



FY 2020
Supplemental Comprehensive
Housing Counseling NOFA:
Grant Application Training
**Audio is only available by
conference call**

Please call: **844-291-5491**
Participant Access Code: **9786696**
to join the conference call portion of the webinar

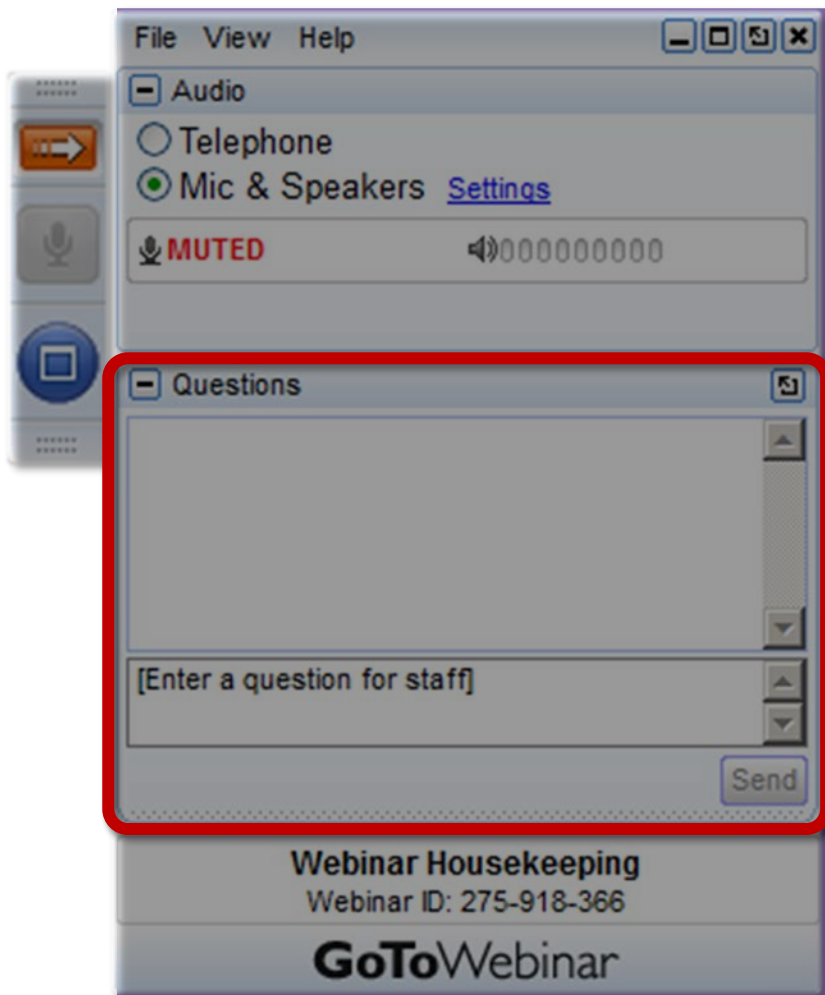
June 16, 2020

Webinar Logistics



- Audio is being recorded. The playback number along with the PowerPoint and a transcript will be available on the HUD Exchange at www.hudexchange.info/programs/housing-counseling/webinars/
- The webinar will be posted in 7-10 days.
- The Training Digest on HUD Exchange will be updated when the webinar is posted.
- Handouts were sent out prior to the webinar. They are also available in the Control Panel. Just click on document name to download.

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.

