



OFFICE OF  
HOUSING COUNSELING

# FY 2018 Housing Counseling Training Grant Application

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**August 9, 2018**

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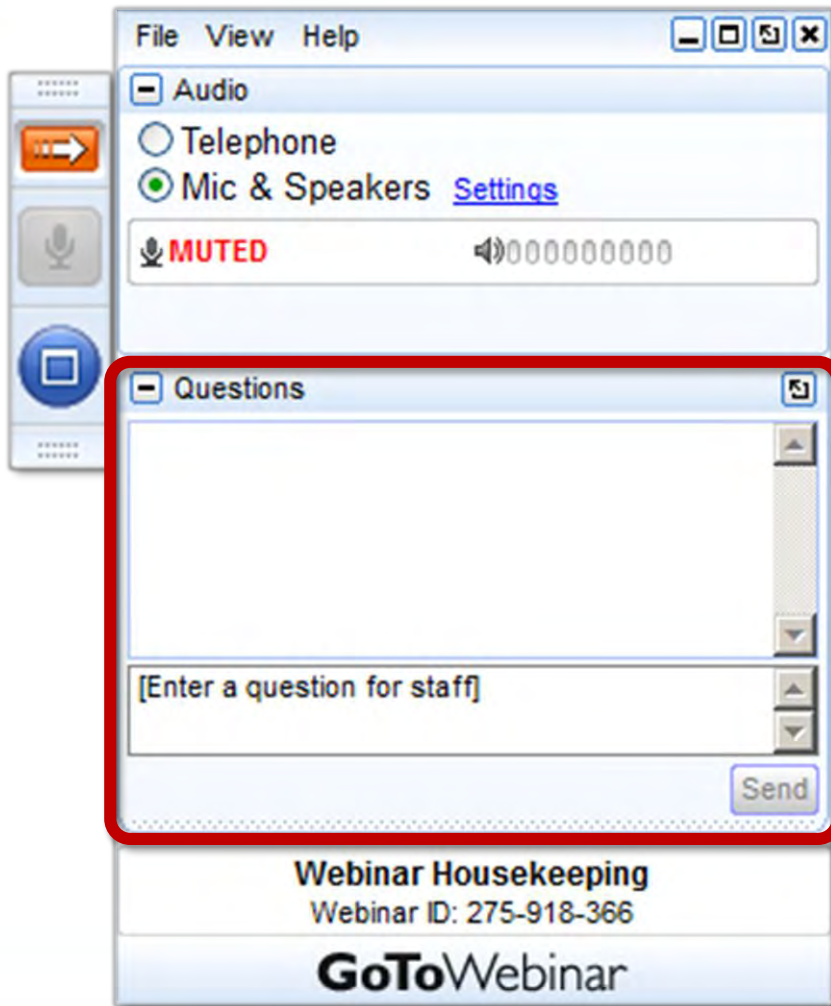
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- Please submit your text questions and comments using the Questions Panel. We will answer some of them during the webinar.
- Email:  
[housing.counseling@hud.gov](mailto:housing.counseling@hud.gov)  
With “FY 18 Training NOFA” in the subject line

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# Introduction

**Rhonda Rivera**

Deputy Director, Office of Outreach and Capacity Building  
Office of Housing Counseling

# FY 2018 Housing Counseling Training Grant Application

## Key points about this Training NOFA

- Different than the Comprehensive Housing Counseling NOFA published July 3th
- Funding for **training** housing counselors on a national level
- Not for agency homebuyer or other types of group education for clients

# Today's Presenters

- Rhonda Rivera
- Virginia Holman
- Lorraine Griscavage-Frisbee
- Jonathan Freyer
- Kim Jakeway
- Tom Hardy



# Agenda

- Training NOFA Overview
- Training NOFA changes from FY2016
- Eligibility Information
- Charts
- Rating Factors
- Application Process and Tips

**Today's training is not designed to replace reviewing the Training NOFA on [grants.gov](https://www.grants.gov)**

# FY 2018 Housing Counseling Training NOFA

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

# Summary of Changes for FY 2018

- One Year NOFA
- No General Section
- Period of performance July 1, 2018 and ends on September 30, 2019
- Changes to Rating Factor 3
  - Actual expenses language revised
  - Scholarship subfactors for prior year and proposed workplan
  - Higher points for training that supports disaster topics, rental, financial stability, and sustainable homeownership

# Summary of Changes for FY 2018, continued

## Additional training topics have been identified as Eligible Activities:

- **HECM Default Training** - Train housing counselors to work with HECM borrowers who are delinquent and/or at risk of defaulting
- **Basic Math Instruction** - Added as a component of the certification examination preparation, to include basic math calculations and using an on-line calculator.
- **How to Start a Housing Counseling Program** – Designed for agencies covered by HUD's Final Rule for Housing Counseling Certification, but not currently participating in HUD's Housing Counseling Program. Course should provide information on how to start a HUD Housing Counseling Program.

# Summary of Changes for FY 2018, continued 2

## More detailed recommendations for Disaster Preparation class topics:

- **Counseling in the Disaster Recovery Period:** Recovery counseling will focus on relocation, re-housing, rebuilding, helping clients navigate FEMA, insurance, local aid and grant programs, credit counseling, and foreclosures.
- **Emergency Preparedness Plans and Continuity of Operations Plans (agency):** train agency managers how to develop agency Emergency Preparedness Plans and Continuity of Operations Plans (COOP) and how to implement the Plans.

# Award Information

- \$3,500,000 in funding has been provided by Congress for the FY 2018 Training Grant
- HUD may fund a single organization or make multiple awards
- The award is for up to a 15-month period
- **IMPORTANT –**
  - Applicants should **NOT** request a specific award amount or provide a proposed budget.
  - **SF 424, line 18a – enter \$1**

# Cooperative Agreements

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

# Eligibility Information

**Virginia Holman**

Housing Specialist, Office of Outreach and Capacity Building  
Office of Housing Counseling



# Eligible Applicants

- Must be a public or private 501(c)3 non profit organization, **or**
- SHFAs and other units of local, county or state government.
- Must have 2 years experience providing training to housing counselors nationwide.
- May use in-house staff, sub-grant recipients, Training Partners, qualified third-party trainers, and consultants, with requisite experience and capacity.

