

OMB Approval #: 2502-0567

Exp Date: xx/xx/xxxx

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**“HUD’s Office of Housing Counseling will use the information collected to evaluate housing counselors on a nation-wide basis. This information is required to be eligible for the Department of Housing and Urban Development’s Section 1701x) and Section 4 of the Department of Housing and Urban Development Reform and Consumer Protection Act. There are no assurances of confidentiality. HUD will not collect or use the information unless it displays a currently valid OMB control number.”**

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and rank applications. The housing counseling training grant program provides train  
: grant award as authorized by Section 106 of the Housing and Urban Development  
Act (42 U.S.C. 3533) as amended by Subtitle D - Office of Housing Counseling of Do  
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## General Instructions for HUD-92910

Applicants must provide completed Housing Counseling Training Charts as a required part of their application submission. There are six charts in this spreadsheet that must be completed in their entirety by all applicants to receive full points. The completed charts and exhibits along with the narrative are the basis for evaluating the application.

## Chart A - Past Performance

Applicant Name:

### Instructions:

- List each housing counseling training course that you and your applicant partners provided between June 1, 2016 to May 31, 2017. If the same course was provided multiple times during this time period, list the course name in **Column B** and the number of times it was provided in **Column D**. Do not create a separate entry for each time the course was provided. If the course was on-line, list the number of class offerings as 1.
- If the same course was provided using multiple delivery methods (in person, online / web based), create a separate entry for each delivery method. For purposes of completing this chart, use the following definitions for the three delivery methods:
  - In-Person: The course is provided to counselors in a face-to-face classroom setting. This includes place based training and national institute training.
  - Web-Based:
    - Online Non-Interactive: The course is provided to counselors electronically and does NOT allow for realtime instructor-counselor interaction.
    - Online / Interactive / Web-Based: The course is provided to counselors electronically and allows for realtime instructor-counselor interaction.
- Core Topic Components Included (**Column F**): Indicate which courses include at least one of the six core components listed below:
  - o Financial Management
  - o Property Maintenance
  - o Responsibilities of homeownership and tenancy
  - o Fair housing laws and requirements
  - o Housing affordability
  - o Avoidance of, and responses to, rental and mortgage delinquency and avoidance of eviction and mortgage default
- Learning Checks Including an Examination (**Column J**): Indicate if learning checks and an examination were required to pass the course
  - Course Duration (**Column M**): For online courses, if there is no standard course duration, provide the average time required for counselors to complete the course (in hours).

\*Definition of Scholarships: Full Scholarships: Travel (Including lodging, transportation, and per diem) + Tuition

See above for Instructions for completing this Past Performance chart

Course Name	Delivery Method (Choose One): In-Person Web-Based - •Online Non-Interactive • Online / Interactive	Number of Courses Provided from 6-1-16 to 5-31-17	Total # of Counselors Trained	Core Topic Components Included	HECM Default Courses Offered	Disaster Courses Offered	Measured Student Satisfaction?	Learning Checks Including an Examination	Number of Counselors from Rural/Underserved Areas	Course provided in multiple languages?	Course Duration (In Hours)	Number of Scholarships Anticipated (See definition above)*			Cost per Student (see NOFA definition)	Course used for housing counselor certification?	Brief Course Description (If the course is used for a housing counseling certification, include a description of how it is used in the certification process.)
												Travel Only	Full Scholarships	Tuition Only			
Example Course A	In-Person	5	125	X	15	2	X	25	X	X	8	25	100	75	\$750	X	1 - 3 sentence course description.
Example Course B	Online / Interactive	3	60	X	5	3	X	15	X	X	6	n/a	n/a	20	\$150	X	1 - 3 sentence course description.
Example Course C	Online Non-Interactive	7	240	X	4	1	X	10	X	X	3	n/a	n/a	40	\$75	X	1 - 3 sentence course description.

Course Name	Delivery Method (Choose One): In-Person Web-Based - ●Online Non-Interactive ● Online / Interactive	Number of Courses Provided from 6-1-16 to 5-31-17	Total # of Counselors Trained	Core Topic Components Included	HECM Default Courses Offered	Disaster Courses Offered	Measured Student Satisfaction?	Learning Checks Including an Examination	Number of Counselors from Rural/Underserved Areas	Course provided in multiple languages?	Course Duration (In Hours)	Number of Scholarships Anticipated (See definition above) *			Cost per Student (see NOFA definition)	Course used for housing counselor certification?	Brief Course Description (If the course is used for a housing counseling certification, include a description of how it is used in the certification process.)
												Travel Only	Full Scholarships	Tuition Only			

## Chart B - Proposed Performance

Applicant Name:

### Instructions:

- List each housing counseling training course that you and your applicant partners intend to provide and the number of times it will be provided in **Column D**. Do not create a separate entry for each time the course is provided.
- If the same course was provided using multiple delivery methods (in person/web based), create a separate entry for each method.
  1. In-Person: The course is provided to counselors in a face-to-face classroom setting. This includes in-person training, seminars, and workshops.
  2. Web-Based:
    - a. Online Non-Interactive: The course is provided to counselors electronically and does not require interaction with the instructor or other participants.
    - b. Online / Interactive / Web-Based: The course is provided to counselors electronically and requires interaction with the instructor or other participants.
- Core Topic Components Included (**Column F**): Indicate which courses include the six core components listed below.

