

## HCS 14.22.0.0 Release

### Changes to HUD User Interface for HCS V14.22.0.0

An update to HCS is planned for release on November 7, 2019 and includes the following functional and user interface changes:

- Change nightly Agency Status job to no longer automatically change an agency's status to Inactive or Terminated.
- Budget Allocation Screen Changes - Update the budget allocation screen to change the labels of the FUNDED and ALLOCATION sections to align with grant agreement.

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

## Change nightly Agency Status job to no longer automatically change an agency's status to Inactive or Terminated.

**Previously** when an agency's Conditional or Inactive status expired, the agency's status would be downgraded:

- If a **Conditional** status expired, the agency would be downgraded to **Inactive**.
- If an **Inactive** status expired, the agency would be downgraded to **Terminated**.

**Change:** If an agency's Conditional or Inactive status expires, the agency's status will remain in the same status.

- If a **Conditional** status expires, the agency's status will remain **Conditional**, but the expiration date will be extended for **30 days**. An email will be sent to the HUD POC and Agency contacts.
- If an **Inactive** status expires, the agency's status will remain **Inactive**, but the expiration date will be extended for **30 days**. An email will be sent to the HUD POC and Agency contacts.
- The system will no longer automatically change an agency's status to Inactive or Terminated. That will only be done by a HUD POC.

Change nightly Agency Status job to no longer automatically change an agency's status to Inactive or Terminated.

### Previously:

- If a **Conditional** status expired, the agency would be downgraded to **Inactive**.

**Example:** Agency's **Conditional** status expired on 09/15/2019. The status was automatically downgraded to **Inactive** on that date.

#### Agency Status:

Status: Inactive

As Of: 09/15/2019

Up To: 10/30/2019

[Change Status](#)

[Hide Status History](#)

Reason	As Of	Up To	Author	Date	Status
System-Status Expired	09/15/2019	10/30/2019	system	09/15/2019	Inactive
Finding	06/14/2019	09/15/2019	H45026	06/14/2019	Conditional

- If an **Inactive** status expired, the agency would be downgraded to **Terminated**.

**Example:** Agency's **Inactive** status expired on 09/05/2019. The status was automatically downgraded to **Inactive** on that date.

#### Agency Status:

Status: Terminated (Disapproved)

As Of: 09/05/2019

[Change Status](#)

[Hide Status History](#)

Reason	As Of	Up To	Author	Date	Status
System-Status Expired	09/05/2019		system	09/05/2019	Terminated (Disapproved)
Agency Withdrawn	06/30/2019	09/05/2019	H45026	09/05/2019	Inactive

Change nightly Agency Status job to no longer automatically change an agency's status to Inactive or Terminated.

**Now** when an agency's Conditional or Inactive status expires:

- The agency's status will remain in the same status.
- The **Up To** date will be extended for 30 days.
- An email will be sent to the HUD POC and Agency Personnel listed in HCS to notify them of the extension.

**Only a HUD user can change an agency's status to Inactive or Terminated.**

Change nightly Agency Status job to no longer automatically change an agency's status to Inactive or Terminated.

**Example:** Agency's **Conditional** status expired on 10/23/2019.

**Agency Status:**

Status: **Conditional** As Of: 03/02/2019 Up To: 10/23/2019 [Change Status](#) | [View Status History](#)

On the evening of 10/23/2019, the **Up To** date of the Conditional status was extended 30 days to 11/22/2019.

**Agency Status:**

Status: **Conditional** As Of: 03/02/2019 Up To: 11/22/2019 [Change Status](#) | [View Status History](#)

The screenshot shows a form for updating agency status. The 'Status' dropdown is set to 'Conditional'. The 'As Of' date is 03/02/2019. The 'Up To' date is 11/22/2019, with a link '[Reset Default End Date]' next to it. The 'Reason' field contains the text 'findings and obsvs on PR. Extended on 10/23/2019.' The 'Comment' field is empty. At the bottom are 'Apply' and 'Cancel' buttons.

A comment is added to the agency's status to indicate it was extended.

An email is sent to the HUD POC and Agency Personnel Contacts to notify them that the status has been extended.

Change nightly Agency Status job to no longer automatically change an agency's status to Inactive or Terminated.

**Example:** Agency's **Inactive** status expired on 10/23/2019.

**Agency Status:**

Status: Inactive

As Of: 09/26/2019

Up To: 10/23/2019

[Change Status](#) | [View Status History](#)

On the evening of 10/23/2019, the **Up To** date of the Inactive status was extended 30 days to 11/22/2019.

