

San Francisco Office of Public Housing

Newsletter*

August 31, 2004

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May I introduce . . .

Eileen Rogers is the acting director of the San Francisco Office of Public Housing. Eileen joined us in June. Eileen brings a wealth of experience with her having risen through the ranks. She is the current director of HUD's Fort Worth Office of Public Housing.

Vicky Martin joined the San Francisco Office of Public Housing in May. Vicky is the director of the Public Housing Program Center in Knoxville, Tennessee. She has been acting as the division director of the office's Team B. During her 5-month detail to the office, Vicky has provided oversight and direction to the public housing revitalization staff.

Gerard Windt will be reporting to the Office of Public Housing as the Director of Division B on September 20, 2004. That Division is primarily responsible for the tenancy issues within the Office of Public Housing. While Mr. Windt does not have previous Federal Government experience, he has extensive experience in the public housing industry. He is currently employed as a housing consultant with a software firm, but was employed as the Management Information Systems Director at the Richmond, Virginia Housing Authority for 13 years. That background will be put to good use in the many tracking and monitoring systems employed by the Office of Public Housing to manage our programs.

After a short period of transition with Mr. Windt, Vicky Martin will be returning to her position as the Program Center Coordinator of the Knoxville Public Housing Office. Vicky is a dedicated manager whose stewardship these past months have served us well. Vicky Martin will be missed!

We are moving!

The U. S. Department of Housing and Urban Development will be closing its doors at the Phillip Burton Federal Building. As of C. O. B. 5 P.M. on Friday, September 17, 2004, *we are history* at 450 Golden Gate Avenue. It's been a long run here, over 30 years!

It isn't that we wanted to leave. The General Services Administration advised us over a year ago that another agency required our space - and, so began the search for a new home.

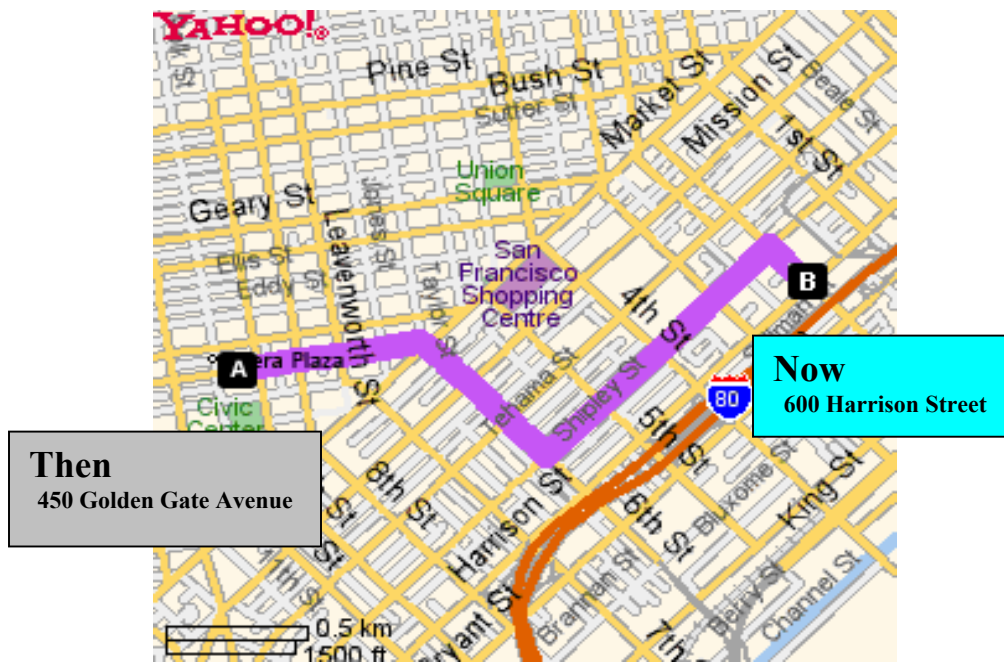
Eureka! We found it! We have a new home.



Our new address and *general* telephone number to HUD is

U.S. Department of Housing and Urban Development
600 Harrison Street, 3rd Floor
San Francisco, CA 94107-1300
Main Telephone Number: (415) 489-6400

Here is a map that will help you get to us.



A *preliminary* list of Public Housing information including our new location and telephone numbers are listed below. This information is effective as of Monday, September 20, 2004. As stated this information is preliminary. Please note that there are **no changes to E-mail addresses**.

