



Navigating the HUD Exchange for Housing Counseling

Audio is only available by conference call

Please call: 1-800-260-0718

Participant Access Code: 458712

to join the conference call portion of the webinar

March 7, 2019

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/

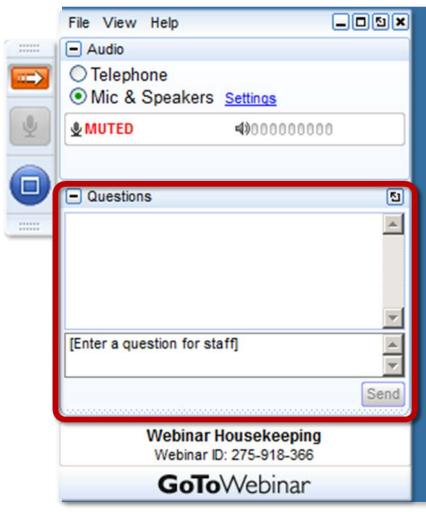
- The webinar will be posted in 7-10 days.
- The Training Digest on HUD Exchange will be updated when the webinar is posted.
- Handouts were sent out prior to webinar. They are also available in the Control Panel. Just click on document name to download.

Questions & Comments



- There may be Polling Questions. Please respond to them.
- There may be Q&A periods.
 - With questions taken over the phone.
 - If so, the operator will give you instructions on how to ask questions or make your comments.

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.

Please Mute Your Phones During Discussions



- There may be an open discussion period.
 - All the phones may be unmuted by the operator for the discussion.
 - If so, mute your phone during these discussions until you want to make a comment.

Welcome

Jerrold H. Mayer

Director

The Office of Outreach and Capacity Building

Office of Housing Counseling (OHC)

U.S. Department of Housing and Urban Development

Presenters and Q and A

- Presenters
 - Shawna LaRue Moraille and Rachael Laurilliard, ICF, TA Provider
- Q and A Jane Charida and Virginia Holman, HUD
 OHC, Office of Outreach and Capacity Building

Agenda

- Background and purpose of the HUD Exchange
- Basic HUD Exchange Functions:
 - Setting up a HUD Exchange user account
 - Home page
 - Trainings, Resources and FAQs
 - Site-wide search
 - Need Housing Assistance page

Agenda (Cont.)

- Housing Counseling Specific Functions:
 - Sign up for the HUD Housing Counseling Mailing List
 - Navigate to the Housing Counseling Program specific page(s)
 - Find other HUD Housing Counseling Agencies
 - Search for Housing Counseling Program resources (e.g., toolkits, guidance, etc.)
 - Use the Training Digest and search for trainings and events
 - Get credit for webinars and take online training modules

Polling question 1: What type of organization do you represent?

- 1. Participating local housing counseling agency
- 2. Participating housing counseling agency as a subgrantee or affiliate of an intermediary
- 3. Participating intermediary (e.g., HUD Approved Intermediary, State Housing Finance Agency or Multistate organization)
- 4. Non-participating agency
- 5. Federal Agency (e.g., HUD, CFPB, etc.)

Background and Purpose

Background on the HUD Exchange

- Launched in late 2012 (formerly OneCPD Resource Exchange)
- Online platform for providing technical assistance to HUD's customers to:
 - Maintain knowledge management
 - Enhance data collection
 - Build skills and expertise
 - Reduce time and increase productivity
- Customized based on user experience testing
- Designed and delivered by ICF

Background on the HUD Exchange (cont)

- HUD Offices Currently Using the HUD Exchange:
 - Community Planning and Development (CPD)
 - Fair Housing and Equal Opportunity (FHEO)
 - Housing Counseling (OHC)
 - Housing
 - Public and Indian Housing (PIH)
 - Healthy Homes and Lead Hazard Control
- OHC maintains email and mailing list functions

Basic HUD Exchange Functions

Why Set Up a HUD Exchange User Account?

- Setting up a user account allows you to:
 - Access to Housing Counseling Online Training Modules
 - Take the Housing Counseling Agency Eligibility Tool
 - Get credit for Housing Counseling webinars
 - Register for HUD trainings
 - Access the CPD Income Eligibility Calculator
- Basic navigation of Housing Counseling pages for resources and information does not require a user account is not necessary

Note: This is not the same as a Housing Counseling System (HCS) account!

