

HCS 14.18.0.0 Release

Changes to HUD User Interface for HCS V14.18.0.0

An update to HCS is planned for release on June 14, 2019 and includes the following user interface changes for agency users:

- Include grant awards on agency profile from previous year, if grant performance period extends to the next year.
- Allow grant awards that are not reported on the 9902 (Exp: Training) to display on the agency's profile.
- Data Quality Alerts added to the 9902 form.
- Agency Review Spreadsheet – Agency Profile Last Validated and Next Validation dates added.

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

Agency Profile – Grant Display Changes.

Two changes have been made to the grant display on the Agency Profile:

1. Include grant awards on agency profile from previous year, if grant performance period extends to the next year.
2. Allow grant awards that are not reported on the 9902 (Exp: Training) to display on the agency's profile.

Agency Profile – Grant Display Changes.

Example: An agency's FY 2019 profile displays grants that were awarded in FY 2018, but have a performance period that includes FY 2019; and includes training grants that are not reported on the 9902.

NOFA 2018-1 COMP Performance Period: 10/01/2017 – 09/30/2019

NOFA 2018-2 TRNG Performance Period: 07/01/2018 – 09/30/2019

HUD Funding for FY 2019

| Grant | FY 2019 Funding |
|------------------------------|---------------------|
| NOFA 2018-1 COMP: 0011-018 | \$584,000.00 |
| Award Amount: \$2,000,000.00 | |
| NOFA 2018-2 TRNG: 0015-006 | \$0.00 |
| Award Amount: \$1,053,222.00 | |
| Total Funding: | \$584,000.00 |

Amount of the total award allocated to the fiscal year that the agency profile represents.

Click the grant link to open the agency's budget allocation page for that grant

| HUD Funding for FY 2019 | |
|------------------------------|---------------------|
| Grant | FY 2019 Funding |
| NOFA 2018-1 COMP: 0011-018 | \$584,000.00 |
| Award Amount: \$2,000,000.00 | |
| NOFA 2018-2 TRNG: 0015-006 | \$0.00 |
| Award Amount: \$1,053,222.00 | |
| Total Funding: | \$584,000.00 |

Agency Profile – Grant Display Changes.

Example: Training grant is not displayed on agency's 9902 as a possible HUD Funding Source since it is not applicable to 9902 reporting.

June 10, 2019 C57569/Theresa Ho

| 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: Agency Type: National Intermediary 4000 Legato Rd. Suite 600 FAIRFAX, VA 22033-2892 | | | Reporting Period: Quarter 3 Fiscal Year: 2019 From: 10/01/2018 To: 06/30/2019 Total budget, all sources: \$3,000,000.00 Total HUD Funding, all grants: \$584,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reporting 3 of 108 total sub-agencies | | | <div style="border: 2px solid red; padding: 5px;"> HUD Funding Sources Passed @ 19% 2018-1 COMP 10/01/2017 - 09/30/2019 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33 Funding: \$584,000.00 Projection: HUD Approved; 11-21-2018 </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PDF Version Close | | | <table border="1"> <thead> <tr> <th colspan="5">TOTAL</th> </tr> <tr> <th>All Activities</th> <th>All HUD Funded Activities</th> <th>Calculated HUD Housing Counseling Activities</th> <th>Projected HUD Housing Counseling Activities</th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="5">3. Ethnicity of Households (select only one)</td> </tr> <tr> <td>a. Hispanic</td> <td>2971</td> <td>1825</td> <td>564.49</td> <td></td> </tr> <tr> <td>b. Not Hispanic</td> <td>2872</td> <td>1703</td> <td>545.68</td> <td></td> </tr> </tbody> </table> | | | TOTAL | | | | | All Activities | All HUD Funded Activities | Calculated HUD Housing Counseling Activities | Projected HUD Housing Counseling Activities | | 3. Ethnicity of Households (select only one) | | | | | a. Hispanic | 2971 | 1825 | 564.49 | | b. Not Hispanic | 2872 | 1703 | 545.68 | |
| TOTAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| All Activities | All HUD Funded Activities | Calculated HUD Housing Counseling Activities | Projected HUD Housing Counseling Activities | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Ethnicity of Households (select only one) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a. Hispanic | 2971 | 1825 | 564.49 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| b. Not Hispanic | 2872 | 1703 | 545.68 | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Agency Profile – Grant Display Changes.

Example: Training grant now displays on agency user's grant menu screen.

/Susan Smith|[Logout](#)|[Change Password](#)

HOUSING COUNSELING SYSTEM

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

Grant Menu

Instructions: To view/manage budget allocation for a given fiscal year details click on the appropriate link associated with the grant and funding period you wish to access.

| NOFA | NOFA Description | Award Amount | Grant Type | Funding Period | Go To |
|-------------|---|----------------|------------|-------------------------|---|
| NOFA 2018-3 | Supplemental Training NOFA for 2017 Training Grant Awardees | \$52,359.00 | TRNG | 04/01/2018 - 09/30/2018 | N/A |
| NOFA 2018-2 | FY18 NOFA Housing Counseling Training Grant FR-6200-N-30 | \$1,053,222.00 | TRNG | 07/01/2018 - 09/30/2019 | N/A |
| NOFA 2018-1 | 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33 | \$2,000,000.00 | COMP | 10/01/2017 - 09/30/2019 | -Budget Allocation -9902 Projection |

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:

- ✓ (0) 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
- ✓ (0) 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.

