

# San Francisco Office of Public Housing

Serving northern California and Nevada

September 2009

Service, Integrity & Respect

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## From the Director's Desk

Stephen Schneller  
Director  
San Francisco Office of Public Housing

We are looking forward to the new fiscal year and what it has in store for us. The rapid pace of the past few months shows little sign of letting up.

Although HUD's 2010 Strategic Plan might not be released until late December, we do know that we are continuing the implementation of the American Recovery and Reinvestment Act and all the monitoring and reporting that goes with it. We also anxiously await news on Section 8 funding for 2010.

In spite of our collective challenges in 2009, we applaud your achievements and thank you for all the work you do.

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## SECRETARY DONOVAN ANNOUNCES NEARLY 100 MILLION DOLLARS IN RECOVERY ACT GRANTS TO IMPROVE PUBLIC HOUSING

*Grants will transform and upgrade public housing projects while creating jobs*

WASHINGTON - U.S. Department of Housing and Urban Development Secretary Donovan today announced that HUD is awarding \$96 million in grants to 15 public housing authorities across the country to make substantial improvements to thousands of public housing units nationwide.

The Public Housing Capital Funds being awarded today are provided through The [American Recovery and Reinvestment Act of 2009](#) (Recovery Act) and are specifically designated for public housing transformation, to help redevelop public housing that is blighted and distressing to the surrounding community. These grants will address the factors creating blighted public housing through renovation of existing housing or demolition and redevelopment of new public housing or a mixture of public housing and non-public housing on the site. Secretary Donovan stated that "These investments will not only provide quality housing for low-income residents, but will also encourage economic growth and development in communities across the county." In February, just eight days after President Obama signed the Recovery Act into law, HUD allocated nearly \$3 billion in Recovery Act funding to more than 3,100 public housing authorities across the U.S. Distributed by formula, that funding is already being put to work to improve public housing and create safer, more livable environments for lower income residents.

The funding being announced today is part of an additional \$1 billion in Public Housing Capital Funds designated by the Recovery Act to be awarded competitively. HUD accepted applications under this program from public housing authorities from June 22 until August 18, 2009. HUD is reviewing applications and awarding grants to PHAs that

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effectively address the requirements in the Notice of Funding Availability (NOFA), which can be accessed at [HUD's Recovery Act](#) website, for the following four funding categories:

**Public Housing Transformation:** \$100 million is available to transform obsolete public housing projects into newly built or renovated developments. The grants being awarded today fall under this category.

**Financing Stalled Projects:** \$200 million is available to allow PHAs to develop or renovate public housing projects stalled due to lack of resources.

**Housing for the Elderly/Persons with Disabilities:** \$95 million is available to improve public housing units and create community facilities for the delivery of medical and other services to this vulnerable population.

**Energy Efficiency:** \$600 million is available for PHAs to create more energy efficient public housing units. Applications were due for this category on July 21, 2009.

HUD's Capital Fund Program provides annual funding to public housing authorities to develop, finance, and/or modernize the public housing in their communities. This funding can be used to make large-scale improvements such as new roofs and for the replacement of plumbing and electrical systems to increase energy efficiency.

The **City of Sacramento** received **\$10,000,000.**

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### Recent PIH Notices

- ▶ PIH 2009-38: Independent Auditor Report Submission for Public Housing Agencies
- ▶ PIH 2009-36: Supplemental Information to Application for Assistance Regarding Identification of Family Member, Friend or Other Person or Organization Supportive of a Tenant for Occupancy in HUD Assisted Housing
- ▶ PIH 2009-34: Supplemental Asset Management Financial Reporting Information - Transition Year 1
- ▶ PIH 2009-33: Capital Fund Program Awards for FY 2009
- ▶ ▶ PIH 2009-32: Operating Fund Program: Guidance on Demonstration of Successful Conversion to Asset Management to Discontinue the Reduction of Operating Subsidy, Year 4 Applications

# ASSET MANAGEMENT

## QUESTION AND ANSWER TIME

(Please send your questions to the editor, [Carroll.J.Lorett@hud.gov](mailto:Carroll.J.Lorett@hud.gov) We will do our best to get you an answer.)



### REAC Submission Deadline

I have been hearing different versions of **Real Estate Assessment Center (REAC)** submission deadline. Just want to get the accurate /official information from you.

I understand that the new system will be launch on 9/14/09. Our year end is 6/30, does the "60 days" rule apply? Or we wait for the new FDS system and enter the data? How is this launch date of the new system going to affect us if any?

I also understand that if we were to submit using the current Excel FDs tool, if rejected we have to re-key the data into the new system if the rejection comes after 9/14.

*Rosaline Child*

Controller, Tulare County Housing Authority



Currently, for the transition year of asset management (6/30/2008 through 3/31/2009) there is no Public Housing Assessment System (PHAS) scoring or late penalty (PHA's with the Low Rent program). For the second year of asset management (6/30/2009 through 3/31/2010), the current PHAS regulation is still in place until a new notice is issued. The "new" PHAS is still a proposed rule. Accordingly, the information below applies.

**For Low Rent and Low Rent combined PHAs Housing choice Vouchers(HCV).** The current Public Housing Assessment System (PHAS) regulation is still in place. The due date is 8/31/2009 for the 6/30/2009 unaudited submission. The current PHAS regulation also allows an additional three months for a final 6/30/2009 unaudited submission due date of 11/30/2009. Accordingly, penalty points do not begin until the 16<sup>th</sup> day of the third month and result in a penalty of one point for every 15 days past the due date up to a max of five points on 11/30/2009.

**For Section 8 only (HCV) PHAs.** PIH Notice 2006-03 requires the unaudited information to be submitted two months after the PHA's FYE. PIH Notice 2008-09 states that sanctions do not begin until the 16<sup>th</sup> day of the third month.

**Accordingly,** for Low Rent/Low Rent combined PHAs(HCV) and Section 8 only (HCV) PHAs there is a 15 day window after the due date of 8/31/2009 for submission with no penalty.

*Melina Whitehead*

Director, San Francisco Office of PublicHousing

## AFTER THE SEPTEMBER RELEASE, ALL PUBLIC HOUSING 50058s SHOULD USE THE ASSIGNED AMP (AKA DEVELOPMENT) NUMBER

With IMS-PIC system release 6.5, effective **September 14, 2009**, HUD will no longer accept public housing form 50058s with eight character development numbers *if the building/entrance/unit combination was assigned to a new development number.*

### This change *in no way* affects Section 8 tenant form submissions

Low rent or combined housing agencies that have public housing units in management status that were not transitioned to a new development number should **contact the PIC Coach at their local HUD office.**

## Asset Management Calendar

**October 15, 2009**, Year 4 Stop-Loss Applications are due (postmarked)

**December 31, 2009**, Audited Financial Statement due for FYE 12/31/2009

**October 5-7, 2009**, Asset Management Conference in San Francisco

**October 19-21, 2009**, Asset Management Conference in Las Vegas

## HUD will be closed.

<b>Columbus Day</b>	<b>October 12, 2009</b>
<b>Veterans Day</b>	<b>November 11, 2009</b>
<b>Thanksgiving</b>	<b>November 26, 2009</b>
<b>Christmas Day</b>	<b>December 25, 2009</b>
<b>New Year's Day 2010</b>	<b>January 1, 2010</b>

## WHAT'S NEW ON THE WEBSITE?

Guidance to PHAs in reporting financial activity associated with demolition or disposition of projects at year-end on the Financial Data Schedule (FDS).

### Special Year-End Financial Reporting Issues for Demolition/Disposition Projects

The following provides guidance to public housing agencies (PHAs) in reporting financial activity associated with demolition or disposition of projects at year-end on the Financial Data Schedule (FDS).

