



User's Manual

Housing Counseling System (HCS F11)

Single Family Housing Counseling Program

Under PCAS # 251390

U.S. Department of Housing and Urban Development

June 2010

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| Rev. 2.0 | 05/31/10 | Complete update of the document to reflect system modifications. |
| Rev. 2.1 | 6/23/10 | Minor naming changes |



User's Manual Authorization Memorandum

I have carefully assessed the User's Manual for the Housing Counseling System. This document has been completed in accordance with the requirements of the HUD System Development Methodology.

MANAGEMENT CERTIFICATION – Please check the appropriate statement.

_____ The document is accepted.

_____ The document is accepted pending the changes noted.

_____ The document is not accepted.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

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USER'S MANUAL

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1.0 GENERAL INFORMATION

1.0 GENERAL INFORMATION

1.1 System Overview

The Housing Counseling System (HCS) is an automated web-based system to support HUD's Single Family Housing Counseling Program. HCS has several components to collect data for reports and analysis. Three primary components are Agency information, HUD-9902 Report collection, and Grant Processing. The electronic form HUD-9902, Housing Counseling Agency Fiscal Year Activity Report, is available from the HUD web site for agencies to file their reports at the end of each fiscal year. HUD-approved housing counseling agencies, funded state housing finance agencies, and national and regional intermediaries and their funded affiliates are required to submit quarterly and annual HUD-9902 reports on their counseling activities.

The 9902 component collects individual and aggregate HUD-9902 reports. HCS provides tools to track agency 9902 submissions and analysis of the data submitted. HUD users can request, by Homeownership Center or HUD-wide, a list of agencies that have reported, a list of those that have not reported, or cumulative totals of data. The user can also get cumulative data, percentages, and HUD grants as a percentage of all counseling activities, by housing counseling agency, city, state, or HOC. Housing Counseling Agency data is also maintained within HCS and made available to the public via HUD's web site.

The housing counseling grant processing component helps HUD Single Family Headquarters and Homeownership Center staff evaluate applications for the annual housing counseling grant awards competition. HUD-approved housing counseling agencies, state housing finance agencies, and national and regional intermediaries submit applications each spring in response to HUD's SuperNOFA process. HUD staff uses HCS to enter relevant application data and scores with comments on the factors. HCS determines recommended awards for each agency and produces all required documents to process the grant awards.

The major outputs from the grant component of HCS are award reports and Congressional notification letters. It also produces various reports associated with different element/stages of the evaluation process. The user can get reports on program cost, (to compare the amount requested to the scope and level of services), applicants' scores on the factors for awards, or on strengths and weaknesses of the factors.

The Housing Counseling System's purpose is to facilitate issuance of housing counseling grant funding, and to evaluate results. The Housing Counseling System provides an efficient means of monitoring and evaluating the performance of counseling agencies, keeping track of which agencies apply for grants, awarding the grants and making appropriate Congressional notifications. Direct benefits that result from the Housing Counseling system are pre-purchase counseling for first-time home buyers, foreclosure avoidance counseling for homeowners and rental counseling for the homeless. Additionally, the Housing Counseling system provides a process for investing counseling funds by merit and regulations in a timely manner.

In October 2006, in support of the Single Family Integration Plan, HCS was integrated with the Client Activity Reporting System (CARS) that was in October of 2008 replaced with Agency Reporting Module (ARM).

| System Information Category | System Information |
|------------------------------------|---|
| Responsible organization: | Office of the Deputy Assistant Secretary for Single Family Housing. Program Development |
| System name: | Housing Counseling System |
| System number: | F11 |
| System category: | Major application |
| Operational status: | Release v10.7.0.0 is operational |
| System environment: | HCS operates on the HUD operating standard of Windows XP over the Internet as a Web-base system through HUD's security server (LDAP) using Cold Fusion. The HCS data is stored in the cars database on the NTHHQ17 server. The HCS database has been developed in Sybase. |

1.2 Project References

The following project references were used to compile the User's Manual:

Business Program Documents

- HUD 9902 FORM
- HUD Handbook 4065.1
- SuperNOFA

Government Documents

- Department of Housing and Urban Development, System Development Methodology, Release 6.06

Other Documents

- System/Sub-System Spec
- Data Requirements Document

1.3 Authorized Use Permission

HCS is set up to retrieve data electronically. To safeguard these transactions and users privacy, all users are issued a User ID and password, and the data transmitted is stored on a secure server. The reports and data are only available to authorized users of the system.

1.4 Points of Contact

1.4.1 Information

The key personnel involved in the project are:

| Type of Contact | Name | Department | Telephone |
|------------------------|-------------|-------------------------------|------------------|
| Program Area/Sponsor | Ruth Roman | Single Family Program Support | 202 402-2112 |

| | | | |
|-------------------------------|-----------------|--|-------------------|
| Director | | Division | |
| Project Sponsor Manager | George Grotheer | Single Family Program Support Division | 202 402-2294 |
| IT project leader/GTM | David Huynh | Office of Systems Integration and Efficiency | 202 402-7493 |
| Contractor Project Mgr. | Andrey Ignatov | DysTech, Inc. | 571 3210-460 x109 |
| Database Administrator | Anurag Mishra | DysTech, Inc. | 571 3210-460 x115 |
| Development Coordination/PVCS | Stephen Liu | DysTech, Inc. | 571 3210-460 x121 |

1.4.2 Coordination

HCS will interface with the organizations listed below during the lifecycle of the development effort.

- Single Family Program Support Division – Participate in project initiation, requirements definition, and user acceptance test activities.
- Development Coordination Group (DCG) – This group provides change management and technical support for all Single Family Housing system development teams.
- Test Center and Assigned Field Offices – Performs verification and field-testing of HCS software prior to releases being installed into production.
- Office of Information Technology (OIT) – Provides technical support, monitors adherence to HUD Software Development Methodology (SDM), reviews and approves all project deliverables.
- Change Control Board (CCB) – Reviews and approves requests for HCS system releases.
- Office of the Chief Information Officer (OCIO).

1.4.3 Help Desk

The HCS Help Desk is handled through HUD’s main help desk and can be reached at 202-708-3300. Tier 2 and 3 tickets are directed to the HCS system sponsor. HUD users should contact their HOC HCS POCs for first level assistance. HOC HCS POCs can contact the HUD Program Project Manager for any unresolved issues.

Agencies will contact their authorized HUD representatives for assistance.

1.5 Organization of the Manual

This User’s Manual for HCS is organized in and contains the following sections:

- 1.0 – General Information including system overview, project references, contacts, and acronyms and abbreviations.
- 2.0 – System Summary which includes System Configuration, Data Flows, User Access Levels and Contingency plans.
- 3.0 – Getting Started includes an overview of logging on, system menus, changing USER ID and Password, and exiting the system.
- 4.0 – Using the System (Online) provides a description of basic functions found throughout the system and define certain terms used in this User’s Manual.
- 5.0 – Agency User provides description of system functions available for agency users.
- 6.0 – Reviewer provides description of system functions available for HUD reviewers.
- 7.0 – GTR provides description of system functions available for HUD GTRs.
- 8.0 – Office Manager provides description of system functions available for HUD office manager.

- 9.0 – Program Manager provides description of system functions available for HUD program managers.
- 10.0 – Querying capabilities and procedures.
- 11.0 – Reporting capabilities and procedures.

1.6 Acronyms and Abbreviations

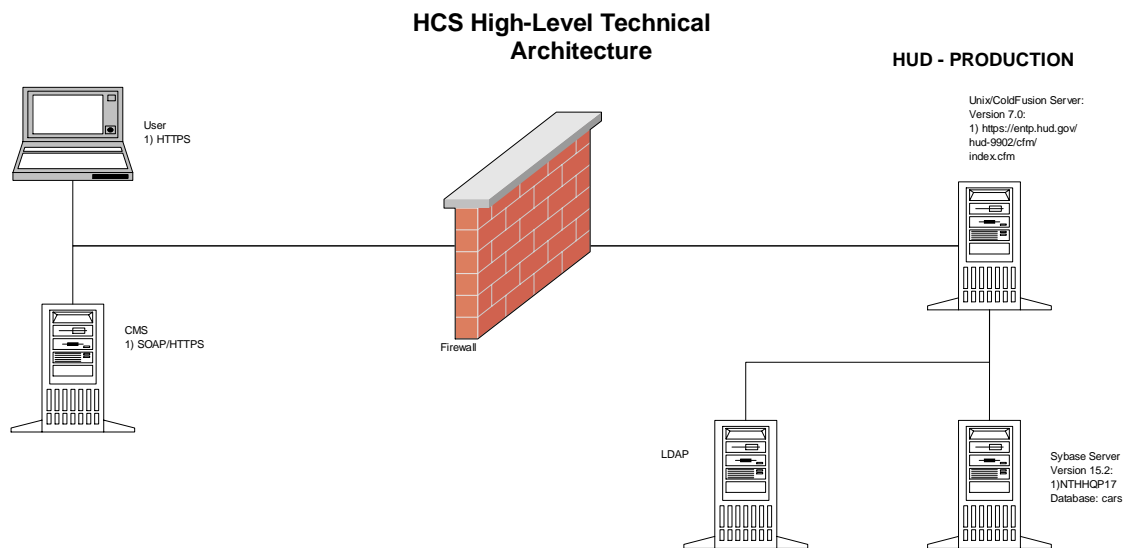
| Terms and Abbreviations | |
|-------------------------|---|
| Abbreviations | Definition |
| ARM | Agency Reporting Module |
| CARS | Client Activity Reporting System |
| CCB | Control Board |
| CMS | Client Management System |
| DCG | Development Coordination Group |
| DUNS | Dun & Bradstreet number |
| FAQ | Frequently Asked Questions |
| GTR | Government Technical Officer |
| HCA | Housing Counseling Agency |
| HCS | Housing Counseling System |
| HOC | Homeownership Center |
| HQ | Headquarters |
| ISP | Internet Service Provider |
| OCIO | Office of the Chief Information Officer |
| OIT | Office of Information Technology |
| POC | Point of Contact |
| SSL | Secure Socket Layer |
| TIN | Federal Tax ID Number |

2.0 SYSTEM SUMMARY

2.0 SYSTEM SUMMARY

2.1 System Configuration

HCS is a grant tracking and Housing Counseling Agency management system. It is a web-based application that runs on a clustered server environment available to HUD personnel and Housing Counseling Agency users located throughout all of the geographical United States. It is accessible to anyone on the internet through HTTP over Secure Socket Layer (SSL) and through proper authentication using an LDAP server. HCS is not a distributed system but does provide data feeds into other systems. (See Diagram #1 for overall system flow)



2.2 Data Flows

The Housing Counsel System is composed of several business process modules, grant processing module, client activity reporting (9902) module, and agency profile module, client module, counselor module, archives module, agency reporting module and system management module,. The agency profile management system supports the creation, read, update, and deletion of profile information of HUD approved agencies that participate in the HUD Housing Counseling program. The agency profile information provides the identity data for the grant processing and client activity reporting modules. The agency profile information is entered and updated at any time throughout the fiscal year.

The Grant Processing module supports the grant processing for housing counseling agencies. Before grant applications data can be entered into the system, HUD users prepare for the grant processing business by entering appropriations, grant categories, grant types, and performance evaluation criteria. These sets of data provide the foundation on which grant applications are processed. After the appropriations, grant categories, and grant types are entered into the system, grant applications are ready to be entered into the system by HUD users. Grant applications are reviewed and provided with performance scores by HUD Reviewers to evaluate the grant award amount. The performance scores are then finalized by HUD Reviewers and the system calculates, based on the performance evaluation criteria, a recommended award amount. A HUD Reviewer takes that system calculated amount into consideration when updating the application with a final award amount. In applicable situations, a HUD Reviewer also sub-allocates the

awarded amount to sub-agencies that perform counseling services. The entered grant processing data is then provided to HUD Reviewers, managers, and external systems through a variety of reports and spreadsheets.

The client activity reporting module gathers client counseling activity by approved agencies in the HUD Housing Counseling program. HUD users and agency users enter in client counseling activity numbers. The client activity data entered is then used by reviewers during the next fiscal year grant processing cycle to evaluate the worthiness of an agency for grant awards. The client activity data is also made available to HUD users and managers through a variety of reports and spreadsheets. The HUD-9902 performance report and Logic Model are created using client data.

2.3 User Access Levels

The current HCS system design has five kinds of users. They are:

- Agency Users
- HUD Reviewers
- HUD GTRs
- HUD Office Managers and
- HUD Program Managers.

Agency Users are HCS users provided by HUD to Housing Counseling Agencies with rights to:

- Submit HUD-9902 Forms
- Submit Agency information
- View Verification of Submissions
- Sub-allocate grant awards to their sub-agencies when applicable

HUD Reviewers are HUD HCS users who conduct grant applications review with rights to:

- View assigned Grant Applications
- Score assigned Grant Applications
- View Reviewers Reports

HUD GTR role within HCS provides the GTR with the ability to oversee the business process of their assigned agencies to monitor the HUD-9902 submission process as well as the Grants Process. They have the access rights and capabilities of an Agency User as well as the capability to review the Grants Process. Within HCS, the HUD GTR has the ability to:

- Submit/Review HUD-9902 forms
- Submit/Review Agency information
- Designate the agency status in the Housing Counseling program
- Enter the Grant Processing section of HCS to:
 - View Funding Allocations
 - Setup Grant Applications
 - Score Grant Applications
 - Calculate Recommended Awards
 - Input Awards and Sub-Allocations
 - View Reports
- View ARM Submission Information

HUD Office Manager role within HCS also provides the ability to oversee the business process of the HUD-9902 submissions and the Grants Process. In addition to the rights and capabilities of the HUD GTR, the Office Manager also has the capability to view User Information and perform some Management Functions. Within HCS, the HUD Office Manager has the ability to:

- Submit/Review HUD-9902 forms
- Submit/Review Agency information
- Enter the Grant Processing section of HCS to:
 - View Funding Allocations
 - Setup Grant Applications
 - Score Grant Applications
 - Calculate Recommended Awards
 - Input Awards and Sub-Allocations
 - View Reports
 - Export Grant information from HCS
- Manager HCS Manager User Information
- Perform some Management Functions

HUD Program Manager role is the one with full access rights to the HCS System. Within HCS, the HUD Program Manager has the ability to:

- Submit/Review HUD-9902 forms
- Submit/Review Agency information
- Enter the Grant Processing section of HCS to:
 - View Funding Allocations
 - Setup Grant Applications
 - Score Grant Applications
 - Calculate Recommended Awards
 - Input Awards and Sub-Allocations
 - View Reports
 - Export Grant information from HCS
- Manager all HCS User Information

Perform all Management Functions

2.4 Contingencies and Alternate Modes of Operation

The magnitude and geographical diversity of HCS requires strict access control and security measures for hardware, software, communications, and personnel. The system and its data must be protected from errors, accidents, unauthorized access, data destruction, potential violations of the Privacy Act, and data transmission errors.

2.5 Agency Data Input

Agencies are required to submit their information in HCS through automated transactions from their counseling application referred to as Client Management System (CMS) to HCS Agency Reporting Module (ARM). Once an agency submits their data through their CMS, they will not be able to input data manually via HCS user interface. Agencies may review their data in HCS and shall validate the information. If the data in HCS is not correct, agencies need to make corrections in their CMS and retransmit their data into HCS via ARM.

Agencies submitting their information through their CMS will still access HCS to check and validate their information. Agencies that experience problems submitting required data must contact their HUD contact to gain temporary access to HCS and input their data manually until their CMS application is operating correctly again.

HUD users are required to input HUD internal data in the agency's profile and to process agency's grant application. HUD users will use HCS to create reports and to conduct analysis to assist in the management of HUD's Housing Counseling program.

The rest of the User Guide provides instructions how to use HCS User Interface.

3.0 GETTING STARTED

3.0 GETTING STARTED

3.1 Logging On

HCS is accessed through the HUD Internet using Microsoft Internet Explorer 7.0 or higher. A login ID and password are required to access HCS. The Login to HCS is available on the Single Family section of the HUD Website under Housing Counseling. You can also type “HCS” in the search bar on the www.hud.gov webpage to get a hyperlink to the [HUD HCS System](#). Enter your unique User Name and password and then click the <OK> button or press <ENTER>.



Figure 1. All Users – HCS Login screen.

Depending on your access level, you will see different options in the upper menu screen. Only options you have been authorized to access will be presented.

If you have difficulty logging on to the system, it is mostly due to a problem with resetting the password. To ensure proper accessing procedures, check the following steps:

1. Open a new Microsoft Internet Explorer Browser
2. Do not bookmark the login in screen. You can bookmark the page with the login link.
3. Do not use the back arrow to re-initiate the login screen

If you still cannot log in successfully in HCS the most likely problem involves the password.

- Agency users should contact their assigned HUD representative for assistance.
- HUD users should contact their HCS manager for assistance.

HUD and Agency Users may also contact HUD National Help Desk and request password reset.

3.2 System Menu

The main System Menu for HCS consists of the functions listed below. A user’s access to any of these particular functions is determined by their user level. Not all users will have access to all functions.

- Home – will return you to the main HCS Home Page
- Agency: Allows you to perform a search for agencies, counselor and client information, as well as add a new agency
- HUD-9902: takes you to 9902 Reporting Options, Data Reporting Status Inquiry, and Analysis Reporting Inquiry
- Grants – takes you to the Grants Application Process as well as Scoring, Final Scoring for Primary, Recommended Awards Calculation, and Input Awards. NOTE – Sub-allocation and Grant draw down tools are linked here.
- User: Provides user information and allows managing users.
- Management: takes you to the management functions including Export Data Functions, Agency Reporting Module, Funding Allocations, Change Office Defaults
- Reports: Provides reports for Application Progress Status, Application Score Status, Awards Recommendation, Awards Report, Awards Report by Agency, Office, and State, Funding Report Search, Reviewers Report and Final Report, and the Application Number Reference
- Export: Allows you to export data ranging from Agency Award/No Award Letters, Agency Name Check Review, Application Data, Congressional Report Data, Draw Down Report Processing, Funding Aggregate Report, HUD-1044, IRS Delinquent Data, List of Awardees, Procurement Accounting Data, Public Affairs Report
- Reports: Prompts you to archived data that is beyond the current and preceding year
- Grant Fiscal Year – Allows the user to search various fiscal years through dropdown options
- Logout – Logs you off the system and takes you to the www.hud.gov web page
- Change Password – This prompts you to a screen to change your password



Figure 2. All Users – HCS Home Page – Menu screen.

3.3 Changing User ID and Password

Users must contact their HUD Manager in order to change User ID and Password

To reset the password, simply click the ‘**Change Password**’ button. After you are logged into the system, you can click the change password link at any time, to change your HCS password.

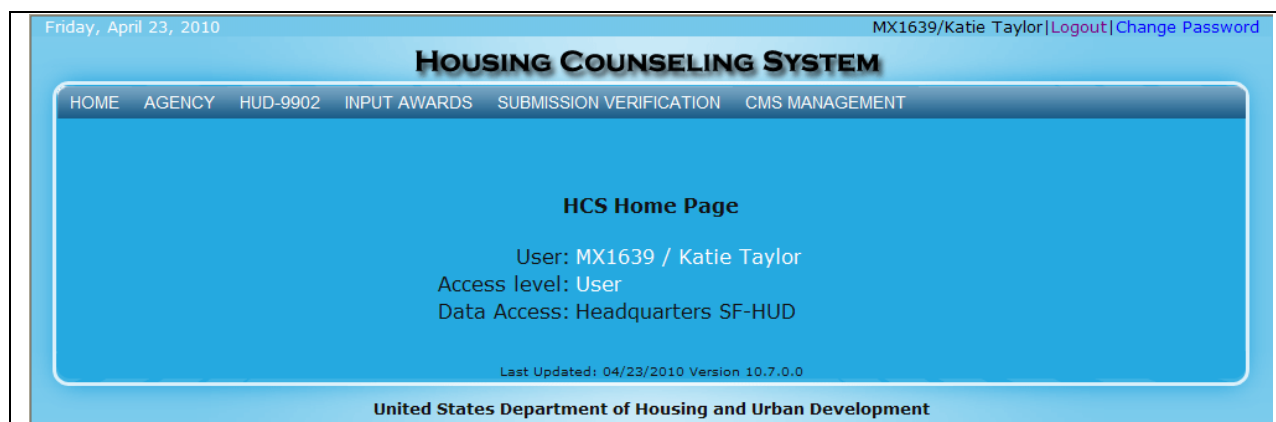


Figure 3. All Users – HCS Home Page – Agency User screen.

The system will load the change password screen.

Figure 4. All Users – HCS Home Page – Change Password screen.

- **Old Password:** Your existing password (i.e. the password that has expired or the default password that your Administrator assigned to you).
- **New Password:** A new password of your choice. Your password must be between 6 and 8 characters. Please ensure your password abides by the following rules: It must have at least one special character (@, #, \$, or %), and at least one lowercase letter; capital letter; and number. After you enter the system password, you will be prompted to change it to a unique password every 21 days. If you do not use the system after 90 days, your login will become inactive, and the Administrator will need to reset your login and password.

Retype New Password: Your new password of 6 to 8 characters; it must be the same password that you entered into the **New Password** field.

3.4 Exit System

To log out of the system Click the “Logout” hyperlink located in the top right corner.



Figure 5. All Users – HCS Home Page – Exit Menu.

This will log you out of the system and take you to the www.hud.gov web page.

4.0 USING THE SYSTEM ONLINE

4.0 USING THE SYSTEM ONLINE

This chapter contains a detailed description of all HCS system functions. The current HCS system design has five kinds of users. They are: Agency Users, HUD Reviewers, HUD GTRs, HUD Office Managers, and HUD Program Managers.

HCS provides HUD Housing Counseling Agency users the ability to:

- Submit HUD-9902 forms
- Submit Agency information
- View Verification of Submissions
- Validate agency information
- View sub-agencies' information

HUD Reviewers role allows HUD HCS users to conduct grant applications review with rights to:

- View assigned Grant Applications
- Score assigned Grant Applications
- View Reviewers Reports

The HUD GTR role within HCS provides the GTR with the ability to oversee the business process of the HUD-9902 submission process as well as the Grants Process. They have the access rights and capabilities of an Agency User as well as the capability to review the Grants Process. The GTR is responsible for entering HUD control data in their assigned agency's profiles. Within HCS, the HUD GTR has the ability to:

- Submit/Review HUD-9902 forms
- Submit/Review Agency information
- Enter the Grant Processing section of HCS to:
 - View Funding Allocations
 - Setup Grant Applications
 - Score Grant Applications
 - Calculate Recommended Awards
 - Input Awards and Sub-Allocations
 - View Reports
- View ARM Submission Information

The HUD Office Manager's role within HCS also provides the ability to oversee the business process of the HUD-9902 submissions and the Grants Process. In addition to the rights and capabilities of the HUD GTR, the Office Manager also has the capability to view User Information and perform some Management Functions. Within HCS, the HUD Office Manager has the ability to:

- Submit/Review HUD-9902 forms
- Submit/Review Agency information
- Enter the Grant Processing section of HCS to:
 - View Funding Allocations
 - Setup Grant Applications
 - Score Grant Applications
 - Calculate Recommended Awards
 - Input Awards and Sub-Allocations
 - View Reports
 - Export Grant information from HCS

- Manage some HCS User Information
- Perform some Management Functions

The HUD Program Manager's role has full access rights to the HCS System.

Within HCS, the HUD Program Manager has the ability to:

- Submit/Review HUD-9902 forms
- Submit/Review Agency information
- Enter the Grant Processing section of HCS to:
 - View Funding Allocations
 - Setup Grant Applications
 - Score Grant Applications
 - Calculate Recommended Awards
 - Input Awards and Sub-Allocations
 - View Reports
 - Export Grant information from HCS
- Manage all HCS User Information
- Perform all Management Functions

The sections below provide detailed instructions on how each of the five types of HCS users can perform system functions.

5.0 AGENCY USER

5.0 AGENCY USER

In the HCS system, an *Agency User* is someone who belongs to an agency participating in the Housing Counseling Program but not affiliated with the Federal government. These Agency Users can:

- View and Edit **Agency** Information
- Submit **HUD-9902** Forms
- View **Input Awards** (*Only available for Parent Agency Users*)
- View **Submission Verifications**
- Access **CMS Management**

Upon logging into the system as an *Agency User*, you will see the following screen:

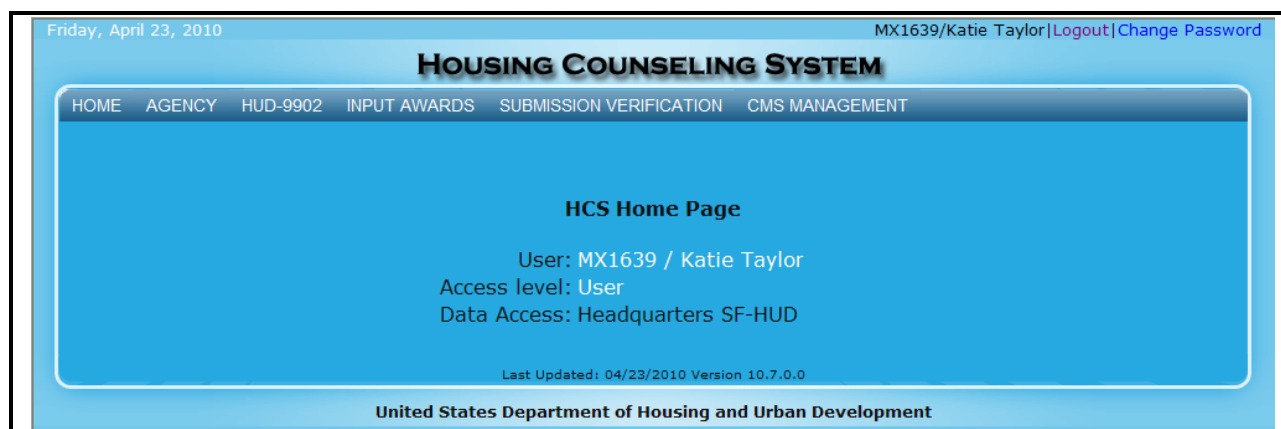


Figure 6. AU – HCS Home Page – Agency User screen.

If your agency has sub-agencies you will see a link to Input Awards.

The next sections explain how to use the functions while logged into the HCS System as an Agency User.

Note: Some Agency Users, who have sub-agencies under them, can search for, and edit all of the 9902 forms and agency profiles for their associated agencies. If you are an Agency User with other associated sub-agencies reporting to you, please see Section 5.2.1. for directions on how to search for and edit HUD-9902 forms and Agency Information (Agency Profiles).

5.1 Agency

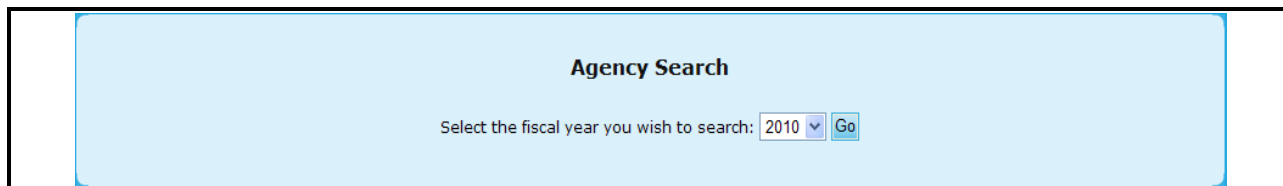
Agency Information is important contact and reference information that uniquely identifies your agency. In the HCS system, the agency information is stored in an *Agency Profile*. As an Agency User, you can enter and edit your own agency profile. Agency information is the foundation of the Housing Counseling System. To maintain the accuracy of HCS information, it is essential that the agency profile information is always accurate and updated.

5.1.1 Agency Search

Below are steps on how to enter and/or edit your agency information.

1. From the top navigation menu, click the **Agency** hyperlink. Your *Agency Summary* screen appears. You can also access this from the **Agency Search** sub-menu option.

2. Click the dropdown box to select the fiscal year you wish to search for, and click **Go** button.



Agency Search

Select the fiscal year you wish to search: 2010

Figure 7.A. AU – Agency: Agency Search

3. The *Agency Search for FY 20XX* screen appears. From here you will be able to perform a Basic Search, or perform an Advanced Search. To go to the Advanced Search click the **Go to advanced agency search hyperlink**.
4. On the *Agency Search* page, the following listed search criteria have multiple selection enabled controls. Users can Click the field to display choices and select multiple items, or select one field to search. You can also enter values with comma to delimit list of values.
 - a. Agency Information
 - b. HUD Office & GTR
 - c. Agency Location
 - d. Agency Type & Services
 - e. Agency Status & Validation
 - f. Grant & 9902 Information
5. Fill out the form and click the **Search** button. The *Agency List* screen appears.

Note: Contingent on your Agency, you will be able to access multiple Agencies, or only your own. A Parent Agency User will be able to access the information for their Agency and the Sub-Agencies associated with them. Once you have decided on Agency, click **Search** to retrieve your results.



Agency Search for FY 2010

Search for Agencies using criteria below. To select multiple values hold Ctrl or shift key while clicking on various values. You can also type list of values divided by comma.

*Agency ID

Agency Name

[Go to advanced agency search](#)

Figure 7.B. AU – Agency: Basic Agency Search for FY 20XX

Advanced Agency Search for FY 2010

[Back to simple agency search](#)

Search for Agencies using criteria below. To select multiple values hold Ctrl or shift key while clicking on various values. You can also type list of values divided by comma.

Where do you want to search? Assigned Area - results are editable; HUD Wide read only

Search by Agency Information

* Agency ID Agency Name

Sub-Agencies List of Parent Agency

Has Sub-Agencies

* CMS Submission

Search by HUD Office and GTR

* HUD Office

GTR Assigned GTR Name

Search by Agency Location

City * State * Zip Code

Search by Agency Type and Services

* Agency Type * Counseling Services Provided

Search by Agency Status and Validation

* Status Validated

Last Update Date Between and

Validated Date Validated Date Between and

| | | | |
|--------------------------|---|--------------------------------------|---|
| Active Status Expiration | Expiration within: <input type="text"/> days after today's date | Active Status Expired or Will Expire | Between <input type="text"/> and <input type="text"/> |
|--------------------------|---|--------------------------------------|---|

Previous dates shows agencies that already expired; future dates shows agencies about to expire.

Search by Agency Grant and 9902 Information

| | | |
|--|--|---|
| Submitted 9902 <input type="text"/> | * You must select 9902 report period when you selected "Yes" or "No" from submitted 9902 | Delinquent in Federal Debt <input type="text"/> |
| HUD 9902 Report Period <input type="text"/> | | Applied for Grant <input type="text"/> |
| Individual 9902 Submission Required <input type="text"/> | | Grant Funded Last Year <input type="text"/> |

* Grant Type

* You must select "Grant Funded Last Year" when you selected "Grant Type"

Figure 7.C. AU – Agency: Agency Search for FY 20XX

Note: Provided below is an example of an Agency List Search result.



Figure 8. AU – Agency: Agency List

6. If you want to export the agency list to an Excel spreadsheet, Click the **Agency Spreadsheet** button. The *File Download* dialog box appears.
7. Select to either **Open** or **Save** the file and then return to Agency List screen.

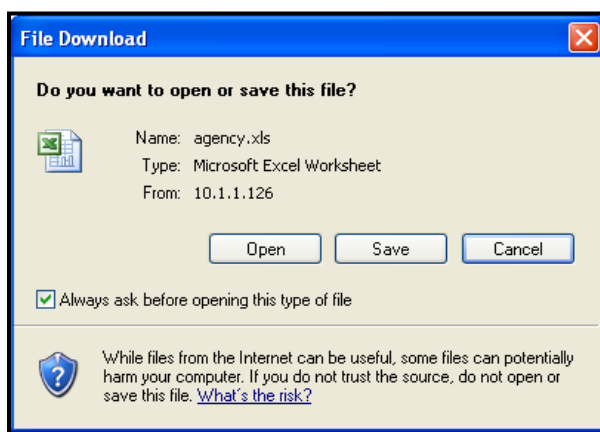


Figure 9. AU – Agency: Agency List File Download Dialog Box.

To view more information about or to update data of an agency listed in the *Agency List* page, click the agency's name hyperlink in the **Agency Name** column. The *Agency Summary* screen for that agency appears.

8. From the *Agency Summary* screen, you have six tabs to choose from to view more detailed information regarding that specific agency. You can view information on:
 - a. Agency Summary
 - b. Agency Information
 - c. Personnel
 - d. Contact Information
 - e. HUD Affiliation
 - f. Counselor/Client

Note: You will be able to edit some information found in these tabs; however the edit function is not available in all fields.

| Agency Summary | Agency Information | Personnel | Contact Information | HUD Affiliation | Counselor/Client | | | | | | | | | | | | | | | | |
|---|-----------------------|-----------|---|-----------------|------------------|-------------------|-----------------------|------------|-------------------|-----------|-------------------|-----------------------|--------------------|-----------|---|-------------|-----|-----------|-------------------|-------------|-----|
| ATLANTA URBAN LEAGUE, INC | | | | | | | | | | | | | | | | | | | | | |
| Acknowledgment Agency ID: 80249 Agency Type: LHCA Parent Name: NATIONAL URBAN LEAGUE Parent ID: 81639 Parent Type: National Intermediary Agency Services Begin: 10/29/2004 CMS: HCS | | | Performance Review Fiscal Year: 2010 Status: Approved Next Schedule Review NLT Date: 01/12/2012 | | | | | | | | | | | | | | | | | | |
| Data Input and Validation Last Data Input By: H15584 Last Data Input Date: 01/25/2010 Last Validated By: MX0249 Last Validated Date: 01/14/2010 Next Validation NLT Date: (04/14/2010) | | | HUD-9902 Submission Summary for Last FY <table border="1"> <thead> <tr> <th>Quarter 4</th> <th>submission status</th> </tr> </thead> <tbody> <tr> <td>10/28/2009</td> <td>✓</td> </tr> </tbody> </table> | | | Quarter 4 | submission status | 10/28/2009 | ✓ | | | | | | | | | | | | |
| Quarter 4 | submission status | | | | | | | | | | | | | | | | | | | | |
| 10/28/2009 | ✓ | | | | | | | | | | | | | | | | | | | | |
| Essential Contacts HUD Agency Contact: ✓ HUD POC Phone: ✓ HUD POC Email: ✓ GTR Assigned: ✓ | | | HUD-9902 Submission Summary for Current FY <table border="1"> <thead> <tr> <th>Quarter 1</th> <th>submission status</th> </tr> </thead> <tbody> <tr> <td>01/26/2010</td> <td>✓</td> </tr> <tr> <td>Quarter 2</td> <td>submission status</td> </tr> <tr> <td>05/03/2010</td> <td>LATE</td> </tr> <tr> <td>Quarter 3</td> <td>submission status</td> </tr> <tr> <td>access 9902</td> <td>N/A</td> </tr> <tr> <td>Quarter 4</td> <td>submission status</td> </tr> <tr> <td>access 9902</td> <td>N/A</td> </tr> </tbody> </table> | | | Quarter 1 | submission status | 01/26/2010 | ✓ | Quarter 2 | submission status | 05/03/2010 | LATE | Quarter 3 | submission status | access 9902 | N/A | Quarter 4 | submission status | access 9902 | N/A |
| Quarter 1 | submission status | | | | | | | | | | | | | | | | | | | | |
| 01/26/2010 | ✓ | | | | | | | | | | | | | | | | | | | | |
| Quarter 2 | submission status | | | | | | | | | | | | | | | | | | | | |
| 05/03/2010 | LATE | | | | | | | | | | | | | | | | | | | | |
| Quarter 3 | submission status | | | | | | | | | | | | | | | | | | | | |
| access 9902 | N/A | | | | | | | | | | | | | | | | | | | | |
| Quarter 4 | submission status | | | | | | | | | | | | | | | | | | | | |
| access 9902 | N/A | | | | | | | | | | | | | | | | | | | | |
| Clients & Counselors <table border="1"> <thead> <tr> <th></th> <th>Counselors</th> <th>Clients</th> </tr> </thead> <tbody> <tr> <td>Projected for FY:</td> <td>0</td> <td>0</td> </tr> <tr> <td>Declared in 9902:</td> <td>0</td> <td>0</td> </tr> <tr> <td>Reported :</td> <td>0</td> <td>0</td> </tr> </tbody> </table> | | | | Counselors | Clients | Projected for FY: | 0 | 0 | Declared in 9902: | 0 | 0 | Reported : | 0 | 0 | HUD Grant Award - No funds requested for this FY | | | | | | |
| | Counselors | Clients | | | | | | | | | | | | | | | | | | | |
| Projected for FY: | 0 | 0 | | | | | | | | | | | | | | | | | | | |
| Declared in 9902: | 0 | 0 | | | | | | | | | | | | | | | | | | | |
| Reported : | 0 | 0 | | | | | | | | | | | | | | | | | | | |
| Public Access Selection HUD Web Site: ✓ HUD IVR: ✓ | | | (Sub-)Allocation for Current FY <table border="1"> <thead> <tr> <th>Grant Type</th> <th>Current Grant Funding</th> </tr> </thead> <tbody> <tr> <td>COMP</td> <td>\$29,527.86</td> </tr> <tr> <td>LDRC</td> <td>\$4,166.66</td> </tr> <tr> <td>Total Funding:</td> <td>\$33,694.52</td> </tr> </tbody> </table> | | | Grant Type | Current Grant Funding | COMP | \$29,527.86 | LDRC | \$4,166.66 | Total Funding: | \$33,694.52 | | | | | | | | |
| Grant Type | Current Grant Funding | | | | | | | | | | | | | | | | | | | | |
| COMP | \$29,527.86 | | | | | | | | | | | | | | | | | | | | |
| LDRC | \$4,166.66 | | | | | | | | | | | | | | | | | | | | |
| Total Funding: | \$33,694.52 | | | | | | | | | | | | | | | | | | | | |
| Public Services Information Agency Address: ✓ Agency Web Site: ✓ Agency Email: ✓ IVR Posting: ✓ Web List Posting: ✓ Counseling Services: ✓ Languages: ✓ | | | | | | | | | | | | | | | | | | | | | |

Figure 10.A. AU – Agency: Agency Summary

9. Under the **Agency Information** you are able to alter the following:
- Click an agency designation in the **Agency Designations** field. Your choices include: **Faith Based, Colonias, and Migrant Worker**.
 - If your agency is delinquent in federal debt, click **Yes** in the **Delinquent in Federal Debt?** field.
 - Enter your federal tax ID number in the **Federal Tax ID Number (TIN)** field.
 - Enter your agency's Dun & Bradstreet number (DUNS) number in the **DUNS Number** field.
 - In the **Additional Languages Provided**, please select which other languages your agency supports.

Note: The following information in 10 – 12 reflects your agency office information and will be used to post on the HUD web site for the public to reference. Therefore, do not enter private information you do not want the public to know.

| Agency Summary | Agency Information | Personnel | Contact Information | HUD Affiliation | Counselor/Client |
|--|-------------------------------------|--|---|--|------------------|
| Agency ID: 80249 | | Last Validated on 01/14/2010 (Next Validation Required by 04/14/2010) | | <input type="checkbox"/> Validated? | |
| Agency Name: ATLANTA URBAN LEAGUE, INC. | | | | | |
| Agency Designations | | | | | |
| <input type="checkbox"/> Faith Base | | <input type="checkbox"/> Colonias | | <input type="checkbox"/> Migrant Workers | |
| Number of Counselors: 0 | | | Number of Projected Clients: 0 | | |
| Housing Counseling Services Provided as of: | | | | | |
| 10/29/2004 | | | | | |
| Delinquent in Federal Debt? <input type="checkbox"/> Yes | | | DUNS Number: | | |
| Federal Tax ID Number (TIN): | | | 010115293 | | |
| 58 - 0593386 * | | | For information about obtaining a DUNS number, please refer to http://smallbusiness.dnb.com or call 866-705-5711 | | |
| Education/Group Sessions | | | | | |
| Session Title | | Session Date | | Attendees | |
| Additional Languages Provided: | | | | | |
| <input type="checkbox"/> Arabic | <input type="checkbox"/> French | <input type="checkbox"/> Portuguese | <input checked="" type="checkbox"/> English | <input type="checkbox"/> Hmong | |
| <input type="checkbox"/> Cambodian | <input type="checkbox"/> Hindi | <input type="checkbox"/> Russian | <input type="checkbox"/> Spanish | <input type="checkbox"/> Creole | |
| <input type="checkbox"/> Cantonese | <input type="checkbox"/> Indonesian | <input type="checkbox"/> Swahili | <input type="checkbox"/> Farsi | <input type="checkbox"/> Others | |
| <input type="checkbox"/> Chinese Mandarin | <input type="checkbox"/> Korean | <input type="checkbox"/> Turkish | <input type="checkbox"/> Ukrainian | | |
| <input type="checkbox"/> Czech | <input type="checkbox"/> Polish | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> ASL | | |
| OK | | Cancel | | Sub-Agency(s) | |

Figure 10.B. AU – Agency: Agency Information

10. Under the **Personnel** tab, you will need to input/alter the following information:
 - a. Enter your **Agency Manager**, which will include their Business Title, Full Name, and Cell Phone Number.
 - b. Enter your **Agency Senior Executive**, which will include their Business Title, Full Name, and Cell Phone Number.
 - c. Enter your **Agency Contact for HUD Use**, which will include their Business Title, Full Name, Cell Phone Number, and Email address.

| Agency Summary | Agency Information | Personnel | Contact Information | HUD Affiliation | Counselor/Client |
|--|--------------------|---|---------------------|-------------------------------------|------------------|
| Agency ID: 80249 | | Last Validated on 01/14/2010 (Next Validation Required by 04/14/2010) | | <input type="checkbox"/> Validated? | |
| Agency Name: ATLANTA URBAN LEAGUE, INC. | | | | | |
| Agency Manager: | | | | | |
| Salutation: --select-- | | Business Title: HUD Contact | | | |
| Sharon * (First Name) | | J (Middle Init) | Kelly * (Last Name) | | |
| Agency Manager's Cell Phone Number: | | | | | |
| 404 - 217 | | 9983 | | | |
| Agency Senior Executive: | | | | | |
| Salutation: Ms | | Business Title: HUD Contact | | | |
| First Name: Nancy Flake Johnson | | Last Name: Pres-CEO | | | |
| Agency Senior Executive Phone: | | | | | |
| 404 - 659 | | 1150 6575 | | | |
| Agency Contact for HUD Use | | | | | |
| Salutation: --select-- | | Business Title: HUD Contact | | | |
| First Name: Sharon | | Last Name: Kelly | | | |
| Agency POC Phone: | | | | | |
| 404 - 659 | | 1150 6578 | | | |
| Agency POC Email: | | | | | |
| skelly@atlul.org | | | | | |
| OK | | Cancel | | Sub-Agency(s) | |

Figure 10.C. AU – Agency: Personnel

11. Under the **Contact Information** you will need to input/alter the following:
- Enter your agency's physical location address (including city and zip code) in the **Address, City, and Zip** fields. Do not enter your mailing address if different.
 - Enter your agency's phone number, fax, and e-mail address in the **Phone, Fax, and Email** fields.
 - Enter your agency's Web site address in the **Web URL** field.
 - If your agency has a toll free phone number, enter it in the **Toll Free Phone** field.

Agency Summary | Agency Information | Personnel | **Contact Information** | HUD Affiliation | Counselor/Client

Agency ID: 80249 Validated?
 Last Validated on 01/14/2010 (Next Validation Required by 04/14/2010)

Agency Name: ATLANTA URBAN LEAGUE, INC.

Physical address:

100 Edgewood Ave NE Ste 600
 City: Atlanta
 State: Georgia
 Zip: 30303-3066

Please check the box if agency mailing address is the same of agency physical address

Mailing address:

100 Edgewood Ave NE Ste 600
 City: Atlanta
 State: Georgia
 Zip: 30303-3066

Agency Contact:

Phone: 404 - 659 1150 6578 **Fax:** 404 - 659 5771

Toll Free Phone: -

Email: skelly@atlul.org **Web URL:** http://www.atlul.org

OK Cancel Sub-Agency(s)

Figure 10.D. AU – Agency: Contact Information

12. Under the **HUD Affiliation** the following information is all edited by your assigned GTR:
- In the **Types of Counseling Services** box, notify your HUD contact to enter all of the types of counseling services that your agency offers.
 - Scroll down to view the next section of the form.
 - In the **Zip Code Affiliations** box, the default zip code associated with your agency is listed. **Note:** To add additional zip code affiliations serviced by your agency, please request through your GTR.
 - In the **State Affiliation** area, your agency's default state affiliation is listed. **Note:** To add additional state affiliations serviced by your agency, please request through your GTR.
 - If you want to validate the information entered in this form, click the **Validated?** Box found in the upper right corner of this screen. Below this box, it lists when this form was last validated, and the date it must be validated by in the future. Validation must be conducted within the timeframe stated on the profile page.
 - Public Display Options** is another option that is edited through your HUD Office GTR.

The screenshot shows the HUD Affiliation tab for Agency ID 80249. The agency name is ATLANTA URBAN LEAGUE, INC. The status is Approved, valid from 01/12/2010 to 01/12/2012. The type of agency is LHCA, a temporary affiliate of parent organization S1639. The HUD Office GTR is Conni Perteet, and the HUD Office assigned is Atlanta (HOC). The GTR's phone number is 404-331-5001-2346. Under Types of Counseling Services, several options are checked: DFC, HEP, PC, PRL, DRC, HIR, MOI, PPC, and RC. The default zip code affiliation is 30303 and the default state affiliation is Georgia. Public display options are all checked, including allowing for public access through zip code and state affiliations. Buttons for OK, Cancel, and Sub-Agency(s) are at the bottom.

Figure 10.E. AU – Agency: Agency HUD Affiliation.

13. Under the **Counselor/Client** tab, you will be prompted to a list of counselors that are under each specific agency. From this tab, you can also perform a **Counselor search**, **Add Counselor**, and perform a **Client search**.
14. Provided below is the screen that you will be prompted to for Counselor Search. This is further explained in Section 5.2.2.

The screenshot shows the Counselor/Client tab for Agency ID 80249. The agency name is GREENPATH INC. The screen displays: "The agency 'GREENPATH INC.' has 2 counselors and provides housing counseling services for over 0 clients." Below this, there are three hyperlinks: Counselor search, Add Counselor, and Client search.

Figure 10.F. AU – Agency: Agency Counselor/Client.

15. To add a new counselor, click the **Add Counselor** hyperlink, and you will be prompted to a form which needs to be completed prior to officially adding that counselor. An example of this is provided below. Once you have completed the necessary fields, click **Add New** to save this counselor, or **Clear**, to erase previously input data.

Counselor Panel

Counselor Search Add Counselor Training Search

Add A New Counselor

* required field

Agency ID*:

Counselor First Name*:

Counselor Middle Initial:

Counselor Last Name*:

Employment Start Date*:

Add New Clear

Figure 10.G. AU – Agency: Agency Add Counselor.

16. To perform a Counselor Training Search, click the **Training Search** hyperlink, and you will be prompted to a search which will allow you to narrow down your results. An example of this is provided below. Once you have completed your criteria, click **Search** to retrieve results, or **Clear** to erase previously input data.

Counselor Panel

Counselor Search Add Counselor Training Search

Counselor Training Search

Fiscal Year:

Last Name:

First Name:

CMS Counselor ID:

Agency ID:

HUD Office:

State:

Parent Agency ID:

Last Training Date as of:

HECM Certified:

Search Clear

Figure 10.H.1. AU – Agency: Agency Training Search.

17. By clicking the hyperlink under the name, you will be prompted to the Counselor Profile.

Counselor Panel

Counselor Search Add Counselor Training Search

Total 3 training records in fiscal year 2010 Print The List Excel Format

| Last Name | First Name | CMS Counselor ID | Agency ID | HOC | Last Training Certified |
|-----------|------------|------------------|-----------|--------------------|-------------------------|
| Cases | Unassigned | 2 | 80640 | Santa Ana (HOC) | 11/01/2009 |
| Joa | Ramon | 8888888888 | 80439 | Philadelphia (HOC) | 07/10/1988 |
| last | COMS admin | 1 | 80002 | Atlanta (HOC) | 05/01/2009 |

SEARCH AGAIN

Figure 10.H.2. AU – Agency: Training Search Results.

18. If you desire to update this profile, edit the information you desire and click **Update info** to save those changes, or **Clear** to remove that information.

Counselor Profile

* required field

First Name*:

Middle Init:

Last Name*:

CMS Counselor ID: 122

Agency ID: 80727

Agency Name: CONSUMER CREDIT COUNSELING SERVICE

Agency Type: LHCA

Last Training Date: 01/01/2010

Employment Start Date*:

Employment End Date:

HECM Certified: No

Counselor Training Info

| Training Title: | Training Date: | Training Organization: | Other Training Organization: | Training Sponsor: |
|------------------------|----------------|------------------------|------------------------------|-------------------|
| New Counselor Training | 01/01/2010 | Other | CCCS of LSS in SD | N/A |

Figure 10.H.3. AU – Agency: Agency Counselor/Client – Training Search – Counselor Profile.

19. If you want to associate sub-agencies with your agency, click **Sub-Agency(s)**. The *Select Sub-Offices for (Agency Name)* screen appears.
20. In the **Available** column, select the sub-agencies you would like to assign to your agency. Press **Shift** and click the mouse to select multiple offices in a row, or press **Ctrl** and click the mouse to select more than one individual office at a time.
21. Click Assign Agency(s) to move your selected sub-agencies to the **Assigned** box. Or, to remove sub-agencies from the **Assigned** box, click Remove Agency(s) to move the sub-agencies back to the **Available** box.

Figure 10.I.1. AU – Agency: Select Sub-Offices

22. To cancel these sub-agencies, click **Cancel**. To save these changes to the sub-agencies, click **Submit** and a confirmation message appears (see below); then click **Close**.

Figure 10.I.2. AU – Agency: Sub-Agencies Updated Confirmation Message

23. If you are finished viewing/editing/entering your agency profile, click **OK**. If you do not want to save your changes, click **Cancel**.

You have now finished viewing/editing/entering your agency profile.

5.1.1.1 Agency Status

APPROVED – LHCA & Intermediaries

Agencies that applied and was approved to participate in HUD’s SF Housing Counseling program and have a HUD-Approved certificate are the only agencies to have the Approved status.

PARTICIPATING – SHFA & Sub-Agencies

An agency that is participating in HUD’s SF Housing Counseling program on behalf of their relationship with an Approved organization has Participating status. SHFA are approved by their State and HUD recognizes them and allows SHFA to participate in HUD’s program as a courtesy.

Sub-agencies belonging to a HUD-Approved agency (LHCA & Intermediary) are participants in the program so long as their parent organization remains Approved.

CONDITIONAL – All Agencies

Agencies maintain a Conditional status for a limited time until they satisfy a condition to be Approved or Participating. The most applied situation is from the results of a recent BPR that an agency must make corrections to deficiencies discovered during their Review. If an agency does not attain an Approved or Participating status at the end of the Conditional period, HCS converts their status to the appropriate Terminated status.

INACTIVE – All Agencies

Agencies that are no longer participating in the program but require access to HCS to complete their 9902 reports or update their records have the Inactive Status. The agency's contact and counseling information is not made publicly available through any of HUD's systems or programs to reflect their non-participatory status with the SF Housing Counseling Program. The agency's profile is dormant until their last action is complete.

TERMINATED (DISAPPROVED) – LHCA & Intermediaries

An Approved agency that drops out of the program and no longer participates in the program is terminated. Access to HCS is denied and their profiles are dormant.

TERMINATED (NON-PARTICIPATING) – SHFA & Sub-Agencies

Any SHFA that drops out of the program and no longer participating in the program is terminated. All sub-agencies of a Terminated (Disapproved) agency are terminated from the program. Access to HCS is denied and their profiles are dormant.

STATUS DURATIONS

Agency's status can be changed any time depending upon their situation. Generally, however, the system recognizes the following durations for each status.

APPROVED

LHCA = 2 Calendar Years. LHCA will renew their 2 year Approval status on the date of their renewal.

INTERMEDIARIES = Fiscal Year (FY). Generally Intermediaries operate under a HUD Grant. Their approval is therefore based on the fiscal year, to better track their duration under the grant.

PARTICIPATING

SHFA = opened. SHFA do not have a preset termination date so their Participating status remains open indefinitely. The system does allow fix 2, 3, or 5 years settings if desired or an ending date can be manually entered.

Sub-Agencies' durations are the same as that of their Parent Agency. Sub-Agencies maintain the same status and duration as that of their parent agency's status. Individual sub-agency statuses can be down-graded if their circumstance warrants it. Their statuses however cannot be extended beyond that of their parent's status. Keep in mind that LHCA that are temporary affiliate to Intermediary maintains their Approval status independently regardless of the Intermediary's status change.

CONDITIONAL

Settings = 15, 30, 45, 60, 90, & 120 days. Conditional is a temporary reprieve to maintain their Approved or Participating status until their condition is corrected. If the conditions required to be

Approved or Participating are not satisfied, the status changes at the end of their end date to Terminated.

INACTIVE

Settings = 15, 30, 45, 60, 90, & 120 days. Inactive is a temporary status to allow an agency to access HCS to complete unfinished records or make data entry in their files. Another reason for an agency to be inactive is that their counselors left the agency and agency becomes Inactive until they hire replacement counselors. At the end of the status period, the status changes automatically to Terminated unless a HUD user manually upgrades their status.

TERMINATED (Disapproved & Nonparticipating)

Setting is open until a HUD responsible person manually changes the status.

STATUS CHANGES

AUTOMATIC STATUS CHANGES

Unless a HUD user manually changes the status, HCS will make the following changes to ensure no agencies remains in a non-terminated status indefinitely.

Approved end date changes the status to Conditional for 30-days. This allows HUD users time to make adjustments to correctly update the agency status.

Participating status for SHFA that exceeds the end date converts to Conditional for 30-days for the same reason as above.

Conditional end date converts the status to Terminated. During conditional status the HUD user had enough time to update the agency's status if warranted. Ignoring the Conditional status implies the condition was not satisfied and the agency should be terminated from the program.

Inactive end date converts the status to Terminated. The system assumes that the agency is not coming back to the program and terminates their participation. If the agency is to be re-activated, a HUD user manually changes the agency's status.

Sub-Agencies are connected to their parent agency's status. This relieves the HUD user from resetting individual agencies. Individual sub-agencies can always be downgraded when warranted.

5.1.2 Counselor Information

1. From the upper navigation menu, scroll over the **Agency** hyperlink, and select the **Counselor Information** button.
2. Once you have completed your criteria, click **Search** to retrieve results, or **Clear** to erase previously input data.

Counselor Search
Add Counselor
Training Search

Counselor Search

Fiscal Year:

Counselor First Name:

Counselor Last Name:

CMS Counselor ID:

Agency ID :

HECM Certified:

Position:

HUD Office:

State:

Parent Agency ID:

Client First Name:

Client Last Name:

Client Case Number:

Client HECM Certificate Number:

Figure 11.A. AU – Agency: Agency Counselor Search

- Once you have retrieved your search results, you are able to access counselor information by clicking the hyperlink found under the Last Name column.

Total 49 records in fiscal year 2010

| Last Name | First Name | CMS Counselor ID | Agency ID | HOC | Last Training Certified |
|---------------------------------|------------|------------------|-----------|--------------------|-------------------------|
| Alvarez | Deidre | | 84605 | Denver (HOC) | |
| Bond | Rosalind | | 81898 | Atlanta (HOC) | |
| Bond | Rosalind | | 81898 | Atlanta (HOC) | |
| Bond | Rosalind | | 81898 | Atlanta (HOC) | |
| Brian | Susan | | 84605 | Denver (HOC) | |
| Brian | Susan | | 84605 | Denver (HOC) | |
| Brian | Susan | | 84605 | Denver (HOC) | |
| Brian | Susan | | 84605 | Denver (HOC) | |
| Brian | Susan | | 84605 | Denver (HOC) | |
| Brian | Susan | | 84605 | Denver (HOC) | |
| Brown | Linda | | 81147 | Philadelphia (HOC) | |
| Brown | Linda | | 81147 | Philadelphia (HOC) | |
| Brown | Linda | | 81147 | Philadelphia (HOC) | |
| Brown | Linda | | 81147 | Philadelphia (HOC) | |
| Da vis | Wanda | | 80057 | Atlanta (HOC) | |
| Da vis | Wanda | | 80057 | Atlanta (HOC) | |
| Da vis | Wanda | | 80057 | Atlanta (HOC) | |
| Dailey | Kayevonne | | 81982 | Atlanta (HOC) | |
| David | Beverly | | 83057 | Atlanta (HOC) | |
| David | Beverly | | 83057 | Atlanta (HOC) | |
| David | Beverly | | 83057 | Atlanta (HOC) | |
| Doss | Theresa | | 84616 | Denver (HOC) | |
| Ezzell | Lynne | | 80373 | Philadelphia (HOC) | |
| Frazier-Merritt | Louisa | | 80373 | Philadelphia (HOC) | |
| Ganzenmuller | Diana | | 80373 | Philadelphia (HOC) | |
| Ganzenmuller | Diana | | 80373 | Philadelphia (HOC) | |
| Harris | Kenetria | | 83057 | Atlanta (HOC) | |
| Harris | Kenitria | | 83057 | Atlanta (HOC) | |

Figure 11.B. AU – Agency: Agency Counselor Results

4. Once you have selected the Counselor you would like to access, you are able to edit the information provided below. Once you have edited your desired information click **Update info** to save changes, or **Clear**, to delete information.
 - a. First Name
 - b. Middle Initial
 - c. Last Name
 - d. Employee Start Date
 - e. Employee End Date

Counselor Profile

* required field

First Name*: Hassan

Middle Init:

Last Name*: Abdillahi

CMS Counselor ID:

Agency ID: 84790

Agency Name: TWIN CITIES HABITAT FOR HUMANITY

Agency Type: LHCA

Last Training Date:

Employment Start Date*: 02/04/2008

Employment End Date:

HECM Certified: No

Counselor Training Info

| Training Title: | Training Date: | Training Organization: | Other Training Organization: | Training Sponsor: |
|-----------------|----------------|------------------------|------------------------------|-------------------|
|-----------------|----------------|------------------------|------------------------------|-------------------|

Figure 11.C. AU – Agency: Agency Counselor/Client Counselor Profile

5.1.3 Client Information

1. From the upper navigation menu, scroll over the **Agency** hyperlink, and select the **Client Information** button.
2. Enter the criteria you would like to specify for your search, and once you have done so, click **Search** to retrieve those results, or **Clear** to erase the data you had input.

Note: You will only retrieve results if there are clients associated with your Agency.

Client Search

Client Search

** To select multiple values at once hold the Ctrl or Shift key while clicking on various items

Fiscal Year:

| Client info | |
|--|---|
| Case Number: | <input type="text"/> |
| Client ID: | <input type="text"/> |
| Client First Name: | <input type="text"/> |
| Client Last Name: | <input type="text"/> |
| **State: | <div style="border: 1px solid #ccc; padding: 2px;"> Alaska Alabama Arkansas </div> |
| Counselor Info | |
| CMS Counselor ID : | <input type="text"/> |
| Counselor First Name: | <input type="text"/> |
| Counselor Last Name: | <input type="text"/> |
| Case Completed: | <input type="text" value=""/> |
| Agency Info | |
| Agency ID: | <input type="text"/> |
| HOC Info | |
| HOC Info | <input type="text"/> |
| HOC Info | |
| **HUD Funded: | <div style="border: 1px solid #ccc; padding: 2px;"> Down Payment Assistance Home Ownership Voucher Not Applicable </div> |
| 9902 Info | |
| Ethnicity: | <input type="text" value=""/> |
| Race: | <input type="text" value=""/> |
| **Income Group: | <div style="border: 1px solid #ccc; padding: 2px;"> a. < 50% of Area Median Income (AMI) b. 50 - 79% of AMI c. 80 - 100% of AMI </div> |
| **Workshop/Seminar: | <div style="border: 1px solid #ccc; padding: 2px;"> a. Pre-Purchase Homebuyer Education b. Financial Literacy c. Resolve or Prevent Mortgage Delinquency </div> |
| Service category: | <input type="text" value=""/> |
| Service Outcome: | <input type="text" value=""/> |
| HECM Info | |
| HECM Certified: | <input type="text" value=""/> |
| Client HECM Certificate Number: | <input type="text"/> |
| <input type="button" value="Search"/> <input type="button" value="Clear"/> | |

Figure 12.A. AU – Agency: Client Information – Search

3. Provided below is an example of the search results retrieved while performing a counselor search.
4. To view further information on a counselor, click the hyperlink found in the Last Name column. By clicking the hyperlink under the name, you will be prompted to the Counselor Profile.

Counselor Panel

Counselor Search Add Counselor Training Search

Total 2 records in fiscal year 2009 Print The List Excel Format

| Last Name | First Name | CMS Counselor ID | Agency ID | HOC | Last Training Certified |
|-----------|------------|------------------|-----------|--------------------|-------------------------|
| Curry | Ashley | 12345678 | 80000 | Philadelphia (HOC) | |
| Waxer | David | 12345679 | 80000 | Philadelphia (HOC) | |

Figure 12.B. AU – Agency: Counselor Search

5. If you desire to update this profile, edit the information you desire and click **Update Profile** to save those changes, or **Clear** to remove that information.

Counselor Search Add Counselor Training Search Counselor Profile

Counselor Profile

* required field

First Name*: Hassan

Middle Init:

Last Name*: Abdillahi

CMS Counselor ID:

Agency ID: 84790

Agency Name: TWIN CITIES HABITAT FOR HUMANITY

Agency Type: LHCA

Last Training Date:

Employment Start Date*: 02/04/2008

Employment End Date:

HECM Certified: No

Update info Clear

Counselor Training Info

| Training Title: | Training Date: | Training Organization: | Other Training Organization: | Training Sponsor: |
|-----------------|----------------|------------------------|------------------------------|-------------------|
| | | | | |

Figure 12.C. AU Agency: Agency Counselor Information Profile

5.2 HUD-9902

All agencies, except Branch-LHCA, are required to submit quarterly reports accumulating client data to the final annual report each fiscal year. Any agency with an active status of Approved, Participating, or Conditional, must submit a report covering the period of their active status. Agencies that did not receive a HUD grant will automatically have HUD Client column set to zero. Agencies awarded a HUD grant will provide their total budget to allow the 9902 report to automatically calculate the HUD client numbers based on their budget/grant ratio. This calculation makes an assumption and may not reflect actual numbers. Agencies will input their actual figures in their logic model. HUD will compare the 9902 and logic values for analysis.

The HUD-9902 Processing feature provides two sections. The Tracking section is used by both agency and HUD users to monitor the submission process of agencies submitting their required reports. The

Analysis section is being enhanced and will allow analysis of the data submitted to assist in the performance of the program. Review of an agency's report can be accessed from either section.

This HUD Fiscal Year Activity Report enables a HUD-approved housing counseling agency to report electronically all of its housing counseling activities and results for each quarter of a fiscal year. As an Agency User, you can complete (and edit) your agency's HUD-9902 form. Follow the steps below to complete the HUD-9902 form for your agency.

5.2.1 HUD-9902 Form

1. From the upper navigation menu, click the **HUD-9902 Processing** hyperlink. The *9902 Data Reporting Status Inquiry* screen appears.
2. Select the appropriate **Reporting Period** and **Fiscal Year**, then click **Continue**.

Figure 13. AU – HUD-9902: 9902 Data Reporting Status Inquiry screen.

3. This will prompt you to a search engine with various criteria to manipulate.
 - a. Agency ID – Allows you to extract information based on a particular Agency's ID number
 - b. GTR Name – Allows a search to be performed based off of a particular Government Technical Officer
 - c. Agency Type – Allows a search to be made on an individual or multiple agency types
 - d. Grant Awardees – This enables you to narrow down your results based on whether an agency was awarded a grant
 - e. Have Reported Individual 9902 – This enables you to narrow down your results based on whether a particular Agency has individually reported their 9902
 - f. Reported on Time – Along the lines of the 9902, this helps in determining if it was reported on time
 - g. Reported Data are Validated – Allows a search to be made on whether or not reported data has been validated
 - h. CMS – Allows you to perform a search based on various Client Management Systems
4. Once you have selected the criteria for your search, you will click the **Submit Inquiry** button to review your results. As an Agency User, you will only be able to view the HUD-9902 of your Agency.

| | | |
|---|---|--|
| Inquiry Scope | All inquiries are confined to the agencies under your jurisdiction. | |
| Agency ID | <input type="text"/> | |
| GTR Name | <input type="text"/> | |
| Agency Type | <input type="text"/> This field allows multiple value entry. Click on the field to display choices and select item or enter a comma delimited list of values. | |
| Grant Awardees | <input type="text"/> | |
| Have Reported Individual 9902 | Yes <input type="text"/> | |
| Reported On Time | <input type="text"/> | |
| Reported Data Are Validated | <input type="text"/> | |
| CMS | <input type="text"/> This field allows multiple value entry. Click on the field to display choices and select item or enter a comma delimited list of values. | |
| <input type="button" value="SUBMIT INQUIRY"/> | | |

Figure 14. AU – HUD-9902: 9902 Data Reporting Status Inquiry Search screen.

- Once you click **Submit Inquiry**, your search result will appear. From here you can Click the Agency Name to retrieve Agency Information as previously discussed in Section 5.2, or the 9902 icon under Details, which will prompt you to the HUD-9902 form.

| 38 agency(s) have Reported for Quarter 4 of Fiscal Year 2009 | | | | | | |
|---|---|-------------|---|-----------------------------------|-------------|-------------------------------------|
| Inquiry Criteria: <ul style="list-style-type: none"> • Reporting Period: Quarter 4 • Fiscal Year: 2009 • Have Reported 9902: Yes | | | | | | |
| Agency ID | Agency Name | Agency Type | Agency Address | Contact | Data Source | Details |
| 80249 | ATLANTA URBAN LEAGUE, INC. | LHCA | 100 Edgewood Ave NE Ste 600 Atlanta, GA 30303-3066 | 404-659-1150-6578 404-659-5771 | HCS | <input type="button" value="9902"/> |
| 80196 | BIRMINGHAM URBAN LEAGUE, INC. | LHCA | 1229 3rd Avenue North PO Box 11269 Birmingham, AL 35203 | 205-326-0162 205-521-6951 | HCS | <input type="button" value="9902"/> |
| 80373 | BUFFALO URBAN LEAGUE, INC. | Sub Grantee | 15 East Genesee St Buffalo, NY 14203-1405 | 716-854-7625 716-854-8960 | HCS | <input type="button" value="9902"/> |
| 80103 | CHICAGO URBAN LEAGUE | LHCA | 4510 South Michigan Avenue Chicago, IL 60653-3898 | 773-285-1500 773-285-0879 | HCS | <input type="button" value="9902"/> |
| 83901 | COLUMBUS URBAN LEAGUE | Sub Grantee | 788 Mount Vernon Avenue Columbus, OH 43203 | 614-257-6300-305 614-372-2345 | HCS | <input type="button" value="9902"/> |
| 81982 | FORT WAYNE URBAN LEAGUE, INC. | LHCA | 2135 S. Hanna St. Fort Wayne, IN 46803 | 260-745-3100-33 260-745-0405 | HCS | <input type="button" value="9902"/> |
| 80323 | GREATER BALTIMORE URBAN LEAGUE | Sub Grantee | 512 Orchard St Baltimore, MD 21201-1947 | 410-523-8150-247 410-523-4022 | HCS | <input type="button" value="9902"/> |
| 83902 | GREATER PHOENIX URBAN LEAGUE | Sub Grantee | 1402 South Seventh Avenue Phoenix, AZ 85007 | 602-254-5611-106 602-253-7359 | HCS | <input type="button" value="9902"/> |
| 81147 | GREATER WASHINGTON URBAN LEAGUE | Sub Grantee | 2901 14th St NW Washington, DC 20009 | 202-265-8200 202-265-8929 | HCS | <input type="button" value="9902"/> |

Figure 15. AU – HUD-9902: 9902 Data Reporting Status Inquiry Search screen.

Provided below is an example of a 9902 form.

| Housing Counseling Agency Activity Report | | U.S. Department of Housing and Urban Development Office of Housing Federal Housing Commissioner | | OMB Approval No. 2502-0261 (Exp. 3/28/2009) | |
|--|--|---|--|--|--|
| 1. Counseling Agency Name | | 2. Reporting Period and Budget | | | |
| Agency Name NORTHEAST DENVER HOUSING CENTER | | Reporting Period: | | Quarter 1 ▾ | |
| Agency ID: 80213 | | Fiscal Year: | | 2010 | |
| Agency Type: LHCA | | From: | | 10/01/2009 | |
| Address: 1735 Gaylord St Denver, CO 80206-1208 | | To: | | 12/31/2009 | |
| Parent Agency Name(if applicable) | | Initial Submission Date: | | 01/27/2010 | |
| | | Date Updated: | | 01/27/2010 | |
| Agency ID: | | Total Annual Housing Counseling Program Budget, All Sources: | | | |
| Agency Type: | | \$ 214086.00 | | | |
| | | HUD Funded Activity Ratio: 14.13% (0.1413) | | | |
| Validated: Yes | | Deadline for late submissions has been extended until 02/28/2010 | | | |
| Last Validated: 02/05/2010 | | Validated by: Gary Thacker | | | |
| HUD-9902 | | HUD-9902 (Derived) | | Logic Model | |
| | | | | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant Funds |
| 3. Ethnicity of Clients (select only one) | | | | | |
| a. Hispanic | | | | 35 | 4.95 |
| b. Not Hispanic | | | | 102 | 14.41 |
| c. Chose not to respond | | | | 0 | 0 |
| Section 3 Total: | | | | 137 | 19.36 |
| 4. Race of Clients | | | | | |
| Single Race | | | | | |
| a. American Indian/Alaskan Native | | | | 0 | 0 |
| b. Asian | | | | 0 | 0 |
| c. Black or African American | | | | 45 | 6.36 |
| d. Native Hawaiian or Other Pacific Islander | | | | 0 | 0 |
| e. White | | | | 52 | 7.35 |
| Multi-Race | | | | | |
| f. American Indian or Alaska Native <i>and</i> White | | | | 2 | .28 |
| g. Asian <i>and</i> White | | | | 0 | 0 |
| h. Black or African American <i>and</i> White | | | | 2 | .28 |
| i. American Indian or Alaska Native <i>and</i> Black or African American | | | | 0 | 0 |
| j. Other multiple race | | | | 1 | .14 |
| k. Chose not to respond | | | | 35 | 4.95 |
| Section 4 Total: | | | | 137 | 19.36 |
| 5. Income Levels | | | | | |
| a. < 50% of Area Median Income (AMI) | | | | 34 | 4.8 |
| b. 50 - 79% of AMI | | | | 40 | 5.65 |
| c. 80 - 100% of AMI | | | | 52 | 7.35 |
| d. > 100% AMI | | | | 11 | 1.55 |
| e. Chose not to respond | | | | 0 | 0 |
| Section 5 Total: | | | | 137 | 19.35 |
| 6. Clients Receiving Education/Group Sessions | | | | | |
| a. Completed pre-purchase homebuyer education workshop | | | | 8 | 1.13 |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | | | | 0 | 0 |
| c. Completed resolving or preventing mortgage delinquency workshop | | | | 0 | 0 |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | | | | 0 | 0 |
| e. Completed fair housing workshop | | | | 0 | 0 |
| f. Completed predatory lending workshop | | | | 0 | 0 |
| g. Completed rental workshop | | | | 0 | 0 |
| h. Other workshop | | | | 0 | 0 |
| Group Session / Section 6 Total: | | | | 8 | 1.13 |

| 7. Numbers of Clients Counseled, by Purpose of Visit and Results | | |
|--|-----------|--------------|
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 5 | .71 |
| 2) Client will be mortgage ready within 90 days | 0 | 0 |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 0 | 0 |
| 4) Receiving long term pre-purchase counseling | 7 | .99 |
| 5) Entered lease purchase program | 0 | 0 |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 2 | .28 |
| 7) Withdrew from counseling | 0 | 0 |
| 8) Other | 0 | 0 |
| Section 7a Sub-total: | 14 | 1.98 |
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 4 | .57 |
| 2) Mortgage refinanced | 0 | 0 |
| 3) Mortgage modified | 5 | .71 |
| 4) Received second mortgage | 0 | 0 |
| 5) Initiated forbearance agreement/repayment plan | 0 | 0 |
| 6) Executed a deed-in-lieu | 0 | 0 |
| 7) Sold property/chose alternative housing solution | 1 | .14 |
| 8) Pre-foreclosure sale | 1 | .14 |
| 9) Mortgage foreclosed | 6 | .85 |
| 10) Counseled and referred to another social service or emergency assistance agency | 0 | 0 |
| 11) Obtained partial claim loan from FHA lender | 0 | 0 |
| 12) Bankruptcy | 1 | .14 |
| 13) Entered debt management plan | 0 | 0 |
| 14) Counseled and referred for legal assistance | 0 | 0 |
| 15) Currently receiving foreclosure prevention/budget counseling | 53 | 7.49 |
| 16) Withdrew from counseling | 0 | 0 |
| 17) Other | 6 | .85 |
| Section 7b Sub-total: | 77 | 10.89 |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 31 | 4.38 |
| 2) Counseled on HECM; decided not to obtain mortgage | 5 | .71 |
| 3) Obtained a non-FHA reverse mortgage | 0 | 0 |
| 4) Received home equity or home improvement loan or other home repair assistance | 0 | 0 |
| 5) Received consumer loan (unsecured) | 0 | 0 |
| 6) Mortgage refinanced | 0 | 0 |
| 7) Counseled and referred to other social service agency | 0 | 0 |
| 8) Sold house/chose alternative housing solution | 0 | 0 |
| 9) Completed financial management/budget counseling | 0 | 0 |
| 10) Completed home maintenance counseling | 0 | 0 |
| 11) Counseled and utilities brought current | 0 | 0 |
| 12) Counseled and referred for legal assistance | 0 | 0 |
| 13) Currently receiving counseling | 0 | 0 |
| 14) Withdrew from counseling | 0 | 0 |
| 15) Other | 2 | .28 |
| Section 7c Sub-total: | 38 | 5.37 |

| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | | |
|--|------------|-------------------------------------|----------------|
| 1) Received housing search assistance | | 0 | 0 |
| 2) Obtained temporary rental relief | | 0 | 0 |
| 3) Counseled and referred to agency with rental assistance program | | 0 | 0 |
| 4) Advised on recertification for HUD/other subsidy program | | 0 | 0 |
| 5) Counseled and referred to other social service agency | | 0 | 0 |
| 6) Counseled and referred to legal aid agency for fair housing assistance | | 0 | 0 |
| 7) Counseled and referred to legal aid agency for assistance with eviction | | 0 | 0 |
| 8) Found alternative rental housing | | 0 | 0 |
| 9) Decided to remain in current housing situation | | 0 | 0 |
| 10) Resolved issue in current tenancy | | 0 | 0 |
| 11) Entered debt management/repayment plan | | 0 | 0 |
| 12) Counseled and utilities brought current | | 0 | 0 |
| 13) Resolved security deposit dispute | | 0 | 0 |
| 14) Currently receiving counseling | | 0 | 0 |
| 15) Withdrew from counseling | | 0 | 0 |
| 16) Other | | 0 | 0 |
| Section 7d Sub-total: | | 0 | 0 |
| e. Seeking Shelter or Services for the Homeless | | | |
| 1) Occupied emergency shelter | | 0 | 0 |
| 2) Occupied transitional housing | | 0 | 0 |
| 3) Occupied permanent housing with rental assistance | | 0 | 0 |
| 4) Occupied permanent housing without rental assistance | | 0 | 0 |
| 5) Counseled Referred to other social service agency | | 0 | 0 |
| 6) Remained homeless | | 0 | 0 |
| 7) Currently receiving counseling | | 0 | 0 |
| 8) Withdrew from counseling | | 0 | 0 |
| 9) Other | | 0 | 0 |
| Section 7e Sub-total: | | 0 | 0 |
| Individual Counseling / Section 7 a-e Total: | | 129 | 18.24 |
| Total Counseling / Section 6 and 7 Total: | | 137 | 19.37 |
| 8. HUD Housing Counseling Grant(s)-Summary Data | | | |
| HUD Housing Counseling Grant or Sub-grant Number/Source | Grant Type | HUD Housing Counseling Grant Amount | |
| 0821-019 | COMP | \$25,244.00 | |
| 0823-018 | LDRC | \$5,000.00 | |
| Section 8 Totals: | | \$30,244.00 | |
| 9. Authorization: | | | |
| Input Official | | Agency Official | |
| First Name: | Tracy | First Name: | Tracy |
| Last Name: | Smith | Last Name: | Smith |
| Title: | | Title: | Agency Manager |
| Phone: | | Phone: | |
| <input type="button" value="Send"/> | | <input type="button" value="Help"/> | |
| <input type="button" value="Reload"/> | | <input type="button" value="Back"/> | |
| <input type="button" value="PDF Version"/> | | | |

Figure 16.A. AU: HUD-9902: HUD-9902 form.

6. Complete all possible fields. Steps 7-11 explain important aspects of the HUD-9902 form.

In the **Counseling Agency Name & Address** area, keep the following information in mind:

- Although the address shown may be modified on-line through the Agency Information page of HCS, Housing Counseling Agencies should notify their respective HUD Homeownership Center (HOC) of any address changes.
- Reference to HUD HOC offices can be found at: <http://www.hud.gov/offices/hsg/sfh/hoc/hsghoc.cfm>

- Affiliates/branches are required to enter their Intermediary ID in the appropriate box on the Agency Information page of HCS.

In the **Reporting Period and Budget** section, remember that this is an accumulating quarterly report. All activities that took place from the first day of the fiscal year to the last day of the reporting period should be included in the report. Quarter 4 Reporting Period is the same as an annual report because it covers the entire fiscal year. Grant reporting period reports are required for those agencies who have a grant agreement with HUD and should specify the starting date and ending date of the Grant reporting period.

7. Complete the Ethnicity of Clients, Race of Clients, Income Levels, and Number of Clients Receiving Educational/Outreach Services sections.

Note: The report contains two data columns for all sections of the HUD-9902 form:

- **All Counseling and Education Activities** – Enter data covering all housing counseling activities, including those performed under one or more HUD housing counseling grants.
 - **Counseling and Education Activities attributed to HUD Housing Counseling Grant Funds** – Starting in FY 2007 the HUD Grant Activities are automatically calculated based on the HUD Funded Activity Ratio in Section 2. This ratio is determined by the total HUD grant awards in Section 8 divided by the Total Annual Housing Counseling Program Budget in Section 2. These data elements are recalculated when you enter a value into the All Counseling Activities column or when the Total Annual Housing Counseling Program Budget is changed.
8. For the **Number of Clients Counseled, by Purpose of Visit and Results** section, keep the following information in mind:
 - a. Enter the number of clients to whom you provided counseling during the report period. This might include clients who entered your workload the previous report period but you carried over into and counseled during the current report period.
 - b. Please remember that you report clients as defined in paragraph 1-7A of HUD's Housing Counseling Program Handbook 7610.1.
 - c. You are not reporting the number of individual persons you counseled. Examples: A husband and wife or a brother and sister or three friends who are mortgagors under the same note count as one client. Three renting families who experience the same problem with the same landlord and come to your agency together for assistance count as one client.
 - d. **Seeking Shelter or Services for the Homeless** – A client reported on this line must meet the definition for "homeless" or "homeless individual" set forth in Section 103, General Definition of Homeless Individual, of the Stewart B. McKinney Homeless Assistance Act (Public Law 100-77). Instructions / Guidance and FAQ – The following hyperlink will take you to the appropriate HUD website for form HUD-9902 instructions and FAQs. At the top of the site under INDEX, select "reports (PDF page)" and you will be directed to the proper location. Scroll down for further information at this location. http://www.hud.gov/offices/hsg/sfh/hcc/hc_faq.cfm
 9. For **HUD Housing Counseling Grant Summary Data**, Section 8 of the form HUD-9902. This section is automatically calculated and shows the awards that were granted by HUD.
 10. For the **Authorization** section, the first and last name of the user logged into HCS who completes this form is automatically entered for the Input Official when the Send button is clicked. The

Agency Official is the Director first name and last name from the Agency Information page of HCS.

- Starting in January of 2008, agencies can submit their client level data through a CMS system. The HUD 9902 Form provides an automated tool that generates the HUD 9902 Form and Logic Model from the client level data submitted. To view the client level data derived HUD 9902 Form and Logic Model Click the HUD 9902 (Derived) and Logic Model tabs respectively.

The HUD 9902 (Derived) provides a features which overrides the permanent HUD 9902 Form. To use the client level data derived HUD 9902 Form as your permanent HUD 9902 Form, click the Commit Data button. This causes the System to over write the regular HUD 9902 Form.

- To view a HUD-9902(Derived) Form, click the **HUD-9902 (Derived)** tab.

| | | | | |
|---|--|---|------------|--|
| Denver, CO 80206-1208 | | Date Updated: | 01/27/2010 | |
| Parent Agency Name(if applicable) | | Total Annual Housing Counseling Program Budget, All Sources: | | |
| | | \$ 214086.00 | | |
| Agency ID: | | HUD Funded Activity Ratio: | | |
| Agency Type: | | 14.13% (0.1413) | | |
| Validated: Yes | | Deadline for late submissions has been extended until 02/28/2010 | | |
| Last Validated: 02/05/2010 | | Validated by: Gary Thacker | | |
| HUD-9902 | | HUD-9902 (Derived) | | Logic Model |
| <input type="button" value="Commit Data"/> | | The HUD 9902 (Derived) Form & Logic Model are dynamically calculated from client data submitted by Agencies through CARS. If not data is submitted through CARS, then these two forms will be left blank. | | All Counseling and Education Activities |
| 3. Ethnicity of Clients (select only one) | | | | Counseling and Education Activities Attributed to HUD Housing Counseling Grant Funds |
| a. Hispanic b. Not Hispanic c. Chose not to respond | | | | 0 |
| 4. Race of Clients | | | | |
| Single Race | | | | |
| a. American Indian/Alaskan Native | | | | |

Figure 16.B. AU – HUD-9902: Form 9902 (Derived)

- To view the Logic Model, Click the **Logic Model** tab and a new window is displayed that show the Logic Model filled out with the client level data submitted through the CMS systems.

| A | | B | | C | | D | | E | | F | | G | | H | | I | | J | | | | |
|----|-----------|-----------------|--|--|---|------------|------|--|-------------|------------|-----|------|---------|----------------|--|---|--|---|--|--|-----------------|--|
| 1 | | | | Applicant Name: | 1ST CHOICE CREDIT UNION | | | | | | | | | | | | | | US Department of Housing and Urban Development | | | |
| 2 | | | | Project Name: | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | TERM: | | | | | Period: | | | | | | | | | | OMB Approval 2535-0114 exp. 09/30/2007 | | | |
| 6 | | | | HUD Program Name: | Housing Counseling | | | | Start Date: | | | | | | | | | | | | Component Name: | |
| 7 | | | | | | | | | End Date: | | | | | | | | | | | | | |
| 8 | HUD Goals | Policy Priority | | Problem, Need, Situation | Service or Activities/Output | Pre | Post | Measure | Impact | Outcome | Pre | Post | Measure | Accountability | | | | | | | | |
| 9 | 1 | | | 2 | 3 | 4 | | 5 | | 6 | | 7 | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | | | | | | | |
| 11 | | | | Need for information and advice regarding home buying and homeownership. | Pre-Purchase/Home buying - Group workshops | Workshops | 0 | Counseled on pre-purchase/home buying - Purchased home | | Households | | 0 | | | | | | | | | | |
| 12 | | | | | Financial literacy - Group workshops | Workshops | 5 | Counseled on pre-purchase/home buying - Mortgage Ready within 90 days | | Households | | 1 | | | | | | | | | | |
| 13 | | | | | Fair housing - Group workshops | Workshops | 0 | Counseled on pre-purchase/home buying - Mortgage Ready within 90 to 180 days | | Households | | 0 | | | | | | | | | | |
| 14 | | | | | Predatory lending - Group workshops | Workshops | 0 | Counseled on pre-purchase/home buying - Entered Lease Purchase Contract | | Households | | 1 | | | | | | | | | | |
| 15 | | | | | Other - Group Workshops | Workshops | 0 | Counseled on pre-purchase/home buying - Decided not to purchase housing, no further effort | | Households | | 0 | | | | | | | | | | |
| 16 | | | | | Pre-Purchase/Home buying - One-on-one counseling participants | Households | 2 | Counseled on pre-purchase/home buying - Withdraw | | Households | | 0 | | | | | | | | | | |
| 17 | | | | | | | | Counseled on pre-purchase/home buying - Other outcome | | Households | | 0 | | | | | | | | | | |
| 18 | | | | Need for information and advice regarding resolving or preventing mortgage delinquency or default. | Mortgage delinquency - Group workshops | Workshops | 5 | Counseled on mortgage delinquency - Brought mortgage current | | Households | | 0 | | | | | | | | | | |
| 19 | | | | | Mortgage delinquency - One-on-one counseling participants | Households | 0 | Counseled on mortgage delinquency - Referred to other social service agency or emergency | | Households | | 0 | | | | | | | | | | |
| 20 | | | | | | | | Counseled on mortgage delinquency - Obtained partial claim loan from FHA lender | | Households | | 0 | | | | | | | | | | |
| 21 | | | | | | | | Counseled on mortgage delinquency - Declared bankruptcy | | Households | | 0 | | | | | | | | | | |
| 22 | | | | | | | | Counseled on mortgage delinquency - Entered debt management plan | | Households | | 0 | | | | | | | | | | |
| 23 | | | | | | | | Counseled on mortgage delinquency - Referred for legal assistance | | Households | | 0 | | | | | | | | | | |
| 24 | | | | | | | | Counseled on mortgage delinquency - Withdraw | | Households | | 0 | | | | | | | | | | |
| 25 | | | | | | | | Counseled on mortgage delinquency - Other outcome | | Households | | 0 | | | | | | | | | | |
| 26 | | | | | | | | Counseled on mortgage delinquency - Mortgage | | Households | | 0 | | | | | | | | | | |

Figure 16.C AU – HUD-9902: Logic Model

14. When you finish completing this form, click **Send**. A message appears at the top of your screen.

A 9902 report has been created in database.

If the calculated totals don't agree with your calculations, verify your entries/totals and re-send the form if necessary.

Figure 16.D. AU – Database Updated Message

15. If you key in parent agency ID to the **Agency ID** field in *9902 Data Report Status Inquiry* criteria page, you will get a consolidated non-editable 9902 data report option.

**1 agency(s) belonging to
CATHOLIC CHARITIES USA have Reported
for Quarter 4 of Fiscal Year 2009**

Inquiry Criteria:

- Reporting Period: Quarter 4
- Fiscal Year: 2009
- Parent Agency ID: 80750
- Have Reported 9902: Yes

Consolidated
9902

CATHOLIC CHARITIES USA (80750): 1 Affiliate(s) have Reported

| Agency ID | Agency Name | Agency Type | Agency Address | Contact | Data Source | Click for Details |
|-----------|---|-------------|--|---------------------------------|-------------|-------------------|
| 82257 | CATHOLIC FAMILY AND COMMUNITY SERVICES, A CATHOLIC CHARITIES AGENCY FOR THE DIOCESE OF PATERSON | Sub Grantee | 24 DeGrasse Street Paterson, NJ 07505 | 973-279-7100-20 973-523-1150 | HCS | 9902 |

Figure 17.A. AU – HUD-9902: 9902 Processing – Report of Affiliates Belonging to A Parent Agency Have Reported 9902 Data

16. Upon selecting Consolidated 9902 you will be prompted to the report, presented as followed.

**Totals for Sub-Agencies of
CATHOLIC CHARITIES USA**

Agency ID: 80750
Agency Type: National Intermediary
HUD Office GTR: Ronald Bedoya
Number of Sub-Agencies Reported: 1
Reporting Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009
Fiscal Year: 2009

| | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant |
|---|---|--|
| 3. Ethnicity of Clients (select only one) | | |
| a. Hispanic | 130 | 70.17 |
| b. Not Hispanic | 141 | 76.11 |
| c. Chose not to respond | 0 | 0.00 |
| Section 3 Total: | 271 | 146.28 |
| 4. Race of Clients | | |
| Single Race | | |
| a. American Indian/Alaskan Native | 0 | 0.00 |
| b. Asian | 0 | 0.00 |
| c. Black or African American | 87 | 46.96 |
| d. Native Hawaiian or Other Pacific Islander | 0 | 0.00 |
| e. White | 184 | 99.32 |
| Multi-Race | | |
| f. American Indian or Alaska Native and White | 0 | 0.00 |
| g. Asian and White | 0 | 0.00 |
| h. Black or African American and White | 0 | 0.00 |
| i. American Indian or Alaska Native and Black or African American | 0 | 0.00 |

| | | |
|--|------------|---------------|
| j. Other multiple race | 0 | 0.00 |
| k. Chose not to respond | 0 | 0.00 |
| Section 4 Total: | 271 | 146.28 |
| 5. Income Levels | | |
| a. < 50% of Area Median Income (AMI) | 19 | 10.26 |
| b. 50 - 79% of AMI | 76 | 41.02 |
| c. 80 - 100% of AMI | 103 | 55.60 |
| d. > 100% AMI | 73 | 39.41 |
| e. Chose not to respond | 0 | 0.00 |
| Section 5 Total: | 271 | 146.29 |
| 6. Clients Receiving Education/Group Sessions | | |
| a. Completed pre-purchase homebuyer education workshop | 0 | 0.00 |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | 0 | 0.00 |
| c. Completed resolving or preventing mortgage delinquency workshop | 0 | 0.00 |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | 0 | 0.00 |
| e. Completed fair housing workshop | 0 | 0.00 |
| f. Completed predatory lending workshop | 0 | 0.00 |
| g. Completed rental workshop | 0 | 0.00 |
| h. Other workshop | 0 | 0.00 |
| Group Session / Section 6 Total: | 0 | 0.00 |
| 7. Numbers of Clients Couseled, by Purpose of Visit and Results | | |
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 0 | 0.00 |
| 2) Client will be mortgage ready within 90 days | 0 | 0.00 |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 0 | 0.00 |
| 4) Receiving long term pre-purchase counseling | 0 | 0.00 |
| 5) Entered lease purchase progra | 0 | 0.00 |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 0 | 0.00 |
| 7) Withdrew from counseling | 0 | 0.00 |
| 8) Other | 0 | 0.00 |
| Section 7a Sub-total: | 0 | 0.00 |
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 0 | 0.00 |
| 2) Mortgage refinanced | 0 | 0.00 |

| | | |
|--|------------|-------------------------------------|
| 3) Mortgage modified | 0 | 0.00 |
| 4) Received second mortgage | 0 | 0.00 |
| 5) Initiated forbearance agreement/repayment plan | 4 | 2.16 |
| 6) Executed a deed-in-lieu | 0 | 0.00 |
| 7) Sold property/chose alternative housing solution | 1 | 0.54 |
| 8) Pre-foreclosure sale | 0 | 0.00 |
| 9) Mortgage foreclosed | 0 | 0.00 |
| 10) Counseled and referred to another social service or emergency assistance agency | 0 | 0.00 |
| 11) Obtained partial claim loan from FHA lender | 0 | 0.00 |
| 12) Bankruptcy | 0 | 0.00 |
| 13) Entered debt management plan | 0 | 0.00 |
| 14) Counseled and referred for legal assistance | 0 | 0.00 |
| 15) Currently receiving foreclosure prevention/budget counseling | 0 | 0.00 |
| 16) Withdrew from counseling | 0 | 0.00 |
| 17) Other | 0 | 0.00 |
| Section 7b Sub-total: | 5 | 2.70 |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 0 | 0.00 |
| 2) Counseled on HECM; decided not to obtain mortgage | 0 | 0.00 |
| 3) Obtained a non-FHA reverse mortgage | 0 | 0.00 |
| 4) Received home equity or home improvement loan or other home repair assistance | 0 | 0.00 |
| 5) Received consumer loan (unsecured) | 0 | 0.00 |
| 6) Mortgage refinanced | 0 | 0.00 |
| 7) Counseled and referred to other social service agency | 0 | 0.00 |
| 8) Sold house/chose alternative housing solution | 0 | 0.00 |
| 9) Completed financial management/budget counseling | 0 | 0.00 |
| 10) Completed home maintenance counseling | 0 | 0.00 |
| 11) Counseled and utilities brought current | 8 | 4.32 |
| 12) Counseled and referred for legal assistance | 0 | 0.00 |
| 13) Currently receiving counseling | 0 | 0.00 |
| 14) Withdrew from counseling | 0 | 0.00 |
| 15) Other | 0 | 0.00 |
| Section 7c Sub-total: | 8 | 4.32 |
| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | |
| 1) Received housing search assistance | 0 | 0.00 |
| 2) Obtained temporary rental relief | 80 | 43.18 |
| 3) Counseled and referred to agency with rental assistance program | 0 | 0.00 |
| 4) Advised on recertification for HUD/other subsidy program | 0 | 0.00 |
| 5) Counseled and referred to other social service agency | 0 | 0.00 |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 0 | 0.00 |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 0 | 0.00 |
| 8) Found alternative rental housing | 0 | 0.00 |
| 9) Decided to remain in current housing situation | 0 | 0.00 |
| 10) Resolved issue in current tenancy | 0 | 0.00 |
| 11) Entered debt management/repayment plan | 0 | 0.00 |
| 12) Counseled and utilities brought current | 111 | 59.92 |
| 13) Resolved security deposit dispute | 0 | 0.00 |
| 14) Currently receiving counseling | 0 | 0.00 |
| 15) Withdrew from counseling | 0 | 0.00 |
| 16) Other | 0 | 0.00 |
| Section 7d Sub-total: | 191 | 103.10 |
| e. Seeking Shelter or Services for the Homeless | | |
| 1) Occupied emergency shelter | 67 | 36.17 |
| 2) Occupied transitional housing | 0 | 0.00 |
| 3) Occupied permanent housing with rental assistance | 0 | 0.00 |
| 4) Occupied permanent housing without rental assistance | 0 | 0.00 |
| 5) Counseled Referred to other social service agency | 0 | 0.00 |
| 6) Remained homeless | 0 | 0.00 |
| 7) Currently receiving counseling | 0 | 0.00 |
| 8) Withdrew from counseling | 0 | 0.00 |
| 9) Other | 0 | 0.00 |
| Section 7e Sub-total: | 67 | 36.17 |
| Individual Counseling / Section 7 a-e Total: | 271 | 146.29 |
| Total Counseling / Section 6 and 7 Total: | 271 | 146.29 |
| 8. HUD Housing Counseling Grant(s) Data | | |
| HUD Housing Counseling Grant or Sub-grant Application Number | Grant Type | HUD Housing Counseling Grant Amount |
| All HUD Grants | | \$1,056,325.88 |

Figure 17.B. AU – HUD-9902: 9902 Processing – Consolidated 9902 Report

You have now successfully completed a HUD-9902 form.

5.3 Input Awards

Agencies that receive grant funding and have sub-agencies have the option of sub-allocating funds to their sub-agencies. Only those agencies that have sub-agencies are provided with this feature. To sub-allocate funding follow the steps below.

1. Click the **Input Awards** hyperlink in the upper navigation. The system displays all the applications the current agency submitted. Select a grant application to sub-allocate funding from.

| Select a Grant Application to Award for FY 2009 | | | | | | | |
|---|-----------|-----------------------|------------|--------------|----------------|------------|----------------|
| Instructions: Click on the Agency Name that you wish to grant an award. | | | | | | | |
| Agency Name | Agency ID | Agency Type | HUD office | City/State | Application ID | Grant Type | Awarded |
| NATIONAL URBAN LEAGUE | 81839 | National Intermediary | HQ SF-HUD | New York, NY | 0011-013 | COMP | \$1,246,732.00 |
| NATIONAL URBAN LEAGUE | 81839 | National Intermediary | HQ SF-HUD | New York, NY | 0013-005 | LDRC | \$150,000.00 |
| NATIONAL URBAN LEAGUE | 81839 | National Intermediary | HQ SF-HUD | New York, NY | 0014-006 | FLMF | \$0.00 |

Figure 18.A. AU – Input Awards: Sub-Allocate Funding – Part I

2. Once you click the desired application, you will be prompted to further data regarding the Agency and application.

| Input Awards for FY 2009 | | | |
|--|---------------------------------------|---|--------------|
| Instructions: Click the 'Sub-Agency Allocation' button to access screen to distribute funds to sub-agencies. | | | |
| Agency Name: | NATIONAL URBAN LEAGUE (0011-013) | | |
| Address: | 120 Wall Street New York, NY 10005 | | |
| Requested: | \$2,700,000.00 | Grant Category: | INTERMEDIARY |
| | | Grant Type: | COMP |
| Awarded: | \$1,246,732.00 | | |
| | <input type="button" value="Back"/> | <input type="button" value="Agency/Sub-Agency Allocation"/> | |

Figure 18.B. AU – Input Awards: Sub-Allocate Funding – Part II

3. To sub-allocate funds, you will click the **Agency/Sub-Agency Allocation** button located above, and will be prompted to the following screen. From here you are able to allocate funds based on three criteria.
 - a. Allocate Evenly – Which splits your available funds evenly amongst Sub-Agencies.
 - b. Allocated By # of Counselors – Which will provide agencies with more counselors with greater funds.
 - c. Allocate By # of Clients – Which will provide agencies with more clients with greater funds.
4. Once you have allocated those funds, click **Submit** to save changes, or **Cancel** to erase those edits.

Sub-Agency Grant Allocation

Instructions: + -

Parent Agency Name: **NATIONAL URBAN LEAGUE**
 HUD Office: **Headquarters SF-HUD**
 Application ID: **0011-013**
 Parent Agency ID: **81639**
 Parent Agency Type: **National Intermediary**
 Grant Type: **COMPREHENSIVE COUNSELING**

Grant Awarded: \$
 Administrative Allocation: -\$
 Indirect Cost: -\$
 Available Funds: \$

| Sub-Agency | Agency ID | Agency Type | # of Counselors | # of Projected Clients | Sub-Allocation |
|-------------------------------|-----------|-------------|--------------------------------|--------------------------------|----------------|
| ATLANTA URBAN LEAGUE, INC. | 80249 | LHCA | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ 29,527.86 |
| BIRMINGHAM URBAN LEAGUE, INC. | 80196 | LHCA | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ 29,527.86 |
| BUFFALO URBAN LEAGUE, INC. | 80373 | Sub Grantee | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ 29,527.86 |
| CHICAGO URBAN LEAGUE | 80103 | LHCA | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ 29,527.86 |
| COLUMBUS URBAN LEAGUE | 83901 | Sub Grantee | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ 29,527.86 |
| FORT WAYNE URBAN LEAGUE, INC. | 81982 | LHCA | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ 29,527.86 |

Figure 18.C. AU – Input Awards: Sub-Allocate Funding – Part III

5.4 Submission Verification

5.4.1 ARM Submission

Another option that you have as an Agency User is to perform an ARM Submission Verification.

- From the top navigation menu, click the **Submission Verification** hyperlink. The *Submission Verification Screen* page appears.

ARM
April 28, 2010

SUBMISSION VERIFICATION

Instructions: 1. Enter Start Date and End Date (* required) 2. Enter search criteria (optional) 3. Select report button

* Start Date (mm/dd/yyyy) * End Date (mm/dd/yyyy)

HCS Agency ID

Agency Name

Active CMS Name

Figure 19. AU – Submission Verification: ARM Submission Verification

- Upon narrowing down your search criteria, you have three types of submission reports to choose from:

- All Submission:** This will provide you a full list of submissions; the ones that failed and the ones that were successful
- Failed List:** This will provide a list of only the submissions that failed.
- Success List:** This will provide you a list of only the submissions that were successful.

ARM
April 28, 2010

SUBMISSION VERIFICATION

Instructions: 1. Enter Start Date and End Date (* required) 2. Enter search criteria (optional) 3. Select report button

* Start Date (mm/dd/yyyy) * End Date (mm/dd/yyyy)

HCS Agency ID

Agency Name

Active CMS Name

Report selected for active and inactive agencies: All Submissions Total: 66

| Date | Status | HCS Agency Id | Agency Name | CMS Name |
|-------------------|------------|---------------|---|----------|
| Apr 27 2010 11:55 | Successful | 84573 | LIFESPAN CREDIT COUNSELING SERVICE | CPR |
| Apr 27 2010 11:55 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 27 2010 11:13 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 27 2010 11:12 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 26 2010 2:41 | Successful | 84573 | LIFESPAN CREDIT COUNSELING SERVICE | CPR |
| Apr 23 2010 12:03 | Successful | 83530 | HORIZONS, A FAMILY SERVICE ALLIANCE (HORIZONS CCCS) | Paragon |
| Apr 20 2010 11:19 | Successful | 80640 | SUREPATH FINANCIAL SOLUTIONS | CPR |
| Apr 19 2010 5:49 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:48 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:47 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:45 | Failed | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |

Figure 20.A. AU – Submission Verification: ARM Submission Verification Results – All Submissions

ARM April 28, 2010

SUBMISSION VERIFICATION

Instructions: 1. Enter Start Date and End Date (* required) 2. Enter search criteria (optional) 3. Select report button

* Start Date (mm/dd/yyyy) * End Date (mm/dd/yyyy)

HCS Agency ID

Agency Name

Active CMS Name

Report selected for active and inactive agencies: Failed List Total: 13

| Date | Status | HCS Agency Id | Agency Name | CMS Name |
|-------------------|--------|---------------|------------------------------------|----------|
| Apr 19 2010 5:45 | Failed | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:42 | Failed | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:40 | Failed | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 10:09 | Failed | 83279 | CCCS OF NH & VT | CPR |
| Apr 16 2010 10:53 | Failed | 80727 | CONSUMER CREDIT COUNSELING SERVICE | CPR |
| Apr 14 2010 4:17 | Failed | 83279 | CCCS OF NH & VT | CPR |
| Mar 18 2010 4:03 | Failed | 83279 | CCCS OF NH & VT | CPR |
| Mar 17 2010 12:22 | Failed | 83279 | CCCS OF NH & VT | CPR |
| Mar 17 2010 12:21 | Failed | 83279 | CCCS OF NH & VT | CPR |
| Mar 9 2010 4:49 | Failed | 80724 | CREDIT COUNSELING CENTERS OF OKLA. | CPR |
| Mar 9 2010 4:47 | Failed | 80724 | CREDIT COUNSELING CENTERS OF OKLA. | CPR |
| Mar 9 2010 4:31 | Failed | 80724 | CREDIT COUNSELING CENTERS OF OKLA. | CPR |
| Feb 1 2010 12:06 | Failed | 80949 | Catholic Charities of Chicago | HCS |

Figure 20.B. AU – Submission Verification: ARM Submission Verification – Failed List

* Start Date (mm/dd/yyyy) * End Date (mm/dd/yyyy)

HCS Agency ID

Agency Name

Active CMS Name

Report selected for active and inactive agencies: Success List Total: 56

| Date | Status | HCS Agency Id | Agency Name | CMS Name |
|-------------------|------------|---------------|---|----------|
| May 3 2010 2:28 | Successful | 80244 | CCCS OF NORTH CENTRAL WEST VIRGINA | Paragon |
| Apr 30 2010 2:16 | Successful | 80941 | CCCS OF DELAWARE VALLEY, INC. | CPR |
| Apr 30 2010 12:12 | Successful | 80727 | CONSUMER CREDIT COUNSELING SERVICE | CPR |
| Apr 27 2010 11:55 | Successful | 84573 | LIFESPAN CREDIT COUNSELING SERVICE | CPR |
| Apr 27 2010 11:55 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 27 2010 11:13 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 27 2010 11:12 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 26 2010 2:41 | Successful | 84573 | LIFESPAN CREDIT COUNSELING SERVICE | CPR |
| Apr 23 2010 12:03 | Successful | 83530 | HORIZONS, A FAMILY SERVICE ALLIANCE (HORIZONS CCCS) | Paragon |
| Apr 20 2010 11:19 | Successful | 80640 | SUREPATH FINANCIAL SOLUTIONS | CPR |
| Apr 19 2010 5:49 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:48 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:47 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 12:42 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 19 2010 12:38 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 19 2010 11:48 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 19 2010 11:33 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 19 2010 11:31 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 16 2010 3:48 | Successful | 82951 | CCCS, A DIVISION OF TRIANGLE FAMILY SERVICES, INC. | Paragon |
| Apr 16 2010 2:22 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 16 2010 2:17 | Successful | 80949 | Catholic Charities of Chicago | CCARM |

Figure 20.C. AU – Submission Verification: ARM Submission Verification – Successful List

You have successfully viewed the ARM Submission Verification.

5.5 CMS Management

Under CMS Management you are prompted to two charts. One chart, Figure 22.A, is a list of CMS products that successfully meet HUD's standards and have completed testing. The second chart, Figure 22.B, is a list of CMS products that are in the process of meeting HUD standards, and are in the process of testing.

These charts provide further information in the following areas: Specific Client Management System (CMS), Dataset Version, Vendor, Vendor POC, POC Email, Vendor Website, and Availability (either public or exclusive).

| HUD CERTIFIED CMS PRODUCTS FOR HUD HOUSING COUNSELING AGENCY USE | | | | | | |
|--|-----------------|----------------------------------|-----------------|---------------------------------|--|--------------|
| Total 45 records | | Add new CMS | | Export CMS List | | |
| Listed below are CMS products that successfully met HUD's standards and have completed testing. Agencies using these products are able to transmit their data to HUD at this time. | | | | | | |
| CMS | DATASET VERSION | VENDOR | POC | EMAIL | WEB SITE | AVAILABILITY |
| CCARM | 3.1 | Catholic Charities | Donna Drinka | ddrinka@catholiccharities.net | www.catholiccharities.net | Exclusive |
| COMS | 3.0 | CIL Orlando | Ryan Dan | dryan@cilorlando.org | www.cilorlando.org | Public |
| CPR | 3.1 | Cooperative Processing Resources | Campion Kate | kate@cprops.com | www.cprops.com | Public |
| DebtLogic | 3.0 | Integrant, Inc. | Lacomble Ben | blacomble@integrantinc.com | www.integrantinc.com | Exclusive |
| FMS | 3.1 | GreenPath, Inc | McNeill Donna | DMcNeill@greenpath.com | www.greenpath.com | Exclusive |
| HRS | 3.1 | DLBNetwork | Daniel Bajema | dbajema@dlbnetwork.com | www.dlbnetwork.com | Exclusive |
| Paragon | 3.1 | Money Management International | Sandoval Darrin | Darrin.Sandoval@MoneyM | www.paragondms.com | Public |

Figure 21.A. AU – CMS Management: HUD Certified CMS Products – Completed Testing

Listed below are CMS products that are in the process of meeting HUD's standards but have not completed testing. Agencies using these products are not able to transmit their data to HUD at this time.

| CMS | DATASET VERSION | VENDOR | POC | EMAIL | WEB SITE | AVAILABILITY |
|-------------------------|-----------------|---|----------------|--------------------------------|--|--------------|
| AdSysTech | 3.0 | AdSysTech | James Rushton | rjames@adsystech.com | www.adsystech.com | Public |
| ACCLIVCTR | 3.0 | Access Living in Chicago | Stu Landrum | mitware@swbell.net | | Exclusive |
| ASPEN | 3.1 | The Brainard Group | Bob Osborn | bob@brainardgroup.com | www.brainardgroup.com | Public |
| Agate Software | 3.1 | Agate Software | Shea Bill | bjshea@agatesoftware.com | www.intelligrants.com | Public |
| Budget Your Dream | 3.0 | Budget Your Dream, INC. | Stephon Lee | stephonlee@budgetyourdream.com | www.budgetyourdream.com | Public |
| CAP-SYS | 3.1 | Spokane Neighborhood Action Programs | McFarland Alan | alanmcf@well.com | | Exclusive |
| CAPNA | 3.0 | Community Action Partnership of North Alabama | Jack Green | jgreen@capna.org | www.dbafacspro.com | Exclusive |
| CCCS OF DALLAS | 3.1 | Cyfun Media | Robert Wier | rwier@cccs.net | www.cccs.net | Exclusive |
| CCCS OF GREATER ATLANTA | 3.1 | CCCS OF GREATER ATLANTA | Michelle Jones | michelle.jones@cccsinc.org | | Exclusive |
| CCHR | 3.1 | Pin Technology, Inc. | Brite Lee | brite.lee@pintechnology.com | www.pintechnology.com | Exclusive |

Figure 21.B. AU – CMS Management: HUD Certified CMS Products Awaiting Testing

6.0 REVIEWER

6.0 REVIEWER

In the HCS system, a *Reviewer* is someone who is a HUD HCS user who conducts grant application reviews. These Reviewers can:

- Access **Scoring**
- View **Reports**
- View **Funding Allocations**

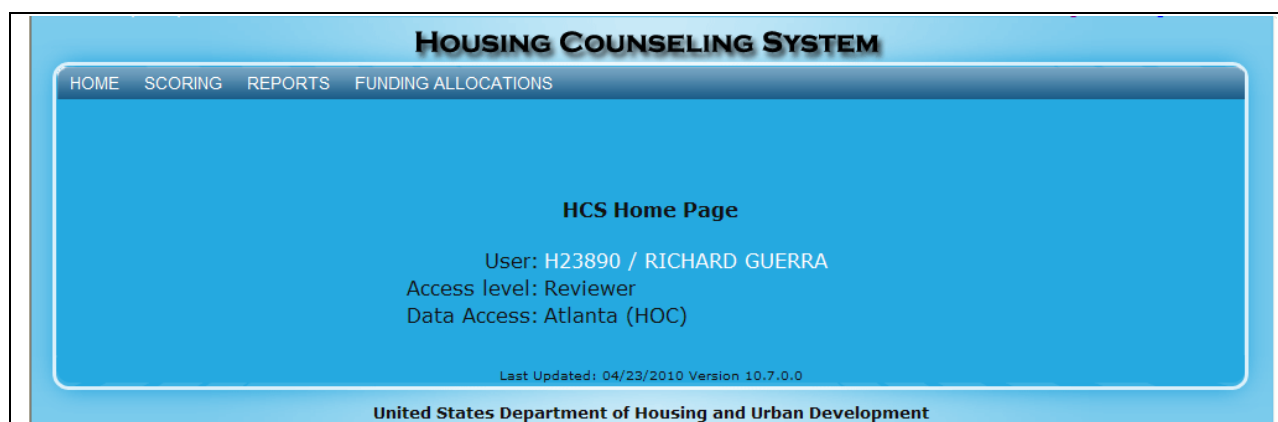


Figure 22. Reviewer – HCS Home Page – Agency User screen.

6.1 Scoring

As a Reviewer you will only be able to view the applications you were associated with for that Fiscal Year.

1. From the upper navigation menu, click the **Scoring** hyperlink. The *Application Scoring List Search for Fiscal Year 20XX* screen appears.
2. From here you will be able to edit your search criteria based on:
 - a. Agency ID
 - b. Agency Name
 - c. Reviewer
 - d. Application ID
3. Once you have narrowed down your search click the **Search** button to retrieve those results, or **Clear** to erase what was put into each field.

Application Scoring list Search for FY 2010

Instructions:

- Search feature provided allows customizing list of completed scores.
- To select a new score card directly, click "NEW SCORE" button.

NOTE: If scoring is "Disable", the Project Manager is in the process of setting up the score criteria and rules. When system is configured properly, the scoring will be "Enabled" allowing scores to be entered.

Agency ID

Agency Name

Reviewer

Application ID -

Figure 23. Reviewer – Scoring: Application Scoring List Search for FY 20XX

4. You will be prompted to your search results, which you can sort based off of the following criteria:
 - a. Agency Name
 - b. Agency ID
 - c. Agency Type
 - d. Application ID
 - e. Reviewer

5. To open a specific scorecard, click the hyperlink under Agency Name that you would like to view.

Note: to Delete or add New Score skip to step 9.

Application(s) Scored for Fiscal Year 2010

Instructions: + -

search returns 5

| Agency Name | Agency ID | Agency Type | Grant Type | Application ID | Reviewer | Total Score | Delete |
|--|-----------|-----------------------|------------|----------------|------------------|-------------|----------------------------------|
| HOMEOWNERSHIP PRESERVATION FOUNDATION | 84081 | National Intermediary | COMP | 0011-004 | Grotheer, George | 92 | <input type="button" value="X"/> |
| NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS | 84539 | National Intermediary | COMP | 0011-006 | Grotheer, George | 93 | <input type="button" value="X"/> |
| NATIONAL URBAN LEAGUE | 81639 | National Intermediary | COMP | 0011-013 | Grotheer, George | 89 | <input type="button" value="X"/> |
| CCCS OF GREATER ATLANTA - MAIN OFFICE | 84538 | National Intermediary | COMP | 0011-015 | Grotheer, George | 95 | <input type="button" value="X"/> |
| CCCS OF GREATER ATLANTA - MAIN OFFICE | 84538 | National Intermediary | HECM | 0012-002 | Grotheer, George | 94 | <input type="button" value="X"/> |

Figure 24. Reviewer – Scoring: Application(s) Scored for Fiscal Year 2010

6. Once you have chosen your desired Agency, you will be prompted to the Factors For Award scorecard.
 - a. Check agency information for accuracy to ensure you are evaluating the correct score card.
 - b. Other Reviewers assigned to this application are posted for reference.
 - c. All sub-factor scores when listed must be scored. Major Factor scores cannot be over written when sub-factors are listed. Major Factor scores will automatically sum the scores of its sub-factors. If no sub-factors are listed, the score for the Major Factor can be entered directly.

- d. If applicable, instructions to each sub-factor are provided by selecting the Blue Information icon.
 - e. **Bonus Points** are shown if applicable. Combine the Factor scores plus Bonus Points to determine Total Score.
7. When all scores have been entered, click the **OK** button on the bottom to save the score card, or **Cancel** to erase changes.

Factors for Award

Instructions: + -

| | |
|--|---------------------------------|
| Agency ID: 84081 | Application ID: 0011-004 |
| Agency Name: HOMEOWNERSHIP PRESERVATION FOUNDATION | Grant Type: COMP |
| Grant Category: INTERMEDIARY | |
| Reviewer: George Grotheer | |
| Other Reviewer(s): Brian Siebenlist (Prim, Rvwr) Colleen Weiser | |

| Rating Factor | Score | Bonus Points | Max Points | Max Bonus Points | Info | Other Scores |
|--|-------|--------------|------------|------------------|------|-----------------|
| 1. Capacity of the Applicant and Relevant Organizational Staff | 27 * | | 30 | | i | BS: 26 CW: 0 |
| 1a. RF1-2a: Average Combined Housing Counseling Experience of Project Director and Staff | 6 * | | 6 | | i | |
| 1b. RF1-2b: Specialized Training Received for all Counselors and Staff | 3 * | | 5 | | i | |
| 1c. RF1-3a: Grantee Requirements | 2 * | | 3 | | i | |
| 1d. RF1-3b: HUD 9902-Filed Electronically in a timely manner | 2 * | | 2 | | i | |
| 1e. RF1-3c: Grant Funds Fully Expended? What % of Award was Expended? | 2 * | | 2 | | i | |
| 1e. RF1-3c: Grant Funds Fully Expended? What % of Award was Expended? | | 2 * | | 2 | | i |
| 1f. RF1-3d: Performance Reviews | | 5 * | | 5 | | i |
| 1g. RF1-3e: Housing Counseling System (HCS) | | 2 * | | 2 | | i |
| 1h. RF1-4a: Performance Evaluation | | 1 * | | 1 | | i |
| 1i. RF1-4b: Goals/Results | | 4 * | | 4 | | i |
| Strength: + - | | | | | | |
| test | | | | | | |
| Weakness: + - | | | | | | |
| 2. Need/Extent of the Problem | | 5 * | | 5 | i | BS: 5 CW: 0 |
| 2a. RF2-1: Needs Data | | 3 * | | 3 | | i |
| 2b. RF2-2: Departmental Policy Priorities | | 2 * | | 2 | | i |
| Strength: + - | | | | | | |
| test | | | | | | |
| Weakness: + - | | | | | | |

| | | | | | | |
|--|---------------------------------|---|-----|---|----------|---------|
| 1f. RF1-3d: Performance Reviews | <input type="text" value="5"/> | * | 5 | | | |
| 1g. RF1-3e: Housing Counseling System (HCS) | <input type="text" value="2"/> | * | 2 | | | |
| 1h. RF1-4a: Performance Evaluation | <input type="text" value="1"/> | * | 1 | | | |
| 1i. RF1-4b: Goals/Results | <input type="text" value="4"/> | * | 4 | | | |
| Strength: + - Weakness: + - | | | | | | |
| 2. Need/Extent of the Problem | <input type="text" value="5"/> | * | 5 | | | |
| 2a. RF2-1: Needs Data | <input type="text" value="3"/> | * | 3 | | | |
| 2b. RF2-2: Departmental Policy Priorities | <input type="text" value="2"/> | * | 2 | | | |
| Strength: + - Weakness: + - | | | | | | |
| 3. Soundness of Approach/Scope of Housing Counseling Services | <input type="text" value="40"/> | * | 45 | | | |
| 3a. RF3-1a: Average Number of Hours per Client/per Counseling Type | <input type="text" value="0"/> | * | 2 | | | |
| 3b. RF3-1b: Types of Counseling | <input type="text" value="4"/> | * | 4 | | | |
| 3c. RF3-1c: Group vs One-on-One | <input type="text" value="1"/> | * | 1 | | | |
| 3d. RF3-1d: Marketing and Outreach | <input type="text" value="1"/> | * | 1 | | | |
| 3e. RF3-2a: Cost Per Client | <input type="text" value="6"/> | * | 6 | | | |
| 3f. RF3-2b: Capacity | <input type="text" value="1"/> | * | 1 | | | |
| 3g. RF3-2c: Training Expenditures | <input type="text" value="0"/> | * | 2 | | | |
| 3h. RF3-2d: Percentage of Grant Funding Passed Through | <input type="text" value="1"/> | * | 1 | | | |
| 3v. RF3-6a: Percent of Grant Funding to be Passed Through | <input type="text" value="2"/> | * | 3 | | | |
| 3w. RF3-6b: Capacity | <input type="text" value="1"/> | * | 1 | | | |
| Strength: + - Weakness: + - | | | | | | |
| 4. Leveraging Resources | <input type="text" value="10"/> | * | 10 | | | |
| Strength: + - Weakness: + - | | | | | | |
| 5. Achieving Results and Program Evaluation | <input type="text" value="10"/> | * | 10 | | | |
| 5a. RF5-1a: Outputs/Services | <input type="text" value="3"/> | * | 3 | | | |
| 5b. RF5-1b: Outcomes | <input type="text" value="3"/> | * | 3 | | | |
| 5c. RF5-1c: Logic Model Projections | <input type="text" value="3"/> | * | 3 | | | |
| 5d. RF5-1d: Evaluation Tools | <input type="text" value="1"/> | * | 1 | | | |
| Strength: + - Weakness: + - | | | | | | |
| Total | <input type="text" value="92"/> | | 100 | 0 | BS 41 | CW 0 |

Figure 25.A. Reviewer – Scoring: Application(s) Scored for Fiscal Year 2010

8. If you click **OK**, and there are errors associated with your scoring you will prompted to various messages.
 - a. If the number you input is larger than the Max Points, a error message will pop-up
 - b. If the number you input is not a whole number, a error message will pop-up
 - c. If the number you input is not a positive number, a error message will pop-up

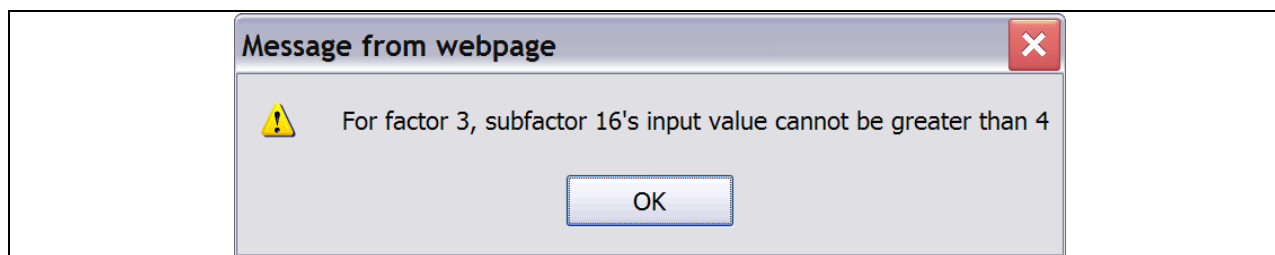


Figure 25.B. Reviewer – Scoring: Message from webpage (Step 8.a)

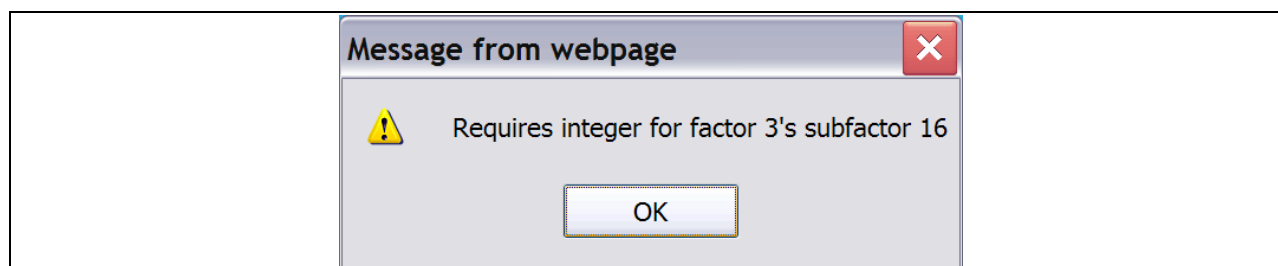


Figure 25.C. Reviewer – Scoring: Message from webpage (Step 8.b)

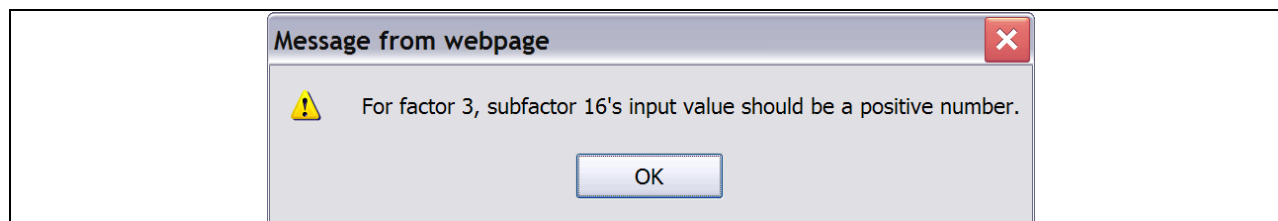


Figure 25.D. Reviewer – Scoring: Message from webpage (Step 8.c)

| Application(s) Scored for Fiscal Year 2010 | | | | | | |
|--|-----------|-----------------------|------------|----------------|------------------|--------------------|
| Instructions: + - | | | | | | search returns 5 |
| New Score... | | | | | | |
| Agency Name | Agency ID | Agency Type | Grant Type | Application ID | Reviewer | Total Score Delete |
| HOMEOWNERSHIP PRESERVATION FOUNDATION | 84081 | National Intermediary | COMP | 0011-004 | Grotheer, George | 92 |
| NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS | 84539 | National Intermediary | COMP | 0011-006 | Grotheer, George | 93 |
| NATIONAL URBAN LEAGUE | 81639 | National Intermediary | COMP | 0011-013 | Grotheer, George | 89 |
| CCCS OF GREATER ATLANTA - MAIN OFFICE | 84538 | National Intermediary | COMP | 0011-015 | Grotheer, George | 95 |
| CCCS OF GREATER ATLANTA - MAIN OFFICE | 84538 | National Intermediary | HECM | 0012-002 | Grotheer, George | 94 |
| New Score... | | | | | | |

Figure 26. Reviewer – Scoring: Application(s) Scored for Fiscal Year 2010

9. To delete a score, click the **X** button found under the delete column on the *Application(s) Scored for Fiscal Year 2010*.
10. A message will be prompted prior to finalizing your action. Click **OK** to delete the score, or **Cancel** to return back to the *Application(s) Scored for Fiscal Year 2010* page.

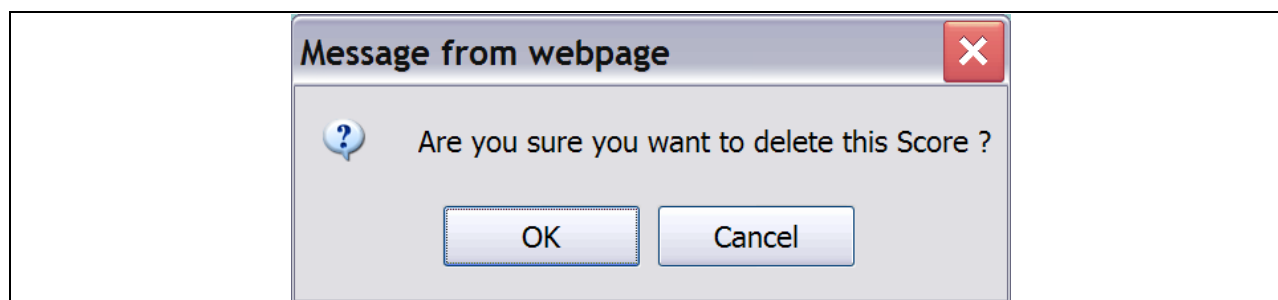


Figure 27. Reviewer – Scoring: Message from webpage Delete a Score

11. To add a New Score, click the **New Score** button located above and below the Agency Name column.

12. This will prompt you to a list of scorecards that are awaiting your review, similar to Figure 27.

13. The scorecard, and process, will be the same as previously described in Steps 6 and 7.

6.2 Reports

6.2.1 Viewing Reports

To view any of the HCS system reports, take the following steps:

1. From the upper navigation menu, scroll down to the **Reports** section. Click the hyperlink of the report you want to generate from the **Reports** sub-menu in top navigation frame. For example, if you click **Reviewers Final Report** hyperlink from the menu, the *Select a Grant Application for FY 20XX* screen appears.

| Agency ID | Application ID | Agency Name (Application ID) |
|-----------|----------------|--|
| 80750 | 0011-001 | CATHOLIC CHARITIES USA |
| 82359 | 0011-002 | STRUCTURED EMPLOYMENT ECONOMIC DEVELOPMENT CO |
| 80084 | 0011-003 | MON VALLEY INITIATIVE |
| 84081 | 0011-004 | HOMEOWNERSHIP PRESERVATION FOUNDATION |
| 81504 | 0011-005 | CITIZENS' HOUSING AND PLANNING ASSOCIATION, INC. |
| 84539 | 0011-006 | NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS |
| 80989 | 0011-009 | HOUSING PARTNERSHIP NETWORK |
| 81639 | 0011-013 | NATIONAL URBAN LEAGUE |
| 84538 | 0011-015 | CCCS OF GREATER ATLANTA - MAIN OFFICE |
| 80753 | 0011-016 | ACORN HOUSING CORPORATION |
| 84546 | 0011-018 | NUEVA ESPERANZA |
| 82507 | 0011-019 | MISSISSIPPI HOMEBUYER EDUCATION CENTER- INITIATIVE |
| 81276 | 0011-020 | MISSION OF PEACE |
| 82559 | 0011-023 | RURAL COMMUNITY ASSISTANCE CORPORATION |
| 84538 | 0012-002 | CCCS OF GREATER ATLANTA - MAIN OFFICE |
| 80753 | 0013-006 | ACORN HOUSING CORPORATION |
| 80753 | 0014-007 | ACORN HOUSING CORPORATION |
| 80961 | 0321-002 | YWCA DELAWARE |
| 80219 | 0321-003 | UNIVERSITY LEGAL SERVICES |
| 80570 | 0321-004 | NATIONAL COUNCIL ON AGRICULTURAL LIFE AND LABOR RESEARCH FUND, INC |
| 84173 | 0321-005 | CHRISTIAN ACTIVITIES COUNCIL |
| 84654 | 0321-006 | OPPORTUNITIES INDUSTRIALIZATION CENTER OF NEW LONDON COUNTY, INC. |
| 84534 | 0321-007 | MUTUAL HOUSING OF SOUTH CENTRAL CT, INC. // NEIGHBORWORKS NEW HORIZONS |
| 82095 | 0321-012 | BERKSHIRE COUNTY REGIONAL HOUSING AUTHORITY-H |

Figure 28. Reviewer – Reports: Reviewers Final Report

6.2.1.1 Printing Reports

You can print any of the HCS system reports by following these steps:

1. From the upper navigation menu, scroll down to the **Reports** section. Click the hyperlink of the report you want to generate from the **Reports** sub-menu in top navigation frame. For example, if you click **Reviewers Final Report** hyperlink from the menu, the *Select a Grant Application for FY 20XX* screen appears.

| Select a Grant Application for FY 2009 | | |
|--|----------------|--|
| Instructions: Click on the Agency Name that you wish to generate the report. | | |
| Agency ID | Application ID | Agency Name (Application ID) |
| 80750 | 0011-001 | CATHOLIC CHARITIES USA |
| 82359 | 0011-002 | STRUCTURED EMPLOYMENT ECONOMIC DEVELOPMENT CO |
| 80084 | 0011-003 | MON VALLEY INITIATIVE |
| 84081 | 0011-004 | HOMEOWNERSHIP PRESERVATION FOUNDATION |
| 81504 | 0011-005 | CITIZENS' HOUSING AND PLANNING ASSOCIATION, INC. |
| 84539 | 0011-006 | NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS |
| 80989 | 0011-009 | HOUSING PARTNERSHIP NETWORK |
| 81639 | 0011-013 | NATIONAL URBAN LEAGUE |
| 84538 | 0011-015 | CCCS OF GREATER ATLANTA - MAIN OFFICE |
| 80753 | 0011-016 | ACORN HOUSING CORPORATION |
| 84546 | 0011-018 | NUEVA ESPERANZA |
| 82507 | 0011-019 | MISSISSIPPI HOMEBUYER EDUCATION CENTER- INITIATIVE |
| 81276 | 0011-020 | MISSION OF PEACE |
| 82559 | 0011-023 | RURAL COMMUNITY ASSISTANCE CORPORATION |
| 84538 | 0012-002 | CCCS OF GREATER ATLANTA - MAIN OFFICE |
| 80753 | 0013-006 | ACORN HOUSING CORPORATION |
| 80753 | 0014-007 | ACORN HOUSING CORPORATION |
| 80961 | 0321-002 | YWCA DELAWARE |
| 80219 | 0321-003 | UNIVERSITY LEGAL SERVICES |
| 80570 | 0321-004 | NATIONAL COUNCIL ON AGRICULTURAL LIFE AND LABOR RESEARCH FUND, INC |
| 84173 | 0321-005 | CHRISTIAN ACTIVITIES COUNCIL |
| 84654 | 0321-006 | OPPORTUNITIES INDUSTRIALIZATION CENTER OF NEW LONDON COUNTY, INC. |
| 84534 | 0321-007 | MUTUAL HOUSING OF SOUTH CENTRAL CT, INC. // NEIGHBORWORKS NEW HORIZONS |
| 82095 | 0321-012 | BERKSHIRE COUNTY REGIONAL HOUSING AUTHORITY-H |

Figure 29. Reviewer – Reports: Reviewers Final Report

- Click the **Print** button. The *Print* dialog box similar to follow appears. Once you have selected your printing criteria, click Print to have a printout of the document.

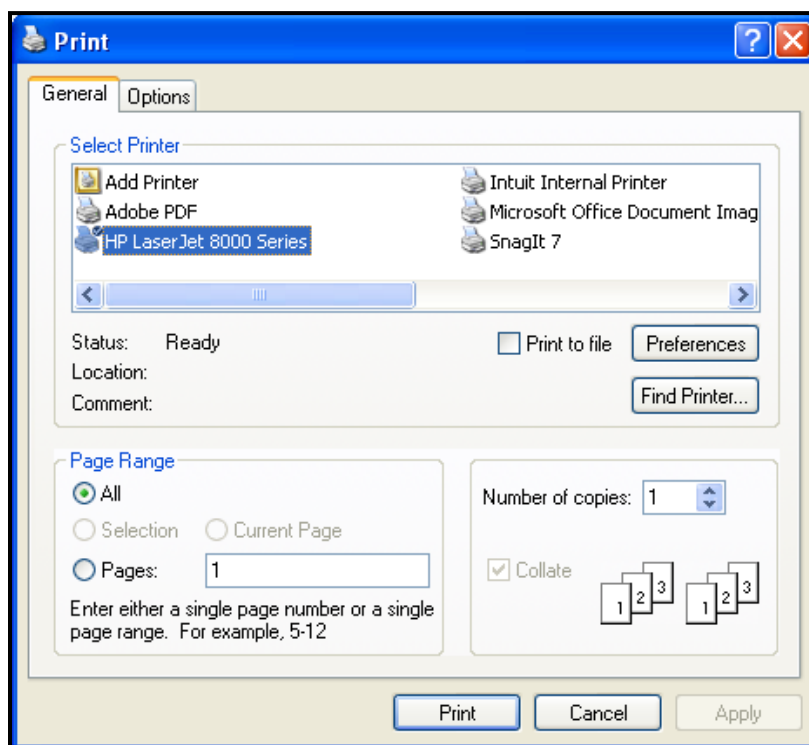


Figure 30. Reviewer – Reports: Print Dialog Box.

You have now successfully printed a report. Repeat these steps to print any of the other reports available.

6.2.1.2 Exporting Reports

You can export any of the HCS system reports to Excel spreadsheet by following these steps:

1. From the upper navigation menu, scroll down to the **Reports** section. Click the hyperlink of the report you want to generate from the **Reports** sub-menu in top navigation frame. For example, if you click **Reviewers Final Report** hyperlink from the menu, the *Select a Grant Application for FY 20XX* screen appears.
2. **Click the Export button.** The *File Download* dialog box appears.

| Select a Grant Application for FY 2009 | | |
|--|----------------|--|
| Instructions: Click on the Agency Name that you wish to generate the report. | | |
| Agency ID | Application ID | Agency Name (Application ID) |
| 80750 | 0011-001 | CATHOLIC CHARITIES USA |
| 82359 | 0011-002 | STRUCTURED EMPLOYMENT ECONOMIC DEVELOPMENT CO |
| 80084 | 0011-003 | MON VALLEY INITIATIVE |
| 84081 | 0011-004 | HOMEOWNERSHIP PRESERVATION FOUNDATION |
| 81504 | 0011-005 | CITIZENS' HOUSING AND PLANNING ASSOCIATION, INC. |
| 84539 | 0011-006 | NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS |
| 80989 | 0011-009 | HOUSING PARTNERSHIP NETWORK |
| 81639 | 0011-013 | NATIONAL URBAN LEAGUE |
| 84538 | 0011-015 | CCCS OF GREATER ATLANTA - MAIN OFFICE |
| 80753 | 0011-016 | ACORN HOUSING CORPORATION |
| 84546 | 0011-018 | NUEVA ESPERANZA |
| 82507 | 0011-019 | MISSISSIPPI HOMEBUYER EDUCATION CENTER- INITIATIVE |
| 81276 | 0011-020 | MISSION OF PEACE |
| 82559 | 0011-023 | RURAL COMMUNITY ASSISTANCE CORPORATION |
| 84538 | 0012-002 | CCCS OF GREATER ATLANTA - MAIN OFFICE |
| 80753 | 0013-006 | ACORN HOUSING CORPORATION |
| 80753 | 0014-007 | ACORN HOUSING CORPORATION |
| 80961 | 0321-002 | YWCA DELAWARE |
| 80219 | 0321-003 | UNIVERSITY LEGAL SERVICES |
| 80570 | 0321-004 | NATIONAL COUNCIL ON AGRICULTURAL LIFE AND LABOR RESEARCH FUND, INC |
| 84173 | 0321-005 | CHRISTIAN ACTIVITIES COUNCIL |
| 84654 | 0321-006 | OPPORTUNITIES INDUSTRIALIZATION CENTER OF NEW LONDON COUNTY, INC. |
| 84534 | 0321-007 | MUTUAL HOUSING OF SOUTH CENTRAL CT, INC. // NEIGHBORWORKS NEW HORIZONS |
| 82095 | 0321-012 | BERKSHIRE COUNTY REGIONAL HOUSING AUTHORITY-H |

Figure 31. Reviewer – Reports: Reviewers Final Report

3. Click the **Open** button to open the spreadsheet in HCS web page. Or, click the **Save** button and follow the instruction to save the report to a Microsoft Excel file.

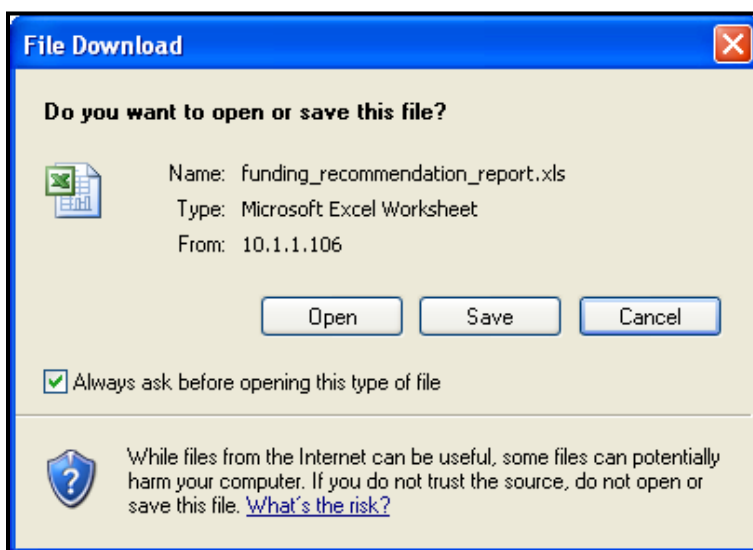


Figure 32. Reviewer – Reports: File Download Dialog Box.

You have now exported an HCS system report. Follow these steps again to export any of the other reports.

6.2.2 Report

6.2.2.1 Reviewers Final Report

1. From the top navigation menu, under **Reports** sub-menu, click the **Reviewers Final Report** hyperlink, the Select a Grant Application for Fiscal Year 20XX appears.
2. This will prompt you to a list of Grant Applications arranged by Agency. To view an Agency report, click the hyperlink for that Agency under the **Agency Name** column.

| Select a Grant Application for FY 2009 | | |
|--|----------------|--|
| Instructions: Click on the Agency Name that you wish to generate the report. | | |
| Agency ID | Application ID | Agency Name (Application ID) |
| 80750 | 0011-001 | CATHOLIC CHARITIES USA |
| 82359 | 0011-002 | STRUCTURED EMPLOYMENT ECONOMIC DEVELOPMENT CO |
| 80084 | 0011-003 | MON VALLEY INITIATIVE |
| 84081 | 0011-004 | HOMEOWNERSHIP PRESERVATION FOUNDATION |
| 81504 | 0011-005 | CITIZENS' HOUSING AND PLANNING ASSOCIATION, INC. |
| 84539 | 0011-006 | NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS |
| 80989 | 0011-009 | HOUSING PARTNERSHIP NETWORK |
| 81639 | 0011-013 | NATIONAL URBAN LEAGUE |
| 84538 | 0011-015 | CCCS OF GREATER ATLANTA - MAIN OFFICE |
| 80753 | 0011-016 | ACORN HOUSING CORPORATION |
| 84546 | 0011-018 | NUEVA ESPERANZA |
| 82507 | 0011-019 | MISSISSIPPI HOMEBUYER EDUCATION CENTER- INITIATIVE |
| 81276 | 0011-020 | MISSION OF PEACE |
| 82559 | 0011-023 | RURAL COMMUNITY ASSISTANCE CORPORATION |
| 84538 | 0012-002 | CCCS OF GREATER ATLANTA - MAIN OFFICE |
| 80753 | 0013-006 | ACORN HOUSING CORPORATION |
| 80753 | 0014-007 | ACORN HOUSING CORPORATION |
| 80961 | 0321-002 | YWCA DELAWARE |
| 80219 | 0321-003 | UNIVERSITY LEGAL SERVICES |
| 80570 | 0321-004 | NATIONAL COUNCIL ON AGRICULTURAL LIFE AND LABOR RESEARCH FUND, INC |
| 84173 | 0321-005 | CHRISTIAN ACTIVITIES COUNCIL |
| 84654 | 0321-006 | OPPORTUNITIES INDUSTRIALIZATION CENTER OF NEW LONDON COUNTY, INC. |
| 84534 | 0321-007 | MUTUAL HOUSING OF SOUTH CENTRAL CT, INC. // NEIGHBORWORKS NEW HORIZONS |
| 82095 | 0321-012 | BERKSHIRE COUNTY REGIONAL HOUSING AUTHORITY-H |

Figure 33.A. Reviewer – Reports: Reviewers Final Report

Note: Provided below is an example of a Final Reviewer Report.

Under each Factor, there are six places for comments based on the following criteria:

- Primary R. Strength
- Reviewers Strength
- Final Primary Reviewer Strength
- Primary R. Weakness
- Reviewers Weakness
- Final Primary Reviewer Weakness

Primary Reviewer Final Comment - Chairman Reports

Instructions: + -

| | | | |
|-----------------|------------------------------|-----------------|----------|
| Agency ID: | 82456 | | |
| Agency Name: | HRS | Application ID: | 0321-030 |
| Grant Category: | LHCA | Grant Type: | COMP |
| Reviewer: | Maryanne Daniel (Prim. Rvwr) | | |
| Reviewer(s): | Tom Hardy David Gallian | | |

| Rating Factor | Score | Bonus Points | Max Points | Max Bonus Points | Other Scores | |
|--|-------|--------------|------------|------------------|----------------|-----------------|
| 1. Capacity of the Applicant and Relevant Organizational Staff | 27 | 0 | 30 | 2 | TH 0 | DG 26 |
| 1a. RF1-2a: Average Combined Housing Counseling Experience of Project Director and Staff | 6 | | 6 | | 0 | 6 |
| 1b. RF1-2b: Specialized Training Received for all Counselors and Staff | 5 | | 5 | | 0 | 3 |
| 1c. RF1-3a: Grantee Requirements | 2 | | 3 | | 0 | 1 |
| 1d. RF1-3b: HUD 9902-Filed Electronically in a timely manner | 1 | | 2 | | 0 | 0 |
| 1e. RF1-3c: Grant Funds Fully Expended? What % of Award was Expended? | 2 | | 2 | | 0 | 3 |
| 1f. RF1-3d: Performance Reviews | 5 | | 5 | | 0 | 0 |
| 1g. RF1-3e: Housing Counseling System (HCS) | 2 | | 2 | | 0 | 0 |
| 1h. RF1-4a: Performance Evaluation | 0 | | 1 | | 0 | 0 |
| 1i. RF1-4b: Goals/Results | 4 | | 4 | | 0 | 0 |

Primary R. Strength: + -
 Reviewers Strength: + -
 Final Primary Reviewer Strength: + -
 Primary R. Weakness: + -
 Reviewers Weakness: + -
 Final Primary Reviewer Weakness: + -

| | | | | | | |
|---|---|---|---|--|----------------|----------------|
| 2. Need/Extent of the Problem | 4 | 0 | 5 | | TH 0 | DG 4 |
| 2a. RF2-1: Needs Data | 3 | | 3 | | 0 | 6 |
| 2b. RF2-2: Departmental Policy Priorities | 1 | | 2 | | 0 | 3 |

Primary R. Strength: + -
 Reviewers Strength: + -
 Final Primary Reviewer Strength: + -
 Primary R. Weakness: + -
 Reviewers Weakness: + -
 Final Primary Reviewer Weakness: + -

| | | | | | | |
|--|----|---|----|--|----------------|-----------------|
| 3. Soundness of Approach/Scope of Housing Counseling Services | 37 | 0 | 45 | | TH 0 | DG 39 |
| 3a. RF3-1a: Average Number of Hours per Client/per Counseling Type | 1 | | 2 | | 0 | 6 |
| 3b. RF3-1b: Types of Counseling | 4 | | 4 | | 0 | 3 |
| 3c. RF3-1c: Group vs One-on-One | 0 | | 1 | | 0 | 1 |
| 3d. RF3-1d: Marketing and Outreach | 1 | | 1 | | 0 | 0 |
| 3e. RF3-2a: Cost Per Client | 6 | | 6 | | 0 | 3 |
| 3f. RF3-2b: Capacity | 1 | | 1 | | 0 | 0 |

| | | | | | | |
|--|----|---|-----|---|-----------|-----------|
| Primary R. Weakness: + - | | | | | | |
| Reviewers Weakness: + - | | | | | | |
| Final Primary Reviewer Weakness: + - | | | | | | |
| 4. Leveraging Resources | 10 | 0 | 10 | | TH | DG |
| | | | | | 0 | 10 |
| Primary R. Strength: + - | | | | | | |
| Reviewers Strength: + - | | | | | | |
| Final Primary Reviewer Strength: + - | | | | | | |
| Primary R. Weakness: + - | | | | | | |
| Reviewers Weakness: + - | | | | | | |
| Final Primary Reviewer Weakness: + - | | | | | | |
| 5. Achieving Results and Program Evaluation | 10 | 0 | 10 | | TH | DG |
| | | | | | 0 | 10 |
| 5a. RF5-1a: Outputs/Services | 3 | | 3 | | 0 | 6 |
| 5b. RF5-1b: Outcomes | 3 | | 3 | | 0 | 3 |
| 5c. RF5-1c: Logic Model Projections | 3 | | 3 | | 0 | 1 |
| 5d. RF5-1d: Evaluation Tools | 1 | | 1 | | 0 | 0 |
| Primary R. Strength: + - | | | | | | |
| Reviewers Strength: + - | | | | | | |
| Final Primary Reviewer Strength: + - | | | | | | |
| Primary R. Weakness: + - | | | | | | |
| Reviewers Weakness: + - | | | | | | |
| Final Primary Reviewer Weakness: + - | | | | | | |
| Total | 88 | 0 | 100 | 2 | TH | DG |
| | | | | | 0 | 89 |
| Print | | | | | | |

Figure 33.B. Reviewer – Reports: Reviewers Final Report Result

Note: In order to maximize or minimize these comments either select the + - . Provided below is an example of the comments boxes maximized in order to read the comments by those who reviewed this agency’s request.

Primary R. Strength: + -

2 bilingual counselors on staff; no performanc review conducted last year. Director has more than 8 yrs of experience. Most of the counselors have certifications.

Reviewers Strength: + -

this rating factor was well organized and easy to read. applicant addressed most of the questions.

Final Primary Reviewer Strength: + -

Primary R. Weakness: + -

Lost point for timeliness of 9902

Figure 33.C. Reviewer – Reports: Reviewers Final Report Result – Strengths and Weaknesses

Note: If a primary reviewer has not reviewed a specific application, you will see the following message at the top of a report.

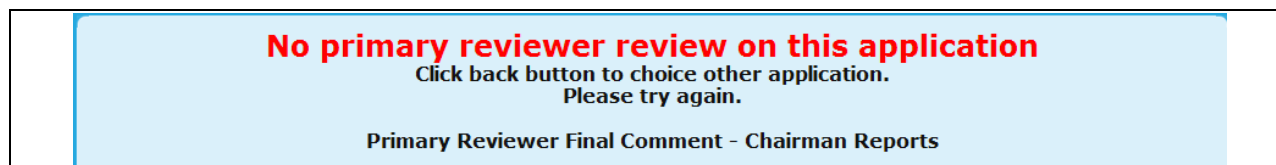


Figure 33.D. Reviewer – Reports: Reviewers Final Report Result – No Review Alert

6.3 Funding Allocations

The Program Manager at HQ enters all of the funding allocations. HCS supports two methods of allocating funds. The first method allocates by grant type only. The second method used in previous fiscal years is according to grant type and HUD office. Depending on which method used by HQ, the funding allocation information available to a Reviewer is different.

1. From the upper navigation menu, click the **Funding Allocations** hyperlink. The *Grant Funding Allocation – 20XX* screen appears.

| Grant Funding Allocation - 2009 | | |
|---------------------------------|--|--|
| | Show History <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| | HUD | Total ● |
| INTERMEDIARY-1 | | |
| COMP-1-1 | \$25,727,323.00 | \$25,727,323.00 |
| LDRC-1-3 | \$992,677.00 | \$992,677.00 |
| FLMF-1-4 | \$798,272.00 | \$798,272.00 |
| HECM-1-2 | \$6,500,000.00 | \$6,500,000.00 |
| TRNG-1-5 | \$5,000,000.00 | \$5,000,000.00 |
| TOTAL | \$39,018,272.00 | \$39,018,272.00 |
| LHCA-2 | | |
| COMP-2-1 | \$17,111,728.00 | \$17,111,728.00 |
| LDRC-2-3 | \$904,358.00 | \$904,358.00 |
| HECM-2-2 | \$1,000,000.00 | \$1,000,000.00 |
| TOTAL | \$19,016,086.00 | \$19,016,086.00 |
| MSO-3 | | |
| COMP-3-1 | \$1,570,000.00 | \$1,570,000.00 |
| LDRC-3-3 | \$99,653.00 | \$99,653.00 |
| HECM-3-2 | \$346,300.00 | \$346,300.00 |
| TOTAL | \$2,015,953.00 | \$2,015,953.00 |
| SHFA-4 | | |
| COMP-4-1 | \$2,650,000.00 | \$2,650,000.00 |
| LDRC-4-3 | \$149,689.00 | \$149,689.00 |
| TOTAL | \$2,799,689.00 | \$2,799,689.00 |
| GRANT TOTAL | \$62,850,000.00 | \$62,850,000.00 |

Figure 34.A. Reviewer – Funding Allocations: Funding Allocation by Grant Category

2. When the method of allocating funds is according to grant type only, The Funding Allocation 20XX by Grant Category is displayed.

- To view the allocations described by Grant Type, click the red dot circled below.

| Grant Type | Allocation Total | Validation | Difference |
|------------|------------------|-----------------|------------|
| COMP | \$47,059,051.00 | \$47,059,051.00 | \$0.00 |
| HECM | \$7,846,300.00 | \$7,846,300.00 | \$0.00 |
| LDRC | \$2,146,377.00 | \$2,146,377.00 | \$0.00 |
| FLMF | \$798,272.00 | \$798,272.00 | \$0.00 |
| TRNG | \$5,000,000.00 | \$5,000,000.00 | \$0.00 |

Figure 34.B. Reviewer – Funding Allocations: Funding Allocation By Grant Type

- To view the Grant information in matrix form, click the blue dot, as depicted below.

| Application Category | Grant Type | Appropriations |
|----------------------|------------|-----------------|
| INTERMEDIARY | COMP | \$25,727,323.00 |
| INTERMEDIARY | HECM | \$6,500,000.00 |
| INTERMEDIARY | LDRC | \$992,677.00 |
| INTERMEDIARY | FLMF | \$798,272.00 |
| INTERMEDIARY | TRNG | \$5,000,000.00 |
| LHCA | COMP | \$17,111,728.00 |
| LHCA | HECM | \$1,000,000.00 |
| LHCA | LDRC | \$904,358.00 |
| MSO | COMP | \$1,570,000.00 |
| MSO | HECM | \$346,300.00 |
| MSO | LDRC | \$99,653.00 |
| SHFA | COMP | \$2,650,000.00 |
| SHFA | LDRC | \$149,689.00 |

Figure 34.C. Reviewer – Funding Allocations: Funding Allocation Grant Matrix Validation

- To see additional information (such as the validation or difference), click the green dot. Those two fields will be displayed.

Show History Yes No

| | HUD | Total | Validation | Difference |
|-----------------------|------------------------|------------------------|-----------------|------------|
| INTERMEDIARY-1 | | | | |
| COMP-1-1 | \$25,727,323.00 | \$25,727,323.00 | | |
| LDRC-1-3 | \$992,677.00 | \$992,677.00 | | |
| FLMF-1-4 | \$798,272.00 | \$798,272.00 | | |
| HECM-1-2 | \$6,500,000.00 | \$6,500,000.00 | | |
| TRNG-1-5 | \$5,000,000.00 | \$5,000,000.00 | | |
| TOTAL | \$39,018,272.00 | \$39,018,272.00 | \$39,018,272.00 | \$0.00 |
| LHCA-2 | | | | |
| COMP-2-1 | \$17,111,728.00 | \$17,111,728.00 | | |
| LDRC-2-3 | \$904,358.00 | \$904,358.00 | | |
| HECM-2-2 | \$1,000,000.00 | \$1,000,000.00 | | |
| TOTAL | \$19,016,086.00 | \$19,016,086.00 | \$19,016,086.00 | \$0.00 |
| MSO-3 | | | | |
| COMP-3-1 | \$1,570,000.00 | \$1,570,000.00 | | |
| LDRC-3-3 | \$99,653.00 | \$99,653.00 | | |
| HECM-3-2 | \$346,300.00 | \$346,300.00 | | |
| TOTAL | \$2,015,953.00 | \$2,015,953.00 | \$2,015,953.00 | \$0.00 |
| SHFA-4 | | | | |
| COMP-4-1 | \$2,650,000.00 | \$2,650,000.00 | | |
| LDRC-4-3 | \$149,689.00 | \$149,689.00 | | |
| TOTAL | \$2,799,689.00 | \$2,799,689.00 | \$2,799,689.00 | \$0.00 |
| GRANT TOTAL | \$62,850,000.00 | \$62,850,000.00 | \$62,850,000.00 | \$0.00 |

Figure 34.D. Reviewer – Funding Allocations: Funding Allocation Additional Information

- To see the history of this funding allocation, click **Yes** next to **Show History**. The history appears at the bottom of the screen.

| | | | |
|--------------------|------------------------|------------------------|-----------------------|
| | TOTAL | \$2,015,953.00 | \$2,015,953.00 |
| SHFA-4 | | | |
| COMP-4-1 | \$2,650,000.00 | \$2,650,000.00 | |
| LDRC-4-3 | \$149,689.00 | \$149,689.00 | |
| TOTAL | \$2,799,689.00 | \$2,799,689.00 | |
| GRANT TOTAL | \$62,850,000.00 | \$62,850,000.00 | |

Allocation History -
No information available

Figure 34.E. Reviewer – Funding Allocations: Funding Allocation Show History

- To verify the funding allocation, click **Verify**. A confirmation message appears.



Figure 35. Reviewer – Funding Allocations: Funding Allocation Verification Message

8. You have now verified this information. Click **OK**.
9. To export this Funding Allocation information into an Excel spreadsheet, click **Excel**. When the following dialog box appears, decide whether to **Open**, **Save**, or **Cancel** the spreadsheet.

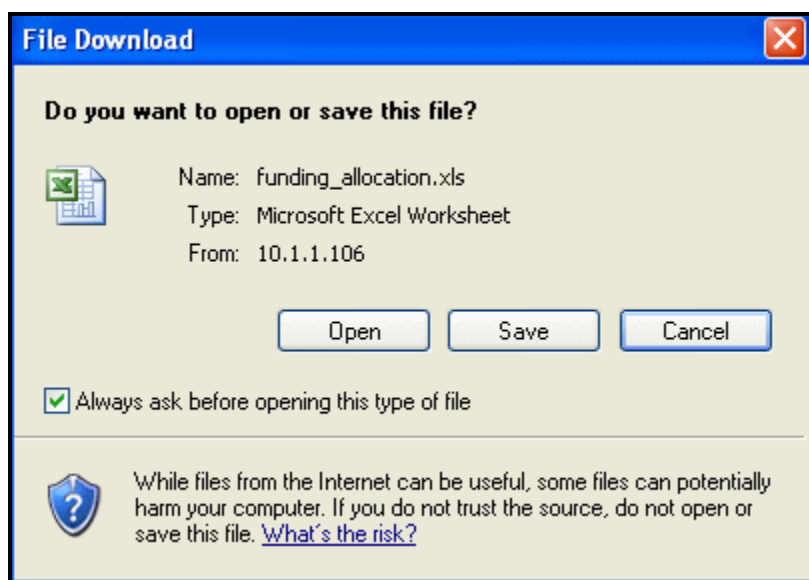


Figure 36. Reviewer – Funding Allocations: Funding Allocation Export to Excel

You have now finished using the HCS system's **Funding Allocations** feature.

7.0 GTR

7.0 GTR

The HUD GTR role within HCS provides the GTR with the ability to oversee the business process of the HUD-9902 submission process as well as the Grants Process. They have the access rights and capabilities of an Agency User as well as the capability to review the Grants Process. Within HCS, the HUD GTR has the ability to:

- Perform **Agency** searches, and access to counselor & client information.
- Submit/Review **HUD-9902** forms
- Enter the **Grant Processing** section of HCS to:
 - Setup Grant Applications
 - Score Grant Applications
 - Final Score for Primary
 - Calculate Recommended Awards
 - Input Awards and Sub-Allocations
- View **Submission Verification**
- View **Funding Allocations**
- Access the following **Reports**:
 - Application Progress Status
 - Application Score Status
 - Awards Recommendation
 - Awards Report
 - Awards Report by Agency
 - Awards Report by Office
 - Awards Report by State
 - Funding Report Search
 - Reviewers Final Report
 - Reviewers Report
 - Application Number Reference

Upon logging into the system as a *GTR*, you will see the following screen:

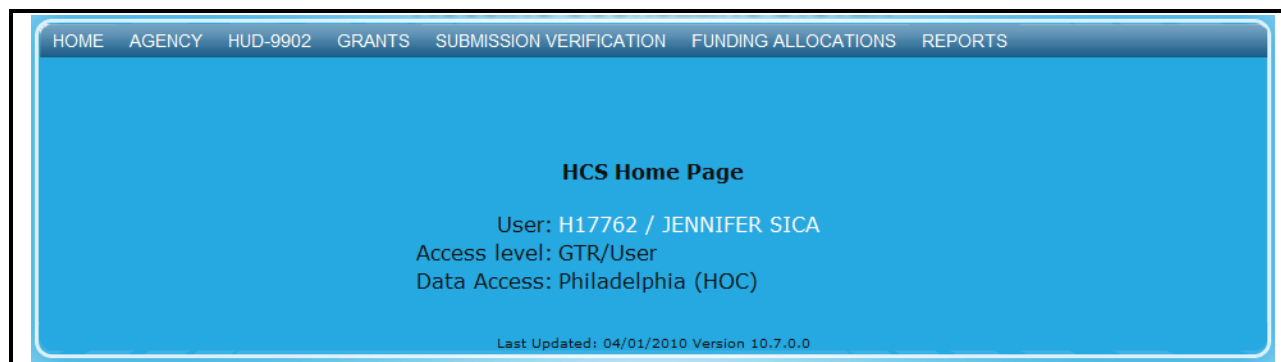


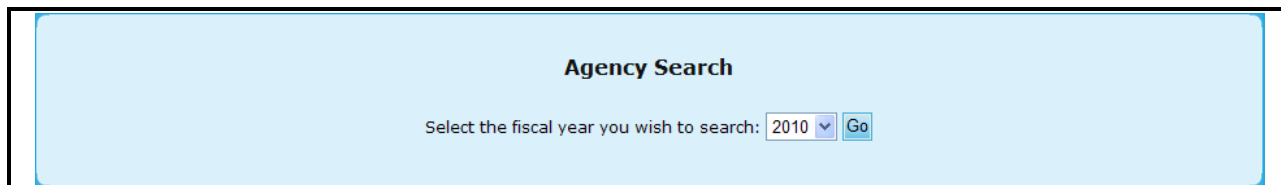
Figure 37. GTR – Home Page

7.1 Agency

As a GTR, you can also review or submit information about the agencies that you are involved with.

7.1.1 Agency Search

1. From the top navigation menu, click the **Agency** hyperlink. The *Agency Search* screen appears. You can also access this from the **Agency Search** sub-menu option.
2. Click the dropdown box to select the fiscal year you wish to search for, and click **Go** button.



Agency Search

Select the fiscal year you wish to search: 2010

Figure 38.A. GTR – Agency: Agency Search

3. The *Agency Search for FY 20XX* screen appears. From here you will be able to perform a Basic Search, or perform an Advanced Search. To go to the Advanced Search click the **Go to advanced agency search** hyperlink.
4. On the *Agency Search* page, the following listed search criteria have multiple selection enabled controls. Users can Click the field to display choices and select multiple items, or select one field to search. You can also enter values with comma to delimit list of values.
 - a. Agency Information
 - b. HUD Office & GTR
 - c. Agency Location
 - d. Agency Type & Services
 - e. Agency Status & Validation
 - f. Grant & 9902 Information
5. Fill out the form and click the **Search** button. The *Agency List* screen appears.



Agency Search for FY 2010

Search for Agencies using criteria below. To select multiple values hold Ctrl or shift key while clicking on various values. You can also type list of values divided by comma.

*Agency ID

Agency Name

[Go to advanced agency search](#)

Figure 38.B. GTR – Agency: Basic Agency Search for FY 20XX

Advanced Agency Search for FY 2010

[Back to simple agency search](#)

Search for Agencies using criteria below. To select multiple values hold Ctrl or shift key while clicking on various values. You can also type list of values divided by comma.

Where do you want to search? Assigned Area - results are editable; HUD Wide read only

Search by Agency Information

* Agency ID Agency Name

Sub-Agencies List of Parent Agency

Has Sub-Agencies * CMS Submission

Search by HUD Office and GTR

* HUD Office GTR Assigned GTR Name

Search by Agency Location

City * State * Zip Code

Search by Agency Type and Services

* Agency Type * Counseling Services Provided

Search by Agency Status and Validation

* Status Validated

Last Update Date Between and

Validated Date Validated Date Between and

| | | | |
|--------------------------|---|--------------------------------------|---|
| Active Status Expiration | Expiration within: <input type="text"/> days after today's date | Active Status Expired or Will Expire | Between <input type="text"/> and <input type="text"/> |
|--------------------------|---|--------------------------------------|---|

Previous dates shows agencies that already expired; future dates shows agencies about to expire.

Search by Agency Grant and 9902 Information

Submitted 9902 * You must select 9902 report period when you selected "Yes" or "No" from submitted 9902

HUD 9902 Report Period

Individual 9902 Submission Required

Delinquent in Federal Debt

Applied for Grant

Grant Funded Last Year

* Grant Type * You must select "Grant Funded Last Year" when you selected "Grant Type"

Figure 38.C. GTR – Agency: Agency Search for FY 20XX

Note: Provided below is an example of an Agency List Search result.

| Agency List | | | | | | |
|--|----------------|---|--|-------------|--------------|----------------|
| 1 Agency(s) Found | | | | | | |
| Search Criteria: • Fiscal Year: 2009 • Agency ID: 80000 | | | | | | |
| New Agency Agency List Invalid Emails Valid Emails | | | | | | |
| <input type="button" value="Agency Spreadsheet"/> | | | <input type="button" value="Bulk Approval"/> | | | |
| Select: All, None | | | | | | |
| Agency ID | Agency Name | Address | State | Agency Type | Last Updated | Last Edit user |
| <input type="checkbox"/> 80000 | GREENPATH INC. | 38505 Country Club Dr Farmington Hills | MI | LHCA | 03/08/2010 | MX0000 |

Figure 39.A. GTR – Agency: Agency List

6. To retrieve a list of email addresses for the agencies listed, click the **Valid Emails** hyperlink. A list of valid email addresses is listed from which an exported file can be generated.

| Agency List | | |
|--|--------------------------------------|--|
| 1 Agency(s) Found | | |
| Search Criteria: • Fiscal Year: 2009 • Agency ID: 80000 | | |
| New Agency Agency List Invalid Emails Valid Emails | | |
| <input type="button" value="Agency Spreadsheet"/> | | <input type="button" value="Bulk Approval"/> |
| <input type="button" value="Export"/> | | |
| Agency ID | Agency Name | Valid Email Address |
| 80000 | DELAWARE OPPORTUNITIES, INCORPORATED | mary.kilmer@delawareopportunities.org |

Figure 39.B. GTR – Agency: Agency List Valid Emails

7. To view a list of agencies that do not have a valid email address, click the **Invalid Emails** hyperlink. A list of agencies that do not have a valid email address is listed. From this list, you can edit or enter a valid email address for the agency.
- To edit or enter a valid email address for the agency, Click the email text in the Invalid Email Address column.
 - An input box with an Update and Cancel button appears.
 - Enter a valid email address and click the **Update** button to save or **Cancel** to undo.
 - Once Updated with a valid email address, the agency is removed from the current list and added to the Valid Emails list.

Agency List

175 Agency(s) Found

Search Criteria: • Fiscal Year: 2010
• HUD Office: Headquarters SF-HUD

New Agency | Agency List | Invalid Emails | Valid Emails

| Agency ID | Agency Name | Invalid Email Address |
|-----------|--|--|
| 80848 | ACORN HOUSING, AUSTIN, TX | jsmith@aol.com <input type="button" value="Update"/> <input type="button" value="Cancel"/> |
| 80596 | CCCS - MID-CITIES | N/A |
| 84498 | CCCS IF MARYLAND AND DELAWARE | N/A |
| 84497 | CCCS OF MARYLAND AND DELAWARE | N/A |
| 84499 | CCCS OF MARYLAND AND DELAWARE | N/A |
| 84502 | CCCS OF MARYLAND AND DELAWARE | N/A |
| 84503 | CCCS OF MARYLAND AND DELAWARE | N/A |
| 84504 | CCCS OF MARYLAND AND DELAWARE | N/A |
| 84505 | CCCS OF MARYLAND AND DELAWARE | N/A |
| 80451 | CCCS OF N CENTRAL TEXAS - LEESBURG | N/A |
| 81659 | CCCS OF N CENTRAL TEXAS - PLANO | N/A |
| 82740 | COMMUNITY HOUSING SERVICES, INCORPORATED | N/A |

Figure 39.C. GTR – Agency: Agency List Invalid Emails

8. If you want to export the agency list to an Excel spreadsheet, Click the **Agency Spreadsheet** button. The *File Download* dialog box appears.
9. Select to either **Open** or **Save** the file and then return to Agency List screen.

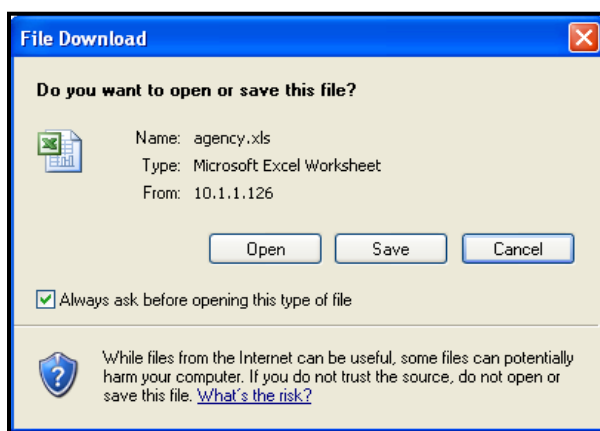


Figure 40. GTR – Agency: Agency List File Download Dialog Box.

To view more information about or to update data of an agency listed in the *Agency List* page, click the agency's name hyperlink in the **Agency Name** column. The *Agency Summary* screen for that agency appears.

10. From the *Agency Summary* screen, you have six tabs to choose from to view more detailed information regarding that specific agency. You can view information on:
 - a. Agency Summary
 - b. Agency Information
 - c. Personnel

- d. Contact Information
- e. HUD Affiliation
- f. Counselor/Client

Note: You will be able to edit some information found in these tabs; however the edit function is not available in all fields.

11. From the **Agency Summary** you are able to add and delete HUD Comments.

DELAWARE OPPORTUNITIES, INCORPORATED

Agency Summary | Agency Information | Personnel | Contact Information | HUD Affiliation | Counselor/Client

Acknowledgment
 Agency ID: 80000 Agency Type: LHCA
 Agency Services Begin: 04/21/2009
 CMS: HCS

Data Input and Validation
 Last Data Input By: H18798
 Last Data Input Date: 01/11/2010
 Last Validated By: MX0000
 Last Validated Date: 10/27/2009
 Next Validation NLT Date: (01/25/2010)

Essential Contacts
 HUD Agency Contact: ✓
 HUD POC Phone: ✓
 HUD POC Email: ✓
 GTR Assigned: ✓

Clients & Counselors

| | Counselors | Clients |
|-------------------|------------|---------|
| Projected for FY: | | 0 |
| Declared in 9902: | | 0 |
| Reported : | 0 | 0 |

Public Access Selection
 HUD Web Site: ✓ HUD IVR: ✓

Public Services Information
 Agency Address: ✓
 Agency Web Site: ✓
 Agency Email: ✓
 IVR Posting: ✓
 Web List Posting: ✓
 Counseling Services: ✓
 Languages: ✓

Performance Review
 Fiscal Year: 2010 Status: **Approved**
 Next Schedule Review NLT Date: 09/09/2010

HUD Comments
 Comments: [Add New](#)

| Subject | Author | Date | Action |
|----------------|--------|------------|------------------------|
| Validation Due | H18798 | 10/08/2009 | Delete |

HUD-9902 Submission Summary for Last FY

| Quarter 4 | submission status |
|------------|-------------------|
| 10/28/2009 | ✓ |

HUD-9902 Submission Summary for Current FY

| Quarter 1 | submission status |
|-----------------------------|-------------------|
| 01/28/2010 | ✓ |
| Quarter 2 | submission status |
| access 9902 | N/A |
| Quarter 3 | submission status |
| access 9902 | N/A |
| Quarter 4 | submission status |
| access 9902 | N/A |

HUD Grant Award - No funds requested for this FY

No HUD Sub Allocation Grant Funded last FY

Figure 41.A. GTR – Agency: Agency Summary

12. To add a HUD Comment, click the Add New hyperlink found next to comments in the HUD Comments box.

HUD Comments
 Comments: [Add New](#)

| Subject | Author | Date | Action |
|----------------|--------|------------|------------------------|
| Validation Due | H18798 | 10/08/2009 | Delete |

Figure 41.B.1. GTR – Agency: Agency Summary – HUD Comments

13. Enter the Subject and your comment, and click **Save**, to save the comment, or **Cancel** to close the Comment box.

Figure 41.B.2. GTR – Agency: Agency Summary – Add New HUD Comment

14. To delete a comment, click the **Delete** hyperlink located under the Action column.
15. Under the **Agency Information** you are able to alter the following:
- Click an agency designation in the **Agency Designations** field. Your choices include: **Faith Based, Colonias, and Migrant Worker.**
 - If the agency is delinquent in federal debt, click **Yes** in the **Delinquent in Federal Debt?** field.
 - Enter the federal tax ID number in the **Federal Tax ID Number (TIN)** field.
 - Enter the agency's Dun & Bradstreet number (DUNS) number in the **DUNS Number** field.
 - In the **Additional Languages Provided**, please select which other languages your agency supports.

Note: The following information in 10 – 12 reflects the agency office information and will be used to post on the HUD web site for the public to reference. Therefore, do not enter private information you do not want the public to know.

| Agency Summary | Agency Information | Personnel | Contact Information | HUD Affiliation | Counselor/Client |
|---|-------------------------------------|---|---|--|------------------|
| Agency ID: 80000 | | Last Validated on 10/27/2009 (Next Validation Required by 01/25/2010) | | <input type="checkbox"/> Validated? | |
| Agency Name: DELAWARE OPPORTUNITIES, INCORPORATED | | | | | |
| Agency Designations | | | | | |
| <input type="checkbox"/> Faith Base | | <input type="checkbox"/> Colonias | | <input type="checkbox"/> Migrant Workers | |
| Number of Counselors: 0 | | | Number of Projected Clients: 0 | | |
| Housing Counseling Services Provided as of: | | | | | |
| 04/21/2009 | | | | | |
| Delinquent in Federal Debt? <input type="checkbox"/> Yes | | DUNS Number: | | | |
| Federal Tax ID Number (TIN): | | 020664538 | | | |
| 16 - 6063879 * | | For information about obtaining a DUNS number, please refer to http://smallbusiness.dnb.com or call 866-705-5711 | | | |
| Education/Group Sessions | | | | | |
| Session Title | | Session Date | | Attendees | |
| Additional Languages Provided: | | | | | |
| <input type="checkbox"/> Arabic | <input type="checkbox"/> French | <input type="checkbox"/> Portuguese | <input checked="" type="checkbox"/> English | <input type="checkbox"/> Hmong | |
| <input type="checkbox"/> Cambodian | <input type="checkbox"/> Hindi | <input type="checkbox"/> Russian | <input type="checkbox"/> Spanish | <input type="checkbox"/> Creole | |
| <input type="checkbox"/> Cantonese | <input type="checkbox"/> Indonesian | <input type="checkbox"/> Swahili | <input type="checkbox"/> Farsi | <input type="checkbox"/> Others | |
| <input type="checkbox"/> Chinese Mandarin | <input type="checkbox"/> Korean | <input type="checkbox"/> Turkish | <input type="checkbox"/> Ukrainian | | |
| <input type="checkbox"/> Czech | <input type="checkbox"/> Polish | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> ASL | | |
| <input type="button" value="OK"/> | | <input type="button" value="Cancel"/> | | <input type="button" value="Sub-Agency(s)"/> | |
| Associated Applications: | | | | | |

Figure 41.C. GTR – Agency: Agency Information

13. Under the **Personnel** tab, you will need to input the following information:
- Enter the **Agency Manager**, which will include their Business Title, Full Name, and Cell Phone Number.
 - Enter the **Agency Senior Executive**, which will include their Business Title, Full Name, and Cell Phone Number.
 - Enter the **Agency Contact for HUD Use**, which will include their Business Title, Full Name, Cell Phone Number, and Email address.

| Agency Summary | Agency Information | Personnel | Contact Information | HUD Affiliation | Counselor/Client |
|--|--------------------|--|---------------------|--|------------------|
| Agency ID: 80000 | | Last Validated on 10/27/2009 (Next Validation Required by 01/25/2010) | | <input type="checkbox"/> Validated? | |
| Agency Name: DELAWARE OPPORTUNITIES, INCORPORATED | | | | | |
| Agency Manager: | | | | | |
| Salutation | --select-- | User ID: MX0000 | Business Title | HUD Contact | |
| John | *(First Name) | (Middle Init) | Doe | *(Last Name) | |
| Agency Manager's Cell Phone Number: | | | | | |
| 607 | - 555 | - 1600 | | | |
| Agency Senior Executive: | | | | | |
| Salutation: | Ms | Business Title: | HUD Contact | | |
| First Name: | John | Last Name: | Doe | | |
| Agency Senior Executive Phone: | | | | | |
| 607 | - 555 | - 1600 | x 601 | | |
| Agency Contact for HUD Use | | | | | |
| Salutation: | --select-- | Business Title: | HUD Contact | | |
| First Name: | Mary | Last Name: | Hart | | |
| Agency POC Phone: | | | | | |
| 607 | - 555 | - 1650 | x 118 | | |
| Agency POC Email: | | | | | |
| mary.hart@delawareopportunities.org | | | | | |
| Agency Contact for HUD Use | | | | | |
| Salutation: | --select-- | Business Title: | HUD Contact | | |
| First Name: | Mary | Last Name: | Hart | | |
| Agency POC Phone: | | | | | |
| 607 | - 555 | - 1650 | x 118 | | |
| Agency POC Email: | | | | | |
| mary.hart@delawareopportunities.org | | | | | |
| OK | | Cancel | | Sub-Agency(s) | |
| Associated Applications: | | | | | |

Figure 41.D. GTR – Agency: Agency Personnel

14. Under the **Contact Information** you will need to input/alter the following:
- Enter the agency's physical location address (including city and zip code) in the **Address**, **City**, and **Zip** fields. Do not enter your mailing address if different.
 - Enter the agency's phone number, fax, and e-mail address in the **Phone**, **Fax**, and **Email** fields.
 - Enter the agency's Web site address in the **Web URL** field.
 - If the agency has a toll free phone number, enter it in the **Toll Free Phone** field.

