



FY 2017 Supplemental Comprehensive Housing Counseling Grant Application Training

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- 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/
- An OHC LISTSERV will be sent out when the Archives are posted. Posting will usually be within 7-10 days.
- Attendee lines will muted during presentation.
- Handouts were sent out prior to webinar. They are also available in the Control Panel. Just click on document name to download.

Questions & Comments



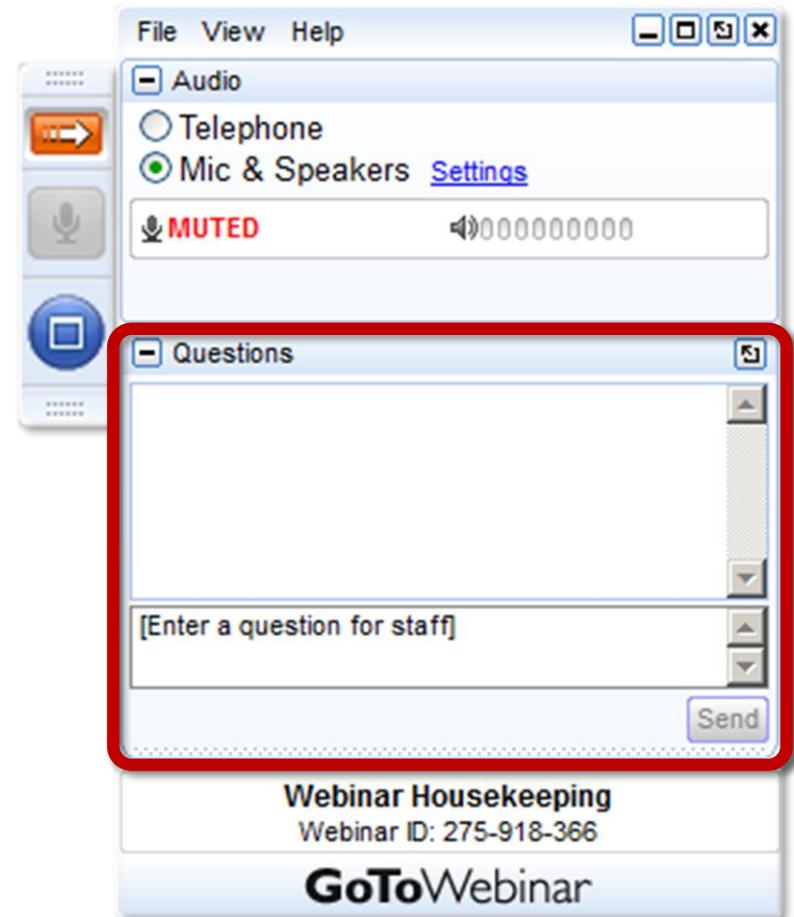
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 - If so, The operator will give you instructions on how to ask questions or make your comments.
 - If unmuted during Q&A, please do not use a speaker phone

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Please submit your text questions and comments using the Questions Panel. We will answer some of them during the webinar.

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- It is critical that you mute your phone during these discussions.
 - Most phones have a Mute function so please use it.
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- Please complete the brief survey at the end of this session.
- Your responses will help OHC better plan and present our webinars.



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- If you logged into the webinar, you will receive a “thank you for attending” email from GoToWebinar within 48 hours.
- The email will say “***This is your CERTIFICATE OF TRAINING***”. There is no attachment
- Print out and save that email for your records.

Thank you for attending our XX hour Webinar on XX. We hope you enjoyed our event. This is your CERTIFICATE OF TRAINING. Please print out and save this email for your records. Please send your questions, comments and feedback to: housing.counseling@hud.gov.

Presenters

David Valdez

Ben Yanetta

Shawn Rich

Shae Williams

John Olmstead

Beth Eilers



Opening Remarks

David Valdez

**Housing Program Specialist
Office of Housing Counseling
Office of Policy and Grant Administration**

Agenda

- Eligibility, Requirements and Funding Methodology
- Finding and Submitting the Grant Application
- Completing the Grant Application
- The Rating Factors



Eligibility, Requirements and Funding Methodology

David Valdez

Office of Policy and Grant Administration
Office of Housing Counseling

Purpose of Supplemental NOFA

- HUD awarded FY 2016 funds and plans to award FY 2017 funds on the basis of the single competition FY 2016-2017 Comprehensive Housing Counseling Grant Program NOFA
 - FY 2016-2017 Housing Counseling Grantees should've received an expression of interest letter.
- This FY 2017 Supplemental NOFA is available to HUD approved housing counseling agencies and SHFAs that were not awarded FY 2016 comprehensive housing counseling funds under the FY 2016-2017

NOFA Format

- **Simplified Responses**
 - ✓ Reduced time to prepare and score applications
 - ✓ Reduced emphasis on narrative responses
 - ✓ Increased emphasis on quantitative responses
- Applicants DO NOT request a specific award amount
- Applicants complete charts in pdf* format for several NOFA rating factors

**New format for 2017 grant application*

Threshold & Eligibility Requirements

- Threshold requirements are outlined in the FY 2016 General Section
- Eligibility Requirements are outlined in Section III A. of the NOFA

FY 2017 Supplemental NOFA Eligibility

Eligible Applicants:

- All housing counseling agencies directly approved by HUD and SHFAs that were not awarded FY 2016 funds from the 2016 – 2017 NOFA (directly or as a sub-grantee)
 - HUD approval must have been received prior to January 31, 2017.
- An agency that has not been approved but meets the qualifications for approval may affiliate with a State Housing Finance Agency or Intermediary

FY 2017 Supplemental NOFA Eligibility

Ineligibility General Rule of Thumb:

If you received FY 2016 Funding (either a grant or sub-grant) you are not an eligible applicant for the Supplemental NOFA

- ONLY Exception: If agency received FY 2016 funds as an LHCA or as a sub-grantee of an SHFA or Intermediary and subsequently received approval as MSO or Intermediary on or after February 18, 2016 and before January 31, 2017.
 - Agencies meeting these criteria are eligible to apply using the MSO or Intermediary Designation

