

HCS 15.2.0.0 Release

Changes to HUD User Interface for HCS V15.2.0.0

An update to HCS is planned for release on May 23, 2022, and includes the following functional and user interface changes:

All Users:

- Agency Unique Entity Identifier added to replace the Dun & Bradstreet (DUNS) number.
- 9902 Projection Updated to Allow FY 2022 reporting categories.

HUD Users:

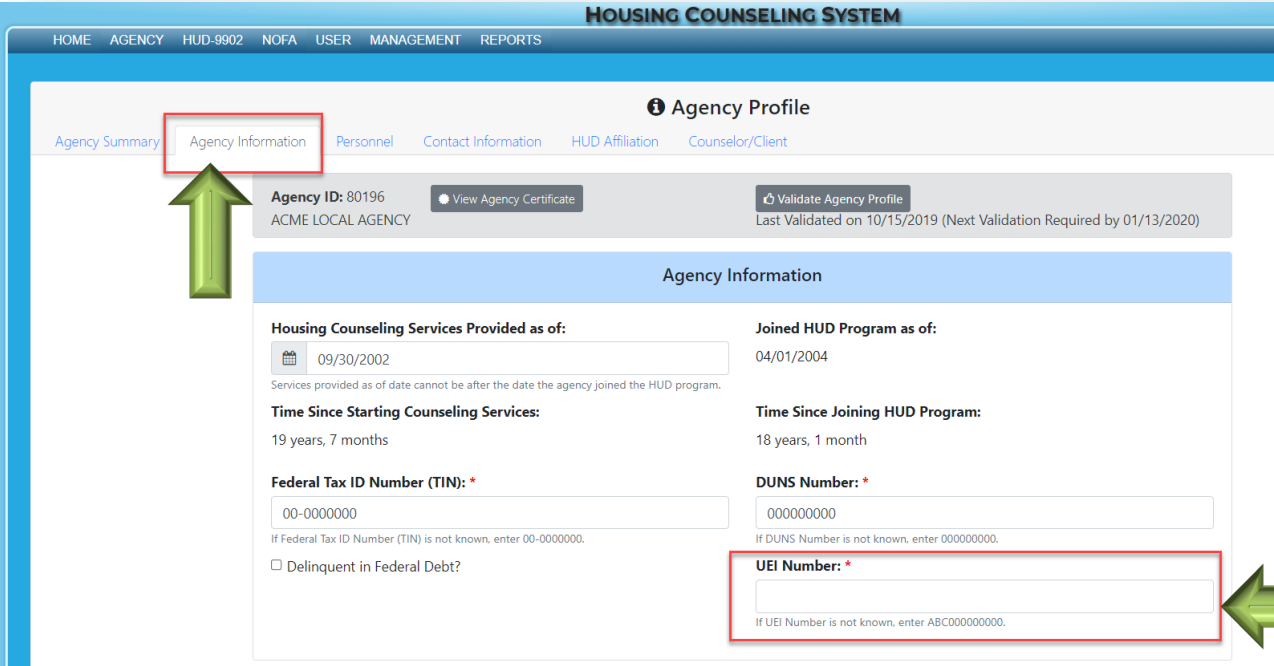
- Approval Period of Agencies Using NOFA Performance Period will not expire to Conditional
- Agency Status End Date is Only Editable by a Manager/Supervisor.

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

Agency Unique Entity Identifier added to replace the Dun & Bradstreet (DUNS) number

As of April 4, 2022, the federal government stopped using the Dun & Bradstreet data universal numbering system (DUNS) number to uniquely identify entities. Now, entities doing business with the federal government use the Unique Entity identifier (UEI) created in Sam.gov. All housing counseling agencies (HCAs) should log into HCS and add the UEI number to their HCS profile as soon as possible to avoid potential issues with grant applications and federal funding. For more information, visit the [UEI Update page](#).

On the Agency's Profile screen, click the **Agency Information** tab. Enter the **UEI Number** and click the Save button at the bottom of the screen.



