

# Northwest Notes

FY 2009, Quarter III

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July 6, 2009

## The Director's Corner

As we enter the final quarter of Federal Fiscal Year (FFY) 2009, be prepared for opportunities for which your PHA may qualify that are in the **FFY 2009 Omnibus** (P.L. 111-80), which includes incremental Housing Choice Vouchers under Family Unification Program (FUP), HUD-Veterans Affairs Supportive Housing (HUD-VASH), non-elderly disabled families, HCV Family Self-Sufficiency (FSS) Coordinators, HOPE VI, public housing capital fund, ROSS, public housing operating fund, and HCV renewal and administrative fees and tenant protection vouchers <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>

Recovery Act opportunities may be accessed from <http://www.hud.gov/recovery/>

On behalf of Office of Public Housing team members in the Seattle, Portland & Anchorage offices, we hope this newsletter is helpful to you. Let me know if there are items you would like to see in future newsletters.

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



## **King County Housing Authority's Family Self-Sufficiency Program: A program that works**

On March 31, 2009, a King County Housing Authority (KCHA) Family Self-Sufficiency (FSS) graduate finished her long journey to home ownership. Susan (*not her real name*) started on the FSS program in April 2004, employed but making just over \$7.00 per hour. Soon after enrolling in the FSS program she secured a data entry position which increased her salary and enabled her to begin receiving monthly deposits to her escrow account. Within 3 short years, she reached the top of the pay scale in her position, leaving ascension to management as her only way to further increase her income. Susan is a single parent with two boys ages 10 and 13. A management position meant working nights, weekends and travel. Although it offered increased pay and benefits, she felt that her boys were her priority. (*Continued on next page*)

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Right about the time Susan was facing this very difficult choice, the King County Housing Authority was advertising a position in its accounting department that matched Susan's skill list and personality. Susan wanted to be a part of "making a difference" while still having room for advancement. Susan applied for the position and was hired. Soon she'll be celebrating her second anniversary at KCHA. Susan did not think she would ever be able to purchase a home but she and the KCHA FSS Coordinator worked together to find a combination of down payment assistance and low interest rates to make an offer on a property that was appealing to her, and in her desired living community. With the aid of a real estate listings and an agent, Susan decided on a 3 bedroom 2 ½ bath townhouse that had been completely remodeled with trendy upgrades. She was able to use the Federal Home Loan Bank HomeStart Plus down payment assistance as well as part of her FSS escrow account to get a 30 year fixed mortgage at an interest rate of 4½ percent. She was also able to purchase a new refrigerator and keep enough in an emergency house fund to pay her mortgage for six months and perform any emergency home repairs that may pop up. Within 5 years, Susan was able to find better paying employment, receive promotions within the company by raising her marketable skills level, raise her FICO score, and secure a job that not only met her expectations of "making a difference" but also has much more room for growth and development. Lastly, Susan was able to leave Section 8 and purchase a beautiful home; making room for another Section 8 participant to get involved and experience the same kind of growth to which Susan is now very familiar. The FSS program is a "win-win" for the KCHA and participant because KCHA was able to hire a skilled Section 8 resident and a person who has shown that she "has made a difference."



## **Understanding the 2009 Voucher Funding**

Notice PIH 2009-13 (Notice), issued May 6, 2009, explains the calculation of your Calendar Year (CY) 2009 Voucher funding. You can also view the webcast that was live on May 5. The webcast, titled "PIH: '09 Implementation" is available at [www.hud.gov/webcasts/archives/ph.cfm](http://www.hud.gov/webcasts/archives/ph.cfm). The notes for the webcast are available on the Housing Choice Voucher web page, [www.hud.gov/offices/pih/programs/hcv/](http://www.hud.gov/offices/pih/programs/hcv/).

The Notice discusses the methodology for HAP renewal funding that HUD began using for Calendar Year 2007. The 2009 Appropriations Act requires HUD to use re-benchmarking to determine funding allocations for each PHA. The funding you receive for 2009 is based on your actual leasing and HAP cost data in VMS for Federal Fiscal Year 2008. You received notification of your CY 2009 funding in Enclosure A. The calculation of Net Restricted Assets (NRA) is shown on Enclosure B, and you also received notes explaining each line item.

