

Changes to Agency User Interface for HCS V13.0.0.0

An update to HCS was released on July 2, 2013 to allow for the following functionality for agency users:

- NOFA 2013 Grant Awards to display on Agency Summary, Budget Allocation, and 9902 screens
- Budget Allocation process that allows for agencies to adjust their yearly sub-allocations on a quarterly basis.
- 9902 forms that provide grant-specific HUD funded columns.

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

Agency Summary:

NOFA 2013 awards display on the agency summary page.

The screenshot shows the Agency Summary page with the following data:

Next Validation NLT Data: (04/25/2013)

Essential Contacts		
HUD Agency Contact:		✓
HUD POC Phone:		✓
HUD POC Email:		✓
GTR Assigned:		✓

Clients & Counselors		
Counselors	Clients	
Total	20	Projected for FY: 0
Trained	0	YTD Declared in 9902: 0
		Total YTD Reported : 0

HUD-9902 Submission Summary for Current FY - 2013		
Quarter 1	access 9902	✓
Quarter 2	access 9902	✓
Quarter 3	access 9902	N/A
Quarter 4	access 9902	N/A

HUD Funds Awarded	
Grant Type	Current Grant Award
NOFA 2013-1: COMP	\$233,306.00
Total Award:	\$233,306.00

Total Annual Housing Counseling Program Budget, All Sources:
 Total Amount of HUD Grants must not be greater than Total Annual Housing Program Budget.

Figure 1 - Agency Summary Page showing award from the 2013 Comprehensive Grant

Budget Allocation:

Agencies with an award can allocate their grants from the **Budget Allocation** menu. Click the **Budget Allocation** link in the main navigation.

The screenshot shows the main navigation menu for the HOUSING COUNSELING SYSTEM. The menu items are: HOME, AGENCY, HUD-9902, BUDGET ALLOCATION (highlighted with a red box), SUBMISSION VERIFICATION, and APPROVED CMS PRODUCTS. Below this, there is a secondary menu with items: Agency Summary, Agency Information, Personnel, Contact Information, HUD Affiliation, and Counselor/Client.

Figure 2 - Agency User Main Navigation showing Budget Allocation menu item

The most recent award from the 2013 NOFA displays at the top of the Budget Allocation menu page. Click the link for the funding period to access the budget allocation page for that award.

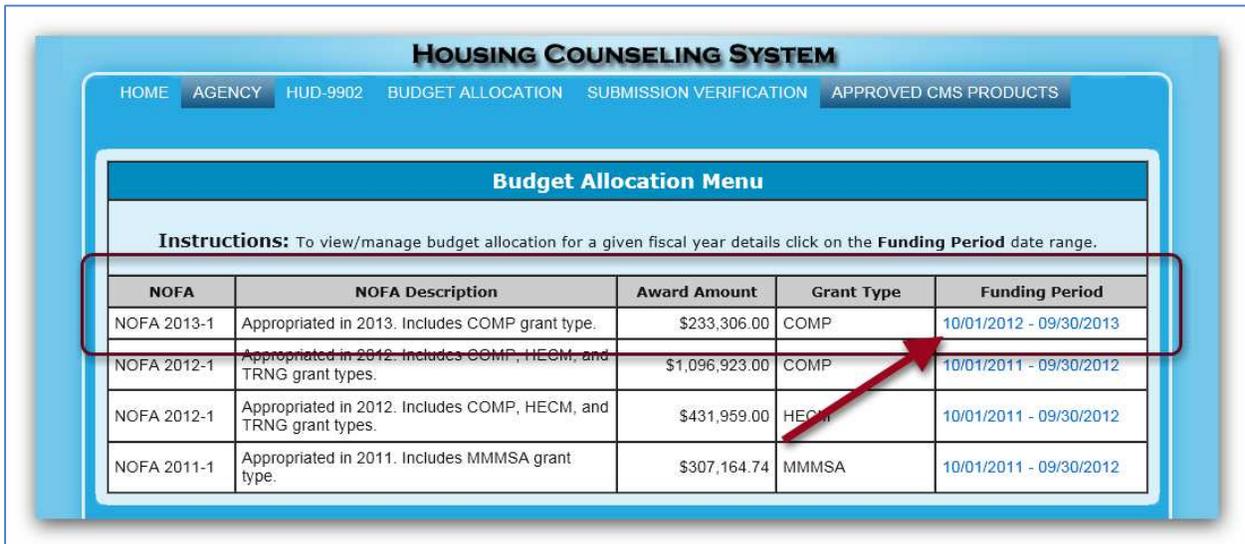


Figure 3 - Agency User Budget Allocation menu page

The Budget Allocation page for that award displays.

