

# Northwest Notes

U.S. Department of Housing and Urban Development- Office of Public Housing, Region X

FY2007 Quarter I

<http://www.hud.gov> <http://espanol.hud.gov>

October 27, 2006

## From the Director's Office

As we begin this new federal fiscal year, we thank public housing agencies in Region X for their newsletter comments, suggestions, and submissions over the past two years. We have received favorable response from PHAs and non-profits and we are also coordinating with our counterparts in San Francisco and Los Angeles to share information and article ideas.

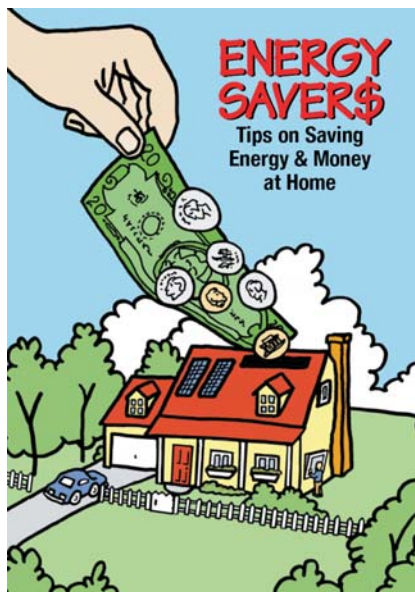
As provided in our FY 2007 Management Plan, our Hub will be conducting several consolidated reviews and site visits this fiscal year as part of our national goal of comprehensive monitoring and oversight of PHAs. Consolidated reviews consist of Rental Integrity Monitoring (RIM), Section 8 Management Assessment Program (SEMAP), Upfront Income Verification (UIV)/ Enterprise Income Verification (EIV), and Management Assessment Subsystem (MASS) of the Public Housing Assessment System (PHAS). Our other on-site reviews may be specific or may include an overall evaluation of a PHA's Section 8 and public housing programs.

On behalf of the Seattle, Portland, and Alaska office staff, we hope this newsletter is helpful to you.

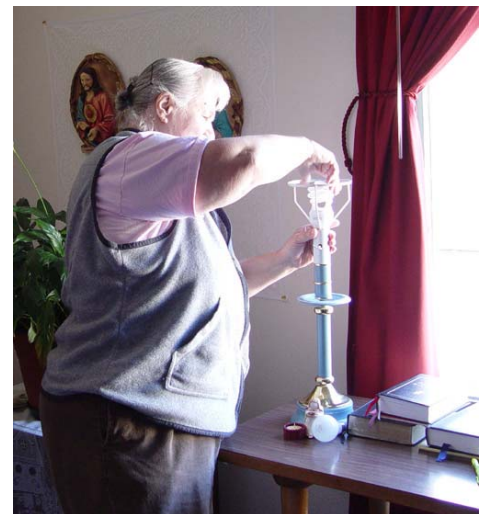
Harlan Stewart  
Director, Office of Public Housing  
Region X, Northwest/Alaska



## October is Energy Awareness Month



For tips on energy saving activities visit:  
<http://www1.eere.energy.gov/consumer/tips/index.html>



*Sisters of Providence, Vincent House resident, Rose St. Anand, participates in a "Change A Light, Change the World" ceremony, Wednesday October 4, 2006 in Seattle, WA.*

October is Energy Awareness Month. The ENERGY STAR *Change a Light, Change the World Campaign* is a national call-to-action to encourage every individual in the United States to help save energy and protect the environment through energy-efficient lighting. The campaign is sponsored by the Partnership for Home Energy Efficiency, comprised of the Department of Housing & Urban Development (HUD), the Environmental Protection Agency (EPA) and the Department of Energy (DOE).

Home lighting accounts for nearly 20 percent of electricity costs. Energy Star qualified bulbs and fixtures help reduce household energy costs because they use one-third the energy of traditional lighting. The campaign encourages households to use compact fluorescent lights (CFLs). Each CFL saves an average of \$30 in utility costs over the lifetime of one bulb, and lasts 10 times longer.