Because 2009 funding amounts were not determined until May, PHAs were funded for January through April based on last year's funding. Any shortfall or overpayments for the first four months will be adjusted. In order to make available funds go further, HUD used a part of your NRA to make up what would otherwise be a shortfall. This is explained in Part 3 G of the Notice.

Over-leasing is not allowed. PHAs are not allowed to lease up more unit months than are available under their baseline. HUD has no authority to provide funds to support unit months leased in excess of the PHA's baseline units under the ACC. If you are over-leasing, you need to identify other sources of funds to pay for it, and take immediate steps to eliminate any current over-leasing. See Part 7 of the Notice. PHAs who over-leased for CY 2008 had their 2009 funding reduced accordingly to offset funds used for over-leasing. If you have questions about Voucher funding you can contact your Financial Analyst at the FMC or Financial Analyst at the Field Office.

### **Monitoring Your HCV Dollars and Units**

The May 5 webcast, PIH: '09 Implementation, discussed the need to closely monitor your leasing and HAP costs. This discussion is one and one quarter hours into the webcast, and you can fast forward to this part. The sample spreadsheet is posted on the Voucher webpage at [www.hud.gov/offices/pih/programs/hcv/](http://www.hud.gov/offices/pih/programs/hcv/). Remember that HUD does not fund 100% of baseline units, but allocates funds based on the re-benchmarking period alone. PHAs should not assume that they can, or that they are required to, lease up to baseline.

PHAs must monitor the number of units leased and HAP costs. You should ensure that you can continue to maintain current leasing levels with the funds available and with current attrition rates. Several PHAs have noticed that their attrition rates have declined significantly. Others have experienced significant increases in HAP. You should be looking at this every month, and projecting out every month. You should have reports that you are monitoring monthly, and reviewing with your finance, lease-up and other staff as needed.

If you plan to use the sample spreadsheet, be sure to check which cells require formulas, and which

cells require your input. Make sure that you enter the correct remaining months of the year, and that the calculations are using the correct number of months. The default now in the spreadsheet assumes 3 months remaining, because the data entered is through September. And you can change the dates to 2009.

Be sure you are reporting correctly in VMS. There is an updated "guide" dated April 2009 available from the Voucher web page. Your funding is based on the data you enter in VMS, so it is important to be accurate. For example, if you make an initial rent payment that is for more than one month, the partial month amount should be recorded in that actual partial month, as HAP after the first of the month. The part of the payment that is for a whole month should show up in the field for HAP as of the first of the month.

If you are looking at the possibility of having to terminate families, or if you think you might be in trouble, please talk to your Field Office and your Financial Analyst at the Financial Management Center. We would rather hear from you sooner than later.



### **2005 and 2007 Capital Fund deadlines are fast approaching!**

The 100% expenditure deadline for 2005 CFP is 08/17/09. Plan ahead to fully expend funding and update LOCCS prior to the deadline.

The 90% obligation deadline for 2007 CFP is 09/12/2009. Be sure to obligate on time and update LOCCS prior to the deadline. Don't let a missed deadline jeopardize future CFP availability to your PHA!

## Washington State Davis-Bacon Residential Wage Rates Way Up!

The Department of Labor published substantial Davis-Bacon (DB) residential prevailing wage rate increases on 4/24/09 (for example, King County, Carpenter from \$16.34 to over \$43.00 per hour) in 16 Washington State counties. PHA's are liable for wage underpayments if they fail to correctly apply these new rates to DB covered work. The Counties impacted include:

Asotin	Cowlitz	Kitsap	Snohomish
Benton	Douglas	Pierce	Spokane
Chelan	Franklin	Skagit	Whatcom
Clark	King	Skamania	Yakima

Per US Department of Labor regulation modifications to rates for competitively bid projects published less than 10 days before the opening of bids shall be effective unless the agency finds that there is not a reasonable time available before bid opening to notify bidders of the modification and a report of the finding is inserted in the contract file. In addition, updated rates are effective and must be incorporated in requests for proposal (RFP) project contracts if new rates are published prior to contract award. Lastly, if a PHA uses force account (workers employed by the PHA) to perform DB covered work, these workers are subject to the wage updates published prior to the start of construction.

