

**Agency Information**

- 1. Organization Name: [REDACTED]
- 2. Funding request: Identify the grant program your organization is applying for by including the dollar amount requested and the activities your organization is proposing to provide. Maximum requests should not exceed \$50,000 for each grant program.

**VHDA Housing Counseling and Education Grant Program: \$** [REDACTED]

- |   |   |
|---|---|
| <input type="checkbox"/> Pre-Purchase/Home Buying Counseling      | <input type="checkbox"/> Fair Housing Counseling      |
| <input type="checkbox"/> Non-Delinquency Post-Purchase Counseling | <input type="checkbox"/> Marketing and outreach       |
| <input type="checkbox"/> Rental Counseling                        | <input type="checkbox"/> Training                     |
| <input type="checkbox"/> Homeless Prevention Counseling           | <input type="checkbox"/> Quality Assurance            |
| <input type="checkbox"/> Reverse Mortgage Counseling              | <input type="checkbox"/> Computer Equipment / Systems |
|   | <input type="checkbox"/> Capacity Building            |

**VHDA Foreclosure Prevention Counseling and Education Grant Program: \$** [REDACTED]

- |  |   |
|--|---|
| <input type="checkbox"/> Resolving or Preventing Mortgage Delinquency or Default | <input type="checkbox"/> Training                     |
| <input type="checkbox"/> Fair Housing  | <input type="checkbox"/> Quality Assurance            |
| <input type="checkbox"/> Marketing and outreach                                  | <input type="checkbox"/> Computer Equipment / Systems |
|  | <input type="checkbox"/> Capacity Building            |

3. Agency Information

Question	Yes	No	Required Documentation / Attachment
Has your organization adopted the National Standards for Housing Counseling?	<input type="checkbox"/>	<input type="checkbox"/>	Attach adoption certification labeled as <i>Agencyname_NIS</i>
Is your organization a HUD Approved Local Housing Counseling Agency (LHCA)?	<input type="checkbox"/>	<input type="checkbox"/>	
Is your agency a sub-grantee of a HUD Intermediary?	<input type="checkbox"/>	<input type="checkbox"/>	Intermediary: _____
Does your agency have staff that speaks multiple languages?	<input type="checkbox"/>	<input type="checkbox"/>	List languages: _____
Does your agency receive over \$500,000.00 in Federal Funds?	<input type="checkbox"/>	<input type="checkbox"/>	
Does your agency utilize your housing counseling program to support other HUD programs at your agency?	<input type="checkbox"/>	<input type="checkbox"/>	List Programs: _____

4. Use the chart below to document the main agency location.

Physical Street Address	City / State	Zip	Phone	Website

Mailing Address	City / State	Zip	Phone

Branch Location Street Address	City / State	Zip	Phone

5. Contact Information- Complete the charts below to include the Executive Director of the organization and a minimum of one contact for each of the grant programs you are applying for.

<b>EXECUTIVE DIRECTOR</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Email</b>	<b>Contact number</b>

<b>POINT OF CONTACT (POC) – VHDA REACH HOUSING COUNSELING &amp; EDUCATION GRANT PROGRAM</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Email</b>	<b>Contact number</b>

<b>POINT OF CONTACT (POC) – VHDA REACH FORECLOSURE PREVENTION COUNSELING GRANT PROGRAM</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Email</b>	<b>Contact number</b>

**Rating Factor 1: Capacity of the Applicant and Relevant Organizational Staff: 30 points:** Response to this Rating Factor will be used to evaluate the readiness and ability of an applicant to successfully implement the proposed Work Plan. Complete the chart below to include all staff involved with the delivery of services for your current Housing Counseling and Foreclosure Prevention Program. Only include paid full time or part time staff.

