

FORMS REVISION CHART, OMB 2502-0621

**HUD Form No. 9906-P
“Housing Counseling Notice of Funding Opportunity (NOFO)”**

LOCATION	CURRENT TEXT	REVISED TEXT	EXPLANATION FOR CHANGE
HUD 9906-P, Page 1, title, bottom right corner	Form HUD-9906-L (04/2021)	Form HUD-9906-L (3/2023)	Revisions to collection
HUD 9906, page 1	I certify that the information provided on all charts of Form HUD-9906-P and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, or submitting a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment	I/We, the undersigned, certify under penalty of perjury that the information provided below is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).	OIG required language
Form HUD 9906-P, Page 2 Chart A2	O1) Opportunity Zone 11-Digit Census Tract Number (Preference Points)	O1) Opportunity Zone 11-Digit Census Tract Number (Preference Points) – Not Applicable	Policy change
HUD 9906-P, page 4, Chart C1 Introduction	The Applicant must complete Fields A through H below to demonstrate how the Applicant will further fair housing, provide access to clients with disabilities and limited English proficiency, promote housing choice, inform clients of lead-	The Applicant must complete Fields A through I of the chart below to demonstrate how the Applicant will affirmatively further fair housing, will advance racial equity, provide access to clients with disabilities and limited	Policy change

	based paint hazards, and provide emergency preparedness and/or disaster recovery activities.	English proficiency, inform clients of lead-based paint hazards, and provide emergency preparedness and/or disaster recovery activities.	
Form HUD 9906-P, page 4, Chart C2 Field (A)	Provide a brief description of any meaningful action the Applicant will take that is consistent with the obligation to Affirmatively Further Fair Housing.	<p><u>Affirmatively Furthering Fair Housing.</u> You must provide a brief description of how you will carry out your proposed activities in a manner that affirmatively furthers fair housing in compliance with the Fair Housing Act and its implementing regulations. For example, you could describe how you will address disparities in access to opportunity for protected class groups or foster and maintain compliance with civil rights and fair housing laws by educating low and moderate-income families about their rights (limit 2,000 characters).</p> <p>Note: any actions taken in furtherance of this section must be consistent with federal nondiscrimination requirements. Failure to submit this narrative is a non-curable deficiency which may result in applicants being deemed ineligible.</p>	Policy change
Form HUD 9906-P, page 4, Chart C2 Field (B)	Provide a brief description of staff training related to the actions described in Field A (limit 1,000 characters).	<u>Affirmative Marketing.</u> You must submit a narrative demonstrating that the housing, services, or other benefits provided under this grant will be affirmatively marketed broadly throughout the local area and nearby areas to any demographic groups that	Policy change

		<p>would be unlikely or least likely to apply absent such efforts. Such demographic groups may include, for example, Black and Brown persons or communities, individuals with limited English proficiency, individuals with disabilities, or families with children. Such activities may include outreach through community contacts or service providers or at community centers serving the target population; and marketing on websites, social media channels, television, radio, and print media serving local members of the targeted group. Documentation for this factor consists of a narrative describing the activities that will fulfill the factor requirements. (limit 1,000 characters).</p> <p>Note: Failure to submit this narrative is a non-curable deficiency which may result in applicants being deemed ineligible.</p>	
<p>HUD 9906-P, page 5 Chart C1 Field (C)</p>	<p>Describe how programs and activities will be accessible to persons with disabilities and identify policies and procedures for providing reasonable accommodations.</p>	<p><u>Advancing Racial Equity</u>. In accordance with Executive Order 13985, Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, and federal fair housing and civil rights laws, you must submit a narrative demonstrating the following:</p> <p>-You analyzed the racial composition of the persons or households who are expected to benefit from your proposed</p>	<p>Policy change</p>

		<p>grant activities; -You identified any potential barriers to persons or communities of color equitably benefiting from your proposed grant activities; -You detailed the steps you will take to prevent, reduce, or eliminate these barriers; and -You have measures in place to track your progress and evaluate the effectiveness of your efforts to advance racial equity in your grant activities. (limit 1,000 characters).</p> <p>Note: any actions taken in furtherance of this section must be consistent with federal nondiscrimination requirements. Failure to submit this narrative is a non-curable deficiency which may result in applicants being deemed ineligible.</p>	
<p>HUD 9906-P, page 5 Chart C1 Field (D)</p>	<p>Describe what steps will be taken to ensure people with limited English proficiency (LEP) will have meaningful access to programs and activities.</p>	<p><u>Experience Promoting Racial Equity.</u> Describe your past experience and resources to effectively address the needs of underserved communities. This may include, but is not limited to:</p> <ul style="list-style-type: none"> • experience working directly with historically underserved neighborhoods when designing, planning, or implementing programs and activities; • experience building community partnerships with grassroots and resident-led organizations; • experience designing or operating programs that have provided tangible 	<p>Policy change</p>