#### General

When a PHA receives approval from HUD for a demolition or disposition action, the units will be recorded in PIC as “approved for demolition” or “approved for disposition.” In accordance with the timeframes established under 24 CFR 990.190(h), the units will subsequently no longer be eligible for regular operating subsidy but may be eligible for Asset Repositioning Fee (ARF). Once units become demolished or disposed, they are recorded in PIC as “removed from inventory.”<sup>1</sup> A project may be terminated in PIC only after the land has been disposed and the Field Office has released the DOT for all underlying land at the project. Only HUD’s Special Application Center (SAC) is authorized to terminate public housing projects in PIC. For specific information regarding the SAC approval process, please refer to [PIH Notice 2009-28](#).

A project is not terminated in PIC if the buildings have been demolished but the land continues to be covered under a Declaration of Trust (DOT).

All projects that were “active” during an assessed fiscal year and that had financial activity shall be reported at year-end on the FDS. For example, if a project (or portion thereof) was demolished or disposed at some time during an assessed fiscal year, the financial activity of that project should be recorded on the FDS, within that project’s respective FDS column. However, if a project was demolished or disposed in a previous fiscal year and the project is now terminated in PIC, but the PHA continues to receive Asset Repositioning Fee (ARF) funding, the PHA should record the ARF funding under the “Other Project” column.

If the PHA received net proceeds from a disposition of public housing property during an assessed fiscal year, unless the project has already been terminated in PIC, the PHA should record the proceeds on the FDS, within that project’s respective FDS column. If approval has been obtained to use the disposition proceeds for activities outside the original project, the PHA should then (when ready to expend the funds) transfer the proceeds to the other project or program where the use has been permitted. Any retained sales proceeds should be reflected as “restricted” assets since they may only be used for the use specifically approved by the Special Applications Center ([SAC](#)).

When the PHA expends the proceeds for the use approved by the SAC, it should record the expenditure in accordance with the spending and financial reporting requirements under 24 CFR 990.280 “Projectbased budgeting and accounting.”

(Under 24 CFR 970.35, the PHA has to report the demolition, lease transfer or similar action in PIC within a week of its occurrence. When the PHA reports the date of demolition or disposition of a unit, the status in PIC changes to RMIPRP (Proposed for Removed from Inventory). There are three stages of RMIPRP status units (Draft, Submitted for Review, and Submitted for Approval). Once the Field reviews and approves the action, the unit status changes to RMI (Removed from Inventory). The RMI date is the date reported of demolition or disposition, not the original date of entry by the HA and not the date when the Field Office approved the action in PIC. Demolition completion is defined as final payment made to the demo contractor or the final funds were expended if demolition was performed with Force Account. The disposition date is defined as the date that title is transferred or the ground lease is executed.)

#### Five Scenarios

***1. A project has been approved for disposition and has begun to receive ARF funding; however, the disposition action is not complete.***

Under this scenario, the project would still continue to exist in PIC. The PHA should record the financial activity associated with the project, including the ARF funding, in the project’s respective column of the FDS.

**2. All units of a project have been demolished but the land has not been disposed. The project continues to receive ARF funding.**

Under this scenario, the project would still continue to exist in PIC. The PHA should record the financial activity associated with the ARF funding in the project's respective column of the FDS.

**3. All land and buildings of a project were disposed in a previous fiscal year and the project has been terminated in PIC, but the project continues to receive ARF funding.**

Under this scenario, because the project has been terminated in PIC, the PHA would record the ARF funding under the "Other Project" column.

**4. The PHA realized net proceeds from a disposition. The disposition is complete but the project has NOT yet been terminated in PIC.**

Under this scenario, the project would still continue to exist in PIC. The PHA should record the proceeds in the project's respective column of the FDS.

**5. The PHA realized net proceeds from a disposition. The disposition is complete and the project has been terminated in PIC.**

Under this scenario, because the project has been terminated in PIC, the PHA would record the net proceeds under the "Other Project" column.

## *From* Asset Management Help Desk – Questions & Answers

The Asset Management Help Desk telephone number is **1-800-955-2232** and the email address is [assetmanagement@deval.us](mailto:assetmanagement@deval.us)

Please use this phone number and email address to send inquiries regarding asset management.

For the current issue and more news on asset management [CLICK](#)

### CAPITAL FUND EXPENDITURES

**Q** My agency is expecting to use 20% of the Capital Fund this year for Operations. Must each project receive an equal (pro-rata) share of these funds, i.e., transfers to operations?

**A** No. While a PHA cannot spend more than 20% of the Capital Fund for Operations, there is no limitation per project. For example, assume that a PHA receives \$1,000,000 in Capital Funds, of which \$200,000 can be spent on Operations. If the PHA had four projects, it could use all \$200,000 at one project. (The exception to the above is small PHAs—fewer than 250 units—who have full fungibility between Operating Fund and Capital Fund.)

**Q** How should I record the transfer from the Capital Fund to the Operating Fund on the Financial Data Schedule (FDS)?

**A** Assume that Project 001 transfers \$200,000 from the Capital Fund to Operations. The PHA would first record \$200,000 as revenue under FDS Line 70600 (HUD PHA operating grants) under the Capital Fund column of the project. In the same column, the

PHA would record, under FDS Line 10020 (Operating transfer out), \$200,000 as a "transfer out." Then, under the Operations column of the project, the PHA would record \$200,000 on FDS Line 10010 (Operating transfers in).

**Q** At what time can a PHA transfer amounts from the Capital Fund to Operations?

**A** The PHA can transfer funds at any time during the year. The transferred amount should be reflected in the annual FDS. FDS Memo Accounts

### STOP-LOSS

**Q** Our agency was approved for stop-loss in 2008. Are we required to complete any submission to continue to demonstrate our compliance with the conversion to asset management?

**A** No. PHAs that have been approved for stop-loss are not required to submit a certification of continued compliance (or other such documentation). However, HUD reserves the right to monitor continued compliance.

# Free!

## HUD - Public Housing Asset Management Conferences

Do you and your project managers have questions about the transition to asset management? If so, HUD is sponsoring asset management conferences through the country to provide information to PHAs on key asset management concepts.

The next Conferences will be held:

[San Francisco - October 5, 6 and 7, 2009](#)

[Las Vegas - October 19, 20 and 21, 2009](#)

The training will focus on asset management from the perspective of the project manager. Asset Management topics include:

Central Office Cost Center

Fee-For-Service

Assigning Balance Sheets

Allocating and Prorating Staff

Project-Based Budgeting

Energy Conservation

Project-Based Procurement

Site Based-Waiting Lists

Physical Needs Assessments and Asset Planning

Proposed PHAS and Troubleshooting Performance

The conferences will also provide opportunities to network with other public housing agencies regarding their implementation experience. **There is no charge for the conferences.** Please bring a calculator to the conference for budget and financial case studies.

Please note that we have not reserved a block of rooms for each conference location, so refer to information for hotel information in each city. Hotel reservation offices typically will not have information about conferences at each hotel. If you have questions about the conferences, please send an email to [Conferences@hud.gov](mailto:Conferences@hud.gov) or call the numbers listed below:

(202) 475-8607 for [Andrea Williamson](#)

(202) 475-8815 for [Cheryl Teninga](#)

**Not too late to register!**

### Registration

[San Francisco, CA: Oct. 5, 6 and 7, 2009](#)

[Las Vegas, NV: Oct 19, 20 and 21, 2009](#)

A [sample conference schedule](#) may be downloaded here for your information.

