FY 2016-2017 Housing Counseling Training Grant Application

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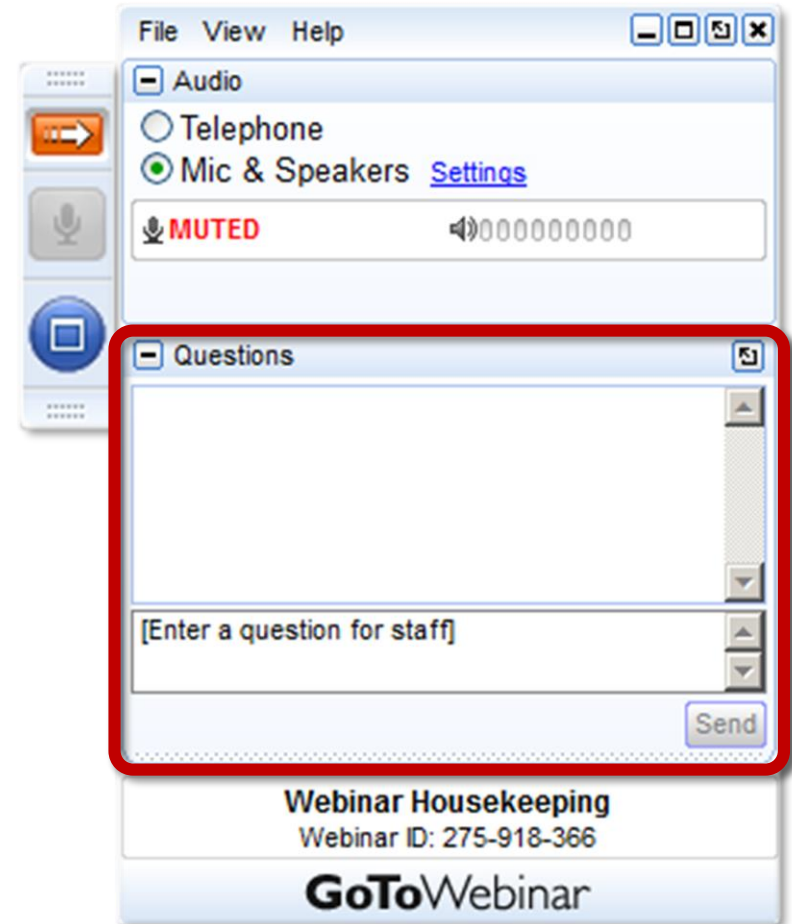
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- It is critical that you mute your phone during these discussions.
  - Most phones have a Mute function so use it.
  - *6 will also mute and unmute your phone.
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Opening Remarks

Jerry Mayer

Director

Office of Outreach and Capacity Building

Office of Housing Counseling

Introduction

Rhonda Rivera

Deputy Director

Office of Outreach and Capacity Building

Office of Housing Counseling

Agenda

- Overview

- Eligibility Information

- Charts

- Rating Factors

- Application Process

- Our Presenters today are:
  - Virginia Holman
  - Judy Ayers-Britton
  - Kim Jakeway
  - Joel Ibanez
  - Tom Hardy

FY 2016-2017 Housing Counseling Training Grant

- Funding to support training that will improve and standardize the quality of housing counseling.
  - The training is to be accessible to all counselors nationwide.
- This NOFA supports both
  - General housing counseling training
  - Training in specialized topics
- Eligible applicants are non-profit and governmental organizations with at least 2 years experience providing training nationwide.

Overview of FY 2016 NOFA

Summary of Changes

Chart Revisions

Funding Methodology

Award Information

Cooperative Agreements

Summary of Changes for FY 2016

- Remove requirement for Dodd-Frank components in the training.

- Encourage inclusion of 6 Core Topics in classes.

- Rewarding Scholarships
  - Past performance - rewarding % of grant spent on scholarships and the number
  - Proposed Performance – rewarding % of grant earmarked for scholarship
  - Rewarding scholarships for underserved areas and newly approved agencies.

- Emphasis on Training Partners
  - Rewarding formal partnerships, both past and proposed
- Local place based and we based training
  - Rewarding # of Training Partners and # of local based place training with those Partners
  - Rewarding # of web based classes
- Leveraged funds will include funds from Training Partners.
- 2 new curriculums: *Coping with stress & Cultural sensitivity*

Chart Revisions

- Capacity of Agency/Past Performance - Chart A – Past Performance & Proposed Performance - Chart B (new)

- Eligible Activities old Chart B deleted as duplicative

- Leveraged Funds Chart D and new Chart E to include funding commitments by Training Partners

- Actual Expenditures for FY2014 Chart C

Funding Methodology

- Applications that earn a score of 75 points or more will receive a base amount, as determined by HUD.
- The second tier will be based on the total number of scholarships awarded in FY 2014 Grant Period of June 1, 2014 to May 31, 2015.
- The third tier will be based on the total number of classes provided during FY 2014 Grant Period of June 1, 2014 to May 31, 2015.

