

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-5300-N-03]

**Notice of Funding Availability (NOFA) for HUD's Fiscal Year 2009
Housing Counseling Training Program**

AGENCY: Office of the Assistant Secretary for Housing--Federal Housing Commissioner, HUD.

ACTION: Notice of Funding Availability for HUD's Fiscal Year (FY) 2009 Housing Counseling Training Program.

SUMMARY: This NOFA announces the availability of funding for approximately \$5 million for HUD's Housing Counseling Training Program for FY2009. HUD's Housing Counseling Program, and its Housing Counseling Training Program are authorized by Section 106 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701x), and the Housing Counseling program regulations at 24 CFR part 214. In addition to the application requirements set forth in this document, applicants must also comply with applicable requirements established in HUD's FY2009 Notice of Funding Availability (NOFA) Policy Requirements and General Section to HUD's FY2009 NOFAs for Discretionary Programs (General Section) published on December 29, 2008 (73 FR 79548), as amended on April 16, 2009 (74 FR 17685). Applicants should take particular note that they must follow the application submission instructions contained in this NOFA and not use those in the General Section.

APPLICATION RECEIPT DEADLINE DATE: The application deadline date is July 17, 2009.

FOR FURTHER INFORMATION CONTACT: Questions regarding specific program requirements should be directed to the agency contact identified in this program NOFA.

Questions regarding the 2009 General Section should be directed to the Office of Departmental Grants Management and Oversight at 202-708-0667 (this is not a toll-free number) or the NOFA Information Center at 1-800-HUD-8929 (toll-free). Persons with hearing or speech impairments may access these numbers via TTY by calling the Federal Information Relay Service at 1-800-877-8339. The NOFA Information Center is open between the hours of 10:00 a.m. and 6:30 p.m. eastern time, Monday through Friday, except federal holidays.

OVERVIEW INFORMATION

A. Federal Agency Name: Department of Housing and Urban Development, Office of the Assistant Secretary for Housing – Federal Housing Commissioner.

B. Funding Opportunity Title: Housing Counseling Training.

C. Announcement Type: Initial Announcement.

D. Funding Opportunity Number: FR-5200-N-03

E. Catalog of Federal Domestic Assistance (CFDA) Number: Housing Counseling Training Program 14.316.

F. Application Receipt Date: The application deadline date is **July 17, 2009**.

G. Available Funds: Approximately \$5 million is available for eligible applicants under this program NOFA.

FULL TEXT OF ANNOUNCEMENT:

I. Funding Opportunity Description:

A. Program Purpose. Funds are available to provide, under cooperative agreements with HUD, training activities designed to improve and standardize the quality of counseling provided by housing counselors employed by “participating agencies.” Participating agencies are all housing counseling and intermediary organizations participating in HUD’s Housing Counseling Program,

including HUD-approved agencies, and affiliates and branches of HUD-approved intermediaries, HUD-approved Multi-state organizations, and state housing finance agencies.

B. Authority. HUD's Housing Counseling Program, and the training of this NOFA are authorized by Section 106 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701x), and the Housing Counseling program regulations at 24 CFR part 214. Additional guidance not incorporated in 24 CFR part 214 is provided in HUD Handbook 7610.1, REV-4, CHG-2, dated October 21, 2004.

II. Award Information

A. Available Funds. Approximately \$5 million is available for HUD's Housing Counseling Training Program for eligible applicants under this NOFA.

B. Anticipated Award. HUD's goal is to fund an organization to deliver the full spectrum of activities eligible for funding under this NOFA. However, HUD reserves the right to make multiple awards under this NOFA.

C. Award Instrument. HUD expects to use a cooperative agreement, but reserves the right to use the award instrument it determines to be most appropriate. All awards will be made on a cost reimbursement basis in accordance with, and subject to, the requirements in OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, implemented at 2 CFR Part 225; or OMB Circular A-122, Cost Principles for Non-Profit Organizations, implemented at 2 CFR Part 230 as applicable to your organization. These awards are also subject to the administrative requirements established in OMB Circular A-102, implemented at 24 CFR part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments); OMB Circular A-110 (relocated to 2 CFR, Part 215), implemented at 24 CFR part 84 (Uniform Administrative Requirements for Grants and

Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations); and OMB Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations), implemented at 24 CFR parts 84 and 85. If an applicant receives an award, it must comply with and must ensure that sub-recipients also comply with the above requirements. OMB circulars can be found at <http://www.whitehouse.gov/omb/circulars/index.html>.

Awards made as cooperative agreements will entail significant HUD involvement including but not limited to the following items:

- Review and approval of proposed courses, including course materials;
- Review and approval of evaluation instruments and methodology for determining value of courses and impacts;
- Review and Approval of training locations. HUD reserves the right to review and approve training locations as well as the type of training and courses offered; and/or
- Targeting based on special needs.

1. Award Adjustments. HUD reserves the right to adjust funding levels for each applicant.

Once applicants are selected for award, HUD will determine the total amount to be awarded to any grantee, based upon the scope and geographic coverage of services to be provided and funds available.

