DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-5415-N-43]

Notice of Funding Availability (NOFA) for HUD's Fiscal Year 2010 Mortgage Modification and Mortgage Scams Assistance Housing Counseling under the Housing Counseling Program

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

ACTION: Notice of Funding Availability for HUD's Fiscal Year (FY) 2010 Mortgage Modification and Mortgage Scams Assistance under the Housing Counseling Program.

SUMMARY: This NOFA announces the availability of funding appropriated for Housing Counseling grants in FY 2010. Approximately \$10,023,000 is available through this NOFA. HUD's Housing Counseling Program is 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 FY2010 Notice of Funding Availability (NOFA) Policy Requirements and General Section to HUD's FY2010 NOFAs for Discretionary Programs (General Section) posted on Grants.gov on June 7, 2010.

APPLICATION RECEIPT DEADLINE DATE: The application deadline date is June 18, 2011.

FOR FURTHER INFORMATION CONTACT: Questions regarding specific program requirements should be directed to the agency contact identified in this program NOFA. Persons with hearing or speech impairments may access these numbers via TTY by calling the Federal Information Relay Service at 800-877-8339.

OVERVIEW INFORMATION:

- **A. Federal Agency Name:** Department of Housing and Urban Development, Office of Single Family Housing.
- B. Funding Opportunity Title: Mortgage Modification and Mortgage Scams Assistance Housing Counseling.
- C. Announcement Type: Initial Announcement.
- **D. Funding Opportunity Number:** FR-5415-N-43. OMB Approval number is: 2502-0261.
- **E. Catalog of Federal Domestic Assistance (CFDA) Number:** 14.169 Housing Counseling Assistance Program.

- **F. Application Receipt Date:** The application deadline date is June 18, 2011.
- **G. Available Funds:** Approximately \$10,023,000 is available for eligible applicants under this program NOFA.

FULL TEXT OF ANNOUNCEMENT:

I. Funding Opportunity Description

- **A. Program Description.** This program supports the delivery of counseling services to homeowners to prevent or resolve mortgage delinquency, default, and foreclosure, with the primary objective to preserve homeownership. Counselors provide guidance and information to help families and individuals meet the responsibilities of homeownership and modify or refinance their loans to avoid unreasonably high interest rates, unaffordable repayment terms, and other conditions that can result in a loss of equity, increased debt, default, and eventually foreclosure. Counselors can also assist homeowners with inquiries related to mortgage scams, and reporting instances of potential mortgage scams victimization.
- **B. Mortgage Modification and Mortgage Scams Assistance Housing Counseling Grant Applicant.** HUD will award grants to qualified Intermediaries with sub-grantees/branches and Local Housing Counseling Agencies (LHCAs) with offices and/or branch(es) located in the 100 Metropolitan Statistical Areas (MSA) with the highest rate of home foreclosures, so they can assist homeowners with inquiries regarding mortgage modification assistance and mortgage scams. The list of MSAs is attached to this NOFA.
- **C. Authority**. HUD's Housing Counseling Program is authorized by section 106 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701x). Housing Counseling regulations are codified in the Code of Federal Regulations (CFR) at 24 CFR Part 214.

D. Definitions.

- **1. Applicant.** A HUD-approved Intermediary or Local Housing Counseling Agency (LHCA) applying for a Housing Counseling grant from HUD through this NOFA. The term "Applicant" includes the Intermediary branch office(s) and the LHCA branch or branch offices identified in the application.
- **2. Branch.** An organizational and subordinate unit of a local housing counseling agency, that participates in HUD's Housing Counseling program. A branch or branch office must be in good standing under the laws of the state where it proposes to provide housing counseling services.
- **3. Counseling.** Counselor to client assistance that addresses unique financial circumstances or housing issues and focuses on ways of overcoming specific obstacles to achieving a housing goal such as assisting homeowners with inquiries regarding mortgage modification assistance and mortgage scams, avoiding foreclosure, or resolving a financial crisis. To be considered housing counseling and eligible for reimbursement under this NOFA, at a minimum a housing counselor must perform and document these activities:
- **a. Budget / Financial Analysis** review client's income, expenses, spending habits, and use of credit in order to evaluate their unique financial situation relative to their housing needs.

- **b.** Action Plan Housing counselors and clients must establish an action plan that outlines what the housing counseling agency and the client will do in order to meet the client's housing goals and, when appropriate, addresses the client's housing problem(s).
- **c. Discuss Alternatives** identify and discuss with the client at least 4 alternatives and options available to the client, including FHA programs and products if applicable, relevant to the specific housing need. For example, if a particular company, loan product, property, etc. is discussed, the counseling must also include a detailed discussion of alternative companies, loan products, properties, etc.
- **d. Follow-up** efforts made to have follow-up communication with the client, to assure that the client is progressing toward his or her housing goal, to modify or terminate housing counseling, and to learn and report outcomes.
- **4. Delinquency/ Default Counseling**. Counseling provided to a homeowner to prevent or resolve mortgage delinquency, mortgage default, or foreclosure.
- **5. Education.** Formal classes with established curriculum and instructional goals, provided in a group or classroom setting, or other format approved by HUD, covering the eligible topics in section III.C.1. in this NOFA.
- **6. Grantee**. A HUD-approved housing counseling agency that receives housing counseling funds from HUD through this NOFA. The term "Grantee" includes the agency's branch office(s) identified in its application.
- **7. Sub-grantee**. An affiliate of a HUD-approved intermediary that receives a sub-grant of housing counseling funds provided under this HUD housing counseling grant. All sub-grantees must be identified in the grantee's application. Under certain conditions, including approval by HUD, grantees may amend their sub-grantee list after awards are made.
- **8. Intermediary**. A HUD-approved organization that provides housing counseling services indirectly through its branches or affiliates for whom it exercises control over the quality and type of housing counseling services rendered. The Housing Counseling program recognizes two types of intermediaries, which include:
- **a. National intermediary**. A national intermediary is an organization which operates in multiple regions of the United States, which provides:
 - (1) Housing counseling services through its branches or affiliates or both; and
 - (2) Administrative and supportive services to its network of affiliates or branches, including, but not limited to, pass-through funding, training, and technical assistance.
- **b. Regional intermediary**. A regional intermediary is an organization which operates in a generally recognized region within the United States, such as the Southwest, Mid-Atlantic, New England, which provides:
 - (1) Housing counseling services through its branches or affiliates or both; and
- (2) Administrative and supportive services to its network of affiliates, or branches, including, but not limited to, pass-through funding, training, and technical assistance.
- **9. Local Housing Counseling Agency (LHCA).** A locally HUD-approved housing counseling agency eligible to apply for direct HUD funding that directly provides housing counseling services. A LHCA may have a main office, and one or more branch offices, in no more than two contiguous states.
- **10. Mediation**. A third party meeting between a lender or servicer and homeowner to determine a possible mortgage loan modification payment terms and conditions to avoid foreclosure.
- **11. Metropolitan Statistical Areas (MSA).** A Core Based Statistical Area associated with at least one urbanized area that has a population of at least 50,000. The Metropolitan Statistical

Area comprises the central county or counties containing the core, plus adjacent outlying counties having a high degree of social and economic integration with the central county or counties as measured through commuting.

- 12. Mortgage Modification Assistance. Counseling provided to homeowners who are in imminent danger of losing their home to assist the homeowners in negotiating with their lender or servicer in order to restructure, or modify the loan to avoid unreasonably high interest rates, unaffordable repayment terms, or other conditions that can result in a loss of equity, increased debt, default, and eventually foreclosure. This may include offering assistance with documents in order for homeowners to apply for foreclosure prevention programs such as Making Home Affordable.
- **13. Mortgage Scams Assistance.** Counseling and education provided to homeowners to make them aware of deceptive mortgage relief and foreclosure rescue companies and how to report such activities to appropriate authorities for investigation.

II. Award Information

- **A. Amount Allocated**. Approximately \$10,023,000 is available through this NOFA for the purpose of assisting homeowners with inquiries regarding mortgage modification assistance and mortgage scams assistance.
- **B. Specific Allocations.** Housing counseling funding is distributed over two applicant categories, as shown below.
- **1. Category 1 Local Housing Counseling Agencies (LHCAs).** For the grant period October 1, 2011 through September 30, 2012, approximately \$3 million is available from HUD to directly fund HUD-approved LHCAs for Mortgage Modification and Mortgage Scam Assistance funding. An LHCA can only request funding for its main office and/or branches, in no more than two contiguous states, also located in one or more of the 100 metropolitan statistical areas with the highest rates of home foreclosures, as identified by HUD in the attached list.
- **2. Category 2 Intermediaries.** For the grant period October 1, 2011 through September 30, 2012, approximately \$7 million is available from HUD to directly fund HUD-approved Intermediaries for Mortgage Modification and Mortgage Scam Assistance. An Intermediary applicant can only request funding to support sub-grantees or branch(es), if applicable, that are providing counseling services to one or more of the 100 Metropolitan Statistical Areas with the highest rate of home foreclosures, as identified by HUD in the attached list.
- **C. Maximum Award.** Funds awarded shall be available for a period of 12 calendar months. No individual Intermediary may be awarded more than \$2,000,000 for this grant, and no individual LHCA may be awarded more than \$500,000 for this grant.
- **D. Award Instrument.** HUD will use a Grant Agreement. All Mortgage Modification and Mortgage Scams Assistance Housing Counseling awards will be made on a cost reimbursement basis.