In accordance with Federal labor standards requirements, PHAs should review Davis-Bacon wage decisions in bids that did not lock in DB rates by a 4/24/09 or earlier bid openings, and issue addendums to revise the rates where bids are scheduled to be opened 10 days or more from the 4/24/09 date of the wage modification publication. Wage update addendums must also be issued within 10 days of bid openings unless the PHA includes a report in a project file confirming there was insufficient time to notify bidders of the change. Furthermore, the new

wage modification must be applied to any contracts awaiting award more than 90 days after the bid opening. RFPs and force account work should also be examined and rates updated as required.

For additional information contact HUD Office of Labor Relations staff (<http://www.hud.gov/local/shared/working/r10/olr/staff.cfm?state=wa>). Also, see [http://www.dol.gov/dol/allcfr/ESA/Title\\_29/Part\\_1/29CFR1.6.htm](http://www.dol.gov/dol/allcfr/ESA/Title_29/Part_1/29CFR1.6.htm) for more information regarding rate lock in requirements.



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## Housing Choice Voucher Homeownership Guidebook published

The 2009 Housing Choice Voucher Homeownership Voucher Program Guidebook has been developed for your agency to provide assistance to PHAs that are thinking about starting a homeownership program, and also to PHAs that have taken the first tentative steps and are wondering what to do next. The guidebook provides a hands-on approach to program development, and provides resources that will be helpful to PHAs in identifying and resolving program issues. The Housing Choice Voucher Program Guidebook offers a detailed look at the program and can be found on the HUD website at <http://www.hud.gov/offices/pih/programs/hcv/pubs/hcvguidebook.pdf>. Questions related to the guidebook can be directed to David Fleischman, National Coordinator for the Housing Choice Voucher Homeownership Program, at [David.Fleischman@HUD.gov](mailto:David.Fleischman@HUD.gov).



**Plan Ahead: Regional FSS Conference**

FSS Coordinator Counterpart meetings provide an excellent forum for networking among the Coordinators and an opportunity to exchange information and ideas.

This year’s FSS conference is scheduled for Friday, September 25, 2009 at the Vancouver Housing Authority. The conference will now include Homeownership. The Agenda has yet to be set. If you have any ideas or suggestions you would like to see included in the FSS/Homeownership Conference, please contact Rebecca Tuttle, Seattle Office of Public Housing at [Rebecca.Tuttle@hud.gov](mailto:Rebecca.Tuttle@hud.gov) or at (206) 220-6422. If there are changes to your PHA’s FSS Coordinator, please advise Rebecca of those changes.



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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.

We try to publish our newsletters quarterly. If you missed any prior publication, you can access it at <http://www.hud.gov/local/shared/working/r10/p/h/newsletter.cfm?state=wa>



**Section 8 Homeownership Closings as of 06/16/2009**

<u>State</u>	<u>No. of Closings</u>
Alaska	46
Idaho	106
Oregon	83
Washington	166
<b>HUB Total</b>	<b>401</b>