2. Award Period. Cooperative agreements will be for a period of up to twelve (12) months.

III. Eligibility Information

A. Eligible Applicants

1. Eligible Applicants. Applicants must be public or private nonprofit organizations and must have “tax exempt” status under section 501(a) pursuant to section 501(c)(3) of the Internal Revenue Code (26 USC 501(a) and (c)(3)). Applicants must have at least two years of experience

providing the majority of types of housing counseling training services nationwide that are both listed under Section III.C.2 of this NOFA and proposed in their application. The only exception to this requirement is that public or nonprofit organizations with at least 2 years experience providing Reverse Mortgage counseling training or Fair Lending Abuse and Mortgage Fraud training nationwide can apply for grants for providing reverse mortgage counseling training or Fair Lending Abuse and Mortgage Fraud training exclusively.

Applicants may utilize in-house staff, sub-grant recipients, consultants, and networks of local organizations with requisite experience and capacity. However, one organization must be designated as the primary applicant. Sub-grantees must be public or private nonprofit organizations and must have “tax exempt” status under section 501(a) pursuant to section 501(c)(3) of the Internal Revenue Code [26 USC 501(a) and (c)(3)].

The Work Plan must indicate that the applicant is capable of providing all the housing counseling training topics listed in section III.C. The only exceptions to this requirement are organizations proposing to provide Reverse Mortgage counseling training, or Fair Lending Abuse and Mortgage Fraud training, exclusively. The proposal must include a scholarship element, detailing the full or partial costs to be covered, including travel, hotel, and tuition expenses to be awarded to housing counselors.

The proposed training program must be national in scope.

B. Cost Sharing or Matching. Cost sharing or matching is not required.

C. Other

1. Geographic Coverage. Applicants must propose to provide the housing counseling trainings Nationwide.

2. Eligible Activities. Applicants must propose to develop and implement a comprehensive and ongoing training program for housing counselors working for agencies participating in HUD's Housing Counseling Program. The training program must contain both basic and advanced courses. The majority of the training services should be conducted as in-person training at a designated facility. Some training services may be provided through satellite broadcast, or through computer training software.

An applicant must be capable of providing training on all the training topics listed below. The only exception to this requirement is an applicant proposing to provide Reverse Mortgage Counseling training exclusively.

a. General Housing Counseling. Teach counselors the principles and applications of housing counseling from the lender's and the counselor's point of view. Review the skills and tools needed to be an effective housing counselor. Provide overviews of the industry from a national perspective, as well as information about pre- and post-purchase counseling for homeowners, delinquency, and default counseling.

b. Credit Counseling and Financial Literacy for Prospective Homeowners. Train counselors in conducting results-oriented individual counseling sessions for prospective homebuyers, including financial literacy, budget analysis, developing corrective action plans and timelines for success, and facilitating progress as customers overcome obstacles and move toward mortgage-readiness. Train counselors regarding state-of-the-art software designed specifically for credit rebuilding, debt reduction, automated budgeting, and downpayment savings accumulation. Use sample customer cases to identify obstacles and simulate counseling sessions.

c. Matching Clients with Loan Products. Train counselors in lending practices, analysis of financials, risk elements, and general concepts affecting conventional and government-insured mortgage loan decisions. Provide counselors with effective procedures and techniques to teach clients about financing options and how to choose appropriate loan products and features. Review case studies to illustrate the functional areas of the underwriting process, from the application to the loan sale.

d. Homebuyer Education Programs. Teach counselors how to deliver a comprehensive homebuyer education program to turn prospective homebuyers into satisfied homeowners. Teach counselors to use the best materials and methods to train homebuyers regarding financial literacy, how to shop for a home, get a mortgage loan, improve their budget and credit profiles, and maintain their home and finances after purchase.

e. Section 8 Homeownership. Train counselors in how to effectively approach and partner with Public Housing Authorities (PHAs) in the implementation of a Section 8 Homeownership Program. Review the unique characteristics of the program and the voucher holders as they relate to the counseling component. Share effective and proven implementation strategies.

f. Helping Homeowners Avoid Delinquency and Predatory Lending. Teach counselors to conduct educational seminars and advise clients regarding how to avoid predatory lenders and common lending pitfalls. Give counselors the knowledge and tools to help unwary borrowers avoid inflated appraisals, unreasonably high interest rates, unaffordable repayment terms, and other conditions that can result in a loss of equity, increased debt, default, and foreclosure. Train counselors to help clients manage debt, avoid predatory lenders, and avoid mortgage default. Teach counselors how to read the warning signs of debt problems and how to recognize predatory lenders, as well as identify available resources to help keep homeowners out of

financial trouble. Review state and federal regulations, including the Real Estate Settlement Procedures Act of 1974 (12 U.S.C. 2601 et seq.) (RESPA) and the Truth in Lending Act (15 U.S.C. 1601 et seq.).

g. Foreclosure Prevention. Train counselors on the protocol for counseling homeowners in financial distress. Address all aspects of delinquency and default, including reasons for default, ways to maximize income and reduce expenses, calculating delinquencies, understanding the players in the mortgage marketplace, loss-mitigation options for FHA-insured and other loans, information about foreclosure laws and timelines, tips on effectively intervening with lenders and servicers, managing multiple mortgages or liens, and the pros and cons of refinancing.

h. Reverse Mortgages. Train counselors about reverse mortgages for elderly homeowners. Teach them to understand products and programs, analyze plans and compare their costs and benefits, and identify alternatives. Also, review relevant counseling skills and ethics.

i. Home Maintenance and Financial Management for New Homeowners. Train counselors in how to advise individuals and conduct workshops aimed at ensuring the long-term success of new homebuyers, including home maintenance and repair, financial literacy and management, insurance, and record keeping.