How to Set Up a User Account

Click "Log In" then "Create an Account"

My HUD Exchange

Welcome to My HUD Exchange where you can access HUD applications, request program support, view your trainings, and more.

Login **Enter Your Username:** Username **Enter Your Password:** Password Remember Me Log In Forget Username or Password? Enter your email address and we'll send it to you. Fmail Get Password

New to HUD Exchange?

Create a HUD Exchange account to:

- Register for upcoming training
- Access online training
- Request in-depth program assistance
- Access the CPD Income Eligibility Calculator
- Update your organization's point of contact information

Create an Account

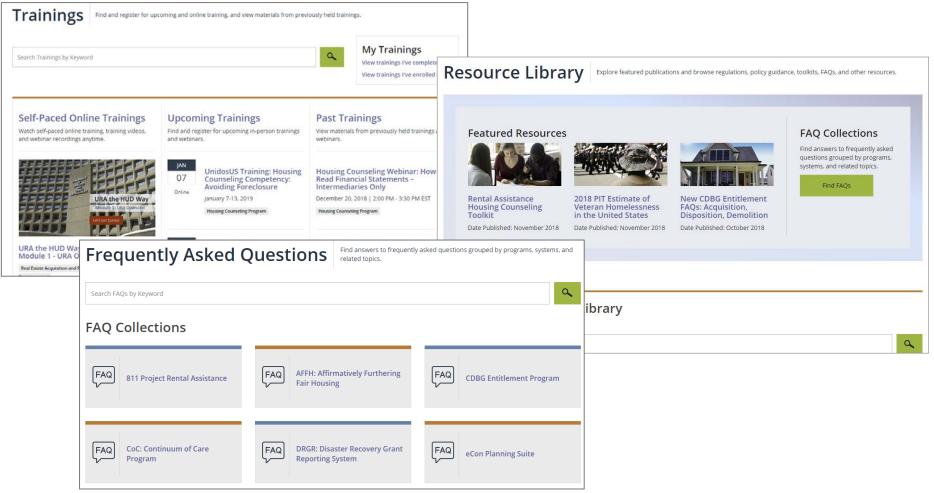
HUD Exchange Home Page

- Featured Story
- Featured Resources
- Highlighted Programs and Topics
- Training Opportunities



HUD Exchange Trainings, Resources, and FAQs

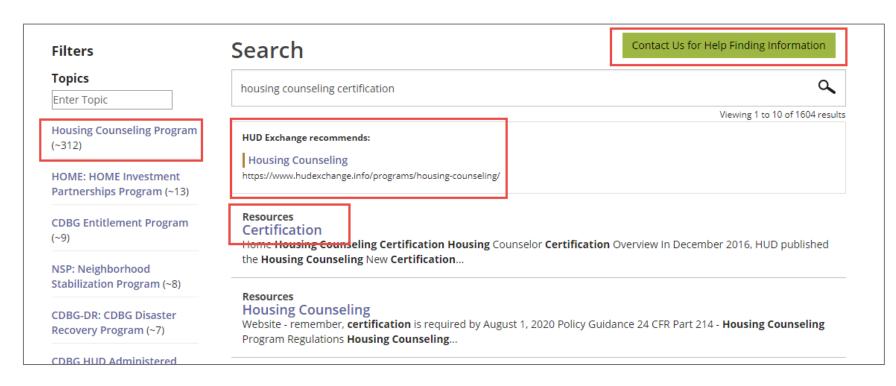
Search for site-wide trainings, resources, and FAQs



HUD Exchange Site

https://www.hudexchange.info/search/





HUD Exchange Need Housing Assistance?

https://www.hudexchange.info/housing-and-homelessassistance/

Need Housing Assistance?



Are you homeless or at risk of homelessness?

Contact an organization in your local community who can help.