# Training Partners

- Applicants may partner with agencies and organizations with requisite experience and capacity
- nonprofit partners must be 501(c)3
- Partners may also be governmental agencies, non-profit organizations or for-profit organizations.

# Geographic Coverage

- Applicants must propose to provide the housing counseling trainings **nationwide**.
- The proposed training program must be national in scope.
- In addition, the proposed training program offered by or in conjunction with Training Partners may focus on state and local housing issues.

# Required Activities In Proposal

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

*\*except for training courses on How to Start a Housing Counseling Program*

# Eligible Activities

- An applicant may propose to provide training on one or more of the training topics listed in Section III E, *Program Specific Requirements*.
- NOFA identifies 23 separate training topics
- May contain basic and advanced courses
- Added more detail for disaster related training
- Added new course topics on Basic Math for certification examination preparation and How to Start a Housing Counseling Program for HUD program participants covered by the Final Rule for Housing Counseling Certification

# Threshold Rules for Applicants

- Rules that affect applicants' eligibility to receive an award from HUD are outlined in Section III C, Threshold Requirements and D, Statutory and Regulatory Requirements Affecting Eligibility
- <https://www.hud.gov/sites/dfiles/SPM/documents/ELIG-REQS-GRANTS-2018v2.pdf>

# Threshold Requirements

These include:

- ✓ Timely submission
- ✓ Non-profit 501(c)3 status or government status
- ✓ Experience and capacity
- ✓ Audit, financial review and performance review issues
- ✓ Delinquent federal debt
- ✓ Complete application (narratives and charts)
- ✓ Debarments or Suspension
- ✓ Prohibition against lobbying

# Threshold Requirements, continued

- **Threshold requirements are not curable.**
- Applicants must ensure their application package addresses all threshold requirements.
- Please check your application carefully!



# Charts

## **Lorraine Griscavage-Frisbee**

Deputy Director, Office of Outreach and Capacity Building  
Office of Housing Counseling

# List of Charts

- The Charts are in the INSTRUCTIONS section of the download at [www.grants.gov](http://www.grants.gov)
- There are five required charts for the application this year. They are in EXCEL Format.

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

Chart A  
Past  
Performance

Chart B  
Proposed  
Performance

Chart C  
Budget

Chart D  
Leveraging

Chart E  
Training  
Partners

# Summary Table

- There is a [Summary Table](#) on Pages 29 and 30 of the NOFA which gives the points for each Rating Factor along with which charts and columns need to be filled out and when a narrative is required.
- **This is an important tool.**

# Application Point Values From NOFA Page 29

RATING FACTOR		POINT S	CHART	NARRATIVE
<b>RF1</b>	<b>Capacity of the Applicant</b>	<b>35</b>		
RF1(1)	Capacity/Experience of Organization	14	Chart A. Past Performance	Narrative on Training Experience
RF1(2)	Performance/Grant Requirements	10	N/A	Only if applicant has not received a HUD HC Training grant for HUD FY 16 Sub factor 2.1 (goals)
RF1(3)	Measuring Student Satisfaction	6	Chart A. Past Performance	Narrative on Student Satisfaction
RF1(4)	Scholarships	5	Chart A. Past Performance, Columns L, M, N, O	N/A
<b>RF2</b>	<b>Need/NOFA Priorities</b>	<b>10</b>		
RF2(1)	Needs Data	8	N/A	Narrative on Needs
RF2(2)	NOFA Priorities	2	N/A	Priorities 1 and 2
<b>RF3</b>	<b>Soundness of Approach/ Scope of Housing Counseling Training Services</b>	<b>40</b>		
RF3(1)	Past Performance -Impact	5	(1) Chart C. Actual Expenditures (2) Chart A, Column P	(0) Scholarships

# General Instructions for Charts

- Make sure that Applicant's Name is on each Chart, either in the columns or as a header as required.
- Put an X for YES in the correct column.
- For columns prompting numerical responses, place numerical digits into each block.
- A few columns will ask for a brief narrative to be added to the specific column.

# Sample Chart A

Course Name	Delivery Method (Choose One): In-Person Web-Based - •Online Non-Interactive • Online / Interactive	Number of Courses Provided from 6-1-16 to 5-31-17	Total # of Counselors Trained	Core Topic Components Included	Measured Student Satisfaction?	Learning Checks Including an Examination	Number of Counselors from Rural/Underserved Areas	Course provided in multiple languages?	Course Duration (In Hours)
Example Course A	In-Person	5	125	X	X	25	X	X	8
Example Course B	Online / Interactive	3	60	X	X	15	X	X	6
Example Course C	Online Non-Interactive	7	240	X	X	10	X	X	3

# Sample Chart D

## Chart D - Leveraging

Applicant Name:

### Instructions:

Identify all non-federal leveraged resources available for the proposed work plan including subgrantee resources, if applicable.

Organization Providing Leveraged Funds/In-kind Contributions (include fees/program income) and Point of Contact	Type of Contribution (Cash, In-kind, fees)	Time Period Funds are Available	Commitment Letter in Hand (Not Pending)	Use of Funds	Amount of Funds
ABC Intermediary	Fees	10/1/17 - 9/30/18		Pre-purchase education/certification class	\$ 50,000
Jane Dough Foundation/John				on line testing	

