Survey of HUD-Approved Housing Counseling Agencies

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If you have any questions, please contact XXX, Survey Director, at: XXX-XXX-XXXX

Please enter your login ID provided in the letter requesting your participation in the survey:
Login ID:
[CATI: If there is an error with the login ID provide a prompt to re-enter the number. Also provide the following message:
If you are unable to login please contact XXXX at XXX-XXX-XXXX or by e-mail at XXX@matrixperformance .com
CATI: ADD CONFIRMATION SCREEN DIRECTLY AFTER LOG-IN:
To confirm, you are responding to this survey on behalf of [CATI: FILL NAME OF ORGANIZATION]? ☐ Yes ☐ No → TERMINATE

TERMINATE MESSAGE AT CONFIRMATION SCREEN:

We're sorry – we are unable to process your request at this time. Someone from our staff will be in touch shortly. [CATI: ASSIGN CASE DISPOSITION – "ERROR IN LOG-IN MATCH"]

Introduction

Thank you very much for participating in this survey of HUD-approved housing counseling agencies. Your participation in this survey will provide HUD with systematic information on the state of the housing counseling industry that is simply not available from any other source. The information gathered by this survey will be of great use to HUD in making plans for how best to continue to support the housing counseling industry.

This survey is being conducted by Matrix Performance Consulting Inc. under contract with the
U.S. Department of Housing and Urban Development (HUD). The questions included in the
survey have been reviewed by the Office of Management and Budget (OMB) under the
Paperwork Reduction Act of 1965 (OMB Control #, expiration date). The estimated
time to complete this survey is 30 to 60 minutes, depending upon the scale of counseling services
provided by your organization. Participation in this Government-sponsored survey is voluntary.
Please be aware that the information provided in this survey will be kept strictly confidential. The
names or other identifying information for either individuals or organizations that respond to this
survey will not be used in any published reports or datasets nor will this identifying information be
shared with HUD.

[CATI: INSERT "CONTINUE" BUTTON" HERE AND ADD SCREEN BREAK]

To begin the survey, simply click the "Start" button below. Each screen will provide you with an opportunity to save your results and to complete the survey at a later time. To resume the survey you will be asked to re-enter your username and password. You can also provide the user name and password to co-workers to have others complete a portion of the survey. If you prefer to complete the survey on paper, please print off the pdf in the link below.

Definitions are available for terms highlighted in blue. Click the word and a dialogue box will appear with the definition. If you experience any difficulties in completing the survey or have other questions, please contact XXXX of Matrix Performance Consulting at XXX-XXX-XXXX or by e-mail at: STUDYEMAIL@matrixperformance.COM.

[CATI: INSERT "START" BUTTON" HERE AND ADD SCREEN BREAK, ADD PDF LINK AT BOTTOM OF PAGE]

In case we need to follow up with you to clarify any responses, please provide the following contact information:

a.	Name of primary person completing the survey:	
b.	Title:	
c.	Phone number:	
d.	E-mail address:	

Section A. Organization Information

In what year was your organization legally incorporated?

[Enter Four Digit Year]

CATI: SKIP TO QUESTION 3 IF SERVICE TYPES ARE NOT IDENTIFIED IN THE SAMPLE FILE. OTHERWISE, ASK QUESTION 2.

 Based on 9902 data reported by your organization to HUD, our records indicate that your organization served at least 25 of each of the following type of housing education and counseling during Fiscal Year 2006.

CATI: DISPLAY HOUSING EDUCATION AND COUNSELING SERVICES FROM THE FOLLOWING LIST THAT ARE IDENTIFIED FOR THIS ORGANIZATION IN THE SAMPLE FILE.

CATI: CREATE HYPERLINK OFF BLUE WORD TO TEXT BOX SHOWING THIS DEFINITION: Throughout this survey "education" refers to group sessions while "counseling" refers to one-on-one sessions with individuals.

