



Northwest Notes Newsletter

FY 2011, Quarter 4

October 14, 2011

The Director's Corner

HAPPY NEW YEAR to you all!!! With the start of FY2012, we are all anxiously awaiting final funding amounts. In FY 2012, we will have much of the same focus as in 2011 with emphasis on reducing public housing vacancies, improving Housing Choice Voucher utilization, closeout of the remaining ARRA grants, and focusing on PHA recovery, viability, and sustainability.

HUD published the FY 2012 NOFA Policy Requirements and General Section on September 19, 2011. Updates on FY 2012 NOFAs can be found at:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail



Harlan Stewart, Director
Office of Public Housing
Seattle

Joy McCray, Program Center Coordinator
Office of Public Housing
Portland

FSS Workshop Highlights

During the last week of September, both the Seattle and Portland Field Offices held a workshop for the FSS coordinators in their respective jurisdictions. These workshops are aimed at sharing ideas and best practices, networking with other coordinators, and finding inventive ways to promote, build, and streamline their FSS programs.

In Portland

by Chad Trepinski and Ray Phung, Portland

On September 27, the Portland HUD Office held its annual FSS Coordinator Counterpart Workshop in downtown Portland. The conference was attended by over 45 participants from various PHAs throughout Oregon and Southwest Washington. The morning commenced with an open discussion of the challenges and accomplishments that the coordinators have come across within the last year. These new challenges were identified as topics to further explore throughout the day. Hilaree Prepula from the Vancouver Housing Authority gave a presentation on their GOALS program and their collaboration with the Pacific Institute's STEPS to Economic and

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With a crowd of over forty, Donna Nye, PHRS at the Portland Field Office, facilitates a discussion of the accomplishments and challenges that have arisen since the last FSS conference.

FSS Highlights (Continued)

Personal Success Workshop.

PHAs were given a questionnaire highlighting several areas where coordinators might need help to strengthen their programs. This needs assessment included identifying needed services, program requirements, and other elements that would help their programs run more smoothly. HUD Staff also addressed the elements and areas of the FSS program the Portland HUD staff reviews during on-site audits. Kathryn Greenspan from HQ also joined the workshop via teleconference to answer questions from the Coordinators. The rest of the afternoon was dedicated to updating FSS



Joy McCray, Portland PCC, with HA of Lane Co. FSS Coordinator, Sandi Sanders. Sandi was honored for her continued service as a coordinator since the induction of FSS in 1993.

Action Plans. FSS Coordinators who brought their current FSS Action Plans compared their plans with each required element. Coordinators were able to gather new ideas from other PHAs and get their plans up-to-date.

Overall, the coordinators were pleased to share ideas, to address challenges, and to network with other agencies, which ultimately improves their programs. The Portland HUD Office would welcome another PHA to host the annual FSS Coordinator Conference next year. If your agency is interested and have the space to accommodate 35-50 participants, please contact chad.trepinski@hud.gov or telephone 971-222-2669. ■

In Seattle

By Rebecca Tuttle, Seattle

The Seattle Office of Public Housing's Annual FSS/Homeownership conference was held in Seattle on Thursday, September 29. Eleven PHAs attended, either by sending a representative(s) or by teleconference. Kathryn Greenspan from HQ also joined the group by teleconference. Ann Becker gave a Powerpoint presentation on changes to and the submission of the Logic Model.