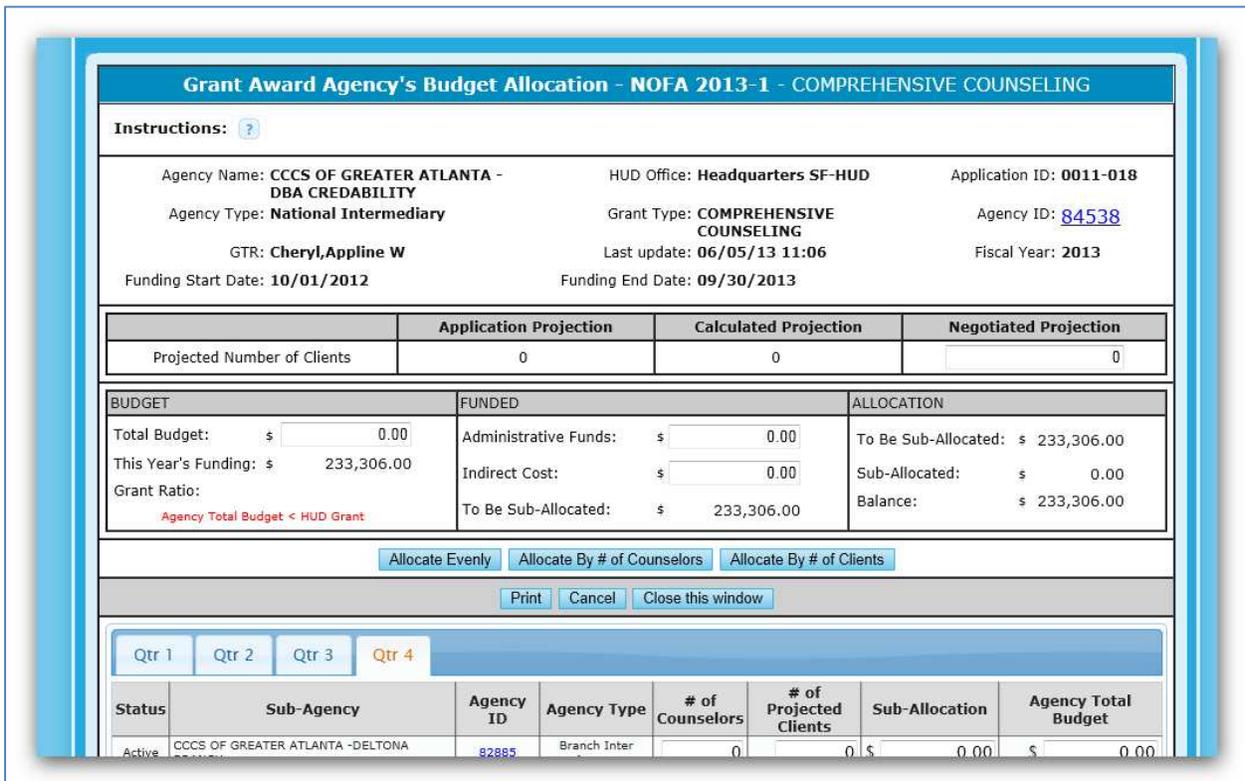


Figure 4 - Budget Allocation page

Budget Allocation for Parent Agencies:

Agencies can enter their yearly budget, administrative funds, indirect costs, and sub-allocations to sub-agencies.

BUDGET		FUNDED		ALLOCATION	
Total Budget:	\$ 0.00	Administrative Funds:	\$ 0.00	To Be Sub-Allocated:	\$ 233,306.00
This Year's Funding:	\$ 233,306.00	Indirect Cost:	\$ 0.00	Sub-Allocated:	\$ 0.00
Grant Ratio:		To Be Sub-Allocated:	\$ 233,306.00	Balance:	\$ 233,306.00
Agency Total Budget < HUD Grant					

<input type="button" value="Qtr 1"/> <input type="button" value="Qtr 2"/> <input type="button" value="Qtr 3"/> <input checked="" type="button" value="Qtr 4"/>							
Status	Sub-Agency	Agency ID	Agency Type	# of Counselors	# of Projected Clients	Sub-Allocation	Agency Total Budget
Active	CCCS OF GREATER ATLANTA -DELTONA BRANCH	82885	Branch Inter Agency	0	0	\$ 0.00	\$ 0.00
Active	CCCS OF GREATER ATLANTA -SOUTH ORLANDO BRANCH	82888	Branch Inter Agency	0	0	\$ 0.00	\$ 0.00
Active	CREDABILITY - GWINNETT BRANCH	81836	Branch Inter Agency	0	0	\$ 0.00	\$ 0.00
Active	CREDABILITY - KNOXVILLE BRANCH	80167	Branch Inter Agency	0	0	\$ 0.00	\$ 23,371.00
Active	CREDABILITY - LEESBURG BRANCH	82894	Branch Inter Agency	0	0	\$ 0.00	\$ 0.00
Active	CREDABILITY - STUART (SATELLITE)	82859	Branch Inter Agency	0	0	\$ 0.00	\$ 0.00
Active	CREDABILITY - WEST PALM BEACH BRANCH	80719	Branch Inter Agency	0	0	\$ 0.00	\$ 346,427.00
Active	CREDABILITY - ATLANTA BRANCH	84828	Branch Inter Agency	0	0	\$ 0.00	\$ 854,194.00
Active	CREDABILITY - CUMBERLAND BRANCH	84831	Branch Inter Agency	0	0	\$ 0.00	\$ 3,113,698.00
Active	CREDABILITY - DADE CITY BRANCH	82883	Branch Inter Agency	0	0	\$ 0.00	\$ 0.00
Active	CREDABILITY - ORLANDO BRANCH	82523	Branch Inter	0	0	\$ 0.00	\$ 252,564.00

Figure 5 - Budget Allocation Page showing Budget, Administrative Funds, Indirect Cost, and Sub-Allocation fields.

Sub-Allocation and Quarterly Adjustments:

Sub-allocations to sub-agencies can now be adjusted quarterly, but continue to represent the yearly sub-allocation. Agencies must first enter their initial yearly sub-allocation in the quarter that the agency planned to start using their award to fund sub-agencies. For example, if a parent agency received their 2013 award in July 2013, but planned to use it as of October 2012, the initial yearly sub-allocation should be entered in the **Qtr 1** tab. The page will always default to the current quarter. To switch to **Qtr 1**, click the **Qtr 1** tab.