FY 2016 grantees received Expression of Interest letters for FY 2017 funding

Offsetting Counseling Certification Costs

- Final rule on counseling certification published on Dec. 14, 2016, but certification system has not been made available yet.
- Training, testing, and certification expenses are eligible expenses under this 2017 NOFA

Funding Methodology

- Identical to the funding methodology applied to the FY 2016-FY 2017 Comprehensive Housing Counseling NOFA.
- Successful applicants awarded a base grant amount determined by size and nature of counseling network
- Slight decrease in weighting of network size
- It continues to factor in FTEs and network management activities with other relevant criteria
- HUD may base a portion of the award on an applicant's intent to review members of its network utilizing the HUD-9910 form and share the review results and follow-up actions with HUD

Encouraging Networks of Counseling Agencies

- Increased support to State Housing Finance Agencies and Intermediaries which manage sub-grantees and branches
- Encourage Local Housing Counseling Agencies to form partnerships with parent agencies
- Amount of grants to State Housing Finance Agencies and Intermediaries will depend in part on number of sub-grantees and branches the applicant proposes to fund

Award Information

- Congress has not yet appropriated funds for this program. Therefore, the amount of available funding is not known and is contingent on future Congressional action.
- HUD reserves the right to establish maximum grant amounts awarded to any individual agency
- Period of performance is up to eighteen months - October 1, 2016 to March 31, 2018

Base Awards

- Successful applicants are awarded a base award, but can increase their award by satisfying additional funding criteria .
 - Note: Successful LHCA's applying independently may sub-allocate HUD grant funds to eligible Branch offices, but this NOFA will not provide a Base Award for such Branch offices.

Base Awards, Continued

- Intermediaries, State Housing Finance Agencies and Multi State Organizations
 - Grantees will determine the actual funding amounts to be distributed to sub-grantee or branches
 - For each sub-grantee or branch
(Branch office must be open to provide housing counseling services to a minimum of thirty (30) clients per year.)

Additional Funding

- **Competitive Funding Amount**
 - ✓ Percentage of highest scorers may receive incentive funding
- **Number of counselors FTEs**
 - ✓ Based on FTEs that provide direct housing counseling services as of September 30, 2016
- **Funding to provide support to a network**
 - ✓ For Intermediaries, State Housing Finance Agencies or Multi State Organizations
- **Funding for reverse mortgage counseling**
 - ✓ Based on number of HUD HECM Roster Counselors to be funded

“Double Dipping”

- Applicants are prohibited from accessing grant funds from multiple sources
 - Cannot be a direct grantee and sub-grantee
 - Cannot receive FY 2017 funds through both the 2016/2017 NOFA and this 2017 Supplemental NOFA
- Exception: Grantee or sub-grantee has one or more HECM counselors and are awarded HUD grant funds, directly or as a sub-grant, then grantee or sub-grantee can receive a single additional sub-grant for RM counseling activities from an Intermediary that provides RM counseling exclusively.

Eligible Activities

Agencies will only be reimbursed for the following activities described in the NOFA:

- Individual housing counseling
- Group education/classes
- Fair housing education or counseling
- Lead-based paint education or counseling
- Marketing and outreach initiatives

Eligible Activities, continued

- Training
- Quality assurance
- Computer equipment and computer systems
- Administrative costs
- Network management costs
- Capacity building
- Scam awareness, identification and reporting
- Indirect Costs, if applicable

Activities eligible for reimbursement must also be consistent with agency's Housing Counseling Work Plan

Other Program/Grant Agreement Requirements

- ✓ See the “Application Checklist” in Section IV.(B)(2)(b) of the NOFA for required forms, certifications and assurances:
 - ✓ HUD 9906 Charts
 - ✓ SF-424 Application for Federal Assistance
 - ✓ HUD 2880 Applicant/Recipient Disclosure/Update Report (insert \$1.00 in “HUD assistance requested” line)
 - ✓ Organization Description
 - ✓ Narrative Statement
 - ✓ External Audits & Investigations (no earlier than FY14)
 - ✓ HUD 9902-FY16 (if you were approved after Sep. 30, 2016)
 - ✓ SHFA Statutory Authority (if applicable)
 - ✓ SF-LLL Disclosure of Lobbying Activity (if applicable)
 - ✓ HUD-2995, Sustainable Communities (if applicable)
 - ✓ HUD-50153 Promise Zone (if applicable)



Finding and Submitting the Grant Application

Ben Yanetta

Office of Outreach and Capacity Building
Office of Housing Counseling

Application Overview

- Register/review your SAMS registration
- Find grant opportunity on www.grants.gov
- Download instructions and package
- Read instructions and both the General Section and Program Specific NOFA
- Complete application
- Submit application to www.grants.gov

Check your registration with SAM

- Before you start your application, make sure that the SAM registration for your agency is current.
 - If not your application will be rejected.
- Verify that you have access to your record and that the registration will not expire before the application deadline.
- Make sure that the agency is authorized to SUBMIT, not just registered to submit.
- Verify that you know the user name and password.
- Have more than one person authorized to the submit the application.

visit www.sam.gov



USER NAME

[Forgot Username?](#)

PASSWORD

[Forgot Password?](#)

LOG IN

[Create an Account](#)

HOME

SEARCH RECORDS

DATA ACCESS

GENERAL INFO

HELP

CREATE USER ACCOUNT

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.

Create User Account

REGISTER/UPDATE ENTITY

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.

Register/Update Entity

Submitted a SAM registration?

Check Status

SEARCH RECORDS

All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.

Search Records

Visit www.Grants.gov

Registration checklist/information

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



The header of the Grants.gov website features the logo on the left and navigation links on the right: HELP | MANAGE SUBSCRIPTIONS | REGISTER | LOGIN. A search bar is positioned in the center with a dropdown menu set to 'Grant Opportunities' and a 'GO' button. Below the search bar is a horizontal menu with the following items: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT.

Collaboration Made Easy

When using Workspace, team members can fill out application forms simultaneously.