III. Eligibility Information

A. Eligible Applicants. Eligible applicants for this grant are HUD-approved Intermediaries and HUD-approved Local Housing Counseling Agencies (LHCAs) that meet the threshold requirements listed in Section III.C.2 of this NOFA. Securing a HUD-approved status may also assist applicants in qualifying for eligibility in other counseling programs, such as the National Foreclosure Mitigation Counseling program (NFMC). Only HUD-approved Intermediaries, State Housing Finance Agencies (SHFAs), and NeighborWorks organizations are eligible to apply for and receive funding in NFMC.

NOTE: Agencies that were already awarded funding under the Housing Counseling NOFA issued July 26, 2010 are eligible to apply for this NOFA provided they meet the location requirement.

B. Cost Sharing or Matching. No specific matching funds are required. Organizations that use housing counseling grant funds are expected to seek other private and public sources of funding for housing counseling to supplement HUD funding. HUD does not intend for this grant to cover all costs incurred by an applicant. Agencies participating in HUD's Housing Counseling Program are not permitted to charge fees for default counseling.

C. Other.

- 1. Eligible Activities for Mortgage Modification and Mortgage Scams Assistance Housing Counseling Award. Grantees will only be reimbursed for the applicable activities outlined in this Section.
- a. Individual counseling or group education/classes regarding the following topics:

 Resolving or Preventing Mortgage Delinquency or Default. This includes: identifying and reporting mortgage scams; restructuring debt; financial literacy; obtaining re-certification for mortgage subsidy; establishing reinstatement plans; seeking loan forbearance, and managing household finances. This can also include: helping clients affected by, and reporting, lending discrimination, predatory lending and fraud; homeownership preservation and foreclosure prevention strategies; explaining the foreclosure process; loan document review; provide information on mediation process; providing referrals to other sources; assisting clients with locating alternative housing; or pursuing loss mitigation strategies. Agencies that provide default or preventing mortgage delinquency education classes must also offer individual counseling to complement group sessions. MMMSA grant funds can be used in coordination with NFMC grant funds. For example, if NFMC reimbursement does not cover the full cost of mortgage modification or mortgage scam assistance, or if more intensive services are necessary, MMMSA funds may be used to cover the cost of these additional expenses, provided that the expenses and their relative funding sources are adequately documented.
- **b. Mortgage Modification Scams Identification and Reporting.** Eligible expenses include identifying and reporting potential loan modification scams, for example with the Loan Modification Scams Prevention Network: http://www.preventloanscams.org and the HUD Office of Inspector General (OIG) Hotline:
 - toll-free at 800-347-3735
 - fax 202-708-4829
 - e-mail hotline@hudoig.gov
- **c. Marketing and Outreach Initiatives.** This includes providing general information and materials about mortgage modification and mortgage scam issues, conducting informational

campaigns, advocating with lenders for non-traditional lending standards, and raising awareness about critical housing topics, such as fair housing rights and remedies, lending discrimination, predatory lending, mortgage fraud, or other fair lending issues. For example, grant funds may be utilized to purchase and disseminate materials related to the Loan Modification Scams Alert Campaign: http://www.loanscamsalert.org/ and http://www.loanscamsalert.org/ and http://www.loanscamsalert.org/ and http://www.preventloanscams.org/
Note: affirmative fair housing outreach should be directed at those populations least likely to seek counseling services, including those of racial, religious or national groups not normally served by the sponsoring agency. To do so, it may be necessary to broaden the target areas or provide materials translation and interpretive services in languages other than English in order to reach a greater variety of racial and ethnic minorities. It may also require providing outreach and services in alternative formats for persons with disabilities.

- **d. Training.** Eligible expenses include training on housing counseling topics, including loss mitigation, FHA Mortgage Programs related to Mortgage Modification and Mortgage Scams assistance, fair housing, RESPA, and foreclosure prevention, with the purpose of increasing the capacity of housing counselors and program managers to better serve clients in retaining homeownership.
- **e.** Computer equipment/systems. Costs associated for Computer equipment/systems with the objective of improving the quality of counseling and education services available. HUD encourages its funding recipients to adopt the goals and objectives of Section 508 by ensuring, whenever electronic and information technology (EIT) is used, procured, or developed, that persons with disabilities have access to and use of the information and data made available through the EIT on a basis comparable as is made available to and used by persons without disabilities. This does not affect recipients' required compliance with Section 504 of the Rehabilitation Act and, where applicable, the Americans with Disabilities Act. Applicants and recipients seeking further information on accessible technology should go to http://www.section508.gov/.
- **f. Capacity Building.** This includes costs associated with hiring additional staff to meet the demand for counseling and effectively spend grant awards.
- **2. Threshold Requirements.** Applications that do not meet all of the following Threshold Requirements are not eligible to receive an award from HUD.
- **a.** Applicants must meet the Threshold Requirements in Section III.C.2. of the **2010 General Section**.
- **b. Minimum grant request for Funds**. Eligible LHCA applicants must request a minimum of \$15,000. Eligible Intermediaries must request a minimum of \$200,000. HUD will consider the amount of this grant being requested to be the value entered into box 18a on form SF424.
- **c.Eligible Applicants.** Eligible LHCAs are applicants with offices and/or branches located in one or more of the 100 metropolitan statistical areas (MSAs) with the highest rates of home foreclosures, as identified by HUD. Eligible Intermediaries are those whose foreclosure prevention counseling services are available in one or more of the 100 MSAs with the highest rates of home foreclosures. A list of eligible MSAs is attached.

Applicants must be currently approved by HUD as a Local Housing Counseling Agency (LHCA) or Intermediary to provide counseling and/or education in resolving or preventing mortgage delinquency or default by the publication date of this NOFA. Approval as a LHCA must be secured directly from a HUD Homeownership Center (HOC). Approval as an Intermediary organization must be secured directly from the HUD Headquarters office in Washington, DC.

- **d.** Client Management System. The applicant, and all branches, if applicable, must utilize a client management system that interfaces, or is working to interface, with HUD's databases. Information on client management systems and interfacing with HUD's database is found on HUD's website: http://www.hud.gov/offices/hsg/sfh/hcc/cms/index.cfm.
- **e. Housing Counseling**. All applicants must propose a work plan that includes the provision of mortgage modification and mortgage scams assistance housing counseling. Providing education or marketing and outreach alone does not fulfill this requirement.

Applicants must also meet the following requirements:

- (1) *HUD HECM Roster*. When applicable, only HUD HECM Roster counselors are permitted to provide Mortgage Modification and Mortgage Scams Assistance housing counseling with regard to reverse mortgages;
 - (2) Loan Modification Scams Identification. In their proposed work plan applicants must agree to ask the following two questions of each homeowner to whom they provide foreclosure prevention counseling in order to help identify possible loan scams:
 - Did anyone offer to help modify your mortgage, either directly, through advertising, or by any other means such as a flyer?
 - Were you guaranteed a loan modification or asked to do any of the following: pay a fee, sign a contract, redirect mortgage payments, sign over title to your property, or stop making loan payments?
- (3) Loan Modification Scams Reporting. Applicants *must* include in their work plan, and budget appropriately, to report suspected cases of Loan Modification Scams with the Loan Modification Scams Prevention Network: http://www.preventloanscams.org. Additionally, suspected cases of loan scams should be referred to the HUD Office of Inspector General (OIG) Hotline:
 - toll-free at 800-347-3735
 - fax 202-708-4829
 - e-mail hotline@hudoig.gov;
 - (4) Budget. Provide a budget detailing how the requested funds will be spent;
- (5) *Needs*. Identify Mortgage Modification and Mortgage Scams Assistance Housing Counseling related needs in the target community in its response to Rating Factor 2;
- (6) *Narratives*. Respond to the Rating Factors by describing activities related to the proposed counseling for the Mortgage Modification and Mortgage Scams Assistance Housing Counseling funding;
- (7) *Projections*. Indicate in a Logic Model, and the narrative response to the Rating Factors, how many individuals will be served specifically with the requested funding. Agencies that were already awarded funding under the Housing Counseling NOFA issued July 26, 2010 should not include projections in this application for funds previously awarded. Be sure to clearly identify the total number projected to be served, the activities to be provided, and the output and outcome goals to be achieved with the proposed funding under this NOFA, including mortgage delinquency counseling, loan scams reporting, outreach/advertisements, and material distribution;
- (8) *Training and Certifications*. Identify foreclosure intervention, loss mitigation, loan scams and other related training and certifications received by counselors and program managers; and
 - (9) Counselors. Identify all counselors associated with the proposed funding application.

- **f. Affirmatively Furthering Fair Housing**. Under Section 808(e)(5) of the Fair Housing Act, HUD has a statutory duty to affirmatively further fair housing. HUD requires the same of its funding recipients. See Section III.C.5.5 of the **2010 General Section** for the actions you must take to address this requirement. To meet this requirement, in the narrative responses to the rating factor 3 (3)(b), applicants must describe the organization's counseling, education, outreach, and other activities that affirmatively further fair housing. Examples include, but are not limited to, the following:
 - make persons aware of discriminatory practices;
 - make persons aware of universal design and visitability features that improve residential safety and usability for all persons and provide improved access for persons with disabilities;
 - make available language assistance services to persons with limited English proficiency (on the basis of national origin). For example, describe plans to take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP), pursuant to Title VI of the Civil Rights Act of 1964, for example, materials that are available in languages other than English. Applicants may refer to the Department's January 22, 2007 Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (72 FR 2732);
 - affirmative fair housing marketing, including making persons aware of new or rehabilitated housing in a manner that provides greater housing choice or mobility for persons in classes protected by the Fair Housing Act;
 - provide households with information, counseling and/or education regarding rights and remedies available under Federal, state and local fair housing and civil rights laws;
 - where there are instances suggesting that violations of such laws have occurred or are occurring, report/provide information to HUD or local Fair Housing Assistance Program (FHAP) agencies to investigate;
 - affirmatively market counseling and education services; and/or
 - effectively serving and /or communicating with persons with disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations at 24 CFR parts 8 & 9, and Title III of the Americans with Disabilities Act, for example, materials that are available in large print or Braille.