#### **San Francisco, CA**

Parc 55 Hotel

55 Cyril Magnin St.

San Francisco, CA 94102

Contact Phone: (800) 595-0507

Dates and Times:

Oct. 5, 2009 - 8:30 am-5:00 pm

Oct. 6, 2009 - 8:30 am-5:00 pm

Oct. 7, 2009 - 8:30 am-12:15 pm

- [Direct Registration Link](#)
- [Nearby Hotels and Dining](#)

#### **Las Vegas, NV**

The Venetian Hotel

3355 Las Vegas Boulevard South

Las Vegas, NV 89109

Contact Phone: (702) 414-1000

Dates and Times:

Oct. 19, 2009 - 8:30 am-5:00 pm

Oct. 20, 2009 - 8:30 am-5:00 pm

Oct. 21, 2009 - 8:30 am-12:15 pm

- [Direct Registration Link](#)
- [Nearby Hotels and Dining](#)

# AUDITS AND FINANCIAL STATEMENTS

**A must read, as this affects both Section 8 and Public Housing.**

**PIH 2009-34 (HA)** Issued: Sep. 8, 2009 Expires: Sep. 30, 2010 This notice provides certain information related to the submission of audits and financial statements for public housing agencies (PHAs) for PHA fiscal years ending *June 30, 2008, September 30, 2008, December 31, 2008, and March 31, 2009*. The information contained in this notice supplements the instructions provided in a prior Federal Register notice, published August 21, 2008, Public Housing Assessment System (PHAS): Asset Management Transition Year Information and Uniform Financial Reporting Standards (UFRS) Information (FR-5227-N-01). [...]



## **Audited Financial Submission Procedure For Public Housing Agencies With Fiscal Year Ends Of June 30, 2008 Through March 31, 2009.**

PHAs with fiscal years ending **12/31/08 and 3/31/2009**, including **Section 8 only PHAs**, will revert back to using the FDS contained in the on-line system in lieu of utilizing the audited FDS Tool. A FASS computer system release is planned for **October 2009** that will include the necessary functionality for entering FDS information on-line.

### **Special Instructions for the Audited FDS Tool (applies only to PHAs with fiscal years ending 6/30/08 and 9/30/08)**

- **Download:**

To download the FDS Tool to your hard drive, click the appropriate FDS Tool hyperlink below (pertaining to the accounting basis of the PHA) and *save (click the "Save" button)* the FDS Tool using standardized naming conventions detailed in the bullet below. **Do not click the "Open" button.** Clicking the "Open" button will result in a slow or unsuccessful download. If you do not receive the "File Download" pop-up window, simply right click and "save target as." **The Modified Accrual FDS Tool pertains to certain Section 8 only PHAs.** The FDS Tool is limited to a specific number of columns; accordingly, PHAs with more than eighty (80) projects, such as New York City (NY005) and Puerto Rico (RQ005), will require a separate FDS Tool. If your PHA has more than eighty projects, please send an e-mail to **Nicholas Miele**, Director FASS-PH, at the following e-mail address: **Nicholas.x.miele@hud.gov** to request a customized FDS Tool.

- **FDS Tool - User Manual (Ms-Word 6.18 MB)**
- **FDS Tool - Full Accrual (Ms-Excel 3.33 MB)**
- **FDS Tool - Modified Accrual (Ms-Excel 3.34 MB)**
- **Quick Start Guide (Ms-Word 12 MB)**

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• **FINANCIAL ASSESSMENT SYSTEM (FASS)**  
• Effective September 14, 2009, PHAs will be able to  
• submit their annual financial data directly into the  
• FASS on-line system in lieu of using the Excel  
• Financial Data Schedule tool. PHAs must access the  
• FASS-PH website to access two notices on this  
• subject and a powerpoint presentation that will  
• navigate you through the submission.  
.....

- **Standard Naming Conventions:**

Name the FDS Tool using the PHA code and fiscal year end of the submission being completed. Included the word **Audited** after the fiscal year end to identify the submission as an audited submission. For Example: PHA DC111 with a fiscal year end of June 30, 2008 would be named "**DC111\_06-30-2008\_Audited.xls**."

- **Complete and Submit:**

PHAs will complete the audited FDS Tool and then submit it to HUD using the "Comments Link" contained in the FASS on-line system. The Quick Start Guide provides further instructions on attaching the FDS Tool to the FASS on-line system at **http://www.hud.gov/offices/reac/products/fass/pha\_doc.cfm** The Excel version of the FDS will replace the on-line system input for PHAs, including Section 8 only PHAs, with fiscal years ending **6/30/08** and **9/30/08**.

- **FDS Line Definition Guide:**

The FDS Line Definition Guide is located on the FASS-PH webpage at **http://www.hud.gov/offices/reac/products/prodpha.cfm**

## Management Financial Reporting Information—Transition Year 1

This notice extends the period during which HUD will accept, without penalty, unaudited financial condition information and also audited financial information under the Uniform Financial Reporting Standards (UFRS). HUD cannot extend the 9-month statutory deadline for the submission of independent audits to the Federal Audit Clearinghouse; however, the notice does provide guidance for these submissions.

The following table lists the due dates for submission of financial information for PHAs with fiscal years ending from June 30, 2008 through March 31, 2009. To read the full Notice, click [here](#).

Transition Year 1: Submission Schedule for Unaudited and Audited Financial Statements		
<i>Fiscal Year End</i>	<i>Unaudited Statements Due</i>	<i>Audited Statements Due</i>
06/30/2008	04/13/2009	06/30/2009
09/30/2008	04/13/2009	12/31/2009
12/31/2008	04/13/2009	12/31/2009
03/31/09	06/30/2009	03/31/2009

## INDEPENDENT AUDITOR REPORT SUBMISSIONS

[Notice PIH, 2009-38](#), issued September 22, 2009, reimposes the requirement that PHA provide one copy of the completed audit report package and the Management Letter issued by the Independent Auditor to the local HUD field office.

A PHA is required to electronically submit the completed audited financial statements to REAC via FASS-PIH. Audits and audited financial statements are due no later the nine months after the PHA fiscal year end.

## FINANCIAL ASSESSMENT SYSTEM (FASS)

Effective September 14, 2009, PHAs will be able to submit their annual financial data directly into the FASS on-line system in lieu of using the Excel Financial Data Schedule tool. PHAs must access the FASS-PH website to access two notices on this subject and a powerpoint presentation that will navigate you through the submission.

## Office of Capital Improvements Recovery Act Information

HUD publishes **revised NOFA superseding May 7, 2009** NOFA

► [Revised Notice of Funding Availability \(NOFA\)](#)

The Department has just issued a revised Capital Fund Recovery Competition (CFRC) NOFA that supersedes the NOFA published on May 7, 2009. The revised NOFA includes a number of changes. The Department is posting both the revised NOFA and a version of the revised NOFA that highlights the changes between the NOFA published on May 7 and the revised NOFA ([NOFA Highlighting Changes](#)).

### Reminder

PHAs are advised to read notice [PIH Notice 2009-12](#) very carefully and check [the Office of Capital Improvements Recovery](#) web page frequently to obtain updated information.

The following are also useful information:

[Frequently Asked Questions #1 – dated April 10, 2009](#)

[Frequently Asked Questions #2 – dated May 15, 2009](#)

[Frequently Asked Questions #3 – dated July 24, 2009](#)

### Notice 2009-33 Capital Fund Program Awards for FY 2009

This Notice describes the Capital Fund Program awards for FY 2009, including the Capital Fund formula grant and, where applicable, the Replacement Housing Factor (RHF) grant(s) for your public housing agency. The awards and processing guidance are contained in the notice.

# Enterprise Income Verification (EIV) System

**Attention!** Next **EIV User re-certification** is due by **October 30, 2009**. If not access will be terminated at 12:00 a.m., Eastern Standard Time October 31, 2009.

## EIV Amendments

The September 1, 2009 Federal Register announces some amendments to the Enterprise Income Verification System (EIV).

