

CHAPTER 7. GRANT PROGRAM

- 7-1 Vouchering HUD Under A Grant. Throughout this chapter, references to "counseling unit" apply only to housing counseling grants for Fiscal Year 1994 and earlier. HUD will not use counseling units as the basis for reimbursement for grants awarded in Fiscal Year 1995 and future years.
- A. On March 6, 1995, HUD discontinued the use of SF 270 (Request for Advancement or Reimbursement) for housing counseling grants and initiated the Line of Credit Control System/Voice Response System (LOCCS/VRS) HUD now requires all housing counseling grantees to use VRS as the sole means of billing HUD under the grants. See Appendices 14A, 14B, and 14C for LOCCS Forms. Each form contains instructions for its completion. Also see Appendix 14D, Instructions for Requesting Payment of FY 1995 Housing Counseling Program Funds.
- B. GTR and GTM Approval of Vouchers. The GTR or GTM must approve all vouchers submitted by grantees in LOCCS.
1. Related Reports. The GTR or GTM may approve the grant mid-term period billings and the final billings ONLY UPON RECEIPT OF THE RELEVANT REPORTS FOR THOSE GRANT PERIODS.
 2. Nonapproval. The GTM or GTR will not approve an incorrect voucher. LOCCS will not approve a voucher that would make total payments to the grantee exceed the grant amount. This check includes the required proper Program Accounting System (PAS) code and appropriation fund code.
- C. The grantee must NOT voucher HUD for counseling service costs funded under any source other than a housing counseling grant from HUD.

EXAMPLES

1. An agency receives both a HUD housing counseling grant and a HUD community development block grant to provide counseling. The agency may voucher HUD under one grant or the other, but NOT both for the same counseling service to the same client.
2. An agency receives a HUD housing counseling grant and funds from a local organization. If the agency charges the service to the local organization, funds or bills the local

7-1

07/95

7610.1 REV-4

- organization for counseling a client, the agency MUST NOT also voucher HUD for the same service to the same client.
- D. Grantees seeking information about the status of a voucher must call the GTR or GTM.
- E. Payments by HUD to Grantees. HUD makes direct-deposit payments to

the grantees' financial institutions. Part of the grant-award process includes the grantee's completion of Standard Form 1199A, Direct Deposit Sign-up Form.

- F. Draw-downs of Grant Funds. The Grant Document for a particular grant sets forth the schedule for vouchering under LOCCS as indicated above. Grantees must consult that document to assure the timely submission of vouchers. See paragraph 7-2 below regarding vouchers and reports.

7-2 Reports

- A. Grantee Requirements. The grant document for each grant sets forth the grantee's reporting requirements. These requirements might change with each grant award; therefore, grantees must consult their grant documents to determine the applicable reporting requirements.

- B. Report Processing by HUD

1. The GTR/GTM reviews the mid-term and final reports to assure that they comply with the report requirements of the grant document. If the report does not comply, the GTR/GTM returns the report to the grantee who must re submit an acceptable report.
2. If a mid-term report is acceptable and has been reviewed by a GTM, the GTM sends the report to the GTR. Either the GTM or the GTR will then process the related voucher.
3. If the final report is acceptable and has been reviewed by the GTM, the GTM sends the report to the GTR. Either the GTM or the GTR will then process the related voucher.

07/95

7-2

7610.1 REV-4

7-3 Appointment of Government Technical Representatives and Government Technical Monitors

- A. Government Technical Representative (GTR). The Single Family Director in the appropriate NOD office appoints the GTR by means of a memorandum.

1. Provide a signature space on the appointment memorandum where the newly appointed GTR signs his or her name to acknowledge the appointment. The signature entry space must read as follows:

(GTR signs on this line and enters date)

(Enter GTR's Name)

Government Technical Representative

2. Deliver a copy of the signed appointment memorandum to:
 - a. Newly appointed GTR after he or she signs the memorandum as indicated above
 - b. Supervisor of the Housing Counseling staff in Headquarters

B. Government Technical Monitor (GTM) The appointment process, including the distribution of the appointment memorandum for the GTM, is the same as the GTR. Appointment of a GTM is at the option of the Single Family Director.

C. Duties of the GTR and GTM. HUD Handbook 2210.17, Discretionary Grant and Cooperative Agreement Policies and Procedures, Chapter 4, sets forth the duties of these two functions.

7-4 Disallowance of Payments for Counseling Units and Recovery of Payments Made for Disallowed Counseling Units. This paragraph applies only to HUD counseling grants for 1994 and prior years. For a definition of counseling unit and an explanation of how HUD computes the units, see the applicable Request for Grant Application (RFGA) or the applicable Assistance Award/Amendment, Form [HUD-1044](#), and the latter's related documents. Grantees may obtain copies of these items from the GTR or GTM.

7-3

07/95

7610.1 REV-4

- A. If the GTR or GTM identify disallowable counseling units, he or she must notify the Grant Officer in writing. The Grant Officer will notify the grantee in writing and take whatever actions, including those listed below, that are appropriate to the disallowances. The notice to the grantee must specify the units and state why HUD disallows them.
- B. Disallowed Units Covered by an Unpaid Voucher or Invoice. The Grant Officer will coordinate with, and seek advice from, the GTR/GTM prior to doing the following:
 1. Request a grantee to submit a revised billing based on the reduced number of allowable units
 2. Retain a copy of the affected billing that covers the disallowed units
- C. Disallowed Units Covered by a Paid Voucher. The Grant Officer may exercise one of three options, depending upon the ability of the grantee to reimburse HUD for the payment covering the disallowed units.
 1. Option 1. Request the grantee to submit a lump sum payment to HUD within thirty days. The Grant Officer, GTR or GTM MAY NOT process any billings received after the disallowed units were identified until the lump-sum check is processed by the HUD depository.

2. Option 2. If, in the judgment of the Grant Officer, Option 1 would work a hardship on the grantee, the Grant Officer may work out an installment cash payment plan for repayment over a period of ninety days. Until the pay-back is completed, the Grant Officer, GTR and GTM MAY NOT process any billings received from the grantee.
3. Option 3. If the grantee has billed HUD for the entire grant amount, the Grant Officer may work out a method whereby the grantee can "repay" HUD by delivering an identical number of eligible units on its billing without reimbursement. The Field Office may use this method ONLY if all grant funds have been expended. If this method is used, the grantee must prepare and submit to the GTM performance reports covering the performance of "repaid" units.
4. The GTR or GTM must document all collection efforts.

7/95

7-4

7610.1 REV-4

5. If repayment is made by check, follow the procedures set forth in HUD Handbook 1911.1 REV-3, Handling and Protecting Cash and Other Negotiable Instruments.

7-5 Grant Applications. Unless specified otherwise in the Notice of Funding Availability or its related Request for Grant Application, applicants follow the instructions set forth below.

- A. National, regional, and multi-State HUD-approved housing counseling agencies submit their applications to:

Deputy Assistant Secretary
for Single Family Housing
U.S. Department of Housing
and Urban Development
451 7th Street, S.W.
Washington, D.C. 20410

- B. Local housing counseling agencies approved by HUD Field Offices submit applications to those approving offices.

NOTE: Applicants that choose to receive funding under a parent national, regional, or multi-State HUD-approved housing counseling agency DO NOT submit funding applications to HUD. The parent organization submits one funding application that covers all of its affiliates or branches that choose to receive funds from HUD through the parent organization.

HUD will not fund a local agency directly AND through a parent organization. Local agencies that apply directly to HUD and through a parent organization will be denied funding by HUD through both funding channels.

