



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF HOUSING COUNSELING
451 7th St., SW, Room 9224
Washington, DC 20410

Housing Counseling System (HCS) Instructions

As of July 11, 2019

All Housing Counseling Agencies participating in the housing counseling program must access the Housing Counseling System (HCS) to validate agency information and transmit their quarterly cumulative performance housing counseling activity report, HUD-9902.

Agency information from HCS is used to produce the state-by-state lists of HUD-approved housing counseling agencies on HUD’s web site. It is important, therefore, to check HCS frequently to ensure your agency information is current and accurate. Agencies should verify their “Agency Information” screens at least once every 90 days. If no change is required, simply mark the “Validated?” box on the right-hand side of your agency “Information” tab to indicate you have verified the information. The following information is how to access the system, change and/or validate the Profile Information, and How to file a HUD-9902 quarterly report in HCS. For assistance contact your point of contact (POC) or send email to: housing.counseling@hud.gov .

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HOW TO ACCESS HCS:

1. Go to: <https://www.hudexchange.info/programs/housing-counseling/hcs/>
Click on the green “Log in to HCS” box.
 A login dialog box will appear for a User ID and password.
DO NOT bookmark the popup box screen.

2. The **AGENCY ID** number is a 5-digit number that begins with 8 (**8xxxx**) *or* 9 (**9xxxx**)
 The **USER ID** number is: **mx (plus last 4 digits of agency ID# if it begins with 8) or M8 (plus last 4 digits of agency ID# if agency number begins with 9)** and the password the user created. The password is case sensitive. However, if you forgot your password call the assigned HUD Point of Contact in the Office of Housing Counseling to reset the password to the generic password.
3. When using the generic password, a dialog box will appear for the user that states: **“your password is currently a default password, please change immediately”**
Click on the link **“Go to homepage”**.

4. Then the “Housing Counseling System” screen will appear.
 Click on **“change password”** in the upper right-hand corner of the page.



5. A screen will appear to setup or create a new password. Your new password
 - must have a length of at least 8 characters, have at least one capitalized letter, one lower case letter, at least one numeric value but it cannot start with “0” (zero). Once the user changes the password it will be good for 90 days.

Once you changed your password and if successful, the next screen to appear is the HCS Home page with the Agency’s Summary page of data to view. The User’s ID and Name will appear at the top of the screen.

Friday, June 07, 2019

MX4489/Tony MaClay | Logout | Change Password

HOUSING COUNSELING SYSTEM

HOME AGENCY HUD-9902 BUDGET ALLOCATION CMS SUBMISSION VERIFICATION APPROVED CMS PRODUCTS

Agency Summary Agency Information Personnel Contact Information HUD Affiliation Counselor/Client

XYZ AGENCY

Acknowledgment	Performance Review
Agency ID: 8449 Agency Type: LICA Agency Services Begin: 01/02/2009 CMS: HCO	Fiscal Year: 2019 Status: Approved Last Review Date: Last Review Result: Next Scheduled Review Date:

Data Input and Validation	HUD-9902 Submission Summary - FY 2018
Last Data Input By: C37569 Last Data Input Date: 06/07/2019 Last Validated By: C37569 Last Validated Date: 12/15/2015 Next Validation NLT Date: (03/15/2016)	View Submission History
	2018 - Quarter 1 access 9902 NOT REPORTED
	2018 - Quarter 2 access 9902 NOT REPORTED
	2018 - Quarter 3 access 9902 NOT REPORTED
	2018 - Quarter 4 access 9902 NOT REPORTED

NOTE: There is only one user-ID and password per agency. If an agency has branch office(s) then there will be a separate user-id and password for each branch. All branch office(s) data must also be validated in the system.

HOW TO VALIDATE OR CHANGE AGENCY'S PROFILE INFORMATION

1. After logging into the system in steps 1 through 6 above, move the cursor onto the “Agency” tab and click on “Basic Agency Search”.

The screenshot shows the HOUSING COUNSELING SYSTEM interface. At the top, there is a navigation bar with the following items: HOME, AGENCY, HUD-9902, BUDGET ALLOCATION, CMS SUBMISSION VERIFICATION, and APPROVED CMS PRODUCTS. The AGENCY tab is selected. Below the navigation bar, there is a dropdown menu with the following options: Basic Agency Search, Advanced Agency Search, Counselor Information, and Client Information. The Basic Agency Search option is highlighted. Below the dropdown menu, there is a section for XYZ AGENCY with the following information:

Acknowledgment		Performance Review	
Agency ID: 84489	Agency Type: LHCA	Fiscal Year: 2019	Status: Approved
Agency Services Begin: 01/02/2009	CMS: HCO	Last Review Date:	Last Review Result:
		Next Scheduled Review Date:	
Data Input and Validation		HUD-9902 Submission Summary - FY 2018	
Last Data Input By: c57569	Last Data Input Date: 06/07/2019		

2. The system will automatically default to a search in the current fiscal year (**Fiscal Year 2019**). Enter the “Agency’s ID Number” that begins with an 8 (8xxxx) or if it begins with 9 (9xxxx) and click “Search”.

The screenshot shows the HOUSING COUNSELING SYSTEM interface with the Basic Agency Search form. The form has the following fields and buttons:

- Fiscal Year: 2019 (dropdown menu)
- Agency ID: 84489 (text input field)
- Agency Name: (text input field)
- Search (button)
- Clear (button)

An orange arrow points to the Search button. Below the form, there is a link for Advanced Agency Search. At the bottom of the page, it says "Last Updated: 02/25/2019 Version: 14.17.0.0".