Certificate of Training



- If you logged into the webinar, you will receive a Certificate of Training from GoToWebinar within 48 hours.
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Housing Counseling Training Digest

<https://www.hudexchange.info/programs/housing-counseling/training-digest/>



Housing Counseling Weekly Training Digest

This page 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 5, 2018

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

- View upcoming training hosted by OHC and other partners



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

Danberry Carmon

Associate Deputy Assistant Secretary

Office of Housing Counseling

NOFA Updates



- FY 2020 Supplemental Comprehensive Housing Counseling NOFA makes available up to \$3.5 million for new applicants
- Eligibility limited to applicants who were not awarded FY 2019 CHC grant funds
- Period of Performance: 10/1/2019 – 3/31/2021
 - 18 months to utilize grant funding
- Application Due Date: **July 8, 2020**

NOFA Updates



- Same streamlined application as FY2019 NOFA
 - HUD-9906 LHCA and Intermediary, SHFA, and MSO applications contain four charts, no separate narratives
 - Chart A2 Supplement (INTERMEDIARY, SHFA, OR MSO CHARACTERISTICS) (Excel)
 - Chart B Supplement (LEVERAGING) (Excel)
- Possible HUD Certification exam fees to be reimbursed separately (new budget line item)
- Preference Points
 - Historically Black Colleges and Universities (HBCUs)
 - Certification for Opportunity Zone

Agenda

Tracy Badua

Office of Policy and Grant Administration
Office of Housing Counseling

Today's Presenters



Tracy Badua, Team Lead

Connie Barton

David Valdez

Melissa Noe

Tracie Oaks-Ross

Joel Schumacher

Kristin Ackerman

Agenda



- Eligibility, Requirements, and Funding Methodology
- Finding and Submitting the Grant Application
- Preference Points and Rating Factors

Eligibility, Requirements, and Funding Methodology

Tracy Badua

Office of Policy and Grant Administration

Office of Housing Counseling

Eligibility Requirements



- Eligibility, Statutory, and Regulatory Requirements are outlined in Section III of the NOFA
- Applicants must not have been awarded direct grants under the FY 2019 CHC NOFA (exception: newly approved MSO and Intermediaries)

“Double Dipping” Restrictions



- Applicants are prohibited from accessing CHC grant funds from multiple sources
 - Cannot be both a direct grantee and subgrantee
- **Exception:** Grantee or subgrantee has one or more HECM counselors and is awarded HUD grant funds, directly or as a subgrant, then grantee or sub-grantee can receive a *single additional subgrant for reverse mortgage counseling activities from an Intermediary that provides reverse mortgage counseling exclusively.*

Funding Methodology



Funding Methodology is specified in Section V.B.3

- Base Amount determined by size of counseling network
- NOFA 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.

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

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, continued



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

- HUD 9902 for FY19 (if agency was approved after September 30, 2019)
- 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

Finding and Submitting the Grant Application

Connie Barton

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 2020 Supplemental 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>

dun & bradstreet

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

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Asked
Questions
(FAQ)

D&B, SAM,
Grants
Contacts

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

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

Sam.gov



[View assistance for SAM.gov](#)



A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov.[Log In](#)

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⚠️ ALERT: SAM.gov will be down for scheduled maintenance Saturday, 05/09/2020 from 8:00 AM to 1:00 PM


⚠️ ALERT: CAGE is experiencing a high volume of entity registrations; processing time is currently exceeding the normal window of ten business days. Please respond promptly by email to the DLA CAGE Program if you are contacted for additional information to prevent further delays.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records


Getting Started

Create A User Account




Start by creating a SAM user account.

Register Entity



After creating your SAM user account, log in to register to do business with the U.S. government.

Search Records



Do a public search for existing entity registration records or exclusion records.

Federal users can log in to see additional information.