Attach copies of each counselor's current certifications. If certification expiration date is not clearly provided attach an explanation of the renewal process if applicable. Do not include copies of trainings, agendas, or registration. A training that provides a certificate of completion is not defined as a certification. Certifications are courses that result in successful completion of a course and exam. *The certifications should be attached in a PDF format and identified: Agencyname\_Factor1\_CounselorCertification.*

First name Last name	Job Title	Received housing counseling training in the past 24 months	Does the individual hold a current housing counselor certification	Number of years providing direct housing counseling		Number of years providing direct foreclosure prevention counseling		Number of years providing management / oversight to a housing counseling program	% of time spent on the Housing Counseling Program	% of time spent on the Foreclosure Prevention Program
					years		years			
					years		years			
					years		years			
					years		years			
					years		years			
					years		years			
					years		years			
					years		years			
					years		years			
					years		years			
					years		years			
					years		years			
					years		years			
					years		years			
					years		years			
					years		years			
					years		years			
					years		years			
					years		years			
					years		years			
					years		years			

**Rating Factor 2: Historical Performance: 30 points**

This factor addresses the effectiveness of the applicant’s historical housing counseling activities.

A. Total services - 10 points. Applicants must attach a FY12 HUD 9902 for the time frame 10/1/2011 – 9/30/2012. The 9902 should be identified *Agencyname\_Factor2\_Historical9902Data*.

B. Past Performance- 10 points:

1. Applicants must complete the chart below for the FY13 REACH time frame 7/1/2012 – 3/31/2013. Include all clients served by the agency for the categories listed. Clients served should include new clients and current case load or carryover clients that the organization is still providing a service.

Service	Clients served (7/1/2012 – 3/31/2013)
VHDA Homebuyer Education	
Non-VHDA Homebuyer Education	
Pre-Purchase/Home Buying Counseling	
Resolving or Preventing Mortgage Delinquency or Default counseling	
Non-Delinquency Post-Purchase counseling	
Rental Counseling	
Homeless Prevention Counseling	
Reverse Mortgage Counseling	
Fair Housing Counseling	

2. If your agency received FY13 REACH grant funds, provide a narrative to explain your agency’s progress towards your REACH FY13 goals. *Narrative must be a separate attachment / a word or PDF document / limited to 4 pages (5 pages if applying for the VHDA REACH Foreclosure Prevention Grant) / double spaced / 12 point Arial Font. Narrative must be clearly identified, Agencyname\_Factor2\_PastPerformance.*

C. Cost per client- 10 points. Clients served data will be analyzed in the context of your total housing counseling budget.

1. Attach your Housing Counseling Program Budget for the time frame 10/1/2011 – 9/30/2012. The document must include all program income, identify sources of funding and list all program expenditures. Use the template provided and label it, *Agencyname\_Factor2\_HistoricalHCPProgramBudget*

i. Enter total FY12 housing counseling program income \$   
 (this should match the total program income on the attached FY12 Housing Counseling budget)

- ii. Enter total FY12 households served on the 9902 [REDACTED]  
(this should match the total education and counseling section 6 and 7 of the FY12 Historical 9902 data)

2. If you are requesting Foreclosure Prevention Grant funds, you must provide a separate foreclosure counseling program budget for the time frame 10/1/2011 – 9/30/2012 time frame. The document must include all program income, identify sources of funding and list all program expenditures. (The foreclosure prevention program budget is a subset of the total housing counseling budget and should only show program income and expenses related to your foreclosure prevention program) Use the template provided and label it, *Agencyname\_Factor2\_HistoricalFPPProgramBudget*

- i. Enter total FY12 foreclosure counseling program income \$ [REDACTED]  
(this should match the total program income on the attached FY12 foreclosure program budget)

- ii. Enter total FY12 foreclosure prevention / default clients [REDACTED]  
(this should match the total of Section 7b of the FY12 Historical 9902 data)

### Rating Factor 3: Projected Performance and Program Evaluation 40 points

This factor addresses the effectiveness of the applicant's projected housing counseling activities and identifies program outputs and outcomes.

