HCS 14.16.0.0 Release

Changes to HUD User Interface for HCS V14.16.0.0

An update to HCS is planned for release on September 8, 2018 and includes the following user interface changes:

- Update Nightly Data Export to FHAC/CHUMS to include agency personnel information
- Agency Profile Agency Personnel Change email addresses to required and validate email format and domain
- OMB Number and Public Reporting Burden added to 9902 display

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

Page 1 HCS v14.16.0.0 September 8, 2018

Update Nightly Data Export to FHAC/CHUMS to include agency personnel information

- Every night HCS sends agency data to FHA Connection (FHAC) to provide that system with the current list of housing counseling agencies.
- FHAC used a mail delivery contract to mail FHAC agency coordinator information to the Agency's Senior Executive.
- The mail delivery is being changed to email delivery.
- HCS has been updated to include the following agency personnel fields in the nightly data export to FHAC:
 - Agency Manager First Name
 - Agency Manager Last Name
 - Agency Manger Email
 - Agency Senior Executive First Name
 - Agency Senior Executive Last Name
 - Agency Senior Executive Email
 - Agency Contact for HUD Use First Name
 - Agency Contact for HUD Use Last Name
 - Agency Contact for HUD Use Email

Agency Profile - Agency Personnel - Change email addresses to required and validate email format and domain

HCS user interface has been updated to:

- Always require the Agency Manager Email address.
- Require the Agency Senior Executive and Agency Contact for HUD Use Email addresses
 if a name is provided.
- Validate the Email address format and domain

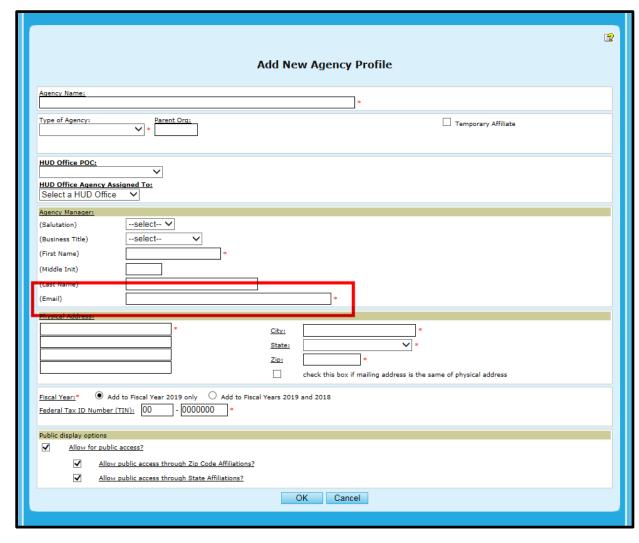
Agency Profile - Agency Personnel - Change email addresses to required and validate email format and domain

• The Agency Manager Email address field has been added to the Add New Agency

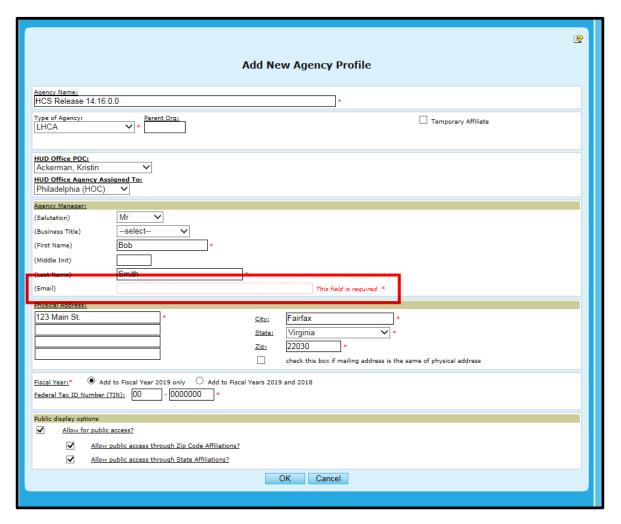
Profile page.

