turn back to you and you have to scrummage through your files and and try to find it.

0:8:49.440 --> 0:8:51.750  
Schumacher, Joel D  
We want to execute these sooner rather than later.

0:8:51.800 --> 0:8:59.580  
Schumacher, Joel D  
As I've said before, so send that along and if you don't know what the code of conduct should entail, again ask your POC.

0:8:59.670 --> 0:9:4.530  
Schumacher, Joel D  
There's an actual checklist we have that would tell you what needs to go into that code of conduct.

0:9:4.600 --> 0:9:7.330  
Schumacher, Joel D  
That's nice little SOP up put together on that very topic.

0:9:8.220 --> 0:9:8.640  
Schumacher, Joel D  
Next slide.

0:9:10.310 --> 0:9:11.240  
Schumacher, Joel D  
Projected budget.

0:9:11.350 --> 0:9:46.870  
Schumacher, Joel D  
So you'll need to provide a budget estimate for yourself, and if you're an intermediary and you have sub grantees and branches to itemize for your subgrantees as well, what your proposed expenses are on your budget may include, and it's not limited to these categories, but their salaries of your counselors along with other auxiliary support staff, fringe benefits and other employment benefits, travel and training that you're going to ohm do and any marketing and outreach of your housing counseling program.

0:9:47.220 --> 0:10:4.630  
Schumacher, Joel D  
If you're a parent, if you oversee a network, then the cost of managing that network if you have counselors that you're seeking certification, then any exam fees and then as I said before, any indirect costs in accordance with either your NICRA or you're doing miss rate, should you seek indirect costs?

0:10:5.40 --> 0:10:5.400  
Schumacher, Joel D  
Next slide.

0:10:9.70 --> 0:10:20.250  
Schumacher, Joel D  
Initial budget will be approved by your hug Pfc prior to any expenditures, because it must be approved as part of the execution before the money is even available and uploaded for use.

0:10:20.950 --> 0:10:25.640  
Schumacher, Joel D  
Are amendments to projected budget are permitted during the period of performance.

0:10:25.850 --> 0:10:28.290  
Schumacher, Joel D  
There is rules and uniform guidance about that.

0:10:28.940 --> 0:10:38.730  
Schumacher, Joel D  
Umm, the general rule, just as a rule of thumb is any variance in excess of 10% generally will need an approval by your POC.

0:10:38.890 --> 0:10:50.550  
Schumacher, Joel D  
But again, if you do seek to change your projected budget, talk with your PC about that, and for any additional details, this is all specified in article four of the grant agreement.

0:10:50.990 --> 0:11:0.510  
Schumacher, Joel D  
And finally, for those who are not itemizing but who seek to use a fixed fee reimbursement methodology, that would needs prior approval from your hub, let's see as well.

0:11:0.760 --> 0:11:6.810  
Schumacher, Joel D  
We know that that's very few grantees, but there are some of you who do use a fixed fee methodology for reimbursement under the seat.

0:11:6.820 --> 0:11:7.570  
Schumacher, Joel D  
See award.

0:11:7.840 --> 0:11:8.920  
Schumacher, Joel D  
You know who you are?

0:11:9.100 --> 0:11:12.350  
Schumacher, Joel D  
Please send your methodology to your POC as part of the execution.

0:11:12.820 --> 0:11:13.240  
Schumacher, Joel D  
Next slide.

0:11:15.70 --> 0:11:15.960  
Schumacher, Joel D  
Projections.

0:11:16.70 --> 0:11:18.360  
Schumacher, Joel D  
This is going to operate the same as in previous years.

0:11:18.370 --> 0:11:29.450  
Schumacher, Joel D  
There's a 9902 projection screen in HCS, so this year you'll go under the tab for Nova Dash 2023-1.

0:11:30.220 --> 0:11:39.990  
Schumacher, Joel D  
Uh to upload your projections, remember to submit to HUD because the hub you'll see will then need to accept those projections before execution can be complete.

0:11:40.360 --> 0:11:45.210  
Schumacher, Joel D  
And if you need additional instructions, follow those links there.

0:11:45.300 --> 0:11:50.630  
Schumacher, Joel D  
Like I said, it's the same as previous years, but maybe your grant manager is new and hasn't done this in the past.

0:11:50.640 --> 0:11:54.200  
Schumacher, Joel D  
So we have the instructions there for you to see what needs to be done.

0:11:54.990 --> 0:11:59.780  
Schumacher, Joel D  
Next line it as a quick reminder, this is what the screen looks like.

0:12:0.30 --> 0:12:3.440  
Schumacher, Joel D  
You can see it's uh, specified for fiscal year 24.

0:12:3.630 --> 0:12:11.100  
Schumacher, Joel D  
That's the regular period of performance October 1st of 2023 to September 30th of 2024.

0:12:11.390 --> 0:12:18.380  
Schumacher, Joel D  
Should you need to use additional time then that will open up an HCS as you seek to use the extension.

0:12:18.770 --> 0:12:28.390  
Schumacher, Joel D  
As was mentioned, there was an automatic extension approved for the first two quarters because of the delay distribution, you do not need to use those two quarters.

0:12:28.640 --> 0:12:36.330  
Schumacher, Joel D  
So if you can use your funds by the end of the regular period of performance, which is September 30th of this year, then please do so.

0:12:36.830 --> 0:12:37.190  
Schumacher, Joel D  
Next slide.

0:12:40.480 --> 0:12:40.800  
Schumacher, Joel D  
Umm.

0:12:41.680 --> 0:12:53.100  
Schumacher, Joel D  
Parents who have a network, branches and sub grantees will also need to update their sub allocations and this again, just like the projections, something's changed from last year.

0:12:53.860 --> 0:12:55.190  
Schumacher, Joel D  
Uh, next slide.

0:12:55.200 --> 0:12:59.740  
Schumacher, Joel D  
Let's get that this is the screen you're looking at.

0:13:0.140 --> 0:13:4.50  
Schumacher, Joel D  
So in the left column, under budget, you're gonna input your total budget first.

0:13:4.200 --> 0:13:5.530  
Schumacher, Joel D  
That's not just your award.

0:13:5.580 --> 0:13:7.480  
Schumacher, Joel D  
It your total budget, you can see the award in.

0:13:28.880 --> 0:13:41.710  
Schumacher, Joel D  
That the the parent and the parent I mean the MSO regional or national commentary or SFA will obtain and then any amount not retained by the parent will then be passed through under column three.

0:13:41.720 --> 0:13:44.570  
Schumacher, Joel D  
You'll see some allocation costs and at the top.

0:13:45.120 --> 0:13:48.180  
Schumacher, Joel D  
Luckily, the computer's fancy and can do all sorts of arithmetic.

0:13:48.300 --> 0:14:9.160  
Schumacher, Joel D  
It will tell you the amount leftover after you've retained your portion, and that's the amount that you will then sub allocate below and in this case you don't see any sub agencies, but if you're a parent with a network, your sub agencies ID's et cetera will automatically populate and then it's on you to input the sub allocations for your network next slide.

0:14:10.550 --> 0:14:14.530  
Mullaley, Rebecca E  
Umm and Joel, we actually lost your sound at the very beginning.

0:14:14.880 --> 0:14:22.170  
Mullaley, Rebecca E  
Could you just repeat the very beginning part of the slide and we're seeing some comments in the in the chat about it?

0:14:22.510 --> 0:14:25.700  
Schumacher, Joel D  
Sorry, I think my headset just cut off in between.