Multiple Year Awards

- HUD reserves the right to award both FY 2016 and 2017 funds on the basis of this single NOFA competition.

- Applications received under this FY 2016- FY 2017 NOFA and the corresponding scores and funding methodology will be used to make awards for FY 2016.

- HUD would use the same list and methodology to award FY 2017 funds, when they become available, if appropriate.

Award Information

- $2,000,000 in funding has been provided by Congress for the FY 2016 Training Grant

- HUD may fund a single organization or make multiple awards

- The award is for up to a 12-month period

- **IMPORTANT** –
  - Applicants should **NOT** request a specific award amount or provide a proposed budget.
  - **SF 424, line 18a – enter $1**

Cooperative Agreements

- All awards will be made on a cost reimbursement basis in accordance with the requirements in 2 CFR Part 200.
- Awards made as "cooperative agreements" will have significant HUD involvement, including:
  - Review and approval of
    - marketing of courses assistance.
    - proposed courses, including course materials
    - evaluation instruments and methodology
    - training locations, technology and logistics
  - Provision of content standards
  - Course audits by HUD staff

Eligibility Information

Virginia Holman
Housing Specialist

Eligibility Information

Applicants

Training Partners

Activities

Training Topics

Threshold Requirements
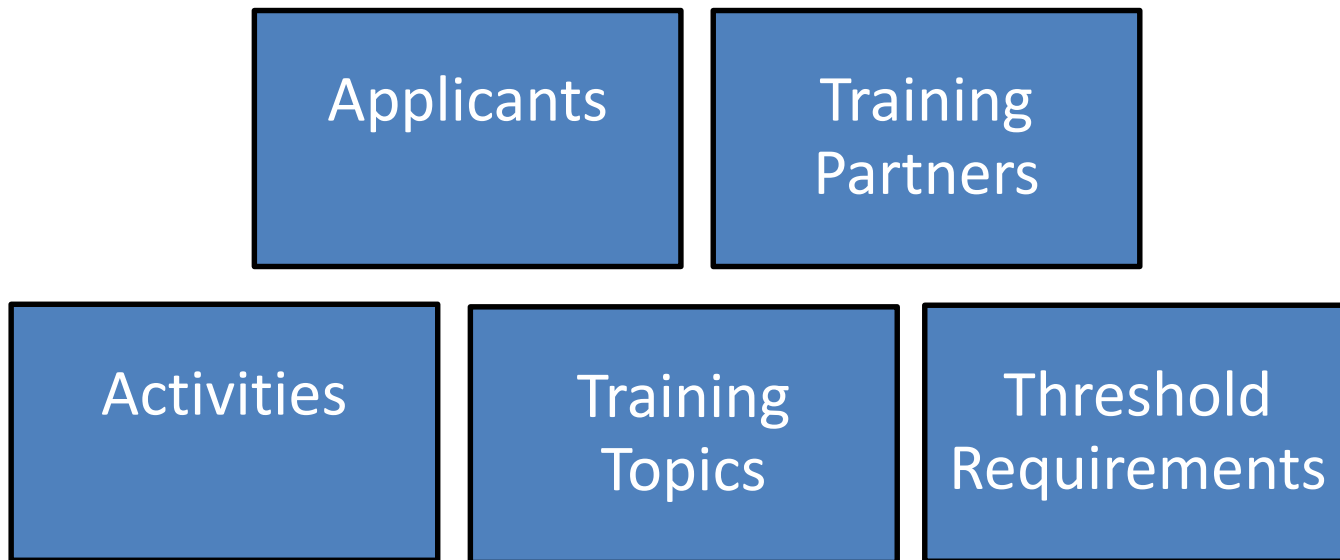
Eligible Applicants

- Must be a public or private non profit organization

- SHFAs and other units of local, county or state government.

- Must have 2 years experience providing training nationwide.

- May use in-house staff, sub-grant recipients, Training Partners, qualified third-party trainers, and consultants, with requisite experience and capacity.

Training Partners

- Agencies and organizations that have at least two years of experience providing housing counseling training services to housing counselors employed by housing counseling agencies participating in HUD's Housing Counseling Program. They may be governmental agencies, non-profit organizations or for-profit organizations.

Geographic Coverage

- Applicants must propose to provide the housing counseling trainings nationwide.

