



## FY21 TNOFO Grant Execution Training

### **SPECIAL NOTE:**

**This presentation is intended for recipients of the FY21 Training Grant NOFO and *only* provides guidance on the execution of grant awards for these specific grantees.**

**Audio is only available by conference call**

**Please call: 877-226-8189**

**Participant Access Code: 4460001**

**February 8, 2022**

# Webinar Logistics

- **Audio is being recorded.**

- The playback number along with the PowerPoint & a transcript will be available at:

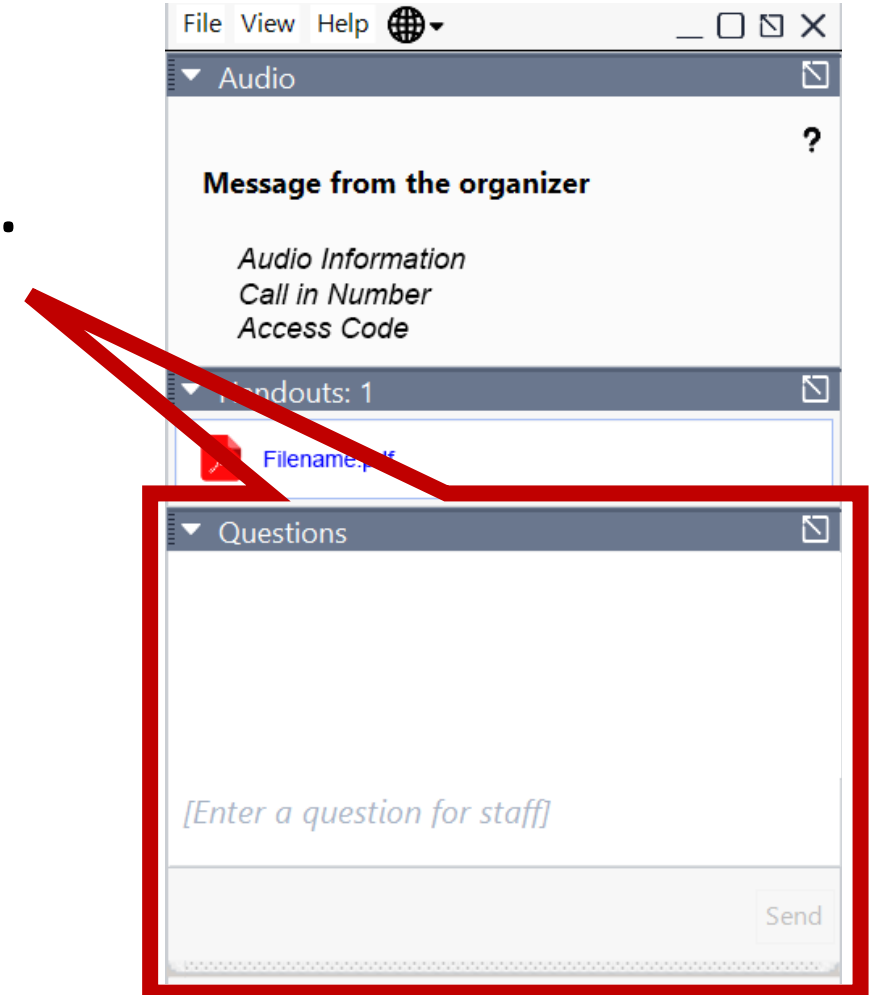
<http://www.hudexchange.info/programs/housing-counseling/webinars/>

- The webinar will be posted in 7-10 days.
- Handouts were sent out prior to webinar. They are also available in **Handouts** section of the Control Panel.
  - Click on the document name to start the download.



# Ways to Ask Questions

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



# Certificate of Training

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



# Introduction

**Rhonda Rivera**

Division Director

Office of Outreach and Capacity Building

Office of Housing Counseling

# FY 2021 Housing Counseling Training Grant Execution Key Points

- Follow instructions within the Award Letter carefully.
- Read the Grant Award Package Checklist in detail.
- Return one signed copy of Form HUD-1044, signature page of the Cooperative Agreement, ALL required Checklist documents to your POC within 15 days of the Award Letter.
- Retain the original signed documents for your records.
- Contact your HUD POC for any questions.