Agency ID: **80000** **Validated?**
 Last Validated on **04/15/2010** (Next Validation Required by 07/14/2010)

Agency Name: **DELAWARE OPPORTUNITIES, INCORPORATED**

Physical address:

35430 State Hwy 10
 City: Hamden
 State: New York *
 Zip: 13782
 Please check the box if agency mailing address is the same of agency physical address

Mailing address:

35430 State Hwy 10
 City: Hamden
 State: New York *
 Zip: 13782

Agency Contact:

Phone: 607 - 555 - 1650 x 118
 Fax: 607 - 746 - 1648

Toll Free Phone:
 - -

Email: mary.hart@delawareopportunities.org
 Web URL: http://n/a

Buttons: OK, Cancel, Sub-Agency(s), Associated Applications:

Figure 41.E. GTR – Agency: Agency Contact Information

12. Under the **HUD Affiliation** tab you will be able to edit the following information:
 - a. Agency Name
 - b. Type of Agency
 - c. Status (Further information can be found in Section 7.2.2.1.)
 - d. HUD Office GTR
 - e. GTR Phone Number
 - f. HUD Office Assigned to
 - g. Types of Counseling Services
 - h. Zip Codes Affiliation (By pressing the **Add Another Zip Code** hyperlink, an input box will appear which will allow you to insert a new zip code)
 - i. State Affiliations (By pressing the **Add Another State** hyperlink, a drop-down box will appear)
 - j. Allow for Public Access

| Agency Summary | Agency Information | Personnel | Contact Information | HUD Affiliation | Counselor/Client |
|--|--------------------|--|---------------------|--|--------------------------------------|
| Agency ID: 80000 | | Last Validated on 04/15/2010 (Next Validation Required by 07/14/2010) | | <input type="checkbox"/> Validated? | |
| Agency Name: DELAWARE OPPORTUNITIES, INCORPORATED * | | | | | |
| Status: Approved | | As Of: 09/09/2008 | | Up To: 09/09/2010 Change View History | |
| Type of Agency: LHCA * | | Parent Org: | | <input type="checkbox"/> Temporary Affiliate | |
| HUD Office GTR: Stopera, Glen * | | GTR Phone: 212 - 542 - 7900 x 7746 | | | |
| HUD Office assigned to: Philadelphia (HOC) * | | | | | |
| Types of Counseling Services: | | | | | |
| <input type="checkbox"/> DFC - Mortgage Delinquency and Default Resolution Counseling | | <input type="checkbox"/> DRC - Mobility and Relocation Counseling | | | |
| <input checked="" type="checkbox"/> FHA - Fair Housing Assistance | | <input type="checkbox"/> HEC - Home Equity Conversion Mortgage Counseling | | | |
| <input checked="" type="checkbox"/> HEP - Homebuyer Education Programs | | <input checked="" type="checkbox"/> HIR - Home Improvement and Rehabilitation Counseling | | | |
| <input type="checkbox"/> HOM - Services for Homeless | | <input type="checkbox"/> LM - Loss Mitigation | | | |
| <input checked="" type="checkbox"/> MDM - Money Debt Management | | <input type="checkbox"/> MOI - Marketing and Outreach Initiatives | | | |
| <input checked="" type="checkbox"/> PC - Prepurchase Counseling | | <input checked="" type="checkbox"/> PPC - Postpurchase Counseling | | | |
| <input checked="" type="checkbox"/> PRL - Predatory Lending | | <input checked="" type="checkbox"/> RC - Renters Assistance | | | |
| Zip Code Affiliations: Default Affiliation: 13782 | | | | | |
| 12167 | 12406 | 12421 | 12430 | 12434 | |
| 12438 | 12455 | 12459 | 12474 | 13731 | |
| 13737 | 13740 | 13750 | 13751 | 13752 | |
| 13753 | 13754 | 13755 | 13756 | 13757 | Add Another Zip Code |
| 13775 | 13782 | 13783 | 13786 | 13788 | |
| 13789 | 13804 | 13805 | 13806 | 13820 | |
| 13838 | 13839 | 13846 | 13847 | 13856 | |
| State Affiliations: Default Affiliation: New York Add Another State | | | | | |
| Public display options | | | | | |
| <input checked="" type="checkbox"/> Allow for public access? | | | | | |
| <input checked="" type="checkbox"/> Allow public access through Zip Code Affiliations? | | | | | |
| <input checked="" type="checkbox"/> Allow public access through State Affiliations? | | | | | |
| OK | | Cancel | | Sub-Agency(s) | |

Figure 41.F. GTR – Agency: Agency HUD Affiliation

- Under the **Counselor/Client** tab, you will be prompted to a list of counselors that are under each specific agency. From this tab, you can also perform a **Counselor search**, **Add Counselor**, and perform a **Client search**.
- Provided below is the screen that you will be prompted to for Counselor Search. This is further explained in Section 7.2.3.

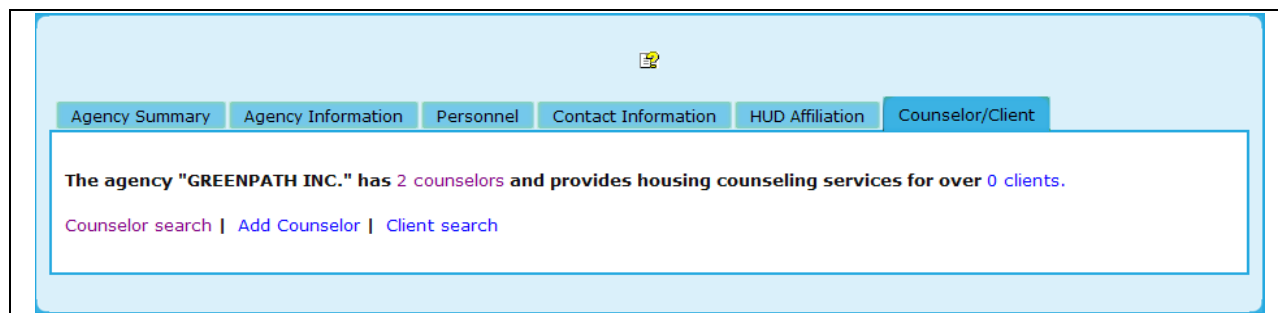


Figure 41.G.1. GTR – Agency: Counselor/Client

15. To add a new counselor, click the **Add Counselor** hyperlink, and you will be prompted to a form which needs to be completed prior to officially adding that counselor. An example of this is provided below. Once you have completed the necessary fields, click **Add New** to save this counselor, or **Clear**, to erase previously input data.

Counselor Panel

[Counselor Search](#) | [Add Counselor](#) | [Training Search](#)

Add A New Counselor

* required field

Agency ID*:

Counselor First Name*:

Counselor Middle Initial:

Counselor Last Name*:

Employment Start Date*:

Figure 41.G.2. GTR – Agency: Add Counselor

16. To perform a Counselor Training Search, click the **Training Search** hyperlink, and you will be prompted to a search which will allow you to narrow down your results. An example of this is provided below. Once you have completed your criteria, click **Search** to retrieve results, or **Clear** to erase previously input data.

Counselor Panel

Counselor Search Add Counselor **Training Search**

Counselor Training Search

Fiscal Year: 2010 ▾

Last Name:

First Name:


CMS Counselor ID:

Agency ID:

HUD Office:

State:

Parent Agency ID:

Last Training Date as of: 

HECM Certified: ▾

Figure 41.G.3. GTR – Agency: Counselor Training Search

17. By clicking the hyperlink under the name, you will be prompted to the Counselor Profile.

Counselor Panel

Counselor Search Add Counselor **Training Search**

Total 3 training records in fiscal year 2010

| Last Name | First Name | CMS Counselor ID | Agency ID | HOC | Last Training Certified |
|-----------------------|------------|------------------|-----------|--------------------|-------------------------|
| Cases | Unassigned | 2 | 80640 | Santa Ana (HOC) | 11/01/2009 |
| Joa | Ramon | 8888888888 | 80439 | Philadelphia (HOC) | 07/10/1988 |
| last | COMS admin | 1 | 80002 | Atlanta (HOC) | 05/01/2009 |

Figure 41.G.4. GTR – Agency: Training Search Results

18. If you desire to update this profile, edit the information you desire and click **Update info** to save those changes, or **Clear** to remove that information.

Counselor Profile

* required field

First Name*:

Middle Init:

Last Name*:

CMS Counselor ID: 122

Agency ID: 80727

Agency Name: CONSUMER CREDIT COUNSELING SERVICE

Agency Type: LHCA

Last Training Date: 01/01/2010

Employment Start Date*:

Employment End Date:

HECM Certified: No

Counselor Training Info

| Training Title: | Training Date: | Training Organization: | Other Training Organization: | Training Sponsor: |
|------------------------|----------------|------------------------|------------------------------|-------------------|
| New Counselor Training | 01/01/2010 | Other | CCCS of LSS in SD | N/A |

Figure 41.G.5. GTR – Agency: Agency Counselor/Client – Training Search – Counselor Profile

7.1.1.1 Agency Status Update

APPROVED – LHCA & Intermediaries

Agencies that applied and was approved to participate in HUD’s SF Housing Counseling program and have a HUD-Approved certificate are the only agencies to have the Approved status.

PARTICIPATING – SHFA & Sub-Agencies

An agency that is participating in HUD’s SF Housing Counseling program on behalf of their relationship with an Approved organization has Participating status. SHFA are approved by their State and HUD recognizes them and allows SHFA to participate in HUD’s program as a courtesy. Sub-agencies belonging to a HUD-Approved agency (LHCA & Intermediary) are participants in the program so long as their parent organization remains Approved.

CONDITIONAL – All Agencies

Agencies maintain a Conditional status for a limited time until they satisfy a condition to be Approved or Participating. The most applied situation is from the results of a recent BPR that an agency must make corrections to deficiencies discovered during their Review. If an agency does not attain an Approved or Participating status at the end of the Conditional period, HCS converts their status to the appropriate Terminated status.

INACTIVE – All Agencies

Agencies that are no longer participating in the program but require access to HCS to complete their 9902 reports or update their records have the Inactive Status. The agency’s contact and counseling information is not made publicly available through any of HUD’s systems or programs to reflect their non-participatory status with the SF Housing Counseling Program. The agency’s profile is dormant until their last action is complete.

TERMINATED (DISAPPROVED) – LHCA & Intermediaries

An Approved agency that drops out of the program and no longer participates in the program is terminated. Access to HCS is denied and their profiles are dormant.

TERMINATED (NON-PARTICIPATING) – SHFA & Sub-Agencies

Any SHFA that drops out of the program and no longer participating in the program is terminated. All sub-agencies of a Terminated (Disapproved) agency are terminated from the program. Access to HCS is denied and their profiles are dormant.

STATUS DURATIONS

Agency's status can be changed any time depending upon their situation. Generally, however, the system recognizes the following durations for each status.

APPROVED

LHCA = 2 Calendar Years. LHCA will renew their 2 year Approval status on the date of their renewal.

INTERMEDIARIES = Fiscal Year (FY). Generally Intermediaries operate under a HUD Grant. Their approval is therefore based on the fiscal year, to better track their duration under the grant.

PARTICIPATING

SHFA = opened. SHFA do not have a preset termination date so their Participating status remains open indefinitely. The system does allow fix 2, 3, or 5 years settings if desired or an ending date can be manually entered.

Sub-Agencies' durations are the same as that of their Parent Agency. Sub-Agencies maintain the same status and duration as that of their parent agency's status. Individual sub-agency statuses can be down-graded if their circumstance warrants it. Their statuses however cannot be extended beyond that of their parent's status. Keep in mind that LHCA that are temporary affiliate to Intermediary maintains their Approval status independently regardless of the Intermediary's status change.

CONDITIONAL

Settings = 15, 30, 45, 60, 90, & 120 days. Conditional is a temporary reprieve to maintain their Approved or Participating status until their condition is corrected. If the conditions required to be Approved or Participating are not satisfied, the status changes at the end of their end date to Terminated.

INACTIVE

Settings = 15, 30, 45, 60, 90, & 120 days. Inactive is a temporary status to allow an agency to access HCS to complete unfinished records or make data entry in their files. Another reason for an agency to be inactive is that their counselors left the agency and agency becomes Inactive until they hire replacement counselors. At the end of the status period, the status changes automatically to Terminated unless a HUD user manually upgrades their status.

TERMINATED (Disapproved & Nonparticipating)

Setting is open until a HUD responsible person manually changes the status.

STATUS CHANGES

AUTOMATIC STATUS CHANGES

Unless a HUD user manually changes the status, HCS will make the following changes to ensure no agencies remains in a non-terminated status indefinitely.

Approved end date changes the status to Conditional for 30-days. This allows HUD users time to make adjustments to correctly update the agency status.

Participating status for SHFA that exceeds the end date converts to Conditional for 30-days for the same reason as above.

Conditional end date converts the status to Terminated. During conditional status the HUD user had enough time to update the agency's status if warranted. Ignoring the Conditional status implies the condition was not satisfied and the agency should be terminated from the program.

Inactive end date converts the status to Terminated. The system assumes that the agency is not coming back to the program and terminates their participation. If the agency is to be re-activated, a HUD user manually changes the agency's status.

Sub-Agencies are connected to their parent agency's status. This relieves the HUD user from resetting individual agencies. Individual sub-agencies can always be downgraded when warranted.

7.1.1.2 Update Status from Agency List

Agency Search results provide an option to update multiple agencies' statuses with a single start date. The duration of the approval period is determined according to the rules specified 7.2.1.1. above.

To update the active status of multiple agencies follow the steps below:

1. From the *Agency Search for FY 2XXX* page, select the criteria you wish to find agencies with.
 - a. The System displays a list of agencies that match your criteria.
 - b. Note the check boxes that appear next to some of the agencies listed. Only LHCA's, SHFA's, Intermediaries, and Multi-State Organizations are permitted to have their statuses updated from the search results page.
 - c. You can click the **All** hyperlink next to Select to check all checkable agencies in the list. You can also click the **None** hyperlink next to Select to uncheck all agencies in the list.
2. After checking the agencies you want to update, click the **Bulk Approve** button.



| Agency ID | Agency Name | Address | State | Agency Type | Last Updated | Last Edit user |
|---|------------------------------------|--------------------------------|-------|-------------|--------------|----------------|
| <input checked="" type="checkbox"/> 84478 | 4-SIGHT COUNSELING | 937 Broadway Cape Girardeau | MO | LHCA | 09/04/2009 | MX4478 |
| <input checked="" type="checkbox"/> 81155 | A J H HOUSING INCORPORATED | 4545 Gravois Ave St. Louis | MO | LHCA | 10/04/2008 | system |
| <input checked="" type="checkbox"/> 83751 | ABYSSINIAN DEVELOPMENT CORPORATION | 4 W. 125 Street New York | NY | LHCA | 09/29/2009 | MX3751 |

Figure 42.A. GTR – Agency: Update Agency Status Bulk Approve

3. Enter the Approval effective date and click the **Apply** button to apply status change. If you wish not to change the statuses, click the **Cancel** button or the **Close** button.

Figure 42.B. GTR – Agency: Update Agency Status – Bulk Approve

7.1.1.3 Update Status from Information

To update the status for a single agency, go to the agency profile for the agency you wish to update and following the steps below:

1. Under the HUD Affiliation tab, you will see Status, with the option to either **Change** or **View History**. Figure 44.A demonstrates the View History, and once in view mode, you have the option to select **Hide History**.

| Status: Participating | | As Of: 10/01/2009 | | Up To: 09/30/2010 | | Change Hide History | |
|--|------------|--------------------------|--------|--------------------------|---------------|-----------------------|--|
| Reason | As Of | Up To | Author | Date | Status | | |
| Parent Agency:84539 status was changed. | 10/01/2009 | 09/30/2010 | H13932 | 11/02/2009 | Participating | | |
| Status updated due to expiration of previous statu | 10/01/2009 | 10/31/2009 | SYSTEM | 10/01/2009 | Conditional | | |
| Parent Agency:84539 status was changed. | 10/01/2009 | 10/31/2009 | SYSTEM | 10/01/2009 | Conditional | | |
| | 01/06/2009 | 09/30/2009 | H13932 | 01/06/2009 | Participating | | |

Figure 43.A. GTR – Agency: Update Agency Status – Agency Profile – View History

2. In the Status Change pop up box, you can change the following information:
 - a. Status – the Status options listed reflect only those statuses an agency type can have. Please refer to Section 4.1.5 concerning active statuses. Changing statuses creates a new status history record.
 - b. For – This option is only available for Conditional and Inactive statuses. It is used to auto-calculate the Up To date.
 - c. Renew – This creates a new status history record instead of overwriting the current status record. Renew is only applicable if the status has not changed but the As Of and Up To dates have changed. If Status has changed, the Renew checkbox is ignored.
 - d. Status As Of Date – The effective date of the status
 - e. Status Up To Date – The last day on which the selected status is effective
 - f. Reason – A brief description for the reasoning behind updating the status
 - g. Comment – A longer description for the reasoning behind updating the status
3. Click the **Apply** button to save the status update.
4. After clicking the Apply button, the pop up box is closed and the updated status information is displayed on the Agency Profile. You do not need to click the **OK** button to save the status change as it has already been saved.

Figure 43.B. GTR – Agency: Update Agency Status – Agency Profile – Change

7.1.2 Add New Agency

You can click **Add New Agency** button from *Agency Search* page or from *Agency List* page to add a new agency to the HCS system.

1. From the upper navigation menu, scroll over the **Agency** hyperlink. And select the **Add New Agency** button.
2. Complete all of the required fields that are marked with *. Fields that are not marked with * are not mandatory. Following are the *Agency Profile* required fields.
 - a. Agency Name
 - b. Type of Agency: Following are the options of type of agency shown in the dropdown list.
 - c. HUD Office GTR: The GTR assigned to this agency, as well as their contact number and office location.
 - d. Agency Manager: The Point of Contact for the newly formed Agency.
 - e. Physical Address: What is required is the City, State, and Zip Code of the Agency Office location.
 - i. State: Select a state from the dropdown list where the agency physically resides in. System automatically assigns a HUD Office to the agency based on the State selected.
 - f. Fiscal Year: The fiscal year the new agency profile is being created for. The options are 'This Year' and 'Next Year'.
 - g. Federal Tax ID Number (TIN): This is agency's federal employer identification number. The system defaults its value to '00-0000000'. If user leaves the default value unchanged,

following warning message appears when the **OK** button is clicked by user to save data. Click the OK button from the warning message window to continue the process.

Add New Agency Profile

Agency Name: *

Type of Agency: * Parent Org: Temporary Affiliate

HUD Office GTR: * GTR Phone: - - x

HUD Office assigned to: Select a HUD Office

Agency Manager:

(Salutation) --select--

(Business Title) --select--

(First Name) *

(Middle Init)

(Last Name) *

Physical Address:

City: * State: * Zip: *

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

Fiscal Year: This Year Next Year *

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

Figure 44.A. GTR – Agency: Add New Agency Profile

Type of Agency:

- LHCA
- SHFA
- Multi-State Organization
- National Intermediary
- Regional Intermediary
- Sub Grantee
- Affiliate
- Branch-MSO
- Branch Local Agency
- Branch Inter Agency
- Branch Affiliate
- Branch Sub Grantee

Figure 44.B. GTR – Agency: Type of Agency Dropdown List

Figure 44.C. GTR – Agency: Agency Manager

Figure 44.D. GTR – Agency: Agency Physical Address

Figure 44.E. GTR – Agency: Fiscal Year and Federal Tax ID Number

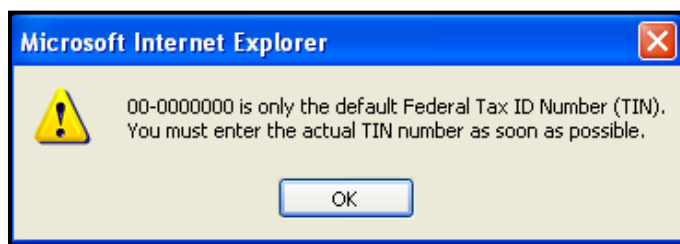


Figure 44.F. GTR – Agency: Default TIN Number Warning Message

Complete the form. To save, click **OK** button. To exit without saving, click **Cancel** button. Screen returns to previous page.

7.1.3 Counselor Information

1. From the upper navigation menu, scroll over the **Agency** hyperlink. And select the **Counselor Information** button.
2. Once you have completed your criteria, click **Search** to retrieve results, or **Clear** to erase previously input data.

Counselor Search

Fiscal Year: 2010

Counselor First Name:

Counselor Last Name:

CMS Counselor ID:

Agency ID:

HECM Certified:

Position:

HUD Office:

State:

Parent Agency ID:

Client First Name:

Client Last Name:

Client Case Number:

Client HECM Certificate Number:

Figure 45.A. GTR – Agency: Counselor Information Search

6. Provided below is an example of the search results retrieved while performing a counselor search.
7. To view further information on a counselor, click the hyperlink found in the Last Name column. By clicking the hyperlink under the name, you will be prompted to the Counselor Profile.

Counselor Panel

Total 2 records in fiscal year 2009

| Last Name | First Name | CMS Counselor ID | Agency ID | HOC | Last Training Certified |
|-----------------------|------------|------------------|-----------|--------------------|-------------------------|
| Curry | Ashley | 12345678 | 80000 | Philadelphia (HOC) | |
| Waxer | David | 12345679 | 80000 | Philadelphia (HOC) | |

Figure 45.B. GTR – Agency: Counselor Search

8. If you desire to update this profile, edit the information you desire and click **Update Profile** to save those changes, or **Clear** to remove that information.

Counselor Search Add Counselor Training Search **Counselor Profile**

Counselor Profile

* required field

First Name*: Hassan

Middle Init:

Last Name*: Abdillahi

CMS Counselor ID:

Agency ID: 84790

Agency Name: TWIN CITIES HABITAT FOR HUMANITY

Agency Type: LHCA

Last Training Date:

Employment Start Date*: 02/04/2008

Employment End Date:

HECM Certified: No

Counselor Training Info

| Training Title: | Training Date: | Training Organization: | Other Training Organization: | Training Sponsor: |
|-----------------|----------------|------------------------|------------------------------|-------------------|
|-----------------|----------------|------------------------|------------------------------|-------------------|

Figure 45.C. GTR – Agency: Agency Counselor Information Profile

7.1.4 Client Information

Client Search under the **Agency** tab provides the same options as demonstrated under the **Agency Search** function (Section 7.2.2).

1. From the upper navigation menu, scroll over the **Agency** hyperlink. And select the **Client Search** button.
2. Select the criteria in which you would like to search for, and click **Search** to retrieve those results, or **Clear**, to erase what was previously typed.

Client Search

Client Search

** To select multiple values at once hold the Ctrl or Shift key while clicking on various items

Fiscal Year: 2010

Client info

Case Number:

Client ID:

Client First Name:

Client Last Name:

**State: Alaska
Alabama
Arkansas

Counselor Info

CMS Counselor ID :

Counselor First Name:

Counselor Last Name:

Case Completed: ▼

Agency Info

Agency ID:

Parent ID:

HOC Info

**HUD Funded: Other HUD Program
Place Based Rental Assistance
Purchase REO Property
Rental Voucher

**HOC: Atlanta (HOC)
Denver (HOC)
Headquarters SF-HUD

9902 Info

Ethnicity: ▼

Race: ▼

**Income Group: a. < 50% of Area Median Income (AMI)
b. 50 - 79% of AMI
c. 80 - 100% of AMI

**Workshop/Seminar: a. Pre-Purchase Homebuyer Education
b. Financial Literacy
c. Resolve or Prevent Mortgage Delinquency

Service category: ▼

Service Outcome: ▼

HECM Info

HECM Certified: ▼

Client HECM Certificate Number:

Search
Clear

Figure 46.A. GTR – Agency: Client Search Options

3. To view further detail, click the hyperlink found under the Case Number column.

Client List

Total 463 records in fiscal year 2010

Print The List Excel Format

Next 200 records

| Case Number | Last Name | First Name | City | State | Agency ID | HOC | Service | CMS Counselor ID |
|-------------|-----------|------------|---------------|-------|-----------|--------------------|---|------------------|
| 1141179 | ABRAHAM | SARAH | TULSA | OK | 80724 | Denver (HOC) | | 274 |
| 1141886 | ALFRED | SARAH | TULSA | OK | 80724 | Denver (HOC) | d. Locate, Secure, or Maint Residence in Rental Housing - 9) Decided to remain in current housing situation | 191 |
| 1142306 | ALLEN | LUTISHA | OKLAHOMA CITY | OK | 80724 | Denver (HOC) | | 7 |
| 1142287 | ALYEA | CHRISTINA | TULSA | OK | 80724 | Denver (HOC) | d. Locate, Secure, or Maint Residence in Rental Housing - 9) Decided to remain in current housing situation | 15 |
| 1141840 | ANDERSON | CONNIE | HASKELL | OK | 80724 | Denver (HOC) | d. Locate, Secure, or Maint Residence in Rental Housing - 9) Decided to remain in current housing situation | 209 |
| 1142447 | ANDERSON | CAROL | TULSA | OK | 80724 | Denver (HOC) | d. Locate, Secure, or Maint Residence in Rental Housing - 9) Decided to remain in current housing situation | 191 |
| 1142240 | ANDERSON | KENYATTA | TULSA | OK | 80724 | Denver (HOC) | d. Locate, Secure, or Maint Residence in Rental Housing - 9) Decided to remain in current housing situation | 191 |
| 1141258 | AZLIN | JIMMY | WEWOKA | OK | 80724 | Denver (HOC) | | 7 |
| 1888466 | Adams | Tracy | Sicklerville | NJ | 80941 | Philadelphia (HOC) | | 102 |
| 1860964 | Aleogena | Irene | Williamstown | NJ | 80941 | Philadelphia (HOC) | | 102 |
| 22114 | Algee | Mary | Dayton | OH | 84573 | Philadelphia (HOC) | | 122 |
| 1780781 | Antonucci | Michael | West Chester | PA | 80941 | Philadelphia (HOC) | | 13 |

Figure 46.B. GTR – Agency: Client Search Results

Note: Provided below is an example of the Client Profile.

Client Search Client Profile

Client Profile

First Name: SARAH
 Middle Name: A
 Last Name: ABRAHAM
 Address1: 1616 W 47TH ST
 Address2:
 City: TULSA
 State: OK
 Zip: 74107
 Phone: 918-447-7776
 Case Number: 1141179
 Service:

Figure 46.C. GTR – Agency: Client Search Client Detail

7.2 HUD-9902

As a GTR, you can submit and review HUD-9902 forms. To do so, you must first search for the agency on whose behalf you'd like submit or review.

7.2.1 9902 Data Reporting Status Inquiry

This feature is primarily a tool to track agencies that are required to submit their 9902 reports.


To view/update the HUD-9902 form, you must perform a 9902 Data Reporting Status Inquiry.

1. From the upper navigation menu, click the **HUD-9902 Processing** hyperlink. The *9902 Data Reporting Status Inquiry* page appears.
2. In the drop-down box, select the fiscal year and reporting period that you wish to search. Then click **Continue**. The *9902 Data Reporting Status Inquiry for FY 20XX* screen appears.

9902 Data Reporting Status Inquiry

Select the fiscal year: and reporting period: you wish to search

Figure 47. GTR – HUD-9902: 9902 Data Reporting Status Inquiry Fiscal Year Selection

3. To enter a single agency's 9902 report, enter Agency ID in the upper section in *9902 Data Reporting Status Inquiry* page. Click the **Submit Inquiry** button, and 9902 form is displayed.
4. Complete all of the fields you want to search on or just leave the fields blank to retrieve all the reported HUD-9902 forms. Click **Submit Inquiry**. The inquired 9902 result screen appears.
 - a. Agency ID – Allows you to extract information based on a particular Agency's ID number.
 - b. GTR Name – Allows a search to be performed based off of a particular Government Technical Officer.
 - c. Agency Type – Allows a search to be made on an individual or multiple agency types.
 - d. Grant Awardees – This enables you to narrow down your results based on whether an agency was awarded a grant.
 - e. Have Reported Individual 9902 – This enables you to narrow down your results based on whether a particular Agency and individually reported their 9902.
 - f. Reported on Time – Along the lines of the 9902, this helps in determining if it was reported on time.
 - g. Reported Data are Validated – Allows a search to be made on whether or not reported data has been validated.
 - h. CMS – Allows you to perform a search based on various Client Management Systems.
5. To get online help instructions for Form-9902, click the  button found on the Search page.


To access a list of [Frequently Asked Questions](#) regarding the Housing Counseling Data Reporting system, click here . This button is also available on other pages in this system.

Figure 48.A. GTR – HUD-9902: 9902 Processing – FAQ


| HOUSING COUNSELING 9902 REPORTING | |
|--|---|
| 9902 Data Reporting Status Inquiry for Quarter 4 of FY 2009 | |
| Instructions: + - | |
| Inquiry Scope | Assigned Area <input type="button" value="v"/> |
| Agency ID | <input type="text"/> |
| Parent Agency ID (for sub-agencies listing) | <input type="text"/> |
| HUD Office | <input type="button" value="v"/> |
| GTR Name | <input type="button" value="v"/> |
| Agency Type | <input type="text"/> This field allows multiple value entry. Click on the field to display choices and select item or enter a comma delimited list of values. |
| Grant Awardees | <input type="button" value="v"/> |
| Have Reported Individual 9902 | Yes <input type="button" value="v"/> |
| Reported On Time | <input type="button" value="v"/> |
| Reported Data Are Validated | <input type="button" value="v"/> |
| CMS | <input type="text"/> This field allows multiple value entry. Click on the field to display choices and select item or enter a comma delimited list of values. |
| <input type="button" value="SUBMIT INQUIRY"/> | |
| To access a list of Frequently Asked Questions regarding the Housing Counseling Data Reporting system, click here FAQ . This button is also available on other pages in this system. | |
|  | |

Figure 48.B. GTR – HUD-9902: 9902 Data Reporting Status Inquiry Criteria Screen

- Upon the retrieval of your search criteria, you can view the details of a 9902 form for any Agency represented. This is done by clicking the **9902** hyperlink located under the **Details** header.

**1809 agency(s) have Reported
for Quarter 4 of Fiscal Year 2009**

Inquiry Criteria: • Reporting Period: Quarter 4
• Fiscal Year: 2009
• Have Reported 9902: Yes

| Agency ID | Agency Name | Agency Type | Agency Address | Contact | Data Source | Details |
|-----------|---|-------------|---|------------------------------|-------------|---------|
| 82337 | 1ST CHOICE CREDIT UNION | Sub Grantee | 315 Auburn Avenue Atlanta, GA 30303 | 404-832-5800 404-607-8252 | HCS | 9902 |
| 83799 | 28TH LEGISLATIVE DISTRICT COMMUNITY DEVELOPMENT CORPORATION | Sub Grantee | 815 N. Hickory Street Chattanooga, TN 37404 | 423-698-8190 423-698-8191 | HCS | 9902 |
| 84478 | 4-SIGHT COUNSELING | LHCA | 937 Broadway Broadway Plaza, Suite 305 Cape Girardeau, MO 63701 | 573-334-7995 573-335-8610 | HCS | 9902 |
| 83504 | A.G.A.P.E. CDC | Sub Grantee | 5205 Capital Boulevard Suite 5293 Raleigh, NC 27616 | 919-876-1239 888-876-1238 | HCS | 9902 |
| 83502 | ABCD INC. | Sub Grantee | 1225 Gross Avenue N.E. Canton, OH 44705-1605 | 330-455-6385 330-456-3913 | HCS | 9902 |
| 83751 | ABYSSINIAN DEVELOPMENT CORPORATION | LHCA | 4 W. 125 Street New York, NY 10027 | 646-442-6545 646-442-6598 | HCS | 9902 |
| 80015 | ACCESS INCORPORATED | LHCA | 3630 Aviation Way PO Box 4666 Medford, OR 97501 | 541-779-6691 541-779-8886 | HCS | 9902 |
| 84019 | YWCA VIRGINIA PENINSULA | Sub Grantee | 2702 Orcutt Avenue Newport News, VA 23607 | 757-245-6026 757-247-6485 | HCS | 9902 |
| 80824 | YWCA-CCCS EL PASO DEL NORTE REGION | LHCA | 1600 N. Brown St El Paso, TX 79902-4725 | 915-577-2530 915-533-8132 | HCS | 9902 |

Figure 49. GTR – HUD-9902: 9902 Data Reporting Status Inquiry Criteria Screen

Note: Provided below is an example of a 9902 form report.

| | | |
|---|--|---|
| Housing Counseling Agency Activity Report | U.S. Department of Housing and Urban Development Office of Housing Federal Housing Commissioner | OMB Approval No. 2502-0261 (Exp. 3/28/2009) |
| 1. Counseling Agency Name | | 2. Reporting Period and Budget |
| Agency Name AFFORDABLE HOMES OF SOUTH TEXAS, INC. | | Reporting Period: Quarter 4 |
| Agency ID: 80020 | Agency Type: LHCA | Fiscal Year: 2009 |
| Address: 1420 Erie Avenue McAllen, TX 78501 | | From: 10/01/2008 |
| Parent Agency Name(if applicable) | | To: 09/30/2009 |
| Agency ID: | | Initial Submission Date: 10/27/2009 |
| Agency Type: | | Date Updated: 11/10/2009 |
| | | Total Annual Housing Counseling Program Budget, All Sources: \$ 28000.00 |
| | | HUD Funded Activity Ratio: 0% (0) |
| Validated: Yes Deadline for late submissions has been extended until 02/28/2010 Updates are not allowed at this time | | |
| Last Validated: 11/12/2009 Validated by: Susan Aleman | | |
| HUD-9902 | HUD-9902 (Derived) | Logic Model |
| | | All Counseling and Education Activities Counseling and Education Activities Attributed to HUD Housing Counseling Grant Funds |

| | | |
|--|-----|------------|
| 3. Ethnicity of Clients (select only one) | | |
| a. Hispanic | 261 | 0 |
| b. Not Hispanic | 0 | 0 |
| c. Chose not to respond | 0 | 0 |
| Section 3 Total: | | 261 |
| 4. Race of Clients | | |
| Single Race | | |
| a. American Indian/Alaskan Native | 0 | 0 |
| b. Asian | 0 | 0 |
| c. Black or African American | 0 | 0 |
| d. Native Hawaiian or Other Pacific Islander | 0 | 0 |
| e. White | 261 | 0 |
| Multi-Race | | |
| f. American Indian or Alaska Native <i>and</i> White | 0 | 0 |
| g. Asian <i>and</i> White | 0 | 0 |
| h. Black or African American <i>and</i> White | 0 | 0 |
| i. American Indian or Alaska Native <i>and</i> Black or African American | 0 | 0 |
| j. Other multiple race | 0 | 0 |
| k. Chose not to respond | 0 | 0 |
| Section 4 Total: | | 261 |
| 5. Income Levels | | |
| a. < 50% of Area Median Income (AMI) | 56 | 0 |
| b. 50 - 79% of AMI | 186 | 0 |
| c. 80 - 100% of AMI | 19 | 0 |
| d. > 100% AMI | 0 | 0 |
| e. Chose not to respond | 0 | 0 |
| Section 5 Total: | | 261 |
| 6. Clients Receiving Education/Group Sessions | | |
| a. Completed pre-purchase homebuyer education workshop | 46 | 0 |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | 11 | 0 |
| c. Completed resolving or preventing mortgage delinquency workshop | 0 | 0 |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | 0 | 0 |
| e. Completed fair housing workshop | 0 | 0 |
| f. Completed predatory lending workshop | 0 | 0 |
| g. Completed rental workshop | 0 | 0 |
| h. Other workshop | 0 | 0 |
| Group Session / Section 6 Total: | | 57 |
| 7. Numbers of Clients COUNSELED, by Purpose of Visit and Results | | |
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 66 | 0 |
| 2) Client will be mortgage ready within 90 days | 16 | 0 |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 61 | 0 |
| 4) Receiving long term pre-purchase counseling | 2 | 0 |
| 5) Entered lease purchase program | 0 | 0 |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 0 | 0 |
| 7) Withdrew from counseling | 18 | 0 |
| 8) Other | 1 | 0 |
| Section 7a Sub-total: | | 164 |
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 21 | 0 |

| | | |
|--|-----------|----------|
| 2) Mortgage refinanced | 0 | 0 |
| 3) Mortgage modified | 0 | 0 |
| 4) Received second mortgage | 0 | 0 |
| 5) Initiated forbearance agreement/repayment plan | 0 | 0 |
| 6) Executed a deed-in-lieu | 0 | 0 |
| 7) Sold property/chose alternative housing solution | 0 | 0 |
| 8) Pre-foreclosure sale | 0 | 0 |
| 9) Mortgage foreclosed | 0 | 0 |
| 10) Counseled and referred to another social service or emergency assistance agency | 0 | 0 |
| 11) Obtained partial claim loan from FHA lender | 0 | 0 |
| 12) Bankruptcy | 0 | 0 |
| 13) Entered debt management plan | 0 | 0 |
| 14) Counseled and referred for legal assistance | 0 | 0 |
| 15) Currently receiving foreclosure prevention/budget counseling | 0 | 0 |
| 16) Withdrew from counseling | 0 | 0 |
| 17) Other | 0 | 0 |
| Section 7b Sub-total: | 21 | 0 |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 0 | 0 |
| 2) Counseled on HECM; decided not to obtain mortgage | 0 | 0 |
| 3) Obtained a non-FHA reverse mortgage | 0 | 0 |
| 4) Received home equity or home improvement loan or other home repair assistance | 0 | 0 |
| 5) Received consumer loan (unsecured) | 19 | 0 |
| 6) Mortgage refinanced | 0 | 0 |
| 7) Counseled and referred to other social service agency | 0 | 0 |
| 8) Sold house/chose alternative housing solution | 0 | 0 |
| 9) Completed financial management/budget counseling | 0 | 0 |
| 10) Completed home maintenance counseling | 0 | 0 |
| 11) Counseled and utilities brought current | 0 | 0 |
| 12) Counseled and referred for legal assistance | 0 | 0 |
| 13) Currently receiving counseling | 0 | 0 |
| 14) Withdrew from counseling | 0 | 0 |
| 15) Other | 0 | 0 |
| Section 7c Sub-total: | 19 | 0 |
| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | |
| 1) Received housing search assistance | 0 | 0 |
| 2) Obtained temporary rental relief | 0 | 0 |
| 3) Counseled and referred to agency with rental assistance program | 0 | 0 |
| 4) Advised on recertification for HUD/other subsidy program | 0 | 0 |
| 5) Counseled and referred to other social service agency | 0 | 0 |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 0 | 0 |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 0 | 0 |
| 8) Found alternative rental housing | 0 | 0 |
| 9) Decided to remain in current housing situation | 0 | 0 |
| 10) Resolved issue in current tenancy | 0 | 0 |
| 11) Entered debt management/repayment plan | 0 | 0 |
| 12) Counseled and utilities brought current | 0 | 0 |
| 13) Resolved security deposit dispute | 0 | 0 |
| 14) Currently receiving counseling | 0 | 0 |

| | | | |
|---|------------|-------------------------------------|----------------|
| 15) Withdrew from counseling | | 0 | 0 |
| 16) Other | | 0 | 0 |
| Section 7d Sub-total: | | 0 | 0 |
| e. Seeking Shelter or Services for the Homeless | | | |
| 1) Occupied emergency shelter | | 0 | 0 |
| 2) Occupied transitional housing | | 0 | 0 |
| 3) Occupied permanent housing with rental assistance | | 0 | 0 |
| 4) Occupied permanent housing without rental assistance | | 0 | 0 |
| 5) Counseled Referred to other social service agency | | 0 | 0 |
| 6) Remained homeless | | 0 | 0 |
| 7) Currently receiving counseling | | 0 | 0 |
| 8) Withdrew from counseling | | 0 | 0 |
| 9) Other | | 0 | 0 |
| Section 7e Sub-total: | | 0 | 0 |
| Individual Counseling / Section 7 a-e Total: | | 204 | 0 |
| Total Counseling / Section 6 and 7 Total: | | 261 | 0 |
| 8. HUD Housing Counseling Grant(s)-Summary Data | | | |
| HUD Housing Counseling Grant or Sub-grant Number/Source | Grant Type | HUD Housing Counseling Grant Amount | |
| Section 8 Totals: | | \$0.00 | |
| 9. Authorization: | | | |
| Input Official | | Agency Official | |
| First Name: | Isabel | First Name: | Isabel |
| Last Name: | Mercado | Last Name: | Mercado |
| Title: | | Title: | Agency Manager |
| Phone: | | Phone: | |
| Help | | Reload | |
| Back | | PDF Version | |

Figure 50.A. GTR – HUD-9902: 9902 form

7. Complete all fields. Steps 8-14 explain important aspects of the HUD-9902 form.
8. In the **Counseling Agency Name & Address** area, keep the following information in mind:
 - a. Although the address shown may be modified on-line through the Agency Information page of HCS, Housing Counseling Agencies should notify their respective HUD Homeownership Center (HOC) of any address changes.
 - b. Reference to HUD HOC offices can be found at:
<http://www.hud.gov/offices/hsg/sfh/hoc/hsghocscfm>
 - c. Affiliates/branches are required to enter their Intermediary ID in the appropriate box on the Agency Information page of HCS.
9. In the **Reporting Period and Budget** section, remember that this is an accumulating quarterly report. All activities that took place from the first day of the fiscal year to the last day of the reporting period should be included in the report. Quarter 4 Reporting Period is the same as an annual report because it covers the entire fiscal year. Grant reporting period reports are required for those agencies who have a grant agreement with HUD and should specify the starting date and ending date of the Grant reporting period.
10. Complete the Ethnicity of Clients, Race of Clients, Income Levels, and Number of Clients Receiving Educational/Outreach Services sections.

Note: The report contains two data columns for all sections of the HUD-9902 form:

- **All Counseling and Education Activities** – Enter data covering all housing counseling activities, including those performed under one or more HUD housing counseling grants.
- **Counseling and Education Activities attributed to HUD Housing Counseling Grant Funds** – Starting in FY 2007 the HUD Grant Activities are automatically calculated based on the HUD

Funded Activity Ratio in Section 2. This ratio is determined by the total HUD grant awards in Section 8 divided by the Total Annual Housing Counseling Program Budget in Section 2. These data elements are recalculated when you enter a value into the All Counseling Activities column or when the Total Annual Housing Counseling Program Budget is changed.

11. For the **Number of Clients Counseled, by Purpose of Visit and Results** section, keep the following information in mind:
 - a. Enter the number of clients to whom you provided counseling during the report period. This might include clients who entered your workload the previous report period but you carried over into and counseled during the current report period.
 - b. You are not reporting the number of individual persons you counseled. Examples: A husband and wife or a brother and sister or three friends who are mortgagors under the same note count as one client. Three renting families who experience the same problem with the same landlord and come to your agency together for assistance count as one client.
 - c. **Seeking Shelter or Services for the Homeless** – A client reported on this line must meet the definition for "homeless" or "homeless individual" set forth in Section 103, General Definition of Homeless Individual, of the Stewart B. McKinney Homeless Assistance Act (Public Law 100-77). Instructions / Guidance and FAQ – The following hyperlink will take you to the appropriate HUD website for form HUD-9902 instructions and FAQs. At the top of the site under INDEX, select "reports (PDF page)" and you will be directed to the proper location. Scroll down for further information at this location. http://www.hud.gov/offices/hsg/sfh/hcc/hc_faq.cfm
12. For **HUD Housing Counseling Grant Summary Data**, Section 8 of the form HUD-9902. This section is automatically calculated and shows the awards that were granted by HUD.
13. For **HUD Housing Counseling Grant Summary Data**, Section 8 of the form HUD-9902. This section is automatically calculated and shows the awards that were granted by HUD.
14. For the **Authorization** section, the first and last name of the user logged into HCS who completes this form is automatically entered for the Input Official when the Send button is clicked. The Agency Official is the Director first name and last name from the Agency Information page of HCS.
15. Starting in January of 2008, agencies can submit their client level data through a CMS system. The HUD 9902 Form provides an automated tool that generates the HUD 9902 Form and Logic Model from the client level data submitted. To view the client level data derived HUD 9902 Form and Logic Model Click the HUD 9902 (Derived) and Logic Model tabs respectively

The HUD 9902 (Derived) provides a features which overrides the permanent HUD 9902 Form. To use the client level data derived HUD 9902 Form as your permanent HUD 9902 Form click the Commit Data button. This causes the System to overwrite the regular HUD 9902 Form.

| | | | |
|--|--|--|------------|
| Denver, CO 80206-1208 | | Date Updated: | 01/27/2010 |
| Parent Agency Name(if applicable) | | Total Annual Housing Counseling Program Budget, All Sources: | |
| Agency ID: | | \$ 214086.00 | |
| Agency Type: | | HUD Funded Activity Ratio: | |
| | | 14.13% (0.1413) | |
| Validated: Yes Deadline for late submissions has been extended until 02/28/2010 | | | |
| Last Validated: 02/05/2010 | | Validated by: Gary Thacker | |

| HUD-9902 | HUD-9902 (Derived) | Logic Model |
|--|--------------------|---|
| Commit Data 3. Ethnicity of Clients (select only one) a. Hispanic b. Not Hispanic c. Chose not to respond 4. Race of Clients Single Race a. American Indian/Alaskan Native | | The HUD 9902 (Derived) Form & Logic Model are dynamically calculated from client data submitted by Agencies through CARS. If not data is submitted through CARS, then these two forms will be left blank. |
| | | All Counseling and Education Activities Counseling and Education Activities Attributed to HUD Housing Counseling Grant Funds 0 0 |

Figure 50.B. GTR – HUD-9902: 9902 (Derived)

16. To view the Logic Model, Click the Logic Model tab and a new window is displayed that show the Logic Model filled out with the client level data submitted through the CMS systems.

| HUD Goals | Policy Priority | Problem, Need, Situation | Service or Activities/Output | Pre | Post | Outcome | Pre | Post | Evaluation Tools |
|-----------|-----------------|--|---|-----|------|--|-----|------|------------------|
| 1 | 1 | Need for information and advice regarding home buying and homeownership. | Pre-Purchase/Home buying - Group workshops | 0 | 5 | Counseled on pre-purchase/home buying - Purchased home | 0 | 1 | Households |
| 2 | | | Financial literacy - Group workshops | 0 | 5 | Counseled on pre-purchase/home buying - Mortgage Ready within 90 days | 0 | 1 | Households |
| 3 | | | Fair housing - Group workshops | 0 | 0 | Counseled on pre-purchase/home buying - Mortgage Ready within 90 to 180 days | 0 | 0 | Households |
| 4 | | | Predatory lending - Group workshops | 0 | 0 | Counseled on pre-purchase/home buying - Entered Lease Purchase Contract | 0 | 1 | Households |
| 5 | | | Other - Group Workshops | 0 | 0 | Counseled on pre-purchase/home buying - Decided not to purchase housing; no further effort | 0 | 0 | Households |
| 6 | | | Pre-Purchase/Home buying - One-on-one counseling participants | 0 | 2 | Counseled on pre-purchase/home buying - Withdrew | 0 | 0 | Households |
| 7 | | | | | | Counseled on pre-purchase/home buying - Other outcome | 0 | 0 | Households |
| 8 | | Need for information and advice regarding resolving or preventing mortgage delinquency or default. | Mortgage delinquency - Group workshops | 0 | 5 | Counseled on mortgage delinquency - Brought mortgage current | 0 | 0 | Households |
| 9 | | | Mortgage delinquency - One-on-one counseling participants | 0 | 0 | Counseled on mortgage delinquency - Referred to other social service agency or emergency | 0 | 0 | Households |
| 10 | | | | | | Counseled on mortgage delinquency - Obtained partial claim loan from FHA lender | 0 | 0 | Households |
| 11 | | | | | | Counseled on mortgage delinquency - Declared bankruptcy | 0 | 0 | Households |
| 12 | | | | | | Counseled on mortgage delinquency - Entered debt management plan | 0 | 0 | Households |
| 13 | | | | | | Counseled on mortgage delinquency - Referred for legal assistance | 0 | 0 | Households |
| 14 | | | | | | Counseled on mortgage delinquency - Withdrew | 0 | 0 | Households |
| 15 | | | | | | Counseled on mortgage delinquency - Other outcome | 0 | 0 | Households |
| 16 | | | | | | Counseled on mortgage delinquency - Mortgage | 0 | 0 | Households |

Figure 50.C. GTR – HUD-9902: Logic Model

17. When you finish completing this form, click **Send**. A message appears at the top of your screen.

A 9902 report has been created in database.

If the calculated totals don't agree with your calculations, verify your entries/totals and re-send the form if necessary.

Figure 51. GTR – HUD-9902: Database Updated Message

You have now successfully completed a HUD-9902 form.

There are other dynamics associated with the Data Reporting Status Inquiry, which are found at the bottom of your returned search.

18. To print this list, click **Print**. A print dialog box appears allowing you to print the search results.
19. To export this list to Microsoft Excel, click **Export**. A File Download dialog box appears allowing you to save or open the search results using Microsoft Excel.

**1809 agency(s) have Reported
for Quarter 4 of Fiscal Year 2009**

Inquiry Criteria:

- Reporting Period: Quarter 4
- Fiscal Year: 2009
- Have Reported 9902: Yes

| Agency ID | Agency Name | Agency Type | Agency Address | Contact | Data Source | Details |
|-----------|---|-------------|---|------------------------------|-------------|---------|
| 82337 | 1ST CHOICE CREDIT UNION | Sub Grantee | 315 Auburn Avenue Atlanta, GA 30303 | 404-832-5800 404-607-8252 | HCS | 9902 |
| 83799 | 28TH LEGISLATIVE DISTRICT COMMUNITY DEVELOPMENT CORPORATION | Sub Grantee | 815 N. Hickory Street Chattanooga, TN 37404 | 423-698-8190 423-698-8191 | HCS | 9902 |
| 84478 | 4-SIGHT COUNSELING | LHCA | 937 Broadway Broadway Plaza, Suite 305 Cape Girardeau, MO 63701 | 573-334-7995 573-335-8610 | HCS | 9902 |
| 83504 | A.G.A.P.E. CDC | Sub Grantee | 5205 Capital Boulevard Suite 5293 Raleigh, NC 27616 | 919-876-1239 888-876-1238 | HCS | 9902 |
| 83502 | ABCD INC. | Sub Grantee | 1225 Gross Avenue N.E. Canton, OH 44705-1605 | 330-455-6385 330-456-3913 | HCS | 9902 |
| 83751 | ABYSSINIAN DEVELOPMENT CORPORATION | LHCA | 4 W. 125 Street New York, NY 10027 | 646-442-6545 646-442-6598 | HCS | 9902 |
| 80015 | ACCESS INCORPORATED | LHCA | 3630 Aviation Way PO Box 4666 Medford, OR 97501 | 541-779-6691 541-779-8886 | HCS | 9902 |

Print Export Invalid Email List Email Address List

Figure 52. GTR – HUD-9902: 9902 Data Reporting Status Inquiry Results

20. To view the e-mail list for this agency, click **Email Address List**. The *9902 Inquiry Results Email List* screen appears.
21. To save the email list as a text file, click **Text**. A File Download dialog box appears; click **Save** or **Open**.
22. When you are done reviewing the **Email List**, click **Done**. You return to the *9902 Inquiry Search Results List* screen

| 9902 Inquiry Results Email List | | |
|---|--|----------------------------------|
| Valid Email Addresses | | |
| Inquiry Criteria: | | |
| <ul style="list-style-type: none"> • Reporting Period: Quarter 1 • Fiscal Year: 2010 • HUD Office: Headquarters SF-HUD • Have Reported 9902: Yes • Reported On Time: Yes | | |
| Agency ID | Agency Name | Agency Email |
| * Click On Email Address to Edit. After updates are made, an asterisk appears to mark that the email was updated. | | |
| 81612 | CATHOLIC CHARITIES - LA CROSSE, INC. | mjacobson@cclse.org |
| 80629 | CATHOLIC CHARITIES BUREAU | cmyrick@cjbjax.org |
| 84574 | CATHOLIC CHARITIES DIOCESE OF ALLENTOWN | hstrohman@allentowndioocese.org |
| 84578 | CATHOLIC CHARITIES DIOCESE OF GREEN BAY | blison@gbdioc.org |
| 84572 | CATHOLIC CHARITIES DIOCESE OF NEW ORLEANS | rcroft@archdiocese-no.org |
| 84576 | CATHOLIC CHARITIES GALVESTON HOUSTON | rdixon@catholiccharities.org |
| 80952 | CATHOLIC CHARITIES HAWAII | info@catholiccharitieshawaii.org |
| 80541 | CATHOLIC CHARITIES HOUSING OPPORTUNITIES | ggarchar@youngstowndioocese.org |
| 80948 | CATHOLIC CHARITIES HOUSING RESOURCE CENTER | mfehner@ccstl.org |
| 84577 | CATHOLIC CHARITIES HOUSING SERVICES | bketcham@cchsyakima.org |
| 82140 | CATHOLIC CHARITIES KANSAS CITY, MO | dmaples@ccharities.com |
| 80434 | CATHOLIC CHARITIES OF ASHTABULA COUNTY | lynnz@doycac.org |
| 84575 | CATHOLIC CHARITIES OF CENTRAL TEXAS | steve-stokes@austindioocese.org |
| 82146 | CATHOLIC CHARITIES OF CORPUS CHRISTI | ddean@diocesecc.org |
| 82251 | CATHOLIC CHARITIES OF EAST TENNESSEE | christine@ccetn.org |
| 81392 | CATHOLIC CHARITIES OF EASTERN VIRGINIA | lgallagher@cceva.org |
| 81394 | CATHOLIC CHARITIES OF SAINT PETERSBURG | slopez@ccdosp.org |

Figure 53. GTR – HUD-9902: Inquiry Results Email List

23. To view the missing and invalid e-mail address(es) for this agency, click **Invalid Email List**. The *9902 Inquiry Results Email List* screen appears.

9902 Inquiry Results Email List

Missing/Invalid Email Addresses

Inquiry Criteria:

- Reporting Period: Quarter 1
- Fiscal Year: 2010
- HUD Office: Headquarters SF-HUD
- Have Reported 9902: Yes
- Reported On Time: Yes

| Agency ID | Agency Name | Agency Email |
|---|---|--------------|
| * Click On Email Address to Edit. After updates are made, an asterisk appears to mark that the email was updated. | | |
| 82259 | HOUSING EDUCATION RESOURCE CENTER | N/A |
| 84287 | SOUTHSIDE COMM DEVEL & HOUSING | N/A |
| 84437 | METROPOLITAN MILWAUKEE FAIR HOUSING COUNCIL | N/A |
| 80604 | CENTRO DE APOYO FAMILIAR (CAF) | N/A |
| 80605 | COMMUNITY HOUSING WORKS | N/A |
| 84330 | HARVEST AMERICA | N/A |
| 80627 | IN CHARGE DEBT SOLUTIONS | N/A |
| 84684 | PATH STONE | N/A |
| 80628 | SOUTHWEST KEY PROGRAMS, INC. | n/a |
| 81001 | NEIGHBORWORKS HOME RESOURCES | N/A |
| 82812 | CALIFORNIA RURAL LEGAL ASSISTANCE | N/A |
| 82810 | CALIFORNIA RURAL LEGAL ASSISTANCE-MARYSVILLE OFFICE | N/A |
| 81240 | ASSOCIATION HOUSE | N/A |
| 84558 | BROOKLYN HOUSING AND FAMILY SERVICES | N/A |
| 84211 | CENTER FOR WORKING FAMILIES | N/A |
| 81238 | HUMBOLDT PARK SOCIAL SERVICES | N/A |
| 81261 | NEAR WESTSIDE COMMUNITY DEVELOPMENT CORPROATION | N/A |
| 81239 | SOUTHEAST CHICAGO DEVELOPMENT COMMISSION | N/A |
| 83795 | ST NICHOLAS NEIGHBORHOOD PRESERVATION CORPORATION | N/A |
| 84219 | UNIVERSITY SETTLEMENT | N/A |
| 82987 | WEST JACKSON CDC | N/A |

Done

Figure 54.A. GTR – HUD-9902: 9902 Inquiry Results Invalid Email List

- a. To update the invalid email address, Click the invalid email address text under Agency Email.
- b. An input box appears with two buttons, **Update** and **Cancel**.
- c. Enter a valid email address and click the **Update** button to save.

9902 Inquiry Results Email List

Missing/Invalid Email Addresses

Inquiry Criteria:

- Reporting Period: Quarter 1
- Fiscal Year: 2010
- HUD Office: Headquarters SF-HUD
- Have Reported 9902: Yes
- Reported On Time: Yes

| Agency ID | Agency Name | Agency Email |
|---|---|---|
| * Click On Email Address to Edit. After updates are made, an asterisk appears to mark that the email was updated. | | |
| 82259 | HOUSING EDUCATION RESOURCE CENTER | testing@aol.com <input type="button" value="Update"/> <input type="button" value="Cancel"/> |
| 84287 | SOUTHSIDE COMM DEVEL & HOUSING | N/A |
| 84437 | METROPOLITAN MILWAUKEE FAIR HOUSING COUNCIL | N/A |

Done

Figure 54.B. GTR – HUD-9902: 9902 Inquiry Results Invalid Email List – Edit

24. When you are finished reviewing this list, click **Done** to be returned back to the *9902 Inquiry Results* list screen.

| 9902 Inquiry Results Email List | | |
|---|---|-------------------|
| Missing/Invalid Email Addresses | | |
| Inquiry Criteria: | | |
| <ul style="list-style-type: none"> • Reporting Period: Quarter 1 • Fiscal Year: 2010 • HUD Office: Headquarters SF-HUD • Have Reported 9902: Yes • Reported On Time: Yes | | |
| Agency ID | Agency Name | Agency Email |
| * Click On Email Address to Edit. After updates are made, an asterisk appears to mark that the email was updated. | | |
| 82259 | HOUSING EDUCATION RESOURCE CENTER | testing@aol.com * |
| 84287 | SOUTHSIDE COMM DEVEL & HOUSING | N/A |
| 84437 | METROPOLITAN MILWAUKEE FAIR HOUSING COUNCIL | N/A |

Done

Figure 54.C GTR – HUD-9902: 9902 Inquiry Results Invalid Email List – Saved

25. To view more information about an agency listed on the agency search list, select an agency by clicking the hyperlink under the **Agency Name** column. The *Agency Summary* screen appears, as depicted in Section 9.2.1.
26. To view the HUD-9902 form for an agency, click the 9902 hyperlink. The HUD-9902 form appears.
27. If you key in a parent agency ID to the **Agency ID** field in *9902 Data Report Status Inquiry* criteria page, you will get a consolidated non-editable 9902 data report.

| 1 agency(s) belonging to CATHOLIC CHARITIES USA have Reported for Quarter 4 of Fiscal Year 2009 | | | | | | |
|--|---|-------------|--|---------------------------------|-------------|----------------------|
| Inquiry Criteria: | | | | | | |
| <ul style="list-style-type: none"> • Reporting Period: Quarter 4 • Fiscal Year: 2009 • Parent Agency ID: 80750 • Have Reported 9902: Yes | | | | | | |
| CATHOLIC CHARITIES USA (80750): 1 Affiliate(s) have Reported | | | | | | Consolidated 9902 |
| Agency ID | Agency Name | Agency Type | Agency Address | Contact | Data Source | Click for Details |
| 82257 | CATHOLIC FAMILY AND COMMUNITY SERVICES, A CATHOLIC CHARITIES AGENCY FOR THE DIOCESE OF PATERSON | Sub Grantee | 24 DeGrasse Street Paterson, NJ 07505 | 973-279-7100-20 973-523-1150 | HCS | 9902 |
| <input type="button" value="Print"/> <input type="button" value="Export"/> <input type="button" value="Invalid Email List"/> <input type="button" value="Email Address List"/> | | | | | | |

Figure 55.A. GTR – HUD-9902: 9902 Processing – Report of Affiliates Belonging to A Parent Agency Have Reported 9902 Data

28. Upon selecting Consolidated 9902 you will be prompted to the report, presented as followed.

**Totals for Sub-Agencies of
CATHOLIC CHARITIES USA**

Agency ID: 80750

Agency Type: National Intermediary

HUD Office GTR: Ronald Bedoya

Number of Sub-Agencies Reported: 1

Reporting Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009

Fiscal Year: 2009

[PDF Report](#)

| | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant |
|--|--|--|
| 3. Ethnicity of Clients (select only one) | | |
| a. Hispanic | 130 | 70.17 |
| b. Not Hispanic | 141 | 76.11 |
| c. Chose not to respond | 0 | 0.00 |
| Section 3 Total: | 271 | 146.28 |
| 4. Race of Clients | | |
| Single Race | | |
| a. American Indian/Alaskan Native | 0 | 0.00 |
| b. Asian | 0 | 0.00 |
| c. Black or African American | 87 | 46.96 |
| d. Native Hawaiian or Other Pacific Islander | 0 | 0.00 |
| e. White | 184 | 99.32 |
| Multi-Race | | |
| f. American Indian or Alaska Native and White | 0 | 0.00 |
| g. Asian and White | 0 | 0.00 |
| h. Black or African American and White | 0 | 0.00 |
| i. American Indian or Alaska Native and Black or African American | 0 | 0.00 |
| j. Other multiple race | 0 | 0.00 |
| k. Chose not to respond | 0 | 0.00 |
| Section 4 Total: | 271 | 146.28 |
| 5. Income Levels | | |
| a. < 50% of Area Median Income (AMI) | 19 | 10.26 |
| b. 50 - 79% of AMI | 76 | 41.02 |
| c. 80 - 100% of AMI | 103 | 55.60 |
| d. > 100% AMI | 73 | 39.41 |
| e. Chose not to respond | 0 | 0.00 |
| Section 5 Total: | 271 | 146.29 |
| 6. Clients Receiving Education/Group Sessions | | |
| a. Completed pre-purchase homebuyer education workshop | 0 | 0.00 |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | 0 | 0.00 |
| c. Completed resolving or preventing mortgage delinquency workshop | 0 | 0.00 |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | 0 | 0.00 |
| e. Completed fair housing workshop | 0 | 0.00 |
| f. Completed predatory lending workshop | 0 | 0.00 |
| g. Completed rental workshop | 0 | 0.00 |
| h. Other workshop | 0 | 0.00 |
| Group Session / Section 6 Total: | 0 | 0.00 |
| 7. Numbers of Clients Counseled, by Purpose of Visit and Results | | |
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 0 | 0.00 |
| 2) Client will be mortgage ready within 90 days | 0 | 0.00 |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 0 | 0.00 |
| 4) Receiving long term pre-purchase counseling | 0 | 0.00 |
| 5) Entered lease purchase progra | 0 | 0.00 |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 0 | 0.00 |
| 7) Withdrew from counseling | 0 | 0.00 |
| 8) Other | 0 | 0.00 |
| Section 7a Sub-total: | 0 | 0.00 |
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 0 | 0.00 |
| 2) Mortgage refinanced | 0 | 0.00 |

| | | |
|--|------------|-------------------------------------|
| 3) Mortgage modified | 0 | 0.00 |
| 4) Received second mortgage | 0 | 0.00 |
| 5) Initiated forbearance agreement/repayment plan | 4 | 2.16 |
| 6) Executed a deed-in-lieu | 0 | 0.00 |
| 7) Sold property/chose alternative housing solution | 1 | 0.54 |
| 8) Pre-foreclosure sale | 0 | 0.00 |
| 9) Mortgage foreclosed | 0 | 0.00 |
| 10) Counseled and referred to another social service or emergency assistance agency | 0 | 0.00 |
| 11) Obtained partial claim loan from FHA lender | 0 | 0.00 |
| 12) Bankruptcy | 0 | 0.00 |
| 13) Entered debt management plan | 0 | 0.00 |
| 14) Counseled and referred for legal assistance | 0 | 0.00 |
| 15) Currently receiving foreclosure prevention/budget counseling | 0 | 0.00 |
| 16) Withdrew from counseling | 0 | 0.00 |
| 17) Other | 0 | 0.00 |
| Section 7b Sub-total: | 5 | 2.70 |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 0 | 0.00 |
| 2) Counseled on HECM; decided not to obtain mortgage | 0 | 0.00 |
| 3) Obtained a non-FHA reverse mortgage | 0 | 0.00 |
| 4) Received home equity or home improvement loan or other home repair assistance | 0 | 0.00 |
| 5) Received consumer loan (unsecured) | 0 | 0.00 |
| 6) Mortgage refinanced | 0 | 0.00 |
| 7) Counseled and referred to other social service agency | 0 | 0.00 |
| 8) Sold house/chose alternative housing solution | 0 | 0.00 |
| 9) Completed financial management/budget counseling | 0 | 0.00 |
| 10) Completed home maintenance counseling | 0 | 0.00 |
| 11) Counseled and utilities brought current | 8 | 4.32 |
| 12) Counseled and referred for legal assistance | 0 | 0.00 |
| 13) Currently receiving counseling | 0 | 0.00 |
| 14) Withdrew from counseling | 0 | 0.00 |
| 15) Other | 0 | 0.00 |
| Section 7c Sub-total: | 8 | 4.32 |
| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | |
| 1) Received housing search assistance | 0 | 0.00 |
| 2) Obtained temporary rental relief | 80 | 43.18 |
| 3) Counseled and referred to agency with rental assistance program | 0 | 0.00 |
| 4) Advised on recertification for HUD/other subsidy program | 0 | 0.00 |
| 5) Counseled and referred to other social service agency | 0 | 0.00 |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 0 | 0.00 |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 0 | 0.00 |
| 8) Found alternative rental housing | 0 | 0.00 |
| 9) Decided to remain in current housing situation | 0 | 0.00 |
| 10) Resolved issue in current tenancy | 0 | 0.00 |
| 11) Entered debt management/repayment plan | 0 | 0.00 |
| 12) Counseled and utilities brought current | 111 | 59.92 |
| 13) Resolved security deposit dispute | 0 | 0.00 |
| 14) Currently receiving counseling | 0 | 0.00 |
| 15) Withdrew from counseling | 0 | 0.00 |
| 16) Other | 0 | 0.00 |
| Section 7d Sub-total: | 191 | 103.10 |
| e. Seeking Shelter or Services for the Homeless | | |
| 1) Occupied emergency shelter | 67 | 36.17 |
| 2) Occupied transitional housing | 0 | 0.00 |
| 3) Occupied permanent housing with rental assistance | 0 | 0.00 |
| 4) Occupied permanent housing without rental assistance | 0 | 0.00 |
| 5) Counseled Referred to other social service agency | 0 | 0.00 |
| 6) Remained homeless | 0 | 0.00 |
| 7) Currently receiving counseling | 0 | 0.00 |
| 8) Withdrew from counseling | 0 | 0.00 |
| 9) Other | 0 | 0.00 |
| Section 7e Sub-total: | 67 | 36.17 |
| Individual Counseling / Section 7 a-e Total: | 271 | 146.29 |
| Total Counseling / Section 6 and 7 Total: | 271 | 146.29 |
| 8. HUD Housing Counseling Grant(s) Data | | |
| HUD Housing Counseling Grant or Sub-grant Application Number | Grant Type | HUD Housing Counseling Grant Amount |
| All HUD Grants | | \$1,056,325.88 |

Figure 55.B. GTR – HUD-9902: 9902 Processing – Consolidated 9902 Report

29. If you select ‘Headquarters SF-HUD’ from **HUD Office** dropdown, select ‘No’ from **Have Reported Individual 9902** dropdown, and click **Submit Inquiry** button. The following report appears. In this report, name of parent agency, count and information of affiliates that have not reported 9902 data, links to agency profile(s) and individual 9902 report(s) are available and are grouped by parent agency name. You may click the individual 9902 report link to input 9902 data, or click agency name link to view or edit agency profile data.

926 agency(s) belonging to the Headquarters SF-HUD have Not Reported for Quarter 4 of Fiscal Year 2009

Inquiry Criteria: • Reporting Period: Quarter 4
• Fiscal Year: 2009
• HUD Office: Headquarters SF-HUD
• Have Reported 9902: No

2 Agency(s) Having No Current Association

| | | | | | | |
|-------|---|-------------|--|------------------------------|-----|------|
| 83453 | HOPE HOUSING COUNSELING AGENCY | Affiliate | 315 E. 7th Street Lawrence, KS 66049 | 785-856-4444 785-749-0095 | HCS | 9902 |
| 80920 | NEIGHBORHOOD HOUSING SERVICES OF NORTH TEXAS (FORMERLY NHS OF FORT WORTH) | Sub Grantee | 2315 N Main St Ste 401 Fort Worth, TX 76106 | 817-624-9454 817-624-0860 | HCS | 9902 |

ACORN HOUSING CORPORATION (80753): 39 Affiliate(s) have Not Reported

| Agency ID | Agency Name | Agency Type | Agency Address | Contact | Data Source | Details |
|-----------|---|---------------------|---|------------------------------|-------------|---------|
| 83075 | ACORN HOUSING , ORLANDO, FL | Sub Grantee | 120 E. Colonial Dr. Orlando, FL 32801 | 407-254-5974 407-254-0841 | HCS | 9902 |
| 84343 | ACORN HOUSING BATON ROUGE, LA | Branch Inter Agency | 5177 Greenwell Spring Road Baton Rouge, LA 70806 | 225-925-0937 | HCS | 9902 |

Figure 56. GTR – HUD-9902: 9902 Processing – Report of Agencies Associated with Intermediaries in HQ Have Not Reported 9902 Data

7.2.2 Analysis Reports Inquiry

As a GTR, you can perform an Analysis Reports Inquiry. The Analysis Reports Inquiry is used to organize and/or retrieve 9902 information. It can be exported into Excel spreadsheet in order to manipulate the data for other purpose.

1. From the top navigation menu, click **Analysis Reports Inquiry** hyperlink. The *9902 Data Analysis Reports Inquiry* page appears.
2. Complete all appropriate search fields in second half of the inquiry page and click the **Submit Inquiry** button.

Note: To view the differences in Analysis Type options, skip to Step 5.

HOUSING COUNSELING 9902 REPORTING
9902 Data Analysis Reports Inquiry

Agency ID: Reporting Period: Fiscal Year:

OR

Use the following options to narrow your selection criteria.

Fiscal Year:

Reporting Period:


Analysis Type:
 By Agency
 Cumulative Totals
 Percentages within total groups
 HUD Grants as a percentage of All Activities

Homeownership Center:

State:

City:

Agency Type:

To access a list of [Frequently Asked Questions](#) regarding the Housing Counseling Data Reporting system, click here . This button is also available on other pages in this system.




Figure 57.A. GTR – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry

3. Key in agency ID into **Agency ID** field and click the **Submit Inquiry** button, a read-only 9902 report appears. If a non-parent agency ID is keyed in, an individual 9902 report is displayed. Otherwise, a consolidated 9902 report will be displayed.
4. Key in agency ID into **Agency ID** field and click the **Excel Report** button, the *File Download* window appears. Follow the prompt to **Open** or to **Save** 9902 data in Excel spreadsheet.

HOUSING COUNSELING 9902 REPORTING
9902 Data Analysis Reports Inquiry

Agency ID: Reporting Period: Fiscal Year:

Figure 57.B. GTR – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry – by Agency ID

Note: Provided below is an example of a Data Analysis Report when pressing Submit Inquiry.

DELAWARE OPPORTUNITIES, INCORPORATED

Agency ID: 80000
Agency Type: LHCA
HUD Office GTR: Glen Stopera
Reporting Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009
Fiscal Year: 2009

[PDF Report](#)

| | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant |
|--|--|--|
| 3. Ethnicity of Clients (select only one) | | |
| a. Hispanic | 4 | 0.00 |
| b. Not Hispanic | 129 | 0.00 |
| c. Chose not to respond | 0 | 0.00 |
| Section 3 Total: | 133 | 0.00 |
| 4. Race of Clients | | |
| Single Race | | |
| a. American Indian/Alaskan Native | 0 | 0.00 |
| b. Asian | 1 | 0.00 |
| c. Black or African American | 11 | 0.00 |
| d. Native Hawaiian or Other Pacific Islander | 1 | 0.00 |
| e. White | 118 | 0.00 |
| Multi-Race | | |
| f. American Indian or Alaska Native and White | 0 | 0.00 |
| g. Asian and White | 0 | 0.00 |
| h. Black or African American and White | 1 | 0.00 |
| i. American Indian or Alaska Native and Black or African American | 0 | 0.00 |
| j. Other multiple race | 0 | 0.00 |
| k. Chose not to respond | 1 | 0.00 |
| Section 4 Total: | 133 | 0.00 |
| 5. Income Levels | | |
| a. < 50% of Area Median Income (AMI) | 14 | 0.00 |
| b. 50 - 79% of AMI | 85 | 0.00 |
| c. 80 - 100% of AMI | 34 | 0.00 |
| d. > 100% AMI | 0 | 0.00 |
| e. Chose not to respond | 0 | 0.00 |
| Section 5 Total: | 133 | 0.00 |
| 6. Clients Receiving Education/Group Sessions | | |
| a. Completed pre-purchase homebuyer education workshop | 3 | 0.00 |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | 2 | 0.00 |
| c. Completed resolving or preventing mortgage delinquency workshop | 0 | 0.00 |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | 0 | 0.00 |
| e. Completed fair housing workshop | 0 | 0.00 |
| f. Completed predatory lending workshop | 0 | 0.00 |
| g. Completed rental workshop | 0 | 0.00 |
| h. Other workshop | 0 | 0.00 |
| Group Session / Section 6 Total: | 5 | 0.00 |
| 7. Numbers of Clients Counseled, by Purpose of Visit and Results | | |
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 3 | 0.00 |
| 2) Client will be mortgage ready within 90 days | 5 | 0.00 |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 0 | 0.00 |
| 4) Receiving long term pre-purchase counseling | 1 | 0.00 |
| 5) Entered lease purchase progra | 0 | 0.00 |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 1 | 0.00 |
| 7) Withdrew from counseling | 1 | 0.00 |
| 8) Other | 0 | 0.00 |
| Section 7a Sub-total: | 11 | 0.00 |

| | | |
|--|------------|-------------------------------------|
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 0 | 0.00 |
| 2) Mortgage refinanced | 0 | 0.00 |
| 3) Mortgage modified | 0 | 0.00 |
| 4) Received second mortgage | 0 | 0.00 |
| 5) Initiated forbearance agreement/repayment plan | 0 | 0.00 |
| 6) Executed a deed-in-lieu | 0 | 0.00 |
| 7) Sold property/chose alternative housing solution | 0 | 0.00 |
| 8) Pre-foreclosure sale | 0 | 0.00 |
| 9) Mortgage foreclosed | 0 | 0.00 |
| 10) Counseled and referred to another social service or emergency assistance agency | 0 | 0.00 |
| 11) Obtained partial claim loan from FHA lender | 0 | 0.00 |
| 12) Bankruptcy | 0 | 0.00 |
| 13) Entered debt management plan | 0 | 0.00 |
| 14) Counseled and referred for legal assistance | 0 | 0.00 |
| 15) Currently receiving foreclosure prevention/budget counseling | 0 | 0.00 |
| 16) Withdrew from counseling | 0 | 0.00 |
| 17) Other | 0 | 0.00 |
| Section 7b Sub-total: | 0 | 0.00 |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 115 | 0.00 |
| 2) Counseled on HECM; decided not to obtain mortgage | 2 | 0.00 |
| 3) Obtained a non-FHA reverse mortgage | 0 | 0.00 |
| 4) Received home equity or home improvement loan or other home repair assistance | 0 | 0.00 |
| 5) Received consumer loan (unsecured) | 0 | 0.00 |
| 6) Mortgage refinanced | 0 | 0.00 |
| 7) Counseled and referred to other social service agency | 0 | 0.00 |
| 8) Sold house/chose alternative housing solution | 0 | 0.00 |
| 9) Completed financial management/budget counseling | 0 | 0.00 |
| 10) Completed home maintenance counseling | 0 | 0.00 |
| 11) Counseled and utilities brought current | 0 | 0.00 |
| 12) Counseled and referred for legal assistance | 0 | 0.00 |
| 13) Currently receiving counseling | 0 | 0.00 |
| 14) Withdrew from counseling | 0 | 0.00 |
| 15) Other | 0 | 0.00 |
| Section 7c Sub-total: | 117 | 0.00 |
| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | |
| 1) Received housing search assistance | 0 | 0.00 |
| 2) Obtained temporary rental relief | 0 | 0.00 |
| 3) Counseled and referred to agency with rental assistance program | 0 | 0.00 |
| 4) Advised on recertification for HUD/other subsidy program | 0 | 0.00 |
| 5) Counseled and referred to other social service agency | 0 | 0.00 |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 0 | 0.00 |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 0 | 0.00 |
| 8) Found alternative rental housing | 0 | 0.00 |
| 9) Decided to remain in current housing situation | 0 | 0.00 |
| 10) Resolved issue in current tenancy | 0 | 0.00 |
| 11) Entered debt management/repayment plan | 0 | 0.00 |
| 12) Counseled and utilities brought current | 0 | 0.00 |
| 13) Resolved security deposit dispute | 0 | 0.00 |
| 14) Currently receiving counseling | 0 | 0.00 |
| 15) Withdrew from counseling | 0 | 0.00 |
| 16) Other | 0 | 0.00 |
| Section 7d Sub-total: | 0 | 0.00 |
| e. Seeking Shelter or Services for the Homeless | | |
| 1) Occupied emergency shelter | 0 | 0.00 |
| 2) Occupied transitional housing | 0 | 0.00 |
| 3) Occupied permanent housing with rental assistance | 0 | 0.00 |
| 4) Occupied permanent housing without rental assistance | 0 | 0.00 |
| 5) Counseled Referred to other social service agency | 0 | 0.00 |
| 6) Remained homeless | 0 | 0.00 |
| 7) Currently receiving counseling | 0 | 0.00 |
| 8) Withdrew from counseling | 0 | 0.00 |
| 9) Other | 0 | 0.00 |
| Section 7e Sub-total: | 0 | 0.00 |
| Individual Counseling / Section 7 a-e Total: | 128 | 0.00 |
| Total Counseling / Section 6 and 7 Total: | 133 | 0.00 |
| 8. HUD Housing Counseling Grant(s) Data | | |
| HUD Housing Counseling Grant or Sub-grant Application Number | Grant Type | HUD Housing Counseling Grant Amount |
| All HUD Grants | | \$0.00 |

Figure 58.A. GTR – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry – Individual 9902 Report

Note: Provided below is an example of a Data Analysis Report when pressing the **Excel Form Report** button.

| A1 DELAWARE OPPORTUNITIES, INCORPORATED | | | | |
|---|---|---|-------------------------------------|------------|
| A | B | C | D | E |
| 1 | DELAWARE OPPORTUNITIES, INCORPORATED | | | |
| 2 | Agency ID: 80000 | | | |
| 3 | Report Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009 | | | |
| 4 | Fiscal Year: 2009 | | | |
| 5 | | | Counseling and Education Activities | |
| 6 | | All Counseling and Education Activities | Attributed to HUD Housing Grant | Counseling |
| 7 | 3. Ethnicity of Clients (select only one) | | | |
| 8 | a. Hispanic | 4 | | 0 |
| 9 | b. Not Hispanic | 129 | | 0 |
| 10 | c. Chose not to respond | 0 | | 0 |
| 11 | Section 3 Total: | 133 | | 0 |
| 12 | 4. Race of Clients | | | |
| 13 | Single Race | | | |
| 14 | a. American Indian/Alaskan Native | 0 | | 0 |
| 15 | b. Asian | 1 | | 0 |
| 16 | c. Black or African American | 11 | | 0 |
| 17 | d. Native Hawaiian or Other Pacific Islander | 1 | | 0 |
| 18 | e. White | 118 | | 0 |
| 19 | Multi-Race | | | |
| 20 | f. American Indian or Alaska Native and White | 0 | | 0 |
| 21 | g. Asian and White | 0 | | 0 |
| 22 | h. Black or African American and White | 1 | | 0 |
| 23 | i. American Indian or Alaska Native and Black or African American | 0 | | 0 |
| 24 | j. Other multiple race | 0 | | 0 |
| 25 | k. Chose not to respond | 1 | | 0 |
| 26 | Section 4 Total: | 133 | | 0 |

Figure 58.B. GTR – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry –9902 Excel Form Report Spreadsheet

Note: Provided below is an example of a Data Analysis Report when pressing the **Excel Report** button.

| A1 DELAWARE OPPORTUNITIES, INCORPORATED | | | | |
|---|---|---|---|---|
| A | B | C | D | E |
| 1 | DELAWARE OPPORTUNITIES, INCORPORATED | | | |
| 2 | Agency ID: 80000 | | | |
| 3 | Report Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009 | | | |
| 4 | Fiscal Year: 2009 | | | |
| 5 | | | | |
| 6 | Agency ID | Ethnicity_Clients_Counseling_Hispanic_all | Ethnicity_Clients_Counseling_Non_Hispanic_all | Ethnicity_Clients_Counseling_Hispanic_hud |
| 7 | 80000 | 4 | 0 | 129 |
| 8 | (data abbreviated) | | | |

Figure 58.C. GTR – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry –9902 Excel Report Spreadsheet

5. If the default **Cumulative Totals** criteria is chosen for Analysis Type, the *Cumulative Totals* report will be prompted, as depicted below. By pressing either the **Excel Form Report** or **Excel Report** buttons, you will be prompted to similar reports as illustrated in Step 4.

Cumulative Totals

HOC: All Offices

Agency Type: All Agency Types

Reporting Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009

Fiscal Year: 2009

[PDF Report](#)

| | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant |
|--|---|--|
| 3. Ethnicity of Clients (select only one) | | |
| a. Hispanic | 498,079 | 59,425.51 |
| b. Not Hispanic | 2,061,154 | 278,568.97 |
| c. Chose not to respond | 430,677 | 33,571.67 |
| Section 3 Total: | 2,989,910 | 371,566.15 |
| 4. Race of Clients | | |
| Single Race | | |
| a. American Indian/Alaskan Native | 24,729 | 4,616.63 |
| b. Asian | 68,199 | 6,206.53 |
| c. Black or African American | 846,978 | 117,424.24 |
| d. Native Hawaiian or Other Pacific Islander | 14,912 | 1,794.28 |
| e. White | 1,310,642 | 181,519.80 |
| Multi-Race | | |
| f. American Indian or Alaska Native and White | 6,236 | 931.13 |
| g. Asian and White | 4,106 | 501.93 |
| h. Black or African American and White | 19,785 | 2,591.11 |
| i. American Indian or Alaska Native and Black or African American | 2,968 | 422.22 |
| j. Other multiple race | 192,178 | 18,566.43 |
| k. Chose not to respond | 505,379 | 37,422.81 |
| Section 4 Total: | 2,996,112 | 371,997.11 |
| 5. Income Levels | | |
| a. < 50% of Area Median Income (AMI) | 1,070,242 | 158,837.61 |
| b. 50 - 79% of AMI | 619,615 | 88,735.09 |
| c. 80 - 100% of AMI | 283,499 | 35,948.79 |
| d. > 100% AMI | 335,236 | 32,513.20 |
| e. Chose not to respond | 678,008 | 54,911.26 |
| Section 5 Total: | 2,986,600 | 370,945.95 |
| 6. Clients Receiving Education/Group Sessions | | |
| a. Completed pre-purchase homebuyer education workshop | 186,377 | 37,950.50 |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | 124,537 | 20,107.26 |
| c. Completed resolving or preventing mortgage delinquency workshop | 54,274 | 9,106.57 |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | 14,801 | 2,902.63 |
| e. Completed fair housing workshop | 12,361 | 1,730.57 |
| f. Completed predatory lending workshop | 14,989 | 2,218.11 |
| g. Completed rental workshop | 20,207 | 5,694.89 |
| h. Other workshop | 337,180 | 24,526.38 |
| Group Session / Section 6 Total: | 764,726 | 104,236.91 |
| 7. Numbers of Clients Counseled, by Purpose of Visit and Results | | |
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 34,168 | 7,312.68 |
| 2) Client will be mortgage ready within 90 days | 67,330 | 13,031.85 |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 35,399 | 7,659.90 |
| 4) Receiving long term pre-purchase counseling | 48,509 | 9,993.02 |
| 5) Entered lease purchase progra | 607 | 104.34 |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 6,740 | 1,372.07 |
| 7) Withdrew from counseling | 24,389 | 3,498.80 |
| 8) Other | 16,873 | 3,204.65 |
| Section 7a Sub-total: | 234,015 | 46,177.31 |

| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
|--|------------------|-------------------------------------|
| 1) Brought mortgage current | 41,170 | 4,338.38 |
| 2) Mortgage refinanced | 13,599 | 917.72 |
| 3) Mortgage modified | 218,799 | 18,059.16 |
| 4) Received second mortgage | 14,017 | 545.40 |
| 5) Initiated forbearance agreement/repayment plan | 80,715 | 7,528.13 |
| 6) Executed a deed-in-lieu | 3,892 | 235.31 |
| 7) Sold property/chose alternative housing solution | 9,829 | 681.13 |
| 8) Pre-foreclosure sale | 27,011 | 1,356.88 |
| 9) Mortgage foreclosed | 18,408 | 1,722.50 |
| 10) Counseled and referred to another social service or emergency assistance agency | 83,169 | 5,764.14 |
| 11) Obtained partial claim loan from FHA lender | 2,649 | 286.87 |
| 12) Bankruptcy | 43,129 | 3,638.79 |
| 13) Entered debt management plan | 18,265 | 1,909.95 |
| 14) Counseled and referred for legal assistance | 21,295 | 2,700.70 |
| 15) Currently receiving foreclosure prevention/budget counseling | 528,677 | 47,816.46 |
| 16) Withdrew from counseling | 74,659 | 5,710.59 |
| 17) Other | 202,909 | 17,545.51 |
| Section 7b Sub-total: | 1,402,192 | 120,757.62 |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 116,647 | 15,653.38 |
| 2) Counseled on HECM; decided not to obtain mortgage | 23,162 | 2,577.15 |
| 3) Obtained a non-FHA reverse mortgage | 502 | 71.34 |
| 4) Received home equity or home improvement loan or other home repair assistance | 6,880 | 1,538.77 |
| 5) Received consumer loan (unsecured) | 402 | 80.63 |
| 6) Mortgage refinanced | 1,703 | 214.64 |
| 7) Counseled and referred to other social service agency | 7,471 | 1,236.24 |
| 8) Sold house/chose alternative housing solution | 1,650 | 101.63 |
| 9) Completed financial management/budget counseling | 24,393 | 3,420.69 |
| 10) Completed home maintenance counseling | 4,513 | 589.00 |
| 11) Counseled and utilities brought current | 10,417 | 1,367.82 |
| 12) Counseled and referred for legal assistance | 7,201 | 1,110.38 |
| 13) Currently receiving counseling | 32,791 | 6,856.23 |
| 14) Withdrew from counseling | 6,596 | 1,078.75 |
| 15) Other | 19,897 | 1,935.51 |
| Section 7c Sub-total: | 264,225 | 37,832.16 |
| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | |
| 1) Received housing search assistance | 35,366 | 5,817.78 |
| 2) Obtained temporary rental relief | 19,078 | 4,834.89 |
| 3) Counseled and referred to agency with rental assistance program | 11,070 | 2,527.34 |
| 4) Advised on recertification for HUD/other subsidy program | 16,738 | 4,394.14 |
| 5) Counseled and referred to other social service agency | 13,180 | 2,467.68 |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 3,280 | 522.73 |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 17,041 | 1,940.27 |
| 8) Found alternative rental housing | 9,173 | 1,728.94 |
| 9) Decided to remain in current housing situation | 29,942 | 5,133.64 |
| 10) Resolved issue in current tenancy | 23,810 | 3,418.16 |
| 11) Entered debt management/repayment plan | 7,898 | 1,562.10 |
| 12) Counseled and utilities brought current | 26,052 | 3,662.19 |
| 13) Resolved security deposit dispute | 5,827 | 585.61 |
| 14) Currently receiving counseling | 43,308 | 6,246.32 |
| 15) Withdrew from counseling | 6,310 | 1,118.38 |
| 16) Other | 35,865 | 5,982.83 |
| Section 7d Sub-total: | 303,938 | 51,943.00 |
| e. Seeking Shelter or Services for the Homeless | | |
| 1) Occupied emergency shelter | 25,979 | 6,420.77 |
| 2) Occupied transitional housing | 4,098 | 546.15 |
| 3) Occupied permanent housing with rental assistance | 8,014 | 1,788.51 |
| 4) Occupied permanent housing without rental assistance | 2,932 | 496.03 |
| 5) Counseled Referred to other social service agency | 4,836 | 755.84 |
| 6) Remained homeless | 3,148 | 547.89 |
| 7) Currently receiving counseling | 7,089 | 1,734.12 |
| 8) Withdrew from counseling | 1,316 | 406.81 |
| 9) Other | 2,166 | 316.56 |
| Section 7e Sub-total: | 59,578 | 13,012.68 |
| Individual Counseling / Section 7 a-e Total: | 2,263,948 | 269,722.77 |
| Total Counseling / Section 6 and 7 Total: | 3,028,674 | 373,959.68 |
| 8. HUD Housing Counseling Grant(s) Data | | |
| HUD Housing Counseling Grant or Sub-grant Application Number | Grant Type | HUD Housing Counseling Grant Amount |
| All HUD Grants | | \$41,502,773.55 |

Figure 59. GTR – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry – Cumulative Totals Report

6. If the default **By Agency** criteria is chosen for Analysis Type, the *By Agency* report will be prompted, as depicted below. By pressing either the **Excel Form Report** or **Excel Report** buttons, you will be prompted to similar reports as illustrated in Step 4.

Reporting Period: HUD-9902 Data from Oct 1, 2009 to Dec 31, 2009
Fiscal Year: 2010

[PDF Report](#)

| | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant |
|---|---|--|
| 3. Ethnicity of Clients (select only one) | | |
| a. Hispanic | 15,563 | 1,978.90 |
| b. Not Hispanic | 61,932 | 12,318.99 |
| c. Chose not to respond | 19,267 | 558.22 |
| Section 3 Total: | 96,762 | 14,856.11 |
| 4. Race of Clients | | |
| Single Race | | |
| a. American Indian/Alaskan Native | 427 | 113.36 |
| b. Asian | 1,320 | 156.63 |
| c. Black or African American | 29,370 | 6,911.16 |
| d. Native Hawaiian or Other Pacific Islander | 169 | 28.13 |
| e. White | 44,754 | 6,630.25 |
| Multi-Race | | |
| f. American Indian or Alaska Native and White | 135 | 17.71 |
| g. Asian and White | 83 | 10.96 |
| h. Black or African American and White | 638 | 140.25 |
| i. American Indian or Alaska Native and Black or African American | 51 | 6.31 |
| j. Other multiple race | 4,033 | 390.16 |
| k. Chose not to respond | 15,994 | 487.42 |
| Section 4 Total: | 96,974 | 14,892.34 |
| 5. Income Levels | | |
| a. < 50% of Area Median Income (AMI) | 37,313 | 7,400.64 |
| b. 50 - 79% of AMI | 22,147 | 3,721.23 |
| c. 80 - 100% of AMI | 9,956 | 1,772.53 |
| d. > 100% AMI | 9,392 | 1,064.57 |
| e. Chose not to respond | 18,044 | 852.74 |
| Section 5 Total: | 96,852 | 14,811.71 |

| | | |
|--|---------------|-----------------|
| 6. Clients Receiving Education/Group Sessions | | |
| a. Completed pre-purchase homebuyer education workshop | 7,638 | 1,529.39 |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | 11,019 | 1,143.23 |
| c. Completed resolving or preventing mortgage delinquency workshop | 1,518 | 202.76 |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | 501 | 204.05 |
| e. Completed fair housing workshop | 156 | 67.72 |
| f. Completed predatory lending workshop | 229 | 31.45 |
| g. Completed rental workshop | 546 | 250.17 |
| h. Other workshop | 5,568 | 395.40 |
| Group Session / Section 6 Total: | 27,175 | 3,824.17 |
| 7. Numbers of Clients Counseled, by Purpose of Visit and Results | | |
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 1,418 | 266.96 |
| 2) Client will be mortgage ready within 90 days | 1,854 | 395.64 |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 1,523 | 345.40 |
| 4) Receiving long term pre-purchase counseling | 2,845 | 685.05 |
| 5) Entered lease purchase progra | 22 | 15.76 |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 273 | 61.38 |
| 7) Withdrew from counseling | 535 | 85.69 |
| 8) Other | 536 | 104.44 |
| Section 7a Sub-total: | 9,006 | 1,960.32 |
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 1,908 | 119.95 |
| 2) Mortgage refinanced | 875 | 30.72 |
| 3) Mortgage modified | 5,729 | 458.46 |
| 4) Received second mortgage | 2,259 | 6.92 |
| 5) Initiated forbearance agreement/repayment plan | 2,731 | 382.73 |
| 6) Executed a deed-in-lieu | 368 | 15.17 |
| 7) Sold property/chose alternative housing solution | 433 | 21.31 |
| 8) Pre-foreclosure sale | 257 | 22.81 |
| 9) Mortgage foreclosed | 1,033 | 39.49 |
| 10) Counseled and referred to another social service or emergency assistance agency | 748 | 108.54 |
| 11) Obtained partial claim loan from FHA lender | 160 | 7.17 |

| | | |
|--|---------------|-------------------------------------|
| 12) Bankruptcy | 2,875 | 127.45 |
| 13) Entered debt management plan | 447 | 12.77 |
| 14) Counseled and referred for legal assistance | 691 | 131.89 |
| 15) Currently receiving foreclosure prevention/budget counseling | 12,118 | 2,042.43 |
| 16) Withdrew from counseling | 2,032 | 165.95 |
| 17) Other | 2,092 | 151.74 |
| Section 7b Sub-total: | 36,756 | 3,845.50 |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 5,318 | 592.52 |
| 2) Counseled on HECM; decided not to obtain mortgage | 518 | 49.35 |
| 3) Obtained a non-FHA reverse mortgage | 37 | 3.27 |
| 4) Received home equity or home improvement loan or other home repair assistance | 267 | 49.29 |
| 5) Received consumer loan (unsecured) | 16 | 0.00 |
| 6) Mortgage refinanced | 270 | 1.08 |
| 7) Counseled and referred to other social service agency | 80 | 21.82 |
| 8) Sold house/chose alternative housing solution | 6 | 1.87 |
| 9) Completed financial management/budget counseling | 718 | 433.60 |
| 10) Completed home maintenance counseling | 142 | 63.97 |
| 11) Counseled and utilities brought current | 397 | 107.79 |
| 12) Counseled and referred for legal assistance | 807 | 108.87 |
| 13) Currently receiving counseling | 2,751 | 706.75 |
| 14) Withdrew from counseling | 513 | 71.78 |
| 15) Other | 2,387 | 63.76 |
| Section 7c Sub-total: | 14,227 | 2,275.72 |
| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | |
| 1) Received housing search assistance | 691 | 328.39 |
| 2) Obtained temporary rental relief | 732 | 165.48 |
| 3) Counseled and referred to agency with rental assistance program | 260 | 69.22 |
| 4) Advised on recertification for HUD/other subsidy program | 952 | 421.82 |
| 5) Counseled and referred to other social service agency | 620 | 164.96 |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 26 | 1.40 |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 61 | 7.92 |
| 8) Found alternative rental housing | 297 | 113.11 |
| 9) Decided to remain in current housing situation | 563 | 136.13 |
| 10) Resolved issue in current tenancy | 946 | 124.91 |
| 11) Entered debt management/repayment plan | 113 | 59.35 |
| 12) Counseled and utilities brought current | 570 | 71.71 |
| 13) Resolved security deposit dispute | 8 | 23.42 |
| 14) Currently receiving counseling | 1,697 | 594.99 |
| 15) Withdrew from counseling | 154 | 51.31 |
| 16) Other | 1,565 | 208.79 |
| Section 7d Sub-total: | 9,255 | 2,542.91 |
| e. Seeking Shelter or Services for the Homeless | | |
| 1) Occupied emergency shelter | 77 | 13.58 |
| 2) Occupied transitional housing | 106 | 40.74 |
| 3) Occupied permanent housing with rental assistance | 140 | 103.70 |
| 4) Occupied permanent housing without rental assistance | 54 | 20.94 |
| 5) Counseled Referred to other social service agency | 248 | 164.96 |
| 6) Remained homeless | 167 | 71.09 |
| 7) Currently receiving counseling | 112 | 16.51 |
| 8) Withdrew from counseling | 104 | 36.74 |
| 9) Other | 158 | 26.09 |
| Section 7e Sub-total: | 1,166 | 494.35 |
| Individual Counseling / Section 7 a-e Total: | 70,410 | 11,118.80 |
| Total Counseling / Section 6 and 7 Total: | 97,585 | 14,942.97 |
| 8. HUD Housing Counseling Grant(s) Data | | |
| HUD Housing Counseling Grant or Sub-grant Application Number | Grant Type | HUD Housing Counseling Grant Amount |
| All HUD Grants | | \$9,475,101.32 |

Figure 60. GTR – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry – By Agency Report

7. If the default **Percentages Within Total Group** criteria is chosen for Analysis Type, the *Percentages Within Total Group* report will be prompted, as depicted below. By pressing either the Excel Form Report or Excel Report buttons, you will be prompted to similar reports as illustrated in Step 4.

Percentages Within Total Groups

HOC: All Offices

Agency Type: All Agency Types

Reporting Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009

Fiscal Year: 2009

[PDF Report](#)

| | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant |
|--|---|--|
| 3. Ethnicity of Clients (select only one) | | |
| a. Hispanic | 16.7% | 16.0% |
| b. Not Hispanic | 68.9% | 75.0% |
| c. Chose not to respond | 14.4% | 9.0% |
| Section 3 Total: | 100.0% | 100.0% |
| 4. Race of Clients | | |
| Single Race | | |
| a. American Indian/Alaskan Native | 0.8% | 1.2% |
| b. Asian | 2.3% | 1.7% |
| c. Black or African American | 28.3% | 31.6% |
| d. Native Hawaiian or Other Pacific Islander | 0.5% | 0.5% |
| e. White | 43.7% | 48.8% |
| Multi-Race | | |
| f. American Indian or Alaska Native and White | 0.2% | 0.3% |
| g. Asian and White | 0.1% | 0.1% |
| h. Black or African American and White | 0.7% | 0.7% |
| i. American Indian or Alaska Native and Black or African American | 0.1% | 0.1% |
| j. Other multiple race | 6.4% | 5.0% |
| k. Chose not to respond | 16.9% | 10.1% |
| Section 4 Total: | 100.0% | 100.0% |
| 5. Income Levels | | |
| a. < 50% of Area Median Income (AMI) | 35.8% | 42.8% |
| b. 50 - 79% of AMI | 20.7% | 23.9% |
| c. 80 - 100% of AMI | 9.5% | 9.7% |
| d. > 100% AMI | 11.2% | 8.8% |
| e. Chose not to respond | 22.7% | 14.8% |
| Section 5 Total: | 100.0% | 100.0% |
| 6. Clients Receiving Education/Group Sessions | | |
| a. Completed pre-purchase homebuyer education workshop | 24.4% | 36.4% |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | 16.3% | 19.3% |
| c. Completed resolving or preventing mortgage delinquency workshop | 7.1% | 8.7% |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | 1.9% | 2.8% |
| e. Completed fair housing workshop | 1.6% | 1.7% |
| f. Completed predatory lending workshop | 2.0% | 2.1% |
| g. Completed rental workshop | 2.6% | 5.5% |
| h. Other workshop | 44.1% | 23.5% |
| Group Session / Section 6 Total: | 100.0% | 100.0% |
| 7. Numbers of Clients COUNSELED, by Purpose of Visit and Results | | |
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 14.6% | 15.8% |
| 2) Client will be mortgage ready within 90 days | 28.8% | 28.2% |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 15.1% | 16.6% |
| 4) Receiving long term pre-purchase counseling | 20.7% | 21.6% |
| 5) Entered lease purchase progra | 0.3% | 0.2% |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 2.9% | 3.0% |
| 7) Withdrew from counseling | 10.4% | 7.6% |
| 8) Other | 7.2% | 6.9% |
| Section 7a Sub-total: | 100.0% | 100.0% |
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 2.9% | 3.6% |
| 2) Mortgage refinanced | 1.0% | 0.8% |
| 3) Mortgage modified | 15.6% | 15.0% |
| 4) Received second mortgage | 1.0% | 0.5% |
| 5) Initiated forbearance agreement/repayment plan | 5.8% | 6.2% |
| 6) Executed a deed-in-lieu | 0.3% | 0.2% |
| 7) Sold property/chose alternative housing solution | 0.7% | 0.6% |

| | | |
|--|---------------|-------------------------------------|
| 8) Other | 7.2% | 6.9% |
| Section 7a Sub-total: | 100.0% | 100.0% |
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 2.9% | 3.6% |
| 2) Mortgage refinanced | 1.0% | 0.8% |
| 3) Mortgage modified | 15.6% | 15.0% |
| 4) Received second mortgage | 1.0% | 0.5% |
| 5) Initiated forbearance agreement/repayment plan | 5.8% | 6.2% |
| 6) Executed a deed-in-lieu | 0.3% | 0.2% |
| 7) Sold property/chose alternative housing solution | 0.7% | 0.6% |
| 8) Pre-foreclosure sale | 1.9% | 1.1% |
| 9) Mortgage foreclosed | 1.3% | 1.4% |
| 10) Counseled and referred to another social service or emergency assistance agency | 5.9% | 4.8% |
| 11) Obtained partial claim loan from FHA lender | 0.2% | 0.2% |
| 12) Bankruptcy | 3.1% | 3.0% |
| 13) Entered debt management plan | 1.3% | 1.6% |
| 14) Counseled and referred for legal assistance | 1.5% | 2.2% |
| 15) Currently receiving foreclosure prevention/budget counseling | 37.7% | 39.6% |
| 16) Withdrew from counseling | 5.3% | 4.7% |
| 17) Other | 14.5% | 14.5% |
| Section 7b Sub-total: | 100.0% | 100.0% |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 44.1% | 41.4% |
| 2) Counseled on HECM; decided not to obtain mortgage | 8.8% | 6.8% |
| 3) Obtained a non-FHA reverse mortgage | 0.2% | 0.2% |
| 4) Received home equity or home improvement loan or other home repair assistance | 2.6% | 4.1% |
| 5) Received consumer loan (unsecured) | 0.2% | 0.2% |
| 6) Mortgage refinanced | 0.6% | 0.6% |
| 7) Counseled and referred to other social service agency | 2.8% | 3.3% |
| 8) Sold house/chose alternative housing solution | 0.6% | 0.3% |
| 9) Completed financial management/budget counseling | 9.2% | 9.0% |
| 10) Completed home maintenance counseling | 1.7% | 1.6% |
| 11) Counseled and utilities brought current | 3.9% | 3.6% |
| 12) Counseled and referred for legal assistance | 2.7% | 2.9% |
| 13) Currently receiving counseling | 12.4% | 18.1% |
| 14) Withdrew from counseling | 2.5% | 2.9% |
| 15) Other | 7.5% | 5.1% |
| Section 7c Sub-total: | 100.0% | 100.0% |
| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | |
| 1) Received housing search assistance | 11.6% | 11.2% |
| 2) Obtained temporary rental relief | 6.3% | 9.3% |
| 3) Counseled and referred to agency with rental assistance program | 3.6% | 4.9% |
| 4) Advised on recertification for HUD/other subsidy program | 5.5% | 8.5% |
| 5) Counseled and referred to other social service agency | 4.3% | 4.8% |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 1.1% | 1.0% |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 5.6% | 3.7% |
| 8) Found alternative rental housing | 3.0% | 3.3% |
| 9) Decided to remain in current housing situation | 9.9% | 9.9% |
| 10) Resolved issue in current tenancy | 7.8% | 6.6% |
| 11) Entered debt management/repayment plan | 2.6% | 3.0% |
| 12) Counseled and utilities brought current | 8.6% | 7.1% |
| 13) Resolved security deposit dispute | 1.9% | 1.1% |
| 14) Currently receiving counseling | 14.2% | 12.0% |
| 15) Withdrew from counseling | 2.1% | 2.2% |
| 16) Other | 11.8% | 11.5% |
| Section 7d Sub-total: | 100.0% | 100.0% |
| e. Seeking Shelter or Services for the Homeless | | |
| 1) Occupied emergency shelter | 43.6% | 49.3% |
| 2) Occupied transitional housing | 6.9% | 4.2% |
| 3) Occupied permanent housing with rental assistance | 13.5% | 13.7% |
| 4) Occupied permanent housing without rental assistance | 4.9% | 3.8% |
| 5) Counseled Referred to other social service agency | 8.1% | 5.8% |
| 6) Remained homeless | 5.3% | 4.2% |
| 7) Currently receiving counseling | 11.9% | 13.3% |
| 8) Withdrew from counseling | 2.2% | 3.1% |
| 9) Other | 3.6% | 2.4% |
| Section 7e Sub-total: | 100.0% | 100.0% |
| Individual Counseling / Section 7 a-e Total: | 100.0% | 100.0% |
| Total Counseling / Section 6 and 7 Total: | 100.0% | 100.0% |
| 8. HUD Housing Counseling Grant(s) Data | | |
| HUD Housing Counseling Grant or Sub-grant Application Number | Grant Type | HUD Housing Counseling Grant Amount |
| All HUD Grants | | \$41,502,773.55 |

Figure 61. GTR – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry – Percentages Within Total Groups Report

8. If the default **HUD Grants as a Percentage of All Activities** criteria is chosen for Analysis Type, the *HUD Grants as a Percentage of All Activities* report will be prompted, as depicted below. By pressing either the Excel Form Report or Excel Report buttons, you will be prompted to similar reports as illustrated in Step 4.

HUD Grants as a Percentage of All Activities

HOC: All Offices

Agency Type: All Agency Types

Reporting Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009

Fiscal Year: 2009

[PDF Report](#)

| | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant |
|--|--|--|
| 3. Ethnicity of Clients (select only one) | | |
| a. Hispanic | 100.0% | 11.9% |
| b. Not Hispanic | 100.0% | 13.5% |
| c. Chose not to respond | 100.0% | 7.8% |
| Section 3 Total: | 100.0% | 12.4% |
| 4. Race of Clients | | |
| Single Race | | |
| a. American Indian/Alaskan Native | 100.0% | 18.7% |
| b. Asian | 100.0% | 9.1% |
| c. Black or African American | 100.0% | 13.9% |
| d. Native Hawaiian or Other Pacific Islander | 100.0% | 12.0% |
| e. White | 100.0% | 13.8% |
| Multi-Race | | |
| f. American Indian or Alaska Native and White | 100.0% | 14.9% |
| g. Asian and White | 100.0% | 12.2% |
| h. Black or African American and White | 100.0% | 13.1% |
| i. American Indian or Alaska Native and Black or African American | 100.0% | 14.2% |
| j. Other multiple race | 100.0% | 9.7% |
| k. Chose not to respond | 100.0% | 7.4% |
| Section 4 Total: | 100.0% | 12.4% |
| 5. Income Levels | | |
| a. < 50% of Area Median Income (AMI) | 100.0% | 14.8% |
| b. 50 - 79% of AMI | 100.0% | 14.3% |
| c. 80 - 100% of AMI | 100.0% | 12.7% |
| d. > 100% AMI | 100.0% | 9.7% |
| e. Chose not to respond | 100.0% | 8.1% |
| Section 5 Total: | 100.0% | 12.4% |
| 6. Clients Receiving Education/Group Sessions | | |
| a. Completed pre-purchase homebuyer education workshop | 100.0% | 20.4% |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | 100.0% | 16.1% |
| c. Completed resolving or preventing mortgage delinquency workshop | 100.0% | 16.8% |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | 100.0% | 19.6% |
| e. Completed fair housing workshop | 100.0% | 14.0% |
| f. Completed predatory lending workshop | 100.0% | 14.8% |
| g. Completed rental workshop | 100.0% | 28.2% |
| h. Other workshop | 100.0% | 7.3% |
| Group Session / Section 6 Total: | 100.0% | 13.6% |
| 7. Numbers of Clients Counseled, by Purpose of Visit and Results | | |
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 100.0% | 21.4% |
| 2) Client will be mortgage ready within 90 days | 100.0% | 19.4% |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 100.0% | 21.6% |
| 4) Receiving long term pre-purchase counseling | 100.0% | 20.6% |
| 5) Entered lease purchase progra | 100.0% | 17.2% |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 100.0% | 20.4% |
| 7) Withdrew from counseling | 100.0% | 14.3% |
| 8) Other | 100.0% | 19.0% |
| Section 7a Sub-total: | 100.0% | 19.7% |
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 100.0% | 10.5% |
| 2) Mortgage refinanced | 100.0% | 6.7% |
| 3) Mortgage modified | 100.0% | 8.3% |
| 4) Received second mortgage | 100.0% | 3.9% |
| 5) Initiated forbearance agreement/repayment plan | 100.0% | 9.3% |
| 6) Executed a deed-in-lieu | 100.0% | 6.0% |
| 7) Sold property/chose alternative housing solution | 100.0% | 6.9% |

| | | |
|--|---------------|-------------------------------------|
| 8) Pre-foreclosure sale | 100.0% | 5.0% |
| 9) Mortgage foreclosed | 100.0% | 9.4% |
| 10) Counseled and referred to another social service or emergency assistance agency | 100.0% | 6.9% |
| 11) Obtained partial claim loan from FHA lender | 100.0% | 10.8% |
| 12) Bankruptcy | 100.0% | 8.4% |
| 13) Entered debt management plan | 100.0% | 10.5% |
| 14) Counseled and referred for legal assistance | 100.0% | 12.7% |
| 15) Currently receiving foreclosure prevention/budget counseling | 100.0% | 9.0% |
| 16) Withdrew from counseling | 100.0% | 7.6% |
| 17) Other | 100.0% | 8.6% |
| Section 7b Sub-total: | 100.0% | 8.6% |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 100.0% | 13.4% |
| 2) Counseled on HECM; decided not to obtain mortgage | 100.0% | 11.1% |
| 3) Obtained a non-FHA reverse mortgage | 100.0% | 14.2% |
| 4) Received home equity or home improvement loan or other home repair assistance | 100.0% | 22.4% |
| 5) Received consumer loan (unsecured) | 100.0% | 20.1% |
| 6) Mortgage refinanced | 100.0% | 12.6% |
| 7) Counseled and referred to other social service agency | 100.0% | 16.5% |
| 8) Sold house/chose alternative housing solution | 100.0% | 6.2% |
| 9) Completed financial management/budget counseling | 100.0% | 14.0% |
| 10) Completed home maintenance counseling | 100.0% | 13.1% |
| 11) Counseled and utilities brought current | 100.0% | 13.1% |
| 12) Counseled and referred for legal assistance | 100.0% | 15.4% |
| 13) Currently receiving counseling | 100.0% | 20.9% |
| 14) Withdrew from counseling | 100.0% | 16.4% |
| 15) Other | 100.0% | 9.7% |
| Section 7c Sub-total: | 100.0% | 14.3% |
| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | |
| 1) Received housing search assistance | 100.0% | 16.5% |
| 2) Obtained temporary rental relief | 100.0% | 25.3% |
| 3) Counseled and referred to agency with rental assistance program | 100.0% | 22.8% |
| 4) Advised on recertification for HUD/other subsidy program | 100.0% | 26.3% |
| 5) Counseled and referred to other social service agency | 100.0% | 18.7% |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 100.0% | 15.9% |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 100.0% | 11.4% |
| 8) Found alternative rental housing | 100.0% | 18.8% |
| 9) Decided to remain in current housing situation | 100.0% | 17.1% |
| 10) Resolved issue in current tenancy | 100.0% | 14.4% |
| 11) Entered debt management/repayment plan | 100.0% | 19.8% |
| 12) Counseled and utilities brought current | 100.0% | 14.1% |
| 13) Resolved security deposit dispute | 100.0% | 10.0% |
| 14) Currently receiving counseling | 100.0% | 14.4% |
| 15) Withdrew from counseling | 100.0% | 17.7% |
| 16) Other | 100.0% | 16.7% |
| Section 7d Sub-total: | 100.0% | 17.1% |
| e. Seeking Shelter or Services for the Homeless | | |
| 1) Occupied emergency shelter | 100.0% | 24.7% |
| 2) Occupied transitional housing | 100.0% | 13.3% |
| 3) Occupied permanent housing with rental assistance | 100.0% | 22.3% |
| 4) Occupied permanent housing without rental assistance | 100.0% | 16.9% |
| 5) Counseled Referred to other social service agency | 100.0% | 15.6% |
| 6) Remained homeless | 100.0% | 17.4% |
| 7) Currently receiving counseling | 100.0% | 24.5% |
| 8) Withdrew from counseling | 100.0% | 30.9% |
| 9) Other | 100.0% | 14.6% |
| Section 7e Sub-total: | 100.0% | 21.8% |
| Individual Counseling / Section 7 a-e Total: | 100.0% | 16.3% |
| Total Counseling / Section 6 and 7 Total: | 100.0% | 15.9% |
| 8. HUD Housing Counseling Grant(s) Data | | |
| HUD Housing Counseling Grant or Sub-grant Application Number | Grant Type | HUD Housing Counseling Grant Amount |
| All HUD Grants | | \$41,502,773.55 |

Figure 62. GTR – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry – HUD Grants as a Percentage of All Activities Report

7.3 Grants

The U.S. Department of Housing and Urban Development (HUD) administers a comprehensive housing counseling program and provides grants through competitive awards to approved local housing counseling agencies, national and regional intermediaries, and state housing finance agencies. Using the HCS **Grant Processing** feature, you can: Setup Grant Applications: The Setup Grant Applications function sets up grant applications.

- **Scoring:** The Scoring function rates and ranks grant applications.

- **Final Scoring for Primary Reviewers:** This sorts the scoring out by the reviewers for each application.
- **Calculate Recommended Awards:** This calculates and submits the recommended awards.
- **Input Awards/Sub Allocations:** This allows you to input awards and sub allocations based on sub-agencies.

While logged in as a GTR, you will see the following Grants Processing menu of options:



Figure 63. GTR – Grants: Grants Menu

7.3.1 Grant Application Process

The Grant Application Process sets up the HCS system for the entire year. The Grant Application Process involves:

- **Setup Grant Applications**
- **Scoring**
- **Final Scoring for Primary Reviewers**
- **Calculate Recommended Awards**
- **Input Awards/Sub Allocations**

The sections below explain each grant applications step in detail.

7.3.2 Setup Grant Application

As a GTR, you can setup grant applications for the agencies you are in charge of. To setup a grant application follow the steps below.

1. From the upper navigation menu, click the **Setup Grant Application** hyperlink. The *Setup Grant Applications for FY 20XX* screen appears, displaying a list of existing grant applications based on your HUD Office.
2. To view specific grant applications, by agency, select a grant type as illustrated in Figure 64.


| Setup Grant Applications - for FY 2010 | | | |
|--|---------------------------|------------|-------------|
| Denver (HOC) office view | | | |
| Grant Application by Office | Grant Type | # of Apps | # of Agency |
| Denver (HOC)  GTR REVIEWER RULE: | LHCA-COMP | 0 | 0 |
| | LHCA-HECM | 0 | |
| | LHCA-MMSA | 0 | |
| | MSO-COMP | 0 | |
| | MSO-HECM | 0 | |
| | SHFA-COMP | 0 | |
| | SHFA-HECM | 0 | |
| Total Applications | | 146 | |
| Total Agencies | | 0 | |

Figure 64. GTR – Grants: Grant Applications by HUD Office for FY 20XX

- Click an agency name in the Agency Name column to update an existing grant application. The Agency and applicable (HOC) screen appears.










| Denver | | | | | | | | | | |
|---|-----------|-------------|---------------------------|---|------------|---------|---------|---------|---------|---|
| Instructions: Click on Agency Name title hyperlink to list the agencies in Agency Name and HUD Office order. Click on Agency ID title hyperlink to list the agencies in Agency ID and HUD Office order. Click on Agency Type title hyperlink to list the agencies in Agency Type, Agency Name, and HUD Office order. Click on Address title hyperlink to list the agencies in State, Agency Name, HUD Office, and Appl ID order. Click on HUD Office title hyperlink to list the agencies in HUD Office and Appl ID, that is the Application ID, order. | | | | | | | | | | |
| New Application... | | | | | | | | | | |
| Agency Name | Agency ID | Agency Type | Grant Type | Address | HUD Office | Appl ID | Awarded | | | Delete |
| | | | | | | | FY 2005 | FY 2006 | FY 2007 | |
| JUSTINE PETERSEN HOUSING AND REINVESTMENT COR | 81462 | LHCA | REVERSE MORTGAGE COUNSELI | 1023 N. Grand Blvd. St. Louis, MO 63106 | 0892 | 001 | | | |  |
| LEGAL AID OF WESTERN MISSOURI | 82416 | LHCA | REVERSE MORTGAGE COUNSELI | 1125 Grand Boulevard Kansas City, MO 64106 | 0892 | 002 | | | |  |
| HIGH PLAINS COMMUNITY DEVELOPMENT, CORP. | 81530 | LHCA | REVERSE MORTGAGE COUNSELI | 130 E. 2nd Street Chadron, NE 69337-2329 | 0892 | 004 | | | |  |
| CITY OF FORT WORTH HOUSING DEPARTMENT | 81140 | LHCA | REVERSE MORTGAGE COUNSELI | 1000 Throckmorton St Fort Worth, TX 76102 | 0892 | 005 | | | |  |
| CCCS OF N CENTRAL TEXAS | 80946 | LHCA | REVERSE MORTGAGE COUNSELI | 901 N. McDonald, Suite 600 McKinney, TX 75069 | 0892 | 006 | | | |  |
| SCI-TECH DEVELOPMENT, INC. (SDI) DBA SDI | 83920 | LHCA | REVERSE MORTGAGE COUNSELI | 5401 North 76th Street Milwaukee, WI 53218 | 0892 | 007 | | | |  |
| EL PASO COMMUNITY ACTION PROGRAM, PROJECT BRAVO, INC. | 81154 | LHCA | REVERSE MORTGAGE COUNSELI | 4838 Montana Ave El Paso, TX 79903 | 0892 | 008 | | | |  |
| COMMUNITY ACTION PARTNERSHIP OF SUBURBAN HENNEPIN | 80662 | LHCA | REVERSE MORTGAGE COUNSELI | 33 10th Ave South Hopkins, MN 55343-1303 | 0892 | 009 | | | |  |
| COMMUNITY ACTION SERVICES | 80228 | LHCA | REVERSE MORTGAGE COUNSELI | 815 South Freedom Blv., Suite 100 Provo, UT 84601 | 0892 | 010 | | | |  |

Figure 65. GTR – Grants: Grant Applications for FY 20XX

- Edit the desired fields on the Grant Application page, and once completed select **OK** to save any changes. Select **Cancel** to go back to previous page without saving any changes.

Setup Grant Application for FY 2008

Instructions: Fill out the form below, review your information for accuracy, and click the OK button.
 Projected Next Fiscal Year Enter the number of clients the agency plans to service from their grant request.
 Adjusted Projections This is an automated adjustment to the Projected number of clients based on the grant amount awarded. This is provided as a reference in order to enter a realistic Committed Projections.
 Committed Projections Enter the final number of clients the agency should service based on their final grant award.
 * indicates required information.

| | | |
|---|-----------------------------------|---|
| Agency Name: JUSTINE PETERSEN HOUSING AND REINVESTMENT COR | Agency ID: 81462 | Agency Type: LHCA |
| Fed Tax ID Num: 43-1769074 | DUNS Num: 090336228 | Address: 1023 N. Grand Blvd. St. Louis, MO 63106 |
| HUD Office: Denver (HOC) | Application ID: 0892 - 001 | Grant Type: REVERSE MORTGAGE COUNSELI |

| Client Outcome Projections | Projected Next FY | Adjusted Projections | Committed Projections |
|---|----------------------|----------------------|-----------------------|
| Factor 3 | | | |
| Projected # of Clients that will be served | <input type="text"/> | | <input type="text"/> |
| Factor 5 | | | |
| Projected # of Clients of Pre-Purchase Counseling that will purchase home | <input type="text"/> | | <input type="text"/> |
| Projected # of Clients of Pre-Purchase Counseling that are working and will become mortgage ready | <input type="text"/> | | <input type="text"/> |
| Projected # of Clients of Pre-Purchase Counseling that will not purchase a home | <input type="text"/> | | <input type="text"/> |
| Projected # of Clients of Default Counseling successfully avoiding foreclosure | <input type="text"/> | | <input type="text"/> |
| Projected # of Clients of Rental Counseling | <input type="text"/> | | <input type="text"/> |
| Factor 5 - Predatory Lending Applicants Only | | | |
| Projected # of Predatory Lending Counsel that have their mortgage modify, refinanced, or other to avoid foreclosure | <input type="text"/> | | <input type="text"/> |

| | |
|--|--|
| Eligibility Requirements Delinquent in Federal Debt? <input type="checkbox"/> Yes | HUD Office GTR: Saddler, DeLois |
| Primary Reviewer: Spragg, Diana (Inactive) <input type="text"/> | Secondary Reviewer 1: Vaughn, Nanci (Inactive) <input type="text"/> |
| Secondary Reviewer 2: Heiser, Patricia E <input type="text"/> | Secondary Reviewer 3: (select one) <input type="text"/> |

Clients Serviced Last FY:

Requested: \$ *

Recommended: \$

Prev. FY Funding: \$

2-YR Review: No

Prev. Yr. Draws: No

Figure 66. GTR – Grants: Setup Grant Application for FY 20XX – Agency Detail

- To create a new grant application for an agency, click **New Application**. The *Agency* screen appears.

Agency: Denver (HOC)

(Select One)

Figure 67.A. GTR – Grants: Setup Grant Application for FY 20XX – New Application Agency Select

- Click the drop-down arrow and select an agency for the new application.

Note: You must select an application before you click **OK**. Or, to cancel this new application, click **Cancel**.

- Click **OK**. The *Setup Grant Application for FY 20XX* screen appears.

| Setup Grant Application for FY 2008 | | | |
|---|--|------------------------------|--|
| <p>Instructions: Fill out the form below, review your information for accuracy, and click the OK button. Projected Next Fiscal Year <input type="checkbox"/> Enter the number of clients the agency plans to service from their grant request. Adjusted Projections <input type="checkbox"/> This is an automated adjustment to the Projected number of clients based on the grant amount awarded. This is provided as a reference in order to enter a realistic Committed Projections. Committed Projections <input type="checkbox"/> Enter the final number of clients the agency should service based on their final grant award. * indicates required information.</p> | | | |
| Agency Name: | AFFORDABLE HOUSING OF PARKER COUNTY | Agency ID: | 83495 |
| Fed Tax ID Num: | 75-2946623 | DUNS Num: | 000000000 |
| HUD Office: | | Agency Type: | LHCA |
| Eligibility Requirements | Delinquent in Federal Debt? <input type="checkbox"/> Yes | Address: | 101 Swan Court Springtown, TX 76082 |
| Primary Reviewer: | (select one) ▼ | HUD Office GTR: | Massengale, Alice |
| Secondary Reviewer 1: | (select one) ▼ | Secondary Reviewer 1: | (select one) ▼ |
| Secondary Reviewer 2: | (select one) ▼ | Secondary Reviewer 3: | (select one) ▼ |
| 2-YR Review: | | | |
| No ▼ | | | |
| Prev. Yr. Draws: | | | |
| No ▼ | | | |
| OK | | Cancel | |

Figure 67.B. GTR – Grants: Setup Grant Application for FY 20XX

7.3.3 Scoring

As a GTR you can score grant applications. This section describes how to review, edit, or delete grant application scores.

- From the upper navigation menu, click the **Scoring** hyperlink. The *Application Scoring List Search for Fiscal Year 20XX* screen appears.
- From here you will be able to edit your search criteria based on:
 - Agency ID
 - Agency Name
 - Reviewer
 - Application ID
- Once you have narrowed down your search click the **Search** button to retrieve those results, or **Clear** to erase what was put into each field.

Application Scoring list Search for FY 2010

Instructions:

- Search feature provided allows customizing list of completed scores.
- To select a new score card directly, click "NEW SCORE" button.

NOTE: If scoring is "Disable", the Project Manager is in the process of setting up the score criteria and rules. When system is configured properly, the scoring will be "Enabled" allowing scores to be entered.

Agency ID

Agency Name

Reviewer

Application ID -

Figure 68. GTR – Scoring: Application Scoring List Search for FY 20XX

4. You will be prompted to your search results, which you can sort based off of the following criteria:
 - a. Agency Name
 - b. Agency ID
 - c. Agency Type
 - d. Application ID
 - e. Reviewer

5. To open a specific scorecard, click the hyperlink under Agency Name that you would like to view.

Note: to Delete or add New Score skip to step 9.

Application(s) Scored for Fiscal Year 2010

Instructions: + -

search returns 5

| Agency Name | Agency ID | Agency Type | Grant Type | Application ID | Reviewer | Total Score | Delete |
|--|-----------|-----------------------|------------|----------------|------------------|-------------|----------------------------------|
| HOMEOWNERSHIP PRESERVATION FOUNDATION | 84081 | National Intermediary | COMP | 0011-004 | Grotheer, George | 92 | <input type="button" value="X"/> |
| NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS | 84539 | National Intermediary | COMP | 0011-006 | Grotheer, George | 93 | <input type="button" value="X"/> |
| NATIONAL URBAN LEAGUE | 81639 | National Intermediary | COMP | 0011-013 | Grotheer, George | 89 | <input type="button" value="X"/> |
| CCCS OF GREATER ATLANTA - MAIN OFFICE | 84538 | National Intermediary | COMP | 0011-015 | Grotheer, George | 95 | <input type="button" value="X"/> |
| CCCS OF GREATER ATLANTA - MAIN OFFICE | 84538 | National Intermediary | HECM | 0012-002 | Grotheer, George | 94 | <input type="button" value="X"/> |

Figure 69. GTR – Scoring: Application(s) Scored for Fiscal Year 2010

6. Once you have chosen your desired Agency, you will be prompted to the *Factors For Award* scorecard.
 - a. Check agency information for accuracy to ensure you are evaluating the correct score card.
 - b. Other Reviewers assigned to this application are posted for reference.
 - c. All sub-factor scores when listed must be scored. Major Factor scores cannot be over written when sub-factors are listed. Major Factor scores will automatically sum the scores of its sub-factors. If no sub-factors are listed, the score for the Major Factor can be entered directly.

- d. If applicable, instructions to each sub-factor are provided by selecting the Blue Information icon.
 - e. **Bonus Points** are shown if applicable. Combine the Factor scores plus Bonus Points to determine Total Score.
7. When all scores have been entered, click the **OK** button on the bottom to save the score card, or **Cancel** to erase changes.

Factors for Award

Instructions: + -

| | |
|--|---------------------------------|
| Agency ID: 84081 | Application ID: 0011-004 |
| Agency Name: HOMEOWNERSHIP PRESERVATION FOUNDATION | Grant Type: COMP |
| Grant Category: INTERMEDIARY | |
| Reviewer: George Grotheer | |
| Other Reviewer(s): Brian Siebenlist (Prim, Rvwr) Colleen Weiser | |

| Rating Factor | Score | Bonus Points | Max Points | Max Bonus Points | Info | Other Scores |
|--|-------|--------------|------------|------------------|------|---------------|
| 1. Capacity of the Applicant and Relevant Organizational Staff | 27 * | | 30 | | i | BS: 26, CW: 0 |
| 1a. RF1-2a: Average Combined Housing Counseling Experience of Project Director and Staff | 6 * | | 6 | | i | |
| 1b. RF1-2b: Specialized Training Received for all Counselors and Staff | 3 * | | 5 | | i | |
| 1c. RF1-3a: Grantee Requirements | 2 * | | 3 | | i | |
| 1d. RF1-3b: HUD 9902-Filed Electronically in a timely manner | 2 * | | 2 | | i | |
| 1e. RF1-3c: Grant Funds Fully Expended? What % of Award was Expended? | 2 * | | 2 | | i | |
| 1e. RF1-3c: Grant Funds Fully Expended? What % of Award was Expended? | 2 * | 2 | | 2 | i | |
| 1f. RF1-3d: Performance Reviews | 5 * | | 5 | | i | |
| 1g. RF1-3e: Housing Counseling System (HCS) | 2 * | | 2 | | i | |
| 1h. RF1-4a: Performance Evaluation | 1 * | | 1 | | i | |
| 1i. RF1-4b: Goals/Results | 4 * | | 4 | | i | |
| Strength: + - | | | | | | |
| test | | | | | | |
| Weakness: + - | | | | | | |
| 2. Need/Extent of the Problem | 5 * | | 5 | | i | BS: 5, CW: 0 |
| 2a. RF2-1: Needs Data | 3 * | | 3 | | i | |
| 2b. RF2-2: Departmental Policy Priorities | 2 * | | 2 | | i | |
| Strength: + - | | | | | | |
| test | | | | | | |
| Weakness: + - | | | | | | |

| | | | | | | |
|--|---------------------------------|---|-----|---|----|----|
| 1f. RF1-3d: Performance Reviews | <input type="text" value="5"/> | * | 5 | | | |
| 1g. RF1-3e: Housing Counseling System (HCS) | <input type="text" value="2"/> | * | 2 | | | |
| 1h. RF1-4a: Performance Evaluation | <input type="text" value="1"/> | * | 1 | | | |
| 1i. RF1-4b: Goals/Results | <input type="text" value="4"/> | * | 4 | | | |
| Strength: + - Weakness: + - | | | | | | |
| 2. Need/Extent of the Problem | <input type="text" value="5"/> | * | 5 | | BS | CW |
| | | | | | 5 | 0 |
| 2a. RF2-1: Needs Data | <input type="text" value="3"/> | * | 3 | | | |
| 2b. RF2-2: Departmental Policy Priorities | <input type="text" value="2"/> | * | 2 | | | |
| Strength: + - Weakness: + - | | | | | | |
| 3. Soundness of Approach/Scope of Housing Counseling Services | <input type="text" value="40"/> | * | 45 | | BS | CW |
| | | | | | 0 | 0 |
| 3a. RF3-1a: Average Number of Hours per Client/per Counseling Type | <input type="text" value="0"/> | * | 2 | | | |
| 3b. RF3-1b: Types of Counseling | <input type="text" value="4"/> | * | 4 | | | |
| 3c. RF3-1c: Group vs One-on-One | <input type="text" value="1"/> | * | 1 | | | |
| 3d. RF3-1d: Marketing and Outreach | <input type="text" value="1"/> | * | 1 | | | |
| 3e. RF3-2a: Cost Per Client | <input type="text" value="6"/> | * | 6 | | | |
| 3f. RF3-2b: Capacity | <input type="text" value="1"/> | * | 1 | | | |
| 3g. RF3-2c: Training Expenditures | <input type="text" value="0"/> | * | 2 | | | |
| 3h. RF3-2d: Percentage of Grant Funding Passed Through | <input type="text" value="1"/> | * | 1 | | | |
| 3v. RF3-6a: Percent of Grant Funding to be Passed Through | <input type="text" value="2"/> | * | 3 | | | |
| 3w. RF3-6b: Capacity | <input type="text" value="1"/> | * | 1 | | | |
| Strength: + - Weakness: + - | | | | | | |
| 4. Leveraging Resources | <input type="text" value="10"/> | * | 10 | | BS | CW |
| | | | | | 10 | 0 |
| Strength: + - Weakness: + - | | | | | | |
| 5. Achieving Results and Program Evaluation | <input type="text" value="10"/> | * | 10 | | BS | CW |
| | | | | | 0 | 0 |
| 5a. RF5-1a: Outputs/Services | <input type="text" value="3"/> | * | 3 | | | |
| 5b. RF5-1b: Outcomes | <input type="text" value="3"/> | * | 3 | | | |
| 5c. RF5-1c: Logic Model Projections | <input type="text" value="3"/> | * | 3 | | | |
| 5d. RF5-1d: Evaluation Tools | <input type="text" value="1"/> | * | 1 | | | |
| Strength: + - Weakness: + - | | | | | | |
| Total | <input type="text" value="92"/> | | 100 | 0 | BS | CW |
| | | | | | 41 | 0 |

OK Cancel

Figure 70.A. GTR – Scoring: Application(s) Scored for Fiscal Year 2010

8. If you click **OK**, and there are errors associated with your scoring you will be prompted to various messages.
 - a. If the number you input is larger than the Max Points, an error message will pop-up
 - b. If the number you input is not a whole number, an error message will pop-up
 - c. If the number you input is not a positive number, an error message will pop-up

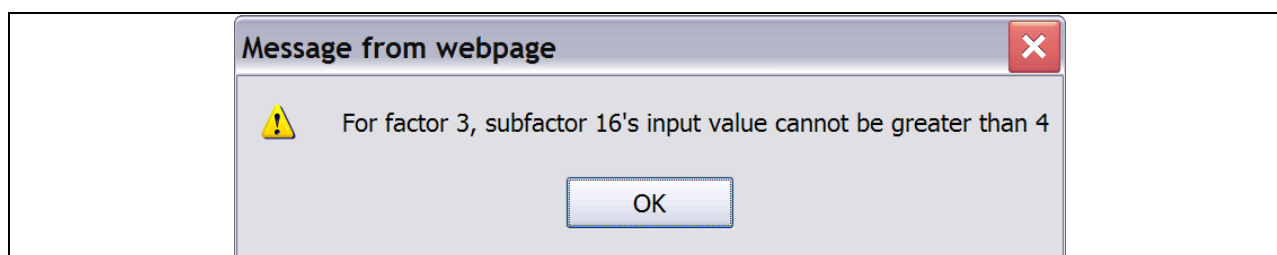


Figure 70.B. GTR – Scoring: Message from webpage (Step 8.a)

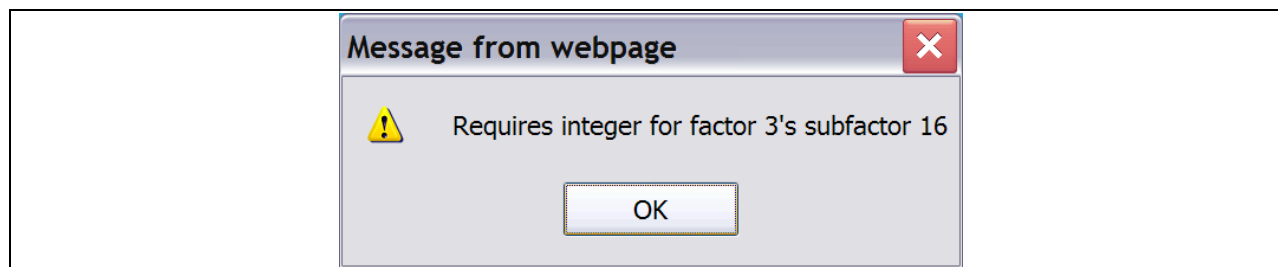


Figure 70.C. GTR – Scoring: Message from webpage (Step 8.b)

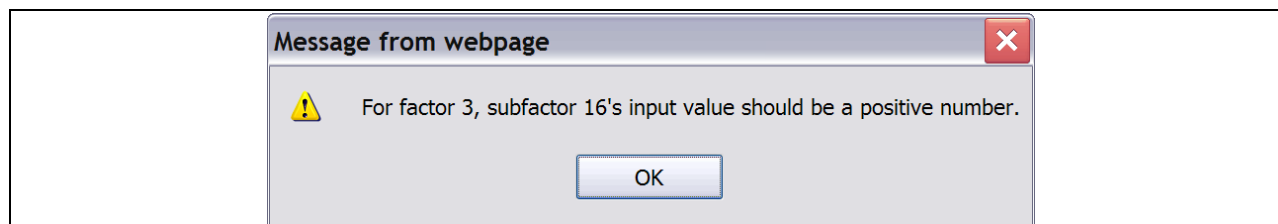


Figure 70.D. GTR – Scoring: Message from webpage (Step 8.c)

9. To delete a score, click the **X** button found under the delete column on the *Application(s) Scored for Fiscal Year 2010*.

| Application(s) Scored for Fiscal Year 2010 | | | | | | |
|--|-----------|-----------------------|------------|----------------|------------------|--------------------|
| Instructions: + - | | | | | | |
| New Score... | | | | | | search returns 5 |
| Agency Name | Agency ID | Agency Type | Grant Type | Application ID | Reviewer | Total Score Delete |
| HOMEOWNERSHIP PRESERVATION FOUNDATION | 84081 | National Intermediary | COMP | 0011-004 | Grotheer, George | 92 |
| NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS | 84539 | National Intermediary | COMP | 0011-006 | Grotheer, George | 93 |
| NATIONAL URBAN LEAGUE | 81639 | National Intermediary | COMP | 0011-013 | Grotheer, George | 89 |
| CCCS OF GREATER ATLANTA - MAIN OFFICE | 84538 | National Intermediary | COMP | 0011-015 | Grotheer, George | 95 |
| CCCS OF GREATER ATLANTA - MAIN OFFICE | 84538 | National Intermediary | HECM | 0012-002 | Grotheer, George | 94 |
| New Score... | | | | | | |

Figure 71. GTR – Scoring: Application(s) Scored for Fiscal Year 2010

10. A message will be prompted prior to finalizing your action. Click **OK** to delete the score, or **Cancel** to return back to the *Application(s) Scored for Fiscal Year 2010* page.

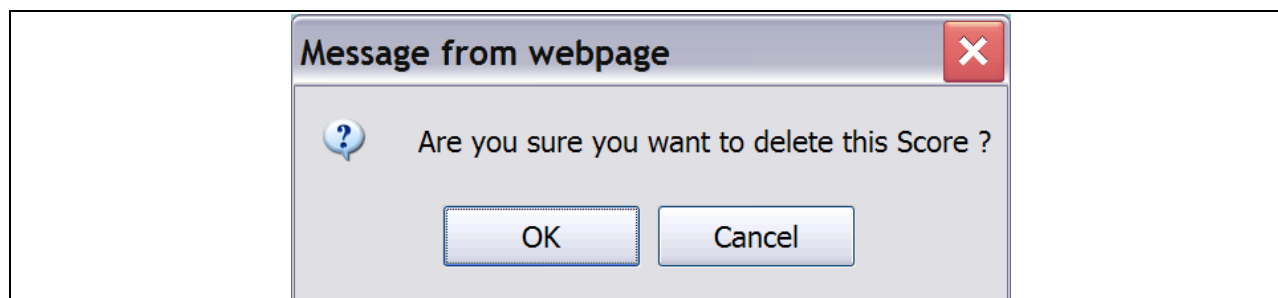


Figure 72. GTR – Scoring: Message from webpage Delete a Score

11. To add a New Score, click the **New Score** button located above and below the Agency Name column.
12. This will prompt you to a list of scorecards that are awaiting your review, similar to Figure 71.

13. The scorecard, and process, will be the same as previously described in Steps 6 and 7.

You have now finished using the HCS **Scoring** feature.

7.3.4 Final Scoring for Primary Reviewer

You can complete the final scoring for primary reviewers by searching for an agency, reviewer name, or application ID.

1. From the top navigation menu, click the **Final Scoring for Primary Reviewers** hyperlink. The *Final Scoring for Primary Reviewers Search for FY 20XX* screen appears.

Final Scoring for Primary Reviewers for FY 2010

Search grant applications for final scoring by primary reviewers using the criteria below.

Agency ID

Agency Name

Primary Reviewer

Application ID -

Figure 73. GTR – Grants: Final Scoring for Primary Reviewers Search for FY 20XX

2. Search for the final scoring for primary reviewers by using any combination of the search criteria to filter the list of applications that require a final score.
 - a. Enter the agency ID you are searching for in the **Agency ID** field.
 - b. Enter the agency's name in the **Agency Name** field.
 - c. Click the drop-down box next to the **Primary Reviewer** field and select the primary reviewer for this scoring.
 - d. Enter the application's ID in the **Application ID** field.
3. Click **Search**. The *Final Scoring List for Fiscal Year 20XX* search results screen appears displaying the search results the HCS system finds based on your search criteria:

| Final Scoring List for Fiscal Year 2008 | | | | | | | | | |
|---|---|--------------------------------|------------|-------|-------|-------|-------|-------|--|
| Search Criteria: • Agency Name: national foundation for credit counseling | | | | | | | | | |
| Appl. ID | Agency Name | Reviewer | Factor No. | | | | | Total | |
| | | | 1 | 2 | 3 | 4 | 5 | | |
| 0000-008 | NATIONAL FOUNDATION FOR CREDIT COUNSELING, INC. | Roman, Ruth | No Review | | | | | | |
| | | Cromwell, Betsy | 26.00 | 10.00 | 33.00 | 10.00 | 12.00 | 91.00 | |
| | | Siebenlist, Brian (Prime Rvwr) | No Review | | | | | | |
| Average Score: | | | 26.00 | 10.00 | 33.00 | 10.00 | 12.00 | 91.00 | |
| Final Score: | | | 29.00 | 10.00 | 35.00 | 10.00 | 12.00 | 96.00 | |
| 0094-002 | NATIONAL FOUNDATION FOR CREDIT COUNSELING, INC. | Roman, Ruth | No Review | | | | | | |
| | | Cromwell, Betsy | 26.00 | 10.00 | 33.00 | 10.00 | 12.00 | 91.00 | |
| | | Siebenlist, Brian (Prime Rvwr) | No Review | | | | | | |
| Average Score: | | | 26.00 | 10.00 | 33.00 | 10.00 | 12.00 | 91.00 | |
| Final Score: | | | 29.00 | 10.00 | 35.00 | 10.00 | 12.00 | 96.00 | |

Figure 74. GTR – Grants: Final Scoring List for Fiscal Year 20XX

- To view or edit the final scoring for a specific agency, Click the agency’s name in the **Agency’s Name** column. The *Final Scoring for Primary Reviewer* screen appears.
- Review the form; edit the final score by typing in the **Final Score** fields.
- Click **OK** to save your changes or **Cancel** to exit the screen.

| Final Scoring for Primary Reviewer | | | | | | | |
|---|------------|-------------------------------------|------------------|----------------------------------|------------|---------------|----------------------|
| Instructions: Fill out the form below, review your information for accuracy, and click the OK button. The Average Score is based on scores submitted. | | | | | | | |
| Agency Name: NATIONAL FOUNDATION FOR CREDIT COUNSELING, INC. | | | | | | | |
| Application ID: 0000-008 | | Grant Category: Intermediary | | Grant Type: Comprehensive | | | |
| Primary Reviewer: Brian Siebenlist | | | | | | | |
| Rating Factor | Max Points | Max Bonus Points | Brian Siebenlist | Betsy Cromwell | Ruth Roman | Average Score | Final Score |
| 1. Capacity of the Applicant and Relevant Organizational Staff | 30.00 | 0.00 | 0.00 | 26.00 | 0.00 | 26.00 | <input type="text"/> |
| 2. Need/Extent of the Problem | 10.00 | 0.00 | 0.00 | 10.00 | 0.00 | 10.00 | <input type="text"/> |
| 3. Soundness of Approach/Scope of Housing Counseling Services | 38.00 | 0.00 | 0.00 | 33.00 | 0.00 | 33.00 | <input type="text"/> |
| 4. Leveraging Resources | 10.00 | 0.00 | 0.00 | 10.00 | 0.00 | 10.00 | <input type="text"/> |
| 5. Achieving Results and Program Evaluation | 12.00 | 0.00 | 0.00 | 12.00 | 0.00 | 12.00 | <input type="text"/> |
| Total | 100.00 | 0.00 | 0.00 | 91.00 | 0.00 | 91.00 | NaN |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> | | | | | | | |

Figure 75. GTR – Grants: Final Scoring for Primary Reviewer – Agency Details

You have now used the HCS Search for **Final Scoring for Primary Reviewers** feature.

7.3.5 Calculate Recommended Award

As a GTR you can view the Recommended Awards that were calculated for a given year.

1. From the top navigation menu, click the **Calculate Recommended Award** hyperlink. The *Recommended Awards Calculation for FY 20XX* screen appears.

| Recommended Awards Calculation for Fiscal Year 2008 | | | | | | | |
|---|------------------------|------------------------|------------------------|------------|----------------|--------------|---------------|
| <p>Instructions: Activating each Grant Type below will generate HCS to calculate a recommended award for all applications that have a Final Score assigned to that Grant Type. Applications are ready to be calculated using this feature when the number under '# Calculated' is less than the number under '# Final Score'. To execute Recommended Award:</p> <ol style="list-style-type: none"> 1. Select the HUD Office application is processing under. 2. Click on the Grant Type that describes the application you wish to calculate recommended award amounts. This will take you to another page to perform the calculation. 3. Go to bottom of the calculation page and click the 'Save' button to save the recommended awards to database. Calculated applications will be reflected under '# Calculated' column. 4. Monitor the # Calculated for it to equal the # Applied to determine when all applications have been calculated. All applications applied must be calculated to get an accurate Recommended Award for each application. 5. Recommended Award amount should equal Allocated amount when all applications are calculated. | | | | | | | |
| Grant Type | Allocated | Recommended Award | Requested Funds | # Applied | # Final Scored | # Calculated | % Completed |
| SHFA | | | | | | | |
| Comprehensive | \$2,580,000.00 | \$2,579,999.98 | \$5,267,090.36 | 19 | 19 | 19 | 100.00% |
| Intermediary | | | | | | | |
| REVERSE MORTGAGE COUNSEL | \$3,559,450.00 | \$3,559,450.00 | \$6,252,000.00 | 3 | 3 | 3 | 100.00% |
| Comprehensive | \$24,002,500.00 | \$24,002,500.00 | \$39,080,528.97 | 21 | 21 | 21 | 100.00% |
| LHCA | | | | | | | |
| REVERSE MORTGAGE COUNSEL | \$440,550.00 | \$440,550.00 | \$468,050.00 | 29 | 29 | 29 | 100.00% |
| Comprehensive | \$15,867,932.59 | \$15,975,043.84 | \$31,005,291.71 | 431 | 431 | 429 | 99.54% |
| LOAN DOCUMENT REVIEW COUN | \$575,000.00 | \$575,000.00 | \$575,000.00 | 1 | 1 | 0 | 0.00% |
| HUD Total: | \$47,025,432.59 | \$47,132,543.82 | \$82,647,961.04 | 504 | 504 | 501 | 99.40% |

Figure 76. GTR – Grants: Recommended Awards Calculation by Grant Category

7.3.6 Input Award/Sub Allocations

As a GTR you can input awards and sub-allocations. The list of applications is dependent on the type of funding allocations chosen by HUD and described in Calculate Recommended Awards above. Follow these steps to input/review the awards and sub-allocations when the funding allocations chosen by HUD is Grant Category and Housing Office Center:

1. From the upper navigation menu, click the **Input Awards/Sub Allocations** hyperlink. The *Input Awards for FY 20XX* screen appears, displaying the available HUD Offices, and the allocated funds, amount awarded, and the grant type for each office.
2. Click the **HUD Office** hyperlink for the HUD Office that you'd like to input/review awards. The *Select a Grant Application to Award for FY 20XX* screen appears.

| Denver (HOC) Office View | | | |
|---|--------------|------------------------|-----------------------|
| Input Awards for FY 2009 | | | |
| Instructions: List of grant applications for awards input will be displayed by clicking on corresponding Grant Applicant Category . | | | |
| Grant Type | | Allocated | Awarded |
| COMP | INTERMEDIARY | \$0.00 | \$0.00 |
| | LHCA | \$0.00 | \$3,736,178.00 |
| | MSO | \$0.00 | \$250,625.00 |
| | SHFA | \$0.00 | \$770,673.00 |
| FLMF | | Allocated | Awarded |
| | INTERMEDIARY | \$0.00 | \$0.00 |
| LDRC | | Allocated | Awarded |
| | INTERMEDIARY | \$0.00 | \$0.00 |
| | LHCA | \$0.00 | \$160,428.00 |
| | MSO | \$0.00 | \$50,000.00 |
| HECM | | Allocated | Awarded |
| | INTERMEDIARY | \$0.00 | \$0.00 |
| | LHCA | \$0.00 | \$197,700.00 |
| TRNG | | Allocated | Awarded |
| | INTERMEDIARY | \$0.00 | \$0.00 |
| Grand Total: | | \$62,850,000.00 | \$5,235,293.00 |

Figure 77. GTR – Grants: Input Awards for FY 20XX

- To sort this list: Click the **Agency Name** button to list the agencies in Agency Name order. Click the **Application ID** button to list the agencies in Application ID order. Click the **–Agency Type** button to sort by agency type and Agency Name order. Click the hyperlink for the agency that you wish to grant an award.
- To select a grant application from a specific agency, click the hyperlink for the agency's name in the **Agency Name** column. The *Input Awards for FY 20XX* screen appears.

| Select a Grant Application to Award for FY 2009 | | | | | | | | |
|--|-----------|-------------|------------|----------------------------|----------------|----------------|---------------|-------------|
| Instructions: + - | | | | | | | | |
| Agency Name | Agency ID | Agency Type | Grant Type | HUD office | City/State | Application ID | Sub-Allocated | Awarded |
| NEW YORK CITY COMMISSION ON HUMAN RIGHTS | 80439 | LHCA | COMP | Philadelphia (LHCA - COMP) | New York, NY | 0321-001 | N | \$0.00 |
| YWCA DELAWARE | 80961 | LHCA | COMP | Philadelphia (LHCA - COMP) | Newark, DE | 0321-002 | N | \$20,000.00 |
| UNIVERSITY LEGAL SERVICES | 80219 | LHCA | COMP | Philadelphia (LHCA - COMP) | Washington, DC | 0321-003 | N | \$0.00 |
| NATIONAL COUNCIL ON AGRICULTURAL LIFE AND LABOR RESEARCH FUND, INC. | 80570 | LHCA | COMP | Philadelphia (LHCA - COMP) | Dover, DE | 0321-004 | N | \$46,220.00 |
| CHRISTIAN ACTIVITIES COUNCIL | 84173 | LHCA | COMP | Philadelphia (LHCA - COMP) | Hartford, CT | 0321-005 | N | \$32,236.00 |
| OPPORTUNITIES INDUSTRIALIZATION CENTER OF NEW LONDON COUNTY, INC. | 84654 | LHCA | COMP | Philadelphia (LHCA - COMP) | New London, CT | 0321-006 | N | \$0.00 |
| MUTUAL HOUSING OF SOUTH CENTRAL CT, INC. // NEIGHBORWORKS NEW HORIZONS | 84534 | LHCA | COMP | Philadelphia (LHCA - COMP) | New Haven, CT | 0321-007 | N | \$0.00 |
| CHELSEA RESTORATION CORPORATION | 84144 | LHCA | COMP | Philadelphia (LHCA - COMP) | Chelsea, MA | 0321-008 | N | \$21,748.00 |
| GREATER BOSTON LEGAL SERVICES | 80563 | LHCA | COMP | Philadelphia (LHCA - COMP) | Boston, MA | 0321-009 | N | \$30,488.00 |
| PRO-HOME, INC. | 81747 | LHCA | COMP | Philadelphia (LHCA - COMP) | Taunton, MA | 0321-010 | N | \$35,732.00 |
| COMMUNITY SERVICE NETWORK, INC. | 81850 | LHCA | COMP | Philadelphia (LHCA - COMP) | Stoneham, MA | 0321-011 | N | \$23,496.00 |

Figure 78. GTR – Grants: Select a Grant Application to Award for FY 20XX

- Complete the form; enter the amount awarded in whole dollars (format: 9999999) and make sure the number of zero (0)s are correct. The amount awarded should not exceed the agency’s requested amount.

| Input Awards for FY 2009 | | | |
|---|--|---|------|
| <p>Instructions: Fill out the form below, review your information for accuracy, and click the OK button to save results. Click the 'Sub-Agency Allocation' button to access screen to distribute funds to sub-agencies. * indicates required information.</p> | | | |
| Agency Name: | NEW YORK CITY COMMISSION ON HUMAN RIGHTS (0321-001) | | |
| Address: | 40 Rector Street, 10th Floor New York, NY 10006 | | |
| Requested: | \$28,369.00 | Grant Category: | LHCA |
| Recommended: | \$0.00 | Grant Type: | COMP |
| Awarded: | \$ <input type="text" value="0.00"/> * | <p>Enter the Amount Awarded in whole dollars (format: 99999999.99). The Amount Awarded should not exceed the Agency’s Requested Amount. If the recommended Award Amount is greater than Amount Remaining (below) contact the system administrator for guidance.</p> <p>HUD Office Responsible for Awarding Grant: Philadelphia (LHCA - COMP)</p> <p>Amount Allocated: \$17,111,728.00</p> <p>The Amount Awarded to Date excluding this Agency: \$17,111,728.00</p> <p>The Amount cannot exceed the Amount Remaining: \$0.00</p> | |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Agency/Sub-Agency Allocation"/> | | | |

Figure 79.A. GTR – Grants: Input Award (by Agency)

- To sub-allocate funds to any associated sub-agencies, click **Agency/Sub-Agency Allocation**. The *Sub-Agency Grant Allocations* screen appears.
- Complete the form and fill in any sub-agency funding information. To allocate the funds evenly, click **Allocate Evenly**. To allocate by # of counselors, click **Allocate by # of Counselors**. To allocate by # of clients, click **Allocate by # of Counselors**.

Agency Grant Allocation

Instructions: + -

Parent Agency Name: **YWCA DELAWARE**
 HUD Office: **Philadelphia (HOC)**
 Application ID: **0321-002**
 Parent Agency ID: **80961**
 Parent Agency Type: **LHCA**
 Grant Type: **COMPREHENSIVE COUNSELING**

Grant Awarded: \$
 Administrative Allocation: -\$
 Indirect Cost: -\$
 Available Funds: \$

| Sub-Agency | Agency ID | Agency Type | # of Counselors | # of Projected Clients | Sub-Allocation |
|---------------------------|-----------|-------------|---------------------------------|----------------------------------|---|
| YWCA DELAWARE | 80961 | LHCA | <input type="text" value="10"/> | <input type="text" value="250"/> | \$ <input type="text" value="15,000.00"/> |
| ALLOCATION TOTALS: | | 1 | <input type="text" value="10"/> | <input type="text" value="250"/> | <input type="text" value="\$15,000.00"/> |
| BALANCE: | | | | | <input type="text" value="\$0.00"/> |

Figure 79.B. GTR – Grants: Agency Grant Allocation

8. Review the form for accuracy and take one of the following actions: To print, click **Print** and follow the instructions in the *Print* dialog box. To export to Microsoft Excel, click **Export** and follow the instructions in the *File Download* dialog box. To cancel the sub-allocations, click **Cancel**. To save the allocations, click **Save**. The screen refreshes and includes confirmation messages.

Sub-Agency Grant Allocation

Instructions: + -

Messages
 Sub-Agency number of counselors and number of projected clients have been saved.
 Your sub-allocations have been saved.

Parent Agency Name: **CATHOLIC CHARITIES USA**
 HUD Office: **Headquarters SF-HUD**
 Application ID: **0011-001**
 Parent Agency ID: **80750**
 Parent Agency Type: **National Intermediary**
 Grant Type: **COMPREHENSIVE COUNSELING**

| | |
|--------------------------------|---|
| Grant Awarded: \$ | <input type="text" value="1,057,385.00"/> |
| Administrative Allocation: -\$ | <input type="text" value="67,454.15"/> |
| Indirect Cost: -\$ | <input type="text" value="17,930.85"/> |
| Available Funds: \$ | <input type="text" value="972,000.00"/> |

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

Submit Print Export Cancel Close this window

Figure 79.C. GTR – Grants: Sub-Agency Grant Allocation – Save Message

7.4 ARM Submission Verification

- From the ARM Management Menu, select the Reports Submission Verification hyperlink.

ARM April 28, 2010

SUBMISSION VERIFICATION

Instructions: 1. Enter Start Date and End Date (* required) 2. Enter search criteria (optional) 3. Select report button

* Start Date (mm/dd/yyyy) * End Date (mm/dd/yyyy)

HCS Agency ID

Agency Name

Active CMS Name

All Submissions Failed List Success List

Figure 80. GTR – Submission Verification: ARM Submission Verification

- Upon narrowing down your search criteria, you have three types of submission reports to choose from:
 - All Submission: This will provide you a full list of submissions; the ones that failed and the ones that were successful
 - Failed List: This will provide a list of only the submissions that failed.
 - Success List: This will provide you a list of only the submissions that were successful.

ARM April 28, 2010

SUBMISSION VERIFICATION

Instructions: 1. Enter Start Date and End Date (* required) 2. Enter search criteria (optional) 3. Select report button

* Start Date (mm/dd/yyyy) * End Date (mm/dd/yyyy)

HCS Agency ID

Agency Name

Active CMS Name

Report selected for active and inactive agencies: All Submissions Total: 66

| Date | Status | HCS Agency Id | Agency Name | CMS Name |
|-------------------|------------|---------------|---|----------|
| Apr 27 2010 11:55 | Successful | 84573 | LIFESPAN CREDIT COUNSELING SERVICE | CPR |
| Apr 27 2010 11:55 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 27 2010 11:13 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 27 2010 11:12 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 26 2010 2:41 | Successful | 84573 | LIFESPAN CREDIT COUNSELING SERVICE | CPR |
| Apr 23 2010 12:03 | Successful | 83530 | HORIZONS, A FAMILY SERVICE ALLIANCE (HORIZONS CCCS) | Paragon |
| Apr 20 2010 11:19 | Successful | 80640 | SUREPATH FINANCIAL SOLUTIONS | CPR |
| Apr 19 2010 5:49 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:48 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:47 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:45 | Failed | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |

Figure 81.A. GTR – Submission Verification: ARM Submission Verification Results

ARM April 28, 2010

SUBMISSION VERIFICATION

Instructions: 1. Enter Start Date and End Date (* required) 2. Enter search criteria (optional) 3. Select report button

* Start Date (mm/dd/yyyy) * End Date (mm/dd/yyyy)

HCS Agency ID

Agency Name

Active CMS Name

Report selected for active and inactive agencies: Failed List Total: 13

| Date | Status | HCS Agency Id | Agency Name | CMS Name |
|-------------------|--------|---------------|------------------------------------|----------|
| Apr 19 2010 5:45 | Failed | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:42 | Failed | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:40 | Failed | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 10:09 | Failed | 83279 | CCCS OF NH & VT | CPR |
| Apr 16 2010 10:53 | Failed | 80727 | CONSUMER CREDIT COUNSELING SERVICE | CPR |
| Apr 14 2010 4:17 | Failed | 83279 | CCCS OF NH & VT | CPR |
| Mar 18 2010 4:03 | Failed | 83279 | CCCS OF NH & VT | CPR |
| Mar 17 2010 12:22 | Failed | 83279 | CCCS OF NH & VT | CPR |
| Mar 17 2010 12:21 | Failed | 83279 | CCCS OF NH & VT | CPR |
| Mar 9 2010 4:49 | Failed | 80724 | CREDIT COUNSELING CENTERS OF OKLA. | CPR |
| Mar 9 2010 4:47 | Failed | 80724 | CREDIT COUNSELING CENTERS OF OKLA. | CPR |
| Mar 9 2010 4:31 | Failed | 80724 | CREDIT COUNSELING CENTERS OF OKLA. | CPR |
| Feb 1 2010 12:06 | Failed | 80949 | Catholic Charities of Chicago | HCS |

Figure 81.B. GTR – Submission Verification: ARM Submission Verification – Failed List

* Start Date (mm/dd/yyyy) * End Date (mm/dd/yyyy)

HCS Agency ID

Agency Name

Active CMS Name

Report selected for active and inactive agencies: Success List Total: 56

| Date | Status | HCS Agency Id | Agency Name | CMS Name |
|-------------------|------------|---------------|---|----------|
| May 3 2010 2:28 | Successful | 80244 | CCCS OF NORTH CENTRAL WEST VIRGINA | Paragon |
| Apr 30 2010 2:16 | Successful | 80941 | CCCS OF DELAWARE VALLEY, INC. | CPR |
| Apr 30 2010 12:12 | Successful | 80727 | CONSUMER CREDIT COUNSELING SERVICE | CPR |
| Apr 27 2010 11:55 | Successful | 84573 | LIFESPAN CREDIT COUNSELING SERVICE | CPR |
| Apr 27 2010 11:55 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 27 2010 11:13 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 27 2010 11:12 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 26 2010 2:41 | Successful | 84573 | LIFESPAN CREDIT COUNSELING SERVICE | CPR |
| Apr 23 2010 12:03 | Successful | 83530 | HORIZONS, A FAMILY SERVICE ALLIANCE (HORIZONS CCCS) | Paragon |
| Apr 20 2010 11:19 | Successful | 80640 | SUREPATH FINANCIAL SOLUTIONS | CPR |
| Apr 19 2010 5:49 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:48 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:47 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 12:42 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 19 2010 12:38 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 19 2010 11:48 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 19 2010 11:33 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 19 2010 11:31 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 16 2010 3:48 | Successful | 82951 | CCCS, A DIVISION OF TRIANGLE FAMILY SERVICES, INC. | Paragon |
| Apr 16 2010 2:22 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 16 2010 2:17 | Successful | 80949 | Catholic Charities of Chicago | CCARM |

Figure 81.C. GTR – Submission Verification: ARM Submission Verification – Successful List

You have successfully viewed the ARM Submission Verification.

7.5 Funding Allocations

The Program Manager at HQ enters all of the funding allocations. HCS supports two methods of allocating funds. The first method allocates by grant type only. The second method used in previous fiscal years is according to grant type and HUD office. Depending on which method used by HQ, the funding allocation information available to a GTR is different.

1. From the upper navigation menu, click the **Funding Allocation** hyperlink. The *Grant Funding Allocation – 20XX* screen appears.

| Grant Funding Allocation - 2009 | | |
|---------------------------------|--|--|
| | Show History <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| | HUD | Total ● |
| INTERMEDIARY-1 | | |
| COMP-1-1 | \$25,727,323.00 | \$25,727,323.00 |
| LDRC-1-3 | \$992,677.00 | \$992,677.00 |
| FLMF-1-4 | \$798,272.00 | \$798,272.00 |
| HECM-1-2 | \$6,500,000.00 | \$6,500,000.00 |
| TRNG-1-5 | \$5,000,000.00 | \$5,000,000.00 |
| TOTAL | \$39,018,272.00 | \$39,018,272.00 |
| LHCA-2 | | |
| COMP-2-1 | \$17,111,728.00 | \$17,111,728.00 |
| LDRC-2-3 | \$904,358.00 | \$904,358.00 |
| HECM-2-2 | \$1,000,000.00 | \$1,000,000.00 |
| TOTAL | \$19,016,086.00 | \$19,016,086.00 |
| MSO-3 | | |
| COMP-3-1 | \$1,570,000.00 | \$1,570,000.00 |
| LDRC-3-3 | \$99,653.00 | \$99,653.00 |
| HECM-3-2 | \$346,300.00 | \$346,300.00 |
| TOTAL | \$2,015,953.00 | \$2,015,953.00 |
| SHFA-4 | | |
| COMP-4-1 | \$2,650,000.00 | \$2,650,000.00 |
| LDRC-4-3 | \$149,689.00 | \$149,689.00 |
| TOTAL | \$2,799,689.00 | \$2,799,689.00 |
| GRANT TOTAL | \$62,850,000.00 | \$62,850,000.00 |

● ●

[Verify](#) [Excel](#)

Figure 82.A. GTR – Funding Allocations: Funding Allocation by Grant Category

2. When the method of allocating funds is according to grant type only, The Funding Allocation 20XX by Grant Category is displayed.
3. To view the allocations described by Grant Type, click the red dot circled below.

| Grant Type | Allocation Total | Validation | Difference |
|------------|------------------|-----------------|------------|
| COMP | \$47,059,051.00 | \$47,059,051.00 | \$0.00 |
| HECM | \$7,846,300.00 | \$7,846,300.00 | \$0.00 |
| LDRC | \$2,146,377.00 | \$2,146,377.00 | \$0.00 |
| FLMF | \$798,272.00 | \$798,272.00 | \$0.00 |
| TRNG | \$5,000,000.00 | \$5,000,000.00 | \$0.00 |

Figure 82.B. GTR – Funding Allocations: Funding Allocation By Grant Type

4. To view the Grant information in matrix form, click the blue dot, as depicted below.

| Application Category | Grant Type | Appropriations |
|----------------------|------------|-----------------|
| INTERMEDIARY | COMP | \$25,727,323.00 |
| INTERMEDIARY | HECM | \$6,500,000.00 |
| INTERMEDIARY | LDRC | \$992,677.00 |
| INTERMEDIARY | FLMF | \$798,272.00 |
| INTERMEDIARY | TRNG | \$5,000,000.00 |
| LHCA | COMP | \$17,111,728.00 |
| LHCA | HECM | \$1,000,000.00 |
| LHCA | LDRC | \$904,358.00 |
| MSO | COMP | \$1,570,000.00 |
| MSO | HECM | \$346,300.00 |
| MSO | LDRC | \$99,653.00 |
| SHFA | COMP | \$2,650,000.00 |
| SHFA | LDRC | \$149,689.00 |

Figure 82.C. GTR – Funding Allocations: Funding Allocation Grant Matrix Validation

5. To see additional information (such as the validation or difference), click the green dot. Those two fields will be displayed.

Show History Yes No

| | HUD | Total | Validation | Difference |
|-----------------------|------------------------|------------------------|-----------------|------------|
| INTERMEDIARY-1 | | | | |
| COMP-1-1 | \$25,727,323.00 | \$25,727,323.00 | | |
| LDRC-1-3 | \$992,677.00 | \$992,677.00 | | |
| FLMF-1-4 | \$798,272.00 | \$798,272.00 | | |
| HECM-1-2 | \$6,500,000.00 | \$6,500,000.00 | | |
| TRNG-1-5 | \$5,000,000.00 | \$5,000,000.00 | | |
| TOTAL | \$39,018,272.00 | \$39,018,272.00 | \$39,018,272.00 | \$0.00 |
| LHCA-2 | | | | |
| COMP-2-1 | \$17,111,728.00 | \$17,111,728.00 | | |
| LDRC-2-3 | \$904,358.00 | \$904,358.00 | | |
| HECM-2-2 | \$1,000,000.00 | \$1,000,000.00 | | |
| TOTAL | \$19,016,086.00 | \$19,016,086.00 | \$19,016,086.00 | \$0.00 |
| MSO-3 | | | | |
| COMP-3-1 | \$1,570,000.00 | \$1,570,000.00 | | |
| LDRC-3-3 | \$99,653.00 | \$99,653.00 | | |
| HECM-3-2 | \$346,300.00 | \$346,300.00 | | |
| TOTAL | \$2,015,953.00 | \$2,015,953.00 | \$2,015,953.00 | \$0.00 |
| SHFA-4 | | | | |
| COMP-4-1 | \$2,650,000.00 | \$2,650,000.00 | | |
| LDRC-4-3 | \$149,689.00 | \$149,689.00 | | |
| TOTAL | \$2,799,689.00 | \$2,799,689.00 | \$2,799,689.00 | \$0.00 |
| GRANT TOTAL | \$62,850,000.00 | \$62,850,000.00 | \$62,850,000.00 | \$0.00 |

Figure 82.D. GTR – Funding Allocations: Funding Allocation Additional Information

- To see the history of this funding allocation, click **Yes** next to **Show History**. The history appears at the bottom of the screen.

| | | | |
|--------------------|------------------------|------------------------|-----------------------|
| | TOTAL | \$2,015,953.00 | \$2,015,953.00 |
| SHFA-4 | | | |
| COMP-4-1 | \$2,650,000.00 | \$2,650,000.00 | |
| LDRC-4-3 | \$149,689.00 | \$149,689.00 | |
| TOTAL | \$2,799,689.00 | \$2,799,689.00 | |
| GRANT TOTAL | \$62,850,000.00 | \$62,850,000.00 | |

Allocation History -
No information available

Figure 82.E. GTR – Funding Allocations: Funding Allocation Show History

- To verify the funding allocation, click **Verify**. A confirmation message appears.



Figure 83. GTR – Funding Allocations: Funding Allocation Verification Message

8. You have now verified this information. Click **OK**.
9. To export this Funding Allocation information into an Excel spreadsheet, click **Excel**. When the following dialog box appears, decide whether to **Open**, **Save**, or **Cancel** the spreadsheet.

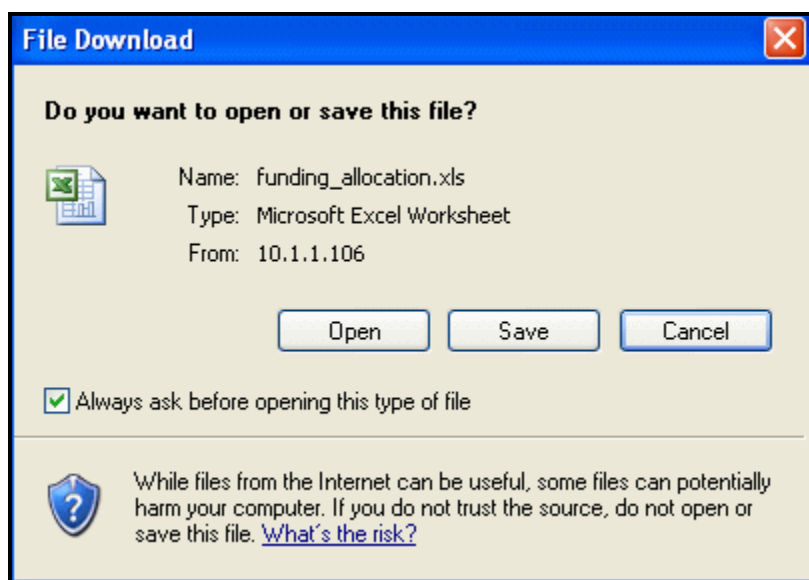


Figure 84. GTR – Funding Allocations: Funding Allocation Export to Excel

You have now finished using the HCS system's **Funding Allocation** feature.

7.6 Reports

The HCS system comes with a variety of reports. These reports can be viewed, printed, and exported to Excel spreadsheet. These reports provide management with a view of the application process. Also, these reports are excellent views of the post-processing results. Below are instructions on how to generate, print, and export reports. Also, the sections below show a sample of each report and details about what information each report contains.