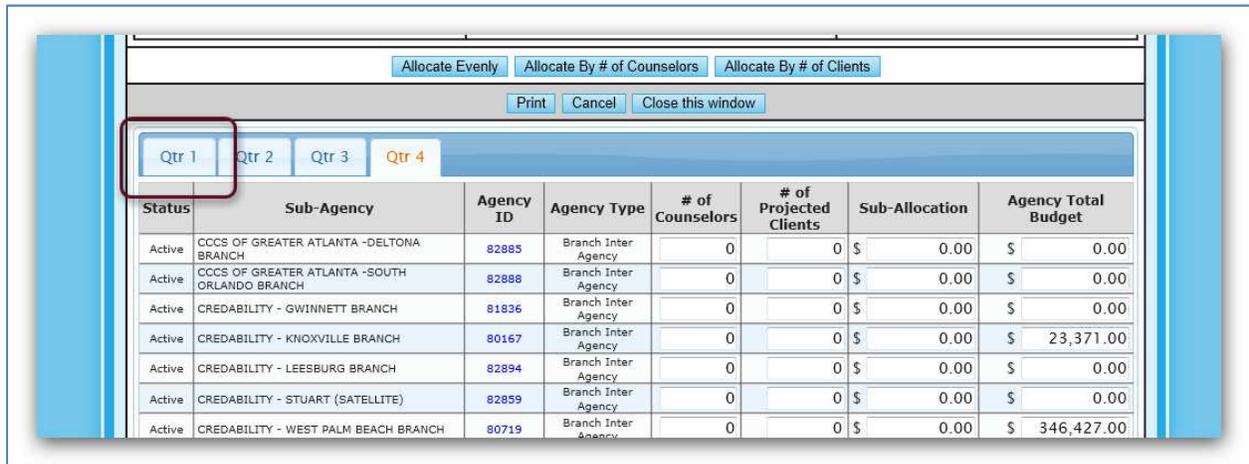


Figure 6 - Budget Allocation Page with Qtr 1 tab highlighted.

Enter the sub-allocations and Save. After saving, a message indicating that the budget allocation changes have been updated will display. Click OK.

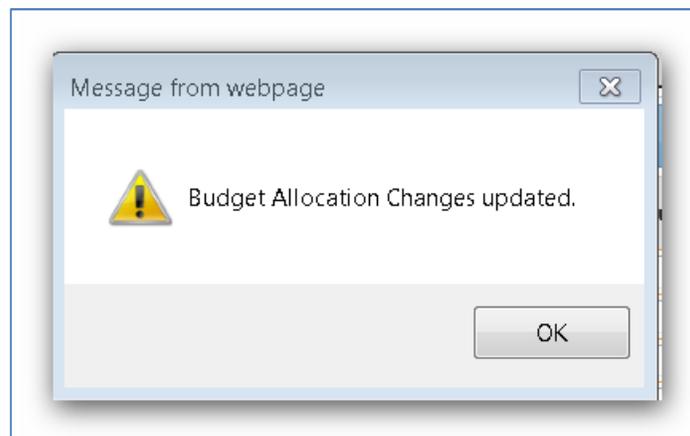


Figure 7 - Browser prompt after budget allocation changes are saved.

The quarter that the yearly sub-allocation was entered on will now be labeled as the "Initial" Quarter.

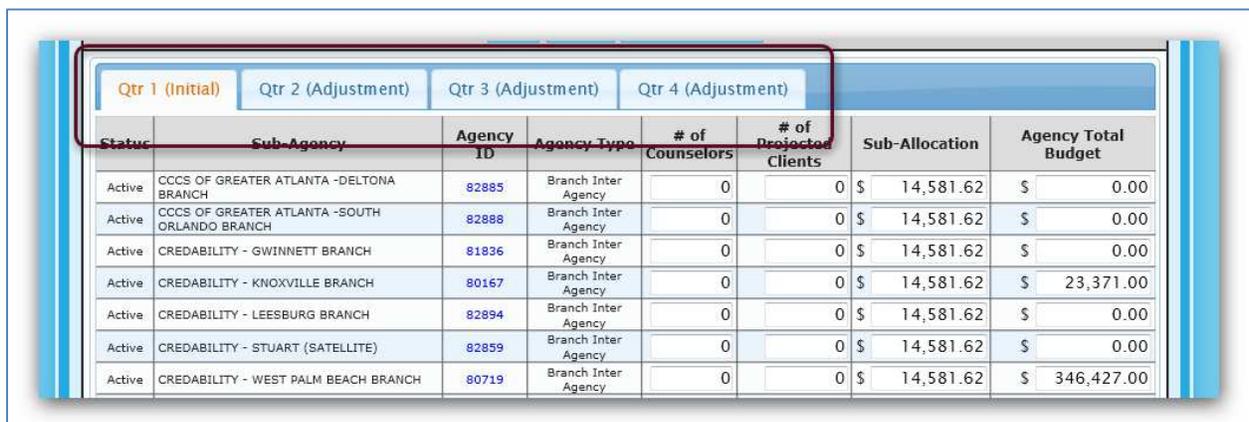


Figure 8 - Budget Allocation page showing the Qtr tabs with labels indicating Initial or Adjustment

The sub-allocation is saved to the remaining quarters for the funding period. The remaining quarters will be labeled as possible “Adjustment” quarters. If the yearly sub-allocation changes during the funding period, an adjustment can be entered in the appropriate quarter and saved for the remainder of the funding period. For example, if it is determined later in the funding period that a sub-agency is not able to utilize all of their yearly allocation, an adjustment can be entered. Click on the quarter that the adjustment is identified. For this example it will be Qtr 3.

Qtr 3 will initially show the same sub-allocations entered for Qtr 1.

