



**MSHDA Homeownership Division**  
**Housing Education Program (HEP)**  
**FY2020-2021 (July 1, 2020 – June 30, 2021)**  
**HEP Housing Counseling Services Grant Application**

**FAQ's**

Question	Answer
1. NOFA is regular dollars given out annually...correct?	Yes, the Housing Counseling Grant NOFA are MSHDA funds that are administered annually by the Housing Education Program (HEP).
2. Does this also reflect in Coronavirus being released?	No, these are MSHDA funds that are available for agencies to apply for on an annual basis.
3. Is it public information to know how much all agencies get funded?	The information is posted on MSHDA's website for 5 days.
4. Scoring indicates a weight of 60% on our estimated service numbers. Is this scoring going to consider past performance reported and how realistic projected numbers are, or does this mean the more activity you project, the higher your score on this portion will be?	MSHDA has implemented the same grant scoring methodology that HUD uses. This is based on the number of clients you project to serve under your FY20/21 HEP grant and the number of counselors your agency employs (i.e. capacity to deliver services). Please refer to the HUD Housing Counseling Handbook for further information on counselor certification requirements.
5. During the discussion of the budget portion of the NOFA this morning projecting staff costs and possible use of AmeriCorps Members. The biggest barrier for our agency with the AmeriCorps program is coming up with the match. Is it possible to include some or a portion of the cost of match for an AmeriCorps member that will be used specifically in the HEP program?	AmeriCorps statute does allow other federal funds to be used as match. (You may also use HEP MSHDA funds for the AmeriCorps match under Direct Costs) Sub-agencies must communicate their intent to use HEP funds as a match for AmeriCorps with MSHDA HEP staff.
6. In Exhibit A., under the category entitled "Disclosure of Participation and Interests in Authority Programs", do we actually answer <b>Yes</b> to all of them and then explain?	Yes, please simply answer each question with a yes or no. If further clarification is required, we will contact the agency directly for further information.
7. Can I get specifics on what MSHDA governing documents and Authority policies and guidelines will be for the upcoming performance period	MSHDA HEP guidelines will follow the HUD Housing Counseling Handbook guidelines. There are also several MSHDA and State of Michigan guidelines that will be discussed and distributed to each grant recipient.

<p>8. I do understand that MSHDA does not reimburse for HECM counseling. There are several MSHDA Housing Counseling Agencies across the state that provide this vital service for their residents. The HUD 9902 has a separate line item for HECM Counseling which is not listed in Section A.</p> <p>The HUD protocol for HECM counseling includes completing a sustainable budget, fair housing, resource and referral (the use of the National Council on Aging Benefits Check-up is mandated for all who are disabled or at or below 50%AMI), affordability analysis with and without HECM, and alternatives to HECM such as home repair programs, selling the house and moving, senior living, modification to existing mortgage at imminent risk of foreclosure, conventional refinance, Step Forward MI for delinquent property tax, and property tax hardship exemptions in addition to the explanation of the reverse mortgage products. If the client is interested in an alternative, the counselor assists in navigating that system. The total time spent with a HECM clients averages 3 1/2 to 4 hours.</p> <p>Thus, the HECM counseling contains ALL the required element of post-purchase non-delinquency other than a credit report. Kind of a post-purchase on steroids.</p>	<p>MSHDA's HEP grant does not provide funding for HECM Counseling services.</p> <p>Agencies should not include HECM numbers in their HEP application.</p>
<p>9. In Section A - HUD form 9902 Estimated HEP Service Numbers for Clients served 19/20:</p> <p>Do you have a specific date to use? We cannot anticipate May and June client numbers for the period 07/01/2019-06/30/2020. If you want a complete year you would need to use 07/01/2018-06/30/2019. HUD's fiscal year 9902 was from 10/01/2018-09/30/2019. Or we can pull reports for April 1, 2019-03/31/2020, the last completed quarter.</p>	<p><b>Correction: We are not looking for HUD-9902 numbers.</b></p> <p><b>We are asking for an estimate of the total number of HEP funded services your agency provided in the fiscal year FY 19/20. (July 1, 2019 – June 30, 2020)</b></p>
<p>10. We just paid for a Certificate in Good Standing for another grant we applied for in March. Can we use that for the HEP RFP or will we have to pay for another one dated within 30 days of the grant due date? Usually a 6 month window is allowed.</p>	<p>As stated in the NOFA please provide a Certificate of Good Standing dated within 30 days of the grant due date of May 28th</p>
<p>11. In order for agencies to qualify for the NOFA opportunity, must the counselor(s) be certified by the date the application is due (May 28), by the date the contract would start (July 1), or by the HUD certification date of August 1, 2020?</p>	<p>HUD published the Final Rule for Housing Counseling Certification in the Federal Register on December 14, 2016 and the exam has been available since 2017. Therefore, services must be provided by HUD Certified Housing Counselors by August 1, 2020. The HEP Grant begins prior to August 1st. Therefore, if a counselor is not HUD Certified by July 1, 2020, they are not allowed to provide services until their counselors are HUD certified. The</p>