- The proposed training program must be national in scope.

- In addition, the proposed training program offered by or in conjunction with Training Partners will focus on state and local housing issues.

Required Activities In Proposal

- Training Recipients must be housing counselors employed by housing counseling agencies participating in HUD's Housing Counseling Program
- Trainers (experienced in adult education)
- Open Enrollment (all have equal access to training)
- Housing Counseling Training (variety of modes)
- Learning Checks (including final exam)
- Core Topics incorporated into training
- Scholarships
- Reaching Underserved Populations (LEP, rural, low-income, etc)

Eligible Activities

- Propose a comprehensive and on-going training program
  - For counselors working for agencies participating in HUD's Housing Counseling Program
  - Must be national in scope unless offered with a Training Partner for state and local emphasis
  - May contain basic and advanced courses
  - May include evaluation efforts and needs assessments
  - Must include the 6 Core Topics

Training Topics

- An applicant may propose to provide training on one or more of the training topics listed in Section III C (3).

- The proposed training curriculum must include the 6 Core Topics.

- May be covered as part of a general course or as specialized courses

Threshold Rules for Applicants

- **Rules that affect applicants' eligibility to receive an award from HUD.**
  - In Section V.B. of the FY2016 General Section
  - Additional programmatic requirements in Section III. C. of the FY 2016 Housing Counseling Training Grant NOFA
- **Rules that apply to applicants selected for award**
- In Section V C of the FY 2016 General Section

Programmatic Threshold Requirements

- Threshold requirements are a category of eligibility requirements.
- Threshold requirements are listed in Section III.C of this Program NOFA.
- A threshold requirement is a requirement that must be met in order for an application to be reviewed.
- Threshold requirements are not curable.
- Applicants must ensure their application package addresses all threshold requirements.
- Please check your application carefully!

Threshold Requirements

- These include:
  - Timely submission
  - Non-profit or government status
  - Experience and capacity
  - Audit, financial review and performance review issues
  - Delinquent federal debt
  - Complete application (narratives and charts)

Charts

Joel Ibanez

Housing Program Specialist

List of Charts

- The Charts are in the INSTRUCTIONS section of the download at www.grants.gov

- There are five required charts for the application this year. They are in EXCEL Format.

Submit Charts in their EXCEL format. DO NOT convert Charts to PDF format when submitting application.

Chart A Past Performance	Chart B Proposed Performance	Chart C Budget	Chart D Leveraging	Chart E Training Partners

Summary Table

- There is a <u>Summary Table</u> on Pages 23-24 of the NOFA which gives the points for each Rating Factor along with which charts and columns need to filled out and when a narrative is required. This is an important tool.

Look for the entire Summary Table on Pages 23-24

BONUS POINTS		0	CHART	NARRATIVE
N/A		N/A	N/A	N/A
RATING FACTOR		**POINTS**	**CHART**	**NARRATIVE**
RF1	**Capacity of the Applicant**	**35**		
RF1 SFa.	Capacity/Experience of Organization	14	Chart A, Columns B-R, except P	Sub factors a.i.1,2,3,4 (See page 27 of NOFA)
RF1 SFb.	Performance/Grant Requirements	10	N/A	Only if applicant has not received a HUD HC Training grant for HUD FY 15 Sub factors b.1 (goals) (See page 27-28 of NOFA)
RF1 SFc.	Measuring Student Satisfaction	6	Chart A Column G	Sub factor c. (See page 28 of NOFA)
RF2	**Need/Extent of the Problem**	**10**		
RF2 SFa.	Needs Data	8	N/A	Sub-factor a. (See Page 28 of NOFA)

General Instructions for Charts

- Make sure that Applicant's Name is on each Chart, either in the columns or as a header as required.

- Put an X for YES in the correct column.

- For columns prompting numerical responses, place numerical digits into each block.

- A few columns will ask for a brief narrative to be added to the specific column.

Sample Chart

Course Name	Delivery Method (Choose One): •In-Person, •Online Interactive, OR •Online Non-Interactive	Number of Courses Provided in FY14	Total # of Counselors Trained	Core Topic Components Included?	Measured Student Satisfaction?	Learning Checks Including an Examination	Number of Counselors from Rural/Underserved Areas	Course Provided in Multiple Languages?	Course Duration (In Hours)
Example Course A	In-Person	5	125	X	X	X	30	x	4
Example Course A	On-line Non-interactive	1	52	X			12		2
Example Course B	Online Non-Interactive	1	200	X			47	X	1
Example Course C	Online Interactive	3	60				15		2

Leveraging - Chart D

Applicant Name:

Organization Providing Leveraged Funds/In-kind Contributions (include fees/program income) and Point of Contact	Type of Contribution (Cash, In-kind, fees)	Time Period Funds are Available	Commitment Letter in Hand (Not Pending)	Use of Funds	Amount of Funds
ABC Intermediary	Fees	10/1/15 - 3/31/17	X	Pre-purchase education/certification class	$ 50,000

Ready

RATING FACTORS

Bonus Points – None

- There are no Bonus Points for this NOFA

Rating Factor 1

Judy Ayers Britton

Management Analyst

Rating Factor 1
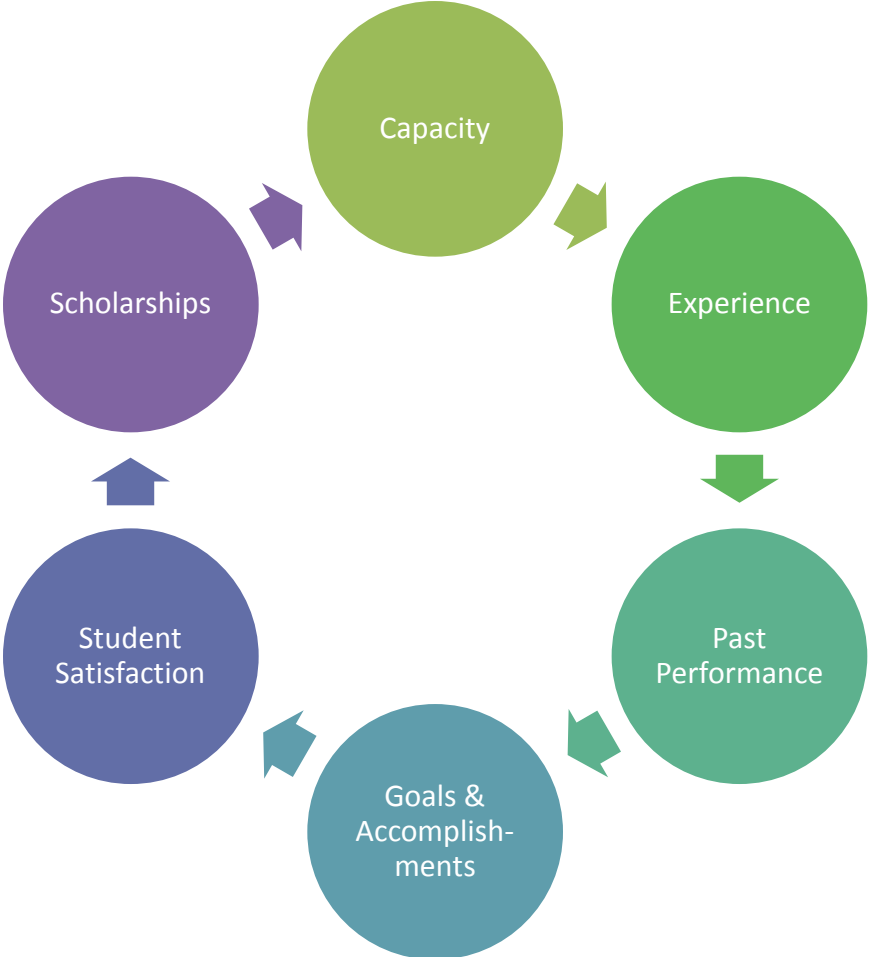
Rating Factor 1:
Capacity of Applicant

- 35 points

- To evaluate the readiness and ability of the applicant to immediately begin and to successfully implement the proposed work plan described in Rating Factor 3.

Rating Factor 1: Sub-factor A: Capacity/Experience

- 14 points
- Extent to which applicant clearly demonstrates past housing counseling training and/or testing experience necessary to successfully implement proposed work plan.
- Complete Chart A
  - Put an X (for yes) or the appropriate number asked for in a column.

Chart A- Past Performance
Rating Factor 1: Capacity/Experience

Course Name	Delivery Method (Choose One): In-Person Web-Based - •Online Non-Interactive • Online / Interactive	Number of Courses Provided in FY 14	Total # of Counselors Trained	Core Topic Components Included	Measured Student Satisfaction?	Learning Checks Including an Examination	Number of Counselors from Rural/Underserved Areas	Course provided in multiple languages?	Course Duration (in Hours)	Number of Scholarships Awarded				Cost per Student (see NOFA definition)	Course used for housing counseling certification?	Brief Course Description (If the course is used for a housing counseling certification, include a description of how it is used in the certification process.)
										Lodging Only	Full Scholarships	Tuition Only	Tuition and Lodging			
Example Course A	In-Person	5	125	X	X	25	X	X	8	25	100	75	50	$750	X	1 - 3 sentence course description.
Example Course B	Online / Interactive	3	60	X	X	15	X	X	6	n/a	n/a	20	n/a	$150	X	1 - 3 sentence course description.
Example Course C	Online Non-Interactive	7	240	X	X	10	X	X	3	n/a	n/a	40	n/a	$75	X	1 - 3 sentence course description.