Register for Grants.gov



- Registration checklist/information

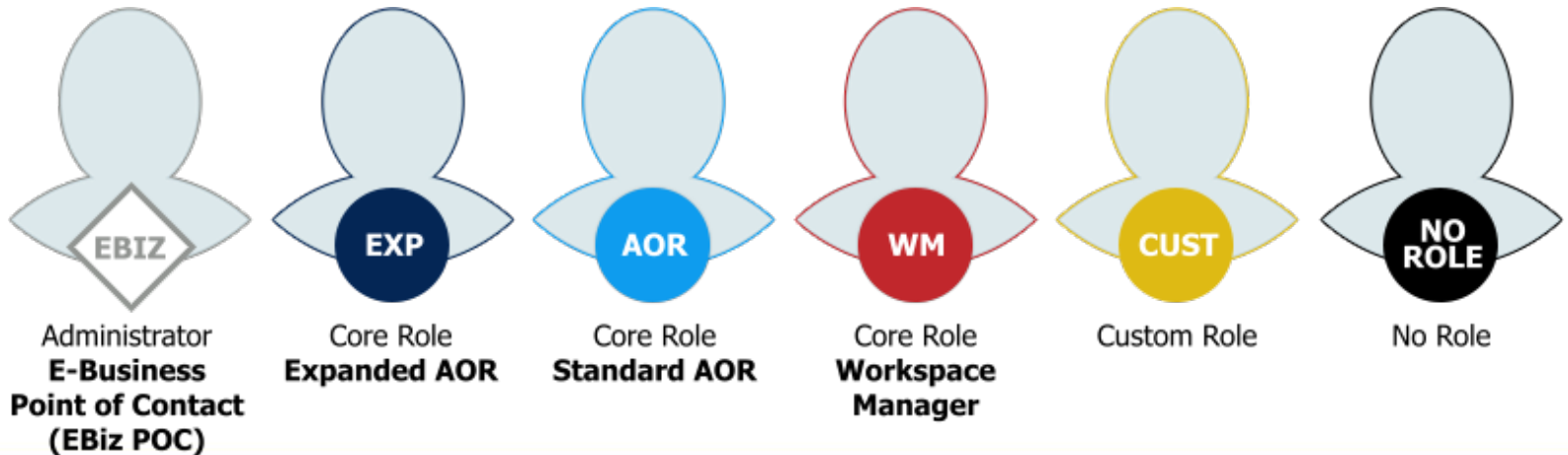
<http://www.grants.gov/web/grants/applicants/organization-registration.html>

The screenshot displays the Grants.gov homepage. At the top, there's a navigation bar with links like HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. A search bar is also present. Below the navigation bar, a red alert banner from SAM.gov states: "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 main content area features a large image of a hand holding a smartphone displaying the Grants.gov mobile app interface. To the left of the phone, text reads "The Grants.gov Mobile App" and "Quickly access grant search and notification tools through the Grants.gov Mobile App." Below this text are buttons for "Download on the App Store" and "GET IT ON Google Play". At the bottom of the page, there's a footer with icons and links for SEARCH GRANTS, GET STARTED, GRANT POLICIES, GRANT-MAKING AGENCIES, PREVENT SCAMS, COMMUNITY BLOG, TWITTER FEED, YOUTUBE VIDEOS, ONLINE HELP, and 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 NOFA



- Search www.grants.gov for funding opportunity number **FR-6400-N-33** Notice of Funding Availability (NOFA) for the Fiscal Year 2020 Supplemental Comprehensive Housing Counseling Grant Program

GRANTS.GOVSM
FIND. APPLY. SUCCEED.SM

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

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

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SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

OPPORTUNITY STATUS:

☒ Forecasted (8)

☒ Posted (237)

☐ Closed (100)

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

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

[Search Tips](#) | [Export Detailed Data](#) | **Save Search »**

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 NOFA, continued



- 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 NOFA, 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 NOFA, continued



PKG00261881-instructions.zip

	_MACOSX Type: Folder	Date modified: 5/28/2020 5:32 PM
	Foa_Content_of_FR-6400-N-33.pdf Type: Adobe Acrobat Document	Date modified: 5/28/2020 5:31 PM Size: 717 KB → 642 KB
	FY20 Chart A2 Supplement for Intermediary SHFA MSO.xlsx Type: Microsoft Excel Worksheet	Date modified: 5/28/2020 4:11 PM Size: 43.2 KB → 33.0 KB
	FY20 Chart B Supplement (leveraged funds).xlsx Type: Microsoft Excel Worksheet	Date modified: 5/28/2020 4:11 PM Size: 67.8 KB → 52.3 KB
	FY20 HUD-9906-L for LHCA 05282020.pdf Type: Adobe Acrobat Document	Date modified: 5/28/2020 4:13 PM Size: 146 KB → 117 KB
	FY20 HUD-9906-P for Intermediary SHFA MSO 05282020.pdf Type: Adobe Acrobat Document	Date modified: 5/28/2020 4:11 PM Size: 236 KB → 207 KB
	HUD-50153.pdf Type: Adobe Acrobat Document	Date modified: 5/27/2020 5:36 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