Chart A - Past Performance

Chart B - Proposed Performance

Chart C - Budget

Chart D - Leveraging

# Rating Factor 1

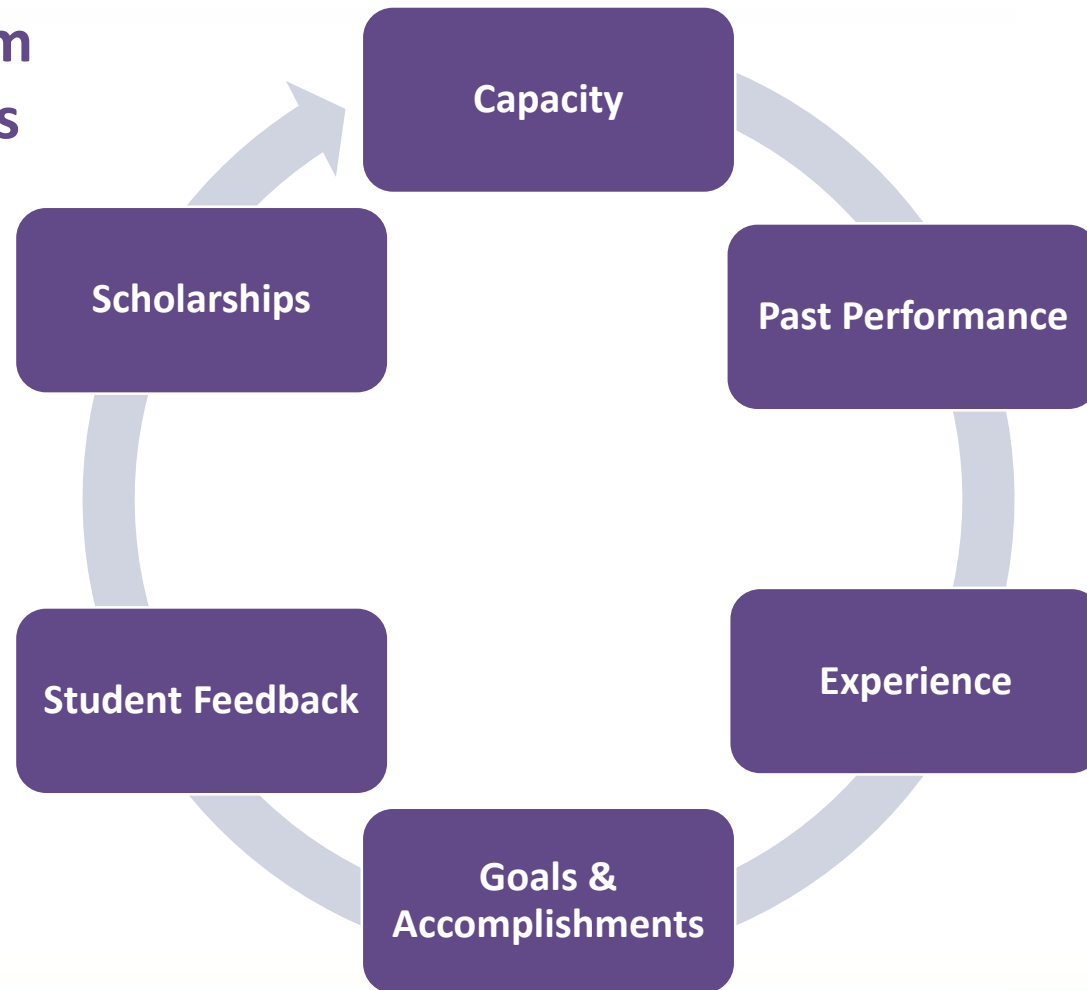
**Lorraine Griscavage-Frisbee**

Deputy Director, Office of Outreach and Capacity Building  
Office of Housing Counseling



# Rating Factor 1

**Maximum  
35 points**



# Rating Factor 1: Capacity of Applicant

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

# Rating Factor 1 Subfactor (1): Capacity/Experience of Organization

## 14 points

- Using **Chart A, Past Performance**, all applicants must provide the requested information for all housing counseling courses including those required for certifications such as foreclosure and advanced foreclosure certification that the applicant and any applicant partners provided during the FY 2016 Grant Period of June 1, 2016 and May 31, 2017.
- Complete Chart A
  - Put an X (for yes) or the appropriate number asked for in a column.

# Chart A- Past Performance

## Rating Factor 1: Capacity/Experience

See above for Instructions for completing this **Past** Performance chart

Course Name	Delivery Method (Choose One): In-Person Web-Based - •Online Non-Interactive •Online / Interactive	Number of Courses Provided from 6-1-16 to 5-31-17	Total # of Counselors Trained	Core Topic Components Included	Measured Student Satisfaction?	Learning Checks Including an Examination	Number of Counselors from Rural/Underserved Areas	Course provided in multiple languages?	Course Duration (In Hours)	Number of Scholarships Awarded				Cost per Student (see NOFA definition)	Course used for housing counselor certification?	Brief Course Description (If the course is used for a housing counseling certification, include a description of how it is used in the certification process.)
										Lodging Only	Full Scholarships	Tuition Only	Tuition and Lodging			
Example Course A	In-Person	5	125	X	X	25	X	X	8	25	100	75	50	\$750	X	1 - 3 sentence course description.
Example Course B	Online / Interactive	3	60	X	X	15	X	X	6	n/a	n/a	20	n/a	\$150	X	1 - 3 sentence course description.
Example Course C	Online Non-Interactive	7	240	X	X	10	X	X	3	n/a	n/a	40	n/a	\$75	X	1 - 3 sentence course description.

# Past Experience

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

# Rating Factor 1: Sub-factor (2): Performance/Grant Requirements

## 10 points

- Evaluating performance relative to goals and how well the applicant satisfied grant requirements
- HUD may use its own records to score this factor
- There is no chart to complete
- Narrative is required for applicants who did not receive a **HUD housing counseling training grant** for FY2016 for period June 1, 2016 to May 31, 2017.
- Narrative is optional for those applicants who received a grant

## Rating Factor 1: Sub-factor (2)

- Goals and Accomplishments. If submitting a narrative, describe performance relative to grants received and goals set during the FY 2016 Grant Period of June 1, 2016 to May 31, 2017.
- Indicate whether funds were fully spent, goals were met, and explain why they were not, if applicable.

## Rating Factor 1: Sub-factor (2), continued

- HUD Oversight / Audits / Financial & Administrative Reviews.
  - Significant findings on oversight, Financial & Administrative Reviews and audits conducted by HUD staff, HUD contractors and/or HUD's Inspector General will be taken into consideration when scoring this section.
- For agencies not receiving a HUD grant, provide information and documentation pertaining to oversight / audits of governing entities.



