

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. You may send comments regarding this burden estimate or suggestions to reduce this burden to the Department of Housing and Urban Development (HUD) at PaperworkReductionProject@hud.gov. When providing comments, please refer to the Office of Management and Budget (OMB) Approved No. 2528-0331. Collection of this information is authorized by the Consolidated Appropriations Act, 2021 (Pub. L. No. 116-260, approved December 27, 2020), Consolidated Appropriations Act, 2022 (Pub. L. No. 117-103, approved March 15, 2022), Consolidated Appropriations Act, 2023 (Pub. L. No. 117-328, approved December 29, 2022), Consolidated Appropriations Act, 2024 (Pub. L. No. 118-42, approved March 9, 2024), and Section 502 of the Housing and Urban Development Act of 1970 (Pub. L. No. 91-609) (2 U.S.C. §§ 7101-1, 17012-2(i) and (g)). This information is being collected to assess program compliance and effectiveness. HUD intends to use this information for program compliance monitoring and research on program implementation, effectiveness, and impact, including grantee and tenant outcomes. This information is required to participate in the Eviction Protection Grant Program. HUD will not release any personally identifiable information pursuant to the Freedom of Information Act. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

HUD 52700 Instructions

Financial Reporting Periods:	Date Range(s):	Voucher Supporting Documentation Due to (Grantee) (if Applicable):
Quarter 1	xx/xx/xxxx – xx/xx/xxxx	TBD by Grantee
Quarter 2	xx/xx/xxxx – xx/xx/xxxx	TBD by Grantee
Quarter 3	xx/xx/xxxx – xx/xx/xxxx	TBD by Grantee
Quarter 4	xx/xx/xxxx – xx/xx/xxxx	TBD by Grantee
Quarter 5	xx/xx/xxxx – xx/xx/xxxx	TBD by Grantee
Quarter 6	xx/xx/xxxx – xx/xx/xxxx	TBD by Grantee
Quarter 7	xx/xx/xxxx – xx/xx/xxxx	TBD by Grantee
Quarter 8	xx/xx/xxxx – xx/xx/xxxx	TBD by Grantee

Include your actual Quarter(s) start/end dates for the grant in the "Date Range(s)" column.

The "Voucher Supporting Documentation Due to (Grantee)" is only applicable to Sub-Grantees submitting this template to the Grantee. The Grantee will establish the deadline for each quarter that the Sub-Grantee will submit this template to them.