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Opportunity Number	Opportunity Title	Agency	Opportunity Status	View More »

Grants.gov Updates

 **Workspace Training Videos**
Our tutorials walk applicants through every step in the application process. [Visit our YouTube channel.](#)

 **Grants.gov Calendar**
Check out our calendar to get the latest updates about our upcoming releases, maintenance, and outages.

 **Grants.gov Scheduled Maintenance:**
February 18-21, 2017

 **Grants.gov Community Blog**
Visit the Grants.gov Community Blog to learn about the latest in the grants community.

 **Grants.gov Notices**
For more information on upcoming changes with user impacts, please visit the Grants.gov notices page for the latest information.

Find the NOFA

- Search www.grants.gov for **FR-6100-N-33** Notice of Funding Availability (NOFA) for the Department's Fiscal Year 2017 Supplemental Comprehensive Housing Counseling Grant Program

SORT BY: DATE RANGE:

1 - 1 OF 1 MATCHING RESULTS:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
FR-6100-N-33	Notice of Funding Availability (NOFA) for the Department's Fiscal Year 2017 Supplemental Comprehensive Housing Counseling Grant Program	HUD	Posted	01/31/2017	03/17/2017



Find the NOFA, continued

- Click on Package tab and then click “select Package” to download application

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY



FR-6100-N-33

Notice of Funding Availability (NOFA) for the Department's Fiscal Year 2017 Supplemental Comprehensive Housing Counseling Grant Program

Department of Housing and Urban Development

« Back | Link

SYNOPSIS

VERSION HISTORY

RELATED DOCUMENTS

PACKAGE

Print Package List

Select Grant Opportunity Package



READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have Adobe Reader installed. Packages are posted in Adobe Reader format. 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 application package, ALL applicants must be using the same software version. [Click for more information on Adobe Reader Compatibility.](#)

Below is a list of the Opportunity Package(s) currently available for the Funding Opportunity.

Click the corresponding link to continue.

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Workspace Compatible	Actions
14.169	FR-6100-N-33	Notice of Funding Availability (NOFA) for the Department's Fiscal Year 2017 Supplemental Comprehensive Housing Counseling Grant Program	PKG00230561	01/31/2017	03/17/2017	No	Select Package



Find the NOFA, continued

- It is not required but suggested to provide an email address. The system uses this email if the NOFA is updated

Opening Date: Jan 31, 2017
Closing Date: Mar 17, 2017

 Please review [Applicant FAQs](#) as you prepare and submit your application.

To be notified of any changes to the opportunity package before the closing date, you will need to submit an email address. Your email address will allow us to email you in the event this opportunity package is changed and republished on Grants.gov before its closing date.

Email:

Confirm Email:

No, I do not wish to provide my email address



- You will then have the option to download the instructions and Package. Download both!

Download Instructions and Package

Download Instructions and Package by clicking the appropriate button below. Instructions will open directly in your browser and can be saved to your computer. Packages must be saved directly to your computer. You do not need Internet access to read the Instructions or the Package once you save them to your computer.

Program Specific NOFA and General Section NOFA

IMPORTANT: TWO NOFAs to read; the General Section NOFA and the Program Specific NOFA

- The general section NOFA has important information on the submission process and other details.
- The Program Specific NOFA has the housing counseling grant application and instructions for submitting your application.
- The general section NOFA is included as a pdf in the instructions section of the Program Specific

Collect All Documents

- After downloading and saving the documents from the general section and program specific NOFA available on grants.gov, you will have all the documents and instructions for completing your application (one file is zipped and will need to be unzipped for all the files to appear).

Complete The Application



Submitting Your Application

- Submit the application on www.grants.gov
- Instructions for submitting and tracking grant application packages are available there
- The application is due on **March 17, 2017**
 - Must be received by Grants.gov by 11:59:59 pm Eastern Standard Time on March 17, 2017
 - Submit the application 2-3 days in advance of deadline to ensure that www.grants.gov has accepted it
 - Watch email often to make sure application was validated or rejected (AND save those emails!)
 - Make sure that www.grants.gov has a valid email for you

Submitting Your Application

To know if your application was rejected with errors and the reason(s) why, you must:

- Login to www.grants.gov, select “Applicants” from the top navigation, and select “Track my application” from dropdown list
- If the status is “rejected with errors,” you may correct the error(s) and resubmit your application before the Grace Period ends
- If your application was “rejected with errors” and you do not correct these errors before the grace period ends, HUD will not review your application
- If your status is “validated” your application will be forwarded to HUD by www.grants.gov

Submission Information

- The General Section provides critical details on the format and submission process. Read section IV: APPLICATION AND SUBMISSION INFORMATION.
- Your submission must use WORD 2010 (or earlier), EXCEL 2010 (or earlier) and Adobe (.pdf) that is compatible with Adobe Reader 9.4
 - Grants.gov recommends Adobe Reader 10.1.4 or 11.0.10
- Narrative Portions of response to Rating Factors must not exceed 25 double-spaced, 12 point font, single sided pages.
- The pages must be numbered with a header indicating the applicant name and Rating Factor (number and title).
- File names cannot be longer than 50 characters and cannot contain any special characters



Completing the Grant Application

Shawn Rich

Office of Policy and Grant Administration
Office of Housing Counseling

Guidance on the Application

- NOFA uses a fillable pdf that must be submitted. Follow the instructions on the pdf closely.
- Summary Table on Pages 27- 28 in the NOFA:
 - Gives the points for each Rating Factor
 - Identifies charts and fields needing to be filled-out and when a narrative is required.

SF424

Do not request a specific amount for your grant. On the SF424 form included in the pdf application, place \$1.00 in 18. Estimated Funding, A. Federal

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant <input type="text"/>	* b. Program/Project <input type="text"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text"/>	* b. End Date: <input type="text"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="1.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="1.00"/>



General Instructions for Charts

- pdf will automatically populate some fields.
- Certain fields open or close based on your response in other fields.
- Any yellow highlighted area requires a response. Be sure not to overlook non-mandatory fields.
- Some fields will ask for a brief response. It is recommended you write your response in a separate word editing program and copy/paste it into the application pdf.