Qtr 1 (Initial)		Qtr 2 (Adjustment)		Qtr 3 (Adjustment)		Qtr 4 (Adjustment)	
Status	Sub-Agency	Agency ID	Agency Type	# of Counselors	# of Projected Clients	Sub-Allocation	Agency Total Budget
Active	CCCS OF GREATER ATLANTA -DELTONA BRANCH	82885	Branch Inter Agency	0	0	\$ 14,581.62	\$ 0.00
Active	CCCS OF GREATER ATLANTA -SOUTH ORLANDO BRANCH	82888	Branch Inter Agency	0	0	\$ 14,581.62	\$ 0.00
Active	CREDABILITY - GWINNETT BRANCH	81836	Branch Inter Agency	0	0	\$ 14,581.62	\$ 0.00
Active	CREDABILITY - KNOXVILLE BRANCH	80167	Branch Inter Agency	0	0	\$ 14,581.62	\$ 23,371.00
Active	CREDABILITY - LEESBURG BRANCH	82894	Branch Inter Agency	0	0	\$ 14,581.62	\$ 0.00
Active	CREDABILITY - STUART (SATELLITE)	82859	Branch Inter Agency	0	0	\$ 14,581.62	\$ 0.00
Active	CREDABILITY - WEST PALM BEACH BRANCH	80719	Branch Inter Agency	0	0	\$ 14,581.62	\$ 346,427.00
Active	CREDABILITY -ATLANTA BRANCH	84828	Branch Inter Agency	0	0	\$ 14,581.62	\$ 854,194.00
Active	CREDABILITY -CUMBERLAND BRANCH	84831	Branch Inter Agency	0	0	\$ 14,581.62	\$ 3,113,698.00
Active	CREDABILITY -DADE CITY BRANCH	82883	Branch Inter Agency	0	0	\$ 14,581.62	\$ 0.00
Active	CREDABILITY -ORLANDO BRANCH	82882	Branch Inter Agency	0	0	\$ 14,581.62	\$ 252,564.00

Figure 9 - Budget Allocation page showing Qtr 3 Adjustment

Revise the sub-allocations as needed in Qtr 3

Qtr 1 (Initial)		Qtr 2 (Adjustment)		Qtr 3 (Adjustment)		Qtr 4 (Adjustment)	
Status	Sub-Agency	Agency ID	Agency Type	# of Counselors	# of Projected Clients	Sub-Allocation	Agency Total Budget
Active	CCCS OF GREATER ATLANTA -DELTONA BRANCH	82885	Branch Inter Agency	0	0	\$ 5,000.00	\$ 0.00
Active	CCCS OF GREATER ATLANTA -SOUTH ORLANDO BRANCH	82888	Branch Inter Agency	0	0	\$ 24,163.32	\$ 0.00
Active	CREDABILITY - GWINNETT BRANCH	81836	Branch Inter Agency	0	0	\$ 14,581.62	\$ 0.00
Active	CREDABILITY - KNOXVILLE BRANCH	80167	Branch Inter Agency	0	0	\$ 14,581.62	\$ 23,371.00
Active	CREDABILITY - LEESBURG BRANCH	82894	Branch Inter Agency	0	0	\$ 14,581.62	\$ 0.00
Active	CREDABILITY - STUART (SATELLITE)	82859	Branch Inter Agency	0	0	\$ 14,581.62	\$ 0.00

Figure 10 - Budget Allocation page showing sub-allocation changes.

Click Save.

The revised yearly sub-allocation is now saved to the remainder of the quarters in the funding period.

		Qtr 1 (Initial)	Qtr 2 (Adjustment)	Qtr 3 (Adjustment)	Qtr 4 (Adjustment)		
Status	Sub-Agency	Agency ID	Agency Type	# of Counselors	# of Projected Clients	Sub-Allocation	Agency Total Budget
Active	CCCS OF GREATER ATLANTA -DELTONA BRANCH	82885	Branch Inter Agency	0	0	\$ 5,000.00	\$ 0.00
Active	CCCS OF GREATER ATLANTA -SOUTH ORLANDO BRANCH	82888	Branch Inter Agency	0	0	\$ 24,163.32	\$ 0.00
Active	CREDABILITY - GWINNETT BRANCH	81836	Branch Inter Agency	0	0	\$ 14,581.62	\$ 0.00
Active	CREDABILITY - KNOXVILLE BRANCH	80167	Branch Inter Agency	0	0	\$ 14,581.62	\$ 23,371.00
Active	CREDABILITY - LEESBURG BRANCH	82894	Branch Inter Agency	0	0	\$ 14,581.62	\$ 0.00
Active	CREDABILITY - STUART (SATELLITE)	82859	Branch Inter Agency	0	0	\$ 14,581.62	\$ 0.00

Figure 11 - Budget Allocation page showing adjustments saved to Qtr 4.

Any previous quarters will maintain the original sub-allocations. In this case, since the sub-allocations were revised in Qtr 3, Qtr 2 reflects the original sub-allocation.

		Qtr 1 (Initial)	Qtr 2 (Adjustment)	Qtr 3 (Adjustment)	Qtr 4 (Adjustment)		
Status	Sub-Agency	Agency ID	Agency Type	# of Counselors	# of Projected Clients	Sub-Allocation	Agency Total Budget
Active	CCCS OF GREATER ATLANTA -DELTONA BRANCH	82885	Branch Inter Agency	0	0	\$ 14,581.62	\$ 0.00
Active	CCCS OF GREATER ATLANTA -SOUTH ORLANDO BRANCH	82888	Branch Inter Agency	0	0	\$ 14,581.62	\$ 0.00
Active	CREDABILITY - GWINNETT BRANCH	81836	Branch Inter Agency	0	0	\$ 14,581.62	\$ 0.00
Active	CREDABILITY - KNOXVILLE BRANCH	80167	Branch Inter Agency	0	0	\$ 14,581.62	\$ 23,371.00
Active	CREDABILITY - LEESBURG BRANCH	82894	Branch Inter Agency	0	0	\$ 14,581.62	\$ 0.00
Active	CREDABILITY - STUART (SATELLITE)	82859	Branch Inter Agency	0	0	\$ 14,581.62	\$ 0.00
Active	CREDABILITY - WEST PALM BEACH BRANCH	80719	Branch Inter Agency	0	0	\$ 14,581.62	\$ 346,427.00
Active	CREDABILITY -ATLANTA BRANCH	84828	Branch Inter Agency	0	0	\$ 14,581.62	\$ 854,194.00
Active	CREDABILITY -CUMBERLAND BRANCH	84831	Branch Inter Agency	0	0	\$ 14,581.62	\$ 3,113,698.00

Figure 12 - Budget Allocation page showing Qtr 2 sub-allocations were not affected by adjustments made to Qtr 3

Budget Allocation for Non-Parent Agencies:

Non-parent agencies will also be able to manage their awards on the budget allocation pages by entering their total budget, administrative funds, indirect costs, and the remaining amount that is allocated to the fiscal year identified on the budget allocation page.