See above for Instructions for completing this Past Performance chart

Trainer Experience

- In a Narrative (simple and clear)
  - Total years of training experience and the total number of housing counselors who have participated in your training since its inception
  - Total years providing on-line or other forms of remote training
  - Average years of housing counseling trainer experience for proposed trainers
  - Relevant experience providing training for persons with disabilities or limited English proficiency

Rating Factor 1: Sub-factor B(1): Goals and Accomplishments

- 5 points
- Evaluating performance relative to goals and how well the applicant satisfied grant requirements
- HUD may use its own records to score this factor
- There is no chart to complete
- Narrative is required for applicants who did not receive a grant for FY2014
- Narrative is optional for those applicants who received a grant

Rating Factor 1: Sub-factor B(2):
Oversight/Audits/Financial & Administrative Reviews

- 5 points
- Evaluating performance relative to HUD oversight, audits and financial reviews
- HUD will use its own records to score this factor
- There is no chart to complete
- Narrative is required for applicants who did not receive a grant for FY2014
- Narrative is optional for those applicants who received a grant

Rating Factor 1: Sub-factor C: Measuring Student Satisfaction

- 6 points
- Applicants who measured student satisfaction and made adjustments to training based on that information will be rewarded
- For the period of June 1, 2014, to May 31, 2015
- Complete Chart A: Column G "Measured Student Satisfaction"
- In a narrative,
  - Describe process when data was collected
  - Summarize data collected
  - Attach copy of data collection instruments
  - Describe course and/or test adjustments made

Rating Factor 1: Sub-factor D: Scholarships

- 5 points
- New this year
- Chart A, columns L, M, N, and O
- Applicants who awarded more scholarships will be rewarded

Rating Factor 2

Need/Extent of Problem — Underserved — Under Represented — LEP — Departmental Priorities
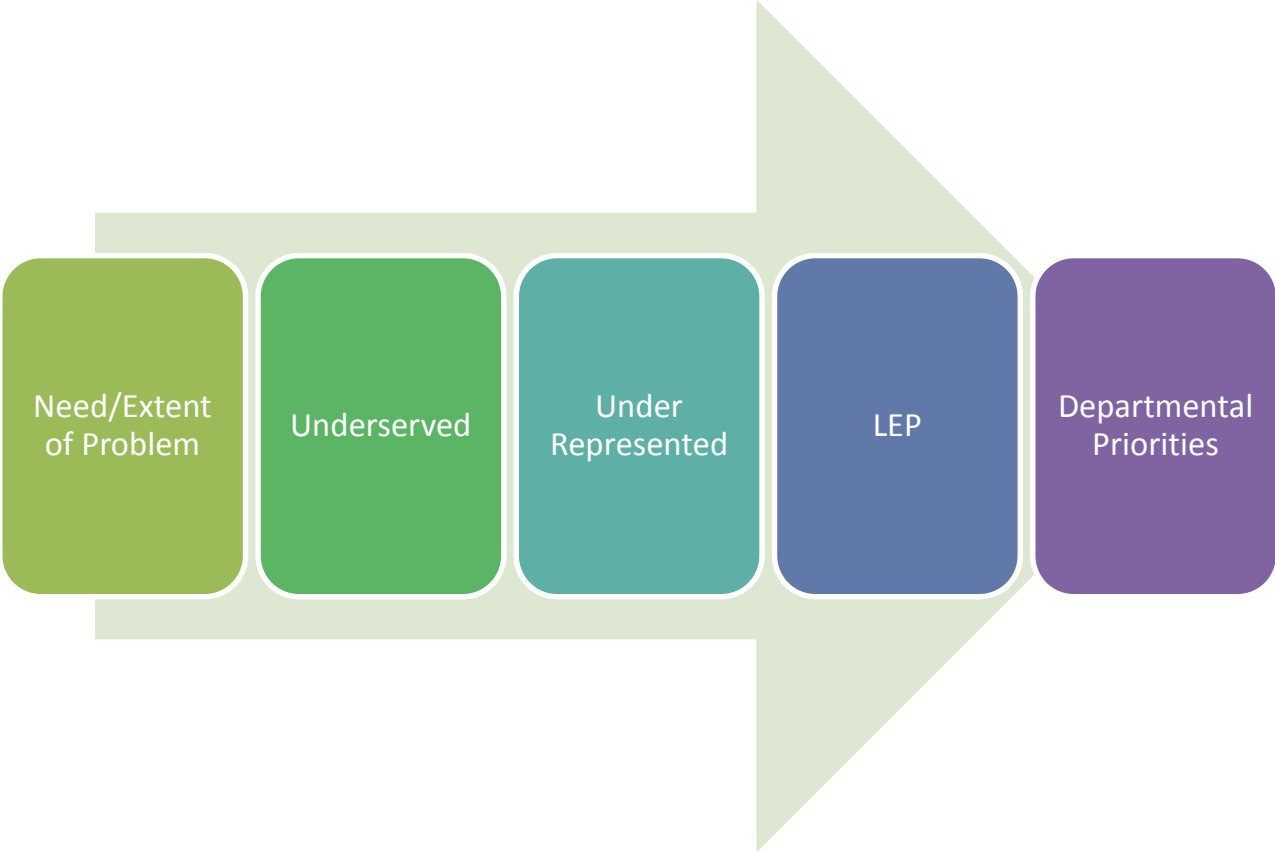
Rating Factor 2: Need/Extent of Problem

