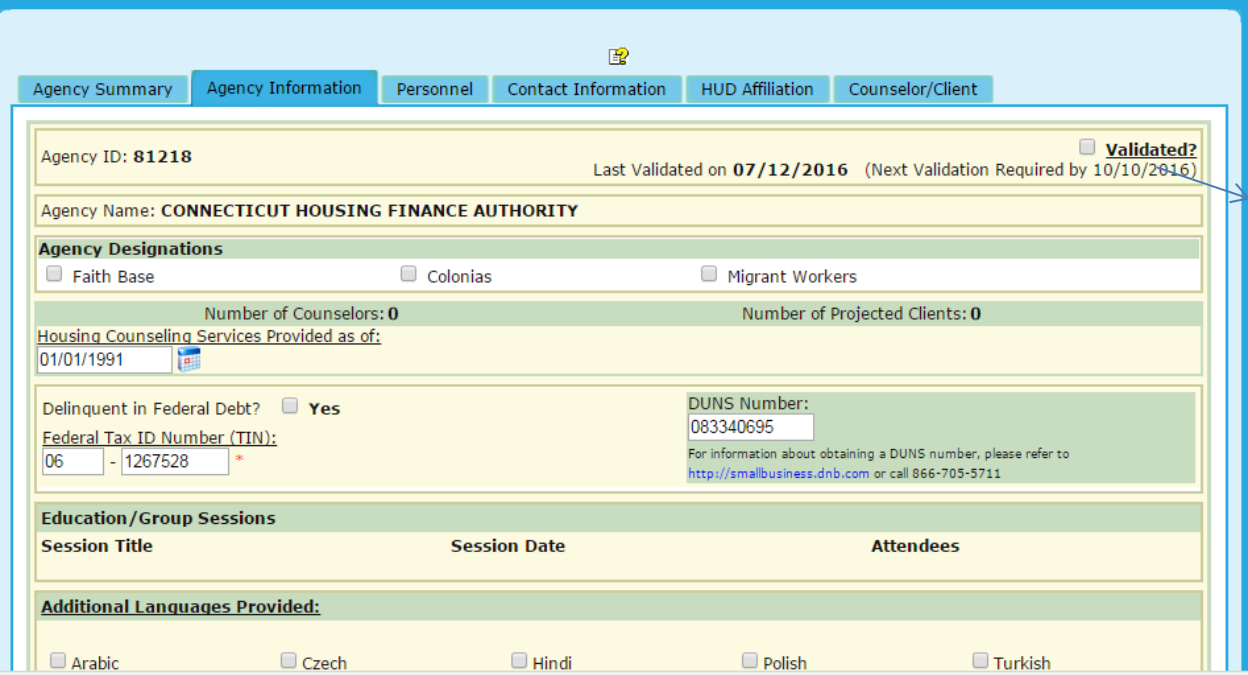


HUD - Housing Counseling System (HCS) Procedures

<https://www.hudexchange.info/programs/housing-counseling/hcs/>

1. You must have access to HCS to validate agency's profile. If you do have an id and password to gain access, an email request must be submitted to HUD Point of Contact Stuart Mindes at email Stuart.Mindes@hud.gov.
2. Select Agency Information Tab, review page for accuracy and then check box next to Validated. Also, review all other tabs to ensure **all** of your agency's information is updated.



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

Agency ID: **81218** **Validated?**
 Last Validated on **07/12/2016** (Next Validation Required by 10/10/2016)

Agency Name: **CONNECTICUT HOUSING FINANCE AUTHORITY**

Agency Designations

Faith Base Colonias Migrant Workers

Number of Counselors: **0** Number of Projected Clients: **0**

Housing Counseling Services Provided as of:
 01/01/1991

Delinquent in Federal Debt? Yes
 Federal Tax ID Number (TIN):
 06 - 1267528 *

DUNS Number:
 083340695
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"/> Czech	<input type="checkbox"/> Hindi
<input type="checkbox"/> Polish	<input type="checkbox"/> Turkish	

Insert
✓

3. Go to HUD 9902 tab and then select Data Reporting Status Inquiry to get to the next screen



HOUSING COUNSELING SYSTEM

HOME | **AGENCY** | HUD-9902 | BUDGET ALLOCATION | SUBMISSION VERIFICATION | APPROVED CMS PRODUCTS

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

4. Select the **current** fiscal year and quarter.

5. Click on the **update** bottom and then enter your current quarterly activities.

6. Enter data **from your HUD 9902 report** under the 2016-1 column and then save.

10/01/2015 - 03/31/2017 Notice of Funding Availability (NOFA) for the Department's Fiscal Years 2016 and 2017 Comprehensive Housing Counseling Grant Program. FR-6000-N-33 - FY 2016 Awards Funding: \$3,119.13				
Total budget, all sources: \$		328480.00		
Page Errors: 0	All Activities	All HUD Funded Activities	2015-1 COMP Funded	2016-1 COMP Funded
3. Ethnicity of Households (select only one)				
a. Hispanic	85	17	17	0
b. Not Hispanic	330	64	64	0
c. Chose not to respond	0	0	0	0
Section 3 Total	415	81	81	0
4. Race of Households				

7. Submit to counseling@chfa.org your signed and dated HUD 9902 report with a confirmation of your agency's HCS has been validated.