	Homebuyer education workshops Post-purchase homeowner workshops Predatory lending workshops Assistance on fair housing issues Pre-purchase homebuyer counseling Post-purchase homeowner counseling to resolve or prevent mortgage delinquency Counseling related to Home Equity Conversion Mortgages Post-purchase counseling regarding mortgage refinancing Counseling related to locating, securing or maintaining residence in rental housing Counseling related to shelter or services for the homeless
Is this an accurate I Year 2006?	ist of your housing education and counseling service volumes in Fiscal
<u> </u>	Yes (skip to Question 6) No (continue to Question 3)

organization provide? or prevent mortgage ortgages						
inancing ining residence in omeless						
t least 25 (twenty five)						
CATI: ONLY DISPLAY THOSE SERVICES CHOSEN IN QUESTION 3 ABOVE AS ANSWERS.						
 5. Approximately how many total housing education and counseling clients did you serve over the most recent 12-month period for which you have information available? [Enter Whole Number] 6. How many years has your organization provided each of these types of services? 						
NTIFIED IN THE						
THE GRID BELOW						
11+ years						
 7. Which of the following would you say is the primary mission of your organization? Please select only one option that most closely aligns with your primary mission. ☐ Housing counseling ☐ Housing stabilization 						
t E ria						

		Neighborhood or community development Consumer credit counseling Community action agency Anti-poverty agency Legal services Economic development Employment agency Human service organization Fair housing agency
8.	identified previousl provide? Check all organization; pleas	ousing counseling and education services provided by your organization y, which of the following additional services does your organization of that apply. (Only indicate services provided directly by your se exclude services provided by other organizations that you partner with.) Financial literacy education or counseling Individual development accounts (IDAs) Credit counseling for people with debt problems Bankruptcy counseling Debt management plan creation and administration Down payment and closing cost assistance programs for homeownership
		First mortgage financing for homeownership Home improvement loans for homeownership Construction management Housing development Mortgage brokerage Legal services or advocacy Commercial real estate development Rental property ownership or management Housing search/housing placement Intake and referral to other social service programs Administer housing shelter program Administration of rental housing subsidies (Section 8, etc) Administer other funding for housing issues Assistance with fair housing issues Mental Health services
		Food or nutrition services Neighborhood Planning Job training or education Micro-enterprise or small business development Community organizing Farm worker services Community infrastructure development Economic development lending Other (detail)

9. How many full-time employees are employed by your organization? Count all staff, including staff involved in activities other than housing education and counseling. A full-time employee is anyone that works at least a 35-hour workweek. (Include volunteers who fill regular staff positions. Exclude temporary staff and professional services conducted by third parties such as accounting, bookkeeping, and legal counsel.)

	Number of Full-time employees
10.	How many part-time employees are employed by your organization? Count all staff, including staff involved in activities other than housing counseling. A part-time employee is anyone that works less than a 35-hour workweek. (Include volunteers who fill regular staff positions. Exclude temporary staff and professional services conducted by third parties such as accounting, bookkeeping, and legal counsel.)
	Number of Part-time employees

Section B. Housing Education and Counseling Management and Staff

11.	Does your organization currently have a program manager position to oversee housing counseling services?			
	☐ Yes (skip to question 12)☐ No (skip to question 13)			
12.	Approximately what percentage of the program manager position's time is devoted to overseeing housing counseling services?			
	[Enter Percent]			
For	OGRAMMER: PLEASE DISPLAY QUESTIONS 13 AND 14 ON THE SAME SCREEN] the next two questions, we are interested in all <u>full-time</u> staff that participate in or support sing education and counseling activities, even if they only do this work for a portion of their .			
13.	How many full-time employees support your housing education and counseling activities?			
	Please include employees that provide housing education and counseling, client intake services, marketing and outreach, program management, or administrative support.			
	Do not include employees who exclusively provide education or counseling services in which housing issues may be a secondary concern (for example, consumer credit debt counseling).			
	A full-time employee is anyone that works at least a 35-hour workweek.			
	Number of Full-time Staff			
14.	Of the full-time employees identified in the previous question, how many are dedicated exclusively to supporting your housing education and counseling activities?			
	Number of Staff			
For	OGRAMMER: PLEASE DISPLAY QUESTIONS 15 AND 16 ON THE SAME SCREEN] the next two questions, we are interested in all <u>part-time</u> staff that participate in or support sing education and counseling activities, even if they only do this work for a portion of their .			
15.	How many part-time employees support your housing education and counseling activities?			
	Please include employees who provide housing education and counseling, client intake services, marketing and outreach, program management, or administrative support.			
	Do not include employees who exclusively provide education or counseling services in which housing issues may be a secondary concern (for example, consumer credit debt			

counseling).