0:14:25.710 --> 0:14:27.900  
Schumacher, Joel D  
So did you say to start over with the top?

0:14:29.380 --> 0:14:33.320  
Mullaley, Rebecca E  
Yes, just the very, very beginning, we we got you in the middle and the end.

0:14:34.440 --> 0:14:45.150  
Schumacher, Joel D  
OK, that's odd, but yeah, in the beginning I was basically explaining the top three columns so the leftmost column budget you're going to input your total budget, not just your reward.

0:14:45.160 --> 0:14:48.830  
Schumacher, Joel D  
You can actually see the second item underneath the budget is the award.

0:14:48.880 --> 0:14:50.370  
Schumacher, Joel D  
So we put that in ourselves.

0:14:50.560 --> 0:14:59.190  
Schumacher, Joel D  
So we need to see your total budget there and then the second column our funds retained by the direct grantee, the parent.

0:14:59.200 --> 0:15:16.300  
Schumacher, Joel D  
So in this case, any direct cost you have for overseeing your network and any indirect cost that the parent is authorized either through a night or the minimis, you input that there, that'll auto calculate for the total funds retained and then any funds not retained will be passed along to be sub allocated.

0:15:16.310 --> 0:15:17.430  
Schumacher, Joel D  
And that's the third column.

0:15:17.440 --> 0:15:34.80  
Schumacher, Joel D  
So you can see in this example the amount to be sub allocated is $336,000 and then that's what you'll fill in below where your sub agencies, which is to say your branches and your subgrantees will auto populate based upon the network already in existence in ACS.

0:15:34.240 --> 0:15:39.590  
Schumacher, Joel D  
So nothing new here with just, you know, there's turnover in agencies and some of you might not have done this before.

0:15:39.760 --> 0:15:42.990  
Schumacher, Joel D  
So this is what you do for sub allocation.

0:15:43.40 --> 0:15:44.310  
Schumacher, Joel D  
So I hope that addressed everything.

0:15:47.950 --> 0:15:48.400  
Schumacher, Joel D  
Umm.

0:15:49.350 --> 0:15:50.740  
Schumacher, Joel D  
Client management system.

0:15:51.650 --> 0:15:56.340  
Schumacher, Joel D  
So if you're a parent, you'll need to indicate the client management system for your entire network.

0:15:56.350 --> 0:15:58.0  
Schumacher, Joel D  
That includes the branches and Subs.

0:15:58.190 --> 0:16:4.820  
Schumacher, Joel D  
Additionally, if you provide housing counseling at your main office or headquarters, you'll need to indicate the CMS being used there as well.

0:16:5.150 --> 0:16:10.710  
Schumacher, Joel D  
So please provide a list of your CMS or CMS is as the case is appropriate.

0:16:11.730 --> 0:16:15.150  
Schumacher, Joel D  
Next line and new, new, new new.

0:16:15.160 --> 0:16:19.390  
Schumacher, Joel D  
Listen up if you're dozing off this year, the Grant award package?

0:16:19.400 --> 0:16:21.970  
Schumacher, Joel D  
Actually includes the expression of interest form.

0:16:22.200 --> 0:16:33.750  
Schumacher, Joel D  
Those of you who are repeat customers have seen this before, which is when we run a second year of award based upon the new fiscal year appropriation, which Congress hasn't given us yet.

0:16:33.760 --> 0:16:35.30  
Schumacher, Joel D  
But fingers crossed we get it.

0:16:35.760 --> 0:16:43.620  
Schumacher, Joel D  
This will enable us to get awards out as soon as possible, so the expression of interest in the past was sent out later than the main award.

0:16:43.990 --> 0:16:49.280  
Schumacher, Joel D  
This you're including it with the award for us to be able to expeditiously process the second year.

0:16:49.470 --> 0:16:55.970  
Schumacher, Joel D  
So if you are keen on receiving money, not just for this year but next year, please fill out this form and submit it to your POC.

0:16:57.160 --> 0:16:57.620  
Schumacher, Joel D  
Next slide.

0:16:59.270 --> 0:17:0.790  
Schumacher, Joel D  
So that concludes my abortion.

0:17:0.800 --> 0:17:5.450  
Schumacher, Joel D  
I'm going to hand it off to my colleague Beth, who will go over some of the key articles in the grant agreement.

0:17:7.920 --> 0:17:8.460  
Steele-Dunn, Elizabeth L  
Thanks, Joel.

0:17:9.800 --> 0:17:12.530  
Steele-Dunn, Elizabeth L  
On to article three period of performance.

0:17:13.480 --> 0:17:22.590  
Steele-Dunn, Elizabeth L  
As Rebecca mentioned earlier, the period of performance begins on October 1st, 2023 and ends on September 30th, 2024.

0:17:23.300 --> 0:17:39.400  
Steele-Dunn, Elizabeth L  
If an applicant indicated I'm there on the 9906 that you submitted, that program cost would be incurred prior to the award reimbursement may be requested for costs incurred no earlier than April 1st of 2023.

0:17:40.400 --> 0:17:48.590  
Steele-Dunn, Elizabeth L  
As Rebecca also mentioned, I'll grantees received an automatic extension until March 31st, 2025.

0:17:48.760 --> 0:17:53.670  
Steele-Dunn, Elizabeth L  
And remember that HUD is only HUD is authorized to grant an extension.

0:17:54.620 --> 0:18:12.110  
Steele-Dunn, Elizabeth L  
Keep in mind that a grantees extension cannot seek exceed a total of 12 months from the original period of performance state, which is September 30th, so the extension cannot go past September 30th, 2024 and agency can't extend into the next fiscal year.

0:18:13.230 --> 0:18:14.890  
Steele-Dunn, Elizabeth L  
Now on to Article 4.

0:18:18.150 --> 0:18:26.860  
Steele-Dunn, Elizabeth L  
The Housing Counseling services listed in the grantees HUD approved housing counseling work plan represent the scope of services under this grant.

0:18:26.970 --> 0:18:34.100  
Steele-Dunn, Elizabeth L  
During the grant execution, the submitted 9902 projections will be checked against the agencies work plan.

0:18:34.750 --> 0:18:47.650  
Steele-Dunn, Elizabeth L  
Keep in mind that when there is a change in staff or management responsible for the grantees housing counseling program, the grantee must notify its HUD pack within 50 in writing within 15 days of the change.

0:18:48.90 --> 0:18:58.80  
Steele-Dunn, Elizabeth L  
We'd like to emphasize this requirement of notifying HUD in 15 days because this is something that HUD has identified as a common issue amongst grantees.

0:18:58.90 --> 0:19:4.130  
Steele-Dunn, Elizabeth L  
So keep that in mind if staffing changes or if you have management changes, next slide.

0:19:6.350 --> 0:19:16.960  
Steele-Dunn, Elizabeth L  
Grantees must receive written approval from the HUD pack before implementing changes in projected services and budget proposed in the application.

0:19:17.80 --> 0:19:22.610  
Steele-Dunn, Elizabeth L  
The initial application must be approved by the HUD pack prior to the initial budget.

0:19:22.620 --> 0:19:23.220  
Steele-Dunn, Elizabeth L  
I'm sorry.

0:19:23.230 --> 0:19:28.240  
Steele-Dunn, Elizabeth L  
Must be approved by the HUD Park prior to any expenditures budget.

0:19:28.250 --> 0:19:30.220  
Steele-Dunn, Elizabeth L  
I budget items must.