9902 Data Quality Alerts.

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: Agency Type: LHCA 4000 Legato Rd Suite 600 FAIRFAX, VA 22033-2892 Parent Agency Name (if applicable) XYZ PARENT AGENCY Agency ID: Agency Type: SHFA | | | Reporting Period: <input type="text" value="Quarter 2"/> <input type="button" value="v"/> Fiscal Year: 2019 From: 10/01/2018 To: 03/31/2019 Submission Date: 04/30/2019 Update Date: 05/23/2019 Total budget, all sources: \$88,305.08 Total HUD Funding, all grants: \$26,461.00 | | | | | | | | |
| | | | HUD Funding Sources Passed @ 30% 2018-1 COMP 10/01/2017 - 09/30/2019 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33 Funding: \$26,461.00 | | | | | | | | |
| Validated: Validated Last Validated: 06/11/2019 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 | | | | | | | | |
| <input type="button" value="View 9902 Using Client Data"/> | | | <table border="1"> <thead> <tr> <th>All Activities</th> <th>All HUD Funded Activities</th> <th>Calculated HUD Housing Counseling Activities</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> | | | All Activities | All HUD Funded Activities | Calculated HUD Housing Counseling Activities | | | |
| All Activities | All HUD Funded Activities | Calculated HUD Housing Counseling Activities | | | | | | | | | |
| | | | | | | | | | | | |
| 3. Ethnicity of Households (select only one) | | | | | | | | | | | |
| a. Hispanic | | | 1 | 1 | 0.30 | | | | | | |
| b. Not Hispanic | | | 34 | 34 | 10.20 | | | | | | |
| c. Chose not to respond | | | 0 | 0 | 0.00 | | | | | | |
| Section 3 Total | | | 35 | 35 | 10.50 | | | | | | |
| 4. Race of Households | | | | | | | | | | | |
| Single Race | | | | | | | | | | | |

9902 Data Quality Alerts.

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

Click the **Review Data Quality Alerts** button to display the specific alerts for that 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: Agency Type: LHCA 4000 Legato Rd Suite 600 FAIRFAX, VA 22033-2892 Parent Agency Name (if applicable) XYZ PARENT AGENCY Agency ID: Agency Type: SHFA | | Reporting Period: Quarter 2 ▾ Fiscal Year: 2019 From: 10/01/2018 To: 03/31/2019 Submission Date: 04/30/2019 Update Date: 06/11/2019 Total budget, all sources: \$88,305.08 Total HUD Funding, all grants: \$26,461.00 | | | | | | | | | | | | |
| | | HUD Funding Sources Passed @ 30% 2018-1 COMP 10/01/2017 - 09/30/2019 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33 Funding: \$26,461.00 | | | | | | | | | | | | |
| Validated: Validated Last Validated: 06/11/2019 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"/> | | <table border="1"> <thead> <tr> <th colspan="3">TOTAL</th> </tr> <tr> <th>All Activities</th> <th>All HUD Funded Activities</th> <th>Calculated HUD Housing Counseling Activities</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> | | | | TOTAL | | | All Activities | All HUD Funded Activities | Calculated HUD Housing Counseling Activities | | | |
| TOTAL | | | | | | | | | | | | | | |
| All Activities | All HUD Funded Activities | Calculated HUD Housing Counseling Activities | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| <input type="button" value="View 9902 Using Client Data"/> | | | | | | | | | | | | | | |
| 3. Ethnicity of Households (select only one) | | | | | | | | | | | | | | |
| a. Hispanic | | 1 | 1 | 0.30 | | | | | | | | | | |
| b. Not Hispanic | | 34 | 34 | 10.20 | | | | | | | | | | |