Other topics of discussion included:

- How do other PHAs motivate their clients;
- When to begin developing the ITSP
- How do other PHAs handle post purchase counseling
- Program Coordinating Committees—what is the best utilization of these groups and with the lack of new vouchers reciprocating with these committees is difficult
- How to work with Union representatives, private businesses & other employment entities
- How many PHAs have a curriculum for training new lenders and/or realtors
- Can we bring people back on the program even though they graduated but are not yet self-sufficient

During the Homeownership portion of the meeting, the group discussed success stories and hurdles that they have overcome with their HCV homeownership programs at their agencies. Part of the discussion was about how important housing counseling agencies are for those who are at risk of foreclosure. The group was informed that Housing Authorities themselves can become housing counseling agencies. Information on how to become a housing counseling agency is located at http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/hcc/hccprof13. Handouts were provided that listed Housing Counseling agencies in Washington, Oregon and Alaska. If you have any questions about the Housing Choice Voucher Homeownership Program, please call Julie Foss at 206-220-6215. ■

HUD-VASH Best Practices

Richard Wall, Seattle

Veterans Affairs Supportive Housing (HUD-VASH) vouchers can be difficult to utilize. The challenge of receiving referrals, issuing vouchers, and successfully locating housing for the veteran participant can often be daunting. With HUD's continued focus on housing homeless veterans, now is a good time to take a look at some best practices that have been employed by housing authorities that have successfully been utilizing their HUD-VASH voucher allocations.



The Housing Authority of Thurston County (HATC) in Olympia, Washington, has increased access between VA staff, veterans, and PHA staff by making office space at the housing authority available to VA staff. This allows for a better flow of information between the three parties. HATC has dedicated one person in their office to follow through the entire process with each veteran, from eligibility processing, to requests for tenancy approval, to inspection. This specialist gains a complete picture of HATC's HUD-VASH program, enabling better communication of successes and needs to PHA and VA staff.

HATC has also implemented direct outreach to owners in order to compile a list of landlords who want to work with veterans in the HUD-VASH program. Together with a resource list for potential deposit help, this can reduce unit search time for many veterans.

The Housing Authority of Snohomish County (HASCO) had a problem with which many HUD-VASH PHAs are all too familiar: VA staff working out of a VA hospital in a different community. This made for difficult communication with both veterans and the housing authority. When the VA expressed an interest in locating office space in Snohomish County, HASCO offered up space for two VA staff members. This has provided a more convenient location for VA staff and veterans to meet, while at the same time increasing communication between the VA and HASCO.

Additionally, HASCO has sent HUD-VASH program information to over 1,000 area landlords in an effort to encourage participation by owners and increase the lease-up rate of veterans on the program. The VA and HASCO are also involved with the local Veterans Homeless Committee (VHC). This excellent networking opportunity allows the VA, HASCO, and the VHC to share information about the resources that each organization can provide to homeless veterans.

These two housing authorities have demonstrated that increased communication between the VA and the PHA, coupled with owner outreach, can increase the success of the HUD-VASH program. ■

Home Forward Wins Section 3 Grant to Expand Job and Training Opportunities

Home Forward, the new name for the Housing Authority of Portland, was awarded \$50,000 for the hire of a Section 3 coordinator. This coordinator will provide job training, employment, and contract opportunities for low-income residents in connection with HUD-funded projects and activities in their neighborhoods. Twelve organizations were awarded of the 85 that applied for a total of \$600,000 in awards.

Those chosen were housing authorities located in areas with high unemployment and with a demonstrated commitment to partner with other local agencies. This is the first time in HUD history to competitively award grants to employ coordinators, funded out of Section 3 of the Housing and Urban Development Act of 1968. These grants will bolster that the goals of Section 3 to provide job training, employment, and contracting opportunities for low-income individuals. ■



Required Initial and Updated PIH EIV Training

Mark your calendars! Initial and Updated PIH EIV System 9.3 Training will be held on Thursday, October 27, 2011 and Friday, October 28, 2011, from 10am-2pm (PST) each day. This training must be completed by April 29, 2012. If you are not able to watch the live webcast, webcast are archived within 3 days of the air date. Both the live broadcast and the archive can be found at <http://portal.hud.gov/hudportal/HUD?src=/press/multimedia/videos>. All PIH EIV users are required to completed the Updated EIV System Training. New EIV system users are required to complete the Initial and Updated EIV system training prior to accessing EIV. Please note that this training is not applicable to program administrators of Multifamily Housing (MFH) programs. ■

CY 2012 PH Operating Subsidy

Dan Esterling, Portland

On September 26, 2011, the Department issued Notice 2011-55, which describes the Public Housing Operating Subsidy calculations for CY 2012. It provides PHAs with detailed instructions on submitting operating subsidy forms and describes changes in the process for 2012.