# Rating Factor 1: Sub-factor 3: Measuring Student Feedback

## 6 points

- Applicants who measured student satisfaction and made adjustments to training based on that information will be rewarded
- For the period of June 1, 2016, to May 31, 2017
- Complete Chart A: Column G “Measured Student Satisfaction”
- In a narrative:
  - Describe process when data was collected
  - Summarize data collected
  - Attach copy of data collection instruments
  - Describe course and/or test adjustments made based on student feedback

# Rating Factor 1: Sub-factor 4: Scholarships

## 5 points

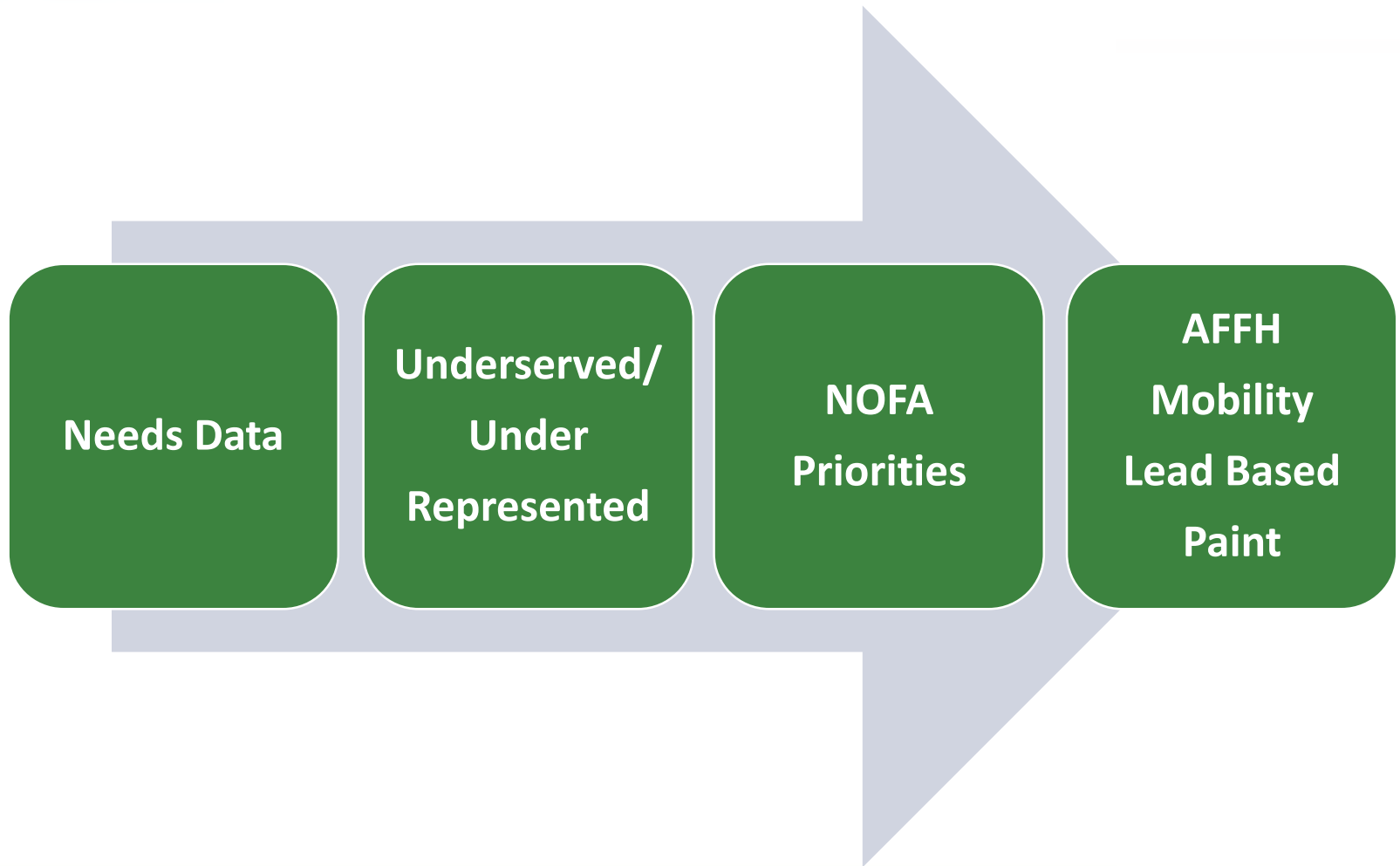
- Chart A, columns L, M, N, and O
- List the number of scholarships provided for each scholarship type during the FY 2016 Grant Period of June 1, 2016 to May 31, 2017.

# Rating Factor 2

**Tom Hardy**

Housing Specialist, Office of Outreach and Capacity Building  
Office of Housing Counseling

# Rating Factor 2



## Rating Factor 2: Need/NOFA Priorities

### 10 points

- Provide a narrative for the Sub-factors
- This Rating Factor addresses the applicant's assessment of the need for training services for housing counselors and the extent to which the proposed activities described in response to Rating Factor 3 address these needs, in addition to certain NOFA Priorities.

# Rating Factor 2: Sub-factor 1: Needs Data

## 8 points

- Estimate the total number of counselors that may require general housing counseling training in FY2018. Explain how the applicant estimated this number.
- **Under-served and Under Represented Populations.** Indicate how the Applicant and Training Partners propose to train counselors who serve communities with limited English proficiency, rural, lower income, persons with disabilities and other under-served and underrepresented housing consumer populations.
- Incorporate needs into training plan

# Rating Factor 2: Sub-factor 2: NOFA Priorities

## 2 points maximum

- Narrative
- Three NOFA priorities identified.
- An applicant may address as few or as many of the priorities as they wish.
- Applicants must limit responses to 500 words per NOFA priority.
- 2 points maximum available even if all 3 priorities addressed

# **Rating Factor 2: Sub-factor 2:**

## **NOFA Priorities, continued**

### **Priority 1: Affirmatively Furthering Fair Housing.**

- a. Staff Training: Applicants will train their staff on fair housing and civil rights laws, method of providing their clients with information about their fair housing rights, and referring potential fair housing violations to HUD, state or local fair housing agencies, or private fair housing groups.
- b. Mobility Counseling: train housing counselors to provide clients with mobility counseling



# Rating Factor 2: Sub-factor 2: NOFA Priorities, continued 2

## Priority 2: Lead-Based Paint

- Train housing counselors to inform clients about lead-based paint.

Housing counselors that provide education or counseling regarding Pre-Purchase/Home Buying, or Locating, Securing, or Maintaining Residence in Rental Housing, are to be encouraged to inform clients about their rights and responsibilities under the HUD Lead-Based Paint Disclosure Rule.