The UEI Number will now display on all HCS reports and exports where the DUNS number displays.

9902 Projection Updated to Allow FY 2022 reporting categories

The 9902 projection screens have been updated to allow for the new FY 2022 9902 reporting categories.

If the NOFO performance period includes fiscal years prior to FY 2022, then the 2015-2021 9902 reporting categories will display.

<input type="button" value="Save As Draft"/> <input type="button" value="Submit To HUD"/> <input type="button" value="Return To Budget Allocation"/>	Fiscal Year 2020: 10/01/2019 - 09/30/2020	Fiscal Year 2021: 10/01/2020 - 03/31/2021	Total
* Comment required			
8. Households Receiving Group Education by Purpose			
a. Completed financial literacy workshop, including home affordability, budgeting and understanding use of credit	0	0	0
b. Completed predatory lending, loan scam or other fraud prevention workshop	0	0	0
c. Completed fair housing workshop	0	0	0
d. Completed homelessness prevention workshop	0	0	0
e. Completed rental workshop	0	0	0
f. Completed pre-purchase homebuyer education workshop	0	0	0
g. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners	0	0	0
h. Completed resolving or preventing mortgage delinquency workshop	0	0	0
i. Completed other workshop - FY 2021	0	0	0
Section 8 Total:	0	0	0
9. Households Receiving One-on-One Counseling by Purpose			
a. Homeless Assistance	0	0	0
b. Rental Topics	0	0	0
c. Prepurchase/Homebuying	0	0	0
d. Home Maintenance and Financial Management for Homeowners (Non-Delinquency Post-Purchase) - FY 2021	0	0	0
e. Reverse Mortgage	0	0	0
f. Resolving or Preventing Mortgage Delinquency or Default - FY 2021	0	0	0
Section 9 Total:	0	0	0
Sections 8 & 9 Total:	0	0	0

9902 Projection Updated to Allow FY 2022 reporting categories

If the NOFO performance period includes fiscal year 2022 or after, then the new FY 2022 9902 reporting categories will display.

<input type="button" value="Save As Draft"/> <input type="button" value="Submit To HUD"/> <input type="button" value="Return To Budget Allocation"/>	Fiscal Year 2022: 10/01/2021 - 09/30/2022	Fiscal Year 2023: 10/01/2022 - 09/30/2023	Total
* Comment required			
8. Households Receiving Education Services (Including Online Education), by Purpose			
a. Completed financial literacy workshop, including home affordability, budgeting and understanding use of credit	0	0	0
b. Completed predatory lending, loan scam or other fraud prevention workshop	0	0	0
c. Completed fair housing workshop	0	0	0
d. Completed homelessness prevention workshop	0	0	0
e. Completed rental workshop	0	0	0
f. Completed pre-purchase homebuyer education workshop	0	0	0
g. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners	0	0	0
h. Completed resolving or preventing mortgage delinquency workshop	0	0	0
i. Completed disaster preparedness assistance workshop - FY 2022	0	0	0
j. Completed disaster recovery assistance workshop - FY 2022	0	0	0
Section 8 Total:	0	0	0
9. Households Receiving One-on-One Counseling by Purpose			
a. Homeless Assistance	0	0	0
b. Rental Topics	0	0	0
c. Prepurchase/Homebuying	0	0	0
d. Non-Delinquency Post-Purchase - FY 2022	0	0	0
e. Reverse Mortgage	0	0	0
f. Resolving or Preventing Forward Mortgage Delinquency or Default - FY 2022	0	0	0
g. Resolving or Preventing Reverse Mortgage Delinquency or Default - FY 2022	0	0	0
h. Disaster Preparedness Assistance - FY 2022	0	0	0
i. Disaster Recovery Assistance - FY 2022	0	0	0
Section 9 Total:	0	0	0
Sections 8 & 9 Total:	0	0	0

9902 Projection Updated to Allow FY 2022 reporting categories

If the NOFO performance period includes a combination of FY 2022 and a previous fiscal year, then both 9902 reporting categories will display.