- 10 points
- Addresses applicant's assessment of the need for housing counseling training and the degree to which the Applicant's Work Plan substantively addresses HUD's NOFA priorities
- Provide a narrative for the Sub-factors

Rating Factor 2: Sub-factor A: Needs

- 8 points
- Narrative to Address:
  - Number of counselors that may require general training
  - Describe and document overall need and demand for: place-based, online-interactive and online non-interactive training during prior two fiscal years
  - Underserved and Under Represented Populations
    - Indicate if Applicant proposes to train counselors that serve Rural Areas
  - Describe access to training for persons with disabilities and for persons with LEP
  - Incorporate needs into training plan

Rating Factor 2: Sub-factor B: NOFA Priorities

- 2 points maximum
  - Only one priority addressed in this NOFA

- Narrative (limited to 500 words)
  - Describe how the work plan substantially addresses:
    - Affirmatively Furthering Fair Housing – applicant must describe an activity that is in addition to the response in Rating Factor 3B(1) f
      - Staff Training
      - Mobility Counseling

Rating Factor 3

Kim Jakeway
Housing Program Specialist

RF 3: Soundness of Approach /Scope of Housing Counseling Training Services

- 40 points
- Addresses the past performance and the quality and effectiveness of the proposed housing counseling training work plan.
- Evaluate extent to which applicant presents a detailed and sound approach to providing proposed services.
- Evaluate cost-effectiveness of the proposed activities and long-term results.

Rating Factor 3: Sub-factor A: Past Performance-Impact

- 5 points
- Analyze the actual expenditures and cost per student during the period June 1, 2014 through May 31, 2015
- (1) Expenditures: detailed comprehensive report of actual expenditures from all funding sources in Chart C.
- (2) Cost per student: divide the total expenditures (all sources) in Chart C by the total number of students shown in Column E of Chart A for each course listed. Enter that number is Column P on Chart A for each course listed.
- (3) Scholarships: narrative of number and percentage was spent on travel, lodging, and tuition. Indicate adjustments to accommodate more scholarships.

Rating Factor 3: Sub-factor B: Work Plan

- 19 points
- **WORK PLAN** must describe how applicant plans to develop and administer the proposed training services.
- The training must indicate the Eligible Activities the applicant proposes to address in each course and the following
  - (a) Proposed Curriculum
  - (b) Administrative Staff and Trainers
  - (c) Delivery Methods
  - (d) Marketing and Enrollment
  - (e) Limited English Proficiency
  - (f) Affirmatively Further Fair Housing
  - (g) Federal Electronic & Information Technology Accessibility and Compliance Act, Section 508

Rating Factor 3: Sub-factor C: Scholarships and Fees

- 10 points
- Describe the scholarships and fees for each proposed activity
  - (1) Scholarships. Describe the scholarships that will be offered with these and leveraged non-federal funds. Explain how the scholarships will be distributed based on needs in Rating Factor 2.
  - (2) Fees. Indicate the fees that may be charged.

Rating Factor 3: Sub-factor D: Training Partners

- 6 points
- List Training Partners in Chart E
- (1) Past Training Partner. Provide the number of partnerships created during **June 1, 2014 to May 31, 2015**.
- (2) Proposed Training Partners. Identify Proposed Training Partners proposed for FY 2016. Applicants that have established Training Partners will score higher on this sub-factor.
- (3) Management Activities. Describe management activities including monitoring and oversight.