# Today's HUD Presenters

- Kim Jakeway
- Judy Ayers-Britton
- Virginia Holman
- Joel Ibanez

# Agenda

- FY21 TNOFO Grant Execution Overview
- Checklist items
- Projected Budget
- Projected Training Plan (activities, method of delivery, locations, dates)
- HBCU/TCU/MSI Scholarship Initiative
- Reporting



# FY21 TNOFO Grant Execution Overview

- Each grant recipient received a checklist of required documents grantees must submit to execute their FY 2021 grant awards. The Grant Award Letter and Cooperative Agreement provide detailed requirements of each item.
- All required documents are due to your assigned Point of Contact (POC) within 15 business days of the date of the award letter.



# Checklist Items

**Kim Jakeway**

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

# Grant Award Package Checklist

## Office of Housing Counseling FY 2021 Housing Counseling Training Grant Award Package Checklist

- ✓ This is a checklist of required documents grantees must submit to execute their FY 2021 grant awards. See enclosed award letter and cooperative agreement for detailed requirements of each item.
- ✓ ✓ All required documents are due to your assigned Point of Contact (POC) within 15 business days of the date of the enclosed award letter.

### Form HUD-1044 and Grant Agreement Signature Page

- ☐ HUD-1044 signed and dated
- ☐ Grant Agreement signature page signed and dated

### Indirect Cost Rate Documentation

- ☐ Copy of Grantee's Negotiated Indirect Cost Rate Agreement (NICRA), **OR**
- ☐ Statement that Grantee elects to charge a de minimis rate of 10% of modified total indirect costs in accordance with 2 C.F.R. Part 200.414, **OR**
- ☐ Statement that Grantee does not incur indirect costs or will not apply them to this grant

### Financial Management Systems

- ☐ Certification from the executive director or other qualified professional that the organization's financial management systems satisfy the requirements in 2 C.F.R. §200.302

### Audit

- ☐ A copy of Grantee's most recent audit of financial activities (e.g. single or program-specific audit required under 2 C.F.R. Part 200.501) with completed audit no earlier than fiscal year 2018, **OR**
- ☐ A copy of the most recent independent financial audit, no earlier than fiscal year 2018, for Grantees that did not expend \$750,000 or more in Federal awards

# Form HUD-1044

## Assistance Award/Amendment

U.S. Department of Housing  
and Urban Development  
Office of Administration

1. Assistance Instrument <input checked="" type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Grant		2. Type of Action <input checked="" type="checkbox"/> Award <input type="checkbox"/> Amendment	
3. Instrument Number HC210015009	4. Amendment Number	5. Effective Date of this Action 07/01/2021	6. Control Number HC210015009
7. Name and Address of Recipient AGENCY NAME AGENCY ADDRESS CITY, STATE, ZIP CODE		8. HUD Administering Office  8a. Name of Administrator 8b. Telephone Number	
10. Recipient Project Manager John Doe		9. HUD Government Technical Representative POC's Name	
11. Assistance Arrangement <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input type="checkbox"/> Fixed Price		12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearinghouse	
13. HUD Payment Office		15. HUD Accounting and Appropriation Data	
14. Assistance Amount Previous HUD Amount \$ HUD Amount this action \$ 50,000.00 Total HUD Amount \$ 50,000.00 Recipient Amount \$ Total Instrument Amount \$ 50,000.00		15a. Appropriation Number 000000000 15b. Reservation Number HC210015009 Amount Previously Obligated \$ Obligation by this action \$ 50,000.00 Total Obligation \$ 50,000.00	
16. Description PERIOD OF PERFORMANCE FROM JULY 1, 2021 TO SEPTEMBER 30, 2022  THE AWARD AMOUNT INCLUDES \$50,000.00 TO BE USED TO offer recipients that are sponsored and enrolled in a HUD-certified housing counselor workforce development program and an institution of higher education including but not limited to an HBCU,TCU, or other MSI.  FINAL REPORT DUE NO LATER THAN JANUARY 31, 2023 TO CLOSE OUT GRANT  LOCCS VOUCHER BUDGET LINE ITEM:9515 - CAPACITY BUILDING (Program Code HC2)  LOCCS DRAW DOWN EXPIRATION DATE:			
17. <input checked="" type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office		18. <input type="checkbox"/> Recipient is not required to sign this document.	
19. Recipient (By Name)  Signature & Title Date (mm/dd/yyyy)		20. HUD (By Name) Jerrold H. Mayer  Signature & Title Date (mm/dd/yyyy) Director, Office of Outreach and Capacity Building, OHC 01/24/2022	

