



# Tips for Housing Counselors: How to Coordinate with your CDBG-DR Grantees



*Are you a HUD-approved housing counseling agency located in an area affected by a 2017 disaster and has your community received a Community Development Block Grant-Disaster Recovery (CDBG-DR) grant?*

Under [Federal Register Notice: Allocations, Common Application, Waivers, and Alternative Requirements for 2017 Disaster CDBG-DR Grantees](#), CDBG-DR grantees are **required** to coordinate with HUD-certified<sup>1</sup> housing counseling organizations to ensure that information and services are made available to both renters and homeowners. Prior to the 2017 CDBG-DR grants, grantees were **encouraged** to coordinate with HUD-approved housing counseling organizations. Given this, housing counseling agencies should seek out ways to support their CDBG-DR grantee. Below are ways you can help:

## 1. Contact your grantee and communicate your interest in assisting them.

- Locate the grantee's contact information. Typically the grantee is the same agency as the [CDBG grantee](#), although there are exceptions. [CDBG-DR grantee contact information](#) is available on the HUD Exchange.
- If you are an affiliate or subgrantee of a HUD-approved Intermediary, state housing finance agency or a multi-state organization, you should communicate with these entities as well.

## 2. Participate in your grantee's [development of their CDBG-DR Action Plan](#).

- Provide input into the **development of the CDBG-DR Action Plan** by identifying client post disaster needs, including what housing counseling related activities could be made available to assist homeowners and renters. Make recommendations on how to ensure these services are accessible to vulnerable populations and individuals with disabilities.
- Contribute to **your grantee's citizen participation** process. Provide feedback on the needs of housing counseling clients, based upon your agency's collected information and trends both prior to and after the disaster.
- Communicate the [scope of post-disaster services](#) that your Housing Counseling Agency can provide and determine if there is a role (e.g., household financial assessments, home repairs, etc.).

## 3. Support your grantee in implementing the Action Plan and associated housing counseling related programs.

- Conduct post-disaster outreach in your community and among your housing counseling clients, including areas such as [recovering from a disaster and preventing scams](#), [healthy housing](#), etc.
- Estimate housing counseling service disaster recovery assistance activities, including staffing and other direct costs.
- Compare estimate to your existing staff capacity, procedures and systems to ensure it can handle the increased volume of cases and case management is supporting the grantee's CDBG-DR program.
- Ensure your **Agency's Housing Counseling Work Plan** has been updated and approved by HUD, with any revision in housing counseling services.
- Partner with other community agencies to provide post-disaster housing counseling related services.

<sup>1</sup> The Federal Register Notice uses the term HUD-certified instead of HUD-approved.