

**HUD Form # (92910), TITLE (All Charts for TNOFA)**

The TNOFA charts have been revised to reduce burden on applicants and make sure application reviewers are receiving consistent information needed to score the application.

LOCATION	CURRENT TEXT	REVISED TEXT
Chart A, Instructions	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Applicants must complete all the charts in this spreadsheet. NOTE: There are five tabs in this spreadsheet: Chart A - Past Performance, Chart B - Proposed Performance, Chart C - Budget, Chart D - Leveraging and Chart E - Training Partners - THIS IS CHART A</li> <li>• 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.</li> <li>• 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:               <ol style="list-style-type: none"> <li>1. In-Person: The course is provided to counselors in a face-to-face classroom setting. This includes place based training and national institute training.</li> <li>2. Web-Based: a. Online Non-Interactive: The course is provided to counselors electronically and does NOT allow for realtime instructor-counselor interaction.</li> <li style="padding-left: 40px;">b. Online / Interactive / Web-Based: The course is provided to counselors electronically and allows for realtime instructor-counselor interaction.</li> </ol> </li> <li>• Core Topic Components Included (Column F): Indicate which courses include at least one of the six core components listed below:               <ul style="list-style-type: none"> <li>o Financial Management</li> <li>o Property Maintenance</li> <li>o Responsibilities of homeownership and tenancy</li> <li>o Fair housing laws and requirements</li> <li>o Housing affordability</li> <li>o Avoidance of, and responses to, rental and mortgage delinquency and avoidance of eviction and mortgage default</li> </ul> </li> <li>• Learning Checks Including an Examination (Column H): Indicate if learning checks and an examination were required to pass the course</li> </ul>	<p>Instructions:</p> <p>List the number of training courses by delivery method that you and your applicant partners intend to provide during the period of performance stated in this Training NOFA. Use the following definitions for the three delivery methods:</p> <ol style="list-style-type: none"> <li>1. In-Person: The course is provided to counselors in a face-to-face classroom setting. This includes place based training and national institute training.</li> <li>2. Web-based: Online Non-Interactive: The course is provided to counselors electronically and does NOT allow for realtime instructor-counselor interaction.</li> <li>3. Web-based: Online / Interactive: The course is provided to counselors electronically and allows for realtime instructor-counselor interaction.</li> </ol> <p>Column G - Performance Learning Checks Including an Examination: Indicate the number of courses with learning checks and examinations that will be required to pass the course</p> <p>NOTE: ALL DATA ENTERED BELOW IS NUMERIC. DO NOT ENTER X FOR ANY RESPONSE. Refer to NOFA for definition of Scholarships</p>

