



# Checklist for Determining Housing Counseling Impact on HUD Programs

The following checklist may be helpful for an organization to determine if they want to participate directly or if they should find a partner.

1. IDENTIFY HOUSING COUNSELING FOR YOUR ORGANIZATION		
The organization reviews its HUD-covered programs using the <a href="#">flow chart</a> .		Check ✓
1. Organizational programs	Discuss which programs may be covered by the rule. Hold meetings with staff as necessary.	
2. Internal organizational documents	Review organizational documents such as plans, policies and procedures, and program guidelines.	
3. External organization written agreements and contracts	Review written agreements, contracts, or memorandums of understanding (MOUs) with subrecipients, subgrantees, other agency departments, etc.	
Review completed by: <i>Identify who completed this review.</i> Follow-up actions: <i>Identify follow-up actions.</i>		
2. DETERMINE HOUSING COUNSELING WORKLOAD FOR YOUR ORGANIZATION		
Determine the extent of housing counseling across the organization and review the <a href="#">How to Become a HUD-Approved Housing Counseling Agency</a> .		Check ✓
1. Caseload	Determine how many clients the organization serves. If under 50 clients, it may make sense to find a partner.	
2. Staff Capacity	Assess staff capacity, including those who deliver housing counseling and those who will need to deliver housing counseling in the future. Keep in mind staff turnover rates for your organization.	
3. Resources	Review agency funding for housing counseling. There is no guarantee that HCAs will receive funding directly from HUD.	
4. Reporting Systems	Review the organization's capacity to report to HUD through the <a href="#">Housing Counseling System</a> and the required <a href="#">Client Management System (CMS)</a> .	
Review completed by: <i>Identify who completed this review.</i> Follow-up actions: <i>Identify follow-up actions.</i>		
3. DETERMINE THE BEST OPTION FOR YOUR ORGANIZATION		
The organization determines their decision on compliance with the rule.		Check ✓
1. Decision	Discuss which programs may be covered by the rule. Hold meetings with staff, as necessary.	
2. Operationalize	Review organizational documents such as plans, policies and procedures, and program guidelines.	
3. Revisit decision	Review written agreements, contracts, or memorandums of understanding (MOUs) with subrecipients, subgrantees, other agency departments, etc.	
Review completed by: <i>Identify who completed this review.</i> Follow-up actions: <i>Identify follow-up actions.</i>		