	A part-time employee is anyone that works less than a 35-hour workweek.				
	Number of Part-time Staff				
16.	Of the part-time employees identified in the previous question, how many are dedicated exclusively to supporting your housing education and counseling activities?				
	Number of Staff				
	ne next set of questions, we are asking about employees who are <u>housing educators or</u> nselors. Please do not include housing education/counseling support staff or management.				
17.	How many of your employees provide housing education and counseling services?				
	Include staff that deliver pre-purchase, post-purchase, or predatory lending workshops, or provide individual counseling for clients on topics related to pre-purchase homeownership, post-purchase homeownership, rental housing, or homeless assistance.				
	Number of Staff				
18.	How many of your staff provide the following types of education and counseling services?				
	CATI: PROGRAM SO THAT ONLY THOSE SERVICES CHECKED IN QUESTION 4 OR LISTED IN THE SAMPLE FILE APPEAR IN THE GRID BELOW				
	4 OR LISTED IN THE SAMPLE FILE APPEAR IN THE GRID BELOW				
Ser Etc	# of Staff viceType#1 # OR LISTED IN THE SAMPLE FILE APPEAR IN THE GRID BELOW # of Staff				

20.	Of the [FILL IN NUMBER FROM Q17] staff you identified as providing housing education and counseling, how many of your housing educators/counselors are women, and how many are men?
	Number of women Number of men
21.	Of the [FILL IN NUMBER FROM Q17] staff you identified as providing housing education and counseling, how many of your housing educators/counselors have the following levels of education:
	Less than high school graduate High school graduate only 2-year college degree 4-year college degree Masters degree or Ph.D. Not known

Section C. Organizational Relationships

22. We would like to identify the national and regional organizations that you are affiliated with. By "affiliated" we mean that you either are a member of this organization, receive funding from them, follow their service standards, receive training/certification from them, use their curriculum, and/or get other tools or resources from them. Please identify all of the following organizations that you have some affiliation with (check all that apply)

	We receive funding from this organization	We receive training/ certification from this organization	We follow their service standards or use their curriculum	We have some other affiliation with this organization
American Association of Retired Persons (AARP)				
Association of Community Organizations for Reform (ACORN)				
Catholic Charities				
Housing Partnership Network				
HomeFree-USA				
Mission of Peace				
Money Management International				
National Association of Real Estate Brokers (NAREB)				
National Council of La Raza (NCLR)				
National Credit Union Foundation (NCUF)				
National Foundation for Credit Counseling (NFCC)				
National Urban League				
NeighborWorks® America				
Rural Community Assistance Corporation (RCAC)				
Structured Employment Economic Development Corporation (Seedco)				
State housing finance agency				
Statewide or regional housing counseling collaborative				
Other (Please specify)				
Other(Please specify)				

23. Please indicate whether your organization is CURRENTLY partnering with any of the following entities to provide housing education/counseling services. By "partnering" we mean that these organizations provide you with client referrals, operating or capital funding, training materials, office or meeting space, volunteers, supplies, or special products or services for your clients (such as loan products not available to the general public). *Check all that apply.*

	They provide client referrals	They provide our organization with financial support, staff support, or in kind resources	They provide products or services for our clients (such as financial assistance or loan products)	We have some other affiliation with them
Colleges and universities				
Local employers				
Faith-based institutions				
Banking or mortgage institutions				
Insurance companies				
Legal services agencies				
Local government				
Local business associations				
Other nonprofit housing organizations				
Real estate brokerage companies				
Homeless shelters				
Social service agencies				
Utility companies				
For-profit housing developers				

Section D. Organizational Budget

24.	Approximately what was your organization's total operating budget in your completed fiscal year? \$ [Enter amount]	most recently				
25.	5. Approximately what was your organization's operating budget specifically for housing counseling for your most recently completed fiscal year (include costs for outreach, intake, education, counseling, and associated overhead; but exclude costs for grants, loans, financial assistance, or in-kind goods provided to clients):					
	\$ [Enter amount]					
26.	26. Please enter the approximate amounts of your funding for housing counseling that came from the following sources: (You may approximate if necessary, but total should be close to amount reported in Question 25.)					
		Percent				
Fees	s paid directly by housing counseling clients					
HUE	housing counseling funds (including those received thru intermediaries)					
Local government (city and county)						
Stat	State government or agency (including housing finance agency)					
Fina	Financial institutions					
Fou	Foundations					
Nati	onal intermediaries (other than pass through of HUD housing counseling					
fund	s)					
All C	Other Sources					

CATI: SHOW TOTAL AMOUNT REPORTED. CHECK THAT TOTAL IS WITHIN 5% OF TOTAL REPORTED IN QUESTION 25.