Highlights of the notice include the following:

- PHAs are required to submit their HUD 52723 and HUD 52722 forms electronically to their local HUD field office no later than **October 31, 2011**. CY2012 excel tools and instructions for completing the forms are located at the Financial Management Division's Project Based Funding website, here: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/am/funding
- In an effort to reduce PHA reporting burden, the Department will be using data from FASS and IMS/PIC to pre-populate the CY2012 Excel tools. Certain fields will be editable by PHAs and the Field Office. See section 4(C) of Notice 2011-55 for additional information about pre-populated data. PHAs should note that beginning with CY 2013, HUD intends to use data from HUD source systems and will not allow editing of the excel tools. Therefore, PHAs are urged to ensure their HUD system reporting is accurate and timely.
- Notice 2011-55 also includes information on revising and appealing CY 2012 subsidy.

Operating Subsidy Allocation Adjustment

Perhaps the most critical element of Notice 2011-55 is the description and process for determining and requesting exclusions for the Operating Subsidy Allocation Adjustment. As PHAs are aware, there is a strong possibility that the 2012 Appropriations Act will include language that would require HUD to take into account PHA operating reserves in the calculation of PHA operating subsidy. This process is known as "Subsidy Allocation Adjustment." The notice describes the line items that are used for determining the amount of PHA operating reserves and the methodology for determining each agency's proportionate share of the allocation adjustment. PHAs should visit the web address listed above to learn additional information and determine a current **estimate** of each PHA's anticipated subsidy allocation adjustment. PHAs must be mindful that the current data is merely an estimate, and will change as the appropriation process is finalized.

PHAs may request exclusions for amounts included in their operating reserves no later than **October 31, 2011**. PHAs must submit this information to 2012allocationadjustments@hud.gov with the subject line "Exclusion Request 2012 Allocation Adjustment [insert PHA code]." Notice 2011-55 describes the criteria and supporting documentation required to submit a successful exclusion request. Please note that MTW agencies are not permitted to submit exclusion requests because the methodology for determining their subsidy allocation adjustment is different than non-MTW PHAs. PHAs are encouraged to submit their exclusion requests in advance of October 31, 2011 to ensure the Department has an opportunity to review the request.

If you have any questions about the Operating Fund calculation, contact your Financial Analyst. ■

Capital Fund Certification Period Now Open

Ray Phung, Portland

The IMS-PIC Capital Fund (CF) Certification for FY2012 runs from 10/02/2011 to 11/04/2011. The CF Certification extracts data from approved Building and Unit Data. Before certifying, PHAs should submit any pending Building and Unit Data for approval of the Field Office. Any “loose-ends” should be taken care of before the certification process, which includes entering DOFA dates, Inventory Removals, and changes in Unit Designation (ACC/CF indicator).

When certifying, PHAs should look at the units, development by development, and verify the information in the “CAP FUND B&U Certification” tab. The list to the right of this article are all data elements that will affect the CF calculation, so verify these during the certification process. If you find a discrepancy with the data, reject the development and call the REAC-TAC center at 1-888-245-4860 to obtain a TAC Ticket number. Any development that is rejected must contain a comment that includes the TAC ticket number. PHAs should only enter TAC Ticket numbers if the development is rejected. If a ticket number is included but the development is not rejected, the ticket will not be reviewed. Please do not certify if a development is missing - instead contact the PIC Coach. For more information on the Cap Fund Certification, refer to PIH Notice 2010-42 and visit http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/capfund. ■

