



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Office of Housing Counseling
451 7th St., SW, Room 9224
Washington, D. C. 20410

(Insert Date) [REDACTED]

(Agency ED Name), (Insert Title)

(Agency Name) [REDACTED]

(Agency Address 1) [REDACTED]

(Agency Address 2) [REDACTED]

Subject: FY [REDACTED] Housing Counseling Training (HCT) Grant Program - Grant Award

HCT Grant Number: [REDACTED]

Dear (Insert Name):

I am pleased to inform you that **(Insert Agency Name)** has been conditionally awarded a total grant of **(Enter Award Amount) \$000,000.00** to implement a housing counseling training program on behalf of the United States Department of Housing and Urban Development (HUD).

This award is in accordance with HUD's FY [REDACTED] Notice of Funding Opportunity (NOFO) posted at grants.gov on **(Insert Date)**, and the HCT application you submitted thereunder. HUD Housing Counselor Certification Examination fees are not an eligible expense under this grant.

Funds will be made available upon execution of the Cooperative Agreement and the timely submission of all documents and information requested in this letter.

Funds for this grant award shall be used as follows:

Grant Type: HOUSING COUNSELING TRAINING

Grant Award: (Enter Award Amount) [REDACTED]

Enclosed, you will find the HCT Grant Award Package Checklist and form HUD-1044 for the HCT funding approved under the FY [REDACTED] NOFO. Also enclosed are the signed signature page only of the Cooperative Agreement, the Cooperative Agreement, FY [REDACTED] HCT Grant Budget Template, and form HUD [REDACTED]. Please sign and date all copies of the documents including a signature on the last page of the Cooperative Agreement.

Return one signed copy of form HUD-1044, the signed signature page only of the Cooperative Agreement, and the required documentation listed on the HCT Grant Award Package Checklist by emailing scanned documents to your assigned Point of Contact (POC) listed below by **(Enter Date) [REDACTED]**.

Retain the signed Cooperative Agreement and one copy of the signed form HUD-1044 for your records. Funds will be made available upon execution of the documents and information requested in this letter.

NOFO Requirements

Grantees that are required to complete a single or program-specific audit under 2 CFR 200.501 must follow the audit filing requirements of 2 CFR 200.514 and 2 CFR 200.507, respectively, and must have addressed all previous significant audit findings, if any, prior to signing the Cooperative Agreement, form HUD-1044, and returning the documents to HUD.

HUD will only fund training within the range of the following required activities.

- A. Scope. The proposed training program must be national in scope and made available to any eligible housing counselor or manager participating in the HUD Housing Counseling program.
- B. Eligible Training Recipients. Recipients of training offered by HCT Grantees under the award must be housing counselors employed by agencies participating in HUD's Housing Counseling Program or persons enrolled in a HUD certified housing counselor career development program sponsored by the HCT grantee and an institution of higher education including, but not limited to, an HBCU, TCU, or other MSI.
- C. Trainers. Training must be delivered by experienced trainers who have two years of experience providing housing counseling training services to housing counselors employed by agencies participating in HUD's Housing Counseling Program.
- D. Open Enrollment. Training enrollment and assistance provision must be open to all. For example, enrollment, eligibility, and scholarships may not be restricted to Affiliates or Branches of a specific Intermediary or participating housing counseling agency or conducted in a way that favors affiliates or branches of a particular organization.
- E. Housing Counseling Training. Housing counseling training must not be limited to in-person but must be offered through a variety of models to increase ease of access and meet the preference(s) of counselors, including webinars and other Internet-based training models. Live, Internet-based, and other training modes of delivery must be accessible to persons with disabilities. Grantees may offer courses through additional modes of delivery.
- F. Learning Checks. Regardless of format, training must have learning checks, including a final examination, that confirm a counselor's participation and measure understanding of course material and learning objectives.

- G. Scholarships. The proposal must include a scholarship element, including assistance with travel, hotel, and/or tuition expenses for eligible housing counselors that are employed by agencies participating in HUD's housing counseling program or persons enrolled in a HUD certified housing counselor workforce development program sponsored by the HCT grantee and institution of higher education including but not limited to an HBCU, TCU, or other MSI.

Points of Contact

Please send to HUD the name and contact information for your organization's POC for the FY [REDACTED] HCT Grant.

Required Documentation

Documents, projections, and information must be scanned and emailed to your assigned POC:

(Insert POC e-mail) [REDACTED]
 Department of HUD
 Office of Housing Counseling

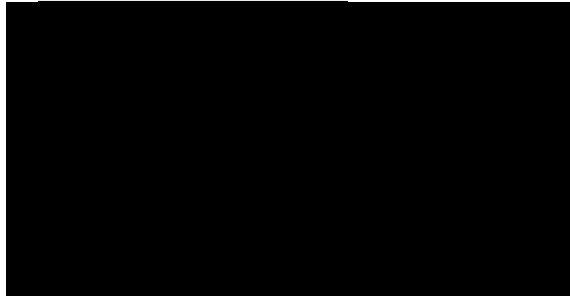
Once all information has been reviewed and approved by my staff, we will process the award and establish an account for your organization. Information about procedures for submitting a voucher can be found in the Cooperative Agreement.

If you have any questions or concerns, please contact [REDACTED]

[REDACTED] at [REDACTED] or email: [REDACTED].

We look forward to a productive partnership with your organization in helping to expand affordable housing opportunities.

Sincerely,



Enclosures: HCT Grant Award Package Checklist
Form HUD-1044 (1)
Cooperative Agreement Signature Page (1)
Cooperative Agreement
FY [REDACTED] HCT Grant Budget Template
Form HUD-[REDACTED]