 The Agency Manager Email address field is required.

 The Agency Manager Email address format and domain will be validated.



 If Agency Manager Email address field is not completed an error message will display indicating the field is required.

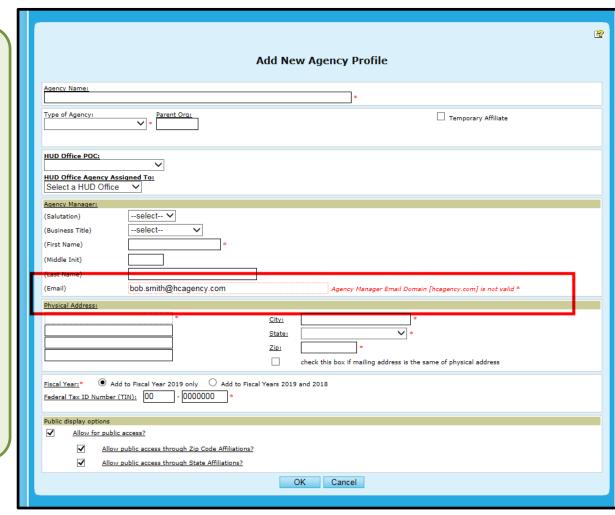


 The Agency Manager Email address field will be checked to ensure the format of the email and the domain are valid.

Example:

The email address
bob.smith@hcagency.com is
entered. While it is a well
formatted email address, the
domain hcagency.com is not a
known domain. An error
message displays:

Agency Manager Email
Domain [hcagency.com] is not valid

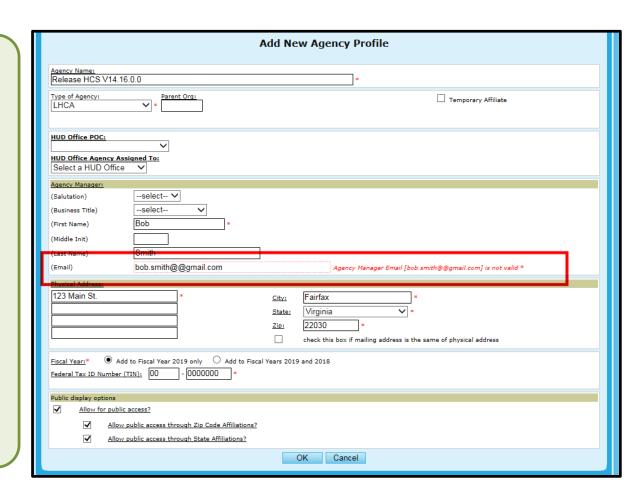


Agency Profile - Agency Personnel - Change email addresses to required and validate email format and domain

Example:

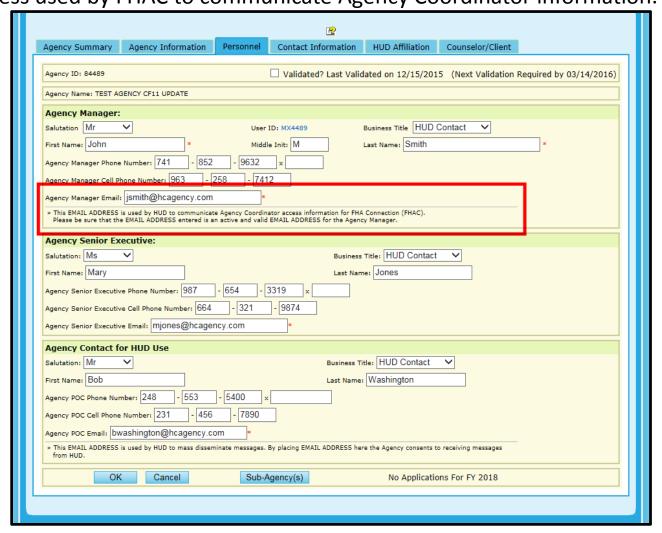
The email address bob.smith@@gmail.com is entered. The format of the email address is incorrect due to the duplicate @ sign. An error message displays:

Agency Manager Email [bob.smith@@gmail.com] is not valid.