**Agency Status:**

Status: Inactive

As Of: 09/26/2019

Up To: 11/22/2019

[Change Status](#) | [View Status History](#)

The screenshot shows a form for updating agency status. The 'Status' dropdown is set to 'Inactive'. The 'Renew' checkbox is unchecked. The 'As Of' date is 09/26/2019 and the 'Up To' date is 11/22/2019, with a '[Reset Default End Date]' link. The 'Reason' field contains 'Office Closed'. The 'Comment' field contains a text area with the following text: 'The office is closed right now due to lack of funding. the agency is hoping to reopen. The agency will stay inactive status for now. Extended on 10/23/2019.' At the bottom are 'Apply' and 'Cancel' buttons.

A comment is added to the agency's status to indicate it was extended.

An email is sent to the HUD POC and Agency Personnel Contacts to notify them that the status has been extended.

Budget Allocation Screen Changes - Update the budget allocation screen to change the labels of the FUNDED and ALLOCATION sections to align with grant agreement.

The budget allocation screen is used by agencies that received a HUD housing counseling grant to identify how the grant money will be used over the grant's performance period.

Some label changes to the existing fields on the budget allocation screen have been revised.

## Budget Allocation Screen Changes - Update the budget allocation screen to change the labels of the FUNDED and ALLOCATION sections to align with grant agreement.

Scenario 1: Intermediary, MSO, or SHFA with a grant award:

1. The **FUNDED** section is now named **FUNDS RETAINED BY GRANTEE**
2. The **Administrative Funds** field is now **Cost of Managing Network**
3. The **Total Funds Retained by Grantee** displays the total amount of **Cost of Managing a Network + Indirect Costs**
4. The **ALLOCATION** section is now named **SUB-ALLOCATION COSTS**

**Grant Award Agency's Budget Allocation - NOFA 2019-1 - COMPREHENSIVE COUNSELING**

**Instructions:** ?

Agency Name: <b>XYZ AGENCY</b>	HUD Office: <b>Headquarters SF-HUD</b>	Application ID:
Agency Type: <b>National Intermediary</b>	Grant Type: <b>COMPREHENSIVE COUNSELING</b>	Agency ID:
GTR: <b>Kymberly, Torres L</b>	Last update: <b>09/13/19 10:09</b>	Fiscal Year: <b>2019</b>
Funding Start Date: <b>10/01/2018</b>	Funding End Date: <b>03/31/2020</b>	
Year 1 Start Date: <b>10/01/2018</b>	Year 1 End Date: <b>09/30/2019</b>	<b>2019</b> ▼

	Calculated Projections	Total Negotiated HUD Funded Activities Projection
Projected Number of HUD Funded Clients	Grant vs Budget Ratio = N/A Cost per Client = 3,967 Clients Application Projection = N/A	<input type="text" value="0"/>

BUDGET	FUNDS RETAINED BY GRANTEE	SUB-ALLOCATION COSTS
Total Budget: \$ <input type="text" value="0.00"/>	Cost of Managing Network: \$ <input type="text" value="0.00"/>	To Be Sub-Allocated: \$ 871,183.00
Award: \$ 871,183.00	Indirect Costs: \$ <input type="text" value="0.00"/>	Sub-Allocated: \$ 0.00
Grant Ratio:	Total Funds Retained by Grantee: \$ 0.00	FY 2019 Total Allocation: \$ 0.00
<b>Agency Total Budget &lt; HUD Grant</b>		FY 2019 Balance: \$ 871,183.00
		FY 2020 Allocation: \$ 0.00
		Remaining Funds: \$ 871,183.00

Qtr 2 Qtr 3 Qtr 4



## Budget Allocation Screen Changes - Update the budget allocation screen to change the labels of the FUNDED and ALLOCATION sections to align with grant agreement.

**Scenario 2: Agencies without any sub-agencies:** (Includes LHCA's without branches and any other agency of a different type that has an award but does not have any sub-agencies.)

1. The **FUNDED** section is now named **INDIRECT FUNDING**
2. The **Cost of Managing Network** field is disabled
3. The **ALLOCATION** section is now named **DIRECT COST FY ALLOCATION**
4. The **To Be Allocated** field **TION** section is now named **Total Direct Cost Available**. This is the amount available after Indirect Costs.

**Grant Award Agency's Budget Allocation - NOFA 2019-1 - COMPREHENSIVE COUNSELING**

Instructions: ?

