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**Sent:** Monday, January 25, 2016 7:08 AM

**To:** 'SF-HOUSING-COUNSELING-L@hudlist.hud.gov' (SF-HOUSING-COUNSELING-L@hudlist.hud.gov)

**Subject:** New Presentation Added to the OHC Training Webinar Archives, & New HUD-OHC Training Updates for Housing Counselors

All-

### **New Presentation Added to the OHC Training Webinar Archives:**

- Original Air Date: January 12, 2015 - Webinar: Submitting a Budget. Topics included developing a budget, justifications and assumptions; understanding unallowable costs; and requirements for submitting the 10% de Minimis submissions. Audio Replay (800) 475-6701, Access Code: 381681. [View the Presentation](#). [Read the transcript](#). [Sample budget format](#).

All of the HUD Office of Housing Counseling's (OHC) webinars are posted in archival form on the [Training Webinar Archive](#). There is no registration or fee required to view the archives.

AND

### **New HUD-OHC Training Updates for Housing Counselors:**

1. **HUD OHC Webinar Training for Housing Counselors:** Visit the HUD Office of Housing Counseling (OHC) Training Calendar [on-line](#). After registering, you will receive a confirmation email containing information about joining the webinar. All OHC webinars can be attended free of charge. [View System Requirements](#). All OHC webinars will be archived in the [OHC Webinar Archive](#). Please direct questions to: [housing.counseling@hud.gov](mailto:housing.counseling@hud.gov).
  - February 02, 2016 - Webinar: Understanding the Indirect Cost Rate. Learn about the Negotiate Indirect Cost Rate Agreement (NICRA), the OMB Omni Circular De Minimis Rate and an approved Cost Allocation Plan. This includes cost principles ensuring that only allowable, reasonable and necessary costs are included in the modified total direct costs base; the difference between an indirect rate and a cost allocation plan; and determining if the costs are correct when reviewing budgets and requests for reimbursements; commonly asked questions on indirect rates and cost allocation plans. Register [on-line](#).
  - February 08, 2016 - Webinar: Housing Counseling Migration to the HUD Exchange. HUD's Housing Counseling Website is moving to a new HUD Exchange platform. This webinar is designed to train stakeholders on the newly designed website. The HUD Exchange provides resources, assistance, and information to support the work of HUD's partners in local

communities. Participants will learn: Background and purpose of the HUD Exchange; How to set up a user account; How to navigate to the new Housing Counseling Program website; How to search for resources; and How to find training and events. This webinar is highly recommend for all HUD Office of Housing Counseling stakeholders including: HUD-Approved Housing Counseling Agencies, HUD-Approved Intermediaries, State Housing Finance Agencies, and Multi-State Organizations. Register [on-line](#).

- March 15, 2016 - Webinar: Reviewing the Form SF-425 and other Financial Reports. Learn about grant reporting required under the HUD housing counseling grant agreement including reviewing the quarterly report, Standard Form 425 (SF-425) for SHFAs, MSOs and Intermediaries, the final report for LHCA's, and properly accounting for the grant in the organization's general ledger on an accrual basis of accounting. Register [on-line](#).
  - March 29, 2016 - Webinar: Introduction of Sub-Grant Award and Monitoring Toolkit for Intermediaries, MSO and SHFAs. Review the OMB requirements for awarding and monitoring sub-recipients (grantees). Provide sample template of a sub-recipient award and monitoring plan. Review best practices and lessons learned from financial and administrative reviews relative to sub-recipient monitoring. Register [on-line](#).
  - HUD Exchange: HUD has launched an online curriculum, including video, dynamic presentations and self-paced training modules, designed to help HUD partners understand Federal financial requirements. The HUD Exchange Training and Events website also has many other courses and training opportunities of interest to housing counselors, non-profit and local government agencies. To access HUD Exchange you must first create an account. This [document](#) contains step by step instructions for creating an account on the HUD Exchange website. Once you have created an account, you will be able to access different HUD Exchange components. Visit [HUD Exchange](#) to learn more and register for training opportunities.
    - HUD Exchange Financial Management Curriculum: Completing the financial management curriculum will assist grantees and sub-recipients to comply with federal grant requirements, increase effectiveness, and maximize efficiency. The first course, Financial Management 101, provides an introduction to key topics and financial management basics. Register [on-line](#).
- 2. IRS Training:** Visit the IRS's Stay Exempt website for training on obtaining and maintaining your organizations tax exempt status. Register [on-line](#).

