



**COVID SUPPLEMENTAL PAYMENT
(CSP)
Q&A**

For additional assistance please email any
questions or concerns to
CARES@shccnet.org

What is the difference between Tier I and Tier II?

The only difference between a Tier I and a Tier II submission is whether the total amount requested is above HUD's threshold. If the Total COVID-19 Supplemental Payment Requested Line # 14 is above the total amount in Line # 20 Maximum Tier I Standard Payment, then the request is Tier II. If it's below, then it is a Tier I request. No documentation of expenses is required for Tier I requests.

Just a quick question for clarification. For our properties that will be in a Surplus Cash position at the close of their current fiscal year, they wouldn't be eligible for the funds under either a Tier I or Tier II request?

You are correct. Per HUD Notice 20-08, Section VI, these funds are only approved for "critical funding needs, meaning those financial needs that cannot be addressed with other project funds." Additionally, it states, "any properties that anticipate recognition of surplus cash at the close of their current project fiscal year and any Section 8 project that anticipates taking owner distributions at any point within the next 12 months may not request a CSP."

Can I submit a CSP Request for my tax credit units?

Right now, CSPs only apply to Section 8, Section 202, and Section 811 properties. However, if are Section 8 units on a property that is layered with tax credits, then you can submit a CSP which should apply only to the Section 8 units.

Can subscription fees to online payment portals and/or other technological upgrades be included in the request? Could we request for the term of one year?

Yes, those fees can be included in Line #6 Office Equipment/IT, however you will need to prorate the fees that were needed to cover costs during the period of March 27, 2020 through July 31, 2020.

If a line item totals \$0, do we need to enter \$0 or is it assumed it is \$0?

We will assume the field is \$0 if there is nothing entered.

What date are eligible costs included?

This request should cover costs incurred between March 27, 2020 and July 31, 2020. In the case of bulk supplies, you can include costs to cover items purchased which can be reasonably anticipated for use through September 30, 2020.

What is an acceptable source for documenting the infection rate in the surrounding county?

Data is available at the Johns Hopkins Coronavirus Resource Center website, through the following link: <https://coronavirus.jhu.edu/>

Does Line 28 in Part V. – Other Supplemental Information apply to Replacement Reserves?

No, only to Residual Receipts.

Where do we submit CSP requests for properties that are not in SHCC's portfolio?

You will need to submit those requests directly to your HUD Account Executive. SHCC cannot process any requests received for properties outside of our portfolio.

Do we need to include invoices with form submission?

You must include invoices and documentation for any Tier II request. Tier I requests do not need supporting documentation.

If we are a PHA which has received CARES funds but they cannot be used for my Section 8 units, do I need to include that in Part V. Line #25?

No. If the funds are for only the public housing units, then you should not include it.

Is a digital signature acceptable for Part V – Certification and Acceptance of Terms?

Yes, we encourage owners to utilize a digital signature.

For Elderly/Disabled properties with a Service Coordinator, would additional costs related to activities for the residents to do at home be counted as Service Coordinator Expenses?

Yes, such additional costs would fall under IV: Eligible Expenditures in Notice H 20-08. "Temporary staffing, contract services, and/or supply expenditures to maintain or enhance on-going service coordination in properties designated to serve the elderly or persons with disabilities (excludes grant-funded service coordinators)."

So far we haven't had any cases of COVID-19 in our development. Can we purchase items to anticipate cleaning should a tenant have COVID-19?

Yes. HUD is approving costs related to prevention of spread of COVID-19.

We have multiple properties, some of which report to SHCC and others to HUD. Do we combine the requests or send separate ones?

You'll need to submit separate requests for the properties that submit to SHCC and HUD.

How will the Residual Receipts requests for COVID-19 expenses be handled?

If you have residual receipts that can be used to offset your COVID-19 expenses, you would request those through your HUD Account Executive as normal.

Due to property staff being essential during the pandemic, can we include hazardous pay in this request?

Part I includes a few different line items where those costs could be included, depending on the staff position.

If Line #21 – Requested Tier II Funding Increment has an amount in it, do I need to submit receipts and documentation for only that amount or for the total amount requested?

You must submit documentation to support the total amount requested for any Tier II submission.

To confirm, the OT for Admin and Maintenance, for responses to COVID. What circumstance would Maintenance be eligible for OT?

OT can be included for any staff member. Maintenance may have OT or hazard pay. Some examples would be performing additional cleaning or installing social distancing barriers.

Would increased utilities due to stay-at-home orders be allowable?

No, the CSP request is only for eligible project expenses to prevent, prepare for, and respond to COVID-19.

Would you prefer copies of actual paystubs or a payroll report if we need to provide receipts for Tier II?

A payroll report should be just fine. Please just send the documentation and receipts in an easy-to-understand format.

Part II is only to be filled out if a property is Elderly/Disabled, correct?

That's correct.

Can we claim computers and printers for staff members who need to work from home?

To the extent that additional IT items must be purchased to allow for this, those costs would be allowable under Part I Line #6 – Office Equipment/IT.

Is answering yes to Part V, Line #27 a disqualifier?

No. HUD just wants to be certain that the project is not double-dipping.

Who can sign the CSP request?

Only the owner or an authorized representative of the owner can sign. If you have already provided SHCC with a delegation of authority, we can use the one on file. If the owner is not signing and there is not one on file, send a delegation of authority along with your CSP request.

We've had positive cases in a senior community and hired nurses to take temperatures of all residents and guests of the property. Would this be covered?

This could be included in Part I.