Fields for standardized answers and attachments

CHART A1 – LHCA CHARACTERISTICS

Note: Entering an "x" indicates 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) Follow-Up Client Surveys ☐

N) Pulled Credit Reports 6 or More Months after Counseling was Completed ☐

O1) Opportunity Zones – 11-Digit Census Tract Number

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	Branch of an Intermediary, MSO, or SHFA	
E	Subgrantee 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	Follow-Up Client Surveys	

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 errors and resubmit application before 24-hour grace period ends or HUD will not review your application
- **Validated** - your application will be forwarded to HUD for review

Preference Points and Rating Factor 1

David Valdez

Office of Policy and Grant Administration
Office of Housing Counseling

Preference Points

Preference Points



Maximum 2 points

- HUD encourages activities in support of the Secretary's FY20 Initiatives.

PREFERENCE POINTS (maximum of 2 points total)

Option 1	Opportunity Zones	2	Chart A
Option 2	HBCU	2	N/A
Option 3	Promise Zones	2	Chart A
Option 4	Emergency Preparedness/ Disaster Recovery	2	Chart C

HUD may award up to two (2) points for any of the four preferences.

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:
 - a.) the applicant can show why they are unable to expend at least 50% of the grant award within Opportunity Zone designated tracts, or
 - b.) 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- 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.

Preference Points



Option 3-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/promise-zones-overview/>

Preference Points



Option 4-Disaster Preparedness/Emergency Preparedness

Chart C, Fields I and J:

- HUD encourages agencies to have housing counselors with training in disaster and emergency preparedness.
- HUD encourages agencies to describe any COVID-19 pandemic response related training in the “Other” category of Chart C.

Preference Points



Option 4-Disaster Preparedness/Emergency Preparedness

Description of relevant activities and how your agency implements the activities.

(I) PREFERENCE POINTS - Indicate any emergency preparedness and/or disaster recovery activities in which your agency participates with the options below.	
1) Agency provides emergency preparedness workshops	<input type="checkbox"/>
2) Agency provides disaster recovery workshops.	<input type="checkbox"/>
3) Counselor discusses emergency recovery topics and resources during one-on-one counseling.	<input type="checkbox"/>
4) Counselor discusses disaster recovery topics and resources during one-on-one counseling.	<input type="checkbox"/>
5) Counselors participate in emergency preparedness and/or disaster recovery trainings.	<input type="checkbox"/>
6) Agency entered into an agreement outlining mutual emergency and services with community partner. .	<input type="checkbox"/>
7) Other – Provide a brief description below.	<input type="checkbox"/>
(J) PREFERENCE POINTS - Briefly describe how your agency implements the emergency preparedness and/or disaster recovery activities as indicated in Field I (limit 1,000 characters).	

Rating Factor 1: Capacity of Applicant

Rating Factor 1: Capacity of Applicant



19 points

Rating factors, points, and relevant charts are described on pages 24-25 of the NOFA.

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	6	Chart A
Sub-factor C	Performance Reviews	7	N/A
Sub-factor D	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. (Does not apply to agencies that exclusively offer HECM.)

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 (6 points)

Chart A, Fields I, J, and K:

- **Field I:** *50% or more* of counselors received formal housing counseling training in the past 2 years, not including on-the-job training.
- **Field J:** agencies have *any* 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 (6 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.
- 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. (Does not apply to agencies that exclusively offer HECM.)

Rating Factor 1C



Performance Reviews (7 points)

- Significant findings encountered during routine oversight and/or performance reviews conducted by HUD will be considered.
- HUD will use its own records to score this factor.