3. Other Program Requirements

- **a.** To receive a grant under this NOFA, all applicants and their subgrantees or branch office(s)must:
- (1) Be in good standing under the laws and regulations of the state of their organization; and
- (2) Be authorized to do business in the states where they propose to provide housing counseling services.
- (3) Use counseling 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 of 1973 and its implementing regulations at 24 CFR parts 8 & 9, and Title III of the Americans with Disabilities Act. In addition, counseling services must comply with effective communication requirements per Section 504 of the Rehabilitation Act of 1973 and its implementing regulations at 24 CFR 8.3 and 8.6. All grantees must help persons

with disabilities locate suitable housing in locations throughout the applicant's community, target area, or metropolitan area, as defined by the applicant.

- (4) Take reasonable steps to ensure meaningful access to their services to individuals with Limited English Proficiency. Applicants are to comply with Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," and may refer to the Department's January 22, 2007 Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (72 FR 2732).
- **b.** Limits on Applications. Funded LHCAs may not make sub-grants to other HUD-approved LHCAs or non-HUD-approved entities.
- c. List of HUD-approved and Participating Housing Counseling Agencies. Pursuant to section 106(c)(5)(D) of the Housing and Urban Development Act of 1968, HUD maintains a list of all HUD-approved and HUD-funded counseling agencies, including contact information that interested persons can access. All HUD-approved Intermediaries, their sub-grantees or funded branches, and LHCAs and their branches, that receive funding under this NOFA may be placed on this list and must accept subsequent referrals, or in limited cases, when they do not provide the services sought, make a reasonable effort to refer the person to another organization in the area that can provide the services.

d. Additional Non-Discrimination and Other Requirement.

- (1) Grant recipients and their sub recipients must comply with all applicable fair housing and civil rights requirements in 24 CFR 5.105(a), including, but not limited to, the Fair Housing Act; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title II of the American Disabilities Act; Section 109 of the Housing and Community Development Act of 1974. See Section III.C.5.a. of the General Section for complete guidance regarding this requirement.
- (2) Organizations funded under this program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded under this program. If an organization conducts such activities, these activities must be offered separately, in time or location, from the programs or services funded under this part, and participation must be voluntary and not a condition of the HUD programs or services. e. Indirect Cost Rate. Grantees that plan to use grant funds to cover direct costs only are not required to provide an indirect cost rate. However, Grantees that plan to use grant funds to cover any indirect costs must submit their approved indirect cost rate established by the cognizant federal agency. If the grantee does not have an established indirect cost rate, it 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 the award. Applicants that do not have a previously established indirect cost rate with a federal agency shall submit an initial indirect cost rate proposal to their cognizant federal agency immediately after the applicant is advised that it will be offered a grant and, in no event, later than three months after the start date of the grant. OMB Circular A122 can be located at 2 CFR part 230. Applicants can review Indirect Cost Training on www.hud.gov at:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/training/odgmotraining

f. Ensuring the Participation of Small Businesses, Small Disadvantaged Businesses, and Woman-Owned Businesses. See the 2010 General Section for information on this topic. g. Subcontracting. Grantees must deliver all of the housing counseling set forth in the

applicant's work plan provided in response to Factor 3 of this NOFA.

- h. Conflicts of Interest. See the 2010 General Section and 24 CFR part 214.
- i. Accessible Technology. See the 2010 General Section.
- j. Participation in HUD Sponsored Program Evaluation. See the 2010 General Section.

IV. Application and Submission Information

A. Addresses to Request Application Package. See the General Section for specific procedures concerning the electronic application submission and timely receipt requirements. Applications and forms that you need to apply for funding under this NOFA are available from http://www.grants.gov/applicants/apply_for_grants.jsp. If applicants have difficulty accessing the information, applicants may call the help desk help line at 800 518-GRANTS or e-mailing support@grants.gov. The Grants.gov help desk is available 24 hours a day, 7 days per week, except federal holidays.

B. Content and Form of Application Submission.

1. Size Limitations and Format for Narrative Statements. Applicants must be as specific and direct as possible. Intermediary Applicants are limited to a total of 100 double-spaced, 12-point font, single sided pages for the narrative portion. LHCA Applicants are limited to a total of 50 double-spaced, 12-point font, single-sided pages for the narrative portion. Pages in excess of these size limits 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.

You must submit narratives as an electronic file in Microsoft Word Office 2007 (or earlier) (.doc or docx), Microsoft Excel 2007 (or earlier) (.xls or xlsx), or in Adobe (.pdf) format that is compatible with Adobe Reader 9.2 or the latest version available from Grants.gov. If HUD receives a file in a format or software other than those specified or that is not compatible with HUD software, HUD will not be able to read the file, and it will not be reviewed. Each response to a Factor for Award should be clearly identified and can be incorporated into a single attachment or all attachments can be zipped together into a single attached ZIP file. However, HUD advises applicants that files zipped within zipped files cause problems and can result in the application attachments not able to be opened or read. Applicants should develop files, then zip the files together, and then place them as an attachment to the application. If you have any questions, you can contact the NOFA Information Center or the HUD program contact listed in the program NOFA. Documents that applicants possess in electronic format, e.g., narratives they have written, must be submitted as Microsoft documents; graphic images (such as computer aided design (CAD) files from an architect) must be saved in PDF format. The documents must be compatible with Adobe Reader 9.2 or above and attached using the "Attachments" form included in the application package downloaded from Grants.gov.

When creating attachments to your application, please follow these rules:

- (a) **DO NOT** attach a copy of the electronic application with your attachments as an attachment file. HUD cannot open such files when the application is attached as an attachment file.
- (b) Check the attachment file and make sure it has a file extension of .doc, .pdf, .xls, .jpg, or .jpeg or, if you save files in Microsoft Office 2007, the file extensions should be as follows:

 Word 2007 File Type Extension

1. doc or docx - Word 2007 XML Document

Excel 2007 File Type Extension

a. xls or xlsx - Excel 2007 XML Workbook

PowerPoint 2007 File Extension Type

- pptx PowerPoint 2007
- (c) **File Extensions.** Make sure that file extensions are not in upper case. File extensions must be lower case for the file to be opened. The software will automatically insert the correct file extension when saved.
- (d) **DO NOT** adjust file extensions to try to make them conform to HUD standards. If you have problems, please contact the HUD contact listed in the NOFA.
 - (e) **DO NOT use special characters (i.e., #, %, /, etc.)** in a file name.
 - (f) **DO NOT include spaces** in the file name.
- (g) **Limit file names to not more than 50 characters.** HUD recommends that file names be no more than 32 characters.
- (h) **DO NOT convert Word files or Excel files into PDF format.** Converting to PDF format increases file size and will make it more difficult to upload the application and does not allow HUD to enter data from the Excel files into a database.
- (i) **DO NOT submit applications larger than 150 megabytes.** These file sizes are difficult to upload and HUD cannot guarantee that they can be processed, as its system has not been tested with files larger than 150 megabytes.

Failure to follow the directions for items (e), (f), and (g) will result in your application being rejected with a "VirusDetect" error message.

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

Housing Counseling NOFA Application Checklist

- a. SF424_Application_for_Federal_Assistance
- **b.** SF424_Supplement_Survey_on_Ensuring_Equal_Opportunity_for_Applicants (optional)
- c. HUD424CB_Grant_Application_Detailed_Budget. On the form HUD 424 CB, clearly specify the proposed HUD housing counseling grant amount for Mortgage Modification and Mortgage Scam Assistance, and itemize proposed expenses. NOTE: This amount should be consistent with the figure shown in Rating factors 3, 4 & 5, Form SF424, Form HUD 424 CB and HUD2880. Also, if all budget line items could not be itemized using the Form HUD 424 CB, *in addition* to the Form HUD 424 CB, submit a more detailed budget itemizing all proposed expenses under the grant. At a minimum, if applicable, the budget must include salaries, fringe and other benefits, training, travel, rent, phone, postage, supplies, technology/equipment, and indirect costs.
- d. SFLLL Disclosure of Lobbying Activities (if applicable).
- e. HUD2880 Applicant/Recipient Disclosure/Update Report

- **f. HUD2990** Certification of Consistency with the RC/EZ/EC II Strategic Plan (Must be signed by the official authorized to certify the RC/EZ/EC II).
- g. HUD2991 Certification of Consistency with the Consolidated Plan (optional). h.HUD 96010 Program Outcome Logic Model Submit a logic model for Mortgage Modification and Mortgage Scams Assistance Housing Counseling funding. Agencies that were already awarded funding under the Housing Counseling NOFA issued July 26, 2010 should not include projections in this logic model for funds previously awarded (submit a logic model specifically for MMMSA funding under this NOFA).
- i. HUD9902 Housing Counseling Agency Fiscal Year Activity Report, for the Period October 1, 2009 through September 30, 2010 (only required for Applicants who did not electronically submit to HUD a form HUD9902 for the period October 1, 2009 through September 30, 2010, for example, applicants that received approval as a HUD housing counseling agency after September 30, 2010.) HUD will utilize the HUD9902 data in HUD's Housing Counseling System (HCS). However, HUD will consider a revised HUD9902 submitted with this application if it is accompanied by an acceptable explanation regarding why the data was revised. If the structure of the applicant is different than the structure of the organization for which a HUD9902 exists in HCS, for example an organization that was previously approved as an intermediary affiliate, but has subsequently been approved and is applying to this NOFA as an LHCA, the applicant must submit with the application a form HUD9902 reflecting the activity of the new structure in the application.
- **j. 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.
- k. Narrative statements as required in this NOFA.
- C. Submission Date and Timely Receipt Requirements. A complete application package must be received and validated electronically by the Grants.gov portal no later than 11:59:59p.m.. eastern time on or before the applications deadline date. Applicants are advised to submit their applications at least 48 hours in advance of the deadline date and when the Grants.gov help desk is open so that any issues can be addressed prior to the deadline date and time. The Grants.gov help desk is open 7 days week, 24 hours a day, except federal holidays. Please allow time for validation. Please be sure to read the General Section for timely receipt instructions. Failure to follow the submission requirements and procedures may affect your ability to receive an award.
- **D. Intergovernmental Review**. The Housing Counseling Program is not subject to Intergovernmental Review.
- **E. Funding Restrictions.** Funding is limited to the eligible activities described in Section III.C.1 of this NOFA.