9902 Data Quality Alerts.

Data Quality Alert pop-up displays listing all applicable alerts for 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: Agency Type: LHCA 4000 Legato Rd Suite 600 FAIRFAX, VA 22033-2892 | | Reporting Period: Quarter 2 ▾ Fiscal Year: 2019 From: 10/01/2018 To: 03/31/2019 Submission Date: 04/30/2019 Update Date: 06/11/2019 Total budget, all sources: \$88,305.08 Total HUD Funding, all grants: \$26,461.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Parent Agency Name (if applicable) XYZ PARENT AGENCY Agency ID: Agency Type: SHFA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HUD Funding Sources Passed @ 30% 2018-1 COMP 10/01/2017 - 09/30/2019 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33 Funding: \$26,461.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Validated: Validated Last Validated: 06/11/2019 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"> <thead> <tr> <th>TOTAL</th> <th>All Activities</th> <th>All HUD Funded Activities</th> <th>Calculated HUD Housing Counseling Activities</th> </tr> </thead> <tbody> <tr> <td colspan="4">3. Ethnicity of Households (select only one)</td> </tr> <tr> <td>a. Hispanic</td> <td>1</td> <td>1</td> <td>0.30</td> </tr> <tr> <td>b. Not Hispanic</td> <td>34</td> <td>34</td> <td>10.20</td> </tr> <tr> <td>c. Chose not to respond</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>Section 3 Total</td> <td>35</td> <td>35</td> <td>10.50</td> </tr> <tr> <td colspan="4">4. Race of Households</td> </tr> <tr> <td colspan="4">Single Race</td> </tr> <tr> <td>a. American Indian/Alaskan Native</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>b. Asian</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>c. Black or African American</td> <td>2</td> <td>2</td> <td>0.60</td> </tr> <tr> <td>d. Native Hawaiian or Other Pacific Islander</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>e. White</td> <td>32</td> <td>32</td> <td>9.60</td> </tr> <tr> <td colspan="4">Multi-Race</td> </tr> </tbody> </table> | | | | TOTAL | All Activities | All HUD Funded Activities | Calculated HUD Housing Counseling Activities | 3. Ethnicity of Households (select only one) | | | | a. Hispanic | 1 | 1 | 0.30 | b. Not Hispanic | 34 | 34 | 10.20 | c. Chose not to respond | 0 | 0 | 0.00 | Section 3 Total | 35 | 35 | 10.50 | 4. Race of Households | | | | Single Race | | | | a. American Indian/Alaskan Native | 0 | 0 | 0.00 | b. Asian | 0 | 0 | 0.00 | c. Black or African American | 2 | 2 | 0.60 | d. Native Hawaiian or Other Pacific Islander | 0 | 0 | 0.00 | e. White | 32 | 32 | 9.60 | Multi-Race | | | |
| TOTAL | All Activities | All HUD Funded Activities | Calculated HUD Housing Counseling Activities | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Ethnicity of Households (select only one) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a. Hispanic | 1 | 1 | 0.30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| b. Not Hispanic | 34 | 34 | 10.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| c. Chose not to respond | 0 | 0 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Section 3 Total | 35 | 35 | 10.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. Race of Households | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Single Race | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a. American Indian/Alaskan Native | 0 | 0 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| b. Asian | 0 | 0 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| c. Black or African American | 2 | 2 | 0.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| d. Native Hawaiian or Other Pacific Islander | 0 | 0 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| e. White | 32 | 32 | 9.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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, 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**.

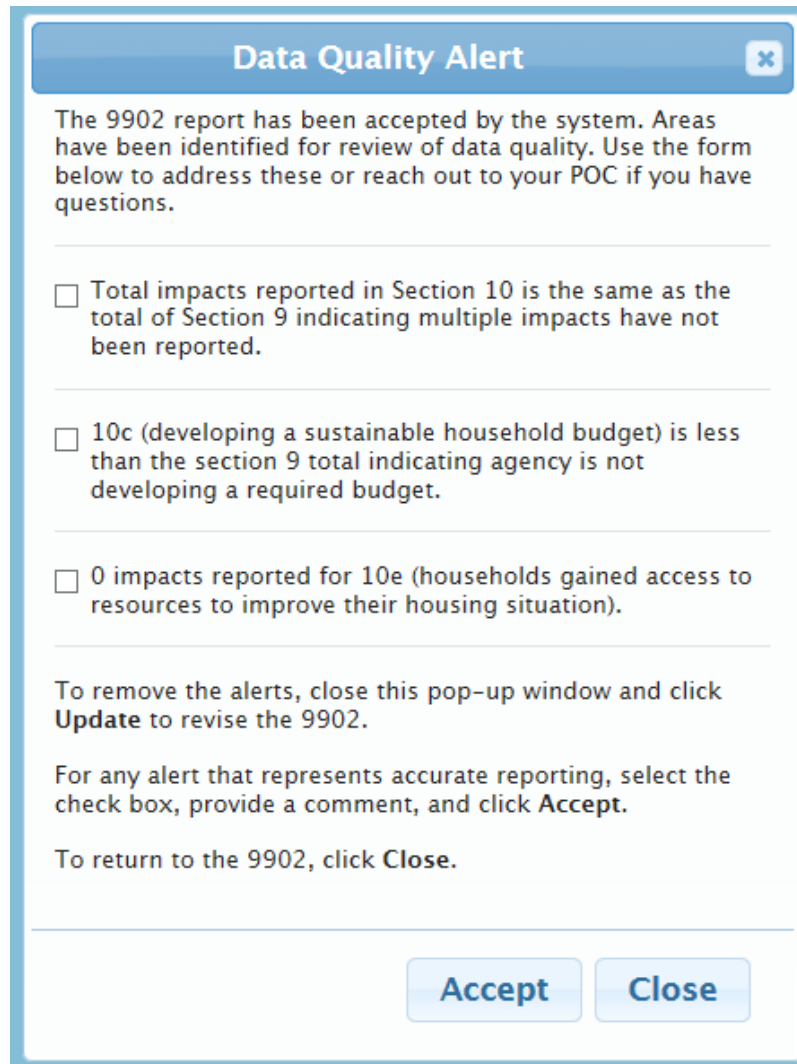
[Accept](#)
[Close](#)

9902 Data Quality Alerts.

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.

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

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

A screenshot of a 'Data Quality Alert' pop-up window. The window has a blue header bar with the title 'Data Quality Alert' and a close button (X) on the right. The main content area is white and contains the following text: '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.' Below this text are three checkboxes, each followed by a description of a data quality issue. The first checkbox is unchecked and describes a discrepancy in total impacts between Section 10 and Section 9. The second checkbox is unchecked and describes a budget issue where 10c is less than the section 9 total. The third checkbox is unchecked and describes a resource issue where 0 impacts were reported for 10e. Below the checkboxes, there is a paragraph of instructions: 'To remove the alerts, close this pop-up window and click Update to revise the 9902.' followed by 'For any alert that represents accurate reporting, select the check box, provide a comment, and click Accept.' and 'To return to the 9902, click Close.' At the bottom right of the window are two buttons: 'Accept' and 'Close'.