- EIV will provide income information for families listed in the Disaster Information System (DIS).
  - o This change is effective October 1, 2009
- Beginning September 14, 2009, PHAs will be able to enter the following information into EIV
  - o Amount of debt owed by a former tenant to a PHA
  - o If applicable, indication of executed repayment agreement
  - o If applicable, indication of bankruptcy filing
  - o If applicable, the reason for any adverse termination of the family from a Federally assisted housing program

## EIV DECEASED TENANTS REPORT

The EIV system has a report, Deceased Tenants Report, which can assist PHAs in identifying HAP contracts that need to be terminated or in which the bedroom size would need to be reduced at the next annual. The report matches name of persons on a current HUD-50058 with names reported to the Social Security Administration as deceased. Please review this report and take appropriate actions. Possible scenarios:

- The deceased is a single person or a single person with a live in aide
  - o Terminate the HAP Contract (possibly recover HAPs for months after the date of death) and submit an HUD-50058 EOP action to PIC.
- The deceased is a non- HOH family member.
  - o This could result in a reduced voucher size at the next annual. Make a note in the file to follow up at the annual.
- The deceased is the HOH but there is another adult in the household who can become the new HOH.
  - o This could result in a reduced voucher size at the next annual.
- The deceased is the HOH and the remaining family members are minor children.
  - o If the children move to other households , the HAP Contract is terminated and an HUD-50058 EOP is submitted to PIC. If permitted by your admin plan, you may approve another adult to be the HOH.
- The deceased is the live in aide.
  - o This probably will not have an impact since the HOH would request a new LIA.

### ***The following is a digest of e-mails prepared by Nicole Faison***

To request a Certificate of Completion for the 09/24/09 PIH EIV System 9.0 and Refinement of Income and Rent Rule training, complete and submit the [Evaluation Form](#) and [Certificate Request form](#) to [PIH.RHIIP.TA@HUD.GOV](mailto:PIH.RHIIP.TA@HUD.GOV), by the close of business on March 31, 2010. Allow **up to 6 weeks to receive your certificate**. **Only** electronic submissions to [PIH.RHIIP.TA@HUD.GOV](mailto:PIH.RHIIP.TA@HUD.GOV) will be processed. No handwritten or faxed forms will be processed.

I am working on a tip guide for the new Debts Owed to PHAs & Termination module and hope to finalize tomorrow evening and distribute. Once I distribute the guide, I will then flip the switch for the new feature in EIV. I will send out a message once the switch is flipped. At this time, no one can see the Debts Owed to PHAs & Termination module. **October 2, 2009, is the targeted date I expect to turn this feature on.**

## Explanation of Final Operating Subsidy Obligation for CY 2009

The Department has obligated the final CY 2009 funding cycle under the Operating Fund, covering October 1 through December. Final eligibility proration for CY 2009 is 88.42%, in accordance with the \$4.455 billion appropriation and the final total program eligibility of \$5.031 billion. For additional information, including how the Department has applied the eligibility proration to final obligation funding for each PHA project, please click [here](#). In addition to the standard obligation letters and approved subsidy forms, the Department has prepared a “reconciliation” worksheet for each PHA that reconciles operating subsidy funding for all projects within a PHA.

For more information on this reconciliation worksheet, please refer to “Final Calendar Year (CY) 2009 Operating Subsidy Obligation: Reconciliation Methodology”, which can be accessed [here](#). A copy of the obligation letters, reconciliation worksheets, and approved subsidy forms for each PHA will be posted shortly at the [Calendar 2009 Subsidy Processing](#) web page.

## Public Housing Environmental and Conservation Clearinghouse (PHECC)

PHECC News is a monthly e-mail update brought to you by HUD's **Public Housing Environmental and Conservation Clearinghouse (PHECC)**. It features news and resources to help public housing authorities manage energy and water costs

To Signup to receive the PHECC Newsletter by email send an email to [ecowise@deval.us](mailto:ecowise@deval.us) and write “Subscribe” in the subject line

## Exigent Health & Safety (EHS)

The Uniform Physical Condition Standards (UPCS) inspection is conducted by the Real Estate Assessment Center (REAC) Inspectors in accordance with the Public Housing Assessment System (PHAS) regulation at 24 CFR 902 and REAC policies in compliance with UPCS at HUD regulation at 24 CFR Part 5, Subpart G.

The annual inspection ensures that Housing Authorities development stock is in safe, sanitary and good repair free of health and safety hazards.

### Measures to reduce EH&S Deficiencies and Improve PASS



*EH&S deficiencies must be corrected or abated within 24 hours of receipt of notice.*

The high penalty resulting from EH&S deficiencies will adversely impact Physical Inspection Assessment Subsystem (PASS) under the Public Housing Assessment Program (PHAS). Easily corrected deficiencies with high penalty found in the units are:

- Missing/inoperable smoke detectors
- Blocked safety egress from the units.

A few simple techniques to easily improve PASS Scores by aiding residents to establish a routine approach for ensuring their units are in compliance.

1. Property managers should look for opportunities to properly educate by increasing resident awareness of their own safety. Varying repeated reminders to refrain from removing batteries from smoke detectors and from using furniture to block egress through an emergency fire exit will increase resident awareness.
2. Spot checking and on the spot correcting lay the foundation for preventive maintenance in contrast with high penalty, high cost and high stress corrective measures.

# HOUSING CHOICE VOUCHERS

**New!**

**PIH 2009-40**  
 Issued September 29, 2009  
 Expires: September 30, 2010

This Notice explains how HUD will distribute FY 2009 HCV/FSS Administrative Fee funding to public housing agencies (PHAs).

The FSS administrative fee discussed in this notice will have no bearing on the amount of regular HCV program administrative fee a PHA is eligible to receive.

## SUCCESSFUL TRAINING

The August 12, 2009 **Housing Choice Voucher (HCV) and Homeownership Training** was a mighty success due in part to **David Fleischman**, HUD's National Coordinator-Voucher Homeownership, and the presentation of **Maria Gonzales**, Homeownership Coordinator for Vallejo Housing Authority who shared her strategies for a establishing and maintaining a successful HCV homeownership program. **Regina Sangster**, a successful participant in the program, shared her story and offered her insights into the enormous good that comes from this program.



Left to right: Maria Gonzales, Regina Sangster, David Fleischman, Melina Whitehead

And yes, we listened to your feedback and promise that future training will be in more spacious surroundings.



**PLEASE** update your **Homeownership Contact information** in PIC. Click on the the link and see what is posted for your PHA. Correct? No? Then change it.

HOUSING AUTHORITY	2009		
	HVO	FSS	MTW
Alameda City	0	0	0
Alameda County	0	1	0
Benicia	0	0	0
Berkeley	0	0	0
Clark County	3	1	0
Contra Costa County	0	0	0
Fairfield	2	0	0
Fresno City	2	1	0
Fresno County	0	1	0
Las Vegas	4	4	0
Livermore	1	0	0
Madera	7	2	0
Marin	4	0	0
Mariposa County	0	0	0
Merced	0	0	0
Monterey	2	1	0
Napa	0	0	0
Nevada Rural	2	0	0
North Las Vegas	0	0	0
Oakland	0	0	0
Pittsburg	1	0	0
Redding	0	0	0
Reno	0	0	0
Roseville	0	0	0
Sacramento City	0	0	0
Sacramento County	0	0	0
San Francisco City & County	0	0	0
San Joaquin	0	0	0
San Jose City	0	0	0
San Mateo County	1	1	0
Santa Clara	0	0	0
Santa Cruz County	0	0	0
Santa Rosa	0	0	0
Solano	1	0	0
Sonoma	0	0	0
Stanislaus	0	0	0
Tulare County	0	0	0
Vacaville	3	1	0
Vallejo	1	0	0
Yolo County	0	0	0
Yuba County	0	0	0
<b>Total</b>	<b>34</b>	<b>13</b>	<b>0</b>

# FAMILY SELF SUFFICIENCY (FSS) COORDINATORS

(The following analysis is from Barry Troutman, Public Housing Revitalization Specialist, HUD-Atlanta)

**Notice PIH 2009-40, Distribution of Fiscal Year (FY) 2009 Administrative Fee Funding for Housing Choice Voucher Family Self-Sufficiency (HCV/FSS) Program Coordinator Salaries**, was issued on September 29, 2009 and provides guidance on how HUD will distribute FY 2009 HCV/FSS Administrative Fee (AF) funding for FSS Coordinators. This administrative fee funding is provided to PHAs for the salaries of the HCV/FSS program coordinators.