Sign & Date here→

Previous editions are obsolete.

form HUD-1044 (8/90)  
ref. Handbook 2210.17

# Cooperative Agreement- Signature Page (signed and dated)

Sign & Date here →

Counseling Training NOFO application were actually provided to Grantee, its sub-grantees, or both.

- I. Survival. Any provisions of this Agreement that expressly or by their operation should reasonably continue to apply to a party after the termination or suspension (in whole or in part) of this Agreement shall continue in full force and effect for such time as is necessary to fully carry out the intent of such provisions. The applicable regulations at 2 CFR 200.16, 200.344, and 200.345 describe Grantee's continuing responsibilities after the closeout of this Grant.

IN WITNESS WHEREOF, each of the Parties has caused the following Housing Counseling Training 2021 Cooperative Agreement to be executed by its duly authorized officer or agent. No alterations of the official version of the Housing Counseling Training 2021 Cooperative Agreement delivered by HUD to Grantee have been accepted unless such change is acknowledged by HUD through a signature on the page of the Cooperative Agreement containing such change.

GRANTEE:

RURAL COMMUNITY ASSISTANCE  
CORPORATION

HUD:

UNITED STATES  
DEPARTMENT OF  
HOUSING AND URBAN  
DEVELOPMENT



By: \_\_\_\_\_

Name:

Title:

By: \_\_\_\_\_

Name: Jerrold H. Mayer

Title: Director, Office of  
Outreach and  
Capacity Building,  
Office of Housing  
Counseling

# Indirect Cost Rate

## Indirect Cost Rate Documentation

- Copy of Grantee's Negotiated Indirect Cost Rate Agreement (NICRA),

*OR*

- Statement that Grantee elects to charge a de minimis rate of 10% of modified total indirect costs in accordance with 2 C.F.R. Part 200.414,

*OR*

- Statement that Grantee does not incur indirect costs or will not apply them to this grant

