

HCS 14.16.0.0 Release

Changes to HUD User Interface for HCS V14.16.0.0

An update to HCS is planned for release on September 8, 2018 and includes the following user interface changes:

- Update Nightly Data Export to FHAC/CHUMS to include agency personnel information
- Agency Profile - Agency Personnel - Change email addresses to required and validate email format and domain
- OMB Number and Public Reporting Burden added to 9902 display

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

Update Nightly Data Export to FHAC/CHUMS to include agency personnel information

- Every night HCS sends agency data to FHA Connection (FHAC) to provide that system with the current list of housing counseling agencies.
- FHAC used a mail delivery contract to mail FHAC agency coordinator information to the Agency's Senior Executive.
- The mail delivery is being changed to email delivery.
- HCS has been updated to include the following agency personnel fields in the nightly data export to FHAC:
 - Agency Manager First Name
 - Agency Manager Last Name
 - Agency Manger Email
 - Agency Senior Executive First Name
 - Agency Senior Executive Last Name
 - Agency Senior Executive Email
 - Agency Contact for HUD Use First Name
 - Agency Contact for HUD Use Last Name
 - Agency Contact for HUD Use Email

Agency Profile - Agency Personnel - Change email addresses to required and validate email format and domain

HCS user interface has been updated to:

- Always require the Agency Manager Email address.
- Require the Agency Senior Executive and Agency Contact for HUD Use Email addresses if a name is provided.
- Validate the Email address format and domain

Agency Profile - Agency Personnel - Change email addresses to required and validate email format and domain

- The **Agency Manager Email address** field has been added to the **Add New Agency Profile** page.
- The **Agency Manager Email address** field is required.
- The **Agency Manager Email address** format and domain will be validated.

Add New Agency Profile

Agency Name: *

Type of Agency: * Parent Org: Temporary Affiliate

HUD Office POC: *

HUD Office Agency Assigned To: Select a HUD Office *

Agency Manager:

(Salutation) --select-- *

(Business Title) --select-- *

(First Name) *

(Middle Init)

(Last Name)

(Email) *

Physical Address:

* City: * State: * Zip: *

check this box if mailing address is the same of physical address

Fiscal Year: * Add to Fiscal Year 2019 only Add to Fiscal Years 2019 and 2018

Federal Tax ID Number (TIN): 00 - 0000000 *

Public display options

Allow for public access?

Allow public access through Zip Code Affiliations?

Allow public access through State Affiliations?

OK Cancel

Agency Profile - Agency Personnel - Change email addresses to required and validate email format and domain

- If **Agency Manager Email address** field is not completed an error message will display indicating the field is required.

The screenshot shows a web form titled "Add New Agency Profile". The form is divided into several sections:

- Agency Name:** A text field containing "HCS Release 14.16.0.0".
- Type of Agency:** A dropdown menu set to "LHCA".
- Parent Org:** An empty text field.
- Temporary Affiliate:** An unchecked checkbox.
- HUD Office POC:** A dropdown menu set to "Ackerman, Kristin".
- HUD Office Agency Assigned To:** A dropdown menu set to "Philadelphia (HOC)".
- Agency Manager:** This section is highlighted with a red box. It includes:
 - (Salutation): "Mr"
 - (Business Title): "--select--"
 - (First Name): "Bob"
 - (Middle Init): An empty field.
 - (Last Name): "Smith"
 - (Email): An empty field with a red error message: "This field is required.*"
- Physical Address:** Includes fields for street address ("123 Main St."), city ("Fairfax"), state ("Virginia"), and zip ("22030").
- Fiscal Year:** Radio buttons for "Add to Fiscal Year 2019 only" (selected) and "Add to Fiscal Years 2019 and 2018".
- Federal Tax ID Number (TIN):** Fields for "00" and "0000000".
- Public display options:** Checkboxes for "Allow for public access?", "Allow public access through Zip Code Affiliations?", and "Allow public access through State Affiliations?".