7.6.1 Viewing Reports

To view any of the HCS system reports, take the following steps:

1. From the upper navigation menu, scroll down to the **Reports** section. Click the hyperlink of the report you want to generate from the **Reports** sub-menu in top navigation frame. For example, if you click **Application Progress Status** hyperlink from the menu, the *Application Status for FY 20XX* screen appears.

| Application Status for FY 2009 | | | | | | | | | | | | | |
|--|---------------------|-----------|-----------------------|------------|----------|-----------|------------------|-----------------|------------------|-------------------|------------------|----------------|------------------|
| Total 790 records | | | | | | | | | | | | | |
| Reset Not Evaluated Evaluated | | | | | | | | | | | | | |
| Agency Name | HOC | Agency ID | Agency Type | Grant Type | Appl ID | Prim Rvwr | Scoring Complete | Asst. Rvwr #1 | Scoring Complete | Asst. Rvwr #2 | Scoring Complete | Asst. Rvwr #3 | Scoring Complete |
| ABYSSINIAN DEVELOPMENT CORPORATION | Philadelphia (HOC) | 83751 | LHCA | COMP | 0321-146 | | | Phyllis Ford | 08/15/2009 | George Bridgeman | 08/03/2009 | | |
| ACCESS LIVING OF METROPOLITAN CHICAGO | Atlanta (HOC) | 82063 | LHCA | COMP | 0421-119 | | | Shirley Barnes | 08/16/2009 | Rachel Allen | 09/02/2009 | Kendal King | |
| ACCOMACK-NORTHAMPTON PLANNING DISTRICT C | Philadelphia (HOC) | 83967 | LHCA | COMP | 0321-170 | | | Virginia Holman | 08/19/2009 | Karen Fondersmith | 08/18/2009 | | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | COMP | 0011-016 | | | Terri Ames | 08/10/2009 | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | LDRC | 0013-006 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | FLMF | 0014-007 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACTION FOR BOSTON COMMUNITY DEVELOPMENT, | Philadelphia (HOC) | 84865 | LHCA | COMP | 0321-199 | | | Chris Cline | | John Olmstead | | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | COMP | 0821-008 | | 08/04/2009 | Patricia Heiser | 08/05/2009 | Douglas Neff | 08/04/2009 | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | LDRC | 0823-002 | | 08/04/2009 | Patricia Heiser | 08/11/2009 | Douglas Neff | 08/06/2009 | | |
| YOUTH EDUCATION AND HEALTH IN SOULARD | Denver (HOC) | 82040 | LHCA | COMP | 0821-105 | | 08/25/2009 | Dahlia Martinez | 08/19/2009 | Delia Linan | 09/16/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | COMP | 0321-002 | | | David Dwyer | 08/11/2009 | George Bridgeman | 08/19/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | LDRC | 0323-001 | | | David Dwyer | | George Bridgeman | 08/19/2009 | | |

Figure 85. GTR – Reports: Applications Status for FY 20XX

7.6.1.1 Printing Reports

You can print any of the HCS system reports by following these steps:

1. From the top navigation menu, scroll down to the **Reports** section. Click the hyperlink of the report you want to generate from the **Reports** sub-menu in top navigation frame. For example, if you click **Application Progress Status** hyperlink from menu, the *Application Status for FY 20XX* screen appears.

| Application Status for FY 2009 | | | | | | | | | | | | | |
|--|---------------------|-----------|-----------------------|------------|----------|-----------|------------------|-----------------|------------------|-------------------|------------------|----------------|------------------|
| Total 790 records | | | | | | | | | | | | | |
| Reset Not Evaluated Evaluated | | | | | | | | | | | | | |
| Agency Name | HOC | Agency ID | Agency Type | Grant Type | Appl ID | Prim Rvwr | Scoring Complete | Asst. Rvwr #1 | Scoring Complete | Asst. Rvwr #2 | Scoring Complete | Asst. Rvwr #3 | Scoring Complete |
| ABYSSINIAN DEVELOPMENT CORPORATION | Philadelphia (HOC) | 83751 | LHCA | COMP | 0321-146 | | | Phyllis Ford | 08/15/2009 | George Bridgeman | 08/03/2009 | | |
| ACCESS LIVING OF METROPOLITAN CHICAGO | Atlanta (HOC) | 82063 | LHCA | COMP | 0421-119 | | | Shirley Barnes | 08/16/2009 | Rachel Allen | 09/02/2009 | Kandel King | |
| ACCOMACK-NORTHAMPTON PLANNING DISTRICT C | Philadelphia (HOC) | 83967 | LHCA | COMP | 0321-170 | | | Virginia Holman | 08/19/2009 | Karen Fondersmith | 08/18/2009 | | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | COMP | 0011-016 | | | Terri Ames | 08/10/2009 | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | LDRC | 0013-006 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | FLMF | 0014-007 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACTION FOR BOSTON COMMUNITY DEVELOPMENT, | Philadelphia (HOC) | 84865 | LHCA | COMP | 0321-199 | | | Chris Cline | | John Olmstead | | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | COMP | 0821-008 | | 08/04/2009 | Patricia Heiser | 08/05/2009 | Douglas Neff | 08/04/2009 | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | LDRC | 0823-002 | | 08/04/2009 | Patricia Heiser | 08/11/2009 | Douglas Neff | 08/06/2009 | | |
| YOUTH EDUCATION AND HEALTH IN SOULARD | Denver (HOC) | 82040 | LHCA | COMP | 0821-105 | | 08/25/2009 | Dahlia Martinez | 08/19/2009 | Delia Linan | 09/16/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | COMP | 0321-002 | | | David Dwyer | 08/11/2009 | George Bridgeman | 08/19/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | LDRC | 0323-001 | | | David Dwyer | | George Bridgeman | 08/19/2009 | | |

Figure 86. GTR – Reports: Application Progress Status for FY 20XX

- Click the **Print** button. The *Print* dialog box similar to follow appears. Once you have selected your printing criteria, click **Print** to have a printout of the document.

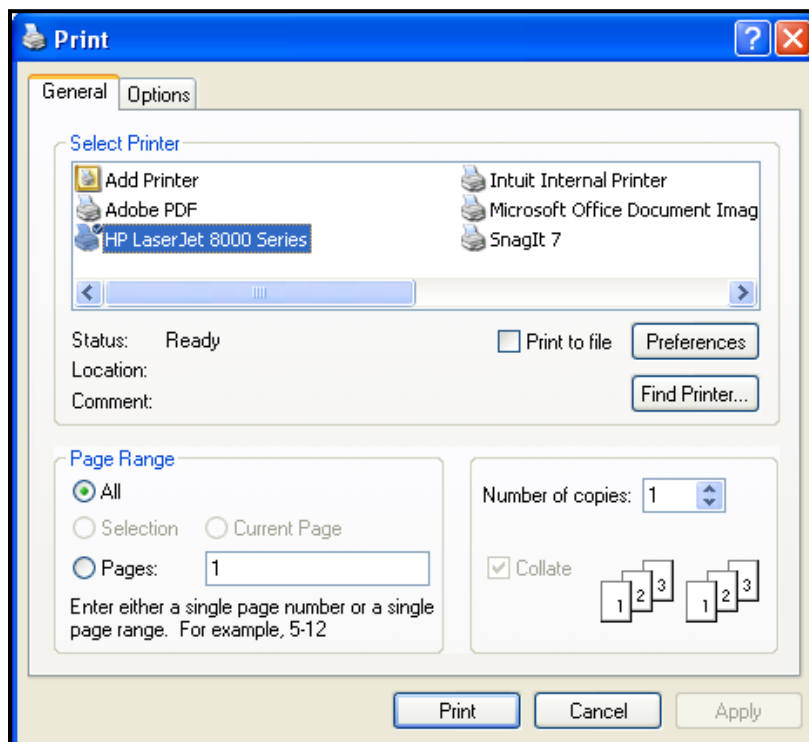


Figure 87. GTR – Reports: Print Dialog Box.

You have now successfully printed a report. Repeat these steps to print any of the other reports available.

7.6.1.2 Exporting Reports

You can export any of the HCS system reports to Excel spreadsheet by following these steps:

1. From the top navigation menu, scroll down to the **Reports** section. Click the hyperlink of the report you want to generate from the **Reports** sub-menu in top navigation frame. For example, if you click the **Applications Progress Status** hyperlink from the menu, the Applications Status for FY 20XX screen appears.
2. Click the **Export** button. The *File Download* dialog box appears.

| Application Status for FY 2009 | | | | | | | | | | | | | |
|---|---------------------|-----------|-----------------------|------------|----------|-----------|------------------|-----------------|------------------|-------------------|------------------|----------------|------------------|
| Total 790 records | | | | | | | | | | | | | |
| Reset Not Evaluated Evaluated | | | | | | | | | | | | | |
| Agency Name | HOC | Agency ID | Agency Type | Grant Type | Appl ID | Prim Rvwr | Scoring Complete | Asst. Rvwr #1 | Scoring Complete | Asst. Rvwr #2 | Scoring Complete | Asst. Rvwr #3 | Scoring Complete |
| ABYSSINIAN DEVELOPMENT CORPORATION | Philadelphia (HOC) | 83751 | LHCA | COMP | 0321-146 | | | Phyllis Ford | 08/15/2009 | George Bridgeman | 08/03/2009 | | |
| ACCESS LIVING OF METROPOLITAN CHICAGO | Atlanta (HOC) | 82063 | LHCA | COMP | 0421-119 | | | Shirley Barnes | 08/16/2009 | Rachel Allen | 09/02/2009 | Kendel King | |
| ACCOMACK-NORTHAMPTON PLANNING DISTRICT C | Philadelphia (HOC) | 83967 | LHCA | COMP | 0321-170 | | | Virginia Holman | 08/19/2009 | Karen Fondersmith | 08/18/2009 | | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | COMP | 0011-016 | | | Terri Ames | 08/10/2009 | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | LDRC | 0013-006 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | FLMF | 0014-007 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACTION FOR BOSTON COMMUNITY DEVELOPMENT, | Philadelphia (HOC) | 84865 | LHCA | COMP | 0321-199 | | | Chris Cline | | John Olmstead | | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | COMP | 0821-008 | | 08/04/2009 | Patricia Heiser | 08/05/2009 | Douglas Neff | 08/04/2009 | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | LDRC | 0823-002 | | 08/04/2009 | Patricia Heiser | 08/11/2009 | Douglas Neff | 08/06/2009 | | |
| YOUTH EDUCATION AND HEALTH IN SOULARD | Denver (HOC) | 82040 | LHCA | COMP | 0821-105 | | 08/25/2009 | Dahlia Martinez | 08/19/2009 | Delia Linan | 09/16/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | COMP | 0321-002 | | | David Dwyer | 08/11/2009 | George Bridgeman | 08/19/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | LDRC | 0323-001 | | | David Dwyer | | George Bridgeman | 08/19/2009 | | |

Figure 88. GTR – Reports: Application Progress Status for FY 20XX

3. Click the **Open** button to open the spreadsheet in HCS web page. Or, click the **Save** button and follow the instruction to save the report to a Microsoft Excel file.

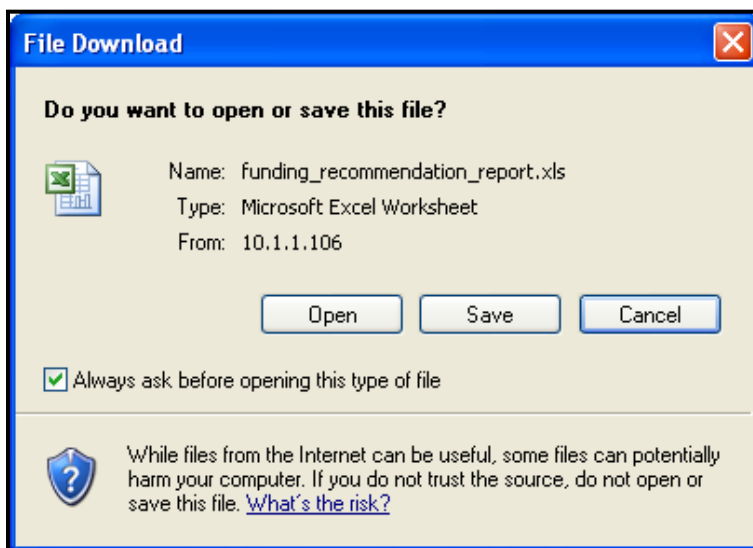


Figure 89. GTR – Reports: File Download Dialog Box.

You have now exported an HCS system report. Follow these steps again to export any of the other reports.

7.6.2 Report Examples

7.6.2.1 Application Progress Status

Application Progress Status report shows the dates when each assigned reviewer and primary reviewer completed their evaluation.

1. From the upper navigation menu, under **Reports** sub-menu, click **Application Progress Status** hyperlink, the *Grant Applications Status Search* screen appears. Enter the criteria that you would like to search for and click the **Search** button to retrieve your results, or **Clear** to erase the data you had input.

Figure 90. GTR – Reports: Application Progress Status Search

2. To sort this list:
 - a. Click the **Agency Name** hyperlink will sort the list first in Agency Name order, and then in TIN number and Application ID order.
 - b. Click the **TIN** hyperlink will sort the list first in TIN number order, and then in Agency Name and Application ID order.

- c. Click the **Appl ID** hyperlink will sort the list first in Application ID order, and then in Agency Name and TIN number order.
- d. Click the **Prim Rvwr** hyperlink will sort the list first in Primary Reviewer’s last name and first name order, and then in Agency Name, TIN number, and Application ID order.

| Application Status for FY 2009 | | | | | | | | | | | | | |
|---|---------------------|-----------|-----------------------|------------|----------|-----------|------------------|-----------------|------------------|-------------------|------------------|----------------|------------------|
| Total 790 records | | | | | | | | | | | | | |
| Reset Not Evaluated Evaluated | | | | | | | | | | | | | |
| Agency Name | HOC | Agency ID | Agency Type | Grant Type | Appl ID | Prim Rvwr | Scoring Complete | Asst. Rvwr #1 | Scoring Complete | Asst. Rvwr #2 | Scoring Complete | Asst. Rvwr #3 | Scoring Complete |
| ABYSSINIAN DEVELOPMENT CORPORATION | Philadelphia (HOC) | 83751 | LHCA | COMP | 0321-146 | | | Phyllis Ford | 08/15/2009 | George Bridgeman | 08/03/2009 | | |
| ACCESS LIVING OF METROPOLITAN CHICAGO | Atlanta (HOC) | 82063 | LHCA | COMP | 0421-119 | | | Shirley Barnes | 08/16/2009 | Rachel Allen | 09/02/2009 | Kendal King | |
| ACCOMACK-NORTHAMPTON PLANNING DISTRICT C | Philadelphia (HOC) | 83967 | LHCA | COMP | 0321-170 | | | Virginia Holman | 08/19/2009 | Karen Fondersmith | 08/18/2009 | | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | COMP | 0011-016 | | | Terri Ames | 08/10/2009 | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | LDRC | 0013-006 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | FLMF | 0014-007 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACTION FOR BOSTON COMMUNITY DEVELOPMENT, | Philadelphia (HOC) | 84865 | LHCA | COMP | 0321-199 | | | Chris Cline | | John Olmstead | | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | COMP | 0821-008 | | 08/04/2009 | Patricia Heiser | 08/05/2009 | Douglas Neff | 08/04/2009 | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | LDRC | 0823-002 | | 08/04/2009 | Patricia Heiser | 08/11/2009 | Douglas Neff | 08/06/2009 | | |
| YOUTH EDUCATION AND HEALTH IN SOULARD | Denver (HOC) | 82040 | LHCA | COMP | 0821-105 | | 08/25/2009 | Dahlia Martinez | 08/19/2009 | Delia Linan | 09/16/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | COMP | 0321-002 | | | David Dwyer | 08/11/2009 | George Bridgeman | 08/19/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | LDRC | 0323-001 | | | David Dwyer | | George Bridgeman | 08/19/2009 | | |
| <input type="button" value="Print"/> <input type="button" value="Export"/> <input type="button" value="Primary Reviewer Statistics"/> | | | | | | | | | | | | | |

Figure 91.A. GTR – Reports: Application Progress Status for FY 20XX

- 3. Click the **Primary Reviewer Statistics** button on the report, the *Primary Reviewers Statistics for FY 20XX* screen appears.

| Primary Reviewers Statistics for FY 2009 | | | | | |
|--|--------------------|-------------------|-----------------|---------------|-----------------|
| Primary Reviewer | | # of Applications | # of Incomplete | # of Complete | % in HUD Office |
| First Name | Last Name | | | | |
| Brian | Siebenlist | 49 | 48 | 1 | 98% |
| Ruth | Roman | 1 | 1 | 0 | 2% |
| Headquarters SF-HUD Totals: | | 50 | 49 | 1 | 100% |
| | | | | | |
| Annette | Panasiuk | 39 | 35 | 4 | 14% |
| Beth | Eilers | 2 | 0 | 2 | 1% |
| Elizabeth | Cahall | 35 | 26 | 9 | 12% |
| Glen | Stopera | 25 | 0 | 25 | 9% |
| Janice | Skinner | 30 | 30 | 0 | 11% |
| Jennifer | Sica | 23 | 0 | 23 | 8% |
| John | Niebieszczanski | 12 | 10 | 2 | 4% |
| Maryanne | Daniel | 30 | 3 | 27 | 11% |
| Robert | Wright | 31 | 31 | 0 | 11% |
| Sharon | Farrow | 23 | 0 | 23 | 8% |
| Tamie | Contois | 31 | 31 | 0 | 11% |
| Philadelphia (HOC) Totals: | | 281 | 166 | 115 | 100% |
| | | | | | |
| Jason | Wiley | 85 | 85 | 0 | 35% |
| Kendel | King | 3 | 3 | 0 | 1% |
| Tracy | Fields | 65 | 65 | 0 | 27% |
| Vivien | King | 88 | 88 | 0 | 37% |
| Atlanta (HOC) Totals: | | 241 | 241 | 0 | 100% |
| | | | | | |
| Donna | Martin | 5 | 0 | 5 | 7% |
| Gail | Osgood | 6 | 0 | 6 | 8% |
| Kristin | Johnsen | 9 | 0 | 9 | 13% |
| Lorraine | Griscavage-Frisbee | 7 | 1 | 6 | 10% |
| Mark | Escalante | 8 | 0 | 8 | 11% |
| Marykay | Kelley | 8 | 0 | 8 | 11% |
| Myrna | Pascual | 7 | 0 | 7 | 10% |
| Pauline | Louie | 6 | 6 | 0 | 8% |
| William | McKee | 9 | 0 | 9 | 13% |
| dawn | golik | 7 | 2 | 5 | 10% |
| Santa Ana (HOC) Totals: | | 72 | 9 | 63 | 100% |
| | | | | | |
| Grand Totals: | | 790 | 465 | 325 | |
| <input type="button" value="Print"/> <input type="button" value="Export"/> | | | | | |

Figure 91.B. GTR – Reports: Primary Reviewers Statistics for FY 20XX

- To view the list of applications which evaluations have not been completed yet, click **Not Evaluated** button. The *Application Status for FY 20XX (Not Evaluated)* page is displayed. Any application that has one or more scores missing is listed.

| Application Status for FY 2009 | | | | | | | | | | | | | |
|--|---------------------|-----------|-----------------------|------------|----------|-----------|------------------|-----------------|------------------|-------------------|------------------|------------------|------------------|
| Total 592 records | | | | | | | | | | | | | |
| Reset Not Evaluated Evaluated | | | | | | | | | | | | | |
| Agency Name | HOC | Agency ID | Agency Type | Grant Type | Appl ID | Prim Rvwr | Scoring Complete | Asst. Rvwr #1 | Scoring Complete | Asst. Rvwr #2 | Scoring Complete | Asst. Rvwr #3 | Scoring Complete |
| ABYSSINIAN DEVELOPMENT CORPORATION | Philadelphia (HOC) | 83751 | LHCA | COMP | 0321-146 | | | Phyllis Ford | 08/15/2009 | George Bridgeman | 08/03/2009 | | |
| ACCESS LIVING OF METROPOLITAN CHICAGO | Atlanta (HOC) | 82063 | LHCA | COMP | 0421-119 | | | Shirley Barnes | 08/16/2009 | Rachel Allen | 09/02/2009 | Kendel King | |
| ACCOMACK-NORTHAMPTON PLANNING DISTRICT C | Philadelphia (HOC) | 83967 | LHCA | COMP | 0321-170 | | | Virginia Holman | 08/19/2009 | Karen Fondersmith | 08/18/2009 | | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | COMP | 0011-015 | | | Terri Ames | 08/10/2009 | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | LDRC | 0013-006 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | FLMF | 0014-007 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACTION FOR BOSTON COMMUNITY DEVELOPMENT, | Philadelphia (HOC) | 84865 | LHCA | COMP | 0321-199 | | | Chris Cline | | John Olmstead | | | |
| ADMINISTRATION OF RESOURCES AND CHOICES | Santa Ana (HOC) | 81052 | LHCA | COMP | 0921-024 | | | Joy Padiernos | 09/11/2009 | Marisabel Almer | | Lawrance Roselle | |
| ADMINISTRATION OF RESOURCES AND CHOICES | Santa Ana (HOC) | 81052 | LHCA | HECM | 0922-005 | | 08/24/2009 | Joy Padiernos | 09/11/2009 | Marisabel Almer | | Lawrance Roselle | |
| ADMINISTRATION OF RESOURCES AND CHOICES | Santa Ana (HOC) | 81052 | LHCA | LDRC | 0923-011 | | 08/23/2009 | Joy Padiernos | | Marisabel Almer | 08/27/2009 | Lawrance Roselle | |

Figure 91.C. GTR – Reports: Application Status for FY 20XX (Not Evaluated)

- To view the list of applications which evaluations have been completed, click **Evaluated** button. The *Application Status for FY 20XX (Evaluated)* page is displayed. Applications with all scores posted are listed.

| Application Status for FY 2009 | | | | | | | | | | | | | |
|---|-----------------|-----------|-------------|------------|----------|-----------|------------------|--------------------|------------------|---------------|------------------|------------------------|------------------|
| Total 198 records | | | | | | | | | | | | | |
| Reset Not Evaluated Evaluated | | | | | | | | | | | | | |
| Agency Name | HOC | Agency ID | Agency Type | Grant Type | Appl ID | Prim Rvwr | Scoring Complete | Asst. Rvwr #1 | Scoring Complete | Asst. Rvwr #2 | Scoring Complete | Asst. Rvwr #3 | Scoring Complete |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | COMP | 0821-008 | | 08/04/2009 | Patricia Heiser | 08/05/2009 | Douglas Neff | 08/04/2009 | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | LDRC | 0823-002 | | 08/04/2009 | Patricia Heiser | 08/11/2009 | Douglas Neff | 08/06/2009 | | |
| ALLIED CHURCHES TEACHING SELF-EMPOWERMENT | Denver (HOC) | 84715 | LHCA | COMP | 0821-062 | | 08/07/2009 | Patricia Heiser | 08/07/2009 | Douglas Neff | 08/07/2009 | | |
| ANOKA COUNTY COMMUNITY ACTION PROGRAM, I | Denver (HOC) | 81092 | LHCA | COMP | 0821-074 | | 08/27/2009 | Sharon Hebenstreit | 08/11/2009 | Julie Rice | 08/19/2009 | | |
| ARROWHEAD ECONOMIC OPPORTUNITY AGENCY, I | Denver (HOC) | 84091 | LHCA | COMP | 0821-075 | | 08/10/2009 | Sharon Hebenstreit | 08/13/2009 | Julie Rice | 09/14/2009 | | |
| ASIAN INCORPORATED | Santa Ana (HOC) | 82197 | LHCA | COMP | 0921-002 | | 08/21/2009 | Felicidad Rodarte | 08/27/2009 | Chandeng Hour | 08/28/2009 | Christopher Taliaferro | 08/27/2009 |
| ASIAN INCORPORATED | Santa Ana (HOC) | 82197 | LHCA | LDRC | 0923-004 | | 08/21/2009 | Felicidad Rodarte | 08/26/2009 | Chandeng Hour | 08/28/2009 | Christopher Taliaferro | 08/24/2009 |
| ASSIST AGENCY | Denver (HOC) | 84801 | LHCA | COMP | 0821-029 | | 08/11/2009 | Dahlia Martinez | 08/18/2009 | Delia Linan | 08/19/2009 | | |
| AUSTIN TENANTS' COUNCIL | Denver (HOC) | 80543 | LHCA | COMP | 0821-041 | | 08/13/2009 | Gifford Dunn | 08/10/2009 | John Thorston | 08/13/2009 | | |

Figure 91.D. GTR – Reports: Applications Status for FY 20XX (Evaluated)

7.6.2.2 Application Score Status

This report lists all the scores for each application for a comprehensive view of on all applications that were processed.

1. From the upper navigation menu, under **Reports** sub-menu, click the **Scores Status** hyperlink. The *Scores Status Report for Fiscal Year 20XX* screen appears. Enter the criteria that you would like to search for and click the **Search** button to retrieve your results, or **Clear** to erase the data you had input.

Score status Report - For Fiscal Year 2010

Agency ID

Agency Name

Application ID -

Reviewer

Agency Type:

HOC office:

Grant Type:

Figure 92. GTR – Reports: Scores Status Search

Note: Provided below is an example of a search result.

Score Status Report for Fiscal Year 2009

Search Criteria: • HOC Office: Philadelphia (HOC)
• Gant Type: HECM

| Appl. ID | Agency Name | Reviewer | Factor No. | | | | | Total |
|----------|--|-------------------------|------------|------|-------|------|------|-------|
| | | | 1 | 2 | 3 | 4 | 5 | |
| 0322-010 | ALBANY COUNTY RURAL HOUSING ALLIANCE, IN | Glen Stopera | 29 | 5 | 2 | 0 | 0 | 36 |
| | | Shantris Martin | No Review | | | | | |
| | | Bradley Payne | No Review | | | | | |
| | | Average Score: | 29.00 | 5.00 | 2.00 | 0.00 | 0.00 | 36.00 |
| | Final Score: | 29 | 5 | 41 | 7 | 9 | 91 | |
| 0322-019 | BELMONT SHELTER CORPORATION | Elizabeth Cahall | No review | | | | | |
| | | Mark Surdi | 30 | 5 | 39 | 8 | 10 | 92 |
| | | Rosanne Schnarrenberger | 26 | 5 | 40 | 8 | 6 | 85 |
| | | Average Score: | 28.00 | 5.00 | 39.50 | 8.00 | 8.00 | 88.50 |
| | Final Score: | 30 | 5 | 42 | 7 | 6 | 90 | |

Figure 93. GTR – Reports: Scores Status

7.6.2.3 Awards Recommendation

This report provides a view of Final scores, Recommended awards and Requested grant amount.

1. From the top navigation menu, under the **Reports** sub-menu, Click the **Funding Recommendation** hyperlink, the *Funding Recommendation Report for Fiscal Year 20XX* appears.

| AWARDS RECOMMENDATION REPORT For Fiscal Year 2009 | | | |
|--|-------------|---------------------|---------------------|
| Agency Name(Application ID) | Final Score | Recommended | Requested |
| CATHOLIC CHARITIES USA (0011-001) | 87.00 | \$2,147,090.28 | \$2,147,090.28 |
| STRUCTURED EMPLOYMENT ECONOMIC DEVELOPMENT CO (0011-002) | 94.00 | \$2,499,995.00 | \$2,499,995.00 |
| MON VALLEY INITIATIVE (0011-003) | 88.00 | \$855,000.00 | \$855,000.00 |
| HOMEOWNERSHIP PRESERVATION FOUNDATION (0011-004) | 93.00 | \$2,700,000.00 | \$2,700,000.00 |
| CITIZENS' HOUSING AND PLANNING ASSOCIATION, INC. (0011-005) | 90.00 | \$1,431,926.00 | \$1,431,926.00 |
| NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS (0011-006) | 85.00 | \$1,113,528.00 | \$1,113,528.00 |
| NEIGHBORHOOD REINVESTMENT CORPORATION (0011-007) | 88.00 | \$2,700,000.00 | \$2,700,000.00 |
| NATIONAL COUNCIL OF LA RAZA (0011-008) | 88.00 | \$2,700,000.00 | \$2,700,000.00 |
| HOUSING PARTNERSHIP NETWORK (0011-009) | 98.00 | \$2,675,123.00 | \$2,675,123.00 |
| NATIONAL ASSOCIATION OF REAL ESTATE BROKERS-INVESTMENT DIVISION, INC (0011-010) | 79.00 | \$1,200,000.00 | \$1,200,000.00 |
| THE NATIONAL COMMUNITY REINVESTMENT COALITION, INC. (0011-011) | 75.00 | \$300,000.00 | \$2,346,655.00 |
| WEST TENNESSEE LEGAL SERVICES, INCORPORATED (0011-012) | 88.00 | \$2,700,000.00 | \$2,700,000.00 |
| NATIONAL URBAN LEAGUE (0011-013) | 90.00 | \$2,700,000.00 | \$2,700,000.00 |
| HOMEFREE - U S A (0011-014) | 88.00 | \$1,995,000.00 | \$1,995,000.00 |
| CCCS OF GREATER ATLANTA - MAIN OFFICE (0011-015) | 90.00 | \$2,700,000.00 | \$2,700,000.00 |
| ACORN HOUSING CORPORATION (0011-016) | 96.00 | \$2,700,000.00 | \$2,700,000.00 |
| NACA (NEIGHBORHOOD ASSISTANCE CORPORATION OF AMERICA) (0011-017) | 90.00 | \$2,700,000.00 | \$2,700,000.00 |
| NUEVA ESPERANZA (0011-018) | 75.00 | \$300,000.00 | \$1,927,498.00 |
| MISSISSIPPI HOMEBUYER EDUCATION CENTER- INITIATIVE (0011-019) | 75.00 | \$300,000.00 | \$1,300,000.00 |
| MISSION OF PEACE (0011-020) | 84.00 | \$1,600,000.00 | \$1,600,000.00 |
| NATIONAL FOUNDATION FOR CREDIT COUNSELING, INC. (0011-021) | 95.00 | \$2,700,000.00 | \$2,700,000.00 |
| CLEARPOINT FINANCIAL SOLUTIONS, INC. (0011-022) | 80.00 | \$2,700,000.00 | \$2,700,000.00 |
| RURAL COMMUNITY ASSISTANCE CORPORATION (0011-023) | 86.00 | \$1,215,966.00 | \$1,215,966.00 |
| MONEY MANAGEMENT INTERNATIONAL INC. (0011-024) | 85.00 | \$2,700,000.00 | \$2,700,000.00 |
| Santa Ana (SHFA - COMP) Total: | | \$237,896.46 | \$773,695.00 |
| WASHINGTON STATE HOUSING FINANCE COMMISSION (0943-001) | 83.00 | \$29,999.80 | \$30,000.00 |
| Santa Ana (SHFA - LDRC) Total: | | \$29,999.80 | \$30,000.00 |

Figure 94. GTR – Reports: Funding Recommendation Report

7.6.2.4 Awards Report

This report compares Allocated funds against Awarded funds at the grant category level showing balance to check that all grant funds have been allocated.

1. From the top navigation menu, under **Reports** sub-menu, click the **Awards Report** hyperlink, and the *Funding Report for Fiscal Year 20XX* appears.

| FUNDING REPORT For Fiscal Year 2009 | | | | |
|--|-------------------------|------------------------|------------------------|-----------------|
| Office Name | Requested | Allocated | Awarded | To be Returned |
| INTERMEDIARY | | | | |
| Intermediary (COMP) | \$53,474,994.28 | \$25,727,323.00 | \$25,727,323.00 | \$0.00 |
| Intermediary (HECM) | \$8,580,390.00 | \$6,500,000.00 | \$6,500,000.00 | \$0.00 |
| Intermediary (LDRC) | \$1,209,220.00 | \$992,677.00 | \$992,677.00 | \$0.00 |
| Intermediary (FLMF) | \$6,410,896.00 | \$798,272.00 | \$798,272.00 | \$0.00 |
| Intermediary (TRNG) | \$8,000,000.00 | \$5,000,000.00 | \$5,000,000.00 | \$0.00 |
| INTERMEDIARY Totals: | \$77,675,500.28 | \$39,018,272.00 | \$39,018,272.00 | \$0.00 |
| LHCA | | | | |
| Philadelphia (LHCA - COMP) | \$15,746,509.33 | \$17,111,728.00 | \$6,082,506.00 | \$11,029,222.00 |
| Philadelphia (LHCA - HECM) | \$331,077.00 | \$1,000,000.00 | \$281,077.00 | \$718,923.00 |
| Philadelphia (LHCA - LDRC) | \$923,396.80 | \$904,358.00 | \$289,322.00 | \$615,036.00 |
| Atlanta (LHCA - COMP) | \$13,697,823.00 | \$0.00 | \$5,899,008.00 | -\$5,899,008.00 |
| Atlanta (LHCA - HECM) | \$452,000.00 | \$0.00 | \$322,342.00 | -\$322,342.00 |
| Atlanta (LHCA - LDRC) | \$971,721.00 | \$0.00 | \$332,743.00 | -\$332,743.00 |
| Denver (LHCA - COMP) | \$8,751,328.00 | \$0.00 | \$3,736,178.00 | -\$3,736,178.00 |
| Denver (LHCA - HECM) | \$230,508.00 | \$0.00 | \$197,700.00 | -\$197,700.00 |
| Denver (LHCA - LDRC) | \$416,720.00 | \$0.00 | \$160,428.00 | -\$160,428.00 |
| Santa Ana (LHCA - COMP) | \$4,168,568.61 | \$0.00 | \$1,394,036.00 | -\$1,394,036.00 |
| Santa Ana (LHCA - HECM) | \$198,881.00 | \$0.00 | \$198,881.00 | -\$198,881.00 |
| Santa Ana (LHCA - LDRC) | \$385,102.00 | \$0.00 | \$121,865.00 | -\$121,865.00 |
| LHCA Totals: | \$46,273,634.74 | \$19,016,086.00 | \$19,016,086.00 | \$0.00 |
| SHFA | | | | |
| Philadelphia (SHFA - COMP) | \$2,342,638.39 | \$2,650,000.00 | \$1,218,439.00 | \$1,431,561.00 |
| Philadelphia (SHFA - LDRC) | \$50,000.00 | \$149,689.00 | \$50,000.00 | \$99,689.00 |
| Atlanta (SHFA - COMP) | \$790,000.00 | \$0.00 | \$460,643.00 | -\$460,643.00 |
| Atlanta (SHFA - LDRC) | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Denver (SHFA - COMP) | \$1,081,034.63 | \$0.00 | \$770,673.00 | -\$770,673.00 |
| Denver (SHFA - LDRC) | \$69,689.20 | \$0.00 | \$69,689.00 | -\$69,689.00 |
| Santa Ana (SHFA - COMP) | \$773,695.00 | \$0.00 | \$200,245.00 | -\$200,245.00 |
| Santa Ana (SHFA - LDRC) | \$30,000.00 | \$0.00 | \$30,000.00 | -\$30,000.00 |
| SHFA Totals: | \$5,137,057.22 | \$2,799,689.00 | \$2,799,689.00 | \$0.00 |
| Grand Totals: | \$132,397,227.24 | \$62,850,000.00 | \$62,850,000.00 | \$0.00 |

Print Export

Figure 95. GTR – Reports: Funding Report

7.6.2.5 Awards Report by Agency

This report provides an excellent summary of awards using drill down screens. The initial screen provides a comprehensive summary of the grant processing year at one glance, providing number of agencies applying, those awarded and comparing awards with Requested and Recommended Awards. This shows all application results regardless of if they are awarded or not.

1. From the top navigation menu, under **Reports** sub-menu, Click the **Awards Report by Agency** hyperlink, the *Awards Report by Agency* appears. This statistic matrix displays awards and related information in each HUD office, and HUD totals. The data shown in # **Agencies** column is the number of HUD-Approved Independent Agencies who are qualified to apply for grant in the fiscal year.
2. Click HUD office name hyperlink, the report is drilled down to HUD office level. For example, click **HOC 2 – Atlanta** hyperlink, a list of agencies applied for grants and their relevant data are displayed in agency name order.

| AWARDS REPORT BY AGENCY For Fiscal Year 2009 | | | | | | | | | |
|--|-------------|---------------------|--------------------|-----------------------|------------------------|-------------------------|--------------------------|-------------------------|-------------------------|
| Office | # Agencies | # Agencies Applying | # Agencies Awarded | # Sub Agencies Funded | # Applications Awarded | Amount Allotted | Amount Requested | Amount Recommended | Amount Awarded |
| HQ | 24 | 25 | 25 | 837 | 43 | \$ 39,018,272.00 | \$ 77,675,500.28 | \$ 59,381,231.28 | \$ 39,018,272.00 |
| HOC 1 - Philadelphia | 357 | 211 | 179 | 119 | 238 | \$ 0.00 | \$ 20,368,621.52 | \$ 2,392,638.39 | \$ 8,628,011.00 |
| HOC 2 - Atlanta | 334 | 178 | 153 | 39 | 206 | \$ 0.00 | \$ 15,911,544.00 | \$ 1,011,569.47 | \$ 7,014,736.00 |
| HOC 3 - Denver | 230 | 111 | 101 | 25 | 135 | \$ 0.00 | \$ 11,274,279.83 | \$ 1,200,723.82 | \$ 5,235,293.00 |
| HOC 4 - Santa Ana | 85 | 44 | 41 | 44 | 67 | \$ 0.00 | \$ 7,167,281.61 | \$ 663,849.26 | \$ 2,953,688.00 |
| TOTAL | 1030 | 569 | 499 | 1064 | 689 | \$ 62,850,000.00 | \$ 132,397,227.24 | \$ 62,626,873.28 | \$ 62,850,000.00 |

Print Export

Figure 96.A. GTR – Reports: Awards Report by Agency

3. To sort the list of agencies in HUD office level:
 - a. Click the **Agency** hyperlink will sort the list in Agency Name order.
 - b. Click the **Agency ID** hyperlink will sort the list in Agency ID order.

| HOUSING COUNSELING GRANTS SYSTEM | | | | | | | | | |
|---|-----------|------------------------------------|-----------------|------------------|--------------------------------|---------------|-------------|--------------|--|
| AWARDS REPORT BY AGENCY For Fiscal Year 2009 | | | | | | | | | |
| Office: HOC 2 - Atlanta | | Total Agencies Applying: 178 | | | Total Agencies Awarded: 153 | | | | |
| Amount Allotted: \$ 0.00 | | Amount Requested: \$ 15,911,544.00 | | | Total Awarded: \$ 7,014,736.00 | | | | |
| Agency Search Print Export Back | | | | | | | | | |
| Agency | Agency ID | # Sub Agencies Funded | Office | Grant Category | Grant Types | Requested | Recommended | Awarded | |
| ACCESS LIVING OF METROPOLITAN CHICAGO | 82063 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 45,000.00 | \$ 0.00 | \$ 45,000.00 | |
| AFFORDABLE HOUSING CORPORATION | 81929 | 0 | HOC 2 - Atlanta | LHCA, LHCA | COMP, LDRC | \$ 86,000.00 | \$ 0.00 | \$ 65,960.00 | |
| AFFORDABLE HOUSING ENTERPRISES, INC. | 82241 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 30,000.00 | \$ 0.00 | \$ 30,000.00 | |
| ALABAMA COUNCIL ON HUMAN RELATIONS, INC | 80576 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 30,000.00 | \$ 0.00 | \$ 30,000.00 | |
| ALLIANCE CREDIT COUNSELING | 84342 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 151,712.00 | \$ 0.00 | \$ 0.00 | |
| APPALACHIAN HOUSING AND REDEVELOPMENT CORPORATION | 81266 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 46,963.00 | \$ 0.00 | \$ 42,724.00 | |
| AREA COMMITTEE TO IMPROVE OPPORTUNITIES NOW, INC. | 82510 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 52,862.00 | \$ 0.00 | \$ 42,724.00 | |
| B & D TRAINING SERVICES | 83806 | 0 | HOC 2 - Atlanta | LHCA, LHCA | COMP, LDRC | \$ 125,000.00 | \$ 0.00 | \$ 43,085.00 | |
| BRIGHTON CENTER, INCORPORATED | 80145 | 0 | HOC 2 - Atlanta | LHCA, LHCA, LHCA | COMP, HECM, LDRC | \$ 109,250.00 | \$ 0.00 | \$ 86,131.00 | |
| BROWARD COUNTY HOUSING AUTHORITY | 80586 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 76,250.00 | \$ 0.00 | \$ 40,976.00 | |
| CAMPBELLSVILLE HOUSING AND REDEVELOPMENT AUTHORITY | 80146 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 23,479.00 | \$ 0.00 | \$ 23,479.00 | |
| WILSON COMMUNITY IMPROVEMENT ASSOCIATION, INC. | 80957 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 50,000.00 | \$ 0.00 | \$ 50,000.00 | |
| WOODBINE COMMUNITY ORGANIZATION | 81758 | 0 | HOC 2 - Atlanta | LHCA, LHCA, LHCA | COMP, HECM, LDRC | \$ 98,000.00 | \$ 0.00 | \$ 47,197.00 | |
| ALL | | | HOC 2 - Atlanta | | | | | | |

Figure 96.B. GTR – Reports: Awards Report by Agency

4. From the *Awards Report by Agency* in HUD Office level, as shown in Figure 96.B., click an agency name hyperlink under **Agency** column. The award report for the selected agency is displayed.

| HOUSING COUNSELING GRANTS SYSTEM | | | | | | | | | |
|--|-----------|-----------------|-------------|----------|------------|--------------|-------------|--------------|------------|
| AWARDS REPORT BY AGENCY | | | | | | | | | |
| For Fiscal Year 2009 | | | | | | | | | |
| Back | | | | | | | | | |
| Agency | Agency ID | HOC | Agency Type | Appl ID | Grant Type | Requested | Recommended | Awarded | Difference |
| ACCESS LIVING OF METROPOLITAN CHICAGO | 82063 | HOC 2 - Atlanta | LHCA | 0421-119 | COMP | \$ 45,000.00 | \$ 0.00 | \$ 45,000.00 | 0.00 |
| TOTAL | | | | | 1 | \$ 45,000.00 | \$ 0.00 | \$ 45,000.00 | \$ 0.00 |
| Print Export Save Back | | | | | | | | | |

Figure 96.C. GTR – Reports: Awards Report by Agency: for One Selected Agency

- To search for a particular agency or multiple agencies, click the **Agency Search** button at the bottom of the *Awards Report by Agency* page. The *Awards Report by Agency: Agency Search* page appears.
- In Agency Search page, key in search criteria and click the **Search** button. For example, key in 'ADVANC' to Agency Name field and click the **Search** button (see Figure 96.D.). A list of agencies that contain 'ADVANC' in their agency name are displayed (see Figure 96.E.). Notice that in Figure 250, the Awards Report is drilled down to agency level. It lists all the grant types available for the fiscal year you are working on, and displays data of the grant type(s) that is/are applicable to each agency in the list. For the grant type(s) the agency didn't apply, zero dollar amount is shown.

| Awards Report by Agency for FY 2010 - Agency Search HQ | |
|--|--|
| Search for Agency ID and Name using the criteria below. | |
| Agency ID | <input type="text"/> |
| Application ID | <input type="text"/> - <input type="text"/> |
| Agency Name | <input type="text" value="advanc"/> |
| Agency List | Select Agency <input type="button" value="v"/> |
| Grant Applicant Type | <input type="checkbox"/> INTERMEDIARY <input type="checkbox"/> LHCA <input type="checkbox"/> MSO <input type="checkbox"/> SHFA |
| Grant Type | <input type="checkbox"/> COMP <input type="checkbox"/> HECM <input type="checkbox"/> LDRC <input type="checkbox"/> FLMF <input type="checkbox"/> TRNG <input type="checkbox"/> MMSA |
| <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> | |

Figure 96.D. GTR – Reports: Awards Report by Agency: Agency Search for Agency Name 'ADVANC'

| HOUSING COUNSELING GRANTS SYSTEM | | | | | | | | | |
|--|-----------|----------------------|-------------|----------|------------|---------------------|----------------|---------------------|----------------------|
| AWARDS REPORT BY AGENCY | | | | | | | | | |
| For Fiscal Year 2009 | | | | | | | | | |
| Back | | | | | | | | | |
| Agency | Agency ID | HOC | Agency Type | Appl ID | Grant Type | Requested | Recommended | Awarded | Difference |
| PHILADELPHIA COUNCIL FOR COMMUNITY ADVANCEMENT | 80072 | HOC 1 - Philadelphia | LHCA | 0321-092 | COMP | \$ 75,000.00 | \$ 0.00 | \$ 37,480.00 | - 37,520.00 |
| | | | | 0322-008 | HECM | \$ 5,000.00 | \$ 0.00 | \$ 5,000.00 | 0.00 |
| TOTAL | | | | | 2 | \$ 80,000.00 | \$ 0.00 | \$ 42,480.00 | \$- 37,520.00 |
| Print Export Save Back | | | | | | | | | |

Figure 96.E. GTR – Reports: Awards Report by Agency: Result of Agency Search for Agency Name ‘ADVANC’

7.6.2.6 Awards Report by Office

This report lists agencies that are awarded a grant and listed in respective of their assigned HUD office.

1. From the top navigation menu, under **Reports** sub-menu, click **Awards Report by Office** hyperlink, the *Awards Report by Office for Fiscal Year 20XX* appears.

| AWARDS REPORT BY OFFICE | | | | |
|--|---|------------------------|-----------------------|-----------------------|
| For Fiscal Year 2009 | | | | |
| Appl. ID | Agency Name | Requested | Recommended | Awarded |
| 0821-002 | CRAWFORD SEBASTIAN COMMUNITY DEVELOPMENT COUNCIL | \$37,824.00 | \$0.00 | \$28,740.00 |
| 0821-003 | JONESBORO URBAN RENEWAL AND HOUSING AUTHORITY HOUSING AND COMMUNITY DEVELOPMENT ORGANIZATION (JURHA HCDO) | \$61,291.00 | \$0.00 | \$42,724.00 |
| 0821-004 | SOUTH ARKANSAS COMMUNITY DEVELOPMENT | \$50,000.00 | \$0.00 | \$42,724.00 |
| 0821-006 | SOUTHERN GOOD FAITH FUND | \$51,850.00 | \$0.00 | \$42,724.00 |
| 0821-007 | UNIVERSAL HOUSING DEVELOPMENT CORPORATION | \$93,474.00 | \$0.00 | \$39,228.00 |
| 0821-008 | ADAMS COUNTY HOUSING AUTHORITY | \$170,000.00 | \$0.00 | \$46,220.00 |
| 0821-009 | BOULDER COUNTY HOUSING AUTHORITY | \$155,000.00 | \$0.00 | \$42,724.00 |
| 0821-010 | BROTHERS REDEVELOPMENT, INC. | \$30,000.00 | \$0.00 | \$30,000.00 |
| 0821-011 | CITY OF AURORA COMMUNITY DEVELOPMENT DIVISION | \$100,000.00 | \$0.00 | \$42,724.00 |
| 0821-012 | COLORADO COALITION FOR THE HOMELESS | \$105,116.00 | \$0.00 | \$32,236.00 |
| 0821-013 | COLORADO HOUSING ASSISTANCE CORPORATION | \$65,000.00 | \$0.00 | \$47,968.00 |
| 0821-014 | COLORADO RURAL HOUSING DEVELOPMENT CORP. | \$85,000.00 | \$0.00 | \$46,220.00 |
| 0821-015 | DENVER HOUSING AUTHORITY | \$76,031.00 | \$0.00 | \$21,748.00 |
| 0821-016 | DOUGLAS COUNTY HOUSING PARTNERSHIP | \$57,000.00 | \$0.00 | \$32,236.00 |
| 0821-017 | HOUSING SOLUTIONS FOR THE SOUTHWEST | \$95,811.00 | \$0.00 | \$42,724.00 |
| 0821-018 | NEIGHBOR TO NEIGHBOR | \$68,425.00 | \$0.00 | \$51,464.00 |
| 0821-019 | NORTHEAST DENVER HOUSING CENTER | \$60,000.00 | \$0.00 | \$25,244.00 |
| 0821-020 | PARTNERS IN HOUSING, INC. | \$50,000.00 | \$0.00 | \$26,992.00 |
| 0821-021 | UPPER ARKANSAS AREA COUNCIL OF GOVERNMENTS | \$31,790.00 | \$0.00 | \$28,740.00 |
| 0821-022 | SOUTHWEST IMPROVEMENT COUNCIL | \$80,047.00 | \$0.00 | \$35,732.00 |
| 0821-023 | CENTER FOR SIOUXLAND | \$75,000.00 | \$0.00 | \$60,204.00 |
| Denver (MSO - LDRC) Totals: | | \$50,000.00 | \$50,000.00 | \$50,000.00 |
| 0841-001 | MONTANA BOARD OF HOUSING | \$200,000.00 | \$200,000.00 | \$170,297.00 |
| 0841-002 | NORTH DAKOTA HOUSING FINANCE AGENCY | \$226,249.00 | \$226,249.00 | \$136,881.00 |
| 0841-003 | NEW MEXICO MORTGAGE FINANCE AUTHORITY | \$169,683.00 | \$169,683.00 | \$169,683.00 |
| 0841-004 | IOWA FINANCE AUTHORITY | \$221,051.63 | \$221,051.63 | \$123,515.00 |
| 0841-005 | SOUTH DAKOTA HOUSING DEVELOPMENT AUTHORITY | \$264,051.00 | \$264,050.99 | \$170,297.00 |
| Denver (SHFA - COMP) Totals: | | \$1,081,034.63 | \$1,081,034.62 | \$770,673.00 |
| 0843-001 | IOWA FINANCE AUTHORITY | \$25,335.20 | \$25,335.20 | \$25,335.00 |
| 0843-002 | NEW MEXICO MORTGAGE FINANCE AUTHORITY | \$44,354.00 | \$44,354.00 | \$44,354.00 |
| Denver (SHFA - LDRC) Totals: | | \$69,689.20 | \$69,689.20 | \$69,689.00 |
| Grand Totals: | | \$10,600,639.83 | \$1,200,723.82 | \$5,235,293.00 |
| Print Export | | | | |

Figure 97. GTR – Reports: Awards Report by Office

7.6.2.7 Awards Report by State

This report groups all agencies that are awarded a grant in respective to their State they are located in.

1. From the top navigation menu, under **Reports** sub-menu, click the **Awards Report by State** hyperlink, the *Awards Report by State for Fiscal Year 20XX* appears.

| AWARDS REPORT BY STATE For Fiscal Year 2009 | | |
|--|---|------------------------|
| City/State | Agency Name(Application ID) | Awarded |
| Auburn, AL | ALABAMA COUNCIL ON HUMAN RELATIONS, INC (0421-011) | \$30,000.00 |
| Birmingham, AL | JEFFERSON COUNTY COMMITTEE FOR ECONOMIC OPPORTUNITY (0421-007) | \$39,228.00 |
| Birmingham, AL | JEFFERSON COUNTY COMMITTEE FOR ECONOMIC OPPORTUNITY (0423-039) | \$9,314.00 |
| Birmingham, AL | JEFFERSON COUNTY HOUSING AUTHORITY (0421-008) | \$26,992.00 |
| Decatur, AL | COMMUNITY ACTION PARTNERSHIP OF NORTH ALABAMA, INC. (0421-004) | \$35,732.00 |
| Greensboro, AL | HALE EMPOWERMENT AND REVITALIZATION ORGANIZATION (HERO) (0421-002) | \$35,732.00 |
| Greensboro, AL | HALE EMPOWERMENT AND REVITALIZATION ORGANIZATION (HERO) (0422-001) | \$47,671.00 |
| Greensboro, AL | HALE EMPOWERMENT AND REVITALIZATION ORGANIZATION (HERO) (0423-001) | \$7,745.00 |
| Huntsville, AL | COMMUNITY ACTION PARTNERSHIP, HUNTSVILLE/MADISON & LIMESTONE COUNTIES, INC (0421-006) | \$20,000.00 |
| Huntsville, AL | FAMILY SERVICES CENTER, INC. (0421-001) | \$51,750.00 |
| Mobile, AL | MOBILE HOUSING BOARD (0421-003) | \$53,500.00 |
| Mobile, AL | MOBILE HOUSING BOARD (0422-008) | \$10,000.00 |
| Mobile, AL | MOBILE HOUSING BOARD (0423-037) | \$7,000.00 |
| Troy, AL | ORGANIZED COMMUNITY ACTION PROGRAM, INC (0421-009) | \$30,488.00 |
| Tuscaloosa, AL | COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC. (0421-005) | \$40,976.00 |
| | State Total: | \$446,128.00 |
| Casper, WY | INTERFAITH OF NATRONA COUNTY, INCORPORATED (0821-070) | \$20,000.00 |
| Casper, WY | WYOMING HOUSING NETWORK, INC. (0821-071) | \$51,464.00 |
| | State Total: | \$71,464.00 |
| | Grand Total: | \$62,850,000.00 |

Select a State

Figure 98.A. GTR – Reports: Awards Report by State

2. To search for agency/agencies locate in a state, select the specific state from the **Select a State** dropdown at the bottom of the page, and click the **Go** button. A list of agency/agencies awarded in the selected state is displayed.

| AWARDS REPORT BY STATE (AL) For Fiscal Year 2009 | | |
|---|---|---------------------|
| City/State | Agency Name(Application ID) | Awarded |
| Auburn, AL | ALABAMA COUNCIL ON HUMAN RELATIONS, INC (0421-011) | \$30,000.00 |
| Birmingham, AL | JEFFERSON COUNTY COMMITTEE FOR ECONOMIC OPPORTUNITY (0421-007) | \$39,228.00 |
| Birmingham, AL | JEFFERSON COUNTY COMMITTEE FOR ECONOMIC OPPORTUNITY (0423-039) | \$9,314.00 |
| Birmingham, AL | JEFFERSON COUNTY HOUSING AUTHORITY (0421-008) | \$26,992.00 |
| Decatur, AL | COMMUNITY ACTION PARTNERSHIP OF NORTH ALABAMA, INC. (0421-004) | \$35,732.00 |
| Greensboro, AL | HALE EMPOWERMENT AND REVITALIZATION ORGANIZATION (HERO) (0421-002) | \$35,732.00 |
| Greensboro, AL | HALE EMPOWERMENT AND REVITALIZATION ORGANIZATION (HERO) (0422-001) | \$47,671.00 |
| Greensboro, AL | HALE EMPOWERMENT AND REVITALIZATION ORGANIZATION (HERO) (0423-001) | \$7,745.00 |
| Huntsville, AL | COMMUNITY ACTION PARTNERSHIP, HUNTSVILLE/MADISON & LIMESTONE COUNTIES, INC (0421-006) | \$20,000.00 |
| Huntsville, AL | FAMILY SERVICES CENTER, INC. (0421-001) | \$51,750.00 |
| Mobile, AL | MOBILE HOUSING BOARD (0421-003) | \$53,500.00 |
| Mobile, AL | MOBILE HOUSING BOARD (0422-008) | \$10,000.00 |
| Mobile, AL | MOBILE HOUSING BOARD (0423-037) | \$7,000.00 |
| Troy, AL | ORGANIZED COMMUNITY ACTION PROGRAM, INC (0421-009) | \$30,488.00 |
| Tuscaloosa, AL | COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC. (0421-005) | \$40,976.00 |
| | State Total: | \$446,128.00 |
| | Grand Total: | \$446,128.00 |

AL - Alabama

Figure 98.B. GTR – Reports: Awards Report by State – Result Page of State Search

7.6.2.8 Funding Report Search

This report lists agencies that are awarded a grant and listed in respective of their assigned HUD office.

1. From the top navigation menu, under **Reports** sub-menu, click the **Funding Report by Filter** hyperlink, the *Funding Report Search for Fiscal Year 20XX* appears.

Note: The search screen will allow you to narrow down your results based on the following criteria:

- Agency ID
 - HOC Office
 - Agency Name
 - Agency Type
 - Counseling Services
 - City
 - State
 - Zip Code
2. Once you have entered your criteria click the **Search** button to retrieve your results, the **Clear** button to erase the information already type in, or **Cancel** to return to Awards Report by Agency.

Funding Report Search for FY 2009

Search for Agency ID and Name using the criteria below.

| | |
|----------------------|-------------------------|
| Agency ID | <input type="text"/> |
| HOC office: | <input type="text"/> |
| Agency Name | <input type="text"/> |
| Agency Type: | <input type="text"/> |
| Counseling Services: | <input type="text"/> |
| City: | <input type="text"/> |
| State: | AK <input type="text"/> |
| Zip Code: | <input type="text"/> |

Figure 99. GTR – Reports: Funding Report by Filter – Search

3. From this screen you will also be able to view this information in Excel form, by clicking the **Excel Format** hyperlink, or return back to the search function, but clicking **Search Again**.

FUNDING REPORT SEARCH FOR FISCAL YEAR 2009

Search Criteria: • State: AK

5 Record(s) Found [Excel Format](#)

| Agency ID | Agency Name | Agency type | Total Awarded | Total Funding | | | Grant Type | City/State |
|---------------|--|-------------|---------------|-------------------|---------------|--------------------|---------------------|----------------|
| | | | | Admin. Allocation | Indirect Cost | Allocation | | |
| 80206 | ALASKA COMMUNITY DEVELOPMENT CORPORATION | Sub Grantee | \$0.00 | \$0.00 | \$0.00 | \$22,276.00 | INTERMEDIARY - COMP | PALMER - AK |
| 80207 | NEIGHBORWORKS ANCHORAGE FORMERLY ANCHORAGE NEIGHBORHOOD HOUSING SERVICES | Sub Grantee | \$0.00 | \$0.00 | \$0.00 | \$11,409.09 | INTERMEDIARY - COMP | Anchorage - AK |
| 80208 | CCCS OF ALASKA | LHCA | \$0.00 | \$0.00 | \$0.00 | \$3,416.67 | INTERMEDIARY - LDRC | Anchorage - AK |
| 80208 | CCCS OF ALASKA | LHCA | \$0.00 | \$0.00 | \$0.00 | \$23,603.44 | INTERMEDIARY - COMP | Anchorage - AK |
| 81107 | FAIRBANKS NEIGHBORHOOD HOUSING SERVICES, INC | Sub Grantee | \$0.00 | \$0.00 | \$0.00 | \$11,409.09 | INTERMEDIARY - COMP | Fairbanks - AK |
| Total: | | | \$0.00 | \$0.00 | \$0.00 | \$72,114.29 | | |

[SEARCH AGAIN](#)

Figure 100. GTR – Reports: Funding Report by Filter – Results

7.6.2.9 Reviewers Final Report

1. From the top navigation menu, under **Reports** sub-menu, click the **Reviewers Final Report** hyperlink, the Select a Grant Application for Fiscal Year 20XX appears.
2. This will prompt you to a list of Grant Applications arranged by Agency. To view an Agency report, click the hyperlink for that Agency under the **Agency Name** column.

Select a Grant Application for FY 2009

Instructions: Click on the Agency Name that you wish to generate the report.

| Agency ID | Application ID | Agency Name (Application ID) |
|-----------|----------------|--|
| 80750 | 0011-001 | CATHOLIC CHARITIES USA |
| 82359 | 0011-002 | STRUCTURED EMPLOYMENT ECONOMIC DEVELOPMENT CO |
| 80084 | 0011-003 | MON VALLEY INITIATIVE |
| 84081 | 0011-004 | HOMEOWNERSHIP PRESERVATION FOUNDATION |
| 81504 | 0011-005 | CITIZENS' HOUSING AND PLANNING ASSOCIATION, INC. |
| 84539 | 0011-006 | NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS |
| 80989 | 0011-009 | HOUSING PARTNERSHIP NETWORK |
| 81639 | 0011-013 | NATIONAL URBAN LEAGUE |
| 84538 | 0011-015 | CCCS OF GREATER ATLANTA - MAIN OFFICE |
| 80753 | 0011-016 | ACORN HOUSING CORPORATION |
| 84546 | 0011-018 | NUEVA ESPERANZA |
| 82507 | 0011-019 | MISSISSIPPI HOMEBUYER EDUCATION CENTER- INITIATIVE |
| 81276 | 0011-020 | MISSION OF PEACE |
| 82559 | 0011-023 | RURAL COMMUNITY ASSISTANCE CORPORATION |
| 84538 | 0012-002 | CCCS OF GREATER ATLANTA - MAIN OFFICE |
| 80753 | 0013-006 | ACORN HOUSING CORPORATION |
| 80753 | 0014-007 | ACORN HOUSING CORPORATION |
| 80961 | 0321-002 | YWCA DELAWARE |
| 80219 | 0321-003 | UNIVERSITY LEGAL SERVICES |
| 80570 | 0321-004 | NATIONAL COUNCIL ON AGRICULTURAL LIFE AND LABOR RESEARCH FUND, INC |
| 84173 | 0321-005 | CHRISTIAN ACTIVITIES COUNCIL |
| 84654 | 0321-006 | OPPORTUNITIES INDUSTRIALIZATION CENTER OF NEW LONDON COUNTY, INC. |
| 84534 | 0321-007 | MUTUAL HOUSING OF SOUTH CENTRAL CT, INC. // NEIGHBORWORKS NEW HORIZONS |
| 82095 | 0321-012 | BERKSHIRE COUNTY REGIONAL HOUSING AUTHORITY-H |

Figure 101.A. GTR – Reports: Reviewers Final Report

Note: Provided below is an example of a Final Reviewer Report.

Under each Factor, there are six places for comments based on the following criteria:

- Primary R. Strength
- Reviewers Strength
- Final Primary Reviewer Strength

- Primary R. Weakness
- Reviewers Weakness
- Final Primary Reviewer Weakness

Primary Reviewer Final Comment - Chairman Reports

Instructions: + -

| | | | |
|------------------------|------------------------------|------------------------|----------|
| Agency ID: | 82456 | Application ID: | 0321-030 |
| Agency Name: | HRS | Grant Category: | LHCA |
| Grant Category: | LHCA | Grant Type: | COMP |
| Reviewer: | Maryanne Daniel (Prim. Rvwr) | | |
| Reviewer(s): | Tom Hardy David Gallian | | |

| Rating Factor | Score | Bonus Points | Max Points | Max Bonus Points | Other Scores | |
|--|-------|--------------|------------|------------------|----------------|-----------------|
| 1. Capacity of the Applicant and Relevant Organizational Staff | 27 | 0 | 30 | 2 | TH 0 | DG 26 |
| 1a. RF1-2a: Average Combined Housing Counseling Experience of Project Director and Staff | 6 | | 6 | | 0 | 6 |
| 1b. RF1-2b: Specialized Training Received for all Counselors and Staff | 5 | | 5 | | 0 | 3 |
| 1c. RF1-3a: Grantee Requirements | 2 | | 3 | | 0 | 1 |
| 1d. RF1-3b: HUD 9902-Filed Electronically in a timely manner | 1 | | 2 | | 0 | 0 |
| 1e. RF1-3c: Grant Funds Fully Expended? What % of Award was Expended? | 2 | | 2 | | 0 | 3 |
| 1f. RF1-3d: Performance Reviews | 5 | | 5 | | 0 | 0 |
| 1g. RF1-3e: Housing Counseling System (HCS) | 2 | | 2 | | 0 | 0 |
| 1h. RF1-4a: Performance Evaluation | 0 | | 1 | | 0 | 0 |
| 1i. RF1-4b: Goals/Results | 4 | | 4 | | 0 | 0 |

Primary R. Strength: + -
 Reviewers Strength: + -
 Final Primary Reviewer Strength: + -
 Primary R. Weakness: + -
 Reviewers Weakness: + -
 Final Primary Reviewer Weakness: + -

| Rating Factor | Score | Bonus Points | Max Points | Max Bonus Points | Other Scores | |
|---|-------|--------------|------------|------------------|----------------|----------------|
| 2. Need/Extent of the Problem | 4 | 0 | 5 | | TH 0 | DG 4 |
| 2a. RF2-1: Needs Data | 3 | | 3 | | 0 | 6 |
| 2b. RF2-2: Departmental Policy Priorities | 1 | | 2 | | 0 | 3 |

Primary R. Strength: + -
 Reviewers Strength: + -
 Final Primary Reviewer Strength: + -
 Primary R. Weakness: + -
 Reviewers Weakness: + -
 Final Primary Reviewer Weakness: + -

| Rating Factor | Score | Bonus Points | Max Points | Max Bonus Points | Other Scores | |
|--|-------|--------------|------------|------------------|----------------|-----------------|
| 3. Soundness of Approach/Scope of Housing Counseling Services | 37 | 0 | 45 | | TH 0 | DG 39 |
| 3a. RF3-1a: Average Number of Hours per Client/per Counseling Type | 1 | | 2 | | 0 | 6 |
| 3b. RF3-1b: Types of Counseling | 4 | | 4 | | 0 | 3 |
| 3c. RF3-1c: Group vs One-on-One | 0 | | 1 | | 0 | 1 |
| 3d. RF3-1d: Marketing and Outreach | 1 | | 1 | | 0 | 0 |
| 3e. RF3-2a: Cost Per Client | 6 | | 6 | | 0 | 3 |
| 3f. RF3-2b: Capacity | 1 | | 1 | | 0 | 0 |

| | | | | | | |
|--|----|---|-----|---|-----------|-----------|
| Primary R. Weakness: + - | | | | | | |
| Reviewers Weakness: + - | | | | | | |
| Final Primary Reviewer Weakness: + - | | | | | | |
| 4. Leveraging Resources | 10 | 0 | 10 | | TH | DG |
| | | | | | 0 | 10 |
| Primary R. Strength: + - | | | | | | |
| Reviewers Strength: + - | | | | | | |
| Final Primary Reviewer Strength: + - | | | | | | |
| Primary R. Weakness: + - | | | | | | |
| Reviewers Weakness: + - | | | | | | |
| Final Primary Reviewer Weakness: + - | | | | | | |
| 5. Achieving Results and Program Evaluation | 10 | 0 | 10 | | TH | DG |
| | | | | | 0 | 10 |
| 5a. RF5-1a: Outputs/Services | 3 | | 3 | | 0 | 6 |
| 5b. RF5-1b: Outcomes | 3 | | 3 | | 0 | 3 |
| 5c. RF5-1c: Logic Model Projections | 3 | | 3 | | 0 | 1 |
| 5d. RF5-1d: Evaluation Tools | 1 | | 1 | | 0 | 0 |
| Primary R. Strength: + - | | | | | | |
| Reviewers Strength: + - | | | | | | |
| Final Primary Reviewer Strength: + - | | | | | | |
| Primary R. Weakness: + - | | | | | | |
| Reviewers Weakness: + - | | | | | | |
| Final Primary Reviewer Weakness: + - | | | | | | |
| Total | 88 | 0 | 100 | 2 | TH | DG |
| | | | | | 0 | 89 |

Print

Figure 101.B. GTR – Reports: Reviewers Final Report Result

Note: In order to maximize or minimize these comments either select the + - . Provided below is an example of the comments boxes maximized in order to read the comments by those who reviewed this agency’s request.

Primary R. Strength: + -

2 bilingual counselors on staff; no performanc review conducted last year. Director has more than 8 yrs of experience. Most of the counselors have certifications.

Reviewers Strength: + -

this rating factor was well organized and easy to read. applicant addressed most of the questions.

Final Primary Reviewer Strength: + -

Primary R. Weakness: + -

Lost point for timeliness of 9902

Figure 101.C. GTR – Reports: Reviewers Final Report Result – Strengths and Weaknesses

Note: If a primary reviewer has not reviewed a specific application, you will see the following message at the top of a report.

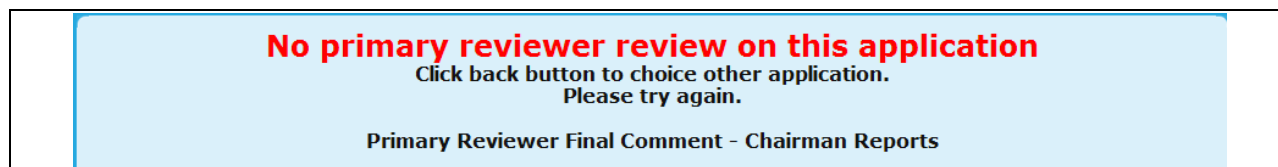


Figure 101.D. GTR – Reports: Reviewers Final Report Result – No Review Alert

7.6.2.10 Reviewers Report

1. From the top navigation menu, under **Reports** sub-menu, click **Reviewers Report** hyperlink, following prompt appears. If **OK** button is clicked, the Strength and Weakness comments will be included in the report. If **Cancel** button is clicked, the Strength and Weakness comments will not be included in the report.

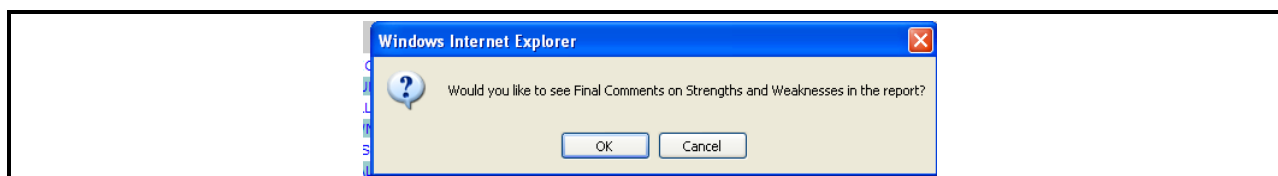


Figure 102. GTR – Reports: Reviewers Report – Whether to Show Strengths and Weaknesses in the Report Prompt

2. Upon selecting **OK** or **Cancel**, you will be prompted to the Select a Grant Application for FY 20XX screen. From here, like in Final Reviewers Report, you have the ability to choose a report based on an Agency.

| Select a Grant Application for FY 2009 | | |
|--|----------------|--|
| Instructions: Click on the Agency Name that you wish to generate the report. | | |
| Agency ID | Application ID | Agency Name (Application ID) |
| 80750 | 0011-001 | CATHOLIC CHARITIES USA |
| 82359 | 0011-002 | STRUCTURED EMPLOYMENT ECONOMIC DEVELOPMENT CO |
| 80084 | 0011-003 | MON VALLEY INITIATIVE |
| 84081 | 0011-004 | HOMEOWNERSHIP PRESERVATION FOUNDATION |
| 81504 | 0011-005 | CITIZENS' HOUSING AND PLANNING ASSOCIATION, INC. |
| 84539 | 0011-006 | NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS |
| 80989 | 0011-009 | HOUSING PARTNERSHIP NETWORK |
| 81639 | 0011-013 | NATIONAL URBAN LEAGUE |
| 84538 | 0011-015 | CCCS OF GREATER ATLANTA - MAIN OFFICE |
| 80753 | 0011-016 | ACORN HOUSING CORPORATION |
| 84546 | 0011-018 | NUEVA ESPERANZA |
| 82507 | 0011-019 | MISSISSIPPI HOMEBUYER EDUCATION CENTER- INITIATIVE |
| 81276 | 0011-020 | MISSION OF PEACE |
| 82559 | 0011-023 | RURAL COMMUNITY ASSISTANCE CORPORATION |
| 84538 | 0012-002 | CCCS OF GREATER ATLANTA - MAIN OFFICE |
| 80753 | 0013-006 | ACORN HOUSING CORPORATION |
| 80753 | 0014-007 | ACORN HOUSING CORPORATION |
| 80961 | 0321-002 | YWCA DELAWARE |
| 80219 | 0321-003 | UNIVERSITY LEGAL SERVICES |
| 80570 | 0321-004 | NATIONAL COUNCIL ON AGRICULTURAL LIFE AND LABOR RESEARCH FUND, INC |
| 84173 | 0321-005 | CHRISTIAN ACTIVITIES COUNCIL |
| 84654 | 0321-006 | OPPORTUNITIES INDUSTRIALIZATION CENTER OF NEW LONDON COUNTY, INC. |
| 84534 | 0321-007 | MUTUAL HOUSING OF SOUTH CENTRAL CT, INC. // NEIGHBORWORKS NEW HORIZONS |
| 82095 | 0321-012 | BERKSHIRE COUNTY REGIONAL HOUSING AUTHORITY-H |

Figure 103.A. GTR – Reports: Reviewers Report – Select a Grant Application for FY 20XX

3. Once you have selected the agency to review you will be prompted to the *Reviewer Scoring and Comment Summary Report*. In order to view a specific Reviewers report, you will have to choose a name that has a hyperlink attached. This can be found in the Other Reviewers row.

| Reviewer Scoring and Comment Summary Report | | | | |
|--|---|--------------|------------------------|------------------|
| Agency ID: | 80753 | | Application ID: | 0011-016 |
| Agency Name: | ACORN HOUSING CORPORATION | | Grant Category: | INTERMEDIARY |
| Grant Category: | INTERMEDIARY | | Grant Type: | COMP |
| Reviewer: | Ronald Bedoya | | | |
| Other Reviewer(s): | Brian Siebenlist (Prim. Rvwr) Terri Ames Jennifer Smith | | | |
| Rating Factor | Scored | Bonus Points | Max Points | Max Bonus Points |
| 1. Capacity of the Applicant and Relevant Organizational Staff | 28 | | 30 | |
| 1a. RF1-2a: Average Combined Housing Counseling Experience of Project Director and Staff | 5 | | 6 | |
| 1b. RF1-2b: Specialized Training Received for all Counselors and Staff | 5 | | 5 | |
| 1c. RF1-3a: Grantee Requirements | 3 | | 3 | |
| 1d. RF1-3b: HUD 9902-Filed Electronically in a timely manner | 2 | | 2 | |
| 1e. RF1-3c: Grant Funds Fully Expended? What % of Award was Expended? | 2 | | 2 | |
| 1f. RF1-3d: Performance Reviews | 4 | | 5 | |
| 1g. RF1-3e: Housing Counseling System (HCS) | 2 | | 2 | |
| 1h. RF1-4a: Performance Evaluation | 1 | | 1 | |
| 1i. RF1-4b: Goals/Results | 4 | | 4 | |
| Strength: + - | | | | |
| Weakness: + - | | | | |
| 2. Need/Extent of the Problem | 5 | | 5 | |
| 2a. RF2-1: Needs Data | 3 | | 3 | |
| 2b. RF2-2: Departmental Policy Priorities | 2 | | 2 | |
| Strength: + - | | | | |
| Weakness: + - | | | | |
| 3. Soundness of Approach/Scope of Housing Counseling Services | 44 | | 45 | |
| 3a. RF3-1a: Average Number of Hours per Client/per Counseling Type | 2 | | 2 | |
| 3b. RF3-1b: Types of Counseling | 4 | | 4 | |
| 3c. RF3-1c: Group vs One-on-One | 1 | | 1 | |
| 3d. RF3-1d: Marketing and Outreach | 1 | | 1 | |
| 3e. RF3-2a: Cost Per Client | 6 | | 6 | |
| 3f. RF3-2b: Capacity | 1 | | 1 | |
| 3g. RF3-2c: Training Expenditures | 2 | | 2 | |
| 3h. RF3-2d: Percentage of Grant Funding Passed Through | 1 | | 1 | |
| 3i. RF3-2e: Geographic Coverage, # of States | 0 | | 1 | |
| 3j. RF3-3a: Types of Counseling and Education Services | 5 | | 5 | |
| 3k. RF3-3b: Average Number of Hours per Client/per Counseling Type | 2 | | 2 | |
| 3l. RF3-3c: Sufficient Staff to Carry Out Proposed Activities & Number of Clients | 0 | | 1 | |
| 3m. RF3-3d: Training | 1 | | 1 | |
| 3n. RF3-3e: Plans to Effectively Serve and/or Communicate with Persons with Limited English and Disabilities | 1 | | 1 | |
| 3o. RF3-3f: Budget Explanation | 1 | | 1 | |
| 3p. RF3-4a: Cost per Client | 4 | | 4 | |
| 3q. RF3-4b: Projected Performance - Group Education and One-on-One Counseling | 1 | | 2 | |
| 3r. RF3-4c: Marketing and Outreach | 2 | | 2 | |
| 3s. RF3-5a: Partnerships and Efforts to Coordinate Proposed Activities | 2 | | 2 | |
| 3t. RF3-5b: Complementing Other HUD Programs | 2 | | 2 | |
| 3u. RF3-5c: Plans to Avoid Conflicts of Interest | 2 | | 2 | |
| 3v. RF3-6a: Percent of Grant Funding to be Passed Through | 2 | | 3 | |
| 3w. RF3-6b: Capacity | 1 | | 1 | |
| Strength: + - | | | | |
| Weakness: + - | | | | |
| 4. Leveraging Resources | 10 | | 10 | |
| Strength: + - | | | | |
| Weakness: + - | | | | |
| 5. Achieving Results and Program Evaluation | 9 | | 10 | |
| 5a. RF5-1a: Outputs/Services | 2 | | 3 | |
| 5b. RF5-1b: Outcomes | 3 | | 3 | |
| 5c. RF5-1c: Logic Model Projections | 3 | | 3 | |
| 5d. RF5-1d: Evaluation Tools | 1 | | 1 | |
| Strength: + - | | | | |
| Weakness: + - | | | | |
| Total | 96 | | 100 | 0 |

Print

Figure 103.B. GTR – Reports: Reviewers Report – Reviewer Scoring and Comment Summary Report

7.6.2.11 Application Number Reference

This report breaks down the Office ID, Office Name, and whether or not a table exists for this application.

1. From the top navigation menu, under **Reports** sub-menu, click the **Application Number Reference** hyperlink, the Grant Application Number Reference – for Fiscal Year 20XX appears.

| Grant Application Number Reference - for FY 2009 | | |
|---|----------------------------|-----------------|
| Instructions: This page allows for viewing of which offices have or have not been created from the Funding Appropriation page. | | |
| Office ID | Office Name | Exists In Table |
| 0011 | Intermediary (COMP) | YES |
| 0013 | Intermediary (LDRC) | YES |
| 0014 | Intermediary (FLMF) | YES |
| 0012 | Intermediary (HECM) | YES |
| 0015 | Intermediary (TRNG) | YES |
| 0321 | Philadelphia (LHCA - COMP) | YES |
| 0323 | Philadelphia (LHCA - LDRC) | YES |
| 0322 | Philadelphia (LHCA - HECM) | YES |
| 0331 | Philadelphia (MSO - COMP) | YES |
| 0333 | Philadelphia (MSO - LDRC) | YES |
| 0332 | Philadelphia (MSO - HECM) | YES |
| 0341 | Philadelphia (SHFA - COMP) | YES |
| 0343 | Philadelphia (SHFA - LDRC) | YES |
| 0421 | Atlanta (LHCA - COMP) | YES |
| 0423 | Atlanta (LHCA - LDRC) | YES |
| 0422 | Atlanta (LHCA - HECM) | YES |
| 0431 | Atlanta (MSO - COMP) | YES |
| 0433 | Atlanta (MSO - LDRC) | YES |
| 0432 | Atlanta (MSO - HECM) | YES |
| 0441 | Atlanta (SHFA - COMP) | YES |
| 0443 | Atlanta (SHFA - LDRC) | YES |
| 0821 | Denver (LHCA - COMP) | YES |
| 0823 | Denver (LHCA - LDRC) | YES |
| 0822 | Denver (LHCA - HECM) | YES |
| 0831 | Denver (MSO - COMP) | YES |
| 0833 | Denver (MSO - LDRC) | YES |
| 0832 | Denver (MSO - HECM) | YES |

Figure 104. GTR – Reports: Application Number Reference

8.0 OFFICE MANAGER

8.0 OFFICE MANAGER

The HUD Office Manager's role within HCS also provides the ability to oversee the business process of the HUD-9902 submissions and the Grants Process. In addition to the rights and capabilities of the HUD GTR, the Office Manager also has the capability to view User Information and perform some Management Functions. Within HCS, the HUD Office Manager has the ability to:

- Submit/Review **Agency** information
- Submit/Review **HUD-9902** forms
- Enter the **Grants** Processing section of HCS to:
 - Setup Grant Applications
 - Score Grant Applications
 - View Final Scoring
 - Calculate Recommended Awards
 - Input Awards and Sub-Allocations
- Manage HCS **User** Information
- Perform some **Management** Functions
- View **Reports**
- Export Data
- Access information in the **HCS Archive**

Upon logging into the system as an *Office Manager*, you will see the following screen:

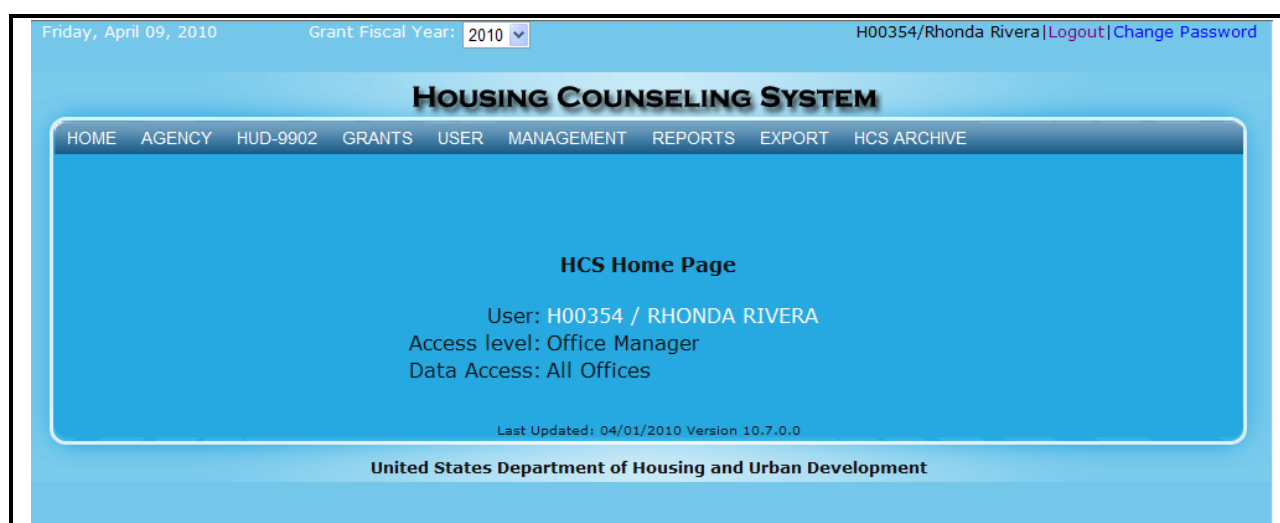


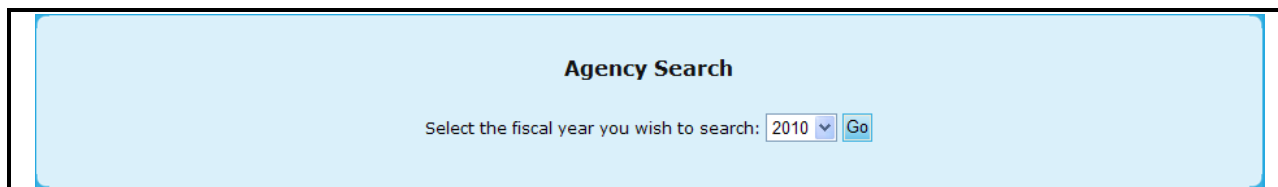
Figure 105. Office Manager: HCS Home Page

8.1 Agency

As an Office Manager, you can also review or submit information about the agencies that you are involved with.

8.1.1 Agency Search

1. From the top navigation menu, click the **Agency** hyperlink. The *Agency Search* screen appears. You can also access this from the **Agency Search** sub-menu option.
2. Click the dropdown box to select the fiscal year you wish to search for, and click **Go** button.



Agency Search

Select the fiscal year you wish to search:

Figure 106.A. OM – Agency: Agency Search

3. The *Agency Search for FY 20XX* screen appears. From here you will be able to perform a Basic Search, or perform an Advanced Search. To go to the Advanced Search click the **Go to advanced agency search** hyperlink.
4. On the *Agency Search* page, the following listed search criteria have multiple selection enabled controls. Users can click the field to display choices and select multiple items, or select one field to search. You can also enter values with comma to delimit list of values.
 - a. Agency Information
 - b. HUD Office & GTR
 - c. Agency Location
 - d. Agency Type & Services
 - e. Agency Status & Validation
 - f. Grant & 9902 Information
5. Fill out the form and click the **Search** button. The *Agency List* screen appears.



Agency Search for FY 2010

Search for Agencies using criteria below. To select multiple values hold Ctrl or shift key while clicking on various values. You can also type list of values divided by comma.

*Agency ID

Agency Name

[Go to advanced agency search](#)

Figure 106.B. OM – Agency: Basic Agency Search for FY 20XX

Advanced Agency Search for FY 2010

[Back to simple agency search](#)

Search for Agencies using criteria below. To select multiple values hold Ctrl or shift key while clicking on various values. You can also type list of values divided by comma.

Where do you want to search? Assigned Area - results are editable; HUD Wide read only

Search by Agency Information

* Agency ID Agency Name

Sub-Agencies List of Parent Agency

Has Sub-Agencies * CMS Submission

Search by HUD Office and GTR

* HUD Office GTR Assigned GTR Name

Search by Agency Location

City * State * Zip Code

Search by Agency Type and Services

* Agency Type * Counseling Services Provided

Search by Agency Status and Validation

* Status Validated

Last Update Date Between and

Validated Date Validated Date Between and

| | | | |
|--------------------------|---|--------------------------------------|---|
| Active Status Expiration | Expiration within: <input type="text"/> days after today's date | Active Status Expired or Will Expire | Between <input type="text"/> and <input type="text"/> |
|--------------------------|---|--------------------------------------|---|

Previous dates shows agencies that already expired; future dates shows agencies about to expire.

Search by Agency Grant and 9902 Information

Submitted 9902 * You must select 9902 report period when you selected "Yes" or "No" from submitted 9902

HUD 9902 Report Period

Individual 9902 Submission Required

* Grant Type * You must select "Grant Funded Last Year" when you selected "Grant Type"

Delinquent in Federal Debt

Applied for Grant

Grant Funded Last Year

Figure 106.C. OM – Agency: Agency Search for FY 20XX

Note: Provided below is an example of an Agency List Search result.

Agency List

1 Agency(s) Found

Search Criteria: • Fiscal Year: 2009
• Agency ID: 80000

[New Agency](#) | [Agency List](#) | [Invalid Emails](#) | [Valid Emails](#)

[Agency Spreadsheet](#) [Bulk Approval](#)

Select: All, None

| Agency ID | Agency Name | Address | State | Agency Type | Last Updated | Last Edit user |
|--------------------------------|----------------|---|-------|-------------|--------------|----------------|
| <input type="checkbox"/> 80000 | GREENPATH INC. | 38505 Country Club Dr Farmington Hills | MI | LHCA | 03/08/2010 | MX0000 |

Figure 107.A. OM – Agency: Agency List

6. To retrieve a list of email addresses for the agencies listed, click the **Valid Emails** hyperlink. A list of valid email addresses is listed from which an exported file can be generated.

Agency List

1 Agency(s) Found

Search Criteria: • Fiscal Year: 2009
• Agency ID: 80000

[New Agency](#) | [Agency List](#) | [Invalid Emails](#) | [Valid Emails](#)

[Agency Spreadsheet](#) [Bulk Approval](#)

[Export](#)

| Agency ID | Agency Name | Valid Email Address |
|-----------|--------------------------------------|---------------------------------------|
| 80000 | DELAWARE OPPORTUNITIES, INCORPORATED | mary.kilmer@delawareopportunities.org |

Figure 107.B. OM – Agency: Agency List Valid Emails

7. To view a list of agencies that do not have a valid email address, click the **Invalid Emails** hyperlink. A list of agencies that do not have a valid email address is listed. From this list, you can edit or enter a valid email address for the agency.
- a. To edit or enter a valid email address for the agency, click the email text in the Invalid Email Address column.
 - b. An input box with an Update and Cancel button appears.
 - c. Enter a valid email address and click the Update button to save or Cancel to undo.
 - d. Once Updated with a valid email address, the agency is removed from the current list and added to the Valid Emails list.

Agency List

175 Agency(s) Found

Search Criteria: • Fiscal Year: 2010
• HUD Office: Headquarters SF-HUD

New Agency | Agency List | Invalid Emails | Valid Emails

| Agency ID | Agency Name | Invalid Email Address |
|-----------|--|--|
| 80848 | ACORN HOUSING, AUSTIN, TX | jsmith@aol.com <input type="button" value="Update"/> <input type="button" value="Cancel"/> |
| 80596 | CCCS - MID-CITIES | N/A |
| 84498 | CCCS IF MARYLAND AND DELAWARE | N/A |
| 84497 | CCCS OF MARYLAND AND DELAWARE | N/A |
| 84499 | CCCS OF MARYLAND AND DELAWARE | N/A |
| 84502 | CCCS OF MARYLAND AND DELAWARE | N/A |
| 84503 | CCCS OF MARYLAND AND DELAWARE | N/A |
| 84504 | CCCS OF MARYLAND AND DELAWARE | N/A |
| 84505 | CCCS OF MARYLAND AND DELAWARE | N/A |
| 80451 | CCCS OF N CENTRAL TEXAS - LEESBURG | N/A |
| 81659 | CCCS OF N CENTRAL TEXAS - PLANO | N/A |
| 82740 | COMMUNITY HOUSING SERVICES, INCORPORATED | N/A |

Figure 107.C. OM – Agency: Agency List Invalid Emails

8. If you want to export the agency list to an Excel spreadsheet, Click the **Agency Spreadsheet** button. The *File Download* dialog box appears.
9. Select to either **Open** or **Save** the file and then return to Agency List screen.

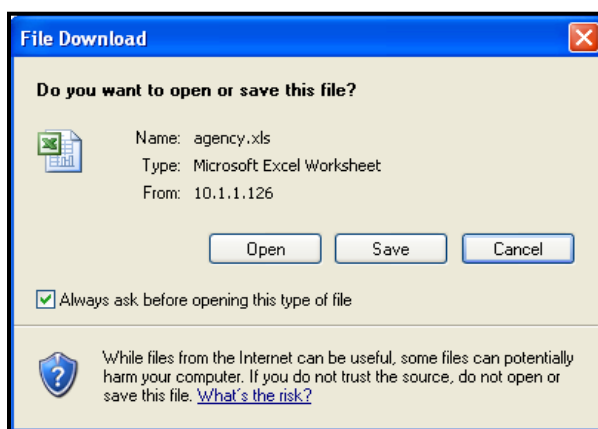


Figure 108. OM – Agency: Agency List File Download Dialog Box.

10. To view more information about or to update data of an agency listed in the *Agency List* page, click the agency's name hyperlink in the **Agency Name** column. The *Agency Summary* screen for that agency appears.
11. From the Agency Summary screen, you have six tabs to choose from to view more detailed information regarding that specific agency. You can view information on:
 - a. Agency Summary
 - b. Agency Information
 - c. Personnel

- d. Contact Information
- e. HUD Affiliation
- f. Counselor/Client

Note: You will be able to edit some information found in these tabs; however the edit function is not available in all fields.

12. From the **Agency Summary** you are able to add and delete HUD Comments.

The screenshot shows the 'Agency Summary' page for 'GREENPATH INC.' with the following sections:

- Acknowledgment:** Agency ID: 80000, Agency Type: LHCA, Agency Services Begin: N/A, CMS: DebtLogic
- Data Input and Validation:** Last Data Input By: MX0000, Last Data Input Date: 03/08/2010, Last Validated By: H02646, Last Validated Date: 09/03/2008, Next Validation NLT Date: (12/02/2008)
- Essential Contacts:** HUD Agency Contact: ✓, HUD POC Phone: ✓, HUD POC Email: ✓, GTR Assigned: ✓
- Clients & Counselors:**

| | Counselors | Clients |
|-------------------|------------|---------|
| Projected for FY: | | 0 |
| Declared in 9902: | | 0 |
| Reported : | 2 | 0 |
- Public Access Selection:** HUD Web Site: ✓, HUD IVR: ✓
- Public Services Information:** Agency Address: ✓, Agency Web Site: ✓, Agency Email: ✓, IVR Posting: ✓, Web List Posting: ⚠, Counseling Services: ✓, Languages: ✓
- Performance Review:** Fiscal Year: 2009, Status: Approved, Next Schedule Review NLT Date: 09/09/2010
- HUD Comments:** Comments: [Add New](#)
- HUD-9902 Submission Summary for Last FY:**

| Quarter 4 | submission status |
|------------|-------------------|
| 03/08/2010 | LATE |
- HUD-9902 Submission Summary for Current FY:**

| Quarter 1 | submission status |
|-------------|-------------------|
| 01/30/2009 | ✓ |
| Quarter 2 | submission status |
| access 9902 | N/A |
| Quarter 3 | submission status |
| access 9902 | N/A |
| Quarter 4 | submission status |
| 03/08/2010 | LATE |
- HUD Grant Award - No funds requested for this FY**
- No HUD Sub Allocation Grant Funded last FY**

Figure 109.A. OM – Agency: Agency Summary

12. To add a HUD Comment, click the **Add New** hyperlink found next to comments in the HUD Comments box.

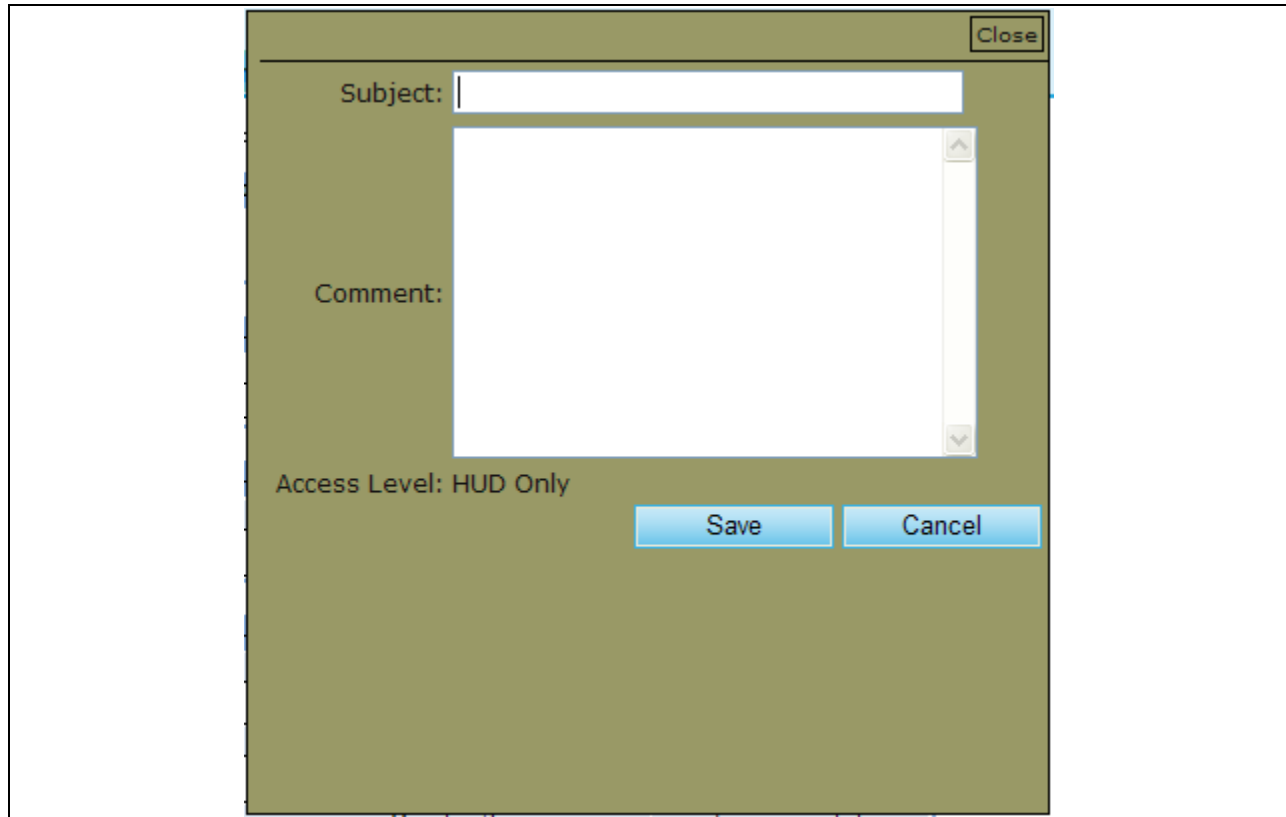
The close-up shows the 'HUD Comments' section with a table and a link:

Comments: [Add New](#)

| Subject | Author | Date | Action |
|----------------|--------|------------|------------------------|
| Validation Due | H18798 | 10/08/2009 | Delete |

Figure 109.B.1. OM – Agency: Agency Summary – HUD Comments

13. Enter the Subject and your comment, and click **Save**, to save the comment, or **Cancel** to close the Comment box.



Close

Subject:

Comment:

Access Level: HUD Only

Save Cancel

Figure 109.B.2. OM – Agency: Agency Summary – Add New HUD Comment

14. To delete a comment, click the **Delete** hyperlink located under the Action column.
15. Under the **Agency Information** you are unable to alter any of the information provided.

Agency ID: 80000 Validated? Last Validated on 09/03/2008 (Next Validation Required by 12/02/2008)

Agency Name: GREENPATH INC.

Agency Designations

Faith Base:N Colonials: N Migrant Workers:N

Number of Counselors: 0 Number of Projected Clients: 0

Housing Counseling Services Provided as of:

Delinquent in Federal Debt? No DUNS Number: 172773500
Federal Tax ID Number (TIN): 38-6142925 For information about obtaining a DUNS number, please refer to <http://smallbusiness.dnb.com> or call 866-705-5711

Education/Group Sessions

| Session Title | Session Date | Attendees |
|---------------|--------------|-----------|
|---------------|--------------|-----------|

Additional Languages Provided:

English
Spanish

OK Cancel Sub-Agency(s) Associated Applications:

Figure 109.C. OM – Agency: Agency Information

16. Under the **Personnel** tab, you will be able to edit the information in fields where a drop-down option is available, as highlighted with a circle.

Agency ID: 80000 Validated? Last Validated on 09/03/2008 (Next Validation Required by 12/02/2008)

Agency Name: GREENPATH INC.

Agency Manager:

Salutation: --select-- User ID: MX0000 Business Title: HUD Contact
Setina Briggs

Agency Senior Executive:

Salutation: --select-- Business Title: HUD Contact
Setina Briggs

Agency Senior Executive Phone: 248-553-5400

Agency Contact for HUD Use

Salutation: --select-- Business Title: HUD Contact
Setina Briggs

Agency POC Phone: 248-553-5400
Agency POC Email: sbriggs@greenpath.com

OK Cancel Sub-Agency(s) Associated Applications:

Figure 109.D. OM – Agency: Personnel

17. Under the **Contact Information** you are unable to alter any of the information.

| Agency Summary | Agency Information | Personnel | Contact Information | HUD Affiliation | Counselor/Client |
|------------------------------------|--------------------|--|---------------------|--|------------------|
| Agency ID: 80000 | | Last Validated on 09/03/2008 (Next Validation Required by 12/02/2008) | | <input type="checkbox"/> Validated? | |
| Agency Name: GREENPATH INC. | | | | | |
| Physical address: | | | | | |
| 38505 Country Club Dr Suite 210 | | City: Farmington Hills State: Michigan * Zip: 48331 | | <input type="checkbox"/> Please check the box if agency mailing address is the same of agency physical address | |
| Mailing address: | | | | | |
| | | City: State: Not Selected * Zip: | | | |
| Agency Contact: | | | | | |
| Phone: 248-553-5400 | | Fax: 248-553-8970 | | | |
| Toll Free Phone: 888-860-4167 | | | | | |
| Email: N/A | | Web URL: http://www.greenpath.com | | | |
| <input type="button" value="OK"/> | | <input type="button" value="Cancel"/> | | <input type="button" value="Sub-Agency(s)"/> | |
| | | | | Associated Applications: | |

Figure 109.E. OM – Agency: Contact Information

18. Under the **HUD Affiliation** tab you will be able to edit all information found on that page. This includes:
- Agency Name
 - Type of Agency
 - Status (Further information can be found in Section 8.2.2.1.).
 - HUD Office GTR
 - GTR Phone Number
 - HUD Office Assigned to
 - Types of Counseling Services
 - Zip Codes Affiliation (By pressing the Add Another Zip Code hyperlink, an input box will appear which will allow you to insert a new zip code)
 - State Affiliations (By pressing the Add Another State hyperlink, a drop-down box will appear as demonstrated in the figure below, and circled in Red)
 - Allow for Public Access

Agency ID: 80000 Validated? Last Validated on 09/03/2008 (Next Validation Required by 12/02/2008)

Agency Name: GREENPATH INC. *

Status: **Approved** As Of: 09/09/2008 Up To: 09/09/2010 [Change](#) | [View History](#)

Type of Agency: LHCA * Parent Org: Temporary Affiliate

HUD Office GTR: Stopera, Glen * GTR Phone: 518 - 464 - 4200 x 2824

HUD Office assigned to: Philadelphia (HOC) *

Types of Counseling Services:

| | |
|---|--|
| <input type="checkbox"/> DFC - Mortgage Delinquency and Default Resolution Counseling | <input type="checkbox"/> DRC - Mobility and Relocation Counseling |
| <input checked="" type="checkbox"/> FHA - Fair Housing Assistance | <input checked="" type="checkbox"/> HEC - Home Equity Conversion Mortgage Counseling |
| <input checked="" type="checkbox"/> HEP - Homebuyer Education Programs | <input checked="" type="checkbox"/> HIR - Home Improvement and Rehabilitation Counseling |
| <input type="checkbox"/> HOM - Services for Homeless | <input type="checkbox"/> LM - Loss Mitigation |
| <input checked="" type="checkbox"/> MDM - Money Debt Management | <input type="checkbox"/> MOI - Marketing and Outreach Initiatives |
| <input checked="" type="checkbox"/> PC - Prepurchase Counseling | <input checked="" type="checkbox"/> PPC - Postpurchase Counseling |
| <input checked="" type="checkbox"/> PRL - Predatory Lending | <input checked="" type="checkbox"/> RC - Renters Assistance |

Zip Code Affiliations:
Default Affiliation: 48331

| | | | | |
|-------|-------|-------|-------|-------|
| 12167 | 12406 | 12421 | 12430 | 12434 |
| 12438 | 12455 | 12459 | 12474 | 13731 |
| 13737 | 13740 | 13750 | 13751 | 13752 |
| 13753 | 13754 | 13755 | 13756 | 13757 |
| 13775 | 13782 | 13783 | 13786 | 13788 |
| 13789 | 13804 | 13805 | 13806 | 13820 |
| 13838 | 13839 | 13846 | 13847 | 13856 |

20816

State Affiliations:
Default Affiliation: Michigan

Maryland

New York

Public display options

Allow for public access?

Allow public access through Zip Code Affiliations?

Allow public access through State Affiliations?

Figure 109.F. OM – Agency: HUD Affiliation

- 19. Under the **Counselor/Client** tab, you will be prompted to a list of counselors that are under each specific agency. From this tab, you can also perform a **Counselor search**, **Add Counselor**, and perform a **Client search**.
- 20. Provided below is the screen that you will be prompted to for Counselor Search. This is further explained in Section 8.2.3.

The screenshot shows a navigation menu with tabs for Agency Summary, Agency Information, Personnel, Contact Information, HUD Affiliation, and Counselor/Client. The Counselor/Client tab is active. Below the menu, a summary box states: "The agency 'GREENPATH INC.' has 2 counselors and provides housing counseling services for over 0 clients." Below this summary, there are three hyperlinks: "Counselor search", "Add Counselor", and "Client search".

Figure 109.G.1. OM – Agency: Counselor/Client

21. To add a new counselor, click the **Add Counselor** hyperlink, and you will be prompted to a form which needs to be completed prior to officially adding that counselor. An example of this is provided below. Once you have completed the necessary fields, click **Add New** to save this counselor, or **Clear**, to erase previously input data.

The screenshot shows the "Counselor Panel" with tabs for Counselor Search, Add Counselor, and Training Search. The Add Counselor tab is active. The form is titled "Add A New Counselor" and includes a note: "* required field". The form contains the following fields: Agency ID*, Counselor First Name*, Counselor Middle Initial, Counselor Last Name*, and Employment Start Date* (with a calendar icon). At the bottom of the form are two buttons: "Add New" and "Clear".

Figure 109.G.2. OM – Agency: Add Counselor

22. To perform a Counselor Training Search, click the **Training Search** hyperlink, and you will be prompted to a search which will allow you to narrow down your results. An example of this is provided below. Once you have completed your criteria, click **Search** to retrieve results, or **Clear** to erase previously input data.

The screenshot shows the 'Counselor Panel' interface with the 'Training Search' tab selected. The form is titled 'Counselor Training Search' and contains the following fields: Fiscal Year (dropdown menu set to 2010), Last Name, First Name, CMS Counselor ID, Agency ID, HUD Office, State, Parent Agency ID, Last Training Date as of (calendar icon), and HECM Certified (dropdown menu). At the bottom of the form are 'Search' and 'Clear' buttons.

Figure 109.G.3. OM – Agency: Counselor Training Search

23. By clicking the hyperlink under the name, you will be prompted to the Counselor Profile.

The screenshot shows the 'Counselor Panel' interface with the 'Training Search' tab selected. It displays a table of training records for fiscal year 2010. Above the table are 'Print The List' and 'Excel Format' buttons. Below the table is a 'SEARCH AGAIN' button.

Total 3 training records in fiscal year 2010

| Last Name | First Name | CMS Counselor ID | Agency ID | HOC | Last Training Certified |
|-----------------------|------------|------------------|-----------|--------------------|-------------------------|
| Cases | Unassigned | 2 | 80640 | Santa Ana (HOC) | 11/01/2009 |
| Joa | Ramon | 8888888888 | 80439 | Philadelphia (HOC) | 07/10/1988 |
| last | COMS admin | 1 | 80002 | Atlanta (HOC) | 05/01/2009 |

Figure 109.G.4. OM – Agency: Training Search Results

24. If you desire to update this profile, edit the information you desire and click **Update info** to save those changes, or **Clear** to remove that information.

Counselor Profile

* required field

First Name*: Facilitator

Middle Init:

Last Name*: Workshop

CMS Counselor ID: 122

Agency ID: 80727

Agency Name: CONSUMER CREDIT COUNSELING SERVICE

Agency Type: LHCA

Last Training Date: 01/01/2010

Employment Start Date*: 01/26/2010

Employment End Date:

HECM Certified: No

Counselor Training Info

| Training Title: | Training Date: | Training Organization: | Other Training Organization: | Training Sponsor: |
|------------------------|----------------|------------------------|------------------------------|-------------------|
| New Counselor Training | 01/01/2010 | Other | CCCS of LSS in SD | N/A |

Figure 109.G.5. OM – Agency: Agency Counselor/Client – Training Search – Counselor Profile

8.1.1.1 Agency Status Update

MANUAL STATUS CHANGING

Status changes are available only to HUD users. They are made either directly in the agency's profile or from the results of a search feature that lists agencies.

PROFILE

The agency's status is reflected in a HUD write protected section in the profile. The start and end dates are shown. When an agency is terminated, there will not be an end date since the Terminated status is indefinite until it is manually changed. In the status section are two action links; Change / View History. Select the Change action to initiate a change in the agency's status. The status entry is a dropdown menu allowing the HUD user to make the appropriate selection. The HUD user will also record the reason for the status change in the available comment box labeling an appropriate subject for quick reference. Status start dates cannot be a future date but the current date or a previous date. The HUD user and the date/time the status change is made will be recorded.

AGENCY LIST

To make multiple Approval changes when several agencies are about to be terminated, HCS allows mass approval to be made. From the desired list of agencies, at the top of the list are action items. Make a mark in the boxes at the left edge of the agency list for all the agencies you want to Re-approve. Individual agencies can be manually marked or selecting 'ALL' will mark all boxes automatically. Select the 'Bulk Approval' item and all the marked boxes will re-approve the applied agencies.

You should notice that not all agencies have a box along the left edge. Keep in mind only LHCA, Intermediaries and SHFA can be approved (participating for SHFA).

VIEW STATUS HISTORY

Each profile now shows the history of the status changes. The status history is for HUD use only to better understand the agencies circumstances in the program. The agency can only view their current status. If the dates or comments need to be corrected, simply Click the desired history status to edit the information. The status cannot be changed. The current status will be reflected in the agency spreadsheet; not the history statuses.

8.1.1.2 Update Status from Agency List

Agency Search results provide an option to update multiple agencies' statuses with a single start date. The duration of the approval period is determined according to the rules specified above.

To update the active status of multiple agencies follow the steps below:

1. From the Agency Search for FY 2XXX page, select the criteria you wish to find agencies with.
 - a. The System displays a list of agencies that match your criteria.
 - b. Note the check boxes that appear next to some of the agencies listed. Only LHCA's, SHFA's, Intermediaries, and Multi-State Organizations are permitted to have their statuses updated from the search results page.
 - c. You can click the "All" hyperlink next to Select to check all checkable agencies in the list. You can also click the "None" hyperlink next to Select to uncheck all agencies in the list.

2. After checking the agencies you want to update, click the Bulk Approve button.

Agency Spreadsheet Bulk Approval

Select: All, None

| Agency ID | Agency Name | Address | State | Agency Type | Last Updated | Last Edit user |
|---|------------------------------------|--------------------------------|-------|-------------|--------------|----------------|
| <input checked="" type="checkbox"/> 84478 | 4-SIGHT COUNSELING | 937 Broadway Cape Girardeau | MO | LHCA | 09/04/2009 | MX4478 |
| <input checked="" type="checkbox"/> 81155 | A J H HOUSING INCORPORATED | 4545 Gravois Ave St. Louis | MO | LHCA | 10/04/2008 | system |
| <input checked="" type="checkbox"/> 83751 | ABYSSINIAN DEVELOPMENT CORPORATION | 4 W. 125 Street New York | NY | LHCA | 09/29/2009 | MX3751 |

Figure 110.A. OM – Agency: Update Agency Status Bulk Approve

3. Enter the Approval effective date and click the **Apply** button to apply status change. If you wish not to change the statuses, click the **Cancel** button or the Close button.

Define Start Date (As Of) Close

Please enter a Start Date (As Of) for all selected agencies. This is the date when all selected agencies will begin their approval period.

As Of:

Figure 110.B. OM – Agency: Update Agency Status – Bulk Approve

8.1.1.3 *Update Status from Information*

To update the status for a single agency, go to the agency profile for the agency you wish to update and following the steps below:

1. Under the HUD Affiliation tab, you will see Status, with the option to either **Change** or **View History**. Figure 111.A. demonstrates the View History, and once in view mode, you have the option to select **Hide History**.

| Status: Participating | | As Of: 10/01/2009 | | Up To: 09/30/2010 | | Change Hide History | |
|--|------------|--------------------------|--------|--------------------------|---------------|-----------------------|--|
| Reason | As Of | Up To | Author | Date | Status | | |
| Parent Agency:84539 status was changed. | 10/01/2009 | 09/30/2010 | H13932 | 11/02/2009 | Participating | | |
| Status updated due to expiration of previous statu | 10/01/2009 | 10/31/2009 | SYSTEM | 10/01/2009 | Conditional | | |
| Parent Agency:84539 status was changed. | 10/01/2009 | 10/31/2009 | SYSTEM | 10/01/2009 | Conditional | | |
| | 01/06/2009 | 09/30/2009 | H13932 | 01/06/2009 | Participating | | |

Figure 111.A. OM – Agency: Update Agency Status – Agency Profile – View History

2. In the Status Change pop up box, you can change the following information:
 - a. Status – the Status options listed reflect only those statuses an agency type can have. Please refer to Section 8.2.1.1. concerning active statuses. Changing statuses creates a new status history record.
 - b. For – This option is only available for Conditional and Inactive statuses. It is used to auto-calculate the Up To date.
 - c. Renew – This creates a new status history record instead of overwriting the current status record. Renew is only applicable if the status has not changed but the As Of and Up To dates have changed. If Status has changed, the Renew checkbox is ignored.
 - d. Status As Of Date – The effective date of the status
 - e. Status Up To Date – The last day on which the selected status is effective
 - f. Reason – A brief description for the reasoning behind updating the status
 - g. Comment – A longer description for the reasoning behind updating the status
3. Click the **Apply** button to save the status update.
4. After clicking the **Apply** button, the pop up box is closed and the updated status information is displayed on the Agency Profile. You do not need to click the **OK** button to save the status change as it has already been saved.

Figure 111.B. OM – Agency: Update Agency Status – Agency Profile – Change

8.1.2 Add New Agency

You can click the **Add New Agency** button from *Agency Search* page or from *Agency List* page to add a new agency to the HCS system.

1. From the upper navigation menu, scroll over the **Agency** hyperlink. And select the **Add New Agency** button.
2. Complete all of the required fields that are marked with *. Fields that are not marked with * are not mandatory. Following are the *Agency Profile* required fields.
 - a. Agency Name
 - b. Type of Agency: Following are the options of type of agency shown in the dropdown list.
 - c. HUD Office GTR: The GTR assigned to this agency, as well as their contact number and office location.
 - d. Agency Manager: The Point of Contact for the newly formed Agency.
 - e. Physical Address: What is required is the City, State, and Zip Code of the Agency Office location.
 - i. State: Select a state from the dropdown list where the agency physically resides in. System automatically assigns a HUD Office to the agency based on the State selected.
 - f. Fiscal Year: The fiscal year the new agency profile is being created for. The options are 'This Year' and 'Next Year'.
 - g. Federal Tax ID Number (TIN): This is agency's federal employer identification number. The system defaults its value to '00-0000000'. If user leaves the default value unchanged,

following warning message appears when the **OK** button is clicked by user to save data. Click the OK button from the warning message window to continue the process.

Add New Agency Profile

Agency Name: *

Type of Agency: * Parent Org: Temporary Affiliate

HUD Office GTR: * GTR Phone: - - x

HUD Office assigned to: Select a HUD Office

Agency Manager:

(Salutation) --select--

(Business Title) --select--

(First Name) *

(Middle Init)

(Last Name) *

Physical Address:

City: * State: * Zip: *

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

Fiscal Year: This Year Next Year *

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

Figure 112.A. OM – Agency: Add New Agency Profile

Type of Agency:

- LHCA
- SHFA
- Multi-State Organization
- National Intermediary
- Regional Intermediary
- Sub Grantee
- Affiliate
- Branch-MSO
- Branch Local Agency
- Branch Inter Agency
- Branch Affiliate
- Branch Sub Grantee

Figure 112.B. OM – Agency: Type of Agency Dropdown List

Figure 112.C. OM – Agency: Agency Manager

Figure 112.D. OM – Agency: Agency Physical Address

Figure 112.E. OM – Agency: Fiscal Year and Federal Tax ID Number

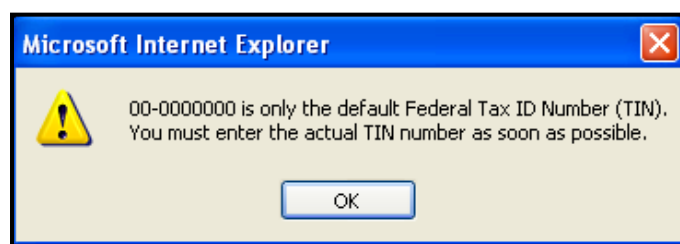


Figure 112.F. OM – Agency: Default TIN Number Warning Message

3. Complete the form. To save, click **OK** button. To exit without saving, click **Cancel** button. Screen returns to previous page.

8.1.3 Counselor Information

1. From the upper navigation menu, scroll over the **Agency** hyperlink, and select the **Counselor Information** button.
2. Once you have completed your criteria, click **Search** to retrieve results, or **Clear** to erase previously input data.

Counselor Search

Fiscal Year: 2010

Counselor First Name:

Counselor Last Name:

CMS Counselor ID:

Agency ID:

HECM Certified:

Position:

HUD Office:

State:

Parent Agency ID:

Client First Name:

Client Last Name:

Client Case Number:

Client HECM Certificate Number:

Figure 113.A. OM – Agency: Agency Counselor/Client Counselor Search

- 3. Provided below is an example of the search results retrieved while performing a counselor search.
- 4. To view further information on a counselor, click the hyperlink found in the Last Name column. By clicking the hyperlink under the name, you will be prompted to the Counselor Profile.

Counselor Panel

Total 2 records in fiscal year 2009

| Last Name | First Name | CMS Counselor ID | Agency ID | HOC | Last Training Certified |
|-----------------------|------------|------------------|-----------|--------------------|-------------------------|
| Curry | Ashley | 12345678 | 80000 | Philadelphia (HOC) | |
| Waxer | David | 12345679 | 80000 | Philadelphia (HOC) | |

Figure 113.B. OM – Agency: Counselor Search

- 5. If you desire to update this profile, edit the information you desire and click **Update Profile** to save those changes, or **Clear** to remove that information.

Counselor Search Add Counselor Training Search **Counselor Profile**

Counselor Profile

* required field

First Name*:

Middle Init:

Last Name*:

CMS Counselor ID:

Agency ID: 84790

Agency Name: TWIN CITIES HABITAT FOR HUMANITY

Agency Type: LHCA

Last Training Date:

Employment Start Date*:

Employment End Date:

HECM Certified: No

Counselor Training Info

| Training Title: | Training Date: | Training Organization: | Other Training Organization: | Training Sponsor: |
|-----------------|----------------|------------------------|------------------------------|-------------------|
|-----------------|----------------|------------------------|------------------------------|-------------------|

Figure 113.C. OM – Agency: Agency Counselor/Client Counselor Profile

8.1.4 Client Information

Client Information under the **Agency** tab provides the same options as demonstrated under the **Agency Search** function (Section 8.2.2).

1. From the upper navigation menu, scroll over the **Agency** hyperlink. And select the **Client Search** button.
2. Select the criteria in which you would like to search for, and click **Search** to retrieve those results, or **Clear**, to erase what was previously typed.

Client Search

** To select multiple values at once hold the Ctrl or Shift key while clicking on various items

Fiscal Year: 2010

Client info

Case Number:

Client ID:

Client First Name:

Client Last Name:

**State:

- Alaska
- Alabama
- Arkansas

Counselor Info

CMS Counselor ID :

Counselor First Name:

Counselor Last Name:

Case Completed:

Agency Info

Agency ID:

Parent ID:

HOC Info

**HUD Funded:

- Other HUD Program
- Place Based Rental Assistance
- Purchase REO Property
- Rental Voucher

**HOC:

- Atlanta (HOC)
- Denver (HOC)
- Headquarters SF-HUD

9902 Info

Ethnicity:

Race:

**Income Group:

- a. < 50% of Area Median Income (AMI)
- b. 50 - 79% of AMI
- c. 80 - 100% of AMI

**Workshop/Seminar:

- a. Pre-Purchase Homebuyer Education
- b. Financial Literacy
- c. Resolve or Prevent Mortgage Delinquency

Service category:

Service Outcome:

HECM Info

HECM Certified:

Client HECM Certificate Number:

Figure 114.A. OM – Agency: Client Search Options

- 3. To view further detail, click the hyperlink found under the Case Number column. This will prompt you to the following screen.

| Client List | | | | | | | | |
|---------------------------------------|-----------|------------|---------------|-------|-----------|--------------------|---|------------------|
| Total 463 records in fiscal year 2010 | | | | | | | | |
| Next 200 records | | | | | | | | |
| Case Number | Last Name | First Name | City | State | Agency ID | HOC | Service | CMS Counselor ID |
| 1141179 | ABRAHAM | SARAH | TULSA | OK | 80724 | Denver (HOC) | | 274 |
| 1141886 | ALFRED | SARAH | TULSA | OK | 80724 | Denver (HOC) | d. Locate, Secure, or Maint Residence in Rental Housing - 9) Decided to remain in current housing situation | 191 |
| 1142306 | ALLEN | LUTISHA | OKLAHOMA CITY | OK | 80724 | Denver (HOC) | | 7 |
| 1142287 | ALYEA | CHRISTINA | TULSA | OK | 80724 | Denver (HOC) | d. Locate, Secure, or Maint Residence in Rental Housing - 9) Decided to remain in current housing situation | 15 |
| 1141840 | ANDERSON | CONNIE | HASKELL | OK | 80724 | Denver (HOC) | d. Locate, Secure, or Maint Residence in Rental Housing - 9) Decided to remain in current housing situation | 209 |
| 1142447 | ANDERSON | CAROL | TULSA | OK | 80724 | Denver (HOC) | d. Locate, Secure, or Maint Residence in Rental Housing - 9) Decided to remain in current housing situation | 191 |
| 1142240 | ANDERSON | KENYATTA | TULSA | OK | 80724 | Denver (HOC) | d. Locate, Secure, or Maint Residence in Rental Housing - 9) Decided to remain in current housing situation | 191 |
| 1141258 | AZLIN | JIMMY | WEWOKA | OK | 80724 | Denver (HOC) | | 7 |
| 1888466 | Adams | Tracy | Sicklerville | NJ | 80941 | Philadelphia (HOC) | | 102 |
| 1860964 | Aleogena | Irene | Williamstown | NJ | 80941 | Philadelphia (HOC) | | 102 |
| 22114 | Algee | Mary | Dayton | OH | 84573 | Philadelphia (HOC) | | 122 |
| 1780781 | Antonucci | Michael | West Chester | PA | 80941 | Philadelphia (HOC) | | 13 |

Figure 114.B. OM – Agency: Client Search Results

Note: Provided below is an example of the Client Profile.

| Client Search | Client Profile |
|--|----------------|
| <p>Client Profile</p> <p>First Name: SARAH Middle Name: A Last Name: ABRAHAM Address1: 1616 W 47TH ST Address2: City: TULSA State: OK Zip: 74107 Phone: 918-447-7776 Case Number: 1141179 Service:</p> | |

Figure 114.C. OM – Agency: Client Search Client Detail

8.2 HUD-9902

As an Office Manager, you can submit and review HUD-9902 forms. To do so, you must first search for the HUD-9902 form that you want to review or submit.

8.2.1 9902 Data Reporting Status Inquiry

This feature is primarily a tool to track agencies that are required to submit their 9902 reports.


To view/update the HUD-9902 form, you must perform a 9902 Data Reporting Status Inquiry.

1. From the upper navigation menu, click **HUD-9902 Processing** hyperlink. The *9902 Data Reporting Status Inquiry* page appears.
2. In the drop-down box, select the fiscal year and reporting period that you wish to search. Then click **Continue**. The *9902 Data Reporting Status Inquiry for FY 20XX* screen appears.

9902 Data Reporting Status Inquiry

Select the fiscal year: and reporting period: you wish to search

Figure 115. OM – HUD-9902: 9902 Data Reporting Status Inquiry Fiscal Year Selection

3. To enter a single agency's 9902 report, enter Agency ID in the upper section in 9902 Data Reporting Status Inquiry page. Click the **Submit Inquiry** button, and 9902 form is displayed.
4. Complete all of the fields you want to search for or just leave the fields blank to retrieve all the reported HUD-9902 forms. Click **Submit Inquiry**. The inquired 9902 result screen appears.
 - a. Agency ID – Allows you to extract information based on a particular Agency's ID number.
 - b. GTR Name – Allows a search to be performed based off of a particular Government Technical Officer.
 - c. Agency Type – Allows a search to be made on an individual or multiple agency types.
 - d. Grant Awardees – This enables you to narrow down your results based on whether an agency was awarded a grant.
 - e. Have Reported Individual 9902 – This enables you to narrow down your results based on whether a particular Agency and individually reported their 9902.
 - f. Reported on Time – Along the lines of the 9902, this helps in determining if it was reported on time.
 - g. Reported Data are Validated – Allows a search to be made on whether or not reported data has been validated.
 - h. CMS – Allows you to perform a search based on various Client Management Systems.
5. To get online help instructions for Form-9902, click the  button found on the Search page.


To access a list of [Frequently Asked Questions](#) regarding the Housing Counseling Data Reporting system, click here . This button is also available on other pages in this system.

Figure 116.A. OM – HUD-9902: 9902 Processing – FAQ

HOUSING COUNSELING 9902 REPORTING

**9902 Data Reporting Status Inquiry
for Quarter 4 of FY 2009**

Instructions: + -


| | |
|--|---|
| Inquiry Scope | Assigned Area |
| Agency ID | <input type="text"/> |
| Parent Agency ID (for sub-agencies listing) | <input type="text"/> |
| HUD Office | <input type="text"/> |
| GTR Name | <input type="text"/> |
| Agency Type | <input type="text"/> This field allows multiple value entry. Click on the field to display choices and select item or enter a comma delimited list of values. |
| Grant Awardees | <input type="text"/> |
| Have Reported Individual 9902 | Yes |
| Reported On Time | <input type="text"/> |
| Reported Data Are Validated | <input type="text"/> |
| CMS | <input type="text"/> This field allows multiple value entry. Click on the field to display choices and select item or enter a comma delimited list of values. |
| <input type="button" value="SUBMIT INQUIRY"/> | |
| To access a list of Frequently Asked Questions regarding the Housing Counseling Data Reporting system, click here FAQ . This button is also available on other pages in this system. | |
|  | |

Figure 116.B. OM – HUD-9902: 9902 Data Reporting Status Inquiry Criteria Screen

- 6. Upon the retrieval of your search criteria, you can view the details of a 9902 form for any Agency represented. This is done by clicking the **9902** hyperlink located under the **Details** header.

**1809 agency(s) have Reported
for Quarter 4 of Fiscal Year 2009**

Inquiry Criteria: • Reporting Period: Quarter 4
• Fiscal Year: 2009
• Have Reported 9902: Yes

| Agency ID | Agency Name | Agency Type | Agency Address | Contact | Data Source | Details |
|-----------|---|-------------|---|------------------------------|-------------|---------|
| 82337 | 1ST CHOICE CREDIT UNION | Sub Grantee | 315 Auburn Avenue Atlanta, GA 30303 | 404-832-5800 404-607-8252 | HCS | 9902 |
| 83799 | 28TH LEGISLATIVE DISTRICT COMMUNITY DEVELOPMENT CORPORATION | Sub Grantee | 815 N. Hickory Street Chattanooga, TN 37404 | 423-698-8190 423-698-8191 | HCS | 9902 |
| 84478 | 4-SIGHT COUNSELING | LHCA | 937 Broadway Broadway Plaza, Suite 305 Cape Girardeau, MO 63701 | 573-334-7995 573-335-8610 | HCS | 9902 |
| 83504 | A.G.A.P.E. CDC | Sub Grantee | 5205 Capital Boulevard Suite 5293 Raleigh, NC 27616 | 919-876-1239 888-876-1238 | HCS | 9902 |
| 83502 | ABCD INC. | Sub Grantee | 1225 Gross Avenue N.E. Canton, OH 44705-1605 | 330-455-6385 330-456-3913 | HCS | 9902 |
| 83751 | ABYSSINIAN DEVELOPMENT CORPORATION | LHCA | 4 W. 125 Street New York, NY 10027 | 646-442-6545 646-442-6598 | HCS | 9902 |
| 80015 | ACCESS INCORPORATED | LHCA | 3630 Aviation Way PO Box 4666 Medford, OR 97501 | 541-779-6691 541-779-8886 | HCS | 9902 |
| 84019 | YWCA VIRGINIA PENINSULA | Sub Grantee | 2702 Orcutt Avenue Newport News, VA 23607 | 757-245-6026 757-247-6485 | HCS | 9902 |
| 80824 | YWCA-CCCS EL PASO DEL NORTE REGION | LHCA | 1600 N. Brown St El Paso, TX 79902-4725 | 915-577-2530 915-533-8132 | HCS | 9902 |

Figure 117. OM – HUD-9902: 9902 Data Reporting Status Inquiry Criteria Screen

Note: Provided below is an example of a 9902 form report.

| | | | | | |
|--|-------|--|---------------------------------------|--|--|
| Housing Counseling Agency Activity Report | | U.S. Department of Housing and Urban Development Office of Housing Federal Housing Commissioner | | OMB Approval No. 2502-0261 (Exp. 3/28/2009) | |
| 1. Counseling Agency Name | | | 2. Reporting Period and Budget | | |
| Agency Name | | Reporting Period: | | Quarter 1 ▾ | |
| NORTHEAST DENVER HOUSING CENTER | | Fiscal Year: | | 2010 | |
| Agency ID: | 80213 | From: | | 10/01/2009 | |
| Agency Type: | LHCA | To: | | 12/31/2009 | |
| Address: | | Initial Submission | | Date: | |
| 1735 Gaylord St | | Date: | | 01/27/2010 | |
| Denver, CO 80206-1208 | | Date Updated: | | 01/27/2010 | |
| Parent Agency Name(if applicable) | | Total Annual Housing Counseling Program Budget, All Sources: | | | |
| | | \$ 214086.00 | | | |
| Agency ID: | | HUD Funded Activity Ratio: | | | |
| Agency Type: | | 14.13% (0.1413) | | | |
| Validated: Yes | | Deadline for late submissions has been extended until 02/28/2010 | | | |
| Last Validated: 02/05/2010 | | Validated by: Gary Thacker | | | |

| HUD-9902 | HUD-9902 (Derived) | Logic Model | |
|--|--------------------|---|--|
| | | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant Funds |
| 3. Ethnicity of Clients (select only one) | | | |
| a. Hispanic | | 35 | 4.95 |
| b. Not Hispanic | | 102 | 14.41 |
| c. Chose not to respond | | 0 | 0 |
| Section 3 Total: | | 137 | 19.36 |
| 4. Race of Clients | | | |
| Single Race | | | |
| a. American Indian/Alaskan Native | | 0 | 0 |
| b. Asian | | 0 | 0 |
| c. Black or African American | | 45 | 6.36 |
| d. Native Hawaiian or Other Pacific Islander | | 0 | 0 |
| e. White | | 52 | 7.35 |
| Multi-Race | | | |
| f. American Indian or Alaska Native <i>and</i> White | | 2 | .28 |
| g. Asian <i>and</i> White | | 0 | 0 |
| h. Black or African American <i>and</i> White | | 2 | .28 |
| i. American Indian or Alaska Native <i>and</i> Black or African American | | 0 | 0 |
| j. Other multiple race | | 1 | .14 |
| k. Chose not to respond | | 35 | 4.95 |
| Section 4 Total: | | 137 | 19.36 |
| 5. Income Levels | | | |
| a. < 50% of Area Median Income (AMI) | | 34 | 4.8 |
| b. 50 - 79% of AMI | | 40 | 5.65 |
| c. 80 - 100% of AMI | | 52 | 7.35 |
| d. > 100% AMI | | 11 | 1.55 |
| e. Chose not to respond | | 0 | 0 |
| Section 5 Total: | | 137 | 19.35 |
| 6. Clients Receiving Education/Group Sessions | | | |
| a. Completed pre-purchase homebuyer education workshop | | 8 | 1.13 |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | | 0 | 0 |
| c. Completed resolving or preventing mortgage delinquency workshop | | 0 | 0 |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | | 0 | 0 |
| e. Completed fair housing workshop | | 0 | 0 |
| f. Completed predatory lending workshop | | 0 | 0 |
| g. Completed rental workshop | | 0 | 0 |
| h. Other workshop | | 0 | 0 |
| Group Session / Section 6 Total: | | 8 | 1.13 |

| 7. Numbers of Clients Counseled, by Purpose of Visit and Results | | |
|--|-----------|--------------|
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 5 | .71 |
| 2) Client will be mortgage ready within 90 days | 0 | 0 |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 0 | 0 |
| 4) Receiving long term pre-purchase counseling | 7 | .99 |
| 5) Entered lease purchase program | 0 | 0 |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 2 | .28 |
| 7) Withdrew from counseling | 0 | 0 |
| 8) Other | 0 | 0 |
| Section 7a Sub-total: | 14 | 1.98 |
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 4 | .57 |
| 2) Mortgage refinanced | 0 | 0 |
| 3) Mortgage modified | 5 | .71 |
| 4) Received second mortgage | 0 | 0 |
| 5) Initiated forbearance agreement/repayment plan | 0 | 0 |
| 6) Executed a deed-in-lieu | 0 | 0 |
| 7) Sold property/chose alternative housing solution | 1 | .14 |
| 8) Pre-foreclosure sale | 1 | .14 |
| 9) Mortgage foreclosed | 6 | .85 |
| 10) Counseled and referred to another social service or emergency assistance agency | 0 | 0 |
| 11) Obtained partial claim loan from FHA lender | 0 | 0 |
| 12) Bankruptcy | 1 | .14 |
| 13) Entered debt management plan | 0 | 0 |
| 14) Counseled and referred for legal assistance | 0 | 0 |
| 15) Currently receiving foreclosure prevention/budget counseling | 53 | 7.49 |
| 16) Withdrew from counseling | 0 | 0 |
| 17) Other | 6 | .85 |
| Section 7b Sub-total: | 77 | 10.89 |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 31 | 4.38 |
| 2) Counseled on HECM; decided not to obtain mortgage | 5 | .71 |
| 3) Obtained a non-FHA reverse mortgage | 0 | 0 |
| 4) Received home equity or home improvement loan or other home repair assistance | 0 | 0 |
| 5) Received consumer loan (unsecured) | 0 | 0 |
| 6) Mortgage refinanced | 0 | 0 |
| 7) Counseled and referred to other social service agency | 0 | 0 |
| 8) Sold house/chose alternative housing solution | 0 | 0 |
| 9) Completed financial management/budget counseling | 0 | 0 |
| 10) Completed home maintenance counseling | 0 | 0 |
| 11) Counseled and utilities brought current | 0 | 0 |
| 12) Counseled and referred for legal assistance | 0 | 0 |
| 13) Currently receiving counseling | 0 | 0 |
| 14) Withdrew from counseling | 0 | 0 |
| 15) Other | 2 | .28 |
| Section 7c Sub-total: | 38 | 5.37 |

| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | | |
|---|------------|--|----------------|
| 1) Received housing search assistance | 0 | 0 | |
| 2) Obtained temporary rental relief | 0 | 0 | |
| 3) Counseled and referred to agency with rental assistance program | 0 | 0 | |
| 4) Advised on recertification for HUD/other subsidy program | 0 | 0 | |
| 5) Counseled and referred to other social service agency | 0 | 0 | |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 0 | 0 | |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 0 | 0 | |
| 8) Found alternative rental housing | 0 | 0 | |
| 9) Decided to remain in current housing situation | 0 | 0 | |
| 10) Resolved issue in current tenancy | 0 | 0 | |
| 11) Entered debt management/repayment plan | 0 | 0 | |
| 12) Counseled and utilities brought current | 0 | 0 | |
| 13) Resolved security deposit dispute | 0 | 0 | |
| 14) Currently receiving counseling | 0 | 0 | |
| 15) Withdrew from counseling | 0 | 0 | |
| 16) Other | 0 | 0 | |
| Section 7d Sub-total: | | 0 | |
| e. Seeking Shelter or Services for the Homeless | | | |
| 1) Occupied emergency shelter | 0 | 0 | |
| 2) Occupied transitional housing | 0 | 0 | |
| 3) Occupied permanent housing with rental assistance | 0 | 0 | |
| 4) Occupied permanent housing without rental assistance | 0 | 0 | |
| 5) Counseled Referred to other social service agency | 0 | 0 | |
| 6) Remained homeless | 0 | 0 | |
| 7) Currently receiving counseling | 0 | 0 | |
| 8) Withdrew from counseling | 0 | 0 | |
| 9) Other | 0 | 0 | |
| Section 7e Sub-total: | | 0 | |
| Individual Counseling / Section 7 a-e Total: | | 129 | |
| Total Counseling / Section 6 and 7 Total: | | 137 | |
| | | 19.37 | |
| 8. HUD Housing Counseling Grant(s)-Summary Data | | | |
| HUD Housing Counseling Grant or Sub-grant Number/Source | Grant Type | HUD Housing Counseling Grant Amount | |
| 0821-019 | COMP | \$25,244.00 | |
| 0823-018 | LDRC | \$5,000.00 | |
| Section 8 Totals: | | \$30,244.00 | |
| 9. Authorization: | | | |
| Input Official | | Agency Official | |
| First Name: | Tracy | First Name: | Tracy |
| Last Name: | Smith | Last Name: | Smith |
| Title: | | Title: | Agency Manager |
| Phone: | | Phone: | |
| <input type="button" value="Send"/> | | <input type="button" value="Help"/> | |
| <input type="button" value="Reload"/> | | <input type="button" value="Back"/> | |
| | | <input type="button" value="PDF Version"/> | |

Figure 118.A. OM – HUD-9902: 9902 form.

7. Complete all fields. Steps 8-14 explain important aspects of the HUD-9902 form.
8. In the **Counseling Agency Name & Address** area, keep the following information in mind:
 - a. Although the address shown may be modified on-line through the Agency Information page of HCS, Housing Counseling Agencies should notify their respective HUD Homeownership Center (HOC) of any address changes.
 - b. Reference to HUD HOC offices can be found at:
<http://www.hud.gov/offices/hsg/sfh/hoc/hsghocscfm>
 - c. Affiliates/branches are required to enter their Intermediary ID in the appropriate box on the Agency Information page of HCS.

9. In the **Reporting Period and Budget** section, remember that this is an accumulating quarterly report. All activities that took place from the first day of the fiscal year to the last day of the reporting period should be included in the report. Quarter 4 Reporting Period is the same as an annual report because it covers the entire fiscal year. Grant reporting period reports are required for those agencies who have a grant agreement with HUD and should specify the starting date and ending date of the Grant reporting period.
10. Complete the Ethnicity of Clients, Race of Clients, Income Levels, and Number of Clients Receiving Educational/Outreach Services sections.

Note: The report contains two data columns for all sections of the HUD-9902 form:

- **All Counseling and Education Activities** – Enter data covering all housing counseling activities, including those performed under one or more HUD housing counseling grants.
 - **Counseling and Education Activities attributed to HUD Housing Counseling Grant Funds** – Starting in FY 2007 the HUD Grant Activities are automatically calculated based on the HUD Funded Activity Ratio in Section 2. This ratio is determined by the total HUD grant awards in Section 8 divided by the Total Annual Housing Counseling Program Budget in Section 2. These data elements are recalculated when you enter a value into the All Counseling Activities column or when the Total Annual Housing Counseling Program Budget is changed.
11. For the **Number of Clients Counseled, by Purpose of Visit and Results** section, keep the following information in mind:
 - a. Enter the number of clients to whom you provided counseling during the report period. This might include clients who entered your workload the previous report period but you carried over into and counseled during the current report period.
 - b. You are not reporting the number of individual persons you counseled. Examples: A husband and wife or a brother and sister or three friends who are mortgagors under the same note count as one client. Three renting families who experience the same problem with the same landlord and come to your agency together for assistance count as one client.
 - c. **Seeking Shelter or Services for the Homeless** – A client reported on this line must meet the definition for "homeless" or "homeless individual" set forth in Section 103, General Definition of Homeless Individual, of the Stewart B. McKinney Homeless Assistance Act (Public Law 100-77). Instructions / Guidance and FAQ – The following hyperlink will take you to the appropriate HUD website for form HUD-9902 instructions and FAQs. At the top of the site under INDEX, select "reports (PDF page)" and you will be directed to the proper location. Scroll down for further information at this location. http://www.hud.gov/offices/hsg/sfh/hcc/hc_faq.cfm
 12. For **HUD Housing Counseling Grant Summary Data**, Section 8 of the form HUD-9902. This section is automatically calculated and shows the awards that were granted by HUD.
 13. For **HUD Housing Counseling Grant Summary Data**, Section 8 of the form HUD-9902. This section is automatically calculated and shows the awards that were granted by HUD.
 14. For the **Authorization** section, the first and last name of the user logged into HCS who completes this form is automatically entered for the Input Official when the Send button is clicked. The Agency Official is the Director first name and last name from the Agency Information page of HCS.

- Starting in January of 2008, agencies can submit their client level data through a CMS system. The HUD 9902 Form provides an automated tool that generates the HUD 9902 Form and Logic Model from the client level data submitted. To view the client level data derived HUD 9902 Form and Logic Model Click the HUD 9902 (Derived) and Logic Model tabs respectively

The HUD 9902 (Derived) provides a features which overrides the permanent HUD 9902 Form. To use the client level data derived HUD 9902 Form as your permanent HUD 9902 Form click the Commit Data button. This causes the System to overwrite the regular HUD 9902 Form.

| | | | |
|--|--|--|------------|
| Denver, CO 80206-1208 | | Date Updated: | 01/27/2010 |
| Parent Agency Name(if applicable) | | Total Annual Housing Counseling Program Budget, All Sources: | |
| Agency ID: | | \$ 214086.00 | |
| Agency Type: | | HUD Funded Activity Ratio: | |
| | | 14.13% (0.1413) | |
| Validated: Yes Deadline for late submissions has been extended until 02/28/2010 | | | |
| Last Validated: 02/05/2010 | | Validated by: Gary Thacker | |

| HUD-9902 | HUD-9902 (Derived) | Logic Model |
|---|--------------------|---|
| <input type="button" value="Commit Data"/> | | All Counseling and Education Activities Counseling and Education Activities Attributed to HUD Housing Counseling Grant Funds |
| 3. Ethnicity of Clients (select only one) a. Hispanic b. Not Hispanic c. Chose not to respond | | 0 0 |
| 4. Race of Clients Single Race a. American Indian/Alaskan Native | | |

The HUD 9902 (Derived) Form & Logic Model are dynamically calculated from client data submitted by Agencies through CARS. If not data is submitted through CARS, then these two forms will be left blank.

Figure 118.B. OM – HUD-9902: 9902 (Derived)

- To view the Logic Model, Click the **Logic Model** tab and a new window is displayed that show the Logic Model filled out with the client level data submitted through the CMS systems.

| HUD Goals | Policy Priority | Problem, Need, Situation | Service or Activities/Output | Pre | Post | Outcome | Pre | Post | Evaluation Tools |
|-----------|-----------------|--|---|-----|------|--|-----|------|------------------|
| 1 | Policy | Need for information and advice regarding home buying and homeownership. | Pre-Purchase/Home buying - Group workshops | 0 | 5 | Counseled on pre-purchase/home buying - Purchased home | 0 | 1 | Households |
| 2 | | | Financial literacy - Group workshops | 0 | 5 | Counseled on pre-purchase/home buying - Mortgage Ready within 90 days | 0 | 1 | Households |
| 3 | | | Fair housing - Group workshops | 0 | 5 | Counseled on pre-purchase/home buying - Mortgage Ready within 90 to 180 days | 0 | 1 | Households |
| 4 | | | Predatory lending - Group workshops | 0 | 5 | Counseled on pre-purchase/home buying - Entered Lease Purchase Contract | 0 | 1 | Households |
| 5 | | | Other - Group Workshops | 0 | 5 | Counseled on pre-purchase/home buying - Decided not to purchase housing; no further effort | 0 | 1 | Households |
| 6 | | | Pre-Purchase/Home buying - One-on-one counseling participants | 2 | 5 | Counseled on pre-purchase/home buying - Withdrew | 0 | 1 | Households |
| 7 | | | | 0 | 5 | Counseled on pre-purchase/home buying - Other outcome | 0 | 1 | Households |
| 8 | | Need for information and advice regarding resolving or preventing mortgage delinquency or default. | Mortgage delinquency - Group workshops | 0 | 5 | Counseled on mortgage delinquency - Brought mortgage current | 0 | 1 | Households |
| 9 | | | Mortgage delinquency - One-on-one counseling participants | 0 | 5 | Counseled on mortgage delinquency - Referred to other social service agency or emergency | 0 | 1 | Households |
| 10 | | | | 0 | 5 | Counseled on mortgage delinquency - Obtained partial claim loan from FHA lender | 0 | 1 | Households |
| 11 | | | | 0 | 5 | Counseled on mortgage delinquency - Declared bankruptcy | 0 | 1 | Households |
| 12 | | | | 0 | 5 | Counseled on mortgage delinquency - Entered debt management plan | 0 | 1 | Households |
| 13 | | | | 0 | 5 | Counseled on mortgage delinquency - Referred for legal assistance | 0 | 1 | Households |
| 14 | | | | 0 | 5 | Counseled on mortgage delinquency - Withdrew | 0 | 1 | Households |
| 15 | | | | 0 | 5 | Counseled on mortgage delinquency - Other outcome | 0 | 1 | Households |
| 16 | | | | 0 | 5 | Counseled on mortgage delinquency - Other outcome | 0 | 1 | Households |

Figure 118.C OM – HUD-9902: Logic Model

17. When you finish completing this form, click **Send**. A message appears at the top of your screen.

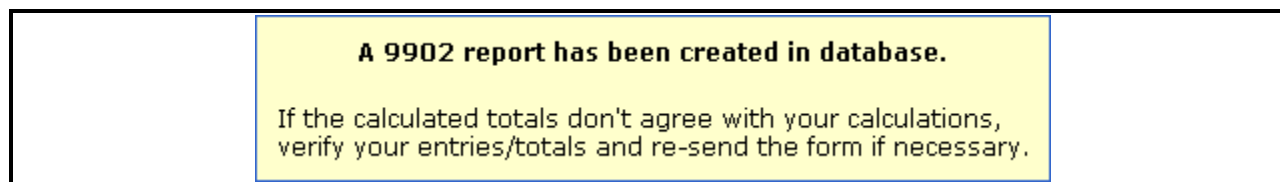


Figure 119. OM – HUD-9902: Database Updated Message

You have now successfully completed a HUD-9902 form.

There are other dynamics associated with the Data Reporting Status Inquiry, which are found at the bottom of your returned search.

18. To print this list, click **Print**. A print dialog box appears allowing you to print the search results.

19. To export this list to Microsoft Excel, click **Export**. A File Download dialog box appears allowing you to save or open the search results using Microsoft Excel.

**1809 agency(s) have Reported
for Quarter 4 of Fiscal Year 2009**

Inquiry Criteria: ● Reporting Period: Quarter 4
● Fiscal Year: 2009
● Have Reported 9902: Yes

| Agency ID | Agency Name | Agency Type | Agency Address | Contact | Data Source | Details |
|-----------|---|-------------|---|------------------------------|-------------|---------|
| 82337 | 1ST CHOICE CREDIT UNION | Sub Grantee | 315 Auburn Avenue Atlanta, GA 30303 | 404-832-5800 404-607-8252 | HCS | 9902 |
| 83799 | 28TH LEGISLATIVE DISTRICT COMMUNITY DEVELOPMENT CORPORATION | Sub Grantee | 815 N. Hickory Street Chattanooga, TN 37404 | 423-698-8190 423-698-8191 | HCS | 9902 |
| 84478 | 4-SIGHT COUNSELING | LHCA | 937 Broadway Broadway Plaza, Suite 305 Cape Girardeau, MO 63701 | 573-334-7995 573-335-8610 | HCS | 9902 |
| 83504 | A.G.A.P.E. CDC | Sub Grantee | 5205 Capital Boulevard Suite 5293 Raleigh, NC 27616 | 919-876-1239 888-876-1238 | HCS | 9902 |
| 83502 | ABCD INC. | Sub Grantee | 1225 Gross Avenue N.E. Canton, OH 44705-1605 | 330-455-6385 330-456-3913 | HCS | 9902 |
| 83751 | ABYSSINIAN DEVELOPMENT CORPORATION | LHCA | 4 W. 125 Street New York, NY 10027 | 646-442-6545 646-442-6598 | HCS | 9902 |
| 80015 | ACCESS INCORPORATED | LHCA | 3630 Aviation Way PO Box 4666 Medford, OR 97501 | 541-779-6691 541-779-8886 | HCS | 9902 |

Figure 120. OM – HUD-9902: 9902 Data Reporting Status Inquiry Results

20. To view the e-mail list for this agency, click **Email Address List**. The *9902 Inquiry Results Email List* screen appears.

21. To save the email list as a text file, click **Text**. A File Download dialog box appears; click **Save** or **Open**.

22. When you are done reviewing the **Email List**, click **Done**. You return to the *9902 Inquiry Search Results List* screen

9902 Inquiry Results Email List

Valid Email Addresses

Inquiry Criteria:

- Reporting Period: Quarter 1
- Fiscal Year: 2010
- HUD Office: Headquarters SF-HUD
- Have Reported 9902: Yes
- Reported On Time: Yes

| Agency ID | Agency Name | Agency Email |
|---|--|----------------------------------|
| * Click On Email Address to Edit. After updates are made, an asterisk appears to mark that the email was updated. | | |
| 81612 | CATHOLIC CHARITIES - LA CROSSE, INC. | mjacobson@cclse.org |
| 80629 | CATHOLIC CHARITIES BUREAU | cmyrick@ccebjax.org |
| 84574 | CATHOLIC CHARITIES DIOCESE OF ALLENTOWN | hstrohm@allentowndioocese.org |
| 84578 | CATHOLIC CHARITIES DIOCESE OF GREEN BAY | blison@gbdioc.org |
| 84572 | CATHOLIC CHARITIES DIOCESE OF NEW ORLEANS | rcroft@archdiocese-no.org |
| 84576 | CATHOLIC CHARITIES GALVESTON HOUSTON | rdixon@catholiccharities.org |
| 80952 | CATHOLIC CHARITIES HAWAII | info@catholiccharitieshawaii.org |
| 80541 | CATHOLIC CHARITIES HOUSING OPPORTUNITIES | ggarchar@youngstowndioocese.org |
| 80948 | CATHOLIC CHARITIES HOUSING RESOURCE CENTER | mfehner@ccstl.org |
| 84577 | CATHOLIC CHARITIES HOUSING SERVICES | bketcham@cchsyakima.org |
| 82140 | CATHOLIC CHARITIES KANSAS CITY, MO | dmaples@ccharities.com |
| 80434 | CATHOLIC CHARITIES OF ASHTABULA COUNTY | lynnz@doyccac.org |
| 84575 | CATHOLIC CHARITIES OF CENTRAL TEXAS | steve-stokes@austindiocese.org |
| 82146 | CATHOLIC CHARITIES OF CORPUS CHRISTI | ddean@diocesecc.org |
| 82251 | CATHOLIC CHARITIES OF EAST TENNESSEE | christine@ccetn.org |
| 81392 | CATHOLIC CHARITIES OF EASTERN VIRGINIA | lgallagher@cceva.org |
| 81394 | CATHOLIC CHARITIES OF SAINT PETERSBURG | slopez@ccdosp.org |

Figure 121. OM – HUD-9902: Inquiry Results Email List

23. To view the missing and invalid e-mail address(es) for this agency, click **Invalid Email List**. The *9902 Inquiry Results Email List* screen appears.

9902 Inquiry Results Email List

Missing/Invalid Email Addresses

Inquiry Criteria:

- Reporting Period: Quarter 1
- Fiscal Year: 2010
- HUD Office: Headquarters SF-HUD
- Have Reported 9902: Yes
- Reported On Time: Yes

| Agency ID | Agency Name | Agency Email |
|-----------|---|--------------|
| 82259 | HOUSING EDUCATION RESOURCE CENTER | N/A |
| 84287 | SOUTHSIDE COMM DEVEL & HOUSING | N/A |
| 84437 | METROPOLITAN MILWAUKEE FAIR HOUSING COUNCIL | N/A |
| 80604 | CENTRO DE APOYO FAMILIAR (CAF) | N/A |
| 80605 | COMMUNITY HOUSING WORKS | N/A |
| 84330 | HARVEST AMERICA | N/A |
| 80627 | IN CHARGE DEBT SOLUTIONS | N/A |
| 84684 | PATH STONE | N/A |
| 80628 | SOUTHWEST KEY PROGRAMS, INC. | n/a |
| 81001 | NEIGHBORWORKS HOME RESOURCES | N/A |
| 82812 | CALIFORNIA RURAL LEGAL ASSISTANCE | N/A |
| 82810 | CALIFORNIA RURAL LEGAL ASSISTANCE-MARYSVILLE OFFICE | N/A |
| 81240 | ASSOCIATION HOUSE | N/A |
| 84558 | BROOKLYN HOUSING AND FAMILY SERVICES | N/A |
| 84211 | CENTER FOR WORKING FAMILIES | N/A |
| 81238 | HUMBOLDT PARK SOCIAL SERVICES | N/A |
| 81261 | NEAR WESTSIDE COMMUNITY DEVELOPMENT CORPROATION | N/A |
| 81239 | SOUTHEAST CHICAGO DEVELOPMENT COMMISSION | N/A |
| 83795 | ST NICHOLAS NEIGHBORHOOD PRESERVATION CORPORATION | N/A |
| 84219 | UNIVERSITY SETTLEMENT | N/A |
| 82987 | WEST JACKSON CDC | N/A |

Figure 122.A. OM – HUD-9902: 9902 Inquiry Results Invalid Email List

- a. To update the invalid email address, Click the invalid email address text under Agency Email.
- b. An input box appears with two buttons, **Update** and **Cancel**.
- c. Enter a valid email address and click the **Update** button to save.

9902 Inquiry Results Email List

Missing/Invalid Email Addresses

Inquiry Criteria:

- Reporting Period: Quarter 1
- Fiscal Year: 2010
- HUD Office: Headquarters SF-HUD
- Have Reported 9902: Yes
- Reported On Time: Yes

| Agency ID | Agency Name | Agency Email |
|-----------|---|--|
| 82259 | HOUSING EDUCATION RESOURCE CENTER | <input type="text" value="testing@aol.com"/> <input type="button" value="Update"/> <input type="button" value="Cancel"/> |
| 84287 | SOUTHSIDE COMM DEVEL & HOUSING | N/A |
| 84437 | METROPOLITAN MILWAUKEE FAIR HOUSING COUNCIL | N/A |

Figure 122.B. OM – HUD-9902: 9902 Inquiry Results Invalid Email List – Edit

24. When you are finished reviewing this list, click **Done** to be returned back to the 9902 Inquiry Results list screen.

| 9902 Inquiry Results Email List | | |
|---|---|-------------------|
| Missing/Invalid Email Addresses | | |
| Inquiry Criteria: | | |
| <ul style="list-style-type: none"> • Reporting Period: Quarter 1 • Fiscal Year: 2010 • HUD Office: Headquarters SF-HUD • Have Reported 9902: Yes • Reported On Time: Yes | | |
| Agency ID | Agency Name | Agency Email |
| * Click On Email Address to Edit. After updates are made, an asterisk appears to mark that the email was updated. | | |
| 82259 | HOUSING EDUCATION RESOURCE CENTER | testing@aol.com * |
| 84287 | SOUTHSIDE COMM DEVEL & HOUSING | N/A |
| 84437 | METROPOLITAN MILWAUKEE FAIR HOUSING COUNCIL | N/A |

Done

Figure 122.C OM – HUD-9902: 9902 Inquiry Results Invalid Email List – Saved

25. To view more information about an agency listed on the agency search list, select an agency by clicking the hyperlink under the **Agency Name** column. The *Agency Summary* screen appears, as depicted in Section 8.2.1.
26. To view the HUD-9902 form for an agency, click the **9902** hyperlink. The HUD-9902 form appears.
27. If you key in a parent agency ID to the **Agency ID** field in *9902 Data Report Status Inquiry* criteria page, you will get a consolidated non-editable 9902 data report.

| 1 agency(s) belonging to CATHOLIC CHARITIES USA have Reported for Quarter 4 of Fiscal Year 2009 | | | | | | |
|--|---|-------------|--|---------------------------------|-------------|----------------------|
| Inquiry Criteria: | | | | | | |
| <ul style="list-style-type: none"> • Reporting Period: Quarter 4 • Fiscal Year: 2009 • Parent Agency ID: 80750 • Have Reported 9902: Yes | | | | | | |
| CATHOLIC CHARITIES USA (80750): 1 Affiliate(s) have Reported | | | | | | Consolidated 9902 |
| Agency ID | Agency Name | Agency Type | Agency Address | Contact | Data Source | Click for Details |
| 82257 | CATHOLIC FAMILY AND COMMUNITY SERVICES, A CATHOLIC CHARITIES AGENCY FOR THE DIOCESE OF PATERSON | Sub Grantee | 24 DeGrasse Street Paterson, NJ 07505 | 973-279-7100-20 973-523-1150 | HCS | 9902 |
| <input type="button" value="Print"/> <input type="button" value="Export"/> <input type="button" value="Invalid Email List"/> <input type="button" value="Email Address List"/> | | | | | | |

Figure 123.A. OM – HUD-9902: 9902 Processing – Report of Affiliates Belonging to A Parent Agency Have Reported 9902 Data

28. Upon selecting Consolidated 9902 you will be prompted to the report, presented as followed.

**Totals for Sub-Agencies of
CATHOLIC CHARITIES USA**

Agency ID: 80750

Agency Type: National Intermediary

HUD Office GTR: Ronald Bedoya

Number of Sub-Agencies Reported: 1

Reporting Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009

Fiscal Year: 2009

[PDF Report](#)

| | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant |
|--|--|--|
| 3. Ethnicity of Clients (select only one) | | |
| a. Hispanic | 130 | 70.17 |
| b. Not Hispanic | 141 | 76.11 |
| c. Chose not to respond | 0 | 0.00 |
| Section 3 Total: | 271 | 146.28 |
| 4. Race of Clients | | |
| Single Race | | |
| a. American Indian/Alaskan Native | 0 | 0.00 |
| b. Asian | 0 | 0.00 |
| c. Black or African American | 87 | 46.96 |
| d. Native Hawaiian or Other Pacific Islander | 0 | 0.00 |
| e. White | 184 | 99.32 |
| Multi-Race | | |
| f. American Indian or Alaska Native and White | 0 | 0.00 |
| g. Asian and White | 0 | 0.00 |
| h. Black or African American and White | 0 | 0.00 |
| i. American Indian or Alaska Native and Black or African American | 0 | 0.00 |
| j. Other multiple race | 0 | 0.00 |
| k. Chose not to respond | 0 | 0.00 |
| Section 4 Total: | 271 | 146.28 |
| 5. Income Levels | | |
| a. < 50% of Area Median Income (AMI) | 19 | 10.26 |
| b. 50 - 79% of AMI | 76 | 41.02 |
| c. 80 - 100% of AMI | 103 | 55.60 |
| d. > 100% AMI | 73 | 39.41 |
| e. Chose not to respond | 0 | 0.00 |
| Section 5 Total: | 271 | 146.29 |
| 6. Clients Receiving Education/Group Sessions | | |
| a. Completed pre-purchase homebuyer education workshop | 0 | 0.00 |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | 0 | 0.00 |
| c. Completed resolving or preventing mortgage delinquency workshop | 0 | 0.00 |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | 0 | 0.00 |
| e. Completed fair housing workshop | 0 | 0.00 |
| f. Completed predatory lending workshop | 0 | 0.00 |
| g. Completed rental workshop | 0 | 0.00 |
| h. Other workshop | 0 | 0.00 |
| Group Session / Section 6 Total: | 0 | 0.00 |
| 7. Numbers of Clients Counseled, by Purpose of Visit and Results | | |
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 0 | 0.00 |
| 2) Client will be mortgage ready within 90 days | 0 | 0.00 |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 0 | 0.00 |
| 4) Receiving long term pre-purchase counseling | 0 | 0.00 |
| 5) Entered lease purchase progra | 0 | 0.00 |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 0 | 0.00 |
| 7) Withdrew from counseling | 0 | 0.00 |
| 8) Other | 0 | 0.00 |
| Section 7a Sub-total: | 0 | 0.00 |
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 0 | 0.00 |
| 2) Mortgage refinanced | 0 | 0.00 |

| | | |
|--|------------|-------------------------------------|
| 3) Mortgage modified | 0 | 0.00 |
| 4) Received second mortgage | 0 | 0.00 |
| 5) Initiated forbearance agreement/repayment plan | 4 | 2.16 |
| 6) Executed a deed-in-lieu | 0 | 0.00 |
| 7) Sold property/chose alternative housing solution | 1 | 0.54 |
| 8) Pre-foreclosure sale | 0 | 0.00 |
| 9) Mortgage foreclosed | 0 | 0.00 |
| 10) Counseled and referred to another social service or emergency assistance agency | 0 | 0.00 |
| 11) Obtained partial claim loan from FHA lender | 0 | 0.00 |
| 12) Bankruptcy | 0 | 0.00 |
| 13) Entered debt management plan | 0 | 0.00 |
| 14) Counseled and referred for legal assistance | 0 | 0.00 |
| 15) Currently receiving foreclosure prevention/budget counseling | 0 | 0.00 |
| 16) Withdrew from counseling | 0 | 0.00 |
| 17) Other | 0 | 0.00 |
| Section 7b Sub-total: | 5 | 2.70 |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 0 | 0.00 |
| 2) Counseled on HECM; decided not to obtain mortgage | 0 | 0.00 |
| 3) Obtained a non-FHA reverse mortgage | 0 | 0.00 |
| 4) Received home equity or home improvement loan or other home repair assistance | 0 | 0.00 |
| 5) Received consumer loan (unsecured) | 0 | 0.00 |
| 6) Mortgage refinanced | 0 | 0.00 |
| 7) Counseled and referred to other social service agency | 0 | 0.00 |
| 8) Sold house/chose alternative housing solution | 0 | 0.00 |
| 9) Completed financial management/budget counseling | 0 | 0.00 |
| 10) Completed home maintenance counseling | 0 | 0.00 |
| 11) Counseled and utilities brought current | 8 | 4.32 |
| 12) Counseled and referred for legal assistance | 0 | 0.00 |
| 13) Currently receiving counseling | 0 | 0.00 |
| 14) Withdrew from counseling | 0 | 0.00 |
| 15) Other | 0 | 0.00 |
| Section 7c Sub-total: | 8 | 4.32 |
| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | |
| 1) Received housing search assistance | 0 | 0.00 |
| 2) Obtained temporary rental relief | 80 | 43.18 |
| 3) Counseled and referred to agency with rental assistance program | 0 | 0.00 |
| 4) Advised on recertification for HUD/other subsidy program | 0 | 0.00 |
| 5) Counseled and referred to other social service agency | 0 | 0.00 |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 0 | 0.00 |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 0 | 0.00 |
| 8) Found alternative rental housing | 0 | 0.00 |
| 9) Decided to remain in current housing situation | 0 | 0.00 |
| 10) Resolved issue in current tenancy | 0 | 0.00 |
| 11) Entered debt management/repayment plan | 0 | 0.00 |
| 12) Counseled and utilities brought current | 111 | 59.92 |
| 13) Resolved security deposit dispute | 0 | 0.00 |
| 14) Currently receiving counseling | 0 | 0.00 |
| 15) Withdrew from counseling | 0 | 0.00 |
| 16) Other | 0 | 0.00 |
| Section 7d Sub-total: | 191 | 103.10 |
| e. Seeking Shelter or Services for the Homeless | | |
| 1) Occupied emergency shelter | 67 | 36.17 |
| 2) Occupied transitional housing | 0 | 0.00 |
| 3) Occupied permanent housing with rental assistance | 0 | 0.00 |
| 4) Occupied permanent housing without rental assistance | 0 | 0.00 |
| 5) Counseled Referred to other social service agency | 0 | 0.00 |
| 6) Remained homeless | 0 | 0.00 |
| 7) Currently receiving counseling | 0 | 0.00 |
| 8) Withdrew from counseling | 0 | 0.00 |
| 9) Other | 0 | 0.00 |
| Section 7e Sub-total: | 67 | 36.17 |
| Individual Counseling / Section 7 a-e Total: | 271 | 146.29 |
| Total Counseling / Section 6 and 7 Total: | 271 | 146.29 |
| 8. HUD Housing Counseling Grant(s) Data | | |
| HUD Housing Counseling Grant or Sub-grant Application Number | Grant Type | HUD Housing Counseling Grant Amount |
| All HUD Grants | | \$1,056,325.88 |

Figure 123.B. OM – HUD-9902: 9902 Processing – Consolidated 9902 Report

29. If you select ‘Headquarters SF-HUD’ from **HUD Office** dropdown, select ‘No’ from **Have Reported Individual 9902** dropdown, and click **Submit Inquiry** button. The following report appears. In this report, name of parent agency, count and information of affiliates that have not reported 9902 data, links to agency profile(s) and individual 9902 report(s) are available and are grouped by parent agency name. You may click the individual 9902 report link to input 9902 data, or click agency name link to view or edit agency profile data.

926 agency(s) belonging to the Headquarters SF-HUD have Not Reported for Quarter 4 of Fiscal Year 2009

Inquiry Criteria: • Reporting Period: Quarter 4
• Fiscal Year: 2009
• HUD Office: Headquarters SF-HUD
• Have Reported 9902: No

2 Agency(s) Having No Current Association

| | | | | | | |
|-------|---|-------------|--|------------------------------|-----|------|
| 83453 | HOPE HOUSING COUNSELING AGENCY | Affiliate | 315 E. 7th Street Lawrence, KS 66049 | 785-856-4444 785-749-0095 | HCS | 9902 |
| 80920 | NEIGHBORHOOD HOUSING SERVICES OF NORTH TEXAS (FORMERLY NHS OF FORT WORTH) | Sub Grantee | 2315 N Main St Ste 401 Fort Worth, TX 76106 | 817-624-9454 817-624-0860 | HCS | 9902 |

ACORN HOUSING CORPORATION (80753): 39 Affiliate(s) have Not Reported

| Agency ID | Agency Name | Agency Type | Agency Address | Contact | Data Source | Details |
|-----------|---|---------------------|---|------------------------------|-------------|---------|
| 83075 | ACORN HOUSING , ORLANDO, FL | Sub Grantee | 120 E. Colonial Dr. Orlando, FL 32801 | 407-254-5974 407-254-0841 | HCS | 9902 |
| 84343 | ACORN HOUSING BATON ROUGE, LA | Branch Inter Agency | 5177 Greenwell Spring Road Baton Rouge, LA 70806 | 225-925-0937 | HCS | 9902 |

Figure 124. OM – HUD-9902: 9902 Processing – Report of Agencies Associated with Intermediaries in HQ Have Not Reported 9902 Data

8.2.2 Analysis Report Inquiry

As an Office Manager, you can perform an Analysis Reports Inquiry. The Analysis Reports Inquiry is used to organize and/or retrieve 9902 information. It can be exported into Excel spreadsheet in order to manipulate the data for other purpose.

1. From the top navigation menu, click **Analysis Reports Inquiry** hyperlink. The *9902 Data Analysis Reports Inquiry* page appears.
2. Complete all appropriate search fields in second half of the inquiry page and click the **Submit Inquiry** button.

Note: To view the differences in Analysis Type options, skip to Step 5.

HOUSING COUNSELING 9902 REPORTING
9902 Data Analysis Reports Inquiry

| | | | | | |
|-----------------------------------|-------------------------------|---------------------|----------------|-------------------|--------------|
| Agency ID <input type="text"/> | Reporting Period Quarter 1 | Fiscal Year 2010 | Submit Inquiry | Excel Form Report | Excel Report |
|-----------------------------------|-------------------------------|---------------------|----------------|-------------------|--------------|

OR
Use the following options to narrow your selection criteria.

Fiscal Year: 2010

Reporting Period: Quarter 1

Analysis Type:
 By Agency
 Cumulative Totals
 Percentages within total groups
 HUD Grants as a percentage of All Activities


Homeownership Center: All Offices

State:

City:

Agency Type: All Agency Types

Submit Inquiry
Excel Form Report
Excel Report

To access a list of [Frequently Asked Questions](#) regarding the Housing Counseling Data Reporting system, click here . This button is also available on other pages in this system.




Figure 125.A. OM – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry

- 3. Key in agency ID into **Agency ID** field and click the **Submit Inquiry** button, a read-only 9902 report appears. If a non-parent agency ID is keyed in, an individual 9902 report is displayed. Otherwise, a consolidated 9902 report will be displayed.
- 4. Key in agency ID into **Agency ID** field and click the **Excel Report** button, the *File Download* window appears. Follow the prompt to **Open** or to **Save** 9902 data in Excel spreadsheet.

HOUSING COUNSELING 9902 REPORTING
9902 Data Analysis Reports Inquiry

| | | | | | |
|--------------------|-------------------------------|---------------------|----------------|-------------------|--------------|
| Agency ID 80000 | Reporting Period Quarter 4 | Fiscal Year 2009 | Submit Inquiry | Excel Form Report | Excel Report |
|--------------------|-------------------------------|---------------------|----------------|-------------------|--------------|

Figure 125.B. OM – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry – by Agency ID

Note: Provided below is an example of a Data Analysis Report when pressing **Submit Inquiry**.

DELAWARE OPPORTUNITIES, INCORPORATED

Agency ID: 80000
Agency Type: LHCA
HUD Office GTR: Glen Stopera
Reporting Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009
Fiscal Year: 2009

[PDF Report](#)

| | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant |
|--|--|--|
| 3. Ethnicity of Clients (select only one) | | |
| a. Hispanic | 4 | 0.00 |
| b. Not Hispanic | 129 | 0.00 |
| c. Chose not to respond | 0 | 0.00 |
| Section 3 Total: | 133 | 0.00 |
| 4. Race of Clients | | |
| Single Race | | |
| a. American Indian/Alaskan Native | 0 | 0.00 |
| b. Asian | 1 | 0.00 |
| c. Black or African American | 11 | 0.00 |
| d. Native Hawaiian or Other Pacific Islander | 1 | 0.00 |
| e. White | 118 | 0.00 |
| Multi-Race | | |
| f. American Indian or Alaska Native and White | 0 | 0.00 |
| g. Asian and White | 0 | 0.00 |
| h. Black or African American and White | 1 | 0.00 |
| i. American Indian or Alaska Native and Black or African American | 0 | 0.00 |
| j. Other multiple race | 0 | 0.00 |
| k. Chose not to respond | 1 | 0.00 |
| Section 4 Total: | 133 | 0.00 |
| 5. Income Levels | | |
| a. < 50% of Area Median Income (AMI) | 14 | 0.00 |
| b. 50 - 79% of AMI | 85 | 0.00 |
| c. 80 - 100% of AMI | 34 | 0.00 |
| d. > 100% AMI | 0 | 0.00 |
| e. Chose not to respond | 0 | 0.00 |
| Section 5 Total: | 133 | 0.00 |
| 6. Clients Receiving Education/Group Sessions | | |
| a. Completed pre-purchase homebuyer education workshop | 3 | 0.00 |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | 2 | 0.00 |
| c. Completed resolving or preventing mortgage delinquency workshop | 0 | 0.00 |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | 0 | 0.00 |
| e. Completed fair housing workshop | 0 | 0.00 |
| f. Completed predatory lending workshop | 0 | 0.00 |
| g. Completed rental workshop | 0 | 0.00 |
| h. Other workshop | 0 | 0.00 |
| Group Session / Section 6 Total: | 5 | 0.00 |
| 7. Numbers of Clients Counseled, by Purpose of Visit and Results | | |
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 3 | 0.00 |
| 2) Client will be mortgage ready within 90 days | 5 | 0.00 |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 0 | 0.00 |
| 4) Receiving long term pre-purchase counseling | 1 | 0.00 |
| 5) Entered lease purchase progra | 0 | 0.00 |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 1 | 0.00 |
| 7) Withdrew from counseling | 1 | 0.00 |
| 8) Other | 0 | 0.00 |
| Section 7a Sub-total: | 11 | 0.00 |

| | | |
|--|------------|-------------------------------------|
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 0 | 0.00 |
| 2) Mortgage refinanced | 0 | 0.00 |
| 3) Mortgage modified | 0 | 0.00 |
| 4) Received second mortgage | 0 | 0.00 |
| 5) Initiated forbearance agreement/repayment plan | 0 | 0.00 |
| 6) Executed a deed-in-lieu | 0 | 0.00 |
| 7) Sold property/chose alternative housing solution | 0 | 0.00 |
| 8) Pre-foreclosure sale | 0 | 0.00 |
| 9) Mortgage foreclosed | 0 | 0.00 |
| 10) Counseled and referred to another social service or emergency assistance agency | 0 | 0.00 |
| 11) Obtained partial claim loan from FHA lender | 0 | 0.00 |
| 12) Bankruptcy | 0 | 0.00 |
| 13) Entered debt management plan | 0 | 0.00 |
| 14) Counseled and referred for legal assistance | 0 | 0.00 |
| 15) Currently receiving foreclosure prevention/budget counseling | 0 | 0.00 |
| 16) Withdrew from counseling | 0 | 0.00 |
| 17) Other | 0 | 0.00 |
| Section 7b Sub-total: | 0 | 0.00 |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 115 | 0.00 |
| 2) Counseled on HECM; decided not to obtain mortgage | 2 | 0.00 |
| 3) Obtained a non-FHA reverse mortgage | 0 | 0.00 |
| 4) Received home equity or home improvement loan or other home repair assistance | 0 | 0.00 |
| 5) Received consumer loan (unsecured) | 0 | 0.00 |
| 6) Mortgage refinanced | 0 | 0.00 |
| 7) Counseled and referred to other social service agency | 0 | 0.00 |
| 8) Sold house/chose alternative housing solution | 0 | 0.00 |
| 9) Completed financial management/budget counseling | 0 | 0.00 |
| 10) Completed home maintenance counseling | 0 | 0.00 |
| 11) Counseled and utilities brought current | 0 | 0.00 |
| 12) Counseled and referred for legal assistance | 0 | 0.00 |
| 13) Currently receiving counseling | 0 | 0.00 |
| 14) Withdrew from counseling | 0 | 0.00 |
| 15) Other | 0 | 0.00 |
| Section 7c Sub-total: | 117 | 0.00 |
| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | |
| 1) Received housing search assistance | 0 | 0.00 |
| 2) Obtained temporary rental relief | 0 | 0.00 |
| 3) Counseled and referred to agency with rental assistance program | 0 | 0.00 |
| 4) Advised on recertification for HUD/other subsidy program | 0 | 0.00 |
| 5) Counseled and referred to other social service agency | 0 | 0.00 |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 0 | 0.00 |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 0 | 0.00 |
| 8) Found alternative rental housing | 0 | 0.00 |
| 9) Decided to remain in current housing situation | 0 | 0.00 |
| 10) Resolved issue in current tenancy | 0 | 0.00 |
| 11) Entered debt management/repayment plan | 0 | 0.00 |
| 12) Counseled and utilities brought current | 0 | 0.00 |
| 13) Resolved security deposit dispute | 0 | 0.00 |
| 14) Currently receiving counseling | 0 | 0.00 |
| 15) Withdrew from counseling | 0 | 0.00 |
| 16) Other | 0 | 0.00 |
| Section 7d Sub-total: | 0 | 0.00 |
| e. Seeking Shelter or Services for the Homeless | | |
| 1) Occupied emergency shelter | 0 | 0.00 |
| 2) Occupied transitional housing | 0 | 0.00 |
| 3) Occupied permanent housing with rental assistance | 0 | 0.00 |
| 4) Occupied permanent housing without rental assistance | 0 | 0.00 |
| 5) Counseled Referred to other social service agency | 0 | 0.00 |
| 6) Remained homeless | 0 | 0.00 |
| 7) Currently receiving counseling | 0 | 0.00 |
| 8) Withdrew from counseling | 0 | 0.00 |
| 9) Other | 0 | 0.00 |
| Section 7e Sub-total: | 0 | 0.00 |
| Individual Counseling / Section 7 a-e Total: | 128 | 0.00 |
| Total Counseling / Section 6 and 7 Total: | 133 | 0.00 |
| 8. HUD Housing Counseling Grant(s) Data | | |
| HUD Housing Counseling Grant or Sub-grant Application Number | Grant Type | HUD Housing Counseling Grant Amount |
| All HUD Grants | | \$0.00 |

Figure 126.A. OM – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry – Individual 9902 Report

Note: Provided below is an example of a Data Analysis Report when pressing the **Excel Form Report** button.

| A1 DELAWARE OPPORTUNITIES, INCORPORATED | | | | |
|---|---|---|-------------------------------------|------------|
| A | B | C | D | E |
| 1 | DELAWARE OPPORTUNITIES, INCORPORATED | | | |
| 2 | Agency ID: 80000 | | | |
| 3 | Report Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009 | | | |
| 4 | Fiscal Year: 2009 | | | |
| 5 | | | Counseling and Education Activities | |
| 6 | | All Counseling and Education Activities | Attributed to HUD Housing Grant | Counseling |
| 7 | 3. Ethnicity of Clients (select only one) | | | |
| 8 | a. Hispanic | 4 | | 0 |
| 9 | b. Not Hispanic | 129 | | 0 |
| 10 | c. Chose not to respond | 0 | | 0 |
| 11 | Section 3 Total: | 133 | | 0 |
| 12 | 4. Race of Clients | | | |
| 13 | Single Race | | | |
| 14 | a. American Indian/Alaskan Native | 0 | | 0 |
| 15 | b. Asian | 1 | | 0 |
| 16 | c. Black or African American | 11 | | 0 |
| 17 | d. Native Hawaiian or Other Pacific Islander | 1 | | 0 |
| 18 | e. White | 118 | | 0 |
| 19 | Multi-Race | | | |
| 20 | f. American Indian or Alaska Native and White | 0 | | 0 |
| 21 | g. Asian and White | 0 | | 0 |
| 22 | h. Black or African American and White | 1 | | 0 |
| 23 | i. American Indian or Alaska Native and Black or African American | 0 | | 0 |
| 24 | j. Other multiple race | 0 | | 0 |
| 25 | k. Chose not to respond | 1 | | 0 |
| 26 | Section 4 Total: | 133 | | 0 |

Figure 126.B. OM – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry –9902 Excel Form Report Spreadsheet

Note: Provided below is an example of a Data Analysis Report when pressing the **Excel Report** button.

| A1 DELAWARE OPPORTUNITIES, INCORPORATED | | | | |
|---|---|---|---|---|
| A | B | C | D | E |
| 1 | DELAWARE OPPORTUNITIES, INCORPORATED | | | |
| 2 | Agency ID: 80000 | | | |
| 3 | Report Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009 | | | |
| 4 | Fiscal Year: 2009 | | | |
| 5 | | | | |
| 6 | Agency ID | Ethnicity_Clients_Counseling_Hispanic_all | Ethnicity_Clients_Counseling_Non_Hispanic_all | Ethnicity_Clients_Counseling_Hispanic_hud |
| 7 | 80000 | 4 | 0 | 129 |
| 8 | | | | |

(data abbreviated)

Figure 126.C. OM – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry –9902 Excel Report Spreadsheet

5. If the default **Cumulative Totals** criteria is chosen for Analysis Type, the *Cumulative Totals* report will be prompted, as depicted below. By pressing either the **Excel Form Report** or **Excel Report** buttons, you will be prompted to similar reports as illustrated in Step 4.

