



CMS Developer Meeting:
New HUD 9902 and Client Data Requirements Starting FY 2015

Audio line: (888) 876-6903

Conference Code: 7440900885 #

In order to not interrupt the meeting:

- 1.) Put your phone on MUTE, unless you have a question.**
- 2.) Do not put this conference call on HOLD.**



Agenda

1. Follow-up of HUD Business Process
Questions from previous meeting
2. Activity Types
3. ARM 5.0 Documentation
4. ARM 5.0 Pilot Environment



Business Process Questions

Q: How do you report the 9902 demographic data and client record for a household or one-on-one counseling activity that includes more than one person?

A: There is no change to how agencies report their activities with the new 9902 form. The change from client to household is a terminology change meant to reflect the current practice of reporting data about the individual or group of individuals participating in a counseling session. When more than one person is present during a one-on-one counseling session, then one of those individuals will serve as the client representing the household. That person's name is indicated in the client profile record and the demographic data will be representative of that person.



Business Process Questions

Q: How do you report HUD funded activities if 1 activity has multiple funding sources and is partially HUD Funded?

A: If any activity is HUD funded (even partially), the whole activity counts as HUD Funded. The exception to this rule is if the activity is funded by NFMC. In the case of NFMC funding the activity cannot be attributed to HUD.



Business Process Questions

Q: How do agencies retroactively report HUD funded activities for awards they receive mid-year. If they resubmit will the 9902 be marked as late?

A: If HUD grants are awarded mid-year and the funding period started at the beginning of the fiscal year, agencies may proceed with reporting their HUD funded activities with the next 9902 report. For example, the 2014 Comprehensive grants were awarded during the 3rd quarter of FY 2014, but the funding period started 10/01/2013 (1st quarter of 2014). If agencies retroactively declare activities in the 1st or 2nd quarter to be HUD funded, that can be reported in the next 9902 report, in this case the 3rd quarter 9902. This is allowed as the 9902 reporting is cumulative for the fiscal year. The third quarter report reflects activities from the beginning of the fiscal year. Agencies will not need to revise their 1st and 2nd quarter 9902 reports.



Activity Types

- Activity Type IDs are currently used in the 9902 data submission, representing the amount being submitted for the “Activities for All Counseling and Education” column.
- Currently identified as activity_type_id=4.
- The same ID will be used for “All Activities” in ARM 5.

```
<tns:Form_9902>
  <tns:report_period_id>2</tns:report_period_id>
  <tns:Ethnicity_Clients_Counseling_Hispanic activity_type_id="4">123456789012345</tns:Ethnicity_Clients_Counseling_Hispanic>
  <tns:Ethnicity_Clients_Counseling_Non_Hispanic activity_type_id="4">123456789012345</tns:Ethnicity_Clients_Counseling_Non_Hispanic>
  <tns:Ethnicity_Clients_Counseling_No_Response activity_type_id="4">123456789012345</tns:Ethnicity_Clients_Counseling_No_Response>
  <tns:Section_3_Total activity_type_id="4">123456789012345</tns:Section_3_Total>
  <tns:Race_Clients_Counseling_American_Indian_Alaskan_Native activity_type_id="4">123456789012345</tns:Race_Clients_Counseling_American_Indian_Alaskan_Native>
```



Activity Types

- New values will be allowed in ARM 5 starting with fiscal year 2015 reporting to represent the HUD Funded Activities.
- HUD Funded Activities are specific to the NOFA year and grant type.
- Activity Types identified in reference group 38.
- Currently two:
 - 4 = All Activities
 - 7 = Activities funded by the HUD 2014 Comprehensive Grant (NOFA 2014-1 COMP).



Activity Types

- As HUD awards new grants, new activity types will be added to ARM.
- Agencies may have more than one grant applicable to the reporting period.



Activity Types

Exp:

- NOFA 2014 Comprehensive grants have already been awarded with a funding period of 10/01/2013 – 03/31/2015.
- NOFA 2015 Comprehensive grants are awarded with a funding period of 10/01/2014-03/31/2016.
- Both of the grant funding periods are applicable to the FY 2015 9902 reporting.



**Housing Counseling
Agency Activity Report**

**U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner**

1. Counseling Agency Name	2. Reporting Period and Budget	
Agency Name BETTER NEIGHBORHOODS, INCORPORATED Agency ID: 80024 Agency Type: LHCA 986 Albany St Schenectady, NY 12307-1513	Reporting Period:	Quarter 1 ▾
Parent Agency Name (if applicable)	Fiscal Year:	2015
	From:	10/01/2014
	To:	12/31/2014
	Submission Date:	
	Update Date:	
	Total budget, all sources:	\$0.00
	Total HUD Funding, all grants:	\$41,435.00
HUD Funding Sources Budget not entered		
2014-1 COMP 10/01/2013 - 03/31/2015 Notice of Funding Availability (NOFA) for the Department's Fiscal Year 2014-2015 Comprehensive Housing Counseling program Funding: \$12,566.00 Projection: Submitted to HUD; Not Approved		
2015-1 COMP 10/01/2014 - 03/31/2016 Notice of Funding Availability (NOFA) for the Department's Fiscal Year 2015-2016 Comprehensive Housing Counseling program Funding: \$28,869.00 Projection: Not Entered		

Validated: **Not Validated**
Only reports completed by 01/31/2014 will be credited for on time submission.