	Application Projection	Calculated Projection	Negotiated Projection
Projected Number of Clients	0	0	0
BUDGET			
Total Budget: \$	0.00		
This Year's Funding: \$	17,798.00		
Grant Ratio:			
<i>Agency Total Budget < HUD Grant</i>			
FUNDED			
Administrative Funds: \$	0.00		
Indirect Cost: \$	0.00		
Balance: \$	17,798.00		
ALLOCATION			
To Be Allocated: \$		17,798.00	
This Year's Allocation: \$		17,798.00	
Balance: \$		0.00	

Figure 13 - Budget Allocation Page showing Budget, Administrative Funds, Indirect Cost, and This Year's Allocation fields.

9902:

9902 reports have changed to allow for:

- Data display version
- Data entry version
- Display of grant funding applicable to the reporting period
- Grant Specific HUD Funded Columns

Data Display Version

The initial view of the 9902 form will be the data display version. **Section 2 – Reporting Period and Budget** now displays any HUD funding applicable to the agency and reporting period. In the example below, the agency has one funding source from the 2013 NOFA Comprehensive grant (2013-1 COMP). If the agency had HUD Funding Sources from multiple grants each would be listed here.

Housing Counseling U.S. Department of Housing and Urban Development Agency Activity Report Office of Housing Federal Housing Commissioner	
1. Counseling Agency Name Agency Name CCCS OF GREATER ATLANTA -DELTONA BRANCH Agency ID: 82885 Agency Type: Branch Inter Agency 2730 Elkcarn Boulevard DELTONA, FL 32738-3402 Parent Agency Name (if applicable) CCCS OF GREATER ATLANTA - DBA CREDABILITY Agency ID: 84538 Agency Type: National Intermediary	2. Reporting Period and Budget Reporting Period: Quarter 3 Fiscal Year: 2013 From: 04/01/2013 To: 06/30/2013 Submission Date: Update Date: Total budget, all sources: \$0.00 Total HUD Funding, all grants: \$5,000.00 HUD Funding Sources Budget not entered 2013-1 COMP 10/01/2012 - 09/30/2013 Appropriated in 2013. Includes COMP grant type. Funding: \$5,000.00

Figure 14 - 9902 form showing Section 2 that includes HUD Funding

Note: If a parent agency has not yet sub-allocated HUD funding to the sub-agencies, the funding amount shown will be \$0.00.

The default view of the 9902 shows **All Activities** and **All HUD Funded Activities**. The **All Activities** column represents what the agency submitted in the 9902 report for all counseling and education activities conducted by the agency during the reporting period. The **All HUD Funded Activities** column represents a total calculation of what the agency submitted for their grant specific HUD funded counseling and education activities. Click **Show Grants** to view the individual grant specific HUD Funded columns.

Funding: \$3,000.00

Validated: **Not Validated** Only reports completed by 07/31/2013 will be credited for on time submission.

HUD-9902	HUD-9902 (Derived)	
<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Cancel"/>	All Activities	All HUD Funded Activities
Show Grants		
3. Ethnicity of Clients (select only one)		
a. Hispanic	0	0
b. Not Hispanic	0	0
c. Chose not to respond	0	0

Figure 15 - 9902 form with Show Grants highlighted

The 9902 form expands to show the grant specific HUD Funded Columns. These columns represent the data the agency submitted for their HUD funded activities specific to that grant’s funding. If they received multiple HUD grants, each grant would have a column.

Validated: **Not Validated** Only reports completed by 07/31/2013 will be credited for on time submission.

HUD-9902	HUD-9902 (Derived)		
<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Cancel"/>	All Activities	All HUD Funded Activities	2013-1 COMP Funded
Hide Grants			
3. Ethnicity of Clients (select only one)			
a. Hispanic	0	0	0
b. Not Hispanic	0	0	0
c. Chose not to respond	0	0	0

Figure 16 - 9902 with the 2013-1 COMP Funded column highlighted

For agencies that submit 9902 forms, click the **Update** button to access the version of the 9902 for data entry.

Funding: \$5,000.00			
Validated: Not Validated		Only reports completed by 07/31/2013 will be credited for on time submission.	
HUD-9902		HUD-9902 (Derived)	
<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Cancel"/>	All Activities	All HUD Funded Activities	2013-1 COMP Funded
Hide Grants			
3. Ethnicity of Clients (select only one)			
a. Hispanic	0	0	0
b. Not Hispanic	0	0	0

Figure 17 - 9902 form with the Update button highlighted.

Data Entry Version

For agencies that submit 9902 reports directly, click the **Update** button to access the data entry version of the 9902 form. The 9902 will open in a form in which the agency's budget and counseling activities can be entered.