List of Charts

(Chart will be reviewed with each Rating Factor)

CHART NAME:

USED IN:

Chart A – Applicant Characteristics

Factors 1, 2, 3, and 5

Chart B – Services and Modes

Factor 3, Sub-factor 2(A)

Chart C – Other HUD Programs

Factor 3, Sub-factor (B)

Chart D – Leveraging

Factor 4

Chart E – Actual Expenses

Factors 1, 2, 3, and 5

Chart F – AFFH

Factor 3

Chart G – Oversight activities

Factor 3, Sub-factors 1(c)
and 2(b)



Bonus Points and Rating Factor 1



Bonus Points

Preferred Sustainable Communities/Promise Zones

2 points

See Section V of General Section

- Chart A1 or A2-Field E
- No narrative required
- Promise Zones:
 - Obtain certification from authorized official for designated Promise Zone, using form HUD 50153 (in “download instructions” zip file)
- Preferred Sustainable Status Communities:
 - Obtain certification from POC for designated community or HUD Regional Administrator using form HUD 2995 (in “download instructions” zip file)
- Intermediaries, SHFA’s and MSO’s must obtain copies of certification for all sub grantees or branches for which they checked field E in chart A2.

Bonus Points Chart A

Preferred Sustainable Communities

An "X" in field E means "Yes"

RATING FACTORS 1, 2, 3 AND 4

NOTE: Entering an "x" indicates a "Yes" response.

Rating Factor 1

B) Name of Applicant

C) Location City State

D) Agency's HUD Housing Counseling System (HCS) Number

E) Preferred Sustainable Communities / Promise Zones



Rating Factor 1: Capacity of Applicant

31 points

- To evaluate the readiness and ability of the Applicant and sub-grantees to immediately begin and to successfully implement the proposed work plan described in Rating Factor 3
- To evaluate how adjustments to the work plan were managed

Chart A – Applicant Characteristics

Rating Factor 1-1 Capacity

J) Number of Housing Counselor Full-Time Equivalents (FTE)	<input type="text"/>
K) Number of HUD HECM Roster Counselors (if applicable)	<input type="text"/>
L) Average Counseling Hours per FY 2016 HECM Client (if applicable)	<input type="text"/>
M) Formal Housing Counseling Training	<input type="text"/>
N) Require Testing/Certification for Counselors	<input type="text"/>
O) Alternate Mode(s) of Counseling	<input type="text"/>
P) Adopted National Industry Standards	<input type="text"/>
Q) Counseling Services available in Multiple Languages	<input type="text"/>
R) Alternate Formats Accessible to Persons with Disabilities	<input type="text"/>

Rating Factor 1

Sub-factor 1: Capacity

18 points

Capacity to implement proposed activities in a timely and effective manner

- Higher score to applicants with greater capacity
- Complete Chart A1 or A2, Fields J through R
- Applicants with sub-grantees must complete each entry for each sub-grantee

Rating Factor 1

Sub-factor 1: Capacity (continued)

Place an “X” in the field if the applicant, sub-grantees or branches has a requirement for:

Field J: Number of Housing Counselors
Full-time equivalents

Field K: Number of HUD HECM roster counselors

Field L: Average Counseling Hours Per FY 2016 HECM Client (if applicable).

Rating Factor 1

Sub-factor 1: Capacity (continued)

- Field M:** Formal Housing Counseling Training
- Field N:** Require testing/certification for counselors
- Field O:** Alternate modes of counseling
- Field P:** Adopted National Industry Standards
- Field Q:** Counseling Services in Multiple Languages
- Field R:** Alternate formats accessible to people with disabilities
- Field S:** Client exit surveys
- Field T:** Follow-up client surveys

Rating Factor 1: Sub-factor 2

Performance Reviews/Compliance

7 points

HUD will use its own records to score this factor

- There is no chart to complete
- No narrative required

Rating Factor 1: Sub-factor 3

Measuring Client Satisfaction Chart A1/A2, S & T

6 points

Applicants that measure customer satisfaction will be awarded a higher score

S) Client Exit Surveys	<input type="checkbox"/>
T) Follow-up Client Surveys	<input type="checkbox"/>

- For the period of October 1, 2015 through September 30, 2016 (FY 2016)
- Complete Chart A1 or A2: Fields S and T

Rating Factor 1: Sub-factor 3

Measuring Client Satisfaction (Continued)

Indicate the Yes answers with an “X” in the appropriate field.

Field S: Issued client exit surveys at the end of the counseling or education sessions

Field T: Issued follow-up client surveys after the counseling was completed



Rating Factor 2

Shae Williams

**Office of Policy and Grant Administration
Office of Housing Counseling**

Rating Factor 2: Needs/NOFA Priorities

14 points total

Factor 2 addresses a need for funding and the degree to which the Applicant's work plan addresses NOFA priorities.

- Addresses the **specific topics** identified in this Rating Factor.
- Addresses the **specific NOFA priorities** as listed in RF2 in order to earn points.
- Applicants who fail to adequately address specific needs, provide source citations, examples and/or descriptions will not receive full points for this rating factor.

Rating Factor 2

Sub-factor 1: Needs

Rating Factor 2	
U) Serves Rural Community	<input type="checkbox"/>
V) Serving Area with No Internet Access	<input type="checkbox"/>
W) Geographically Isolated Agency	<input type="checkbox"/>

10 points

Sub-factor 1 (a) Rural Communities & (b) Geographically Isolated Counseling Agencies

Complete Chart A1 or Chart A2 (Fields U, V, and W)

Field U: Serves Rural Communities

Field V: Agency serves a Rural Area that lacks internet access

Field W: Geographically isolated housing counseling agency

Rating Factor 2

Sub-factor 1: Needs, continued

Rating Factor 2, Sub-Factor 1(c)

(A) Jurisdiction/Service Area
(B) Brief description of impediments to fair housing choice in the jurisdiction/service area identified in Field A
(C) Information Source for Impediments identified in Field B (e.g. applicable state or local Consolidated Plan, Analysis of Impediments, or Assessment of Fair Housing)

Sub-factor 1 (c) Identifying Impediments to Fair Housing Choice

Complete Chart F, Fields A, B, and C

Field B: Brief descriptions of the impediments for each jurisdiction or service area

Field C: Identify the applicable state or local Consolidated Plan and Analysis of Impediments to Fair Housing Choice or other information sources on impediments

Rating Factor 2

Sub-factor 1: Needs, continued

Sub-factor 1 (d) Persons with Disabilities and Limited English Proficiency.

