

Form HUD-9902 Reporting Schedule for Housing Counseling Agencies

HUD-approved housing counseling agencies (HCAs) are reminded of their responsibility to transmit accurate and timely Form HUD-9902 quarterly reports.

When 100% of HCAs submit their reports on time, The HUD Office of Housing Counseling (OHC) can work with complete datasets. HCAs Form HUD-9902 quarterly reports are a keystone in HUD's Housing Counseling program. OHC uses the data for a variety of purposes. Form HUD-9902 quarterly reports quantify HUD's Housing Counseling Program. This data is included in reports to Congress that help substantiate HUD's annual request for Housing Counseling grant funds. Form HUD-9902 data helps identify housing counseling trends and client demographics and helps HUD assess the impact of services offered by HCAs.

Form HUD- 9902 QUARTERLY REPORTING PERIODS & DUE DATES

HUD Fiscal Quarter	PERIOD COVERED	DUE DATE
1 st Qtr.	October 1 st - December 31 st	Due no later than January 31 st .
2 nd Qtr.	October 1 st - March 30 th	Due no later than April 30 th . Please include clients reported in the quarter 1 report plus new clients served in quarter 2.
3 rd Qtr.	October 1 st - June 30 th	Due no later than July 31 st . Please include clients reported in the quarter 2 report plus new clients served in quarter 3.
4 th Qtr.	October 1 st - September 30 th	Due no later than December 31 st . Final 9902 includes complete year of client data plus the 4 th quarter.

Tips to assist your agency with timely Form HUD-9902 report submission:

HUD recommends counseling agencies transmit early the Quarterly Form HUD-9902 data through their Client Management System (CMS). This will ensure that the HUD Point of Contact (POC) has time to review the data and validate the report. If there are any errors then there is still time to correct the data by the due date. Submission delays due to system technical difficulties are more likely to be avoided when transmitting Form HUD-9902 early. If transmission problems are encountered, please contact your POC immediately.

Please be aware that HCAs who do not transmit their Form HUD-9902 report by the due date may jeopardize their agency's status as a HUD-approved Housing Counseling Agency. If your agency is a HUD housing counseling grantee, late reporting may affect timely processing of your agencies grant voucher by HUD.

For more information on Form HUD-9902 reporting requirements, please review HUD's [9902 Desk Guide](#). Please contact your HUD POC for additional technical assistance or email housing.counseling@hud.gov.

Thank you for your continued participation in HUD's Housing Counseling Program.