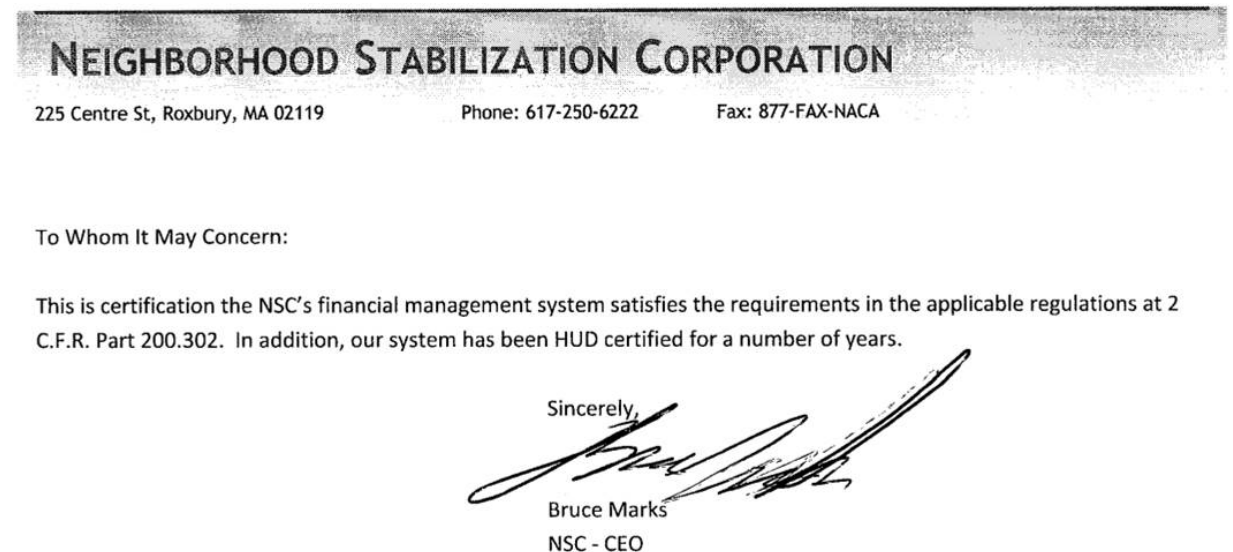


# Financial Management Systems

## Financial Management Systems

- Certification from the executive director or other qualified professional that the organization's financial management systems satisfy the requirements in 2 C.F.R. §200.302

Sample Statement  
on Agency Letterhead →





# Audit

- A copy of Grantee's most recent audit of financial activities (e.g. single or program-specific audit required under 2 C.F.R. Part 200.501) with completed audit no earlier than fiscal year 2018,

*OR*

- A copy of the most recent independent financial audit, no earlier than fiscal year 2018, for Grantees that did not expend \$750,000 or more in Federal awards

# Code Of Conduct

- Verify that your code of conduct is listed on HUD's Code of Conduct website

*OR*

- Grantee that had revised a previously submitted Code of Conduct or does not appear on the website listed above must submit a copy of its Code of Conduct



# Proposed Budget

**Judy Ayers-Britton**

Management Analyst

Office of Outreach and Capacity Building

Office of Housing Counseling

# Proposed Budget

- A comprehensive budget listing all proposed expenses under the Grant. See Article IV of the Cooperative Agreement for detailed requirements and a budget template.

# Proposed Budget Form

## FY21 Proposed Budget

Applicant Name:

Instructions: Complete all applicable sections below with your proposed expenses

Expense Items	Proposed Expenses - grant funds	Proposed Expenses - all sources
Staff Salaries		
Staff Fringe Benefits		
Consultant/Trainer Fees		
Rent for Training Venues		
Travel for Consultant/Trainer		
Travel for Staff		
Delivery Services (e.g. UPS, FedEx)		
Printing / Production of Class Materials		
Scholarships (do not include HBCU/TCU/MSI/Workforce initiatives listed below)		
HBCU/TCU/MSI/Workforce Initiative Scholarships		
Equipment at Training Venues		
Telephone/internet at Training Venues		
Other Expenses (describe)* or add additional lines		
Training Partners Disbursement		
Indirect Costs (indirect cost rate: )		
TOTAL EXPENSES	0	0
Percent of HUD Grant Spent on Scholarships:	#DIV/0!	
Notes:		
*Add budget items not listed in the "Other Expenses" line and describe in detail in the comments box.		

Signature of Executive Officer

Date signed





# Projected Training Plan

**Virginia Holman**

Housing Program Specialist

Office of Outreach and Capacity Building

Office of Housing Counseling

# Projected Training Plan

## **Projections for Housing Counseling Training Grant Activities**

- Reconfirm or revise the proposed training activities described in Factor 3 of the FY2021 Housing Counseling Training Grant application that will be funded. Revise all columns of Chart B-Proposed Performance with a list of courses to be funded by the Grant.

## **Sub-Allocation List (Sub-grantees and/or Training Partners), if applicable**

- Enter list of subgrantees and/or Training Partners providing training, including the names of the trainers, if applicable.
- A brief explanation in writing of how sub-award amounts for sub-grantees and Training Partners were determined.

## **Training Locations and Dates**

- Provide a list of locations for your proposed place-based and training institutes for the FY 2021 grant.



# Chart B

## Chart B - Proposed Performance

Applicant Name:

### Instructions:

List the **number** of training courses by delivery method that you and your applicant partners intend to provide during the period of performance stated in this Training NOFO. Use the following definitions for the three delivery methods:

1. In-Person: The course is provided to counselors in a face-to-face classroom setting. This includes place based training and national institute training.
2. Web-based: Online Non-Interactive: The course is provided to counselors electronically and does NOT allow for realtime instructor-counselor interaction.
3. Web-based: Online / Interactive: The course is provided to counselors electronically and allows for realtime instructor-counselor interaction.