		<p>reductions in racial disparities; or</p> <ul style="list-style-type: none"> • having staff with lived experience and/or expertise to provide services in a culturally competent way. (limit 1,000 characters). 	
HUD 9906-P, page 5 Chart C1 Field (E)	Describe how counselors will provide clients with mobility counseling and what information they will provide to clients that will enhance their housing choice regardless of race, color, and national origin	<u>Persons with disabilities.</u> Describe how programs and activities will be accessible to persons with disabilities and identify policies and procedures for providing reasonable accommodations.	Additional question added due to policy change necessitated reorganization of application
HUD 9906-P, page 5 Chart C1 Field (F)	Describe how counselors will inform clients of hazards of lead-based paint in homes.	<u>Limited English proficiency.</u> Describe what steps will be taken to ensure people with limited English proficiency (LEP) will have meaningful access to programs and activities.	Additional question added due to policy change necessitated reorganization of application
HUD 9906-P, page 5 Chart C1 Field (G)	<p>Indicate any emergency preparedness and/or disaster recovery activities in which the Applicant participates with the options below.</p> <p>1) Applicant provides emergency preparedness workshops</p> <p>2) Applicant provides disaster recovery workshops.</p> <p>3) Counselor discusses emergency recovery topics and resources during one-on-one counseling.</p>	<u>Lead-based paint.</u> Describe how counselors will inform clients of hazards of lead-based paint in homes (limit 1,000 characters).	Additional question added due to policy change necessitated reorganization of application

	<p>4) Counselor discusses disaster recovery topics and resources during one-on-one counseling.</p> <p>5) Counselors participate in emergency preparedness and/or disaster recovery trainings.</p> <p>6) Applicant entered into an agreement outlining mutual emergency and services with community partner</p> <p>7) Other – Provide a brief description below</p>		
<p>HUD 9906-P, page 5 Chart C1 Field (H)</p>	<p>Describe how the Applicant implements the emergency preparedness and/or disaster recovery activities as indicated in Field G.</p>	<p><u>Emergency preparedness/Disaster Recovery.</u> Indicate any emergency preparedness and/or disaster recovery activities in which the Applicant participates with the options below.</p> <p>1) Applicant provides emergency preparedness workshops</p> <p>2) Applicant provides disaster recovery workshops.</p> <p>3) Counselor discusses emergency recovery topics and resources during one-on-one counseling.</p>	<p>Additional question added due to policy change necessitated reorganization of application</p>

		<p>4) Counselor discusses disaster recovery topics and resources during one-on-one counseling.</p> <p>5) Counselors participate in emergency preparedness and/or disaster recovery trainings.</p> <p>6) Applicant entered into an agreement outlining mutual emergency and services with community partner</p> <p>7) Other – Provide a brief description below</p>	
HUD 9906-P, page 5 Chart C1 Field (I)		Describe how the Applicant implements the emergency preparedness and/or disaster recovery activities as indicated in Field H. (limit 1,000 characters.)	Additional question added due to policy change necessitated reorganization of application
Chart E Excel supplemental Budget Chart Instructions Line 4	USE OF FUNDS: HUD will evaluate the Applicant’s housing counseling program actual expenses for the period October 1, 2019, through September 30, 2020. Applicants that became HUD-approved during Fiscal Year 2021 should ensure that their expenses reflect the entire fiscal year, and not just that portion for which the agency was HUD-approved.	USE OF FUNDS: HUD will evaluate the Applicant’s housing counseling program actual expenses for the period October 1, 2020, through September 30, 2021. Applicants that became HUD-approved during Fiscal Year 2021 should ensure that their expenses reflect the entire fiscal year, and not just that portion for which the agency was HUD-approved.	Updated applicable funding years
Chart E Use of Funds Line 2		CHART E: USE OF FUNDS – LHCA, INTERMEDIARY, SHFA, OR MSO	Clarification

Chart E Use of Funds Line 6, column 2	Applicant's FY 2020 Expenses (\$), All sources	Applicant's FY 2021 Expenses (\$), All sources	Updated applicable funding year
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