Quarter 3 2013

1. Counseling Agency Name	2. Active Grants																																																						
CCCS OF GREATER ATLANTA -DELTONA BRANCH Agency ID: 82885 2730 Elkcam Boulevard DELTONA, FL 32738-3402	2013-1 COMP 10/01/2012 - 09/30/2013 Appropriated in 2013. Includes COMP grant type. \$5000.00																																																						
Total budget, all sources: \$ <input type="text" value="0.00"/>																																																							
Page Errors: 0	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">All Activities</th> <th style="width: 25%;">All HUD Funded Activities</th> <th style="width: 25%;">2013-1 COMP Funded</th> </tr> </thead> <tbody> <tr> <td colspan="3">3. Ethnicity of Clients (select only one)</td> </tr> <tr> <td>a. Hispanic</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>b. Not Hispanic</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>c. Chose not to respond</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: right;">Section 3 Total</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td colspan="3">4. Race of Clients</td> </tr> <tr> <td colspan="3">Single Race</td> </tr> <tr> <td>a. American Indian/Alaskan Native</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>b. Asian</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>c. Black or African American</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>d. Native Hawaiian or Other Pacific Islander</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>e. White</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td colspan="3">Multi-Race</td> </tr> <tr> <td>f. American Indian or Alaska Native and White</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>g. Asian and White</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>h. Black or African American and White</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>i. American Indian or Alaska Native and</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	All Activities	All HUD Funded Activities	2013-1 COMP Funded	3. Ethnicity of Clients (select only one)			a. Hispanic	0	0	b. Not Hispanic	0	0	c. Chose not to respond	0	0	Section 3 Total	0	0	4. Race of Clients			Single Race			a. American Indian/Alaskan Native	0	0	b. Asian	0	0	c. Black or African American	0	0	d. Native Hawaiian or Other Pacific Islander	0	0	e. White	0	0	Multi-Race			f. American Indian or Alaska Native and White	0	0	g. Asian and White	0	0	h. Black or African American and White	0	0	i. American Indian or Alaska Native and	0	0
All Activities	All HUD Funded Activities	2013-1 COMP Funded																																																					
3. Ethnicity of Clients (select only one)																																																							
a. Hispanic	0	0																																																					
b. Not Hispanic	0	0																																																					
c. Chose not to respond	0	0																																																					
Section 3 Total	0	0																																																					
4. Race of Clients																																																							
Single Race																																																							
a. American Indian/Alaskan Native	0	0																																																					
b. Asian	0	0																																																					
c. Black or African American	0	0																																																					
d. Native Hawaiian or Other Pacific Islander	0	0																																																					
e. White	0	0																																																					
Multi-Race																																																							
f. American Indian or Alaska Native and White	0	0																																																					
g. Asian and White	0	0																																																					
h. Black or African American and White	0	0																																																					
i. American Indian or Alaska Native and	0	0																																																					

Figure 18 - 9902 data entry form

Similar to the display version, the active grants that the agency is funded with during the reporting period display.

9902 Data Entry for 82885 Quarter 3 2013

1. Counseling Agency Name CCCS OF GREATER ATLANTA -DELTONA BRANCH Agency ID: 82885 2730 Elkcarn Boulevard DELTONA, FL 32738-3402	2. Active Grants 2013-1 COMP 10/01/2012 - 09/30/2013 Appropriated in 2013. Includes COMP grant type. \$5000.00
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Total budget, all sources: \$

Page Errors: 0	All Activities	All HUD Funded Activities	2013-1 COMP Funded
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3. Ethnicity of Clients (select only one)

a. Hispanic	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
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Figure 19 - 9902 data entry form with section 2 highlighted showing the active grants for the reporting period.

A data-entry column displays for All Housing Counseling and Education Activities.

9902 Data Entry for 82885 Quarter 3 2013

1. Counseling Agency Name CCCS OF GREATER ATLANTA -DELTONA BRANCH Agency ID: 82885 2730 Elkcarn Boulevard DELTONA, FL 32738-3402	2. Active Grants 2013-1 COMP 10/01/2012 - 09/30/2013 Appropriated in 2013. Includes COMP grant type. \$5000.00
---	--

Total budget, all sources: \$

Page Errors: 0	All Activities	All HUD Funded Activities	2013-1 COMP Funded
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3. Ethnicity of Clients (select only one)

a. Hispanic	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Not Hispanic	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Chose not to respond	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Section 3 Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

4. Race of Clients
Single Race

Figure 20 - 9902 data entry form with the All Activities column highlighted.

A data-entry column for each grant that the agency is funded with will also display. The column label for the grant specific columns reflects the grants listed in section 2.

ay, July 03, 2013 MX4538/MIC

9902 Data Entry for 82885		Quarter 3 2013	
1. Counseling Agency Name CCCS OF GREATER ATLANTA - DELTONA BRANCH Agency ID: 82885 2730 Elkcarn Boulevard DELTONA, FL 32738-3402	2. Active Grants <div style="border: 1px solid red; border-radius: 50%; padding: 2px; display: inline-block;">2013-1 COMP</div> 10/01/2012 - 09/30/2013 Appropriated in 2013. Includes COMP grant type. \$5000.00		
Total budget, all sources: \$ <input type="text" value="0.00"/>			
Page Errors: 0	All Activities	All HUD Funded Activities	<div style="border: 1px solid red; border-radius: 50%; padding: 2px; display: inline-block;">2013-1 COMP Funded</div>
3. Ethnicity of Clients (select only one)			
a. Hispanic	0	0	0
b. Not Hispanic	0	0	0
c. Chose not to respond	0	0	0
Section 3 Total	0	0	0
4. Race of Clients			
Single Race			

Figure 21 - 9902 data entry form showing the matching labels to the grants listed in section 2 and the HUD Funded columns

Agencies should enter the housing counseling and education activities that were funded by the specific HUD grant identified in the label. If the agency was funded with multiple grants during the reporting period, multiple columns will display.

The **All HUD Funded Activities** column will display the total number entered in the grant specific columns. It is a system generated calculation. If the agency is funded with one grant during the reporting period, the **All HUD Funded Activities** value will be the same as the grant specific value entered by the agency. Please note that the total in the **All HUD Funded Activities** column cannot be greater than what was entered in the **All Activities** column for each row in the 9902 form.