We hope to minimize any disruption in providing service to you. However, our local area network (LAN) will be down at 5 P.M. on September 15. As a direct result, we will not be able to retrieve E-mails Thursday or Friday. However, you should be able to reach us by telephone during those days. Please remember to use our *new* telephone numbers beginning Monday morning, September 20.

- [List of new telephone numbers](#)

You will be advised of any informational changes by E-mail as they occur. You will also see those changes in this newsletter

They moved!

The Las Vegas Field Office has moved! Their new address is

U. S. Dept. of Housing & Urban Development
Foley Federal Building
300 Las Vegas Blvd., South
Suite 2900
Las Vegas, NV 89101-5833

Changes in Staff Assignments

With change comes more change. We have changed some staff assignments and initiated new assignments in the following areas:

Community Service Tracking Coordinator – Joyce Prado is appointed to the newly established position.

Please direct your questions to [Joyce J. Prado@hud.gov](mailto:Joyce.J.Prado@hud.gov)

Exigent Health and Safety Coordinator – Jesse Martinez will be monitoring the PHAs performance in responding to deficiencies identified by REAC. As you know, the PHA has 24 hours to correct a deficiency identified by REAC inspectors, and to certify to HUD that the deficiency has been corrected within 72 hours. Both actions must be completed within the time frames. If these actions are not taken, the PHA is not in compliance with HUD regulations.

Please direct your questions to [Jesse Martinez@hud.gov](mailto:Jesse.Martinez@hud.gov)

Grant Management Coordinator- Cora Ward and Carroll Lorbett are assigned the responsibilities of monitoring the grants.

Please direct your questions to [Cora J. Ward@hud.gov](mailto:Cora.J.Ward@hud.gov)

IPA Audit Coordinator – Claire Garcia is assuming the coordinator's role in the Independent Public Accountant audit process. Claire is an experienced financial analyst who has performed this duty in the past. Beginning October 1, 2004, please direct your informational requests and concerns to her. Claire can be reached at (415) 489-6436.

To learn whether your housing authority should obtain an A-133 Audit: Just click on to the website address below:

http://www.hud.gov/offices/reac/products/qass/PDFs/ha_a133_form.pdf

Please forward a copy to the completed audit package to the U. S. Department of Housing and Urban Development, 600 Harrison Street, San Francisco, CA 94107-1300. ATTENTION: Claire Garcia

Additionally, PHAs must submit their audited financial statements and their audit report electronically to the Real Estate Assessment Center (REAC) through the Financial Assessment Sub-System (FASS-PHAS) no later than nine months after the PHA's fiscal year end.

Please direct your questions to [Claire A. Garcia@hud.gov](mailto:Claire.A.Garcia@hud.gov)

MBE Coordinator- Jesse Martinez will monitor the reporting of the annual Minority Business Enterprise contract activity. A recent E-mail from Jesse was sent reminding PHAs that they are required to report to HUD by November 1, 2004 on their MBE activity. The reminder letter and reporting form, HUD form 2516, is attached.

- [MBE Reminder](#)
- [HUD form 2516](#)

Please direct your questions to [Jesse Martinez@hud.gov](mailto:Jesse.Martinez@hud.gov)

PHA Plan Coordinator – Jesse Martinez will monitor the submission of PHA plans from PHAs. Please remember that PHA plans are to be submitted electronically at least 75 days prior to the beginning of the PHAs fiscal year. The certification should be sent to the attention of Jesse Martinez.

Please direct your questions to [Jesse Martinez@hud.gov](mailto:Jesse.Martinez@hud.gov)

PIC Coordinator – Joyce Prado is returning to the position of PIC Coordinator/Coach. Having served as PIC Coach previously, Joyce is an experienced PIC user and advisor.

We hope that Joyce will be a regular contributor to the newsletter responding to PIC questions and providing you with tips, observations, and comments on successfully navigating PIC.

Please direct your questions to [Joyce J. Prado@hud.gov](mailto:Joyce.J.Prado@hud.gov)

Section Eight Management Assessment Program (SEMAP) Coordinator – Sue Platania has been appointed to the newly established position.

Please direct your questions to [Susan M. Platania@hud.gov](mailto:Susan.M.Platania@hud.gov)

Q&A – Eileen Rogers, Acting Regional Director

At the Housing Agency Executive Directors' Meeting, the following topics were addressed to Eileen Rogers, Acting Public Housing Director.