Cumulative Totals

HOC: All Offices

Agency Type: All Agency Types

Reporting Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009

Fiscal Year: 2009

PDF Report

| | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant |
|--|---|--|
| 3. Ethnicity of Clients (select only one) | | |
| a. Hispanic | 498,079 | 59,425.51 |
| b. Not Hispanic | 2,061,154 | 278,568.97 |
| c. Chose not to respond | 430,677 | 33,571.67 |
| Section 3 Total: | 2,989,910 | 371,566.15 |
| 4. Race of Clients | | |
| Single Race | | |
| a. American Indian/Alaskan Native | 24,729 | 4,616.63 |
| b. Asian | 68,199 | 6,206.53 |
| c. Black or African American | 846,978 | 117,424.24 |
| d. Native Hawaiian or Other Pacific Islander | 14,912 | 1,794.28 |
| e. White | 1,310,642 | 181,519.80 |
| Multi-Race | | |
| f. American Indian or Alaska Native and White | 6,236 | 931.13 |
| g. Asian and White | 4,106 | 501.93 |
| h. Black or African American and White | 19,785 | 2,591.11 |
| i. American Indian or Alaska Native and Black or African American | 2,968 | 422.22 |
| j. Other multiple race | 192,178 | 18,566.43 |
| k. Chose not to respond | 505,379 | 37,422.81 |
| Section 4 Total: | 2,996,112 | 371,997.11 |
| 5. Income Levels | | |
| a. < 50% of Area Median Income (AMI) | 1,070,242 | 158,837.61 |
| b. 50 - 79% of AMI | 619,615 | 88,735.09 |
| c. 80 - 100% of AMI | 283,499 | 35,948.79 |
| d. > 100% AMI | 335,236 | 32,513.20 |
| e. Chose not to respond | 678,008 | 54,911.26 |
| Section 5 Total: | 2,986,600 | 370,945.95 |
| 6. Clients Receiving Education/Group Sessions | | |
| a. Completed pre-purchase homebuyer education workshop | 186,377 | 37,950.50 |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | 124,537 | 20,107.26 |
| c. Completed resolving or preventing mortgage delinquency workshop | 54,274 | 9,106.57 |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | 14,801 | 2,902.63 |
| e. Completed fair housing workshop | 12,361 | 1,730.57 |
| f. Completed predatory lending workshop | 14,989 | 2,218.11 |
| g. Completed rental workshop | 20,207 | 5,694.89 |
| h. Other workshop | 337,180 | 24,526.38 |
| Group Session / Section 6 Total: | 764,726 | 104,236.91 |
| 7. Numbers of Clients Counseled, by Purpose of Visit and Results | | |
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 34,168 | 7,312.68 |
| 2) Client will be mortgage ready within 90 days | 67,330 | 13,031.85 |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 35,399 | 7,659.90 |
| 4) Receiving long term pre-purchase counseling | 48,509 | 9,993.02 |
| 5) Entered lease purchase progra | 607 | 104.34 |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 6,740 | 1,372.07 |
| 7) Withdrew from counseling | 24,389 | 3,498.80 |
| 8) Other | 16,873 | 3,204.65 |
| Section 7a Sub-total: | 234,015 | 46,177.31 |

| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
|--|------------------|-------------------------------------|
| 1) Brought mortgage current | 41,170 | 4,338.38 |
| 2) Mortgage refinanced | 13,599 | 917.72 |
| 3) Mortgage modified | 218,799 | 18,059.16 |
| 4) Received second mortgage | 14,017 | 545.40 |
| 5) Initiated forbearance agreement/repayment plan | 80,715 | 7,528.13 |
| 6) Executed a deed-in-lieu | 3,892 | 235.31 |
| 7) Sold property/chose alternative housing solution | 9,829 | 681.13 |
| 8) Pre-foreclosure sale | 27,011 | 1,356.88 |
| 9) Mortgage foreclosed | 18,408 | 1,722.50 |
| 10) Counseled and referred to another social service or emergency assistance agency | 83,169 | 5,764.14 |
| 11) Obtained partial claim loan from FHA lender | 2,649 | 286.87 |
| 12) Bankruptcy | 43,129 | 3,638.79 |
| 13) Entered debt management plan | 18,265 | 1,909.95 |
| 14) Counseled and referred for legal assistance | 21,295 | 2,700.70 |
| 15) Currently receiving foreclosure prevention/budget counseling | 528,677 | 47,816.46 |
| 16) Withdrew from counseling | 74,659 | 5,710.59 |
| 17) Other | 202,909 | 17,545.51 |
| Section 7b Sub-total: | 1,402,192 | 120,757.62 |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 116,647 | 15,653.38 |
| 2) Counseled on HECM; decided not to obtain mortgage | 23,162 | 2,577.15 |
| 3) Obtained a non-FHA reverse mortgage | 502 | 71.34 |
| 4) Received home equity or home improvement loan or other home repair assistance | 6,880 | 1,538.77 |
| 5) Received consumer loan (unsecured) | 402 | 80.63 |
| 6) Mortgage refinanced | 1,703 | 214.64 |
| 7) Counseled and referred to other social service agency | 7,471 | 1,236.24 |
| 8) Sold house/chose alternative housing solution | 1,650 | 101.63 |
| 9) Completed financial management/budget counseling | 24,393 | 3,420.69 |
| 10) Completed home maintenance counseling | 4,513 | 589.00 |
| 11) Counseled and utilities brought current | 10,417 | 1,367.82 |
| 12) Counseled and referred for legal assistance | 7,201 | 1,110.38 |
| 13) Currently receiving counseling | 32,791 | 6,856.23 |
| 14) Withdrew from counseling | 6,596 | 1,078.75 |
| 15) Other | 19,897 | 1,935.51 |
| Section 7c Sub-total: | 264,225 | 37,832.16 |
| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | |
| 1) Received housing search assistance | 35,366 | 5,817.78 |
| 2) Obtained temporary rental relief | 19,078 | 4,834.89 |
| 3) Counseled and referred to agency with rental assistance program | 11,070 | 2,527.34 |
| 4) Advised on recertification for HUD/other subsidy program | 16,738 | 4,394.14 |
| 5) Counseled and referred to other social service agency | 13,180 | 2,467.68 |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 3,280 | 522.73 |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 17,041 | 1,940.27 |
| 8) Found alternative rental housing | 9,173 | 1,728.94 |
| 9) Decided to remain in current housing situation | 29,942 | 5,133.64 |
| 10) Resolved issue in current tenancy | 23,810 | 3,418.16 |
| 11) Entered debt management/repayment plan | 7,898 | 1,562.10 |
| 12) Counseled and utilities brought current | 26,052 | 3,662.19 |
| 13) Resolved security deposit dispute | 5,827 | 585.61 |
| 14) Currently receiving counseling | 43,308 | 6,246.32 |
| 15) Withdrew from counseling | 6,310 | 1,118.38 |
| 16) Other | 35,865 | 5,982.83 |
| Section 7d Sub-total: | 303,938 | 51,943.00 |
| e. Seeking Shelter or Services for the Homeless | | |
| 1) Occupied emergency shelter | 25,979 | 6,420.77 |
| 2) Occupied transitional housing | 4,098 | 546.15 |
| 3) Occupied permanent housing with rental assistance | 8,014 | 1,788.51 |
| 4) Occupied permanent housing without rental assistance | 2,932 | 496.03 |
| 5) Counseled Referred to other social service agency | 4,836 | 755.84 |
| 6) Remained homeless | 3,148 | 547.89 |
| 7) Currently receiving counseling | 7,089 | 1,734.12 |
| 8) Withdrew from counseling | 1,316 | 406.81 |
| 9) Other | 2,166 | 316.56 |
| Section 7e Sub-total: | 59,578 | 13,012.68 |
| Individual Counseling / Section 7 a-e Total: | 2,263,948 | 269,722.77 |
| Total Counseling / Section 6 and 7 Total: | 3,028,674 | 373,959.68 |
| 8. HUD Housing Counseling Grant(s) Data | | |
| HUD Housing Counseling Grant or Sub-grant Application Number | Grant Type | HUD Housing Counseling Grant Amount |
| All HUD Grants | | \$41,502,773.55 |

Figure 127. OM – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry – Cumulative Totals Report

6. If the default **By Agency** criteria is chosen for Analysis Type, the *By Agency* report will be prompted, as depicted below. By pressing either the **Excel Form Report** or **Excel Report** buttons, you will be prompted to similar reports as illustrated in Step 4.

| Reporting Period: HUD-9902 Data from Oct 1, 2009 to Dec 31, 2009 Fiscal Year: 2010 | | |
|--|---|--|
| | | PDF Report |
| | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant |
| 3. Ethnicity of Clients (select only one) | | |
| a. Hispanic | 15,563 | 1,978.90 |
| b. Not Hispanic | 61,932 | 12,318.99 |
| c. Chose not to respond | 19,267 | 558.22 |
| Section 3 Total: | 96,762 | 14,856.11 |
| 4. Race of Clients | | |
| Single Race | | |
| a. American Indian/Alaskan Native | 427 | 113.36 |
| b. Asian | 1,320 | 156.63 |
| c. Black or African American | 29,370 | 6,911.16 |
| d. Native Hawaiian or Other Pacific Islander | 169 | 28.13 |
| e. White | 44,754 | 6,630.25 |
| Multi-Race | | |
| f. American Indian or Alaska Native and White | 135 | 17.71 |
| g. Asian and White | 83 | 10.96 |
| h. Black or African American and White | 638 | 140.25 |
| i. American Indian or Alaska Native and Black or African American | 51 | 6.31 |
| j. Other multiple race | 4,033 | 390.16 |
| k. Chose not to respond | 15,994 | 487.42 |
| Section 4 Total: | 96,974 | 14,892.34 |
| 5. Income Levels | | |
| a. < 50% of Area Median Income (AMI) | 37,313 | 7,400.64 |
| b. 50 - 79% of AMI | 22,147 | 3,721.23 |
| c. 80 - 100% of AMI | 9,956 | 1,772.53 |
| d. > 100% AMI | 9,392 | 1,064.57 |
| e. Chose not to respond | 18,044 | 852.74 |
| Section 5 Total: | 96,852 | 14,811.71 |
| 6. Clients Receiving Education/Group Sessions | | |
| a. Completed pre-purchase homebuyer education workshop | 7,638 | 1,529.39 |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | 11,019 | 1,143.23 |
| c. Completed resolving or preventing mortgage delinquency workshop | 1,518 | 202.76 |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | 501 | 204.05 |
| e. Completed fair housing workshop | 156 | 67.72 |
| f. Completed predatory lending workshop | 229 | 31.45 |
| g. Completed rental workshop | 546 | 250.17 |
| h. Other workshop | 5,568 | 395.40 |
| Group Session / Section 6 Total: | 27,175 | 3,824.17 |
| 7. Numbers of Clients Counseled, by Purpose of Visit and Results | | |
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 1,418 | 266.96 |
| 2) Client will be mortgage ready within 90 days | 1,854 | 395.64 |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 1,523 | 345.40 |
| 4) Receiving long term pre-purchase counseling | 2,845 | 685.05 |
| 5) Entered lease purchase progra | 22 | 15.76 |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 273 | 61.38 |
| 7) Withdrew from counseling | 535 | 85.69 |
| 8) Other | 536 | 104.44 |
| Section 7a Sub-total: | 9,006 | 1,960.32 |
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 1,908 | 119.95 |
| 2) Mortgage refinanced | 875 | 30.72 |
| 3) Mortgage modified | 5,729 | 458.46 |
| 4) Received second mortgage | 2,259 | 6.92 |
| 5) Initiated forbearance agreement/repayment plan | 2,731 | 382.73 |
| 6) Executed a deed-in-lieu | 368 | 15.17 |
| 7) Sold property/chose alternative housing solution | 433 | 21.31 |
| 8) Pre-foreclosure sale | 257 | 22.81 |
| 9) Mortgage foreclosed | 1,033 | 39.49 |
| 10) Counseled and referred to another social service or emergency assistance agency | 748 | 108.54 |
| 11) Obtained partial claim loan from FHA lender | 160 | 7.17 |

| | | |
|--|---------------|-------------------------------------|
| 12) Bankruptcy | 2,875 | 127.45 |
| 13) Entered debt management plan | 447 | 12.77 |
| 14) Counseled and referred for legal assistance | 691 | 131.89 |
| 15) Currently receiving foreclosure prevention/budget counseling | 12,118 | 2,042.43 |
| 16) Withdrew from counseling | 2,032 | 165.95 |
| 17) Other | 2,092 | 151.74 |
| Section 7b Sub-total: | 36,756 | 3,845.50 |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 5,318 | 592.52 |
| 2) Counseled on HECM; decided not to obtain mortgage | 518 | 49.35 |
| 3) Obtained a non-FHA reverse mortgage | 37 | 3.27 |
| 4) Received home equity or home improvement loan or other home repair assistance | 267 | 49.29 |
| 5) Received consumer loan (unsecured) | 16 | 0.00 |
| 6) Mortgage refinanced | 270 | 1.08 |
| 7) Counseled and referred to other social service agency | 80 | 21.82 |
| 8) Sold house/chose alternative housing solution | 6 | 1.87 |
| 9) Completed financial management/budget counseling | 718 | 433.60 |
| 10) Completed home maintenance counseling | 142 | 63.97 |
| 11) Counseled and utilities brought current | 397 | 107.79 |
| 12) Counseled and referred for legal assistance | 807 | 108.87 |
| 13) Currently receiving counseling | 2,751 | 706.75 |
| 14) Withdrew from counseling | 513 | 71.78 |
| 15) Other | 2,387 | 63.76 |
| Section 7c Sub-total: | 14,227 | 2,275.72 |
| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | |
| 1) Received housing search assistance | 691 | 328.39 |
| 2) Obtained temporary rental relief | 732 | 165.48 |
| 3) Counseled and referred to agency with rental assistance program | 260 | 69.22 |
| 4) Advised on recertification for HUD/other subsidy program | 952 | 421.82 |
| 5) Counseled and referred to other social service agency | 620 | 164.96 |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 26 | 1.40 |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 61 | 7.92 |
| 8) Found alternative rental housing | 297 | 113.11 |
| 9) Decided to remain in current housing situation | 563 | 136.13 |
| 10) Resolved issue in current tenancy | 946 | 124.91 |
| 11) Entered debt management/repayment plan | 113 | 59.35 |
| 12) Counseled and utilities brought current | 570 | 71.71 |
| 13) Resolved security deposit dispute | 8 | 23.42 |
| 14) Currently receiving counseling | 1,697 | 594.99 |
| 15) Withdrew from counseling | 154 | 51.31 |
| 16) Other | 1,565 | 208.79 |
| Section 7d Sub-total: | 9,255 | 2,542.91 |
| e. Seeking Shelter or Services for the Homeless | | |
| 1) Occupied emergency shelter | 77 | 13.58 |
| 2) Occupied transitional housing | 106 | 40.74 |
| 3) Occupied permanent housing with rental assistance | 140 | 103.70 |
| 4) Occupied permanent housing without rental assistance | 54 | 20.94 |
| 5) Counseled Referred to other social service agency | 248 | 164.96 |
| 6) Remained homeless | 167 | 71.09 |
| 7) Currently receiving counseling | 112 | 16.51 |
| 8) Withdrew from counseling | 104 | 36.74 |
| 9) Other | 158 | 26.09 |
| Section 7e Sub-total: | 1,166 | 494.35 |
| Individual Counseling / Section 7 a-e Total: | 70,410 | 11,118.80 |
| Total Counseling / Section 6 and 7 Total: | 97,585 | 14,942.97 |
| 8. HUD Housing Counseling Grant(s) Data | | |
| HUD Housing Counseling Grant or Sub-grant Application Number | Grant Type | HUD Housing Counseling Grant Amount |
| All HUD Grants | | \$9,475,101.32 |

Figure 128. OM – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry – By Agency Report

- If the default **Percentages Within Total Group** criteria is chosen for Analysis Type, the *Percentages Within Total Group* report will be prompted, as depicted below. By pressing either the Excel Form Report or Excel Report buttons, you will be prompted to similar reports as illustrated in Step 4.

Percentages Within Total Groups

HOC: All Offices

Agency Type: All Agency Types

Reporting Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009

Fiscal Year: 2009

PDF Report

| | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant |
|--|---|--|
| 3. Ethnicity of Clients (select only one) | | |
| a. Hispanic | 16.7% | 16.0% |
| b. Not Hispanic | 68.9% | 75.0% |
| c. Chose not to respond | 14.4% | 9.0% |
| Section 3 Total: | 100.0% | 100.0% |
| 4. Race of Clients | | |
| Single Race | | |
| a. American Indian/Alaskan Native | 0.8% | 1.2% |
| b. Asian | 2.3% | 1.7% |
| c. Black or African American | 28.3% | 31.6% |
| d. Native Hawaiian or Other Pacific Islander | 0.5% | 0.5% |
| e. White | 43.7% | 48.8% |
| Multi-Race | | |
| f. American Indian or Alaska Native and White | 0.2% | 0.3% |
| g. Asian and White | 0.1% | 0.1% |
| h. Black or African American and White | 0.7% | 0.7% |
| i. American Indian or Alaska Native and Black or African American | 0.1% | 0.1% |
| j. Other multiple race | 6.4% | 5.0% |
| k. Chose not to respond | 16.9% | 10.1% |
| Section 4 Total: | 100.0% | 100.0% |
| 5. Income Levels | | |
| a. < 50% of Area Median Income (AMI) | 35.8% | 42.8% |
| b. 50 - 79% of AMI | 20.7% | 23.9% |
| c. 80 - 100% of AMI | 9.5% | 9.7% |
| d. > 100% AMI | 11.2% | 8.8% |
| e. Chose not to respond | 22.7% | 14.8% |
| Section 5 Total: | 100.0% | 100.0% |
| 6. Clients Receiving Education/Group Sessions | | |
| a. Completed pre-purchase homebuyer education workshop | 24.4% | 36.4% |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | 16.3% | 19.3% |
| c. Completed resolving or preventing mortgage delinquency workshop | 7.1% | 8.7% |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | 1.9% | 2.8% |
| e. Completed fair housing workshop | 1.6% | 1.7% |
| f. Completed predatory lending workshop | 2.0% | 2.1% |
| g. Completed rental workshop | 2.6% | 5.5% |
| h. Other workshop | 44.1% | 23.5% |
| Group Session / Section 6 Total: | 100.0% | 100.0% |
| 7. Numbers of Clients COUNSELED, by Purpose of Visit and Results | | |
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 14.6% | 15.8% |
| 2) Client will be mortgage ready within 90 days | 28.8% | 28.2% |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 15.1% | 16.6% |
| 4) Receiving long term pre-purchase counseling | 20.7% | 21.6% |
| 5) Entered lease purchase progra | 0.3% | 0.2% |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 2.9% | 3.0% |
| 7) Withdrew from counseling | 10.4% | 7.6% |
| 8) Other | 7.2% | 6.9% |
| Section 7a Sub-total: | 100.0% | 100.0% |
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 2.9% | 3.6% |
| 2) Mortgage refinanced | 1.0% | 0.8% |
| 3) Mortgage modified | 15.6% | 15.0% |
| 4) Received second mortgage | 1.0% | 0.5% |
| 5) Initiated forbearance agreement/repayment plan | 5.8% | 6.2% |
| 6) Executed a deed-in-lieu | 0.3% | 0.2% |
| 7) Sold property/chose alternative housing solution | 0.7% | 0.6% |

| | | |
|--|---------------|-------------------------------------|
| 8) Other | 7.2% | 6.9% |
| Section 7a Sub-total: | 100.0% | 100.0% |
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 2.9% | 3.6% |
| 2) Mortgage refinanced | 1.0% | 0.8% |
| 3) Mortgage modified | 15.6% | 15.0% |
| 4) Received second mortgage | 1.0% | 0.5% |
| 5) Initiated forbearance agreement/repayment plan | 5.8% | 6.2% |
| 6) Executed a deed-in-lieu | 0.3% | 0.2% |
| 7) Sold property/chose alternative housing solution | 0.7% | 0.6% |
| 8) Pre-foreclosure sale | 1.9% | 1.1% |
| 9) Mortgage foreclosed | 1.3% | 1.4% |
| 10) Counseled and referred to another social service or emergency assistance agency | 5.9% | 4.8% |
| 11) Obtained partial claim loan from FHA lender | 0.2% | 0.2% |
| 12) Bankruptcy | 3.1% | 3.0% |
| 13) Entered debt management plan | 1.3% | 1.6% |
| 14) Counseled and referred for legal assistance | 1.5% | 2.2% |
| 15) Currently receiving foreclosure prevention/budget counseling | 37.7% | 39.6% |
| 16) Withdrew from counseling | 5.3% | 4.7% |
| 17) Other | 14.5% | 14.5% |
| Section 7b Sub-total: | 100.0% | 100.0% |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 44.1% | 41.4% |
| 2) Counseled on HECM; decided not to obtain mortgage | 8.8% | 6.8% |
| 3) Obtained a non-FHA reverse mortgage | 0.2% | 0.2% |
| 4) Received home equity or home improvement loan or other home repair assistance | 2.6% | 4.1% |
| 5) Received consumer loan (unsecured) | 0.2% | 0.2% |
| 6) Mortgage refinanced | 0.6% | 0.6% |
| 7) Counseled and referred to other social service agency | 2.8% | 3.3% |
| 8) Sold house/chose alternative housing solution | 0.6% | 0.3% |
| 9) Completed financial management/budget counseling | 9.2% | 9.0% |
| 10) Completed home maintenance counseling | 1.7% | 1.6% |
| 11) Counseled and utilities brought current | 3.9% | 3.6% |
| 12) Counseled and referred for legal assistance | 2.7% | 2.9% |
| 13) Currently receiving counseling | 12.4% | 18.1% |
| 14) Withdrew from counseling | 2.5% | 2.9% |
| 15) Other | 7.5% | 5.1% |
| Section 7c Sub-total: | 100.0% | 100.0% |
| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | |
| 1) Received housing search assistance | 11.6% | 11.2% |
| 2) Obtained temporary rental relief | 6.3% | 9.3% |
| 3) Counseled and referred to agency with rental assistance program | 3.6% | 4.9% |
| 4) Advised on recertification for HUD/other subsidy program | 5.5% | 8.5% |
| 5) Counseled and referred to other social service agency | 4.3% | 4.8% |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 1.1% | 1.0% |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 5.6% | 3.7% |
| 8) Found alternative rental housing | 3.0% | 3.3% |
| 9) Decided to remain in current housing situation | 9.9% | 9.9% |
| 10) Resolved issue in current tenancy | 7.8% | 6.6% |
| 11) Entered debt management/repayment plan | 2.6% | 3.0% |
| 12) Counseled and utilities brought current | 8.6% | 7.1% |
| 13) Resolved security deposit dispute | 1.9% | 1.1% |
| 14) Currently receiving counseling | 14.2% | 12.0% |
| 15) Withdrew from counseling | 2.1% | 2.2% |
| 16) Other | 11.8% | 11.5% |
| Section 7d Sub-total: | 100.0% | 100.0% |
| e. Seeking Shelter or Services for the Homeless | | |
| 1) Occupied emergency shelter | 43.6% | 49.3% |
| 2) Occupied transitional housing | 6.9% | 4.2% |
| 3) Occupied permanent housing with rental assistance | 13.5% | 13.7% |
| 4) Occupied permanent housing without rental assistance | 4.9% | 3.8% |
| 5) Counseled Referred to other social service agency | 8.1% | 5.8% |
| 6) Remained homeless | 5.3% | 4.2% |
| 7) Currently receiving counseling | 11.9% | 13.3% |
| 8) Withdrew from counseling | 2.2% | 3.1% |
| 9) Other | 3.6% | 2.4% |
| Section 7e Sub-total: | 100.0% | 100.0% |
| Individual Counseling / Section 7 a-e Total: | 100.0% | 100.0% |
| Total Counseling / Section 6 and 7 Total: | 100.0% | 100.0% |
| 8. HUD Housing Counseling Grant(s) Data | | |
| HUD Housing Counseling Grant or Sub-grant Application Number | Grant Type | HUD Housing Counseling Grant Amount |
| All HUD Grants | | \$41,502,773.55 |

Figure 129. OM – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry – Percentages Within Total Groups Report

- If the default **HUD Grants as a Percentage of All Activities** criteria is chosen for Analysis Type, the *HUD Grants as a Percentage of All Activities* report will be prompted, as depicted below. By pressing either the Excel Form Report or Excel Report buttons, you will be prompted to similar reports as illustrated in Step 4.

HUD Grants as a Percentage of All Activities

HOC: All Offices

Agency Type: All Agency Types

Reporting Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009

Fiscal Year: 2009

[PDF Report](#)

| | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant |
|--|--|--|
| 3. Ethnicity of Clients (select only one) | | |
| a. Hispanic | 100.0% | 11.9% |
| b. Not Hispanic | 100.0% | 13.5% |
| c. Chose not to respond | 100.0% | 7.8% |
| Section 3 Total: | 100.0% | 12.4% |
| 4. Race of Clients | | |
| Single Race | | |
| a. American Indian/Alaskan Native | 100.0% | 18.7% |
| b. Asian | 100.0% | 9.1% |
| c. Black or African American | 100.0% | 13.9% |
| d. Native Hawaiian or Other Pacific Islander | 100.0% | 12.0% |
| e. White | 100.0% | 13.8% |
| Multi-Race | | |
| f. American Indian or Alaska Native and White | 100.0% | 14.9% |
| g. Asian and White | 100.0% | 12.2% |
| h. Black or African American and White | 100.0% | 13.1% |
| i. American Indian or Alaska Native and Black or African American | 100.0% | 14.2% |
| j. Other multiple race | 100.0% | 9.7% |
| k. Chose not to respond | 100.0% | 7.4% |
| Section 4 Total: | 100.0% | 12.4% |
| 5. Income Levels | | |
| a. < 50% of Area Median Income (AMI) | 100.0% | 14.8% |
| b. 50 - 79% of AMI | 100.0% | 14.3% |
| c. 80 - 100% of AMI | 100.0% | 12.7% |
| d. > 100% AMI | 100.0% | 9.7% |
| e. Chose not to respond | 100.0% | 8.1% |
| Section 5 Total: | 100.0% | 12.4% |
| 6. Clients Receiving Education/Group Sessions | | |
| a. Completed pre-purchase homebuyer education workshop | 100.0% | 20.4% |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | 100.0% | 16.1% |
| c. Completed resolving or preventing mortgage delinquency workshop | 100.0% | 16.8% |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | 100.0% | 19.6% |
| e. Completed fair housing workshop | 100.0% | 14.0% |
| f. Completed predatory lending workshop | 100.0% | 14.8% |
| g. Completed rental workshop | 100.0% | 28.2% |
| h. Other workshop | 100.0% | 7.3% |
| Group Session / Section 6 Total: | 100.0% | 13.6% |
| 7. Numbers of Clients Counseled, by Purpose of Visit and Results | | |
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 100.0% | 21.4% |
| 2) Client will be mortgage ready within 90 days | 100.0% | 19.4% |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 100.0% | 21.6% |
| 4) Receiving long term pre-purchase counseling | 100.0% | 20.6% |
| 5) Entered lease purchase progra | 100.0% | 17.2% |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 100.0% | 20.4% |
| 7) Withdrew from counseling | 100.0% | 14.3% |
| 8) Other | 100.0% | 19.0% |
| Section 7a Sub-total: | 100.0% | 19.7% |
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 100.0% | 10.5% |
| 2) Mortgage refinanced | 100.0% | 6.7% |
| 3) Mortgage modified | 100.0% | 8.3% |
| 4) Received second mortgage | 100.0% | 3.9% |
| 5) Initiated forbearance agreement/repayment plan | 100.0% | 9.3% |
| 6) Executed a deed-in-lieu | 100.0% | 6.0% |
| 7) Sold property/chose alternative housing solution | 100.0% | 6.9% |

| | | |
|--|---------------|-------------------------------------|
| 8) Pre-foreclosure sale | 100.0% | 5.0% |
| 9) Mortgage foreclosed | 100.0% | 9.4% |
| 10) Counseled and referred to another social service or emergency assistance agency | 100.0% | 6.9% |
| 11) Obtained partial claim loan from FHA lender | 100.0% | 10.8% |
| 12) Bankruptcy | 100.0% | 8.4% |
| 13) Entered debt management plan | 100.0% | 10.5% |
| 14) Counseled and referred for legal assistance | 100.0% | 12.7% |
| 15) Currently receiving foreclosure prevention/budget counseling | 100.0% | 9.0% |
| 16) Withdrew from counseling | 100.0% | 7.6% |
| 17) Other | 100.0% | 8.6% |
| Section 7b Sub-total: | 100.0% | 8.6% |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 100.0% | 13.4% |
| 2) Counseled on HECM; decided not to obtain mortgage | 100.0% | 11.1% |
| 3) Obtained a non-FHA reverse mortgage | 100.0% | 14.2% |
| 4) Received home equity or home improvement loan or other home repair assistance | 100.0% | 22.4% |
| 5) Received consumer loan (unsecured) | 100.0% | 20.1% |
| 6) Mortgage refinanced | 100.0% | 12.6% |
| 7) Counseled and referred to other social service agency | 100.0% | 16.5% |
| 8) Sold house/chose alternative housing solution | 100.0% | 6.2% |
| 9) Completed financial management/budget counseling | 100.0% | 14.0% |
| 10) Completed home maintenance counseling | 100.0% | 13.1% |
| 11) Counseled and utilities brought current | 100.0% | 13.1% |
| 12) Counseled and referred for legal assistance | 100.0% | 15.4% |
| 13) Currently receiving counseling | 100.0% | 20.9% |
| 14) Withdrew from counseling | 100.0% | 16.4% |
| 15) Other | 100.0% | 9.7% |
| Section 7c Sub-total: | 100.0% | 14.3% |
| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | |
| 1) Received housing search assistance | 100.0% | 16.5% |
| 2) Obtained temporary rental relief | 100.0% | 25.3% |
| 3) Counseled and referred to agency with rental assistance program | 100.0% | 22.8% |
| 4) Advised on recertification for HUD/other subsidy program | 100.0% | 26.3% |
| 5) Counseled and referred to other social service agency | 100.0% | 18.7% |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 100.0% | 15.9% |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 100.0% | 11.4% |
| 8) Found alternative rental housing | 100.0% | 18.8% |
| 9) Decided to remain in current housing situation | 100.0% | 17.1% |
| 10) Resolved issue in current tenancy | 100.0% | 14.4% |
| 11) Entered debt management/repayment plan | 100.0% | 19.8% |
| 12) Counseled and utilities brought current | 100.0% | 14.1% |
| 13) Resolved security deposit dispute | 100.0% | 10.0% |
| 14) Currently receiving counseling | 100.0% | 14.4% |
| 15) Withdrew from counseling | 100.0% | 17.7% |
| 16) Other | 100.0% | 16.7% |
| Section 7d Sub-total: | 100.0% | 17.1% |
| e. Seeking Shelter or Services for the Homeless | | |
| 1) Occupied emergency shelter | 100.0% | 24.7% |
| 2) Occupied transitional housing | 100.0% | 13.3% |
| 3) Occupied permanent housing with rental assistance | 100.0% | 22.3% |
| 4) Occupied permanent housing without rental assistance | 100.0% | 16.9% |
| 5) Counseled Referred to other social service agency | 100.0% | 15.6% |
| 6) Remained homeless | 100.0% | 17.4% |
| 7) Currently receiving counseling | 100.0% | 24.5% |
| 8) Withdrew from counseling | 100.0% | 30.9% |
| 9) Other | 100.0% | 14.6% |
| Section 7e Sub-total: | 100.0% | 21.8% |
| Individual Counseling / Section 7 a-e Total: | 100.0% | 16.3% |
| Total Counseling / Section 6 and 7 Total: | 100.0% | 15.9% |
| 8. HUD Housing Counseling Grant(s) Data | | |
| HUD Housing Counseling Grant or Sub-grant Application Number | Grant Type | HUD Housing Counseling Grant Amount |
| All HUD Grants | | \$41,502,773.55 |

Figure 130. OM – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry – HUD Grants as a Percentage of All Activities Report

8.3 Grants

The U.S. Department of Housing and Urban Development (HUD) administers a comprehensive housing counseling program and provides grants through competitive awards to approved local housing counseling agencies, national and regional intermediaries, and state housing finance agencies. Using the HCS **Grant Processing** feature, you can: Setup Grant Applications: The Setup Grant Applications function sets up grant applications.

- **Scoring:** The Scoring function rates and ranks grant applications.

- **Final Scoring for Primary Reviewers:** This sorts the scoring out by the reviewers for each application.
- **Calculate Recommended Awards:** This calculates and submits the recommended awards.
- **Input Awards/Sub Allocations:** This allows you to input awards and sub allocations based on sub-agencies.

While logged in as an Office Manager, you will see the following Grants Processing menu of options:

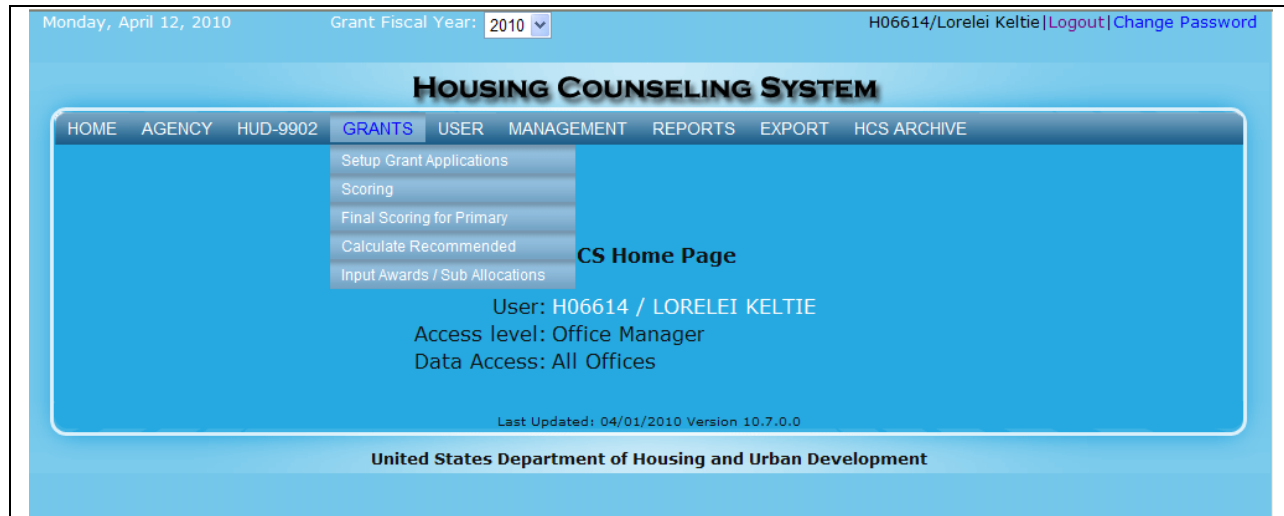


Figure 131. OM – Grants: Grants Menu

8.3.1 Grant Application Process

The Grant Application Process sets up the HCS system for the entire year. The Grant Application Process involves:

- **Setup Grant Applications**
- **Scoring**
- **Final Scoring for Primary Reviewers**
- **Calculate Recommended Awards**
- **Input Awards/Sub Allocations**

The sections below explain each grant applications step in detail.

8.3.2 Setup Grant Applications

As an Office Manager, you can create and update grant applications for the agencies within your Housing Office Center. To update or create grant applications follow the steps below.

1. From the upper navigation menu, click the **Setup Grant Application** hyperlink. The *Setup Grant Applications for FY 20XX* screen appears, displaying a list of existing grant applications based on HUD Offices.
2. To view specific grant applications, by agency, select a grant type as illustrated in Figure 132.

| Setup Grant Applications - for FY 2009 | | | |
|--|---------------------------|------------|-------------|
| Denver (HOC) office view | | | |
| Grant Application by Office | Grant Type | # of Apps | # of Agency |
| Denver (HOC) ! GTR REVIEWER RULE: | LHCA-COMP | 105 | 111 |
| | LHCA-LDRC | 20 | |
| | LHCA-HECM | 12 | |
| | MSO-COMP | 1 | |
| | MSO-LDRC | 1 | |
| | MSO-HECM | 0 | |
| | SHFA-COMP | 5 | |
| | SHFA-LDRC | 2 | |
| Total Applications | | 146 | |
| Total Agencies | | | 111 |

Figure 132. OM – Grants: Grant Applications by HUD Office for FY 20XX

- Click the an agency name in the Agency Name column to update an existing grant application. The Agency and applicable (HOC) screen appears.

| Denver | | | | | | | | | | |
|--|-----------|-------------|---------------------------|---|------------|---------|------------------------------------|----------------------|----------------------|--------|
| Instructions: Click on Agency Name title hyperlink to list the agencies in Agency Name and HUD Office order. Click on Agency ID title hyperlink to list the agencies in Agency ID and HUD Office order. Click on Agency Type title hyperlink to list the agencies in Agency Type, Agency Name, and HUD Office order. Click on Address title hyperlink to list the agencies in State, Agency Name, HUD Office, and Appl ID order. Click on HUD Office title hyperlink to list the agencies in HUD Office and Appl ID, that is the Application ID, order. | | | | | | | | | | |
| New Application... | | | | | | | | | | |
| Agency Name | Agency ID | Agency Type | Grant Type | Address | HUD Office | Appl ID | Awarded FY 2005 FY 2006 FY 2007 | | | Delete |
| JUSTINE PETERSEN HOUSING AND REINVESTMENT COR | 81462 | LHCA | REVERSE MORTGAGE COUNSELI | 1023 N. Grand Blvd. St. Louis, MO 63106 | 0892 | 001 | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| LEGAL AID OF WESTERN MISSOURI | 82416 | LHCA | REVERSE MORTGAGE COUNSELI | 1125 Grand Boulevard Kansas City, MO 64106 | 0892 | 002 | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| HIGH PLAINS COMMUNITY DEVELOPMENT, CORP. | 81530 | LHCA | REVERSE MORTGAGE COUNSELI | 130 E. 2nd Street Chadron, NE 69337-2329 | 0892 | 004 | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| CITY OF FORT WORTH HOUSING DEPARTMENT | 81140 | LHCA | REVERSE MORTGAGE COUNSELI | 1000 Throckmorton St Fort Worth, TX 76102 | 0892 | 005 | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| CCCS OF N CENTRAL TEXAS | 80946 | LHCA | REVERSE MORTGAGE COUNSELI | 901 N. McDonald, Suite 600 McKinney, TX 75069 | 0892 | 006 | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| SCI-TECH DEVELOPMENT, INC. (SDI) DBA SDI | 83920 | LHCA | REVERSE MORTGAGE COUNSELI | 5401 North 76th Street Milwaukee, WI 53218 | 0892 | 007 | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| EL PASO COMMUNITY ACTION PROGRAM, PROJECT BRAVO, INC. | 81154 | LHCA | REVERSE MORTGAGE COUNSELI | 4838 Montana Ave El Paso, TX 79903 | 0892 | 008 | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| COMMUNITY ACTION PARTNERSHIP OF SUBURBAN HENNEPIN | 80662 | LHCA | REVERSE MORTGAGE COUNSELI | 33 10th Ave South Hopkins, MN 55343-1303 | 0892 | 009 | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| COMMUNITY ACTION SERVICES | 80228 | LHCA | REVERSE MORTGAGE COUNSELI | 815 South Freedom Blv., Suite 100 Provo, UT 84601 | 0892 | 010 | <input type="text"/> | <input type="text"/> | <input type="text"/> | |

Figure 133. OM – Grants: Grant Applications for FY 20XX

- 4. Edit the desired fields on the Grant Application page, and once completed select **OK** to save any changes. Select **Cancel** to go back to previous page without saving any changes.

Setup Grant Application for FY 2008

Instructions: Fill out the form below, review your information for accuracy, and click the OK button.
 Projected Next Fiscal Year Enter the number of clients the agency plans to service from their grant request.
 Adjusted Projections This is an automated adjustment to the Projected number of clients based on the grant amount awarded. This is provided as a reference in order to enter a realistic Committed Projections.
 Committed Projections Enter the final number of clients the agency should service based on their final grant award.
 * indicates required information.

| | | | | | |
|------------------------|---|------------------------|------------|---------------------|--|
| Agency Name: | JUSTINE PETERSEN HOUSING AND REINVESTMENT COR | Agency ID: | 81462 | Agency Type: | LHCA |
| Fed Tax ID Num: | 43-1769074 | DUNS Num: | 090336228 | Address: | 1023 N. Grand Blvd. St. Louis, MO 63106 |
| HUD Office: | Denver (HOC) | Application ID: | 0892 - 001 | Grant Type: | REVERSE MORTGAGE COUNSELI |

| Client Outcome Projections | Projected Next FY | Adjusted Projections | Committed Projections |
|---|----------------------|----------------------|-----------------------|
| Factor 3 | | | |
| Projected # of Clients that will be served | <input type="text"/> | | <input type="text"/> |
| Factor 5 | | | |
| Projected # of Clients of Pre-Purchase Counseling that will purchase home | <input type="text"/> | | <input type="text"/> |
| Projected # of Clients of Pre-Purchase Counseling that are working and will become mortgage ready | <input type="text"/> | | <input type="text"/> |
| Projected # of Clients of Pre-Purchase Counseling that will not purchase a home | <input type="text"/> | | <input type="text"/> |
| Projected # of Clients of Default Counseling successfully avoiding foreclosure | <input type="text"/> | | <input type="text"/> |
| Projected # of Clients of Rental Counseling | <input type="text"/> | | <input type="text"/> |
| Factor 5 - Predatory Lending Applicants Only | | | |
| Projected # of Predatory Lending Counsel that have their mortgage modify, refinanced, or other to avoid foreclosure | <input type="text"/> | | <input type="text"/> |

| | |
|---------------------------------|--|
| Eligibility Requirements | Delinquent in Federal Debt? <input type="checkbox"/> Yes |
| Primary Reviewer: | Spragg, Diana (Inactive) <input type="text"/> |
| Secondary Reviewer 2: | Heiser, Patricia E <input type="text"/> |
| HUD Office GTR: | Saddler, DeLois |
| Secondary Reviewer 1: | Vaughn, Nanci (Inactive) <input type="text"/> |
| Secondary Reviewer 3: | (select one) <input type="text"/> |

Clients Serviced Last FY:

Requested: \$
 *

Recommended: \$

Prev. FY Funding: \$

2-YR Review:

Prev. Yr. Draws:

Figure 134. OM – Grants: Setup Grant Application for FY 20XX

- 5. To create a new grant application for an agency, click **New Application**. The Agency screen appears.

Agency: Denver (HOC)

(Select One)

Figure 135.A. OM – Grants: Agency (Select)

- Click the drop-down arrow and select an agency for the new application.

Note: You must select an application before you click **OK**. To cancel this new application, click **Cancel**.

- Click **OK**. The *Setup Grant Application for FY 20XX* screen appears displaying the Agency selected.

| Setup Grant Application for FY 2008 | | | |
|---|--|------------------------------|--|
| <p>Instructions: Fill out the form below, review your information for accuracy, and click the OK button. Projected Next Fiscal Year <input type="checkbox"/> Enter the number of clients the agency plans to service from their grant request. Adjusted Projections <input type="checkbox"/> This is an automated adjustment to the Projected number of clients based on the grant amount awarded. This is provided as a reference in order to enter a realistic Committed Projections. Committed Projections <input type="checkbox"/> Enter the final number of clients the agency should service based on their final grant award. * indicates required information.</p> | | | |
| Agency Name: | AFFORDABLE HOUSING OF PARKER COUNTY | Agency ID: | 83495 |
| Fed Tax ID Num: | 75-2946623 | DUNS Num: | 000000000 |
| HUD Office: | | Address: | 101 Swan Court Springtown, TX 76082 |
| Eligibility Requirements | Delinquent in Federal Debt? <input type="checkbox"/> Yes | Grant Type: | |
| | | HUD Office GTR: | Massengale, Alice |
| Primary Reviewer: | (select one) ▼ | Secondary Reviewer 1: | (select one) ▼ |
| Secondary Reviewer 2: | (select one) ▼ | Secondary Reviewer 3: | (select one) ▼ |
| 2-YR Review: | No ▼ | | |
| Prev. Yr. Draws: | No ▼ | | |
| | | OK | Cancel |

Figure 135.B. OM – Grants: Setup Grant Application for FY 20XX

- Complete the form.
- If the agency is delinquent in Federal debt, click the box next to **Yes** in the **Delinquent in Federal Debt** field.
- Select a primary and secondary reviewer(s) using the appropriate reviewer drop-down boxes.
- Select **Yes** or **No** in the **2-YR Review** and **Prev. Yr. Draws** field.
- To save this new grant application, click **OK**. To cancel this application, click **Cancel**.

You have now completed a new grant application.

8.3.3 Scoring

As an Office Manager you can score grant applications. This section describes how to review, edit, or delete grant application scores.

- From the upper navigation menu, click the **Scoring** hyperlink. The *Application Scoring List Search for Fiscal Year 20XX* screen appears.
- From here you will be able to edit your search criteria based on:

- a. Agency ID
 - b. Agency Name
 - c. Reviewer
 - d. Application ID
3. Once you have narrowed down your search click the **Search** button to retrieve those results, or **Clear** to erase what was put into each field.

Application Scoring list Search for FY 2010

Instructions:

- Search feature provided allows customizing list of completed scores.
- To select a new score card directly, click "NEW SCORE" button.

NOTE: If scoring is "Disable", the Project Manager is in the process of setting up the score criteria and rules. When system is configured properly, the scoring will be "Enabled" allowing scores to be entered.

Agency ID

Agency Name

Reviewer

Application ID -

Figure 136. OM – Scoring: Application Scoring List Search for FY 20XX

4. You will be prompted to your search results, which you can sort based off of the following criteria:
- a. Agency Name
 - b. Agency ID
 - c. Agency Type
 - d. Application ID
 - e. Reviewer
5. To open a specific scorecard, click the hyperlink under Agency Name that you would like to view.

Note: to Delete or add New Score skip to step 9.

Application(s) Scored for Fiscal Year 2010

Instructions: + -

New Score... search returns 5

| Agency Name | Agency ID | Agency Type | Grant Type | Application ID | Reviewer | Total Score | Delete |
|--|-----------|-----------------------|------------|----------------|------------------|-------------|----------------------------------|
| HOMEOWNERSHIP PRESERVATION FOUNDATION | 84081 | National Intermediary | COMP | 0011-004 | Grotheer, George | 92 | <input type="button" value="X"/> |
| NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS | 84539 | National Intermediary | COMP | 0011-006 | Grotheer, George | 93 | <input type="button" value="X"/> |
| NATIONAL URBAN LEAGUE | 81639 | National Intermediary | COMP | 0011-013 | Grotheer, George | 89 | <input type="button" value="X"/> |
| CCCS OF GREATER ATLANTA - MAIN OFFICE | 84538 | National Intermediary | COMP | 0011-015 | Grotheer, George | 95 | <input type="button" value="X"/> |
| CCCS OF GREATER ATLANTA - MAIN OFFICE | 84538 | National Intermediary | HECM | 0012-002 | Grotheer, George | 94 | <input type="button" value="X"/> |

New Score...

Figure 137. OM – Scoring: Application(s) Scored for Fiscal Year 2010

6. Once you have chosen your desired Agency, you will be prompted to the Factors For Award scorecard.

- a. Check agency information for accuracy to ensure you are evaluating the correct score card.
 - b. Other Reviewers assigned to this application are posted for reference.
 - c. All sub-factor scores when listed must be scored. Major Factor scores cannot be over written when sub-factors are listed. Major Factor scores will automatically sum the scores of its sub-factors. If no sub-factors are listed, the score for the Major Factor can be entered directly.
 - d. If applicable, instructions to each sub-factor are provided by selecting the Blue Information icon.
 - e. **Bonus Points** are shown if applicable. Combine the Factor scores plus Bonus Points to determine Total Score.
7. When all scores have been entered, click the **OK** button on the bottom to save the score card, or **Cancel** to erase changes.

Factors for Award

Instructions: + -

| | |
|--|---|
| <p>Agency ID: 84081 Agency Name: HOMEOWNERSHIP PRESERVATION FOUNDATION Grant Category: INTERMEDIARY Reviewer: George Grotheer Other Reviewer(s): Brian Siebenlist (Prim. Rvwr) Colleen Weiser</p> | <p>Application ID: 0011-004 Grant Type: COMP</p> |
|--|---|

| Rating Factor | Score | Bonus Points | Max Points | Max Bonus Points | Info | Other Scores |
|--|-------|--------------|------------|------------------|------|-----------------|
| 1. Capacity of the Applicant and Relevant Organizational Staff | 27 * | | 30 | | | BS: 26 CW: 0 |
| 1a. RF1-2a: Average Combined Housing Counseling Experience of Project Director and Staff | 6 * | | 6 | | | |
| 1b. RF1-2b: Specialized Training Received for all Counselors and Staff | 3 * | | 5 | | | |
| 1c. RF1-3a: Grantee Requirements | 2 * | | 3 | | | |
| 1d. RF1-3b: HUD 9902-Filed Electronically in a timely manner | 2 * | | 2 | | | |
| 1e. RF1-3c: Grant Funds Fully Expended? What % of Award was Expended? | 2 * | | 2 | | | |
| 1e. RF1-3c: Grant Funds Fully Expended? What % of Award was Expended? | | 2 * | | 2 | | |
| 1f. RF1-3d: Performance Reviews | | 5 * | | 5 | | |
| 1g. RF1-3e: Housing Counseling System (HCS) | | 2 * | | 2 | | |
| 1h. RF1-4a: Performance Evaluation | | 1 * | | 1 | | |
| 1i. RF1-4b: Goals/Results | | 4 * | | 4 | | |
| Strength: + - | | | | | | |
| <div style="border: 1px solid #ccc; padding: 5px;">test</div> | | | | | | |
| Weakness: + - | | | | | | |
| 2. Need/Extent of the Problem | | 5 * | | 5 | | BS: 5 CW: 0 |
| 2a. RF2-1: Needs Data | | 3 * | | 3 | | |
| 2b. RF2-2: Departmental Policy Priorities | | 2 * | | 2 | | |
| Strength: + - | | | | | | |
| <div style="border: 1px solid #ccc; padding: 5px;">test</div> | | | | | | |
| Weakness: + - | | | | | | |

| | | | | | | |
|--|---------------------------------|---|-----|---|----|----|
| 1f. RF1-3d: Performance Reviews | <input type="text" value="5"/> | * | 5 | | | |
| 1g. RF1-3e: Housing Counseling System (HCS) | <input type="text" value="2"/> | * | 2 | | | |
| 1h. RF1-4a: Performance Evaluation | <input type="text" value="1"/> | * | 1 | | | |
| 1i. RF1-4b: Goals/Results | <input type="text" value="4"/> | * | 4 | | | |
| Strength: + - | | | | | | |
| Weakness: + - | | | | | | |
| 2. Need/Extent of the Problem | <input type="text" value="5"/> | * | 5 | | | |
| 2a. RF2-1: Needs Data | <input type="text" value="3"/> | * | 3 | | | |
| 2b. RF2-2: Departmental Policy Priorities | <input type="text" value="2"/> | * | 2 | | | |
| Strength: + - | | | | | | |
| Weakness: + - | | | | | | |
| 3. Soundness of Approach/Scope of Housing Counseling Services | <input type="text" value="40"/> | * | 45 | | | |
| 3a. RF3-1a: Average Number of Hours per Client/per Counseling Type | <input type="text" value="0"/> | * | 2 | | | |
| 3b. RF3-1b: Types of Counseling | <input type="text" value="4"/> | * | 4 | | | |
| 3c. RF3-1c: Group vs One-on-One | <input type="text" value="1"/> | * | 1 | | | |
| 3d. RF3-1d: Marketing and Outreach | <input type="text" value="1"/> | * | 1 | | | |
| 3e. RF3-2a: Cost Per Client | <input type="text" value="6"/> | * | 6 | | | |
| 3f. RF3-2b: Capacity | <input type="text" value="1"/> | * | 1 | | | |
| 3g. RF3-2c: Training Expenditures | <input type="text" value="0"/> | * | 2 | | | |
| 3h. RF3-2d: Percentage of Grant Funding Passed Through | <input type="text" value="1"/> | * | 1 | | | |
| 3v. RF3-6a: Percent of Grant Funding to be Passed Through | <input type="text" value="2"/> | * | 3 | | | |
| 3w. RF3-6b: Capacity | <input type="text" value="1"/> | * | 1 | | | |
| Strength: + - | | | | | | |
| Weakness: + - | | | | | | |
| 4. Leveraging Resources | <input type="text" value="10"/> | * | 10 | | | |
| Strength: + - | | | | | | |
| Weakness: + - | | | | | | |
| 5. Achieving Results and Program Evaluation | <input type="text" value="10"/> | * | 10 | | | |
| 5a. RF5-1a: Outputs/Services | <input type="text" value="3"/> | * | 3 | | | |
| 5b. RF5-1b: Outcomes | <input type="text" value="3"/> | * | 3 | | | |
| 5c. RF5-1c: Logic Model Projections | <input type="text" value="3"/> | * | 3 | | | |
| 5d. RF5-1d: Evaluation Tools | <input type="text" value="1"/> | * | 1 | | | |
| Strength: + - | | | | | | |
| Weakness: + - | | | | | | |
| Total | <input type="text" value="92"/> | | 100 | 0 | BS | CW |
| | | | | | 41 | 0 |

Figure 138.A. OM – Scoring: Application(s) Scored for Fiscal Year 2010

8. If you click **OK**, and there are errors associated with your scoring you will prompted to various messages.
 - a. If the number you input is larger than the Max Points, a error message will pop-up
 - b. If the number you input is not a whole number, a error message will pop-up
 - c. If the number you input is not a positive number, a error message will pop-up

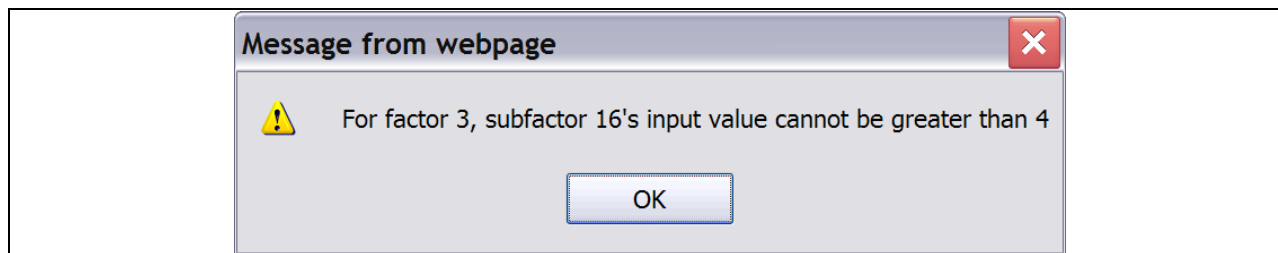


Figure 138.B. OM – Scoring: Message from webpage (Step 8.a)

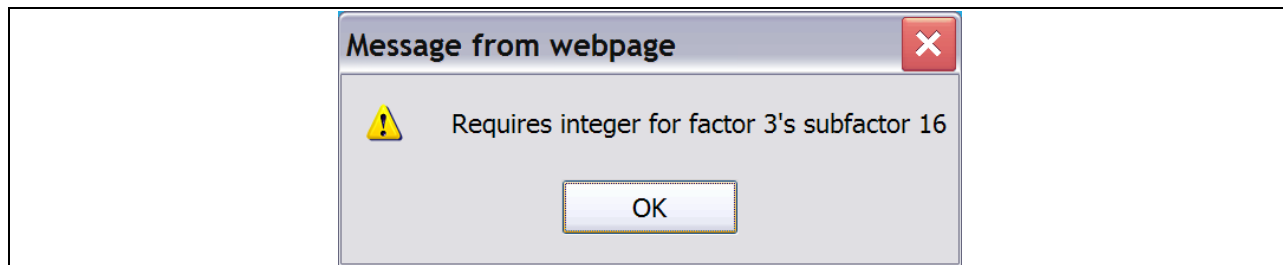


Figure 138.C. OM – Scoring: Message from webpage (Step 8.b)

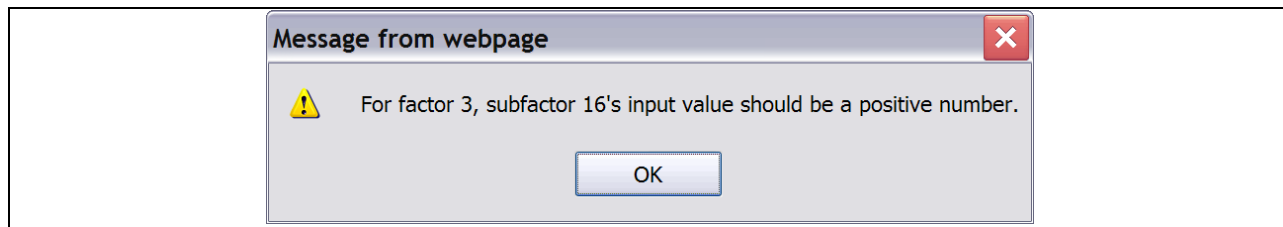


Figure 138.D. OM – Scoring: Message from webpage (Step 8.c)

Application(s) Scored for Fiscal Year 2010

Instructions: + -

New Score... search returns 5

| Agency Name | Agency ID | Agency Type | Grant Type | Application ID | Reviewer | Total Score | Delete |
|--|-----------|-----------------------|------------|----------------|------------------|-------------|--------|
| HOMEOWNERSHIP PRESERVATION FOUNDATION | 84081 | National Intermediary | COMP | 0011-004 | Grotheer, George | 92 | |
| NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS | 84539 | National Intermediary | COMP | 0011-006 | Grotheer, George | 93 | |
| NATIONAL URBAN LEAGUE | 81639 | National Intermediary | COMP | 0011-013 | Grotheer, George | 89 | |
| CCCS OF GREATER ATLANTA - MAIN OFFICE | 84538 | National Intermediary | COMP | 0011-015 | Grotheer, George | 95 | |
| CCCS OF GREATER ATLANTA - MAIN OFFICE | 84538 | National Intermediary | HECM | 0012-002 | Grotheer, George | 94 | |

New Score...

Figure 139. OM – Scoring: Application(s) Scored for Fiscal Year 2010

9. To delete a score, click the button found under the delete column on the *Application(s) Scored for Fiscal Year 2010*.
10. A message will be prompted prior to finalizing your action. Click **OK** to delete the score, or **Cancel** to return back to the *Application(s) Scored for Fiscal Year 2010* page.

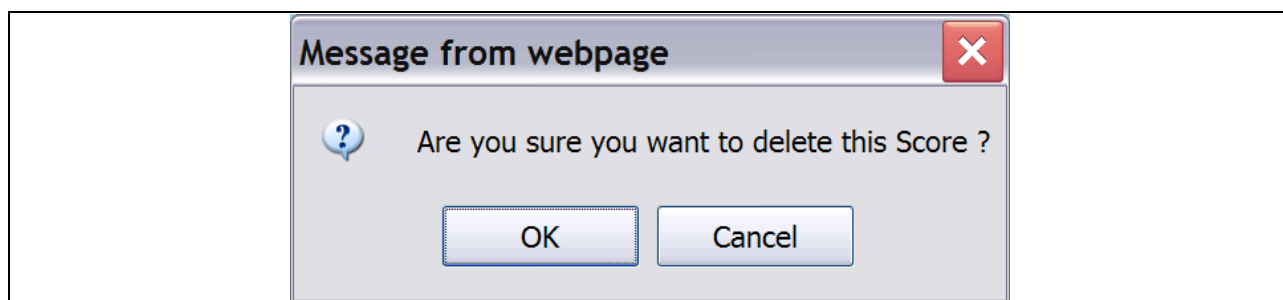


Figure 140. OM – Scoring: Message from webpage Delete a Score

11. To add a New Score, click the **New Score** button located above and below the Agency Name column.

12. This will prompt you to a list of scorecards that are awaiting your review, similar to Figure 139.

13. The scorecard, and process, will be the same as previously described in Steps 6 and 7.

You have now finished using the HCS **Scoring** feature.

8.3.4 Final Scoring for Primary Reviewer

You can complete the final scoring for primary reviewers by searching for an agency, reviewer name, or application ID.

1. From the top navigation menu, click the **Final Scoring for Primary Reviewers** hyperlink. The *Final Scoring for Primary Reviewers Search for FY 20XX* screen appears.

Figure 141. OM – Grants: Final Scoring for Primary Reviewers Search for FY 20XX

2. Search for the final scoring for primary reviewers by using any combination of the search criteria to filter the list of applications that require a final score.
 - a. Enter the agency ID you are searching for in the **Agency ID** field.
 - b. Enter the agency's name in the **Agency Name** field.
 - c. Click the drop-down box next to the **Primary Reviewer** field and select the primary reviewer for this scoring.
 - d. Enter the application's ID in the **Application ID** field.
3. Click **Search**. The *Final Scoring List for Fiscal Year 20XX* search results screen appears displaying the search results the HCS system finds based on your search criteria:

| Final Scoring List for Fiscal Year 2008 | | | | | | | | |
|---|---|--------------------------------|------------|-------|-------|-------|-------|-------|
| Search Criteria: • Agency Name: national foundation for credit counseling | | | | | | | | |
| Appl. ID | Agency Name | Reviewer | Factor No. | | | | | Total |
| | | | 1 | 2 | 3 | 4 | 5 | |
| 0000-008 | NATIONAL FOUNDATION FOR CREDIT COUNSELING, INC. | Roman, Ruth | No Review | | | | | |
| | | Cromwell, Betsy | 26.00 | 10.00 | 33.00 | 10.00 | 12.00 | 91.00 |
| | | Siebenlist, Brian (Prime Rvwr) | No Review | | | | | |
| | | Average Score: | 26.00 | 10.00 | 33.00 | 10.00 | 12.00 | 91.00 |
| | | Final Score: | 29.00 | 10.00 | 35.00 | 10.00 | 12.00 | 96.00 |
| 0094-002 | NATIONAL FOUNDATION FOR CREDIT COUNSELING, INC. | Roman, Ruth | No Review | | | | | |
| | | Cromwell, Betsy | 26.00 | 10.00 | 33.00 | 10.00 | 12.00 | 91.00 |
| | | Siebenlist, Brian (Prime Rvwr) | No Review | | | | | |
| | | Average Score: | 26.00 | 10.00 | 33.00 | 10.00 | 12.00 | 91.00 |
| | | Final Score: | 29.00 | 10.00 | 35.00 | 10.00 | 12.00 | 96.00 |

Figure 142. OM – Grants: Final Scoring List for Fiscal Year 20XX

- To view or edit the final scoring for a specific agency, Click the agency's name in the **Agency's Name** column. The *Final Scoring for Primary Reviewer* screen appears.
- Review the form; edit the final score by typing in the **Final Score** fields.
- Click **OK** to save your changes or **Cancel** to exit the screen.

| Final Scoring for Primary Reviewer | | | | | | | |
|---|------------|-------------------------------------|------------------|----------------------------------|------------|---------------|----------------------|
| Instructions: Fill out the form below, review your information for accuracy, and click the OK button. The Average Score is based on scores submitted. | | | | | | | |
| Agency Name: NATIONAL FOUNDATION FOR CREDIT COUNSELING, INC. | | | | | | | |
| Application ID: 0000-008 | | Grant Category: Intermediary | | Grant Type: Comprehensive | | | |
| Primary Reviewer: Brian Siebenlist | | | | | | | |
| Rating Factor | Max Points | Max Bonus Points | Brian Siebenlist | Betsy Cromwell | Ruth Roman | Average Score | Final Score |
| 1. Capacity of the Applicant and Relevant Organizational Staff | 30.00 | 0.00 | 0.00 | 26.00 | 0.00 | 26.00 | <input type="text"/> |
| 2. Need/Extent of the Problem | 10.00 | 0.00 | 0.00 | 10.00 | 0.00 | 10.00 | <input type="text"/> |
| 3. Soundness of Approach/Scope of Housing Counseling Services | 38.00 | 0.00 | 0.00 | 33.00 | 0.00 | 33.00 | <input type="text"/> |
| 4. Leveraging Resources | 10.00 | 0.00 | 0.00 | 10.00 | 0.00 | 10.00 | <input type="text"/> |
| 5. Achieving Results and Program Evaluation | 12.00 | 0.00 | 0.00 | 12.00 | 0.00 | 12.00 | <input type="text"/> |
| Total | 100.00 | 0.00 | 0.00 | 91.00 | 0.00 | 91.00 | NaN |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> | | | | | | | |

Figure 143. OM – Grants: Final Scoring for Primary Reviewer – Agency Details

You have now used the HCS Search for **Final Scoring for Primary Reviewers** feature.

8.3.5 Calculate Recommended Award

As an Office Manager you can view the Recommended Awards that were calculated for a given year.

1. From the top navigation menu, click the **Calculate Recommended Award** hyperlink. The *Recommended Awards Calculation for FY 20XX* screen appears.

| Recommended Awards Calculation for Fiscal Year 2008 | | | | | | | |
|---|------------------------|------------------------|------------------------|------------|----------------|--------------|---------------|
| <p>Instructions: Activating each Grant Type below will generate HCS to calculate a recommended award for all applications that have a Final Score assigned to that Grant Type. Applications are ready to be calculated using this feature when the number under '# Calculated' is less than the number under '# Final Score'. To execute Recommended Award:</p> <ol style="list-style-type: none"> 1. Select the HUD Office application is processing under. 2. Click on the Grant Type that describes the application you wish to calculate recommended award amounts. This will take you to another page to perform the calculation. 3. Go to bottom of the calculation page and click the 'Save' button to save the recommended awards to database. Calculated applications will be reflected under '# Calculated' column. 4. Monitor the # Calculated for it to equal the # Applied to determine when all applications have been calculated. All applications applied must be calculated to get an accurate Recommended Award for each application. 5. Recommended Award amount should equal Allocated amount when all applications are calculated. | | | | | | | |
| Grant Type | Allocated | Recommended Award | Requested Funds | # Applied | # Final Scored | # Calculated | % Completed |
| SHFA | | | | | | | |
| Comprehensive | \$2,580,000.00 | \$2,579,999.98 | \$5,267,090.36 | 19 | 19 | 19 | 100.00% |
| Intermediary | | | | | | | |
| REVERSE MORTGAGE COUNSEL | \$3,559,450.00 | \$3,559,450.00 | \$6,252,000.00 | 3 | 3 | 3 | 100.00% |
| Comprehensive | \$24,002,500.00 | \$24,002,500.00 | \$39,080,528.97 | 21 | 21 | 21 | 100.00% |
| LHCA | | | | | | | |
| REVERSE MORTGAGE COUNSEL | \$440,550.00 | \$440,550.00 | \$468,050.00 | 29 | 29 | 29 | 100.00% |
| Comprehensive | \$15,867,932.59 | \$15,975,043.84 | \$31,005,291.71 | 431 | 431 | 429 | 99.54% |
| LOAN DOCUMENT REVIEW COUN | \$575,000.00 | \$575,000.00 | \$575,000.00 | 1 | 1 | 0 | 0.00% |
| HUD Total: | \$47,025,432.59 | \$47,132,543.82 | \$82,647,961.04 | 504 | 504 | 501 | 99.40% |

Figure 144. OM – Grants: Recommended Awards Calculation by Grant Category

8.3.6 Input Award/Sub Allocations

As an Office Manager you can input awards and sub-allocations. The list of applications is dependent on the type of funding allocations chosen by HUD and described in Calculate Recommended Awards above. Follow these steps to input/review the awards and sub-allocations when funding allocations chosen by HUD is Grant Category and Housing Office Center:

1. From the upper navigation menu, click the **Input Awards/Sub Allocations** hyperlink. The *Input Awards for FY 20XX* screen appears, displaying the available HUD Offices, and the allocated funds, amount awarded, and the grant type for each office.

| All Offices Office View | | | |
|---|------------------------------|------------------------|------------------------|
| Input Awards for FY 2009 | | | |
| Instructions: List of grant applications for awards input will be displayed by clicking on corresponding Grant Applicant Category . | | | |
| Grant Type | | Allocated | Awarded |
| COMP | INTERMEDIARY | \$25,727,323.00 | \$25,727,323.00 |
| | LHCA | \$17,111,728.00 | \$17,111,728.00 |
| | MSO | \$1,570,000.00 | \$1,570,000.00 |
| | SHFA | \$2,650,000.00 | \$2,650,000.00 |
| FLMF | | Allocated | Awarded |
| | INTERMEDIARY | \$798,272.00 | \$798,272.00 |
| LDRC | | Allocated | Awarded |
| | INTERMEDIARY | \$992,677.00 | \$992,677.00 |
| | LHCA | \$904,358.00 | \$904,358.00 |
| | MSO | \$99,653.00 | \$99,653.00 |
| HECM | | Allocated | Awarded |
| | INTERMEDIARY | \$6,500,000.00 | \$6,500,000.00 |
| | LHCA | \$1,000,000.00 | \$1,000,000.00 |
| TRNG | | Allocated | Awarded |
| | INTERMEDIARY | \$5,000,000.00 | \$5,000,000.00 |
| Grand Total: | | \$62,850,000.00 | \$62,850,000.00 |

Figure 145. OM – Grants: Input Awards for FY 20XX

- Click the **HUD Office** hyperlink for the HUD Office that you'd like to input/review awards. The *Select a Grant Application to Award for FY 20XX* screen appears.

| Select a Grant Application to Award for FY 2009 | | | | | | | | |
|--|-----------|-------------|------------|----------------------------|----------------|----------------|---------------|-------------|
| Instructions: + - | | | | | | | | |
| Agency Name | Agency ID | Agency Type | Grant Type | HUD office | City/State | Application ID | Sub-Allocated | Awarded |
| NEW YORK CITY COMMISSION ON HUMAN RIGHTS | 80439 | LHCA | COMP | Philadelphia (LHCA - COMP) | New York, NY | 0321-001 | N | \$0.00 |
| YWCA DELAWARE | 80961 | LHCA | COMP | Philadelphia (LHCA - COMP) | Newark, DE | 0321-002 | N | \$20,000.00 |
| UNIVERSITY LEGAL SERVICES | 80219 | LHCA | COMP | Philadelphia (LHCA - COMP) | Washington, DC | 0321-003 | N | \$0.00 |
| NATIONAL COUNCIL ON AGRICULTURAL LIFE AND LABOR RESEARCH FUND, INC. | 80570 | LHCA | COMP | Philadelphia (LHCA - COMP) | Dover, DE | 0321-004 | N | \$46,220.00 |
| CHRISTIAN ACTIVITIES COUNCIL | 84173 | LHCA | COMP | Philadelphia (LHCA - COMP) | Hartford, CT | 0321-005 | N | \$32,236.00 |
| OPPORTUNITIES INDUSTRIALIZATION CENTER OF NEW LONDON COUNTY, INC. | 84654 | LHCA | COMP | Philadelphia (LHCA - COMP) | New London, CT | 0321-006 | N | \$0.00 |
| MUTUAL HOUSING OF SOUTH CENTRAL CT, INC. // NEIGHBORWORKS NEW HORIZONS | 84534 | LHCA | COMP | Philadelphia (LHCA - COMP) | New Haven, CT | 0321-007 | N | \$0.00 |
| CHELSEA RESTORATION CORPORATION | 84144 | LHCA | COMP | Philadelphia (LHCA - COMP) | Chelsea, MA | 0321-008 | N | \$21,748.00 |
| GREATER BOSTON LEGAL SERVICES | 80563 | LHCA | COMP | Philadelphia (LHCA - COMP) | Boston, MA | 0321-009 | N | \$30,488.00 |
| PRO-HOME, INC. | 81747 | LHCA | COMP | Philadelphia (LHCA - COMP) | Taunton, MA | 0321-010 | N | \$35,732.00 |
| COMMUNITY SERVICE NETWORK, INC. | 81850 | LHCA | COMP | Philadelphia (LHCA - COMP) | Stoneham, MA | 0321-011 | N | \$23,496.00 |

Figure 146. OM – Grants: Select a Grant Application to Award for FY 20XX

- To sort this list: Click the **Agency Name** button to list the agencies in Agency Name order. Click the **Application ID** button to list the agencies in Application ID order. Click the **Agency Type** button to sort by agency type and Agency Name order. Click the hyperlink for the agency that you wish to grant an award.
- To select a grant application from a specific agency, click the hyperlink for the agency's name in the **Agency Name** column. The *Input Awards for FY 20XX* screen appears.
- Complete the form; enter the amount awarded in whole dollars (format: 9999999) and make sure the number of zero (0)s are correct. The amount awarded should not exceed the agency's requested amount.

| Input Awards for FY 2009 | | | |
|--|--|--|----------------------------|
| Instructions: Fill out the form below, review your information for accuracy, and click the OK button to save results. Click the 'Sub-Agency Allocation' button to access screen to distribute funds to sub-agencies. * indicates required information. | | | |
| Agency Name: | NEW YORK CITY COMMISSION ON HUMAN RIGHTS (0321-001) | | |
| Address: | 40 Rector Street, 10th Floor New York, NY 10006 | | |
| Requested: | \$28,369.00 | Grant Category: | LHCA |
| Recommended: | \$0.00 | Grant Type: | COMP |
| Awarded: | \$ <input type="text" value="0.00"/> * | Enter the Amount Awarded in whole dollars (format: 99999999.99). The Amount Awarded should not exceed the Agency's Requested Amount. If the recommended Award Amount is greater than Amount Remaining (below) contact the system administrator for guidance. | |
| | | HUD Office Responsible for Awarding Grant: | Philadelphia (LHCA - COMP) |
| | | Amount Allocated: | \$17,111,728.00 |
| | | The Amount Awarded to Date excluding this Agency: | \$17,111,728.00 |
| | | The Amount cannot exceed the Amount Remaining: | \$0.00 |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Agency/Sub-Agency Allocation"/> | | | |

Figure 147.A. OM – Grants: Input Award (by Agency)

- 6. To sub-allocate funds to any associated sub-agencies, click **Agency/Sub-Agency Allocation**. The *Sub-Agency Grant Allocations* screen appears.
- 7. Complete the form and fill in any sub-agency funding information. To allocate the funds evenly, click **Allocate Evenly**. To allocate by # of counselors, click **Allocate by # of Counselors**. To allocate by # of clients, click **Allocate by # of Counselors**.

Agency Grant Allocation

Instructions: + -

Parent Agency Name: **YWCA DELAWARE**
HUD Office: **Philadelphia (HOC)**
Application ID: **0321-002**
Parent Agency ID: **80961**
Parent Agency Type: **LHCA**
Grant Type: **COMPREHENSIVE COUNSELING**

Grant Awarded: \$
Administrative Allocation: -\$
Indirect Cost: -\$
Available Funds: \$

| Sub-Agency | Agency ID | Agency Type | # of Counselors | # of Projected Clients | Sub-Allocation |
|---------------------------|-----------|-------------|---------------------------------|----------------------------------|---|
| YWCA DELAWARE | 80961 | LHCA | <input type="text" value="10"/> | <input type="text" value="250"/> | \$ <input type="text" value="15,000.00"/> |
| ALLOCATION TOTALS: | | | <input type="text" value="10"/> | <input type="text" value="250"/> | <input type="text" value="\$15,000.00"/> |
| BALANCE: | | | | | <input type="text" value="\$0.00"/> |

Figure 147.B. OM – Grants: Agency Grant Allocation

- 8. Review the form for accuracy and take one of the following actions: To print, click **Print** and follow the instructions in the *Print* dialog box. To export to Microsoft Excel, click **Export** and follow the instructions in the *File Download* dialog box. To cancel the sub-allocations, click **Cancel**. To save the allocations, click **Save**. The screen refreshes and includes confirmation messages.

Sub-Agency Grant Allocation

Instructions: + -

Messages
Sub-Agency number of counselors and number of projected clients have been saved.
Your sub-allocations have been saved.

Parent Agency Name: **CATHOLIC CHARITIES USA**
HUD Office: **Headquarters SF-HUD**
Application ID: **0011-001**
Parent Agency ID: **80750**
Parent Agency Type: **National Intermediary**
Grant Type: **COMPREHENSIVE COUNSELING**

Grant Awarded: \$ 1,057,385.00
Administrative Allocation: -\$ 67,454.15
Indirect Cost: -\$ 17,930.85
Available Funds: \$ 972,000.00

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

Submit Print Export Cancel Close this window

Figure 147.C. OM – Grants: Sub-Agency Grant Allocation – Save Message

8.4 User

This feature manages all HSC users.

1. From the top navigation menu, click the **User** hyperlink. The *Manager List* page appears.
2. To add a user, click **Add New User** button. The *Add a New User* screen appears.

Manager List

HUD Office Managers

| Access Office | First Name | Last Name | User ID | Level | HUD Location |
|---------------|------------|-----------|---------|----------------|--------------|
| Denver (HOC) | Gary | Thacker | H08884 | Office Manager | Denver (HOC) |
| Denver (HOC) | Ben | Detterman | H10573 | Office Manager | Denver (HOC) |
| Denver (HOC) | Irma | Devich | H00638 | Office Manager | Denver (HOC) |
| Denver (HOC) | Victor | Karels | H03308 | Office Manager | Denver (HOC) |
| Denver (HOC) | Gordon | Ferris | H20280 | Office Manager | Denver (HOC) |
| Denver (HOC) | Dennis | Peterson | H22243 | Office Manager | Denver (HOC) |
| Denver (HOC) | Eric | Brown | H22163 | Office Manager | Denver (HOC) |
| Denver (HOC) | Dahlia | Martinez | H01105 | Office Manager | Denver (HOC) |
| Denver (HOC) | Harriette | Lynn | H07533 | Office Manager | Denver (HOC) |
| Denver (HOC) | Nanci | Vaughn | H01013 | Office Manager | Denver (HOC) |
| Denver (HOC) | Douglas | Neff | H14639 | Office Manager | Denver (HOC) |
| Denver (HOC) | Danberry | Carmon | H20079 | Office Manager | Denver (HOC) |

Add New User

Figure 148. OM – Users: Manager List

3. Complete all of the required fields that are marked with *. Fields that are not marked with * are not mandatory.
 - a. Enter a user ID to the **User ID** field.
 - b. Enter a first, middle initial and last name, to the **First Name, Mid Init, and Last Name** fields.

- c. Accept the default password that is displayed in the **Password** field or enter a password that is different from the default password.

Add a New User

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

| | | |
|---|--|--|
| User ID: | <input type="text"/> * | User ID must be unique and contain 6 characters. For Example: HWS123 |
| First Name: | <input type="text"/> * | |
| Mid Init: | <input type="text"/> | |
| Last Name: | <input type="text"/> * | |
| Password: | <input type="text" value="passWD9"/> * | Password must <ul style="list-style-type: none"> • Contain 6 to 8 characters. • Contain at least one upper case letter. • Contain at least one lower case letter. • Contain at least one number. • Not begin with a zero. |
| | <input type="button" value="Default Password"/> | |
| HUD Office | <input type="text" value="Please select an office"/> * | |
| Email Address | <input type="text"/> | |
| Access Level | <input type="text" value="Please select an access level"/> * | |
| Access Data | <input type="text" value="Please select an office"/> * | Specifies whether the user is able to access data from all offices or from a particular office. |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> | | |

Figure 149.A. OM – User: Add a New User

- d. Select a HUD office from the **HUD Office** dropdown list for the office that the new user is assigned to. Enter the email address to the **Email Address** field.
- e. Select an access level from the following **Access Level** dropdown list. Users cannot assign an access level that is above their own, i.e., Office Manager cannot assign Program Manager access level to other users. User can be assigned only one Access Level at this time. Future enhancements will expand the user rights/access levels to suit better business requirements. In the mean time, the access levels reflect the current user rights and the functional rights assigned are listed below:
- REVIEWER – a temporary user that normally does not need to access and work in HCS. Assigned to evaluate grant applications. Reviewer will only have access to their assigned grant score card associated to their application. The Reviewer access rights terminate at the end of the fiscal year.
 - GTR/USER: a HUD user assigned to manage and assist assigned agencies. User has read/write access only agencies assigned.
 - OFFICE MANAGER – a HUD user with managerial responsibilities to oversee all Housing Counseling agencies within their HOC. They have read/write access to all agencies assigned within their HOC area.
 - PROGRAM MANAGER – a HUD user with project/program management responsibilities for the entire HUD Housing Counseling program. They have complete read/write access to all data and files. They have special management functions in HCS to setup and manage HCS.

- f. Select from the **Access Data** dropdown list the data of that particular office or all offices user has access to. Access data defines the list of files the user can write to. If you have a manager that needs to access files across HOC boundaries, assigned All Offices. Care should be taken to limit access rights to appropriate users to prevent too many users from over writing agency files that can cause confusion.

| | |
|--------------|--|
| Access Level | Please select an access level ▼ |
| Access Data | Please select an access level Reviewer GTP/User Office Manager Program Manager |

Figure 149.B. OM – User: Access Level Dropdown List

- When you are finished, click **OK** to save or **Cancel** to cancel; the *Manager List* screen appears.
- To view an existing user, click the **User ID** hyperlink in the **User ID** column. The *User Profile* screen appears.
- Edit the fields or view them. When you are finished, click **OK** to save any changes or **Cancel** to close this screen without saving any changes. You are returned to the *Manager List* screen.

User Profile

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

| | | | |
|---|----------------------------|--|--|
| User ID: | H13287 Authorized for 2010 | | |
| First Name: | John | * | |
| Mid Init: | N | | |
| Last Name: | Smith | * | |
| New Password: | <input type="password"/> | * Password must | |
| <input type="button" value="Reset Password"/> | | <ul style="list-style-type: none"> • Contain 6 to 8 characters. • Contain at least one upper case letter. • Contain at least one lower case letter. • Contain at least one number. • Not begin with a zero. | |
| HUD Office: | Headquarters SF-HUD | * ▼ | |
| Email Address: | bill_n_smith@hud.gov | | |
| Access Level: | Program Manager | * ▼ | |
| Access Data: | All Offices | * ▼ Specifies whether the user is able to access data from all offices or from a particular office. | |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> | | | |

Figure 150. OM – User: User Profile

- To access more User functions, click a hyperlink under the Access Office list from the main screen. This will prompt you to a complete user list for that office.
- To view a list of all users for all offices, Click the **HUD Office** dropdown field found in the **Search** function, and select **All**. The *User List – All Offices* screen appears.

- 9. To sort the list by First Name, click the **First Name** hyperlink. To sort the list by Last Name, click the **Last Name** hyperlink. To sort the list by User ID, click the **User ID** hyperlink. To sort the list by HUD Office, click the **HUD Office** hyperlink. To sort the list by Agency Name and then by Access Level, click the **Access Level/Agency** hyperlink.

Users List - Denver (HOC)

Instructions: Click the **New User...** button to add a new user. Click on **User ID** to change, or click **Delete** to remove a user.

| | |
|---|--|
| New User... | Search by Last Name/Agency: <input type="text"/> Search by User ID: <input type="text"/> <input type="button" value="Search"/> |
| Show Unconfirmed Users | |
| Show Confirmed Users | |
| Show Inactive Users | |
| Show HUD Personnel Only | |
| Show Agencies Only | |

| First Name | Last Name | User ID | HUD Office | Access Level/Agency | Authorize | Delete |
|------------|------------|---------|--------------|---------------------|-----------|----------------------------------|
| Angela | Keith | H00490 | Denver (HOC) | GTR/User | 2010 | <input type="button" value="X"/> |
| Susan | Aleman | H00608 | Denver (HOC) | GTR/User | 2010 | <input type="button" value="X"/> |
| Patricia | Heiser | H00869 | Denver (HOC) | GTR/User | 2010 | <input type="button" value="X"/> |
| Keith | Elliott | H01033 | Denver (HOC) | GTR/User | 2010 | <input type="button" value="X"/> |
| Dahlia | Martinez | H01105 | Denver (HOC) | Office Manager | 2010 | <input type="button" value="X"/> |
| Esther | Richardson | H01186 | Denver (HOC) | Office Manager | 2010 | <input type="button" value="X"/> |
| Ken | Beck | H01382 | Denver (HOC) | GTR/User | 2010 | <input type="button" value="X"/> |
| Susan | Finister | H01609 | Denver (HOC) | GTR/User | 2010 | <input type="button" value="X"/> |
| Patricia | Common | H02869 | Denver (HOC) | GTR/User | 2010 | <input type="button" value="X"/> |
| Pauline | Dixon | H02981 | Denver (HOC) | GTR/User | 2010 | <input type="button" value="X"/> |

| | | | | | | |
|------|---------|--------|--------------|-------------------------------|------|----------------------------------|
| Dick | Fisher | MX4990 | Denver (HOC) | AURITON SOLUTIONS | 2010 | <input type="button" value="X"/> |
| Dick | Fisher | MX4991 | Denver (HOC) | AURITON SOLUTIONS | 2010 | <input type="button" value="X"/> |
| Dick | Fisher | MX4992 | Denver (HOC) | AURITON SOLUTIONS | 2010 | <input type="button" value="X"/> |
| MARK | SCHULTZ | MX4998 | Denver (HOC) | HOUSING RESOURCES, INC-RACINE | 2010 | <input type="button" value="X"/> |

| | |
|---|--|
| New User... | Search by Last Name/Agency: <input type="text"/> Search by User ID: <input type="text"/> <input type="button" value="Search"/> |
| Show Unconfirmed Users | |
| Show Confirmed Users | |
| Show Inactive Users | |
| Show HUD Personnel Only | |
| Show Agencies Only | |

| | | |
|-----------------------------|---|------------------------------|
| Total "H" Users: 42 | Total Users for Current Display: 682 | |
| Total "C" Users: 0 | | Total Setup Users: 33 |
| Total "M" Users: 640 | | Total Reviewers: 0 |
| | | Total Managers: 11 |

Figure 151.A. OM – User: Users List – Denver (HOC)

- 10. To search a user by Last Name or search for an agency by agency name, key in the information and click the **Search** button. The result is displayed.

Users List - Denver (HOC)

Instructions: Click the **New User...** button to add a new user. Click on **User ID** to change, or click **Delete** to remove a user.

New User...

Show Unconfirmed Users

Show Confirmed Users

Show Inactive Users

Show HUD Personnel Only

Show Agencies Only

Search by Last Name/Agency:

Search by User ID:

| First Name | Last Name | User ID | HUD Office | Access Level/Agency | Authorize | Delete |
|------------|-----------|---------|--------------|--------------------------------------|-----------|----------------------------------|
| Pauline | Dixon | H02981 | Denver (HOC) | GTR/User | 2010 | <input type="button" value="X"/> |
| Regina | Dixon | MX4576 | Denver (HOC) | CATHOLIC CHARITIES GALVESTON HOUSTON | 2010 | <input type="button" value="X"/> |

New User...

Show Unconfirmed Users

Show Confirmed Users

Show Inactive Users

Show HUD Personnel Only

Show Agencies Only

Search by Last Name/Agency:

Search by User ID:

Total "H" Users: 1

Total "C" Users: 0

Total "M" Users: 1

Total Users for Current Display: 2

Total Setup Users: 1

Total Reviewers: 0

Total Managers: 0

Figure 151.B. OM – User: Search by Last Name Result

11. To search for a user by User ID, key in the ID into **Search by User ID** and click the Search field.

Users List - Denver (HOC)

Instructions: Click the **New User...** button to add a new user. Click on **User ID** to change, or click **Delete** to remove a user.

New User...

Show Unconfirmed Users

Show Confirmed Users

Show Inactive Users

Show HUD Personnel Only

Show Agencies Only

Search by Last Name/Agency:

Search by User ID:

| First Name | Last Name | User ID | HUD Office | Access Level/Agency | Authorize | Delete |
|------------|-----------|---------|--------------|---------------------|-----------|----------------------------------|
| Victor | Karels | H03308 | Denver (HOC) | Office Manager | 2010 | <input type="button" value="X"/> |

New User...

Show Unconfirmed Users

Show Confirmed Users

Show Inactive Users

Show HUD Personnel Only

Show Agencies Only

Search by Last Name/Agency:

Search by User ID:

Total "H" Users: 1

Total "C" Users: 0

Total "M" Users: 0

Total Users for Current Display: 1

Total Setup Users: 0

Total Reviewers: 0

Total Managers: 1

Figure 151.C. OM – User: Search by User ID Result

12. To deactivate a user's account, click the **X** button under the Delete column. A warning message appears.
 - a. If you are sure that you want to delete (deactivate) this user, click **OK**. To cancel, click **Cancel**.

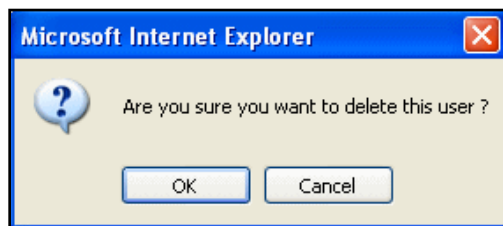


Figure 151.D. OM – User: Confirmation of Delete (Deactivate) Option

13. To list all the unconfirmed users for the specific HUD Office you are in or for all offices, click the **Show Unconfirmed Users** button. A list of unconfirmed users is displayed.

Unconfirmed Users List - Denver (HOC)

Instructions: Click the **New User...** button to add a new user. Click on **User ID** to change, or click **Delete** to remove a user.

| <p>New User...</p> <p>Show Unconfirmed Users</p> <p>Show Confirmed Users</p> <p>Show Inactive Users</p> <p>Show HUD Personnel Only</p> <p>Show Agencies Only</p> | <p>Search by Last Name/Agency: <input type="text"/></p> <p>Search by User ID: <input type="text"/></p> <p style="text-align: center;">Reset Search</p> | | | | | | | | | | | | | | |
|--|---|---|--|--|--------------|---------------------|-----------|--------|------|-----------|--------|--------------|--|--------------|--|
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">First Name</th> <th style="width: 15%;">Last Name</th> <th style="width: 10%;">User ID</th> <th style="width: 15%;">HUD Office</th> <th style="width: 20%;">Access Level/Agency</th> <th style="width: 10%;">Authorize</th> <th style="width: 15%;">Delete</th> </tr> </thead> <tbody> <tr> <td>Lynn</td> <td>Greenland</td> <td>MX2165</td> <td>Denver (HOC)</td> <td>HOUSING AUTHORITY OF THE CITY OF SHAWNEE</td> <td>2009 Re-Auth</td> <td style="text-align: center;"></td> </tr> </tbody> </table> | | First Name | Last Name | User ID | HUD Office | Access Level/Agency | Authorize | Delete | Lynn | Greenland | MX2165 | Denver (HOC) | HOUSING AUTHORITY OF THE CITY OF SHAWNEE | 2009 Re-Auth | |
| First Name | Last Name | User ID | HUD Office | Access Level/Agency | Authorize | Delete | | | | | | | | | |
| Lynn | Greenland | MX2165 | Denver (HOC) | HOUSING AUTHORITY OF THE CITY OF SHAWNEE | 2009 Re-Auth | | | | | | | | | | |
| <p>New User...</p> <p>Show Unconfirmed Users</p> <p>Show Confirmed Users</p> <p>Show Inactive Users</p> <p>Show HUD Personnel Only</p> <p>Show Agencies Only</p> | <p>Search by Last Name/Agency: <input type="text"/></p> <p>Search by User ID: <input type="text"/></p> <p style="text-align: center;">Reset Search</p> | | | | | | | | | | | | | | |
| <table style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Total "H" Users: 0</p> <p>Total "C" Users: 0</p> <p>Total "M" Users: 1</p> </td> <td style="width: 50%;"> <p>Total Users for Current Display: 1</p> <p>Total Setup Users: 0</p> <p>Total Reviewers: 0</p> <p>Total Managers: 0</p> </td> </tr> </table> | | <p>Total "H" Users: 0</p> <p>Total "C" Users: 0</p> <p>Total "M" Users: 1</p> | <p>Total Users for Current Display: 1</p> <p>Total Setup Users: 0</p> <p>Total Reviewers: 0</p> <p>Total Managers: 0</p> | | | | | | | | | | | | |
| <p>Total "H" Users: 0</p> <p>Total "C" Users: 0</p> <p>Total "M" Users: 1</p> | <p>Total Users for Current Display: 1</p> <p>Total Setup Users: 0</p> <p>Total Reviewers: 0</p> <p>Total Managers: 0</p> | | | | | | | | | | | | | | |

Figure 151.E. OM – User: Unconfirmed Users List – Denver (HOC)

14. To authorize an unconfirmed user that has a **Re-Auth** button shown in the Authorize column, click the **Re-Auth** button to the right of the desired entry, the user will be authorized for the current fiscal year.
15. To list all the confirmed users for the specific HUD Office you are in or for all offices, click the **Show Confirmed Users** button. A list of confirmed users is displayed.

Confirmed Users List - Denver (HOC)

Instructions: Click the **New User...** button to add a new user. Click on **User ID** to change, or click **Delete** to remove a user.

Search by Last Name/Agency:

Search by User ID:

| First Name | Last Name | User ID | HUD Office | Access Level/Agency | Authorize | Delete |
|------------|------------|---------|--------------|---------------------|-----------|----------------------------------|
| Angela | Keith | H00490 | Denver (HOC) | GTR/User | 2010 | <input type="button" value="X"/> |
| Susan | Aleman | H00608 | Denver (HOC) | GTR/User | 2010 | <input type="button" value="X"/> |
| Patricia | Heiser | H00869 | Denver (HOC) | GTR/User | 2010 | <input type="button" value="X"/> |
| Keith | Elliott | H01033 | Denver (HOC) | GTR/User | 2010 | <input type="button" value="X"/> |
| Dahlia | Martinez | H01105 | Denver (HOC) | Office Manager | 2010 | <input type="button" value="X"/> |
| Esther | Richardson | H01186 | Denver (HOC) | Office Manager | 2010 | <input type="button" value="X"/> |
| Ken | Beck | H01382 | Denver (HOC) | GTR/User | 2010 | <input type="button" value="X"/> |
| Susan | Finister | H01609 | Denver (HOC) | GTR/User | 2010 | <input type="button" value="X"/> |
| Patricia | Common | H02869 | Denver (HOC) | GTR/User | 2010 | <input type="button" value="X"/> |
| Pauline | Dixon | H02981 | Denver (HOC) | GTR/User | 2010 | <input type="button" value="X"/> |

Figure 151.F. OM – User: Confirmed Users List – Denver (HOC)

- 16. To list all the inactive users for the specific HUD Office you are in or for all offices, click the **Show Inactive Users** button. A list of inactive users is displayed.
- 17. To activate an inactive user that has a **Re-Activate** button shown in the Authorize column, click the **Re-Activate** button to the right of the desired entry, the user will be activated and authorized for the current fiscal year.

Inactive Users List - Denver (HOC)

Instructions: Click the **New User...** button to add a new user. Click on **User ID** to change, or click **Delete** to remove a user.

[New User...](#)

[Show Unconfirmed Users](#)

[Show Confirmed Users](#)

[Show Inactive Users](#)

[Show HUD Personnel Only](#)

[Show Agencies Only](#)

Search by Last Name/Agency:

Search by User ID:

[Reset](#) [Search](#)

| First Name | Last Name | User ID | HUD Office | Access Level/Agency | Authorize |
|------------|-----------|---------|--------------|---------------------|----------------------------------|
| Diane | Waller | H00560 | Denver (HOC) | GTR/User | 2009 Re-Activate |
| Irma | Devich | H00638 | Denver (HOC) | Office Manager | 2009 Re-Activate |
| Diana | Spragg | H00815 | Denver (HOC) | GTR/User | 2009 Re-Activate |
| Nanci | Vaughn | H01013 | Denver (HOC) | Office Manager | 2009 Re-Activate |
| Doris | Smith | H03010 | Denver (HOC) | GTR/User | 2010 Re-Activate |
| Carl | McLain | H03038 | Denver (HOC) | GTR/User | 2009 Re-Activate |
| Jean | Wehrkamp | H03080 | Denver (HOC) | GTR/User | 2009 Re-Activate |
| Ruby | McGhee | H03548 | Denver (HOC) | GTR/User | 2010 Re-Activate |

Figure 151.G. OM – User: Inactive Users List – Denver (HOC)

18. To list HUD personnel only for the specific HUD Office you are in or for all offices, click the **Show HUD Personnel Only** button. A list of HUD personnel only users is displayed.

HUD Personnel Only Users List - Denver (HOC)

Instructions: Click the **New User...** button to add a new user. Click on **User ID** to change, or click **Delete** to remove a user.

[New User...](#)

[Show Unconfirmed Users](#)

[Show Confirmed Users](#)

[Show Inactive Users](#)

[Show HUD Personnel Only](#)

[Show Agencies Only](#)

Search by Last Name/Agency:

Search by User ID:

[Reset](#) [Search](#)

| First Name | Last Name | User ID | HUD Office | Access Level/Agency | Authorize | Delete |
|------------|------------|---------|--------------|---------------------|-----------|-------------------|
| Angela | Keith | H00490 | Denver (HOC) | GTR/User | 2010 | X |
| Susan | Aleman | H00608 | Denver (HOC) | GTR/User | 2010 | X |
| Patricia | Heiser | H00869 | Denver (HOC) | GTR/User | 2010 | X |
| Keith | Elliott | H01033 | Denver (HOC) | GTR/User | 2010 | X |
| Dahlia | Martinez | H01105 | Denver (HOC) | Office Manager | 2010 | X |
| Esther | Richardson | H01186 | Denver (HOC) | Office Manager | 2010 | X |
| Ken | Beck | H01382 | Denver (HOC) | GTR/User | 2010 | X |
| Susan | Finister | H01609 | Denver (HOC) | GTR/User | 2010 | X |
| Patricia | Common | H02869 | Denver (HOC) | GTR/User | 2010 | X |

Figure 151.H. OM – User: HUD Personnel Only Users List – Denver (HOC)

19. To list agencies users only for the specific HUD Office you are in or for all offices, click the **Show Agencies Only** button. A list of HUD personnel only users is displayed.

20. To list all users for the specific HUD Office you are in or for all offices, click the **Reset** button.

Agencies Only Users List - Denver (HOC)

Instructions: Click the **New User...** button to add a new user. Click on **User ID** to change, or click **Delete** to remove a user.

[New User...](#)
[Show Unconfirmed Users](#)
[Show Confirmed Users](#)
[Show Inactive Users](#)
[Show HUD Personnel Only](#)
[Show Agencies Only](#)

Search by Last Name/Agency:
 Search by User ID:
[Reset](#) [Search](#)

| First Name | Last Name | User ID | HUD Office | Access Level/Agency | Authorize | Delete |
|------------|---------------|---------|--------------|--|-----------|--------|
| Karen | Phillips | MX0017 | Denver (HOC) | CRAWFORD SEBASTIAN COMMUNITY DEVELOPMENT COUNCIL | 2010 | |
| William | Powell Jr | MX0018 | Denver (HOC) | SOUTH PLAINS COMMUNITY ACTION ASSN. | 2010 | |
| Wanda | Jackson-Cohns | MX0019 | Denver (HOC) | FAMILY SERVICE AGENCY - CCCS | 2010 | |
| Isabel | Mercado | MX0020 | Denver (HOC) | AFFORDABLE HOMES OF SOUTH TEXAS, INC. | 2010 | |
| Fabiola | Solis | MX0022 | Denver (HOC) | UNIVERSAL HOUSING DEVELOPMENT CORPORATION | 2010 | |
| Deeann | Long | MX0030 | Denver (HOC) | COMMUNITY ACTION PARTNERSHIP REGIONS I AND VIII | 2010 | |

Figure 151.I. OM – User: Agencies Only Users List – Denver (HOC)

8.5 Management

Under the Management hyperlink located in the upper navigation menu you are able to choose from multiple sub-sections:

- Agency Reporting Module
- Funding Applications
- Change Data Defaults

HOUSING COUNSELING SYSTEM

HOME AGENCY HUD-9902 GRANTS USER **MANAGEMENT** REPORTS EXPORT HCS ARCHIVE

- Export Data Functions
- Agency Reporting Module
- Funding Allocations
- Change Office Defaults

Figure 160. OM – Management

8.5.1 Agency Reporting Module

After selecting **Agency Reporting Module** in the menu dropdown, you are prompted to two options: Reports Submission Verification or CMS Management.

ARM Management Menu

- [Reports Submission Verification](#)
- [CMS Management](#)

Figure 161. OM – Management: ARM Manage8.5.1.1 *ARM Submission Verification*

1. From the ARM Management Menu, select the Reports Submission Verification hyperlink.

ARM April 28, 2010

SUBMISSION VERIFICATION

Instructions: 1. Enter Start Date and End Date (* required) 2. Enter search criteria (optional) 3. Select report button

* Start Date (mm/dd/yyyy) * End Date (mm/dd/yyyy)

HCS Agency ID

Agency Name

Active CMS Name

Figure 162. OM – Management: ARM Submission Verification

2. Upon narrowing down your search criteria, you have three types of submission reports to choose from:
 - a. All Submission: This will provide you a full list of submissions; the ones that failed and the ones that were successful
 - b. Failed List: This will provide a list of only the submissions that failed.
 - c. Success List: This will provide you a list of only the submissions that were successful.

ARM April 28, 2010

SUBMISSION VERIFICATION

Instructions: 1. Enter Start Date and End Date (* required) 2. Enter search criteria (optional) 3. Select report button

* Start Date (mm/dd/yyyy) * End Date (mm/dd/yyyy)

HCS Agency ID

Agency Name

Active CMS Name

Report selected for active and inactive agencies: All Submissions Total: 66

| Date | Status | HCS Agency Id | Agency Name | CMS Name |
|-------------------|------------|---------------|---|----------|
| Apr 27 2010 11:55 | Successful | 84573 | LIFESPAN CREDIT COUNSELING SERVICE | CPR |
| Apr 27 2010 11:55 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 27 2010 11:13 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 27 2010 11:12 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 26 2010 2:41 | Successful | 84573 | LIFESPAN CREDIT COUNSELING SERVICE | CPR |
| Apr 23 2010 12:03 | Successful | 83530 | HORIZONS, A FAMILY SERVICE ALLIANCE (HORIZONS CCCS) | Paragon |
| Apr 20 2010 11:19 | Successful | 80640 | SUREPATH FINANCIAL SOLUTIONS | CPR |
| Apr 19 2010 5:49 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:48 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:47 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:45 | Failed | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |

Figure 163.A. OM – Management: ARM Submission Verification Results

ARM April 28, 2010

SUBMISSION VERIFICATION

Instructions: 1. Enter Start Date and End Date (* required) 2. Enter search criteria (optional) 3. Select report button

* Start Date (mm/dd/yyyy) * End Date (mm/dd/yyyy)

HCS Agency ID

Agency Name

Active CMS Name

Report selected for active and inactive agencies: Failed List Total: 13

| Date | Status | HCS Agency Id | Agency Name | CMS Name |
|-------------------|--------|---------------|------------------------------------|----------|
| Apr 19 2010 5:45 | Failed | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:42 | Failed | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:40 | Failed | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 10:09 | Failed | 83279 | CCCS OF NH & VT | CPR |
| Apr 16 2010 10:53 | Failed | 80727 | CONSUMER CREDIT COUNSELING SERVICE | CPR |
| Apr 14 2010 4:17 | Failed | 83279 | CCCS OF NH & VT | CPR |
| Mar 18 2010 4:03 | Failed | 83279 | CCCS OF NH & VT | CPR |
| Mar 17 2010 12:22 | Failed | 83279 | CCCS OF NH & VT | CPR |
| Mar 17 2010 12:21 | Failed | 83279 | CCCS OF NH & VT | CPR |
| Mar 9 2010 4:49 | Failed | 80724 | CREDIT COUNSELING CENTERS OF OKLA. | CPR |
| Mar 9 2010 4:47 | Failed | 80724 | CREDIT COUNSELING CENTERS OF OKLA. | CPR |
| Mar 9 2010 4:31 | Failed | 80724 | CREDIT COUNSELING CENTERS OF OKLA. | CPR |
| Feb 1 2010 12:06 | Failed | 80949 | Catholic Charities of Chicago | HCS |

Figure 163.B. OM – Management: ARM Submission Verification – Failed List

* Start Date (mm/dd/yyyy) * End Date (mm/dd/yyyy)

HCS Agency ID

Agency Name

Active CMS Name

Report selected for active and inactive agencies: Success List Total: 56

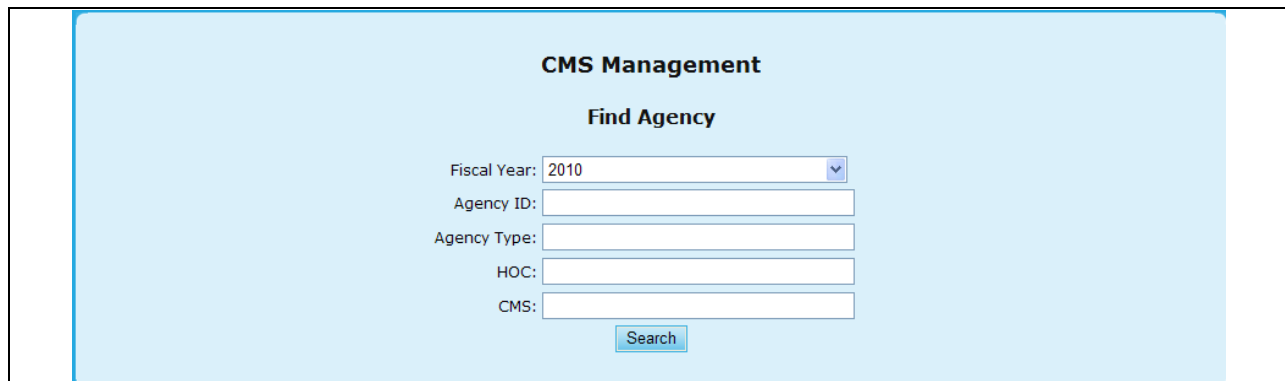
| Date | Status | HCS Agency Id | Agency Name | CMS Name |
|-------------------|------------|---------------|---|----------|
| May 3 2010 2:28 | Successful | 80244 | CCCS OF NORTH CENTRAL WEST VIRGINA | Paragon |
| Apr 30 2010 2:16 | Successful | 80941 | CCCS OF DELAWARE VALLEY, INC. | CPR |
| Apr 30 2010 12:12 | Successful | 80727 | CONSUMER CREDIT COUNSELING SERVICE | CPR |
| Apr 27 2010 11:55 | Successful | 84573 | LIFESPAN CREDIT COUNSELING SERVICE | CPR |
| Apr 27 2010 11:55 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 27 2010 11:13 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 27 2010 11:12 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 26 2010 2:41 | Successful | 84573 | LIFESPAN CREDIT COUNSELING SERVICE | CPR |
| Apr 23 2010 12:03 | Successful | 83530 | HORIZONS, A FAMILY SERVICE ALLIANCE (HORIZONS CCCS) | Paragon |
| Apr 20 2010 11:19 | Successful | 80640 | SUREPATH FINANCIAL SOLUTIONS | CPR |
| Apr 19 2010 5:49 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:48 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:47 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 12:42 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 19 2010 12:38 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 19 2010 11:48 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 19 2010 11:33 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 19 2010 11:31 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 16 2010 3:48 | Successful | 82951 | CCCS, A DIVISION OF TRIANGLE FAMILY SERVICES, INC. | Paragon |
| Apr 16 2010 2:22 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 16 2010 2:17 | Successful | 80949 | Catholic Charities of Chicago | CCARM |

Figure 163.C. OM – Management: ARM Submission Verification – Successful List

You have successfully viewed the ARM Submission Verification.

8.5.1.2 CMS Management

1. From the ARM Management Menu, select the CMS Management hyperlink. This will allow you to perform a search based on the following criteria:
 - a. Fiscal Year
 - b. Agency ID
 - c. Agency Type
 - d. HOC
 - e. CMS
2. Upon selecting your criteria click the **Search** button to retrieve your results.



The screenshot shows a web interface titled "CMS Management" with a sub-heading "Find Agency". Below the heading are five input fields: "Fiscal Year" (a dropdown menu showing "2010"), "Agency ID", "Agency Type", "HOC", and "CMS". A "Search" button is located below the input fields.

Figure 164. OM – Management: CMS Management Search

3. Once receiving your results, you will be able to see which Agency is using a particular CMS product, as well as if it is editable or not.
4. To edit Enable or Disable Edits, select which agencies you would like, and either click **Enable Edits** or **Disable Edits**.

CMS Management

Find Agency

Fiscal Year: 2010
Agency ID:
Agency Type:
HOC:
CMS:

Enable Edits, Disable Edits

Select

ALL

| <input type="checkbox"/> | Agency ID | Agency Name | Agency Type | HOC | CMS | Editable |
|--------------------------|-----------|---|--------------------|--------------------|-----|----------|
| <input type="checkbox"/> | 80000 | DELAWARE OPPORTUNITIES, INCORPORATED | LHCA | Philadelphia (HOC) | HCS | N |
| <input type="checkbox"/> | 80001 | DUTCHESS COUNTY OFFICE FOR THE AGING | LHCA | Philadelphia (HOC) | HCS | N |
| <input type="checkbox"/> | 80002 | SHARP COMMITTEE, INCORPORATED - TERMINATED | LHCA | Philadelphia (HOC) | HCS | N |
| <input type="checkbox"/> | 80003 | RURAL ULSTER PRESERVATION COMPANY | LHCA | Philadelphia (HOC) | HCS | N |
| <input type="checkbox"/> | 80004 | HOUSING ASSISTANCE PROGRAM OF ESSEX COUNTY | LHCA | Philadelphia (HOC) | HCS | N |
| <input type="checkbox"/> | 80005 | CATEKILL MOUNTAIN HOUSING DEVELOPMENT CORPORA | LHCA | Philadelphia (HOC) | HCS | N |
| <input type="checkbox"/> | 80006 | COCS OF CENTRAL NEW YORK | Branch Sub Grantee | Philadelphia (HOC) | HCS | N |
| <input type="checkbox"/> | 80007 | CORNELL COOPERATIVE EXTENSION | LHCA | Philadelphia (HOC) | HCS | N |
| <input type="checkbox"/> | 80008 | METRO-INTERFAITH SERVICES, INCORPORATED | LHCA | Philadelphia (HOC) | HCS | N |
| <input type="checkbox"/> | 80009 | COCS OF CENTRAL NEW YORK | Branch Sub Grantee | Philadelphia (HOC) | HCS | N |
| <input type="checkbox"/> | 80010 | CAYUGA COUNTY HOMESITE DEVELOPMENT CORPORATION - TERMINATED | LHCA | Philadelphia (HOC) | HCS | N |
| <input type="checkbox"/> | 80011 | URBAN LEAGUE OF ONONDAGA COUNTY, INCORPORATED | LHCA | Philadelphia (HOC) | HCS | N |
| <input type="checkbox"/> | 80012 | RENSSELAER COUNTY HOUSING RESOURCES | LHCA | Philadelphia (HOC) | HCS | N |
| <input type="checkbox"/> | 80013 | OPEN DOOR COUNSELING CENTER | LHCA | Santa Ana (HOC) | HCS | N |
| <input type="checkbox"/> | 80014 | UNITED COMMUNITY ACTION NETWORK | LHCA | Santa Ana (HOC) | HCS | N |

Figure 165. OM – Management: CMS Management Results

8.5.2 Funding Allocations

The Program Manager at HQ enters all of the funding allocations. HCS supports two methods of allocating funds. The first method allocates by grant type only. The second method used in previous fiscal years is according to grant type and HUD office. Depending on which method used by HQ, the funding allocation information available to an Office Manager is different.

- 1. From the upper navigation menu, click the **Funding Allocation** hyperlink. The *Grant Funding Allocation – 20XX* screen appears.

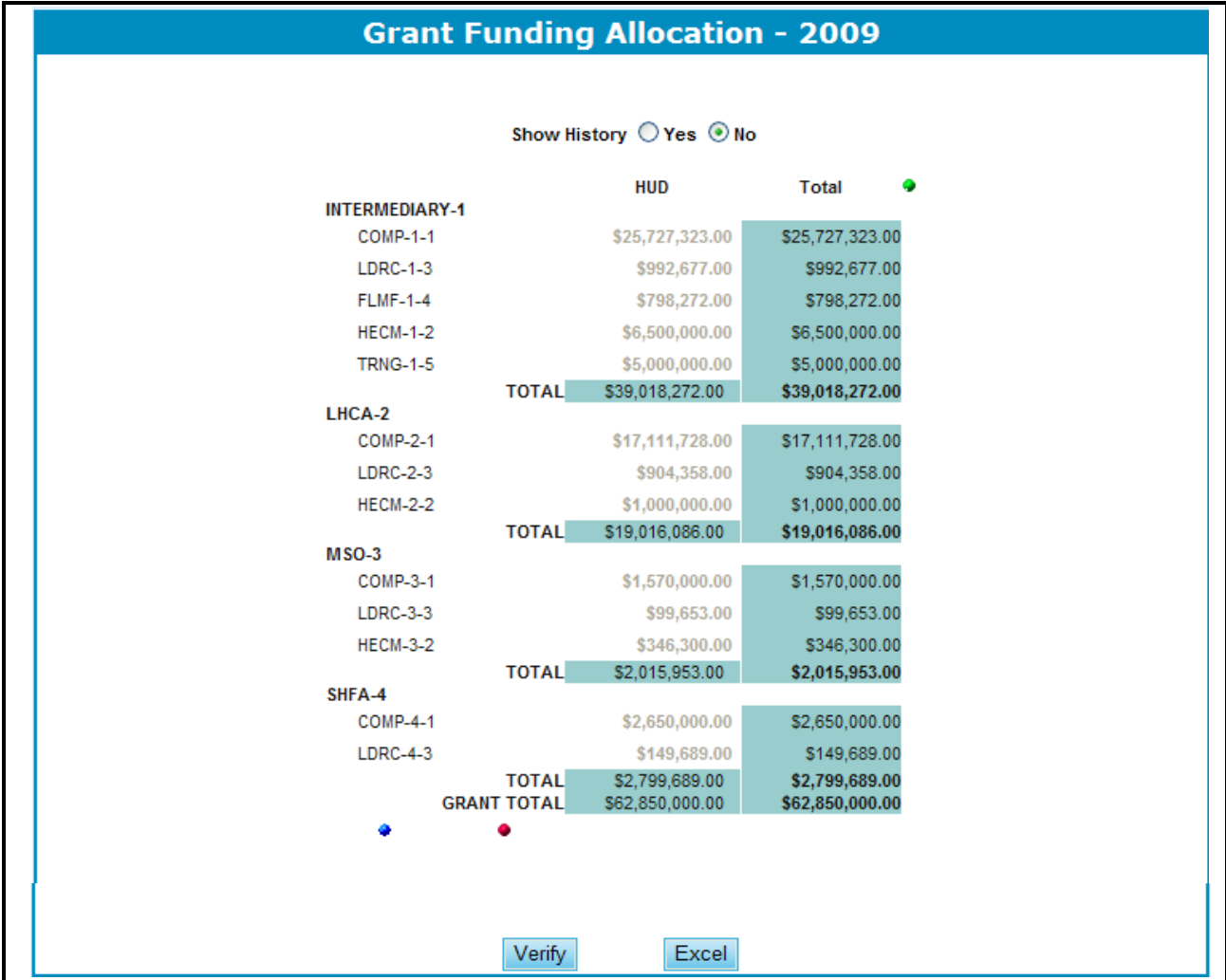


Figure 166.A OM – Management: Funding Allocation by Grant Category

- When the method of allocating funds is according to grant type only, The Funding Allocation 20XX by Grant Category is displayed.
- To view the allocations described by Grant Type, click the red dot circled below.

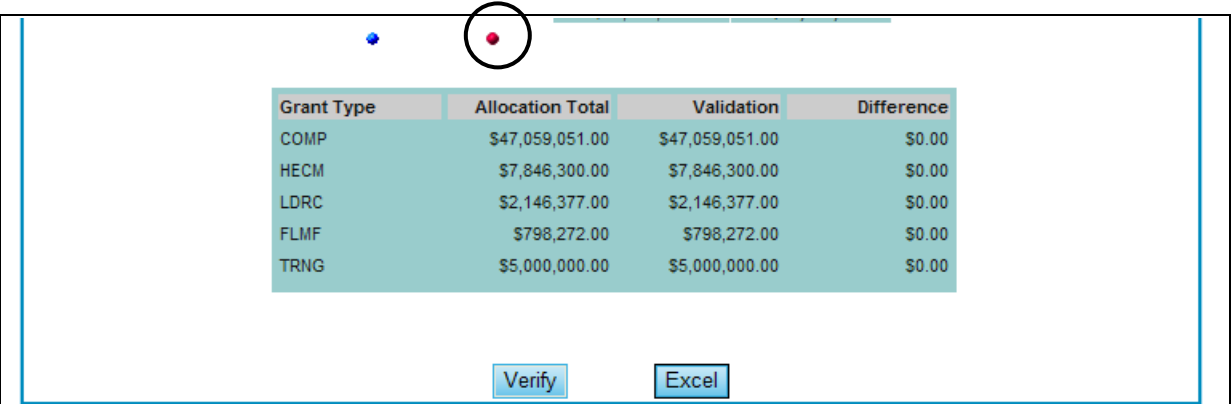
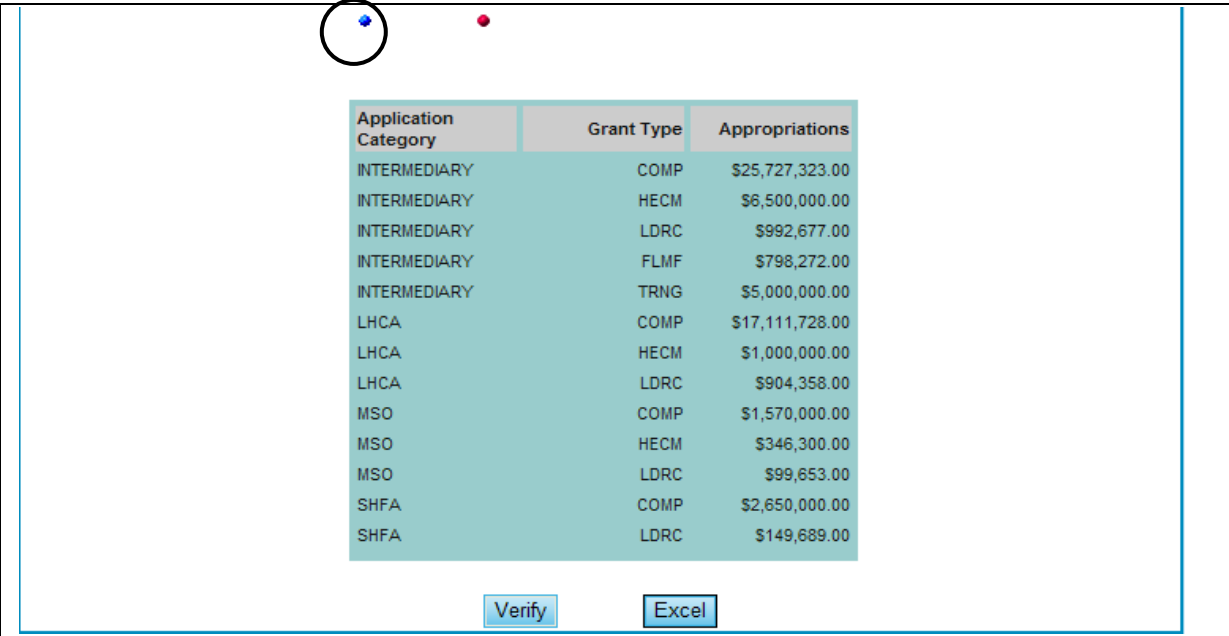


Figure 166.B. OM – Management: Funding Allocation By Grant Type

- To view the Grant information in matrix form, click the blue dot, as depicted below.



| Application Category | Grant Type | Appropriations |
|----------------------|------------|-----------------|
| INTERMEDIARY | COMP | \$25,727,323.00 |
| INTERMEDIARY | HECM | \$6,500,000.00 |
| INTERMEDIARY | LDRC | \$992,677.00 |
| INTERMEDIARY | FLMF | \$798,272.00 |
| INTERMEDIARY | TRNG | \$5,000,000.00 |
| LHCA | COMP | \$17,111,728.00 |
| LHCA | HECM | \$1,000,000.00 |
| LHCA | LDRC | \$904,358.00 |
| MSO | COMP | \$1,570,000.00 |
| MSO | HECM | \$346,300.00 |
| MSO | LDRC | \$99,653.00 |
| SHFA | COMP | \$2,650,000.00 |
| SHFA | LDRC | \$149,689.00 |

Verify Excel

Figure 166.C. OM – Management: Funding Allocation Grant Matrix Validation

- 5. To see additional information (such as the validation or difference), click the green dot. Those two fields will be displayed.

Show History Yes No

| | HUD | Total | Validation | Difference |
|-----------------------|------------------------|------------------------|-----------------|------------|
| INTERMEDIARY-1 | | | | |
| COMP-1-1 | \$25,727,323.00 | \$25,727,323.00 | | |
| LDRC-1-3 | \$992,677.00 | \$992,677.00 | | |
| FLMF-1-4 | \$798,272.00 | \$798,272.00 | | |
| HECM-1-2 | \$6,500,000.00 | \$6,500,000.00 | | |
| TRNG-1-5 | \$5,000,000.00 | \$5,000,000.00 | | |
| TOTAL | \$39,018,272.00 | \$39,018,272.00 | \$39,018,272.00 | \$0.00 |
| LHCA-2 | | | | |
| COMP-2-1 | \$17,111,728.00 | \$17,111,728.00 | | |
| LDRC-2-3 | \$904,358.00 | \$904,358.00 | | |
| HECM-2-2 | \$1,000,000.00 | \$1,000,000.00 | | |
| TOTAL | \$19,016,086.00 | \$19,016,086.00 | \$19,016,086.00 | \$0.00 |
| MSO-3 | | | | |
| COMP-3-1 | \$1,570,000.00 | \$1,570,000.00 | | |
| LDRC-3-3 | \$99,653.00 | \$99,653.00 | | |
| HECM-3-2 | \$346,300.00 | \$346,300.00 | | |
| TOTAL | \$2,015,953.00 | \$2,015,953.00 | \$2,015,953.00 | \$0.00 |
| SHFA-4 | | | | |
| COMP-4-1 | \$2,650,000.00 | \$2,650,000.00 | | |
| LDRC-4-3 | \$149,689.00 | \$149,689.00 | | |
| TOTAL | \$2,799,689.00 | \$2,799,689.00 | \$2,799,689.00 | \$0.00 |
| GRANT TOTAL | \$62,850,000.00 | \$62,850,000.00 | \$62,850,000.00 | \$0.00 |

Figure 166.D. OM – Management: Funding Allocation Additional Information

- To see the history of this funding allocation, click **Yes** next to **Show History**. The history appears at the bottom of the screen.

| | | | |
|--------------------|--------------|------------------------|------------------------|
| | TOTAL | \$2,015,953.00 | \$2,015,953.00 |
| SHFA-4 | | | |
| COMP-4-1 | | \$2,650,000.00 | \$2,650,000.00 |
| LDRC-4-3 | | \$149,689.00 | \$149,689.00 |
| | TOTAL | \$2,799,689.00 | \$2,799,689.00 |
| GRANT TOTAL | | \$62,850,000.00 | \$62,850,000.00 |

Allocation History -
No information available

Figure 166.E. OM – Management: Funding Allocation Show History

- To verify the funding allocation, click **Verify**. A confirmation message appears.



Figure 167. OM – Management: Funding Allocation Verification Message

8. You have now verified this information. Click **OK**.
9. To export this Funding Allocation information into an Excel spreadsheet, click **Excel**. When the following dialog box appears, decide whether to **Open**, **Save**, or **Cancel** the spreadsheet.

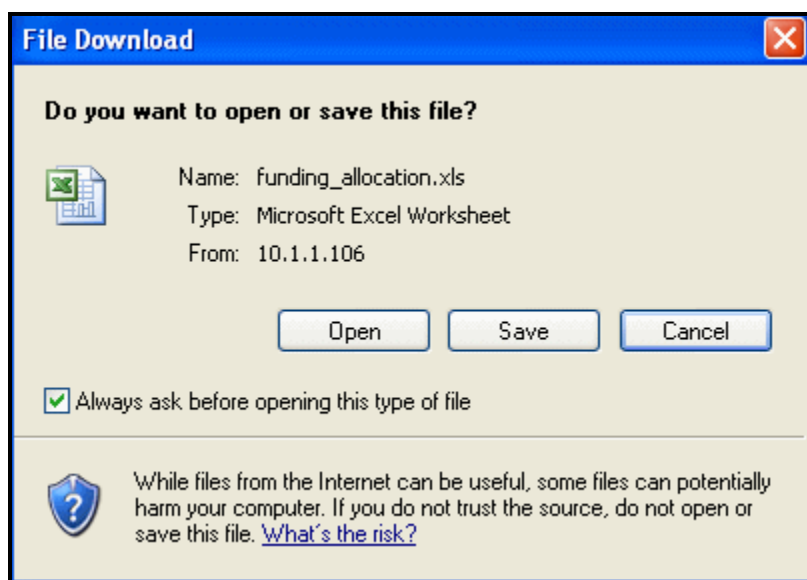


Figure 168. OM – Management: Funding Allocation Export to Excel

You have now finished using the HCS system's **Funding Allocation** feature.

8.5.3 Change Office Default

1. From the Management Functions menu, click the **Change Office Defaults** hyperlink. The *Change Office Defaults* page appears.
2. Click the HUD Office under Office Name column that you wish to change. The *Default Office Information* screen appears.

| Change Office Defaults | | |
|---|-------------------|-------------------|
| Instructions: Click on the Office Name that you wish to change. | | |
| Office Name | Director | Phone |
| Atlanta (HOC) | Gayle F. Knowlson | 888-696-4687-2345 |
| Denver (HOC) | Irma Devich | 800-543-9378-1980 |
| Headquarters SF-HUD | Lily Lee | 202-708-3175-3179 |
| Philadelphia (HOC) | Brenda Bellisario | 215-861-7259 |
| Santa Ana (HOC) | Joseph C. Bates | 714-796-1200-3701 |

Figure 169. OM – Management: Change Office Defaults

3. Fill out all of the fields in the form. Then click **OK** to save or **Cancel** to cancel.

Figure 170.A. OM – Management: Default Office Information

4. Click the **Validate** button in the States Covered section, a message like following appears. It warns you that the listed states or territories are not assigned to any HOC office.

Figure 170.B. OM – Management: Change Office Defaults – States Covered

8.6 Reports

The HCS system comes with a variety of reports. These reports can be viewed, printed, and exported to Excel spreadsheets. These reports provide management with a view of the application process. Also, these reports are excellent views of the post-processing results. Below are instructions on how to generate, print, and export reports. Also, the sections below show a sample of each report and details about what information each report contains.

8.6.1 Viewing Reports

To view any of the HCS system reports, take the following steps:

1. From the upper navigation menu, scroll down to the **Reports** section. Click the hyperlink of the report you want to generate from the **Reports** sub-menu in top navigation frame. For example, if you click **Application Progress Status** hyperlink from the menu, the *Applications Status for FY 20XX* screen appears.

| Application Status for FY 2009 | | | | | | | | | | | | | |
|---|---------------------|-----------|-----------------------|------------|----------|-----------|------------------|-----------------|------------------|-------------------|------------------|----------------|------------------|
| Total 790 records | | | | | | | | | | | | | |
| Reset Not Evaluated Evaluated | | | | | | | | | | | | | |
| Agency Name | HOC | Agency ID | Agency Type | Grant Type | Appl ID | Prim Rvwr | Scoring Complete | Asst. Rvwr #1 | Scoring Complete | Asst. Rvwr #2 | Scoring Complete | Asst. Rvwr #3 | Scoring Complete |
| ABYSSINIAN DEVELOPMENT CORPORATION | Philadelphia (HOC) | 83751 | LHCA | COMP | 0321-146 | | | Phyllis Ford | 08/15/2009 | George Bridgeman | 08/03/2009 | | |
| ACCESS LIVING OF METROPOLITAN CHICAGO | Atlanta (HOC) | 82063 | LHCA | COMP | 0421-119 | | | Shirley Barnes | 08/16/2009 | Rachel Allen | 09/02/2009 | Kendel King | |
| ACCOMACK-NORTHAMPTON PLANNING DISTRICT C | Philadelphia (HOC) | 83967 | LHCA | COMP | 0321-170 | | | Virginia Holman | 08/19/2009 | Karen Fondersmith | 08/18/2009 | | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | COMP | 0011-016 | | | Terri Ames | 08/10/2009 | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | LDRC | 0013-006 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | FLMF | 0014-007 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACTION FOR BOSTON COMMUNITY DEVELOPMENT, | Philadelphia (HOC) | 84865 | LHCA | COMP | 0321-199 | | | Chris Cline | | John Olmstead | | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | COMP | 0821-008 | | 08/04/2009 | Patricia Heiser | 08/05/2009 | Douglas Neff | 08/04/2009 | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | LDRC | 0823-002 | | 08/04/2009 | Patricia Heiser | 08/11/2009 | Douglas Neff | 08/06/2009 | | |
| YOUTH EDUCATION AND HEALTH IN SOULARD | Denver (HOC) | 82040 | LHCA | COMP | 0821-105 | | 08/25/2009 | Dahlia Martinez | 08/19/2009 | Delia Linan | 09/16/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | COMP | 0321-002 | | | David Dwyer | 08/11/2009 | George Bridgeman | 08/19/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | LDRC | 0323-001 | | | David Dwyer | | George Bridgeman | 08/19/2009 | | |

Figure 171. OM – Reports: Application Progress Status for FY 20XX

8.6.1.1 Printing Reports

You can print any of the HCS system reports by following these steps:

1. From the top navigation menu, scroll down to the **Reports** section. Click the hyperlink of the report you want to generate from the **Reports** sub-menu in top navigation frame. For example, if you click **Applications Progress Status** hyperlink from menu, the Applications Status for FY 20XX screen appears.

| Application Status for FY 2009 | | | | | | | | | | | | | |
|--|---------------------|-----------|-----------------------|------------|----------|-----------|------------------|-----------------|------------------|-------------------|------------------|----------------|------------------|
| Total 790 records | | | | | | | | | | | | | |
| Reset Not Evaluated Evaluated | | | | | | | | | | | | | |
| Agency Name | HOC | Agency ID | Agency Type | Grant Type | Appl ID | Prim Rvwr | Scoring Complete | Asst. Rvwr #1 | Scoring Complete | Asst. Rvwr #2 | Scoring Complete | Asst. Rvwr #3 | Scoring Complete |
| ABYSSINIAN DEVELOPMENT CORPORATION | Philadelphia (HOC) | 83751 | LHCA | COMP | 0321-146 | | | Phyllis Ford | 08/15/2009 | George Bridgeman | 08/03/2009 | | |
| ACCESS LIVING OF METROPOLITAN CHICAGO | Atlanta (HOC) | 82063 | LHCA | COMP | 0421-119 | | | Shirley Barnes | 08/16/2009 | Rachel Allen | 09/02/2009 | Kandel King | |
| ACCOMACK-NORTHAMPTON PLANNING DISTRICT C | Philadelphia (HOC) | 83967 | LHCA | COMP | 0321-170 | | | Virginia Holman | 08/19/2009 | Karen Fondersmith | 08/18/2009 | | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | COMP | 0011-016 | | | Terri Ames | 08/10/2009 | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | LDRC | 0013-006 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | FLMF | 0014-007 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACTION FOR BOSTON COMMUNITY DEVELOPMENT, | Philadelphia (HOC) | 84865 | LHCA | COMP | 0321-199 | | | Chris Cline | | John Olmstead | | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | COMP | 0821-008 | | 08/04/2009 | Patricia Heiser | 08/05/2009 | Douglas Neff | 08/04/2009 | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | LDRC | 0823-002 | | 08/04/2009 | Patricia Heiser | 08/11/2009 | Douglas Neff | 08/06/2009 | | |
| YOUTH EDUCATION AND HEALTH IN SOULARD | Denver (HOC) | 82040 | LHCA | COMP | 0821-105 | | 08/25/2009 | Dahlia Martinez | 08/19/2009 | Delia Linan | 09/16/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | COMP | 0321-002 | | | David Dwyer | 08/11/2009 | George Bridgeman | 08/19/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | LDRC | 0323-001 | | | David Dwyer | | George Bridgeman | 08/19/2009 | | |

Figure 172. OM – Reports: Application Status for FY 20XX

- 2. Click the **Print** button. The *Print* dialog box similar to follow appears. Once you have selected your printing criteria, click **Print** to have a printout of the document.

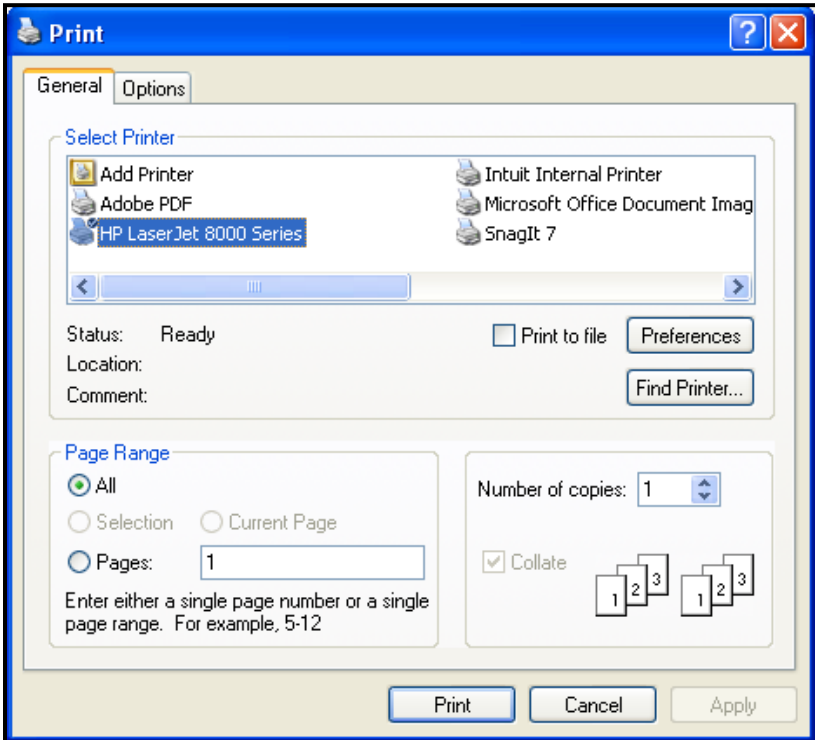


Figure 173. OM – Reports: Print Dialog Box.

You have now successfully printed a report. Repeat these steps to print any of the other reports available.

8.6.1.2 Exporting Reports

You can export any of the HCS system reports to Excel spreadsheet by following these steps:

1. From the top navigation menu, scroll down to the **Reports** section. Click the hyperlink of the report you want to generate from the **Reports** sub-menu in top navigation frame. For example, if you click the **Applications Progress Status** hyperlink from the menu, the Applications Status for FY 20XX screen appears.
2. Click the **Export** button. The *File Download* dialog box appears.

| Application Status for FY 2009 | | | | | | | | | | | | | |
|---|---------------------|-----------|-----------------------|------------|----------|-----------|------------------|-----------------|------------------|-------------------|------------------|----------------|------------------|
| Total 790 records | | | | | | | | | | | | | |
| Reset Not Evaluated Evaluated | | | | | | | | | | | | | |
| Agency Name | HOC | Agency ID | Agency Type | Grant Type | Appl ID | Prim Rvwr | Scoring Complete | Asst. Rvwr #1 | Scoring Complete | Asst. Rvwr #2 | Scoring Complete | Asst. Rvwr #3 | Scoring Complete |
| ABYSSINIAN DEVELOPMENT CORPORATION | Philadelphia (HOC) | 83751 | LHCA | COMP | 0321-146 | | | Phyllis Ford | 08/15/2009 | George Bridgeman | 08/03/2009 | | |
| ACCESS LIVING OF METROPOLITAN CHICAGO | Atlanta (HOC) | 82063 | LHCA | COMP | 0421-119 | | | Shirley Barnes | 08/16/2009 | Rachel Allen | 09/02/2009 | Kendel King | |
| ACCOMACK-NORTHAMPTON PLANNING DISTRICT C | Philadelphia (HOC) | 83967 | LHCA | COMP | 0321-170 | | | Virginia Holman | 08/19/2009 | Karen Fondersmith | 08/18/2009 | | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | COMP | 0011-016 | | | Terri Ames | 08/10/2009 | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | LDRC | 0013-006 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | FLMF | 0014-007 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACTION FOR BOSTON COMMUNITY DEVELOPMENT, | Philadelphia (HOC) | 84865 | LHCA | COMP | 0321-199 | | | Chris Cline | | John Olmstead | | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | COMP | 0821-008 | | 08/04/2009 | Patricia Heiser | 08/05/2009 | Douglas Neff | 08/04/2009 | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | LDRC | 0823-002 | | 08/04/2009 | Patricia Heiser | 08/11/2009 | Douglas Neff | 08/06/2009 | | |
| YOUTH EDUCATION AND HEALTH IN SOULARD | Denver (HOC) | 82040 | LHCA | COMP | 0821-105 | | 08/25/2009 | Dahlia Martinez | 08/19/2009 | Delia Linan | 09/16/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | COMP | 0321-002 | | | David Dwyer | 08/11/2009 | George Bridgeman | 08/19/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | LDRC | 0323-001 | | | David Dwyer | | George Bridgeman | 08/19/2009 | | |

Figure 174. OM – Reports: Application Status for FY 20XX

3. Click the **Open** button to open the spreadsheet in HCS web page. Or, click the **Save** button and follow the instruction to save the report to a Microsoft Excel file.

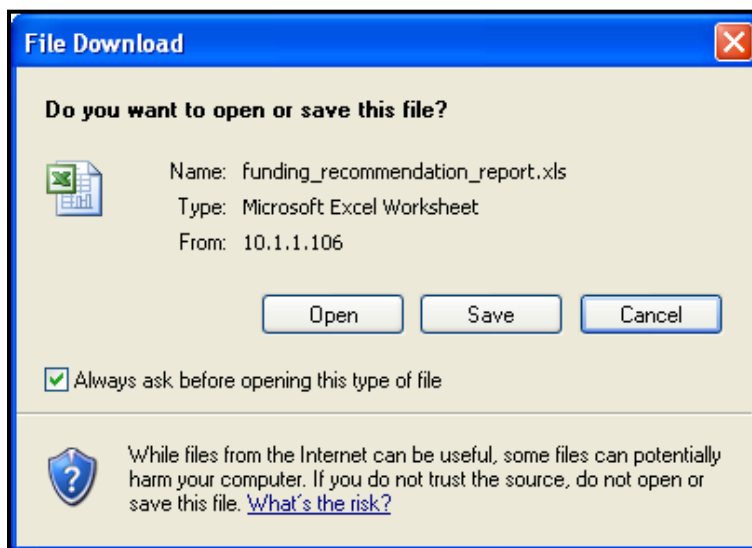


Figure 175. OM – Reports: File Download Dialog Box.

You have now exported an HCS system report. Follow these steps again to export any of the other reports.

8.6.2 Report Examples

8.6.2.1 Application Status

Application Progress Status report shows the dates when each assigned reviewer and primary reviewer completed their evaluation.

1. From the upper navigation menu, under **Reports** sub-menu, click **Applications Status** hyperlink, the *Grant Applications Status Search* screen appears. Enter the criteria that you would like to search for and click the **Search** button to retrieve your results, or **Clear** to erase the data you had input.

Figure 176. OM – Reports: Applications Status Search

2. To sort this list:
 - a. Click the **Agency Name** hyperlink will sort the list first in Agency Name order, and then in TIN number and Application ID order.
 - b. Click the **TIN** hyperlink will sort the list first in TIN number order, and then in Agency Name and Application ID order.

- c. Click the **Appl ID** hyperlink will sort the list first in Application ID order, and then in Agency Name and TIN number order.
- d. Click the **Prim Rvwr** hyperlink will sort the list first in Primary Reviewer's last name and first name order, and then in Agency Name, TIN number, and Application ID order.

| Application Status for FY 2009 | | | | | | | | | | | | | |
|---|---------------------|-----------|-----------------------|------------|----------|-----------|------------------|-----------------|------------------|-------------------|------------------|----------------|------------------|
| Total 790 records | | | | | | | | | | | | | |
| Reset Not Evaluated Evaluated | | | | | | | | | | | | | |
| Agency Name | HOC | Agency ID | Agency Type | Grant Type | Appl ID | Prim Rvwr | Scoring Complete | Asst. Rvwr #1 | Scoring Complete | Asst. Rvwr #2 | Scoring Complete | Asst. Rvwr #3 | Scoring Complete |
| ABYSSINIAN DEVELOPMENT CORPORATION | Philadelphia (HOC) | 83751 | LHCA | COMP | 0321-146 | | | Phyllis Ford | 08/15/2009 | George Bridgeman | 08/03/2009 | | |
| ACCESS LIVING OF METROPOLITAN CHICAGO | Atlanta (HOC) | 82063 | LHCA | COMP | 0421-119 | | | Shirley Barnes | 08/16/2009 | Rachel Allen | 09/02/2009 | Kendal King | |
| ACCOMACK-NORTHAMPTON PLANNING DISTRICT C | Philadelphia (HOC) | 83967 | LHCA | COMP | 0321-170 | | | Virginia Holman | 08/19/2009 | Karen Fondersmith | 08/18/2009 | | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | COMP | 0011-016 | | | Terri Ames | 08/10/2009 | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | LDRC | 0013-006 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | FLMF | 0014-007 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACTION FOR BOSTON COMMUNITY DEVELOPMENT, | Philadelphia (HOC) | 84865 | LHCA | COMP | 0321-199 | | | Chris Cline | | John Olmstead | | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | COMP | 0821-008 | | 08/04/2009 | Patricia Heiser | 08/05/2009 | Douglas Neff | 08/04/2009 | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | LDRC | 0823-002 | | 08/04/2009 | Patricia Heiser | 08/11/2009 | Douglas Neff | 08/06/2009 | | |
| YOUTH EDUCATION AND HEALTH IN SOULARD | Denver (HOC) | 82040 | LHCA | COMP | 0821-105 | | 08/25/2009 | Dahlia Martinez | 08/19/2009 | Delia Linan | 09/16/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | COMP | 0321-002 | | | David Dwyer | 08/11/2009 | George Bridgeman | 08/19/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | LDRC | 0323-001 | | | David Dwyer | | George Bridgeman | 08/19/2009 | | |
| <input type="button" value="Print"/> <input type="button" value="Export"/> <input type="button" value="Primary Reviewer Statistics"/> | | | | | | | | | | | | | |

Figure 177.A. OM – Reports: Applications Status for FY 20XX

- 3. Click the **Primary Reviewer Statistics** button on the report, the *Primary Reviewers Statistics for FY 20XX* screen appears.

| Primary Reviewers Statistics for FY 2009 | | | | | |
|--|--------------------|-------------------|-----------------|---------------|-----------------|
| Primary Reviewer | | # of Applications | # of Incomplete | # of Complete | % in HUD Office |
| First Name | Last Name | | | | |
| Brian | Siebenlist | 49 | 48 | 1 | 98% |
| Ruth | Roman | 1 | 1 | 0 | 2% |
| Headquarters SF-HUD Totals: | | 50 | 49 | 1 | 100% |
| | | | | | |
| Annette | Panasiuk | 39 | 35 | 4 | 14% |
| Beth | Eilers | 2 | 0 | 2 | 1% |
| Elizabeth | Cahall | 35 | 26 | 9 | 12% |
| Glen | Stopera | 25 | 0 | 25 | 9% |
| Janice | Skinner | 30 | 30 | 0 | 11% |
| Jennifer | Sica | 23 | 0 | 23 | 8% |
| John | Niebieszczanski | 12 | 10 | 2 | 4% |
| Maryanne | Daniel | 30 | 3 | 27 | 11% |
| Robert | Wright | 31 | 31 | 0 | 11% |
| Sharon | Farrow | 23 | 0 | 23 | 8% |
| Tamie | Contois | 31 | 31 | 0 | 11% |
| Philadelphia (HOC) Totals: | | 281 | 166 | 115 | 100% |
| | | | | | |
| Jason | Wiley | 85 | 85 | 0 | 35% |
| Kendel | King | 3 | 3 | 0 | 1% |
| Tracy | Fields | 65 | 65 | 0 | 27% |
| Vivien | King | 88 | 88 | 0 | 37% |
| Atlanta (HOC) Totals: | | 241 | 241 | 0 | 100% |
| | | | | | |
| Donna | Martin | 5 | 0 | 5 | 7% |
| Gail | Osgood | 6 | 0 | 6 | 8% |
| Kristin | Johnsen | 9 | 0 | 9 | 13% |
| Lorraine | Griscavage-Frisbee | 7 | 1 | 6 | 10% |
| Mark | Escalante | 8 | 0 | 8 | 11% |
| Marykay | Kelley | 8 | 0 | 8 | 11% |
| Myrna | Pascual | 7 | 0 | 7 | 10% |
| Pauline | Louie | 6 | 6 | 0 | 8% |
| William | McKee | 9 | 0 | 9 | 13% |
| dawn | golik | 7 | 2 | 5 | 10% |
| Santa Ana (HOC) Totals: | | 72 | 9 | 63 | 100% |
| | | | | | |
| Grand Totals: | | 790 | 465 | 325 | |
| <input type="button" value="Print"/> <input type="button" value="Export"/> | | | | | |

Figure 177.B. OM – Reports: Primary Reviewers Statistics for FY 20XX

- To view the list of applications which evaluations have not been completed yet, click **Not Evaluated** button. The *Application Status for FY 20XX (Not Evaluated)* page is displayed. Any application that has one or more scores missing is listed.

| Application Status for FY 2009 | | | | | | | | | | | | | |
|--|---------------------|-----------|-----------------------|------------|----------|-----------|------------------|-----------------|------------------|-------------------|------------------|------------------|------------------|
| Total 592 records | | | | | | | | | | | | | |
| Reset Not Evaluated Evaluated | | | | | | | | | | | | | |
| Agency Name | HOC | Agency ID | Agency Type | Grant Type | Appl ID | Prim Rvwr | Scoring Complete | Asst. Rvwr #1 | Scoring Complete | Asst. Rvwr #2 | Scoring Complete | Asst. Rvwr #3 | Scoring Complete |
| ABYSSINIAN DEVELOPMENT CORPORATION | Philadelphia (HOC) | 83751 | LHCA | COMP | 0321-146 | | | Phyllis Ford | 08/15/2009 | George Bridgeman | 08/03/2009 | | |
| ACCESS LIVING OF METROPOLITAN CHICAGO | Atlanta (HOC) | 82063 | LHCA | COMP | 0421-119 | | | Shirley Barnes | 08/16/2009 | Rachel Allen | 09/02/2009 | Kendel King | |
| ACCOMACK-NORTHAMPTON PLANNING DISTRICT C | Philadelphia (HOC) | 83967 | LHCA | COMP | 0321-170 | | | Virginia Holman | 08/19/2009 | Karen Fondersmith | 08/18/2009 | | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | COMP | 0011-015 | | | Terri Ames | 08/10/2009 | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | LDRC | 0013-006 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | FLMF | 0014-007 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACTION FOR BOSTON COMMUNITY DEVELOPMENT, | Philadelphia (HOC) | 84865 | LHCA | COMP | 0321-199 | | | Chris Cline | | John Olmstead | | | |
| ADMINISTRATION OF RESOURCES AND CHOICES | Santa Ana (HOC) | 81052 | LHCA | COMP | 0921-024 | | | Joy Padiernos | 09/11/2009 | Marisabel Almer | | Lawrance Roselle | |
| ADMINISTRATION OF RESOURCES AND CHOICES | Santa Ana (HOC) | 81052 | LHCA | HECM | 0922-005 | | 08/24/2009 | Joy Padiernos | 09/11/2009 | Marisabel Almer | | Lawrance Roselle | |
| ADMINISTRATION OF RESOURCES AND CHOICES | Santa Ana (HOC) | 81052 | LHCA | LDRC | 0923-011 | | 08/23/2009 | Joy Padiernos | | Marisabel Almer | 08/27/2009 | Lawrance Roselle | |

Figure 177.C. OM – Reports: Applications Status for FY 20XX (Not Evaluated)

- To view the list of applications which evaluations have been completed, click **Evaluated** button. The *Application Status for FY 20XX (Evaluated)* page is displayed. Applications with all scores posted are listed.

| Application Status for FY 2009 | | | | | | | | | | | | | |
|---|-----------------|-----------|-------------|------------|----------|-----------|------------------|--------------------|------------------|---------------|------------------|------------------------|------------------|
| Total 198 records | | | | | | | | | | | | | |
| Reset Not Evaluated Evaluated | | | | | | | | | | | | | |
| Agency Name | HOC | Agency ID | Agency Type | Grant Type | Appl ID | Prim Rvwr | Scoring Complete | Asst. Rvwr #1 | Scoring Complete | Asst. Rvwr #2 | Scoring Complete | Asst. Rvwr #3 | Scoring Complete |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | COMP | 0821-008 | | 08/04/2009 | Patricia Heiser | 08/05/2009 | Douglas Neff | 08/04/2009 | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | LDRC | 0823-002 | | 08/04/2009 | Patricia Heiser | 08/11/2009 | Douglas Neff | 08/06/2009 | | |
| ALLIED CHURCHES TEACHING SELF-EMPOWERMENT | Denver (HOC) | 84715 | LHCA | COMP | 0821-062 | | 08/07/2009 | Patricia Heiser | 08/07/2009 | Douglas Neff | 08/07/2009 | | |
| ANOKA COUNTY COMMUNITY ACTION PROGRAM, I | Denver (HOC) | 81092 | LHCA | COMP | 0821-074 | | 08/27/2009 | Sharon Hebenstreit | 08/11/2009 | Julie Rice | 08/19/2009 | | |
| ARROWHEAD ECONOMIC OPPORTUNITY AGENCY, I | Denver (HOC) | 84091 | LHCA | COMP | 0821-075 | | 08/10/2009 | Sharon Hebenstreit | 08/13/2009 | Julie Rice | 09/14/2009 | | |
| ASIAN INCORPORATED | Santa Ana (HOC) | 82197 | LHCA | COMP | 0921-002 | | 08/21/2009 | Felicidad Rodarte | 08/27/2009 | Chandeng Hour | 08/28/2009 | Christopher Taliaferro | 08/27/2009 |
| ASIAN INCORPORATED | Santa Ana (HOC) | 82197 | LHCA | LDRC | 0923-004 | | 08/21/2009 | Felicidad Rodarte | 08/26/2009 | Chandeng Hour | 08/28/2009 | Christopher Taliaferro | 08/24/2009 |
| ASSIST AGENCY | Denver (HOC) | 84801 | LHCA | COMP | 0821-029 | | 08/11/2009 | Dahlia Martinez | 08/18/2009 | Delia Linan | 08/19/2009 | | |
| AUSTIN TENANTS' COUNCIL | Denver (HOC) | 80543 | LHCA | COMP | 0821-041 | | 08/13/2009 | Gifford Dunn | 08/10/2009 | John Thorston | 08/13/2009 | | |

Figure 177.D. OM – Reports: Applications Status for FY 20XX (Evaluated)

- If the Applications Status report you are working on is current fiscal year, Primary Reviewer's name is a hyperlink.

8.6.2.2 *Application Score Status*

This report lists all the scores for each application for a comprehensive view of on all applications that were processed.

1. From the upper navigation menu, under **Reports** sub-menu, click the **Scores Status** hyperlink. The *Scores Status Report for Fiscal Year 20XX* screen appears. Enter the criteria that you would like to search for and click the **Search** button to retrieve your results, or **Clear** to erase the data you had input.

Score status Report - For Fiscal Year 2010

Agency ID

Agency Name

Application ID -

Reviewer

Agency Type:

HOC office:

Grant Type:

Figure 178. OM – Reports: Scores Status Search

Note: Provided below is an example of a search result.

Score Status Report for Fiscal Year 2009

Search Criteria: • HOC Office: Philadelphia (HOC)
• Gant Type: HECM

| Appl. ID | Agency Name | Reviewer | Factor No. | | | | | Total |
|----------|--|-------------------------|------------|------|-------|------|------|-------|
| | | | 1 | 2 | 3 | 4 | 5 | |
| 0322-010 | ALBANY COUNTY RURAL HOUSING ALLIANCE, IN | Glen Stopera | 29 | 5 | 2 | 0 | 0 | 36 |
| | | Shantris Martin | No Review | | | | | |
| | | Bradley Payne | No Review | | | | | |
| | | Average Score: | 29.00 | 5.00 | 2.00 | 0.00 | 0.00 | 36.00 |
| | Final Score: | 29 | 5 | 41 | 7 | 9 | 91 | |
| 0322-019 | BELMONT SHELTER CORPORATION | Elizabeth Cahall | No review | | | | | |
| | | Mark Surdi | 30 | 5 | 39 | 8 | 10 | 92 |
| | | Rosanne Schnarrenberger | 26 | 5 | 40 | 8 | 6 | 85 |
| | | Average Score: | 28.00 | 5.00 | 39.50 | 8.00 | 8.00 | 88.50 |
| | Final Score: | 30 | 5 | 42 | 7 | 6 | 90 | |

Figure 179. OM – Reports: Scores Status

8.6.2.3 *Awards Recommendation*

This report provides a view of Final scores, Recommended awards and Requested grant amount.

1. From the top navigation menu, under the **Reports** sub-menu, Click the **Funding Recommendation** hyperlink, the *Funding Recommendation Report for Fiscal Year 20XX* appears.

| AWARDS RECOMMENDATION REPORT For Fiscal Year 2009 | | | |
|---|-------------|---------------------|---------------------|
| Agency Name(Application ID) | Final Score | Recommended | Requested |
| CATHOLIC CHARITIES USA (0011-001) | 87.00 | \$2,147,090.28 | \$2,147,090.28 |
| STRUCTURED EMPLOYMENT ECONOMIC DEVELOPMENT CO (0011-002) | 94.00 | \$2,499,995.00 | \$2,499,995.00 |
| MON VALLEY INITIATIVE (0011-003) | 88.00 | \$855,000.00 | \$855,000.00 |
| HOMEOWNERSHIP PRESERVATION FOUNDATION (0011-004) | 93.00 | \$2,700,000.00 | \$2,700,000.00 |
| CITIZENS' HOUSING AND PLANNING ASSOCIATION, INC. (0011-005) | 90.00 | \$1,431,926.00 | \$1,431,926.00 |
| NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS (0011-006) | 85.00 | \$1,113,528.00 | \$1,113,528.00 |
| NEIGHBORHOOD REINVESTMENT CORPORATION (0011-007) | 88.00 | \$2,700,000.00 | \$2,700,000.00 |
| NATIONAL COUNCIL OF LA RAZA (0011-008) | 88.00 | \$2,700,000.00 | \$2,700,000.00 |
| HOUSING PARTNERSHIP NETWORK (0011-009) | 98.00 | \$2,675,123.00 | \$2,675,123.00 |
| NATIONAL ASSOCIATION OF REAL ESTATE BROKERS-INVESTMENT DIVISION, INC (0011-010) | 79.00 | \$1,200,000.00 | \$1,200,000.00 |
| THE NATIONAL COMMUNITY REINVESTMENT COALITION, INC. (0011-011) | 75.00 | \$300,000.00 | \$2,346,655.00 |
| WEST TENNESSEE LEGAL SERVICES, INCORPORATED (0011-012) | 88.00 | \$2,700,000.00 | \$2,700,000.00 |
| NATIONAL URBAN LEAGUE (0011-013) | 90.00 | \$2,700,000.00 | \$2,700,000.00 |
| HOMEFREE - U S A (0011-014) | 88.00 | \$1,995,000.00 | \$1,995,000.00 |
| CCCS OF GREATER ATLANTA - MAIN OFFICE (0011-015) | 90.00 | \$2,700,000.00 | \$2,700,000.00 |
| ACORN HOUSING CORPORATION (0011-016) | 96.00 | \$2,700,000.00 | \$2,700,000.00 |
| NACA (NEIGHBORHOOD ASSISTANCE CORPORATION OF AMERICA) (0011-017) | 90.00 | \$2,700,000.00 | \$2,700,000.00 |
| NUEVA ESPERANZA (0011-018) | 75.00 | \$300,000.00 | \$1,927,498.00 |
| MISSISSIPPI HOMEBUYER EDUCATION CENTER- INITIATIVE (0011-019) | 75.00 | \$300,000.00 | \$1,300,000.00 |
| MISSION OF PEACE (0011-020) | 84.00 | \$1,600,000.00 | \$1,600,000.00 |
| NATIONAL FOUNDATION FOR CREDIT COUNSELING, INC. (0011-021) | 95.00 | \$2,700,000.00 | \$2,700,000.00 |
| CLEARPOINT FINANCIAL SOLUTIONS, INC. (0011-022) | 80.00 | \$2,700,000.00 | \$2,700,000.00 |
| RURAL COMMUNITY ASSISTANCE CORPORATION (0011-023) | 86.00 | \$1,215,966.00 | \$1,215,966.00 |
| MONEY MANAGEMENT INTERNATIONAL INC. (0011-024) | 85.00 | \$2,700,000.00 | \$2,700,000.00 |
| Santa Ana (SHFA - COMP) Total: | | \$237,896.46 | \$773,695.00 |
| WASHINGTON STATE HOUSING FINANCE COMMISSION (0943-001) | 83.00 | \$29,999.80 | \$30,000.00 |
| Santa Ana (SHFA - LDRC) Total: | | \$29,999.80 | \$30,000.00 |

Figure 180. OM – Reports: Awards Recommendation Report

8.6.2.4 Awards Report

This report compares Allocated funds against Awarded funds at the grant category level showing balance to check that all grant funds have been allocated.

1. From the top navigation menu, under **Reports** sub-menu, click **Funding Report** hyperlink, the *Funding Report for Fiscal Year 20XX* appears.

| FUNDING REPORT For Fiscal Year 2009 | | | | |
|--|-------------------------|------------------------|------------------------|-----------------|
| Office Name | Requested | Allocated | Awarded | To be Returned |
| INTERMEDIARY | | | | |
| Intermediary (COMP) | \$53,474,994.28 | \$25,727,323.00 | \$25,727,323.00 | \$0.00 |
| Intermediary (HECM) | \$8,580,390.00 | \$6,500,000.00 | \$6,500,000.00 | \$0.00 |
| Intermediary (LDRC) | \$1,209,220.00 | \$992,677.00 | \$992,677.00 | \$0.00 |
| Intermediary (FLMF) | \$6,410,896.00 | \$798,272.00 | \$798,272.00 | \$0.00 |
| Intermediary (TRNG) | \$8,000,000.00 | \$5,000,000.00 | \$5,000,000.00 | \$0.00 |
| INTERMEDIARY Totals: | \$77,675,500.28 | \$39,018,272.00 | \$39,018,272.00 | \$0.00 |
| LHCA | | | | |
| Philadelphia (LHCA - COMP) | \$15,746,509.33 | \$17,111,728.00 | \$6,082,506.00 | \$11,029,222.00 |
| Philadelphia (LHCA - HECM) | \$331,077.00 | \$1,000,000.00 | \$281,077.00 | \$718,923.00 |
| Philadelphia (LHCA - LDRC) | \$923,396.80 | \$904,358.00 | \$289,322.00 | \$615,036.00 |
| Atlanta (LHCA - COMP) | \$13,697,823.00 | \$0.00 | \$5,899,008.00 | -\$5,899,008.00 |
| Atlanta (LHCA - HECM) | \$452,000.00 | \$0.00 | \$322,342.00 | -\$322,342.00 |
| Atlanta (LHCA - LDRC) | \$971,721.00 | \$0.00 | \$332,743.00 | -\$332,743.00 |
| Denver (LHCA - COMP) | \$8,751,328.00 | \$0.00 | \$3,736,178.00 | -\$3,736,178.00 |
| Denver (LHCA - HECM) | \$230,508.00 | \$0.00 | \$197,700.00 | -\$197,700.00 |
| Denver (LHCA - LDRC) | \$416,720.00 | \$0.00 | \$160,428.00 | -\$160,428.00 |
| Santa Ana (LHCA - COMP) | \$4,168,568.61 | \$0.00 | \$1,394,036.00 | -\$1,394,036.00 |
| Santa Ana (LHCA - HECM) | \$198,881.00 | \$0.00 | \$198,881.00 | -\$198,881.00 |
| Santa Ana (LHCA - LDRC) | \$385,102.00 | \$0.00 | \$121,865.00 | -\$121,865.00 |
| LHCA Totals: | \$46,273,634.74 | \$19,016,086.00 | \$19,016,086.00 | \$0.00 |
| SHFA | | | | |
| Philadelphia (SHFA - COMP) | \$2,342,638.39 | \$2,650,000.00 | \$1,218,439.00 | \$1,431,561.00 |
| Philadelphia (SHFA - LDRC) | \$50,000.00 | \$149,689.00 | \$50,000.00 | \$99,689.00 |
| Atlanta (SHFA - COMP) | \$790,000.00 | \$0.00 | \$460,643.00 | -\$460,643.00 |
| Atlanta (SHFA - LDRC) | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Denver (SHFA - COMP) | \$1,081,034.63 | \$0.00 | \$770,673.00 | -\$770,673.00 |
| Denver (SHFA - LDRC) | \$69,689.20 | \$0.00 | \$69,689.00 | -\$69,689.00 |
| Santa Ana (SHFA - COMP) | \$773,695.00 | \$0.00 | \$200,245.00 | -\$200,245.00 |
| Santa Ana (SHFA - LDRC) | \$30,000.00 | \$0.00 | \$30,000.00 | -\$30,000.00 |
| SHFA Totals: | \$5,137,057.22 | \$2,799,689.00 | \$2,799,689.00 | \$0.00 |
| Grand Totals: | \$132,397,227.24 | \$62,850,000.00 | \$62,850,000.00 | \$0.00 |

Figure 181. OM – Reports: Funding Report

8.6.2.5 Awards Report by Agency

This report provides an excellent summary of awards using drill down screens. The initial screen provides a comprehensive summary of the grant processing year at one glance, providing number of agencies applying, those awarded and comparing awards with Requested and Recommended Awards. This shows all application results regardless of if they are awarded or not.

1. From the top navigation menu, under **Reports** sub-menu, Click the **Awards Report by Agency** hyperlink, the *Awards Report by Agency* appears. This statistic matrix displays awards and related information in each HUD office, and HUD totals. The data shown in # **Agencies** column is the number of HUD-Approved Independent Agencies who are qualified to apply for grant in the fiscal year.
2. Click HUD office name hyperlink, the report is drilled down to HUD office level. For example, click **HOC 2 – Atlanta** hyperlink, a list of agencies applied for grants and their relevant data are displayed in agency name order.

| AWARDS REPORT BY AGENCY For Fiscal Year 2009 | | | | | | | | | |
|--|-------------|---------------------|--------------------|-----------------------|------------------------|-------------------------|--------------------------|-------------------------|-------------------------|
| Office | # Agencies | # Agencies Applying | # Agencies Awarded | # Sub Agencies Funded | # Applications Awarded | Amount Allotted | Amount Requested | Amount Recommended | Amount Awarded |
| HQ | 24 | 25 | 25 | 837 | 43 | \$ 39,018,272.00 | \$ 77,675,500.28 | \$ 59,381,231.28 | \$ 39,018,272.00 |
| HOC 1 - Philadelphia | 357 | 211 | 179 | 119 | 238 | \$ 0.00 | \$ 20,368,621.52 | \$ 2,392,638.39 | \$ 8,628,011.00 |
| HOC 2 - Atlanta | 334 | 178 | 153 | 39 | 206 | \$ 0.00 | \$ 15,911,544.00 | \$ 1,011,569.47 | \$ 7,014,736.00 |
| HOC 3 - Denver | 230 | 111 | 101 | 25 | 135 | \$ 0.00 | \$ 11,274,279.83 | \$ 1,200,723.82 | \$ 5,235,293.00 |
| HOC 4 - Santa Ana | 85 | 44 | 41 | 44 | 67 | \$ 0.00 | \$ 7,167,281.61 | \$ 663,849.26 | \$ 2,953,688.00 |
| TOTAL | 1030 | 569 | 499 | 1064 | 689 | \$ 62,850,000.00 | \$ 132,397,227.24 | \$ 62,626,873.28 | \$ 62,850,000.00 |

Print Export

Figure 182.A. OM – Reports: Awards Report by Agency

3. To sort the list of agencies in HUD office level:
 - a. Click the **Agency** hyperlink will sort the list in Agency Name order.
 - b. Click the **Agency ID** hyperlink will sort the list in Agency ID order.

| HOUSING COUNSELING GRANTS SYSTEM | | | | | | | | | |
|---|-----------|------------------------------------|-----------------|------------------|--------------------------------|---------------|-------------|--------------|--|
| AWARDS REPORT BY AGENCY For Fiscal Year 2009 | | | | | | | | | |
| Office: HOC 2 - Atlanta | | Total Agencies Applying: 178 | | | Total Agencies Awarded: 153 | | | | |
| Amount Allotted: \$ 0.00 | | Amount Requested: \$ 15,911,544.00 | | | Total Awarded: \$ 7,014,736.00 | | | | |
| Agency Search Print Export Back | | | | | | | | | |
| Agency | Agency ID | # Sub Agencies Funded | Office | Grant Category | Grant Types | Requested | Recommended | Awarded | |
| ACCESS LIVING OF METROPOLITAN CHICAGO | 82063 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 45,000.00 | \$ 0.00 | \$ 45,000.00 | |
| AFFORDABLE HOUSING CORPORATION | 81929 | 0 | HOC 2 - Atlanta | LHCA, LHCA | COMP, LDRC | \$ 86,000.00 | \$ 0.00 | \$ 65,960.00 | |
| AFFORDABLE HOUSING ENTERPRISES, INC. | 82241 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 30,000.00 | \$ 0.00 | \$ 30,000.00 | |
| ALABAMA COUNCIL ON HUMAN RELATIONS, INC | 80576 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 30,000.00 | \$ 0.00 | \$ 30,000.00 | |
| ALLIANCE CREDIT COUNSELING | 84342 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 151,712.00 | \$ 0.00 | \$ 0.00 | |
| APPALACHIAN HOUSING AND REDEVELOPMENT CORPORATION | 81266 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 46,963.00 | \$ 0.00 | \$ 42,724.00 | |
| AREA COMMITTEE TO IMPROVE OPPORTUNITIES NOW, INC. | 82510 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 52,862.00 | \$ 0.00 | \$ 42,724.00 | |
| B & D TRAINING SERVICES | 83806 | 0 | HOC 2 - Atlanta | LHCA, LHCA | COMP, LDRC | \$ 125,000.00 | \$ 0.00 | \$ 43,085.00 | |
| BRIGHTON CENTER, INCORPORATED | 80145 | 0 | HOC 2 - Atlanta | LHCA, LHCA, LHCA | COMP, HECM, LDRC | \$ 109,250.00 | \$ 0.00 | \$ 86,131.00 | |
| BROWARD COUNTY HOUSING AUTHORITY | 80586 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 76,250.00 | \$ 0.00 | \$ 40,976.00 | |
| CAMPBELLSVILLE HOUSING AND REDEVELOPMENT AUTHORITY | 80146 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 23,479.00 | \$ 0.00 | \$ 23,479.00 | |
| WILSON COMMUNITY IMPROVEMENT ASSOCIATION, INC. | 80957 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 50,000.00 | \$ 0.00 | \$ 50,000.00 | |
| WOODBINE COMMUNITY ORGANIZATION | 81758 | 0 | HOC 2 - Atlanta | LHCA, LHCA, LHCA | COMP, HECM, LDRC | \$ 98,000.00 | \$ 0.00 | \$ 47,197.00 | |
| ALL | | | HOC 2 - Atlanta | | | | | | |

Figure 182.B. OM – Reports: Awards Report by Agency

4. From the *Awards Report by Agency* in HUD Office level, as shown in Figure 182.B., click an agency name hyperlink under **Agency** column. The award report for the selected agency is displayed.

| HOUSING COUNSELING GRANTS SYSTEM | | | | | | | | | |
|--|-----------|-----------------|-------------|----------|------------|--------------|-------------|--------------|------------|
| AWARDS REPORT BY AGENCY | | | | | | | | | |
| For Fiscal Year 2009 | | | | | | | | | |
| Back | | | | | | | | | |
| Agency | Agency ID | HOC | Agency Type | Appl ID | Grant Type | Requested | Recommended | Awarded | Difference |
| ACCESS LIVING OF METROPOLITAN CHICAGO | 82063 | HOC 2 - Atlanta | LHCA | 0421-119 | COMP | \$ 45,000.00 | \$ 0.00 | \$ 45,000.00 | 0.00 |
| TOTAL | | | | | 1 | \$ 45,000.00 | \$ 0.00 | \$ 45,000.00 | \$ 0.00 |
| Print Export Save Back | | | | | | | | | |

Figure 182.C. OM – Reports: Awards Report by Agency: for One Selected Agency

- To search for a particular agency or multiple agencies, click the **Agency Search** button at the bottom of the *Awards Report by Agency* page. The *Awards Report by Agency: Agency Search* page appears.
- In Agency Search page, key in search criteria and click the **Search** button. For example, key in ‘ADVANC’ to Agency Name field and click the **Search** button (see Figure 182.D.). A list of agencies that contain ‘ADVANC’ in their agency name are displayed (see Figure 182.E.). Notice that in Figure 250, the Awards Report is drilled down to agency level. It lists all the grant types available for the fiscal year you are working on, and displays data of the grant type(s) that is/are applicable to each agency in the list. For the grant type(s) the agency didn’t apply, zero dollar amount is shown.

| Awards Report by Agency for FY 2010 - Agency Search HQ | |
|--|--|
| Search for Agency ID and Name using the criteria below. | |
| Agency ID | <input type="text"/> |
| Application ID | <input type="text"/> - <input type="text"/> |
| Agency Name | <input type="text" value="advanc"/> |
| Agency List | Select Agency <input type="button" value="v"/> |
| Grant Applicant Type | <input type="checkbox"/> INTERMEDIARY <input type="checkbox"/> LHCA <input type="checkbox"/> MSO <input type="checkbox"/> SHFA |
| Grant Type | <input type="checkbox"/> COMP <input type="checkbox"/> HECM <input type="checkbox"/> LDRC <input type="checkbox"/> FLMF <input type="checkbox"/> TRNG <input type="checkbox"/> MMSA |
| <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> | |

Figure 182.D. OM – Reports: Awards Report by Agency: Agency Search for Agency Name ‘ADVANC’

| HOUSING COUNSELING GRANTS SYSTEM | | | | | | | | | | |
|--|-----------|----------------------|-------------|----------|------------|--------------|---------------------|----------------|---------------------|----------------------|
| AWARDS REPORT BY AGENCY | | | | | | | | | | |
| For Fiscal Year 2009 | | | | | | | | | | |
| Back | | | | | | | | | | |
| Agency | Agency ID | HOC | Agency Type | Appl ID | Grant Type | Requested | Recommended | Awarded | Difference | |
| PHILADELPHIA COUNCIL FOR COMMUNITY ADVANCEMENT | 80072 | HOC 1 - Philadelphia | LHCA | 0321-092 | COMP | \$ 75,000.00 | \$ 0.00 | \$ 37,480.00 | - 37,520.00 | |
| | | | | 0322-008 | HECM | \$ 5,000.00 | \$ 0.00 | \$ 5,000.00 | 0.00 | |
| TOTAL | | | | | | 2 | \$ 80,000.00 | \$ 0.00 | \$ 42,480.00 | \$- 37,520.00 |
| Print Export Save Back | | | | | | | | | | |

Figure 182.E. OM – Reports: Awards Report by Agency: Result of Agency Search for Agency Name ‘ADVANC’

8.6.2.6 Awards Report by Office

This report lists agencies that are awarded a grant and listed in respective of their assigned HUD office.