j. Counseling Individuals and Families that are Homeless or at Risk of Becoming Homeless. Train counselors about the various social services available to which they should be referring homeless and potentially homeless families and individuals. Provide information on federal, state, and local homeless programs and how clients can access these programs. Share strategies on how to partner with local public service providers to ensure that clients receive attention and assistance quickly and efficiently. Review the unique characteristics of the homeless population

to help counselors understand the types of financial literacy, physical, and social problems facing the families and individuals who seek their assistance.

k. Disaster Victims Counseling. Train counselors about the unique circumstances faced by disaster victims including: counseling homeowners in financial distress, mortgage related counseling, default and delinquency, loss-mitigation options for FHA-insured and other loans, information about foreclosure laws and timelines, alternative housing, Federal Emergency Management Agency (FEMA) services and emergency housing (HUD homes).

l. HUD's Housing Counseling Program Requirements. Train counselors about the basic requirements of HUD's Housing Counseling Program, including the delivery of homeownership counseling and education for local, national, regional and state housing counseling agencies, how to fill out form HUD-9902, Housing Counseling System (HCS), biennial reviews, and record keeping.

m. Rental Housing. Train counselors in how to educate individuals on how to secure and maintain residence in rental housing, tenant/landlord responsibilities, and state and local laws, budgeting.

n. Federal Housing Administration. Train housing counselors about FHA-insured financing, including minimum requirements of FHA loans, loan limits, advantages of financing through FHA, HUD foreclosed properties, FHA appraisal requirements, sections 203k, 203b, and 203h of the National Housing Act (NHA), and Home Equity Conversion Mortgage (HECM) at section 255 of the NHA.

o. Fair Lending Abuse and Mortgage Fraud Counseling. Train housing counselors about how to identify and counsel regarding fair lending abuse and mortgage fraud, including loan documentation review. Familiarize counselors with the requirements of the Fair Housing Act,

truth in lending laws, predatory lending laws, and their companion statutes and regulations as they apply to housing providers, mortgage lenders, realtors, homebuilders, public agencies, and nonprofit organizations. Train housing counselors in how to provide guidance and assistance to the client regarding filing a formal complaint and pursuing a formal investigation with the appropriate authorities under these laws.

3. Threshold Requirements. Applicants and proposed grantees must meet the following Threshold Requirements:

- a. Compliance with Fair Housing and Civil Rights Laws. See the **General Section**.
- b. Debarment and Suspension. See **General Section**.
- c. Delinquent Federal Debt. See **General Section**.
- d. False Statements. See **General Section**.
- e. Additional requirements. Agencies selected as grantees or sub-grantees must also comply with the following requirements:

- (1) Salary Limitation for Consultants. See **General Section**.

- (2) Accessibility. All grant recipients and sub-recipients must use training facilities and services that are accessible to persons with disabilities or provide other means of accommodation for persons with disabilities, in accordance with Section 504 of the Rehabilitation Act (29 U.S.C. 794) and its implementing regulations at 24 CFR parts 8 & 9, and Title III of the Americans with Disabilities Act. See the Accessible Technology Requirements in the **General Section**.

- (3) Reports. All grant recipients will be required to report to HUD on a quarterly basis, unless otherwise specified in the cooperative agreement.

(4) Code of Conduct. Applicants that are subject to 24 CFR parts 84 and 85 (including most nonprofit organizations and state, local, and tribal governments or government agencies or instrumentalities that receive federal awards of financial assistance) are required to develop and maintain a written code of conduct (See 24 CFR 84.42 and 85.36(b)(3)). The code of conduct must prohibit real and apparent conflicts of interest that may arise among employees, officers, or agents; prohibit the solicitation and acceptance of gifts or gratuities by an organization's officers, employees and agents for their personal benefit in excess of minimal value; and outline administrative and disciplinary actions available to remedy violations of such standards. Self-recusal will not eliminate a potential or apparent conflict of interest. Prior to entering into an agreement with HUD, the applicant will be required to submit a copy of its code of conduct and describe the methods it will use to ensure that all officers, employees, and agents of the organization are aware of the code of conduct.

(5) Financial Management Systems. Applicants selected for funding must provide documentation demonstrating that the applicant's financial management systems satisfy the requirements in the applicable regulations at 24 CFR 84.21(b) and 85.20 (b). Consistent with the requirements of the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-07), if the applicant expended \$500,000 or more in federal awards in its most recent fiscal year, such documentation must include a certification from or a copy of the most recent audit by the applicant's independent public accountant attesting to the fact that the applicant maintains internal controls over federal awards, complies with applicable laws, regulations, and contract or grant provisions, and prepares appropriate financial statements. The applicant will have at least 30 calendar days to respond to this requirement. If an applicant does not respond within the prescribed time or

responds with insufficient documentation, then HUD may determine that the applicant has not met this requirement and may withdraw the grant offer.

(6) Indirect Cost Rate. Applicants must also submit documentation establishing the organization's indirect cost rate. Such documentation may consist of a certification from the most recent audit or indirect cost rate agreement by the cognizant federal agency or an independent public accountant. If the organization does not have an established indirect cost rate, the organization will be required to develop and submit an indirect cost proposal to HUD or the cognizant federal agency as applicable, for determination of an indirect cost rate that will govern an award. Applicants that do not have a previously established indirect cost rate with a federal agency shall submit an initial indirect cost rate proposal immediately after the applicant is advised that it will be offered a grant. If an applicant does not have an established indirect cost rate, and there is no other cognizant federal agency, or HUD is the cognizant federal agency, HUD will set the rate based upon the submission of an acceptable indirect cost rate proposal. If a proposal is not submitted within three months of award, HUD may suspend work or terminate for noncompliance with requirements. OMB Circular A-122, implemented at 2 CFR 230, sets forth the requirements to determine allowable direct and indirect costs and the preparation of indirect cost proposals. The circular can be found at <http://www.whitehouse.gov/omb/circulars>.

