



Final Transcript

HUD: Training NOFO Grant Execution (External)

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SPEAKERS

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Rhonda Rivera
Kim Jakeway
Judy Ayers Britton
Joel Ibanez

PRESENTATION

Moderator Ladies and gentlemen, thank you for standing by and welcome to the Training NOFO Grant Execution call. At this time all participants are in a listen only mode. [Operator instructions]. As a reminder, this conference is being recorded.

I would now like to turn the conference over to our host, Ben Yanetta.

Please go ahead.

Ben Hello. Thank you very much. And hello, everyone, in the audience for joining us today on this training for the Training Grant NOFO Execution. Just a special note, as you see on screen right now, this training today is provided specifically for recipients of the fiscal year 2021 training grant NOFO, not the comprehensive housing counseling grant or any other general grant execution training. This is very specific to the training grant NOFO, which there were only seven or eight recipients of. We noticed that there is a large audience, over 100 people have joined us today, and I just wanted to clarify at the beginning of this conference call that this may not be appropriate for you unless you are a recipient of one of the training grants, not the comprehensive housing counseling grant or any other grant. This is not a generic training. It is very specific and tailored to the recipients of the training grant.

With that said, I would like to go into a few of the webinar logistics before I turn it over to the presenters. As was mentioned, the audio is being recorded. We will take the PowerPoint presentation, a transcript and a replay number and put it back up on the HUD Exchange website, and it will take about seven to ten days for us to get it up there. And this last bullet point is actually incorrect. The handouts were not sent out prior to the webinar, and they're not currently available in the control panel of the

webinar. However, anybody that registered, or excuse me attended today's training will receive a copy of the PowerPoint presentation itself as a PDF document through email later today.

Again, the presentation is not currently available for download. But anybody that signed in today to view this webinar will receive an email later today with an attachment that includes these slides.

For today's webinar, we are not going to take live questions over the phone. If you have a complex question, we invite you to either email your point of contact for your training grant, or email housing.counseling@hud.gov. But we will of course answer questions as they come in. We'll hold them until the end, but you can type in your question at any time into the questions box in the webinar's interface and we will answer those at the end. But if it is a very technical question that would require a bit of back and forth to really clarify what it is you're asking, we would ask that you submit that via email or talk to your HUD POC.

Again, you can email us any time at housing.counseling@hud.gov. If your question is too technical, or if you just think of something after the

webinar has ended, that is your best bet at getting a quick response. But again, we love to answer any questions. To clarify the expectations on the grant execution and the training grant itself, throughout this webinar you can type them in and we will answer them as best as we can. And if we don't get to your question during the webinar, we will send you a response afterwards.

Ginger Ben, this is Ginger. Just to let you know, the slides are not advancing.

Ben Oh, I apologize for that. Let me get in here into the sharing and see. Okay, okay. Now you should see certificate of training. Is that correct?

Ginger That's right.

Ben Okay. I apologize, everyone. The presentation got paused. So if you've logged in to today's webinar, you'll receive a certificate of training from GoToWebinar within the next 48 hours. And you can print this out and save it for your records as a training that you have completed.

At this time, I would like to turn it over to Rhonda Rivera for an introduction to grant execution for the training grant.

Rhonda All right, thank you, Ben. Hello, everyone. I'm Rhonda Rivera from the Office of Outreach and Capacity Building. And I just want to congratulate our six training grantee partners that provide the various housing counseling training to our housing counselors and managers from housing counseling agencies.

As you know, for FY21, this was a two year NOFO, meaning that since you were successful under the FY21 NOFO, during FY22, once we get appropriations, you will not have to submit another application. We will be sending out later an expression of interest letter to you if you're interested in receiving FY22 funding. So right now, we're not at that stage yet. But that's coming later. But that's what our two year NOFO was about for the training, similar to the comprehensive grant.

This is a 15 month grant that—

Ginger Rhonda, excuse me, Ben it's paused again.

Rhonda There we go. So I just want to remind our grantees that this is a 15 month period of performance, effective for July 1st of 2021 and it runs through September 30th of 2022. The award package was sent to the grantees via

email with the package materials on January 25th, and your point of contact for the grant was also included in that message. So they are waiting your documents to execute. There is a checklist that was included. And you just follow the checklist of documents that you would have to sign and return. And we'll get into that shortly.

Today's presenters will be from our housing counseling training team, NOFO team, basically the point of contact for the grant will be presenting today, Kim Jakeway, Judy Ayers Britton, Virginia Holman, and Joel Ibanez. And our agenda, again, we will be going over the checklist items, talk about the projected budget document that you would need to return and your projected training plan. And we'll touch upon, for the two grantees that also address the partnership they have with HBCUs, minority serving institution scholarships for our housing counseling workforce development program initiatives. So we'll talk about that as well as the reporting requirements.