V. Application Review Information.

A. Criteria. The Factors for Award, and maximum points for each factor, are outlined below. These factors will be used to evaluate all applications. The maximum number of points for each

applicant is 102.

- **1. Bonus Points -"RC/EZ/EC-II."** See the **2010 General Section** for information regarding "RC/EZ/EC II" bonus points. Form HUD2990 must be signed by the organization head of the RC/EZ/EC II not the representative of the jurisdiction in which the RC/EZ/EC II exists.
- **2. Additional Information**. HUD may rely on information from performance reports, financial status information, monitoring reports, audit reports, and other information available to HUD to make score determinations to *any* relevant Rating Factor.
- **3. Responses to Factors for Award**. Responses to the following rating factors should provide HUD with detailed quantitative and qualitative information and relevant examples regarding the organization's housing counseling work specific to Mortgage Modification and Mortgage Scams Assistance Housing Counseling.
- **a. Rating Factor 1: Capacity of the Applicant and Relevant Organizational Staff (30 Points).** HUD uses responses to this Rating Factor to evaluate the readiness and ability of an applicant and branch staff, to immediately begin, and successfully implement, the proposed work plan detailed in Rating Factor 3. HUD will also evaluate how effectively the applicant managed work plan adjustments that may have been required if performance targets were not met within established timeframes and how often work plan adjustments were required.

Applicants must provide the following information in support of the narrative response to this Rating Factor. Information must be provided in a chart or table.

- Number of full-time (35 hours + per week) Resolving or Preventing Mortgage
 Delinquency or Default counselors applicant proposes to fund, including branches, if
 applicable;
- Number of part-time Resolving or Preventing Mortgage Delinquency or Default housing counselors (less than 35 hours per week) applicant proposes to fund
- Number of bilingual housing counselors working for the applicant;
- Average years of Resolving or Preventing Mortgage Delinquency or Default housing counseling experience for all housing counselors applicant proposes to fund;
- Average years of Resolving or Preventing Mortgage Delinquency or Default housing counseling program management experience for the project director(s) for the applicant;
- Average years of related experience, such as experience in other types of housing counseling and/or mortgage servicing, for counselors and project managers. Experience is related if it corresponds directly to projects of a similar scale and purpose, for example, real estate or housing finance; proposed average hourly labor-rate for housing counselors and project managers, including benefits;
- Percentage of housing counselors that have participated in 2 or more formal Resolving Or Preventing Mortgage Delinquency Or Default housing counseling related trainings in the past 2 years.

(1) Knowledge, Experience and Capacity (12 points).

In scoring this section, HUD will evaluate whether the applicant has sufficient personnel with the knowledge and experience to implement the proposed Mortgage Modification and Mortgage Scams Assistance Housing Counseling activities in a timely and effective manner, and bilingual language skills, if appropriate. HUD will award higher scores to applicants with staff and management that have the greatest combination of experience, training and demonstrated capacity and competency.

- (a) **Number of Counselors**. Scoring will be based on the number of housing counselors that the applicant proposes to fund with this grant.
- **(b) Years of Experience Counselors and Program Directors.** Scoring will be based on the number of years of experience that Housing Counseling Program directors and housing counselors have in Resolving or Preventing Mortgage Delinquency or Default and/or in combating and reporting scams.

Related experience, such as experience in mortgage servicing, will also be considered, but will not be weighted as heavily in the scoring.

Applicants must provide individual descriptions of staff providing Resolving or Preventing Mortgage Delinquency or Default housing counseling (not including clerical staff) limited to one page per counselor and program manager included in the proposed work plan. These descriptions do not count toward narrative page limitations. Describe in detail all major duties performed as a Resolving or Preventing Mortgage Delinquency or Default housing counselor or program director. Provide the number of years of experience for each position listed, including starting and ending dates and indicate:

- Where and when each position was held;
- Whether the position was full-time or part-time;
- In the case of part-time positions, the number of hours per week.
- Bilingual language skills, if applicable.

Applicants must specify the counseling experience of program directors and default counselors to be funded with this award, and describe the experience of the organization in combating and reporting mortgage scams. Identify the counselors the applicant proposes to fund with the requested award.

(c) Specialized Training. Also indicate in the chart for all housing counselors the specialized trainings received within the last two years related to Resolving or Preventing Mortgage Delinquency or Default housing and/or combating and reporting mortgage scams counseling activities, including specific trainings regarding FHA programs. Include dates for when the training was received and who provided it. Do not include on-the-job training, only formal classes with established curriculum.

Applicants must indicate if the housing counselors are certified housing counselors in the area of foreclosure intervention. Describe what type of certification is held, who provided it, when certification was received, and if applicable, the date certification expires.

Indicate if the applicant endorsed or adopted the National Industry Standards for Homeownership Education and Counseling and/or Standards for Homeownership Education and Counseling—Foreclosure Intervention Specialty (http://www.homeownershipstandards.com/)

(2) Grant and Program Requirement Compliance (13 points).

In scoring this Section, HUD will evaluate how well the applicant met the Program requirements, including reporting and grant document execution, if applicable, for the period October 1, 2009, to September 30, 2010, and its ability to spend all grant funds allotted.

If the applicant did not receive a HUD Housing Counseling grant for that period, it must provide a response, with sufficient detail for HUD to evaluate compliance, based on activities and requirements under *other* sources of funding, such as other federal, state, or local grant awards. Identify the source(s) and amount(s) of funds used for housing counseling. Provide relevant contact information for the agencies or organizations administering these programs so HUD can verify that the information you report is accurate.

- (a) Grantee Requirements. HUD will evaluate the applicant's performance with regard to the timeliness and completeness with which the applicant satisfied grant requirements, including grant document execution, and grant reporting requirements including quarterly (if applicable), mid-term and final reports, and a Logic Model (form HUD96010) during the period October 1, 2009 through September 30, 2010.
- **(b) Activity Data.** HUD may deduct points if the applicant was required to submit a form HUD9902, but failed to do so in a timely manner, or if the form was completed, or the data was submitted, incorrectly.
- (c) Expending Grant Funds. If grant awards were not fully expended during the grant period October 1, 2009, to September 30, 2010, provide an explanation as to the reason why and the steps the applicant has taken to ensure that future funding will be expended according to the terms of the grant agreement.
- (d) **Performance Reviews.** Significant findings on performance reviews conducted by HUD staff will be taken into consideration when scoring this section. Significant findings may be findings that suggest an applicant has operated its agency in a manner inconsistent with the Housing Counseling program. HUD will develop and apply a scoring scale based on the number of significant findings documented during a review(s), and incidence of repeat findings.
- **(e) Housing Counseling System (HCS).** HUD will evaluate applicant's timeliness and effectiveness in validating and updating agency information in HCS.
- (3) <u>Management Goals and Results</u> (5 points). In scoring this section, HUD will compare applicant Resolving or Preventing Mortgage Delinquency or Default output goals and actual results for the period October 1, 2009 through September 30, 2010, and evaluate subsequent changes in approach resulting from any differences, if applicable. HUD's primary concern is the Resolving or Preventing Mortgage Delinquency or Default outputs, specifically accomplishments relative to the projected total number of households to be served, both for one-on-one counseling and education.
- (a) Projections and Accomplishments. For applicants that received a HUD housing counseling grant covering the period October 1, 2009 to September 30, 2010, HUD will compare the HUD-grant specific projections made in the Program Outcome and Output Logic Model, Form HUD96010 submitted with the FY2009/2010 Housing Counseling NOFA, including any adjustments based on actual award amounts, to the corresponding actual HUD-grant specific results for that period reported by the applicant. The Logic Model Instructions, which is tab 1 of Form HUD96010, provide information regarding measurement reporting tools and the evaluation process.

Provide a clear explanation as to why goals were not met, if applicable. Applicants who did not receive a FY2009/2010 Housing Counseling Grant and therefore did not finalize outcome and output projections or who are recently approved, for the period of October 1, 2009 through September 30, 2010, and are now applying for funding must indicate the detailed, quantifiable goals the organization set for itself for Resolving or Preventing Mortgage Delinquency or Default counseling for the period covering October 1, 2009 to September 30, 2010, or for the 12 month period ending December 31, 2010 if more appropriate to the applicant's or other grant-requiring reporting schedule. Also provide the actual results corresponding to these goals and explain any differences in goals versus actual results and indicate what measurement reporting tools were used as well as describe the evaluation process. Describe sub-allocation, personnel or work plan adjustments that took place during the period October 1, 2009 through September 30, 2010 because goals were not being met, if applicable. Provide relevant contact information for

the agencies or organizations administering those programs so HUD can verify that the goals and corresponding achievements you report are accurate. Provide a clear explanation as to why goals were not met, if applicable.