9902 Data Quality Alerts - Ignore the Data Quality Alerts

To ignore the Data Quality Alerts, click the **Close** button. The Data Quality Alert pop up will close. The Alert will remain on the 9902.

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, 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

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: Agency Type: LHCA 4000 Legato Rd Suite 600 FAIRFAX, VA 22033-2892 Parent Agency Name (if applicable) XYZ PARENT AGENCY Agency ID: Agency Type: SHFA | Reporting Period: Quarter 2 ▾ Fiscal Year: 2019 From: 10/01/2018 To: 03/31/2019 Submission Date: 04/30/2019 Update Date: 06/11/2019 Total budget, all sources: \$88,305.08 Total HUD Funding, all grants: \$26,461.00 HUD Funding Sources Passed @ 30% 2018-1 COMP 10/01/2017 - 09/30/2019 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33 Funding: \$26,461.00 |

Validated: **Validated**
Last Validated: 06/11/2019
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

| TOTAL | | |
|----------------|---------------------------|--|
| All Activities | All HUD Funded Activities | Calculated HUD Housing Counseling Activities |

View 9902 Using Client Data

| 3. Ethnicity of Households (select only one) | | | |
|--|----|----|-------|
| a. Hispanic | 1 | 1 | 0.30 |
| b. Not Hispanic | 34 | 34 | 10.20 |

9902 Data Quality Alerts - 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**

9902 Data Quality Alerts - Update the 9902 reporting to remove the alerts.

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

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

12/23/2019CS/569/1

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
DELAWARE OPPORTUNITIES, INCORPORATED
Agency ID:
Agency Type: LHCA
35430 State Highway 10
Hamden, NY
13782-1112
Parent Agency Name (if applicable)
NEW YORK STATE HOUSING FINANCE AGENCY
Agency ID:
Agency Type: SHFA

Reporting Period:
Fiscal Year:
From:
To:
Submission Date:
Update Date:
Total budget, all sources:
Total HUD Funding, all grants:

Quarter 2
2019
10/01/2018
03/31/2019
04/19/2019
04/23/2019
\$50,000.00
\$0.00

HUD Funding Sources Passed @ 0%

2018-1 COMP
10/01/2017 - 09/30/2019
2018 Comprehensive Housing Counseling Grant
Program: FR-6200-N-33
Funding: \$0.00

Validated: Validated
Last Validated: 04/23/2019
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

UpdatePDF VersionClose

View 9902 Using Client Data

TOTAL
All ActivitiesAll HUD Funded ActivitiesCalculated HUD Housing Counseling Activities

3. Ethnicity of Households (select only one)

01000000

3. 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.

000

l. Households that received non-delinquency post-purchase counseling that were able to improve home conditions or home affordability after receiving Housing Counseling Services.

000

m. Households that prevented or resolved a mortgage default after receiving Housing Counseling Services.