- The Agency Profile Personnel screen has been updated to:
 - Always require the Agency Manger Email field.
 - Require the Agency Senior Executive and Agency Contact for HUD Use email addresses if the names of those agency personnel are provided.
 - Notify the user if the Agency Senior Executive and Agency Contact for HUD Use personnel are not entered.
 - Validate the agency personnel email addresses to ensure they use a valid format and domain.

 The Agency Manager Email address field will always be required. It will be the email address used by FHAC to communicate Agency Coordinator information.

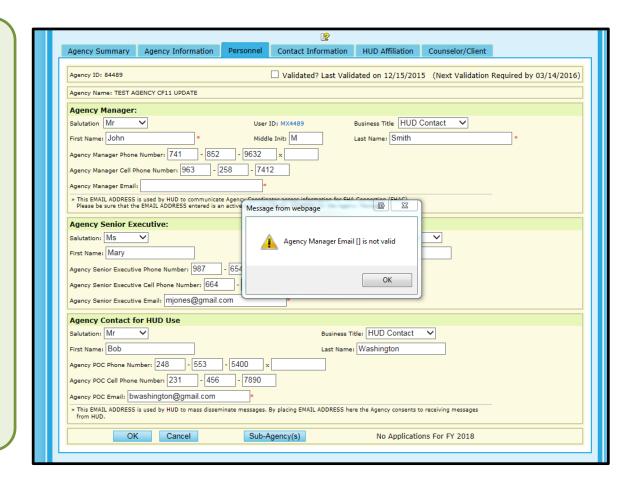


Agency Profile - Agency Personnel - Change email addresses to required and validate email format and domain

Example:

If the **Agency Manager Email** is not provided, an error message displays:

Agency Manager Email [] is not valid.



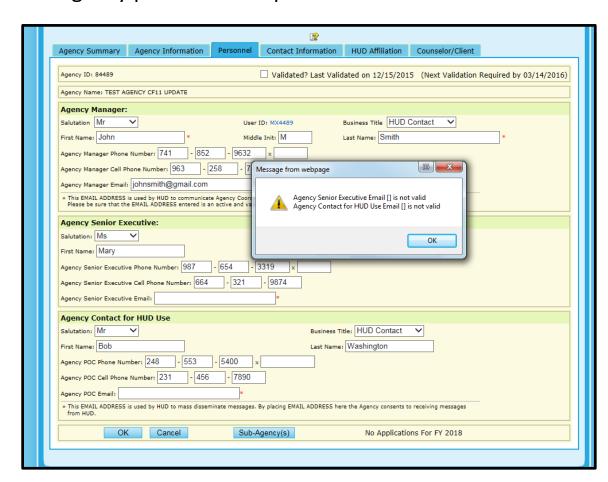
• The **Agency Senior Executive** and **Agency Contact for HUD Use Email address** fields will be required if the names for those agency personnel are provided.

Example:

The names for Agency Senior Executive and Agency Contact for HUD Use are provided, but the email address are not entered. An error message displays:

Agency Senior Executive Email
[] is not valid.

Agency Contact for HUD Use Email [] is not valid.



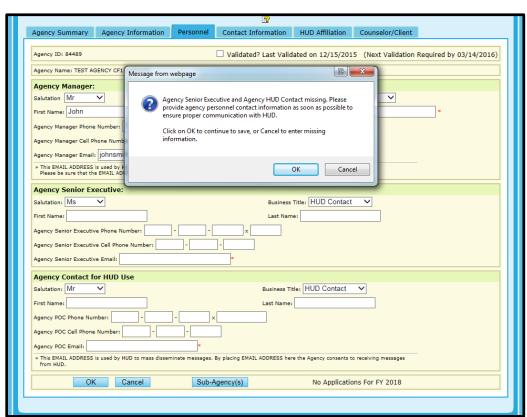
• If the **Agency Senior Executive** and **Agency Contact for HUD Use** personnel are not provided, the email addresses will not be required, but a message will display .

