

Exhibit L. List of Sub-Grantees, Branches, and Affiliates
National Foreclosure Mitigation Counseling Program
Round 9 Grant Agreement

In preparation for NFMC Round 9, all NFMC Grantees must submit a detailed listing of every counseling location performing in this grant round -- including all Sub-grantees, Branches, Affiliates, and CCEs. Please refer to the following reference guide for specifics regarding each required field. This is required for all NFMC Grantees, including NeighborWorks Network Organizations (NWOs). We need valid, up-to-date information about all counseling locations for our searchable database on the website www.findaforeclosurecounselor.org.

If you have any questions please contact us at nfmc@nw.org.

SUBMISSION INSTRUCTIONS FOR EXHIBIT L:

From www.neighborworks.org/nfmc, download the **Exhibit L. Sub-Grantee List** Excel spreadsheet. Complete that spreadsheet using the instructions below, and e-mail the completed spreadsheet to nfmc@nw.org.

NOTE: Do not include additional information beyond what is requested in this spreadsheet. Doing so may cause the Data Collection System to reject the file. To avoid having the file returned for corrections, provide only the requested information.

- **For Example:** If the Chief Contact's Last Name field is submitted as **Edmunds (Treasurer)**, "(Treasurer)" will cause the record to be rejected by the Data Collection System.

1. Grantee

Insert your legal organizational name.

Example: NATIONAL COUNSELING, INC.

2. "Branch, Sub-Grantee, or Affiliate Name legal name" ("sub-grantee")

This is the Legal name of the sub-grantee. Only use the exact legal business name of the organization so this may be used to track possible duplication of sub-grantees between two grantees. If you are an NWO with only one counseling location, please re-enter the name of your organization entered in the Grantee field.

*****NOTE: Do not abbreviate any part of the names. You might know what the abbreviation stands for, but homeowners do not.**

3. DBA (if applicable)

If the organization has a DBA title, (Doing Business As) enter that information here.

Example: Computer C.O.R.E., Inc.

4. Name by which you refer to organization

Enter the name by which you refer to the sub-grantee. For example, if an organization is named Community Development Corporation of Baltimore has multiple branch offices, you might refer to each one by its locale, so CDCB-Hampden or CDCB-Canton. This is not a required field, but helpful for the NFMC team to understand sub-grantee information.

Example: CORE

5. DCS Reporting ID (Branch ID)

The ID assigned to the sub-grantee when uploaded into the Data Collection System.

This field is self-assigned. NFMC DOES NOT ASSIGN THIS ID FOR ANY BRANCH LOCATION. Once you submit this spreadsheet, NFMC will use it to populate the Data Collection System and will only allow NFMC records with active Branch IDs. Consider naming your branch a unique, but user-friendly identifier, such as "Baltimore" for your Baltimore, Maryland branch.

***NOTE: Do not input additional information which might cause the Data Collection System to reject your records.

Example: Baltimore

6. HUD Agency Identification Number (if applicable)

If the Sub-grantee has a HUD ID number, enter it here.

Example: 1101-001

7. Client Management Tool

From the list, select the Client Management tool which the organization uses: CounselorMax, Home Counselor Online, Nstep or Other.

8. Address

Enter the street address of the Sub-grantee.

Example: 208 East 4th Avenue

9. City

Enter the city name of the sub-grantee.

Example: Alexandria

10. State

Enter the two character abbreviation for the sub-grantee's state (e.g. Virginia = VA).

Example: VA

11. Zip

Five or nine digit ZIP code of sub-grantee.

Example: 22034

12. Main Phone

Ten digit main phone number for the sub-grantee.

Example: 703-555-6251

13. Fax (if possible)

Ten-digit Facsimile number for the sub-grantee.

Example: 703-555-1212

14. Executive Director (ED) First Name

First name of the Executive Director.

***NOTE: *Do not put in any additional information like Dr., ED, Treasurer, etc.*

Example: Laurence

15. Executive Director (ED) Last Name

Last name of the Executive Director.

Example: Schneider

16. ED e-mail

Email for the sub-grantee's Executive Director

Example: lschneider@ccore.org

17. Chief Contact First Name if Different from ED

If there is a chief contact besides the Executive Director, enter their first name.

Example: Sharon

18. Chief Contact Last Name if different from ED

If there is a chief contact besides the Executive Director, enter their last name.

Example: Camara

19. Chief Contact e-mail

If applicable, enter the chief contact's email address.

Example: scamara@ccore.org

20. Website

If the sub-grantee has a website, enter the address/url.

Example: www.ccore.org