Rating Factor 4

Tom Hardy

Housing Program Specialist

Rating Factor 4: Leveraging Resources

- Leveraging Resources total rating factor points for the section (7 points)

  The following charts are utilized for the Leveraging Resources rating factor

  - Chart D Leveraging Resources (5 points)

  - Chart E   Funds from Training Partners (2 points)

Leveraging Resources cont.

- Leveraging Resources   Chart D (5 points)
  - Points will be awarded based on amount of eligible leveraged funds
  - **Additional *non-Federal* funds include grants, fees, in-kind contributions**
  - Direct financial assistance (grants)
  - Fees (Income generated from housing counseling training program such as, charges for proposed activity for students that did not receive a full or partial scholarship for tuition)
  - In-kind contributions, e.g. services, equipment, office space, and labor that supports the housing counseling training activities.

Leveraging Resources cont.

- **Do not count funds from federal sources**

Such as, but not limited to:

- National Foreclosure Mitigation Counseling Program (NFMC)

- Hardest Hit Funds (HHF)

- Community Development Block Grants (CDBG)

- Emergency Homeowner Loan Program (EHLP)

- Fair Housing Initiatives Program (FHIP)

- Home Investment Partnerships Program (HOME)

- **Attorneys General Mortgage Settlement funds are not federal and can be counted**

Leveraging Resources cont.

- **Fee income can be counted**
  - Only funds that will directly result in the provisions of housing counseling training may be counted.
  - Total funds anticipated must be reflected in the SF424, "Application for Federal Assistance" on line 18. Estimated Funding, f. Program Income.
- **Available Training grant period from June 1, 2016 to May 30, 2017.**

Leveraging Resources cont.

- **Evidence of funds must be maintained for HUD review**
  - Grantees are required to maintain evidence that leveraged funds cited in the Training NOFA application were actually provided to the agency.
  - Funding files and/or leveraging files will be reviewed by HUD staff as part of the performance reviews and on-site monitoring visits.

Leveraging Resources cont.

- Provide an itemized list of all leveraged funds for the applicant and proposed sub-grantees for FY2016
  - Name of Organization providing funds
  - Type of Contribution
  - Time period funds are available
  - Use of funds
  - Amount of funds
- Grantees must maintain evidence of leveraged funds for future review

Chart D: Leveraged Resources

Organization Providing Leveraged Funds/In-kind Contributions (include fees/program income) and Point of Contact	Type of Contribution (Cash, In-kind, fees)	Time Period Funds are Available	Commitment Letter in Hand (Not Pending)	Use of Funds	Amount of Funds
ABC Intermediary	Fees	10/1/12 - 9/30/13		Pre-purchase education/certification class	$ 50,000
Jane Dough Foundation/ John Dough (719) 222-3232	Cash	1/1/13 - 1/1/14		on-line testing development	$ 10,000
Chase Bank Foundation/ Sally Clams (719) 224-7676	Cash	10/1/12 - 9/30/12	x	Hsg Counselor Education Program	$ 7,500
City of Siever/ Pat Culver (719) 236-4565	In-Kind	1/1/13 - 8/31/13	x	Space for in-person classes	$ 12,000
Housing Resources	Materials	10/1/12 - 9/30/13	x	Copy training materials/Handouts	$ 5,000

Leveraging Resources cont.

Funds from Training Partners (2 points)

- Provide an itemized list of proposed and past Training Partners with their proposed FY 2016 contributions and their FY 2015 actual contributions .(Chart E)

    - Partner Name

    - Type of Entity

    - Name of Contact at Entity

Leveraging Resources cont.

- Contact Phone Number

- Proposed Amount of Training Partner Contribution

- Past Amount of Training Partner Contribution

- Grantees must maintain evidence of training partner contributions for future review

Chart E: Training Partners

Partner Name	Type of Entity	Name of Contact at Entity	Contact Phone Number	Number of Events	Past Partners	Proposed Partners	Proposed amount of Training Partner contribution for FY 16 / 17	Past amount of Training Partner contribution in FY 14 / 15
ABC Org	Local NP				X			
CDE Org	Lender					X		

Rating Factor 5

Joel Ibanez

Housing Program Specialist

Rating Factor 5: Achieving Results and Program Evaluation

- 8 points

- To ensure that applicants meet the commitments made in the application

- Applicants must indicate how they evaluate program success

- Applicants demonstrating a variety of methods to evaluate performance will score higher points

Rating Factor 5: Sub-factor A: Evaluation Plan

- 6 points
- The Plan must identify:
  - Information Collection
    - Weight will be given to applicant's ability to measure change in counselors' knowledge and skill
  - Data Analysis and Work Plan Adjustments
    - Applicant's identification of steps to be taken to make needed adjustments

Rating Factor 5: Sub-factor B: Grant Expenditure History

- 2 points

- HUD will evaluate applicant compliance with programmatic requirements and expenditure results during FY14;

- No narrative response needed from FY14 grantees; HUD will use its own records to evaluate.