### 3. USDA Section 502 Training:

- March 8, 9 &10, 2016 - Charleston, SC. Section 502 Packaging Certification Training for Nonprofit Housing Developers. This three-day advanced course covers U.S. Department of Agriculture Rural Development's (USDA RD) Section 502 Direct Loan Program and provides invaluable insight as to how this homeownership financing resource can be utilized. Learn how to assist potential borrowers and work in partnership with RD staff, as well as other nonprofit organizations and regional intermediaries to deliver successful Section 502 loan packages. Sponsored by USDA RD and Housing Assistance Council. Register [on-line](#).

### 4. NeighborWorks® Training Opportunities: Visit NeighborWorks® [Training Website](#) to see their on-line course catalog and register for training opportunities.

- Place Based Training Events with Courses in Financial Capability, Housing Education and Counseling:
  - March 15 -17, 2016 - Nashville, TN. HUD Certification Exam. Training for people working at HUD-approved housing counseling agencies preparing for the HUD Certification. The scholarship application deadline is January 25, 2016. Additional information and application can be found [on-line](#). Scholarship opportunities for this event are limited by geography.
  - March 07-11, 2016 - Philadelphia, PA. NFMC Training. This training for practitioners interested in building existing capacity in foreclosure intervention counseling and preparing to meet new guidelines under development by HUD. NFMC scholarship application deadline: February 05, 2016. More information on scholarships can be found [on-line](#).
- NeighborWorks® Training Institutes (NTI). Registration, class schedules, scholarships, and other information can be found [on-line](#).
  - February 22-26, 2016 - Atlanta, GA. Register [on-line](#).
  - May 02-06, 2016 - Los Angeles, CA
  - August 08-12, 2016 - Detroit, MI
- On-line Virtual Classroom:
  - January 27 - February 16, 2016 - Compliance with State and Federal Regulations for Homeownership Programs. Learn how to avoid common lending pitfalls, especially those related to RESPA, Truth in

Lending and Fair Housing Acts and how to develop controls to ensure compliance. Learn about nonfederal requirements, including state regulations and licensing requirements. Register [on-line](#).

- Housing Counseling Services for Military Members and Veterans. Learn about common challenges, work status and documentation for housing programs and benefits, eligibility requirements for the VA Home Loan Program, National programs and legal protections for service members. [Course description](#). Register [on-line](#).
- eClassroom Express trainings to help counselors prepare for the pending HUD Housing Counseling Certification Examination. Register [on-line](#).
  - January 26, 2016 - Fair Housing: Building Competency in Housing Counseling.
  - February 02, 2016 - Homeownership: Building Competency in Housing Counseling.
  - February 09, 2016 - Financial Management: Building Competency in Housing Counseling.
  - February 16, 2016 - Housing Affordability: Building Competency in Housing Counseling.
  - March 08, 2016 - Register Tenancy: Building Competency in Housing Counseling.
  - March 22, 2016 - Fair Housing: Building Competency in Housing Counseling.
- eClassroom Express HECM training schedule: Register [on-line](#).
  - February 11, 2016 - Explaining the Basics of the Financial Assessment to Your HECM Clients.
  - March 15, 2016 - HECM and the Non-Borrower Spouse.

**5. NCRC National Training Academy for Housing Counselors:** For more information, please contact Nsonye Anarado at: (202) 524-4883 or [nanarado@ncrc.org](mailto:nanarado@ncrc.org) or visit the National Community Reinvestment Coalition (NCRC) National Training Academy [on-line](#).