(7) Name Check Review. See the **General Section**.

(8) Participation in HUD-Sponsored Program Evaluation. See the **General Section**.

(9) Ensuring the Participation of Small Businesses, Small Disadvantaged Businesses, and Women-Owned Businesses. See the **General Section**.

(10) Executive Order 13166, Improving Access to Persons With Limited English Proficiency (LEP). See the **General Section**.

(11) Executive Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations. HUD is committed to full implementation of Executive Order 13279 in the operation of its programs. See the **General Section**.

(12) The Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), the Age Discrimination Act of 1974 (42 U.S.C. 6101 et seq.), and Title IX of the Education Amendments Act of 1972 (20 U.S.C. 1681 et seq.).

(13) Affirmatively Furthering Fair Housing. See the **General Section**.

IV. Application and Submission Information.

A. Application Package Available on HUD's Internet Site

Copies of the Housing Counseling Training NOFA and application forms may be downloaded from the HUD website at www.hud.gov.

B. Submission Dates and Times

1. Applications for the Housing Counseling Training NOFA must be postmarked at or before midnight of the application due date and received by the office that is designated for receipt of the application (see Section IV.C.1) on or within five days after the application due date.
2. Applications received more than five days after the application due date will be deemed late and will not be considered.
3. Only one application will be accepted from any given organization. If more than one application is received from an organization, the application that was received first will be considered for funding. Any subsequent application from that organization will be deemed ineligible.

C. Other Submission Requirements.

1. *Address for Submitting Applications.* Completed applications (one original and two complete copies) must be submitted to the appropriate office that is designated for receipt of the application. Applicants under this NOFA must submit an original and two copies of a complete application to: Director, Program Support Division, Office of Single Family, Robert C. Weaver Federal Building, Department of Housing and Urban Development, 451 Seventh Street, SW, Washington, DC 20410. The package should be clearly marked “FY 2009 Housing Counseling Training Award Application.”

2. *Delivery and Receipt Procedures.* The following procedures apply to the delivery and receipt of applications in HUD Headquarters. Please read the following instructions carefully and completely, because failure to comply with these procedures may disqualify your application. HUD’s delivery and receipt policies are:

- a. Hand Deliveries. Hand deliveries will be permitted. However, if HUD staff are not available to accept your package or the courier service is not allowed to enter the building to deliver the package due to security or other reasons, the package will be determined not delivered and not accepted by HUD. In such instances, HUD recommends that you, the applicant, or your agent take your package to the nearest post office and follow the mailing instructions for postal service timely delivery. HUD will not take responsibility for ensuring that staff is available to take your package or breach security measures in order to accept an undeliverable package.
- b. Facsimile. HUD will not accept or consider any application sent by facsimile.
- c. Courier. HUD requires applicants sending packages to the Robert C. Weaver Headquarters Building to use courier service, because mail using the United States Postal Service can be delayed in reaching HUD Headquarters. Moreover, HUD urges applicants to use the following

courier services, because these services have unescorted access to the HUD Headquarters building: Federal Express (FedEx) and United Parcel Service (UPS).

d. Incorrect Location. Applications mailed to a location or office not designated for receipt of the application, which results in the designated office not receiving your application in accordance with the requirements for timely submission, will result in your application being considered late and will not receive funding consideration. HUD will not be responsible for directing packages to the appropriate office.

Applicants should pay close attention to these submission and timely receipt instructions as it can make a difference in HUD accepting your application for funding consideration.

3. *Proof of Timely Submission*. In the case of packages sent to HUD via a delivery, or courier, service, other than the United States Postal Service, timely submission shall be evidenced via a delivery service receipt indicating that the application was delivered to a carrier service at least 24 hours prior to the application deadline, and, if applicable, that through no fault of the applicant, the delivery could not be made on or before the application due date. Couriers turned away from an HUD facility due to security issues will not be considered as meeting the requirement of “no fault of the applicant,” because applicants have been advised that delivery delays can arise when using courier services, resulting in a late application submission.

Applications not meeting the timely submission requirements will not be considered for funding.

4. *Addresses*. You, the applicant, must submit a complete application and the required number of copies to the location identified in this NOFA. See Section IV C.1 of this NOFA for the address to which to send your application. When submitting your application, the package must refer to the name of the program for which you are applying and include the correct room number to ensure that your application is properly directed.

5. *Required Copies.* If you do not submit the required original and two copies of your application, HUD may request that you provide the additional copies to the appropriate HUD office(s) in accordance with the procedures described in the General Section regarding corrections to deficient applications.

D. Content and Form of Application Submission.

1. Size Limitations and Format for Narrative Statements. Applicants must be as specific and direct as possible. Intermediaries are limited to a total of 100 double-spaced, 12-point font, single-sided pages for the narrative portion. Pages in excess of the size limit will not be read. Number the pages of the narrative statements and include a header that includes the applicant's name and the Rating Factor number and title. Within each narrative, clearly identify each sub-factor immediately above the response for that sub-factor.

2. Application Checklist. The Application Checklist indicates forms, information, certifications and assurances that apply to this NOFA.