Again, please carefully read your cooperative agreement. We'll touch upon some of the articles a little bit of the cooperative agreement that was included in the package.

And at this point, I'm just going to turn this over to Kim Jakeway, who's going to talk about the checklist items more specifically. Thank you again, and good luck to all grantees on their training schedules during this fiscal year.

Kim Thanks, Rhonda. I'm going to wait for Ben to go ahead and catch up.
Okay. Thank you. Alright, thanks, Rhonda.

Welcome, and congratulations on your fiscal year 21 training NOFO award. As Rhonda mentioned, I'm going to doing a brief overview of the grant award package checklist, the HUD 1044, the cooperative agreement signature page and what you'll need to submit to complete the indirect cost rate financial management documents, the audit and the code of conduct.

Next page. Okay, so the grant award package checklist. All required documentation listed on this checklist are due to your assigned POC by February 18th. Remember, we're all paperless, so all documents should be completed and returned electronically.

The HUD 1044. Please date, sign and return a copy of the 1044 to your POC, making sure to retain a signed copy for your records. Funds will be

made available upon execution and the information requested in your award package.

The cooperative agreement signature page. Please make sure to have the executive director sign the acknowledgement for the T-NOFO cooperative agreement with HUD and return a signed copy to your POC. Please make sure that you read and retain a copy of the cooperative agreement for your records.

Indirect cost rate. If you have an indirect cost rate you'll need to provide a copy of your NICRA from the cognizant agency showing the approved rate. If you choose to charge a de minimis rate of 10%, you'll need to provide us with a written statement and you'll need to retain a copy of the documentation of your decision to use this de minimis indirect cost rate on file for any audit purposes.

Lastly, if you don't have an indirect cost rate, nor are you using the 10% de minimis cost rate, you'll need to provide a statement that states that as well.

Financial management systems. For this item, we need a signed certification on your agency letterhead from the executive director or other qualified professional that the organization's financial management system satisfies the requirements in 2 CFR 200.302. And on the screen here is just an example of what a financial management certification may look like.

Your audit. Please submit a copy of your most recent audit that is no older than 2018. Or if your agency did not expend 750,000 or more in federal awards, please submit a copy of your most recent independent financial audit no older than 2018.

The Code of Conduct. Please verify that your current code of conduct is listed on HUD's Code of Conduct website. If it's not there, then you'll need to submit a copy of your code of conduct to askgmo@hud.gov. Refer to HUD's Code of Conduct website for more details on how to submit this if you need to. Let your POC also know that you're working on this as well, so they know that that there's something that you're working on in your packet still.

And with that, I'm going to turn the presentation over to Judy Ayers Britton.

Judy

Thanks, Kim. Hi, everyone. I am going to talk to you about the budget, the proposed budget. When you submit your executed documents, we want you to submit a proposed budget just listing the expenses that you expect to charge to the grant. And we've provided a template for you, which just had some minor tweaks from last year, and we'll show that to you in the next slide.

This is the new budget. Make sure you put your name at the top and complete the proposed expenses in the budget itself. You want the grant funds in one column and you want all other sources in the other column. Of course, you guys have all seen this budget before and you're just going to complete the expenses as you normally would that you would be charging to the grant.

The only difference that has been included in this grant is we want you to separate the scholarships. Now this only applies to the two of you who have stated that you'll be working with an HBCU, TCU, MSI or workforce initiative. Those scholarships are basically earmarked and we want you to put the amount of money that you're going to be expending specifically for those scholarships.

Now in the scholarships above that, make sure that you don't include the ones that you've included in the HBCU. And so folks who do not have those scholarships, just put your scholarships in the one that says "Do Not Include HBCU." You're going to put all of your scholarships in that section. And we've updated the form now so that the percentage of scholarships includes both of those sections.

Keep in mind that if you need to add a line or add something different, you've got the option to add lines to this. This is just an Excel spreadsheet. If you choose to put other expenses, we need you to describe what those expenses are so that we know that they're acceptable. And then you've also got to make sure that a signature of the executive officer signs this document before you submit it and dates it.

And with that, I am going to turn this over, I believe to Joel—Ginger.

Ginger

Hi there. Let me say to everybody, welcome. Glad that we have new grantees. And as you heard, most of you are familiar with everything that we're talking about, but it's always good to update, so I'm going to go over briefly what we want you to do on your training plan.

Okay, now that you know exactly what your grant amount is, you're going to have to revise what you put in your grant application. So we want you to update your chart to be the proposed performance, where it gives you the list of courses that you want to fund. If you've got subgrantees or training partners, if it's applicable, let us know who they are and how much they're going to get. And then we also want a list of training locations and dates and also delivery types, since more of you are now using online courses.

Apparently our system has the Gremlins attacking. There we go. So this is just a reminder of what Chart B looks like. So just update it and put it in your package to return to your POC.