1. From the top navigation menu, under **Reports** sub-menu, click **Awards Report by Office** hyperlink, the *Awards Report by Office for Fiscal Year 20XX* appears.

| AWARDS REPORT BY OFFICE | | | | |
|--|--|-------------------------|------------------------|------------------------|
| For Fiscal Year 2009 | | | | |
| Appl. ID | Agency Name | Requested | Recommended | Awarded |
| 0011-001 | CATHOLIC CHARITIES USA | \$2,147,090.28 | \$2,147,090.28 | \$1,057,385.00 |
| 0011-002 | STRUCTURED EMPLOYMENT ECONOMIC DEVELOPMENT CO | \$2,499,995.00 | \$2,499,995.00 | \$1,499,193.00 |
| 0011-003 | MON VALLEY INITIATIVE | \$855,000.00 | \$855,000.00 | \$855,000.00 |
| 0011-004 | HOMEOWNERSHIP PRESERVATION FOUNDATION | \$2,700,000.00 | \$2,700,000.00 | \$1,436,078.00 |
| 0011-005 | CITIZENS' HOUSING AND PLANNING ASSOCIATION, INC. | \$1,431,926.00 | \$1,431,926.00 | \$1,246,732.00 |
| 0011-006 | NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS | \$1,113,528.00 | \$1,113,528.00 | \$931,154.00 |
| 0011-007 | NEIGHBORHOOD REINVESTMENT CORPORATION | \$2,700,000.00 | \$2,700,000.00 | \$1,120,501.00 |
| 0011-008 | NATIONAL COUNCIL OF LA RAZA | \$2,700,000.00 | \$2,700,000.00 | \$1,120,501.00 |
| 0011-009 | HOUSING PARTNERSHIP NETWORK | \$2,675,123.00 | \$2,675,123.00 | \$1,751,655.00 |
| 0011-010 | NATIONAL ASSOCIATION OF REAL ESTATE BROKERS-INVESTMENT DIVISION, INC | \$1,200,000.00 | \$1,200,000.00 | \$552,462.00 |
| 0011-011 | THE NATIONAL COMMUNITY REINVESTMENT COALITION, INC. | \$2,346,655.00 | \$300,000.00 | \$300,000.00 |
| 0011-012 | WEST TENNESSEE LEGAL SERVICES, INCORPORATED | \$2,700,000.00 | \$2,700,000.00 | \$1,120,501.00 |
| 0011-013 | NATIONAL URBAN LEAGUE | \$2,700,000.00 | \$2,700,000.00 | \$1,246,732.00 |
| 0011-014 | HOMEFREE - U S A | \$1,995,000.00 | \$1,995,000.00 | \$1,120,501.00 |
| 0011-015 | CCCS OF GREATER ATLANTA - MAIN OFFICE | \$2,700,000.00 | \$2,700,000.00 | \$1,183,615.00 |
| 0011-016 | ACORN HOUSING CORPORATION | \$2,700,000.00 | \$2,700,000.00 | \$1,625,424.00 |
| 0011-017 | NACA (NEIGHBORHOOD ASSISTANCE CORPORATION OF AMERICA) | \$2,700,000.00 | \$2,700,000.00 | \$1,246,732.00 |
| 0011-018 | NUEVA ESPERANZA | \$1,927,498.00 | \$300,000.00 | \$300,000.00 |
| 0011-019 | MISSISSIPPI HOMEBUYER EDUCATION CENTER- INITIATIVE | \$1,300,000.00 | \$300,000.00 | \$300,000.00 |
| 0011-020 | MISSION OF PEACE | \$1,600,000.00 | \$1,600,000.00 | \$868,039.00 |
| 0011-021 | NATIONAL FOUNDATION FOR CREDIT COUNSELING, INC. | \$2,700,000.00 | \$2,700,000.00 | \$1,562,309.00 |
| 0011-022 | CLEARPOINT FINANCIAL SOLUTIONS, INC. | \$2,700,000.00 | \$2,700,000.00 | \$615,577.00 |
| 0011-023 | RURAL COMMUNITY ASSISTANCE CORPORATION | \$1,215,966.00 | \$1,215,966.00 | \$994,270.00 |
| 0011-024 | MONEY MANAGEMENT INTERNATIONAL INC. | \$2,700,000.00 | \$2,700,000.00 | \$931,154.00 |
| 0011-025 | NATIONAL COUNCIL ON THE AGING (NCOA) | \$1,467,213.00 | \$1,467,213.00 | \$741,808.00 |
| Intermediary (COMP) Totals: | | \$53,474,994.28 | \$48,800,841.28 | \$25,727,323.00 |
| 0941-002 | WASHINGTON STATE HOUSING FINANCE COMMISSION | \$470,000.00 | \$470,000.00 | \$130,881.00 |
| Santa Ana (SHFA - COMP) Totals: | | \$773,695.00 | \$237,896.46 | \$200,245.00 |
| 0943-001 | WASHINGTON STATE HOUSING FINANCE COMMISSION | \$30,000.00 | \$29,999.80 | \$30,000.00 |
| Santa Ana (SHFA - LDRC) Totals: | | \$30,000.00 | \$29,999.80 | \$30,000.00 |
| Grand Totals: | | \$119,845,892.40 | \$62,626,873.28 | \$62,850,000.00 |
| Print Export | | | | |

Figure 183. OM – Reports: Awards Report by Office

8.6.2.7 Awards Report by State

This report groups all agencies that are awarded a grant in respective to their State they are located in.

- From the top navigation menu, under **Reports** sub-menu, click **Awards Report by State** hyperlink, the *Awards Report by State for Fiscal Year 20XX* appears.

| AWARDS REPORT BY STATE For Fiscal Year 2009 | | |
|--|---|------------------------|
| City/State | Agency Name(Application ID) | Awarded |
| Auburn, AL | ALABAMA COUNCIL ON HUMAN RELATIONS, INC (0421-011) | \$30,000.00 |
| Birmingham, AL | JEFFERSON COUNTY COMMITTEE FOR ECONOMIC OPPORTUNITY (0421-007) | \$39,228.00 |
| Birmingham, AL | JEFFERSON COUNTY COMMITTEE FOR ECONOMIC OPPORTUNITY (0423-039) | \$9,314.00 |
| Birmingham, AL | JEFFERSON COUNTY HOUSING AUTHORITY (0421-008) | \$26,992.00 |
| Decatur, AL | COMMUNITY ACTION PARTNERSHIP OF NORTH ALABAMA, INC. (0421-004) | \$35,732.00 |
| Greensboro, AL | HALE EMPOWERMENT AND REVITALIZATION ORGANIZATION (HERO) (0421-002) | \$35,732.00 |
| Greensboro, AL | HALE EMPOWERMENT AND REVITALIZATION ORGANIZATION (HERO) (0422-001) | \$47,671.00 |
| Greensboro, AL | HALE EMPOWERMENT AND REVITALIZATION ORGANIZATION (HERO) (0423-001) | \$7,745.00 |
| Huntsville, AL | COMMUNITY ACTION PARTNERSHIP, HUNTSVILLE/MADISON & LIMESTONE COUNTIES, INC (0421-006) | \$20,000.00 |
| Huntsville, AL | FAMILY SERVICES CENTER, INC. (0421-001) | \$51,750.00 |
| Mobile, AL | MOBILE HOUSING BOARD (0421-003) | \$53,500.00 |
| Mobile, AL | MOBILE HOUSING BOARD (0422-008) | \$10,000.00 |
| Mobile, AL | MOBILE HOUSING BOARD (0423-037) | \$7,000.00 |
| Troy, AL | ORGANIZED COMMUNITY ACTION PROGRAM, INC (0421-009) | \$30,488.00 |
| Tuscaloosa, AL | COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC. (0421-005) | \$40,976.00 |
| | State Total: | \$446,128.00 |
| Casper, WY | INTERFAITH OF NATRONA COUNTY, INCORPORATED (0821-070) | \$20,000.00 |
| Casper, WY | WYOMING HOUSING NETWORK, INC. (0821-071) | \$51,464.00 |
| | State Total: | \$71,464.00 |
| | Grand Total: | \$62,850,000.00 |

Select a State

Figure 184.A. OM – Reports: Awards Report by State

- To search for agency/agencies locate in a state, select the specific state from the **Select a State** dropdown at the bottom of the page, and click **Go** button. A list of agency/agencies awarded in the selected state is displayed.

| AWARDS REPORT BY STATE (AL) For Fiscal Year 2009 | | |
|---|---|---------------------|
| City/State | Agency Name(Application ID) | Awarded |
| Auburn, AL | ALABAMA COUNCIL ON HUMAN RELATIONS, INC (0421-011) | \$30,000.00 |
| Birmingham, AL | JEFFERSON COUNTY COMMITTEE FOR ECONOMIC OPPORTUNITY (0421-007) | \$39,228.00 |
| Birmingham, AL | JEFFERSON COUNTY COMMITTEE FOR ECONOMIC OPPORTUNITY (0423-039) | \$9,314.00 |
| Birmingham, AL | JEFFERSON COUNTY HOUSING AUTHORITY (0421-008) | \$26,992.00 |
| Decatur, AL | COMMUNITY ACTION PARTNERSHIP OF NORTH ALABAMA, INC. (0421-004) | \$35,732.00 |
| Greensboro, AL | HALE EMPOWERMENT AND REVITALIZATION ORGANIZATION (HERO) (0421-002) | \$35,732.00 |
| Greensboro, AL | HALE EMPOWERMENT AND REVITALIZATION ORGANIZATION (HERO) (0422-001) | \$47,671.00 |
| Greensboro, AL | HALE EMPOWERMENT AND REVITALIZATION ORGANIZATION (HERO) (0423-001) | \$7,745.00 |
| Huntsville, AL | COMMUNITY ACTION PARTNERSHIP, HUNTSVILLE/MADISON & LIMESTONE COUNTIES, INC (0421-006) | \$20,000.00 |
| Huntsville, AL | FAMILY SERVICES CENTER, INC. (0421-001) | \$51,750.00 |
| Mobile, AL | MOBILE HOUSING BOARD (0421-003) | \$53,500.00 |
| Mobile, AL | MOBILE HOUSING BOARD (0422-008) | \$10,000.00 |
| Mobile, AL | MOBILE HOUSING BOARD (0423-037) | \$7,000.00 |
| Troy, AL | ORGANIZED COMMUNITY ACTION PROGRAM, INC (0421-009) | \$30,488.00 |
| Tuscaloosa, AL | COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC. (0421-005) | \$40,976.00 |
| | State Total: | \$446,128.00 |
| | Grand Total: | \$446,128.00 |

AL - Alabama

Figure 184.B. OM – Reports: Awards Report by State – Result Page of State Search

8.6.2.8 Funding Report Search

This report lists agencies that are awarded a grant and listed in respective of their assigned HUD office.

1. From the top navigation menu, under **Reports** sub-menu, click the **Funding Report by Filter** hyperlink, the *Funding Report Search for Fiscal Year 20XX* appears.

Note: The search screen will allow you to narrow down your results based on the following criteria:

- Agency ID
 - HOC Office
 - Agency Name
 - Agency Type
 - Counseling Services
 - City
 - State
 - Zip Code
2. Once you have entered your criteria click the **Search** button to retrieve your results, the **Clear** button to erase the information already type in, or **Cancel** to return to Awards Report by Agency.

Funding Report Search for FY 2009

Search for Agency ID and Name using the criteria below.

| | |
|----------------------|-------------------------|
| Agency ID | <input type="text"/> |
| HOC office: | <input type="text"/> |
| Agency Name | <input type="text"/> |
| Agency Type: | <input type="text"/> |
| Counseling Services: | <input type="text"/> |
| City: | <input type="text"/> |
| State: | AK <input type="text"/> |
| Zip Code: | <input type="text"/> |

Figure 185. OM – Reports: Funding Report by Filter – Search

3. From this screen you will also be able to view this information in Excel form, by clicking the **Excel Format** hyperlink, or return back to the search function, but clicking **Search Again**.

| FUNDING REPORT SEARCH FOR FISCAL YEAR 2009 | | | | | | | | |
|---|--|-------------|---------------|-------------------|---------------|--------------------|---------------------|----------------|
| Search Criteria: • State: AK | | | | | | | | |
| 5 Record(s) Found Excel Format | | | | | | | | |
| Agency ID | Agency Name | Agency type | Total Awarded | Total Funding | | | Grant Type | City/State |
| | | | | Admin. Allocation | Indirect Cost | Allocation | | |
| 80206 | ALASKA COMMUNITY DEVELOPMENT CORPORATION | Sub Grantee | \$0.00 | \$0.00 | \$0.00 | \$22,276.00 | INTERMEDIARY - COMP | PALMER - AK |
| 80207 | NEIGHBORWORKS ANCHORAGE FORMERLY ANCHORAGE NEIGHBORHOOD HOUSING SERVICES | Sub Grantee | \$0.00 | \$0.00 | \$0.00 | \$11,409.09 | INTERMEDIARY - COMP | Anchorage - AK |
| 80208 | CCCS OF ALASKA | LHCA | \$0.00 | \$0.00 | \$0.00 | \$3,416.67 | INTERMEDIARY - LDRC | Anchorage - AK |
| 80208 | CCCS OF ALASKA | LHCA | \$0.00 | \$0.00 | \$0.00 | \$23,603.44 | INTERMEDIARY - COMP | Anchorage - AK |
| 81107 | FAIRBANKS NEIGHBORHOOD HOUSING SERVICES, INC | Sub Grantee | \$0.00 | \$0.00 | \$0.00 | \$11,409.09 | INTERMEDIARY - COMP | Fairbanks - AK |
| Total: | | | \$0.00 | \$0.00 | \$0.00 | \$72,114.29 | | |

Figure 186. OM – Reports: Funding Report by Filter – Results

8.6.2.9 Reviewers Final Report

1. From the top navigation menu, under **Reports** sub-menu, click the **Reviewers Final Report** hyperlink, the Select a Grant Application for Fiscal Year 20XX appears.
2. This will prompt you to a list of Grant Applications arranged by Agency. To view an Agency report, click the hyperlink for that Agency under the **Agency Name** column.

| Select a Grant Application for FY 2009 | | |
|--|----------------|--|
| Instructions: Click on the Agency Name that you wish to generate the report. | | |
| Agency ID | Application ID | Agency Name (Application ID) |
| 80750 | 0011-001 | CATHOLIC CHARITIES USA |
| 82359 | 0011-002 | STRUCTURED EMPLOYMENT ECONOMIC DEVELOPMENT CO |
| 80084 | 0011-003 | MON VALLEY INITIATIVE |
| 84081 | 0011-004 | HOMEOWNERSHIP PRESERVATION FOUNDATION |
| 81504 | 0011-005 | CITIZENS' HOUSING AND PLANNING ASSOCIATION, INC. |
| 84539 | 0011-006 | NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS |
| 80989 | 0011-009 | HOUSING PARTNERSHIP NETWORK |
| 81639 | 0011-013 | NATIONAL URBAN LEAGUE |
| 84538 | 0011-015 | CCCS OF GREATER ATLANTA - MAIN OFFICE |
| 80753 | 0011-016 | ACORN HOUSING CORPORATION |
| 84546 | 0011-018 | NUEVA ESPERANZA |
| 82507 | 0011-019 | MISSISSIPPI HOMEBUYER EDUCATION CENTER- INITIATIVE |
| 81276 | 0011-020 | MISSION OF PEACE |
| 82559 | 0011-023 | RURAL COMMUNITY ASSISTANCE CORPORATION |
| 84538 | 0012-002 | CCCS OF GREATER ATLANTA - MAIN OFFICE |
| 80753 | 0013-006 | ACORN HOUSING CORPORATION |
| 80753 | 0014-007 | ACORN HOUSING CORPORATION |
| 80961 | 0321-002 | YWCA DELAWARE |
| 80219 | 0321-003 | UNIVERSITY LEGAL SERVICES |
| 80570 | 0321-004 | NATIONAL COUNCIL ON AGRICULTURAL LIFE AND LABOR RESEARCH FUND, INC |
| 84173 | 0321-005 | CHRISTIAN ACTIVITIES COUNCIL |
| 84654 | 0321-006 | OPPORTUNITIES INDUSTRIALIZATION CENTER OF NEW LONDON COUNTY, INC. |
| 84534 | 0321-007 | MUTUAL HOUSING OF SOUTH CENTRAL CT, INC. // NEIGHBORWORKS NEW HORIZONS |
| 82095 | 0321-012 | BERKSHIRE COUNTY REGIONAL HOUSING AUTHORITY-H |

Figure 187.A. OM – Reports: Reviewers Final Report

Note: Provided below is an example of a Final Reviewer Report.

Under each Factor, there are six places for comments based on the following criteria:

- Primary R. Strength
- Reviewers Strength
- Final Primary Reviewer Strength

- Primary R. Weakness
- Reviewers Weakness
- Final Primary Reviewer Weakness

Primary Reviewer Final Comment - Chairman Reports

Instructions: + -

| | | | |
|-----------------|------------------------------|-----------------|----------|
| Agency ID: | 82456 | | |
| Agency Name: | HRS | Application ID: | 0321-030 |
| Grant Category: | LHCA | Grant Type: | COMP |
| Reviewer: | Maryanne Daniel (Prim. Rvwr) | | |
| Reviewer(s): | Tom Hardy David Gallian | | |

| Rating Factor | Score | Bonus Points | Max Points | Max Bonus Points | Other Scores | |
|--|-------|--------------|------------|------------------|----------------|-----------------|
| 1. Capacity of the Applicant and Relevant Organizational Staff | 27 | 0 | 30 | 2 | TH 0 | DG 26 |
| 1a. RF1-2a: Average Combined Housing Counseling Experience of Project Director and Staff | 6 | | 6 | | 0 | 6 |
| 1b. RF1-2b: Specialized Training Received for all Counselors and Staff | 5 | | 5 | | 0 | 3 |
| 1c. RF1-3a: Grantee Requirements | 2 | | 3 | | 0 | 1 |
| 1d. RF1-3b: HUD 9902-Filed Electronically in a timely manner | 1 | | 2 | | 0 | 0 |
| 1e. RF1-3c: Grant Funds Fully Expended? What % of Award was Expended? | 2 | | 2 | | 0 | 3 |
| 1f. RF1-3d: Performance Reviews | 5 | | 5 | | 0 | 0 |
| 1g. RF1-3e: Housing Counseling System (HCS) | 2 | | 2 | | 0 | 0 |
| 1h. RF1-4a: Performance Evaluation | 0 | | 1 | | 0 | 0 |
| 1i. RF1-4b: Goals/Results | 4 | | 4 | | 0 | 0 |

Primary R. Strength: + -
 Reviewers Strength: + -
 Final Primary Reviewer Strength: + -
 Primary R. Weakness: + -
 Reviewers Weakness: + -
 Final Primary Reviewer Weakness: + -

| | | | | | | |
|---|---|---|---|--|----------------|----------------|
| 2. Need/Extent of the Problem | 4 | 0 | 5 | | TH 0 | DG 4 |
| 2a. RF2-1: Needs Data | 3 | | 3 | | 0 | 6 |
| 2b. RF2-2: Departmental Policy Priorities | 1 | | 2 | | 0 | 3 |

Primary R. Strength: + -
 Reviewers Strength: + -
 Final Primary Reviewer Strength: + -
 Primary R. Weakness: + -
 Reviewers Weakness: + -
 Final Primary Reviewer Weakness: + -

| | | | | | | |
|--|----|---|----|--|----------------|-----------------|
| 3. Soundness of Approach/Scope of Housing Counseling Services | 37 | 0 | 45 | | TH 0 | DG 39 |
| 3a. RF3-1a: Average Number of Hours per Client/per Counseling Type | 1 | | 2 | | 0 | 6 |
| 3b. RF3-1b: Types of Counseling | 4 | | 4 | | 0 | 3 |
| 3c. RF3-1c: Group vs One-on-One | 0 | | 1 | | 0 | 1 |
| 3d. RF3-1d: Marketing and Outreach | 1 | | 1 | | 0 | 0 |
| 3e. RF3-2a: Cost Per Client | 6 | | 6 | | 0 | 3 |
| 3f. RF3-2b: Capacity | 1 | | 1 | | 0 | 0 |

| | | | | | | |
|--|----|---|-----|---|-----------|-----------|
| Primary R. Weakness: + - | | | | | | |
| Reviewers Weakness: + - | | | | | | |
| Final Primary Reviewer Weakness: + - | | | | | | |
| 4. Leveraging Resources | 10 | 0 | 10 | | TH | DG |
| | | | | | 0 | 10 |
| Primary R. Strength: + - | | | | | | |
| Reviewers Strength: + - | | | | | | |
| Final Primary Reviewer Strength: + - | | | | | | |
| Primary R. Weakness: + - | | | | | | |
| Reviewers Weakness: + - | | | | | | |
| Final Primary Reviewer Weakness: + - | | | | | | |
| 5. Achieving Results and Program Evaluation | 10 | 0 | 10 | | TH | DG |
| | | | | | 0 | 10 |
| 5a. RF5-1a: Outputs/Services | 3 | | 3 | | 0 | 6 |
| 5b. RF5-1b: Outcomes | 3 | | 3 | | 0 | 3 |
| 5c. RF5-1c: Logic Model Projections | 3 | | 3 | | 0 | 1 |
| 5d. RF5-1d: Evaluation Tools | 1 | | 1 | | 0 | 0 |
| Primary R. Strength: + - | | | | | | |
| Reviewers Strength: + - | | | | | | |
| Final Primary Reviewer Strength: + - | | | | | | |
| Primary R. Weakness: + - | | | | | | |
| Reviewers Weakness: + - | | | | | | |
| Final Primary Reviewer Weakness: + - | | | | | | |
| Total | 88 | 0 | 100 | 2 | TH | DG |
| | | | | | 0 | 89 |

[Print](#)

Figure 187.B. OM – Reports: Reviewers Final Report Result

Note: In order to maximize or minimize these comments either select the + -. Provided below is an example of the comments boxes maximized in order to read the comments by those who reviewed this agency’s request.

Primary R. Strength: + -

2 bilingual counselors on staff; no performanc review conducted last year. Director has more than 8 yrs of experience. Most of the counselors have certifications.

Reviewers Strength: + -

this rating factor was well organized and easy to read. applicant addressed most of the questions.

Final Primary Reviewer Strength: + -

Primary R. Weakness: + -

Lost point for timeliness of 9902

Figure 187.C. OM – Reports: Reviewers Final Report Result – Strengths and Weaknesses

Note: If a primary reviewer has not reviewed a specific application, you will see the following message at the top of a report.

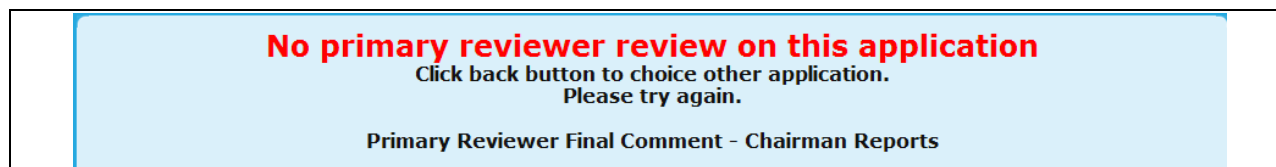


Figure 187.D. OM – Reports: Reviewers Final Report Result – No Review Alert

8.6.2.10 Reviewers Report

1. From the top navigation menu, under **Reports** sub-menu, click **Reviewers Report** hyperlink, following prompt appears. If **OK** button is clicked, the Strength and Weakness comments will be included in the report. If **Cancel** button is clicked, the Strength and Weakness comments will not be included in the report.

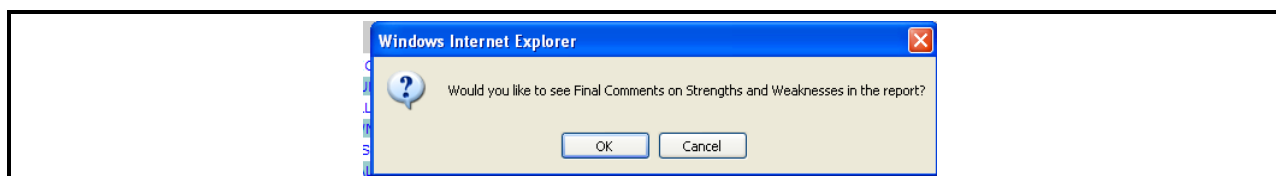


Figure 188. OM – Reports: Reviewers Report – Whether to Show Strengths and Weaknesses in the Report Prompt

2. Upon selecting Ok or Cancel, you will be prompted to the Select a Grant Application for FY 20XX screen. From here, like in Final Reviewers Report, you have the ability to choose a report based on an Agency.

| Select a Grant Application for FY 2009 | | |
|--|----------------|--|
| Instructions: Click on the Agency Name that you wish to generate the report. | | |
| Agency ID | Application ID | Agency Name (Application ID) |
| 80750 | 0011-001 | CATHOLIC CHARITIES USA |
| 82359 | 0011-002 | STRUCTURED EMPLOYMENT ECONOMIC DEVELOPMENT CO |
| 80084 | 0011-003 | MON VALLEY INITIATIVE |
| 84081 | 0011-004 | HOMEOWNERSHIP PRESERVATION FOUNDATION |
| 81504 | 0011-005 | CITIZENS' HOUSING AND PLANNING ASSOCIATION, INC. |
| 84539 | 0011-006 | NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS |
| 80989 | 0011-009 | HOUSING PARTNERSHIP NETWORK |
| 81639 | 0011-013 | NATIONAL URBAN LEAGUE |
| 84538 | 0011-015 | CCCS OF GREATER ATLANTA - MAIN OFFICE |
| 80753 | 0011-016 | ACORN HOUSING CORPORATION |
| 84546 | 0011-018 | NUEVA ESPERANZA |
| 82507 | 0011-019 | MISSISSIPPI HOMEBUYER EDUCATION CENTER- INITIATIVE |
| 81276 | 0011-020 | MISSION OF PEACE |
| 82559 | 0011-023 | RURAL COMMUNITY ASSISTANCE CORPORATION |
| 84538 | 0012-002 | CCCS OF GREATER ATLANTA - MAIN OFFICE |
| 80753 | 0013-006 | ACORN HOUSING CORPORATION |
| 80753 | 0014-007 | ACORN HOUSING CORPORATION |
| 80961 | 0321-002 | YWCA DELAWARE |
| 80219 | 0321-003 | UNIVERSITY LEGAL SERVICES |
| 80570 | 0321-004 | NATIONAL COUNCIL ON AGRICULTURAL LIFE AND LABOR RESEARCH FUND, INC |
| 84173 | 0321-005 | CHRISTIAN ACTIVITIES COUNCIL |
| 84654 | 0321-006 | OPPORTUNITIES INDUSTRIALIZATION CENTER OF NEW LONDON COUNTY, INC. |
| 84534 | 0321-007 | MUTUAL HOUSING OF SOUTH CENTRAL CT, INC. // NEIGHBORWORKS NEW HORIZONS |
| 82095 | 0321-012 | BERKSHIRE COUNTY REGIONAL HOUSING AUTHORITY-H |

Figure 189.A. OM – Reports: Reviewers Report – Select a Grant Application for FY 20XX

3. Once you have selected the agency to review you will be prompted to the Reviewer Scoring and Comment Summary Report. In order to view a specific Reviewers report, you will have to choose a name that has a hyperlink attached. This can be found in the Other Reviewers row.

| Reviewer Scoring and Comment Summary Report | | | | |
|--|--------|---------------------------------|------------|------------------|
| Agency ID: 80753 | | | | |
| Agency Name: ACORN HOUSING CORPORATION | | Application ID: 0011-016 | | |
| Grant Category: INTERMEDIARY | | Grant Type: COMP | | |
| Reviewer: Ronald Bedoya | | | | |
| Other Reviewer(s): Brian Siebenlist (Prim. Rvwr) Terri Ames Jennifer Smith | | | | |
| Rating Factor | Scored | Bonus Points | Max Points | Max Bonus Points |
| 1. Capacity of the Applicant and Relevant Organizational Staff | 28 | | 30 | |
| 1a. RF1-2a: Average Combined Housing Counseling Experience of Project Director and Staff | 5 | | 6 | |
| 1b. RF1-2b: Specialized Training Received for all Counselors and Staff | 5 | | 5 | |
| 1c. RF1-3a: Grantee Requirements | 3 | | 3 | |
| 1d. RF1-3b: HUD 9902-Filed Electronically in a timely manner | 2 | | 2 | |
| 1e. RF1-3c: Grant Funds Fully Expended? What % of Award was Expended? | 2 | | 2 | |
| 1f. RF1-3d: Performance Reviews | 4 | | 5 | |
| 1g. RF1-3e: Housing Counseling System (HCS) | 2 | | 2 | |
| 1h. RF1-4a: Performance Evaluation | 1 | | 1 | |
| 1i. RF1-4b: Goals/Results | 4 | | 4 | |
| Strength: + - | | | | |
| Weakness: + - | | | | |
| 2. Need/Extent of the Problem | 5 | | 5 | |
| 2a. RF2-1: Needs Data | 3 | | 3 | |
| 2b. RF2-2: Departmental Policy Priorities | 2 | | 2 | |
| Strength: + - | | | | |
| Weakness: + - | | | | |
| 3. Soundness of Approach/Scope of Housing Counseling Services | 44 | | 45 | |
| 3a. RF3-1a: Average Number of Hours per Client/per Counseling Type | 2 | | 2 | |
| 3b. RF3-1b: Types of Counseling | 4 | | 4 | |
| 3c. RF3-1c: Group vs One-on-One | 1 | | 1 | |
| 3d. RF3-1d: Marketing and Outreach | 1 | | 1 | |
| 3e. RF3-2a: Cost Per Client | 6 | | 6 | |
| 3f. RF3-2b: Capacity | 1 | | 1 | |
| 3g. RF3-2c: Training Expenditures | 2 | | 2 | |
| 3h. RF3-2d: Percentage of Grant Funding Passed Through | 1 | | 1 | |
| 3i. RF3-2e: Geographic Coverage, # of States | 0 | | 1 | |
| 3j. RF3-3a: Types of Counseling and Education Services | 5 | | 5 | |
| 3k. RF3-3b: Average Number of Hours per Client/per Counseling Type | 2 | | 2 | |
| 3l. RF3-3c: Sufficient Staff to Carry Out Proposed Activities & Number of Clients | 0 | | 1 | |
| 3m. RF3-3d: Training | 1 | | 1 | |
| 3n. RF3-3e: Plans to Effectively Serve and/or Communicate with Persons with Limited English and Disabilities | 1 | | 1 | |
| 3o. RF3-3f: Budget Explanation | 1 | | 1 | |
| 3p. RF3-4a: Cost per Client | 4 | | 4 | |
| 3q. RF3-4b: Projected Performance - Group Education and One-on-One Counseling | 1 | | 2 | |
| 3r. RF3-4c: Marketing and Outreach | 2 | | 2 | |
| 3s. RF3-5a: Partnerships and Efforts to Coordinate Proposed Activities | 2 | | 2 | |
| 3t. RF3-5b: Complementing Other HUD Programs | 2 | | 2 | |
| 3u. RF3-5c: Plans to Avoid Conflicts of Interest | 2 | | 2 | |
| 3v. RF3-6a: Percent of Grant Funding to be Passed Through | 2 | | 3 | |
| 3w. RF3-6b: Capacity | 1 | | 1 | |
| Strength: + - | | | | |
| Weakness: + - | | | | |
| 4. Leveraging Resources | 10 | | 10 | |
| Strength: + - | | | | |
| Weakness: + - | | | | |
| 5. Achieving Results and Program Evaluation | 9 | | 10 | |
| 5a. RF5-1a: Outputs/Services | 2 | | 3 | |
| 5b. RF5-1b: Outcomes | 3 | | 3 | |
| 5c. RF5-1c: Logic Model Projections | 3 | | 3 | |
| 5d. RF5-1d: Evaluation Tools | 1 | | 1 | |
| Strength: + - | | | | |
| Weakness: + - | | | | |
| Total | 96 | | 100 | 0 |

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Figure 189.B. OM – Reports: Reviewers Report – Reviewer Scoring and Comment Summary Report

8.6.2.11 Application Number Reference

This report breaks down the Office ID, Office Name, and whether or not a table exists for this application.

1. From the top navigation menu, under **Reports** sub-menu, click the **Application Number Reference** hyperlink, the Grant Application Number Reference – for Fiscal Year 20XX appears.

| Grant Application Number Reference - for FY 2009 | | |
|---|----------------------------|-----------------|
| Instructions: This page allows for viewing of which offices have or have not been created from the Funding Appropriation page. | | |
| Office ID | Office Name | Exists In Table |
| 0011 | Intermediary (COMP) | YES |
| 0013 | Intermediary (LDRC) | YES |
| 0014 | Intermediary (FLMF) | YES |
| 0012 | Intermediary (HECM) | YES |
| 0015 | Intermediary (TRNG) | YES |
| 0321 | Philadelphia (LHCA - COMP) | YES |
| 0323 | Philadelphia (LHCA - LDRC) | YES |
| 0322 | Philadelphia (LHCA - HECM) | YES |
| 0331 | Philadelphia (MSO - COMP) | YES |
| 0333 | Philadelphia (MSO - LDRC) | YES |
| 0332 | Philadelphia (MSO - HECM) | YES |
| 0341 | Philadelphia (SHFA - COMP) | YES |
| 0343 | Philadelphia (SHFA - LDRC) | YES |
| 0421 | Atlanta (LHCA - COMP) | YES |
| 0423 | Atlanta (LHCA - LDRC) | YES |
| 0422 | Atlanta (LHCA - HECM) | YES |
| 0431 | Atlanta (MSO - COMP) | YES |
| 0433 | Atlanta (MSO - LDRC) | YES |
| 0432 | Atlanta (MSO - HECM) | YES |
| 0441 | Atlanta (SHFA - COMP) | YES |
| 0443 | Atlanta (SHFA - LDRC) | YES |
| 0821 | Denver (LHCA - COMP) | YES |
| 0823 | Denver (LHCA - LDRC) | YES |
| 0822 | Denver (LHCA - HECM) | YES |
| 0831 | Denver (MSO - COMP) | YES |
| 0833 | Denver (MSO - LDRC) | YES |
| 0832 | Denver (MSO - HECM) | YES |

Figure 190. OM – Reports: Application Number Reference

8.7 Export

This section creates required fixed reports at the conclusion of the grant processing period. This section produces reports using the Export functions to share with various offices and departments to execute the grant awards. You can perform a variety of tasks as needed, which include viewing and/or exporting following HCS data:

- Agency Award/No Award Letters– official announcement given to each agency, providing the results of their grant applications.
- Agency Name Check Review – report to allow review list of awardees before award Letters generation.
- Application Data– complete data in spreadsheet to allow unique analysis.
- Congressional Report Data– Fixed report sent to HUD congressional liaison office.
- Draw Down Report Processing– Function to record agencies’ draw down activities.
- Funding Aggregate Report– Complete comprehensive aggregate spreadsheet.
- HUD-1044– Award document each agency must sign.
- IRS Delinquent Data– Fixed report sent to HUD Grant office for IRS

- List of Awardees– Text report listing agencies in the format to be published in the Federal Register.
- Procurement Accounting Data– Spreadsheet given to CFO.
- Public Affairs Report– Fixed report sent to Public Affairs office announcing awarded agencies.

8.7.1 Agency Award/No Award Letter

This is the official announcement to each application stating the results of the grant processing. These letters use the merge function. Care should be taken to ensure the letters are updated before executing the mail merge.

1. From the top navigation menu, scroll down to **Export** sub-menu. Click the **Agency Award/No Award Letters Data** hyperlink, the Agency Award/No Award Letters Data for 20XX options selection screen appears.
2. Select what type of data to search for, **Agency Award Letters Data**, **Agency No Award Letters Data**, or **Both**, and then Click **OK** button.

Figure 191.A. OM – Export: Agency Award/No Award Letters Data for FY 20XX

3. The Agency Award/No Award Letters Data Filter screen appears. Set the desired data filter and click the **OK** button.

Figure 191.B. OM – Export: Agency Award/No Award Letters Data – Data Filter Screen

4. Once your parameters have been set, and you click **OK**, you will be presented with the Download for your search criteria.
5. Click **AWDDATA.DOC** data file hyperlink. The File Download window appears.

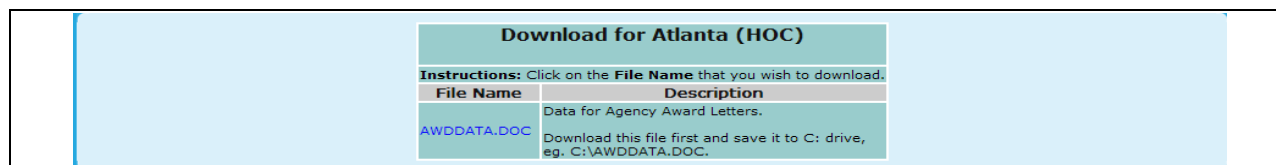


Figure 192.A. OM – Export: Agency Award/No Award Letters – Download Screen

- To open the document, click the **Open** button. To save it, Click the **Save** button. To cancel file download, click the **Cancel** button. When the **Open** button is clicked, following data page is displayed in HCS main display area. The data is listed by agency name.

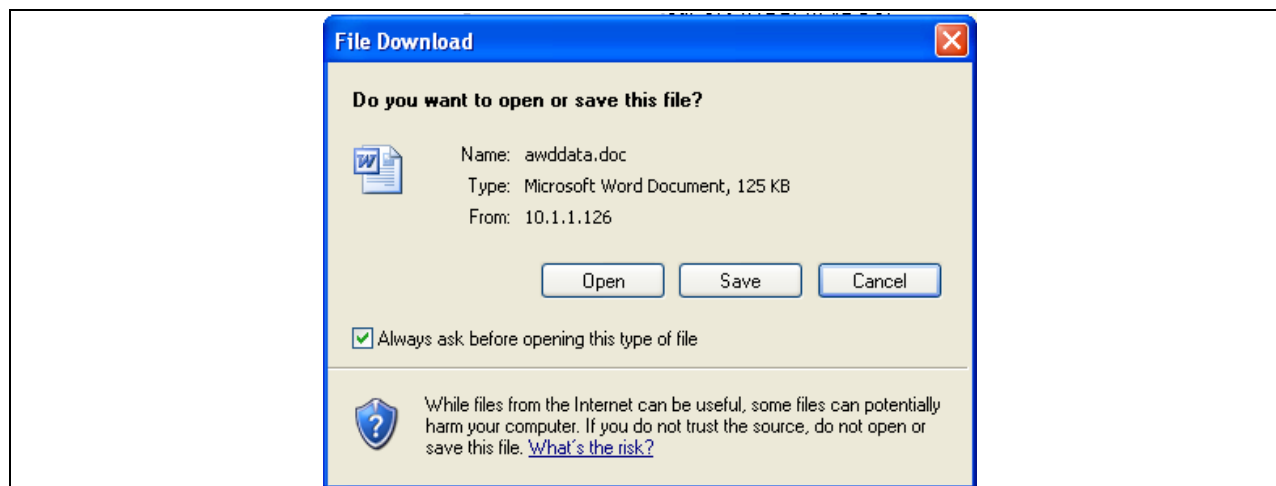


Figure 192.B. OM – Export: Agency Award/No Award Letters Data – File Download Window

- Following the data downloading, your information will be provided in .doc form.

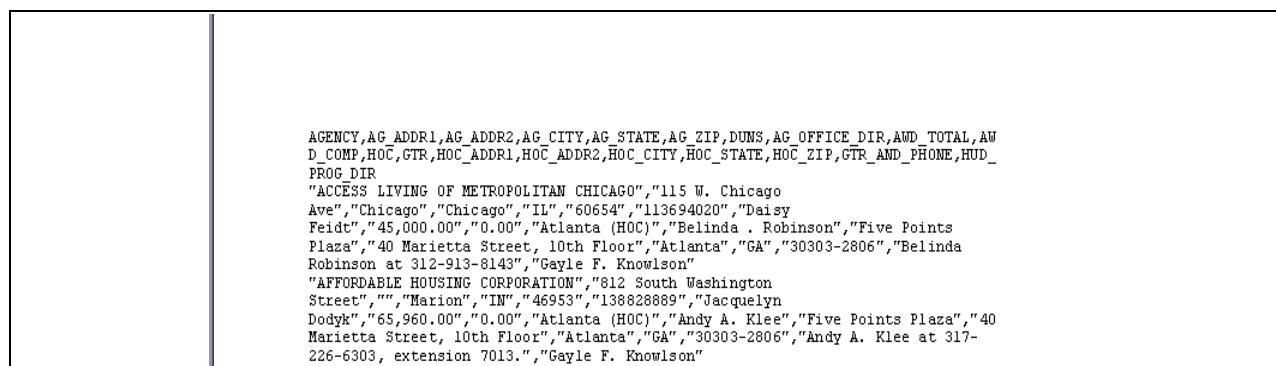


Figure 192.C. OM – Export: Agency Award/No Award Letters Data

8.7.2 Agency Name Check Review

Before making the official announcement of the results of the grant processing information needs to be reviewed. Agency Name Check Review report allows generate list of awardees as it will be used to create award letters via mail merge function. List will be reviewed and approved by HUD officials prior Award Letters generation.

- From the top navigation menu, scroll down to **Export** sub-menu. Click the **Agency Name Check Review** hyperlink, this report appears in Excel format allowing you to view the following information:

- a. Agency Name
- b. Address
- c. City
- d. State
- e. Zip Code
- f. TIN Number
- g. DUNS Number
- h. HUD Office
- i. Contact Name
- j. Contact Phone Number

| AGENCIES NAME CHECK REVIEW REPORTING | | | | | | |
|--|-------------------------------|--------------|---------------|-------|------------|-------|
| A | B | C | D | E | F | |
| AGENCIES NAME CHECK REVIEW REPORTING | | | | | | |
| Single Family Housing Counseling Grant Awards FY 2009 | | | | | | |
| Agency | Address 1 | Address 2 | City | State | Zip | TIN |
| ABYSSINIAN DEVELOPMENT CORPORATION | 4 W. 125 Street | | New York | NY | 10027 | 13-39 |
| ACCESS LIVING OF METROPOLITAN CHICAGO | 115 W. Chicago Ave | Chicago | Chicago | IL | 60654 | 36-39 |
| ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION | 23372 Front Street | P.O. Box 417 | Accomac | VA | 23301 | 54-08 |
| ACORN HOUSING CORPORATION | 846 N Broad St, 2nd floor | | Philadelphia | PA | 19130-2234 | 72-10 |
| ADAMS COUNTY HOUSING AUTHORITY | 7190 Colorado Blvd 6th Fl | | Commerce City | CO | 80022-1812 | 84-07 |
| ADMINISTRATION OF RESOURCES AND CHOICES | 3003 S Country Club Suite 207 | | Tucson | AZ | 85713 | 86-07 |
| AFFORDABLE HOMES OF MILLVILLE ECUMENICAL | 400 East Main St. | P.O. Box 241 | Milville | NJ | 08332 | 22-31 |
| AFFORDABLE HOUSING ALLIANCE OF NEW JERSEY | 59 Broad Street | | Eatontown | NJ | 07724 | 22-31 |
| AFFORDABLE HOUSING CORPORATION | 812 South Washington Street | | Marion | IN | 46953 | 35-19 |
| AFFORDABLE HOUSING ENTERPRISES, INC. | 333 S. 9th Street | | Griffin | GA | 30224 | 58-20 |
| AFFORDABLE HOUSING, EDUCATION AND DEVELOPMENT, INC. (AHEAD) | 161 Main St. | | Littleton | NH | 03561 | 22-31 |
| ALABAMA COUNCIL ON HUMAN RELATIONS, INC | 319 W Glenn Ave | PO Box 409 | Auburn | AL | 36831-0409 | 63-03 |
| ALBANY COUNTY RURAL HOUSING ALLIANCE, INC. | 24 Martin Road | PO Box 407 | Voorheesville | NY | 12186 | 14-16 |
| ALLEGANY COUNTY COMMUNITY OPPORTUNITIES AND RURAL DEVELOPMENT (ACCORD) CORP. | 84 Schuyler Street | P.O. Box 573 | Belmont | NY | 14813-1051 | 22-22 |
| ALLIED CHURCHES TEACHING SELF-EMPOWERMENT CDC | 1445 North 24th Street | | Milwaukee | WI | 52305-1803 | 39-18 |
| ANOKA COUNTY COMMUNITY ACTION | | | | | | |

Figure 193. OM – Export: Agency Name Check Review

8.7.3 Application Data

This report provides a spreadsheet of all relevant information for the grant processing period. It is useful for creating unique reports, validating information and sharing information.

1. From the top navigation menu, scroll down to **Export** sub-menu. Click the **Application Data** hyperlink, and the following spreadsheet appears.

Note: Figures 194.A. through 194.J. are continuation of Figure 272 horizontally.

| | A | B | C | D | E |
|--------------------|-----------|---|-------------|---------------------------|-----------|
| 1 | Agency ID | Agency | Fiscal Year | Address 1 | Address 2 |
| 2 | 80003 | RURAL HOUSING COUNSELING AGENCY | 2006 | 200 Fair St | |
| 3 | 80008 | FAITHFUL HOUSING COUNSELING AGENCY | 2006 | 21 New St. | |
| (data abbreviated) | | | | | |
| 394 | 82441 | CENTRAL VERMONT HOUSING COUNSELING AGENCY | 2006 | 105 US Route 302 - Berlin | |
| (data abbreviated) | | | | | |

Figure 194.A. OM – Export: Applications Data – Part 1

| | F | G | H | I | J | K | L | M | N | O |
|--------------------|------------|-------|--------|------------|-----------|------------------|--|----------------|-------------|------------------|
| 1 | City | State | Zip | TIN | DUNS # | Phone | Email | Application ID | Project # | Agency Type Name |
| 2 | Kingston | NY | 12401- | 22-2222222 | 122990980 | 845-333-0029-103 | mallen@rhca.org | 0398-123 | HC060398123 | LHCA |
| 3 | Binghamton | NY | 13903- | 16-1809090 | 089877879 | 607-790-0902 | ssmith@aol.com | 0398-128 | HC060398128 | LHCA |
| (data abbreviated) | | | | | | | | | | |
| 394 | Barre | VT | 05641- | 03-0123456 | 021343551 | 802-723-0934 | msmith@cvhca.org | 0398-063 | HC060398063 | LHCA |
| (data abbreviated) | | | | | | | | | | |

Figure 194.B. OM – Export: Applications Data – Part 2

| | P | Q | R | S | T | U | V | W | X | Y |
|--------------------|---------------|-----------------|----------------------|------------|------------|----------|-----------------|--------------------|----------------|----------------|
| 1 | Grant Type | Office Director | Office CEO/President | Delinquent | Faith Base | Colonias | Migrant Workers | HUD Office | Requested Amt. | Recommend Amt. |
| 2 | Comprehensive | Kevin O'Connor | | N | | | | Philadelphia (HOC) | 56671 | 33014.6 |
| 3 | Comprehensive | Laura Rhinehart | | N | | | | Philadelphia (HOC) | 20000 | 20000 |
| (data abbreviated) | | | | | | | | | | |
| 394 | Comprehensive | Mary Smith | | N | | | | Philadelphia (HOC) | 50000 | 30411.68 |
| (data abbreviated) | | | | | | | | | | |

Figure 194.C. OM – Export: Applications Data – Part 3

| | Z | AA | AB | AC | AD | AE | AF | AG |
|--------------------|--------------|------------------|--------------------|--------------------|--------------|----------------|---|------------------|
| | Awarded Amt. | User ID of Award | User Name of Award | Award Date & Time | Affiliate of | Affiliate Name | Counseling Types | Primary Reviewer |
| | 33015 | H00468 | Donald Gillett | Aug 18 2006 8:08AM | | | RC PRL PPC PC MDM LM HOM HIR HEP HEC FHA DFC | H03232 |
| | 20000 | H00468 | Donald Gillett | Aug 15 2006 2:35PM | | | RC PRL PPC PC MDM HIR HEP HEC DRC DFC | H03232 |
| (data abbreviated) | | | | | | | | |
| 394 | 30412 | H00468 | Donald Gillett | Aug 18 2006 7:45AM | | | PPC PC HOM HEC DRC DFC | H02102 |
| (data abbreviated) | | | | | | | | |

Figure 194.D. OM – Export: Applications Data – Part 4

| | AH | AI | AJ | AK | AL | AM | AN | AO | AP | AQ |
|--------------------|-------------------|------------|-------------|------------|-------------|------------|-------------|-----------|-------------|---------------------------------------|
| 1 | Primary Rwr Score | Reviewer 1 | Rev 1 Score | Reviewer 2 | Rev 2 Score | Reviewer 3 | Rev 3 Score | Avg Score | Final Score | Client Projection that will be served |
| 2 | 88 | H02646 | 95 | H06763 | 91 | | | 45.5 | 95 | |
| 3 | 96 | H02646 | 94 | H06763 | 96 | | | 48 | 95 | |
| (data abbreviated) | | | | | | | | | | |
| 394 | 87 | H02134 | 90 | H02122 | 87 | | | 43.5 | 91 | 858 |

(data abbreviated)

Figure 194.E. OM – Export: Applications Data – Part 5

| | AR | AS | AT | AU |
|--------------------|---|--|--|--|
| 1 | Client Projection (Committed) that will be served | Client Projection of Pre-Purchase Counseling that will purchase home | Client Projection (Committed) of Pre-Purchase Counseling that will purchase home | Client Projection of Pre-Purchase Counseling that are working and will become mortgage ready |
| 2 | | | | |
| 3 | | | | |
| (data abbreviated) | | | | |
| 394 | | 50 | | 0 |
| (data abbreviated) | | | | |

Figure 194.F. OM – Export: Applications Data – Part 6

| | AV | AW | AX | AY |
|--------------------|--|--|--|---|
| 1 | Client Projection (Committed) of Pre-Purchase Counseling that are working and will become mortgage ready | Client Projection of Pre-Purchase Counseling that will not purchase a home | Client Projection (Committed) of Pre-Purchase Counseling that will not purchase a home | Client Projection of Default Counseling successfully avoiding foreclosure |
| 2 | | | | |
| 3 | | | | |
| (data abbreviated) | | | | |
| 394 | | 0 | | 0 |
| (data abbreviated) | | | | |

Figure 194.G. OM – Export: Applications Data – Part 7

| | AZ | BA | BB | BC |
|--------------------|---|--|--|---|
| 1 | Client Projection (Committed) of Default Counseling successfully avoiding foreclosure | Client Projection of Rental Counseling | Client Projection (Committed) of Rental Counseling | Client Projection of Predatory Lending Counsel that have their mortgage modify, refinanced, or other to avoid foreclosure |
| 2 | | | | |
| 3 | | | | |
| (data abbreviated) | | | | |
| 394 | | 0 | | |
| (data abbreviated) | | | | |

Figure 194.H. OM – Export: Applications Data – Part 8

| | BD | BE | BF | BG | BH | BI | BJ | BK | BL | BM | BN | BO | BP | BQ | BR | BS | BT | BU | BV |
|--------------------|---|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1 | Client Projection (Committed) of Predatory Lending Counsel that have their mortgage modify, refinanced, or other to avoid foreclosure | Zip 1 | Zip 2 | Zip 3 | Zip 4 | Zip 5 | Zip 6 | Zip 7 | Zip 8 | Zip 9 | Zip 10 | Zip 11 | Zip 12 | Zip 13 | Zip 14 | Zip 15 | Zip 16 | Zip 17 | Zip 18 |
| 2 | | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 |
| 3 | | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 |
| (data abbreviated) | | | | | | | | | | | | | | | | | | | |
| 394 | | 05031 | 05032 | 05033 | 05036 | 05038 | 05039 | 05045 | 05051 | 05060 | 05065 | 05068 | 05072 | 05075 | 05077 | 05086 | 05442 | 05464 | 05602 |
| (data abbreviated) | | | | | | | | | | | | | | | | | | | |

Figure 194.I. OM – Export: Applications Data – Part 9

| | BW | BX | BY | BZ | CA | CB | CC | CD | CE | CF | CG | CH | CI | CJ | CK | CL | CM | CN | CO | CP | CQ | CR |
|--------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1 | Zip 19 | Zip 20 | Zip 21 | Zip 22 | Zip 23 | Zip 24 | Zip 25 | Zip 26 | Zip 27 | Zip 28 | Zip 29 | Zip 30 | Zip 31 | Zip 32 | Zip 33 | Zip 34 | Zip 35 | Zip 36 | Zip 37 | Zip 38 | Zip 39 | Zip 40 |
| 2 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 |
| 3 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 |
| (data abbreviated) | | | | | | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | | | | |
|-----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 394 | 05602 | 05633 | 05641 | 05647 | 05648 | 05649 | 05651 | 05653 | 05655 | 05656 | 05660 | 05661 | 05663 | 05667 | 05669 | 05672 | 05676 | 05678 | 05747 | 05748 | 05767 | 05772 |
|-----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|

Figure 194.J. OM – Export: Applications Data – Part 10

8.7.4 Congressional Report Data

Report formatted by and given to HUD’s Congressional liaison office to forward to Congress.

1. From the top navigation menu, scroll down to **Export** sub-menu. Click the **Congressional Report Data** hyperlink, and the following spreadsheet appears.
2. The following screen shows Congressional Report Data export spreadsheet. It displays agency information for those who received grant award(s), and their award(s) amount. If an agency received more than one award of different grant types, each award is displayed in one entry. The data is listed by State, and then by Recipient/Agency name.

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|-------|---|-----------------------------|-----------|--------|---------|---------------|-------------|----------|----------|-----------------|--------------|
| 1 | State | Recipient | Address | City | County | ZipCode | GrantType | GrantNumber | Amount | District | ContactName | ContactPhone |
| 2 | AK | HOUSING COUNSELING SERVICE OF ALASKA | 208 E 4th Ave | Anchorage | | 99501 | Comprehensive | 0998-004 | \$55,162 | | Sharon Camarata | () |
| 3 | AL | ALABAMA HOUSING COUNSELING AGENCY | 200 W Glenn Ave, PO Box 202 | Auburn | | 36831 | Comprehensive | 0498-037 | \$23,400 | | Mishelle Kwang | () |
| 4 | AL | NORTHWEST ALABAMA HOUSING COUNSELING AGENCY | 295 Thompson St | Florence | | 35630 | Comprehensive | 0498-120 | \$30,000 | | Ammy Deppe | () |

(data abbreviated)

Figure 195. OM – Export: Congressional Report Data

8.7.5 Draw Down Report Process

Draw down processing is a tool to track and review agencies’ spending of their grant award. When an agency submits their quarterly grant report, data should be entered into this section to record their results.

1. From the top navigation menu, scroll down to **Export** sub-menu. Click the **Draw Down Report Processing** hyperlink, the *Draw Down Reporting HUD Summary* screen appears, with the Agency Search function located in the second half of the screen.
2. To list agencies in a HUD Office, click the **HUD Office** name hyperlink under Office column.

- To open the document, Click the **Open** button. The Draw Down Reporting Excel file appears (see below). To save the file, Click the **Save** button. To cancel file download, Click the **Cancel** button.

Note: To perform a search, skip ahead to step 5.

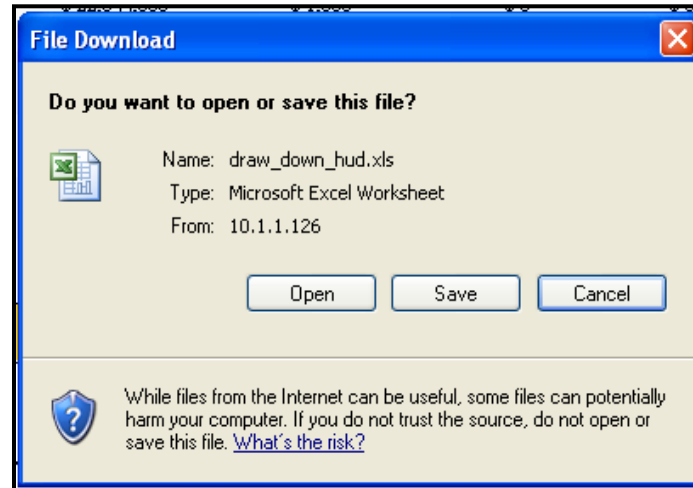


Figure 198.A. OM – Export: Draw Down Report Processing – File Download

| | A | B | C | D | E | F | G | H | I | J |
|----|--|-----------|----------------|----------------|---------------------|--------|------------------|--------|--------|----------------|
| 1 | Draw Down Reporting | | | | | | | | | |
| 2 | Office Summary (Headquarters SF-HUD) | | | | | | | | | |
| 3 | Draw Down Year : 2010 | | | | | | | | | |
| 4 | | | | | | | Voucher Requests | | | |
| 5 | Agency | Agency ID | GTR | Total Grant | LOCCS Disbursements | Q1 | Mid-Term | Q3 | Final | LOCCS Balance |
| 6 | NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS | 84539 | Miriam Torres | \$931,154.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$931,154.00 |
| 7 | HOUSING PARTNERSHIP NETWORK | 80989 | Tanya Gunn | \$1,751,655.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,751,655.00 |
| 8 | NATIONAL COUNCIL ON THE AGING (NCOA) | 83874 | Betsy Cromwell | \$1,281,248.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,281,248.00 |
| 9 | RURAL COMMUNITY ASSISTANCE CORPORATION | 82559 | Melita Staples | \$1,056,947.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,056,947.00 |
| 10 | NATIONAL FOUNDATION FOR CREDIT COUNSELING, INC. | 80751 | Betsy Cromwell | \$4,168,276.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$4,168,276.00 |
| 11 | NATIONAL COUNCIL OF LA RAZA | 80758 | Gerard Donahoe | \$2,530,618.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,530,618.00 |
| 12 | MISSISSIPPI HOMEBUYER EDUCATION CENTER- INITIATIVE | 82507 | Melita Staples | \$300,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$300,000.00 |
| 13 | CATHOLIC CHARITIES USA | 80750 | Ronald Bedoya | \$1,057,385.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,057,385.00 |
| 14 | MONEY MANAGEMENT INTERNATIONAL INC. | 82554 | Betsy Cromwell | \$2,115,560.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,115,560.00 |
| 15 | MON VALLEY INITIATIVE | 80084 | Ronald Bedoya | \$855,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$855,000.00 |
| 16 | NATIONAL ASSOCIATION OF REAL ESTATE BROKERS-INVESTMENT DIVISION, INC | 80759 | Tanya Gunn | \$702,462.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$702,462.00 |
| 17 | WEST TENNESSEE LEGAL SERVICES, INCORPORATED | 80293 | Thomas Bankins | \$1,240,501.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,240,501.00 |
| 18 | CITIZENS' HOUSING AND PLANNING ASSOCIATION, INC. | 81504 | Miriam Torres | \$1,246,732.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,246,732.00 |
| 19 | NEIGHBORHOOD REINVESTMENT CORPORATION | 80754 | Gerard Donahoe | \$4,860,802.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$4,860,802.00 |

Figure 198.B. OM – Export: Draw Down Reporting Export example

- To search for agencies, complete your search criteria and Click the **Search** button. If no results are found, the follow screen appears.

Figure 199.A. OM – Export: Draw Down Reporting Agency Search

6. If the system does find results matching your criteria for Agency Search, the following screen appears.

Figure 199.B. OM – Export: Draw Down Reporting Agency Search Results (No results)

7. To view an agency, click a hyperlink in the **Agency Name** column. The *Draw Down Reporting Agency Summary* screen appears.

| Agency Search Results | | | | |
|--|------------|-----------|-------|------------------|
| Agency Name | Agency TIN | Agency ID | State | GTR |
| ABYSSINIAN DEVELOPMENT CORPORATION | 13-3552154 | 83751 | NY | Juan Bautista |
| ACCESS LIVING OF METROPOLITAN CHICAGO | 36-3310774 | 82063 | IL | Belinda Robinson |
| ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION | 54-0886952 | 83967 | VA | Virginia Holman |
| ACORN HOUSING CORPORATION | 72-1048321 | 80753 | PA | Terri Ames |
| ACTION FOR BOSTON COMMUNITY DEVELOPMENT, INC. | 04-2304133 | 84865 | MA | Chris Cline |
| ADAMS COUNTY HOUSING AUTHORITY | 84-0701701 | 80209 | CO | Ben Detterman |
| ADMINISTRATION OF RESOURCES AND CHOICES | 86-0735999 | 81052 | AZ | Lucille Ochoa |
| AFFORDABLE HOMES OF MILLVILLE ECUMENICAL | 22-3150733 | 81646 | NJ | Annette Panasiuk |
| AFFORDABLE HOUSING ALLIANCE OF NEW JERSEY | 22-3114280 | 82133 | NJ | Stuart Mindes |
| AFFORDABLE HOUSING CORPORATION | 35-1966459 | 81929 | IN | Andy Klee |
| AFFORDABLE HOUSING ENTERPRISES, INC. | 58-2019026 | 82241 | GA | Conni Perteeet |
| AFFORDABLE HOUSING, EDUCATION AND DEVELOPMENT, INC. (AHEAD) | 22-3159643 | 82773 | NH | George Bridgeman |
| ALABAMA COUNCIL ON HUMAN RELATIONS, INC | 63-0378133 | 80576 | AL | Debbie Creel |
| ALBANY COUNTY RURAL HOUSING ALLIANCE, INC. | 14-1635645 | 80029 | NY | Glen Stopera |
| ALLEGANY COUNTY COMMUNITY OPPORTUNITIES AND RURAL DEVELOPMENT (ACCORD) CORP. | 22-2218884 | 83459 | NY | Mark Surdi |
| ALLIANCE CREDIT COUNSELING | 56-2196261 | 84342 | NC | William Snelling |
| ALLIED CHURCHES TEACHING SELF-EMPOWERMENT CDC | 39-1837474 | 84715 | WI | Patricia Common |
| ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC | 41-6048575 | 81092 | MN | Anita Olson |
| APPALACHIAN HOUSING AND REDEVELOPMENT CORPORATION | 58-2346048 | 81266 | GA | Conni Perteeet |

Figure 200.A. OM – Export: Draw Down Report Processing – Agency Search Results (with results)

Note: Provided below is an example of a Draw Down Reporting Agency Summary.

Draw Down Reporting
Agency Summary
 (ABYSSINIAN DEVELOPMENT CORPORATION)

| | |
|--|--|
| Draw Down Fiscal Year: 2010 GTR: Juan Bautista Address: 4 W. 125 Street New York, NY 10027 HUD Office: Philadelphia (HOC) Agency ID: 83751 Agency Type: LHCA Last Voucher Update: | <div style="text-align: center;">Narrative Submission</div> First Quarter: <input type="text"/> Mid-Term: <input type="text"/> Third Quarter: <input type="text"/> Final: <input type="text"/> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Update"/> </div> |
|--|--|

| | |
|----------------------------------|------------------|
| Total Grant | \$ 21,748.00 |
| Administrative Cost | (\$ 0.00) |
| Indirect Cost | (\$ 0.00) |
| Total Draw Down Requested | (\$ 0.00) |
| Balance | \$ 21,748.00 |

[\[New Voucher Request\]](#)
[\[Edit LOCCS Disbursements\]](#)
[\[Edit Admin Allocation Indirect Costs\]](#)

| Grant Type | Application Number | Grant | LOCCS Disbursements \$(\$) | Voucher Requests | | | | LOCCS Balance \$(\$) |
|------------|--------------------|--------------|----------------------------|--------------------|--------------------|--------------------|--------------------|---------------------------|
| | | | | Q1 \$(\$) | Mid-Term \$(\$) | Q3 \$(\$) | Final \$(\$) | |
| | 0321-146 | \$ 21,748.00 | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 21,748.00 (100.00%) |
| Sub- | | \$ 21,748.00 | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 21,748.00 (100.00%) |
| Total | | | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 21,748.00 (100.00%) |

Figure 200.B. OM – Export: Draw Down Reporting – Agency Summary

8. To make a new voucher request, click **New Voucher Request**. The *New Voucher Request* screen appears.
9. Complete the form and Click the **Save** button to save the request. Click the **Cancel** button to cancel it. You will return to the *Draw Down Reporting* screen.

Draw Down Reporting
Voucher Request Entry

Agency Name: ABYSSINIAN DEVELOPMENT CORPORATION
 Quarter:
 Grant Type:
 Requested Amount(\$):
 Voucher Number:

Figure 201.A. OM – Export: Draw Down Reporting – Voucher Request Entry

Draw Down Reporting
Agency Summary
 (HOUSING COUNSELING SERVICE OF ALASKA)

| | |
|---|--|
| Draw Down Fiscal Year: 2007 GTR: Sean Robinson Address: 208 E 4th Ave Anchorage, AK 99501 HUD Office: Santa Ana (HOC) Agency ID: 80208 Agency Type: LHCA Last Voucher Update: 02/20/2007 | <div style="text-align: center;">Narrative Submission</div> First Quarter: <input style="width: 100%;" type="text"/> Mid-Term: <input style="width: 100%;" type="text"/> Third Quarter: <input style="width: 100%;" type="text"/> Final: <input style="width: 100%;" type="text"/> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Update"/> </div> |
|---|--|

| | |
|----------------------------------|--------------------|
| Total Grant | \$ 55,162 |
| Administrative Cost | (\$ 0) |
| Indirect Cost | (\$ 0) |
| Total Draw Down Requested | (\$ 15,000) |
| Balance | \$ 40,162 |

[\[New Voucher Request\]](#)
[\[Edit LOCCS Disbursements\]](#)
[\[Edit Admin Allocation/Indirect Costs\]](#)

| Grant Type | Application Number | Grant | LOCCS Disbursements \$ (%) | Voucher Requests | | | | LOCCS Balance \$ (%) |
|------------------|--------------------|-----------|----------------------------|-----------------------|-----------------|-----------------|-----------------|------------------------|
| | | | | Q1 \$ (%) | Mid-Term \$ (%) | Q3 \$ (%) | Final \$ (%) | |
| Comprehensive | 0998-004 | \$ 55,162 | \$ 0 (0.00%) | \$ 15,000 (27.19%) | \$ 0 (0.00%) | \$ 0 (0.00%) | \$ 0 (0.00%) | \$ 55,162 (100.00%) |
| <i>Sub-Total</i> | | \$ 55,162 | \$ 0 (0.00%) | \$ 15,000 (27.19%) | \$ 0 (0.00%) | \$ 0 (0.00%) | \$ 0 (0.00%) | \$ 55,162 (100.00%) |

Comprehensive

| Draw Down Request | Voucher Number | Quarter | Date | Action |
|-------------------|------------------|---------|------------|---|
| \$ 15,000 | 2007-001 | Q1 | 02/20/2007 | [Edit] [Delete] |
| \$ 15,000 | <i>Sub-Total</i> | | | |

Figure 201.B. OM – Export: Draw Down Reporting – Agency Summary with Voucher Information

10. To edit a LOCCS Disbursement Update, click the **Edit LOCCS Disbursements** hyperlink. The *Draw Down Reporting LOCCS Disbursement* screen appears.
11. Edit the current LOCCS disbursement amount in the **Current LOCCS Disbursement Amount** field. Click the **Save** button to save, or **Cancel** button to cancel. You will return to the *Draw Down Reporting Agency Summary* screen.

Draw Down Reporting
LOCCS Disbursements Update

Agency Name: ABYSSINIAN DEVELOPMENT CORPORATION

| Grant Type | Previous LOCCS Disbursement Amount | Current LOCCS Disbursement Amount |
|------------|------------------------------------|--|
| | \$ 0.00 | \$ <input style="width: 50px;" type="text"/> |

Figure 202.A. OM – Export: Draw Down Reporting LOCCS Disbursements Update

12. To edit the Administrative Allocation/Indirect Costs, click **Edit Admin Allocation/Indirect Costs** hyperlink. The *Draw Down Reporting Grant Application Selection* screen appears.

[[New Voucher Request](#)][[Edit LOCCS Disbursements](#)][[Edit Admin Allocation/Indirect Costs](#)]

| Grant Type | Application Number | Grant | LOCCS Disbursements \$(%) | Voucher Requests | | | | LOCCS Balance \$(%) |
|------------------|--------------------|-----------|---------------------------|-----------------------|-----------------|-----------------|-----------------|-----------------------|
| | | | | Q1 \$(%) | Mid-Term \$(%) | Q3 \$(%) | Final \$(%) | |
| Comprehensive | 0998-004 | \$ 55,162 | \$ 10,000 (18.13%) | \$ 15,000 (27.19%) | \$ 0 (0.00%) | \$ 0 (0.00%) | \$ 0 (0.00%) | \$ 45,162 (81.87%) |
| <i>Sub-Total</i> | | \$ 55,162 | \$ 10,000 (18.13%) | \$ 15,000 (27.19%) | \$ 0 (0.00%) | \$ 0 (0.00%) | \$ 0 (0.00%) | \$ 45,162 (81.87%) |

Figure 202.B. OM – Export: Draw Down Reporting – LOCCS Information in Agency Summary Page

13. Click the **Edit** hyperlink in the **Grant Type** entry you wish to input/edit the Administrative Allocation and/or Indirect Costs. The *Sub-Agency Grant Allocation* screen appears.

Draw Down Reporting
Grant Application Selection

Agency Name: ABYSSINIAN DEVELOPMENT CORPORATION

| Grant Type | Grant Awarded |
|------------|-----------------------------------|
| | \$ 21,748.00 Edit |

Figure 203.A. OM – Export: Draw Down Reporting – Grant Application Selection

14. Key in data into Administrative Allocation and Indirect Cost fields, and click the Submit button. The screen is refreshed with data have been saved message. Following is the screen of relevant section.

Sub-Agency Grant Allocation

Instructions: Check to ensure all sub-agencies are listed below. If an agency is not listed, go to Parent Agency Profile and add sub-agency to its list. Likewise remove any agencies that are not assigned to your organization. If Sub-Agency has incorrect information, the Agency ID is a hyperlink to go directly to agency's profile.

This page serves several functions. Primarily, it serves as a tool to sub-allocate the grant funds to the appropriate sub-agencies within your organization. Agencies that are sub-allocated will become approved and active in HUD's program for the funding fiscal year. Agencies not sub-allocated will be disapproved for the funding year. This page also allows input to the number of counselors each agency employs and the number of clients the agency plans to service under HUD's program. The counselor numbers can be adjusted throughout the year and can be accessed from the agency's profile page. The client number cannot be adjusted after the input suspense date is reached.

Grant allocation can be initially distributed several ways using automated tools provided. Allocate evenly distributes funds evenly among all agencies. Allocation by counselors and by clients distributes funds proportionally by these values among the agencies. Sub-allocation for agencies can always be edited for specific values. There are also places to allocated funds for Administrative and indirect costs.

Allocation of funds must have a balance = zero (\$0). The balance value is at the bottom of page. If the balance is not = \$0, any funding changes made will not be saved in order for you to correctly make the appropriate allocations.

Parent Agency Name: **HOUSING COUNSELING SERVICE OF ALASKA**
 HUD Office: **Santa Ana (HOC)**
 Application ID: **0998-004** Grant Awarded: \$55,162
 Parent Agency ID: [80208](#) Administrative Allocation: -\$
 Parent Agency Type: **LHCA** Indirect Cost: -\$
 Grant Type: **Comprehensive** Available Funds: \$55,162

| Sub-Agency | Agency ID | Agency Type | # of Counselors | # of Projected Clients | Sub-Allocation |
|-------------------------------|-----------|-------------|-----------------|------------------------|----------------|
| SUB-ALLOCATION TOTALS: | | | | | 0 |
| BALANCE: | | | | | \$55,162 |

Figure 203.B. OM – Export: Draw Down Reporting – Sub-Agency Grant Allocation Screen

15. Check to ensure all sub-agencies are listed below. If an agency is not listed, go to Parent Agency Profile and add sub-agency to its list. Likewise remove any agencies that are not assigned to your

organization. If Sub-Agency has incorrect information, the Agency ID is a hyperlink to go directly to agency's profile.

| Messages | |
|---|---|
| Your sub-allocations have been saved. | |
| Parent Agency Name: HOUSING COUNSELING SERVICE OF ALASKA | |
| HUD Office: Santa Ana (HOC) | |
| Application ID: 0998-004 | Grant Awarded: \$55,162 |
| Parent Agency ID: 80208 | Administrative Allocation: -\$ <input type="text" value="1,000"/> |
| Parent Agency Type: LHCA | Indirect Cost: -\$ <input type="text" value="2,000"/> |
| Grant Type: Comprehensive | Available Funds: \$52,162 |

Figure 203.C. OM – Export: Draw Down Reporting – Sub-Agency Grant Allocation Screen – Administrative Allocation and Indirect Cost Input section

8.7.6 Funding Aggregate Report

A complete summary report displaying totals for each category, type and office listed. This is a great snapshot view of the results.

1. From the top navigation menu, scroll down to **Export** sub-menu. Click the **Funding Aggregate Report** hyperlink, the *File Download* screen appears.
2. To open the file, click the **Open** button; the spreadsheet opens in HCS main display area. To save the file, click the **Save** button. To cancel file download, click the **Cancel** button.

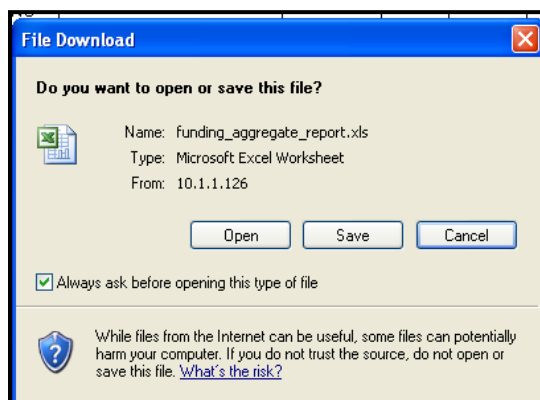


Figure 204.A. OM – Export: Funding Aggregate Report – File Download Window

Note: Following is the report displayed in HCS main display area.

| U.S. Department of Housing and Urban Development | | | | | | | |
|---|-----------------------------------|------------------------|------------------|------------------------|----------------------|------------------------|------------------------|
| A | B | C | D | E | F | G | H |
| U.S. Department of Housing and Urban Development | | | | | | | |
| FY 2010 Housing Counseling Grants | | | | | | | |
| FY 2009 Funds Awarded | | | | | | | |
| Application Type | HUD-Approved Independent Agencies | Grant Request Agencies | Awarded Agencies | Requested Applications | Awarded Applications | HOFA Allocated | Requested |
| National/Regional Intermediary | | | | | | | |
| Intermediary (COMP) | | 25 | 25 | 25 | 25 | \$25,727,323.00 | \$53,474,994.28 |
| Intermediary (HECM) | | 5 | 5 | 5 | 5 | \$6,500,000.00 | \$8,580,390.00 |
| Intermediary (LDRC) | | 9 | 9 | 9 | 9 | \$992,677.00 | \$1,209,220.00 |
| Intermediary (FLMF) | | 8 | 1 | 8 | 1 | \$798,272.00 | \$6,410,896.00 |
| Intermediary (TRNG) | | 3 | 3 | 3 | 3 | \$5,000,000.00 | \$8,000,000.00 |
| HO Intermediary Total | | 23 | 25 | 25 | 50 | \$39,018,272.00 | \$77,675,500.28 |
| LHCA | | | | | | | |
| Philadelphia (LHCA - COMP) | | 201 | 169 | 201 | 169 | \$17,111,728.00 | \$15,746,509.33 |
| Philadelphia (LHCA - HECM) | | 18 | 17 | 18 | 17 | \$1,000,000.00 | \$331,077.00 |
| Philadelphia (LHCA - LDRC) | | 50 | 40 | 50 | 40 | \$904,358.00 | \$923,396.80 |
| Philadelphia LHCA Total | 343 | 201 | 169 | 269 | 226 | \$19,016,086.00 | \$17,000,983.13 |
| Atlanta (LHCA - COMP) | | 174 | 149 | 174 | 149 | \$0.00 | \$13,697,823.00 |
| Atlanta (LHCA - HECM) | | 16 | 13 | 16 | 13 | \$0.00 | \$452,000.00 |
| Atlanta (LHCA - LDRC) | | 47 | 40 | 47 | 40 | \$0.00 | \$971,721.00 |
| Atlanta LHCA Total | 326 | 174 | 149 | 237 | 202 | \$0.00 | \$15,121,544.00 |
| Denver (LHCA - COMP) | | 105 | 95 | 105 | 95 | \$0.00 | \$8,751,328.00 |
| Denver (LHCA - HECM) | | 12 | 12 | 12 | 12 | \$0.00 | \$230,508.00 |
| Denver (LHCA - LDRC) | | 20 | 19 | 20 | 19 | \$0.00 | \$416,720.00 |
| Denver LHCA Total | 224 | 105 | 95 | 137 | 126 | \$0.00 | \$9,398,556.00 |
| Santa Ana (LHCA - COMP) | | 40 | 37 | 40 | 37 | \$0.00 | \$4,168,568.61 |
| Santa Ana (LHCA - HECM) | | 8 | 8 | 8 | 8 | \$0.00 | \$198,881.00 |
| Santa Ana (LHCA - LDRC) | | 17 | 15 | 17 | 15 | \$0.00 | \$385,102.00 |

| Recommended | Awarded |
|-----------------|-----------------|
| \$48,800,841.28 | \$25,727,323.00 |
| \$8,580,390.00 | \$6,500,000.00 |
| \$1,000,000.00 | \$992,677.00 |
| \$1,000,000.00 | \$798,272.00 |
| \$0.00 | \$5,000,000.00 |
| \$59,381,231.28 | \$39,018,272.00 |
| \$0.00 | \$6,082,506.00 |
| \$0.00 | \$281,077.00 |
| \$0.00 | \$289,322.00 |
| \$0.00 | \$6,652,905.00 |
| \$0.00 | \$5,899,008.00 |
| \$0.00 | \$322,342.00 |
| \$0.00 | \$332,743.00 |
| \$0.00 | \$6,554,093.00 |
| \$0.00 | \$3,736,178.00 |
| \$0.00 | \$197,700.00 |
| \$0.00 | \$160,428.00 |
| \$0.00 | \$4,094,306.00 |
| \$0.00 | \$1,394,036.00 |
| \$0.00 | \$198,881.00 |
| \$0.00 | \$121,865.00 |

Figure 204.B. OM – Export: Funding Aggregate Report

8.7.7 HUD-1044

This report is the grant award agreement each agency must sign.

This is a form using Microsoft Mail Merge function. Review the 1044 document and enter any common information that will be in all documents created to save time and effort. Unique information will be merge creating individual agency 1044 forms.

1. From the top navigation menu, scroll down to **Export** sub-menu. Click the **HUD-1044** hyperlink, the *Data Filter* screen appears.
2. Select the proper data filter and click the **OK** button, the *Download* screen appears. If you prefer to create one agency report at a time, select the 'Single Agency'. To create in mass all reports within a HOC, select the 'Single HOC' button.

Figure 205. OM – Export: HUD-1044 – Data Filter

3. You can click the **1044DATA.DOC** hyperlink to download HUD-1044 data to a Microsoft Word file. Or, you can click the **1044FORM.DOC** hyperlink to download mail merge template of HUD-1044 form to a Microsoft Word file. If you click the **1044DATA.DOC** hyperlink, following *File Download* screen appears.

| Download | |
|---|---|
| Instructions: Click on the File Name that you wish to download. | |
| File Name | Description |
| 1044DATA.DOC | Data for forms HUD-1044. Download this file first and save it to C: drive, eg. C:\1044DATA.DOC. |
| 1044FORM.DOC | Template for forms HUD-1044. Download this file second and save it to C: drive, eg. C:\1044FORM.DOC. To print forms HUD-1044: 1. Open this file using Microsoft Word. 2. Make any changes to the letter. 3. Click on "Tools" from the main menu. Click on "Mail Merge..." from the sub-menu. Click on "Get Data" button. Click on "Open Data Source..." from the sub-menu to open 1044data.doc data source file. Then click on "Close" button. 4. If you want to send the mail-merged forms for all agencies or for a range of page numbers to printer, click on "Merge to Printer" button. 5. If you want to generate forms for a specific criteria, click on "Start Mail Merge" button, then click on "Query Options..." button. Key in query criteria, click on "OK" button, then click on "Merge" button. Click on "File" from the main menu. Click on "Print" to print forms. |

Figure 206.A. OM – Export: HUD-1044 – Download Screen

4. To open the file, click the **Open** button, the data file appears in a separate window (see the figure below, in which data is ordered by State code, city name, and then by agency name). To save the

file to your hard drive or other device, click the **Save** button. To cancel the file download, click the **Cancel** button.

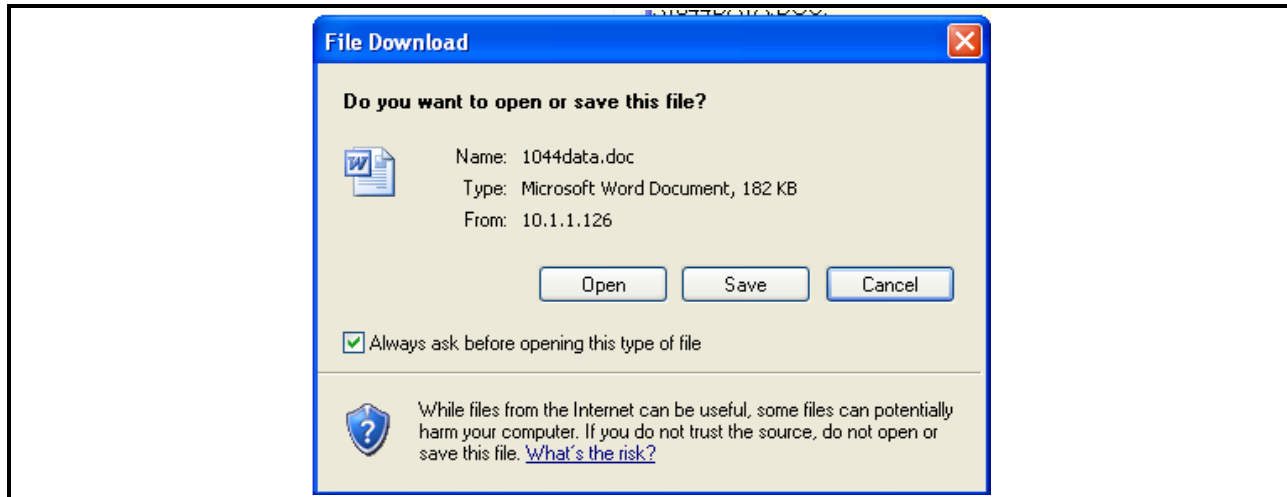


Figure 206.B. OM – Export: HUD-1044 Download – File Download Window

Note: Provided below is an example of the HUD-1044 document.

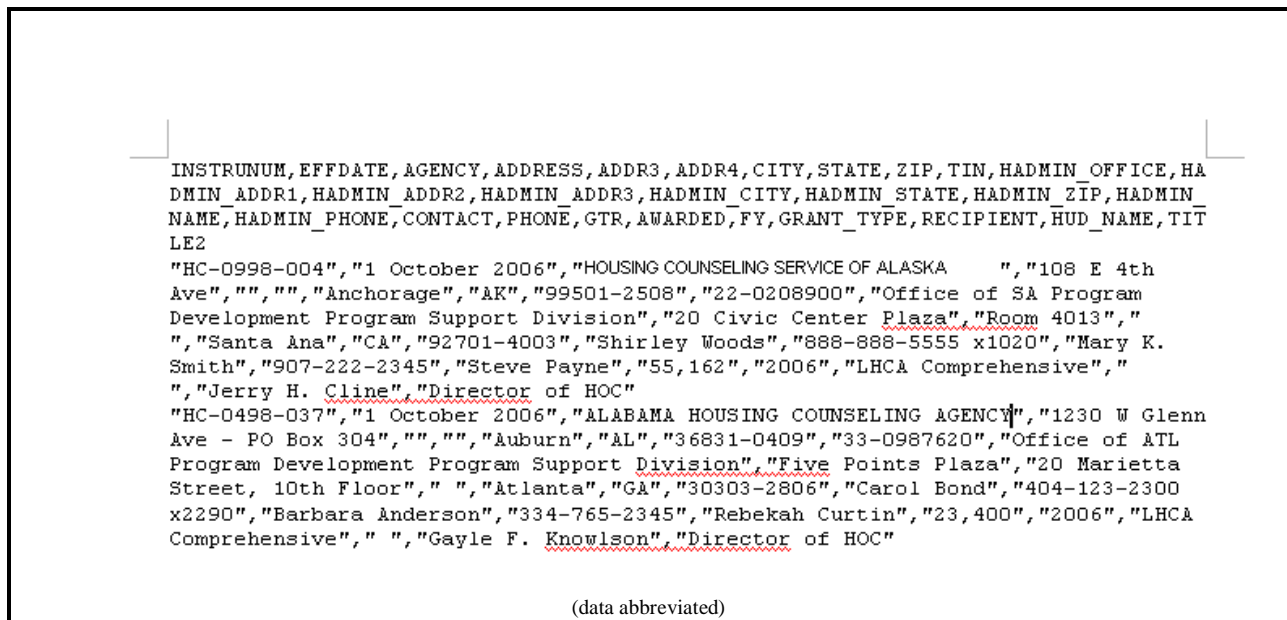


Figure 206.C. OM – Export: HUD-1044 Data File

5. If you select to download the HUD-1044 form template, the HUD-1044 mail merge template screen appears.

| Assistance Award/Amendment | | U.S. Department of Housing and Urban Development Office of Administration | |
|--|---------------------|--|--|
| 1. Assistance Instrument <input type="checkbox"/> Cooperative Agreement <input checked="" type="checkbox"/> Grant | | 2. Type of Action <input checked="" type="checkbox"/> Award <input type="checkbox"/> Amendment | |
| 3. Instrument Number «INSTRUNUM» | 4. Amendment Number | 5. Effective Date of this Action «EFFDATE» | 6. Control Number |
| 7. Name and Address of Recipient «AGENCY» «ADDRESS» «ADDR3» «ADDR4» «CITY», «STATE» «ZIP» TIN NUMBER: «TIN» | | 8. HUD Administering Office «HADMIN_OFFICE» «HADMIN_ADDR1» «HADMIN_ADDR2» «HADMIN_ADDR3» «HADMIN_CITY», «HADMIN_STATE» «HADMIN_ZIP» | |
| 10. Recipient Project Manager «CONTACT» «PHONE» | | 8a. Name of Administrator «HADMIN_NAME» | 8b. Telephone Number «HADMIN_PHONE» |
| 11. Assistance Arrangement <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Cost Sharing <input type="checkbox"/> Advance Check <input type="checkbox"/> Fixed Price <input checked="" type="checkbox"/> Automated Clearinghouse | | 9. HUD Government Technical Representative «GTR» | |
| 12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearinghouse | | 13. HUD Payment Office CFO Accounting Center/HUD PO Box 901013 Fort Worth, TX 76101 | |
| 14. Assistance Amount | | 15. HUD Accounting and Appropriation Data | |
| Previous HUD Amount | \$ | 15a. Appropriation Number | 15b. Reservation number |
| HUD Amount this action | \$«AWARDED» | | |
| Total HUD Amount | \$«AWARDED» | Amount Previously Obligated | \$ |
| Recipient Amount | \$ | Obligation by this action | \$«AWARDED» |
| Total Instrument Amount | \$«AWARDED» | Total Obligation | \$«AWARDED» |
| 16. Description FY «FY» - HOUSING COUNSELING GRANT VOUCHER UNDER LOCCS BUDGET LINE ITEM 9500. GRANT TYPE: «GRANT_TYPE» | | | |
| 17. <input checked="" type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office | | 18. <input type="checkbox"/> Recipient is not required to sign this document. | |
| 19. Recipient (By Name) «RECIPIENT» | | 20. HUD (By Name) «HUD_NAME» | |
| Signature & Title | Date (mm/dd/yyyy) | Signature & Title | Date (mm/dd/yyyy) |
| | | «TITLE2» | |

form HUD-1044 (8/90)
ref. Handbook 2210.17

Figure 206.D. OM – Export: HUD-1044 Form – Mail Merge Template

8.7.8 IRS Delinquent Data

The report formatted by and given to the HUD Grant Office who forwards it to the IRS. Coordinate with the HUD Grant Office to ensure the format is correct and no changes are required.

1. From the top navigation menu, scroll down to **Export** sub-menu. Click the **IRS Delinquent Data** hyperlink, the *Delinquent Federal Debt Agency List for FY 2006* options selection screen appears.

2. Select to search on either **Agencies that Indicate YES** or **Agencies that Indicate NO**, and then click the **OK** button. The *File Download* window appears.

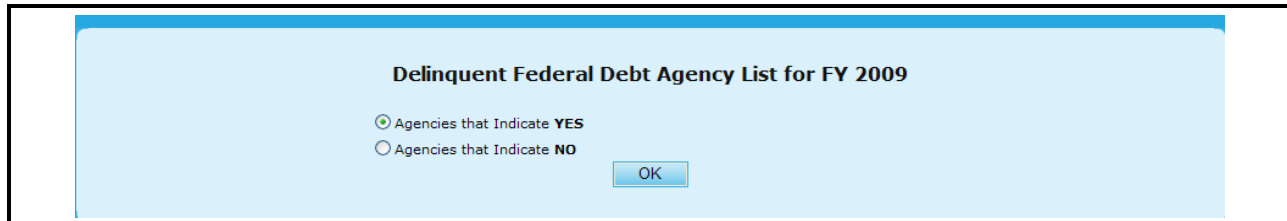


Figure 207. OM – Export: IRS Delinquent Data – Options Selection Screen

3. To open the file, click the **Open** button; the file is displayed in HCS main display area. To save file, click the **Save** button. To cancel file download, click the **Cancel** button.

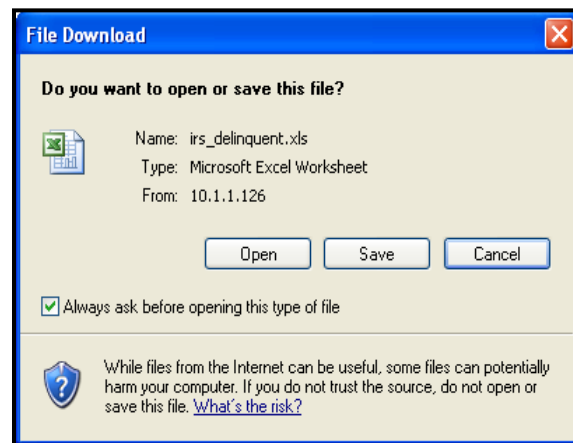


Figure 208.A. OM – Export: IRS Delinquent Data – File Download Window

4. The following screen shows the IRS Delinquent Data export spreadsheet for agency that has delinquent federal debt. It displays agency information for those who received grant award(s), and their total awarded amount. The data is listed by agency name.

| Agency | Address 1 | Address 2 | City | State | Zip | TIN | DUNS # | HUD Office | Contact Name | Contact Phone | Award Amount |
|--|-----------------|-----------|--------|-------|-------|------------|-----------|---------------|---------------|-----------------|--------------|
| AREA COMMITTEE HOUSING COUNSELING AGENCY | 200 Main Street | | Athens | GA | 30603 | 55-0978790 | 079898989 | Atlanta (HOC) | John Hildreth | 706-555-6666-20 | \$32,017 |

Figure 208.B. OM – Export: IRS Delinquent Data

5. If there is no data returned for the selection option, following message appears.

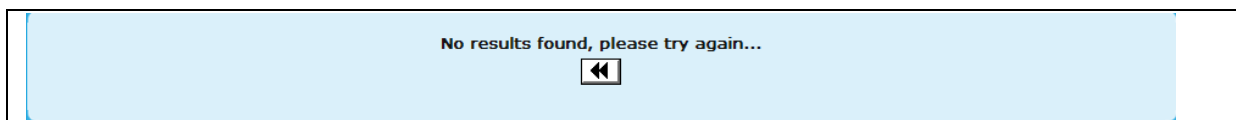


Figure 209. OM – Export: IRS Delinquent Data – No Results Message

8.7.9 List of Awardees

This is a report to be published in the Federal Register announcing awarded agencies.

1. From the top navigation menu, scroll down to **Export** sub-menu. Click the **List of Awardees** hyperlink, the *Download* screen appears.

- 2. Click the **REGIDATA.DOC** hyperlink located in the **File Name** column, following *File Download* window appears.

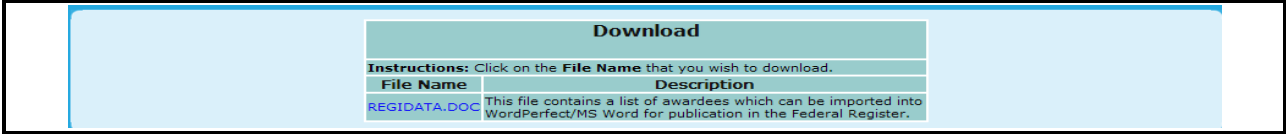


Figure 210. OM – Export: List of Awardees – Download

- 3. Click the **Open** button, the file content is displayed in HCS main display area. Click the **Save** button, a *Save As* window appears; follow the direction to save the file to hard drive or other storage device. Click the **Cancel** button to cancel file download. . This saved file will be forwarded to appropriate office to have it published in the Federal Register.

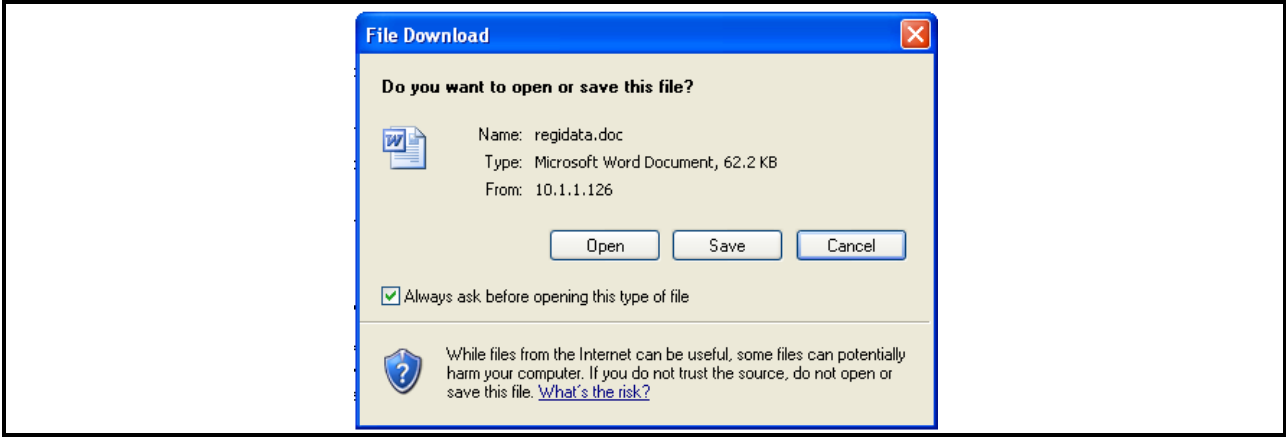


Figure 211.A. OM – Export: List of Awardees -File Download window

- 4. In the file, data is listed by grant type, grant category, HUD office name, and agency name order. As following figure shows, each data block contains agency name, address, grant type, and awarded grant amount.

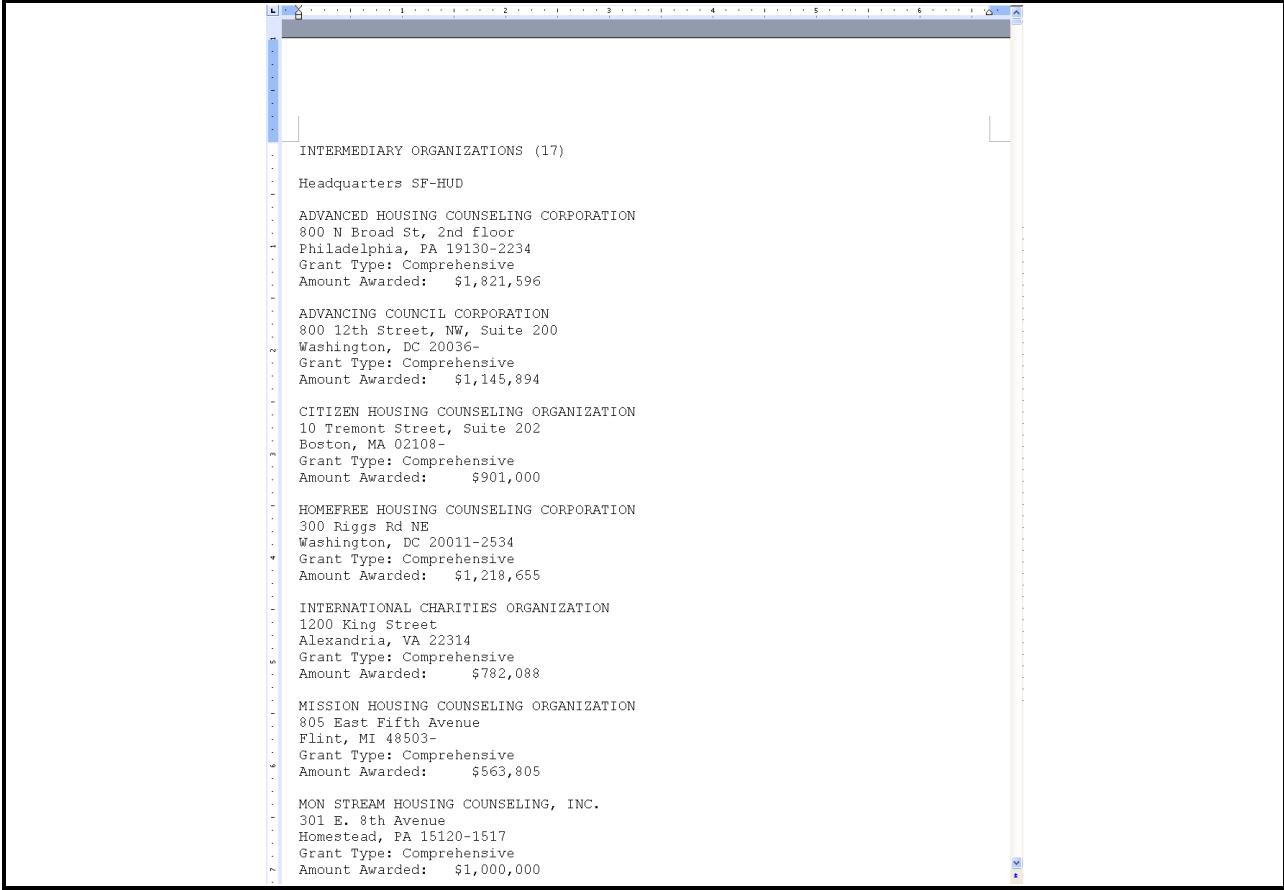


Figure 211.B. OM – Export: List of Awardees

8.7.10 Procurement Accounting Data

This report is formatted and sent to the CFO to reserve grant funding. It is necessary to coordinate with the finance office to gather updates and added information necessary to add into columns that HCS does not populate.

1. From the top navigation menu, scroll down to **Export** sub-menu. Click the **Procurement Accounting Spreadsheet** hyperlink, to view this file.

Note: The following figures show the content of Procurement Accounting Spreadsheet. Please note that Figures 212.A. through 212.D. are a continuation of Figure 212 horizontally.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|---|----------|------------|-----------|-----------|--------|---------|-------|-------|--------|-------------|-----------|----------|---------|--------|
| 1 | BATCH-ID | TRANS.CODE | TRANS.MOD | PROG.CODE | FISCYR | ALOT.NO | RO.NO | AO.NO | DOC.NO | PROJ.NO | AMOUNT | EFF.DATE | FED.NON | FILLER |
| 2 | 3 | 3 | 2 | 3 | 1 | 1 | 2 | 2 | 6 | 15 | 13 | 8 | 1 | |
| 3 | | | | | 8 | 6 | 00 | 97 | NEW | HC060000001 | 782,088 | | | |
| 4 | | | | | 8 | 6 | 00 | 97 | NEW | HC060000002 | 1,145,894 | | | |
| 5 | | | | | 8 | 6 | 00 | 97 | NEW | HC060000003 | 1,291,416 | | | |

Figure 212.A. OM – Export: Procurement Accounting Spreadsheet, Part I

| | O | P | Q | R | S | T | U | V | W | X |
|---|----------|-----------|---------|----------|---------------|-------|--|------------|------|-------------|
| 1 | SCHED-NO | LOCCS-IND | BATCH-I | METRO-ID | CONTRACT-TYPE | UNITS | APPLICANT-NAME | CONTR-AUTH | TERM | ELDER-UNITS |
| 2 | | | | | | | | | | |
| 3 | | | | | | | INTERNATIONAL CHARITIES ORGANIZATION | | | |
| 4 | | | | | | | ADVANCING COUNCIL CORPORATION NEIGHBORHOOD REINVESTMENT CORPORATION | | | |
| 5 | | | | | | | | | | |

Figure 212.B. OM – Export: Procurement Accounting Spreadsheet, Part 2

| | Y | Z | AA | AB | AC | AD | AE | AF | AG | AH |
|---|------------|-------|-------|---------------|-------|--------------|---------------|-------------|-----------------|-------------------|
| 1 | SECOND-PRO | STATE | FILLE | CONTINUS-MARK | BATCH | OBJECT-CLASS | FISCAL-YR-END | EXECUT-DATE | INIT-CONTR-DATE | CONTR-EXPIRE-DATE |
| 2 | | 2 | | | | | | | | |
| 3 | | VA | | | | | | | | |
| 4 | | DC | | | | | | | | |
| 5 | | DC | | | | | | | | |

Figure 212.C. OM – Export: Procurement Accounting Spreadsheet, Part 3

| AI | AJ | AK | AL | AM | AN |
|------------------|-------------|-----------|----------|------|----------------|
| INIT-EXECUT-DATE | CONTRACT-NO | PROJ-RESV | 176-FLAG | FILL | CONTINUE-MARK2 |
| | | | | | |
| | | | | | |
| | | | | | |

Figure 212.D. OM – Export: Procurement Accounting Spreadsheet, Part 4

8.7.11 Public Affairs Report

This report is given to the Public Affairs office to be published showing awarded agencies. This office dictates on the format of the report.

1. From the top navigation menu, scroll down to **Export** sub-menu. Click the **Public Affairs Report** hyperlink, the *Public Affairs Report for FY 20XX* options selection screen appears.
2. Select to search on **National & Regional Housing Counseling Grantees, Local Housing Counseling Grantees, Multi-State Agencies, State Housing Finance Agencies**, or **All** and then click the **OK** button.

Public Affairs Report for FY 2009

National & Regional Housing Counseling Grantees
 Local Housing Counseling Agencies
 Multi-State Agencies
 State Housing Finance Agencies
 ALL

Figure 213. OM – Export: Public Affairs Report – Options Selection Screen

Note: The following screen shows the report of National & Regional Housing Counseling Grantees, which is listed by State and then by City order.

| | A | B | C | D | E |
|--------------------|-------------------------------------|-----------------|--|----------------|-------------------|
| 1 | | | | | |
| 2 | HOUSING COUNSELING GRANTEEES | | | | |
| 3 | FOR FISCAL YEAR 2009 | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | STATE | CITY | NATIONAL & REGIONAL HOUSING COUNSELING GRANTEEES | AWARDED | GRANT TYPE |
| 7 | CALIFORNIA | | | | |
| 8 | California | Oakland | NATIONAL ASSOCIATION OF REAL ESTATE BROKERS- INVESTMENT DIVISION, INC | \$552,462.00 | COMP |
| 9 | California | Oakland | NATIONAL ASSOCIATION OF REAL ESTATE BROKERS- INVESTMENT DIVISION, INC | \$150,000.00 | LDRC |
| 10 | California | West Sacramento | RURAL COMMUNITY ASSISTANCE CORPORATION | \$994,270.00 | COMP |
| 11 | California | West Sacramento | RURAL COMMUNITY ASSISTANCE CORPORATION | \$62,677.00 | LDRC |
| 12 | | | STATE TOTAL | 1759409 | |
| 13 | | | | | |
| 14 | DC | | | | |
| 15 | District of Columbia | Washington | NATIONAL COUNCIL OF LA RAZA | \$1,120,501.00 | COMP |
| 16 | District of Columbia | Washington | NATIONAL COUNCIL OF LA RAZA | \$150,000.00 | LDRC |
| 17 | District of Columbia | Washington | NATIONAL COUNCIL OF LA RAZA | \$1,260,117.00 | TRNG |
| 18 | District of Columbia | Washington | NATIONAL COUNCIL ON THE AGING (NCOA) | \$741,808.00 | COMP |
| 19 | District of Columbia | Washington | NATIONAL COUNCIL ON THE AGING (NCOA) | \$539,440.00 | HECM |
| 20 | District of Columbia | Washington | NEIGHBORHOOD REINVESTMENT CORPORATION | \$1,120,501.00 | COMP |
| 21 | District of Columbia | Washington | NEIGHBORHOOD REINVESTMENT CORPORATION | \$500,000.00 | HECM |
| 22 | District of Columbia | Washington | NEIGHBORHOOD REINVESTMENT CORPORATION | \$3,240,301.00 | TRNG |
| 23 | District of Columbia | Washington | THE NATIONAL COMMUNITY REINVESTMENT COALITION, INC. | \$300,000.00 | COMP |
| 24 | District of Columbia | Washington | THE NATIONAL COMMUNITY REINVESTMENT COALITION, INC. | \$30,000.00 | LDRC |
| 25 | District of Columbia | Washington | THE NATIONAL COMMUNITY REINVESTMENT COALITION, INC. | \$499,582.00 | TRNG |
| 26 | | | STATE TOTAL | 9502250 | |
| (data abbreviated) | | | | | |

Figure 214. OM – Export: Public Affairs Report

8.8 HCS Archive

Upon selecting the HCS Archive hyperlink, you will be prompted to a new screen where you will be able to access archived reports. The specific reports are:

- Application Progress Status
- Application Score Status
- Awards Report by Agency
- Awards Report by Office
- Awards Report by State
- Funding Recommendation
- Strength/Weakness All Factors
- Strength/Weakness by Factor

Tuesday, April 27, 2010

H03308/Victor Karels

HOUSING COUNSELING SYSTEM

ARCHIVES

HOME
REPORTS

User: H03308 / VICTOR KARELS

Access level: Office Manager

Data Access: Denver (HOC)

Last Updated: 04/25/2010 Version 10.7.0.0P

United States Department of Housing and Urban Development

Figure 215. OM – HCS Archive: Home Screen

8.8.1 Reports

Provided below is a display of your Report options as found on the menu.

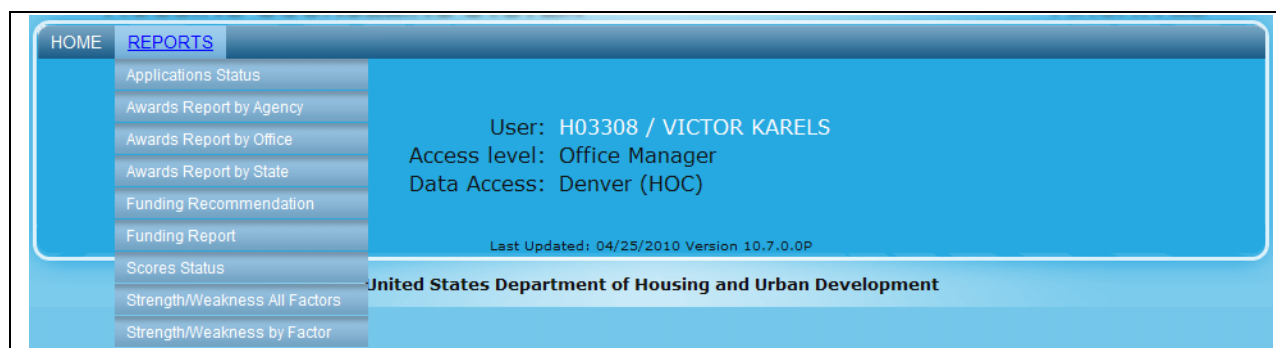


Figure 216. OM – HCS Archive: Report Options

8.8.1.1 Application Progress Status

Provided below is an example of an Application Progress Status Report

- To change between years, select which year you would like your data to reflect, and click **Go**. To print this report, click the **Print** button at the bottom of the report, or to Export to Excel, click the **Export** button.

| Agency Name | HOC | Agency ID | Agency Type | Grant Type | Appl ID | Prim Rvwr |
|---|--------------|-----------|-------------|------------|----------|-----------------|
| 4-SIGHT COUNSELING | Denver (HOC) | 84478 | LHCA | COMP | 0898-042 | Diana Spragg |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | COMP | 0898-010 | Eric B Brown |
| ANKA COUNTY COMMUNITY ACTION PROGRAM, INC | Denver (HOC) | 81092 | LHCA | COMP | 0898-030 | Dennis Peterson |
| ARROWHEAD ECONOMIC OPPORTUNITY AGENCY, INC. | Denver (HOC) | 84091 | LHCA | COMP | 0898-041 | Dennis Peterson |
| AUSTIN TENANTS' COUNCIL | Denver (HOC) | 80543 | LHCA | COMP | 0898-066 | Gary E Thacker |
| AVENUE COMMUNITY DEVELOPMENT CORPORATION | Denver (HOC) | 81789 | LHCA | COMP | 0898-072 | Gary E Thacker |
| BOULDER COUNTY HOUSING AUTHORITY | Denver (HOC) | 80210 | LHCA | COMP | 0898-008 | Eric B Brown |
| BROTHERS REDEVELOPMENT, INC. | Denver (HOC) | 80211 | LHCA | COMP | 0898-011 | Eric B Brown |
| CARVER COUNTY CDA | Denver (HOC) | 80689 | LHCA | COMP | 0898-031 | Dennis Peterson |
| CATHOLIC CHARITIES DIOCESE OF ST. CLOUD | Denver (HOC) | 80822 | LHCA | COMP | 0898-035 | Dennis Peterson |
| YOUR COMMUNITY CONNECTION | Denver (HOC) | 80715 | LHCA | COMP | 0898-085 | Eric B Brown |
| YOUTH EDUCATION AND HEALTH IN SOULARD | Denver (HOC) | 82040 | LHCA | COMP | 0898-051 | Diana Spragg |

Figure 217. OM – HCS Archive: Application Status

8.8.1.2 Application Score Status

Provided below is an example of an Application Score Status Report:

- To change between years, select which year you would like your data to reflect, and click **Go**. You can also export this list to Excel, by clicking the **Export** button.



Figure 218. OM – HCS Archive: Scoring Status

8.8.1.3 Awards Report by Agency

Provided below is an example of an Awards Report by Agency:

- 1. To change between years, select which year you would like your data to reflect, and click **Go**.

| Office | # Agencies Applying | # Agencies Awarded | # Sub Agencies Funded | # Applications Awarded | Amount Requested | Amount Recommended | Amount Awarded |
|---------------------|---------------------|--------------------|-----------------------|------------------------|------------------|--------------------|------------------|
| Headquarters SF-HUD | 21 | 21 | 807 | 26 | \$ 48,332,528.97 | \$ 30,561,950.00 | \$ 30,561,950.00 |
| Philadelphia (HOC) | 182 | 151 | 81 | 161 | \$ 14,013,040.99 | \$ 7,688,076.00 | \$ 7,640,901.77 |
| Atlanta (HOC) | 131 | 115 | 39 | 120 | \$ 10,332,369.00 | \$ 5,540,713.55 | \$ 5,540,713.55 |
| Denver (HOC) | 99 | 84 | 25 | 91 | \$ 8,805,700.08 | \$ 4,728,863.87 | \$ 4,668,926.87 |
| Santa Ana (HOC) | 39 | 30 | 21 | 35 | \$ 4,164,322.00 | \$ 1,612,940.40 | \$ 1,612,940.40 |
| Total: | 472 | 401 | 973 | 433 | \$ 85,647,961.04 | \$ 50,132,543.82 | \$ 50,025,432.59 |

Figure 219. OM – HCS Archive: Awards Report by Agency

8.8.1.4 Awards Report by Office

Provided below is an example of an Awards Report by Office:

- 1. To change between years, select which year you would like your data to reflect, and click **Go**.

| HOUSING COUNSELING GRANTS SYSTEM | | | | |
|---|--|-----------------|-----------------|-----------------|
| AWARDS REPORT BY OFFICE For FY | | | | |
| 2008 <input type="button" value="Go"/> | | | | |
| Total: 433 records | | | | |
| Appl. ID | Agency Name | Requested | Recommended | Awarded |
| 0000-001 | HOMEOWNERSHIP PRESERVATION FOUNDATION | \$2,400,000.00 | \$1,308,434.51 | \$1,308,434.51 |
| 0000-002 | CATHOLIC CHARITIES USA | \$2,026,200.00 | \$1,056,325.88 | \$1,056,325.88 |
| 0000-003 | WEST TENNESSEE LEGAL SERVICES, INCORPORATED | \$2,500,000.00 | \$1,245,407.36 | \$1,245,407.36 |
| 0000-004 | CITIZENS' HOUSING AND PLANNING ASSOCIATION, INC. | \$1,132,900.00 | \$1,132,900.00 | \$1,132,900.00 |
| 0000-005 | MON VALLEY INITIATIVE | \$1,270,000.00 | \$1,270,000.00 | \$1,270,000.00 |
| 0000-006 | RURAL COMMUNITY ASSISTANCE CORPORATION | \$947,028.00 | \$947,028.00 | \$947,028.00 |
| 0000-007 | NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDI | \$969,300.00 | \$804,217.26 | \$804,217.26 |
| 0000-008 | NATIONAL FOUNDATION FOR CREDIT COUNSELING, INC. | \$2,500,000.00 | \$1,623,570.30 | \$1,623,570.30 |
| 0000-009 | NATIONAL COUNCIL ON THE AGING (NCOA) | \$1,208,689.00 | \$804,217.26 | \$804,217.26 |
| 0000-010 | MONEY MANAGEMENT INTERNATIONAL INC. | \$1,706,104.97 | \$1,056,325.88 | \$1,056,325.88 |
| 0000-011 | NATIONAL COUNCIL OF LA RAZA | \$2,300,000.00 | \$1,371,461.67 | \$1,371,461.67 |
| 0000-012 | NATIONAL ASSOCIATION OF REAL ESTATE BROKERS-INVEST | \$2,300,000.00 | \$678,162.94 | \$678,162.94 |
| 0000-013 | NEIGHBORHOOD REINVESTMENT CORPORATION | \$2,500,000.00 | \$1,056,325.88 | \$1,056,325.88 |
| 0000-014 | ACORN HOUSING CORPORATION | \$2,500,000.00 | \$1,623,570.30 | \$1,623,570.30 |
| 0000-015 | HOUSING PARTNERSHIP NETWORK | \$2,494,229.00 | \$1,749,624.61 | \$1,749,624.61 |
| 0000-016 | NACA (NEIGHBORHOOD ASSISTANCE CORPORATION OF AMERI | \$2,500,000.00 | \$1,119,353.04 | \$1,119,353.04 |
| 0000-017 | HOMEFREE - U S A | \$1,965,500.00 | \$993,298.73 | \$993,298.73 |
| 0000-018 | NATIONAL URBAN LEAGUE | \$1,600,000.00 | \$1,245,407.36 | \$1,245,407.36 |
| 0000-019 | MISSION OF PEACE | \$1,200,000.00 | \$867,244.41 | \$867,244.41 |
| 0999-001 | IDÁHO HOUSING AND FINANCE ASSOCIATION | \$192,295.00 | \$127,823.53 | \$127,823.53 |
| 0999-002 | WASHINGTON STATE HOUSING FINANCE COMMISSION | \$450,000.00 | \$93,235.29 | \$93,235.29 |
| Santa Ana (SHFA - COMP) Totals: | | \$642,295.00 | \$221,058.82 | \$221,058.82 |
| Grand Totals: | | \$80,147,604.34 | \$50,072,606.82 | \$50,025,432.59 |
| Print <input type="button" value="Export"/> | | | | |

Figure 220. OM – HCS Archive: Awards Report by Office

8.8.1.5 Awards Report by State

Provided below is an example of an Awards Report by State:

- To change between years, select which year you would like your data to reflect, and click **Go**. You also have the option to narrow your search based on State. The main page represents all states, and under that drop-down function is the ability to narrow down based on state. Once you have corresponded State and Fiscal Year, click **Go** to retrieve your results.

HOUSING COUNSELING GRANTS SYSTEM
AWARDS REPORT BY STATE

All in Fiscal Year 2008

Total: 91 records

| City/State | Agency Name (Application ID) | Awarded |
|----------------------|---|----------------|
| Arkadelphia, AR | SOUTH ARKANSAS COMMUNITY DEVELOPMENT (0898-004) | \$42,000.00 |
| Fort Smith, AR | CRAWFORD SEBASTIAN COMMUNITY DEVELOPMENT COUNCIL (0898-002) | \$28,662.00 |
| Jonesboro, AR | JONESBORO URBAN RENEWAL AND HOUSING AUTHORITY HOUS (0898-003) | \$50,326.30 |
| Pine Bluff, AR | SOUTHERN GOOD FAITH FUND (0898-005) | \$50,000.00 |
| Russellville, AR | UNIVERSAL HOUSING DEVELOPMENT CORPORATION (0898-006) | \$46,956.71 |
| State Total: | | \$217,945.01 |
| Aurora, CO | CITY OF AURORA COMMUNITY DEVELOPMENT DIVISION (0898-007) | \$63,804.66 |
| Boulder, CO | BOULDER COUNTY HOUSING AUTHORITY (0898-008) | \$60,435.07 |
| Colorado Springs, CO | PARTNERS IN HOUSING, INC. (0898-009) | \$34,000.00 |
| Commerce City, CO | ADAMS COUNTY HOUSING AUTHORITY (0898-010) | \$90,761.37 |
| Denver, CO | BROTHERS REDEVELOPMENT, INC. (0898-011) | \$26,739.18 |
| Denver, CO | COLORADO HOUSING ASSISTANCE CORPORATION (0898-012) | \$26,739.18 |
| Denver, CO | DENVER HOUSING AUTHORITY (0898-013) | \$20,000.00 |
| Denver, CO | NORTHEAST DENVER HOUSING CENTER (0898-014) | \$43,587.12 |
| Denver, CO | SOUTHWEST IMPROVEMENT COUNCIL (0898-015) | \$57,065.48 |
| Durango, CO | HOUSING SOLUTIONS FOR THE SOUTHWEST (0898-016) | \$59,811.00 |
| Fort Collins, CO | NEIGHBOR TO NEIGHBOR (0898-017) | \$56,330.00 |
| State Total: | | \$539,273.06 |
| Glenwood City, WI | WEST CENTRAL WISCONSIN COMMUNITY ACTION AGENCY, IN (0898-088) | \$43,587.12 |
| Janesville, WI | COMMUNITY ACTION, INCORPORATED OF ROCK AND WALWORT (0898-089) | \$25,000.00 |
| Madison, WI | TENANT RESOURCE CENTER (0898-090) | \$23,369.59 |
| Milwaukee, WI | SCI-TECH DEVELOPMENT, INC. (SDI) DBA SDI (0892-007) | \$10,000.00 |
| Milwaukee, WI | SCI-TECH DEVELOPMENT, INC. (SDI) DBA SDI (0898-091) | \$60,435.07 |
| State Total: | | \$162,391.78 |
| Casper, WY | INTERFAITH OF NATRONA COUNTY, INCORPORATED (0898-093) | \$23,369.59 |
| State Total: | | \$23,369.59 |
| Grand Total: | | \$4,668,926.87 |

Figure 221. OM – HCS Archive: Awards Report by State

8.8.1.6 Funding Recommendation

Provided below is an example of a Funding Recommendation Report:

- 1. To change between years, select which year you would like your data to reflect, and click **Go**.

| HOUSING COUNSELING GRANTS SYSTEM | | | |
|---|-------------|--------------|----------------|
| AWARDS RECOMMENDATION REPORT For FY <input type="text" value="2008"/> <input type="button" value="Go"/> | | | |
| Total: 108 records | | | |
| Agency Name(Application ID) | Final Score | Recommended | Requested |
| JUSTINE PETERSEN HOUSING AND REINVESTMENT COR (0892-001) | 96.00 | \$15,000.00 | \$15,000.00 |
| LEGAL AID OF WESTERN MISSOURI (0892-002) | 97.00 | \$6,521.00 | \$6,521.00 |
| HIGH PLAINS COMMUNITY DEVELOPMENT, CORP. (0892-004) | 96.00 | \$25,190.00 | \$25,190.00 |
| CITY OF FORT WORTH HOUSING DEPARTMENT (0892-005) | 85.00 | \$30,000.00 | \$30,000.00 |
| CCCS OF N CENTRAL TEXAS (0892-006) | 75.00 | \$5,000.00 | \$30,000.00 |
| SCI-TECH DEVELOPMENT, INC. (SDI) DBA SDI (0892-007) | 85.00 | \$10,000.00 | \$10,000.00 |
| EL PASO COMMUNITY ACTION PROGRAM, PROJECT BRAVO, I (0892-008) | 84.00 | \$29,937.00 | \$29,937.00 |
| COMMUNITY ACTION PARTNERSHIP OF SUBURBAN HENNEPIN (0892-009) | 81.00 | \$30,000.00 | \$30,000.00 |
| COMMUNITY ACTION SERVICES (0892-010) | 90.00 | \$8,500.00 | \$8,500.00 |
| Denver (LHCA - HECM) Total: | | \$160,148.00 | \$185,148.00 |
| MONTANA BOARD OF HOUSING (0899-001) | 86.00 | \$145,117.65 | \$180,000.00 |
| SOUTH DAKOTA HOUSING DEVELOPMENT AUTHORITY (0899-002) | 87.00 | \$153,764.71 | \$266,351.00 |
| IOWA FINANCE AUTHORITY (0899-003) | 89.00 | \$171,058.82 | \$177,993.00 |
| NORTH DAKOTA HOUSING FINANCE AGENCY (0899-004) | 90.00 | \$179,705.88 | \$193,030.00 |
| NEW MEXICO MORTGAGE FINANCE AUTHORITY (0899-005) | 88.00 | \$162,411.76 | \$277,350.00 |
| Denver (SHFA - COMP) Total: | | \$812,058.82 | \$1,094,724.00 |
| <input type="button" value="Print"/> <input type="button" value="Export"/> | | | |

Figure 222. OM – HCS Archive: Funding Recommendation Report

8.8.1.7 *Funding Report*

Provided below is an example of a Funding Report:

- To change between years, select which year you would like your data to reflect, and click **Go**.

| HOUSING COUNSELING GRANTS SYSTEM | | | |
|--|----------------|----------------|----------------|
| AWARDS REPORT For FY <input type="text" value="2008"/> <input type="button" value="Go"/> | | | |
| Total: 3 categories | | | |
| Office Name | Requested | Recommended | Awarded |
| LHCA | | | |
| Denver (LHCA - COMP) | \$7,525,828.08 | \$3,756,657.05 | \$3,756,657.05 |
| Denver (LHCA - HECM) | \$185,148.00 | \$160,148.00 | \$100,211.00 |
| LHCA Totals: | \$7,710,976.08 | \$3,916,805.05 | \$3,856,868.05 |
| SHFA | | | |
| Denver (SHFA - COMP) | \$1,094,724.00 | \$812,058.82 | \$812,058.82 |
| SHFA Totals: | \$1,094,724.00 | \$812,058.82 | \$812,058.82 |
| Grand Totals: | \$8,805,700.08 | \$4,728,863.87 | \$4,668,926.87 |
| <input type="button" value="Print"/> <input type="button" value="Export"/> | | | |

Figure 223. OM – HCS Archive: Funding Report

8.8.1.8 *Strength/Weakness All Factors*

Provided below is an example of a Strengths/Weakness All Factors report:

- By clicking this menu function, you will be prompted to an options menu, for Fiscal Year, and Agency you would like. To change year, select which year you would like and click **Go**.
- Once you have done that Click the hyperlink for the Agency you would like to view.

STRENGTH / WEAKNESS ALL FACTORS

Select a Grant Application for FY

2008

Total: 108 records

Instructions: Click on the Agency Name that you wish to generate the report.

| Agency Name (Application ID) |
|--|
| 84478 4-SIGHT COUNSELING (0898-042) |
| 80209 ADAMS COUNTY HOUSING AUTHORITY (0898-010) |
| 81092 ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC (0898-030) |
| 84091 ARROWHEAD ECONOMIC OPPORTUNITY AGENCY, INC. (0898-041) |
| 80543 AUSTIN TENANTS' COUNCIL (0898-066) |
| 81789 AVENUE COMMUNITY DEVELOPMENT CORPORATION (0898-072) |
| 80210 BOULDER COUNTY HOUSING AUTHORITY (0898-008) |
| 80211 BROTHERS REDEVELOPMENT, INC. (0898-011) |
| 80689 CARVER COUNTY CDA (0898-031) |
| 80822 CATHOLIC CHARITIES DIOCESE OF ST. CLOUD (0898-035) |
| 80474 CCCS OF GREATER DALLAS (0898-068) |
| 80946 CCCS OF N CENTRAL TEXAS (0892-006) |

Figure 224.A. OM – HCS Archive: Strength/Weakness All Factors Report

- 3. After clicking the Agency hyperlink the report for Strength/Weakness All Factors will be retrieved.

| STRENGTH/WEAKNESS ALL FACTORS DETAIL REPORT | |
|--|---|
| For Fiscal Year 2008 | |
| Agency: 84478 4-SIGHT COUNSELING (0898-042) | |
| Factors | 1. Capacity of the Applicant and Relevant Organizational Staff |
| Primary Reviewer Score | 27.00 |
| Primary Reviewer Strength | Both counselors have attended recent training. Although this is a newly approved counseling agency - both counselors have been increasing their knowledge by not only attending NeighborWorks Classes but also viewing HUD's on-line training. |
| Primary Reviewer Weakness | No bilingual counselors. Narrative was not double spaced. |
| 1st Secondary Reviewer Score | 24.00 |
| 1st Secondary Reviewer Strength | |
| 1st Secondary Reviewer Weakness | |
| 2nd Secondary Reviewer Score | 25.00 |
| 2nd Secondary Reviewer Strength | |
| 2nd Secondary Reviewer Weakness | This is a newly approved agency and a lot of statistics are not available. |
| 3rd Secondary Reviewer Score | No review |
| 3rd Secondary Reviewer Strength | |
| 3rd Secondary Reviewer Weakness | |
| Factors | 2. Need/Extent of the Problem |
| Primary Reviewer Score | 5.00 |
| Primary Reviewer Strength | |
| Primary Reviewer Weakness | Did not submit HUD 27300. Limited demographic and needs info - also, limited sources for needs data. Note: Narrative not double spaced. |
| 1st Secondary Reviewer Score | 2.00 |
| 1st Secondary Reviewer Strength | |
| 1st Secondary Reviewer Weakness | |
| 2nd Secondary Reviewer Score | 4.00 |
| 2nd Secondary Reviewer Strength | |
| 2nd Secondary Reviewer Weakness | Needs Data is not as detailed as it should be. Did not provide other programs and not just HUD's programs for providing increased homeownership and rental opportunities. The Agency also did not provide names of other organizations who they work with in providing access to grassroots, faith based organizations. |
| 3rd Secondary Reviewer Score | No review |
| 3rd Secondary Reviewer Strength | |
| 3rd Secondary Reviewer Weakness | |
| Factors | 3. Soundness of Approach/Scope of Housing Counseling Services |
| Primary Reviewer Score | 29.00 |
| Primary Reviewer Strength | |
| Primary Reviewer Weakness | Applicant did not provide average hours of counseling (projected). Also, did not indicated what percentage of grant to be used for salaries/benefits (historical). Note: Narrative was not double spaced. |
| 1st Secondary Reviewer Score | 30.00 |
| 1st Secondary Reviewer Strength | |
| 1st Secondary Reviewer Weakness | |
| 2nd Secondary Reviewer Score | 32.00 |
| 2nd Secondary Reviewer Strength | |
| 2nd Secondary Reviewer Weakness | The 9902 was not completed correctly - the totals wer not right and did not match narrative. |
| 3rd Secondary Reviewer Score | No review |
| 3rd Secondary Reviewer Strength | |
| 3rd Secondary Reviewer Weakness | |
| Factors | 4. Leveraging Resources |
| Primary Reviewer Score | 7.00 |
| Primary Reviewer Strength | |
| Primary Reviewer Weakness | |
| 1st Secondary Reviewer Score | 7.00 |
| 1st Secondary Reviewer Strength | |
| 1st Secondary Reviewer Weakness | |
| 2nd Secondary Reviewer Score | 7.00 |
| 2nd Secondary Reviewer Strength | |
| 2nd Secondary Reviewer Weakness | |

Figure 224.B. OM – HCS Archive: Strength/Weakness All Factors Detail Report

8.8.1.9 *Strength/Weakness by Factor*

Provided below is an example of a Strength/Weakness by Factor Report:

1. By clicking this menu function, you will be prompted to an options menu, for Fiscal Year, and Factor you would like search. To change year, select which year you would like and click **Go**.
2. Once you have done that Click the hyperlink for the Factor you would like to search for.

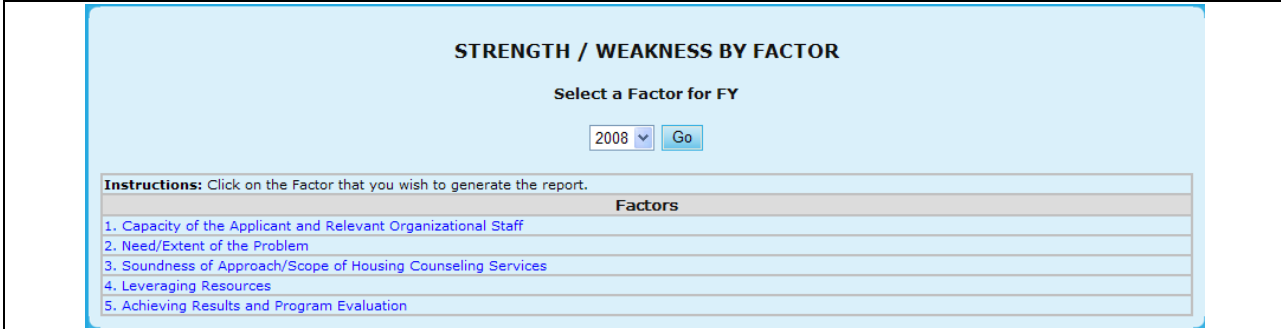


Figure 225.A. OM – HCS Archive: Strength/Weakness by Factors Options

- 3. This will prompt you to a search screen, which allows you to narrow your results based on:
 - a. Agency ID
 - b. Application ID
 - c. Agency Name

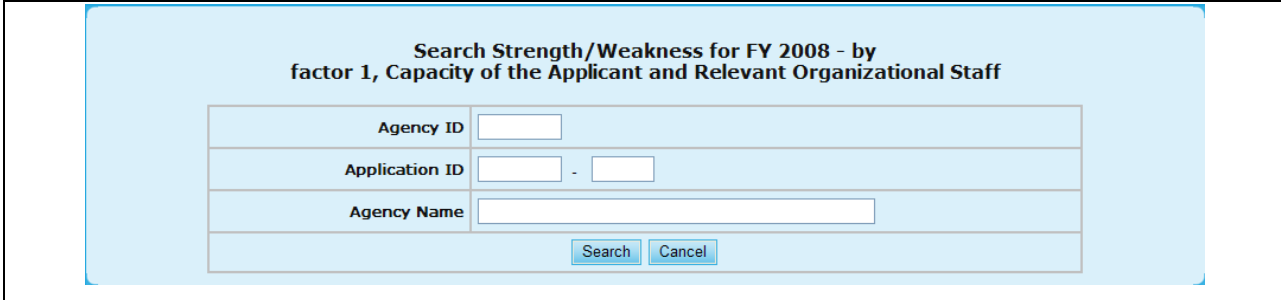


Figure 225. B. OM – HCS Archive: Strength/Weakness by Factors Search

- 4. In order to retrieve your results, click **Search**. To return back to the previous screen click **Cancel**. Once you click Search, your result will be retrieved for you.

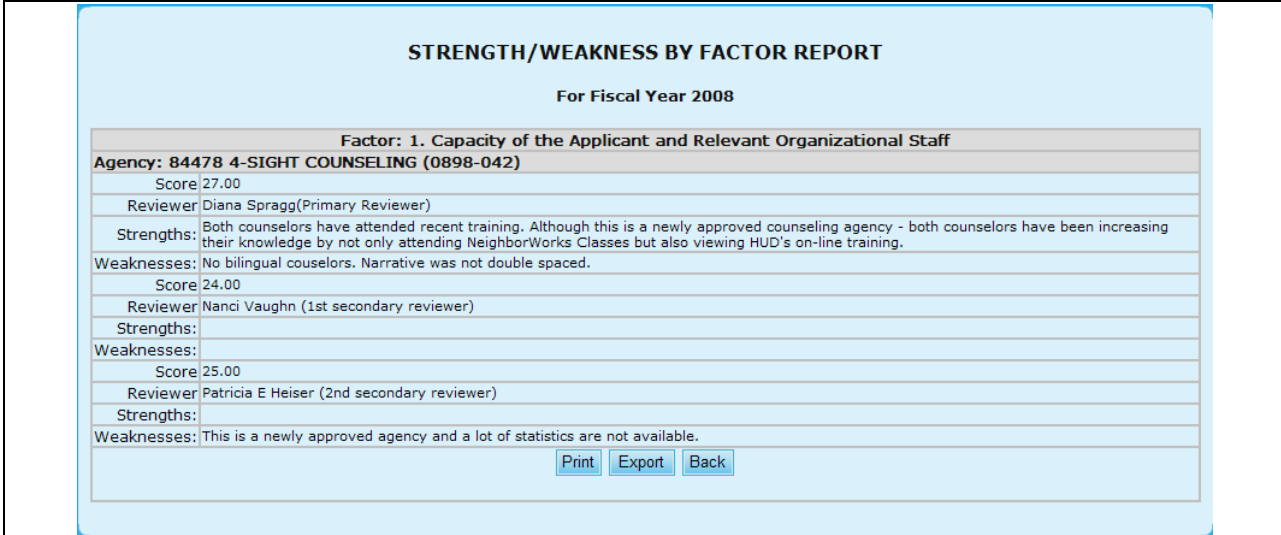


Figure 225.C. OM – HCS Archive: Strength/Weakness by Factors Report

9.0 PROGRAM MANAGER

9.0 PROGRAM MANAGER

The HUD Program Manager's role is the one with full access rights to the HCS System. The Program Manager is responsible for setting system controls and criteria for all segments in HCS.

- Maintain and review all Grant Processing functions

Grant Processing Preparation:

- Setup Grant Category (in Maintenance sub-menu)
- Setup Grant Type (in Maintenance sub-menu)
- Setup Funding Appropriations (in Maintenance sub-menu)
- Funding Allocations (in Grant Application Process sub-menu)
- Office Reviewer (in Maintenance sub-menu)
- Modify Scoring Criteria (in Maintenance sub-menu)
- Setup Recommended Award Criteria (in Maintenance sub-menu)

Grant Processing:

- Setup Grant Applications (in Grant Application Process sub-menu)
- Scoring (in Grant Application Process sub-menu)
- Final Scoring for Primary Reviewers (in Grant Application Process sub-menu)
- Calculate Recommended Awards (in Grant Application Process sub-menu)
- Input Awards / Sub Allocations (in Grant Application Process sub-menu)

Post Award Functions:

- View various grant processing reports to monitor the grant process (in Reports sub-menu)
 - Export grant processing information to Microsoft Word, Excel, and text files for external usage as needed (in Export sub-menu)
-
- Maintain and review HUD-9902 data and reports
 - Maintain and review Agency information
 - Manage all HCS Users Information
 - Perform all Management Functions.

The sections below provide detailed instructions on how each of these functions work.

Upon logging into the system as a *Program Manager*, you will see the following screen:

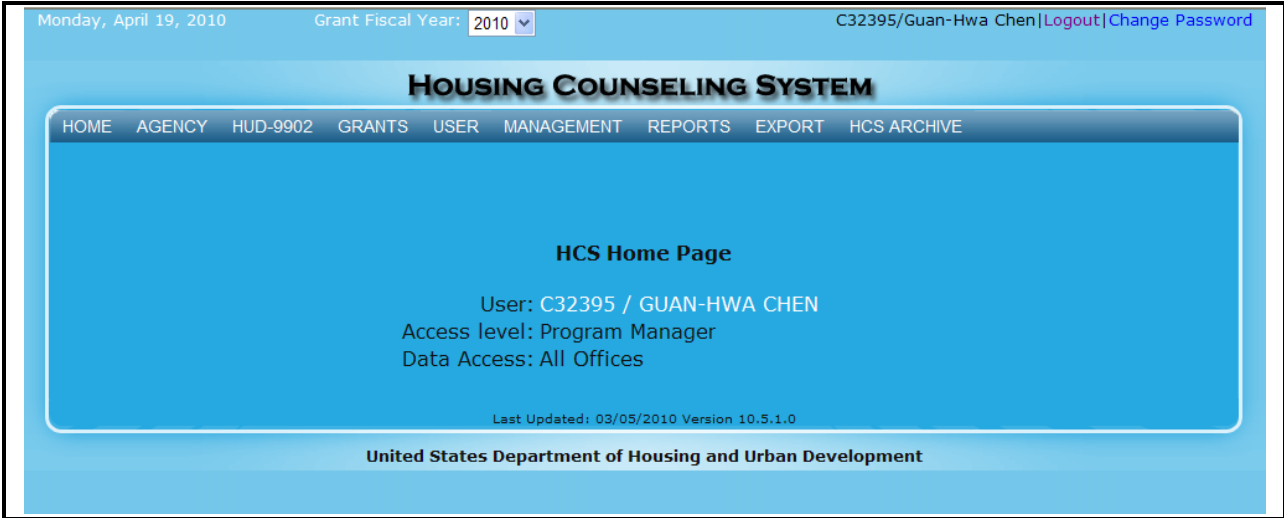


Figure 226. Program Manager: HCS Home Page

9.1 Agency

As a Program Manager, you can also review or submit information on all HUD agencies.

9.1.1 Agency Search

1. From the top navigation menu, click the **Agency** hyperlink. The *Agency Search* screen appears. You can also access this from the **Agency Search** sub-menu option.
2. Click the dropdown box to select the fiscal year you wish to search for, and click **Go** button.

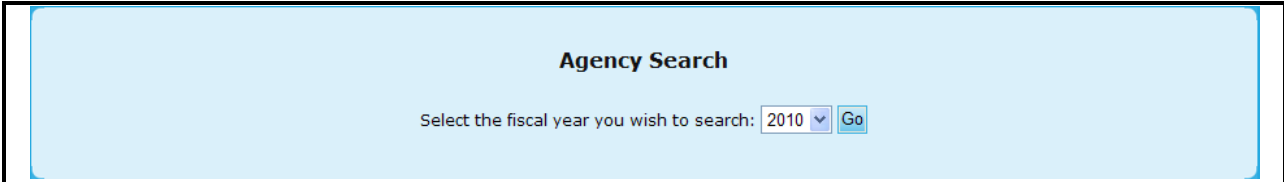


Figure 227.A. PM – Agency: Agency Search

3. The *Agency Search for FY 20XX* screen appears. From here you will be able to perform a Basic Search, or perform an Advanced Search. To go to the Advanced Search click the **Go to advanced agency search hyperlink**.
4. On the *Agency Search* page, the following listed search criteria have multiple selection enabled controls. Users can Click the field to display choices and select multiple items, or select one field to search. You can also enter values with comma to delimit list of values.
 - a. Agency Information
 - b. HUD Office & GTR
 - c. Agency Location
 - d. Agency Type & Services
 - e. Agency Status & Validation
 - f. Grant & 9902 Information
5. Fill out the form and click the **Search** button. The *Agency List* screen appears.

Agency Search for FY 2010

Search for Agencies using criteria below. To select multiple values hold Ctrl or shift key while clicking on various values. You can also type list of values divided by comma.

*Agency ID

Agency Name

[Go to advanced agency search](#)

Figure 227.B. PM – Agency: Basic Agency Search for FY 20XX

Advanced Agency Search for FY 2010

[Back to simple agency search](#)

Search for Agencies using criteria below. To select multiple values hold Ctrl or shift key while clicking on various values. You can also type list of values divided by comma.

Where do you want to search? Assigned Area Assigned Area - results are editable; HUD Wide read only

Search by Agency Information

* Agency ID Agency Name

Sub-Agencies List of Parent Agency

Has Sub-Agencies ▼ * CMS Submission

Search by HUD Office and GTR

* HUD Office GTR Assigned ▼ GTR Name ▼

Search by Agency Location

City * State ▼ * Zip Code

Search by Agency Type and Services

* Agency Type * Counseling Services Provided

Search by Agency Status and Validation

* Status ▼ Validated ▼

Last Update Date Between and

Validated Date Validated Date Between and

| | | | |
|--------------------------|--|--------------------------------------|---|
| Active Status Expiration | Expiration within: <input style="width: 40px;" type="text"/> days after today's date | Active Status Expired or Will Expire | Between <input style="width: 40px;" type="text"/> and <input style="width: 40px;" type="text"/> |
| | | | <small>Previous dates shows agencies that already expired; future dates shows agencies about to expire.</small> |

Search by Agency Grant and 9902 Information

| | | |
|---|---|--|
| Submitted 9902 ▼ | <small>* You must select 9902 report period when you selected "Yes" or "No" from submitted 9902</small> | Delinquent in Federal Debt ▼ |
| HUD 9902 Report Period ▼ | | Applied for Grant ▼ |
| Individual 9902 Submission Required ▼ | | Grant Funded Last Year ▼ |
| * Grant Type <input style="width: 100%;" type="text"/> | | |
| <small>* You must select "Grant Funded Last Year" when you selected "Grant Type"</small> | | |

Figure 227.C. PM – Agency: Agency Search for FY 20XX

HCS User's Manual

Page 9-3

Note: Provided below is an example of an Agency List Search result.

The screenshot shows the 'Agency List' interface. At the top, it says '1 Agency(s) Found' with search criteria: Fiscal Year: 2009 and Agency ID: 80000. There are navigation links: 'New Agency | Agency List | Invalid Emails | Valid Emails'. Below these are buttons for 'Agency Spreadsheet' and 'Bulk Approval'. A 'Select: All, None' option is also present. A table lists the agency details:

| Agency ID | Agency Name | Address | State | Agency Type | Last Updated | Last Edit user |
|--------------------------------|----------------|---|-------|-------------|--------------|----------------|
| <input type="checkbox"/> 80000 | GREENPATH INC. | 38505 Country Club Dr Farmington Hills | MI | LHCA | 03/08/2010 | MX0000 |

Figure 228.A. PM – Agency: Agency List

6. To retrieve a list of email addresses for the agencies listed, click the Valid Emails hyperlink. A list of valid email addresses is listed from which an exported file can be generated.

The screenshot shows the 'Agency List Valid Emails' interface. It displays '1 Agency(s) Found' with search criteria: Fiscal Year: 2009 and Agency ID: 80000. Navigation links include 'New Agency | Agency List | Invalid Emails | Valid Emails'. Buttons for 'Agency Spreadsheet' and 'Bulk Approval' are present. An 'Export' button is also visible. A table lists the agency's valid email address:

| Agency ID | Agency Name | Valid Email Address |
|-----------|--------------------------------------|---------------------------------------|
| 80000 | DELAWARE OPPORTUNITIES, INCORPORATED | mary.kilmer@delawareopportunities.org |

Figure 228.B. PM – Agency: Agency List Valid Emails

7. To view a list of agencies that do not have a valid email address, click the Invalid Emails hyperlink. A list of agencies that do not have a valid email address is listed. From this list, you can edit or enter a valid email address for the agency.
 - a. To edit or enter a valid email address for the agency, Click the email text in the Invalid Email Address column.
 - b. An input box with an Update and Cancel button appears.
 - c. Enter a valid email address and click the Update button to save or Cancel to undo.
 - d. Once Updated with a valid email address, the agency is removed from the current list and added to the Valid Emails list.

| Agency List | | |
|---|--|--|
| 175 Agency(s) Found | | |
| Search Criteria: • Fiscal Year: 2010 • HUD Office: Headquarters SF-HUD | | |
| New Agency Agency List Invalid Emails Valid Emails | | |
| Agency Spreadsheet | | Bulk Approval |
| Agency ID | Agency Name | Invalid Email Address |
| 80848 | ACORN HOUSING, AUSTIN, TX | jsmith@aol.com <input type="button" value="Update"/> <input type="button" value="Cancel"/> |
| 80596 | CCCS - MID-CITIES | N/A |
| 84498 | CCCS IF MARYLAND AND DELAWARE | N/A |
| 84497 | CCCS OF MARYLAND AND DELAWARE | N/A |
| 84499 | CCCS OF MARYLAND AND DELAWARE | N/A |
| 84502 | CCCS OF MARYLAND AND DELAWARE | N/A |
| 84503 | CCCS OF MARYLAND AND DELAWARE | N/A |
| 84504 | CCCS OF MARYLAND AND DELAWARE | N/A |
| 84505 | CCCS OF MARYLAND AND DELAWARE | N/A |
| 80451 | CCCS OF N CENTRAL TEXAS - LEESBURG | N/A |
| 81659 | CCCS OF N CENTRAL TEXAS - PLANO | N/A |
| 82740 | COMMUNITY HOUSING SERVICES, INCORPORATED | N/A |

Figure 228.C. PM – Agency: Agency List Invalid Emails

8. If you want to export the agency list to an Excel spreadsheet, click the **Agency Spreadsheet** button. The *File Download* dialog box appears.
9. Select to either open or save the file and then return to Agency List screen.

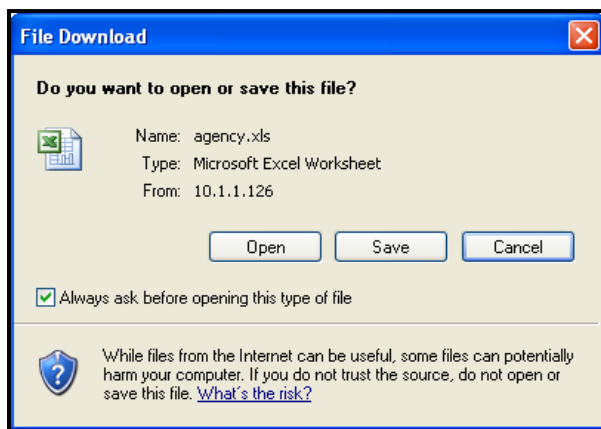


Figure 229. PM – Agency: Agency List File Download Dialog Box.

10. To view more information about or to update data of an agency listed in the *Agency List* page, click the agency's name hyperlink in the **Agency Name** column. The *Agency Profile* screen for that agency appears.
11. From the Agency Summary screen, you have six tabs to choose from to view more detailed information regarding that specific agency. You can view information on:
 - a. Agency Summary
 - b. Agency Information

- c. Personnel
- d. Contact Information
- e. HUD Affiliation
- f. Counselor/Client

Note: You will be able to edit some information found in these tabs; however the edit function is not available in all fields.

12. From the **Agency Summary** you are able to add and delete HUD Comments.

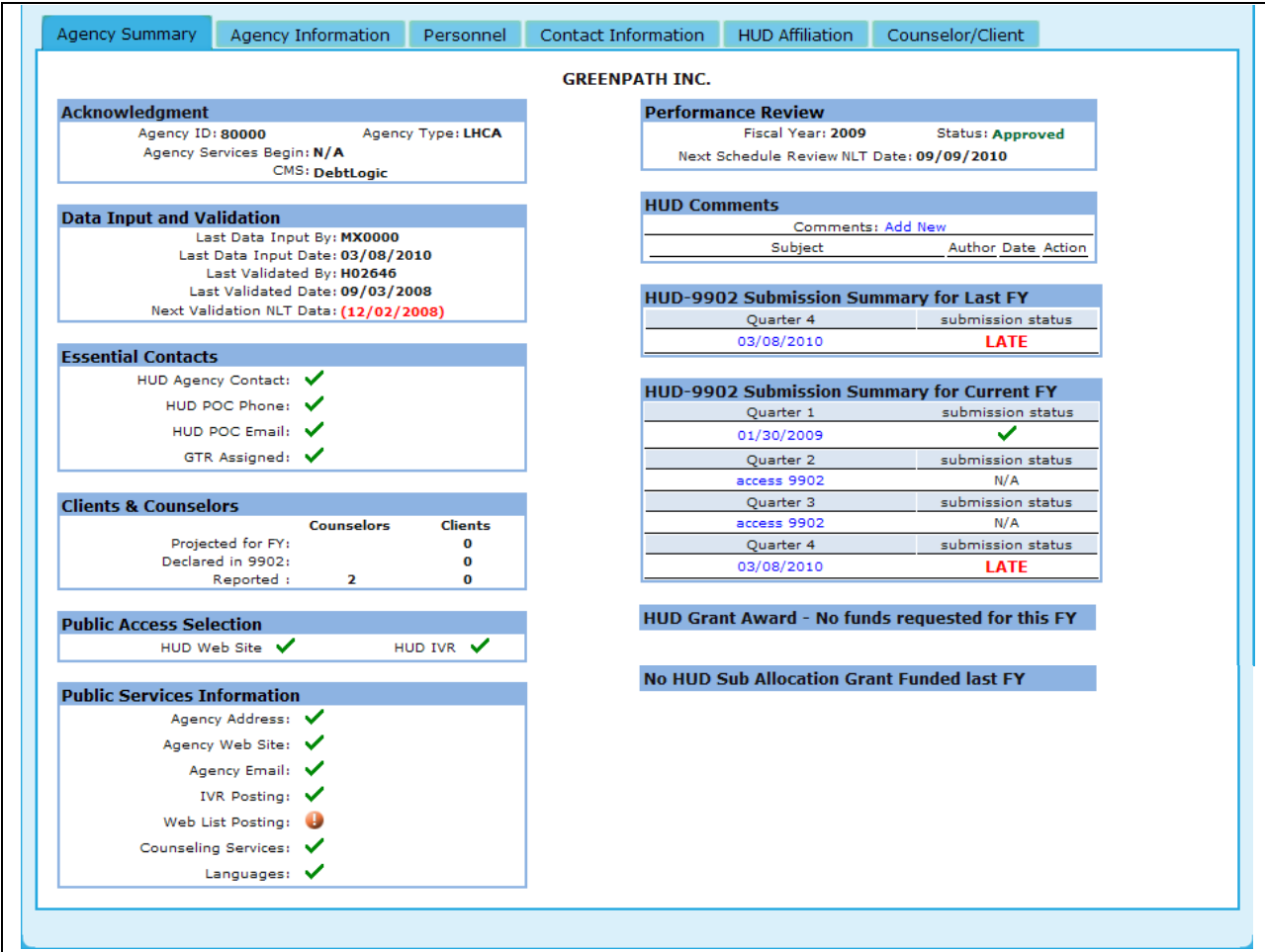


Figure 230.A. PM – Agency: Agency Summary

13. To add a HUD Comment, click the Add New hyperlink found next to comments in the HUD Comments box.

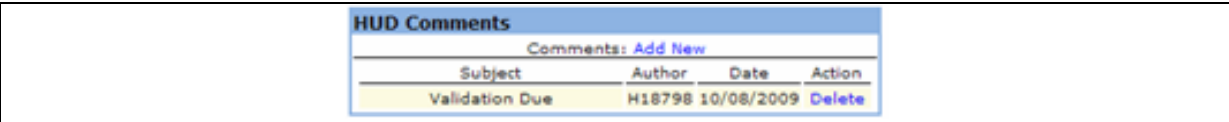


Figure 230.B.1. PM – Agency: Agency Summary – HUD Comments

14. Enter the Subject and your comment, and click **Save**, to save the comment, or **Cancel** to close the Comment box.

The image shows a software dialog box with a dark olive-green background. At the top right corner, there is a small button labeled "Close". Below this, there is a "Subject:" label followed by a white text input field. Underneath the subject field is a larger white text area for "Comment:", which includes a vertical scrollbar on its right side. Below the comment area, the text "Access Level: HUD Only" is displayed. At the bottom of the dialog, there are two blue buttons with white text: "Save" on the left and "Cancel" on the right.

Figure 230.B.2. PM – Agency: Agency Summary – Add New HUD Comment

15. To delete a comment, click the **Delete** hyperlink located under the Action column.

16. Under the **Agency Information** you are unable to alter any of that information.

Agency ID: 80000 Validated?
 Last Validated on 09/03/2008 (Next Validation Required by 12/02/2008)

Agency Name: GREENPATH INC.

Agency Designations

Faith Base:N Colonials: N Migrant Workers:N

Number of Counselors: 0 Number of Projected Clients: 0

Housing Counseling Services Provided as of:

Delinquent in Federal Debt? No DUNS Number: 172773500
 Federal Tax ID Number (TIN): 38-6142925
 For information about obtaining a DUNS number, please refer to <http://smallbusiness.dnb.com> or call 866-705-5711

| Session Title | Session Date | Attendees |
|---------------|--------------|-----------|
| | | |

Additional Languages Provided:

English
Spanish

OK Cancel Sub-Agency(s) Associated Applications:

Figure 230.C. PM – Agency: Agency Information

17. Under the **Personnel** tab, you will be able to edit the information in fields where a drop-down option is available, as highlighted with a circle.

Agency ID: 80000 Validated?
 Last Validated on 09/03/2008 (Next Validation Required by 12/02/2008)

Agency Name: GREENPATH INC.

Agency Manager:

Salutation: --select-- User ID: MX0000 Business Title: HUD Contact
 Setina Briggs

Agency Senior Executive:

Salutation: --select-- Business Title: HUD Contact
 Setina Briggs

Agency Senior Executive Phone: 248-553-5400

Agency Contact for HUD Use

Salutation: --select-- Business Title: HUD Contact
 Setina Briggs

Agency POC Phone: 248-553-5400
 Agency POC Email: sbriggs@greenpath.com

OK Cancel Sub-Agency(s) Associated Applications:

Figure 230.D. PM – Agency: Personnel

18. Under the **Contact Information** you are unable to alter any of the information.

Agency Summary Agency Information Personnel **Contact Information** HUD Affiliation Counselor/Client

Agency ID: **80000** Validated? Last Validated on **09/03/2008** (Next Validation Required by 12/02/2008)

Agency Name: **GREENPATH INC.**

Physical address:

38505 Country Club Dr
Suite 210

City: Farmington Hills
State: Michigan *
Zip: 48331

Please check the box if agency mailing address is the same of agency physical address

Mailing address:

City:
State: Not Selected *
Zip:

Agency Contact:

Phone: 248-553-5400 Fax: 248-553-8970
Toll Free Phone: 888-860-4167
Email: N/A Web URL: http://www.greenpath.com

OK Cancel Sub-Agency(s) Associated Applications:

Figure 230.E. PM – Agency: Contact Information

19. Under the **HUD Affiliation** tab you will be able to edit all information found on that page. This includes:
- a. Agency Name
 - b. Type of Agency
 - c. Status (Further information can be found in Section 9.2.1.1.).
 - d. HUD Office GTR
 - e. GTR Phone Number
 - f. HUD Office Assigned to
 - g. Types of Counseling Services
 - h. Zip Codes Affiliation(By pressing the Add Another Zip Code hyperlink, an input box will appear which will allow you to insert a new zip code)
 - i. State Affiliations (By pressing the Add Another State hyperlink, a drop-down box will appear as demonstrated in the figure below, and circled in Red)
 - j. Allow for Public Access

Agency ID: **80000** Validated? Last Validated on **09/03/2008** (Next Validation Required by 12/02/2008)

Agency Name: GREENPATH INC. *

Status: **Approved** As Of: **09/09/2008** Up To: **09/09/2010** [Change](#) | [View History](#)

Type of Agency: LHCA * Parent Org: Temporary Affiliate

HUD Office GTR: Stopera, Glen GTR Phone: 518 - 464 - 4200 x 2824

HUD Office assigned to: Philadelphia (HOC) *

Types of Counseling Services:

| | |
|---|--|
| <input type="checkbox"/> DFC - Mortgage Delinquency and Default Resolution Counseling | <input type="checkbox"/> DRC - Mobility and Relocation Counseling |
| <input checked="" type="checkbox"/> FHA - Fair Housing Assistance | <input checked="" type="checkbox"/> HEC - Home Equity Conversion Mortgage Counseling |
| <input checked="" type="checkbox"/> HEP - Homebuyer Education Programs | <input checked="" type="checkbox"/> HIR - Home Improvement and Rehabilitation Counseling |
| <input type="checkbox"/> HOM - Services for Homeless | <input type="checkbox"/> LM - Loss Mitigation |
| <input checked="" type="checkbox"/> MDM - Money Debt Management | <input type="checkbox"/> MOI - Marketing and Outreach Initiatives |
| <input checked="" type="checkbox"/> PC - Prepurchase Counseling | <input checked="" type="checkbox"/> PPC - Postpurchase Counseling |
| <input checked="" type="checkbox"/> PRL - Predatory Lending | <input checked="" type="checkbox"/> RC - Renters Assistance |

Zip Code Affiliations:
Default Affiliation: 48331

| | | | | |
|-------|-------|-------|-------|-------|
| 12167 | 12406 | 12421 | 12430 | 12434 |
| 12438 | 12455 | 12459 | 12474 | 13731 |
| 13737 | 13740 | 13750 | 13751 | 13752 |
| 13753 | 13754 | 13755 | 13756 | 13757 |
| 13775 | 13782 | 13783 | 13786 | 13788 |
| 13789 | 13804 | 13805 | 13806 | 13820 |
| 13838 | 13839 | 13846 | 13847 | 13856 |
| 20816 | | | | |

[Add Another Zip Code](#)

State Affiliations:
Default Affiliation: Michigan

Maryland

New York

[Add Another State](#)

Public display options

Allow for public access?

Allow public access through Zip Code Affiliations?

Allow public access through State Affiliations?

[OK](#) [Cancel](#) [Sub-Agency\(s\)](#)

Figure 230.F. PM – Agency: HUD Affiliation

20. Under the **Counselor/Client** tab, you will be prompted to a list of counselors that are under each specific agency. From this tab, you can also perform a **Counselor search**, **Add Counselor**, and perform a **Client search**.
21. Provided below is the screen that you will be prompted to for Counselor Search. This is further explained in Section 9.2.3.

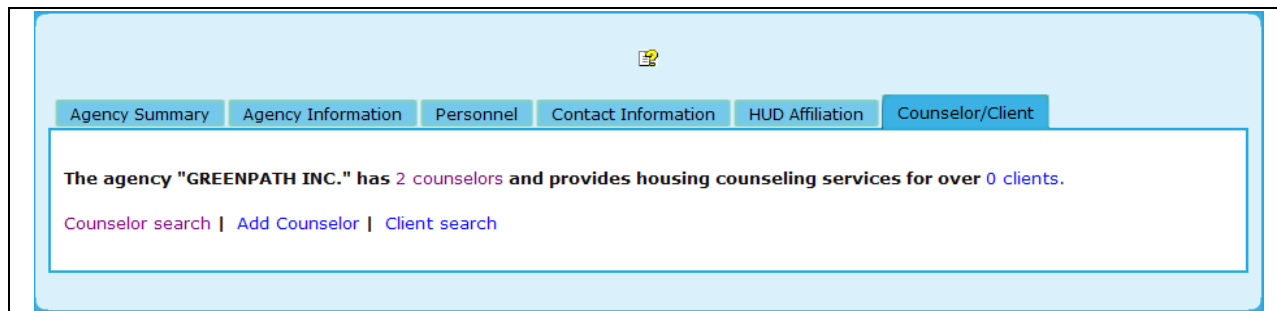


Figure 230.G.1. PM – Agency: Counselor/Client

22. To add a new counselor, click the **Add Counselor** hyperlink, and you will be prompted to a form which needs to be completed prior to officially adding that counselor. An example of this is provided below. Once you have completed the necessary fields, click **Add New** to save this counselor, or **Clear**, to erase previously input data.

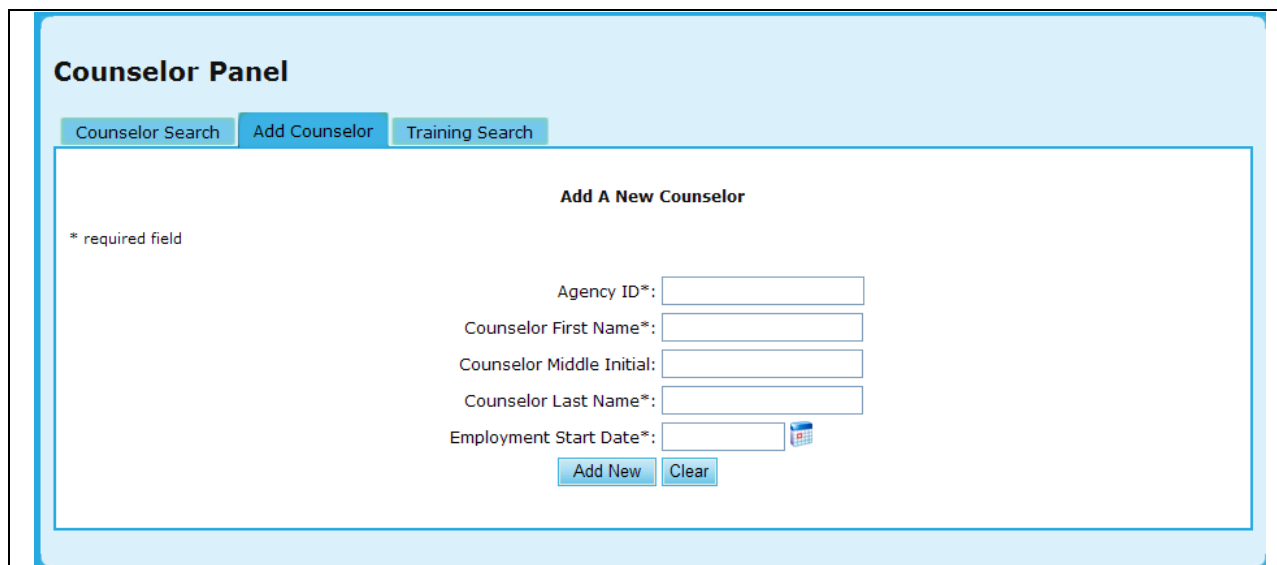


Figure 230.G.2. PM – Agency: Add Counselor

23. To perform a Counselor Training Search, click the **Training Search** hyperlink, and you will be prompted to a search which will allow you to narrow down your results. An example of this is provided below. Once you have completed your criteria, click **Search** to retrieve results, or **Clear** to erase previously input data.

Counselor Panel

Counselor Search Add Counselor **Training Search**

Counselor Training Search

Fiscal Year: 2010

Last Name:

First Name:

CMS Counselor ID:

Agency ID:

HUD Office:

State:

Parent Agency ID:

Last Training Date as of:

HECM Certified:

Figure 230.G.3. PM – Agency: Counselor Training Search

24. By clicking the hyperlink under the name, you will be prompted to the Counselor Profile.

Counselor Panel

Counselor Search Add Counselor **Training Search**

Total 3 training records in fiscal year 2010

| Last Name | First Name | CMS Counselor ID | Agency ID | HOC | Last Training Certified |
|-----------------------|------------|------------------|-----------|--------------------|-------------------------|
| Cases | Unassigned | 2 | 80640 | Santa Ana (HOC) | 11/01/2009 |
| Joa | Ramon | 8888888888 | 80439 | Philadelphia (HOC) | 07/10/1988 |
| last | COMS admin | 1 | 80002 | Atlanta (HOC) | 05/01/2009 |

Figure 230.G.4. PM – Agency: Training Search Results

25. If you desire to update this profile, edit the information you desire and click **Update info** to save those changes, or **Clear** to remove that information.

Counselor Search Add Counselor Training Search **Counselor Profile**

Counselor Profile

* required field

First Name*:

Middle Init:

Last Name*:

CMS Counselor ID: 122

Agency ID: 80727

Agency Name: CONSUMER CREDIT COUNSELING SERVICE

Agency Type: LHCA

Last Training Date: 01/01/2010

Employment Start Date*:

Employment End Date:

HECM Certified: No

Counselor Training Info

| Training Title: | Training Date: | Training Organization: | Other Training Organization: | Training Sponsor: |
|------------------------|----------------|------------------------|------------------------------|-------------------|
| New Counselor Training | 01/01/2010 | Other | CCCS of LSS in SD | N/A |

Figure 230.G.5. PM – Agency: Agency Counselor/Client – Training Search – Counselor Profile

9.1.1.1 Agency Status Update

MANUAL STATUS CHANGING

Status changes are available only to HUD users. They are made either directly in the agency’s profile or from the results of a search feature that lists agencies.

PROFILE

The agency’s status is reflected in a HUD write protected section in the profile. The start and end dates are shown. When an agency is terminated, there will not be an end date since the Terminated status is indefinite until it is manually changed. In the status section are two action links; Change / View History. Select the Change action to initiate a change in the agency’s status. The status entry is a dropdown menu allowing the HUD user to make the appropriate selection. The HUD user will also record the reason for the status change in the available comment box labeling an appropriate subject for quick reference. Status start dates cannot be a future date but the current date or a previous date. The HUD user and the date/time the status change is made will be recorded.

AGENCY LIST

To make multiple Approval changes when several agencies are about to be terminated, HCS allows mass approval to be made. From the desired list of agencies, at the top of the list are action items. Make a mark in the boxes at the left edge of the agency list for all the agencies you want to Re-approve. Individual agencies can be manually marked or selecting ‘ALL’ will mark all boxes automatically. Select the ‘Bulk Approval’ item and all the marked boxes will re-approve the applied agencies.

You should notice that not all agencies have a box along the left edge. Keep in mind only LHCA, Intermediaries and SHFA can be approved (participating for SHFA).

VIEW STATUS HISTORY

Each profile now shows the history of the status changes. The status history is for HUD use only to better understand the agencies circumstances in the program. The agency can only view their current status. If the dates or comments need to be corrected, simply Click the desired history status to edit the information. The status cannot be changed. The current status will be reflected in the agency spreadsheet; not the history statuses.

9.1.1.2 Update Status from Agency List

Agency Search results provide an option to update multiple agencies' statuses with a single start date. The duration of the approval period is determined according to the rules specified above.

To update the active status of multiple agencies follow the steps below:

1. From the Agency Search for FY 2XXX page, select the criteria you wish to find agencies with.
 - a. The System displays a list of agencies that match your criteria.
 - b. Note the check boxes that appear next to some of the agencies listed. Only LHCA's, SHFA's, Intermediaries, and Multi-State Organizations are permitted to have their statuses updated from the search results page.
 - c. You can click the "All" hyperlink next to Select to check all checkable agencies in the list. You can also click the "None" hyperlink next to Select to uncheck all agencies in the list.

2. After checking the agencies you want to update, click the Bulk Approve button.

Agency Spreadsheet Bulk Approval

Select: All, None

| Agency ID | Agency Name | Address | State | Agency Type | Last Updated | Last Edit user |
|---|------------------------------------|--------------------------------|-------|-------------|--------------|----------------|
| <input checked="" type="checkbox"/> 84478 | 4-SIGHT COUNSELING | 937 Broadway Cape Girardeau | MO | LHCA | 09/04/2009 | MX4478 |
| <input checked="" type="checkbox"/> 81155 | A J H HOUSING INCORPORATED | 4545 Gravois Ave St. Louis | MO | LHCA | 10/04/2008 | system |
| <input checked="" type="checkbox"/> 83751 | ABYSSINIAN DEVELOPMENT CORPORATION | 4 W. 125 Street New York | NY | LHCA | 09/29/2009 | MX3751 |

Figure 231.A. PM – Agency: Update Agency Status Bulk Approve

3. Enter the Approval effective date and click the Apply button to apply status change. If you wish not to change the statuses, click the Cancel button or the Close button.

Define Start Date (As Of) Close

Please enter a Start Date (As Of) for all selected agencies. This is the date when all selected agencies will begin their approval period.

As Of:

Figure 231.B. PM – Agency: Update Agency Status – Bulk Approve

9.1.1.3 Update Status from Agency Information

To update the status for a single agency, go to the agency profile for the agency you wish to update and following the steps below:

1. Under the HUD Affiliation tab, you will see Status, with the option to either **Change** or **View History**. Figure 232.A demonstrates the View History, and once in view mode, you have the option to select **Hide History**.

| Status: Participating | | As Of: 10/01/2009 | | Up To: 09/30/2010 | | Change Hide History | |
|--|------------|--------------------------|--------|--------------------------|---------------|-----------------------|--|
| Reason | As Of | Up To | Author | Date | Status | | |
| Parent Agency:84539 status was changed. | 10/01/2009 | 09/30/2010 | H13932 | 11/02/2009 | Participating | | |
| Status updated due to expiration of previous statu | 10/01/2009 | 10/31/2009 | SYSTEM | 10/01/2009 | Conditional | | |
| Parent Agency:84539 status was changed. | 10/01/2009 | 10/31/2009 | SYSTEM | 10/01/2009 | Conditional | | |
| | 01/06/2009 | 09/30/2009 | H13932 | 01/06/2009 | Participating | | |

Figure 232.A. PM – Agency: Update Agency Status – Agency Profile – View History

2. In the Status Change pop up box, you can change the following information:
 - a. Status – the Status options listed reflect only those statuses an agency type can have. Please refer to Section 4.1.5 concerning active statuses. Changing statuses creates a new status history record.
 - b. For – This option is only available for Conditional and Inactive statuses. It is used to auto-calculate the Up To date.
 - c. Renew – This creates a new status history record instead of overwriting the current status record. Renew is only applicable if the status has not changed but the As Of and Up To dates have changed. If Status has changed, the Renew checkbox is ignored.
 - d. Status As Of Date – The effective date of the status
 - e. Status Up To Date – The last day on which the selected status is effective
 - f. Reason – A brief description for the reasoning behind updating the status
 - g. Comment – A longer description for the reasoning behind updating the status
3. Click the **Apply** button to save the status update.
4. After clicking the Apply button, the pop up box is closed and the updated status information is displayed on the Agency Profile. You do not need to click the **OK** button to save the status change as it has already been saved.

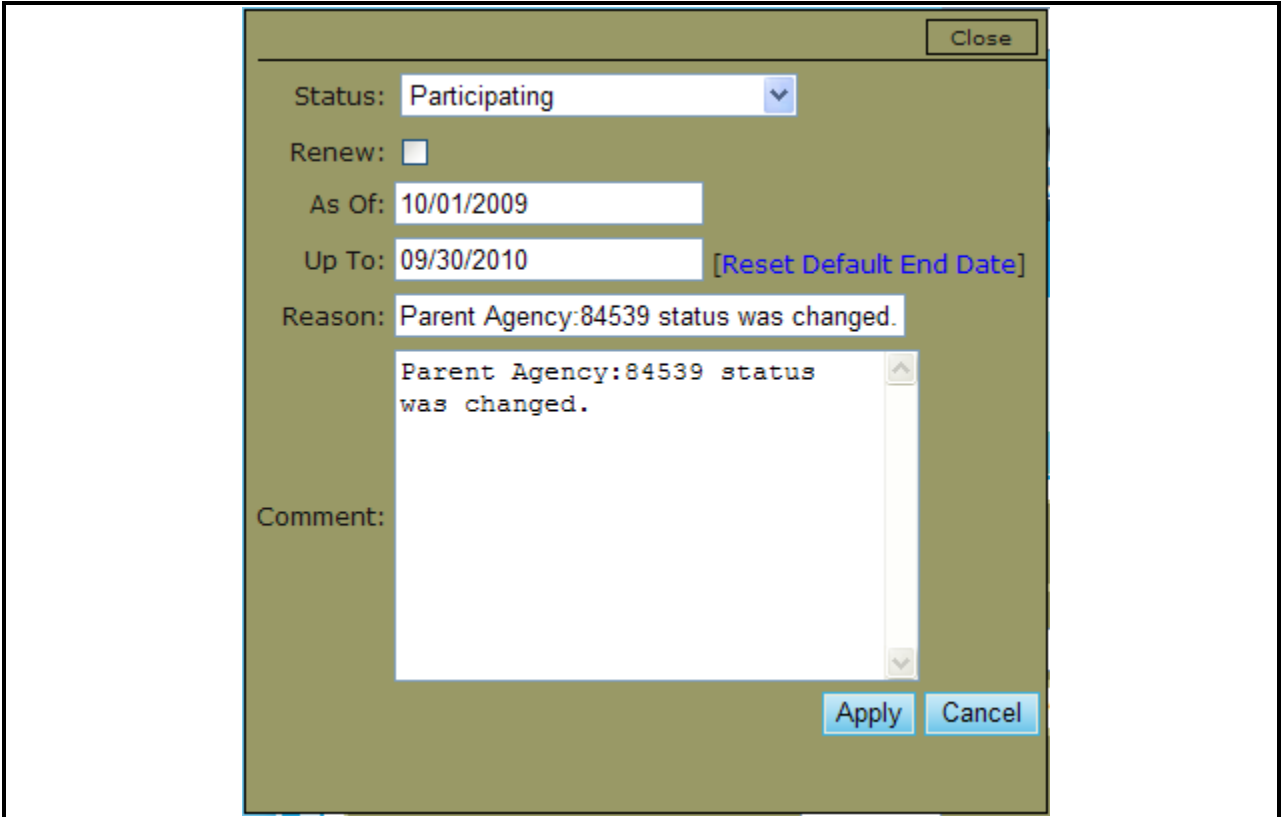


Figure 232.B. PM – Agency: Update Agency Status – Agency Profile – Change

9.1.2 Add New Agency

You can click **Add New Agency** button from *Agency Search* page or from *Agency List* page to add a new agency to the HCS system.

