



OFFICE OF HOUSING

Office of Housing Counseling FY 2021 Comprehensive Housing Counseling Grant Application Training

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

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Access Code: 325272

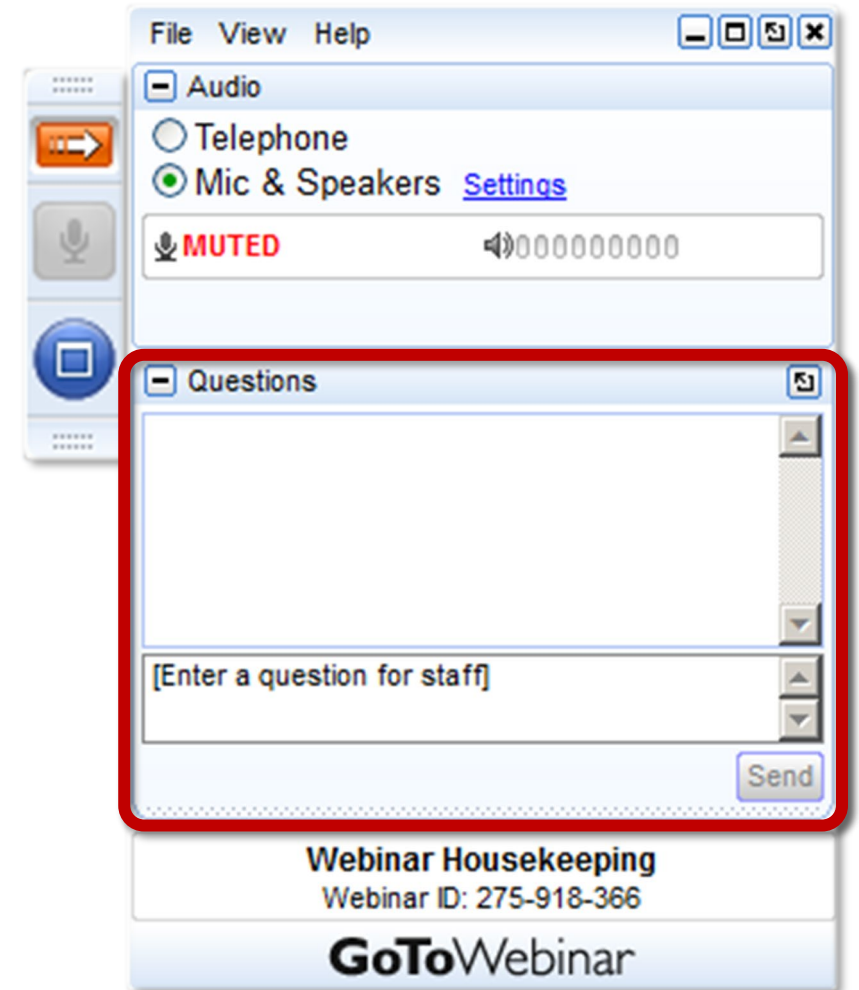
September 23, 2021

Webinar Logistics

- Audio is being recorded. The playback number along with the PowerPoint and a transcript will be available on the [HUD Exchange](#).
- The webinar will be posted in 7-10 days.
- Handouts were sent out prior to webinar. They are also available in the Control Panel. Click on the document name to start the download.

Other Ways to Ask Questions

- Please submit your text questions and comments using the Questions Panel. We will answer some of them during the webinar.
- You can also send questions and comments to:
housing.counseling@hud.gov
with the webinar topic in the subject line.



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- Please print it out and save for your records.

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 - Find by date or by topic
- To obtain credit
 - select the webinar, and click “Get Credit for this Training”

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Get Credit

Housing Counseling Training Digest

- [Visit the Training Digest on the HUD Exchange](#)
- View upcoming training hosted by HUD and other partners



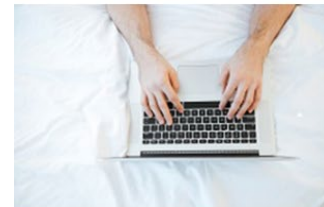
The Housing Counseling Training Digest is updated weekly to reflect trainings hosted by:

- HUD Office of Housing Counseling (OHC)
- OHC funded training partners
- Other partners that host trainings of interest to housing counselors

Please email housing.counseling@hud.gov to notify HUD about upcoming training and events for housing counselors.

Content current as of November 16, 2020

[Subscribe to the Housing Counseling Mailing List](#) to receive training updates in your inbox.



Upcoming Training Calendar

View upcoming trainings for Housing Counseling and other HUD funded programs.



Webinar Archive

View past webinars hosted by the Office of Housing Counseling and access related materials.



Online Training

Access self-paced online training modules, such as Introduction to Housing Counseling.



Welcome David Berenbaum

Deputy Assistant Secretary
HUD Office of Housing Counseling (OHC)

FY 2021 Notice of Funding Opportunity Updates

- Funding up to \$51 million
 - Up to \$3 million for Historically Black Colleges and Universities (HBCU)/Minority-Serving Institutions (MSI) initiative
- Two-year NOFO
 - Successful applicants will not need to reapply
- Period of Performance: 04/01/2021 – 09/30/2022
 - 18 months to utilize grant funding
- Application Due Date: October 14, 2021



Agenda

Tracie Oaks-Ross

Office of Policy and Grant Administration

Office of Housing Counseling

Today's Presenters

Tracie Oaks-Ross, Team Lead

Tracy Badua

Rebecca Mullaley

Colleen Weiser

Connie Barton

Rebecca Maclean

Joel Schumacher

David Valdez

Agenda

- Changes from Previous Notice of Funding Opportunity (NOFO)
- Eligibility, Requirements and Funding Methodology
- Finding and Submitting the Grant Application
- Rating Factors and Preference Points

Changes from Previous NOFO

Changes from Previous NOFO are specified in Section I.A.2

- Two-year NOFO
- HBCU and other MSI initiative
- Chart E: Use of Funds for Total Program Expenses
- Minimum Fundable Score and Preference Points

Changes from Previous NOFO

Changes from Previous NOFO are specified in Section I.A.2

- Period of Performance
- **Program Costs Incurred Prior to the Period of Performance.** Unless prior approval by HUD of allowability of costs is required under 2 CFR part 200, Applicants may, pursuant to 2 CFR 200.308, revise budget and program plans and OHC may provide reimbursements for eligible costs incurred during the period prior to HUD making an award but no earlier than October 1, 2020. Applicants should indicate whether they intend to seek reimbursement for such costs on form HUD-9906, Chart A, Field R. All costs incurred before the federal awarding agency makes the federal award are at the recipient's risk (i.e., the federal awarding agency is not required to reimburse such costs if the recipient does not receive a federal award or if the federal award is less than anticipated and inadequate to cover such costs).