Rating Factor 1D



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 at the end of counseling or education sessions.
- **Field N:** Pulled credit reports as part of post-counseling follow up 6+ months after counseling completed.

Rating Factor 2: Need/NOFA Priorities

Melissa Noe

Policy and Grant Administration
Office of Housing Counseling

Rating Factor 2A and 2B



2A: Rural Communities (5 points)

- An internal data source will be used to determine if Applicant serves rural clients, as defined by USDA.

2B: Identifying Impediments to Fair Housing (2 points)

- **Chart C, Field A:** Identify service area and consolidated plan, analysis of impediments, or assessment of fair housing. (Parent agencies: Cite no more than 3 jurisdictions served by your network.)
- **Chart C, Field B:** Indicate fair housing issues.
- **Chart C, Field C:** Describe an activity that seeks to overcome the effects of the impediments and how outcomes are measured.

Rating Factor 2C, 2D, and 2E



2C: Staff Training (2 points)

- **Chart C, Field D:** Describe staff training that addresses fair housing issue or factor identified in Field B.

2D: Persons with Disabilities (2 points)

- **Chart C, Field E:** Describe how activities will be accessible by persons with disabilities. Include how applicant will ensure communication with persons with disabilities is effective.

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

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

Rating Factor 2F and 2G



2F: Mobility Counseling (1 point)

- **Chart C, Field G:** Describe the provision of mobility counseling and housing choice.

2G: Lead-Based Paint (1 point)

- **Chart C, Field H:** Describe of how clients are informed about the hazards of lead-based paint.

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

Tracie Oaks

Office of Policy and Grant Administration
Office of Housing Counseling

Rating Factor 3



Evaluates the quality and effectiveness of the Applicant's past and proposed housing counseling activities.

3A: Impact (12 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, 2019, must prepare and submit a HUD-9902 for the period October 1, 2018 through September 30, 2019 as part of the application.

Rating Factor 3B



Cost per Client (5 points)

- Applicants must document total housing counseling program expenses (including direct and indirect costs) for the period of October 1, 2018 through September 30, 2019.
- Agencies that became HUD-approved during Fiscal Year 2020 should ensure that expenses reflect the entire fiscal year and not just the period for which the agency was HUD-approved.

Chart A, Field R

R) Total FY 2019 Housing Counseling Program Expenses (including salaries, fringe, other direct costs, and indirect costs)

Rating Factor 3C



Counseling and Education Ratio (3 points)

- Applicants must indicate the total funds expended on the salary and fringe benefits for personnel who provide counseling and education for the period of October 1, 2018 through September 30, 2019.

Chart A, Field S

S) Total FY 2019 Salaries and Fringe for Staff Providing Housing Counseling/Group Education
(Field S will be a subset of Field R)

Rating Factor 3B and 3C



Counseling and Education Ratio (3 points)

R) Total FY 2019 Housing Counseling Program Expenses (including salaries, fringe, other direct costs, and indirect costs) \$ 25,000.00


S) Total FY 2019 Salaries and Fringe for Staff Providing Housing Counseling/Group Education (Field S will be a subset of Field R) 75000

Instructions: Enter
modes below.

T	Counselor		
U	Counselor		
V	Counselor (self-guided courses)		

that will provide housing counseling

Warning: JavaScript Window -

 Field S must be less than or equal to Field R.

OK

Rating Factor 3D



Ratio of HUD Grant to Total Expenses (4 points)

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

Rating Factor 3E



Allocation to Subgrantees (2 points)

- All Intermediary, SHFA, and MSO applicants must submit the Chart A2 Supplement (Excel) with the percentage of the proposed award the Applicant intends to allocate to each Subgrantee and Branch in Column P.

Name of Applicant, Branches and Sub-grantees Applicant proposes to Fund With this NOFA	% of Award Applicant Intends to Allocate to Itself or Each Branch or Subgrantee
ABC Intermediary	
<i>NOTE: If Applicant is providing counseling services</i>	
ABC Counseling of New Haven	25
ABC Counseling of Hartford	25
Berkshire Housing Solutions	20
Western Massachusetts Community Services	20
	90

Rating Factor 3E



Allocation to Subgrantees (2 points)

- Next, 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.

