

PRS Guidance on Allowable HSCP Expenses

Housing Stability Counseling Program is federally funded. NeighborWorks America and the HSCP Grantees are accountable to Congress, the Office of Management and Budget, and the United States taxpayer.

HSCP PROGRAM ALLOWABLE EXPENSES

Counseling

- direct cost to staff providing HSCP counseling services (counselors, Administrative Staff, Executive Director, consultants, etc.)

Program Related Support (Grantees can also use PRS to pay for staff)

- Establishing a triage system that makes for more effective and efficient use of counseling time, so counselors are not scheduling and reserving time for clients seeking help with situations not related to housing instability.
- HUD-certification training and exam fees for counselors.
- Outreach, marketing and service delivery should be directed at populations least likely to seek counseling services. To do so, it may be necessary to broaden the target areas or provide translation and interpretive services in languages other than English to reach a greater variety of racial and ethnic minorities.
- Outreach and communication efforts aimed at preventing “rescue” rent or mortgage scams directed at renters and homeowners.
- Infrastructure development and communication to strengthen monitoring and oversight of Sub-grantees and CCEs.
- Technology improvements for outreach, counseling, education, registration, and other housing instability-related purposes.
- Improving Grantee capacity and infrastructure for tracking and reporting data through upgrades to Client Management Systems and reporting systems/processes.
- Costs related to hiring, orientation and training new counseling staff.
- Purchasing or leasing equipment and software for counselors.
- Collecting data and preparing quarterly reports and disbursement requests.
- Quality control of the counseling function.
- Group Orientation training
- Advertising for the recruitment of personnel for HSCP grant counselor
- Other related services necessary to provide quality housing stability counseling which can include postage of mailing authorization documents to clients.
- The expenses for lodging, subsistence, and related items incurred by employees who are in travel status on official business of the organization for training

Operational Oversight

- Oversight (quality control and compliance of its sub-grantees or program)
- day-to-day oversight and management of this grant award
- Improvements to systems and infrastructure

FEDERALLY FUNDED PROGRAMS UNALLOWABLE EXPENSES

<https://www.govinfo.gov/content/pkg/CFR-2018-title2-vol1/pdf/CFR-2018-title2-vol1-sec200-430.pdf>

OMB Circular A-122 <https://www.govinfo.gov/content/pkg/CFR-2018-title2-vol1/pdf/CFR-2018-title2-vol1-sec200-430.pdf> Costs Principles for non-profit organizations)

Expenditures not related to Counseling, Program Related Support or Oversight of its HSCP grant award:

Registrations for anything not related to promoting its HSCP eligible Counseling program

Personal Travel or Gifts

Alcohol Purchases

Awards or Ceremony's not related to HSCP eligible Counseling

Charitable Contributions, donations and gifts

Entertainment

Fines

Legal Fees

Lobbying Costs

Negotiated Indirect Cost Rate (NICRA) does not apply to federal grant funds awarded by

NeighborWorks America