	<ul style="list-style-type: none"> <li>Course Duration (Column K): For online courses, if there is no standard course duration, provide the average time required for counselors to complete the course (in hours).</li> </ul>	
Chart A, Column B.	Deleted	Old Column C is now Column B
Chart A, Previous Column D, currently Column C	Number of courses Provided in FY16	Number of courses provided during the period of performance described in the Training NOFA
Chart A, Previous Column E, currently Column D	Total # of Counselors Trained	Number of counselors trained during the period of performance described in the TNOFA
Chart A, Previous Column F, currently Column E	Core Topic Components Included	Number of courses that addressed Departmental Priorities (Example: Disaster, HECM Default)
Chart A, Previous Column G, currently Column F	Measured Student Satisfaction?	Number of courses in which student satisfaction was measured
Chart A, Previous Column H, currently Column G	Learning Checks Including an Examination	Number of courses in which learning checks were included in examination
Chart A, Previous Column I, currently Column H	Number of Counselors from Rural/Underserved Areas	Number of counselors by Delivery Method that include rural, lower income, persons of disabilities and other under-served and underrepresented
Chart A, Previous Column J, currently Column I	Course provided in multiple languages?	Number of courses provided in multiple languages
Chart A, Previous Column K, currently Column J	Course Duration (In Hours)	Average number of hours per Delivery Method
Chart A, Previous Column L, currently Column K	Number of Scholarships Awarded Lodging Only	Number of scholarships provided to individuals with limited English proficiency, rural, lower income, persons with disabilities and other under-served and underrepresented
Chart A, Previous Columns M, N and O, currently Column L	Number of Scholarships Awarded (M) Full Scholarships, (N) Tuition Only, (O) Tuition and Lodging	Total # of scholarships (all types with all funding)
Chart A, Previous Column P, currently Column M	Cost per Student (see NOFA definition)	Average cost per student by Delivery Method
Chart A, Column Q	Course used for housing counseling certification?	Deleted
Chart A, Column R	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)	Deleted
Chart B, Instructions	<p>Instructions:</p> <ul style="list-style-type: none"> <li>Applicants must complete all the charts in this spreadsheet. NOTE: There are five tabs in this spreadsheet: Chart A - Past Performance, Chart B - Proposed Performance, Chart C - Budget, Chart D - Leveraging and Chart E - Training Partners - THIS IS CHART B</li> <li>List each housing counseling training course that you and your applicant partners intend to provide between June 1, 2016 to May 31, 2017. If the</li> </ul>	<p>Instructions:</p> <p>List the number of training courses by delivery method that you and your applicant partners intend to provide during the period of performance stated in this Training NOFA. Use the following definitions for the three delivery methods:</p> <ol style="list-style-type: none"> <li>In-Person: The course is provided to counselors in a face-to-face classroom setting. This includes place based training and national</li> </ol>

	<p>same course will be provided multiple times during this time period, list the course name in Column B and the number of times it will be 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.</p> <ul style="list-style-type: none"> <li>If the same course was provided using multiple delivery methods (in person/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: <ol style="list-style-type: none"> <li>In-Person: The course is provided to counselors in a face-to-face classroom setting. This includes place based training and national institute training.</li> <li>Web-Based: <ol style="list-style-type: none"> <li>Online Non-Interactive: The course is provided to counselors electronically and does NOT allow for realtime instructor-counselor interaction.</li> <li>Online / Interactive / Web-Based: The course is provided to counselors electronically and allows for realtime instructor-counselor interaction.</li> </ol> </li> </ol> <ul style="list-style-type: none"> <li>Core Topic Components Included (Column F): Indicate which courses include the six core components listed below: <ul style="list-style-type: none"> <li>Financial Management</li> <li>Property Maintenance</li> <li>Responsibilities of homeownership and tenancy</li> <li>Fair housing laws and requirements</li> <li>Housing affordability</li> <li>Avoidance of, and responses to, rental and mortgage delinquency and avoidance of eviction and mortgage default</li> </ul> </li> <li>Learning Checks Including an Examination (Column H): Indicate if learning checks and an examination will be required to pass the course</li> <li>Course Duration (Column K): For online courses, if there is no standard course duration, provide the average time required for counselors to complete the course (in hours).</li> </ul> </li> </ul>	<p>institute training.</p> <ol style="list-style-type: none"> <li>Web-based: Online Non-Interactive: The course is provided to counselors electronically and does NOT allow for realtime instructor-counselor interaction.</li> <li>Web-based: Online / Interactive: The course is provided to counselors electronically and allows for realtime instructor-counselor interaction.</li> </ol> <p>Column G - Performance Learning Checks Including an Examination: Indicate the number of courses with learning checks and examinations that will be required to pass the course</p> <p>NOTE: ALL DATA ENTERED BELOW IS NUMERIC. DO NOT ENTER X FOR ANY RESPONSE. Refer to NOFA for definition of Scholarships</p>
Chart B, Column B.	Deleted	Old Column C is now Column B
Chart B, Previous Column D, currently Column C	Number of Courses Proposed in FY16	Number of courses proposed as described in the TNOFA
Chart B, Previous Column E, currently Column D	Total # of Counselors Trained	Number of counselors to be trained as described in the TNOFA
Chart B, Previous Column F, currently Column E	Core Topic Components Included	Number of courses that address Departmental Priorities (Example: Disaster, HECM Default)
Chart B, Previous Column G, currently	Will Student Satisfaction be Measured?	Number of courses in which student satisfaction will be measured