Agency Name: <b>ABC AGENCY</b>	HUD Office: <b>Philadelphia (HOC)</b>	Application ID
Agency Type: <b>LHCA</b>	Grant Type: <b>COMPREHENSIVE COUNSELING</b>	Agency ID
GTR: <b>Beth, Eilers</b>	Last update: <b>09/13/19 05:09</b>	Fiscal Year: <b>2019</b>
Funding Start Date: <b>10/01/2018</b>	Funding End Date: <b>03/31/2020</b>	
Year 1 Start Date: <b>10/01/2018</b>	Year 1 End Date: <b>09/30/2019</b>	<b>2019</b> ▼

	Calculated Projections	Total Negotiated HUD Funded Activities Projection
Projected Number of HUD Funded Clients	Grant vs Budget Ratio = 84 Clients Cost per Client = 80 Clients Application Projection = N/A	<input type="text" value="0"/>

BUDGET	INDIRECT FUNDING	DIRECT COST FY ALLOCATION
Total Budget: \$ <input type="text" value="350,000.00"/>	Cost of Managing Network: \$ <input type="text" value="0.00"/>	Total Direct Cost Available: \$ 37,135.00
Award: \$ 37,135.00	Indirect Costs: \$ <input type="text" value="0.00"/>	FY 2019 Total Direct Cost: \$ <input type="text" value="37,135.00"/>
Grant Ratio: 11 %		FY 2019 Total Funding: \$ 37,135.00
		FY 2019 Balance: \$ 0.00
		FY 2020 Total Funding: \$ 0.00
		Remaining Funds: \$ 0.00

Print Cancel Close this window 9902 Projection

## Budget Allocation Screen Changes - Update the budget allocation screen to change the labels of the FUNDED and ALLOCATION sections to align with grant agreement.

Scenario 2: Agencies without any sub-agencies continued:

5. The **This Year's Allocation** field is now named **FY [YYYY] Total Direct Cost**. The label will indicate the applicable fiscal year. In the screen example the field is labeled: **FY 2019 Total Direct Cost**.

- The value entered in this field is the amount the agency plans to use on direct counseling cost for that fiscal year.
- Costs should be entered for the fiscal year that they plan to be used.

**Grant Award Agency's Budget Allocation - NOFA 2019-1 - COMPREHENSIVE COUNSELING**

Instructions: ?

Agency Name: <b>ABC AGENCY</b>	HUD Office: <b>Philadelphia (HOC)</b>	Application ID
Agency Type: <b>LHCA</b>	Grant Type: <b>COMPREHENSIVE COUNSELING</b>	Agency ID
GTR: <b>Beth,Eilers</b>	Last update: <b>09/13/19 05:09</b>	Fiscal Year: <b>2019</b>
Funding Start Date: <b>10/01/2018</b>	Funding End Date: <b>03/31/2020</b>	
Year 1 Start Date: <b>10/01/2018</b>	Year 1 End Date: <b>09/30/2019</b>	<b>2019</b> ▼

Calculated Projections		Total Negotiated HUD Funded Activities Projection
Projected Number of HUD Funded Clients	Grant vs Budget Ratio = 84 Clients Cost per Client = 80 Clients Application Projection = N/A	<input type="text" value="0"/>

BUDGET	INDIRECT FUNDING	DIRECT COST FY ALLOCATION
Total Budget: \$ <input type="text" value="350,000.00"/>	Cost of Managing Network: \$ <input type="text" value="0.00"/>	Total Direct Cost Available: \$ 37,135.00
Award: \$ 37,135.00	Indirect Costs: \$ <input type="text" value="0.00"/>	FY 2019 Total Direct Cost: \$ <input type="text" value="37,135.00"/>
Grant Ratio: 11 %		FY 2019 Total Funding: \$ 37,135.00
		FY 2019 Balance: \$ 0.00
		FY 2020 Total Funding: \$ 0.00
		Remaining Funds: \$ 0.00

Print Cancel Close this window 9902 Projection

## Budget Allocation Screen Changes - Update the budget allocation screen to change the labels of the FUNDED and ALLOCATION sections to align with grant agreement.

Scenario 3: LHCA's with branches: If an LHCA has branches and chooses to enter branch allocations, the following changes have been made:

1. The **FUNDED** section is now named **FUNDS RETAINED BY GRANTEE**
2. The **Cost of Managing Network** field is disabled
3. The **ALLOCATION** section is now named **DIRECT COST FY ALLOCATION**
4. The **To Be Allocated** field **TION** section is now named **Total Direct Cost Available**. This is the amount available after Indirect Costs.