- (1) **SF-424, Application for Federal Assistance**
- (2) **SF-424 Supplement, Survey on Ensuring Equal Opportunity for Applicants**
(optional)
- (3) **SF-LLL, Disclosure of Lobbying Activities** (if applicable)
- (4) **HUD-96010, Program Outcome Logic Model**
- (5) **HUD-2880, Applicant Recipient Disclosure/Update Report**
- (6) **SF-424 CB, Grant Application Detailed Budget**
- (7) **HUD 2990, Certification of Consistency with the RC/EZ/EC-II Strategic Plan**
(LHCAs only, if applicable) (Must be signed by the official authorized to certify the RC/EZ/EC-II).

(8) **HUD-2991, Certification of Consistency with the Consolidated Plan** (optional).

(9) **HUD-2994, You Are Our Client! Grant Applicant Survey**

(10) **HUD-96010, Program Outcome Logic Model**

l. Organization Description. Applicants must provide a brief description, no more than 225 words, as they would like it to appear in the press release issued by HUD in the event that the applicant is funded through this NOFA. Each description should contain: organizational history; purpose and mission; years of service; affordable housing services provided; number of clients served to date; and agency web address for additional information.

m. Nonprofit Status. Each applicant is required to submit, for itself and for any organization with which it is partnering for the purpose of this NOFA, a legible copy of the document that supports the applicant's claim to be a tax exempt nonprofit organization (for example, a 501(c)(3) determination letter issued by the IRS). The documentation must contain the official name, address, and telephone number of the legal authority that granted the tax exemption.

n. Narrative Statements. Provide narrative statements addressing the Rating Factors in section V below. Responses to the rating factors should provide HUD with detailed quantitative and qualitative information and relevant examples regarding the housing counseling training and other work of the organization that is related to the proposed activities. These narrative statements will be the basis for evaluating the application. Applicants should clearly label each narrative with the Factor Title and number related to the response. When creating file names, please follow the directions in the **General Section**.

o. Prohibition Against Lobbying Activities. See the **General Section**.

C. Intergovernmental Review

This NOFA is excluded from the requirement of an Intergovernmental Review.

D. Funding Restrictions: Funding is limited to the eligible activities described in Section III.C.2 of this NOFA

V. Application Review Information

A. Criteria

Applications will be evaluated competitively according to the Factors for Award described below, and ranked against all other applicants. All applications will be scored and ranked in HUD Headquarters.

1. Factors For Award Used to Rate and Rank Applications.

- a. The factors for award, and maximum points for each factor, are outlined below. These factors will be used to evaluate applications. The maximum score is 100 for all applicants.
- b. HUD may rely on other information, such as performance reports, financial status information, monitoring reports, audit reports and other information available to HUD in making score determinations under any Rating Factor.

2. Rating Factor 1: Capacity of the Applicant and Relevant Organizational Staff (32 Points).

HUD uses responses to this rating factor to evaluate the readiness and ability of an applicant to begin the proposed work program immediately, as well as the potential for an applicant to cost-effectively and successfully implement the proposed activities indicated under Rating Factor 3.

a. Relevant Staff (10 Points). In rating this section, HUD will consider the degree to which the applicant and, if applicable, partnering organizations, have sufficient personnel with the relevant knowledge and experience to implement the proposed activities in a timely and effective fashion.

Specifically, scoring will be based on the number of years of relevant and recent housing counseling training, housing counseling material production, and other related experience of program managers and staff.

Submit the names and titles of employees, including subcontractors and consultants, who would perform the activities proposed in Rating Factor 3. Clerical staff should not be listed. Describe each employee's, subcontractor's, or consultant's relevant professional background and experience. Experience is relevant if it corresponds directly to projects of a similar scale and purpose. Provide the number of years of experience for each position listed, and indicate when each position was held. Indicate trainers capable of providing training to counselors with limited English proficiency, and the languages or the format in which they are capable of providing training. Individual descriptions should be limited to one page. List recent and relevant training received. Please do not include the Social Security Numbers (SSN) of any staff members.

b. Experience of Organization (17 Points). Applicants should carefully document recent experience, and the experience of organizations with which it is partnering, in providing the eligible activities listed in Section III.C.2 of this NOFA that it is proposing to offer through this NOFA. Indicate the types and complexity of the services provided and the outcomes for counselors as a result of the training and other services. Describe the level of effort and time required to provide the services and to meet the needs of the counselors.

Indicate the total number of housing counselors that have participated in your training program since its inception or otherwise benefited from the relevant services you provided. If you are part of a partnership, also provide the total number of counselors that have benefited from the services provided by that partnership.

c. Performance/Grant Requirements (5 Points). In scoring this section, HUD will evaluate performance relative to goals, as well as how well the applicant has satisfied the requirements, including reporting, on HUD or other grants received. If an applicant has not received a HUD grant, the applicant should base its response on activities and requirements under other sources of funding, such as other federal, state, local, or other awards.

(1) Goals and Accomplishments. Characterize performance relative to HUD logic model or other goals set for the period 10/1/07 – 9/30/08. Indicate whether goals were met, and explain why there were not, if applicable.

(2) Requirement Compliance. Describe performance with regard to the timeliness and completeness with which the applicant satisfied reporting and other requirements, such as Logic Model, quarterly and final reports, and grant execution requirements.