At the bottom of the form are "OK" and "Cancel" buttons.

Agency Profile - Agency Personnel - Change email addresses to required and validate email format and domain

- The **Agency Manager Email address** field will be checked to ensure the format of the email and the domain are valid.

Example:

The email address **bob.smith@hcagency.com** is entered. While it is a well formatted email address, the domain **hcagency.com** is not a known domain. An error message displays:

Agency Manager Email Domain [hcagency.com] is not valid

The screenshot shows the 'Add New Agency Profile' form. The 'Agency Manager' section is highlighted in green. The 'Agency Manager Email' field contains 'bob.smith@hcagency.com' and is surrounded by a red error box with the message: 'Agency Manager Email Domain [hcagency.com] is not valid *'. Other fields include 'Agency Name', 'Type of Agency', 'Parent Org', 'HUD Office POC', 'HUD Office Agency Assigned To', 'Physical Address', 'Fiscal Year', and 'Federal Tax ID Number (TIN)'. There are also 'Public display options' at the bottom.

Agency Profile - Agency Personnel - Change email addresses to required and validate email format and domain

Example:

The email address **bob.smith@@gmail.com** is entered. The format of the email address is incorrect due to the duplicate @ sign. An error message displays:

Agency Manager Email [bob.smith@@gmail.com] is not valid.

The screenshot shows the 'Add New Agency Profile' form with the following fields and values:

- Agency Name: Release HCS V14.16.0.0 *
- Type of Agency: LHCA * Parent Org: [] Temporary Affiliate []
- HUD Office POC: []
- HUD Office Agency Assigned To: Select a HUD Office []
- Agency Manager:
 - (Salutation): --select-- []
 - (Business Title): --select-- []
 - (First Name): Bob *
 - (Middle Init): []
 - (Last Name): Smith
 - (Email): bob.smith@@gmail.com * Agency Manager Email [bob.smith@@gmail.com] is not valid *
- Physical Address:
 - 123 Main St. *
 - City: Fairfax *
 - State: Virginia [] *
 - Zip: 22030 *
 - check this box if mailing address is the same of physical address []
- Fiscal Year: * Add to Fiscal Year 2019 only [] Add to Fiscal Years 2019 and 2018 []
- Federal Tax ID Number (TIN): 00 - 0000000 *
- Public display options:
 - Allow for public access? []
 - Allow public access through Zip Code Affiliations? []
 - Allow public access through State Affiliations? []

Buttons: OK Cancel

Agency Profile - Agency Personnel - Change email addresses to required and validate email format and domain

- The **Agency Profile – Personnel** screen has been updated to:
 - Always require the **Agency Manger Email** field.
 - Require the Agency Senior Executive and Agency Contact for HUD Use email addresses if the names of those agency personnel are provided.
 - Notify the user if the Agency Senior Executive and Agency Contact for HUD Use personnel are not entered.
 - Validate the agency personnel email addresses to ensure they use a valid format and domain.

Agency Profile - Agency Personnel - Change email addresses to required and validate email format and domain

- The **Agency Manager Email address** field will always be required. It will be the email address used by FHAC to communicate Agency Coordinator information.

The screenshot displays a web-based form for managing agency personnel. At the top, there are navigation tabs: Agency Summary, Agency Information, Personnel, Contact Information, HUD Affiliation, and Counselor/Client. The main form area is divided into sections for Agency Manager, Agency Senior Executive, and Agency Contact for HUD Use. The Agency Manager section is highlighted with a red border, and the 'Agency Manager Email' field, containing 'jsmith@hcagency.com', is specifically highlighted with a red box. Below this field, a note states: 'This EMAIL ADDRESS is used by HUD to communicate Agency Coordinator access information for FHA Connection (FHAC). Please be sure that the EMAIL ADDRESS entered is an active and valid EMAIL ADDRESS for the Agency Manager.' The Agency Senior Executive section shows details for Mary Jones, and the Agency Contact for HUD Use section shows details for Bob Washington. At the bottom of the form, there are buttons for 'OK', 'Cancel', and 'Sub-Agency(s)', along with the text 'No Applications For FY 2018'.

