



# Housing Counseling Certification Language for Written Agreements

The following draft, best practice elements are for an organization to use if it chooses to partner with a participating HUD HCA. The written agreement, contract, or MOU should include:

- ✓ **Eligible beneficiaries.** Housing counseling services will be provided to clients that meet the following criteria: *insert client characteristics, including income level, type of household, etc.*
- ✓ **Counseling activities.** The types of housing counseling activities include the following: *insert housing counseling services to be provided by the agency.*
- ✓ **Program administration.** The Housing Counseling Program will be administered in the following manner: *insert eligible costs, documentation of services, performance measurement, etc.*
- ✓ **Reporting and invoicing.** The Housing Counseling Program is responsible for reporting and invoicing the HCA, including the following: *insert financial tracking, invoicing, and other key administrative tasks necessary to ensure the provision of services.*

Note: the organization should work with their HUD representative to make sure other HUD program regulations and local requirements are addressed in the written agreement.