- March 16-19, 2016 - Washington DC. 2016 NCRC Annual Conference: NCRC's National Training Academy invites housing counselors and professional staff affiliated with HUD approved Housing Counseling Agencies to attend the training at the 2016 NCRC Annual Conference. Applications for travel scholarships are due no later than Monday, February 01, 2016. Apply [on-line](#). The registration fee for these trainings will also cover the cost to attend the conference. Register before the early bird deadline on February 5, 2016. Register [on-line](#). Courses include:

- March 16-19, 2016 - HC113: Preparing Housing Counselors for the HUD Certification Exam: This course is designed to provide housing counseling practitioners with test-taking tools and strategies in preparation for sitting for the U.S. Department of Housing and Urban Development (HUD) competency certification examination.
- March 16-18, 2016 - Improving Your Homeownership Program Through Financial Capability and Coaching: This course is designed to take your homeownership program to the next level. Integrating financial capability activities, including financial coaching, into your program will give you the edge you need. With decreasing funding and increasing community need, it is critical to achieve and demonstrate client outcomes related to financial health and attaining homeownership.
- March 16-17, 2016 - Affirmatively Furthering Fair Housing: In this training, housing counselors and housing professionals will learn about the “Affirmatively Furthering Fair Housing” (AFFH) requirements and regulations that spell out the fair housing obligations of federal fund recipients.
- Save the date for NCRC’s upcoming Training Series in Cleveland, OH in May 2016.

**6. NCLR Homeownership Network Learning Alliance (NHNLA) Training for Housing Counselors:** For more information, please contact Cynthia Parra at: (602) 507-6208 or [nhnla@nclr.org](mailto:nhnla@nclr.org). Register [online](#) or apply for a scholarship [here](#).

- Place Based Training, Housing Counseling Competency: HUD Housing Counselor Certification Prep Course. This training will help nonprofit housing counseling agencies prepare their Housing Counselors for HUD certification. There is no charge for the course, but all other costs (such as travel, lodging, etc.) are at the participant's expense.
  - January 26-27, 2016 - Puerto Rico (Spanish)
  - February 17-18, 2016 - Miami, FL
  - March 14-18, 2016 - New York City, NY
  - May 2-3, 2016 - Washington DC
- Place Based Training in NYC March 14-18, 2016:
  - March 14-16, 2016 - Housing Counseling Program Management. Learn about techniques to increase program efficiency, effectively incorporate support programs, marketing to a variety of target audiences, and increase capacity.

- March 14-16, 2016 - Financial Counseling. Learn about basic strategies to assist clients. This is a beginner course which will leave a new counselor with all the tools to successfully counsel a client to reach their financial goals.
- March 17-18, 2016 - Advanced Financial Counseling. An extension of the fundamentals discussed in the Financial Counseling course will add a layer of expertise by transitioning into coaching.
- March 17-18, 2016 - Methods in Effective Rental Counseling. Learn about the fundamentals of counseling a client including intake screening, financial literacy, tenant and landlord responsibilities, fair housing, and the eviction process.
- Live Webinar Training Daily at Noon - 2:00pm EST:
  - February 16, 2015 - Basic Client Management Using CMAX
  - February 17, 2015 - Rental Counseling
  - February 18, 2015 - Homebuyer Education Webinar
  - February 23, 2015 - Home Affordable Modification Program
  - February 24, 2015 - Predatory Lending
  - April 05, 2016 - HUD Compliance
  - April 07, 2016 - Home Equity Conversion Mortgage (HECM)
  - April 12, 2016 - Advanced Client Management Using CMAX
  - April 14, 2016 - Homeless Counseling
  - April 19, 2016 - Program Sustainability: Marketing Your Non-Profit

**7. The Counselor's Corner Training:** For more information visit The Counselor's Corner [website](#). Membership is free. There is a short online test afterwards to get continued education hours credit and a Certificate of Completion for the below courses. Fee. Register [on-line](#).

- February 11, 2016 - Webinar: Rental Eviction and Mortgage Delinquency. Get a refresher on counseling requirements for this topic.
- February 24, 2016 - Webinar: Basic Alternatives to Foreclosure: The Decision Tree. Review, at a high level, all the programs available in the industry to help you and your clients navigate the options.

