

**Notice of Funding Availability for
HUD's FY 2016 and 2017 Comprehensive Housing Counseling Grant Program
Frequently Asked Questions (Part 4)**

Question 1: R.F. 3 Sub-factor 2 references our Work Plan. Is this the work plan we recently submitted for certification? If we are proposing expansion of our program as part of this application, how would we do that?

Answer 1: HUD will be evaluating an agency's Work Plan based on the information provided in the Housing Counseling Charts required by this NOFA, which must be consistent with the Applicant's Work Plan on file with HUD. If an Applicant wishes to expand the counseling services it provides as part of its 2016-2017 Housing Counseling Program NOFA application it must file an updated work plan with HUD prior to the NOFA deadline.

Question 2: Can NOFA applications for funding for the HUD Comprehensive Housing Counseling Program be submitted by Applicants in the form of a paper copy, or must the application be submitted through the Grants.Gov online process?

Answer 2: An electronic copy of the Application Package and Application Instructions for this NOFA can be downloaded from Grants.gov at <http://www.grants.gov/applicants/apply-for-grants.html>. Except for Continuum of Care applications, or unless an applicant received a waiver for good cause, all applications must be submitted electronically via Grants.gov. The Continuum of Care application is submitted through HUD's e-snaps system. An applicant demonstrating good cause may request a waiver from the requirement for electronic submission. For example, a lack of available Internet access in the geographic area in which the applicant's business offices are located. Applicants that cannot submit their applications electronically and must seek a waiver of the electronic grant submission requirements must submit a waiver request so that the request is received at least 15 days before the application deadline. If HUD waives the requirement, HUD must receive your paper application before the deadline of this NOFA. To request a waiver and receive a paper copy of the application materials, you should contact:
Email: housing.counseling@hud.gov

Question 3: On the SF-424, which box I should check for Question 2 where it asks about the Type of Application?

Answer 3: Applicants should check "new" for Question 2 for "Type of Application" on the SF-424.

Question 4: My organization doesn't currently administer a HUD housing counseling grant; however, we are interested in submitting an application. Is this NOFA open to new applicants or specifically for current grantees?

Answer 4: The NOFA is open to new applicants and current grantees who meet the eligibility requirements of the NOFA along with all applicable HUD requirements.

Question 5: Should each sub-grantee complete Chart F, or should the Applicant write up a state-wide version, highlighting certain areas of the state?

Answer 5: An Applicant should prepare and submit one completed Chart F on behalf of your network of sub-grantees or branch offices, or both. In Column A, identify your jurisdiction(s) and service area(s). In Column B, provide a brief description of impediments to fair housing in your jurisdiction(s) or service area(s) and, if applicable, the jurisdiction(s) or service area(s) of your sub-grantees, as well as strategies for overcoming the impediments. In Column C, identify the source information on impediments. In Columns D and E, describe at least one activity that addresses an impediment to fair housing options in the Applicant's distinct service areas, and, if applicable, in at least three (3) of its sub-grantees distinct service areas, and how the Applicant will measure outcomes related to the proposed activity or activities.

Question 6: With regard to Tab A2 INT SHFA MSO Characteristics, Column U – Serves Rural Community – All of our offices and counselors serve clients from all over the country, therefore, all of our offices can serve rural communities. Should we indicate a “yes” for all offices?

Answer 6: We cannot advise an Applicant how to respond to specific NOFA factors or questions. The instructions for Factor 2 in the published NOFA advise Applicants to indicate in Column U of Chart A1 or A2 if the Applicant, or its Sub-grantees and/or Branches, if applicable, proposes to serve a community that includes a Rural area as defined by the USDA at 7 C.F.R. Section 3551.10. The question is not whether the Applicant *can* serve rural areas, but whether you *propose* as part of your work plan for your grant application to serve rural areas. Agencies are expected to maintain a record in their Client Management Systems of households served in rural areas and to report this information on quarterly Form HUD-9902.