Eligibility Requirements

- Eligibility, Statutory, and Regulatory Requirements are outlined in Section III of the NOFO
- Application Due Date: October 14, 2021
- Period of Performance: 04/01/2021 – 09/30/2022

Funding Methodology

Funding Methodology is specified in Section V.B.3

- Base Amount determined by size of counseling network
- NOFO Application Score
- Funding to support a counseling network (oversight and quality control using form HUD-9910)
- Counselor FTEs
 - All Counselors
 - HECM Roster Counselors
 - Counselors who will provide HECM default counseling

Application Format

Applicants will complete the appropriate charts based on agency type.

- LHCAAs:
 - HUD-9906-L (pdf)
 - Chart B (Excel) – to indicate leveraged funds
 - Chart E (Excel) – to indicate total program expenses
- Intermediaries, SHFAs, MSOs:
 - HUD-9906-P (pdf)
 - Chart A2 Supplement (Excel) – to indicate housing counseling agency network
 - Chart B (Excel) – to indicate leveraged funds
 - Chart E (Excel) – to indicate total program expenses

Application Checklist

See the “Application Checklist” in Section IV.B Required:

- SF-424 Application for Federal Assistance
- HUD-2880 Applicant/Recipient Disclosure/Update Report
- HUD-9906 Charts
- Certification Regarding Lobbying

Application Checklist

See the “Application Checklist” in Section IV.B, if Applicable:

- HUD 9902 for FY20 (if agency was approved after September 30, 2020)
- SHFA Statutory Authority
- SF-LLL Disclosure of Lobbying Activity
- Preference Points (if applicable):
 - HUD-50153 Promise Zone
 - HUD-2996 Certification for Opportunity Zone Preference Points
 - HBCU Letter of Commitment
- HBCU/MSI Initiative
 - Proof of the college or university’s status as an MSI.
 - Letter certifying that an HBCU or other MSI partnership is in place or that there is an intent to enter a partnership.



Finding and Submitting the Grant Application

Tracy Badua

Office of Policy and Grant Administration
Office of Housing Counseling

Application Overview

1. Obtain a DUNS Number
2. Register/review your System for Award Management (SAM) registration
3. Register for Grants.gov
4. Find FY 2021 Comprehensive Housing Counseling grant opportunity on www.grants.gov
5. Download and review instructions and package
6. Complete and submit application

Obtain a DUNS Number

- A DUNS number is a unique nine-character number used to identify your organization.
- To register or search for your DUNS number, call 1-866-705-5711 or access the Dun & Bradstreet website <http://fedgov.dnb.com/webform>



NOTICE Apple Developer Program use <https://developer.apple.com/enroll/duns-lookup/#/search> and for FDA please use <https://www.fda.gov/downloads/ForIndustry/ImportProgram/EntryProcess/ImportSystems/UCM483657.pdf> *NOTICE***PLEASE USE IE AND ENABLE JAVASCRIPT WHEN USING WEBFORM.

**Begin D-U-N-S Search/
Request
Process**

**About the
D&B
D-U-N-S
Number**

**Frequently
Asked
Questions
(FAQ)**

**D&B, SAM,
Grants
Contacts**

**D&B's
Privacy
and Data
Policy**

Accessibility

Welcome to the D&B D-U-N-S Request Service for US Federal Government Contractors and Assistance Awardees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

For technical difficulties, contact SAMHelp@dnb.com

Obtain a DUNS Number

Information needed to obtain a DUNS number:

- Name of organization
- Organization address
- Name of the chief executive officer (CEO) or organization owner
- Legal structure of the organization (e.g., corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part-time)

Register with SAM

- SAM registration is required to use Grants.gov
- Login using Login.gov user account information
- Verify that you have access to your record and that the registration will not expire before the application deadline
- If registering for the first time, can take up to 2 weeks, or up to 5 more if acquiring an EIN is necessary



Official U.S. Government Website
100% Free

The Official U.S. Government System for:

Contract Opportunities

(was fbo.gov)

Contract Data

(Reports ONLY from fpds.gov)

Wage Determinations

(was wdol.gov)

Federal Hierarchy

Departments and Subtiers

Assistance Listings

(was cfda.gov)

Entity Registration

Including Disaster Response Registry

Entity Reporting

SCR and Bio-Preferred Reporting

Exclusions

Register Your Entity

Register your entity to get started doing business with the federal government.



Get Started



Renew Entity



Check Registration Status

Already know what you want to find?

Select Domain...



e.g. 1606N020Q02



SAM.gov Helpdesk

Federal Service Desk (FSD)

The FSD is a free technical support service desk for user assistance.

FSD Services

Visit [FSD.gov](https://federal.service.gov) to search frequently asked questions, chat live with a support agent, submit a web form, or call for assistance.

Call and Live Chat Hours:

Monday - Friday from 8am - 8pm EST

U.S. calls: 866-606-8220

International calls: +1 334-206-7828

DSN: 94-866-606-8220

Register for Grants.gov

Registration checklist/information <http://www.grants.gov/web/grants/applicants/organization-registration.html>

The screenshot shows the Grants.gov homepage. At the top, there is a navigation bar with links for HELP, REGISTER, and LOGIN. Below this is a search bar with the text "Grant Opportunities" and a "GO" button. A red banner below the search bar contains an alert from SAM.gov: "ALERT from SAM.gov: For your SAM.gov registration, you must submit a notarized letter appointing the authorized Entity Administrator before your SAM.gov registration will be activated. This requirement applies to both new and existing entities. Read the FAQs to learn more about this process change." Below the banner, there is a section titled "The Grants.gov Mobile App" with the text "Quickly access grant search and notification tools through the Grants.gov Mobile App." and buttons for "Download on the App Store" and "GET IT ON Google Play". The background of this section shows a person's hands holding a smartphone displaying the app's interface. At the bottom, there is a navigation bar with icons and labels for various sections: SEARCH GRANTS, GET STARTED, GRANT POLICIES, GRANT-MAKING AGENCIES, PREVENT SCAMS, COMMUNITY BLOG, TWITTER FEED, YOUTUBE VIDEOS, ONLINE HELP, and SUPPORT CENTER.