0:19:32.240 --> 0:19:36.150  
Steele-Dunn, Elizabeth L  
Budget must itemize all items in the expense categories.

0:19:36.500 --> 0:19:48.270  
Steele-Dunn, Elizabeth L  
There's salaries and fringe travel and training, marketing and outreach costs of managing and network counselor certification exam fees, and then you need to indicate the cost rate as previously discussed.

0:19:48.410 --> 0:20:2.640  
Steele-Dunn, Elizabeth L  
While there is an other category, HUD strongly advises grantees against the use of the other category when allocating funding under eligible activities, because other doesn't tell HUD what eligible activity.

0:20:3.310 --> 0:20:7.520  
Steele-Dunn, Elizabeth L  
Uh, is it falls under, so please keep that in mind.

0:20:7.590 --> 0:20:8.80  
Steele-Dunn, Elizabeth L  
Next slide.

0:20:10.970 --> 0:20:12.230  
Steele-Dunn, Elizabeth L  
Fixed fee methodology.

0:20:13.300 --> 0:20:21.0  
Steele-Dunn, Elizabeth L  
Again, as as previously mentioned by Jewel, this must be you must seek written approval from your HUD.

0:20:21.10 --> 0:20:29.170  
Steele-Dunn, Elizabeth L  
Pack again, eligible activities, housing counseling and group education, oversight, compliance, and quality control.

0:20:29.400 --> 0:20:36.110  
Steele-Dunn, Elizabeth L  
Supervision of housing counseling staff, housing counselor training and certification bracketing and research.

0:20:36.260 --> 0:20:41.450  
Steele-Dunn, Elizabeth L  
See how it makes sense now not to use the other category now on to Article 5.

0:20:44.280 --> 0:20:52.290  
Steele-Dunn, Elizabeth L  
Remember that it's not permissible to contract out housing counseling services except as specified in the CFR.

0:20:53.580 --> 0:21:1.890  
Steele-Dunn, Elizabeth L  
If this exception to the general prohibition applies, grantees need to comply with two CFR 200 and all the and all the requirements.

0:21:2.240 --> 0:21:20.340  
Steele-Dunn, Elizabeth L  
Exceptions apply if the subgrant was described in the no foe application and funded in grant in the grant or otherwise approved by HUD, the SUBGRANT etcetera is for web based education, or the subgrant is for the purchase of supplies and material.

0:21:20.650 --> 0:21:28.880  
Steele-Dunn, Elizabeth L  
Remember that your HUD pack is available to help you help you through correctly interpreting the regulations and the cross cutting regulations.

0:21:28.950 --> 0:21:32.40  
Steele-Dunn, Elizabeth L  
It's best to ask your pack if you aren't 100% certain.

0:21:32.410 --> 0:21:32.910  
Steele-Dunn, Elizabeth L  
Next slide.

0:21:36.30 --> 0:21:50.440  
Steele-Dunn, Elizabeth L  
Subcraft subcontracts and requirements for Subgrants grantees making subgrants must ensure that their subgrantees quality of services meets or exceeds the standard for HUD approved local housing counseling agencies.

0:21:50.990 --> 0:22:2.80  
Steele-Dunn, Elizabeth L  
If a grantee wants to make changes in the network composition, grantees must submit a written request to HUD to amend subgrantee or branch list or corresponding SUBGRANT amounts.

0:22:3.0 --> 0:22:3.500  
Steele-Dunn, Elizabeth L  
Next slide.

0:22:5.740 --> 0:22:16.580  
Steele-Dunn, Elizabeth L  
When sub granting, don't forget the funding agreements grantee must execute a written subgrant agreement with each subgrantee before dispersing funds.

0:22:16.790 --> 0:22:44.140  
Steele-Dunn, Elizabeth L  
Copies of all sub grant agreements must be maintained and made available to hug upon request again when sub granting grantees are responsible for managing the daily operations of its program and agree to accept responsibility for its subgrantees compliance with the applicable provisions of the grant agreement, the grantee must also monitor the performance of its subgrantees and take appropriate action to resolve problems to ensure compliance.

0:22:45.160 --> 0:22:45.970  
Steele-Dunn, Elizabeth L  
Next slide please.

0:22:49.30 --> 0:22:55.920  
Steele-Dunn, Elizabeth L  
Now we're going to talk about when the grantee subgrants to affiliates and the and allocation of funds to the branches.

0:22:56.170 --> 0:22:59.830  
Steele-Dunn, Elizabeth L  
Grantees must maintain copies of all sub grant agreements.

0:23:2.620 --> 0:23:14.930  
Steele-Dunn, Elizabeth L  
Subgrant agreements and a written record on how it distributed funds to its subgrantees grantees must list their subgrantees and branches, along with the corresponding sub allocations in HCS.

0:23:14.940 --> 0:23:20.910  
Steele-Dunn, Elizabeth L  
As Joel previously pointed out, grantees must document how they arrive at their funding decision.

0:23:20.960 --> 0:23:28.710  
Steele-Dunn, Elizabeth L  
Remember, if a grantee award subgrants competitively, it must document its process and notify the public if applicable.

0:23:29.400 --> 0:23:34.10  
Steele-Dunn, Elizabeth L  
Now I'm going to hand off to my colleague Kate Kerrigan to discuss Article 8K.

0:23:35.890 --> 0:23:36.940  
Carrigan, Kathleen M  
Thanks, Beth.

0:23:37.770 --> 0:23:41.330  
Carrigan, Kathleen M  
I'm article eight of the grant agreement covers cost.

0:23:41.340 --> 0:23:55.160  
Carrigan, Kathleen M  
The first thing we want to point out to every grantee on the call is that any revisions to work plans or budget will require hude prior approval, and this can be found in the CFR which is annotated right there for everyone.

0:23:55.690 --> 0:24:4.820  
Carrigan, Kathleen M  
Reimbursement for this grant is based on actual expenses and those costs must be allowable allocable and reasonable.

0:24:4.950 --> 0:24:9.810  
Carrigan, Kathleen M  
Beth did talk about the eligible activities that you can find in Article 4 of that of the grant agreement.

0:24:9.910 --> 0:24:15.430  
Carrigan, Kathleen M  
So we encourage you to review that regarding eligible activities.

0:24:15.800 --> 0:24:16.260  
Carrigan, Kathleen M  
Next slide.

0:24:19.360 --> 0:24:36.170  
Carrigan, Kathleen M  
As was previously mentioned, for indirect costs, grantees are able to elect the 10% de minimis rate, or if a grantee has an approved NICRA, they can use that previously approved rate for direct grantees.

0:24:36.180 --> 0:24:46.530  
Carrigan, Kathleen M  
If a grantee has a nightclub, they must provide the documentation from the Cognizant Agency showing that approved rate and for grant direct grantees without a valid NICRA they can elect that.

0:24:48.690 --> 0:25:6.270  
Carrigan, Kathleen M  
10% of minimus I'm subgrantees cannot use their parent agencies, nigra they can use that 10% dominus option and parent agencies cannot require the dim animus when a subgrantee has their own nigra.

0:25:7.320 --> 0:25:8.370  
Carrigan, Kathleen M  
Next slide, please.

0:25:10.10 --> 0:25:32.620  
Carrigan, Kathleen M  
As previously mentioned, the period of performance for this grant is October 1st, 2023 through September 30th, 2024 and all the costs for this grant must be incurred within that period of performance unless an extension is granted for grantees who have multiple sources of funding, HUD will not cover the same portion of services or goods already covered by another funding source.