Column G - Performance Learning Checks Including an Examination: Indicate the **number** of courses with learning checks and examinations that will be required to pass the course

Delivery Method: In-Person Web-Based - • Online Non-Interactive • Online / Interactive	Number of courses proposed as described in the TNOFO	Number of counselors to be trained as described in the TNOFO	Number of courses that address Departmental Priorities (Example: Disaster,	Number of courses in which student satisfactiwill be measured	Number of courses in which learning checks are included in examination	Number of course lons projected by Delivery Method that include rural, lower income, persons of disabilities and other under served and underrepresented	Number of courses provided in multiple languages	Average number of hours per Delivery Method	Number of scholarships provided to individuals with limited English proficiency, rural, lower income, persons with disabilities and other under served and underrepresented	Total # of scholarships (all types with all funding)	Average cost per student by Delivery Method
In-Person	5	125	15	5	4	25	5	8	15	75	\$750
Online / Interactive	3	60	5	3	3	15	3	6	5	20	\$150
Online Non-Interactive	7	240	4	7	7	10	7	3	30	40	\$75

# Sample Training Plan

**FY## "AGENCY NAME" PROPOSED TRAINING PLAN**

[illegible]



# HBCU / TCU / MSI Scholarship Initiative

**Joel Ibañez**

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

# HBCU / TCU / MSI Scholarship Initiative

- **HBCU/TCU/MSI Funding Initiative (If applicable)**, if Grantee received funding to offer training recipients that are sponsored and enrolled in a HUD certified housing counselor workforce development program and an institution of higher education including but not limited to an HBCU, TCU, or other MSI)
- **Reconfirm or revise** the proposed training activities described in Factor 3 of the FY2021 Housing Counseling Training Grant application that will be funded.
- **Memorandum of Understanding (MOU)**. At grant execution, Grantee must submit the MOU or similar agreement signed by all partners to signify their formal commitment. At a minimum, the MOU must specify: the partnership's purpose and associated activities; management and organizational structure; each organization's role and responsibilities for funding, participation, and compliance; and how the grantee will integrate data sharing and reporting capabilities.
- In addition to the projected budget requirements in Article IV(B), at grant execution, and budget template, Grantees must describe how these HBCU/TCU/MSI funds will be used to further the objectives agreed upon in the MOU.
- Grantee must submit an itemized budget for each of partnerships describing how the Grantee and HBCU/TCU/MSI will use the funding initiative award to further the objectives agreed upon in the MOU and include budget narrative if applicable.





# Reporting

**Virginia Holman**

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

# Monthly Training Report

TOTAL TRAINING PROVIDED BY TRAINING GRANTEES IN FY  
22 BY MONTH - NUMBERS INCLUDE ALL FUNDING SOURCES

Name of Grantee:

Oct-21   Nov-21   Dec-21   Jan-22   Feb-22   Mar-22   Apr-22   May-22   Jun-22   Jul-22   Aug-22   Sep-22   **TOTAL**

## ALL CLASSES

# of classes	0
# of counselors trained	0
# total scholarships	0

## HBCU/TCU/MSI/Workforce Initiatives

# of classes	0
# of counselors trained	0
# of scholarships	0

## HOUSING COUNSELOR CERTIFICATION COURSES

# of classes	0
# of counselors trained	0
# of scholarships	0

# Quarterly Training Grant Report (TGR)

Training Grant Report Checklist

**Training Grant Report (TGR) Checklist (FY21)**

Fiscal Year:

Quarter:

1	Grantee Information and Reporting Period (Article XI)	Hourly Rate and Staff Hours (Article XI B 4 and 5)	7
2	Summary Narrative (Article XI B 3)	Consultant/Contractor Fee Structure (Article XI B 6)	8
3	Languages and Underserved/Underrepresented Areas	<b>Budget (Article XI B 5)</b> <div>1Q 2Q 3Q 4Q 5Q Ex1 Ex2 Ex3</div>	9
4	New Materials and Fees Charged (Article XI B 3)	Sub-Grant Allocations (Article XI B 6)	10
5	Scholarships (Article XI B 3 Chart B)	Achievement of Goals Narrative and Counselor/Agency List (Article XI B 7)	11
6	Individual Course Report	Narrative (Article XI B 9) and Authorization (Article XI B 10)	12
		Final Report (Article XI C)	13
6a	Counselors Trained and Total # of All Classes Conducted	eLOCCS Request (Article X B 7)	14