Visit <http://www.energysavers.gov> for more information. See also:

- Sign up to become a pledge driver by encouraging residents and staff to take the pledge to "Change the Light".  
[http://www.energystar.gov/index.cfm?c=change\\_light.changealight\\_pledge](http://www.energystar.gov/index.cfm?c=change_light.changealight_pledge)
- Purchase energy efficient ENERGY STAR light bulbs for your housing agency. Bulk purchases can be made at <http://www.bulkpurchase.net/>
- Stay informed by visiting the Public Housing Energy Conservation Clearinghouse website at <http://www.hud.gov/offices/pih/programs/ph/phecc/index.cfm>



To find out more about how your agency can benefit from **Energy Star** services, please visit their website at

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

## In This Issue...

<b>Director's Message</b>	<b>Page 1</b>
<b>Energy Awareness Month</b>	<b>Page 1</b>
<b>50058 Reporting Reminder</b>	<b>Page 2</b>
<b>Subsidy Layering (PBV)</b>	<b>Page 2</b>
<b>Archived Webcasts</b>	<b>Page 2</b>
<b>50058 Reporting Rate</b>	<b>Page 2</b>
<b>Homeownership Stats</b>	<b>Page 2</b>
<b>Asset Management</b>	<b>Page 3</b>
<b>Operating Subsidy</b>	<b>Page 3</b>
<b>Recent Publications</b>	<b>Page 4</b>
<b>Important QI Dates</b>	<b>Page 5</b>

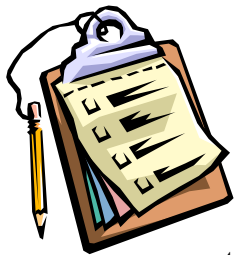


## **IMPORTANT HUD-50058 REPORTING REMINDER!**

According to Notice PIH 2006-24, the minimum reporting rate for form HUD-50058 has increased to **95%**. This Notice also describes sanction policies for PHAs failing to meet the new reporting requirements effective December 1, 2006.

Here are some suggestions for improving your 50058-reporting rate:

1. Monitor monthly 50058 Delinquency Report (50058 Delinquency Report Guide was issued 10/6/06)
2. Review HQS Report (available in the Reports sub-module of the Form 50058 module)
3. Review Re-exam Report (available in the Reports sub-module of the Form 50058 module)
4. Process End of Participations promptly
5. Mark LIPH units as vacant if applicable (you can do this under the Unit tab, Development sub-module of the Housing Inventory module)
6. Monitor 50058 processing of portables (contact receiving PHA if 50058 has not been processed).



### **Subsidy Layering Reviews for Project-based Vouchers (PBV)**

If your agency is planning on project-basing vouchers, please be aware of the subsidy layering review requirements at 24 CFR § 983.153 and § 983.55 published in the Federal Register, October 13, 2005.

The rule requires that any project receiving governmental assistance from federal, state, local agencies, or tax credits, in addition to the project-based vouchers, must have a subsidy layering review conducted.

The PHA may not enter into an Agreement or HAP contract until HUD or a HUD-approved independent entity has conducted and approved the review. At this time, HUD has not identified or approved any independent entities; therefore, all requests for a subsidy layering review must be submitted to HUD. A checklist outlining required documentation is available from your local HUD field office. PHAs will put the review packet together once all government-funding sources have been identified and committed to the project. Your local field office will forward the package to HUD Headquarters to conduct the final review (an approximate 30-day turnaround). Contact your local office with questions.

### **.....ARCHIVED HUD WEBCASTS.....**

<http://www.hud.gov/webcasts/archives/ph.cfm>

08/24/2006	PIH Calculation of Operating Subsidy
08/23/2006	PIH Calculation of Operating Subsidy: Treatment of New Units
08/17/2006	PIH Calculation of Operating Subsidy II
08/15/2006	PIH Calculation of Operating Subsidy
07/27/2006	Accessing Subsidy and Grants Information System (SAGIS)
06/24/2006	Energy Performance Contracting
05/31/2006	Upfront Income Verification Training
04/06/2006	Enterprise Income Verification & Security Awareness

### **REMINDER:**

#### **EIV Recertification- OCT. 30th**



PHA Users must be recertified by PHA User Administrator by midnight 10/30/06. HUD Field EIV Coordinator will recertify PHA User Administrators.