**Grant Award Agency's Budget Allocation - NOFA 2019-1 - COMPREHENSIVE COUNSELING**

**Instructions:** ?

Agency Name: XYZ AGENCY	HUD Office: Santa Ana (HOC)	Application ID:
Agency Type: LHCA	Grant Type: COMPREHENSIVE COUNSELING	Agency ID:
GTR: Phyllis, Elam D	Last update: 09/13/19 05:09	Fiscal Year: 2019
Funding Start Date: 10/01/2018	Funding End Date: 03/31/2020	
Year 1 Start Date: 10/01/2018	Year 1 End Date: 09/30/2019	2019 ▼

Calculated Projections		Total Negotiated HUD Funded Activities Projection
Projected Number of HUD Funded Clients	Grant vs Budget Ratio = 24 Clients Cost per Client = 25 Clients Application Projection = N/A	<input type="text" value="0"/>

BUDGET		FUNDS RETAINED BY GRANTEE		DIRECT COST FY ALLOCATION	
Total Budget:	\$ 594,935.00	Cost of Managing Network:	\$ 0.00	Total Direct Cost Available:	\$ 25,000.00
Award:	\$ 25,000.00	Indirect Costs:	\$ 0.00	FY 2019 Total Direct Cost:	\$ 0.00
Grant Ratio:	4 %			FY 2019 Total Funding:	\$ 0.00
				FY 2019 Balance:	\$ 25,000.00
				FY 2020 Total Funding:	\$ 0.00
				Remaining Funds:	\$ 25,000.00

Allocate Evenly   Allocate By # of Counselors   Allocate By # of Clients

Print   Cancel   Close this window   9902 Projection   Remove Branch Allocations

Qtr 1   Qtr 2   Qtr 3   Qtr 4							
Status	Sub-Agency	Agency ID	Agency Type	# of Counselors	# of Projected Clients	Sub-Allocation	Agency Total Budget
	XYZ BRANCH AGENCY	81075	Branch Local Agency	<input type="text" value="0"/>	<input type="text" value="0"/>	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>
<b>ALLOCATION TOTALS:</b>		1		0	0	\$ 0.00	\$ 0.00

## Budget Allocation Screen Changes - Update the budget allocation screen to change the labels of the FUNDED and ALLOCATION sections to align with grant agreement.

Scenario 3: LHCA's with branches: If an LHCA has branches and chooses to enter branch allocations, the following changes have been made: (continued)

- The **This Year's Allocation** field is now named **FY [YYYY] Total Direct Cost**. The label will indicate the applicable fiscal year. In the screen example the field is labeled: **FY 2019 Total Direct Cost**.

When the option to allocate to branches is selected, the **FY YYYY Total Direct Cost** field is a calculation of the total sub-allocations made to the branches.

**Grant Award Agency's Budget Allocation - NOFA 2019-1 - COMPREHENSIVE COUNSELING**

**Instructions:** ?

Agency Name: XYZ AGENCY	HUD Office: Santa Ana (HOC)	Application ID:
Agency Type: LHCA	Grant Type: COMPREHENSIVE COUNSELING	Agency ID:
GTR: Phyllis, Elam D	Last update: 09/13/19 05:09	Fiscal Year: 2019
Funding Start Date: 10/01/2018	Funding End Date: 03/31/2020	
Year 1 Start Date: 10/01/2018	Year 1 End Date: 09/30/2019	2019 ▼

	Calculated Projections	Total Negotiated HUD Funded Activities Projection
Projected Number of HUD Funded Clients	Grant vs Budget Ratio = 24 Clients Cost per Client = 25 Clients Application Projection = N/A	<input type="text" value="0"/>

BUDGET	FUNDS RETAINED BY GRANTEE	DIRECT COST FY ALLOCATION
Total Budget: \$ <input type="text" value="594,935.00"/>	Cost of Managing Network: \$ <input type="text" value="0.00"/>	Total Direct Cost Available: \$ 25,000.00
Award: \$ 25,000.00	Indirect Costs: \$ <input type="text" value="0.00"/>	FY 2019 Total Direct Cost: \$ 0.00
Grant Ratio: 4 %		FY 2019 Total Funding: \$ 0.00
		FY 2019 Balance: \$ 25,000.00
		FY 2020 Total Funding: \$ 0.00
		Remaining Funds: \$ 25,000.00

Allocate Evenly   Allocate By # of Counselors   Allocate By # of Clients

Print   Cancel   Close this window   9902 Projection   Remove Branch Allocations

	Qtr 1	Qtr 2	Qtr 3	Qtr 4			
Status	Sub-Agency	Agency ID	Agency Type	# of Counselors	# of Projected Clients	Sub-Allocation	Agency Total Budget
	XYZ BRANCH AGENCY	81075	Branch Local Agency	<input type="text" value="0"/>	<input type="text" value="0"/>	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>
<b>ALLOCATION TOTALS:</b>		1		0	0	\$ 0.00	\$ 0.00