0:25:33.10 --> 0:25:48.750  
Carrigan, Kathleen M  
Grantees may Bill HUD and another funding source for the same client if the cost of counseling exceeds the amount of reimbursement covered by HUD, HUD may request documentation to verify that it's not reimbursing grantees for activities already billed to another funding source.

0:25:50.380 --> 0:26:0.440  
Carrigan, Kathleen M  
Next slide and of course the burden of proof for services rendered rests with the grantee all grant expenditures and supporting records are subject to review by HUD.

0:26:0.570 --> 0:26:15.520  
Carrigan, Kathleen M  
Improper payments may be disallowed and subject to repayment using non federal funds or an offset to current or future grant awards, and I will now turn it over to my colleague Gabriella Roman, who will go over some next parts of the grant agreement for you.

0:26:15.750 --> 0:26:16.90  
Carrigan, Kathleen M  
Thank you.

0:26:16.280 --> 0:26:18.580  
Roman, Gabriela  
Umm hi everyone.

0:26:19.130 --> 0:26:25.380  
Roman, Gabriela  
I'm gonna go over articles on 910 and 13 in Article 9.

0:26:25.390 --> 0:26:30.900  
Roman, Gabriela  
In this slide, you see what is our standard guard reporting schedule.

0:26:30.910 --> 0:26:35.760  
Roman, Gabriela  
But don't don't worry about it in the next slide, we're gonna go over.

0:26:36.130 --> 0:26:38.80  
Roman, Gabriela  
What are your requirements?

0:26:38.90 --> 0:26:38.890  
Roman, Gabriela  
Next slide, please.

0:26:40.240 --> 0:26:47.530  
Roman, Gabriela  
So we understand that the grants were awarded late, so we will be adjusting the schedule.

0:26:48.270 --> 0:26:48.700  
Roman, Gabriela  
Umm.

0:26:49.230 --> 0:27:4.600  
Roman, Gabriela  
If we will give you 45 days after the end of the quarter during which the ward package was distributed, the award package was distributed on May 16, 2024.

0:27:4.830 --> 0:27:11.320  
Roman, Gabriela  
So your first car is due no later than August 15, 2024.

0:27:11.330 --> 0:27:13.740  
Roman, Gabriela  
So please mark that date on your calendar.

0:27:14.230 --> 0:27:24.110  
Roman, Gabriela  
If you're not seeking reimbursement cost, umm prior to this, please make sure that you notify your pocket in writing.

0:27:24.240 --> 0:27:24.820  
Roman, Gabriela  
Next slide.

0:27:27.470 --> 0:27:37.940  
Roman, Gabriela  
So everyone should be familiar with the guy requirement, but we know there's been some staffing changes, so I'm gonna just go over.

0:27:37.950 --> 0:27:43.940  
Roman, Gabriela  
So what are the items that you need to include in your car reports?

0:27:44.70 --> 0:27:48.980  
Roman, Gabriela  
It includes the grantees name, address and the grant number.

0:27:49.810 --> 0:27:55.900  
Roman, Gabriela  
The reporting period, both the start and the end date, the staff hourly rate.

0:27:57.140 --> 0:28:10.370  
Roman, Gabriela  
Please identify each employee whose time you're bit or activity your billing and include the individuals title, their FHA connection, housing counselor ID number.

0:28:10.660 --> 0:28:21.850  
Roman, Gabriela  
I'm demonstrating that there are certified and this is very important for the housing counselors because we do verify and the hourly rate used to calculate for reimbursement.

0:28:21.940 --> 0:28:27.420  
Roman, Gabriela  
Also, the number of staff hours we talked about the fixed fee methodology.

0:28:27.830 --> 0:28:43.470  
Roman, Gabriela  
I'm so it should be something that your point of contact is aware of and it should have already been approved ahead of time, but please add what you're fixed fee methodology I it will make a review easier.

0:28:43.580 --> 0:28:45.230  
Roman, Gabriela  
The item is expenses.

0:28:46.100 --> 0:28:52.490  
Roman, Gabriela  
The required written certification and your form 9902.

0:28:53.0 --> 0:28:55.530  
Roman, Gabriela  
Now I wanna note that you're 99.

0:28:55.540 --> 0:29:0.0  
Roman, Gabriela  
Oh, twos are due quarterly, and they are.

0:29:0.330 --> 0:29:8.700  
Roman, Gabriela  
There's a schedule that's in the HUD exchange that you should follow, and they should be submitted via ACS.

0:29:8.760 --> 0:29:30.200  
Roman, Gabriela  
Yes, I'm transmitted through your client management system and the reports should be cumulative and we will provide you more information in a link and also please report your reverse mortgage hecm default counseling activities if applicable.

0:29:30.730 --> 0:29:31.460  
Roman, Gabriela  
Next slide.

0:29:32.290 --> 0:29:46.720  
Roman, Gabriela  
So in addition to what I mentioned in the previous slide, intermediaries SH FA's and MSO must submit the following which is related to oversight activity.

0:29:48.250 --> 0:29:52.720  
Roman, Gabriela  
Tell Bella occasions cost of managing a network.

0:29:52.730 --> 0:30:5.640  
Roman, Gabriela  
The federal Financial Report, SF 425, changes in the composition or network size, including sub grantees and funded branches.

0:30:5.710 --> 0:30:6.290  
Roman, Gabriela  
Next slide.

0:30:8.890 --> 0:30:23.670  
Roman, Gabriela  
So the final report is due 120 days after the period of performance has ended, and it's important to note that it's 120 days, not necessarily for months 120 days.

0:30:24.970 --> 0:30:44.840  
Roman, Gabriela  
If you're not, if you do not submit all the reports in accordance with your contract requirements within one year past the period of performance aid end date, we may report the failure to comply with the terms and conditions of the award.

0:30:45.510 --> 0:31:10.420  
Roman, Gabriela  
I'm to the fat piece system, which will be a a permanent record of for other federal awarding agencies to review and may maybe a detrimental for other awards, so keep this in mind and reporting is very important.

0:31:10.870 --> 0:31:11.410  
Roman, Gabriela  
Next slide.

0:31:12.950 --> 0:31:15.460  
Roman, Gabriela  
So any delays?

0:31:16.390 --> 0:31:17.20  
Roman, Gabriela  
Problems.

0:31:17.30 --> 0:31:28.460  
Roman, Gabriela  
Adverse conditions that may affect your ability to, umm, to meet the objective of the federal award should be reported.

0:31:30.160 --> 0:31:31.870  
Roman, Gabriela  
And also.

0:31:33.360 --> 0:31:47.930  
Roman, Gabriela  
Grantees with expired grants or undisbursed balances at the end of the performance period must provide a narrative description explaining the challenges leading to the delays in grant closeout.

0:31:48.460 --> 0:31:48.940  
Roman, Gabriela  
Next slide.

0:31:50.970 --> 0:32:6.120  
Roman, Gabriela  
Umm please submit a certification signed by an individual authorized which states that all applicable closet activities required in two CFR 200.343 have been completed.

0:32:6.670 --> 0:32:31.550  
Roman, Gabriela  
This certification is in addition to the certification statement required in the quarterly reports and we we do provide a sample, so please copy it word for word and you must also submit a necro containing final rates for the periods for which the grantee receive reimbursement of indirect cost.

0:32:32.0 --> 0:32:35.530  
Roman, Gabriela  
Please note here that it is the final rates.