(b) Work Plan Adjustments/Counselor Oversight. Applicants must describe any personnel or work plan adjustments that took place during the period October 1, 2009 through September 30, 2010 because goals were not being met, if applicable.

Applicants must describe the process through which counselors are monitored, and performance evaluated. Provide specific examples, if applicable, of corrective action taken, during the year September 1, 2009 – October 1, 2010, to address inadequate counselor performance.

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

This factor addresses the extent to which there is a need for funding the proposed activities described in the applicant's work plan, and the degree to which the applicant's work plan substantively addresses departmental policy priorities.

- (1) <u>Needs Data</u> (3 points). Applicants must indicate the foreclosure intervention and mortgage scams assistance of the communities they propose to serve.
- (a) **Needs Data**. Provide current or recent economic and demographic data, and any other evidence, and reference supporting documentation, that demonstrates foreclosure intervention and mortgage scams assistance housing counseling need in the target area that your program addresses.

All proposed activities in Factor 3 must have corresponding need-related data. Sources for all data provided must be clearly cited. Do not submit copies of reports or articles. To the extent that the community that the applicant serves has documented need in its Consolidated Plan, Analysis of Impediments to Fair Housing Choice (AI), or other planning documents, reference these in the response. Additionally, the HUD USER Research Information Service and Clearinghouse, available at http://www.huduser.org/, allows users to search over 800 HUD publications by subjects and keywords.

- (b) **Identifying Impediments to Fair Housing Choice**. Successful applicants are obliged to affirmatively further fair housing in their use of Housing Counseling grant funds. Therefore, applicants must take reasonable steps to overcome barriers to fair housing choice in their proposed service area. Applicants must submit a brief description of identified barriers to fair housing in their jurisdiction or service area including but not limited to discriminatory housing practices under the Fair Housing Act and HUD's regulations at 24 CFR part 100. Applicants that identified multi-lingual counselors in Factor 1 should demonstrate the applicability of their capacity to provide services in multiple languages to the language needs of the community they serve.
- (c) **Persons with Disabilities and LEP** Provide data relevant to the housing needs of persons with disabilities and persons with limited English proficiency located in the target area. The U.S. Census Bureau, for example, maintains disability data by state, county, and metropolitan statistical area (MSA) at the following website: http://www.census.gov/hhes/www/disability/disability.html. In scoring this Section, HUD will evaluate the degree to which the applicant provides current or recent economic and demographic data, and any other evidence that demonstrates housing counseling need relevant to the target area and the activities proposed in projected work plan activities detailed in Rating Factor 3. Applicants that fail to identify current or recent objective data, including adequate source

citation, will not receive full points for this factor.

Applicants must indicate the foreclosure intervention and mortgage scams assistance needs of the communities they propose to serve.

(2) <u>Departmental Policy Priorities</u> (2 points). The Departmental policy priorities are described in detail in the 2010 General Section under Section I.B., Policy Priorities. The total number of points an applicant can receive under this subfactor is two (2). Each policy priority addressed below has a point value of one (1) point. 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 are addressed, if applicable, to be eligible for the two (2) points. Regardless of the combination selected, a maximum of two (2) points is available.

The following policy priorities apply to the Housing Counseling 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 full descriptions of the policy priorities in the **2010 General Section** (See Section I.B.), to assure a complete understanding of each policy priority, prior to responding to this sub-factor.

- (a) Affirmatively Furthering Fair Housing (AFFH). HUD is interested in funding housing counseling and related services that seek to create diverse, integrated living patterns and afford residents an opportunity to live in a variety of neighborhoods and not be confined to affordable housing choices in areas of high poverty or areas which are not racially or ethnically diverse. Activities must focus on practical social and other supports for households considering or undertaking a cross-racial or cross-ethnic move to high opportunity communities. Activities must be directed to those in need of affordable housing and must provide assistance with finding and applying for housing in diverse communities, fair housing rights and information on HUD and local Fair Housing Assistance Programs to investigate potential fair housing violations. Applicants must not only identify the specific activities to be undertaken, but must also have measureable and quantifiable outcomes related to the Resolving or Preventing Mortgage Delinquency or Default activities proposed in support of the AFFH requirements. Housing counseling activities that affirmatively further fair housing include, but are not limited to:
 - making persons aware of discriminatory practices,
 - making persons aware universal design and visitability features that improve residential safety and usability for all persons and provide improved access for persons with disabilities,
 - affirmative fair housing marketing, including making persons aware of new or rehabilitated housing in a manner that provides greater housing choice or mobility for persons in classes protected by the Fair Housing Act,
 - providing households with information, counseling and/or education regarding rights and remedies available under Federal, state and local fair housing and civil rights laws;
 - where there are instances suggesting that violations of such laws have occurred or are occurring, reporting/providing information to HUD or local Fair Housing Assistance Program (FHAP) agencies to investigate;
 - affirmatively marketing counseling and education services; and/or

To be eligible for this policy priority point, applicants must describe in the response to this factor an activity that is in addition to the single activity included in the response to rating factor 3 (3) (b) that satisfies the eligibility requirement to affirmatively further fair housing. In other words, to receive the point for the AFFH Departmental Policy Priority, applicants must address sufficiently the affirmatively furthering fair housing submission requirement under Rating Factor 3 (3) (b),

then propose additional Housing Counseling activities that address the criteria specified in Factor 3 (3) (b). The policy priority point is not available to applicants that simply satisfy the eligibility requirement.

The logic model contains several output and outcome options for projecting and reporting relative to this priority – for example, Households provided with information, counseling and/or education regarding rights and remedies available under Federal, state and local fair housing and civil rights laws. See logic model for a full listing.

(b) Capacity Building and Knowledge Sharing. To receive points for this policy priority, applicants must describe how they will provide knowledge sharing experiences to their applicant partners in the program design and implementation process that will provide long-term benefits and increase their capacity. A point will be awarded to applicants that demonstrate activities that will result in partner organizations gaining skills and technical expertise in the grant subject matter and managing federal awards, including financial management, project management, and program performance assessment and evaluation. Eligible activities that relate to this priority include outreach, training and administration.

The logic model contains output and outcome options for projecting and reporting relative to this priority – for example, applicant partners to whom applicant provided knowledge and shared experiences regarding program design and implementation. See logic model for a full listing.

(c) Expand Cross-Cutting Policy Knowledge. HUD encourages applicants to partner with colleges and universities and others to devise a means to capture and track not only outcome data for the program activities directly funded through the this NOFA award, but to track the spin-off or secondary impacts that result from improvements made through implementation of housing, economic development or community development programs in other areas such as health, education, safety, self-sufficiency, transportation, sustainability and increased economic and racial diversity in the community or region being served through the HUD program. To receive points for this policy priority, the applicant must have established a partnership with the college or university and determined what data will be collected and analyzed and the documentation provided to HUD for review and approval prior to dissemination.

The logic model contains output and outcome options for projecting and reporting relative to this priority – for example, applicant partners that agree to capture and track outcome data for the program activities directly funded through the this NOFA award, and the spin-off or secondary impacts that result. See logic model for a full listing.

c. Rating Factor 3: Soundness of Approach / Scope of Housing Counseling Services (50 Points). This factor addresses the quality and effectiveness of the applicant's historical and proposed Resolving or Preventing Mortgage Delinquency or Default housing counseling activities.

(1) <u>Historical Performance-Quality and Complexity of Services</u> (6 points).

In scoring this section, HUD will evaluate the quality of, the variety of, and the level of effort and time associated with the Resolving or Preventing Mortgage Delinquency or Default housing counseling services provided by the applicant from all funding sources during the period October 1, 2009 through September 30, 2010. Responses should contain "Historical Performance" as part of the heading for the response. Applicants must provide the following information:

(a) **Average Hours.** Provide the average amount of time spent, per household, for Resolving or Preventing Mortgage Delinquency or Default One-on One Counseling and Group

Education. Include only Direct housing counseling and education service provision, including follow-up and screening. Do not include preparation, reporting, and any other activities not involving the direct provision of counseling services. Counseling is defined as counselor to client assistance that addresses unique financial circumstances and housing issues. Educational services are defined as formal classes, with established curriculum and instructional goals provided in a group or classroom setting. Do not provide a range of hours.

Scoring will be based on the degree to which the applicant demonstrates, as compared to other applicants, that sufficient time and resources were devoted to ensure that clients received quality counseling.

- (b) Group Education and One-On-One Counseling. For applicants that provided foreclosure prevention counseling and foreclosure prevention education, for the period October 1, 2009, through September 30, 2010, *indicate the percentage of education recipients that also received one-on-one counseling*. In addition to the percentage, also indicate the actual numbers. Describe how clients come to participate in either group education or one-on-one counseling, the relationship between the two, and the role that each plays in the applicant's overall service, including how it contributes to improved efficiency and effectiveness. If a high percentage of foreclosure prevention education clients do not return for one-on-one counseling, indicate why.
- (2) <u>Historical Performance Impact/Outcomes</u> (5 points). To score this Section, HUD will evaluate the applicant's efforts to educate persons in need regarding the availability of Resolving or Preventing Mortgage Delinquency or Default counseling services and Mortgage Scams Assistance. HUD will also analyze performance for the period October 1, 2009, to September 30, 2010, as reported on the HUD 9902 "All Counseling Activities" column. The quantity of clients the applicant served will be compared to similar applicants providing similar services. HUD will also use this data to evaluate the applicants' success in conducting outreach and providing services to diverse racial and ethnic groups.
- (a) Marketing and Outreach. Describe outreach and marketing efforts, including events, with particular emphasis on foreclosure prevention, combating loan scams, and diverse, emerging, and vulnerable markets, for example, minority communities and limited English proficient persons in the target area. For example, grant funds may have been utilized to purchase and disseminate materials related to the Loan Modification Scam Alert Campaign: http://www.loanscamalert.org/ and http://www.preventloanscams.org/

Describe marketing, outreach, and events in conjunction with the *National Foreclosure Mitigation Counseling* Program, *Making Home Affordable* Program, or *Loan Modification Scam Alert Campaign* or similar state and local programs, if applicable.