The amount of fees available for salaries and fringe benefits of each coordinator cannot exceed \$68,000. Salaries must be reasonable based on local comparable positions. Please maintain records of how these comps were determined.

PHAs currently administering a HCV/FSS program as well as PHAs with HUD approval to establish a new program may be eligible to receive FSS AF. If there is insufficient funding for one position at each eligible PHA, HUD will fund renewal PHAs first then PHAs with the largest FSS programs.

PHAs currently administering HCV/FSS programs, eligibility will be based on the cumulative number of families participating in the FSS program, per PIC, from 7/1/08 through 6/30/09.

- PHAs that had a minimum of 25 families under FSS contract are eligible to receive a base AF for the salary of up to one full-time HCV/FSS coordinator
- State and regional PHAs that operate in administratively distinct parts of a state or region may request that the eligibility requirement of serving at least 25 families be applied to each separate areas where the PHA operates
- PHAs that received funding of an initial coordinator under the FY 2008 NOFA will be eligible to receive HCV/FSS AF if PIC determines that the PHA has begun to enroll families in FSS.
- Other PHAs that currently administer a HCV/FSS program that did not serve at least 25 families may qualify for the base fee for one position by joining with other PHAs to meet the 25 HCV/FSS threshold.
- PHAs that had between 15-24 families that do not want to join with another PHA are eligible to request a base fee of up to 50% of a full-time coordinator's salary

PHAs that do not currently administer FSS programs but have FO approval of their FSS Action Plan authorizing them to implement a program of at least 25 slots, are eligible to request HCV/FSS AF of up to one full-time position.

If any funds remain after providing AF to eligible PHAs in the above categories, HUD will determine the extent to which AF for additional salaries can be awarded based on:

Position	At least
Second	75 families
Third	125 families
Fourth	175 families
Fifth	225 families
Sixth	275 families

In FY 2009, HUD will no longer provide AF specifically designated for homeownership coordinators.

Determination of AF amount (within the \$68,000 cap):

- PHAs with existing HCV/FSS programs funded under the FY FSS NOFA
  - o The maximum for each renewal position shall be the amount of the award in FY 2008 plus an increase of one percent unless a higher amount is requested by the PHA and approved by the FO
  - o The request for a higher increase must be in writing to the FO, include a justification of the increase and include at least three comparables to support the request.

- PHAs with existing programs that were not funded under the FY 2008 NOFA that qualify for one or more full-time positions will be based on comps and the maximum cap.
- PHAs with approval to implement a new program with at least 25 slots will be based on comps and the maximum cap.
- PHAs with existing programs that serve 15-24 families will be funded up to 50% of a full time coordinator's salary.
- All joint applications not funded under the FY 208 NOFA will be based on comps and the maximum cap.
- For PHAs that qualify for multiple positions, the AF will be based on information provided on Form HUD-52651

Historically, FSS Coordinator funding has been provided for a one-year period. The FSS AF distributed under the notice may be adjusted with a term ending of 12/31/10.

The FSS data that will be used by HUD to determine FSS eligibility has been posted at [www.hud.gov/offices/pih/programs/hcv/](http://www.hud.gov/offices/pih/programs/hcv/). If you believe these number understate your activity, you may provide documentation to confirm the higher number to the FO Director included in the forthcoming submission instructions.

Submission of form HUD-52651, HCV/FSS Program Coordinator Funding Form:

- Delivery and receipt procedures
  - o A complete original signed form HUD-52651 and a HUD-2993, Acknowledgement of Application Receipt, must be submitted by courier service to:
    - PIH GMC  
Mail Stop: HCV Family Self-Sufficiency  
2461 South Clark Street, Room 430  
Arlington, VA 22202
  - o You must refer to the name of the program, HCV Family Self-Sufficiency Administrative FEE, and include the correct room number to ensure your request is properly directed.
  - o One complete copy of the HUD-52651 must be submitted to the local PH Field Office.
  - o The GMC (Grants Management Center) is the official place of receipt
  - o Send you submission by delivery service or use the following services- US Postal Service Express Mail Overnight Delivery, Federal Express (Fed Ex) and United Parcel Service (UPS)
  - o Submission should not be mailed using US Postal Service standard mail service

To guarantee processing, a funding form must be received by the GMC and FO no later than 5PM on Thursday November 1, 2009. The notice provides guidance on completing the forms.

**FY 2010 FAIR MARKET RENTS** The FY 2010 Fair Market Rents are published in the September 30, 2009 Federal Register. These FMRs are effective October 1, 2009.

**PROHIBITION ON PHA'S CHARGING APPLICATION FEES** [Notice PIH 2009-39](#), issued September 25, 2009, reiterates HUD's policy that PHAs may not charges application fees to persons or families applying for PH or HCV assistance. Additionally, PHAs may not charge applicants for processing costs for criminal background checks, credit checks and third party verifications.

**INCOME FOR PARTICIPANTS UNDER ARRA** The American Recovery and Reinvestment Act (ARRA) of 2009 authorized the Social Security Administration to issue a one-time payment of \$250 to SS beneficiaries, SSI recipients, certain railroad retirement pensioners and recipients of VA retirement and disability programs. Notice PIH 2009-37, dated September 24, 2009, clarifies that this one-time payment is to be excluded from income determinations during reexaminations. This income is excluded as a temporary, nonrecurring or sporadic income source.

# PIH Information Center (PIC)

## IMS-PIC Release 6.5 Executive Summary

The Inventory Management System (IMS) Release 6.5 will expand on Release 6.4 functionality and will be implemented on September 11, 2009. The following changes will be implemented as part of IMS Release 6.5

**Section 508 Compliance Efforts** – Stage 1: Common Routines - Section 508 of the Rehabilitation Act of 1973, requires that anyone with disabilities must be able to access and use information and data on a website, comparable to the way people without disabilities can get that information and data, unless it would cause our agency an undue burden.

To comply with the Section 508 requirements, IMS screens need to be modified to meet the accessibility standards as per following link:

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>

As part of the September 2009 release, the following common routines will be modified:

- HA or Development level navigation
- Demo-Dispo application level navigation
- Security navigation
- 50058 report navigation
- Common routine for links, images

### **Security Administration – User Recertification**

**Process Redesign** - The current user recertification process is very complicated and is also not integrated with the email functionality.

- Simplify the user recertification process to include the “Recertification Start Date”, “Recertification Window”, and “Recertification Validity Period”.
- The user recertification process needs to be integrated with the existing IMS email functionality to send out emails to the security coordinators during the recertification process.
- Remove the batch job from the web server that inactivates the user ids upon completion of the user recertification cycle. Replace this with the batch job to be run from the PIH batch server.

### **Security – User Greeting upon logon PIC Main**

**Navigation Page** - The PIC Main Navigation page should display a user greeting when user loges into the system.

- A new functionality should be added to the system that exhibits a user greeting on the PIC Main Navigation Page. The user greetings will include the User name, User ID, Expiration Date, Last

logon date, and User Certification when the user loges into PIC-IMS. And a super user should be able to configure the greetings and the system name from the Reference sub module in the PIC Maintenance Module.

### **50058 – Submissions with Old Development**

**Numbers Discontinuation** – The one year period that PIC provided PHAs to submit Form 50058s and MTWs with both old and new development numbers comes to an end in April 2009.

- Allow the PHAs to submit Form 50058s and MTWs in PIC with new development numbers only.
- Field 17j – FSS Contract start and end dates will be stored in the “yyyymm” format. Currently these dates are stored in the “mmyyyy” format.

### **50058 – Delinquency Report Changes**

- In the Delinquency Report the ‘50058’s Received’ column provides a high level view of the number of 50058’s received. But the column cannot be verified by the PHAs. The PHAs require a view of the ‘50058 Received’ data so that they can determine why the numbers are mismatched. To meet the PHAs’ requirement, a new report should be created so that the PHAs can view the details of the Form 50058 received.

