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

- If **Agency Manager Email address** field is not completed an error message will display indicating the field is required.
Agency Profile - Agency Personnel - Change email addresses to required and validate email format and domain

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

- The **Agency Profile – Personnel** screen has been updated to:

  - Always require the **Agency Manager 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.
Agency Profile - Agency Personnel - Change email addresses to required and validate email 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.**
HCS 14.16.0.0 Release - Changes to HUD User Interface for HCS V14.16.0.0

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

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

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

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

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

• 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.
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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.
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