And this is just the sample plan. I think we're probably going to send it out to the grantees. You don't have to use it, but it does tell you when you're going to do a course, what you're going to call it, a brief description where it's going to be and the delivery type, something like that. So we want that kind of information in whatever format is most useful for you.

And with that, I'm going to turn it over to Joel.

Joel

Thank you, Ginger. Hi, everyone. My name is Joel Ibanez. I'm going to be talking to you today about a new funding initiative that was made available under this grant for groups working with historically black colleges and universities, tribal colleges and universities and minority serving institutions.

So with that, just to explain, \$300,000 of the \$2 million in funds that were awarded were reserved exclusively for working with these groups. There were two groups that applied for and were approved to provide training scholarships to persons enrolled in HUD certified housing counselor workforce development programs that are administered by these HBCUs, TCUs or MSIs. These groups included NeighborWorks America and Neighborhood Stabilization Corporation. This information on this particular slide is primarily for those recipients. However, it may also be useful and helpful for any other grantees that may be interested in applying for these types of MSI initiative funds in the future, should they be made available.

Now as part of the execution documents that need to be returned, the MSI awardees specifically will have to reconfirm or revise the HBCU, TCU or MSI training scholarships that are proposed within their initial grant

application. So we just need to confirm that what you put in the application is still effective and in effect, and that is what you're proposing. Or if there are any changes, those need to be specified so that we can take a look at those and approve those.

The MSI awardees specifically must also submit a separate MOU, or memorandum of understanding, for each proposed HBCU, TCU or MSI partner signifying a formal commitment and specific terms and conditions and whatever deliverables are expected of each party.

In addition to the standard projected budget under this grant, the MSI awardees must submit a projected budget specifically regarding the HBCU, TCU, MSI award itemizing how these MSI initiative funds specifically will be allocated among each HBCU, TCU or MSI partner. This will also include an itemized budget for each partnership or business relationship that you have with the HBCUs and TCUs describing how you, as the grantee, and the HBCUs, TCUs or MSIs will use the funding initiative award to further the objectives that are agreed upon in the MOU. That may include a budget narrative if necessary, but we just need to be able to have a clear picture of how that business relationship is going to work.

So with that, I'll go ahead and turn it back over to my colleague, Ginger Holman, to discuss some of the reporting requirements. Ginger.

Ginger

You all should be pretty familiar with what we're going to talk about, is Article 11 of your cooperative agreement. And we will be giving another training session to go into both of these reports in detail, but we just wanted to alert you to what they are. One is the monthly training report, and we've got that divided into all classes, and then also as Joel was saying the HBCU workforce initiative and the housing counselor certifications. The important thing is that we want it by month, starting with the beginning of the fiscal year, but it is for all funding sources. This is not just HUD grant money. So this is all the training that you're doing regardless of where you get the money. The two sub ones are included in the top one, the all classes.

And then we have the quarterly training grant report, which is an access report. Now at least five of you are familiar with this. We will be updating it to match all the requirements for the FY21, and it does call for everything that Article 11 tells you you have to report on. This is the only document that we will be asking you for. It's got attachments and the like, so it will be a complete report. But as I said, on both of those we will be

giving you more detailed training, where we will actually go through step by step how you do it.

And that's all of mine. I think we're at the point where we're going to look at some of your questions. Yes.

W Ginger, we do have couple of questions from the chatbox.

Ginger Okay. Do you just want to read them and then we can get the answers.

W The first one is from Erica. It says, "Our award email stated that the documents are due to the POC within 15 business days from the award notice, which is February 15th. But you said the due date is February 18th. Can you please verify the due date?"

Rhonda This is Rhonda Rivera. It is 15 *business* days from when we emailed it to you, but we did it to February 18th as an acceptable date which is on a Friday, if at all possible. If you need a little more time, reach out to your point of contact and talk to them about it, if you need a little more time to get a couple of documents in or something of that nature. But just talk to your point of contact on that grant.

W Okay. The next question is from Sherry King. She's asking if she received this email on January 25th.

Rhonda We use the information off of who received the letter, email was the person that was on the SF 424 application, which is that person's name that was on there, and then we also included the executive director's email. And, like I said, we also copied the point of contact at HUD. If no one at your agency received it, reach out to your point of contact and we'll resend it again, where the package went to.

W Okay, the next question is from [indiscernible]. He says, "Who shall grantees validate eligibility for the HBCU, TCU, MSI initiative? With counselors, we use their HUD numbers. Will HUD require a specific validator or rely on the grantee to confirm?"

W Rhonda, I think is probably a question to go to you.