- DOFA actual date.**
- Construction date (if available).**
- Bedroom count.**
- Unit designation**
- Zip code (to determine RS Means rehab cost indexes).**
- Removed Units**
- Standing Unit Count**
- Program Type**
- DD Application Type**

Portland and Seattle Field Offices Welcomes Two New Staff

Dan Esterling joins the Portland Field Office as a Portfolio Management Specialist. Dan previously worked in the Office of Public Housing Programs at HUD Headquarters and brings his HQ experience to the Portland Field Office. Dan also served as an attorney for the New York City Housing Authority. He can be reached at 971-222-2602 or daniel.m.esterling@hud.gov. ■



Cathy Hausheer joins OPH in Seattle as a Financial Analyst. Cathy previously held a position in the Office of Housing Multifamily where she was a Project Manager. Before joining HUD, Cathy’s past federal work experience included the IRS and SSA. Cathy has also gained housing experience while working for the Kansas Housing Resource Corporation, a Performance Based Contract Administrator for the State of Kansas, and as an assistant manager of a tax credit property. She can be reached at 206-220-6210 or at cathleen.k.hausheer@hud.gov. ■



Be an Energy Star!

For timely tips on reducing seasonal energy costs and a directory of energy saving ideas, visit:

<http://www.energystar.gov/>



Section 8 Homeownership

Closings as of 10/02/2011

State	No. of Closings
Alaska	46
Idaho	133
Oregon	127
Washington	228
HUB Total	534



Northwest Notes Newsletter

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Our Northwest Notes Newsletter is intended to provide helpful information and share knowledge about Public Housing programs throughout the Northwest/Alaska Public Housing family. You can [subscribe to receive this Newsletter via email](#), or manage an existing email subscription. If you missed any prior publication, you can access it at:

<http://www.hud.gov/local/shared/working/r10/ph/newsletter.cfm?state=wa>

Recently Published Guidance

PIH Notices

Notice	Issue Date	Title
2011-55	Sep. 26, 2011	Public Housing Operating Subsidy Calculations for Calendar Year 2012
2011-54	Sep. 20, 2011	Guidance on the Project-Based Voucher Program
2011-53	Sep. 20, 2011	Reporting and Portability Requirements for the HUD-Veterans Affairs Supportive Housing (VASH) Program
2011-52	Sep. 20, 2011	Reporting, Turnover, and Other Requirements for the Family Unification Program
2011-51	Sep. 20, 2011	Promoting Partnerships to Utilize Housing as a Platform for Improving Quality of Life
2011-50	Sep. 15, 2011	Project-Basing HUD-Veterans Affairs Supportive Housing Vouchers
2011-49	Aug. 26, 2011	Extension – Recipient Inspection of Housing Units Assisted under the Native American Housing Assistance and Self Determination Act of 1996 (NAHASDA) and Those Assisted Under the United States Housing Act of 1937
2011-48	Aug. 26, 2011	Guidance on Reporting Public Housing Agency Executive Compensation Information and Conducting Comparability Analysis
2011-47	Aug. 17, 2011	Transactions between Public Housing Agencies and their Related Affiliates and Instrumentalities
2011-46	Aug. 17, 2011	PHA Determinations of Rent Reasonableness in the Housing Choice Voucher (HCV) Program– Replacement of PIH Notices 2009-51 and 2010-18
2011-45	Aug. 15, 2011	Parameters for Local, Non-Traditional Activities under the Moving to Work Demonstration Program
2011-44	July 29, 2011	Guidance on EPA’s Lead-Based Paint Renovation, Repair and Painting (RRP) Rule, HUD’s Lead Safe Housing Rule, and the EPA-HUD Lead Disclosure Rule
2011-43	July 21, 2011	Extension-- Administrative Requirements for Investing Indian Housing Block Grant (IHBG) Funds
2011-42	July 21, 2011	Depository Agreements for Recipients of the Indian Housing Block Grant (IHBG) Program
2011-41	July 21, 2011	Extension-- Demonstration Program - Self-Determined Housing Activities for Tribal Governments
2011-40	July 21, 2011	Extension-- Limiting Housing to Indian Families or Tribal Members when using Indian Housing Block Grant (IHBG) funds
2011-39	July 21, 2011	Accessibility Requirements for Native American Programs: Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Architectural Barriers Act of 1968; and Fair Housing Amendments Act of 1988.
2011-38	July 20, 2011	Public Housing Development Cost Limits
2011-37	July 13, 2011	Extension: Information and Procedures for Implementation of Capital Funds Recovery Competition Grants
2011-36	July 8, 2011	Guidance on Energy Performance Contracts
2011-35	June 30, 2011	Extension: Consolidated Guidance on Disaster Housing Assistance Program - Ike (DHAP-Ike) and Extension Operating Requirements