(3) Award Expenditures. Also, indicate whether or not an applicant fully expended grant awards during the specified award periods. If not fully expended, provide an explanation as to why the funds were not fully expended and the steps taken to ensure that future funding will be expended in a timely manner.

3. Rating Factor 2: Need / Extent of the Problem (5 Points).

This factor addresses the extent to which need exists justifying the funding of proposed activities described in response to Rating Factor 3.

(a) **Needs Data (3 Points)**. Describe and document the national need, such as the number of housing counselors and areas of housing counseling training, the application intends to address with the services proposed in Rating Factor 3. Responses will be evaluated based on how well they demonstrate a grasp of the elements of the problems this NOFA is intended to

address. Include applicable statistics and analyses, if available, contained in data sources that are sound and reliable. Sources for all data provided must be clearly cited.

(b) **Departmental Policy Priorities (2 Points)**. The Departmental policy priorities are described in detail in the **General Section**. The total number of points an applicant can receive under this sub-factor is two (2). Each policy priority addressed has a point value of one (1) point with the exception of the policy priority *Promoting Energy Star and Green Development*, which has a point value of up to two (2) points – one point for training activities related to energy star and one point for training activities related to green development. An applicant may address as few or as many of the policy priorities as they wish. It is up to the applicant to determine which combination of the policy priorities they elect, if applicable, to address to be eligible for the two (2) points. Regardless of the combination selected, a maximum of two (2) points is available.

Of those priorities listed in the **General Section**, the following apply to the Housing Counseling Training Program for the purpose of this NOFA. Indicate if, and describe how, the applicant's work plan substantively addresses the departmental policy priority. Applicants are advised to review the policy priorities in the **General Section** (See Section V.B.2.a), to assure they fully understand the meaning of each, prior to responding to this sub-factor.

(1) Improving the Knowledge of Homeowners, Homebuyers and Renters to be Aware of Discriminatory practices and their Rights and Increase Financial Literacy to Prevent Foreclosure and to Address the Needs of Households Facing Foreclosure.

Applicants seeking a policy priority point must identify the specific activities to be undertaken and the expected outcomes, for example the number of counselors trained, to be achieved as a result of the activities;

(2) Participation of Minority Serving Institutions (MSIs) in HUD Programs.

Applicants must specifically identify the MSI(s) with which they partner and describe the

partnership in detail. A listing of MSIs can be found on the Department of Education website at <http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html>.

(3) Ending Chronic Homelessness. Applicants are encouraged to support the targeting of assistance to chronically homeless persons by undertaking activities that will result in a range of activities, including the establishment of counseling programs that assist homeless persons in finding housing and managing finances.

(4) Promoting Energy Star and Green Development. Applicants will receive a policy priority point if, when providing training services, they include information on Energy Star appliances and products and information on the potential cost savings associated with buildings constructed using Energy Star standards.

Similarly, Applicants will receive one additional policy priority point if, if when providing training services, they provide information on Green Design, Development and Certification Standards in addition to the Energy Star information in the preceding paragraph.

(5) Promoting Assistance to Veterans. HUD will provide a policy priority point to applicants that support the provision of services to veterans, for example the availability of a counseling training course addressing the unique needs of veterans, or the provision of training to organizations dedicated to assisting veterans.

4. Rating Factor 3: Soundness of Approach / Scope of Housing Counseling Services (43 Points).

This factor addresses the quality and effectiveness of the proposed work plan. In rating this factor, HUD will evaluate the extent to which the applicant presents a detailed and sound approach for providing the proposed services. HUD will also evaluate the extent to which the applicant demonstrates the cost-effectiveness of its activities, and convincingly explains how the proposed activities will yield long-term results.

a. Work Plan (28 points)

Applicants should provide a work plan that lists the major objectives and activities it intends to undertake, and how it plans to provide those services. Include administrative and project tasks.

(1) Capacity. The Work Plan must indicate that the applicant is capable of providing all the housing counseling training topics listed in section III.C. The only exceptions to this requirement are organizations proposing to provide Reverse Mortgage counseling training, or Fair Lending Abuse and Mortgage Fraud training, exclusively.

(2) Place-Based Training. The proposed program must be national in scope. Indicate the number and location of proposed place-based (face-to-face) trainings to be held. Indicate if any of the listed trainings will be provided by organizations with which an applicant has partnered.

(3) Remote Training. While face-to-face training is preferred, the ideal application will propose a mix of face-to-face and distance learning options. Describe plans or ability, if any, to provide training or other resources to counselors with limited English proficiency, should HUD request such training.

(4) Scholarships. The proposal must include a scholarship element, detailing the full or partial costs to be covered, including travel, hotel, and tuition expenses to be awarded to housing counselors. Applicants should indicate the number of full scholarships to be awarded to housing counselors, as well as the number of partial scholarships that will be offered, and provide information about what components partial scholarships will include (i.e., tuition, travel and/or lodging). Indicate the amount and number of scholarships to be funded through this NOFA, as well as through leveraged nonfederal resources, to be provided to counselors working for agencies participating in HUD's Housing Counseling Program. Applicants must also describe

plans for determining how the various types of scholarship assistance will be equitably distributed.

b. Proposed Budget (15 Points).

(1) Expenses. For the work plan proposed above, indicate the requested Grant amount in line 18a of form SF-424 and submit both the HUD - 424-CB and a more detailed, comprehensive budget listing expenses under the grant. At a minimum, the budget must include salaries, fringe and other benefits, consultant expenses, travel, rent, phone, postage, supplies, technology/equipment, and indirect costs. If applicable, the budget should highlight portions being proposed as sub-grants to partnering organizations. Make a case for why the proposed budget is cost effective in achieving proposed results. Responses will be evaluated based on the quality, thoroughness, and reasonableness of the cost estimates provided.