000

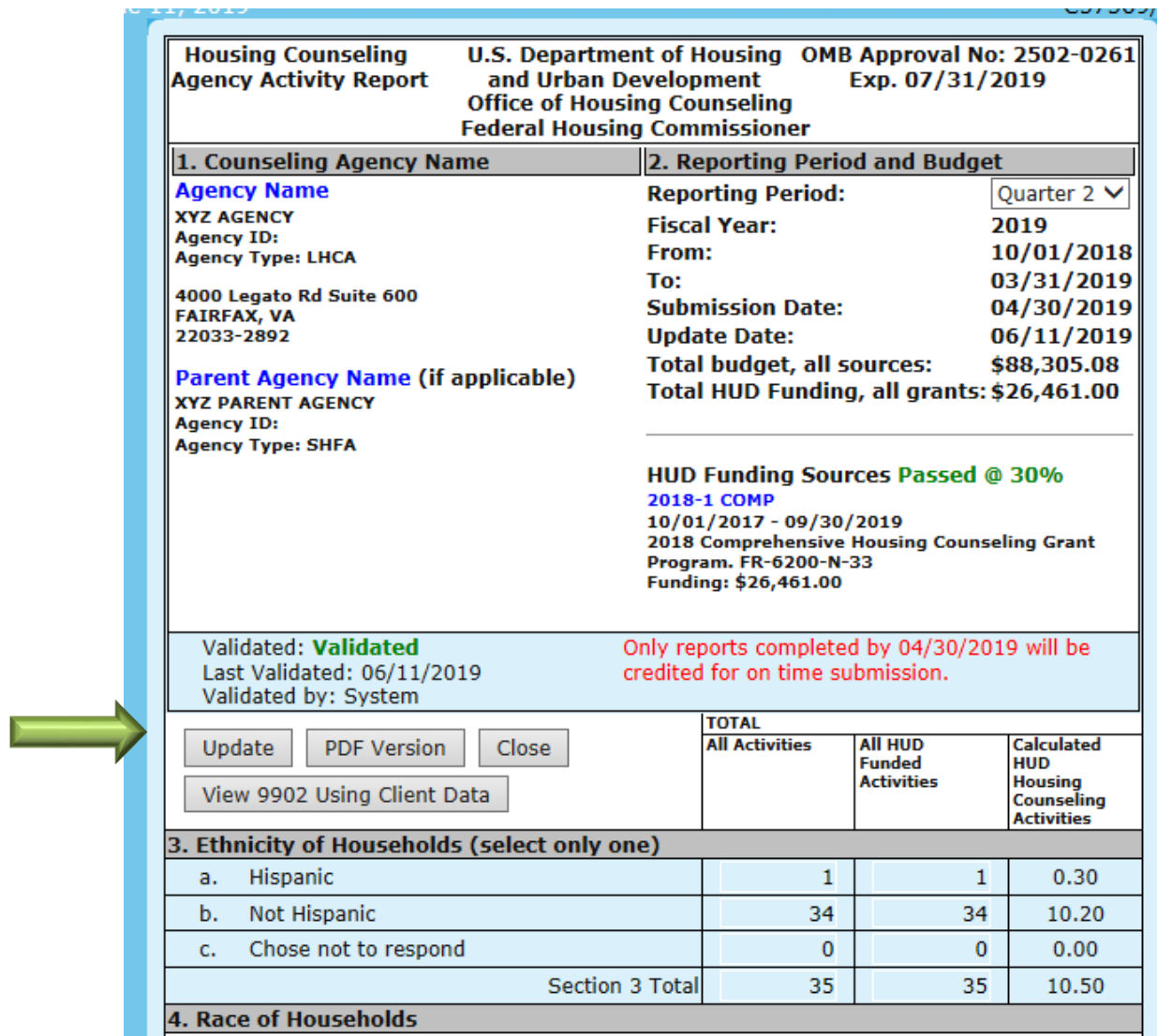
Section 10 Total

19800

SaveCancel

9902 Data Quality Alerts - Update the 9902 reporting to remove the alerts.

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 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 XYZ AGENCY Agency ID: Agency Type: LHCA 4000 Legato Rd Suite 600 FAIRFAX, VA 22033-2892 Parent Agency Name (if applicable) XYZ PARENT AGENCY Agency ID: Agency Type: SHFA | Reporting Period: Quarter 2 ▼ Fiscal Year: 2019 From: 10/01/2018 To: 03/31/2019 Submission Date: 04/30/2019 Update Date: 06/11/2019 Total budget, all sources: \$88,305.08 Total HUD Funding, all grants: \$26,461.00 HUD Funding Sources Passed @ 30% 2018-1 COMP 10/01/2017 - 09/30/2019 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33 Funding: \$26,461.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Validated: Validated Last Validated: 06/11/2019 Validated by: System | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div> <div>Update</div> <div>PDF Version</div> <div>Close</div> </div> <div>View 9902 Using Client Data</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>TOTAL</th> <th>All Activities</th> <th>All HUD Funded Activities</th> <th>Calculated HUD Housing Counseling Activities</th> </tr> </thead> <tbody> <tr> <td colspan="4">3. Ethnicity of Households (select only one)</td> </tr> <tr> <td>a. Hispanic</td> <td>1</td> <td>1</td> <td>0.30</td> </tr> <tr> <td>b. Not Hispanic</td> <td>34</td> <td>34</td> <td>10.20</td> </tr> <tr> <td>c. Chose not to respond</td> <td>0</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>Section 3 Total</td> <td>35</td> <td>35</td> <td>10.50</td> </tr> <tr> <td colspan="4">4. Race of Households</td> </tr> </tbody> </table> | | TOTAL | All Activities | All HUD Funded Activities | Calculated HUD Housing Counseling Activities | 3. Ethnicity of Households (select only one) | | | | a. Hispanic | 1 | 1 | 0.30 | b. Not Hispanic | 34 | 34 | 10.20 | c. Chose not to respond | 0 | 0 | 0.00 | Section 3 Total | 35 | 35 | 10.50 | 4. Race of Households | | | |
| TOTAL | All Activities | All HUD Funded Activities | Calculated HUD Housing Counseling Activities | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Ethnicity of Households (select only one) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a. Hispanic | 1 | 1 | 0.30 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| b. Not Hispanic | 34 | 34 | 10.20 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| c. Chose not to respond | 0 | 0 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Section 3 Total | 35 | 35 | 10.50 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. Race of Households | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