Note: For previously submitted fiscal year 2013 9902 forms, any data entered in the **HUD Housing Counseling Activities** column in the old version of the 9902 form will not display in the grant specific HUD funded columns or be reflected in the **All HUD Funded Activities** column. This is because the new form is tied to specific grants. Some agencies may have multiple grants depending on their HUD funding for that year. The data entered in the previous column was a generic value for all HUD funding.

July 03, 2013 MX4538/PL

9902 Data Entry for 82885		Quarter 3 2013	
1. Counseling Agency Name CCCS OF GREATER ATLANTA -DELTONA BRANCH Agency ID: 82885 2730 Elkcarn Boulevard DELTONA, FL 32738-3402	2. Active Grants 2013-1 COMP 10/01/2012 - 09/30/2013 Appropriated in 2013. Includes COMP grant type. \$5000.00		
Total budget, all sources: \$ <input type="text" value="0.00"/>			
Page Errors: 0	All Activities	All HUD Funded Activities	2013-1 COMP Funded
3. Ethnicity of Clients (select only one)			
a. Hispanic	125	15	15
b. Not Hispanic	235	10	10
c. Chose not to respond	50	2	2
Section 3 Total	410	27	27
4. Race of Clients			
Single Race			

Figure 22 - 9902 data entry form with the ALL HUD Funded Activities column highlighted.

The form will also calculate and display the section totals.

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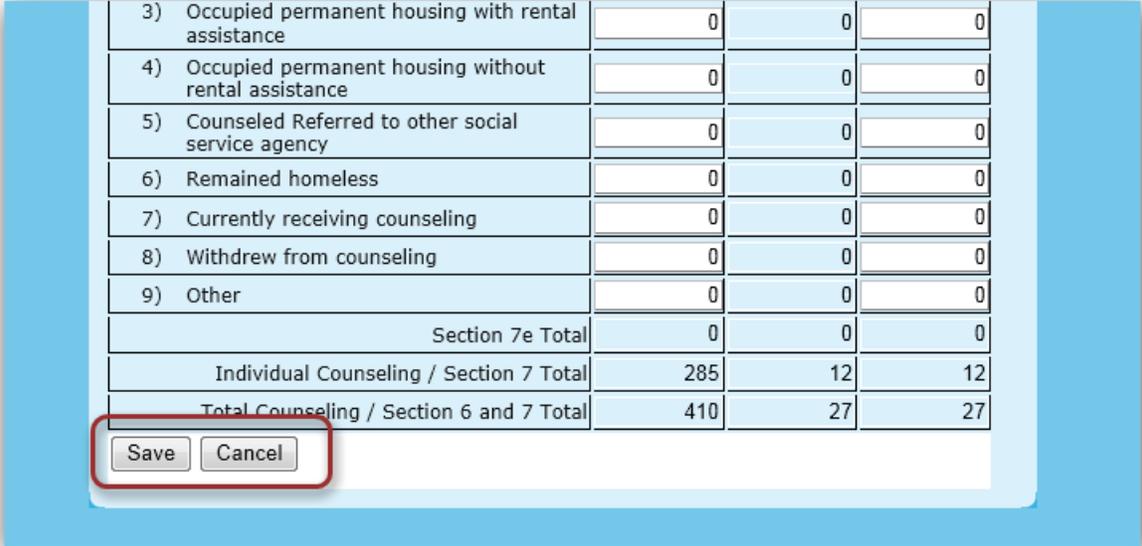
9902 Data Entry for 82885		Quarter 3 2013	
1. Counseling Agency Name CCCS OF GREATER ATLANTA -DELTONA BRANCH Agency ID: 82885 2730 Elkcarn Boulevard DELTONA, FL 32738-3402	2. Active Grants 2013-1 COMP 10/01/2012 - 09/30/2013 Appropriated in 2013. Includes COMP grant type. \$5000.00		
Total budget, all sources: \$ <input type="text" value="0.00"/>			
Page Errors: 0	All Activities	All HUD Funded Activities	2013-1 COMP Funded
3. Ethnicity of Clients (select only one)			
a. Hispanic	125	15	15
b. Not Hispanic	235	10	10
c. Chose not to respond	50	2	2
Section 3 Total	410	27	27

Figure 23 - 9902 data entry form showing the section 3 Total highlighted

Please note that the section totals must be equal using the formula:

$$\text{Section 3 Total} = \text{Section 4 Total} = \text{Section 5 Total} = (\text{Section 6 Total} + \text{Section 7 Total})$$

Click the **Save** button at the bottom of the page to submit the 9902 form. Click the **Cancel** button to cancel any changes made and return to the 9902 Display version.



The screenshot shows a data entry form with a table of categories and their corresponding values. The 'Save' and 'Cancel' buttons at the bottom left are highlighted with a red box.

3) Occupied permanent housing with rental assistance	0	0	0
4) Occupied permanent housing without rental assistance	0	0	0
5) Counseled Referred to other social service agency	0	0	0
6) Remained homeless	0	0	0
7) Currently receiving counseling	0	0	0
8) Withdrew from counseling	0	0	0
9) Other	0	0	0
Section 7e Total	0	0	0
Individual Counseling / Section 7 Total	285	12	12
Total Counseling / Section 6 and 7 Total	410	27	27

Save Cancel

Figure 24 - 9902 data entry form showing the Save and Cancel buttons highlighted.

After saving, the 9902 will appear in the display version showing the data submitted.

July 03, 2013
184538/18181

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 CCCS OF GREATER ATLANTA -DELTONA BRANCH Agency ID: 82885 Agency Type: Branch Inter Agency 2730 Elkcam Boulevard DELTONA, FL 32738-3402 Parent Agency Name (if applicable) CCCS OF GREATER ATLANTA - DBA CREDABILITY Agency ID: 84538 Agency Type: National Intermediary	Reporting Period: Quarter 3 Fiscal Year: 2013 From: 04/01/2013 To: 06/30/2013 Submission Date: 07/03/2013 Update Date: 07/03/2013 Total budget, all sources: \$325,468.00 Total HUD Funding, all grants: \$5,000.00 HUD Funding Sources Passed @ 2% 2013-1 COMP 10/01/2012 - 09/30/2013 Appropriated in 2013. Includes COMP grant type. Funding: \$5,000.00
Validated: Validated Last Validated: 07/03/2013 Validated by: System	
Only reports completed by 07/31/2013 will be credited for on time submission.	