	agency will be unable to bill for any expenses until certification is received <u>by no later than August 1, 2020.</u>
12. In Exhibit C - Project Personnel Certification, there are only three places to list staff. Who should be listed in this section? Administrators such as our Director, Fiscal Officer and proposed grant PI and Co-PI? Or does this section refer to staff delivering services, such as Housing Counselors?	Please complete this form and list only the staff names that are providing HEP services and are named on the HEP bills that are submitted into MATT.  You may use multiple pages if necessary.
13. If an agency answers "no" to the LHCA status, should they submit documentation showing that they are currently pursuing that status?	Yes. Agencies still working to obtain their LHCA status with HUD, <u>must</u> submit the following documentation with your FY20 HEP Grant application: <i>Verification your LHCA application has been received by HUD and you have been assigned an application advisor and reviewer.</i>
14. Can you explain how to fill out Exhibit C: Project Personnel Certification form. a. Is this regarding staff billed to the FY2020-2021 HEP grant? b. What do we put under "Its" underneath the Printed Name line?	a. Yes, you are required to list all staff members who will be billed to the FY 20/21 HEP Grant. You may use multiple pages if necessary. b. Under the authorized signatory line, the word "Its" stands for their official title.
15. For Exhibit B: Organization Certification, where should the Authorized Officer sign?	<b>No signature is required.</b> Please review all of the HEP application documents. Submission of this form verifies that your agency has reviewed the HEP application documents and agrees to adhere to these standards.
16. Is credit counseling an approved service and if so, is it a component of Pre-Purchase Counseling?	Credit counseling/review is not an independent service type. Rather it is a step within individual counseling services such as pre-purchase or mortgage default, etc.
17. Q1- Under disclosure question #1 -Do you want a list for this question or do we answer it in question #2? Q2-Under disclosure question #6- Do you want an Attachment of our agency organizational chart? o In section D. budget, under client management system- what does frequency mean? When we are billed? o In section D. budget, supplies- what would you consider supplies? If you cannot purchase paper and pens. Can you give idea's.	Answer each question individually and submit the required documentation.  Please provide a formal response to each question.  <b>Q1-</b> If your agency has received funds from any MSHDA division (other than HEP funds) in the <b>last 3 years</b> you must list the name of the MSHDA division, the name of the program and the name of

	<p>the MSHDA staff person who administers your funds.</p> <p><b>Q2</b> – Please list all agency staff, agency officers, Board of Director members etc. who may individually have a business or personal interest with MSHDA programs.</p> <p><b>Section D</b> -Within your budget, please include a list of your expenses and how often they are paid; monthly, quarterly, yearly, etc.</p> <p><b>Section D</b> - Eligible supplies are for items specifically purchased and used by your housing counseling department only.</p> <p><b>Section D</b> - Ineligible supplies are any items that are used by other programs in your agency not related to housing counseling.</p> <p><b>Please refer to the NOFA/Budget form for Eligible/Ineligible supplies.</b></p>
<p>18. Do we need to include LIHTC projects in our list of received Authority grants?</p>	<p>Yes, please include a list of all grants received in the past 3 years through the Authority including the name of the MSHDA division, the amount of the grant and the staff administering the grant.</p>
<p>19. Where can we find a list of eligible Direct and Indirect expenses that can be charged under the new HEP grant?</p>	<p>Eligible Direct/Indirect expenses are outlined within the NOFA in Section D of your application.</p> <p>Direct expenses include: Labor, Credit Reports, Counselor Training, Travel, Meals, Supplies, Marketing &amp; Advertising, Translation Services and CMS fees.</p> <p>Indirect expenses are an elective budget item that your agency submits as part of your HEP budget and there is no restriction to how these funds are used.</p>
<p>20. Is anything else required for the application outside of Exhibits A., B., C., and D. which are all listed in the 12-page Word Document Tara e-mailed on 04/27/2020?</p>	<p>Please review the NOFA and application carefully. There are required narratives you must include when you submit your application. Incomplete applications will not be considered for a funding award.</p>