9902 Data Quality Alerts - Accept the 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.**

9902 Data Quality Alerts - Accept the 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:

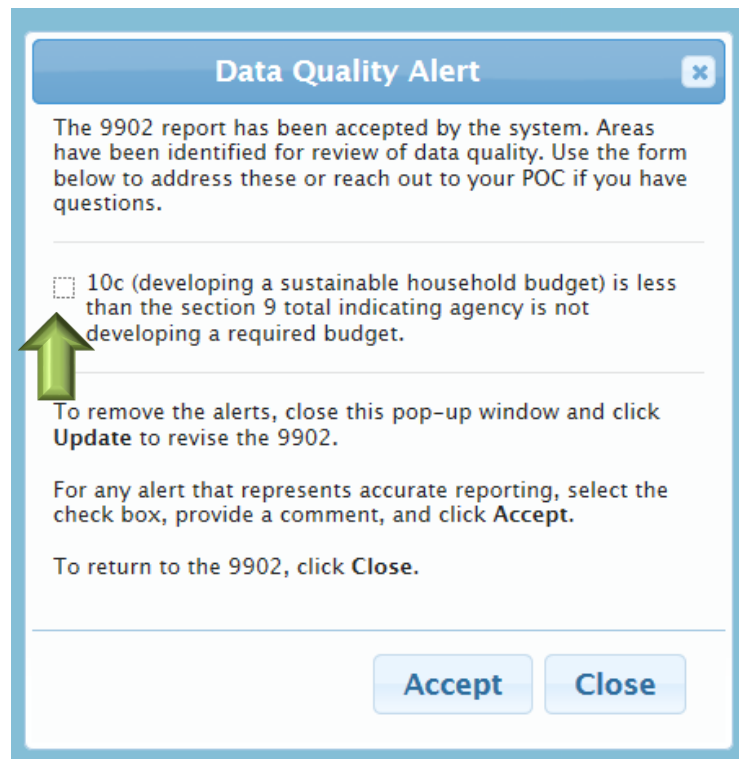
- The agency has reviewed the alerts and confirmed that the reporting is accurate.
- Since the reporting is accurate, the agency will not change the 9902 reporting to remove the alerts.

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

9902 Data Quality Alerts - Accept the alerts

To accept an alert:

1. Check the checkbox next to the alert.



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.

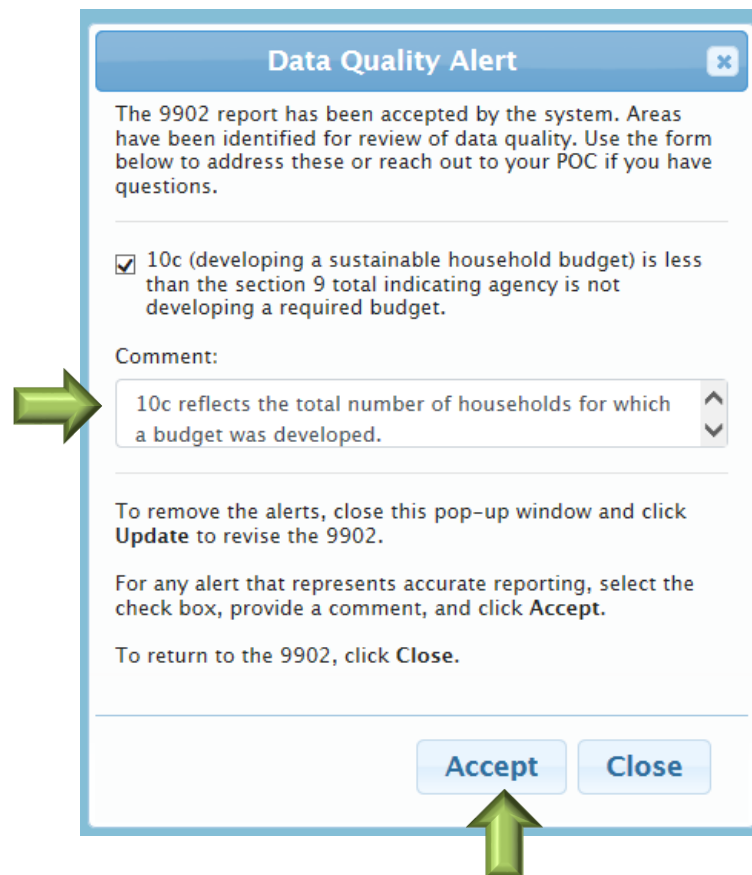
To remove the alerts, close this pop-up window and click **Update** to revise the 9902.

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).



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.

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**

3. Click the **Accept** button.

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

9902 Data Quality Alerts - Accept the alerts

If all of 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.

06/11/2019 05/30/2019

| 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: FAIRFAX, VA Agency Type: LHCA 4000 Legato Rd Suite 600 FAIRFAX, VA 22033-2892 Parent Agency Name (if applicable): XYZ PARENT AGENCY Agency ID: SHFA Agency Type: SHFA | | 2. Reporting Period and Budget Reporting Period: Quarter 2 Fiscal Year: 2019 From: 10/01/2018 To: 03/31/2019 Submission Date: 04/30/2019 Update Date: 06/11/2019 Total budget, all sources: \$88,305.08 Total HUD Funding, all grants: \$26,461.00 HUD Funding Sources Passed @ 30% 2018-1 COMP 10/01/2017 - 09/30/2019 2018 Comprehensive Housing Counseling Grant Program. FR-6200-N-33 Funding: \$26,461.00 | | | | | | | | | | | | | |
| Validated: Validated Last Validated: 06/11/2019 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 been addressed. | | | | | | | | | | | | | | | |
| View Data Quality Alerts | | | | | | | | | | | | | | | |
| PDF Version | | Close | | | | | | | | | | | | | |
| 9902 Using Client Data | | <table border="1"> <thead> <tr> <th>TOTAL</th> <th>All Activities</th> <th>All HUD Funded Activities</th> <th>Calculated HUD Housing Counseling Activities</th> </tr> </thead> <tbody> <tr> <td>a. Hispanic</td> <td>1</td> <td>1</td> <td>0.30</td> </tr> <tr> <td>b. Not Hispanic</td> <td>34</td> <td>34</td> <td>10.20</td> </tr> </tbody> </table> | | TOTAL | All Activities | All HUD Funded Activities | Calculated HUD Housing Counseling Activities | a. Hispanic | 1 | 1 | 0.30 | b. Not Hispanic | 34 | 34 | 10.20 |
| TOTAL | All Activities | All HUD Funded Activities | Calculated HUD Housing Counseling Activities | | | | | | | | | | | | |
| a. Hispanic | 1 | 1 | 0.30 | | | | | | | | | | | | |
| b. Not Hispanic | 34 | 34 | 10.20 | | | | | | | | | | | | |
| 3. Ethnicity of Households (select only one) | | | | | | | | | | | | | | | |

Click the **View Data Quality Alerts** button to view information on the acceptance and comments entered.