Chart A2, Fields P1 and 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 being offered based on HUD-9902 data reported in HUD's Housing Counseling System (HCS).
- 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 on the HUD-9906 in Fields T through W.

Rating Factor 3G



Methods of Service Delivery Provided (8 points)

- All Intermediary, SHFA, and MSO applicants must indicate the modes of service delivery that their branches and/or subgrantees will provide in the Chart A2 Supplement (Excel).
- Transfer the totals to Chart A2.

	A	T	U	V	W
	Name of Applicant, and the Branches and Subgrantees that Applicant proposes to Fund with this NOFA	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
Applicant	ABC Intermediary				
Branches and/or Sub-	ABC Intermediary	x	x	x	x
	ABC Subgrantee	x	x	x	x
	ABC Branch Office	x	x	x	x
TOTAL		3	3	3	3

Instructions: Enter the total number of subgrantees and/or branches that will provide housing counseling services in the modes below.

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

Rating Factor 3H



Oversight Activities (6 points)

- Complete Chart D.
- For Intermediaries, SHFAs, or MSOs: In Part 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, *Performance Review of a HUD-Approved Housing Counseling Agency or Participating Agency*.
- For oversight activities, in Part 2, grantees may 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. The Applicant can enter a total up to the total subgrantees/branches included in the application.

Rating Factor 3H



Oversight Activities (6 points)

CHART D2 – OVERSIGHT ACTIVITIES

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" value="0"/>
2. Complete (a) – (c) by entering 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. The Applicant can enter a total up to the total subgrantees/branches included in the application.	
a. Train and provide technical assistance to subgrantees/branches	<input type="text"/>
b. Monitor, evaluate, and verify quality of services provided by subgrantees/branches:	
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"/>

Certification



Must be completed by all Applicants.

CHART D2 – OVERSIGHT ACTIVITIES

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" value="0"/>
2. Complete (a) – (c) by entering 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. The Applicant can enter a total up to the total subgrantees/branches included in the application.	
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"/>

I certify that the information provided on the Form HUD-9906-P and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, or submitting a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

☐ **I agree to the above certification statement.**

Rating Factor 4: Leveraging Resources

Joel Schumacher

Office of Policy and Grant Administration
Office of Housing Counseling

Rating Factor 4



Leveraging Resources (5 Points)

- HUD funds are not intended to be the sole source of funds
- Evaluated based on ability to demonstrate additional non-federal resources

Rating Factor 4



Types:

- Direct financial assistance (grants)
- Program income
- In-kind contribution (services, equipment, office space, labor, etc.)

Rating Factor 4



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)

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 Supplement (Excel)

Information to be entered includes:

- Applicant/Subgrantee/Branch
- Organization Providing Leveraged Funds (Include Point of Contact at Organization Providing Leveraged Funds/In-kind Contributions)
- Type of Contribution
- Use of Funds (Note: For in-kind contributions, describe the good or service provided)
- Only Include the Amount of Funds that are Available from Oct 1, 2019 to March 31, 2021

Rating Factor 4



Chart B Supplement (Excel)

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

- **Example:**

If funds are available from January 2019 through December 2019, include only the three months of funding that fall within the period of performance (e.g. October 1, 2019 through December 31, 2019)

Rating Factor 4

Two

- Applicants with leveraged funds must complete and submit Chart B Supplement (Excel),
and
- Transfer the total amount of leveraged funds to Chart B (pdf)

Total of Leveraged Funds Available During the Grant Period

\$

Rating Factor 5: Achieving Results

Kristin Ackerman

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.
- Several HUD-9906 questions related to RF5 were eliminated as of FY19 and are now based on verifiable data.
- Reporting in HCS and HUD-9902 Section 10 Outcomes were added as scored items in FY19 and will continue for FY20.