New Voucher Administrative Fee Rates & Portability Issues

Some meeting participants raised concerns regarding the use of the new Administrative Fee (AF) rates that were recently issued by HUD for the Voucher program and made retroactive to January 1, 2004. Of particular concern was the use of the new rates for portable units that are not being absorbed by the receiving HA. In the "Question and Answer" materials issued by HUD after the 6/14/04 and 6/21/04 telecasts regarding the FFY 2004 Appropriations Act and the Voucher program, there is the following statement: "The receiving PHA should bill and be paid at 80% of the FFY 2004 per-unit amount provided for the initial PHA..."

We recognize that it is burdensome for some HAs to bill a number of initial HAs at a different rate per HA for the non-absorbed portable units. This billing process has been made especially burdensome with the designation of the new rates as retroactive to 1/1/04. Unfortunately, the HUD Field Office is unable to recommend that HAs disregard this HUD directive. You are cautioned that an HA that fails to follow this procedure runs the risk of being found in non-compliance in a review or an audit.

We anticipate that further guidance on fees for portable units may be provided in a forthcoming HUD PIH Notice on administrative fees.

Some meeting participants were also concerned with the lack of utility of the tables posted by HUD on the HUD web page showing the new AF rate for each HA. Unfortunately when HUD HQ created this web page item, the table was indexed using the internal HUD mail code for each local Office of Public Housing. To help you, the following is a translation of those codes for HUD offices within HUD Region 9. Please also feel free to contact your Financial Analyst at the HUD Financial Management Center for additional guidance:

9CPH – Honolulu Office
9DPH – Los Angeles Office
9EPH – Phoenix Office
9GPH – Former Sacramento Office

Hard-to-House Fees and Audit Costs

Questions were raised about a rumored letter that may have been sent to Michigan HAs possibly indicating that HAs would not receive Hard-to-House (HTH) fees and reimbursement for audit costs. Unfortunately it is impossible for the San Francisco Office to confirm or deny a letter that may have been issued to HAs in Michigan. We can report that we know of no nationwide announcement regarding this issue. Please note that estimates of HTH fees and audit costs have been included in approved 6/30/05 Voucher program budgets as well as in budget revisions. HAs may have noted that the renewal formula does not provide for any renewal funding for HTH fees or audit costs. Apparently HUD HQ is working on a way to provide supplementary funding for HTH and audit. Additional guidance on HTH fees and audit fees may be provided in a forthcoming HUD PIH Notice.

Restoration of ACC Reserves

Concerns were voiced regarding procedures for requesting a restoration of Voucher Program ACC Reserves and procedures for drawing down any funds obligated for reserves restoration. HUD recently provided a modest amount of HUD FY 2003 funds to restore the ACC reserves for a limited number of HAs. The HAs that received reserve restoration funds had depleted their reserves to either a zero level or to almost nothing. HUD used up all of the leftover 2003 Voucher budget authority to replenish these reserves to a level of approximately half of the authorized level. Reserves used for overleasing were not restored. There is no procedure for HAs to request a restoration of reserves. It is possible that HUD may provide some additional reserve restoration funding using FY 2004 funds, but only to the extent that funding is available for this purpose. At this time FY 2004 funds are being used for contract renewals and for requests for money from the HUD Central Fund.

If an HA has received an obligation of funds to reserve its ACC reserves, the additional funds may be used cover a year-end deficit, to cover a shortfall in an approved budget estimate, or to support leasing up to baseline. To use restored reserves for the purpose of increased leasing up to baseline, an HA should submit a complete budget revision to the HUD Financial Management Center. As always, if an HA wishes to receive an increase in the amount of funds requisitioned, the HA must submit a complete budget revision. Budget revisions are processed and approved in accordance with outstanding procedures at the FMC.

Please direct your questions to [Eileen M. Rogers@hud.gov](mailto:Eileen.M.Rogers@hud.gov)

Capital Funds

For current information, please refer to

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

PIH notice 2004-15, Fiscal Year 2004 Capital Fund Grants Processing Notice can be downloaded to a Word file on HUD's website:

http://www.hudclips.org/sub_nonhud/cgi/pdfforms/04-15p.doc

For specific questions and information concerning the 2004 Capital Fund, please contact your HUD Facilities Management Specialist

Please note the following dates from PIH notice 2004-15. These are firm. Paragraph 13 states that you will NOT receive your 04 capital funds ***if you miss these dates.***

10. **Timetable for Submission of FY 2004 ACC Amendments to HUD.** The following timeline will be followed to establish a single commencement date for ALL PHAs. The date on which HUD approves the PHA Plan does not effect the "single commencement date" for the purposes of obligating its FY 2004 Capital Fund grant.

