Changes to Agency User Interface for HCS V14.1.0.0

An update to HCS (release date: December 15, 2014) allows for the following functionality:

- 9902 Projections
- Display of projections on FY 2015 9902 form

**Note:** data displayed in screens is for example purposes only and does not reflect actual data.

Projections

The projections identify the number of housing counseling services that the agency estimates they will conduct using their HUD grant award. It is used to give HUD an idea of what can be expected of the agency and allows for a means of tracking progress through the grant funding period. There are two types of projections that can be entered in HCS:

- **Total Negotiated Projection** – represents the total number of housing counseling activities that the agency and HUD has agreed is a reasonable estimate of activities that can be conducted using the agency’s HUD grant funding.

- **9902 Projection** – represents the number of housing counseling activities that the agency anticipates conducting for each line in section 8 Households Receiving Group Education by Purpose and section 9 Households Receiving One-on-One Counseling by Purpose of the new FY2015 9902 form. The total amount entered for the 9902 Projection must be equal to or greater than the Total Negotiated Projection.

Total Negotiated Projection

The Total Negotiated Projection is entered on the agency’s grant budget allocation screen by the agency’s HUD GTR. It cannot be entered by the agency. The Total Negotiated Projection must be entered before the agency can submit their 9902 projections to HUD.

The two screens below show how the Total Negotiated Projection field displays for the HUD user (editable) and for the agency user (read-only).
Figure 1 – Agency Budget Allocation page showing the Total Negotiated Projection from the HUD User perspective

Figure 2 - Agency Budget Allocation page showing the Total Negotiated Projection from the Agency User perspective
To enter the **Total Negotiated Projection**, a HUD user should navigate to the agency’s budget allocation screen.

From the NOFA menu:

- Hover your mouse over the desired **NOFA** from the drop-down menu.
- Hover your mouse over the **Grants** option from the sub-menu.
- Click the **Awards/Allocation/Projection** link.

![Figure 3- HUD User Navigation](image)

- Navigate to the agency whose projections you are reviewing by clicking the link for the agency type, and then finding the agency from the list.

![Figure 4 - 2014-1 Comprehensive Grant Awards](image)
- Click the Budget Allocation button.

**Figure 5 - Comprehensive Grant Awards**

**Figure 6 - Award screen**
- Enter the agreed-upon amount in the **Total Negotiated Projection** field, tab or click out of the field, and click the **Save** button.

![Figure 7 - Grant Budget Allocation Screen](image_url)

- A message displays indicating that the budget allocation changes have been updated. Click the **OK** button on the message.

![Figure 8 - Prompt Displayed](image_url)
**9902 Projection**

The 9902 projection functionality in HCS allows agencies to enter their 9902 projections directly in HCS for HUD review and approval.

- Projections represent the projected housing counseling activities for their organization that will be attributed to the HUD grant.
- Only grant awardees will enter projections. The projections should represent the activities for the entire agency organization. Agencies that receive a sub-allocation from a parent agency do not enter 9902 projections.
- Projections are only entered for section 8 Households Receiving Group Education by Purpose and section 9 Households Receiving One-on-One Counseling by Purpose.
- Projections are entered for each HUD housing counseling grant awarded to an agency. If an agency has more than one HUD housing counseling grant funding the same reporting period, projections for each grant are entered separately.
- Projections are not submitted through CMS. They are entered directly into HCS.
- HUD staff reviews and approves the projections.
- Once approved the projections display on the grant awardees’ 9902s for the applicable reporting period.

**9902 Projection – Agency User Navigation**

The **HUD-9902** menu item has been updated to allow access to the new 9902 projection screens. To access the 9902 Projection screens, an agency user should:

- Hover your mouse over **HUD-9902** in the main system navigation, two items will display in the drop-down menu:
  - Data Reporting Status Inquiry – takes the user to the HUD-9902 screen for searching and displaying an agency’s 9902. This module has not changed with the exception of displaying the new 9902 form for FY2015.
  - Projections – takes the user to the agency’s **Grant Menu** page. This can also be accessed by clicking the Budget Allocation link in the main navigation.
  - Data Reporting Status Inquiry – takes the user to the HUD-9902 screen for searching and displaying an agency’s 9902. This module has not changed with the exception of displaying the new 9902 form for FY2015.
  - Projections – takes the user to the agency’s **Grant Menu** page. This can also be accessed by clicking the Budget Allocation link in the main navigation.
The **Grant Menu** page:

- Lists all of the HUD grants the agency has been awarded.
- Allows the agency to access both the **Budget Allocation** and **9902 Projections** for each grant.
- For any grant award that funds FY 2015 and later, a **9902 Projection** link will appear under Go To.
- Click the **9902 Projection** link to access the screen for entering and managing the projections for that grant.
The 9902 projection screen:

- Displays dashboard information about the agency and associated grant:
  - Agency Name
  - Agency HCS ID
  - Agency Type
  - Agency’s HUD Office
  - Grant Type
  - Grant Application ID
  - Funding start and end dates
  - Award Amount
  - Total Negotiated Projection

- Identifies the Status of the projection, the Total Projection for each fiscal year of the grant, and the Total Projection for the entire grant.

- Provides for entry of projections for sections 8 & 9 of the 9902 form. Other 9902 sections (3 – 7 and 10) are not included in projections.

- Provides entry for each fiscal year of the grant funding period.
- Allows users to enter comments.

- Once approved by HUD, the fiscal year allocations will display on the agency’s 9902s for FY2015 and after.

![Figure 11 - 9902 Projection Entry Screen](image-url)
**Projection Status**

The status of the projection displays near the top of the screen under the agency and grant information. Initially the status will display as “NOT ENTERED”. It will update as the status changes.

![Figure 12 - 9902 Projection Status and Dashboard Display](image)

**Entering Projections**

Agencies will enter the projected housing counseling activities for **9902 Section 8: Households Receiving Group Education by Purpose and Section 9: Households Receiving One-on-One Counseling by Purpose**.

The NOFA 2014 Comprehensive Housing Counseling grants have a default funding period of 10/01/2013 – 03/31/2015. This includes all of fiscal year 2014 and the first two quarters of 2015. The projection screens for the 2014 grants will allow agencies to enter their actual figures for 2014 and project for 2015. While the fiscal year 2014 numbers are optional, it will allow for the total projection figures for the grant to be recorded in HCS, and the 2015 projection figures to display on the 9902s. Projection figures entered for FY 2014 will not display on the 2014 9902s.

While the initial FY2014 projections are optional, future grants that have funding periods that span multiple fiscal years, will require projections for each fiscal year of the funding period.

To enter the projections:

- Enter the number value for each fiscal year of the grant funding period for each line item in Section 8. If the agency does not anticipate conducting that type of housing counseling activity, leave the 0 value that displays by default.

- The screen will display the total values for each line item for the entire funding period.

- The screen will display the total values for section 8 for each fiscal year and for the entire funding period.
Enter the number value for each fiscal year of the grant funding period for each line item in Section 9. If the agency does not anticipate conducting that type of housing counseling activity, leave the 0 value that displays by default.

The screen will display the total values for each line item for the entire funding period.

The screen will display the total values for section 9 for each fiscal year, and for the entire funding period.

The screen will display the total values for section 8 & 9 for each fiscal year, and for the entire funding period.
Enter a comment (optional) and then click either the **Save As Draft** or **Submit To HUD** buttons.
Saving as Draft:

- Can be used by the agency to begin entering projections and to save their progress without submitting to HUD.
- Status will display as Draft, and the Last Updated Date is updated.
- Any comment that is added is saved and displayed.
- When in draft status agencies can make any changes; no data validation checks are performed.

Note: All users (both agency and HUD users) will be able to see all comments entered on a projection. The name of the user that entered the comment is automatically displayed along with the comment.
Submit to HUD:

When the projections are ready for HUD’s review and approval, the agency should click the Submit To HUD button. When the agency user submits to HUD:

- The system will check to make sure the total projection is equal to or greater than the total negotiated projection. If not, it displays an alert and saves as draft. This check is disabled for the 2014 NOFA grant projections.
- Status is changed to Submitted.
- Last Updated date is updated.
- The date submitted is updated.
- The user that submitted is updated.
- The agency should notify their HUD GTR that the projection has been submitted and is ready for approval.

Remember! The Total Negotiated Projection is required before an agency can submit their 9902 Projection. The projection screen will indicate if the Total Negotiated Projection has not been entered.
If a user attempts to submit the projection when the **Total Negotiated Projection** has not been submitted, a message will display indicating to save the projection as draft and contact your HUD GTR. A HUD user must enter this amount before the agency can submit the 9902 projections.

