

TO: All Current and Future Sub-grantees

FROM: Bill Conner, Homebuyer Education and Training Administrator
Washington State Housing Finance Commission

DATE: May 29, 2019

RE: **FY2019 HUD SuperNOFA Housing Counseling Program Application**

HUD recently announced the funding opportunity for the FY2019 Housing Counseling Grant. After successful grant applications from 1998 through 2018, 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 **FY2019** application to HUD for the grant period of October 1, 2018 through March 31, 2020. You will see that the grant period is for 18 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 FY2019 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 **Thursday, June 20, 2019**

1. If your agency currently conducts housing counseling activities, I need the following:
 - a) Organization name and address;
 - b) Director and contact person (if different);
 - c) Phone numbers (including TTY, if available);
 - d) E-mail address and website;
 - e) Federal Tax Identification Number;
 - f) DUNS Number.

2. Complete **all applicable** items in the attached **Charts A2, B2, & C2** (see examples):

(A) Complete all applicable items for **Chart A2 - Subgrantee Characteristics**.

Further description of some of the items follows here:

- 1) Indicate on **Chart A2 (Column K)** if you have adopted the "National Industry Standards for Homeownership Education and Counseling":

<https://www.homeownershipstandards.org/Home/Home.aspx>

- 2) Indicate on **Chart A2 (Column O1)** if you serve an “Opportunity Zone (OZ)”
<https://www.cdfifund.gov/Pages/Opportunity-Zones.aspx>

or **Chart A2 (Column O2)** “Promise Zone (PZ)” (not likely):

<https://www.hudexchange.info/programs/promise-zones/promise-zones-overview/>

(B) Complete applicable items on **Chart B2 - 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 B2**, all leveraged funds and in-kind contributions for the period **October 1, 2018 – March 31, 2020**. This includes: 1) Your organization name, 2) Name of the entity providing funds/resources, 3) Type of funds, 4) Use of funds, and 5) Amount of funds.

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 FY2019 grant period, then you must pro-rate the funding to reflect the amount that is available during the grant period.

(C) Complete applicable items (**Fields A-H**) on **Chart C2 – Vulnerable Populations:**

Successful applicants must demonstrate how they will affirmatively further fair Housing, provide access to clients with disabilities, limited English proficiency, housing choice, and inform clients of lead-based paint hazards.

Please complete and return this information to me, by **email**, on or before **June 20, 2019**. 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