0:32:35.700 --> 0:32:59.530  
Roman, Gabriela  
Some uh agencies received preliminary rates when they apply, but make sure that you submit your final rates and and Please note that this application exists even post close up and the grant award may be adjusted to account for revisions to the final indirect cost.

0:32:59.880 --> 0:33:0.340  
Roman, Gabriela  
Next slide.

0:33:2.780 --> 0:33:24.210  
Roman, Gabriela  
Umm, so some of the compliance, no full obligations if you the grantee should fail to meet commitments made upon the grant application, HUD may adjust the word amount and require repayments for of nonfederal using nonfederal funds to offset the future grant awards.

0:33:24.220 --> 0:33:36.60  
Roman, Gabriela  
So some of the your obligations that may include but are not limited to network size, oversight of funded network and certified counselors.

0:33:36.270 --> 0:33:36.800  
Roman, Gabriela  
Next slide.

0:33:39.330 --> 0:33:40.780  
Roman, Gabriela  
I'm in Article 9.

0:33:41.110 --> 0:33:54.880  
Roman, Gabriela  
It's a reporting requirements for intermediaries, SMS, souls and SSHFS, so you have reporting requirements regarding the sub awards.

0:33:55.670 --> 0:34:1.230  
Roman, Gabriela  
If you have a sub award of more than $30,000, you're required to report.

0:34:1.240 --> 0:34:14.290  
Roman, Gabriela  
That sub award, if the entity gross is less than 300,000 in the previous tax year, I'm your exempt from of Civil war reporting requirements.

0:34:14.640 --> 0:34:31.960  
Roman, Gabriela  
More details of the of reporting requirements may be found at fsrs.gov and the FS Rs report is due no later than 30 days after the month in which the sub award was obligated.

0:34:32.980 --> 0:34:33.460  
Roman, Gabriela  
Next slide.

0:34:35.760 --> 0:34:44.660  
Roman, Gabriela  
So next I'm going to cover Article 10, which is payment request including general payment procedures and documentation of expenses.

0:34:46.640 --> 0:34:51.490  
Roman, Gabriela  
Heart will only process payment requests on receipt of unacceptable guard.

0:34:52.20 --> 0:35:2.900  
Roman, Gabriela  
The grant activity reports after making the battery request an elax, you must email or sign copy of the voucher to your head point of contact.

0:35:3.240 --> 0:35:7.350  
Roman, Gabriela  
All sections of the Hub 580 must be complete.

0:35:7.920 --> 0:35:16.570  
Roman, Gabriela  
That includes the budget line items nine, 9500 and 9525, and the program area CHC.

0:35:17.90 --> 0:35:28.640  
Roman, Gabriela  
We also have a link to the locks user guide if you have any questions and it's always you, feel free to reach out to your point of contact should you have questions.

0:35:28.810 --> 0:35:29.360  
Roman, Gabriela  
Next slide.

0:35:31.770 --> 0:35:36.700  
Roman, Gabriela  
So we're also going to cover documentation of expenses.

0:35:36.710 --> 0:35:41.420  
Roman, Gabriela  
It is important that you maintain documentation of direct costs.

0:35:41.650 --> 0:35:49.450  
Roman, Gabriela  
This may include invoices, receipts, cancelled checks, the documentation of personnel expenses.

0:35:50.580 --> 0:35:51.110  
Roman, Gabriela  
Umm.

0:35:51.440 --> 0:36:7.550  
Roman, Gabriela  
Also, Please note when you are submitting your guard, your point of contact may request any of this documentation or additional documentation and also expense documentation is requested during a performance review.

0:36:8.410 --> 0:36:8.910  
Roman, Gabriela  
Next slide.

0:36:11.740 --> 0:36:19.590  
Roman, Gabriela  
So this uh, section is very important in Article 13 of your contracts.

0:36:19.600 --> 0:36:24.250  
Roman, Gabriela  
We're looking at noncompliance rubbing and what are some of the remedies.

0:36:24.500 --> 0:36:31.280  
Roman, Gabriela  
So two instances where may result in a default or recapture.

0:36:31.930 --> 0:36:54.720  
Roman, Gabriela  
The first one, if you fail to execute your grant within 90 days of the receipt of the grant award package I'm we have always had a clause, but we're this new this year is we're providing the additional clarity and noting that it's 90 days within the receipt of the grant award package.

0:36:54.730 --> 0:37:15.690  
Roman, Gabriela  
So please make a note of that that we have 90 days to execute your brands award package and the other one is failure to submit drawdown request for all the remaining funds within the 120 days following the end of period of performance.

0:37:15.700 --> 0:37:16.430  
Roman, Gabriela  
Of performance.

0:37:16.440 --> 0:37:20.70  
Roman, Gabriela  
And that's also something that we are tracking as well.

0:37:20.200 --> 0:37:20.760  
Roman, Gabriela  
Next slide.

0:37:23.120 --> 0:37:26.480  
Roman, Gabriela  
Next, I will hand it over to my colleague Shelina Hawkins.

0:37:27.670 --> 0:37:40.360  
Hawkins, Shelena F  
And good afternoon and I'll be providing an overview of Article 22, which is the grant agreement section that specific to the minority serving institution funding initiative or the MSI initiative.

0:37:40.710 --> 0:37:50.380  
Hawkins, Shelena F  
And so Article 22 is only applicable to those grantees who are recipients of funding under the fiscal year 23 MSI initiative.

0:37:50.510 --> 0:38:13.80  
Hawkins, Shelena F  
And so if you're uncertain on whether or not your agency receive MSI funding, you'll see the screenshot here that shows the fiscal year 23 HUD form 1044, and if you will look in under #16, you'll see not only the MSI funding information detailed there as well as your comprehensive Housing counseling award information.

0:38:16.500 --> 0:38:23.30  
Hawkins, Shelena F  
And so something new for grantees under fiscal year 23, nofo is the MSI statement of work.

0:38:23.160 --> 0:38:28.330  
Hawkins, Shelena F  
And this statement of work includes sections one through 5 and I'll start with section one.

0:38:28.640 --> 0:38:38.70  
Hawkins, Shelena F  
But the statement of work was included in all of the grantee award packages, but again, it's only applicable to those agencies that are recipients of MSI funding.

0:38:38.80 --> 0:38:50.880  
Hawkins, Shelena F  
And so I want to draw your attention to section one that's entitled the granite execution and this section provides details on the requirements, the forms and the applicable deadlines.

0:38:50.890 --> 0:39:23.270  
Hawkins, Shelena F  
And you'll see the list of documents or the documentation required on the this section, including a checklist items for the executed hood 1044 indirect cost rate documentation, information on financial management system to be used by the agency, a copy of the agencies most recent independent financial audit, which should be no earlier than fiscal year 2020 copy of the agencies Code of Conduct, the name of the agency is client management system, as well as eight CS projection.

0:39:23.510 --> 0:39:41.650  
Hawkins, Shelena F  
And Please note that all of these items are due 30 days after the award packages were sent to you, and also under the section, grantees will see the requirement for submission of and executed final statement of work and the MSI budget, which is also due 30 days after the wars were sent out.

0:39:41.660 --> 0:39:52.140  
Hawkins, Shelena F  
And so I want to stress the importance in submission of a separate budget for MSI activities, independent of your comprehensive housing counseling budget.

0:39:52.150 --> 0:40:8.530  
Hawkins, Shelena F  
It does have to be a separate and so Hood seeks to again to report out, you know, the great work that you're doing and that's incurring under the MSI initiative and all in order to be able to do this, we need to be able to clearly see the activities as well as these expenditures.

