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Sent: Wednesday, March 25, 2015 12:46 PM
To: 'SF-HOUSING-COUNSELING-L@hudlist.hud.gov'
Subject: Housing Counseling Capacity Building Toolkits

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Housing Counseling Capacity Building Toolkits:

The HUD Office of Housing Counseling (OHC) has posted a collection of capacity building tool kits for housing counseling agencies. If you would like to provide feedback on an existing tool kit or suggest HUD post a toolkit on a new topic, please email housing.counseling@hud.gov. Visit the collection of OHC Capacity Building Tool Kits [on-line](#).

Current Topics Include:

- Establishing a Non-Profit Entity
- Overview of Performance Reporting
- Client Action Plan - Required Elements and Best Practices
- Agency Disclosure Forms- Required Elements and Best Practices
- Model Personal Information and Data Release Forms
- HUD 101 Orientation Guide for New HCAs
- Best Practices for Expanding Housing Counseling Services
- Model Funding Agreements and Fee Structures
- Model Funding Processes that Comply with OMB Circular A-110
- Model Personnel Activity Reports (PAR) That Comply With OMB-Circular A-122
- Model Compliance Monitoring Procedures that Comply with OMB Circular A-133
- Developing a Housing Counseling Agency Work-plan

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
bbb@xyz.com
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.

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](#)
 - [Making Home Affordable](#)
 - [FHA Resource Center](#)
 - [Index of HUD Listserv Mailing Lists](#)
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Thank you!!!!