Welcome to the presentation to review OMB Approved Changes for Multifamily Housing Service Coordinator program. Today's presenters are Elizabeth Mazreku and Alicia Guggenmos. On April 28, 2015, HUD issued a 60 day notice, soliciting comments on modifications to the Service Coordinator program. On November 4, 2015, OMB approved the changes. Today's course will go through those changes and assist grantees with knowing how to move forward with the new voucher processing and semi-annual reports. If you have follow-up questions, please reach out to your local field HUD office.
MEET YOUR TEAM
Michelle is a Program Manager at ABC Management Inc. She has worked at ABC Inc. for the last two weeks. She has 5 years of housing experience, but has never managed Federal grant awards.
Erica is a Compliance Manager at ABC Management Inc. She has worked at ABC Inc. for the last five years, but has over 10 years experience working in housing.

She was recently promoted to a manager and is in the process of training her replacement.
Did you hear HUD is changing the way we submit our drawdowns for the Service Coordinator Program?
I did! It’s a much easier process. Come over to my desk and I’ll show you the changes.
As you know, we are required to drawdown grant funds from eLOCCS monthly or quarterly. HUD's preferred method is monthly, which is what our organization does.
Will we continue to drawdown monthly with the new method?
Yes. Let's pull up the old version of the SCMF-50080 and the new one, so I can show you the differences.
This is a copy of the old HUD-50080-SCMF, which we submitted monthly with our drawdown documentation (i.e. receipts, invoices…etc.) to HUD field staff. We will continue to drawdown monthly, but instead of submitting a HUD-50080-SCMF each month with documentation, we will submit the new 50080-SCMF semi-annually.
Each monthly drawdown will be reflected in workbook tabs, labeled Draw 1 through Draw 6. Instead of submitting drawdown documentation, we are now required to itemize our expenses. HUD will only ask for back-up documentation for any questioned costs. If we ever decided to drawdown quarterly instead of monthly, we would only use the Draw 1 and Draw 2 worksheets, to indicate we made 2 draws during the 6 month Semi-Annual period.
Let’s go ahead and practice inputting our drawdown information from the first 6 months of our current cycle.
One Hour Later......
That was easy, but looking at the summary page, what are all these errors?
That's strange, let's take a look at the summary page.
If a grantee exceeds 50% of the total grant with any semi-annual submission, a warning box will come up reminding the grantee to ensure they are on budget. If there are budget shortfalls, a grantee cannot take from renewal funds to pay for costs in the previous grant cycle. For example, if the grant ends 12/31/2015 and there aren’t enough funds to cover all of December’s costs, the grantee cannot use renewal funds to go back and pay for prior year expenses.
Technically, we exceeded 50% of the total grant the first six months because we budgeted our training expenses at the beginning of our grant cycle and since we’re not anticipating any other training costs, we are right on budget.
Quality Assurance (QA) cannot exceed 10% of the total salary. If this indicator alerts when you are completing the new 50080-SCMF, provide the field office with a short justification, explaining why the QA exceeds 10% of the salary. A justification can be as simple as one or two sentences included in the body of the email that includes the 50080-SCMF. For example, “QA not billed last cycle”.
Indirect Costs shouldn’t exceed 10% of the total voucher amount. If this indicator alerts when you are completing the new 50080-SCMF, provide the field office with a short justification, explaining why the ID costs exceed 10%. A justification can be as simple as one or two sentences included in the body of the email that includes the 50080-SCMF. For example, “ID costs not billed last cycle”.
I will need to talk to accounting and make sure we didn't exceed the 10% thresholds for Quality Assurance and Indirect Costs.
While I talk to accounting would you mind filing our voucher documentation?
Sure! I'll see you in a little bit. Thanks again for all your help!
Whoa! What are you doing with all of these boxes?
Now that we don't have to submit documentation, I am recycling our files.
First, per 2 CFR 200, 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 quarterly or annually, like the Service Coordinator program, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency. This means from the date of the drawdown request.
Second, our management company requires we retain records for 7 years. Since it is the more stringent policy we must follow it. If our management company had a two year policy, we would have to follow HUD's three year requirement.