**8. FHA Servicing & Loss Mitigation Live Training:** This live classroom training is for HUD-approved mortgagees, HUD approved housing counseling agencies, and nonprofit housing providers. For-profit entities are not permitted to attend this training. This training includes: HUD Handbook 4330.1 REV-5, Chapter 7, delinquencies, defaults, mortgage collection activities and HUD's Loss Mitigation Waterfall Program, extension of time requests and variances and Single Family Default Monitoring System. No fee. Space is limited to 45

participants; Registration is first come, first served. For more information please email: [eclass@hud.gov](mailto:eclass@hud.gov), Register [on-line](#).

- Training dates in Oklahoma City, OK:
  - March 08-09, 2016
  - June 14-15, 2016
  - August 23-24, 2016
- Single Family Housing Policy Handbook, Servicing and Loss Mitigation Webinars:
  - January 26, 2016
  - February 23, 2016

**9. Making Home Affordable (MHA):** These webinars are designed specifically for housing counselors and other trusted advisors. Register [on-line](#):

- January 26, 2016 - MHA Tools and Resources for Trusted Advisors
- February 11, 2016 - Case Escalations for Trusted Advisors
- February 17, 2016 - Home Affordable Foreclosure Alternatives Program for Trusted Advisors

**10. Virginia Housing Development Authority (VHDA) Training for Housing Counselors:** Marketing 101: [YouTube](#) video training for non-profit agencies on how to market the services your agency offers. VHDA has posted many more informative training videos for non-profit agencies and consumers; please visit their [YouTube Channel](#) to view all their current training offerings.

**11. OCC Financial Literacy Update:** The Office of the Comptroller of the Currency (OCC)'s Financial Literacy Update is a bimonthly e-newsletter that reports financial literacy events, initiatives, and related resources of the OCC and other government agencies and organizations. Financial Literacy Update provides brief descriptions and Web links for events and training. Housing Counselors can visit the Financial Literacy Update [on-line](#).

**12. HOPE NOW Military Housing Podcast:** The HOPE NOW Military Housing Podcast is an entertaining and educational series of conversations focused on military off-base housing. Sponsored by HopeNow and Clearpoint Financial Solutions. No fee. Listen to the Podcasts [on-line](#).

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### HUD-OHC Listserv Bulk subscriptions:

Some housing counselors have asked, "How do I sign up my entire agency staff for HUD Office of Housing Counseling (HUD-OHC) listserv updates?" It is easy... Just list your staff email addresses like this:

[aaa@xyz.com](mailto:aaa@xyz.com)

[bbb@xyz.com](mailto:bbb@xyz.com)

[ccc@xyz.com](mailto:ccc@xyz.com)

You can send in one email address or your entire agency. Then [Email your list](#) to HUD-OHC. If you have a housing counseling industry friend who you want to subscribe to this listserv, there are 2 other ways to sign up: Send them this [link](#) or forward them this email.

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### **Some Helpful Links for Housing Counselors:**

- [Email Technical Support for Housing Counselors](#)
  - [HUD Housing Counseling Webpage](#)
  - [The Bridge Housing Counseling Newsletter Archive](#)
  - [Housing Counseling Listserv Archive](#)
  - [OHC Webinar Archive](#)
  - [Events & Training Calendar](#)
  - [Contracting Opportunities](#)
  - [Employment Opportunities](#)
  - [Grant Opportunities](#)
  - [Disaster Recovery Resources](#)
  - [Foreclosure Assistance](#)
  - [FHA Resource Center](#)
  - [Index of HUD Listserv Mailing Lists](#)
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**Disclaimer:** This list will often provide training opportunities, event notifications and other announcements for non-profit and government HUD Housing Counseling partners. HUD does not endorse the organizations sponsoring linked websites, and we do not endorse the views they express or the products/services they or their community/business partner's offer. For more information please see [HUD's web policies](#).

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[Unsubscribe](#) via email.

**Thank you!!!!**