Agency ID: 84489 Validated? Last Validated on 12/15/2015 (Next Validation Required by 03/14/2016)

Agency Name: TEST AGENCY CF11 UPDATE

Agency Manager:

Salutation: Mr User ID: MX4489 Business Title: HUD Contact

First Name: John * Middle Init: M Last Name: Smith *

Agency Manager Phone Number: 741 - 852 - 9632 x

Agency Manager Cell Phone Number: 963 - 258 - 7412

Agency Manager Email: jsmith@hcagency.com *

> This EMAIL ADDRESS is used by HUD to communicate Agency Coordinator access information for FHA Connection (FHAC). Please be sure that the EMAIL ADDRESS entered is an active and valid EMAIL ADDRESS for the Agency Manager.

Agency Senior Executive:

Salutation: Ms Business Title: HUD Contact

First Name: Mary Last Name: Jones

Agency Senior Executive Phone Number: 987 - 654 - 3319 x

Agency Senior Executive Cell Phone Number: 664 - 321 - 9874

Agency Senior Executive Email: mjones@hcagency.com *

Agency Contact for HUD Use

Salutation: Mr Business Title: HUD Contact

First Name: Bob Last Name: Washington

Agency POC Phone Number: 248 - 553 - 5400 x

Agency POC Cell Phone Number: 231 - 456 - 7890

Agency POC Email: bwashington@hcagency.com *

> This EMAIL ADDRESS is used by HUD to mass disseminate messages. By placing EMAIL ADDRESS here the Agency consents to receiving messages from HUD.

OK Cancel Sub-Agency(s) No Applications For FY 2018

Agency Profile - Agency Personnel - Change email addresses to required and validate email format and domain

Example:

If the **Agency Manager Email** is not provided, an error message displays:

Agency Manager Email [] is not valid.

The screenshot displays the 'Personnel' tab of the HUD User Interface. The form is for Agency ID: 84489, Agency Name: TEST AGENCY CF11 UPDATE. It contains three sections: Agency Manager, Agency Senior Executive, and Agency Contact for HUD Use. Each section has fields for Salutation, First Name, Last Name, and various phone numbers. The Agency Manager Email field is empty, and a red asterisk indicates it is required. A modal dialog box with a yellow warning triangle icon is overlaid on the form, displaying the message: 'Agency Manager Email [] is not valid'. The dialog has an 'OK' button. At the bottom of the form, there are buttons for 'OK', 'Cancel', and 'Sub-Agency(s)', and a status indicator 'No Applications For FY 2018'.

Agency Profile - Agency Personnel - Change email addresses to required and validate email format and domain

- The **Agency Senior Executive** and **Agency Contact for HUD Use Email** address fields will be required if the names for those agency personnel are provided.

Example:

The names for **Agency Senior Executive** and **Agency Contact for HUD Use** are provided, but the email address are not entered. An error message displays:

Agency Senior Executive Email [] is not valid.
Agency Contact for HUD Use Email [] is not valid.

The screenshot displays the 'Personnel' tab of the HUD User Interface. It shows three sections: 'Agency Manager', 'Agency Senior Executive', and 'Agency Contact for HUD Use'. Each section has fields for salutation, first name, last name, and phone numbers. The 'Agency Manager' section has 'John Smith' as the name. The 'Agency Senior Executive' section has 'Mary' as the first name. The 'Agency Contact for HUD Use' section has 'Bob Washington' as the name. An error message dialog box is overlaid on the form, stating: 'Agency Senior Executive Email [] is not valid' and 'Agency Contact for HUD Use Email [] is not valid'. The dialog box has an 'OK' button. At the bottom of the form, there are 'OK', 'Cancel', and 'Sub-Agency(s)' buttons, and a status message 'No Applications For FY 2018'.