Other possible marketing and outreach activities include providing general information and materials about Resolving or Preventing Mortgage Delinquency or Default, conducting informational campaigns and raising awareness about critical housing topics, such as fair housing rights and remedies, lending discrimination, predatory lending, mortgage fraud, other fair lending issue or energy efficiency options related to Resolving or Preventing Mortgage Delinquency or Default.

If applicable, describe efforts to market to the underserved populations least likely to be aware of the agency's Resolving or Preventing Mortgage Delinquency or Default housing counseling services, including those of racial, ethnic or religious groups, persons with limited English Proficiency and those with disabilities. These activities may include translation and interpretive services in languages other than English for persons with limited English Proficiency and providing information in alternative formats for persons with disabilities. Indicate the

specific language, the specific outreach activities, and describe and quantify the impact of outreach activities to populations least likely to be aware of the agency's housing counseling services, as described in this paragraph.

- **(b) Capacity**. In scoring this section HUD will evaluate the number of education participants and housing counseling clients served by the applicant within the category of resolving or preventing delinquency or default, during the period October 1, 2009, to September 30, 2010, with all sources of funding.
- (3) <u>Projected Performance Work Plan</u> (20 points). Agencies that were already awarded funding under the housing counseling NOFA issued July 26, 2010 should not include projections in this application for funds previously awarded. This section involves information on the Mortgage Modification and Mortgage Scams Assistance Housing Counseling services to be conducted during the period October 1, 2011, through September 30, 2012. In scoring this Section, HUD will consider housing counseling and education services being offered by the applicant and other activities occurring in support of the applicant's Mortgage Modification and Mortgage Scams Assistance Housing Counseling.

HUD will also evaluate the quality of the applicant's proposed Mortgage Modification and Mortgage Scams Assistance Housing Counseling services, and level of effort associated with providing those proposed counseling services. Scoring will be based on the quality, complexity and accessibility of those services, and the degree to which the proposed budget is justified and represents a responsible spending proposal.

Applicants must provide the following information, which will be used in conjunction with responses in Rating Factor 5, as a basis to support the scoring of the sub-factors below. There should be consistency between Rating Factor 3 and the projected outputs and outcomes in Rating Factor 5. Responses must contain "Projected Performance" as part of the heading for the response.

(a) Counseling and Education Services. Agencies that were already awarded funding under the housing counseling NOFA issued July 26, 2010 should not include projections for funds previously awarded. Describe the mortgage modification and mortgage scams assistance housing counseling and education services, and if applicable, intermediary activities, applicant proposes to undertake. Indicate the languages in which mortgage modification and mortgage scams assistance housing counseling and education services are available. Also, describe planned follow-up and marketing and outreach activities, if applicable. Proposed Mortgage Modification and Mortgage Scams Assistance Housing Counseling services and activities must relate to the needs identified in Rating Factor 2.

Applicants must describe proposed marketing and outreach activities regarding the availability of their mortgage modification services, and assistance programs such as Making Home Affordable.

Applicants must describe plans to report suspected cases of loan modification scams with the Loan Modification Scams Prevention Network: http://www.preventloanscams.org Additionally, suspected cases should be referred to the HUD Office of Inspector General (OIG) Hotline:

- toll-free at 800-347-3735
- fax 202 708-4829
- e-mail hotline@hudoig.gov

Both activities are required to be eligible for Mortgage Modification and Mortgage Scams Assistance Housing Counseling funding under this NOFA.

Applicants must indicate if they directly or indirectly receive NFMC funding for foreclosure prevention counseling activities. If so, applicants must describe how MMMSA funds will be used in collaboration with NFMC funds, and how the two sources of funding will contribute to the applicant's overall efforts to prevent foreclosure and combat mortgage modification scams. In addition, indicate the administrative, timekeeping and accounting structures that will be implemented to adequately separate and distinguish program activities and expenses attributable to each source of funding.

- (b) Affirmatively Further Fair Housing Successful applicants are obliged to affirmatively further fair housing in their use of Housing Counseling grant funds. Therefore, eligible applicants must take reasonable steps to overcome barriers to fair housing choice in their proposed service area. To be eligible for this NOFA, applicants must describe how they will do at least one of the following activities, or describe another activity they will do that affirmatively furthers fair housing. See section III.C.2.k for more examples of affirmatively furthering fair housing activities. Applicants must describe how they propose to document the results of their efforts to affirmatively furthering fair housing including but not limited to keeping records on the race, ethnicity, disability status, and family status of the beneficiaries of housing counseling services. Housing counseling activities that affirmatively further fair housing include, but are not limited to:
 - making persons aware of discriminatory practices;
 - making persons aware of universal design and visitability features that improve residential safety and usability for all persons and provide improved access for persons with disabilities:
 - making available language assistance services to persons with limited English proficiency (on the basis of national origin). For example, describe plans to take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP), pursuant to Title VI of the Civil Rights Act of 1964, for example, materials that are available in languages other than English. Applicants may refer to the Department's January 22, 2007 Final Guidance to Federal Financial assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (72 FR 2732);
 - affirmative fair housing marketing, including making persons aware of new or rehabilitated housing in a manner that provides greater housing choice or mobility for persons in classes protected by the Fair Housing Act;
 - providing households with information, counseling and/or education regarding rights and remedies available under Federal, state and local fair housing and civil rights laws;
 - where there are instances suggesting that violations of such laws have occurred or are occurring, reporting/providing information to HUD or local Fair Housing Assistance Program (FHAP) agencies to investigate;
 - affirmatively marketing counseling and education services; and/or
 - effectively serving and /or communicating with persons with disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations at 24 CFR parts 8 & 9, and Title III of the Americans with Disabilities Act, for example, materials that are available in large print or Braille.
- (c) Level of Services. Describe what the proposed mortgage modification and mortgage scams assistance housing counseling and education services entail/include. Indicate which, if any, of the following bulleted items are part of the applicant's delivery of the particular type of

counseling or education, as well as any activities not specifically listed. Answer any related questions:

- Oral Representation Budget Will the applicant develop a budget for the client based on an oral representation of expenses, debts and available sources of income?
- Budget Verification In developing and analyzing the budget, will the applicant collect supporting budget documentation, including two most recent bank statements, most recent pay stubs or alternative documentation of income (e.g., social security), and other evidence of anticipated income?
- Action Plan Describe what is involved in the creation of an action plan and the role the document serves in the service provision.
- Local Resources and Assistance Will the applicant complete and submit application for local assistance options, including refinance programs or rescue funds?
- *Making Home Affordable (MHA) Eligibility Screening* Will the applicant screen for eligibility for the Making Home Affordable Program (MHA), regardless of whether or not the homeowner seeking counseling inquires about it? If so, will the determination be documented?
- *MHA Counseling* Indicate if the applicant provides counseling services in conjunction with the *Making Home Affordable* Program, the Administration's loan modification and refinancing initiative. To learn more about Making Home Affordable, visit http://www.makinghomeaffordable.gov/pages/default.aspx.
- *Hardship Letter* Will the applicant draft and submit to the servicer a hardship letter that describes the borrower's situation, outlines the reason for default, factors that should be considered when developing a recommended work out solution, and an estimate of the housing cost the borrower can afford to pay.
- Contact Servicer Will the applicant attempt to contact the servicer or lender to facilitate communication and encourage servicer activity, and, if a work out is possible, fill out and submit required forms to move forward with workout plan?
- Borrower Follow-up Describe ongoing follow up with the borrower, if applicable, to reinforce budget assumptions, update financial verification, collect additional documents, etc.
- Work Out Resolution Will the applicant review proposed work out resolution with borrower to ensure borrower fully understands terms and obligations and that the solution is sustainable over the long-term?
- *Mortgage Scams Identification* Describe the questions and analysis that will be conducted to identify potential victims of mortgage scams? How will the applicant assist client in reporting suspected cases of mortgage scams? To where will suspected cases be reported?
- Fair Lending / Mortgage Fraud Identification, Referral and Reporting Will cases suspected to involve mortgage fraud or fair lending abuse be referred to appropriate sources for expert follow-up? Describe criteria that will be utilized to flag suspicious cases and organizations to which cases will be referred.
- *Mediation*. Will the applicant participate in mediation (does not include legal representation) on behalf of the client?

- *Group Education*. Will the applicant offer formal classes, with established curriculum and instructional goals, provided in a group or classroom setting, or other format approved by HUD covering Mortgage Modification and Mortgage Scams Assistance?
- (d) Budget Explanation. Agencies that were already awarded funding under the housing counseling NOFA issued July 26, 2010 should not include projections for funds previously awarded. Explain the proposed budget in detail. Indicate why the proposed expenditures of the requested grant funding, and associated costs, are necessary and justified, and contribute to improved efficiency and effectiveness of service delivery. In scoring this section, HUD will evaluate the degree to which the budget and the narratives clearly explain how all requested grant funds will be spent, and whether those proposed expenditures represent an appropriate and responsible use of the grant funding.
- (4) <u>Projected Performance Cost per Client</u> (4 points). Agencies that were already awarded funding under the housing counseling NOFA issued July 26, 2010 should not include projections in this application for funds previously awarded. In scoring this Section, HUD will evaluate the proposed outputs from the logic model, specifically the number of clients that the applicant estimates will be served under the proposed HUD Mortgage Modification and Mortgage Scams Assistance Housing Counseling grant for the grant period October 1, 2011, to September 30, 2012. Scoring will be based on the cost per client, compared to historical averages of similar services and similar applicants. Proposed clients served numbers will also be analyzed in the context of budget, costs, spending decisions, the types of services provided, level of effort expended, etc.