Question 7: With regard to Tab A2 INT SHFA MSO Characteristics, Column V – Serving Area with No Internet Access — Can you supply a resource which indicates areas in the country with no internet access? I have not been able to find one. Also, since all of our Offices serve clients from all over the country and we provide phone counseling in which no internet access is required, should we indicate a “Yes” for all offices?

Answer 7: Possible resources for information on the availability of internet access are the Federal Communications Commission at www.fcc.gov and local Internet Service Providers. Again we cannot advise Applicants on how to respond to specific NOFA factors or questions. HUD is

requesting Applicants to identify whether the Applicant, its Sub-grantees or Branches serve an area that lacks internet access at the time of application submission. Your answer should not be based on an assumption that some of the areas served lack internet access. It should be based on your knowledge that a particular area served lacks internet access at the time of application submission.

Question 8: Is the form HUD-2880 Applicant/Recipient Disclosure/Update Report applicable to the Comprehensive Housing Counseling Comprehensive grant?

Answer 8: Yes, it is required for entities applying for all HUD funding. Please see instructions for completing the form at this link

<http://portal.hud.gov/hudportal/documents/huddoc?id=2880.pdf>.

Question 9: Which box should I check: “Initial Report” or “Update Report” on the form HUD-2880 Applicant/Recipient Disclosure/Update Report?

Answer 9: When applying for HUD assistance, check the box “Initial Report” on the form HUD-2880 Applicant/Recipient Disclosure/Update Report for HUD funding. After you receive the funds and if applicable, you check the box “Update Report” (filed by “Recipients” of HUD Funding). All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

Question 10: What should applicants put on line 4 “Amount of HUD Assistance Requested/Received” on the Form HUD-2880 Applicant/Recipient Disclosure/Update Report? The form’s instructions for line 4 state "Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates." This is different than line 18a where we enter \$1.00. So, do I put in the amount received from HUD on prior grants, or the maximum requested for this grant? I remember in the webinar, there was a place we were to put a maximum if we wanted to limit our amount received. The \$28,064 I put in is what I think we have already been granted by HUD. Can you confirm if this is what goes in this spot, or is this where we put the maximum requested?

Answer 10: On line 18a of the SF424, Application for Federal Assistance, Applicants should enter a response of \$1.00. Applicants may also indicate, but are not required to, a maximum grant request on Chart E1 or E2. This amount, if provided, will also be considered in the funding methodology as a cap in establishing the maximum grant amount for that Applicant. On line 4 “Amount of HUD Assistance Requested/Received” of the Form HUD-2880 Applicant/Recipient

Disclosure/Update Report, Applicants may enter \$1.00. The amount entered on this line will not be used by HUD as a cap in establishing the maximum grant amount for the Applicant. Applicants should not enter the amount received from HUD on prior grants on this line, as this is an “initial report” and not an “update report.” Please note that regardless of the amount listed in line 4, Applicants that have received or expect to receive HUD assistance for housing counseling in excess of \$200,000 during FY 2016 must select “yes” under the second question in “Part I Threshold Determinations,” and complete the remainder of the form.

Question 11: On the SF-424, is the Applicant Identifier (line 4) the same number as the Agency ID number on the HCS? Where can I find the Federal Entity Identifier (line 5a)? Is the Federal Award Identifier (line 5b) our grant number?

Answer 11: On the SF-424, Applicants may leave lines 4, 5a, and 5b blank.

Question 12: Currently, our organization doesn’t have a Housing Counseling Program and we are not an intermediary. Can you please clarify whether we can or cannot apply for grant funding under the NOFA. We do not have any housing counseling grant experience. We do have the Homeowners Program and Section 8 HCV.

Answer 12: Funding provided under the FY 16-17 Housing Counseling Program NOFA is intended to support HUD-approved housing counseling agencies and State Housing Finance Agencies. Since your agency does not have the Housing Counseling Program, your organization may not be an eligible Applicant or sub-grantee. Please see “Section III. Eligibility Information” of the NOFA for additional information regarding eligible applicants.