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From: [Housing.Counseling](#)

Sent: Friday, November 18, 2011 12:53:47 PM

To: 'SF-Housing-Counseling-L@hudlist.hud.gov'

Subject: HUD - Instructions Reporting 9902 Client Activity Under Grant Funding

Importance: Normal

Notice for HUD Approved Housing Counseling Agencies:

The FY 2011 4th quarter 9902 cumulative data reports are soon due by transmitting your HUD data electronically into HCS. Please note there is a new second column that appears in HCS called: "HUD Housing Counseling Activities". Do not use this column for filing FY11 4th quarter reports. This new column is to be used with the first quarter FY12 9902 report that will be due no later than January 31, 2012. This column is only to be used by local agencies and sub grantees that received a LHCA MMMSA Grant awards or sub-funded agencies from National Intermediaries that were announced by the HUD Secretary on September 2, 2011. The data in this column should be the same as the counseling outcome results on the logic model (HUD-96010) for counseling grant activities only. All agencies are reminded that must use a CMS that allows you to transmit your HUD data electronically into HCS. It is HUD's directive for all agencies to submit their data electronically for FY12 using ARM version 4.0. Please refer to the July 27, 2011, Broadcast Email Notices regarding CMS Requirements at HUD's web site at: <http://www.hud.gov/offices/hsg/sfh/hcc/mgs/index.cfm>

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HOW TO REPORT HUD CLIENT DATA:

Starting this FY12, all agencies are required to submit their required HCS data using a Client Management System (CMS) application of their choice. The CMS should allow the agency's 9902 report to transmit into HCS electronically. Currently, the only required data for 9902 is the "ALL COUNSELING AND EDUCATION ACTIVITIES" aggregate data. This is the data we normally see in the first column of the report. Recently HUD brought back the column to record the number of clients serviced using HUD Grant funding. The information entered here in the 9902 report should match the numbers reported in their Logic Model report. This requirement has not been made to the CMS at this time. Agencies will therefore have to access HCS and manually enter the 9902 data specifically applicable to clients served under HUD Grant funding.

CMS SUBMISSION:

The 9902 data is transmitted using their CMS into HCS electronically. The date of submission is recorded for credit. After the agency submits their Total 9902 data using their CMS, the agency must access HCS and enter the Client data applicable to the

HUD Grant manually in the appropriate column (2nd Column on the far Right side of report) titled "HUD HOUSING COUNSELING ACTIVITIES". After this separate data is entered, the user must select at the top of the column the execution button "Save Data" so that HCS will save the data. This execution will not alter nor affect the agency's submission date credit.

HCS MANUAL SUBMISSION:

If the agency is inputting their entire 9902 data manually in HCS for whatever reason, they need to access HCS. The agency inputs only the Total Client data. Once the date is entered, the user selects the "SEND" button at the bottom of the page. This will save the data entered and record the date of submission for credit.

After the Total Client data is saved, the agency then inputs the HUD Client data in the 2nd Column titled "HUD HOUSING COUNSELING ACTIVITIES". Upon completion of entering all the data for the HUD column, the user saves the data by pressing the "SAVE DATA" button at the top of the HUD Housing Counseling Activities column. This execution will not alter nor affect the agency's submission date credit.

Housing Counseling Agencies should contact their HUD representatives should they have questions regarding quarterly 9902 reports. Agencies should also refer to the HUD CMS web site for guidance and assistance in selecting and utilizing their CMS. The web site is: http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/hcc/cms