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

HELP REGISTER LOGIN

SEARCH: Grant Opportunities Enter Keyword... GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

ALERT from SAM.gov: For your SAM.gov registration, you must submit a notarized letter appointing the authorized Entity Administrator before your SAM.gov registration will be activated. This requirement applies to both new and existing entities. Read the [FAQs](#) to learn more about this process change.

The Grants.gov Mobile App

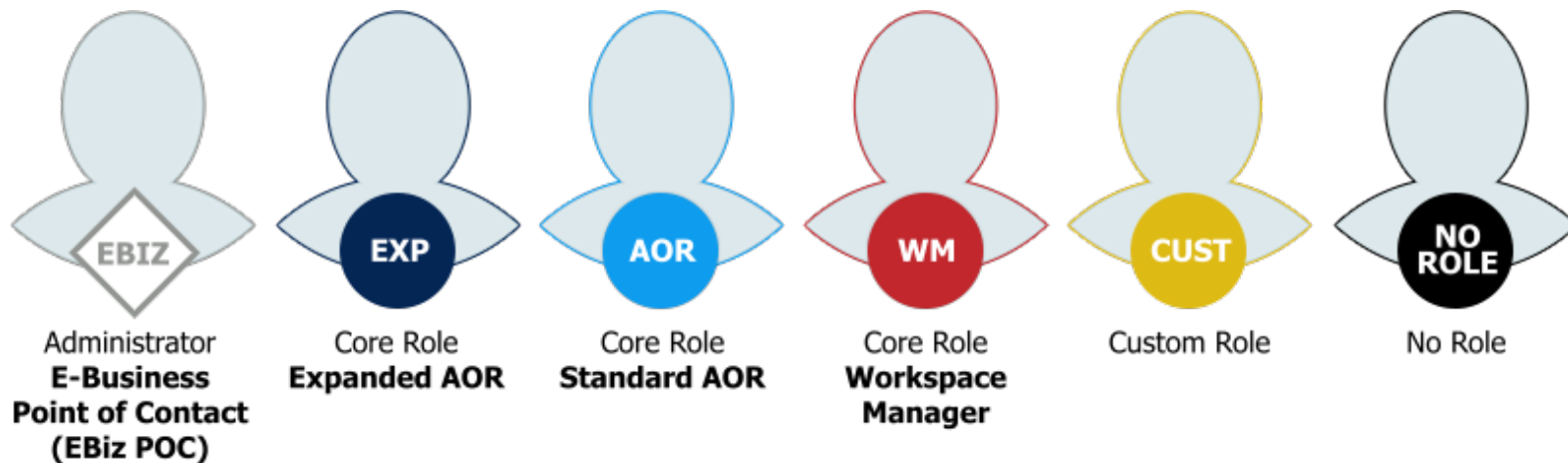
Quickly access grant search and notification tools through the Grants.gov Mobile App.

Download on the App Store GET IT ON Google Play

SEARCH GRANTS GET STARTED GRANT POLICIES GRANT-MAKING AGENCIES PREVENT SCAMS COMMUNITY BLOG TWITTER FEED YOUTUBE VIDEOS ONLINE HELP SUPPORT CENTER

Register in Grants.gov

- Understand the different roles
<https://www.test.grants.gov/web/grants/applicants/workspace-overview/workspace-roles.html>
- Your agency can have multiple staff members work on the application, but only an **Authorized Organization Representative (AOR)** can submit it



Find the NOFO

- Search www.grants.gov for funding opportunity number **FR-6500-N-33** Notice of Funding Opportunity (NOFO) for the Fiscal Year 2021 Comprehensive Housing Counseling Grant Program

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

SEARCH: Grant Opportunities ▾ Enter Keyword... **GO**

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

OPPORTUNITY STATUS:

☒ Forecasted (8)

☒ Posted (237)

☐ Closed (600)

Sort BY: Relevance (Descending) ▾ **Update Sort**

DATE RANGE: All Available ▾ **Update Date Range**

1 - 25 OF 245 MATCHING RESULTS: « Previous 1 2 3 4 5 6 ... 10 Next »








Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
FR-6400-N-33	Notice of Funding Availability (NOFA) for the Department's Fiscal Year 2020 Supplemental Comprehensive Housing Counseling Grant Program	HUD	Posted	05/27/2020	07/08/2020

Find the NOFO

- On the “**View Grant Opportunity**” page, click “**Apply**” to create a workspace.
- In your Workspace, in the “**Forms**” tab, click the “**Download Instructions**” button to download the compressed files of the NOFO, instructions, and attachments.
- More detailed information can be found in the Grants.gov online user guide:
<https://www.test.grants.gov/help/html/help/index.htm?callingApp=custom#t=GetStarted%2FGetStarted.htm>.

Find the NOFO

PKG00268951-instructions.zip

<input type="checkbox"/>	 FR-6500-N-33 FY21 CHC NOFO 2021-09-14.pdf Type: Adobe Acrobat Document	Date modified: 9/14/2021 8:57 AM Size: 788 KB → 706 KB
<input type="checkbox"/>	 FY21 Chart A2 Supplement Final.xlsx Type: Microsoft Excel Worksheet	Date modified: 9/13/2021 12:41 PM Size: 44.4 KB → 30.5 KB
<input type="checkbox"/>	 FY21 Chart B Leveraged Resources Final.xlsx Type: Microsoft Excel Worksheet	Date modified: 9/13/2021 12:41 PM Size: 74.9 KB → 56.4 KB
<input type="checkbox"/>	 FY21 Chart E Budget Chart Final .xlsx Type: Microsoft Excel Worksheet	Date modified: 9/13/2021 12:41 PM Size: 145 KB → 99.9 KB
<input type="checkbox"/>	 FY21 HUD-9906-L Final.pdf Type: Adobe Acrobat Document	Date modified: 9/13/2021 12:41 PM Size: 117 KB → 51.8 KB
<input type="checkbox"/>	 FY21 HUD-9906-P Final.pdf Type: Adobe Acrobat Document	Date modified: 9/13/2021 12:41 PM Size: 209 KB → 173 KB
<input type="checkbox"/>	 HUD-50153.pdf Type: Adobe Acrobat Document	Date modified: 9/13/2021 12:41 PM Size: 31.0 KB → 29.7 KB

