# HUD - Housing Counseling System (HCS) Procedures

*https://www.hudexchange.info/programs/housing-counseling/hcs/*
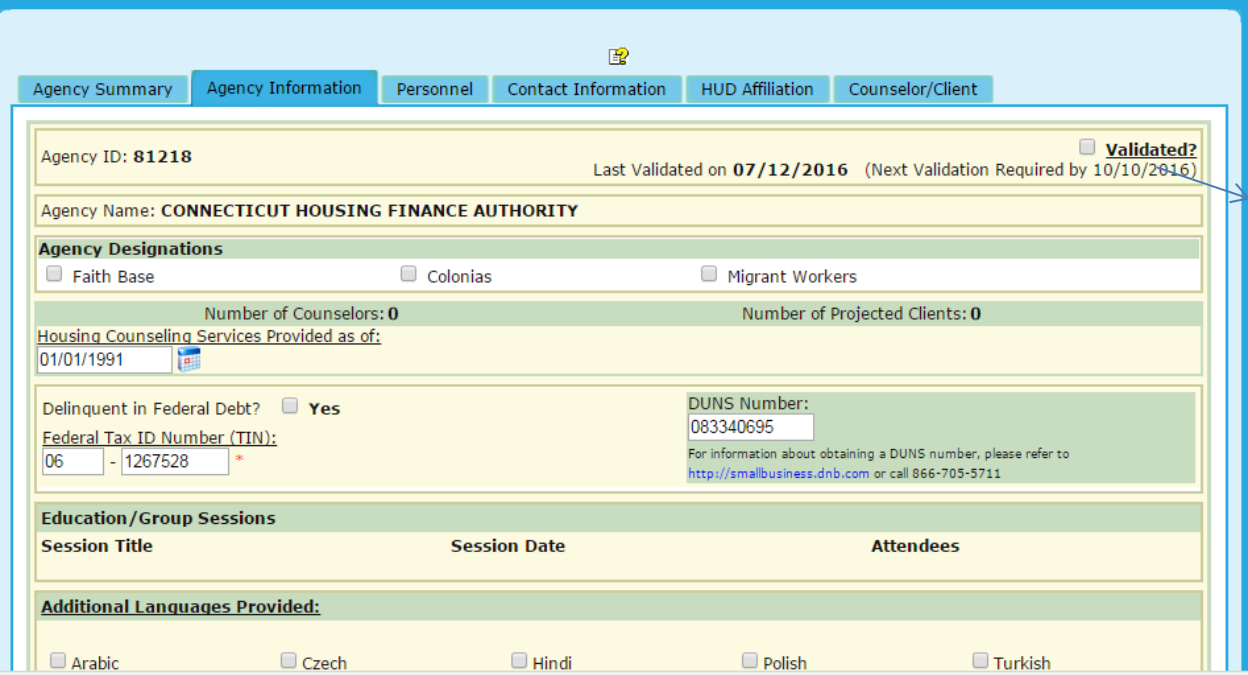
1. You must have access to HCS to validate agency's profile. If you do have an id and password to gain access, an email request must be submitted to HUD Point of Contact Stuart Mindes at email *Stuart.Mindes@hud.gov* .

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.



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

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.

| 3. Ethnicity of Households (select only one) | All Activities | All HUD Funded Activities | 2015-1 COMP Funded | 2016-1 COMP Funded |
|---|---|---|---|---|
| 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 |

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