Table 2

Activity – Formula and RHF Grants	Action Date(s)
HUD e-mails PHAs link to FY 2004 Capital Fund funding package at HUD.gov and posts to HUD's website	August 5, 2004
Signed & dated ACC Amendments & amended PHA Annual Plan for FY 2004 received at HUD Field Office	No later than August 26, 2004
Field Offices Execute ACC Amendments	September 7, 2004
• Funds Available for obligation and expenditure for ALL PHAs ⁴ (obligation start date)	September 7, 2004
Field Offices forward Data File and Certification to Headquarters	September 7, 2004
Headquarters forwards certification to CFO and obligates funds in PAS.	September 21, 2004
Field Offices spread PHA's Budget Line Items (BLIs) in LOCCS	September 21 – October 4, 2004

Federal Register

This notice is a comprehensive **delegation of authority** for administration of HUD's Public and Indian Housing programs. A copy of the delegation of authority can be read or downloaded in Word at the following website:

<http://a257.g.akamaitech.net/7/257/2422/06jun20041800/edocket.access.gpo.gov/2004/04-17680.htm>

Notice of Funding Availability (**NOFA**) for Revitalization of Severely Distressed Public Housing; Availability of Additional Fiscal Year (FY) 2003 Funds for HOPE VI Demolition Grants and Reopening of NOFA Application Due Date

<http://a257.g.akamaitech.net/7/257/2422/06jun20041800/edocket.access.gpo.gov/2004/04-18942.htm>

PIC Notes

- ✓ **New 50058 and Instruction book.** The new form and instruction book can be downloaded in a PDF file at the following HUD website addresses:

Form: http://www.hudclips.org/sub_nonhud/html/PDFforms/50058.PDF

Booklet: http://www.hudclips.org/sub_nonhud/html/PDFforms/50058i.PDF
(74 pages)

- ✓ Please remember to update your email address in PIC so you can get the notification of the ACC amendment for Public Housing Capital funds.
- ✓ Community Service: Please note new Instructions for line 3q of the 50058. *The PHA should no longer be selecting the option "n/a" since the community service requirement is now reinstated for all PHA. After September 2004, PHA will receive a fatal error if the n/a option is used.*

PIH Notices

PIH notice 2004-15, Fiscal Year 2004 Capital Fund Grants Processing Notice can be downloaded to a Word file on HUD's website:

http://www.hudclips.org/sub_nonhud/cgi/pdfforms/04-15p.doc

PIH notice 2004-14, Guidance on Methods and Schedules for calculating Fiscal Year (FFY) includes notice and 4 appendices, can be downloaded on PDF files on HUD's website:

[http://www.hudclips.org/sub_nonhud/cgi/nph-brs.cgi?d=PIHN&s1=04-\\$\[no\]&op1=AND&SECT1=TXTHLB&SECT5=PIHN&u=./hudclips.cgi&p=1&r=2&f=G](http://www.hudclips.org/sub_nonhud/cgi/nph-brs.cgi?d=PIHN&s1=04-$[no]&op1=AND&SECT1=TXTHLB&SECT5=PIHN&u=./hudclips.cgi&p=1&r=2&f=G)

PIH notice 2004-13, New Codes for Special Programs Reported on the Family Report, Form 50058) is in effect. This notice requires new codes be placed in the 50058 for transmission to HUD. The notice can be downloaded in a PDF file at the following HUD website addresses:

http://www.hudclips.org/sub_nonhud/cgi/PDFforms/04-13p.doc

PIH Notice 2004-12, Housing Choice Voucher Portability Procedures and Corrective Actions, can be downloaded in a Word file at the following HUD website addresses:

http://www.hudclips.org/sub_nonhud/cgi/PDFforms/04-12p.doc

Please note you should incorporate this guidance into your administrative plan.

PIH Notice 2004-11, Income calculation regarding Medicare Prescription Drug Cards, can be downloaded in a PDF file at the following HUD website addresses:

http://www.hudclips.org/sub_nonhud/cgi/PDFforms/04-11p.doc



*C.J. Lorbett
Editor-Newsletter
Office of Public Housing
U.S. Dept of HUD*

*The San Francisco Office of Public Housing has established this newsletter to better serve you, the housing authorities in our jurisdiction. This is our first edition. The purpose of the newsletter is to provide you with current information as it pertains to public housing programs in this region.

We ask you to participate in this effort by sharing your success stories with us. We look forward to receiving stories and pictures of your FSS graduates, of your progress in developing public housing, and to those moving to homeownership.

Please, think of this newsletter as a place where news and information is exchanged among a community of folks dedicated to improving housing for our neighbors.

Please direct your questions, comments and contributions to me at

Carroll_J._Lorbett@hud.gov