Grants.gov Forms

- Some forms can be filled out as webforms or as PDFs – you only need to fill out one version
- To fill out a form in your Workspace:
 - In the “**Forms**” tab, click “Download” (for PDF) or “Webform” (for webform, if available)
 - Agree to “**Lock**” this form so that no other users can fill it out while you’re working on it
- When you have completed a form, click “**Upload**” for PDFs or “**Save**” for webforms

HUD-9906

Fields for standardized answers and attachments

CHART A2 – INTERMEDIARY, SHFA, OR MSO CHARACTERISTICS

A) Name of Applicant

B) Location City State

C) Agency's HUD Housing Counseling (HCS) Number

If the Applicant's main office provides direct housing counseling activities, the main office must be included in the list of subgrantees and branches in the Chart A2 Supplement (Excel). All Intermediary, SHFA, and MSO Applicants must fill out and submit the Chart A2 Supplement (Excel) with their branch and/or subgrantee information. Enter the totals from that chart here.

The Applicant must remember to attach their Chart A2 Supplement (Excel) to their grants.gov application.

D	# of Branches of an Intermediary, MSO, or SHFA	
E	# of Subgrantees of an Intermediary, MSO, or SHFA	
F	Number of Housing Counselor Full-Time Equivalents	
G	Number of HECM Roster Reverse Mortgage Counselor Full-Time Equivalents	
H	Number of Default Counselor Full-Time Equivalents to Provide Reverse Mortgage/HECM Default Counseling during Grant Period	
I	Formal Housing Counseling Training	
J	HUD-Certified Housing Counselors on Staff	
K	Adopted National Industry Standards	
L	Issued Client Exit Surveys	
M	Issued Follow-Up Client Surveys	
N	Pulled Credit Reports as Part of Housing Counseling Follow-Up Prior to the Termination of Counseling	
O1	Opportunity Zones (<i>preference points</i>)	
O2	Promise Zones (<i>preference points</i>)	
O3	Historically Black Colleges and Universities (<i>preference points</i>)	
P1	% of Award Applicant intends to Allocate to itself	
P2	% of Award Applicant intends to Allocate to its Branches and Subgrantees	

Q) Maximum Grant Request

R) Seeking Reimbursement for Program Costs Incurred Prior to the Period of Performance. ☐

CHART A1 – LHCA CHARACTERISTICS

Enter an "x" to indicate a "Yes" response.

A) Name of Applicant

B) Location City State

C) Agency's HUD Housing Counseling (HCS) Number

F) Number of Housing Counselor Full-Time Equivalents

G) Number of HECM Roster Reverse Mortgage Counselor Full-Time Equivalents

H) Number of Default Counselor Full-Time Equivalents Providing Reverse Mortgage/HECM Default Counseling during Grant Period

I) Formal Housing Counseling Training ☐

J) HUD-Certified Housing Counselors on Staff ☐

K) Adopted National Industry Standards ☐

L) Issued Client Exit Surveys ☐

M) Issued Follow-Up Client Surveys ☐

N) Pulled Credit Reports as Part of Housing Counseling Follow-Up Prior to the Termination of Counseling ☐

O1) Opportunity Zone 11-Digit Census Tract Number (*Preference Points*)

O2) Promise Zone (*Preference Points*) ☐

O3) Historically Black Colleges and Universities (*Preference Points*) ☐

Q) Maximum Grant Request

R) Seeking Reimbursement for Program Costs Incurred Prior to the Period of Performance. ☐

Submitting Your Application

- Click the “**Check Application**” button to find any errors that may impact submission
- Click “**Complete and Notify AOR**” when ready to submit - only AORs can submit the application on behalf of the organization
- Click “**Sign and Submit**”

Submitting Your Application

The application must be received by Grants.gov by 11:59:59 pm Eastern Standard Time on the due date in order to be eligible for consideration.

- **Tip: Submit the application 2-3 days before deadline**
- Confirm Grants.gov has a valid email address for you
- Check email often for confirmation notice and application tracking number
- **Rejected with errors** – must correct before grace period ends or HUD will not review your application
- **Rejected with errors** - correct errors and resubmit application before 24-hour grace period ends
- **Validated** - your application will be forwarded to HUD for review

Grants.gov Helpdesk

Grants.gov Helpdesk is available 24 hours a day 7 days a week excluding [federal holidays](#).

[GRANTS.GOV](#)

1-800-518-4726 (U.S.)

1-606-545-5035 (International)

support@grants.gov

You can also submit a ticket online to obtain helpdesk assistance by visiting the following link: https://gditshared.servicenowservices.com/hhs_grants.



Preference Points and Rating Factor 1

Rebecca Mullaley

Office of Policy and Grant Administration

Office of Housing Counseling

Preference Points

Maximum 2 points

- HUD encourages activities in support of the Secretary's FY21 Initiatives.

Preference Points (maximum of 2 points total)

Option 1	Opportunity Zones	2	Chart A
Option 2	Promise Zones	2	Chart A
Option 3	HBCU	2	Chart A

- HUD may award up to two points for any of the three preferences.
- Applicants do not need to meet the minimum fundable score to receive Preference Points

Preference Points

Option 1-Opportunity Zones

- Entity must be physically located in an OZ.
 - Enter census tract number(s).
 - Do not list census tracts for branches or sub-grantees that are not located in an OZ.
 - Parent agencies will transfer subgrantees into Chart A2 PDF.
- If your agency is not located in an Opportunity Zone, you will not enter your census tract number.

Preference Points

Option 1-Opportunity Zones

Chart A, Field O1

- **HUD-2996** Certification for Opportunity Zone Preference Points (if applicable). Applicants must complete and submit this form in order to be eligible for Opportunity Zone preference points.
- Must commit to expend an estimated % of their award in OZ census tracts, as certified.
- If the applicant commits to expending less than 50% of the award in an OZ, HUD may consider awarding preference points if:
 - the applicant can show why they are unable to expend at least 50% of the grant award within Opportunity Zone designated tracts, or
 - the applicant can make a compelling case for why the amount that will be expended will have a significant impact within Opportunity Zone designated tracts.