### **Housing Choice Voucher Homeownership Stats**

#### *HCV Homeownership Closings as of 9/30/2006*

Alaska	24
Idaho	52
Oregon	44
<u>Washington</u>	<u>82</u>
<b>Hub Total</b>	<b>202</b>

# Asset Management Website

<http://www.hud.gov/offices/pih/programs/ph/am/>

One-stop reference source for all Asset and Project-Based Management Information

## Operating Fund Program

<http://www.hud.gov/offices/pih/programs/ph/am/of/index.cfm>

*It is the Department's intent to issue a rule modifying the transition funding for Federal Fiscal Year 2007 for PHAs that will experience a decline in funding between the old and new funding formulas to a 5 percent reduction for 2007. Decliner PHAs may still apply for stop loss in 2006 if they want to effect a permanent 5 percent reduction.*

- **PIH 2006-30-** guidance on Methods and Schedules for Calculating FFY 2007 Operating Subsidy
- **HUD 52723-** FFY 2007 Pre-populated Data
- **Frequently Asked Questions-** PEL, Unit/Unit Months, HUD 52722, Energy Conservation Incentives, Add-On Expenses, Asset Repositioning/ Demolition/Disposition, HUD 52723, HUD 52722 Submission Information and Timeline, and Utilities/ Utility Allowance
- **Webcasts** <http://www.hud.gov/webcasts/archives/ph.cfm>
  - PIH Calculation of Operating Subsidy, 8/24/06
  - PIH Calculation of Operating Subsidy: Treatment of New Units, 8/23/06
  - PIH Calculation of Operating Subsidy Two, 8/17/06
  - PIH Calculation of Operating Subsidy, 8/15/06
- **Utility Expense Level Calculator-** HUD does not warrant the accuracy of the calculation. Users are expected to review the Calculator's results to insure that all computations and results are correct
- **Training Materials**
- **Operating Fund Formula Rule-** Transition Analysis Report
- **New Operating Fund Rule-** Revision, Final Rule, Coefficient Notice, Implementation Notice, Asset Management Planning Document

## Financial Management

<http://www.hud.gov/offices/pih/programs/ph/am/fm.cfm>

- **Public Housing Financial Management Handbook**
- **PIH Notice 2006-33-** changes in the Financial Management and Reporting Requirements
- **Supplemental Handbook 7475.1 REV., CHG-1-** Financial Management Handbook
- **Public Housing Operating Fund Program-** Guidance on Implementation of Asset Management FR-5099-N-01
- **Low Rent Technical Accounting Guide**
- **Operating Budget Form and Supporting Schedules-** Details yearly revenues and expenses, and supporting schedules. Must be completed by all PHAs

## Stop-Loss

<http://www.hud.gov/offices/pih/programs/ph/am/stoploss.cfm>

PHAs that will experience a decline in funding can have their losses "stopped" by demonstrating a successful conversion to asset management, i.e., "stop-loss."

- **PIH Notice 2006-35-** extend the application submission deadline to qualify for the first stop-loss deadline to April 15, 2007
- **PIH Notice 2006-14-** Operating Fund Program Final Rule: Transition Funding and Guidance
- **Stop-Loss Fillable Forms**