- No Chart Required
- In a brief narrative, Applicants must describe how meaningful program access will be provided to persons with disabilities and persons with Limited English Proficiency (LEP).

Rating Factor 2

Sub-factor 2: NOFA Priorities

4 Points

Review the full descriptions of the NOFA Priorities found in the Appendix VII of the **FY 2016 General Section**. For this program section they are:

- Affirmatively Furthering Fair Housing (AFFH)
- Increased Energy Efficiency and the Health and Safety of Homes
- Limit responses to 500 words per NOFA Priority
 - Describe how the agency’s housing counseling work plan substantively addresses a NOFA priority.
- SHFAs or MSOs must state that one-third or more of their Sub-grantees and/or Branches meet the relevant criteria, and provide at least three (3) relevant specific examples.

Rating Factor 2

Sub-factor 2: NOFA Priorities (Continued)

- (a) Affirmatively Furthering Fair Housing (2 pts)
 - i. Staff Training: (1 pt.)
 - ii. Mobility Counseling: (1 pt.)

- (b) Increase Energy Efficiency and the Health and Safety of Homes: (2 pts)
 - i. Improve Residents' Home Health and Safety (1 pt.)
 - ii. Green Building or Renewable Energy (1 pt.)
 - (applicants may receive this point by fulfilling either priorities, or both.)
 - 1. Green Building Standards
 - 2. Renewable Energy



Rating Factor 3

John Olmstead

**Office of Policy & Grant Administration
Office of Housing Counseling**

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

41 points total

- The quality and effectiveness of Applicant's past and projected housing counseling activities
- Evaluate past impact of services, complexity of projected work plan and degree of coordination with other organizations, programs, and HUD programs
- Refer back to the NOFA to find Charts A, B, C, E, F, and G related to this factor

Rating Factor 3:

Sub-factor 1: Past Performance

24 points

For the period October 1, 2015 through September 30, 2016

- 1(a) Impact: HUD 9902 will be used
 - Newly-approved applicants who were not required to submit a HUD-9902 during this period must prepare and submit a HUD-9902 as part of the application.
- 1(b) Actual Expenses: housing counseling program actual expenses that corresponds to the HUD 9902 for FY16 –Chart E

Chart E-Actual Expenses Factor 3 (1B)

Housing Counseling actual expenses, Oct 1, 2015 through Sep 30, 2016

CHART E.1 -- LHCA
RATING FACTORS 1, 2, 3 AND 5

1	Applicant Name:	
2	Maximum Grant Request (Optional): This amount, if provided, will be considered in the funding methodology as a cap in establishing the maximum grant amount for the Applicant. In other words, successful Applicants that specify a maximum grant request will receive a grant that is no higher than the specified amount. If you do not want to specify a maximum grant request, leave this box blank.	<input type="text"/>
3	(A)	(B)
4	Expenses	Applicant's Total FY 2016 Expenses, All Sources
5	Salaries	
6	Housing Counselors	
7	Housing Counseling Program Managers	
8	All Other Housing Counseling Program Staff	
9	Fringe Benefits	
10	Housing Counselors	
11	Housing Counseling Program Managers	
12	All Other Housing Counseling Program Staff	
13	Total Other Direct Costs	
14	Other (Must Provide Explanation of Other Expenses in Narrative)	
15	Total Direct Costs	\$
16	Indirect Cost Allocation Amount (if applicable)	
17	TOTAL EXPENSES	\$

Chart E- Actual Expenses Rating Factor 3 (1B) Housing Counseling Actual Expenses 10/1/15 -9/30/16

- Option to request maximum grant amount.
HUD will cap amount of award to this amount
- Use **Total Budget, All sources of funding** for chart
- “Other” must be explained in narrative

Rating Factor 3: Sub-factor 1(c): Past Performance Oversight

- Complete G1 for LHCAAs
 - Column B
- Complete Chart G2 for Intermediaries, SHFAs or MSOs
 - Columns B & C
- **No Narrative**

Chart G1: LHCAs

CHART G -- OVERSIGHT ACTIVITIES RATING FACTOR 3 SUB-FACTORS 1 (c) and 2 (b)

CHART G.1: LHCAs ONLY			
Applicant Name:			
For Rating Factor 3, Sub-factor 1(c) , LHCAs must complete Chart G.1, by checking a box in Column B for the actual oversight activities conducted during FY 2016. Items selected in this chart may be verified by HUD staff during a performance review.			
For Rating Factor 3, Sub-factor 2(b) , LHCAs must complete Chart G.1, by checking a box in Column C for oversight and quality control activities that will be performed as part of the proposed FY 2017 work plan. Items selected in this chart may be verified by HUD staff during a performance review.			
A		Rating Factor 3, Sub-factor 1 (c)	Rating Factor 3, Sub-factor 2 (b)
		B	C
Oversight Activity		Actual Activities Performed in FY 2016	Proposed Activities to be Performed in FY 2017
i.	Maintain 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="checkbox"/>	<input type="checkbox"/>
ii.	Conduct and document quality control of disbursement process consistent with OMB and HUD grant requirements.	<input type="checkbox"/>	<input type="checkbox"/>
iii.	Conduct supervisory monitoring by reviewing client and education files for compliance with HUD recordkeeping requirements.	<input type="checkbox"/>	<input type="checkbox"/>
iv.	Conduct supervisory monitoring of counseling service activities to ensure Delivery of Services requirements outlined in HUD Handbook 7610.1, Paragraph 3-5 are met.	<input type="checkbox"/>	<input type="checkbox"/>
v.	Conduct random supervisory monitoring of an interactive counseling session.	<input type="checkbox"/>	<input type="checkbox"/>