Example:

Agency Senior Executive and Agency Contact for HUD Use personnel are not provided. A message displays:

Agency Senior Executive and Agency HUD Contact missing. Please provide agency personnel contact information as soon as possible to ensure proper communication with HUD.

Click on OK to continue to save, or Cancel to enter missing information.

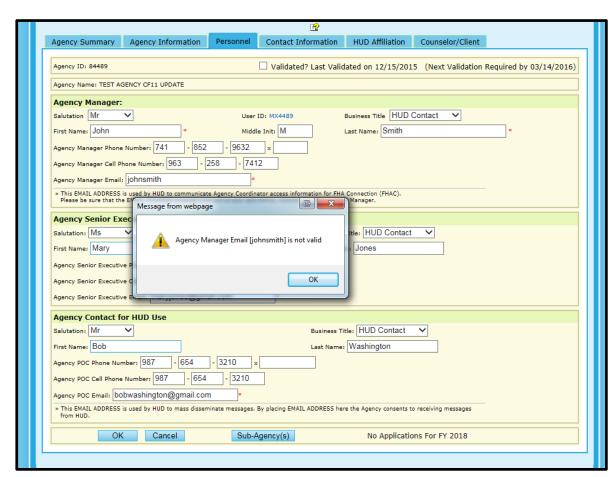


 All of the agency personnel email addresses will be checked to ensure the format and domain are valid.

Example:

The Agency Manager email address is entered as: **johnsmith**. The format of the email address is incorrect because it does not follow the format [name@domain.com] An error message displays:

Agency Manager Email [johnsmith] is not valid.

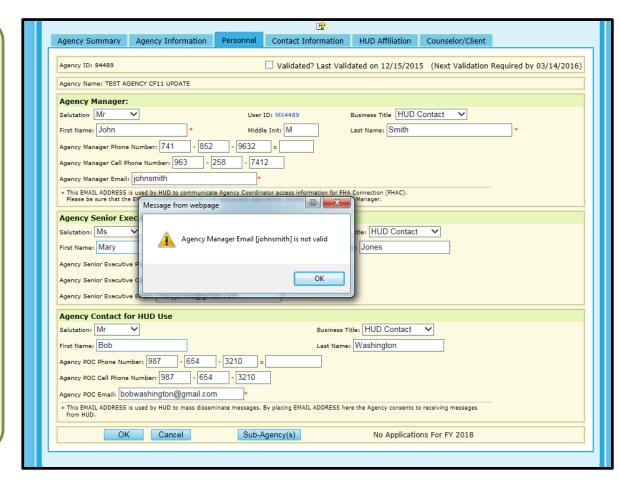


 All of the agency personnel email addresses will be checked to ensure the format and domain are valid.

Example:

The Agency Manager email address is entered as: **johnsmith@hcagency.cm**. The email address ends with [**cm**]. That is not a valid domain. An error message displays:

Agency Manager Email
Domain [hcagency.cm] is not valid.

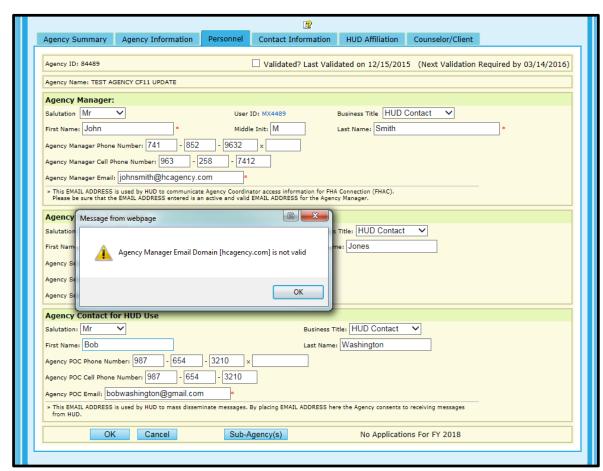


 All of the agency personnel email addresses will be checked to ensure the format and domain are valid.