## Recently Published Guidance

### Federal Register Notices

Document #	Issued	Title
FR-5281-N-51	June 30, 2009	<u>Housing Choice Voucher Program</u>
FR-5311-N-03	June 30, 2009	<u>Buy American Exception Under the American Recovery and Reinvestment Act of 2009</u>
FR-5311-N-03	June 25, 2009	<u>Notice of Availability: Notice of Funding Availability (NOFA) for American Recovery and Reinvestment Act Capital Fund Recovery Competition Grants; Correction to Deadline in June 9, 2009 Federal Register Notice</u>
FR-5300-N-09	June 22, 2009	<u>Notice of Availability: Notice of Funding Availability (NOFA) for HUD's Fiscal Year (FY) 2009 Public and Indian Housing Family Self-Sufficiency Program under the Resident Opportunity and Self-Sufficiency (ROSS) Program</u>
FR-5332-N-01	June 22, 2009	<u>Proposed Notice of Funding Availability (NOFA) for HUD's Fiscal Year (FY) 2009 Rental Assistance for Non-Elderly Persons With Disabilities; Request for Comments</u>
FR-5311-N-02	June 9, 2009	<u>Notice of Availability: Notice of Funding Availability (NOFA) for American Recovery and Reinvestment Act Capital Fund Recovery Competition Grants; Corrections, Changes, and Clarifications</u>
FR-5281-N-44	May 29, 2009	<u>Screening and Eviction for Drug Abuse and Other Criminal Activity</u>
FR-5281-N-42	May 29, 2009	<u>Public Housing Agency (PHA) Lease and Grievance Requirements</u>
FR-5281-N-41	May 29, 2009	<u>Requirements for Lead-Based Paint Hazards in Federally Owned Residential Properties and Housing Receiving Federal Assistance</u>
FR-5281-N-36	May 20, 2009	<u>Disaster Housing Assistance Program- Ike (DHAP-Ike Grant Agreement)</u>
FR-5200-FA-14	May 13, 2009	<u>Announcement of Funding Awards for the Resident Opportunities and Self-Sufficiency (ROSS) Service Coordinators Program for Fiscal Year 2008</u>
FR-5311-N-01	May 12, 2009	<u>Notice of Availability: Notice of Funding Availability (NOFA) for American Recovery and Reinvestment Act Capital Fund Recovery Competition Grants</u>
FR-5306-FA-01	May 7, 2009	<u>Announcement of Funding Awards for Fiscal Year 2008 for the Housing Choice Voucher Program</u>
FR-5300-N-01A	April 16, 2009	<u>Notice of HUD's Fiscal Year (FY) 2009 Notice of Funding Availability (NOFA) Policy Requirements and General Section to HUD's FY2009 NOFAs for Discretionary Programs; Amendment to Application Submission Requirements and Other Technical Corrections</u>
FR-5281-N-27	April 10, 2009	<u>Notice of Proposed Information Collection: Comment Request e-Logic Model Grant Performance Report Standard</u>
FR-5288-N-03	April 10, 2009	<u>Notice of Proposed Information Collection for Public Comment for the Housing Choice Voucher Program: Application, Allowances for Tenant-Furnished Utilities, Inspections, Financial Reports, Request for Tenancy Approval, Housing Voucher, Portability Information, Housing Assistance Payments Contracts and Tenancy Addenda, Homeownership Obligations, Tenant Information for Owner, Voucher Transfers, Homeownership Contracts of Sale, Information for Additional Renewal Funding, and the Project-Based Voucher Program</u>
FR-5223-N-04	April 10, 2009	<u>Final Fair Market Rents for the Housing Choice Voucher Program and Moderate Rehabilitation Single Room Occupancy Program for Fiscal Year 2009; Revised</u>

## Recently Published Guidance

### Federal Register Notices *(continued)*

Document #	Issued	Title
FR-5281-N-26	April 8, 2009	<u><a href="#">Training Evaluation Form</a></u>
FR-5288-N-04	March 30, 2009	<u><a href="#">Notice of Proposed Information Collection for Public Comment Public Housing Lease Requirements</a></u>
FR-5288-N-05	March 30, 2009	<u><a href="#">Notice of Proposed Information Collection for Public Comment Screening and Eviction for Drug Abuse and Other Criminal Activity</a></u>
FR-5281-N-22	March 27, 2009	<u><a href="#">Notice of Proposed Information Collection: Comment Request; Request Requirements for Notification of Lead-Based Paint Hazards in Federally-Owned Residential Properties and Housing Receiving Federal Assistance</a></u>
FR-5200-FA-09	March 27, 2009	<u><a href="#">Announcement of Funding Awards for the Public Housing Family Self-Sufficiency for Fiscal Year 2008</a></u>
FR-5288-N-01	March 23, 2009	<u><a href="#">Notice of Proposed Information Collection for Public Comment; Disaster Housing Assistance Program- Ike (DHAP-Ike)</a></u>
FR-5291-N-02	March 11, 2009	<u><a href="#">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</a></u>
FR-5281-N-15	March 4, 2009	<u><a href="#">Applications for Housing Assistance Payments; Special Claims Processing</a></u>

