

From: Housing.Counseling
Sent: Thursday, January 20, 2011 1:21 PM
To: 'SF-Housing-Counseling-L@hudlist.hud.gov'
Subject: HUD Grant Award Allocation Entry in HCS

Awarded Agencies,

The grant documents have been mailed and are being process. Once you know your grant award amount, please access HCS and input the budget allocation. You will notice that the page is slightly different but basically the same.

You need to enter:

Total Budget,

Admin Amount,

Indirect Amount,

You will need to negotiate with your GTR the projected number of HUD clients you plan to service based on the Grant Award. This is the same number recorded in your Logic Model document. Enter the client goal for each of your sub-agencies to ensure their work assist in achieving your organization's goal.

You need to enter the number of counselors for each sub-agencies. Also, enter your counselor data for each agency in the Counselor Tab.

Refer to the Instructions at the top of the page for clarification of any procedure if necessary.

This message has gone out to the email addresses provided by all active Counseling agencies in HUD's Housing Counseling Program awarded HUD Housing Counseling Grant. Please direct questions or comments to your respective HUD point of contact or email Housing.Counseling@hud.gov by directly responding to this email addressee.

Sincerely,

Ruth Román

Director, Program Support Division
Office of Single Family Housing
Department of Housing and Urban Development