## Additional Resources

- **Planning Document: Preparing for Asset Management**  
<http://www.hud.gov/offices/pih/programs/ph/am/docs/pham.pdf>
- **PHA Insurance Requirements**  
<http://www.hud.gov/offices/pih/programs/ph/am/pci.cfm>
  - **Property/Casualty Insurance Guidebook 7401.5**  
(currently being updated)
- **Public Housing Energy Conservation Clearinghouse**  
<http://www.hud.gov/offices/pih/programs/ph/phecc/>
- **Housing Manager's Manual**  
[http://www.hud.gov/offices/pih/programs/ph/mtw/housingmanpro\\_pha.pdf](http://www.hud.gov/offices/pih/programs/ph/mtw/housingmanpro_pha.pdf)
- **Related PIH Notices**  
<http://www.hud.gov/offices/pih/programs/ph/am/notices.cfm>
  1. **PIH 2006-35-** extends the application submission deadline to qualify for the first stop-loss deadline to April 15, 2007. As provided in PIH 2006-14, stop-loss applies only to PHAs that: (1) lose funding under the new Operating Fund formula; and (2) wish to submit documentation in accordance with the requirements for the first stop-loss deadline of October 1, 2006, so they may limit their losses to 5 percent
  2. **Federal Register Guidance on Implementation of Asset Management-** [FR-5099-N-01] Published: Sep. 6, 2006
  3. **PIH 2006-33-** changes in financial management and reporting requirements for public housing agencies (PHAs) pursuant to the Revisions to the Public Housing Operating Fund Program. The final rule replaces the interim rule that was published on March 29, 2001
  4. **PIH 2006-30-** instructions for submitting their Federal Fiscal Year (FFY) 2007 operating subsidy forms under the new operating fund formula
  5. **Federal Register Transition Funding and Guidance** on demonstration of successful conversion to asset management to discontinue the reduction of operating subsidy
  6. **PIH 2006-14-** calculation of transition funding under the Operating Fund Program final rule. Instructions to PHAs that wish to submit documentation of successful conversion to asset management in order to discontinue their reduction in operating subsidy under the Operating Fund Program final rule
  7. **PIH 2006-10-** identification of projects for purposes of asset management
  8. **PIH 2006-6-** guidance on subtitle D - Public Housing, Section 151 (2) (B) of the recently enacted Energy Policy Act of 2005 (PL 109-58)
  9. **Federal Register Coefficient Notice-** variable Coefficients for Public Housing Operating Fund Project Expense Levels
  10. **PIH 2003-27-** PHAs are required to disclose information they maintain on recipients of assistance to law enforcement authorities
  11. **PIH 2002-28-** effective December 30, 2002, HUD will require the use of eLOCCS to request the payment of operating subsidy funds
  12. **PIH 1996-33-** required HA Cash Management and Investment Policies and Procedures

## Recently Published

For a complete list of Federal Register and Notices published, please visit HUD Clips at <http://www.hudclips.org/cgi/index.cgi>

### Federal Register

- 09/29/2006 Final Fair Market Rents for the Housing Choice Voucher Program and Moderate Rehabilitation Single Room Occupancy Program for FY 2007
- 10/11/2006 Announcement of Funding Awards--Fiscal Year 2003; Resident Opportunity and Self-Sufficiency Programs
- 10/18/2006 Order of Succession for the Office of the Assistant Secretary for Public and Indian Housing
- 10/20/2006 Announcement of Funding Awards for the Housing Choice Voucher Family Self Sufficiency Program for fiscal year 2003
- 10/20/2006 Correction to PIH-2006-24 Revised Reporting Requirements and Sanctions Policy for the Family Report (Form HUD-50058) to the Office of Public and Indian Housing (PIH) Information Center
- 10/24/06 Demolition or Disposition of Public Housing Projects
- 10/24/06 Announcement of Funding Awards for the Housing Choice Voucher Family Self Sufficiency Program for fiscal year 2004

### PIH Notices

- PIH 2006-30 (HA) Guidance on Methods and Schedules for Calculating Federal Fiscal Year (FFY) 2007 Operating Subsidy Eligibility
- PIH 2006-31 (HA) Extension - Notice PIH 2005-32 (HA) HUD PIH Notice for Demolition/Disposition Processing Requirements Under the 1998 Act
- PIH 2006-32 (HA) Public Housing Agency (PHA) Cost-Savings Initiatives in the Housing Choice Voucher (HCV) Program
- PIH 2006-33 (HA)  
▶ Related Supplement  
Changes in Financial Management and Reporting Requirements for Public Housing Agencies Under the New Operating Fund Rule (24 CFR Part 990); Interim Instructions
- PIH 2006-35 (HA) Operating Fund Program Final Rule: Transition Funding and Guidance on Demonstration of Successful Conversion to Asset Management to Discontinue the Reduction of Operating Subsidy-Extension of Stop Loss Deadline to April 15, 2007
- PIH 2006-36 (HA) Guidance on Unit Status Categories in the Development Sub-module of the Office of Public and Indian Housing (PIH) Information Center (PIC) and Revised Form HUD-50058 Reporting Recommendations
- PIH 2006-37 (HA) Changes to Disaster Voucher Program (DVP) Operating Requirements – Family Eligibility and Initial Lease Terms

### E-Memos

- 08/09/2006 New Portland HUD Office of Public Housing Staff member, Chad Trepinski
- 08/23/2006 Upcoming Deadlines for Public Housing Operating Subsidy
- 09/07/2006 New Portland HUD Office of Public Housing Staff member, Donna Nye
- 09/20/2006 Maximizing Leverage Conference, Los Angeles, CA
- 09/26/2006 Public Housing 95% Reporting Rate Requirement HUD-50058, Changes in PIC Development Sub module
- 09/27/2006 FY2007 Fair Market Rents (FMRs)