HUD-9902	HUD-9902 (Derived)	
<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Cancel"/>		
Show Grants	All Activities	All HUD Funded Activities
3. Ethnicity of Clients (select only one)		
a. Hispanic	125	15
b. Not Hispanic	235	10
c. Chose not to respond	50	2
Section 3 Total	410	27
4. Race of Clients		
Single Race		
a. American Indian/Alaskan Native	125	15
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or Other Pacific Islander	0	0
e. White	235	10
Multi-Race		
f. American Indian or Alaska Native and White	0	0

Figure 25 - 9902 display after submitting a 9902

The default view shows the system calculated total of the **All HUD Funded Activities**. Click **Show Grants** to see the data entered in the grant specific columns.

1. Counseling Agency Name		2. Reporting Period and Budget	
Agency Name CCCS OF GREATER ATLANTA - DELTONA BRANCH Agency ID: 82885 Agency Type: Branch Inter Agency 2730 Elkcarn Boulevard DELTONA, FL 32738-3402		Reporting Period: Quarter 3 Fiscal Year: 2013 From: 04/01/2013 To: 06/30/2013 Submission Date: 07/03/2013 Update Date: 07/03/2013 Total budget, all sources: \$325,468.00 Total HUD Funding, all grants: \$5,000.00	
Parent Agency Name (if applicable) CCCS OF GREATER ATLANTA - DBA CREDABILITY Agency ID: 84538 Agency Type: National Intermediary		HUD Funding Sources Passed @ 2% 2013-1 COMP 10/01/2012 - 09/30/2013 Appropriated in 2013. Includes COMP grant type. Funding: \$5,000.00	
Validated: Validated Last Validated: 07/03/2013 Validated by: System		Only reports completed by 07/31/2013 will be credited for on time submission.	
HUD-9902		HUD-9902 (Derived)	
<input type="button" value="Update"/> <input type="button" value="Print"/> <input type="button" value="Cancel"/>		All Activities	All HUD Funded Activities
Hide Grants		2013-1 COMP Funded	
3. Ethnicity of Clients (select only one)			
a. Hispanic	125	15	15
b. Not Hispanic	235	10	10
c. Chose not to respond	50	2	2
Section 3 Total	410	27	27
4. Race of Clients			
Single Race			
a. American Indian/Alaskan Native	125	15	15
b. Asian	0	0	0
c. Black or African American	0	0	0
d. Native Hawaiian or Other Pacific Islander	0	0	0
e. White	235	10	10
Multi-Race			
f. American Indian or Alaska Native and White	0	0	0

Figure 26 - 9902 Display with grant specific columns displayed.

Data Display Version – Consolidated 9902

Parent agencies that do not submit 9902s continue to have a consolidated 9902 based on the total of all their sub-agency 9902 reports. The display of the consolidated 9902 has also been updated. It displays the HUD Funding Sources and the total number of sub-agencies that the report reflects.

July 03, 2013 MX4538/MICF

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 CCCS OF GREATER ATLANTA - DBA CREDABILITY Agency ID: 84538 Agency Type: National Intermediary 270 PEACHTREE STREET NW SUITE 1800 ATLANTA, GA 30303-1283		Reporting Period: Quarter 3 Fiscal Year: 2013 From: 04/01/2013 To: 06/30/2013	
Reporting 1 of 16 total sub-agencies		HUD Funding Sources Budget not entered 2013-1 COMP 10/01/2012 - 09/30/2013 Appropriated in 2013. Includes COMP grant type. Funding: \$233,306.00	
<input type="button" value="Print"/> <input type="button" value="Cancel"/>		All Activities	All HUD Funded Activities
Show Grants			
3. Ethnicity of Clients (select only one)			
a. Hispanic	125	15	
b. Not Hispanic	235	10	
c. Chose not to respond	50	2	
Section 3 Total	410	27	
4. Race of Clients			
Single Race			
a. American Indian/Alaskan Native	125	15	
b. Asian	0	0	
c. Black or African American	0	0	

Figure 27 - Consolidated 9902 showing HUD Funding and number of sub-agencies reported.

There is not an **Update** button on the consolidated 9902. Clicking **Show Grants** will expand the columns to show the data entered in the grant specific HUD funded columns.

1. Counseling Agency Name		2. Reporting Period and Budget		
Agency Name CCCS OF GREATER ATLANTA - DBA CREDABILITY Agency ID: 84538 Agency Type: National Intermediary 270 PEACHTREE STREET NW SUITE 1800 ATLANTA, GA 30303-1283 Reporting 1 of 16 total sub-agencies		Reporting Period: Quarter 3 Fiscal Year: 2013 From: 04/01/2013 To: 06/30/2013 HUD Funding Sources Budget not entered 2013-1 COMP 10/01/2012 - 09/30/2013 Appropriated in 2013. Includes COMP grant type. Funding: \$233,306.00		
<input type="button" value="Print"/> <input type="button" value="Cancel"/>		All Activities	All HUD Funded Activities	2013-1 COMP Funded
Hide Grants				
3. Ethnicity of Clients (select only one)				
a. Hispanic	125	15	15	15
b. Not Hispanic	235	10	10	10
c. Chose not to respond	50	2	2	2
Section 3 Total	410	27	27	27
4. Race of Clients				
Single Race				

Figure 28 - Consolidated 9902 showing the grant specific column.