Find Homeless Assistance

Local agencies provide a range of services, including food, housing, health, and safety. Contact a national hotline or locate an organization near you. **If you are experiencing a life-threatening emergency, please dial 911.**

Housing Assistance

- · Contact a homeless service provider in your community.
- Contact a housing counseling agency in your area or call 800-569-4287.
- Find affordable rental housing near you.
- Get assistance with home improvements.
- Find assistance to avoid foreclosure near you or call the Making Home Affordable hotline 888-995-4673.
- · Find HIV/AIDS housing and services near you.
- Search for a HUD home to purchase on HUDhomestore.com.
- · File a housing discrimination complaint.
- File a Housing Choice Voucher complaint by calling 1-800-955-2232 or sending an email to Public Housing's Customer Service at HUD-PIHRC@tngusa.net.
- Find tenant rights assistance.

Food

- Find your local Food Bank.
- Apply for WIC (Women, Infant, and Children) Benefits.
- Apply for SNAP (Supplemental Nutrition Assistance Program) Benefits.

Housing Counseling Specific

Polling question 2: How comfortable are you navigating Housing Counseling content on the HUD Exchange?

- 1. I access information often and am comfortable finding resources
- 2. I search for information sometimes but need more tips for finding information
- 3. I do not search for information often because I don't know much about the HUD Exchange

Navigating Housing Counseling Pages

https://www.hudexchange.info/housing-counseling/

Housing Counseling

HUD provides support to a nationwide network of Housing Counseling Agencies (HCA) and counselors. HCAs are trained and approved by HUD to provide tools to current and prospective homeowners, renters so that they can make responsible choices to address their housing needs in light of their financial situations.

Learn more about the Housing Counseling Program.

New Certification Landing Page and Resources

Since the release of the final rule, HUD has been collecting best practices, FAQs, instructional pages, and other resources to help housing counseling agencies meet the new requirements. There is a brand new landing page to gain access to the collection of available certification webpages, including existing and new pages.



& LOOKING FORWARD YEARS

50 Years of Housing Counseling

HUD-approved HCAs, intermediaries and partners came together to share their wishes for the Housing Counseling Program's 50th birthday in a spirited celebration. Click to watch the video!

Find a Housing Counselor

Provide Customer Service Feedback

Mailing Lists for Housing Counselors

Subscribe to Housing Counseling Mailing List and View Archive

Read the Current Issue of "The Bridge", Subscribe, and View Archive

Agency Approval

How to Become a HUD-Approved Housing Counseling Agency

HUD-Approved Intermediaries, Multi-State Organizations, State Housing Finance Agencies

Access the Agency Eligibility Tool

Housing Counselor Certification



Housing Counselor Certification Resources

HUDHousingCounselors.com Training and Testing Website - remember, certification is required by August 1, 2020

Policy Guidance

24 CFR Part 214 - Housing Counseling Program Regulations

Housing Counseling Program Handbook

Find Other Housing Counseling

https://www.hudexchange.info/programs/housingcounseling/customer-service-feedback/

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Learn more about the Housing Counseling Program.

Find a Housing Counselor

Provide Customer Service Feedback

Housing Counseling Agency Customer Service Feedback

Find a Housing Counselor

HUD sponsors housing counseling agencies throughout the country to provide free or low-cost advice on buying a home, renting, default, foreclosure avoidance, credit issues or reverse mortgages.

To find a housing counselor:

- · Search the map online
- · Search by zipcode
- Phone: (800) 569-4287
- TTY: (202) 708-1455
- Use the HUD Counselor Locator iPhone App

Housing Counseling Mailing List

https://www.hudexchange.info/programs/housing-counseling/mailing-list/

Housing Counseling Mailing List Registration

Subscribe

If you work in the housing counseling industry, we recommend that you subscribe to our HUD Mailing List. This HUD Mailing List is for housing counselors employed at HUD approved housing counseling agencies.

Subscribers will automatically receive email notification of important housing counseling industry announcements such as new policy notices, employment opportunities, contracting opportunities, events, and training. This is a free service.

To join our HUD Mailing List, please click on the Subscribe button then click the "send button" in your compose email box. You will get a confirmation email that you must reply to in order to confirm your subscription.

Subscribe

If you are having trouble subscribing please email us.

If you are a housing counselor seeking technical support please email: housing.counseling@hud.gov

Please Note: This housing counseling industry email list will not send you information on HudHome property listings, FHA Insured Mortgage Programs, Section 8 Rental Information, Grants for Individuals, or Housing Subsidies. Mortgage Industry users who are seeking technical support should contact the FHA Resource Center.

