

HUD Housing Counseling System (HCS) Disclosure Statement

Legal Notice: U.S. Department of Housing and Urban Development: This computer system, including all related equipment, networks, and network devices (specifically including Internet access) contains data belonging to the U.S. Government, and is provided for authorized U.S. Government use only. Access requires the use of one or more Multi-factor Authentication methods, which ties the account to an authorized user, validated by either account number and password or PIV ID card and PIN that must never be shared with anyone at any time. Doing so increases the risk of access by an unauthorized person posing as you. Authorized personnel will treat information about HUD computing resources (i.e., system names, technologies employed, etc.) as sensitive and will not reveal it to unauthorized personnel. This computer may be monitored for all lawful purposes, including ensuring that its use is authorized, to facilitate protection against unauthorized access, and to verify operational security. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All activities and information, including personal information, associated with the use of this system may be monitored. Use of this computer system, authorized or unauthorized, constitutes consent to monitoring. Misuse or unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system implies understanding of these terms and conditions. Authority: U.S. Federal Criminal Code (18 USC 1030. Fraud and Related Activity with Computers) and HUD Information Technology Security Policy 2400.25.

Authorities: The Office of Housing Counseling was established as a standing office within HUD's Office of Housing by the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2008, and is fully described in 42 U.S.C. § 3533(g); Section 106(a) of the 1968 Housing Act; 12 U.S.C. § 1701x. The Housing and Community Development Act of 1987, 42 U.S.C. § 3543(a), and Debt Collection Improvement Act of 1996, 31 U.S.C. § 7701(c), authorize the submission of the SSN. HUD is authorized to collect this information by Title 1, Section 1 of the National Housing Act (Pub. L. 479, 48 Stat. 1246, 12 U.S.C. § 1701 et seq.)

Principal Purpose: The mission of the Office of Housing Counseling (OHC) is to manage and oversee the HUD Housing Counseling Program to provide individuals and families with the knowledge they need to obtain, sustain, and improve their housing. OHC will accomplish this mission by supporting and overseeing the counseling services administrated by a strong national network of HUD approved housing counseling agencies and counselors.

Routine Use: The information collected by the Housing Counseling Agencies will be used by OHC to generate required reports to the Secretary and Congress and to conduct analysis to monitor and provide guidance to program participants. The information collected by the Agencies and transmitted to HUD will not be disclosed to any third-party outside of the Agency and HUD. All measures will be taken to safeguard the client data collected and appropriate protocols will be followed when transmitting data to HUD.

Agencies will post updated information as needed and at a minimum post their activity reports using HUD-9902 format every 90 days. Client data will be reported with their HUD-9902 reports for the purpose to conduct analysis and to generate the HUD-9902 report directly from the client data.

The Application for Approval as a Housing Counseling Agency uses the Form HUD-9900 to collect agency information. This is manually entered into HCS, and thus creates the agency profile.

Disclosure: Information required for new Agency application is mandatory. Failure to provide complete application data as described by HUD-9900 will affect application from approval denying Agency to participate in the HUD's Housing Counseling program.

Information reported such as HUD-9902, client and Agency profile by Housing Counseling agencies is required on a continuous basis. Failure to submit required information in a timely manner to the Housing Counseling System will negatively affect NOFA grant awards and jeopardize agency's status in the HUD's Housing Counseling program.

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