

From: Housing.Counseling
Sent: Wednesday, December 24, 2008 7:13 AM
To: 'SF-HOUSING-COUNSELING-L@hudlist.hud.gov'
Subject: Client Level Data Collection Update - Revised

HUD Housing Counseling Agencies:

Client Level Data Collection Temporarily Suspended

HUD will no longer require the January 2009 submission of client level data reflecting first quarter FY09 housing counseling activity. It was HUD's intention to begin collecting client level data at this time; however, more time is required to prepare HUD's database and permit the client management systems (CMS's) to configure themselves properly to allow for successful data submission.

Continue to Collect Client Level Data

Agencies participating in HUD's Housing Counseling must continue to electronically collect client level data utilizing a CMS that is, or will be, capable of interfacing with HUD's database. HUD anticipates being ready in April 2009 for the initial submission of client level data. At this time, agencies will utilize their CMS to push client level data, reflecting all counseling and education activity with all sources of funding, for both the first and second quarters of FY09.

First Quarter FY09 Form HUD-9902 Reporting

HUD will continue to collect form HUD-9902 for the first quarter FY09 and for the foreseeable future. To fulfill this requirement, access the Housing Counseling System (HCS) and manually enter data reflecting all counseling and education activity under all sources of funding.

Agency Profile Information

Agencies should also continue using HCS to update their agency profile information.

Thank you for your cooperation. Should you have questions, please contact your HUD Housing Counseling Program point of contact, or send an email to housing.counseling@hud.gov

This message has gone out to the email addresses provided by all active agencies in HUD's Housing Counseling Program. All Parent Agencies should make sure their sub-agencies have received this information.

Sincerely,

Director, Program Support Division
Office of Single Family Housing
Department of Housing and Urban Development