Federal Register Notices

Document	Date Issued	Title
FR-5567-N-02	20110930	Final Fair Market Rents for the Housing Choice Voucher Program and Moderate Rehabilitation Single Room Occupancy Program Fiscal Year 2012
5415-FA-21	20110927	Announcement of Funding Awards Capital Fund Education and Training Community Facilities (CFCE) Program Fiscal Year 2010
FR-5532-P-01	20110923	Revision to the Section 8 Management Assessment Program Lease-Up Indicator

FR-5478-N-02	20110914	Privacy Act of 1974; Notice of a Computer Matching Program Between the Department of Housing and Urban Development (HUD) and the Social Security Administration (SSA): Matching Tenant Data in Assisted Housing Programs
FR-5415-FA-20	20110907	Announcement of Funding Awards Resident Opportunity and Self-Sufficiency (ROSS)-Service Coordinators, Program Fiscal Year (FY) 2010
FR-5415-FA-19	20110907	Announcement of Funding Awards; Public and Indian Housing Family Self-Sufficiency Program Under the Resident Opportunity and Self-Sufficiency (ROSS) Program; Fiscal Year (FY) 2010
FR-5545-D-01	20110804	Delegation of Authority for the Office of Public and Indian Housing
FR-5545-D-04	20110804	Redelegation of Authority to Regional Public Housing Directors
FR-5565-FA-01	20110728	Announcement of Funding Awards for the HUD-Veterans Affairs Supportive Housing (HUD-VASH) Program for Fiscal Years (FY) 2010
FR-5361-P-01	20110720	Public Housing: Physical Needs Assessment



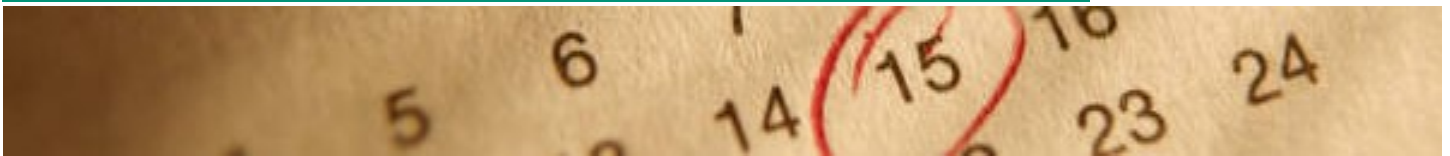
E-Memos (electronic memoranda)