Bulk Subscribe

Some housing counselors have asked, "How do I sign up my entire agency staff for HUD Office of Housing Counseling (HUD-OHC) listserv updates?" It is easy... Just list your staff email addresses like this:

aaa@xyz.com bbb@xyz.com ccc@xyz.com

Email your list to the Office of Housing Counseling.

Housing Counseling Outreach

https://www.hudexchange.info/programs/housing-counseling/housing-counseling-works/

Housing Counseling Outreach

This page focuses on outreach to the general public to increase awareness of the benefits of housing counseling services. This page provides updates on important Housing Counseling outreach activities and resources, such as National Homeownership Month, as well as downloadable Housing Counseling Works banner ads, flyers, and fact sheets on target service areas.

Download a zip file containing all Housing Counseling Works marketing files.

Order Free Materials

Find by Type

Flyers, Posters, and Fact Sheets

Videos

Social Media and Media Relations

Homeowner's Guide to Success

Order Materials

Flyers, Posters, and Fact Sheets

If your housing counseling agency is interested in ordering the below materials for free, please review Order Materials for instructions.

Flyers, Brochures, and Posters



First-Time Homebuyers Credit 101



First-Time Homebuyers - On the Money



First-Time Homebuyers Housing Counseling and You



Homeowners: Keys to Successful Ownership



First-Time Homebuyers Mortgage 101



Homeowners' Guide: Facing Foreclosure



PROGRAM

Housing Counseling Capacity Building

Capacity Building Toolkit: https://www.hudexchange.info/programs/housing-counseling/resources/capacity-building/#general-capacity-building-guidance

All Toolkits: https://www.hudexchange.info/programs/housing-counseling/resources/

Housing Counseling Capacity Building Toolkit

This page contains toolkits and tools designed to assist agencies build capacity to achieve the goals of HUD's Housing Counseling program. These documents provide both requirements for the program as well as best practices. Finally, there are some documents that are tailored specifically for HUD Intermediaries.

Find by Topic

General Capacity Building Guidance

Sample Program Policies, Procedures, and Forms

Toolkits for HUD Intermediaries and Affiliates

General Capacity Building Guidance

Best Practices for Expanding Housing Counseling Services

Establishing a Non-Profit Entity: A Step-By-Step Guide for Organizations Launching a Local Housing Counseling Agency

Healthy Housing Toolkit for Housing Counselors

Rental Housing Toolkit for Housing Counselors

Housing Counseling Toolkit: Managing Expenditures and Avoiding Recapture

Housing Counseling Budget Tracking Tools

Housing Counseling Disaster Recovery

Disaster Resources:

https://
www.hudexchange.info/
programs/housingcounseling/topics/2017hurricanes/#housingcounseling-disasterresources

DR Toolkit:

https://www.hudexchange .info/programs/housingcounseling/housingcounseling-disasterrecovery-toolkit/

Disaster and Emergency News and Resources for Housing Counselors

This page contains a collection of news, resources, and guidance to assist housing counselors with response and recovery efforts specific to disasters. Launched in 2017 following Hurricanes Harvey, Irma, and Maria, this page is updated frequently with the latest information and links following each new disaster that occurs.

All HUD participating housing counseling agencies impacted by disaster are encouraged to review the Housing Counseling Disaster Recovery and Emergency Preparedness Resources located on the HUD Exchange. It contains disaster recovery and emergency preparedness resources specifically for housing counseling programs. This page provides immediate access to the Housing Counseling Disaster Recovery Toolkit, Disaster Recovery Flyers, and other HUD, FEMA, and federal partner resources.

Reminder: Housing Counseling Handbook 7610.1, Chapter 5-11, B. 3-d, requires when any aspect of an agency's purpose is impaired and can no longer comply with programmatic requirements, regulations or grant agreement (e.g., not functioning due to a disaster or emergency) the agency must notify HUD (their point of contact) within 15 days. Please send your questions to housing counseling@hud.gov. Please type "DART" on the subject line.

National Preparedness Month

September is National Preparedness Month. National Preparedness Month (NPM), recognized each September, provides an opportunity to remind us that we all must prepare ourselves and our families now and throughout the year. This NPM will focus on planning, with an overarching theme: Disasters Happen. Prepare Now. Learn How. Ready.gov can help housing counselors learn how to educate clients about disaster preparedness.