When the projection is submitted, the system will check that the **Total 9902 Projection** is not less than the **Total Negotiated Projection**. If an agency needs to submit a **Total 9902 Projection** that does not meet the **Total Negotiated Projection**, they will need to contact their HUD GTR to discuss.

**Note:** For the initial 2014 Comprehensive Housing Counseling Grants, since the Fiscal Year 2014 projections are optional, the system will not check the Total 9902 Projection against the Total Negotiated Projection.
9902 Projections – HUD User Navigation

HUD users can access agency 9902 projections two ways:

1. From the **HUD-9902** menu:
   - Click **Projections** from the drop-down menu.

   ![Figure 17 - HUD User Navigation](image1.png)

   - Select the link for the **NOFA** for the grant projections you are reviewing.

   ![Figure 18 - HUD User Navigation](image2.png)

   - Navigate to the agency whose projections you are reviewing by clicking the link for the agency type and then finding the agency from the list.
**Figure 19 - 2014-1 Comprehensive Counseling Awards**

**Figure 20 - 2014-1 Comprehensive Counseling Awards**

- Click the **9902 Projections** button.
2. From the NOFA menu:

   - Hover your mouse over the desired **NOFA** from the drop-down menu.
   - Hover your mouse over the **Grants** option from the sub-menu.
   - Click the **Awards/Allocation/Projection** link.

   ![Figure 21 - HUD User Input Award Screen](image)

   ![Figure 22 - HUD User Navigation](image)

   - Navigate to the agency whose projections you are reviewing by clicking the link for the agency type and then finding the agency from the list.
- Click the **9902 Projections** button.
HUD User Review and Approval

When an agency has submitted their projections, a HUD user must review and approve before the projections will display on the associated 9902 reports. The 9902 Projection screen will allow a HUD user to:

- Save as Draft.
- Submit to HUD
- Approve the 9902 projection
- Enter a comment only
### 9902 Projection NOFA 2014-1 COMPREHENSIVE COUNSELING Grant

**Agency Name:** NON VALLEY INITIATIVE  
**Agency ID:** 00004  
**Agency Type:** National Intermediate  
**Grant Type:** COMPREHENSIVE COUNSELING  
**Application ID:** 0011-015

**Funding Start Date:** 01/01/2013  
**Funding End Date:** 09/30/2015

**Status:** SUBMITTED  
**Last Updated:** 12/18/2014  
**Submitted to HUD:** 12/18/2014  
**HUD Approved:** By:

**Comments:**  
12/18/2014: Theresa Hoek: Entered data for agency after discussing over the phone.

Add Comment:*  
Characters Remaining: 250

If there are unsaved changes to the projections, please use the 'Save as Draft' or 'Submit To HUD' buttons to save/submit the data and comment.

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**Note:** Projections for the fiscal year 2014 portion of the funding period are optional. Agencies may choose to enter their actual 9902 reported counseling activities for the 2014 fiscal year.

**Save As Draft  Submit To HUD  Approve**

<table>
<thead>
<tr>
<th>Fiscal Year 2014: 10/01/2013 - 09/30/2014 (Optional)</th>
<th>Fiscal Year 2015: 10/01/2014 - 03/31/2015</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Households Receiving Group Education by Purpose</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Completed financial literacy workshop, including home affordability, budgeting and understanding use of credit</td>
<td>0</td>
<td>364</td>
</tr>
<tr>
<td>b. Completed predatory lending, loan scam or other fraud prevention workshop</td>
<td>0</td>
<td>956</td>
</tr>
<tr>
<td>c. Completed fair housing workshop</td>
<td>0</td>
<td>55</td>
</tr>
<tr>
<td>d. Completed homelessness prevention workshop</td>
<td>0</td>
<td>62</td>
</tr>
<tr>
<td>e. Completed rental workshop</td>
<td>0</td>
<td>78</td>
</tr>
<tr>
<td>f. Completed pre-purchase homebuyer education workshop</td>
<td>0</td>
<td>85</td>
</tr>
<tr>
<td>g. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>h. Completed resolving or preventing mortgage delinquency workshop</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>i. Completed other workshop</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Section A Total:</strong></td>
<td>0</td>
<td>1600</td>
</tr>
<tr>
<td><strong>B. Households Receiving One-on-One Counseling by Purpose</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Homeless Assistance</td>
<td>0</td>
<td>220</td>
</tr>
<tr>
<td>b. Rental Topics</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Prepurchase/Downpayment</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>d. Home Maintenance and Financial Management for Homeowners (Non-Delinquency Post-Purchase)</td>
<td>0</td>
<td>592</td>
</tr>
<tr>
<td>e. Reverse Mortgage</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>f. Resolving or Preventing Mortgage Delinquency or Default</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Section B Total:</strong></td>
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<td>809</td>
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<tr>
<td><strong>Sections A &amp; B Total:</strong></td>
<td>0</td>
<td>2409</td>
</tr>
</tbody>
</table>