Preference Points

Option 2-Promise Zones

Chart A, Field O2

- Applicants must submit HUD-50153 Certification of Consistency with Promise Zone Goals and Implementation.
- HUD-50153 must be signed by authorized Promise Zone official.
 - List of Promise Zones and persons authorized to certify listed here:
 - <https://www.hudexchange.info/programs/promise-zones/>

Preference Points

Option 3- Historically Black Colleges and Universities (HBCU)

- An applicant partnering with a Historically Black College or University (HBCU) does not identify their partnership in a chart.
- Instead, the applicant provides a Letter of Commitment certifying that an HBCU Partnership is in place and signed by an authorizing official of the HBCU and documentation of the college or university's status as an HBCU.

Rating Factor 1: Capacity of Applicant

13 points

Rating factors, points, and relevant charts are described on pages 26-27 of the NOFO.

RATINGS FACTOR	POINTS CHART	
Rating Factor 1. Capacity of the Applicant		
Sub-factor A HECM Average Hours	2	N/A
Sub-factor B Training and Industry Standards	7	Chart A
Sub-factor C Client Satisfaction and Progress	4	Chart A

Rating Factor 1: Capacity of Applicant

Note for Intermediaries, SHFAs, and MSOs:

- You must specify information for *each* branch and subgrantee on the Chart A2 Supplement (Excel) and then *transfer the totals* onto Chart A2 on the HUD-9906-P.
- As a reminder, if you also provide direct housing counseling services *at your main office*, you must include this office in the list of branches and subgrantees.
- The Chart A2 Supplement (Excel) should only include branches and subgrantees that provide housing counseling services to a minimum of thirty clients a year. (This client minimum does not apply to agencies that exclusively offer HECM.)

Rating Factor 1: Capacity of Applicant

If the Applicant's main office provides direct housing counseling activities, the main office must be included in the list of subgrantees and branches in the Chart A2 Supplement (Excel). All Intermediary, SHFA, and MSO Applicants must fill out and submit the Chart A2 Supplement (Excel) with their branch and/or subgrantee information. Enter the totals from that chart here.

The Applicant must remember to attach their Chart A2 Supplement (Excel) to their grants.gov application.

D	# of Branches of an Intermediary, MSO, or SHFA	
E	# of Subgrantees of an Intermediary, MSO, or SHFA	
F	Number of Housing Counselor Full-Time Equivalents	
G	Number of HECM Roster Reverse Mortgage Counselor Full-Time Equivalents	
H	Number of Default Counselor Full-Time Equivalents to Provide Reverse Mortgage/HECM Default Counseling during Grant Period	
I	Formal Housing Counseling Training	
J	HUD-Certified Housing Counselors on Staff	
K	Adopted National Industry Standards	

HUD-9906P Chart A for Intermediaries, SHFAs, and MSOs

**Chart A2 Supplement
for Intermediaries, SHFAs, and MSOs**

	A	B	C	D	E	F	G	H	I	J	K
	Name of Applicant, and the Branches and Subgrantees that Applicant proposes to Fund with this NOFO	Location City/State	Agency's HUD Housing Counseling System (HCS) Number	Branch of an Intermediary, MSO, or SHFA	Subgrantee of an Intermediary, MSO, or SHFA	# of Housing Counselor Full-Time Equivalents	# of HUD HECM Roster Reverse Mortgage Counselors Full-Time Equivalents	# of Default Counselors to Provide Reverse Mortgage/HECM Default Counseling during Grant Period	Formal Housing Counseling Training	HUD-certified Housing Counselors On Staff	Adopted National Industry Standards
Applicant	ABC Intermediary	Alexandria, VA	12345								
Branches and/or Sub-	ABC Intermediary	Alexandria, VA	12346	x		2			x		x
	Housing Resources	Alamosa, CO	56789		x	3	1	2	x	x	
	Housing Affiliate	Erie, PA	98765		x	8			x		x
TOTAL				1	2	13	1	2	3	1	2

Rating Factor 1A

Duration of HECM Counseling Session (2 points)

- Agencies with HECM counselors will be assessed on the average duration of a counseling session.
- HUD will use its own records to score this factor.

Rating Factor 1B

Counselor Training & Industry Standards (7 points)

Chart A, Fields I, J, and K:

- **Field I:** Agencies have counselors on staff that have received formal housing counseling training in the past 2 years, not including on-the-job training.
- **Field J:** Agencies have counselors on staff who have passed the HUD Housing Counseling Certification Exam.
- **Field K:** Agencies adopted the National Industry Standards for Homeownership Education and Counseling.

Rating Factor 1B

Counselor Training & Industry Standards (7 points)

Note for Intermediaries, SHFAs, and MSOs:

- You must specify this information for *each* branch and subgrantee on the Chart A2 Supplement (Excel) and then *transfer the totals* onto Chart A2 on the HUD-9906-P.

Rating Factor 1C

Client Satisfaction and Progress (4 points)

Chart A, Fields L, M, and N:

HUD will reward applicants that measure customer satisfaction and progress.

- **Field L:** Issued client exit surveys at the end of counseling or education sessions.
- **Field M:** Issued follow-up client surveys after the counseling was completed
- **Field N:** Pulled credit reports as part of housing counseling follow-up prior to the termination of counseling



Rating Factor 2: Need/ NOFO Priorities

Colleen Weiser

Office of Policy and Grant Administration

Office of Housing Counseling

Rating Factor 2a, 2b, and 2c

2(a): Rural Communities (2 points)

- Agency-reported data will be used to determine if Applicant serves rural clientele, as defined by USDA.

2(b): Affirmatively Furthering Fair Housing (2 points)

- **Chart C, Field A:** Provide brief description of any meaningful action Applicant will take that is consistent with the obligation to Affirmatively Further Fair Housing.

2(c): Staff Training (2 points)

- **Chart C, Field B:** Describe staff training related to AFFH—how Applicant will train staff on fair housing issues, including promoting housing that is affordable, safe, decent, free from unlawful discrimination, and accessible as required under fair housing and civil rights laws.

Rating Factor 2d, 2e, and 2f

2(d): Persons with Disabilities (2 points)

- **Chart C, Field C:** Describe how programs and activities will be accessible to persons with disabilities. Must also describe the appropriate steps taken to ensure effective communication with persons with disabilities.

2(e): Persons with Limited English Proficiency (2 points)

- **Chart C, Field D:** Describe the steps will be taken to ensure persons with Limited English Proficiency have meaningful access to program and activities.