3. A “Agency List” screen will display the search results. Click the link for the agency name.

MX4489/Tony MaClay|Logout|Change Password

HOUSING COUNSELING SYSTEM

HOME AGENCY HUD-9902 BUDGET ALLOCATION CMS SUBMISSION VERIFICATION APPROVED CMS PRODUCTS

Agency List

1 Agency(s) Found

Search Criteria:

- Fiscal Year: 2019
- Agency ID: 84489

Agency ID	Agency Name	Address	State	Agency Type	Agency Status	Last Updated	Last Edit user	Certified Counselor
84489	XYZ AGENCY	4000 Legato Rd FAIRFAK	VA	LHCA	Approved	06/07/2019	C57569	N

Last Updated: 02/25/2019 Version 14.17.0.0

4. A “Summary Page” screen will appear.

HOME AGENCY HUD-9902 BUDGET ALLOCATION CMS SUBMISSION VERIFICATION APPROVED CMS PRODUCTS

XYZ AGENCY

Agency Summary Agency Information Personnel Contact Information HUD Affiliation Counselor/Client

<p>Acknowledgment</p> <p>Agency ID: 84489 Agency Type: LHCA Agency Services Begin: 01/02/2009 CMS: HCO</p>	<p>Performance Review</p> <p>Fiscal Year: 2019 Status: Approved Last Review Date: Last Review Result: Next Scheduled Review Date:</p>												
<p>Data Input and Validation</p> <p>Last Data Input By: c57569 Last Data Input Date: 06/07/2019 Last Validated By: c57569 Last Validated Date: 12/15/2015 Next Validation NLT Data: (03/15/2016)</p>	<p>HUD-9902 Submission Summary - FY 2018</p> <p>View Submission History</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>2018 - Quarter 1</td> <td>01/10/2018</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>2018 - Quarter 2</td> <td>04/07/2018</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>2018 - Quarter 3</td> <td>07/07/2018</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>2018 - Quarter 4</td> <td>10/07/2018</td> <td style="text-align: center;">✓</td> </tr> </tbody> </table>	2018 - Quarter 1	01/10/2018	✓	2018 - Quarter 2	04/07/2018	✓	2018 - Quarter 3	07/07/2018	✓	2018 - Quarter 4	10/07/2018	✓
2018 - Quarter 1	01/10/2018	✓											
2018 - Quarter 2	04/07/2018	✓											
2018 - Quarter 3	07/07/2018	✓											
2018 - Quarter 4	10/07/2018	✓											
<p>Essential Contacts</p> <p>HUD Agency Contact: ✓</p>													

5. Click on the “AGENCY INFORMATION” to verify the date your agency began providing housing counseling services, your agency’s TIN#/DUNS#, Types of Counseling Methods, and Languages.

HOME AGENCY HUD-9902 BUDGET ALLOCATION CMS SUBMISSION VERIFICATION APPROVED CMS PRODUCTS

Agency Summary **Agency Information** Personnel Contact Information HUD Affiliation Counselor/Client

Agency ID: **84489** Last Validated on **12/15/2015** (Next Validation Required by 03/15/2016) Validated?

Agency Name: **XYZ AGENCY**

Agency Designations

Faith Base Colonias Migrant Workers

Housing Counseling Services Provided as of: Joined HUD Program as of: **10/20/2011**

Services provided as of date cannot be after the date the agency joined the HUD program.

Time Since Starting Counseling Services: **10 years, 5 months** Time Since Joining HUD Program: **7 years, 7 months**

Delinquent in Federal Debt? Yes No **DUNS Number:**

Federal Tax ID Number (TIN): - * For information about obtaining a DUNS number, please refer to <http://smallbusiness.dnb.com> or call 866-705-5711

Types of Counseling Method:

Phone Counseling Only

Face to Face Counseling Phone Counseling Internet Counseling Group Counseling Video Conference Other Counseling

Additional Languages Provided:

Arabic Czech Hindi Polish Turkish

Cambodian English Hmong Portuguese Ukrainian

Cantonese Farsi Indonesian Russian Vietnamese

Chinese Mandarin French Italian Spanish ASL

Creole German Korean Swahili Other

OK Cancel Sub-Agency(s)

If your organization serves migrant workers, or serves residents of a Colonia or both, please indicate by checking the appropriate box or boxes. For this purpose, Colonias means any identifiable, rural community that is located in Arizona, California, New Mexico, or Texas; is within 150 miles of the border between the United States of America and the United Mexican States; and is determined to be a Colonia on the basis of objective need criteria, including lack of potable water supply, lack of adequate sewage systems, and lack of decent, safe, sanitary, and accessible housing.

If you provide other counseling methods or languages place check marks in the appropriate boxes, then click “**Personnel**” tab to verify the next screen

- Click on “**PERSONNEL**” tab to change or verify the “**Agency Manager**” (person in charge of counseling program), the “**Agency Senior Executive**”, and the “**Agency Contact for HUD use**”. These names and phone numbers WILL NOT appear on HUD’s webpage list of agencies but will be used by HUD staff.

HOME AGENCY HUD-9902 BUDGET ALLOCATION CMS SUBMISSION VERIFICATION APPROVED CMS PRODUCTS

Agency Summary Agency Information **Personnel** Contact Information HUD Affiliation Counselor/Client

Agency ID: 84489 Validated? Last Validated on 12/15/2015 (Next Validation Required by 03/15/2016)

Agency Name: XYZ AGENCY

Agency Manager:

Salutation: Business Title:

First Name: Middle Init: Last Name:

Agency Manager Phone Number: - - x

Agency Manager Cell Phone Number: - -

Agency Manager Email:

* This EMAIL ADDRESS is used by HUD to communicate Agency Coordinator access information for FHA Connection (FHAC). Please be sure that the EMAIL ADDRESS entered is an active and valid EMAIL ADDRESS for the Agency Manager.

Agency Senior Executive:

Salutation: Business Title:

First Name: Last Name:

Agency Senior Executive Phone Number: - - x

Agency Senior Executive Cell Phone Number: - -

Agency Senior Executive Email:

Agency Contact for HUD Use

Salutation: Business Title:

First Name: Last Name:

Agency POC Phone Number: - - x

Agency POC Cell Phone Number: - -

Agency POC Email:

* This EMAIL ADDRESS is used by HUD to mass disseminate messages. By placing EMAIL ADDRESS here the Agency consents to receiving messages from HUD.

Please note: Only the person identified in “Agency contact for HUD use” will receive the special Email notices from our HQ office and/or from the Office of Housing Counseling (OHC) regarding policy/procedure changes etc. All personnel listed will receive system generated email notices upon automated agency status changes.

Then click on “Contact Information” tab to verify physical and mailing addresses.