Agency Profile - Agency Personnel - Change email addresses to required and validate email format and domain

- If the **Agency Senior Executive** and **Agency Contact for HUD Use** personnel are not provided, the email addresses will not be required, but a message will display .

Example:

Agency Senior Executive and Agency Contact for HUD Use personnel are not provided. A message displays:

Agency Senior Executive and Agency HUD Contact missing. Please provide agency personnel contact information as soon as possible to ensure proper communication with HUD.

Click on OK to continue to save, or Cancel to enter missing information.

The screenshot displays the 'Personnel' tab of the HUD User Interface. The form is for 'TEST AGENCY CF1' (Agency ID: 84489). A modal dialog box titled 'Message from webpage' is overlaid on the form. The dialog contains the following text: 'Agency Senior Executive and Agency HUD Contact missing. Please provide agency personnel contact information as soon as possible to ensure proper communication with HUD. Click on OK to continue to save, or Cancel to enter missing information.' The dialog has 'OK' and 'Cancel' buttons. The background form shows fields for 'Agency Manager', 'Agency Senior Executive', and 'Agency Contact for HUD Use'. The 'Agency Senior Executive' and 'Agency Contact for HUD Use' sections are partially visible, showing fields for salutation, first and last names, phone numbers, and email addresses. The 'Agency Contact for HUD Use' section also includes a 'Business Title' dropdown menu set to 'HUD Contact'. At the bottom of the form, there are 'OK', 'Cancel', and 'Sub-Agency(s)' buttons, along with the text 'No Applications For FY 2018'.

Agency Profile - Agency Personnel - Change email addresses to required and validate email format and domain

- All of the agency personnel email addresses will be checked to ensure the format and domain are valid.

Example:

The Agency Manager email address is entered as: **johnsmith**. The format of the email address is incorrect because it does not follow the format [name@domain.com]. An error message displays:

Agency Manager Email [johnsmith] is not valid.

The screenshot displays the HUD Agency Profile interface with the 'Personnel' tab selected. The 'Agency Manager' section shows the following details:

- Agency ID: 84489 (Validated? Last Validated on 12/15/2015 (Next Validation Required by 03/14/2016))
- Agency Name: TEST AGENCY CF11 UPDATE
- Agency Manager: Salutation: Mr, User ID: MX4489, Business Title: HUD Contact
- First Name: John, Middle Init: M, Last Name: Smith
- Agency Manager Phone Number: 741 - 852 - 9632
- Agency Manager Call Phone Number: 963 - 258 - 7412
- Agency Manager Email: johnsmith

An error message dialog box is displayed over the form, stating: "Agency Manager Email [johnsmith] is not valid".

The 'Agency Senior Executive' section shows:

- Salutation: Ms, Business Title: HUD Contact
- First Name: Mary, Last Name: Jones

The 'Agency Contact for HUD Use' section shows:

- Salutation: Mr, Business Title: HUD Contact
- First Name: Bob, Last Name: Washington
- Agency POC Phone Number: 987 - 654 - 3210
- Agency POC Cell Phone Number: 987 - 654 - 3210
- Agency POC Email: bobwashington@gmail.com

At the bottom of the form, there are buttons for 'OK', 'Cancel', and 'Sub-Agency(s)', along with the text 'No Applications For FY 2018'.

Agency Profile - Agency Personnel - Change email addresses to required and validate email format and domain

- All of the agency personnel email addresses will be checked to ensure the format and domain are valid.

Example:

The Agency Manager email address is entered as: **johnsmith@hcagency.cm**. The email address ends with [cm]. That is not a valid domain. An error message displays:

Agency Manager Email Domain [hcagency.cm] is not valid.