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.

Accepted: Theresa Houck 06/11/2019 11:08 AM

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.

To save a revised comment, click **Accept**

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

Accept

Close

9902 Data Quality Alerts - Accept the alerts

If an agency has multiple alerts, each individual alert can be accepted and commented on.

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 is less than section 9 total because 5 counseling activities did not have a budget developed.

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

Comment:
All counseling activities are in-progress.

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

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.

Accepted: Theresa Houck 04/23/2019 11:27 AM

Comment:
10c is less than section 9 total because 5 counseling activities did not have a budget developed.

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

Accepted: Theresa Houck 04/23/2019 11:27 AM

Comment:
All counseling activities are in-progress.

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

To save a revised comment, click **Accept**

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

Accept

Close

Agency Review Spreadsheet – Agency Profile Last Validated and Next Validation dates added

The Agency Review Spreadsheet has been updated to include:

- The date the agency last validated their agency profile
- The date the agency is due to validate their agency profile

To access the **Agency Review Spreadsheet**, search for the desired list of agencies in the Agency > **Advanced Agency Search** module.

Advanced Agency Search for FY: 2019

Search for Agencies using agency ID, or agency name. Multiple agency ID's may be provided when divided by comma. Full or partial agency name may be used for searches.

Basic Agency Search

Where do you want to search? **Assigned Area** Assigned Area - results are editable; HUD Wide - read only

☒ Search by Agency Information
☒ Search by HUD Office and POC
☒ Search by Agency Location

Select state first to search agency by county

City:

State for multi-selection:

State:

County:

Zip Code:

☒ Search by Agency Type and Services
☒ Search by Agency Status and Validation
☒ Search by 9902 Information
☒ Search by Agency Grant
☒ Search by Agency Review and Performance

Agency Review Spreadsheet – Agency Profile Last Validated and Next Validation dates added

On the search results screen, click the **Agency Review Spreadsheet** button.

HOUSING COUNSELING SYSTEM

HOME AGENCY HUD-9902 NOFA USER MANAGEMENT REPORTS

Agency List

185 Agency(s) Found

Search Criteria: • Fiscal Year: 2019
• State: VA

[New Agency](#) | [Agency List](#) | [Invalid Emails](#) | [Valid Emails](#)

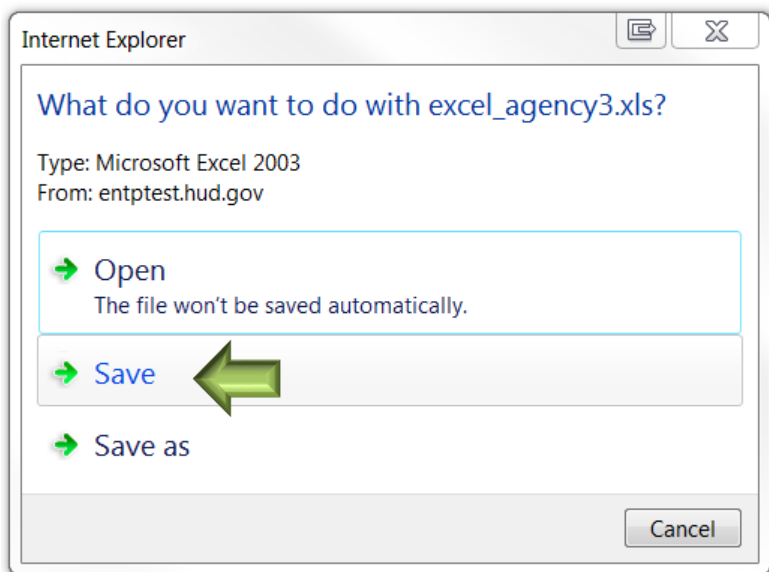
[Basic Agency Spreadsheet](#)
 [Agency Contact Spreadsheet](#)
 [Agency Review Spreadsheet](#)

| Agency ID | Agency Name | Address | State | Agency Type | Agency Status | Last Updated | Last Edit user | Certified Counselor |
|-----------|---|--|-------|---------------------|--------------------------------|--------------|----------------|---------------------|
| 83967 | ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION | 23372 Front Street ACCOMAC | VA | LHCA | Approved | 05/21/2019 | MX3967 | Y |
| 82313 | AHC (TERMINATED) | 2300 S. Ninth Street ARLINGTON | VA | Affiliate | Terminated (Non-Participating) | 09/30/2018 | system | N |
| 83621 | AHOME | 2300 9th St S Ste 300B Arlington | VA | Sub Grantee | Inactive | 03/14/2019 | H00354 | N |
| 83916 | ALTERNATIVE CONNECTION CDC | 1590 Darren Circle PORTSMOUTH | VA | Sub Grantee | Terminated (Disapproved) | 09/30/2018 | system | N |
| 81444 | AMERICAN CREDIT COUNSELORS | First Union Bank Building Main Street Covington | VA | Branch Inter Agency | Terminated (Non-Participating) | 09/30/2018 | system | N/A |
| 81445 | AMERICAN CREDIT COUNSELORS | 900 Starling Avenue MARTINSVILLE | VA | Branch Local Agency | Terminated (Disapproved) | 09/30/2018 | system | N/A |
| 81441 | AMERICAN CREDIT COUNSELORS (TERMINATED) | 506 Cumberland Street BRISTOL | VA | Branch Local Agency | Terminated (Non-Participating) | 09/30/2018 | system | N/A |
| | | Tudor Square, Ste. 10 211 | | | Terminated | | | |

