

Northwest Notes

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

FY 2008, Quarters I & II

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

February 8, 2008

The Director's Corner

Welcome to a new year doing what you do best – helping to address the most challenging housing needs in our communities.

HUD's Asset Management Initiative will continue to evolve in the near future, presenting many new opportunities along the way. We look forward to meeting these challenges with you.

On behalf of Office of Public Housing team members in the Seattle, Portland, & Anchorage offices, we hope this newsletter is helpful to you.

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



Family Self Sufficiency Annual Meeting For Coordinators



Rosanne Chavez, Seattle Office of Public Housing, leads a discussion on FSS topics.

The Public Housing Offices of Seattle and Portland held their annual Family Self-Sufficiency (FSS) Conference on September 21, 2007 in Vancouver, Washington. A BIG thank you goes to the Housing Authority of the City of Vancouver for its generosity in providing meeting space.

There were over 50 attendees, representing 23 housing authorities from Oregon, Idaho, and Washington. Presenters included Rebecca Tuttle, Rosanne Chavez and Suzanne Manville from HUD's Office of Public Housing in Seattle; and Chad Trepinski from the Portland HUD Office. Conference calls were held with Kathryn Greenspan, Housing Programs Specialist from the Housing Voucher Management and Operations Division in HUD Headquarters; as well as Judith Chavis of the American Association of Service Coordinators.

The format was based on open discussions with all participants on the FSS Annual Report and Logic Models, FSS participant transfers between subsidized programs, Program Coordinating Committees, Best Practices, Individual Training & Service Plans (ITSPs) and Case Management, FSS data in PIC, and maintaining ongoing interest and involvement by the FSS family. Great ideas were presented and shared by all participants, resulting in a very successful conference.

Watch for information on the 2008 FSS Meeting!

In This Issue...

Director's Message	Page 1
FSS Annual Meeting	Page 1
Need More Capital? (CFFP)	Page 2
Archived Webcasts	Page 2
HCV Ownership Stats	Page 2
Region X Newsletter	Page 2
HUDCLIPS Has Moved!	Page 3
PIH Resource Ctr.	Page 3
E-Data Storage	Page 4
Audit Requirements	Page 5
ER/REAC/UPCS	Page 6
Energy Information	Page 7
Recently Published	Page 8
Upcoming Dates	Page 9

NEED MORE CAPITAL? CFFP COULD BE THE KEY



HUD's Capital Fund Financing Program (CFFP) allows a PHA to leverage capital funding to accomplish work items exceeding the current amount of capital funding on hand. Under an approved CFFP plan, a PHA may borrow private capital (bond or conventional loan) to make improvements to public housing now, pledging a portion of future years' capital funds to the debt service!

General guidelines include:

- Approval - PHAs must submit an application to HUD for prior approval.
- CF Pledges - Generally limited to 33% of the PHA's current annual CF grant.
- Term - Generally, 20 years.
- Public Housing Requirements - Since the proceeds from a CFFP transaction are generated via the pledge and use of Capital Funds, HUD considers CFFP Proceeds to be, for all intents and purposes, Capital Funds. PHAs pursuing a CFFP transaction must follow all statutory and regulatory requirements related to the Capital Fund Program in regard to the development and implementation of their CFFP Proposal.
- Other Financing/Approvals - If a PHA's proposed use of the proceeds would require other HUD approvals, separate approvals must be obtained. CFFP Proposal approval can occur prior to those related approvals, but will be conditioned upon receiving those approvals, and generally will expire within 90 days of issuance.

For more information, including application procedures and case studies of approved CFFP proposals, visit:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

...ARCHIVED HUD WEBCASTS...

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

PIH EIV Training, 1/16/08

PH Neighborhood Networks NOFA, 1/15/08

Disaster Housing Assistance, 1/10/08

Subsidy & Grants Information System (SAGIS) Operating Fund Project Level Submissions, 12/12/07

Environmental Assessment Training, 11/27-28

Disaster Housing Assistance, 11/8/07

REAC: Housing Choice Vouchers, 11/6/07

Disaster Housing Assistance, 10/18/07

Housing Choice Voucher Homeownership Status

HCV Homeownership Closings as of 12/31/2007	
Alaska	33
Idaho	82
Oregon	62
Washington	126
Hub Total	303

HUD Highlights Regional Office E- Newsletter

Find out what's new in the region across all HUD program areas. To electronically receive this newsletter, sign-up at:

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

New Directions

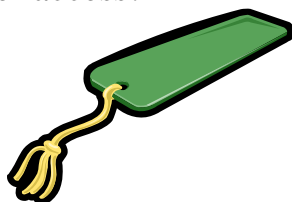


HUDCLIPS HAS MOVED TO
WWW.HUD.GOV

HUDCLIPS has long been due for a makeover... and just in time for the New Year, that makeover has happened! The redesign of HUDCLIPS, HUD's forms and handbooks website, is finished.

Content from the old HUDCLIPS site moved to the Department's official Web site at www.hud.gov on January 1, 2008. The redesign makes it much easier to find HUD forms, handbooks, and notices.

To access the new and improved HUDCLIPS, go to www.hud.gov and choose the **Handbooks/forms link** under **"Resources"** in the left menu column. Bookmark HUDCLIPS for even quicker access!



The answer is just a phone call away...

Here are just a few of the reference and referral services that the PIH Information and Resource Center provides to the General Public, Public Housing and Section 8 Residents, and Housing Agency Staff:

- **Local Agency Contact Information**
- **PH Guidebooks and Notices**
- **Public Housing, Section 8, Homeownership fact sheet and more**
- **Applicable References to CFRs**



Can we help you?

Contact us at [1-800-955-2232](tel:1-800-955-2232)

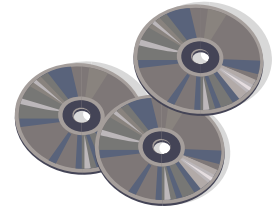
Monday - Friday 9 A.M.-5 P.M. EST

Or Email PIHIRC@nelrod.com

Fax: 817-922-8885



DID YOU KNOW?



E-DATA STORAGE

Many PHAs have inquired whether documents may be scanned into an electronic filing system in lieu of warehousing paper documents. After consultation with the program office at Headquarters and the Office of General Counsel, HUD has concluded that electronic filing systems are permitted under current regulations.

HUD's main concerns are with [auditability](#). One concern raised by the Office of Inspector General is the use of original signatures in prosecuting criminal cases. Only tested cases will provide an answer to that. As for program requirements, the following analysis is offered:

The ACC for the Rental Certificate and Rental Vouchers Program contains record keeping requirements (Section 14 of the Form HUD-52520). The relevant section reads: "The [Housing Authority] must maintain complete and accurate books of account and records for a program. The books and records must be in accordance with HUD requirements, and must permit a speedy and effective audit." The ACC for the administration of public housing contains identical language (Section 15 of Form HUD-53012A). Neither version of the ACC defines "records" or provides specific guidance.

HUD regulations provide limited guidance to PHAs with regards to electronic recordkeeping. Specifically, HUD regulations require that PHAs operating public housing or section 8 to electronically submit certain family data to HUD for those programs. See 24 C.F.R. § 908.101. In addition (and in keeping with the requirement for electronic transmission to HUD), with respect to the Housing Choice Voucher program (HCV), the record keeping requirement states, among other things, that "the records must be in the form required by HUD, including requirements governing computerized or electronic forms of record keeping." 24 C.F.R. 982.158(a). Other than the regulations mentioned above, there does not appear to be a specific requirement under the HCV program that records be maintained in a particular form (paper versus electronic).

More broadly, 24 C.F.R. 85.42 also discusses record keeping requirements, such as what records are applicable, the starting date of the records retention and length of the retention period. This record keeping regulation applies to all financial and programmatic records, supporting documents, statistical records, and other records of grantees or sub-grantees, which are:

- Required to be maintained by the terms of this part, program regulations or the grant agreement, or
- (ii) Otherwise reasonably considered as pertaining to the program regulation or the grant agreement. 24 C.F.R. 85.42(a)(1).

Further, the regulations provide that "[c]opies made by microfilming, photocopying or similar methods may be substituted for the original records." 24 C.F.R. 85.42(d).

In conclusion, based upon a review of the ACCs and HUD regulations, we are of the opinion that neither the ACC nor HUD regulations preclude housing authorities from maintaining their records in electronic form. Electronic documentation is the wave of the future, and for several housing authorities, that wave is already here!

DID YOU KNOW?

AUDIT REQUIREMENTS SUMMARY

Low Rent & Section 8 Audit Requirements

- Non-Federal entities that expend \$500,000 or more in a year in total Federal awards shall have a single or program-specific audit conducted for that year (per OMB Circular No. A-133). A program-specific audit is allowed when an auditee expends over \$500,000 under only one Federal program.
- Non-Federal entities that expend less than \$500,000 a year in total Federal awards are exempt from Federal audit requirements for that year.
- PHAs whose ACC is executed by a City/Town expending less than \$500,000 in total Federal awards are required to submit electronic and hard copy reports if the total Federal awards expended by the City or Town exceeds \$500,000. In these cases the City/Town is required to obtain a single audit which includes both entity's financial statements and the Federal awards.

Uniform Financial Reporting Standards (UFRS)

- 1998 Rule codified @ 24 CFR Section 5.801
- Require PHAs that administer HUD Programs to submit an un-audited Financial Data Schedule (FDS) to HUD/REAC electronically no later than 2 months after the FYE.
- PHAs that are required to submit audited financial data (total Federal expenditures over \$500,000 during FYE), or elect to have an audit performed, must also electronically submit an audited FDS (to REAC) and send a hard copy of the audit report to the Field Office no later than 9 months after the FYE.
- Electronically submit via the REAC Financial Assessment Subsystem (FASS).
See: http://www.hud.gov/offices/reac/products/fass/pha_doc.cfm
For PHA & Auditor user Guide
See: <http://www.hud.gov/offices/reac/products/prodpha.cfm>
- Under Helpful Tools-see electronic submission tips
REAC Hotline---888-245-4860

Timelines

- Electronic un-audited (FDS) submissions are due no later than 2 months after the FYE.
- Electronic audited (FDS) submissions are due no later than 9 months after the FYE.
- Hard copy audit reports, as well as audit management letters, and any corrective action plans, are due no later than 9 months after the FYE.

Sanctions

- Section 8 PHA's with FYE 12/31/05 and later that fail to electronically submit un-audited, and if required, an audited financial data schedule (FDS) within the established timeframes, will be sanctioned a 10% penalty against monthly admin fees until submitted. This is a permanent reduction for the current calendar year.

References

- * PIH Notice 2005-11
- * PIH Notice 2006-15
- * PIH Notice 2007-14
- * PIH Notice 2006-03
- * PIH Notice 2007-08



DID YOU KNOW ?



CAPITAL FUNDING – ENVIRONMENTAL REVIEWS

Capital Funding is subject to Environmental Review under 24 CFR Part 50 or Part 58. CFP Funds established in LOCCS are placed under threshold review, limiting PHA access to the full amount pending satisfactory completion of the Environmental Review.

For more information, visit

<http://www.hud.gov/offices/cpd/energyenviron/environment/compliance/>

REAC READINESS – COMPILATION BULLETINS

REAC Compilation Bulletins provide updated inspection protocols and procedures, including information on scheduling and postponing inspections. Compilation bulletins instruct REAC inspectors how to handle fire extinguishers, window safety bars and other items which may affect your site and overall PASS score. The bulletin has just been updated and is available to PHAs online for ready reference. Be ready for REAC by having the latest information! View, print or download the REAC Compilation Bulletin, Revision 1, dated January 1, 2008 at:

http://www.hud.gov/offices/react/products/pass/pass_bulletin.cfm

UNIFORM PHYSICAL CONDITION STANDARDS (UPCS)

REAC inspections are performed in accordance with the UPCS. If a PHA diligently inspects and maintains property applying the same standards as REAC, the PHA will know what deficiencies a REAC inspector is likely to identify and can repair those items prior to the inspection. For UPCS Training information, contact REAC's Technical Assistance Center at [1-888-245-4860](tel:1-888-245-4860) (7 AM – 8:30PM EST) or email the Inspection Training Team directly at REAC_PASS_Training@hud.gov

Go Green to \$ave Green!

ENERGY PERFORMANCE CONTRACTING

Energy Performance Contracting (EPC) is an innovative financing technique that uses cost savings from reduced energy consumption to repay the cost of installing energy conservation measures. Normally offered by Energy Service Companies (ESCOs), this innovative financing technique allows users to achieve energy savings without up front capital expenses. The costs of the energy improvements are borne by the performance contractor and paid back out of the energy savings. Other advantages include the ability to use a single contractor to do necessary energy audits and retrofitting to guarantee the energy savings from a selected series of conservation measures.

Learn more today at <http://www.hud.gov/offices/pih/programs/ph/phecc/eperformance.cfm> This helpful website includes case studies, success stories, training materials and contacts!



For timely tips on reducing seasonal energy costs and a directory of energy saving ideas, visit: <http://www.energystar.gov/>

CHECK THE PHECC

As energy costs rise, superior energy management is just good business. Need tips on evaluating your PHA's energy performance? Creating a comprehensive energy action plan? Need energy savings informational materials for residents?

HUD's Public Housing Energy Conservation Clearinghouse (PHECC) website offers a cost reduction toolbox, educational materials for residents in English and Spanish, and the latest available information on upcoming training sessions around the country.

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

Recently Published Guidance

For a complete list of Federal Register and Notices published, please visit HUDCLIPS at its new location --

<http://www.hud.gov/offices/adm/hudclips/index.cfm>

Federal Register

- 07-30 Supplement to the FY 2007 SuperNOFA for HUD's Discretionary Programs: NOFA for the HOPE VI Revitalization Grants
- 08-15 PH Operating Fund Program; Revised Transition Funding Schedule for Calendar Years 2007 through 2012
- 08-17 Disaster Housing Assistance Program (DHAP)
- 08-22 Disaster Housing Assistance Program (DHAP)
- 09-06 Privacy Act of 1974; Supplemental Information Computer Matching (EIV)
- 10-01 Final Fair Market Rents for FY 2008....
- 10-15 Notice of Proposed Information Collection for Public Comment; Resident Opportunities and Supportive Services (ROSS) Program Forms for Applying for Funding
- 10-15 Pet Ownership for the Elderly and Persons With Disabilities
- 10-22 Housing Choice Voucher Program Homeownership Option; Eligibility of Units Not Yet Under Construction
- 10-25 Notice of Certain Operating Cost Adjustment Factors for 2008
- 12-11 NOFA for the Public Housing Neighborhood networks

PIH Notices

- 07-30 Using ENERGY STAR to Promote Energy Efficiency in Public Housing
- 07-31 Disaster Housing Assistance Program (DHAP) - Revisions to the Operating Requirements
- 07-32 Line of Credit Control System/Voice Response System (LOCCS/VRS) for the Indian Housing Block Grant Program
- 07-33 Reinstatement – Notice PIH 2005-4 (HA), Exigent Health & Safety Deficiency Correction C
- 08-01 Disaster Housing Assistance Program (DHAP) Case Management Guidelines
- 08-02 Guidance for Obtaining HUD Consent for Takings of Public Housing Property by Eminent Domain
- 08-03 Guidance on Appeals Under 24 CFR Part 990, Subpart G, for Calendar Year 2008
- 08-04 Allocation of Funds Remaining of FY07 \$100 Million Set-Aside and Special Fees HCV Program
- 08-07 Certification of Accuracy of PIC Data for Capital Funding Formula Allocation for FY 2008
- 08-09 Financial Reporting Requirements for the Housing Choice Voucher Program Submitted through the Financial Assessment Subsystem for Public Housing and the Voucher Management System.

PIH Letters

No new letters published since 2007-05.

E-MEMOS (electronic memoranda) published through December 10, 2007

Sent from Seattle HUB :

- 09/25 Disaster Housing Assistance Program (DHAP)) Satellite Broadcast for PHAs
- 10/01 Implementation of the Violence Against Women and Justice Department Reauthorization Act of 2005
- 10/25 Joy McCray, Program Center Coordinator, Office of Public Housing, Portland Oregon
- 10/30 Form HUD2256-A Minority Business Enterprise (MBE) Reports (Applies to Public Housing)
- 11/20 Operating Fund Subsidy Program 2008 – Subsidy Submission: Subsidy and Grant Information System (SAGIS) Submission Schedule
- 11/30 Housing Authority/PHRS Assignment
- 12/11 Subsidy and Grant Information System (SAGIS) Webcast
- 12/13 Disaster Housing Assistance Program (DHAP) Webcast/ Satellite Broadcast

- 01/07 Initial CY 2008 Obligation, Public Housing Operating Fund
- 01/14 Subsidy and Grants Information Systems (SAGIS) Alert

Sent from Portland FO:

- 11/02 Minority Business Enterprise (MBE) Report
- 10/31 Form HUD-2516-A Minority Business Enterprise (MBE) Reports (applies to Public Housing)
- 11/05 HUD Webcast Training
FASS HCV Reporting, Submission Requirements & Processes
- 11/20 Operating Fund Program 2008 – Subsidy Submission;
Subsidy & Grant Information System (SAGIS) Submission Schedule
- 11/30 Housing Authority / PHRS Assignment

Important Upcoming 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

- 1-17-2008 PHA Plan Submission
(CFP Performance and Evaluation Reports must be included in PHA Plan)
- 5-30-2008 SEMAP Submission due in PIC (60 days after FYE)
- 5-31-2008 Unaudited FASS for FYE 3-31-07 submission due to REAC

FYE 6-30 PHAs

- 3-31-2008 Audited FASS for FYE 6-30-07 submission due to REAC
- 3-31-2008 One Copy of IPA Audit due to Field Office with Management letter, Corrective Action Plan, and other relevant written communications See PIH Notice 2006-15.
- 4-17-2008 PHA Plan Submission
(CFP Performance and Evaluation Reports must be included in PHA Plan)

FYE 9-30 PHAs

- 6-30-2008 Audited FASS for FYE 9-30-07 submission due to REAC
- 6-30-2008 One Copy of IPA Audit due to Field Office with Management letter, Corrective Action Plan, and other relevant written communications See PIH Notice 2006-15
- 7-18-2008 PHA Plan submission.
(CFP Performance Evaluation Reports must be included in PHA Plan.)

FYE 12-31 PHAs

- 2-28-2008 Unaudited FASS for FYE 12-31-07 submission due to REAC
- 2-28-2008 SEMAP Submission due in PIC (60 days after FYE)
- 10-18-2008 PHA Plan submission.
(CFP Performance Evaluation Reports must be included in PHA Plan.)

All PHAs

- 1-16-2008 EIV satellite broadcast 1:00 – 5:00 EST
<http://www.hud.gov/webcastindexs/.cfm>
- 1-30-2008 EIV User Administrators must re-certify all existing EIV users for PHA.
- 02-22/2008 Capital Fund PIC Data Certification deadline
- 7-31-2008 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 Mod Rehab 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*
<http://www.hud.gov/offices/pih/centers/fmc/index.cfm>

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.