Column F		
Chart B, Previous Column H, currently Column G	Learning Checks Including an Examination	Number of courses in which learning checks are included in examination
Chart B, Previous Column I, currently Column H	Number of Counselors from Rural/Underserved Areas	Number of counselors projected by Delivery Method that include rural, lower income, persons of disabilities and other under-served and underrepresented
Chart B, Previous Column J, currently Column I	Course provided in multiple languages?	Number of courses provided in multiple languages
Chart B, Previous Column K, currently Column J	Course Duration (In Hours)	Average number of hours per Delivery Method
Chart B, Previous Column L, currently Column K	Number of Scholarships Awarded Lodging Only	Number of scholarships provided to individuals with limited English proficiency, rural, lower income, persons with disabilities and other under-served and underrepresented
Chart B, Previous Columns M, N and O, currently Column L	Number of Scholarships Awarded (M) Full Scholarships, (N) Tuition Only, (O) Tuition and Lodging	Total # of scholarships (all types with all funding)
Chart B, Previous Column P, currently Column M	Cost per Student (see NOFA definition)	Average cost per student by Delivery Method
Chart B, Column Q	Course used for housing counseling certification?	Deleted
Chart B, Column R	Course includes information on Managing Stress	Deleted
Chart B, Column S	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)	Deleted
Chart C, Instructions	Instructions: Applicants must complete all the charts in this spreadsheet. NOTE: There are five tabs in this spreadsheet: Chart A - Past Performance, Chart B - Proposed Performance, Chart C - Budget, Chart D - Leveraging and Chart E - Training Partners - THIS IS CHART C Complete all applicable sections below with your actual expenditures	Instructions: Complete all applicable sections below with your actual expenditures
Chart C	Had references to previous NOFAs with dates.	Actual Expenditures for the period of performance stated in this Training NOFA
Chart C	Scholarships were broken out and allowable expenses have changed	Only have one line for total scholarships and removed unallowable expenses. Also removed explanation of other scholarship types since not needed.
Chart D, Instructions	Instructions: Applicants must complete all the charts in this spreadsheet. NOTE: There are five tabs in this spreadsheet: Chart A - Past Performance, Chart B - Proposed Performance, Chart C - Budget, Chart D - Leveraging and Chart E - Training Partners. THIS IS CHART D Identify all non-federal leveraged resources available for the proposed work plan including subgrantee resources, if applicable.	Instructions: Identify all non-federal leveraged resources available during the period of performance stated in the Training NOFA for the proposed work plan including subgrantee resources, if applicable.
Chart D	Examples had real information	Changed to be fictional examples
Chart E, Instructions	Instructions:	Instructions: In this section, identify training

	<p>Applicants must complete all the charts in this spreadsheet. NOTE: There are five tabs in this spreadsheet: Chart A - Past Performance, Chart B - Proposed Performance, Chart C - Budget, Chart D - Leveraging and Chart E - Training Partners. THIS IS CHART E</p> <p>In this section, provide a list of partners you worked with in FY 14 and/or 15 and propose to work with in FY 16 and/or 17 to provide place based training. This can be lenders, local non profit organizations, state housing finance agencies, etc. This chart will be used to score RF3D - Training Partners and the amount of partner contribution will be used in your agency leveraging score.</p> <p>Definition of Training Partners: Agencies and organizations that have at least two years of experience providing housing counseling training services to housing counselors employed by housing counseling agencies participating in HUD's Housing Counseling Program. They may be governmental agencies, non-profit organization or for-profit organizations. Examples of training partners include state housing finance agencies, state, local and tribal government agencies, housing counseling coalitions and networks, housing industry associations, HUD approved housing counseling agencies and other housing industry partners.</p>	<p>partners you worked with to provide place based training during the past period of performance and will work with during this period of performance stated in the Training NOFA. The amount of training partner contribution should be added to your agency leveraging (Chart D). See TNOFA details for definition of Training Partners</p>
Chart E	Examples are not set up well	Made examples stand out more