- After clicking on the “Contact Information”, verify the “Agency’s Contact” telephone number that clients should call and/or Fax number to use. If applicable, verify the Toll Free telephone number, Web Url, and the agency’s general email box that clients should use to contact the agency.

It is from this tab that the information will appear on HUD’s web page list of housing counseling agencies. Be very careful of what telephone extension number or email information, if applicable, is listed for public/client’s use.

Note: Only the Physical address will appear on HUD’s housing counseling webpage.

- Then click on tab “**AGENCY AFFILIATION**” to verify the “**types of counseling activities**” provided by your agency. The Agency’s User cannot make changes on this page. HUD POC (see name in HUD POC box) will make any changes on behalf of the agency. Please also notify, via email, your HUD POC whenever there are changes to: counseling activities, an office move, merger, and/or agency’s point of contact.

If the agency is a **LHCA** or **MSO** (agency has an approval certificate from HUD Office of Housing Counseling) and the types of counseling activities are incorrect or if you have recently changed activities, please provide to the HUD POC a copy of the agency’s

amended housing counseling work plan regarding the counseling activity changes (adding or deleting activities). The OHC staff will update the counseling activities in the agency's profile page and send a letter with a new approval certificate indicating the additional type of counseling activities or omission of the deleted activity/ies.

9. Then place cursor on the **“Validated”** box to place a check mark and scroll to bottom of page and click on **“ok”** to validate and save the changes you made on any of the previous tabs stated in steps 10 – 14. The screen and summary page will indicate the Last validated date.



The screenshot shows the HUD Agency Profile page with the following information:

- Agency ID: 84489
- Validated? Last Validated on 12/15/2015 (Next Validation Required by 03/15/2016)
- Agency Name: XYZ AGENCY
- Type of Agency: LHCA
- HUD Office Agency Assigned to: Philadelphia (HOC) | Joined HUD Program as of: 10/20/2011
- HUD POC: Molly Giles | POC Phone: 571-963-8521 | POC Email: molly.giles@hud.gov
- Agency Review:
 - Agency Status: Status: Approved | As Of: 06/15/2018 | Up To: 06/15/2021
- Types of Counseling Services:
 - FBC - Financial Management/Budget Counseling
 - HIC - Home Improvement and Rehabilitation Counseling
 - DFC - Mortgage Delinquency and Default Resolution Counseling
 - PPC - Pre-purchase Counseling
 - RHC - Rental Housing Counseling
 - RMC - Reverse Mortgage Counseling (From FHAC, read-only)
 - HMC - Services for Homeless Counseling
 - FHW - Fair Housing Pre-Purchase Education Workshops
 - FBW - Financial, Budgeting, and Credit Workshops
 - NDW - Non-Delinquency Post Purchase Workshops
 - PLW - Predatory Lending Education Workshops
 - PPW - Pre-purchase Homebuyer Education Workshops
 - RHW - Rental Housing Workshops
 - DFW - Resolving/Preventing Mortgage Delinquency Workshops
- Zip Code Affiliations: Default Affiliations: 22033

SPECIAL NOTE FOR HECM counseling activity: The check mark for Reverse Mortgage Counseling is a system generated check mark that is marked for agencies that have at least 1 HECM certified counselor in the FHAC Certified Counselor database. Please do not contact HUD to place the checkmark in the Reverse Mortgage Counseling box.

For a list of the HECM counseling agencies that have registered exam qualified counselors, please visit HUD's website at:

<https://www.hudexchange.info/programs/housing-counseling/hecm/>

10. If the agency is a **Subgrantee or an Affiliate to a National Intermediary or State Housing Finance Agency (SHFA)** please contact the Intermediary/SHFA (parent org) regarding the “Type of Counseling Activities” changes that need to be updated in HCS.

The Intermediary/SHFA must provide a copy of the Sub-grantee's revised plan to the Point of Contact at the OHC in order for HUD to update the counseling activities in HCS.

HOW TO FILE QUARTERLY HUD-9902 ACTIVITY REPORTS IN HCS:

HUD recommends the counseling agency to transmit early the Quarterly HUD-9902 data through the CMS system to generate the reports early. This will be helpful so that the HUD Point of Contact (POC) has time to review the data and if there are any errors then there is still time to have the Agency's User correct the entries in the system by the reporting due date. The quarterly report due dates are:

1st Qtr (Oct 1 – Dec31) **by January 31** 3rd Qtr (Apr 1 – Jun30) **by July 31**
 2nd Qtr (Jan 1 –Mar31) **by April 30** 4th Qtr (Jul 1 – Sep30) **by December 31**

1. Each quarter all LHCA's, Subgrantees, MSO branch offices and Affiliates to National Intermediaries/SHFAs are to transmit their 9902 data through their CMS system in order to interface with HUD system to file this report.

Enter **cumulative** data for “**ALL ACTIVITIES**” (includes HUD grants) when filing 2nd, 3rd, and 4th quarter reports. Follow Steps 1 through 6 above to log into the system.

HCA should submit their agency updates as soon as their CMS product is on line with HUD. HCAs will prepare to submit their consolidated client and HUD-9902 reports for each required reporting period during the fiscal year. Agencies are still required to check HCS after transmissions to validate the data is accurate. Any discrepancies discovered should be corrected on their CMS and retransmitted. Corrections should not be made directly in HCS as the discrepancy will only reappear in the next transmission .

2. Then click on “**HUD-9902**” tab and select “**Data Reporting Status Inquiry**”.



3. The system automatically defaults to the current quarter in the fiscal year. Select the appropriate “**reporting period**” for the fiscal year, for example: **FY2019, Quarter 3** and then click on “**CONTINUE**”.

The screenshot shows the '9902 Data Reporting Status Inquiry' form. It has a title '9902 Data Reporting Status Inquiry'. Below the title, there is a text prompt: 'Select the fiscal year: 2019 and reporting period: Quarter 3 you wish to search'. The fiscal year is shown in a dropdown menu with '2019' selected. The reporting period is shown in a dropdown menu with 'Quarter 3' selected. Below the form, there is a blue 'Continue' button.

4. Enter the Agency’s five digit “Agency ID” number (8xxxx) or (9xxxx) and then click on the “Submit Inquiry” button.

HOUSING COUNSELING 9902 REPORTING
9902 Data Reporting Status Inquiry
for Quarter 3 of FY 2019

Instructions: + -	
Inquiry Scope	All inquiries are confined to the agencies under your jurisdiction.
Agency ID	<input type="text" value="84489"/>
POC Name	<input type="text"/>
Agency Type	This field allows multiple value entry. Click on the field to display choices and select item or enter a comma delimited list of values.
Grant Awardees	<input type="text"/>

5. The 9902 will appear on the screen in a display only format. Review the 9902 report. If the report is correct, click the **Validate** button.

Housing Counseling Agency Activity Report U.S. Department of Housing and Urban Development Office of Housing Counseling Federal Housing Commissioner		OMB Approval No: 2502-0261 Exp. 07/31/2019					
1. Counseling Agency Name		2. Reporting Period and Budget					
Agency Name XYZ AGENCY Agency ID: 80020 Agency Type: LHCA 4000 Legato Rd Suite 600 FAIRFAX, VA 22033-2892		Reporting Period: <input type="text" value="Quarter 2"/> Fiscal Year: 2019 From: 10/01/2018 To: 03/31/2019 Submission Date: 04/09/2019 Update Date: 06/14/2019 Total budget, all sources: \$218,517.00 Total HUD Funding, all grants: \$5,509.85					
Parent Agency Name (if applicable) XYZ AGENCY Agency ID: 80754 Agency Type: National Intermediary		HUD Funding Sources Passed @ 3% 2018-1 COMP 10/01/2017 - 09/30/2019 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33 Funding: \$5,509.85					
Validated: Not Validated		Only reports completed by 04/30/2019 will be credited for on time submission.					
<input type="button" value="Update"/> <input type="button" value="PDF Version"/> <input type="button" value="Close"/> <input type="button" value="Validate"/>		<table border="1"> <tr> <th colspan="2">TOTAL</th> </tr> <tr> <td>All Activities</td> <td>All HUD Funded Activities</td> </tr> </table>		TOTAL		All Activities	All HUD Funded Activities
TOTAL							
All Activities	All HUD Funded Activities						
3. Ethnicity of Households (select only one)							
a. Hispanic		393	332				
b. Not Hispanic		8	5				
c. Chose not to respond		2	1				

If the report is not correct, return to your CMS to make the necessary corrections and resubmit.

Manually Entering 9902 form data in HCS

If the agency is not able to submit 9902 data from their CMS, the 9902 can be entered manually in HCS as a last resort. To enter or revise the data on the 9902, click the “Update” button.

1. Counseling Agency Name		2. Reporting Period and Budget											
Agency Name XYZ AGENCY Agency ID: 87777 Agency Type: Other 4000 Legato Rd Suite 600 FAIRFAX, VA 22033-2892 Parent Agency Name (if applicable) XYZ AGENCY Agency ID: 87777 Agency Type: Intermediate, Intermediary		Reporting Period: Quarter 2 <input type="button" value="v"/> Fiscal Year: 2019 From: 10/01/2018 To: 03/31/2019 Submission Date: 04/09/2019 Update Date: 06/14/2019 Total budget, all sources: \$218,517.00 Total HUD Funding, all grants: \$5,509.85 HUD Funding Sources Passed @ 3% 2018-1 COMP 10/01/2017 - 09/30/2019 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33 Funding: \$5,509.85											
Validated: Not Validated		Only reports completed by 04/30/2019 will be credited for on time submission.											
<input type="button" value="Update"/> <input type="button" value="PDF Version"/> <input type="button" value="Close"/> <input type="button" value="Validate"/>		<table border="1"> <thead> <tr> <th colspan="2">TOTAL</th> </tr> <tr> <th>All Activities</th> <th>All HUD Funded Activities</th> </tr> </thead> <tbody> <tr> <td>393</td> <td>332</td> </tr> <tr> <td>8</td> <td>5</td> </tr> <tr> <td>2</td> <td>1</td> </tr> </tbody> </table>		TOTAL		All Activities	All HUD Funded Activities	393	332	8	5	2	1
TOTAL													
All Activities	All HUD Funded Activities												
393	332												
8	5												
2	1												
3. Ethnicity of Households (select only one)													
a. Hispanic	393	332											
b. Not Hispanic	8	5											
c. Chose not to respond	2	1											

The 9902 report will display in an editable format for entering cumulative data for the “**All Counseling and Education Activities**” column and if applicable, the HUD Funded Activities column(s).

14, 2019

9902 Data Entry for		Quarter 3 2019	
1. Counseling Agency Name		2. Active Grants	
XYZ AGENCY Agency ID: 4000 Legato Rd Suite 600 FAIRFAX, VA 22033-2892		2018-1 COMP 10/01/2017 - 09/30/2019 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33 Funding: \$5,509.85	
Total budget, all sources: \$		218,517.00	
Page Errors: 0	All Activities	All HUD Funded Activities	2018-1 COMP Funded
3. Ethnicity of Households (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 Households			
Single Race			
a. American Indian/Alaskan Native	0	0	0
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	0	0	0
Multi-Race			
f. American Indian or Alaska Native and White	0	0	0
g. Asian and White	0	0	0
h. Black or African American and White	0	0	0
i. American Indian or Alaska Native and Black or African American	0	0	0
j. Other multiple race	0	0	0
k. Chose not to respond	0	0	0
Section 4 Total	0	0	0
5. Income Levels			
a. < 30% of Area Median Income (AMI)	0	0	0
b. 30 - 49% of AMI	0	0	0
c. 50 - 79% of AMI	0	0	0

- First enter total budget amount before entering any data in Section 3.

14, 2019

9902 Data Entry for 80020		Quarter 3 2019		
1. Counseling Agency Name		2. Active Grants		
XYZ AGENCY Agency ID: 80020 4000 Legato Rd Suite 600 FAIRFAX, VA 22033-2892		2018-1 COMP 10/01/2017 - 09/30/2019 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33 Funding: \$5,509.85		
Total budget, all sources: \$		200000 x		
Page Errors: 0	All Activities	All HUD Funded Activities	2018-1 COMP Funded	
3. Ethnicity of Households (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 Households				
Single Race				

- Enter the 9902 data:
 - **All Activities column:** Enter the total cumulative number of households for each row in the 9902, including those funded by a HUD grant.

14, 2019

9902 Data Entry for 80020		Quarter 3 2019		
1. Counseling Agency Name		2. Active Grants		
XYZ AGENCY Agency ID: 80020 4000 Legato Rd Suite 600 FAIRFAX, VA 22033-2892		2018-1 COMP 10/01/2017 - 09/30/2019 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33 Funding: \$5,509.85		
Total budget, all sources: \$		200000 x		
Page Errors: 0	All Activities	All HUD Funded Activities	2018-1 COMP Funded	
3. Ethnicity of Households (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 Households				
Single Race				

- **All HUD Funded Activities column:** you will not be able to enter data in this column. It will calculate the sum of the values entered in the grant specific

columns. (exp. 2018-1 COMP Funded)

14, 2019

9902 Data Entry for 80020		Quarter 3 2019		
1. Counseling Agency Name		2. Active Grants		
XYZ AGENCY Agency ID: 80020 4000 Legato Rd Suite 600 FAIRFAX, VA 22033-2892		2018-1 COMP 10/01/2017 - 09/30/2019 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33 Funding: \$5,509.85		
Total budget, all sources: \$		200000 x		
Page Errors: 0	All Activities	All HUD Funded Activities	2018-1 COMP Funded	
3. Ethnicity of Households (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 Households				
Single Race				

- Grant Funded Columns:** The grant funded columns represent a sub-set of the number reported in the All Activities that were funded by a HUD grant. In the screen example, the agency has one grant applicable to the reporting period (2018-1 COMP). The grant funded columns that display will depend on the grants available to the agency for that reporting period. In each grant column, enter the total cumulative number of households for each row in the 9902 that were funded by that grant.

14, 2019

9902 Data Entry for 80020		Quarter 3 2019	
1. Counseling Agency Name		2. Active Grants	
XYZ AGENCY Agency ID: 80020 4000 Legato Rd Suite 600 FAIRFAX, VA 22033-2892		2018-1 COMP 10/01/2017 - 09/30/2019 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33 Funding: \$5,509.85	
Total budget, all sources: \$ 200000 x			
Page Errors: 0	All Activities	All HUD Funded Activities	2018-1 COMP Funded
3. Ethnicity of Households (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 Households			
Single Race			

Example: 2018-1 COMP Funded column: enter the total number of households for each row in the 9902 that were funded by the HUD 2018-1 COMP grant.

Note: the grants that your agency has for the reporting period may be different than what is shown in the example. If the agency has more than one grant applicable to the reporting period, there will be multiple grant funded columns.

- The total number of HUD Funded Activities (total of the HUD Grant columns) may not be greater than the all activities number.
- Totals in Sections 3, 4, 5, 6, and 7 should equal the total counseling (Section 8 plus Section 9). (Section 3 Total = Section 4 Total = Section 5 Total = Section 6 total = Section 7 Total = (Section 8 Total + Section 9 Total). The section totals should be equal using this formula.
- The system will automatically indicate an error if data is not correct due to math error(s) in a particular section of the report. The error(s) must be corrected before the system will automatically validate the data.

Note: When the agency files their 2nd qtr report (Jan01-Mar31), data must be Cumulative data from the start of the fiscal year through March 31 in both the All Activities and HUD grant columns. Even if a grant's performance period started the previous fiscal year, the HUD-9902 report represents the activities conducted in that fiscal year only.

- Complete the data entries and then scroll to the bottom of page and click the "SAVE" button.

Services.			
i. Households that received rental counseling and improved living conditions after receiving Housing Counseling Services.	0	0	0
j. Households that received prepurchase/homebuying counseling and purchased housing after receiving Housing Counseling Services.	0	0	0
k. Households that received reverse mortgage counseling and obtained a Home Equity Conversion Mortgage (HECM) after receiving Housing Counseling Services.	0	0	0
l. Households that received non-delinquency post-purchase counseling that were able to improve home conditions or home affordability after receiving Housing Counseling Services.	0	0	0
m. Households that prevented or resolved a mortgage default after receiving Housing Counseling Services.	0	0	0
Section 10 Total	0	0	0
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Subgrantees and Affiliates to a National or SHFA Intermediary, and **MSO branch offices** quarterly HUD-9902 Activity reports in HCS will automatically generate a cumulative report for the parent organization (Intermediary/SHFA/MSO).

IMPORTANT NOTE: If the user is from a **Subgrantee or Affiliate to a National Intermediary or to a SHFA** please contact the Intermediary (parent org) regarding the Subgrantee/Affiliate reporting requirements to determine who is responsible to file the data in the “HUD Funded” column in HCS.

If the agency is from a MSO, the user from a MSO-branch office should contact the MSO main office point of contact to determine who will file the branch report(s) manually in HCS for the “**All Counseling & Education Activities**” and “**HUD Housing Funded Activities**” columns.

Remember, there is only one User ID and Password for each agency.

If the Intermediary User is going to file the 9902 report on behalf of the Subgrantee/Affiliate it is still the Subgrantee/MSO branch Agency User’s responsibility to “Validate” the Agency’s Information that is described in the instructions above.

Multiple Agencies have reported problems with their 9902 submissions, and the Office of Housing Counseling asks that you please make note of the following:

- Agencies must be aware that manually inputting 9902 data into the Housing Counseling System is not the preferred method. HUD recommends submission of 9902 data via a HUD compliant Client Management System. Any data manually entered into the Housing Counseling System will be overwritten if a submission is received via a HUD compliant Client Management System. This includes agency profile information. Agencies should not use a combination of manual entry and automated CMS data submission.
- Agencies need to manually check to ensure that the data submitted to Housing Counseling System is valid and correctly received. Once a submission has been made, please log into HCS to ensure that the data appears in the system and is correct. There is no limit to the number of times an agency can submit a 9902. If a reporting error is found, simply correct the error in the Client Management System and resubmit to HUD. Agencies should always submit, check the data in HCS, and submit again if necessary.

HUD-9902 Data Quality Alerts

Data Quality Alerts have been added to the 9902 form in HCS to alert agency users to possible errors in 9902 reporting. The alerts will check for:

- ✓ **Zero impacts entered in Section 10 Impact and Scope of One-on-One Counseling Services**
 - Indicates agency is not reporting any impacts.
- ✓ **Total impacts entered in Section 10 total is the same as the Section 9 total for one-on-one counseling.**
 - Indicates agency is not reporting multiple impacts.
- ✓ **Total impacts entered for 10c (developing a sustainable budget) is less than Section 9 total for one-on-one counseling.**
 - Indicates agency is not developing a budget with counseled clients, this is a counseling requirement
- ✓ **Zero impacts reported for 10e - households gained access to resources to improve their housing situation**
 - Indicates agency is not properly reporting impacts
- ✓ **Agency's yearly budget is not entered.**

If data quality alerts have NOT been identified for a 9902, there is no change to the display of the 9902.

Housing Counseling Agency Activity Report		U.S. Department of Housing and Urban Development Office of Housing Counseling Federal Housing Commissioner		OMB Approval No: 2502-0261 Exp. 07/31/2019	
1. Counseling Agency Name		2. Reporting Period and Budget			
Agency Name XYZ AGENCY Agency ID: 80020 Agency Type: LHCA 4000 Legato Rd Suite 600 FAIRFAX, VA 22033-2892 Parent Agency Name (if applicable) XYZ AGENCY Agency ID: 80754 Agency Type: National Intermediary		Reporting Period: <input type="text" value="Quarter 2"/> Fiscal Year: 2019 From: 10/01/2018 To: 03/31/2019 Submission Date: 04/09/2019 Update Date: 06/14/2019 Total budget, all sources: \$218,517.00 Total HUD Funding, all grants: \$5,509.85 HUD Funding Sources Passed @ 3% 2018-1 COMP 10/01/2017 - 09/30/2019 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33 Funding: \$5,509.85			
Validated: Validated Last Validated: 06/14/2019 Validated by: C57569		Only reports completed by 04/30/2019 will be credited for on time submission.			
<input type="button" value="Update"/> <input type="button" value="PDF Version"/> <input type="button" value="Close"/>		TOTAL All Activities		All HUD Funded Activities	
3. Ethnicity of Households (select only one)					
a. Hispanic		393		332	
b. Not Hispanic		8		5	
c. Chose not to respond		2		1	
Section 3 Total		403		338	
4. Race of Households					

If data quality alerts have been identified for a 9902, a **Data Quality Alerts** section will display below the Validation information.

Housing Counseling Agency Activity Report		U.S. Department of Housing and Urban Development Office of Housing Counseling Federal Housing Commissioner		OMB Approval No: 2502-0261 Exp. 07/31/2019	
1. Counseling Agency Name		2. Reporting Period and Budget			
Agency Name XYZ AGENCY Agency ID: 80020 Agency Type: LHCA 4000 Legato Rd Suite 600 FAIRFAX, VA 22033-2892 Parent Agency Name (if applicable) XYZ AGENCY Agency ID: 80754 Agency Type: National Intermediary		Reporting Period: <input type="text" value="Quarter 2"/> Fiscal Year: 2019 From: 10/01/2018 To: 03/31/2019 Submission Date: 04/09/2019 Update Date: 06/14/2019 Total budget, all sources: \$218,517.00 Total HUD Funding, all grants: \$5,509.85 HUD Funding Sources Passed @ 3% 2018-1 COMP 10/01/2017 - 09/30/2019 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33 Funding: \$5,509.85			
Validated: Validated Last Validated: 06/14/2019 Validated by: System		Only reports completed by 04/30/2019 will be credited for on time submission.			
<input type="button" value="Update"/> <input type="button" value="PDF Version"/> <input type="button" value="Close"/>		TOTAL All Activities		All HUD Funded Activities	
3. Ethnicity of Households (select only one)					
a. Hispanic		393		332	
b. Not Hispanic		8		5	
c. Chose not to respond		2		1	
Section 3 Total		403		338	
Data Quality Alerts Data Quality Alerts have been identified for this 9902 report and have not been addressed. <input type="button" value="Review Data Quality Alerts"/>					

Click the **Review Data Quality Alerts** button to display the specific alerts for that 9902. The **Data Quality Alert** pop-up displays listing all applicable alerts for the 9902.

The Data Quality Alerts indicate that while the 9902 has been submitted and accepted by HCS, there are some indicators that there may be some errors in reporting.

1. Counseling Agency Name		2. Reporting Period and Budget	
Agency Name XYZ AGENCY Agency ID: 80020 Agency Type: LHCA 4000 Legato Rd Suite 600 FAIRFAX, VA 22033-2892		Reporting Period: Quarter 2 <input type="text"/> Fiscal Year: 2019 From: 10/01/2018 To: 03/31/2019 Submission Date: 04/09/2019 Update Date: 06/14/2019 Total budget, all sources: \$218,517.00 Total HUD Funding, all grants: \$5,509.85	
Parent Agency Name (if applicable) XYZ AGENCY Agency ID: 80754 Agency Type: National Intermediary		HUD Funding Sources Passed @ 3% 2018-1 COMP 10/01/2017 - 09/30/2019 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33 Funding: \$5,509.85	
Validated: Validated Last Validated: 06/14/2019 Validated by: System		Only reports completed by 04/30/2019 will be credited for on time submission.	
Data Quality Alerts Data Quality Alerts have been identified for this 9902 report and have not been addressed.			
Review Data Quality Alerts			
<input type="button" value="Update"/>		<input type="button" value="PDF Version"/>	
<input type="button" value="Close"/>		TOTAL	
		All Activities	
		All HUD Funded Activities	
3. Ethnicity of Households (select only one)			
a. Hispanic		393	332
b. Not Hispanic		8	5
c. Chose not to respond		2	1
Section 3 Total		403	338
4. Race of Households			
Single Race			
a. American Indian/Alaskan Native		1	0
b. Asian		0	0
c. Black or African American		2	2
d. Native Hawaiian or Other Pacific Islander		0	0
e. White		394	332
Multi-Race			

Data Quality Alert ✕

The 9902 report has been accepted by the system. Areas have been identified for review of data quality. Use the form below to address these or reach out to your POC if you have questions.

Total impacts reported in Section 10 is the same as the total of Section 9 indicating multiple impacts have not been reported.

10c (developing a sustainable household budget) is less than the section 9 total indicating agency is not developing a required budget.

0 impacts reported for 10e (households gained access to resources to improve their housing situation).

To remove the alerts, return to your CMS to enter the necessary adjustments and resubmit.

For any alert that represents accurate reporting, select the check box, provide a comment, and click **Accept**.

To return to the 9902, click **Close**.

The agency user should review the information provided in the Data Quality Alert pop-up. The user has three options:

- Ignore the Data Quality Alerts for the moment.
- Update the 9902 reporting to remove the alerts.
- Accept the alerts to indicate that the reporting reflects valid reporting on the counseling activities conducted during the reporting period.

1. Ignore the Data Quality Alerts

To ignore the Data Quality Alerts, click the **Close** button.

Data Quality Alert
✕

The 9902 report has been accepted by the system. Areas have been identified for review of data quality. Use the form below to address these or reach out to your POC if you have questions.

Total impacts reported in Section 10 is the same as the total of Section 9 indicating multiple impacts have not been reported.

10c (developing a sustainable household budget) is less than the section 9 total indicating agency is not developing a required budget.

0 impacts reported for 10e (households gained access to resources to improve their housing situation).

To remove the alerts, return to your CMS to enter the necessary adjustments and resubmit.

For any alert that represents accurate reporting, select the check box, provide a comment, and click **Accept**.

To return to the 9902, click **Close**.

Accept
Close

The Data Quality Alert pop up will close. The Alert will remain on the 9902.

Housing Counseling Agency Activity Report		U.S. Department of Housing and Urban Development Office of Housing Counseling Federal Housing Commissioner		OMB Approval No: 2502-0261 Exp. 07/31/2019					
1. Counseling Agency Name		2. Reporting Period and Budget							
Agency Name XYZ AGENCY Agency ID: 80020 Agency Type: LHCA 4000 Legato Rd Suite 600 FAIRFAX, VA 22033-2892 Parent Agency Name (if applicable) XYZ AGENCY Agency ID: 80754 Agency Type: National Intermediary		Reporting Period: Quarter 2 v Fiscal Year: 2019 From: 10/01/2018 To: 03/31/2019 Submission Date: 04/09/2019 Update Date: 06/14/2019 Total budget, all sources: \$218,517.00 Total HUD Funding, all grants: \$5,509.85 HUD Funding Sources Passed @ 3% 2018-1 COMP 10/01/2017 - 09/30/2019 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33 Funding: \$5,509.85							
Validated: Validated Last Validated: 06/14/2019 Validated by: System		Only reports completed by 04/30/2019 will be credited for on time submission.							
Data Quality Alerts Data Quality Alerts have been identified for this 9902 report and have not been addressed. Review Data Quality Alerts									
Update PDF Version Close		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">TOTAL</th> </tr> <tr> <td style="width: 50%; text-align: center;">All Activities</td> <td style="width: 50%; text-align: center;">All HUD Funded Activities</td> </tr> </table>		TOTAL		All Activities	All HUD Funded Activities		
TOTAL									
All Activities	All HUD Funded Activities								
3. Ethnicity of Households (select only one)									
a.	Hispanic	393	332						
b.	Not Hispanic	8	5						
c.	Check not to record	2	1						

2. Update the 9902 reporting to remove the alerts

To remove the alerts, the agency should revise the 9902 reporting using the original method of submission.

If the agency submitted via their CMS:

1. Click the Close button on the Data Quality Alert pop-up.
2. Close the 9902 form in HCS.
3. Return to the agency's CMS to update the counseling activity data.
4. Submit the updated reporting from the agency's CMS.

Data Quality Alert [X]

The 9902 report has been accepted by the system. Areas have been identified for review of data quality. Use the form below to address these or reach out to your POC if you have questions.

10c (developing a sustainable household budget) is less than the section 9 total indicating agency is not developing a required budget.

To remove the alerts, return to your CMS to enter the necessary adjustments and resubmit.

For any alert that represents accurate reporting, select the check box, provide a comment, and click **Accept**.

To return to the 9902, click **Close**.

Accept **Close**

If the agency submitted manually in HCS:

1. Click the Close button on the Data Quality Alert pop-up.

Data Quality Alert
✕

The 9902 report has been accepted by the system. Areas have been identified for review of data quality. Use the form below to address these or reach out to your POC if you have questions.

10c (developing a sustainable household budget) is less than the section 9 total indicating agency is not developing a required budget.

To remove the alerts, close this pop-up window and click **Update** to revise the 9902.

For any alert that represents accurate reporting, select the check box, provide a comment, and click **Accept**.

To return to the 9902, click **Close**.

Accept
Close

2. Click the **Update** button on the 9902.

Housing Counseling Agency Activity Report		U.S. Department of Housing and Urban Development Office of Housing Counseling Federal Housing Commissioner		OMB Approval No: 2502-0261 Exp. 07/31/2019	
1. Counseling Agency Name Agency Name XYZ AGENCY Agency ID: 80020 Agency Type: LHCA 4000 Legato Rd Suite 600 FAIRFAX, VA 22033-2892 Parent Agency Name (if applicable) XYZ AGENCY Agency ID: 80754 Agency Type: National Intermediary		2. Reporting Period and Budget Reporting Period: Quarter 2 v Fiscal Year: 2019 From: 10/01/2018 To: 03/31/2019 Submission Date: 04/09/2019 Update Date: 06/14/2019 Total budget, all sources: \$218,517.00 Total HUD Funding, all grants: \$5,509.85 HUD Funding Sources Passed @ 3% 2018-1 COMP 10/01/2017 - 09/30/2019 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33 Funding: \$5,509.85			
Validated: Validated Last Validated: 06/14/2019 Validated by: System		Only reports completed by 04/30/2019 will be credited for on time submission.			
Data Quality Alerts Data Quality Alerts have been identified for this 9902 report and have not been addressed.					
<input type="button" value="Review Data Quality Alerts"/>					
<input type="button" value="Update"/> <input type="button" value="PDF Version"/> <input type="button" value="Close"/>		TOTAL All Activities		All HUD Funded Activities	
3. Ethnicity of Households (select only one)					
a. Hispanic		393		332	
b. Not Hispanic		8		5	
c. Chose not to respond		2		1	
Section 3 Total		403		338	
4. Race of Households					

- Update the 9902 reporting data and click **Save**.

Housing Counseling Services.			
k. Households that received reverse mortgage counseling and obtained a Home Equity Conversion Mortgage (HECM) after receiving Housing Counseling Services.	0	0	0
l. Households that received non-delinquency post-purchase counseling that were able to improve home conditions or home affordability after receiving Housing Counseling Services.	0	0	0
m. Households that prevented or resolved a mortgage default after receiving Housing Counseling Services.	0	0	0
Section 10 Total	198	0	0

Save Cancel

If the updated 9902 (updated from either the CMS or manually in HCS) addressed all of the alerts, the Data Quality Alert section will not display on the 9902.

Housing Counseling Agency Activity Report U.S. Department of Housing and Urban Development Office of Housing Counseling Federal Housing Commissioner		OMB Approval No: 2502-0261 Exp. 07/31/2019							
1. Counseling Agency Name		2. Reporting Period and Budget							
Agency Name XYZ AGENCY Agency ID: 80020 Agency Type: LHCA 4000 Legato Rd Suite 600 FAIRFAX, VA 22033-2892 Parent Agency Name (if applicable) XYZ AGENCY Agency ID: 80754 Agency Type: National Intermediary		Reporting Period: Quarter 2 ▾ Fiscal Year: 2019 From: 10/01/2018 To: 03/31/2019 Submission Date: 04/09/2019 Update Date: 06/14/2019 Total budget, all sources: \$218,517.00 Total HUD Funding, all grants: \$5,509.85 HUD Funding Sources Passed @ 3% 2018-1 COMP 10/01/2017 - 09/30/2019 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33 Funding: \$5,509.85							
Validated: Validated Last Validated: 06/14/2019 Validated by: System		Only reports completed by 04/30/2019 will be credited for on time submission.							
Update PDF Version Close		<table border="1"> <thead> <tr> <th>TOTAL</th> <th>All Activities</th> <th>All HUD Funded Activities</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		TOTAL	All Activities	All HUD Funded Activities			
TOTAL	All Activities	All HUD Funded Activities							
3. Ethnicity of Households (select only one)									
a. Hispanic		393	332						
b. Not Hispanic		8	5						
c. Chose not to respond		2	1						

3. Accept the Data Quality Alerts

If the reporting reflects valid reporting on the counseling activities conducted during the reporting period, the agency user should **Accept** the alerts.

Accepting an alert tells the HUD POC that:

- The agency has reviewed the alerts and confirmed that the reporting is accurate.
- Since the reporting is accurate, the agency will not change the 9902 reporting to remove the alerts.

The alerts are only meant to identify possible data quality issues. **There is no negative impact to the agency user for accepting the alerts.**

To accept an alert:

1. Check the checkbox next to the alert.

Data Quality Alert

The 9902 report has been accepted by the system. Areas have been identified for review of data quality. Use the form below to address these or reach out to your POC if you have questions.

10c (developing a sustainable household budget) is less than the section 9 total indicating agency is not developing a required budget.

To remove the alerts, close this pop-up window and click **Update** to revise the 9902.

For any alert that represents accurate reporting, select the check box, provide a comment, and click **Accept**.

To return to the 9902, click **Close**.

Accept **Close**

2. Enter a Comment (not required).
3. Click the **Accept** button.

Data Quality Alert

The 9902 report has been accepted by the system. Areas have been identified for review of data quality. Use the form below to address these or reach out to your POC if you have questions.

10c (developing a sustainable household budget) is less than the section 9 total indicating agency is not developing a required budget.

Comment:

10c reflects the total number of households for which a budget was developed.

To remove the alerts, close this pop-up window and click **Update** to revise the 9902.

For any alert that represents accurate reporting, select the check box, provide a comment, and click **Accept**.

To return to the 9902, click **Close**.

Accept **Close**

Complete steps 1 – 3 for each data quality alert that displays.

If all the alerts have been accepted, the data quality alert message on the 9902 will still display but will update to indicate that the agency has addressed the alerts.

Housing Counseling Agency Activity Report		U.S. Department of Housing and Urban Development		OMB Approval No: 2502-0261	
		Office of Housing Counseling		Exp. 07/31/2019	
		Federal Housing Commissioner			
1. Counseling Agency Name			2. Reporting Period and Budget		
Agency Name			Reporting Period: <input type="text" value="Quarter 2"/>		
XYZ AGENCY			Fiscal Year: 2019		
Agency ID: 80020			From: 10/01/2018		
Agency Type: LHCA			To: 03/31/2019		
4000 Legato Rd Suite 600			Submission Date: 04/09/2019		
FAIRFAX, VA			Update Date: 06/14/2019		
22033-2892			Total budget, all sources: \$218,517.00		
Parent Agency Name (if applicable)			Total HUD Funding, all grants: \$5,509.85		
XYZ AGENCY					
Agency ID: 80754					
Agency Type: National Intermediary					
			HUD Funding Sources Passed @ 3%		
			2018-1 COMP		
			10/01/2017 - 09/30/2019		
			2018 Comprehensive Housing Counseling Grant		
			Program. FR-6200-N-33		
			Funding: \$5,509.85		
Validated: Validated		Only reports completed by 04/30/2019 will be			
Last Validated: 06/14/2019		credited for on time submission.			
Validated by: System					
Data Quality Alerts					
Data Quality Alerts have been identified for this 9902 report and have been addressed.					
<input type="button" value="View Data Quality Alerts"/>					
			TOTAL		
<input type="button" value="Update"/>		<input type="button" value="PDF Version"/>		<input type="button" value="Close"/>	
			All Activities	All HUD Funded Activities	
3. Ethnicity of Households (select only one)					
a. Hispanic			393	332	
b. Not Hispanic			8	5	

For HCS assistance contact your point of contact (POC) or send email to: housing.counseling@hud.gov .