2(f): Mobility Counseling (2 points)

- **Chart C, Field E:** Describe how counselors provide mobility counseling and the info provided to enhance housing choice regardless of race, color, and national origin.

Rating Factor 2g and 2h

2(g): Lead-Based Paint (1 point)

- **Chart C, Field F:** Description of how Applicant informs clients about the hazards of lead-based paint.

2(h): Emergency Preparedness (2 points)

- **Chart C, Field G:** Indicate which emergency preparedness and/or disaster recovery activities the Applicant participates in from the choices available.
- **Chart C, Field H:** Describe how Applicant implements the emergency preparedness activities selected in Field G.



Rating Factor 3: Soundness of Approach/ Scope of Housing Counseling Services

Connie Barton

Office of Policy and Grant Administration
Office of Housing Counseling

Rating Factor 3A

Clients Served (14 points)

- HUD will evaluate the total number of clients served based on HUD-9902 data reported in HUD's Housing Counseling System (HCS).
- Newly-approved applicants that received approval as HUD housing counseling agencies after September 30, 2020, must prepare and submit a HUD-9902 for the period October 1, 2019 through September 30, 2020 as part of the application.

Rating Factor 3B

Cost per Client (6 points)

- Applicants must document total housing counseling program expenses for the period of October 1, 2019 through September 30, 2020 on Chart E.
- This includes salaries and fringe of housing counselors and staff who provide counseling or group sessions, other direct costs, and indirect costs.
- Applicants must fill out Chart E. MSOs, SHFAs, and Intermediaries must include total expenses for their entire proposed network.
- Agencies that became HUD-approved during the past year should ensure that expenses reflect the entire fiscal year and not just the period for which the agency was HUD-approved.
- Instructions for Chart E are located on the first worksheet, “Chart E Instructions”, in the Excel file.

Rating Factor 3B

CHART E: USE OF FUNDS - LHCA, INTERMEDIARY, SHFA, OR MSO

Applicant Name:		
Applicant HCS ID:		
	1	2
	Expenses	Applicant's FY 2020 Expenses (\$), All sources
Salaries + Fringe		
A	Housing Counselors that provide direct housing counseling and/or group education	
B	Other Housing Counseling Program Staff who do not provide direct housing counseling and/or group education (not included in (A) above).	
Direct Costs:		
C	Travel	
D	Equipment	
E	Marketing and Outreach	
F	Supplies	
G	Training	
H	Contractual	
I	Other (Direct Costs): Please describe in the field below (limit to 500 characters).	
J	TOTAL DIRECT COSTS	\$ -
K	Indirect Cost Allocation Amount (if applicable)	
L	TOTAL PROGRAM EXPENSES	\$ -

Rating Factor 3C

Counseling and Education Expense Ratio (3 points)

- HUD will calculate the ratio of counseling and education costs to program expenses from the Applicant's response in Chart E.

Rating Factor 3D

Ratio of HUD Grant Total Program Expenses (5 points)

- HUD will calculate the ratio of an Applicant's previous HUD grant to its total Housing Counseling Program expenses from Chart E. Applicants without a previous HUD grant will be awarded full points.

Rating Factor 3E

Allocation to Subgrantees (2 points)

- Transfer the total percentage of the proposed award the Applicant intends to allocate to itself into Chart A2 (pdf), Field P1, and to each Subgrantee and Branch into Chart A2 (pdf), Field P2.

P1	% of Award Applicant intends to Allocate to itself	
P2	% of Award Applicant intends to Allocate to its Branches and Subgrantees	

Rating Factor 3F

Services Provided (4 points)

- HUD will evaluate the types of housing counseling and education services offered.
- HUD will use its own records to score this factor.

Rating Factor 3G

Methods of Service Delivery Provided (8 points)

- Applicants must indicate their modes of service delivery for housing counseling and education services provided during the grant period.

- LHCAs – Chart A1:

S) Counseling/Group Education to be Provided in Person. ☐


T) Counseling/Group Education to be Provided via Telephone or Video (interactive). ☐

U) Counseling/Group Education to be Provided over the Internet (asynchronous, self-guided courses) ☐

V) Counseling/Group Education to be Available in Multiple Languages. ☐

Rating Factor 3G

Methods of Service Delivery Provided (8 points)

- Intermediaries, SHFAs, and MSOs –A2 Supplement (Excel): 

S	T	U	V
Counseling /Group Education to be Provided In Person	Counseling/ Group Education to be Provided Via Telephone or Video (Interactive)	Counseling /Group Education to be Provided Over the Internet	Counseling /Group Education to be Available in Multiple Languages

- Transfer the total number of subgrantees and/or branches to Chart A2 (PDF):

S	Counseling/Group Education to be Provided in Person	
T	Counseling/Group Education to be Provided via Telephone or Video (interactive)	
U	Counseling/Group Education to be Provided over the Internet (asynchronous, self-guided courses)	
V	Counseling/Group Education to be Available in Multiple Languages	

Rating Factor 3H

Oversight Activities (6 points)

- All Applicants must complete Chart D.
- Intermediaries, SHFAs, or MSOs:
 - In Section 1, enter the number of subgrantees/branches (from 0 to a maximum of 5) for which the Applicant will conduct a performance review during the grant period of performance using the HUD-9910 form. HUD will cap the bonus at the lesser of: a) five reviews, or b) fifty percent or less of the Applicant's funded network.

Rating Factor 3H

Oversight Activities (6 points)

- All Applicants must complete Chart D.
- Intermediaries, SHFAs, or MSOs:
 - In Section 2, Applicants may enter the number of subgrantees and/or branches for which oversight and quality control activities will be performed during the grant performance period as part of the proposed work plan. The Applicant can enter a total up to the total subgrantees and/or branches included in the application.