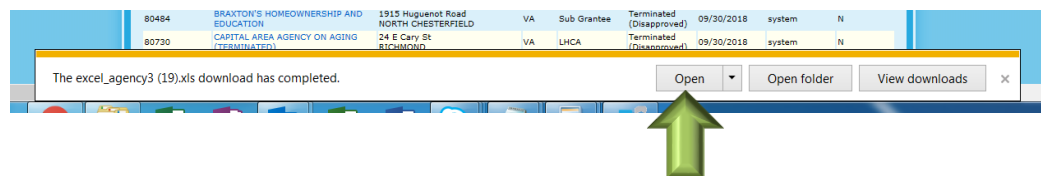
Agency Review Spreadsheet – Agency Profile Last Validated and Next Validation dates added

Follow the browser's prompts to download the Excel spreadsheet.

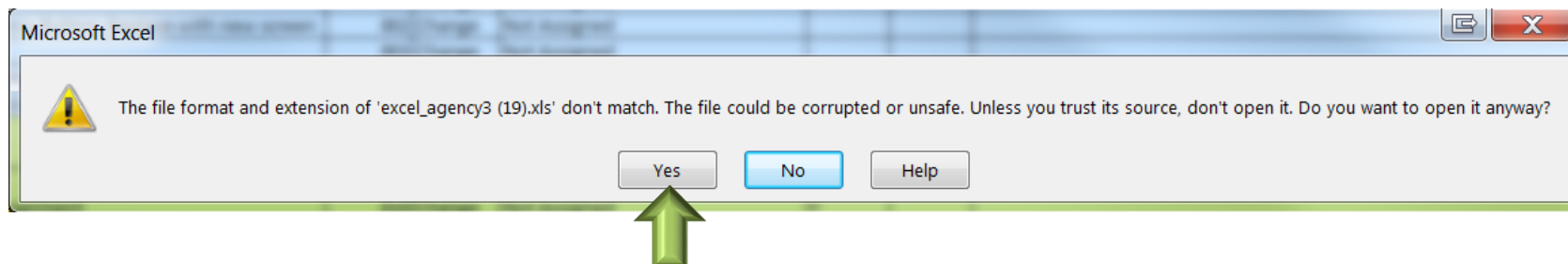
1. Click the **Save** button.



2. When the browser has indicated that the download is complete, click the **Open** button.



3. The excel file will begin to open in Excel. Click the **Yes** button to trust the source and open the spreadsheet.



Agency Review Spreadsheet – Agency Profile Last Validated and Next Validation dates added

The last two columns in the spreadsheet reflect the Last Validated Date and the Next Validation Date

| Z | AA |
|---------------------|----------------------|
| Last Validated Date | Next Validation Date |
| 4/30/2019 | 7/30/2019 |



HOUSING COUNSELING SYSTEM

HOME AGENCY HUD-9902 NOFA USER MANAGEMENT REPORTS

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

XYZ AGENCY

Acknowledgment

Agency ID: Agency Type: LHCA
Parent Name: XYZ PARENT AGENCY
Parent ID: Parent Type: SHFA
Agency Services Begin: 01/01/1999
CMS: HCO

Performance Review

Fiscal Year: 2019 Status: Conditional
Last Review Date: 01/01/1900
Last Review Result:
Next Scheduled Review Date: 01/01/2020

Data Input and Validation

Last Data Input By: C57569
Last Data Input Date: 06/11/2019
Last Validated By:
Last Validated Date: 04/30/2019
Next Validation NLT Data: (07/30/2019)

HUD Comments

Comments: Add New

| Subject | Author | Date | Action |
|-------------------|--------|------------|--------|
| Rental Counseling | H03240 | 06/03/2019 | Delete |

Essential Contacts

HUD Agency Contact: ✓
HUD POC Phone: ✓
HUD POC Email: ✓
POC Assigned: ✓

HUD-9902 Submission Summary - FY 2018

View Submission History

| | | |
|------------------|------------|---|
| 2018 - Quarter 1 | 01/12/2018 | ✓ |
| 2018 - Quarter 2 | 04/30/2018 | ✓ |
| 2018 - Quarter 3 | 07/27/2018 | ✓ |
| 2018 - Quarter 4 | 10/29/2018 | ✓ |

HUD-9902 Submission Summary - FY 2019

View Submission History

| | | |
|------------------|------------|---|
| 2019 - Quarter 1 | 02/02/2019 | ✓ |
| 2019 - Quarter 2 | 04/30/2019 | ✓ |

Clients & Counselors

Counselors
Clients