Example:

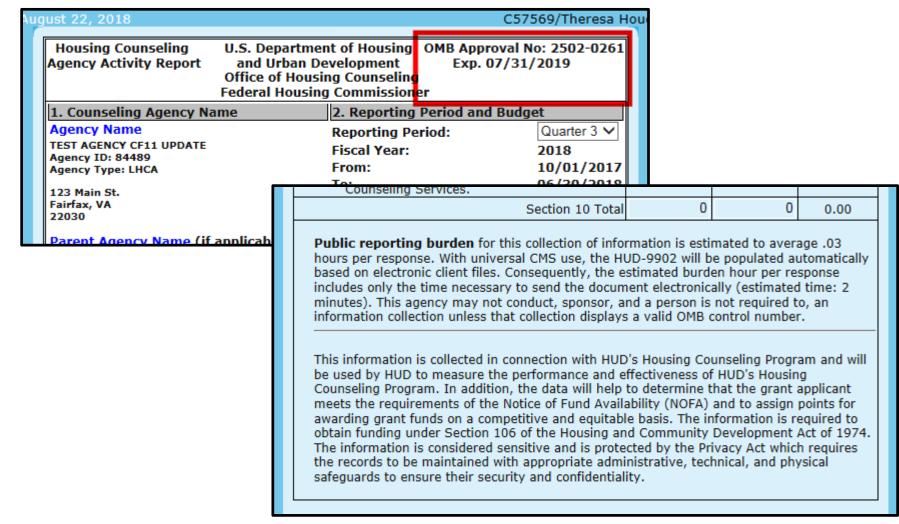
The Agency Manager email address is entered as: johnsmith@hcagency.com. While the format appears valid, the domain [hcagency.com] is not a known domain. An error message displays:

Agency Manager Email
Domain [hcagency.com] is not valid.



OMB Number and Public Reporting Burden added to 9902 display

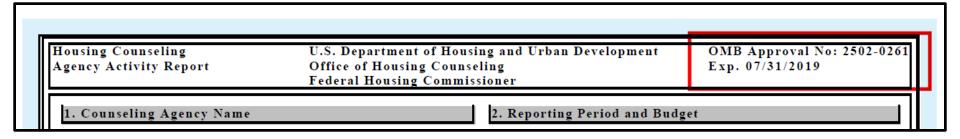
 The OMG Number and Reporting Burden information has been added to the 9902 display screen and PDF version.



HCS v14.16.0.0 September 8, 2018

OMB Number and Public Reporting Burden added to 9902 display

 The OMG Number and Reporting Burden information has been added to the 9902 display screen and PDF version.



Public reporting burden for this collection of information is estimated to average .03 hours per response. With universal CMS use, the HUD-9902 will be populated automatically based on electronic client files. Consequently, the estimated burden hour per response includes only the time necessary to send the document electronically (estimated time: 2 minutes). This agency may not conduct, sponsor, and a person is not required to, an information collection unless that collection displays a valid OMB control number.

This information is collected in connection with HUD's Housing Counseling Program and will be used by HUD to measure the performance and effectiveness of HUD's Housing Counseling Program. In addition, the data will help to determine that the grant applicant meets the requirements of the Notice of Fund Availability (NOFA) and to assign points for awarding grant funds on a competitive and equitable basis. The information is required to obtain funding under Section 106 of the Housing and Community Development Act of 1974. The information is considered sensitive and is protected by the Privacy Act which requires the records to be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality.