

EXHIBIT M
Filling out the NFMC Round 2
Sub-grantee spreadsheet

In preparation for Round two of the National Foreclosure Mitigation Counseling Program, detailed listing of each of your Sub-grantees, Branches of Affiliates must be submitted. Please refer to the following reference guide for specifics regarding each required field. If you have any questions please contact us at nfmc@nw.org.

FIRST, PLEASE GO TO www.nw.org and download the Excel Spreadsheet. Complete using the instructions below, and e-mail completed document to nfmc@nw.org. An electronic version of this Excel file is required of any Grantee with Branch, Affiliate, or Sub-grantees who participate in the NFMC program and is also required for any NWO that is contracting out any of its counseling services.

NOTE: Do not input additional information which might cause the Data Collection System to reject your records.

Example: For the chief Contact Last Name: Edmonds (Treasurer)

“(Treasurer)” will make your record invalid and most likely rejected by the Data Collection System. For each field enter in only the information requested.

To avoid having the file returned for corrections, only enter the requested information.

1. PCODE (ORG ID)

This column used to be what NeighborWorks refers to as a “PCODE”, or a “Place Code”. Your organization’s ID is also known as a “PCODE”. When an organization receives funds from NeighborWorks America, NeighborWorks assigns a PCODE for accounting purposes.

Example: 9999

2. Grantee (if HFA or Intermediary) Insert your legal organizational name.

Example: NATIONAL COUNSELING, INC.

3. "Branch, Sub-Grantee, or Affiliate Name legal name" (“sub grantee”)

This is the Legal name of the sub-grantee. Only use the exact legal business name of the organization so this may be used to track possible duplication of sub grantees between two grantees.

4. DBA (if applicable)

If the organization has a DBA title, (Doing Business As) enter that information here.

Example: Computer C.O.R.E., Inc.

5. Name by which you refer to organization

Enter the name by which you refer to the sub grantee. For example, an organization's name is CDC of Baltimore. There are multiple sub-grantees with this name, as the CDC of Baltimore has branch offices. You might refer to each one by its locale, so CDCB-Hampton or CDCB-Canton.

Example: CORE

6. DCS Reporting ID (BranchID)

The ID assigned to the sub grantee when uploaded into the Data Collection System.

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Example: CCORE

7. HUD Agency Identification Number (if applicable)

If the sub grantee has a HUD ID number, enter it here.

Example: 1101-001

8. NFMC direct or sub grantee (if no leave blank)

If known, please note if an organization you are listing as a sub grantee is also a direct NFMC grantee or a sub-grantee, affiliate, or branch office of another grantee.

Select the appropriate choice from the list or leave blank if not applicable.

9. Client Management Tool

From the list select the Client Management tool which the organization uses from the list, CounselorMax, HCO, Nstep or Other.

10. Address

Enter the Street address of the sub grantee.

Example: 208 East 4th Avenue

11. City/county

Enter the city name of the sub grantee.

Example: Alexandria

12. State

Enter the two character abbreviation for the sub grantees state (e.g. Virginia = VA)

Example: VA

13. Zip

Five or nine digit ZIP code of sub grantee.

Example: 22034

19. Main Phone

Ten digit main phone number for the sub grantee.

Example: 703-555-6251

20. Fax (if possible)

Ten-digit Facsimile number for the sub grantee.

Example: 703-555-1212

21. Executive Director (ED) First Name

First name of the Executive Director.

(Do not put in any additional information, i.e. Dr., (ED), Treasurer, etc)

Example: Laurence

22. Executive Director (ED) Last Name

Last name of the Executive Director.

Example: Schneider

23. ED e-mail

Email for the sub grantee's Executive Director

Example: lschneider@ccore.org

24. Chief Contact First Name If different from ED

If there is a chief contact besides the Executive Director, enter their first name.

Example: Sharon

25. Chief Contact LAST NAME If different from ED

If there is a chief contact besides the Executive Director, enter their last name.

Example: Camara

26. Chief Contact e-mail

If applicable enter the chief contact's email address.

Example: scamara@ccore.org

27. Website

If the sub grantee has a website, enter the address.

Example: www.ccore.org