- If applicant did not receive HUD training grant in FY14, provide info based on compliance with previous funders' requirements.

Finding and Submitting the Application

Ginger Holman

Housing Program Specialist

Grants.gov

- You will submit the applications at www.grants.gov
- **The application is due April 4, 2016**
  - **Must be received by Grants.gov by 11:59:59 pm Eastern Standard Time on April 4, 2016**
  - Submit the application 2-3 days in advance of deadline to ensure that www.grants.gov has accepted it.
  - Watch email often to make sure application was validated or rejected (AND save those emails!)
    - ✓ Make sure that www.grants.gov has a valid email for you.

First -Register Your Organization

- http://www.grants.gov/web/grants/applicants/organization-registration.html

- Have DUNS #

- Register with SAM (System Award Management) at www.sam.gov

- Create a Grants.gov user name and password

- Ebiz POC Authorizes Grants.gov roles

- Track your role status

Application Process

- The FY16-17 Housing Counseling Training NOFA can be found at www.grants.gov
  - www.grants.gov/web/grants/applicants/apply-for-grants.html

- Search for Funding Opportunity Number FR-6000-N-30 or Catalog of Federal Domestic Assistance #: 14.316

- Download synopsis from Control Panel

- **Step 1: Download Application**
  - At "View Grant Opportunity", select Package and download **Instructions**.
    - Open Zip file with NOFA, General Section and Charts
  - Then download **Grant Application Package**
- **Step 2: Complete the application package**
  - After downloading the application, complete it offline, saving often

- **Step 3: Submit the application package**
  - Save and submit application package
  - Follow all the on-screen instructions to submit your application package
  - Keep the Grants.gov application tracking number that you receive
  - Receive a Submission Confirmation
    - You will get 2 emails within 2 days - Submission Receipt and Submission Validation –OR– Rejection with Errors

Step 4:Track and check the status of your submitted applications

- www.grants.gov/web/grants/applicants/track-my-application.html

- This tracking only confirms that an application was successfully retrieved by the awarding agency. Thereafter in the process, the awarding agency reviews and processes the applications independent of Grants.gov, and they do not report the status to Grants.gov.

- The system will only return a status for valid tracking numbers.

Important Formatting Information

- The NOFA provides critical details on the format and submission process. Read section IV B: CONTENT AND FORM OF APPLICATION SUBMISSION
- Use Adobe Reader 11.0.10. Do NOT use Adobe Reader DC .
- Adobe Acrobat Standard/Professional version 9 through 11 may be used in place of Adobe Reader
- Narrative portion is limited to a total of 50 double-spaced, 12-point font, single-sided pages. Course descriptions including summaries, learning objectives, learning measures/ test, questions, and handouts or other student aids excluded from page limitation.
- The pages must be numbered with a header on each page indicating the applicant name and Rating Factor (number and title).
- Valid file names may only include the following UTF-8 characters:
  A-Z, a-z, 0-9, underscore, hyphen, space, period

Tips for Success

- Read the General Section and the NOFA early, often and very carefully.
- Follow all of the instructions
  - Use the correct software and file names
- Understand the charts, how to fill them out and how to submit them. **DO NOT CONVERT CHARTS TO A PDF FORMAT**
- Answer all of the questions. DO NOT provide information that was not requested.
- Make sure that all the pages are numbered and named.
- Do not exceed the page limit. Extra pages will not be read.
- DO NOT ask for a specific grant amount or provide a budget for FY 2014.
- SF-424, line 18a - enter $1 (not a 0).
- **Make sure that more than one person knows the user name and password.**

Technical Assistance from Grants.gov

- Contact www.grants.gov regarding issues/problems with technology.
  - 800-518-GRANTS
  - support@grants.gov
  - Available 24/7
  - On-line User Guide
- Be sure to keep copies of any emails that you send to grants.gov regarding submission problems.
  - If you need to appeal a late submission, those communications are critical to support your appeal.

Questions regarding specific program requirements go to:

housing.counseling@hud.gov

use TNOFA in the subject line

They can answer "general" questions about the NOFA, but not specific questions that may or may not create a competitive advantage

We are Looking forward to working with all successful applicants providing outstanding housing counseling training