So that HUD can separately calculate cost per client for one-on-one counseling and group education, for the total HUD housing counseling grant requested, indicate:

- the dollar value that corresponds to one-on-one counseling
- the number of households to be served via one-on-one counseling
- the dollar value that corresponds to group education
- the number of households to be served via group education

The dollar values for counseling and education services <u>must add up</u> to the total housing counseling grant amount requested. Provide a context for, or qualify the number of clients the applicant projects to serve with the proposed HUD Mortgage Modification and Mortgage Scams Assistance Housing Counseling grant. Indicate how location, counseling and client types, and expenses may affect client volume, whether the impact will be short-term or long-term.

(5) <u>Projected Performance/Work Plan – Coordination</u> (10 points). HUD will evaluate the extent to which, as compared to similar applicants, the applicant can demonstrate it will coordinate proposed activities with other organizations, if applicable, with other services and products offered by the applicant's organization related to Mortgage Modification and Mortgage Scams Assistance Housing Counseling in a manner that benefits their clients. Scoring will also be based on the degree to which the applicant takes steps to avoid conflicts of interest.

(a) Partnerships / Multi-service Organizations.

Applicants must identify and describe partnerships and efforts to coordinate proposed foreclosure intervention and outreach activities with other organizations, including, but not limited to loan servicers, local government, and emergency and social services providers.

(b) Complementing Other HUD Programs. Indicate what other HUD programs your counseling services complement or support. For example, indicate involvement, if applicable, in conjunction with state or local government in HUD's Neighborhood Stabilization Program

- (NSP) or FHA Programs. For additional information about NSP, visit http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/, or for information on FHA visit http://www.hud.gov
- (c) Conflict of Interest. Describe plans to avoid conflicts of interest, such as methods for disclosing to participants that they are free to choose lenders, loan products, and homes, regardless of the recommendations made by counselors. Also describe personnel policies and practices regarding conflict of interest. *To receive full credit in this Section, the applicant must submit the disclosure form(s) it provides to clients*. A participating agency must provide to all clients a disclosure statement that explicitly describes the various types of services provided by the agency and any financial relationships between this agency and any other industry partners. The disclosure must clearly state that the client is not obligated to receive any other services offered by the organization or its exclusive partners. Furthermore, the agency must provide information on alternative services, programs and products. These plans and disclosures also will be reviewed by HUD staff as part of the performance reviews and on-site monitoring visits.
- (6) <u>Projected Performance Capacity/Efficient Use of Resources</u> (5 points). In scoring this Section, HUD will evaluate the capacity of the applicant and the applicant's proposed spending decisions.
- (a) Sufficient Staff. Agencies that were already awarded funding under the housing counseling NOFA issued July 26, 2010 should not include projections in this application for funds previously awarded. Applicants must indicate the names and titles of employees allocated to each proposed activity, as well as the corresponding staff hours for each task, and demonstrate that the applicant has the human resources to accomplish the proposed Mortgage Modification and Mortgage Scams Assistance Housing Counseling activities and serve the number of individuals the applicant proposes to serve. The staff information should include who from Factor 1 will be involved, and any new staff that will be hired for the October 1, 2011 September 30, 2012 grant period.
- (b) Percentage of Grant Funding To Be Passed Through/Salaries and Benefits. Intermediary applicants must indicate what percentage of their proposed award will be spent on directly to subgrantees and branches, and explain how passed though funds will be spent. LHCA applicants must indicate what percentage of their proposed award will be spent on the salaries and benefits of housing counselors and project directors. Explain in detail how the remaining balance of the proposed award, if any, will be spent.
- **d. Rating Factor 4: Leveraging Resources (5 Points)** Agencies previously awarded funding under the housing counseling NOFA issued July 26, 2010 may not apply previously awarded funds or proposed activities as leveraged resources or activities in this application. HUD housing counseling grants are not intended to fully fund an applicant's housing counseling program. All organizations that use housing counseling grant funds are expected to seek other private and public sources of funding for housing counseling to supplement HUD funding. Any agency that does not have other resources available will receive no points for this factor.

Applicants will be evaluated based on their ability to show that they have obtained additional resources for Mortgage Modification and Mortgage Scams Assistance Housing Counseling activities, for the period October 1, 2011 – September 30, 2012, including: direct financial assistance; fees; in-kind contributions, such as services, equipment, office space, labor; etc. Resources may be provided by governmental entities, public or private nonprofit organizations, for-profit private organizations, or other entities committed to providing

assistance. Grantees will be required to maintain evidence that leveraged funds were actually provided to the agency. Files will be reviewed by HUD staff as a part of the biennial reviews and on-site monitoring visits.

- (1) Applicants must provide a comprehensive list of all leveraged funds and in-kind contributions of foreclosure prevention and loan scams assistance funding, including any fee for service or other agreements through which servicers pay for foreclosure prevention counseling. Include the total amount and the source of funds. Applicants that fail to provide this information may not receive full points for this factor. All leveraged resources claimed by an applicant, including cash and third party in-kind, must meet all of the criteria set forth in 24 CFR 84.23 and must be accounted for in the budget form HUD424CB. Responses should be consistent with the leveraged funds amount shown on the SF424, HUD424CB and the documentation for this rating factor.
- (2) Additionally, the applicant must demonstrate leveraging by providing letters and, if applicable, copies of relevant grant agreements, from entities or individuals, or both, committing resources to the project, that include:
 - (a) The identity of the entity or individual committing resources to the project.
- (b) Dollar value of the resources to be committed. For in-kind resources with no clear total dollar value indicated, Applicants should estimate their value and describe in detail how the estimate was determined. Values for recipient contributions of services and property shall be established in accordance with the applicable cost principles.
 - (c) The type of resources to be committed.
- (d) An indication that the resources will be available during the grant period pertaining to this NOFA, October 1, 2011 September 30, 2012.
- (e) An indication that the award, or a specific portion of it, is intended for housing counseling.
- (f) The signature of an official of the entity legally able to make commitments on behalf of the entity.
- (g) No conditions that would nullify the commitment. (It is, however, acceptable for the commitment to be conditional on HUD funding.)
- (h) If a LHCA has a history of funding over the past two years from a particular source, the applicant can provide a verification of the receipt of the grant in the past,make a statement that they have applied for, and expect to receive the grant during the period October 1, 2011 September 30, 2012.
- (3) Additionally, resources provided by the applicant may count as leveraged resources. These amounts must include only funds that will directly result in the provision of Mortgage Modification and Mortgage Scams Assistance Housing Counseling services, but not resources for activities as down payment and closing cost assistance, IDA programs, and emergency services. These funds must be reflected in **Box 18 B or F** of the SF424 **and Column 2 or 8** of the HUD424CB, and be described in the narrative, including the source, and proposed use, of funds.
- (4) 24 CFR part 214 explains the conditions under which agencies participating in HUD's Housing Counseling Program are permitted to charge fees to counseling recipients. Agencies participating in HUD's Housing Counseling Program are not permitted to charge fees for default counseling.
- (5) Points for this factor will be awarded based on the amount of leveraging that meets the criterion in this section and the percentage of the applicant's total Mortgage Modification and

Mortgage Scams Assistance Housing Counseling budget that the requested HUD housing counseling funds would represent. The amount of grant funds requested will impact the ratio to score this factor, as this factor evaluates the proposed HUD grant as a percentage of the total Mortgage Modification and Mortgage Scams Assistance Housing Counseling budget.

e. Rating Factor 5: Achieving Results and Program Evaluation (10 points). Agencies that were already awarded funding under the housing counseling NOFA issued July 26, 2010 should not include projections in this application for funds previously awarded. 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.

The purpose of this factor is for the applicant to identify projected outputs and outcomes corresponding to the proposed work plan in Factor 3. The developed logic model submitted with the application will serve as a reporting tool for applicants selected to receive an award, allowing HUD to compare proposed program outputs and outcomes with actual results. In scoring this Factor, HUD will consider the appropriateness of the goals given the award the applicant is applying for and evaluate the proposed outputs and outcomes for their effectiveness and efficiency in delivering housing counseling services to the population to be serviced.

Applicants must submit a logic model for this funding. Indicate in the *logic model* exactly how many households you project to serve exclusively with this grant.

The Logic Model submission is valued at up to 10 points. The point structure for review of the Logic Model is contained in the **2010 General Section**. Applicants must select appropriate outputs and outcomes from a series of "pick lists" for the Housing Counseling Program. The pick lists can be found in the form HUD96010. Using the pick lists, for each column of the logic model, applicants can select and insert their outputs and outcomes in the appropriate columns of the logic model. Each housing counseling and education related output and outcome should only be selected once, not multiple times throughout the form.

The pick lists also provide for an associate unit of measure for each output and outcome, and applicants must utilize the measure provided that is associated to the activity. Applicants must identify projected output and outcome values that correspond to the unit of measure. For example, insert whole numbers, not percentages, when the unit of measure is 'Households'.

These amounts should represent results to be achieved entirely as a result of this grant. If, in reality, various funding sources will contribute to the services provided each individual, the applicant must only project, and subsequently report, activity for which this grant funding supports the majority of the cost of the service delivery.