Rhonda Okay. The information that was in the application on identifying the specific MSIs, there is a web page list of those HBCUs, TCUs and MSIs, we will be using that list to compare to the MOUs that you're sending to us. So we do not have an ID per se, but we will be using that information

from the webpage that identifies those institutions and compare it to the list that you're submitting to it, if that's the question. If I understood the question.

W There's no more questions on the chatbox.

Rhonda Okay.

Ben Rhonda, this is Ben. I'm happy to move on and close out the webinar, if you would like me to.

Rhonda Okay. Yes, if we have no other questions. All right. Appreciate it, Ben.

Ben Okay. Sure, of course. Well, thank you, everybody. And remember, you can always send more questions to housing.counseling@hud.gov. And I will leave the webinar itself open for a little bit longer, so you can type in a question there and just expect to get an email response back.

I'd just like to share a few more resources with the audience. Again, you will receive this PowerPoint presentation with these links active, but I'm pretty sure at this point most of you are all familiar with the HUD

Exchange, the counselor certification exam, and how to contact us. But it will be there as a resource for you, once you receive the email with these links in it.

Once this presentation is posted to the webinar archive, you can also find a way to get credit. It requires you to have a HUD Exchange login, which takes about 15 seconds to sign up for. And it'll track all of the training that you have attended. And you can add this to the list by selecting the webinar and just hitting the Get Credit button.

I mentioned I would leave the webinar interface open for a few minutes so that you can ask any final questions that occur to you. But we'd also like to know your feedback on the webinar itself. Was it useful for you? Will it help you execute your grant better? Was there any information that you found was very important that should be shared with all your colleagues? Was there anything that we could improve on? Of course, we want to hear that as well and any other general comments that you might have. We do definitely take those into a factor as we plan future webinars.

At this time—

W Ben, we have a couple more questions.

Ben Oh, okay, great. Please go ahead.

W Okay. This one is from Iris Agudi [ph]. It says, "I have a community facing organization. Is this grant offered to non-profits, service oriented in regard to eradicating poverty and homelessness? If I connect with HBCU and providing training, is our group eligible if we get training?"

Rhonda Normally, our training grant or training partners provide training to housing counselors that participate in our housing counseling program. You can reach out to the training partners to see if they would allow you to attend their training session. There is usually a fee for those courses. So if you're a non-profit or not-for-profit entity, I would say that you possibly would be eligible to sign up for training. But you may not be getting a scholarship, so you may have to pay for the training itself to attend such courses.

But check with the training partner. That would be our NeighborWorks and CRC [indiscernible], our CAC, rural community assistance, I'm trying to remember what the acronym stands for, Neighborhood Stabilization

Corporation, NSC. Those are training grantees. Check the HUD Exchange link for the training information of whether our training is occurring online or they're going to be on site somewhere in the future. But you can reach out to them and find out.

W And the last question in the chatbox is, “Does the MOU need to be submitted with a checklist? It says it’s due by March 31, 2022.”

Rhonda We anticipate, similar to what the comprehensive grant people did, yes, we hope that your MOUs with your HBCUs, TCUs are in place by no later than March 31st. Again, reach out to your point of contact if you’re going to need time to meet that date. We want your executed documents by February 18th, but if you need more time to get those MOUs, we need it by March 31st so we know those are actually in place, that have that scholarship available for those participants that are in that workforce development program.

W Thank you, Rhonda. Another question just came in is, “Will there be an opportunity for a debrief for grantee?”

Rhonda A debriefing. is the question?

W Yes.

Rhonda Yes. Again, in the NOFO we said that a debriefing is available 30 days after the announcement. So if you are requesting a debriefing on your application or information, you can send it to your point of contact requesting a debriefing and we'll confirm a date when we can do that. But please put it in writing that you're requesting a debriefing.

Keep in mind, though, I just want to clarify that this year, the FY21 was less money than the previous fiscal year. Back in '20 we had \$3.5 million to award and in FY21 it was only \$2 million. So that's why there is less money for your awards. And so in some cases, it wasn't a problem with your application, it was just not enough money like everybody's been used to. But hopefully going forward we'll have more money in the future for training.

W Thank you, Rhonda. Jerry Kane [ph] is asking, "Where is the email from?"

Rhonda It came from me, Rhonda J. Rivera from HUD. Hopefully I didn't land in your spam or your spam folder. But the email came directly from me.

Ginger Yes, and just, Rhonda, as a reminder, it was only sent to the six grantees.

Rhonda Right. If you don't have—

W There are no more questions, Rhonda.

Rhonda Okay. Thank you. Again, if you have any questions, reach out to your point of contact. Okay, if there's no other questions, I think we can call it a day. Thank you again for your participation, and congratulations and good luck on your training sessions for the rest of this fiscal year. And have a good day.

Moderator Thank you. Ladies and gentlemen, that does conclude your conference for today. Thank you for your participation and for using AT&T event conferencing service. You may now disconnect.