## Recently Published Guidance

### PIH Notices

For a complete list of Federal Register Notices, please visit HUDCLIPS

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

Notice	Issued	Purpose
PIH 2009-19	June 30, 2009	<u>Extension – PIH Notice 2008-26 (HA) – Income exclusion under temporary employment by U.S. Census Bureau</u>
PIH 2009-18	June 22, 2009	<u>State and Local Law Applicability to Lease Terminations in the Housing Choice Voucher (HCV) Program</u>
PIH 2009-17	June 18, 2009	<u>Protecting Tenants At Foreclosure: Notice Of Responsibilities Placed On Immediate Successors In Interest Pursuant To Foreclosure Of Residential Property</u>
PIH 2009-16	June 12, 2009	<u>Guidance on Energy Performance Contracts, including those with terms up to 20 years</u>
PIH 2009-15	May 18, 2009	<u>Extension – Guidance on Integrated Pest Management (IPM)</u>
PIH 2009-13	May 6, 2009	<u>Implementation of the Federal Fiscal Year 2009 Funding Provisions for the Housing Choice Voucher Program</u>
PIH 2009-12	Mar. 18, 2008	<u>Information and Procedures for Processing American Recovery and Reinvestment Act Capital Fund Formula Grants</u>

### E-Memos (electronic memoranda)

Seattle HUB	Issued	Purpose
Seattle HUB	July 1, 2009	FY 2009 Public Housing Family Self-Sufficiency (PH FSS) Webcast July 8, 2009
Seattle HUB	June 26, 2009	FY 2009 NOFA – Public Housing Self-Sufficiency
Seattle HUB	June 26, 2009	Housing Choice Voucher (HCV) 2009 Renewal Funding Update Broadcast
Seattle HUB	June 9, 2009	Extended Registration Date – ROSS Service Coordinator Grant Training
Seattle HUB	June 2, 2009	Housing Choice Voucher Homeownership (HCV) Program Training
Seattle HUB	June 1, 2009	Changes in Staff & Assignments – Seattle Public Housing Hub
Seattle HUB	May 4, 2009	Audited Financial Submission Procedure for Public Housing Agencies with Fiscal Year Ends of June 30, 2008 through March 31, 2009
Seattle HUB	April 7, 2009	Environmental and Energy Training

  

Portland FO	Issued	Purpose
Portland FO	July 1, 2009	FY09 PH FSS Webcast
Portland FO	July 1, 2009	EIV Training – Guidance on the Refinement of Income & Rent Rule
Portland FO	June 23, 2009	FY09 Notice of Funding Availability Public and Indian Housing Family Self-Sufficiency
Portland FO	June 2, 2009	Housing Choice Voucher Homeownership (HCV) Program Training
Portland FO	May 4, 2009	Audited Financial Submission Procedure for HAs with FYE 06-30-08 to 03-31-09
Portland FO	April 20, 2009	HUD Part 58 Environmental Training
Portland FO	April 15, 2009	Newsletter PH II Notification
Portland FO	April 6, 2009	Live Meeting Training Sessions



## **Important Dates**

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

### **FYE 3-31 PHAs**

- 01-17-2010 PHA Plan Submission (CFP Performance and Evaluation Reports must be included in Plan)
- 06-30-2009 Unaudited FASS for FYE 3-31-2009 submission due to REAC
- 12-31-2009 Audited FASS for FYE 03-31-2009 due to REAC.
- 12-31-2009 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)

### **FYE 6-30 PHAs**

- 08-31-2009 Unaudited FASS for FYE 06-30-2009 submission date to REAC
- 08-29-2009 SEMAP submission due in PIC

### **FYE 9-30 PHAs**

- 06-30-2009 Audited FASS for FYE 09-30-08 submission due to REAC
- 06-30-2009 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)
- 07-18-2009 PHA Plan Submission (CFP Performance and Evaluation Reports must be included in Plan)
- 11-29-2009 SEMAP submission due in PIC
- 11-30-2009 Unaudited FASS for FYE 09-30-2009 due to REAC

### **FYE 12-31**

- 09-30-2009 Audited FASS for FYE 12-31-08 submission due to REAC
- 09-30-2009 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)
- 10-18-2009 PHA Plan Submission

### **All PHAs**

- 07-30-2009 PHA EIV User Administrators must recertify EIV users prior to July 30 or they will lose access to EIV
- 07-13-2009 CY 2009 Operating Fund Subsidy Revision deadline
- 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. *Check VMS website for exact submission dates*
- 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). 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.