Rating Factor 5A



HCS Reporting (4 points)

Evaluation Includes:

- Timely validation of agency profile in HCS.
- Timely submission of HUD-9902 reports during FY 2019.
- Use of Client Management System to submit HUD-9902 reports.
 - HUD will take into account the widespread issues agencies have faced transitioning to new CMS providers during the FY19 reporting period.

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

Rating Factor 5B



Grant Expenditure History (6 points)

Evaluation Includes:

- Applicant's timely expenditure of previously-awarded grant funds (FY 2018 NOFA).
- Significant delays in grant expenditure beyond the period of performance, and recaptured funding will be taken into consideration.

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

Rating Factor 5C



Counseling Outcomes (7 points)

Evaluation Includes:

- A review of agency-reported HUD-9902 Section 10 Outcome data.
- Applicants approved after September 30, 2019 that did not submit a FY 19 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.

Conclusion

Tracy Badua

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 NOFA. 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

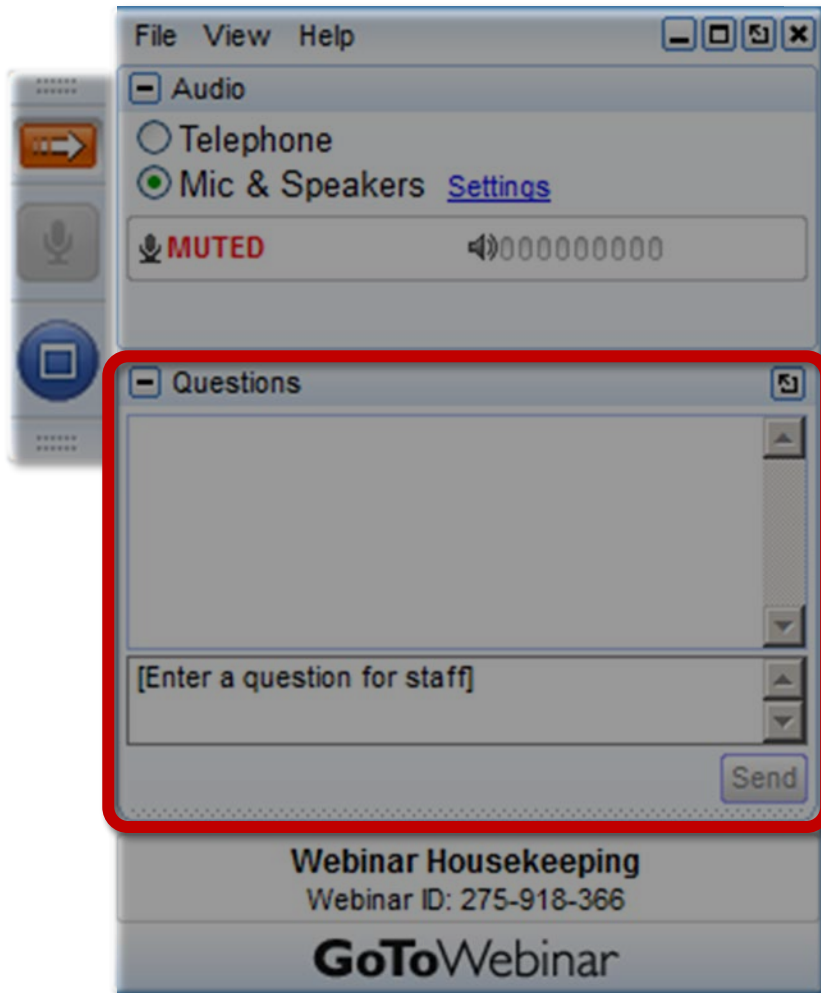
Email us at:

housing.counseling@hud.gov

The Bridge:

<https://www.hudexchange.info/programs/housing-counseling/the-bridge/>

Before You Go



Please give us feedback in the Question Box

- Was this webinar useful to you? To your clients?
- Will you share the information with your co-workers?
- Any other comments?

Conclusion

THANKS
for
ATTENDING