The screenshot displays the 'Personnel' tab of the HUD Agency Profile interface. The 'Agency Manager' section is active, showing fields for Salutation (Mr), User ID (MX4489), Business Title (HUD Contact), First Name (John), Middle Init (M), Last Name (Smith), Agency Manager Phone Number (741-852-9632), Agency Manager Call Phone Number (963-258-7412), and Agency Manager Email (johnsmith). A modal error message is displayed over the form, stating: 'Agency Manager Email [johnsmith] is not valid'. Below the Agency Manager section, the 'Agency Senior Executive' and 'Agency Contact for HUD Use' sections are partially visible. The Agency Contact for HUD Use section shows Salutation (Mr), Business Title (HUD Contact), First Name (Bob), Last Name (Washington), Agency POC Phone Number (987-654-3210), Agency POC Cell Phone Number (987-654-3210), and Agency POC Email (bobwashington@gmail.com). At the bottom of the form, there are buttons for 'OK', 'Cancel', and 'Sub-Agency(s)', along with the text 'No Applications For FY 2018'.

Agency Profile - Agency Personnel - Change email addresses to required and validate email format and domain

- All of the agency personnel email addresses will be checked to ensure the format and domain are valid.

Example:

The Agency Manager email address is entered as:
johnsmith@hcadgency.com.

While the format appears valid, the domain [hcadgency.com] is not a known domain. An error message displays:

Agency Manager Email Domain [hcadgency.com] is not valid.

The screenshot displays the 'Personnel' tab of the HUD user interface. The 'Agency Manager' section is active, showing fields for Salutation (Mr), User ID (MX4489), Business Title (HUD Contact), First Name (John), Middle Init (M), Last Name (Smith), Agency Manager Phone Number (741-852-9632), Agency Manager Cell Phone Number (963-258-7412), and Agency Manager Email (johnsmith@hcadgency.com). A modal error message is displayed over the form, stating: 'Agency Manager Email Domain [hcadgency.com] is not valid'. Below the error message, the 'Agency Contact for HUD Use' section is visible, with fields for Salutation (Mr), Business Title (HUD Contact), First Name (Bob), Last Name (Washington), Agency POC Phone Number (987-654-3210), Agency POC Cell Phone Number (987-654-3210), and Agency POC Email (bobwashington@gmail.com). The bottom of the interface shows 'OK', 'Cancel', and 'Sub-Agency(s)' buttons, along with the text 'No Applications For FY 2018'.

OMB Number and Public Reporting Burden added to 9902 display

- The **OMB Number and Reporting Burden** information has been added to the 9902 display screen and PDF version.

August 22, 2018 C57569/Theresa Hou

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 TEST AGENCY CF11 UPDATE Agency ID: 84489 Agency Type: LHCA 123 Main St. Fairfax, VA 22030 Parent Agency Name (if applicab	Reporting Period: Quarter 3 <input type="button" value="v"/> Fiscal Year: 2018 From: 10/01/2017 To: 06/30/2018	

Counseling Services.		0	0	0.00
Section 10 Total				
<p>Public reporting burden for this collection of information is estimated to average .03 hours per response. With universal CMS use, the HUD-9902 will be populated automatically based on electronic client files. Consequently, the estimated burden hour per response includes only the time necessary to send the document electronically (estimated time: 2 minutes). This agency may not conduct, sponsor, and a person is not required to, an information collection unless that collection displays a valid OMB control number.</p> <hr/> <p>This information is collected in connection with HUD's Housing Counseling Program and will be used by HUD to measure the performance and effectiveness of HUD's Housing Counseling Program. In addition, the data will help to determine that the grant applicant meets the requirements of the Notice of Fund Availability (NOFA) and to assign points for awarding grant funds on a competitive and equitable basis. The information is required to obtain funding under Section 106 of the Housing and Community Development Act of 1974. The information is considered sensitive and is protected by the Privacy Act which requires the records to be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality.</p>				

OMB Number and Public Reporting Burden added to 9902 display

- The **OMG Number and Reporting Burden** information has been added to the 9902 display screen and PDF version.

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	

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