

HUD-APPROVED HOUSING COUNSELING AGENCY

TRAINING NEEDS SURVEY

Before you complete this form, please read paragraph 2-10 of the Housing Counseling Program Handbook 7610.1 REV-4. It contains background information for completion of this form.

Each HUD-approved housing counseling agency is asked to complete this optional form even if the agency does not wish to report any HUD-program training needs. If your agency is not requesting such training, please check this box [], enter your agency's name and address, and mail the form to: (HUD Office: Enter your complete address in this space.)

Agency name

Address Telephone

Authorized signature Date

USE THE BACK OF THIS FORM OR ATTACH ADDITIONAL PAGES IF NECESSARY TO SUBMIT ALL INFORMATION.

1. List the HUD programs for which you request training. Please use specific HUD program designations.
2. Indicate the number of persons from your staff for whom you request training and whose expenses you will underwrite. Indicate their titles. (All training takes place at the HUD office address indicated above with the exception explained in the next paragraph on page 2 of this appendix.)
3. The availability of limited travel funds and travel time

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to HUD staff will severely restrict the possibility that HUD might conduct training at locations other than the HUD office. A HUD-approved housing counseling or a group of such agencies may propose to underwrite all of the costs of HUD staff participation.

The agency(ies) interested in paying these costs should obtain HUD approval for such arrangements prior to arranging the training. You may use the space below to set forth your offer to pay HUD's expenses and state your request that HUD approve such arrangements.

Check this box [] if this is a request for a group of agencies.