Some of the FY 2022 reporting categories are the same and some are different from the previous year. In the case where a grant's performance period covers fiscal years with different reporting categories, there will be some categories that are only applicable to a specific fiscal year in the performance period.

In his example, the reporting categories that are only applicable to FY 2021 will not have a field in the FY 2022 column. The reporting categories that are only applicable to FY 2022 will not have a field in the FY 2021 column.

Complete the projections for each fiscal year of the grant's performance period.

	Fiscal Year 2021: 10/01/2020 - 09/30/2021	Fiscal Year 2022: 10/01/2021 - 09/30/2022	Total
8. Households Receiving Education Services (Including Online Education), by Purpose			
a. Completed financial literacy workshop, including home affordability, budgeting and understanding use of credit	0	0	0
b. Completed predatory lending, loan scam or other fraud prevention workshop	0	0	0
c. Completed fair housing workshop	0	0	0
d. Completed homelessness prevention workshop	0	0	0
e. Completed rental workshop	0	0	0
f. Completed pre-purchase homebuyer education workshop	0	0	0
g. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners	0	0	0
h. Completed resolving or preventing mortgage delinquency workshop	0	0	0
i. Completed disaster preparedness assistance workshop - FY 2022		0	0
i. Completed other workshop - FY 2021	0		0
j. Completed disaster recovery assistance workshop - FY 2022		0	0
Section 8 Total:	0	0	0
9. Households Receiving One-on-One Counseling by Purpose			
a. Homeless Assistance	0	0	0
b. Rental Topics	0	0	0
c. Prepurchase/Homebuying	0	0	0
d. Non-Delinquency Post-Purchase - FY 2022		0	0
d. Home Maintenance and Financial Management for Homeowners (Non-Delinquency Post-Purchase) - FY 2021	0		0
e. Reverse Mortgage	0	0	0
f. Resolving or Preventing Forward Mortgage Delinquency or Default - FY 2022		0	0
f. Resolving or Preventing Mortgage Delinquency or Default - FY 2021	0		0
g. Resolving or Preventing Reverse Mortgage Delinquency or Default - FY 2022		0	0
h. Disaster Preparedness Assistance - FY 2022		0	0
i. Disaster Recovery Assistance - FY 2022		0	0
Section 9 Total:	0	0	0

Approval Period of Agencies Using NOFA Performance Period will not expire to Conditional

If an agency is an approved Intermediary, SHFA, or a subgrantee, affiliate, or branch of an Intermediary or SHFA their status will automatically be updated with the NOFO performance period. When a new NOFO is processed, an HCS Program Manager will run a process to automatically update those agencies' approved status to match the NOFO performance period. If a NOFO performance period ends prior to a new NOFO, the system will extend the approval period. A comment will be added to the status record to indicate it has been extended.

In this example, on 05/05/2022 the previous NOFO performance period expired. The agency's Approved status was extended to 06/19/2022.

If a new NOFO performance period has not been processed by 06/19/2022, the status will be extended again.

The screenshot displays the 'Agency Status Form' interface. The 'Status' dropdown is set to 'Approved'. The 'As Of' date is 10/01/2019, and the 'Up To' date is 06/19/2022. A 'Reset Default End Date' button is visible next to the 'Up To' date field. The 'Reason' dropdown is set to '--Select Reason--'. The 'Comment' field is circled in red and contains the text 'Extended on 05/05/2022.'. At the bottom right, there are 'Apply' and 'Cancel' buttons.

Agency Status End Date is Only Editable by a Manager/Supervisor.

On the Edit Agency Status Screen, the end date of the status can only be changed by a user that is tagged as a supervisor/manager.

User Profile showing Supervisor/Manager not checked.

HOUSING COUNSELING SYSTEM

HOME AGENCY HUD-9902 NOFA USER MANAGEMENT REPORTS

User Profile

Instructions: Fill out the form below, review your information for accuracy and click the OK button. * indicates required information.