- A new Report by name “Detailed Delinquency Report” should be added to the Reports Sub module in Form 50058 module and it should consist of separate tabs for Public Housing, Voucher funded assistance, MOD Rehab, and SRO.
- The “Detailed Delinquency Report” should list the details: Head of household name, head of household SSN, development Number, building number, entrance number, unit number, type of action, effective date and updated date in the Public Housing tab of the form 50058 received from the PHA
- The “Detailed Delinquency Report should list the details: Head of household name, head of household SSN, type of action, effective date and updated date in the Voucher’s received, MOD Rehab and SRO tabs of the voucher funded received from the PHA.
- The information displayed in the report must add up to the ‘50058’s Received’ column on the Delinquency Report. User will be able to
- download in excel or print the “Detailed Delinquency Report”.

## 50058 – Frequently Occurring 50058 Error

**Report** - Presently PHAs cannot track the fatal errors for the Form 50058 submission file (other than manually referring to all the submission reports.) In PHAs with a large number of PIC activities, this can result in fatal error being overlooked.

- A new report (The Frequent Form 50058 Errors Report) should be added to the Reports tab under the Submission Module in 50058 module that lists all the fatal errors and the User ID (that did the entry/upload) in a user defined timeframe.
- The report will display the top 10, top 25 or top 100 most frequently occurring Form 50058 errors for the HAs for the submissions over the user defined timeframe

**50058 – Ad-hoc Report Redesign** - Currently, downloading the Form 50058 Ad-hoc Report into Microsoft Excel is an issue for large PHAs due to system constraints in regards to a limit of 10,000 Records downloaded and the system timing out.

**Development – Unit Designation Change** - The Building and Unit component of IMS is very complicated and needs to be redesigned. Currently a notice is being drafted that will detail the complete requirement. Due to the complexity of the requirement, the “Not Reported” status will be removed, “Tier 1 Accessible Unit Designation” will be created, and “Conversion” Status will be modified to “Other Uses – Unauthorized”.

- The “Not Reported” Status will be completely removed from IMS-PIC altogether and the units that currently have a “Not Reported” Status will be changed to “Vacant”.
- The “Tier 1 Accessible Unit Designation” will provide information on the physical characteristics of a unit related to special features to accommodate the disabled tenants.
- Units with a current “Conversion” Status will be switched to “Other Uses- Unauthorized”.

**Housing Agency – Mailing Address** – When HA attempts to view or update the mailing addresses at the participant level the system is displaying the error message “The Last Update Time stamp provided was invalid” in the Address page in the Housing Authority tab under the Housing Agency sub module in Housing Inventory module.

**Housing Authority – HUD Staff assignment** - Due to the unavailability of the PERIS interface, IMS is forced to implement alternate way of updating the HUD user information so that appropriate roles can be assigned to these users.

- The organization staff table, which was earlier being populated by the PERIS interface, will now be populated using the IMS Security tables
- A nightly batch job will be set up to update the organization staff table from the Security tables as and when new users are added to the security tables or existing users are deleted from the security tables

## Housing Authority – HA Inactivation/ Activation Changes

- When two or more PHAs are merged together, at least one HA is inactivated by a super user. Currently, when a super user is inactivating an HA, the system allows the super user to inactivate the particular HA without performing any action on the users associated to it. As a result, back end scripts are executed to correct user associations.

- When a super user is attempting to alter an active HA to inactive, and active users exist for that HA, then the System should prompt a pop-up message, stating that the users for the HA that are being inactivated need to be transferred. Otherwise, the selected HA will not be inactivated.
- Additionally the functionality should be modified to add to activate the inactivated HA users by a super user with an activate button.

## Inventory Removals – Demo/Dispo Activity Report Modifications

- Very few PHAs will have RMINOA (Removed from Inventory without Approval) units. This is causing blank value for ‘Removed W/O Approval’ column with all the rows in the “Demolition and Disposition Field Office Activity Report” for the selected PHA. Currently, the ‘Approved application numbers’ and ‘RMINOA unit’ columns are displayed in the “Demolition and Disposition Field Office Activity Report” even though RMINOA units will never have approved application numbers’.

- System should give the ability to the user with a check box, when the user clicks on the check box for RMINOA units then only RMINO units will display in the report. Otherwise, the system should not display the RMINOA units in the report.
- A new functionality should be added to the system, when a user selects the RMINOA check box, the downloaded report should not display the ‘Approved application number’ column.

**Security – User Organization Modification Fixes** - As part of streamlining the user role assignment management, the system shall provide the ability to the super user to remove all of the roles assigned to a selected user.

- The “Modify User Organization” functionality will be modified to include deletion of roles when the users are assigned from one organization to another.
- Modify the Security Summary page to include the button allowing the super user to remove all of the roles for a selected user.

## MOVING TO WORK (MTW) DEMONSTRATION

**Notice PIH 2009-29**, issued August 19, 2009, invites eligible PHAs to apply for admission to the Moving to Work (MTW) demonstration. HUD will approve **three** additional PHAs to participate in the program. A PHA qualifies as eligible if the PHA:

- Is currently designated as a High Performing agency under PHAS (score of 90 or over)
- Is a current HOPE VI grantee (has a program that hasn’t been audited and closed) and
- Administers no more than 5,000 aggregate vouchers and public housing units.

The notice lists 20 PHAs that HUD believes are eligible to apply; however, if you believe you are eligible under the notice and are not listed, you may submit documentation supporting your eligibility to [MTW-Info@hud.gov](mailto:MTW-Info@hud.gov).

Applications must be submitted to Dominique Blom, Deputy Assistant Secretary for Public Housing Investments, DHUD, 451 7<sup>th</sup> Street, SW, Washington Dc 20410 and received by 5PM Eastern Time on December 15, 2009.

The MTW demonstration allows PHAs to reinvent the way the programs operate that:

- Reduce cost and achieve greater cost effectiveness in federal expenditures;
- Give incentives to families with children where the head of household is working; is seeking work; or is preparing for work by participating in job training, educational programs, or program that assist people to obtain employment and become economically self-sufficient; and
- Increase housing choice for low-income families

Under the legislation, HUD is authorized to grant statutory and regulatory relief from PH and HCV program rules.

### PHA Reminders

. . . a word to the wise



- In accordance with HUD regulation 24 CFR 982.152(d), HUD is permitted to reduce or offset any program administrative fees paid to a PHA if it fails to perform its responsibilities correctly or adequately.
- In accordance with HUD regulation 24 CFR 982.401(j)(9)(ii), lead-based paint certifications must be obtained and kept on file by the PHA servicing the housing voucher for owners as applicable.
- Be aware of the definition of a “room”. The # of bedrooms for the purposes of payment standards must be accurate to prevent over-payments for spaces that do not qualify as rooms.
- Carbon monoxide is odorless, colorless, and potentially fatal! It is imperative to convey the significance of this to staff, landlords, residents, and ALL inspectors to ensure that necessary repairs are completed immediately.
- Ground Fault Circuit Interrupters (GFCIs) are present in units to protect people from electrical shock by “tripping” a circuit and cutting off electricity. They are typically installed around areas where moisture may be present such as the bathroom and kitchen. GFCIs that do not function as intended may prove to be fatal. For this reason, it is essential to make sure they are working properly by not only testing the outlets, but also making sure the “test” and “reset” buttons work properly. This was among the most common deficiencies found by the OIG and should be repaired within 24 hours.

# September is National Preparedness Month.

If you don't already have a plan, **now** is good time to make a plan to be as prepared as possible to know

- ✓ what to do,
- ✓ where to go, and
- ✓ who to contact for help when an emergency happens.



## At Home:

1. **Start a conversation.** Discuss with your family the different ways to respond to different types of emergencies: Who to contact in the event of an emergency? Where to go to meet other family members? Where to stay?
2. **Make a plan.** Gather critical information, and file it in safe and secure place. Share copies of the plan with your family. Information should include local and out-of-state contacts; pet care; a list of predetermined meeting places; and things to do before leaving home, etc.
3. **Make a kit.** Prepare an emergency kit, and place all items in a waterproof backpack, duffle bag or sealed plastic container for easy transport. Emergency supplies should be adequate to last at least three days for each person. Keep a smaller kit in your car.