Item	Discussion
<b>HUD-424-CBW Categories from Approved Budget</b>	Enter the name and address of the applicable Grantee or Subrecipient/Sub-Grantee at the top of the HUD 52700 worksheet, corresponding to the HUD-approved HUD-424-CBW in your DRGR Action Plan. Enter the budget line item description and the HUD-share of the budget for the full grant period in each applicable budget category, corresponding to the most recent HUD-approved HUD-424-CBW in your DRGR Action Plan. Do not include any additional costs or Applicant Match not funded by HUD as this will alter totals in specific categories and automatically calculated fields. If you earn Program Income throughout the lifecycle of this grant, it may be added to your award via an amendment to your DRGR Action Plan. If you are a Sub-Grantee in receipt of Program Income, notify the Grantee so they can document the Program Income accordingly in DRGR. Do not include Program Income in the HUD 52700. The HUD 52700 is only intended to document costs incurred that will be reimbursed with HUD grant funds.
<b>Quarterly Dates</b>	Enter the date range of each quarter in the grant period of performance. ***This is a cost-reimbursement grant, so only claim expenditures that were incurred during the quarter.***
<b>Quarterly Entries: Personnel (Direct Labor)</b>	Run your Financial Management System Report for this grant that shows the hours spent on this grant by each staff member for the quarter. Refer to your payroll records for individual hourly rates of pay for everyone who worked on the grant during the quarter. Your payroll records should align with the hourly rates of pay approved by HUD (as documented in your most recent budget in your DRGR Action Plan that has been reviewed and approved by HUD). Enter or add actual individual names and titles of positions that were budgeted as individuals start, are hired, or replaced throughout the lifecycle of the grant. There should be a row for everyone who has worked on the grant during the quarter/year, as indicated by the budgeted titles. Using your Financial Management System Report, enter the "Actual Hours Worked" for the individual for the quarter. Using your payroll records, enter the "Actual Hourly Rate" for the individual for the quarter. Additional supporting documentation for "Personnel (Direct Labor)" is not required to be submitted with the HUD 52700. However, we expect you to maintain adequate documentation in a manner that, in the event we need to ask for it, it will be easily retrievable for a given quarter/year.
<b>Quarterly Entries: Fringe Benefits</b>	Include the "Actual Rate" for the applicable Fringe Benefit(s) for the quarter. Include the "Actual Fringe Base" for the applicable Fringe Benefit(s) for the quarter. Additional supporting documentation for "Fringe Benefits" is not required to be submitted with the HUD 52700. However, we expect you to maintain adequate documentation in a manner that, in the event we need to ask for it, it will be easily retrievable for a given quarter/year.
<b>Quarterly Entries: Additional Quarterly Expenditures</b>	For "Travel Costs," enter the actual costs incurred for each category for the quarter. It is important to ensure that the Travel Costs incurred comply with applicable travel regulations. For "Equipment," "Supplies and Materials," and "Other Direct Costs," enter the "Actual Quantity" and "Actual Unit Cost" for the quarter. Make sure that the description(s) provided directly correspond to an approved budgeted item. For "Consultants (Type)," enter the "Actual Amount of Days Worked" for the quarter and "Actual Rate per Day." Refer to 2 CFR 200.459 (Professional Service Costs) for additional information on consultant costs. Additional supporting documentation for these quarterly expenditures is not required to be submitted with the HUD 52700. However, we expect you to maintain adequate documentation in a manner that, in the event we need to ask for it, it will be easily retrievable for a given quarter/year.
<b>Quarterly Entries: Contracts &amp; Sub-Grantees</b>	For "Contracts," enter the "Actual Quantity" and "Actual Unit Cost" for the quarter. Sub-Grantees will complete their own HUD 52700 and submit it to the Grantee each quarter, with the Grantee determining the date that the form will be due to them for each quarter. Grantees may use the due date chart on this Instructions page to communicate deadlines for submission. The Grantee is not required to include Sub-Grantees' claimed expenditures on the Grantee's HUD 52700. These cells are highlighted in purple. However, the Grantee is required to individually list each Sub-Grantee and their awarded amount in Category 7b of the HUD-424-CBW Categories from Approved Budget rows (columns A - J). Refer to 2 CFR 200.331 (Subrecipient and Contractor Determinations) for additional information on the distinction between Contracts and Sub-Grantees. Additional supporting documentation for "Contracts" and "Sub-Grantees (List Individually)" is not required to be submitted with the HUD 52700. However, we expect the Grantee, Sub-Grantee, and all entities involved in the administration of the Contracts to maintain adequate documentation in a manner that, in the event we need to ask for it, it will be easily retrievable for a given quarter/year.
<b>Quarterly Entries: Indirect Costs</b>	Include your Federally Negotiated Rate (or applicable De Minimis Rate if no Federally Negotiated Rate exists) Include the "Actual Indirect Base" for the quarter. Ensure that the Indirect Costs incurred complies either with your Federally Negotiated Rate or the De Minimis Rate. Additional supporting documentation for "Indirect Costs" is not required to be submitted with the HUD 52700. However, we expect you to maintain adequate documentation in a manner that, in the event we need to ask for it, it will be easily retrievable for a given quarter/year.
<b>Total Invoice Amount for Each Quarter</b>	The "Total Invoice Amount" for each quarter will be automatically calculated from the "Subtotal of Direct Costs" and "Total Indirect Costs" quarterly expenditures. The automatically calculated total(s) should be consistent with your internal financial documentation detailing the total invoice amount for the quarter(s) and the amount requested on your corresponding DRGR vouchers.
<b>Total YTD &amp; Remaining Balance</b>	The "Total YTD" balance will be automatically calculated from the sums of the quarterly expenditures claimed per line item in each cost category. The "Balance Remaining" will automatically calculate the difference between the "Total YTD" balance and the total "Estimated Cost" HUD has agreed to fund for the specific category and line item. Funds not spent in Year 1 of this grant will automatically roll over to Year 2 in both the HUD 52700 and DRGR. Funds not spent by the end of the grant term may be subject to deobligation or recapture.
<b>Signing the HUD 52700</b>	The official who is authorized to legally bind the respective Grantee or Sub-Grantee must sign the HUD 52700 to certify claimed expenditures each quarter. The official will digitally sign by double-clicking on the X in the signature box located at the bottom of each quarter column. Manually enter the date that the signature was provided in the row below the signature box. It is important to note that the signatory is certifying to the following in accordance with 2 CFR 200.415: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).
<b>Saving the File &amp; File Name Instructions</b>	Once you have entered all of your information for the quarter, save the file in the following format: EPG-[GRANTEE] VCHRSUPPDOC-QTR1. If you are a Sub-Grantee submitting this form to the Grantee, save the file in the following format: EPG-[GRANTEE]-YOUR SUBGRANTEE NAME-VCHRSUPPDOC-QTR1. For subsequent quarters, open your most recent HUD 52700, enter the information for the new quarter, and save a new version of the form with an updated quarter reference in the file name. This will ensure that current and past quarterly information is tracked and saved in the most recent HUD 52700. The HUD 52700 must maintain information for all previous quarters in the grant term to ensure the accuracy of Total YTD and Remaining Balance calculations. ***Ensure that the quarter you include in the file name is consistent with the quarter for which you are requesting reimbursement.***