Lastly, after talking with accounting, we may have an issue with our QA costs, therefore, we should pull the documentation and review it to ensure we correctly accounted for all the costs. Also, if HUD questions these costs in the future, we have to be able to provide adequate documentation.
How about I help you pick up these boxes and we go back to my desk and review the Quality Assurance and Indirect costs line items?
Sure! Thanks Erica!
Erica, I have pulled all of the documentation for Indirect Costs and Quality Assurance and it looks like we may be charging too much. This explains why I received an error when I was inputting our most recent voucher for the month of September. eLOCCS rejected the voucher and told me we were out of funds in the QA line. What should we do?
No worries, we will contact our local HUD office and correct the issue. We recently switched QA providers and unfortunately, accounting missed the issue.
I have a quick question. When does the new voucher process rollout?
That’s a really good question. Since the new voucher process requires us to submit the HUD-50080 twice a year, semi-annually, HUD is requesting grantees start the new process at renewal. For example, if we have a grant that is currently 8 months into their budget, we will wait until renewal before beginning the new process. In the meantime, we will continue to submit the old HUD-50080 along with documentation to HUD field staff.
What if we have a grant that is 3 months into their budget?
The new HUD-50080-SCMF is applicable in Calendar year 2016. You will submit the old HUD-50080 until your grant is renewed in 2016. For example, if your grant expired November 30, 2015, and renewed December 1, 2016 the new form won’t be applicable until December 1, 2016. Therefore, you will continue to submit the old HUD-50080 (monthly or quarterly), with documentation, until the end of the grant period. Starting December 1, 2016, the new form will be effective and you won’t submit another HUD-50080-SCMF, until June 2017, which is 6 months into the grant period (December 1, 2016 through May 2017) and you’ll need to submit the second HUD-50080-SCMF December of 2017, covering the periods of June 1, 2017 through November 2017. Documentation will not be required with the new HUD-50080-SCMF, but if HUD has any questions or concerns, they may ask for more documentation at time of review.
I don't know about you, but I could use a coffee. Let's grab the laptop and talk about the Semi-Annual reports in the break room!
You ready?
I am! I pulled up the performance reports to show you. So let's take a look!
In the past, grantees were required to provide the local HUD Field Office with a Federal Financial Report, SF-425 and the Semi-Annual Service Coordinator Performance Report, form HUD-92456.
OMB recently approved the elimination of the SF-425s for the Service Coordinator program. Starting with the next reporting period, October 1 through March 31, due April 30, 2016. Grantees will no longer need to submit the SF-425.
In addition to the elimination of SF-425s, HUD is changing the way it collects HUD-92456. Unless a reasonable accommodation request is made, all HUD-92456 forms should be submitted via email. Snail mail submissions will no longer be accepted. Also, in an effort to aggregate data, HUD is requiring the HUD-92456 be submitted via a fillable document. This means an “electronic” signature will need to be applied. This can be as easy as typing in the Service Coordinator’s name. Service Coordinator’s will no longer print the form, sign and scan back in, as the form loses it’s fillable fields and makes it impossible to collect and analyze the data. PLEASE NOTE: The HUD-92456 MUST be completed by the Service Coordinator.
Are there any other changes I should know about? Otherwise, I think Semi-Annual performance reports should be pretty easy to collect, I just need to make sure our Service Coordinators keep the HUD-92456 in a fillable format.
Yes! Also, be sure to remind the Service Coordinators, not to use locally saved forms. HUDs most up-to-date forms can be found at http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/forms/hud9.
This is important because previous versions of the forms weren't enabled to be fillable. Furthermore, Questions 9-14 on the HUD-92456 now has fillable fields. Submissions should be limited to the space provided. Lastly, Service Coordinators can still submit attachments, but they need to be separate from the report.
I am assuming the Quality Assurance reports should be sent separate from the HUD-92456 as well?
Yes, any grant that includes QA activities, we must provide a copy of at least one annual report that our QA provider submits to us each year. We must submit this copy along with the reports that are due on October 30 of each year.
Well I think we are done for the day, thanks again for all your help!