Find by Topic Housing Counseling Disaster Resources FEMA Declarations Hurricane Florence (2018) Hawali Disaster Events (2018) California Fires (2017)

Hurricane Nate (2017)

Hurricane Maria (2017)

Housing Counseling Disaster Resources

Recovery Resources for Homeowners and Renters:

- . FEMA Video Money: Build It, Grow It, and Secure It
- · Consumer Financial Protection Bureau (CFPB) Resources:
 - Preparing, Recovering, and Rebuilding after Disasters and Emergencies
 - · Preparación, Recuperación y Reconstrucción después de Desastres y Emergencias
- NeighborWorks: Recovery from Natural Disasters
 - Navigating the Road to Recovery
 - Navegando por el Camino a la Recuperación de Vivienda
- Post-Disaster Healthy Housing Resources page
 - · Homeowner's and Renter's Guide to Mold Cleanup after Disasters (English)
 - . Homeowner's and Renter's Guide to Mold Cleanup after Disasters (Spanish)
 - Mold: Worker and Employer Guide to Hazards and Recommended Controls (English)
 - . Mold: Worker and Employer Guide to Hazards and Recommended Controls (Spanish)
- USDA: Rural Development Disaster Assistance

Homeowner-specific Resources:

Housing Counseling 9902 Toolkit

https://www.hudexchange. info/programs/ housing-counseling/9902/





HUD-9902 General Overview

This section of the toolkit helps housing counseling agencies complete the HUD-9902 and improve reporting accuracy.



Completing the HUD-9902 Report

This page explores the HUD-9902 form section by section and provides users with tips and examples for filling out the form.



Client Management System Guidance

This section of the toolkit provides housing counseling agencies with information on Client Management Systems (CMS).



National Quarterly 9902 Reports

This section of the toolkit provides the national 9902 reports available on a quarterly basis by calendar year.

Housing Counseling Certification

Certification:

https://www.hudexchange
.info/programs/housingcounseling/certification/

Housing Counselor Certification

Final Rule and Exam



This page covers everything you need to know about the certification final rule and the examination process, including key resources for HUD Certified Housing Counselors.

Apply for Certification



This page provides the application instructions through FHA Connection for HUD housing counseling Certification.

HUD Programs Covered



The final rule standardizes housing counseling requirements over all HUD programs. Read this page to figure out if your HUD program is covered by the final rule and review your options for complying.

Tracking Progress



To meet HUD's new requirements by the final compliance date, HUD is tracking the progress of HUD-certification in every agency. This page provides a tracking graphic and information about agencies that have already met their goal.

Success Stories



As agencies work to get their counselors certified, they have developed best practices, compiled lessons learned, and shared their stories with HUD.

FAQs



The Office of Housing Counseling has published almost 200 Frequently Asked Questions (FAQs) on a wide range of topics related to HUD Certification.

Housing Counseling Training Digest

https://www.hudexchange.info/programs/housing-counseling/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 March 4, 2019

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.

- Upcoming HUD Trainings
- Webinar Archive
- Online Training
- PartnerTrainings

Housing Counseling Online Training

https://www.hudexchange.info/trainings/housing-counseling-online-training-modules/

Housing Counseling Online Training Modules

This page provides the online courses currently available from HUD's Office of Housing Counseling.

Training Modules



Intro to Housing Counseling

This training is designed to provide an overview of HUD's housing counseling program. By training, participants will be able to define housing counseling, and describe the benefits of HUD's housing counseling program, and explain how to participate in the program.



Housing Counseling Standards for Program Content, Service Deliver Recordkeeping

- Part 1 Requirements: Part 1 is designed to provide housing counseling agencies v
 the requirements and services delivery. By the end of this training, participants will
 the basic types and topics of housing counseling and review HUD requirements for
 counseling services.
- Part 2 Recordkeeping: Part 2 is designed to provide housing counseling agencies or
 requirements for topics covered under Part 1. By the end of this training, participan
 define the key recordkeeping requirements for housing counseling programs, defin
 intermediaries oversight agencies as it pertains to housing counseling services and
 apply key elements of the program using real-world examples.