(2) Scholarships. Applicants must indicate the amount of the proposed award and the total dollar value of all scholarships to be awarded to counselors working for housing counseling agencies participating in HUD's Housing Counseling Program, including the in-kind value of tuition scholarships.

(3) Impact. In scoring this Section, HUD will evaluate the proposed outputs and outcomes from the logic model, for example, the number of housing counselors that the applicant estimates will be served under the proposed HUD grant, by the applicant and sub-grantees, if applicable, for the grant period October 1, 2009, to September 30, 2010. Scoring will be based on the cost per housing counselor trained, compared to historical averages for similar services and similar applicants.

Proposed housing counselors trained numbers will also be analyzed in the context of budget, costs, spending decisions, the types of training services provided, level of effort

expended, etc. Provide a context for, or qualify the number of housing counselors the applicant projects to train with the proposed HUD grant. Indicate how location, counseling and client types, and expenses may affect client volume, and whether the impact will be short-term or long-term. Justify proposed expenses and explain why they are necessary, reasonable, strategic, and appropriate for the housing counseling activities identified above.

5. Rating Factor 4: Leveraging Resources (10 Points).

Although HUD funding through this NOFA may fully fund an organization's proposed program, applicants are encouraged to secure the use of other resources to supplement the HUD grant.

In scoring this factor, applicants will be evaluated based on their ability to obtain additional nonfederal resources for their proposed training and other related eligible activities, including direct financial assistance and in-kind contributions, which may include services, equipment, office space, labor, etc. Resources may be provided by nonfederal governmental entities, public or private nonprofit organizations, for-profit private organizations, or other entities committed to providing the applicant assistance. Applicants are required to list with specificity the sources and amounts of all nonfederal leveraged resources to be devoted to the proposed training program. Applicants that fail to list the source of all nonfederal sources of leveraged funds shall not receive any points for this factor. Resources provided by the applicant, recorded as 'applicant match' and 'program income' on form SF-424, will count as leveraged resources.

Points for this factor will be awarded based on the ratio of requested HUD funds to total budget for the proposed activities.

Percentage Points

0 - 35 ----- 10 points

36 - 41 ----- 9 points

42 - 47 -----8 points

48 -53 -----7 points

54 - 60 ----- 6 points

61 - 66 ----- 5 Points

67 - 75 ----- 4 Points

76 - 82 ----- 3 Points

83 - 89 ----- 2 Points

90 - 100 ----- 1 Point

6. Rating Factor 5: Achieving Results and Program Evaluation (10 Points).

This factor emphasizes HUD's determination to ensure that applicants meet commitments made in their applications and grant agreements and assess their performance in achieving agreed upon performance goals. This reflects HUD's Strategic goal to embrace high standards of ethics, management and accountability.

This factor requires the applicant to identify projected services and outcomes that correspond to the proposed workplan in Factor 3. Outputs and outcomes must be objectively quantifiable. The purpose of this factor is for the applicant to identify program outputs and outcomes that will allow an applicant and HUD to measure actual achievements against anticipated achievements. The developed Logic Model submitted with the application will serve as a reporting tool for applicants selected to receive an award and allow HUD to compare proposed program outputs and outcomes with actual results.

The applicant must quantify projected achievements by utilizing the appropriate “Pre” column. Pick lists provide for an associate unit of measure for each service and outcome. The applicant must identify projected service and outcome values that correspond to the unit of measure. These amounts should represent results to be achieved entirely as a result of the HUD housing counseling training funding. If, in reality, various funding sources will contribute to the services provided to each housing counselor, the applicant must prorate their response to reflect a figure representing trainings provided with only funding from the proposed grant.

The Logic Model submission is valued at up to 10 points and the methodology for review and scoring of the Logic Model is contained in the General Section.

a. Outputs. Outputs are the direct products of the applicant’s services/activities that lead to the ultimate achievement of outcomes. Based on the proposed work plan in Factor 3 and the amount being requested through this NOFA, the applicant must select appropriate services/activities/outputs from a series of “pick lists” for the Housing Counseling Training Program. The pick list can be found in the form HUD- 96010 in the Grants.gov Housing Counseling Training Program Instructions Download. Using the pick list, for each column of the logic model, the applicant can select and insert its services/activities/outputs in the appropriate columns of the Logic Model. The applicant should make sure its entries reflect all proposed activity under the grant.

b. Outcomes. Outcomes are benefits accruing to the households as a result of participation in the program. Outcomes are performance indicators the applicant expects to achieve or goals it hopes to meet over the term of the proposed grant. Using the pick lists provided, the applicant should select each appropriate outcome and associated unit of measure related to the proposed work plan, and provide the corresponding number to be achieved for each.