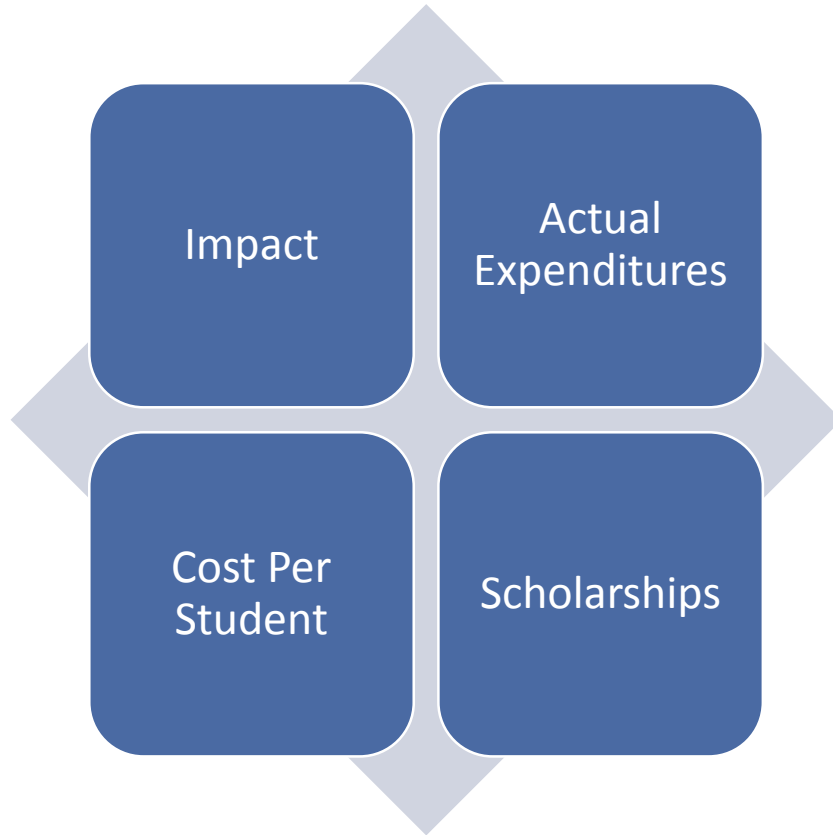
# Rating Factor 3

**Kim Jakeway**

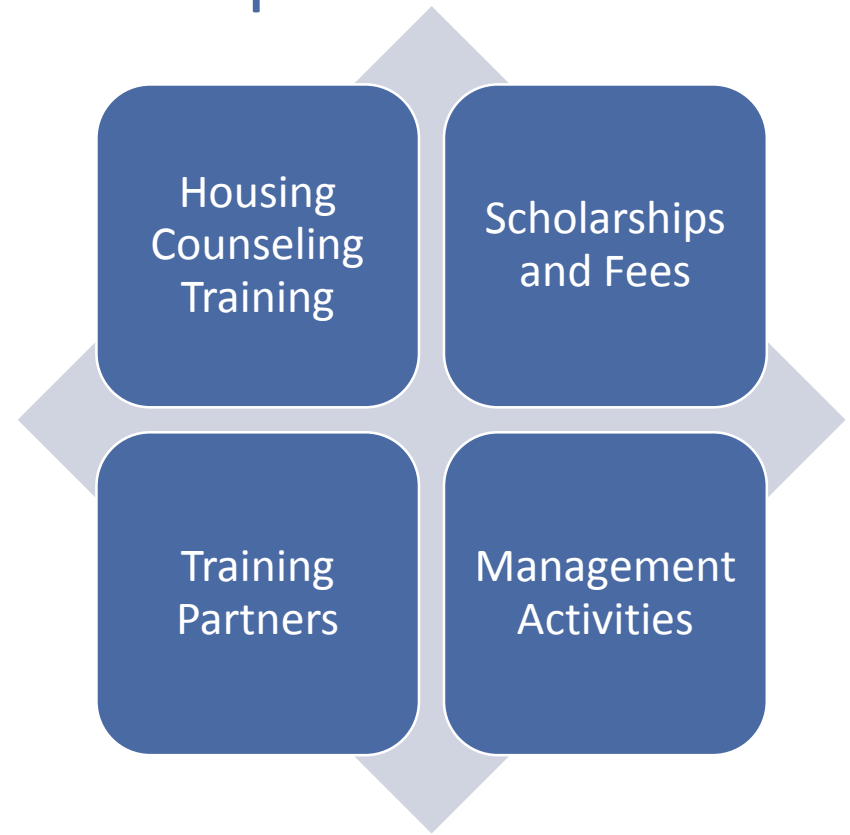
Senior Housing Program Officer, Office of Outreach and Capacity Building  
Office of Housing Counseling

# Rating Factor 3

## Past Performance



## Proposed Work Plan



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

## 40 points

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

# Rating Factor 3: Sub-factor 1: Past Performance-Impact

## 5 points

- **Actual Expenditures:** detailed comprehensive report of actual expenditures from all funding sources during the FY 2016 Grant Period of June 1, 2016 to May 31, 2017. Use Chart C.
  - Applicants must explain expenses in excess of 10% of the overall budget that did not result in the direct provision of training services and were not supported by an approved Negotiated Indirect Cost Rate Agreement (NICRA) or an indirect cost rate.
- **Cost per Student:** Chart A Past Performance - calculate the cost per student by dividing the Total Expenditures (All Sources) on Chart C by the total number of students shown in Column E, Chart A Past Performance. Enter this number in Column P. Explain any factors that may have impacted the cost per student such as number and type of scholarships, locations, or other training expenses.

# Rating Factor 3: Sub-factor 1: Past Performance-Impact, continued

- **Scholarships:** Describe in a narrative the number of scholarships and percentage of the HUD Housing Counseling Program Training grant was spent on travel, lodging, and tuition during the FY 2016 Grant Period of June 1, 2016 through May 31, 2017.
- If the applicant did not expend a HUD Housing Counseling Program Training grant during this time period, provide this information based on the applicant's entire training budget for the same period.
- If applicable, explain any adjustments made to allocation of scholarships based on changed needs. For example, an agency may add scholarships for disaster related courses in response to the occurrence of natural disasters.