	TOTAL All Activities	All HUD Funded Activities	Projected HUD Housing Counseling Activities	2014-1 COMP HUD Funded	HUD Projected	2015-1 COMP HUD Funded	HUD Projected
<input type="button" value="Update"/> <input type="button" value="PDF Version"/> <input type="button" value="Cancel"/> <input type="button" value="Validate"/> <input type="button" value="Hide HUD Grant Activity"/>							
3. Ethnicity of Households (select only one)							
a. Hispanic	0	0		0		0	
b. Not Hispanic	0	0		0		0	
c. Chose Not to Respond	0	0		0		0	
Section 3 Total	0	0		0		0	
4. Race of Households							
Single Race							
a. American Indian/Alaskan Native	0	0		0		0	
b. Asian	0	0		0		0	
c. Black or African American	0	0		0		0	
d. Native Hawaiian or Other Pacific Islander	0	0		0		0	



Activity Types

The 9902 submission can now have an entry for each column using the activity_type_id.

```
<tns:Ethnicity_Households_Counseling_Hispanic activity_type_id="4">125</tns:Ethnicity_Households_Counseling_Hispanic>  
<tns:Ethnicity_Households_Counseling_Hispanic activity_type_id="7">65</tns:Ethnicity_Households_Counseling_Hispanic>  
<tns:Ethnicity_Households_Counseling_Hispanic activity_type_id="8">15</tns:Ethnicity_Households_Counseling_Hispanic>
```

	TOTAL All Activities	All HUD Funded Activities	Projected HUD Housing Counseling Activities	2014-1 COMP HUD Funded	HUD Projected	2015-1 COMP HUD Funded	HUD Projected
3. Ethnicity of Households (select only one)							
a. Hispanic	125	80		65		15	



Activity Types

- Activity Types are also used in the client and group session data.
 - **Client_Activity_Type**
 - **Group_Session_Activity_Type**



ARM 5.0 Documentation

Available on HUD.gov:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/hcc/OHC\CMS1415a

- Field Descriptions
- ICD
- XML Schema
- Reference Items



ARM 5.0 Pilot Environment

- ARM 5 Pilot reference service currently only accessible inside of HUD. Working with HUD to obtain a publically facing URL.
- Issue with ARM 4 and ARM 5 environments interfering with each other. Issue is being researched.
- In the meantime would like to deploy the ARM 5 pilot image at the current URL running ARM 4 so CMS can start to use the ARM 5 reference web service.
- Feedback received – One CMS reported that they are currently developing to ARM 4.
- Suggested that we have a daily schedule for ARM 4 and ARM 5 environments. This is open to input.
- As not all CMS are participating on the call, ARM support team will send a notice for feedback to the CMS POC for feedback.
- When a final decision/schedule is made it will be emailed to CMS and posted on web page.



Other Questions

Q: Working on a remote site and not able to access presentation. Will you send the file out?

A: Yes we will send the presentation file out along with the meeting notes.

Q: How do you reset your username/password for the pilot environment?

A: Open a ticket with the HUD National Help Desk.



Other Questions

Q: Do any of the other CMS have any feedback or guidance for the definition of rural for the Rural Area Status?

A: The rural area status is determined by the USDA. The 9902 form instructions indicate to go to USDA.gov. There should be a single family housing link that will take you to maps and descriptions of rural areas.

Q: Will the activity types be pre-defined in ARM 5?

A: No. Activity types will be generated at the time HUD awards grants. The two types currently in the reference data will remain. Future activity types will be dynamically generated.



Other Questions

Q: Is there a schedule for the CMS meetings?

A: No. They are scheduled as needed.

Q: How do I get added to the CMS email distribution list.

A: Send an email to Theresa – theresa.houck@salientfed.com.

Q: Will there be new usernames/passwords for the ARM 5 environment?

A: There are new CMS passwords required in the header. Those will be generated and distributed to CMS. Currently the same user ID and password will be used for ARM 4 and 5.



Other Questions

Q: Are CMS still calculating the All Activities?

A: Yes. All activities includes all counseling activities reported by the agency. The HUD funded activities are a sub-set of the all activities. CMS will submit All Activities and the HUD Funded activities specific to the activity type. HUD will then display the total HUD Funded Activities.