## At Work:

1. Find and know the location of the nearest exit. Be sure you know the location of the stairwell/EXIT door that is the nearest to your office. Always be aware of exit locations when in parts of the building not near your office.
2. Review the Office Occupant Emergency Plan (OEP). In the OEP familiarize yourself with your role and, as appropriate, the role of the Floor Warden and Zone Monitor on your floor. They are there to help keep you safe when exiting the building during an emergency. Follow their instructions for evacuating the building as quickly and safely as possible.
3. Participate in drills. If there is an evacuation, be sure to check in with your supervisor or representative from your organization at the designated assembly area. It is critical that we know that you are out of the building and safe. This will also minimize the need for emergency response personnel to reenter the building to find persons who are unaccounted for.



For additional information and tips on emergency preparedness visit the following links:

[California Emergency Management Agency](#) OR [CEMA Preparedness, Plans and Publications](#)

# HUD Notices, Rules and Regulations

**Overview:** Below is a list of PIH notices which provide guidance, extensions, instructions, clarifications, announcements and other policy information.

PIH Notices by year: [2008](#) > [2007](#) > [2006](#) > [2005](#) > [2004](#) > [2003](#) > [2002](#) > [2001](#) > [2000](#) > [1999](#) > [1998](#) > [1997](#) > [1996](#) > [1994-1995](#)

## 2009 Notices

Notice	Issued/Expires	Purpose
<a href="#">PIH 2009-36 (HA)</a>	Issued: Sep. 15, 2009 Expires: Sep. 30, 2010	The purpose of this Notice is to provide guidance to owners and management agents (O/As) and Public Housing Agencies (PHAs) on implementation of the requirements of Section 644 of the Housing and Community Development Act of 1992 (Section 644). Under Section 644, O/As and PHAs must provide applicants as part of their application for housing, the option to include information on an individual or organization that may be contacted to assist in providing any delivery of services or special care to applicants who become tenants and to assist with resolving any tenancy issues arising during tenancy.
<a href="#">PIH 2009-35 (HA)</a>	Issued: Sep. 9, 2009 Expires: Sep. 30, 2010	The purpose of this Notice is to reiterate current regulatory requirements and strongly encourage the establishment of standards and processes with a zero tolerance approach to prevent lifetime sex offenders from receiving federal housing assistance. [...]
<a href="#">PIH 2009-34 (HA)</a>	Issued: Sep. 8, 2009 Expires: Sep. 30, 2010	This notice provides certain information related to the submission of audits and financial statements for public housing agencies (PHAs) for PHA fiscal years ending June 30, 2008, September 30, 2008, December 31, 2008, and March 31, 2009. The information contained in this notice supplements the instructions provided in a prior Federal Register notice, published August 21, 2008, Public Housing Assessment System (PHAS): Asset Management Transition Year Information and Uniform Financial Reporting Standards (UFRS) Information (FR-5227-N-01). [...]
<a href="#">PIH 2009-33 (HA)</a>	Issued: Sep. 2, 2009 Expires: Sep. 30, 2010	This Notice describes the Capital Fund Program awards for FY 2009 including the Capital Fund Program formula grant and, where applicable, the Replacement Housing Factor (RHF) grant(s) for your public housing agency (PHA). [...]
<a href="#">PIH 2009-32 (HA)</a>	Issued: Aug. 26, 2009 Expires: Aug. 31, 2010	This notice provides information for public housing agencies (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 regulations (24 CFR part 990), commonly referred to as the "stop-loss" provision. This notice applies only to PHAs that: (1) lose funding under the new formula; and (2) wish to submit documentation in accordance with the requirements for Year 4.
<a href="#">PIH 2009-31 (HA)</a>	Issued: Aug. 21, 2009 Expires: Aug. 31, 2010	This notice provides implementation guidance, including the process for applying exceptions, for the Buy American requirement imposed by section 1605 of Title XVI of the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5) (the Recovery Act) for the Public Housing Capital Fund Recovery Formula and Competition (CFRFC) Grant Programs within the Office of Public and Indian Housing (PIH). This notice is referred to as PIH Implementation Guidance for the Buy American Requirement.
<a href="#">PIH 2009-29 (HA)</a>	Issued: Aug. 19, 2009 Expires: Aug. 31, 2010	This notice offers eligible public housing agencies (PHAs) the opportunity to apply for admission to the Moving to Work (MTW) demonstration program. MTW allows PHAs to design and test innovative, locally designed housing and self-

		sufficiency strategies for low-income families by permitting PHAs to combine assistance received under Sections 8 and 9 of the United States Housing Act of 1937 (1937 Act) into a single agency-wide funding source and by allowing exemptions from existing public housing and Housing Choice Voucher (HCV) program rules, as approved by the United States Department of Housing and Urban Development (HUD). [...]
<b><u>PIH 2009-28 (HA)</u></b>	Issued: Aug. 14, 2009 Expires: Aug. 31, 2010	This notice serves to: (1) remind PHAs of their continuing legal responsibility to ensure that a current DOT is recorded against all of their public housing property; (2) require PHAs to be in full compliance with DOT requirements within 12 months of the date of PHAs' next fiscal year beginning with PHAs with fiscal years commencing on October 1, 2009; and (3) provide guidance on adding and removing public housing units and other property from the ACC. For purposes of this notice, all public housing projects, Asset Management Projects (AMPs) and other property that has been acquired, developed, maintained, or assisted with Act funds is referred to as "public housing property."
<b><u>PIH 2009-26 (HA)</u></b>	Issued: Aug. 4, 2009 Expires: Aug. 31, 2010	This Notice announces the process that HUD will utilize to award funds from the FY 2009 Housing Assistance Payments (HAP) set-aside that have not been awarded under the procedures previously set forth in <b><u>Notice PIH 2009-13</u></b> . The set-aside funds are provided in the "Omnibus Appropriations Act, 2009" (Public Law 111-8), referred to hereinafter as "the 2009 Act," enacted on March 11, 2009. The 2009 Act establishes a \$100 million dollar set-aside from the HAP renewal account for specific purposes.
<b><u>PIH 2009-25 (HA)</u></b>	Issued: July 30, 2009 Expires: July 31, 2010	This Notice serves to provide energy investment guidance to public housing agencies (PHAs) regarding the American Recovery and Reinvestment Act of 2009 (Recovery Act). Additional information can be obtained on the <b><u>Office of Capital Improvements Recovery Act Information page</u></b> .
<b><u>PIH 2009-24 (HA)</u></b>	Issued: July 23, 2009 Expires: July 31, 2010	<b><u>PIH Notice 2007-15 (HA)</u></b> is extended for another year, which was previously extended for one year by 2008-27. This notice provides guidance to public housing agencies (PHAs) regarding the creation and use of affiliates and instrumentalities so to participate in Public and Indian Housing programs under the United States Housing Act of 1937. Affiliates and instrumentalities may participate in mixed-finance developments subject to Annual [...]
<b><u>PIH 2009-23 (HA)</u></b>	Issued: July 21, 2009 Expires: July 31, 2010	This Notice extends Notice <b><u>PIH 2008-10 (HA)</u></b> , which expired on January 31, 2008. The Notice reiterates the streamlined requirements for designating public housing projects for occupancy by elderly families only, disabled families only, or elderly and disabled families only.
<b><u>PIH 2009-22 (HA)</u></b>	Issued: July 21, 2009 Expires: July 31, 2010	The purpose of this Notice is to extend and revise Notice <b><u>PIH 2008-20 (HA)</u></b> . Specifically, the last paragraph under 1.A. in regard to occasional, intermittent, multiple or rotating care givers has been modified and section 1.C. has been added in regard to reasonable accommodation issues.
<b><u>PIH 2009-21 (HA)</u></b>	Issued: July 17, 2009 Expires: July 31, 2010	This notice strongly encourages Public Housing Authorities (PHAs) to implement non-smoking policies in some or all of their public housing units. According to the American Lung Association, cigarette smoking is the number one cause of preventable disease in the United States. The elderly and young populations, as well as people with chronic illnesses, are especially vulnerable to the adverse effects of smoking. This concern was recently addressed by the Family Smoking Prevention and Tobacco Control Act, P.L. 111-31, signed by the President on June 22, 2009. Because Environmental Tobacco Smoke (ETS) can migrate between units in multifamily housing, causing [...]
<b><u>PIH 2009-20 (HA)</u></b>	Issued: July 17, 2009 Expires: July 31, 2010	This notice provides guidance on the implementation of the asset-repositioning fee (ARF) pursuant to 24 CFR § 990.190(h) and on re-occupying public housing units proposed or approved for demolition, disposition, or transition to