1. From the upper navigation menu, scroll over the **Agency** hyperlink. And select the **Add New Agency** button.
2. Complete all of the required fields that are marked with *. Fields that are not marked with * are not mandatory. Following are the *Agency Profile* required fields.
 - a. Agency Name
 - b. Type of Agency: Following are the options of type of agency shown in the dropdown list.
 - c. HUD Office GTR: The GTR assigned to this agency, as well as their contact number and office location.
 - d. Agency Manager: The Point of Contact for the newly formed Agency.
 - e. Physical Address: What is required is the City, State, and Zip Code of the Agency Office location.
 - i. State: Select a state from the dropdown list where the agency physically resides in. System automatically assigns a HUD Office to the agency based on the State selected.
 - f. Fiscal Year: The fiscal year the new agency profile is being created for. The options are 'This Year' and 'Next Year'.
 - g. Federal Tax ID Number (TIN): This is agency's federal employer identification number. The system defaults its value to '00-0000000'. If user leaves the default value unchanged,

following warning message appears when the **OK** button is clicked by user to save data. Click the OK button from the warning message window to continue the process.

Add New Agency Profile

Agency Name: *

Type of Agency: * Parent Org: Temporary Affiliate

HUD Office GTR: * GTR Phone: - - x

HUD Office assigned to: Select a HUD Office

Agency Manager:

(Salutation) --select--

(Business Title) --select--

(First Name) *

(Middle Init)

(Last Name) *

Physical Address:

City: * State: * Zip: *

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

Fiscal Year: This Year Next Year *

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

Figure 233.A. PM – Agency: Add New Agency Profile

Type of Agency:

- LHCA
- SHFA
- Multi-State Organization
- National Intermediary
- Regional Intermediary
- Sub Grantee
- Affiliate
- Branch-MSO
- Branch Local Agency
- Branch Inter Agency
- Branch Affiliate
- Branch Sub Grantee

Figure 233.B. PM – Agency: Type of Agency Dropdown List

Figure 233.C. PM – Agency: Agency Manager

Figure 233.D. PM – Agency: Agency Physical Address

Figure 233.E. PM – Agency: Fiscal Year and Federal Tax ID Number

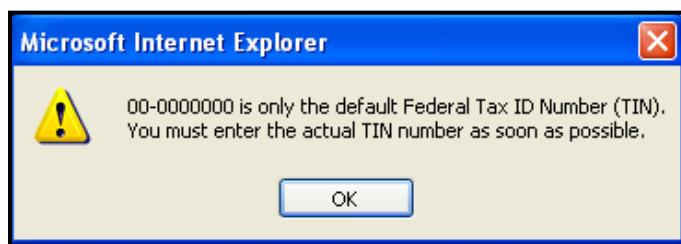


Figure 233.F. PM – Agency: Default TIN Number Warning Message

3. Complete the form. To save, click **OK** button. To exit without saving, click **Cancel** button. Screen returns to previous page.

9.1.3 Counselor Information

1. From the upper navigation menu, scroll over the **Agency** hyperlink. And select the **Counselor Information** button.
2. Once you have completed your criteria, click **Search** to retrieve results, or **Clear** to erase previously input data.

Counselor Search

Fiscal Year: 2010

Counselor First Name:

Counselor Last Name:

CMS Counselor ID:

Agency ID :

HECM Certified:

Position:

HUD Office:

State:

Parent Agency ID:

Client First Name:

Client Last Name:

Client Case Number:

Client HECM Certificate Number:

Figure 234.A. PM – Agency: Agency Counselor/Client Counselor Search

3. Provided below is an example of the search results retrieved while performing a counselor search.
4. To view further information on a counselor, click the hyperlink found in the Last Name column. By clicking the hyperlink under the name, you will be prompted to the Counselor Profile.

Counselor Panel

Total 2 records in fiscal year 2009

| Last Name | First Name | CMS Counselor ID | Agency ID | HOC | Last Training Certified |
|-----------------------|------------|------------------|-----------|--------------------|-------------------------|
| Curry | Ashley | 12345678 | 80000 | Philadelphia (HOC) | |
| Waxer | David | 12345679 | 80000 | Philadelphia (HOC) | |

Figure 234.B. PM – Agency: Counselor Search

5. If you desire to update this profile, edit the information you desire and click **Update Profile** to save those changes, or **Clear** to remove that information.

Counselor Search Add Counselor Training Search **Counselor Profile**

Counselor Profile

* required field

First Name*: Hassan

Middle Init:

Last Name*: Abdillahi

CMS Counselor ID:

Agency ID: 84790

Agency Name: TWIN CITIES HABITAT FOR HUMANITY

Agency Type: LHCA

Last Training Date:

Employment Start Date*: 02/04/2008

Employment End Date:

HECM Certified: No

Counselor Training Info

| Training Title: | Training Date: | Training Organization: | Other Training Organization: | Training Sponsor: |
|-----------------|----------------|------------------------|------------------------------|-------------------|
|-----------------|----------------|------------------------|------------------------------|-------------------|

Figure 234.C. PM – Agency: Agency Counselor/Client Counselor Profile

9.1.4 Client Information

Client Search under the **Agency** tab provides the same options as demonstrated under the **Agency Search** function (Section 9.2.2).

1. From the upper navigation menu, scroll over the **Agency** hyperlink. And select the **Client Search** button.
2. Select the criteria in which you would like to search for, and click **Search** to retrieve those results, or **Clear**, to erase what was previously typed.

Client Search

Client Search

** To select multiple values at once hold the Ctrl or Shift key while clicking on various items

Fiscal Year: 2010

Client info

Case Number:

Client ID:

Client First Name:

Client Last Name:

**State: Alaska
Alabama
Arkansas

Counselor Info

CMS Counselor ID :

Counselor First Name:

Counselor Last Name:

Case Completed: ▼

Agency Info

Agency ID:

Parent ID:

HOC Info

**HUD Funded: Other HUD Program
Place Based Rental Assistance
Purchase REO Property
Rental Voucher

**HOC: Atlanta (HOC)
Denver (HOC)
Headquarters SF-HUD

9902 Info

Ethnicity: ▼

Race: ▼

**Income Group: a. < 50% of Area Median Income (AMI)
b. 50 - 79% of AMI
c. 80 - 100% of AMI

**Workshop/Seminar: a. Pre-Purchase Homebuyer Education
b. Financial Literacy
c. Resolve or Prevent Mortgage Delinquency

Service category: ▼

Service Outcome: ▼

HECM Info

HECM Certified: ▼

Client HECM Certificate Number:

Search
Clear

Figure 235.A. PM – Agency: Client Search Options

3. To view further detail, click the hyperlink found under the Case Number column. This will prompt you to the following screen.

Client List

Total 463 records in fiscal year 2010

Print The List Excel Format

Next 200 records

| Case Number | Last Name | First Name | City | State | Agency ID | HOC | Service | CMS Counselor ID |
|-------------|-----------|------------|---------------|-------|-----------|--------------------|---|------------------|
| 1141179 | ABRAHAM | SARAH | TULSA | OK | 80724 | Denver (HOC) | | 274 |
| 1141886 | ALFRED | SARAH | TULSA | OK | 80724 | Denver (HOC) | d. Locate, Secure, or Maint Residence in Rental Housing - 9) Decided to remain in current housing situation | 191 |
| 1142306 | ALLEN | LUTISHA | OKLAHOMA CITY | OK | 80724 | Denver (HOC) | | 7 |
| 1142287 | ALYEA | CHRISTINA | TULSA | OK | 80724 | Denver (HOC) | d. Locate, Secure, or Maint Residence in Rental Housing - 9) Decided to remain in current housing situation | 15 |
| 1141840 | ANDERSON | CONNIE | HASKELL | OK | 80724 | Denver (HOC) | d. Locate, Secure, or Maint Residence in Rental Housing - 9) Decided to remain in current housing situation | 209 |
| 1142447 | ANDERSON | CAROL | TULSA | OK | 80724 | Denver (HOC) | d. Locate, Secure, or Maint Residence in Rental Housing - 9) Decided to remain in current housing situation | 191 |
| 1142240 | ANDERSON | KENYATTA | TULSA | OK | 80724 | Denver (HOC) | d. Locate, Secure, or Maint Residence in Rental Housing - 9) Decided to remain in current housing situation | 191 |
| 1141258 | AZLIN | JIMMY | WEWOKA | OK | 80724 | Denver (HOC) | | 7 |
| 1888466 | Adams | Tracy | Sicklerville | NJ | 80941 | Philadelphia (HOC) | | 102 |
| 1860964 | Aleogena | Irene | Williamstown | NJ | 80941 | Philadelphia (HOC) | | 102 |
| 22114 | Algee | Mary | Dayton | OH | 84573 | Philadelphia (HOC) | | 122 |
| 1780781 | Antonucci | Michael | West Chester | PA | 80941 | Philadelphia (HOC) | | 13 |

Figure 235.B. PM – Agency: Client Search Results

Note: Provided below is an example of the Client Profile.

Client Search Client Profile

Client Profile

First Name: SARAH
 Middle Name: A
 Last Name: ABRAHAM
 Address1: 1616 W 47TH ST
 Address2:
 City: TULSA
 State: OK
 Zip: 74107
 Phone: 918-447-7776
 Case Number: 1141179
 Service:

Figure 235.C. PM – Agency: Client Search Client Detail

9.2 HUD-9902

As a Program Manager, you can submit and review HUD-9902 forms. To do so, you must first search for the HUD-9902 form that you want to review or submit. This feature has two sections; one to track the progress of agencies submissions, and the other to analyze the data.

9.2.1 9902 Data Reporting Status Inquiry

This feature is primarily a tool to track agencies that are required to submit their 9902 reports.


To view/update the HUD-9902 form, you must perform a 9902 Data Reporting Status Inquiry.

1. From the upper navigation menu, click **HUD-9902 Processing** hyperlink. The *9902 Data Reporting Status Inquiry* page appears.
2. In the drop-down box, select the fiscal year and reporting period that you wish to search. Then click **Continue**. The *9902 Data Reporting Status Inquiry for FY 20XX* screen appears.

9902 Data Reporting Status Inquiry

Select the fiscal year: and reporting period: you wish to search

Figure 236. PM – HUD-9902: 9902 Data Reporting Status Inquiry Fiscal Year Selection

3. To enter a single agency's 9902 report, enter Agency ID in the upper section in 9902 Data Reporting Status Inquiry page. Click the **Submit Inquiry** button, and 9902 form is displayed.
4. Complete all of the fields you want to search on or just leave the fields blank to retrieve all the reported HUD-9902 forms. Click **Submit Inquiry**. The inquired 9902 result screen appears.
 - a. Agency ID – Allows you to extract information based on a particular Agency's ID number.
 - b. GTR Name – Allows a search to be performed based off of a particular Government Technical Officer.
 - c. Agency Type – Allows a search to be made on an individual or multiple agency types.
 - d. Grant Awardees – This enables you to narrow down your results based on whether an agency was awarded a grant.
 - e. Have Reported Individual 9902 – This enables you to narrow down your results based on whether a particular Agency and individually reported their 9902.
 - f. Reported on Time – Along the lines of the 9902, this helps in determining if it was reported on time.
 - g. Reported Data are Validated – Allows a search to be made on whether or not reported data has been validated.
 - h. CMS – Allows you to perform a search based on various Client Management Systems.
5. To get online help instructions for Form-9902, click the  button found on the Search page.


To access a list of [Frequently Asked Questions](#) regarding the Housing Counseling Data Reporting system, click here . This button is also available on other pages in this system.

Figure 237.A. PM – HUD-9902: 9902 Processing – FAQ

HOUSING COUNSELING 9902 REPORTING

9902 Data Reporting Status Inquiry for Quarter 4 of FY 2009

Instructions: + -


| | |
|---|---|
| Inquiry Scope | Assigned Area |
| Agency ID | <input type="text"/> |
| Parent Agency ID (for sub-agencies listing) | <input type="text"/> |
| HUD Office | <input type="text"/> |
| GTR Name | <input type="text"/> |
| Agency Type | <input type="text"/> This field allows multiple value entry. Click on the field to display choices and select item or enter a comma delimited list of values. |
| Grant Awardees | <input type="text"/> |
| Have Reported Individual 9902 | Yes |
| Reported On Time | <input type="text"/> |
| Reported Data Are Validated | <input type="text"/> |
| CMS | <input type="text"/> This field allows multiple value entry. Click on the field to display choices and select item or enter a comma delimited list of values. |
| <input type="button" value="SUBMIT INQUIRY"/> | |
| <p>To access a list of Frequently Asked Questions regarding the Housing Counseling Data Reporting system, click here FAQ . This button is also available on other pages in this system.</p> | |
|  | |

Figure 237.B. PM – HUD-9902: 9902 Data Reporting Status Inquiry Criteria Screen

- Upon the retrieval of your search criteria, you can view the details of a 9902 form for any Agency represented. This is done by clicking the **9902** hyperlink located under the **Details** header.

**1809 agency(s) have Reported
for Quarter 4 of Fiscal Year 2009**

Inquiry Criteria: ● Reporting Period: Quarter 4
● Fiscal Year: 2009
● Have Reported 9902: Yes

| Agency ID | Agency Name | Agency Type | Agency Address | Contact | Data Source | Details |
|-----------|---|-------------|---|------------------------------|-------------|---------|
| 82337 | 1ST CHOICE CREDIT UNION | Sub Grantee | 315 Auburn Avenue Atlanta, GA 30303 | 404-832-5800 404-607-8252 | HCS | 9902 |
| 83799 | 28TH LEGISLATIVE DISTRICT COMMUNITY DEVELOPMENT CORPORATION | Sub Grantee | 815 N. Hickory Street Chattanooga, TN 37404 | 423-698-8190 423-698-8191 | HCS | 9902 |
| 84478 | 4-SIGHT COUNSELING | LHCA | 937 Broadway Broadway Plaza, Suite 305 Cape Girardeau, MO 63701 | 573-334-7995 573-335-8610 | HCS | 9902 |
| 83504 | A.G.A.P.E. CDC | Sub Grantee | 5205 Capital Boulevard Suite 5293 Raleigh, NC 27616 | 919-876-1239 888-876-1238 | HCS | 9902 |
| 83502 | ABCD INC. | Sub Grantee | 1225 Gross Avenue N.E. Canton, OH 44705-1605 | 330-455-6385 330-456-3913 | HCS | 9902 |
| 83751 | ABYSSINIAN DEVELOPMENT CORPORATION | LHCA | 4 W. 125 Street New York, NY 10027 | 646-442-6545 646-442-6598 | HCS | 9902 |
| 80015 | ACCESS INCORPORATED | LHCA | 3630 Aviation Way PO Box 4666 Medford, OR 97501 | 541-779-6691 541-779-8886 | HCS | 9902 |
| 84019 | YWCA VIRGINIA PENINSULA | Sub Grantee | 2702 Orcutt Avenue Newport News, VA 23607 | 757-245-6026 757-247-6485 | HCS | 9902 |
| 80824 | YWCA-CCCS EL PASO DEL NORTE REGION | LHCA | 1600 N. Brown St El Paso, TX 79902-4725 | 915-577-2530 915-533-8132 | HCS | 9902 |

Figure 238. PM – HUD-9902: 9902 Data Reporting Status Inquiry Criteria Screen

Note: Provided below is an example of a 9902 form report.

| | | | | | |
|--|-------|--|---------------------------------------|--|--|
| Housing Counseling Agency Activity Report | | U.S. Department of Housing and Urban Development Office of Housing Federal Housing Commissioner | | OMB Approval No. 2502-0261 (Exp. 3/28/2009) | |
| 1. Counseling Agency Name | | | 2. Reporting Period and Budget | | |
| Agency Name | | Reporting Period: | | Quarter 1 ▾ | |
| NORTHEAST DENVER HOUSING CENTER | | Fiscal Year: | | 2010 | |
| Agency ID: | 80213 | From: | | 10/01/2009 | |
| Agency Type: | LHCA | To: | | 12/31/2009 | |
| Address: | | Initial Submission | | Date: | |
| 1735 Gaylord St | | Date: | | 01/27/2010 | |
| Denver, CO 80206-1208 | | Date Updated: | | 01/27/2010 | |
| Parent Agency Name(if applicable) | | Total Annual Housing Counseling Program Budget, All Sources: | | | |
| Agency ID: | | \$ 214086.00 | | | |
| Agency Type: | | HUD Funded Activity Ratio: | | | |
| | | 14.13% (0.1413) | | | |
| Validated: Yes | | Deadline for late submissions has been extended until 02/28/2010 | | | |
| Last Validated: 02/05/2010 | | Validated by: Gary Thacker | | | |

| HUD-9902 | HUD-9902 (Derived) | Logic Model | |
|--|--------------------|---|--|
| | | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant Funds |
| 3. Ethnicity of Clients (select only one) | | | |
| a. Hispanic | | 35 | 4.95 |
| b. Not Hispanic | | 102 | 14.41 |
| c. Chose not to respond | | 0 | 0 |
| Section 3 Total: | | 137 | 19.36 |
| 4. Race of Clients | | | |
| Single Race | | | |
| a. American Indian/Alaskan Native | | 0 | 0 |
| b. Asian | | 0 | 0 |
| c. Black or African American | | 45 | 6.36 |
| d. Native Hawaiian or Other Pacific Islander | | 0 | 0 |
| e. White | | 52 | 7.35 |
| Multi-Race | | | |
| f. American Indian or Alaska Native <i>and</i> White | | 2 | .28 |
| g. Asian <i>and</i> White | | 0 | 0 |
| h. Black or African American <i>and</i> White | | 2 | .28 |
| i. American Indian or Alaska Native <i>and</i> Black or African American | | 0 | 0 |
| j. Other multiple race | | 1 | .14 |
| k. Chose not to respond | | 35 | 4.95 |
| Section 4 Total: | | 137 | 19.36 |
| 5. Income Levels | | | |
| a. < 50% of Area Median Income (AMI) | | 34 | 4.8 |
| b. 50 - 79% of AMI | | 40 | 5.65 |
| c. 80 - 100% of AMI | | 52 | 7.35 |
| d. > 100% AMI | | 11 | 1.55 |
| e. Chose not to respond | | 0 | 0 |
| Section 5 Total: | | 137 | 19.35 |
| 6. Clients Receiving Education/Group Sessions | | | |
| a. Completed pre-purchase homebuyer education workshop | | 8 | 1.13 |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | | 0 | 0 |
| c. Completed resolving or preventing mortgage delinquency workshop | | 0 | 0 |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | | 0 | 0 |
| e. Completed fair housing workshop | | 0 | 0 |
| f. Completed predatory lending workshop | | 0 | 0 |
| g. Completed rental workshop | | 0 | 0 |
| h. Other workshop | | 0 | 0 |
| Group Session / Section 6 Total: | | 8 | 1.13 |

| 7. Numbers of Clients Counseled, by Purpose of Visit and Results | | |
|--|-----------|--------------|
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 5 | .71 |
| 2) Client will be mortgage ready within 90 days | 0 | 0 |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 0 | 0 |
| 4) Receiving long term pre-purchase counseling | 7 | .99 |
| 5) Entered lease purchase program | 0 | 0 |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 2 | .28 |
| 7) Withdrew from counseling | 0 | 0 |
| 8) Other | 0 | 0 |
| Section 7a Sub-total: | 14 | 1.98 |
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 4 | .57 |
| 2) Mortgage refinanced | 0 | 0 |
| 3) Mortgage modified | 5 | .71 |
| 4) Received second mortgage | 0 | 0 |
| 5) Initiated forbearance agreement/repayment plan | 0 | 0 |
| 6) Executed a deed-in-lieu | 0 | 0 |
| 7) Sold property/chose alternative housing solution | 1 | .14 |
| 8) Pre-foreclosure sale | 1 | .14 |
| 9) Mortgage foreclosed | 6 | .85 |
| 10) Counseled and referred to another social service or emergency assistance agency | 0 | 0 |
| 11) Obtained partial claim loan from FHA lender | 0 | 0 |
| 12) Bankruptcy | 1 | .14 |
| 13) Entered debt management plan | 0 | 0 |
| 14) Counseled and referred for legal assistance | 0 | 0 |
| 15) Currently receiving foreclosure prevention/budget counseling | 53 | 7.49 |
| 16) Withdrew from counseling | 0 | 0 |
| 17) Other | 6 | .85 |
| Section 7b Sub-total: | 77 | 10.89 |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 31 | 4.38 |
| 2) Counseled on HECM; decided not to obtain mortgage | 5 | .71 |
| 3) Obtained a non-FHA reverse mortgage | 0 | 0 |
| 4) Received home equity or home improvement loan or other home repair assistance | 0 | 0 |
| 5) Received consumer loan (unsecured) | 0 | 0 |
| 6) Mortgage refinanced | 0 | 0 |
| 7) Counseled and referred to other social service agency | 0 | 0 |
| 8) Sold house/chose alternative housing solution | 0 | 0 |
| 9) Completed financial management/budget counseling | 0 | 0 |
| 10) Completed home maintenance counseling | 0 | 0 |
| 11) Counseled and utilities brought current | 0 | 0 |
| 12) Counseled and referred for legal assistance | 0 | 0 |
| 13) Currently receiving counseling | 0 | 0 |
| 14) Withdrew from counseling | 0 | 0 |
| 15) Other | 2 | .28 |
| Section 7c Sub-total: | 38 | 5.37 |

| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | | |
|---|------------|-------------------------------------|----------------|
| 1) Received housing search assistance | 0 | 0 | |
| 2) Obtained temporary rental relief | 0 | 0 | |
| 3) Counseled and referred to agency with rental assistance program | 0 | 0 | |
| 4) Advised on recertification for HUD/other subsidy program | 0 | 0 | |
| 5) Counseled and referred to other social service agency | 0 | 0 | |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 0 | 0 | |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 0 | 0 | |
| 8) Found alternative rental housing | 0 | 0 | |
| 9) Decided to remain in current housing situation | 0 | 0 | |
| 10) Resolved issue in current tenancy | 0 | 0 | |
| 11) Entered debt management/repayment plan | 0 | 0 | |
| 12) Counseled and utilities brought current | 0 | 0 | |
| 13) Resolved security deposit dispute | 0 | 0 | |
| 14) Currently receiving counseling | 0 | 0 | |
| 15) Withdrew from counseling | 0 | 0 | |
| 16) Other | 0 | 0 | |
| Section 7d Sub-total: | | 0 | |
| e. Seeking Shelter or Services for the Homeless | | | |
| 1) Occupied emergency shelter | 0 | 0 | |
| 2) Occupied transitional housing | 0 | 0 | |
| 3) Occupied permanent housing with rental assistance | 0 | 0 | |
| 4) Occupied permanent housing without rental assistance | 0 | 0 | |
| 5) Counseled Referred to other social service agency | 0 | 0 | |
| 6) Remained homeless | 0 | 0 | |
| 7) Currently receiving counseling | 0 | 0 | |
| 8) Withdrew from counseling | 0 | 0 | |
| 9) Other | 0 | 0 | |
| Section 7e Sub-total: | | 0 | |
| Individual Counseling / Section 7 a-e Total: | | 129 | |
| Total Counseling / Section 6 and 7 Total: | | 137 | |
| 8. HUD Housing Counseling Grant(s)-Summary Data | | | |
| HUD Housing Counseling Grant or Sub-grant Number/Source | Grant Type | HUD Housing Counseling Grant Amount | |
| 0821-019 | COMP | \$25,244.00 | |
| 0823-018 | LDRC | \$5,000.00 | |
| Section 8 Totals: | | \$30,244.00 | |
| 9. Authorization: | | | |
| Input Official | | Agency Official | |
| First Name: | Tracy | First Name: | Tracy |
| Last Name: | Smith | Last Name: | Smith |
| Title: | | Title: | Agency Manager |
| Phone: | | Phone: | |
| <input type="button" value="Send"/> | | <input type="button" value="Help"/> | |
| <input type="button" value="Reload"/> | | <input type="button" value="Back"/> | |
| <input type="button" value="PDF Version"/> | | | |

Figure 239.A. PM – HUD-9902: 9902 form.

7. Complete all fields. Steps 8-14 explain important aspects of the HUD-9902 form.
8. In the **Counseling Agency Name & Address** area, keep the following information in mind:
 - a. Although the address shown may be modified on-line through the Agency Information page of HCS, Housing Counseling Agencies should notify their respective HUD Homeownership Center (HOC) of any address changes.
 - b. Reference to HUD HOC offices can be found at: <http://www.hud.gov/offices/hsg/sfh/hoc/hsghocscfm>
 - c. Affiliates/branches are required to enter their Intermediary ID in the appropriate box on the Agency Information page of HCS.

9. In the **Reporting Period and Budget** section, remember that this is an accumulating quarterly report. All activities that took place from the first day of the fiscal year to the last day of the reporting period should be included in the report. Quarter 4 Reporting Period is the same as an annual report because it covers the entire fiscal year. Grant reporting period reports are required for those agencies who have a grant agreement with HUD and should specify the starting date and ending date of the Grant reporting period.
10. Complete the Ethnicity of Clients, Race of Clients, Income Levels, and Number of Clients Receiving Educational/Outreach Services sections.

Note: The report contains two data columns for all sections of the HUD-9902 form:

- **All Counseling and Education Activities** – Enter data covering all housing counseling activities, including those performed under one or more HUD housing counseling grants.
 - **Counseling and Education Activities attributed to HUD Housing Counseling Grant Funds** – Starting in FY 2007 the HUD Grant Activities are automatically calculated based on the HUD Funded Activity Ratio in Section 2. This ratio is determined by the total HUD grant awards in Section 8 divided by the Total Annual Housing Counseling Program Budget in Section 2. These data elements are recalculated when you enter a value into the All Counseling Activities column or when the Total Annual Housing Counseling Program Budget is changed.
11. For the **Number of Clients Counseled, by Purpose of Visit and Results** section, keep the following information in mind:
 - a. Enter the number of clients to whom you provided counseling during the report period. This might include clients who entered your workload the previous report period but you carried over into and counseled during the current report period.
 - b. You are not reporting the number of individual persons you counseled. Examples: A husband and wife or a brother and sister or three friends who are mortgagors under the same note count as one client. Three renting families who experience the same problem with the same landlord and come to your agency together for assistance count as one client.
 - c. **Seeking Shelter or Services for the Homeless** – A client reported on this line must meet the definition for "homeless" or "homeless individual" set forth in Section 103, General Definition of Homeless Individual, of the Stewart B. McKinney Homeless Assistance Act (Public Law 100-77). Instructions / Guidance and FAQ – The following hyperlink will take you to the appropriate HUD website for form HUD-9902 instructions and FAQs. At the top of the site under INDEX, select "reports (PDF page)" and you will be directed to the proper location. Scroll down for further information at this location. http://www.hud.gov/offices/hsg/sfh/hcc/hc_faq.cfm
 12. For **HUD Housing Counseling Grant Summary Data**, Section 8 of the form HUD-9902. This section is automatically calculated and shows the awards that were granted by HUD.
 13. For **HUD Housing Counseling Grant Summary Data**, Section 8 of the form HUD-9902. This section is automatically calculated and shows the awards that were granted by HUD.
 14. For the **Authorization** section, the first and last name of the user logged into HCS who completes this form is automatically entered for the Input Official when the Send button is clicked. The Agency Official is the Director first name and last name from the Agency Information page of HCS.

15. Starting in January of 2008, agencies can submit their client level data through a CMS system. The HUD 9902 Form provides an automated tool that generates the HUD 9902 Form and Logic Model from the client level data submitted. To view the client level data derived HUD 9902 Form and Logic Model Click the HUD 9902 (Derived) and Logic Model tabs respectively

The HUD 9902 (Derived) provides a features which overrides the permanent HUD 9902 Form. To use the client level data derived HUD 9902 Form as your permanent HUD 9902 Form click the Commit Data button. This causes the System to overwrite the regular HUD 9902 Form.

| | | | |
|--|--|--|------------|
| Denver, CO 80206-1208 | | Date Updated: | 01/27/2010 |
| Parent Agency Name(if applicable) | | Total Annual Housing Counseling Program Budget, All Sources: | |
| Agency ID: | | \$ 214086.00 | |
| Agency Type: | | HUD Funded Activity Ratio: | |
| | | 14.13% (0.1413) | |
| Validated: Yes Deadline for late submissions has been extended until 02/28/2010 | | | |
| Last Validated: 02/05/2010 | | Validated by: Gary Thacker | |

| HUD-9902 | HUD-9902 (Derived) | Logic Model |
|---|--------------------|---|
| <input type="button" value="Commit Data"/> | | All Counseling and Education Activities Counseling and Education Activities Attributed to HUD Housing Counseling Grant Funds |
| 3. Ethnicity of Clients (select only one) a. Hispanic b. Not Hispanic c. Chose not to respond | | 0 0 |
| 4. Race of Clients Single Race a. American Indian/Alaskan Native | | |

The HUD 9902 (Derived) Form & Logic Model are dynamically calculated from client data submitted by Agencies through CARS. If not data is submitted through CARS, then these two forms will be left blank.

Figure 239.B. PM – HUD-9902: 9902 (Derived)

16. To view the Logic Model, Click the Logic Model tab and a new window is displayed that show the Logic Model filled out with the client level data submitted through the CMS systems.

| HUD Goals | Policy Priority | Problem, Need, Situation | Service or Activities/Output | Pre | Post | Outcome | Pre | Post | Evaluation Tools |
|-----------|-----------------|--|---|-----|------|--|-----|------|------------------|
| 1 | Policy | Need for information and advice regarding home buying and homeownership. | Pre-Purchase/Home buying - Group workshops | 0 | 5 | Counseled on pre-purchase/home buying - Purchased home | 0 | 1 | Households |
| 2 | | | Financial literacy - Group workshops | 0 | 5 | Counseled on pre-purchase/home buying - Mortgage Ready within 90 days | 0 | 1 | Households |
| 3 | | | Fair housing - Group workshops | 0 | 5 | Counseled on pre-purchase/home buying - Mortgage Ready within 90 to 180 days | 0 | 1 | Households |
| 4 | | | Predatory lending - Group workshops | 0 | 5 | Counseled on pre-purchase/home buying - Entered Lease Purchase Contract | 0 | 1 | Households |
| 5 | | | Other - Group Workshops | 0 | 5 | Counseled on pre-purchase/home buying - Decided not to purchase housing; no further effort | 0 | 1 | Households |
| 6 | | | Pre-Purchase/Home buying - One-on-one counseling participants | 2 | 2 | Counseled on pre-purchase/home buying - Withdrew | 0 | 0 | Households |
| 7 | | | | | | Counseled on pre-purchase/home buying - Other outcome | 0 | 0 | Households |
| 8 | | Need for information and advice regarding resolving or preventing mortgage delinquency or default. | Mortgage delinquency - Group workshops | 5 | 5 | Counseled on mortgage delinquency - Brought mortgage current | 0 | 0 | Households |
| 9 | | | Mortgage delinquency - One-on-one counseling participants | 0 | 0 | Counseled on mortgage delinquency - Referred to other social service agency or emergency | 0 | 0 | Households |
| 10 | | | | | | Counseled on mortgage delinquency - Obtained partial claim loan from FHA lender | 0 | 0 | Households |
| 11 | | | | | | Counseled on mortgage delinquency - Declared bankruptcy | 0 | 0 | Households |
| 12 | | | | | | Counseled on mortgage delinquency - Entered debt management plan | 0 | 0 | Households |
| 13 | | | | | | Counseled on mortgage delinquency - Referred for legal assistance | 0 | 0 | Households |
| 14 | | | | | | Counseled on mortgage delinquency - Withdrew | 0 | 0 | Households |
| 15 | | | | | | Counseled on mortgage delinquency - Other outcome | 0 | 0 | Households |
| 16 | | | | | | Counseled on mortgage delinquency - Mortgage | 0 | 0 | Households |

Figure 239.C PM – HUD-9902: Logic Model

17. When you finish completing this form, click **Send**. A message appears at the top of your screen.

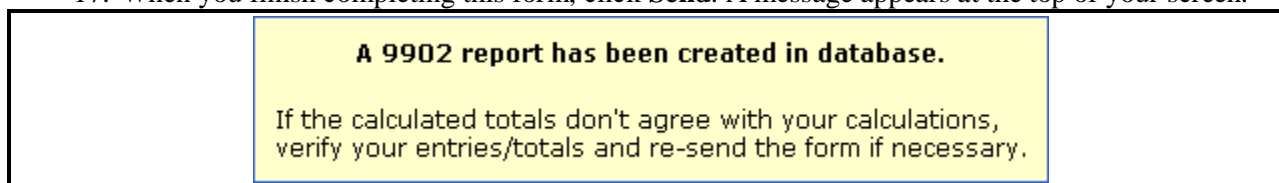


Figure 240. PM – HUD-9902: Database Updated Message

Note: For help, click **HELP**. To send, click **SEND**. To reload the form, and start over, click **RELOAD**. To return to the home page, click **BACK**. For more information about these navigation buttons, please see **Chapter 3, Getting Started**.

You have now successfully completed a HUD-9902 form.

There are other dynamics associated with the Data Reporting Status Inquiry, which are found at the bottom of your returned search.

18. To print this list, click **Print**. A print dialog box appears allowing you to print the search results.

19. To export this list to Microsoft Excel, click **Export**. A File Download dialog box appears allowing you to save or open the search results using Microsoft Excel.

1809 agency(s) have Reported for Quarter 4 of Fiscal Year 2009

Inquiry Criteria: • Reporting Period: Quarter 4
• Fiscal Year: 2009
• Have Reported 9902: Yes

| Agency ID | Agency Name | Agency Type | Agency Address | Contact | Data Source | Details |
|-----------|---|-------------|---|------------------------------|-------------|---------|
| 82337 | 1ST CHOICE CREDIT UNION | Sub Grantee | 315 Auburn Avenue Atlanta, GA 30303 | 404-832-5800 404-607-8252 | HCS | 9902 |
| 83799 | 28TH LEGISLATIVE DISTRICT COMMUNITY DEVELOPMENT CORPORATION | Sub Grantee | 815 N. Hickory Street Chattanooga, TN 37404 | 423-698-8190 423-698-8191 | HCS | 9902 |
| 84478 | 4-SIGHT COUNSELING | LHCA | 937 Broadway Broadway Plaza, Suite 305 Cape Girardeau, MO 63701 | 573-334-7995 573-335-8610 | HCS | 9902 |
| 83504 | A.G.A.P.E. CDC | Sub Grantee | 5205 Capital Boulevard Suite 5293 Raleigh, NC 27616 | 919-876-1239 888-876-1238 | HCS | 9902 |
| 83502 | ABCD INC. | Sub Grantee | 1225 Gross Avenue N.E. Canton, OH 44705-1605 | 330-455-6385 330-456-3913 | HCS | 9902 |
| 83751 | ABYSSINIAN DEVELOPMENT CORPORATION | LHCA | 4 W. 125 Street New York, NY 10027 | 646-442-6545 646-442-6598 | HCS | 9902 |
| 80015 | ACCESS INCORPORATED | LHCA | 3630 Aviation Way PO Box 4666 Medford, OR 97501 | 541-779-6691 541-779-8886 | HCS | 9902 |

Figure 241. PM – HUD-9902: 9902 Data Reporting Status Inquiry Results

20. To view the e-mail list for this agency, click **Email Address List**. The *9902 Inquiry Results Email List* screen appears.

21. To save the email list as a text file, click **Text**. A File Download dialog box appears; click **Save** or **Open**.

22. When you are done reviewing the **Email List**, click **Done**. You return to the *9902 Inquiry Search Results List* screen

9902 Inquiry Results Email List

Valid Email Addresses

Inquiry Criteria:

- Reporting Period: Quarter 1
- Fiscal Year: 2010
- HUD Office: Headquarters SF-HUD
- Have Reported 9902: Yes
- Reported On Time: Yes

| Agency ID | Agency Name | Agency Email |
|---|--|----------------------------------|
| * Click On Email Address to Edit. After updates are made, an asterisk appears to mark that the email was updated. | | |
| 81612 | CATHOLIC CHARITIES - LA CROSSE, INC. | mjjacobson@cclse.org |
| 80629 | CATHOLIC CHARITIES BUREAU | cmyrick@cbbjax.org |
| 84574 | CATHOLIC CHARITIES DIOCESE OF ALLENTOWN | hstrohm@allentowndiocese.org |
| 84578 | CATHOLIC CHARITIES DIOCESE OF GREEN BAY | blison@gbdioc.org |
| 84572 | CATHOLIC CHARITIES DIOCESE OF NEW ORLEANS | rcroft@archdiocese-no.org |
| 84576 | CATHOLIC CHARITIES GALVESTON HOUSTON | rdixon@catholiccharities.org |
| 80952 | CATHOLIC CHARITIES HAWAII | info@catholiccharitieshawaii.org |
| 80541 | CATHOLIC CHARITIES HOUSING OPPORTUNITIES | ggarchar@youngstowndiocese.org |
| 80948 | CATHOLIC CHARITIES HOUSING RESOURCE CENTER | mfehner@ccstl.org |
| 84577 | CATHOLIC CHARITIES HOUSING SERVICES | bketcham@cchsyakima.org |
| 82140 | CATHOLIC CHARITIES KANSAS CITY, MO | dmaples@ccharities.com |
| 80434 | CATHOLIC CHARITIES OF ASHTABULA COUNTY | lynnz@doysccac.org |
| 84575 | CATHOLIC CHARITIES OF CENTRAL TEXAS | steve-stokes@austindiocese.org |
| 82146 | CATHOLIC CHARITIES OF CORPUS CHRISTI | ddean@diocesecc.org |
| 82251 | CATHOLIC CHARITIES OF EAST TENNESSEE | christine@ccetn.org |
| 81392 | CATHOLIC CHARITIES OF EASTERN VIRGINIA | lgallagher@cceva.org |
| 81394 | CATHOLIC CHARITIES OF SAINT PETERSBURG | slopez@ccdosp.org |

Figure 242. PM – HUD-9902: Inquiry Results Email List

23. To view the missing and invalid e-mail address(es) for this agency, click **Invalid Email List**. The *9902 Inquiry Results Email List* screen appears.

9902 Inquiry Results Email List

Missing/Invalid Email Addresses

Inquiry Criteria:

- Reporting Period: Quarter 1
- Fiscal Year: 2010
- HUD Office: Headquarters SF-HUD
- Have Reported 9902: Yes
- Reported On Time: Yes

| Agency ID | Agency Name | Agency Email |
|---|---|--------------|
| * Click On Email Address to Edit. After updates are made, an asterisk appears to mark that the email was updated. | | |
| 82259 | HOUSING EDUCATION RESOURCE CENTER | N/A |
| 84287 | SOUTHSIDE COMM DEVEL & HOUSING | N/A |
| 84437 | METROPOLITAN MILWAUKEE FAIR HOUSING COUNCIL | N/A |
| 80604 | CENTRO DE APOYO FAMILIAR (CAF) | N/A |
| 80605 | COMMUNITY HOUSING WORKS | N/A |
| 84330 | HARVEST AMERICA | N/A |
| 80627 | IN CHARGE DEBT SOLUTIONS | N/A |
| 84684 | PATH STONE | N/A |
| 80628 | SOUTHWEST KEY PROGRAMS, INC. | n/a |
| 81001 | NEIGHBORWORKS HOME RESOURCES | N/A |
| 82812 | CALIFORNIA RURAL LEGAL ASSISTANCE | N/A |
| 82810 | CALIFORNIA RURAL LEGAL ASSISTANCE-MARYSVILLE OFFICE | N/A |
| 81240 | ASSOCIATION HOUSE | N/A |
| 84558 | BROOKLYN HOUSING AND FAMILY SERVICES | N/A |
| 84211 | CENTER FOR WORKING FAMILIES | N/A |
| 81238 | HUMBOLDT PARK SOCIAL SERVICES | N/A |
| 81261 | NEAR WESTSIDE COMMUNITY DEVELOPMENT CORPROATION | N/A |
| 81239 | SOUTHEAST CHICAGO DEVELOPMENT COMMISSION | N/A |
| 83795 | ST NICHOLAS NEIGHBORHOOD PRESERVATION CORPORATION | N/A |
| 84219 | UNIVERSITY SETTLEMENT | N/A |
| 82987 | WEST JACKSON CDC | N/A |

Done

Figure 243.A. PM – HUD-9902: 9902 Inquiry Results Invalid Email List

- a. To update the invalid email address, Click the invalid email address text under Agency Email.
- b. An input box appears with two buttons, **Update** and **Cancel**.
- c. Enter a valid email address and click the **Update** button to save.

9902 Inquiry Results Email List

Missing/Invalid Email Addresses

Inquiry Criteria:

- Reporting Period: Quarter 1
- Fiscal Year: 2010
- HUD Office: Headquarters SF-HUD
- Have Reported 9902: Yes
- Reported On Time: Yes

| Agency ID | Agency Name | Agency Email |
|---|---|---|
| * Click On Email Address to Edit. After updates are made, an asterisk appears to mark that the email was updated. | | |
| 82259 | HOUSING EDUCATION RESOURCE CENTER | testing@aol.com <input type="button" value="Update"/> <input type="button" value="Cancel"/> |
| 84287 | SOUTHSIDE COMM DEVEL & HOUSING | N/A |
| 84437 | METROPOLITAN MILWAUKEE FAIR HOUSING COUNCIL | N/A |

Done

Figure 243.B. PM – HUD-9902: 9902 Inquiry Results Invalid Email List – Edit

24. When you are finished reviewing this list, click **Done** to be returned back to the 9902 Inquiry Results list screen.

9902 Inquiry Results Email List

Missing/Invalid Email Addresses

Inquiry Criteria:

- Reporting Period: Quarter 1
- Fiscal Year: 2010
- HUD Office: Headquarters SF-HUD
- Have Reported 9902: Yes
- Reported On Time: Yes

| Agency ID | Agency Name | Agency Email |
|---|---|-------------------|
| * Click On Email Address to Edit. After updates are made, an asterisk appears to mark that the email was updated. | | |
| 82259 | HOUSING EDUCATION RESOURCE CENTER | testing@aol.com * |
| 84287 | SOUTHSIDE COMM DEVEL & HOUSING | N/A |
| 84437 | METROPOLITAN MILWAUKEE FAIR HOUSING COUNCIL | N/A |

Figure 243.C PM – HUD-9902: 9902 Inquiry Results Invalid Email List – Saved

25. To view more information about an agency listed on the agency search list, select an agency by clicking the hyperlink under the **Agency Name** column. The *Agency Profile* screen appears, as depicted in Section 9.2.1.
26. To view the HUD-9902 form for an agency, click the 9902 hyperlink. The HUD-9902 form appears.
27. If you key in a parent agency ID to the **Agency ID** field in *9902 Data Report Status Inquiry* criteria page, you will get a consolidated non-editable 9902 data report. Following is an example of consolidated 9902 report.

1 agency(s) belonging to CATHOLIC CHARITIES USA have Reported for Quarter 4 of Fiscal Year 2009

Inquiry Criteria:

- Reporting Period: Quarter 4
- Fiscal Year: 2009
- Parent Agency ID: 80750
- Have Reported 9902: Yes

CATHOLIC CHARITIES USA (80750): 1 Affiliate(s) have Reported Consolidated 9902

| Agency ID | Agency Name | Agency Type | Agency Address | Contact | Data Source | Click for Details |
|-----------|---|-------------|--|---------------------------------|-------------|--|
| 82257 | CATHOLIC FAMILY AND COMMUNITY SERVICES, A CATHOLIC CHARITIES AGENCY FOR THE DIOCESE OF PATERSON | Sub Grantee | 24 DeGrasse Street Paterson, NJ 07505 | 973-279-7100-20 973-523-1150 | HCS | 9902 |

Figure 244.A. PM – HUD-9902: 9902 Processing – Report of Affiliates Belonging to A Parent Agency Have Reported 9902 Data

28. Upon selecting Consolidated 9902 you will be prompted to the report, presented as followed.

**Totals for Sub-Agencies of
CATHOLIC CHARITIES USA**

Agency ID: 80750

Agency Type: National Intermediary

HUD Office GTR: Ronald Bedoya

Number of Sub-Agencies Reported: 1

Reporting Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009

Fiscal Year: 2009

[PDF Report](#)

| | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant |
|--|---|--|
| 3. Ethnicity of Clients (select only one) | | |
| a. Hispanic | 130 | 70.17 |
| b. Not Hispanic | 141 | 76.11 |
| c. Chose not to respond | 0 | 0.00 |
| Section 3 Total: | 271 | 146.28 |
| 4. Race of Clients | | |
| Single Race | | |
| a. American Indian/Alaskan Native | 0 | 0.00 |
| b. Asian | 0 | 0.00 |
| c. Black or African American | 87 | 46.96 |
| d. Native Hawaiian or Other Pacific Islander | 0 | 0.00 |
| e. White | 184 | 99.32 |
| Multi-Race | | |
| f. American Indian or Alaska Native and White | 0 | 0.00 |
| g. Asian and White | 0 | 0.00 |
| h. Black or African American and White | 0 | 0.00 |
| i. American Indian or Alaska Native and Black or African American | 0 | 0.00 |
| j. Other multiple race | 0 | 0.00 |
| k. Chose not to respond | 0 | 0.00 |
| Section 4 Total: | 271 | 146.28 |
| 5. Income Levels | | |
| a. < 50% of Area Median Income (AMI) | 19 | 10.26 |
| b. 50 - 79% of AMI | 76 | 41.02 |
| c. 80 - 100% of AMI | 103 | 55.60 |
| d. > 100% AMI | 73 | 39.41 |
| e. Chose not to respond | 0 | 0.00 |
| Section 5 Total: | 271 | 146.29 |
| 6. Clients Receiving Education/Group Sessions | | |
| a. Completed pre-purchase homebuyer education workshop | 0 | 0.00 |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | 0 | 0.00 |
| c. Completed resolving or preventing mortgage delinquency workshop | 0 | 0.00 |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | 0 | 0.00 |
| e. Completed fair housing workshop | 0 | 0.00 |
| f. Completed predatory lending workshop | 0 | 0.00 |
| g. Completed rental workshop | 0 | 0.00 |
| h. Other workshop | 0 | 0.00 |
| Group Session / Section 6 Total: | 0 | 0.00 |
| 7. Numbers of Clients Counseled, by Purpose of Visit and Results | | |
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 0 | 0.00 |
| 2) Client will be mortgage ready within 90 days | 0 | 0.00 |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 0 | 0.00 |
| 4) Receiving long term pre-purchase counseling | 0 | 0.00 |
| 5) Entered lease purchase progra | 0 | 0.00 |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 0 | 0.00 |
| 7) Withdrew from counseling | 0 | 0.00 |
| 8) Other | 0 | 0.00 |
| Section 7a Sub-total: | 0 | 0.00 |
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 0 | 0.00 |
| 2) Mortgage refinanced | 0 | 0.00 |

| | | |
|--|------------|-------------------------------------|
| 3) Mortgage modified | 0 | 0.00 |
| 4) Received second mortgage | 0 | 0.00 |
| 5) Initiated forbearance agreement/repayment plan | 4 | 2.16 |
| 6) Executed a deed-in-lieu | 0 | 0.00 |
| 7) Sold property/chose alternative housing solution | 1 | 0.54 |
| 8) Pre-foreclosure sale | 0 | 0.00 |
| 9) Mortgage foreclosed | 0 | 0.00 |
| 10) Counseled and referred to another social service or emergency assistance agency | 0 | 0.00 |
| 11) Obtained partial claim loan from FHA lender | 0 | 0.00 |
| 12) Bankruptcy | 0 | 0.00 |
| 13) Entered debt management plan | 0 | 0.00 |
| 14) Counseled and referred for legal assistance | 0 | 0.00 |
| 15) Currently receiving foreclosure prevention/budget counseling | 0 | 0.00 |
| 16) Withdrew from counseling | 0 | 0.00 |
| 17) Other | 0 | 0.00 |
| Section 7b Sub-total: | 5 | 2.70 |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 0 | 0.00 |
| 2) Counseled on HECM; decided not to obtain mortgage | 0 | 0.00 |
| 3) Obtained a non-FHA reverse mortgage | 0 | 0.00 |
| 4) Received home equity or home improvement loan or other home repair assistance | 0 | 0.00 |
| 5) Received consumer loan (unsecured) | 0 | 0.00 |
| 6) Mortgage refinanced | 0 | 0.00 |
| 7) Counseled and referred to other social service agency | 0 | 0.00 |
| 8) Sold house/chose alternative housing solution | 0 | 0.00 |
| 9) Completed financial management/budget counseling | 0 | 0.00 |
| 10) Completed home maintenance counseling | 0 | 0.00 |
| 11) Counseled and utilities brought current | 8 | 4.32 |
| 12) Counseled and referred for legal assistance | 0 | 0.00 |
| 13) Currently receiving counseling | 0 | 0.00 |
| 14) Withdrew from counseling | 0 | 0.00 |
| 15) Other | 0 | 0.00 |
| Section 7c Sub-total: | 8 | 4.32 |
| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | |
| 1) Received housing search assistance | 0 | 0.00 |
| 2) Obtained temporary rental relief | 80 | 43.18 |
| 3) Counseled and referred to agency with rental assistance program | 0 | 0.00 |
| 4) Advised on recertification for HUD/other subsidy program | 0 | 0.00 |
| 5) Counseled and referred to other social service agency | 0 | 0.00 |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 0 | 0.00 |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 0 | 0.00 |
| 8) Found alternative rental housing | 0 | 0.00 |
| 9) Decided to remain in current housing situation | 0 | 0.00 |
| 10) Resolved issue in current tenancy | 0 | 0.00 |
| 11) Entered debt management/repayment plan | 0 | 0.00 |
| 12) Counseled and utilities brought current | 111 | 59.92 |
| 13) Resolved security deposit dispute | 0 | 0.00 |
| 14) Currently receiving counseling | 0 | 0.00 |
| 15) Withdrew from counseling | 0 | 0.00 |
| 16) Other | 0 | 0.00 |
| Section 7d Sub-total: | 191 | 103.10 |
| e. Seeking Shelter or Services for the Homeless | | |
| 1) Occupied emergency shelter | 67 | 36.17 |
| 2) Occupied transitional housing | 0 | 0.00 |
| 3) Occupied permanent housing with rental assistance | 0 | 0.00 |
| 4) Occupied permanent housing without rental assistance | 0 | 0.00 |
| 5) Counseled Referred to other social service agency | 0 | 0.00 |
| 6) Remained homeless | 0 | 0.00 |
| 7) Currently receiving counseling | 0 | 0.00 |
| 8) Withdrew from counseling | 0 | 0.00 |
| 9) Other | 0 | 0.00 |
| Section 7e Sub-total: | 67 | 36.17 |
| Individual Counseling / Section 7 a-e Total: | 271 | 146.29 |
| Total Counseling / Section 6 and 7 Total: | 271 | 146.29 |
| 8. HUD Housing Counseling Grant(s) Data | | |
| HUD Housing Counseling Grant or Sub-grant Application Number | Grant Type | HUD Housing Counseling Grant Amount |
| All HUD Grants | | \$1,056,325.88 |

Figure 244.B. PM – HUD-9902: 9902 Processing – Consolidated 9902 Report

29. If you select ‘Headquarters SF-HUD’ from **HUD Office** dropdown, select ‘No’ from **Have Reported Individual 9902** dropdown, and click **Submit Inquiry** button. The following report appears. In this report, name of parent agency, count and information of affiliates that have not reported 9902 data, links to agency profile(s) and individual 9902 report(s) are available and are grouped by parent agency name. You may click the individual 9902 report link to input 9902 data, or click agency name link to view or edit agency profile data.

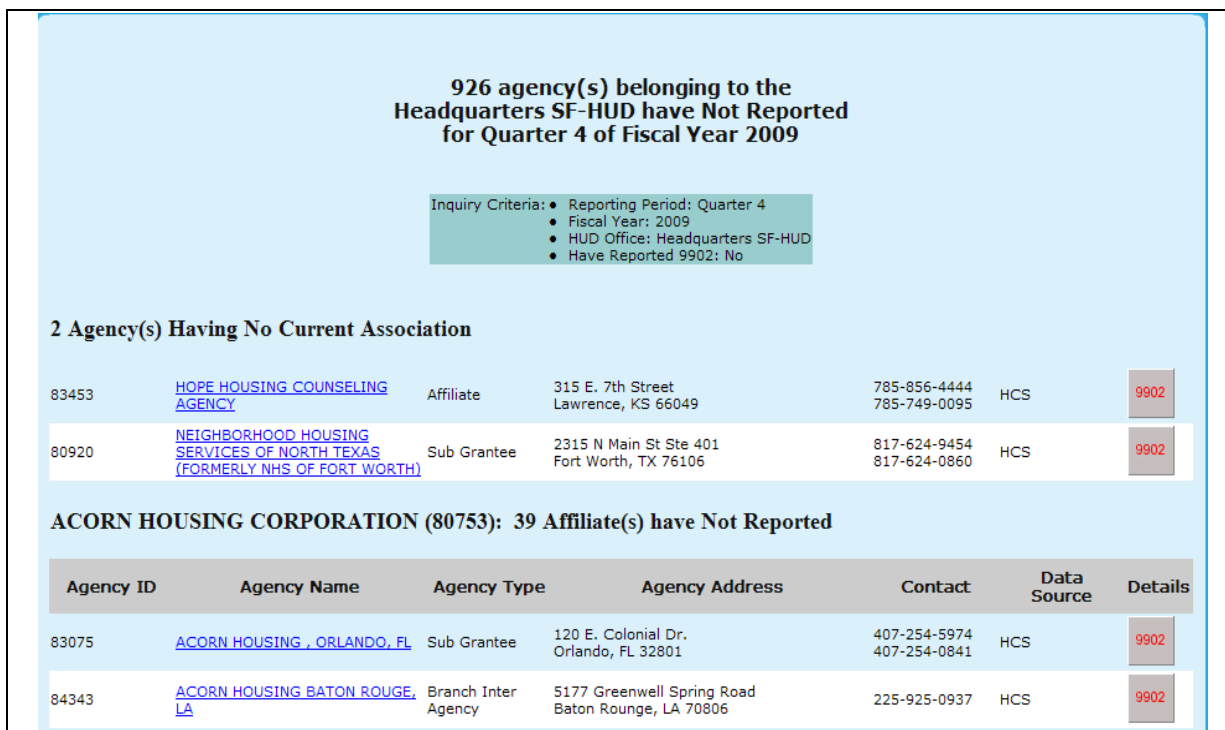


Figure 245. PM – HUD-9902: 9902 Processing – Report of Agencies Associated with Intermediaries in HQ Have Not Reported 9902 Data

9.2.2 Analysis Report Inquiry

As a Program Manager, you can perform an Analysis Reports Inquiry. The Analysis Reports Inquiry is used to organize and/or retrieve 9902 information. It can be exported into Excel spreadsheet in order to manipulate the data for other purpose.

1. From the top navigation menu, click **Analysis Reports Inquiry** hyperlink. The *9902 Data Analysis Reports Inquiry* page appears.
2. Complete all appropriate search fields in second half of the inquiry page and click the **Submit Inquiry** button.

Note: To view the differences in Analysis Type options, skip to Step 5.

HOUSING COUNSELING 9902 REPORTING
9902 Data Analysis Reports Inquiry

Agency ID: Reporting Period: Fiscal Year:

OR

Use the following options to narrow your selection criteria.

Fiscal Year:

Reporting Period:


Analysis Type:
 By Agency
 Cumulative Totals
 Percentages within total groups
 HUD Grants as a percentage of All Activities

Homeownership Center:

State:

City:

Agency Type:

To access a list of [Frequently Asked Questions](#) regarding the Housing Counseling Data Reporting system, click here . This button is also available on other pages in this system.




Figure 246.A. PM – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry

3. Key in agency ID into **Agency ID** field and click the **Submit Inquiry** button, a read-only 9902 report appears. If a non-parent agency ID is keyed in, an individual 9902 report is displayed. Otherwise, a consolidated 9902 report will be displayed.
4. Key in agency ID into **Agency ID** field and click the **Excel Report** button, the *File Download* window appears. Follow the prompt to **Open** or to **Save** 9902 data in Excel spreadsheet.

HOUSING COUNSELING 9902 REPORTING
9902 Data Analysis Reports Inquiry

Agency ID: Reporting Period: Fiscal Year:

Figure 246.B. PM – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry – by Agency ID

Note: Provided below is an example of a Data Analysis Report when pressing Submit Inquiry.

DELAWARE OPPORTUNITIES, INCORPORATED

Agency ID: 80000
Agency Type: LHCA
HUD Office GTR: Glen Stopera
Reporting Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009
Fiscal Year: 2009

[PDF Report](#)

| | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant |
|--|--|--|
| 3. Ethnicity of Clients (select only one) | | |
| a. Hispanic | 4 | 0.00 |
| b. Not Hispanic | 129 | 0.00 |
| c. Chose not to respond | 0 | 0.00 |
| Section 3 Total: | 133 | 0.00 |
| 4. Race of Clients | | |
| Single Race | | |
| a. American Indian/Alaskan Native | 0 | 0.00 |
| b. Asian | 1 | 0.00 |
| c. Black or African American | 11 | 0.00 |
| d. Native Hawaiian or Other Pacific Islander | 1 | 0.00 |
| e. White | 118 | 0.00 |
| Multi-Race | | |
| f. American Indian or Alaska Native and White | 0 | 0.00 |
| g. Asian and White | 0 | 0.00 |
| h. Black or African American and White | 1 | 0.00 |
| i. American Indian or Alaska Native and Black or African American | 0 | 0.00 |
| j. Other multiple race | 0 | 0.00 |
| k. Chose not to respond | 1 | 0.00 |
| Section 4 Total: | 133 | 0.00 |
| 5. Income Levels | | |
| a. < 50% of Area Median Income (AMI) | 14 | 0.00 |
| b. 50 - 79% of AMI | 85 | 0.00 |
| c. 80 - 100% of AMI | 34 | 0.00 |
| d. > 100% AMI | 0 | 0.00 |
| e. Chose not to respond | 0 | 0.00 |
| Section 5 Total: | 133 | 0.00 |
| 6. Clients Receiving Education/Group Sessions | | |
| a. Completed pre-purchase homebuyer education workshop | 3 | 0.00 |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | 2 | 0.00 |
| c. Completed resolving or preventing mortgage delinquency workshop | 0 | 0.00 |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | 0 | 0.00 |
| e. Completed fair housing workshop | 0 | 0.00 |
| f. Completed predatory lending workshop | 0 | 0.00 |
| g. Completed rental workshop | 0 | 0.00 |
| h. Other workshop | 0 | 0.00 |
| Group Session / Section 6 Total: | 5 | 0.00 |
| 7. Numbers of Clients Counseled, by Purpose of Visit and Results | | |
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 3 | 0.00 |
| 2) Client will be mortgage ready within 90 days | 5 | 0.00 |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 0 | 0.00 |
| 4) Receiving long term pre-purchase counseling | 1 | 0.00 |
| 5) Entered lease purchase progra | 0 | 0.00 |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 1 | 0.00 |
| 7) Withdrew from counseling | 1 | 0.00 |
| 8) Other | 0 | 0.00 |
| Section 7a Sub-total: | 11 | 0.00 |

| | | |
|--|------------|-------------------------------------|
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 0 | 0.00 |
| 2) Mortgage refinanced | 0 | 0.00 |
| 3) Mortgage modified | 0 | 0.00 |
| 4) Received second mortgage | 0 | 0.00 |
| 5) Initiated forbearance agreement/repayment plan | 0 | 0.00 |
| 6) Executed a deed-in-lieu | 0 | 0.00 |
| 7) Sold property/chose alternative housing solution | 0 | 0.00 |
| 8) Pre-foreclosure sale | 0 | 0.00 |
| 9) Mortgage foreclosed | 0 | 0.00 |
| 10) Counseled and referred to another social service or emergency assistance agency | 0 | 0.00 |
| 11) Obtained partial claim loan from FHA lender | 0 | 0.00 |
| 12) Bankruptcy | 0 | 0.00 |
| 13) Entered debt management plan | 0 | 0.00 |
| 14) Counseled and referred for legal assistance | 0 | 0.00 |
| 15) Currently receiving foreclosure prevention/budget counseling | 0 | 0.00 |
| 16) Withdrew from counseling | 0 | 0.00 |
| 17) Other | 0 | 0.00 |
| Section 7b Sub-total: | 0 | 0.00 |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 115 | 0.00 |
| 2) Counseled on HECM; decided not to obtain mortgage | 2 | 0.00 |
| 3) Obtained a non-FHA reverse mortgage | 0 | 0.00 |
| 4) Received home equity or home improvement loan or other home repair assistance | 0 | 0.00 |
| 5) Received consumer loan (unsecured) | 0 | 0.00 |
| 6) Mortgage refinanced | 0 | 0.00 |
| 7) Counseled and referred to other social service agency | 0 | 0.00 |
| 8) Sold house/chose alternative housing solution | 0 | 0.00 |
| 9) Completed financial management/budget counseling | 0 | 0.00 |
| 10) Completed home maintenance counseling | 0 | 0.00 |
| 11) Counseled and utilities brought current | 0 | 0.00 |
| 12) Counseled and referred for legal assistance | 0 | 0.00 |
| 13) Currently receiving counseling | 0 | 0.00 |
| 14) Withdrew from counseling | 0 | 0.00 |
| 15) Other | 0 | 0.00 |
| Section 7c Sub-total: | 117 | 0.00 |
| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | |
| 1) Received housing search assistance | 0 | 0.00 |
| 2) Obtained temporary rental relief | 0 | 0.00 |
| 3) Counseled and referred to agency with rental assistance program | 0 | 0.00 |
| 4) Advised on recertification for HUD/other subsidy program | 0 | 0.00 |
| 5) Counseled and referred to other social service agency | 0 | 0.00 |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 0 | 0.00 |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 0 | 0.00 |
| 8) Found alternative rental housing | 0 | 0.00 |
| 9) Decided to remain in current housing situation | 0 | 0.00 |
| 10) Resolved issue in current tenancy | 0 | 0.00 |
| 11) Entered debt management/repayment plan | 0 | 0.00 |
| 12) Counseled and utilities brought current | 0 | 0.00 |
| 13) Resolved security deposit dispute | 0 | 0.00 |
| 14) Currently receiving counseling | 0 | 0.00 |
| 15) Withdrew from counseling | 0 | 0.00 |
| 16) Other | 0 | 0.00 |
| Section 7d Sub-total: | 0 | 0.00 |
| e. Seeking Shelter or Services for the Homeless | | |
| 1) Occupied emergency shelter | 0 | 0.00 |
| 2) Occupied transitional housing | 0 | 0.00 |
| 3) Occupied permanent housing with rental assistance | 0 | 0.00 |
| 4) Occupied permanent housing without rental assistance | 0 | 0.00 |
| 5) Counseled Referred to other social service agency | 0 | 0.00 |
| 6) Remained homeless | 0 | 0.00 |
| 7) Currently receiving counseling | 0 | 0.00 |
| 8) Withdrew from counseling | 0 | 0.00 |
| 9) Other | 0 | 0.00 |
| Section 7e Sub-total: | 0 | 0.00 |
| Individual Counseling / Section 7 a-e Total: | 128 | 0.00 |
| Total Counseling / Section 6 and 7 Total: | 133 | 0.00 |
| 8. HUD Housing Counseling Grant(s) Data | | |
| HUD Housing Counseling Grant or Sub-grant Application Number | Grant Type | HUD Housing Counseling Grant Amount |
| All HUD Grants | | \$0.00 |

Figure 247.A. PM – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry – Individual 9902 Report

Note: Provided below is an example of a Data Analysis Report when pressing the Excel Form Report button.

| A1 DELAWARE OPPORTUNITIES, INCORPORATED | | | | |
|---|---|---|---------------------------------|------------|
| A | B | C | D | E |
| 1 | DELAWARE OPPORTUNITIES, INCORPORATED | | | |
| 2 | Agency ID: 80000 | | | |
| 3 | Report Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009 | | | |
| 4 | Fiscal Year: 2009 | | | |
| 5 | | Counseling and Education Activities | | |
| 6 | | All Counseling and Education Activities | Attributed to HUD Housing Grant | Counseling |
| 7 | 3. Ethnicity of Clients (select only one) | | | |
| 8 | a. Hispanic | 4 | | 0 |
| 9 | b. Not Hispanic | 129 | | 0 |
| 10 | c. Chose not to respond | 0 | | 0 |
| 11 | Section 3 Total: | 133 | | 0 |
| 12 | 4. Race of Clients | | | |
| 13 | Single Race | | | |
| 14 | a. American Indian/Alaskan Native | 0 | | 0 |
| 15 | b. Asian | 1 | | 0 |
| 16 | c. Black or African American | 11 | | 0 |
| 17 | d. Native Hawaiian or Other Pacific Islander | 1 | | 0 |
| 18 | e. White | 118 | | 0 |
| 19 | Multi-Race | | | |
| 20 | f. American Indian or Alaska Native and White | 0 | | 0 |
| 21 | g. Asian and White | 0 | | 0 |
| 22 | h. Black or African American and White | 1 | | 0 |
| 23 | i. American Indian or Alaska Native and Black or African American | 0 | | 0 |
| 24 | j. Other multiple race | 0 | | 0 |
| 25 | k. Chose not to respond | 1 | | 0 |
| 26 | Section 4 Total: | 133 | | 0 |

Figure 247.B. PM – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry –9902 Excel Form Report Spreadsheet

Note: Provided below is an example of a Data Analysis Report when pressing the Excel Report button.

| A1 DELAWARE OPPORTUNITIES, INCORPORATED | | | | |
|---|---|---|---|---|
| A | B | C | D | E |
| 1 | DELAWARE OPPORTUNITIES, INCORPORATED | | | |
| 2 | Agency ID: 80000 | | | |
| 3 | Report Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009 | | | |
| 4 | Fiscal Year: 2009 | | | |
| 5 | | | | |
| 6 | Agency ID | Ethnicity_Clients_Counseling_Hispanic_all | Ethnicity_Clients_Counseling_Non_Hispanic_all | Ethnicity_Clients_Counseling_Hispanic_hud |
| 7 | 80000 | 4 | 0 | 129 |
| 8 | | | | |

(data abbreviated)

Figure 247.C. PM – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry –9902 Excel Report Spreadsheet

5. If the default **Cumulative Totals** criteria is chosen for Analysis Type, the *Cumulative Totals* report will be prompted, as depicted below. By pressing either the **Excel Form Report** or **Excel Report** buttons, you will be prompted to similar reports as illustrated in Step 4.

Cumulative Totals

HOC: All Offices

Agency Type: All Agency Types

Reporting Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009

Fiscal Year: 2009

PDF Report

| | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant |
|--|---|--|
| 3. Ethnicity of Clients (select only one) | | |
| a. Hispanic | 498,079 | 59,425.51 |
| b. Not Hispanic | 2,061,154 | 278,568.97 |
| c. Chose not to respond | 430,677 | 33,571.67 |
| Section 3 Total: | 2,989,910 | 371,566.15 |
| 4. Race of Clients | | |
| Single Race | | |
| a. American Indian/Alaskan Native | 24,729 | 4,616.63 |
| b. Asian | 68,199 | 6,206.53 |
| c. Black or African American | 846,978 | 117,424.24 |
| d. Native Hawaiian or Other Pacific Islander | 14,912 | 1,794.28 |
| e. White | 1,310,642 | 181,519.80 |
| Multi-Race | | |
| f. American Indian or Alaska Native and White | 6,236 | 931.13 |
| g. Asian and White | 4,106 | 501.93 |
| h. Black or African American and White | 19,785 | 2,591.11 |
| i. American Indian or Alaska Native and Black or African American | 2,968 | 422.22 |
| j. Other multiple race | 192,178 | 18,566.43 |
| k. Chose not to respond | 505,379 | 37,422.81 |
| Section 4 Total: | 2,996,112 | 371,997.11 |
| 5. Income Levels | | |
| a. < 50% of Area Median Income (AMI) | 1,070,242 | 158,837.61 |
| b. 50 - 79% of AMI | 619,615 | 88,735.09 |
| c. 80 - 100% of AMI | 283,499 | 35,948.79 |
| d. > 100% AMI | 335,236 | 32,513.20 |
| e. Chose not to respond | 678,008 | 54,911.26 |
| Section 5 Total: | 2,986,600 | 370,945.95 |
| 6. Clients Receiving Education/Group Sessions | | |
| a. Completed pre-purchase homebuyer education workshop | 186,377 | 37,950.50 |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | 124,537 | 20,107.26 |
| c. Completed resolving or preventing mortgage delinquency workshop | 54,274 | 9,106.57 |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | 14,801 | 2,902.63 |
| e. Completed fair housing workshop | 12,361 | 1,730.57 |
| f. Completed predatory lending workshop | 14,989 | 2,218.11 |
| g. Completed rental workshop | 20,207 | 5,694.89 |
| h. Other workshop | 337,180 | 24,526.38 |
| Group Session / Section 6 Total: | 764,726 | 104,236.91 |
| 7. Numbers of Clients Counseled, by Purpose of Visit and Results | | |
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 34,168 | 7,312.68 |
| 2) Client will be mortgage ready within 90 days | 67,330 | 13,031.85 |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 35,399 | 7,659.90 |
| 4) Receiving long term pre-purchase counseling | 48,509 | 9,993.02 |
| 5) Entered lease purchase progra | 607 | 104.34 |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 6,740 | 1,372.07 |
| 7) Withdrew from counseling | 24,389 | 3,498.80 |
| 8) Other | 16,873 | 3,204.65 |
| Section 7a Sub-total: | 234,015 | 46,177.31 |

| | | |
|--|------------------|-------------------------------------|
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 41,170 | 4,338.38 |
| 2) Mortgage refinanced | 13,599 | 917.72 |
| 3) Mortgage modified | 218,799 | 18,059.16 |
| 4) Received second mortgage | 14,017 | 545.40 |
| 5) Initiated forbearance agreement/repayment plan | 80,715 | 7,528.13 |
| 6) Executed a deed-in-lieu | 3,892 | 235.31 |
| 7) Sold property/chose alternative housing solution | 9,829 | 681.13 |
| 8) Pre-foreclosure sale | 27,011 | 1,356.88 |
| 9) Mortgage foreclosed | 18,408 | 1,722.50 |
| 10) Counseled and referred to another social service or emergency assistance agency | 83,169 | 5,764.14 |
| 11) Obtained partial claim loan from FHA lender | 2,649 | 286.87 |
| 12) Bankruptcy | 43,129 | 3,638.79 |
| 13) Entered debt management plan | 18,265 | 1,909.95 |
| 14) Counseled and referred for legal assistance | 21,295 | 2,700.70 |
| 15) Currently receiving foreclosure prevention/budget counseling | 528,677 | 47,816.46 |
| 16) Withdrew from counseling | 74,659 | 5,710.59 |
| 17) Other | 202,909 | 17,545.51 |
| Section 7b Sub-total: | 1,402,192 | 120,757.62 |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 116,647 | 15,653.38 |
| 2) Counseled on HECM; decided not to obtain mortgage | 23,162 | 2,577.15 |
| 3) Obtained a non-FHA reverse mortgage | 502 | 71.34 |
| 4) Received home equity or home improvement loan or other home repair assistance | 6,880 | 1,538.77 |
| 5) Received consumer loan (unsecured) | 402 | 80.63 |
| 6) Mortgage refinanced | 1,703 | 214.64 |
| 7) Counseled and referred to other social service agency | 7,471 | 1,236.24 |
| 8) Sold house/chose alternative housing solution | 1,650 | 101.63 |
| 9) Completed financial management/budget counseling | 24,393 | 3,420.69 |
| 10) Completed home maintenance counseling | 4,513 | 589.00 |
| 11) Counseled and utilities brought current | 10,417 | 1,367.82 |
| 12) Counseled and referred for legal assistance | 7,201 | 1,110.38 |
| 13) Currently receiving counseling | 32,791 | 6,856.23 |
| 14) Withdrew from counseling | 6,596 | 1,078.75 |
| 15) Other | 19,897 | 1,935.51 |
| Section 7c Sub-total: | 264,225 | 37,832.16 |
| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | |
| 1) Received housing search assistance | 35,366 | 5,817.78 |
| 2) Obtained temporary rental relief | 19,078 | 4,834.89 |
| 3) Counseled and referred to agency with rental assistance program | 11,070 | 2,527.34 |
| 4) Advised on recertification for HUD/other subsidy program | 16,738 | 4,394.14 |
| 5) Counseled and referred to other social service agency | 13,180 | 2,467.68 |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 3,280 | 522.73 |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 17,041 | 1,940.27 |
| 8) Found alternative rental housing | 9,173 | 1,728.94 |
| 9) Decided to remain in current housing situation | 29,942 | 5,133.64 |
| 10) Resolved issue in current tenancy | 23,810 | 3,418.16 |
| 11) Entered debt management/repayment plan | 7,898 | 1,562.10 |
| 12) Counseled and utilities brought current | 26,052 | 3,662.19 |
| 13) Resolved security deposit dispute | 5,827 | 585.61 |
| 14) Currently receiving counseling | 43,308 | 6,246.32 |
| 15) Withdrew from counseling | 6,310 | 1,118.38 |
| 16) Other | 35,865 | 5,982.83 |
| Section 7d Sub-total: | 303,938 | 51,943.00 |
| e. Seeking Shelter or Services for the Homeless | | |
| 1) Occupied emergency shelter | 25,979 | 6,420.77 |
| 2) Occupied transitional housing | 4,098 | 546.15 |
| 3) Occupied permanent housing with rental assistance | 8,014 | 1,788.51 |
| 4) Occupied permanent housing without rental assistance | 2,932 | 496.03 |
| 5) Counseled Referred to other social service agency | 4,836 | 755.84 |
| 6) Remained homeless | 3,148 | 547.89 |
| 7) Currently receiving counseling | 7,089 | 1,734.12 |
| 8) Withdrew from counseling | 1,316 | 406.81 |
| 9) Other | 2,166 | 316.56 |
| Section 7e Sub-total: | 59,578 | 13,012.68 |
| Individual Counseling / Section 7 a-e Total: | 2,263,948 | 269,722.77 |
| Total Counseling / Section 6 and 7 Total: | 3,028,674 | 373,959.68 |
| 8. HUD Housing Counseling Grant(s) Data | | |
| HUD Housing Counseling Grant or Sub-grant Application Number | Grant Type | HUD Housing Counseling Grant Amount |
| All HUD Grants | | \$41,502,773.55 |

Figure 248. PM – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry – Cumulative Totals Report

- If the default **By Agency** criteria is chosen for Analysis Type, the *By Agency* report will be prompted, as depicted below. By pressing either the **Excel Form Report** or **Excel Report** buttons, you will be prompted to similar reports as illustrated in Step 4.

| Reporting Period: HUD-9902 Data from Oct 1, 2009 to Dec 31, 2009 | | |
|---|---|--|
| Fiscal Year: 2010 | | |
| | | PDF Report |
| | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant |
| 3. Ethnicity of Clients (select only one) | | |
| a. Hispanic | 15,563 | 1,978.90 |
| b. Not Hispanic | 61,932 | 12,318.99 |
| c. Chose not to respond | 19,267 | 558.22 |
| Section 3 Total: | 96,762 | 14,856.11 |
| 4. Race of Clients | | |
| Single Race | | |
| a. American Indian/Alaskan Native | 427 | 113.36 |
| b. Asian | 1,320 | 156.63 |
| c. Black or African American | 29,370 | 6,911.16 |
| d. Native Hawaiian or Other Pacific Islander | 169 | 28.13 |
| e. White | 44,754 | 6,630.25 |
| Multi-Race | | |
| f. American Indian or Alaska Native and White | 135 | 17.71 |
| g. Asian and White | 83 | 10.96 |
| h. Black or African American and White | 638 | 140.25 |
| i. American Indian or Alaska Native and Black or African American | 51 | 6.31 |
| j. Other multiple race | 4,033 | 390.16 |
| k. Chose not to respond | 15,994 | 487.42 |
| Section 4 Total: | 96,974 | 14,892.34 |
| 5. Income Levels | | |
| a. < 50% of Area Median Income (AMI) | 37,313 | 7,400.64 |
| b. 50 - 79% of AMI | 22,147 | 3,721.23 |
| c. 80 - 100% of AMI | 9,956 | 1,772.53 |
| d. > 100% AMI | 9,392 | 1,064.57 |
| e. Chose not to respond | 18,044 | 852.74 |
| Section 5 Total: | 96,852 | 14,811.71 |

| | | |
|--|---------------|-----------------|
| 6. Clients Receiving Education/Group Sessions | | |
| a. Completed pre-purchase homebuyer education workshop | 7,638 | 1,529.39 |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | 11,019 | 1,143.23 |
| c. Completed resolving or preventing mortgage delinquency workshop | 1,518 | 202.76 |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | 501 | 204.05 |
| e. Completed fair housing workshop | 156 | 67.72 |
| f. Completed predatory lending workshop | 229 | 31.45 |
| g. Completed rental workshop | 546 | 250.17 |
| h. Other workshop | 5,568 | 395.40 |
| Group Session / Section 6 Total: | 27,175 | 3,824.17 |
| 7. Numbers of Clients Counseled, by Purpose of Visit and Results | | |
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 1,418 | 266.96 |
| 2) Client will be mortgage ready within 90 days | 1,854 | 395.64 |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 1,523 | 345.40 |
| 4) Receiving long term pre-purchase counseling | 2,845 | 685.05 |
| 5) Entered lease purchase progra | 22 | 15.76 |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 273 | 61.38 |
| 7) Withdrew from counseling | 535 | 85.69 |
| 8) Other | 536 | 104.44 |
| Section 7a Sub-total: | 9,006 | 1,960.32 |
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 1,908 | 119.95 |
| 2) Mortgage refinanced | 875 | 30.72 |
| 3) Mortgage modified | 5,729 | 458.46 |
| 4) Received second mortgage | 2,259 | 6.92 |
| 5) Initiated forbearance agreement/repayment plan | 2,731 | 382.73 |
| 6) Executed a deed-in-lieu | 368 | 15.17 |
| 7) Sold property/chose alternative housing solution | 433 | 21.31 |
| 8) Pre-foreclosure sale | 257 | 22.81 |
| 9) Mortgage foreclosed | 1,033 | 39.49 |
| 10) Counseled and referred to another social service or emergency assistance agency | 748 | 108.54 |
| 11) Obtained partial claim loan from FHA lender | 160 | 7.17 |

| | | |
|--|---------------|-------------------------------------|
| 12) Bankruptcy | 2,875 | 127.45 |
| 13) Entered debt management plan | 447 | 12.77 |
| 14) Counseled and referred for legal assistance | 691 | 131.89 |
| 15) Currently receiving foreclosure prevention/budget counseling | 12,118 | 2,042.43 |
| 16) Withdrew from counseling | 2,032 | 165.95 |
| 17) Other | 2,092 | 151.74 |
| Section 7b Sub-total: | 36,756 | 3,845.50 |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 5,318 | 592.52 |
| 2) Counseled on HECM; decided not to obtain mortgage | 518 | 49.35 |
| 3) Obtained a non-FHA reverse mortgage | 37 | 3.27 |
| 4) Received home equity or home improvement loan or other home repair assistance | 267 | 49.29 |
| 5) Received consumer loan (unsecured) | 16 | 0.00 |
| 6) Mortgage refinanced | 270 | 1.08 |
| 7) Counseled and referred to other social service agency | 80 | 21.82 |
| 8) Sold house/chose alternative housing solution | 6 | 1.87 |
| 9) Completed financial management/budget counseling | 718 | 433.60 |
| 10) Completed home maintenance counseling | 142 | 63.97 |
| 11) Counseled and utilities brought current | 397 | 107.79 |
| 12) Counseled and referred for legal assistance | 807 | 108.87 |
| 13) Currently receiving counseling | 2,751 | 706.75 |
| 14) Withdrew from counseling | 513 | 71.78 |
| 15) Other | 2,387 | 63.76 |
| Section 7c Sub-total: | 14,227 | 2,275.72 |
| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | |
| 1) Received housing search assistance | 691 | 328.39 |
| 2) Obtained temporary rental relief | 732 | 165.48 |
| 3) Counseled and referred to agency with rental assistance program | 260 | 69.22 |
| 4) Advised on recertification for HUD/other subsidy program | 952 | 421.82 |
| 5) Counseled and referred to other social service agency | 620 | 164.96 |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 26 | 1.40 |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 61 | 7.92 |
| 8) Found alternative rental housing | 297 | 113.11 |
| 9) Decided to remain in current housing situation | 563 | 136.13 |
| 10) Resolved issue in current tenancy | 946 | 124.91 |
| 11) Entered debt management/repayment plan | 113 | 59.35 |
| 12) Counseled and utilities brought current | 570 | 71.71 |
| 13) Resolved security deposit dispute | 8 | 23.42 |
| 14) Currently receiving counseling | 1,697 | 594.99 |
| 15) Withdrew from counseling | 154 | 51.31 |
| 16) Other | 1,565 | 208.79 |
| Section 7d Sub-total: | 9,255 | 2,542.91 |
| e. Seeking Shelter or Services for the Homeless | | |
| 1) Occupied emergency shelter | 77 | 13.58 |
| 2) Occupied transitional housing | 106 | 40.74 |
| 3) Occupied permanent housing with rental assistance | 140 | 103.70 |
| 4) Occupied permanent housing without rental assistance | 54 | 20.94 |
| 5) Counseled Referred to other social service agency | 248 | 164.96 |
| 6) Remained homeless | 167 | 71.09 |
| 7) Currently receiving counseling | 112 | 16.51 |
| 8) Withdrew from counseling | 104 | 36.74 |
| 9) Other | 158 | 26.09 |
| Section 7e Sub-total: | 1,166 | 494.35 |
| Individual Counseling / Section 7 a-e Total: | 70,410 | 11,118.80 |
| Total Counseling / Section 6 and 7 Total: | 97,585 | 14,942.97 |
| 8. HUD Housing Counseling Grant(s) Data | | |
| HUD Housing Counseling Grant or Sub-grant Application Number | Grant Type | HUD Housing Counseling Grant Amount |
| All HUD Grants | | \$9,475,101.32 |

Figure 249. PM – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry – By Agency Report

- If the default **Percentages Within Total Group** criteria is chosen for Analysis Type, the *Percentages Within Total Group* report will be prompted, as depicted below. By pressing either the Excel Form Report or Excel Report buttons, you will be prompted to similar reports as illustrated in Step 4.

Percentages Within Total Groups

HOC: All Offices

Agency Type: All Agency Types

Reporting Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009

Fiscal Year: 2009

PDF Report

| | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant |
|--|---|--|
| 3. Ethnicity of Clients (select only one) | | |
| a. Hispanic | 16.7% | 16.0% |
| b. Not Hispanic | 68.9% | 75.0% |
| c. Chose not to respond | 14.4% | 9.0% |
| Section 3 Total: | 100.0% | 100.0% |
| 4. Race of Clients | | |
| Single Race | | |
| a. American Indian/Alaskan Native | 0.8% | 1.2% |
| b. Asian | 2.3% | 1.7% |
| c. Black or African American | 28.3% | 31.6% |
| d. Native Hawaiian or Other Pacific Islander | 0.5% | 0.5% |
| e. White | 43.7% | 48.8% |
| Multi-Race | | |
| f. American Indian or Alaska Native and White | 0.2% | 0.3% |
| g. Asian and White | 0.1% | 0.1% |
| h. Black or African American and White | 0.7% | 0.7% |
| i. American Indian or Alaska Native and Black or African American | 0.1% | 0.1% |
| j. Other multiple race | 6.4% | 5.0% |
| k. Chose not to respond | 16.9% | 10.1% |
| Section 4 Total: | 100.0% | 100.0% |
| 5. Income Levels | | |
| a. < 50% of Area Median Income (AMI) | 35.8% | 42.8% |
| b. 50 - 79% of AMI | 20.7% | 23.9% |
| c. 80 - 100% of AMI | 9.5% | 9.7% |
| d. > 100% AMI | 11.2% | 8.8% |
| e. Chose not to respond | 22.7% | 14.8% |
| Section 5 Total: | 100.0% | 100.0% |
| 6. Clients Receiving Education/Group Sessions | | |
| a. Completed pre-purchase homebuyer education workshop | 24.4% | 36.4% |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | 16.3% | 19.3% |
| c. Completed resolving or preventing mortgage delinquency workshop | 7.1% | 8.7% |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | 1.9% | 2.8% |
| e. Completed fair housing workshop | 1.6% | 1.7% |
| f. Completed predatory lending workshop | 2.0% | 2.1% |
| g. Completed rental workshop | 2.6% | 5.5% |
| h. Other workshop | 44.1% | 23.5% |
| Group Session / Section 6 Total: | 100.0% | 100.0% |
| 7. Numbers of Clients COUNSELED, by Purpose of Visit and Results | | |
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 14.6% | 15.8% |
| 2) Client will be mortgage ready within 90 days | 28.8% | 28.2% |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 15.1% | 16.6% |
| 4) Receiving long term pre-purchase counseling | 20.7% | 21.6% |
| 5) Entered lease purchase progra | 0.3% | 0.2% |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 2.9% | 3.0% |
| 7) Withdrew from counseling | 10.4% | 7.6% |
| 8) Other | 7.2% | 6.9% |
| Section 7a Sub-total: | 100.0% | 100.0% |
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 2.9% | 3.6% |
| 2) Mortgage refinanced | 1.0% | 0.8% |
| 3) Mortgage modified | 15.6% | 15.0% |
| 4) Received second mortgage | 1.0% | 0.5% |
| 5) Initiated forbearance agreement/repayment plan | 5.8% | 6.2% |
| 6) Executed a deed-in-lieu | 0.3% | 0.2% |
| 7) Sold property/chose alternative housing solution | 0.7% | 0.6% |

| | | |
|--|---------------|-------------------------------------|
| 8) Other | 7.2% | 6.9% |
| Section 7a Sub-total: | 100.0% | 100.0% |
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 2.9% | 3.6% |
| 2) Mortgage refinanced | 1.0% | 0.8% |
| 3) Mortgage modified | 15.6% | 15.0% |
| 4) Received second mortgage | 1.0% | 0.5% |
| 5) Initiated forbearance agreement/repayment plan | 5.8% | 6.2% |
| 6) Executed a deed-in-lieu | 0.3% | 0.2% |
| 7) Sold property/chose alternative housing solution | 0.7% | 0.6% |
| 8) Pre-foreclosure sale | 1.9% | 1.1% |
| 9) Mortgage foreclosed | 1.3% | 1.4% |
| 10) Counseled and referred to another social service or emergency assistance agency | 5.9% | 4.8% |
| 11) Obtained partial claim loan from FHA lender | 0.2% | 0.2% |
| 12) Bankruptcy | 3.1% | 3.0% |
| 13) Entered debt management plan | 1.3% | 1.6% |
| 14) Counseled and referred for legal assistance | 1.5% | 2.2% |
| 15) Currently receiving foreclosure prevention/budget counseling | 37.7% | 39.6% |
| 16) Withdrew from counseling | 5.3% | 4.7% |
| 17) Other | 14.5% | 14.5% |
| Section 7b Sub-total: | 100.0% | 100.0% |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 44.1% | 41.4% |
| 2) Counseled on HECM; decided not to obtain mortgage | 8.8% | 6.8% |
| 3) Obtained a non-FHA reverse mortgage | 0.2% | 0.2% |
| 4) Received home equity or home improvement loan or other home repair assistance | 2.6% | 4.1% |
| 5) Received consumer loan (unsecured) | 0.2% | 0.2% |
| 6) Mortgage refinanced | 0.6% | 0.6% |
| 7) Counseled and referred to other social service agency | 2.8% | 3.3% |
| 8) Sold house/chose alternative housing solution | 0.6% | 0.3% |
| 9) Completed financial management/budget counseling | 9.2% | 9.0% |
| 10) Completed home maintenance counseling | 1.7% | 1.6% |
| 11) Counseled and utilities brought current | 3.9% | 3.6% |
| 12) Counseled and referred for legal assistance | 2.7% | 2.9% |
| 13) Currently receiving counseling | 12.4% | 18.1% |
| 14) Withdrew from counseling | 2.5% | 2.9% |
| 15) Other | 7.5% | 5.1% |
| Section 7c Sub-total: | 100.0% | 100.0% |
| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | |
| 1) Received housing search assistance | 11.6% | 11.2% |
| 2) Obtained temporary rental relief | 6.3% | 9.3% |
| 3) Counseled and referred to agency with rental assistance program | 3.6% | 4.9% |
| 4) Advised on recertification for HUD/other subsidy program | 5.5% | 8.5% |
| 5) Counseled and referred to other social service agency | 4.3% | 4.8% |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 1.1% | 1.0% |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 5.6% | 3.7% |
| 8) Found alternative rental housing | 3.0% | 3.3% |
| 9) Decided to remain in current housing situation | 9.9% | 9.9% |
| 10) Resolved issue in current tenancy | 7.8% | 6.6% |
| 11) Entered debt management/repayment plan | 2.6% | 3.0% |
| 12) Counseled and utilities brought current | 8.6% | 7.1% |
| 13) Resolved security deposit dispute | 1.9% | 1.1% |
| 14) Currently receiving counseling | 14.2% | 12.0% |
| 15) Withdrew from counseling | 2.1% | 2.2% |
| 16) Other | 11.8% | 11.5% |
| Section 7d Sub-total: | 100.0% | 100.0% |
| e. Seeking Shelter or Services for the Homeless | | |
| 1) Occupied emergency shelter | 43.6% | 49.3% |
| 2) Occupied transitional housing | 6.9% | 4.2% |
| 3) Occupied permanent housing with rental assistance | 13.5% | 13.7% |
| 4) Occupied permanent housing without rental assistance | 4.9% | 3.8% |
| 5) Counseled Referred to other social service agency | 8.1% | 5.8% |
| 6) Remained homeless | 5.3% | 4.2% |
| 7) Currently receiving counseling | 11.9% | 13.3% |
| 8) Withdrew from counseling | 2.2% | 3.1% |
| 9) Other | 3.6% | 2.4% |
| Section 7e Sub-total: | 100.0% | 100.0% |
| Individual Counseling / Section 7 a-e Total: | 100.0% | 100.0% |
| Total Counseling / Section 6 and 7 Total: | 100.0% | 100.0% |
| 8. HUD Housing Counseling Grant(s) Data | | |
| HUD Housing Counseling Grant or Sub-grant Application Number | Grant Type | HUD Housing Counseling Grant Amount |
| All HUD Grants | | \$41,502,773.55 |

Figure 250. PM – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry – Percentages Within Total Groups Report

8. If the default **HUD Grants as a Percentage of All Activities** criteria is chosen for Analysis Type, the *HUD Grants as a Percentage of All Activities* report will be prompted, as depicted below. By pressing either the Excel Form Report or Excel Report buttons, you will be prompted to similar reports as illustrated in Step 4.

HUD Grants as a Percentage of All Activities

HOC: All Offices

Agency Type: All Agency Types

Reporting Period: HUD-9902 Data from Oct 1, 2008 to Sep 30, 2009

Fiscal Year: 2009

[PDF Report](#)

| | All Counseling and Education Activities | Counseling and Education Activities Attributed to HUD Housing Counseling Grant |
|--|--|--|
| 3. Ethnicity of Clients (select only one) | | |
| a. Hispanic | 100.0% | 11.9% |
| b. Not Hispanic | 100.0% | 13.5% |
| c. Chose not to respond | 100.0% | 7.8% |
| Section 3 Total: | 100.0% | 12.4% |
| 4. Race of Clients | | |
| Single Race | | |
| a. American Indian/Alaskan Native | 100.0% | 18.7% |
| b. Asian | 100.0% | 9.1% |
| c. Black or African American | 100.0% | 13.9% |
| d. Native Hawaiian or Other Pacific Islander | 100.0% | 12.0% |
| e. White | 100.0% | 13.8% |
| Multi-Race | | |
| f. American Indian or Alaska Native and White | 100.0% | 14.9% |
| g. Asian and White | 100.0% | 12.2% |
| h. Black or African American and White | 100.0% | 13.1% |
| i. American Indian or Alaska Native and Black or African American | 100.0% | 14.2% |
| j. Other multiple race | 100.0% | 9.7% |
| k. Chose not to respond | 100.0% | 7.4% |
| Section 4 Total: | 100.0% | 12.4% |
| 5. Income Levels | | |
| a. < 50% of Area Median Income (AMI) | 100.0% | 14.8% |
| b. 50 - 79% of AMI | 100.0% | 14.3% |
| c. 80 - 100% of AMI | 100.0% | 12.7% |
| d. > 100% AMI | 100.0% | 9.7% |
| e. Chose not to respond | 100.0% | 8.1% |
| Section 5 Total: | 100.0% | 12.4% |
| 6. Clients Receiving Education/Group Sessions | | |
| a. Completed pre-purchase homebuyer education workshop | 100.0% | 20.4% |
| b. Completed financial literacy workshop, including home financing, budgeting and/or credit repair | 100.0% | 16.1% |
| c. Completed resolving or preventing mortgage delinquency workshop | 100.0% | 16.8% |
| d. Completed non-delinquency post-purchase workshop, including home maintenance and/or financial management for homeowners | 100.0% | 19.6% |
| e. Completed fair housing workshop | 100.0% | 14.0% |
| f. Completed predatory lending workshop | 100.0% | 14.8% |
| g. Completed rental workshop | 100.0% | 28.2% |
| h. Other workshop | 100.0% | 7.3% |
| Group Session / Section 6 Total: | 100.0% | 13.6% |
| 7. Numbers of Clients Counseled, by Purpose of Visit and Results | | |
| a. Seeking Pre-Purchase Homebuyer Counseling | | |
| 1) Purchased housing | 100.0% | 21.4% |
| 2) Client will be mortgage ready within 90 days | 100.0% | 19.4% |
| 3) Client will be Mortgage Ready after 90 Days; entered debt management plan or some other type of long-term financial plan to prepare for homeownership | 100.0% | 21.6% |
| 4) Receiving long term pre-purchase counseling | 100.0% | 20.6% |
| 5) Entered lease purchase progra | 100.0% | 17.2% |
| 6) Decided Not to purchase housing; no further effort to prepare needed | 100.0% | 20.4% |
| 7) Withdrew from counseling | 100.0% | 14.3% |
| 8) Other | 100.0% | 19.0% |
| Section 7a Sub-total: | 100.0% | 19.7% |
| b. Seeking Help with Resolving or Preventing Mortgage Delinquency | | |
| 1) Brought mortgage current | 100.0% | 10.5% |
| 2) Mortgage refinanced | 100.0% | 6.7% |
| 3) Mortgage modified | 100.0% | 8.3% |
| 4) Received second mortgage | 100.0% | 3.9% |
| 5) Initiated forbearance agreement/repayment plan | 100.0% | 9.3% |
| 6) Executed a deed-in-lieu | 100.0% | 6.0% |
| 7) Sold property/chose alternative housing solution | 100.0% | 6.9% |

| | | |
|--|---------------|-------------------------------------|
| 8) Pre-foreclosure sale | 100.0% | 5.0% |
| 9) Mortgage foreclosed | 100.0% | 9.4% |
| 10) Counseled and referred to another social service or emergency assistance agency | 100.0% | 6.9% |
| 11) Obtained partial claim loan from FHA lender | 100.0% | 10.8% |
| 12) Bankruptcy | 100.0% | 8.4% |
| 13) Entered debt management plan | 100.0% | 10.5% |
| 14) Counseled and referred for legal assistance | 100.0% | 12.7% |
| 15) Currently receiving foreclosure prevention/budget counseling | 100.0% | 9.0% |
| 16) Withdrew from counseling | 100.0% | 7.6% |
| 17) Other | 100.0% | 8.6% |
| Section 7b Sub-total: | 100.0% | 8.6% |
| c. Seeking Help with Home Maintenance and Financial Management for Homeowners | | |
| 1) Obtained a Home Equity Conversion Mortgage (HECM) | 100.0% | 13.4% |
| 2) Counseled on HECM; decided not to obtain mortgage | 100.0% | 11.1% |
| 3) Obtained a non-FHA reverse mortgage | 100.0% | 14.2% |
| 4) Received home equity or home improvement loan or other home repair assistance | 100.0% | 22.4% |
| 5) Received consumer loan (unsecured) | 100.0% | 20.1% |
| 6) Mortgage refinanced | 100.0% | 12.6% |
| 7) Counseled and referred to other social service agency | 100.0% | 16.5% |
| 8) Sold house/chose alternative housing solution | 100.0% | 6.2% |
| 9) Completed financial management/budget counseling | 100.0% | 14.0% |
| 10) Completed home maintenance counseling | 100.0% | 13.1% |
| 11) Counseled and utilities brought current | 100.0% | 13.1% |
| 12) Counseled and referred for legal assistance | 100.0% | 15.4% |
| 13) Currently receiving counseling | 100.0% | 20.9% |
| 14) Withdrew from counseling | 100.0% | 16.4% |
| 15) Other | 100.0% | 9.7% |
| Section 7c Sub-total: | 100.0% | 14.3% |
| d. Seeking Help in Locating, Securing, or Maintaining Residence in Rental Housing | | |
| 1) Received housing search assistance | 100.0% | 16.5% |
| 2) Obtained temporary rental relief | 100.0% | 25.3% |
| 3) Counseled and referred to agency with rental assistance program | 100.0% | 22.8% |
| 4) Advised on recertification for HUD/other subsidy program | 100.0% | 26.3% |
| 5) Counseled and referred to other social service agency | 100.0% | 18.7% |
| 6) Counseled and referred to legal aid agency for fair housing assistance | 100.0% | 15.9% |
| 7) Counseled and referred to legal aid agency for assistance with eviction | 100.0% | 11.4% |
| 8) Found alternative rental housing | 100.0% | 18.8% |
| 9) Decided to remain in current housing situation | 100.0% | 17.1% |
| 10) Resolved issue in current tenancy | 100.0% | 14.4% |
| 11) Entered debt management/repayment plan | 100.0% | 19.8% |
| 12) Counseled and utilities brought current | 100.0% | 14.1% |
| 13) Resolved security deposit dispute | 100.0% | 10.0% |
| 14) Currently receiving counseling | 100.0% | 14.4% |
| 15) Withdrew from counseling | 100.0% | 17.7% |
| 16) Other | 100.0% | 16.7% |
| Section 7d Sub-total: | 100.0% | 17.1% |
| e. Seeking Shelter or Services for the Homeless | | |
| 1) Occupied emergency shelter | 100.0% | 24.7% |
| 2) Occupied transitional housing | 100.0% | 13.3% |
| 3) Occupied permanent housing with rental assistance | 100.0% | 22.3% |
| 4) Occupied permanent housing without rental assistance | 100.0% | 16.9% |
| 5) Counseled Referred to other social service agency | 100.0% | 15.6% |
| 6) Remained homeless | 100.0% | 17.4% |
| 7) Currently receiving counseling | 100.0% | 24.5% |
| 8) Withdrew from counseling | 100.0% | 30.9% |
| 9) Other | 100.0% | 14.6% |
| Section 7e Sub-total: | 100.0% | 21.8% |
| Individual Counseling / Section 7 a-e Total: | 100.0% | 16.3% |
| Total Counseling / Section 6 and 7 Total: | 100.0% | 15.9% |
| 8. HUD Housing Counseling Grant(s) Data | | |
| HUD Housing Counseling Grant or Sub-grant Application Number | Grant Type | HUD Housing Counseling Grant Amount |
| All HUD Grants | | \$41,502,773.55 |

Figure 251. PM – HUD-9902: 9902 Processing – 9902 Data Analysis Reports Inquiry – HUD Grants as a Percentage of All Activities Report

9.3 Grants

The U.S. Department of Housing and Urban Development (HUD) administers a comprehensive housing counseling program and provides grants through competitive awards to approved local housing counseling agencies, national and regional intermediaries, and state housing finance agencies.

A Program Manager has unique and specific duties in preparing each fiscal year’s grant processing. Program Manager’s duties begin in participating in the NOFA’s drafting. The Program Manager must

know the fiscal year's funding requirements and ensure HCS is capable of processing grant applications in accordance with the NOFA requirements. The Program Manager must assess if changes can be made in HCS setup features or if modifications to the system should be made.

A Program Manager uses the following features in that order to perform HCS **Grant Processing** functions.

- Setup Grant Category (Demonstrated in Management sub-menu)
- Setup Grant Type (Demonstrated in Management sub-menu)
- Setup Funding Appropriations (in Management sub-menu)
- Funding Allocations (in Grant Application Process sub-menu)
- Office Reviewer (Demonstrated in Management sub-menu)
- Modify Scoring Criteria (Demonstrated in Management sub-menu)
- Setup Recommended Award Criteria (Demonstrated in Management sub-menu)
- Setup Grant Applications (in Grant Application Process sub-menu)
- Scoring (in Grant Application Process sub-menu)
- Final Scoring for Primary Reviewers (in Grant Application Process sub-menu)
- Calculate Recommended Awards (in Grant Application Process sub-menu)
- Input Awards / Sub Allocations (in Grant Application Process sub-menu)
- View various grant processing reports to monitor the grant process (in Reports sub-menu)
- Export grant processing information to Microsoft Word, Excel, and text files for external usage as needed (in Export sub-menu)

Note: Further information on these steps will be discussed in their designated section, as mentioned in parenthesis.

While logging in as a *Program Manager*, Click the **Grant Processing** hyperlink from the upper navigation menu, following Grant Processing screen is displayed. In the main display area are Funding Grant Processing – Getting Started instructions and online Grant Processing User Manual hyperlinks. In the Grant Processing menu on the top are Grant Processing Help hyperlink, Grant Fiscal Year dropdown selection, and Grant Processing navigation menu items.

| 2009 Funding Grant Processing - Getting Started | | |
|--|------------------------------|--|
| Instructions: Follow the steps below to setup the HCG system for this fiscal year. Use the menu to the left to navigate through the HCG system. | | |
| Step 1: | Funding Allocations | The Program Manager at HQ enters in the Grant Funding according to grant type and HUD Offices. Notification of completion will be emailed out. |
| Step 2: | Setup Grant Applications | <ol style="list-style-type: none"> Managers will ensure: <ul style="list-style-type: none"> Agencies applying for grant are listed in their agency list. Agencies update their profile information. GTRs are assigned to each agency. Assign Primary Reviewer to each application. Primary Reviewers build applications for each of their agencies that are applying for grant funding. |
| Step 3: | Scoring | <ol style="list-style-type: none"> Reviewers enter their evaluations for each application. Primary Reviewer enters own score. An average score will be provided by system. Primary Reviewer will enter final score. |
| Step 4: | Calculate Recommended Awards | The system will determine award amount based on individual score compared with other applications' scores. |
| Step 5: | Input Awards | Primary Reviewers determine whether or not to accept system's recommended award by entering in the award amount suggested by the system or by entering their own adjusted amount. |
| Grant Processing User Manual | | |
| Instructions for Housing Counseling Applications and Grant Awards IAW SuperNOFA. (HTM) | | |
| Overview (HTM) | | |
| Grant Application Process (HTM) | | |
| Reports (HTM) | | |
| Maintenance (HTM) | | |
| Export (HTM) | | |

Figure 252. PM – Grants: Grant Processing Screen

The above initial home page for grant processing provides a general procedure for HOCs to use in processing grants. Until this page is modified to allow direct edits, the Program Manager must submit changes of instructions to contractor for changes.

| | | | | | | | | |
|---|--------|----------|---------------|--|------------|---------|--------|-------------|
| HOME | AGENCY | HUD-9902 | GRANTS | USER | MANAGEMENT | REPORTS | EXPORT | HCS ARCHIVE |
| <ul style="list-style-type: none"> Setup Grant Applications Scoring Final Scoring for Primary Calculate Recommended Input Awards / Sub Allocations | | | | <p>CS Home Page</p> <p>User: C32395 / GUAN-HWA CHEN</p> <p>Access level: Program Manager</p> <p>Data Access: All Offices</p> <p>Last Updated: 03/05/2010 Version 10.5.1.0</p> | | | | |

Figure 253. PM – Grants: Grant Processing Menu

9.3.1 Grant Application Process

- **Grant Fiscal Year**
 - From the top navigation menu, select from the dropdown list the fiscal year of grant application process you want to work on. The fiscal year selected represents the fiscal year the grant funding was appropriated by Congress and the year the grant award processing occurs; not the year the funds are used.

- **Setup and Maintenance**
 - Modify Scoring Criteria:
 - Modify last fiscal year's scoring criteria to setup the new (current) fiscal year's scoring criteria, if current year's is different from last year's.
 - Input maximum bonus points.
 - Setup Recommended Award Criteria: Setup criteria to be used for recommended awards calculation for the new (current) fiscal year.
 - Setup Grant Category: List the various agency types identified in the NOFA as categories.
 - Setup Grant Type: List the various grant types identified in the NOFA.
 - Setup Funding Appropriations: Assigned Grant allocations to the various appropriations:
 - Setup grant categories, grant types, HUD offices for funding appropriations and funding allocations usage, and funding allocation methods.
 - Input NOFA total funding amount, total appropriation for grants, and appropriations to grant categories and grant types for the new fiscal year.
 - Office Reviewer: This page allows for viewing of which HUD offices have or have not been created from the Funding Appropriations and Funding Allocations pages.
- **Grant Application Process**
 - Funding Allocations: Program Manager at HUD Headquarters enters in the grant funding according to grant types and grant categories.
 - Setup Grant Applications: This is a 3-step process.
 - All HUD offices must insure that the HUD persons they intend to use to evaluate applications must be listed in the user section in HCS.
 - The next step is to ensure that all agencies applying for grants are listed and have an active status through the fiscal year.
 - Primary reviewers build applications for each of their agencies that are applying for grant funding. Ensure that client projection numbers are entered. Assigned Reviewers to the application. Enter the agency's requested grant amount.
- **Scoring:**
 - Reviewers enter their evaluation for each application they are assigned.
 - Primary reviewer enters their own score. An average score will be provided by the system.
 - The 'Individual Reviewers' score are primarily for the Primary Reviewer to determine the Final Score.
- **Final Scoring for Primary Reviewers:** Primary reviewer enters final score. All applications have to have a final score to complete the grant processing. The Recommended Award amounts are calculated using the final scores. There is a separate report that should be use to track final score input against all applications.

Note: All applications must have a Final Score entered into HCS in order for the Recommended Amount to be calculated.

- Calculate Recommended Awards: HCS system calculates the recommended award amounts that are based on individual score compared with other applications' scores.

Note: All applications must take their final score recorded in HCS before calculating final Recommended Awards.

- Input Awards / Sub Allocations

- Primary reviewers, GTR, and/or Managers determine whether or not to accept system's recommended award by entering in the system calculated recommended award amount or by entering their own adjusted amount.
- Parent organization's grant award is sub-allocated to their sub-agencies after Agencies receive formal grant Award.
- **Reports (As Detailed in Section 9.7)**
 - Application Status: Reports on the Grant Application Award status and shows all information filled out on the application, and the final scores by the Primary Reviewers.
 - Scores Status: This report summarizes the Scoring function rates and ranks grant applications.
 - Strength/Weakness by Factor: The Strength/Weakness by Factor function details the strength and weakness for each application.
 - Strength/Weakness All Factors: The Strength/Weakness All Factors function details all comments for each application.
 - Funding Recommendations: details by agency name and grant application ID, with their final score, recommended award amount, and requested grant amount.
 - Funding Report: details by HOC office name, grant type, the allocated amount, the amount awarded and the amount to be returned.
 - Awards Report by Agency: Reports on the Application Award amount. This is a good drill-down report allowing views from an office level down to the individual agency.
 - Awards Report by Office: The Awards Report by Office function details the awards granted by office.
 - Awards Report by State: The Awards Report by State function details the awards granted by state.
- **Export (As Detailed in Section 9.8)**
 - List of Awardees: This option contains a list of awardees which can be imported into MS Word for publication in the Federal Register. This feature is only available to users assigned to the HQ HUD Office.
 - Procurement Accounting Spreadsheet: Data of agencies that received grant award(s), grant awarded amount, state where agency locates, region number, fiscal year, and other coded data in a exportable Excel spreadsheet.
 - HUD-1044: The HUD-1044 option generates form HUD-1044 (Assistance Award/Amendment) for each agency.
 - Award Letters: This option is used to generate and process HUD Grant Notifications for each state.
 - Applications Data: Detailed information of agency profile and grant applications data contained in exportable Excel spreadsheet
 - IRS Delinquent Data: This option includes a listing of agencies delinquent in their payments to the IRS.
 - Congressional Report Data: This option includes a report to Congress about the awards and the amounts awarded.
 - Funding Aggregate Report: Aggregate report of counts of agencies and grant applications, and totals of NOFA funding, requested amount, recommended grant amount, and awarded amount that are listed by application type and HOC office in exportable Excel spreadsheet.
 - Public Affairs Report: Housing counseling grantees and awarded amount report listed in two exportable Excel spreadsheets for State and Local agencies and National and Regional agencies respectively
 - Agency Award/No Award Letters Data: This report generates a make-merge file for the award letters.

- Draw Down Report Processing: This report tracks the disbursements to agencies as they are handed out throughout the Fiscal Year.

The following instructions address each menu from top to bottom providing example screen shots.

9.3.2 Setup Grant Applications

As a Program Manager, you can update and create grant applications for all the HUD offices and agencies. To update or create grant applications follow the steps below.

1. From the top navigation menu, click the Setup Grant Applications hyperlink. The *Office Applications – for FY 20XX* screen appears, displaying a matrix showing the number of applications of all HOC offices for the selected fiscal year and previous fiscal year.
2. Click the appropriate Grant Type hyperlink based off of the HUD Office you desire, and you will be prompted to a list of those Grant Applications.

| Setup Grant Applications - for FY 2009 | | | |
|--|------------------------------------|------------|---------------|
| Head Quarters office view | | | |
| Grant Application by Office | Grant Type | # of Apps | # of Agencies |
| Headquarters SF-HUD GTR Reviewer Rule: | INTERMEDIARY-COMP | 25 | 25 |
| | INTERMEDIARY-HECMI | 5 | |
| | INTERMEDIARY-TRNG | 3 | |
| Philadelphia (HOC) GTR Reviewer Rule: GTR - No Restriction | LHCA-COMP | 201 | 211 |
| | LHCA-HECMI | 18 | |
| | MSO-COMP | 2 | |
| | MSO-HECMI | 0 | |
| | SHFA-COMP | 8 | |
| Atlanta (HOC) GTR Reviewer Rule: | LHCA-COMP | 174 | 178 |
| | LHCA-HECMI | 16 | |
| | MSO-COMP | 0 | |
| | MSO-HECMI | 0 | |
| | SHFA-COMP | 4 | |
| Denver (HOC) GTR Reviewer Rule: | LHCA-COMP | 105 | 111 |
| | LHCA-HECMI | 12 | |
| | MSO-COMP | 1 | |
| | MSO-HECMI | 0 | |
| | SHFA-COMP | 5 | |
| Santa Ana (HOC) GTR Reviewer Rule: GTR - No Restriction | LHCA-COMP | 40 | 44 |
| | LHCA-HECMI | 8 | |
| | MSO-COMP | 2 | |
| | MSO-HECMI | 1 | |
| | SHFA-COMP | 2 | |
| ALL | | | |
| Total Applications | | 790 | |
| Total Agencies | | 569 | |

Figure 254. PM – Grants: Office Applications for FY 20XX

- To view and/or update an existing application, select an agency under **Agency Name** column. Their application will be displayed for view or edit. The *Setup Grant Application for FY 20XX* screen appears.

| Grant Applications for FY 2009 Headquarters SF-HUD INTERMEDIARY-COMP | | | | | | | | | | |
|--|-----------|---|------------------|---------|-----------------------|------------|---------|---------|---------|--------|
| Instructions: + - | | | | | | | | | | |
| *Grant Application Setup process is closed! | | | | | | | | | | |
| Agency Name | Agency ID | Address | Appl Office Ref. | Appl ID | Agency Type | Grant Type | Awarded | | | Delete |
| | | | | | | | FY 2006 | FY 2007 | FY 2008 | |
| CATHOLIC CHARITIES USA | 80750 | Sixty-Six Canal Center Plaza Alexandria, VA 22314-2720 | 0011 | 001 | National Intermediary | COMP | | | | |
| STRUCTURED EMPLOYMENT ECONOMIC DEVELOPMENT CO | 82359 | 915 Broadway New York, NY 10010 | 0011 | 002 | National Intermediary | COMP | | | | |
| MON VALLEY INITIATIVE | 80084 | 303-305 E. 8th Avenue Homestead, PA 15120-1517 | 0011 | 003 | National Intermediary | COMP | | | | |
| HOMEOWNERSHIP PRESERVATION FOUNDATION | 84081 | 3033 Excelsior Blvd. Minneapolis, MN 55416 | 0011 | 004 | National Intermediary | COMP | | | | |
| CITIZENS HOUSING AND PLANNING ASSOCIATION, INC. | 81504 | 18 Tremont Street, Boston, MA 02108 | 0011 | 005 | National Intermediary | COMP | | | | |
| NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS | 84539 | 116 John Street, 33rd Floor New York, NY 10038-3300 | 0011 | 006 | National Intermediary | COMP | | | | |
| NEIGHBORHOOD REINVESTMENT CORPORATION | 80754 | 1325 G St NW Washington, DC 20005-3104 | 0011 | 007 | National Intermediary | COMP | | | | |
| NATIONAL COUNCIL OF LA RAZA | 80758 | Raul Yzaguirre Building Washington, DC 20036 | 0011 | 008 | National Intermediary | COMP | | | | |
| HOUSING PARTNERSHIP NETWORK | 80989 | 160 State Street, 5th Fl Boston, MA 02109-2602 | 0011 | 009 | National Intermediary | COMP | | | | |
| NATIONAL ASSOCIATION OF REAL ESTATE BROKERS-INVESTMENT DIVISION, INC | 80759 | 3560 Grand Avenue Oakland, CA 94610 | 0011 | 010 | National Intermediary | COMP | | | | |
| THE NATIONAL COMMUNITY REINVESTMENT COALITION, INC. | 84434 | 727 15th Street, N.W., Suite 900 Washington, DC 20005-6027 | 0011 | 011 | National Intermediary | COMP | | | | |
| WEST TENNESSEE LEGAL SERVICES, INCORPORATED | 80293 | 210 West Main Street Jackson, TN 38301 | 0011 | 012 | National Intermediary | COMP | | | | |
| NATIONAL URBAN LEAGUE | 81639 | 120 Wall Street New York, NY 10005 | 0011 | 013 | National Intermediary | COMP | | | | |

Figure 255. PM – Grants: Grant Applications for FY 20XX – Headquarter SF-HD Intermediary-COMP

- It is important to have as a minimum: the number of total clients projection under Factor 3, Primary Reviewer name, and the corrected grant amount requested in the application. Once you have updated the desired information, click **OK** to save changes, or **Cancel** to return back to Application list.

Setup Grant Application for FY 2009

Instructions: + -

Agency Name: NATIONAL COUNCIL OF LA RAZA

Agency ID: 80758 **Agency Type:** National Intermediary

Fed Tax ID Num: 86-0212873 **DUNS Num:** 074809369

Address:
Raul Yzaguirre Building
1126 16th Street, NW, Suite 600
Washington, DC 20036

HUD Office: Headquarters SF-HUD

Application ID: 0013 - 001

Grant Type: LOAN DOCUMENT REVIEW COUNSELING

| Client Outcome Projections | Projected Next FY | Adjusted Projections | Committed Projections |
|---|----------------------|----------------------|-----------------------|
| Projected ## of Clients that will be served | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Eligibility Requirements
Delinquent in Federal Debt? Yes

HUD Office GTR: Donahoe, Gerard P **GTR Reviewer Rules:**

Primary Reviewer:

Secondary Reviewer 1:

Secondary Reviewer 2:

Secondary Reviewer 3:

Clients Serviced Last FY:

Requested: \$
 * Min.=\$30,000.00 Max.=\$150,000.00

Recommended: \$

Prev. FY Funding: \$

2-YR Review:

Prev. Yr. Draws:

Figure 256. PM – Grants: Setup Grant Application for FY 20XX

- 5. To create a new grant application that is not listed in the *Grant Applications* page, click the **New Application** button. The *Agency* selection screen appears.

- Click the drop-down arrow and select an agency for the new application.

The screenshot shows a dropdown menu for selecting an agency. The title of the menu is "Agency: Philadelphia (HOC)". The menu is currently open, showing a list of agencies. The first two items are "(Select One)". The third item is "GARDEN STATE CONSUMER CREDIT COUNSELING, INC / NOVADEBT (225 Willowbrook Road, Freehold, NJ) - 84870 - MSO". The fourth item is "GREENPATH, INC (MSO) (38505 Country Club Dr. Ste. 210, Farmington Hills, MI) - 84871 - MSO".

Figure 257. PM – Grants: Select Agency dropdown

Note: You must select an application before you click **OK**. To cancel this new application, click **Cancel**.

- Click **OK**. The *Setup Grant Application for FY 20XX* screen appears.
- Complete the form. Inputting at a minimum Grant Request and Primary Reviewer.
- The number of last year's grant awards in the **Last Year's Grant Awards** field is automatically inputted by the system if applicable.
- Enter the number of grant requests in the **Grant Request** field.
- If the agency is delinquent in Federal debt, click the box next to **Yes** in the **Delinquent in Federal Debt** field.
- Select a primary and secondary reviewer(s) using the appropriate reviewer drop-down boxes. If a Reviewer is not listed, activate their name and ID in the HCS User Information Section.
- Select **Yes** or **No** in the **2-YR Review** and **Prev. Yr. Draws** field.
- To save this new grant application, click **OK**. To cancel this application, click **Cancel**.

Setup Grant Application for FY 2010

Instructions: + -

Agency Name: GARDEN STATE CONSUMER CREDIT COUNSELING, INC / NOVADEBT

Agency ID: 84870 **Agency Type:** Multi-State Organization

Fed Tax ID Num: 22-3120920 **DUNS Num:** 000000000

Address:
225 Willowbrook Road
Freehold, NJ 07728

Grant Type:

| Application Requests | Last Year's Grant Awards | Grant Requests * Min.=\$50,000.00 Max.=\$500,000.00 |
|----------------------|--------------------------|---|
| HECM | \$ 0.00 | \$ 0.00 |

Eligibility Requirements
Delinquent in Federal Debt? Yes

HUD Office GTR: Mindes, Stuart **GTR Reviewer Rules:** No Rules Defined

Primary Reviewer:
(select one) [dropdown]

Secondary Reviewer 1:
Grotheer, George H [dropdown]

Secondary Reviewer 2:
Robinson, Belinda [dropdown]

Secondary Reviewer 3:
Barnes, Shirley [dropdown]

2-YR Review:
No [dropdown]

Prev. Yr. Draws:
No [dropdown]

OK Cancel

Figure 258. PM – Grants: Setup Grant Application for FY 20XX

You have now completed a new grant application.

9.3.3 Scoring

1. From the upper navigation menu, click the **Scoring** hyperlink. The *Application Scoring List Search for Fiscal Year 20XX* screen appears.
2. From here you will be able to edit your search criteria based on:
 - a. Agency ID
 - b. Agency Name
 - c. Reviewer
 - d. Application ID
3. Once you have narrowed down your search click the **Search** button to retrieve those results, or **Clear** to erase what was put into each field.

Application Scoring list Search for FY 2010

Instructions:

- Search feature provided allows customizing list of completed scores.
- To select a new score card directly, click "NEW SCORE" button.

NOTE: If scoring is "Disable", the Project Manager is in the process of setting up the score criteria and rules. When system is configured properly, the scoring will be "Enabled" allowing scores to be entered.

Agency ID

Agency Name

Reviewer

Application ID -

Figure 259. PM – Scoring: Application Scoring List Search for FY 20XX

4. You will be prompted to your search results, which you can sort based off of the following criteria:
 - a. Agency Name
 - b. Agency ID
 - c. Agency Type
 - d. Application ID
 - e. Reviewer

5. To open a specific scorecard, click the hyperlink under Agency Name that you would like to view.

Note: to Delete or add New Score skip to step 9.

Application(s) Scored for Fiscal Year 2010

Instructions: + -

search returns 5

| Agency Name | Agency ID | Agency Type | Grant Type | Application ID | Reviewer | Total Score | Delete |
|--|-----------|-----------------------|------------|----------------|------------------|-------------|----------------------------------|
| HOMEOWNERSHIP PRESERVATION FOUNDATION | 84081 | National Intermediary | COMP | 0011-004 | Grotheer, George | 92 | <input type="button" value="X"/> |
| NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS | 84539 | National Intermediary | COMP | 0011-006 | Grotheer, George | 93 | <input type="button" value="X"/> |
| NATIONAL URBAN LEAGUE | 81639 | National Intermediary | COMP | 0011-013 | Grotheer, George | 89 | <input type="button" value="X"/> |
| CCCS OF GREATER ATLANTA - MAIN OFFICE | 84538 | National Intermediary | COMP | 0011-015 | Grotheer, George | 95 | <input type="button" value="X"/> |
| CCCS OF GREATER ATLANTA - MAIN OFFICE | 84538 | National Intermediary | HECM | 0012-002 | Grotheer, George | 94 | <input type="button" value="X"/> |

Figure 260. PM – Scoring: Application(s) Scored for Fiscal Year 2010

6. Once you have chosen your desired Agency, you will be prompted to the Factors For Award scorecard.
 - a. Check agency information for accuracy to ensure you are evaluating the correct score card.
 - b. Other Reviewers assigned to this application are posted for reference.
 - c. All sub-factor scores when listed must be scored. Major Factor scores cannot be over written when sub-factors are listed. Major Factor scores will automatically sum the scores of its sub-factors. If no sub-factors are listed, the score for the Major Factor can be entered directly.

- d. If applicable, instructions to each sub-factor are provided by selecting the Blue Information icon.
 - e. **Bonus Points** are shown if applicable. Combine the Factor scores plus Bonus Points to determine Total Score.
7. When all scores have been entered, click the **OK** button on the bottom to save the score card, or **Cancel** to erase changes.

Factors for Award

Instructions: + -

| | |
|---|--|
| Agency ID: 84081 Agency Name: HOMEOWNERSHIP PRESERVATION FOUNDATION Grant Category: INTERMEDIARY Reviewer: George Grotheer Other Reviewer(s): Brian Siebenlist (Prim, Rvwr) Colleen Weiser | Application ID: 0011-004 Grant Type: COMP |
|---|--|

| Rating Factor | Score | Bonus Points | Max Points | Max Bonus Points | Info | Other Scores |
|--|-------|--------------|------------|------------------|------|-----------------|
| 1. Capacity of the Applicant and Relevant Organizational Staff | 27 * | | 30 | | | BS: 26 CW: 0 |
| 1a. RF1-2a: Average Combined Housing Counseling Experience of Project Director and Staff | 6 * | | 6 | | | |
| 1b. RF1-2b: Specialized Training Received for all Counselors and Staff | 3 * | | 5 | | | |
| 1c. RF1-3a: Grantee Requirements | 2 * | | 3 | | | |
| 1d. RF1-3b: HUD 9902-Filed Electronically in a timely manner | 2 * | | 2 | | | |
| 1e. RF1-3c: Grant Funds Fully Expended? What % of Award was Expended? | 2 * | | 2 | | | |
| 1e. RF1-3c: Grant Funds Fully Expended? What % of Award was Expended? | | 2 * | | 2 | | |
| 1f. RF1-3d: Performance Reviews | | 5 * | | 5 | | |
| 1g. RF1-3e: Housing Counseling System (HCS) | | 2 * | | 2 | | |
| 1h. RF1-4a: Performance Evaluation | | 1 * | | 1 | | |
| 1i. RF1-4b: Goals/Results | | 4 * | | 4 | | |

Strength: + -

test

| | | | | | | |
|---|-----|--|---|--|--|----------------|
| 2. Need/Extent of the Problem | 5 * | | 5 | | | BS: 5 CW: 0 |
| 2a. RF2-1: Needs Data | 3 * | | 3 | | | |
| 2b. RF2-2: Departmental Policy Priorities | 2 * | | 2 | | | |

Strength: + -

test

Weakness: + -

| | | | | | | | |
|--|---------------------------------|---|-----|--|--|----|----|
| 1f. RF1-3d: Performance Reviews | <input type="text" value="5"/> | * | 5 | | | | |
| 1g. RF1-3e: Housing Counseling System (HCS) | <input type="text" value="2"/> | * | 2 | | | | |
| 1h. RF1-4a: Performance Evaluation | <input type="text" value="1"/> | * | 1 | | | | |
| 1i. RF1-4b: Goals/Results | <input type="text" value="4"/> | * | 4 | | | | |
| Strength: + - | | | | | | | |
| Weakness: + - | | | | | | | |
| 2. Need/Extent of the Problem | <input type="text" value="5"/> | * | 5 | | | BS | CW |
| | | | | | | 5 | 0 |
| 2a. RF2-1: Needs Data | <input type="text" value="3"/> | * | 3 | | | | |
| 2b. RF2-2: Departmental Policy Priorities | <input type="text" value="2"/> | * | 2 | | | | |
| Strength: + - | | | | | | | |
| Weakness: + - | | | | | | | |
| 3. Soundness of Approach/Scope of Housing Counseling Services | <input type="text" value="40"/> | * | 45 | | | BS | CW |
| | | | | | | 0 | 0 |
| 3a. RF3-1a: Average Number of Hours per Client/per Counseling Type | <input type="text" value="0"/> | * | 2 | | | | |
| 3b. RF3-1b: Types of Counseling | <input type="text" value="4"/> | * | 4 | | | | |
| 3c. RF3-1c: Group vs One-on-One | <input type="text" value="1"/> | * | 1 | | | | |
| 3d. RF3-1d: Marketing and Outreach | <input type="text" value="1"/> | * | 1 | | | | |
| 3e. RF3-2a: Cost Per Client | <input type="text" value="6"/> | * | 6 | | | | |
| 3f. RF3-2b: Capacity | <input type="text" value="1"/> | * | 1 | | | | |
| 3g. RF3-2c: Training Expenditures | <input type="text" value="0"/> | * | 2 | | | | |
| 3h. RF3-2d: Percentage of Grant Funding Passed Through | <input type="text" value="1"/> | * | 1 | | | | |
| 3v. RF3-6a: Percent of Grant Funding to be Passed Through | <input type="text" value="2"/> | * | 3 | | | | |
| 3w. RF3-6b: Capacity | <input type="text" value="1"/> | * | 1 | | | | |
| Strength: + - | | | | | | | |
| Weakness: + - | | | | | | | |
| 4. Leveraging Resources | <input type="text" value="10"/> | * | 10 | | | BS | CW |
| | | | | | | 10 | 0 |
| Strength: + - | | | | | | | |
| Weakness: + - | | | | | | | |
| 5. Achieving Results and Program Evaluation | <input type="text" value="10"/> | * | 10 | | | BS | CW |
| | | | | | | 0 | 0 |
| 5a. RF5-1a: Outputs/Services | <input type="text" value="3"/> | * | 3 | | | | |
| 5b. RF5-1b: Outcomes | <input type="text" value="3"/> | * | 3 | | | | |
| 5c. RF5-1c: Logic Model Projections | <input type="text" value="3"/> | * | 3 | | | | |
| 5d. RF5-1d: Evaluation Tools | <input type="text" value="1"/> | * | 1 | | | | |
| Strength: + - | | | | | | | |
| Weakness: + - | | | | | | | |
| Total | <input type="text" value="92"/> | | 100 | | | BS | CW |
| | | | | | | 41 | 0 |

OK Cancel

Figure 261.A. PM– Scoring: Application(s) Scored for Fiscal Year 2010

8. If you click **OK**, and there are errors associated with your scoring you will be prompted to various messages.
 - a. If the number you input is larger than the Max Points, a error message will pop-up
 - b. If the number you input is not a whole number, a error message will pop-up
 - c. If the number you input is not a positive number, a error message will pop-up

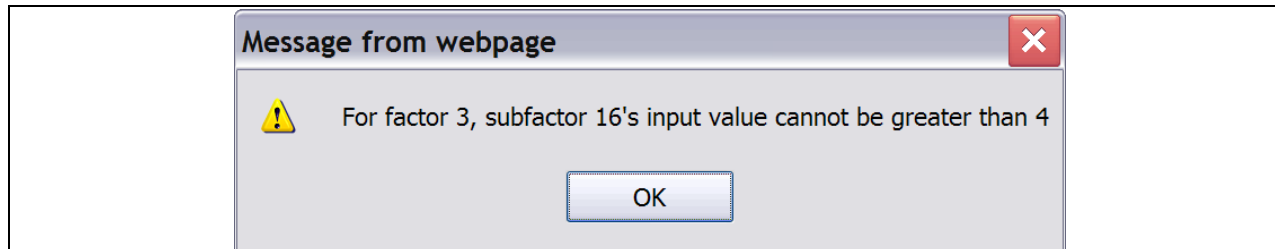


Figure 261.B. PM – Scoring: Message from webpage (Step 8.a)

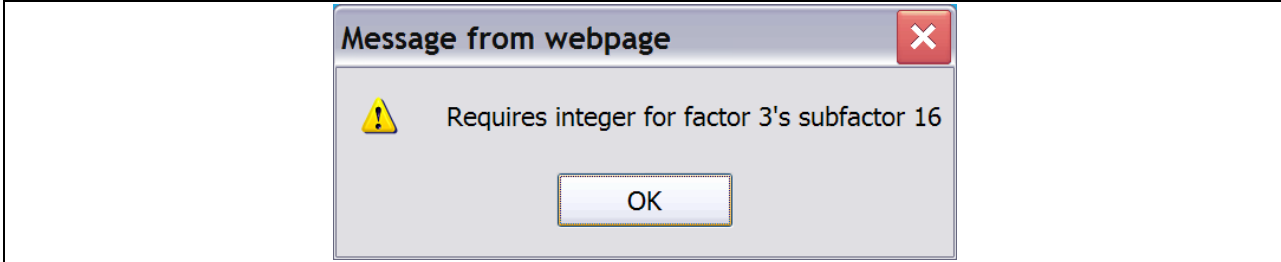


Figure 261.C. PM – Scoring: Message from webpage (Step 8.b)

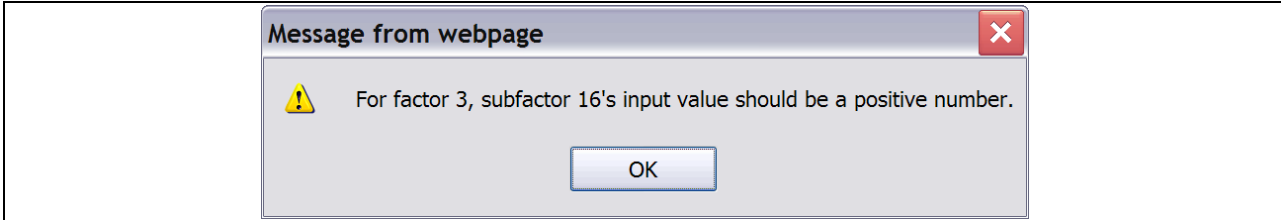
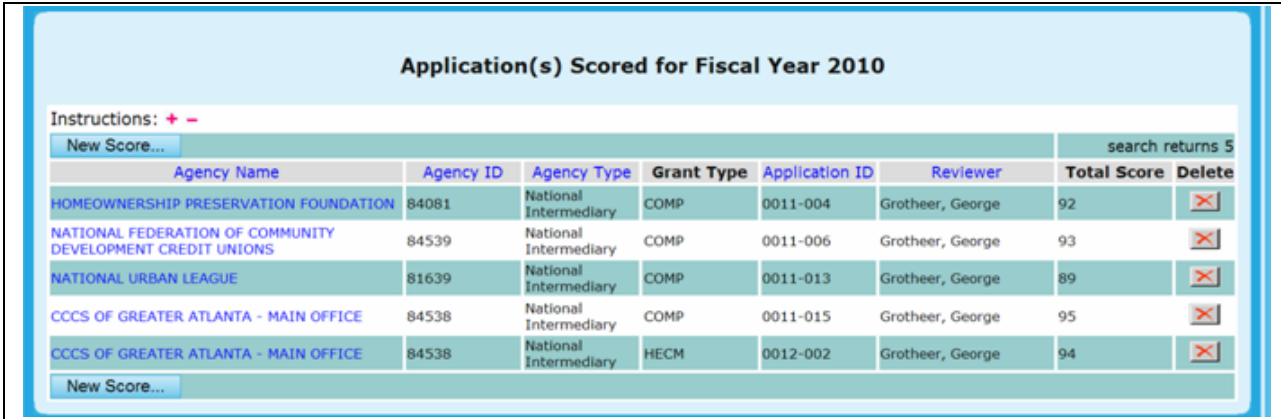


Figure 261.D. PM – Scoring: Message from webpage (Step 8.c)



| Agency Name | Agency ID | Agency Type | Grant Type | Application ID | Reviewer | Total Score | Delete |
|--|-----------|-----------------------|------------|----------------|------------------|-------------|--------|
| HOMEOWNERSHIP PRESERVATION FOUNDATION | 84081 | National Intermediary | COMP | 0011-004 | Grotheer, George | 92 | X |
| NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS | 84539 | National Intermediary | COMP | 0011-006 | Grotheer, George | 93 | X |
| NATIONAL URBAN LEAGUE | 81639 | National Intermediary | COMP | 0011-013 | Grotheer, George | 89 | X |
| CCCS OF GREATER ATLANTA - MAIN OFFICE | 84538 | National Intermediary | COMP | 0011-015 | Grotheer, George | 95 | X |
| CCCS OF GREATER ATLANTA - MAIN OFFICE | 84538 | National Intermediary | HECM | 0012-002 | Grotheer, George | 94 | X |

Figure 262. PM – Scoring: Application(s) Scored for Fiscal Year 2010

- 9. To delete a score, click the **X** button found under the delete column on the *Application(s) Scored for Fiscal Year 2010*.
- 10. A message will be prompted prior to finalizing your action. Click **OK** to delete the score, or **Cancel** to return back to the *Application(s) Scored for Fiscal Year 2010* page.

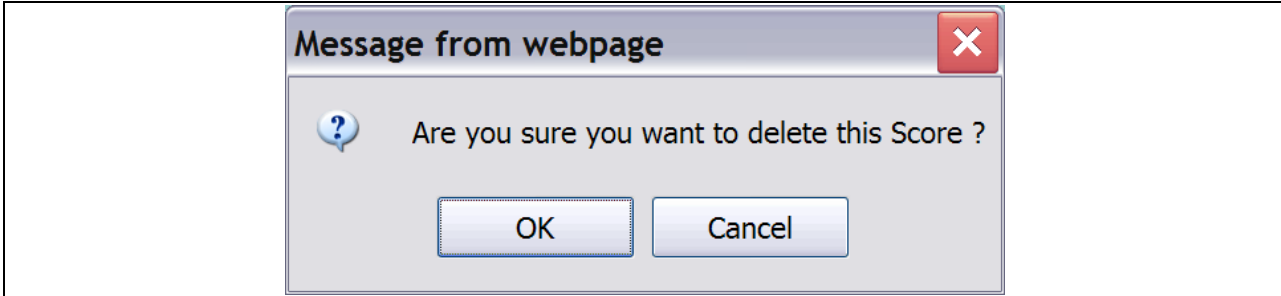


Figure 263. PM – Scoring: Message from webpage Delete a Score

- 11. To add a New Score, click the **New Score** button located above and below the Agency Name column.
- 12. This will prompt you to a list of scorecards that are awaiting your review, similar to Figure 262.

13. The scorecard, and process, will be the same as previously described in Steps 6 and 7.

You have now finished using the HCS **Scoring** feature.

9.3.4 Final Scoring for Primary Reviewer

You can complete the final scoring for primary reviewers by searching for an agency, reviewer name, or application ID.

1. From the top navigation menu, click the **Final Scoring for Primary Reviewers** hyperlink. The Final Scoring for Primary Reviewers Search for FY 20XX screen appears.
2. Search for the final scoring for primary reviewers by completing the desired search criteria field.
 - a. Enter the agency ID you are searching for in the **Agency ID** field.
 - b. Enter the agency’s name in the **Agency Name** field.
 - c. Click the drop-down box next to the **Primary Reviewer** field and select the primary reviewer for this scoring.
 - d. Enter the application’s ID in the **Application ID** field.
3. Click **Search**. The *Final Scoring List for Fiscal Year 20XX* search results screen appears displaying the search results the HCS system finds based on your search criteria.

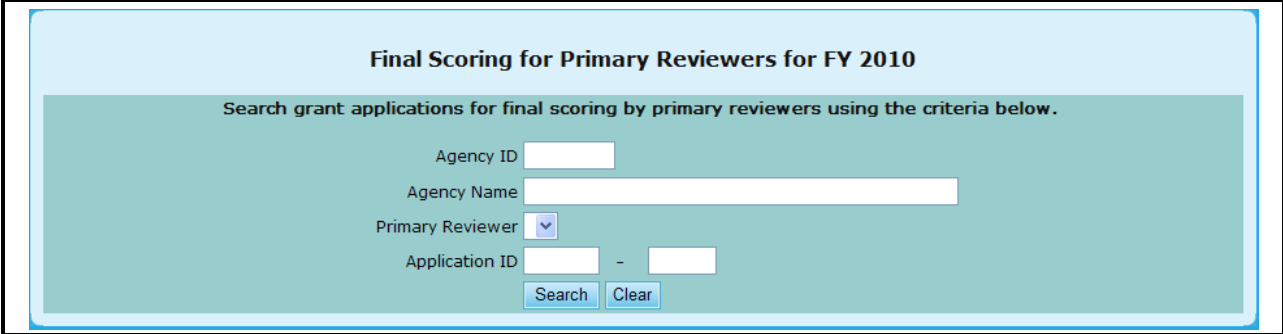


Figure 264. PM – Grants: Final Scoring for Primary Reviewers Search for FY 20XX

4. To view or edit the final scoring for a specific agency, Click the agency’s name in the **Agency’s Name** column. The *Final Scoring for Primary Reviewer* screen appears.

| Final Scoring List for Fiscal Year 2008 | | | | | | | | |
|--|--|----------------------------|------------|-------|-------|------|-------|-------|
| Search Criteria: • Primary Reviewer: Stopera, Glen | | | | | | | | |
| Appl. ID | Agency Name | Reviewer | Factor No. | | | | | Total |
| | | | 1 | 2 | 3 | 4 | 5 | |
| 0392-002 | ALBANY COUNTY RURAL HOUSING ALLIANCE, INC. | Olmstead, John | 29.00 | 10.00 | 28.00 | 9.00 | 10.00 | 86.00 |
| | | Welton, Sheryl | 25.00 | 7.00 | 31.00 | 9.00 | 2.00 | 74.00 |
| | | Stopera, Glen (Prime Rvwr) | 29.00 | 10.00 | 32.00 | 9.00 | 12.00 | 92.00 |
| | | Average Score: | 27.67 | 9.00 | 30.33 | 9.00 | 8.00 | 84.00 |
| Final Score: | | | 29.00 | 10.00 | 33.00 | 9.00 | 9.00 | 90.00 |
| 0398-062 | ALBANY COUNTY RURAL HOUSING ALLIANCE, INC. | Olmstead, John | 29.00 | 10.00 | 28.00 | 9.00 | 10.00 | 86.00 |
| | | Welton, Sheryl | 25.00 | 7.00 | 31.00 | 9.00 | 2.00 | 74.00 |
| | | Stopera, Glen (Prime Rvwr) | 29.00 | 10.00 | 32.00 | 9.00 | 12.00 | 92.00 |
| | | Average Score: | 27.67 | 9.00 | 30.33 | 9.00 | 8.00 | 84.00 |
| Final Score: | | | 29.00 | 10.00 | 33.00 | 9.00 | 9.00 | 90.00 |

Figure 265. PM – Grants: Final Scoring List for Fiscal Year 20XX

5. Once you have been prompted to a specific Scoring Application:
 - a. Review the form; edit the final score by typing in the **Final Score** fields.
 - b. The Primary Reviewer can see end Reviewer’s scores and all the average scores for reference in determining the Final Score.

6. Click **OK** to save your changes or **Cancel** to exit the screen.

| Final Scoring for Primary Reviewer | | | | | | | |
|---|------------|-----------------------------|--------------|-------------------------|---------------|---------------|------------------------------------|
| Instructions: Fill out the form below, review your information for accuracy, and click the OK button. The Average Score is based on scores submitted. | | | | | | | |
| Agency Name: ALBANY COUNTY RURAL HOUSING ALLIANCE, INC. | | | | | | | |
| Application ID: 0392-002 | | Grant Category: LHCA | | Grant Type: HECM | | | |
| Primary Reviewer: Glen Stopera | | | | | | | |
| Rating Factor | Max Points | Max Bonus Points | Glen Stopera | Sheryl Welton | John Olmstead | Average Score | Final Score |
| 1. Capacity of the Applicant and Relevant Organizational Staff | 30.00 | 2.00 | 29.00 | 25.00 | 29.00 | 27.67 | <input type="text" value="29.00"/> |
| 2. Need/Extent of the Problem | 10.00 | 0.00 | 10.00 | 7.00 | 10.00 | 9.00 | <input type="text" value="10.00"/> |
| 3. Soundness of Approach/Scope of Housing Counseling Services | 38.00 | 0.00 | 32.00 | 31.00 | 28.00 | 30.33 | <input type="text" value="33.00"/> |
| 4. Leveraging Resources | 10.00 | 0.00 | 9.00 | 9.00 | 9.00 | 9.00 | <input type="text" value="9.00"/> |
| 5. Achieving Results and Program Evaluation | 12.00 | 0.00 | 12.00 | 2.00 | 10.00 | 8.00 | <input type="text" value="9.00"/> |
| Total | 100.00 | 2.00 | 92.00 | 74.00 | 86.00 | 84.00 | <input type="text" value="90.00"/> |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> | | | | | | | |

Figure 266. PM – Grants: Final Scoring for Primary Reviewer

You have now used the HCS Search for Final Scoring for **Primary Reviewers** feature.

9.3.5 Calculate Recommended Award

As a Program Manager you can calculate any or all of the recommended awards. If the funding allocation method was by grant type and HUD Office, click the hyperlink under ‘Grant Type’ column in the *Recommended Awards Calculation for Fiscal Year 20XX* screen to activate the function to automatically calculate recommended awards for all applications that have a Final Score assigned to that Grant Type under the selected HUD Office. If the funding allocation method was by grant type only, Click the Grant Type hyperlink to activate the function to automatically calculate recommended awards for all applications that have a Final Score assigned to that Grant type. The recommended calculation will run so long as at least one application has their final Score reported. Keep in mind when running the Recommended Awards calculation having fewer applications with final score than the total will give a false recommended award. The Recommended Award calculates all the funds available against applicable applications, so the fewer will have a greater share of the funds. Therefore, the Recommended Application calculations should be executed only when the # Final score equals # applied.

To calculate recommended awards, follow these steps:

1. From the upper navigation menu, click the **Calculate Recommended Awards** hyperlink. The *Recommended Awards for Fiscal Year 20XX*.
2. To view Award Recommendations for a specific Grant Type, click the hyperlink associated with the Grant Type you would like.

| Recommended Awards Calculation for Fiscal Year 2009 | | | | | | | |
|---|------------------------|------------------------|-------------------------|------------|----------------|--------------|--------------|
| Instructions: + - | | | | | | | |
| Grant Type | Allocated | Recommended Award | Requested Funds | # Applied | # Final Scored | # Calculated | % Completed |
| SHFA | | | | | | | |
| | \$149,689.00 | \$149,689.00 | \$149,689.20 | 5 | 5 | 5 | 100.00% |
| COMP | \$2,650,000.00 | \$2,650,000.00 | \$4,987,368.02 | 19 | 19 | 19 | 100.00% |
| MSO | | | | | | | |
| | \$99,653.00 | \$99,653.00 | \$99,653.00 | 2 | 2 | 2 | 100.00% |
| HECM | \$346,300.00 | \$346,300.00 | \$346,300.00 | 1 | 1 | 1 | 100.00% |
| COMP | \$1,570,000.00 | \$0.00 | \$2,865,082.00 | 5 | 5 | 0 | 0.00% |
| INTERMEDIARY | | | | | | | |
| | \$1,790,949.00 | \$2,000,000.00 | \$7,620,116.00 | 17 | 17 | 17 | 100.00% |
| HECM | \$6,500,000.00 | \$8,580,390.00 | \$8,580,390.00 | 5 | 5 | 5 | 100.00% |
| TRNG | \$5,000,000.00 | \$0.00 | \$8,000,000.00 | 3 | 0 | 0 | 0.00% |
| COMP | \$25,727,323.00 | \$48,800,841.28 | \$53,474,994.28 | 25 | 25 | 25 | 100.00% |
| LHCA | | | | | | | |
| | \$904,358.00 | \$0.00 | \$2,696,939.80 | 134 | 134 | 0 | 0.00% |
| HECM | \$1,000,000.00 | \$0.00 | \$1,212,466.00 | 54 | 54 | 0 | 0.00% |
| COMP | \$17,111,728.00 | \$0.00 | \$42,364,228.94 | 520 | 520 | 0 | 0.00% |
| HUD Total: | \$62,850,000.00 | \$62,626,873.28 | \$132,397,227.24 | 790 | 787 | 74 | 9.37% |

Figure 267. PM – Grants: Recommended Awards Calculation for Fiscal Year 20XX – Grant Type

3. Click the **Calculate** hyperlink to generate the Recommended Awards.
 - a. Monitor the **# Calculated** for it to equal the **# Applied** to determine when all applications have been calculated. All applications applied must be calculated to get an accurate **Recommended Award** for each application.
 - b. The **Recommended Award** amount should equal **Allocated amount** when all applications are calculated.
4. To erase changes that you had made to the original recommendation, click the **Cancel** button.
5. Once satisfied with your alterations click **Done & Close** to save the recommended awards to the database. Calculated applications will be reflected under the **# Calculated** column.

- To Export the data into an **Excel** file, click the Export button, and you will be prompted to the File Download pop-up.

Instructions: + -

HCS GENERATED AWARD RECOMMENDATIONS - Ratio Method
FOR:
 GRANT CATEGORY: **MSO**
 GRANT TYPE: **COMP**
 GRANT ALLOCATION: **\$ 1,570,000.00** BALANCE: **\$ 0.00**

VARIABLES VALUE
 MAXIMUM APPLICATION: **31**
 MINIMUM SCORE: **75.00** MAXIMUM SCORE: **100.00**
 MINIMUM AWARD: **\$ 50,000.00** MAXIMUM AWARD: **\$ 675,000.00**
 LIMIT SET TO REQUESTED AMOUNT: **YES**

RECOMMEND AWARD CALCULATIONS

| Agency ID | Application # | Iteration Awarded | Eligible Applications Allowed to Be Awarded | Final Score | 1st Iteration Pt > 75.00 | 1st Iteration Minimum Award Amount | 1st Iteration Compare Requests | 2nd Iteration % of All Eligible Agencies |
|--------------------|---------------|-------------------|---|-------------|--------------------------|------------------------------------|--------------------------------|--|
| 84870 | 0331-003 | 2 | Yes | 93.00 | 18.00 | \$ 50,000.00 | \$ 50,000.00 | 0.272727272727 |
| 84871 | 0331-002 | 3 | Yes | 91.00 | 16.00 | \$ 50,000.00 | \$ 50,000.00 | 0.242424242424 |
| 84855 | 0931-002 | 3 | Yes | 89.00 | 14.00 | \$ 50,000.00 | \$ 50,000.00 | 0.212121212121 |
| 84783 | 0831-001 | 3 | Yes | 84.00 | 9.00 | \$ 50,000.00 | \$ 50,000.00 | 0.136363636364 |
| 84701 | 0931-001 | 3 | Yes | 84.00 | 9.00 | \$ 50,000.00 | \$ 50,000.00 | 0.136363636364 |
| SUB-TOTALS: | | | | | | \$ 250,000.00 | \$ 250,000.00 | 1.000000000000 |
| BALANCES: | | | | | | | \$ 1,320,000.00 | |
| TOTALS: | | | | | 66.00 | | \$ 1,570,000.00 | 66.00 |

RESULTS SUMMARY

| | | | |
|------------------------------------|---|--|-----------------|
| Agencies Calculated for Awards | 5 | TOTAL AWARDED | \$ 1,570,000.00 |
| Agencies with Recommended Awards | 5 | | |
| Agencies Scoring less than Minimum | 0 | | |
| Agencies that Applied for Funding | 5 | AVERAGE AWARD (Based on applications receiving awards) | \$ 314,000.00 |
| Agencies not yet Scored | 0 | | |
| Iterations to complete Calculation | 3 | AVERAGE SCORE | 88.20 |

Calculate Done & Close Cancel Export

Figure 268.A. PM – Grants: HCS Generated Award Recommendations–Proportion Method screen, Part 1

| 2nd Iteration % of All Eligible Agencies | 2nd Iteration % Calculation of All Agencies | 2nd Iteration Compare Requests | 3rd Iteration #1 Group 96.00-100.00 pts | 3rd Iteration #1 Group % Calculation | 3rd Iteration #1 Group Compare Requests |
|--|---|--------------------------------|---|--------------------------------------|---|
| 0.242857142857 | \$ 121,773.03 | \$ 112,000.00 | 0.000000000000 | \$ 112,000.00 | \$ 112,000.00 |
| 0.214285714286 | \$ 113,329.14 | \$ 113,329.14 | 0.000000000000 | \$ 113,329.14 | \$ 113,329.14 |
| 0.200000000000 | \$ 109,107.20 | \$ 100,000.00 | 0.000000000000 | \$ 100,000.00 | \$ 100,000.00 |
| 0.142857142857 | \$ 92,219.43 | \$ 92,219.43 | 0.000000000000 | \$ 92,219.43 | \$ 92,219.43 |
| 0.114285714286 | \$ 83,775.54 | \$ 83,775.54 | 0.000000000000 | \$ 83,775.54 | \$ 83,775.54 |
| 0.085714285714 | \$ 75,331.66 | \$ 75,331.66 | 0.000000000000 | \$ 75,331.66 | \$ 75,331.66 |
| 0.000000000000 | \$ 0.00 | \$ 0.00 | 0.000000000000 | \$ 0.00 | \$ 0.00 |
| 0.000000000000 | \$ 0.00 | \$ 0.00 | 0.000000000000 | \$ 0.00 | \$ 0.00 |
| 1.000000000000 | \$ 595,536.00 | \$ 576,655.77 | 0.000000000000 | \$ 576,655.77 | \$ 576,655.77 |
| | | \$ 18,880.23 | | | \$ 18,880.23 |
| 70.00 | | \$ 595,536.00 | 0.00 | | \$ 595,536.00 |

Figure 268.B. PM – Grants: HCS Generated Award Recommendations–Proportion Method screen, Part 2

| 4th Iteration #2 Group 91.00-95.00 pts | 4th Iteration #2 Group % Calculation | 4th Iteration #2 Group Compare Requests | 5th Iteration #3 Group 86.00-90.00 pts | 5th Iteration #3 Group % Calculation | 5th Iteration #3 Group Compare Requests |
|--|--------------------------------------|---|--|--------------------------------------|---|
| 0.000000000000 | \$ 112,000.00 | \$ 112,000.00 | 0.000000000000 | \$ 112,000.00 | \$ 112,000.00 |
| 0.000000000000 | \$ 113,329.14 | \$ 113,329.14 | 1.000000000000 | \$ 132,209.37 | \$ 132,209.37 |
| 0.000000000000 | \$ 100,000.00 | \$ 100,000.00 | 0.000000000000 | \$ 100,000.00 | \$ 100,000.00 |
| 0.000000000000 | \$ 92,219.43 | \$ 92,219.43 | 0.000000000000 | \$ 92,219.43 | \$ 92,219.43 |
| 0.000000000000 | \$ 83,775.54 | \$ 83,775.54 | 0.000000000000 | \$ 83,775.54 | \$ 83,775.54 |
| 0.000000000000 | \$ 75,331.66 | \$ 75,331.66 | 0.000000000000 | \$ 75,331.66 | \$ 75,331.66 |
| 0.000000000000 | \$ 0.00 | \$ 0.00 | 0.000000000000 | \$ 0.00 | \$ 0.00 |
| 0.000000000000 | \$ 0.00 | \$ 0.00 | 0.000000000000 | \$ 0.00 | \$ 0.00 |
| 0.000000000000 | \$ 576,655.77 | \$ 576,655.77 | 1.000000000000 | \$ 595,536.00 | \$ 595,536.00 |
| | | \$ 18,880.23 | | | \$ 0.00 |
| 0.00 | | \$ 595,536.00 | 15.00 | | \$ 595,536.00 |

Figure 268.C. PM – Grants: HCS Generated Award Recommendations–Proportion Method, Part 3

| Requested Amount | Recommend FINAL AWARDS | Award Difference |
|------------------|------------------------|------------------|
| \$ 300,000.00 | \$ 300,000.00 | \$ 0.00 |
| \$ 675,000.00 | \$ 406,666.67 | -\$ 268,333.33 |
| \$ 540,097.00 | \$ 362,083.33 | -\$ 178,013.67 |
| \$ 675,000.00 | \$ 250,625.00 | -\$ 424,375.00 |
| \$ 674,985.00 | \$ 250,625.00 | -\$ 424,360.00 |
| | \$ 1,570,000.00 | |
| | \$ 0.00 | |
| | | |
| | | |

Figure 268.D. PM – Grants: HCS Generated Award Recommendations–Proportion Method, Part 4

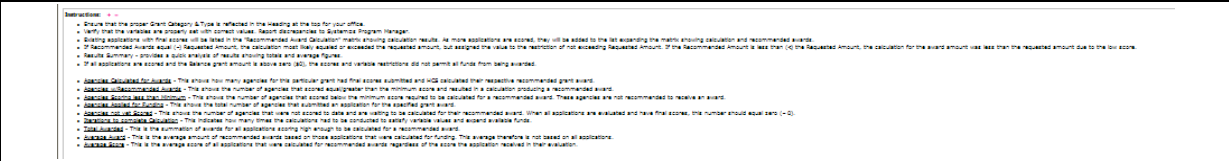


Figure 268.E. PM – Grants: Calculate Recommended Awards – Instructions screen – Part 5.

The Recommended Award Calculation page is a very detailed display of how the calculations are executed. This page gives the user a detail summary of the various variables that affect the calculation to ensure it is setup correctly. The lengthy columns show each iteration needed to calculate in order to properly assign award amounts to exhaust all the available funds. The blue highlights targeted applications that applied to the iteration. Only these are involved with the segment's calculation. The yellow highlights closes out an application after it completes its calculation and an award amount is given.

Note: When you are reviewing the form:

- A. Ensure that the proper Grant Category & Type is reflected in the Heading at the top for your office.
- B. Verify that the variables are properly set with correct values. Report discrepancies to System's Program Manager.
- C. Existing applications with final scores will be listed in the "Recommended Award Calculation" matrix showing calculation results. As more applications are scored, they will be added to the list expanding the matrix showing calculation and recommended awards.
- D. If Recommended Awards equal (=) Requested Amount, the calculation most likely equaled or exceeded the requested amount, but assigned the value to the restriction of not exceeding Requested Amount. If the Recommended Amount is less than (<) the Requested Amount, the calculation for the award amount was less than the requested amount due to the low score.
- E. Results Summary – provides a quick analysis of results showing totals and average figures.
- F. If all applications are scored and the Balance grant amount is above zero (\$0), the scores and variable restrictions did not permit all funds from being awarded.

Note: Field Definition KEY:

- Agencies Calculated for Awards – This shows how many agencies for this particular grant had final scores submitted and HCS calculated their respective recommended grant award.
- Agencies w/Recommended Awards – This shows the number of agencies that scored equal/greater than the minimum score and resulted in a calculation producing a recommended award.
- Agencies Scoring less than Minimum – This shows the number of agencies that scored below the minimum score required to be calculated for a recommended award. These agencies are not recommended to receive an award.
- Agencies Applied for Funding – This shows the total number of agencies that submitted an application for the specified grant award.
- Agencies not yet Scored – This shows the number of agencies that were not scored to date and are waiting to be calculated for their recommended award. When all applications are evaluated and have final scores, this number should equal zero (= 0).
- Iterations to complete Calculation – This indicates how many times the calculations had to be conducted to satisfy variable values and expend available funds.
- Total Awarded – This is the summation of awards for all applications scoring high enough to be calculated for a recommended award.

- Average Award – This is the average amount of recommended awards based on those applications that were calculated for funding. This average therefore is not based on all applications.
- Average Score – This is the average score of all applications that were calculated for recommended awards regardless of the score the application received in their evaluation.

9.3.6 Input Award/Sub Allocations

As a Program Manager you can input awards and sub-allocate funding to sub-agencies. Follow these steps to input/review the awards and sub-allocations:

1. From the top navigation menu, click the **Input Awards/Sub Allocations** hyperlink. The *Input Awards for FY 20XX – Grant Type Funding Allocation* screen appears when funding allocation method is by Grant Type only. The Input Awards for FY 20XX – Grant Type and HUD Office Funding Allocation screen appears when funding allocation method is by Grant Type and HUD Office, displaying the available HUD Offices, and the allocated funds, amount awarded, and the grant type for each office.
2. Click a **Grant Application** hyperlink for the applications you’d like to input/review awards. The *Select a Grant Application to Award for FY 20XX* screen appears.

| All Offices Office View | | | |
|---|--------------|-----------------|-----------------|
| Input Awards for FY 2009 | | | |
| Instructions: List of grant applications for awards input will be displayed by clicking on corresponding Grant Applicant Category . | | | |
| Grant Type | | Allocated | Awarded |
| COMP | INTERMEDIARY | \$25,727,323.00 | \$25,727,323.00 |
| | LHCA | \$17,111,728.00 | \$17,111,728.00 |
| | MSO | \$1,570,000.00 | \$1,570,000.00 |
| | SHFA | \$2,650,000.00 | \$2,650,000.00 |
| HECM | INTERMEDIARY | \$6,500,000.00 | \$6,500,000.00 |
| | LHCA | \$1,000,000.00 | \$1,000,000.00 |
| | MSO | \$346,300.00 | \$346,300.00 |
| TRNG | INTERMEDIARY | \$5,000,000.00 | \$5,000,000.00 |
| Grand Total: | | \$59,905,351.00 | \$59,905,351.00 |

Figure 269. PM – Grants: Input Awards for FY 20XX – Grant Type Funding Allocation

3. To sort this list: Click the **Agency Name** button to list the agencies in Agency Name order. Click the **Application ID** button to list the agencies in Application ID order. Click the **Tax ID Number (TIN)** button to list the agencies in TIN number and Agency Name order.

| Select a Grant Application to Award for FY 2009 | | | | | | | | |
|---|-----------|--------------------------|------------|------------------------|---------------|----------------|---------------|--------------|
| Instructions: + - | | | | | | | | |
| Agency Name | Agency ID | Agency Type | Grant Type | HUD office | City/State | Application ID | Sub-Allocated | Awarded |
| SPRINGBOARD NON PROFIT CONSUMER CREDIT MANAGEMENT INC - MAIN OFFICE | 84701 | Multi-State Organization | HECM | Santa Ana (MSO - HECM) | Riverside, CA | 0932-001 | Y | \$346,300.00 |
| Total Awarded: | | | | | | | | \$346,300.00 |
| Total Allocated: | | | | | | | | \$346,300.00 |
| Award Difference: | | | | | | | | \$0.00 |

Figure 270. PM – Grants: Select a Grant Application to Award for FY 20XX

- To select a grant application from a specific agency, click the hyperlink for the agency’s name in the **Agency Name** column. The *Input Awards for FY 20XX* screen appears.
- Complete the form; enter the amount awarded. The amount awarded should not exceed the agency’s requested amount and the Amount Remaining, which is shown in green on the page.
- To sub-allocate funds to any associated sub-agencies, click **Sub-Agency Allocation** button. The *Sub-Agency Grant Allocations* screen appears. The Sub-Allocation button is active only when the grantee is Awarded. The Sub-Allocation button is presented only to those Awarded agencies that have sub-agencies.

| Input Awards for FY 2009 | | | |
|---|---|--|------------------------|
| <p>Instructions: Fill out the form below, review your information for accuracy, and click the OK button to save results. Click the 'Sub-Agency Allocation' button to access screen to distribute funds to sub-agencies. * indicates required information.</p> | | | |
| Agency Name: | SPRINGBOARD NON PROFIT CONSUMER CREDIT MANAGEMENT INC - MAIN OFFICE (0932-001) | | |
| Address: | 4351 Latham Street Riverside, CA 92501 | | |
| Requested: | \$346,300.00 | Grant Category: | MSO |
| Recommended: | \$346,300.00 | Grant Type: | HECM |
| Awarded: | \$ 346,300.00 * | Enter the Amount Awarded in whole dollars (format: 99999999.99). The Amount Awarded should not exceed the Agency's Requested Amount. If the recommended Award Amount is greater than Amount Remaining (below) contact the system administrator for guidance. | |
| | | HUD Office Responsible for Awarding Grant: | Santa Ana (MSO - HECM) |
| | | Amount Allocated: | \$346,300.00 |
| | | The Amount Awarded to Date excluding this Agency: | \$0.00 |
| | | The Amount cannot exceed the Amount Remaining: | \$346,300.00 |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Agency/Sub-Agency Allocation"/> | | | |

Figure 271.A. PM – Grants: Input Awards for FY 20XX (by Agency)

Note: Provided below is the screen you will be directed to as it relates to Step 6.

Sub-Agency Grant Allocation

Instructions: + -

Parent Agency Name: **SPRINGBOARD NON PROFIT CONSUMER CREDIT MANAGEMENT INC - MAIN OFFICE**
 HUD Office: **Santa Ana (HOC)**
 Application ID: **0932-001** Grant Awarded: \$
 Parent Agency ID: **84701** Administrative Allocation: -\$
 Parent Agency Type: **Multi-State Organization** Indirect Cost: -\$
 Grant Type: **REVERSE MORTGAGE COUNSELING** Available Funds: \$

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

Submit Print Export Cancel Close this window

| Sub-Agency | Agency ID | Agency Type | # of Counselors | # of Projected Clients | Sub-Allocation |
|--------------------------------------|-----------|-------------|--------------------------------|--------------------------------|----------------------------------|
| SPRINGBOARD - BAKERSFIELD | 83846 | Branch-MSO | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ <input type="text" value=""/> |
| SPRINGBOARD - BALBOA | 84687 | Branch-MSO | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ 4,000.00 |
| SPRINGBOARD - FRESNO | 83843 | Branch-MSO | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ <input type="text" value=""/> |
| SPRINGBOARD - HENDERSON | 84691 | Branch-MSO | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ 4,000.00 |
| SPRINGBOARD - LAS VEGAS | 84689 | Branch-MSO | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ <input type="text" value=""/> |
| SPRINGBOARD - MESA | 84690 | Branch-MSO | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ 8,000.00 |
| SPRINGBOARD - MISSION VIEJO | 84686 | Branch-MSO | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ 4,000.00 |
| SPRINGBOARD - RIVERSIDE MAIN BRANCH | 80555 | Branch-MSO | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ 294,300.00 |
| SPRINGBOARD - ROSEMEAD | 82829 | Branch-MSO | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ 4,000.00 |
| SPRINGBOARD - SHINE CENTER RIVERSIDE | 84685 | Branch-MSO | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ <input type="text" value=""/> |
| SPRINGBOARD- HEMET | 81005 | Branch-MSO | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ 4,000.00 |
| SPRINGBOARD- LONG BEACH | 82017 | Branch-MSO | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ 4,000.00 |
| SPRINGBOARD- PALM SPRINGS | 80653 | Branch-MSO | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ 8,000.00 |
| SPRINGBOARD- SAN BERNARDINO | 80657 | Branch-MSO | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ 4,000.00 |
| SPRINGBOARD- TEMECULA | 80655 | Branch-MSO | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ 4,000.00 |
| SPRINGBOARD-CHULA VISTA | 82015 | Branch-MSO | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ 4,000.00 |
| SPRINGBOARD-EL CAJON | 82021 | Branch-MSO | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ <input type="text" value=""/> |
| SUB-ALLOCATION TOTALS: | 17 | | <input type="text" value="0"/> | <input type="text" value="0"/> | \$346,300.00 |
| BALANCE: | | | | | \$0.00 |

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

Submit Print Export Cancel Close this window

Figure 271.B. PM – Grants: Sub-Agency Grant Allocation

Note: This page serves several functions. Primarily, it serves as a tool to sub-allocate the grant funds to the appropriate sub-agencies within the organization. Agencies that are sub-allocated will become approved and active in HUD's program for the funding fiscal year. Agencies not sub-allocated will be disapproved for the funding year. This page also allows input to the number of counselors each agency employs and the number of clients the agency plans to service under HUD's program. The counselor

numbers can be adjusted throughout the year and can be accessed from the agency's profile page. The client number cannot be adjusted after the input suspense date is reached.

Grant allocation can be initially distributed several ways using automated tools provided. Allocate evenly distributes funds evenly among all agencies. Allocation by counselors and by clients distributes funds proportionally by these values among the agencies. Sub-allocation for agencies can always be edited for specific values. There are also places to allocated funds for Administrative and Indirect costs.

7. Key in data into Administrative Allocation and Indirect Cost fields, the Available Funds for sub-allocation will be automatically recalculated by the system and be displayed. Key in data to **# of Counselors** and **# of Projected Clients** fields.
 - a. If you already have the sub-allocation amounts for the agencies in the list, you may key in the numbers directly. Or, you may use one of the three Allocate buttons to calculate the funding automatically by the system. To allocate the funds evenly, click **Allocate Evenly** button. To allocate by number of counselors, click **Allocate By # of Counselors** button. To allocate by number of clients, click **Allocate By # of Clients** button.
 - b. If one of the automated tools were applied, the actual Sub-Allocation amount can be edited manually to ensure the parent organization allocates their grant awarded funds according to their plan. The automated calculations are available only as a suggested tool and the parent agency is not obligated to use it.
8. Review the form for accuracy and make necessary data adjustments. Make any adjustments to ensure the balance is \$0 (zero). To save the input data and/or allocations, click the **Submit** button. If the amount in Balance line shows \$0, the screen will refresh with the messages indicating the data has been saved (see Figure 271.C.).

| Messages | |
|---|--------------------------------------|
| Sub-Agency number of counselors and number of projected clients have been saved. Your sub-allocations have been saved. | |
| Parent Agency Name: MISSION OF PEACE | Grant Awarded: \$877,920 |
| HUD Office: Headquarters SF-HUD | Administrative Allocation: -\$ 2,000 |
| Application ID: 0000-004 | Indirect Cost: -\$ 1,100 |
| Parent Agency ID: 81276 | Available Funds: \$874,820 |
| Parent Agency Type: National Inter | |
| Grant Type: Comprehensive | |
| <input type="button" value="Allocate Evenly"/> <input type="button" value="Allocate By # of Counselors"/> <input type="button" value="Allocate By # of Clients"/> | |

Figure 271.C. PM – Grants: Sub-Agency Grant Allocation – Data Saved Messages

9. If the Balance is not \$0, a warning message as shown in Figure 271.D. will be displayed.
 - a. If the **Cancel** button is clicked, it will allow user to distribute the balance and adjust the allocation amount(s). When the balance is \$0, click the **Submit** button again. The screen will refresh with the messages indicating the data has been saved (see Figure 271.C.).
 - b. If the **OK** button is clicked, the screen will refresh with the instructional messages as shown in Figure 271.E.

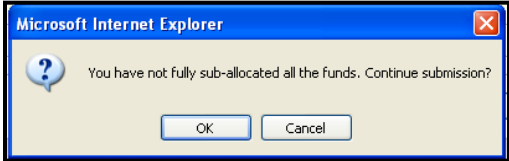


Figure 271.D. PM – Grants: Sub-Agency Grant Allocation – Funds not Fully Sub-Allocated Warning Message

| |
|--|
| <p>Messages</p> <p>Sub-Agency number of counselors and number of projected clients have been saved.</p> <p>You have not fully sub-allocated all the funds. Please adjust your sub-allocations and/or Administrative/Indirect Cost.</p> <p>Exiting from this screen with a balance not equal to zero causes all changes to be discarded.</p> |
|--|

Figure 271.E. PM – Grants: Sub-Agency Grant Allocation – Funds not Fully Sub-Allocated Instructional Messages

10. To print data shown on the page, click **Print** button and follow the instructions in the *Print* dialog box. To export data to Microsoft Excel spreadsheet, click **Export** button and follow the instructions in the *File Download* dialog box. Click **Cancel** button will take you to the *Input Awards for FY 20XX* screen.

Please note that –

- a. Agency type changes between Affiliate and Sub-Grantee when Sub-Allocation value is inputted. If a sub-agency is of type Affiliate, after it is sub-allocated with funding amount, its type will be changed to Sub-Grantee automatically by the system. On the other hand, if a sub-allocation amount is removed from a Sub-Grantee, its type will be changed to Affiliate automatically by the system.

| | | | | | |
|--|-------|-------------|--------------------------------|--------------------------------|--------------|
| URBAN LEAGUE OF GREATER HARTFORD, INC. | 80742 | Sub Grantee | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ 49,000.00 |
| ALLEN NEIGHBORHOOD CENTER | 84157 | Affiliate | <input type="text" value="0"/> | <input type="text" value="0"/> | \$ |

Figure 272. PM – Grants: Sub-Agency Grant Allocation – Agency Type Changed from Sub Grantee to Affiliate

- b. **Sub-Allocation** amounts are saved to the database with the same fiscal year the Parent Agency was awarded with grant.
- c. Click the **Parent Agency ID** hyperlink, parent agency profile of the awarded year will be displayed.
- d. Data in Agency Type, **# of Counselors**, and **# of Projected Clients** columns are saved to one year after the sub-agencies are sub-allocated for.
- e. Click the sub-agency’s Agency ID hyperlink, sub-agency profile of one year after the sub-agency is sub-allocated with funding for will be displayed.

Check to ensure all sub-agencies are listed below. If an agency is not listed, go to Parent Agency Profile for the year the grant will be funded and spent, not the awarded year, and add sub-agency to its list. Likewise remove any agencies that are not assigned to your organization. If Sub-Agency has incorrect information, the Agency ID is a hyperlink to go directly to agency's profile.

9.4 User

This feature manages all HSC users.

1. From the top navigation menu, click the **User** hyperlink. The *Manager List* page appears.
2. To add a user, click **Add New User** button. The *Add a New User* screen appears.

| Manager List | | | | | |
|---------------------|------------|-----------------|---------|-----------------|---------------------|
| Program Manager | | | | | |
| Access Office | First Name | Last Name | User ID | Level | HUD Location |
| All Offices | Brian | Siebenlist | H13287 | Program Manager | Headquarters SF-HUD |
| All Offices | George | Grotheer | H18798 | Program Manager | Headquarters SF-HUD |
| All Offices | Ruth | Roman | H14975 | Program Manager | Headquarters SF-HUD |
| All Offices | Wendy | Smith | C31745 | Program Manager | Headquarters SF-HUD |
| All Offices | Andrey | Ignatov | C31744 | Program Manager | Headquarters SF-HUD |
| All Offices | Zachary | Jones | C53672 | Program Manager | Headquarters SF-HUD |
| All Offices | Guan-Hwa | Chen | C32395 | Program Manager | Headquarters SF-HUD |
| All Offices | Jonny | Tester | CT1000 | Program Manager | Headquarters SF-HUD |
| HUD Office Managers | | | | | |
| Access Office | First Name | Last Name | User ID | Level | HUD Location |
| Philadelphia (HOC) | Michael | Dziok | H02610 | Office Manager | Philadelphia (HOC) |
| Philadelphia (HOC) | Robert | Wright | H06059 | Office Manager | Philadelphia (HOC) |
| Philadelphia (HOC) | Jennifer | Sica | H17762 | Office Manager | Philadelphia (HOC) |
| Philadelphia (HOC) | Donald | Gillett | H00468 | Office Manager | Philadelphia (HOC) |
| Philadelphia (HOC) | Michael | McGowan | H23640 | Office Manager | Philadelphia (HOC) |
| Philadelphia (HOC) | Brenda | Bellisario | H08700 | Office Manager | Philadelphia (HOC) |
| Philadelphia (HOC) | Robert | Falkenstein | H06844 | Office Manager | Philadelphia (HOC) |
| Philadelphia (HOC) | John | Niebieszczanski | H06145 | Office Manager | Philadelphia (HOC) |
| Atlanta (HOC) | Ada | Caro | H06076 | Office Manager | Atlanta (HOC) |
| Atlanta (HOC) | Faye | Reid | H01126 | Office Manager | Atlanta (HOC) |
| Atlanta (HOC) | Javon | Blye | H45026 | Office Manager | Atlanta (HOC) |
| All Offices | Tanya | Gunn | H22309 | Office Manager | Headquarters SF-HUD |
| All Offices | Terri | Ames | H22310 | Office Manager | Headquarters SF-HUD |
| All Offices | David | Huynh | H04079 | Office Manager | Headquarters SF-HUD |
| All Offices | Michael | Reyes | H06155 | Office Manager | Headquarters SF-HUD |
| All Offices | Ronald | Bedoya | H08070 | Office Manager | Headquarters SF-HUD |
| All Offices | Miriam | Torres | H13932 | Office Manager | Headquarters SF-HUD |
| All Offices | Mara | D'Angelo | H22042 | Office Manager | Headquarters SF-HUD |
| All Offices | John | Beneventi | C12121 | Office Manager | Headquarters SF-HUD |
| All Offices | Thomas | Bankins | H02653 | Office Manager | Headquarters SF-HUD |
| All Offices | Gerard | Donahoe | H08646 | Office Manager | Headquarters SF-HUD |
| All Offices | Betsy | Cromwell | H16037 | Office Manager | Headquarters SF-HUD |
| All Offices | Melita | Staples | H18553 | Office Manager | Headquarters SF-HUD |
| All Offices | Margaret | Smith | H45329 | Office Manager | Headquarters SF-HUD |
| All Offices | Todd | Richardson | H13657 | Office Manager | Headquarters SF-HUD |

Figure 273. PM – User: Manager List

3. Complete all of the required fields that are marked with *. Fields that are not marked with * are not mandatory.
 - a. Enter a user ID to the **User ID** field.
 - b. Enter a first, middle initial and last name, to the **First Name**, **Mid Init**, and **Last Name** fields.
 - c. Accept the default password that is displayed in the **Password** field or enter a password that is different from the default password.