# Rating Factor 3: Sub-factor 2: Work Plan

## 19 points

The Work Plan must describe in detail how the applicant plans to develop and administer the proposed training services, including administrative tasks, marketing, scholarships, and compliance with Affirmatively Furthering Fair Housing and Federal Electronic and Information Technology Accessibility and Compliance Act, Section 508.

# Rating Factor 3: Sub-factor 2:

## Work Plan, continued

- The training must indicate the Eligible Activities the applicant proposes to address in each course and the following:
  - (a) Proposed Curriculum
  - (b) Administrative Staff and Trainers
  - (c) Delivery Methods
  - (d) Marketing and Enrollment
  - (e) Limited English Proficiency
  - (f) Affirmatively Further Fair Housing
  - (g) Federal Electronic & Information Technology Accessibility and Compliance Act, Section 508



## Rating Factor 3: Sub-factor 2: Work Plan, continued 2

- The applicant must describe each course it plans to offer and indicate which of the housing counseling Eligible Activities listed in section III. D. 3. the applicant proposes to address in each course.
- Applicants must denote any national standards that may have been incorporated into the development of the curriculum. HUD will award higher points to those applicants that include courses that support Disaster Recovery, Housing Counseling for Renters, Financial Stability, and Sustainable Homeownership.

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

## 10 points

- **Scholarships:** The proposal must include a scholarship element, detailing the full or partial costs to be covered, including travel, lodging, and tuition to be awarded to housing counselors.



Indicate if scholarships will be made available to other HUD stakeholders covered by HUD's Final Rule for Housing Counseling Certification for an introductory class only as described under Eligible Activities

Describe the scholarships that will be offered with these and leveraged non-federal funds. Explain how the scholarships will be distributed based on needs in Rating Factor 2.

- **Fees:** Indicate the fees that may be charged for each proposed activity.

# Rating Factor 3: Sub-factor 4: Training Partners

## 3 points

- List Training Partners in Chart E
- **Past Training Partners.** Provide the number of partnerships created during June 1, 2016 to May 31, 2017.
- **Proposed Training Partners.** Identify Proposed Training Partners proposed for FY 2018. Applicants that have established Training Partners will score higher on this sub-factor.

# Rating Factor 3: Sub-factor 5: Management Activities

## 3 points

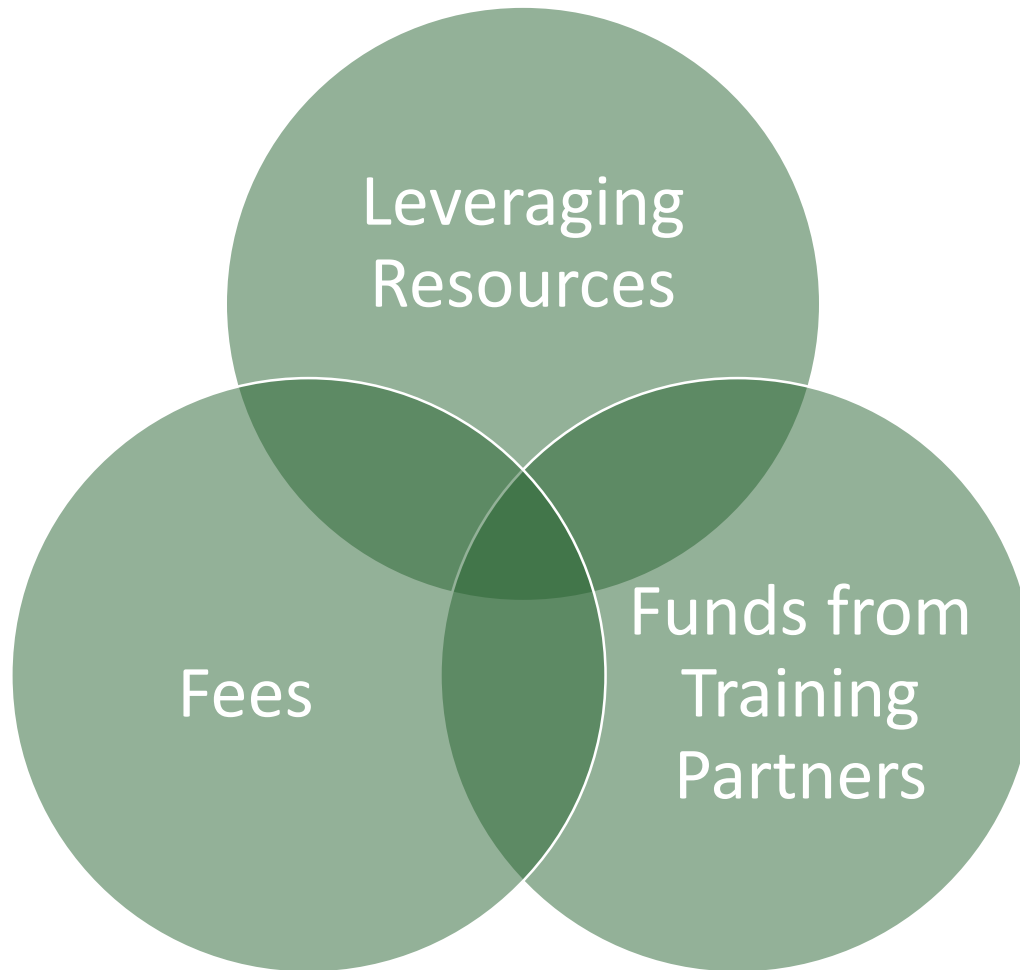
- **Management Activities:** Applicants must describe management activities that will be performed as part of the projected work plan, including monitoring and oversight of agency staff and if applicable, sub-grantees and/or Training Partners.
- Describe what process will be used to select proposed sub-grantees and/or Training Partners and to determine sub-funding levels.

# Rating Factor 4

**Jonathan Freyer**

Housing Program Specialist, Office of Outreach and Capacity Building  
Office of Housing Counseling

# Rating Factor 4: Leveraging Resources



# Rating Factor 4: Leveraging Resources, continued

## 7 Points

- All applicants must itemize the list of leveraged resources for the applicant itself, and for each proposed sub-grantee and identified Training Partner.
- The following charts are utilized for this factor:

**Chart D Leveraging Resources - 5 Points**

**Chart E Funds from Training Partners - 2 Points**

- Complete all columns in each chart!