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*Comment Required if HUD user saves or submits

**Figure 26 - HUD User 9902 Projection Screen**
Save as Draft and Submit to HUD

The **Save As Draft** and **Submit To HUD** buttons are available to HUD users in the event that an agency requires assistance with completing their projections. If a HUD user completes either action, the system will require a **comment** for the HUD user to document why a HUD user revised the projections.

In the rare circumstance that a HUD users revises the projection data for the agency, after entering the projection data for sections 8 and 9:

- Enter a comment in the **Add Comment** box.
- Click either the **Save As Draft** or **Submit To HUD** button. Your comment will be saved along with the projection.

**Note:** The **Save Comment Only** button should be used when you would like to add a comment but do not want to **Save as Draft, Submit to HUD, or Approve.**

If you click **Save As Draft** or **Submit To HUD** and you have not entered a comment, the following message will display:

![Message from webpage](image)

**Figure 27 - Message displays when HUD user saves or submits projection.**

- Click the **OK** button to remove the message.
- Enter a comment in the **Add Comment** box and click **Save As Draft** or **Submit To HUD**. Do not click the **Save Comment Only** button unless you intend to only enter a comment without saving, submitting, or approving.

**Approving Projections**

Once the projection has been reviewed and is ready for Approval, click the **Approve** button. A comment is not required when approving, but if a comment is entered it will be saved when clicking **Approve**.

Once approved:
• Status is changed to Approved.
• Date approved displays.
• User that approved displays.
• Locks the form so that the projection numbers cannot be changed after approval.
• Fiscal Year projection figures display on the 9902 form for the direct awardee.
• A HUD user will have the ability to open the 9902 projection for revision after approval.
Opening a Projection after it has been Approved:

Once a projection is approved, the fields are locked to read-only mode and cannot be changed. If a revision is required, a HUD user will need to Open the projection. To open a projection:
• Enter a comment in the **Add Comment** box. A comment is required and should identify the reason why the projection was opened.
• Click the **Open** button.

![Figure 29 - Opening a 9902 Projection](image)

Once opened:

• The status of the projection is changed to **DRAFT**. The previous Submitted and Approved details no longer display.
• The **Approve** and **Open** buttons do not display for HUD users until the projection has been re-submitted.
• An Agency or HUD user will then be able to edit and Save As Draft or Submit To HUD.

### 9902 Projections – 9902 Display

Once approved, the projections will display on the agency’s 9902. Since the 9902 reports are fiscal year based, just the projection figures applicable to the fiscal year of the 9902 report will display.

The 9902 will also show the current status of the projections next to the grant funding amounts under the **HUD Funding Sources** section. The projection status will indicate one of the following:

• **Projection: Not Entered** – indicates that the agency has not begun to enter their 9902 projections for the grant.
- **Projection: Entered; Not submitted to HUD** – indicates that the agency has begun to enter their 9902 projections for the grant but has not yet submitted to HUD. The projection status is Draft. Draft projections will not display on the 9902 form.

- **Projection: Submitted to HUD; Not Approved** – indicates that the agency has submitted their projections for HUD review and approval, but they have not yet been approved. Submitted projections that have not been approved will not display on the 9902 form.

- **Projection: HUD Approved; [DATE]** – indicates that the projection has been approved by HUD and provides the date it was approved. Approved projections will display in sections 8 and 9 on the 9902 form.

![Figure 30 - Projection Status Display on 9902](image-url)
Figure 31 - FY 2015 9902 showing projections in sections 8 & 9.