These trainings are intended to be taken sequentially; agencies should take part 1 prior to

Training Modules for Intermediaries



Network Monitoring

This training is designed primarily for intermediary monitoring staff to understand the red best practices related to monitoring a network of housing counseling agencies. https://www.hudexchange.info/programs/housing-counseling/webinars/

Housing Counseling Webinar Archives

Page Description

This page contains links to the archived versions of previously recorded webinars presented by the Office of Housing Counseling. In order to listen to the archived webinar, you will need call the 800 # listed and enter the access code. Any course materials, including the PowerPoint Presentations are also posted. You should have the presentations available when you listen to the webinar. If you have any questions regarding the webinars archived on this site, please contact Virginia Holman.

Training Archive - Audio Replay and Transcript:

- . Audio replay numbers are only available for 12 months after the date of the webinar
- Transcripts are available for webinars from February 2016 going forward

Get Credit for Trainings

If you have attended or completed any of the trainings below, select the "Get Credit" button on the training page in order to get credit and add the course to your transcript. You must have a HUD Exchange account in order to get credit for trainings.

Need a HUD Exchange Account?

Register Now >

Want to view webinars by topic?

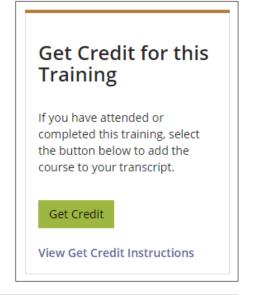
The Office of Housing Counseling has a new page where webinars are organized by topic instead of date.

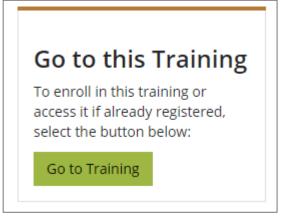
Filter by Topic

Webinar Title Click on the title to view webinar materials, and get credit for viewing the webinar.	Description	Date
Timekeeping and Personnel Reporting	This webinar covers the requirements for timekeeping and personnel activity reporting under the new Uniform Guidance.	February 7, 2019
Grant Financial Reporting	This webinar includes a detailed look at all the financial grant reporting required under the HUD housing counseling grant agreement.	February 5, 2019
How to Read Financial Statements – Intermediaries Only	This webinar is designed for Intermediaries, Multi-state Organizations (MSOs), and State Housing Financing Agencies (SHFAs) covering all aspects of financial statement reporting.	December 20, 2018
Overview of Procurement Policies and Procedures	This webinar provides a basic overview of the procurement policy and procedures requirements under 2 CFR Part 200, Procurement Standards.	December 18, 2018
Understanding Financial Management Systems	This webinar provides an overview of financial management systems and the importance of having a sound financial management system.	December 4, 2018

Take Online Training and Get Credit for Webinars

- Get Credit for Webinars
 (https://www.hudexchange.info/trainings/courses/housing-counseling-webinar-rental-housing-toolkit-for-housing-counselors/)
- Access Online Training Modules
 (https://www.hudexchange.info/trainings/housing-counseling-online-training-modules/)





Polling question 3: After the webinar, what is the first page you plan to visit?

- 1. Create a HUD Exchange Account
- 2. Immediately request a password reset for HCS
- 3. Take an online training
- 4. Visit the certification page
- 5. Receive credit for a past webinar on the archive page



Resources

- HUD Exchange home page https://www.hudexchange.info/
- Create an account https://www.hudexchange.info/hudexchange-portal/
- Office of Housing Counseling landing page https://www.hudexchange.info/programs/housing-counseling/
- Training Digest
 https://www.hudexchange.info/programs/housing-counseling/training-digest/

Certificate of Training



- If you logged into the webinar, you will receive a Certificate of Training from GoToWebinar within 48 hours.
- Please print it out and save for your records.

Get Credit!



- Webinar materials will be posted on the HUD Exchange in the Webinar Archive
 - https://www.hudexchange.info/programs/housingcounseling/webinars/
 - Find by date or by topic
- To obtain credit
 - select the webinar, and
 - click "Get Credit for this Training

Get Credit for this Training

If you have attended or completed this training, select the button below in order to get credit and add the course to your transcript.

Get Credit

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/

Conclusion

THANKS for ATTENDING