

## FY 2018 Comprehensive Housing Counseling Grant Program NOFA

### Frequently Asked Questions [Part 3]

#### General Questions

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##### Question (1)

I received a notice on July 23, 2018 stating that the Grantor has updated the grant package. What has changed?

##### Answer (1)

An update was made to the application layout in grants.gov on July 23, 2018, to ensure that applicants are required to fill out only one, not both, HUD-9906 charts.

The HUD-9906-P (for Intermediary/SHFA/MSO Applicants) and HUD-9906-L (for LHCA Applicants) have been moved from the "Mandatory" to the "Optional" section of the grants.gov workspace. Applicants MUST submit the appropriate HUD-9906 (whether the Intermediary, State Housing Finance Agency, or Multi-State Organization Application or Local Housing Counseling Agency (LHCA) Application) with their grant application. The questions contained within in the HUD-9906 forms have not changed.

Applicants can view the [Grants.gov Online User Guide](#) here for more information, or contact grants.gov Applicant Support at 1-800-518-4726, or [support@grants.gov](mailto:support@grants.gov) for more information on form submission.

#### Application/Charts

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##### Question (2)

Can you please clarify which Ratings Factors (RF) are not part of the 9906 charts and require a narrative or supplement?

##### Answer (2)

All applicants need to address RF2 sub-factor 1b (if applicable), RF2 sub-factor 1d, RF2 sub-factors 2a and 2b, and RF3 sub-factor 1b in their narratives. Additionally, parent agencies need to include the supplemental Excel files supporting their data entries for Charts A2 and C2.

**Question (3)**

Please clarify how to properly complete HUD-9906 Chart A, Field D.

**Answer (3)**

In HUD-9906 Chart A, please place an 'X' in Field D if your organization, or any of the sub-grantees in your proposed network meets the criteria for Promise Zone, Emergency Preparedness, or Disaster Recovery preference points.

To receive preference points related to Emergency Preparedness or Disaster Recovery, Applicants and/or one or more of their sub-grantees must have conducted qualified activities such as providing housing counselors with training or having established a Continuity of Operations Plan (COOP) supporting either or both initiatives. See [Section V, A, 1, Rating Factors](#), and specifically Pg. 28 of the 2018 CHC NOFA for additional details regarding preference points criteria. Applicants and/or one or more of their proposed sub-grantees must have described these activities in their approved housing counseling work plan on file with HUD.

**Question (4)**

Should intermediaries, SFHA's, or MSO's include sub-grantees and/or branches that may have been providing housing counseling during a part of Fiscal Year 2018, but will not be seeking funds from the FY 2018 Comprehensive Housing Counseling NOFA on the HUD-9902-P charts?

**Answer (4)**

Please review [Section V, A, 1: Rating Factors of the 2018 NOFA](#), beginning on page 26. In this section, each of the rating factors and related charts are explained in detail including instructions on which sub-grantees and/or branches should be reported.

Charts A2, B2 and C2 require information to be entered **only for proposed** sub-grantees and/or branches under the FY 2018 Comprehensive Housing Counseling NOFA. Accordingly, information on past sub-grantees and/or branches to which funds will not be sub-granted under the FY 2018 NOFA should not be included in the HUD-9906-P.

Charts D2 and F2 are looking for information related to the previous grant term, so any sub-grantees and/or branches that were part of your network during the previous fiscal year (10/1/2016-9/30/2017) should be reflected accordingly on these charts.

HUD will review the past performance of any sub-grantees and/or branches that were affiliated with your network during the previous fiscal year (10/1/2016-9/30/2017).

**Question (5)**

It does not appear that Field R on HUD-9906-P Chart A2 Excel Spreadsheet is properly adding the 'Number of Default Counselors to Provide Reverse Mortgage/HECM Default Counseling 10/1/2018-9/30/2019' in the 'TOTAL' section of the Excel spreadsheet provided.

**Answer (5)**

Enter the 'Number of Default Counselors to Provide Reverse Mortgage/HECM Default Counseling 10/1/2018-9/30/2019' in Field R of HUD-9906-P Chart A2 Excel Spreadsheet, as indicated in the [2018 Comprehensive Housing Counseling NOFA](#) (Section I, A, 2, g)/Pg. 5.

Applicants will then have to manually total the number of counselors entered into Field R of the Chart A2 Excel Spreadsheet, in order to transfer the total "Number of Default Counselors to Provide Reverse Mortgage/HECM Default Counseling 10/1/2018-9/30/2019 into Field R on Chart A2.

HUD is aware that the uploaded HUD-9906-P Chart A2 Excel Spreadsheet will show 'zeros' in the Field R - 'Total' section. As a result, HUD will review Field R in its entirety to assure that the Field R totals entered into Chart A2 match the agency level information entered into Field R on the Chart A2 Excel Spreadsheet.