# Rating Factor 4: Leveraging Resources, continued 2

Acceptable funding sources must be available during the Training grant period from July 1, 2018 to September 30, 2018. Acceptable funding sources include:

- Attorneys General Mortgage Settlement funds
- Direct financial assistance (grants);
- In-kind contributions such as services, equipment, office space, labor; etc.
- Resources provided by the applicant may count as leveraged resources. These amounts must include only funds that will directly result in the provision of housing counseling training. These funds must also be reflected in the SF424.



# Rating Factor 4: Leveraging Resources, continued 3

- Do not include the same leveraged resources that were submitted for the 2018 Housing Counseling Program Comprehensive Grant application. Resources identified for the 2018 Housing Counseling Program Comprehensive Grant application cannot be claimed again as a leveraged resource for the 2018 Housing Counseling Training Grant Program application.
- Do not count funds from federal sources, such as, but not limited to:
  - National Foreclosure Mitigation Counseling Program (NFMC)
  - Hardest Hit Funds (HHF)
  - Community Development Block Grants (CDBG)
  - Emergency Homeowner Loan Program (EHLPP)
  - Fair Housing Initiatives Program (FHIP)
  - Home Investment Partnerships Program (HOME)

## Chart D: Leveraged Resources

Organization Providing Leveraged Funds/In-kind Contributions (include fees/program income) and Point of Contact	Type of Contribution (Cash, In-kind, fees)	Time Period Funds are Available	Commitment Letter in Hand (Not Pending)	Use of Funds	Amount of Funds
ABC Intermediary	Fees	10/1/17 - 9/30/18		Pre-purchase education/certification class	\$ 50,000
Jane Dough Foundation/ John Dough (719) 222-3232	Cash	1/1/17 - 1/1/18		on-line testing development	\$ 10,000
Chase Bank Foundation/ Sally Clams (719) 224-7676	Cash	10/1/17 - 9/30/18	x	Hsg Counselor Education Program	\$ 7,500
City of Siever/ Pat Culver (719) 236-4565	In-Kind	1/1/18 - 8/31/18	x	Space for in-person classes	\$ 12,000
Housing Resources	Materials	10/1/17 - 9/30/18	x	Copy training materials/Handouts	\$ 5,000

## Chart E: Training Partners

[illegible]

# Rating Factor 4: Leveraging Resources

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

# Rating Factor 5

**Tom Hardy**

Housing Program Specialist, Office of Outreach and Capacity Building  
Office of Housing Counseling

## **Grant Expenditure History**

**Evaluation Plan**



**Information Collection**



**Data Analysis**



**Work Plan Adjustments**

# Rating Factor 5: Achieving Results and Program Evaluation

## 8 points

- To ensure that applicants meet the commitments made in the application and cooperative agreement
- Applicants must indicate how they evaluate program success
- Applicants demonstrating a variety of methods to evaluate performance will score higher points

# Rating Factor 5: Sub-factor a: Evaluation Plan

## 6 points

- Applicants must indicate how they evaluate the impact of the training program.
- The Plan must identify:
  - Information Collection
    - Weight will be given to applicant's ability to measure change in counselors' knowledge and skill
  - Data Analysis and Work Plan Adjustments
    - Applicant's identification of steps to be taken to make needed adjustments



# Rating Factor 5: Sub-factor b: Grant Expenditure History

## 2 points

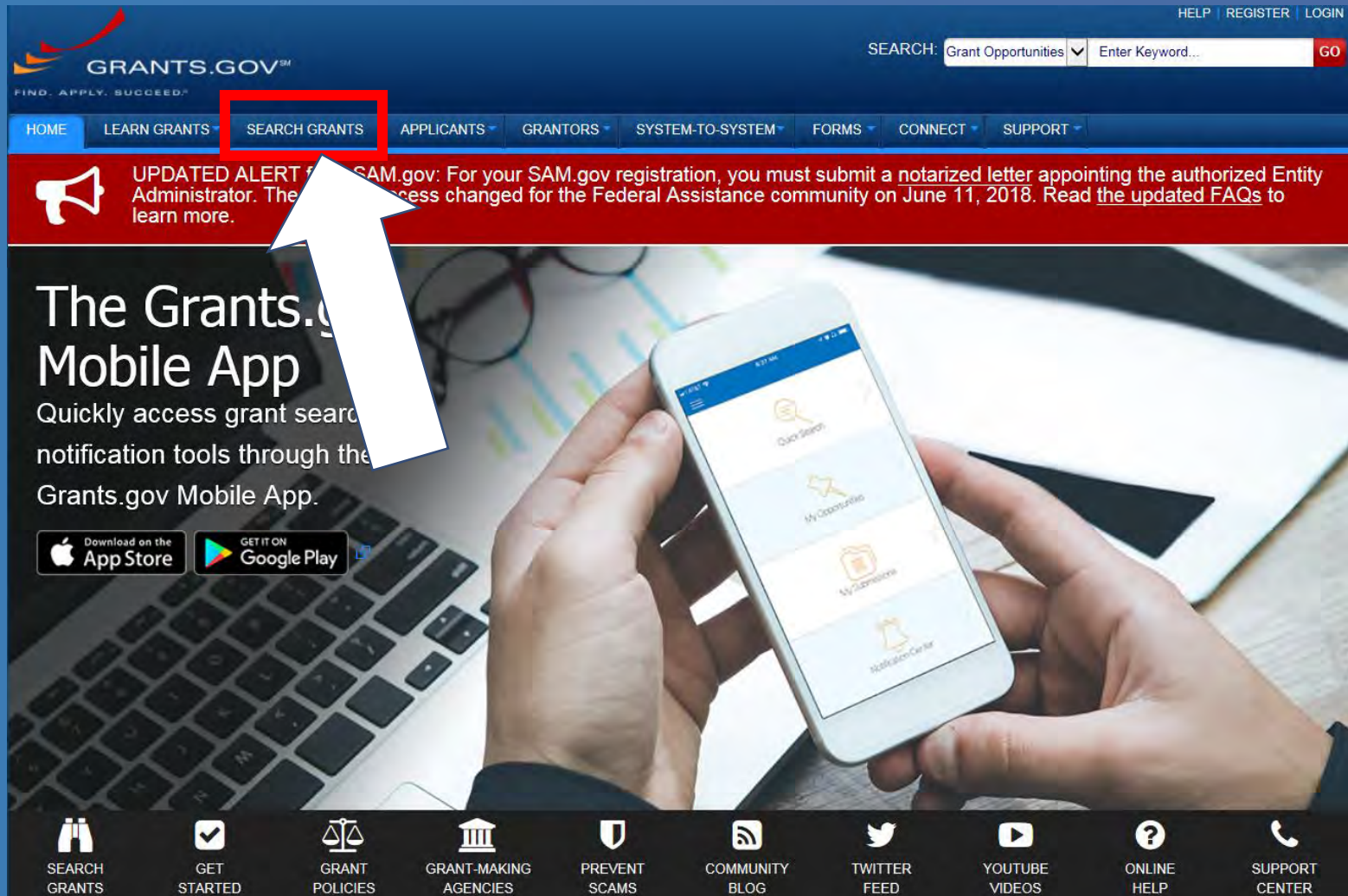
- HUD will evaluate applicant compliance with programmatic requirements and expenditure results during the FY 2016 grant period of June 1, 2016 through May 31, 2017 and any approved extension period.
  - No narrative response needed from FY16 grantees; HUD will use its own records to evaluate.
- If applicant did not receive a HUD training grant in FY16, they should provide a narrative with information on compliance with previous funders' requirements.