Add a New User

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

User ID: * User ID must be unique and contain 6 characters. For Example: HWS123

First Name: *

Mid Init:

Last Name: *

Password: *

Password must

- Contain 6 to 8 characters.
- Contain at least one upper case letter.
- Contain at least one lower case letter.
- Contain at least one number.
- Not begin with a zero.

HUD Office: *

Email Address:

Access Level: *

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

Figure 274.A. PM – User: Add a New User

- d. Select a HUD office from following **HUD Office** dropdown list for the office that the new user is assigned to. Enter the email address to the **Email Address** field.
- e. Select an access level from following **Access Level** dropdown list. Users cannot assign an access level that is above their own, i.e., Office Manager cannot assign Program Manager access level to other users. Access Levels are limited at this time. The access levels reflect the current user rights and the functional rights assigned are listed below:
 - REVIEWER – a temporary user that normally does not need to access and work in HCS. Assigned to evaluate grant applications. Reviewer will only have access to their assigned grant score card associated to their application. The Reviewer access rights terminate at the end of the fiscal year.
 - GTR/USER: a HUD user assigned to manage and assist assigned agencies. User has read/write access only agencies assigned.
 - OFFICE MANAGER – a HUD user with managerial responsibilities to oversee all Housing Counseling agencies within their HOC. They have read/write access to all agencies assigned within their HOC area.
 - PROGRAM MANAGER – a HUD user with project/program management responsibilities for the entire HUD Housing Counseling program. They have complete read/write access to all data and files. They have special management functions in HCS to setup and manage HCS.

HUD Office: ▼

Email Address:

Access Level:

- Please select an office
- Atlanta (HOC)
- Denver (HOC)
- Headquarters SF-HUD
- Philadelphia (HOC)
- Santa Ana (HOC)

Figure 274.B. PM – User: HUD Office Dropdown List

- f. Select from the following **Access Data** dropdown list the data of that particular office or all offices user has access to. Access data defines the list of files the user can write to. If you have a manager that needs to access files across HOC boundaries, assigned All Offices. Care should be taken to limit access rights to appropriate users to prevent too many users from over writing agency files that can cause confusion.

| | |
|--------------|--|
| Access Level | Please select an access level ▾ |
| Access Data | <div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #e0e0e0; padding: 2px;">Please select an access level</div> <div style="padding: 2px;">Reviewer</div> <div style="padding: 2px;">GTR/User</div> <div style="padding: 2px;">Office Manager</div> <div style="padding: 2px;">Program Manager</div> </div> |

Figure 274.C. PM – User: Access Level Dropdown List

| | |
|-------------|---|
| Access Data | <div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #e0e0e0; padding: 2px;">Please select an office ▾</div> <div style="background-color: #e0e0e0; padding: 2px;">Please select an office</div> <div style="padding: 2px;">All Offices</div> <div style="padding: 2px;">Atlanta (HOC)</div> <div style="padding: 2px;">Denver (HOC)</div> <div style="padding: 2px;">Headquarters SF-HUD</div> <div style="padding: 2px;">Philadelphia (HOC)</div> <div style="padding: 2px;">Santa Ana (HOC)</div> </div> |
|-------------|---|

Figure 274.D. PM – User: Access Data Dropdown List

4. When you are finished, click **OK** to save or **Cancel** to cancel; the *Manager List* screen appears.
5. To view an existing user, click the **User ID** hyperlink in the **User ID** column. The *User Profile* screen appears.
6. Edit the fields or view them. When you are finished, click **OK** to save any changes or **Cancel** to close this screen without saving any changes. You are returned to the *Manager List* screen.

User Profile

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

| | | |
|--|---|--|
| User ID: | H13287 Authorized for 2010 | |
| First Name: | <input type="text" value="John"/> | * |
| Mid Init: | <input type="text" value="N"/> | |
| Last Name: | <input type="text" value="Smith"/> | * |
| New Password: | <input type="password"/> | * |
| Password must <ul style="list-style-type: none"> • Contain 6 to 8 characters. • Contain at least one upper case letter. • Contain at least one lower case letter. | | <ul style="list-style-type: none"> • Contain at least one number. • Not begin with a zero. |
| <input type="button" value="Reset Password"/> | | |
| HUD Office: | <input type="text" value="Headquarters SF-HUD"/> | * |
| Email Address: | <input type="text" value="bill_n_smith@hud.gov"/> | |
| Access Level: | <input type="text" value="Program Manager"/> | * |
| Access Data: | <input type="text" value="All Offices"/> | * Specifies whether the user is able to access data from all offices or from a particular office. |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> | | |

Figure 275. PM – User: User Profile

7. To view a list of all users for all offices, Click the **HUD Office** dropdown field found in the **Search** function, and select **All**. The *User List – All Offices* screen appears.
8. To sort the list by First Name, click the **First Name** hyperlink. To sort the list by Last Name, click the **Last Name** hyperlink. To sort the list by User ID, click the **User ID** hyperlink. To sort the list by HUD Office, click the **HUD Office** hyperlink. To sort the list by Agency Name and then by Access Level, click the **Access Level/Agency** hyperlink.

Users List - All Offices

Instructions: Click the **New User...** button to add a new user. Click on **User ID** to change, or click **Delete** to remove a user.

Search by Last Name/Agency:

Search by User ID:

HUD Office: ALL

| First Name | Last Name | User ID | HUD Office | Access Level/Agency | Authorize | Delete |
|------------|-----------|---------|---------------------|-------------------------------------|-----------|---|
| John | Beneventi | C12121 | Headquarters SF-HUD | Office Manager | 2010 | <input type="button" value="X"/> |
| Andrey | Ignatov | C31744 | Headquarters SF-HUD | Program Manager | 2010 | <input type="button" value="X"/> |
| Wendy | Smith | C31745 | Headquarters SF-HUD | Program Manager | 2010 | <input type="button" value="X"/> |
| Guan-Hwa | Chen | C32395 | Headquarters SF-HUD | Program Manager | 2010 | <input type="button" value="X"/> |
| Zachary | Jones | C53672 | Headquarters SF-HUD | Program Manager | 2010 | <input type="button" value="X"/> |
| Jonny | Tester | CT1000 | Headquarters SF-HUD | Program Manager | 2010 | <input type="button" value="X"/> |
| Andy | Klee | H00000 | Atlanta (HOC) | GTR/User | 2010 | <input type="button" value="X"/> |
| Rhonda | Rivera | H00354 | Santa Ana (HOC) | Office Manager | 2010 | <input type="button" value="X"/> |
| Steven | Rackis | MX4670 | Denver (HOC) | IOWA CITY HOUSING AUTHORITY | 2010 | <input type="button" value="X"/> |
| Doug | LaBounty | MX4671 | Denver (HOC) | COMMUNITY HOUSING INITIATIVES, INC. | 2010 | <input type="button" value="X"/> |
| Robert | Vernon | MX4672 | Denver (HOC) | FORT DODGE HOUSING AGENCY | 2010 | <input type="button" value="X"/> |
| Theresa | Ross | MX4673 | Atlanta (HOC) | MYRTLE BEACH HOUSING AUTHORITY | 2010 | <input type="button" value="X"/> |
| Marvin | Martian | MX4674 | Atlanta (HOC) | NEIGHBORHOOD HOUSING SERVICES, INC. | 2009 | <input type="button" value="Re-Auth"/> <input type="button" value="X"/> |
| Eric | Chen | MX4675 | Philadelphia (HOC) | DYTECH | 2009 | <input type="button" value="Re-Auth"/> <input type="button" value="X"/> |

Search by Last Name/Agency:

Search by User ID:

HUD Office: ALL

Total "H" Users: 201

Total "C" Users: 6

Total "M" Users: 3437

Total Users for Current Display: 3644

Total Setup Users: 110

Total Reviewers: 0

Total Managers: 97

Figure 276.A. PM – User: Users List – All Offices

- To search a user by Last Name or search for an agency by agency name, key in the information and click the **Search** button. The result is displayed.

Users List - All Offices

Instructions: Click the **New User...** button to add a new user. Click on **User ID** to change, or click **Delete** to remove a user.

New User...

Show Unconfirmed Users

Show Confirmed Users

Show Inactive Users

Show HUD Personnel Only

Show Agencies Only

Search by Last Name/Agency:

Search by User ID:

HUD Office: ALL ▼

| First Name | Last Name | User ID | HUD Office | Access Level/Agency | Authorize | Delete |
|------------|-----------|---------|---------------------|---------------------|---|----------------------------------|
| Guan-Hwa | Chen | C32395 | Headquarters SF-HUD | Program Manager | 2010 | <input type="button" value="X"/> |
| Nobby | Cheng | MX2197 | Santa Ana (HOC) | ASIAN INCORPORATED | 2010 | <input type="button" value="X"/> |
| Eric | Chen | MX4675 | Philadelphia (HOC) | DYTECH | 2009 Re-Auth | <input type="button" value="X"/> |

New User...

Show Unconfirmed Users

Show Confirmed Users

Show Inactive Users

Show HUD Personnel Only

Show Agencies Only

Search by Last Name/Agency:

Search by User ID:

HUD Office: ALL ▼

Total "H" Users: 0

Total "C" Users: 1

Total "M" Users: 2

Total Users for Current Display: 3

Total Setup Users: 0

Total Reviewers: 0

Total Managers: 1

Figure 276.B. PM – User: Search by Last Name Result

10. To search for a user by User ID, key in the ID into **Search by User ID** and click the Search field.

Users List - All Offices

Instructions: Click the **New User...** button to add a new user. Click on **User ID** to change, or click **Delete** to remove a user.

New User...

Show Unconfirmed Users

Show Confirmed Users

Show Inactive Users

Show HUD Personnel Only

Show Agencies Only

Search by Last Name/Agency:

Search by User ID:

HUD Office: ALL ▼

| First Name | Last Name | User ID | HUD Office | Access Level/Agency | Authorize | Delete |
|------------|-----------|---------|---------------------|---------------------|-----------|----------------------------------|
| Andrey | Ignatov | C31744 | Headquarters SF-HUD | Program Manager | 2010 | <input type="button" value="X"/> |

New User...

Show Unconfirmed Users

Show Confirmed Users

Show Inactive Users

Show HUD Personnel Only

Show Agencies Only

Search by Last Name/Agency:

Search by User ID:

HUD Office: ALL ▼

Total "H" Users: 0

Total "C" Users: 1

Total "M" Users: 0

Total Users for Current Display: 1

Total Setup Users: 0

Total Reviewers: 0

Total Managers: 1

Figure 276.C. PM – User: Search by User ID Result

11. To list all users in a particular HUD Office, select the office from HUD Office dropdown list (shown in following screen), and click the **Search** button. A list of all the users in the selected HUD Office will be displayed.

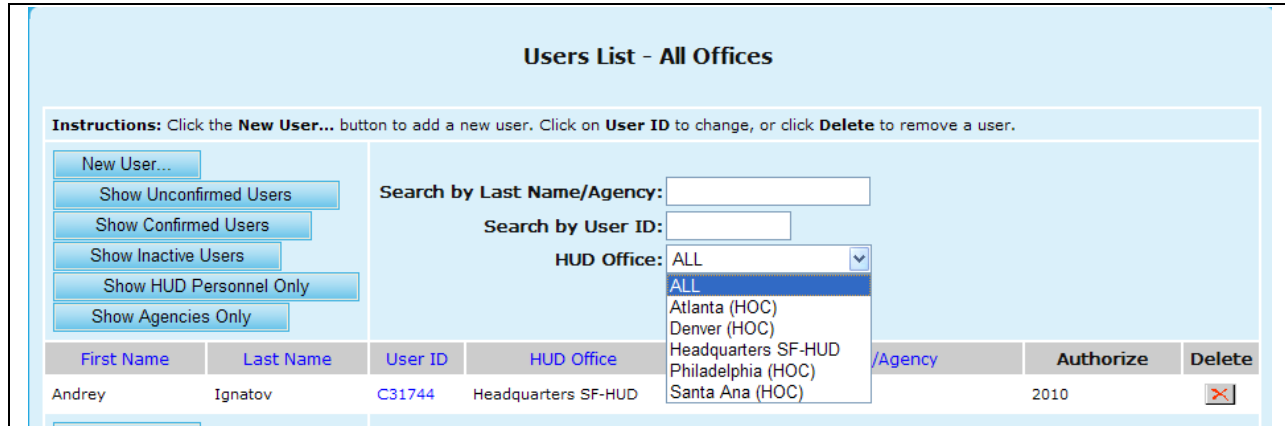


Figure 276.D. PM – User: Search by HUD Office

12. To deactivate a user’s account, click the **X** button under the Delete column. A warning message appears.
 - a. If you are sure that you want to delete (deactivate) this user, click **OK**. To cancel, click **Cancel**.

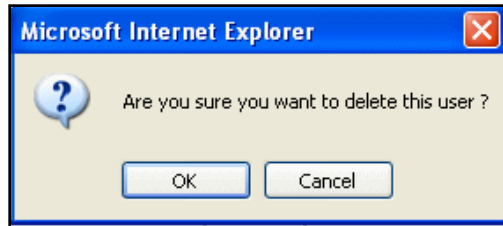


Figure 276.E. PM – User: Confirmation of Delete (Deactivate) Option

13. To list all the unconfirmed users for the specific HUD Office you are in or for all offices, click the **Show Unconfirmed Users** button. A list of unconfirmed users is displayed.

Unconfirmed Users List - All Offices

Instructions: Click the **New User...** button to add a new user. Click on **User ID** to change, or click **Delete** to remove a user.

Search by Last Name/Agency:

Search by User ID:

HUD Office: ALL

| First Name | Last Name | User ID | HUD Office | Access Level/Agency | Authorize | Delete |
|------------|-----------|---------|--------------------|---|---|----------------------------------|
| Henry | Griffith | MX0037 | Atlanta (HOC) | DIVISION OF AGING AND ADULT SERVICES | 2008 <input type="button" value="Re-Auth"/> | <input type="button" value="X"/> |
| Fred | Meyer | MX0047 | Atlanta (HOC) | CITY OF TAMPA COMMUNITY REDEVELOPMENT AGENCY | 2008 <input type="button" value="Re-Auth"/> | <input type="button" value="X"/> |
| Lisa | Lewis | MX0051 | Denver (HOC) | OUACHITA MULTI-PURPOSE COMMUNITY ACTION AGENC | 2005 <input type="button" value="Re-Auth"/> | <input type="button" value="X"/> |
| George | Shoemaker | MX0056 | Denver (HOC) | CONSUMER CREDIT COUNSELING SERVICES -BATON RO | 2004 <input type="button" value="Re-Auth"/> | <input type="button" value="X"/> |
| Angie | Tillman | MX0073 | Philadelphia (HOC) | PHILADELPHIA HOUSING DEVELOPMENT CORPORATION | 2005 <input type="button" value="Re-Auth"/> | <input type="button" value="X"/> |
| Zoritha | Thompson | MX0117 | Santa Ana (HOC) | NID-HCA THOMPSON | 2005 <input type="button" value="Re-Auth"/> | <input type="button" value="X"/> |
| x | x | MX0122 | Atlanta (HOC) | EFFINGHAM ECONOMIC OPPORTUNITY CORPORATION | 2005 <input type="button" value="Re-Auth"/> | <input type="button" value="X"/> |

Figure 276.F. PM – User: Unconfirmed Users List – All Offices

14. To authorize an unconfirmed user that has a **Re-Auth** button shown in the Authorize column, click the **Re-Auth** button to the right of the desired entry, the user will be authorized for the current fiscal year.
15. To list all the confirmed users for the specific HUD Office you are in or for all offices, click the **Show Confirmed Users** button. A list of confirmed users is displayed.

Confirmed Users List - All Offices

Instructions: Click the **New User...** button to add a new user. Click on **User ID** to change, or click **Delete** to remove a user.

Search by Last Name/Agency:

Search by User ID:

HUD Office: ALL

| First Name | Last Name | User ID | HUD Office | Access Level/Agency | Authorize | Delete |
|------------|-----------|---------|---------------------|---------------------|-----------|----------------------------------|
| John | Beneventi | C12121 | Headquarters SF-HUD | Office Manager | 2010 | <input type="button" value="X"/> |
| Andrey | Ignatov | C31744 | Headquarters SF-HUD | Program Manager | 2010 | <input type="button" value="X"/> |
| Wendy | Smith | C31745 | Headquarters SF-HUD | Program Manager | 2010 | <input type="button" value="X"/> |
| Guan-Hwa | Chen | C32395 | Headquarters SF-HUD | Program Manager | 2010 | <input type="button" value="X"/> |
| Zachary | Jones | C53672 | Headquarters SF-HUD | Program Manager | 2010 | <input type="button" value="X"/> |
| Jonny | Tester | CT1000 | Headquarters SF-HUD | Program Manager | 2010 | <input type="button" value="X"/> |
| Andy | Klee | H00000 | Atlanta (HOC) | GTR/User | 2010 | <input type="button" value="X"/> |
| Rhonda | Rivera | H00354 | Santa Ana (HOC) | Office Manager | 2010 | <input type="button" value="X"/> |
| George | Bridgeman | H00459 | Philadelphia (HOC) | GTR/User | 2010 | <input type="button" value="X"/> |
| Donald | Gillett | H00468 | Philadelphia (HOC) | Office Manager | 2010 | <input type="button" value="X"/> |

Figure 276.G. PM – User: Confirmed Users List – All Offices

- 16. To list all the inactive users for the specific HUD Office you are in or for all offices, click the **Show Inactive Users** button. A list of inactive users is displayed.
- 17. To activate an inactive user that has a **Re-Activate** button shown in the Authorize column, click the **Re-Activate** button to the right of the desired entry, the user will be activated and authorized for the current fiscal year.

Inactive Users List - All Offices

Instructions: Click the **New User...** button to add a new user. Click on **User ID** to change, or click **Delete** to remove a user.

Search by Last Name/Agency:
Search by User ID:
HUD Office: ALL

| First Name | Last Name | User ID | HUD Office | Access Level/Agency | Authorize |
|------------|------------|---------|---------------------|---------------------|---|
| test | contractor | C11111 | Headquarters SF-HUD | Reviewer | 2004 <input type="button" value="Re-Activate"/> |
| Tonya | Edmonds | C11978 | Headquarters SF-HUD | Program Manager | 2006 <input type="button" value="Re-Activate"/> |
| Michael | Lee | C12345 | Headquarters SF-HUD | Office Manager | 2008 <input type="button" value="Re-Activate"/> |
| Stephon | Lee | C13579 | Headquarters SF-HUD | Office Manager | 2008 <input type="button" value="Re-Activate"/> |
| JEFFREY | TESCHKE | C21433 | Headquarters SF-HUD | GTR/User | 2007 <input type="button" value="Re-Activate"/> |
| Tom | Cook | C21531 | Headquarters SF-HUD | Reviewer | 2006 <input type="button" value="Re-Activate"/> |
| Mark | Ampoker | C21688 | Headquarters SF-HUD | Office Manager | 2006 <input type="button" value="Re-Activate"/> |
| Jenny | Chiu | C22971 | Headquarters SF-HUD | Program Manager | 2010 <input type="button" value="Re-Activate"/> |

Figure 276.H. PM – User: Inactive Users List – All Offices

18. To list HUD personnel only for the specific HUD Office you are in or for all offices, click the **Show HUD Personnel Only** button. A list of HUD personnel only users is displayed.

HUD Personnel Only Users List - All Offices

Instructions: Click the **New User...** button to add a new user. Click on **User ID** to change, or click **Delete** to remove a user.

Search by Last Name/Agency:
Search by User ID:
HUD Office: ALL

| First Name | Last Name | User ID | HUD Office | Access Level/Agency | Authorize | Delete |
|------------|-----------|---------|---------------------|---------------------|-----------|----------------------------------|
| John | Beneventi | C12121 | Headquarters SF-HUD | Office Manager | 2010 | <input type="button" value="X"/> |
| Andrey | Ignatov | C31744 | Headquarters SF-HUD | Program Manager | 2010 | <input type="button" value="X"/> |
| Wendy | Smith | C31745 | Headquarters SF-HUD | Program Manager | 2010 | <input type="button" value="X"/> |
| Guan-Hwa | Chen | C32395 | Headquarters SF-HUD | Program Manager | 2010 | <input type="button" value="X"/> |
| Zachary | Jones | C53672 | Headquarters SF-HUD | Program Manager | 2010 | <input type="button" value="X"/> |
| Jonny | Tester | CT1000 | Headquarters SF-HUD | Program Manager | 2010 | <input type="button" value="X"/> |

Figure 276.I. PM – User: HUD Personnel Only Users List – All Offices

19. To list agencies users only for the specific HUD Office you are in or for all offices, click the **Show Agencies Only** button. A list of HUD personnel only users is displayed.

20. To list all users for the specific HUD Office you are in or for all offices, click the **Reset** button.

Agencies Only Users List - All Offices

Instructions: Click the **New User...** button to add a new user. Click on **User ID** to change, or click **Delete** to remove a user.

[New User...](#)

[Show Unconfirmed Users](#)

[Show Confirmed Users](#)

[Show Inactive Users](#)

[Show HUD Personnel Only](#)

[Show Agencies Only](#)

Search by Last Name/Agency:

Search by User ID:

HUD Office: Santa Ana (HOC)

| First Name | Last Name | User ID | HUD Office | Access Level/Agency | Authorize | Delete |
|------------|-----------|---------|-----------------|--|---|--------|
| Howard | Rice | MX0013 | Santa Ana (HOC) | OPEN DOOR COUNSELING CENTER | 2010 | |
| Michael | Fieldman | MX0014 | Santa Ana (HOC) | UMPQUA COMMUNITY ACTION NETWORK | 2010 | |
| Cindy | Dyer | MX0015 | Santa Ana (HOC) | ACCESS INCORPORATED | 2010 | |
| Michelle | Puggarana | MX0016 | Santa Ana (HOC) | PORTLAND HOUSING CENTER | 2010 | |
| Lynne | Anderson | MX0034 | Santa Ana (HOC) | INLAND FAIR HOUSING MEDIATION BOARD | 2010 | |
| John | Ramirez | MX0039 | Santa Ana (HOC) | CHICANOS POR LA CAUSA, PHOENIX | 2010 | |
| Bruce | Nelson | MX0040 | Santa Ana (HOC) | CITY OF PHOENIX NEIGHBORHOOD SERVICES DEPARTMENT | 2010 | |
| Zoritha | Thompson | MX0117 | Santa Ana (HOC) | NID-HCA THOMPSON | 2005 <input type="button" value="Re-Auth"/> | |

Figure 276.J. PM – User: Agencies Only Users List – Santa Ana (HOC)

9.5 Management

As a Program Manager user, you can perform following system management functions.

- Change system parameters
- View ARM submission verifications
- Grant Maintenance
- Agency Type Setup
- HCS Menu Control
- CMS Management
- AD HOC Query
- Change office defaults

When you log on to the HCS system as an Program Manager, click the **Management Functions** hyperlink in the top navigation menu, the *Management Functions* menu screen appears in the center display area and in the top navigation menu.



Figure 277. PM – Management: Main Screen

9.5.1 System Control Panel

From Management menu, click **System Control Panel** hyperlink. The *System Control Panel* page appears. This information is only editable by a Program Manager.

1. Under System Settings you are able to edit the following information:
 - a. Password Expiration: This is the number of days user password is in effect.
 - b. Default Password: This is the password a newly created user is set to and the password used when resetting existing users' password.

Figure 278.A. PM – Management: System Control Panel – System Settings

2. Under Sub-Allocation you are able to edit the following information:
 - a. Sub-Agency Allocation Close Out Date: The date on or before which agencies can sub-allocate funding to their sub-agencies.

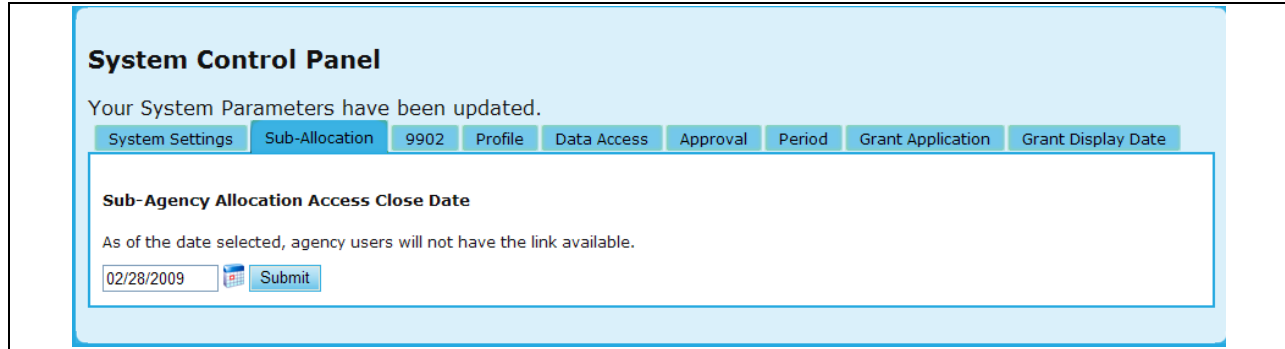


Figure 278.B. PM – Management: System Control Panel – Sub-Allocation Access Close Date

3. Under 9902 you are able to edit the following information:
 - a. Due Date: The initial 9902 suspense date. The date when reports must be submitted to be reported on time.
 - b. Late Date: The extended 9902 suspense date. If the date is later than the initial suspense date, reports submitted are considered late.
 - c. Reports cannot be submitted after the late date.

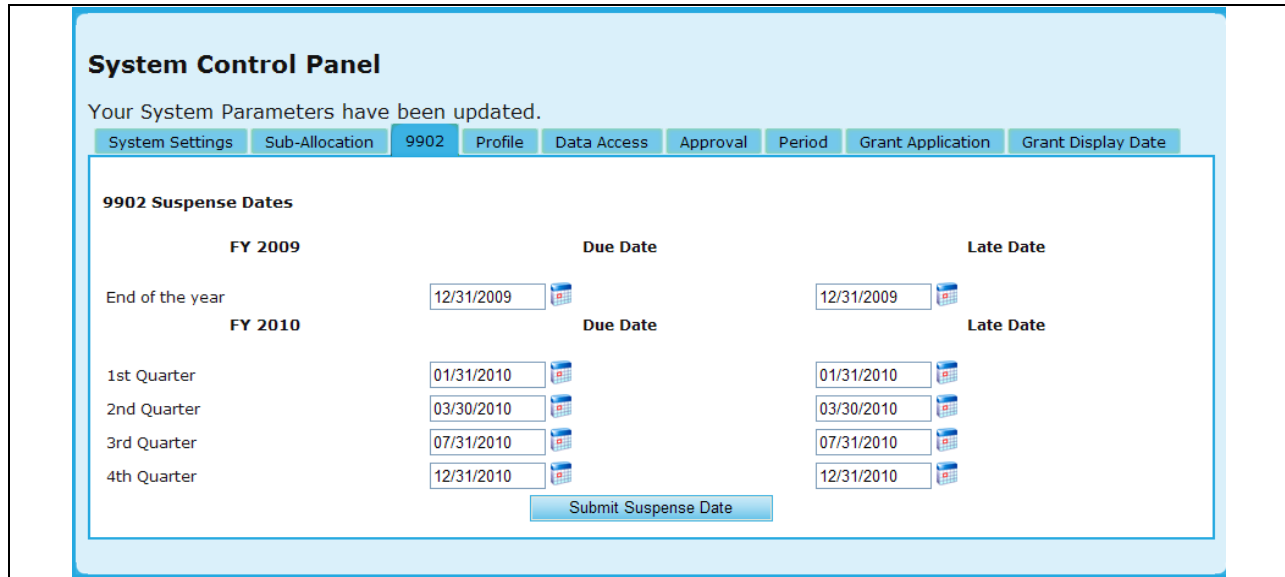


Figure 278.C. PM – Management: System Control Panel – 9902 Suspension Date

4. Under Profile you are able to edit the following information:
 - a. Agency Profile Update Duration: This parameter sets the frequency that agencies must update their profile data.

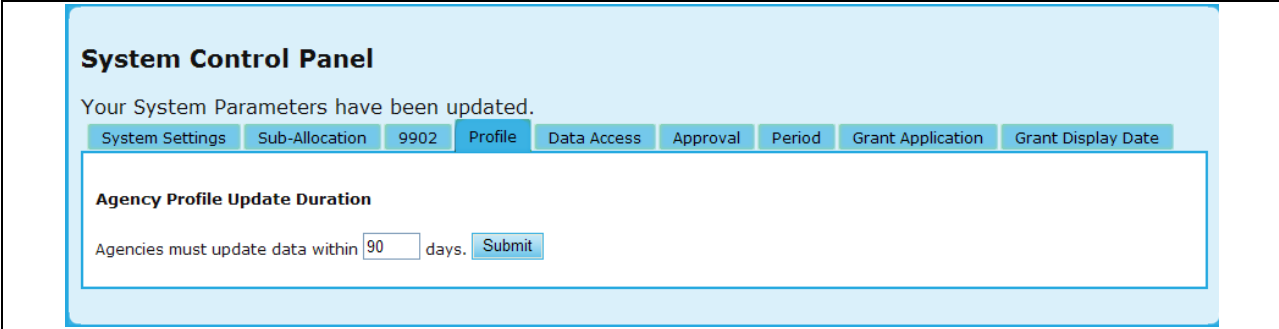


Figure 278.D. PM – Management: System Control Panel – Agency Profile Update Duration

- 5. Under Data Access you are able to edit the following information:
 - a. Grant Processing FY Write Access: This parameter sets the roles of users who have write access to previous fiscal years’ grant processing data. Currently it is set to ‘Office Manager and Above’.

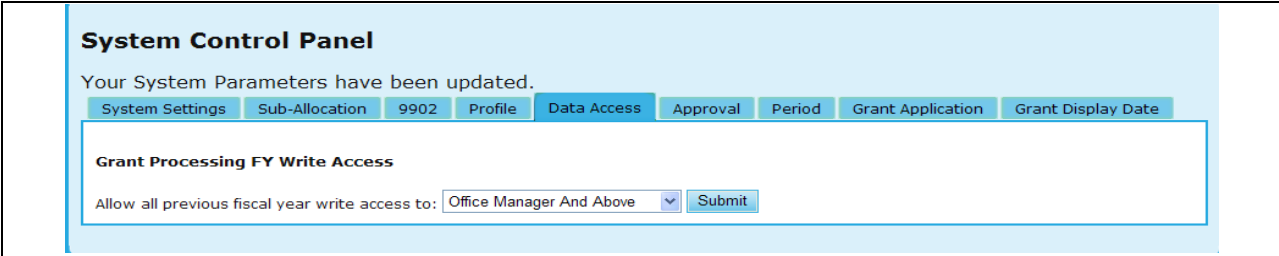


Figure 278.E. PM – Management: System Control Panel – Grant Processing FY Write Access

- 6. Under Approval you are able to edit the following information:
 - a. Approval Status Assignments: This parameter determines what system abilities agency users have based on the status their agency is in.
 - i. Login – determines whether the agency user can login to the system.
 - ii. 9902 – determines whether they can access, read, or update their HUD 9902 Reports.
 - iii. Profile – determines whether they can access, read, or update their Agency Profile.
 - iv. Grant – determines whether they can access, read, or update their Sub-Allocations.
 - v. Export: determines whether their agency contact and counseling data can be exported to other HUD programs and systems.

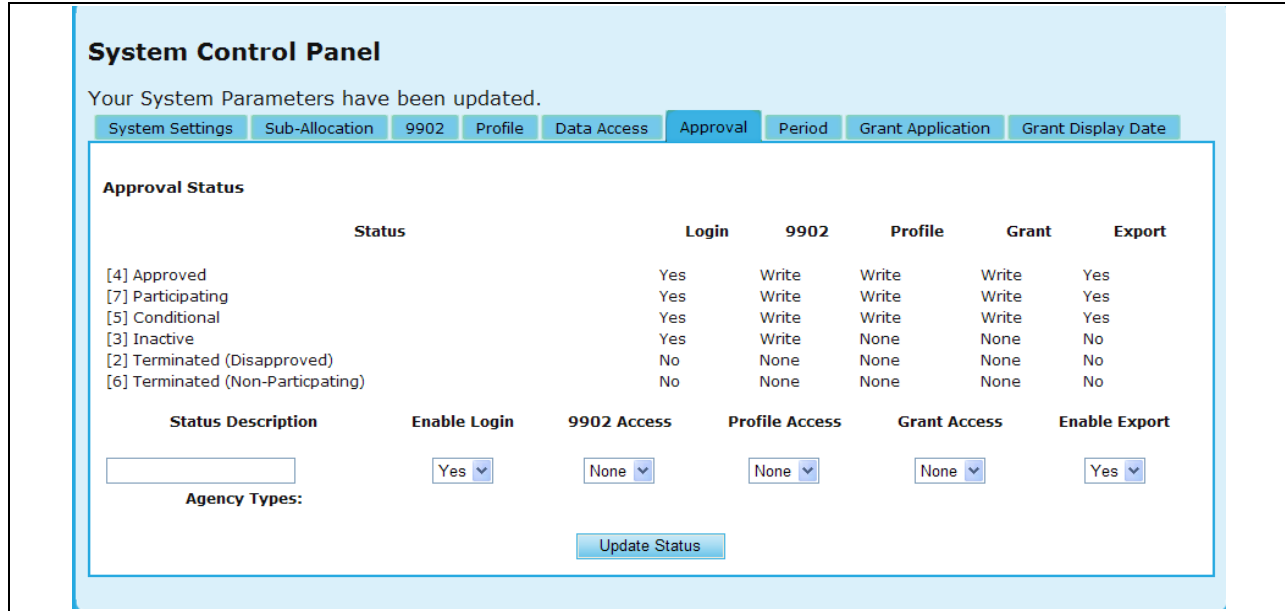


Figure 278.F. PM – Management: System Control Panel – Approval Status

7. Under Period you are able to edit the following information:
 - a. Approval Period Default: This parameter sets default approval period duration based on their agency type. Please refer to Section 9.2.1.1. concerning the different statuses.

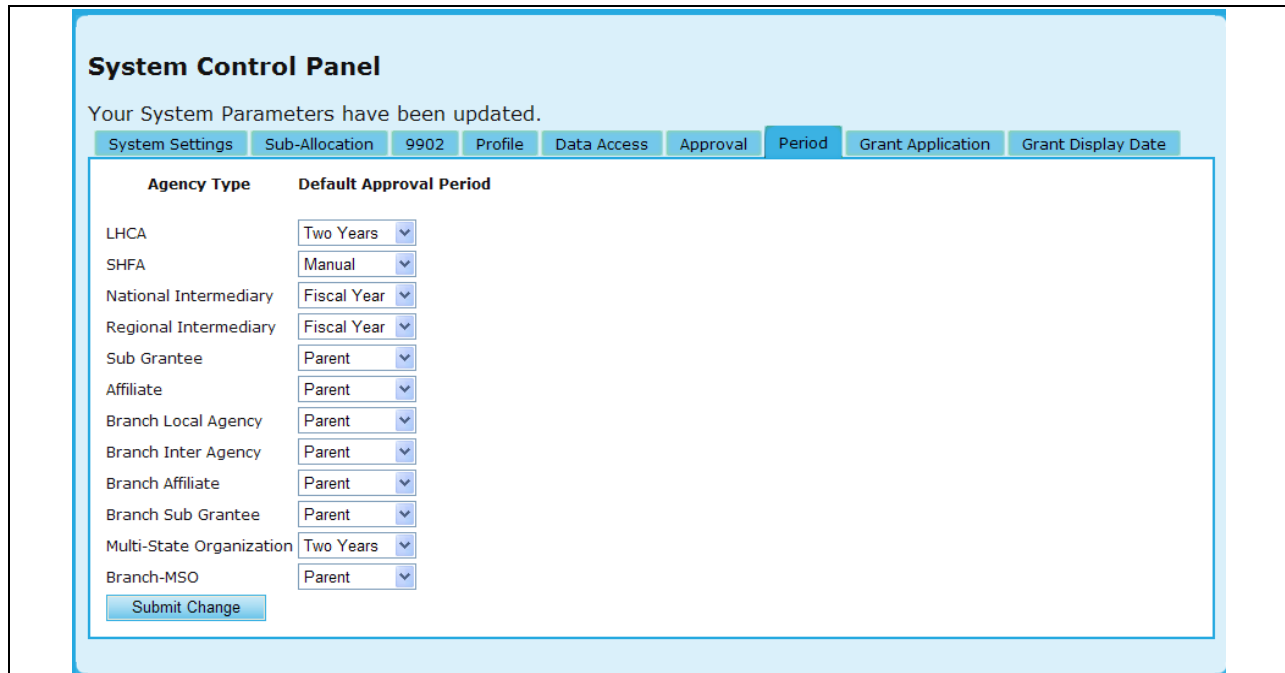


Figure 278.G. PM – Management: System Control Panel – Default Approval Period

8. Under Grant Application you are able to edit the following information:
 - a. Grant Application Control allows you to decide whether or not you want to Enable or Disable the Grant Score Card or Grant Application Access.

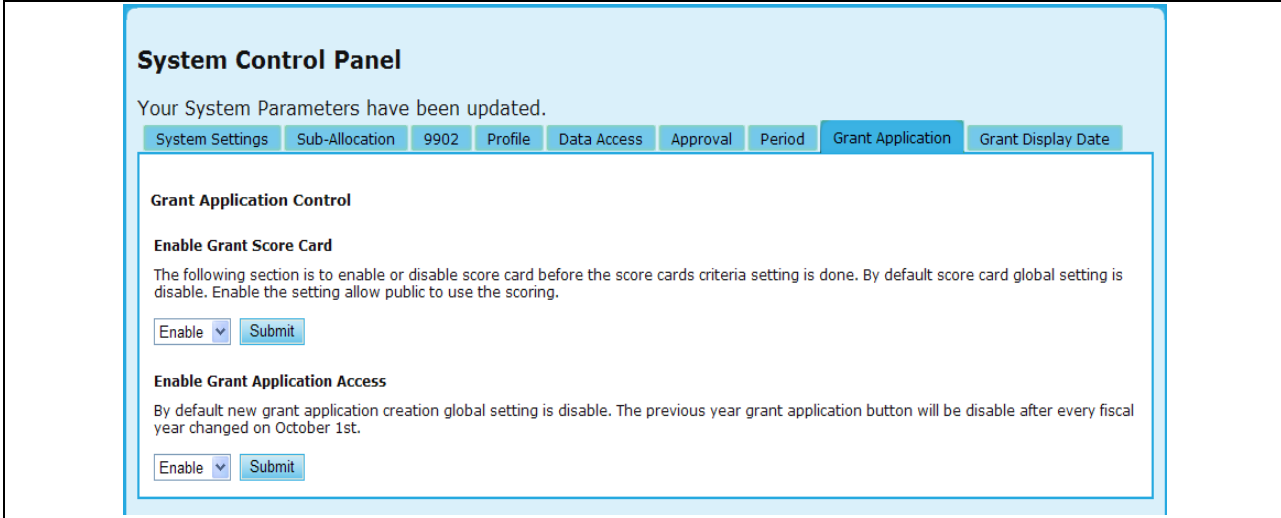


Figure 278.H. PM – Management: System Control Panel – Default Approval Period

- 9. Under Grant Display Date you are able to edit the following information:
 - a. Grant Display Date allows you to set a specific date when individuals are able to access grant information.

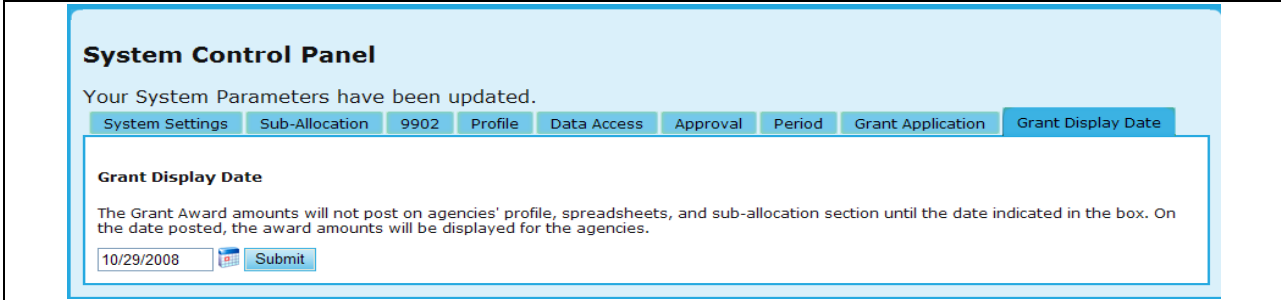


Figure 278.I. PM – Management: System Control Panel – Grant Display Date

9.5.2 Agency Report Module

From the Management Functions menu screen, click the **Agency Report Module** hyperlink. The *ARM Management Menu* appears.

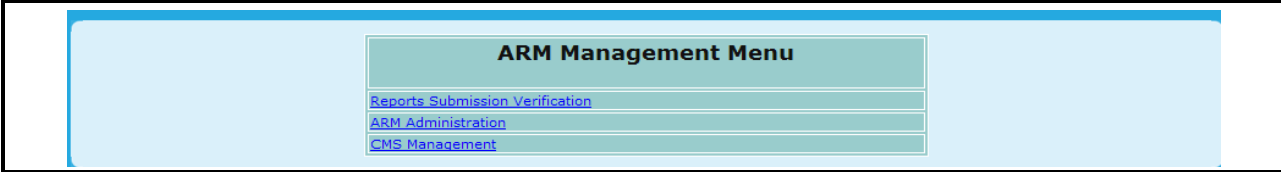


Figure 279. PM – Management: ARM Management Menu

9.5.2.1 ARM Submission Verification

- 1. From the ARM Management Menu, select the Reports Submission Verification hyperlink.

The screenshot shows the 'SUBMISSION VERIFICATION' interface. At the top left is 'ARM' and at the top right is 'April 28, 2010'. Below the title is a set of instructions: '1. Enter Start Date and End Date (* required) 2. Enter search criteria (optional) 3. Select report button'. There are four input fields: '* Start Date (mm/dd/yyyy)', '* End Date (mm/dd/yyyy)', 'HCS Agency ID', and 'Agency Name'. Below these is a dropdown menu for 'Active CMS Name'. At the bottom, there are three buttons: 'All Submissions', 'Failed List', and 'Success List'.

Figure 280. PM – Management: ARM Submission Verification

2. Upon narrowing down your search criteria, you have three types of submission reports to choose from:
 - a. All Submission: This will provide you a full list of submissions; the ones that failed and the ones that were successful
 - b. Failed List: This will provide a list of only the submissions that failed.
 - c. Success List: This will provide you a list of only the submissions that were successful.

The screenshot shows the 'SUBMISSION VERIFICATION' interface with search criteria filled in: Start Date '01/01/2009', End Date '05/01/2010'. Below the search criteria are the same three buttons: 'All Submissions', 'Failed List', and 'Success List'. Below the buttons, it says 'Report selected for active and inactive agencies: All Submissions Total: 66'. Below this is a table with the following data:

| Date | Status | HCS Agency Id | Agency Name | CMS Name |
|-------------------|------------|---------------|---|----------|
| Apr 27 2010 11:55 | Successful | 84573 | LIFESPAN CREDIT COUNSELING SERVICE | CPR |
| Apr 27 2010 11:55 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 27 2010 11:13 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 27 2010 11:12 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 26 2010 2:41 | Successful | 84573 | LIFESPAN CREDIT COUNSELING SERVICE | CPR |
| Apr 23 2010 12:03 | Successful | 83530 | HORIZONS, A FAMILY SERVICE ALLIANCE (HORIZONS CCCS) | Paragon |
| Apr 20 2010 11:19 | Successful | 80640 | SUREPATH FINANCIAL SOLUTIONS | CPR |
| Apr 19 2010 5:49 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:48 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:47 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:45 | Failed | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |

Figure 281.A. PM – Management: ARM Submission Verification Results

ARM April 28, 2010

SUBMISSION VERIFICATION

Instructions: 1. Enter Start Date and End Date (* required) 2. Enter search criteria (optional) 3. Select report button

* Start Date (mm/dd/yyyy) * End Date (mm/dd/yyyy)

HCS Agency ID

Agency Name

Active CMS Name

Report selected for active and inactive agencies: Failed List Total: 13

| Date | Status | HCS Agency Id | Agency Name | CMS Name |
|-------------------|--------|---------------|------------------------------------|----------|
| Apr 19 2010 5:45 | Failed | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:42 | Failed | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:40 | Failed | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 10:09 | Failed | 83279 | CCCS OF NH & VT | CPR |
| Apr 16 2010 10:53 | Failed | 80727 | CONSUMER CREDIT COUNSELING SERVICE | CPR |
| Apr 14 2010 4:17 | Failed | 83279 | CCCS OF NH & VT | CPR |
| Mar 18 2010 4:03 | Failed | 83279 | CCCS OF NH & VT | CPR |
| Mar 17 2010 12:22 | Failed | 83279 | CCCS OF NH & VT | CPR |
| Mar 17 2010 12:21 | Failed | 83279 | CCCS OF NH & VT | CPR |
| Mar 9 2010 4:49 | Failed | 80724 | CREDIT COUNSELING CENTERS OF OKLA. | CPR |
| Mar 9 2010 4:47 | Failed | 80724 | CREDIT COUNSELING CENTERS OF OKLA. | CPR |
| Mar 9 2010 4:31 | Failed | 80724 | CREDIT COUNSELING CENTERS OF OKLA. | CPR |
| Feb 1 2010 12:06 | Failed | 80949 | Catholic Charities of Chicago | HCS |

Figure 281.B. PM – Management: ARM Submission Verification – Failed List

* Start Date (mm/dd/yyyy) * End Date (mm/dd/yyyy)

HCS Agency ID

Agency Name

Active CMS Name

Report selected for active and inactive agencies: Success List Total: 56

| Date | Status | HCS Agency Id | Agency Name | CMS Name |
|-------------------|------------|---------------|---|----------|
| May 3 2010 2:28 | Successful | 80244 | CCCS OF NORTH CENTRAL WEST VIRGINA | Paragon |
| Apr 30 2010 2:16 | Successful | 80941 | CCCS OF DELAWARE VALLEY, INC. | CPR |
| Apr 30 2010 12:12 | Successful | 80727 | CONSUMER CREDIT COUNSELING SERVICE | CPR |
| Apr 27 2010 11:55 | Successful | 84573 | LIFESPAN CREDIT COUNSELING SERVICE | CPR |
| Apr 27 2010 11:55 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 27 2010 11:13 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 27 2010 11:12 | Successful | 80748 | CCCS/GRACEWORKS LUTHERAN SERVICES | CPR |
| Apr 26 2010 2:41 | Successful | 84573 | LIFESPAN CREDIT COUNSELING SERVICE | CPR |
| Apr 23 2010 12:03 | Successful | 83530 | HORIZONS, A FAMILY SERVICE ALLIANCE (HORIZONS CCCS) | Paragon |
| Apr 20 2010 11:19 | Successful | 80640 | SUREPATH FINANCIAL SOLUTIONS | CPR |
| Apr 19 2010 5:49 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:48 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 5:47 | Successful | 82943 | CCCS OF THE SAVANNAH AREA, INC. | CPR |
| Apr 19 2010 12:42 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 19 2010 12:38 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 19 2010 11:48 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 19 2010 11:33 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 19 2010 11:31 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 16 2010 3:48 | Successful | 82951 | CCCS, A DIVISION OF TRIANGLE FAMILY SERVICES, INC. | Paragon |
| Apr 16 2010 2:22 | Successful | 80949 | Catholic Charities of Chicago | CCARM |
| Apr 16 2010 2:17 | Successful | 80949 | Catholic Charities of Chicago | CCARM |

Figure 281.C. PM – Management: ARM Submission Verification – Successful List

You have successfully viewed the ARM Submission Verification.

9.5.2.2 ARM Administration

- 1. From the ARM Management Menu, select the ARM Administration hyperlink.

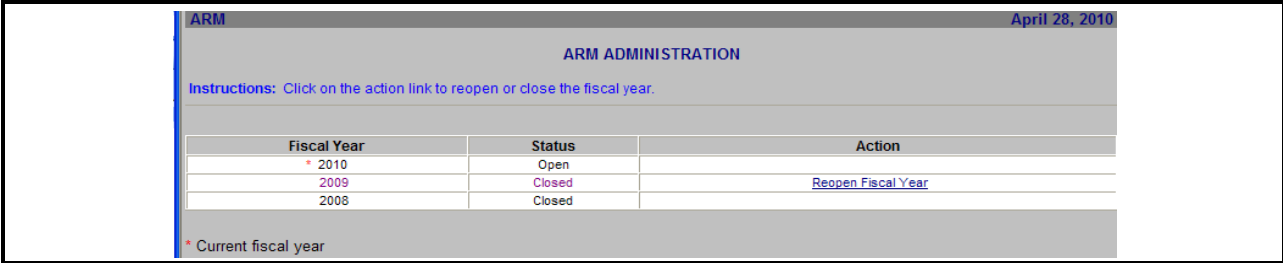


Figure 282. PM – Management: ARM Administration

- 2. Click the hyperlink found under the Action Column, to reopen or close the Fiscal Year. Upon clicking that hyperlink a warning Message will appear.

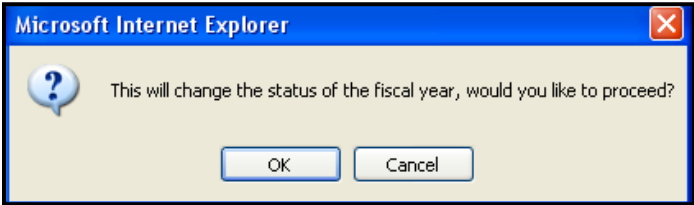


Figure 283. PM – Management: ARM Administration action warning message.

- 3. Should you decide you want to change the Status, click **OK**. A confirmation message will appear on the page, as illustrated below. If you do not want to change the status of the fiscal year, click **Cancel** to close without saving.



Figure 284. PM – Management: ARM Administration Fiscal Year Changed Message

9.5.2.3 CMS Management

- 1. From the ARM Management Menu, select the CMS Management hyperlink. This will allow you to perform a search based on the following criteria:
 - a. Fiscal Year
 - b. Agency ID
 - c. Agency Type
 - d. HOC
 - e. CMS
- 2. Upon selecting your criteria click the Search button to retrieve your results.

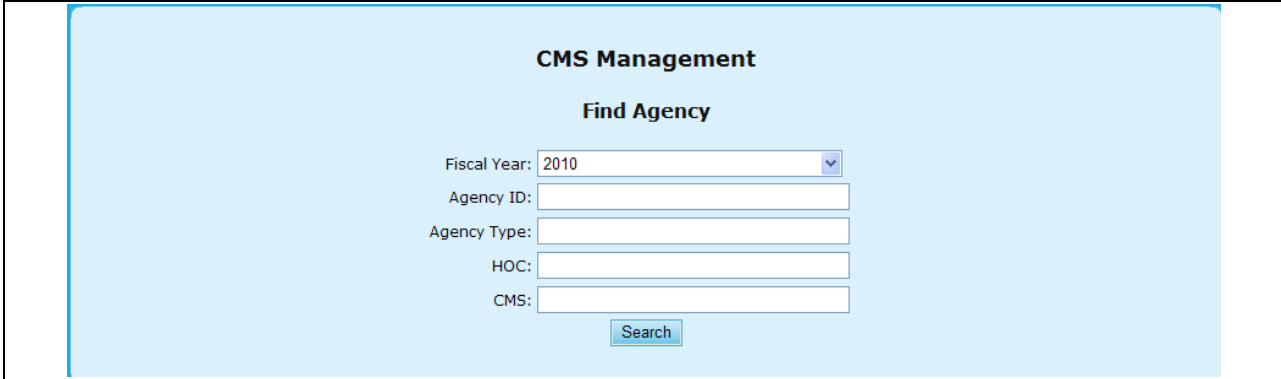


Figure 285. PM – Management: CMS Management Search

3. Once receiving your results, you will be able to see which Agency is using a particular CMS product, as well as if it is editable or not.
4. To edit Enable or Disable Edits, select which agencies you would like, and either click **Enable Edits** or **Disable Edits**.

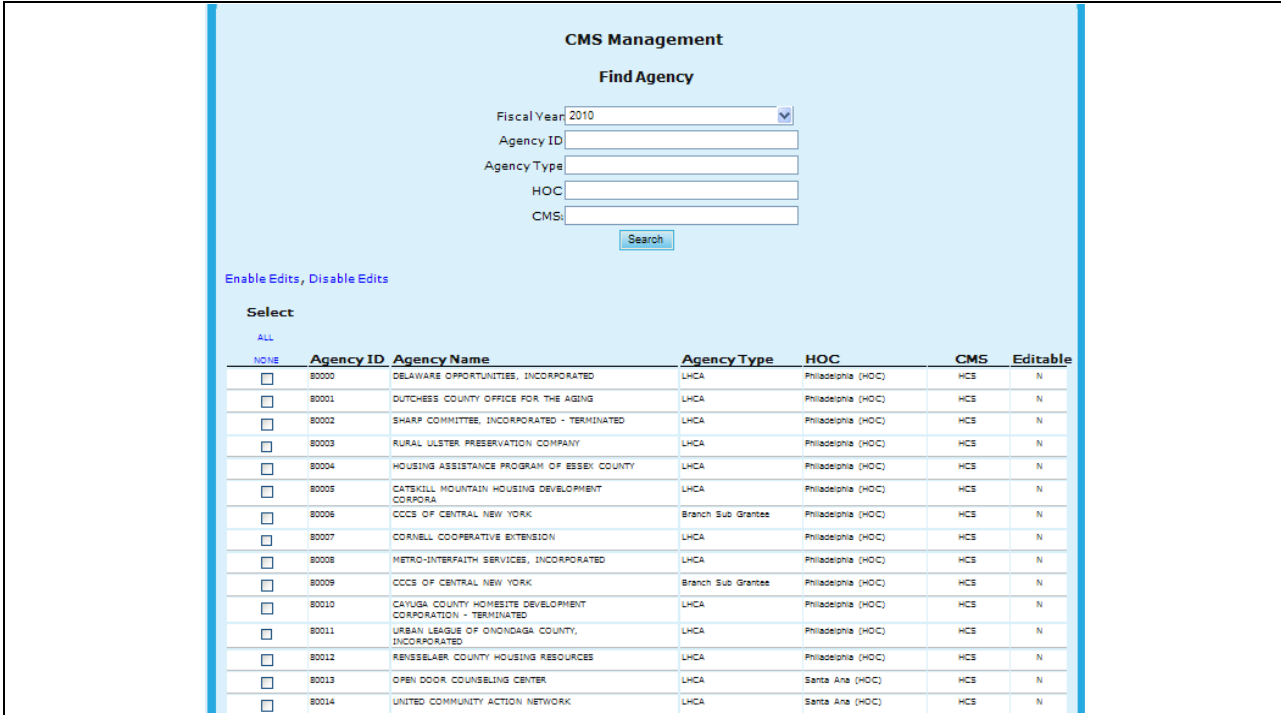


Figure 286. PM – Management: CMS Management Results

9.5.3 Grant Maintenance

9.5.3.1 Step 1: Appropriations Setup

This feature assigns grant appropriations to various grant types and categories in accordance with the SuperNOFA.

1. From the top navigation menu, scroll down to **Management** sub-menu. Click the **Setup Funding Appropriations** hyperlink. The *Setup Funding Appropriation* screen appears.

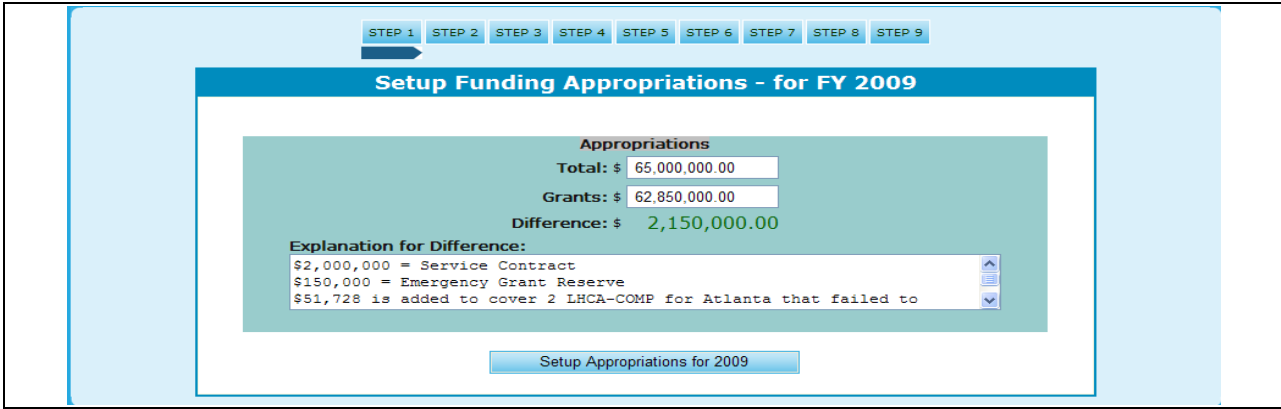


Figure 287. PM – Management: Setup Funding Appropriations Screen After Setup

9.5.3.2 Step 2: Grant Category Setup

This function is only applicable to Program Managers. Here HCS variables are set and funds allocated in accordance with the guidance given in the SuperNOFA.

- 1. From the top navigation menu, scroll down to **Management** sub-menu. Click the **Grant Category Setup** hyperlink. The *Grant Category* screen appears. If you are already in the Grant Maintenance, you can also press Step 2.
- 2. The Setup Grant Category function allows a Program Manager to create new grant categories, edit or delete the existing grant categories. **Please note that delete a grant action will affect the entire HCS system.**
- 3. To create a new grant category, click the **Add** hyperlink.

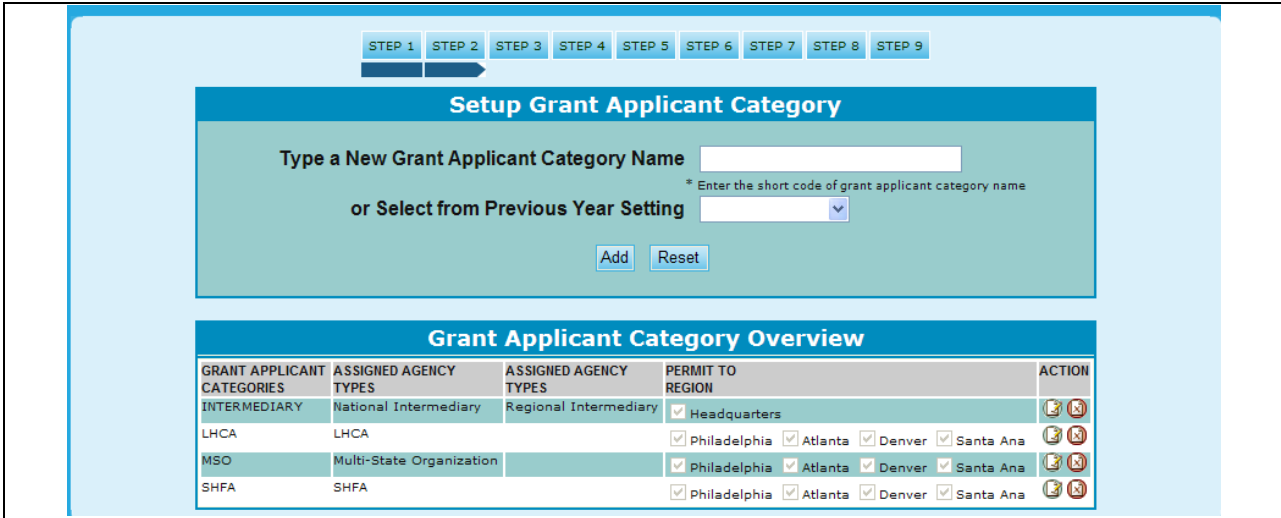


Figure 288.A. PM – Management: Setup Grant Category

- 4. The *Add a New Grant Category* screen appears. Complete the necessary fields in the page. Click **Submit** to save your new grant category. Click **Cancel** to cancel this action. You will be returned to the *Grant Category* screen.

Figure 288.B.1. PM – Management: Grant Category – New

- To edit a grant category, click the icon on the left located under the **Action** column. The *Grant Application Category – Edit* screen appears. Edit the fields that you wish to change. To save your changes, click **Submit**. To cancel these changes, click **Cancel**. You will be returned to the *Grant Category* screen.

Figure 288.B.2. PM – Management: Grant Category – Edit

- To delete a grant category, find the grant category you wish to delete from Grant Category page and click the Delete hyperlink. The Delete warning message appears.

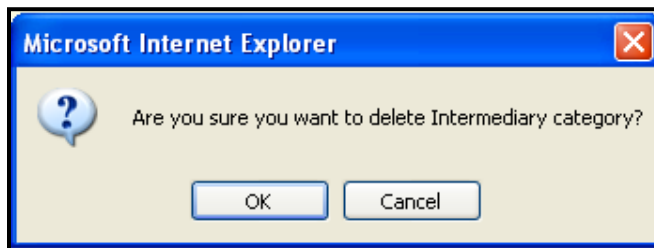


Figure 288.B.3. Setup Management: Grant Category – Delete Confirmation Message 1

- If you are sure that you want to delete this grant category, click **OK** button; another message appears (see following screen). To cancel, click **Cancel** button.
- To delete, click **OK** button from the second delete confirmation message. To cancel, click **Cancel** button from the second delete confirmation message.

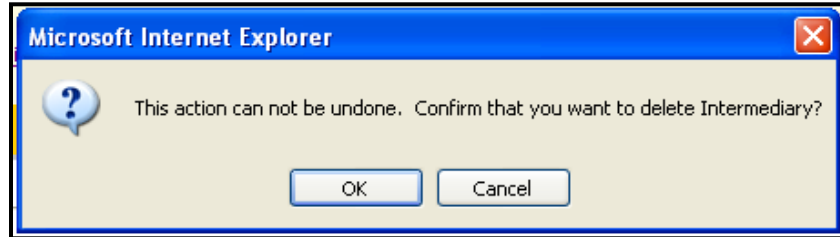


Figure 288.B.4. PM – Management: Setup Grant Category – Delete Confirmation Message 2

9.5.3.3 Step 3: Grant Type Setup

- From the top navigation menu, scroll down to **Management** sub-menu. Click the **Setup Grant Type** hyperlink. The *Setup Grant Type* screen appears. If you are already in the Grant Maintenance, you can also press Step 3.
- The Setup Grant Type function allows Program Manager to create new grant types, edit or delete the existing grant types. Please note that removes a grant type will affect the entire HCS system.
- To create a new grant type, Click the **Add** hyperlink. The *Grant Type – New* screen appears.

| GRANT TYPE | SHORT CODE | ACTION |
|---|------------|-----------------------|
| COMPREHENSIVE COUNSELING | COMP | [Add] [Edit] [Delete] |
| REVERSE MORTGAGE COUNSELING | HECM | [Add] [Edit] [Delete] |
| LOAN DOCUMENT REVIEW COUNSELING | LDRC | [Add] [Edit] [Delete] |
| FAIR LENDING ABUSE AND MORTGAGE FRAUD ANALYSIS COUNSELING | FLMF | [Add] [Edit] [Delete] |
| TRAINING | TRNG | [Add] [Edit] [Delete] |
| MORTGAGE MODIFICATION AND MORTGAGE SCAMS ASSISTANCE | MMSA | [Add] [Edit] [Delete] |

Figure 289.A. PM – Management: Setup Grant Type

- Complete the necessary fields in the page. Click **Create** to save your new grant type. Click **Cancel** to cancel this action. You will be returned to the *Grant Type* screen.

Figure 289.B.1. PM – Management: Setup Grant Type – New

- To edit a grant type, click the **Edit** hyperlink by the name of the grant type that you want to edit. The *Grant Type – Edit* screen appears. To view the field definitions, click **Field Definitions (click to view)** hyperlink. Edit the fields that you wish to change. To save your changes, click **Submit**. To cancel these changes, click **Cancel**. You will be returned to the *Grant Type* screen.

Figure 289.B.2. PM – Management: Setup Grant Type – Edit

- To delete a grant type, find the grant category you wish to delete and click the **Delete** hyperlink. The *Delete* warning message appears.

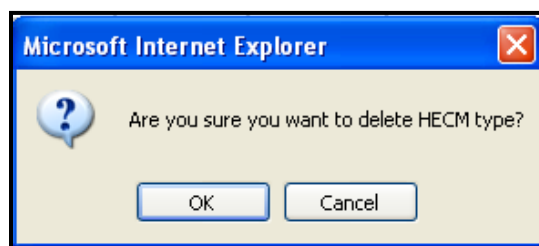


Figure 289.B.3. Management: Setup Grant Type – Delete Confirmation Message 1

- If you are sure that you want to delete this grant type, click **OK** button; another message appears (see following screen). To cancel, click **Cancel** button.
- To delete, click **OK** button from the second delete confirmation message. To cancel, click **Cancel** button from the second delete confirmation message.

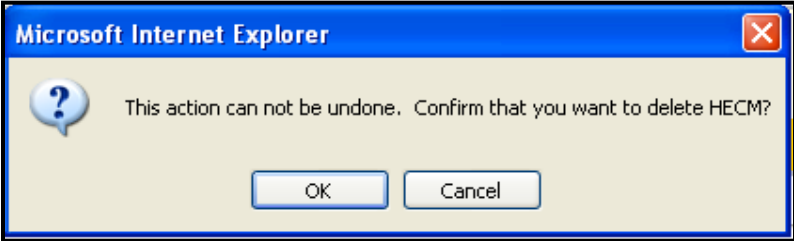


Figure 289.B.4. PM – Management: Setup Grant Type – Confirm Deletion Message 2

9.5.3.4 Step 4: Grant Allocation Setup

1. From the top navigation menu, scroll down to **Management** sub-menu. Click the **Grant Allocation Setup** hyperlink. The *Grant Allocation Setup* screen appears. If you are already in Grant Maintenance, you can also press Step 4.
2. Once in this screen, you will have two options for allocating grants:
 - a. Grant Applicant Categories Allocation
 - b. Grant Type Allocation
3. Under Grant Applicant Categories, you are able to allocate funds through four categories:
 - a. Intermediary
 - b. LHCA
 - c. MSO
 - d. SHFA
4. Once you have decided how you would like your funds allocated, you will be advised on whether or not you have exceeded your budget. As indicated to the right of the Grant Applicant Category Appropriations Total.

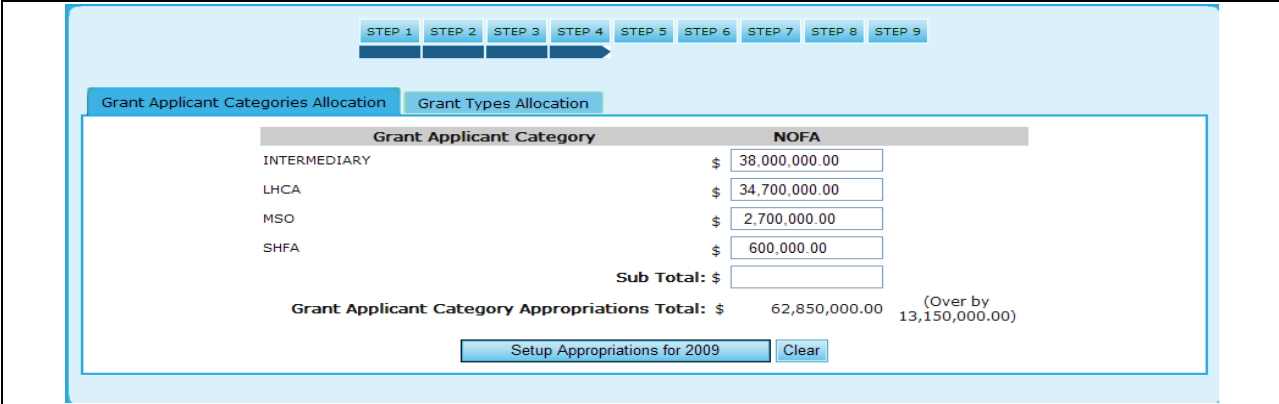


Figure 290.A. PM – Management: Setup Grant Type – Confirm Deletion Message 2

5. You are also able to allocate funds based on Grant Type, which is illustrated below. You are able to disperse this through the following Grants:
 - a. COMP
 - b. HECM
 - c. TRNG
 - d. FLMF
 - e. LDRC
 - f. MMSA

- 6. Also, as indicated in the Grant Applicant Categories, you are advised as to whether or not you have exceeded your budget. Should Sub-Total have a zero in the box next to it, you have successfully allocated funds without exceeding your budget. Click the **Setup Appropriations for 20XX** button to save changes.

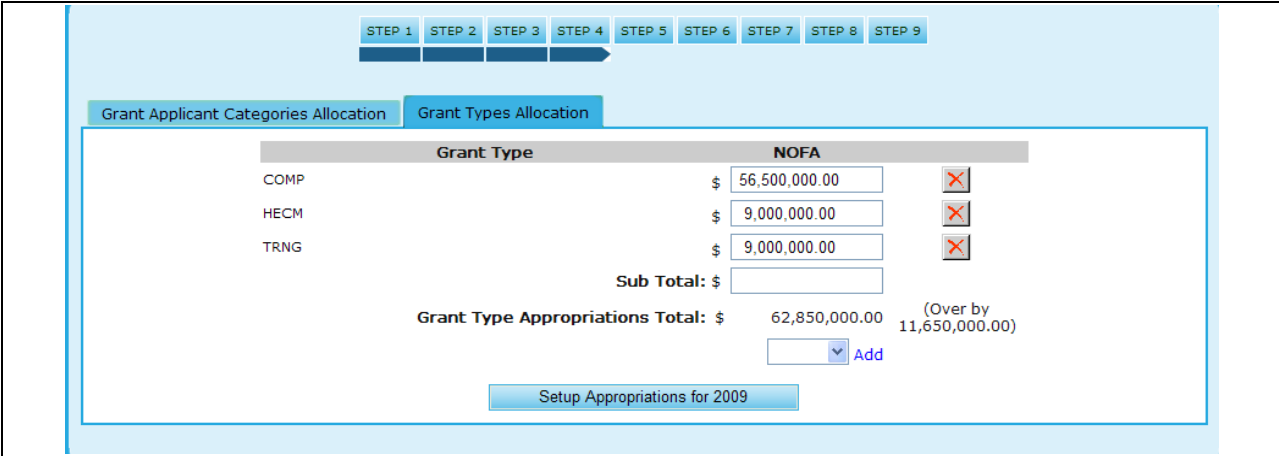


Figure 290.B. PM – Management: Setup Grant Type – Confirm Deletion Message 2

9.5.3.5 Step 5: Grant Matrix Setup

- 1. From the top navigation menu, scroll down to the **Management** sub-menu. Click the **Setup Grant Type** hyperlink. The *Grant Matrix Setup* screen appears. If you are already in Grant Maintenance, you can also press Step 5.
- 2. Under Grant Matrix Setup you are able to perform 4 tasks:
 - a. Edit Grant & Category Relationship
 - b. Delete a Grant Category
 - c. Add Grant Allocation
 - d. Add a Relationship

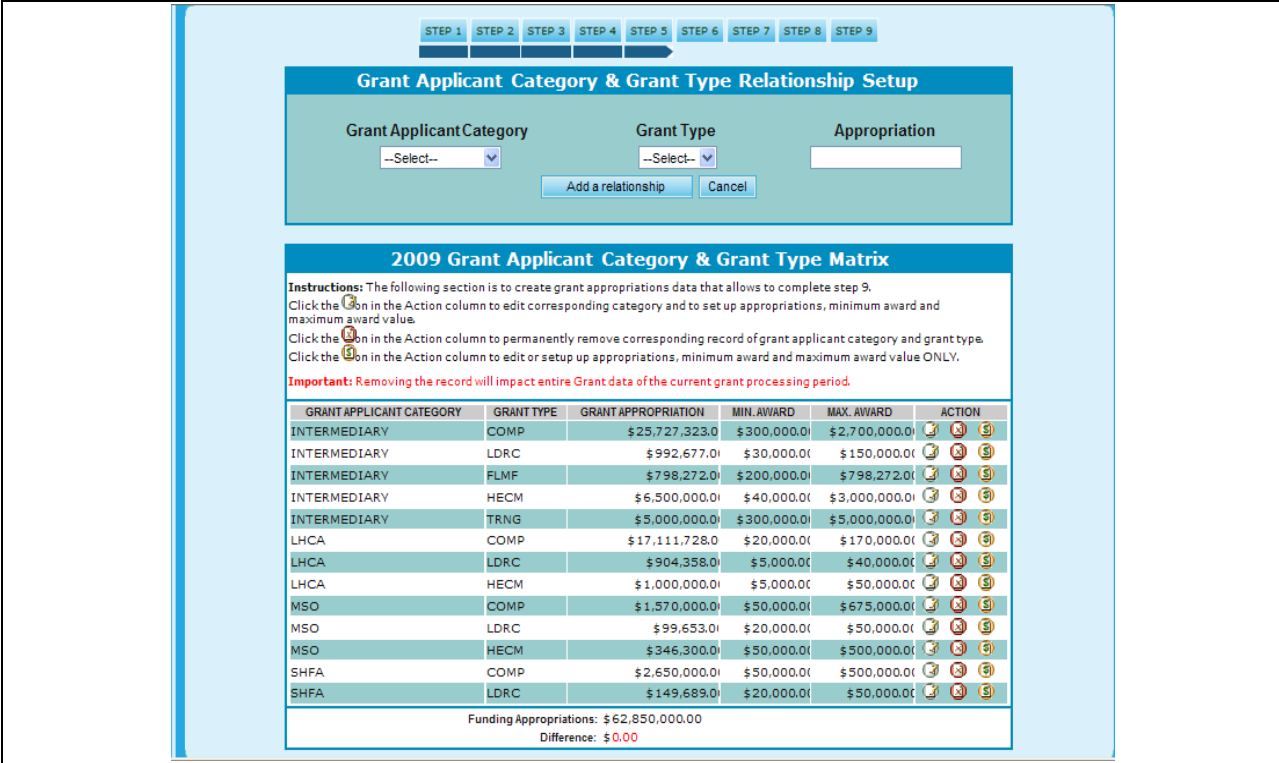


Figure 291.A. PM – Management: Grant Matrix Setup

3. To **Edit Grant & Category Relationship**, press the far left icon (image of pencil and paper) under the **Action** tab. You will be prompted to a new screen which will allow you edit the following information.
 - a. Grant Application Category
 - b. Grant Type
 - c. Appropriation
 - d. Min. Award
 - e. Max. Award

4. Once you have made your desired edits, click **Submit** to save changes, or **Cancel** to return back to the Grant Matrix Setup screen.

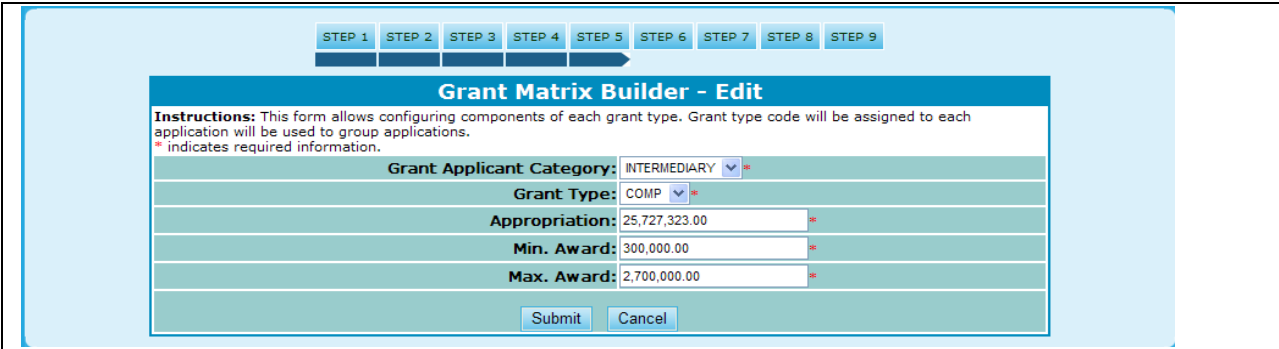


Figure 291.B. PM – Management: Grant Matrix Setup – Edit Matrix Builder

5. To **Add Grant Allocation**, press the far right icon (image of a dollar sign) under the **Action** tab. You will be prompted to a new screen which will allow you edit the following information.
 - a. Appropriation

- b. Min. Award
 - c. Max. Award
6. Once you have made your desired edits, click **Submit** to save changes, or **Cancel** to return back to the Grant Matrix Setup screen.



Figure 291.C. PM – Management: Grant Matrix Setup – Add Grant Allocation

7. To **Add a Relationship**, you will have to edit the following fields found on the main screen for Step 5:
- a. Grant Applicant Category
 - b. Grant Type
 - c. Appropriation
8. Once you have made your desired edits, click **Add a Relationship** to save changes, or **Cancel** to return back to the Grant Matrix Setup screen.
9. The added relationship will be reflected upon submission in the Matrix and will be categorized under the Grant Applicant Category you chose.

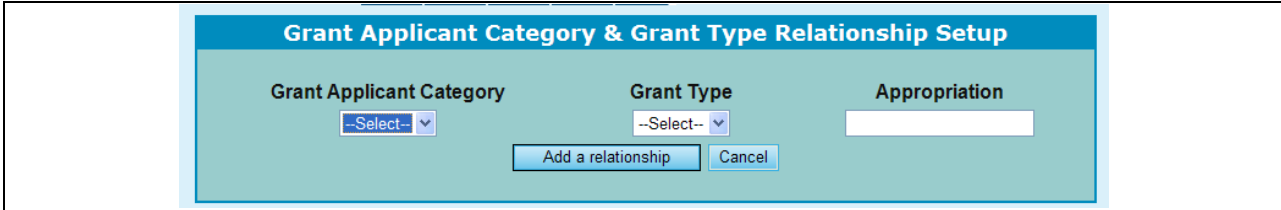



Figure 291.D. PM – Management: Grant Matrix Setup – Add a Relationship

9.5.3.6 Step 6: Grant Strategy Setup

1. From the top navigation menu, scroll down to the **Management** sub-menu. Click the **Grant Strategy Type** hyperlink. The *Grant Strategy Setup* screen appears. If you are already in Grant Maintenance, you can also press Step 6.
2. Once prompted to the Grant Strategy screen, you have two tab options to choose from:
 - a. HOC Offices
 - b. Funding Strategy

- If all HOC Offices are currently setup under the strategy, your options are limited to deleting a specific office. To delete an office press the  button.

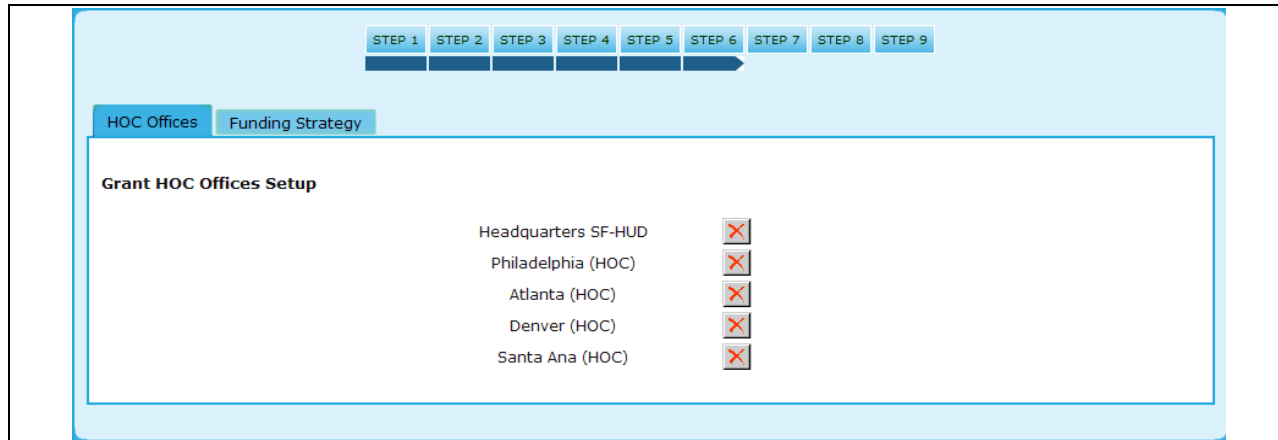


Figure 292.A. PM – Management: Grant Strategy Setup

- If not all HOC Offices have been setup, you will be able to set those up by adding them, as demonstrated below. Once you have selected the HOC office not originally included, click the **Add** button to include that into the Grant Strategy.

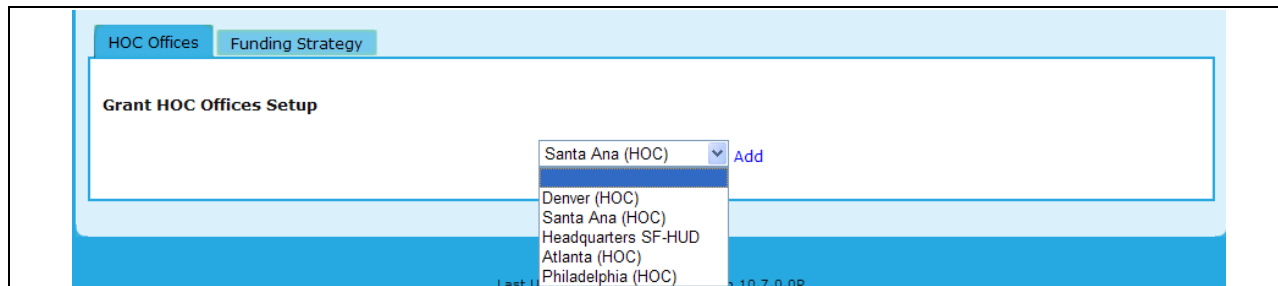


Figure 292.B. PM – Management: Grant Strategy Setup – Add a HOC Office

- Under the Funding Strategy tab, you will be able to select a new Funding Strategy for the Grants. Your options include either HUD or HOC. Once you have decided upon strategy, click the **Setup Appropriations for 20XX** to reflect changes.



Figure 292.C. PM – Management: Grant Strategy Setup – Funding Strategy

9.5.3.7 Step 7: Grant Allocations

As a Program Manager at Headquarters you enter all of the funding allocations according to grant type and HUD office.

1. From the top navigation menu, scroll down to the **Management** sub-menu. Click the **Grant Allocations** hyperlink. The *Grant Funding Allocation 20XX* screen appears. Following is a Funding Allocation page using allocation by Grant Type only.
2. Key in funding allocation amounts to fill in all the editable fields on the page. The editable fields are the result of Funding Appropriations setup. Click the **Submit** button to save data on this page. Following is the page after the input data is saved. The TOTAL amounts are calculated by the system for display only. All funds must be allocated resulting in zero balance to account for each grant dollar.

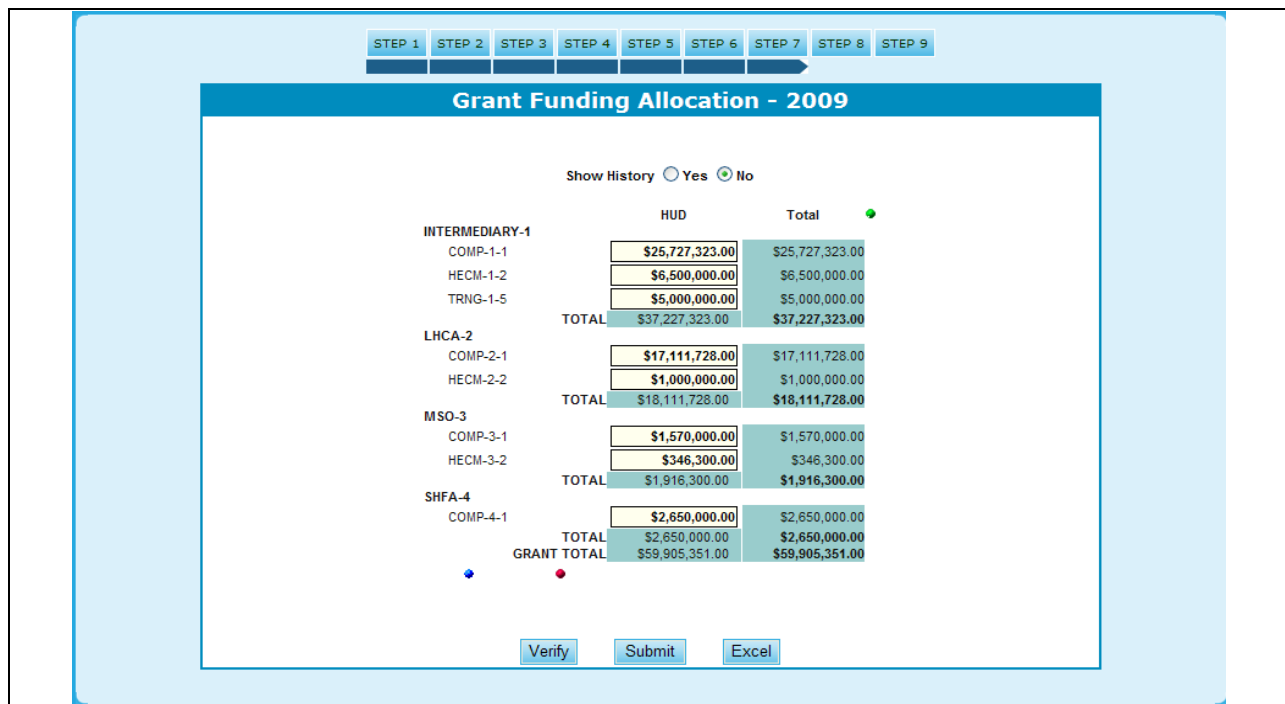


Figure 293.A. PM – Management: Add a HOC Office Funding Allocation by Grant Type

3. To see additional information (such as the validation, difference, or information about Comprehensive and HECM grants), click the green dots. The additional information is applicable to either method of funding allocations. More information appears.

| | HUD | Total | Validation | Difference |
|-----------------------|------------------------|------------------------|------------------------|--------------------------|
| INTERMEDIARY-1 | | | | |
| COMP-1-1 | \$25,727,323.00 | \$25,727,323.00 | | |
| HECM-1-2 | \$6,500,000.00 | \$6,500,000.00 | | |
| TRNG-1-5 | \$5,000,000.00 | \$5,000,000.00 | | |
| TOTAL | \$37,227,323.00 | \$37,227,323.00 | \$38,000,000.00 | (\$72,677.00) |
| LHCA-2 | | | | |
| COMP-2-1 | \$17,111,728.00 | \$17,111,728.00 | | |
| HECM-2-2 | \$1,000,000.00 | \$1,000,000.00 | | |
| TOTAL | \$18,111,728.00 | \$18,111,728.00 | \$34,700,000.00 | (\$16,588,272.00) |
| MSO-3 | | | | |
| COMP-3-1 | \$1,570,000.00 | \$1,570,000.00 | | |
| HECM-3-2 | \$346,300.00 | \$346,300.00 | | |
| TOTAL | \$1,916,300.00 | \$1,916,300.00 | \$2,700,000.00 | (\$783,700.00) |
| SHFA-4 | | | | |
| COMP-4-1 | \$2,650,000.00 | \$2,650,000.00 | | |
| TOTAL | \$2,650,000.00 | \$2,650,000.00 | \$600,000.00 | \$2,050,000.00 |
| GRANT TOTAL | \$59,905,351.00 | \$59,905,351.00 | \$62,850,000.00 | (\$2,944,649.00) |

Figure 293.B. PM – Management: Funding Allocation – Validation Numbers

- 4. To view further detail regarding Grant Type Validation Reference, press the red circle located under Grant Total.
 - a. To check if Funding Allocations are distributed accurately, ensure that the difference column indicates “0” (zero) for the end row.

| Grant Type | Allocation Total | Validation | Difference |
|------------|------------------|-----------------|------------------|
| COMP | \$47,059,051.00 | \$56,500,000.00 | (\$9,440,949.00) |
| HECM | \$7,846,300.00 | \$9,000,000.00 | (\$1,153,700.00) |
| TRNG | \$5,000,000.00 | \$9,000,000.00 | (\$4,000,000.00) |

Figure 293.C. PM – Management: Funding Allocation – Grant Type Validation Reference

- 5. To view further detail regarding Grant Matrix Validation References, press the blue circle located to left of the red button just pressed to view Grant Type Validations.

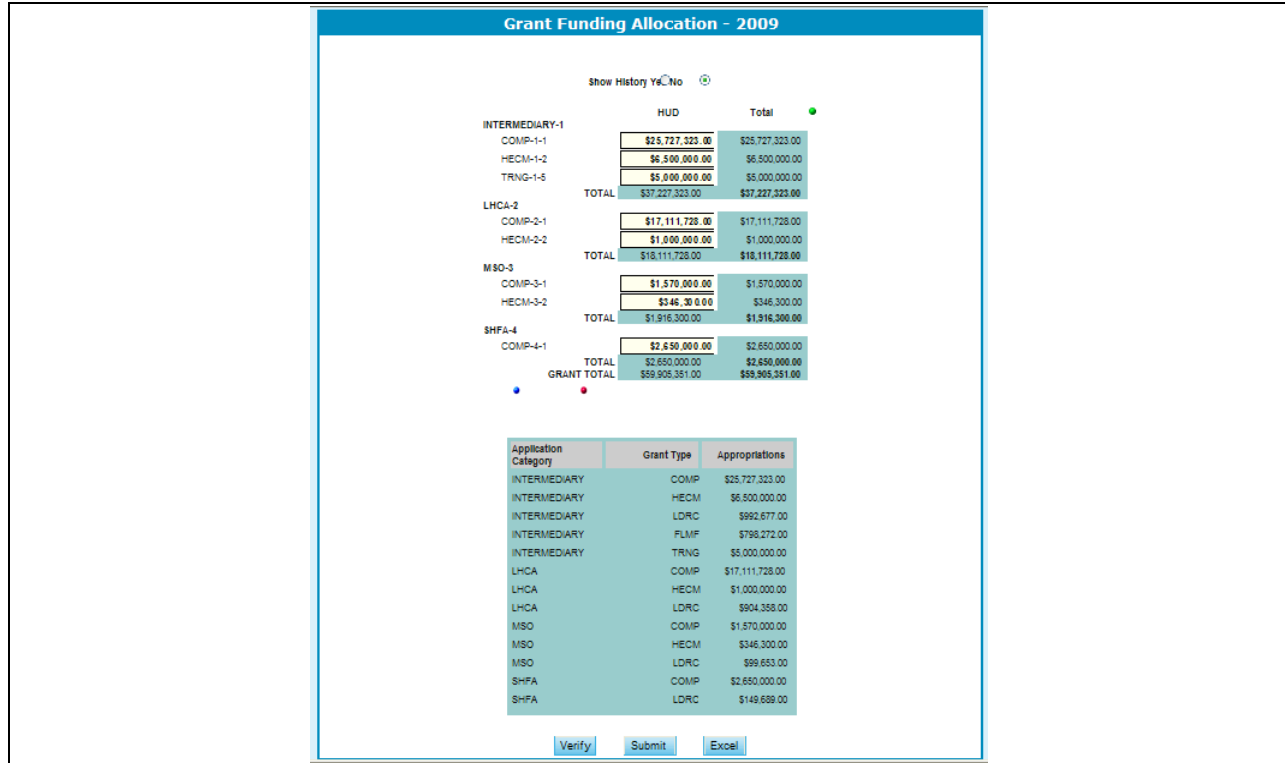


Figure 293.D. PM – Management: Funding Allocation – Grant Matrix Validation Reference

- To see the history of this funding allocation, click **Yes** next to Show History. The history appears at the bottom of the screen.

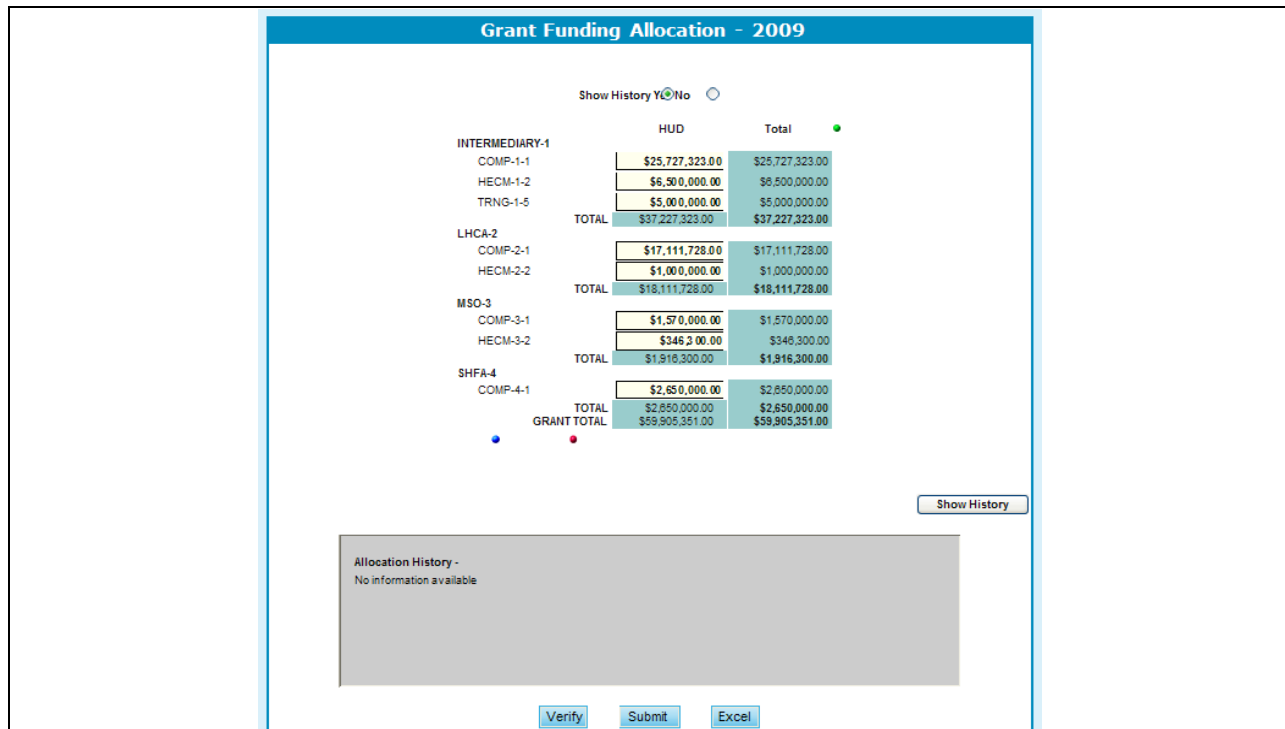


Figure 293.E. PM – Management: Funding Allocation – Show History

- 7. To view this information in Excel format, press the **Excel** hyperlink found at the bottom of the page, and you will be prompted to this information in its entirety in Excel format.



| | A | B | C | D | E | F | G | H |
|----|----------------|----------------------|------------------|-----------------|------------------|---|-----------------|-------------------|
| 3 | | | HUD | | Total | | Validation | Difference |
| 4 | INTERMEDIARY-1 | | | | | | | |
| 5 | COMP-1-1 | | | | \$25,727,323.00 | | | |
| 6 | HECM-1-2 | | | | \$6,500,000.00 | | | |
| 7 | TRNG-1-5 | | | | \$5,000,000.00 | | | |
| 8 | | TOTAL | \$37,227,323.00 | | \$37,227,323.00 | | \$38,000,000.00 | (\$772,677.00) |
| 9 | LHCA-2 | | | | | | | |
| 10 | COMP-2-1 | | | | \$17,111,728.00 | | | |
| 11 | HECM-2-2 | | | | \$1,000,000.00 | | | |
| 12 | | TOTAL | \$18,111,728.00 | | \$18,111,728.00 | | \$34,700,000.00 | (\$16,588,272.00) |
| 13 | MSO-3 | | | | | | | |
| 14 | COMP-3-1 | | | | \$1,570,000.00 | | | |
| 15 | HECM-3-2 | | | | \$346,300.00 | | | |
| 16 | | TOTAL | \$1,916,300.00 | | \$1,916,300.00 | | \$2,700,000.00 | (\$783,700.00) |
| 17 | SHFA-4 | | | | | | | |
| 18 | COMP-4-1 | | | | \$2,650,000.00 | | | |
| 19 | | TOTAL | \$2,650,000.00 | | \$2,650,000.00 | | \$600,000.00 | \$2,050,000.00 |
| 20 | | GRAIT TOTAL | \$59,905,351.00 | | \$59,905,351.00 | | \$62,850,000.00 | (\$2,944,649.00) |
| 21 | | | | | | | | |
| 22 | | | | | | | | |
| 23 | | | | | | | | |
| 24 | | Grant Type | Allocation Total | Validation | Difference | | | |
| 25 | | COMP | \$47,059,051.00 | \$56,500,000.00 | (\$9,440,949.00) | | | |
| 26 | | HECM | \$7,846,300.00 | \$9,000,000.00 | (\$1,153,700.00) | | | |
| 27 | | TRNG | \$5,000,000.00 | \$9,000,000.00 | (\$4,000,000.00) | | | |
| 28 | | | | | | | | |
| 29 | | | | | | | | |
| 30 | | Application Category | Grant Type | Appropriations | | | | |
| 31 | | INTERMEDIARY | COMP | \$25,727,323.00 | | | | |
| 32 | | INTERMEDIARY | HECM | \$6,500,000.00 | | | | |
| 33 | | INTERMEDIARY | LDRC | \$992,677.00 | | | | |
| 34 | | INTERMEDIARY | FLMF | \$798,272.00 | | | | |
| 35 | | INTERMEDIARY | TRNG | \$5,000,000.00 | | | | |
| 36 | | LHCA | COMP | \$17,111,728.00 | | | | |

Figure 294. PM – Management: Funding Allocation – Show History

9.5.3.8 Step 8: Modify Scoring Criteria

This screen sets up the application’s score card. Each graded Factor is listed and a maximum score is assigned to it. Bonus points can also be assigned to each Factor if required.

Note: The scoring criteria are used for grant applications scoring by reviewers and final scoring by primary reviewers. The data of Factor Name, Max Points, and Instructions displayed in this page are carried over from previous fiscal year. Should any criteria of these three categories for the new (current) fiscal year is changed from previous fiscal year, edit it and save the change to the database. All the Max Bonus Points data in this page are initially set to zero for the new fiscal year. Edit them as appropriate and save the data to the database.

1. From the top navigation menu, scroll down to **Management** sub-menu. Click the **Modify Scoring Criteria** hyperlink, the *Modify Scoring Criteria* screen appears.
2. Under each Factor Name you are able to view each Sub Factor associated with it. This can be performed by selecting the   buttons.

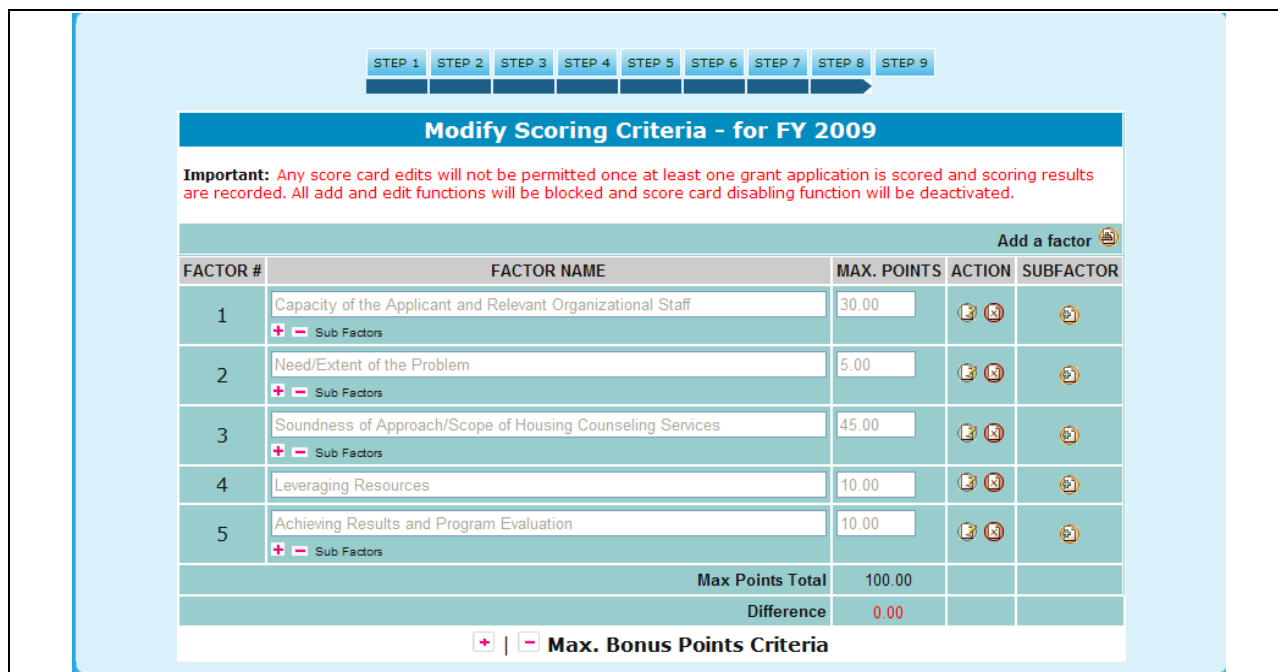


Figure 295.A.1. PM – Management: Modify Scoring Criteria for FY 2009

- In the **Action** column, click the **Edit** hyperlink by the factor that you wish to edit. The *Change Instructions for Factor X* screen appears in a separate window.

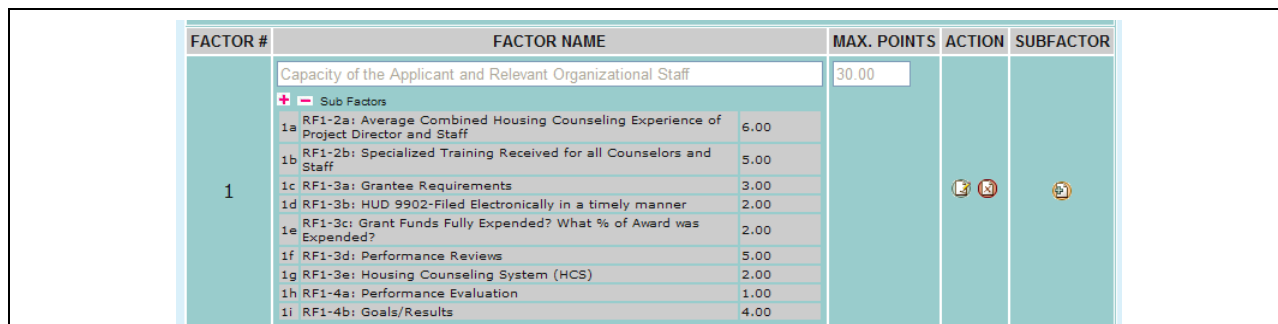


Figure 295.A.2. PM – Management: Modify Scoring Criteria for FY 2009 – Sub Factors

- Edit the instructions. Click the **Update** button to save your changes, or Click the **Cancel** button to exit the window without saving. You will return to the *Modify Scoring Criteria* screen. Text can be copied from Microsoft Word and pasted in this section for ease of editing.
- After you edit the data in *Modify Scoring Criteria* page, Click the **Save** button. You will see a confirmation notice as shown in 295.B.2.

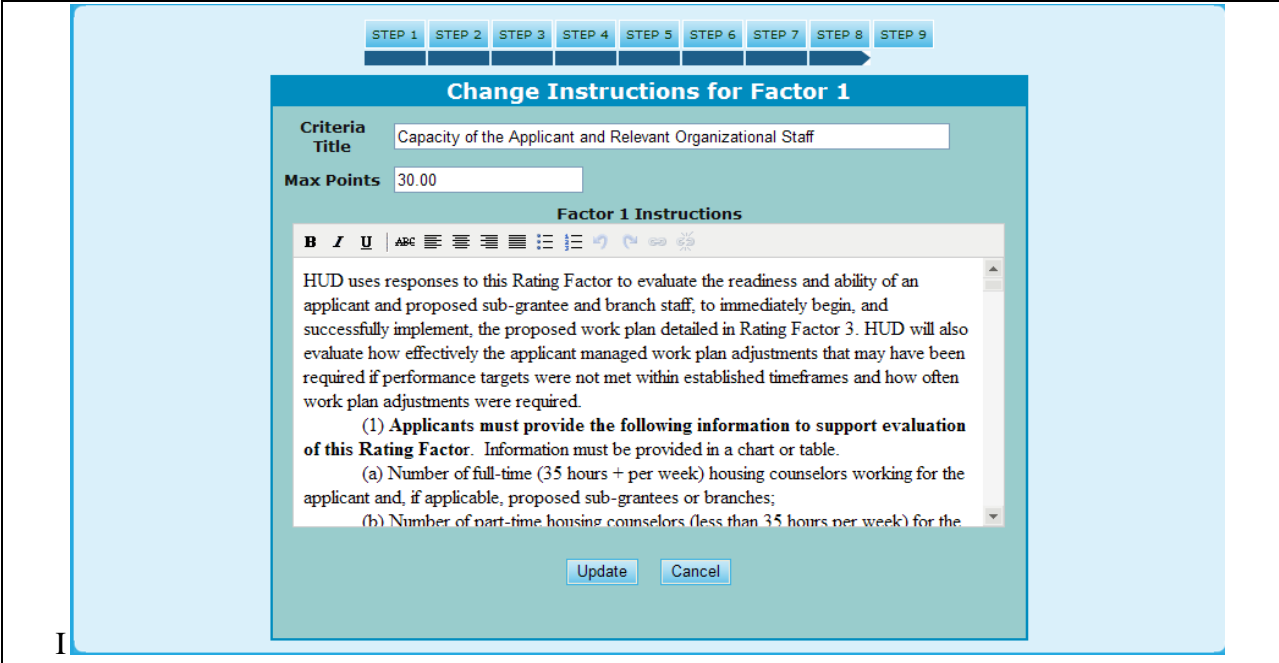


Figure 295.B.1. PM – Management: Modify Scoring Criteria – Change Instructions for Factor 1

- 6. Click the **OK** button to close the popup message. The updated data is saved.



Figure 295.B.2. PM – Management: Scoring Criteria Data Update Confirmation Message

- 7. Once prompted back to the Grant Scoring Criteria page, you will notice you can also **Add New Factor**, as well as **Sub Factor**. Above the Sub Factor column, you will find you the text: **Add a Factor**. By selecting the icon next to that text, you will be prompted to a new screen enabling you to create that factor. Once entering your select information you can either press **Update** to include that factor into your decision process, or **Cancel** to erase those edits.

Figure 295.C. PM – Management: Modify Scoring Criteria – Add New Factor

8. For creating a Sub Factor, select the icon under the Sub Factor column, and in the same Factor row where you would like to add it. You will be prompted to the below screen, where you can define your category based on:
 - a. Sub Factor Name
 - b. Sub Max Point
 - c. Instructions
9. Once you are done editing your information, click **Done** to save changes, or **Cancel** to lose your changes.

Figure 295.D. PM – Management: Modify Scoring Criteria – Add Sub-Factor

- 10. You are also able to edit current Sub-Factors, by clicking a specific Sub-Factor under the Instructions column. Once you have made your desired changes, click **Submit** to save changes, or **Cancel** to return back to the Sub-Factor menu without saving changes.

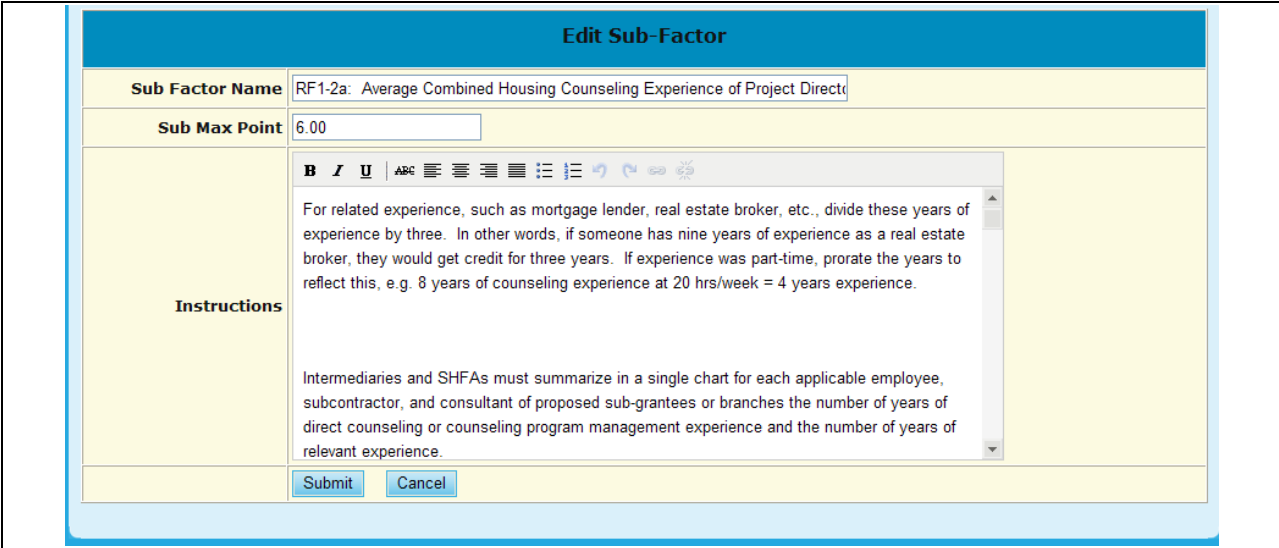


Figure 295.E. PM – Management: Modify Scoring Criteria – Edit Sub-Factor

9.5.3.9 Step 9: Recommended Award

This feature allows the Recommended Awarded calculation to be executed by one of two methods. Ratio calculation divides all applications together according to their final scores. Proportion calculation determines awards by first calculating each grouping (proportion), so the top scores get their maximum amount of award before the lower scored applications are calculated.

- 1. From the upper navigation menu, scroll down to **Management** sub-menu. Click the Setup Recommend Award Criteria hyperlink, the Setup Recommended Award Criteria screen appears. Provided below shows the Setup Recommended Award Criteria page after setup is completed.

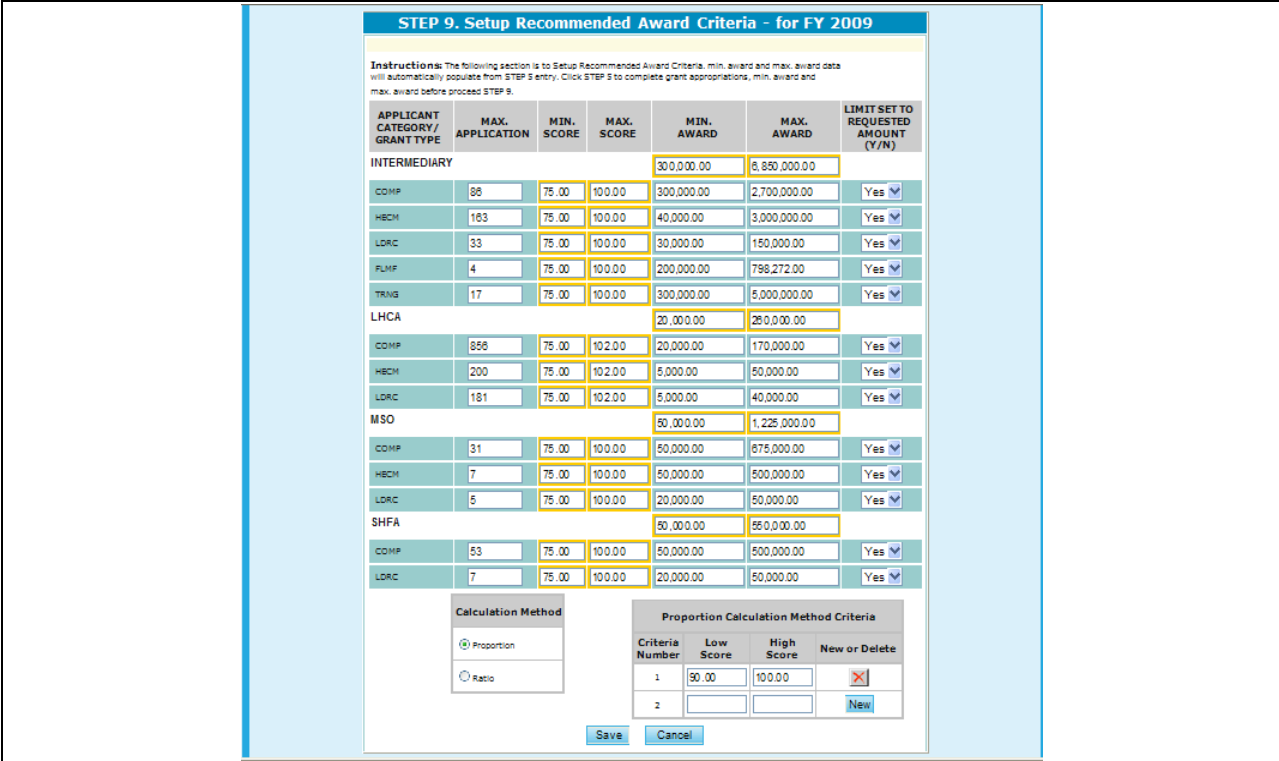



Figure 296.A. PM – Management: Setup Recommended Award Criteria – After Setup

- 2. To delete a Proportion Calculation Method Criteria entry, click the  button next to the criteria that you wish to delete. The following message appears.
- 3. If you wish to delete, click **OK** button. To cancel, click **Cancel** button.

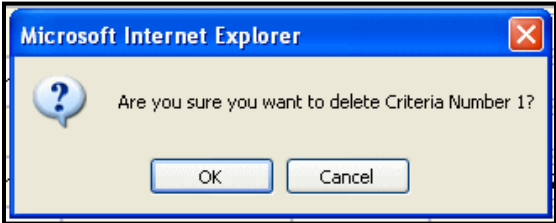


Figure 296.B. PM – Management: Setup Recommended Award Criteria – Confirm Delete Message 1

- 4. If you want to change the Calculation Method from Proportion to Ratio while there is data in the Proportion Calculation Method Criteria section, following confirmation message appears.
- 5. If you are sure you want to change the calculation method, click **OK** button. To cancel this action, and close without deleting the Proportion Calculation Method criteria, click **Cancel** button.

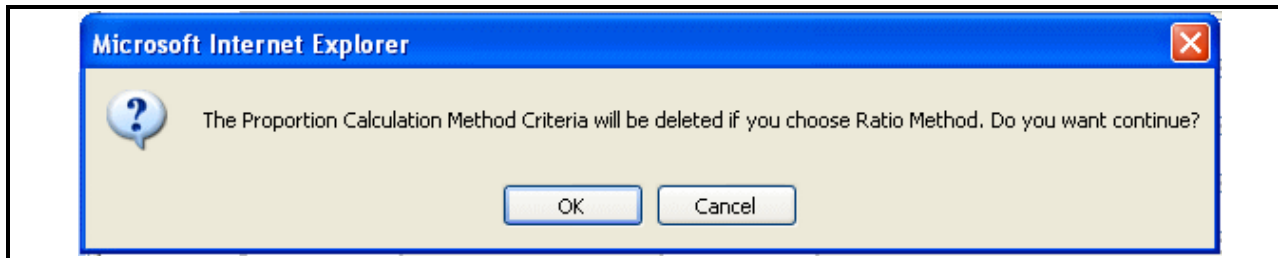


Figure 296.C. PM – Management: Setup Recommended Award Criteria – Confirm Delete Message 2

9.5.4 Agency Type Setup

1. From the upper navigation menu, scroll down to **Management** sub-menu. Click the **Agency Type Setup** hyperlink, and the *Agency Type* screen appears. Provided below is an example of the Agency Type screen.

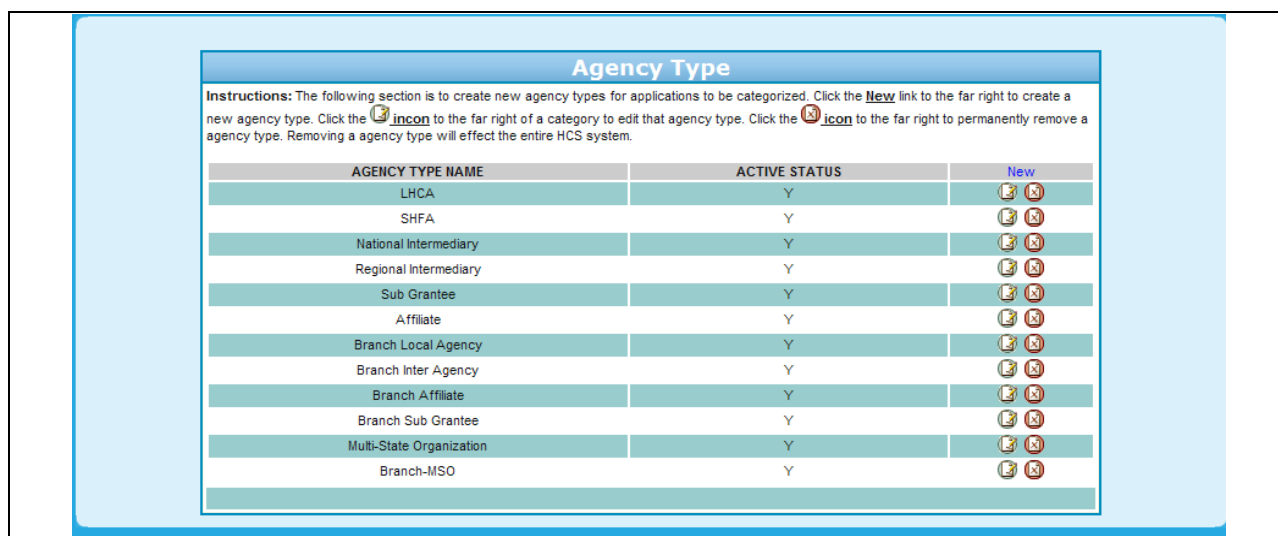


Figure 297.A. PM – Management: Agency Type Status

2. To edit the information for an Agency Type, select the [Edit] icon under the **New** column, and you will be prompted to the Agency Type edit screen. From here you will only be able to edit the Agency Type Name. Once finished click the **Submit** hyperlink to save changes, or click **Cancel** to return back to the Agency Type screen.

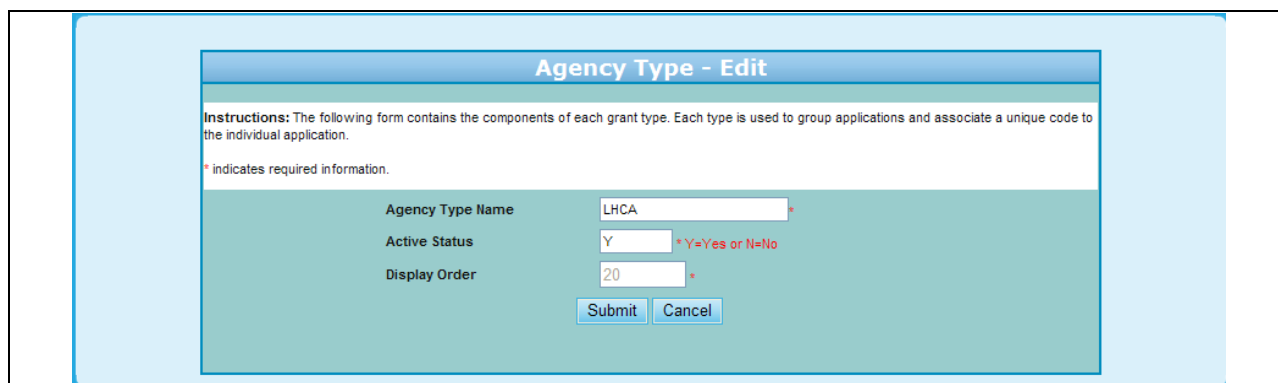


Figure 297.B. PM – Management: Agency Type Status – Edit

3. To Delete an Agency type, press the  button. A warning screen will be prompted as demonstrated below. To continue with deleting press **OK**, or to cancel hit the **Cancel** button.

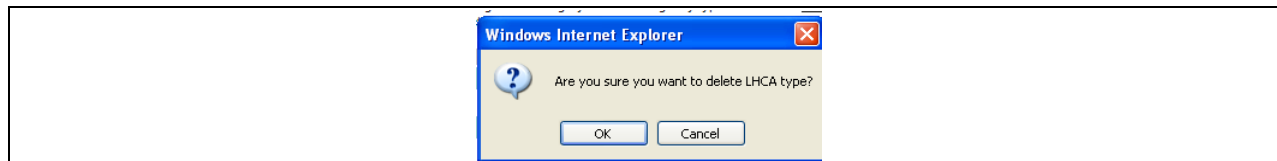


Figure 297.C. PM – Management: Agency Type Status – Delete Warning

4. To add a new agency type, click the **New** hyperlink found as the header of the third column. This will direct the following screen which will allow you to:
 - a. Add an Agency Type Name
 - b. Add an Active Status
 - c. Display Order
5. Once you have made the necessary additions, click **Submit** to save changes, or **Cancel** to return back to the Agency Type screen.

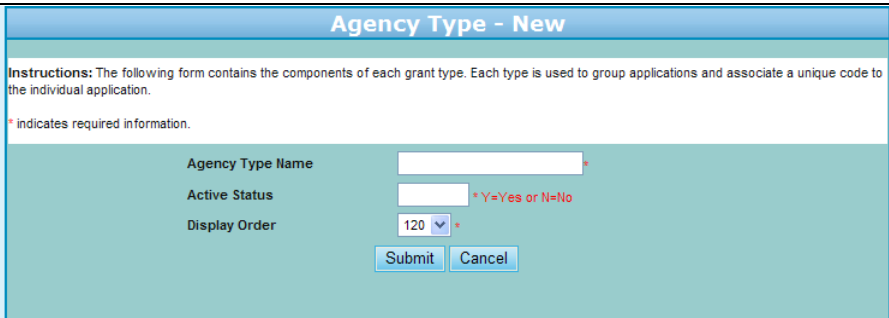


Figure 297.D. PM – Management: Agency Type Status – New

9.5.5 HCS Menu Control

1. From the upper navigation menu, scroll down to **Management** sub-menu. Click the **HCS Menu Control** hyperlink, and the HCS Navigation screen appears. Provided below is an example of the HCS Navigation screen.
2. From this screen you will be able to:
 - a. Edit the HCS Menu
 - b. Add a New Menu option
 - c. Delete a Menu option


















































| HCS Navigation | | | | | |
|--|-----------|-------------------------------------|-----------|---|---|
| <p>Instructions: The following section is to create new menu types for applications to be categorized. Click the New link to the far right to create a new agency type. Click the edit icon to the far right of a category to edit that category type. Click the delete icon to the far right to permanently remove a agency type. Removing a agency type will effect the entire HCS system.</p> | | | | | |
| Menu ID | Access ID | Menu Name | Menu Type | File name | New |
| 100 | 0 | Grant Application Process | DataEntry | |   |
| 1000 | 1 | EZ/EC Bonus Points | DataEntry | hcgd500.cfm |   |
| 1100 | 2 | Input Awards / Sub Allocations | DataEntry | hcgd600.cfm |   |
| 1110 | 4 | HUD-9902 | DataEntry | hcgd700.cfm |   |
| 300 | 4 | Setup Users | DataEntry | hcgd200.cfm |   |
| 3760 | 2 | Setup Grant Applications | DataEntry | grant/grant_application.cfm |   |
| 3780 | 2 | Final Scoring for Primary Reviewers | DataEntry | grant/grant_score_final_rev.cfm?RequestTimeout=1200 |   |
| 3790 | 2 | Input Awards / Sub Allocations | DataEntry | grant/grant_input_award.cfm |   |
| 400 | 2 | Setup Grant Applications | DataEntry | hcgd300.cfm |   |
| 900 | 1 | Scoring | DataEntry | hcgd400.cfm |   |
| 910 | 2 | Final Scoring for Primary Reviewers | DataEntry | hcgd415.cfm?RequestTimeout=1200 |   |
| 950 | 2 | Calculate Recommended Awards | DataEntry | hcgm500.cfm |   |
| 960 | 2 | Calculate Recommended Awards | DataEntry | grant/grant_calculation.cfm |   |
| 3770 | 2 | Scoring | DateEntry | grant/grant_appl_scoring_search.cfm |   |
| 3000 | 0 | Export | Export | |   |
| 3100 | 3 | Notification Letters | Export | hcgr800.cfm |   |
| 3200 | 3 | List of Awardees | Export | hcgr1300.cfm |   |
| 3210 | 3 | List of Awardees | Export | rpthcs/list_awardee.cfm |   |
| 3300 | 0 | HUD-718 | Export | hcgr1400.cfm |   |
| 3310 | 3 | Procurement Accounting Spreadsheet | Export | hcgr1410.cfm |   |
| 3315 | 3 | Procurement Accounting Data | Export | rpthcs/pas_rpt.cfm |   |
| 3400 | 3 | HUD-1044 | Export | hcgr1500.cfm |   |
| 3410 | 3 | HUD-1044 | Export | rpthcs/1044_rpt.cfm |   |
| 3500 | 3 | Award Letters | Export | hcgr1600.cfm |   |

Figure 298.A. PM – Management: HCS Menu Control

3. To edit an HCS Menu option, click the  button. This will prompt you to the edit screen, as depicted below. From here you will be able to edit the:
 - a. Menu ID
 - b. Menu Access Group
 - c. Menu Name
 - d. Menu Level
 - e. Menu Category
 - f. File Name URL
 - g. Menu Sequence
 - h. Fiscal Year

4. Once you have made the desired edits, either click the **Submit** button to save changes, or **Cancel** to return back to the HCS Navigation menu without keeping your changes.

HCS Menu - Edit

Instructions: The following form contains the components of each grant type. Each type is used to group applications and associate a unique code to the individual application.

* indicates required information.

Menu ID: 100

Menu Access Group: 0

Menu Name: Grant Application Process

Menu Level: 1

Menu Category: DataEntry * DataEntry, Export, Maintenance, Reports

File Name/URL: *

Menu Sequence: 100

Fiscal Year: 15=2009

Submit Cancel

Figure 298.B. PM – Management: HCS Menu Control – Edit

- To Delete an HCS Menu option, press the button. A warning screen will be prompted as demonstrated below. To continue with deleting press **OK**, or to cancel hit the **Cancel** button.

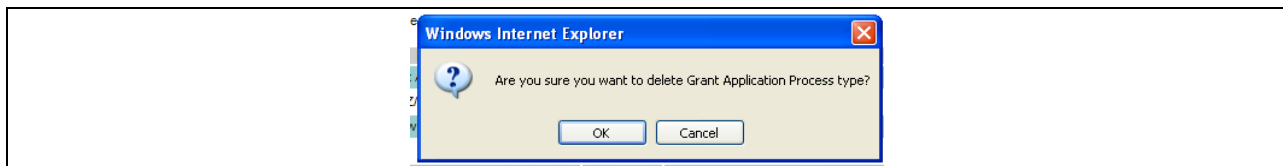


Figure 298.C. PM – Management: HCS Menu Control – Delete warning

- To add a HCS Menu option, click the **New** hyperlink found as the header of the sixth column. This will direct you to the following screen which will allow you to edit the same functions as stated in Step 4.
- Once you have made the necessary additions, click Submit to save changes, or Cancel to return back to the Agency Type screen.

HCS Menu - New

Instructions: The following form contains the components of each grant type. Each type is used to group applications and associate a unique code to the individual application.

* indicates required information.

Menu ID: *

Menu Access Group: *

Menu Name: *

Menu Level: *

Menu Category: * DataEntry, Export, Maintenance, Reports

File Name/URL: *

Menu Sequence: *

Fiscal Year: * 15=2009

Submit Cancel

Figure 298.D. PM – Management: HCS Menu Control – New HCS Menu

9.5.6 CMS Management

1. From the upper navigation menu, scroll down to Management sub-menu. Click the **CMS Management** hyperlink, and the HUD certified CMS products of HUD housing counseling Agency use screen appears. Provided below is an example of the aforementioned screen.
2. To edit CMS information, click the hyperlink under the CMS column and you will be able to change the following information:
 - a. CMS Full Name
 - b. CMS Short Name
 - c. CMS Vendor List
 - d. Dataset Version
 - e. Availability
 - f. Product Certification
 - g. Public
 - h. CMS Email
 - i. CMS Web Address
 - j. CMS Phone
 - k. CMS User ID
 - l. Contact First Name
 - m. Contact Last Name

From this screen you will be able to:

- Edit the CMS information
- Add a New CMS
- Export CMS List
- Access Vendor website

| HUD CERTIFIED CMS PRODUCTS FOR HUD HOUSING COUNSELING AGENCY USE | | | | | | |
|--|-----------------|----------------------------------|-----------------|--|--|--------------|
| Total 45 records | | | | Add new CMS Export CMS List | | |
| Listed below are CMS products that successfully met HUD's standards and have completed testing. Agencies using these products are able to transmit their data to HUD at this time. | | | | | | |
| CMS | DATASET VERSION | VENDOR | POC | EMAIL | WEB SITE | AVAILABILITY |
| CCARM | 3.1 | Catholic Charities | Donna Drinka | ddrinka@catholiccharities.net | www.catholiccharities.net | Exclusive |
| COMS | 3.0 | CIL Orlando | Ryan Dan | dryan@cilorlando.org | www.cilorlando.org | Public |
| CPR | 3.1 | Cooperative Processing Resources | Campion Kate | kate@cprops.com | www.cprops.com | Public |
| DebtLogic | 3.0 | Integrant, Inc. | Lacomble Ben | blacomble@integrantinc.com | www.integrantinc.com | Exclusive |
| FMS | 3.1 | GreenPath, Inc | McNeill Donna | DMcNeill@greenpath.com | www.greenpath.com | Exclusive |
| HRS | 3.1 | DLBNetwork | Daniel Bajema | dbajema@dlbnetwork.com | www.dlbnetwork.com | Exclusive |
| Paragon | 3.1 | Money Management International | Sandoval Darrin | Darrin.Sandoval@MoneyM.com | www.paragondms.com | Public |

Figure 299.A. PM – Management: CMS Management: HUD Certified Products

Listed below are CMS products that are in the process of meeting HUD's standards but have not completed testing. Agencies using these products are not able to transmit their data to HUD at this time.

| CMS | DATASET VERSION | VENDOR | POC | EMAIL | WEB SITE | AVAILABILITY |
|-------------------------|-----------------|---|----------------|--------------------------------|-------------------------|--------------|
| AdSysTech | 3.0 | AdSysTech | James Rushton | james@adsystech.com | www.adsystech.com | Public |
| ACCLIVCTR | 3.0 | Access Living in Chicago | Stu Landrum | mitware@swbell.net | | Exclusive |
| ASPEN | 3.1 | The Brainard Group | Bob Osborn | bob@brainardgroup.com | www.brainardgroup.com | Public |
| Agate Software | 3.1 | Agate Software | Shea Bill | bshea@agatesoftware.com | www.intelligrants.com | Public |
| Budget Your Dream | 3.0 | Budget Your Dream, INC. | Stephon Lee | stephonlee@budgetyourdream.com | www.budgetyourdream.com | Public |
| CAP-SYS | 3.1 | Spokane Neighborhood Action Programs | McFarland Alan | alanmcf@well.com | | Exclusive |
| CAPNA | 3.0 | Community Action Partnership of North Alabama | Jack Green | jgreen@capna.org | www.dbafacspro.com | Exclusive |
| CCCS OF DALLAS | 3.1 | Cyfun Media | Robert Wier | rwier@cccs.net | www.cccs.net | Exclusive |
| CCCS OF GREATER ATLANTA | 3.1 | CCCS OF GREATER ATLANTA | Michelle Jones | michelle.jones@cccsinc.org | | Exclusive |
| CCHR | 3.1 | Pin Technology, Inc. | Brite Lee | brite.lee@pintechnology.com | www.pintechnology.com | Exclusive |
| CCOA | 3.1 | FBS Inc. | Britt Fogg | brittf@shilohtech.com | | Exclusive |
| Community Networks | 3.1 | Community Networks Corporation | Pamela Roy | proy@cnetworks.com | www.cnetworks.com | Exclusive |

Figure 299.B. PM – Management: CMS Management: Products awaiting certification

- Once you have made desired changes, click **Update CMS Info** to save changes, **Reset** to return information prior to edits, or **Back** to return to the CMS Management screen.

HUD CERTIFIED CMS PRODUCTS FOR HUD HOUSING COUNSELING AGENCY USE

CMS Full Name:

CMS Short Name:

CMS Vendor Name:

Dataset Version:

Availability:

Product Certification:

Public:

CMS Email:

CMS Web Address:

CMS Phone:

CMS User ID:

Contact First Name:

Contact Last Name:

Figure 300. PM – Management: CMS Management: CMS Edit

- To add a new CMS product, select the **Add new CMS** hyperlink. This will prompt you to the following screen which allows you to provide input for the same functional areas as previously stated in Step 2.
- Once you have made desired additions, click **Add CMS** to save changes, **Reset** to return information prior to edits, or **Back** to return to the CMS Management screen.

HUD CERTIFIED CMS PRODUCTS FOR HUD HOUSING COUNSELING AGENCY USE

CMS Full Name:

CMS Short Name:

CMS Vendor Name:

Dataset Version:

Availability:

Product Certification:

Public:

CMS Email:

CMS Web Address:

CMS Phone:

CMS User ID:

Contact First Name:

Contact Last Name:

Figure 301. PM – Management: CMS Management: Add new CMS

6. To view these lists in Excel format, click the **Export CMS List** button and a new screen will be prompted with them in an Excel format.
7. To view a Vendor website, click the hyperlink for the desired agency, under the Website column.

| A | B | C | D | E | F | G |
|---|-----------------|---|-----------------|-----------------------|--|--------------|
| HUD CERTIFIED CMS PRODUCTS FOR HUD HOUSING COUNSELING AGENCY USE | | | | | | |
| Total 11 records | | | | | | |
| Listed below are CMS products that successfully met HUD's standards and have completed testing. Agencies using these products are able to transmit their data to HUD at this time. | | | | | | |
| CMS | DATASET VERSION | VENDOR | POC | EMAIL | WEB SITE | AVAILABILITY |
| RMCS | 3.1 | National Foundation for Debt Management, Inc. | Robert Leighton | rleighton@nfdm.org | www.nfdm.org | Exclusive |
| Listed below are CMS products that are in the process of meeting HUD's standards but have not completed testing. Agencies using these products are not able to transmit their data to HUD at this time. | | | | | | |
| CMS | DATASET VERSION | VENDOR | POC | EMAIL | WEB SITE | AVAILABILITY |
| CCCS OF DALLAS | 3.1 | Cyfun Media | Robert Wier | rwier@cccs.net | | Public |
| CCOA | 3.1 | FBS Inc | Britt Fogg | britt@shilohtech.com | | Public |
| DebtPlus | 3 | DebtPlut, Inc. LLC | Caroline Merry | caroline@debtplus.com | | Exclusive |
| FACSPRO | 3.1 | DBA TECHNOLOGIES, LLC | David Bassion | davidb@dbainvent.com | www.dbafacspro.com | Exclusive |
| GBLS CMS-2 | 3.1 | CHC-3 Consulting, Inc. | Dina Brownstein | dbrownstein@gbls.org | | Public |
| HATS | 3.1 | Homewise | Rex Morgan | rmorgan@proace.com | | Public |
| JFHA-HS | 3.1 | Idaho Housing and Finance Association | Heather | HeatherH@IHFA.Org | | Exclusive |

Figure 302. PM – Management: CMS Management: Export CMS List

9.5.7 AD HOC Query

- 1. From the **Management** menu, click the **AD HOC Query** hyperlink. The *AD HOC Query* page appears.
- 2. From the Available Tables list, select the table you wish to extract data from.
- 3. After clicking on a table from the Available Tables list, the Available Columns list is populated with all the columns available in the selected table.
- 4. Select the columns you wish to extract data from.



- 5. After selecting the columns you wish to extract, Click thee of the following buttons to fine tune your Selected Columns list. Repeat table and column selection until all data you desire has been selected.

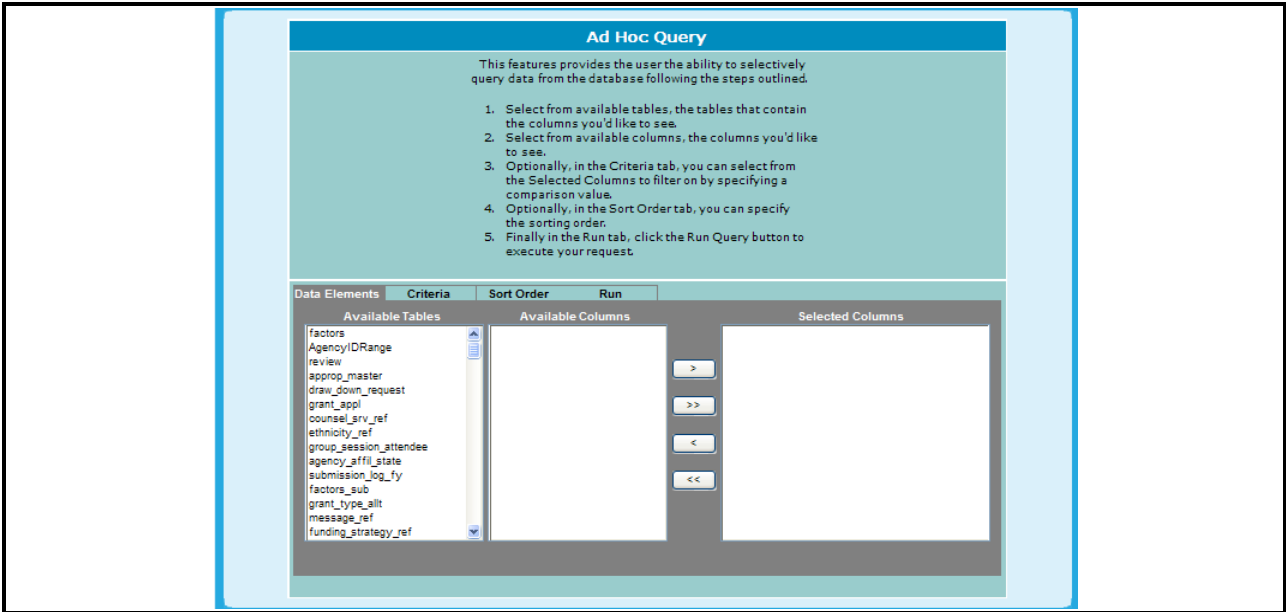


Figure 303.A. PM – Management: Ad Hoc Query

The Ad Hoc Query features provides the user a way to extract raw data from the System. This feature requires a deep understanding of the database structural layout of the System as well as all the reference data identifiers. To use the Ad Hoc Query feature following the instructions below:

- 6. Click the **Criteria** tab and specify any filtering criteria. From here you are able to edit Data Elements based off of your selections on the previous tab. You can specify how you would like data displayed based on a comparison. You can compare data through the following ways:
 - a. Is Equal To
 - b. Is Less Than
 - c. Is Less Than or Equal To
 - d. Is Greater Than
 - e. Is Greater Than or Equal To

- f. Not Equal To
- g. One Of
- h. Is Null
- i. Is Not Null

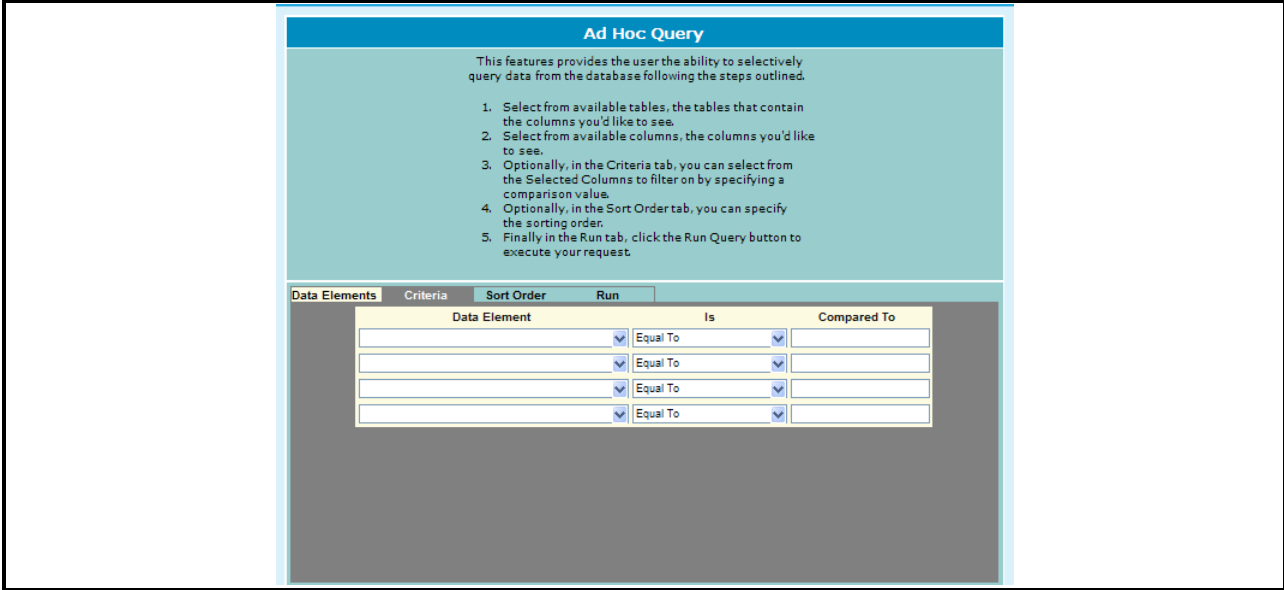


Figure 303.B. PM – Management: Ad Hoc Query Criteria

- 7. Optionally, click the **Sort Order** to determine how you would like your result set sorted. This will be determined on the Data Elements you previously chose.

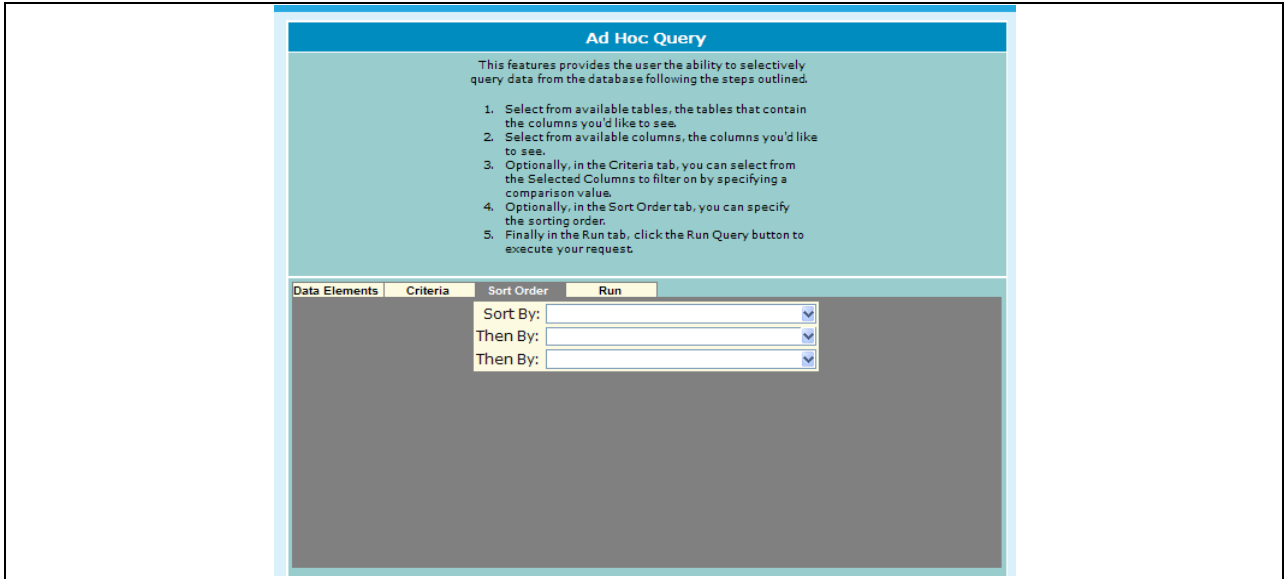


Figure 303.C. PM – Management: Ad Hoc Query Rank Order

- 8. Finally, click the **Run** tab and click the **Run Query** button and a spreadsheet is displayed with resulting data.

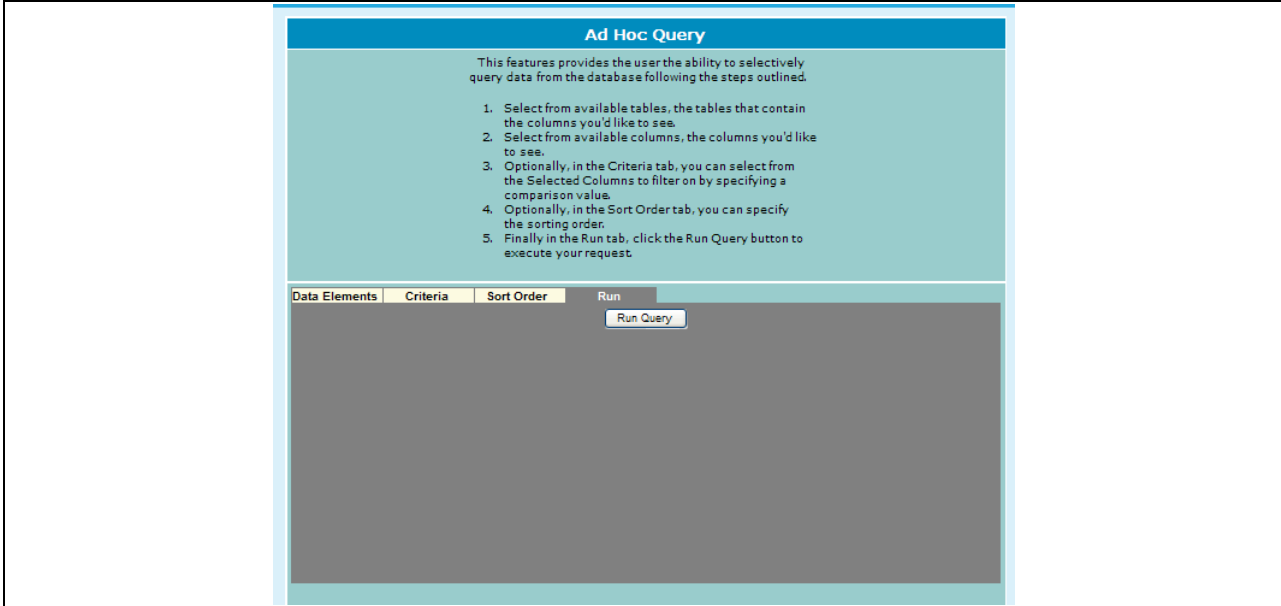


Figure 303.D. PM – Management: Ad Hoc Query Run

Note: The System tries to ascertain the relationships between tables through Foreign Keys first and then by common field names second. This can be effective when selecting data from two tables but can become ineffective if too many tables with similar FK relationships and common field names are specified. To collect data from multiple tables, it is advised to extract from a few set of tables and then manually join the data in a spreadsheet.

9.5.8 Change Office Defaults

- 1. From the Management Functions menu, click the **Change Office Defaults** hyperlink. The *Change Office Defaults* page appears.
- 2. Click the HUD Office under Office Name column that you wish to change. The *Default Office Information* screen appears.

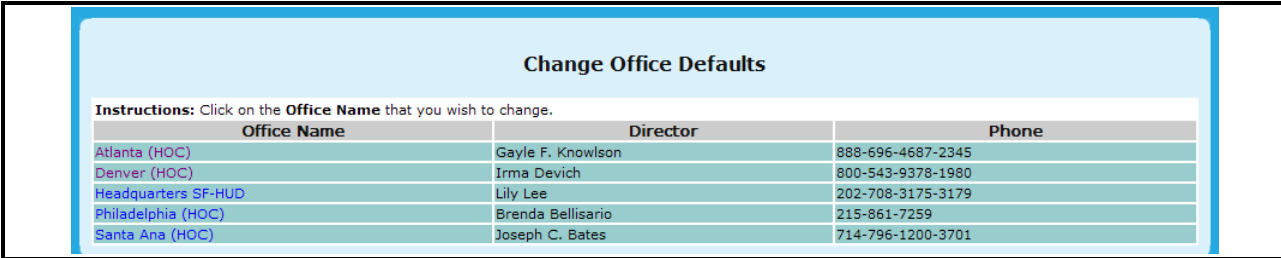


Figure 304. PM – Management: Change Office Defaults

- 3. Fill out all of the fields in the form. Then click **OK** to save or **Cancel** to cancel.

Default Office Information

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

| | | | | | | | |
|---|--|-------------------|----------------------|--------------------------------|-----------------------|--|------------------------|
| Office Name: | Atlanta (HOC) | | | | | | |
| Grant Application Review Rules: | <input type="text"/> | | | | | | |
| Address: | <table style="width: 100%;"> <tr> <td style="width: 50%;">Five Points Plaza</td> <td style="width: 50%;">City: Atlanta</td> </tr> <tr> <td>40 Marietta Street, 10th Floor</td> <td>State: Georgia</td> </tr> <tr> <td></td> <td>Zip: 30303-2806</td> </tr> </table> | Five Points Plaza | City: Atlanta | 40 Marietta Street, 10th Floor | State: Georgia | | Zip: 30303-2806 |
| Five Points Plaza | City: Atlanta | | | | | | |
| 40 Marietta Street, 10th Floor | State: Georgia | | | | | | |
| | Zip: 30303-2806 | | | | | | |
| Director: | Program Director: | | | | | | |
| Liz Henry | Liz Henry | | | | | | |
| Director's Title: | Program Director's Title: | | | | | | |
| Director, Program Support Division | Director, Program Support Division | | | | | | |
| Phone: | Program Director's Phone: | | | | | | |
| 888 - 555 - 4687 x 65 | 888 - 555 - 4687 x 65 | | | | | | |
| Program Support Division Director Name: | Single Family Housing Program Development Director Name: | | | | | | |
| Jen Smith | Jane Doe | | | | | | |
| Program Support Division Director Title: | Single Family Housing Program Development Director Title: | | | | | | |
| Director, Program Support Division | Director, Office of SF Program Development | | | | | | |
| Program Support Division Director's Phone: | Single Family Housing Program Development Director's Phone: | | | | | | |
| 404 - 556 - 1263 x 23 | 202 - 708 - 2121 x 3989 | | | | | | |
| Email: | | | | | | | |
| liz_f_henry@hud.gov | | | | | | | |

Figure 305.A. PM – Management: Default Office Information

- Click the **Validate** button in the States Covered section, a message like following appears. It warns you that the listed states or territories are not assigned to any HOC office.

States Covered: Validate

| | | |
|---|--|--|
| <input checked="" type="checkbox"/> Alabama - Atlanta (HOC) | <input checked="" type="checkbox"/> Kentucky - Atlanta (HOC) | <input checked="" type="checkbox"/> Not Selected - Atlanta (HOC) |
| <input checked="" type="checkbox"/> Alaska - Santa Ana (HOC) | <input checked="" type="checkbox"/> Louisiana - Denver (HOC) | <input checked="" type="checkbox"/> Ohio - Philadelphia (HOC) |
| <input checked="" type="checkbox"/> American Samoa - Santa Ana (HOC) | <input checked="" type="checkbox"/> Maine - Philadelphia (HOC) | <input checked="" type="checkbox"/> Oklahoma - Denver (HOC) |
| <input checked="" type="checkbox"/> Arizona - Santa Ana (HOC) | <input type="checkbox"/> Marshall Islands | <input checked="" type="checkbox"/> Oregon - Santa Ana (HOC) |
| <input checked="" type="checkbox"/> Arkansas - Denver (HOC) | <input checked="" type="checkbox"/> Maryland - Philadelphia (HOC) | <input type="checkbox"/> Palau |
| <input checked="" type="checkbox"/> California - Santa Ana (HOC) | <input checked="" type="checkbox"/> Massachusetts - Philadelphia (HOC) | <input checked="" type="checkbox"/> Pennsylvania - Philadelphia (HOC) |
| <input checked="" type="checkbox"/> Colorado - Denver (HOC) | <input checked="" type="checkbox"/> Michigan - Philadelphia (HOC) | <input checked="" type="checkbox"/> Puerto Rico - Atlanta (HOC) |
| <input checked="" type="checkbox"/> Connecticut - Philadelphia (HOC) | <input checked="" type="checkbox"/> Minnesota - Denver (HOC) | <input checked="" type="checkbox"/> Rhode Island - Philadelphia (HOC) |
| <input checked="" type="checkbox"/> Delaware - Philadelphia (HOC) | <input checked="" type="checkbox"/> Mississippi - Atlanta (HOC) | <input checked="" type="checkbox"/> South Carolina - Atlanta (HOC) |
| <input checked="" type="checkbox"/> District of Columbia - Philadelphia (HOC) | <input checked="" type="checkbox"/> Missouri - Denver (HOC) | <input checked="" type="checkbox"/> South Dakota - Denver (HOC) |
| <input type="checkbox"/> Federated States of Micronesia | <input checked="" type="checkbox"/> Montana - Denver (HOC) | <input checked="" type="checkbox"/> Tennessee - Atlanta (HOC) |
| <input checked="" type="checkbox"/> Florida - Atlanta (HOC) | <input checked="" type="checkbox"/> Nebraska - Denver (HOC) | <input checked="" type="checkbox"/> Texas - Denver (HOC) |
| <input checked="" type="checkbox"/> Georgia - Atlanta (HOC) | <input checked="" type="checkbox"/> Nevada - Santa Ana (HOC) | <input checked="" type="checkbox"/> Utah - Denver (HOC) |
| <input checked="" type="checkbox"/> Guam - Santa Ana (HOC) | <input checked="" type="checkbox"/> New Hampshire - Philadelphia (HOC) | <input checked="" type="checkbox"/> Vermont - Philadelphia (HOC) |
| <input checked="" type="checkbox"/> Hawaii - Santa Ana (HOC) | <input checked="" type="checkbox"/> New Jersey - Philadelphia (HOC) | <input checked="" type="checkbox"/> Virgin Islands - Atlanta (HOC) |
| <input checked="" type="checkbox"/> Idaho - Santa Ana (HOC) | <input checked="" type="checkbox"/> New Mexico - Denver (HOC) | <input checked="" type="checkbox"/> Virginia - Philadelphia (HOC) |
| <input checked="" type="checkbox"/> Illinois - Atlanta (HOC) | <input checked="" type="checkbox"/> New York - Philadelphia (HOC) | <input checked="" type="checkbox"/> Washington - Santa Ana (HOC) |
| <input checked="" type="checkbox"/> Indiana - Atlanta (HOC) | <input checked="" type="checkbox"/> North Carolina - Atlanta (HOC) | <input checked="" type="checkbox"/> West Virginia - Philadelphia (HOC) |
| <input checked="" type="checkbox"/> Iowa - Denver (HOC) | <input checked="" type="checkbox"/> North Dakota - Denver (HOC) | <input checked="" type="checkbox"/> Wisconsin - Denver (HOC) |
| <input checked="" type="checkbox"/> Kansas - Denver (HOC) | <input checked="" type="checkbox"/> Northern Mariana Islands - Santa Ana (HOC) | <input checked="" type="checkbox"/> Wyoming - Denver (HOC) |

Figure 305.B. PM – Management: Change Office Defaults – States Covered



Figure 305.C. PM – Management: Change Office Defaults – Information Message.

9.6 Reports

The HCS system comes with a variety of reports. These reports can be viewed, printed, and exported to Excel spreadsheet. These reports provide management with a view of the application process. Also, these reports are excellent views of the post-processing results. Below are instructions on how to generate, print, and export reports. Also, the sections below show a sample of each report and details about what information each report contains.

9.6.1 Viewing Reports

To view any of the HCS system reports, take the following steps:

1. From the upper navigation menu, scroll down to the **Reports** section. Click the hyperlink of the report you want to generate from the **Reports** sub-menu in top navigation frame. For example, if you click **Application Progress Status** hyperlink from the menu, the *Application Status for FY 20XX* screen appears.

| Application Status for FY 2009 | | | | | | | | | | | | | |
|--|---------------------|-----------|-----------------------|------------|----------|-----------|------------------|-----------------|------------------|-------------------|------------------|----------------|------------------|
| Total 790 records | | | | | | | | | | | | | |
| Reset Not Evaluated Evaluated | | | | | | | | | | | | | |
| Agency Name | HOC | Agency ID | Agency Type | Grant Type | Appl ID | Prim Rvwr | Scoring Complete | Asst. Rvwr #1 | Scoring Complete | Asst. Rvwr #2 | Scoring Complete | Asst. Rvwr #3 | Scoring Complete |
| ABYSSINIAN DEVELOPMENT CORPORATION | Philadelphia (HOC) | 83751 | LHCA | COMP | 0321-146 | | | Phyllis Ford | 08/15/2009 | George Bridgeman | 08/03/2009 | | |
| ACCESS LIVING OF METROPOLITAN CHICAGO | Atlanta (HOC) | 82063 | LHCA | COMP | 0421-119 | | | Shirley Barnes | 08/16/2009 | Rachel Allen | 09/02/2009 | Kendel King | |
| ACCOMACK-NORTHAMPTON PLANNING DISTRICT C | Philadelphia (HOC) | 83967 | LHCA | COMP | 0321-170 | | | Virginia Holman | 08/19/2009 | Karen Fondersmith | 08/18/2009 | | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | COMP | 0011-016 | | | Terri Ames | 08/10/2009 | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | LDRC | 0013-006 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | FLMF | 0014-007 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACTION FOR BOSTON COMMUNITY DEVELOPMENT, | Philadelphia (HOC) | 84865 | LHCA | COMP | 0321-199 | | | Chris Cline | | John Olmstead | | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | COMP | 0821-008 | | 08/04/2009 | Patricia Heiser | 08/05/2009 | Douglas Neff | 08/04/2009 | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | LDRC | 0823-002 | | 08/04/2009 | Patricia Heiser | 08/11/2009 | Douglas Neff | 08/06/2009 | | |
| YOUTH EDUCATION AND HEALTH IN SOULARD | Denver (HOC) | 82040 | LHCA | COMP | 0821-105 | | 08/25/2009 | Dahlia Martinez | 08/19/2009 | Delia Linan | 09/16/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | COMP | 0321-002 | | | David Dwyer | 08/11/2009 | George Bridgeman | 08/19/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | LDRC | 0323-001 | | | David Dwyer | | George Bridgeman | 08/19/2009 | | |

Figure 306. PM – Reports: Applications Status for FY 20XX

9.6.1.1 Printing Reports

You can print any of the HCS system reports by following these steps:

1. From the top navigation menu, scroll down to the **Reports** section. Click the hyperlink of the report you want to generate from the **Reports** sub-menu in top navigation frame. For example, if you click **Application Progress Status** hyperlink from menu, the *Application Status for FY 20XX* screen appears.

| Application Status for FY 2009 | | | | | | | | | | | | | |
|--|---------------------|-----------|-----------------------|------------|----------|-----------|------------------|-----------------|------------------|-------------------|------------------|----------------|------------------|
| Total 790 records | | | | | | | | | | | | | |
| Reset Not Evaluated Evaluated | | | | | | | | | | | | | |
| Agency Name | HOC | Agency ID | Agency Type | Grant Type | Appl ID | Prim Rvwr | Scoring Complete | Asst. Rvwr #1 | Scoring Complete | Asst. Rvwr #2 | Scoring Complete | Asst. Rvwr #3 | Scoring Complete |
| ABYSSINIAN DEVELOPMENT CORPORATION | Philadelphia (HOC) | 83751 | LHCA | COMP | 0321-146 | | | Phyllis Ford | 08/15/2009 | George Bridgeman | 08/03/2009 | | |
| ACCESS LIVING OF METROPOLITAN CHICAGO | Atlanta (HOC) | 82063 | LHCA | COMP | 0421-119 | | | Shirley Barnes | 08/16/2009 | Rachel Allen | 09/02/2009 | Kandel King | |
| ACCOMACK-NORTHAMPTON PLANNING DISTRICT C | Philadelphia (HOC) | 83967 | LHCA | COMP | 0321-170 | | | Virginia Holman | 08/19/2009 | Karen Fondersmith | 08/18/2009 | | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | COMP | 0011-016 | | | Terri Ames | 08/10/2009 | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | LDRC | 0013-006 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | FLMF | 0014-007 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACTION FOR BOSTON COMMUNITY DEVELOPMENT, | Philadelphia (HOC) | 84865 | LHCA | COMP | 0321-199 | | | Chris Cline | | John Olmstead | | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | COMP | 0821-008 | | 08/04/2009 | Patricia Heiser | 08/05/2009 | Douglas Neff | 08/04/2009 | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | LDRC | 0823-002 | | 08/04/2009 | Patricia Heiser | 08/11/2009 | Douglas Neff | 08/06/2009 | | |
| YOUTH EDUCATION AND HEALTH IN SOULARD | Denver (HOC) | 82040 | LHCA | COMP | 0821-105 | | 08/25/2009 | Dahlia Martinez | 08/19/2009 | Delia Linan | 09/16/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | COMP | 0321-002 | | | David Dwyer | 08/11/2009 | George Bridgeman | 08/19/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | LDRC | 0323-001 | | | David Dwyer | | George Bridgeman | 08/19/2009 | | |

Figure 307. PM – Reports: Application Progress Status for FY 20XX

2. Click the **Print** button. The *Print* dialog box similar to follow appears. Once you have selected your printing criteria, click Print to have a printout of the document.

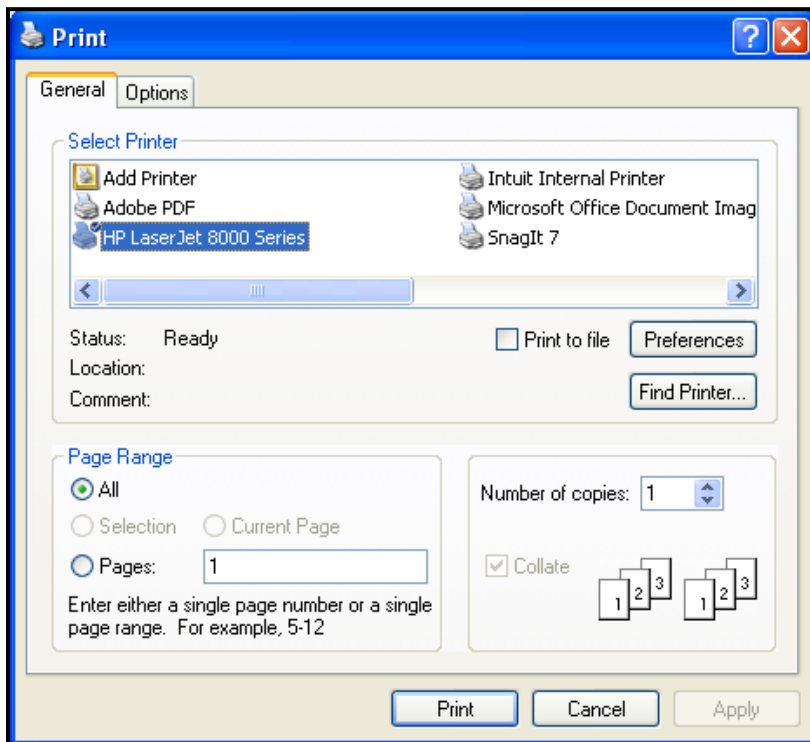


Figure 308. PM – Reports: Print Dialog Box.

You have now successfully printed a report. Repeat these steps to print any of the other reports available.

9.6.1.2 Exporting Reports

You can export any of the HCS system reports to Excel spreadsheet by following these steps:

1. From the top navigation menu, scroll down to the **Reports** section. Click the hyperlink of the report you want to generate from the **Reports** sub-menu in top navigation frame. For example, if you click the **Applications Progress Status** hyperlink from the menu, the Applications Status for FY 20XX screen appears.
2. Click the **Export** button. The *File Download* dialog box appears.

Application Status for FY 2009

Total 790 records

Reset Not Evaluated Evaluated

| Agency Name | HOC | Agency ID | Agency Type | Grant Type | Appl ID | Prim Rvwr | Scoring Complete | Asst. Rvwr #1 | Scoring Complete | Asst. Rvwr #2 | Scoring Complete | Asst. Rvwr #3 | Scoring Complete |
|--|---------------------|-----------|-----------------------|------------|----------|-----------|------------------|-----------------|------------------|-------------------|------------------|----------------|------------------|
| ABYSSINIAN DEVELOPMENT CORPORATION | Philadelphia (HOC) | 83751 | LHCA | COMP | 0321-146 | | | Phyllis Ford | 08/15/2009 | George Bridgeman | 08/03/2009 | | |
| ACCESS LIVING OF METROPOLITAN CHICAGO | Atlanta (HOC) | 82063 | LHCA | COMP | 0421-119 | | | Shirley Barnes | 08/16/2009 | Rachel Allen | 09/02/2009 | Kendel King | |
| ACCOMACK-NORTHAMPTON PLANNING DISTRICT C | Philadelphia (HOC) | 83967 | LHCA | COMP | 0321-170 | | | Virginia Holman | 08/19/2009 | Karen Fondersmith | 08/18/2009 | | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | COMP | 0011-016 | | | Terri Ames | 08/10/2009 | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | LDRC | 0013-006 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | FLMF | 0014-007 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACTION FOR BOSTON COMMUNITY DEVELOPMENT, | Philadelphia (HOC) | 84865 | LHCA | COMP | 0321-199 | | | Chris Cline | | John Olmstead | | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | COMP | 0821-008 | | 08/04/2009 | Patricia Heiser | 08/05/2009 | Douglas Neff | 08/04/2009 | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | LDRC | 0823-002 | | 08/04/2009 | Patricia Heiser | 08/11/2009 | Douglas Neff | 08/06/2009 | | |
| YOUTH EDUCATION AND HEALTH IN SOULARD | Denver (HOC) | 82040 | LHCA | COMP | 0821-105 | | 08/25/2009 | Dahlia Martinez | 08/19/2009 | Delia Linan | 09/16/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | COMP | 0321-002 | | | David Dwyer | 08/11/2009 | George Bridgeman | 08/19/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | LDRC | 0323-001 | | | David Dwyer | | George Bridgeman | 08/19/2009 | | |

Print Export Primary Reviewer Statistics

Figure 309. PM – Reports: Application Progress Status for FY 20XX

3. Click the **Open** button to open the spreadsheet in HCS web page. Or, click the **Save** button and follow the instruction to save the report to a Microsoft Excel file.

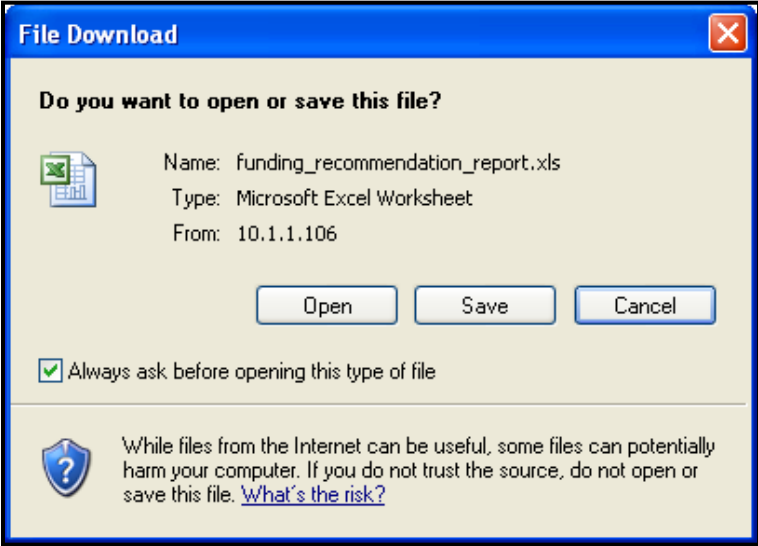


Figure 310. PM – Reports: File Download Dialog Box.

You have now exported an HCS system report. Follow these steps again to export any of the other reports.

9.6.2 Report Examples

9.6.2.1 Application Progress Status

Application Progress Status report shows the dates when each assigned reviewer and primary reviewer completed their evaluation.

1. From the upper navigation menu, under **Reports** sub-menu, click **Application Progress Status** hyperlink, the *Grant Applications Status Search* screen appears. Enter the criteria that you would like to search for and click the **Search** button to retrieve your results, or **Clear** to erase the data you had input.

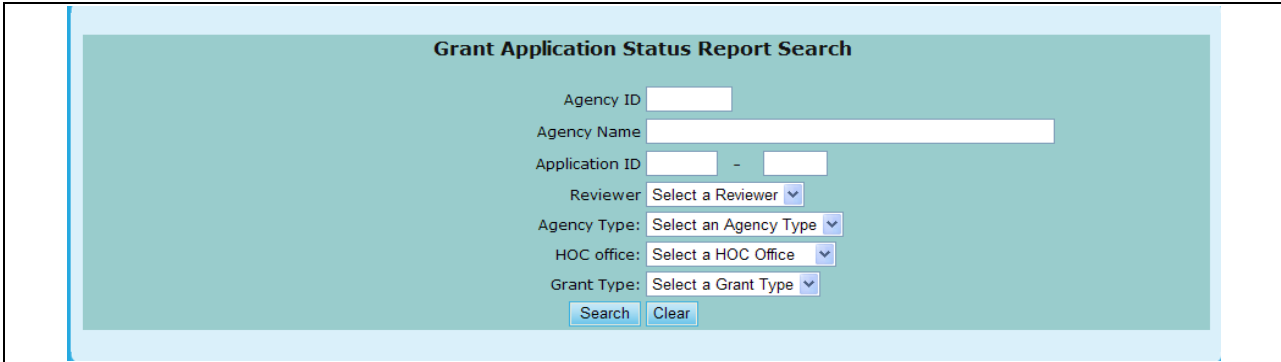


Figure 311. PM – Reports: Application Progress Status Search

2. To sort this list:
 - a. Click the **Agency Name** hyperlink will sort the list first in Agency Name order, and then in TIN number and Application ID order.
 - b. Click the **TIN** hyperlink will sort the list first in TIN number order, and then in Agency Name and Application ID order.