o Property Maintenance

o Responsibilities of homeownership and tenancy

o Fair housing laws and requirements

o Housing affordability

o Avoidance of, and responses to, rental and mortgage delinquency and avoidance of eviction and re

examination will be required to pass the course

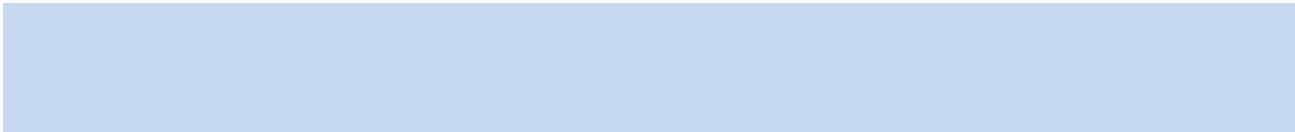
- Course Duration (**Column M**): For online courses, if there is no standard course duration, provide the duration of the course.
  - \*Definition of Scholarships: Full Scholarships: Travel (Including lodging, transportation,

See above Instructions for completing this Proposed Performance Chart

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Course Name	Delivery Method (Choose One): In-Person Web-Based - • Online Non-Interactive • Online / Interactive	Number of Courses Proposed in 7-1-18 to 6-3
Example Course A	In-Person	5
Example Course B	Online / Interactive	3
Example Course C	Online Non-Interactive	7





le between July 1, 2018 to September 30, 2019. If the same course will be provided multiple times, list each offering as a separate entry. If the course was on-line, list the number of class offerings as 1. List each offering as a separate entry for each delivery method. For purposes of completing this chart, use the following codes to describe the training: 1. Place based training and national institute training. 2. Online training that does NOT allow for realtime instructor-counselor interaction. 3. Online training that is asynchronous and allows for realtime instructor-counselor interaction. 4. Other training methods listed below:

- o Financial Management
- o Mortgage Default
- o Performance Learning

Provide the average time required for counselors to complete the course (in hours). (in hours) + Tuition and per diem) + Tuition



							ed Areas			Number of Scholarships Anticipated (See definition above)*
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le times during this time period, list the course name in **Column B** and the definitions for the three delivery methods:

Checks Including an Examination (**Column J**): Indicate if learning checks and an



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Cost per Student (see NOFA definition)	Course used for housing counselor certification	Course includes Information on Managing Str	Brief Course Description (If the course is used for a housing counseling certification, include a description of how it is used in the certification process.)
\$750	X	X	1 - 3 sentence course description.
\$150	X	X	1 - 3 sentence course description.
\$75	X	X	1 - 3 sentence course description.

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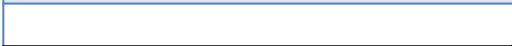
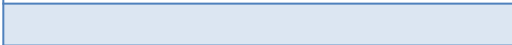
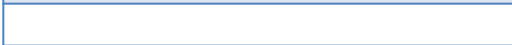
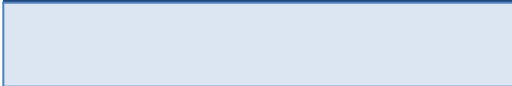
## Chart C - Budget

Applicant Name:

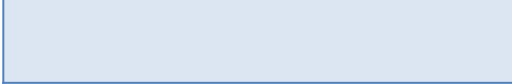
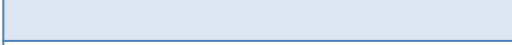
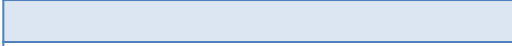
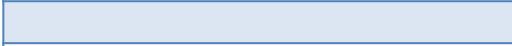
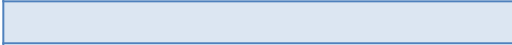
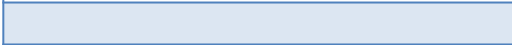
**Instructions:** Complete all applicable sections below with your actual expenditures

Actual Expenditures for June 1, 2016 - May 31, 2017 Training Grant****	
Expense Items	Actual Expenditures - grant funds
Staff Salaries	
Staff Fringe Benefits	
Consultant/Trainer Fees	
Rent/Office	
Rent/Training Venues	
Travel/Consultant/Trainer**	
Travel/Staff**	
Full Scholarships*	
Tuition Scholarships	
Travel Scholarships**	
Equipment	
Telephone/internet/Website	
Delivery Services	
Printing / Production of Class Materials	
Other Expenses (describe)*** or add lines if needed	
Training Partners	
Sub-grantee disbursements	
Indirect Costs (indirect cost rate:     )	
<b>TOTAL EXPENDITURES</b>	<b>0</b>
Percent of HUD Grant Spent on Scholarships:	#DIV/0!
Notes:	

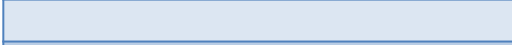
	<b>* Full Scholarship includes travel (lodging, transportation and perdiem) + Tuition</b>	
	<b>** Travel (lodging, transportation and perdiem)</b>	
	<b>*** Add budget items not listed in the "Other Expenses" line and describe in detail in the comments box.</b>	
	<b>**** Applicants who did not receive a training grant should provide expenditures from all other sources.</b>	



**Actual Expenditures - all sources**



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n including subgrantee resources, if

Use of Funds	Amount of Funds
Pre-purchase education/certification class	\$ 50,000
on-line testing development	\$ 10,000
Hsg Counselor Education Program	\$ 7,500
Space for in-person classes	\$ 12,000
Copy training materials/Handouts	\$ 5,000

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In this  
provide place based training. This can be lenders, local  
tion will be used in your agency leveraging.

**Definition of Training Partners:**  
*counseling training services to housing counselors  
am. They may be governmental agencies, non-  
housing finance agencies, state, local and tribal  
ations, HUD approved housing counseling agencies*

Number of Events	Proposed amount of Training Partner contribution for 7-1-18 to 9-30-19	Past amount of Training Partner contribution from 6-1-16 to 5-31-17

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