G2 – Past Performance: Oversight Intermediary, SHFA, MSO

- Indicate total number of affiliates, subgrantees, and or/branches in network in FY2016 as of 10/1/2015.
- Indicate number of performance reviews completed during FY2016.
- Columns B and C

Chart G.2 Intermediaries, MSO's and SHFA's

CHART G -- OVERSIGHT ACTIVITIES
RATING FACTOR 3 SUB-FACTORS 1 (c) and 2 (b)

CHART G.2: INTERMEDIARIES, MSOs AND SHFAs ONLY					
Applicant Name:					
For Rating Factor 3, Sub-factor 1(c), Intermediaries, MSOs and SHFAs must complete Chart G.2, by checking a box in Column B and entering the number of affiliates/sub-grantees/branches for which oversight and quality control activities were performed as part of the actual FY 2016 work plan in Column C. Items selected in this chart may be verified by HUD staff during a performance review.					
For Rating Factor 3, Sub-factor 2(b), Intermediaries, MSOs and SHFAs must complete Chart G.2, by checking a box in Column D and entering the number of affiliates/sub-grantees/branches for which oversight and quality control activities that will be performed as part of the proposed FY 2017 work plan in Column E. Items selected in this chart may be verified by HUD staff during a performance review.					
Enter total number of affiliates/sub-grantees/branches in the Applicant's FY 2016 network as of 10/1/2015.		<input type="text"/>			
Enter the number of performance reviews conducted in FY 2016.		<input type="text"/>			
Enter the number of affiliates/sub-grantees/branches (from 0 to a maximum of 5) for which the Applicant will conduct a performance review in FY 2017 using the HUD-9910 form. Applicants must share the results of these reviews with HUD.		<input type="text"/>			
A	Rating Factor 3, Sub-factor 1 (c)		Rating Factor 3, Sub-factor 2 (b)		
	B	C	D	E	
Oversight Activity	Actual Activities Performed in FY 2016	# of Affiliates/Sub-grantees/Branches for which Activity was Performed in FY 2016	Proposed Activities to be Performed in FY 2017	Proposed # of Affiliates/Sub-grantees/Branches for which Activity will be Performed in FY 2017	
i.	Train and provide technical assistance to affiliates/sub-grantees/branches.	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
ii.	Monitor, evaluate and verify quality of services provided by affiliates/sub-grantees/branches:				
	Verify affiliates/sub-grantees/branches are conducting supervisory monitoring work of housing counseling staff.	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
	Verify affiliates/sub-grantees that are not directly approved by HUD meet HUD's approval standards.	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
	Monitor the grant funded work of sub-grantees/ branches to verify compliance with HUD grant agreement requirements and progress in meeting projections.	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
	Identify and rectify service delivery deficiencies and non-compliance issues.	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
iii.	Process sub-grantees' 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="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
	Conduct and document quality control of disbursement process consistent with OMB and HUD grant requirements.	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>



Rating Factor 3: Sub-factor 2: Projected Performance – Work Plan

12 points

- 12 points maximum
- Proposed housing counseling services and other activities that will be performed from October 1, 2016 through March 31, 2018
- Higher scores for
 - ✓ Greatest variety of services and delivery modes
 - ✓ Comprehensive plans for oversight activities
 - ✓ Affirmatively further fair housing
- Complete Charts A and B

Rating Factor 3: Sub-factor 2:

Projected Performance – Work Plan, continued

- 2(a): Counseling and Education Services – the reach and complexity of proposed services
 - ✓ **Intermediary, SHFA, and MSO Chart A2:** Field X: % of award to be sub-allocated (N/A to LHCA's on Chart A1)
 - ✓ All applicants Chart B: Services and Modes
 - Complete for each service listed

Chart B

Services and Modes for Rating Factor 3(2A)

CHART B -- SERVICES AND MODES
RATING FACTOR 3 (2A)

Applicant Name:

NOTE: Applicants proposing to fund sub-grantees and/or branches* must indicate the number of proposed sub-grantees and branches which will provide the proposed services.
**Do NOT include branches of sub-grantees.*

		Housing Counseling Service						
A		Pre-purchase/ Home buying	Resolving/Preventing Mortgage Delinquency or Default	Home Maintenance and Financial Management for Homeowners (Non- Delinquency Post-Purchase)	Rental Topics	Homeless Assistance	Reverse Mortgage	TOTAL
B	Indicate if One-on-One Counseling Provided by Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
C	# of Sub-grantees and/or Branches* that Provided One- on-One Counseling	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
D	Indicate if Group Education Provided by Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
E	# of Sub-grantees and/or Branches* that Provided Group Education	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
F	Service Will be Provided In Person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
G	# of Sub-grantees and/or Branches* that Will Provide Service In Person	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
H	Service Will be Provided Via Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
I	# of Sub-grantees and/or Branches* that Will Provide Service Via Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

Rating Factor 3: Sub-factor 2(b): Projected Performance – Oversight

- Intermediary/SHFA/MSO Complete Chart G2
 - Indicate number of performance reviews to be conducted in FY 2017 following form HUD 9910
 - ✓ HUD wants to incentivize oversight agencies to review members of their network using HUD-9910 and share results with HUD
 - ✓ Maximum of 5 performance reviews may be entered
 - Columns D and E
- LHCA complete Chart G1
 - Column C

Chart G

Oversight Activities for Rating Factor 3(2B)

CHART G -- OVERSIGHT ACTIVITIES
RATING FACTOR 3 SUB-FACTORS 1 (c) and 2 (b)