		homeownership. A PHA that transitions projects or entire buildings of a project out of its public housing inventory is eligible for an asset-repositioning fee. This fee supplements resources available with administration and management of demolition or disposition, tenant relocation, and minimum protection and service associated with such efforts. The ARF is not intended for individual units within a multi-unit building undergoing similar activities.
<b><u>PIH 2009-19 (HA)</u></b>	Issued: June 30, 2009 Expires: June 30, 2010	This Notice extends Notice <b><u>PIH 2008-26 (HA)</u></b> , same subject, which expires on June 30, 2009; for another year until June 30, 2010. Notice 2008-26 clarifies the exclusion of temporary employment payments by the U.S Census Bureau pursuant to 24 CFR 5.609(c)(9).
<b><u>PIH 2009-18 (HA)</u></b>	Issued: June 22, 2009 Expires: June 30, 2010	This notice provides clarification on the applicability of State and local laws in the Housing Choice Voucher (HCV) Program regarding termination of tenancies by the owner for other good cause at 24 CFR 982.310.
<b><u>PIH 2009-17 (FR)</u></b>	[Docket Number FR-5335-N-01] Dated: June 18, 2009	Through this notice, HUD seeks to ensure that individuals or entities that participate in HUD programs or with whom HUD interacts through its programs are aware of obligations imposed on immediate successors of interest in any residential property pursuant to a foreclosure to provide tenants residing in such property, including but not limited to tenants with section 8 rental assistance, with at least 90 days advance notice of the need to vacate the property, where the successor desires to have the tenants vacate. In addition, except for purchasers who will occupy [...]
<b><u>PIH 2009-16 (HA)</u></b>	Issued: June 12, 2009 Expires: June 30, 2010	This Notice serves to reinstate and update the content of <b><u>PIH Notice 2008-22</u></b> and provide supplementary guidance regarding retained surcharge savings, approval processing for terms up to 20 years, and the applicability of small purchase procedures for Energy Performance Contracts (EPCs).
<b><u>PIH 2009-15 (HA)</u></b>	Issued: May 18, 2009 Expires: May 31, 2010	The purpose of this Notice is to inform public housing agencies (PHAs) and Tribally Designated Housing Entities (TDHEs) about Integrated Pest Management (IPM). Reference materials on IPM are located at paragraph seven of the referenced notice. PHAs provide decent, safe, sanitary and affordable housing to more than one million families. Pest problems routinely rate as one of the top concerns by residents.
<b><u>PIH 2009-13 (HA)</u></b>	Issued: May 6, 2009 Expires: May 31, 2010	This Notice implements the Housing Choice Voucher (HCV) program funding provisions resulting from enactment of the "Omnibus Appropriations Act, 2009" (Public Law 111-8), referred to hereinafter as "the 2009 Act," enacted on March 11, 2009. The 2009 Act establishes the allocation methodology for calculating housing assistance payments (HAP) renewal funds, new incremental vouchers and administrative fees.
<b><u>PIH 2009-12 (HA)</u></b>	Issued: March 18, 2009 Expires: March 31, 2010	This Notice provides processing information for PHAs regarding the allocation of the \$3 billion in formula funds; a Notice of Funding Availability (NOFA) for the award of the \$1 billion competitive grant funds will be issued separately. FY 2009 Capital Fund Formula Grants will also be provided through a separate process.
<b><u>PIH 2009-11 (HA)</u></b>	Issued: March 16, 2009 Expires: March 31, 2010	As noted in section J of the Implementation of the HUD-Veterans Affairs Supportive Housing (HUD-VASH) Program (Operating Requirements) published in the Federal Register on May 6, 2008, the Department will consider, on a case-by-case basis, requests from a public housing agency (PHA) to project-base HUD-VASH vouchers in accordance with 24 CFR part 983. The purpose of this Notice is to provide guidance to those PHAs that were awarded HUD-VASH vouchers that are interested in project-basing a portion of these vouchers.[...]
<b><u>PIH 2009-10 (HA)</u></b>	Issued: March 5, 2009 Expires: March 31, 2010	This notice updates annual instructions to public housing agencies (PHAs) and field offices for appeals pursuant to 24 CFR part 990, the Public Housing Operating Fund Program, Subpart G, for calendar year (CY) 2009.
<b><u>PIH 2009-9 (HA)</u></b>	Issued: March 5, 2009	This Notice updates guidance encouraging ENERGY STAR as

Expires: March 31, 2010

the standard for Public Housing Agencies (PHAs). Purchase of ENERGY STAR -labeled products, adoption of the whole-house approach *Home Performance with ENERGY STAR*, which emphasis a holistic approach to building performance and construction of ENERGY STAR qualified residential structures (HOPE VI), by PHAs support the goals of the President's National Energy Policy by reducing the burden of public housing energy costs while increasing comfort and reducing health risks to public housing residents.

**PIH 2009-8 (HA)**

Issued: Feb. 24, 2009  
Expires: Feb. 28, 2010

This notice informs DVP administering public housing agencies (PHAs) that the DVP has been extended beyond the previously projected end date of February 28, 2009, for all pre-disaster public housing, project-based and pre-disaster homeless and special needs housing families currently receiving DVP assistance.

**PIH 2009-3 (HA)**

Issued: Jan. 16, 2009  
Expires: Jan. 31, 2010

This Notice informs public housing agencies (PHAs) in Louisiana and Mississippi who are eligible to combine Housing Choice Voucher and public housing operating and capital funds under section 901 of 2006 emergency supplemental appropriations that this flexibility has been extended to include calendar years (CY) 2006, 2007, 2008 and 2009.

**PIH 2009-2 (HA)**

Issued: Jan. 16, 2009  
Expires: Jan. 31, 2010

This notice provides guidance regarding the calculation of transition funding under the Operating Fund Program for Calendar Year (CY) 2009. The purpose of this notice is to provide public housing agencies (PHAs) with the necessary information for proper budget and program planning.

**PIH 2009-1 (PHA)**

▶ **Extension Notice**

Issued: Jan. 2, 2009  
Expires: Jan. 31, 2010

This Notice extends **Notice PIH 2008-02 (PHA)**, same subject, will expire on January 4, 2009, for another year, until January 4, 2010. The purpose of this Notice is to provide guidance on the factors that HUD will consider in determining whether to consent to a taking of public housing property that was developed/acquired by, or is maintained with funds from the United States Housing Act of 1937 by a governmental or quasi-governmental body using eminent domain authority.

## Guidance and Regulations

- ▶ **Code of Federal Regulations Applicable to Programs Administered by PIH**
- ▶ **PIH Program Handbooks**

## Guidance and Case Law

- ▶ **Davis v. Rucker** - Redefines criteria for eviction from public housing due to criminal activity.
- ▶ **Legal Opinion** - August 15, 2002
- ▶ **Letter to PHA Directors from the Assistant Secretary** - June 6, 2002.
- ▶ **Questions and Answers on PHA Responsibility to Notify the Immigration and Naturalization Service (INS) of Aliens not Lawfully Present in the United States Under Section 404 of the Welfare Reform Act**