## Important Upcoming Quarter I Dates

**!!! Please Note: All dates subject to change. Refer to program area websites for most current information and complete list of forms due!!!**

### FYE 3/31 PHAs

- 10/30/2006 9/30 Occupancy Report (HUD-51234) submit in PIC
- 12/31/2006 Audited FASS for FYE 3/31/2006 submission due to REAC
- 12/31/2006 PFS forms due to Field Office
- 12/31/2006 One Copy of IPA Audit due to Field Office with Management letter, Corrective Action Plan, and other relevant written communications as applicable for FYE 3/31/2006. See PIH Notice 2002-4
- 1/1/2007 90 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
- 1/17/2007 PHA Plan submission. CFP Program Performance and Evaluation Reports must be included in PHA Plan
- 1/31/2007 (Late January) PHA certifies addresses in RASS. Please see RASS Business Calendar at [http://www.hud.gov/offices/reac/products/rass/business\\_calendar.cfm](http://www.hud.gov/offices/reac/products/rass/business_calendar.cfm)

### FYE 6/30 PHAs

- 10/15/2006 (Mid October) PHA certifies RASS follow-up Plan. Please see RASS Business Calendar at [http://www.hud.gov/offices/reac/products/rass/business\\_calendar.cfm](http://www.hud.gov/offices/reac/products/rass/business_calendar.cfm)
- 1/31/2007 12/31 Occupancy Report (HUD-51234) submit in PIC

### FYE 9/30 PHAs

- 11/30/2006 SEMAP Submission due in PIC (60 days after FYE)
- 11/30/2006 MASS Submission due to REAC
- 11/30/2006 Unaudited FASS for FYE 9/30/2006 submission due to REAC
- 11/15/2006 Year-End Settlement Statement (HUD-52681) submitted to FMC (45 calendar days after FYE) for Mod Rehab, SRO, HOPE VI, Mainstream (DV code-5 year increments).
- 12/15/2006 (Mid December) PHA certifies Follow-up Plan in RASS. Please see RASS Business Calendar at [http://www.hud.gov/offices/reac/products/rass/business\\_calendar.cfm](http://www.hud.gov/offices/reac/products/rass/business_calendar.cfm)

### FYE 12/31 PHAs

- 10/1/2006 90 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
- 10/6/2006 (Beginning October) PHA certifies address in RASS. Please see RASS Business Calendar at [http://www.hud.gov/offices/reac/products/rass/business\\_calendar.cfm](http://www.hud.gov/offices/reac/products/rass/business_calendar.cfm)
- 10/18/2006 PHA Plan submission. CFP Program Performance and Evaluation Reports must be included in PHA Plan.
- 11/28/2006 (Late November) PHA certifies Implementation Plan in RASS. Please see RASS Business Calendar at [http://www.hud.gov/offices/reac/products/rass/business\\_calendar.cfm](http://www.hud.gov/offices/reac/products/rass/business_calendar.cfm)

### All PHAs

- 10/31/2006 EIV User Administrators must re-certify all existing EIV users for your housing authority.
- 12/1/2006 Minority Business Enterprise (MBE) Report due to Field Office
- 11/30/2006 Payment of Annual Contribution and Operating Statement (HUD-52681B) August, September, October data due end of August in VMS (Section 8). *Exact date TBA. Please check VMS website*
- 1/31/2006 ROSS Financial Status Report (HUD-269A) and Semi-Annual Program Report submitted to field office
- Every Month CFP obligated/expended data is submitted through eLOCCS. CFP work completion activities where pre-audit is required, are reminded to submit AMCC to Field Office
- Every Month Send complete copy of renewal Moderate Rehabilitation program HAP contracts with owners to FMC representative. Please include Attachment A. Contracts needed to request renewal funds and to release payments
- Quarterly 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. *Check VMS website for exact submission dates*

### **Reminder:**

- Please continue to submit Year-End Settlement Statement (HUD-52681) for Section 8 Mod Rehab, SROs, and Mainstream (DV) vouchers **ONLY**. Submit to FMC (45 calendar days after FYE)
- 90 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