CHART G.1: LHCA's ONLY			
Applicant Name:			
For Rating Factor 3, Sub-factor 1(c), LHCA's must complete Chart G.1, by checking a box in Column B for the actual oversight activities conducted during FY 2016. Items selected in this chart may be verified by HUD staff during a performance review.			
For Rating Factor 3, Sub-factor 2(b), LHCA's must complete Chart G.1, by checking a box in Column C for oversight and quality control activities that will be performed as part of the proposed FY 2017 work plan. Items selected in this chart may be verified by HUD staff during a performance review.			
A		Rating Factor 3, Sub-factor 1 (c)	Rating Factor 3, Sub-factor 2 (b)
		B	C
Oversight Activity		Actual Activities Performed in FY 2016	Proposed Activities to be Performed in FY 2017
i.	Maintain 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="checkbox"/>	<input type="checkbox"/>
ii.	Conduct and document quality control of disbursement process consistent with OMB and HUD grant requirements.	<input type="checkbox"/>	<input type="checkbox"/>
iii.	Conduct supervisory monitoring by reviewing client and education files for compliance with HUD recordkeeping requirements.	<input type="checkbox"/>	<input type="checkbox"/>
iv.	Conduct supervisory monitoring of counseling service activities to ensure Delivery of Services requirements outlined in HUD Handbook 7610.1, Paragraph 3-5 are met.	<input type="checkbox"/>	<input type="checkbox"/>
v.	Conduct random supervisory monitoring of an interactive counseling session.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Rating Factor 3: Sub-factor 2: Projected Performance – Work Plan, continued

- 2(c): Affirmatively Furthering Fair Housing
 - Chart F: Fields D and E:
 - at least one activity that addresses an impediment to fair housing choice in Applicant’s service area
 - in at least three of its sub-grantees’ distinct service areas if applicable
 - how outcomes to the proposed activity/activities will be measured

Chart F

Affirmatively Furthering Fair Housing For Rating Factor 3

CHART F -- AFFIRMATIVELY FURTHERING FAIR HOUSING RATING FACTOR 3

OMB Number: 2502-0261
Expiration Date: 07/31/2019

Applicant Name

Instructions: All Applicants must complete Fields A through E of the chart below to demonstrate how the Applicant will fulfill its obligation to affirmatively further fair housing in the use of Housing Counseling grant funds.

Rating Factor 2, Sub-Factor 1(c)

(A) Jurisdiction/Service Area
(B) Brief description of impediments to fair housing choice in the jurisdiction/service area identified in Field A
(C) Information Source for Impediments identified in Field B (e.g. applicable state or local Consolidated Plan, Analysis of Impediments, or Assessment of Fair Housing)

Rating Factor 3, Sub-Factor 2(c)

(D) Brief description of an activity that addresses an impediment to fair housing choice identified in Field B
(E) Brief description of how Applicant will measure outcomes related to the activity proposed in Field D

Rating Factor 3: Sub-Factor 3

Coordination

- 5 points maximum
- 3(a): Housing Counseling-related partnerships/ collaboratives:
Chart A1/A2: Field Y: name of partnership/collaborative
- 3(b): Complementing Other HUD Programs
 - ✓ Chart C: Indicate the other HUD programs for which the Applicant or subgrantees/branches provide Housing Counseling services
 - ✓ Applicant must specify name of program under “Other”.
Do not add FHA or HECM/Reverse Mortgage here.

Chart F

Other HUD Programs For Rating Factor 3

CHART C -- OTHER HUD PROGRAMS
RATING FACTOR 3 (3B)

Applicant Name:

NOTE: Applicants proposing to fund sub-grantees and/or branches must indicate the number of proposed sub-grantees and branches (Column D below) which provided (during 10/1/15 - 9/30/16) housing counseling services in conjunction with other HUD programs that are marked in Column C below.

A HUD Program	B Administering Office	C Indicate if Applicant Provided Housing Counseling Services in Conjunction with HUD Programs, during 10/1/15 - 9/30/16	D For Intermediaries, SHFAs and MSOs Number of Sub-grantees and/or Branches That Provided Service(s) in Conjunction with HUD Programs, during 10/1/15 - 9/30/16
Second Mortgage Assistance for First-Time Homebuyers	Community Planning and Development	<input type="checkbox"/>	<input style="width: 40px; height: 15px;" type="text"/>
Rural Housing Stability Grant Program	Community Planning and Development	<input type="checkbox"/>	<input style="width: 40px; height: 15px;" type="text"/>
Public Housing Operating Fund	Public and Indian Housing	<input type="checkbox"/>	<input style="width: 40px; height: 15px;" type="text"/>
Housing Choice Voucher (Section 8) Tenant-Based Rental Assistance Homeownership Option	Public and Indian Housing	<input type="checkbox"/>	<input style="width: 40px; height: 15px;" type="text"/>
Demolition and Disposition of Public Housing	Public and Indian Housing	<input type="checkbox"/>	<input style="width: 40px; height: 15px;" type="text"/>
Family Self-Sufficiency	Public and Indian Housing	<input type="checkbox"/>	<input style="width: 40px; height: 15px;" type="text"/>
Public Housing Resident Homeownership Programs	Public and Indian Housing	<input type="checkbox"/>	<input style="width: 40px; height: 15px;" type="text"/>
Conversion of Distressed Public Housing to Tenant-Based Assistance	Public and Indian Housing	<input type="checkbox"/>	<input style="width: 40px; height: 15px;" type="text"/>
Low Income Housing Preservation and Resident Homeownership Act Prepayment Options	Public and Indian Housing	<input type="checkbox"/>	<input style="width: 40px; height: 15px;" type="text"/>
Native American Housing Assistance Self Determination Act Housing Block Grants	Public and Indian Housing	<input type="checkbox"/>	<input style="width: 40px; height: 15px;" type="text"/>
Native Hawaiian Housing Block Grants	Public and Indian Housing	<input type="checkbox"/>	<input style="width: 40px; height: 15px;" type="text"/>
Housing Choice Voucher (Section 8) Rental Assistance	Public and Indian Housing	<input type="checkbox"/>	<input style="width: 40px; height: 15px;" type="text"/>
HUD-Sponsored Housing Counseling-Related Research or Pilot Program: Must specify <input style="width: 330px; height: 15px;" type="text"/>		<input type="checkbox"/>	<input style="width: 40px; height: 15px;" type="text"/>
Other: Must specify <input style="width: 330px; height: 15px;" type="text"/>		<input type="checkbox"/>	<input style="width: 40px; height: 15px;" type="text"/>
TOTAL		0	0