- A. Quality of Services- 10 points. In scoring this section, the scope of the counseling and outreach services will be evaluated. *Narrative must be a separate attachment / a word or PDF document / limited to 6 pages (7 pages if applying for the VHDA REACH Foreclosure Prevention Grant) / double spaced / 12 point Arial Font. Narrative must be clearly identified, Agencyname\_Factor3\_Quality*
  - 1. Describe each service that will be provided under the grant. Include what the service entails, activities involved in providing the service, and the delivery method. Include innovative and creative services your organization provides to support your housing counseling program.
  
- B. Projected Work Plan -10 points In narrative form, describe efforts through counseling, education, and outreach services your organization will provide during the period July 1, 2013– June 30 2014. *Narrative must be a separate attachment / a word or PDF document / limited to 6 pages (7 pages if applying for the VHDA REACH Foreclosure Prevention Grant) / double spaced / 12 point Arial Font. Narrative must be clearly identified, Agencyname\_Factor3\_ProjectedWorkPlan*
  - 1. Describe the funding need and how the grant funds will support eligible activities.
  - 2. Identify the geographic area to be served
  - 3. Explain how your organization provides outreach and marketing in the community
  - 4. Describe partnerships with other housing counseling, social service, lending and community organizations. Provide detail to explain how these partnerships support programs and services for the community.

- C. **Total Projected Services- 5 points.** Applicants must attach 9902 data using the VHDA template for the timeframe 7/1/2013 – 6/30/2014, Projected Services. The template should be identified *Agencyname\_Factor3\_Projected9902Data*.
1. If there is eligible activities not captured on a 9902, include a narrative to describe the activity and outcomes to measure success. *Narrative must be a separate attachment / a word or PDF document / limited to 2 pages (3 pages if applying for the VHDA REACH Foreclosure Prevention Grant) / double spaced / 12 point Arial Font. Narrative must be clearly identified, Agencyname\_Factor3\_ProjectedServices*
- D. **Program Budget 5 points.**
1. Applicants must provide a projected budget representing total housing counseling program for the timeframe 7/1/2013 – 6/30/2014. The budget provided must include all program income including the source of funding and detail all program expenditures. Be sure to include your VHDA REACH request. Use the VHDA template and label it , *Agencyname\_Factor3\_ProjectedHCProgramBudge*
  2. If you are requesting foreclosure prevention grant funds you must provide a separate foreclosure counseling program budget for the timeframe 7/1/2013 – 6/30/2014. The budget provided must include all program income including the source of funding and detail all program expenditures (The foreclosure prevention program budget is a subset of the total housing counseling budget and should only show program income and expenses related to your foreclosure prevention program). Use the VHDA template and label it, *Agencyname\_Factor3\_ProjectedFPProgramBudget*
- E. **Program Evaluation and Oversight 10 points.** In narrative form describe your program evaluation and oversight. *Narrative must be a separate attachment / a word or PDF document / limited to 6 pages (7 pages if applying for the VHDA REACH Foreclosure Prevention Grant) / double spaced / 12 point Arial Font. Narrative must be clearly identified, agencyname\_Factor3\_ProgramEvaluationOversight*
1. Applicants must submit an evaluation / oversight plan for measuring both client satisfaction, and program performance. Include the timeframe and the steps taken by the organization to evaluate services provided and program goals. Describe the steps in place to make adjustments to a program if goals are not met within established time frames or if it was not meeting the client/community needs.
  2. Include how your organization ensures files, programs, and reporting process are in compliance to meet or exceed HUD Housing Counseling and National Industry Standards. Provide your organizations internal review process to include oversight and delivery of service.
  3. Provide information on your agency's Succession Plan. Address training of staff, contingency plans, volunteer staff programs, and / or community partnerships that assist your agency to address reduced funding for housing counseling programs. Describe program changes or successful strategies your agency has used to support your housing counseling and foreclosure prevention services.