For this NOFA, HUD will give particular weight to an applicant's ability to demonstrate change in housing counselors' knowledge and skills as a result of the training offered. The applicant should therefore emphasize a rigorous and objective testing protocol as part of their performance evaluation strategy. The outcomes projected in the Logic Model must be consistent with the projected number of housing counselors to be trained as proposed in Rating Factor 3. In addition, the narrative submitted with this factor must be consistent with the completed logic model.

c. Projections. In scoring this section, HUD will consider the appropriateness of the goals given the work plan and the award for which the applicant is applying.

d. Evaluation Tools. The applicant must also submit an evaluation plan that explains how they are going to track actual accomplishments against anticipated achievements and ensure that the program can provide the services projected to be delivered and outcomes projected to be achieved. The evaluation plan should identify what an applicant is going to measure, how an applicant is going to measure it, and the steps in place to make adjustments to its work plan if performance targets are not met within established timeframes. Specifically, the plan must identify:

(1) Information Collection. Describe the applicant's procedures for measuring outputs and outcomes, and evaluating the impact of the training program.

(2) Data Analysis and Work Plan Adjustments. Indicate how the information will be evaluated, and the steps the applicant has in place to make adjustments to the work plan if performance targets are not met within established timeframes.

B. Review and Selection Process

1. General. HUD will review each application to determine whether it meets the threshold and the eligibility requirements found in Section III of this NOFA. Only applicants that meet all of the eligibility and threshold requirements will be rated and ranked.

2. Corrections to Deficient Applications. See the **General Section**.

3. Rating and Ranking.

a. Applications that earn a score of 75 points or more will be considered eligible for funding.

b. HUD may award the entire amount available under this NOFA to the highest scoring application. However, in order to provide the highest quality, comprehensive, and nationwide training program, HUD reserves the right to make multiple awards.

c. In the event of multiple awards, awardees will be funded in proportion to the score they receive. All awardees will receive the lower of either the award amount determined with the formula, or the amount actually requested by the applicant.

d. If an applicant turns down an award offer, HUD may make an offer to the next highest-ranking application.

e. In the event HUD commits a funding error, see General Section, VI.A.3.

4. Award Size. All awardees will receive the lower of either the award amount determined by HUD or the amount actually requested by the applicant.

5. Award Adjustments. HUD reserves the right to adjust funding levels for each applicant as indicated in Section II C. of this NOFA. HUD reserves the right to fund less than the full amount requested in an application.

6. Reallocation of Unallocated Funds. If funds designated for a specific awardee remain unallocated after the formula has been run and award recommendations are determined, HUD may, at its discretion, reallocate those funds to any other funding Category or supplemental

funding area under the Housing Counseling NOFA. If authorized, HUD may also reallocate funds for housing counseling support activities. Any reallocation will be based on demand and unmet need.

7. Funds Recapture. HUD may recapture any funds unspent in the time allotted. Awardees are required to cooperate with recapture requests, including any paperwork requests. HUD may utilize recaptured funds in subsequent NOFAs or in other ways authorized by the Program's appropriation. Recaptured funds will be awarded on a competitive basis.

8. Ineligible Activities. HUD will not fund any portion of an application that: is not eligible for funding under this program's statutory or regulatory requirements; does not meet the requirements of this NOFA; or may be duplicative of other funded programs or activities from prior year awards or other selected applicants. Only the eligible portions of an application (including non-duplicative portions) may be funded. Funds from this program may not be used for real property acquisition, disposition, leasing, rehabilitation, alteration, demolition, or new construction.

VI. Award Administration Information

A. Award Notices. After all eligible applications have been rated and ranked and selections have been made, HUD will notify applicants regarding the disposition of their application.

Debriefing. HUD will provide a debriefing to a requesting applicant related to its application.

See the General Section for more information.

B. Administrative and National Policy Requirements

1. Environmental Requirements. Activities funded through this program are categorically excluded under 24 CFR 50.19(b)(9) from the requirements of the National Environmental Policy

Act of 1969 (42 U.S.C. 4321 et seq.) and are not subject to review under the related laws and authorities.

2. Procurement of Recovered Materials. Please see the **General Section** for this requirement.

C. Reporting. Award recipients will be required to submit quarterly progress reports, comparing actual accomplishments with the goals and objectives established for the period, explaining why established goals were not met, and highlighting any problems, delays, or adverse conditions that materially impaired the ability to meet the objectives of the awards. Each recipient is also required to submit a completed Logic Model showing accomplishments against proposed outputs and outcomes as part of their quarterly reporting requirement to HUD. Recipients shall use quantifiable data to measure performance against goals and objectives outlined in their Logic Model.

VII. Agency Contact. For further information about this NOFA or application requirements, applicants should contact Gerard P. Donahoe, Jr., HUD Headquarters, Single Family Housing, Program Support Division, at (202) 402-3951 (this is not a toll-free number). Persons with hearing or speech impairments may access this number via (TTY) by calling the toll-free Federal Information Relay Service at (800) 877-8339.

VIII. Other Information

A. Paperwork Reduction Act. The information collection requirements contained in this document have been approved by OMB under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0567. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. Public reporting burden for the collection of information is estimated to average 68 hours per

annum per respondent for the application and grant administration. This includes the time collecting, reviewing, and reporting the data for the application, quarterly reports, and final report. The information will be used for grantee selection and monitoring the administration of funds. Response to this request for information is required in order to receive the benefits to be derived.

B. Environmental Review. This NOFA does not direct, provide for assistance or loan and mortgage insurance for, or otherwise govern or regulate, real property acquisition, disposition, leasing, rehabilitation, alteration, demolition, or new construction, or establish, revise or provide for standards for construction or construction materials, manufactured housing, or occupancy. Accordingly, under 24 CFR 50.19(c)(1), this NOFA is categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321).

Dated: _____

Brian D. Montgomery
Assistant Secretary for Housing—
Federal Housing Commissioner

[FR-5300-N-03]