Rating Factor 4

Beth Eilers

**Office of Outreach & Capacity Building
Office of Housing Counseling**

Rating Factor 4

Leveraging Resources

6 points total

Points will be awarded based on amount of leveraged funds

- Additional non-Federal funds include grants, fees, in-kind contributions
- Settlement funds from the National Mortgage Settlement are not considered Federal and therefore can count toward leveraging - www.nationalmortgagesettlement.com
- Fee income can be included
- **Do not include** funds from federal sources
- Funds must be available from **10/01/16 through 03/31/18**
- Evidence of the funds must be maintained for HUD Review

Acceptable Funding/Leveraged Resources (Non-Federal)

*For the period of performance
(October 1, 2016 through March 31, 2018)*

- Direct financial assistance (grants)
- Fees
- In-Kind contribution (services, equipment office space and labor support housing counseling activities)
- National Mortgage Settlement

Not Acceptable/Funding Leveraged Resources (Federal)

Leveraging resources cannot be federal funds, which are directly or indirectly passed through local governments.

Examples:

- 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)
- National Foreclosure Mitigation Counseling Program Funds (NFMC)

Chart D

Leveraging For Rating Factor 4

CHART D -- LEVERAGING RATING FACTOR 4

OMB Number: 2502-0261
Expiration Date: 07/31/2019

Leveraged Resource 1 of 2		Delete	
A. Applicant/Sub-grantee/Branch	<input type="text"/>		
B. Name of Applicant, Sub-grantee/Branch Office Proposed to be Funded	<input type="text"/>		
C. Organization Providing Leveraged Funds/In-kind Contributions	<input type="text"/>		
Point of Contact at Organization Providing Leveraged Funds/In-kind Contributions	Prefix	First Name	Middle Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Last Name	Suffix	
	<input type="text"/>	<input type="text"/>	
D. Type of Contribution (Cash, Fees, In-kind, Program Income)	<input type="text"/>		
E. Funds Must be Available During the Grant Period	<input type="text" value="10/01/16 -- 3/31/2018"/>		
F. Use of Funds -- Only Include Funds that are Exclusively Allocated for Housing Counseling Program	<input type="text"/>		
G. Only Include the Amount of Funds that are Available from October 1, 2016 to March 31, 2018	\$	<input type="text"/>	

Rating Factor 4

Leveraging Resources, continued

Information to be entered into Chart D includes:

- A. Applicant/Sub-grantee/Branch
- B. Name of Applicant, Sub-grantee/
Branch Office Proposed to be Funded
- C. Organization Providing Leveraged Funds/In-kind Contributions
Point of Contact at Organization Providing Leveraged Funds/In-kind Contributions
- D. Type of Contribution
(Cash, Fees, In-kind, Program Income)

Rating Factor 4

Leveraging Resources, continued

Information to be entered into Chart D includes:

- E. Funds Must be Available During the Grant Period 10/01/16 - 3/31/2018 (un-editable field)
- F. Use of Funds - Only Include Funds that are Exclusively Allocated for Housing Counseling Program
- G. Only Include the Amount of Funds that are Available from October 1, 2016 to March 31, 2018

Rating Factor 4

Leveraging Resources, continued

- All fields must be completed
- Use the  button to add each unique source of funding.
 - Do not combine funding from sources into one entry

Rating Factor 4

Leveraging Resources, continued

If funding is available outside of the FY 2017 grant period, funds must be pro-rated

Example:

If funds are available from January 2016 through December 2016, include only 3 months (October 1 through December 31, 2016) of funding (e.g. only \$25,000 of \$100,000 grant should be entered on Chart D)



Rating Factor 5

David Valdez

**Office of Policy and Grant Administration
Office of Housing Counseling**

Rating Factor 5

Achieving Results and Program Evaluation

8 points total

To ensure that Applicants meet the commitments made in the application

- Applicants must indicate how they evaluate program success.
- Applicants who use a variety of methods to evaluate performance will get higher points

Rating Factor 5: Sub-factor 1

Components of Evaluation

6 points

Complete Chart A1/A2, Fields Z through AI

Rating Factor 5

Z) Uses Reviews by Senior Management Staff with Results Reported to Organization's Board

AA) Publishes Performance Data

AB) Link to Published Performance Data, if Available Online

AC) Name of CMS

AD) Uses CMS to Generate Reports

AE) Use CMS to Record Notes, Action Plan, Financial Analysis and Follow-up

AF) Uses CMS to Track Grants

AG) Performs Quality Control Review of CMS Data

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

AI) Uses Other Methods of Evaluating Program Services

Rating Factor 5

Sub-factor 2: Grant Expenditure History

2 points

- HUD will evaluate Applicant compliance with programmatic requirements and expenditure results, based on the applicant's expenditure of FY 2015 funds.
- **Applicants will not provide a response to this sub-factor.**



Conclusion

David Valdez

**Office of Policy and Grant Administration
Office of Housing Counseling**

For Assistance

- Direct your questions to housing.counseling@hud.gov or your agency's POC. They can answer "general" questions about the NOFA, but not specific questions that may or may not create a competitive advantage.
- Contact www.grants.gov regarding issues/problems with technology

For Help

- Technical Assistance/Customer Services for grants.gov
 - 1-800-518-4726
 - 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 General Section and the NOFA. 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
- Answer all of the questions. **DO NOT** provide information that was not requested
- **SUBMIT EARLY** and watch for emails accepting or rejecting your application



Conclusion

For housing counseling program information, grant information, training and events, counselor resources and to sign up for our LISTSERV.

www.hudexchange.info/programs/housing-counseling/

Email Questions or comments:

housing.counseling@hud.gov

In subject line type: FY 2017 Supplemental NOFA
Training



This PowerPoint, transcript, and audio replay will be available on the OHC website after today's presentation

Find us at:

www.hudexchange.info/counseling

HUD Housing Counseling FAQ's

<https://www.hudexchange.info/housing-counseling/faqs/>

Email questions or comments with subject line "Supplemental NOFA 2017"

to:

housing.counseling@hud.gov

THANKS
for
ATTENDING