The logic model collects essentially the same data fields, with a few exceptions, as the HUD9902. While the HUD9902 collects all counseling activity with all sources of funding, the logic model is the form on which the applicants project and report regarding activity specifically under the HUD Housing Counseling Grant requested through this NOFA.

Applicants should use the same methodology to complete the logic model as they do form HUD9902. Moreover, the form is designed to capture participation in each complete course on a unique education topic. For example: whether or not the course is completed in one 8- hour session, or four 2 hour classes, it is counted as one course.

In addition, HUD has provided a series of management questions, which awardees will be expected to respond to in final reporting back to HUD. The management questions place a

framework around the data you will be reporting to HUD. The management questions are included in the logic model and applicants should use them as a guide to understanding what HUD is interested in learning about regarding the major elements of your program.

The Logic Model requires applicants to identify the zip code of the location of the office of the applicant, as well as the zip code where services are provided. Should an applicant serve multiple zip codes, choose a single zip code, for example the zip code of the location of the office of the applicant, which receives a large percentage of the services provided.

Applicants must complete and submit Form HUD96010 reflecting projected outputs and outcomes under the proposed HUD grant.

The Form HUD 96010 must identify the following:

- (1) <u>Services/Outputs</u>. Outputs are the direct products of the applicant's 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, applicants should select the appropriate outputs and their associated units of measure from the choices provided in the pick list, and provide the corresponding number to be achieved for each proposed output.
- (2) <u>Outcomes</u>. 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, applicants 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 proposed outcome. Outcomes are required for all one-on-one counseling activities, but are not required for education/group sessions. Projected outcomes should reflect the number you expect to report in the HUD Housing Counseling Grant Activities column on the Form HUD9902 in Section 7.
- (3) <u>Projections</u>. In scoring this section, HUD will evaluate the degree to which projected output activity is realistic and justified, and the degree to which the logic model corresponds to the work plan described in the narrative. Applicants should make sure their entries reflect all proposed counseling and education activity under this grant. The mix of services described in the narratives should be consistent with the completed logic model. The outputs and outcomes projected in the logic model must be consistent with the projected number of clients proposed in the narrative responses to the Rating Factors.
- (4) <u>Evaluation Tools.</u> The applicant must also include in the logic model, and address in the narrative response, 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. HUD will also evaluate how the applicant will manage change, when needed. Applicants must indicate how they 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. See the Logic Model Evaluation Matrix in the **2010 General Section**.
- **B. Review and Selection Process.** Two types of reviews will be conducted.
- 1. Technical Review. First, each application will be reviewed for technical sufficiency, in other

words, whether the application meets the threshold requirements set out in this NOFA and the **2010 General Section** and whether all required forms have been submitted. The **2010 General Section** provides the procedures for corrections to deficient applications.

- **2. General Review.** The second review considers the responses to the rating factors outlined above and other relevant information. Applications will be evaluated competitively, and ranked against all other applicants that applied in the same funding category.
- **3. Rating Panels.** Detailed information on the rating review panels appears in the **2010 General Section.**
- **4. Minimum Score for Fundable Applications.** The minimum score for fundable applications is 75 points.

5. Funding Methodology

Only applicants who receive a score of 75 points or above will be considered eligible for funding. Select eligible applicants will then be funded in proportion to the score they receive. These grantees will receive the lower of either the award amount determined with the formula, or the amount actually requested by the applicant. HUD reserves the right not to fund all eligible applicants competing for these grant funds, based on the availability of funds. HUD will consider the amount of the grant being requested to be the value entered into box 18a on form SF424. The minimum award is \$200,000 for Intermediaries and \$15,000 for LHCAs.

- **6. Reallocation of Unallocated Funds**. If funds designated for a specific grant Category remain unallocated after the formulas have been run and award recommendations are determined, HUD may, at its discretion, reallocate those funds to any other funding Category or authorized use. Any reallocation will be based on demand and unmet need.
- **7. Funds Recapture.** HUD may recapture any funds unspent in the time allotted. Grantees are required to cooperate with recapture requests, including any paperwork requests. HUD may utilize recaptured funds in subsequent NOFAs, or utilize the funds in other ways authorized by the Program's appropriation. Recaptured funds will be awarded on a competitive basis.

VI. Award Administration Information

- **A. Award Notices**: Following selection, applicants will receive notification from HUD regarding their application.
- **1. Publication of Recipients of HUD Funding.** HUD's regulations at 24 CFR Part 4 provide that HUD will publish a notice in the <u>Federal Register</u> to notify the public of all decisions made by the Department. Please see the **2010 General Section** for more information on this topic.
- **2. Publication of Logic Models**. The logic models of applicants selected for award and their subsequent logic model reports will be made available to the public on HUD's website or via a link on HUD's website.
- **3. Debriefing.** Applicants may receive a debriefing on their application submission. Please see the **2010 General Section** for a further discussion of the time frame in which the debriefing request may be submitted.

B. Administrative and National Policy Requirements:

1. Environmental Requirements. In accordance with 24 CFR 50.19(b)(2), (3), (4), (9), (12), (13) of the HUD regulations, activities assisted under this program are categorically excluded

from the requirements of the National Environmental Policy Act and are not subject to environmental review under the related laws and authorities.

- **2. Audit Requirements**. Grantees that expend \$500,000 or more in federal financial assistance in a single year (this can be program year or fiscal year) must be audited in accordance with the OMB requirements as established in 24 CFR part 84. Additional information regarding this requirement can be accessed at the following website: http://harvester.census.gov/sac
- 3. Other Matters.
- a. Relocation. See the 2010 General Section.
- **b.** OMB Circulars and Government-wide Regulations Applicable to Financial Assistance **Programs.** See the **2010 General Section**.
- c. Prohibition Against Lobbying Activities. See the 2010 General Section.
- d. Procurement of Recovered Materials. See the 2010 General Section.
- f. Executive Order 13279 Equal Protection of the Laws for Faith-Based and Community Organizations. See the 2010 General Section.
- g. Salary Limitation for Consultants. See the 2010 General Section.
- h. Executive Order 13132, Federalism. See the 2010 General Section.

C. Reporting.

- **1. Fiscal Year Activity Report**. Grantees are required to submit Form HUD9902, Housing Counseling Activity Report, quarterly via HUD's web-based Housing Counseling System (HCS). The information compiled from this report provides HUD with its primary means of measuring program performance.
- **2. Program Outcome Logic Model**. If the actual award amount differs from the proposed award, Grantees are required to submit an updated Form HUD96010 Program Outcome Logic Model, and a corresponding budget, before the grant agreement will be executed. Additionally, Grantees will be required to submit an updated Form HUD96010 Program Outcome Logic Model, reflecting actual achievements, with each quarterly, midterm and final report, in accordance with the reporting requirements of the grant agreement. The information in this form provides the primary means through which HUD will monitor the ongoing performance of the grantee.

VII. Agency Contact(s)

A. Technical Assistance and **Programmatic Information.** For program related information, LHCAs should contact the Homeownership Center (HOC) serving their area, as indicated below. **Hearing and speech challenged persons** may access the telephone numbers listed below by calling the Federal Information Relay Service at 800 877-8339.

Homeownership Center	States
PHILADELPHIA HOMEOWNERSHIP CENTER Ms. Brenda Bellisario Director, Program Support Division Wanamaker Building 100 Penn Square East, 12 th Fl Philadelphia, PA 19107-3389 Brenda.Bellisario@hud.gov For programmatic information contact: Robert Wright robert.wright@hud.gov 215 861-7268	Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia
ATLANTA HOMEOWNERSHIP CENTER Ms. Gayle Knowlson Director, Program Support Division 40 Marietta Street, 9th Floor Atlanta, GA 30303-2806 Gayle.F.Knowlson@HUD.GOV For programmatic information contact: Carolyn Hogans E.Carolyn.Hogans@hud.gov 678 732-2129	Alabama, Puerto Rico, Florida, Georgia, Illinois, Indiana, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
DENVER HOMEOWNERSHIP CENTER Ms. Elaine Roberts Director, Program Support Division 1670 Broadway 23 rd floor Denver, CO 80202-4801 Elaine.A.Roberts@hud.gov For programmatic information Contact: Vic Karels Victor.E.Karels@hud.gov 303 675-1640	Arkansas, Colorado, Iowa, Kansas, Louisiana, Minnesota, Missouri, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Utah, Wisconsin, Wyoming

SANTA ANA	Alaska, Arizona, California, Hawaii, Oregon, Idaho,
HOMEOWNERSHIP CENTER	Nevada, Washington
Mr. Jerrold Mayer	
Director, Program Support Division	
Santa Ana Federal Building	
34 Civic Center Plaza, Room 7015	
Santa Ana, CA 92701-4003	
jerrold.h.mayer@hud.gov	
For programmatic information	
contact: Rhonda J. Rivera,	
rhonda.j.rivera@hud.gov	
714 796-1200 x3210	

VIII. Other Information

- **A. Webcast**. HUD may hold an informational webcast for potential applicants to learn more about the Program and the application. The Program Office will notify all eligible applicants regarding the timing of this webcast and provide viewing information.
- **B. Paperwork Reduction Act**. The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2502-0261. 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 for collecting, reviewing, and reporting the data for the application, semi-annual 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.

C. Environmental. This NOFA provides funding under 24 CFR part 214, which does not contain environmental review positions because it concerns activities that are listed in 24 CFR 50.19(b) as categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4231) ("NEPA"). Accordingly, under 24 CFR 50.19(c)(5), this NOFA is categorically excluded from environmental review under NEPA.

Dated: 5/18/11

Røbert C. Ryan

Acting Assistant Secretary for Housing-

Federal Housing Commissioner

[FR-5415-N-43]