Section E. Service Delivery

27. For each type of education/counseling that your organization provides, please indicate all the ways that clients find out about or are referred to the service: *Check all that apply*

CATI: PROGRAM SO THAT ONLY THOSE SERVICES CHECKED IN QUESTION 4 OR LISTED IN THE SAMPLE FILE APPEAR IN THE GRID BELOW

	Word-of- mouth	In response to outreach or marketing	Referred by Other Nonprofit	Referred by Government agencies	Referred by Financial institution	Through agency or HUD web site	Other sources, or Unknown
Service Type #1							
Service Type #2							
Service Type #3							
Etc.							

28. Now, please indicate the most common way clients find out about or are referred to each of the services listed below: *Check one for each service listed.*

CATI: PROGRAM SO THAT ONLY THOSE SERVICES CHECKED IN QUESTION 4 OR LISTED IN THE SAMPLE FILE APPEAR IN THE GRID BELOW. ONLY ALLOW THOSE REPONSES GIVEN IN QUESTION 19.

	Word-of- mouth	In response to outreach or marketing	Other	Referred by Government agencies	Referred by Financial institution	Through agency or HUD web site	Other sources, or Unknown
Service Type #1							
Service Type #2							
Service Type #3							
Etc.							

29. Please indicate which data tracking tools you use for client management by each type of housing counseling services provided by your organization. *Check all that apply.*

CATI: PROGRAM SO THAT ONLY THOSE SERVICES CHECKED IN QUESTION 3 OR LISTED IN THE SAMPLE FILE APPEAR IN THE GRID BELOW.

	Home Counselor Online	Counselor Max	Nstep	Other electronic database	No electronic database (paper files)
Service Type #1					
Service Type #2					
Service Type #3					
Etc.					

30. Do you do any of the following types of follow-up with clients AFTER they have completed their housing education or counseling services or otherwise are no longer being assisted by your organization? *Check all that apply.*

CATI: PROGRAM SO THAT ONLY THOSE SERVICES CHECKED IN QUESTION 4 OR LISTED IN THE SAMPLE FILE APPEAR IN THE GRID BELOW. IF "NO FOLLOW UP SELECTED, DO NOT ALLOW FOR OTHER BOXES IN THAT ROW TO BE CHECKED.

	Telephone Calls	Mail Survey	In person interview	Contact with other service providers	Other types of follow- up	No follow- up
Service Type #1						
Service Type #2						
Service Type #3						
Etc.						

31. For each of the following types of housing education/counseling services, please estimate the average total amount of time spent working with a "typical" client in group sessions/workshops, one-on-one counseling sessions, or case management services where the client is not present (for example, advocating for the client with public agencies, the courts, or private parties):

CATI: CREATE HYPERLINK OFF BLUE WORD TO TEXT BOX SHOWING THIS DEFINITION: By "typical" we mean the process that is used by the majority of your clients. If there is no one process that represents a clear majority of your clients, please indicate the process varies.

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	Average total hours in group sessions	Average total hours in one-on-one counseling sessions	Average total hours of case management without client present
Service Type #1	hours	hours	hours
Service Type #2	hours	hours	hours
Service Type #3	hours	hours	hours
Etc.	hours	hours	hours

CATI: PROGRAM SO THAT QUESTIONS 32 THROUGH 39 ARE ONLY ASKED IF "PRE-PURCHASE HOMEBUYER COUNSELING" IS CHECKED IN QUESTION 4, OR APPEARS IN THE SAMPLE FILE

32.	Has your organiza services?	tion utilized video-conference counseling to provide housing counseling
	_ _ _	Yes No, but considering using it No, and not considering using it
33.	Has your organiza	tion utilized telephone counseling to provide housing counseling services?
	_ _ _	Yes No, but considering using it No, and not considering using it
34.	Has your organiza services?	tion utilized online / internet counseling to provide housing counseling
	_ _ _	Yes No, but considering using it No, and not considering using it

