TO: All Current and Future Sub-grantees

FROM: Bill Conner, Homebuyer Education and Training Administrator

 Washington State Housing Finance Commission

DATE: July 19, 2018

RE: **FY2018 HUD** **SuperNOFA Housing Counseling Program** **Application**

HUD recently announced the funding opportunity for the FY2018 Housing Counseling Grant. After successful grant applications from 1998 through 2017, the Washington State Housing Finance Commission (the Commission) will again apply for funding for the **HUD SuperNOFA Housing Counseling Program**.I am writing to seek your assistance in the development of the Commission’s **FY2018** application to HUD for the grant period of October 1, 2017 through September 30, 2019. You will see that the grant period is for 24 months.

For agencies not familiar with this grant, HUD carries out a nationwide, comprehensive housing counseling program through State Housing Finance Agencies. If awarded funding by HUD, the Commission will complete Housing Counseling Agreements with Sub-grantees through a Request for Qualification process.

HUD requires that the Commission document information from potential Sub-grantees prior to them becoming eligible recipients of funding from the Commission. If you are interested in participating as a Sub-grantee (either experienced or non-experienced) for potential HUD funding through the Commission on our FY2018 grant application, following is a list of items that I will need from you, including completing the attached Application Charts. Please review this Application Announcement ASAP to give you time to ask questions. Your complete application must be received, by email to bill.conner@wshfc.org no later than **Monday,** **July 30, 2018**

1. If your agency currently conducts housing counseling activities, I need the following:
2. Organization name and address;
3. Director and contact person (if different);
4. Phone numbers (including TTY, if available) & Fax;
5. E-mail address and website;
6. Federal Tax Identification Number;
7. DUNS Number.
8. Complete **all** **applicable** items in the attached **Charts A2, B2, C2, & E2** (see examples):
9. Complete all applicable items for **Chart A2 - Applicant Characteristics.**

Further description of some of the items follows here**:**

1. Indicate on **Chart A2 (Column N)** if you have adopted the “National Industry Standards for Homeownership Education and Counseling”: <http://www.homeownershipstandards.com/Home/Home.aspxx>
2. Indicate on **Chart A2 (Column S)** if you serve a “Rural Community” (see attached definition).
3. Components of Evaluation: **Chart A2 (Columns X-AE)** (See below for description):

(a) Uses reviews by senior management staff with results reported to Organization’s Board (**Column X**);

(b) Publishes performance data (such as in annual reports, press releases, trade publications, or on the Web) (**Column Y**). Provide, if applicable, link to published performance data if available online **(Column Z**);

(c) Uses their client management system (identify CMS in **Column AA**) to evaluate their performance and measure whether the goals were achieved by:

(i) Generating reports on achievement of goals for management analysis (**Column AB);**

(ii) Tracking grants (**Column AC);**

(iii) Performing Quality Control Reviews of client management system data

(**Column AD);**

(d) Pulled Credit Reports 6 months or more after counseling was completed

(**Column AE**).

Note: HUD requires all agencies receiving HUD Housing Counseling funding to have an online Client Management System (CMS) that will interface with HUD for quarterly reporting, including the HUD form 9902. Indicate on **Chart A2 (Column AA)** which system you will be using or will be using in the upcoming grant period.

(B) Complete applicable items on **Chart B2 - Services and Modes:**

 For all Counseling Services proposed under this HUD Grant.

 (Every row that begins with “# of Sub-grantees…” please leave **blank**).

 (C) Complete applicable items on **Chart C2 - Leveraging:**

 All organizations that use HUD housing counseling grant funds are expected to seek

 other private and public sources of funding for housing counseling to supplement

 HUD funding. To meet this requirement, you will need to list on **Chart C2**,all

 leveraged funds and in-kind contributions for the period **October 1, 2017 –**

 **September 30, 2019**. This includes: 1) Your organization name (Column B),

 2) Name of the entity providing funds/resources (Column C), 3) Type of funds

 (Column D), 4) Funds must be available during the grant period, 5) Use of

 funds (Column F), and 6) Amount of funds (Column G). Resources can include:

 direct financial assistance, in-kind contributions, such as services, equipment, office

 space, labor, etc. The funding sources may be **non-federal** governmental entities,

 public or private non-profit organizations, for-profit private organizations or other

 entities committed to providing you assistance. If funding is available outside of the

 FY2018 grant period, then you must pro-rate the funding to reflect the amount that

 is available during the grant period.

(E) Complete applicable items (**Rows A-E**) on **Chart E2 - Affirmatively**

 **Furthering Fair Housing:**

 Successful applicants are obliged to “affirmatively further fair housing” in their use of

 Housing Counseling grant funds. To be eligible for these grant funds, applicants must

 describe how they will do **at least one** of the activities below, or describe another

 activity they will do that affirmatively furthers fair housing (**Row** **D**). Applicants

 must also describe how they propose to **measure their outcomes** (**Row E**):

 • Providing persons with counseling, education, and/or information on discriminatory

 housing and mortgage lending practices and the rights and remedies available under

 Federal, state and local fair housing civil rights laws; or

• Creating and maintaining a database of accessible housing opportunities in the community and marketing such housing opportunities to persons with disabilities, including those who live in segregated, institutional settings.; or

• Affirmative marketing and outreach to those populations least likely to seek the counseling and education services or information marketed, including those of racial, national origin, or religious groups not normally served by the sponsoring agency, as well as person with disabilities; or

• Providing mobility counseling to help persons move to housing that is not located in

areas of poverty concentration or minority concentration, including helping persons

identify housing opportunities, helping them connect with landlords, and assisting

them with applying for such housing.

Please complete and return this information to me, by **email**, on or before **July 30, 2018**. Once again, please read this Application Announcement carefully and begin work on it ASAP. I appreciate your support and look forward to working with all of you towards another successful HUD SuperNOFA Housing Counseling Grant Application. For further information, please call me at 206-287-4449 or e-mail me at bill.conner@wshfc.org