Rating Factor 3H

Oversight Activities (6 points) – Chart D:

1. Enter the number of subgrantees/branches (from 0 to a maximum of 5) for which the Applicant will conduct a performance review during the grant period of performance using the HUD-9910 form. The Applicant must share the results of these reviews with HUD.	<input type="text"/>
2. Enter the number of subgrantees/branches for which oversight and quality control activities will be performed during the grant performance period as part of the proposed work plan.	
a. Train and provide technical assistance to subgrantees/branches	<input type="text"/>
b. Monitor, evaluate and verify quality of services provided by subgrantees/branches:	<input type="text"/>
i. Verify subgrantees/branches are conducting supervisory monitoring of the housing counseling program	<input type="text"/>
ii. Subgrantee is HUD-approved or, if not directly HUD-approved, Applicant verifies that subgrantee meets HUD approval standards.	<input type="text"/>
iii. Monitor the grant funded work of subgrantees/branches to verify compliance with HUD grant agreement requirements and progress in meeting projections.	<input type="text"/>
iv. Identify and rectify service delivery deficiencies and non-compliance issues.	<input type="text"/>
c. Process subgrantees' and branches' disbursements under the grant: Review disbursement supporting documentation, including personnel activity reports (or other personnel expense documentation that satisfies 2 CFR 200.430(i) requirements), invoices, client file lists, or similar forms of documentation.	<input type="text"/>



Rating Factor 4: Leveraging Resources

Rebecca Maclean

Office of Policy and Grant Administration

Office of Housing Counseling

Rating Factor 4

Leveraging Resources (4 Points)

- HUD funds are not intended to be the sole source of funds
- Evaluated based on ability to demonstrate additional **non-federal resources**
- Types of non-federal resources:
 - Direct financial assistance (grants)
 - Program income
 - In-kind contribution (services, equipment, office space, labor, etc.)

Rating Factor 4

Leveraging Resources (4 Points)

- Leveraged resources cannot be federal funds, which are directly or indirectly passed through local governments such as, but not limited to:
 - Hardest Hit Funds (HHF)
 - Community Development Block Grants (CDBG)
 - Community Services Block Grants (CSBG)
 - Emergency Homeowner Loan Program (EHLPP)
 - Fair Housing Initiatives Program (FHIP)
 - Home Investment Partnerships Program (HOME)
 - Housing Stability Counseling Program (HSCP)

Note: Federal funds passed through state and local governments can often have a different name (ex: Pittsburgh Neighborhood Economic Development is actually a CDBG pass-through).

Rating Factor 4

Chart B: Leveraged Resources (Excel)

Information to be entered includes:

- A. Applicant/Subgrantee/Branch
- B. Organization Providing Leveraged Funds (Include Point of Contact at Organization Providing Leveraged Funds/In-kind Contributions)
- C. Type of Contribution
- D. Use of Funds (Note: For in-kind contributions, describe the good or service provided)
- E. Amount of Funds. Only Include the Amount of Funds that are Available from **April 1, 2021 – September 30, 2022**

Rating Factor 4

Chart B: Leveraged Resources (Excel)

If funding is available outside of the grant period of performance, funds must be pro-rated.

Example:

If funds are available from January 2021 through December 2021, include only the nine months of funding that fall within the period of performance (e.g. **April 1, 2021 – December 30, 2021**)

Note: Applicants no longer need to transfer the amount of leveraged funds to a separate .pdf file



Rating Factor 5: Achieving Results

Joel Schumacher

Office of Policy and Grant Administration

Office of Housing Counseling

Rating Factor 5

- Evaluates the Applicant's success in achieving performance goals and adhering to commitments made under prior applications and within grant agreements.
- All elements in this section will be scored based on existing sources.

Rating Factor 5A

Performance and HCS Reporting (8 points)

- Compliance with programmatic requirements
- Timely validation of agency profile in HCS.
- Timely submission of HUD-9902.
- Use of Client Management System to submit HUD-9902 reports.

Applicants will not provide a response to this sub-factor.

Rating Factor 5B

Grant Expenditure History (4 points)

Evaluation Includes:

- Applicant's timely expenditure of previously-awarded grant funds.

Applicants will not provide a response to this sub-factor.

Rating Factor 5C

Counseling Outcomes (8 points)

Evaluation Includes:

- Review of agency-reported HUD-9902 Section 10 Outcome data.
- Applicants approved after September 30, 2020 that did not submit a FY 20 Q4 HUD-9902 are reminded to prepare and submit a HUD-9902 as part of the application.

Applicants will not provide a response to this sub-factor.



Minority Serving Institutions (MSI)/ Historically Black Colleges and Universities (HBCU) Funding Initiative

David Valdez

Office of Policy and Grant Administration
Office of Housing Counseling

MSI/HBCU Funding Initiative

Purpose: The initiative is designed to expand HBCU's and other MSIs' roles and effectiveness in addressing the housing and financial needs of their local communities, expand partnerships with housing counseling agencies, and provide housing counseling services. HUD seeks to leverage expert experience and social position of HBCUs and other MSIs within minority communities to help remove any barriers to housing services and increase financial education for this targeted population.

MSI/HBCU Funding Initiative

HUD will provide \$3 million in this grant to:

- HUD-approved housing counseling agencies that demonstrate their status as an HBCU or other MSI and/or
- HUD-approved housing counseling agencies partnering with HBCUs or other MSIs.

Note: This funding initiative is not connected to the HBCU Preference Points.

MSI/HBCU Funding Initiative

Minority Serving Institution (MSI): An institution serving a high proportion of minority students. 'Minority students' refers to students who are Black, Hispanic, Asian/Pacific Islander, or American Indian/Alaska Native.

Seven Types of MSIs:

- Historically Black Colleges and Universities (HBCU)
- Predominantly Black Institutions (PBI)
- Hispanic-Serving Institutions
- Tribal Colleges or Universities
- Native American Non-Tribal Institutions (NANTI)
- Alaskan Native or Native Hawaiian-Serving Institutions (ANNHI)
- Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI)

MSI/HBCU Funding Initiative

Two Types of Eligible Applicants:

1. HUD-approved housing counseling agencies that demonstrate their status as an HBCU or other MSI. These applicants must:
 - Submit proof of the college or university's status as an MSI.
2. HUD-approved housing counseling agencies partnering with HBCUs or other MSIs. These applicants must:
 - Submit a letter certifying that an HBCU or other MSI partnership is in place or that there is an intent to enter a partnership. The letter must be signed by the applicant and an authorizing official of the HBCU or other MSI.
 - Submit proof of the partnering college's status as an HBCU or other MSI.

MSI/HBCU Funding Initiative

Eligible Activities:

- The eligible activities are outlined in Section IV.F, Funding Restrictions of the NOFO.
 1. Housing counseling and group education
 2. Oversight, compliance, and quality control
 3. Supervision of housing counseling staff
 4. Housing counselor training and certification
 5. Marketing and outreach of the Housing Counseling Program
- Eligible Activities must be consistent with the proposed work described in Chart F.