35.	For clients seeking pre-purchase homebuyer education or counseling, approximately what share receive the following bundles of services: (Note: total should add to 100%)						
	% Only attend a workshop or other group session Only receive one-on-one counseling						
	% Both attend workshops and receive one-on-one counseling						
	CATI: CHECK THAT TOTAL REPORTED SUMS TO 100%. IF NOT, PROMPT RESPONDENT TO CHECK RESPONSES SO THAT TOTAL EQUALS 100%.						
36.	For clients seeking pre-purchase homebuyer education or counseling, what is the estimated share of last year's clients by homeownership readiness status as of when they begin counseling? (Note: total should add to 100%)						
	 Mear-ready (ready to buy a first home within 0-3 months) Short-term (ready to buy a first home within 3-6 months) Long-term (ready to buy a first home after 6 months) Unknown 						
	CATI: CHECK THAT TOTAL REPORTED SUMS TO 100%. IF NOT, PROMPT RESPONDENT TO CHECK RESPONSES SO THAT TOTAL EQUALS 100%.						
37.	For clients seeking pre-purchase education or counseling assistance, do you conduct a needs assessment to determine the type or extent of services they should receive? No, clients generally receive a standard set of services regardless of their circumstances Yes, a formal or systematic needs assessment is done using a standard process driven by a checklist or software Yes, each clients needs are assessed but the process is informal without the aid of checklists or software						
38.	For homebuyer education workshops, what curriculum does your organization use? (CHECK ALL THAT APPLY) Realizing the American Dream by NeighborWorks® America Keys to Homeownership by National Foundation for Consumer Credit CreditSmart by Freddie Mac Your own locally-developed materials Other (Please specify)						
39.	Do you typically involve any of the following outsiders as presenters in your homebuyer workshops? (CHECK ALL THAT APPLY) Real estate agents Mortgage lenders or brokers Attorneys Title or escrow agents Home inspectors Representatives of government agencies providing homebuyer assistance						

CATI: PROGRAM SO THAT QUESTIONS 40 THROUGH 41 ARE ONLY ASKED IF "PRE-PURCHASE HOMEBUYER COUNSELING" IS CHECKED IN QUESTION 4, OR APPEARS IN THE SAMPLE FILE

40.	Approximately what share of your post-purchase homeowner counseling to resolve a mortgage delinquency is conducted using the following methods?
	% Telephone% In person% Other% Don't know
41.	Approximately what share of your clients seeking counseling to resolve a mortgage delinquency have the following factors as the primary cause of their mortgage delinquency?
	% Health problem or disability% Home repair costs or problem with home improvement
	% Increase in non-housing related expenses
	% Mortgage origination or appraisal fraud, or an unsuitable loan product for borrower's initial situation
	% Don't know
42.	What services do you provide for borrowers seeking post-purchase mortgage delinquency counseling (Check all that apply):
	 Advocacy with loss mitigation staff at major lenders/servicers Budget and debt counseling
	Legal assistance (directly or through referral)
	Financial assistance to meet mortgage payments
	Financial assistance for emergency home repairsOther

Section F. Policy Questions

43. What are the most significant challenges for your organization's housing education/counseling program?

caacation/couriscining program.							
	Very significant	Somewhat significant	Not all significant				
Funding for							
organizational							
operations							
Funding for clients'							
housing or social							
service needs							
Staff retention							
Staff expertise/training							
Competition from other							
service providers							
Client retention							
Marketing and							
outreach							
Responsiveness of							
other service providers							
Other (Fill)							

44. Please rate your agreement with the following statements about HUD's roles in supporting the housing counseling industry.

	Agree a lot	Agree a little	Disagree a little	Disagree a lot
HUD should have a more				
rigorous process for				
certifying housing				
counseling agencies				
HUD should set standards				
for housing counseling				
HUD should endorse				
another entity to set				
standards for housing				
counseling				
HUD should provide quality				
control for housing				
counseling services				
HUD funding is worth the				
administrative burden				
HUD funding is worth the				
restrictions it comes with	_	_	_	_
HUD should increase				
funding for housing		_	_	_
counseling				

45. Please indicate which types of standards that you feel should be established either by HUD or another entity for the housing education and counseling industry. Please check each box where you feel standards are needed.

CATI: PROGRAM SO THAT ONLY THOSE SERVICES CHECKED IN QUESTION 3 OR LISTED IN THE SAMPLE FILE APPEAR IN THE GRID BELOW.

	Certification	Curriculum	Data	Formal	No standards
	standards	standards	Tracking and	service	are needed
	are needed	are needed	Reporting	delivery	
	for staff	for education	Standards	protocols are	
		sessions	are needed	needed	
Service Type					
#1					
Service Type					
#2					
Service Type					
#3		_	_		_
Etc.					

46. Please use the following space to provide any further comments on either the challenges facing the housing counseling industry, HUD's role in supporting this industry, or concerns that were not captured by this survey.

CATI	ALLOW FOR	AN OPEN-ENDED	TEXT RESPONSE.
CAII.	ALLUW FUR	AN OPEN-CINDED	TEXT RESPONSE.

Thank you very much for your participation in this survey. If you have any questions regarding the survey please contact the survey director, XXX of Matrix Performance Consulting, toll-free at 1-888-XXX-XXXX or by e-mail at XXX@matrixperformance.com.