Reporting Period Information

**WEB LINKS:**
[Office of Housing Counseling website \(HUD Exchange\)](#)
[FY21 NOFO HC Training Grant \(PDF\)](#)
[More TNOFA Information](#)

Save and Close Document





# Questions



# Office of Housing Counseling



**Find us at:**

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

**Counselor Training and Testing website:**

[www.hudhousingcounselors.com](http://www.hudhousingcounselors.com)

**Email us at:**

[housing.counseling@hud.gov](mailto:housing.counseling@hud.gov) or your HUD POC

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  - <https://www.hudexchange.info/programs/housing-counseling/webinars/>
  - Find by date or by topic
- To obtain credit
  - select the webinar, and
  - click “Get Credit for this Training”

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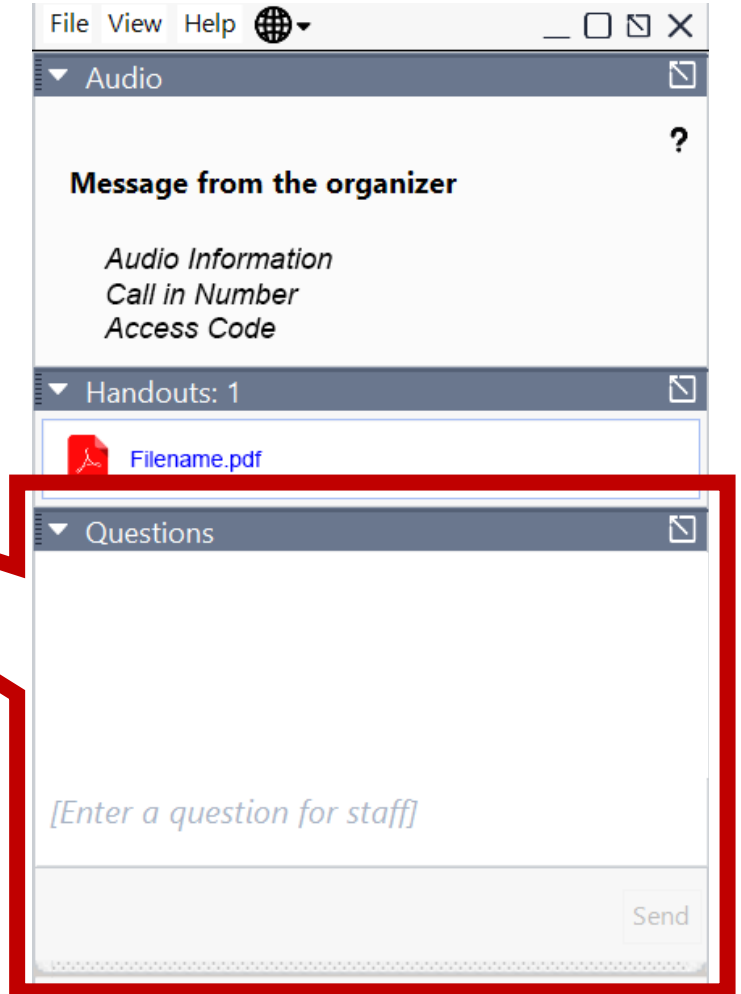
If you have attended or completed this training, select the button below in order to get credit and add the course to your transcript.

Get Credit

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



The screenshot shows a webinar interface with a menu bar (File, View, Help) and a globe icon. The main content area has three sections: 'Audio' (with a question mark icon), 'Handouts: 1' (with a PDF icon and 'Filename.pdf'), and 'Questions' (with a question mark icon). The 'Questions' section is highlighted with a red box. Inside the 'Questions' section, there is a text input field with the placeholder text '[Enter a question for staff]' and a 'Send' button at the bottom right. A red arrow points from the text 'Any other comments?' in the list to the 'Questions' section.





Thank You for  
Attending!