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|  | **U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT** Office of Housing Counseling 451 7th St., SW, Room 9224 Washington, D. C. 20410 |

**CHARTER**

**Housing Counseling Federal Advisory Committee**

1. **CommitteeOfficial Designation**

Housing Counseling Federal Advisory Committee (Committee)(HCFAC).

1. **Authority**

The authority for the establishment and management of the Committee is found at 42 USC § 3533(g)(4) of the Department of Housing and Urban Development Act of 1965 (HUD Act) (42 USC § 3531, *et seq.)*

1. **Objectives and Scope of Activities**

The mission of the Office of Housing Counseling (OHC) is to provide individuals and families with the knowledge they need to obtain, sustain, and improve their housing. OHC supports a strong national network of Department of Housing and Urban Development (HUD) approved housing counseling agencies and counselors. The objective of the Committee is to provide advice to OHC regarding the carrying out of its mission consistent with § 3533(g)(3) of the HUD Act except that the Committee shall have no role in reviewing or awarding of housing counseling grants or procurements. To ensure input from stakeholders and program participants, the Committee will not be the sole source of advice for OHC.

1. **Description of Duties**

The purpose of the Committee is to provide strategic planning and policy guidance to the OHC to make housing counseling accessible, sustainable, and high quality. The purpose of the Committee is provided in § 3533(g)(4) of the HUD Act. The work of the Committee shall be solely advisory and shall have no role in reviewing or awarding of OHC grants or federal procurements.

1. **Agency or Official to Whom the Committee Reports**

The Committee shall provide advice to the Secretary of HUD through the Deputy Assistant Secretary (DAS) for OHC.

**6. Support**

Administrative support shall be provided to the Committee by OHC.

**7. Estimated Annual Operating Costs and Staff Years**

The estimated annual cost including contractor and full-time equivalent (FTE) of a 1.5 position for FY 2023 is $584,823 and FY 2024 is $643,305.

1. **Designated Federal Officer**

Designated Federal Officer (DFO) and no less than one alternate will be an OHC employee as appointed by the DAS for OHC. The DFO serves as the government's representative for all matters related to the Committee's activities. The DFO will: (1) approve or call the meeting of the Committee or subcommittees; (2) approve agendas; (3) attend all meetings; (4) adjourn the meetings when such adjournment is in the public interest; and (5) chair meetings of the Committee, when so directed by the DAS for OHC, or designee.

1. **Estimated Number and Frequency of Meetings**

The estimated number of meetings anticipated within a fiscal year is four (4) and at other intervals as needed to render advice to the Office of Housing Counseling. The meetings will be held in person, virtual, or electronically. Unless otherwise determined in advance, all meetings of the Committee will be open to the public. Meetings of the Committee will be closed in accordance with the Freedom of Information Act (5 USC § 552, *et seq.)* (FOIA).

**10. Duration**

Unless this Charter is renewed, it expires in two (2) years from the effective date.

**11. Termination**

The Committee will terminate two years from the date the Charter is filed or upon completion of its purpose, unless prior to that date it is renewed in accordance with the provisions of § 14 of FACA. There will be no Committee meetings without an active Charter.

**12. Membership and Designation**

The Committee shall be composed of not more than twelve (12) individuals, as the Secretary may appoint. Membership of the Committee shall equally represent the mortgage and real estate industry, including consumers and housing counseling agencies approved by the Secretary.

The members of the HCFAC shall be appointed by the Secretary for up to two (2) terms of three (3) years each or as required by law. Members may be reappointed and serve at the discretion of the Secretary. Members of the Committee shall serve without pay, but shall receive travel expenses, including per diem in lieu of subsistence, in accordance with applicable provisions under 5 USC 5701, *et seq,*

The Committee's membership will be balanced to include a broad representation of geographic areas within the United States with equitable representation of sexes, ethnic and racial minorities, and persons with disabilities.

Committee members must be U.S. citizens and cannot be full-time employees of the federal government. Committee members may not have unpaid obligations to the US government or have not been carrying out any business practices that would give rise to any legal and ethical violations. Committee members should not be subject to any unresolved Inspector General (IG) findings. No person who is a federally registered lobbyist may serve on the Committee.

1. **Subcommittees**

The Secretary of HUD, or the Secretary's designee, or the Deputy Assistant Secretary of the Office of Housing Counseling, shall have exclusive authority to create and disband subcommittees. Subcommittees may report only to the Committee established by this Charter and may not provide advice or work products directly to the HUD or any other entity.

1. **Recordkeeping**

The records of the Committee, formally and informally established subcommittees, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying unless they have been withheld under an exemption to FOIA.

1. **Filing Date**

U.S. Senate Committee on Banking, Housing and Urban Affairs,

U.S. Senate Committee on Finance,

House Ways and Means Committee,

U.S. House Committee on Financial Services,

Library of Congress,

Secretary, U.S. Department of Housing and Urban Development,