Seattle HUB

Issued	Purpose
09-30-11	FY 2012 Fair Market Rents (FMRs)
09-30-11	Guidance on Reporting PHA Executive Compensation Information & Conducting Comparability Analysis – Form HUD-52725 as required by Notice PIH 2011-48 (HA)
09-29-11	Public Housing Operating Subsidy Calculations for Calendar Year (CY) 2012
09-07-11	White House WASHINGTON Jobs Plan Conference Call
08-31-11	Ainars Rodins, Special Applications Center (SAC), Providing Briefing Session in Vancouver, WA-September 29
08-17-11	Section 3 Training Announcement – September 15 Seattle Federal Office Bldg.
07-27-11	Public Housing Operating Subsidy: Calendar Year 2012 Subsidy Processing Web Page
07-20-11	Public Housing Operating Subsidy: Form HUD-50071, Certification of Payments to Influence Federal Transactions
07-14-11	Emergency Homeowner Loan Program (EHLPP) at-risk homeowner application deadline July 22
07-14-11	Housing Vouchers for Non-Elderly Disabled (NED)—Webinar July 21, 2011
07-14-11	Ainars Rodins, Special Applications Center (SAC), Providing Briefing Session in Vancouver, WA-September 29
07-07-11	Public Housing Operating Subsidy: HUD-52722 and HUD-52723 Technical Notes and Updates and Information on authorized submissions of the HUD-52723
07-06-11	Public Housing Operating Fund Obligation Letters Posted for July through September 2011
07-06-11	HUD-Veteran's Affairs Supportive Housing (HUD-VASH) Program Mailing List

Portland FO

Issued	Purpose
10-11-2011	2012 Certification of IMS/PIC System Data for PH Capital Fund Formula Calculation
10-11-2011	New Help Email Address for Questions Concerning Notice PIH 2011-48 and Form HUD-52725
10-03-2011	FY2012 Fair Market Rents (FMRs)
09-30-2011	Public Housing Operating Subsidy Calculations for Calendar Year (CY) 2012
09-13-2011	FSS Coordinator Workshop, Portland
08-19-2011	Demo/Dispo Training
08-08-2011	USICH Webinar: Role of PHAs in Ending Homelessness
08-02-2011	Free Webinar: "Coordinating Housing with Education" - Tools for Helping Families Choose Good Schools
07-14-2011	Partners in Information Access for the Public Health Workforce-Healthy Neighborhoods Webinar.- July 19, 2011
07-07-2011	PH Operating Fund Obligation Letters Posted for July through September 2011



Important Dates

Please Note: All dates subject to change. Refer to program websites for complete list of forms due!!!

FYE 3-31 PHAs

- 12-31-2011 Audited FASS for FYE 3-31-2011 submission due to REAC, audit due to FO
 01-16-2012 PHA Plan Submission (CFP Performance and Evaluation Reports must be included in Plan)

FYE 6-30 PHAs

FYE 9-30 PHAs

- 11-29-2011 SEMAP Submission due
 11-30-2011 Unaudited FASS for FYE 09/30/2011 due to REAC

FYE 12-31 PHAs

- 09-30-2011 Audited FASS for FYE 12/31/2010 due to REAC
 09-30-2011 IPA Audit due to FO
 10-18-2011 PHA Plan Submission

All PHAs

- 10-31-2011 PH Operating Fund Forms due to Field Office
 09-30-2011 EIV User Certification Due
 11-04-2011 Cap Fund Certification Due in PIC
- Monthly CFP obligated-expended data is submitted through eLOCCS. CFP work completion activities where pre-audit is required, are reminded to submit Final P&E Reports with AMCC to Field Office.
- Monthly Send complete copy of renewal Mod Rehab program HAP contracts with owners to FMC representative. Please include Attachment A. Contracts needed to request renewal funds and to release payments.
- Monthly VMS data collection (HUD 52681B submitted electronically). Ensure data is submitted timely and accurately. Failure to report timely could result in loss of Administrative Fees. *Exact submission dates will be provided by the FMC.*
- Reminder Please continue to submit Year-End Settlement Statements (HUD-52681) for Section 8 Mod Rehab, SROs, and Mainstream (DV) vouchers ONLY. Submit to FMC (45 calendar days after FYE). Ninety days prior to FYB, submit complete budget (HUD-52673, 52672, 52663) for Mod Rehab, SRO, HOPE VI, Mainstream (DV code-5 year increments), to FMC representative.

ARRA

- 03-17-2012 PHAs must expend 100% of Formula Grants
 09-2012 PHAs must expend 100% of Competitive Grants