0:40:8.700 --> 0:40:18.800  
Hawkins, Shelena F  
And so again, this MSI budget should be separate and submitted for each of your partnerships and include the line item for the program.

0:40:18.840 --> 0:40:32.20  
Hawkins, Shelena F  
Eligible activities such as salary, fringe, other employee benefits, travel, training, marketing outreach and also those costs associated with managing your network, as well as any indirect costs.

0:40:32.30 --> 0:40:33.340  
Hawkins, Shelena F  
And again, you heard before.

0:40:33.690 --> 0:40:49.660  
Hawkins, Shelena F  
If you are seeking reimbursement for indirect costs that exceed the the minimus amount or 10% than a NACRA should be submitted to HUD and again, all of these items should be submitted within 30 days after the award packages were sent to you.

0:40:49.670 --> 0:40:56.680  
Hawkins, Shelena F  
And finally, under this section you want to be reminded of the Memorandum of Understanding or your molus.

0:40:56.690 --> 0:41:5.980  
Hawkins, Shelena F  
They are still required, however, and they should be fully executed by each of the participating agencies, as well as the MSI.

0:41:6.290 --> 0:41:15.950  
Hawkins, Shelena F  
But instead of submitting these to HUD, we're asking that you retain them or maintain them on file for review at Hud's request.

0:41:17.850 --> 0:41:18.500  
Hawkins, Shelena F  
Next slide.

0:41:21.150 --> 0:41:33.580  
Hawkins, Shelena F  
And so under section two of the statement of work, it also again details the requirements, the forms, the applicable deadlines for items that fall under this section for the grant activity report or the Guard.

0:41:33.590 --> 0:41:49.160  
Hawkins, Shelena F  
And I wanna stress the importance of submitting quarterly guards that satisfy programmatic requirements as it details to the statement of work, but also ensuring that your guard, you know, includes the relevant information regarding your activities.

0:41:49.170 --> 0:42:14.580  
Hawkins, Shelena F  
So the applicable quarter in which you're seeking reimbursement grantee awards eats suballocation to your subgrantees the grantee as well as the Subgrantees current grant balances the amounts requested for reimbursement for both the grantee as well as its subgrantees commutative drawdowns that display the total amount of funds to be expended by both the grantee and subgrantees.

0:42:14.850 --> 0:42:34.50  
Hawkins, Shelena F  
The eligible activity for each expenditure, as well as the total number of clients that are served under these applicable activities and it's again critical to have all of this information to be able to report out our agencies accomplishments as well as expenditures for both the grantee and the SUBGRANTEE.

0:42:34.60 --> 0:42:56.980  
Hawkins, Shelena F  
And so the quarterly guard submission must include a brief narrative, and this narrative provides, you know, information on the progress of the agencies regarding these eligible activities, as well as any challenges that may have been encountered as you undertake these activities to include those related to your goals and objectives that have been identified within your statement of work.

0:42:56.990 --> 0:43:2.360  
Hawkins, Shelena F  
And again, we encourage you to draw down funds timely and to submit those guards.

0:43:2.590 --> 0:43:26.50  
Hawkins, Shelena F  
No more than quarterly and as part of the guard submission, grantees should electronically submit a payment voucher to elops once you've been authorized by your HUD POC and this payment voucher should be submitted to the hood, pop and reported under budget line item 9525, which is specific to the MSI initiative.

0:43:26.60 --> 0:43:41.290  
Hawkins, Shelena F  
And so the guards submission should also include your SF425 or your federal financial report, as well as the cover sheet or any other supportive documentation that includes the correct guard certification language.

0:43:41.500 --> 0:43:50.280  
Hawkins, Shelena F  
And finally grantee you should also remember to submit their hood 9 and O2 data quarterly on these eligible activities that have been undertaken.

0:43:51.700 --> 0:43:52.360  
Hawkins, Shelena F  
Next slide.

0:43:54.710 --> 0:43:57.460  
Hawkins, Shelena F  
And so under section three of the statement of work.

0:43:57.470 --> 0:44:20.100  
Hawkins, Shelena F  
Again, it details the requirements of the final report as well as the applicable deadlines and as a reminder, this final report is to be submitted to Pox no more than 120 days after the end of the period of performance, and the grantee must submit all required documentation listed in the guard section.

0:44:20.110 --> 0:44:22.940  
Hawkins, Shelena F  
And again, we just talked about this in Section 2.

0:44:23.130 --> 0:44:42.510  
Hawkins, Shelena F  
And remember also that this final report should detail commutative totals and whether expenditures or clients you know were served under these various activities and the grantees final narrative must also address questions one through 7, and this will include demographic data with us.

0:44:42.520 --> 0:45:2.980  
Hawkins, Shelena F  
This necessity, the race income level as well as limited English proficiency, and so this year to assist our grantees and reporting again on specific outcomes, we're going to discuss the requirements or the seven outcome categories that are included.

0:45:3.300 --> 0:45:9.250  
Hawkins, Shelena F  
And again, we'll go over these more detail in this next slide, but this is new as well.

0:45:9.260 --> 0:45:12.650  
Hawkins, Shelena F  
Just again to help you with your reporting requirements.

0:45:12.940 --> 0:45:17.830  
Hawkins, Shelena F  
And so the seven outcome categories include student internships.

0:45:17.840 --> 0:45:29.810  
Hawkins, Shelena F  
And so as we're reviewing data that's coming in with regards to outcomes and expenditures, we want to again be able to report the accomplishments and the great things that are being done under this initiative.

0:45:29.820 --> 0:45:34.960  
Hawkins, Shelena F  
And so we saw a lot of grantees that were exploring or explored student internships.

0:45:34.970 --> 0:45:54.50  
Hawkins, Shelena F  
And so some of the data that we wanna get back on these outcomes or internships occlude hood seeks numeric data on the actual number of student internships that were completed or the number of stipends that were provided to the interns or the number of interns who gained permanent employment.

0:45:54.550 --> 0:45:59.130  
Hawkins, Shelena F  
The next outcome category is housing counseling certification exam data.

0:45:59.140 --> 0:46:15.140  
Hawkins, Shelena F  
Again, another area that we saw a lot of great accomplishment, but under this particular outcome, we're seeking numeric data on the actual number of students, faculty as well as interns who passed the housing counseling certification exam.

0:46:15.910 --> 0:46:18.200  
Hawkins, Shelena F  
One on one housing counseling sessions.

0:46:18.210 --> 0:46:26.440  
Hawkins, Shelena F  
Again, how many were served with one on one sessions, whether it be students, faculty and staff community residents.

0:46:26.710 --> 0:46:31.600  
Hawkins, Shelena F  
Also, those student interns, group education and workshop.

0:46:31.610 --> 0:46:39.770  
Hawkins, Shelena F  
Again, how many were served with group education, whether it be students, faculty, staff, again, community residents or student interns?

0:46:40.530 --> 0:46:41.650  
Hawkins, Shelena F  
And then fair housing.

0:46:41.660 --> 0:46:42.460  
Hawkins, Shelena F  
Education.

0:46:42.470 --> 0:46:47.340  
Hawkins, Shelena F  
We wanna know how many were served or educated on fair housing rights.

0:46:47.450 --> 0:46:57.20  
Hawkins, Shelena F  
And again, being able to associate that with how many students were educated, faculty, staff, community residents or interns.