User ID: H12460 Authorized for 2022

First Name: First

Mid Init: L

Last Name: Last

New Password: [] Password must:
• Contain exactly 8 characters.
• Contain at least one upper case letter.
• Contain at least one special character.
• Contain at least one number.
Reset Password

Phone: 555-555-5555 Extension: [] Format: 999-999-9999 99999 (up to 5 digits)

Email Address: hcs@sallentcrgt.com

HUD Office: Headquarters SF-HUD

OHC Office: OOA

Access Level: Office Manager

Access Data: All Offices * Specifies whether the user is able to access data from all offices or from a particular office.

Supervisor/Manager

OK Cancel

Agency Status History (Agency ID: 80754)

Show 10 entries Search: []

Status	Reason	As Of	Up To	Date	Fiscal Year	Author	Edit
Approved	NOFA2020-1 Performance Period	10/01/2019	06/19/2022	05/05/2022	2022	system	<input type="checkbox"/> Edit
Approved	NOFA2021-1 Performance Period	10/01/2020	09/30/2022	03/01/2022	2022	system	<input type="checkbox"/> Edit
Approved	Recertified	10/01/2020	09/30/2022	06/17/2021	2021	H18798	<input type="checkbox"/> Edit
Approved	Recertified	10/01/2020	09/30/2022	06/17/2021	2021	H18798	<input type="checkbox"/> Edit
Conditional	System-Status Expired	02/18/2021	07/26/2021	07/26/2021	2021	system	<input type="checkbox"/> Edit

Showing 1 to 5 of 46 entries

Agency Status Form

Status: *
Approved

As Of: *
10/01/2019

Up To: (Only a supervisor/manager can change the Up To date)
06/19/2022

Reason: *
--Select Reason--

Comment:
Extended on 05/05/2022.

Apply Cancel

The **Up To** field is grayed out and can only be changed by a Supervisor/Manager.

Agency Status End Date is Only Editable by a Manager/Supervisor.

If the user is tagged as a supervisor/manager, the **Up To** field can be edited.

User Profile showing Supervisor/Manager checked.

HOUSING COUNSELING SYSTEM
HOME AGENCY HUD-9902 NOFA USER MANAGEMENT REPORTS

User Profile

Instructions: Fill out the form below, review your information for accuracy and click the OK button. * Indicates required information.

User ID: H12469 Authorized for: 2022

First Name: First
Mid Init: L
Last Name: Last

New Password: [Field] Password must:
• Contain exactly 8 characters.
• Contain at least one upper case letter.
• Contain at least one special character.
• Contain at least one number.
[Reset Password](#)

Phone: 555-555-5555 Extension: [Field]
Format: 999-999-9999 99999 (up to 5 digits)

Email Address: hcs@sallentcrgt.com

HUD Office: Headquarters SF-HUD
OHC Office: OOA Supervisor/Manager
Access Level: Office Manager
Access Data: All Offices [Field] Specifies whether the user is able to access data from all offices or from a particular office.

[OK](#) [Cancel](#)

The **Up To** field is editable.

Agency Status History (Agency ID: 80754)

Show 10 entries Search: [Field]

Status	Reason	As Of	Up To	Date	Fiscal Year	Author	Edit
Approved	NOFA2020-1 Performance Period	10/01/2019	06/19/2022	05/05/2022	2022	system	Edit
Approved	NOFA2021-1 Performance Period	10/01/2020	09/30/2022	03/01/2022	2022	system	Edit
Approved	Recertified	10/01/2020	09/30/2022	06/17/2021	2021	H18798	Edit
Approved	Recertified	10/01/2020	09/30/2022	06/17/2021	2021	H18798	Edit
Conditional	System-Status Expired	02/18/2021	07/26/2021	07/26/2021	2021	system	Edit

Showing 1 to 5 of 46 entries

Previous 1 2 3 4 5 ... 10 Next

Agency Status Form

Status: *
Approved

As Of: *
10/01/2019

Up To: *
06/19/2022
[Reset Default End Date](#)

Reason: *
--Select Reason--

Comment:
Extended on 05/05/2022.

[Apply](#) [Cancel](#)