MSI/HBCU Funding Initiative

Maximum Award Amounts:

- Applicants must indicate a maximum grant request that will be considered as a cap in establishing the award.
- Applicants can request up to \$250,000 as an HBCU or other MSI, or for its partnership and/or subgrantee partnership with an HBCU or other MSI.
- Applicants can also request up to \$150,000 for each additional partnership and/or its subgrantee partnership with an HBCU or other MSI.
- HUD will use the NOFO score, responses on the 9906, Chart F, and other factors to rate and rank the applications.
- HUD reserves the right to fund less than the amount requested in the application.

MSI/HBCU Funding Initiative

Memorandum of Understanding (MOU) or Similar Agreement

- The MOU is required at Grant Execution.
- The MOU should at least clearly specify the partnership's purpose and activities; each organization's role and responsibilities for funding, participation, management and organizational structure, and compliance; and integrating data sharing or reporting capabilities.

MSI/HBCU Funding Initiative

Review and Selection Process:

HUD 9906-Chart F must be completed by applicants requesting funds dedicated to this funding initiative. The applicant must indicate:

- The number of housing counseling clients the applicant or applicant's network plans to serve with the funding (B)
- The desired total award amount for this initiative (C1)
- The name of the partnering HBCU or other MSI, if applicable, and contact information (C2)
- The award amount to be allocated to each partnership, if applicable (C2)

*For Intermediary, MSO, and SHFA applications – they must also submit the name of the subgrantee partnering with an HBCU or other MSI, if applicable (C2).

MSI/HBCU Funding Initiative

Example F1
Chart:

CHART F1 – HISTORICALLY BLACK COLLEGES AND UNIVERSITIES, TRIBAL COLLEGES AND UNIVERSITIES, AND OTHER MINORITY SERVING INSTITUTIONS (MSI)

Applicants applying for this funding initiative must complete the following questions. Applicants must also submit proof of status as an HBCU or other MSI, and/or if applicable, a letter certifying partnership between the housing counseling agency and the HBCU or other MSI (see NOFO Section V(B)(4) for more details).

A1) Applicant is an HBCU or other MSI

☐

A2) Applicant is partnering with an HBCU or other MSI

☒

B) How many housing counseling clients does the Applicant and/or its partner plan to serve with this funding during the period of performance?

C1) Indicate the total award amount requested to provide services for this purpose.

C2) Complete the table below as appropriate for the Applicant and/or the Applicant’s partnering HBCUs or other MSIs. The Applicant may provide a separate attachment if more space is needed.

Name of the Housing Counseling Agency and HCS ID	Name of Partner HBCU or other MSI; City, State; Contact Name, Email Address	Allocation Amount (\$)
LHCA Housing Agency (71000)	Howard University Washington, DC Laura Moore, Laura.M@howarddc.edu	\$45,000

Partnership with the
applying LHCA

MSI/HBCU Funding Initiative

Example F2 Chart:

CHART F2 – HISTORICALLY BLACK COLLEGES AND UNIVERSITIES, TRIBAL COLLEGES AND UNIVERSITIES, AND OTHER MINORITY SERVING INSTITUTIONS (MSI)

Applicants applying for this funding initiative must complete the following questions. Applicants must also submit proof of status as an HBCU or other MSI, and/or if applicable, a letter certifying the partnership between the housing counseling agency and the HBCU or other MSI (see NOFO Section V(B)(4) for more details).

A1) Applicant is an HBCU or other MSI

☐

A2) Applicant is partnering with an HBCU or other MSI

☒

B) How many housing counseling clients does the Applicant and/or its network plan to serve with this funding during the period of performance?

450

C1) Indicate the total award amount requested to provide services for this purpose.

\$575,000

C2) Complete the table below as appropriate for the Applicant and/or the Applicant's network. The Applicant may provide a separate attachment if more space is needed.

Partnership with the applying Intermediary →

Partnership #1 with a Subgrantee 1 →

Partnership #2 with a Subgrantee 1 →

Partnership with a Subgrantee 2 →

Name of the Housing Counseling Agency and HCS ID	Name of Partner HBCU or other MSI; City, State; Contact Name, Email Address (state "N/A" if subgrantee or branch is an HBCU or other MSI)	Allocation Amount (\$)
Intermediary ABC (70000)	Alabama State University Montgomery, AL Jane Smith, jane.email@alabama.edu	\$150,000
The Housing Counseling Org (70001)	California State University Los Angeles, CA Norman Read, normanr@california.edu	\$250,000
The Housing Counseling Org (70001)	Tuskegee University Tuskegee, AL Ralph Richie, rr@tuskegeecalabama.edu	\$50,000
Partnerships for Housing (70002)	Dine College Tsaile, AZ James Jackson, jacksonjames@dineaz.edu	\$100,000

MSI/HBCU Funding Initiative

Review and Selection Process Continued:

Chart F Statement of Work (D) 1-7:

1. A description of the proposed eligible activities and major tasks required to successfully implement the proposed initiative.
2. Describe the extent to which there is a need to fund the proposed initiative and the importance of meeting the need(s).
3. Relevant experience and capacity of the Applicant, its staff, and HBCU or other MSI partners.
4. How the Applicant will measure outcomes on its target population.
5. How the Applicant proposes to integrate the institution's students and faculty into proposed activities
6. How the applicant will involve the community in the implementation of the program and how the institution will expand its role in target community
7. The other resources that support or fund Applicant's existing housing counseling related partnerships with HBCUs or other MSIs. Include the dollar amounts of support provided in the description of the resources, if applicable



Conclusion

Tracie Oaks-Ross

Office of Policy and Grant Administration

Office of Housing Counseling

For Assistance

- Direct your questions to housing.counseling@hud.gov
- Contact www.grants.gov regarding issues with technology
 - Technical Assistance/Customer Services for grants.gov
 - 1-800-518-4726
 - TTY 1-800-877-8339
 - support@grants.gov
 - Available 24/7
 - 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

Tips for Success

- Read the NOFO. Follow the instructions.
- Understand the charts, how to fill them out, and how to submit them.
- Answer all of the questions.
- Submit on time and save confirmations and emails accepting or rejecting your application.

Office of Housing Counseling

- Find us at:
www.hudexchange.info/counseling
- Counselor Training and Testing website:
www.hudhousingcounselors.com
- Email us at:
housing.counseling@hud.gov

Conclusion

THANKS
for
ATTENDING