0:46:57.370 --> 0:47:6.900  
Hawkins, Shelena F  
And then another category is other outcomes related to the target population and we're seeking data on specific to rental housing.

0:47:7.310 --> 0:47:10.220  
Hawkins, Shelena F  
How many against students, faculty, staff, or interns?

0:47:10.720 --> 0:47:13.160  
Hawkins, Shelena F  
Our secure student housing rental housing.

0:47:13.170 --> 0:47:29.140  
Hawkins, Shelena F  
I'm sorry I purchased a home or a first time home buyer, decreased their debt or increase their savings, experienced improved credit scores, or aborted foreclosure as well as those that even started.

0:47:29.150 --> 0:47:30.520  
Hawkins, Shelena F  
Businesses are explored.

0:47:30.530 --> 0:47:34.50  
Hawkins, Shelena F  
Aren't entrepreneurship or expanded businesses?

0:47:34.60 --> 0:47:37.560  
Hawkins, Shelena F  
And so this is all information that we want to be able to capture.

0:47:37.570 --> 0:47:49.790  
Hawkins, Shelena F  
And then finally, under the method of marketing initiatives, we want you to be able to describe the method that you use in marketing as well as the number of marketing materials.

0:47:49.800 --> 0:48:3.40  
Hawkins, Shelena F  
That was even disseminated to individuals to reach them via a Flyers or brochures or public service announcements or PSAS radio advertisements, as well as your surveys.

0:48:3.50 --> 0:48:13.730  
Hawkins, Shelena F  
And so again, all of this data is to be able to help us to report out and support the program and be able to advocate for, you know, it's it's funding.

0:48:13.900 --> 0:48:21.370  
Hawkins, Shelena F  
And so we're able to more clearly do this when we're able to get, you know, clear information as a relates to your accomplishments.

0:48:21.760 --> 0:48:22.420  
Hawkins, Shelena F  
Next slide.

0:48:24.690 --> 0:48:31.60  
Hawkins, Shelena F  
And also under section three of the statement of work, the grantees final narrative is required.

0:48:31.70 --> 0:48:37.440  
Hawkins, Shelena F  
And this narrative must describe your impact that the MSI partnership has expanded.

0:48:38.350 --> 0:48:56.230  
Hawkins, Shelena F  
You know, as it relates to the target community and so specifically, HUD is seeking details on how the MSI students and faculty and staff were involved or included in proposed activities and how the MSI expanded its role within the target community.

0:48:56.440 --> 0:48:58.710  
Hawkins, Shelena F  
And HUD wants the grantee to also advise them.

0:48:58.920 --> 0:49:4.150  
Hawkins, Shelena F  
You know any program refinement discoveries or MSI program recommendations?

0:49:4.350 --> 0:49:11.180  
Hawkins, Shelena F  
We want to know what work well, what didn't, and how we can even improve the program going forward.

0:49:11.320 --> 0:49:19.710  
Hawkins, Shelena F  
And so grantees must also submit again their nicros if they're seeking any indirect costs as it relates to reimbursement.

0:49:19.860 --> 0:49:23.110  
Hawkins, Shelena F  
And finally, grantees must submit and execute it.

0:49:23.240 --> 0:49:33.780  
Hawkins, Shelena F  
Closeout certification and this close that certification is simply confirming that closeout activities have been completed pursuant to two CFR 203.

0:49:33.830 --> 0:49:36.270  
Hawkins, Shelena F  
Or four, as well as 345.

0:49:36.280 --> 0:49:46.10  
Hawkins, Shelena F  
And so again, this information and documentation has to be submitted no more than 120 days after the end of the period of performance.

0:49:47.720 --> 0:49:48.360  
Hawkins, Shelena F  
Next slide.

0:49:50.710 --> 0:50:3.880  
Hawkins, Shelena F  
And so under Section 4 of the statement of work, it details the requirement for the grant closeout as it relates to the grant closeout, as well as the applicable deadline.

0:50:4.10 --> 0:50:27.380  
Hawkins, Shelena F  
And so after approval of the final guard as well as the narrative process has been completed, the hot pot, we'll send you your send the grantee, a closeout agreement for execution, and this document has to be return to hug no more than 60 days after the grantee has received this closeout agreement.

0:50:28.600 --> 0:50:37.310  
Hawkins, Shelena F  
Next slide and then finally, uh, Section 5 of the statement of work details the program requirements.

0:50:37.320 --> 0:50:39.190  
Hawkins, Shelena F  
And again, this is a new form.

0:50:39.660 --> 0:50:52.490  
Hawkins, Shelena F  
This chart helps the grantees in completing again the various activities as a relates to each of their participating agencies or the partnerships.

0:50:52.500 --> 0:51:15.400  
Hawkins, Shelena F  
And again, this chart should be completed in its entirety, including the number of clients to be served the award and sub award information, a detailed description of the eligible activities to be undertaken by the partnership and again, it has to be completed for each of the partnerships each of the MSI partnerships.

0:51:15.410 --> 0:51:24.50  
Hawkins, Shelena F  
And as a reminder, maintaining those M OU's again that are executed but maintained on file for hood review.

0:51:24.320 --> 0:51:34.940  
Hawkins, Shelena F  
And finally this statement of work should be executed by your agency's representative and submitted along with your fully executed grant agreement.

0:51:37.40 --> 0:51:37.640  
Hawkins, Shelena F  
Next slide.

0:51:39.640 --> 0:51:40.190  
Hawkins, Shelena F  
OK.

0:51:40.200 --> 0:51:45.690  
Hawkins, Shelena F  
And this concludes my presentation and I'll turn it back over to Rebecca for any closing remarks.

0:51:45.700 --> 0:51:46.40  
Hawkins, Shelena F  
Thank you.

0:51:47.150 --> 0:51:48.110  
Mullaley, Rebecca E  
Think usually ina.

0:51:48.490 --> 0:51:57.160  
Mullaley, Rebecca E  
So I'm just gonna go over some resources going forward before then I can address perhaps some questions that we received in the chat.

0:51:59.210 --> 0:52:8.490  
Mullaley, Rebecca E  
So as mentioned at the beginning of this training, this training is being recorded and will be available on hudik exchange.

0:52:8.930 --> 0:52:16.280  
Mullaley, Rebecca E  
It usually takes 7 to 10 days to get posted and it will have the recording, the transcript and the slides.

0:52:16.990 --> 0:52:32.880  
Mullaley, Rebecca E  
So you can look for webinar materials in the webinar archive and you can find trainings by date or by topic and to obtain credit for this training you would select the webinar and click get training for the get credit for this training.

0:52:34.950 --> 0:52:44.70  
Mullaley, Rebecca E  
Umm, we also have a training digest on how to exchange where you can view upcoming trainings that are hosted by HUD and other partners.

0:52:44.80 --> 0:52:51.650  
Mullaley, Rebecca E  
And here on the right is just a screenshot of what that looks like, and then here are some resources.

0:52:53.920 --> 0:52:56.770  
Mullaley, Rebecca E  
Uh, for agencies, you can find us on how to exchange.

0:52:56.780 --> 0:53:6.670  
Mullaley, Rebecca E  
It's had exchange.info counseling you also, we have a link here for our grant and award information on how to exchange.

0:53:7.440 --> 0:53:17.690  
Mullaley, Rebecca E  
There's also a link to the counselor training and testing website, and if you have any additional questions going forward, you can email us at housing.counseling@hud.gov.