# **Finding and Submitting the Application**

**Virginia Holman**

Housing Program Specialist, Office of Outreach and Capacity Building  
Office of Housing Counseling

# grants.gov homepage



- You will submit the applications at [www.grants.gov](http://www.grants.gov)
- **The application:**
  - Must be received by Grants.gov by 11:59:59 pm Eastern Standard Time on **August 31, 2018**
  - Submit the application 2-3 days in advance of deadline to ensure that [www.grants.gov](http://www.grants.gov) has accepted it.
  - Watch email often to make sure application was validated or rejected (AND save those emails!)
    - Make sure that [www.grants.gov](http://www.grants.gov) has a valid email for you.

# First - Register Your Organization

- <http://www.grants.gov/web/grants/applicants/organization-registration.html>
- Have DUNS #
- Register with SAM (System Award Management) at [www.sam.gov](http://www.sam.gov)
- Create a Grants.gov user name and password
- Ebiz POC Authorizes Grants.gov roles
- Track your role status

# Application Process

- The FY18 Housing Counseling Training NOFA can be found at [www.grants.gov](http://www.grants.gov)
  - [www.grants.gov/web/grants/applicants/apply-for-grants.html](http://www.grants.gov/web/grants/applicants/apply-for-grants.html)
- Search for Funding Opportunity Number FR-6200-N-30 or Catalog of Federal Domestic Assistance #: 14.316
- Download synopsis from Control Panel



# grants.gov Training NOFA Application

The screenshot shows the grants.gov website interface. At the top, there is a navigation bar with links: HOME, LEARN GRANTS, SEARCH GRANTS (highlighted), APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. A search bar is located on the right with the text 'Grant Opportunities' and 'Enter Keyword'. Below the navigation bar, the page title is 'VIEW GRANT OPPORTUNITY'. The grant details are: FR-6200-N-30, FY18 NOFA Housing Counseling Training Grant, Department of Housing and Urban Development. There are 'Apply' and 'Subscribe' buttons. Below the grant details, there are tabs for SYNOPSIS, VERSION HISTORY, RELATED DOCUMENTS, and PACKAGE (highlighted). A section titled 'Select Grant Opportunity Package' contains a warning message: 'PLEASE READ BEFORE APPLYING! If you view and complete your application package using Grants.gov downloadable PDF forms, you MUST have Adobe Reader installed. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the PDF forms, ALL applicants must be using the same Adobe Reader version. Click for more information on Adobe Reader Compatibility. Click for more information on Adobe Reader Compatibility.' Below this, a table titled 'OPPORTUNITY PACKAGE(S) CURRENTLY AVAILABLE FOR THIS FUNDING OPPORTUNITY:' lists the available packages.

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
14.316	FR-6200-N-30	FY18 NOFA Housing Counseling Training Grant	PKG00244209	08/01/2018	08/31/2018	Preview   Apply

# Completing the Application

- **Step 1: Download Application**

- At “View Grant Opportunity”, select Package and download Instructions.
  - Open Zip file with NOFA and Charts
- Then download Grant Application Package

- **Step 2: Complete the application package**

- After downloading the application, complete it offline, saving often



# Completing the Application, continued

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

# Completing the Application, Continued 2

- **Step 4: Track and check the status of your submitted applications**
  - [www.grants.gov/web/grants/applicants/track-my-application.html](http://www.grants.gov/web/grants/applicants/track-my-application.html)
  - This tracking only confirms that an application was successfully retrieved by the awarding agency. Thereafter in the process, the awarding agency reviews and processes the applications independent of Grants.gov, and they do not report the status to Grants.gov.
  - The system will only return a status for valid tracking numbers.

# Important Formatting Information

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

# Tips for Success

- Read the NOFA early, often and very carefully.
- Follow all of the instructions
  - Use the correct software and file names
- Understand the charts, how to fill them out and how to submit them. **DO NOT CONVERT CHARTS TO A PDF FORMAT**
- Answer all of the questions. DO NOT provide information that was not requested.
- Make sure that all the pages are numbered and named.
- Do not exceed the page limit. Extra pages will not be read.
- DO NOT ask for a specific grant amount or provide a budget for FY 2016.
- SF-424, line 18a - enter \$1 (not a 0).
- **Make sure that more than one person knows the user name and password.**

# Technical Assistance from Grants.gov

- Contact [www.grants.gov](http://www.grants.gov) regarding issues/problems with technology.
  - 800-518-4726
  - [support@grants.gov](mailto:support@grants.gov)
  - Available 24/7 (except Federal Holidays)
- 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.

# Office of Housing Counseling



Questions regarding specific program requirements go to:

[housing.counseling@hud.gov](mailto:housing.counseling@hud.gov)

**\*use TNOFA in the subject line\***

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

# Questions?

# Thank you for Attending!



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

**Find us at:**

[www.hudexchange.info/counseling](http://www.hudexchange.info/counseling)

**Email us at:**

[Housing.counseling@hud.gov](mailto:Housing.counseling@hud.gov)