- c. Click the **Appl ID** hyperlink will sort the list first in Application ID order, and then in Agency Name and TIN number order.
- d. Click the **Prim Rvwr** hyperlink will sort the list first in Primary Reviewer’s last name and first name order, and then in Agency Name, TIN number, and Application ID order.

| Application Status for FY 2009 | | | | | | | | | | | | | |
|---|---------------------|-----------|-----------------------|------------|----------|-----------|------------------|-----------------|------------------|-------------------|------------------|----------------|------------------|
| Total 790 records | | | | | | | | | | | | | |
| Reset Not Evaluated Evaluated | | | | | | | | | | | | | |
| Agency Name | HOC | Agency ID | Agency Type | Grant Type | Appl ID | Prim Rvwr | Scoring Complete | Asst. Rvwr #1 | Scoring Complete | Asst. Rvwr #2 | Scoring Complete | Asst. Rvwr #3 | Scoring Complete |
| ABYSSINIAN DEVELOPMENT CORPORATION | Philadelphia (HOC) | 83751 | LHCA | COMP | 0321-146 | | | Phyllis Ford | 08/15/2009 | George Bridgeman | 08/03/2009 | | |
| ACCESS LIVING OF METROPOLITAN CHICAGO | Atlanta (HOC) | 82063 | LHCA | COMP | 0421-119 | | | Shirley Barnes | 08/16/2009 | Rachel Allen | 09/02/2009 | Kendal King | |
| ACCOMACK-NORTHAMPTON PLANNING DISTRICT C | Philadelphia (HOC) | 83967 | LHCA | COMP | 0321-170 | | | Virginia Holman | 08/19/2009 | Karen Fondersmith | 08/18/2009 | | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | COMP | 0011-016 | | | Terri Ames | 08/10/2009 | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | LDRC | 0013-006 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | FLMF | 0014-007 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACTION FOR BOSTON COMMUNITY DEVELOPMENT, | Philadelphia (HOC) | 84865 | LHCA | COMP | 0321-199 | | | Chris Cline | | John Olmstead | | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | COMP | 0821-008 | | 08/04/2009 | Patricia Heiser | 08/05/2009 | Douglas Neff | 08/04/2009 | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | LDRC | 0823-002 | | 08/04/2009 | Patricia Heiser | 08/11/2009 | Douglas Neff | 08/06/2009 | | |
| YOUTH EDUCATION AND HEALTH IN SOULARD | Denver (HOC) | 82040 | LHCA | COMP | 0821-105 | | 08/25/2009 | Dahlia Martinez | 08/19/2009 | Delia Linan | 09/16/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | COMP | 0321-002 | | | David Dwyer | 08/11/2009 | George Bridgeman | 08/19/2009 | | |
| YWCA DELAWARE | Philadelphia (HOC) | 80961 | LHCA | LDRC | 0323-001 | | | David Dwyer | | George Bridgeman | 08/19/2009 | | |

Figure 311.A. PM – Reports: Application Progress Status for FY 20XX

- 3. Click the **Primary Reviewer Statistics** button on the report, the *Primary Reviewers Statistics for FY 20XX* screen appears.

| Primary Reviewers Statistics for FY 2009 | | | | | |
|--|--------------------|-------------------|-----------------|---------------|-----------------|
| Primary Reviewer | | # of Applications | # of Incomplete | # of Complete | % in HUD Office |
| First Name | Last Name | | | | |
| Brian | Siebenlist | 49 | 48 | 1 | 98% |
| Ruth | Roman | 1 | 1 | 0 | 2% |
| Headquarters SF-HUD Totals: | | 50 | 49 | 1 | 100% |
| | | | | | |
| Annette | Panasiuk | 39 | 35 | 4 | 14% |
| Beth | Eilers | 2 | 0 | 2 | 1% |
| Elizabeth | Cahall | 35 | 26 | 9 | 12% |
| Glen | Stopera | 25 | 0 | 25 | 9% |
| Janice | Skinner | 30 | 30 | 0 | 11% |
| Jennifer | Sica | 23 | 0 | 23 | 8% |
| John | Niebieszczanski | 12 | 10 | 2 | 4% |
| Maryanne | Daniel | 30 | 3 | 27 | 11% |
| Robert | Wright | 31 | 31 | 0 | 11% |
| Sharon | Farrow | 23 | 0 | 23 | 8% |
| Tamie | Contois | 31 | 31 | 0 | 11% |
| Philadelphia (HOC) Totals: | | 281 | 166 | 115 | 100% |
| | | | | | |
| Jason | Wiley | 85 | 85 | 0 | 35% |
| Kendel | King | 3 | 3 | 0 | 1% |
| Tracy | Fields | 65 | 65 | 0 | 27% |
| Vivien | King | 88 | 88 | 0 | 37% |
| Atlanta (HOC) Totals: | | 241 | 241 | 0 | 100% |
| | | | | | |
| Donna | Martin | 5 | 0 | 5 | 7% |
| Gail | Osgood | 6 | 0 | 6 | 8% |
| Kristin | Johnsen | 9 | 0 | 9 | 13% |
| Lorraine | Griscavage-Frisbee | 7 | 1 | 6 | 10% |
| Mark | Escalante | 8 | 0 | 8 | 11% |
| Marykay | Kelley | 8 | 0 | 8 | 11% |
| Myrna | Pascual | 7 | 0 | 7 | 10% |
| Pauline | Louie | 6 | 6 | 0 | 8% |
| William | McKee | 9 | 0 | 9 | 13% |
| dawn | golik | 7 | 2 | 5 | 10% |
| Santa Ana (HOC) Totals: | | 72 | 9 | 63 | 100% |
| | | | | | |
| Grand Totals: | | 790 | 465 | 325 | |
| <input type="button" value="Print"/> <input type="button" value="Export"/> | | | | | |

Figure 311.B. PM – Reports: Primary Reviewers Statistics for FY 20XX

- To view the list of applications which evaluations have not been completed yet, click **Not Evaluated** button. The *Application Status for FY 20XX (Not Evaluated)* page is displayed. Any application that has one or more scores missing is listed.

| Application Status for FY 2009 | | | | | | | | | | | | | |
|--|---------------------|-----------|-----------------------|------------|----------|-----------|------------------|-----------------|------------------|-------------------|------------------|------------------|------------------|
| Total 592 records | | | | | | | | | | | | | |
| Reset Not Evaluated Evaluated | | | | | | | | | | | | | |
| Agency Name | HOC | Agency ID | Agency Type | Grant Type | Appl ID | Prim Rvwr | Scoring Complete | Asst. Rvwr #1 | Scoring Complete | Asst. Rvwr #2 | Scoring Complete | Asst. Rvwr #3 | Scoring Complete |
| ABYSSINIAN DEVELOPMENT CORPORATION | Philadelphia (HOC) | 83751 | LHCA | COMP | 0321-146 | | | Phyllis Ford | 08/15/2009 | George Bridgeman | 08/03/2009 | | |
| ACCESS LIVING OF METROPOLITAN CHICAGO | Atlanta (HOC) | 82063 | LHCA | COMP | 0421-119 | | | Shirley Barnes | 08/16/2009 | Rachel Allen | 09/02/2009 | Kendel King | |
| ACCOMACK-NORTHAMPTON PLANNING DISTRICT C | Philadelphia (HOC) | 83967 | LHCA | COMP | 0321-170 | | | Virginia Holman | 08/19/2009 | Karen Fondersmith | 08/18/2009 | | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | COMP | 0011-015 | | | Terri Ames | 08/10/2009 | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | LDRC | 0013-006 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACORN HOUSING CORPORATION | Headquarters SF-HUD | 80753 | National Intermediary | FLMF | 0014-007 | | | Terri Ames | | Ronald Bedoya | 09/02/2009 | Jennifer Smith | |
| ACTION FOR BOSTON COMMUNITY DEVELOPMENT, | Philadelphia (HOC) | 84865 | LHCA | COMP | 0321-199 | | | Chris Cline | | John Olmstead | | | |
| ADMINISTRATION OF RESOURCES AND CHOICES | Santa Ana (HOC) | 81052 | LHCA | COMP | 0921-024 | | | Joy Padiernos | 09/11/2009 | Marisabel Almer | | Lawrance Roselle | |
| ADMINISTRATION OF RESOURCES AND CHOICES | Santa Ana (HOC) | 81052 | LHCA | HECM | 0922-005 | | 08/24/2009 | Joy Padiernos | 09/11/2009 | Marisabel Almer | | Lawrance Roselle | |
| ADMINISTRATION OF RESOURCES AND CHOICES | Santa Ana (HOC) | 81052 | LHCA | LDRC | 0923-011 | | 08/23/2009 | Joy Padiernos | | Marisabel Almer | 08/27/2009 | Lawrance Roselle | |

Figure 311.C. PM – Reports: Application Status for FY 20XX (Not Evaluated)

- To view the list of applications which evaluations have been completed, click **Evaluated** button. The *Application Status for FY 20XX (Evaluated)* page is displayed. Applications with all scores posted are listed.

| Application Status for FY 2009 | | | | | | | | | | | | | |
|---|-----------------|-----------|-------------|------------|----------|-----------|------------------|--------------------|------------------|---------------|------------------|------------------------|------------------|
| Total 198 records | | | | | | | | | | | | | |
| Reset Not Evaluated Evaluated | | | | | | | | | | | | | |
| Agency Name | HOC | Agency ID | Agency Type | Grant Type | Appl ID | Prim Rvwr | Scoring Complete | Asst. Rvwr #1 | Scoring Complete | Asst. Rvwr #2 | Scoring Complete | Asst. Rvwr #3 | Scoring Complete |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | COMP | 0821-008 | | 08/04/2009 | Patricia Heiser | 08/05/2009 | Douglas Neff | 08/04/2009 | | |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | LDRC | 0823-002 | | 08/04/2009 | Patricia Heiser | 08/11/2009 | Douglas Neff | 08/06/2009 | | |
| ALLIED CHURCHES TEACHING SELF-EMPOWERMENT | Denver (HOC) | 84715 | LHCA | COMP | 0821-062 | | 08/07/2009 | Patricia Heiser | 08/07/2009 | Douglas Neff | 08/07/2009 | | |
| ANOKA COUNTY COMMUNITY ACTION PROGRAM, I | Denver (HOC) | 81092 | LHCA | COMP | 0821-074 | | 08/27/2009 | Sharon Hebenstreit | 08/11/2009 | Julie Rice | 08/19/2009 | | |
| ARROWHEAD ECONOMIC OPPORTUNITY AGENCY, I | Denver (HOC) | 84091 | LHCA | COMP | 0821-075 | | 08/10/2009 | Sharon Hebenstreit | 08/13/2009 | Julie Rice | 09/14/2009 | | |
| ASIAN INCORPORATED | Santa Ana (HOC) | 82197 | LHCA | COMP | 0921-002 | | 08/21/2009 | Felicidad Rodarte | 08/27/2009 | Chandeng Hour | 08/28/2009 | Christopher Taliaferro | 08/27/2009 |
| ASIAN INCORPORATED | Santa Ana (HOC) | 82197 | LHCA | LDRC | 0923-004 | | 08/21/2009 | Felicidad Rodarte | 08/26/2009 | Chandeng Hour | 08/28/2009 | Christopher Taliaferro | 08/24/2009 |
| ASSIST AGENCY | Denver (HOC) | 84801 | LHCA | COMP | 0821-029 | | 08/11/2009 | Dahlia Martinez | 08/18/2009 | Delia Linan | 08/19/2009 | | |
| AUSTIN TENANTS' COUNCIL | Denver (HOC) | 80543 | LHCA | COMP | 0821-041 | | 08/13/2009 | Gifford Dunn | 08/10/2009 | John Thorston | 08/13/2009 | | |

Figure 311.D. PM – Reports: Applications Status for FY 20XX (Evaluated)

- If the Applications Status report you are working on is current fiscal year, Primary Reviewer’s name is a hyperlink.

9.6.2.2 Application Score Status

This report lists all the scores for each application for a comprehensive view of on all applications that were processed.

1. From the upper navigation menu, under **Reports** sub-menu, click the **Scores Status** hyperlink. The *Scores Status Report for Fiscal Year 20XX* screen appears. Enter the criteria that you would like to search for and click the **Search** button to retrieve your results, or **Clear** to erase the data you had input.

Figure 312. PM – Reports: Scores Status Search

Note: Provided below is an example of a search result.

| Score Status Report for Fiscal Year 2009 | | | | | | | | |
|--|--|-------------------------|------------|------|-------|------|------|-------|
| Search Criteria: • HOC Office: Philadelphia (HOC) • Gant Type: HECM | | | | | | | | |
| Appl. ID | Agency Name | Reviewer | Factor No. | | | | | Total |
| | | | 1 | 2 | 3 | 4 | 5 | |
| 0322-010 | ALBANY COUNTY RURAL HOUSING ALLIANCE, IN | Glen Stopera | 29 | 5 | 2 | 0 | 0 | 36 |
| | | Shantris Martin | No Review | | | | | |
| | | Bradley Payne | No Review | | | | | |
| | | Average Score: | 29.00 | 5.00 | 2.00 | 0.00 | 0.00 | 36.00 |
| | | Final Score: | 29 | 5 | 41 | 7 | 9 | 91 |
| 0322-019 | BELMONT SHELTER CORPORATION | Elizabeth Cahall | No review | | | | | |
| | | Mark Surdi | 30 | 5 | 39 | 8 | 10 | 92 |
| | | Rosanne Schnarrenberger | 26 | 5 | 40 | 8 | 6 | 85 |
| | | Average Score: | 28.00 | 5.00 | 39.50 | 8.00 | 8.00 | 88.50 |
| | | Final Score: | 30 | 5 | 42 | 7 | 6 | 90 |

Figure 313. PM – Reports: Scores Status

9.6.2.3 Awards Recommendation

This report provides a view of Final scores, Recommended awards and Requested grant amount.

1. From the top navigation menu, under the **Reports** sub-menu, Click the **Funding Recommendation** hyperlink, the *Funding Recommendation Report for Fiscal Year 20XX* appears.

| AWARDS RECOMMENDATION REPORT For Fiscal Year 2009 | | | |
|---|-------------|---------------------|---------------------|
| Agency Name(Application ID) | Final Score | Recommended | Requested |
| CATHOLIC CHARITIES USA (0011-001) | 87.00 | \$2,147,090.28 | \$2,147,090.28 |
| STRUCTURED EMPLOYMENT ECONOMIC DEVELOPMENT CO (0011-002) | 94.00 | \$2,499,995.00 | \$2,499,995.00 |
| MON VALLEY INITIATIVE (0011-003) | 88.00 | \$855,000.00 | \$855,000.00 |
| HOMEOWNERSHIP PRESERVATION FOUNDATION (0011-004) | 93.00 | \$2,700,000.00 | \$2,700,000.00 |
| CITIZENS' HOUSING AND PLANNING ASSOCIATION, INC. (0011-005) | 90.00 | \$1,431,926.00 | \$1,431,926.00 |
| NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS (0011-006) | 85.00 | \$1,113,528.00 | \$1,113,528.00 |
| NEIGHBORHOOD REINVESTMENT CORPORATION (0011-007) | 88.00 | \$2,700,000.00 | \$2,700,000.00 |
| NATIONAL COUNCIL OF LA RAZA (0011-008) | 88.00 | \$2,700,000.00 | \$2,700,000.00 |
| HOUSING PARTNERSHIP NETWORK (0011-009) | 98.00 | \$2,675,123.00 | \$2,675,123.00 |
| NATIONAL ASSOCIATION OF REAL ESTATE BROKERS-INVESTMENT DIVISION, INC (0011-010) | 79.00 | \$1,200,000.00 | \$1,200,000.00 |
| THE NATIONAL COMMUNITY REINVESTMENT COALITION, INC. (0011-011) | 75.00 | \$300,000.00 | \$2,346,655.00 |
| WEST TENNESSEE LEGAL SERVICES, INCORPORATED (0011-012) | 88.00 | \$2,700,000.00 | \$2,700,000.00 |
| NATIONAL URBAN LEAGUE (0011-013) | 90.00 | \$2,700,000.00 | \$2,700,000.00 |
| HOMEFREE - U S A (0011-014) | 88.00 | \$1,995,000.00 | \$1,995,000.00 |
| CCCS OF GREATER ATLANTA - MAIN OFFICE (0011-015) | 90.00 | \$2,700,000.00 | \$2,700,000.00 |
| ACORN HOUSING CORPORATION (0011-016) | 96.00 | \$2,700,000.00 | \$2,700,000.00 |
| NACA (NEIGHBORHOOD ASSISTANCE CORPORATION OF AMERICA) (0011-017) | 90.00 | \$2,700,000.00 | \$2,700,000.00 |
| NUEVA ESPERANZA (0011-018) | 75.00 | \$300,000.00 | \$1,927,498.00 |
| MISSISSIPPI HOMEBUYER EDUCATION CENTER- INITIATIVE (0011-019) | 75.00 | \$300,000.00 | \$1,300,000.00 |
| MISSION OF PEACE (0011-020) | 84.00 | \$1,600,000.00 | \$1,600,000.00 |
| NATIONAL FOUNDATION FOR CREDIT COUNSELING, INC. (0011-021) | 95.00 | \$2,700,000.00 | \$2,700,000.00 |
| CLEARPOINT FINANCIAL SOLUTIONS, INC. (0011-022) | 80.00 | \$2,700,000.00 | \$2,700,000.00 |
| RURAL COMMUNITY ASSISTANCE CORPORATION (0011-023) | 86.00 | \$1,215,966.00 | \$1,215,966.00 |
| MONEY MANAGEMENT INTERNATIONAL INC. (0011-024) | 85.00 | \$2,700,000.00 | \$2,700,000.00 |
| Santa Ana (SHFA - COMP) Total: | | \$237,896.46 | \$773,695.00 |
| WASHINGTON STATE HOUSING FINANCE COMMISSION (0943-001) | 83.00 | \$29,999.80 | \$30,000.00 |
| Santa Ana (SHFA - LDRC) Total: | | \$29,999.80 | \$30,000.00 |

Figure 314. PM – Reports: Funding Recommendation Report

9.6.2.4 Awards Report

This report compares Allocated funds against Awarded funds at the grant category level showing balance to check that all grant funds have been allocated.

1. From the top navigation menu, under **Reports** sub-menu, click **Funding Report** hyperlink, the *Funding Report for Fiscal Year 20XX* appears.

| FUNDING REPORT For Fiscal Year 2009 | | | | |
|--|-------------------------|------------------------|------------------------|-----------------|
| Office Name | Requested | Allocated | Awarded | To be Returned |
| INTERMEDIARY | | | | |
| Intermediary (COMP) | \$53,474,994.28 | \$25,727,323.00 | \$25,727,323.00 | \$0.00 |
| Intermediary (HECM) | \$8,580,390.00 | \$6,500,000.00 | \$6,500,000.00 | \$0.00 |
| Intermediary (LDRC) | \$1,209,220.00 | \$992,677.00 | \$992,677.00 | \$0.00 |
| Intermediary (FLMF) | \$6,410,896.00 | \$798,272.00 | \$798,272.00 | \$0.00 |
| Intermediary (TRNG) | \$8,000,000.00 | \$5,000,000.00 | \$5,000,000.00 | \$0.00 |
| INTERMEDIARY Totals: | \$77,675,500.28 | \$39,018,272.00 | \$39,018,272.00 | \$0.00 |
| LHCA | | | | |
| Philadelphia (LHCA - COMP) | \$15,746,509.33 | \$17,111,728.00 | \$6,082,506.00 | \$11,029,222.00 |
| Philadelphia (LHCA - HECM) | \$331,077.00 | \$1,000,000.00 | \$281,077.00 | \$718,923.00 |
| Philadelphia (LHCA - LDRC) | \$923,396.80 | \$904,358.00 | \$289,322.00 | \$615,036.00 |
| Atlanta (LHCA - COMP) | \$13,697,823.00 | \$0.00 | \$5,899,008.00 | -\$5,899,008.00 |
| Atlanta (LHCA - HECM) | \$452,000.00 | \$0.00 | \$322,342.00 | -\$322,342.00 |
| Atlanta (LHCA - LDRC) | \$971,721.00 | \$0.00 | \$332,743.00 | -\$332,743.00 |
| Denver (LHCA - COMP) | \$8,751,328.00 | \$0.00 | \$3,736,178.00 | -\$3,736,178.00 |
| Denver (LHCA - HECM) | \$230,508.00 | \$0.00 | \$197,700.00 | -\$197,700.00 |
| Denver (LHCA - LDRC) | \$416,720.00 | \$0.00 | \$160,428.00 | -\$160,428.00 |
| Santa Ana (LHCA - COMP) | \$4,168,568.61 | \$0.00 | \$1,394,036.00 | -\$1,394,036.00 |
| Santa Ana (LHCA - HECM) | \$198,881.00 | \$0.00 | \$198,881.00 | -\$198,881.00 |
| Santa Ana (LHCA - LDRC) | \$385,102.00 | \$0.00 | \$121,865.00 | -\$121,865.00 |
| LHCA Totals: | \$46,273,634.74 | \$19,016,086.00 | \$19,016,086.00 | \$0.00 |
| SHFA | | | | |
| Philadelphia (SHFA - COMP) | \$2,342,638.39 | \$2,650,000.00 | \$1,218,439.00 | \$1,431,561.00 |
| Philadelphia (SHFA - LDRC) | \$50,000.00 | \$149,689.00 | \$50,000.00 | \$99,689.00 |
| Atlanta (SHFA - COMP) | \$790,000.00 | \$0.00 | \$460,643.00 | -\$460,643.00 |
| Atlanta (SHFA - LDRC) | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Denver (SHFA - COMP) | \$1,081,034.63 | \$0.00 | \$770,673.00 | -\$770,673.00 |
| Denver (SHFA - LDRC) | \$69,689.20 | \$0.00 | \$69,689.00 | -\$69,689.00 |
| Santa Ana (SHFA - COMP) | \$773,695.00 | \$0.00 | \$200,245.00 | -\$200,245.00 |
| Santa Ana (SHFA - LDRC) | \$30,000.00 | \$0.00 | \$30,000.00 | -\$30,000.00 |
| SHFA Totals: | \$5,137,057.22 | \$2,799,689.00 | \$2,799,689.00 | \$0.00 |
| Grand Totals: | \$132,397,227.24 | \$62,850,000.00 | \$62,850,000.00 | \$0.00 |

Figure 315. PM – Reports: Funding Report

9.6.2.5 Awards Report by Agency

This report provides an excellent summary of awards using drill down screens. The initial screen provides a comprehensive summary of the grant processing year at one glance, providing number of agencies applying, those awarded and comparing awards with Requested and Recommended Awards. This shows all application results regardless of if they are awarded or not.

1. From the top navigation menu, under **Reports** sub-menu, Click the **Awards Report by Agency** hyperlink, the *Awards Report by Agency* appears. This statistic matrix displays awards and related information in each HUD office, and HUD totals. The data shown in # **Agencies** column is the number of HUD-Approved Independent Agencies who are qualified to apply for grant in the fiscal year.
2. Click HUD office name hyperlink, the report is drilled down to HUD office level. For example, click **HOC 2 – Atlanta** hyperlink, a list of agencies applied for grants and their relevant data are displayed in agency name order.

| AWARDS REPORT BY AGENCY For Fiscal Year 2009 | | | | | | | | | |
|--|-------------|---------------------|--------------------|-----------------------|------------------------|-------------------------|--------------------------|-------------------------|-------------------------|
| Office | # Agencies | # Agencies Applying | # Agencies Awarded | # Sub Agencies Funded | # Applications Awarded | Amount Allotted | Amount Requested | Amount Recommended | Amount Awarded |
| HQ | 24 | 25 | 25 | 837 | 43 | \$ 39,018,272.00 | \$ 77,675,500.28 | \$ 59,381,231.28 | \$ 39,018,272.00 |
| HOC 1 - Philadelphia | 357 | 211 | 179 | 119 | 238 | \$ 0.00 | \$ 20,368,621.52 | \$ 2,392,638.39 | \$ 8,628,011.00 |
| HOC 2 - Atlanta | 334 | 178 | 153 | 39 | 206 | \$ 0.00 | \$ 15,911,544.00 | \$ - 1,011,569.47 | \$ 7,014,736.00 |
| HOC 3 - Denver | 230 | 111 | 101 | 25 | 135 | \$ 0.00 | \$ 11,274,279.83 | \$ 1,200,723.82 | \$ 5,235,293.00 |
| HOC 4 - Santa Ana | 85 | 44 | 41 | 44 | 67 | \$ 0.00 | \$ 7,167,281.61 | \$ 663,849.26 | \$ 2,953,688.00 |
| TOTAL | 1030 | 569 | 499 | 1064 | 689 | \$ 62,850,000.00 | \$ 132,397,227.24 | \$ 62,626,873.28 | \$ 62,850,000.00 |

[Print](#) [Export](#)

Figure 316.A. PM – Reports: Awards Report by Agency

3. To sort the list of agencies in HUD office level:
 - a. Click the **Agency** hyperlink will sort the list in Agency Name order.
 - b. Click the **Agency ID** hyperlink will sort the list in Agency ID order.

| HOUSING COUNSELING GRANTS SYSTEM | | | | | | | | | |
|---|-----------|------------------------------------|-----------------|------------------|--------------------------------|---------------|-------------|--------------|--|
| AWARDS REPORT BY AGENCY For Fiscal Year 2009 | | | | | | | | | |
| Office: HOC 2 - Atlanta | | Total Agencies Applying: 178 | | | Total Agencies Awarded: 153 | | | | |
| Amount Allotted: \$ 0.00 | | Amount Requested: \$ 15,911,544.00 | | | Total Awarded: \$ 7,014,736.00 | | | | |
| Agency Search Print Export Back | | | | | | | | | |
| Agency | Agency ID | # Sub Agencies Funded | Office | Grant Category | Grant Types | Requested | Recommended | Awarded | |
| ACCESS LIVING OF METROPOLITAN CHICAGO | 82063 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 45,000.00 | \$ 0.00 | \$ 45,000.00 | |
| AFFORDABLE HOUSING CORPORATION | 81929 | 0 | HOC 2 - Atlanta | LHCA, LHCA | COMP, LDRC | \$ 86,000.00 | \$ 0.00 | \$ 65,960.00 | |
| AFFORDABLE HOUSING ENTERPRISES, INC. | 82241 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 30,000.00 | \$ 0.00 | \$ 30,000.00 | |
| ALABAMA COUNCIL ON HUMAN RELATIONS, INC | 80576 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 30,000.00 | \$ 0.00 | \$ 30,000.00 | |
| ALLIANCE CREDIT COUNSELING | 84342 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 151,712.00 | \$ 0.00 | \$ 0.00 | |
| APPALACHIAN HOUSING AND REDEVELOPMENT CORPORATION | 81266 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 46,963.00 | \$ 0.00 | \$ 42,724.00 | |
| AREA COMMITTEE TO IMPROVE OPPORTUNITIES NOW, INC. | 82510 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 52,862.00 | \$ 0.00 | \$ 42,724.00 | |
| B & D TRAINING SERVICES | 83806 | 0 | HOC 2 - Atlanta | LHCA, LHCA | COMP, LDRC | \$ 125,000.00 | \$ 0.00 | \$ 43,085.00 | |
| BRIGHTON CENTER, INCORPORATED | 80145 | 0 | HOC 2 - Atlanta | LHCA, LHCA, LHCA | COMP, HECM, LDRC | \$ 109,250.00 | \$ 0.00 | \$ 86,131.00 | |
| BROWARD COUNTY HOUSING AUTHORITY | 80586 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 76,250.00 | \$ 0.00 | \$ 40,976.00 | |
| CAMPBELLVILLE HOUSING AND REDEVELOPMENT AUTHORITY | 80146 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 23,479.00 | \$ 0.00 | \$ 23,479.00 | |
| WILSON COMMUNITY IMPROVEMENT ASSOCIATION, INC. | 80957 | 0 | HOC 2 - Atlanta | LHCA | COMP | \$ 50,000.00 | \$ 0.00 | \$ 50,000.00 | |
| WOODBINE COMMUNITY ORGANIZATION | 81758 | 0 | HOC 2 - Atlanta | LHCA, LHCA, LHCA | COMP, HECM, LDRC | \$ 98,000.00 | \$ 0.00 | \$ 47,197.00 | |
| ALL | | | HOC 2 - Atlanta | | | | | | |

Figure 316.B. PM – Reports: Awards Report by Agency

4. From the *Awards Report by Agency* in HUD Office level, as shown in Figure 316.B., click an agency name hyperlink under **Agency** column. The award report for the selected agency is displayed.

HOUSING COUNSELING GRANTS SYSTEM
AWARDS REPORT BY AGENCY
 For Fiscal Year 2009

[Back](#)

| Agency | Agency ID | HOC | Agency Type | Appl ID | Grant Type | Requested | Recommended | Awarded | Difference |
|---------------------------------------|-----------|-----------------|-------------|----------|------------|---------------------|----------------|---------------------|----------------|
| ACCESS LIVING OF METROPOLITAN CHICAGO | 82063 | HOC 2 - Atlanta | LHCA | 0421-119 | COMP | \$ 45,000.00 | \$ 0.00 | \$ 45,000.00 | 0.00 |
| TOTAL | | | | | 1 | \$ 45,000.00 | \$ 0.00 | \$ 45,000.00 | \$ 0.00 |

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Figure 316.C. PM – Reports: Awards Report by Agency: for One Selected Agency

- To search for a particular agency or multiple agencies, click the **Agency Search** button at the bottom of the *Awards Report by Agency* page. The *Awards Report by Agency: Agency Search* page appears.
- In Agency Search page, key in search criteria and click the **Search** button. For example, key in ‘ADVANC’ to Agency Name field and click the **Search** button (see Figure 316.D.). A list of agencies that contain ‘ADVANC’ in their agency name are displayed (see Figure 316.E.). Notice that in Figure 250, the Awards Report is drilled down to agency level. It lists all the grant types available for the fiscal year you are working on, and displays data of the grant type(s) that is/are applicable to each agency in the list. For the grant type(s) the agency didn’t apply, zero dollar amount is shown.

Awards Report by Agency for FY 2010 - Agency Search
 HQ

Search for Agency ID and Name using the criteria below.

| | |
|----------------------|--|
| Agency ID | <input type="text"/> |
| Application ID | <input type="text"/> - <input type="text"/> |
| Agency Name | <input type="text" value="advanc"/> |
| Agency List | Select Agency <input type="button" value="v"/> |
| Grant Applicant Type | <input type="checkbox"/> INTERMEDIARY <input type="checkbox"/> LHCA <input type="checkbox"/> MSO <input type="checkbox"/> SHFA |
| Grant Type | <input type="checkbox"/> COMP <input type="checkbox"/> HECM <input type="checkbox"/> LDRC <input type="checkbox"/> FLMF <input type="checkbox"/> TRNG <input type="checkbox"/> MMSA |

[Search](#)
[Clear](#)
[Cancel](#)

Figure 316.D. PM – Reports: Awards Report by Agency: Agency Search for Agency Name ‘ADVANC’

| HOUSING COUNSELING GRANTS SYSTEM | | | | | | | | | |
|--|-----------|----------------------|-------------|----------|------------|---------------------|----------------|---------------------|----------------------|
| AWARDS REPORT BY AGENCY | | | | | | | | | |
| For Fiscal Year 2009 | | | | | | | | | |
| Back | | | | | | | | | |
| Agency | Agency ID | HOC | Agency Type | Appl ID | Grant Type | Requested | Recommended | Awarded | Difference |
| PHILADELPHIA COUNCIL FOR COMMUNITY ADVANCEMENT | 80072 | HOC 1 - Philadelphia | LHCA | 0321-092 | COMP | \$ 75,000.00 | \$ 0.00 | \$ 37,480.00 | - 37,520.00 |
| | | | | 0322-008 | HECM | \$ 5,000.00 | \$ 0.00 | \$ 5,000.00 | 0.00 |
| TOTAL | | | | | 2 | \$ 80,000.00 | \$ 0.00 | \$ 42,480.00 | \$- 37,520.00 |
| Print Export Save Back | | | | | | | | | |

Figure 316.E. PM – Reports: Awards Report by Agency: Result of Agency Search for Agency Name ‘ADVANC’

9.6.2.6 Awards Report by Office

This report lists agencies that are awarded a grant and listed in respective of their assigned HUD office.

1. From the top navigation menu, under **Reports** sub-menu, click **Awards Report by Office** hyperlink, the *Awards Report by Office for Fiscal Year 20XX* appears.

| AWARDS REPORT BY OFFICE | | | | |
|--|--|-------------------------|------------------------|------------------------|
| For Fiscal Year 2009 | | | | |
| Appl. ID | Agency Name | Requested | Recommended | Awarded |
| 0011-001 | CATHOLIC CHARITIES USA | \$2,147,090.28 | \$2,147,090.28 | \$1,057,385.00 |
| 0011-002 | STRUCTURED EMPLOYMENT ECONOMIC DEVELOPMENT CO | \$2,499,995.00 | \$2,499,995.00 | \$1,499,193.00 |
| 0011-003 | MON VALLEY INITIATIVE | \$855,000.00 | \$855,000.00 | \$855,000.00 |
| 0011-004 | HOMEOWNERSHIP PRESERVATION FOUNDATION | \$2,700,000.00 | \$2,700,000.00 | \$1,436,078.00 |
| 0011-005 | CITIZENS' HOUSING AND PLANNING ASSOCIATION, INC. | \$1,431,926.00 | \$1,431,926.00 | \$1,246,732.00 |
| 0011-006 | NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS | \$1,113,528.00 | \$1,113,528.00 | \$931,154.00 |
| 0011-007 | NEIGHBORHOOD REINVESTMENT CORPORATION | \$2,700,000.00 | \$2,700,000.00 | \$1,120,501.00 |
| 0011-008 | NATIONAL COUNCIL OF LA RAZA | \$2,700,000.00 | \$2,700,000.00 | \$1,120,501.00 |
| 0011-009 | HOUSING PARTNERSHIP NETWORK | \$2,675,123.00 | \$2,675,123.00 | \$1,751,655.00 |
| 0011-010 | NATIONAL ASSOCIATION OF REAL ESTATE BROKERS-INVESTMENT DIVISION, INC | \$1,200,000.00 | \$1,200,000.00 | \$552,462.00 |
| 0011-011 | THE NATIONAL COMMUNITY REINVESTMENT COALITION, INC. | \$2,346,655.00 | \$300,000.00 | \$300,000.00 |
| 0011-012 | WEST TENNESSEE LEGAL SERVICES, INCORPORATED | \$2,700,000.00 | \$2,700,000.00 | \$1,120,501.00 |
| 0011-013 | NATIONAL URBAN LEAGUE | \$2,700,000.00 | \$2,700,000.00 | \$1,246,732.00 |
| 0011-014 | HOMEFREE - U S A | \$1,995,000.00 | \$1,995,000.00 | \$1,120,501.00 |
| 0011-015 | CCCS OF GREATER ATLANTA - MAIN OFFICE | \$2,700,000.00 | \$2,700,000.00 | \$1,183,615.00 |
| 0011-016 | ACORN HOUSING CORPORATION | \$2,700,000.00 | \$2,700,000.00 | \$1,625,424.00 |
| 0011-017 | NACA (NEIGHBORHOOD ASSISTANCE CORPORATION OF AMERICA) | \$2,700,000.00 | \$2,700,000.00 | \$1,246,732.00 |
| 0011-018 | NUEVA ESPERANZA | \$1,927,498.00 | \$300,000.00 | \$300,000.00 |
| 0011-019 | MISSISSIPPI HOMEBUYER EDUCATION CENTER- INITIATIVE | \$1,300,000.00 | \$300,000.00 | \$300,000.00 |
| 0011-020 | MISSION OF PEACE | \$1,600,000.00 | \$1,600,000.00 | \$868,039.00 |
| 0011-021 | NATIONAL FOUNDATION FOR CREDIT COUNSELING, INC. | \$2,700,000.00 | \$2,700,000.00 | \$1,562,309.00 |
| 0011-022 | CLEARPOINT FINANCIAL SOLUTIONS, INC. | \$2,700,000.00 | \$2,700,000.00 | \$615,577.00 |
| 0011-023 | RURAL COMMUNITY ASSISTANCE CORPORATION | \$1,215,966.00 | \$1,215,966.00 | \$994,270.00 |
| 0011-024 | MONEY MANAGEMENT INTERNATIONAL INC. | \$2,700,000.00 | \$2,700,000.00 | \$931,154.00 |
| 0011-025 | NATIONAL COUNCIL ON THE AGING (NCOA) | \$1,467,213.00 | \$1,467,213.00 | \$741,808.00 |
| Intermediary (COMP) Totals: | | \$53,474,994.28 | \$48,800,841.28 | \$25,727,323.00 |
| 0941-002 | WASHINGTON STATE HOUSING FINANCE COMMISSION | \$470,000.00 | \$470,000.00 | \$130,881.00 |
| Santa Ana (SHFA - COMP) Totals: | | \$773,695.00 | \$237,896.46 | \$200,245.00 |
| 0943-001 | WASHINGTON STATE HOUSING FINANCE COMMISSION | \$30,000.00 | \$29,999.80 | \$30,000.00 |
| Santa Ana (SHFA - LDRC) Totals: | | \$30,000.00 | \$29,999.80 | \$30,000.00 |
| Grand Totals: | | \$119,845,892.40 | \$62,626,873.28 | \$62,850,000.00 |
| Print Export | | | | |

Figure 317. PM – Reports: Awards Report by Office

9.6.2.7 Awards Report by State

This report groups all agencies that are awarded a grant in respective to their State they are located in.

- From the top navigation menu, under **Reports** sub-menu, click **Awards Report by State** hyperlink, the *Awards Report by State for Fiscal Year 20XX* appears.

| AWARDS REPORT BY STATE For Fiscal Year 2009 | | |
|--|---|------------------------|
| City/State | Agency Name(Application ID) | Awarded |
| Auburn, AL | ALABAMA COUNCIL ON HUMAN RELATIONS, INC (0421-011) | \$30,000.00 |
| Birmingham, AL | JEFFERSON COUNTY COMMITTEE FOR ECONOMIC OPPORTUNITY (0421-007) | \$39,228.00 |
| Birmingham, AL | JEFFERSON COUNTY COMMITTEE FOR ECONOMIC OPPORTUNITY (0423-039) | \$9,314.00 |
| Birmingham, AL | JEFFERSON COUNTY HOUSING AUTHORITY (0421-008) | \$26,992.00 |
| Decatur, AL | COMMUNITY ACTION PARTNERSHIP OF NORTH ALABAMA, INC. (0421-004) | \$35,732.00 |
| Greensboro, AL | HALE EMPOWERMENT AND REVITALIZATION ORGANIZATION (HERO) (0421-002) | \$35,732.00 |
| Greensboro, AL | HALE EMPOWERMENT AND REVITALIZATION ORGANIZATION (HERO) (0422-001) | \$47,671.00 |
| Greensboro, AL | HALE EMPOWERMENT AND REVITALIZATION ORGANIZATION (HERO) (0423-001) | \$7,745.00 |
| Huntsville, AL | COMMUNITY ACTION PARTNERSHIP, HUNTSVILLE/MADISON & LIMESTONE COUNTIES, INC (0421-006) | \$20,000.00 |
| Huntsville, AL | FAMILY SERVICES CENTER, INC. (0421-001) | \$51,750.00 |
| Mobile, AL | MOBILE HOUSING BOARD (0421-003) | \$53,500.00 |
| Mobile, AL | MOBILE HOUSING BOARD (0422-008) | \$10,000.00 |
| Mobile, AL | MOBILE HOUSING BOARD (0423-037) | \$7,000.00 |
| Troy, AL | ORGANIZED COMMUNITY ACTION PROGRAM, INC (0421-009) | \$30,488.00 |
| Tuscaloosa, AL | COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC. (0421-005) | \$40,976.00 |
| State Total: | | \$446,128.00 |
| Casper, WY | INTERFAITH OF NATRONA COUNTY, INCORPORATED (0821-070) | \$20,000.00 |
| Casper, WY | WYOMING HOUSING NETWORK, INC. (0821-071) | \$51,464.00 |
| State Total: | | \$71,464.00 |
| Grand Total: | | \$62,850,000.00 |

Select a State

Figure 318.A. PM – Reports: Awards Report by State

- To search for agency/agencies locate in a state, select the specific state from the **Select a State** dropdown at the bottom of the page, and click **Go** button. A list of agency/agencies awarded in the selected state is displayed.

| AWARDS REPORT BY STATE (AL) For Fiscal Year 2009 | | |
|---|---|---------------------|
| City/State | Agency Name(Application ID) | Awarded |
| Auburn, AL | ALABAMA COUNCIL ON HUMAN RELATIONS, INC (0421-011) | \$30,000.00 |
| Birmingham, AL | JEFFERSON COUNTY COMMITTEE FOR ECONOMIC OPPORTUNITY (0421-007) | \$39,228.00 |
| Birmingham, AL | JEFFERSON COUNTY COMMITTEE FOR ECONOMIC OPPORTUNITY (0423-039) | \$9,314.00 |
| Birmingham, AL | JEFFERSON COUNTY HOUSING AUTHORITY (0421-008) | \$26,992.00 |
| Decatur, AL | COMMUNITY ACTION PARTNERSHIP OF NORTH ALABAMA, INC. (0421-004) | \$35,732.00 |
| Greensboro, AL | HALE EMPOWERMENT AND REVITALIZATION ORGANIZATION (HERO) (0421-002) | \$35,732.00 |
| Greensboro, AL | HALE EMPOWERMENT AND REVITALIZATION ORGANIZATION (HERO) (0422-001) | \$47,671.00 |
| Greensboro, AL | HALE EMPOWERMENT AND REVITALIZATION ORGANIZATION (HERO) (0423-001) | \$7,745.00 |
| Huntsville, AL | COMMUNITY ACTION PARTNERSHIP, HUNTSVILLE/MADISON & LIMESTONE COUNTIES, INC (0421-006) | \$20,000.00 |
| Huntsville, AL | FAMILY SERVICES CENTER, INC. (0421-001) | \$51,750.00 |
| Mobile, AL | MOBILE HOUSING BOARD (0421-003) | \$53,500.00 |
| Mobile, AL | MOBILE HOUSING BOARD (0422-008) | \$10,000.00 |
| Mobile, AL | MOBILE HOUSING BOARD (0423-037) | \$7,000.00 |
| Troy, AL | ORGANIZED COMMUNITY ACTION PROGRAM, INC (0421-009) | \$30,488.00 |
| Tuscaloosa, AL | COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC. (0421-005) | \$40,976.00 |
| State Total: | | \$446,128.00 |
| Grand Total: | | \$446,128.00 |

AL - Alabama

Figure 318.B. PM – Reports: Awards Report by State – Result Page of State Search

9.6.2.8 Funding Report by Filter

This report lists agencies that are awarded a grant and listed in respective of their assigned HUD office.

1. From the top navigation menu, under **Reports** sub-menu, click the **Funding Report by Filter** hyperlink, the *Funding Report Search for Fiscal Year 20XX* appears.

Note: The search screen will allow you to narrow down your results based on the following criteria:

- Agency ID
- HOC Office
- Agency Name
- Agency Type
- Counseling Services
- City
- State
- Zip Code

2. Once you have entered your criteria click the **Search** button to retrieve your results, the **Clear** button to erase the information already type in, or **Cancel** to return to Awards Report by Agency.

Funding Report Search for FY 2009

Search for Agency ID and Name using the criteria below.

| | |
|----------------------|-------------------------|
| Agency ID | <input type="text"/> |
| HOC office: | <input type="text"/> |
| Agency Name | <input type="text"/> |
| Agency Type: | <input type="text"/> |
| Counseling Services: | <input type="text"/> |
| City: | <input type="text"/> |
| State: | AK <input type="text"/> |
| Zip Code: | <input type="text"/> |

Figure 319. PM – Reports: Funding Report by Filter – Search

3. From this screen you will also be able to view this information in Excel form, by clicking the **Excel Format** hyperlink, or return back to the search function, but clicking **Search Again**.

FUNDING REPORT SEARCH FOR FISCAL YEAR 2009

Search Criteria: • State: AK

5 Record(s) Found [Excel Format](#)

| Agency ID | Agency Name | Agency type | Total Awarded | Total Funding | | | Grant Type | City/State |
|---------------|--|-------------|---------------|-------------------|---------------|--------------------|---------------------|----------------|
| | | | | Admin. Allocation | Indirect Cost | Allocation | | |
| 80206 | ALASKA COMMUNITY DEVELOPMENT CORPORATION | Sub Grantee | \$0.00 | \$0.00 | \$0.00 | \$22,276.00 | INTERMEDIARY - COMP | PALMER - AK |
| 80207 | NEIGHBORWORKS ANCHORAGE FORMERLY ANCHORAGE NEIGHBORHOOD HOUSING SERVICES | Sub Grantee | \$0.00 | \$0.00 | \$0.00 | \$11,409.09 | INTERMEDIARY - COMP | Anchorage - AK |
| 80208 | CCCS OF ALASKA | LHCA | \$0.00 | \$0.00 | \$0.00 | \$3,416.67 | INTERMEDIARY - LDRC | Anchorage - AK |
| 80208 | CCCS OF ALASKA | LHCA | \$0.00 | \$0.00 | \$0.00 | \$23,603.44 | INTERMEDIARY - COMP | Anchorage - AK |
| 81107 | FAIRBANKS NEIGHBORHOOD HOUSING SERVICES, INC | Sub Grantee | \$0.00 | \$0.00 | \$0.00 | \$11,409.09 | INTERMEDIARY - COMP | Fairbanks - AK |
| Total: | | | \$0.00 | \$0.00 | \$0.00 | \$72,114.29 | | |

[SEARCH AGAIN](#)

Figure 320. PM – Reports: Funding Report by Filter – Results

9.6.2.9 Reviewers Final Report

1. From the top navigation menu, under **Reports** sub-menu, click the **Reviewers Final Report** hyperlink, the Select a Grant Application for Fiscal Year 20XX appears.
2. This will prompt you to a list of Grant Applications arranged by Agency. To view an Agency report, click the hyperlink for that Agency under the **Agency Name** column.

Select a Grant Application for FY 2009

Instructions: Click on the Agency Name that you wish to generate the report.

| Agency ID | Application ID | Agency Name (Application ID) |
|-----------|----------------|--|
| 80750 | 0011-001 | CATHOLIC CHARITIES USA |
| 82359 | 0011-002 | STRUCTURED EMPLOYMENT ECONOMIC DEVELOPMENT CO |
| 80084 | 0011-003 | MON VALLEY INITIATIVE |
| 84081 | 0011-004 | HOMEOWNERSHIP PRESERVATION FOUNDATION |
| 81504 | 0011-005 | CITIZENS' HOUSING AND PLANNING ASSOCIATION, INC. |
| 84539 | 0011-006 | NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS |
| 80989 | 0011-009 | HOUSING PARTNERSHIP NETWORK |
| 81639 | 0011-013 | NATIONAL URBAN LEAGUE |
| 84538 | 0011-015 | CCCS OF GREATER ATLANTA - MAIN OFFICE |
| 80753 | 0011-016 | ACORN HOUSING CORPORATION |
| 84546 | 0011-018 | NUEVA ESPERANZA |
| 82507 | 0011-019 | MISSISSIPPI HOMEBUYER EDUCATION CENTER- INITIATIVE |
| 81276 | 0011-020 | MISSION OF PEACE |
| 82559 | 0011-023 | RURAL COMMUNITY ASSISTANCE CORPORATION |
| 84538 | 0012-002 | CCCS OF GREATER ATLANTA - MAIN OFFICE |
| 80753 | 0013-006 | ACORN HOUSING CORPORATION |
| 80753 | 0014-007 | ACORN HOUSING CORPORATION |
| 80961 | 0321-002 | YWCA DELAWARE |
| 80219 | 0321-003 | UNIVERSITY LEGAL SERVICES |
| 80570 | 0321-004 | NATIONAL COUNCIL ON AGRICULTURAL LIFE AND LABOR RESEARCH FUND, INC |
| 84173 | 0321-005 | CHRISTIAN ACTIVITIES COUNCIL |
| 84654 | 0321-006 | OPPORTUNITIES INDUSTRIALIZATION CENTER OF NEW LONDON COUNTY, INC. |
| 84534 | 0321-007 | MUTUAL HOUSING OF SOUTH CENTRAL CT, INC. // NEIGHBORWORKS NEW HORIZONS |
| 82095 | 0321-012 | BERKSHIRE COUNTY REGIONAL HOUSING AUTHORITY-H |

Figure 321.A. PM – Reports: Reviewers Final Report

Note: Provided below is an example of a Final Reviewer Report.

Under each Factor, there are six places for comments based on the following criteria:

- Primary R. Strength
- Reviewers Strength
- Final Primary Reviewer Strength

- Primary R. Weakness
- Reviewers Weakness
- Final Primary Reviewer Weakness

Primary Reviewer Final Comment - Chairman Reports

Instructions: + -

| | | | |
|-----------------|------------------------------|-----------------|----------|
| Agency ID: | 82456 | | |
| Agency Name: | HRS | Application ID: | 0321-030 |
| Grant Category: | LHCA | Grant Type: | COMP |
| Reviewer: | Maryanne Daniel (Prim. Rvwr) | | |
| Reviewer(s): | Tom Hardy David Gallian | | |

| Rating Factor | Score | Bonus Points | Max Points | Max Bonus Points | Other Scores | |
|--|-------|--------------|------------|------------------|----------------|-----------------|
| 1. Capacity of the Applicant and Relevant Organizational Staff | 27 | 0 | 30 | 2 | TH 0 | DG 26 |
| 1a. RF1-2a: Average Combined Housing Counseling Experience of Project Director and Staff | 6 | | 6 | | 0 | 6 |
| 1b. RF1-2b: Specialized Training Received for all Counselors and Staff | 5 | | 5 | | 0 | 3 |
| 1c. RF1-3a: Grantee Requirements | 2 | | 3 | | 0 | 1 |
| 1d. RF1-3b: HUD 9902-Filed Electronically in a timely manner | 1 | | 2 | | 0 | 0 |
| 1e. RF1-3c: Grant Funds Fully Expended? What % of Award was Expended? | 2 | | 2 | | 0 | 3 |
| 1f. RF1-3d: Performance Reviews | 5 | | 5 | | 0 | 0 |
| 1g. RF1-3e: Housing Counseling System (HCS) | 2 | | 2 | | 0 | 0 |
| 1h. RF1-4a: Performance Evaluation | 0 | | 1 | | 0 | 0 |
| 1i. RF1-4b: Goals/Results | 4 | | 4 | | 0 | 0 |

Primary R. Strength: + -
 Reviewers Strength: + -
 Final Primary Reviewer Strength: + -
 Primary R. Weakness: + -
 Reviewers Weakness: + -
 Final Primary Reviewer Weakness: + -

| Rating Factor | Score | Bonus Points | Max Points | Max Bonus Points | Other Scores | |
|---|-------|--------------|------------|------------------|----------------|----------------|
| 2. Need/Extent of the Problem | 4 | 0 | 5 | | TH 0 | DG 4 |
| 2a. RF2-1: Needs Data | 3 | | 3 | | 0 | 6 |
| 2b. RF2-2: Departmental Policy Priorities | 1 | | 2 | | 0 | 3 |

Primary R. Strength: + -
 Reviewers Strength: + -
 Final Primary Reviewer Strength: + -
 Primary R. Weakness: + -
 Reviewers Weakness: + -
 Final Primary Reviewer Weakness: + -

| Rating Factor | Score | Bonus Points | Max Points | Max Bonus Points | Other Scores | |
|--|-------|--------------|------------|------------------|----------------|-----------------|
| 3. Soundness of Approach/Scope of Housing Counseling Services | 37 | 0 | 45 | | TH 0 | DG 39 |
| 3a. RF3-1a: Average Number of Hours per Client/per Counseling Type | 1 | | 2 | | 0 | 6 |
| 3b. RF3-1b: Types of Counseling | 4 | | 4 | | 0 | 3 |
| 3c. RF3-1c: Group vs One-on-One | 0 | | 1 | | 0 | 1 |
| 3d. RF3-1d: Marketing and Outreach | 1 | | 1 | | 0 | 0 |
| 3e. RF3-2a: Cost Per Client | 6 | | 6 | | 0 | 3 |
| 3f. RF3-2b: Capacity | 1 | | 1 | | 0 | 0 |

| | | | | | | |
|--|----|---|-----|---|-----------|-----------|
| Primary R. Weakness: + - | | | | | | |
| Reviewers Weakness: + - | | | | | | |
| Final Primary Reviewer Weakness: + - | | | | | | |
| 4. Leveraging Resources | 10 | 0 | 10 | | TH | DG |
| | | | | | 0 | 10 |
| Primary R. Strength: + - | | | | | | |
| Reviewers Strength: + - | | | | | | |
| Final Primary Reviewer Strength: + - | | | | | | |
| Primary R. Weakness: + - | | | | | | |
| Reviewers Weakness: + - | | | | | | |
| Final Primary Reviewer Weakness: + - | | | | | | |
| 5. Achieving Results and Program Evaluation | 10 | 0 | 10 | | TH | DG |
| | | | | | 0 | 10 |
| 5a. RF5-1a: Outputs/Services | 3 | | 3 | | 0 | 6 |
| 5b. RF5-1b: Outcomes | 3 | | 3 | | 0 | 3 |
| 5c. RF5-1c: Logic Model Projections | 3 | | 3 | | 0 | 1 |
| 5d. RF5-1d: Evaluation Tools | 1 | | 1 | | 0 | 0 |
| Primary R. Strength: + - | | | | | | |
| Reviewers Strength: + - | | | | | | |
| Final Primary Reviewer Strength: + - | | | | | | |
| Primary R. Weakness: + - | | | | | | |
| Reviewers Weakness: + - | | | | | | |
| Final Primary Reviewer Weakness: + - | | | | | | |
| Total | 88 | 0 | 100 | 2 | TH | DG |
| | | | | | 0 | 89 |

Print

Figure 321.B. PM – Reports: Reviewers Final Report Result

Note: In order to maximize or minimize these comments either select the + - . Provided below is an example of the comments boxes maximized in order to read the comments by those who reviewed this agency’s request.

Primary R. Strength: + -

2 bilingual counselors on staff; no performanc review conducted last year. Director has more than 8 yrs of experience. Most of the counselors have certifications.

Reviewers Strength: + -

this rating factor was well organized and easy to read. applicant addressed most of the questions.

Final Primary Reviewer Strength: + -

Primary R. Weakness: + -

Lost point for timeliness of 9902

Figure 321.C. PM – Reports: Reviewers Final Report Result – Strengths and Weaknesses

Note: If a primary reviewer has not reviewed a specific application, you will see the following message at the top of a report.

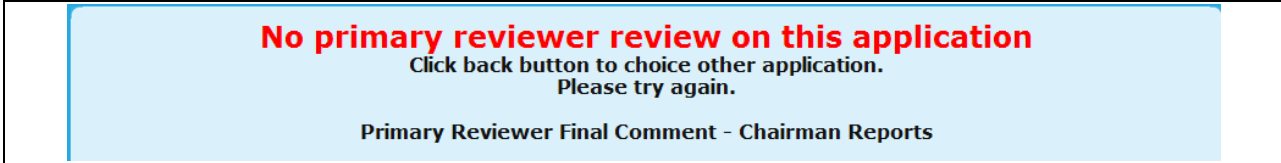


Figure 321.D. OM – Reports: Reviewers Final Report Result – No Review Alert

9.6.2.10 Reviewers Report

1. From the top navigation menu, under **Reports** sub-menu, click **Reviewers Report** hyperlink, following prompt appears. If **OK** button is clicked, the Strength and Weakness comments will be included in the report. If **Cancel** button is clicked, the Strength and Weakness comments will not be included in the report.

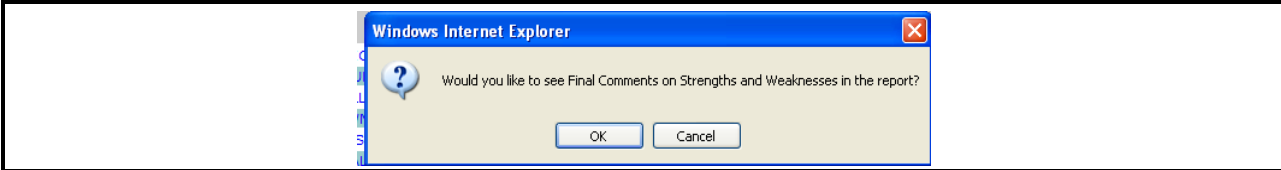


Figure 322. PM – Reports: Reviewers Report – Whether to Show Strengths and Weaknesses in the Report Prompt

2. Upon selecting Ok or Cancel, you will be prompted to the Select a Grant Application for FY 20XX screen. From here, like in Final Reviewers Report, you have the ability to choose a report based on an Agency.

| Select a Grant Application for FY 2009 | | |
|--|----------------|--|
| Instructions: Click on the Agency Name that you wish to generate the report. | | |
| Agency ID | Application ID | Agency Name (Application ID) |
| 80750 | 0011-001 | CATHOLIC CHARITIES USA |
| 82359 | 0011-002 | STRUCTURED EMPLOYMENT ECONOMIC DEVELOPMENT CO |
| 80084 | 0011-003 | MON VALLEY INITIATIVE |
| 84081 | 0011-004 | HOMEOWNERSHIP PRESERVATION FOUNDATION |
| 81504 | 0011-005 | CITIZENS' HOUSING AND PLANNING ASSOCIATION, INC. |
| 84539 | 0011-006 | NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS |
| 80989 | 0011-009 | HOUSING PARTNERSHIP NETWORK |
| 81639 | 0011-013 | NATIONAL URBAN LEAGUE |
| 84538 | 0011-015 | CCCS OF GREATER ATLANTA - MAIN OFFICE |
| 80753 | 0011-016 | ACORN HOUSING CORPORATION |
| 84546 | 0011-018 | NUEVA ESPERANZA |
| 82507 | 0011-019 | MISSISSIPPI HOMEBUYER EDUCATION CENTER- INITIATIVE |
| 81276 | 0011-020 | MISSION OF PEACE |
| 82559 | 0011-023 | RURAL COMMUNITY ASSISTANCE CORPORATION |
| 84538 | 0012-002 | CCCS OF GREATER ATLANTA - MAIN OFFICE |
| 80753 | 0013-006 | ACORN HOUSING CORPORATION |
| 80753 | 0014-007 | ACORN HOUSING CORPORATION |
| 80961 | 0321-002 | YWCA DELAWARE |
| 80219 | 0321-003 | UNIVERSITY LEGAL SERVICES |
| 80570 | 0321-004 | NATIONAL COUNCIL ON AGRICULTURAL LIFE AND LABOR RESEARCH FUND, INC |
| 84173 | 0321-005 | CHRISTIAN ACTIVITIES COUNCIL |
| 84654 | 0321-006 | OPPORTUNITIES INDUSTRIALIZATION CENTER OF NEW LONDON COUNTY, INC. |
| 84534 | 0321-007 | MUTUAL HOUSING OF SOUTH CENTRAL CT, INC. // NEIGHBORWORKS NEW HORIZONS |
| 82095 | 0321-012 | BERKSHIRE COUNTY REGIONAL HOUSING AUTHORITY-H |

Figure 323.A. PM – Reports: Reviewers Report – Select a Grant Application for FY 20XX

3. Once you have selected the agency to review you will be prompted to the Reviewer Scoring and Comment Summary Report. In order to view a specific Reviewers report, you will have to choose a name that has a hyperlink attached. This can be found in the Other Reviewers row.

| Reviewer Scoring and Comment Summary Report | | | | |
|--|--------|---------------------------------|------------|------------------|
| Agency ID: 80753 | | | | |
| Agency Name: ACORN HOUSING CORPORATION | | Application ID: 0011-016 | | |
| Grant Category: INTERMEDIARY | | Grant Type: COMP | | |
| Reviewer: Ronald Bedoya | | | | |
| Other Reviewer(s): Brian Siebenlist (Prim. Rvwr) Terri Ames Jennifer Smith | | | | |
| Rating Factor | Scored | Bonus Points | Max Points | Max Bonus Points |
| 1. Capacity of the Applicant and Relevant Organizational Staff | 28 | | 30 | |
| 1a. RF1-2a: Average Combined Housing Counseling Experience of Project Director and Staff | 5 | | 6 | |
| 1b. RF1-2b: Specialized Training Received for all Counselors and Staff | 5 | | 5 | |
| 1c. RF1-3a: Grantee Requirements | 3 | | 3 | |
| 1d. RF1-3b: HUD 9902-Filed Electronically in a timely manner | 2 | | 2 | |
| 1e. RF1-3c: Grant Funds Fully Expended? What % of Award was Expended? | 2 | | 2 | |
| 1f. RF1-3d: Performance Reviews | 4 | | 5 | |
| 1g. RF1-3e: Housing Counseling System (HCS) | 2 | | 2 | |
| 1h. RF1-4a: Performance Evaluation | 1 | | 1 | |
| 1i. RF1-4b: Goals/Results | 4 | | 4 | |
| Strength: + - | | | | |
| Weakness: + - | | | | |
| 2. Need/Extent of the Problem | 5 | | 5 | |
| 2a. RF2-1: Needs Data | 3 | | 3 | |
| 2b. RF2-2: Departmental Policy Priorities | 2 | | 2 | |
| Strength: + - | | | | |
| Weakness: + - | | | | |
| 3. Soundness of Approach/Scope of Housing Counseling Services | 44 | | 45 | |
| 3a. RF3-1a: Average Number of Hours per Client/per Counseling Type | 2 | | 2 | |
| 3b. RF3-1b: Types of Counseling | 4 | | 4 | |
| 3c. RF3-1c: Group vs One-on-One | 1 | | 1 | |
| 3d. RF3-1d: Marketing and Outreach | 1 | | 1 | |
| 3e. RF3-2a: Cost Per Client | 6 | | 6 | |
| 3f. RF3-2b: Capacity | 1 | | 1 | |
| 3g. RF3-2c: Training Expenditures | 2 | | 2 | |
| 3h. RF3-2d: Percentage of Grant Funding Passed Through | 1 | | 1 | |
| 3i. RF3-2e: Geographic Coverage, # of States | 0 | | 1 | |
| 3j. RF3-3a: Types of Counseling and Education Services | 5 | | 5 | |
| 3k. RF3-3b: Average Number of Hours per Client/per Counseling Type | 2 | | 2 | |
| 3l. RF3-3c: Sufficient Staff to Carry Out Proposed Activities & Number of Clients | 0 | | 1 | |
| 3m. RF3-3d: Training | 1 | | 1 | |
| 3n. RF3-3e: Plans to Effectively Serve and/or Communicate with Persons with Limited English and Disabilities | 1 | | 1 | |
| 3o. RF3-3f: Budget Explanation | 1 | | 1 | |
| 3p. RF3-4a: Cost per Client | 4 | | 4 | |
| 3q. RF3-4b: Projected Performance - Group Education and One-on-One Counseling | 1 | | 2 | |
| 3r. RF3-4c: Marketing and Outreach | 2 | | 2 | |
| 3s. RF3-5a: Partnerships and Efforts to Coordinate Proposed Activities | 2 | | 2 | |
| 3t. RF3-5b: Complementing Other HUD Programs | 2 | | 2 | |
| 3u. RF3-5c: Plans to Avoid Conflicts of Interest | 2 | | 2 | |
| 3v. RF3-6a: Percent of Grant Funding to be Passed Through | 2 | | 3 | |
| 3w. RF3-6b: Capacity | 1 | | 1 | |
| Strength: + - | | | | |
| Weakness: + - | | | | |
| 4. Leveraging Resources | 10 | | 10 | |
| Strength: + - | | | | |
| Weakness: + - | | | | |
| 5. Achieving Results and Program Evaluation | 9 | | 10 | |
| 5a. RF5-1a: Outputs/Services | 2 | | 3 | |
| 5b. RF5-1b: Outcomes | 3 | | 3 | |
| 5c. RF5-1c: Logic Model Projections | 3 | | 3 | |
| 5d. RF5-1d: Evaluation Tools | 1 | | 1 | |
| Strength: + - | | | | |
| Weakness: + - | | | | |
| Total | 96 | | 100 | 0 |

Print

Figure 323.B. PM – Reports: Reviewers Report – Reviewer Scoring and Comment Summary Report

9.6.2.11 Application Number Reference

This report breaks down the Office ID, Office Name, and whether or not a table exists for this application.

1. From the top navigation menu, under **Reports** sub-menu, click the **Application Number Reference** hyperlink, the Grant Application Number Reference – for Fiscal Year 20XX appears.

| Grant Application Number Reference - for FY 2009 | | |
|---|----------------------------|-----------------|
| Instructions: This page allows for viewing of which offices have or have not been created from the Funding Appropriation page. | | |
| Office ID | Office Name | Exists In Table |
| 0011 | Intermediary (COMP) | YES |
| 0013 | Intermediary (LDRC) | YES |
| 0014 | Intermediary (FLMF) | YES |
| 0012 | Intermediary (HECM) | YES |
| 0015 | Intermediary (TRNG) | YES |
| 0321 | Philadelphia (LHCA - COMP) | YES |
| 0323 | Philadelphia (LHCA - LDRC) | YES |
| 0322 | Philadelphia (LHCA - HECM) | YES |
| 0331 | Philadelphia (MSO - COMP) | YES |
| 0333 | Philadelphia (MSO - LDRC) | YES |
| 0332 | Philadelphia (MSO - HECM) | YES |
| 0341 | Philadelphia (SHFA - COMP) | YES |
| 0343 | Philadelphia (SHFA - LDRC) | YES |
| 0421 | Atlanta (LHCA - COMP) | YES |
| 0423 | Atlanta (LHCA - LDRC) | YES |
| 0422 | Atlanta (LHCA - HECM) | YES |
| 0431 | Atlanta (MSO - COMP) | YES |
| 0433 | Atlanta (MSO - LDRC) | YES |
| 0432 | Atlanta (MSO - HECM) | YES |
| 0441 | Atlanta (SHFA - COMP) | YES |
| 0443 | Atlanta (SHFA - LDRC) | YES |
| 0821 | Denver (LHCA - COMP) | YES |
| 0823 | Denver (LHCA - LDRC) | YES |
| 0822 | Denver (LHCA - HECM) | YES |
| 0831 | Denver (MSO - COMP) | YES |
| 0833 | Denver (MSO - LDRC) | YES |
| 0832 | Denver (MSO - HECM) | YES |

Figure 324. PM – Reports: Application Number Reference

9.7 Export

This section creates required fixed reports at the conclusion of the grant processing period. This section produces reports using the Export functions to share with various offices and departments to execute the grant awards. You can perform a variety of tasks as needed, which include viewing and/or exporting following HCS data:

- Agency Award/No Award Letters– official announcement given to each agency, providing the results of their grant applications.
- **Agency Name Check Review – Need Definition**
- Application Data– complete data in spreadsheet to allow unique analysis.
- Congressional Report Data– Fixed report sent to HUD congressional liaison office.
- Draw Down Report Processing– Function to record agencies’ draw down activities.
- Funding Aggregate Report– Complete comprehensive aggregate spreadsheet.
- HUD-1044– Award document each agency must sign.
- IRS Delinquent Data– Fixed report sent to HUD Grant office for IRS
- List of Awardees– Text report listing agencies in the format to be published in the Federal Register.
- Procurement Accounting Data– Spreadsheet given to CFO.
- Public Affairs Report– Fixed report sent to Public Affairs office announcing awarded agencies.

9.7.1 Agency Award/No Award Letter

This is the official announcement to each application stating the results of the grant processing. These letters use the merge function. Care should be taken to ensure the letters are updated before executing the mail merge.

1. From the top navigation menu, scroll down to **Export** sub-menu. Click the **Agency Award/No Award Letters Data** hyperlink, the Agency Award/No Award Letters Data for 20XX options selection screen appears.
2. Select what type of data to search for, **Agency Award Letters Data**, **Agency No Award Letters Data**, or **Both**, and then Click **OK** button.

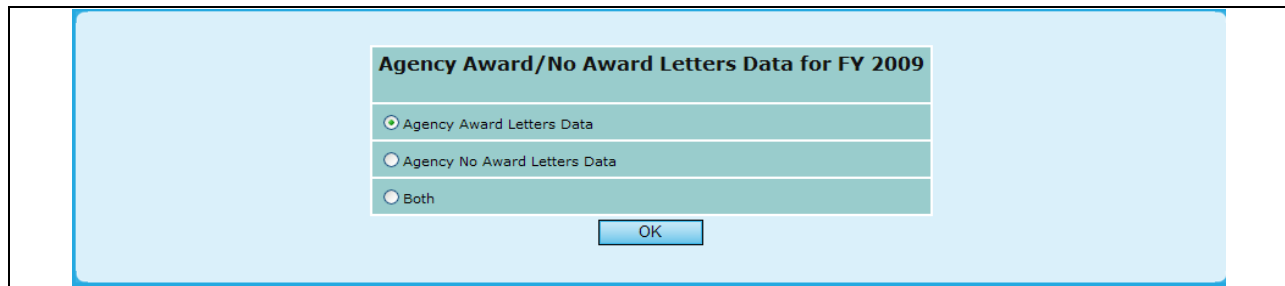


Figure 325.A. PM – Export: Agency Award/No Award Letters Data for FY 20XX

3. The Agency Award/No Award Letters Data Filter screen appears. Set the desired data filter and click the **OK** button.

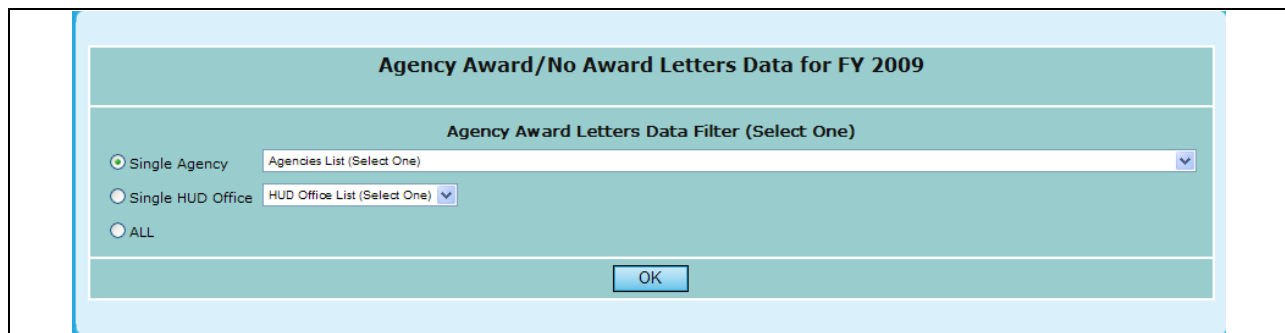


Figure 325.B. PM – Export: Agency Award/No Award Letters Data – Data Filter Screen

4. Once your parameters have been set, and you click **OK**, you will be presented with the Download for your search criteria.
5. Click **AWDDATA.DOC** data file hyperlink. The File Download window appears.

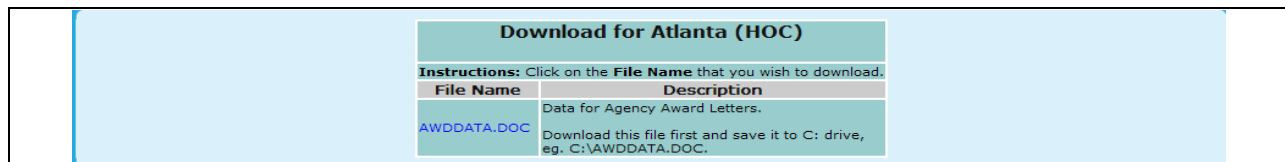


Figure 326.A. PM – Export: Agency Award/No Award Letters – Download Screen

6. To open the document, click the **Open** button. To save it, Click the **Save** button. To cancel file download, Click the **Cancel** button. When the **Open** button is clicked, following data page is displayed in HCS main display area. The data is listed by agency name.

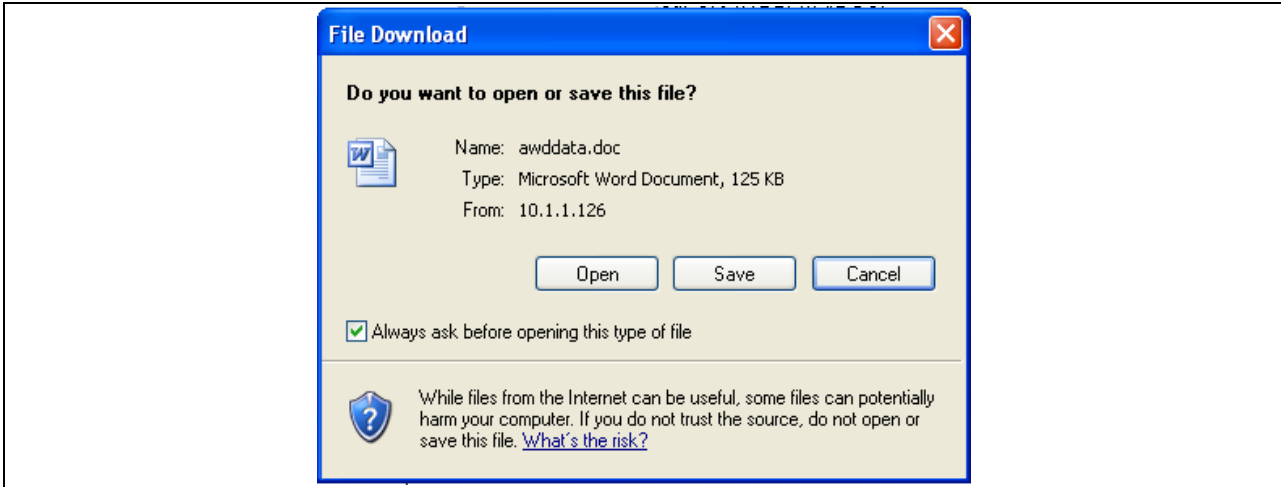


Figure 326.B. PM – Export: Agency Award/No Award Letters Data – File Download Window

7. Following the data downloading, your information will be provided in .doc form.

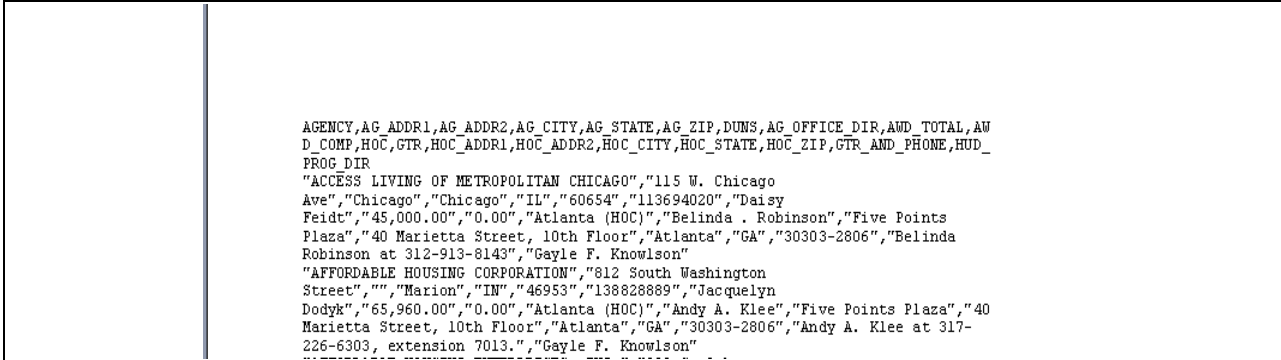


Figure 326.C. PM – Export: Agency Award/No Award Letters Data

9.7.2 Agency Name Check Review

This is the official announcement to each application stating the results of the grant processing. These letters use the merge function. Care should be taken to ensure the letters are updated before executing the mail merge.

1. From the top navigation menu, scroll down to **Export** sub-menu. Click the **Agency Name Check Review** hyperlink, this report appears in Excel format allowing you to view the following information:
 - Agency Name
 - Address
 - City
 - State
 - Zip Code
 - TIN Number
 - DUNS Number
 - HUD Office
 - Contact Name
 - Contact Phone Number

| 1 | AGENCIES NAME CHECK REVIEW REPORTING | | | | | | |
|----|--|-------------------------------|--------------|---------------|-------|------------|-------|
| 2 | Single Family Housing Counseling Grant Awards FY 2009 | | | | | | |
| 3 | Agency | Address 1 | Address 2 | City | State | Zip | TIN |
| 4 | ABYSSINIAN DEVELOPMENT CORPORATION | 4 W. 125 Street | | New York | NY | 10027 | 13-39 |
| 5 | ACCESS LIVING OF METROPOLITAN CHICAGO | 115 W. Chicago Ave | Chicago | Chicago | IL | 60654 | 36-39 |
| 6 | ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION | 23372 Front Street | P.O. Box 417 | Accomac | VA | 23301 | 54-08 |
| 7 | ACORN HOUSING CORPORATION | 846 N Broad St, 2nd floor | | Philadelphia | PA | 19130-2234 | 72-10 |
| 8 | ADAMS COUNTY HOUSING AUTHORITY | 7190 Colorado Blvd 6th Fl | | Commerce City | CO | 80022-1812 | 84-07 |
| 9 | ADMINISTRATION OF RESOURCES AND CHOICES | 3003 S Country Club Suite 207 | | Tucson | AZ | 85713 | 86-07 |
| 10 | AFFORDABLE HOMES OF MILLVILLE ECUMENICAL | 400 East Main St. | P.O. Box 241 | Millville | NJ | 08332 | 22-39 |
| 11 | AFFORDABLE HOUSING ALLIANCE OF NEW JERSEY | 59 Broad Street | | Eatontown | NJ | 07724 | 22-39 |
| 12 | AFFORDABLE HOUSING CORPORATION | 812 South Washington Street | | Marion | IN | 46953 | 35-19 |
| 13 | AFFORDABLE HOUSING ENTERPRISES, INC. | 333 S. 9th Street | | Griffin | GA | 30224 | 58-20 |
| 14 | AFFORDABLE HOUSING, EDUCATION AND DEVELOPMENT, INC. (AHEAD) | 161 Main St. | | Littleton | NH | 03561 | 22-39 |
| 15 | ALABAMA COUNCIL ON HUMAN RELATIONS, INC | 319 W Glenn Ave | PO Box 409 | Auburn | AL | 36831-0409 | 63-09 |
| 16 | ALBANY COUNTY RURAL HOUSING ALLIANCE, INC. | 24 Martin Road | PO Box 407 | Voorheesville | NY | 12186 | 14-18 |
| 17 | ALLEGANY COUNTY COMMUNITY OPPORTUNITIES AND RURAL DEVELOPMENT (ACCORD) CORP. | 84 Schuyler Street | P.O. Box 573 | Belmont | NY | 14813-1051 | 22-29 |
| 18 | ALLIED CHURCHES TEACHING SELF-EMPOWERMENT CDC | 1445 North 24th Street | | Milwaukee | WI | 52305-1803 | 39-18 |
| | ANOKA COUNTY COMMUNITY ACTION | | | | | | |

Figure 327. PM – Export: Agency Name Check Review

9.7.3 Application Data

This report provides a spreadsheet of all relevant information for the grant processing period. It is useful for creating unique reports, validating information and sharing information.

1. From the top navigation menu, scroll down to **Export** sub-menu. Click the **Application Data** hyperlink, and the following spreadsheet appears.

Note: Figures 328.A. through 328.J. are continuation of Figure 272 horizontally.

| | A | B | C | D | E |
|-----|-----------|---|-------------|---------------------------|-----------|
| 1 | Agency ID | Agency | Fiscal Year | Address 1 | Address 2 |
| 2 | 80003 | RURAL HOUSING COUNSELING AGENCY | 2006 | 200 Fair St | |
| 3 | 80008 | FAITHFUL HOUSING COUNSELING AGENCY | 2006 | 21 New St. | |
| | | | | (data abbreviated) | |
| 394 | 82441 | CENTRAL VERMONT HOUSING COUNSELING AGENCY | 2006 | 105 US Route 302 - Berlin | |
| | | | | (data abbreviated) | |

Figure 328.A. PM – Export: Applications Data – Part 1

| | F | G | H | I | J | K | L | M | N | O |
|--------------------|------------|-------|--------|------------|-----------|------------------|--|----------------|-------------|------------------|
| 1 | City | State | Zip | TIN | DUNS # | Phone | Email | Application ID | Project # | Agency Type Name |
| 2 | Kingston | NY | 12401- | 22-2222222 | 122990980 | 845-333-0029-103 | mallen@rhca.org | 0398-123 | HC060398123 | LHCA |
| 3 | Binghamton | NY | 13903- | 16-1809090 | 089877879 | 607-790-0902 | ssmith@aol.com | 0398-128 | HC060398128 | LHCA |
| (data abbreviated) | | | | | | | | | | |
| 394 | Barre | VT | 05641- | 03-0123456 | 021343551 | 802-723-0934 | msmith@cvhca.org | 0398-063 | HC060398063 | LHCA |
| (data abbreviated) | | | | | | | | | | |

Figure 328.B. PM – Export: Applications Data – Part 2

| | P | Q | R | S | T | U | V | W | X | Y |
|--------------------|---------------|-----------------|----------------------|------------|------------|----------|-----------------|--------------------|----------------|----------------|
| 1 | Grant Type | Office Director | Office CEO/President | Delinquent | Faith Base | Colonias | Migrant Workers | HUD Office | Requested Amt. | Recommend Amt. |
| 2 | Comprehensive | Kevin O'Connor | | N | | | | Philadelphia (HOC) | 56671 | 33014.6 |
| 3 | Comprehensive | Laura Rhinehart | | N | | | | Philadelphia (HOC) | 20000 | 20000 |
| (data abbreviated) | | | | | | | | | | |
| 394 | Comprehensive | Mary Smith | | N | | | | Philadelphia (HOC) | 50000 | 30411.68 |
| (data abbreviated) | | | | | | | | | | |

Figure 328.C. PM – Export: Applications Data – Part 3

| | Z | AA | AB | AC | AD | AE | AF | AG |
|--------------------|--------------|------------------|--------------------|--------------------|--------------|----------------|---|------------------|
| | Awarded Amt. | User ID of Award | User Name of Award | Award Date & Time | Affiliate of | Affiliate Name | Counseling Types | Primary Reviewer |
| | 33015 | H00468 | Donald Gillett | Aug 18 2006 8:08AM | | | RC PRL PPC PC MDM LM HOM HIR HEP HEC FHA DFC | H03232 |
| | 20000 | H00468 | Donald Gillett | Aug 15 2006 2:35PM | | | RC PRL PPC PC MDM HIR HEP HEC DRC DFC | H03232 |
| (data abbreviated) | | | | | | | | |
| 394 | 30412 | H00468 | Donald Gillett | Aug 18 2006 7:45AM | | | PPC PC HOM HEC DRC DFC | H02102 |
| (data abbreviated) | | | | | | | | |

Figure 328.D. PM – Export: Applications Data – Part 4

| | AH | AI | AJ | AK | AL | AM | AN | AO | AP | AQ |
|--------------------|-------------------|------------|-------------|------------|-------------|------------|-------------|-----------|-------------|---------------------------------------|
| 1 | Primary Rwr Score | Reviewer 1 | Rev 1 Score | Reviewer 2 | Rev 2 Score | Reviewer 3 | Rev 3 Score | Avg Score | Final Score | Client Projection that will be served |
| 2 | 88 | H02646 | 95 | H06763 | 91 | | | 45.5 | 95 | |
| 3 | 96 | H02646 | 94 | H06763 | 96 | | | 48 | 95 | |
| (data abbreviated) | | | | | | | | | | |
| 394 | 87 | H02134 | 90 | H02122 | 87 | | | 43.5 | 91 | 858 |
| (data abbreviated) | | | | | | | | | | |

Figure 328.E. PM – Export: Applications Data – Part 5

| | AR | AS | AT | AU |
|--------------------|---|--|--|--|
| 1 | Client Projection (Committed) that will be served | Client Projection of Pre-Purchase Counseling that will purchase home | Client Projection (Committed) of Pre-Purchase Counseling that will purchase home | Client Projection of Pre-Purchase Counseling that are working and will become mortgage ready |
| 2 | | | | |
| 3 | | | | |
| (data abbreviated) | | | | |
| 394 | | | 50 | 0 |

(data abbreviated)

Figure 328.F. PM – Export: Applications Data – Part 6

| | AV | AW | AX | AY |
|--------------------|--|--|--|---|
| 1 | Client Projection (Committed) of Pre-Purchase Counseling that are working and will become mortgage ready | Client Projection of Pre-Purchase Counseling that will not purchase a home | Client Projection (Committed) of Pre-Purchase Counseling that will not purchase a home | Client Projection of Default Counseling successfully avoiding foreclosure |
| 2 | | | | |
| 3 | | | | |
| (data abbreviated) | | | | |
| 394 | | 0 | | 0 |
| (data abbreviated) | | | | |

Figure 328.G. PM – Export: Applications Data – Part 7

| | AZ | BA | BB | BC |
|--------------------|---|--|--|---|
| 1 | Client Projection (Committed) of Default Counseling successfully avoiding foreclosure | Client Projection of Rental Counseling | Client Projection (Committed) of Rental Counseling | Client Projection of Predatory Lending Counsel that have their mortgage modify, refinanced, or other to avoid foreclosure |
| 2 | | | | |
| 3 | | | | |
| (data abbreviated) | | | | |
| 394 | | 0 | | |
| (data abbreviated) | | | | |

Figure 328.H. PM – Export: Applications Data – Part 8

| | BD | BE | BF | BG | BH | BI | BJ | BK | BL | BM | BN | BO | BP | BQ | BR | BS | BT | BU | BV |
|--------------------|---|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1 | Client Projection (Committed) of Predatory Lending Counsel that have their mortgage modify, refinanced, or other to avoid foreclosure | Zip 1 | Zip 2 | Zip 3 | Zip 4 | Zip 5 | Zip 6 | Zip 7 | Zip 8 | Zip 9 | Zip 10 | Zip 11 | Zip 12 | Zip 13 | Zip 14 | Zip 15 | Zip 16 | Zip 17 | Zip 18 |
| 2 | | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 |
| 3 | | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 |
| (data abbreviated) | | | | | | | | | | | | | | | | | | | |
| 394 | | 05031 | 05032 | 05033 | 05036 | 05038 | 05039 | 05045 | 05051 | 05060 | 05065 | 05068 | 05072 | 05075 | 05077 | 05086 | 05442 | 05464 | 05602 |
| (data abbreviated) | | | | | | | | | | | | | | | | | | | |

Figure 328.I. PM – Export: Applications Data – Part 9

| | BW | BX | BY | BZ | CA | CB | CC | CD | CE | CF | CG | CH | CI | CJ | CK | CL | CM | CN | CO | CP | CQ | CR |
|--------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1 | Zip 19 | Zip 20 | Zip 21 | Zip 22 | Zip 23 | Zip 24 | Zip 25 | Zip 26 | Zip 27 | Zip 28 | Zip 29 | Zip 30 | Zip 31 | Zip 32 | Zip 33 | Zip 34 | Zip 35 | Zip 36 | Zip 37 | Zip 38 | Zip 39 | Zip 40 |
| 2 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 |
| 3 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 | 00000 |
| (data abbreviated) | | | | | | | | | | | | | | | | | | | | | | |
| 394 | 05602 | 05633 | 05641 | 05647 | 05648 | 05649 | 05651 | 05653 | 05655 | 05656 | 05660 | 05661 | 05663 | 05667 | 05669 | 05672 | 05676 | 05678 | 05747 | 05748 | 05767 | 05772 |

Figure 328.J. PM – Export: Applications Data – Part 10

9.7.4 Congressional Report Data

Report formatted by and given to HUD’s Congressional liaison office to forward to Congress.

1. From the top navigation menu, scroll down to **Export** sub-menu. Click the **Congressional Report Data** hyperlink, and the following spreadsheet appears.

- The following screen shows Congressional Report Data export spreadsheet. It displays agency information for those who received grant award(s), and their award(s) amount. If an agency received more than one award of different grant types, each award is displayed in one entry. The data is listed by State, and then by Recipient/Agency name.

| A | B | C | D | E | F | G | H | I | J | K | L | |
|---|-------|---|-----------------------------|-----------|--------|---------|---------------|-------------|----------|----------|-----------------|--------------|
| 1 | State | Recipient | Address | City | County | ZipCode | GrantType | GrantNumber | Amount | District | ContactName | ContactPhone |
| 2 | AK | HOUSING COUNSELING SERVICE OF ALASKA | 208 E 4th Ave | Anchorage | | 99501 | Comprehensive | 0998-004 | \$55,162 | | Sharon Camarata | () |
| 3 | AL | ALABAMA HOUSING COUNSELING AGENCY | 200 W Glenn Ave, PO Box 202 | Auburn | | 36831 | Comprehensive | 0498-037 | \$23,400 | | Mishelle Kwang | () |
| 4 | AL | NORTHWEST ALABAMA HOUSING COUNSELING AGENCY | 295 Thompson St | Florence | | 35630 | Comprehensive | 0498-120 | \$30,000 | | Ammy Deppe | () |

(data abbreviated)

Figure 329. PM – Export: Congressional Report Data

9.7.5 Draw Down Report Processing

Draw down processing is a tool to track and review agencies’ spending of their grant award. When an agency submits their quarterly grant report, data should be entered into this section to record their results.

- From the top navigation menu, scroll down to **Export** sub-menu. Click the **Draw Down Report Processing** hyperlink, the *Draw Down Reporting HUD Summary* screen appears, with the Agency Search function located in the second half of the screen.
- To list agencies in a HUD Office, click the **HUD Office** name hyperlink under Office column.

Draw Down Reporting
HUD Summary
 Draw Down Year : 2010

| Office | Awarded Agencies | Total Grant | LOCCS Disbursements \$(%) | Voucher Requests | | | | LOCCS Balance \$(%) |
|--------------------|------------------|-------------------------|----------------------------|------------------------|------------------------|------------------------|------------------------|----------------------------------|
| | | | | Q1 \$(%) | Mid-Term \$(%) | Q3 \$(%) | Final \$(%) | |
| Headquarters | 25 | \$ 39,018,272.00 | \$ 0.00 (0.00%) | \$ 0.00 (0%) | \$ 0.00 (0%) | \$ 0.00 (0%) | \$ 0.00 (0%) | \$ 39,018,272.00 (100.00%) |
| SP-HUD | | | | | | | | |
| Philadelphia (HOC) | 179 | \$ 8,628,011.00 | \$ 0.00 (0.00%) | \$ 0.00 (0%) | \$ 0.00 (0%) | \$ 0.00 (0%) | \$ 0.00 (0%) | \$ 8,628,011.00 (100.00%) |
| Atlanta (HOC) | 153 | \$ 7,014,736.00 | \$ 9,973.42 (0.14%) | \$ 0.00 (0%) | \$ 0.00 (0%) | \$ 0.00 (0%) | \$ 0.00 (0%) | \$ 7,004,762.58 (99.86%) |
| Denver (HOC) | 101 | \$ 5,235,293.00 | \$ 0.00 (0.00%) | \$ 0.00 (0%) | \$ 0.00 (0%) | \$ 0.00 (0%) | \$ 0.00 (0%) | \$ 5,235,293.00 (100.00%) |
| Santa Ana (HOC) | 41 | \$ 2,953,688.00 | \$ 0.00 (0.00%) | \$ 0.00 (0%) | \$ 0.00 (0%) | \$ 0.00 (0%) | \$ 0.00 (0%) | \$ 2,953,688.00 (100.00%) |
| All Offices | 499 | \$ 62,850,000.00 | \$ 9,973.42 (0.02%) | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 62,840,026.58 (99.98%) |

Agency Search

Search Field: Compare Value:

Figure 330. PM – Export: Draw Down Reporting – HUD Summary

| Draw Down Reporting Office Summary (Headquarters SF-HUD) Draw Down Year: 2010 | | | | | | | | | | |
|---|-----------|-----|----------------------|----------------|--------------|--------------|------------------|--------------|--------------|-----------------------|
| Agency | Agency ID | QTR | Local Client | LODDS | | | Voucher Receipts | | | LODDS Balance |
| | | | | Unliquidated % | Q1 % | Q2 % | Q3 % | Q4 % | Final % | |
| NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES | 81039 | Jan | 2,991,214.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | \$91,214.00 |
| PROFESSIONAL ENGINEERS | 81038 | Jan | 2,171,022.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | \$171,022.00 |
| NATIONAL ASSOCIATION OF STATE GOVERNMENTS | 81074 | Jan | 1,128,158.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | \$128,158.00 |
| NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES | 81039 | Feb | 2,104,917.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | \$104,917.00 |
| NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES | 81039 | Mar | 2,104,917.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | \$104,917.00 |
| NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES | 81039 | Apr | 2,104,917.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | \$104,917.00 |
| NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES | 81039 | May | 2,104,917.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | \$104,917.00 |
| NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES | 81039 | Jun | 2,104,917.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | \$104,917.00 |
| NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES | 81039 | Jul | 2,104,917.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | \$104,917.00 |
| NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES | 81039 | Aug | 2,104,917.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | \$104,917.00 |
| NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES | 81039 | Sep | 2,104,917.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | \$104,917.00 |
| NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES | 81039 | Oct | 2,104,917.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | \$104,917.00 |
| NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES | 81039 | Nov | 2,104,917.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | \$104,917.00 |
| NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES | 81039 | Dec | 2,104,917.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | \$104,917.00 |
| TOTAL | | | 18,041,175.00 | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | \$1,804,117.50 |

Figure 331. PM – Export: Draw Down Reporting – HUD Office HQ Summary

- To export this data, Click the **Export** button. The *File Download* screen appears.
- To open the document, Click the **Open** button. The Draw Down Reporting Excel file appears (see below). To save the file, Click the **Save** button. To cancel file download, Click the **Cancel** button.

Note: To perform a search, skip ahead to step 5.

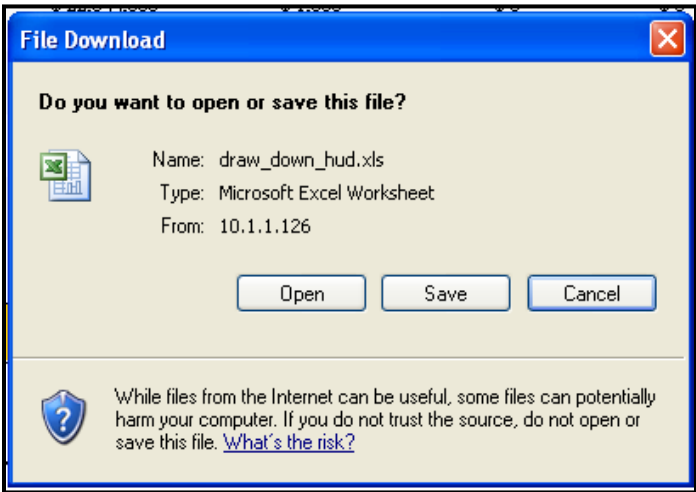


Figure 332.A. PM – Export: Draw Down Report Processing – File Download

| | A | B | C | D | E | F | G | H | I | J |
|----|--|-----------|----------------|----------------|---------------------|--------|----------|--------|--------|----------------|
| 1 | Draw Down Reporting | | | | | | | | | |
| 2 | Office Summary (Headquarters SF-HUD) | | | | | | | | | |
| 3 | Draw Down Year : 2010 | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | Agency | Agency ID | GTR | Total Grant | LOCCS Disbursements | Q1 | Mid-Term | Q3 | Final | LOCCS Balance |
| 6 | NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDIT UNIONS | 84539 | Miriam Torres | \$931,154.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$931,154.00 |
| 7 | HOUSING PARTNERSHIP NETWORK | 80989 | Tanya Gunn | \$1,751,655.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,751,655.00 |
| 8 | NATIONAL COUNCIL ON THE AGING (NCOA) | 83874 | Betsy Cromwell | \$1,281,248.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,281,248.00 |
| 9 | RURAL COMMUNITY ASSISTANCE CORPORATION | 82559 | Melita Staples | \$1,056,947.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,056,947.00 |
| 10 | NATIONAL FOUNDATION FOR CREDIT COUNSELING, INC. | 80751 | Betsy Cromwell | \$4,168,276.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$4,168,276.00 |
| 11 | NATIONAL COUNCIL OF LA RAZA | 80758 | Gerard Donahoe | \$2,530,618.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,530,618.00 |
| 12 | MISSISSIPPI HOMEBUYER EDUCATION CENTER- INITIATIVE | 82507 | Melita Staples | \$300,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$300,000.00 |
| 13 | CATHOLIC CHARITIES USA | 80750 | Ronald Bedoya | \$1,057,385.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,057,385.00 |
| 14 | MONEY MANAGEMENT INTERNATIONAL INC. | 82554 | Betsy Cromwell | \$2,115,560.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,115,560.00 |
| 15 | MON VALLEY INITIATIVE | 80084 | Ronald Bedoya | \$855,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$855,000.00 |
| 16 | NATIONAL ASSOCIATION OF REAL ESTATE BROKERS-INVESTMENT DIVISION, INC | 80759 | Tanya Gunn | \$702,462.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$702,462.00 |
| 17 | WEST TENNESSEE LEGAL SERVICES, INCORPORATED | 80293 | Thomas Bankins | \$1,240,501.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,240,501.00 |
| 18 | CITIZENS' HOUSING AND PLANNING ASSOCIATION, INC. | 81504 | Miriam Torres | \$1,246,732.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,246,732.00 |
| 19 | NEIGHBORHOOD REINVESTMENT CORPORATION | 80754 | Gerard Donahoe | \$4,860,802.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$4,860,802.00 |

Figure 332.B. PM – Export: Draw Down Reporting Export example

- To search for agencies, complete your search criteria and Click the **Search** button. If no results are found, the follow screen appears.

Agency Search

Search Field: Compare Value:

Figure 333.A. PM – Export: Draw Down Reporting Agency Search

- If the system does find results matching your criteria for Agency Search, the following screen appears.

Agency Search Results

| Agency Name | Agency TIN | Agency ID | State | GTR |
|--|------------|-----------|-------|-----|
| No Agencies with applications were found for Fiscal Year 2009 that match your criteria | | | | |

Figure 333.B. PM – Export: Draw Down Reporting Agency Search Results (No results)

- To view an agency, Click on a hyperlink in the **Agency Name** column. The *Draw Down Reporting Agency Summary* screen appears.

| Agency Search Results | | | | |
|--|------------|-----------|-------|------------------|
| Agency Name | Agency TIN | Agency ID | State | GTR |
| ABYSSINIAN DEVELOPMENT CORPORATION | 13-3552154 | 83751 | NY | Juan Bautista |
| ACCESS LIVING OF METROPOLITAN CHICAGO | 36-3310774 | 82063 | IL | Belinda Robinson |
| ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION | 54-0886952 | 83967 | VA | Virginia Holman |
| ACORN HOUSING CORPORATION | 72-1048321 | 80753 | PA | Terri Ames |
| ACTION FOR BOSTON COMMUNITY DEVELOPMENT, INC. | 04-2304133 | 84865 | MA | Chris Cline |
| ADAMS COUNTY HOUSING AUTHORITY | 84-0701701 | 80209 | CO | Ben Detterman |
| ADMINISTRATION OF RESOURCES AND CHOICES | 86-0735999 | 81052 | AZ | Lucille Ochoa |
| AFFORDABLE HOMES OF MILLVILLE ECUMENICAL | 22-3150733 | 81646 | NJ | Annette Panasjuk |
| AFFORDABLE HOUSING ALLIANCE OF NEW JERSEY | 22-3114280 | 82133 | NJ | Stuart Mindes |
| AFFORDABLE HOUSING CORPORATION | 35-1966459 | 81929 | IN | Andy Klee |
| AFFORDABLE HOUSING ENTERPRISES, INC. | 58-2019026 | 82241 | GA | Connr Partee |
| AFFORDABLE HOUSING, EDUCATION AND DEVELOPMENT, INC. (AHEAD) | 22-3159643 | 82773 | NH | George Bridgeman |
| ALABAMA COUNCIL ON HUMAN RELATIONS, INC | 63-0378133 | 80576 | AL | Debbie Creal |
| ALBANY COUNTY RURAL HOUSING ALLIANCE, INC. | 14-1635645 | 80029 | NY | Glen Stopera |
| ALLEGANY COUNTY COMMUNITY OPPORTUNITIES AND RURAL DEVELOPMENT (ACCORD) CORP. | 22-2218884 | 83459 | NY | Mark Surdi |
| ALLIANCE CREDIT COUNSELING | 56-2196261 | 84342 | NC | William Snelling |
| ALLIED CHURCHES TEACHING SELF-EMPOWERMENT CDC | 39-1837474 | 84715 | WI | Patricia Common |
| ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC | 41-6048575 | 81092 | MN | Anita Olson |
| APPALACHIAN HOUSING AND REDEVELOPMENT CORPORATION | 58-2346048 | 81266 | GA | Connr Partee |

Figure 334.A. PM – Export: Draw Down Report Processing – Agency Search Results (with results)

Note: Provided below is an example of a Draw Down Reporting Agency Summary.

Draw Down Reporting Agency Summary
 (ABYSSINIAN DEVELOPMENT CORPORATION)

| | |
|--|--|
| Draw Down Fiscal Year: 2010 GTR: Juan Bautista Address: 4 W. 125 Street New York, NY 10027 HUD Office: Philadelphia (HOC) Agency ID: 83751 Agency Type: LHCA Last Voucher Update: | Narrative Submission First Quarter: <input type="text"/> Mid-Term: <input type="text"/> Third Quarter: <input type="text"/> Final: <input type="text"/> <div style="text-align: right;"><input type="button" value="Update"/></div> |
|--|--|

| | |
|----------------------------------|------------------|
| Total Grant | \$ 21,748.00 |
| Administrative Cost | (\$ 0.00) |
| Indirect Cost | (\$ 0.00) |
| Total Draw Down Requested | (\$ 0.00) |
| Balance | \$ 21,748.00 |

[\[New Voucher Request\]](#)
[\[Edit LOCCS Disbursements\]](#)
[\[Edit Admin Allocation/Indirect Costs\]](#)

| Grant Type | Application Number | Grant | LOCCS Disbursements \$(%) | Voucher Requests | | | | LOCCS Balance \$(%) |
|------------|--------------------|--------------|---------------------------|------------------|-----------------|-----------------|-----------------|------------------------|
| | | | | Q1 \$(%) | Mid-Term \$(%) | Q3 \$(%) | Final \$(%) | |
| | 0321-146 | \$ 21,748.00 | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 21,748.00 (100.00%) |
| Sub- | | \$ 21,748.00 | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 21,748.00 (100.00%) |
| Total | | | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 0.00 (0.00%) | \$ 21,748.00 (100.00%) |

Figure 334.B. PM – Export: Draw Down Reporting – Agency Summary

8. To make a new voucher request, click **New Voucher Request**. The *New Voucher Request* screen appears.
9. Complete the form and Click the **Save** button to save the request. Click **Cancel** button to cancel it. You will return to the *Draw Down Reporting* screen.

**Draw Down Reporting
Voucher Request Entry**

Agency Name:

Quarter:

Grant Type:

Requested Amount(\$):

Voucher Number:

Figure 335.A. PM – Export: Draw Down Reporting – Voucher Request Entry

**Draw Down Reporting
Agency Summary
(HOUSING COUNSELING SERVICE OF ALASKA)**

Draw Down Fiscal Year: 2007

GTR: Sean Robinson
Address: 208 E 4th Ave
Anchorage, AK 99501

HUD Office: Santa Ana (HOC)
Agency ID: 80208
Agency Type: LHCA
Last Voucher Update: 02/20/2007

Narrative Submission

First Quarter:

Mid-Term:

Third Quarter:

Final:

| | |
|----------------------------------|-------------|
| Total Grant | \$ 55,162 |
| Administrative Cost | (\$ 0) |
| Indirect Cost | (\$ 0) |
| Total Draw Down Requested | (\$ 15,000) |
| Balance | \$ 40,162 |

[\[New Voucher Request\]](#)
[\[Edit LOCCS Disbursements\]](#)
[\[Edit Admin Allocation/Indirect Costs\]](#)

| Grant Type | Application Number | Grant | LOCCS Disbursements \$ (%) | Voucher Requests | | | | LOCCS Balance \$ (%) |
|------------------|--------------------|-----------|----------------------------|--------------------|-----------------|--------------|--------------|----------------------|
| | | | | Q1 \$ (%) | Mid-Term \$ (%) | Q3 \$ (%) | Final \$ (%) | |
| Comprehensive | 0998-004 | \$ 55,162 | \$ 0 (0.00%) | \$ 15,000 (27.19%) | \$ 0 (0.00%) | \$ 0 (0.00%) | \$ 0 (0.00%) | \$ 55,162 (100.00%) |
| Sub-Total | | \$ 55,162 | \$ 0 (0.00%) | \$ 15,000 (27.19%) | \$ 0 (0.00%) | \$ 0 (0.00%) | \$ 0 (0.00%) | \$ 55,162 (100.00%) |

Comprehensive

| Draw Down Request | Voucher Number | Quarter | Date | Action |
|-------------------|----------------|---------|------------|---|
| \$ 15,000 | 2007-001 | Q1 | 02/20/2007 | [Edit] [Delete] |
| Sub-Total | | | | |

Figure 335.B. PM – Export: Draw Down Reporting – Agency Summary with Voucher Information

10. To edit a LOCCS Disbursement Update, click **Edit LOCCS Disbursements** hyperlink. The *Draw Down Reporting LOCCS Disbursement* screen appears.
11. Edit the current LOCCS disbursement amount in the **Current LOCCS Disbursement Amount** field. Click the **Save** button to save, or **Cancel** button to cancel. You will return to the *Draw Down Reporting Agency Summary* screen.

Figure 336.A. PM – Export: Draw Down Reporting LOCCS Disbursements Update

12. To edit the Administrative Allocation/Indirect Costs, click **Edit Admin Allocation/Indirect Costs** hyperlink. The *Draw Down Reporting Grant Application Selection* screen appears.

[[New Voucher Request](#)][[Edit LOCCS Disbursements](#)][[Edit Admin Allocation/Indirect Costs](#)]

| Grant Type | Application Number | Grant | LOCCS Disbursements \$(%) | Voucher Requests | | | | LOCCS Balance \$(%) |
|------------------|--------------------|-----------|---------------------------|-----------------------|-----------------|-----------------|-----------------|-----------------------|
| | | | | Q1 \$(%) | Mid-Term \$(%) | Q3 \$(%) | Final \$(%) | |
| Comprehensive | 0998-004 | \$ 55,162 | \$ 10,000 (18.13%) | \$ 15,000 (27.19%) | \$ 0 (0.00%) | \$ 0 (0.00%) | \$ 0 (0.00%) | \$ 45,162 (81.87%) |
| <i>Sub-Total</i> | | \$ 55,162 | \$ 10,000 (18.13%) | \$ 15,000 (27.19%) | \$ 0 (0.00%) | \$ 0 (0.00%) | \$ 0 (0.00%) | \$ 45,162 (81.87%) |

Figure 336.B. PM – Export: Draw Down Reporting – LOCCS Information in Agency Summary Page

13. Click the **Edit** hyperlink in the **Grant Type** entry you wish to input/edit the Administrative Allocation and/or Indirect Costs. The *Sub-Agency Grant Allocation* screen appears.

Figure 337.A. PM – Export: Draw Down Reporting – Grant Application Selection

14. Key in data into Administrative Allocation and Indirect Cost fields, and click the Submit button. The screen is refreshed with data have been saved message. Following is the screen of relevant section.

Sub-Agency Grant Allocation

Instructions: Check to ensure all sub-agencies are listed below. If an agency is not listed, go to Parent Agency Profile and add sub-agency to its list. Likewise remove any agencies that are not assigned to your organization. If Sub-Agency has incorrect information, the Agency ID is a hyperlink to go directly to agency's profile.

This page serves several functions. Primarily, it serves as a tool to sub-allocate the grant funds to the appropriate sub-agencies within your organization. Agencies that are sub-allocated will become approved and active in HUD's program for the funding fiscal year. Agencies not sub-allocated will be disapproved for the funding year. This page also allows input to the number of counselors each agency employs and the number of clients the agency plans to service under HUD's program. The counselor numbers can be adjusted throughout the year and can be accessed from the agency's profile page. The client number cannot be adjusted after the input suspense date is reached.

Grant allocation can be initially distributed several ways using automated tools provided. Allocate evenly distributes funds evenly among all agencies. Allocation by counselors and by clients distributes funds proportionally by these values among the agencies. Sub-allocation for agencies can always be edited for specific values. There are also places to allocated funds for Administrative and Indirect costs.

Allocation of funds must have a balance = zero (\$0). The balance value is at the bottom of page. If the balance is not = \$0, any funding changes made will not be saved in order for you to correctly make the appropriate allocations.

Parent Agency Name: **HOUSING COUNSELING SERVICE OF ALASKA**
 HUD Office: **Santa Ana (HOC)**
 Application ID: **0998-004** Grant Awarded: **\$55,162**
 Parent Agency ID: [80208](#) Administrative Allocation: -\$
 Parent Agency Type: **LHCA** Indirect Cost: -\$
 Grant Type: **Comprehensive** Available Funds: **\$55,162**

| Sub-Agency | Agency ID | Agency Type | # of Counselors | # of Projected Clients | Sub-Allocation |
|-------------------------------|-----------|-------------|-----------------|------------------------|----------------|
| SUB-ALLOCATION TOTALS: | | | | | |
| | 0 | | 0 | 0 | \$0 |
| BALANCE: | | | | | \$55,162 |

Figure 337.B. PM – Export: Draw Down Reporting – Sub-Agency Grant Allocation Screen

15. Check to ensure all sub-agencies are listed below. If an agency is not listed, go to Parent Agency Profile and add sub-agency to its list. Likewise remove any agencies that are not assigned to your organization. If Sub-Agency has incorrect information, the Agency ID is a hyperlink to go directly to agency's profile.

Messages

Your sub-allocations have been saved.

Parent Agency Name: **HOUSING COUNSELING SERVICE OF ALASKA**
 HUD Office: **Santa Ana (HOC)**
 Application ID: **0998-004** Grant Awarded: **\$55,162**
 Parent Agency ID: [80208](#) Administrative Allocation: -\$
 Parent Agency Type: **LHCA** Indirect Cost: -\$
 Grant Type: **Comprehensive** Available Funds: **\$52,162**

Figure 337.C. PM – Export: Draw Down Reporting – Sub-Agency Grant Allocation Screen – Administrative Allocation and Indirect Cost Input section

9.7.6 Funding Aggregate Report

A complete summary report displaying totals for each category, type and office listed. This is a great snapshot view of the results.

1. From the top navigation menu, scroll down to **Export** sub-menu. Click the **Funding Aggregate Report** hyperlink, the *File Download* screen appears.

2. To open the file, click the **Open** button; the spreadsheet opens in HCS main display area. To save the file, Click the **Save** button. To cancel file download, Click the **Cancel** button.

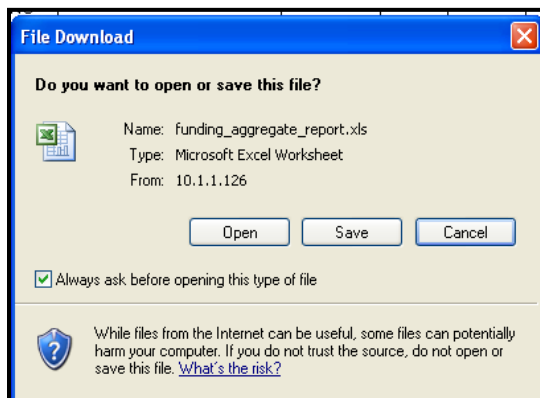


Figure 338.A. PM – Export: Funding Aggregate Report – File Download Window

Note: Following is the report displayed in HCS main display area.

| U.S. Department of Housing and Urban Development | | | | | | | |
|---|-----------------------------------|------------------------|------------------|------------------------|----------------------|------------------------|------------------------|
| A | B | C | D | E | F | G | H |
| U.S. Department of Housing and Urban Development | | | | | | | |
| FY 2010 Housing Counseling Grants | | | | | | | |
| FY 2009 Funds Awarded | | | | | | | |
| Application Type | HUD-Approved Independent Agencies | Grant Request Agencies | Awarded Agencies | Requested Applications | Awarded Applications | HOFA Allocated | Requested |
| National/Regional Intermediary | | | | | | | |
| Intermediary (COMP) | | 25 | 25 | 25 | 25 | \$25,727,323.00 | \$53,474,994.28 |
| Intermediary (HECM) | | 5 | 5 | 5 | 5 | \$6,500,000.00 | \$8,580,390.00 |
| Intermediary (LDRC) | | 9 | 9 | 9 | 9 | \$992,677.00 | \$1,209,220.00 |
| Intermediary (FLMF) | | 8 | 1 | 8 | 1 | \$798,272.00 | \$6,410,896.00 |
| Intermediary (TRNG) | | 3 | 3 | 3 | 3 | \$5,000,000.00 | \$8,000,000.00 |
| HO Intermediary Total | | 23 | 25 | 25 | 50 | \$39,018,272.00 | \$77,675,500.28 |
| LHCA | | | | | | | |
| Philadelphia (LHCA - COMP) | | 201 | 169 | 201 | 169 | \$17,111,728.00 | \$15,746,509.33 |
| Philadelphia (LHCA - HECM) | | 18 | 17 | 18 | 17 | \$1,000,000.00 | \$331,077.00 |
| Philadelphia (LHCA - LDRC) | | 50 | 40 | 50 | 40 | \$904,358.00 | \$923,396.80 |
| Philadelphia LHCA Total | 343 | 201 | 169 | 269 | 226 | \$19,016,086.00 | \$17,000,983.13 |
| Atlanta (LHCA - COMP) | | 174 | 149 | 174 | 149 | \$0.00 | \$13,697,823.00 |
| Atlanta (LHCA - HECM) | | 16 | 13 | 16 | 13 | \$0.00 | \$452,000.00 |
| Atlanta (LHCA - LDRC) | | 47 | 40 | 47 | 40 | \$0.00 | \$971,721.00 |
| Atlanta LHCA Total | 326 | 174 | 149 | 237 | 202 | \$0.00 | \$15,121,544.00 |
| Denver (LHCA - COMP) | | 105 | 95 | 105 | 95 | \$0.00 | \$8,751,328.00 |
| Denver (LHCA - HECM) | | 12 | 12 | 12 | 12 | \$0.00 | \$230,508.00 |
| Denver (LHCA - LDRC) | | 20 | 19 | 20 | 19 | \$0.00 | \$416,720.00 |
| Denver LHCA Total | 224 | 105 | 95 | 137 | 126 | \$0.00 | \$9,398,556.00 |
| Santa Ana (LHCA - COMP) | | 40 | 37 | 40 | 37 | \$0.00 | \$4,168,568.61 |
| Santa Ana (LHCA - HECM) | | 8 | 8 | 8 | 8 | \$0.00 | \$198,881.00 |
| Santa Ana (LHCA - LDRC) | | 17 | 15 | 17 | 15 | \$0.00 | \$385,102.00 |

| Recommended | Awarded |
|-----------------|-----------------|
| \$48,800,841.28 | \$25,727,323.00 |
| \$8,580,390.00 | \$6,500,000.00 |
| \$1,000,000.00 | \$992,677.00 |
| \$1,000,000.00 | \$798,272.00 |
| \$0.00 | \$5,000,000.00 |
| \$59,381,231.28 | \$39,018,272.00 |
| \$0.00 | \$6,082,506.00 |
| \$0.00 | \$281,077.00 |
| \$0.00 | \$289,322.00 |
| \$0.00 | \$6,652,905.00 |
| \$0.00 | \$5,899,008.00 |
| \$0.00 | \$322,342.00 |
| \$0.00 | \$332,743.00 |
| \$0.00 | \$6,554,093.00 |
| \$0.00 | \$3,736,178.00 |
| \$0.00 | \$197,700.00 |
| \$0.00 | \$160,428.00 |
| \$0.00 | \$4,094,306.00 |
| \$0.00 | \$1,394,036.00 |
| \$0.00 | \$198,881.00 |
| \$0.00 | \$121,865.00 |

Figure 338.B. PM – Export: Funding Aggregate Report

9.7.7 HUD-1044

This report is the grant award agreement each agency must sign.

This is a form using Microsoft Mail Merge function. Review the 1044 document and enter any common information that will be in all documents created to save time and effort. Unique information will be merge creating individual agency 1044 forms.

1. From the top navigation menu, scroll down to **Export** sub-menu. Click the **HUD-1044** hyperlink, the *Data Filter* screen appears.
2. Select the proper data filter and click the **OK** button, the *Download* screen appears. If you prefer to create one agency report at a time, select the ‘Single Agency’. To create in mass all reports within a HOC, select the ‘Single HOC’ button.

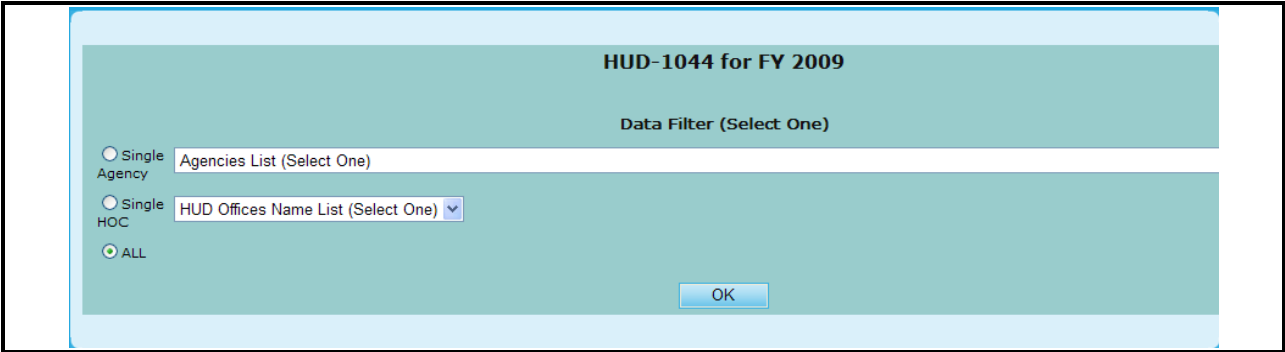


Figure 339. PM – Export: HUD-1044 – Data Filter

3. You can Click the **1044DATA.DOC** hyperlink to download HUD-1044 data to a Microsoft Word file. Or, you can Click the **1044FORM.DOC** hyperlink to download mail merge template of HUD-1044 form to a Microsoft Word file. If you Click the **1044DATA.DOC** hyperlink, following *File Download* screen appears.

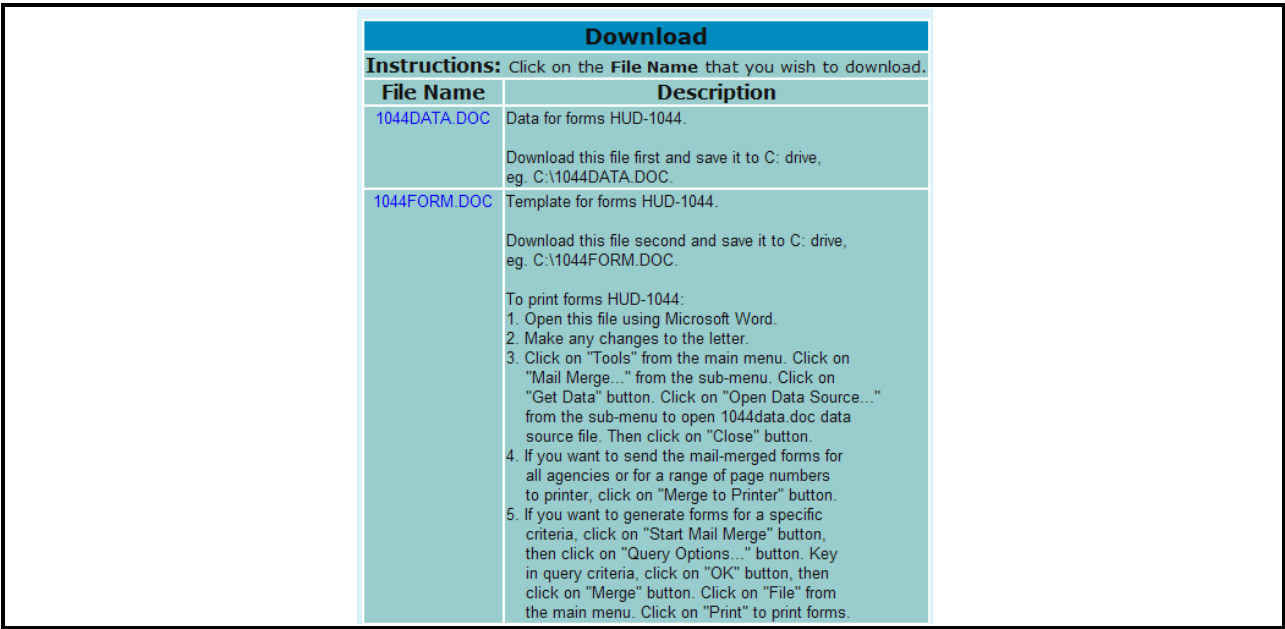


Figure 340.A. PM – Export: HUD-1044 – Download Screen

4. To open the file, click the **Open** button, the data file appears in a separate window (see the figure below, in which data is ordered by State code, city name, and then by agency name). To save the

file to your hard drive or other device, click the **Save** button. To cancel the file download, click the **Cancel** button.

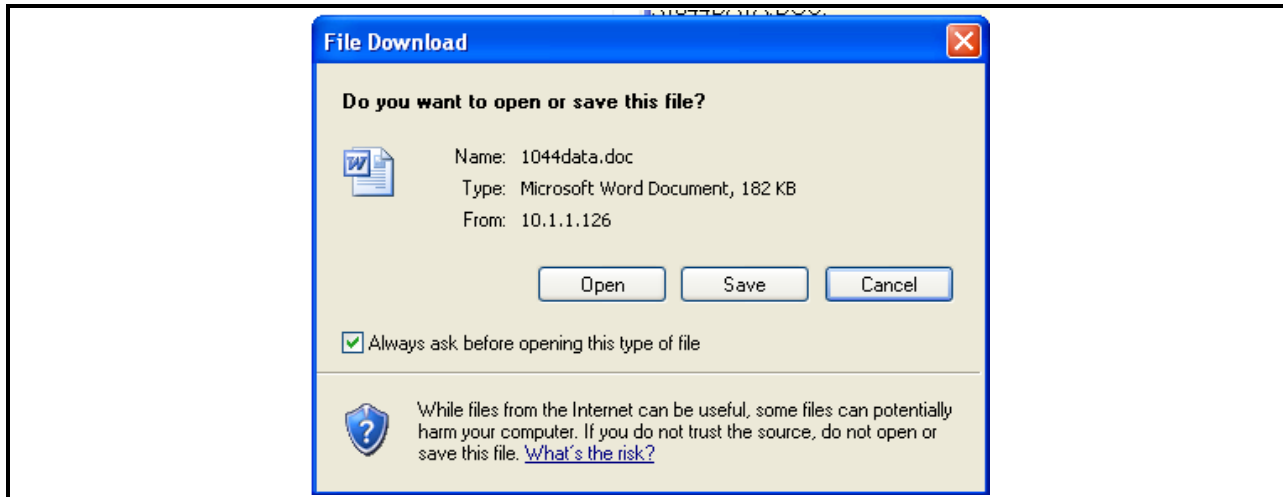


Figure 340.B. PM – Export: HUD-1044 Download – File Download Window

Note: Provided below is an example of the HUD-1044 document.

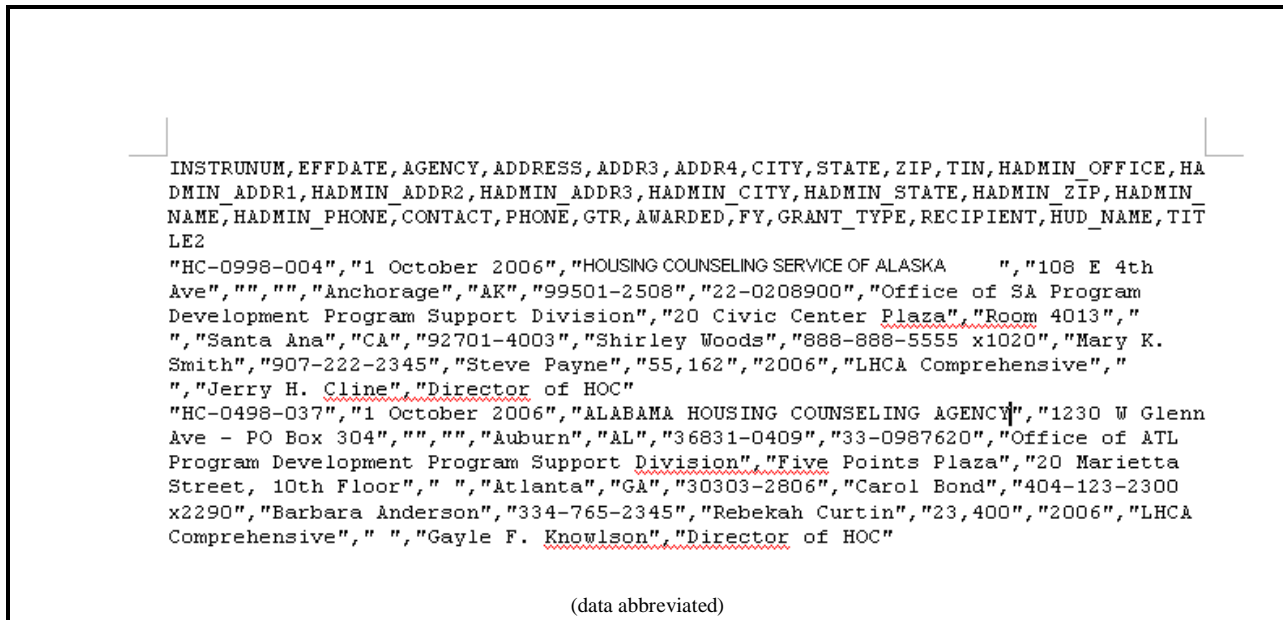


Figure 340.C. PM – Export: HUD-1044 Data File

5. If you select to download the HUD-1044 form template, the HUD-1044 mail merge template screen appears.

| Assistance Award/Amendment | | U.S. Department of Housing and Urban Development Office of Administration | |
|--|---------------------|--|--|
| 1. Assistance Instrument <input type="checkbox"/> Cooperative Agreement <input checked="" type="checkbox"/> Grant | | 2. Type of Action <input checked="" type="checkbox"/> Award <input type="checkbox"/> Amendment | |
| 3. Instrument Number «INSTRUNUM» | 4. Amendment Number | 5. Effective Date of this Action «EFFDATE» | 6. Control Number |
| 7. Name and Address of Recipient «AGENCY» «ADDRESS» «ADDR3» «ADDR4» «CITY», «STATE», «ZIP» TIN NUMBER: «TIN» | | 8. HUD Administering Office «HADMIN_OFFICE» «HADMIN_ADDR1» «HADMIN_ADDR2» «HADMIN_ADDR3» «HADMIN_CITY», «HADMIN_STATE» «HADMIN_ZIP» | |
| 10. Recipient Project Manager «CONTACT» «PHONE» | | 8a. Name of Administrator «HADMIN_NAME» | 8b. Telephone Number «HADMIN_PHONE» |
| 11. Assistance Arrangement <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Cost Sharing <input type="checkbox"/> Advance Check <input type="checkbox"/> Fixed Price <input checked="" type="checkbox"/> Automated Clearinghouse | | 9. HUD Government Technical Representative «GTR» | |
| 12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearinghouse | | 13. HUD Payment Office CFO Accounting Center/HUD PO Box 901013 Fort Worth, TX 76101 | |
| 14. Assistance Amount | | 15. HUD Accounting and Appropriation Data | |
| Previous HUD Amount | \$ | 15a. Appropriation Number | 15b. Reservation number |
| HUD Amount this action | \$«AWARDED» | | |
| Total HUD Amount | \$«AWARDED» | Amount Previously Obligated | \$ |
| Recipient Amount | \$ | Obligation by this action | \$«AWARDED» |
| Total Instrument Amount | \$«AWARDED» | Total Obligation | \$«AWARDED» |
| 16. Description FY «FY» - HOUSING COUNSELING GRANT VOUCHER UNDER LOCCS BUDGET LINE ITEM 9500. GRANT TYPE: «GRANT_TYPE» | | | |
| 17. <input checked="" type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office | | 18. <input type="checkbox"/> Recipient is not required to sign this document. | |
| 19. Recipient (By Name) «RECIPIENT» | | 20. HUD (By Name) «HUD_NAME» | |
| Signature & Title | Date (mm/dd/yyyy) | Signature & Title | Date (mm/dd/yyyy) |
| | | «TITLE2» | |

form HUD-1044 (8/90)
ref. Handbook 2210.17

Figure 340.D. PM – Export: HUD-1044 Form – Mail Merge Template

9.7.8 IRS Delinquent Data

The report formatted by and given to the HUD Grant Office who forwards it to the IRS. Coordinate with the HUD Grant Office to ensure the format is correct and no changes are required.

1. From the top navigation menu, scroll down to **Export** sub-menu. Click the **IRS Delinquent Data** hyperlink, the *Delinquent Federal Debt Agency List for FY 2006* options selection screen appears.

- 2. Select to search on either **Agencies that Indicate YES** or **Agencies that Indicate NO**, and then Click the **OK** button. The *File Download* window appears.

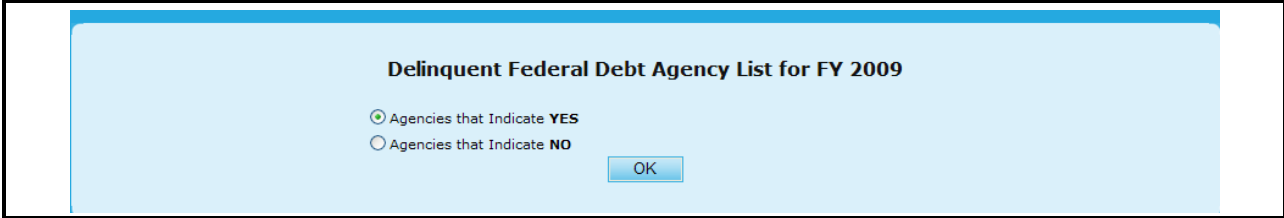


Figure 341. PM – Export: IRS Delinquent Data – Options Selection Screen

- 3. To open the file, Click the **Open** button; the file is displayed in HCS main display area. To save file, Click the **Save** button. To cancel file download, Click the **Cancel** button.

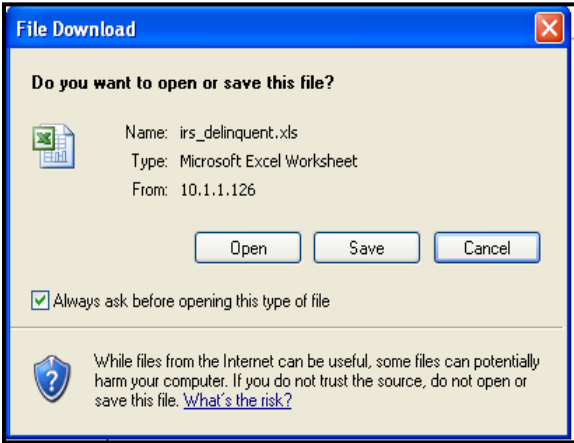


Figure 342.A. PM – Export: IRS Delinquent Data – File Download Window

- 4. The following screen shows the IRS Delinquent Data export spreadsheet for agency that has delinquent federal debt. It displays agency information for those who received grant award(s), and their total awarded amount. The data is listed by agency name.

| Agency | Address 1 | Address 2 | City | State | Zip | TIN | DUNS # | HUD Office | Contact Name | Contact Phone | Award Amount |
|------------------------|-----------------|-----------|--------|-------|-------|------------|-----------|---------------|---------------|-----------------|--------------|
| AREA COMMITTEE HOUSING | 200 Main Street | | Athens | GA | 30603 | 55-0978790 | 079898989 | Atlanta (HOC) | John Hildreth | 706-555-6666-20 | \$32,017 |

Figure 342.B. PM – Export: IRS Delinquent Data

- 5. If there is no data returned for the selection option, following message appears.

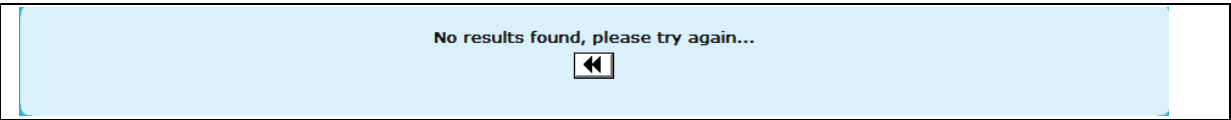


Figure 343. PM – Export: IRS Delinquent Data – No Results Message

9.7.9 List of Awardees

This is a report to be published in the Federal Register announcing awarded agencies.

1. From the top navigation menu, scroll down to **Export** sub-menu. Click the **List of Awardees** hyperlink, the *Download* screen appears.
2. Click the **REGIDATA.DOC** hyperlink located in the **File Name** column, following *File Download* window appears.



Figure 344. PM – Export: List of Awardees – Download

3. Click **Open** button, the file content is displayed in HCS main display area. Click **Save** button, a *Save As* window appears; follow the direction to save the file to hard drive or other storage device. Click **Cancel** button to cancel file download. . This saved file will be forwarded to appropriate office to have it published in the Federal Register.

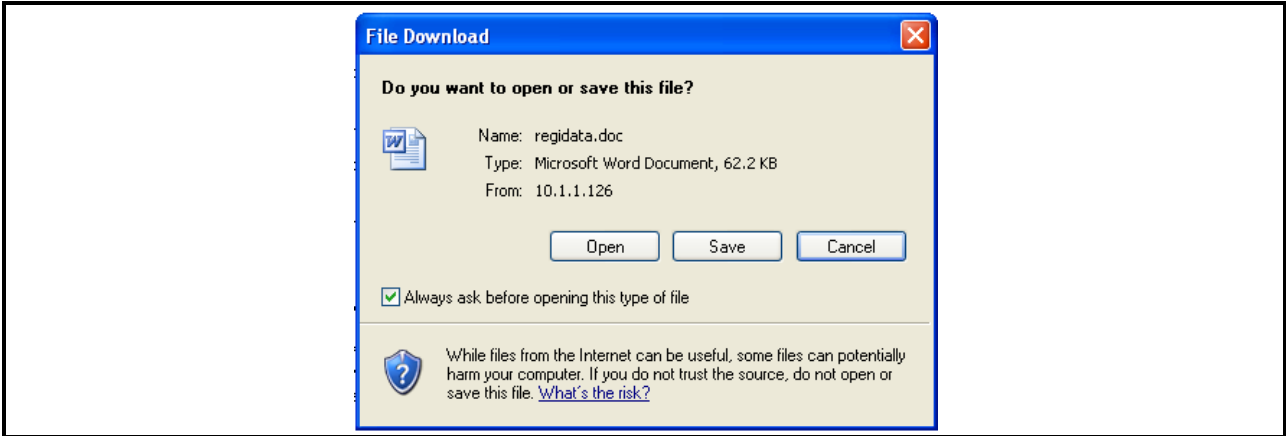


Figure 345.A. PM – Export: List of Awardees -File Download window

4. In the file, data is listed by grant type, grant category, HUD office name, and agency name order. As following figure shows, each data block contains agency name, address, grant type, and awarded grant amount.

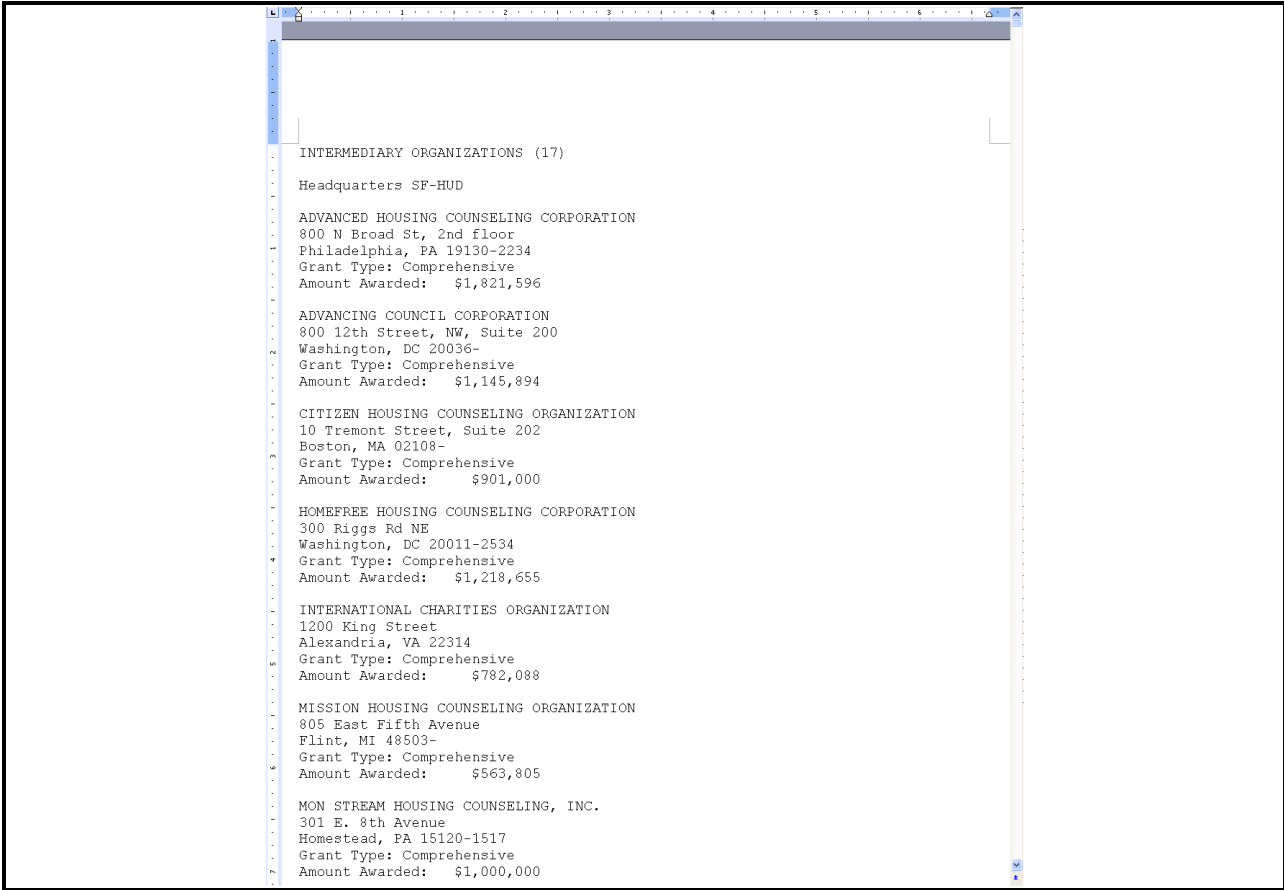


Figure 345.B. PM – Export: List of Awardees

9.7.10 Procurement Accounting Spreadsheet

This report is formatted and sent to the CFO to reserve grant funding. It is necessary to coordinate with the finance office to gather updates and added information necessary to add into columns that HCS does not populate.

1. From the top navigation menu, scroll down to **Export** sub-menu. Click the **Procurement Accounting Spreadsheet** hyperlink, to view this file.

Note: The following figures show the content of Procurement Accounting Spreadsheet. Please note that Figures 346.A. through 346.D. are a continuation of Figure 258 horizontally.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|---|----------|------------|-----------|-----------|--------|---------|-------|-------|--------|-------------|-----------|----------|---------|--------|
| 1 | BATCH-ID | TRANS.CODE | TRANS.MOD | PROG.CODE | FISCYR | ALOT.NO | RO.NO | AO.NO | DOC.NO | PROJ.NO | AMOUNT | EFF.DATE | FED.NON | FILLER |
| 2 | 3 | 3 | 2 | 3 | 1 | 1 | 2 | 2 | 6 | 15 | 13 | 8 | 1 | |
| 3 | | | | | 8 | 6 | 00 | 97 | NEW | HC060000001 | 782,088 | | | |
| 4 | | | | | 8 | 6 | 00 | 97 | NEW | HC060000002 | 1,145,894 | | | |
| 5 | | | | | 8 | 6 | 00 | 97 | NEW | HC060000003 | 1,291,416 | | | |

Figure 346.A. PM – Export: Procurement Accounting Spreadsheet, Part I

| | O | P | Q | R | S | T | U | V | W | X |
|---|----------|-----------|---------|----------|---------------|-------|--|------------|------|-------------|
| 1 | SCHED-NO | LOCCS-IND | BATCH-I | METRO-ID | CONTRACT-TYPE | UNITS | APPLICANT-NAME | CONTR-AUTH | TERM | ELDER-UNITS |
| 2 | | | | | | | | | | |
| 3 | | | | | | | INTERNATIONAL CHARITIES ORGANIZATION | | | |
| 4 | | | | | | | ADVANCING COUNCIL CORPORATION NEIGHBORHOOD REINVESTMENT CORPORATION | | | |
| 5 | | | | | | | | | | |

Figure 346.B. PM – Export: Procurement Accounting Spreadsheet, Part 2

| | Y | Z | AA | AB | AC | AD | AE | AF | AG | AH |
|---|------------|-------|-------|---------------|-------|--------------|---------------|-------------|-----------------|-------------------|
| 1 | SECOND-PRO | STATE | FILLE | CONTINUS-MARK | BATCH | OBJECT-CLASS | FISCAL-YR-END | EXECUT-DATE | INIT-CONTR-DATE | CONTR-EXPIRE-DATE |
| 2 | | 2 | | | | | | | | |
| 3 | | VA | | | | | | | | |
| 4 | | DC | | | | | | | | |
| 5 | | DC | | | | | | | | |

Figure 346.C. PM – Export: Procurement Accounting Spreadsheet, Part 3

| AI | AJ | AK | AL | AM | AN |
|------------------|-------------|-----------|----------|------|----------------|
| INIT-EXECUT-DATE | CONTRACT-NO | PROJ-RESV | 176-FLAG | FILL | CONTINUE-MARK2 |
| | | | | | |
| | | | | | |
| | | | | | |

Figure 346.D. PM – Export: Procurement Accounting Spreadsheet, Part 4

9.7.11 Public Affairs Report

This report is given to the Public Affairs office to be published showing awarded agencies. This office dictates on the format of the report.

1. From the top navigation menu, scroll down to **Export** sub-menu. Click the **Public Affairs Report** hyperlink, the *Public Affairs Report for FY 20XX* options selection screen appears.
2. Select to search on **National & Regional Housing Counseling Grantees, Local Housing Counseling Grantees, Multi-State Agencies, State Housing Finance Agencies, or All** and then Click the **OK** button.

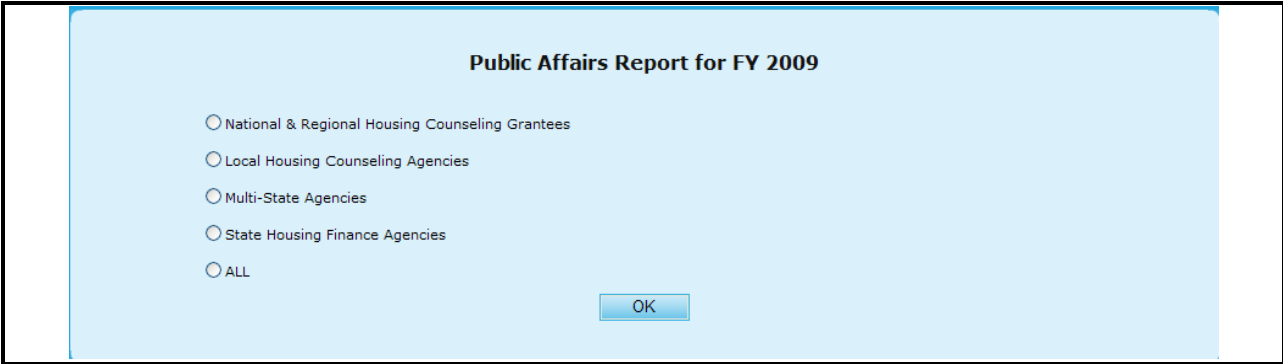


Figure 347. PM – Export: Public Affairs Report – Options Selection Screen

Note: The following screen shows the report of National & Regional Housing Counseling Grantees, which is listed by State and then by City order.

| | A | B | C | D | E |
|----|-------------------------------------|-----------------|--|----------------|-------------------|
| 1 | | | | | |
| 2 | HOUSING COUNSELING GRANTEEES | | | | |
| 3 | FOR FISCAL YEAR 2009 | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | STATE | CITY | NATIONAL & REGIONAL HOUSING COUNSELING GRANTEEES | AWARDED | GRANT TYPE |
| 7 | CALIFORNIA | | | | |
| 8 | California | Oakland | NATIONAL ASSOCIATION OF REAL ESTATE BROKERS- INVESTMENT DIVISION, INC | \$552,462.00 | COMP |
| 9 | California | Oakland | NATIONAL ASSOCIATION OF REAL ESTATE BROKERS- INVESTMENT DIVISION, INC | \$150,000.00 | LDRC |
| 10 | California | West Sacramento | RURAL COMMUNITY ASSISTANCE CORPORATION | \$994,270.00 | COMP |
| 11 | California | West Sacramento | RURAL COMMUNITY ASSISTANCE CORPORATION | \$62,677.00 | LDRC |
| 12 | STATE TOTAL | | | 1759409 | |
| 13 | | | | | |
| 14 | DC | | | | |
| 15 | District of Columbia | Washington | NATIONAL COUNCIL OF LA RAZA | \$1,120,501.00 | COMP |
| 16 | District of Columbia | Washington | NATIONAL COUNCIL OF LA RAZA | \$150,000.00 | LDRC |
| 17 | District of Columbia | Washington | NATIONAL COUNCIL OF LA RAZA | \$1,260,117.00 | TRNG |
| 18 | District of Columbia | Washington | NATIONAL COUNCIL ON THE AGING (NCOA) | \$741,808.00 | COMP |
| 19 | District of Columbia | Washington | NATIONAL COUNCIL ON THE AGING (NCOA) | \$539,440.00 | HECM |
| 20 | District of Columbia | Washington | NEIGHBORHOOD REINVESTMENT CORPORATION | \$1,120,501.00 | COMP |
| 21 | District of Columbia | Washington | NEIGHBORHOOD REINVESTMENT CORPORATION | \$500,000.00 | HECM |
| 22 | District of Columbia | Washington | NEIGHBORHOOD REINVESTMENT CORPORATION | \$3,240,301.00 | TRNG |
| 23 | District of Columbia | Washington | THE NATIONAL COMMUNITY REINVESTMENT COALITION, INC. | \$300,000.00 | COMP |
| 24 | District of Columbia | Washington | THE NATIONAL COMMUNITY REINVESTMENT COALITION, INC. | \$30,000.00 | LDRC |
| 25 | District of Columbia | Washington | THE NATIONAL COMMUNITY REINVESTMENT COALITION, INC. | \$499,582.00 | TRNG |
| 26 | STATE TOTAL | | | 9502250 | |

(data abbreviated)

Figure 348. PM – Export: Public Affairs Report

9.8 HCS Archive

Upon selecting the HCS Archive hyperlink, you will be prompted to a new screen where you will be able to access archived reports. The specific reports are:

- Application Progress Status
- Application Score Status
- Awards Report by Agency
- Awards Report by Office
- Awards Report by State
- Funding Recommendation
- Strength/Weakness All Factors
- Strength/Weakness by Factor

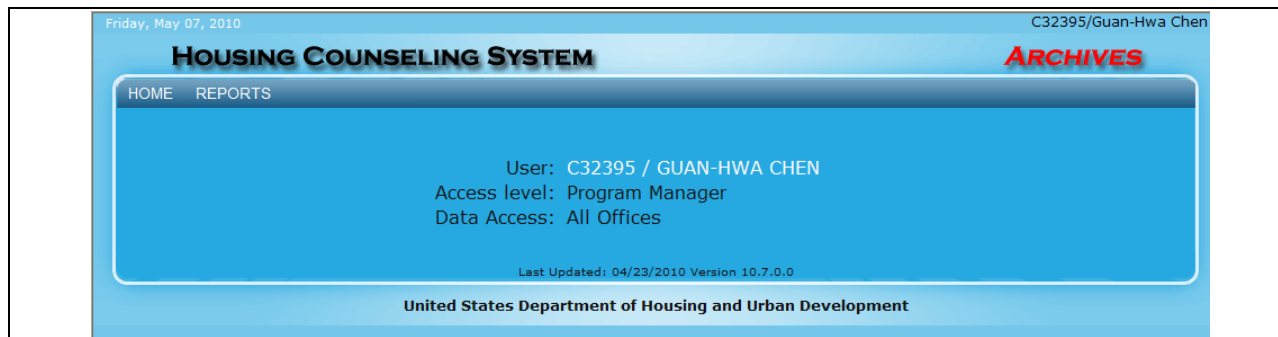


Figure 349. PM – HCS Archive: Home Screen

9.8.1 Reports

Provided below is a display of your Report options as found on the menu.

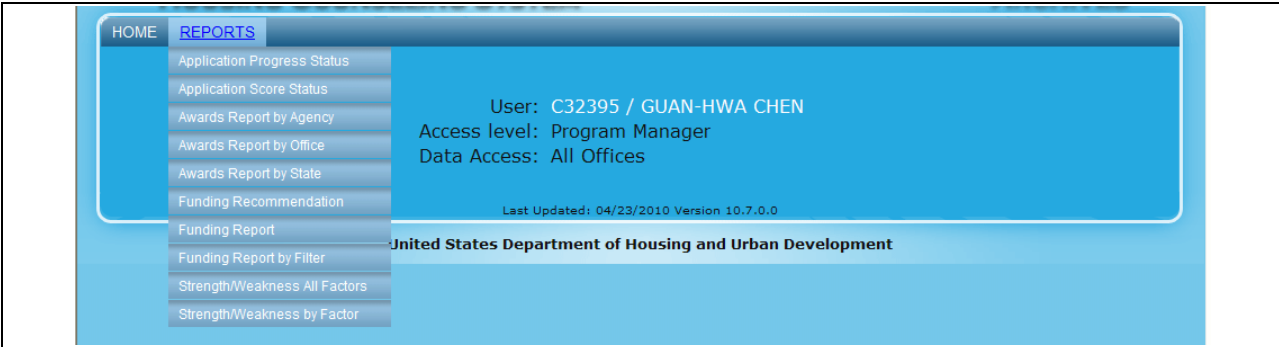


Figure 350. PM – HCS Archive: Report Options

9.8.1.1 Application Progress Status

Provided below is an example of an Application Progress Status Report

- 1. To change between years, select which year you would like your data to reflect, and click **Go**. To print this report, click the **Print** button at the bottom of the report, or to Export to Excel, click the **Export** button.

HOUSING COUNSELING GRANTS SYSTEM
Applications Report for FY

2008

Total: 108 records

| Agency Name | HOC | Agency ID | Agency Type | Grant Type | Appl ID | Prim Rvwr |
|---|--------------|-----------|-------------|------------|----------|-----------------|
| 4-SIGHT COUNSELING | Denver (HOC) | 84478 | LHCA | COMP | 0898-042 | Diana Spragg |
| ADAMS COUNTY HOUSING AUTHORITY | Denver (HOC) | 80209 | LHCA | COMP | 0898-010 | Eric B Brown |
| ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC | Denver (HOC) | 81092 | LHCA | COMP | 0898-030 | Dennis Peterson |
| ARROWHEAD ECONOMIC OPPORTUNITY AGENCY, INC. | Denver (HOC) | 84091 | LHCA | COMP | 0898-041 | Dennis Peterson |
| AUSTIN TENANTS' COUNCIL | Denver (HOC) | 80543 | LHCA | COMP | 0898-066 | Gary E Thacker |
| AVENUE COMMUNITY DEVELOPMENT CORPORATION | Denver (HOC) | 81789 | LHCA | COMP | 0898-072 | Gary E Thacker |
| BOULDER COUNTY HOUSING AUTHORITY | Denver (HOC) | 80210 | LHCA | COMP | 0898-008 | Eric B Brown |
| BROTHERS REDEVELOPMENT, INC. | Denver (HOC) | 80211 | LHCA | COMP | 0898-011 | Eric B Brown |
| CARVER COUNTY CDA | Denver (HOC) | 80689 | LHCA | COMP | 0898-031 | Dennis Peterson |
| CATHOLIC CHARITIES DIOCESE OF ST. CLOUD | Denver (HOC) | 80822 | LHCA | COMP | 0898-035 | Dennis Peterson |
| YOUR COMMUNITY CONNECTION | Denver (HOC) | 80715 | LHCA | COMP | 0898-085 | Eric B Brown |
| YOUTH EDUCATION AND HEALTH IN SOULARD | Denver (HOC) | 82040 | LHCA | COMP | 0898-051 | Diana Spragg |

Figure 351. PM – HCS Archive: Application Status

9.8.1.2 Application Score Status

Provided below is an example of an Application Score Status Report:

- 1. To change between years, select which year you would like your data to reflect, and click **Go**. You can also export this list to Excel, by clicking the **Export** button.

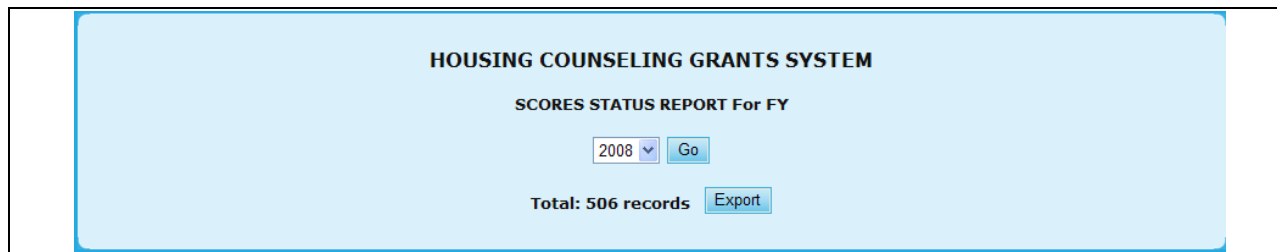


Figure 352. PM – HCS Archive: Scoring Status

9.8.1.3 Awards Report by Agency

Provided below is an example of an Awards Report by Agency:

1. To change between years, select which year you would like your data to reflect, and click **Go**.

| Office | # Agencies Applying | # Agencies Awarded | # Sub Agencies Funded | # Applications Awarded | Amount Requested | Amount Recommended | Amount Awarded |
|---------------------|---------------------|--------------------|-----------------------|------------------------|------------------|--------------------|------------------|
| Headquarters SF-HUD | 21 | 21 | 807 | 26 | \$ 48,332,528.97 | \$ 30,561,950.00 | \$ 30,561,950.00 |
| Philadelphia (HOC) | 182 | 151 | 81 | 161 | \$ 14,013,040.99 | \$ 7,688,076.00 | \$ 7,640,901.77 |
| Atlanta (HOC) | 131 | 115 | 39 | 120 | \$ 10,332,369.00 | \$ 5,540,713.55 | \$ 5,540,713.55 |
| Denver (HOC) | 99 | 84 | 25 | 91 | \$ 8,805,700.08 | \$ 4,728,863.87 | \$ 4,668,926.87 |
| Santa Ana (HOC) | 39 | 30 | 21 | 35 | \$ 4,164,322.00 | \$ 1,612,940.40 | \$ 1,612,940.40 |
| Total: | 472 | 401 | 973 | 433 | \$ 85,647,961.04 | \$ 50,132,543.82 | \$ 50,025,432.59 |

Figure 353. PM – HCS Archive: Awards Report by Agency

9.8.1.4 Awards Report by Office

Provided below is an example of an Awards Report by Office:

1. To change between years, select which year you would like your data to reflect, and click **Go**.

HOUSING COUNSELING GRANTS SYSTEM

AWARDS REPORT BY OFFICE For FY

2008

Total: 433 records

| Appl. ID | Agency Name | Requested | Recommended | Awarded |
|--|--|-----------------|-----------------|-----------------|
| 0000-001 | HOMEOWNERSHIP PRESERVATION FOUNDATION | \$2,400,000.00 | \$1,308,434.51 | \$1,308,434.51 |
| 0000-002 | CATHOLIC CHARITIES USA | \$2,026,200.00 | \$1,056,325.88 | \$1,056,325.88 |
| 0000-003 | WEST TENNESSEE LEGAL SERVICES, INCORPORATED | \$2,500,000.00 | \$1,245,407.36 | \$1,245,407.36 |
| 0000-004 | CITIZENS' HOUSING AND PLANNING ASSOCIATION, INC. | \$1,132,900.00 | \$1,132,900.00 | \$1,132,900.00 |
| 0000-005 | MON VALLEY INITIATIVE | \$1,270,000.00 | \$1,270,000.00 | \$1,270,000.00 |
| 0000-006 | RURAL COMMUNITY ASSISTANCE CORPORATION | \$947,028.00 | \$947,028.00 | \$947,028.00 |
| 0000-007 | NATIONAL FEDERATION OF COMMUNITY DEVELOPMENT CREDI | \$969,300.00 | \$804,217.26 | \$804,217.26 |
| 0000-008 | NATIONAL FOUNDATION FOR CREDIT COUNSELING, INC. | \$2,500,000.00 | \$1,623,570.30 | \$1,623,570.30 |
| 0000-009 | NATIONAL COUNCIL ON THE AGING (NCOA) | \$1,208,689.00 | \$804,217.26 | \$804,217.26 |
| 0000-010 | MONEY MANAGEMENT INTERNATIONAL INC. | \$1,706,104.97 | \$1,056,325.88 | \$1,056,325.88 |
| 0000-011 | NATIONAL COUNCIL OF LA RAZA | \$2,300,000.00 | \$1,371,461.67 | \$1,371,461.67 |
| 0000-012 | NATIONAL ASSOCIATION OF REAL ESTATE BROKERS-INVEST | \$2,300,000.00 | \$678,162.94 | \$678,162.94 |
| 0000-013 | NEIGHBORHOOD REINVESTMENT CORPORATION | \$2,500,000.00 | \$1,056,325.88 | \$1,056,325.88 |
| 0000-014 | ACORN HOUSING CORPORATION | \$2,500,000.00 | \$1,623,570.30 | \$1,623,570.30 |
| 0000-015 | HOUSING PARTNERSHIP NETWORK | \$2,494,229.00 | \$1,749,624.61 | \$1,749,624.61 |
| 0000-016 | NACA (NEIGHBORHOOD ASSISTANCE CORPORATION OF AMERI | \$2,500,000.00 | \$1,119,353.04 | \$1,119,353.04 |
| 0000-017 | HOMEFREE - U S A | \$1,965,500.00 | \$993,298.73 | \$993,298.73 |
| 0000-018 | NATIONAL URBAN LEAGUE | \$1,600,000.00 | \$1,245,407.36 | \$1,245,407.36 |
| 0000-019 | MISSION OF PEACE | \$1,200,000.00 | \$867,244.41 | \$867,244.41 |
| 0999-001 | IDÁHO HOUSING AND FINANCE ASSOCIATION | \$192,295.00 | \$127,823.53 | \$127,823.53 |
| 0999-002 | WASHINGTON STATE HOUSING FINANCE COMMISSION | \$450,000.00 | \$93,235.29 | \$93,235.29 |
| Santa Ana (SHFA - COMP) Totals: | | \$642,295.00 | \$221,058.82 | \$221,058.82 |
| Grand Totals: | | \$80,147,604.34 | \$50,072,606.82 | \$50,025,432.59 |

Figure 354. PM – HCS Archive: Awards Report by Office

9.8.1.5 Awards Report by State

Provided below is an example of an Awards Report by State:

1. To change between years, select which year you would like your data to reflect, and click **Go**. You also have the option to narrow your search based on State. The main page represents all states, and under that drop-down function is the ability to narrow down based on state. Once you have corresponded State and Fiscal Year, click **Go** to retrieve your results.

HOUSING COUNSELING GRANTS SYSTEM

AWARDS REPORT BY STATE

All in Fiscal Year 2008

Total: 91 records

| City/State | Agency Name (Application ID) | Awarded |
|----------------------|---|----------------|
| Arkadelphia, AR | SOUTH ARKANSAS COMMUNITY DEVELOPMENT (0898-004) | \$42,000.00 |
| Fort Smith, AR | CRAWFORD SEBASTIAN COMMUNITY DEVELOPMENT COUNCIL (0898-002) | \$28,662.00 |
| Jonesboro, AR | JONESBORO URBAN RENEWAL AND HOUSING AUTHORITY HOUS (0898-003) | \$50,326.30 |
| Pine Bluff, AR | SOUTHERN GOOD FAITH FUND (0898-005) | \$50,000.00 |
| Russellville, AR | UNIVERSAL HOUSING DEVELOPMENT CORPORATION (0898-006) | \$46,956.71 |
| State Total: | | \$217,945.01 |
| Aurora, CO | CITY OF AURORA COMMUNITY DEVELOPMENT DIVISION (0898-007) | \$63,804.66 |
| Boulder, CO | BOULDER COUNTY HOUSING AUTHORITY (0898-008) | \$60,435.07 |
| Colorado Springs, CO | PARTNERS IN HOUSING, INC. (0898-009) | \$34,000.00 |
| Commerce City, CO | ADAMS COUNTY HOUSING AUTHORITY (0898-010) | \$90,761.37 |
| Denver, CO | BROTHERS REDEVELOPMENT, INC. (0898-011) | \$26,739.18 |
| Denver, CO | COLORADO HOUSING ASSISTANCE CORPORATION (0898-012) | \$26,739.18 |
| Denver, CO | DENVER HOUSING AUTHORITY (0898-013) | \$20,000.00 |
| Denver, CO | NORTHEAST DENVER HOUSING CENTER (0898-014) | \$43,587.12 |
| Denver, CO | SOUTHWEST IMPROVEMENT COUNCIL (0898-015) | \$57,065.48 |
| Durango, CO | HOUSING SOLUTIONS FOR THE SOUTHWEST (0898-016) | \$59,811.00 |
| Fort Collins, CO | NEIGHBOR TO NEIGHBOR (0898-017) | \$56,330.00 |
| State Total: | | \$539,273.06 |
| Glenwood City, WI | WEST CENTRAL WISCONSIN COMMUNITY ACTION AGENCY, IN (0898-088) | \$43,587.12 |
| Janesville, WI | COMMUNITY ACTION, INCORPORATED OF ROCK AND WALWORT (0898-089) | \$25,000.00 |
| Madison, WI | TENANT RESOURCE CENTER (0898-090) | \$23,369.59 |
| Milwaukee, WI | SCI-TECH DEVELOPMENT, INC. (SDI) DBA SDI (0892-007) | \$10,000.00 |
| Milwaukee, WI | SCI-TECH DEVELOPMENT, INC. (SDI) DBA SDI (0898-091) | \$60,435.07 |
| State Total: | | \$162,391.78 |
| Casper, WY | INTERFAITH OF NATRONA COUNTY, INCORPORATED (0898-093) | \$23,369.59 |
| State Total: | | \$23,369.59 |
| Grand Total: | | \$4,668,926.87 |

Figure 355. PM – HCS Archive: Awards Report by State

9.8.1.6 Funding Recommendation

Provided below is an example of a Funding Recommendation Report:

1. To change between years, select which year you would like your data to reflect, and click **Go**.

HOUSING COUNSELING GRANTS SYSTEM

AWARDS RECOMMENDATION REPORT For FY 2008 Go

Total: 108 records

| Agency Name(Application ID) | Final Score | Recommended | Requested |
|--|-------------|--------------|----------------|
| JUSTINE PETERSEN HOUSING AND REINVESTMENT COR (0892-001) | 96.00 | \$15,000.00 | \$15,000.00 |
| LEGAL AID OF WESTERN MISSOURI (0892-002) | 97.00 | \$6,521.00 | \$6,521.00 |
| HIGH PLAINS COMMUNITY DEVELOPMENT, CORP. (0892-004) | 96.00 | \$25,190.00 | \$25,190.00 |
| CITY OF FORT WORTH HOUSING DEPARTMENT (0892-005) | 85.00 | \$30,000.00 | \$30,000.00 |
| CCCS OF N CENTRAL TEXAS (0892-006) | 75.00 | \$5,000.00 | \$30,000.00 |
| SCI-TECH DEVELOPMENT, INC. (SDI) DBA SDI (0892-007) | 85.00 | \$10,000.00 | \$10,000.00 |
| EL PASO COMMUNITY ACTION PROGRAM, PROJECT BRAVO, I (0892-008) | 84.00 | \$29,937.00 | \$29,937.00 |
| COMMUNITY ACTION PARTNERSHIP OF SUBURBAN HENNEPIN (0892-009) | 81.00 | \$30,000.00 | \$30,000.00 |
| COMMUNITY ACTION SERVICES (0892-010) | 90.00 | \$8,500.00 | \$8,500.00 |
| Denver (LHCA - HECM) Total: | | \$160,148.00 | \$185,148.00 |
| MONTANA BOARD OF HOUSING (0899-001) | 86.00 | \$145,117.65 | \$180,000.00 |
| SOUTH DAKOTA HOUSING DEVELOPMENT AUTHORITY (0899-002) | 87.00 | \$153,764.71 | \$266,351.00 |
| IOWA FINANCE AUTHORITY (0899-003) | 89.00 | \$171,058.82 | \$177,993.00 |
| NORTH DAKOTA HOUSING FINANCE AGENCY (0899-004) | 90.00 | \$179,705.88 | \$193,030.00 |
| NEW MEXICO MORTGAGE FINANCE AUTHORITY (0899-005) | 88.00 | \$162,411.76 | \$277,350.00 |
| Denver (SHFA - COMP) Total: | | \$812,058.82 | \$1,094,724.00 |

Print Export

Figure 356. PM – HCS Archive: Funding Recommendation Report

9.8.1.7 Funding Report

Provided below is an example of a Funding Report:

1. To change between years, select which year you would like your data to reflect, and click **Go**.

HOUSING COUNSELING GRANTS SYSTEM

AWARDS REPORT For FY 2008 Go

Total: 3 categories

| Office Name | Requested | Recommended | Awarded |
|----------------------|----------------|----------------|----------------|
| LHCA | | | |
| Denver (LHCA - COMP) | \$7,525,828.08 | \$3,756,657.05 | \$3,756,657.05 |
| Denver (LHCA - HECM) | \$185,148.00 | \$160,148.00 | \$100,211.00 |
| LHCA Totals: | \$7,710,976.08 | \$3,916,805.05 | \$3,856,868.05 |
| SHFA | | | |
| Denver (SHFA - COMP) | \$1,094,724.00 | \$812,058.82 | \$812,058.82 |
| SHFA Totals: | \$1,094,724.00 | \$812,058.82 | \$812,058.82 |
| Grand Totals: | \$8,805,700.08 | \$4,728,863.87 | \$4,668,926.87 |

Print Export

Figure 357. PM – HCS Archive: Funding Report

9.8.1.8 Strength/Weakness All Factors

Provided below is an example of a Strengths/Weakness All Factors report:

1. By clicking this menu function, you will be prompted to an options menu, for Fiscal Year, and Agency you would like. To change year, select which year you would like and click **Go**.
2. Once you have done that Click the hyperlink for the Agency you would like to view.

STRENGTH / WEAKNESS ALL FACTORS

Select a Grant Application for FY

2008

Total: 108 records

Instructions: Click on the Agency Name that you wish to generate the report.

| Agency Name (Application ID) |
|--|
| 84478 4-SIGHT COUNSELING (0898-042) |
| 80209 ADAMS COUNTY HOUSING AUTHORITY (0898-010) |
| 81092 ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC (0898-030) |
| 84091 ARROWHEAD ECONOMIC OPPORTUNITY AGENCY, INC. (0898-041) |
| 80543 AUSTIN TENANTS' COUNCIL (0898-066) |
| 81789 AVENUE COMMUNITY DEVELOPMENT CORPORATION (0898-072) |
| 80210 BOULDER COUNTY HOUSING AUTHORITY (0898-008) |
| 80211 BROTHERS REDEVELOPMENT, INC. (0898-011) |
| 80689 CARVER COUNTY CDA (0898-031) |
| 80822 CATHOLIC CHARITIES DIOCESE OF ST. CLOUD (0898-035) |
| 80474 CCCS OF GREATER DALLAS (0898-068) |
| 80946 CCCS OF N CENTRAL TEXAS (0892-006) |

Figure 358.A. PM – HCS Archive: Strength/Weakness All Factors Report

- 3. After clicking the Agency hyperlink the report for Strength/Weakness All Factors will be retrieved.

| STRENGTH/WEAKNESS ALL FACTORS DETAIL REPORT | |
|---|---|
| For Fiscal Year 2008 | |
| Agency: 84478 4-SIGHT COUNSELING (0898-042) | |
| Factors | 1. Capacity of the Applicant and Relevant Organizational Staff |
| Primary Reviewer Score | 27.00 |
| Primary Reviewer Strength | Both counselors have attended recent training. Although this is a newly approved counseling agency - both counselors have been increasing their knowledge by not only attending NeighborWorks Classes but also viewing HUD's on-line training. |
| Primary Reviewer Weakness | No bilingual counselors. Narrative was not double spaced. |
| 1st Secondary Reviewer Score | 24.00 |
| 1st Secondary Reviewer Strength | |
| 1st Secondary Reviewer Weakness | |
| 2nd Secondary Reviewer Score | 25.00 |
| 2nd Secondary Reviewer Strength | |
| 2nd Secondary Reviewer Weakness | This is a newly approved agency and a lot of statistics are not available. |
| 3rd Secondary Reviewer Score | No review |
| 3rd Secondary Reviewer Strength | |
| 3rd Secondary Reviewer Weakness | |
| Factors | 2. Need/Extent of the Problem |
| Primary Reviewer Score | 5.00 |
| Primary Reviewer Strength | |
| Primary Reviewer Weakness | Did not submit HUD 27300. Limited demographic and needs info - also, limited sources for needs data. Note: Narrative not double spaced. |
| 1st Secondary Reviewer Score | 2.00 |
| 1st Secondary Reviewer Strength | |
| 1st Secondary Reviewer Weakness | |
| 2nd Secondary Reviewer Score | 4.00 |
| 2nd Secondary Reviewer Strength | |
| 2nd Secondary Reviewer Weakness | Needs Data is not as detailed as it should be. Did not provide other programs and not just HUD's programs for providing increased homeownership and rental opportunities. The Agency also did not provide names of other organizations who they work with in providing access to grassroots, faith based organizations. |
| 3rd Secondary Reviewer Score | No review |
| 3rd Secondary Reviewer Strength | |
| 3rd Secondary Reviewer Weakness | |
| Factors | 3. Soundness of Approach/Scope of Housing Counseling Services |
| Primary Reviewer Score | 29.00 |
| Primary Reviewer Strength | |
| Primary Reviewer Weakness | Applicant did not provide average hours of counseling (projected). Also, did not indicated what percentage of grant to be used for salaries/benefits (historical). Note: Narrative was not double spaced. |
| 1st Secondary Reviewer Score | 30.00 |
| 1st Secondary Reviewer Strength | |
| 1st Secondary Reviewer Weakness | |
| 2nd Secondary Reviewer Score | 32.00 |
| 2nd Secondary Reviewer Strength | |
| 2nd Secondary Reviewer Weakness | The 9902 was not completed correctly - the totals wer not right and did not match narrative. |
| 3rd Secondary Reviewer Score | No review |
| 3rd Secondary Reviewer Strength | |
| 3rd Secondary Reviewer Weakness | |
| Factors | 4. Leveraging Resources |
| Primary Reviewer Score | 7.00 |
| Primary Reviewer Strength | |
| Primary Reviewer Weakness | |
| 1st Secondary Reviewer Score | 7.00 |
| 1st Secondary Reviewer Strength | |
| 1st Secondary Reviewer Weakness | |
| 2nd Secondary Reviewer Score | 7.00 |
| 2nd Secondary Reviewer Strength | |
| 2nd Secondary Reviewer Weakness | |

Figure 358.B. PM – HCS Archive: Strength/Weakness All Factors Detail Report

9.8.1.9 *Strength/Weakness by Factor*

Provided below is an example of a Strength/Weakness by Factor Report:

1. By clicking this menu function, you will be prompted to an options menu, for Fiscal Year, and Factor you would like search. To change year, select which year you would like and click **Go**.
2. Once you have done that Click the hyperlink for the Factor you would like to search for.

STRENGTH / WEAKNESS BY FACTOR

Select a Factor for FY

2008

Instructions: Click on the Factor that you wish to generate the report.

| Factors |
|--|
| 1. Capacity of the Applicant and Relevant Organizational Staff |
| 2. Need/Extent of the Problem |
| 3. Soundness of Approach/Scope of Housing Counseling Services |
| 4. Leveraging Resources |
| 5. Achieving Results and Program Evaluation |

Figure 359.A. PM – HCS Archive: Strength/Weakness by Factors Options

3. This will prompt you to a search screen, which allows you to narrow your results based on:
 - a. Agency ID
 - b. Application ID
 - c. Agency Name

**Search Strength/Weakness for FY 2008 - by
factor 1, Capacity of the Applicant and Relevant Organizational Staff**

| | |
|----------------|---|
| Agency ID | <input type="text"/> |
| Application ID | <input type="text"/> - <input type="text"/> |
| Agency Name | <input type="text"/> |

Figure 359.B. PM – HCS Archive: Strength/Weakness by Factors Search

4. In order to retrieve your results, click **Search**. To return back to the previous screen click **Cancel**. Once you click Search, your result will be retrieved for you.

STRENGTH/WEAKNESS BY FACTOR REPORT

For Fiscal Year 2008

| Factor: 1. Capacity of the Applicant and Relevant Organizational Staff | |
|--|--|
| Agency: 84478 4-SIGHT COUNSELING (0898-042) | |
| Score | 27.00 |
| Reviewer | Diana Spragg(Primary Reviewer) |
| Strengths: | Both counselors have attended recent training. Although this is a newly approved counseling agency - both counselors have been increasing their knowledge by not only attending NeighborWorks Classes but also viewing HUD's on-line training. |
| Weaknesses: | No bilingual counselors. Narrative was not double spaced. |
| Score | 24.00 |
| Reviewer | Nanci Vaughn (1st secondary reviewer) |
| Strengths: | |
| Weaknesses: | |
| Score | 25.00 |
| Reviewer | Patricia E Heiser (2nd secondary reviewer) |
| Strengths: | |
| Weaknesses: | This is a newly approved agency and a lot of statistics are not available. |

Figure 359.C. PM – HCS Archive: Strength/Weakness by Factors Report

10.0 QUERYING

10.0 QUERYING

This system has querying or search capabilities for some of the individual HCS user functions. Please refer to chapter 4.0 for more information.

11.0 REPORTING

11.0 REPORTING

You can generate, export, view, and print a variety of reports using the HCS system. For more information on reporting, please refer to Chapter 3.0. There, you will find four reporting sections (one for each user type: Agency User, GTR, Office Manager, and Program Manger).

12.0 TROUBLE SHOOTING

12.0 TROUBLE SHOOTING

12.1 User Cannot Access HCS

Corrective Action – Reset user password

Select User Information menu item and access the user profile. In the user profile click the ‘Reset Password’. This will reset the password to default and is displayed for reference. Wait 20-30 minutes before trying to access HCS.

| User Profile | |
|---|---|
| Instructions: Fill out the form below, review your information for accuracy, and click the OK button. * indicates required information. | |
| User ID: | H22145 Authorized for 2010 |
| First Name: | Joe * |
| Mid Init: | K |
| Last Name: | Smith * |
| New Password: | Password must: <ul style="list-style-type: none"> • Contain 6 to 8 characters. • Contain at least one upper case letter. • Contain at least one lower case letter. • Contain at least one number. • Not begin with a zero. |
| <input type="button" value="Reset Password"/> | |
| HUD Office: | Atlanta (HOC) * |
| Email Address: | Joe_K_Smith@hud.gov |
| Access Level: | Office Manager * |
| Access Data: | Atlanta (HOC) * Specifies whether the user is able to access data from all offices or from a particular office. |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> | |

12.2 Agency Information is not Posted on HUD’s Web Site

There can be several reasons for an agency to be excluded from the list on the web site. Make the following checks in the order that best suits the user.

- Check the web site and confirm agency is not listed. Often agencies forget that the list is in alphabetical order by the city.
- Check the agency profile to determine if agency is currently active having one of the following status
 - Approved
 - Participating
 - Conditional
- Check the agency profile to determine if the control boxes to post/not post agency information at the bottom of the page. If unmarked, mark the appropriate boxes.

- Check the agency profile for critical missing information that will preclude the agency from being posted:
 - Address
 - City
 - State
 - Zip Code
 - Phone Number

12.3 Counseling Services Agency 9902 Report is Not Available

Only approved agencies of certain agency types must report their 9902 report.

- Check the agency profile:
 - Is the status not listed as terminated?
 - Approved
 - Participating
 - Conditional
 - Inactive
- Is the agency type an appropriate designation?
- If the agency is a sub-agency, is it affiliated/assigned to a parent organization?