0:53:17.840 --> 0:53:22.730  
Mullaley, Rebecca E  
We also highly recommend you reach out to your HUD point of contact or POC.

0:53:22.900 --> 0:53:26.850  
Mullaley, Rebecca E  
They're a great resource and we also have a link for our housing counseling today.

0:53:28.750 --> 0:53:51.100  
Mullaley, Rebecca E  
And and with that, I will go ahead and answer some questions that I noticed in the chat that have been that are like colleagues have been working hard on responding to a couple repeating ones that I saw there were a couple of questions about debriefings.

0:53:51.650 --> 0:54:10.200  
Mullaley, Rebecca E  
So if you have a question specific to your grant award or grant application and you can email housing counseling at hud.gov with the subject line debriefing request, we have already received umm, some agencies for quest for a debriefings.

0:54:10.250 --> 0:54:18.980  
Mullaley, Rebecca E  
Debriefings will not start until 30 days after award announcement, so the awards were announced Umm last week on May 16th.

0:54:18.990 --> 0:54:24.220  
Mullaley, Rebecca E  
So that's why you have not yet received a response actually scheduling it.

0:54:24.910 --> 0:54:26.20  
Mullaley, Rebecca E  
But we will.

0:54:26.190 --> 0:54:31.990  
Mullaley, Rebecca E  
We have received them and we will be reaching out to you to schedule them once the debriefing period starts.

0:54:32.890 --> 0:55:4.120  
Mullaley, Rebecca E  
I think another question that was common was about the period of performance, so I'll just reiterate the period of performance is October 1st, 2023 to September 30th, 2024 because we are in the middle of the period of performance and the awards were announced in the middle of the period of performance, we have granted an automatic extension until March 31st, 2025.

0:55:4.730 --> 0:55:8.200  
Mullaley, Rebecca E  
You do not need to use the extension if you do not want to.

0:55:8.850 --> 0:55:12.500  
Mullaley, Rebecca E  
It is, umm, uh, you know it.

0:55:12.510 --> 0:55:32.10  
Mullaley, Rebecca E  
It's an acknowledgement that we understand that, you know, we're in the middle of the period of performance, but going forward, we anticipate for our fifth, yeah, our fiscal year 24 funding, we anticipate the period of performance will be October 1st, 2024 to September 30th, 2025.

0:55:32.910 --> 0:55:39.220  
Mullaley, Rebecca E  
I'm also our extension procedures in general have changed for fiscal year 23.

0:55:39.670 --> 0:55:48.80  
Mullaley, Rebecca E  
So overall you will not be able to receive an extension past 12 months of the original period of performance.

0:55:48.90 --> 0:56:3.170  
Mullaley, Rebecca E  
So the original period of performance and it is ending September 30th, 2024, so you cannot exceed exceed an extension that goes past September 30th, 2025.

0:56:5.300 --> 0:56:5.600  
Mullaley, Rebecca E  
And.

0:56:7.620 --> 0:56:12.290  
Mullaley, Rebecca E  
For questions about billing retroactively that yes.

0:56:12.340 --> 0:56:33.570  
Mullaley, Rebecca E  
So if you have cost that you would like to have reimbursed from, you know the period October 1st, 2023 to today's date, you are welcome to put them into your grant activity reporting and send them to and your your POC for approval.

0:56:34.180 --> 0:56:51.820  
Mullaley, Rebecca E  
As a reminder that you will not be able to actually get reimbursement for those fundings until you've completed grant execution and you have submitted a completed grant activity report to your HUD point of contact. Umm.

0:56:53.630 --> 0:56:54.400  
Mullaley, Rebecca E  
Let's see.

0:56:55.350 --> 0:56:57.50  
Mullaley, Rebecca E  
Let me see if there any other.

0:57:0.580 --> 0:57:8.360  
Mullaley, Rebecca E  
Questions and ohh so for there are a couple of questions about indirect costs.

0:57:9.110 --> 0:57:13.220  
Mullaley, Rebecca E  
So as we mentioned earlier, there are two options for indirect costs.

0:57:13.230 --> 0:57:46.370  
Mullaley, Rebecca E  
Either the dominus rate of 10% and or if you have an approved NICRA then you can use your approved Lycra and then there have been a couple questions about this for the 1044 is someone other than the director of the department sign the 1044 and and yes we had an answer to that a little bit earlier in the chat, but someone other than the person listed on the 1044 can sign the 1044.

0:57:46.660 --> 0:57:51.530  
Mullaley, Rebecca E  
The authorization depends on each agency structure and bylaws.

0:57:52.60 --> 0:57:56.760  
Mullaley, Rebecca E  
So your organization will need to make a determination on who is authorized to sign that.

0:58:2.0 --> 0:58:2.280  
Mullaley, Rebecca E  
Let's see.

0:58:6.140 --> 0:58:7.30  
Mullaley, Rebecca E  
OK. Umm.

0:58:9.500 --> 0:58:12.370  
Mullaley, Rebecca E  
And another question about sending the recording.

0:58:12.380 --> 0:58:17.840  
Mullaley, Rebecca E  
So umm, as mentioned it will be posted on the HUD exchange in seven to 10 days.

0:58:18.670 --> 0:58:25.900  
Mullaley, Rebecca E  
Umm, if you registered for the training ahead of time, the presentation a PDF of the slides were emailed out.

0:58:28.500 --> 0:58:29.40  
Mullaley, Rebecca E  
And let's see.

0:58:33.880 --> 0:58:49.200  
Mullaley, Rebecca E  
And again, to confirm for grant activity reports, yes, like as as soon as your grants are executed, you can submit grant activity reports for quarter one and quarter two if you have activity that you would like to build for that.

0:58:53.840 --> 0:58:56.970  
Mullaley, Rebecca E  
And Oh my colleague Melissa made an excellent point.

0:58:57.640 --> 0:59:7.900  
Mullaley, Rebecca E  
If that also depends on if you have closed out your fiscal year 22 comprehensive housing counseling grant, if you received one, then yes.

0:59:9.910 --> 0:59:15.140  
Mullaley, Rebecca E  
OK, so we're now it's now 201.

0:59:15.430 --> 0:59:38.620  
Mullaley, Rebecca E  
So I also just wanted to thank everyone for joining us and if there are any additional questions you know after the training has ended, I'm like I mentioned you can email us at housing.counseling@hud.gov or email your HUD point of contact, umm and we're here as a resource to help execute your grant and.

0:59:38.730 --> 0:59:39.350  
Mullaley, Rebecca E  
Umm.

0:59:41.230 --> 0:59:56.460  
Mullaley, Rebecca E  
You know, get those grant activity reports and and I'll I'll also just reiterate something that's new also for our fiscal year 23 grant is that we have new procedures in place for default.

0:59:56.470 --> 1:0:1.360  
Mullaley, Rebecca E  
So again, it's very important to execute your grant in a timely manner.

1:0:1.510 --> 1:0:8.940  
Mullaley, Rebecca E  
If you do not execute within 90 days of receiving your grant award package, you are at risk of default.

1:0:8.950 --> 1:0:21.900  
Mullaley, Rebecca E  
So please umm I go over the grant execution checklist that was in your grant award package and provide those documents to your HUD point of contact as soon as possible.

1:0:23.340 --> 1:0:26.30  
Mullaley, Rebecca E  
But umm, thank you everyone for joining today.

1:0:26.120 --> 1:0:31.230  
Mullaley, Rebecca E  
I hope you have a great rest of your Thursday and I thank you again.